

Adding the Mobile App Widget to the Dashboard

10 Steps

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Created by

APS Staff

Creation Date

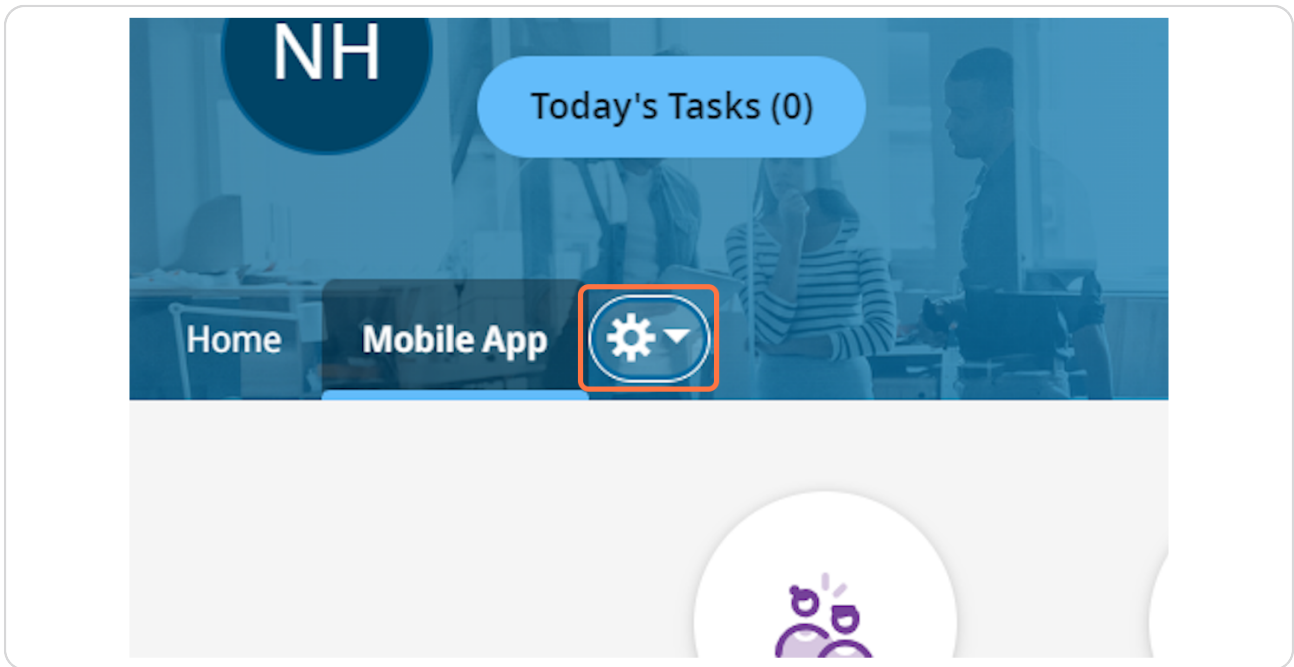
April 17, 2024

Last Updated

April 17, 2024

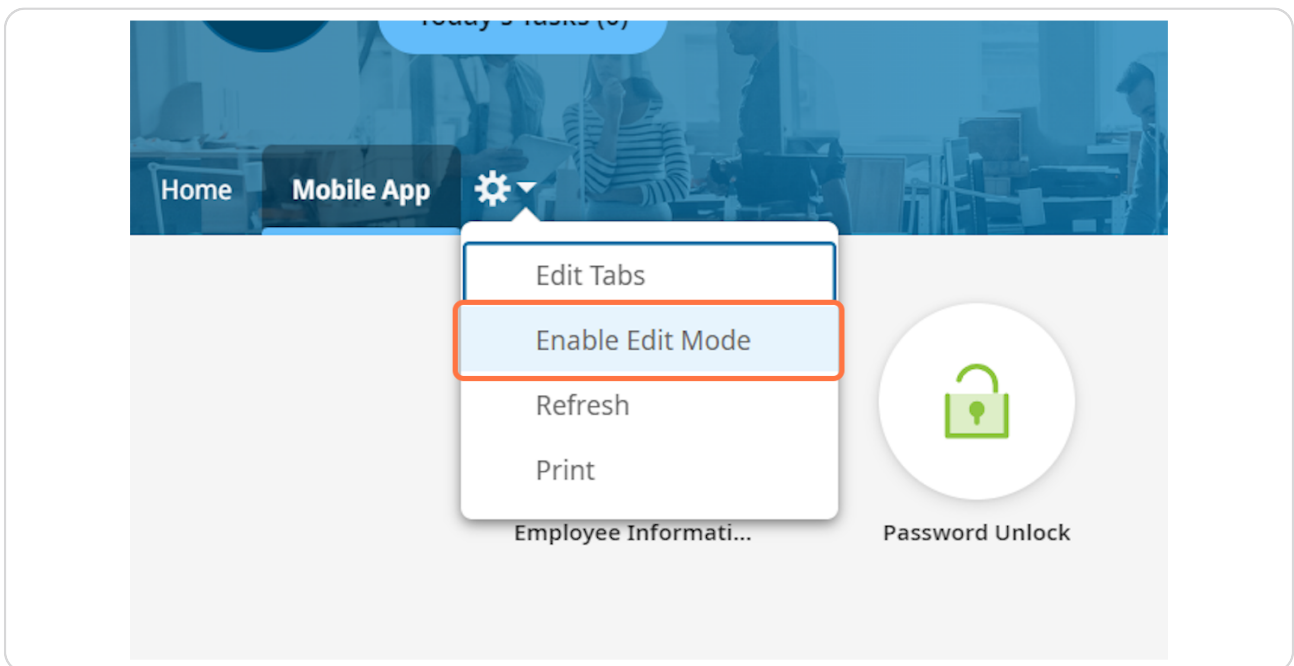
STEP 1

On your dashboard, click the gear icon



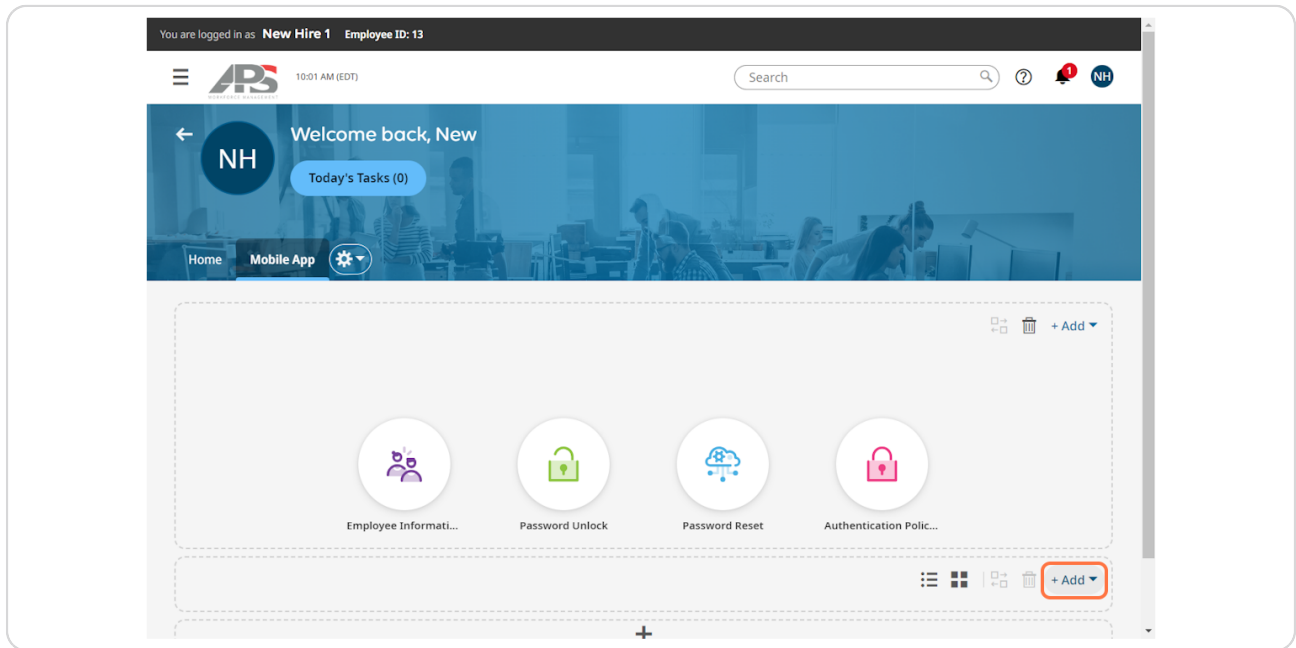
STEP 2

Click on Enable Edit Mode



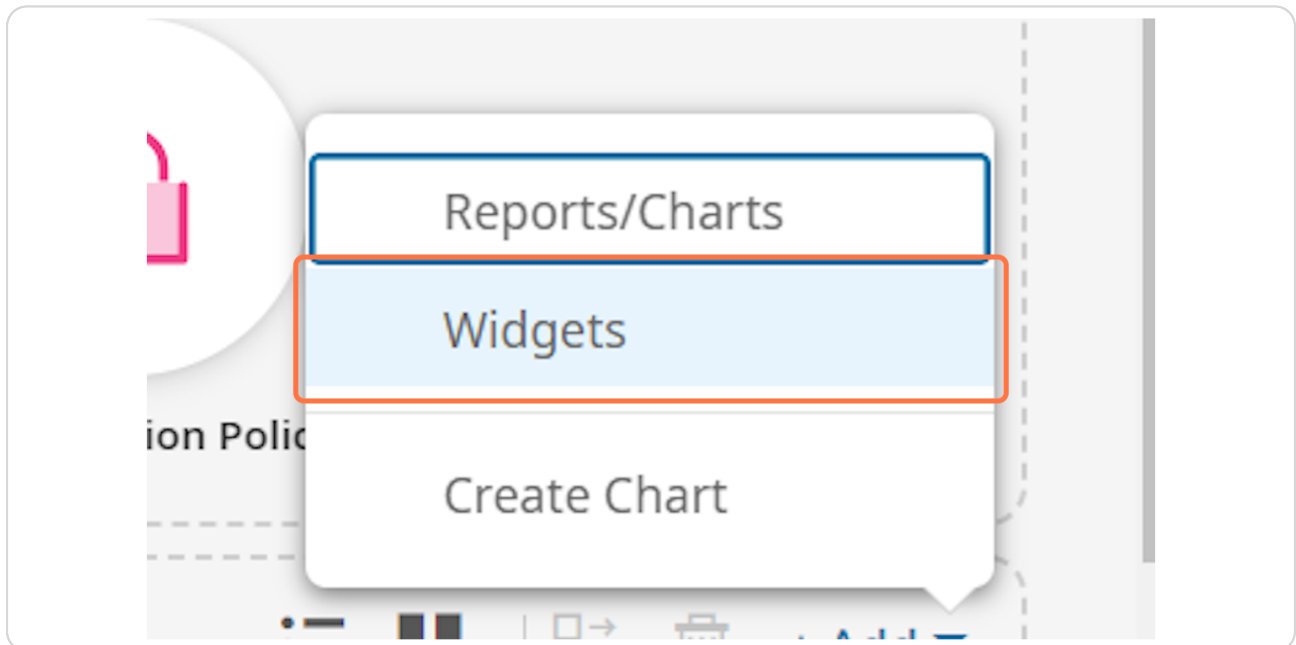
STEP 3

Select the area of the dashboard you want the widget to be enabled. Click **+Add**



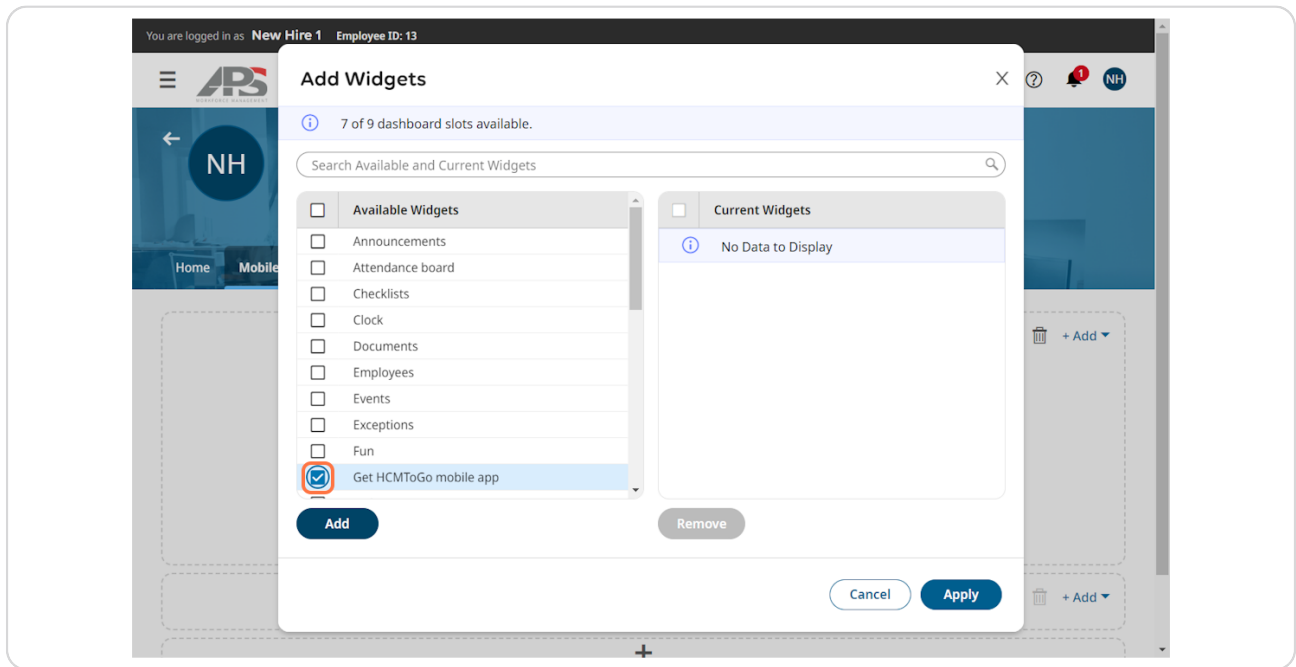
STEP 4

Click on **Widgets**



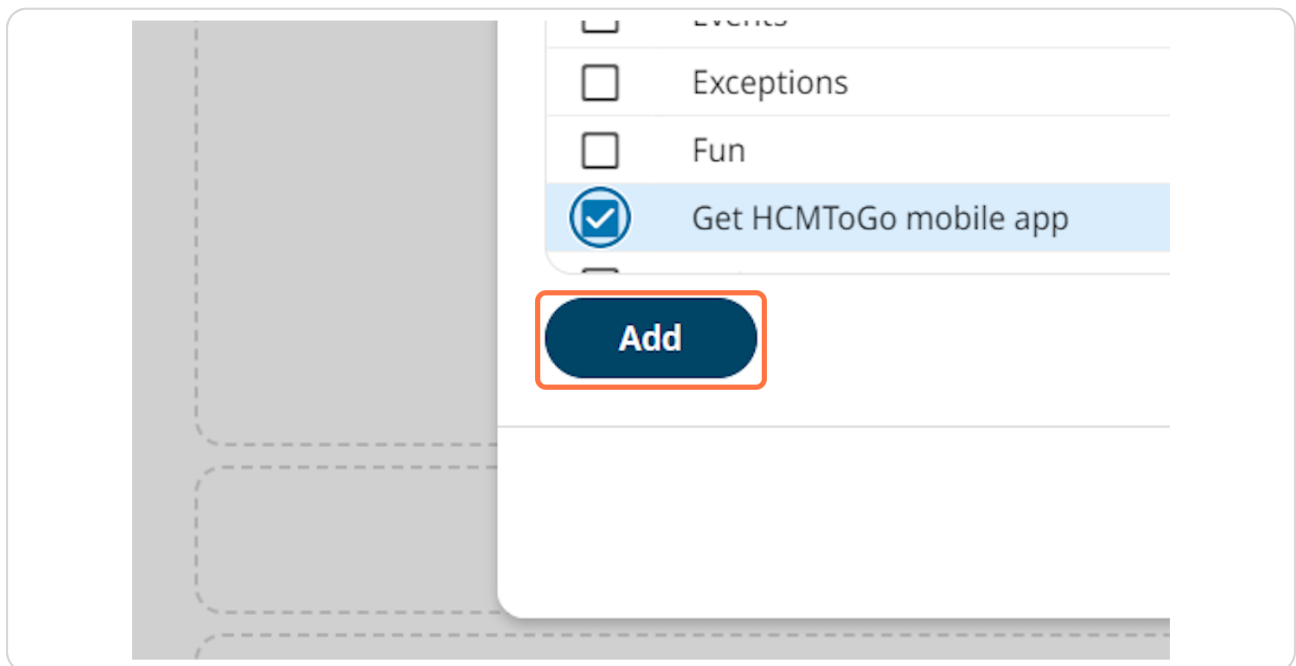
STEP 5

Check Get HCMToGo mobile app



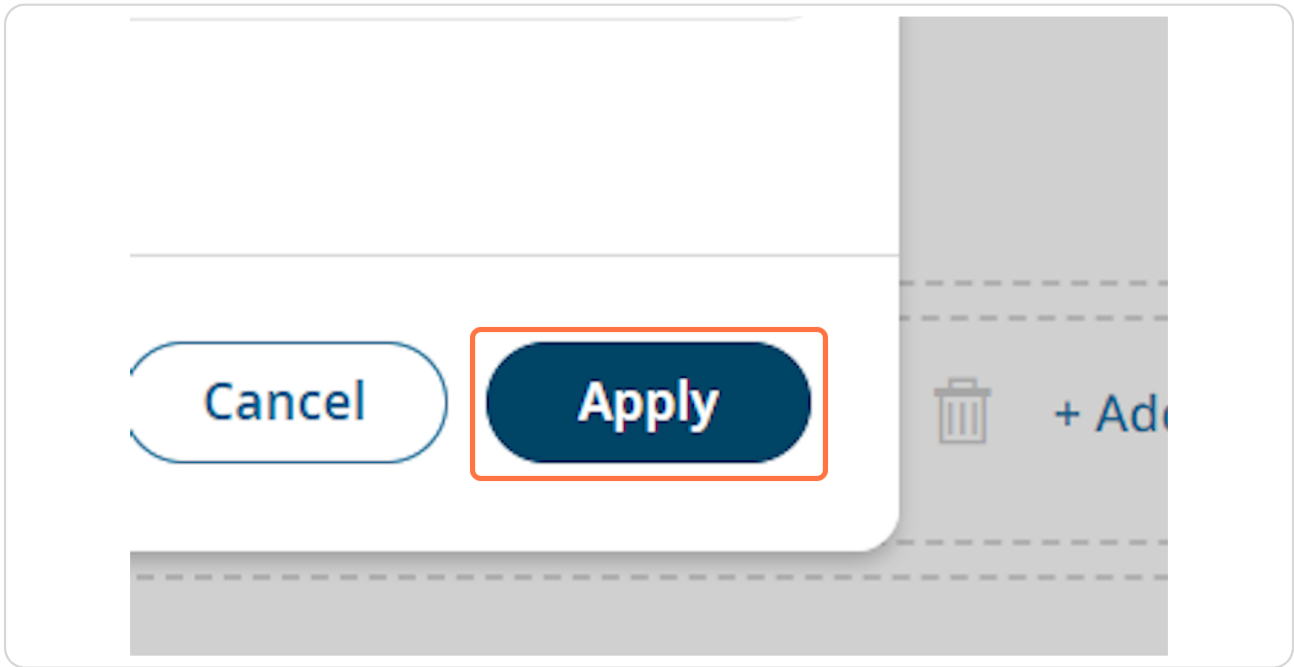
STEP 6

Click on Add



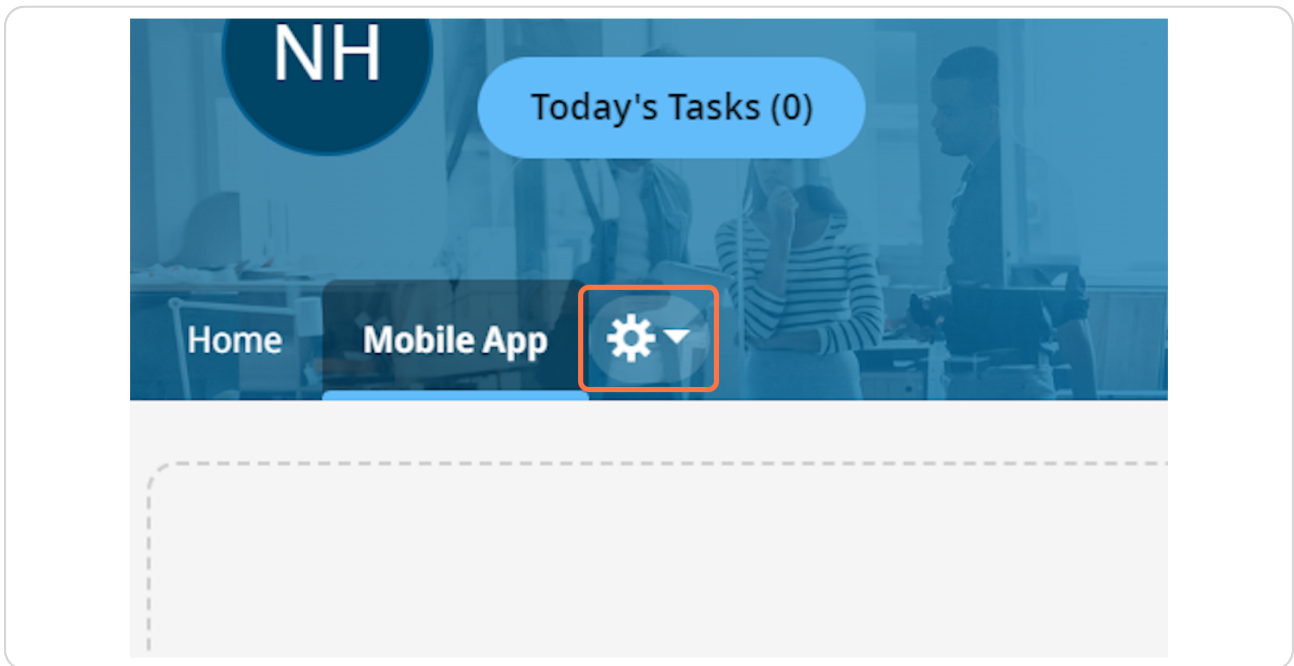
STEP 7

Click on Apply



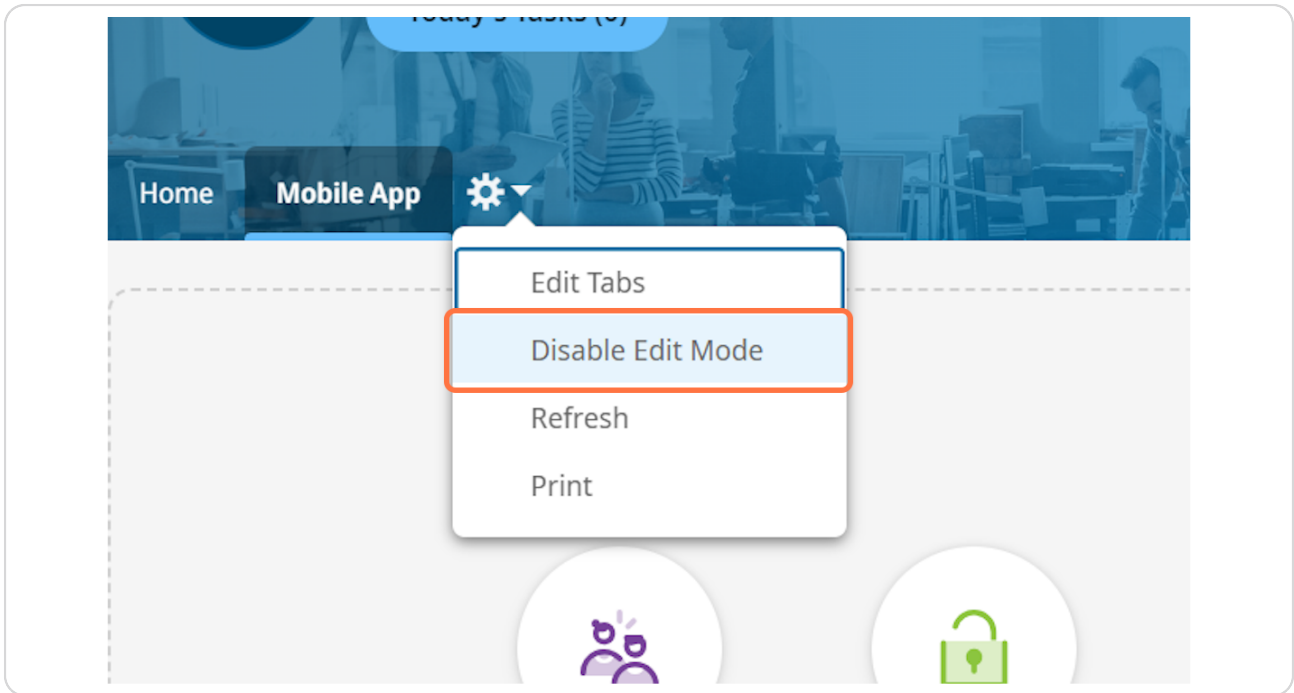
STEP 8

Click on Edit Tabs



STEP 9

Click on Disable Edit Mode



STEP 10

Now the HCMToGo mobile app widget is available

You can print out the widget and post it in a shared area so that employees can scan the QR code to sign in. You can also add it to managers' dashboards so that they can assist employees with a first time sign in.

The company short name required for mobile login will appear on the widget. It's typically four digits, followed by APS (ex. 1234APS)

