



Hi there,

Welcome to the team! To streamline your induction and ensure things run smoothly on the day, please ensure you keep an eye out for your activation emails and action these with the following steps prior to attending. This way we can jump straight in to the good stuff!



team national.

GETTING

APP PREPARED





employment hero.

this is your app for receiving payslips, communications, leave applications

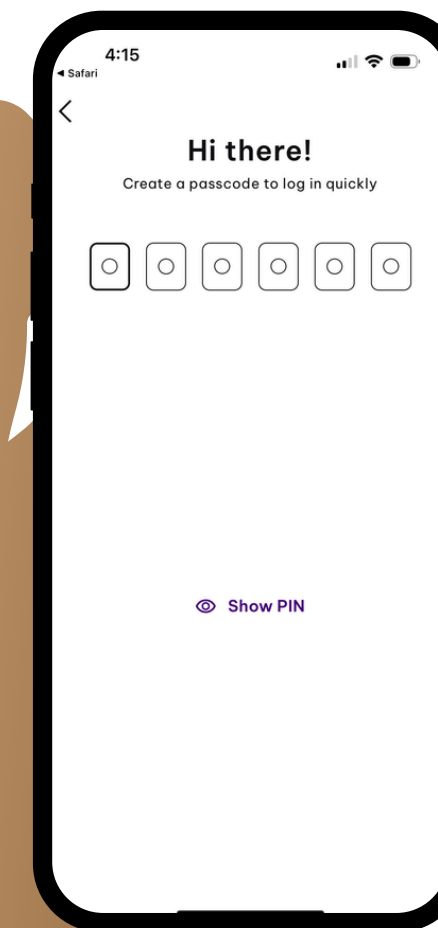
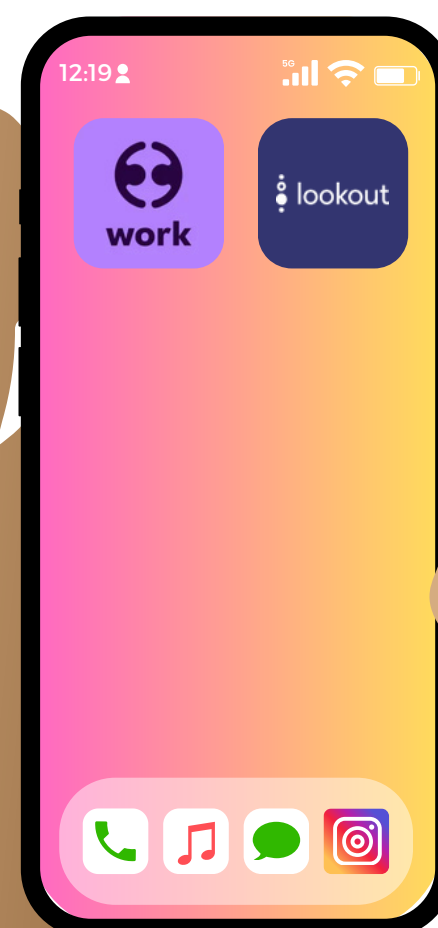
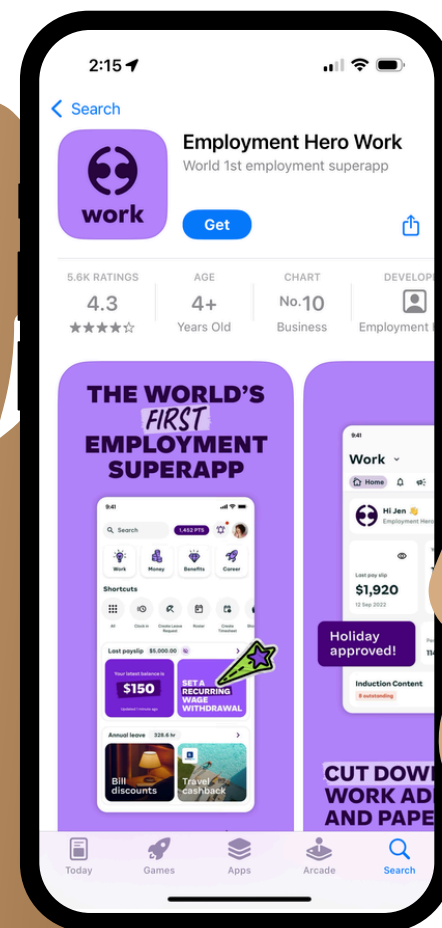
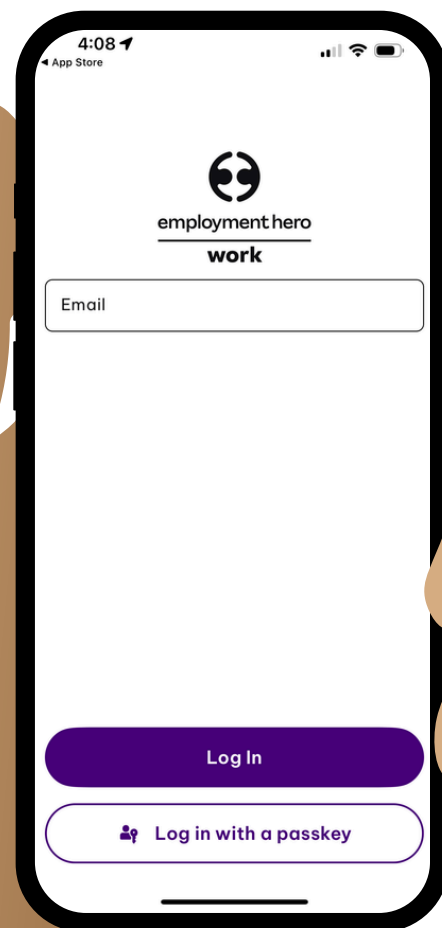
EMPLOYEE SYSTEM ACCESS

getting you set up

STEP 1.

Activate Employment Hero:
*you will receive a sign-up email,
follow the prompts.*

You will receive an email to your designated email with a link to download the payroll Employment Hero Work app. Simply follow the directives provided.





- **Update your employment profile (HERE ONLY!):** personal details including home address, mobile, emergency contact, TFN, Bank details
- **Leave Applications:**
Permanent staff apply for leave through this EH App.



lookout.

this is your app for adding your availability, receiving your roster, access to help plans, shift details, completing shift notes, raising incident reports etc

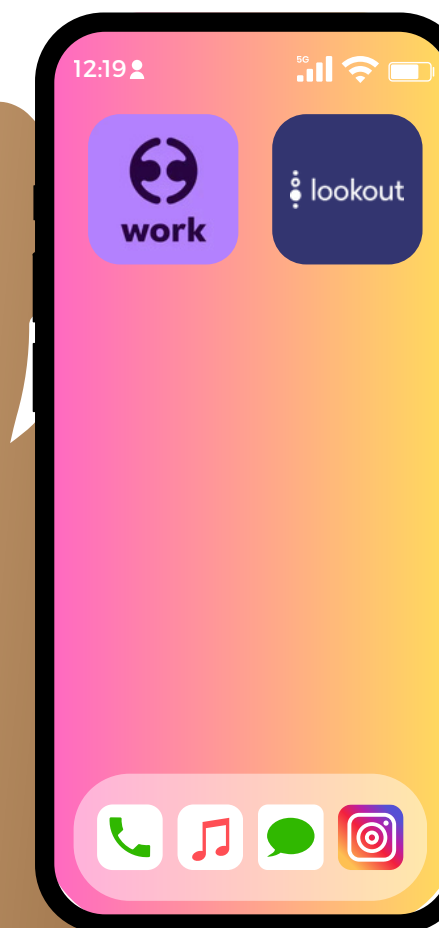
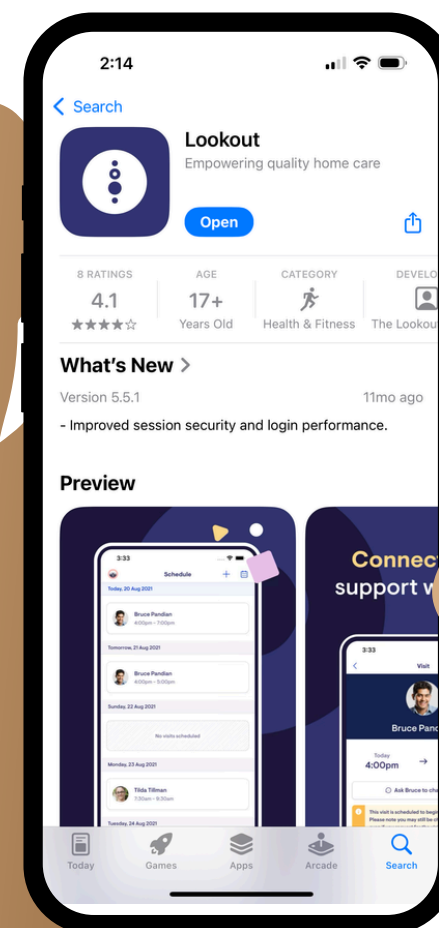
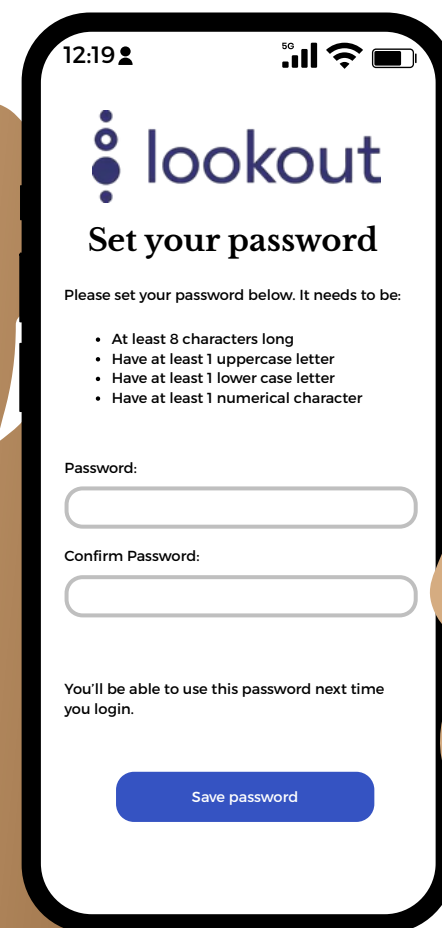
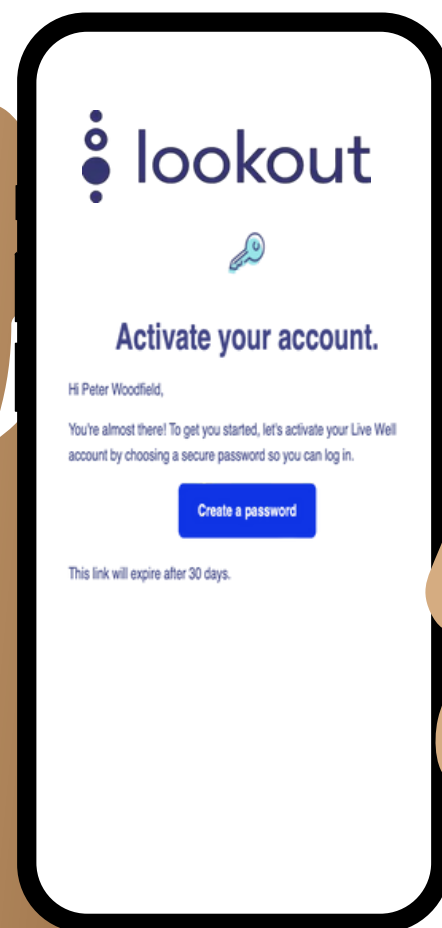
EMPLOYEE SYSTEM ACCESS

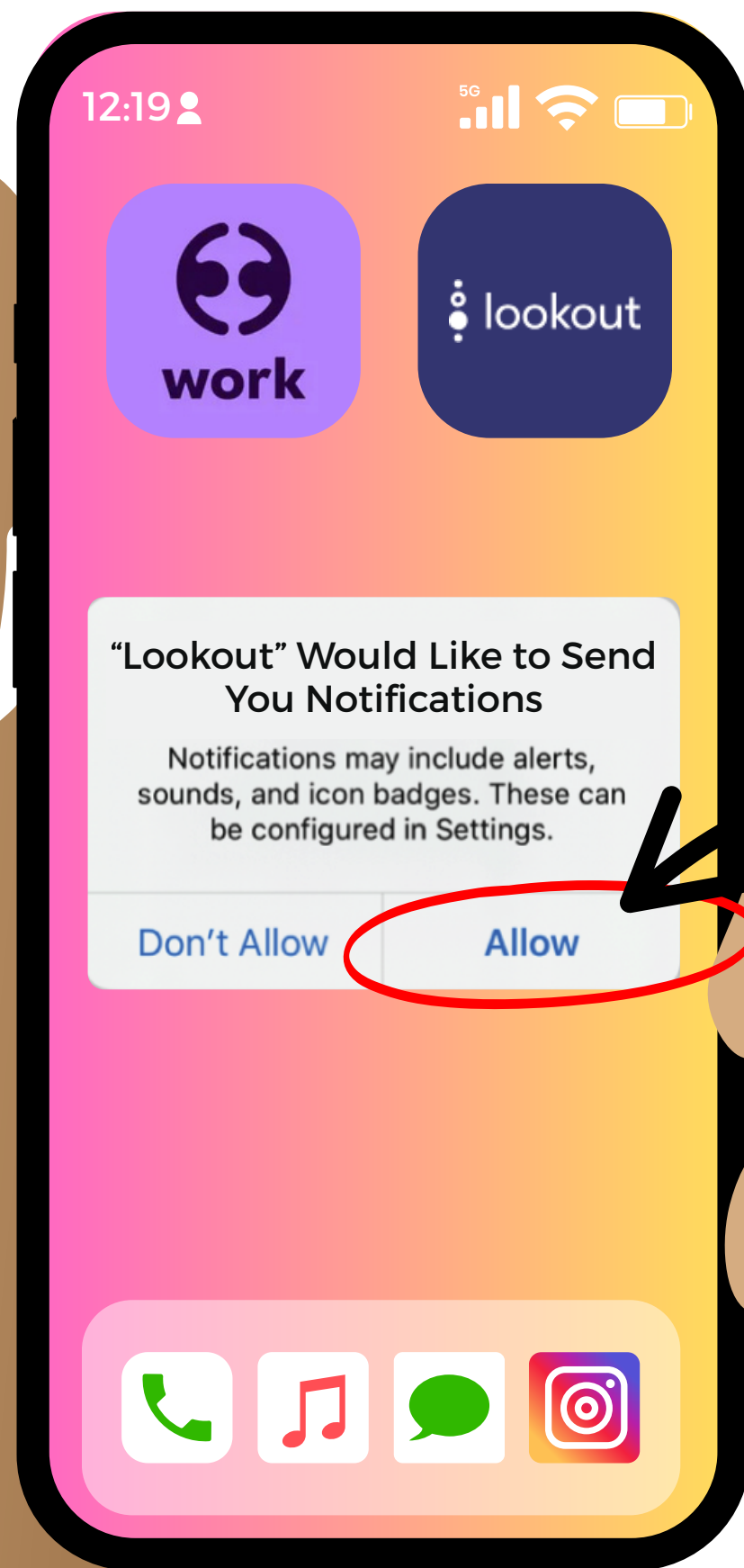
getting you set up

STEP 2.

Activate Lookout:
*you will receive a sign-up email,
follow the prompts.*

You will receive an email to your designated email from Lookout way titled 'Lookout Invitation'. Simply click create a password and you will be asked to download the app.



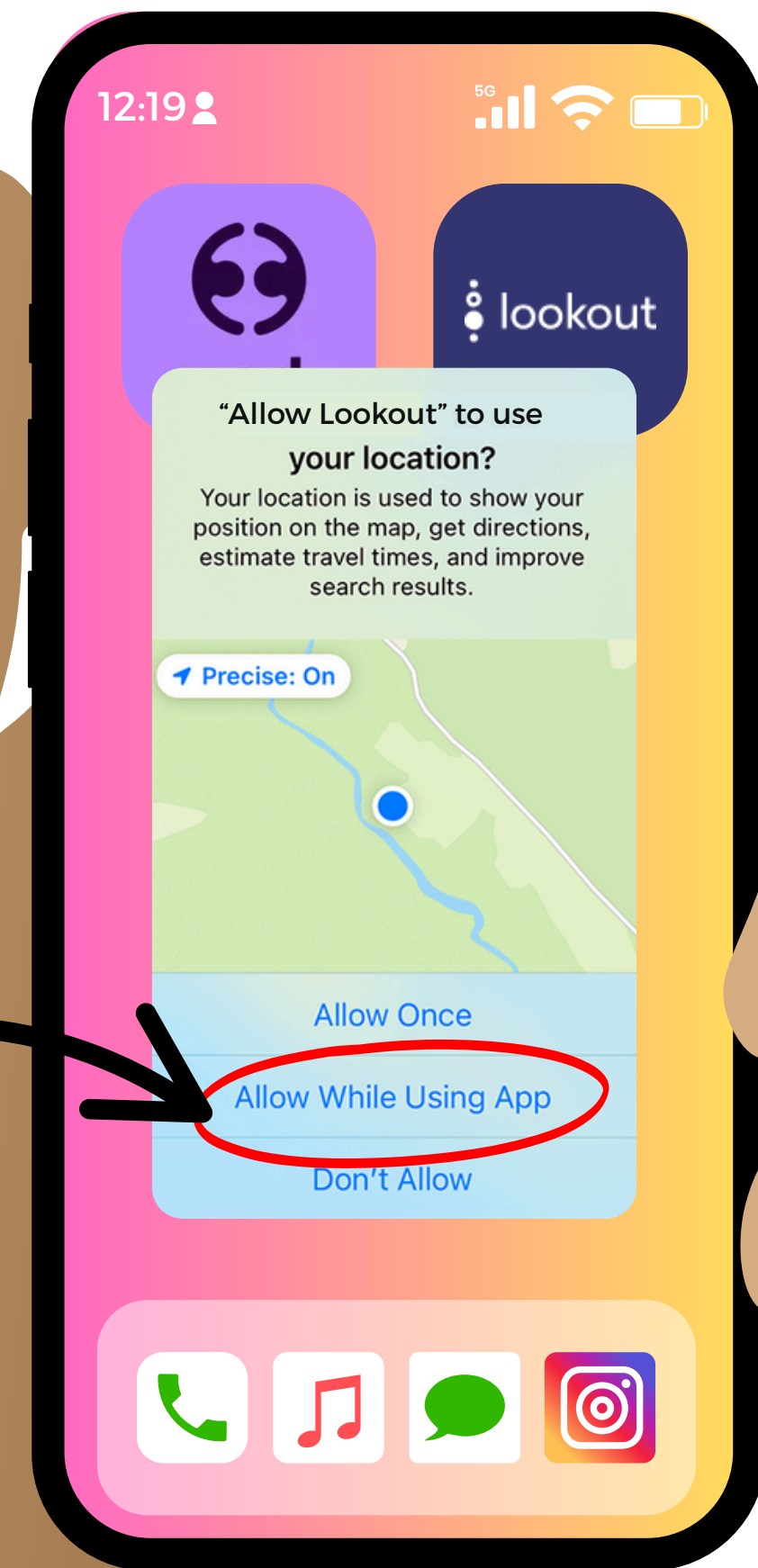


When you download the app and open it, the usual app set up questions will be asked of you...

Be sure to Allow notifications & Allow While Using App for Location.

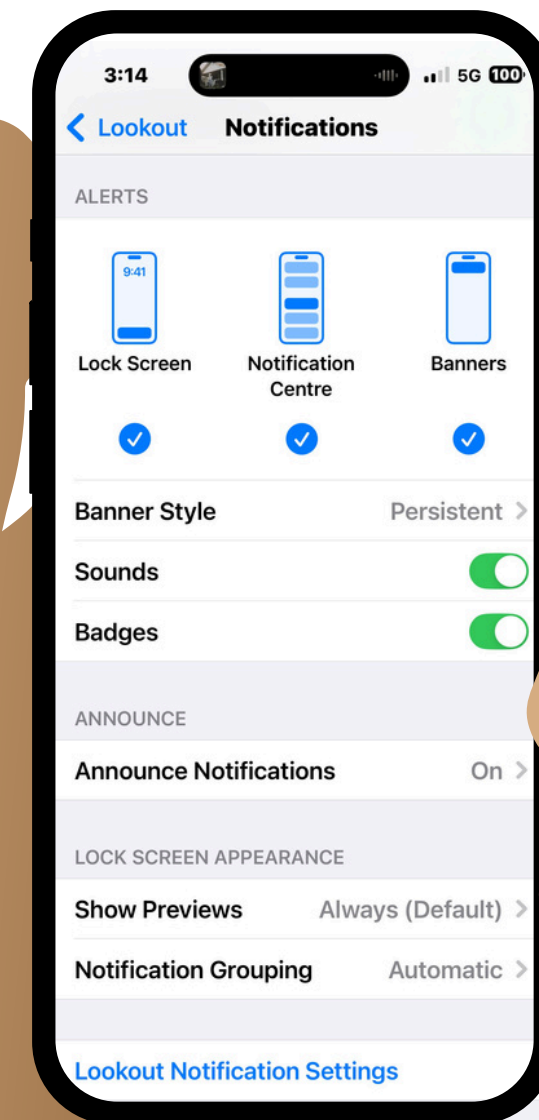
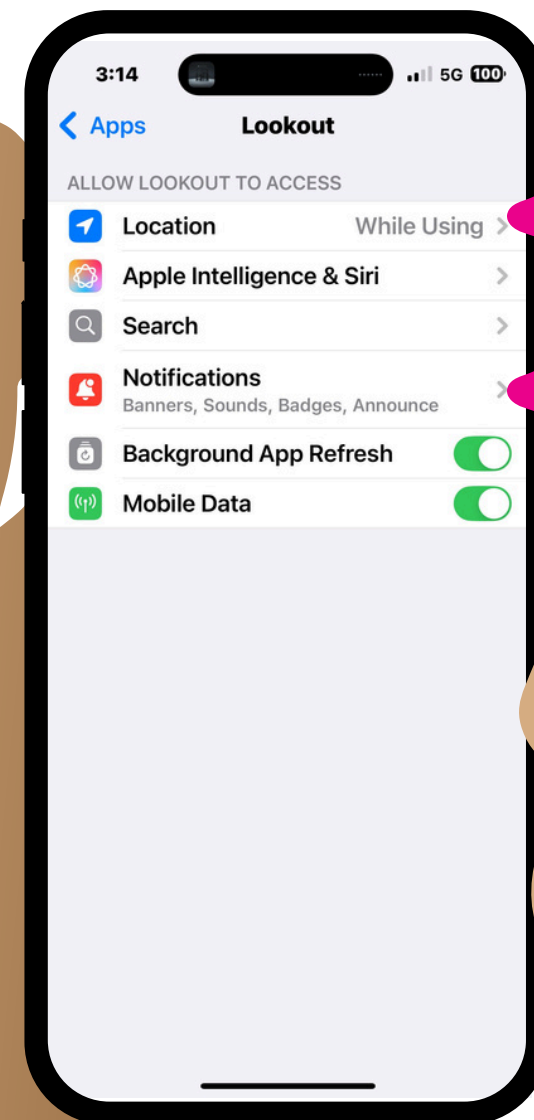
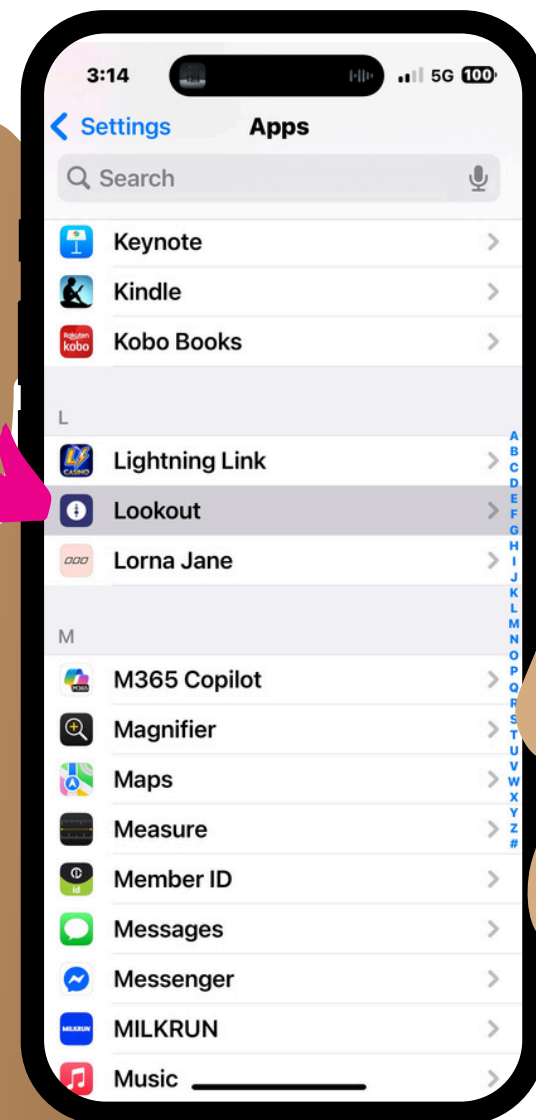
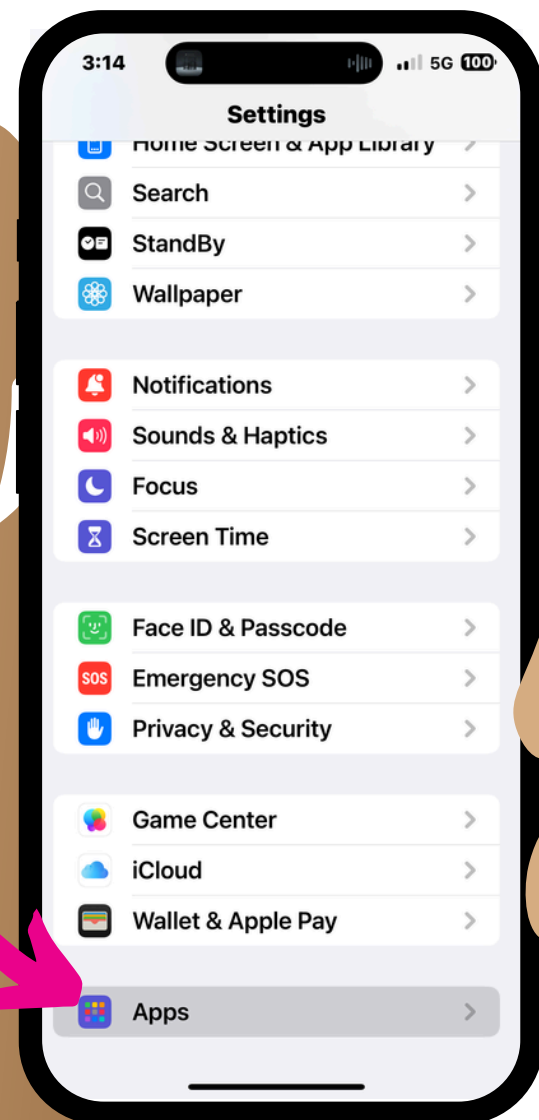
so you know when new info is added to your roster!

so you are able to clock in and out of shifts to activate payslips for shifts attended!



STEP 3.

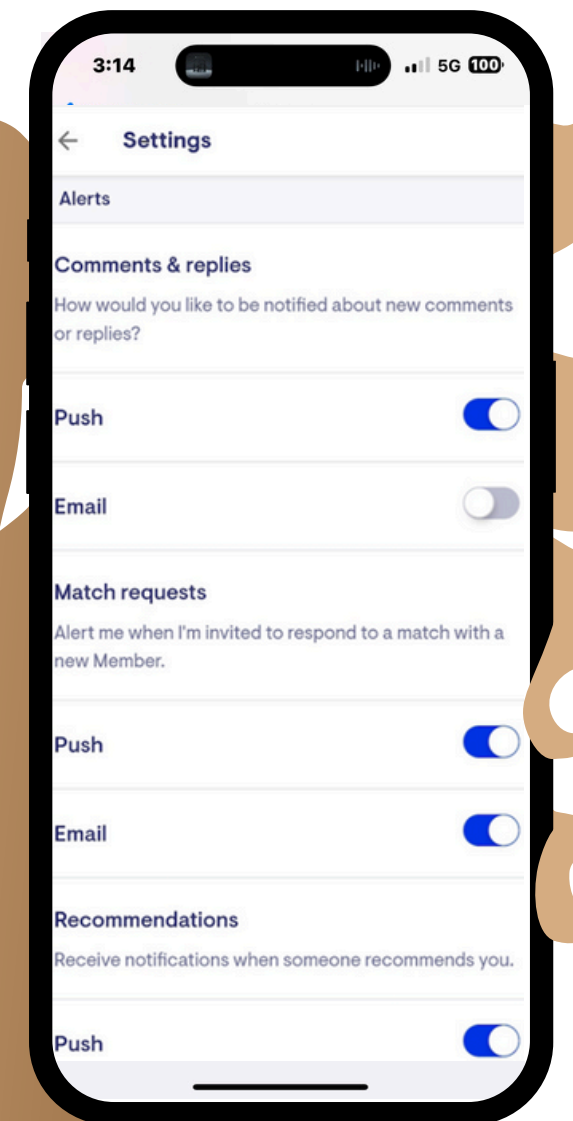
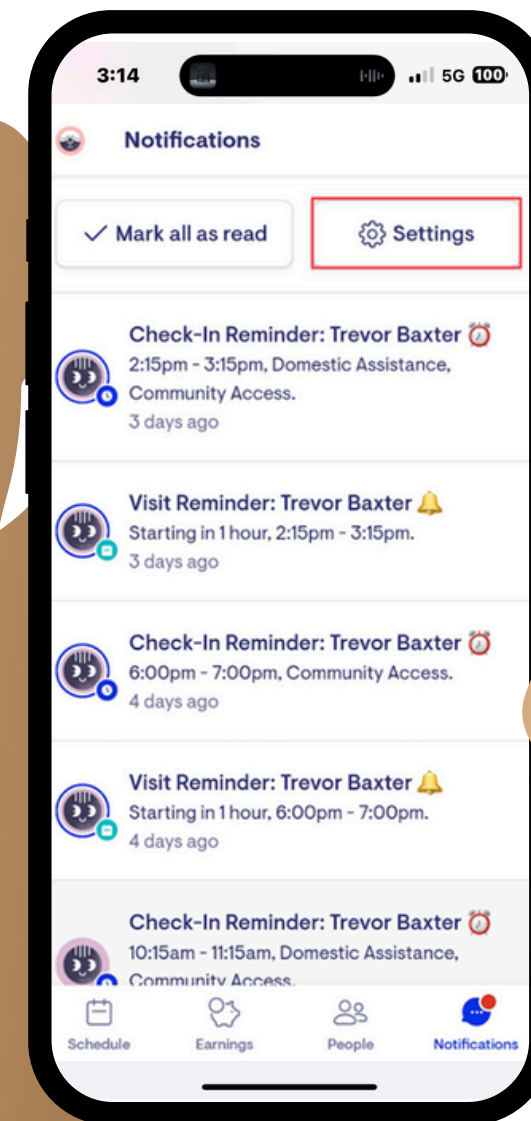
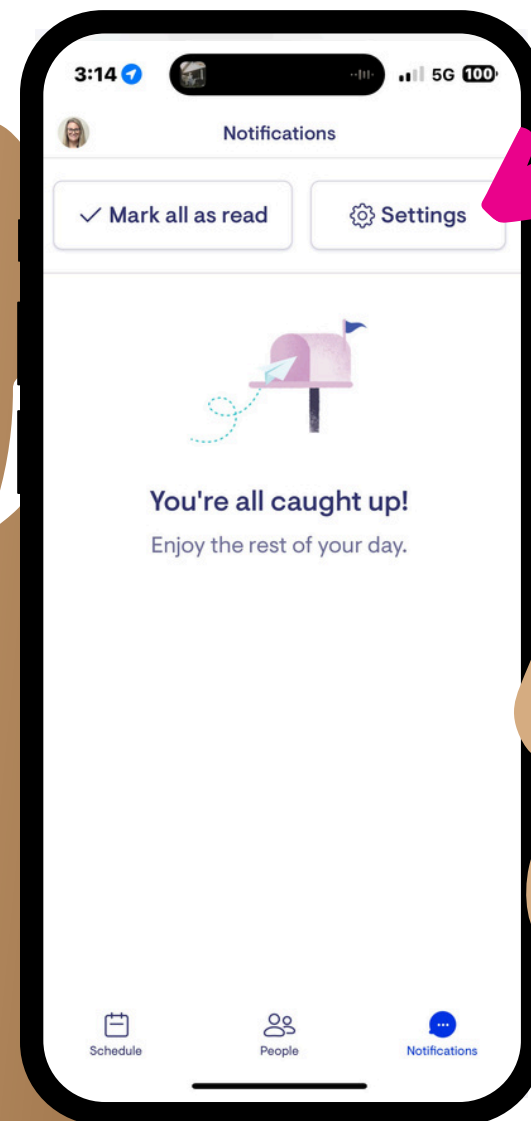
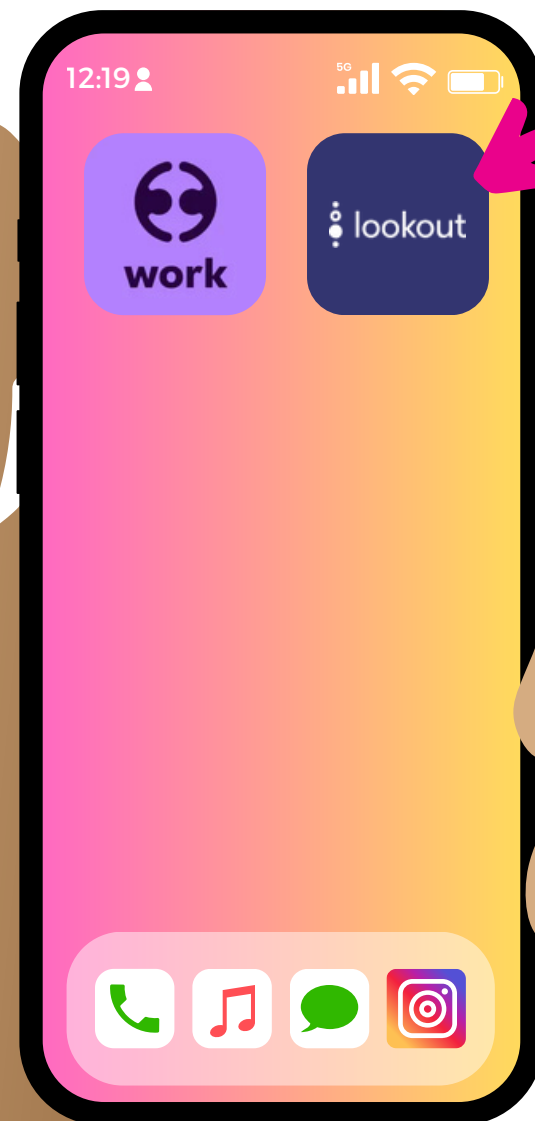
Phone Notification Settings:
you are solely responsible for ensuring
your notifications are turned on.



MANDATORY

STEP 3.

Lookout App Notification Settings:
*you are solely responsible for ensuring
your notifications are turned on.*



MANDATORY

NEED HELP?

Lookout Login Troubles:

*If you've forgotten your password, after entering your email, select **Having trouble logging in?** to activate a password reset link to your email.*

Located on your mobile app – under the blue continue button.

Alternatively – email your daily ops team for support

Lookout App Resources:

additional resources and how-to guides are available via our website QR codes

