

Focus Website Home Screen Icon on Smart Phones.

There are many browsers to choose from on Android and iPhone Smartphones. We recommend Google Chrome on Android, and Safari on iPhones, however the idea of placing a Website Icon on the phone's desktop is the same with any browser

Go to the Focus Employee Self Service website as directed by your system administrator. At the Focus Login screen follow these instructions:



ANDROID Users

On Android models, press the Menu button - either below the screen on some devices or at the top-right corner of the browser (3 dots).

Then tap on Page, Tap Add Page Shortcut, or just Add to Home Screen.

IPHONE Users

For Safari, Tap on the arrow out of box Icon at the bottom of the screen.



On BOTH iPhone and Android phones

You may be asked to set a name for the new Icon and OK it.

Your shortcut Icon should now appear on your Home Screen.

Enable Geo-location services on your phone in the Phone's Settings. Security & Privacy, Location Services.

Press the Home Screen's Focus Icon and Log in to Focus with your User number and Password.

Allow location if requested.

You can now save the Password, and then proceed to Clock In or OUT.