Setup and Login via Mobile App

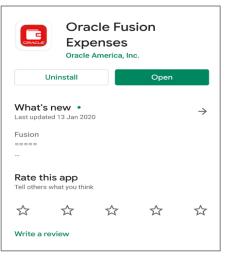
To download, setup and log into the Oracle Fusion Expenses App via an Android or Apple device, please follow the steps below and ensure you have internet access and are Citrix connected

Quick Check

- Step 1: Connect to Citrix
- Step 2: Connecting to Oracle Expenses for the first time

Process

Download and install the Oracle Fusion Expenses App from the Play Store (Android) or App Store (Apple)



Open the Citrix SSO App and swipe the slide bar right in Virtual Private Network (VPN) to request a permission token to be sent

≡ Citrix SSO		
CONNECTIONS TOK		
VPN		D
Connections		
sahextaccess.sahealth.sa.gov.a	:	

Step 1: Connecting to Citrix

>

Select Allow for the secondary token to be sent to the login screen

CANCEL	Enter Credentials	LOG IN
ksunda01		
Password		
Password 2		
_		_
Permissio	on to send token	
Do you war	nt to fill the secondary	token?
	DENY	ALLOW

- > Enter your HAD ID password
 - The secondary token is your second password which is pre-filled

ksunda01			
Password			
•••••			
Password 2			
)		

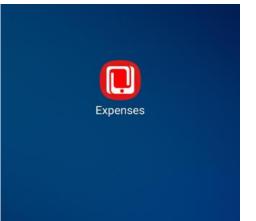
> A pop up will appear at the top of your screen to confirm that you have successfully connected to Citrix

12:01 pm
:

- Please note: Citrix (VPN) must be connected for you to be able to login to the Expenses App successfully
- > Detailed set up instructions for Citrix (VPN) for iOS and Android personal devices can be found on <u>sahealth.sa.gov.au/reimburseme</u>

Step 2: Connecting to Oracle Expenses for the first time

> Once connected to Citrix, open the Expense App

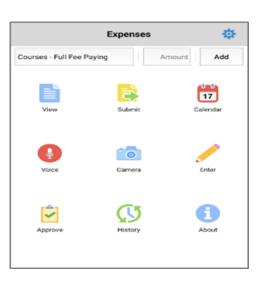


- > If you are logging onto Expense App for the first time, please follow the steps below:
 - 1. Accept the end user license agreement
 - 2. Choose Basic as the login option
 - 3. Enter the host URL: https://erpmobile.had.sa.gov.au/OAR
 - 4. Enter your HAD ID and password
 - 5. Select Login

Expenses	Login
STS	SSO
pmobile.had.sa.g	ov.au/OAR
	•

- > When you have logged in you will be taken to the Home Page (refer image overleaf)
- > The App will also start to sync with the network to update the App

OFFICIAL



When you have completed your session, select the wheel cog lcon at the top right of your
Home Page screen to open up Settings tab and select the sign out option to close your app

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=	Settings Sync	
Host URL	http://hlt439vma019.had.sa.gov.au: 8060/OAR	
User Name	SAHPDRMEDOFFICER01	
Password		
Sync Frequency	Weekly	
Expense Template	MOPD Non Travel Expenses	
Save Password Locally	Yes	
Reimbursement Currency	AUD	
Image Size	Medium	
Version	4.8	
Legal Terms	Click for legal terms	
Detailed Logging	Yes	
d	Sign Out	
Custom Theme S	elect Theme 👻	

Login and or submit Troubleshooting

 If you are having difficulties logging in, or submitting a claim, please contact Medical Officer Professional Development Reimbursement System Support Team for assistance via the below contact details

For more information

Medical Officer Professional Development Reimbursement System (MOPDRS) Clinical System Support & Improvement, SA Health <u>Health.PDReimbursement@sa.gov.au</u> <u>sahealth.sa.gov.au/reimburseme</u> For Official Use Only-A1-I1

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Oracle Expenses Mobile App Setup and Log in.docx Last updated: 12-Sep-23





