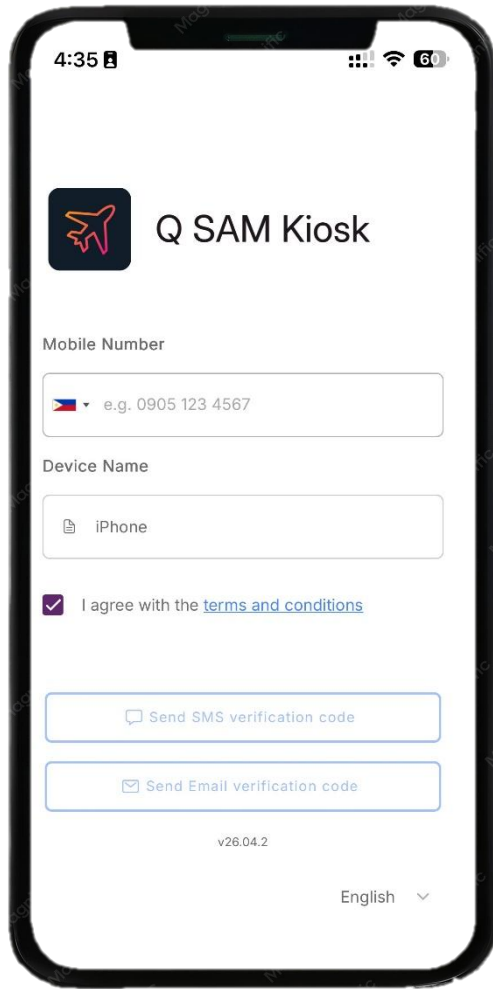


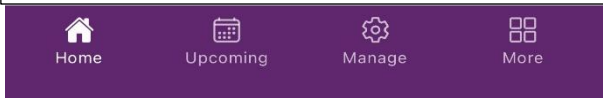


The screenshot shows the 'Q SAM Kiosk' app interface on a smartphone. At the top, the status bar displays the time 4:35, signal strength, Wi-Fi, and battery level at 60%. The app's logo, a stylized orange and red 'Q' with a plane icon, is next to the title 'Q SAM Kiosk'. Below this, there are two input fields: 'Mobile Number' with a dropdown menu showing a flag and the text 'e.g. 0905 123 4567', and 'Device Name' with a dropdown menu showing 'iPhone'. A checkbox is checked, indicating agreement with the [terms and conditions](#). Below these fields are two buttons: 'Send SMS verification code' and 'Send Email verification code'. At the bottom, the version number 'v26.04.2' and the language 'English' with a dropdown arrow are visible.

Download the Workforce Kiosk App from the Apple App Store or Google Play Store. Ensure the app is updated to the latest version and that your mobile number is correctly recorded in your SAM profile. Log in using your mobile number and verify your identity via SMS or email to access your bookings and submit a remove request.

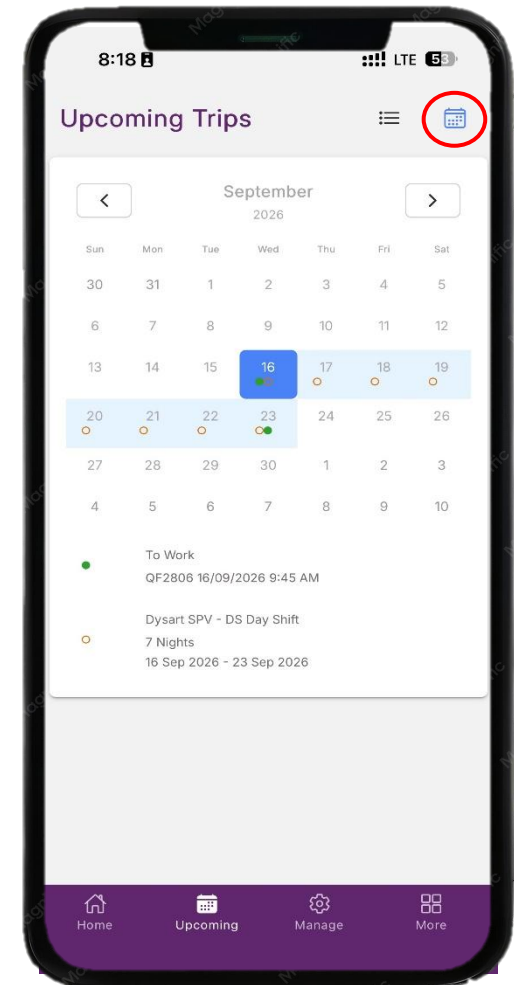
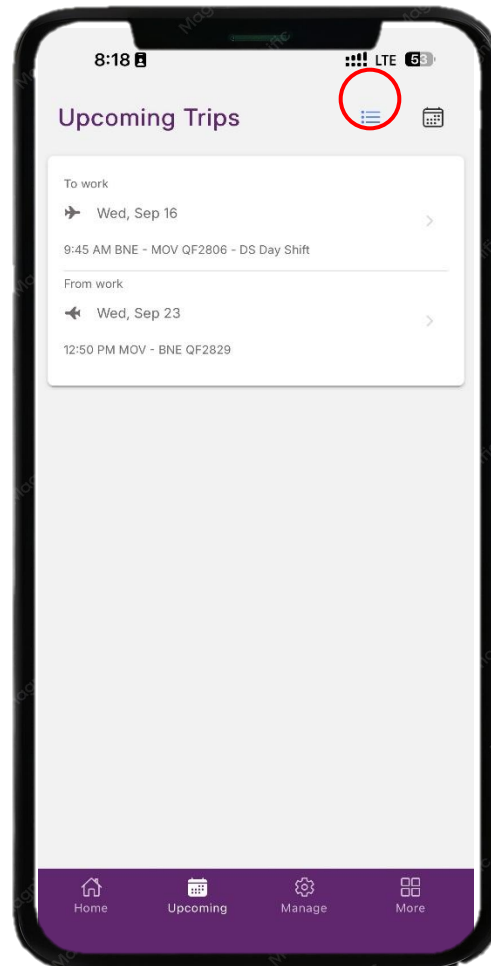
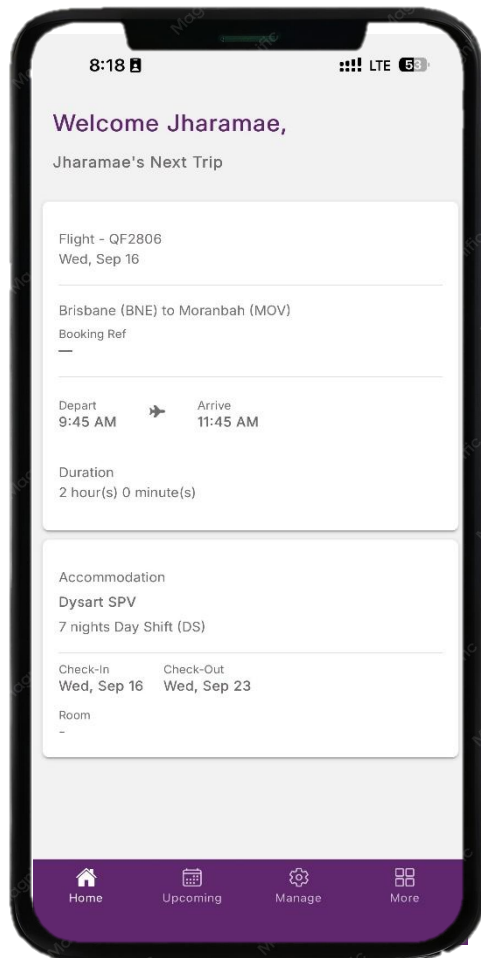
Navigation Overview

When logged in, **users** will see the following four menu options:



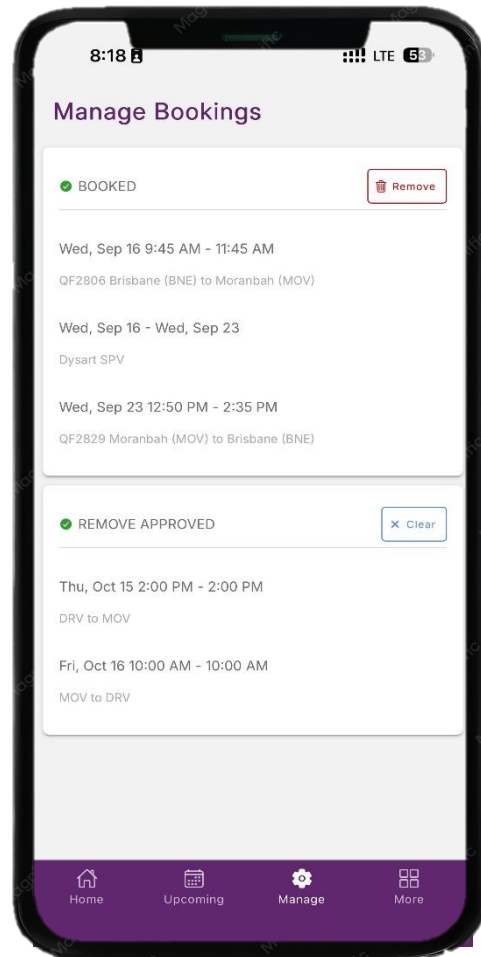
Upcoming – Users can view their booking and flight details.

(Can be viewed either by list or calendar view)

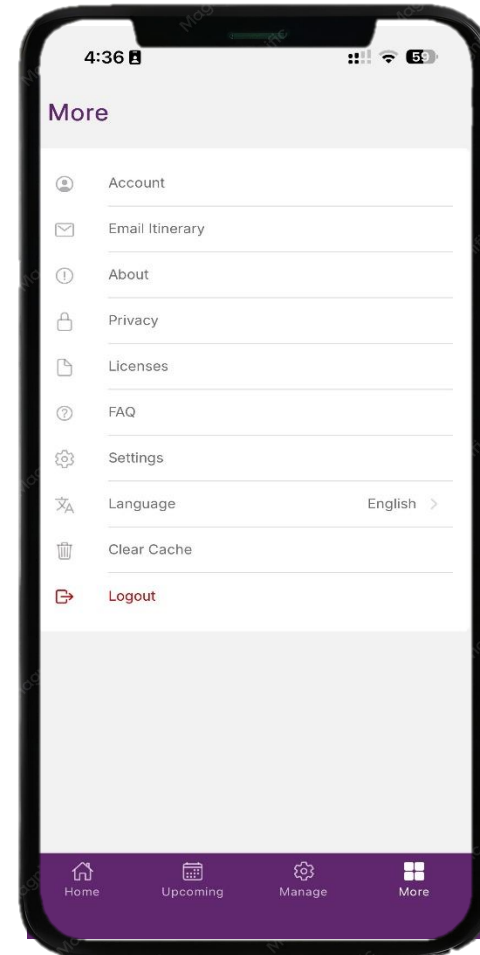


Home – Users can view their upcoming accommodation bookings and key travel information

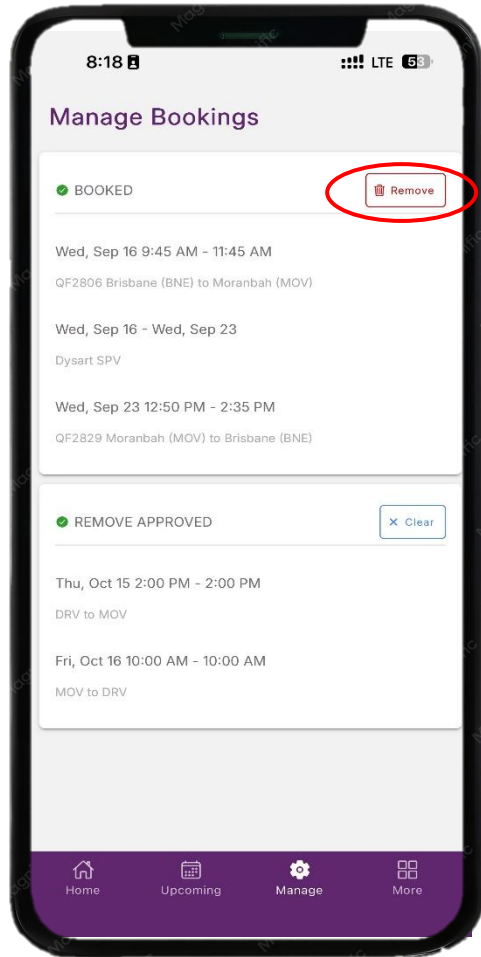
Manage – View bookings by swing, submit a remove request, and track pending or approved removal requests.



More – Access additional information, tools, and settings, including Email Itinerary, FAQs, and app configuration options.



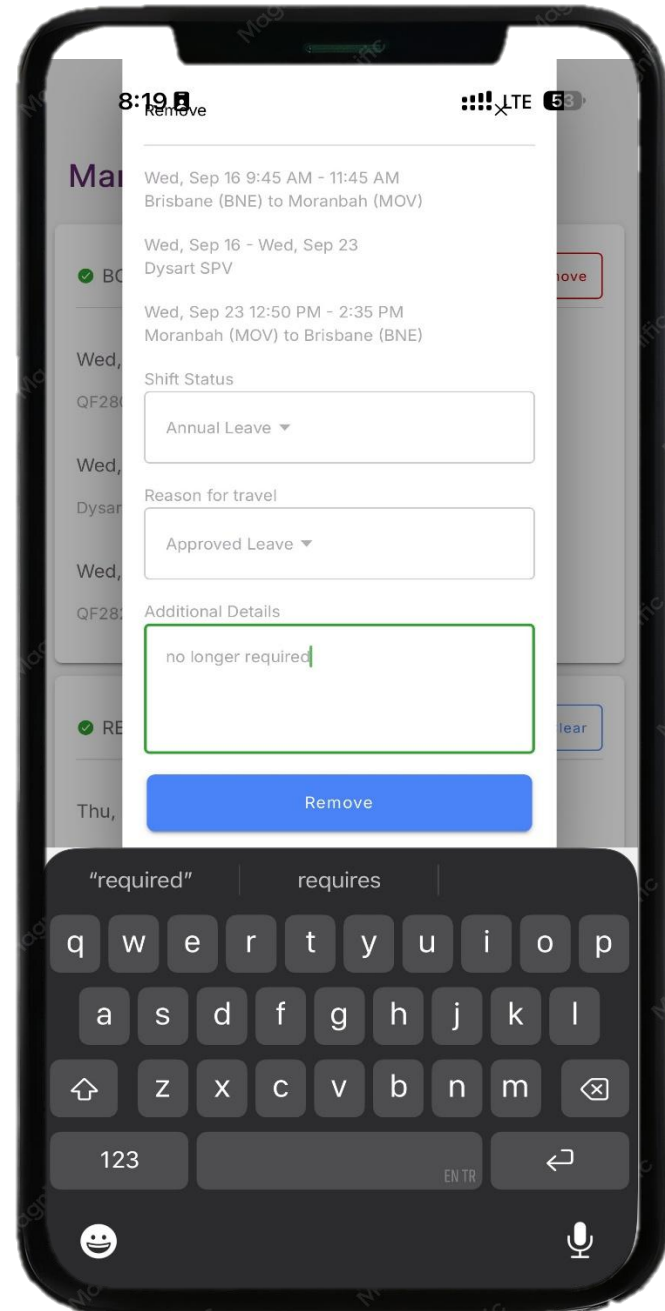
Manage Bookings and Submit a Remove Request

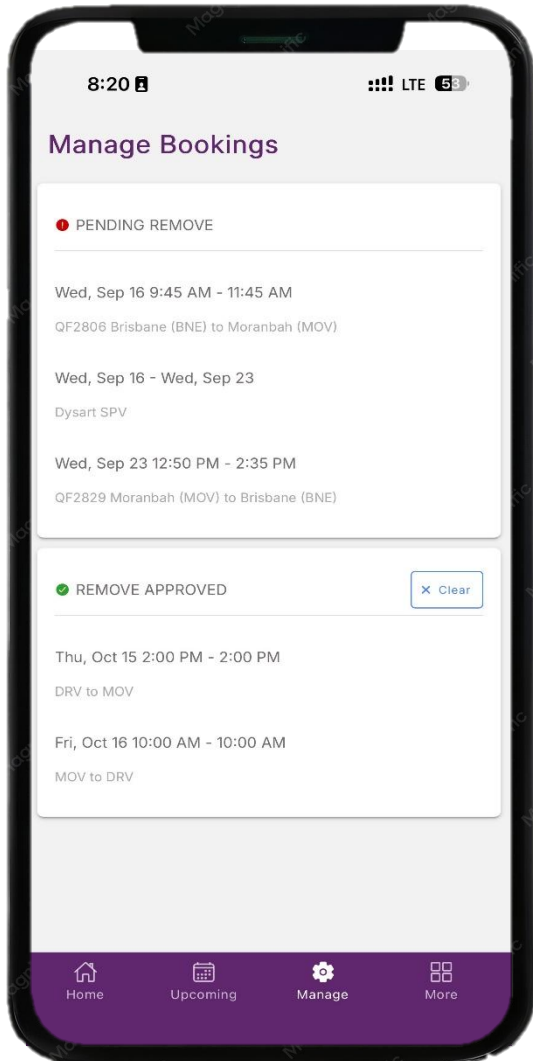


Under the **Manage** menu, select the booking you wish to remove and click **Remove**.

Users will be prompted to:

1. Select the appropriate **Shift Status**.
2. Select the **Reason for Travel**.
3. Enter any **Additional Details/Comments**
4. Click the **Remove** button at the bottom of the screen to submit the remove request.





Once the remove request has been submitted, the booking status will be updated to **Pending Remove** and will be reflected in the app. Users can monitor the status of their request under the **Manage** section.

Workflow Visibility

Once submitted through the Kiosk App, the remove request will also be reflected in the **Workflow website application**, with an indicator showing that the request was **submitted via the Kiosk App**. This allows approvers and administrators to easily identify the source of the request.

Once approved, the request status will also be reflected as **Approved** in the Kiosk App.

Email notification will also be received by the user.

Days Away	Current Status	Request #	Document	Subject	Description
62	Approval Team	2325646	Folio Travel	Jharamae GATCHALIAN	Remove, Jharamae GATCHALIAN - (Kiosk Mobile) Travel IN on 16/09/2026 by Plane BNE 0945 MOV 1145 test - do not remove

