Using PEMS on a mobile device

1 Introduction

PEMS can be used on your mobile device to:

- Create, review and certify expenses
- Monitor your office's claims and budget usage.

The size of your mobile device and the internet browser used on your phone or tablet will affect the way the information and on-screen controls appear on your screen.

Claims and transactions are condensed in mobile view to show the same information as on your desktop screen. You may need to scroll further through each claim or rotate your device to landscape orientation to see all details clearly.
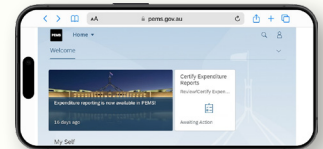
To return to the PEMS home screen at any time
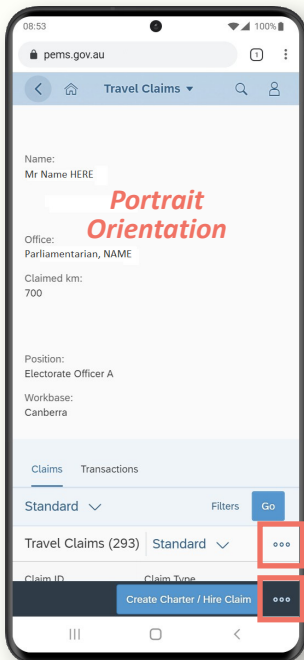
- Select the House icon at the top of the screen.
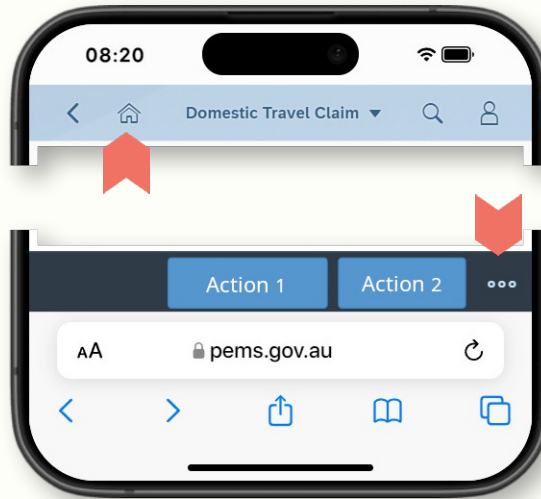
When additional action buttons are hidden, an Ellipsis (**…**) button will be shown. To access hidden buttons:
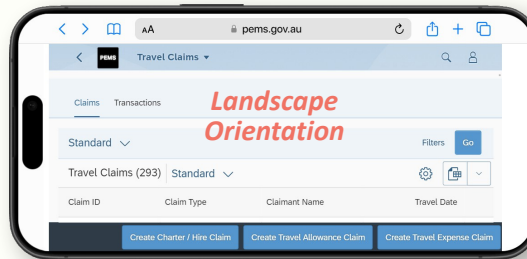
- Select the Ellipsis button or rotate your screen to landscape orientation.
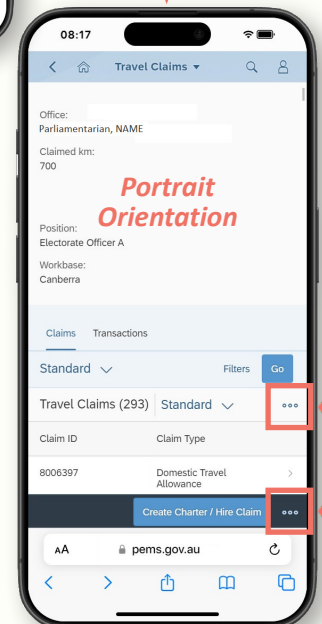
2 Travel Claims on mobile devices

Portrait Orientation
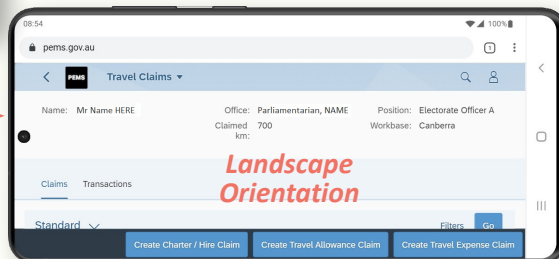
Landscape Orientation

Typical iPhone display

Portrait Orientation

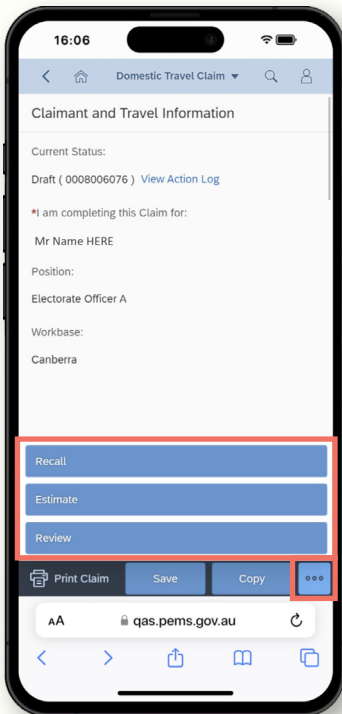To see additional action buttons and options when creating, reviewing, submitting or certifying travel claims, either

- use the Ellipsis (**…**) buttons or
- rotate your device to landscape orientation.

Typical Samsung display

Landscape Orientation

Using PEMS on a mobile device

iPhone display

Samsung Note display

Different mobile devices may give different views of the same PEMS screen. For example:

- the iPhone display on the left shows two action buttons (Save and Estimate). Selecting the Ellipsis button will reveal the remaining Certify and Return buttons.
- the Samsung Note display on the right shows only one action button (Save). Selecting the Ellipsis button will reveal the remaining Certify, Estimate and Return button.

Select the Ellipsis button (**...**) to show/hide menu buttons on any mobile device
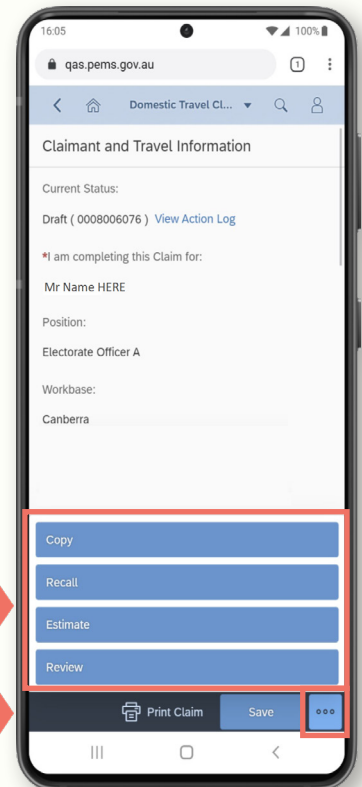
3 Rotate device screen to view detailed information

For ease of use, IPEA recommends viewing details on your device in landscape for:

- Budget allocation and usage in the Reporting – Office Information tile
- Transactions in the Travel Expenses tile (i.e. payments to the Travel Services Provider, Cabcharge or Department of Foreign Affairs and Trade).
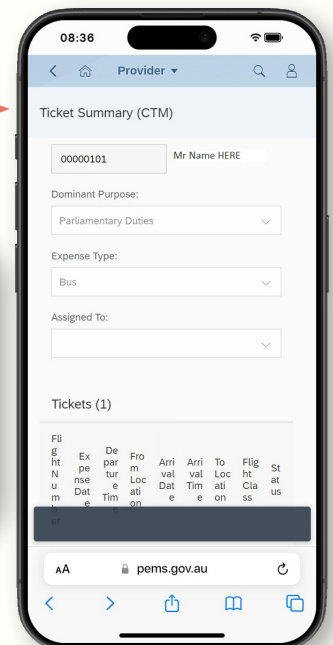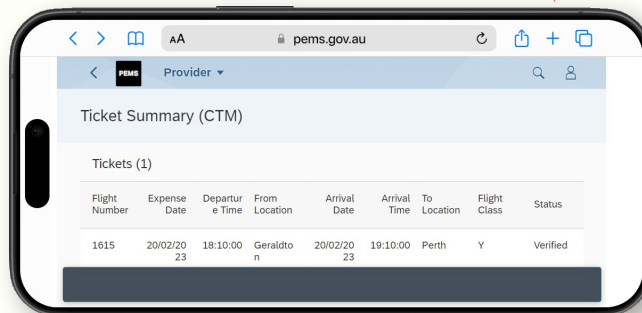
4 Expenditure Reports

IPEA recommends the Certify Expenditure Reports tile is used on a desktop device as these screens may not be suitably displayed on a mobile device.