

1 Settings - for your company account

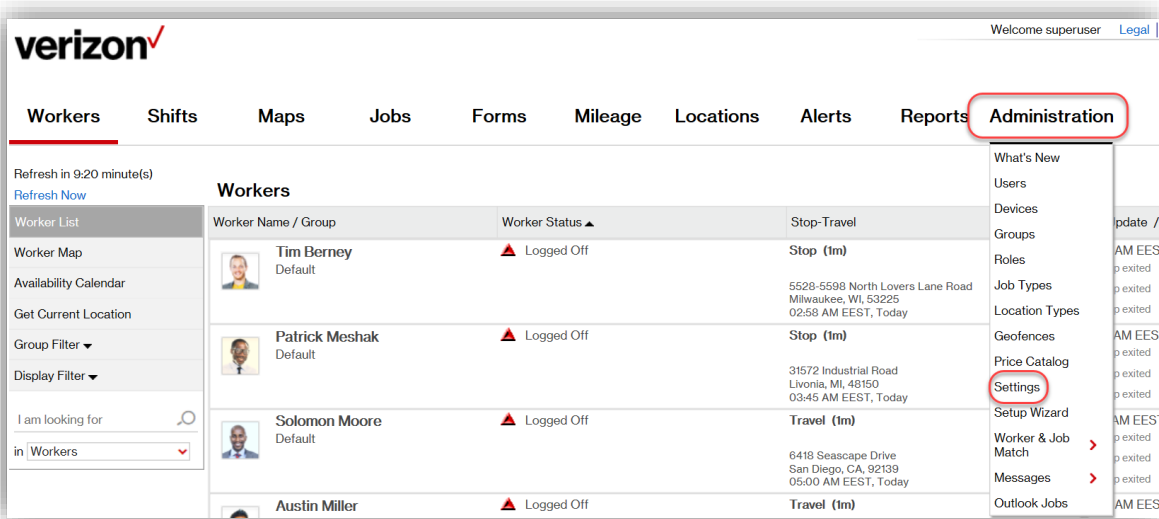
The “Settings” page consists of several preferences, which allows you to control various capabilities and configurations of the Field Force Manager web application. The design of the settings page has been categorized based on the different feature types. You will find sub-tabs that allow you to adjust items such as GPS Tracking, Hours of Operation, Jobs, Time Sheets, and Reports to name a few.

What’s inside it for me

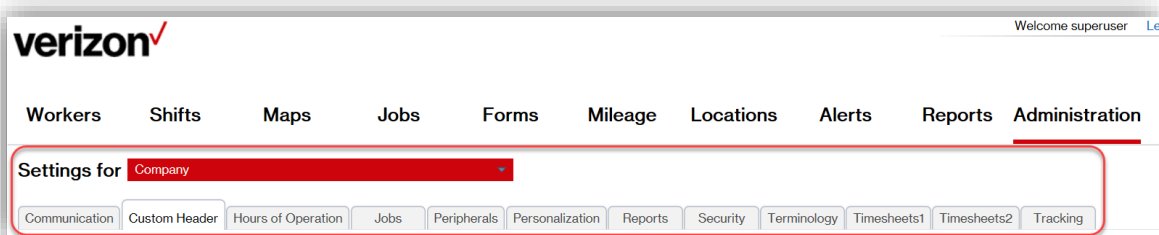
You will learn how you can change the company preferences for different features for your account in the Field Force Manager web application using the settings page.

How to access the Settings page?

- To access settings, navigate to **Administration > Settings** from top menu of the page.

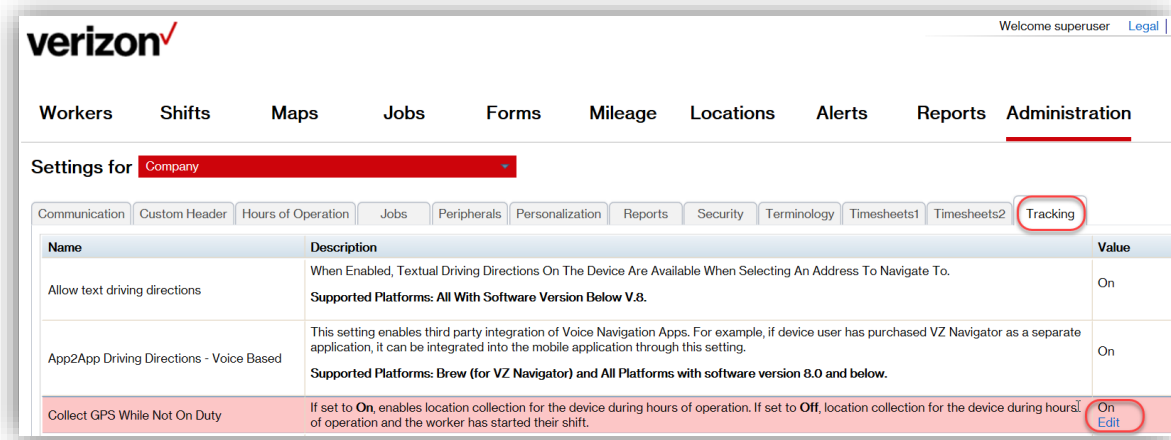


- You will then see sub-tabs that allow you to adjust the settings preferences for that category.



- After selecting a category, you will see a list of settings and a description of the setting that can be changed. The current setting is in the right column titled “Value”.

- For each setting, you can hover over the current setting to the right of the description under the “Value” column and then it will give you the “Edit” option. Click on “Edit” and then change the setting to the desired new value or preference.



Settings Categories

These are the categories that have preferences that can be adjusted under the settings tab:

- **Communication:** These are the setting for how the phone device communicates with the web application.
- **Custom header:** You can configure to display your company logo and address in the Form and Job Details PDF Using the FFM Web Application.
- **Hours of operation:** Allows you to set a time and day when the application will auto start and then shut down on a worker’s device.
- **Jobs:** Adjust how your mobile workers uses the job function on their device.
- **Peripherals:** This will enable the use of a “Bar Code Reader” for the mobile application.
- **Personalization:** These are the settings for items like your company time zone and the date format used on the web app.
- **Reports:** Change the formatting for your reports.
- **Security:** Change preferences for security items such as passwords and the device activation for a mobile worker.
- **Terminology:** You can change the words used to display for items such as “shift”, “job”, and “City”.
- **Time Sheets 1 and Time Sheets 2:** You can set the preferences for the time sheet actions such as break. events, over-time hours, and the day the work week begins.
- **Tracking:** These settings are related to the GPS polling and tracking preferences for a mobile worker.