

## Devices

The “Devices” tab displays a list of all the devices that are configured within your web account.

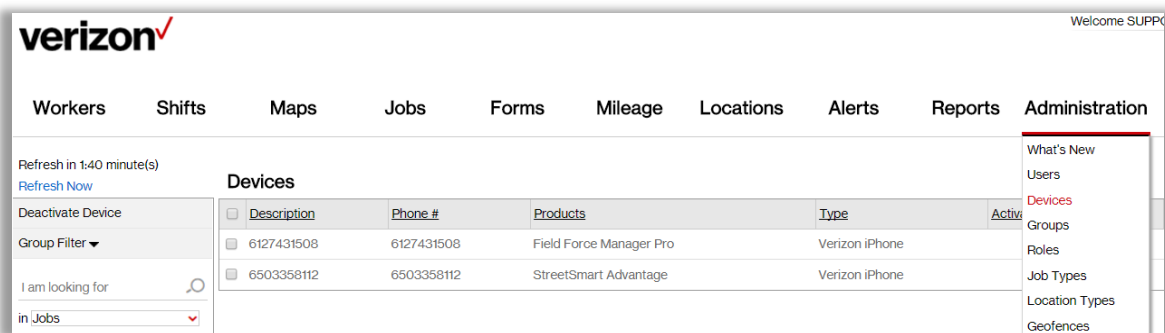
### What’s in it for me:

Understand how to access the “Device” tab to view the list of devices in your account. Also, you will be able to view additional information about each device such as: the type of device, when it was activated, the Field Force Manager product installed on the device, the user associated with the device and the version of the Field Force Manager application.

### Accessing the Devices Tab:

To access the “Devices” tab, navigate to the “Administration” tab on the top of the web page > select “Devices” from the drop-down menu. This will open the Devices page.

### Devices Page:



Once the “Devices” page is open you will see several columns with information on each device.

Description	Phone #	Products	Type	Activated Date	Version	Linked to
1234444445	1234444445	Field Force Manager Premium	Verizon iPhone	03/07/13 09:22 PM CST	17.0.0 r256	Test Unit 1234444445
9142273696	9142273696	Field Force Manager Premium	Verizon iPhone	07/16/14 09:20 AM CDT	17.0.0 r256	Catherine Glen
1112223330	1112223330	Field Force Manager Premium	iPhone		18.7.0 r46	1112223330
1112223332	1112223332	Field Force Manager Premium	Verizon Android		18.10.0 r65	name name

- **Description:** This is a required field. You can use any description of the device that you would like. It is most common to simply use the device’s phone number.
- **Phone #:** This is the device’s phone number.
- **Products:** This is the product or the Field Force Manager package that is added on the device.
- **Type:** This is the type of device being used.
- **Activated Date:** This is the date that the Field Force Manager application was activated on the device. If no date is listed the device has not been activated.
- **Version:** This is the “Version” of the Field Force Manager application on the device.

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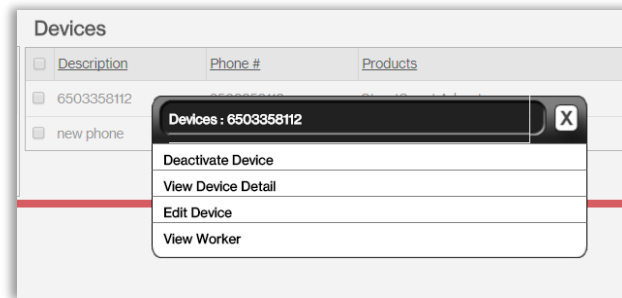
- **Linked to:** This is the person or worker in Field Force Manager that the device is currently linked to.

## Group Filter

You can select just the devices you want to view using the group filter. When you click on the “Group Filter” tab on the left side, a window opens with all the groups that are set up in your Field Force Manager account. You can view all the Work Groups which will show all the devices in all groups. Or, you can check the box next to the groups you want to view and then select “Save and Close”.

## Viewing More Information

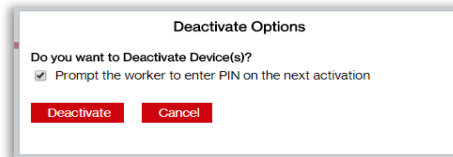
You can also view more information about an individual device by placing the cursor on the device line and left clicking. This opens an option menu.



You can select any of the options listed:

- Deactivate Device
- View Device Detail
- Edit Device
- View Worker

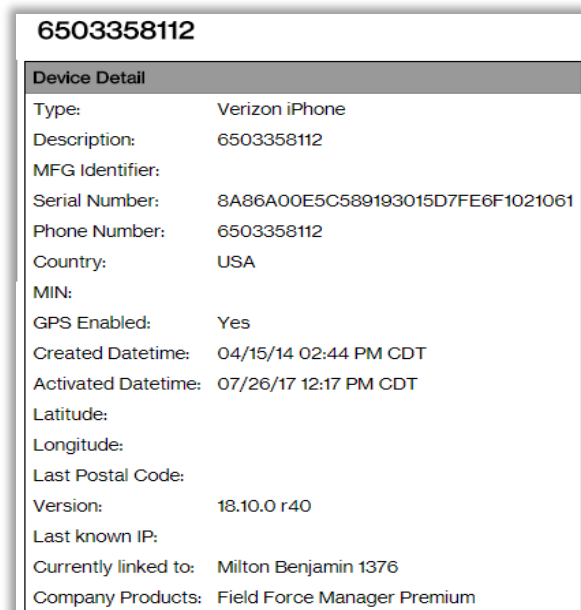
- If you select “**Deactivate Device**” this window opens:



- You can deactivate a device if you want to associate the device with another user.
- You can also select to have the worker prompted to enter their “PIN” on the next activation. Click on “Deactivate” and this will deactivate the device.

**Warning:** Deactivating the device will erase all Field Force Manager data on the device.

- If you select “**View Device Detail**” this window opens with information on that device as seen below:



- If you select “**Edit Device**” this window opens:

### Edit Device

Carrier:

Device type:

\*Description:

Serial Number:

\*Phone Number:

Activated Datetime:

Currently linked to:

*\* Required*

- You can edit either the name of the carrier on the upper tier accounts or the description of the device.
- If you select “**View Worker**” this window opens with information on the worker that the device is currently linked to as seen below.

Milton Benjamin 1376																																													
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