

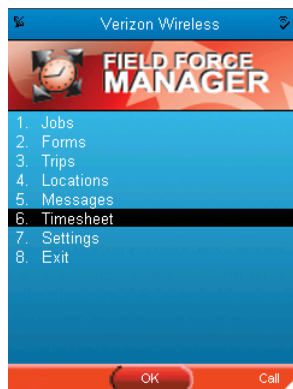
FFM

# FIELD FORCE MANAGER MOBILE APP BASIC PHONE QUICK GUIDE

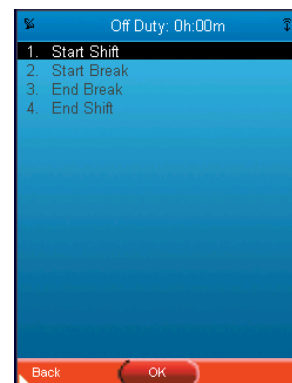
## Mobile Timesheets

### Start a Shift

1. Access the mobile app main menu and select **Timesheet** and then select **OK**.

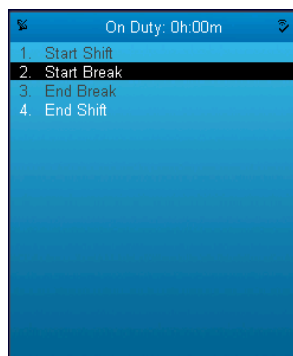


2. Select **Start Shift** and then select **OK**.
3. After you have started your shift, select **Back** to return to the mobile app main menu.



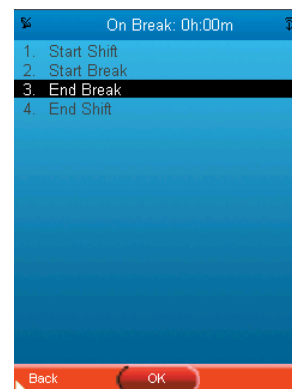
### Start Break

1. Access the mobile app main menu and select **Timesheet**. The **Timesheets** menu appears.
2. Select **Start Break** and then select **OK**.



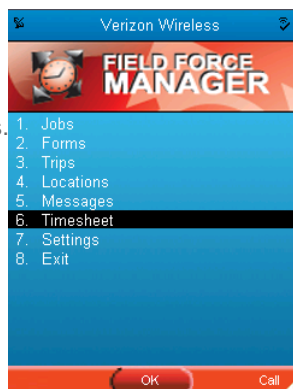
### End Break

1. Select **End Break** when you are ready to end your break and then select **OK**.
2. Select **Back** to return to the mobile app main menu where you can choose your next job or activity.

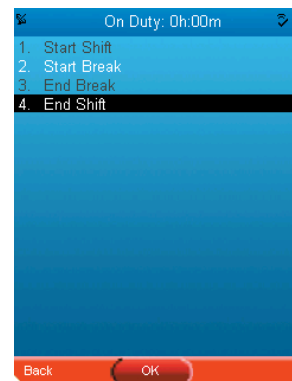


### End a Shift

1. Access the mobile app main menu and select **Timesheet** and then select **OK**. The **Timesheet** menu appears.



2. Select **End Shift** and then select **OK**.
3. Select **Back** to return to the mobile app main menu and **Exit** to leave the mobile app.



# FIELD FORCE MANAGER MOBILE APP BASIC PHONE QUICK GUIDE

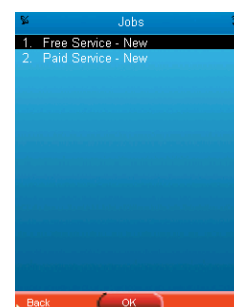
## Mobile Jobs

### View and Start a Job

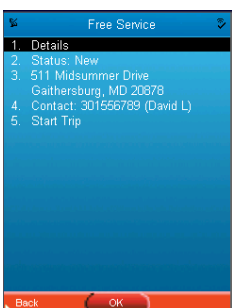
1. Access the mobile app main menu, select **Jobs** and then select **OK**.



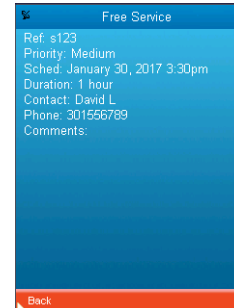
2. The **Jobs** menu appears and displays a list of your jobs.  
To view and start a particular job, select the job of interest to you and then select **OK**.



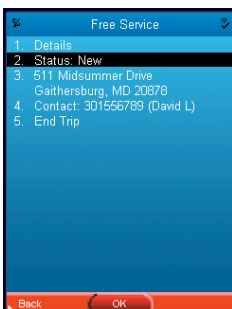
3. The **Job Summary** menu appears. Select **Job Details** to get additional information about the job.



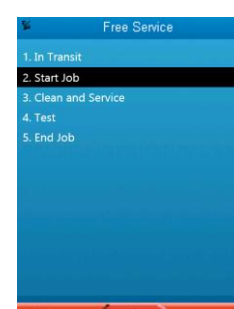
4. The **Job Details** menu with additional job details—such as priority and duration—appears.



5. When you are ready to start the job, select **Back** to return to the Job Summary menu. Select **Status** to go to the Job Status menu.



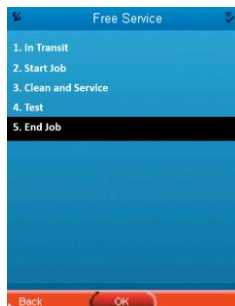
6. The Job Status menu appears. Select **Start Job** to begin the job.



### End a Job

1. To end a job, select **Back** to return to the Job Status screen, select **End Job** and then select **OK**.

**NOTE:** Depending on the type of job you've been assigned, there may be additional tasks, such as forms to complete. When you have completed these tasks, select **Back** until you arrive at the Job Status menu.





# FIELD FORCE MANAGER MOBILE APP BASIC PHONE QUICK GUIDE

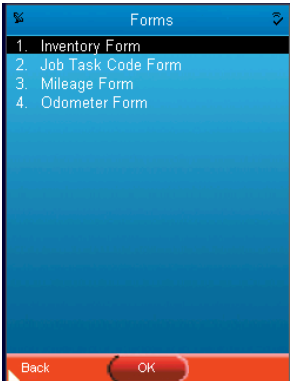
## Mobile Forms

### Complete a Mobile Form

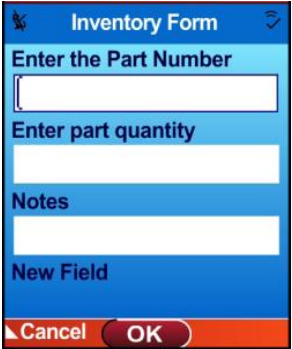
1. Access the mobile app main, select **Forms** and then select **OK**.



2. The **Forms** menu appears. Select the form you need to complete from the drop-down menu. In this case, we will select the Inventory Form.



3. The Inventory Form appears. Enter your data into the form.



4. Select **OK** to send the information to your office.  
5. Select **Back** to return to the mobile app main menu.

# FIELD FORCE MANAGER MOBILE APP BASIC PHONE QUICK GUIDE

## Trips

### Starting and Ending Trips

#### Starting a Trip

1. Enter the Start Odometer value
2. Check the box for "Auto-fill with last end odometer: to fill in your last odometer value
3. Select Category
4. Select Purpose
5. Select a job to link to your current trip if applicable
6. Enter notes related to your trip
7. Tap Start

#### Ending a Trip

1. Enter the End Odometer value. The Odometer value will be calculated by your Start and End Odometer entries.
2. Enter Additional Expenses if applicable
3. Enter Trip related notes
4. Tap End