

1 Personalization

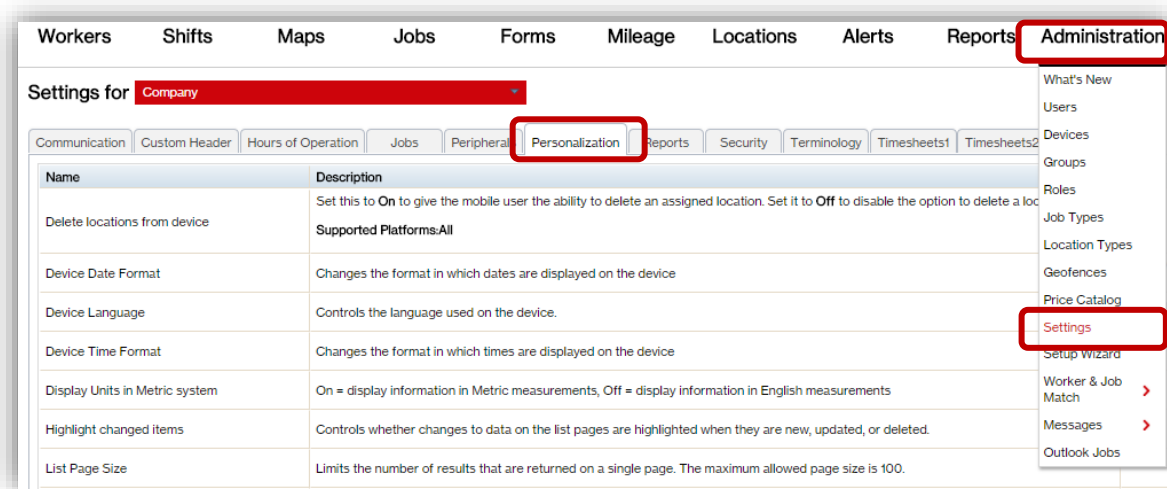
It allows user to set personal preferences.

What’s in it for me:

Understand how to customize the application to your business requirements, such as device date, time, language and so on.

Accessing the Personalization Tab

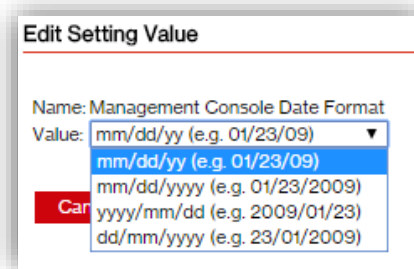
To access the Personalization tab, Navigate to **Administration > Settings > Personalization**.



Under the sub tab “Personalization” displays the following settings:

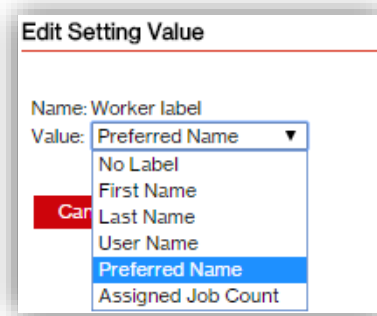
- **Delete locations from device:** If enabled, mobile worker can delete an assigned location from the device. By default, it is set to on.
- **Device Date Format:** Allows user to choose the format in which dates should be displayed on the device. By default, it is set to MM/DD/YYYY.
- **Device Language:** Allows user to set the language for the device. User can choose from English and Spanish. By default, it is set to English.
- **Device Time Format:** Allows user to select time format for the device. By default, it is set to hh:mm aa.
- **Display Units in Metric system:** If enabled, information is displayed in Metric measurements, if disabled, information is displayed in English measurements. By default, it is set to off.

- **Highlight changed items:** If enabled, any changes made to data in the list are highlighted in a different color. By default, it is set to on.
- **List Page Size:** Limits the number of results that are displayed on a single page. The maximum allowed page size is 100. By default, it is set to 50.
- **Location download limit:** Maximum number of locations allowed on a mobile worker's device at one time. If a worker is assigned more locations than the configured value, the locations most recently created are downloaded. The remaining locations will be sent to the worker's device after the worker removes locations. By default, it is set to 10.
- **Management Console Date Format:** Allows user to choose the format in which dates should be displayed on the web application. By default, it is set to MM/DD/YYYY.



- **Management Console Display Refresh Interval (Minutes):** Specifies refresh rate of the web application screen. By default, it is set to 15.
- **Management Console Time Format:** Allows user to select time format for the web application. By default it is set to hh:mm.
- **Message download limit:** Maximum number of messages allowed on a mobile worker's handset at one time. If a worker is assigned more messages than the configured value, the most recent messages will be downloaded. The remaining messages will be sent to the worker once the messages from the device are deleted. By default, it is set to 20.
- **Show off duty workers on Calendar:** If enabled, it displays off duty workers on the availability calendar. By default, it is set to on.
- **Time zone:** Indicates the time zone in which a User will view data in the Field Force Manager application. By default, it is set to US/Central.
- **User Profile Picture:** Present user profile picture on user details and worker list. Profile pictures can be uploaded by using edit user option under administration. By default, it is set to off.
- **Worker label:** It displays information above the Worker's icon on Maps. The label can be turned on or off within the Label Display Filter. By default, it is set to no Label.
Possible values Include:
 - No Label - No label is displayed.
 - First Name - Worker's First Name is displayed.
 - Last Name - Worker's Last Name is displayed.

- Preferred Name - Worker's preferred name is displayed.



- **Worker label (Secondary):** It displays information in the middle the Worker's icon on Maps. **The label can be turned on or off within the Label Display Filter.**

Possible values Include:

- No Label - No label will be displayed
- First Name - The Worker's First Name
- Last Name - The Worker's Last Name
- Preferred Name - The worker's preferred name or their first and last name if one is not provided

