

1 Reports' Settings

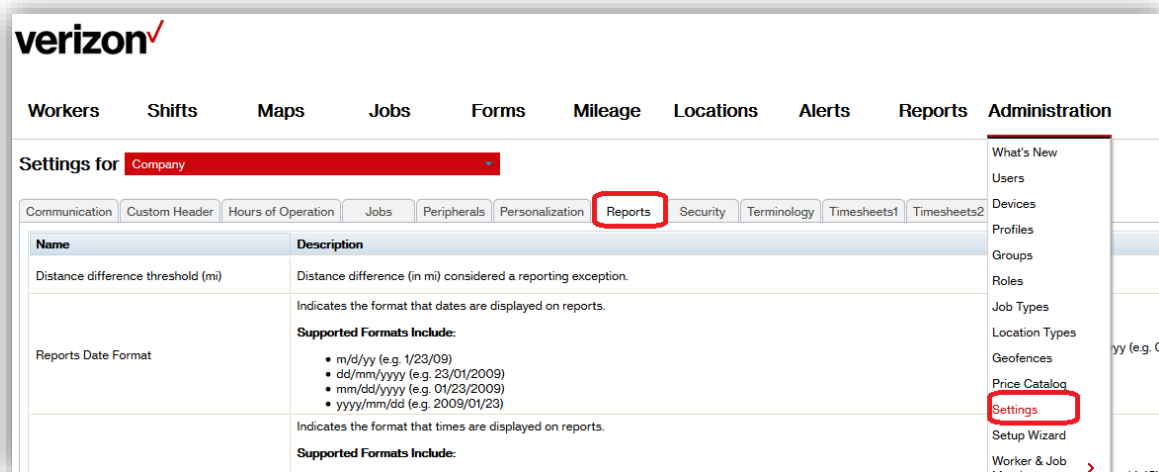
The 'Reports Settings' are used to set different reports' preferences/settings in the Field Force Manager account based on your business requirements.

What's inside it for me:

The Reports tab provide you the flexibility to customize the reports' settings and functionalities available on the Field Force Manager account. It allows the web users to customize the settings such as date format, time format, send report, to name a few.

How to access the Reports Settings page?

- Navigate to **Administration**
- Select **Settings** tab.
- Select **Reports** tab.



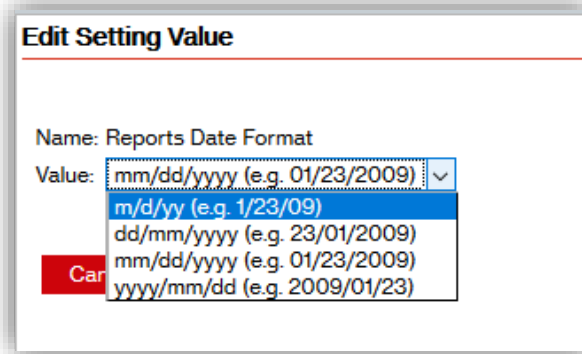
How to Customize the Reports Settings?

- A list of Reports Settings is shown with the description of the settings that can be customized.
- Select the **report settings** that needs to be changed.
- Click on the **Edit** option of current Value and select the new Value.
- **Name:** It is the name of the settings.
- **Description:** It provides the details of the settings that can be changed.
- **Value:** It provides the Edit option to change the settings and it also displays the current set value of the report settings.

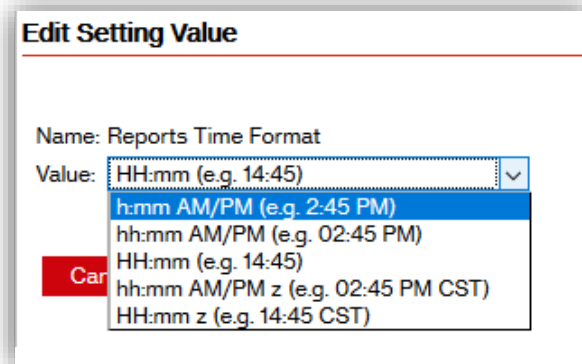
Reports' Settings Categories:

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

- **Reports Date Format:** Allows a user to set date format for the reports. By default, it is set to mm/dd/yyyy.



- **Reports Time Format:** Allows a user to set time format for the reports. By default, it is set to h:mm AM/PM.



- **Send Empty Report:** If enabled, scheduled reports are sent, even if there is no data recorded. By default, it is set to OFF.
- **Show off duty data on reports:** If enabled, on reports; data is displayed for a worker even if the worker is/was off duty.
- **Show on break data on reports:** If enabled, on reports; data is displayed for a worker even if the worker is/was on break.