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FIELD FORCE MANAGER MOBILE APP
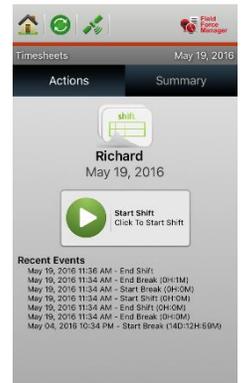# SMART PHONE QUICK GUIDE

Mobile Timesheets

Start a Shift

1. Access the mobile app main menu and select the **Timesheets** icon.
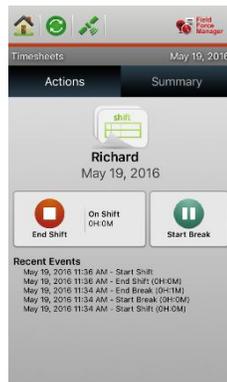
2. Click **Start Shift**.

3. After you have started your shift, select the **Home** icon to return to the mobile app main menu.

Start a Break

1. Access the mobile app main menu and select **Timesheets** icon.
   The **Timesheets** menu appears.

2. Click **Start Break**.

End a Break

1. Click **End Break** when you are ready to end your break.

2. After clicking **End Break**, click the **Home** icon 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 click the **Timesheets** icon.
   The **Timesheets** menu appears.

2. Select **End Shift**.

3. After you have started your shift, select **Back** to return to the mobile app main menu and **Exit** to leave the mobile app.

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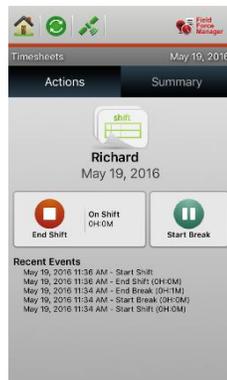
FIELD FORCE MANAGER MOBILE APP
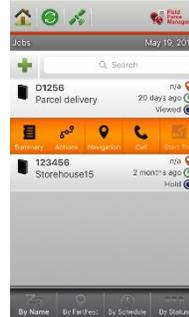# SMART PHONE QUICK GUIDE

Mobile Jobs

View and Start a Job

1. Access the mobile app main menu and select **Jobs**.
   NOTE: If you have been assigned new jobs, you will see a Job Notification Alert as well as an indication of the number of new jobs assigned to you under the Jobs icon.
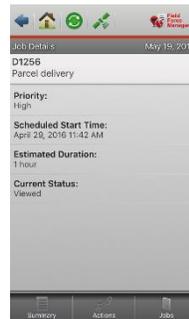
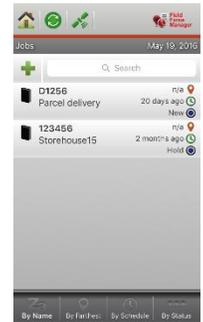2. Click **OK** to see the new jobs you have been assigned.

3. The **Jobs** menu appears .

   To view and start a particular job, select the job of interest to you.

4. Click **Summary** for an overview of the job.

5. The **Job Summary** menu appears.

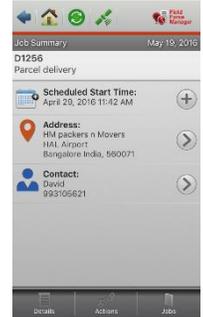   Select **Job Details** to get additional information about the job.

6. The **Job Details** menu appears. Click **Actions** at the bottom of the screen when you are ready to start the job.

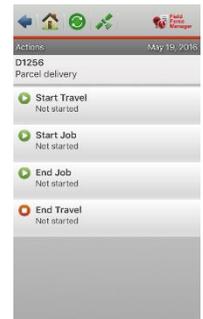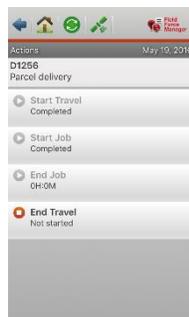7. The Actions menu includes the specific actions required to perform the job. Click **Start Job** to begin the job.

End a Job

1. When you have completed all required job actions, click **Jobs Completed**.

   NOTE: Clicking End Job sends all job data to your office.

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Mobile Forms

Complete a Mobile Form

1. Access the mobile app main menu and click the **Forms** icon.

2. The **Forms** menu appears.

   Select the form you need to complete from the list. In this case, we will select the Pickup Delivery Form.

3. The Pick Up Expense Form appears. Click into the **Quantity** window to begin data entry.

4. Enter your data into the form and click **Submit**.

   NOTE: The information you submit will be sent to your office

5. After clicking submit, you will be returned to the Forms menu.

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Trips

Starting and Ending A Trip

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

Viewing Trip List and Details

Once you end the trip, Trip log screen appears on your phone showing the list of all the trips performed by you. Trips can be sorted based on Date/Distance/Dollars from this screen. Clicking on any trip from this screen will open up the Trip Details page for that particular trip on your mobile device.

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