

Hours of Operation – Company Settings

The **Hours of Operation** is a setting that allows Field Force Manager mobile application to auto launch and exit at a specific time of the day on the worker’s device.

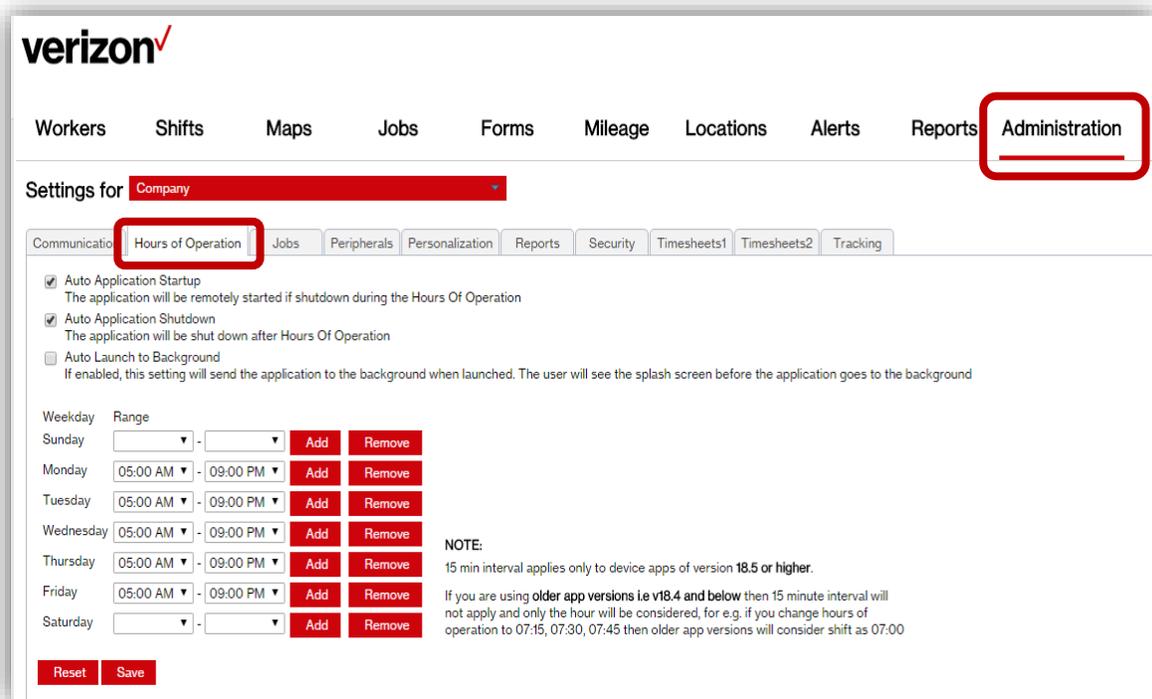
What’s in it for me:

Understand how to set the Hours of Operation for your company for each day of the week. Once the hours of operation are established for each day, you will have the option to set the FFM mobile application auto startup and to auto shutdown on the mobile worker’s device at a specific time of the selected days of the week. Each day can be different.

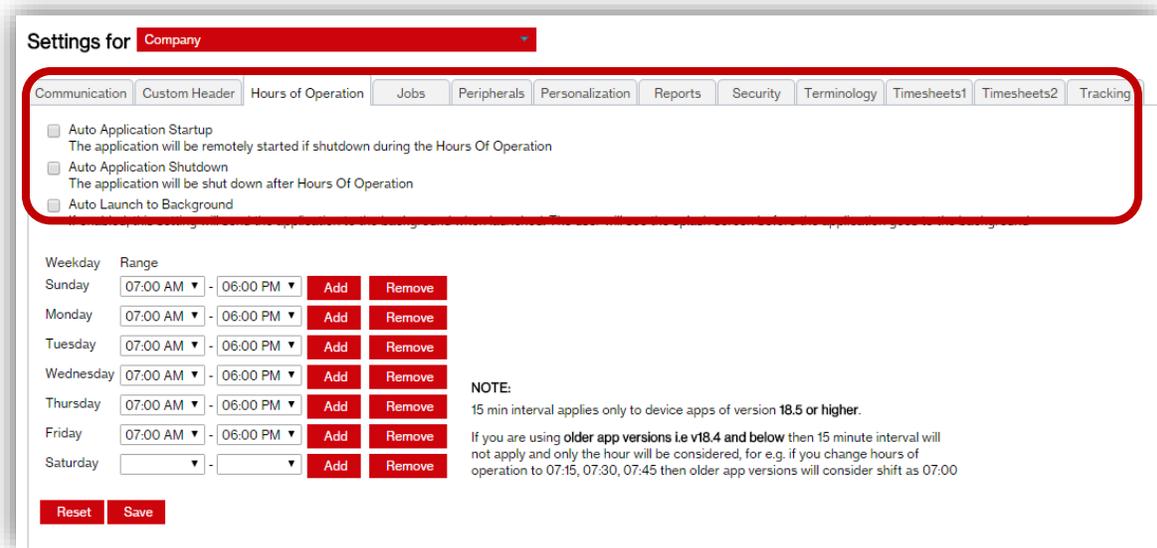
Accessing the Hours of Operation setting

To access the hours of Operation setting:

- Navigate to **Administration > Settings > Setting For - Company**
- Click on the tab **“Hours of Operation”**.



The Hours of Operation window will open with these items to select and modify.



Select the following options to control the mobile application based on your company requirements:

Auto Application Startup:

You can set the Field Force Manager application for the mobile worker to launch remotely at a chosen time of day for the selected days of the week. Check the box to the left to activate this.

Auto Application shutdown:

You can set Field Force Manager application to shutdown automatically on the mobile worker’s device at a chosen time of day for the selected days of the week. Check the box to the left to activate this.

Auto launch to background:

You can set the Field Force Manager application to run in the background after launch. This way the application is running in the background. Check the box to the left to activate this.

An important note about the auto startup feature.

This is an excellent feature to use with Android and basic phones. For this feature to work, text messaging feature needs to be enabled through the carrier on basic phones.

Note: This feature is not supported on iOS devices (iPhone or iPad).
For Android devices, we use Google Cloud Messaging services to send push notifications.

Configuring Hours of Operation for each day of the week.

These are the hours that a mobile worker will be using the device. This can be configured for all or multiple days of the week. You can leave the days blank if no one works on that day.

If you have multiple shifts during a day, you can also add a shift by selecting the “Add” option and you will get an additional set of start and stop times for that day. Click on “**Remove**” to clear the additional shift.

Weekday	Range	Add	Remove
Sunday	<input type="text"/> - <input type="text"/>	Add	Remove
Monday	<div style="border: 2px solid blue; padding: 2px;"> 07:00 AM - 12:00 PM 02:00 PM - 06:00 PM </div>	Add	Remove
Tuesday	07:00 AM - 06:00 PM	Add	Remove
Wednesday	07:00 AM - 06:00 PM	Add	Remove
Thursday	07:00 AM - 06:00 PM	Add	Remove
Friday	07:00 AM - 06:00 PM	Add	Remove
Saturday	<input type="text"/> - <input type="text"/>	Add	Remove

← Adding an additional Shift

This will set the **Hours of Operation** for your entire company. You can always edit these hours and days at any time.

After you have completed selecting the above settings, click the **Save** button at the bottom of the page. You have now set up the application to auto launch and shutdown on your mobile worker’s device.

You can set the **Hours of Operation** for an individual worker or a group of workers. This can be different from your company settings. To do that please refer to the cheat sheet: [Hours of Operation setting – for an Individual.](#)