

Jobs Settings

The 'Jobs Settings' are used to set different job preferences/settings in the Field Force Manager account based on your business requirement.

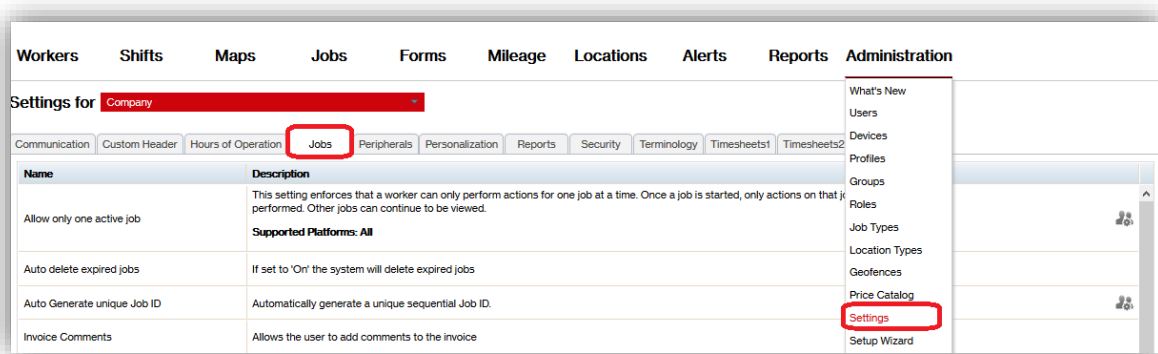
What's inside it for me:

The Jobs tab provide you the flexibility to customize the job settings and functionalities available on the Field Force Manager account and the Mobile Application. It allows the Web Users to customize the settings such as Job Expiration, Unique Job ID's, Job Limit for the device, recommending jobs to the workers to name a few.

How to access the Jobs Settings page?

To access the Jobs Settings page:

- Navigate to **Administration > Settings**
- Click on **Jobs** tab.



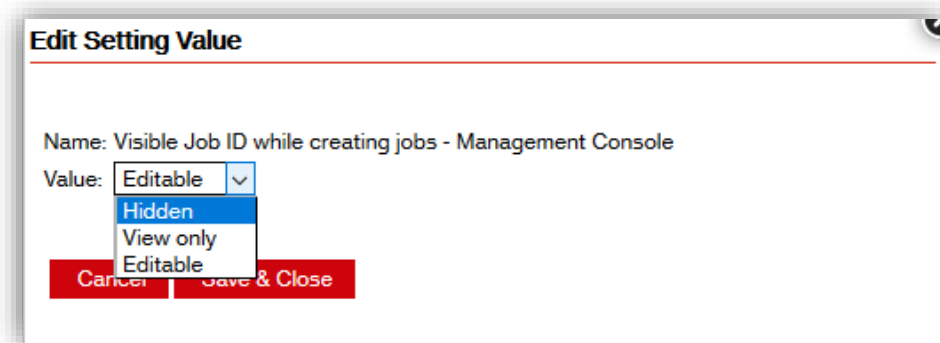
How to Customize the Jobs Settings?

- Jobs tab under settings, displays a list of all the customizable jobs setting with their description.
- The list contains three columns for each setting titled Name, Description, and Value.
 - **Name:** It is the name of the setting.
 - **Description:** It provides the details of the setting that can be changed.
 - **Value:** It provides the current set value of the job setting and the Edit option to change it. Click on Edit button from the value column of the setting to be changed.

Jobs Settings Categories:

These are the categories that have preferences that can be adjusted under the jobs settings tab:

- **Allow only one active job:** If enabled, worker can perform only one job at a time. Worker must complete the active job to start a new job. however, he can view the details of other jobs. By default, it is set to OFF.
- **Auto Delete Expired Jobs:** User can enable the preference to delete inactive jobs once they reach the job expiration age (hours).
- **Auto Generate Unique Job ID:** If enabled, a unique sequential Job ID is automatically generated while dispatching a job to a mobile worker. By default, it is set to OFF.
- **Invoice Comments:** It allows the mobile app users to add comments to the invoice. By default, it is set to ON.
- **Job download limit:** Allows web user to set the maximum number of jobs that can be stored on a mobile worker's device at one time.
Note: If a worker is assigned more jobs than the configured value, the jobs with the most recent scheduled time are downloaded. The remaining jobs will be sent to the worker's device after the worker completes and deletes a job. By default, it is set to 20.
- **Job expiration age (hours):** Allows web user to set for how long (in hours) a job should remain in the scheduled status before it changes to expired status. By default, it is set to 0 hours.
- **Job Time Window:** The number of hours before a Job's scheduled start time or after a Job's scheduled end time that a worker is considered at the Job. When a worker is stopped at a Job within this time frame, the stop will also display the Job Name and address information in the Management Console and in reports. By default, it is set to 8 hours.
- **Maximum completed job age (hours):** Allows a web user to set for how long a job should be displayed on the device after being completed. Once the specified number of hours passes, the completed job is removed from the device. By default, it is set to 8 hours.
- **Maximum number of recommended workers:** Displays a list of workers when 'Recommend workers' is chosen while creating the jobs from create/edit job wizard. By default, it is set to 25.
- **Prepopulate Job Attributes:** If enabled, Job attribute values are copied from the previously saved job if **Save and New** option is selected while creating the jobs from create job wizard. By default, it is set to off.
- **Visible Job ID while creating jobs - Management Console:** This setting controls the visibility of the Job ID field while creating jobs from the web application.
 - If it is set to 'hidden', the Job ID is not displayed while dispatching the Job.
 - If it is set to 'View only' will display the Job Id in read only mode.
 - If it is 'Editable' will give the ability to add/edit a Job ID.



- **Visible Job ID while creating jobs - Mobile Device:** This setting controls the visibility of the Job ID field while creating jobs from the device.
 - If it is set to 'hidden', the Job ID is not displayed.
 - Editable – Alphanumeric will provide the ability to add an alphanumeric Job ID.
 - Editable - Numeric will provide the ability to add a numeric Job ID. By default, it is set to hidden.

