

Quick Reference Card

Navigation & Buttons

Back or CLR button – previous screen

Ok button – will select the highlighted option from list

Up and down scroll buttons – scroll vertically through list

Numbers – navigate to an item by pressing its corresponding number

Red Phone button – temporarily suspends Field Force Manager

Launching Field Force Manager:

1. Turn mobile phone on.
2. The application will automatically launch and login.

Functions

Starting and ending a shift – From the main menu.

1. Highlight **Timesheets** and press Select.
2. Highlight **End Shift** and press Select.

Starting and ending a break

1. Highlight **Start Break** and press Select.
2. When break is done highlight **End Break** and press Select.

Answering and making phone calls

1. To answer a call - Press the **Ok** button. Field Force Manager is automatically suspended. Resume Field Force Manager when you are done.
2. To make a call - Press the Red phone button to suspend Field Force Manager. Dial the number and press the GREEN phone button to place the call. Resume Field Force Manager when you are done.

To return to Field Force Manager after your call:

1. Press the **Menu** button.
2. Select **Get It Now**
3. Select **Get Going/Tools on the Go**
4. Select **Field Force Manager**



Logging out of Field Force Manager

From the Main Menu (MENU key) select EXIT and then Yes.

Tips

- Charging the battery – you should charge your phone every night from an electric charger. You can use a vehicle car charger or extended battery during the day.
- Turning the phone off and restarting the phone at least once a day is recommended.
- Mandatory Safety Guidelines – *never interact with Field Force Manager while driving. Park the vehicle before using.*
- You should start Field Force Manager when you begin your day and exit at the end of the day. Field Force Manager needs to be running on the mobile phone to receive job dispatches. Always return to Field Force Manager after talking on the phone or using other mobile phone screens. This function may be done automatically depending on your company's setting preferences.

For Support

- Call your manager or dispatcher.