

Mobile App Settings

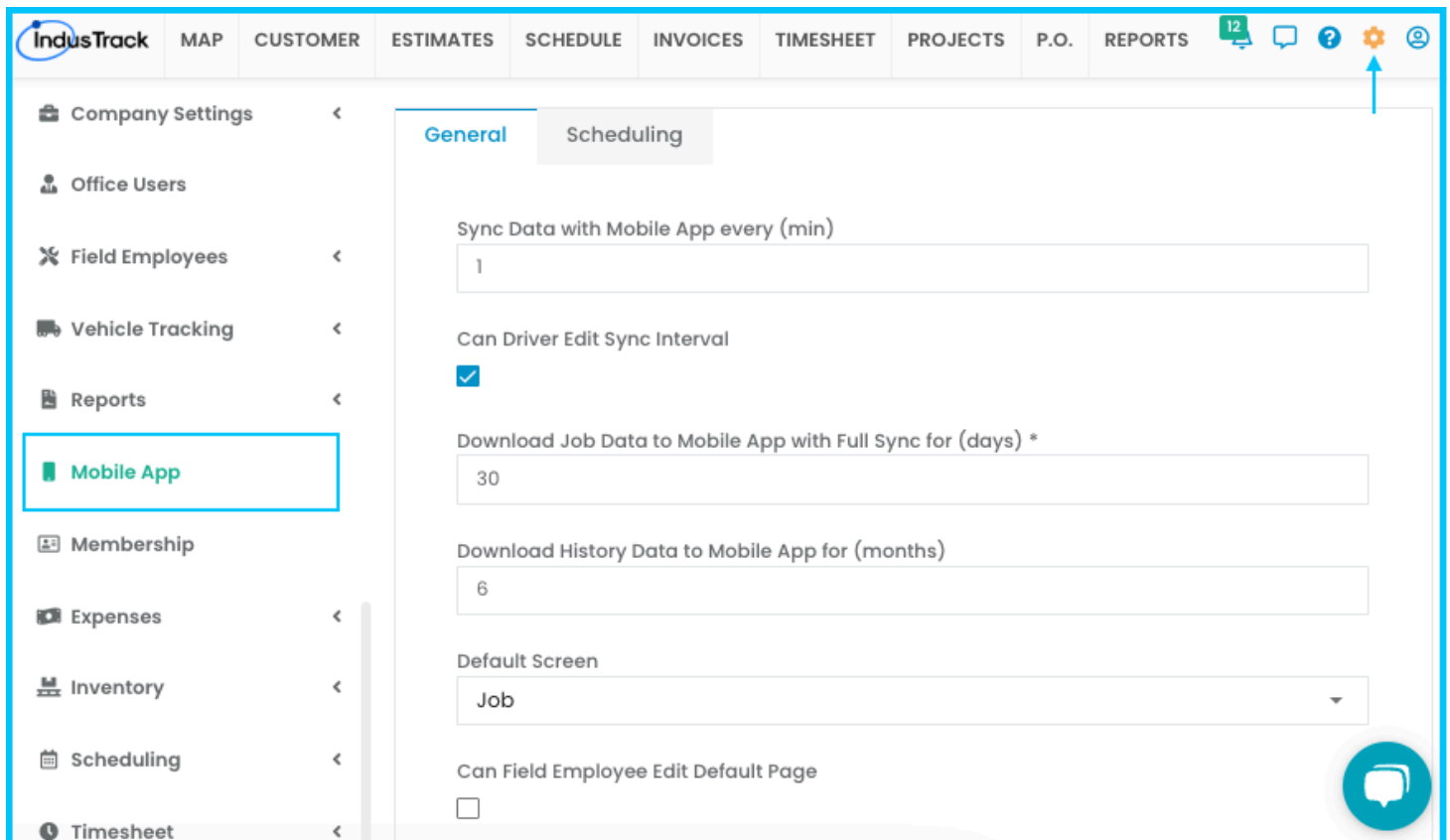
Download Mobile App Settings PDF

Overview

The IndusTrack mobile app helps field employees see job details, make updates, and stay in touch with the office. This guide explains how to set up the app so it works best for your team.

Access & Setup

- Each field employee gets their own login and mobile app license.
- Login details and permissions are set on their profile (Add/Edit Field Employee).
- Office users with permission can manage app settings under:
Settings > Mobile App

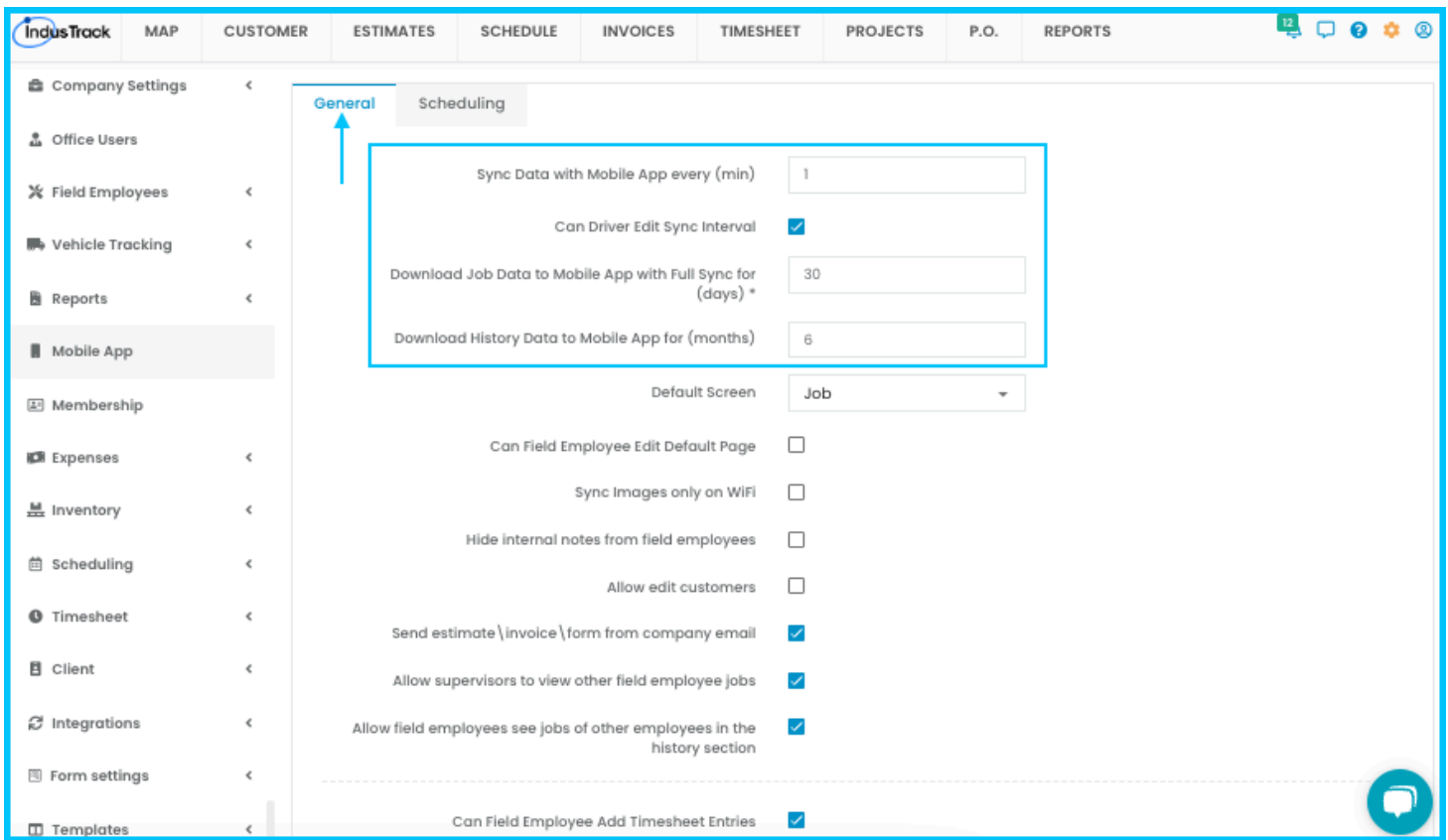


General Settings

All options below are found under the **General** tab.

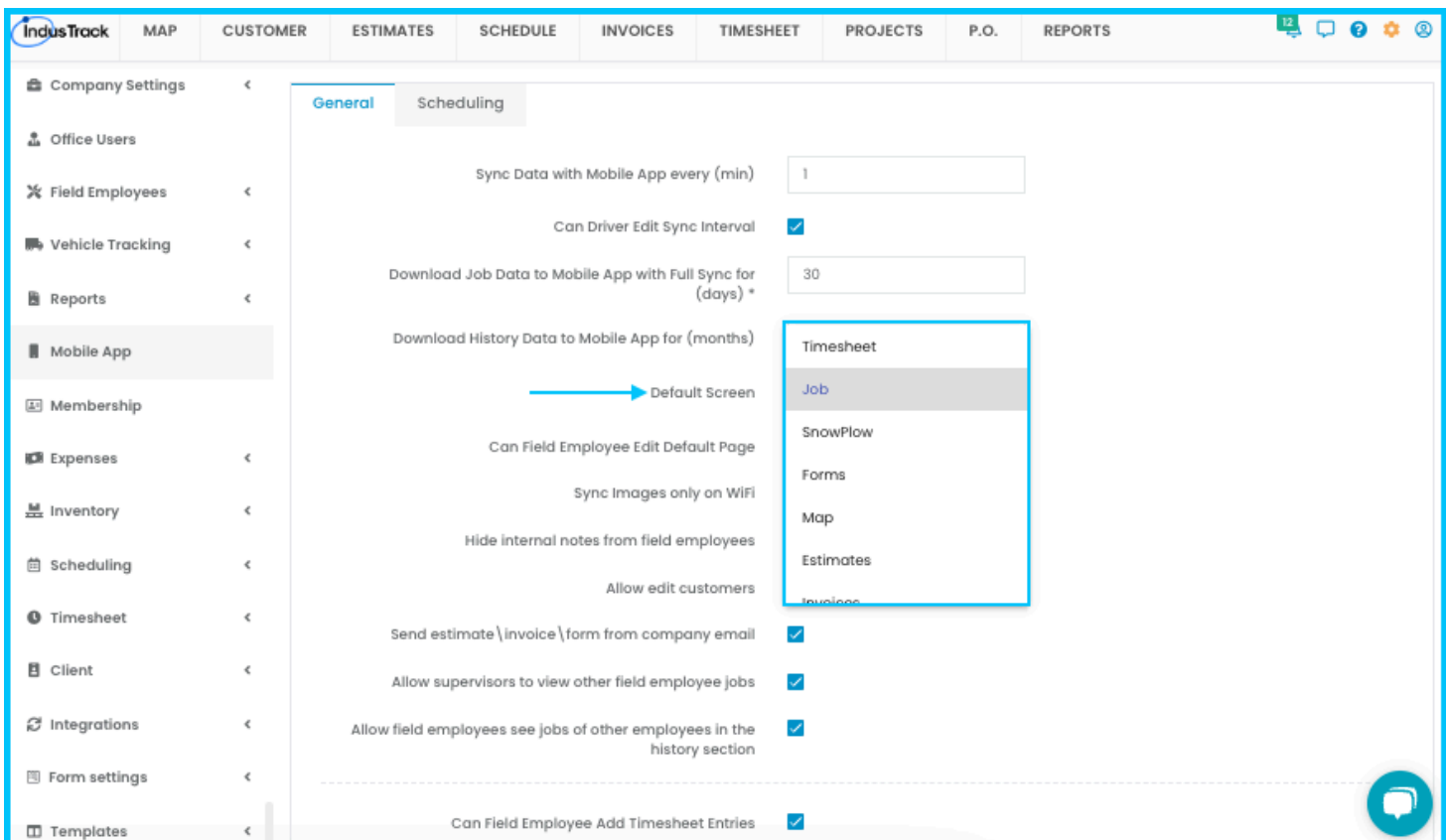
Data Sync Settings

- **Sync Frequency** – Set how often the app updates (in minutes).
 Allow employee to change this? Check the box.
- **Job Data Sync Period** – Choose how many days of job data the app shows.
- **Historical Data Sync Period** – Choose how many months of history the app shows.



Default Screen

- Choose the screen field employees see when they log in.
 Let them pick their own? Check the box.



Can Field Employee Edit Default Page

Turn this on to let field employees choose their own default screen in the app.

- Check the box to allow changes
- Uncheck to prevent changes

Sync for Images only on WiFi

- Check the box to only sync images when connected to WiFi (to save mobile data).

The screenshot shows the IndusTrack mobile app settings page. The 'Scheduling' tab is selected. The settings are as follows:

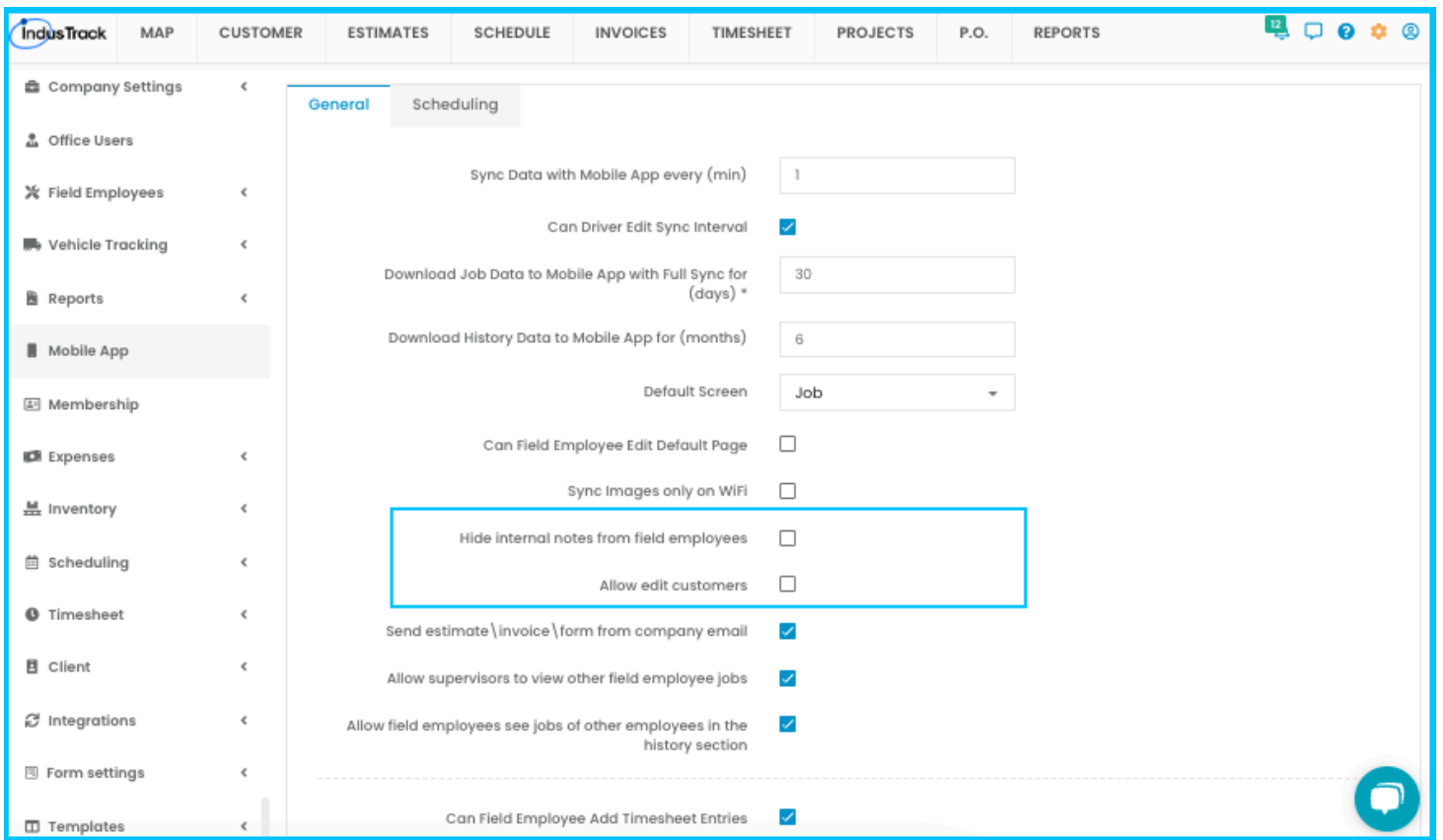
Setting	Value
Sync Data with Mobile App every (min)	1
Can Driver Edit Sync Interval	<input checked="" type="checkbox"/>
Download Job Data to Mobile App with Full Sync for (days) *	30
Download History Data to Mobile App for (months)	6
Default Screen	Job
Can Field Employee Edit Default Page	<input type="checkbox"/>
Sync Images only on WiFi	<input type="checkbox"/>
Hide internal notes from field employees	<input type="checkbox"/>
Allow edit customers	<input type="checkbox"/>
Send estimate \ invoice \ form from company email	<input checked="" type="checkbox"/>
Allow supervisors to view other field employee jobs	<input checked="" type="checkbox"/>
Allow field employees see jobs of other employees in the history section	<input checked="" type="checkbox"/>
Can Field Employee Add Timesheet Entries	<input checked="" type="checkbox"/>

Hide internal notes from field employees

- Check the box to **hide internal notes** from field employees.

Allow edit customers

- Check the box to allow employees to update customer details from the app.



Send estimate\invoice\form from company email

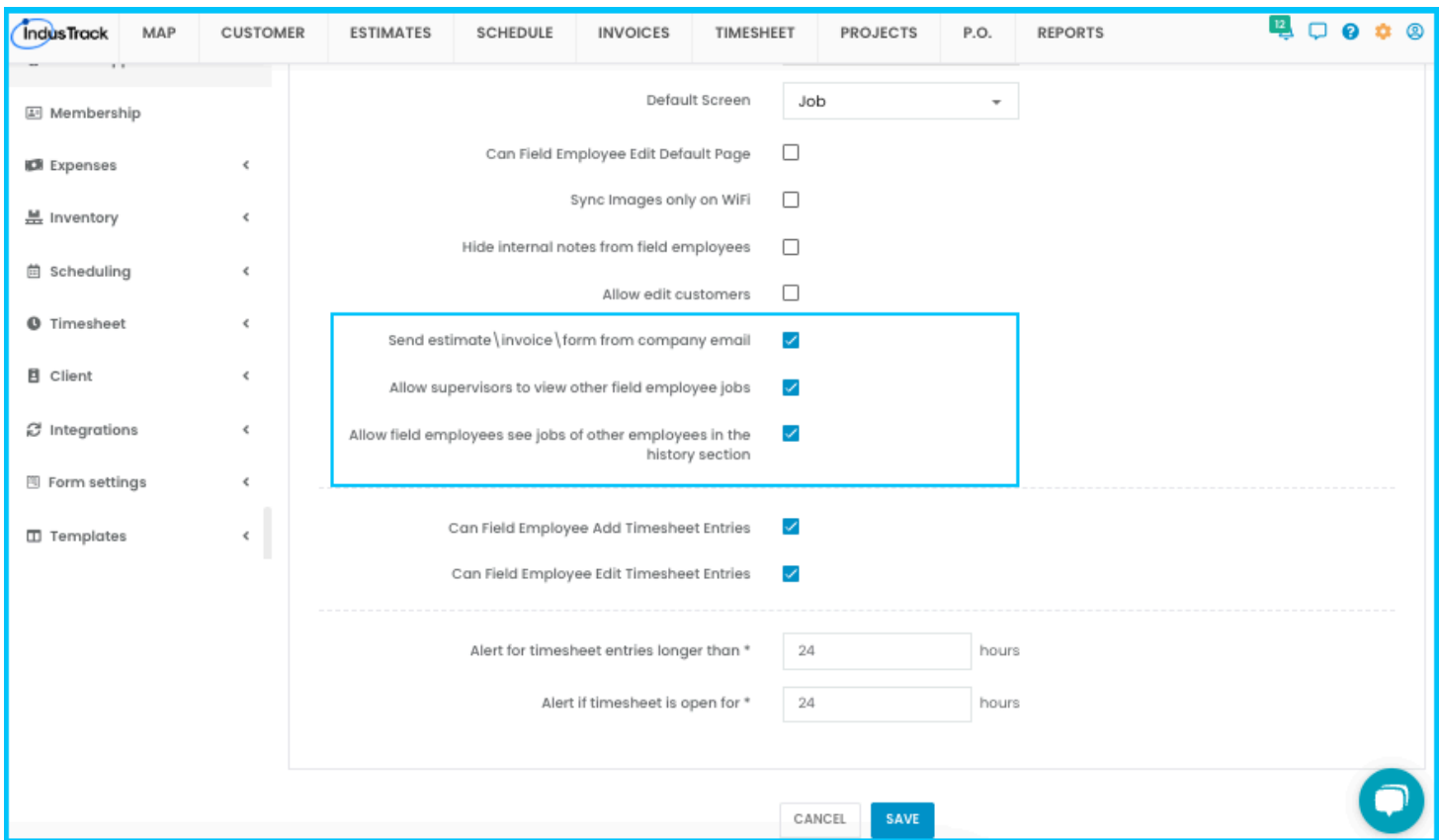
- Check the box to send invoices, estimates, or forms via company email. If unchecked, messages will send from the employee's phone email.

Allow supervisors to view other field employee jobs

- Check the box to let supervisors see jobs assigned to other field employees.

Allow field employees to see the jobs of other employees in the history section

- Check the box to let employees view past job history for the jobs they're working on.



Can Field Employee Add Timesheet Entries

- Allow employees to create their own timesheet entries.

Can Field Employee Edit Timesheet Entries

- Allow employees to edit their own timesheet entries.
- **✗** Leave unchecked to block edits.

Alert for timesheet entries Longer than (hr)

- Set a limit. If an entry is too long, the system sends an alert and blocks saving.
- The number of hours indicated here will be the highest value you can enter when manually adding a Timesheet Entry. When manually adding a timesheet entry and the value you have entered exceeds the value specified in this setting, the entry will not be saved.

Alert if timesheet is open for (hr)

- Sends an alert to the Office Users if a timesheet is left open longer than the set time.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET PROJECTS P.O. REPORTS

Default Screen Job

Can Field Employee Edit Default Page

Sync Images only on WIFI

Hide internal notes from field employees

Allow edit customers

Send estimate \ invoice \ form from company email

Allow supervisors to view other field employee jobs

Allow field employees see jobs of other employees in the history section

Can Field Employee Add Timesheet Entries

Can Field Employee Edit Timesheet Entries

Alert for timesheet entries longer than * 24 hours

Alert if timesheet is open for * 24 hours

CANCEL SAVE

- Click SAVE when done.

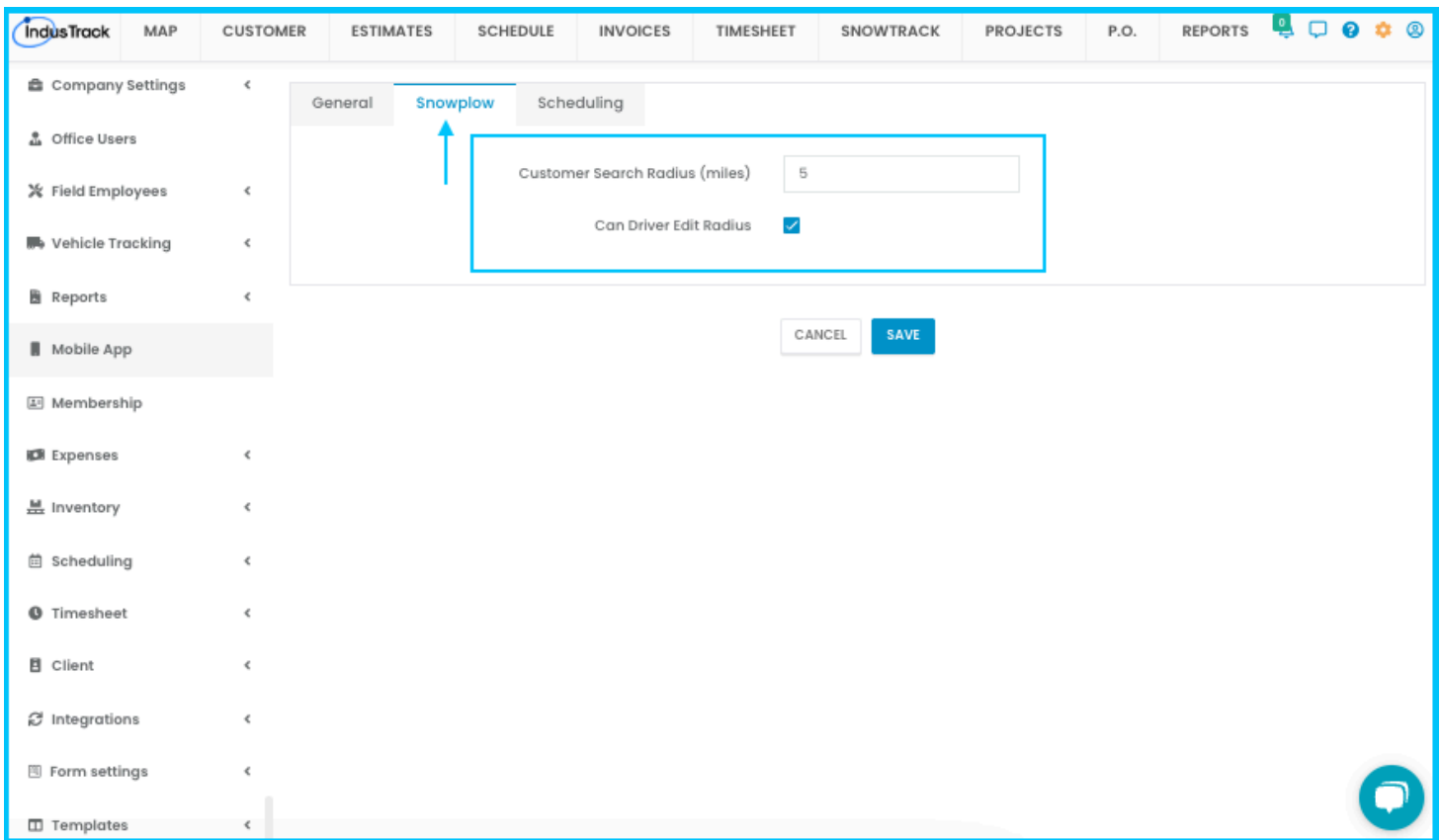
Snowplow Settings

Customer Search Radius (miles)

- Set how far (in miles) employees can search for nearby customer locations.

Can Driver Edit Radius

- Allow employees to change the radius? Check the box.



- Click SAVE when done.

Scheduling Settings

The Scheduling section provides various Job-related settings.

Allow to put the Job on hold

- Allow employees to pause or put a job on hold.

Hide purchase orders in Job

- By enabling this option, it will deny mobile app users access to the purchase orders associated with the job.

Hide estimates in Job

- By enabling this option, it will deny mobile app users access to the estimates associated with the job.

Hide equipment in Job

- By enabling this option, it will deny mobile app users access to the equipment list associated with the job.

Hide job history in Job

- By enabling this option, will deny mobile app users access to the history of the job.

Allow edit job history

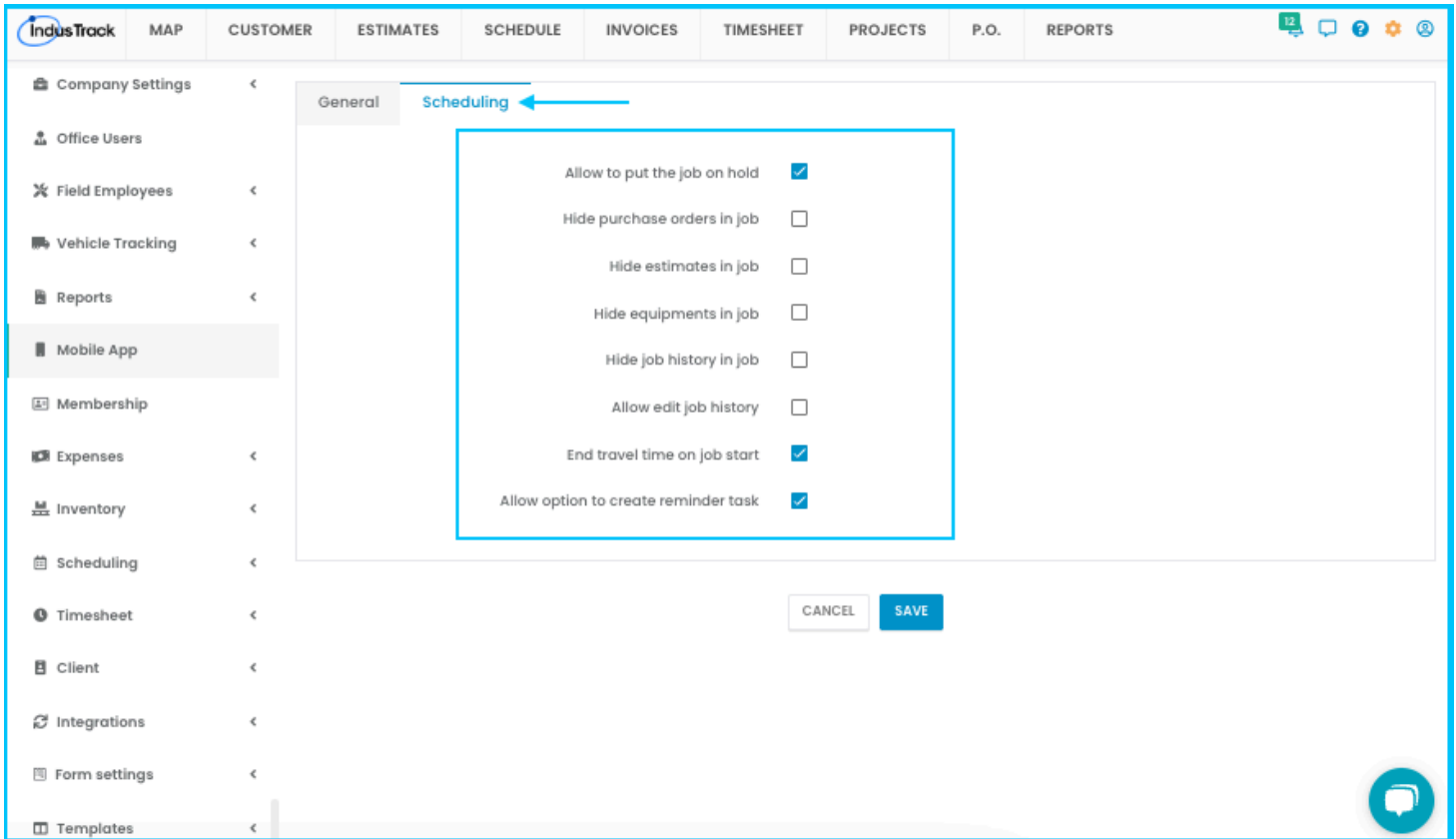
- Let employees view and update job history—even for other users' jobs. Jobs can have statuses like Not Started, In Progress, On Hold, or Completed.
✔ To enable this, also turn on “Show Job History” under General Settings.

End travel time on job start

- Check the box to stop tracking travel time when a job starts. If unchecked, employees must tap **End Travel** manually.

Allow option to create reminder task

- When enabled, employees can create a task for the office without putting a job on hold. From the job screen, tap **Done**, then choose **Create Reminder Task**.



- Click SAVE when done.

