

Manage Tasks on Android Devices

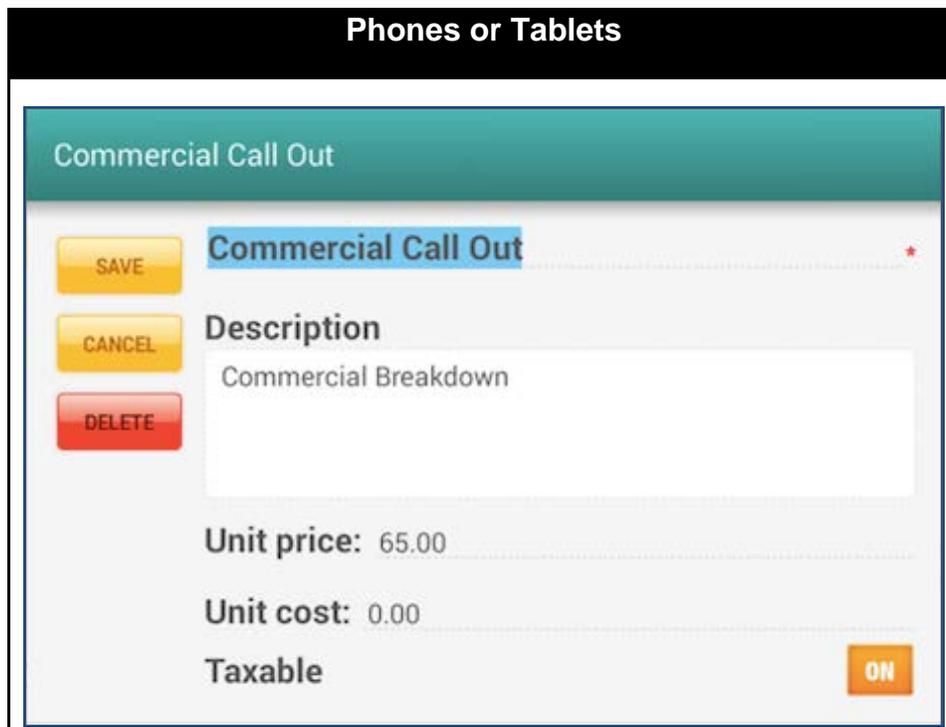
If a task needs to be edited, you can quickly edit the information from the mobile application. Editing tasks on the mobile application requires certain settings to be turned on in settings → Roles & Rights or User Rights in the USERS tab. The Admin will need to make appropriate setting adjustments to enable you to edit items. The following options need to be turned on:

- 'Enable Task Update'
- 'Enable Task View'

Edit a Task

The Task Name, Description, Price, and Tax options are available when editing a task. If cost has been enabled in the Roles & Rights, you can edit the cost for the task. Click the Tasks icon from the Action Bar and select the task to edit, and click EDIT. You can quickly search for a Task using a barcode. Tap on the Barcode icon () then scan the barcoded Task. **Note:** You must first press the magnifying glass to see the barcode.

ACTION BAR() → **TASKS** icon() → [Selected Task] → **EDIT**



Phones or Tablets

Commercial Call Out

SAVE Commercial Call Out

CANCEL **Description**

Commercial Breakdown

DELETE

Unit price: 65.00

Unit cost: 0.00

Taxable **ON**

Field	Req.	Description
Name	Y	The identifying name used for this item. This name will display in the Name column on the Items List and on the mobile Items. Select a name that is easily recognizable, familiar and distinguishable to technicians and customers. The item name will display on the invoice. The field supports alphanumeric entry.
Description		A descriptive statement used to list and identify the specific attributes or characteristics of the item. This alphanumeric field supports 255 characters
Cost		The amount that you pay to a supplier or provider for an item. Enter in a whole number with 2 decimals.
Price		Amount charged to your customer. Enter in a whole number with 2 decimals.
Taxable		<p>Toggle ON to indicate this item is taxable. If no tax is charged on this specific task, toggle OFF.</p> <p>If US Tax System is selected in the company settings, the tax rate is then calculated from the customer's location tax rate. You will not be required or have the ability to select the tax rate here.</p> <p>If a Tax System is selected such as the UK Tax System, that may require different tax rates on individual items, then the tax rate dropdown select fields will be displayed for your tax choices.</p>
DELETE		Deleting a task will completely remove the item from your company task list. If a task has been previously used on a job, it cannot be deleted.
Barcode		Ability to scan a pre-existing barcode to quickly locate a Task by Name, Description or Task Group Name.

Tips and Techniques

Consider the following tips and techniques when you edit tasks.

- Tasks can be edited on the web and on the mobile.
- After a task has been edited, saved, and the device has synced to the web, the updated task will be available to everyone that has access to the tasks.
- The task must already be barcoded as FieldAware does not create barcodes.

Summary Activity

Editing tasks in the field ensures that you have correct information to bill your customers, and ensure that you are completing all necessary tasks for a job.

Activity: Edit the price for a task

- Step 1. Click the **ACTION BAR**.
- Step 2. Click the **TASKS** icon.
- Step 3. Tap the **Barcode** icon to search for a Task (Optional)
- Step 4. Choose a task to view
- Step 5. Click **EDIT**.
- Step 6. Change the price for the task.
- Step 7. Click **SAVE**.