# **TODAY'S VISITS**

## **Viewing Today's Visits**

Upon first logging into the app, you'll be taken to '**Today's Visits**.' This screen lists all sites scheduled for the current date.



To view a different day, select the date to open a calendar and choose the desired date.

$\equiv$ Today's Visits	
18/03/2024 Last Refr 18/03/2024	esh 24 10:32
Site Reference 45 - Site Name 45 0 of 1 machine completed	>
Site Reference 3 - Site Name 3 0 of 1 machine completed	>
Site Reference 1 - Site Name 1 0 of 7 machines completed	>

Each site shows the number of machine visits to complete.

Select the Site Name to view details, including the Site Name and Reference, Address, and any listed Site Contact.

	← Site Name 45 Details
≡ Today's Visits	Name: Site Name 45
8/03/2024 Site Reference 45   Address: Westbury   BA13 40T BA13 40T	
Site Reference 45 - Site Name 45 0 of 1 machine completed	Site Contact Datails
Site Reference 3 - Site Name 3 0 of 1 machine completed	Telephone: 01642 358800 Email:
Site Reference 1 - Site Name 1 0 of 7 machines completed	Site Manager: JVB Opening Hours: 0900 - 1700
	Access Barrier access; buzzer on right-hand side Details: for access requests.

Select the back arrow in the top left of Site Details to return to Today's Visits.

#### Arriving at Site

In the Today's Visits screen, select the '>' arrow to mark your arrival at the site. This will take you to the list of machines to be visited at that location.

≣	Today's Visits			
06/11/2023 Color:10/11/2023 09:51				
Vianet S 1 Machi	Site 01 - Vianet Site 01 ne	>		
Vianet S 2 Machi	Site 02 - Vianet Site 02 nes	>		
$\downarrow$				
4	Site Name 27			
m	Machine Machine Re	~		
	Stock	Accept		
m	Machine Machine Re	~		
ш	Stock	Accept		

Select the back arrow in the top left of the Machine List to return to Today's Visits.

If you navigate back to Today's Visits after arriving at a site, the arrow will be replaced by **'Arrived'**.



### **Completion of Visits Bar**

In the Today's Visits screen, each site will show the number of completed machines.

As you progress, the site status will update to '**In Progress**' (in orange) or '**Complete'** (in green) when you navigate back to Today's Visits.





If a visit is added to a previously completed site, the site will return to 'In Progress'.

### **Refreshing Today's Visits**

To refresh the Today's Visits screen, press the **Refresh** button.

The Last Refresh Date and Time will show the most recent login or refresh time.



The Refresh icon will turn red if there has been a change to your route.

$\equiv$ Today's Visits	
06/11/2023 66/11/2	resh 023 09:51
Vianet Site 01 - Vianet Site 01 1 Machine	Arrived
Vianet Site 02 - Vianet Site 02 2 Machines	Arrived

You can select the refresh icon at any time on Today's Visits. Refreshing updates the Last Refresh Date and Time to show when you selected the icon.

$\equiv$ Today's Visits		
06/11/2023	Last Refresh 06/11/2023 10:20	
Vianet Site 01 - Vianet Site 01 1 Machine	Arrived	
Vianet Site 02 - Vianet Site 02 2 Machines	Arrived	
Vianet Site 04 - Vianet Site 04 1 Machine	Arrived	
Add O	ff Route Job	

Any route changes will be synced during the refresh.

#### **Quick Tip**

If you attempt to refresh Today's Visits in offline mode, you'll be prompted to connect to the internet. Once reconnected, the app will sync, and the Last Refresh Time and Date will update to reflect the completed sync.

