

PLANNING - AD-HOC VISITS

What are Ad-hoc Visits?

An **Ad-hoc** visit is used as a basic visit, which is not covered by any other visit type.

Restricted Access


While there are no restrictions on who can maintain and update, you will need a **Planning** license to complete ad-hoc visits.

Completing the Notes Section

In the **Notes** section of the visit sheet, you can capture any specific details or observations related to the visit. This might include:

- **Observations:** Any noteworthy findings during the visit.
- **Instructions:** Additional instructions or details relevant to the service performed.
- **Recommendations:** Suggestions for future maintenance.
- **Customer Feedback:** Any feedback from the customer or machine operator.

These notes are crucial for maintaining comprehensive records of each visit and ensuring that all relevant information is documented for future reference or follow-up.

Notes 

Check the machine for vandalism, we've had reports that the machine has been tampered with.