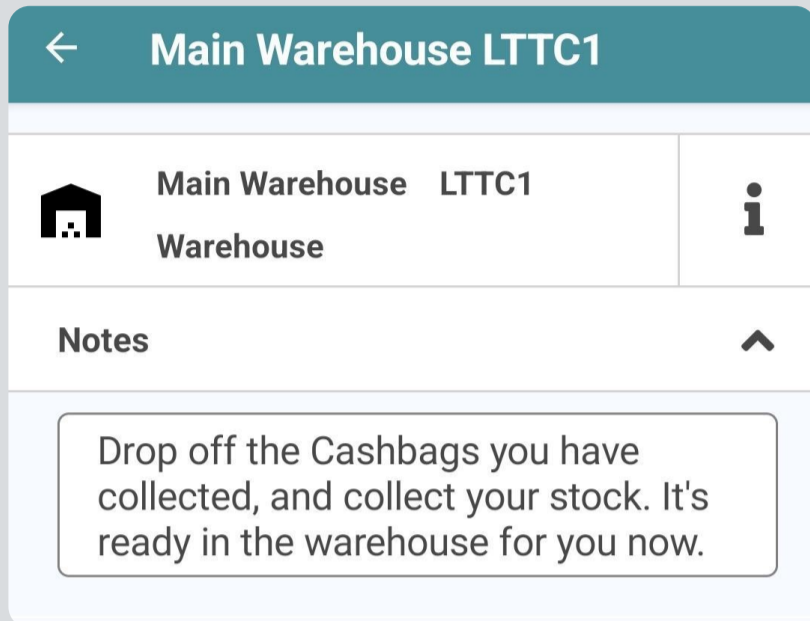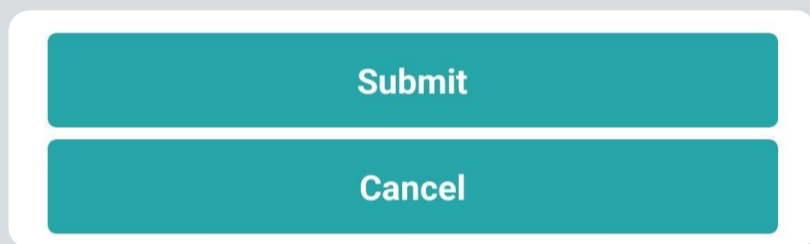# LOCATION VISITS

Completing the Notes Section

If the back-office wants you to visit a location during your route, they will add this visit.
In the Location Visit, you only have the Notes section. This visit might be for dropping off collected cash or picking up requested stock.
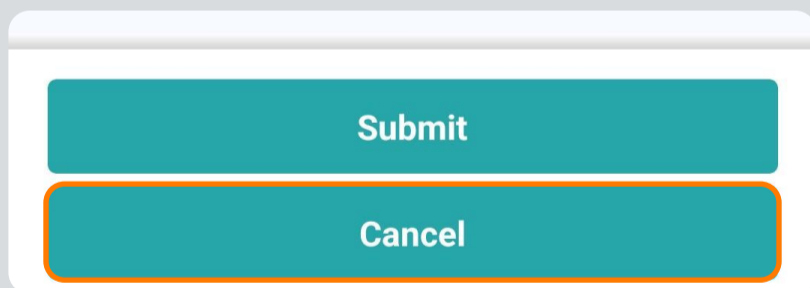
←	**Main Warehouse LTTC1**

🏠	Main Warehouse LTTC1 Warehouse	ℹ

Notes	⌃

> Drop off the Cashbags you have collected, and collect your stock. It's ready in the warehouse for you now.

Completing the Visit Sheet

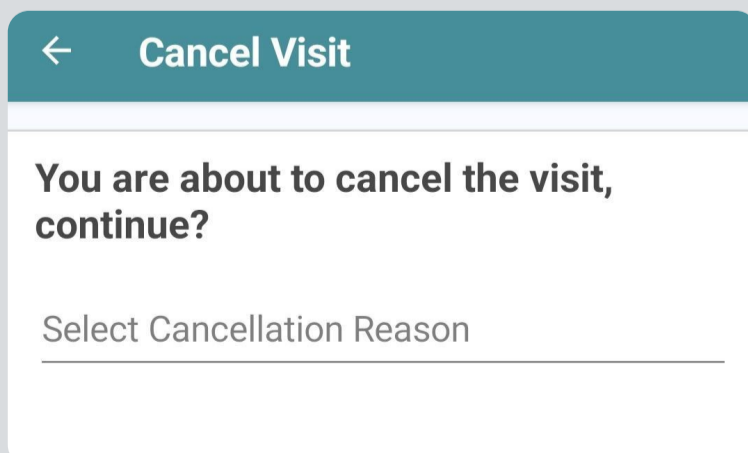Once you have filled out all mandatory details, select **'Submit'** to mark the visit as completed.

Submit

Cancel

Cancelling a Visit

If you cannot complete the visit, you can cancel it by selecting **'Cancel'** within the visit sheet.

Submit

Cancel

This will open a search field for a cancellation reason. Type in your reason, and matching options will appear below. Cancellation reasons must match those set up in the back-office.

←	**Cancel Visit**

You are about to cancel the visit, continue?

Select Cancellation Reason

After selecting the reason, choose 'Continue' to submit the visit as cancelled. You will then be directed back to today's visits, where the visit will be marked as **'Cancelled'**.