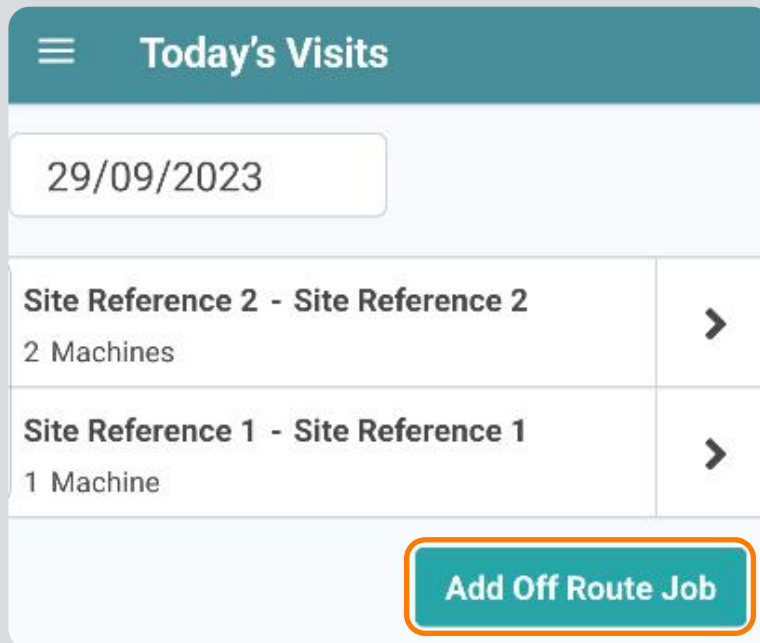


OFF-ROUTE VISITS

Creating an Off-Route Visit

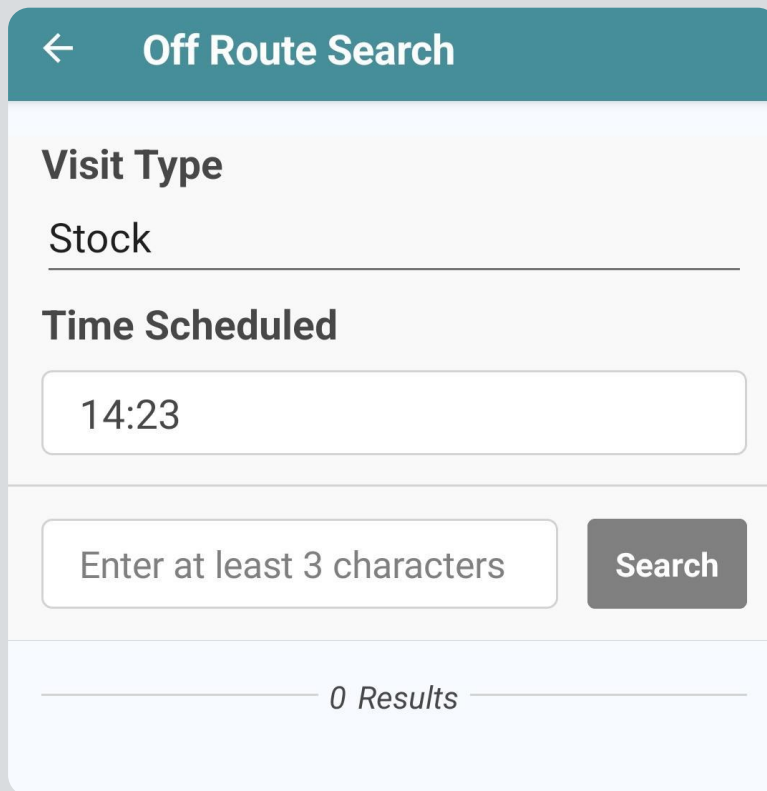
While onsite, if you need to check another machine, you can create an off-route visit.

To do this, select 'Add Off Route Job' on Today's Visits.



Select a Visit Type to create the correct visit: **Stock**, **Service**, **Ad-Hoc**, or **Location**. The Time Scheduled defaults to the current time but can be adjusted.

To search for a machine or location, enter at least 3 characters.



When search results appear, select 'Add' to create the visit. If you select Add for a site, a visit will be created for all machines at that site.

The visits will then appear on Today's Visits under their associated site.

