AD-HOC VISITS

Completing the Notes Section

In the Ad-Hoc Visit, only the Notes section is available.

Record any specific notes related to the visit here. Back-office staff may also enter notes that require your response.

←	**Machine Name 2 Machine Name 2**

▥	Machine Name 2 Machine Name 2	**i**

Notes ∧

Can you check the machine for damage?

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 the machine list, where the visit will be marked as **'Cancelled'**.