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Overview


Alert and some service specific Forms can be recorded via Total Mobile. The visit will need to be **active** for you to be able to add Alerts and complete Forms.

Completing a Form on an iPad

- Tap **Add New Task** icon (top right) 
 - The **Select a Task** screen displays
- Tap to select your required Form
- Complete the Form as required
 - All fields with an asterisk* are mandatory
- When you have completed the form, tap the **Status** icon  (top right)

The **Form saved** message displays briefly


The completed Form  will display in the Tasks list at the bottom of the visit screen

Hint: Multiple Forms can be saved in Total Mobile; each Form  will display on a new line at the bottom of the visit screen

Forms will only be saved into Rio **after** the visit has been completed in Total Mobile



Adding an Alert on an iPad


- Tap **Add New Task** icon (top right) 
 - The **Select a Task** screen displays
- Tap **Alert**

The **Alert** screen will open

Current Alerts are displayed at the top of the screen in red, new alerts can be added in the Add Alert section


- Tap **Touch to Add**

The **Add Alert** screen will open

- **Alert Date:** will display today's date, tap to amend if required
- **Alert Type:** tap **Touch here**, scroll and tap to select Alert type from displayed list
- **Alert Description*:** tap **Touch here**
 - tap the white area of screen, the keyboard will display, enter the description as required
- Tap **< Back** (top left)
- Tap **< Back** (top left) again
- Tap the **Status** icon (top right) 

The **Form Saved** message briefly displays



The completed Alert  will display in the Tasks list at the bottom of the visit screen

HINT - Multiple Alerts can be saved in a Total Mobile record; each Alert  will display on a new line at the bottom of the visit screen


The Alert will only be saved into Rio **after** the visit has been completed in Total Mobile



Completing a Form on a Smart Phone

- Tap **Add New Task** icon (bottom left) 
 - The **Select a Task** screen displays
- Tap to select your required form
- Complete the Form as required
 - All fields with an asterisk* are mandatory
- Tap the **Status Save** icon  to save the form.
 - **Completed.** message briefly displays


The completed Form  will display in the Tasks list at the bottom of the visit screen

Hint: Multiple Forms can be saved in Total Mobile; each Form  will display on a new line at the bottom of the visit screen




Forms will only be saved into Rio **after** the visit has been completed in Total Mobile





Adding an Alert on a Smart Phone

- Tap **Add New Task** icon (top right) 
 - The **Select a Task** screen displays
- Tap **Alert**

Current Alerts are displayed at the top of the screen in red, new alerts can be added by scrolling down to the **Add Alert** section

- Tap **Touch to Add**
- **Alert Date:** will display today's date, tap to amend if required
- **Alert Type:** tap **Touch here**, scroll and tap to select Alert type from displayed list
- **Alert Description*:** tap **Touch here**
 - Tap the white area of screen and enter the description as required
 - Tap the **Tick** icon 
 - Tap the **Tick** icon  again
- Tap the **Status Save** icon (bottom right) to save the Alert 
 - **Completed.** message briefly displays

The completed Alert  will display in the Tasks list at the bottom of the visit screen

Hint: Multiple Alerts can be saved in Total Mobile; each Alert  will display on a new line at the bottom of the visit screen

Alerts will only be saved into Rio **after** the visit has been completed in Total Mobile