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Overview

The Visit Locations screen displays all your visits for 'Today' on a map. Your location is marked by a blue circle and each visit is marked with a pin displaying the Clients initials.

Also displayed is a Visit summary which allows you to 'swipe' through your visits to see who the visit is for; doing this will also highlight the pin for that Client on the map.

Viewing Visit Locations on an iPad

- Tap **Visits**  from the **Home** screen
- Tap the **Visit Location** icon  (bottom right) to access the **Visit Location** screen

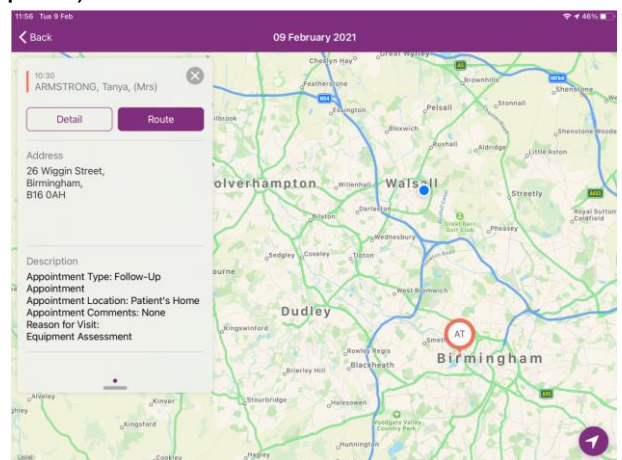
All of Today's visits will display on the Map

Your location will be shown with a blue circle; your visits are marked with pins displaying the Clients initials

The **Clients name** will display in the **Visit Summary** (top left)

Hint: If the Visit Summary is not displaying, tap one of the Client pins

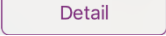
- Tap the Client's name to expand the visit details and see more information
 - You will be able to see the Address and the visit Description
- Swipe the visit details to view information about each Client/visit in turn



There are two buttons on the Visit Summary, **Detail** and **Route**



Detail (iPad)

- Tap the **Detail** button  to open the visit

From here you can view information, start the visit etc.

- Tap < **Back** (top left) to return to the Visit Location screen

Route (iPad)

- Tap the **Route** button  to open the **Maps** screen



Please note Location services will need to be enabled on your device to use the navigation function

- Tap the **Go** button to select your required Route

Maps will now give you directions to the visit

- Tap ◀ **Totalmobile** at to left of screen to return to the **Visit Locations** screen

Viewing Visit Locations on a Smart Phone

- Tap **Visits**  from the **Home** screen
- Tap the **Visit Location** icon  (top right) to access the **Visit Location** screen

All of Today's visits will display on the Map

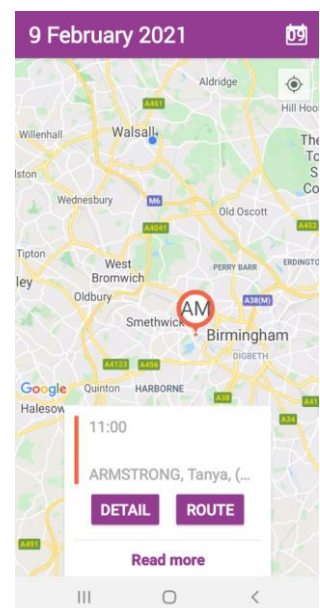
Your location will be shown with a blue circle; your visits are marked with pins displaying the Clients initials

The **Clients name** will display in the Visit Summary (bottom middle)

Hint: If the Visit Summary is not displaying, tap one of the Client pins

- Tap the **Read More** to expand the visit details and see more information
 - You will be able to see the Address and the visit Description
- Swipe the visit details to view information about each Client/visit in turn

There are two buttons on the Visit Summary, **Detail** and **Route**






Detail (Smart Phone)

- Tap the **Detail** button  to open the visit

From here you can view information, start the visit etc.

- Tap the phone **Back** button  (bottom right) to return to the **Visit Location** screen


Route (Smart Phone)

- Tap the **Route** button  to open the **Maps** screen

Please note Location services will need to be enabled on your device to use the navigation function

- Tap the **Start** button (bottom left) to select the Route

Maps will now give you directions to the visit

- Tap the **Back** button  (bottom right) twice to return to the **Visit Location** screen