

How to add an unscheduled visit in Gimme Field

In Gimme Field:

1. Navigate to the **Schedule** page using the three-line menu button
2. Tap on the search bar
3. Search for the **POS**
 1. Search using the smart search bar using any of the following criteria:
 1. POS Code
 2. POS Title
 3. VEQ
 4. Location the POS is nested in
 5. Account the POS is nested in
4. Tap on the **POS**
5. Tap the < (back button)
6. Tap **Cancel** to return to the main **Schedule** page
7. Tap on the **POS** to open the visit and proceed as normal

[Video: How to add an unscheduled visit in Gimme Field]