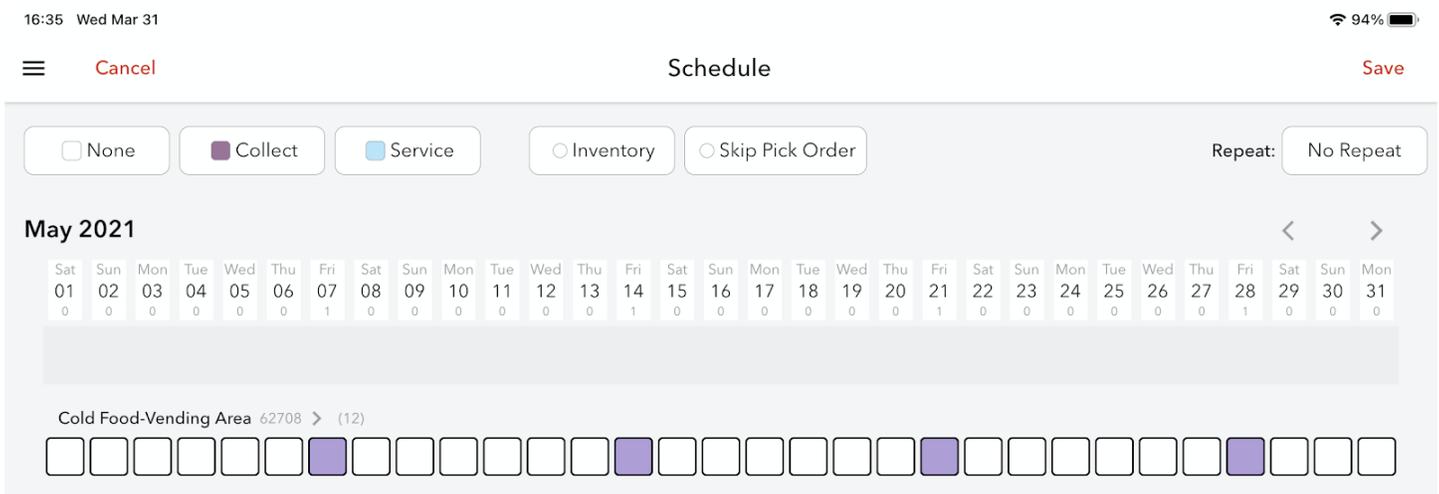


Move a Skipped or Missed Visit

If your driver misses or skips a visit, these instructions will show you how to move a visit to another day and skip the pick order if necessary. This can also be used to move a future visit to another day or change the visit type.

1. Tap/Click the three line menu button located at the top left of your screen
2. Tap/Click the Schedule page
3. Tap/Click the red POS button to choose the skipped machine
4. Tap/Click Edit Schedule located at the top left of your screen
5. Tap/Click the empty square below the date you wish to alter
6. Once you highlight the square, you can change the visit to None, Collect, Service, or Inventory



Note that if you're moving a visit to the next day and do not need an additional bin picked, you can select the day after the skipped visit and click/tap Skip Pick Order to eliminate a pick order for an additional bin. The max amount of days that can be skipped is three. After three days, you will need to generate a new pick order.

[Video: Move a Missed Visit]