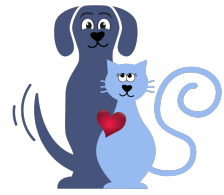









Using the Portal to complete visits.



In the portal, under Scheduling/My Schedule:

1. When you leave to go to the client's requested visit, Click the  On The Way button and OK.
2. If you need directions, press the  button under the client's name.
3. When you arrive at the client's home, click the  Arrived button and OK. The clock then starts counting the time for the visit. It will **not** alert you when the time is up, so you may want to start your phone timer.
4. If you need instructions to do the visit, click the client's name. It will pull up their profile. Scroll to Notes to Pet Sitter for instructions.
5. Before completing the visit, click the  Journal button. Check all items you completed. You can add pictures and a personal note if you like. When you're finished, click the  Save and Email Client button.
6. Click the  Complete button and ok.

Repeat for the next client.

If you do not have a next client, click the  timer button at the very top of the screen to clock out.

The portal tracks your mileage. This is needed for your mileage tax deduction and mileage reimbursement (when offered in the future).