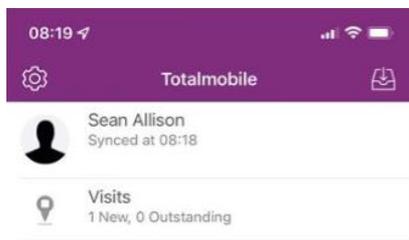


# Total Mobile – Mobilise Guide

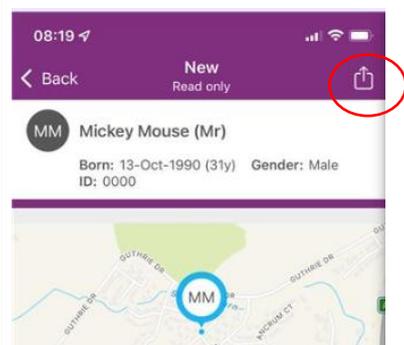
Open the Total Mobile App and tap on 'Visits' to see your upcoming visits.



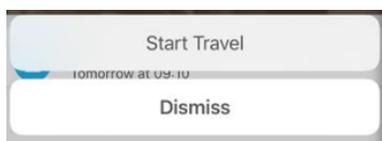
Tap on your upcoming visit to begin the process for that visit



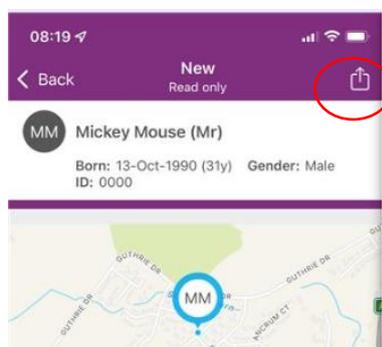
Within the visit screen, tap the upper right symbol



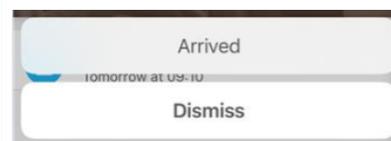
Tap on 'Start Travel' to begin travelling to your Service User



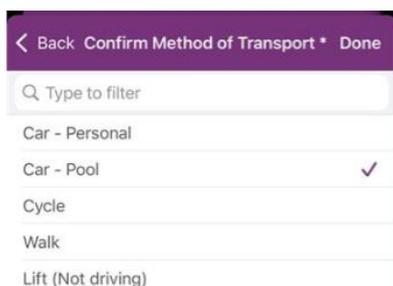
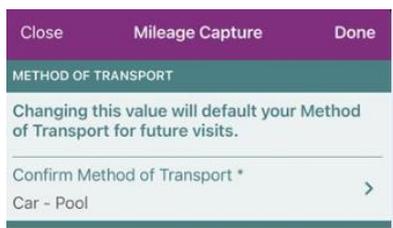
Once you arrive at the Service User, tap the upper right symbol again



Tap on 'Arrived' at the bottom of the screen

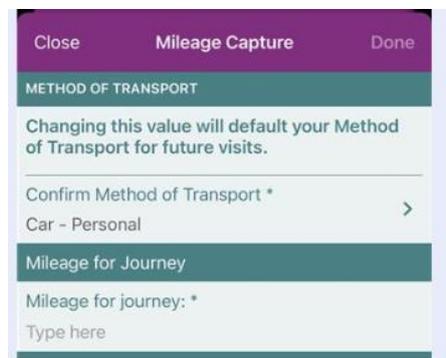


On the 'Mileage Capture' screen, select the appropriate 'Method of Travel' by tapping on 'Confirm Method of Transport' then press 'Done' in the upper right of the screen.



\*The following will only appear if you select 'Car – Personal' or 'Cycling'. All other options will allow you to just press done and continue as there is no requirement to capture mileage.

Enter the mileage **for that journey** where it states 'Type here'



Once you have entered the 'Mileage for journey', you then need to 'Select Type of Mileage' and tap where it says 'Touch here' and select the type of mileage.



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If you select 'Home to Client' on the previous list, the following question will appear 'Is this the first visit of the day?', you need to tap where it says 'Touch here' and select an answer.

After entering this information, tap 'Done' in the upper right to submit the form and move on with the process for the visit.

Tap on the symbol and choose from the 2 options shown below

If 'No Access/No One In' is selected, choose the reason from the drop-down menu and that will complete the visit.

After selecting 'Contact Made', click on the ellipsis on the screen below and choose 'Scan NFC Tag'

Once you have scanned the NFC Tag, touch on the screen where it states 'Touch here'

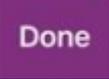
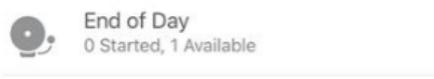
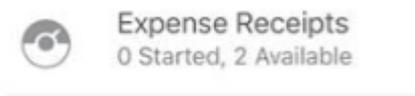
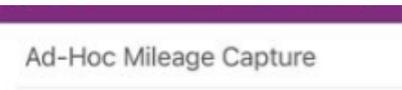
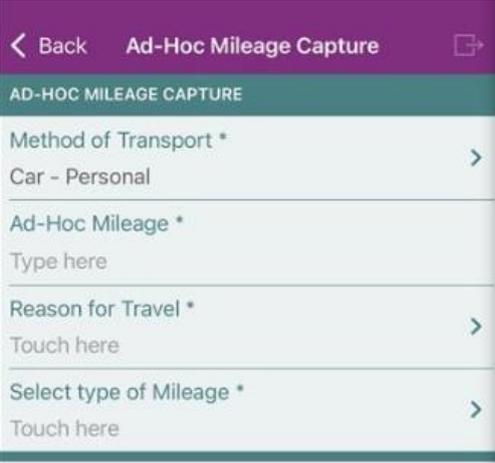
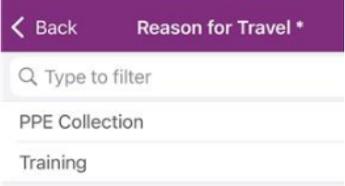
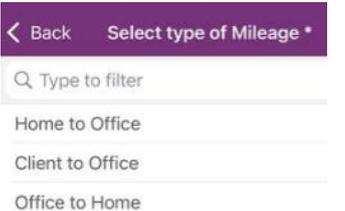
Choose whether the Tag scanned correctly or not

If 'Yes' then press 'Done'  
If 'No' you must contact the Homecare Office

Scroll down the Client details until you see the 'Tasks'

Then press 'Done'

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<p>Press the symbol again and choose 'Complete'</p>  <p>Press the ellipsis again and complete the NFC process again to end the visit, then press 'Done'</p> 		
<p><b>End of Day Process</b></p> <p>At the end of your working day, you need to complete the 'End of Day' form.</p> <p>From the home page of the Total Mobile App, select 'End of Day'</p> 	<p>If you need to change the 'Method of Transport' tap on that and select from the list.</p> <p>Enter the 'Mileage for journey home (end of day)' where it says 'Type here'</p> <p>Select whether a VAT receipt is available by tapping 'Touch here' and selecting either Yes or No</p> 	<p>To submit the form once completed, tap on the symbol in the upper right corner of the screen</p> 
<p><b>Ad-Hoc Mileage</b></p> <p>To enter any Ad-Hoc mileage claims, select 'Expense Receipts' from the Total Mobile App homepage</p>  <p>Then select 'Ad-Hoc Mileage Capture'</p> 	<p>Select the 'Method of Transport' from the list, then enter the Ad-hoc mileage where it says 'Type here'</p> 	<p>Select the 'Reason for Travel' from the list when you tap on it</p>  <p>Select 'Type of Mileage' from the pre-populated list. For this form, Office includes any SBC location, other than client addresses.</p> 

## Total Mobile – Mobilise Guide

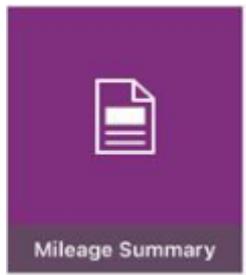
Once this is completed, submit the form using the symbol in the upper right of the screen

### Viewing Submitted Mileage Expenses

From within the 'Ad-Hoc Mileage Capture' screen on the Total Mobile App, press the Folio button in the bottom right



Select the 'Mileage Summary' folio from the sidebar that appears



Select the date that you are wanting to review mileage (Please note, the mileage for the full week of that date will be shown, from Mon-Sun) and then press 'Done'

Your mileage summary will be presented in a table format

Day	Fuel / Litre	To Postcode	Mileage Claim	Mileage Ref. Claim	Total Mileage
21/06/2022 14:28	%	149 8H5	10	0.00	10.00
22/06/2022 08:20	%	109 7GD	5	0.00	5.00
23/06/2022 08:23	%	Office	15	0.00	15.00
<b>Total</b>			<b>30</b>	<b>0.00</b>	<b>30.00</b>

To return to the main screen press the symbol;

