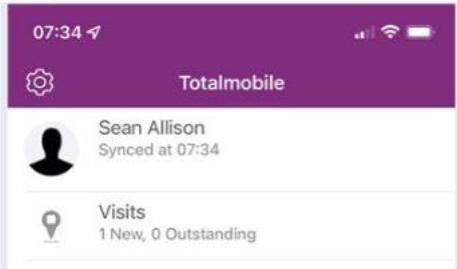
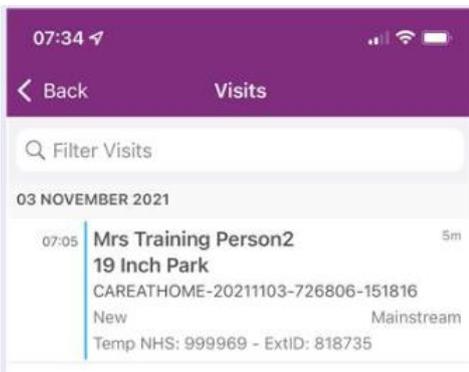


Total Mobile – Mobilise Application User Guide

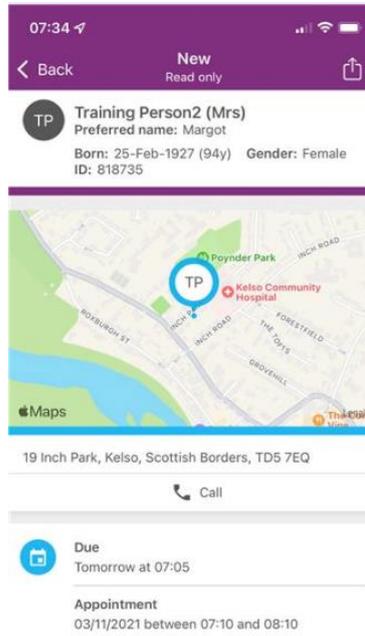
1. Open the Total Mobile App to view your visits



Tap on 'Visits' to view upcoming visits



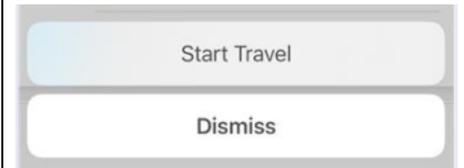
2. Tap on the name of the person you are going to visit to bring up their information



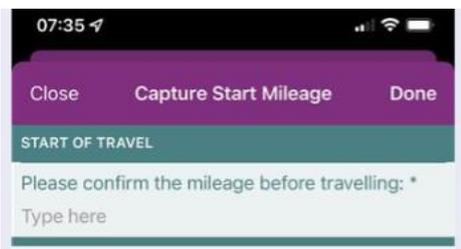
3. Tap on the symbol (shown below) to bring up the option to begin travelling to the client



Then tap on 'Start Travel'



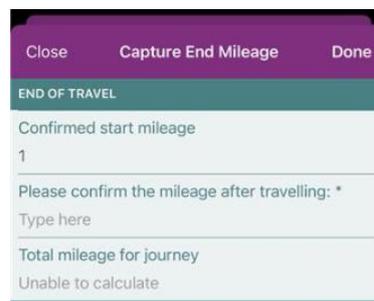
4. Enter your Mileage in the form that appears and then press 'Done'



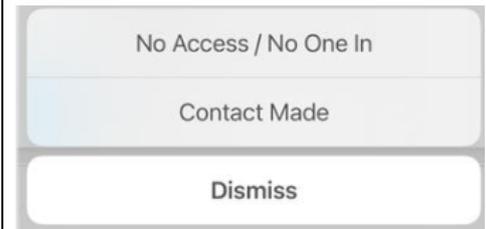
5. Once you arrive at your client, press the symbol again



Enter your end mileage on the form that appears then press 'Done'.



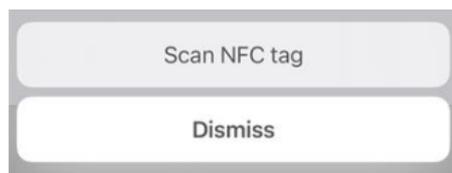
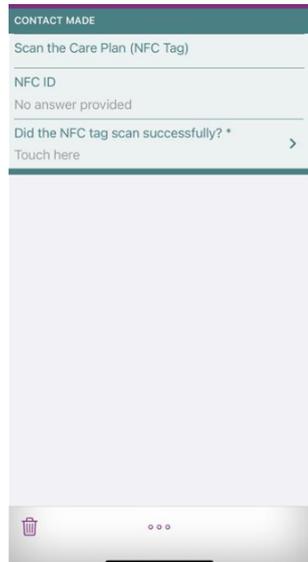
6. Tap on the symbol and choose from the 2 options shown below



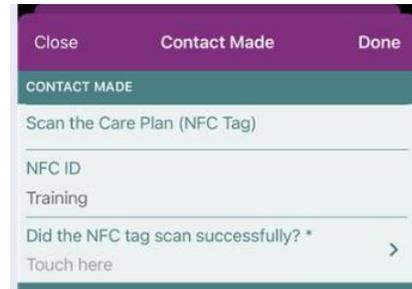
If 'No Access/No One In' is selected, choose the reason from the drop-down menu and that will complete the visit.

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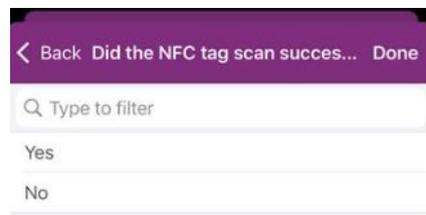
7. After selecting 'Contact Made', click on the ellipsis on the screen below and choose 'Scan NFC Tag'



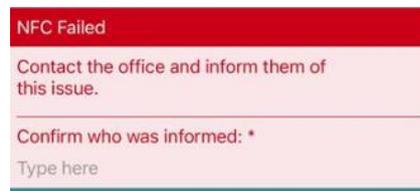
8. Once you have scanned the NFC Tag, touch on the screen where it states 'Touch here'



Choose whether the Tag scanned correctly or not

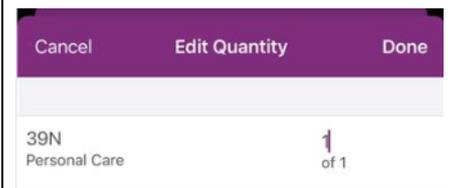
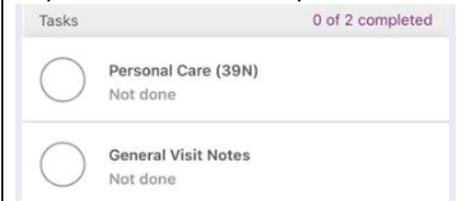


If 'Yes' then press 'Done'
If 'No' you must contact the Homecare Office



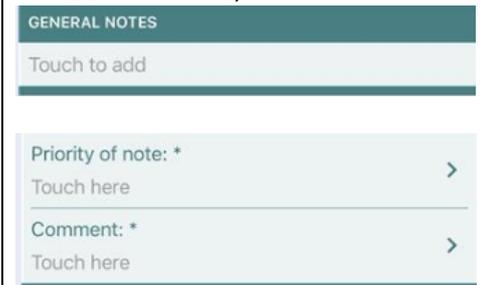
9. Scroll down the Client details until you see the 'Tasks'

Tap on the Task to complete it

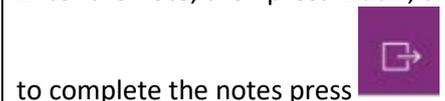


Then press 'Done'

For General Notes;

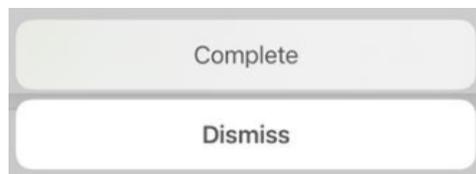


Enter the note, then press 'Back', then



to complete the notes press

10. Press the symbol again and choose 'Complete'



Press the ellipsis again and complete the NFC process again to end the visit, then press 'Done'

