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 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 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 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 Save and Email Client button.

6. Click the Complete Complete button and ok.

Repeat for the next client.
If you do not have a next client, click the :01 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).