

# SALES CONNECT

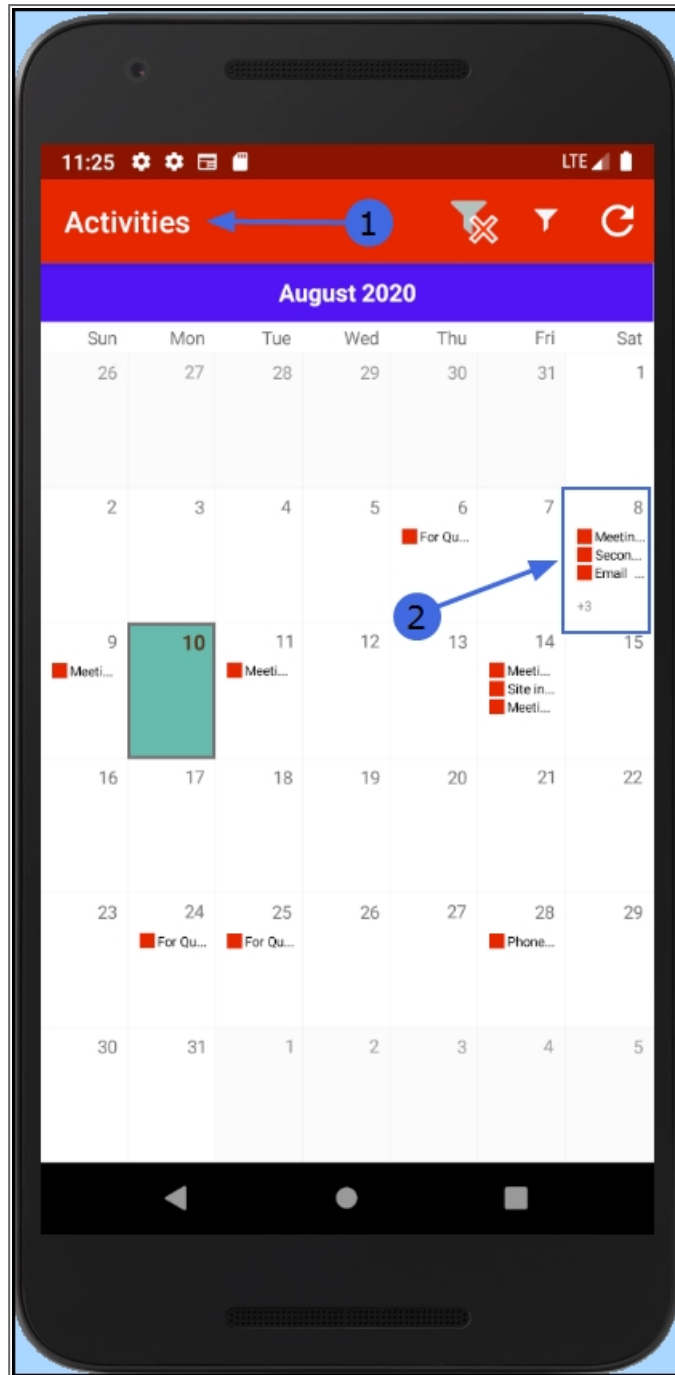
## LOG START AND END TRAVEL

You can log **Start** and **End Travel** details to a **Meeting** Activity directly in Sales Connect. This functionality will record the odometer reading at the beginning and the end of the salesman's journey

### SELECT THE ACTIVITY THAT REQUIRES TRAVEL DETAILS TO BE LOGGED

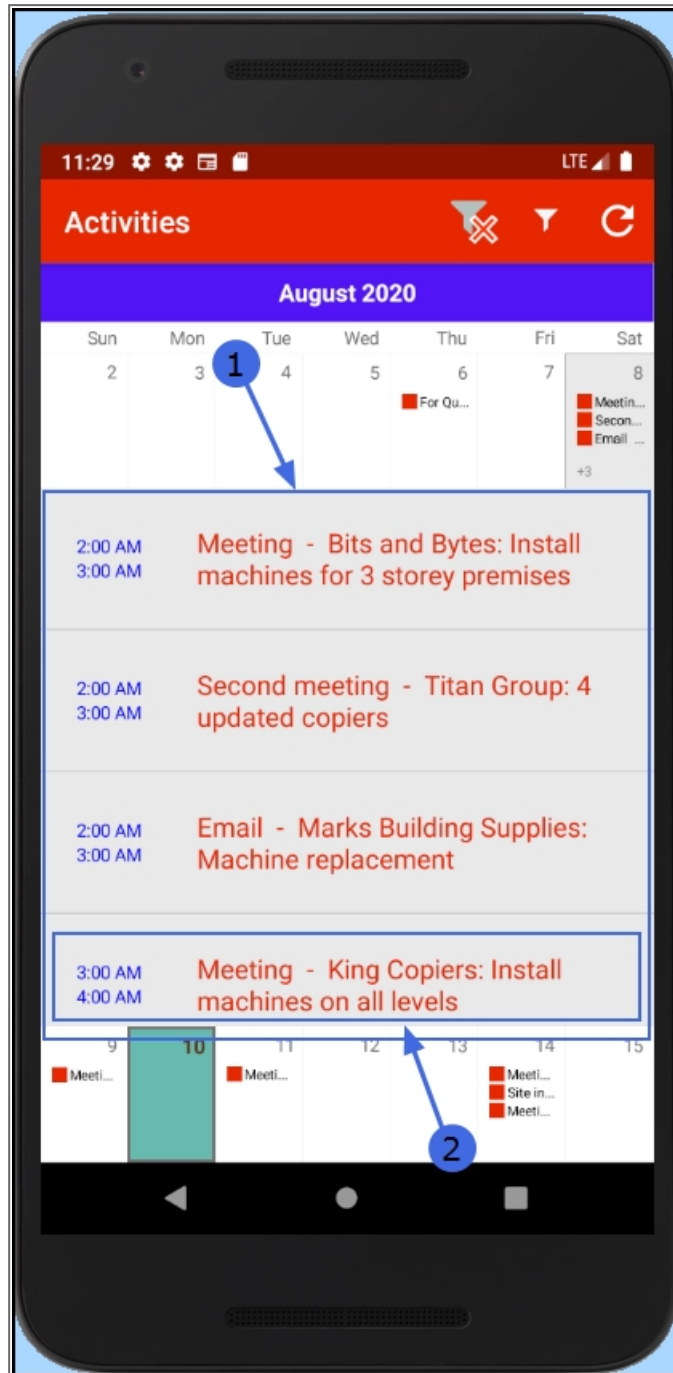
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1. After initial login to Sales Connect, the Activities screen will open. This will display a **calendar view** of the current month.
  - i. Swipe left to view **future** months.
  - ii. Swipe right to view **previous** months.
2. Tap on the **date** that contains the Activity that you wish to log **Travel Details** for.



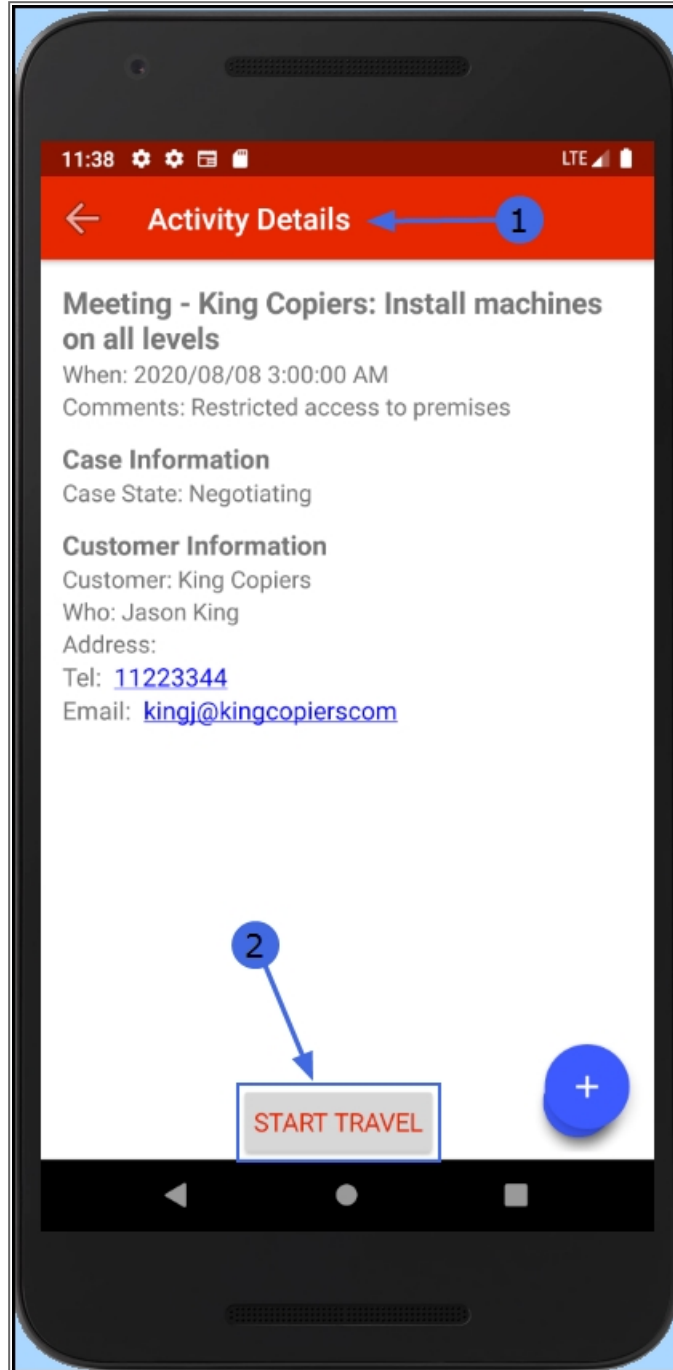
1. A **text box** will pop up, with more information regarding the activity linked to that date. (In this example there is more than 1 activity on this date and therefore more than 1 text box.)

2. Tap on the text box that pertains to the specific activity that you wish to log travel details against.



## THE ACTIVITY DETAILS SCREEN

1. The **Activity Details** screen will be displayed.
2. Tap on the **Start Travel** button.



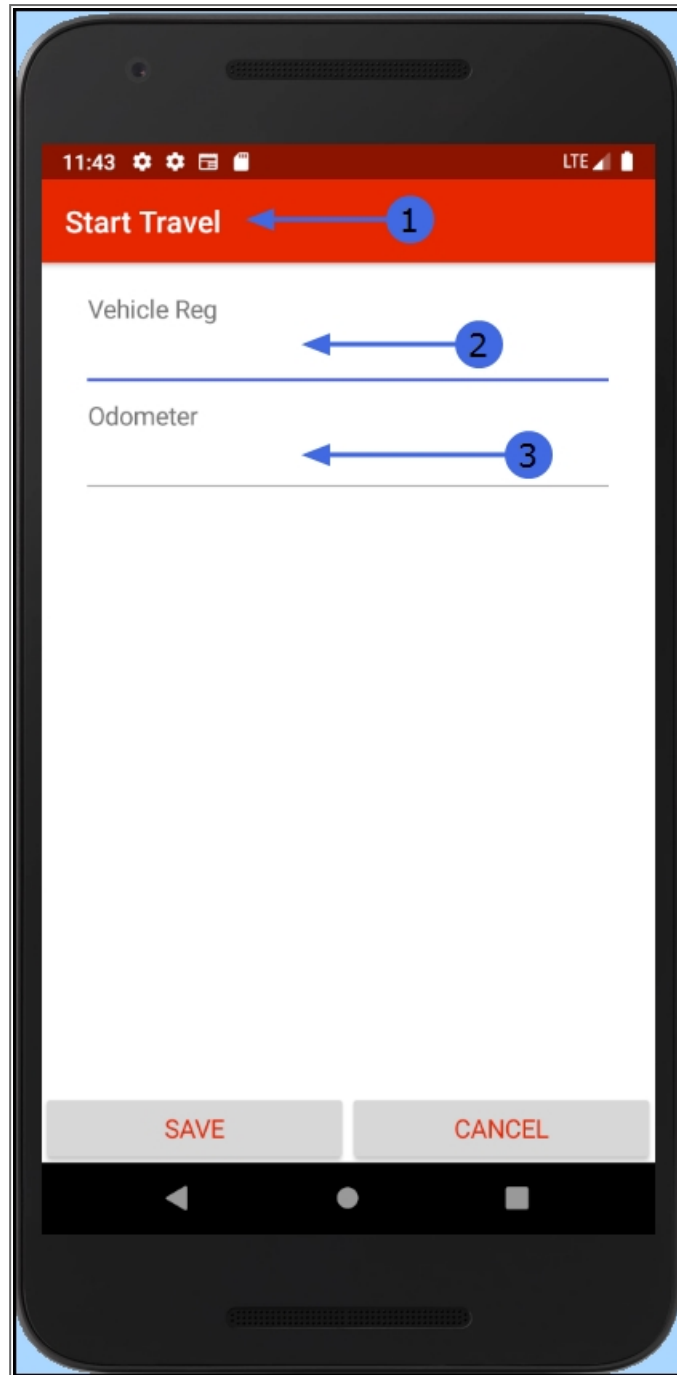
## THE START TRAVEL SCREEN

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1. The **Start Travel** screen will be displayed

**Note:** As you tap in any editable text field, your device keyboard will pop up.

2. Type in the vehicle **registration number**.
3. Type in the current **odometer** reading.

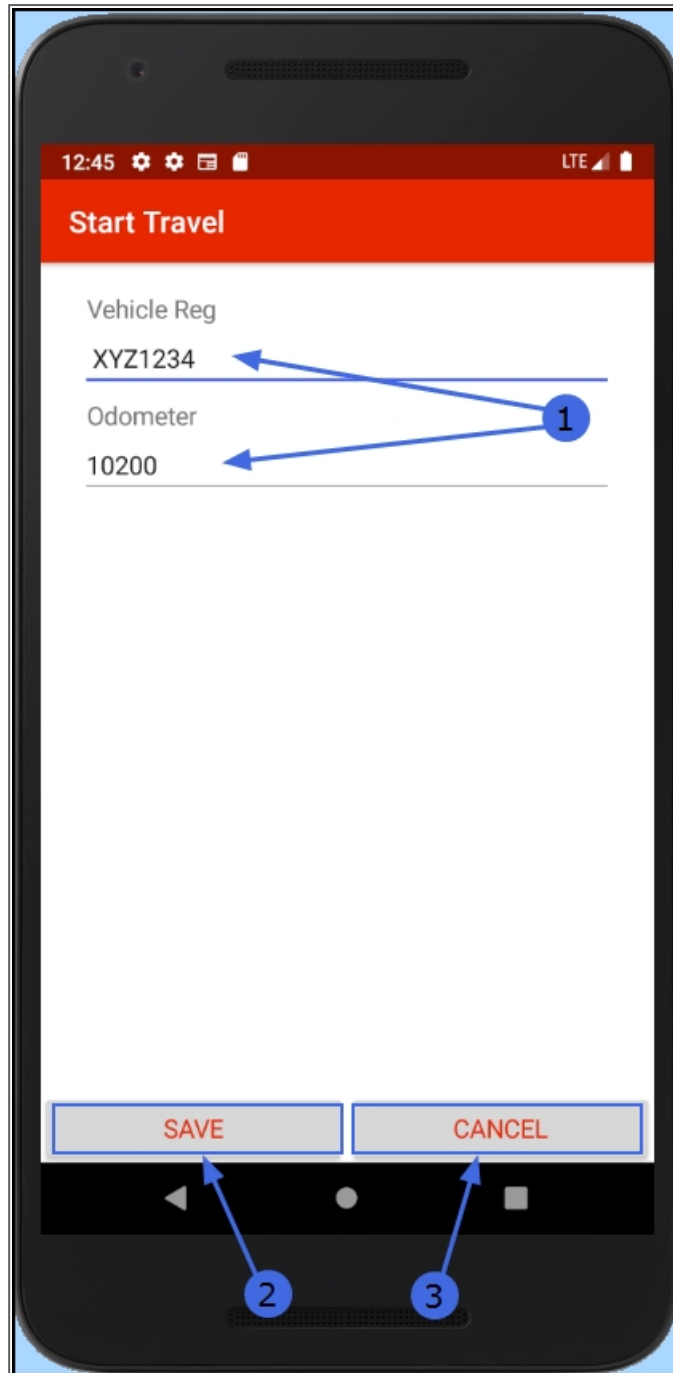


## **SAVE THE START TRAVEL DETAILS**

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1. When you have finished adding the start travel log, either
2. Tap on **Save** to retain the information, or
3. tap on **Cancel** to return to the Activity Details screen.

For the purpose of this manual, **Save** is selected.



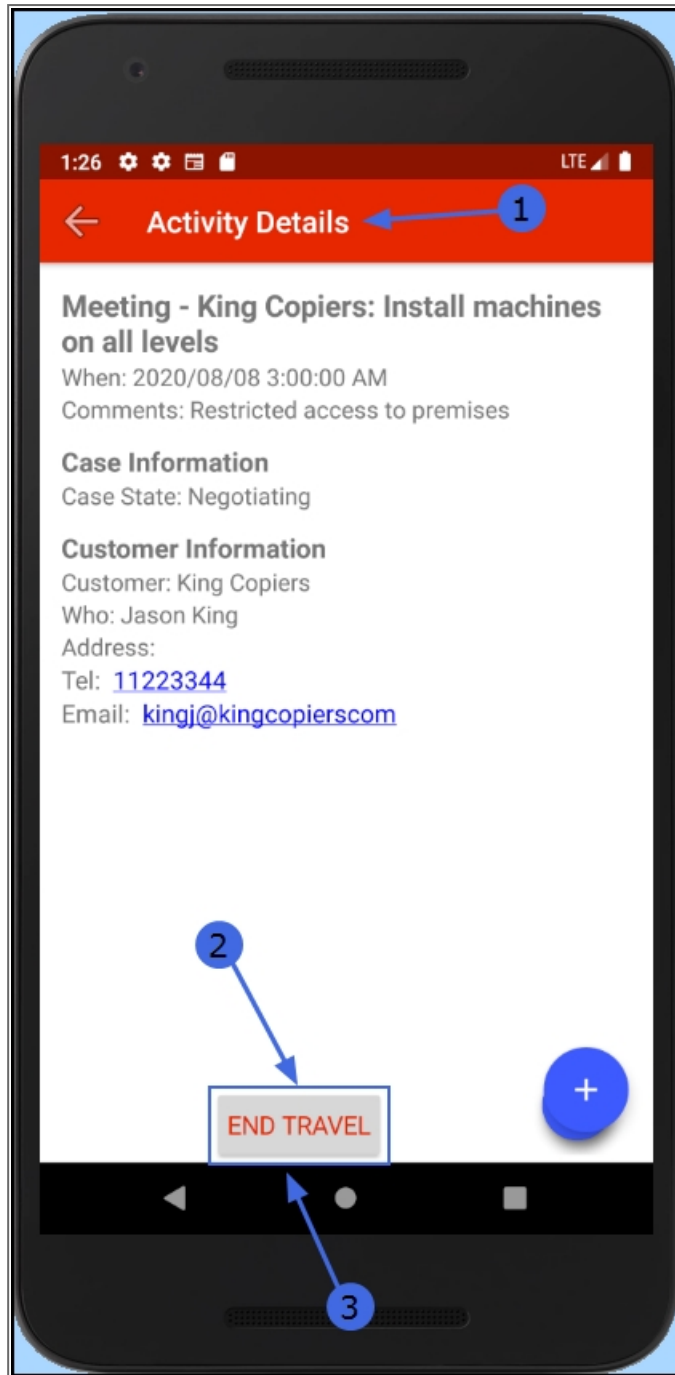
1. You will return to the **Activity Details** screen.



## END TRAVEL

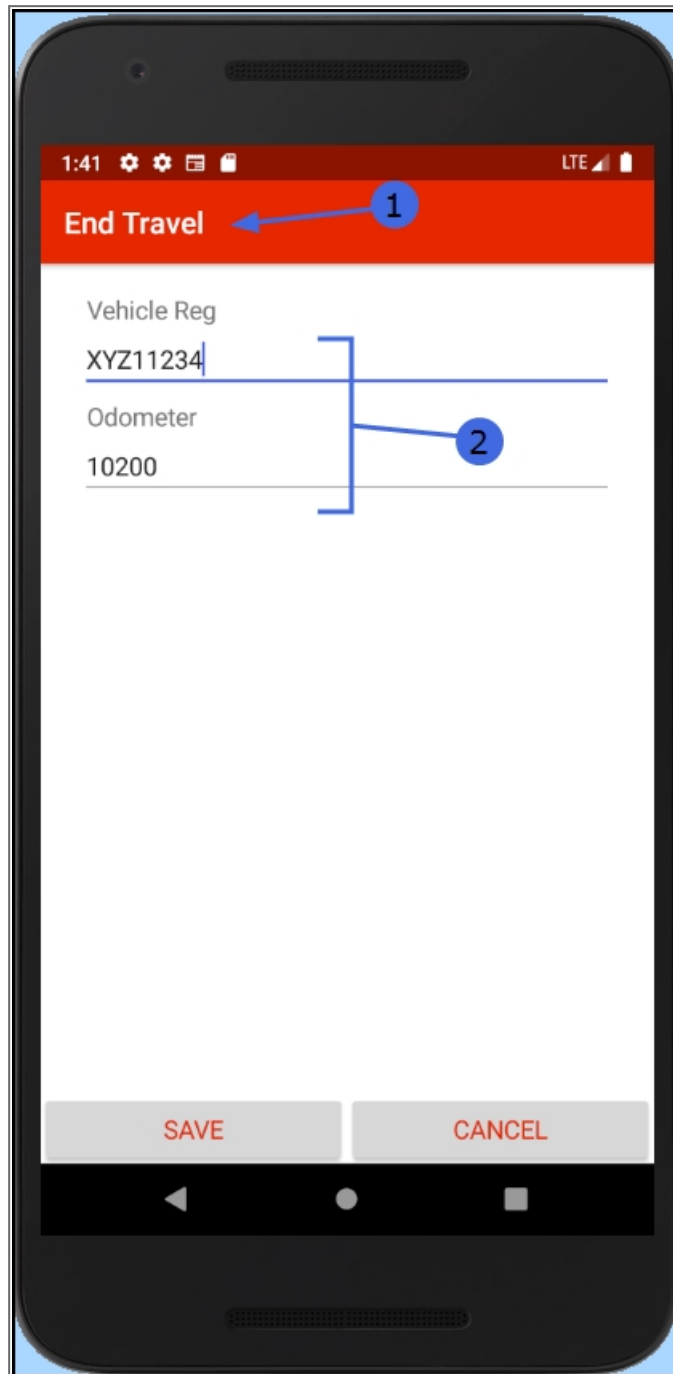
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2. You will note that the Travel button has updated to **End Travel**.
3. When you are ready to record the **End Travel** details click on this button



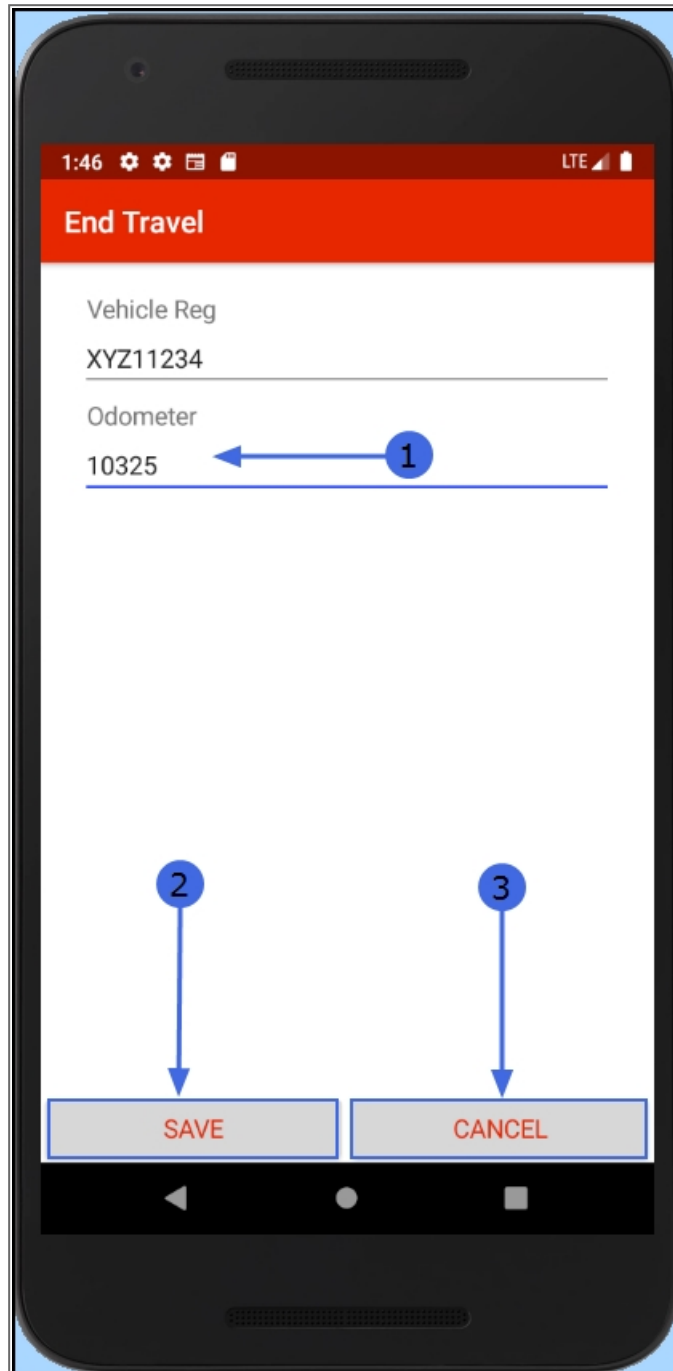
1. The **End Travel** screen will be displayed.
2. You will note that the **Vehicle Reg** number field and the **Odometer** field will be auto populated with the details entered in the Start Travel

screen. This will ensure that you do not enter a different vehicle number by mistake and will remind you of the **start** travel reading, so that you are sure to enter a higher **end** travel reading.

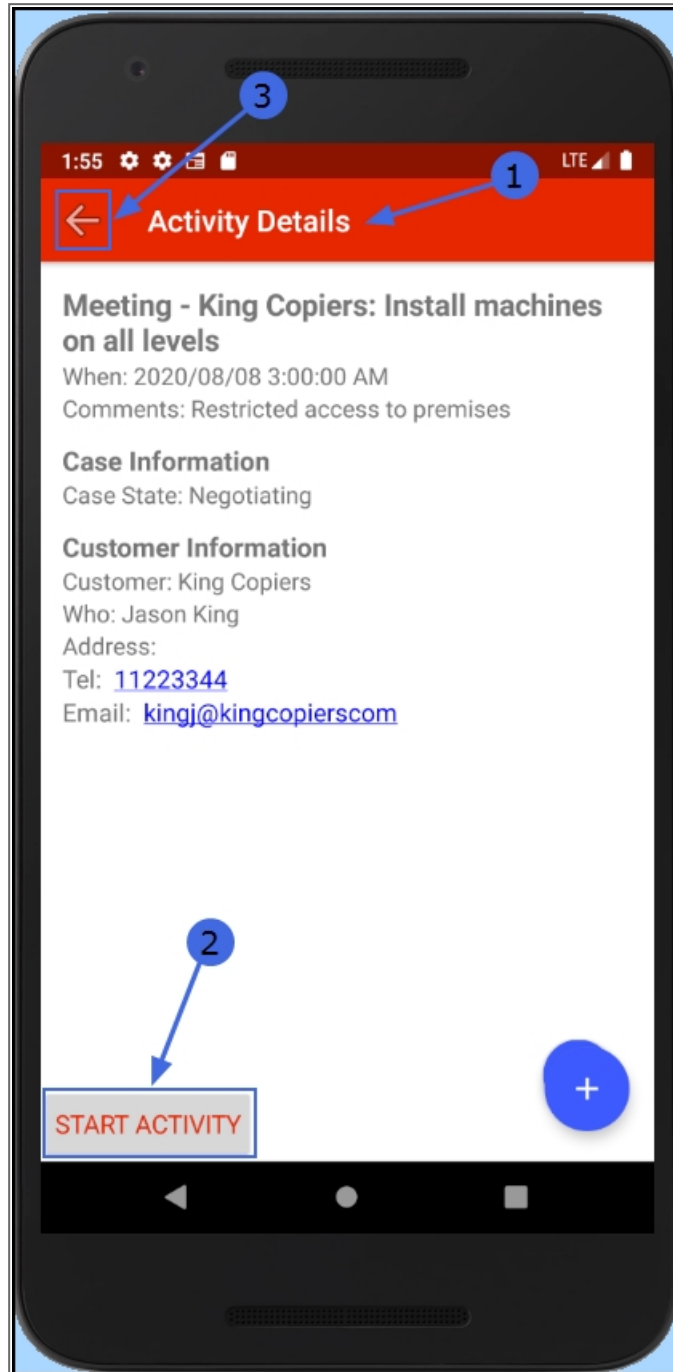


1. When you have updated the **Odometer** reading.
2. Tap on **Save** to keep the changes or
3. tap on **Cancel** to return to the Activity Details screen.

For the purpose of this manual, **Save** is selected.



1. You will return to the **Activity Details** screen.
2. The **Start Activity** button will now be available in this screen.
3. Tap on **Back** to return to the calendar in the **Activities** screen.



### Related Topics

- [Sales Connect - Introduction and Index](#)
- [Sales Connect - Download and Log In / Out](#)
- [Sales Connect - Environment](#)
- [Sales Connect - Edit Activity Details](#)
- [Sales Connect - Add Image / Photo to an Activity](#)
- [Sales Connect - Add Notes to an Activity](#)
- [CRM](#)

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