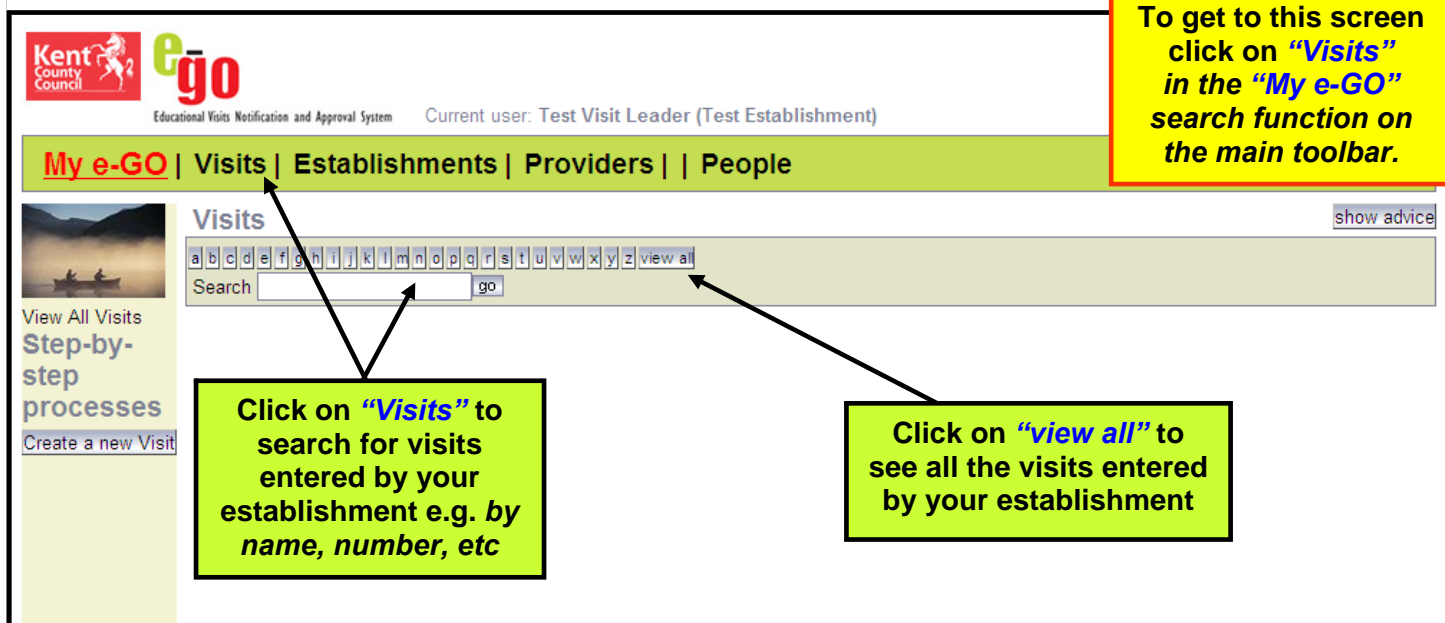


Help Sheet

How to find an Existing Visit on e-Go

- There are a several ways to find an existing visit on the e-Go system.

- 1) From the **"My e-GO"** page click on **"Visits"** then click on **"view all"**. This will display all the visits your establishment has entered on e-Go (20 per page).
- 2) Alternatively if you know the name or reference number of your visit you can search by those criteria to directly for it using the search box in the main toolbar.



To get to this screen click on "Visits" in the "My e-GO" search function on the main toolbar.

Click on "Visits" to search for visits entered by your establishment e.g. by name, number, etc

Click on "view all" to see all the visits entered by your establishment

- 3) Once the list of visits appears it can be sorted by different criteria to make it easier to search e.g. *departure date, etc.*



Click on the "▲▼" arrows to sort visits in date order backwards or forwards. Then scroll to find the visit you want.

Click on the 'name' of the visit to open the visit form.

Your Visit's Name	Departure Date	Return Date	Visit Status	WaitingOn	EventNo	Establishment	VisitType
test new batch Copy (2)	28-Nov-10	28-Nov-10	Approved		13807	Test Establishment	Approval
test new batch Copy (1)	27-Nov-10	27-Nov-10	Approved		13795	Test Establishment	Approval
test new batch	26-Nov-10	26-Nov-10	Approved		13794	Test Establishment	Batch Approva
TEST 3925 Copy (3)	25-Nov-10	22-Jun-10	Approved		13756	Test Establishment	Approval
test 43 days	18-Nov-10	18-Nov-10	Prechecked	Test EVC	13830	Test Establishment	Approval
test pass it on 3	28-Oct-10	28-Oct-10	Awaiting EVC Approval	Test EVC	13776	Test Establishment	Approval
theme parks test	28-Aug-10	28-Aug-10	Awaiting EVC Approval	Test EVC	13784	Test Establishment	Approval
TEST 3925 Copy (1)	26-Aug-10	26-Aug-10	Approved		13742	Test Establishment	Approval
TEST 3925 Copy (2)	29-Jun-10	29-Jun-10	Approved		13755	Test Establishment	Approval
kjhgf	13-May-10	13-May-10	Notification		13746	Test Establishment	Notification
test on hold	27-Feb-10	27-Feb-10	On Hold	OEd Unit	13757	Test Establishment	Approval
TEST 3925	31-Jan-10	31-Jan-10	Approved	Test Visit Leader	13741	Test Establishment	Batch Approva
test s5 validity	29-Jan-10	29-Jan-10	Awaiting LA Approval	OEd Unit	13737	Test Establishment	Approval
test pass to EVC	29-Jan-10	29-Jan-10	Awaiting LA Approval	OEd Unit	13743	Test Establishment	Approval
date	21-Jan-10	21-Jan-10	Head of establishment approval declined	OEd Unit	13739	Test Establishment	Approval
	16-Jan-10	16-Jan-10	Prechecked	Test EVC	13738	Test Establishment	Approval
	01-Jan-10	01-Jan-10	Awaiting EVC Approval	Test EVC	13736	Test Establishment	Approval
n	03-Dec-09	03-Dec-09	Notification		13735	Test Establishment	Notification

2) Another method for finding an existing visit is to look in the visit list in the **“My e-GO”** page. This list can be sorted by different criteria e.g. *visits not yet approved, visits already completed, etc.*

Click on the different **‘buttons’** to sort the visit by different criteria.

My e-GO | Visits | Establishments | Providers | People Logout

Change Password | Emergency Report New Visit | Help & Guidance

Recently Viewed Items **Visits waiting on me**
 The most recent viewing per item is shown Visits that are waiting on action from you

Visits waiting on me
 Visits not yet approved
 Future Visits: Approval / Notification Complete
 Visits currently offsite

Thu 07-Oct 14:54 Visit: TEST 3925
 14:49 Visit: TEST France
 14:47 Visit: Test Swattenden 2009
 Thu 16-Sep 13:39 Visit: test new batch
 13:26 Person: new staff
 Mon 13-Sep 16:40 Provider: PGL Club Mimosa 00 33 467 374 570
 16:40 Keywords: Water Sports
 16:40 Keywords: Open Canoeing
 16:40 Keywords: Water Sports
 16:30 Provider: Carroty Wood Centre 01732 363995
 16:29 Provider:

Your Visit's Name	Departure Date	Return Date	Visit Status	WaitingOn	EventNo	Establishment	VisitType
TEST 3925	31-Jan-10	31-Jan-10	Approved	Test Visit Leader	13741	Test Establishment	Batch Approval
questest visit	08-Sep-09	30-Sep-09	Prechecked	Test Visit Leader	13722	Test Establishment	Batch Approval
TEST France 2	30-May-09	31-May-09	Prechecked	Test Visit Leader	12293	Test Establishment	Approval
Test Swattenden 2009	15-Feb-09	21-Feb-09	Prechecked	Test Visit Leader	8589		Approval
TEST France	08-Dec-08	10-Dec-08	Head of establishment approval declined	Test Visit Leader	8632	Test Establishment	Approval

3) You can also find a visit if you know the **name of any person who was involved in the visit -**

1. Click on **“People”** in the main search toolbar.
2. Then search for the persons name using the search box.
3. Click on their name when it appears, and a list of the visit that person has been involved in is shown on their *‘person profile’*.
4. Clicking on name of the visit brings up the visit form.