There are 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 find it using the search box in the main toolbar.

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.

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

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.