

A1813 - Visit Minute validation

Overview

This section shows you how the manager validates a Visit minute

Table of content

- [Step-By-Step](#)
- [Related articles](#)
- [Need help?](#)
 - [How to ask for assistance?](#)

Step-By-Step



Two possibilities to access the Visit Minutes to be validated

- Make the search by the Number of the visit minutes receipt by e-mail
- Access by report "in tabs"

STEP 1

Make the search by the **Number of the visit minutes receipt by e-mail**

Fill the Visit minute Number and Click and **Search**

STEP 2

Click on **"Edit"** in the Action column

STEP 3

1 - **Tick box** if the Success Story visit minute

2 - Click on **Save**

Related articles

Need help?

[How to ask for assistance?](#)

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
 - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
 - I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
 - Process : Data & Analysis
 - PTP-Subprocess: Purchasing Tools Support
 - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

Convergence Team.