



ANDROID USER GUIDE

mLog

Getting Started

March 2020

Privacy Pledge

mBurse's GPS mileage app, mLog, is the **only GPS mobile app** that protects the privacy of its users. We pledge to keep private your real time locations—both personal and business—as well as all of your personal trips. Your company does not have access to your mLog account, so you can log your mileage confidently, assured that your privacy is protected.

Our pledge:

1. **WE WILL NOT** disclose your current location under any circumstances.
2. **WE WILL NOT** disclose any of your personal trips or locations.
3. **WE WILL NOT** sell your personal information.
4. **WE WILL NOT** provide any third parties access to your personal information.
5. **WE WILL** maintain the highest level of security and encryption to protect your privacy.

mBurse syncs business trips from mLog once a month to protect your privacy.

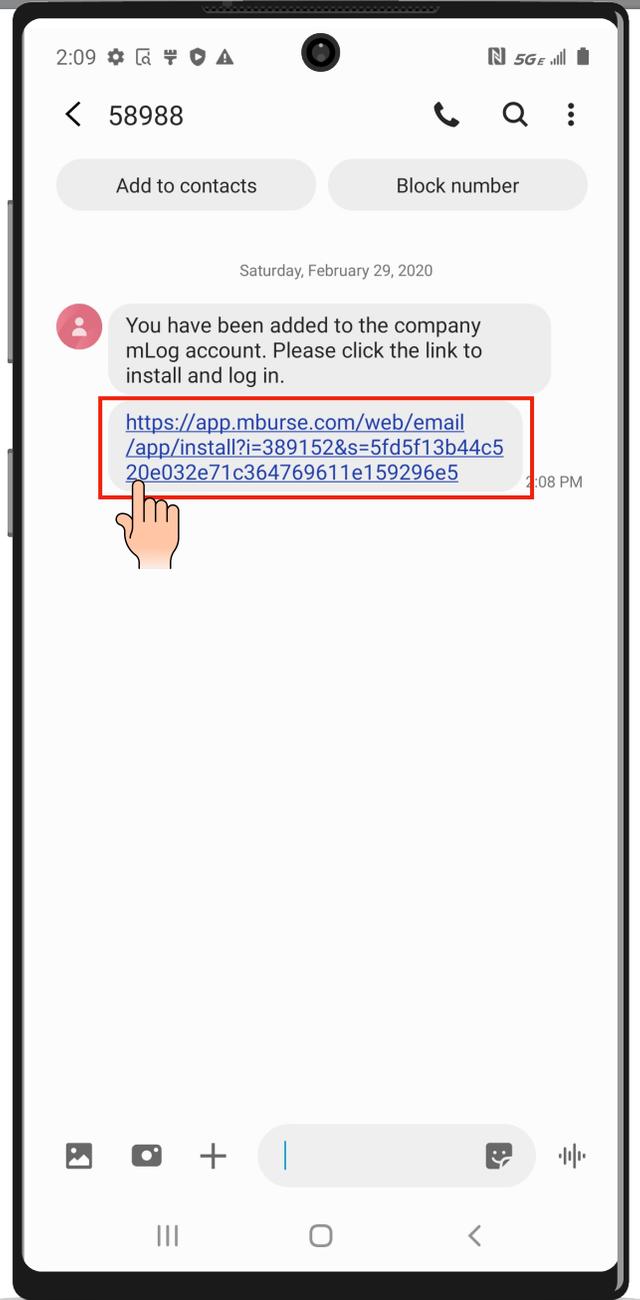
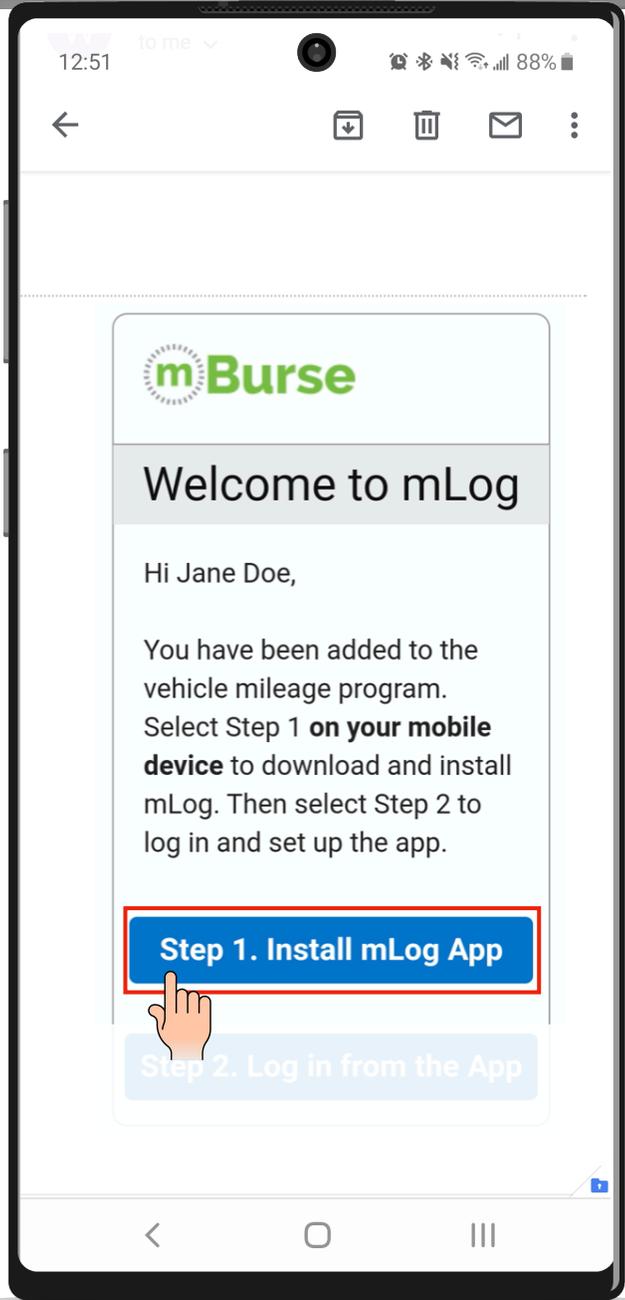


Initial Registration and Login

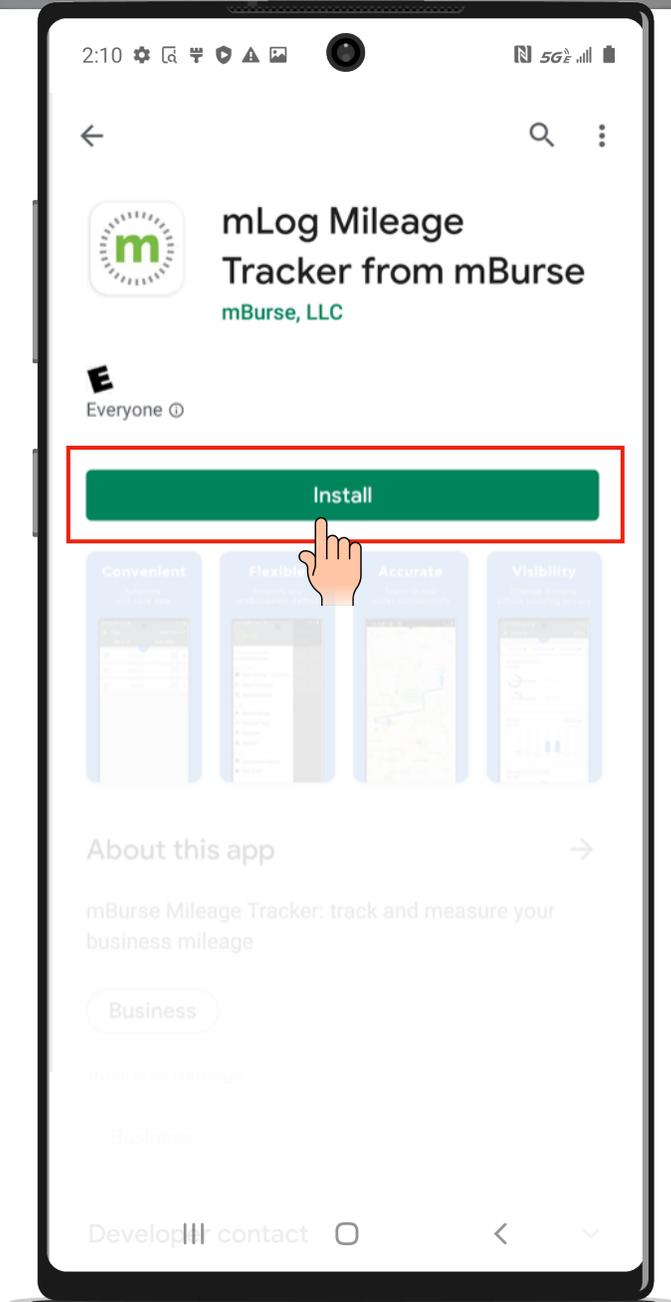
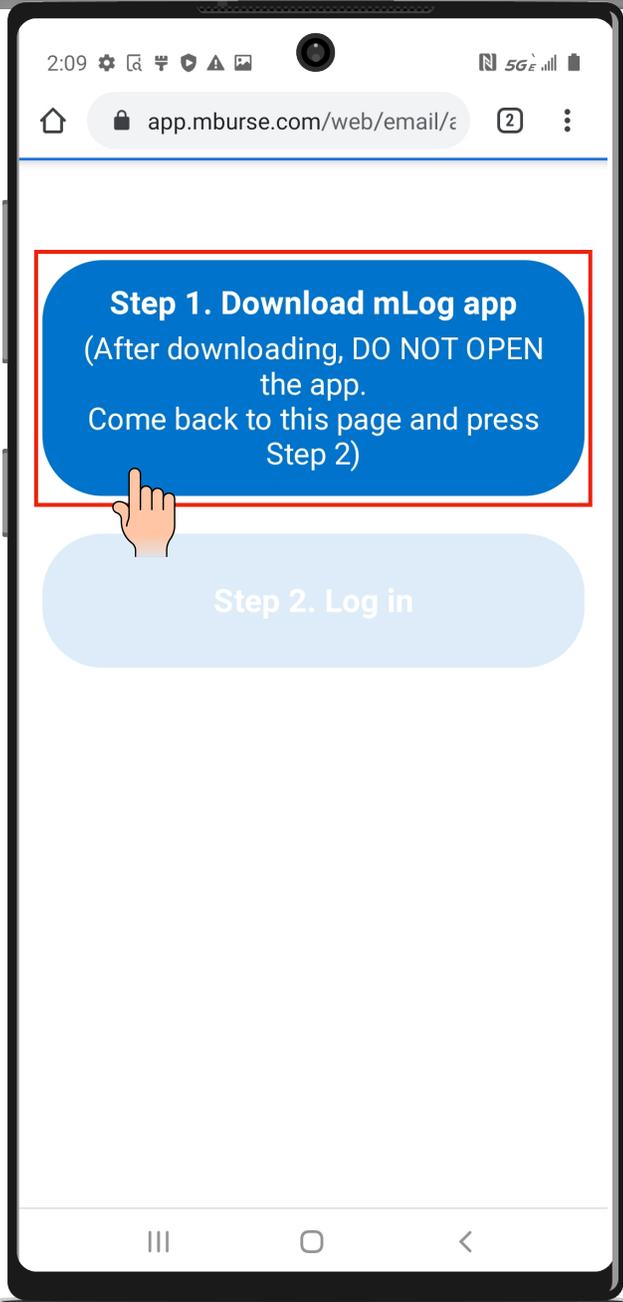
New users receive an email and/or text message link.

Install Via Email

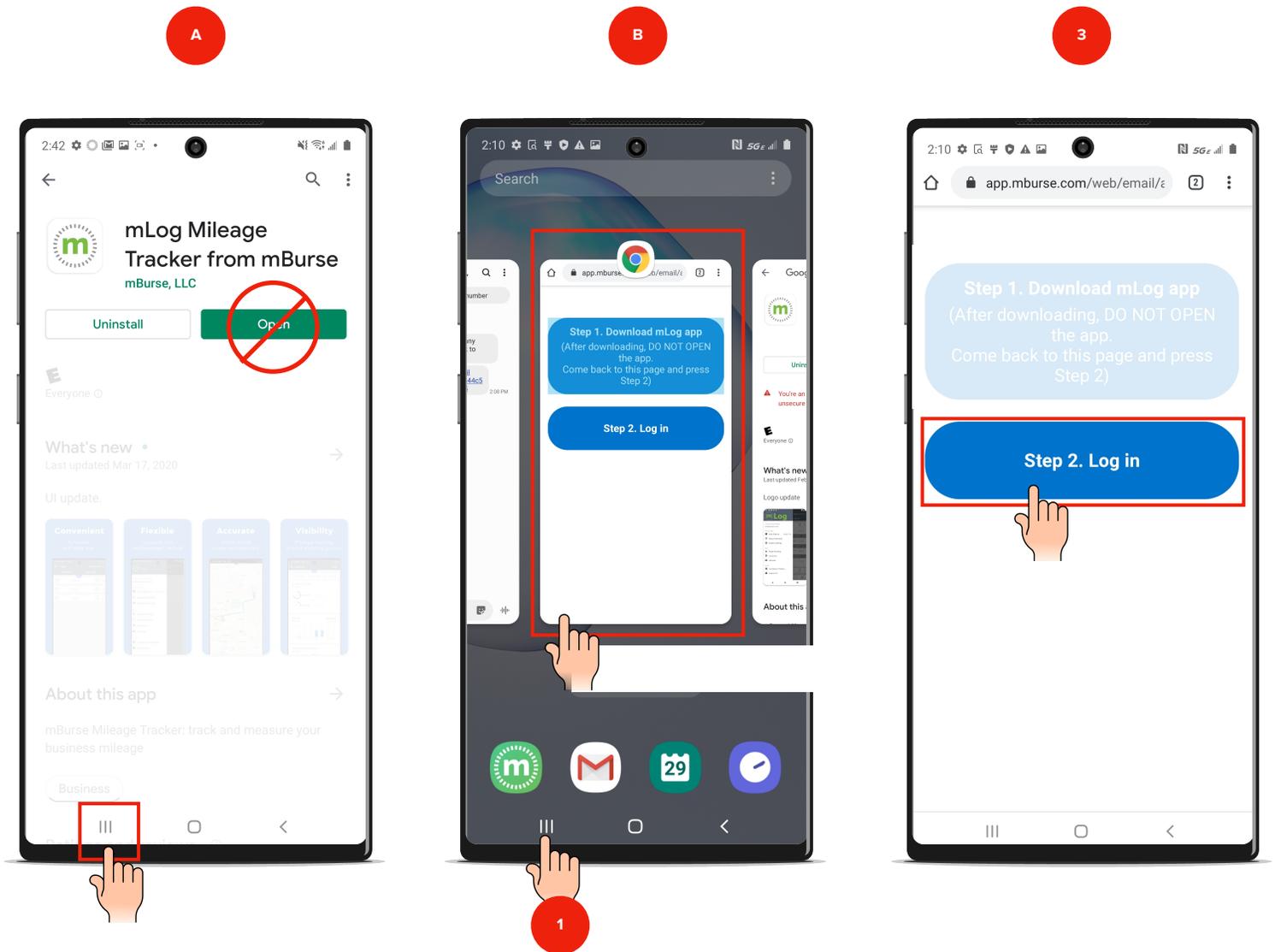
Install Via Text



Step 1. Follow the link into a Chrome browser. Select “Step 1” to open the mLog Google Play Store. Then select “Install.”



Step 2. DO NOT OPEN THE APP. Instead, after the download is complete, select the multi-screen icon (three vertical lines) and go back to the Chrome page. There, select “Step 2.”

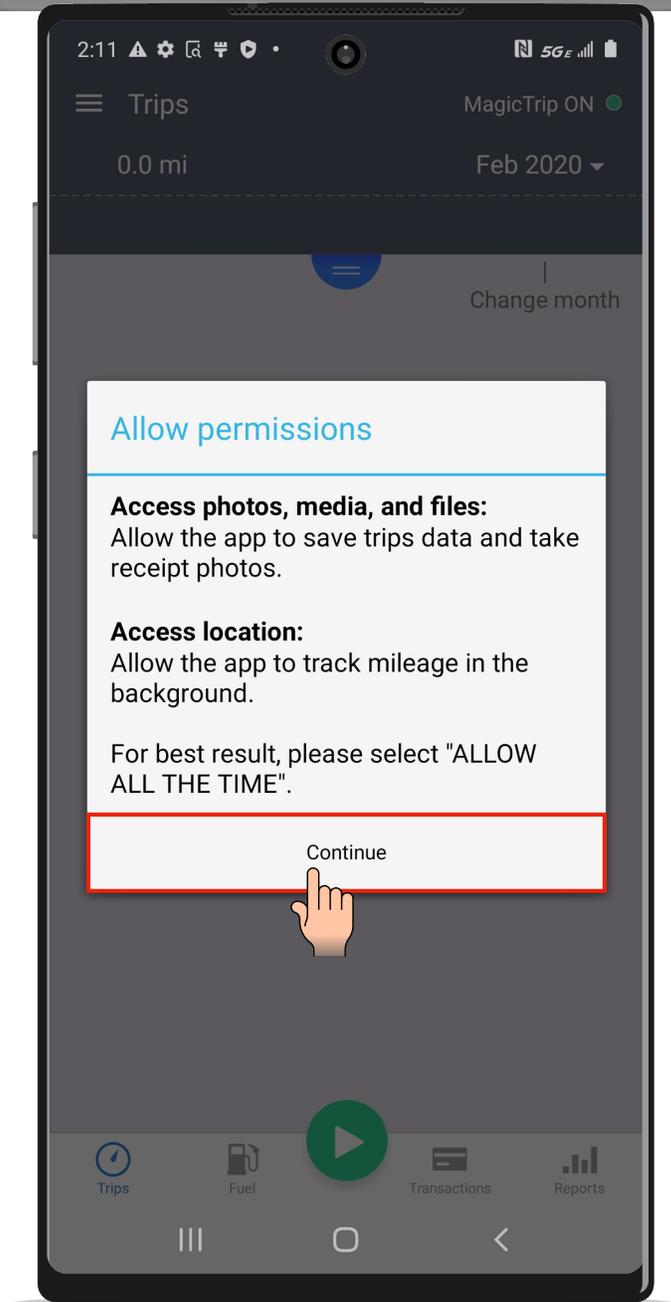
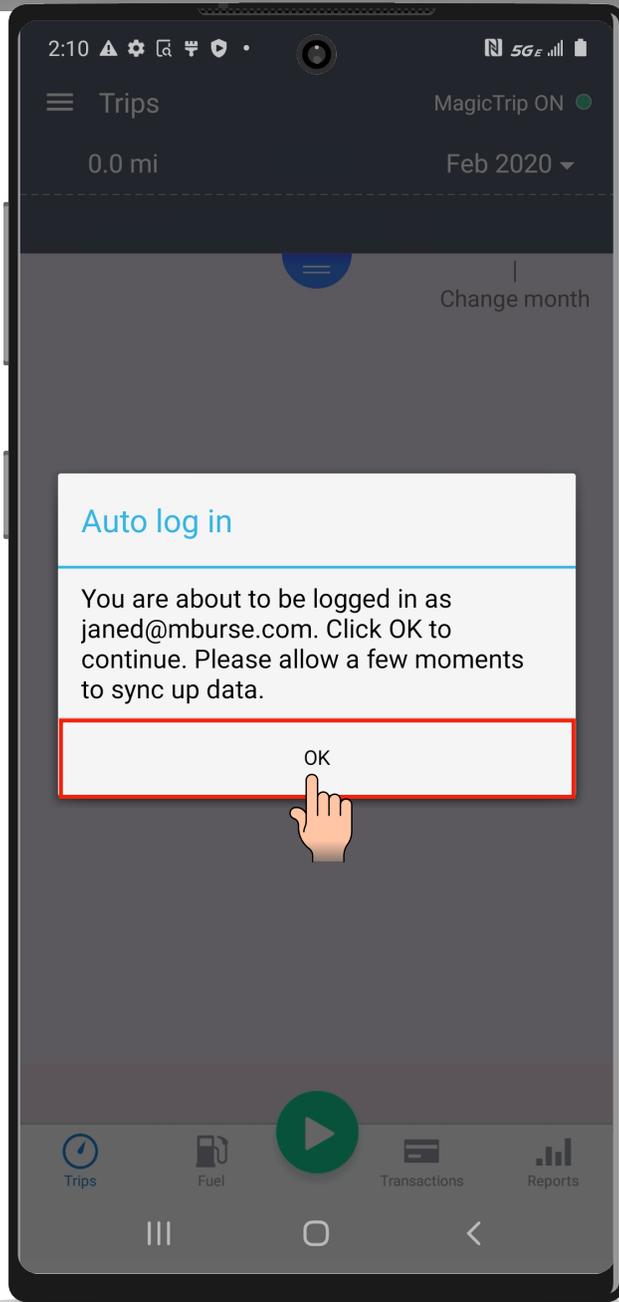


FAILURE to select Step 2 will result in a partial install. mLog will record mileage **BUT** mileage will not sync with the web-portal or your backup.

If you are logged out of mLog, select the Forgot Password link and follow the instructions to log back into your account



Step 3. Select “OK” to complete the data sync. Then select “Continue” for the permissions explanations.

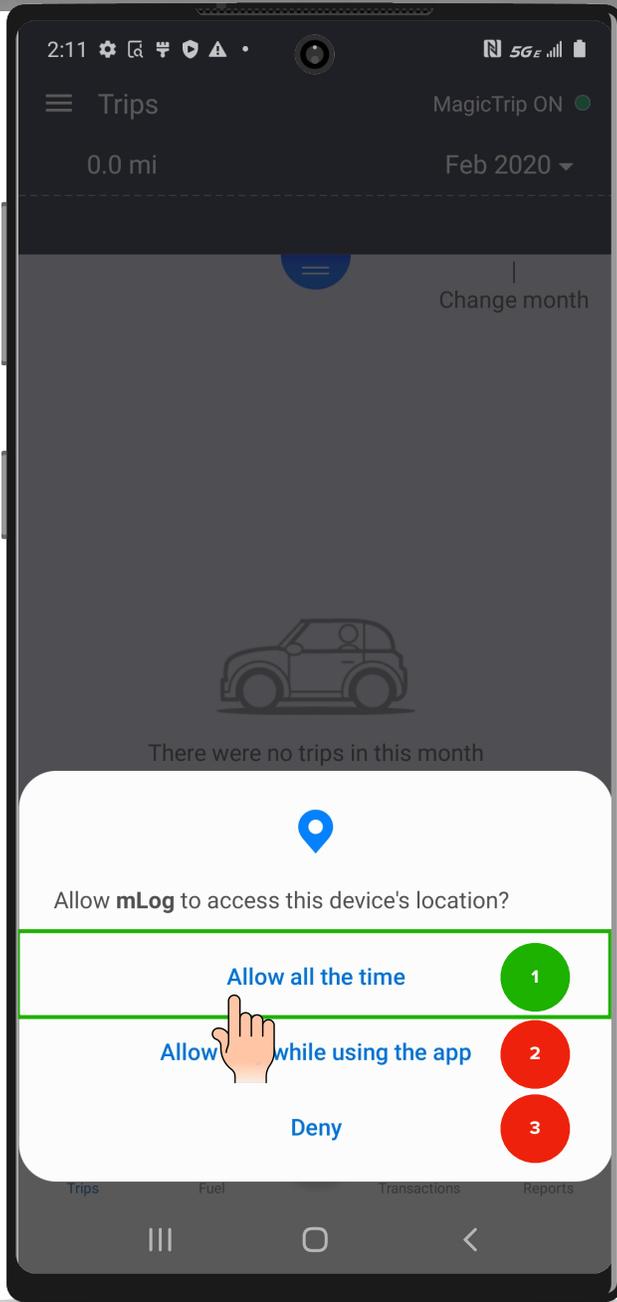




****CRITICAL STEP****



Step 4. Select “All the time” when prompted to enable location services. This setting affects the accuracy of mileage calculation.



Why mLog needs to access your device’s location

mLog uses the GPS location of the phone for mileage calculation. LOCATION SERVICES HAS NO EFFECT ON YOUR EMPLOYER’S VISIBILITY OF YOUR CURRENT LOCATION OR PERSONAL TRIPS.

How location services settings affect mileage calculation

1. Allow all the time

Provides uninterrupted accurate mileage calculation.

BEST USER EXPERIENCE!

2. Allow only while using the app

Accurate mileage calculation will occur **ONLY** while the mLog app is in the foreground.

When tracking mileage, mLog will be the only app you can use. You can’t change apps, use your phone, or put the phone to sleep.

YOU WILL HAVE TO CORRECT INACCURATE MILEAGE MANUALLY.

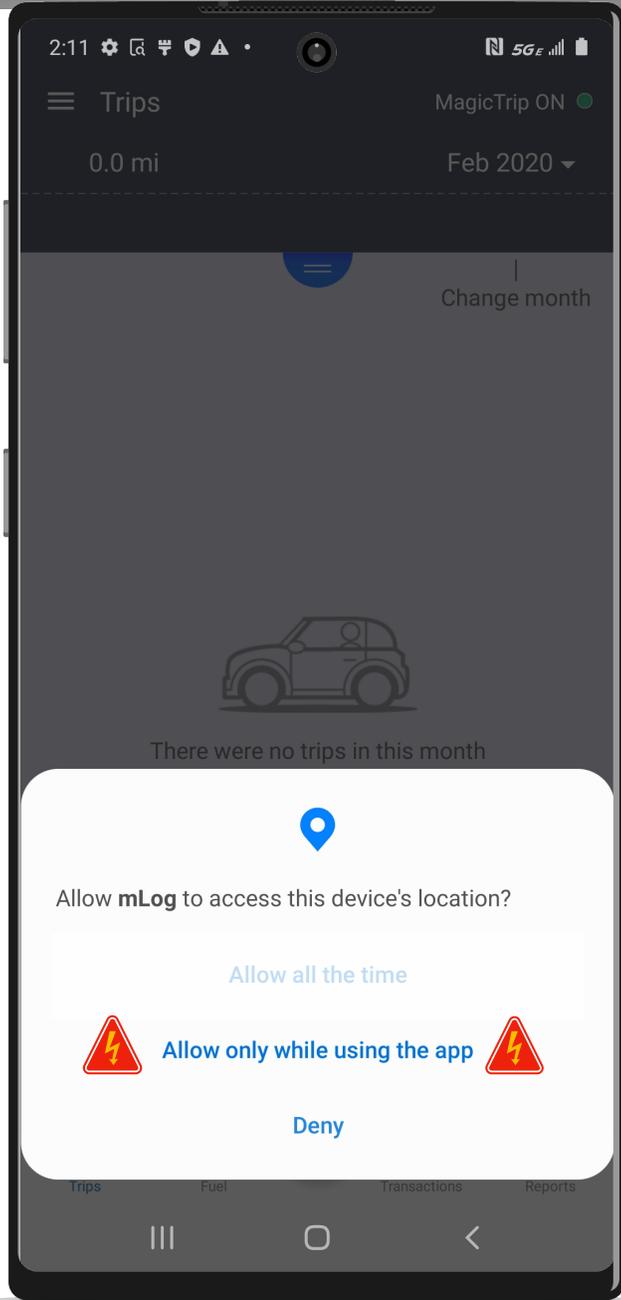
3. Deny

No mileage capture will occur.

YOU WILL HAVE TO MANUALLY ENTER EACH TRIP.



****LIMITING LOCATION SERVICES****



Limiting location services **WILL NOT** affect the visibility of your mileage or location. Your company **DOES NOT** have access to your personal trips or real-time location.

Limiting location services **WILL** affect your mileage calculation!

Example of Limited Location Services

If mLog is in the foreground during a 60-mile business trip, and you receive or make a phone call at the 30-mile mark, here's what will happen:

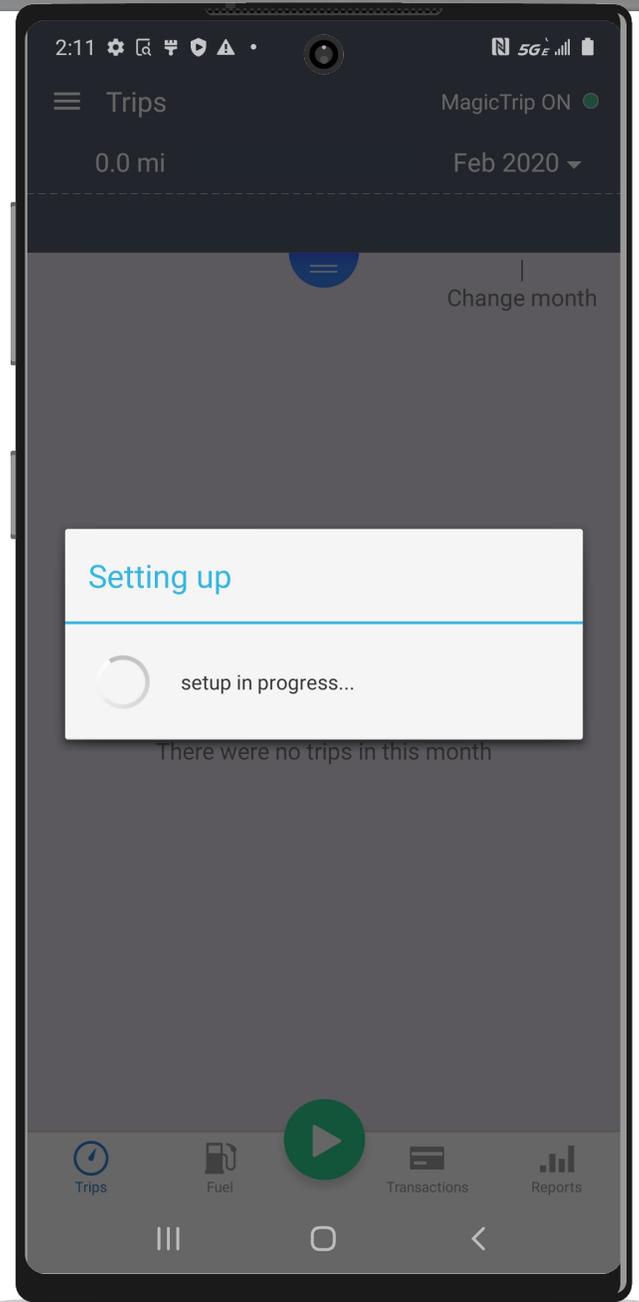
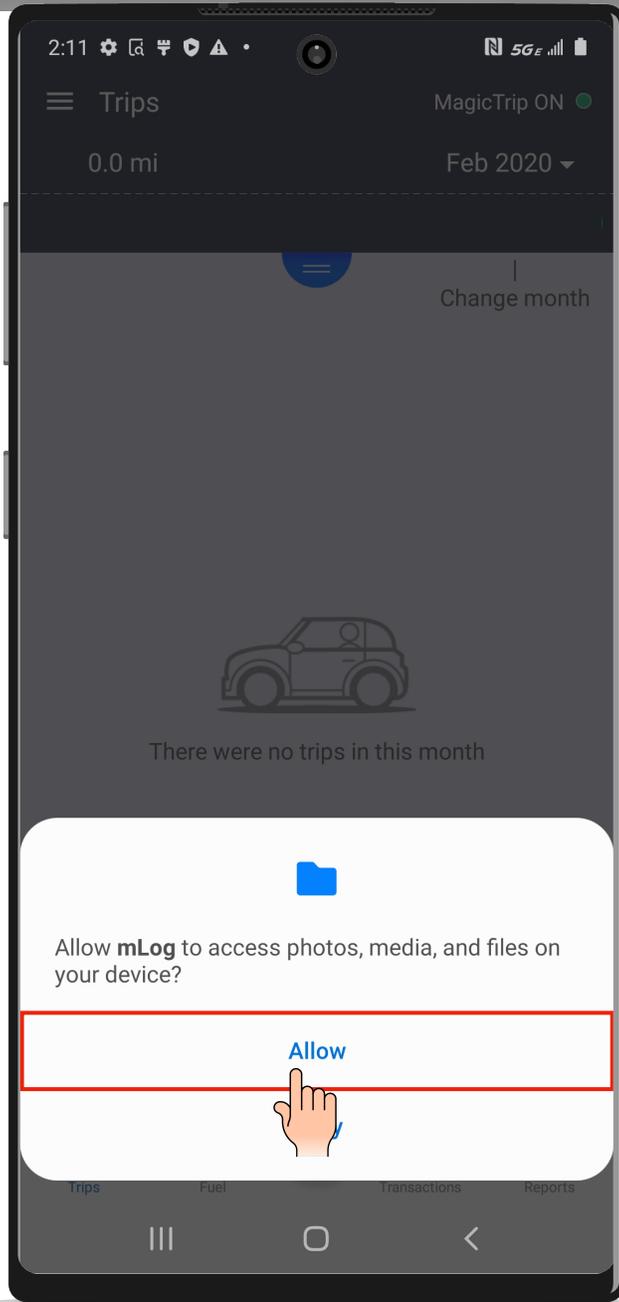
1. The trip will be recorded as a 30-mile business trip.
2. Your mileage calculation will stop from the point that you accept or make the call until you reopen mLog, putting the app in the foreground.
3. When the trip is complete you will have to correct the mileage by editing the trip. (Select "Query Driving Distance.") There still will be mileage inaccuracies because mLog uses the "Golden Route" (shortest distance) to calculate mileage because mLog will not know the actual route taken.

FOR THE BEST USER EXPERIENCE ALLOW LOCATION SERVICES

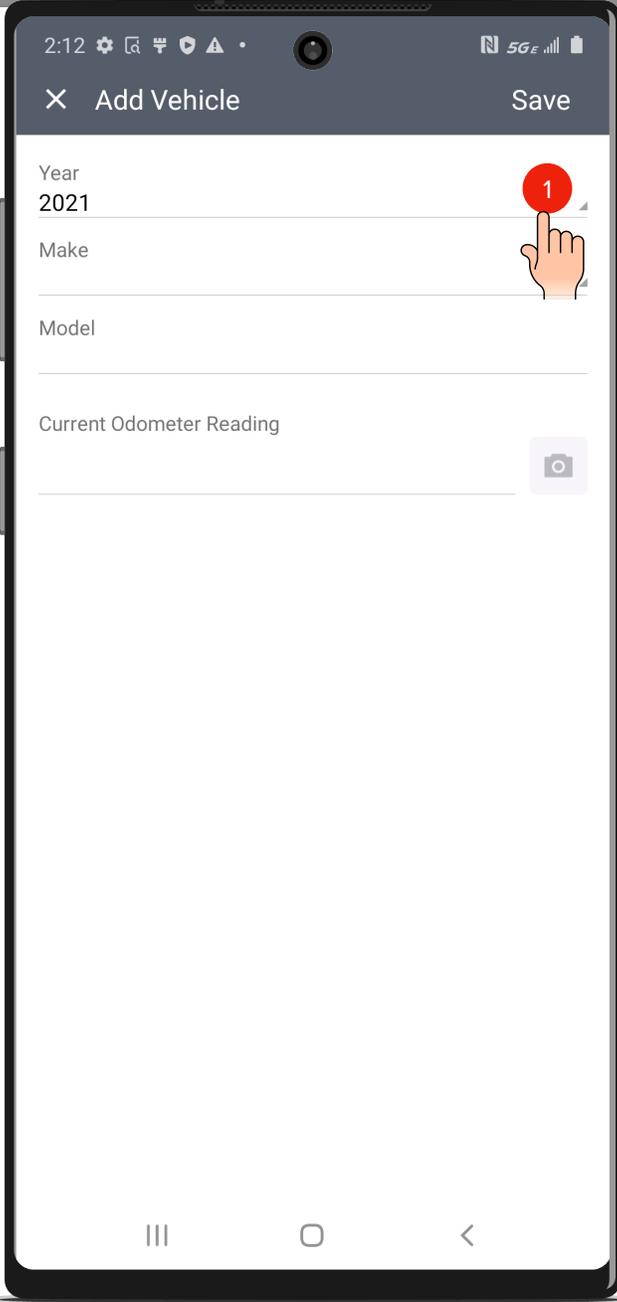
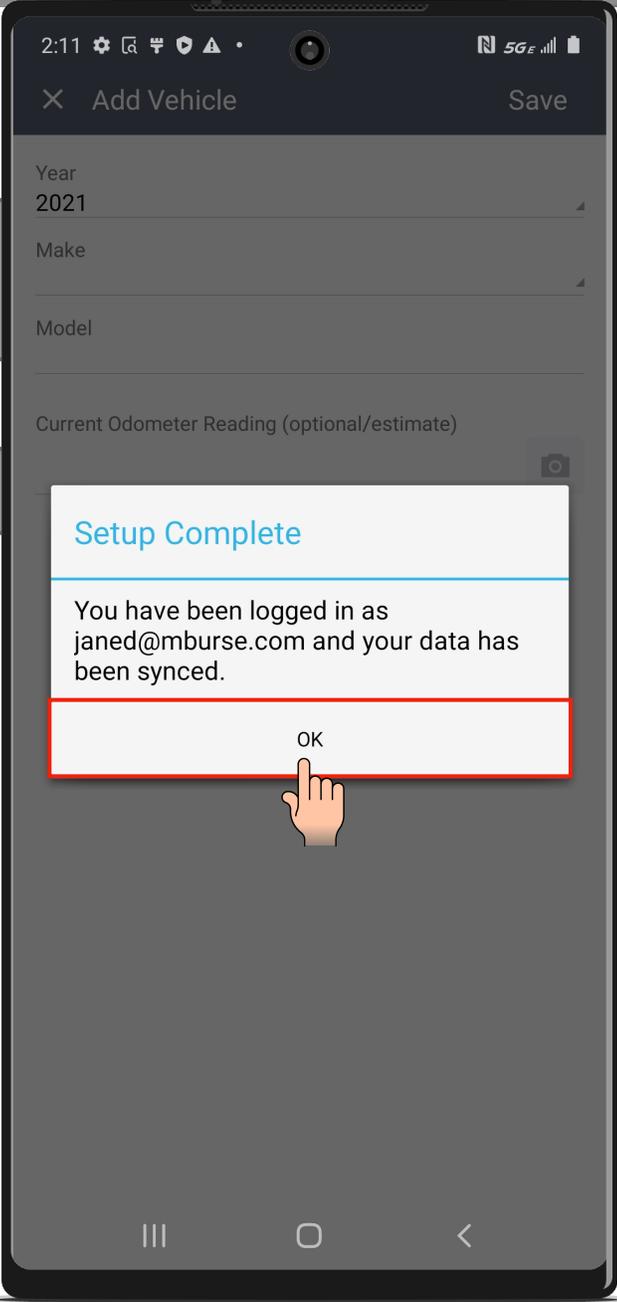
ALL THE TIME



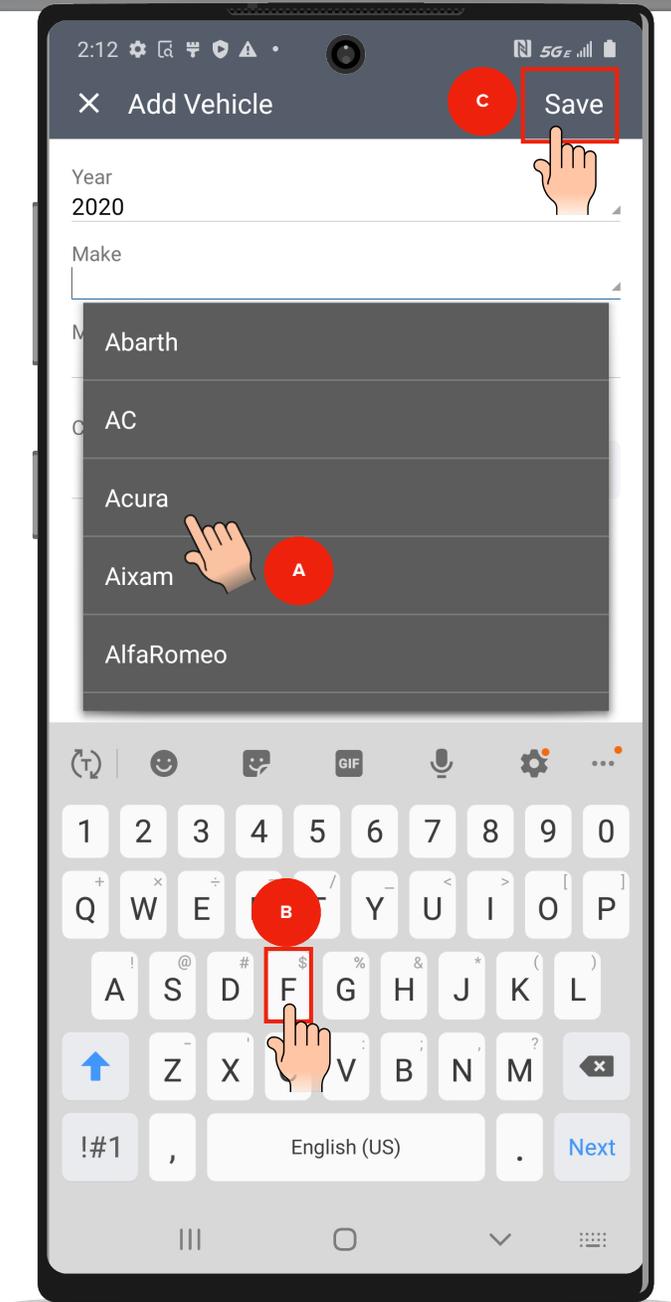
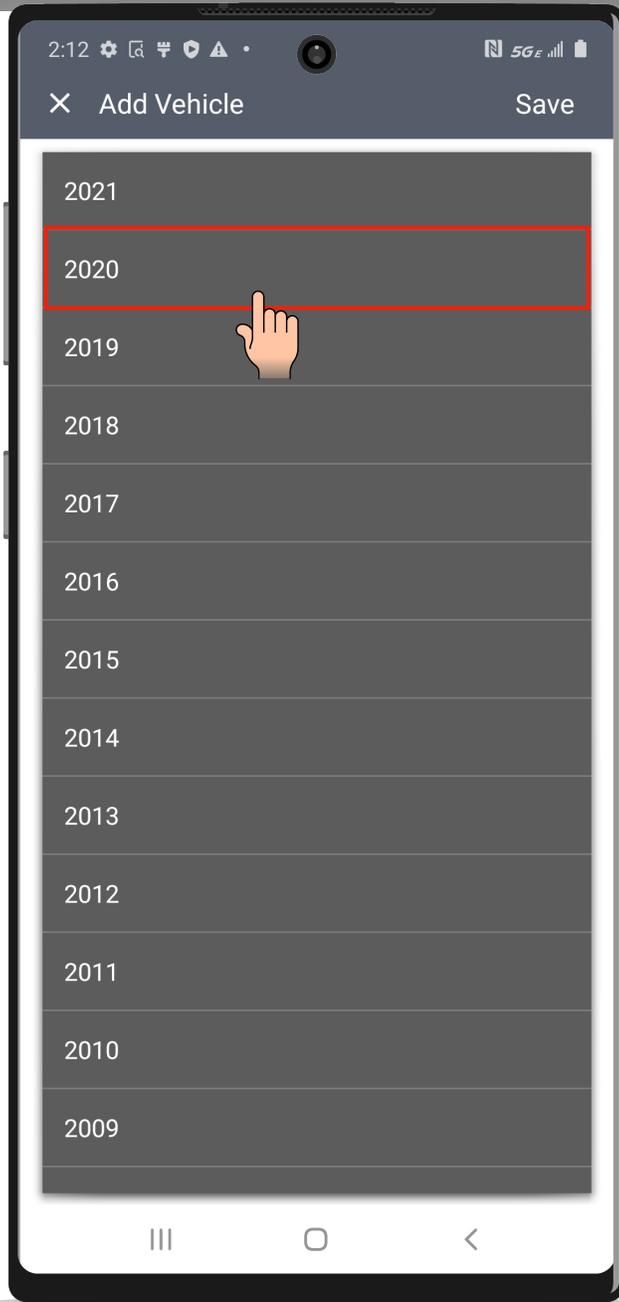
Step 5. IMPORTANT STEP Select “Allow” for mLog to access your photos, media, and files. This will enable you to send files and expense images to support.



Step 6. Complete the log in process. Then add your primary work vehicle. (You can add additional vehicles later.)



Step 7. Select the drop down to find and add your vehicle's year and make, OR type the information directly into the fields.



Step 8. Enter your vehicle's model and the current or estimated odometer reading. (You can also take a picture of your vehicle odometer.)

The image shows a smartphone screen with the 'Add Vehicle' form. The form has the following fields:

- Year: 2020
- Make: Ford
- Model: Taurus
- Current Odometer Reading: 1297

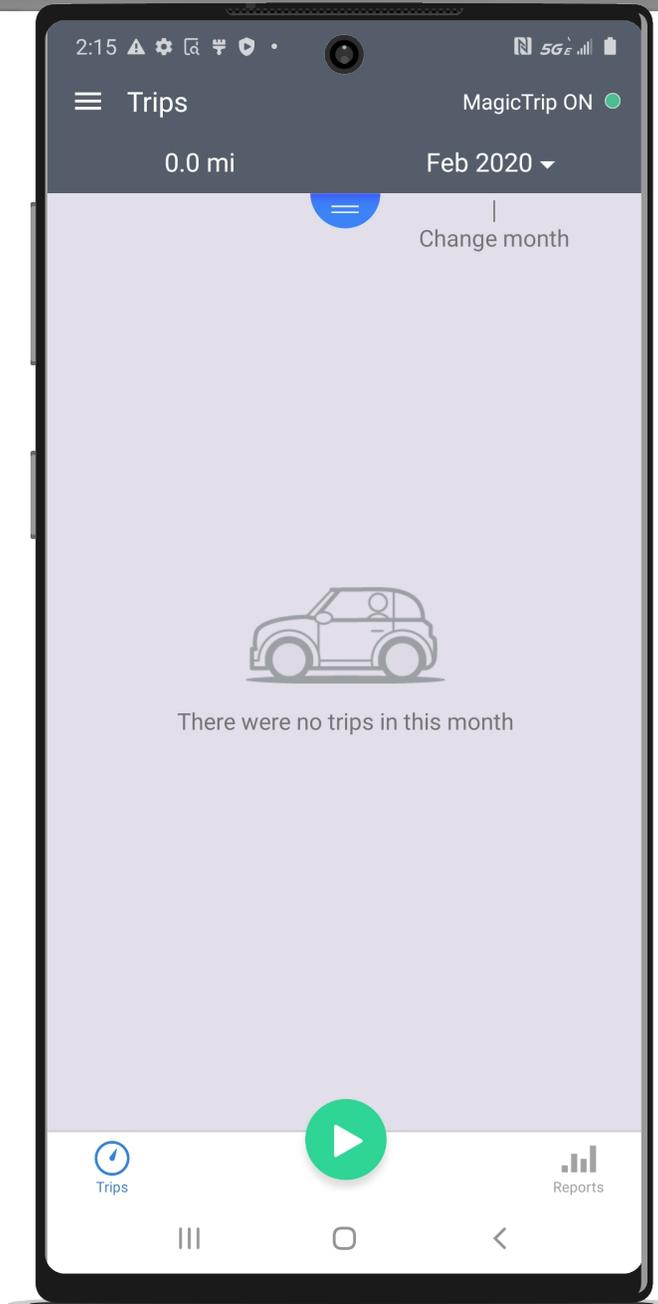
The 'Current Odometer Reading' field is highlighted with a red box. A red box also highlights the 'Done' button on the keyboard. A hand icon is pointing at the 'Done' button.





Congratulations!

You are now ready to start logging mileage!
Keep your phone with you and mLog open



Still need help?

For questions or additional support, use these resources:

1. In app help - Tutorial videos, User Guides, or Knowledge Base
(Open mLog > Select Menu > Help & Info > Contact Us)
2. YouTube Tutorials ([HERE](#))
3. Driver Services (driverservices@mburse.com).
(Open mLog > Select Menu > Help & Info > Contact Us)





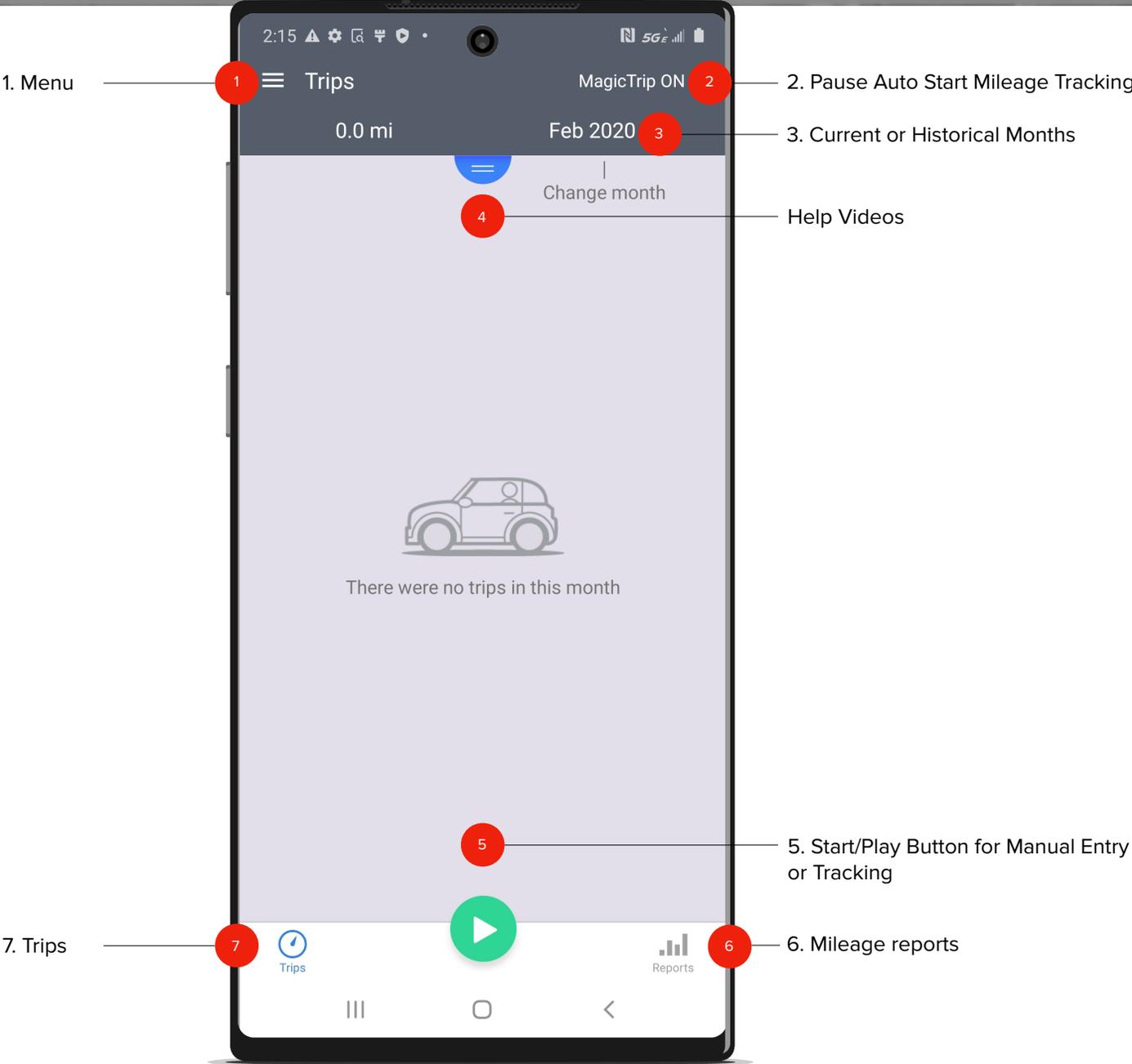
ANDROID USER GUIDE

Manual Mileage Entry

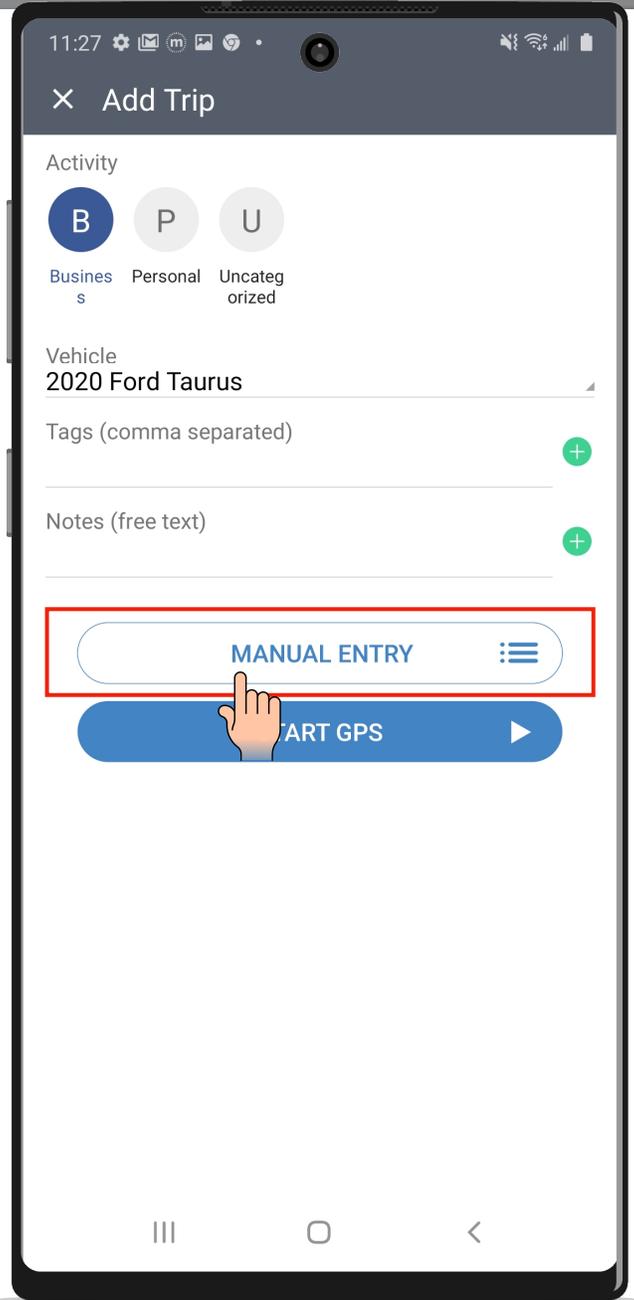
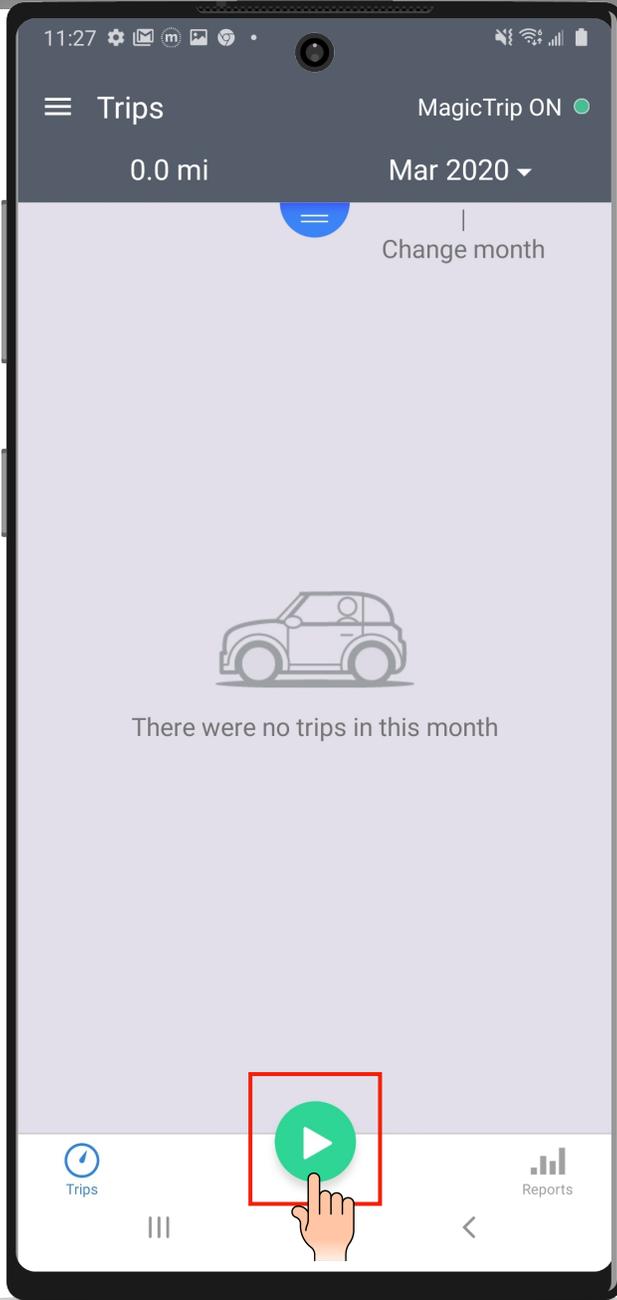
DO NOT MANUALLY ENTER MILEAGE WHILE DRIVING YOUR VEHICLE

March 2020

Meet mLog



Step 1. To manually enter a trip, select the green “Play” button in the mLog footer. Then select “Manual Entry.”



Guide to Manual Entry Fields

11:28 [status icons]

✕ Add Trip Save

Activity

B P U
Business Personal Uncategorized

Start time Not Set Date **A** Mar 2, 2020 End time Not Set

Vehicle
2020 Ford Taurus

Distance traveled (mi)
0

B From 1801 California St, Denver, CO 80202 **C**

To

Query Driving Distance

Tags (comma separated) **D** +

Notes (free text) **E** +

Legend

A. Date
Trip Date - Pick the historical trip date.

B. From or Origin
Your last trip location will be automatically be populated. You can change this by selecting.

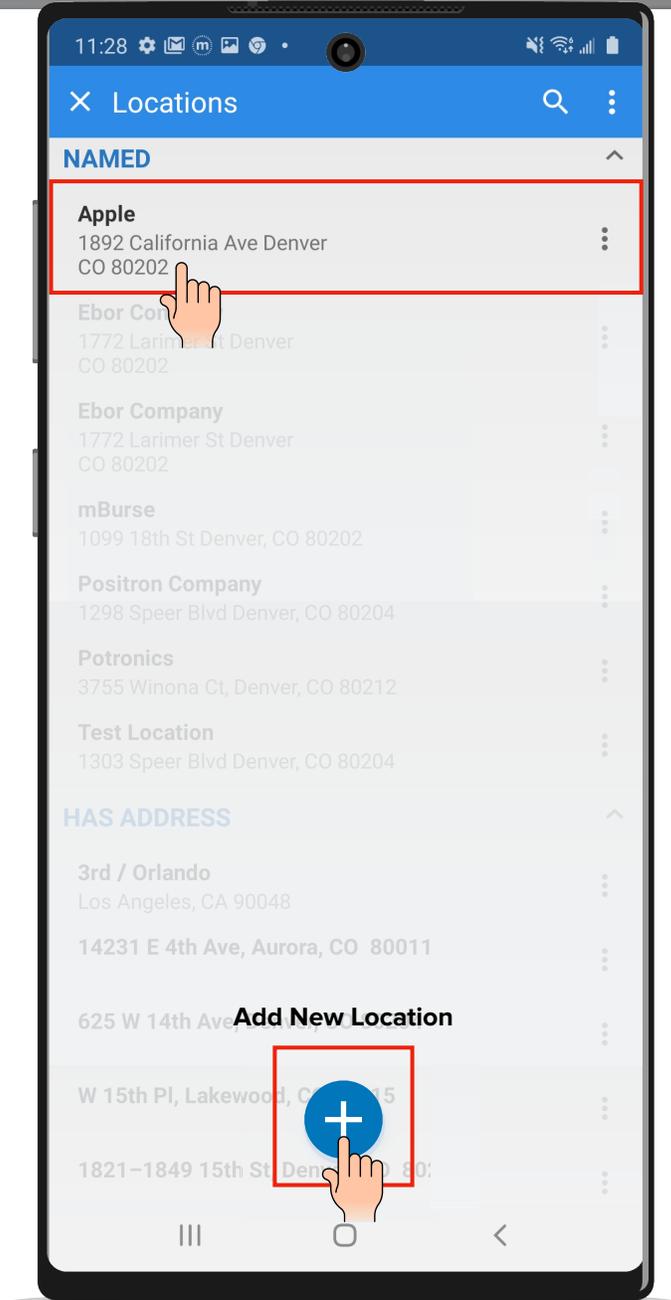
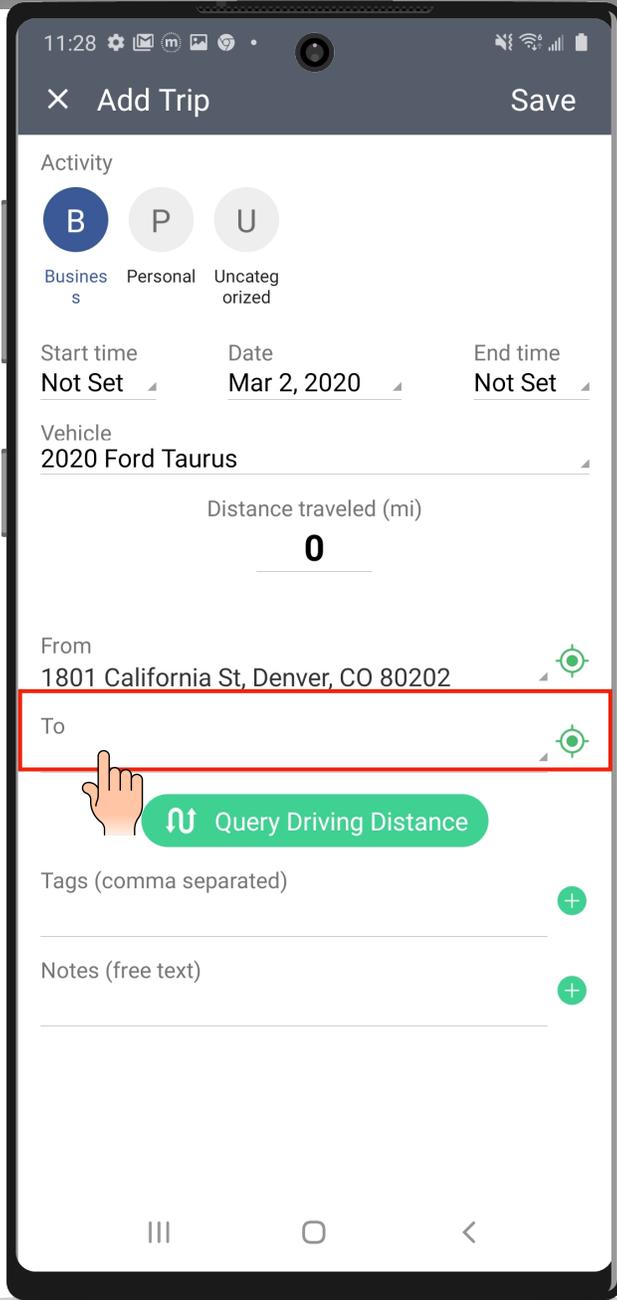
C. Current Location Icon
Select this button to auto populate all fields if you started or ended the trip from your current location.

D. Tags
Create custom tags specific to a location or trips types i.e. lunch, dinner, canvassing, etc.

E. Notes
Add a specific note to your trips. Holds up to 256 characters.

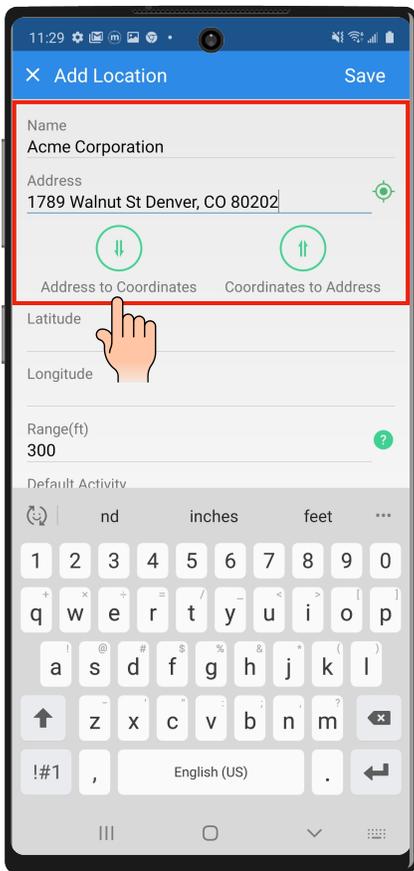


Step 2.1. When you choose the “From” or “To” fields, the Smart Address Book will open. You can either choose a previously visited location or add a new location.

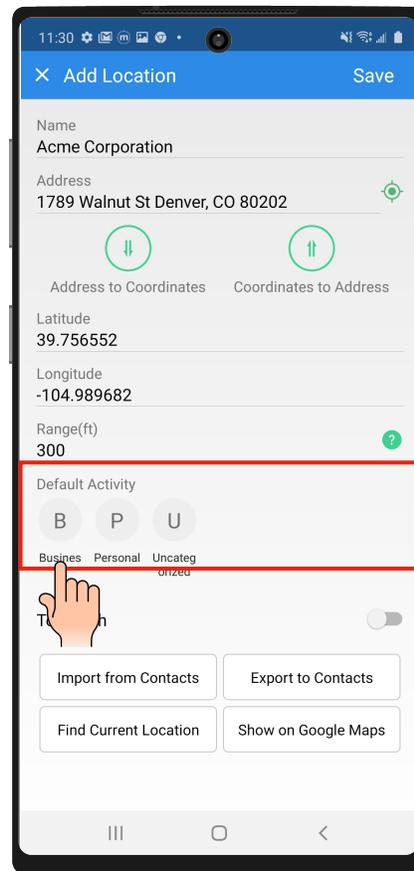


Step 3. To add a new location, complete the “Name” and “Address” fields. Then select “Address to Coordinates” to calculate the latitude and longitude fields for accuracy and select “Save.”

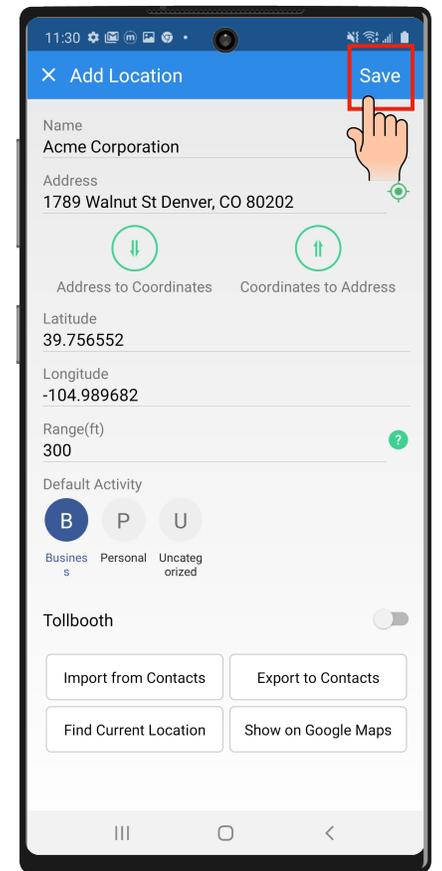
1



2



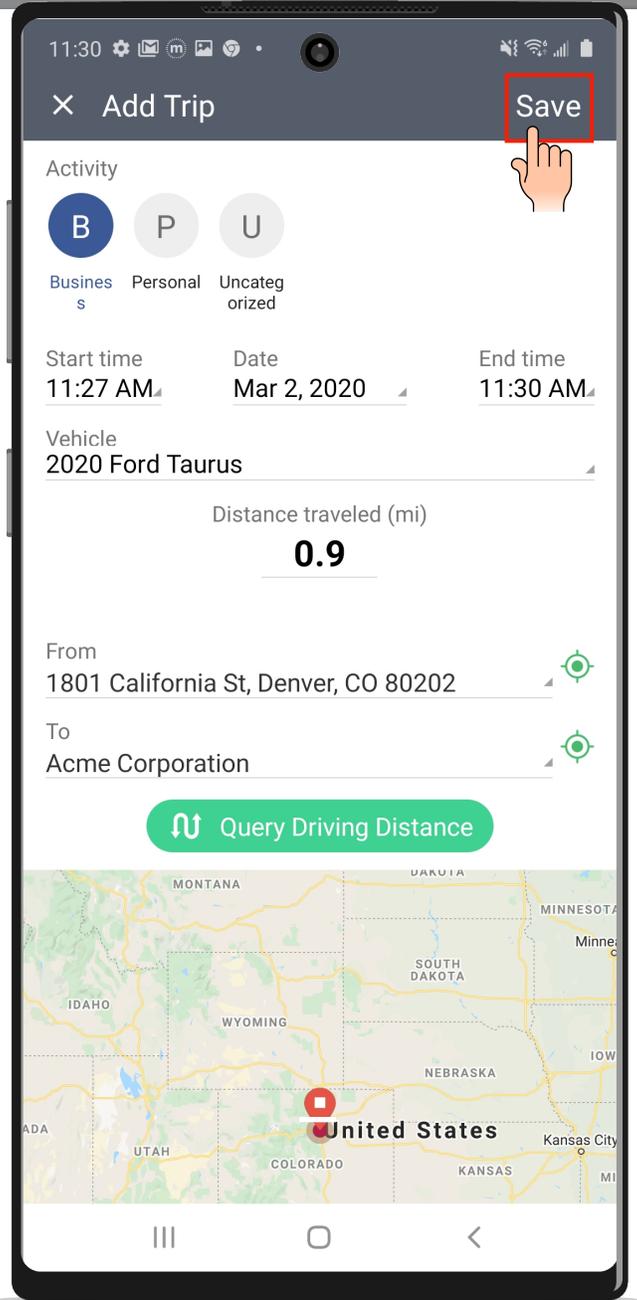
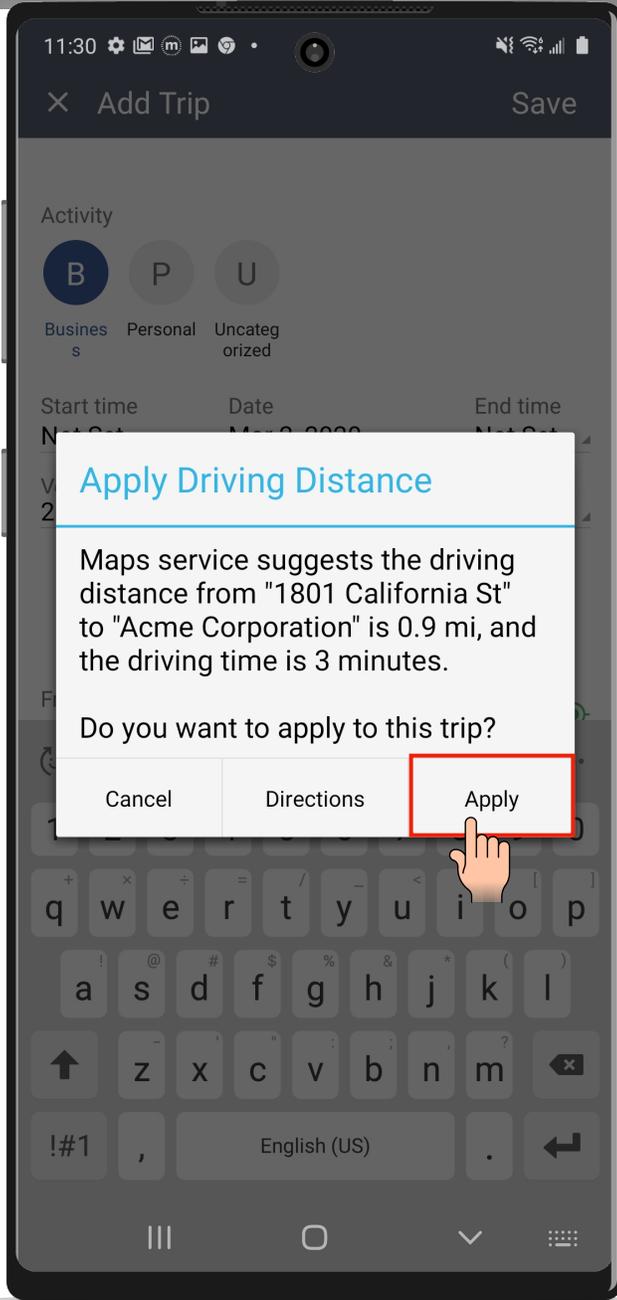
3



You can also import contacts into your Locations or Smart Address Book to reduce data entry.



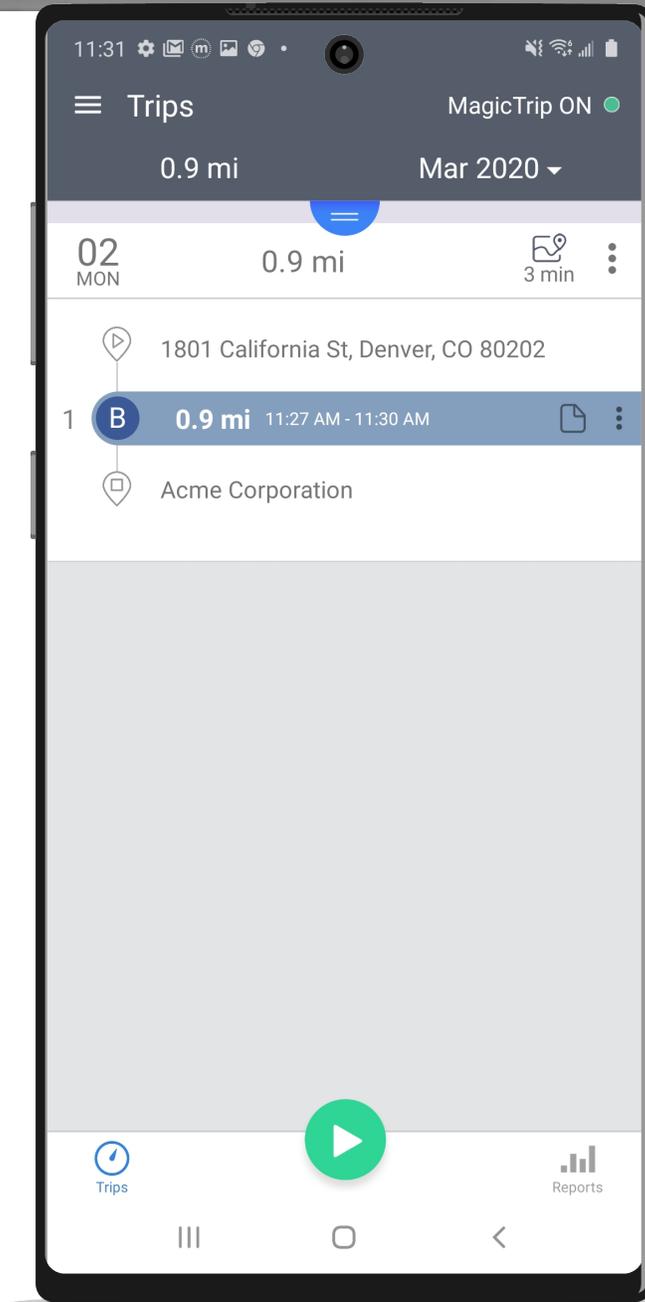
Step 4. Select “Apply” when the driving distance auto populates and then select “Save” to store the trip.





Congratulations!

You have manually entered a trip.
Repeat this process to add additional trips.



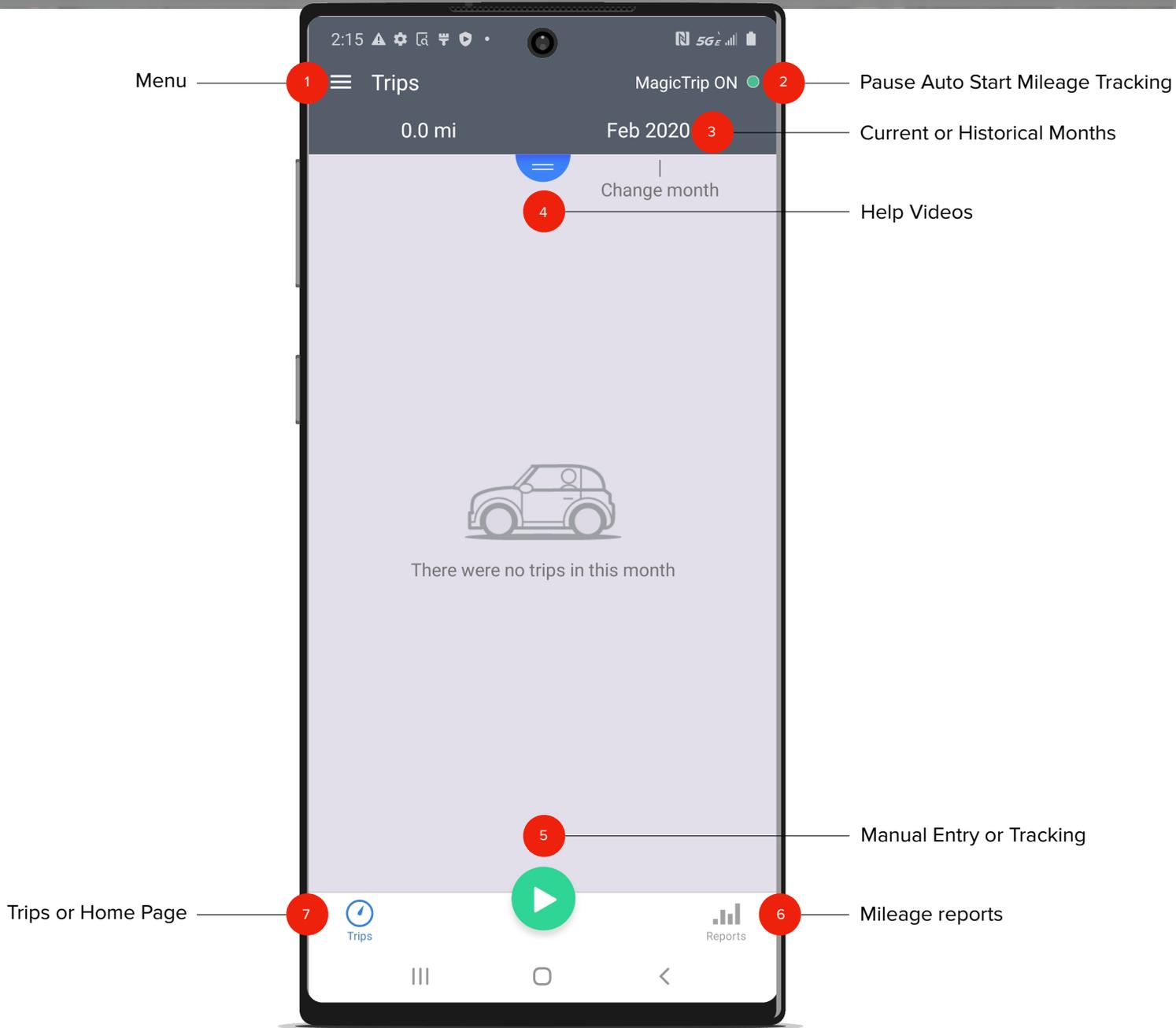


USER GUIDE

Settings & Customization

March 2020

Getting to Know mLog



Data Sync and Backups

mLog backs up trip and mileage data into the cloud. Each mLog user has their own cloud backup. The cloud backup can be a useful tool if you:

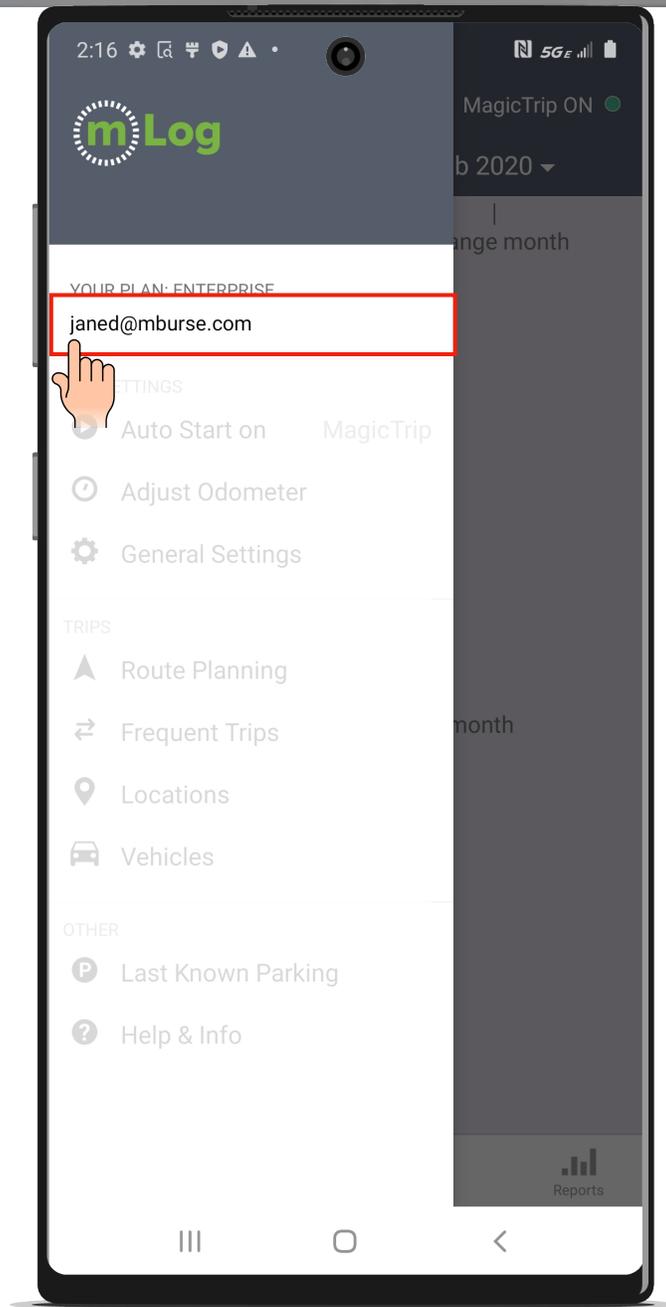
Replace a phone or device - If you are replacing a device, you can pull your mileage from the cloud manually or automatically. Mileage is automatically synced with a new device once you log into your account.

Accidentally delete trips or information - If you accidentally delete data, you can pull data from the cloud in a reasonable amount of time OR you can restore from a previous backup (before the mistake was made).

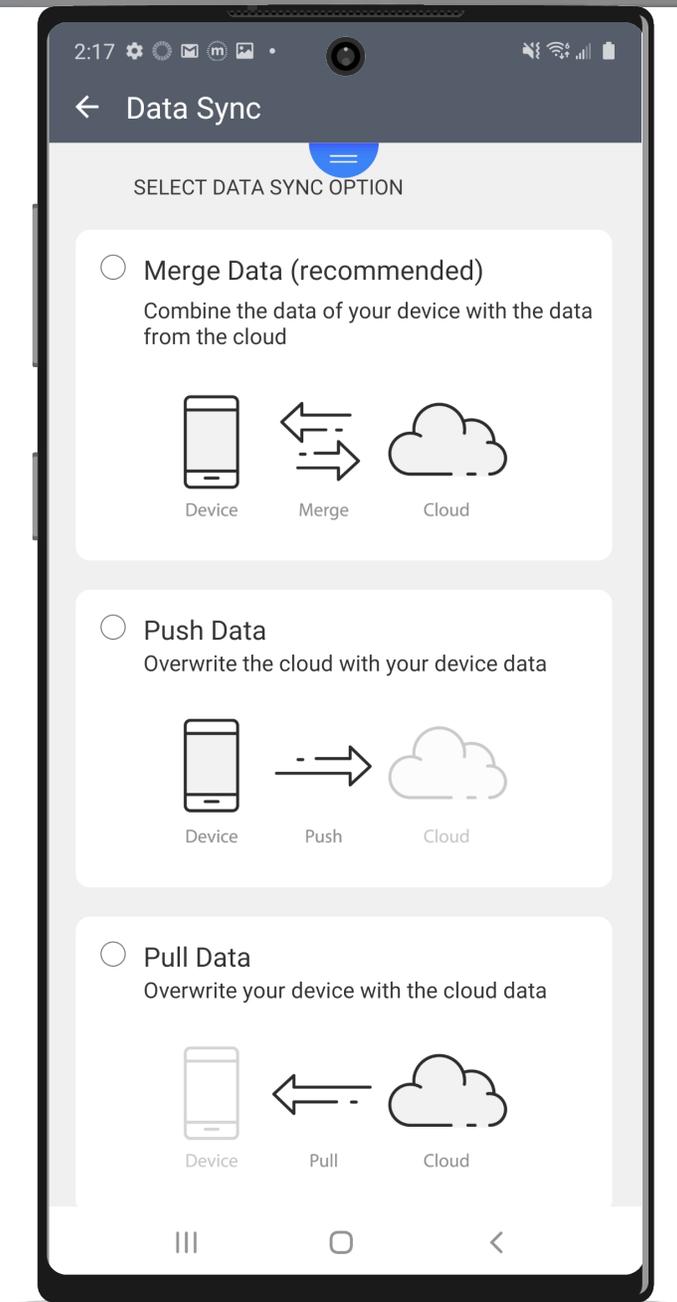
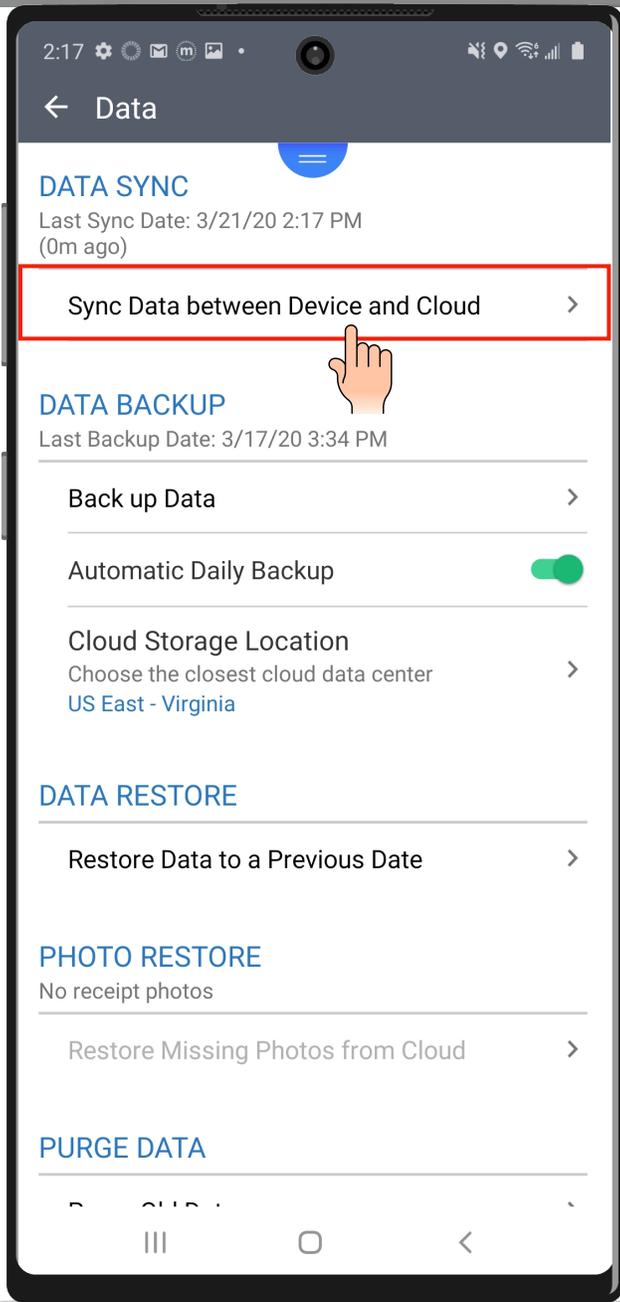
Log trips without being logged into your account - mLog will continue to track mileage even if you are not logged into your account. If you discover you were not logged in, you can push your mileage from your device to the cloud.



1. Confirm you are logged into your account by selecting the menu. Then select your email address.

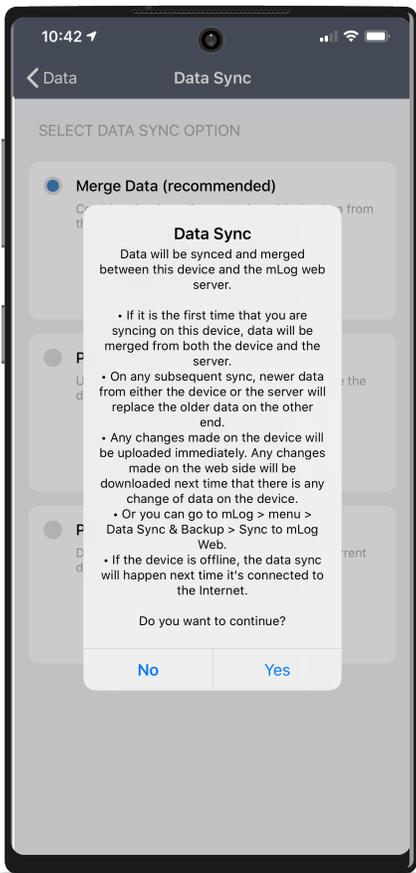
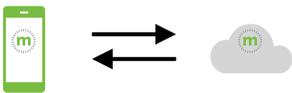


2. Under the “Data” menu, select “Sync Data between Device and Cloud.” This will bring up three sync options.



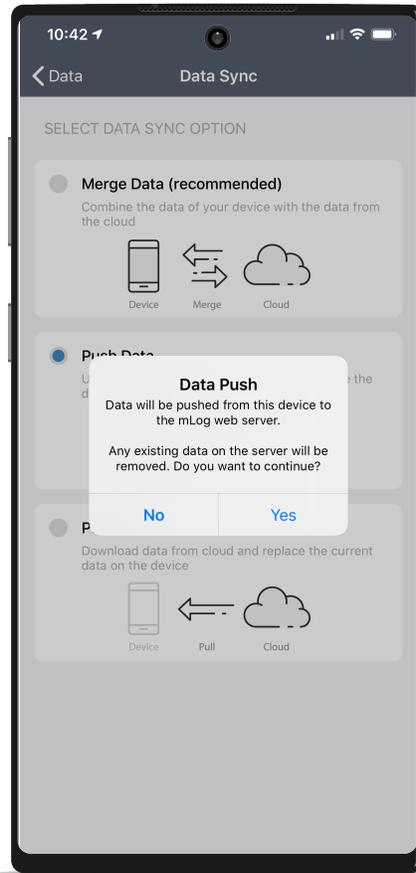
3. Choose one of the three data sync options.

Sync or Merge Data with Cloud



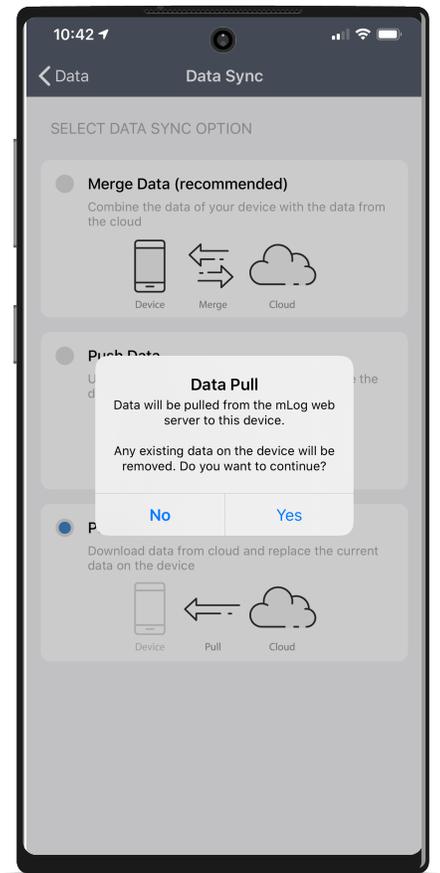
Merging data combines cloud data with phone data. This is great if you have a new phone with mileage that you need to merge with old data.

Push Data to Cloud



Pushing data is helpful if you took a trip while not signed into your account and need to send mileage from your phone to the cloud.

Pull Data



Pulling data is useful when you have a new device and need to transfer your mileage from the old device to the new device.



System Permissions

The System Permissions will impact the way your mileage is captured. If your System Permissions are not set up properly, it will impact mileage accuracy.

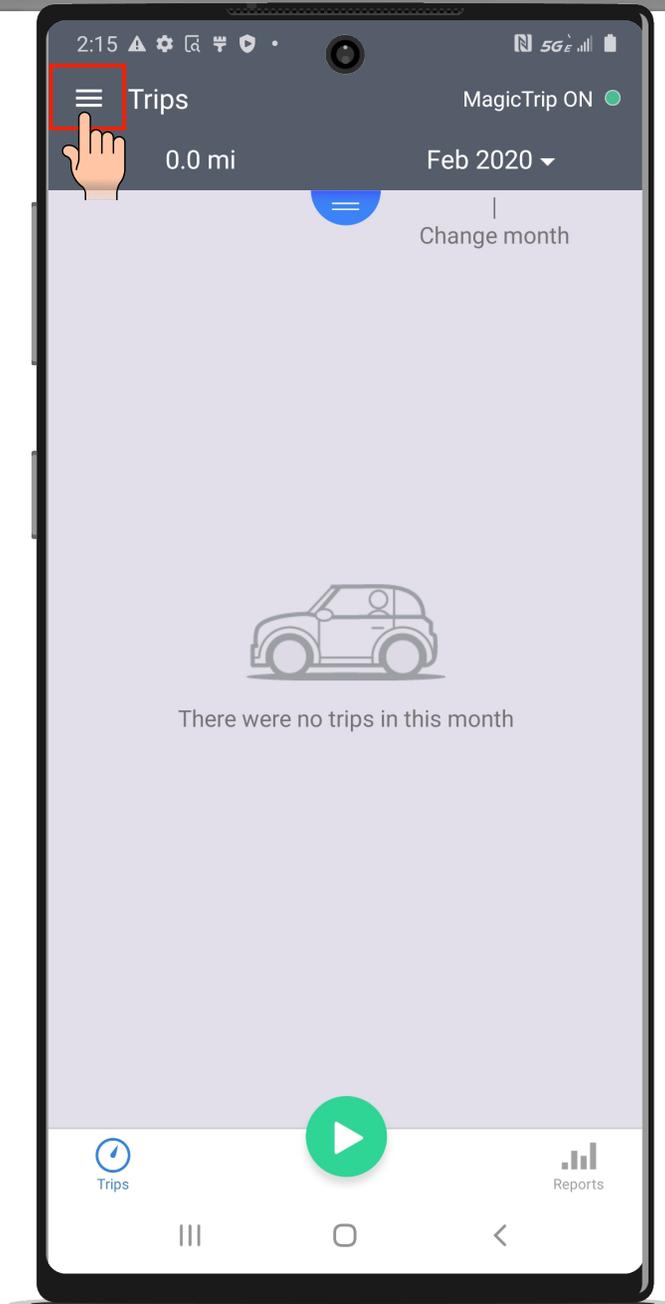
Some important things to consider:

Location Services - Does NOT affect whether your company can see your location. Location services DOES impact mileage calculation. If your settings are not optimized, you will have to monitor your trips to ensure your mileage is being calculated properly.

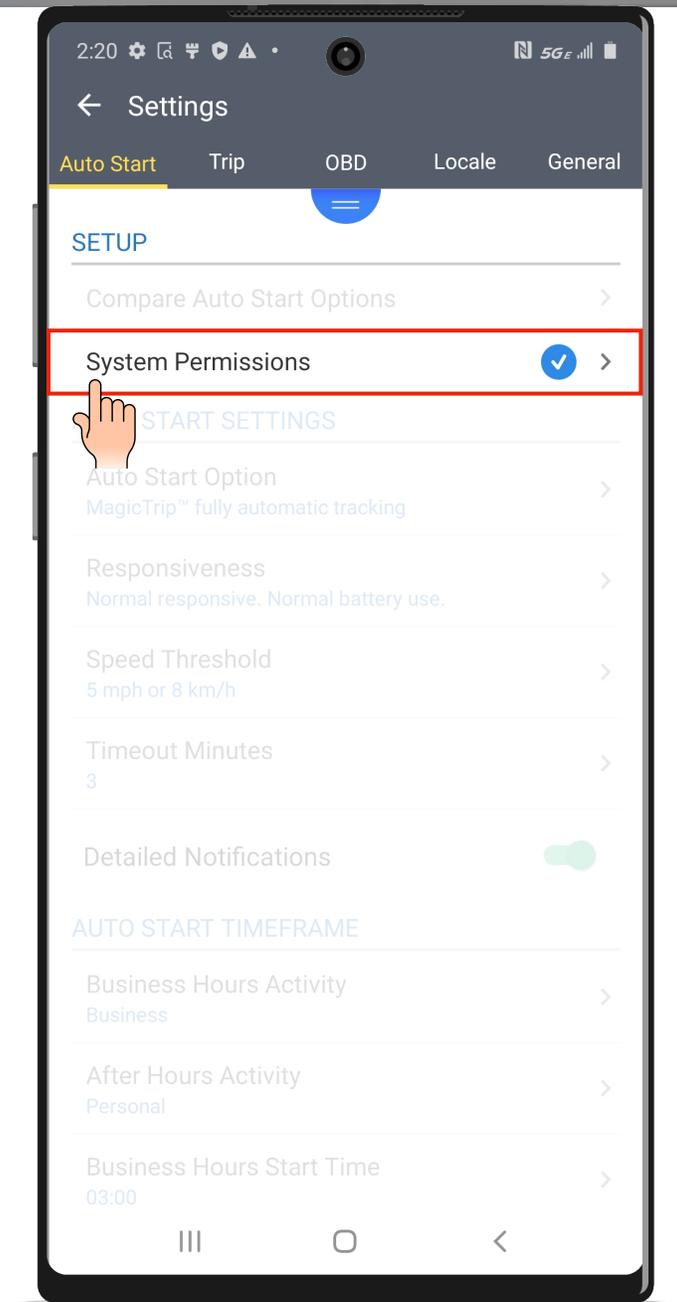
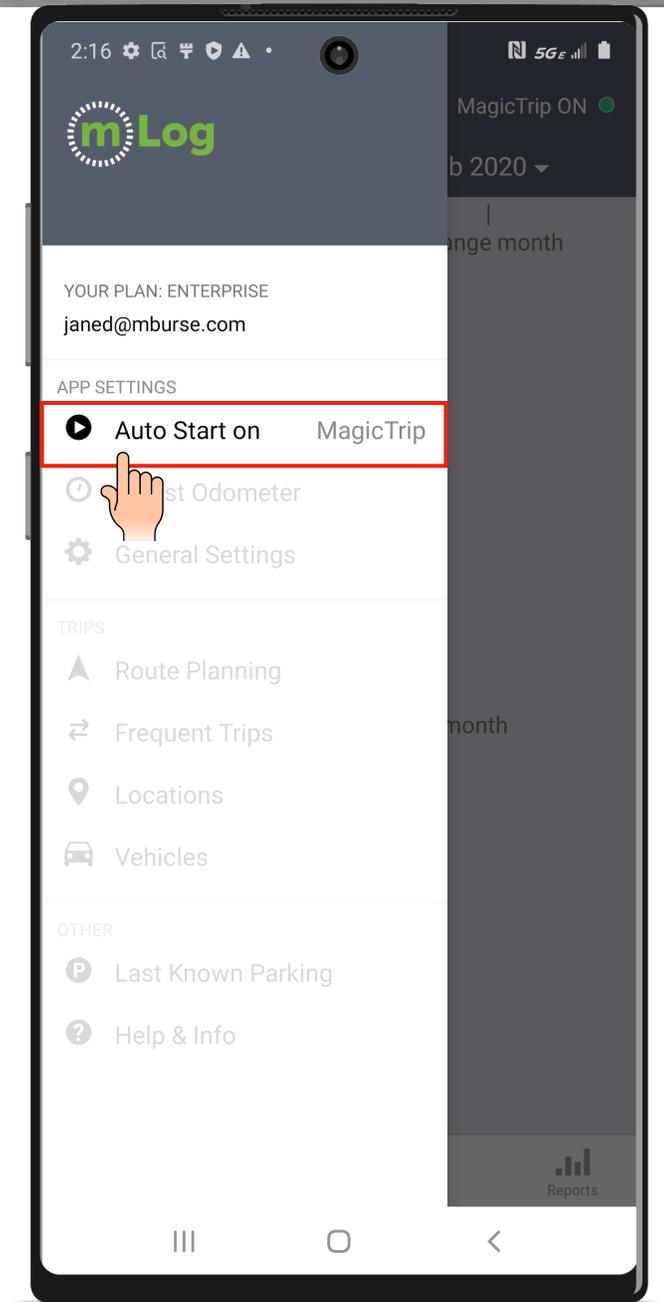
Battery Saver - If your battery saver is turned on, mLog will stop working when your battery enters power safe mode. Turning off battery saver allows your mileage to continue calculating even if your battery runs into the low power spectrum (less than 20%).



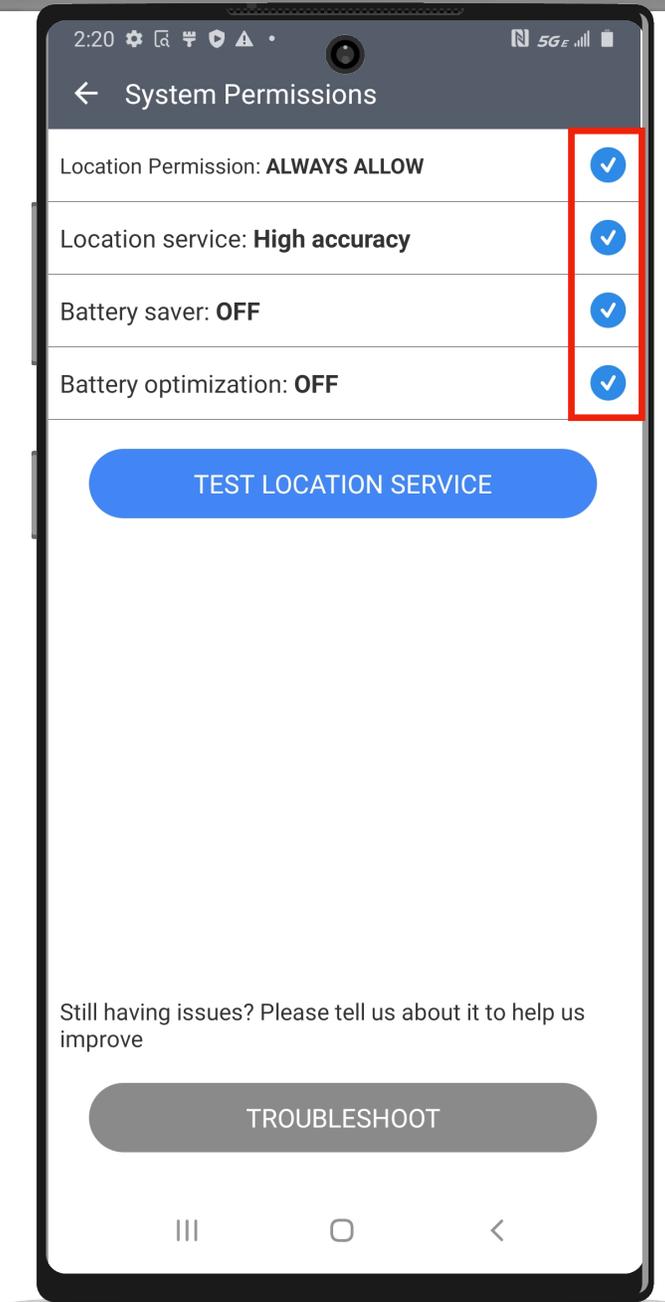
1. From the home or “Trips” page select the menu.



1. Select the “Auto Start on” button and then select the “System Permissions” button.



2. There should be blue checkmarks next to the four categories. If there are yellow or red exclamation marks, select the permission category to make modifications.



Setting Mileage Tracking Styles & Business Hours

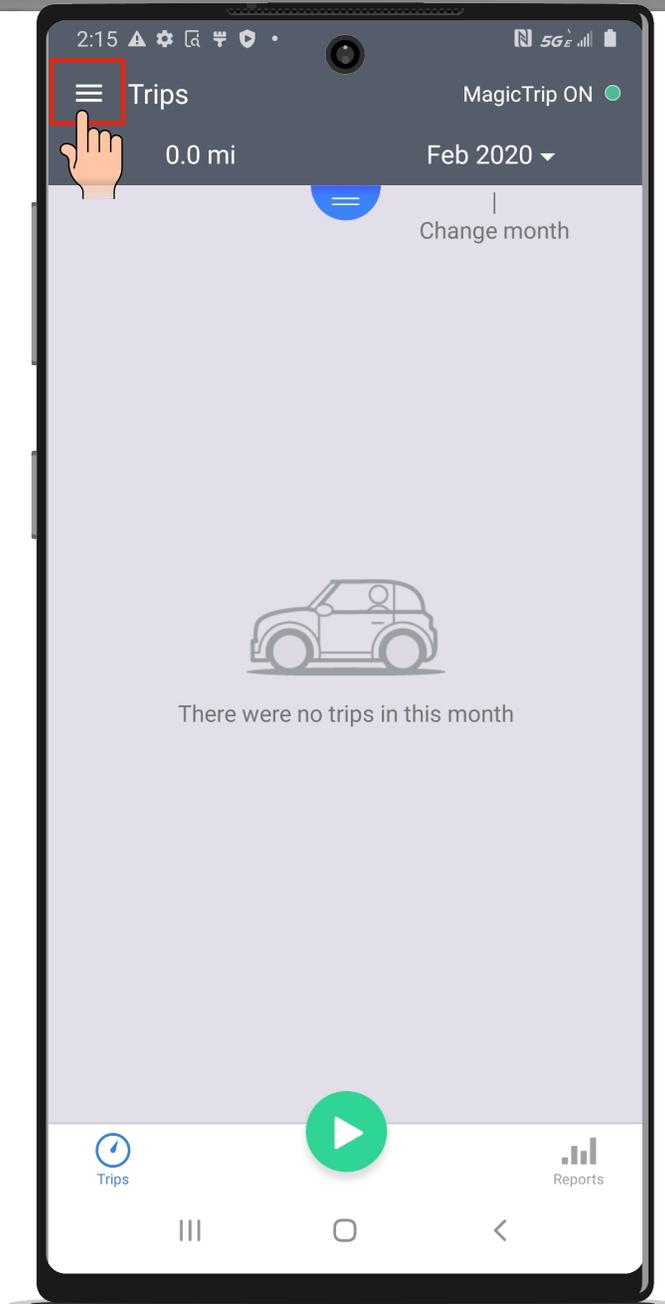
Setting your business hours will help organize when trips are recorded.

Setting your mileage tracking style will help determine when business or personal mileage is recorded as well as disabling auto start or turning off mLog.

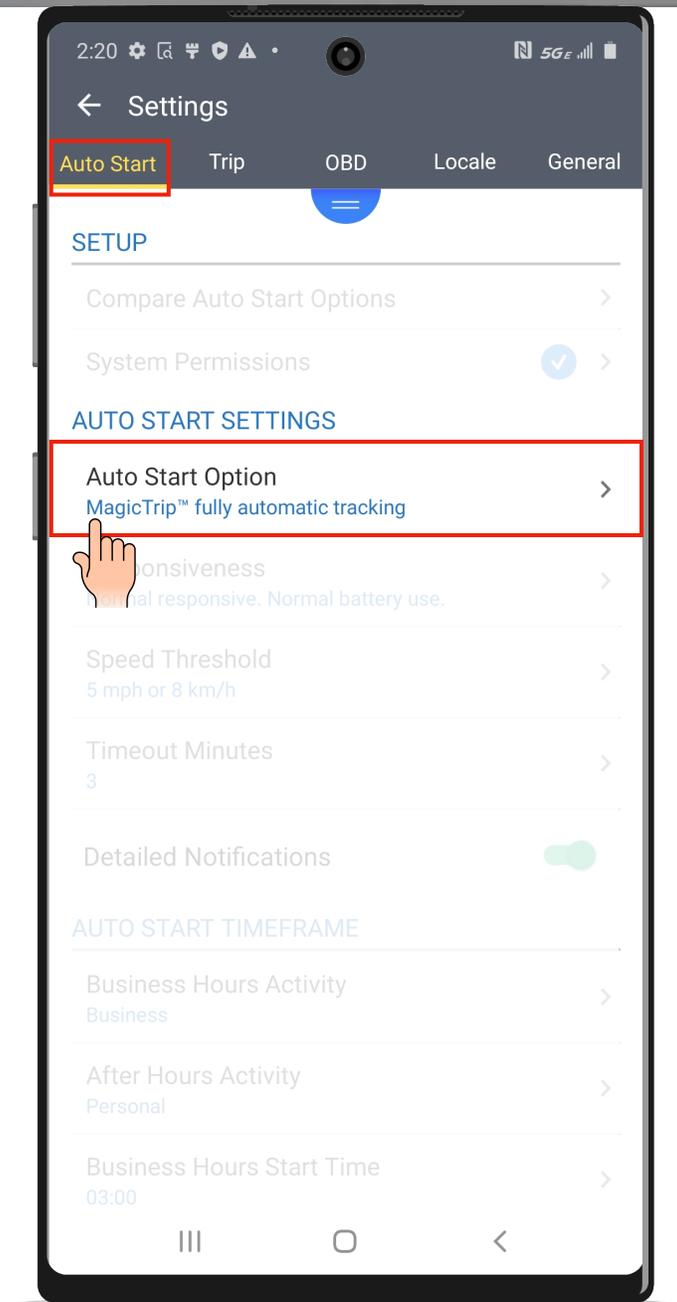
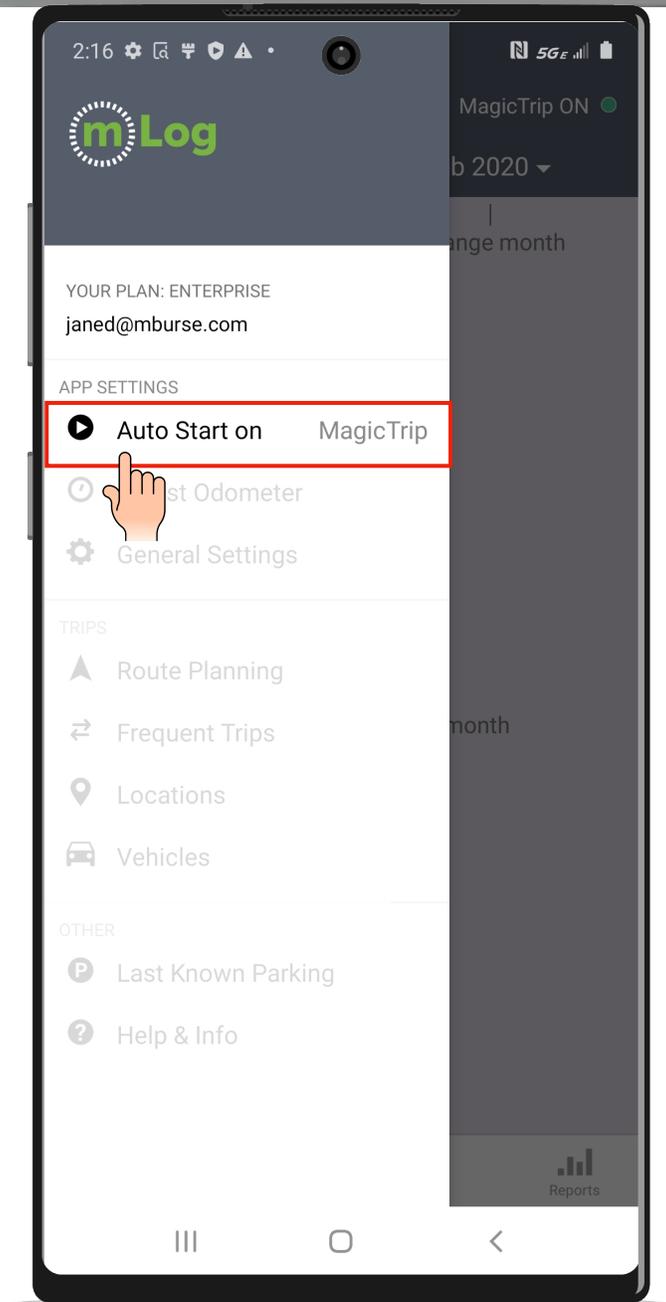
Determining the optimal auto start mileage tracking style is important to making the most effective use of the mLog app.



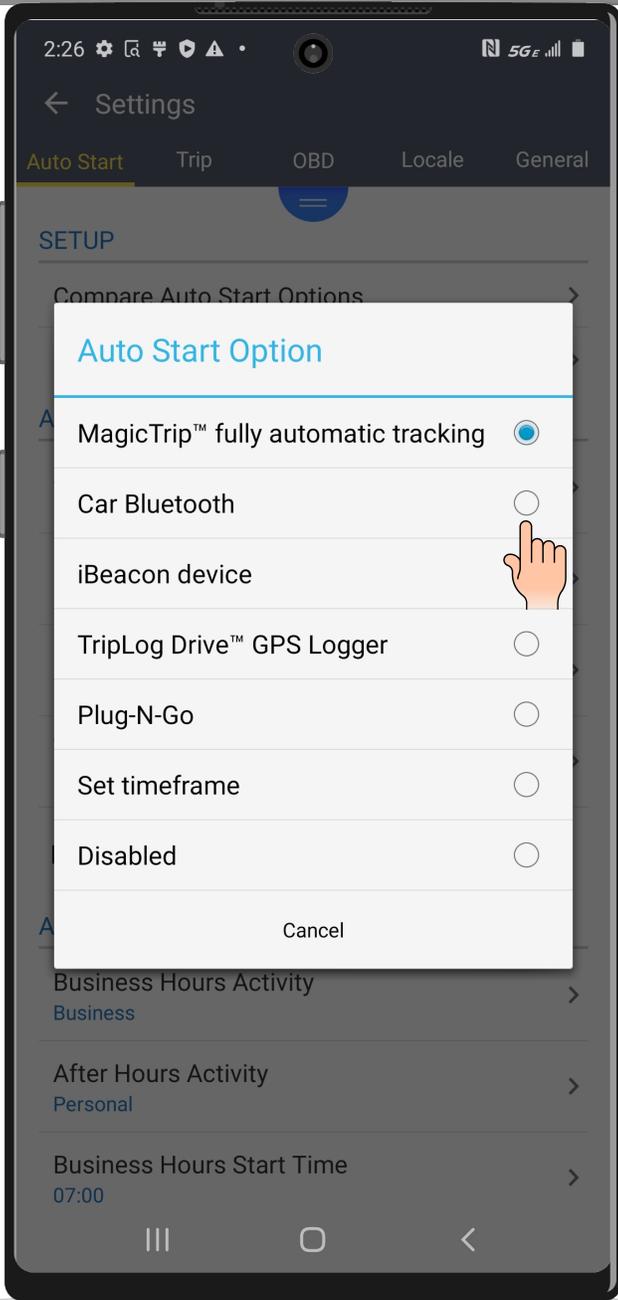
1. Select the menu.



2. Select “Auto Start on” and select “Auto Start Option.”



3. Choose or switch between “Auto Start Options.”



What's the Best Auto Start Option For You?

	MagicTrip	Car Bluetooth	iBeacon	Drive	Plug-n-Go
Optimal Performance on older device (2+ yr old)*		x	x	x	x
Multiple Bluetooth Apps†	x		x	x	x
No Bluetooth in Vehicle	x		x	x	x
Minimal Battery Drains‡			x	x	
Air Travel or Rental Vehicles§		x	x	x	x
Single Bluetooth Source with Multiple Devices¶	x	x		x	

*2+ year old phone/devices have older processors and batteries. Using a power hungry GPS application may cause the phone/device to perform at less than optimal levels.

†If there are multiple Bluetooth applications running like Waze, Google Maps, or headphones.

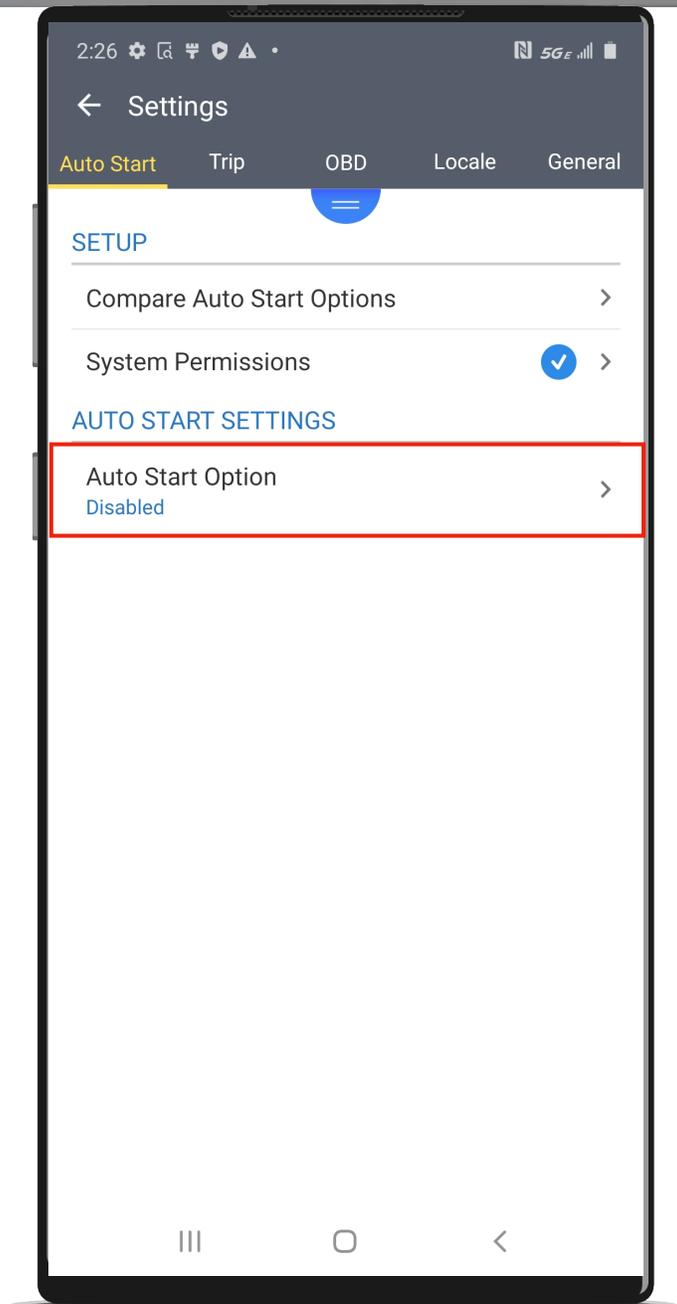
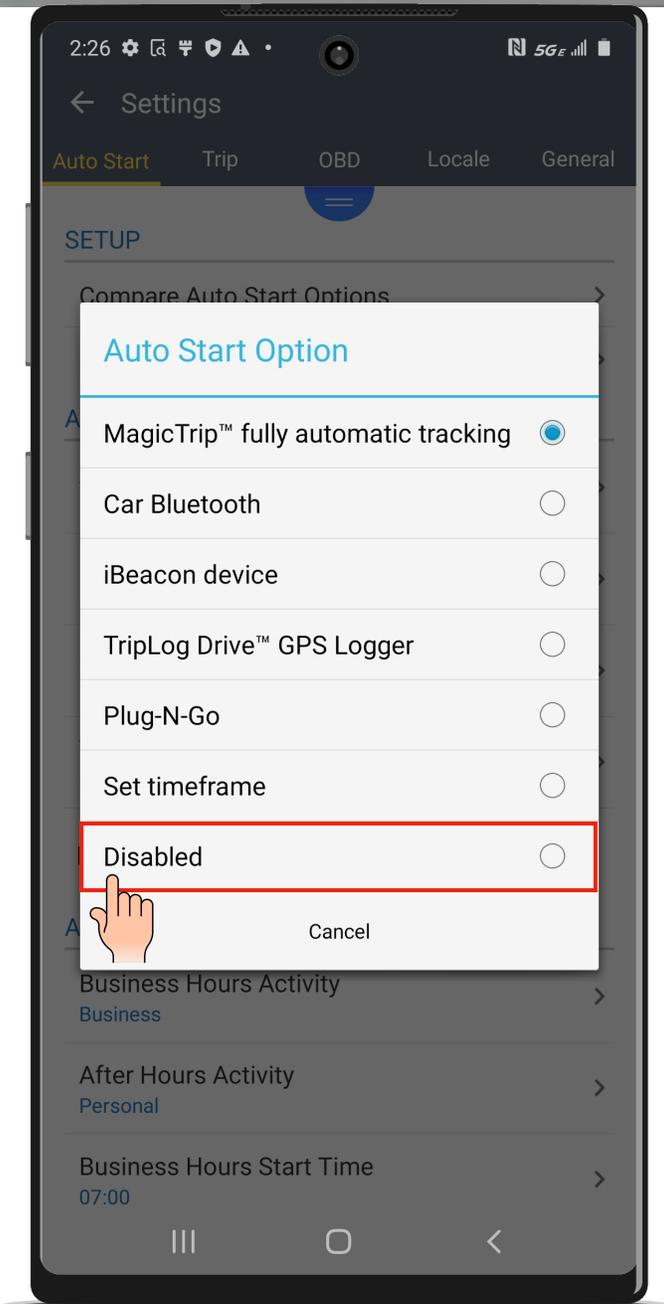
‡Which application will minimally drain the phone or devices battery.

§ If traveling by air, rental vehicles, or riding with other employees which mileage tracking mode will work best.

¶ If there is only one Bluetooth source (the vehicle) and multiple devices that might be another personal mobile device, headset.

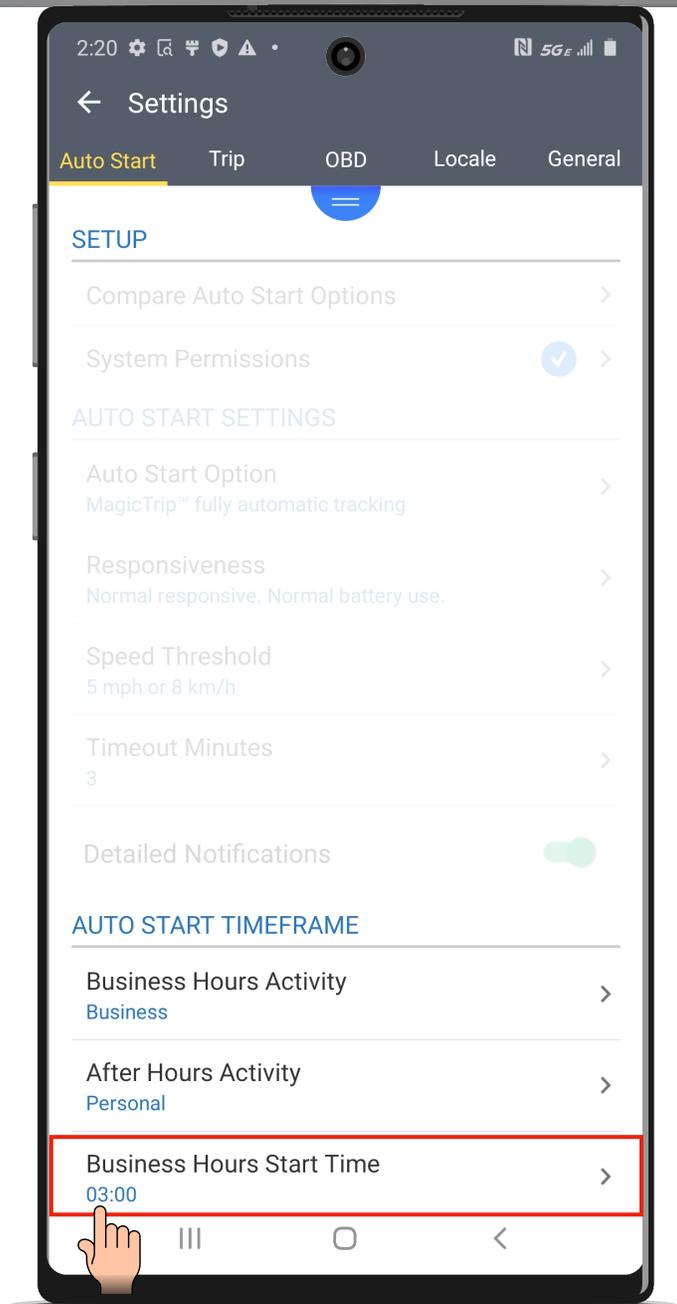
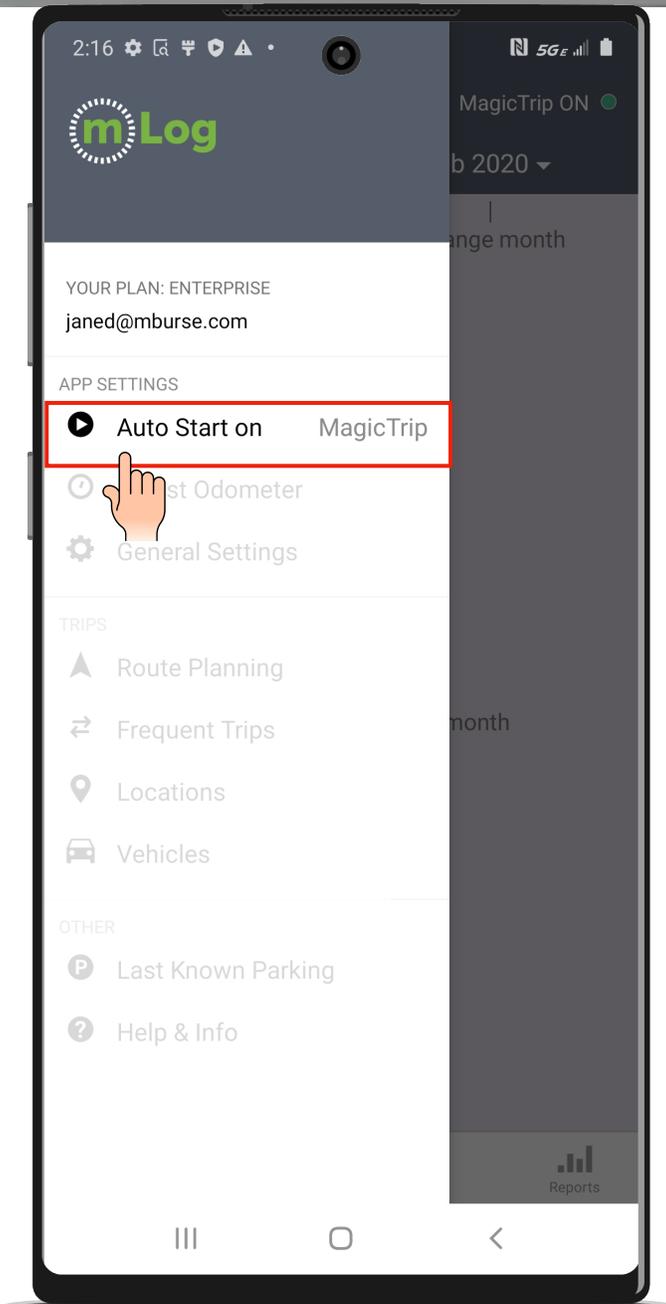


4. Selecting “Disabled” will effectively turn off mLog (great for vacation mode).

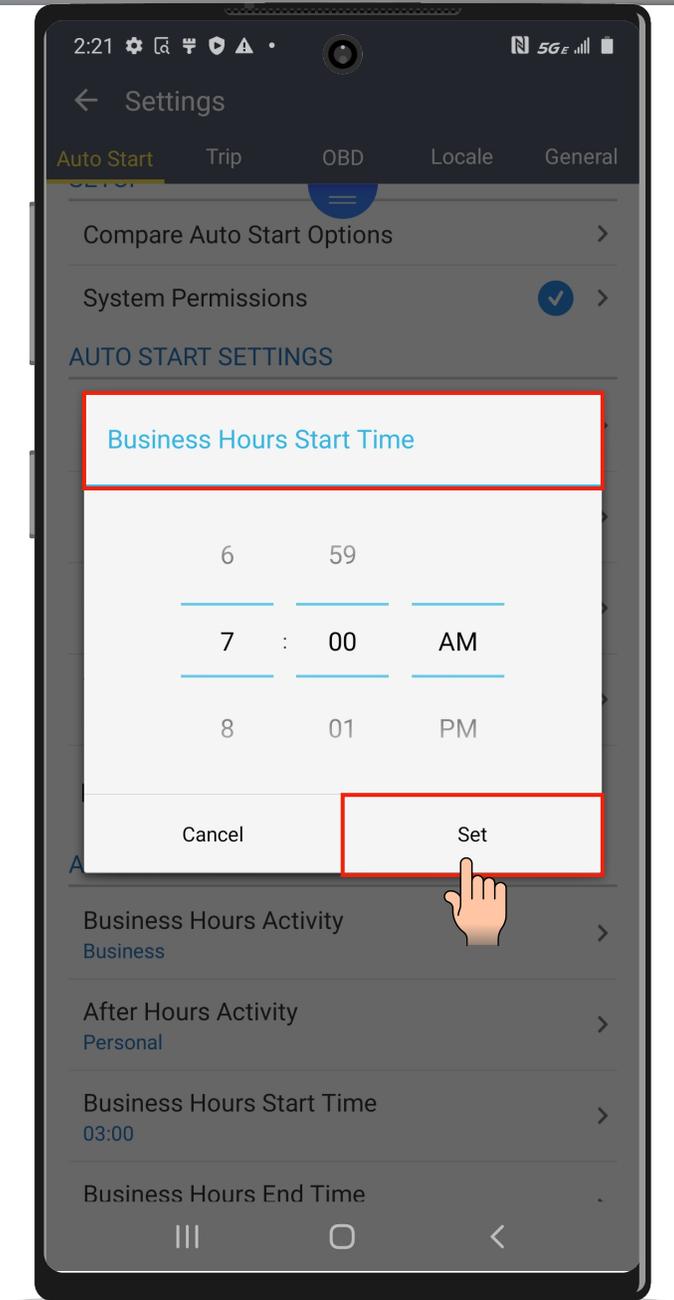
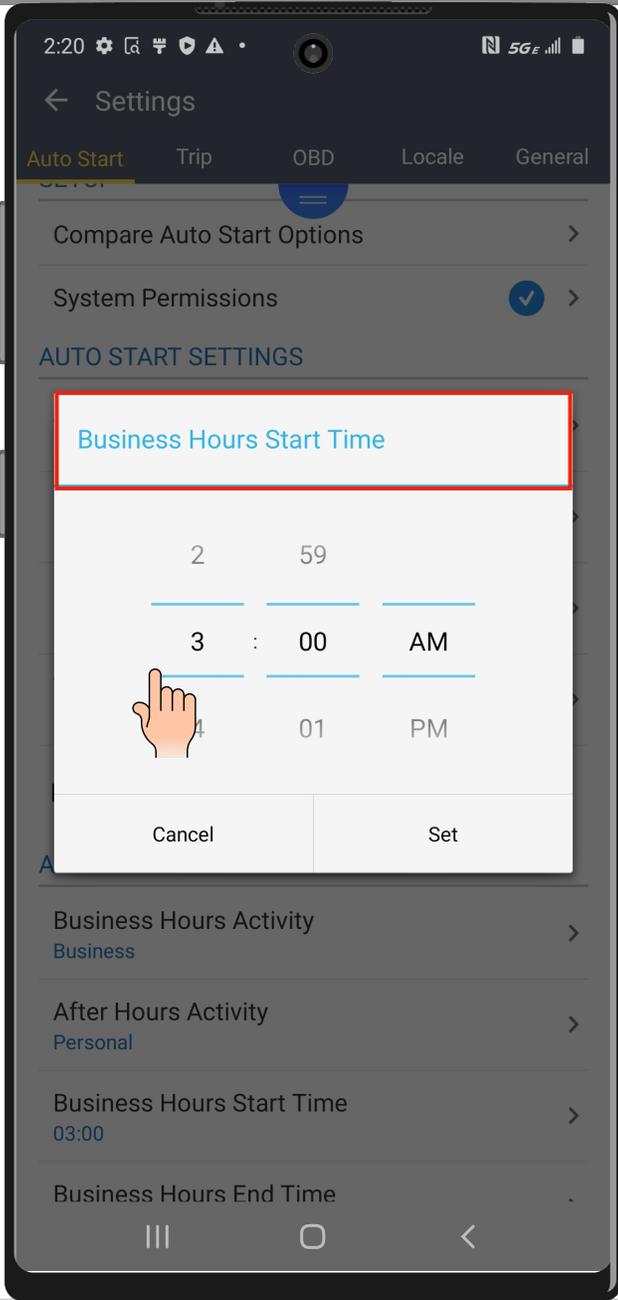


Setting Business Hours

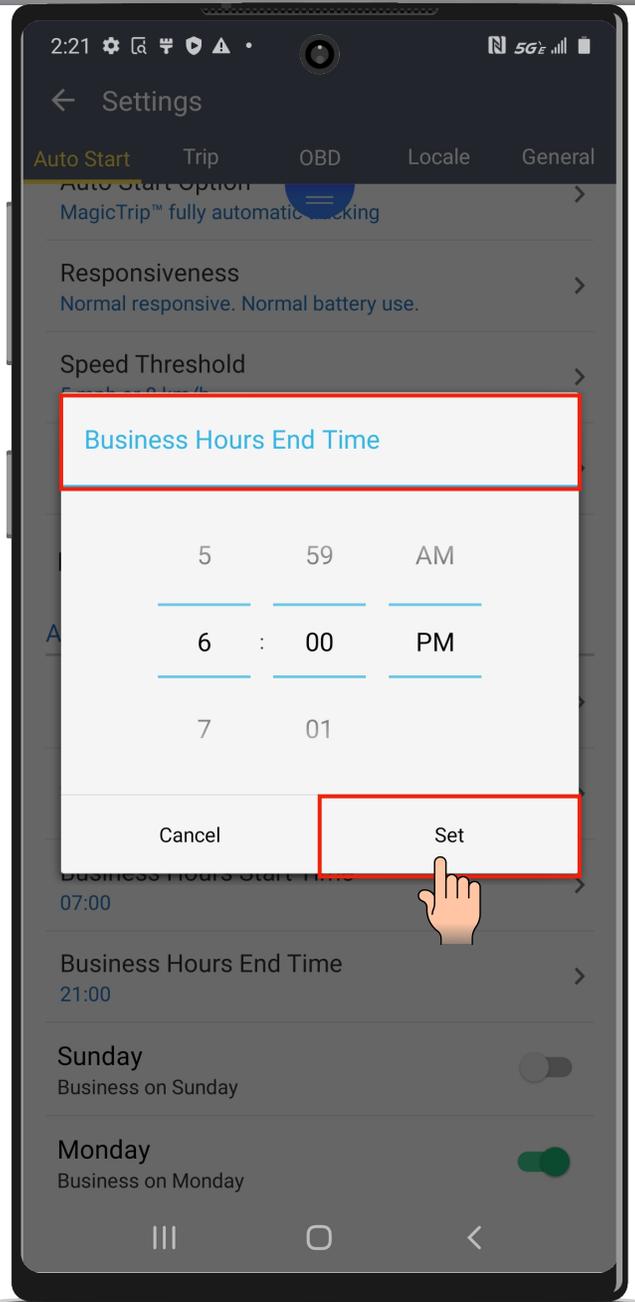
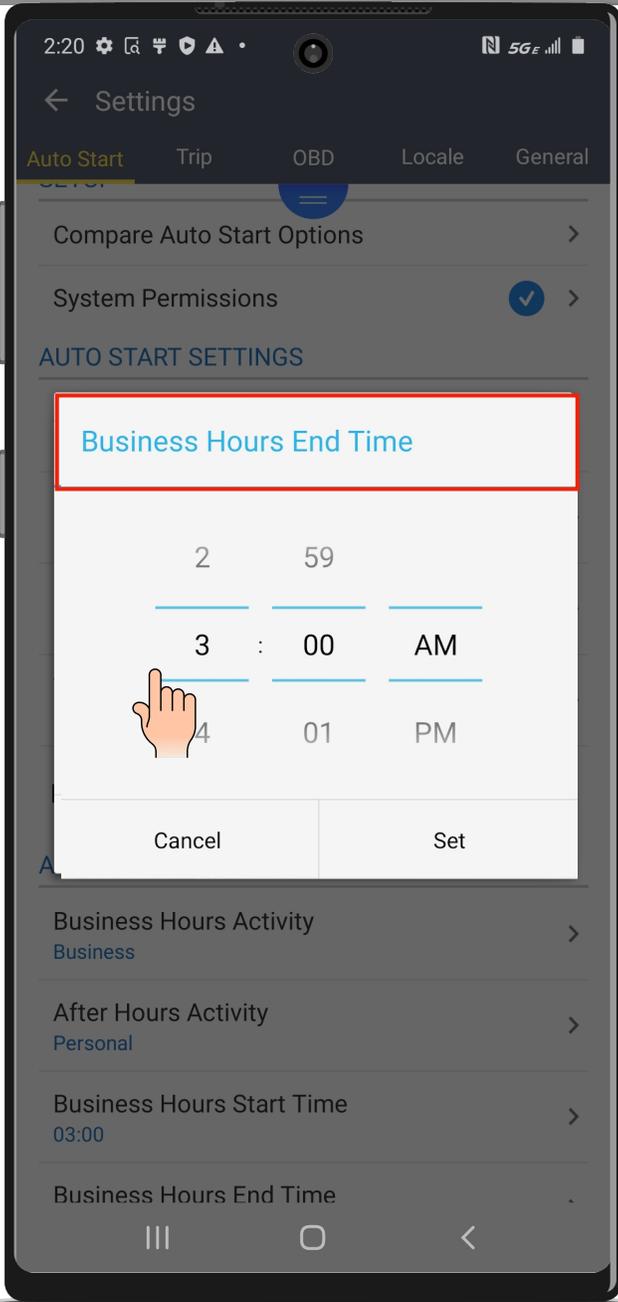
1. From the menu select “Auto Start on” and select “Business Hours Start Time.”



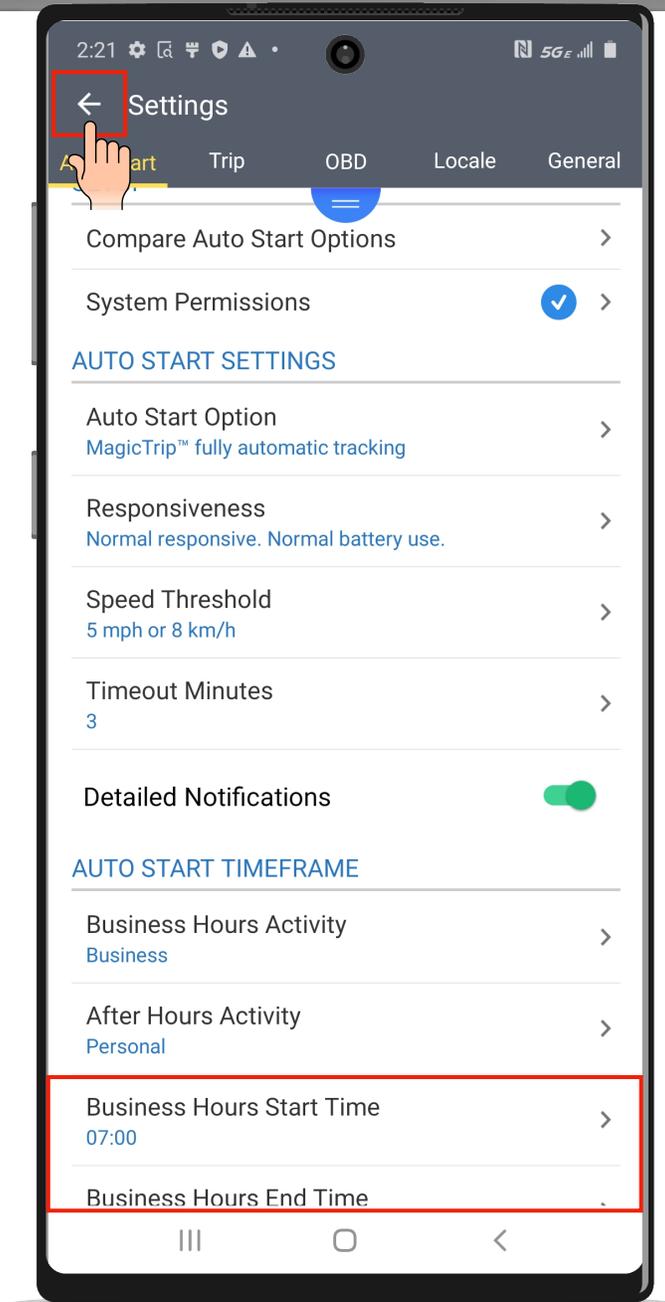
2. Select the time you most often start your work day and select “Set.”



3. Repeat the process for your business hours end time.
You can always modify these times.



4. Confirm your start and end times and arrow back to “Settings” or to the menu.



Enabling Debug Logs and Adjusting the Odometer

Enabling your debug logs will help us pinpoint any challenges you experience while using mLog. The debug logs will enable our support team to easily identify:

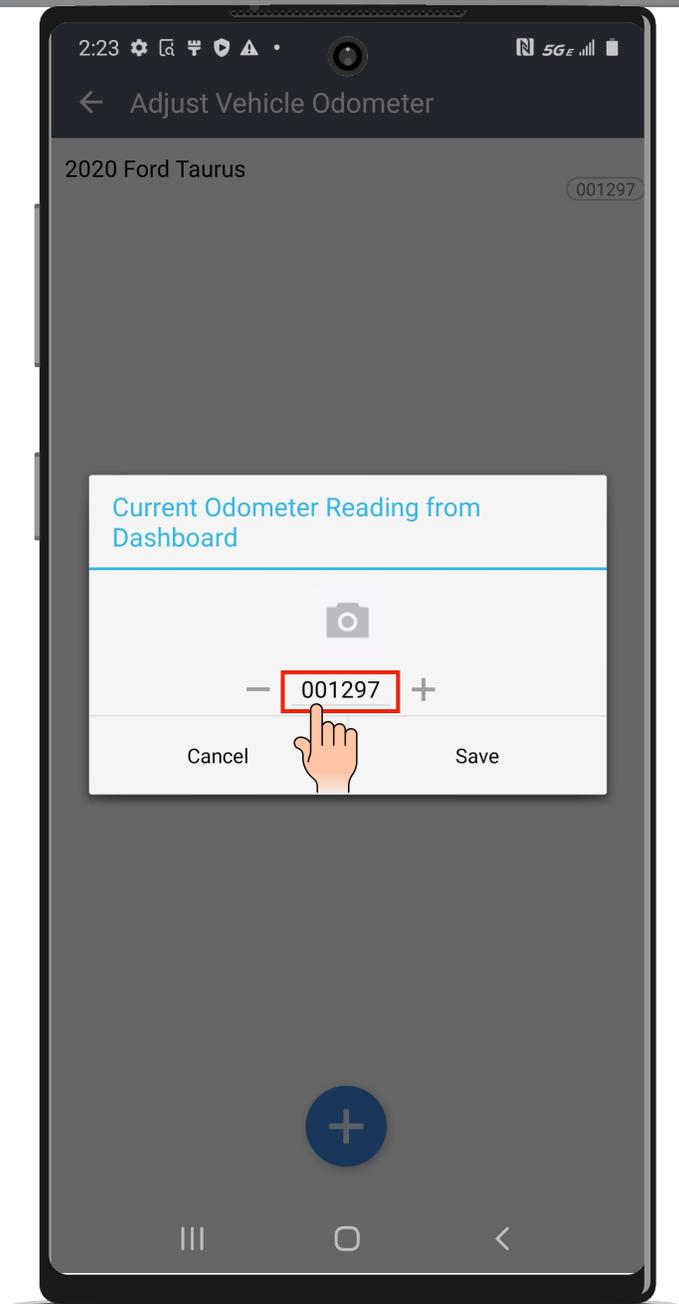
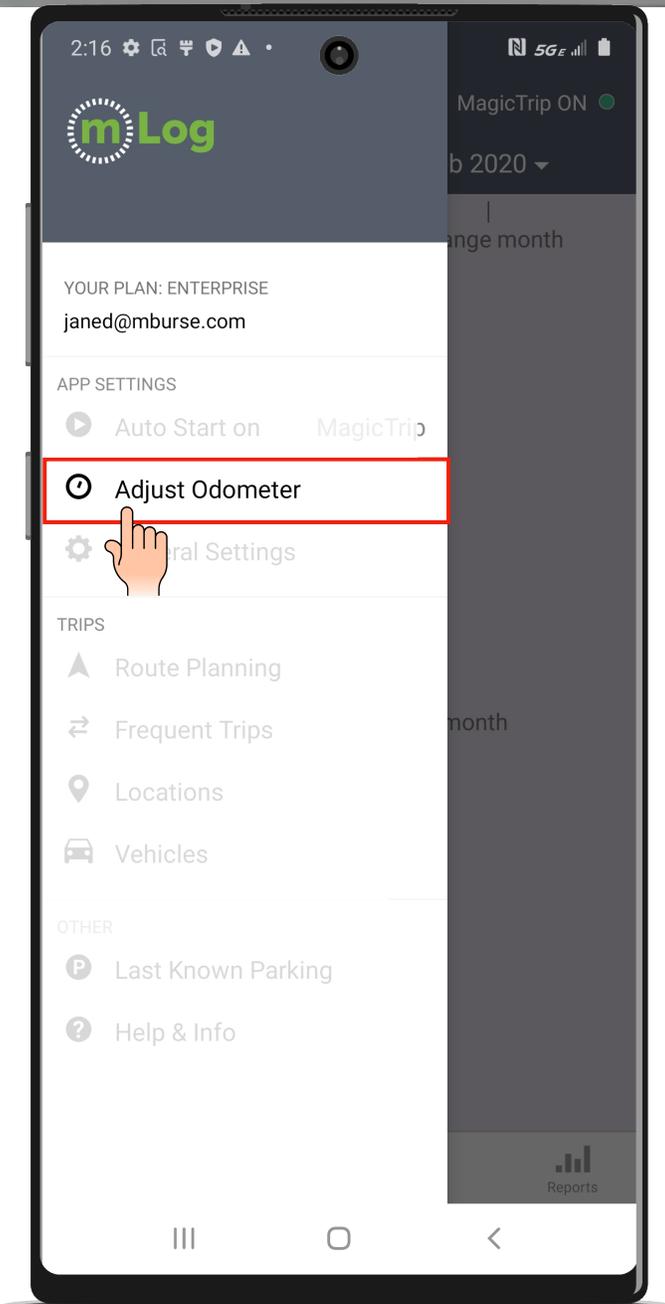
- Hardware issues
- Software issues (Operating system)
- User issues
- mLog issues
- Any combination of the above mentioned.

Enabling debug logs WILL NOT:

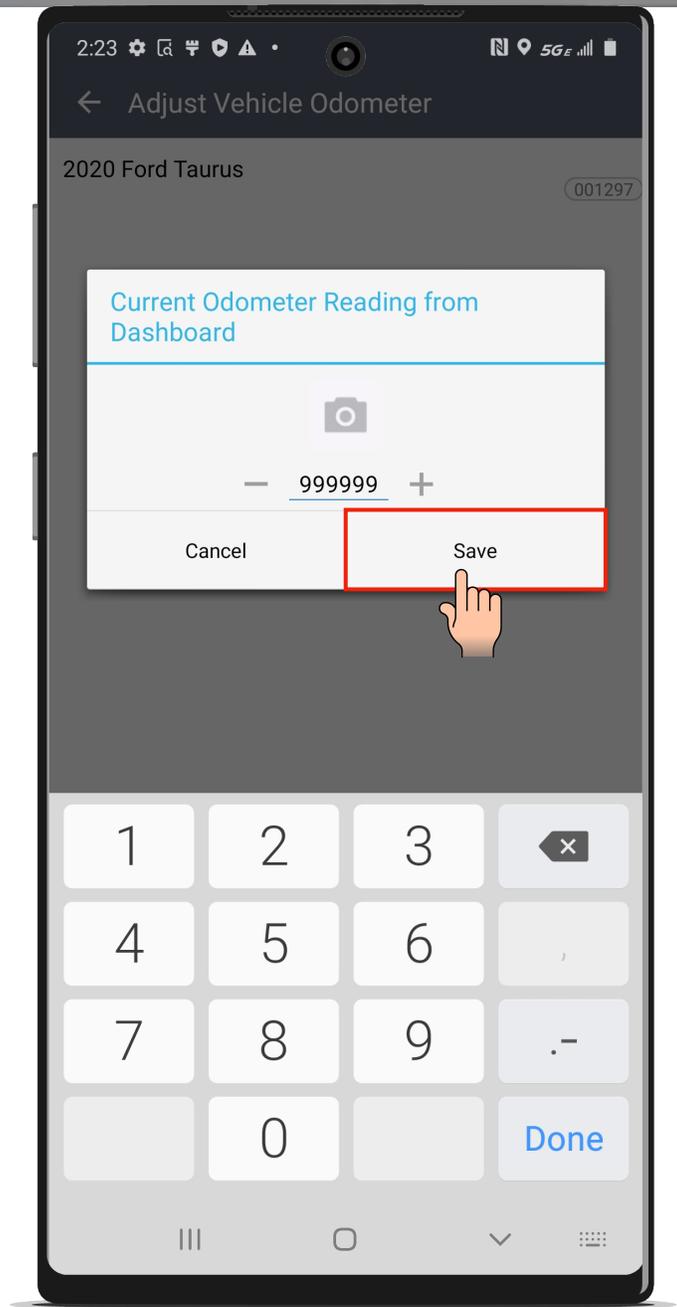
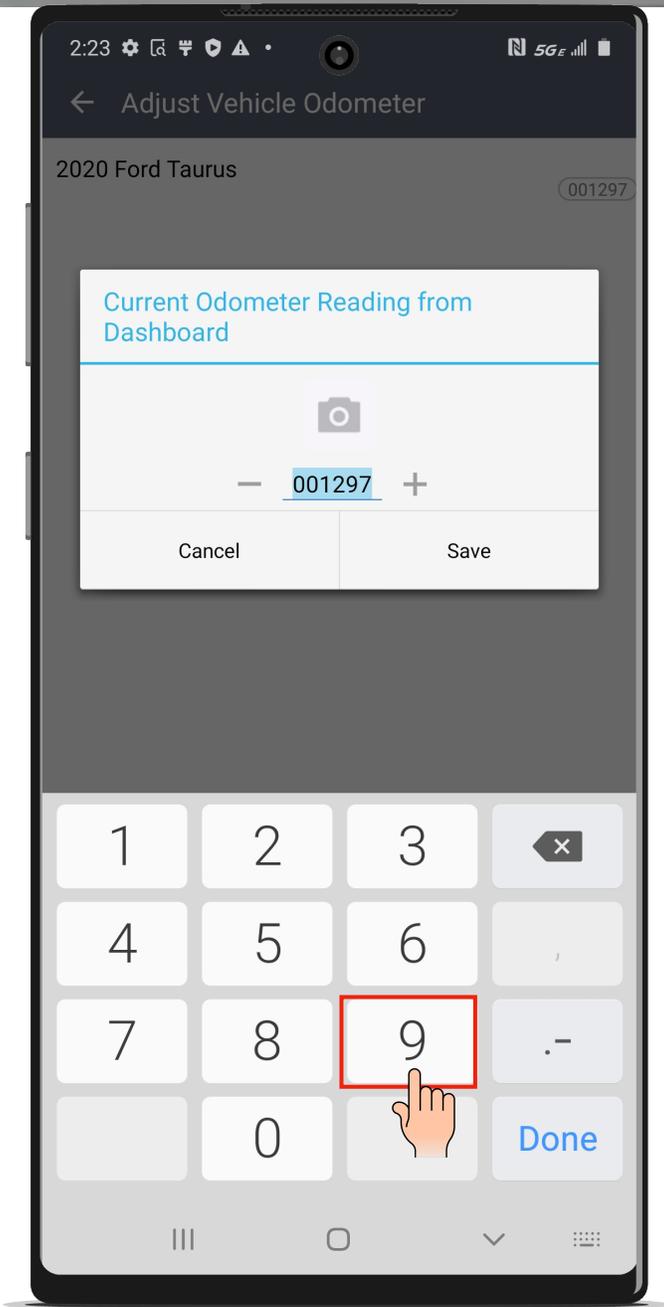
1. Increase battery usage
2. Prevent mLog or your phone from functioning normally



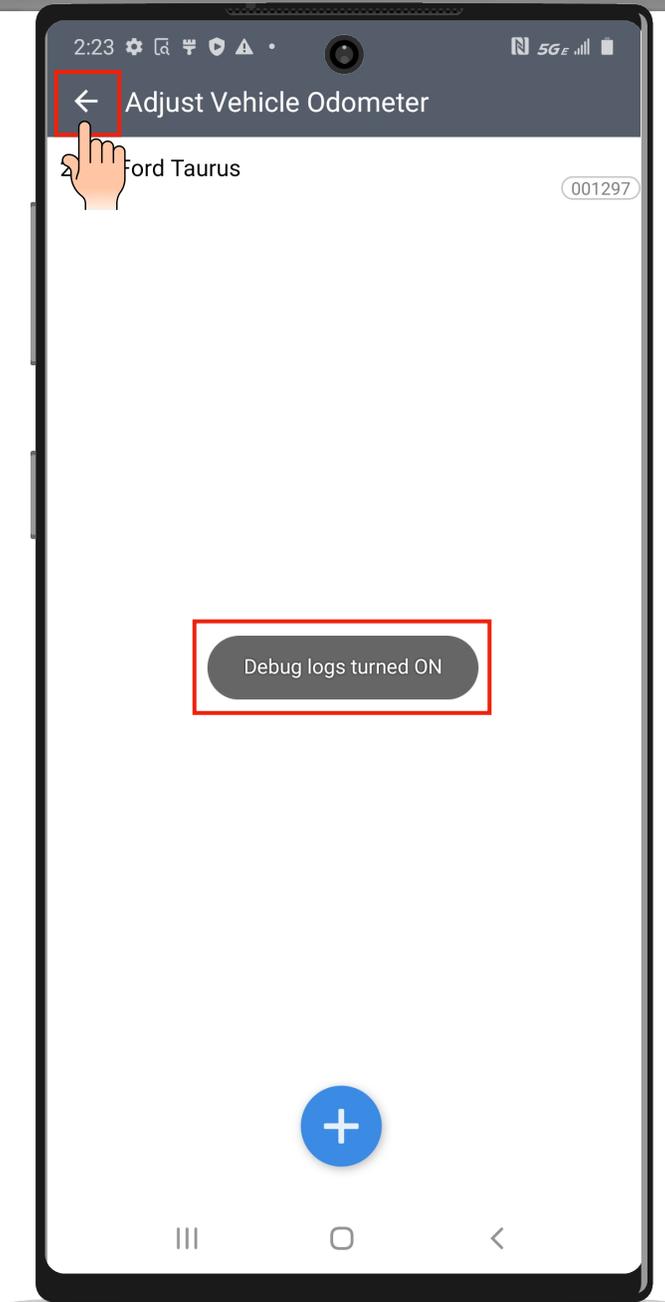
1. Select “Adjust Odometer” to enable or disable the debug logs. Then select the space between the minus and plus signs.



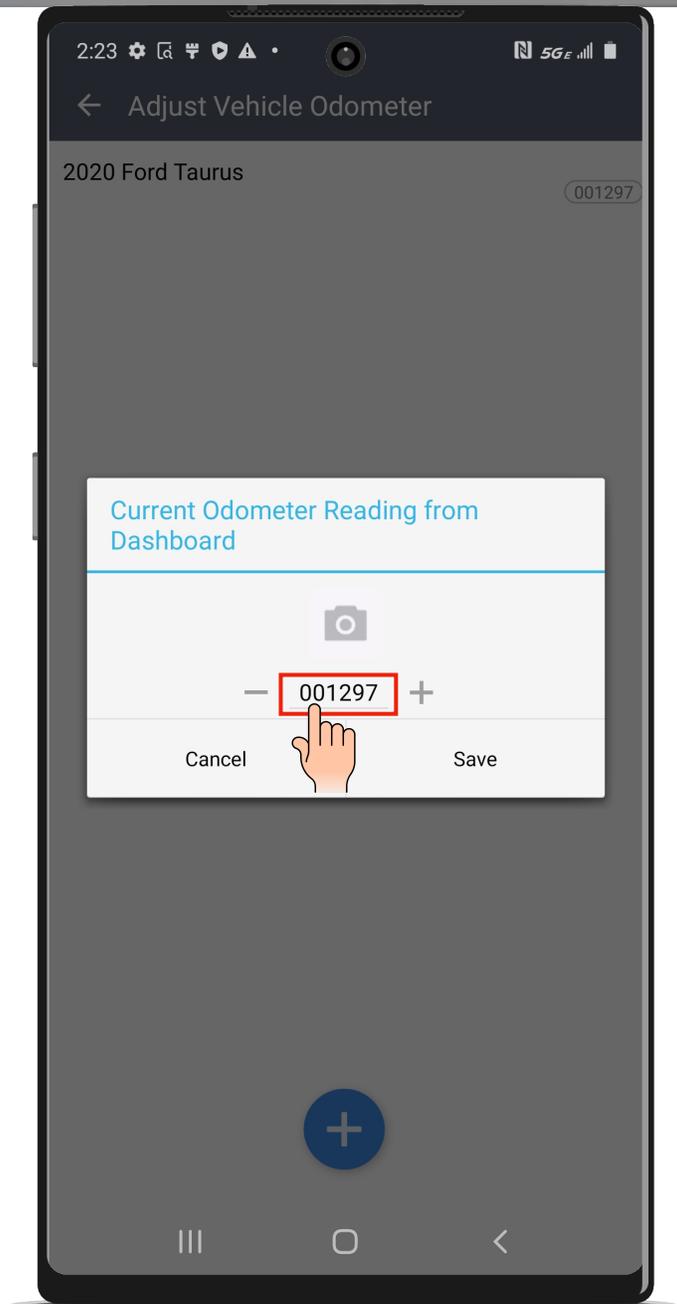
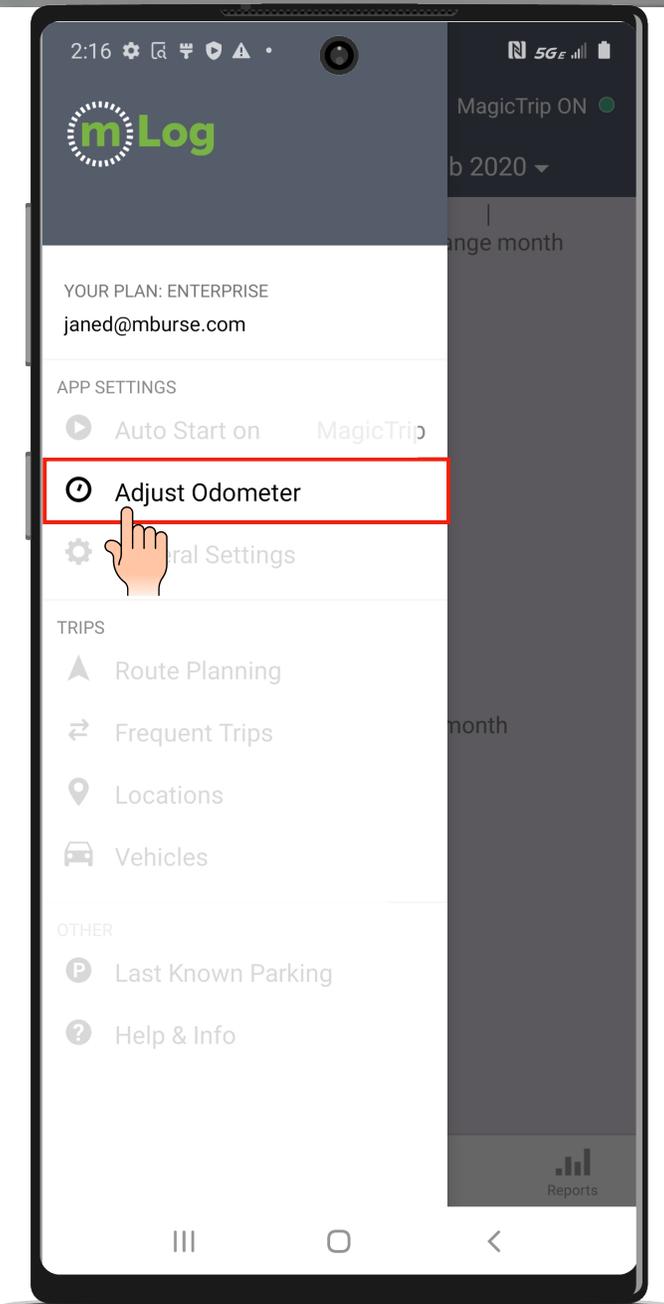
2. Enter 999999 and select "Save" to enable debug logs



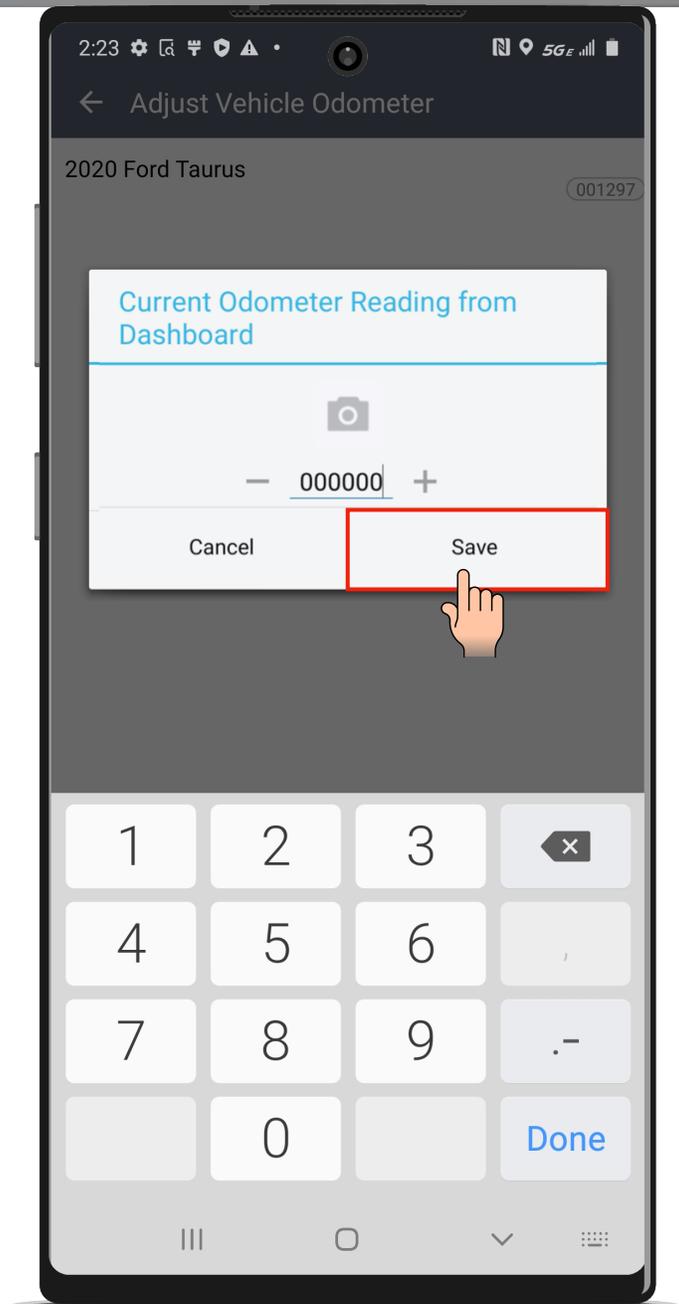
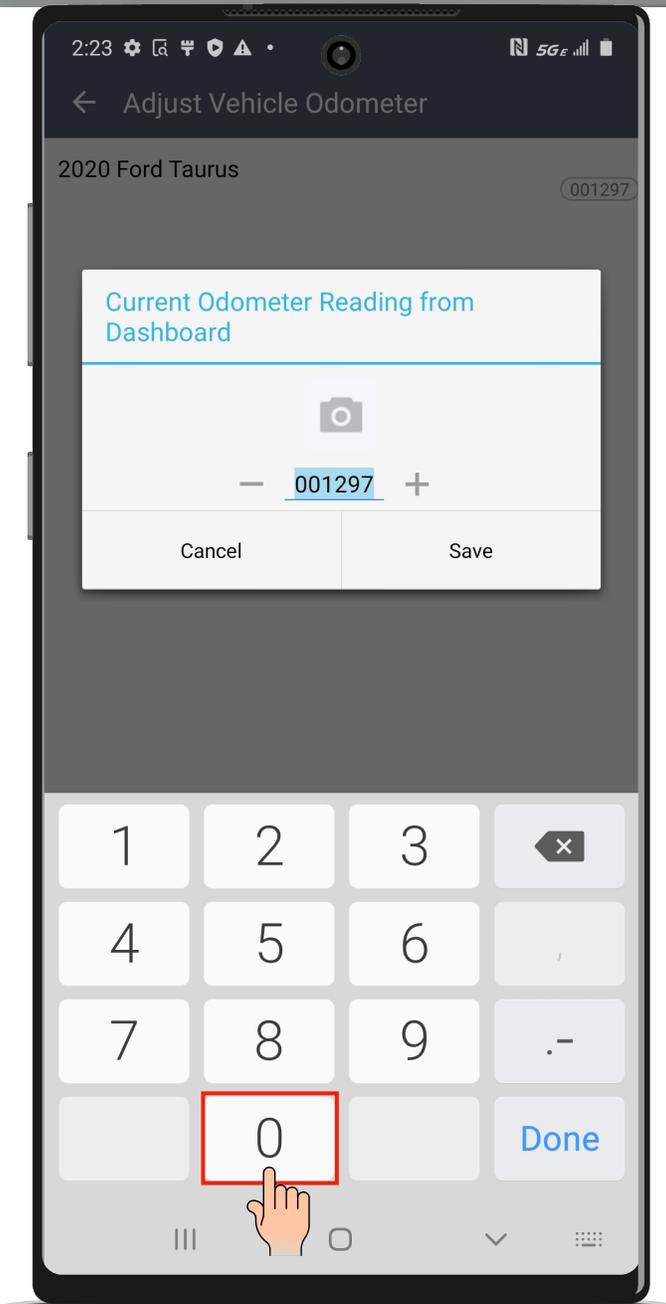
3. The debug logs notification will confirm the setting. Arrow back to the Trips page.



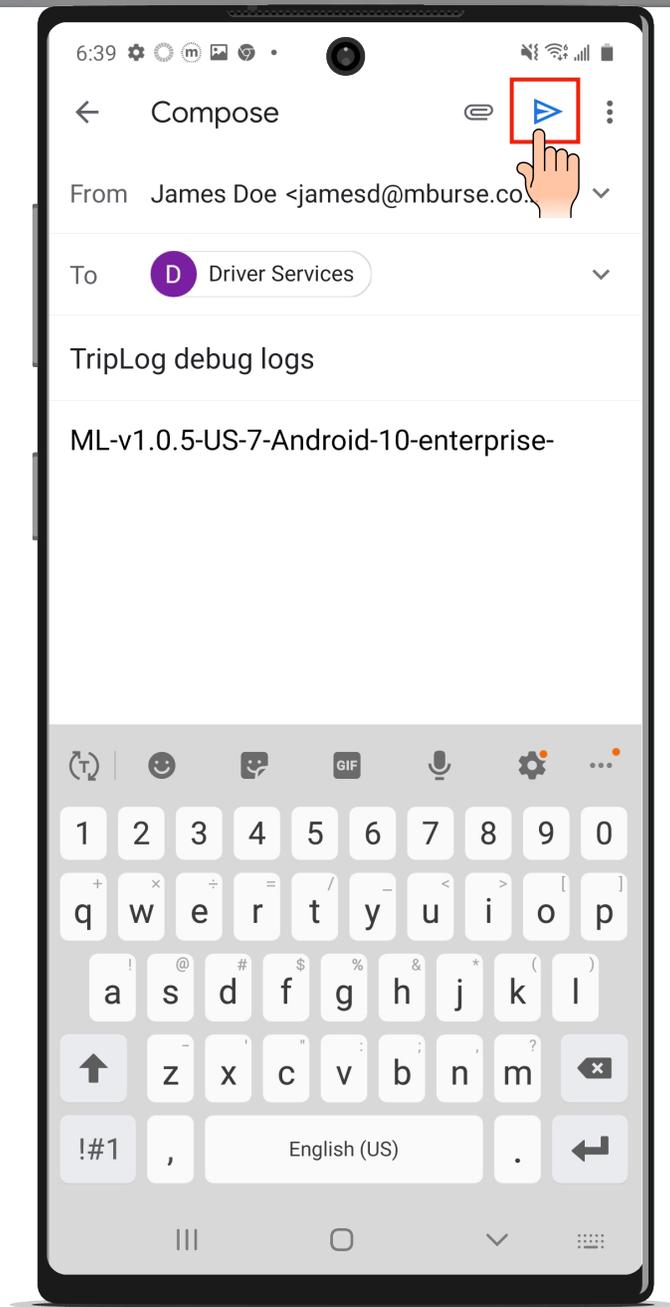
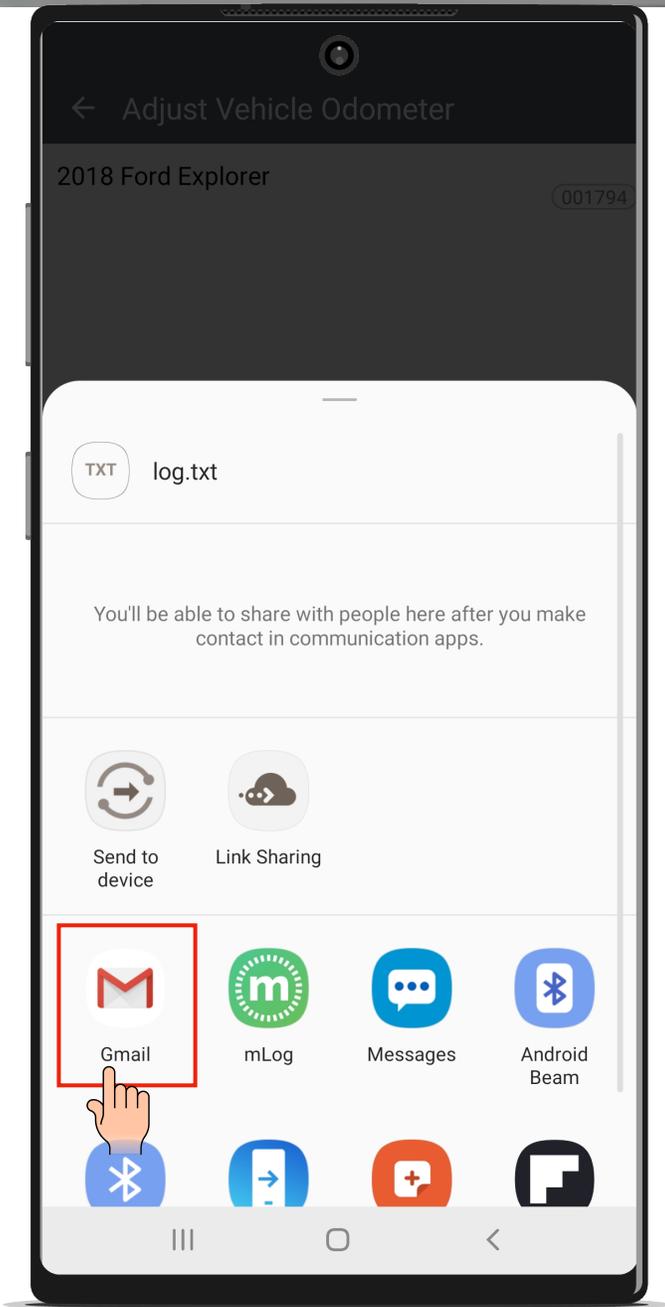
4. In the event of a problem, disable the debug logs by selecting the menu and then selecting “Adjust Odometer.”
Next, select the current odometer.



5. Enter "000000" and select "Save" to disable the debug logs.



6. Send the logs to support for analysis and allow up to 2 business days for the team to provide feedback to correct your issue. Add the approximate date and issue in your email.

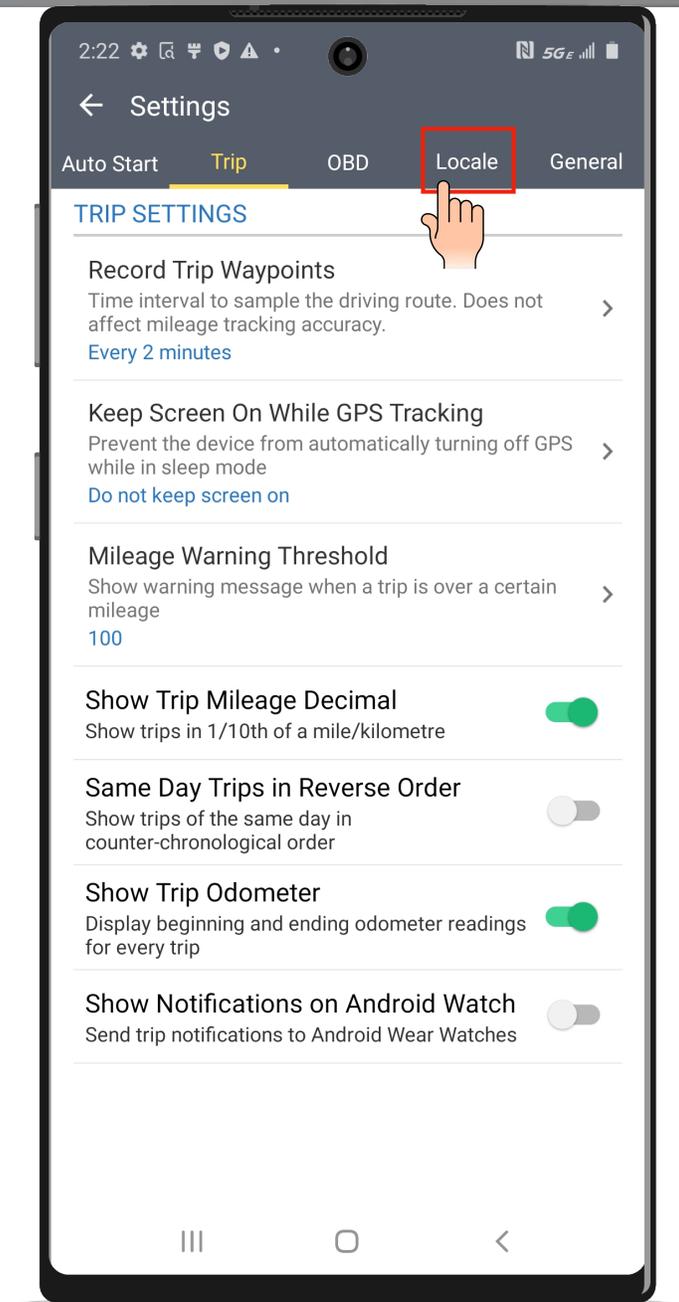
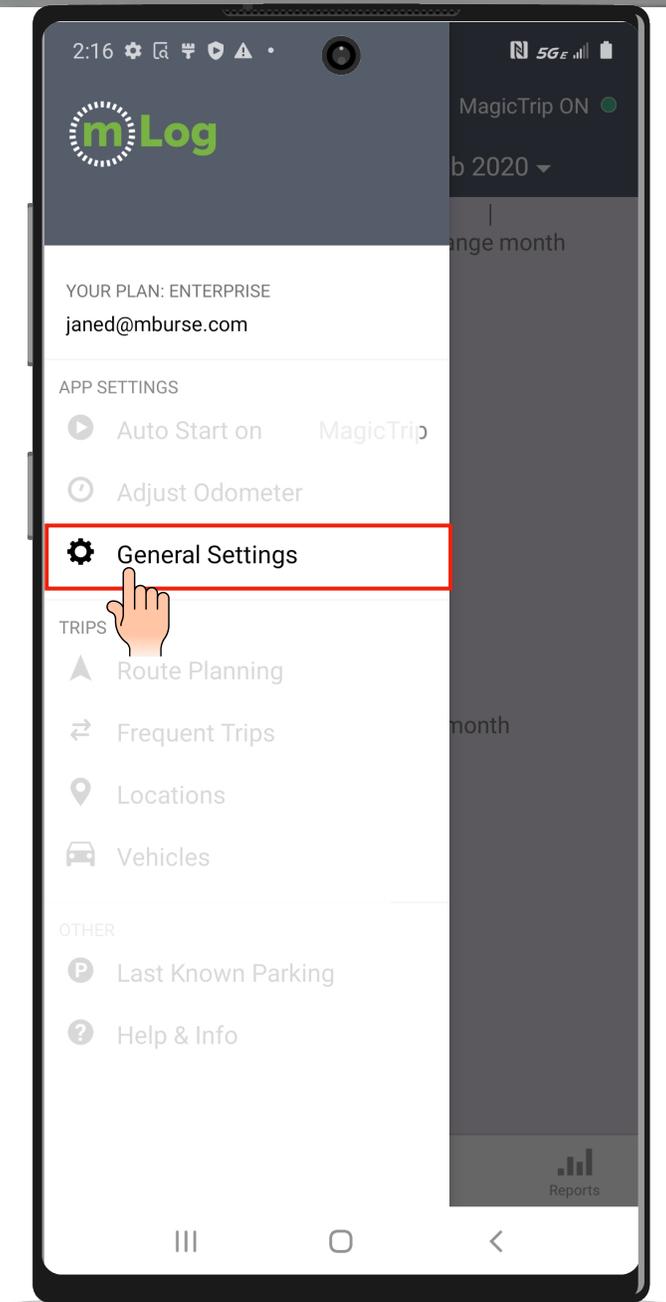


General Settings

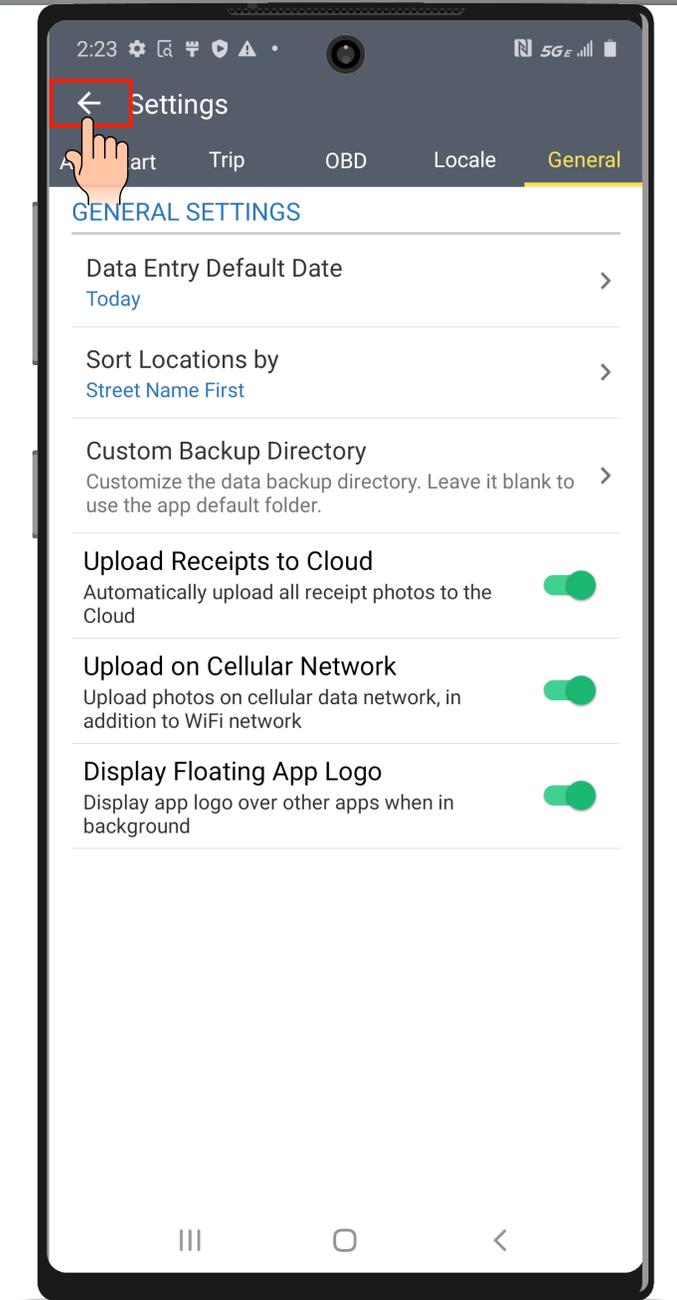
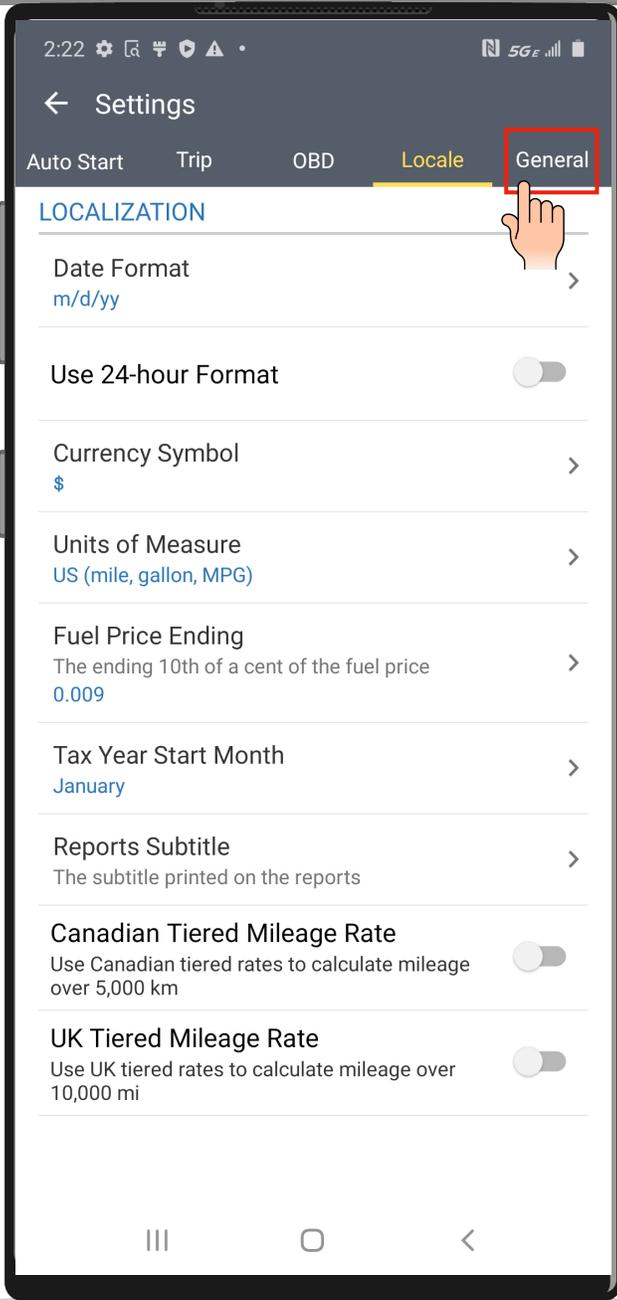
The General Settings allow users to customize their mLog experience. mLog users can make changes to the look, feel, and mLog functionality from the General Settings.



1. Select the menu and then the “General Settings” button. General Settings has five tabs to select. The “Trip” tab controls mileage tracking features.



2. The “Locale” tab controls regional specific settings that are modifiable based on your location. The “General” tab affects the mLog cloud and backup data.

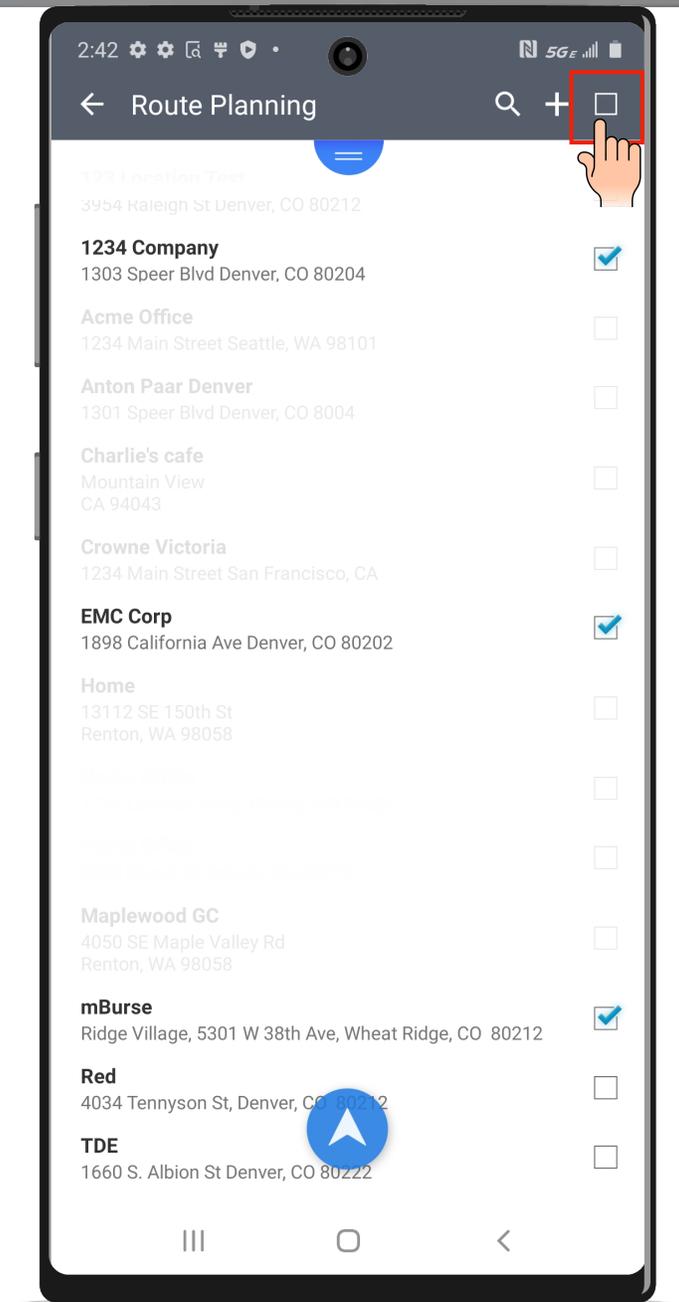
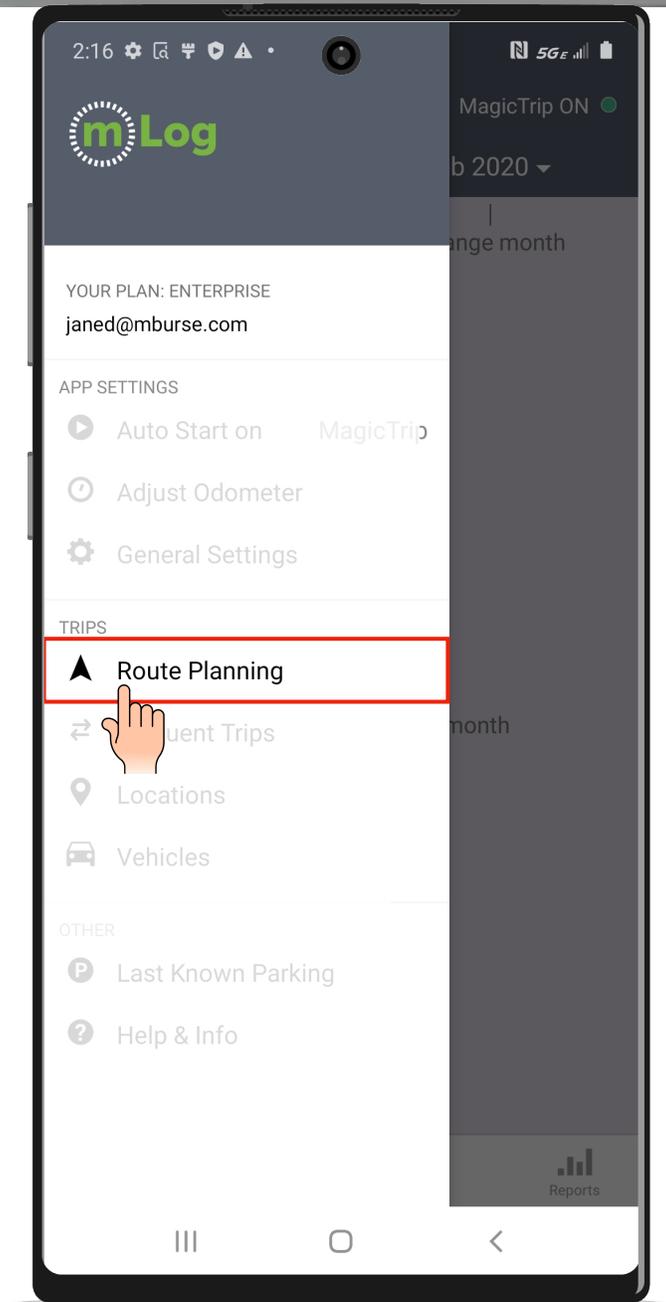


Route Planning

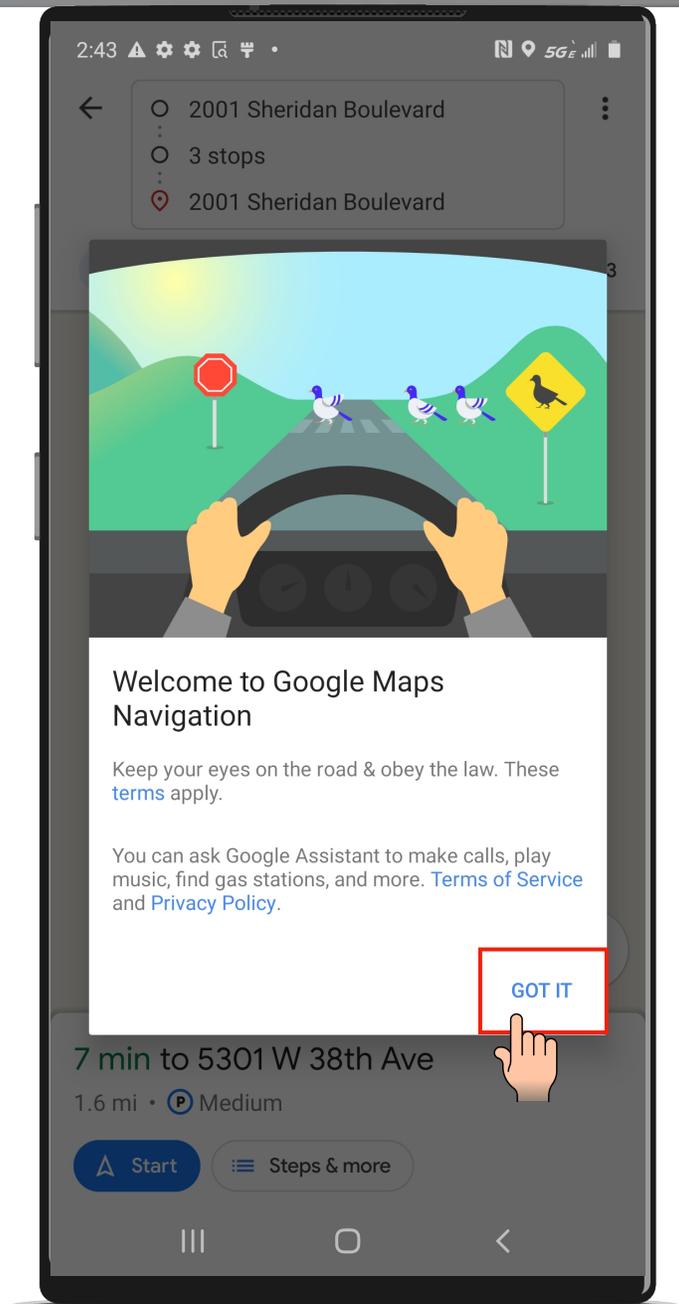
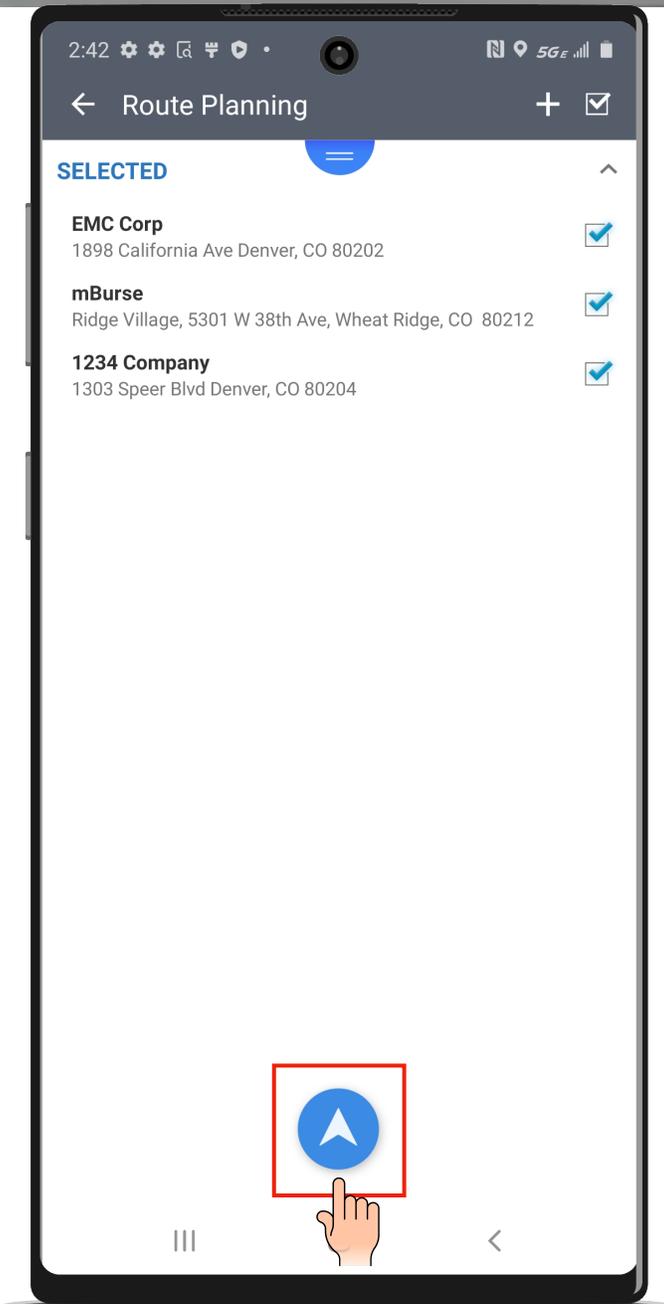
mLog has basic route planning and directions built into the core functionality. You can plan the most efficient route while capturing business mileage.



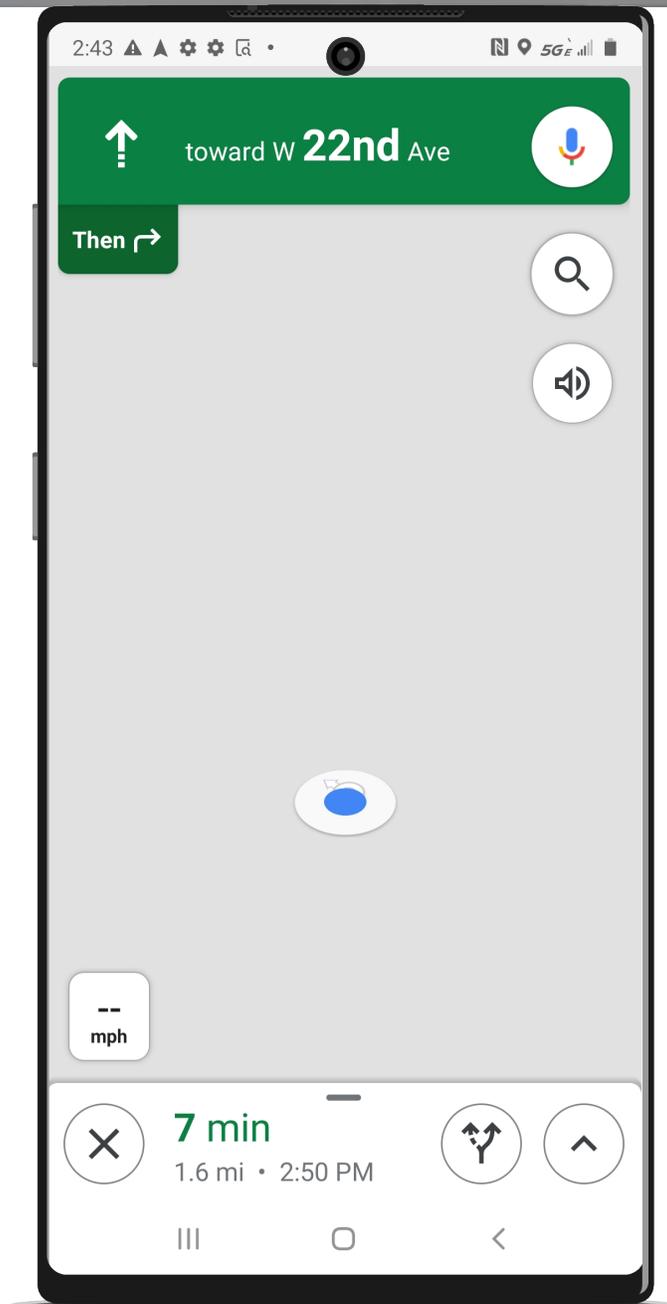
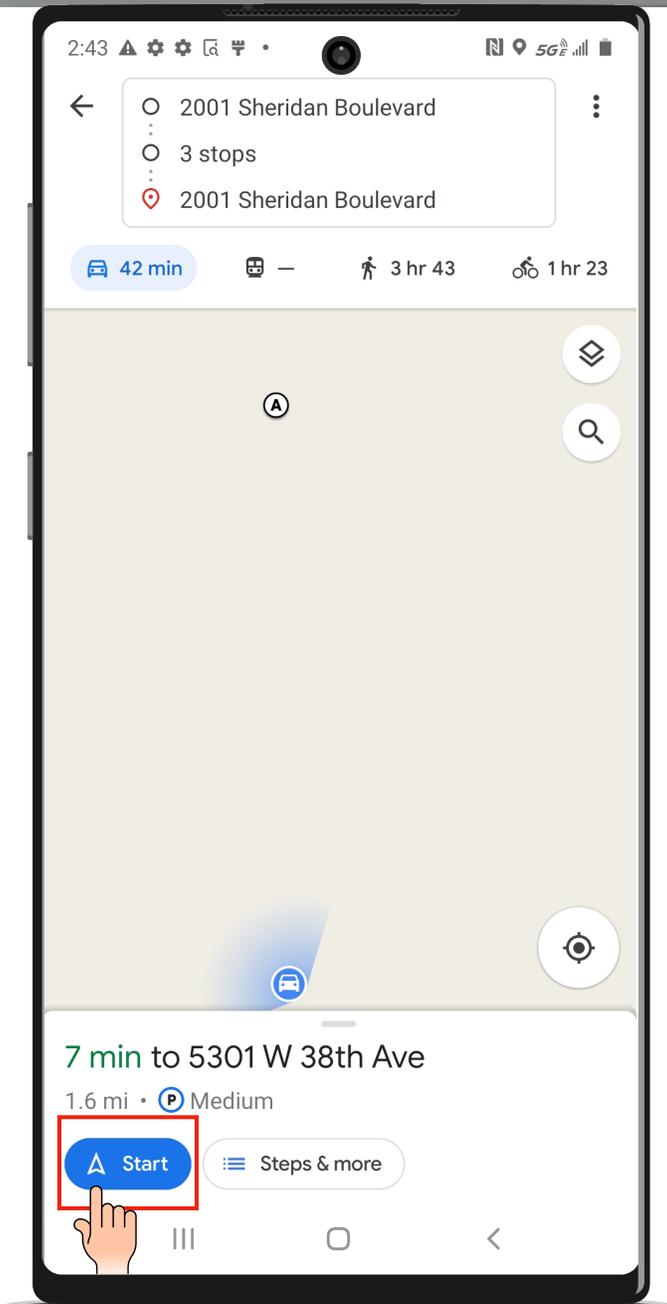
1. Select the mLog menu and select “Route Planning.” Select or add the trips you would like to plan for the day. Then select the square button in the top right corner.



2. Confirm your trips and select the blue arrow button to start the Route Planner. Google Maps Navigation will open.



3. Select the "Start" button and your route will calculate and provide you with stop-by-stop directions.

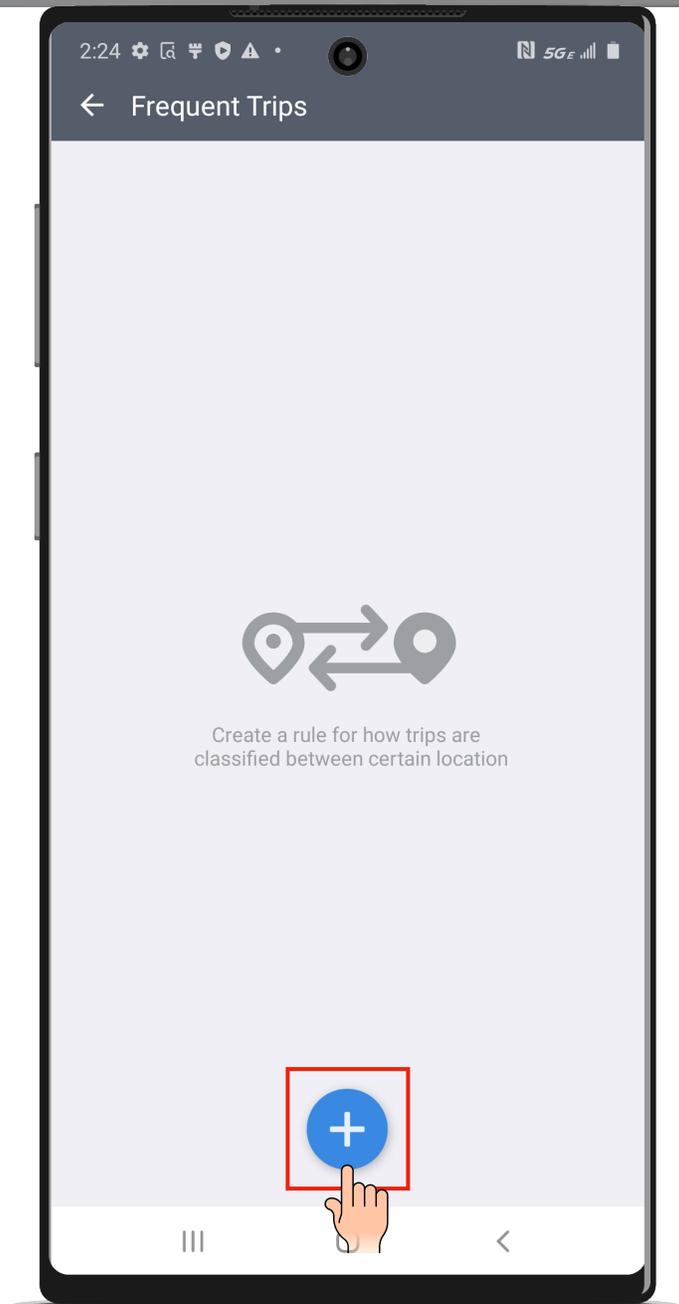
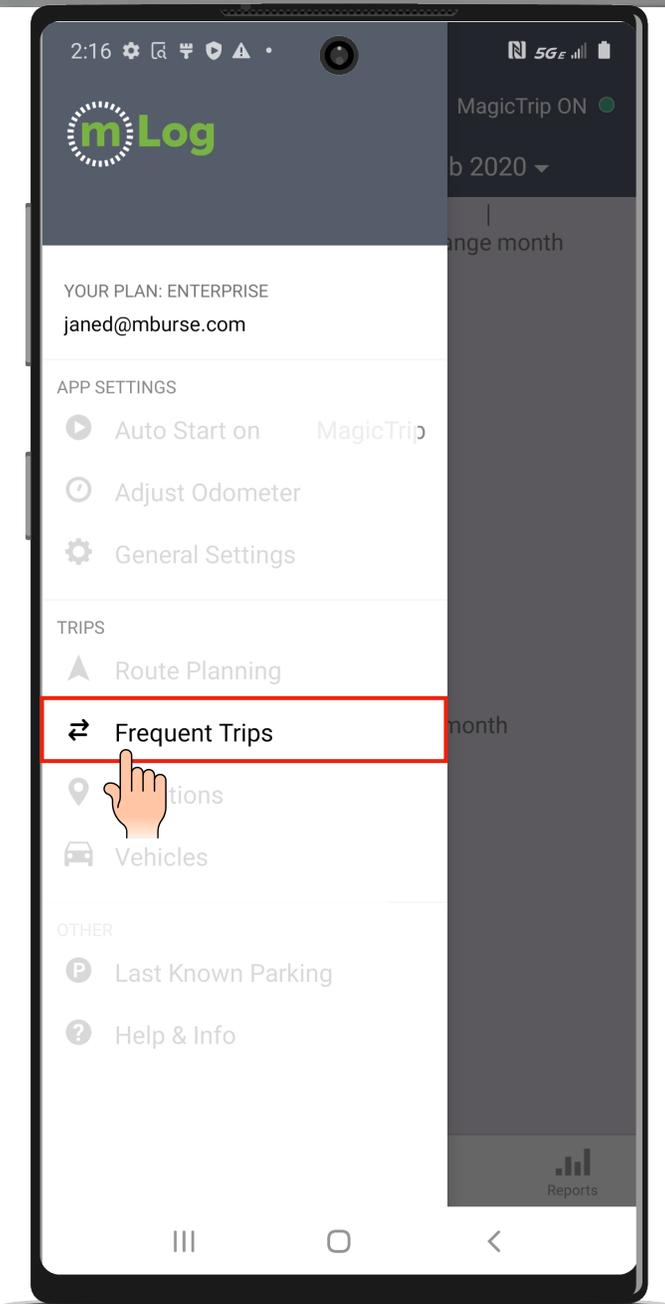


Frequent Trips

mLog allows you to enter frequent trips for the sake of convenience. You can also classify whether a frequent trip counts as part of your work or commute.



1. Open the mLog menu and select “Frequent Trips” to enter your home to office trip as a commute.



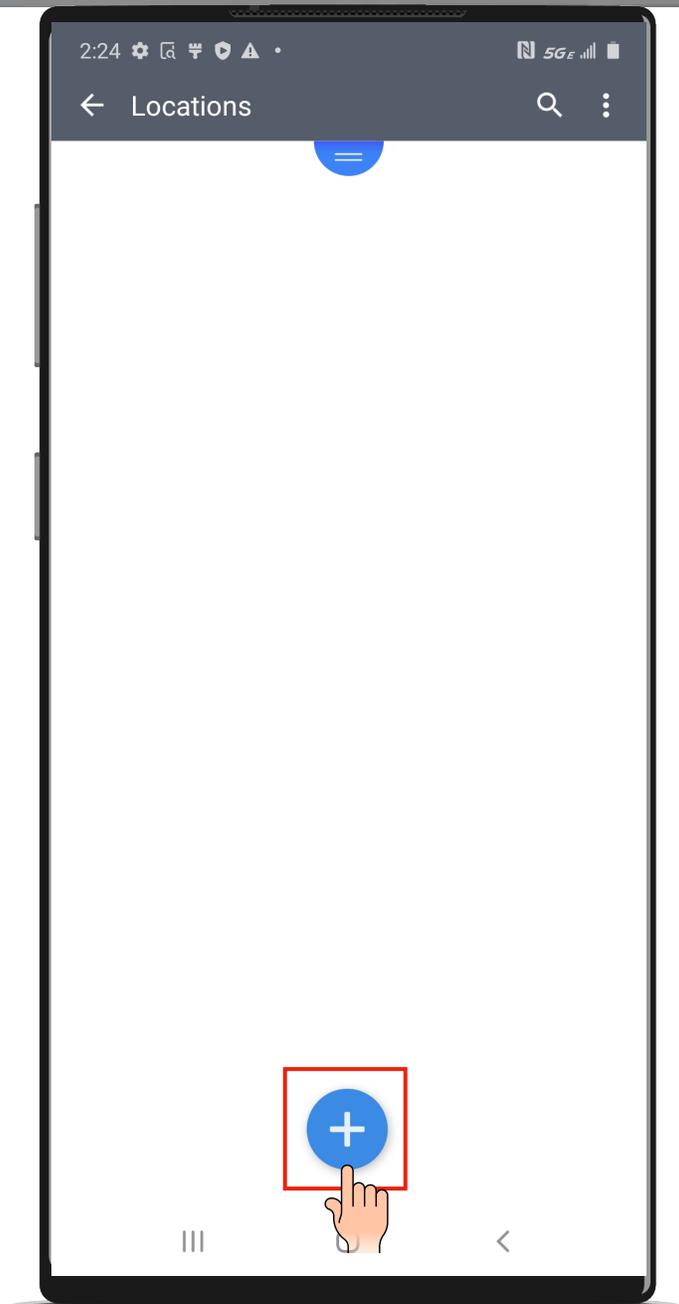
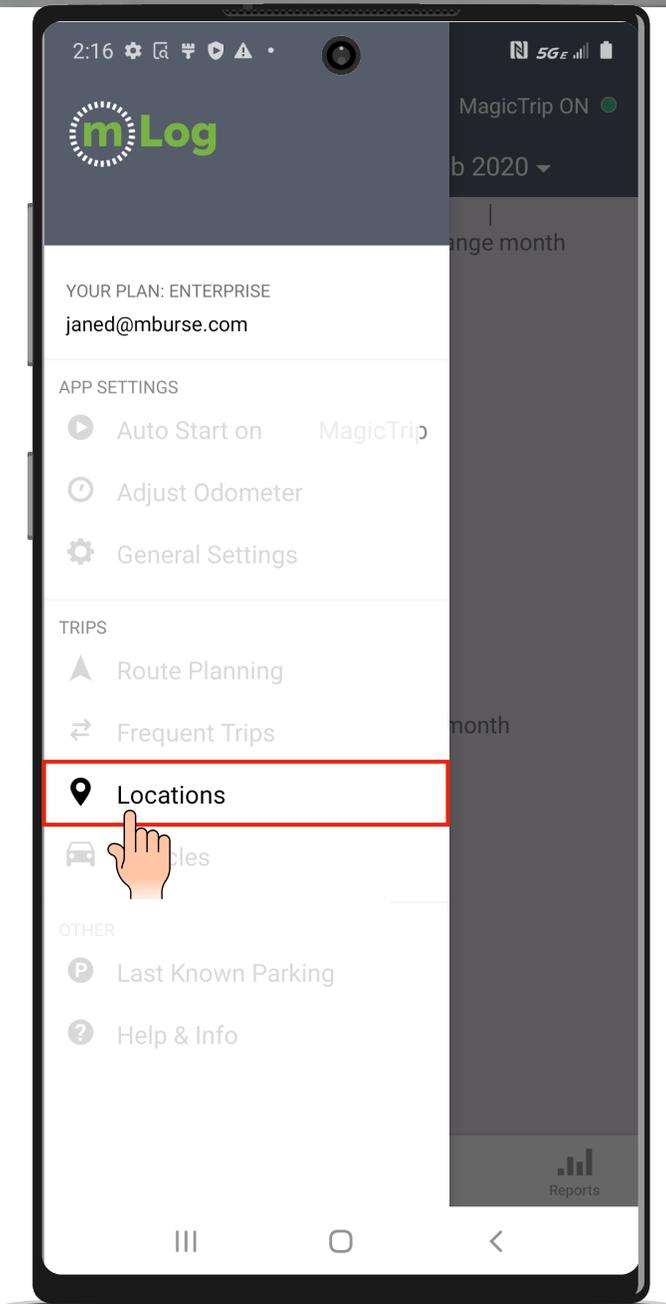
Locations

Your locations are stored in the mLog smart address book. You can sync your address book with mLog for convenience. You can also name your locations or tag locations from your smart address book.

Naming your business locations will keep your mileage log compliant and make it easier for your management team to approve mileage.



1. Open the mLog menu and select “Locations.” Select the blue add button (+) in the mLog footer to add a new location or to edit a previously visited location.



2. Complete the required fields.

The screenshot shows the 'Add Location' screen with the following fields and callouts:

- 1**: Name field
- 2**: Address field
- 3**: A green circle with a double-down arrow icon, labeled 'Address to Coordinates'
- 3**: A green circle with a double-up arrow icon, labeled 'Coordinates to Address'
- A**: A green circle with a location pin icon
- B**: Latitude field
- C**: Longitude field
- 4**: Range(ft) field, showing '300'
- 7**: A green circle with a question mark icon
- 5**: Default Activity section with buttons for 'B' (Business), 'P' (Personal), 'U' (Uncategorized), and '5' (selected)
- 6**: Tollbooth toggle switch, currently turned off
- 7**: A red circle with the number 7, pointing to the 'Import from Contacts' button

The screenshot shows the 'Locations' screen with the following details:

- Location Name** - Saving a location name will populate with the locations name on your next visit.
- Address** - Enter address using this format: 1234 Main Street Denver, CO 80202
- Current location** - Select this icon to auto populate all of the required fields using your current location
- Coordinates** - Select the Address to Coordinates for accuracy, this will populate the latitude (3A) and longitude 3B
- Range** - Determines address accuracy. Good for parking lots and large buildings
- Default Activity** - Determines how the trip is categorized regardless of business hours start or end times.
- Tollbooth** - Determines if mLog will identify and tag tollbooth charges ****WILL WORK IF YOUR COMPANY IS SUBSCRIBING TO THE EXPENSE MODULE****
- Import from Contacts** - Auto populate the contact information from your contacts.

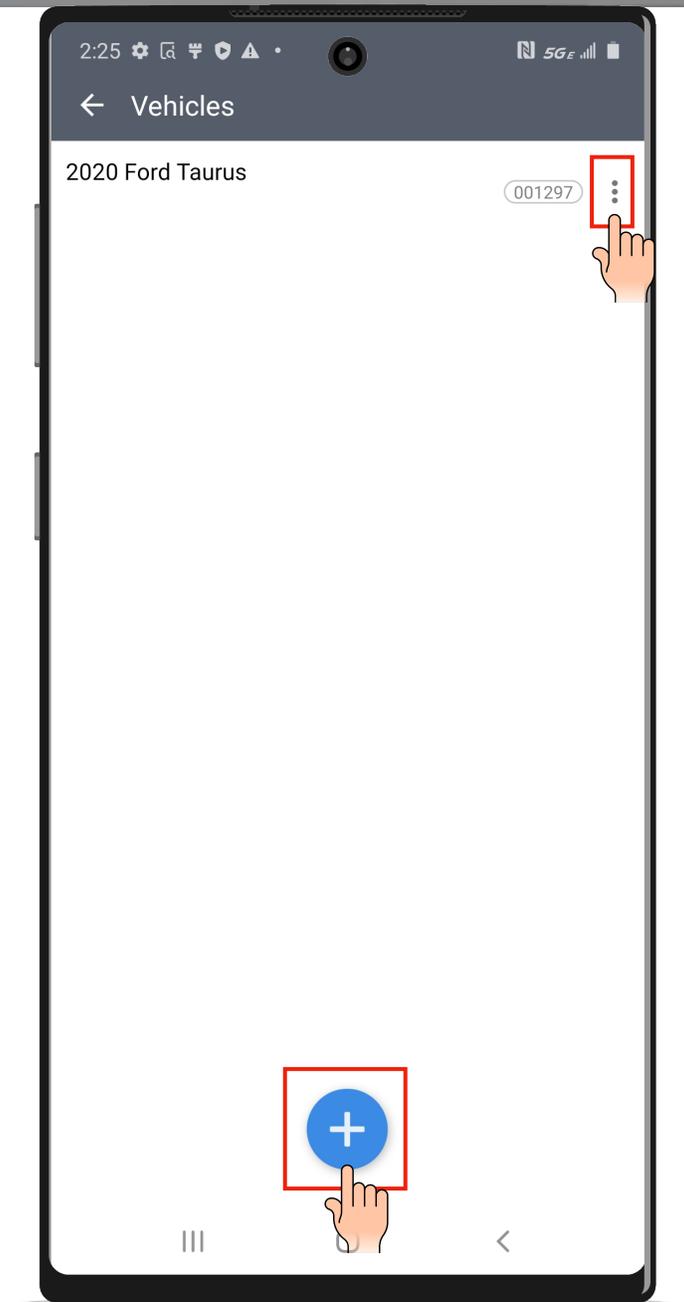
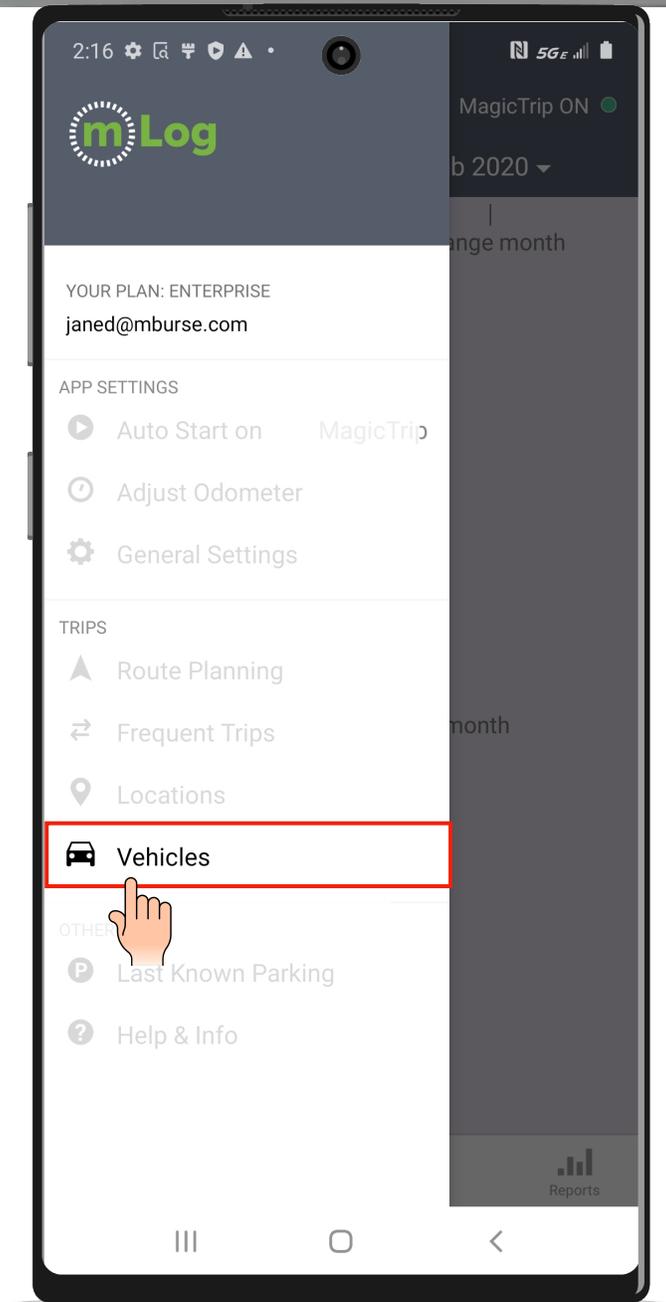


Vehicles

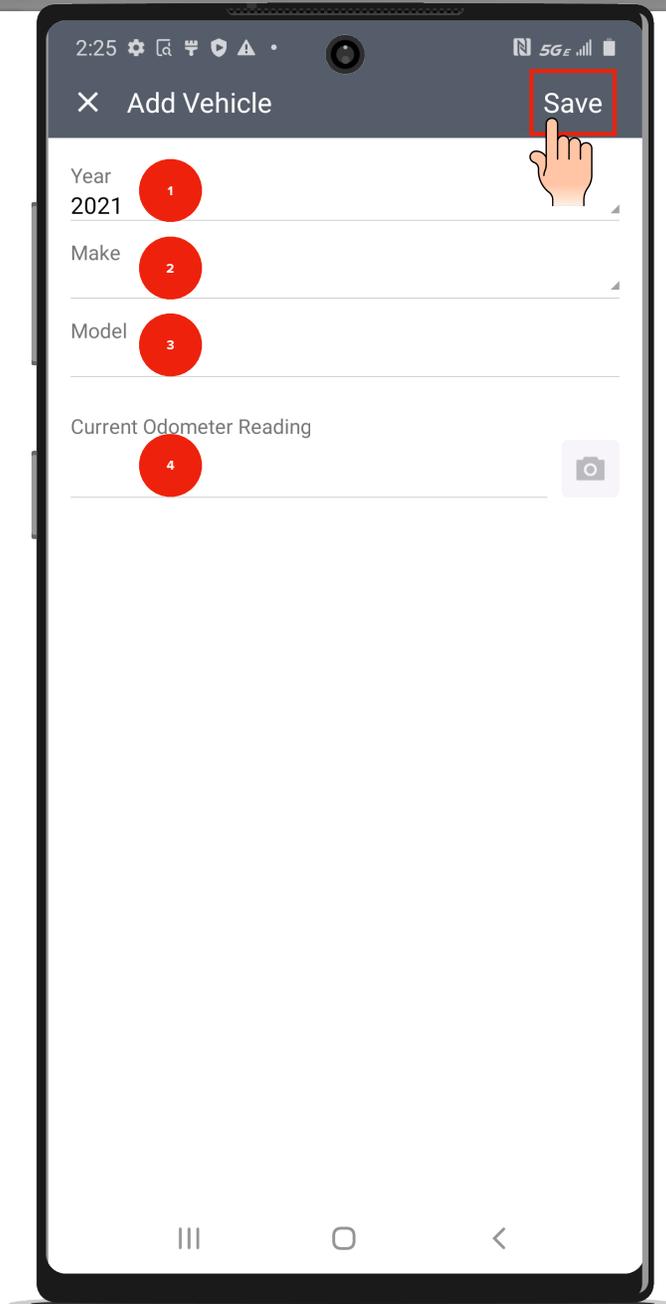
Manage your vehicles by adding a new vehicle, editing an existing vehicle, or replacing an existing vehicle.



1. Open the mLog menu and select “Vehicles.” Select the blue add button (+) in the footer to add a new vehicle. To edit or delete an existing vehicle, select the three dots next to that vehicle.



2. Enter the year, make, model, and odometer and select “Save.”

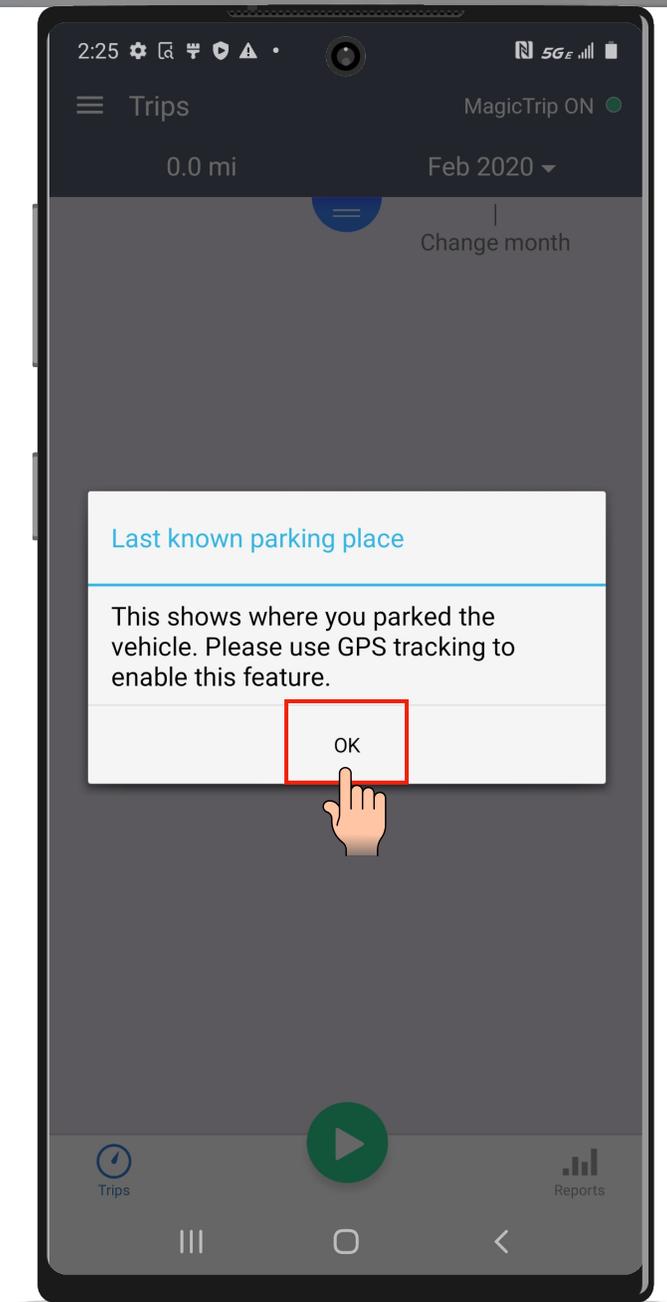
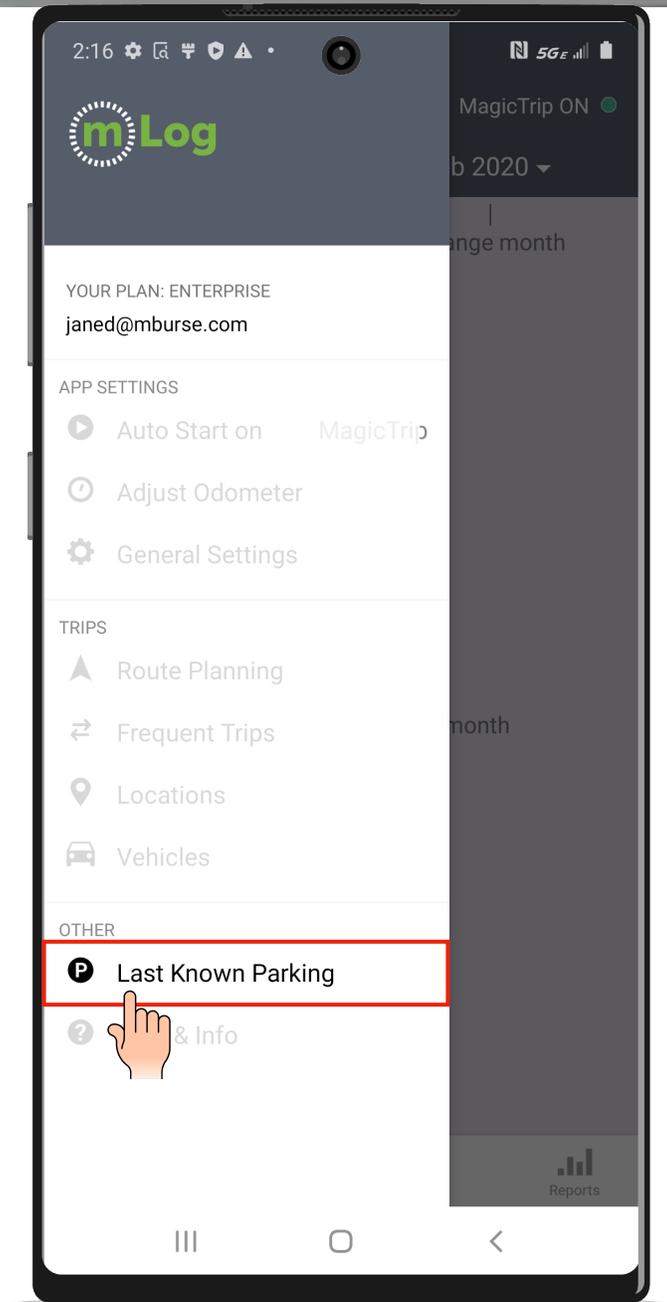


Last Known Location

This feature helps locate your vehicle's last known location when mLog was running. This is useful for finding your vehicle in airport parking lots or at facilities with large parking lots.



1. Open the mLog menu and select the “Last Known Parking” button to show the last place your vehicle was parked.

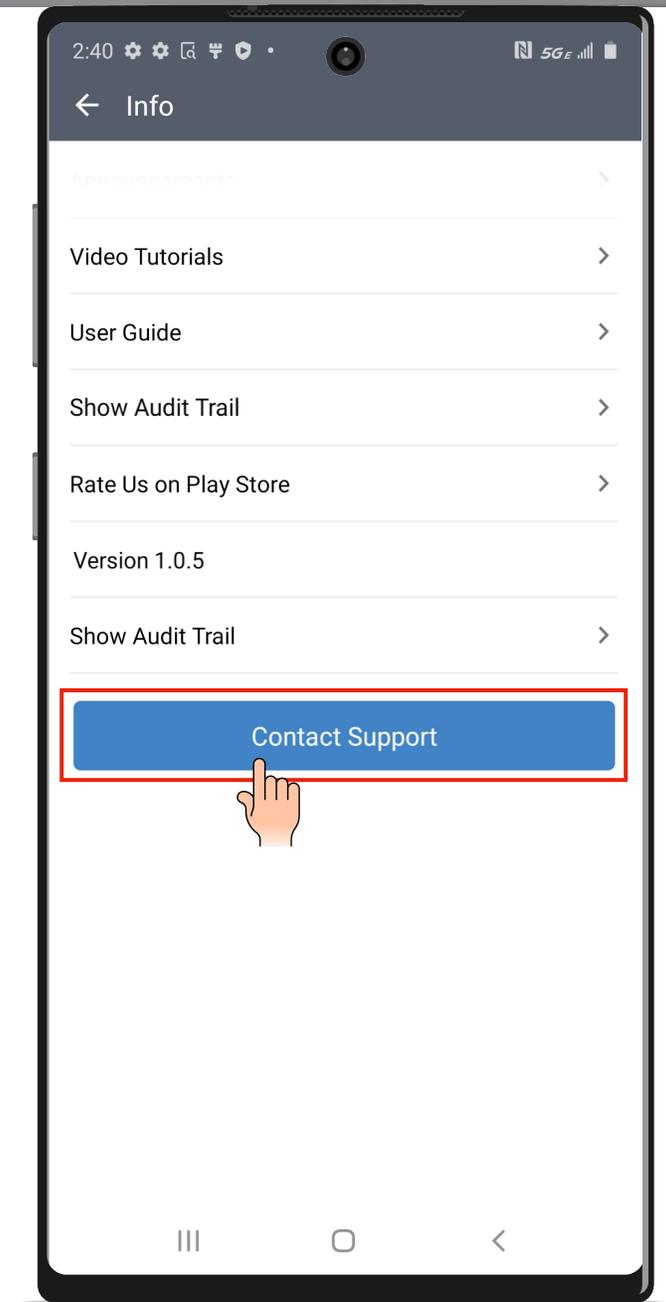
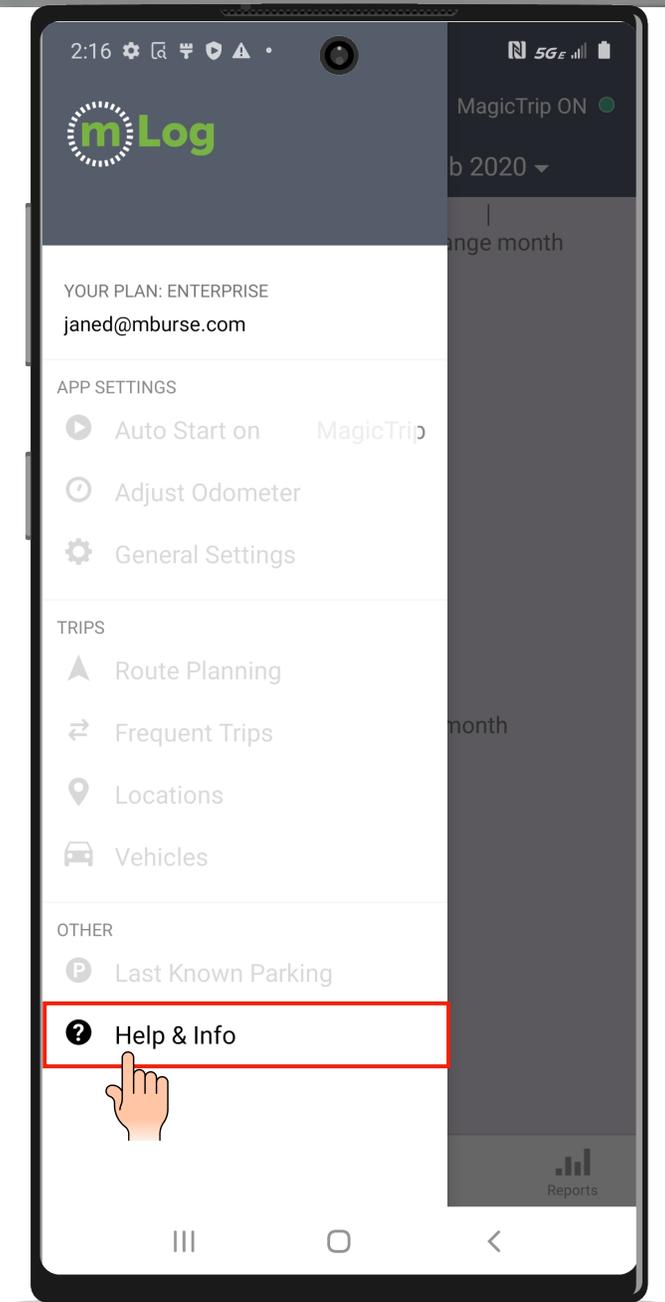


Help and Info

The Help and Info menu provides additional support resources. You can contact support directly, watch videos, or access our user guide.



1. Open the mLog menu and select the “Help & Info” button for additional resources.





ANDROID USER GUIDE

mLog

March 2020