



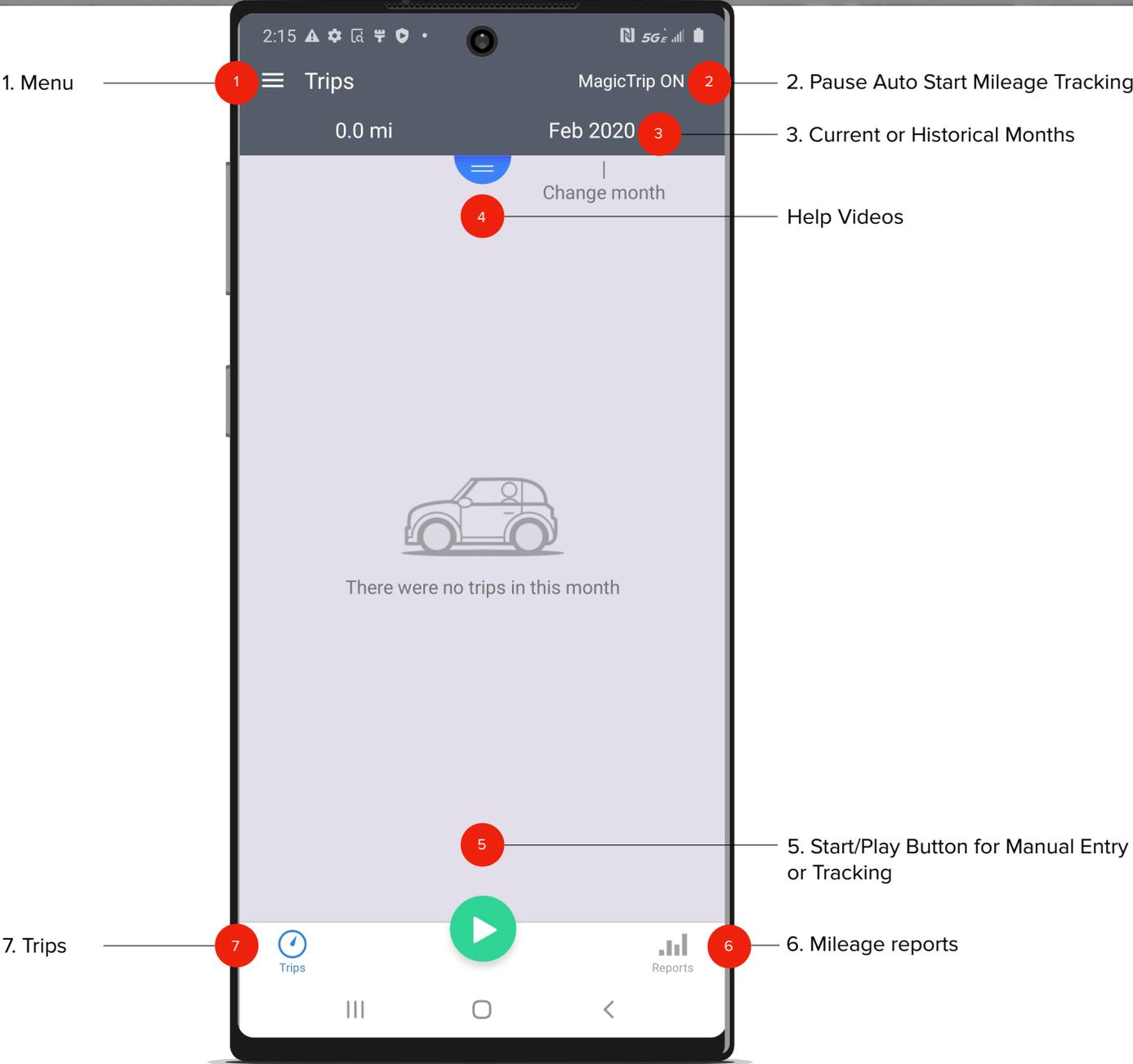
ANDROID USER GUIDE

Manual Mileage Entry

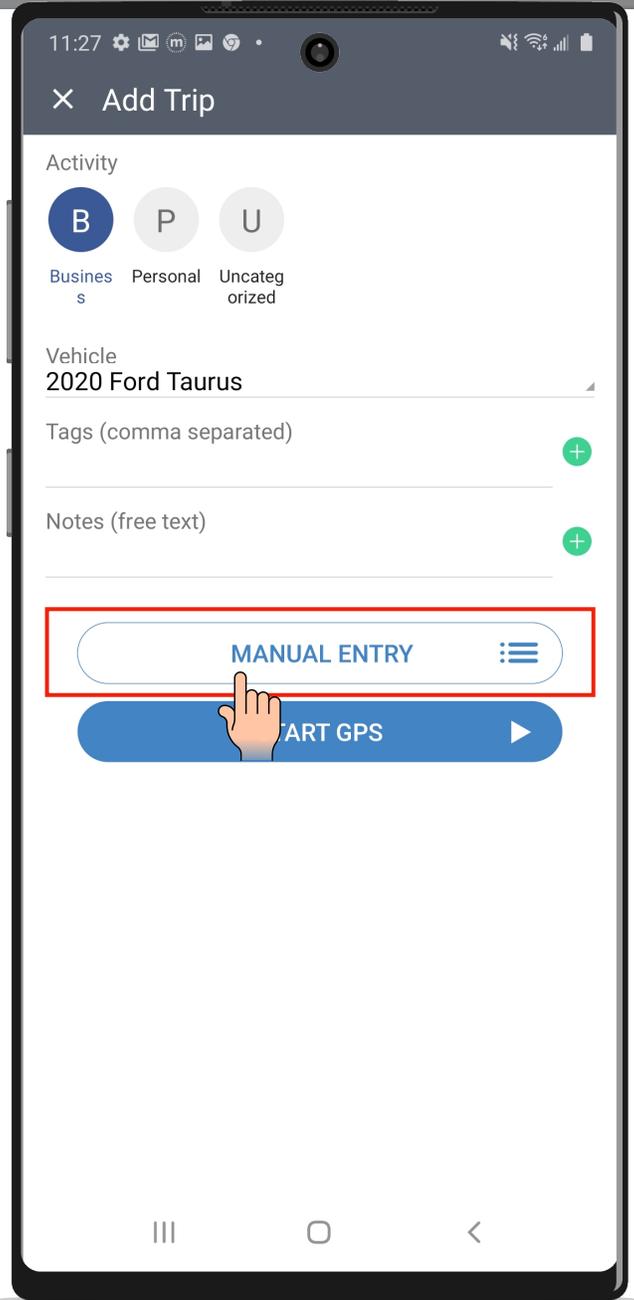
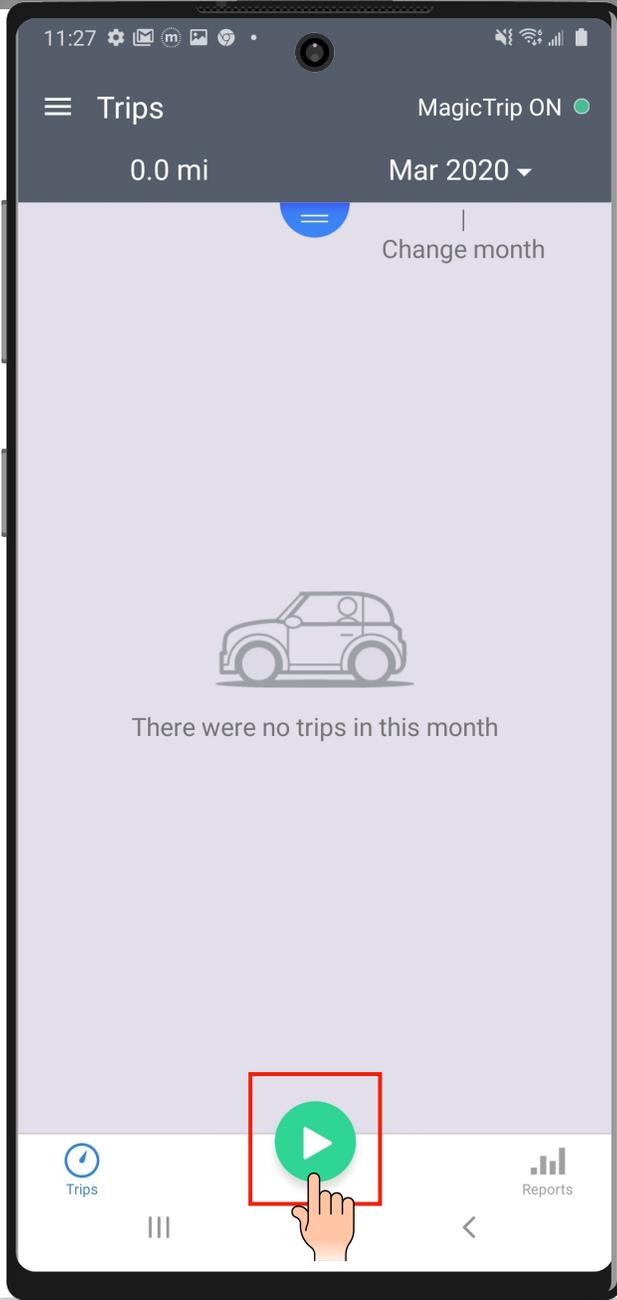
DO NOT MANUALLY ENTER MILEAGE WHILE DRIVING YOUR VEHICLE

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** +

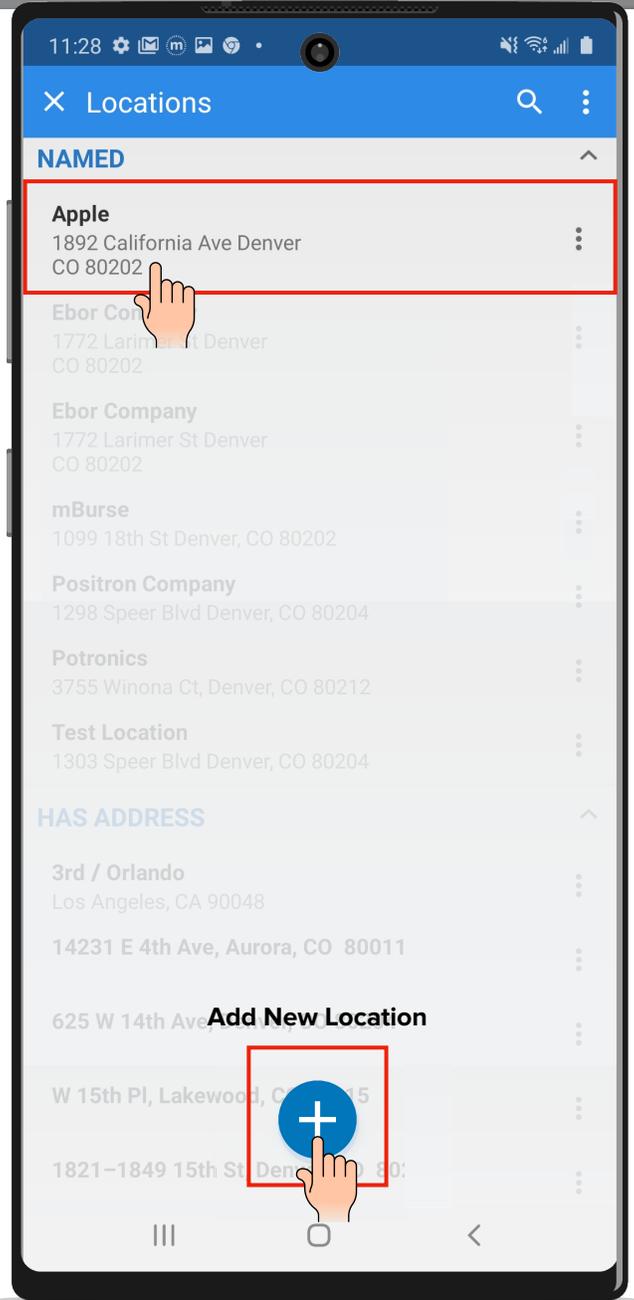
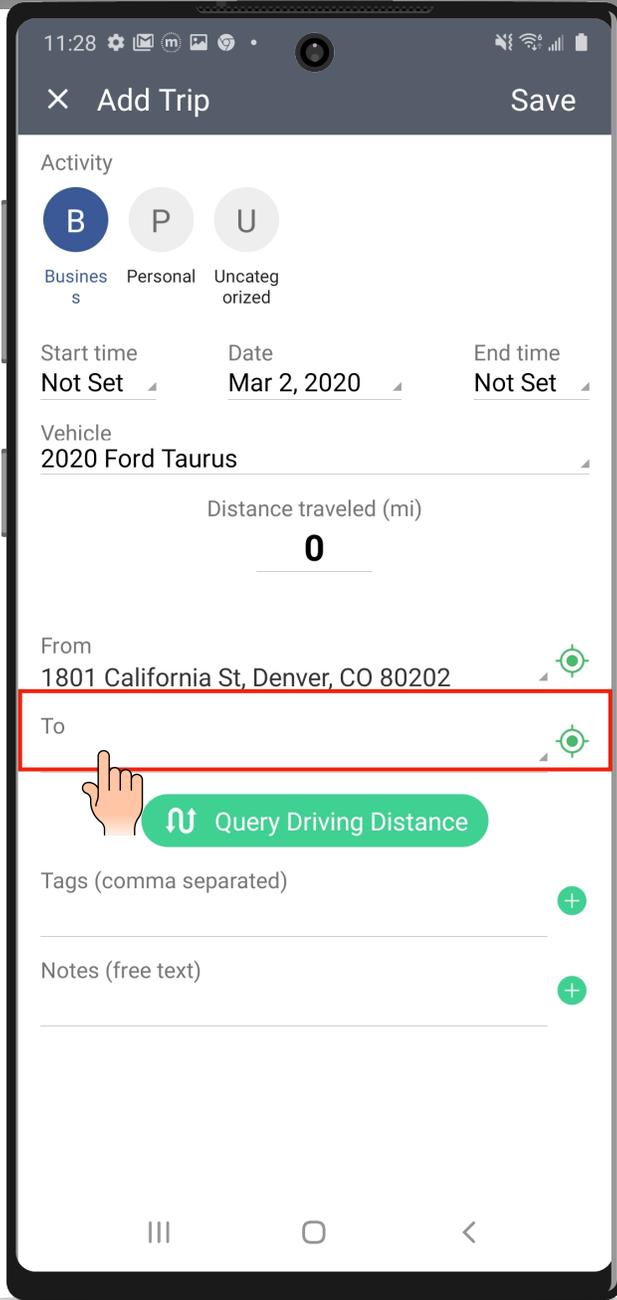
Notes (free text) **E** +

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.

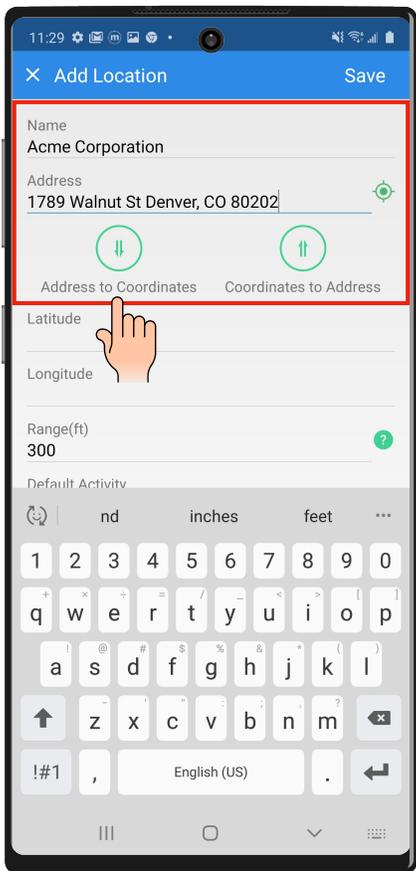


Step 2.1. When you choose the “From” or “To” fields, the Smart Address Book will open. You can either choose a previously visited location or add a new location.

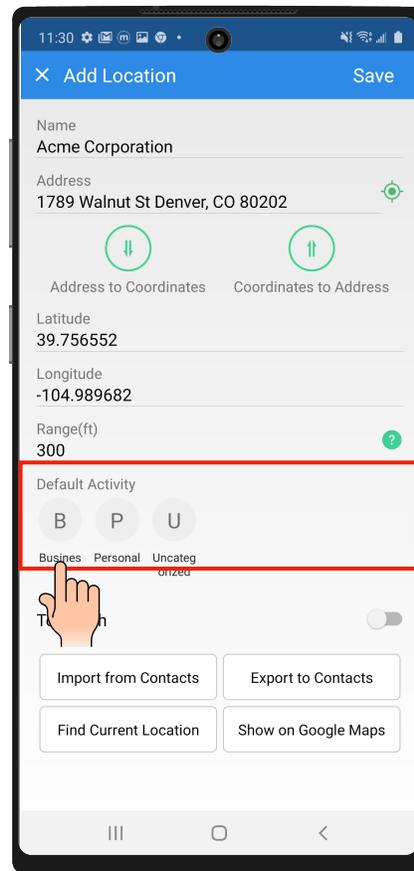


Step 3. To add a new location, complete the “Name” and “Address” fields. Then select “Address to Coordinates” to calculate the latitude and longitude fields for accuracy and select “Save.”

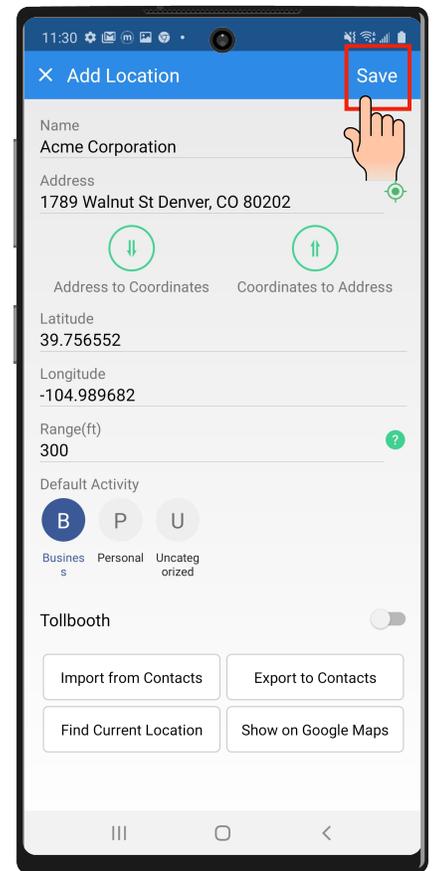
1



2



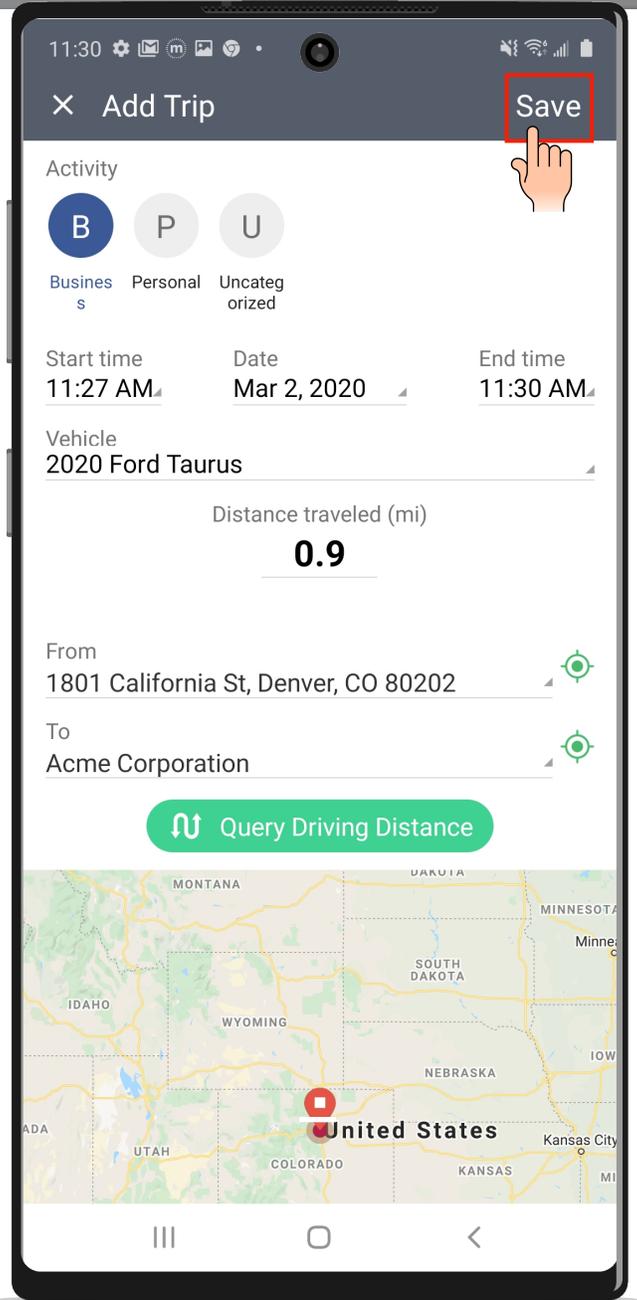
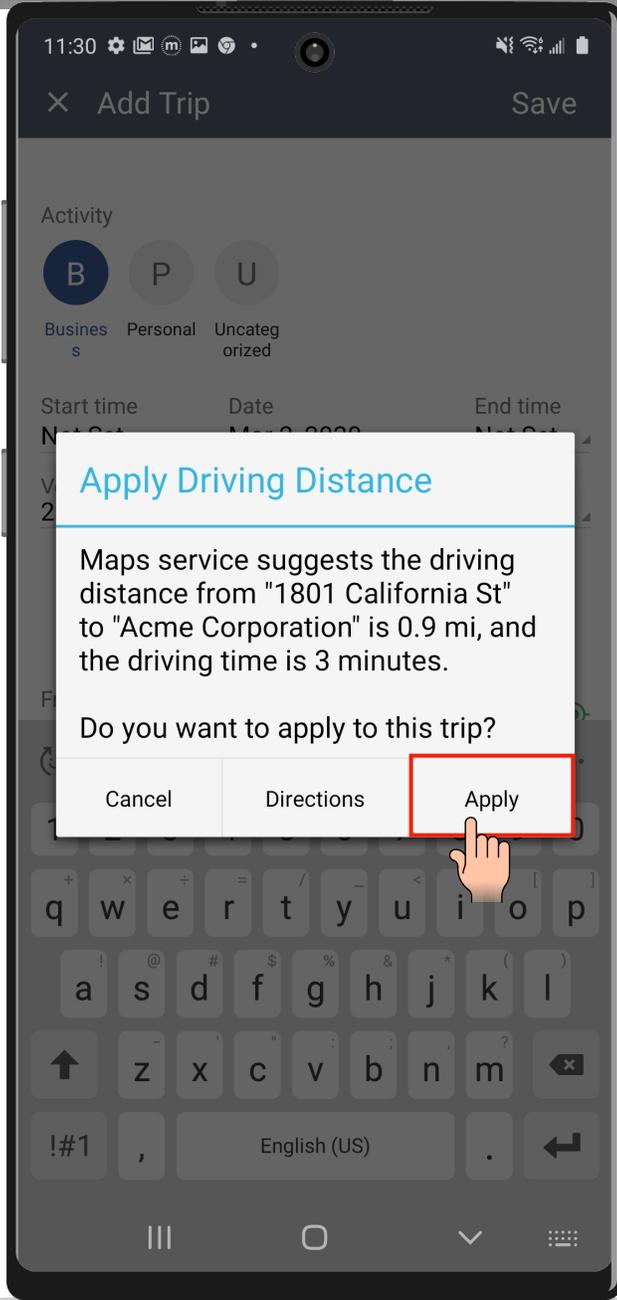
3



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.



Still need help?

For questions or additional support, use these resources:

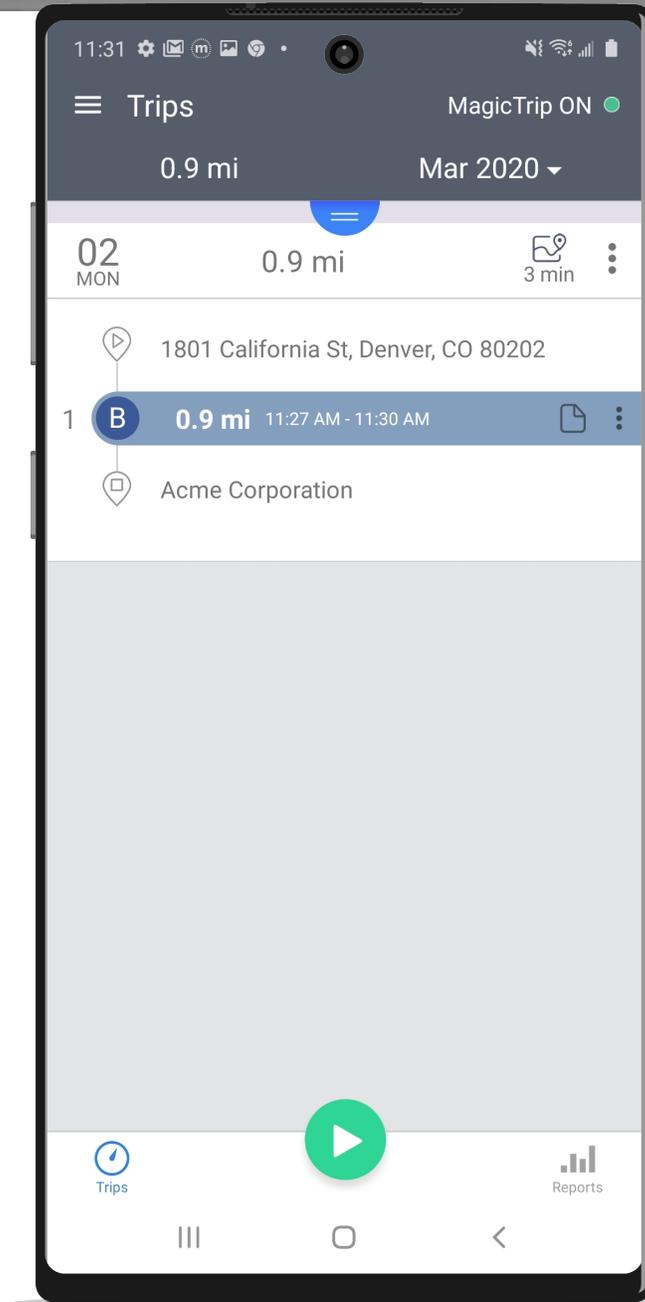
1. In app help - Tutorial videos, User Guides, or Knowledge Base
(Open mLog > Select Menu > Help & Info > Contact Us)
2. YouTube Tutorials ([HERE](#))
3. Driver Services (driverservices@mburse.com).
(Open mLog > Select Menu > Help & Info > Contact Us)





Congratulations!

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





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mLog

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