

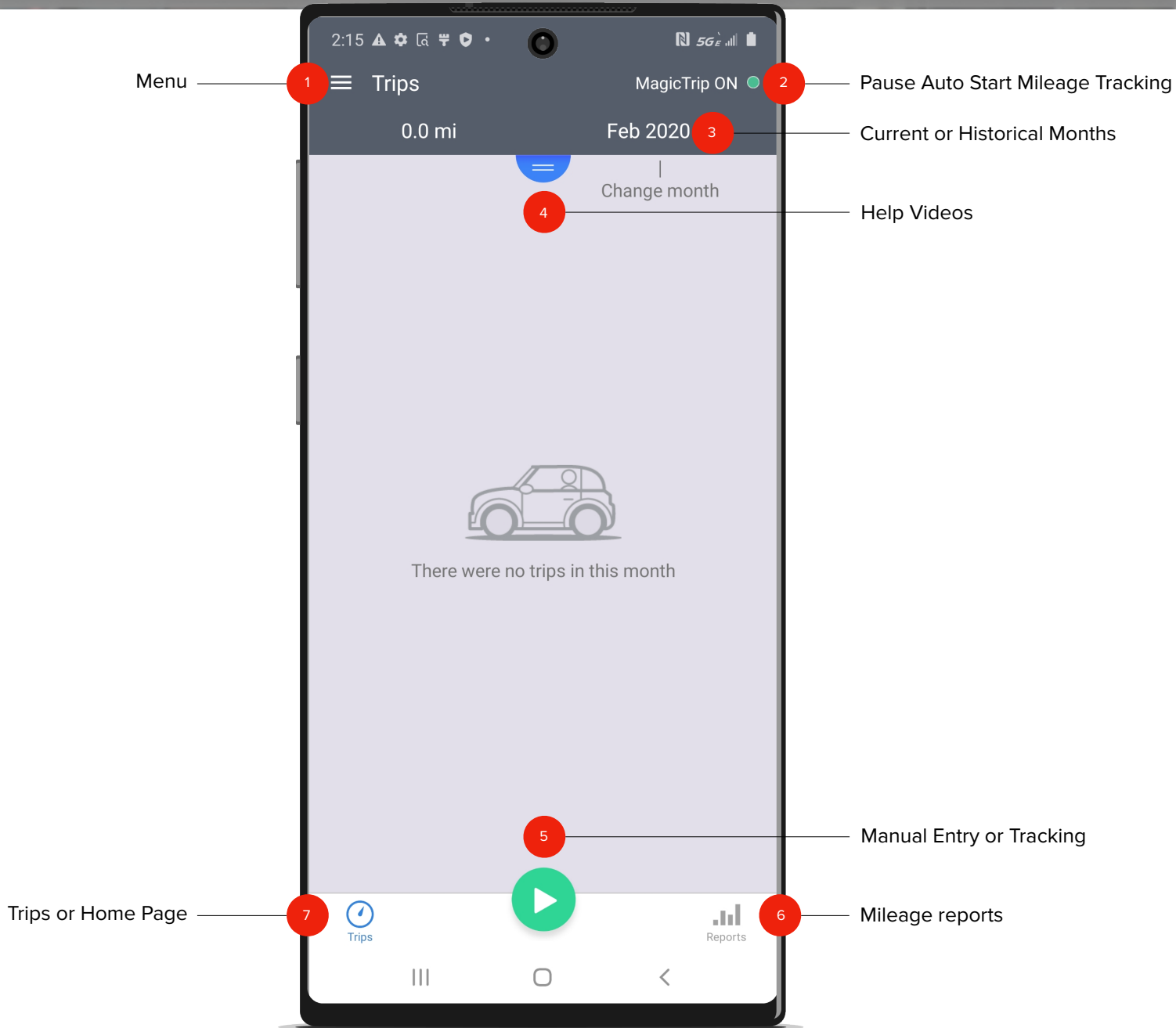


USER GUIDE

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:

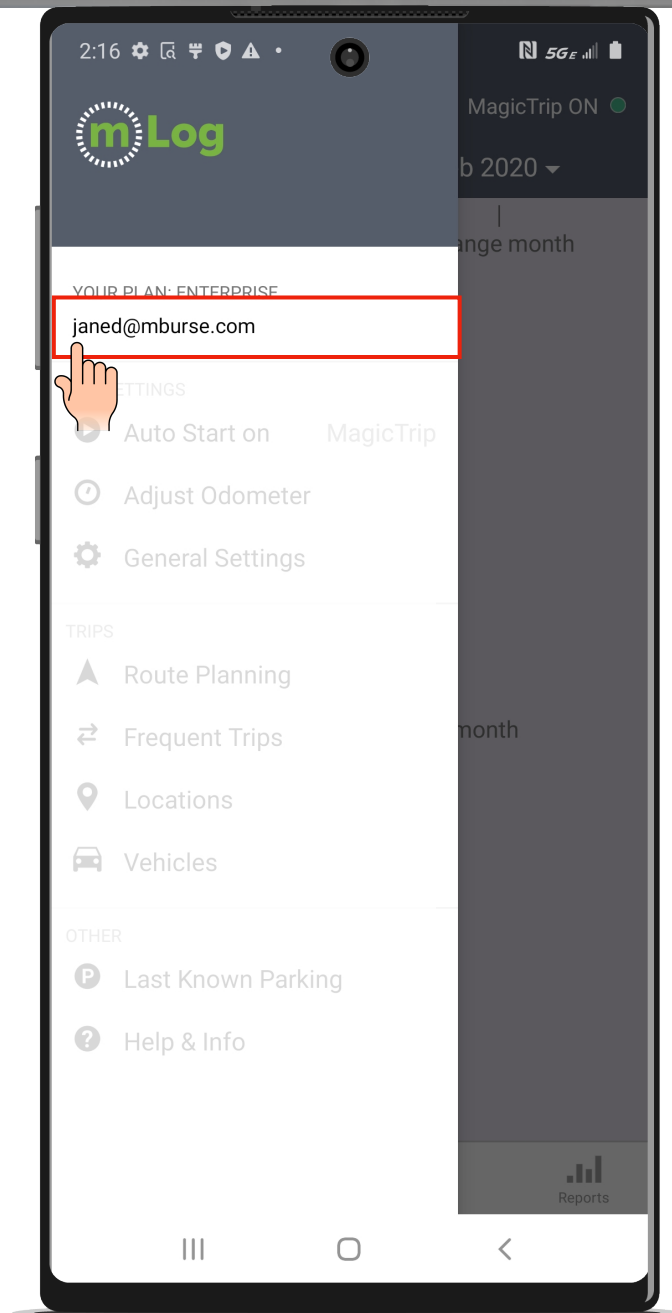
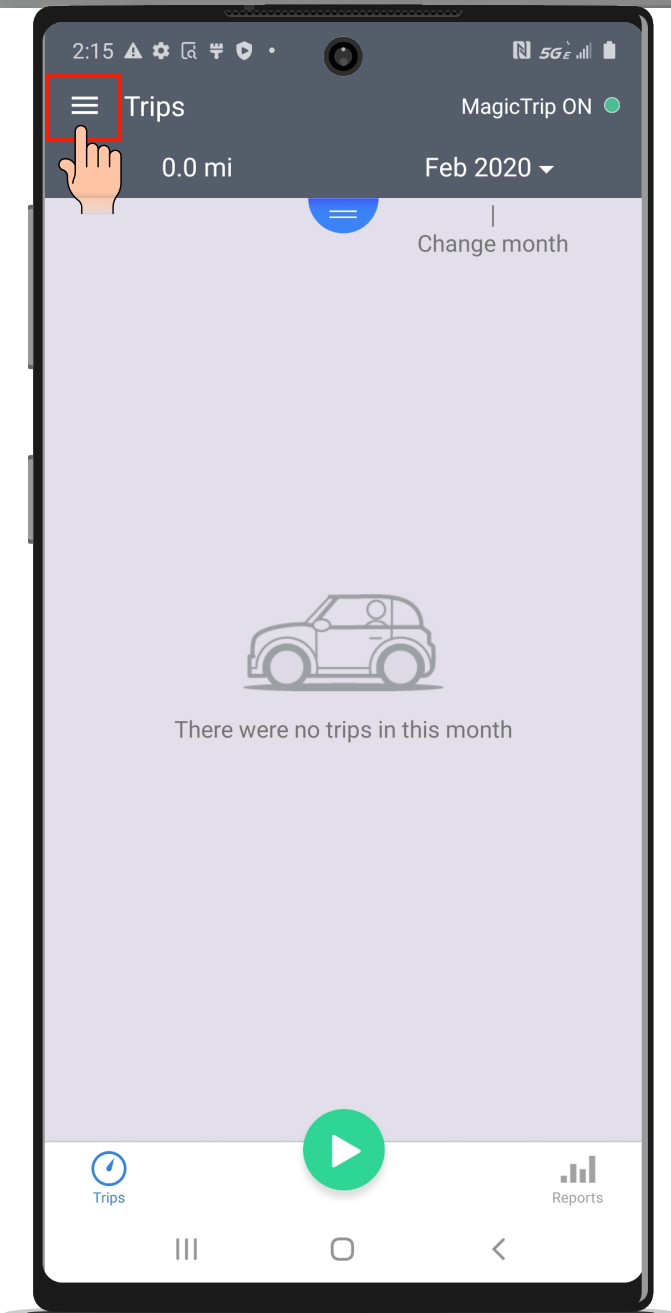
Replace a phone or device - If you are replacing a device, you can pull your mileage from the cloud manually or automatically. Mileage is automatically synced with a new device once you log into your account.

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).

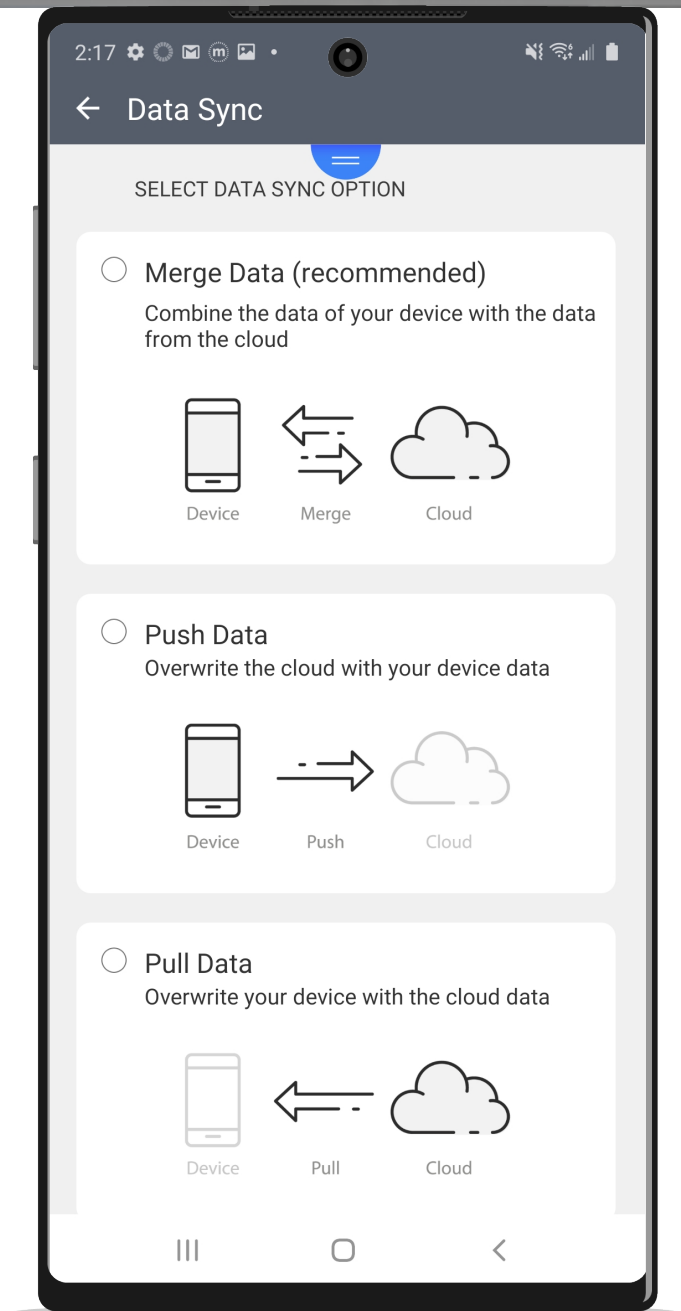
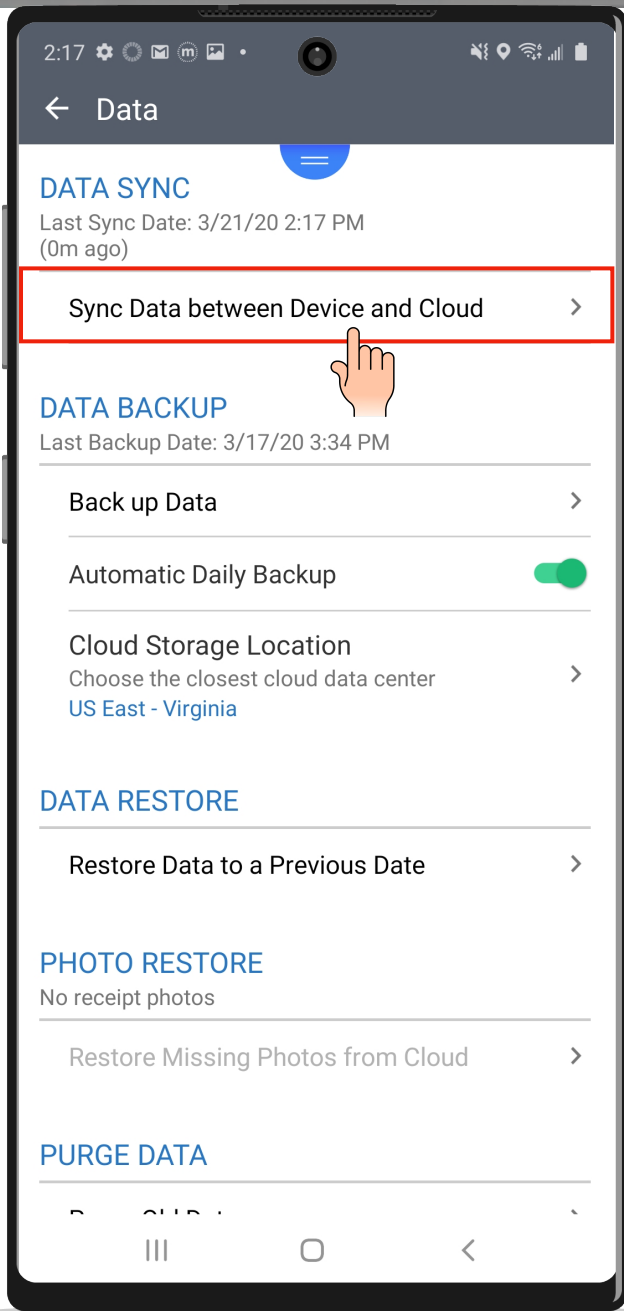
Log trips without being logged into your account - mLog will continue to track mileage even if you are not logged into your account. If you discover you were not logged in, you can push your mileage from your device to the cloud.



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

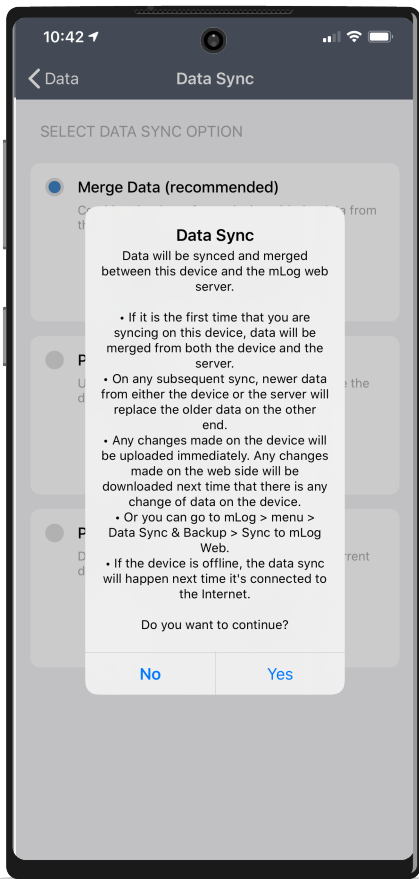
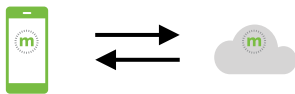


2. Under the “Data” menu, select “Sync Data between Device and Cloud.” This will bring up three sync options.



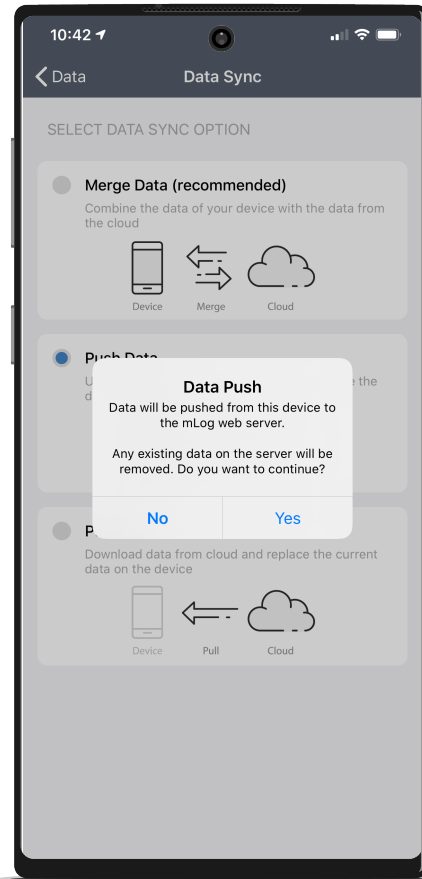
3. Choose one of the three data sync options.

Sync or Merge Data with Cloud



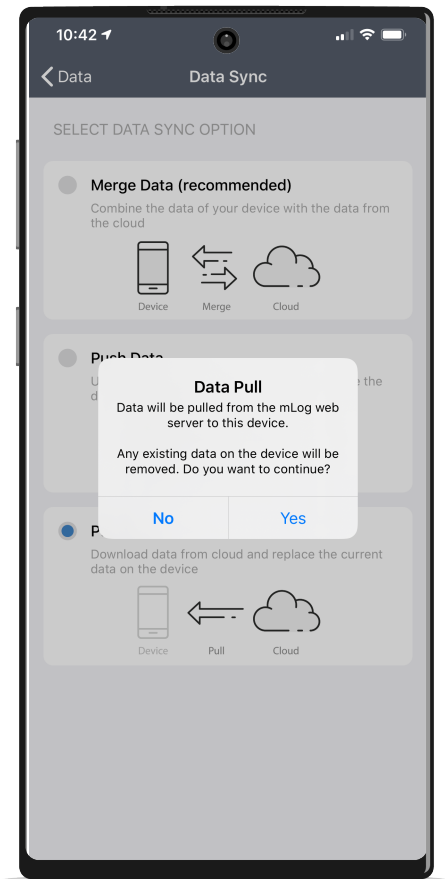
Merging data combines cloud data with phone data. This is great if you have a new phone with mileage that you need to merge with old data.

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.

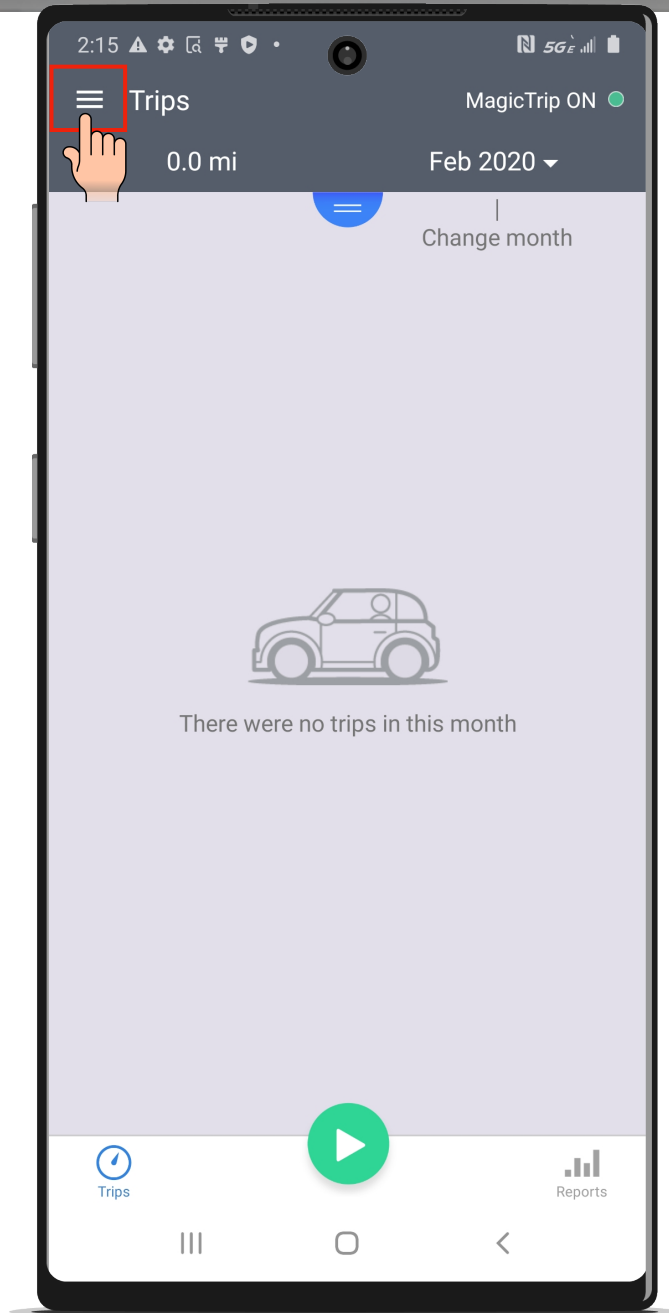
Some important things to consider:

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.

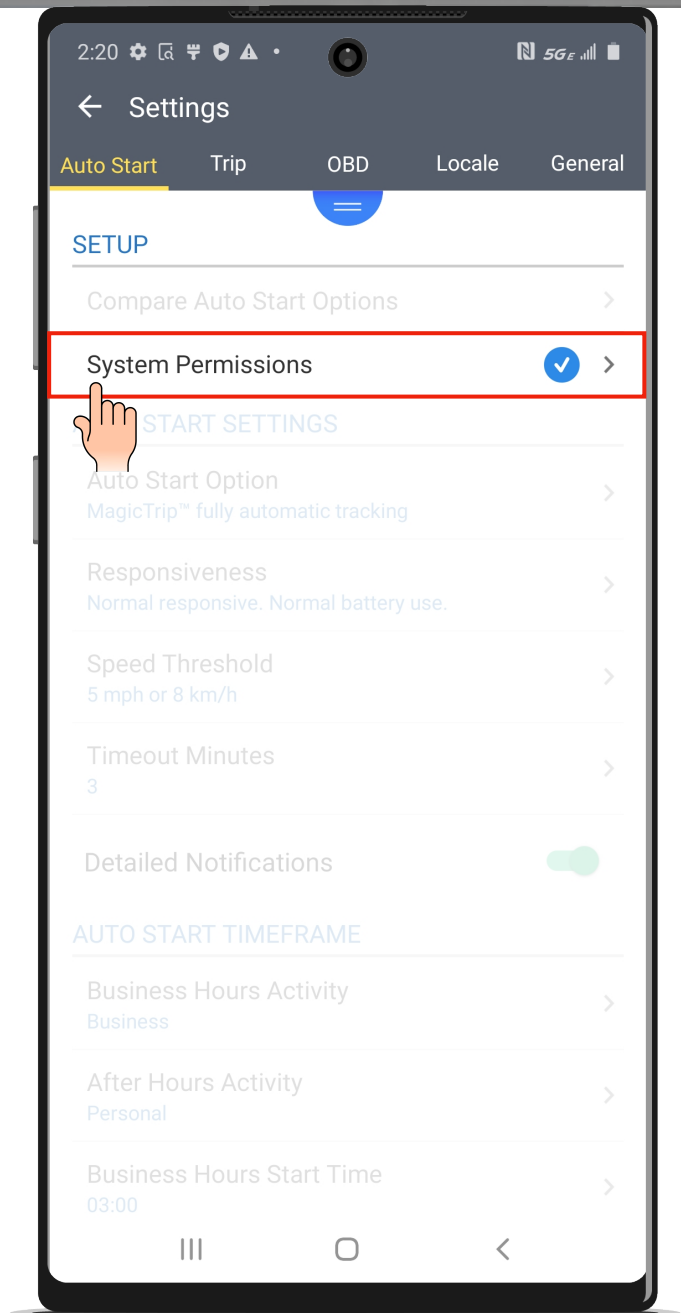
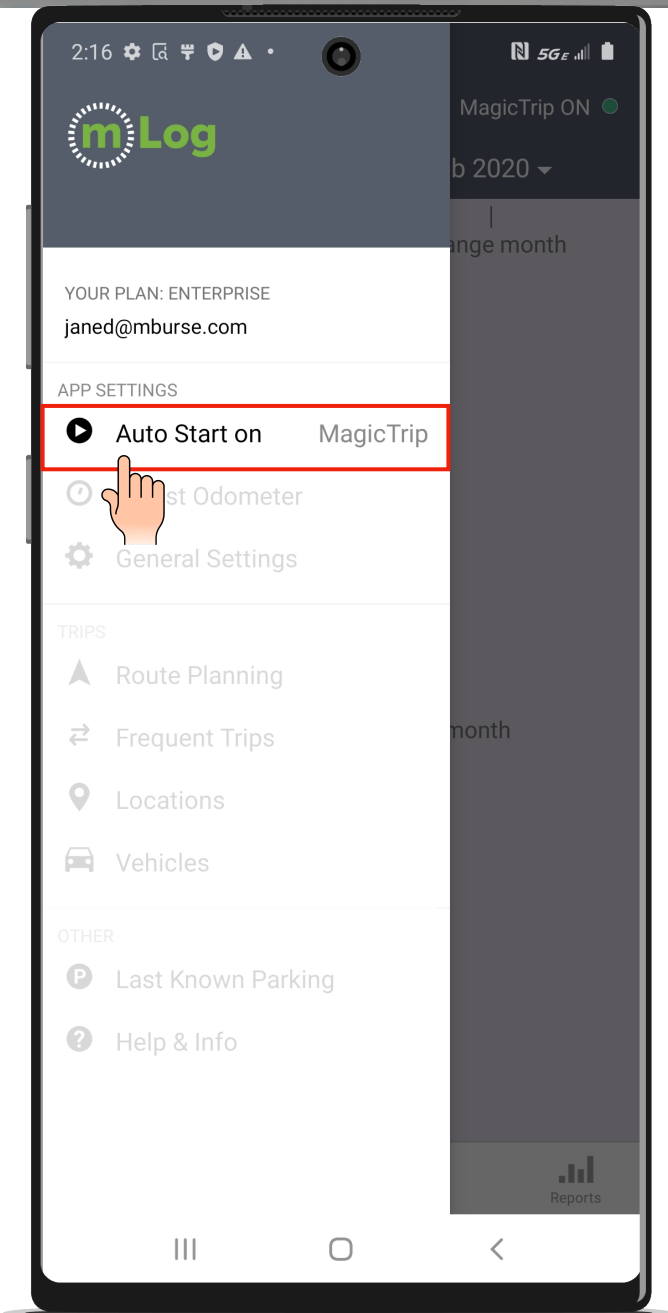
Battery Saver - If your battery saver is turned on, mLog will stop working when your battery enters power safe mode. Turning off battery saver allows your mileage to continue calculating even if your battery runs into the low power spectrum (less than 20%).



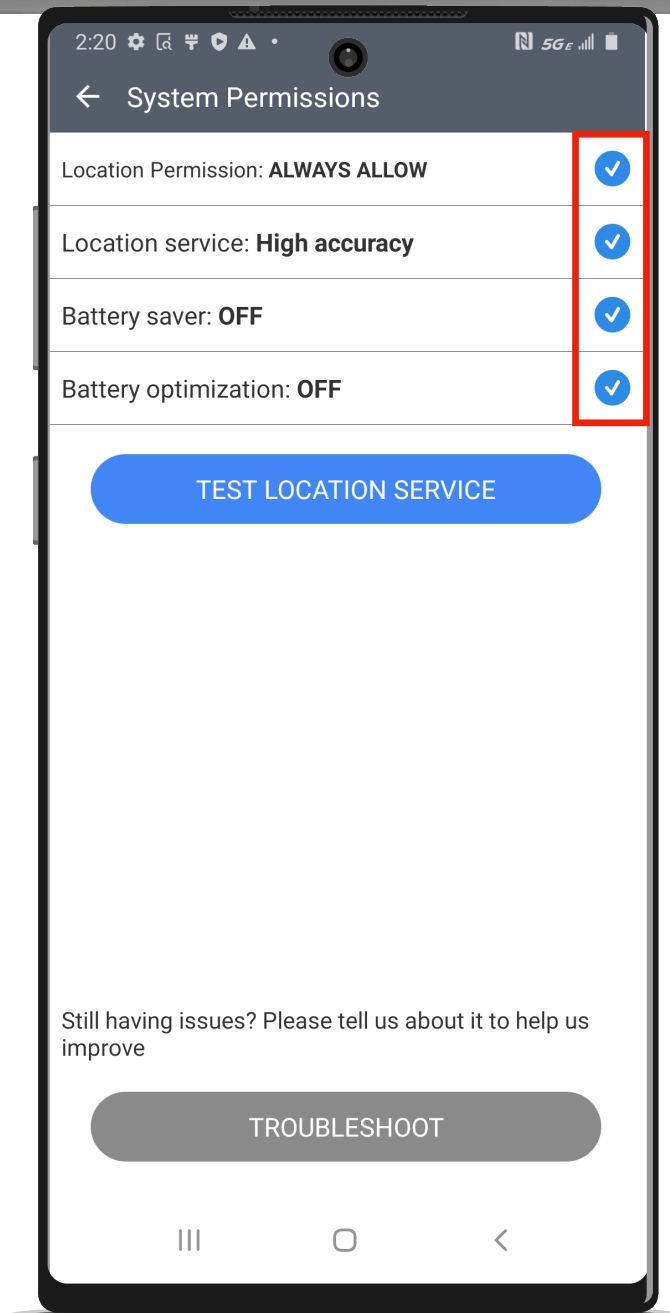
1. From the home or “Trips” page select the menu.



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

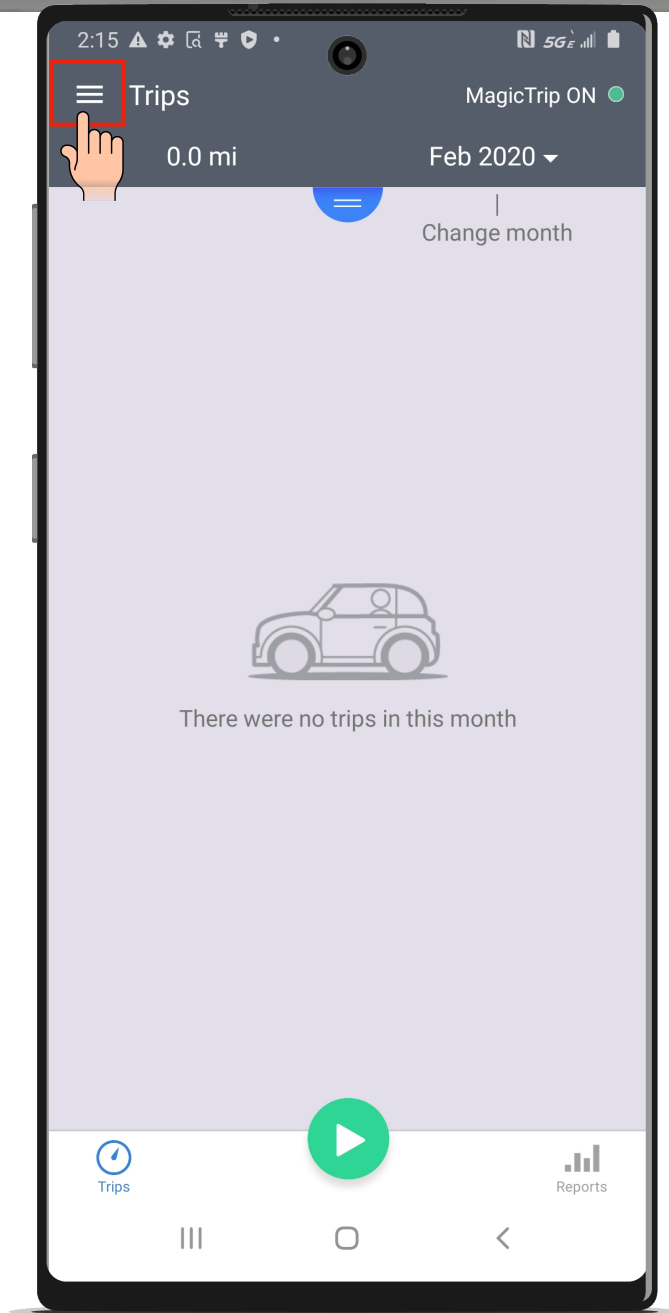
Setting your business hours will help organize when trips are recorded.

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.

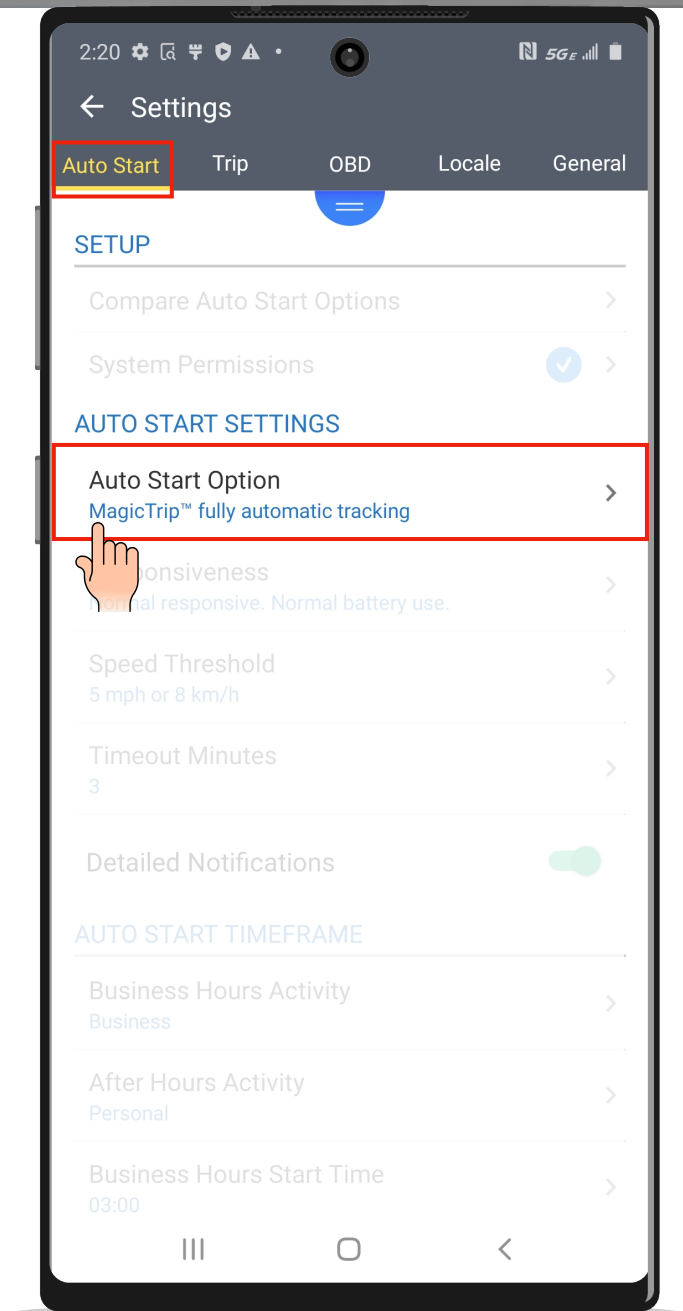
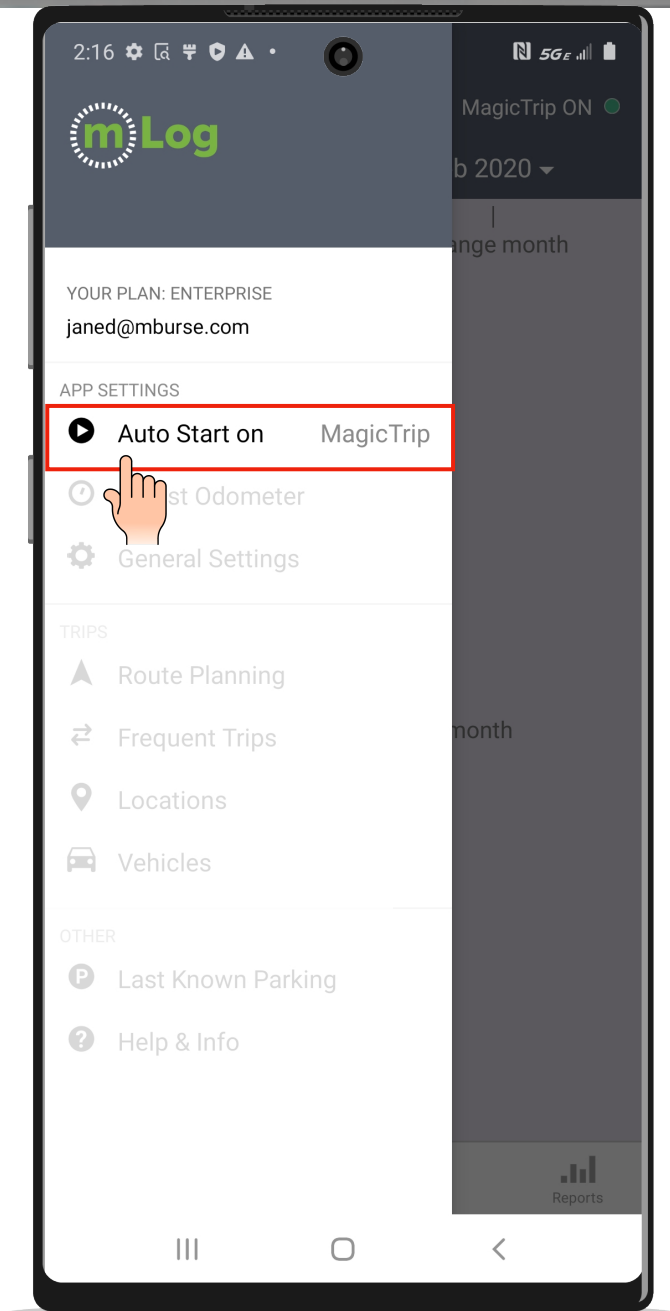
Determining the optimal auto start mileage tracking style is important to making the most effective use of the mLog app.



1. Select the menu.



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



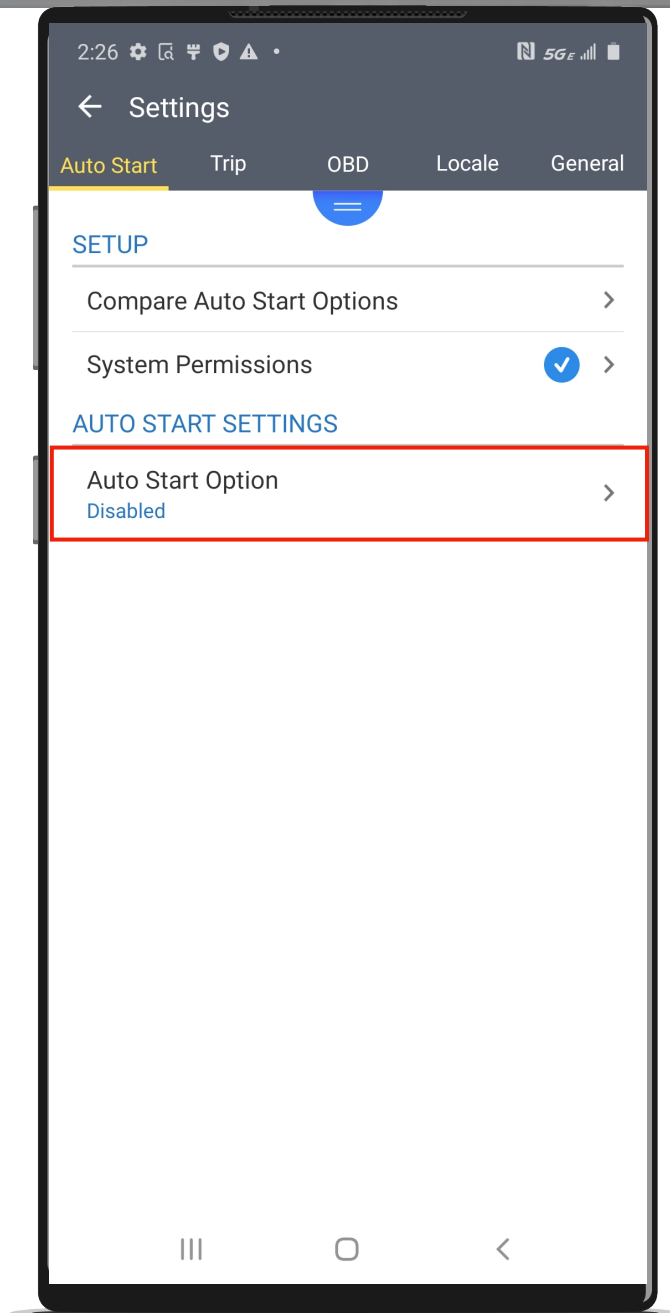
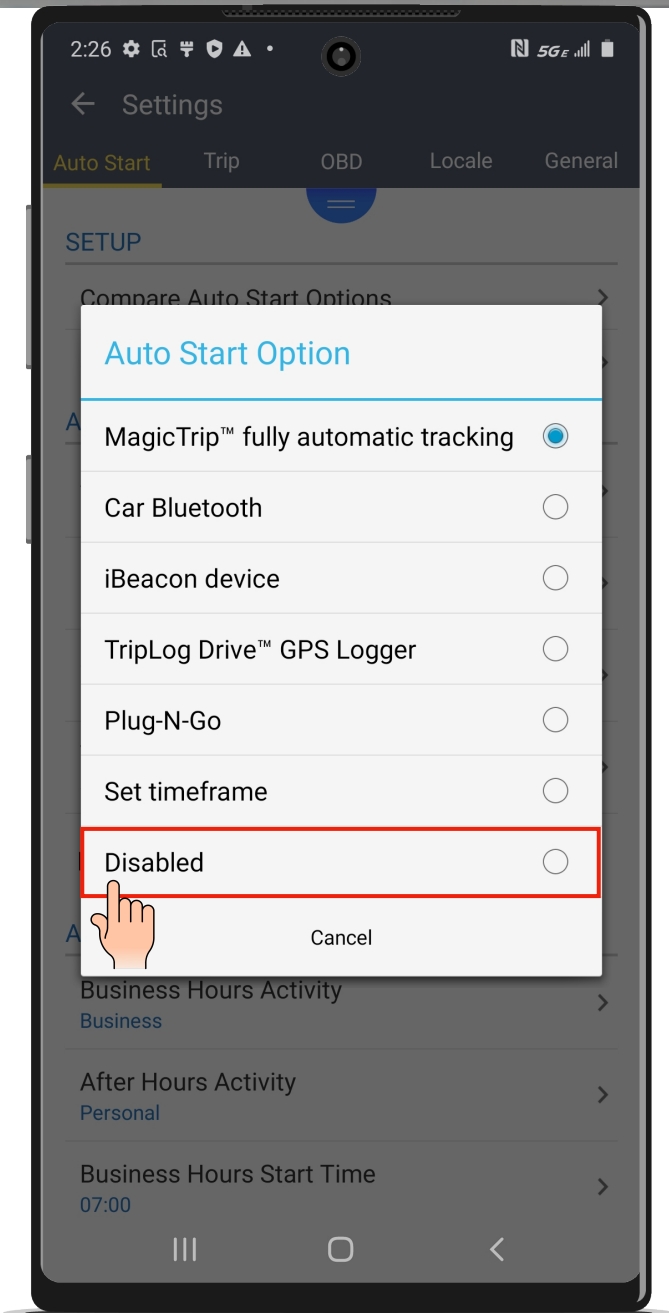
Still need help?

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)

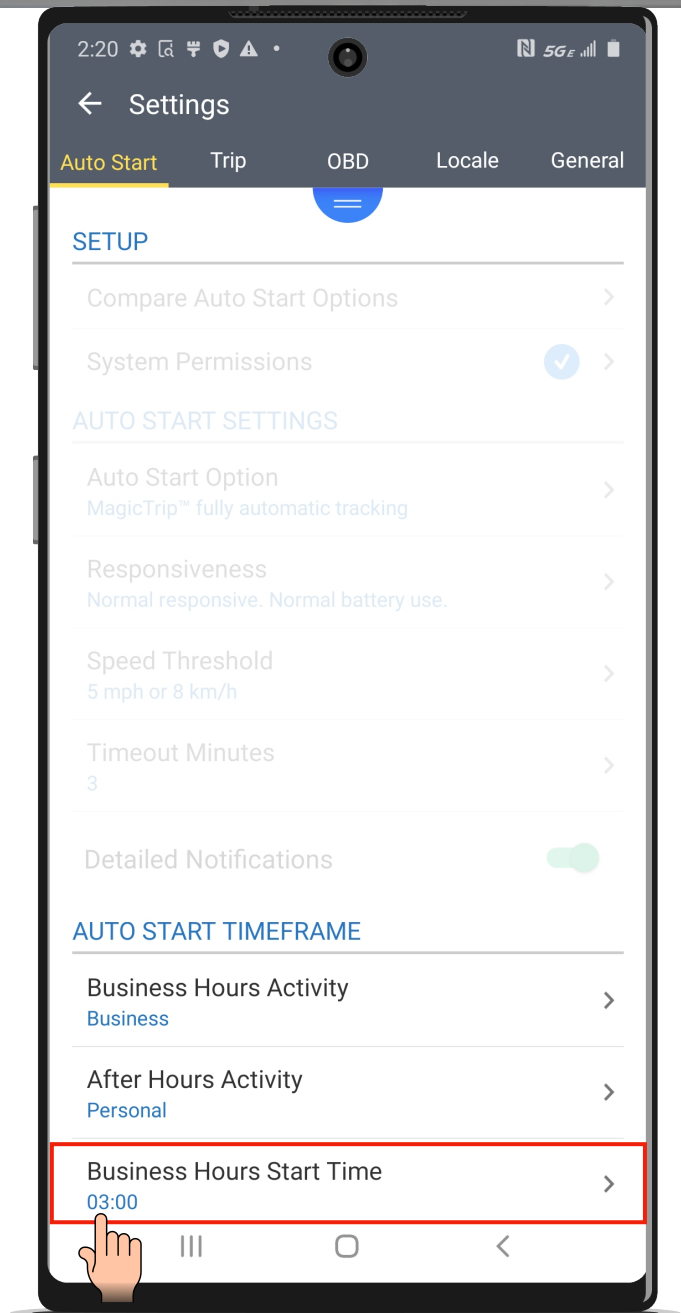
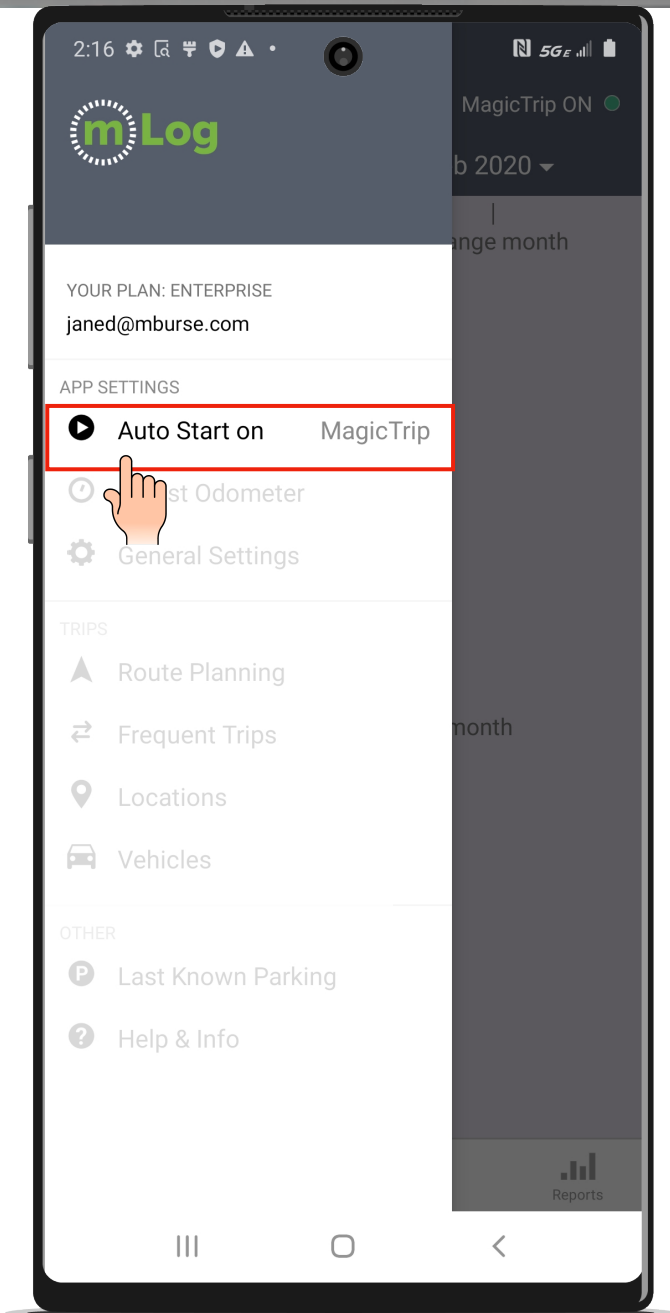


4. Selecting “Disabled” will effectively turn off mLog (great for vacation mode).

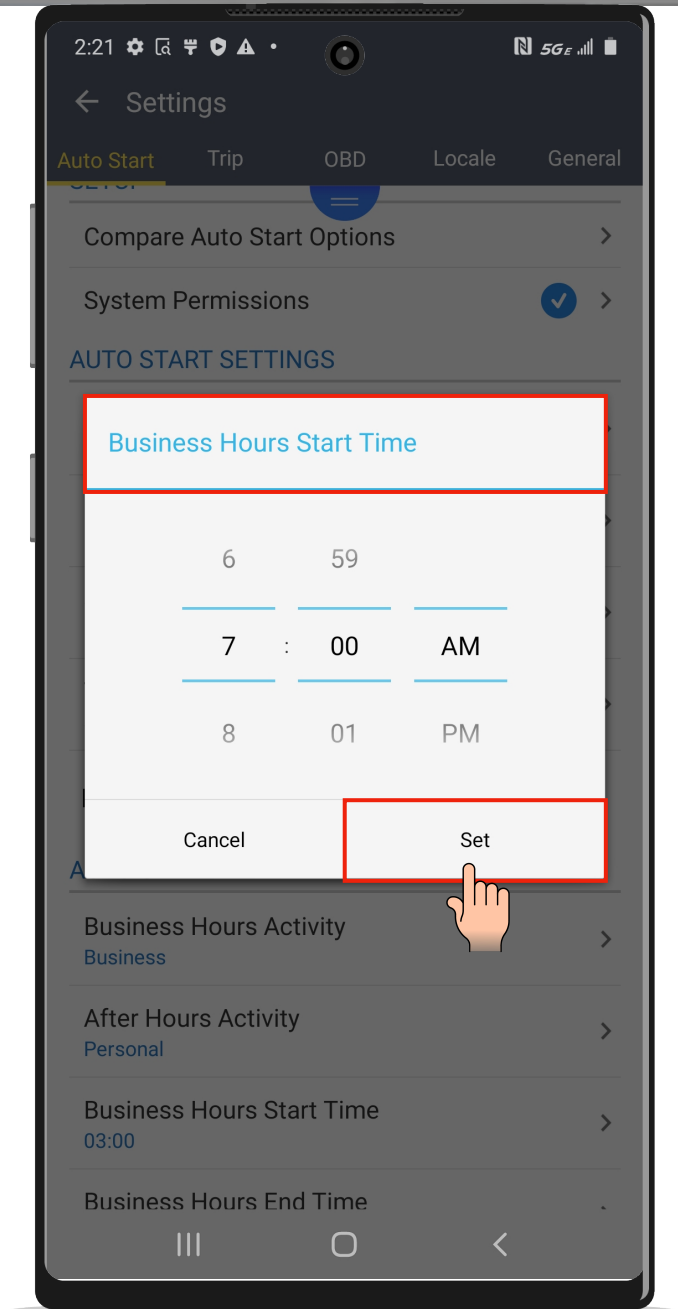
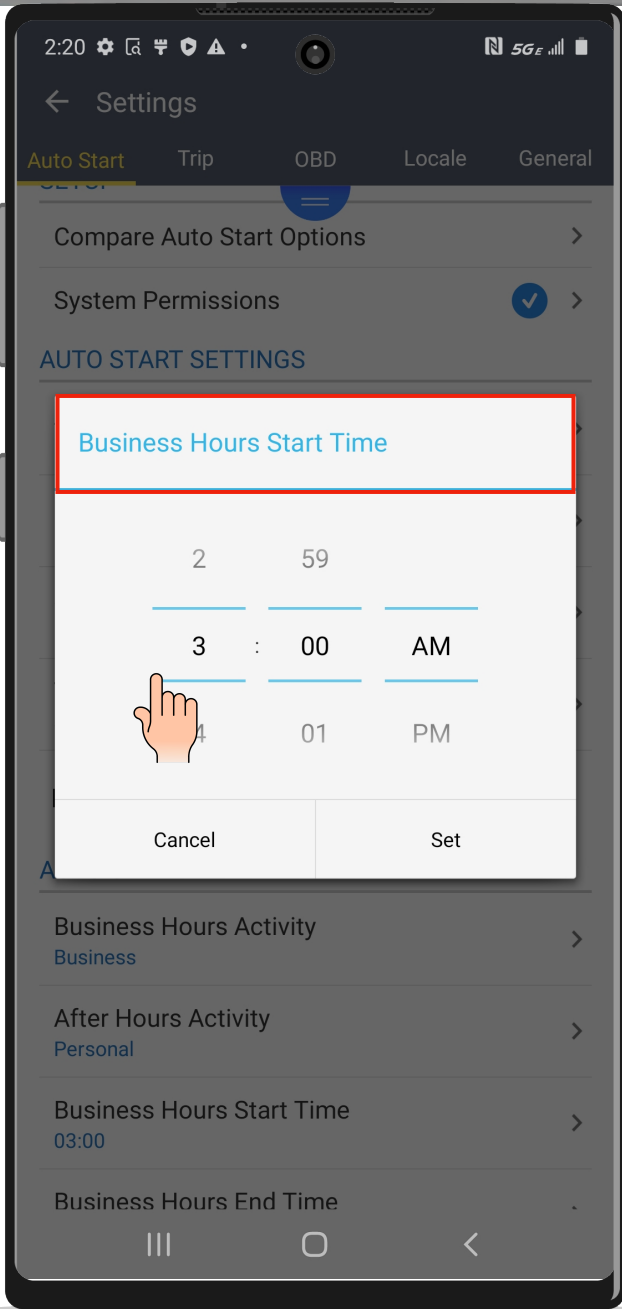


Setting Business Hours

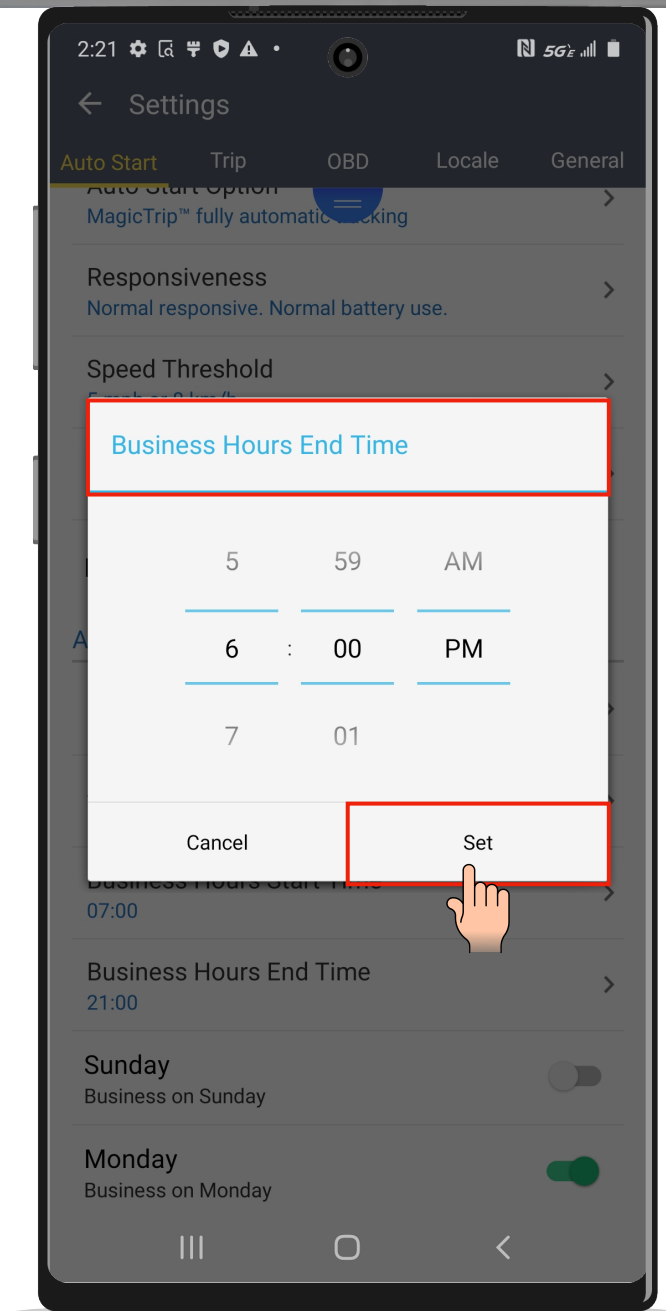
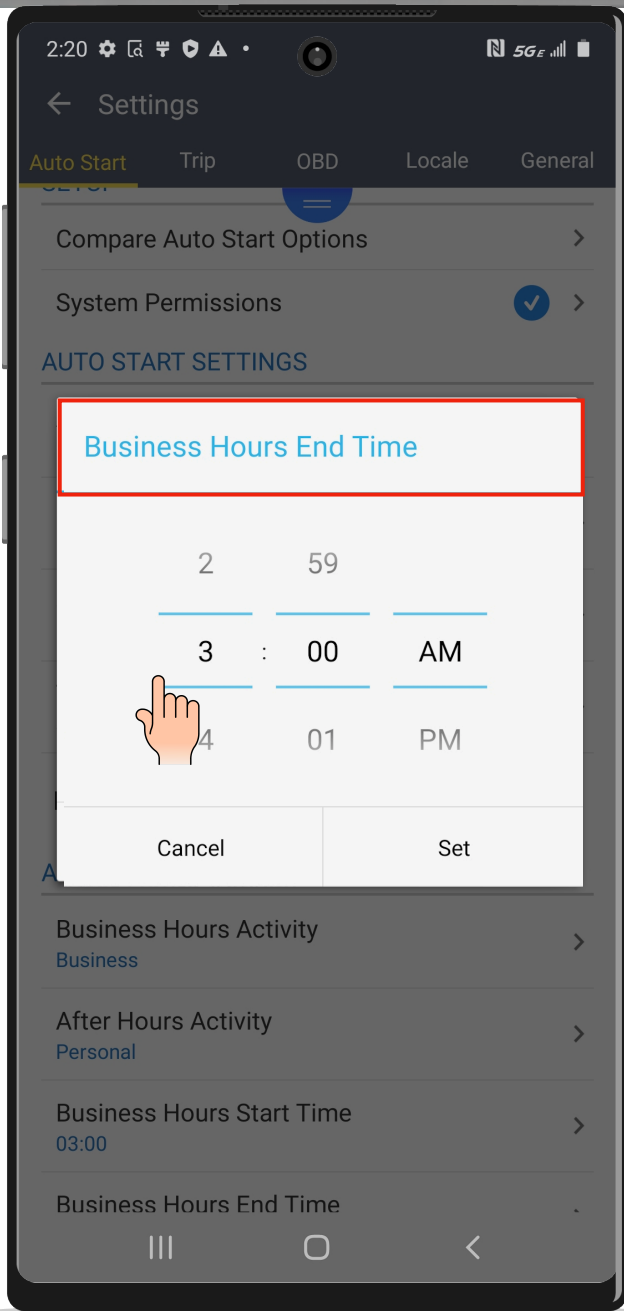
1. From the menu select “Auto Start on” and select “Business Hours Start Time.”



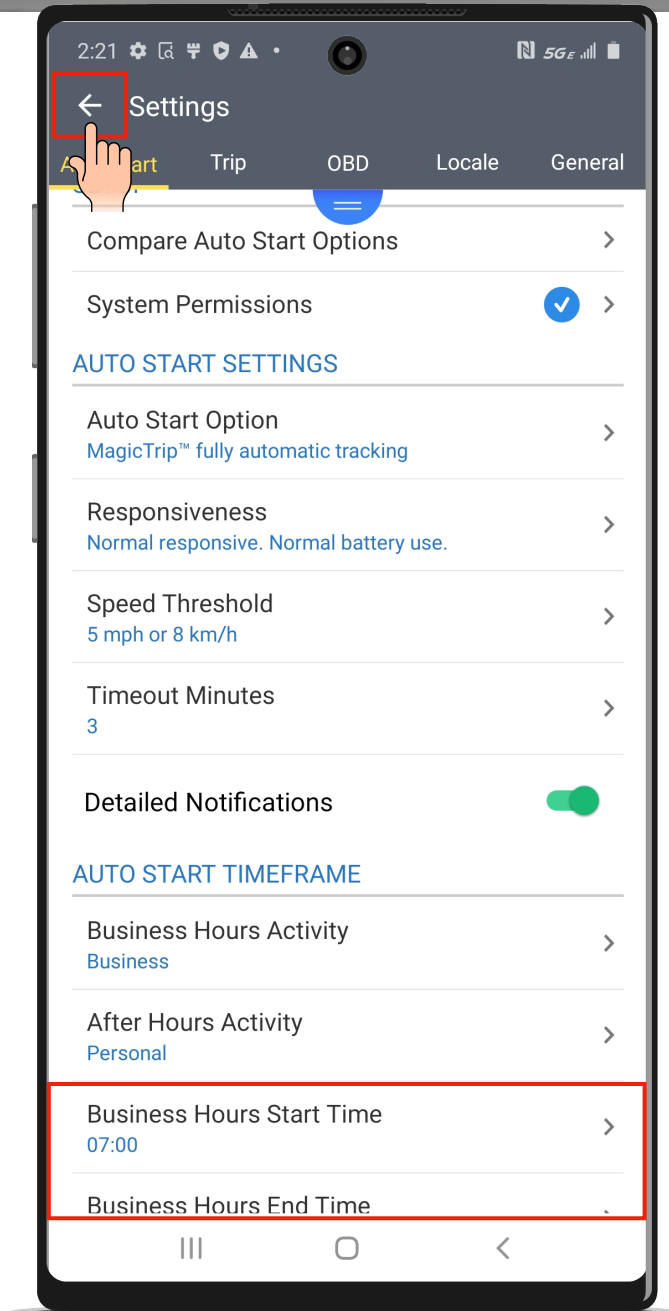
2. Select the time you most often start your work day and select "Set."



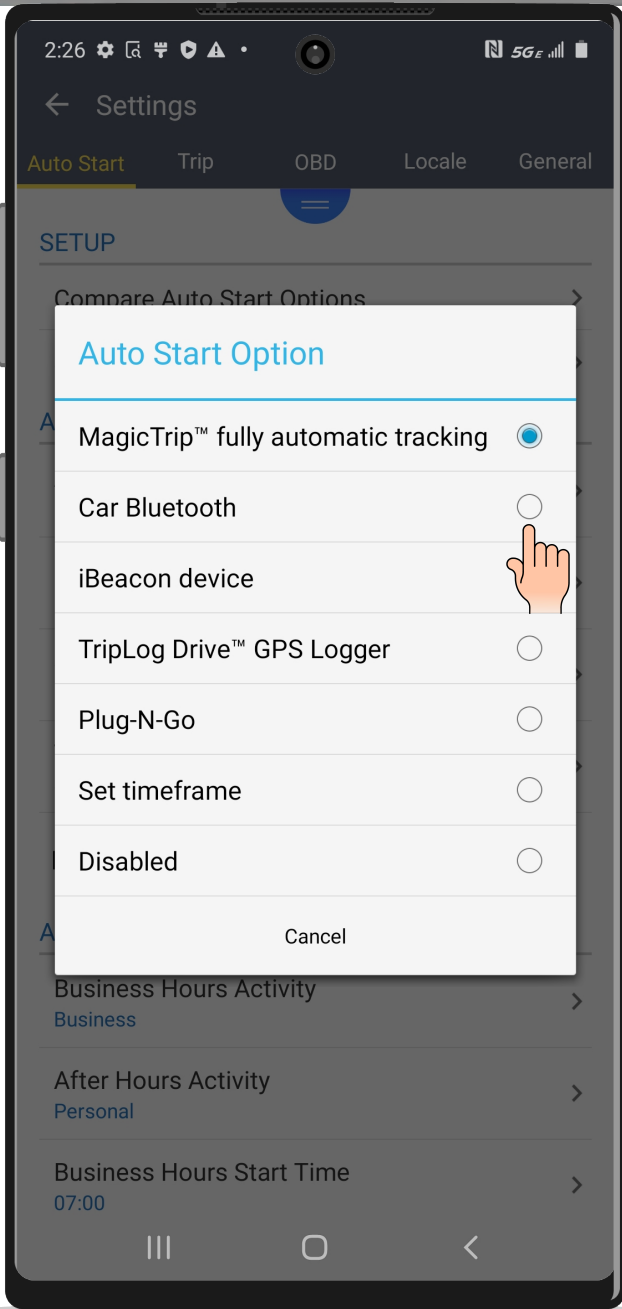
3. Repeat the process for your business hours end time.
You can always modify these times.



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



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.

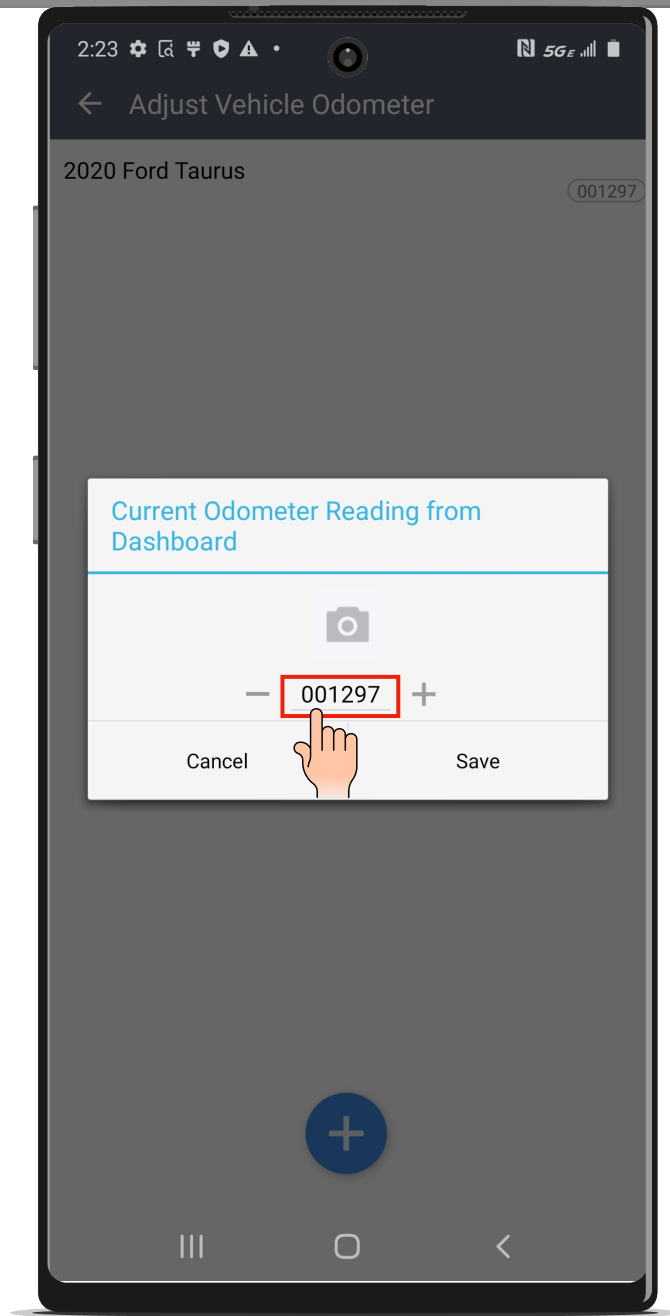
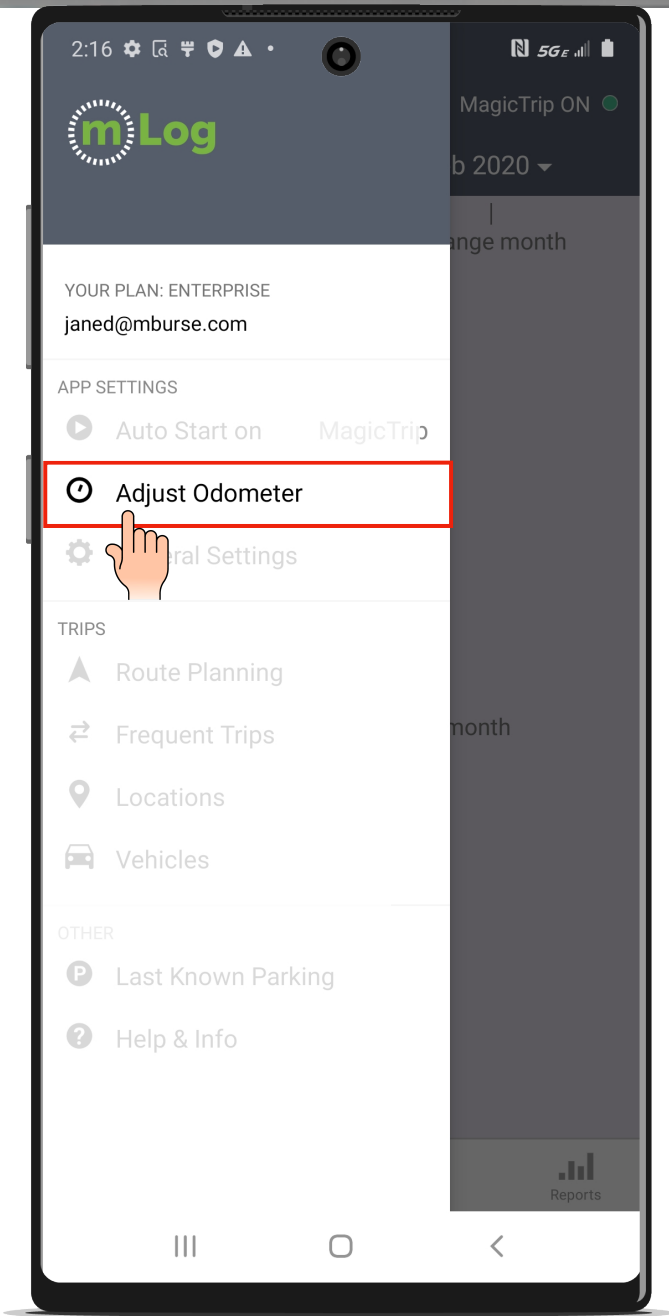
‡Which application will minimally drain the phone or devices battery.

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

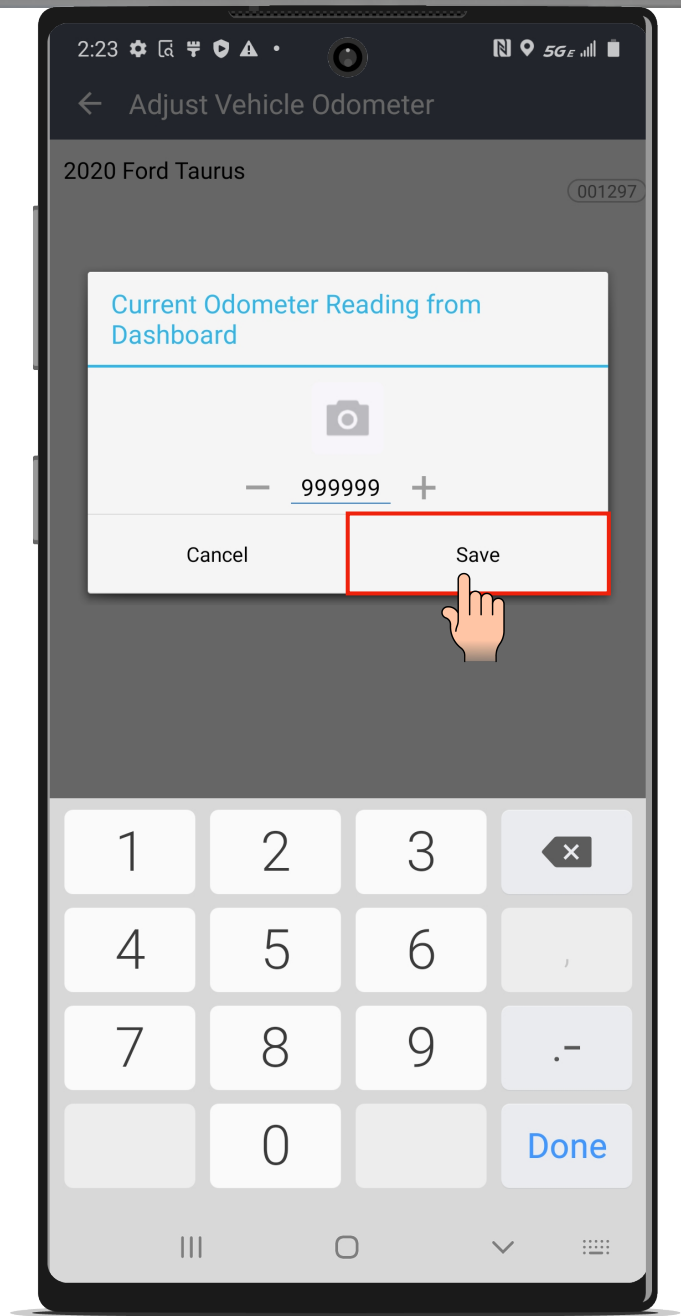
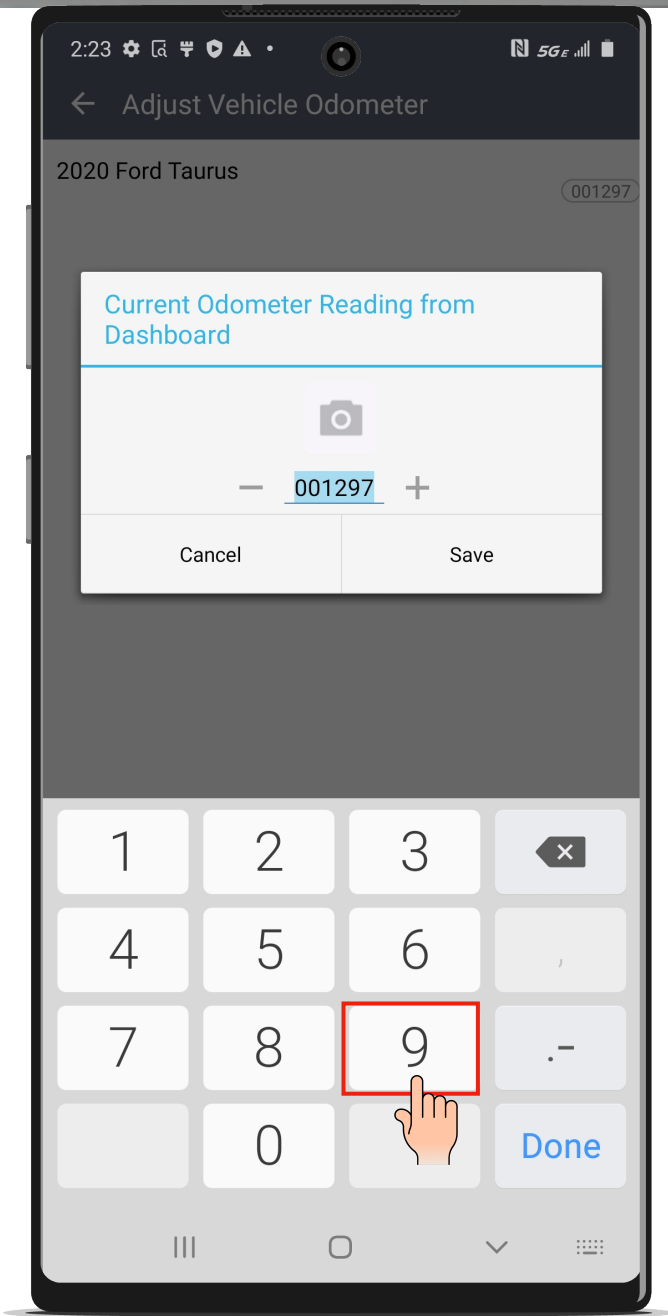
¶ If there is only one Bluetooth source (the vehicle) and multiple devices that might be another personal mobile device, headset.



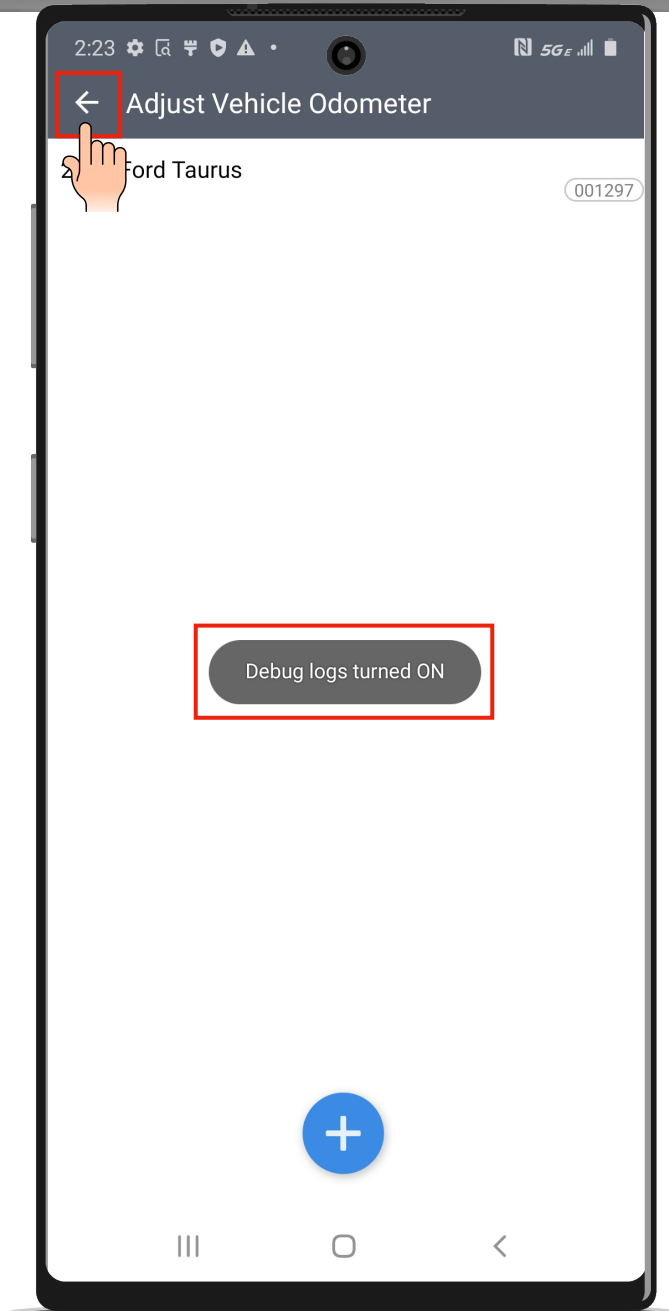
1. Select “Adjust Odometer” to enable or disable the debug logs. Then select the space between the minus and plus signs.



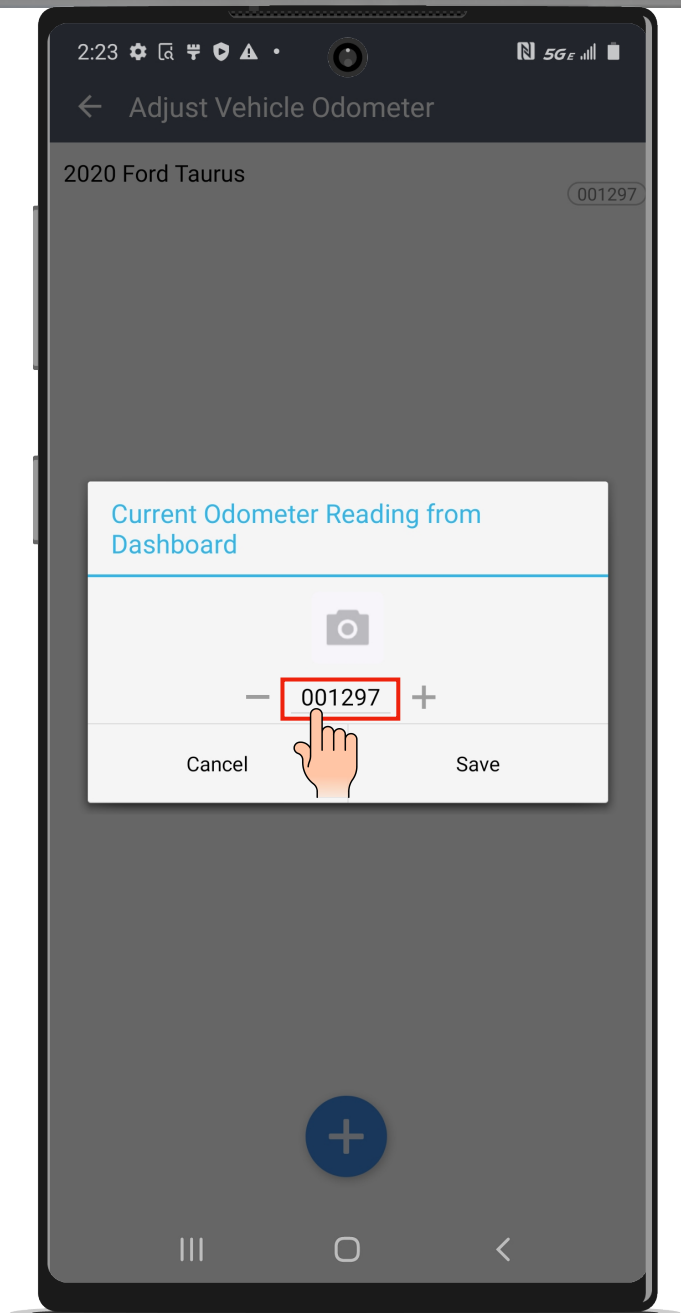
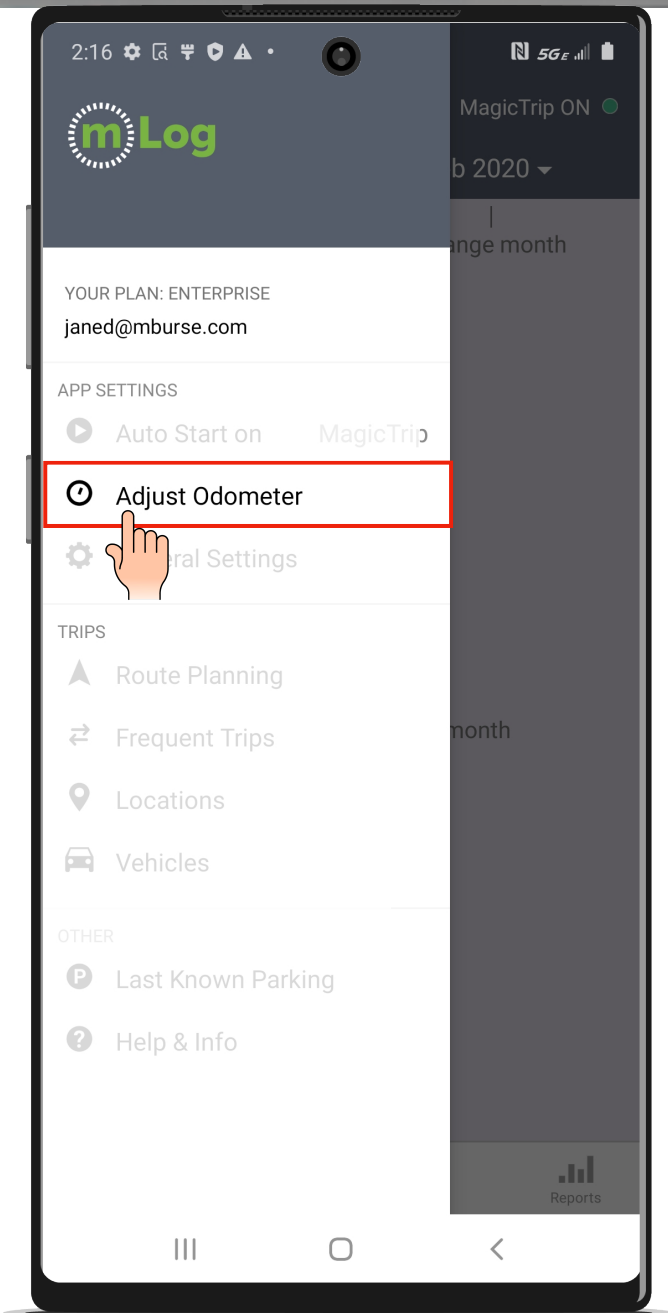
2. Enter 999999 and select "Save" to enable debug logs



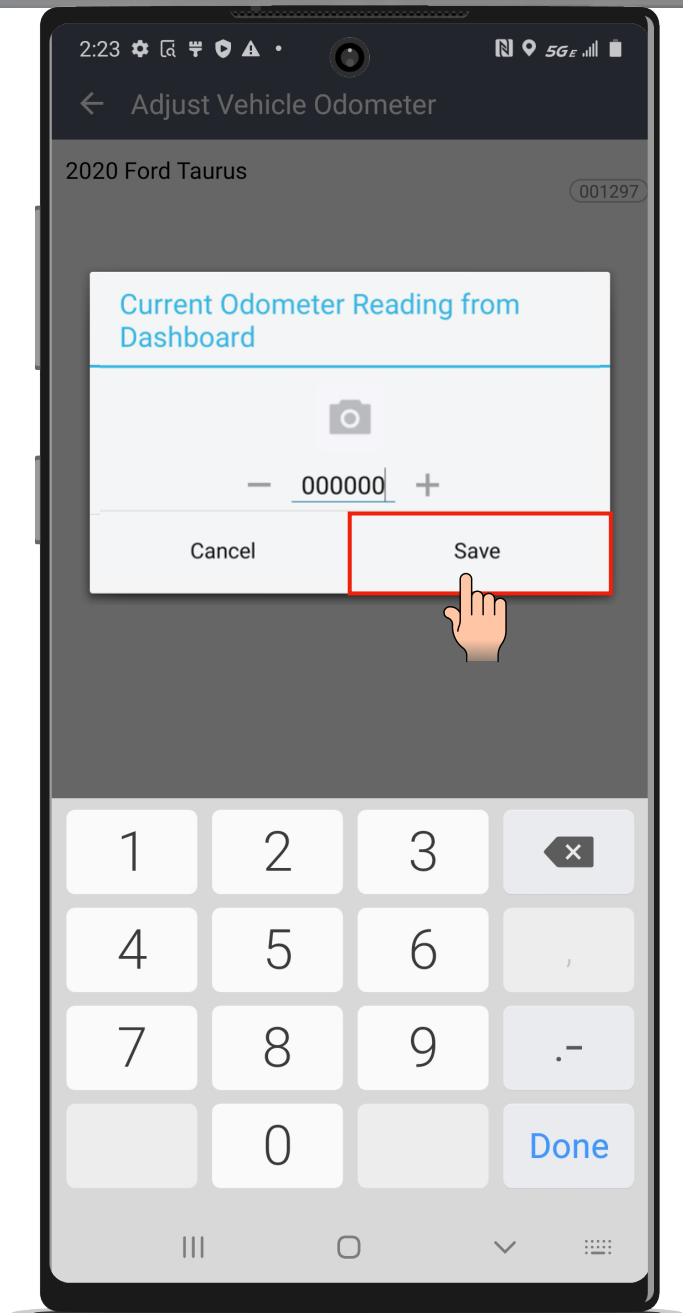
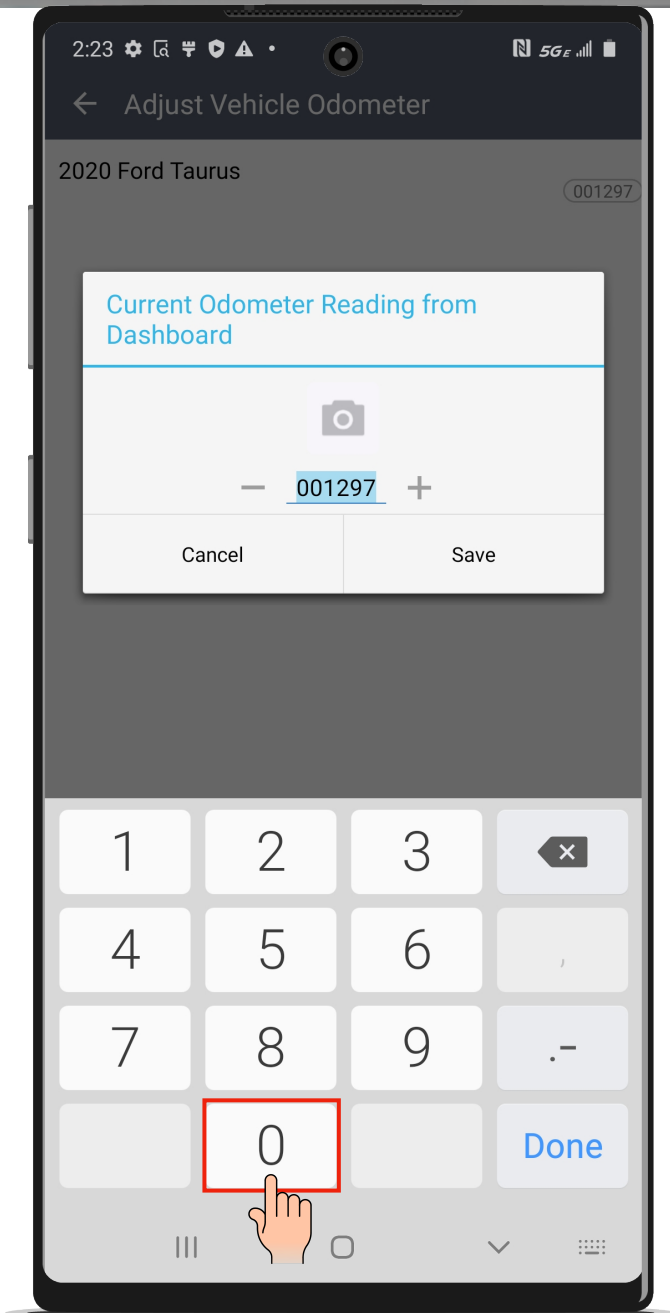
3. The debug logs notification will confirm the setting. Arrow back to the Trips page.



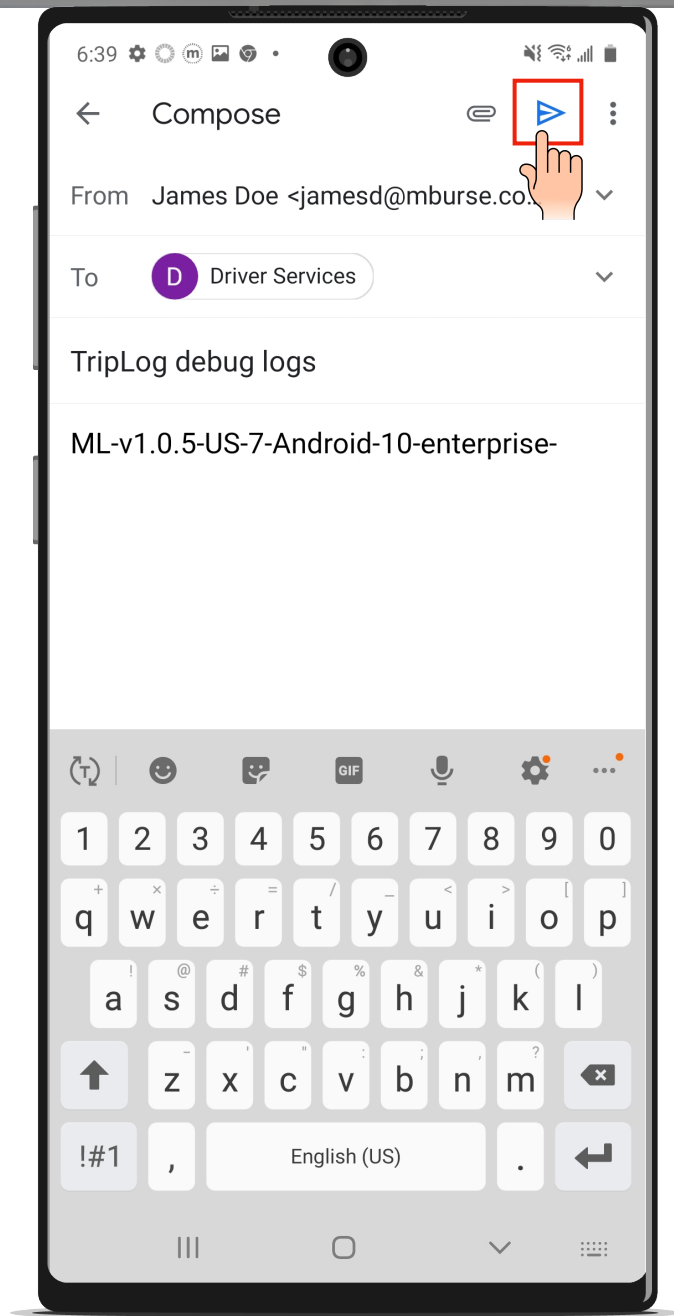
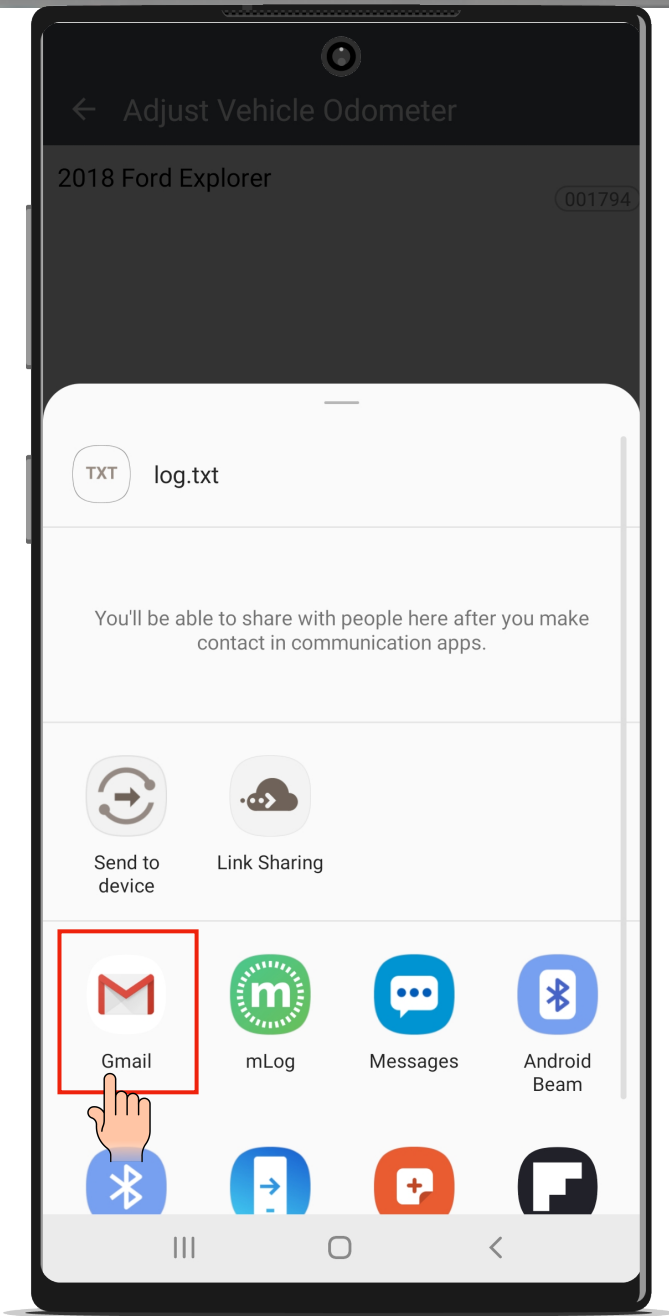
4. In the event of a problem, disable the debug logs by selecting the menu and then selecting “Adjust Odometer.”
Next, select the current odometer.



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.



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:

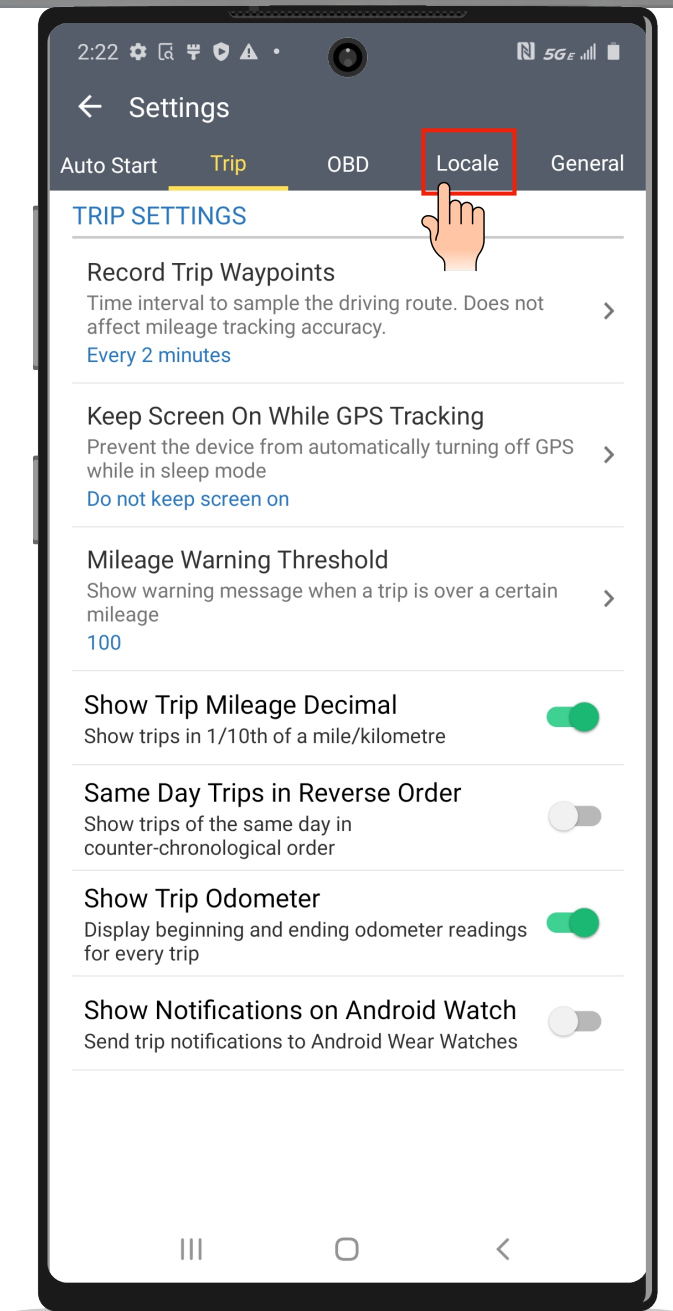
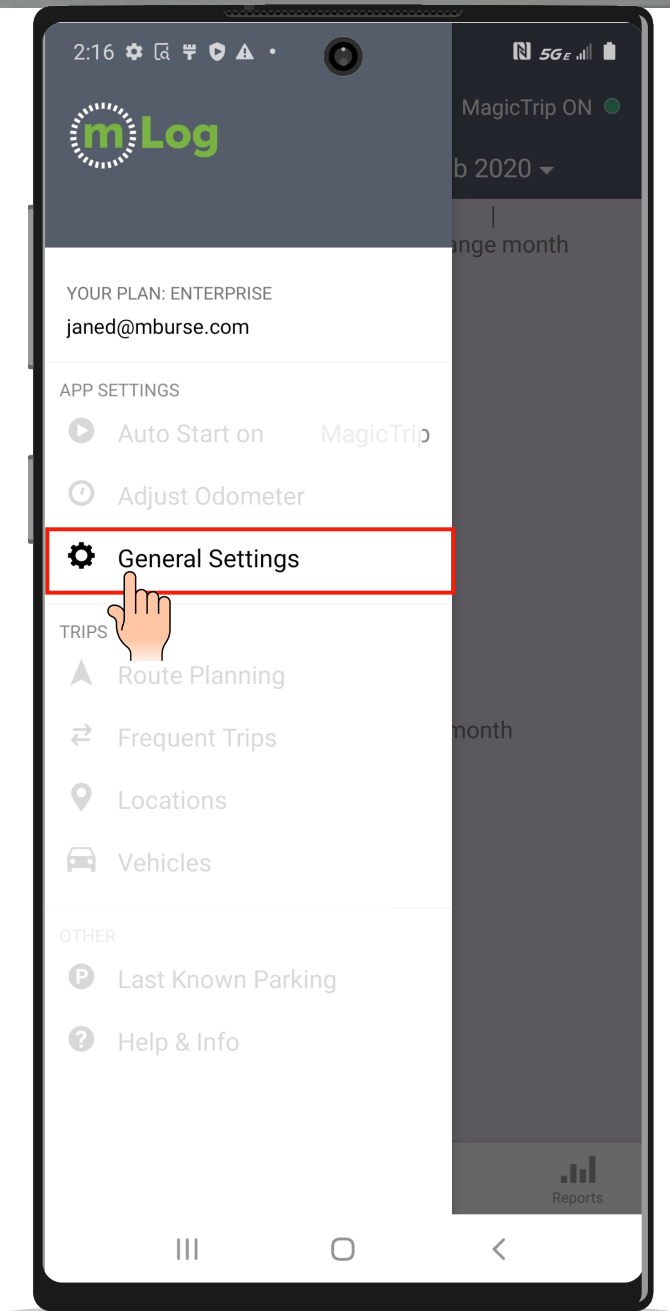
- Hardware issues
- Software issues (Operating system)
- User issues
- mLog issues
- Any combination of the above mentioned.

Enabling debug logs WILL NOT:

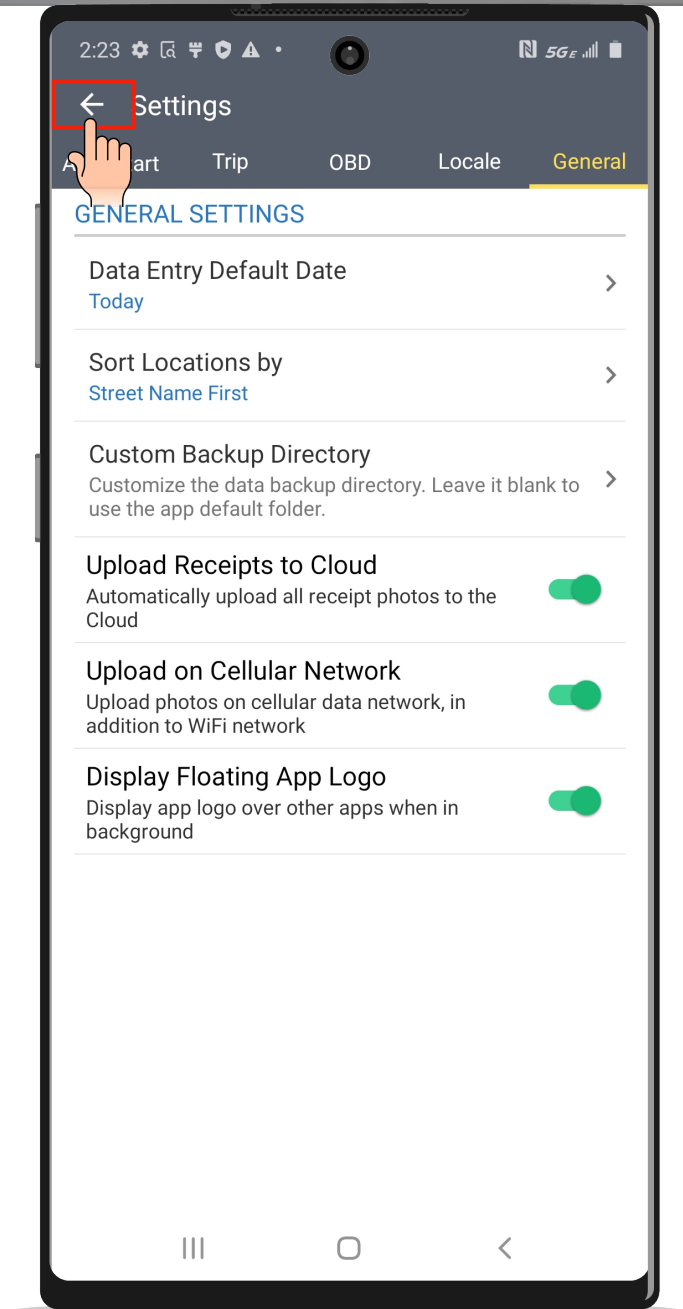
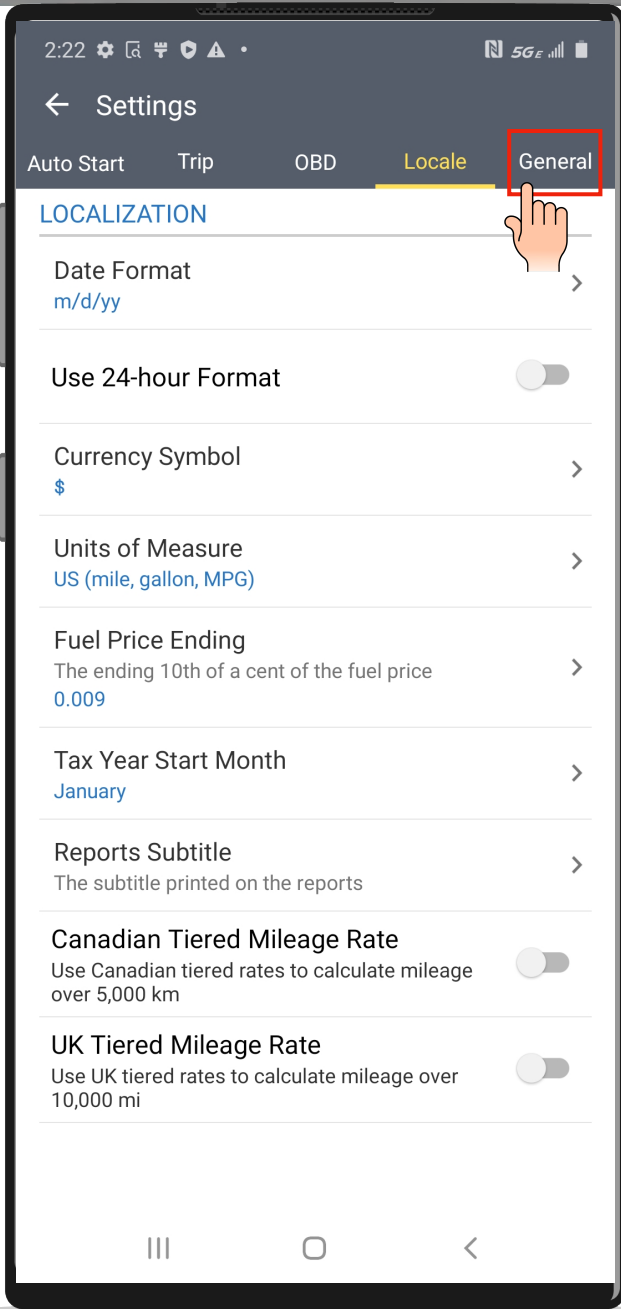
1. Increase battery usage
2. Prevent mLog or your phone from functioning normally



1. Select 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.

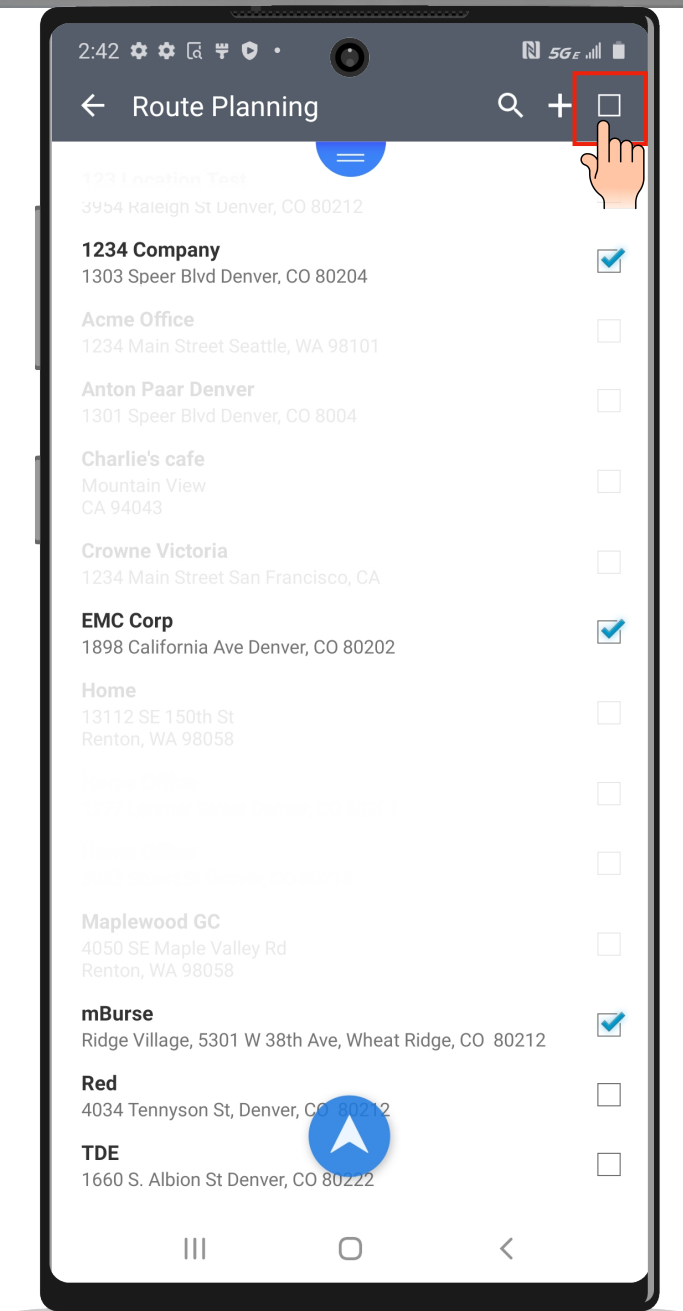
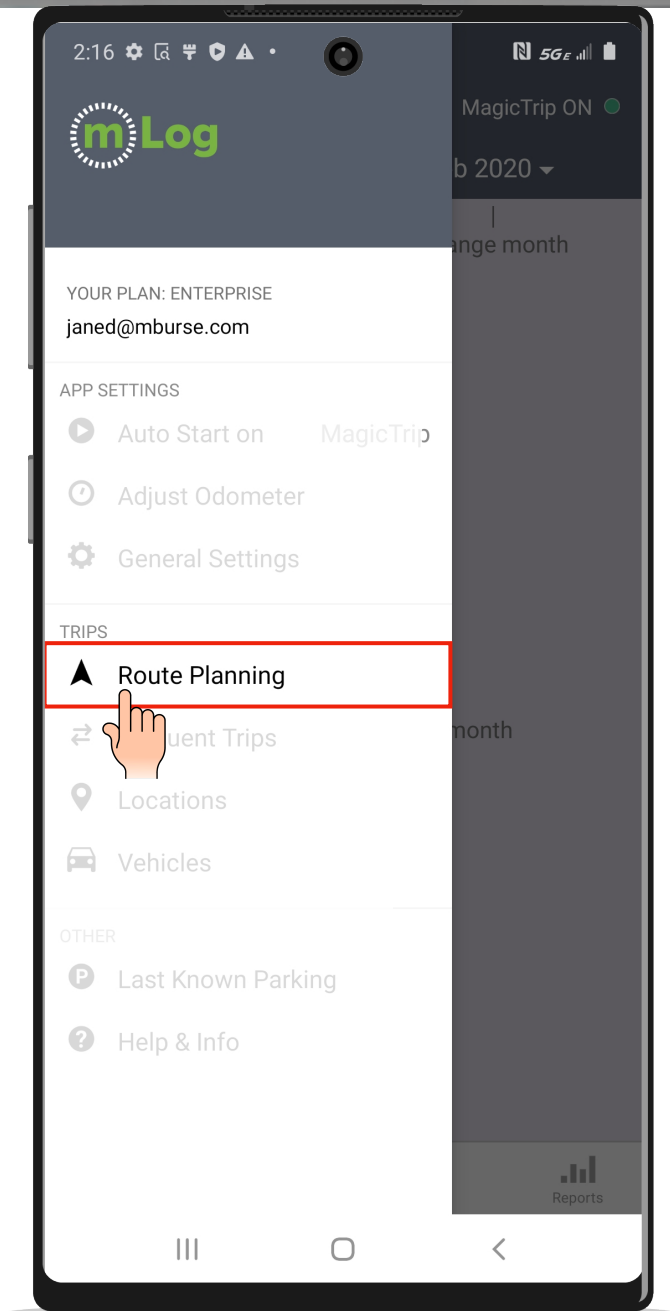


Route Planning

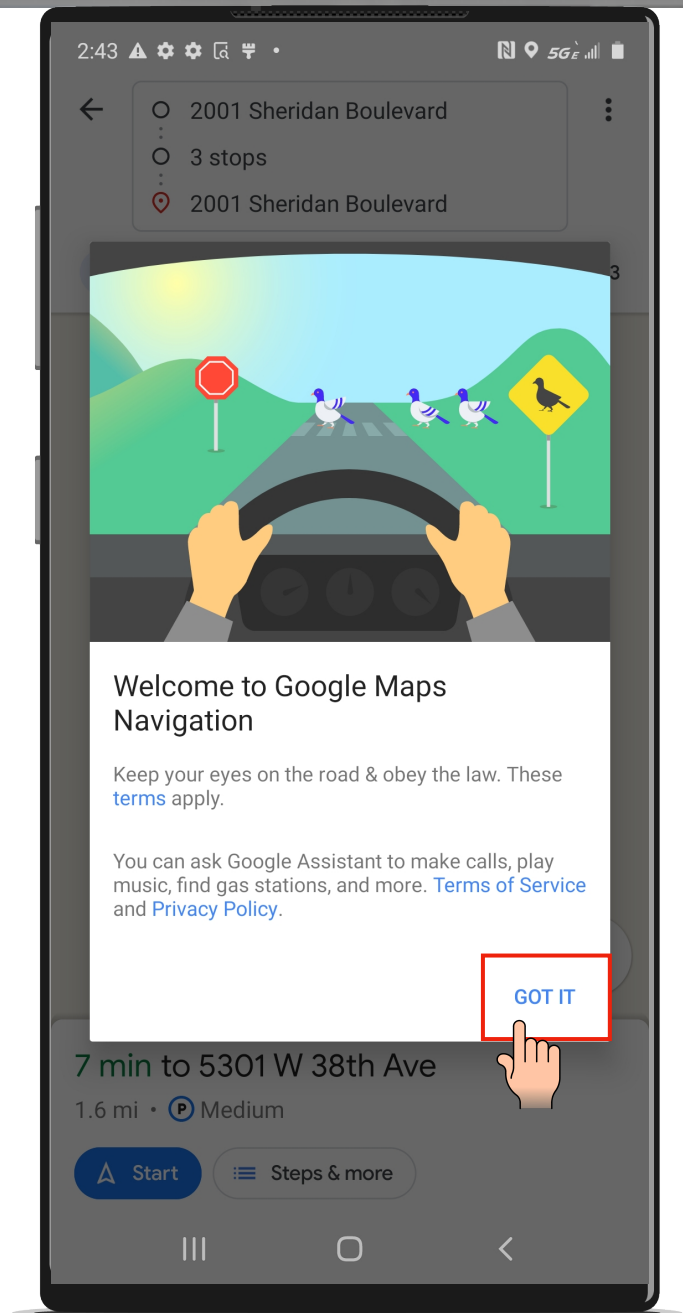
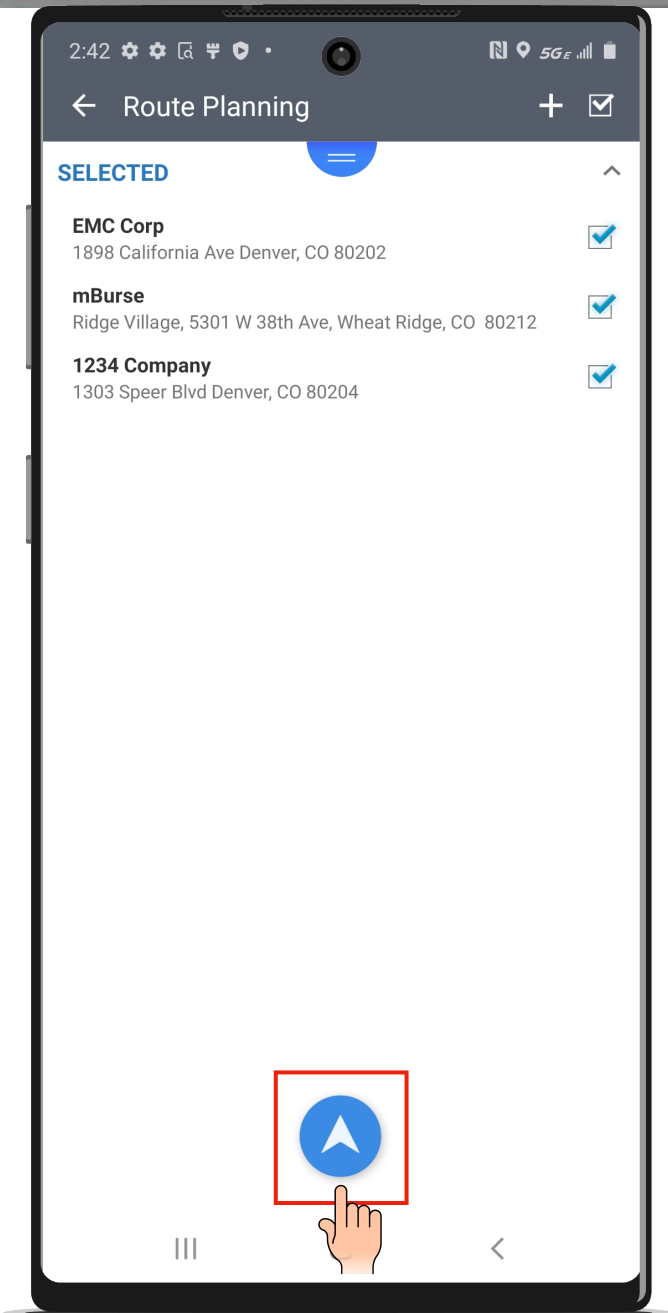
mLog has basic route planning and directions built into the core functionality. You can plan the most efficient route while capturing business mileage.



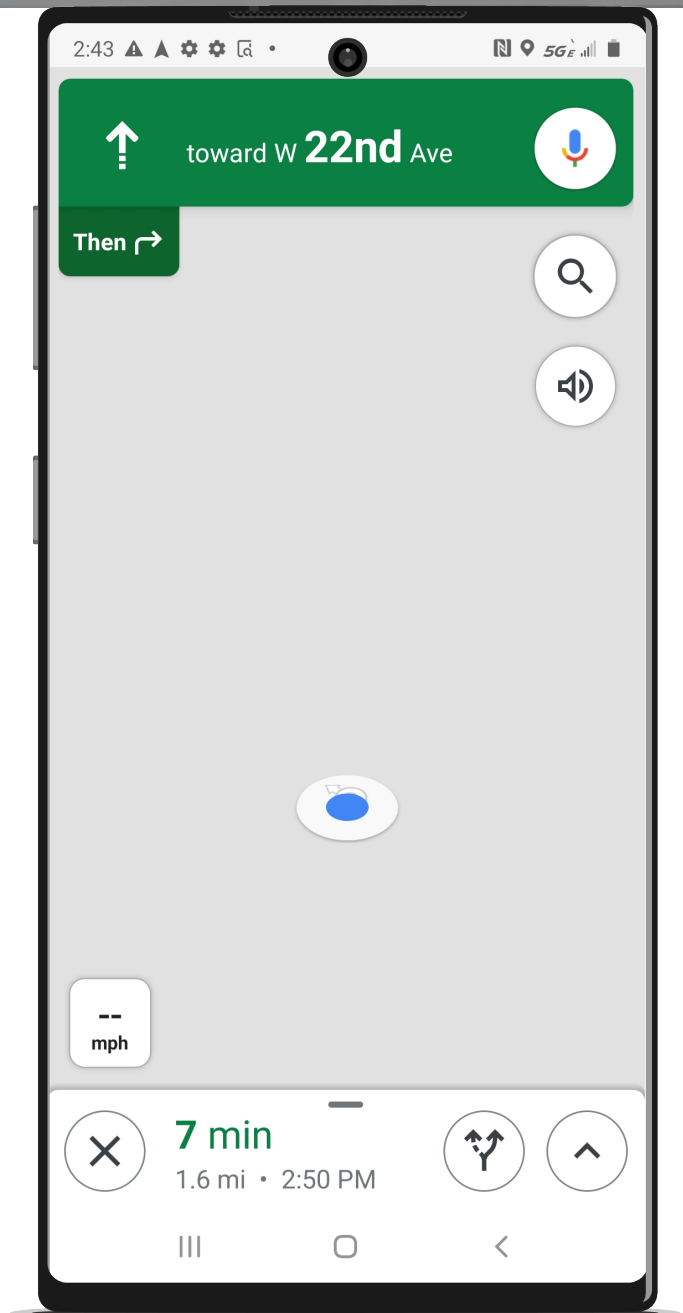
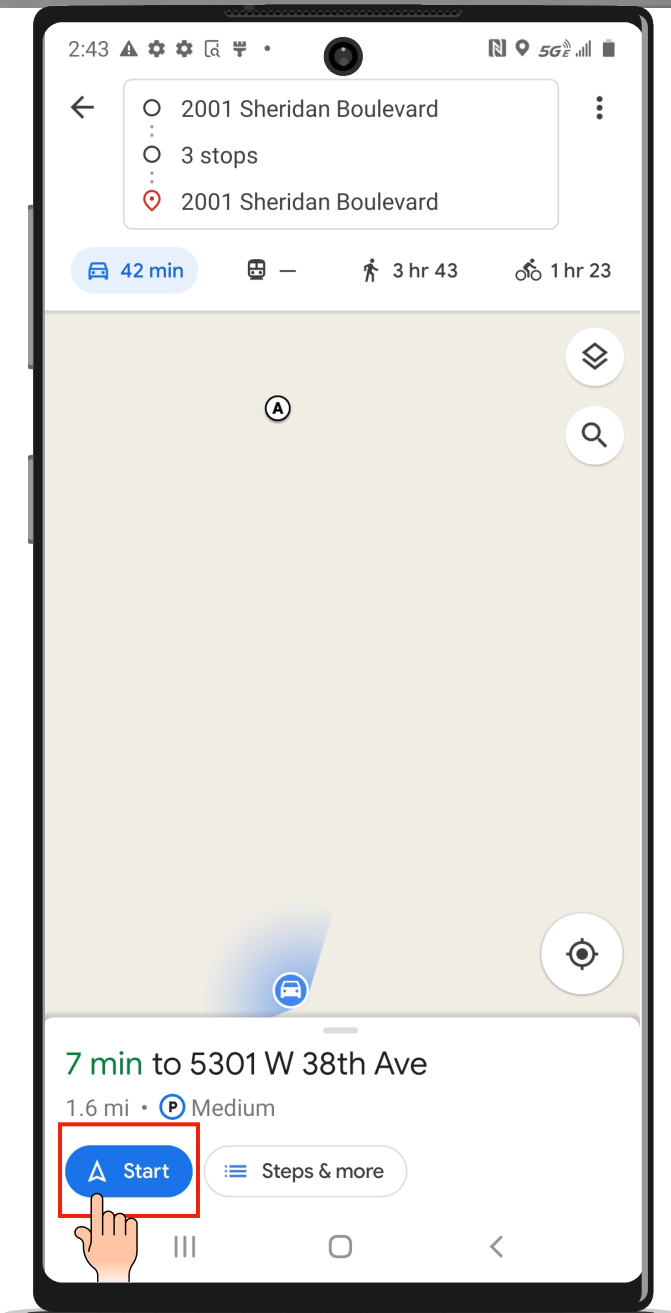
1. Select the mLog menu and select “Route Planning.” Select or add the trips you would like to plan for the day. Then select the square button in the top right corner.



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.

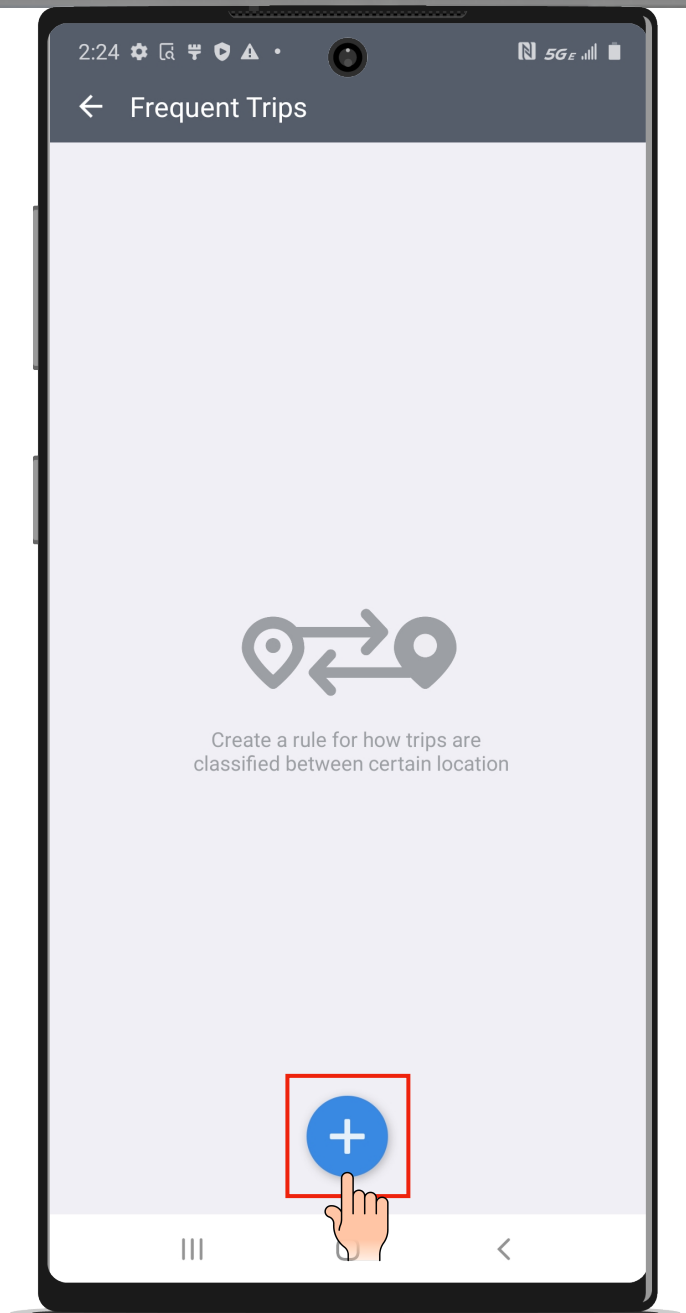
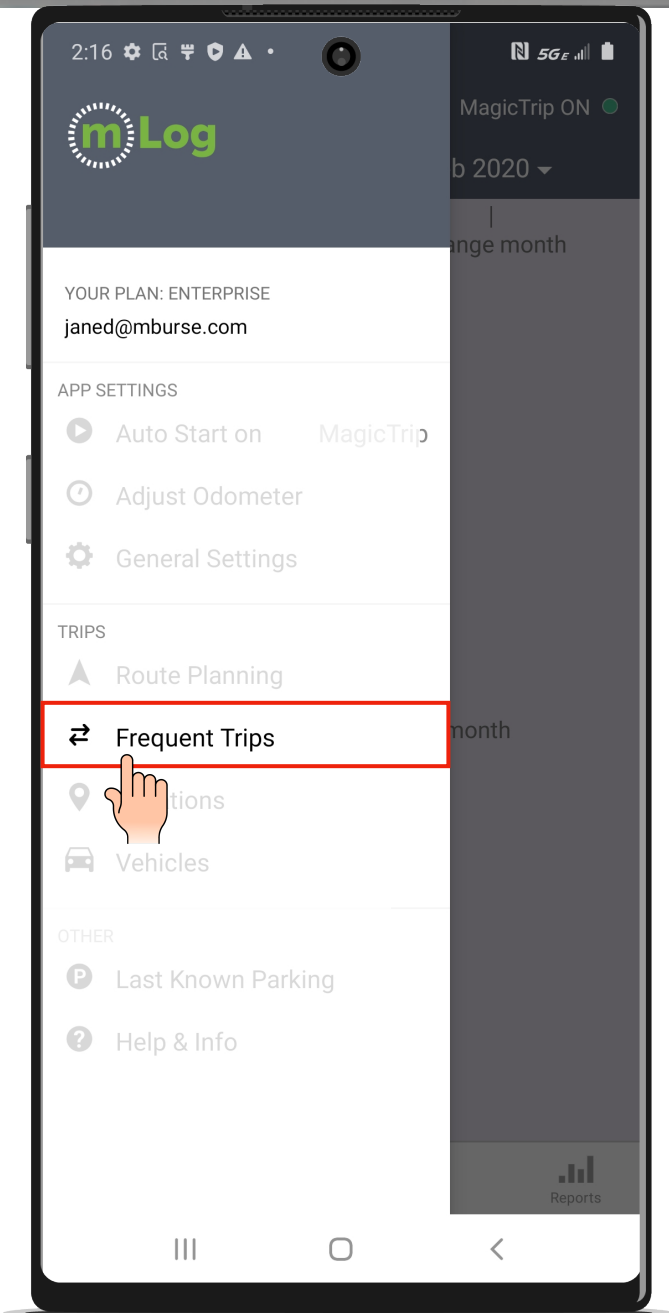


Frequent Trips

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.



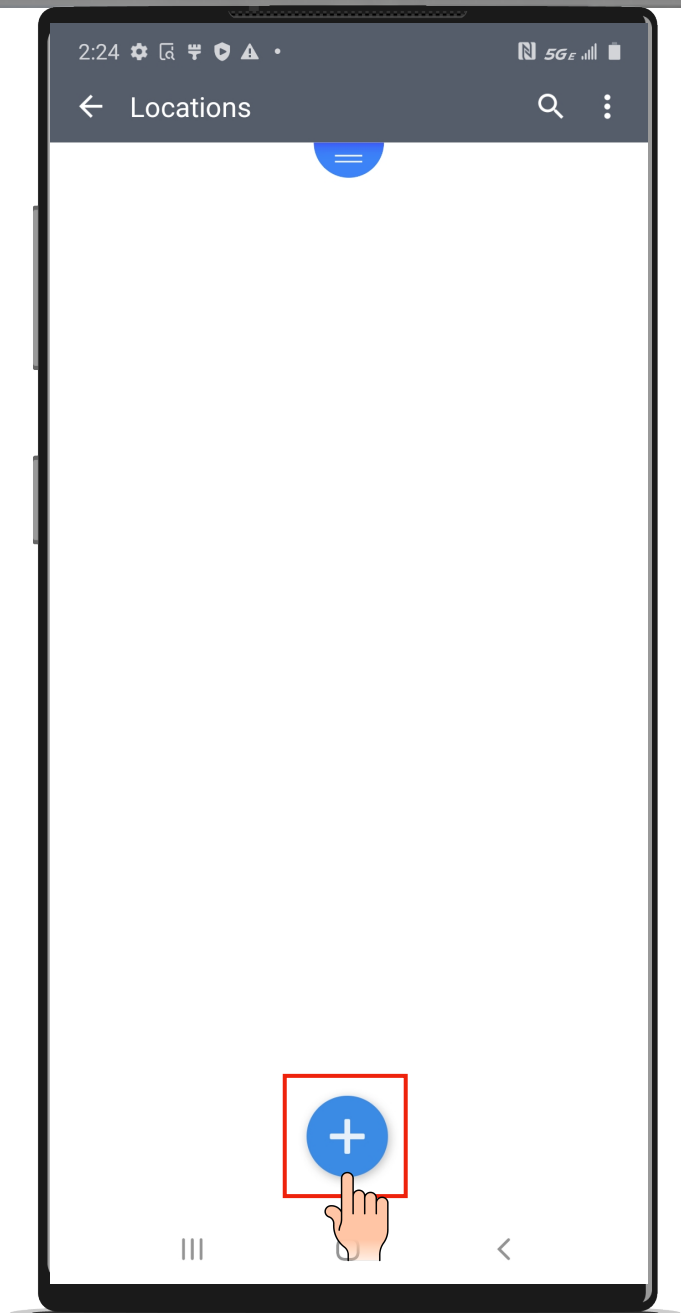
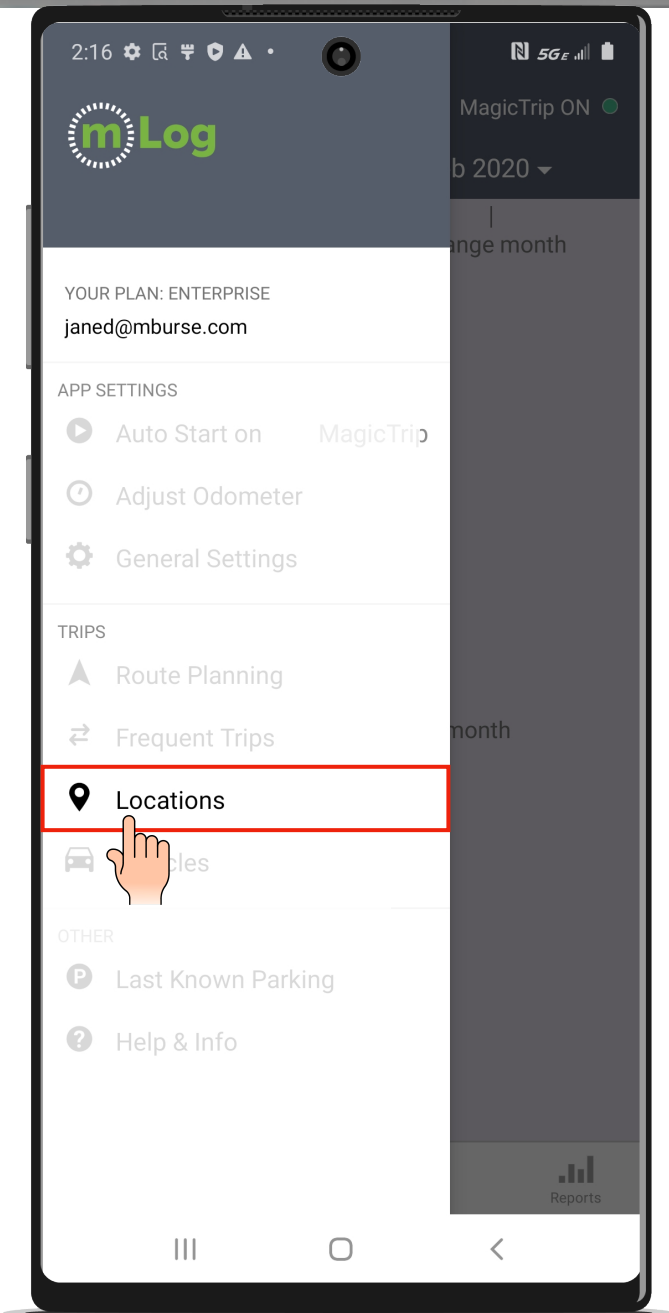
Locations

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**: 'Address to Coordinates' button (downward arrow icon)
- 3A**: 'Coordinates to Address' button (upward arrow icon)
- B**: Latitude field
- C**: Longitude field
- 4**: Range (ft) field, currently set to 300
- 5**: Default Activity buttons: Business (B), Personal (P), Uncategorized (U), and an unlabeled button (5)
- 6**: Tollbooth toggle switch
- 7**: ? icon next to the Range field

The screenshot shows the 'Locations' screen with a list of saved locations. The list items are:

- 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.

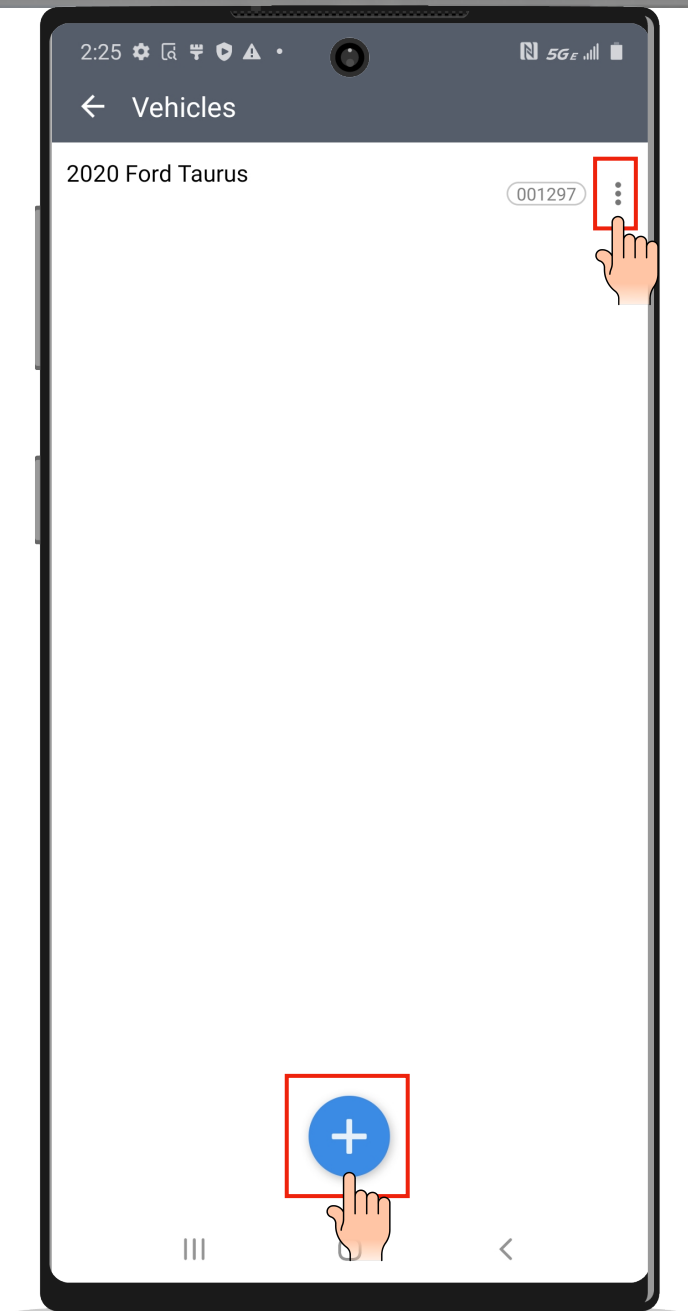
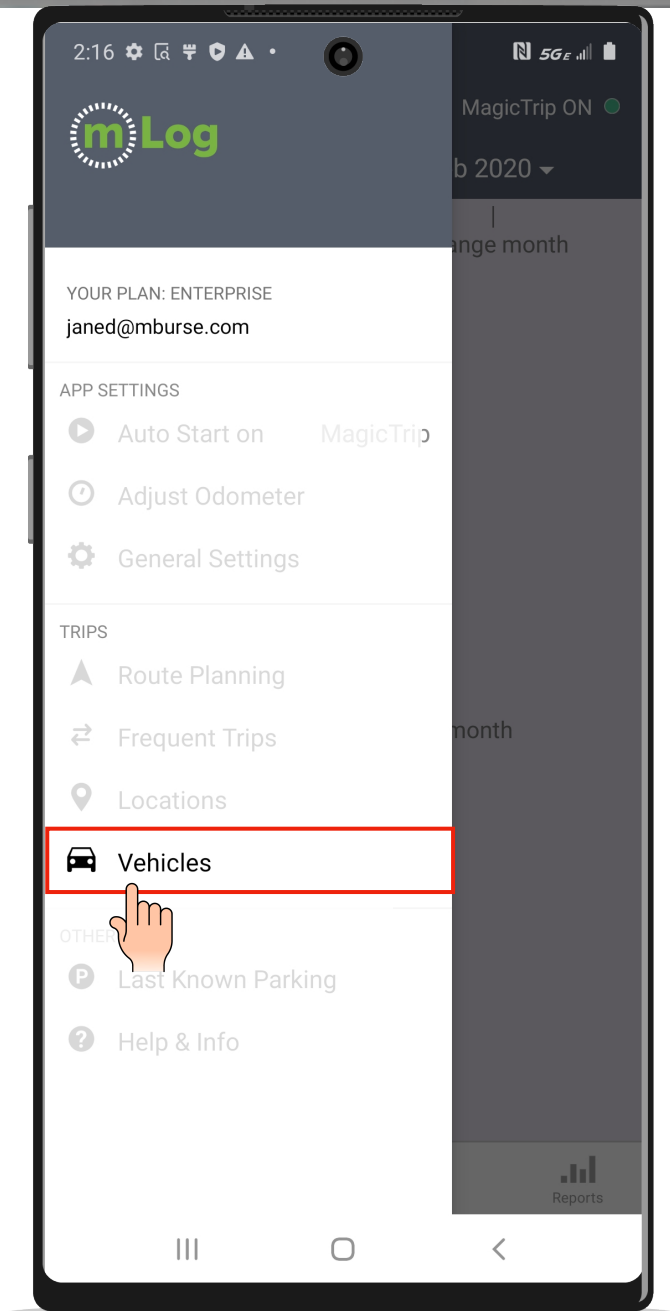


General Settings

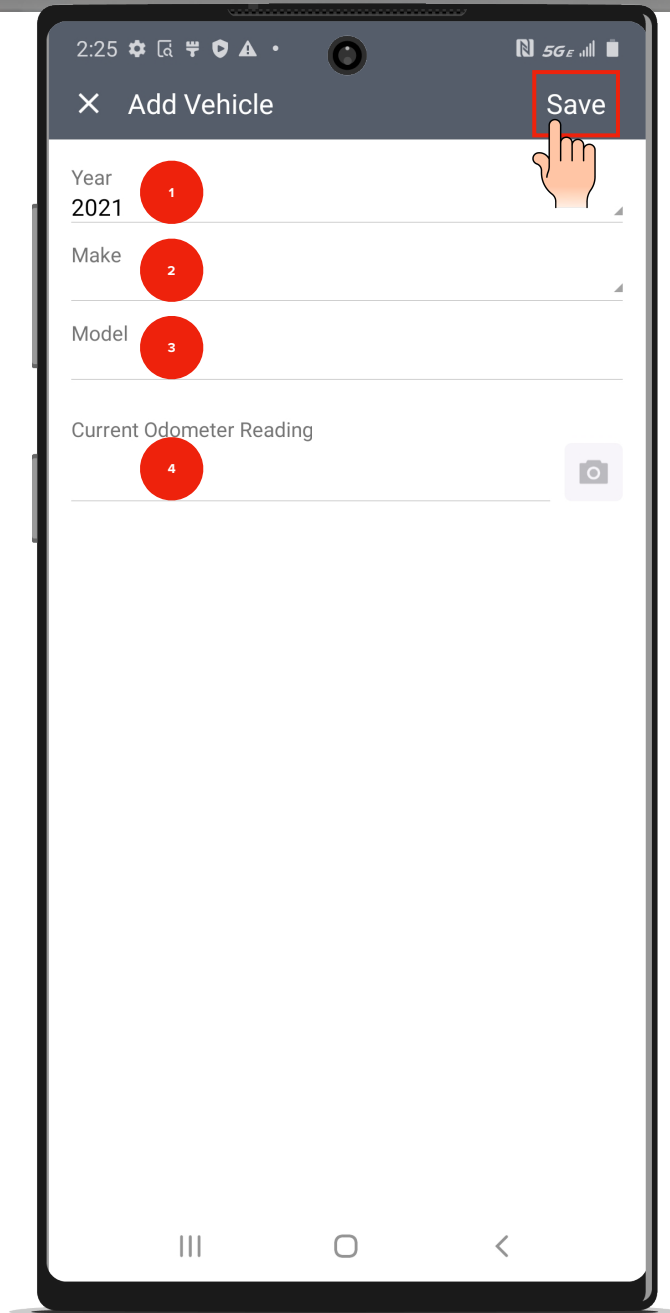
The General Settings allow users to customize their mLog experience. mLog users can make changes to the look, feel, and mLog functionality from the General Settings.



1. 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.”

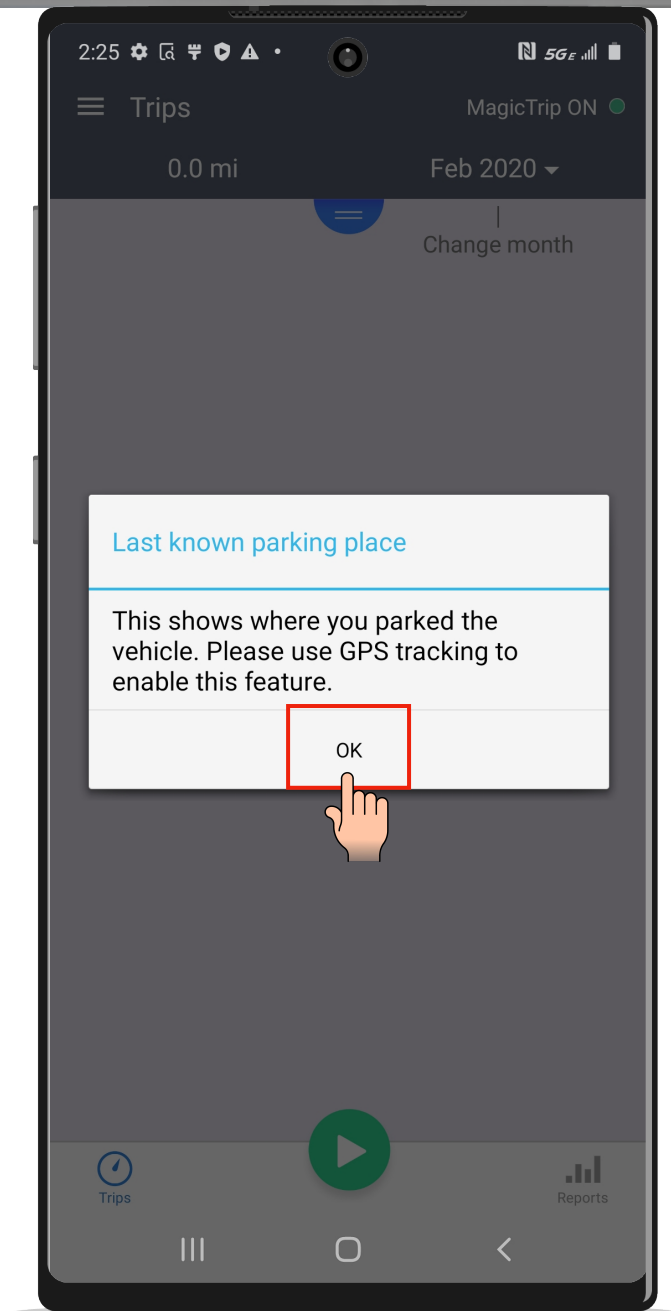
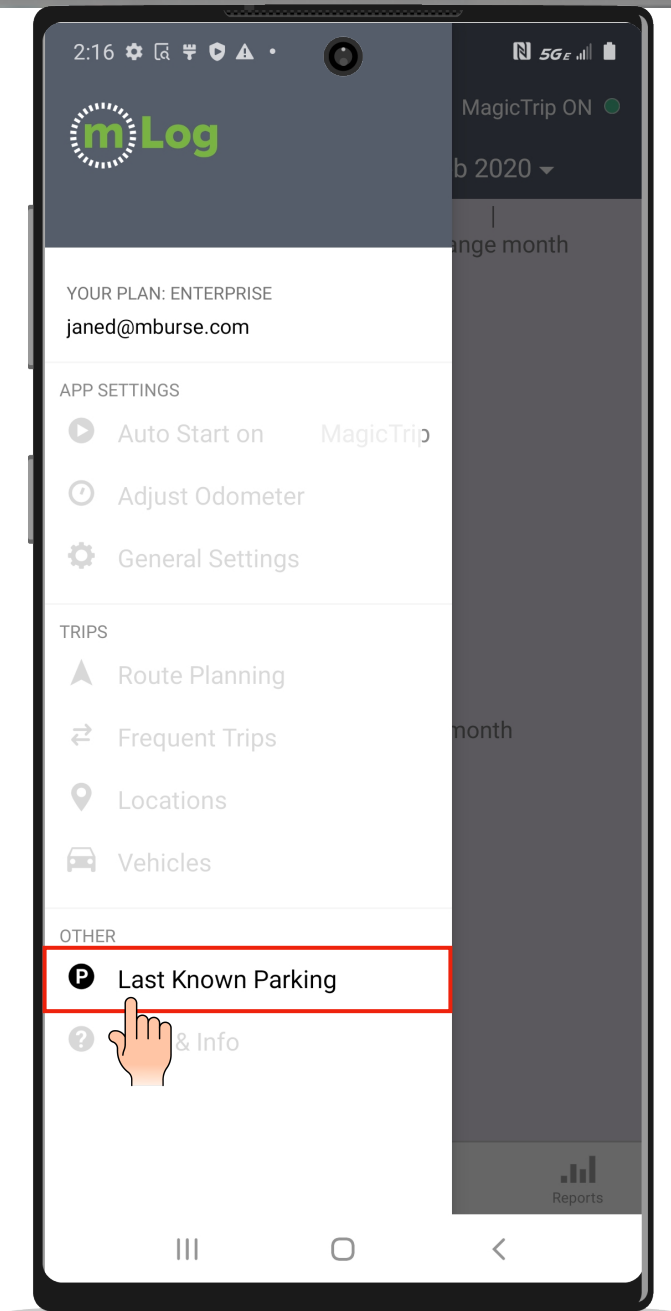


Last Known Location

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.

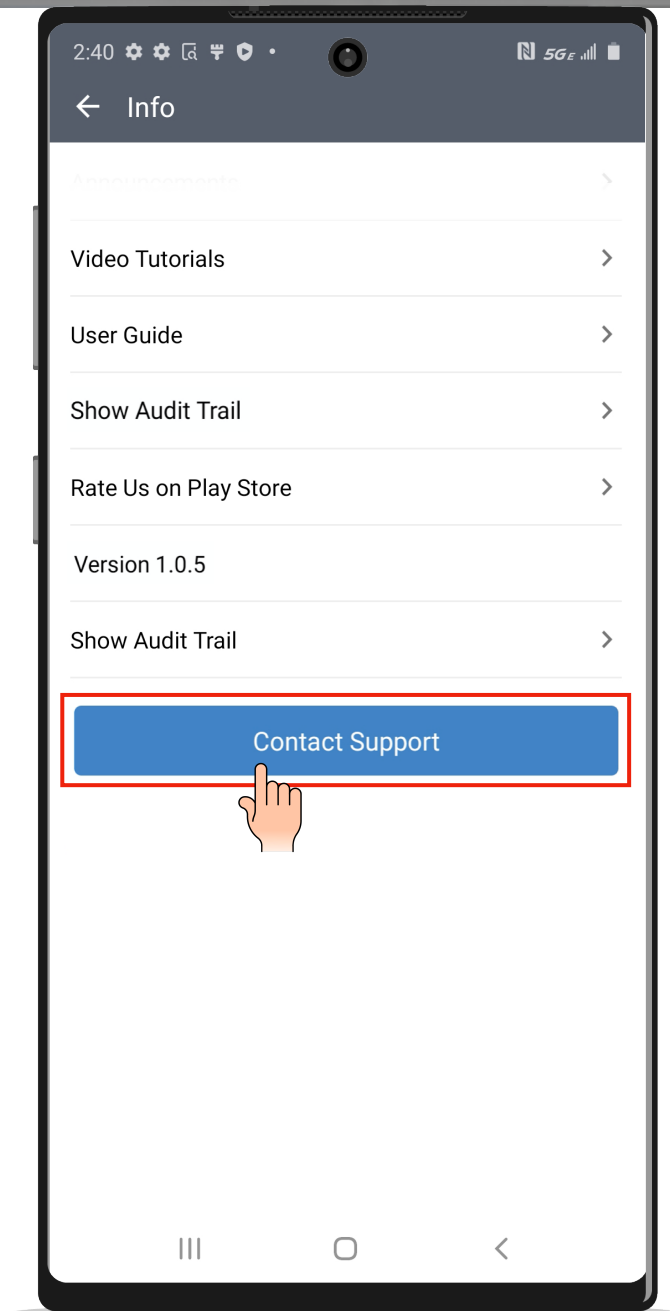
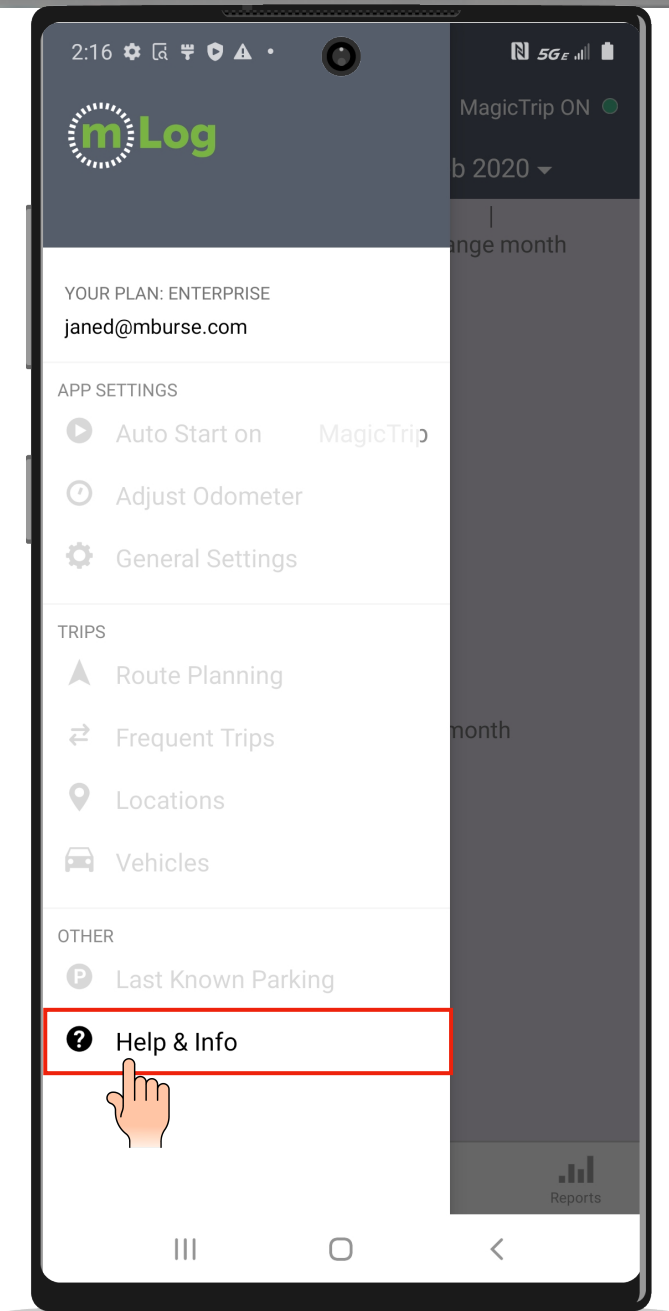


Vehicles

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



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





ANDROID USER GUIDE

mLog

March 2020