iOS USER GUIDE

mLog
Getting Started

March 2020

Privacy Pledge

Because many associate Global Positioning System (GPS) tools with privacy concerns, we have made a Driver 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.
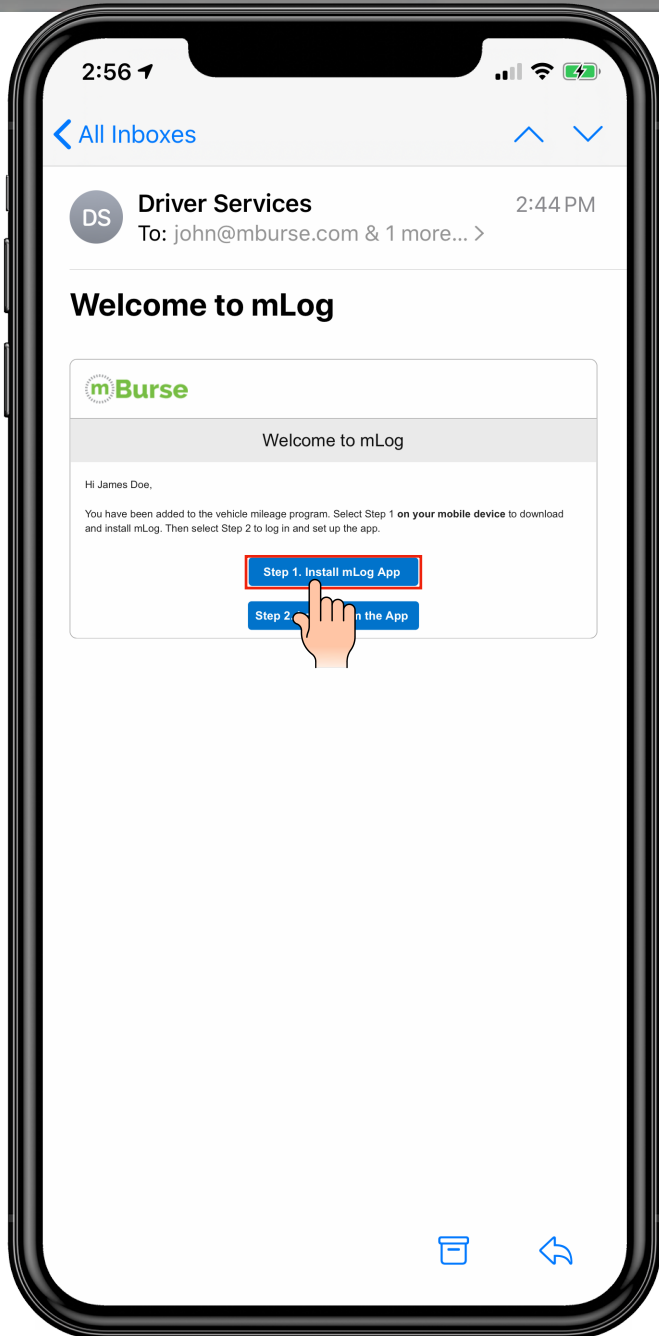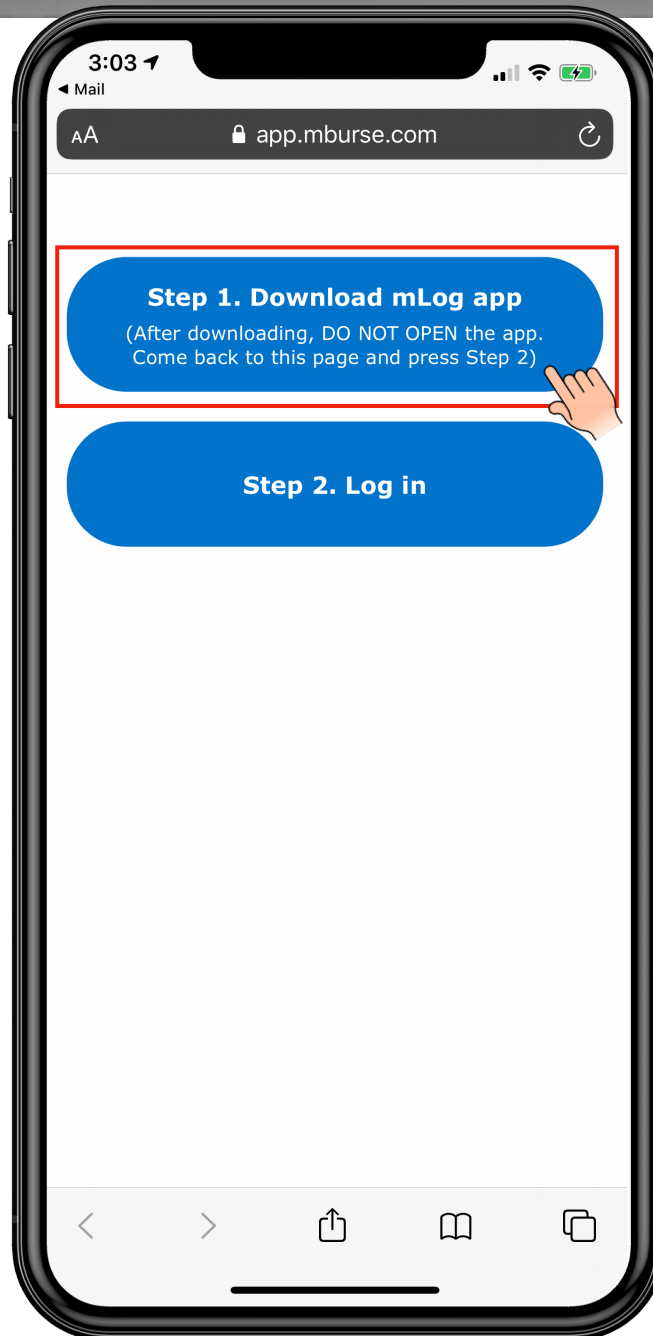
Initial Registration and Login

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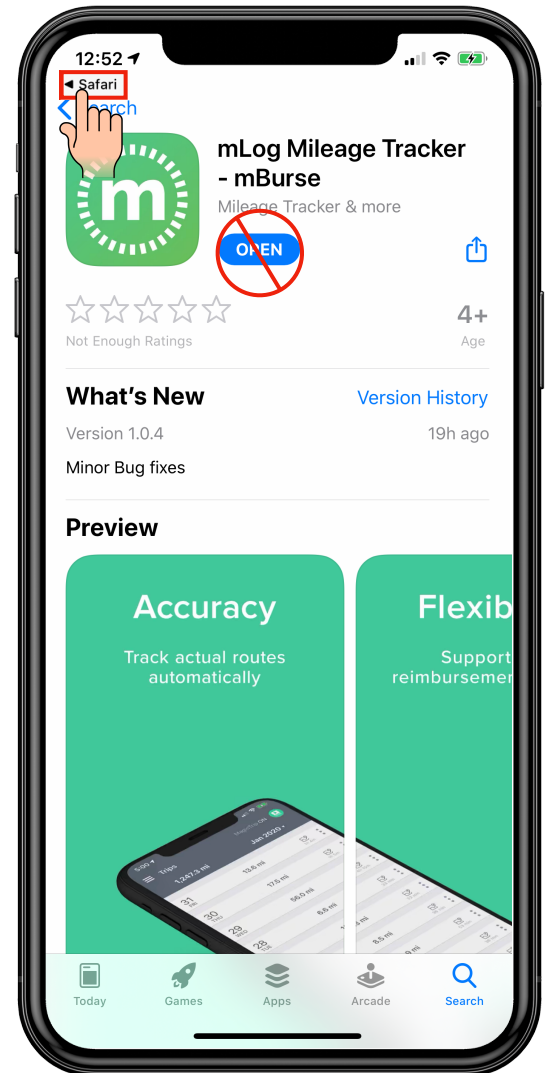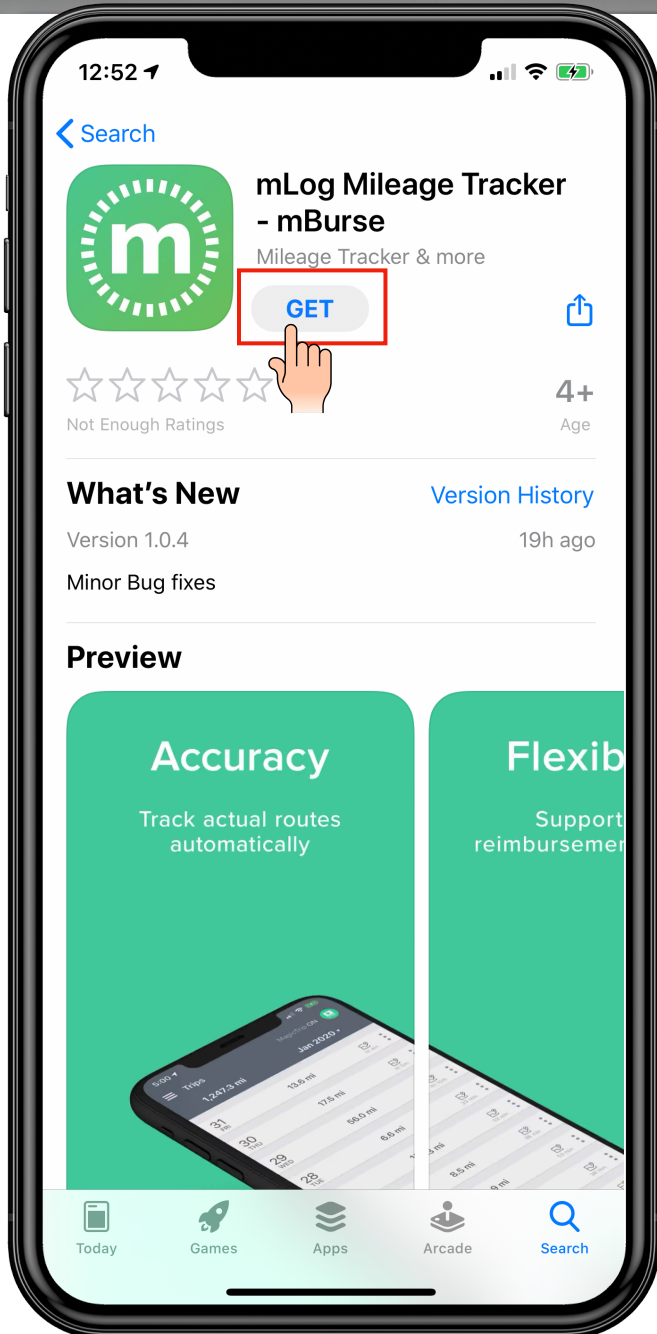
Install By Email

Install By Text

Step 1. Follow your email or text message link, which will open a Safari browser. Press **"Step 1"** to install the mLog App.
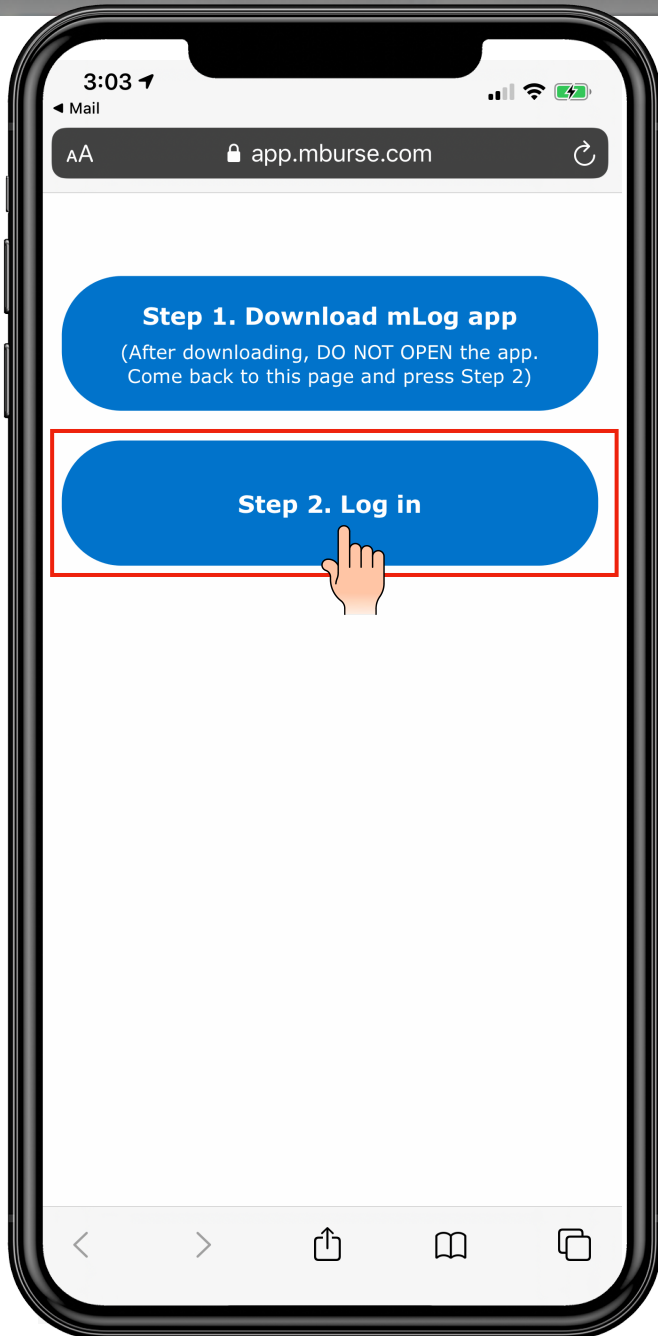
Step 2. When the iTunes Store (mLog App) opens, select the "GET" icon to download mLog. Go back to the Safari browser to finalize the log in.

Step 3. There is **NO** password to create. Select the "Step 2. Log in" button to open mLog. <u>FAILURE</u> to select Step 2 will result in a partial install. (Mileage will record, but will not sync with the web-portal.)
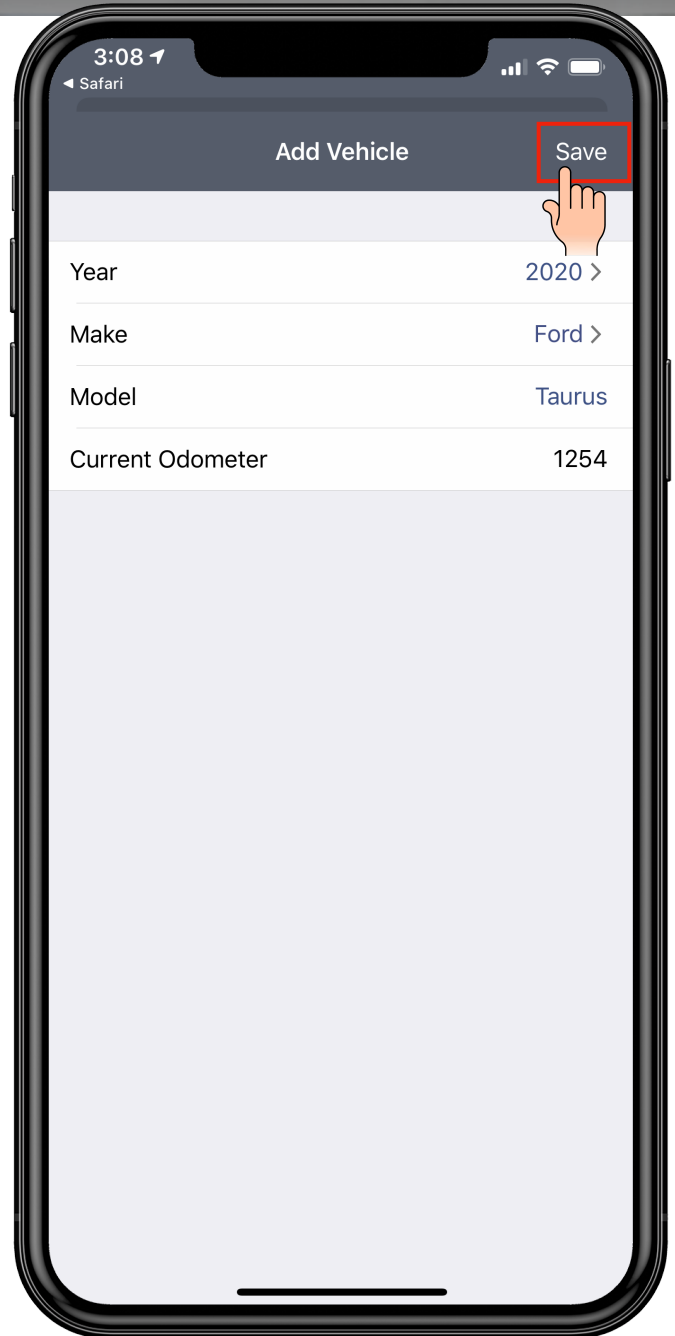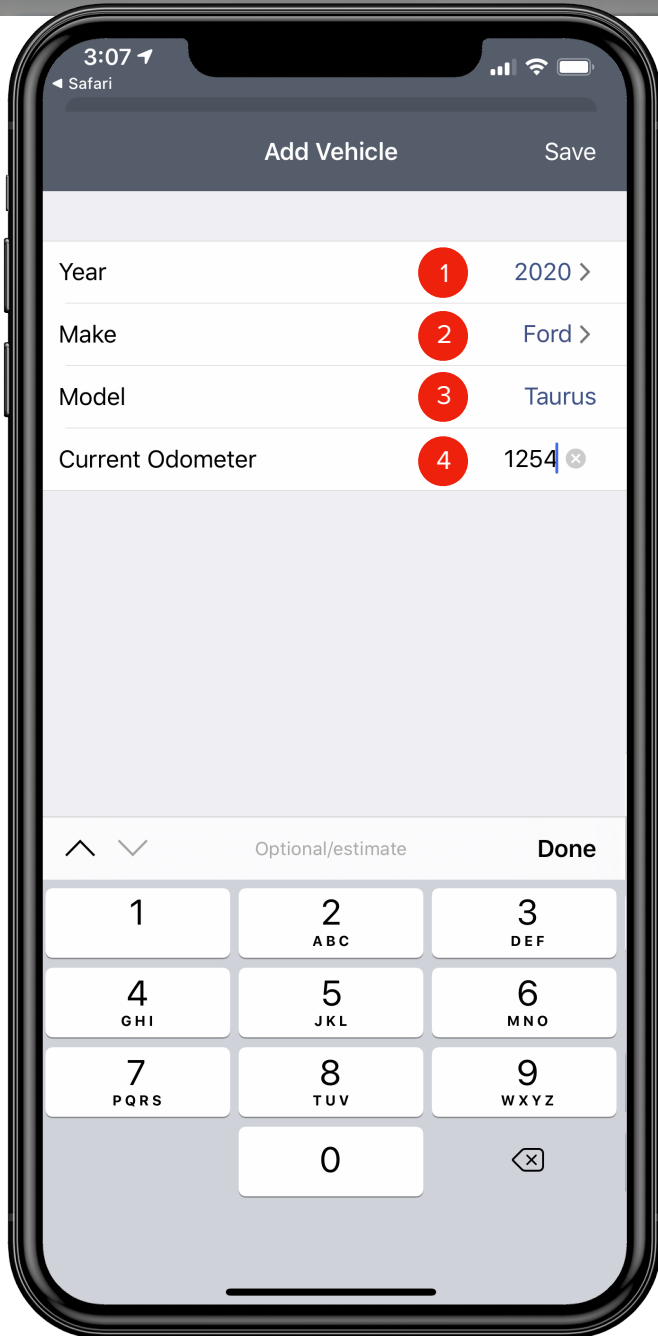

If you are ever logged out of mLog select the forgot password link and follow the instructions to log back into your account
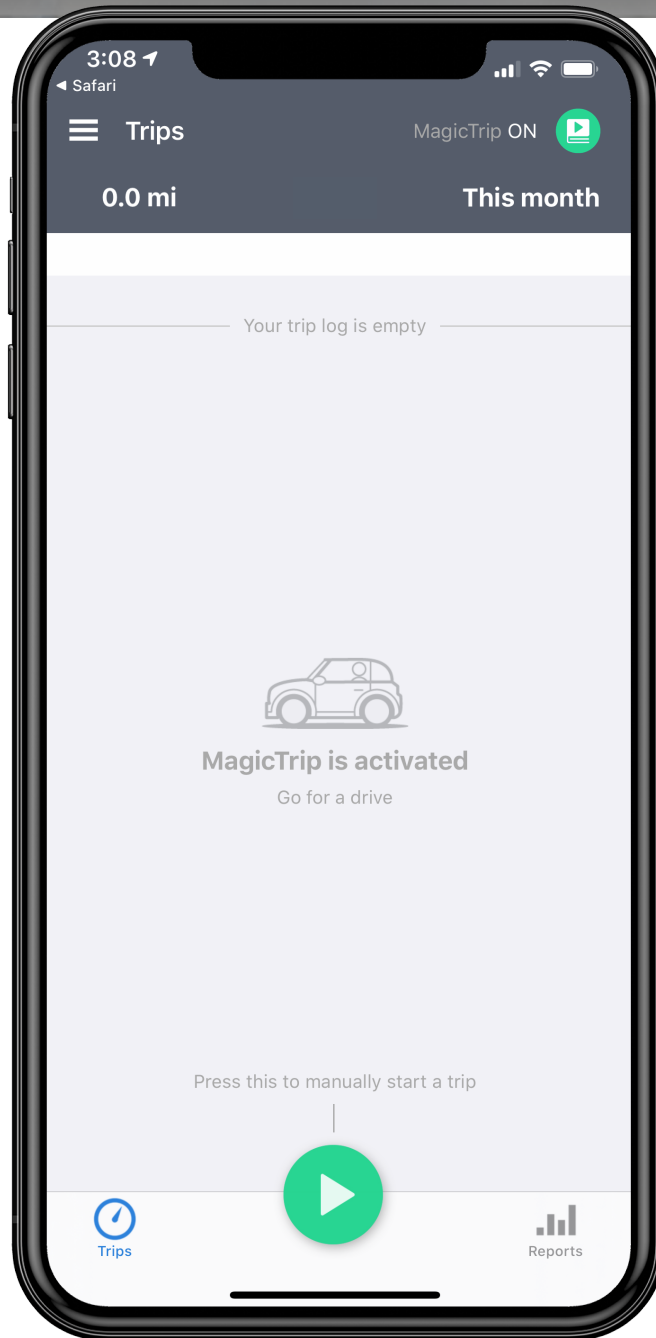
**Step 4.** Select "Allow" notifications. Then select "OK."
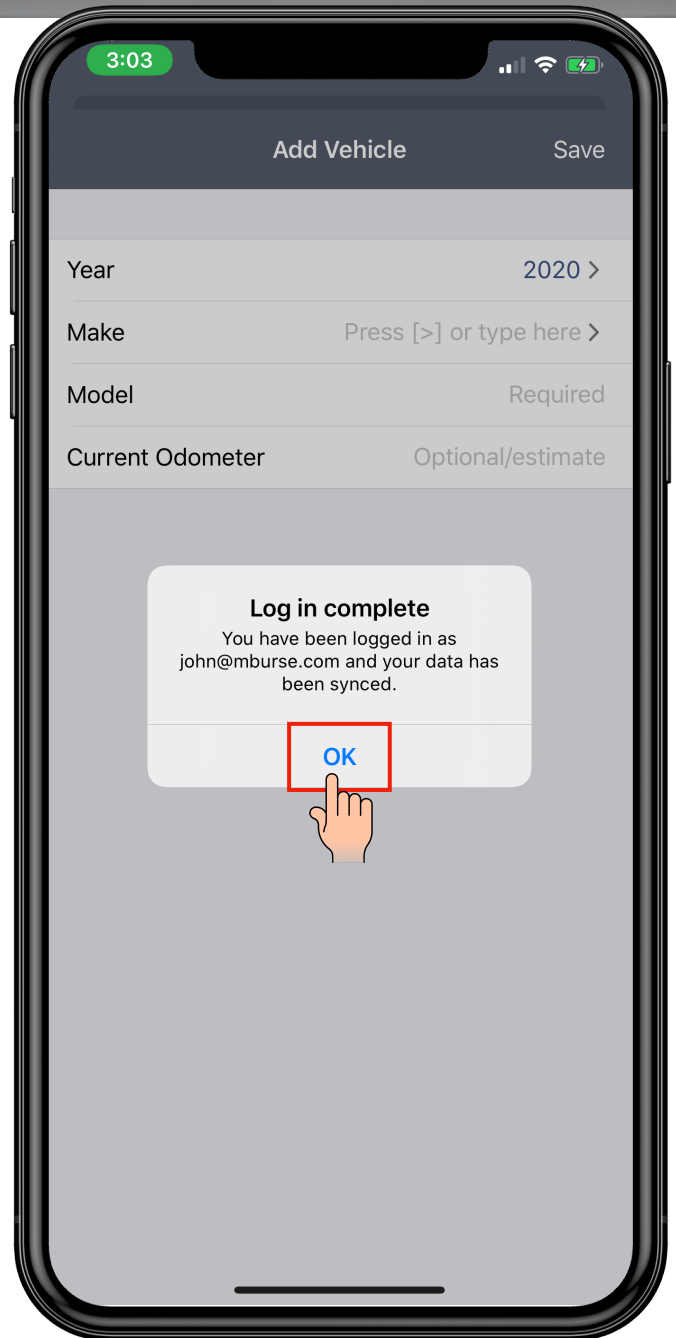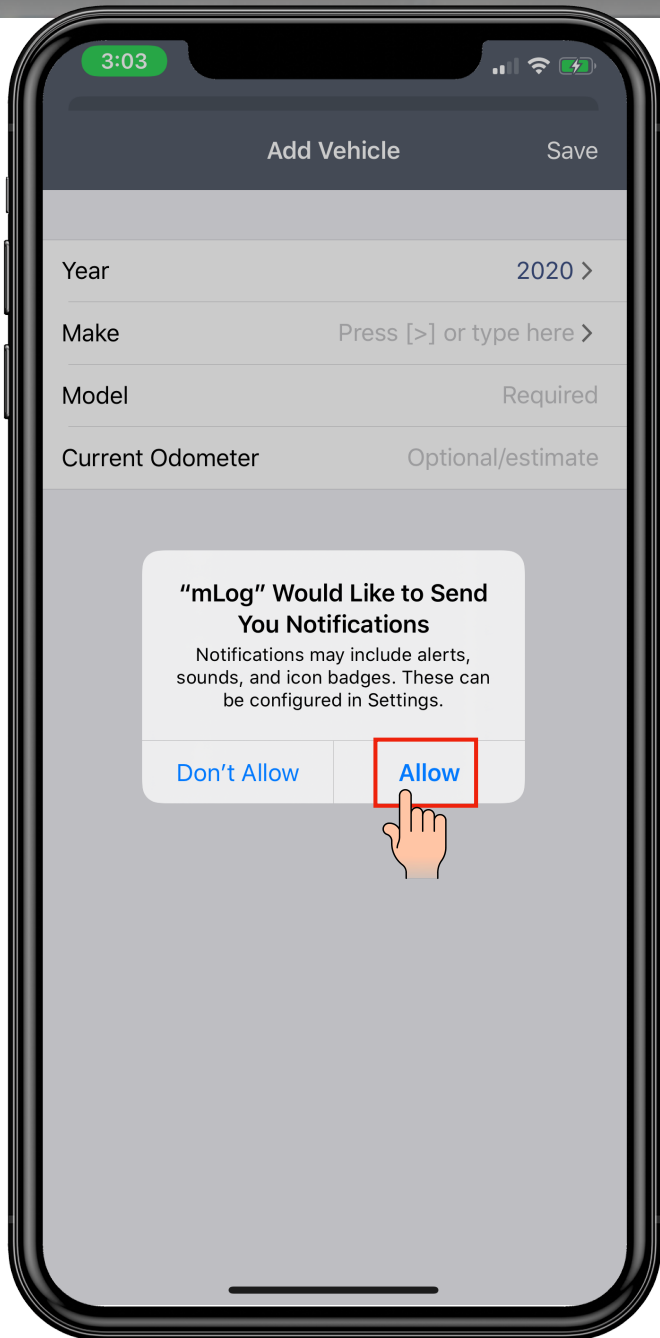
Step 5. Enter your vehicle's year, make, model, and current or estimated odometer. You may add additional vehicles later.

Step 6. You are now logged in and ready to start tracking mileage. The default mileage tracking option is MagicTrip (fully automated tracking).

Step 7. After 5 seconds you will be invited to explore other mileage tracking options. Select "A" to cancel, "B" to take the quiz, or "C" to learn more and choose a tracking option. You can still explore options and change your mileage tracking style later.
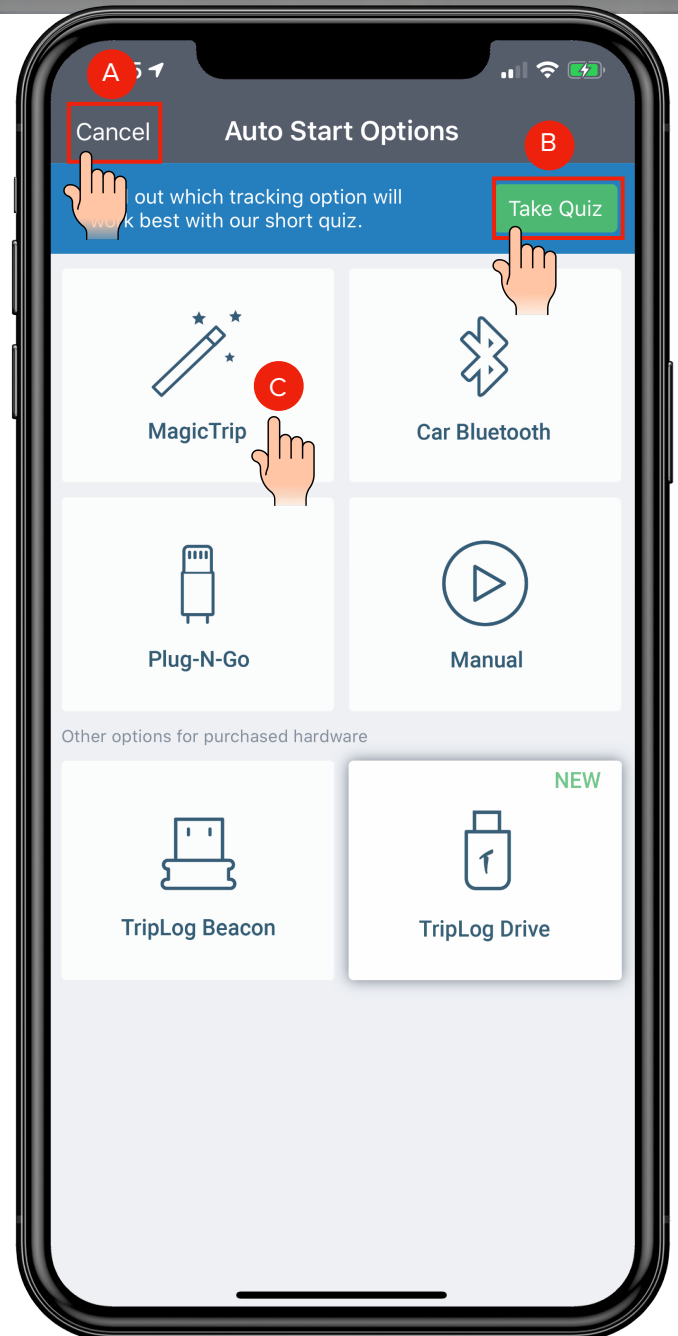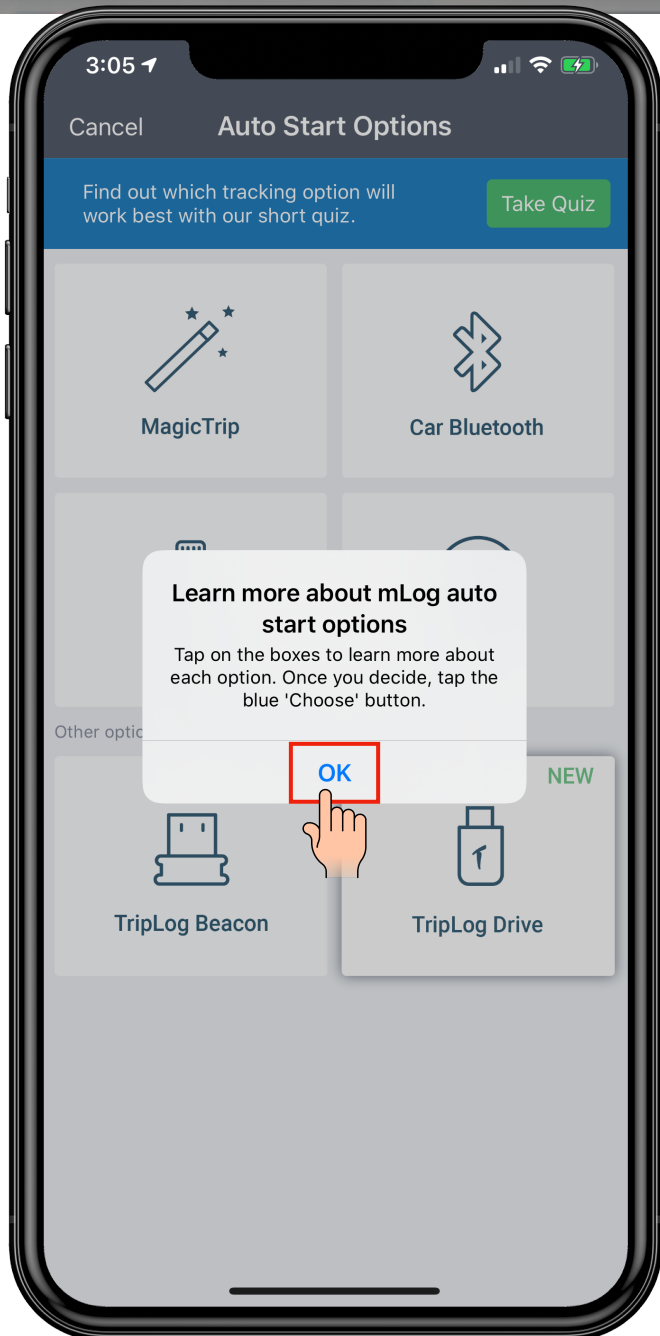
Step 8. After choosing your mileage tracking style, you may set your work schedule and verify mLog app settings. Select the shortcut or mileage tracking name in the upper right corner.
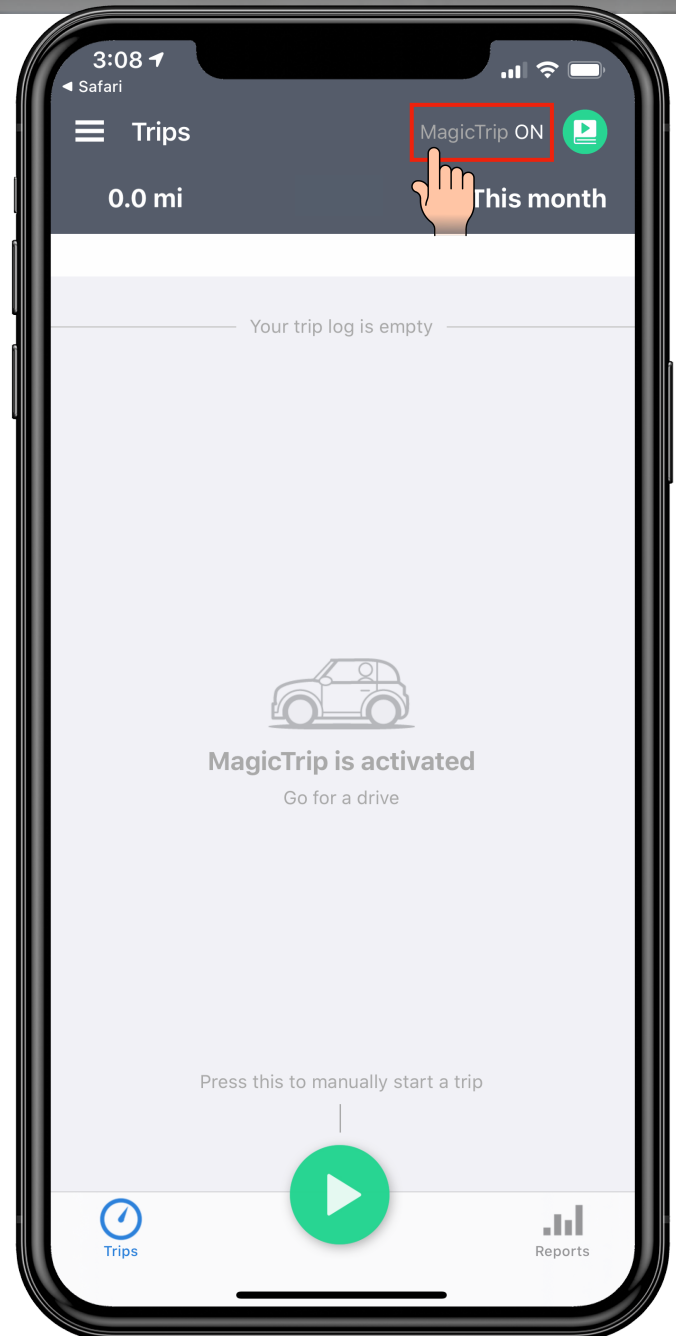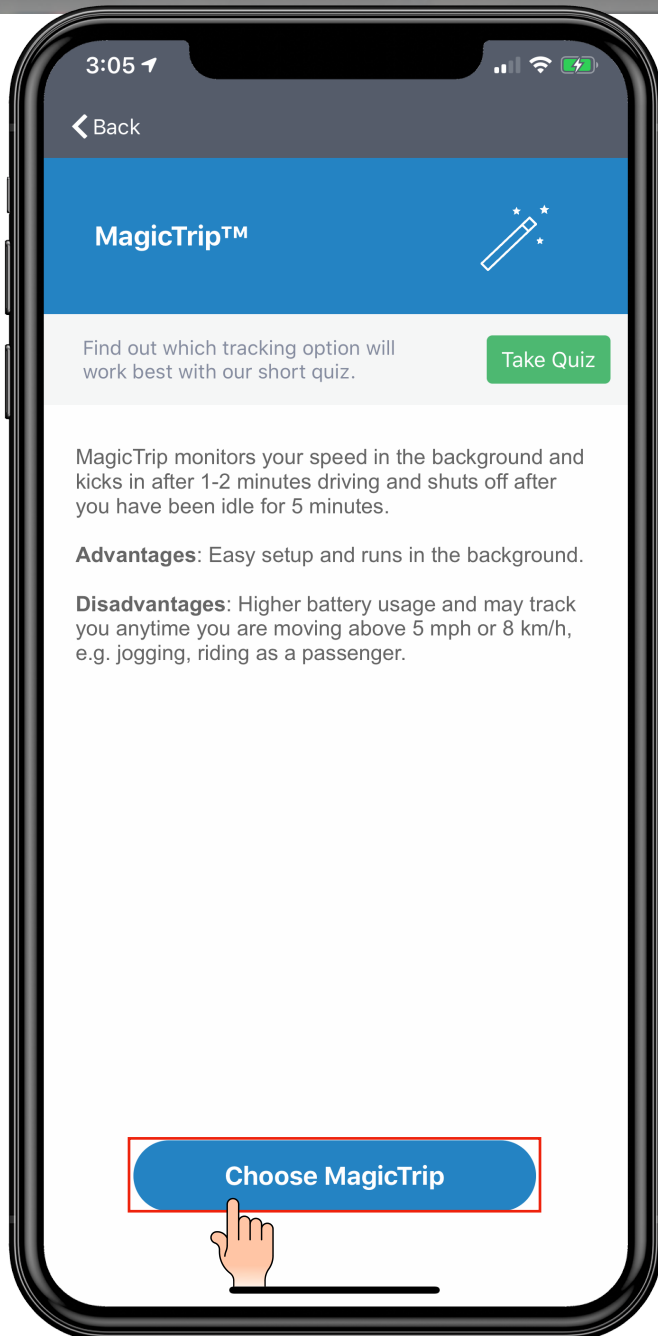
Step 9. When mLog asks to use the phone's Bluetooth, select "OK." Then verify your settings by selecting "System Permissions."
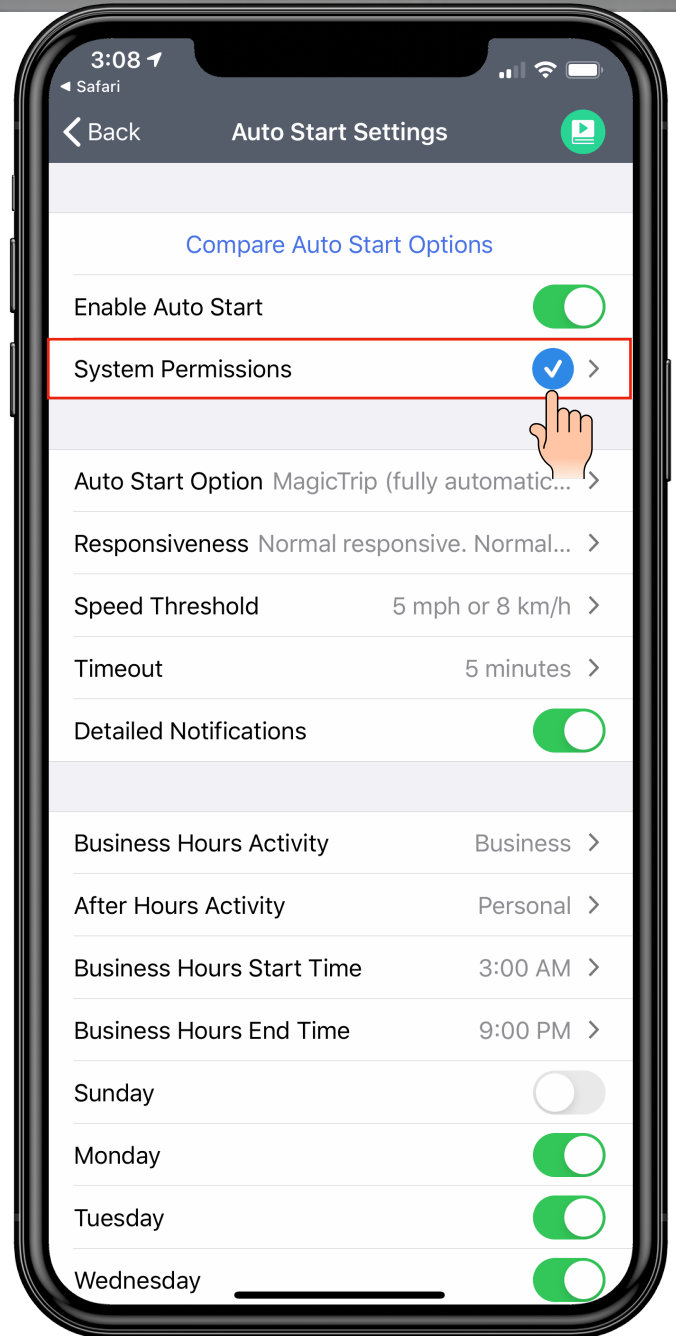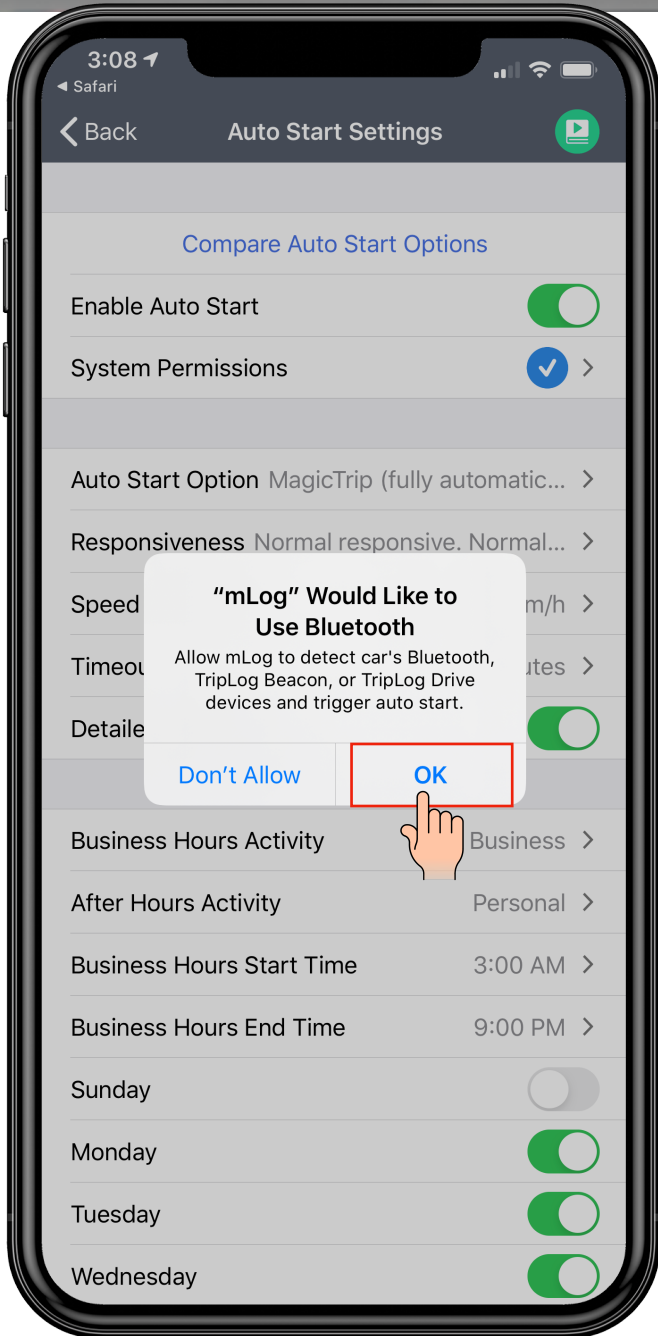
PRO-TIP
Your Auto Start Settings **MUST** show check marks—
NOT exclamation marks—to ensure accurate
and uninterrupted mileage capture.

1

3:08
◀ Safari

‹ Auto Start Settings

Set location to: ALWAYS	✓
Turn background app refresh: ON	✓

Still having issues? Please tell us about it to help us improve.
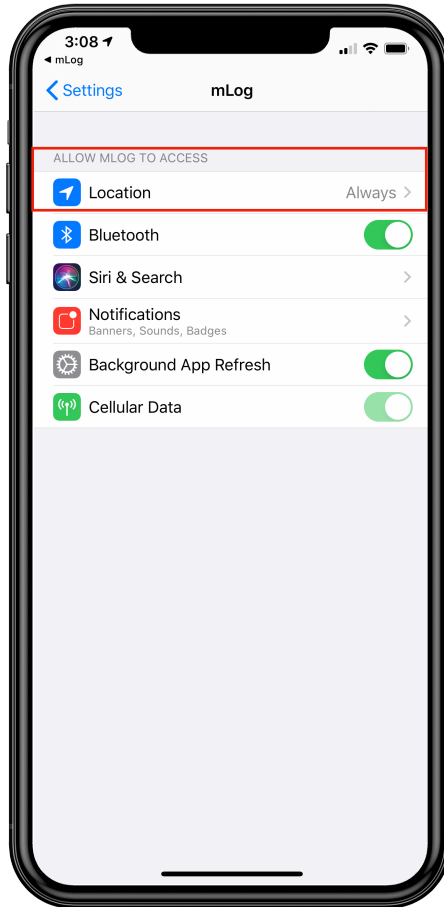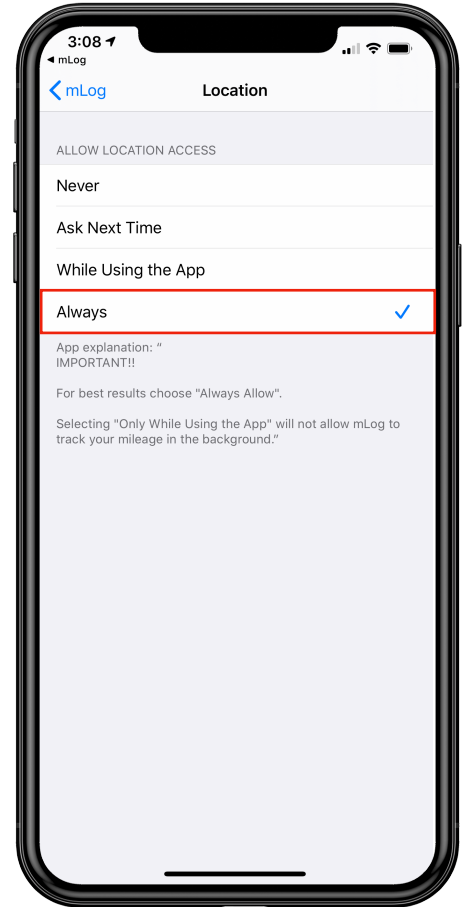
TROUBLESHOOT

Verify that Locations Services
are set to **ALWAYS**

2

3:08
◀ mLog

‹ Settings   mLog

ALLOW MLOG TO ACCESS

➤	Location	Always ⟩
✦	Bluetooth	⬤
◉	Siri & Search	⟩
▦	Notifications	⟩
	Banners, Sounds, Badges	
⚙	Background App Refresh	⬤
ᯤ	Cellular Data	⬤

Select Location to view or
make changes

3

3:08
◀ mLog

‹ mLog   Location

ALLOW LOCATION ACCESS

Never

Ask Next Time

While Using the App

Always	✓

App explanation: "
IMPORTANT!!

For best results choose "Always Allow".

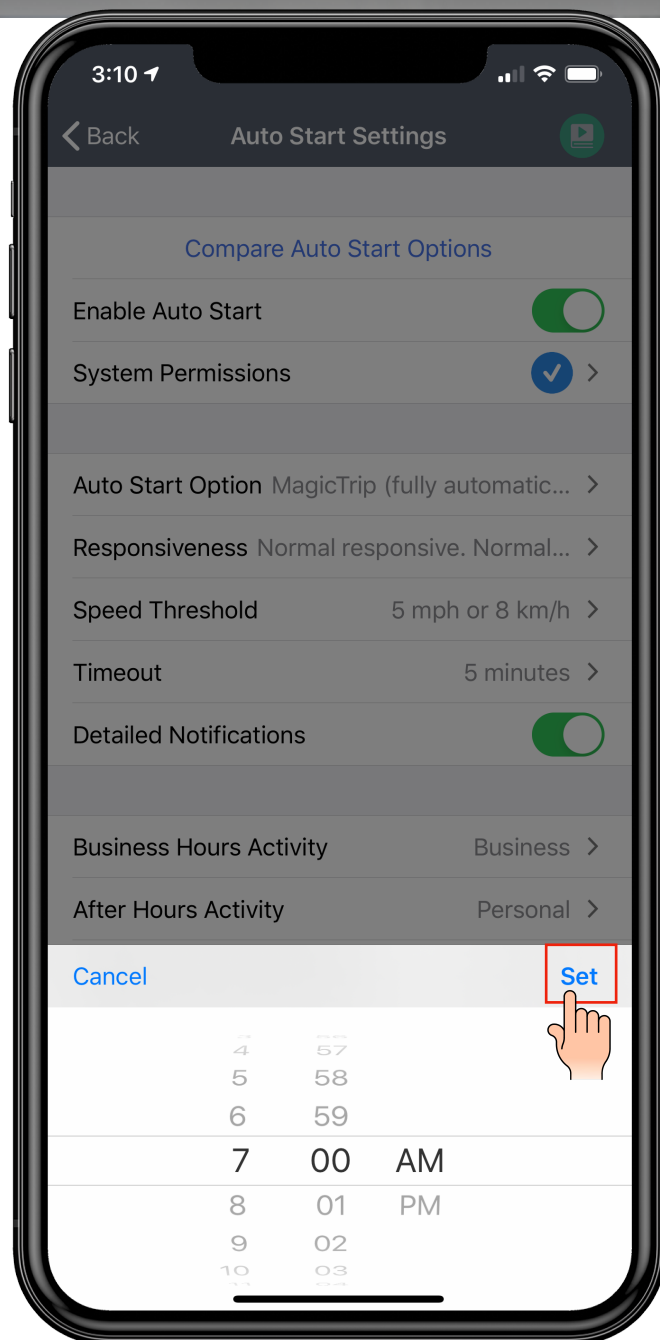Selecting "Only While Using the App" will not allow mLog to track your mileage in the background."
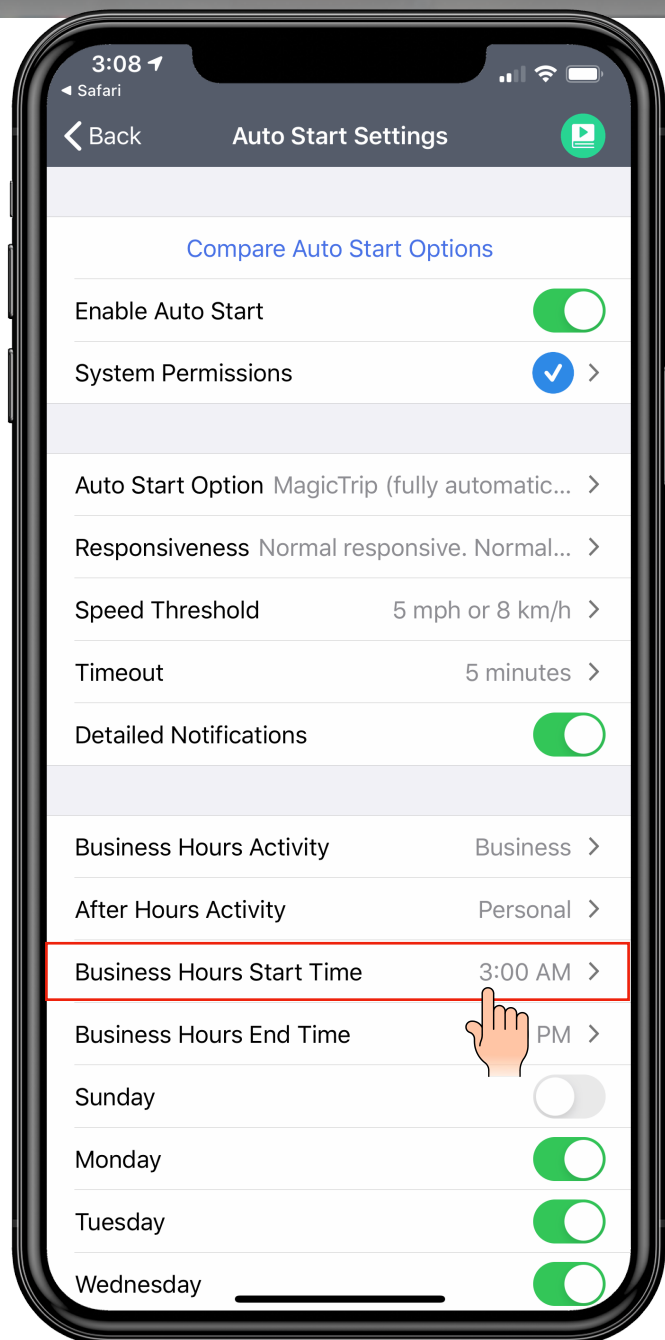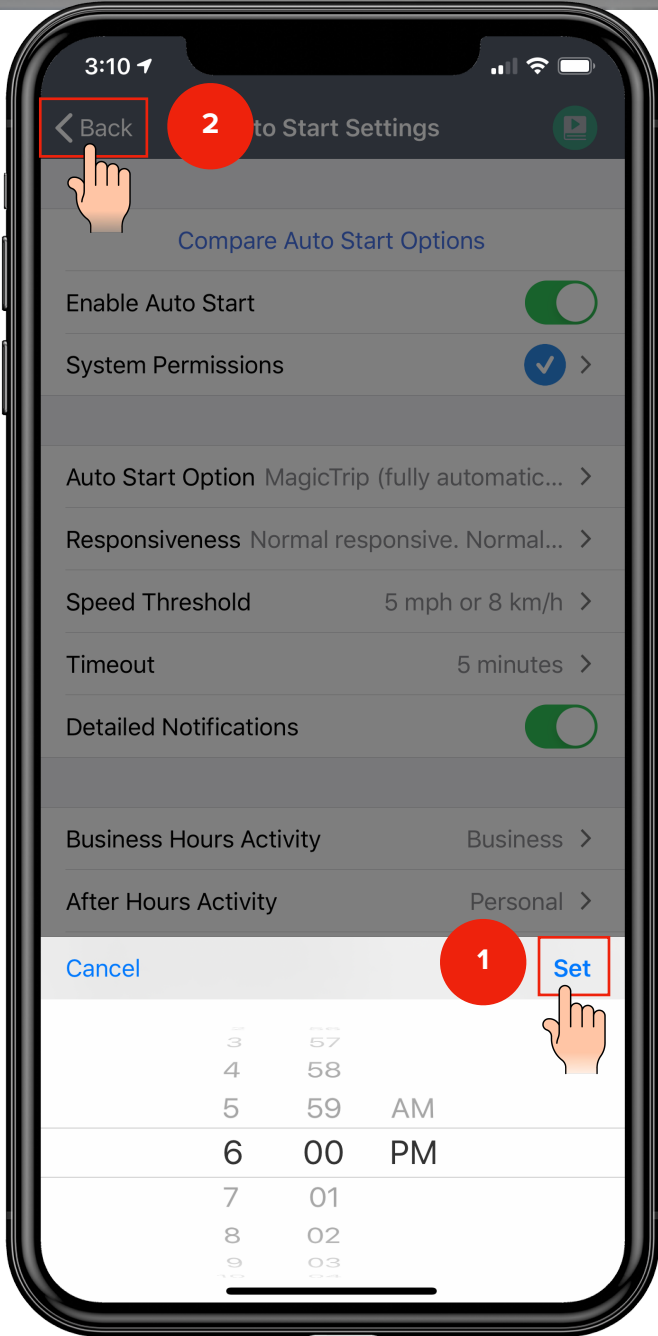
Confirm and arrow back to
mLog

m

Step 10. Set your work schedule based on when you most often start your work day. You can change your schedule later or change a trip type if you travel outside your regular business hours.

Step 11. Repeat the process for your ending business hours.
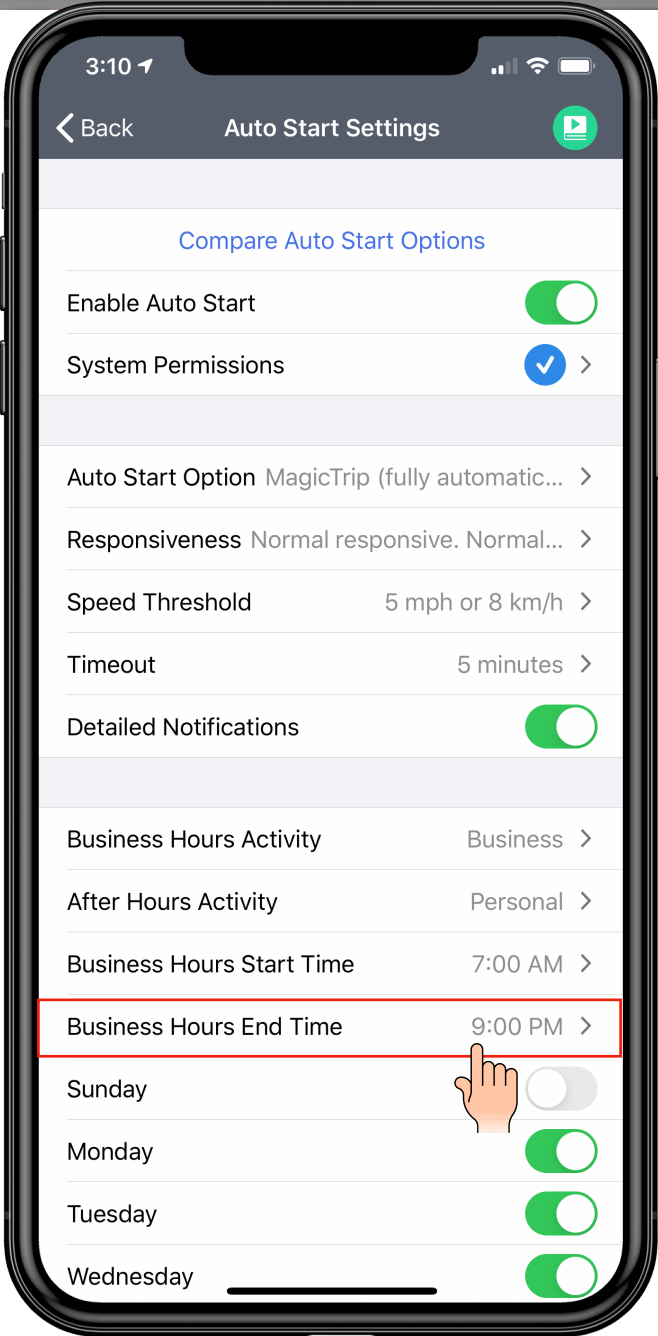
Congratulations!
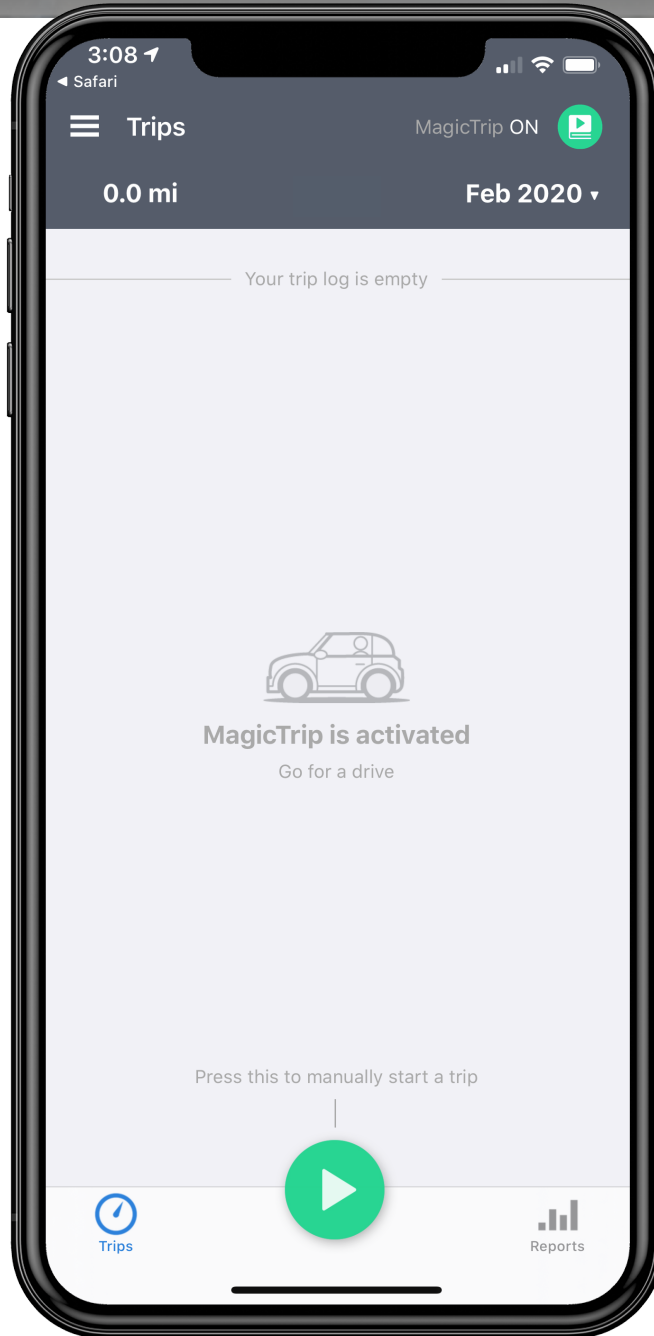You are now ready to start logging mileage!
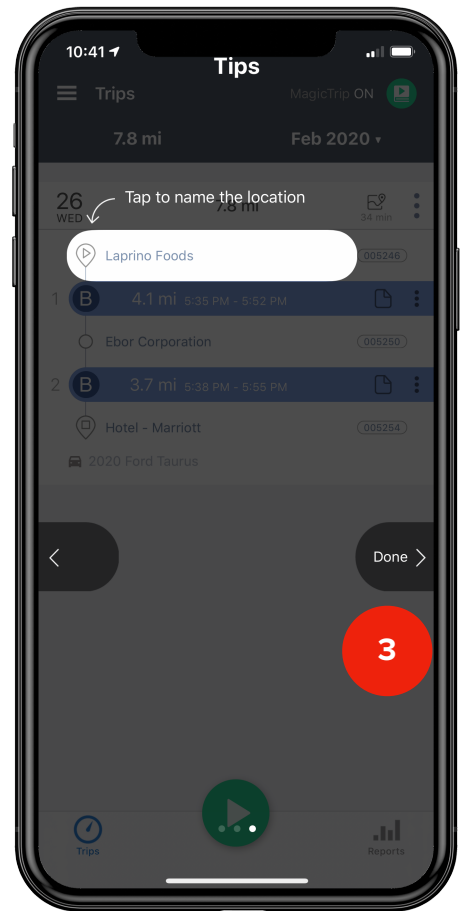Keep your phone with you and the mLog app open.

mLog
Your First Trip

March 2020

After your first trip, you will be provided with hint text and instructions for editing trips.
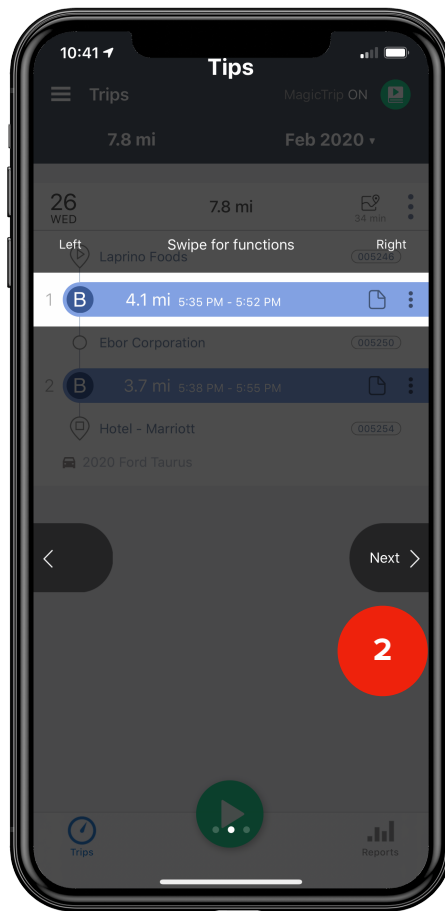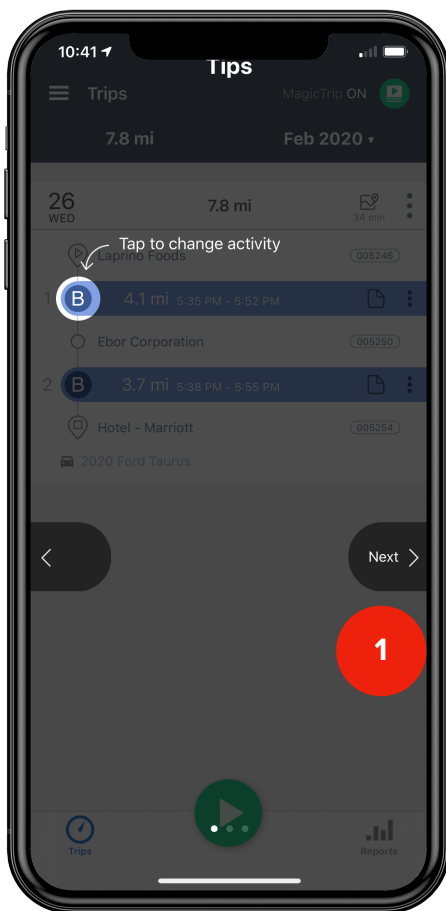
Select "**Next**" to scroll past the instructions.
Select "**Done**" to exit the hint text.

*The instructions are informational and provide direction for editing trips.

Getting to Know mLog

1 - Menu
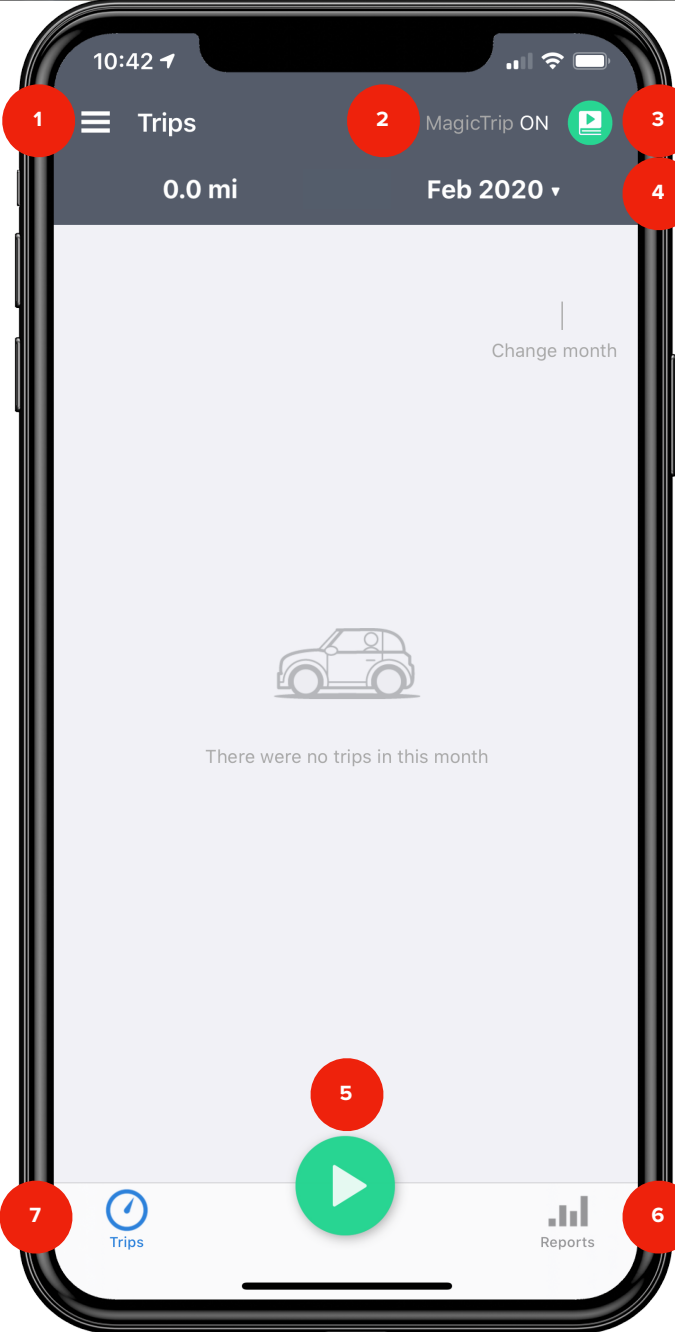
2 - Auto-Start Short Cut

3 - Help Videos

4 - Month and Historical

5 - Manual Start

6 - Mileage Reports

7 - Trips/Home

10:42

Trips

MagicTrip ON

0.0 mi

Feb 2020

Change month

There were no trips in this month

Trips

Reports

Still need help?

For questions or additional support, use these resources:

1. In-app Help - Tutorial videos, User Guides, Knowledge Base
   (Open mLog > Select Menu > Help & Info > User Guides)

2. YouTube Tutorials (**HERE**)

3. Driver Services - (**driverservices@mburse.com**)
   (Open mLog > Select Menu > Help & Info > Contact Us)

Manual Mileage Entry

DO NOT MANUALLY ENTER MILEAGE WHILE DRIVING YOUR VEHICLE

March 2020

Meet mLog

1 - Menu/Settings
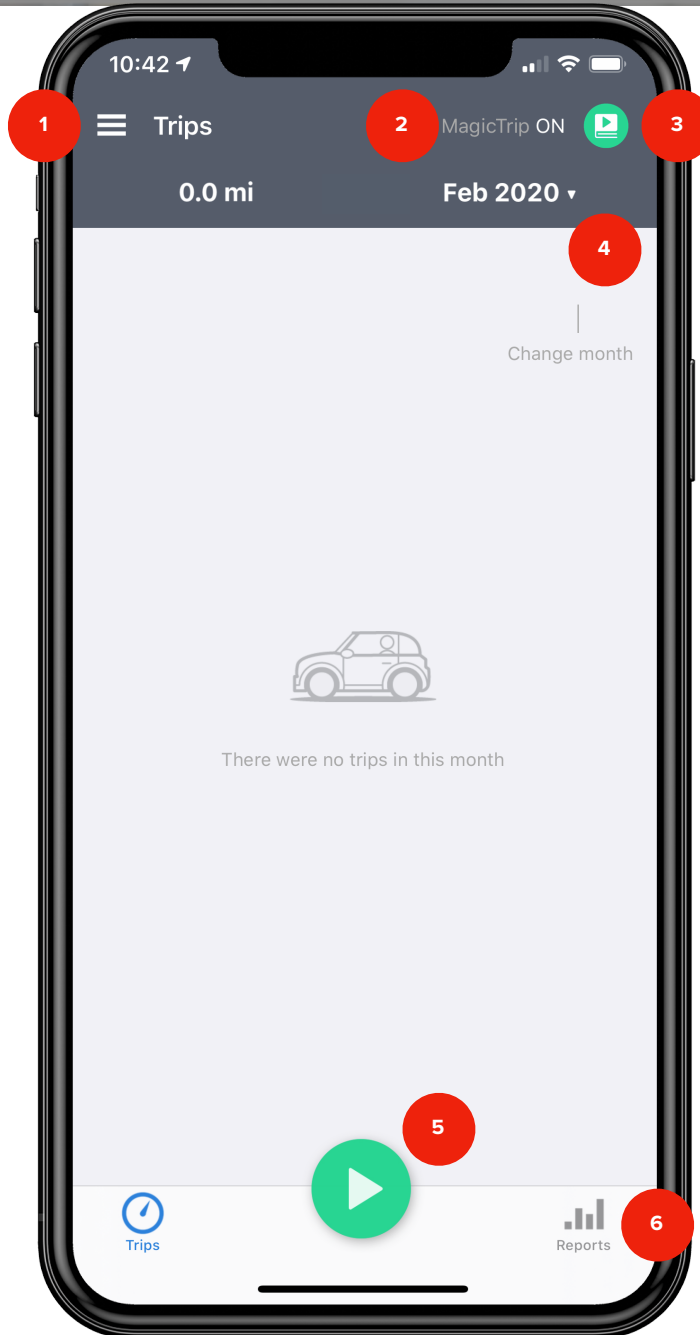
2 - Auto-Start Short Cut

3 - Help Videos
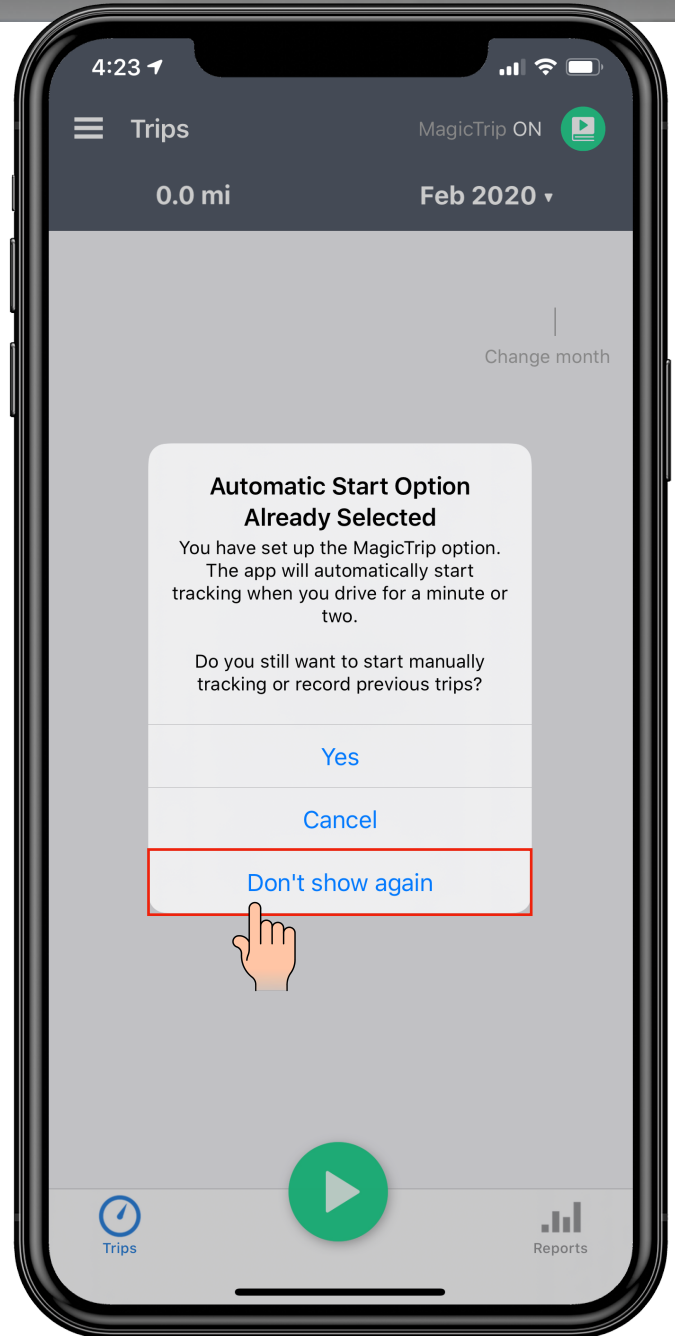
4 - Historical Months

5 - Manual Start

6 - Mileage Reports

Step 1. To manually enter a trip, select the green "Play" button in the footer. (Select "Don't show again" or "Yes" for the reminder to display again.)

Step 2. Select "Manual Entry" and complete the form fields.
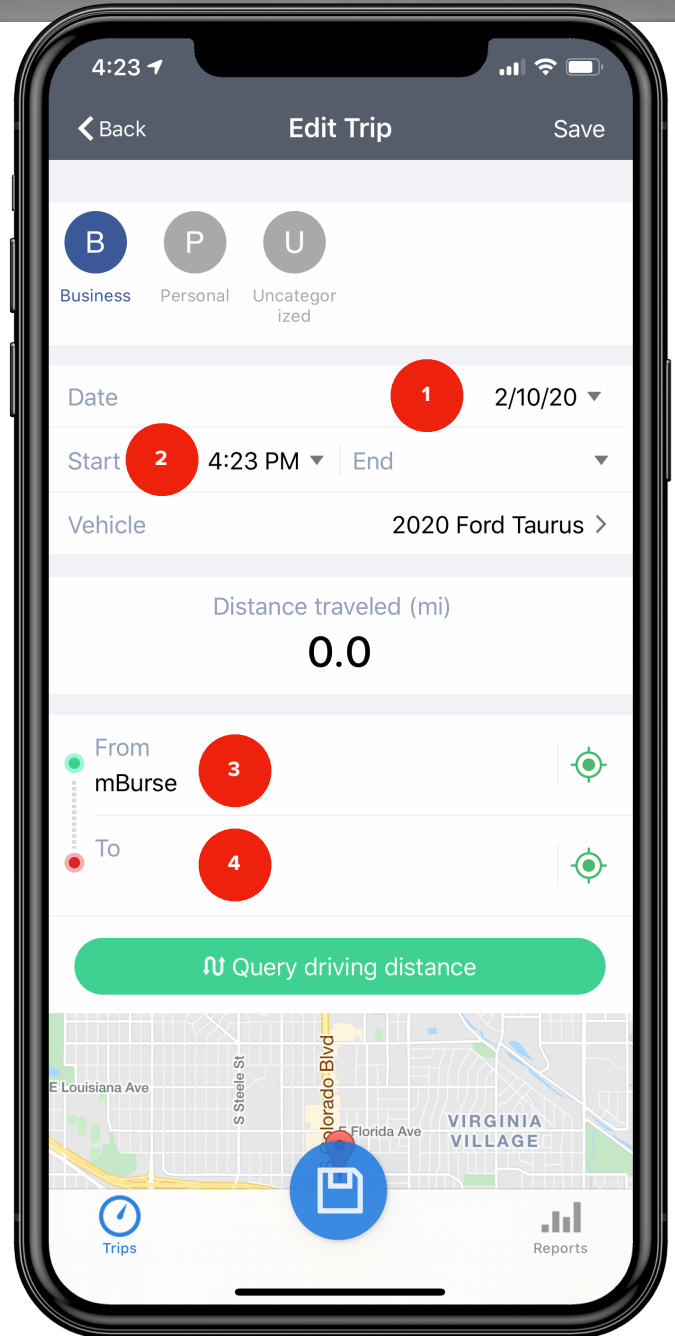
Guide to Manual Entry Fields

Legend

Date
Trip Date - Pick the historical trip date.

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

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

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. Once you have chosen or added the location, select "Apply Diving Distance & Time."
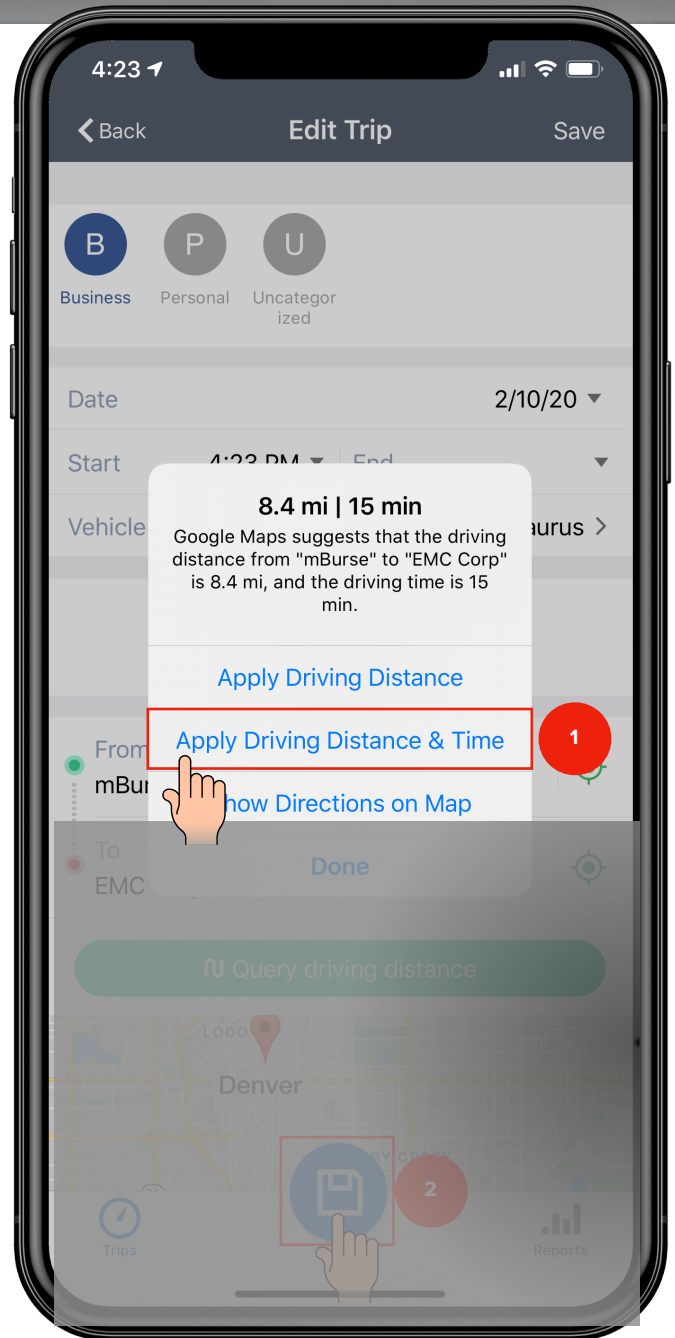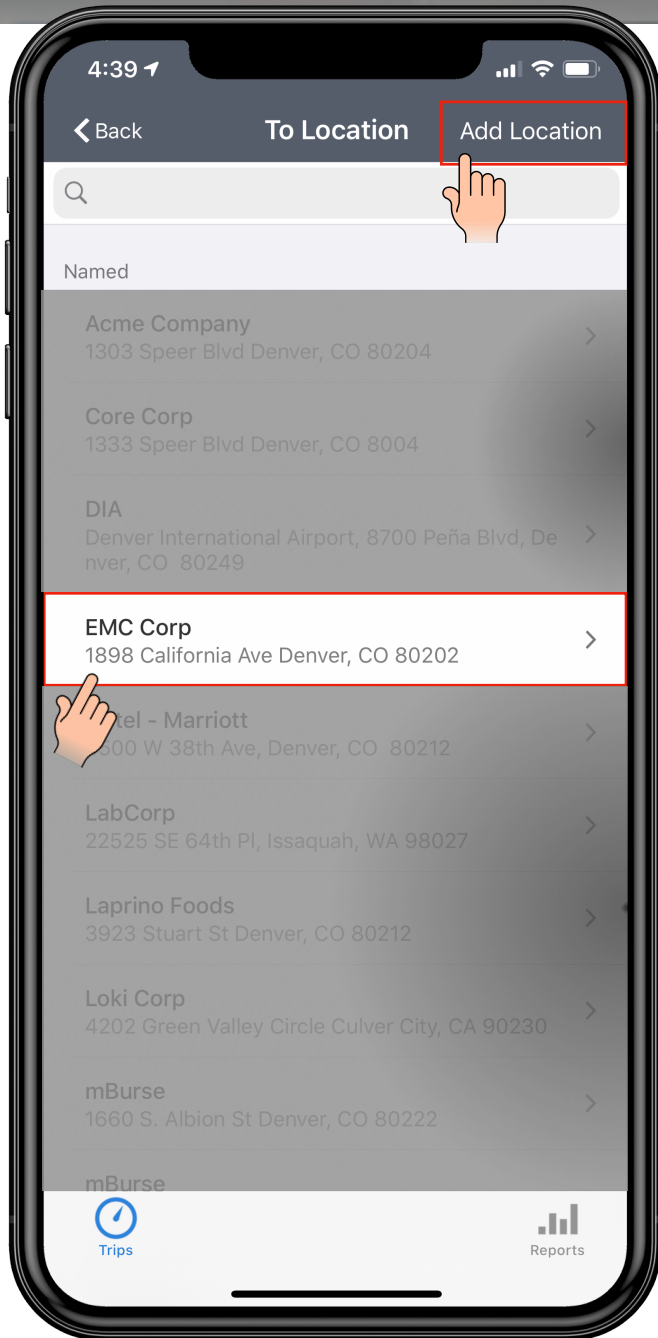
Step 3. Select "Save." Your manual trip will be displayed on the Trips page. Either select the three dot icon ⋮ (1) to create a return trip, or repeat the process to add another trip.
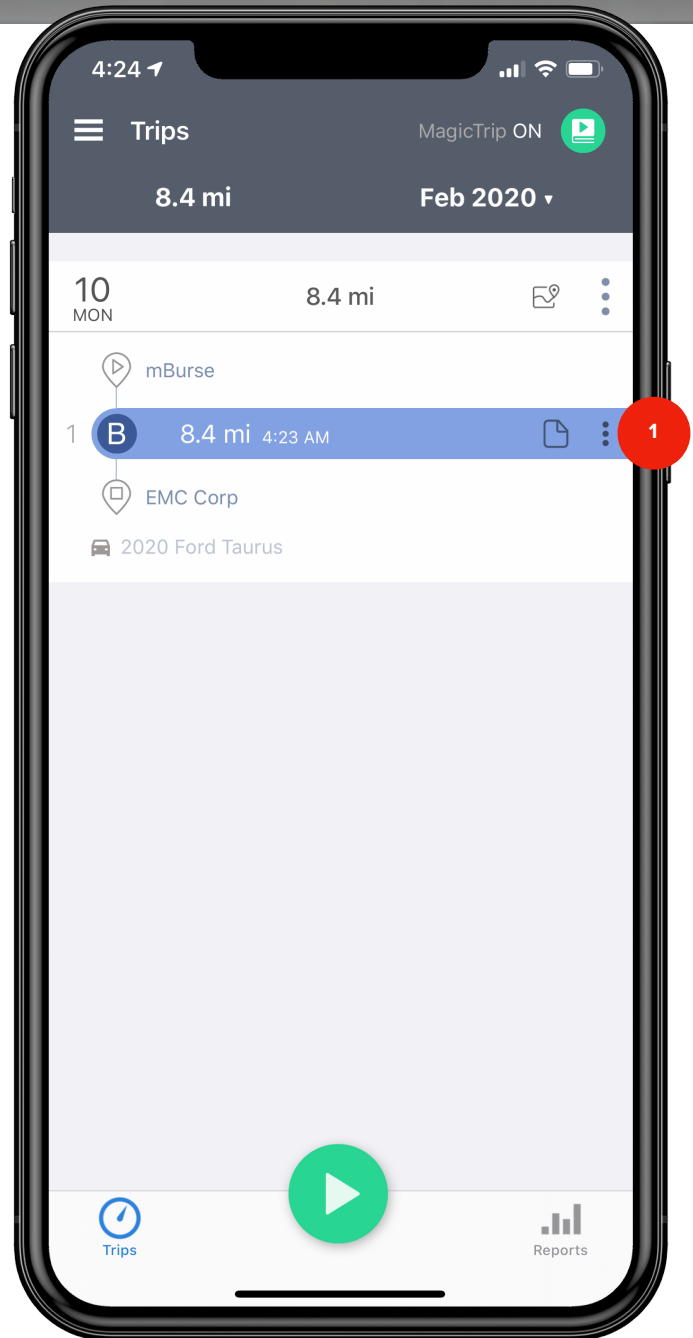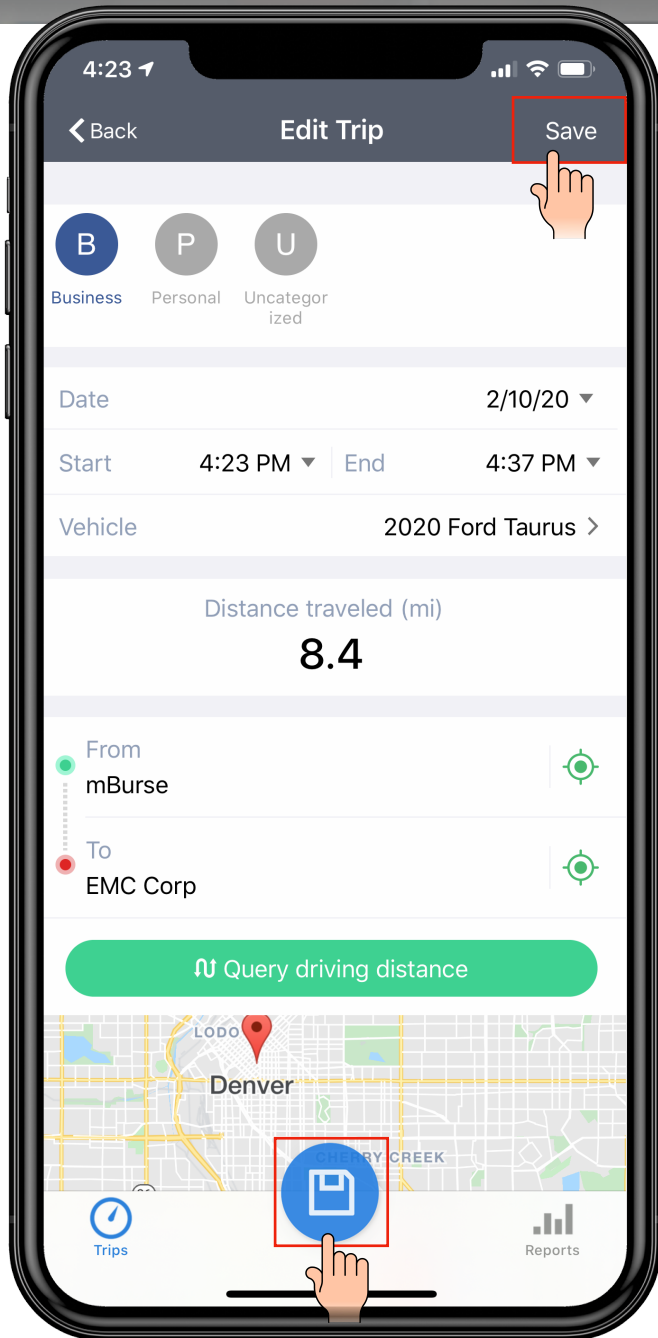
Settings & Customization

March 2020

Getting to Know mLog
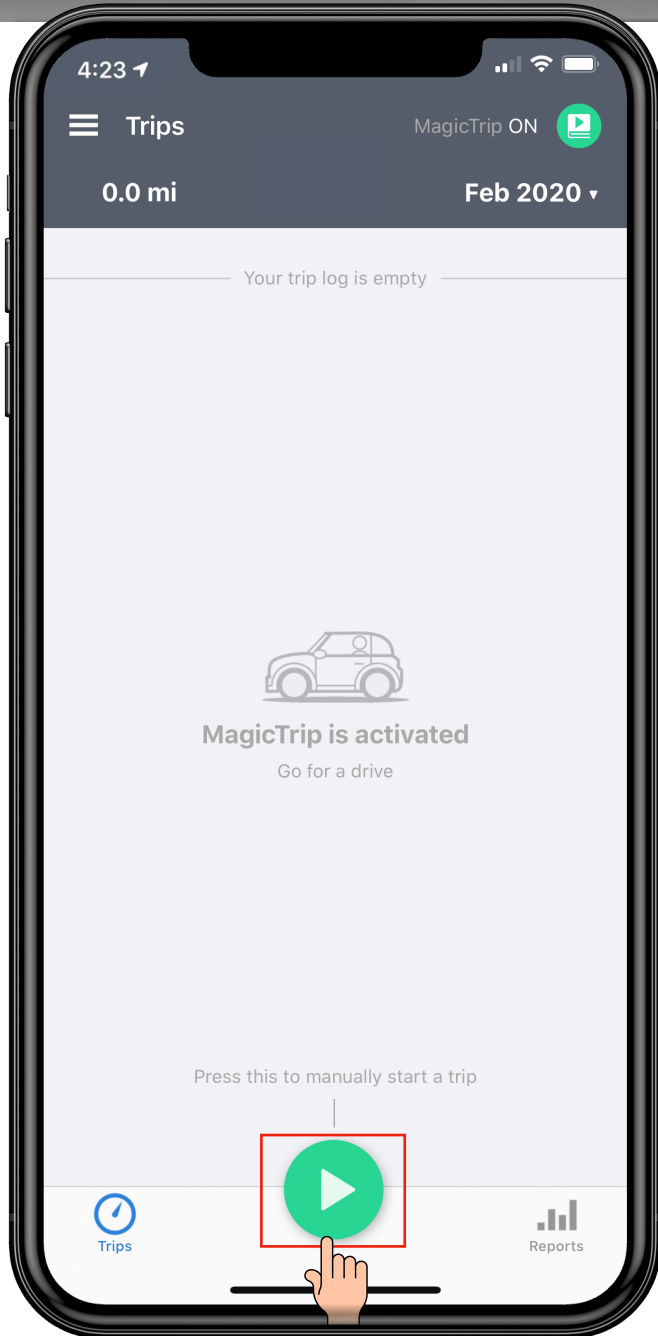

1 - Menu/Settings

2 - Auto-Start Short Cut
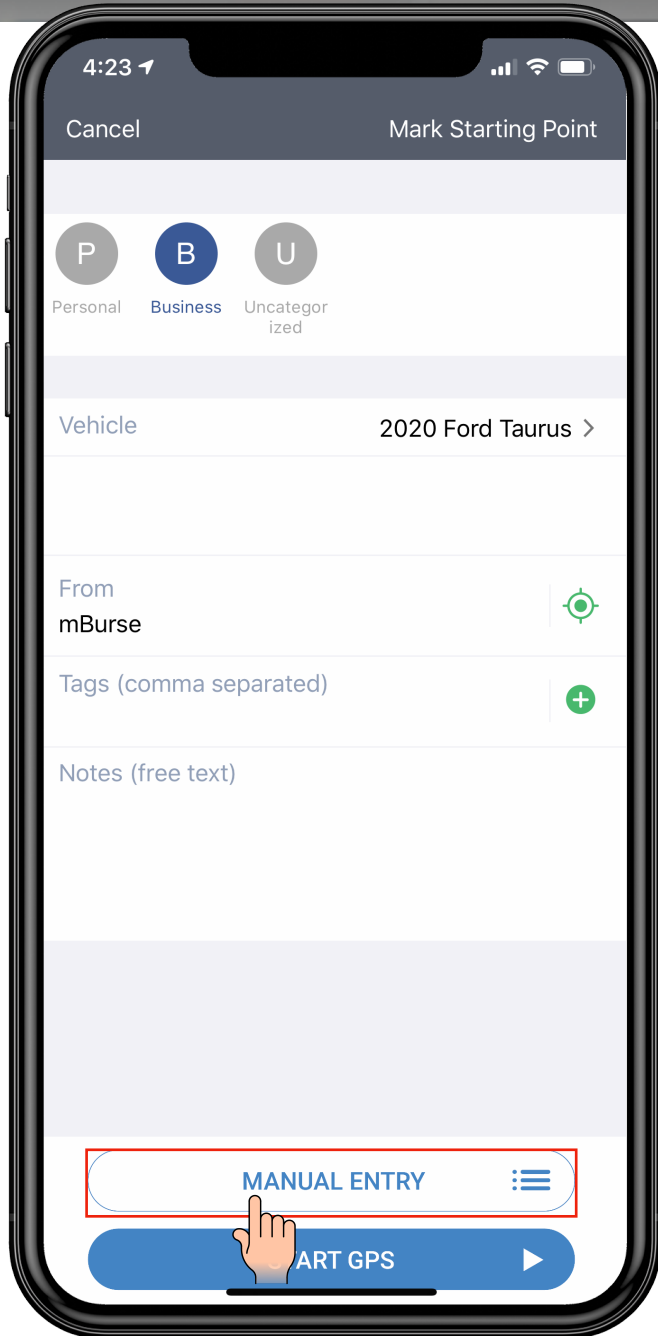
3 - Help Videos

4 - Historical Months

5 - Manual Start

6 - Mileage Reports
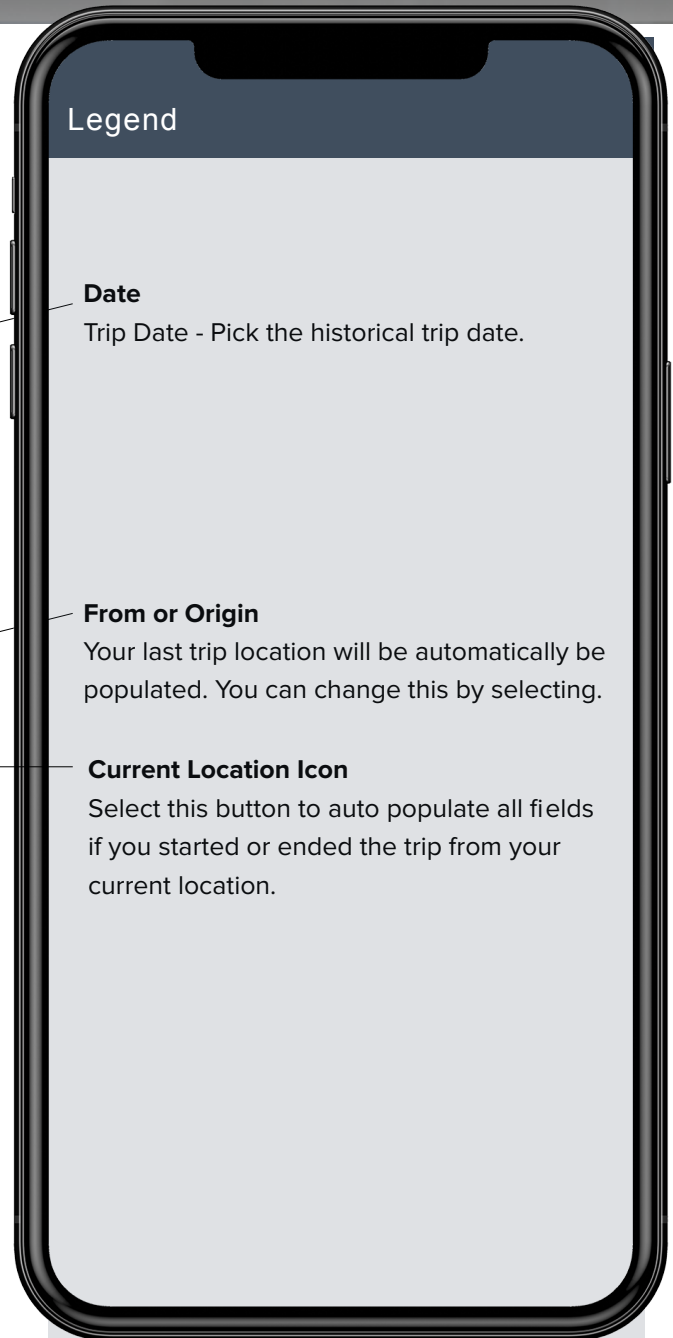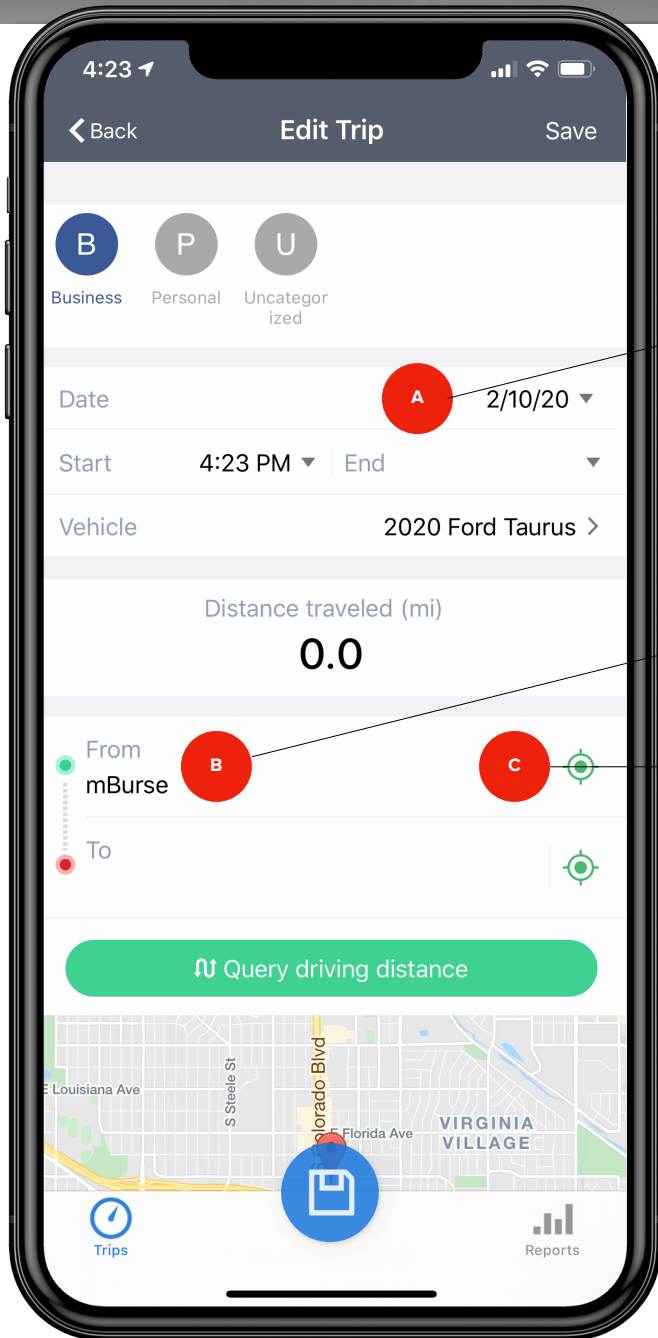
Data Sync and Backups

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 mileage from your cloud manually or automatically. Mileage is automatically synced with a new device.

Accidentally delete trips or information - If you accidentally delete data you can pull data from the cloud within 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 with your work email.
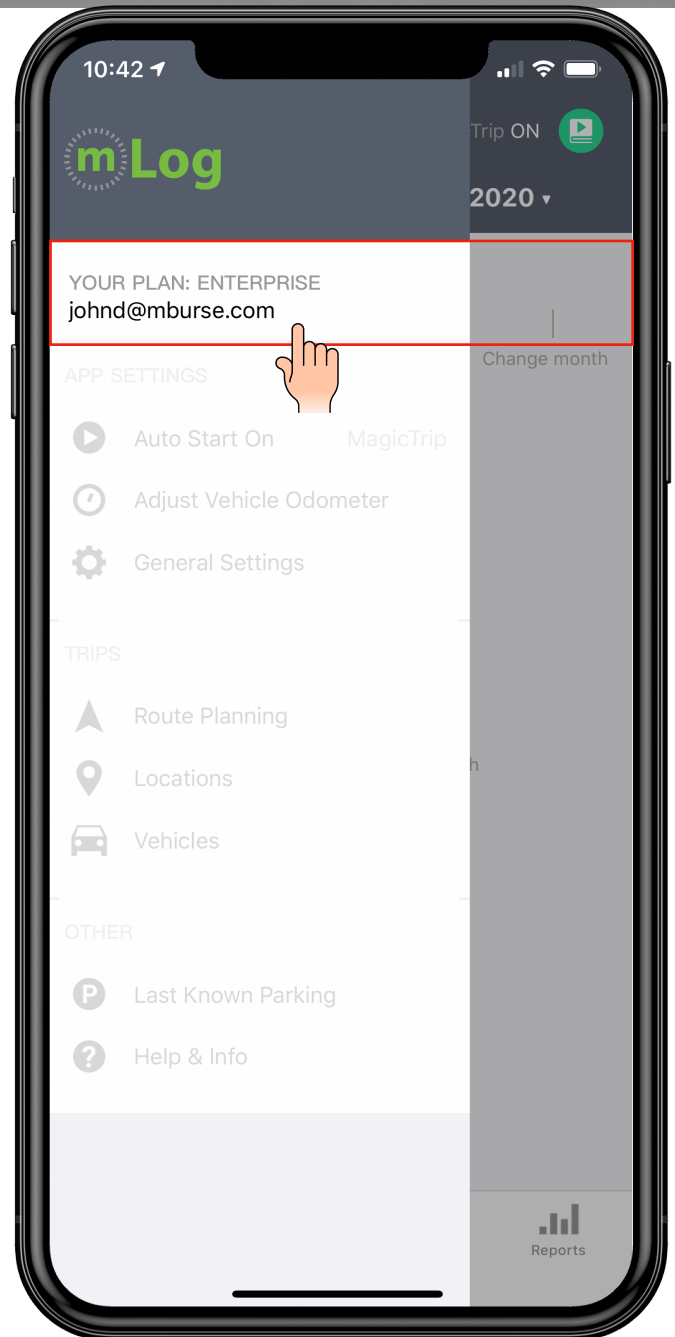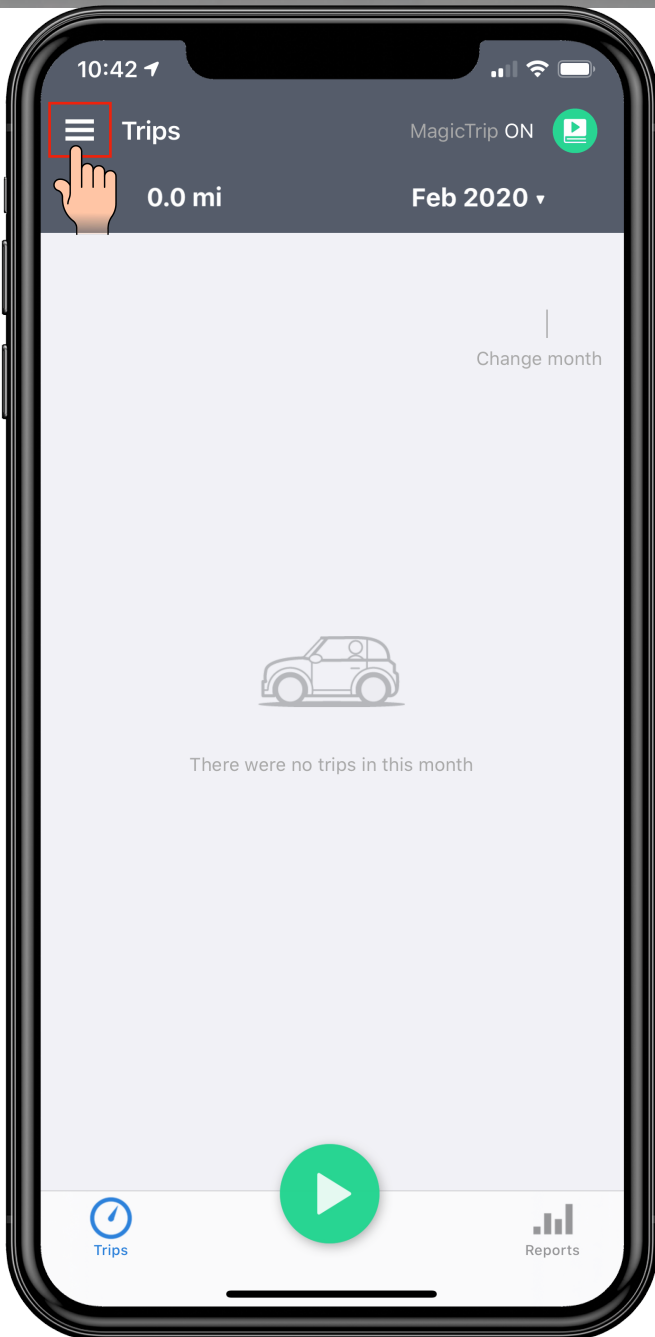
2. Each user has a cloud backup. The cloud backup is independent of iCloud. The mileage and data can be synced with the cloud.
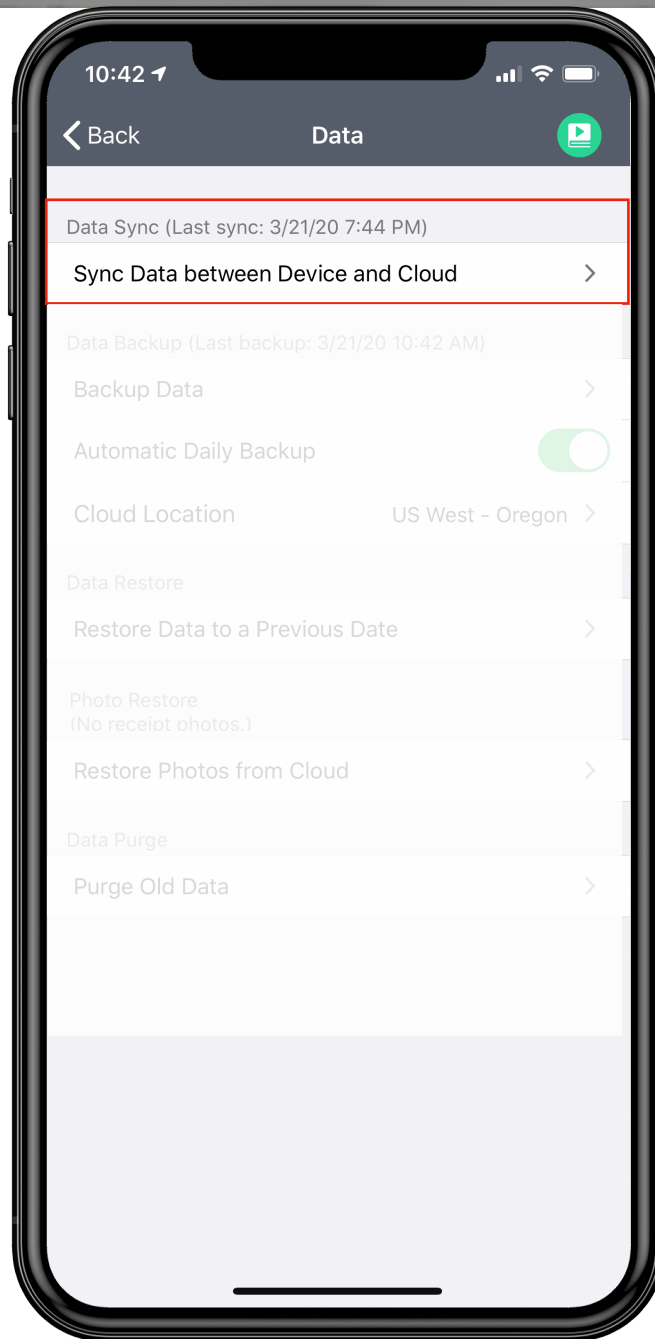
3. Choose from three data sync options.
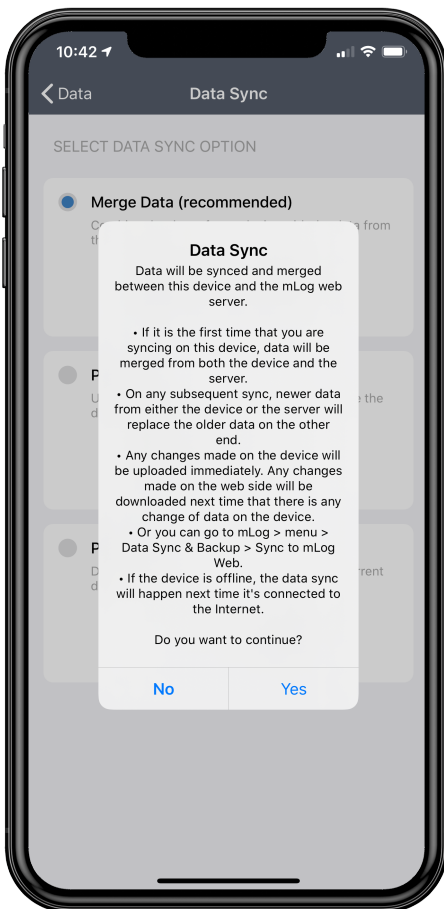
Merging data combines cloud data with phone data. This is great if you have a new phone with mileage that you need to merge with old data.
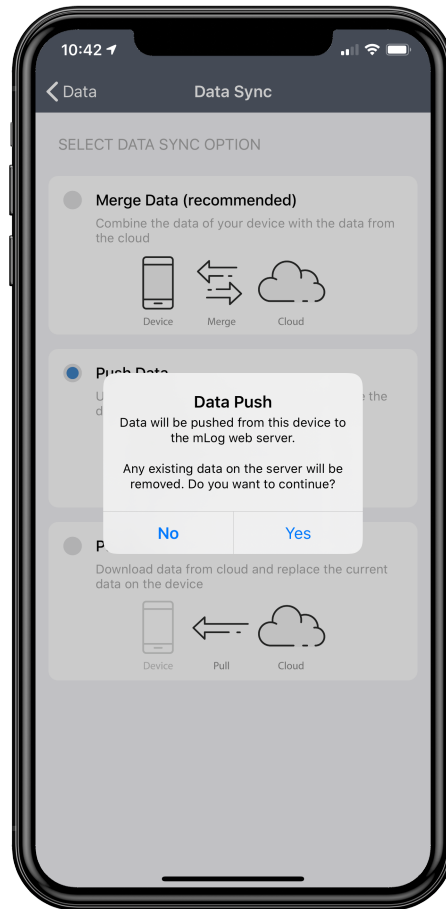
Pushing data is helpful if you took a trip while not signed into your account and need to send mileage from your phone to the cloud.
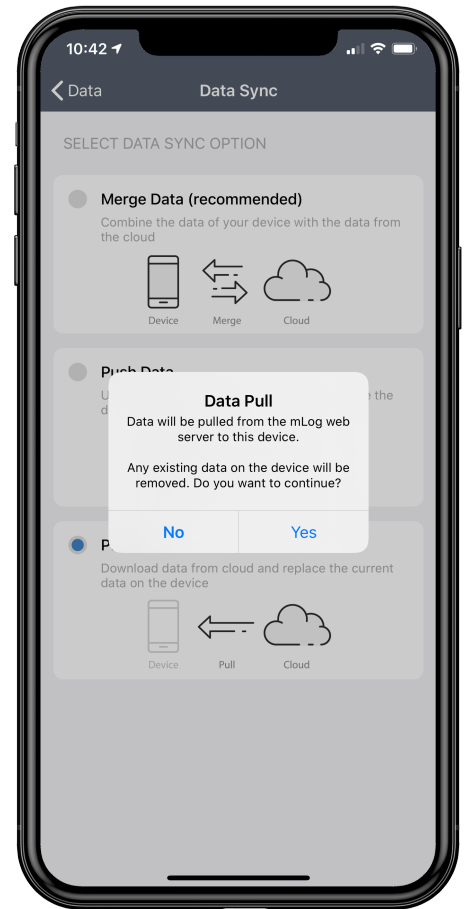
Pulling data is useful when you have a new device and need to transfer your mileage from the old device to the new device.

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 allow your company to 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%).

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

Auto Start - Choose from several auto start mileage tracking options. You can also turn mLog off when you are not using the app or in vacation mode.

1. Select "Auto Start On" to check the System Permissions. If there is an exclamation mark next to "System Permissions," select the icon and follow the on-screen instructions to correct it.
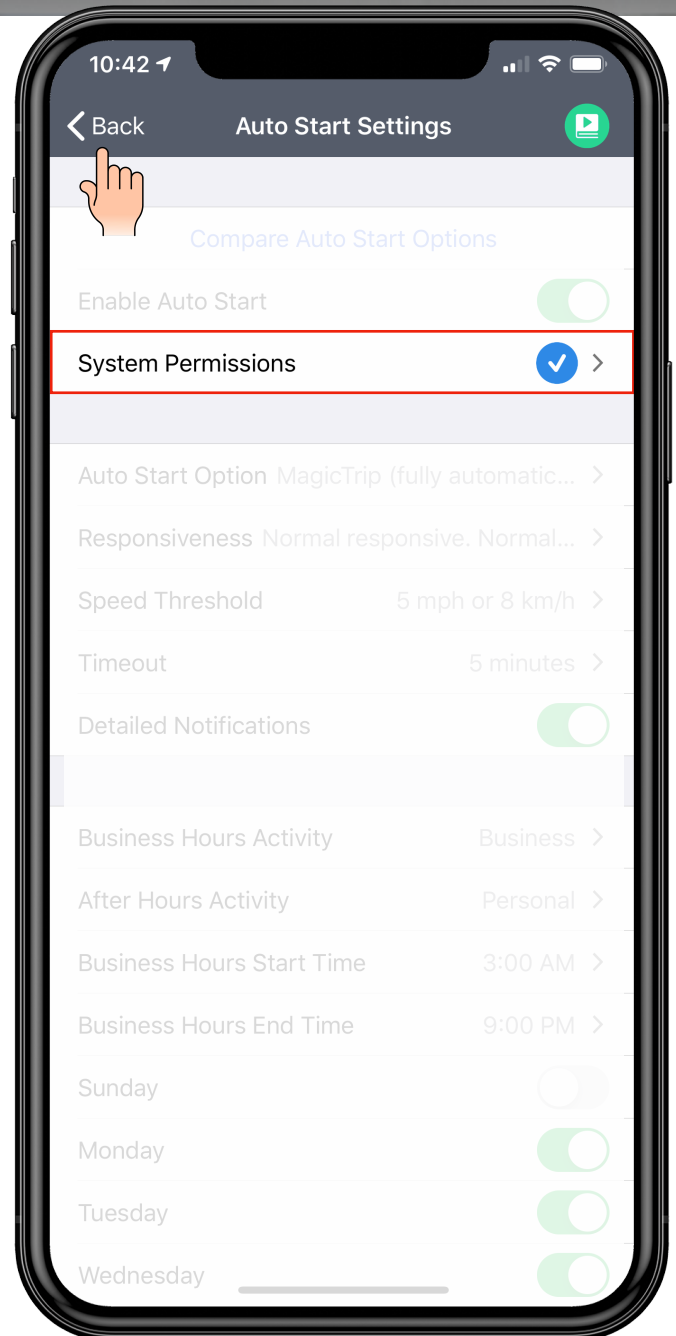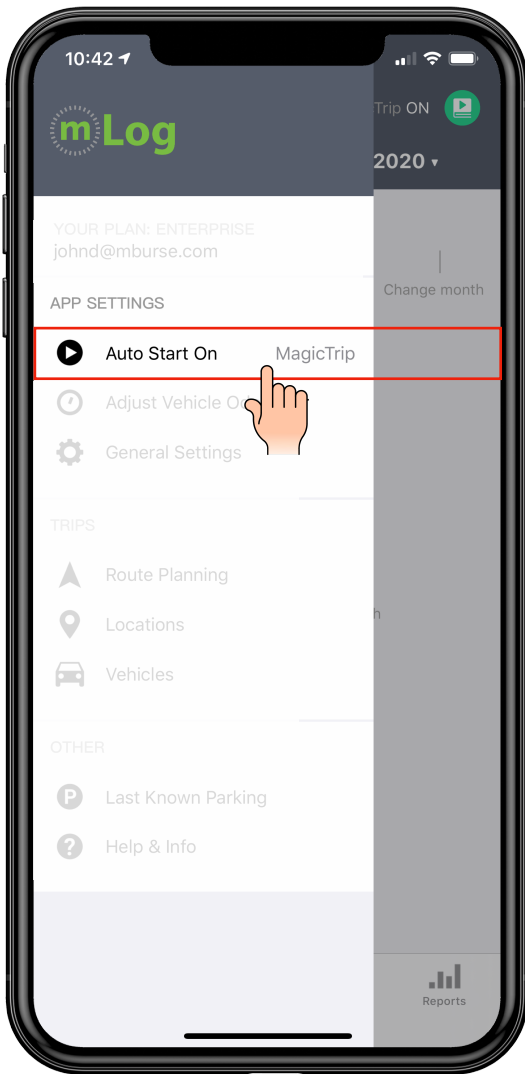
Setting Mileage Tracking Styles

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 "Auto Start on" Button to check the system permissions. If there is an exclamation mark next to either system permissions select the icon and follow the on-screen instructions to correct.
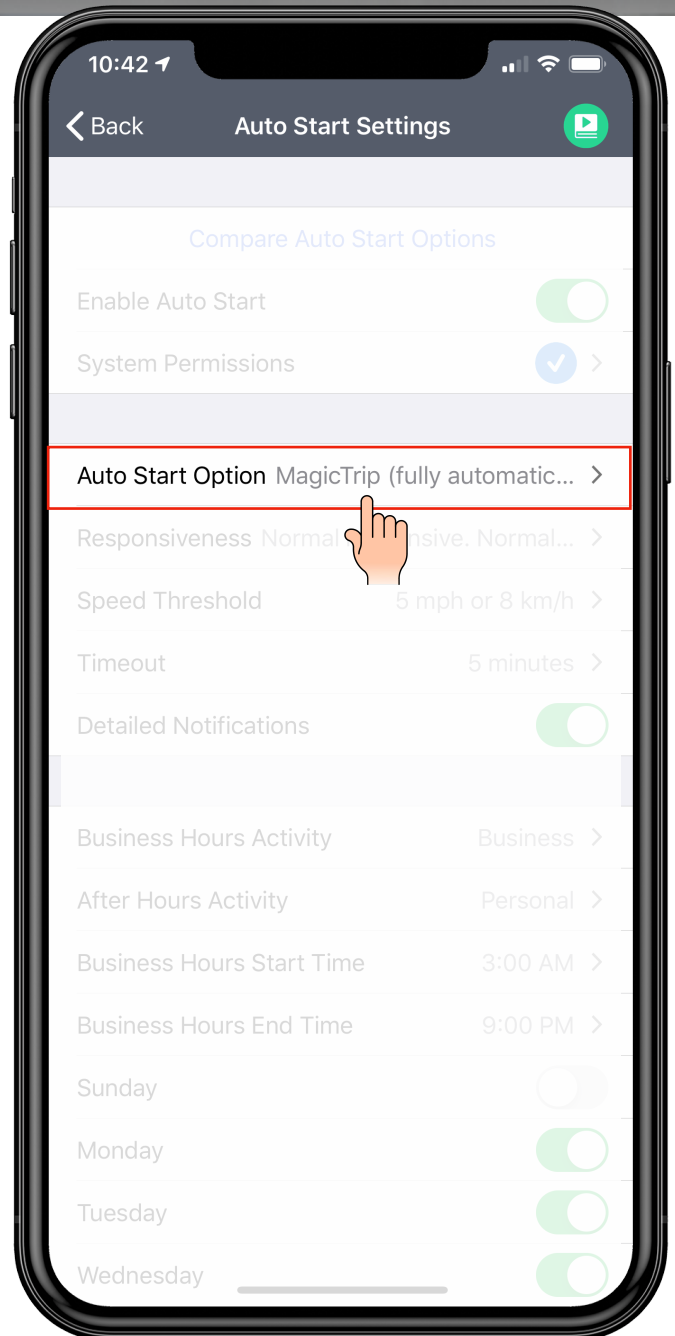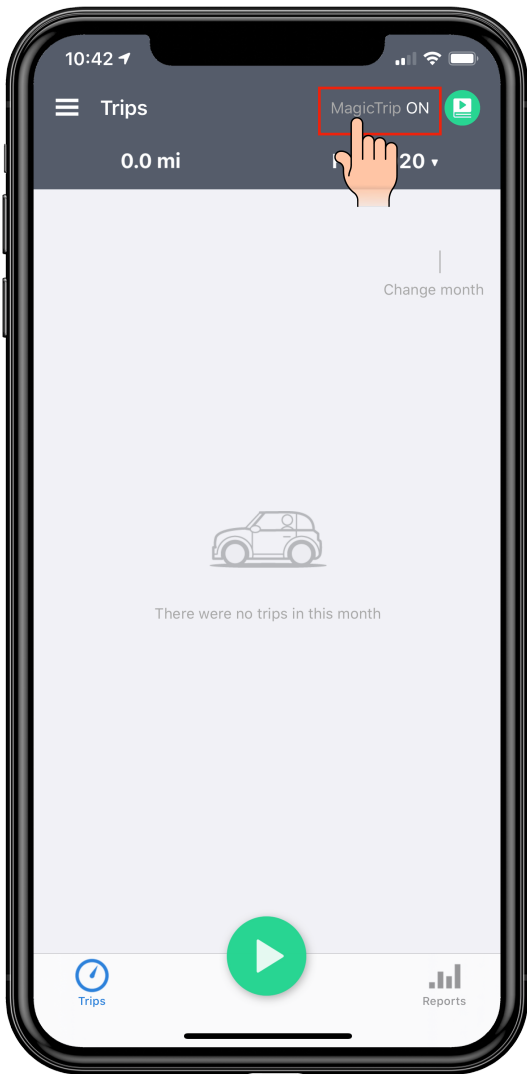

10:42

☰ Trips   MagicTrip ON

0.0 mi   20 ▾

Change month

There were no trips in this month

Trips   Reports

10:42

‹ Back   Auto Start Settings

Compare Auto Start Options

Enable Auto Start

System Permissions   ✓ ›

Auto Start Option MagicTrip (fully automatic... ›

Responsiveness Normal... ...sive. Normal...

Speed Threshold   5 mph or 8 km/h ›

Timeout   5 minutes ›

Detailed Notifications

Business Hours Activity   Business ›

After Hours Activity   Personal ›

Business Hours Start Time   3:00 AM ›

Business Hours End Time   9:00 PM ›

Sunday

Monday

Tuesday

Wednesday

2. Choose or switch between "Auto Start Options."

Phone screen

2:54
◀ Search

❮ Back   **Auto Start on**

MagicTrip (fully automatic tracking)   ✓

Car Bluetooth

iBeacon device

TripLog Drive™ GPS logger

Plug-N-Go

OBD-II scanner (LELink/VeePeak)

Legacy OBD-II scanner (GoPoint/CellAssist)

WiFi hotspot
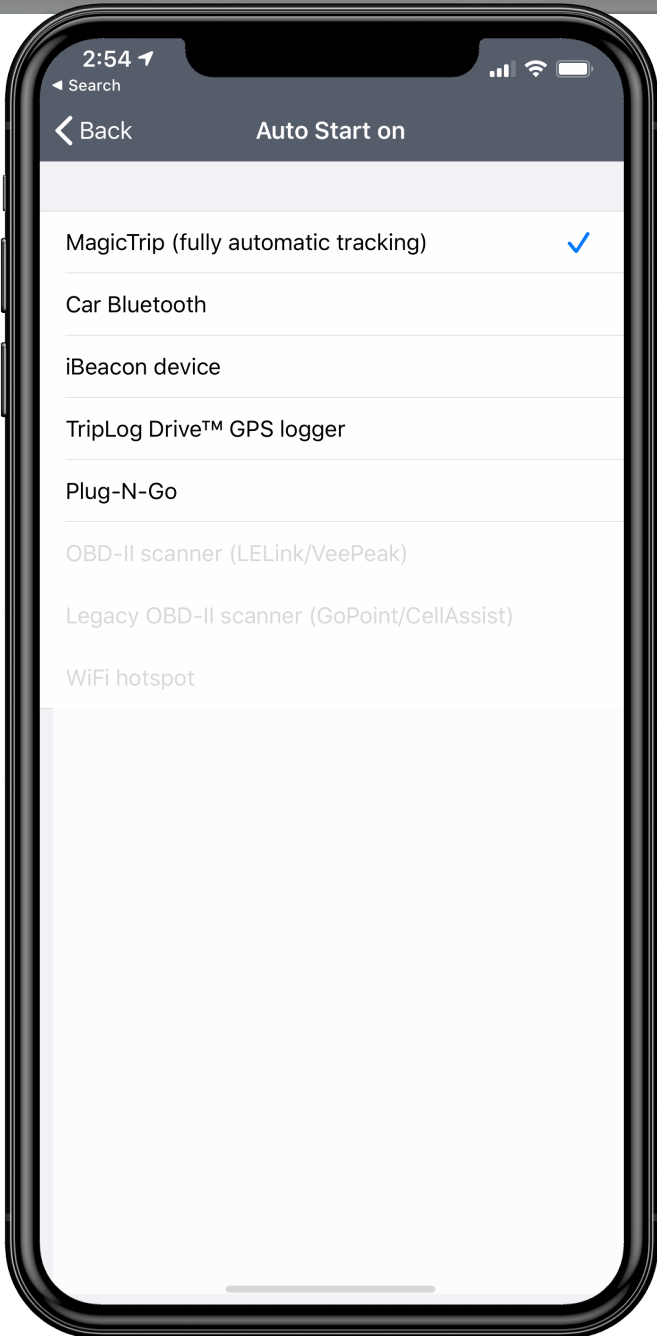
What's the Best Auto Start Option For You?

	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 Drain§			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,

3. Select "MagicTrip" to set the business hours start time and end time. First, select the time you most often start your work day and select "Set."
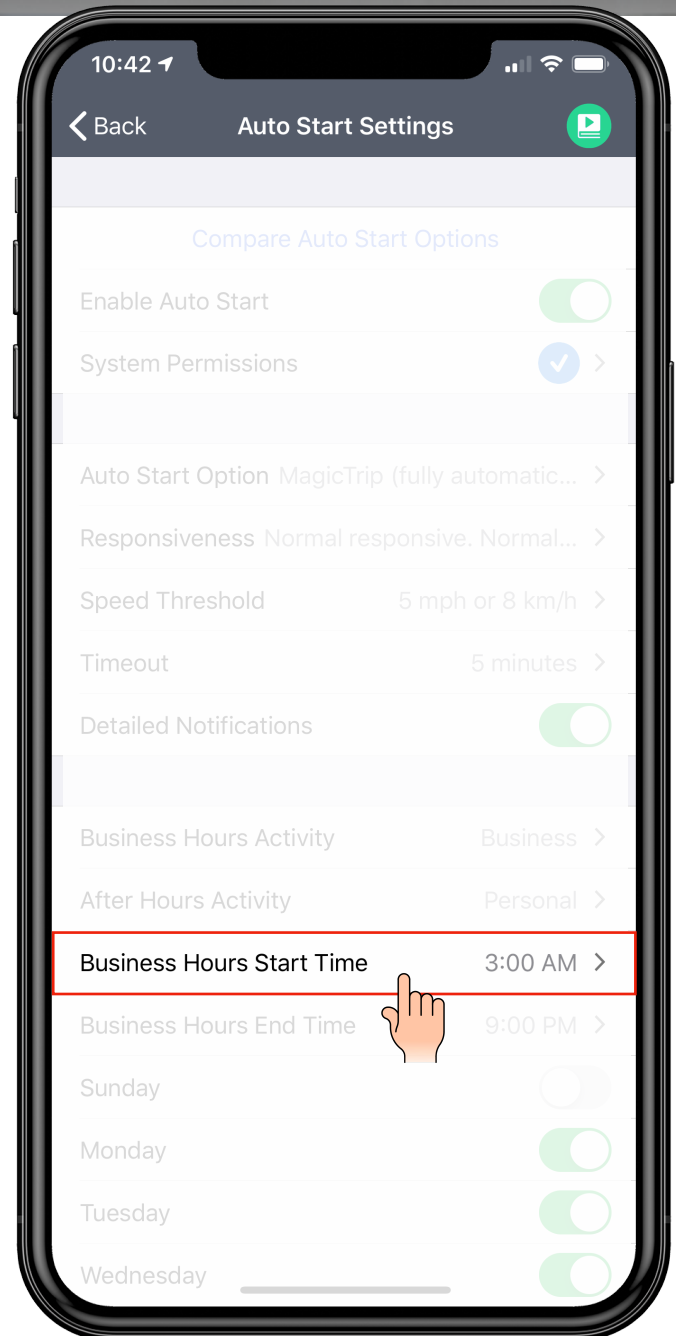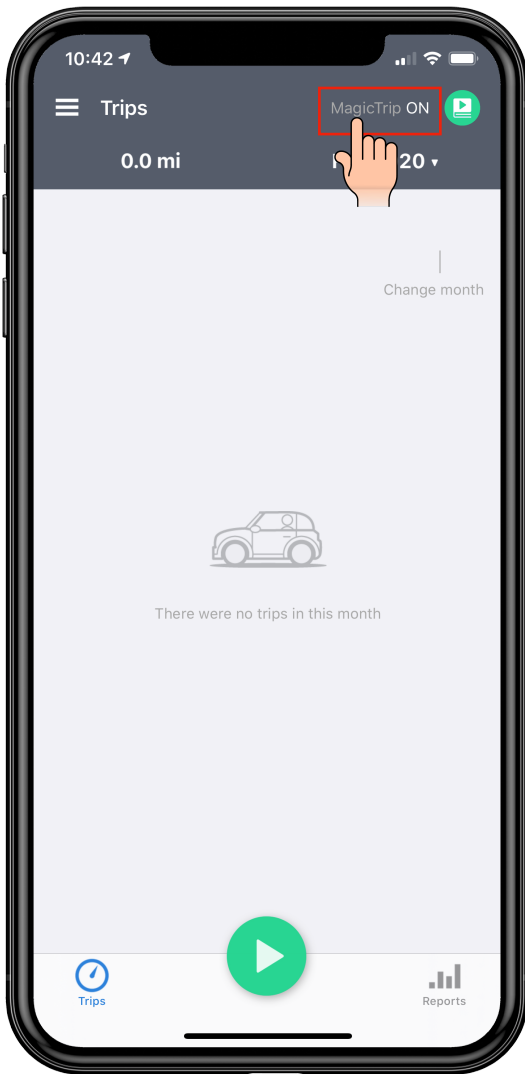
4. Next, set the business hours end time. We recommend setting the time when you most often end your work day. If a trip occurs outside of your business start/end times you can change the trip type later without changing your work hours.
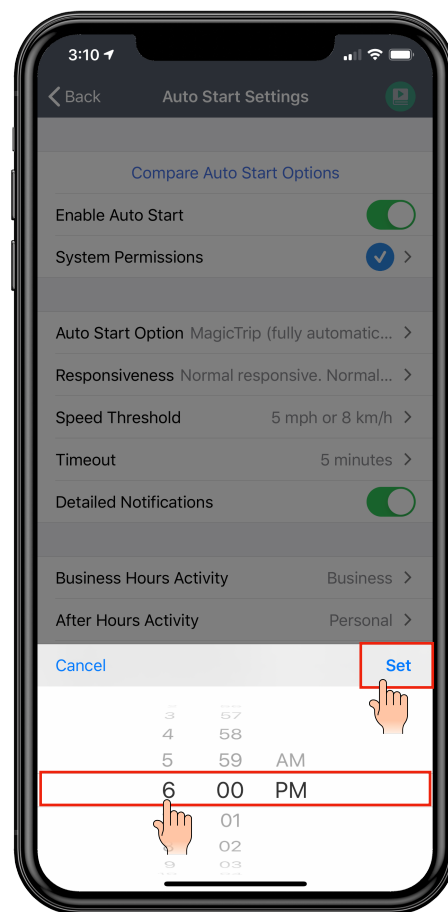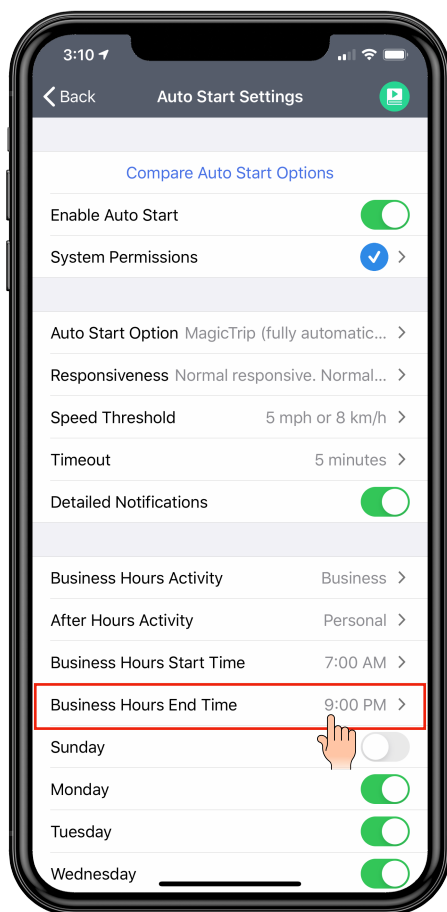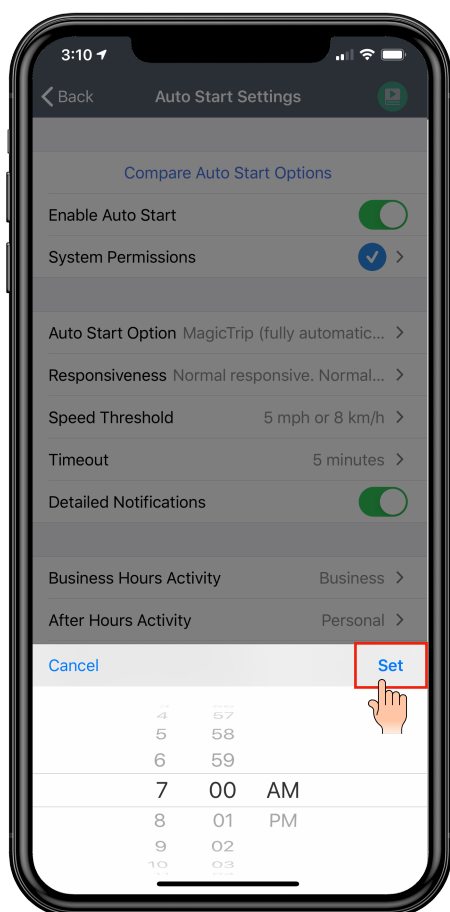
Enabling Debug Logs and Adjusting the Odometer

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
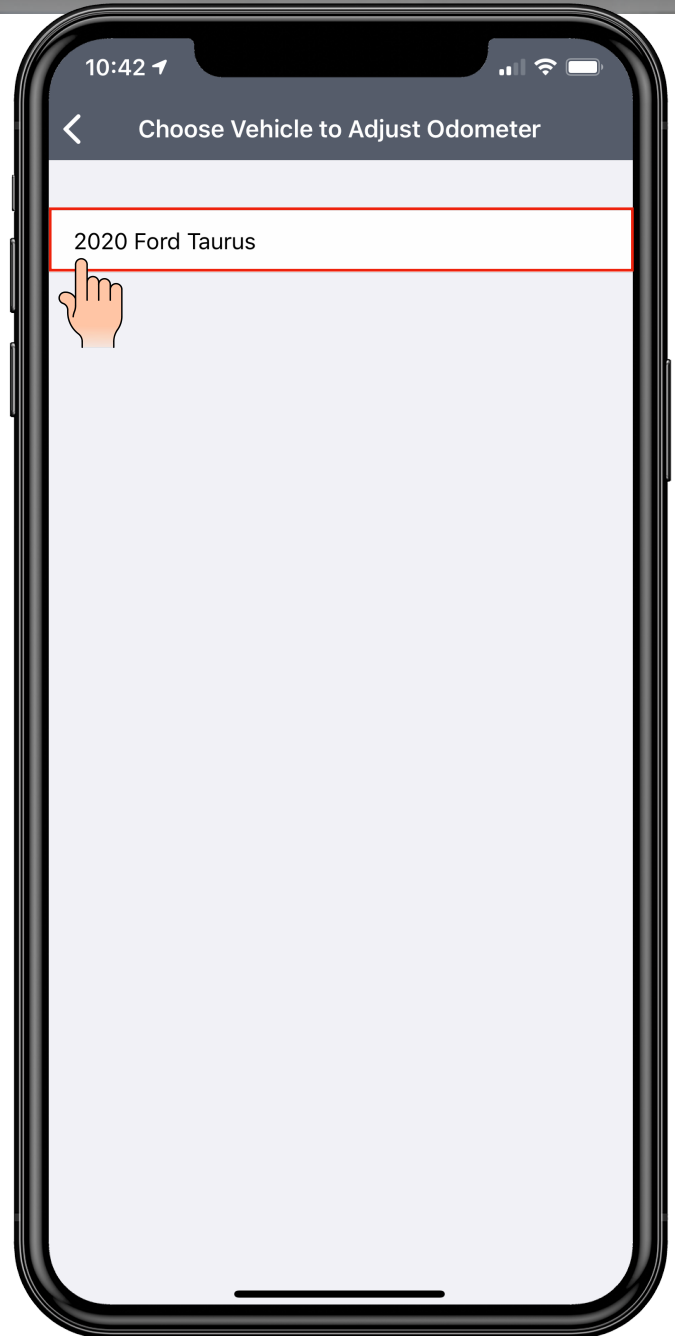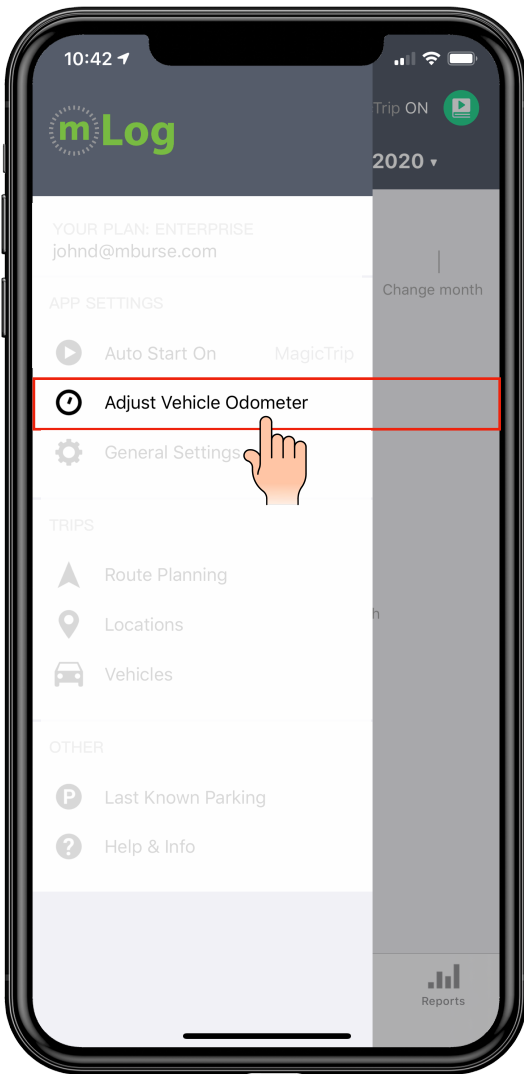- Any combination of the above mentioned.

Enabling debug logs WILL NOT:

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

You can also adjust your odometer in the event....

1. Select "Adjust Vehicle Odometer" to modify your odometer or to turn on the debug logs if you have a mileage tracking issue. Then select your vehicle.

2. To enable the debug logs, enter "999999" and select "OK." The debug logs will not affect your odometer reading or your phone's performance.
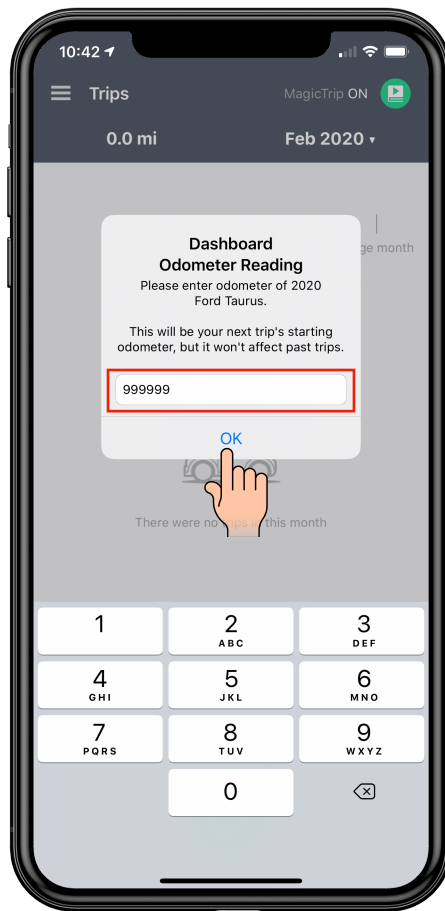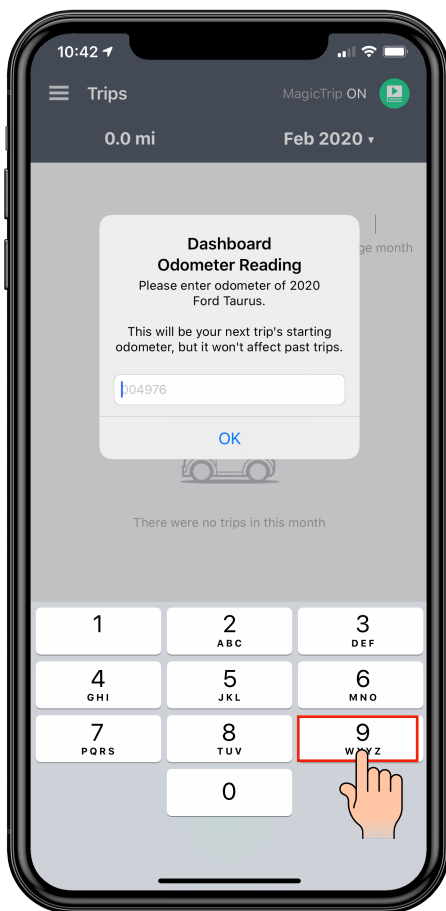
3. When you experience a mileage tracking issue open the menu and select the "Adjust Vehicle Odometer" button. Then select your vehicle.
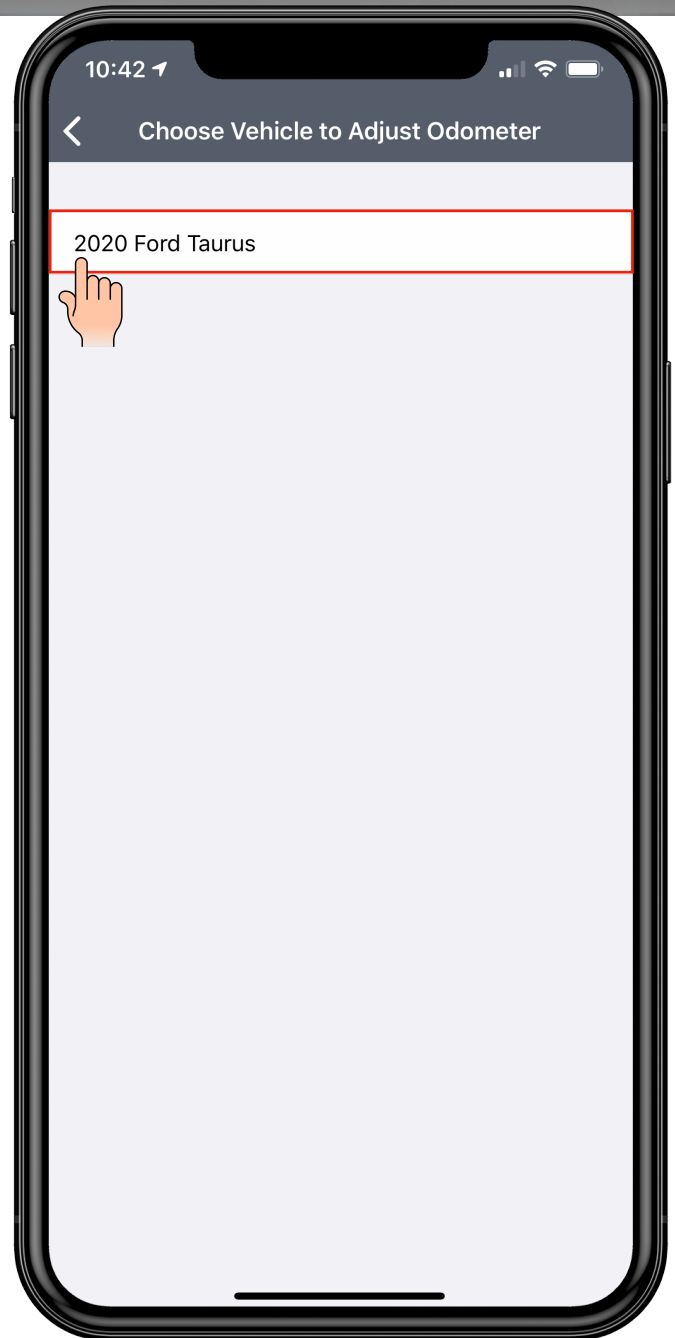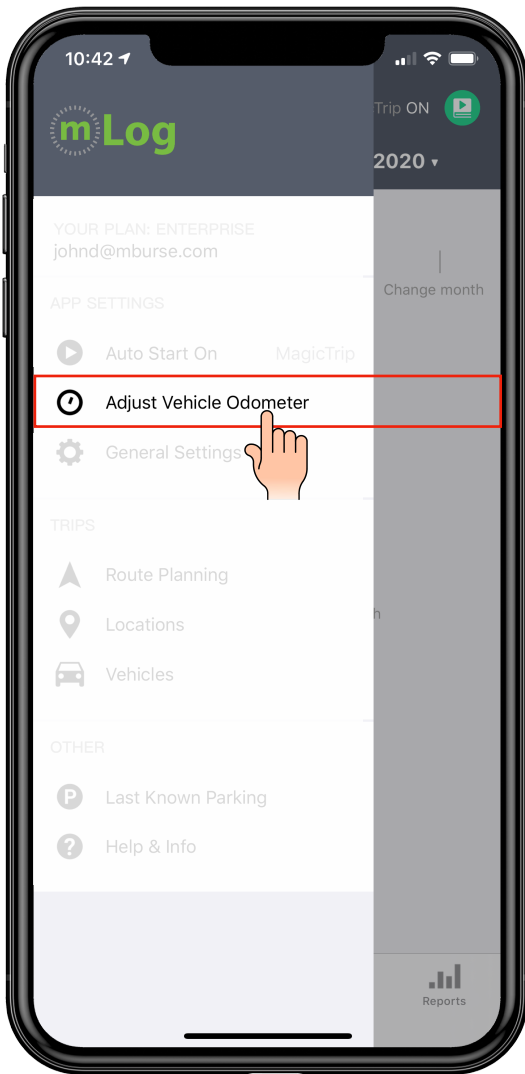
4. Enter "000000" and select "OK" to disable the debug logs
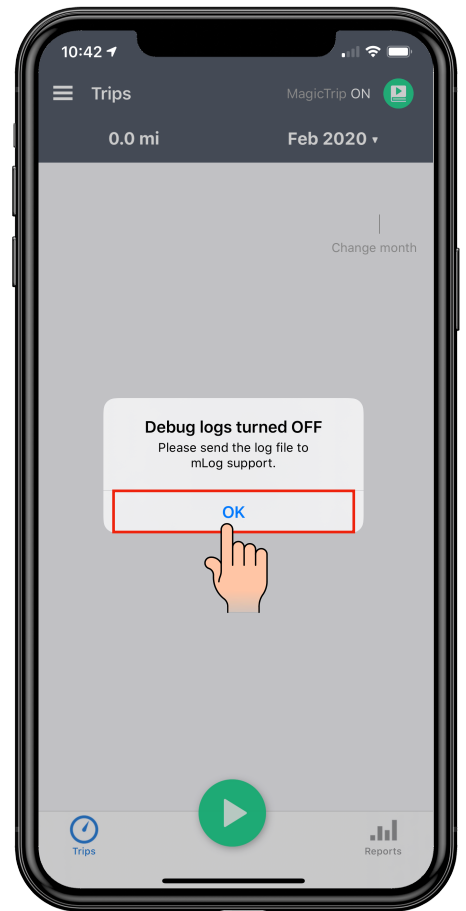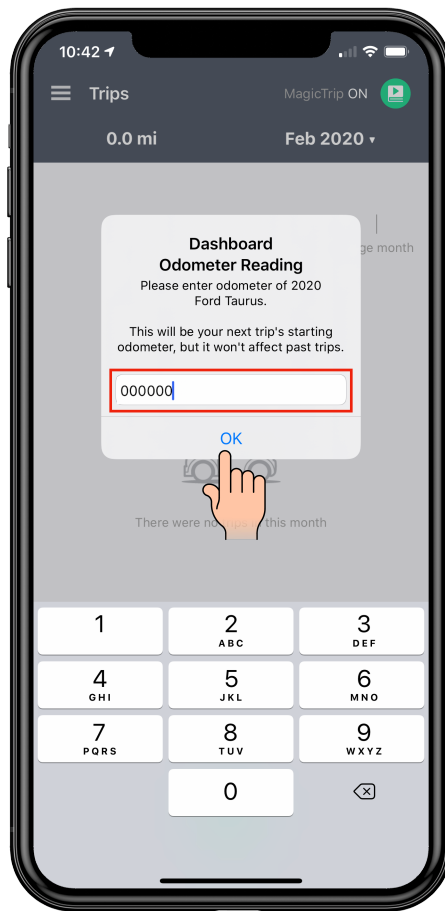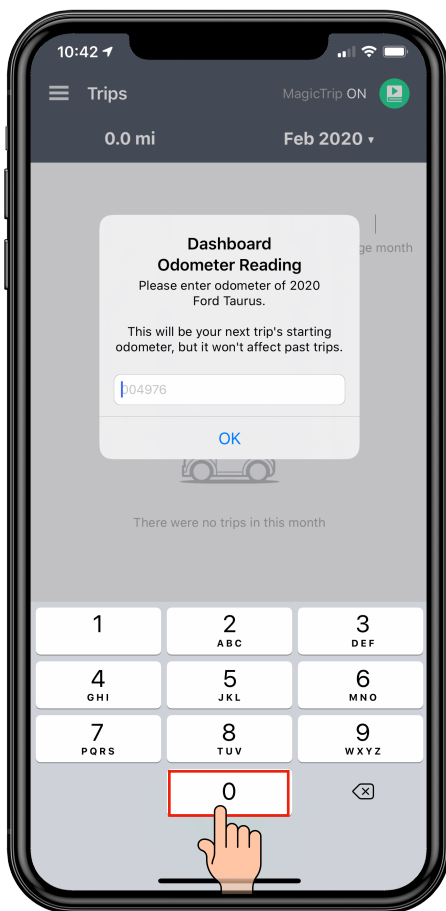
5. Enter the trip date and briefly describe the issue you experienced and select "OK."
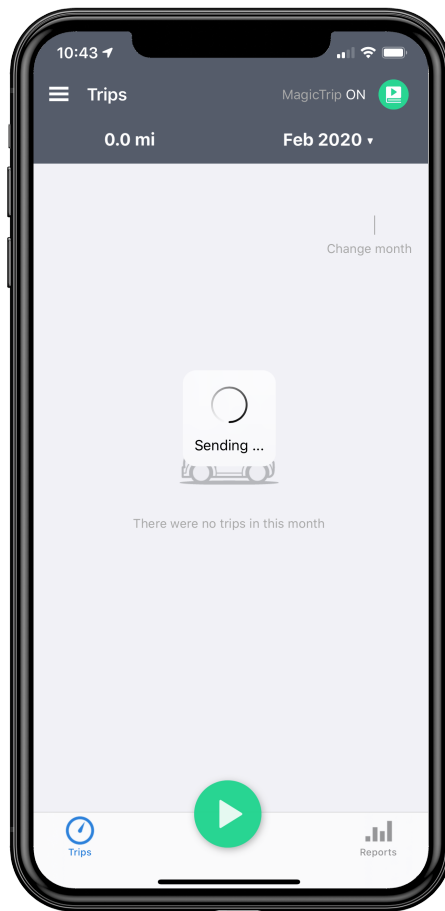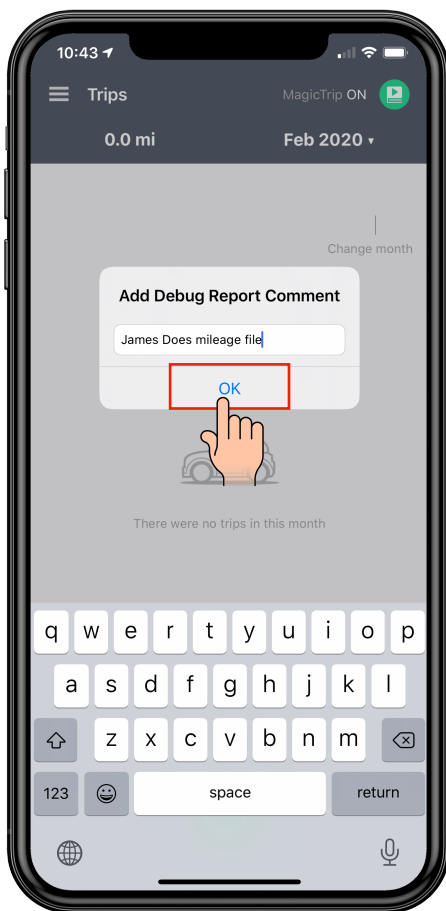
Our team will evaluate the debug logs and contact you with a fix to your issue.
We **recommend** enabling the debug logs to help us diagnose any future issues.

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 "General Settings" to make any modifications to the trips display.

mLog

Trip ON

2020 ▾

Change month

YOUR PLAN: ENTERPRISE
johnd@mburse.com

APP SETTINGS

⊙ Auto Start On   MagicTrip

⊘ Adjust Vehicle Odometer

⚙ General Settings

TRIPS

▲ Route Planning

⦿ Locations

🚗 Vehicles

OTHER

Ⓟ Last Known Parking

❓ Help & Info

Reports

10:43

‹ Back   General Settings
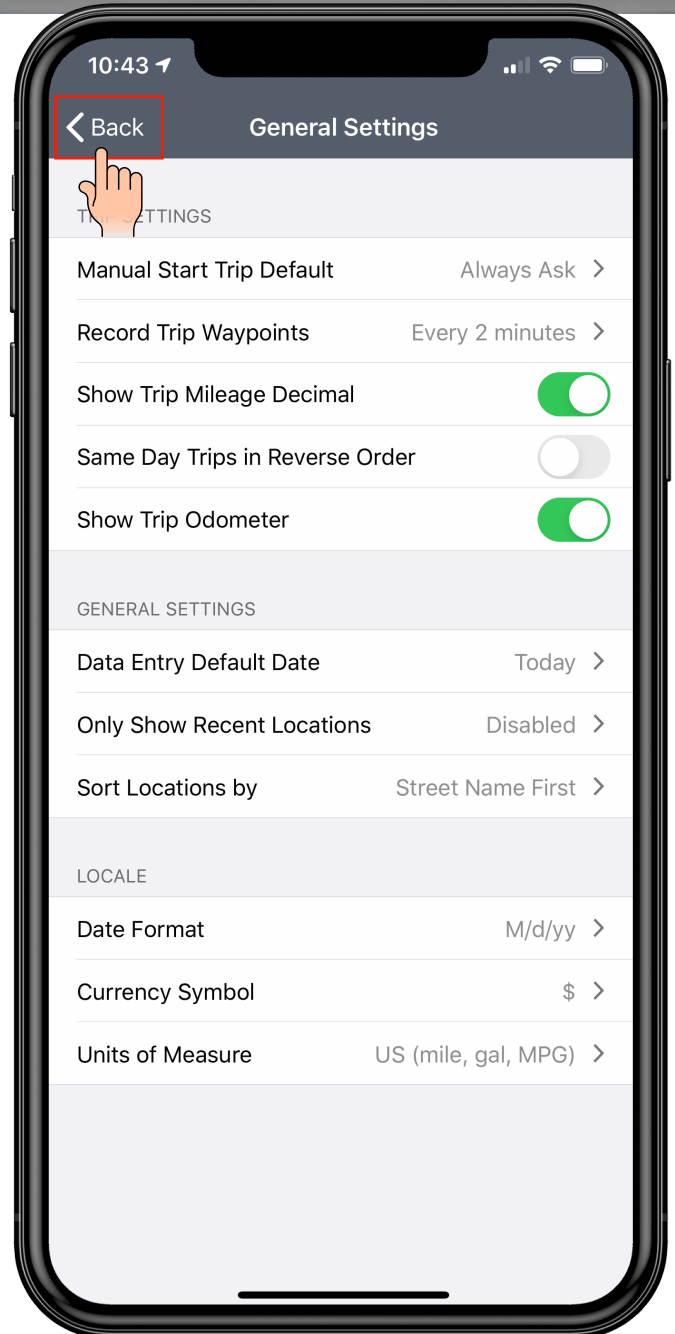
TRIP SETTINGS

Manual Start Trip Default   Always Ask ›

Record Trip Waypoints   Every 2 minutes ›

Show Trip Mileage Decimal   ⬤

Same Day Trips in Reverse Order   ◯

Show Trip Odometer   ⬤

GENERAL SETTINGS

Data Entry Default Date   Today ›

Only Show Recent Locations   Disabled ›

Sort Locations by   Street Name First ›

LOCALE

Date Format   M/d/yy ›

Currency Symbol $ ›

Units of Measure   US (mile, gal, MPG) ›

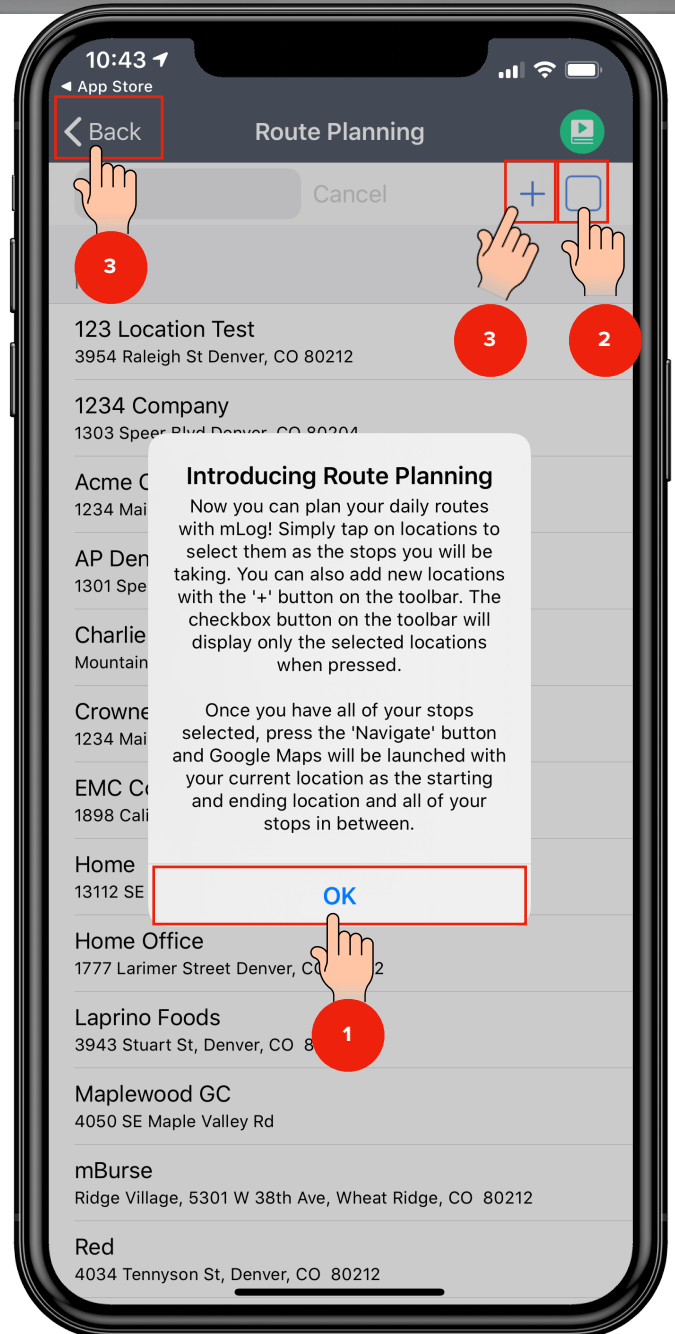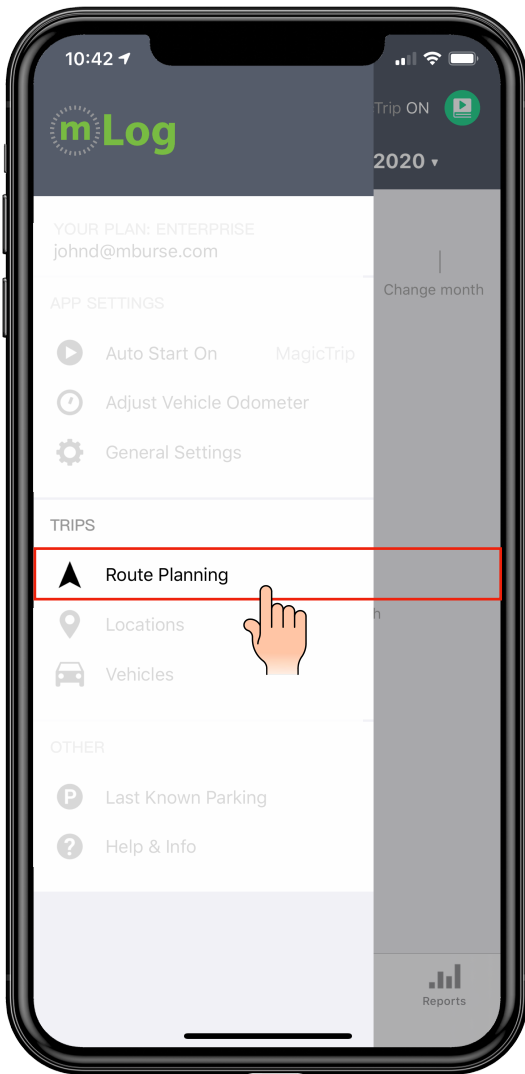# Route Planning

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 "Route Planning" button to optimize your route and trips for the day. Route Planning also provides directions. to each location.
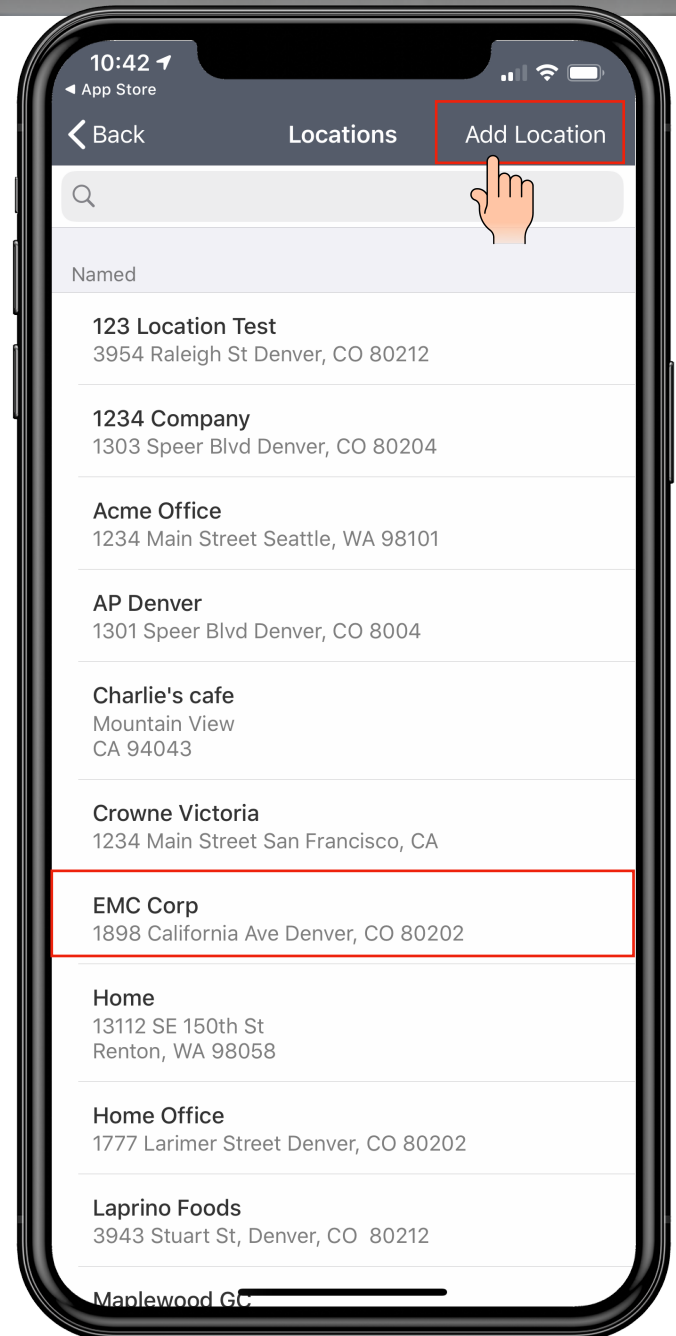
Locations

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. Select "Locations" to enter the smart address book that stores your locations. You can manually add or import locations from your phone or device.
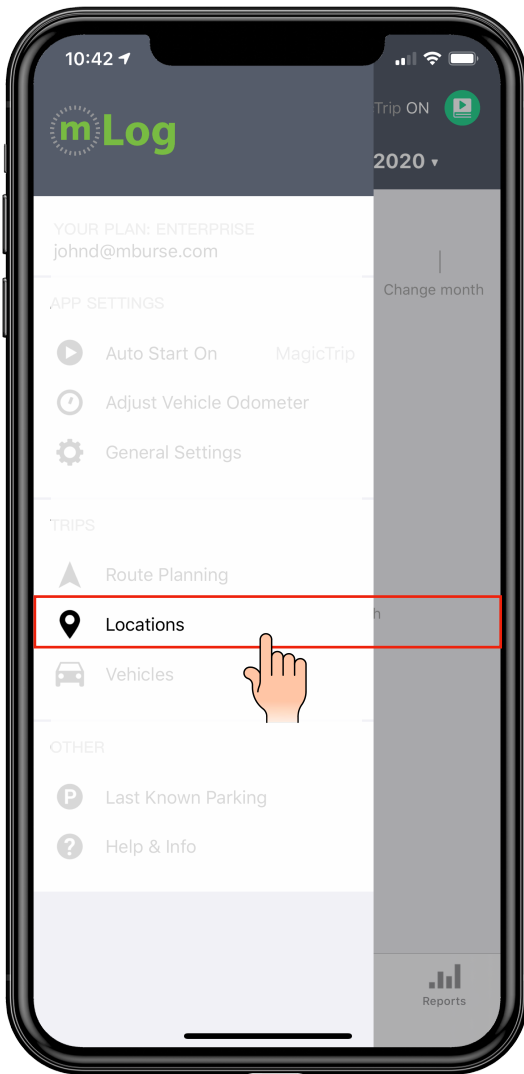
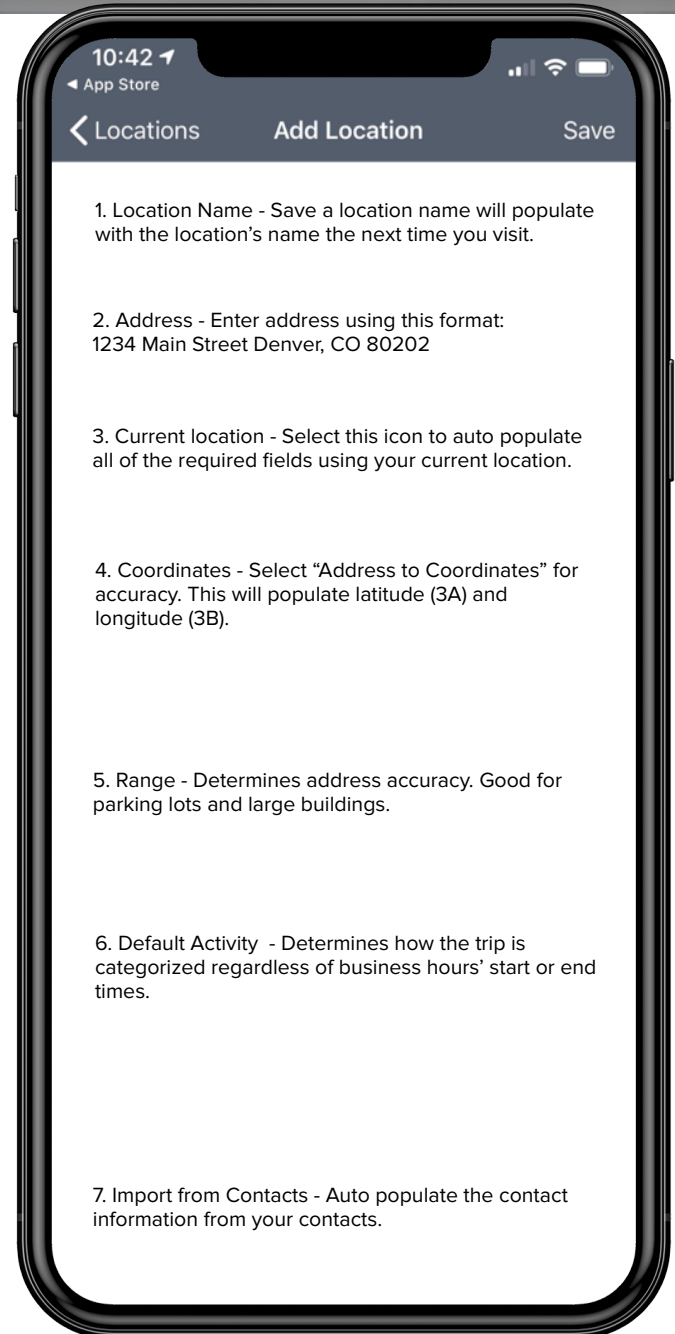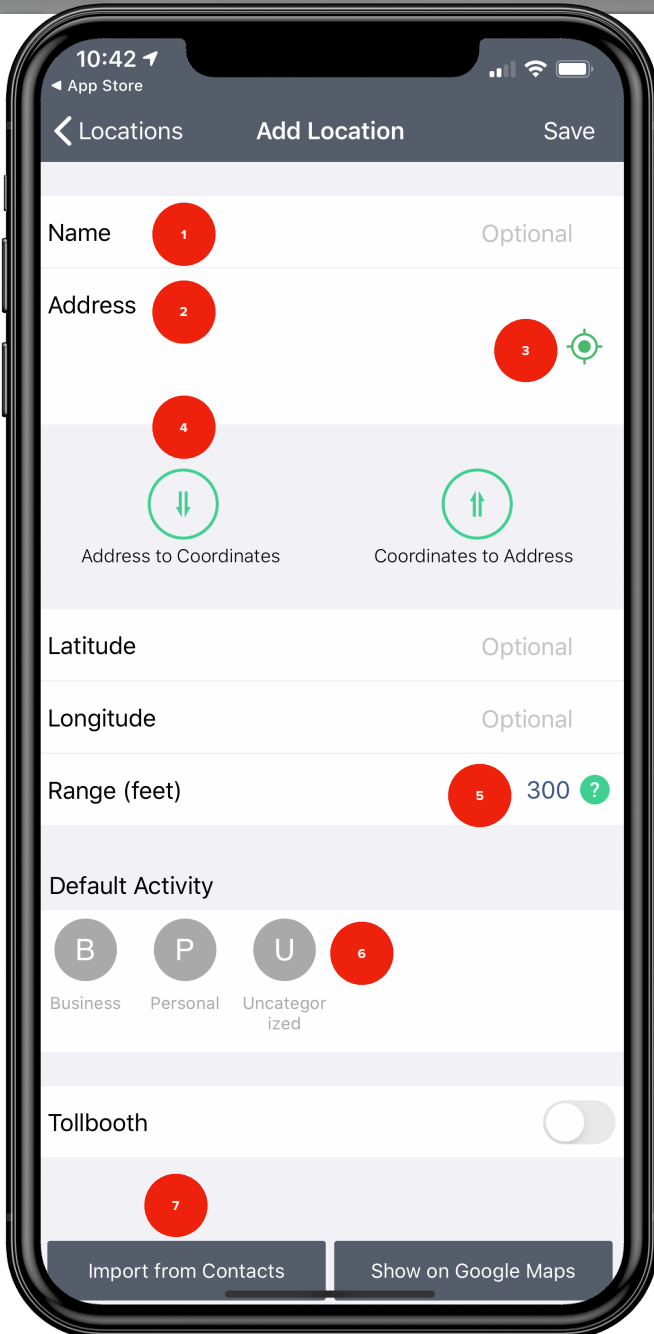# Defining the Manual Entry Fields

Left phone screen (Add Location form):

10:42
◀ App Store

‹ Locations   **Add Location**   Save

Name ① Optional

Address ②

③ ⊕

④

⬇ Address to Coordinates   ⬍ Coordinates to Address

Latitude   Optional

Longitude   Optional

Range (feet) ⑤ 300 ?

Default Activity

(B) (P) (U) ⑥
Business Personal Uncategorized

Tollbooth   ○

⑦

Import from Contacts   Show on Google Maps

Right phone screen (explanations):

10:42
◀ App Store

‹ Locations   **Add Location**   Save

1. Location Name - Save a location name will populate with the location's name the next time you visit.

2. Address - Enter address using this format: 1234 Main Street Denver, CO 80202

3. Current location - Select this icon to auto populate all of the required fields using your current location.

4. Coordinates - Select "Address to Coordinates" for accuracy. This will populate latitude (3A) and longitude (3B).

5. Range - Determines address accuracy. Good for parking lots and large buildings.

6. Default Activity - Determines how the trip is categorized regardless of business hours' start or end times.

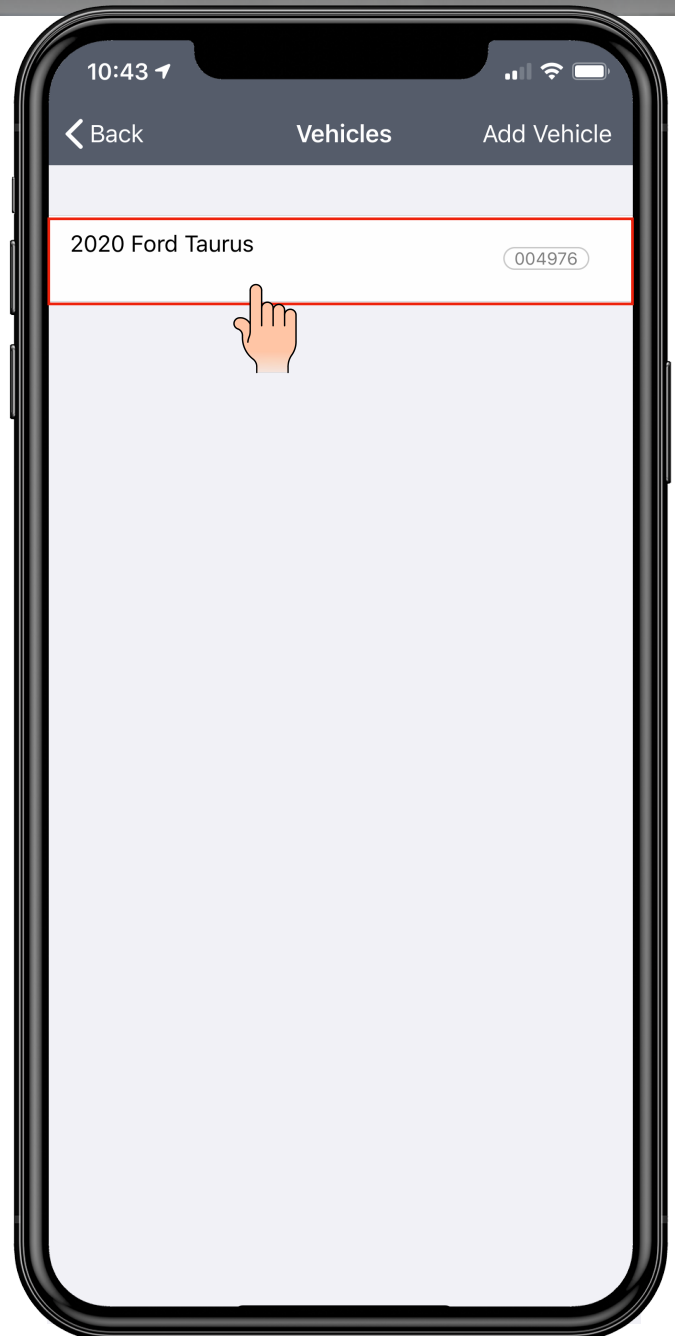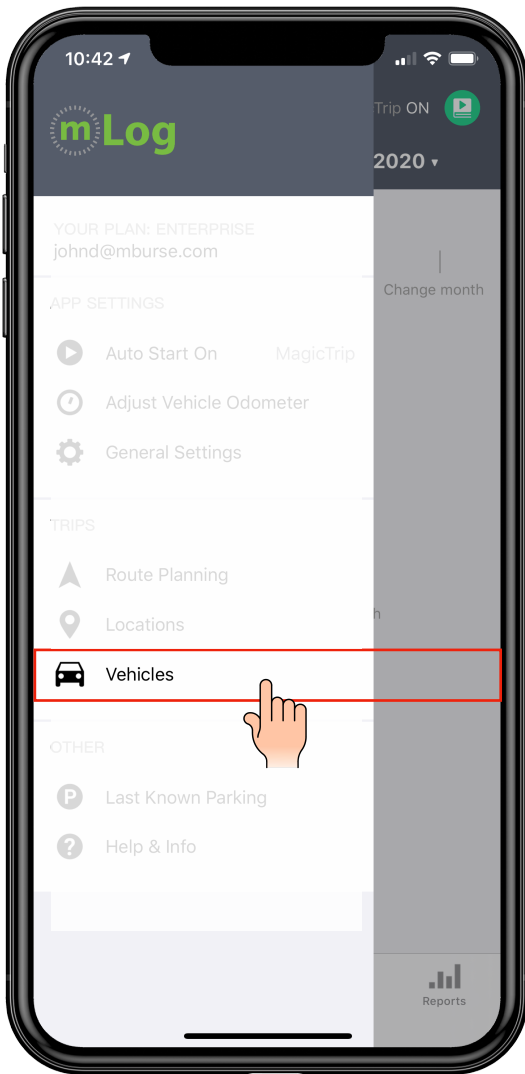7. Import from Contacts - Auto populate the contact information from your contacts.
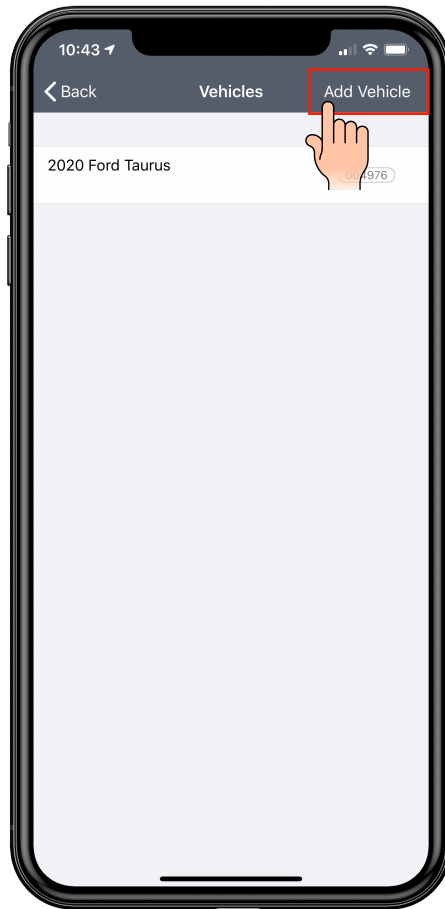
Vehicles

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

1. Select "Vehicles." On the next screen select "Add Vehicle" if desired or select the existing vehicle you wish to edit or replace.

Step 2. A sub-menu will appear in the mLog footer. Select the appropriate action and select "Save."
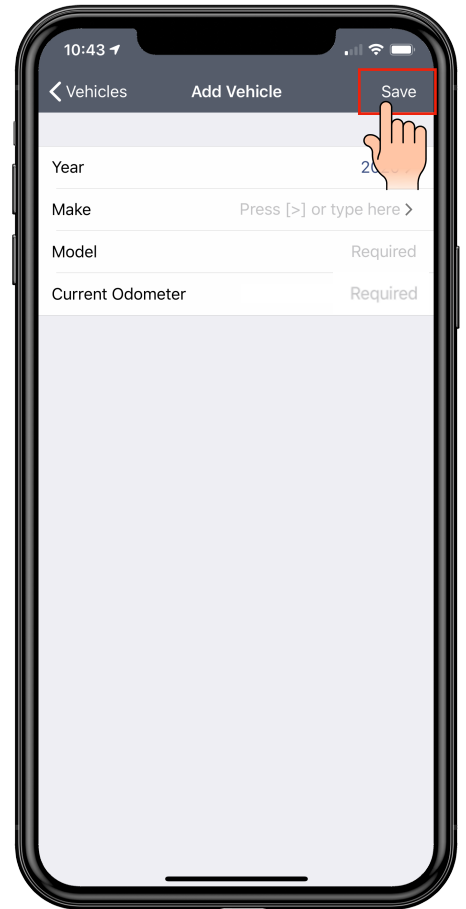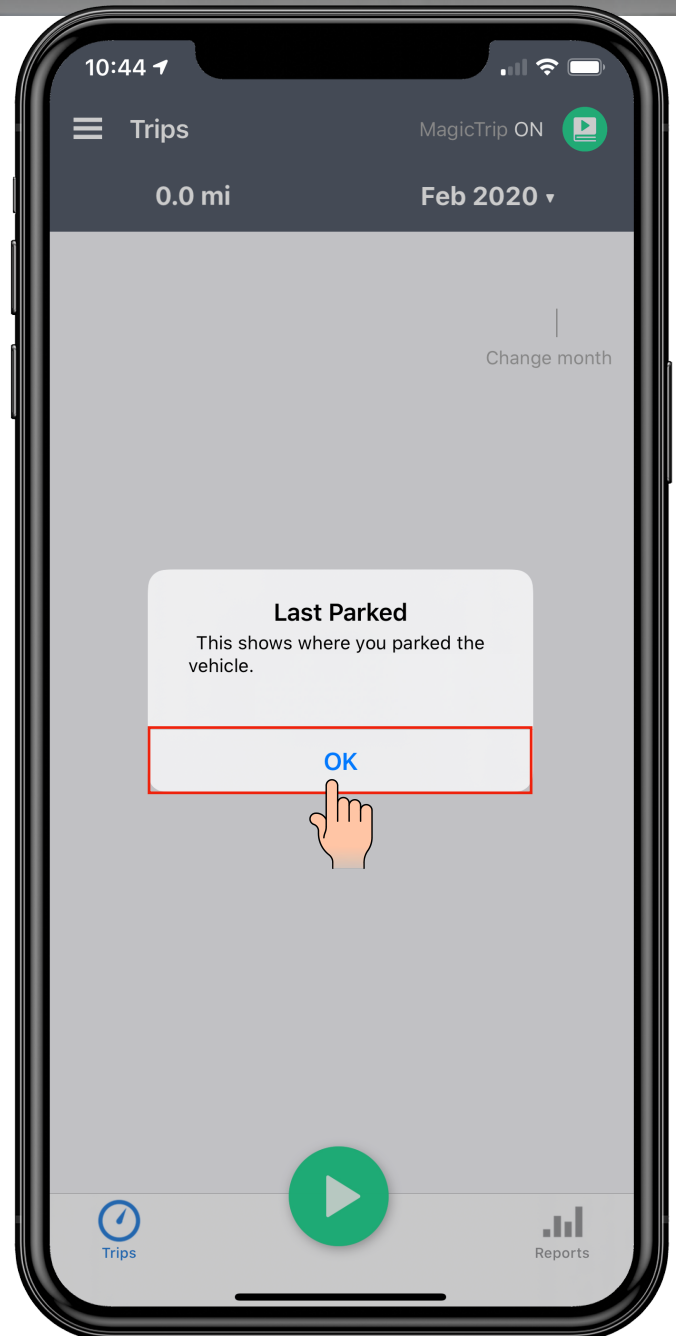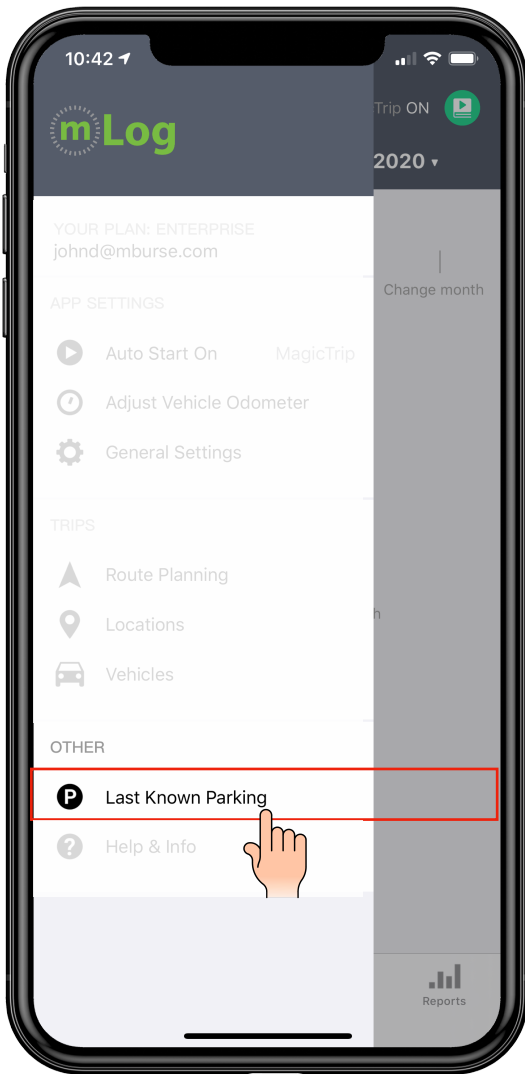
Last Known Location

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.

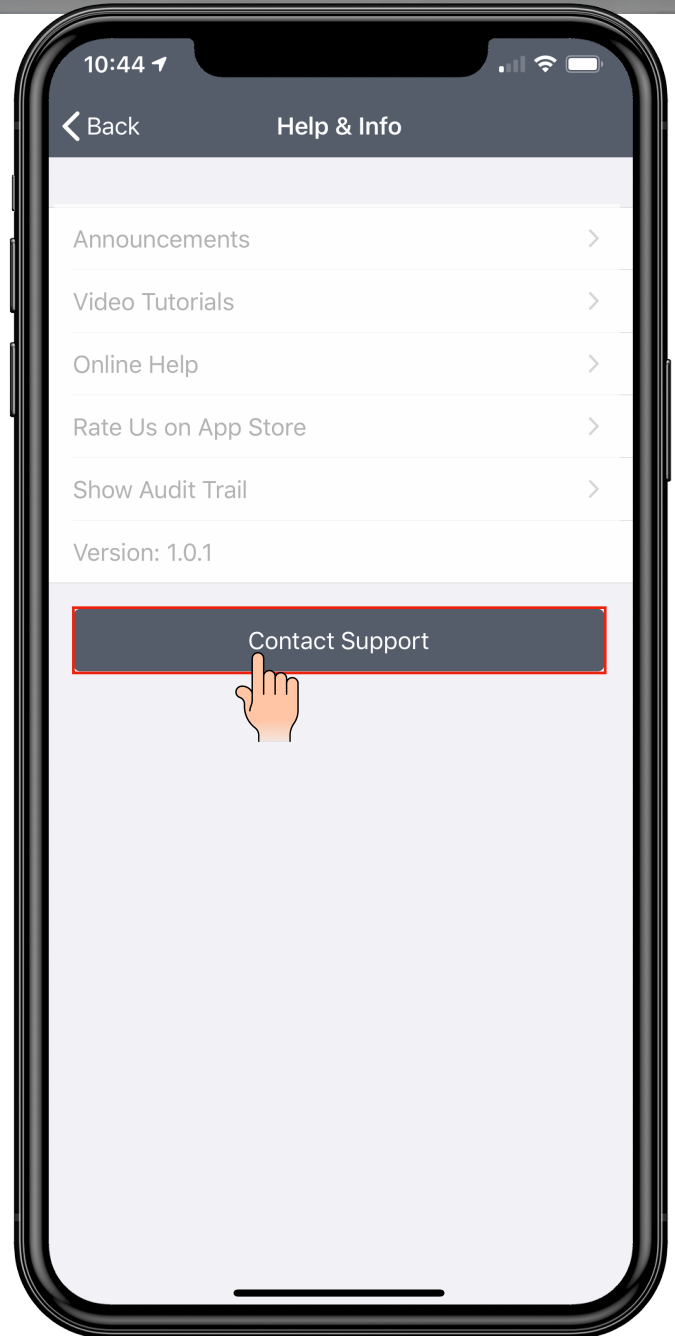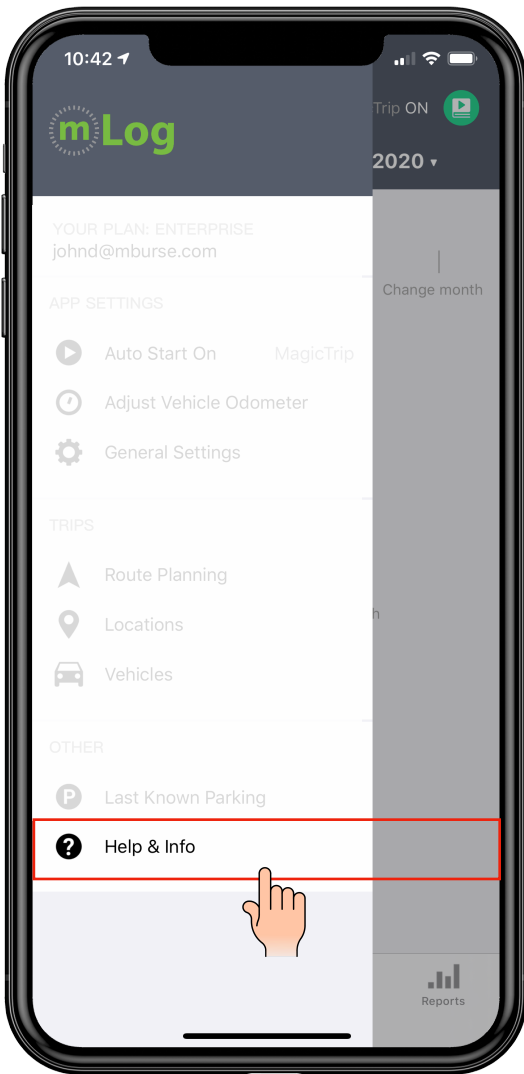**1.** Select "Last Known Parking" to show the last place your vehicle was parked.

Help and Info

The help and info provides additional support resources. You can contact support directly, watch videos, or access our user guide.

1. Select "Help & Info" and choose from the menu of tools and resources to help you use mLog effectively.

iOS USER GUIDE

mLog

March 2020