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.
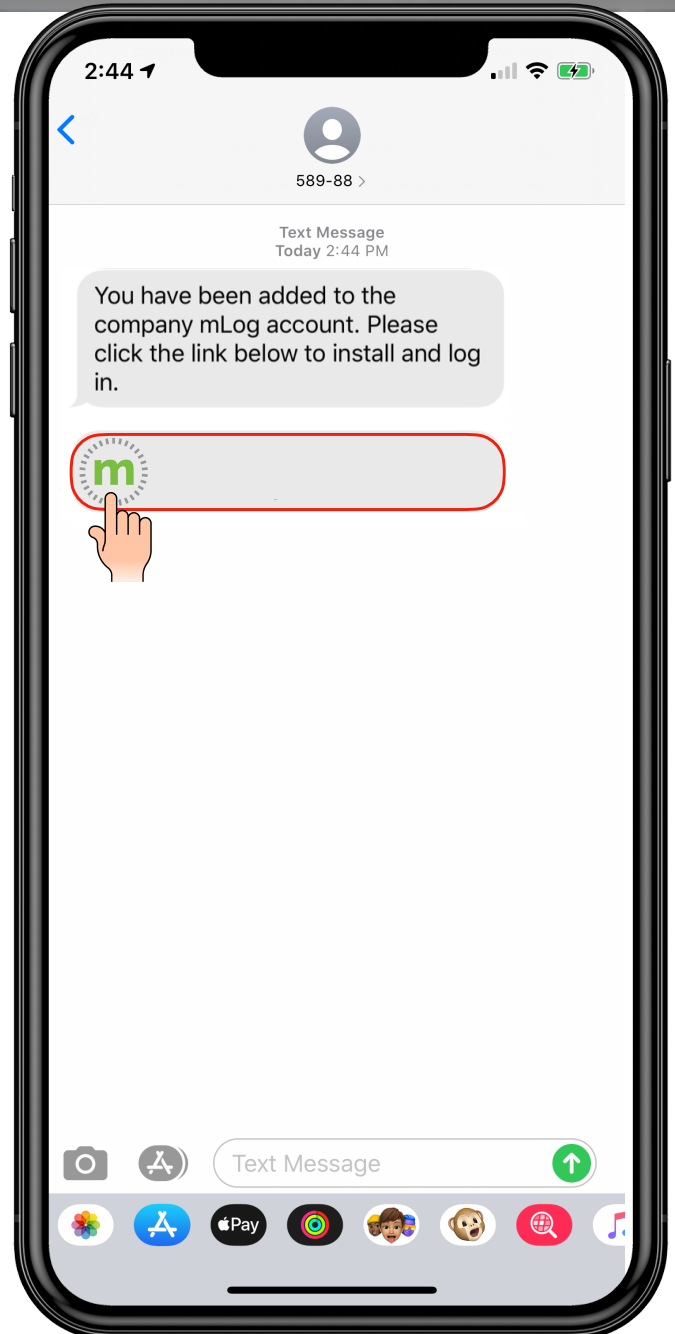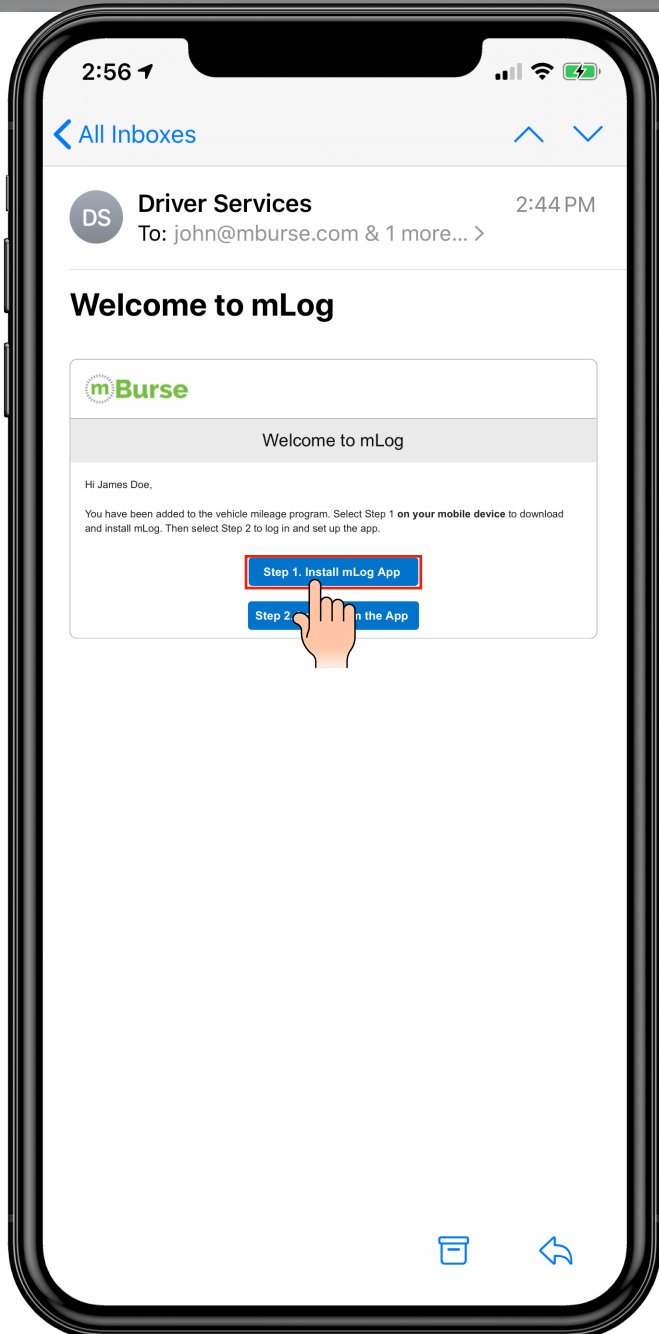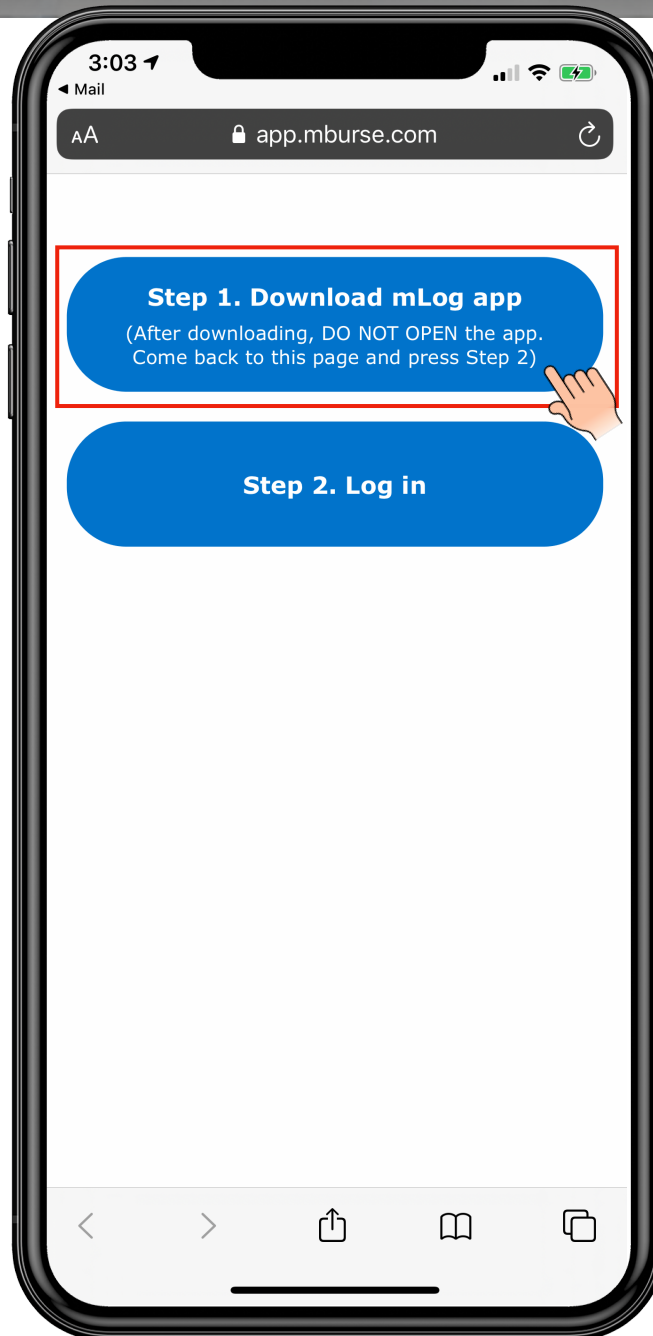
Initial Registration and Login

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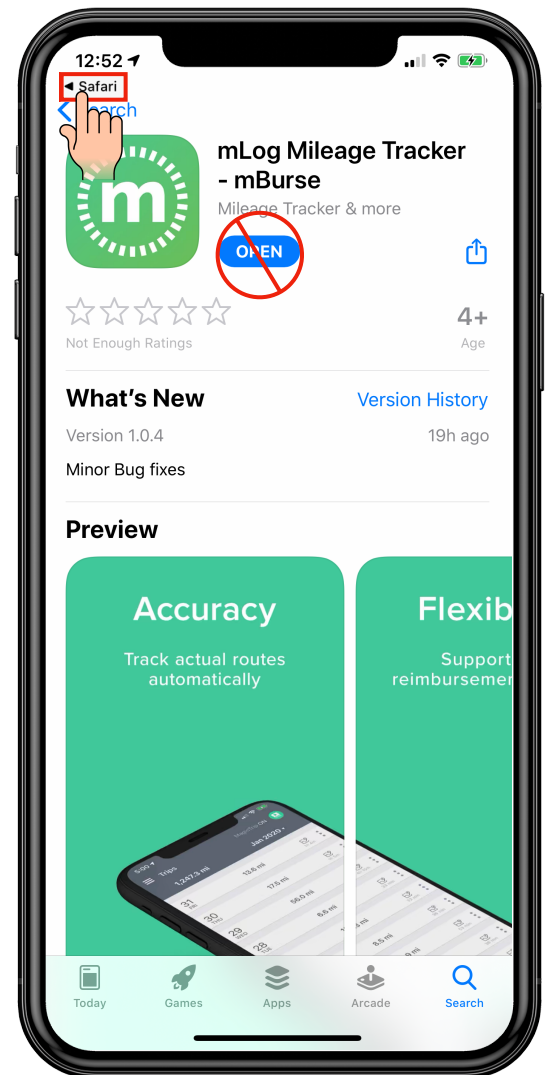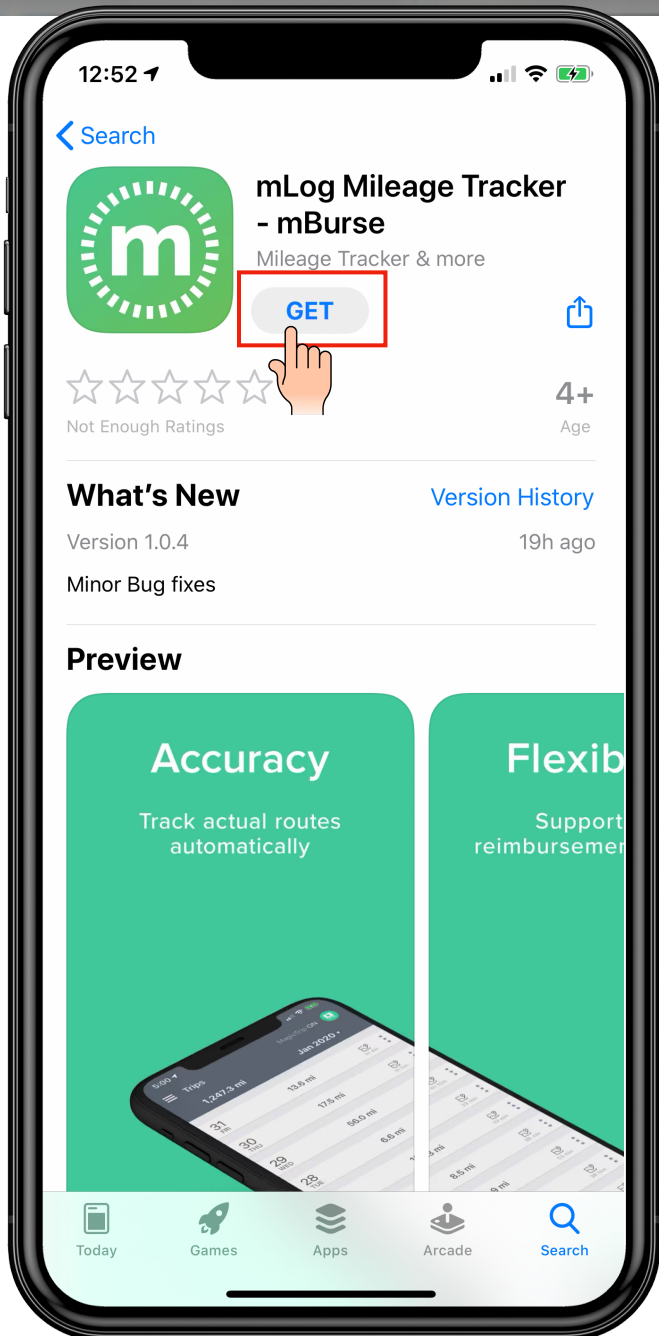
Install By Email

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.
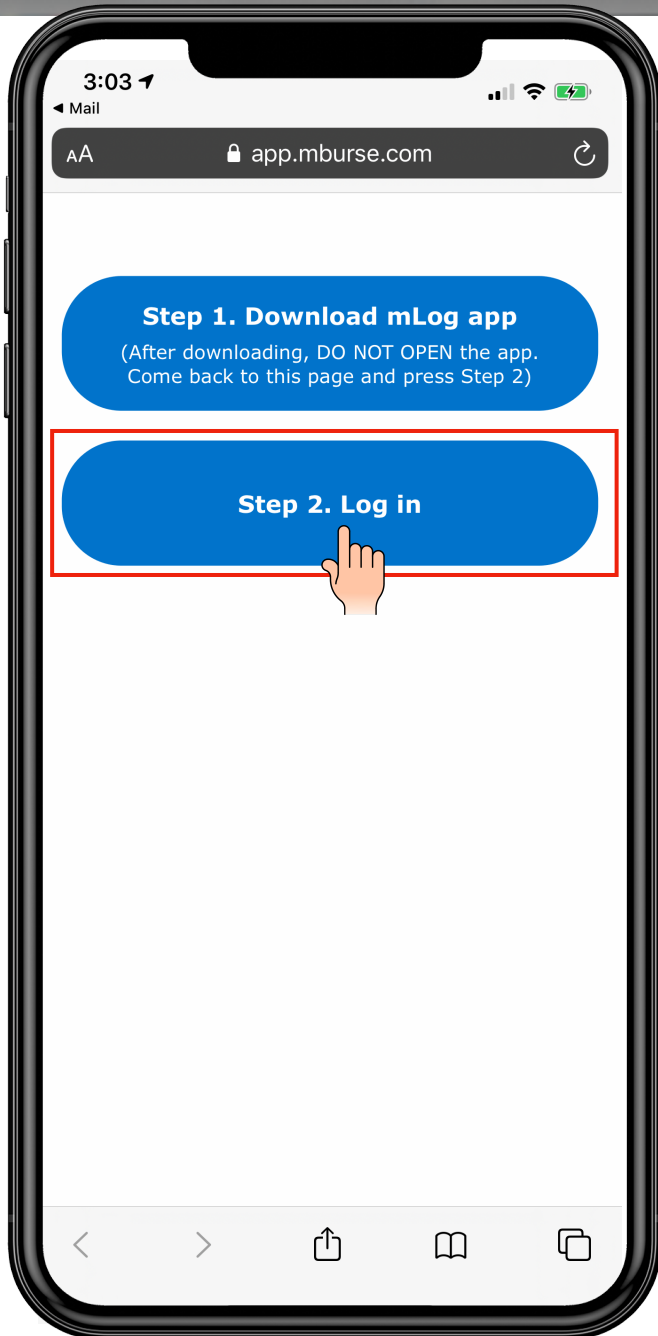
Step 2. When the iTunes Store (mLog App) opens, select the "GET" icon to download mLog. Go back to the Safari browser to finalize the log in.

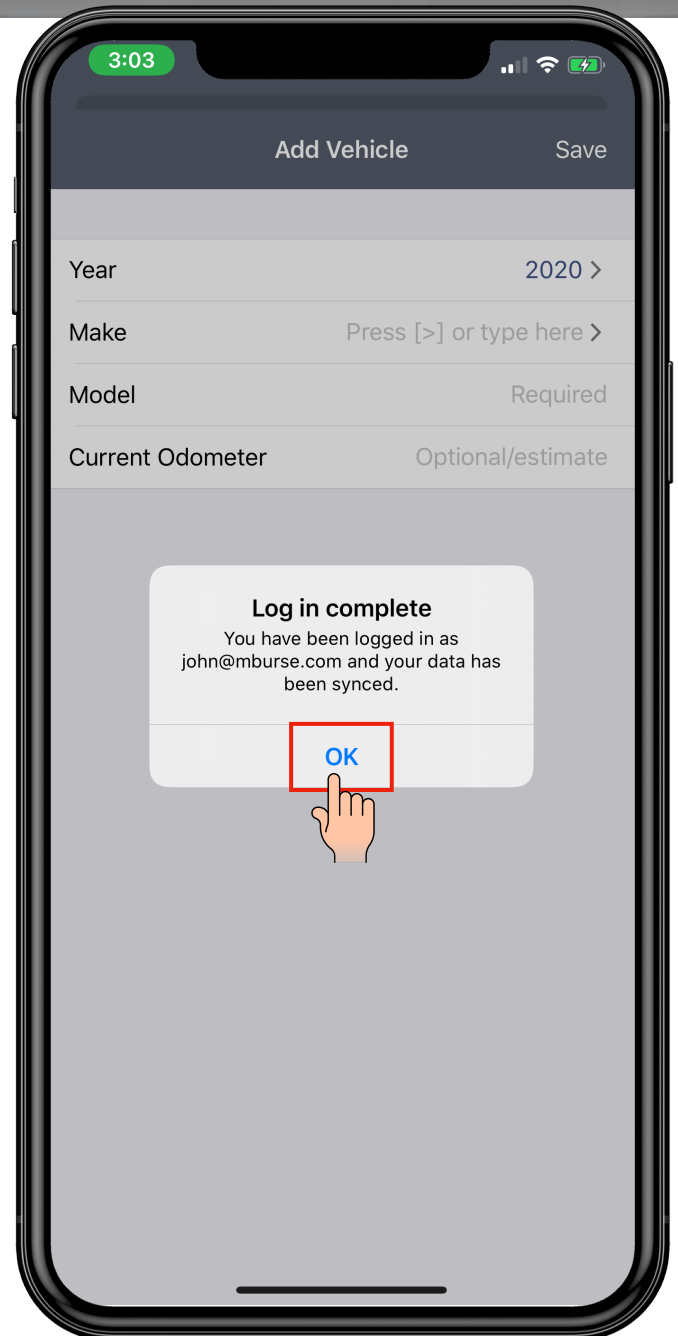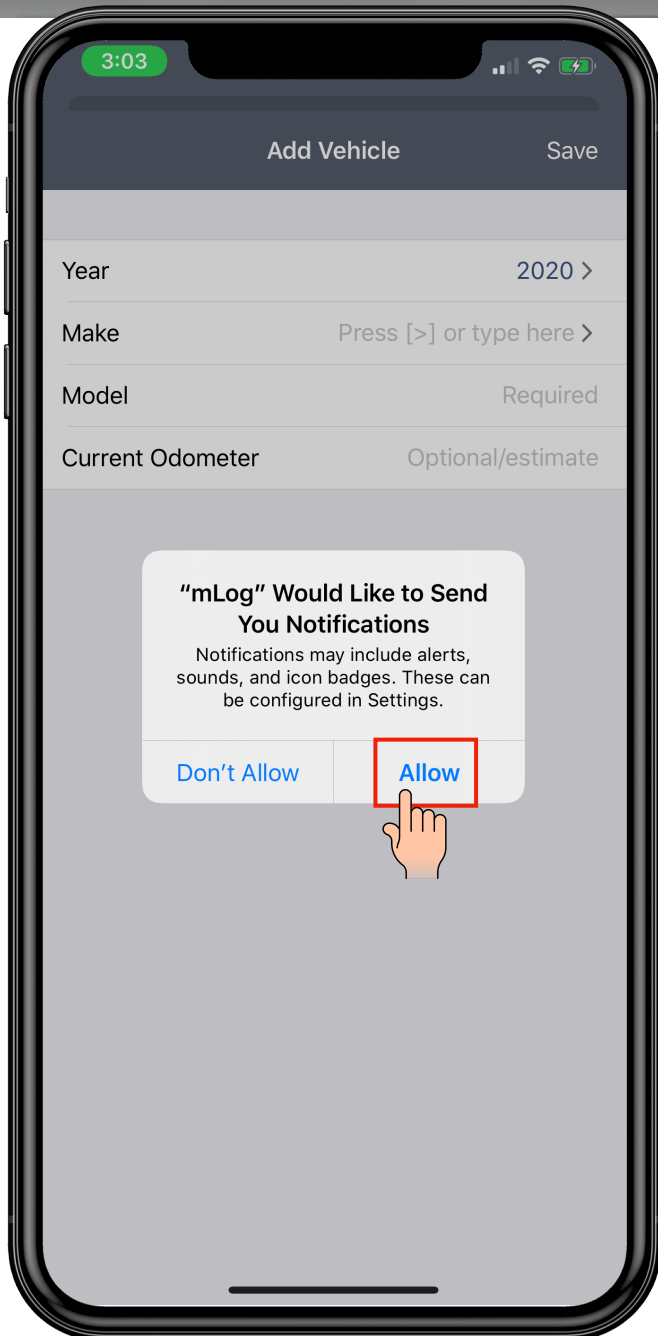GO BACK TO THE SAFARI PAGE
(from Step 1)

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.)

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).
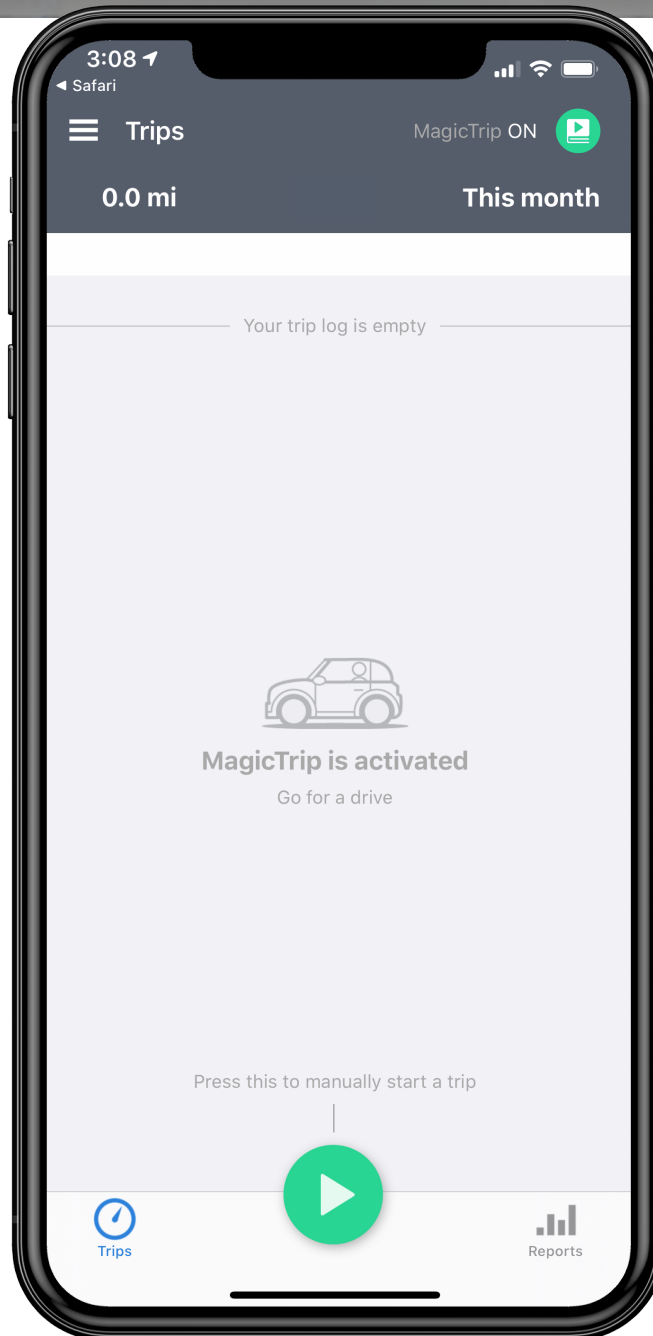
Step 7. After 5 seconds you will be invited to explore other mileage tracking options. Select "A" to cancel, "B" to take the quiz, or "C" to learn more and choose a tracking option. You can still explore options and change your mileage tracking style later.
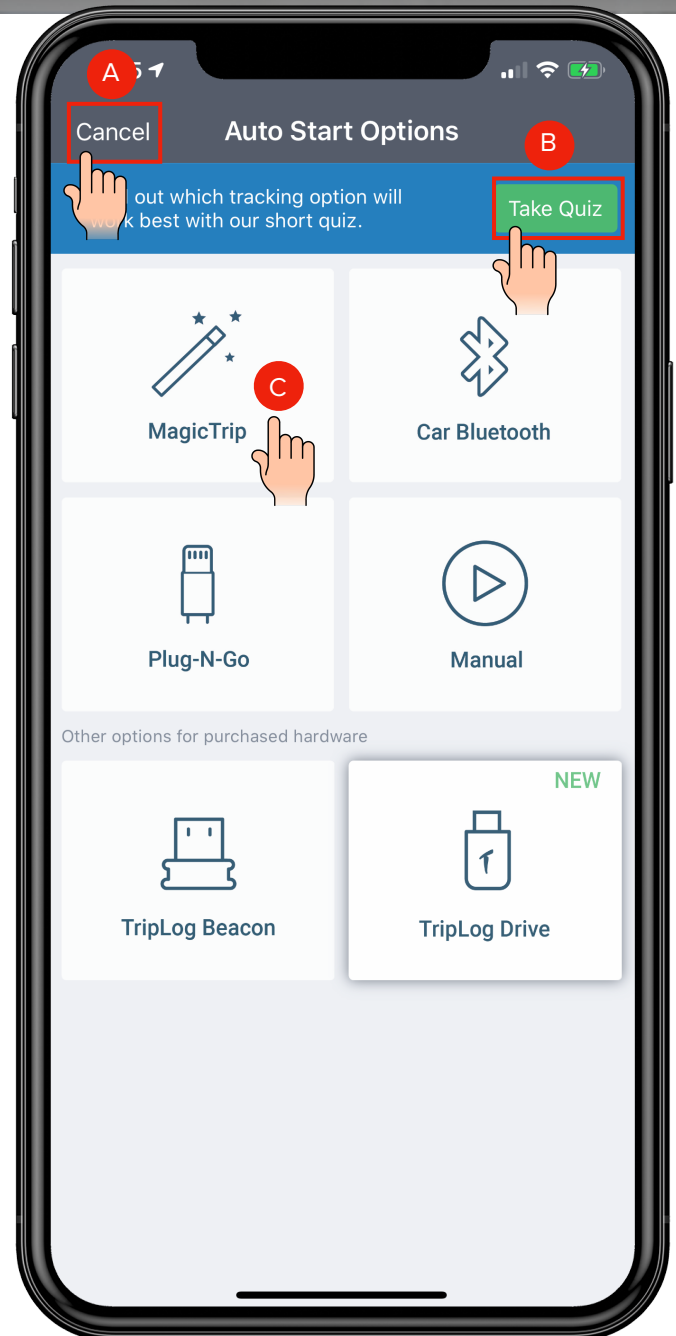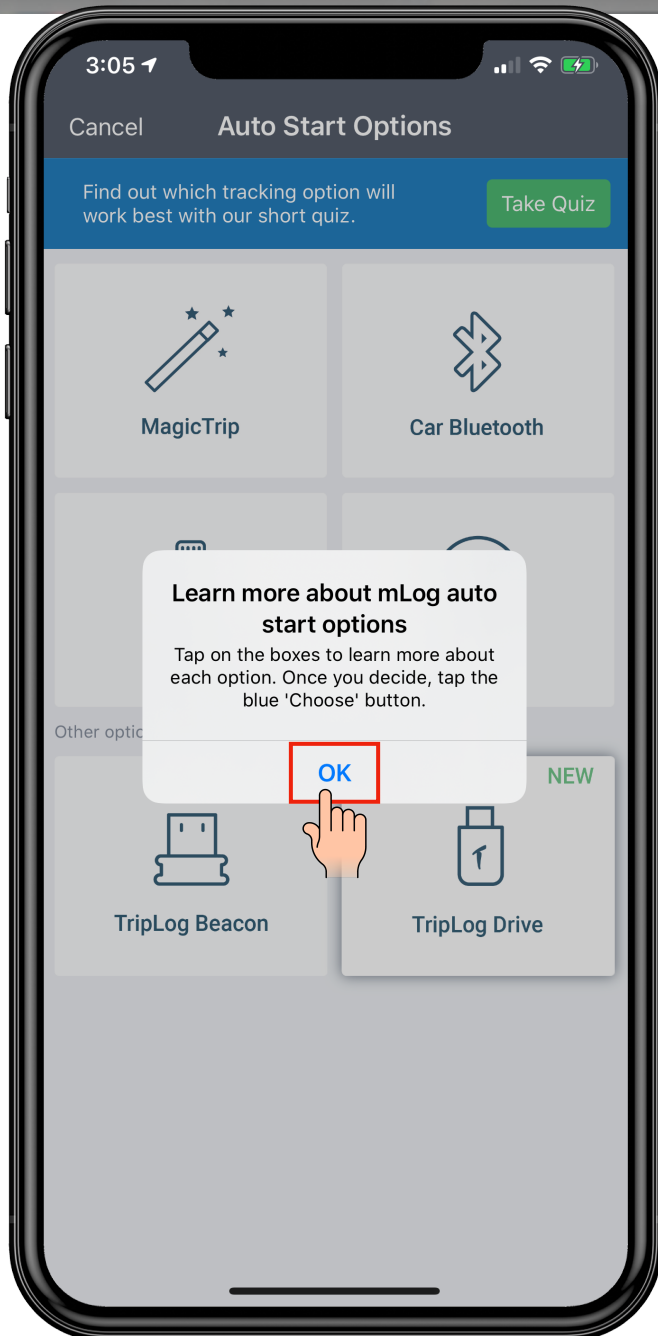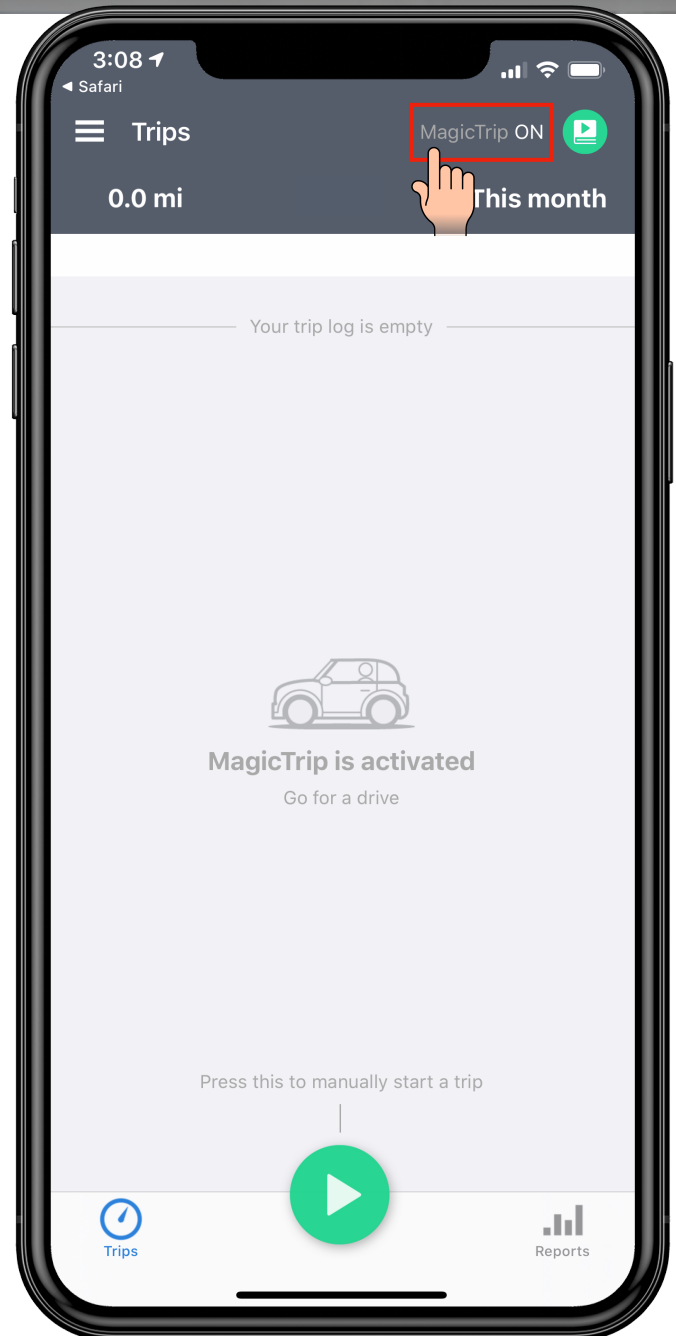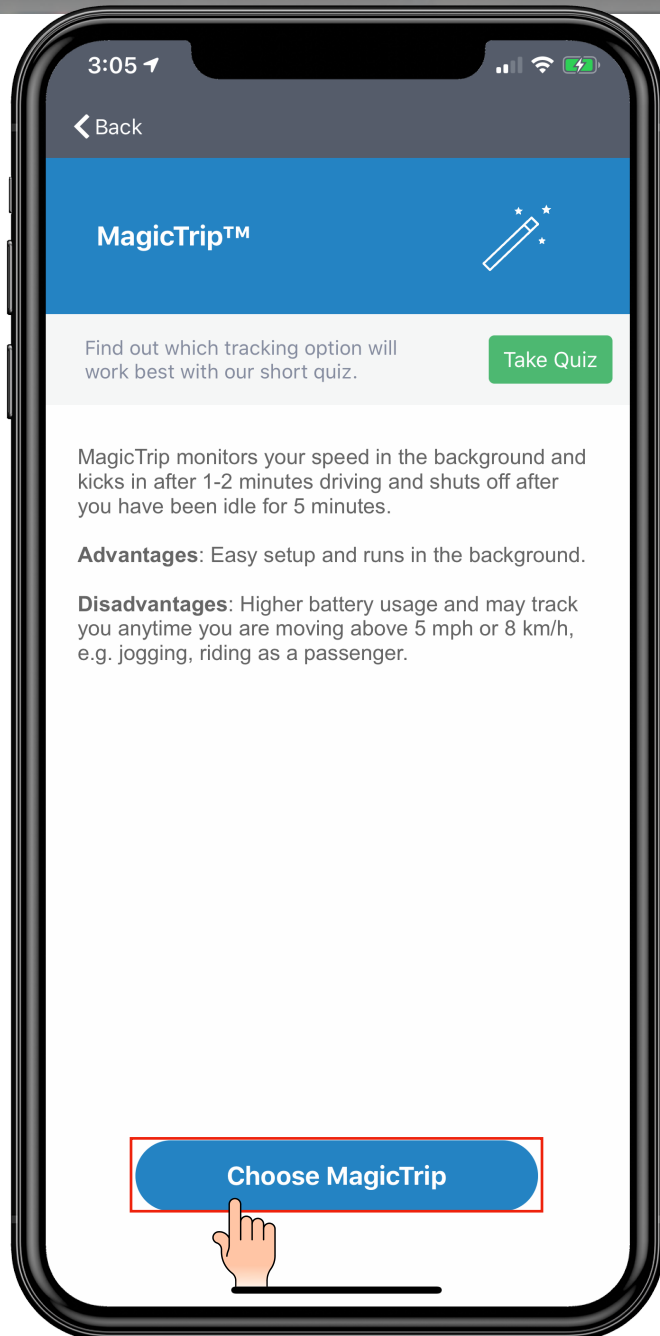
Step 8. After choosing your mileage tracking style, you may set your work schedule and verify mLog app settings. Select the shortcut or mileage tracking name in the upper right corner.

3:05

‹ Back

MagicTrip™

Find out which tracking option will work best with our short quiz.

[Take Quiz]

MagicTrip monitors your speed in the background and kicks in after 1-2 minutes driving and shuts off after you have been idle for 5 minutes.

Advantages: Easy setup and runs in the background.

Disadvantages: Higher battery usage and may track you anytime you are moving above 5 mph or 8 km/h, e.g. jogging, riding as a passenger.

[**Choose MagicTrip**]

3:08
‹ Safari

☰ Trips   MagicTrip ON

0.0 mi   This month

Your trip log is empty

MagicTrip is activated
Go for a drive

Press this to manually start a trip

Trips   Reports

Step 9. When mLog asks to use the phone's Bluetooth, select "OK." Then verify your settings by selecting "System Permissions."
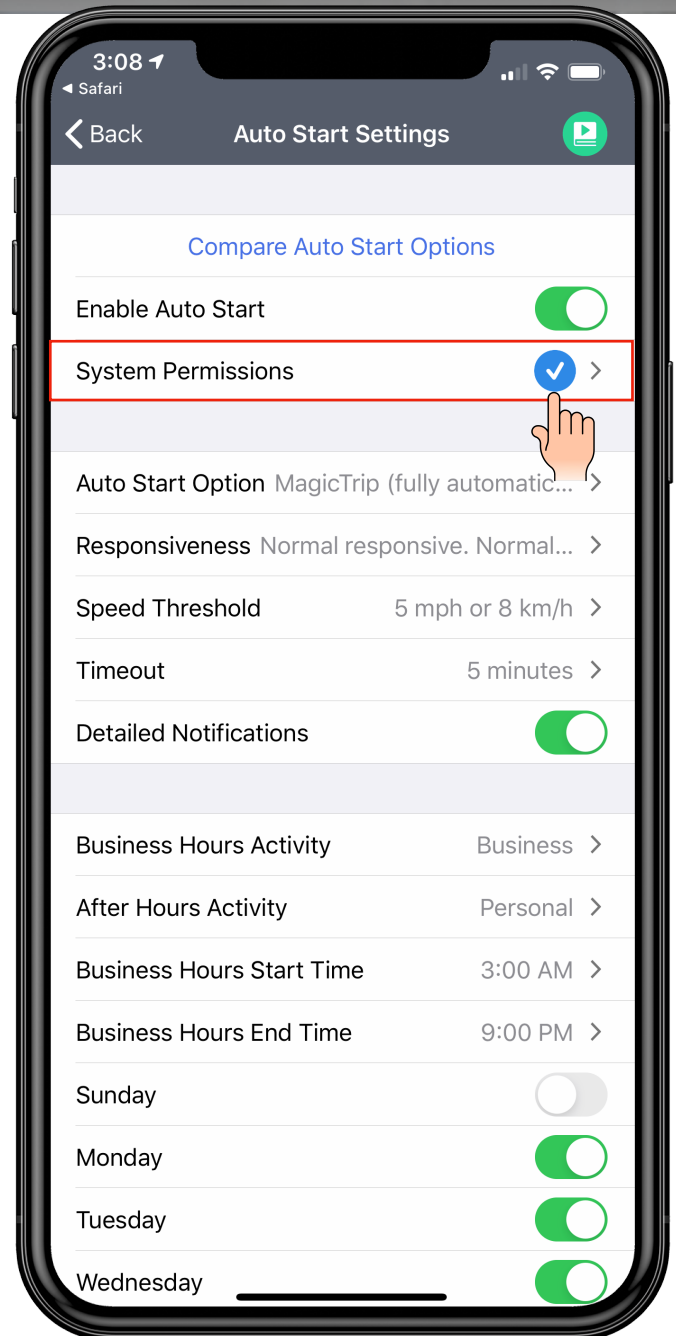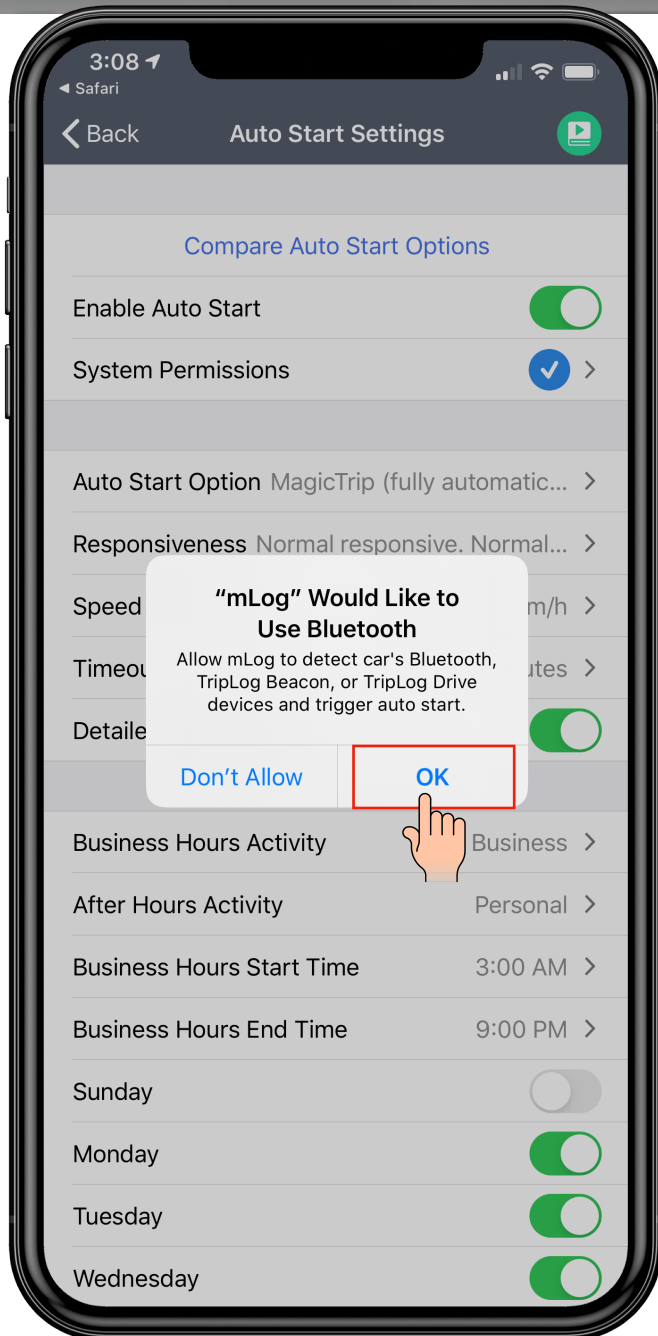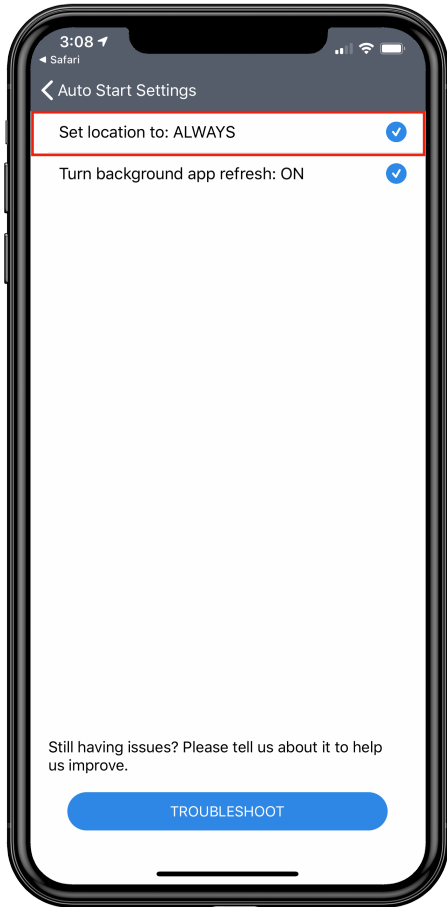
PRO-TIP

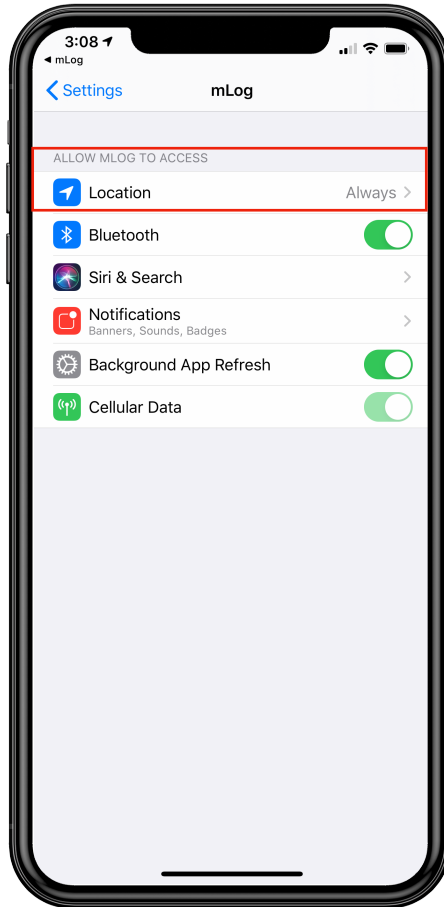Your Auto Start Settings **MUST** show check marks—
NOT exclamation marks—to ensure accurate
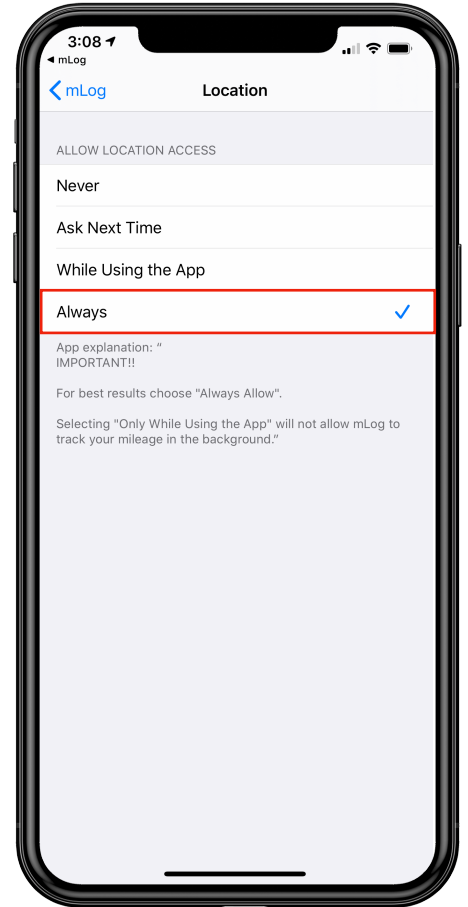and uninterrupted mileage capture.

1

2

3

Phone 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

Phone 2

3:08
◀ mLog

‹ Settings   mLog

ALLOW MLOG TO ACCESS

📍 Location   Always ›

🔵 Bluetooth   [on]

Siri & Search   ›

🔴 Notifications   ›
Banners, Sounds, Badges

⚙️ Background App Refresh   [on]

📡 Cellular Data   [on]

Phone 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."

Verify that Locations Services
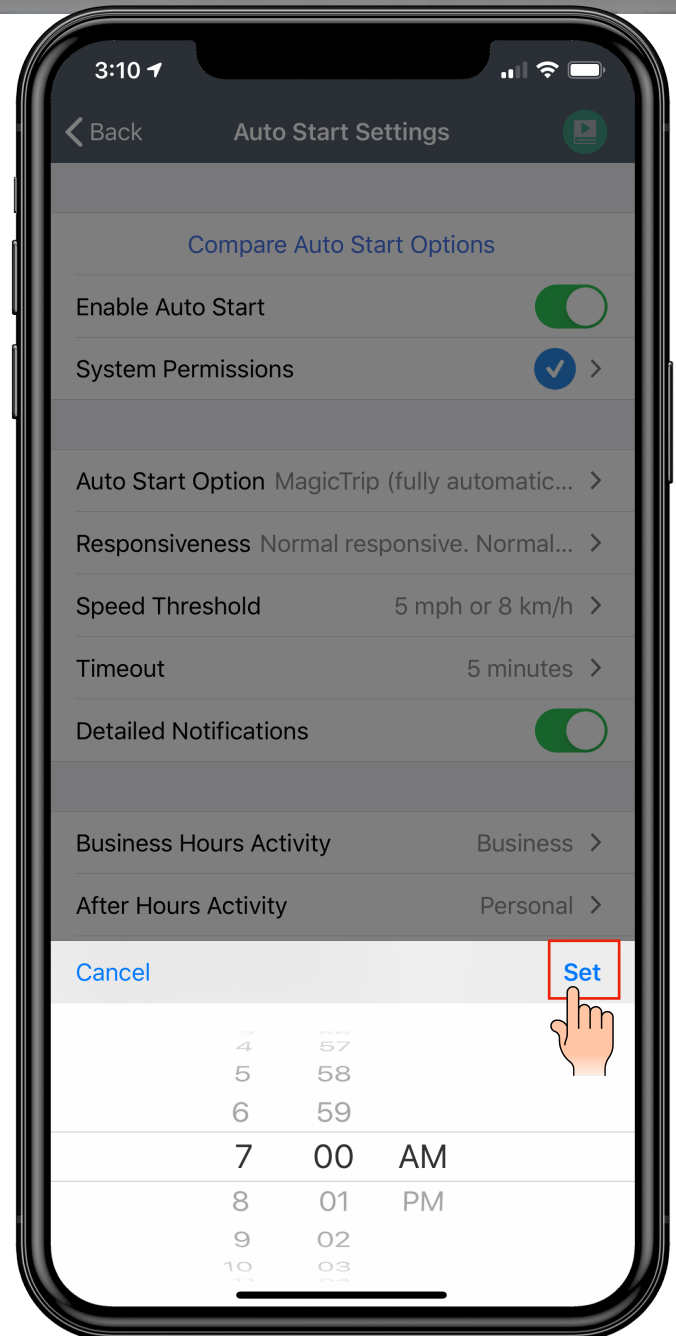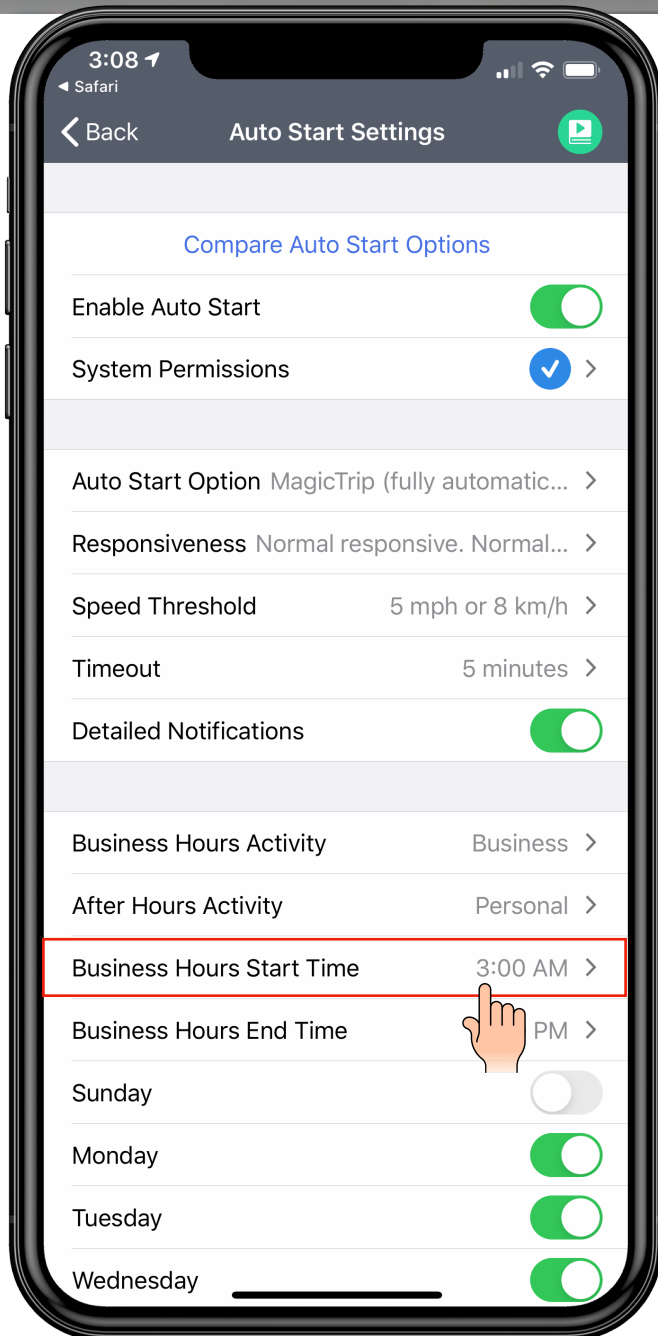are set to **ALWAYS**
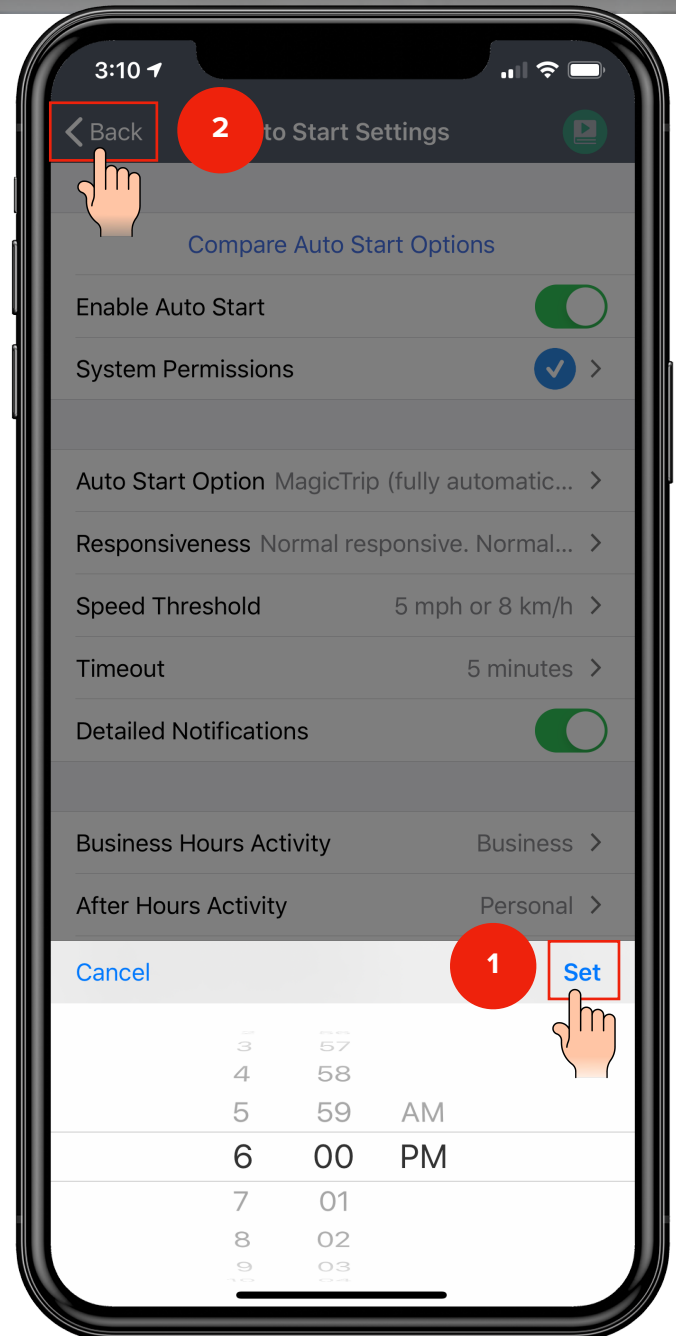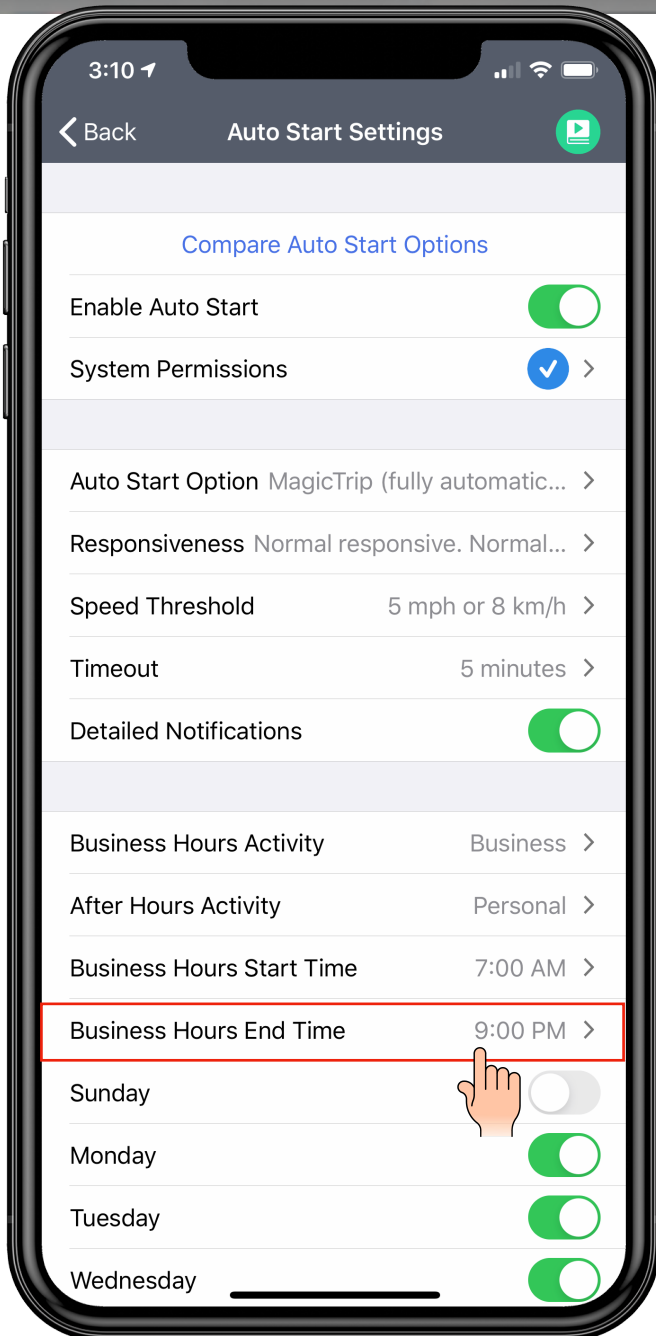
Select Location to view or
make changes

Confirm and arrow back to
mLog

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.
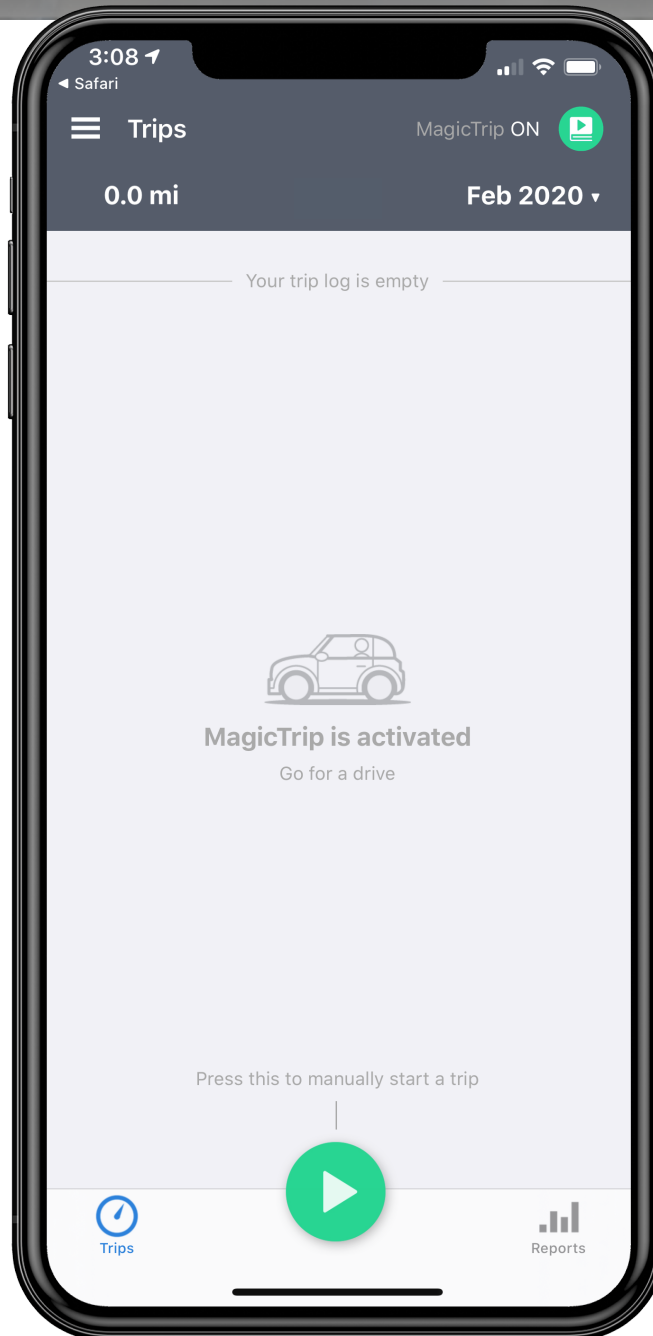
Step 11. Repeat the process for your ending business hours.

Congratulations!

You are now ready to start logging mileage!
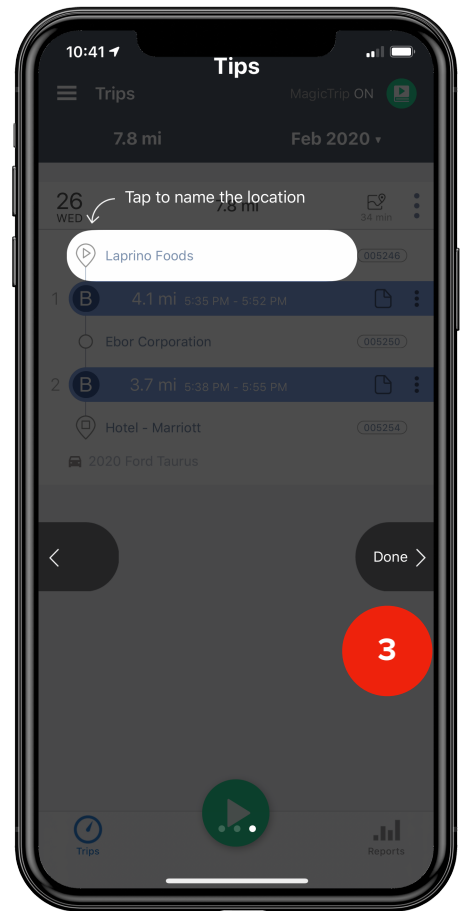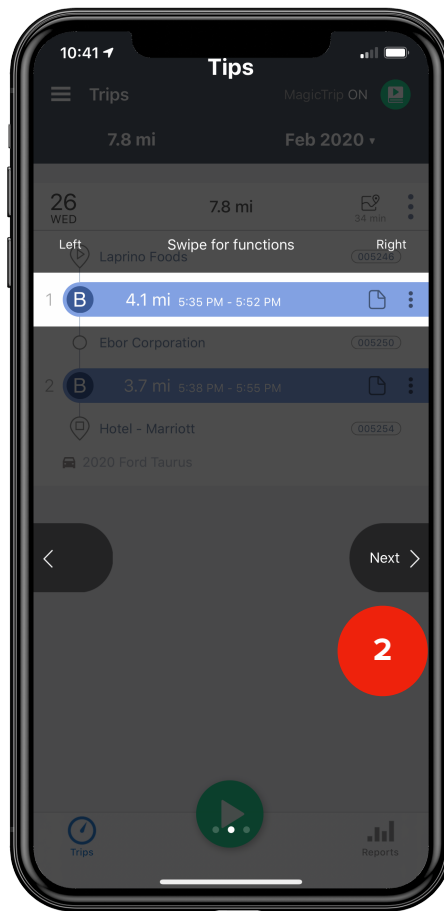Keep your phone with you and the mLog app open.
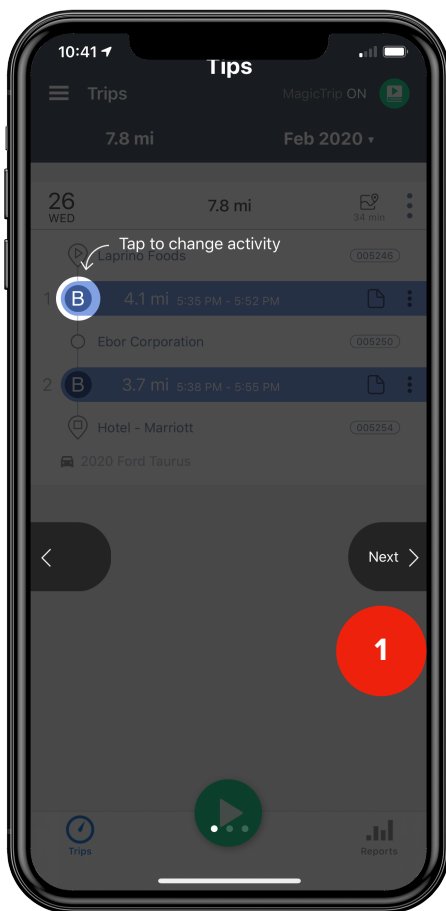
mLog
Your First Trip

March 2020

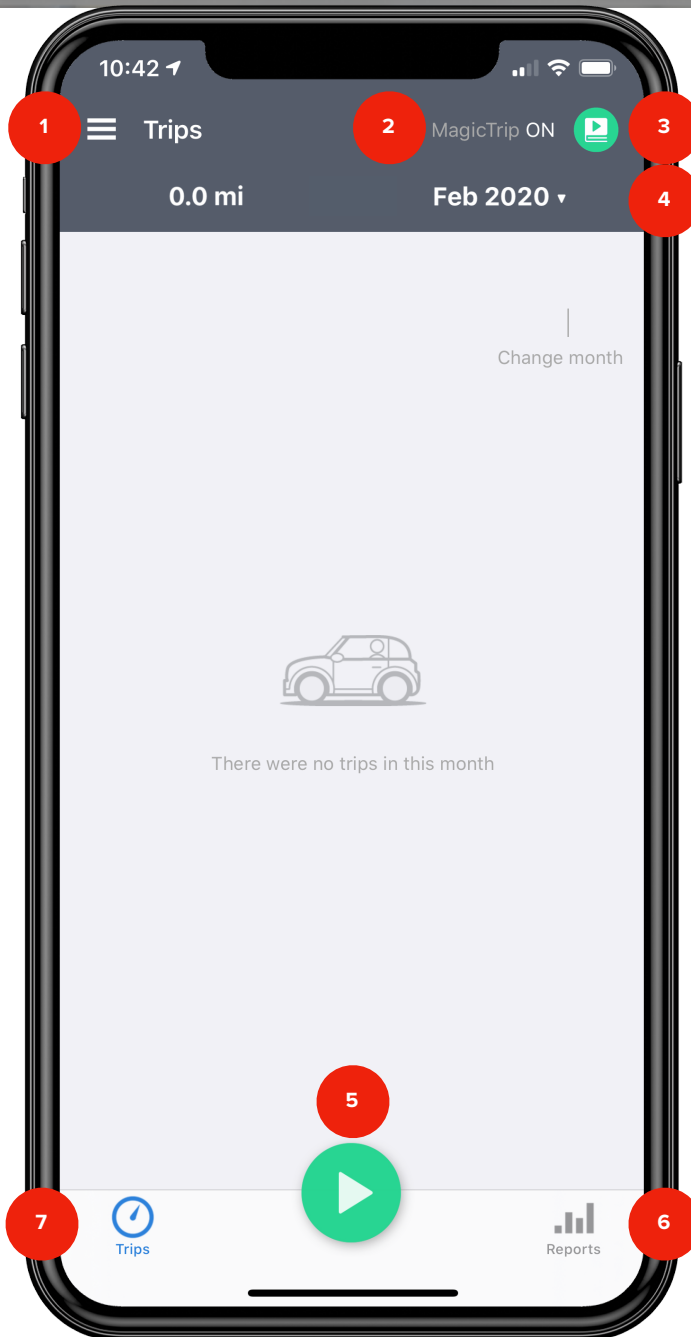# After your first trip, you will be provided with hint text and instructions for editing trips.

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

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)

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