



USER GUIDE

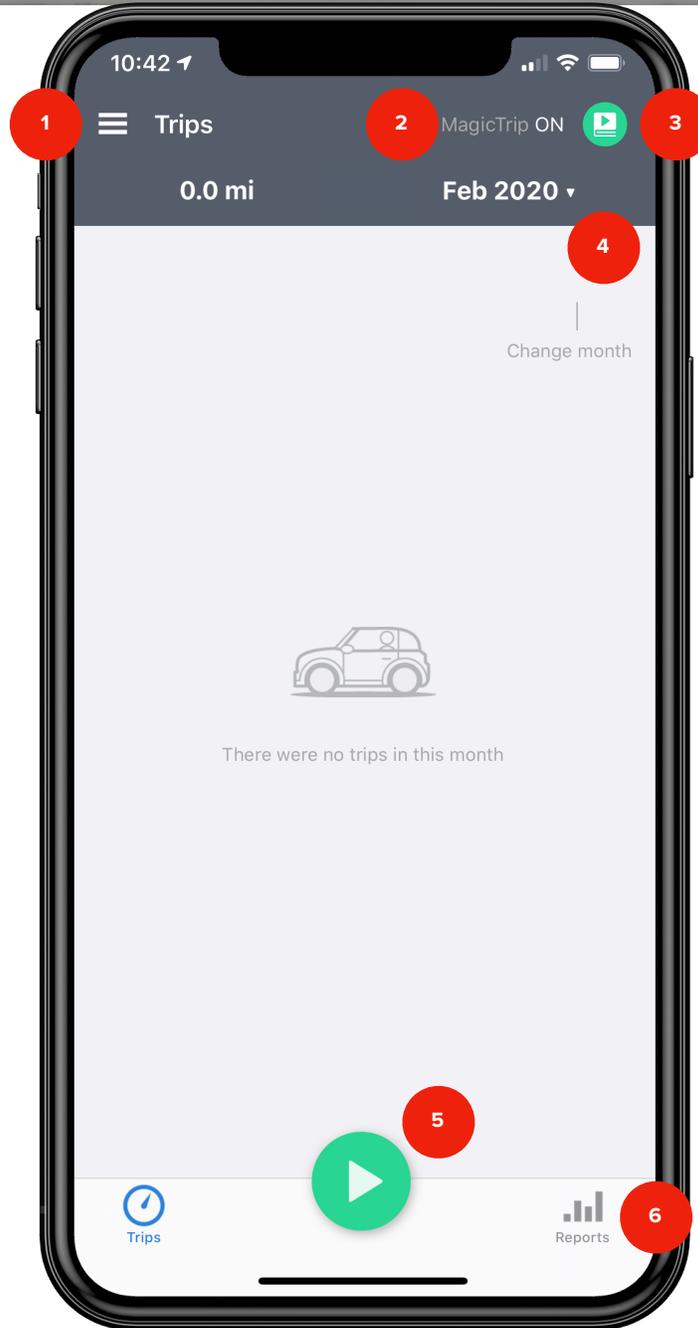
Manual Mileage Entry

DO NOT MANUALLY ENTER MILEAGE WHILE DRIVING YOUR VEHICLE

March 2020

Meet mLog

1 - Menu/Settings



2 - Auto-Start Short Cut

3 - Help Videos

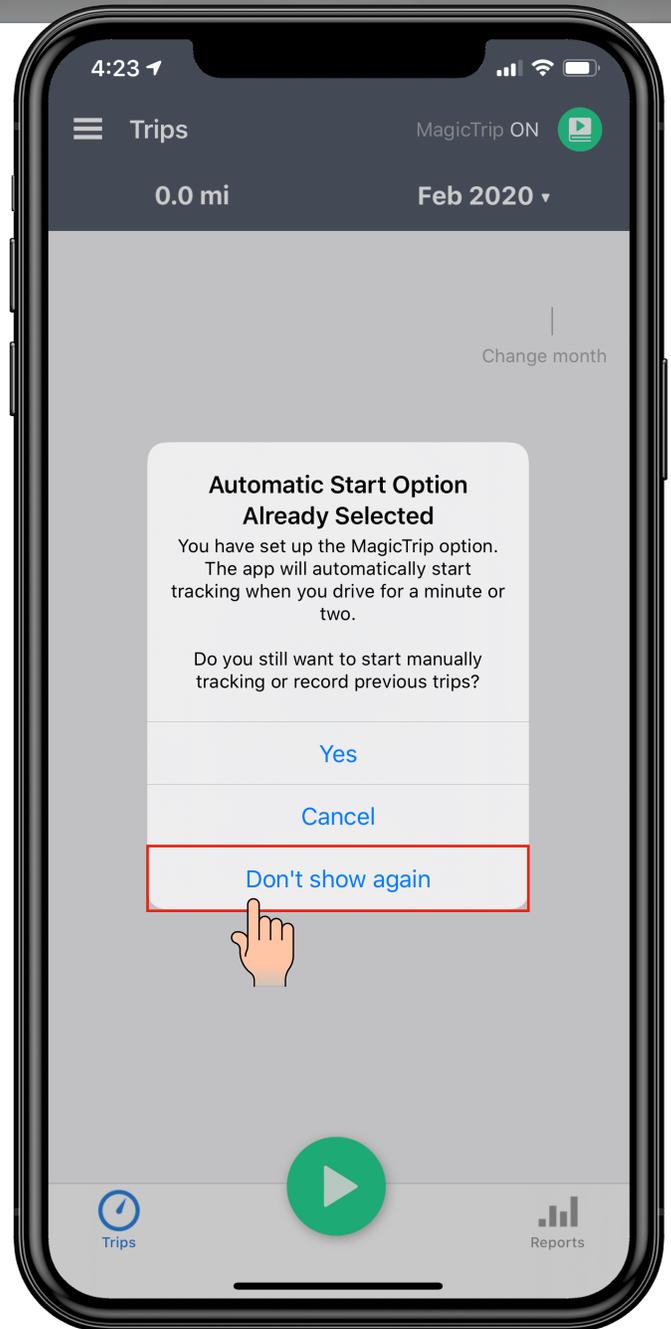
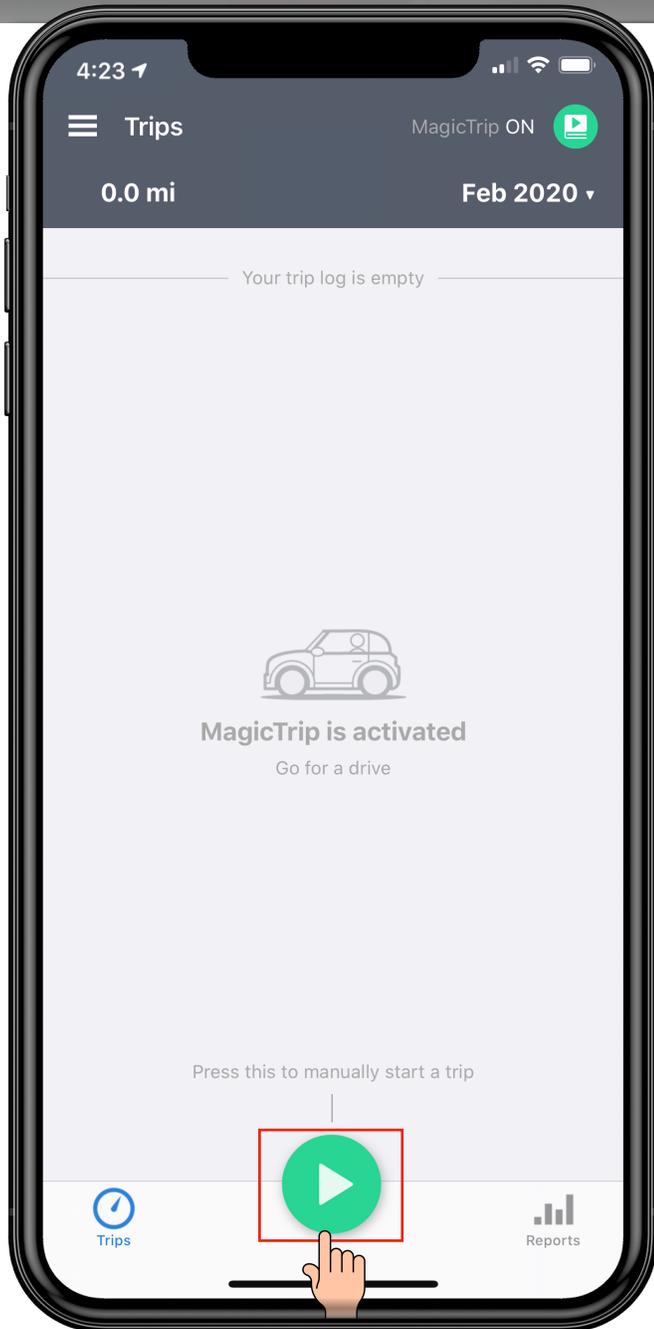
4 - Historical Months

5 - Manual Start

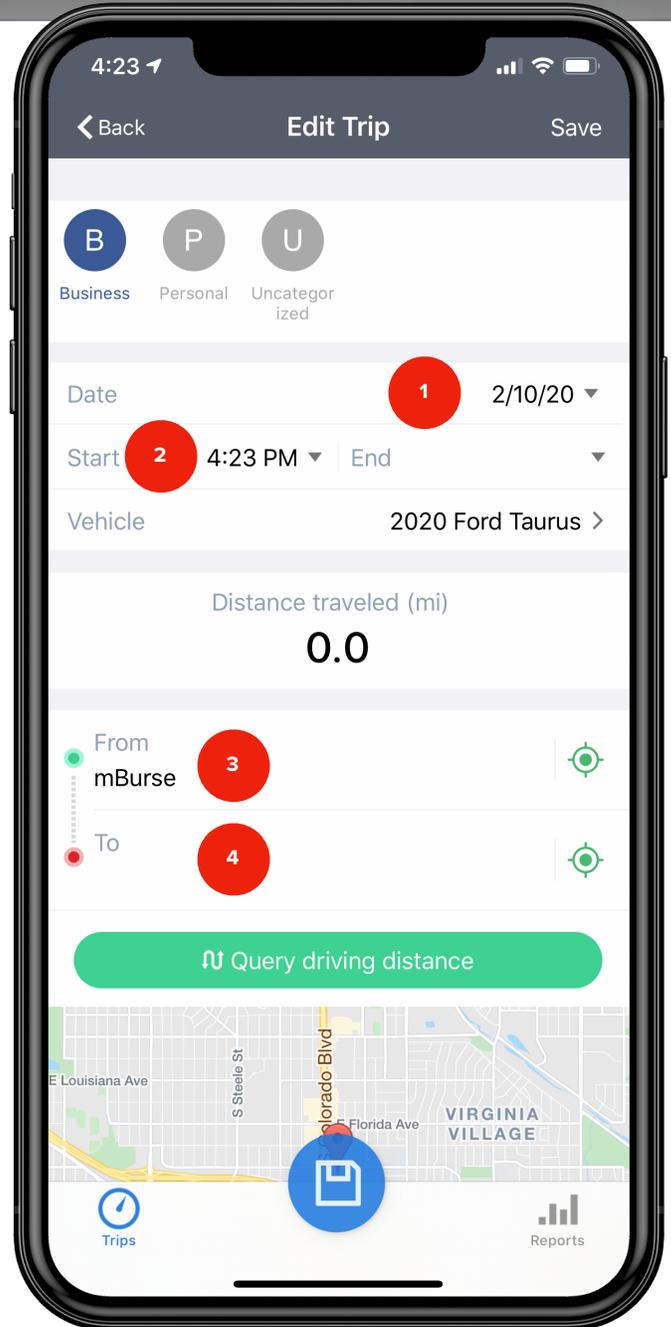
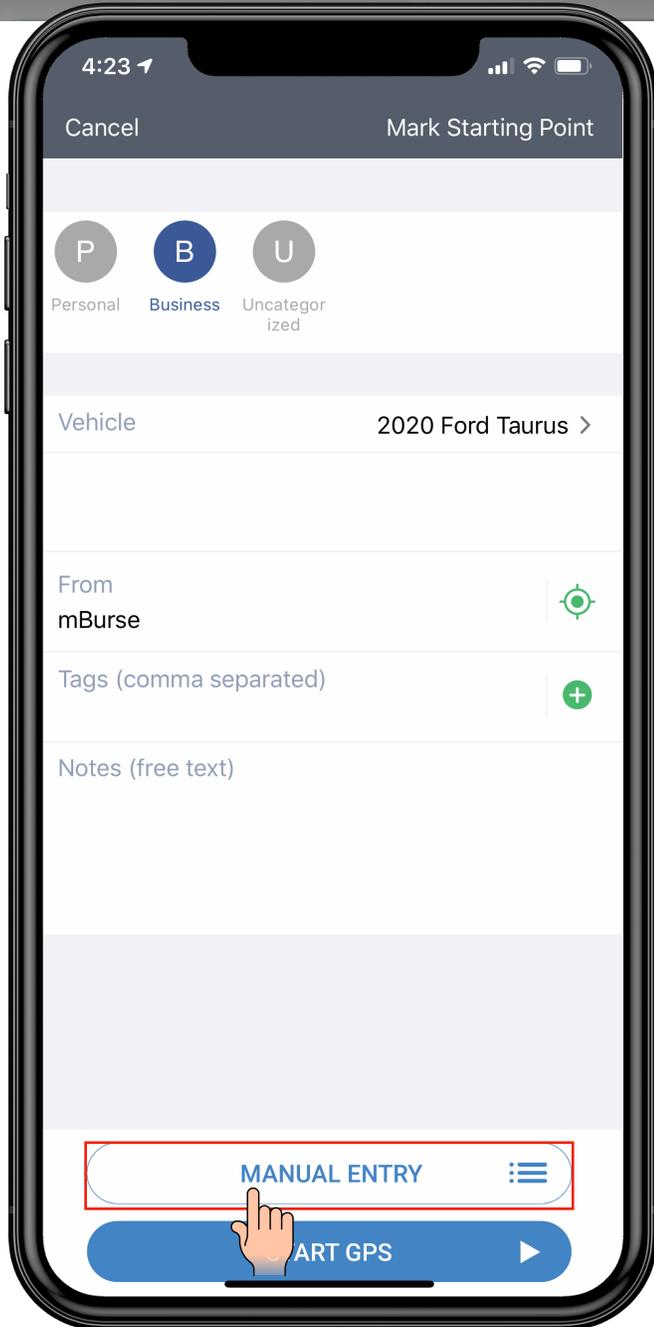
6 - Mileage Reports



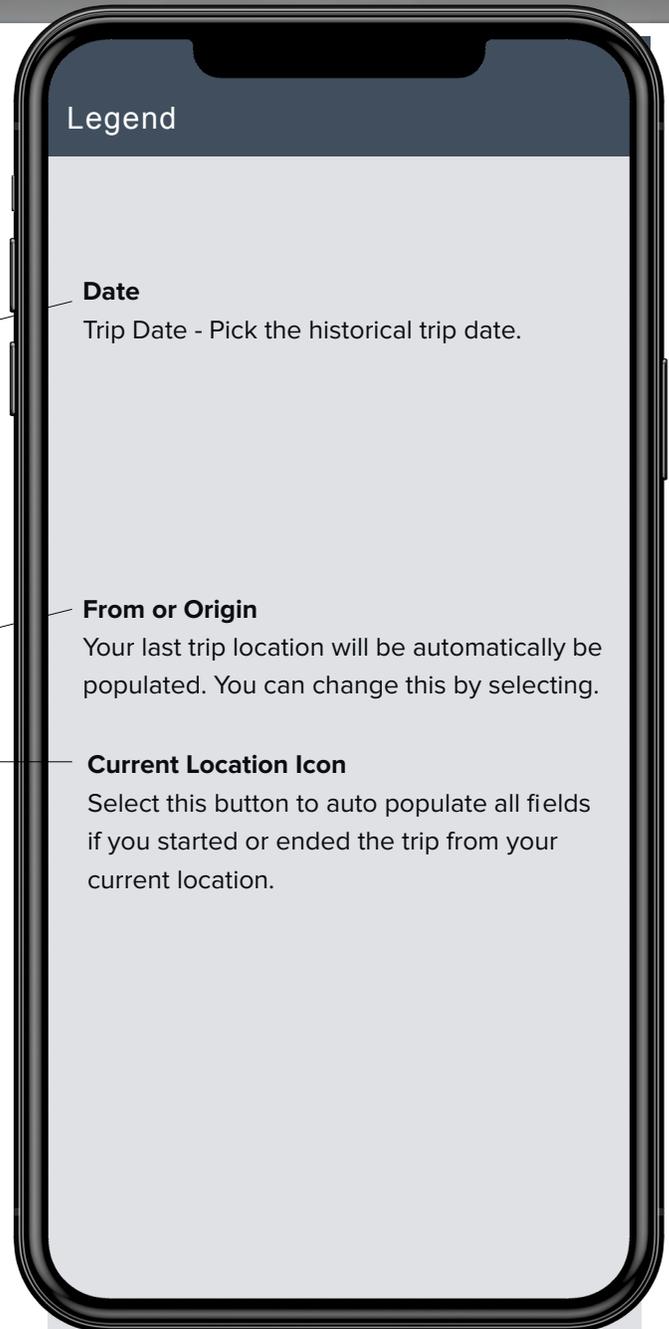
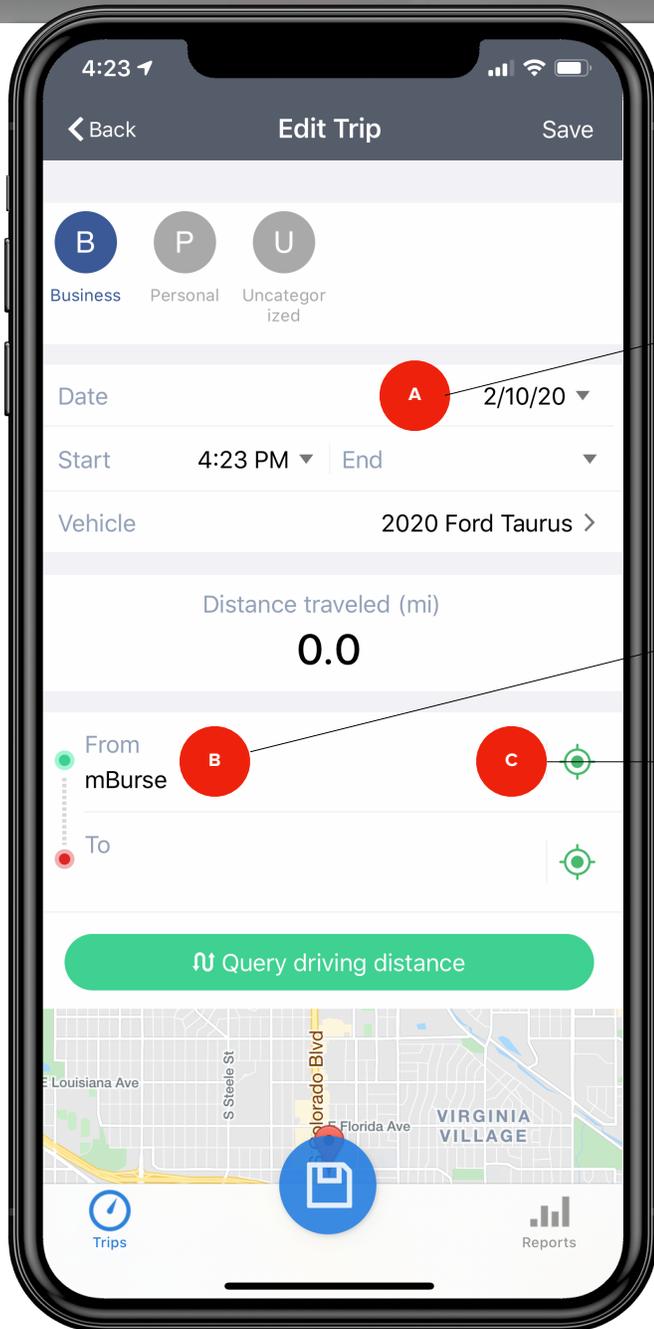
Step 1. To manually enter a trip, select the green “Play” button in the footer. (Select “Don’t show again” or “Yes” for the reminder to display again.)



Step 2. Select “Manual Entry” and complete the form fields.



Guide to Manual Entry Fields



Date

Trip Date - Pick the historical trip date.

From or Origin

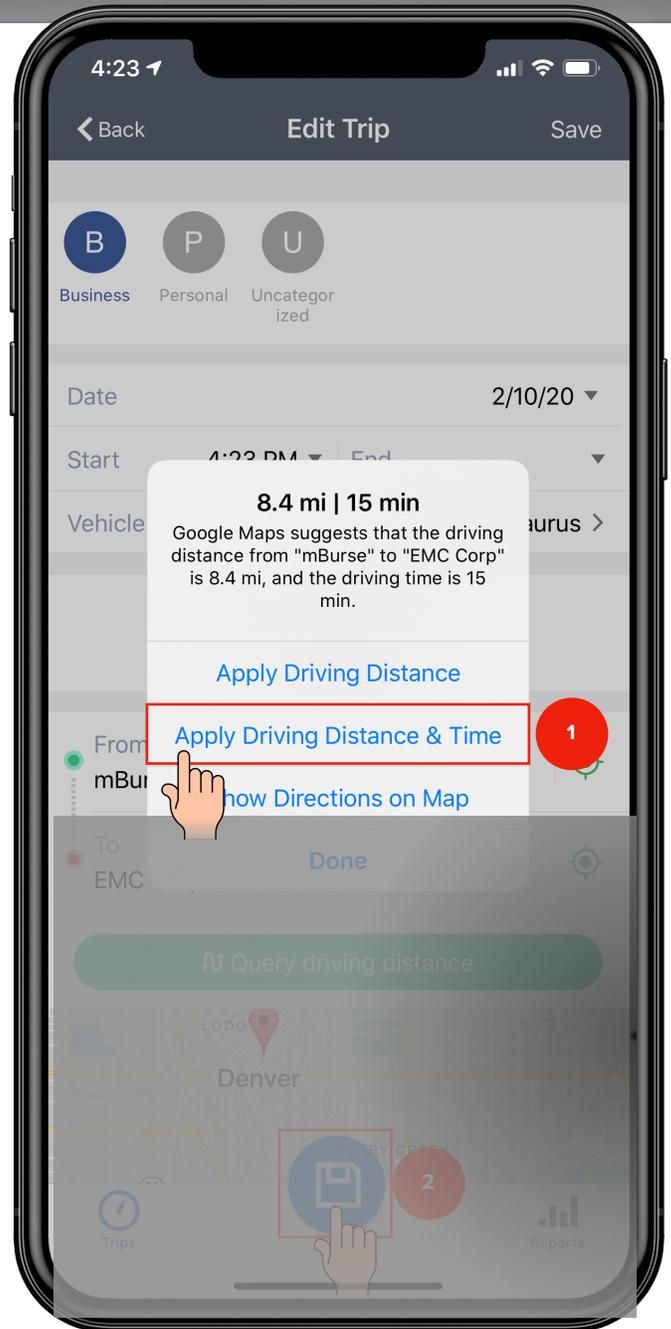
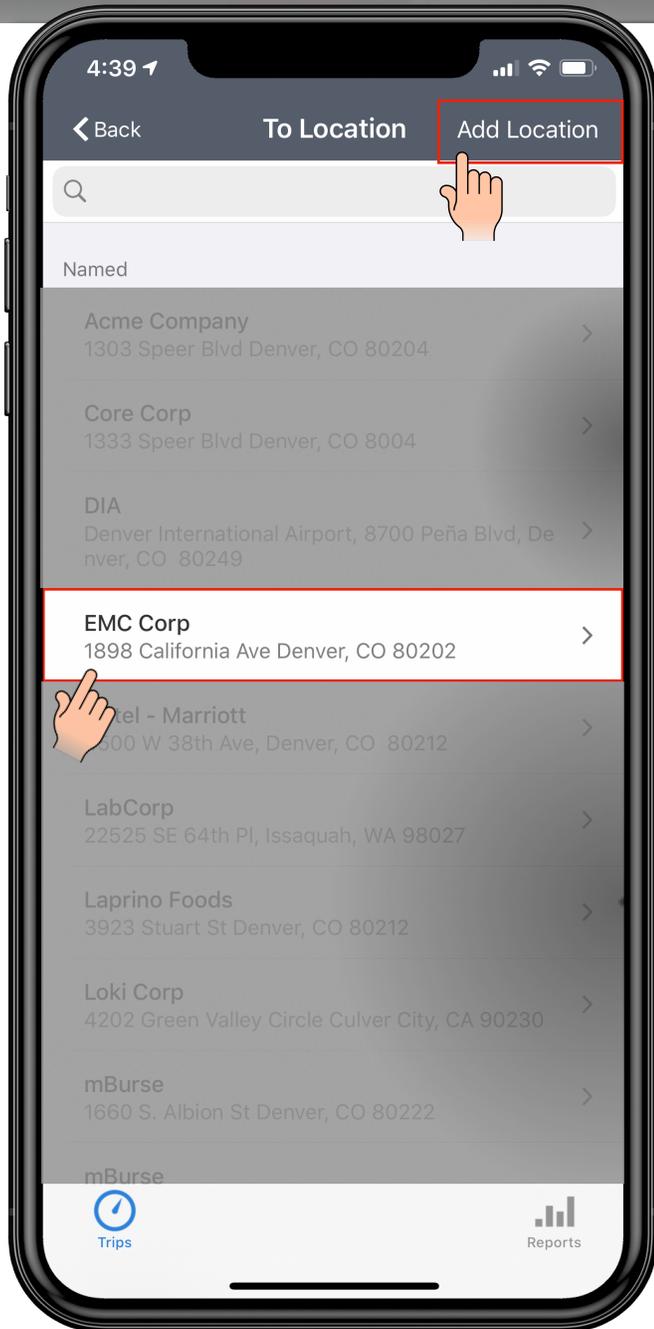
Your last trip location will be automatically be populated. You can change this by selecting.

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 Driving Distance & Time.”



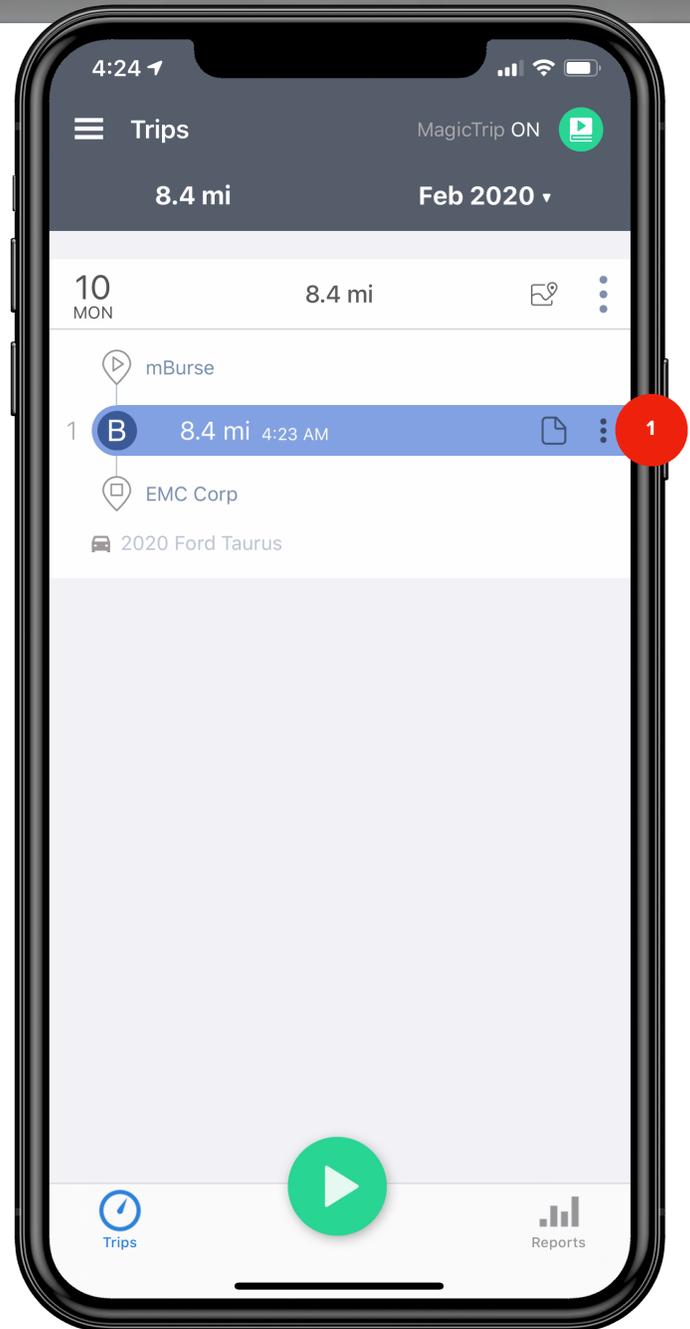
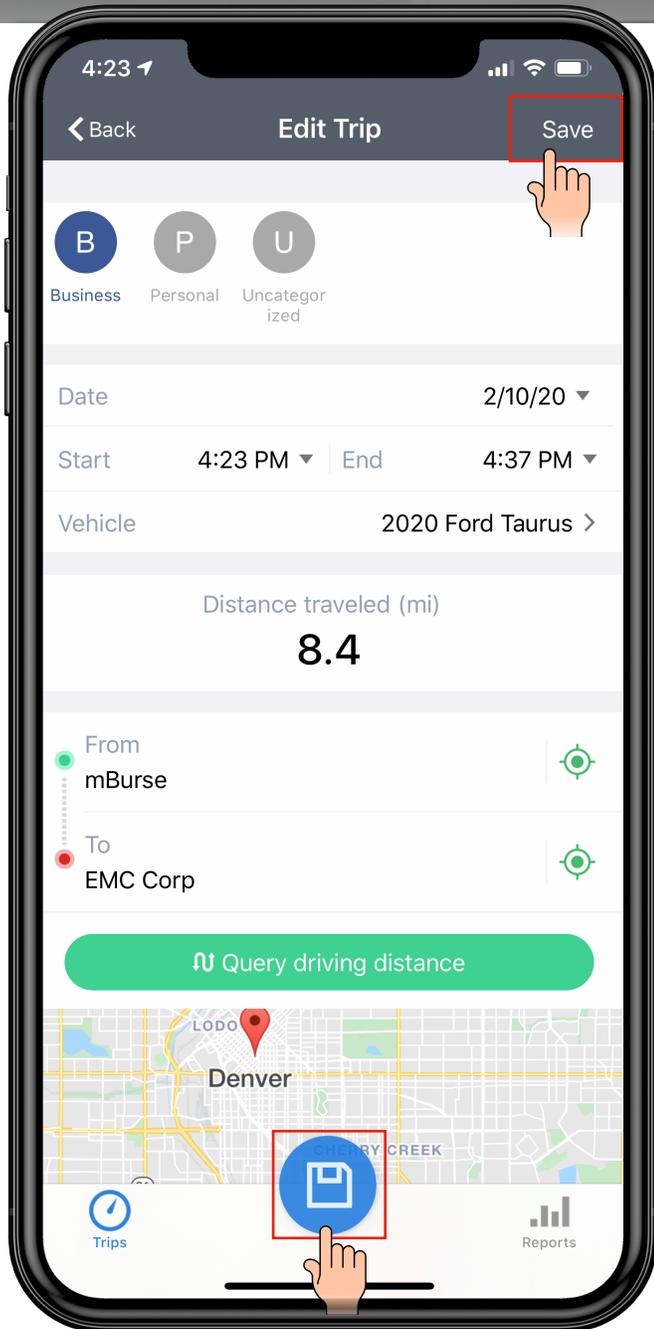
Still need help?

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)



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.





iOS USER GUIDE

mLog

March 2020