

# 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 footer. (Select "Don't show again" or "Yes" for the reminder to display again.)

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Press this to	nanually start a trip			
Trips	Reports	s	Dos	J. Repo



#### **Step 2.** Select "Manual Entry" and complete the form fields.

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#### **Guide to Manual Entry Fields**

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Date A Start 4:23 PM V End	2/10/20 •	
Vehicle 202 Distance traveled (m	20 Ford Taurus >	- From or Origin
0.0		Your last trip location will be automatically be populated. You can change this by selecting.
mBurse To	с •	Current Location Icon Select this button to auto populate all fields if you started or ended the trip from your current location.
N Query driving dista	ance	
E Louisiana Ave	VIRGINIA VILLAGE	
Trips	Reports	



**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."

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## Still need help?

#### For questions or additional support, use these resources:

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

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### **iOS USER GUIDE**

## mLog

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