

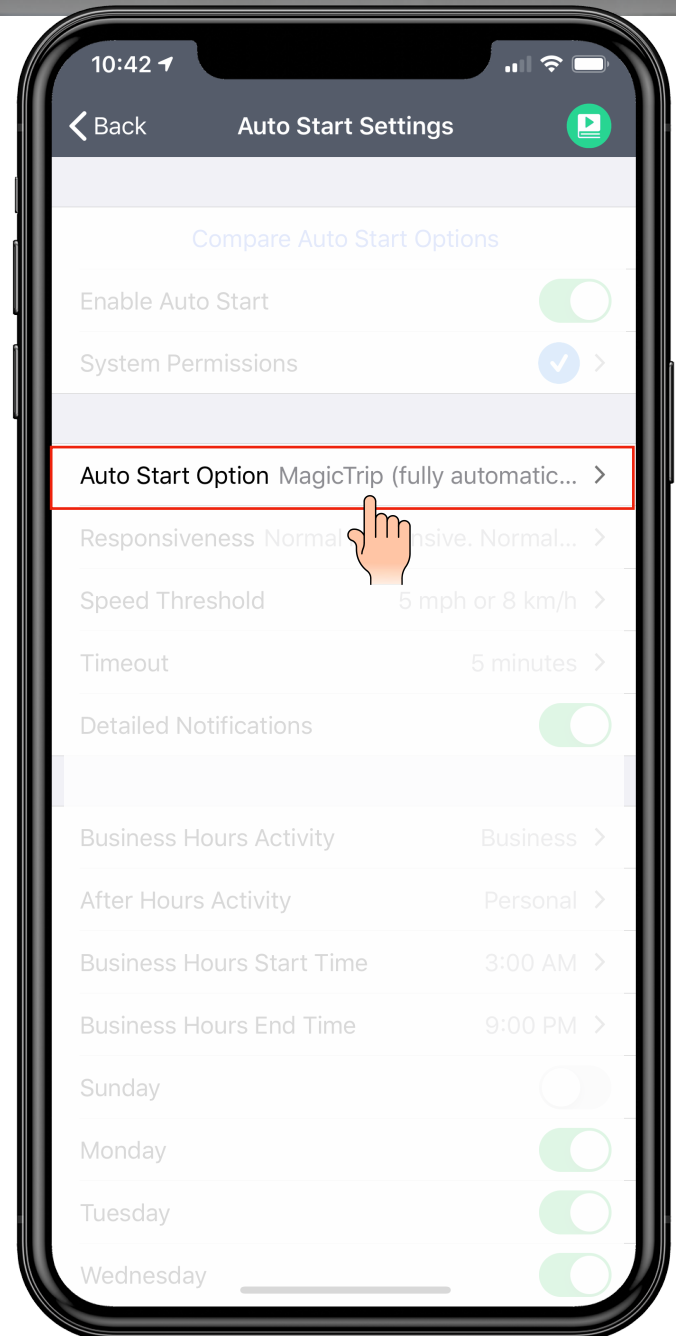
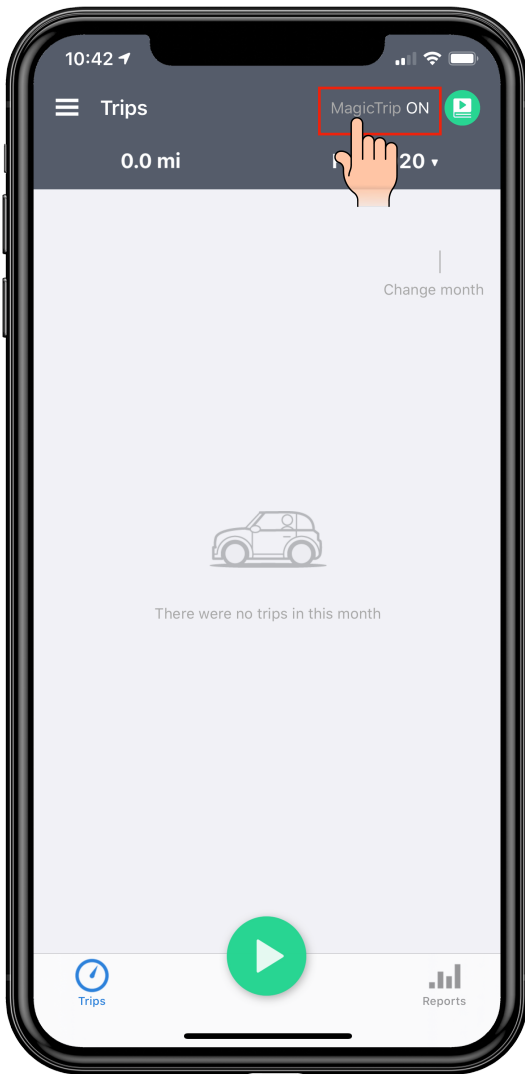


USER GUIDE

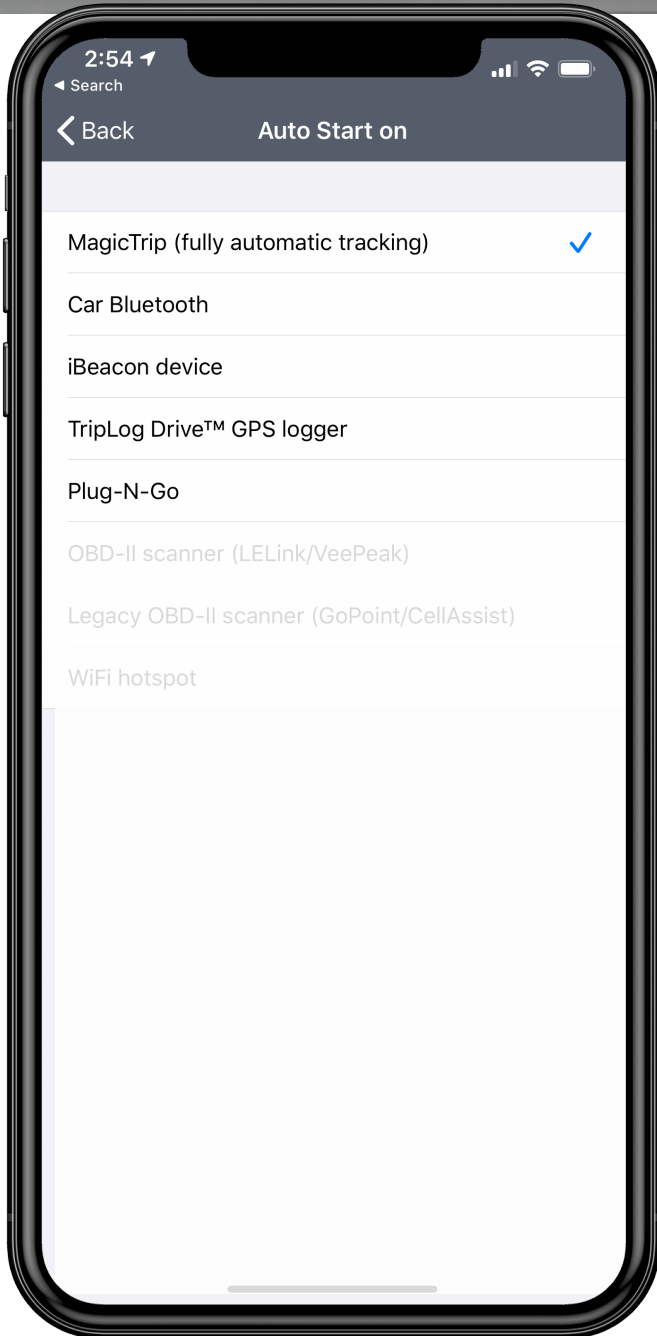
Settings & Customization

March 2020

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.



2. 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.

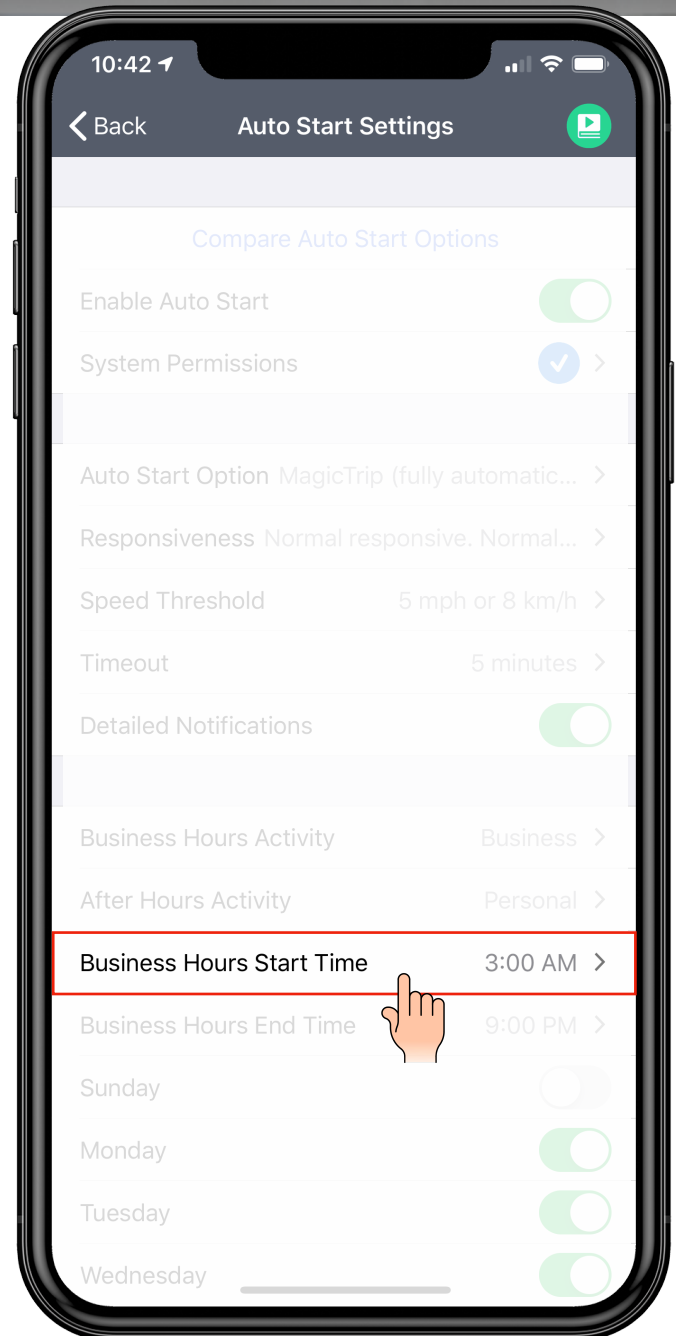
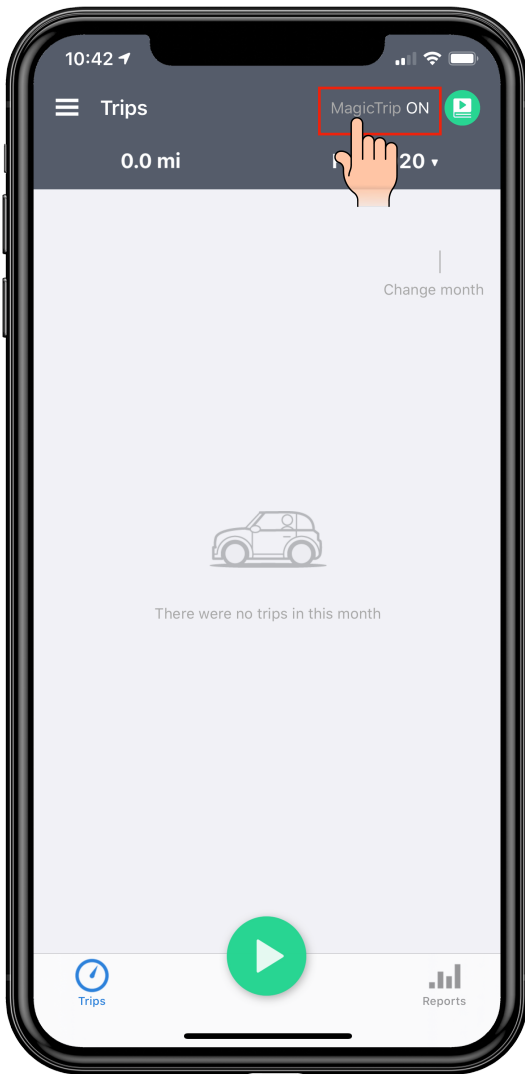
‡Which application will minimally drain the phone or devices battery.

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

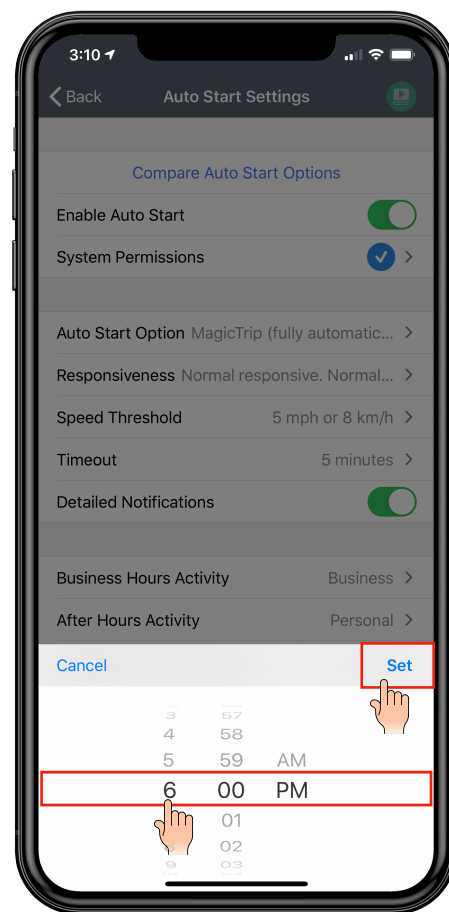
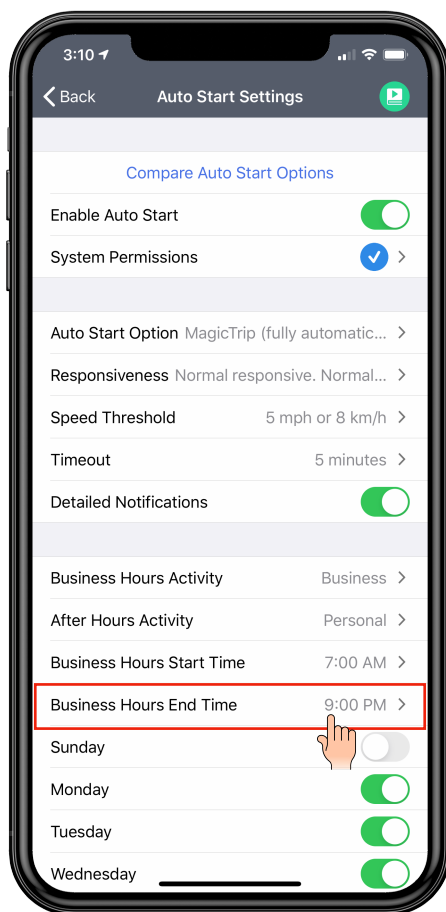
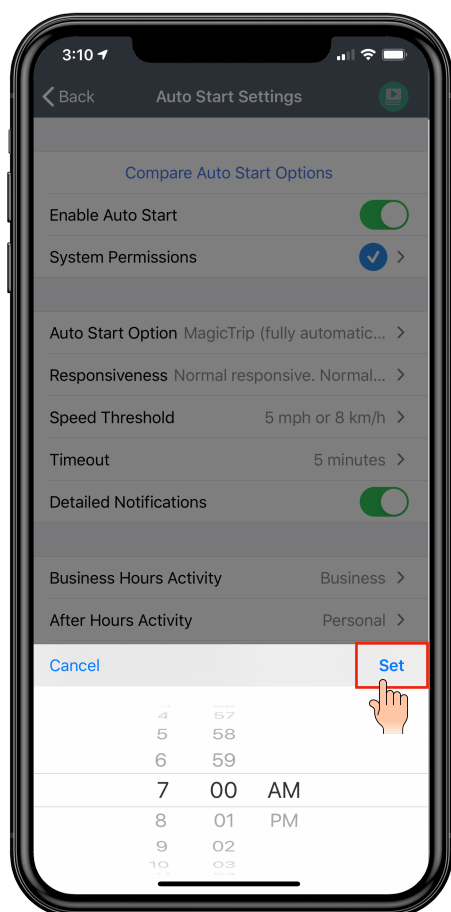
¶ If there is only one Bluetooth source (the vehicle) and multiple devices that might be another personal mobile device, headset.



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.

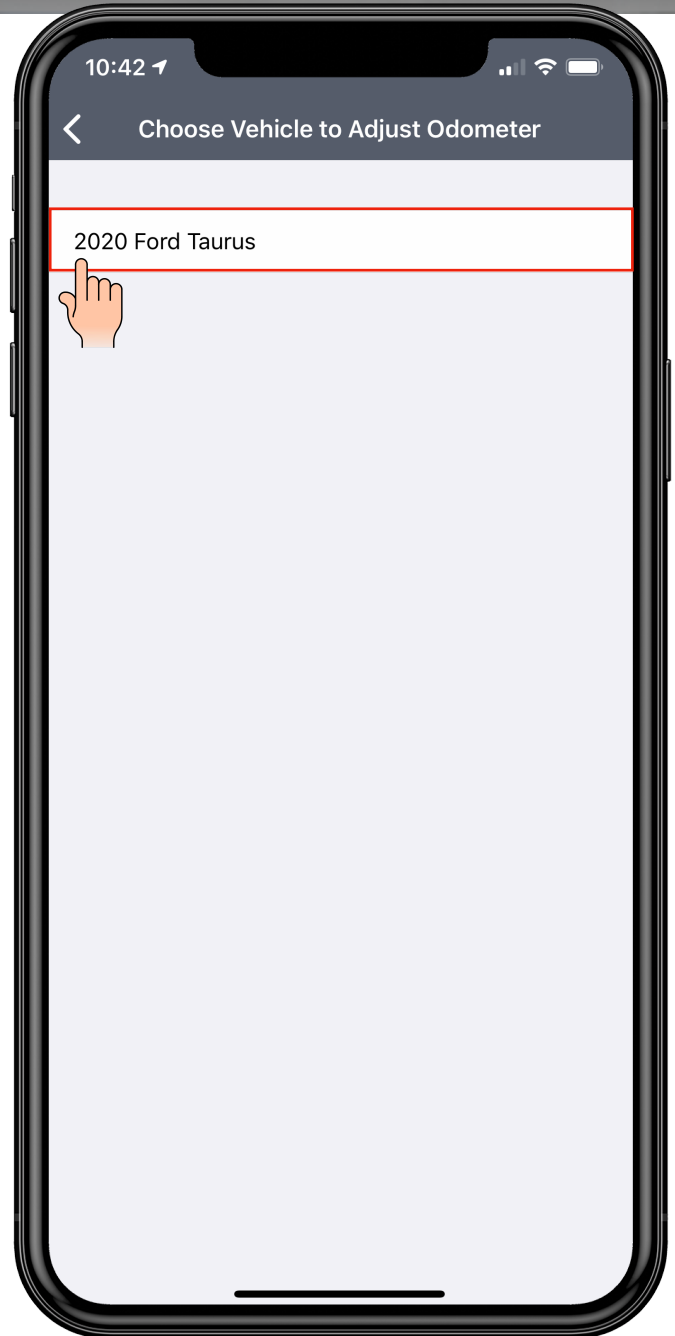
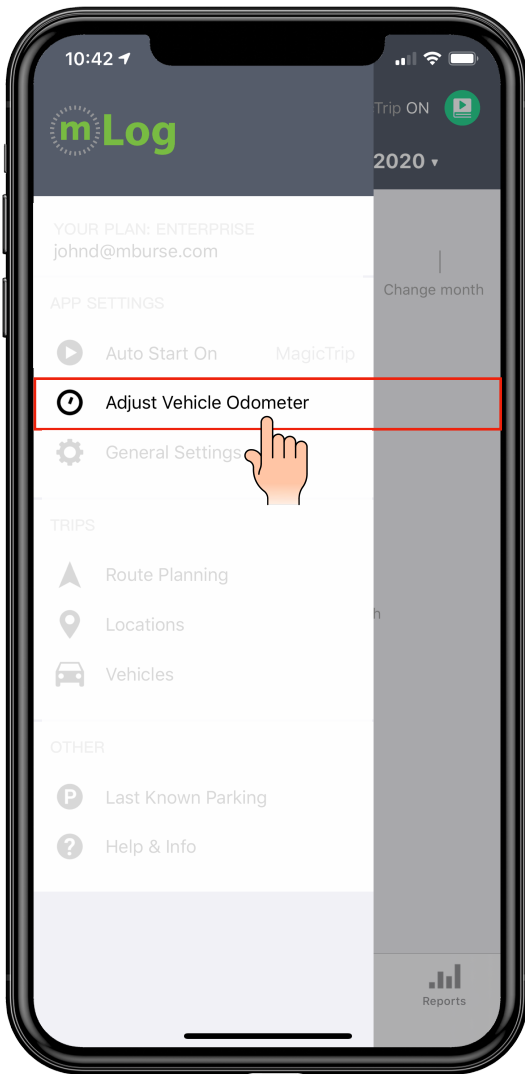
Enabling debug logs WILL NOT:

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.



Setting Mileage Tracking Styles

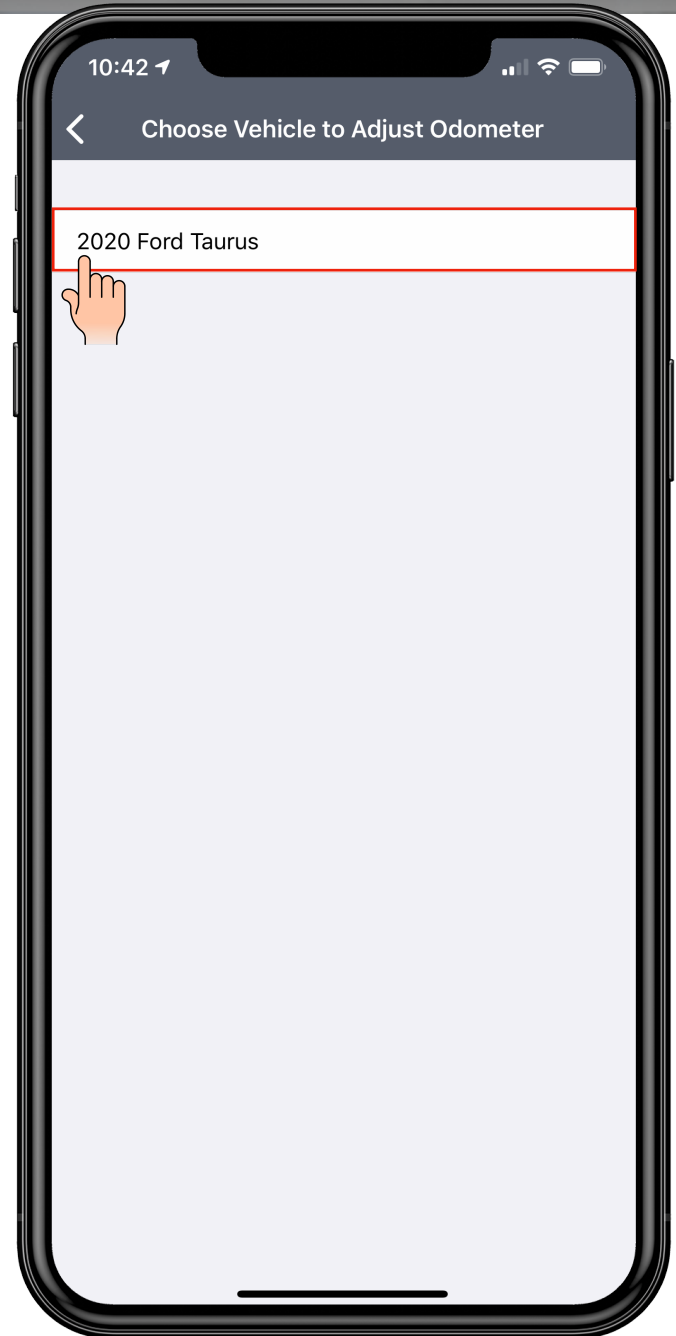
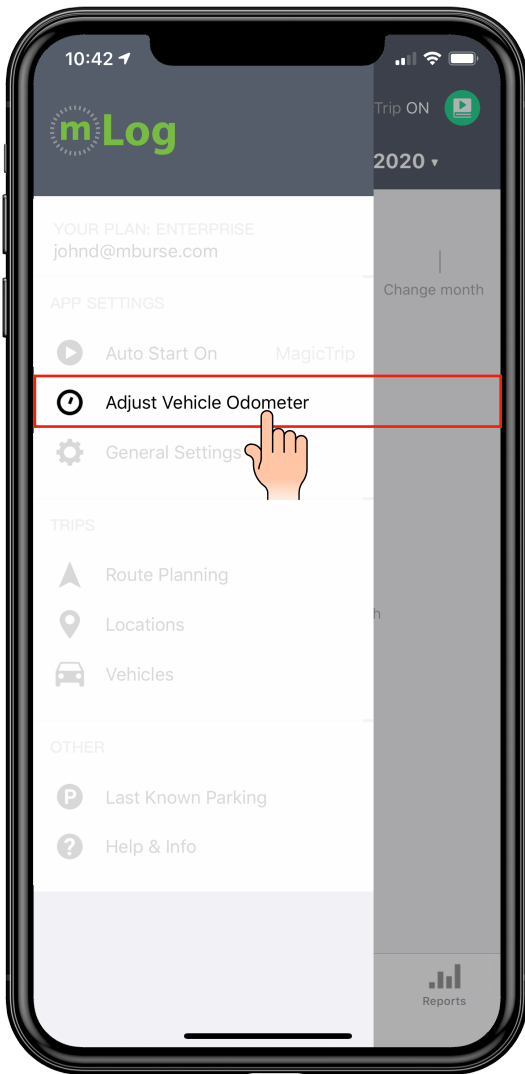
Setting your business hours will help organize when trips are recorded.

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.



3. When you experience a mileage tracking issue open the menu and select the “Adjust Vehicle Odometer” button. Then select your vehicle.



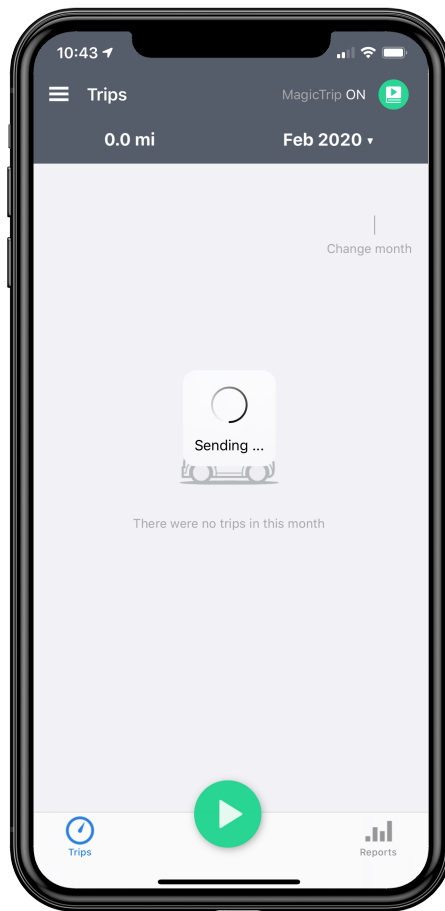
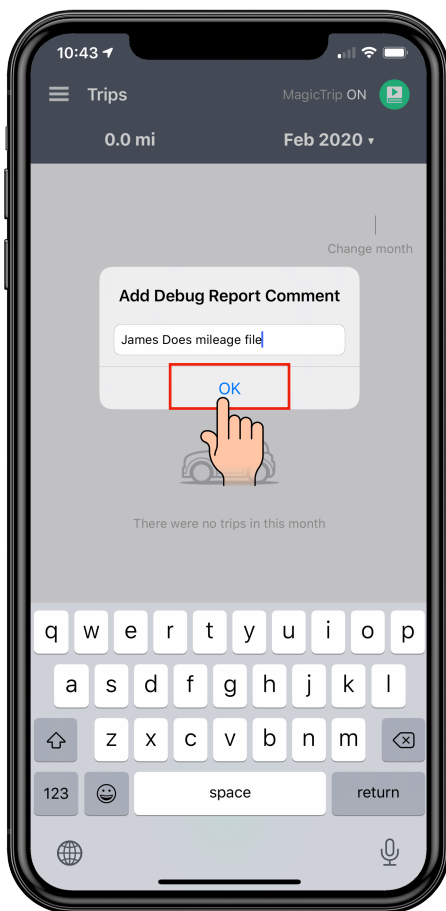
Still need help?

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)



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.

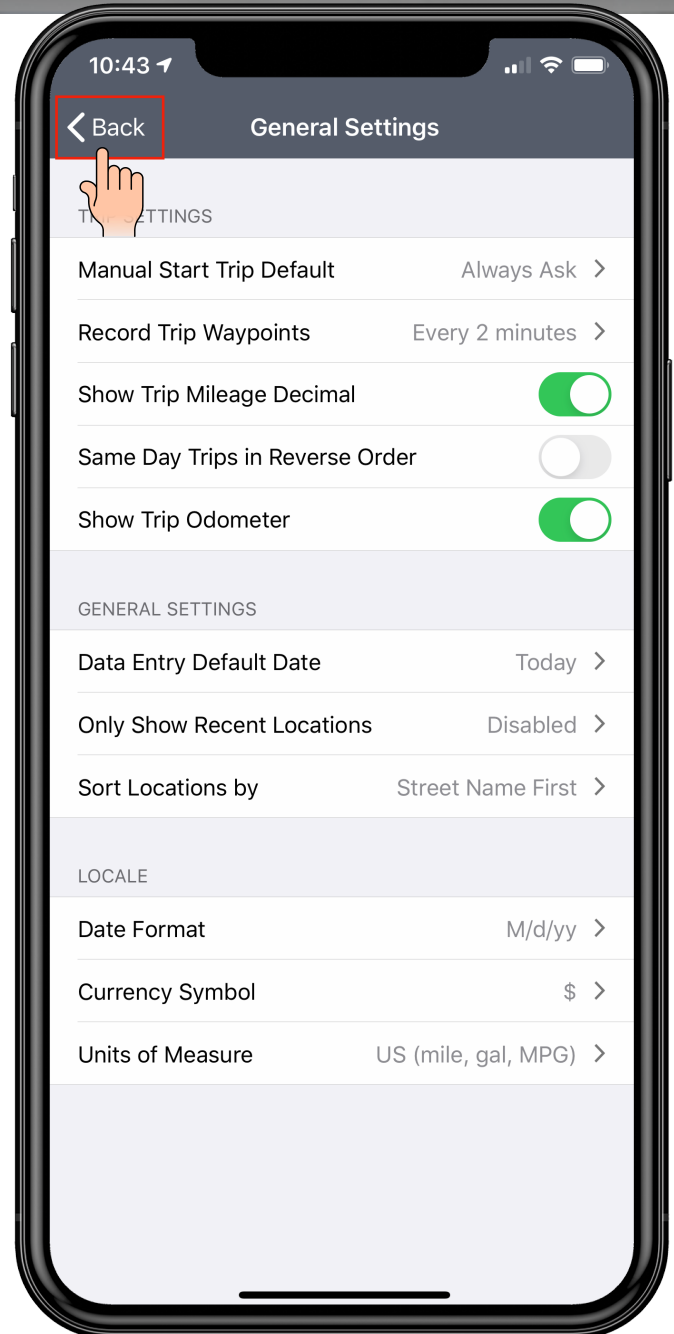
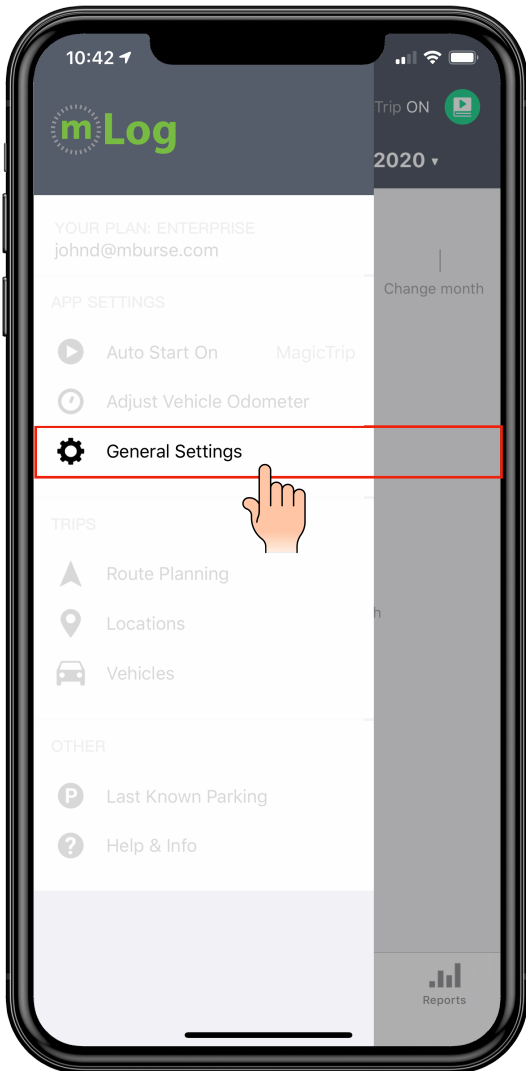


General Settings

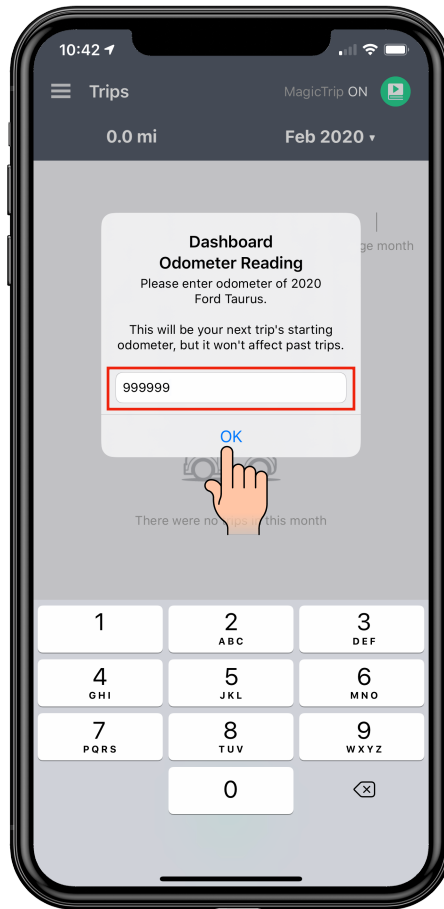
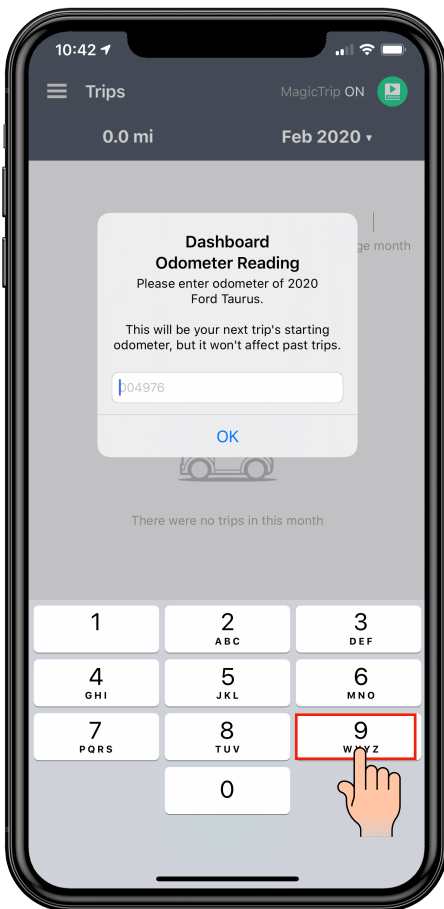
The General Settings allow users to customize their mLog experience. mLog users can make changes to the look, feel, and mLog functionality from the General Settings.



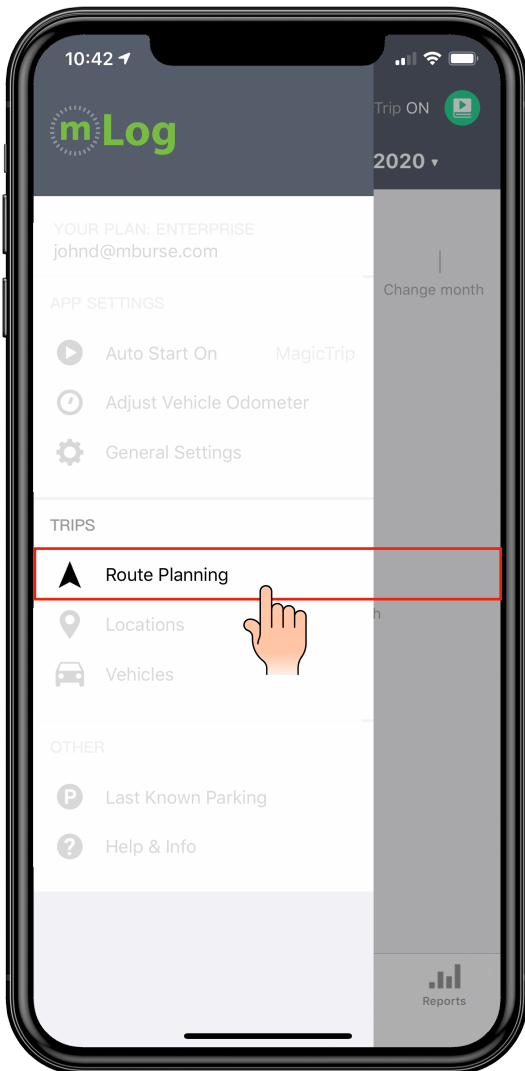
1. Select “General Settings” to make any modifications to the trips display.



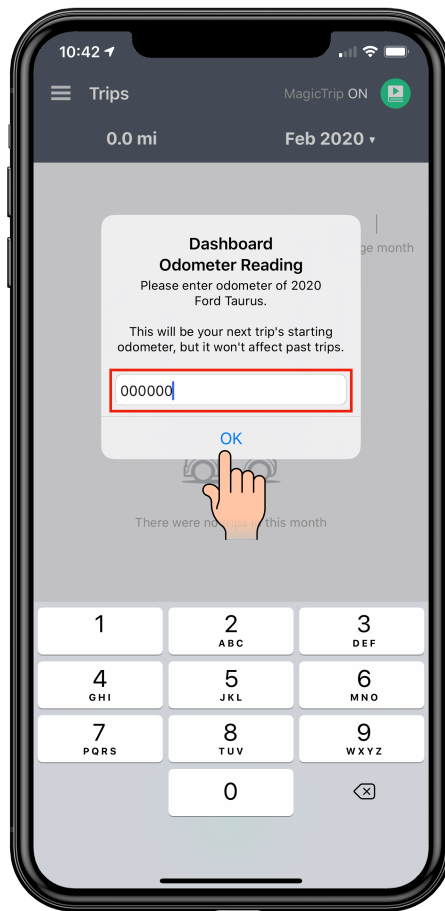
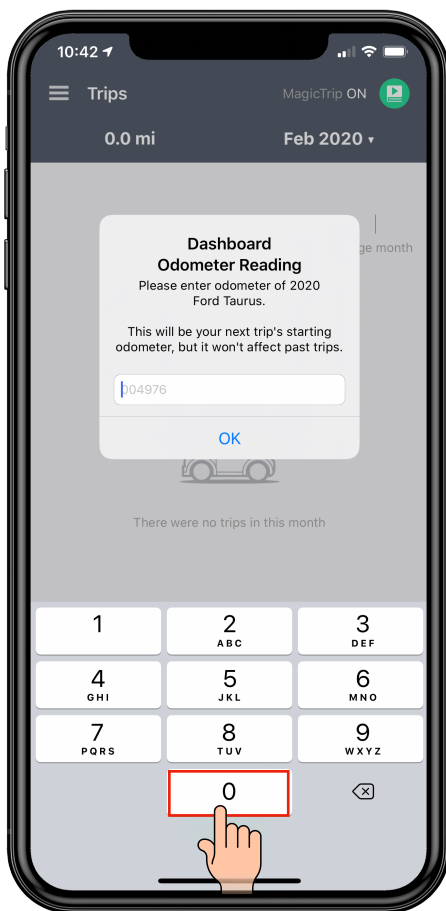
2. To enable the debug logs, enter “999999” and select “OK.” The debug logs will not affect your odometer reading or your phone’s performance.



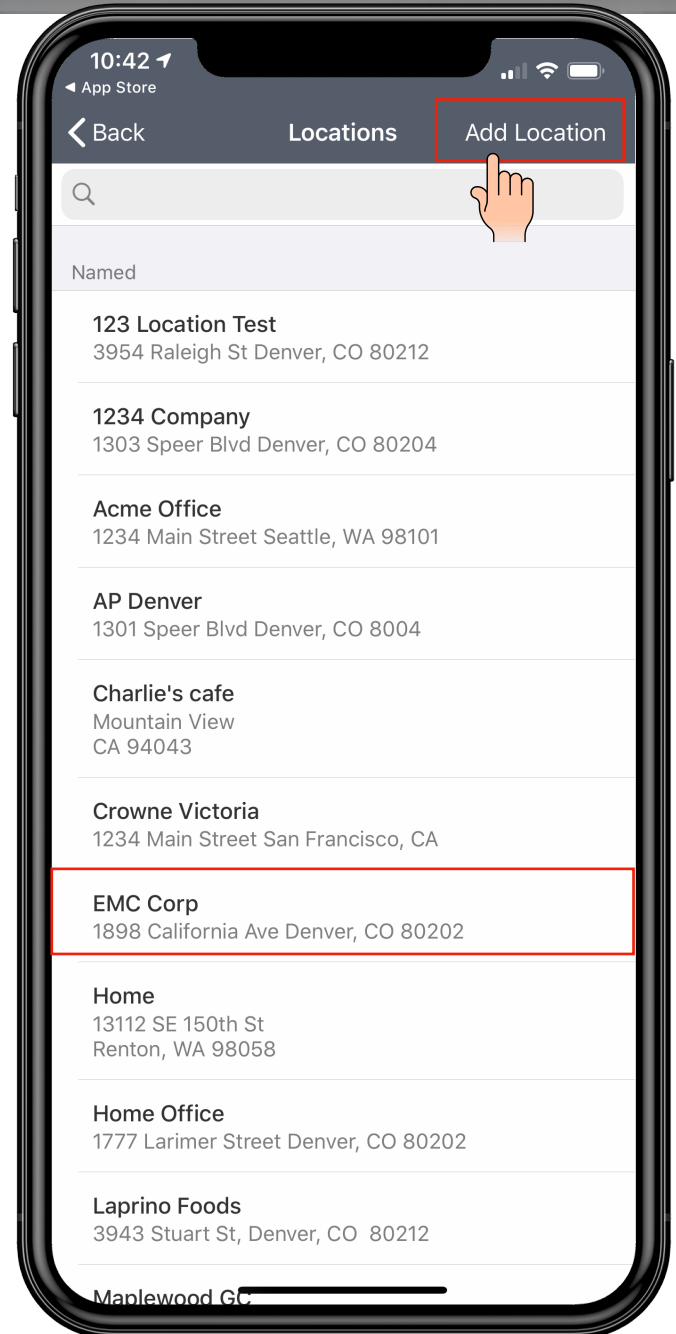
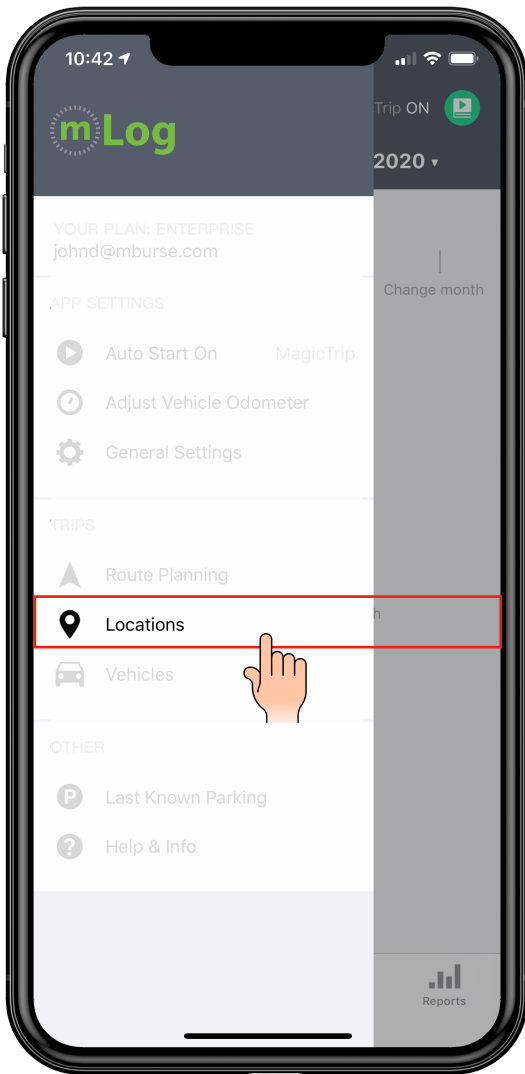
1. Select the “Route Planning” button to optimize your route and trips for the day. Route Planning also provides directions to each location.



4. Enter “000000” and select “OK” to disable the debug logs



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

10:42 1 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

10:42 1 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.

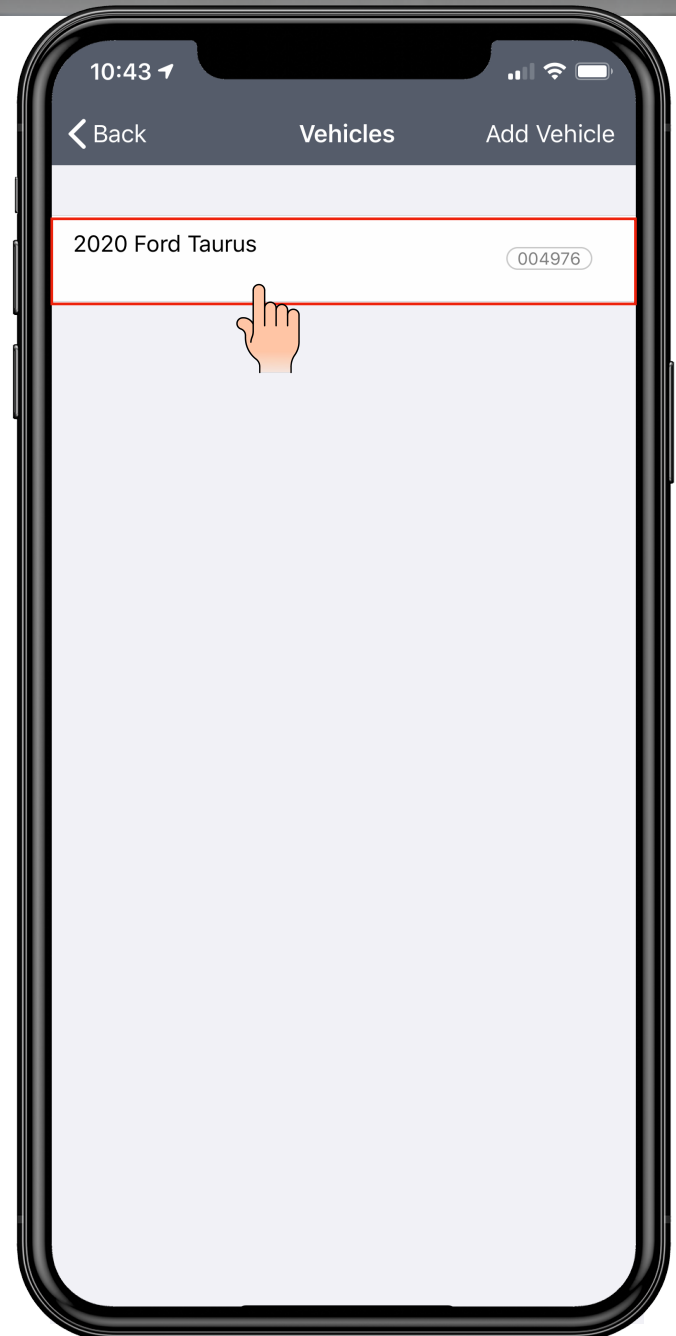
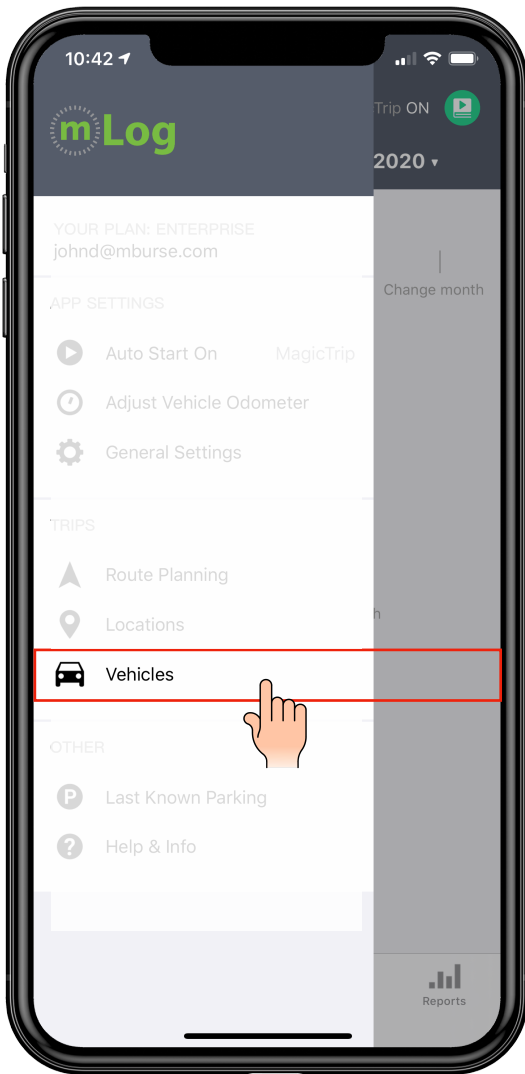


Vehicles

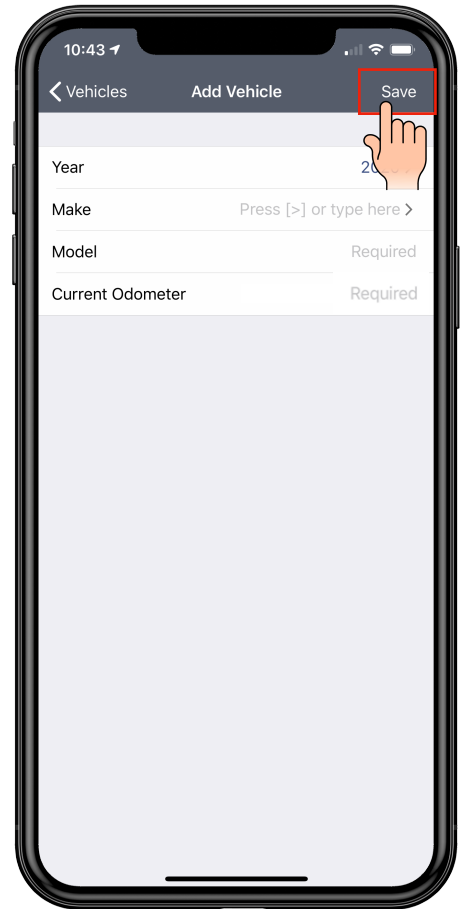
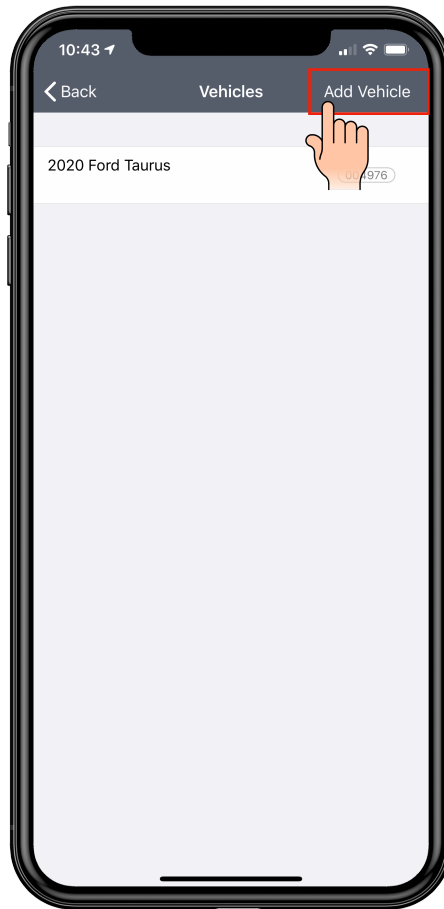
Manage your vehicles by adding a new vehicle, editing an existing vehicle, or replacing an existing vehicle.



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.”

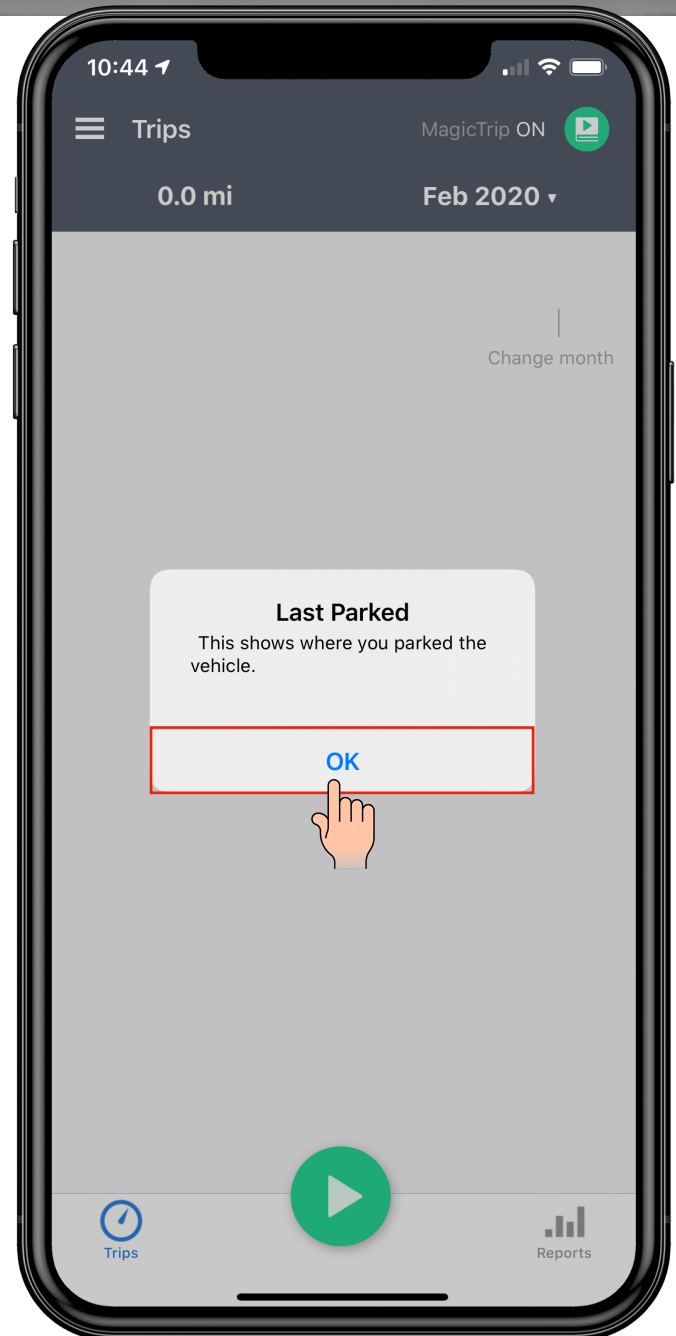
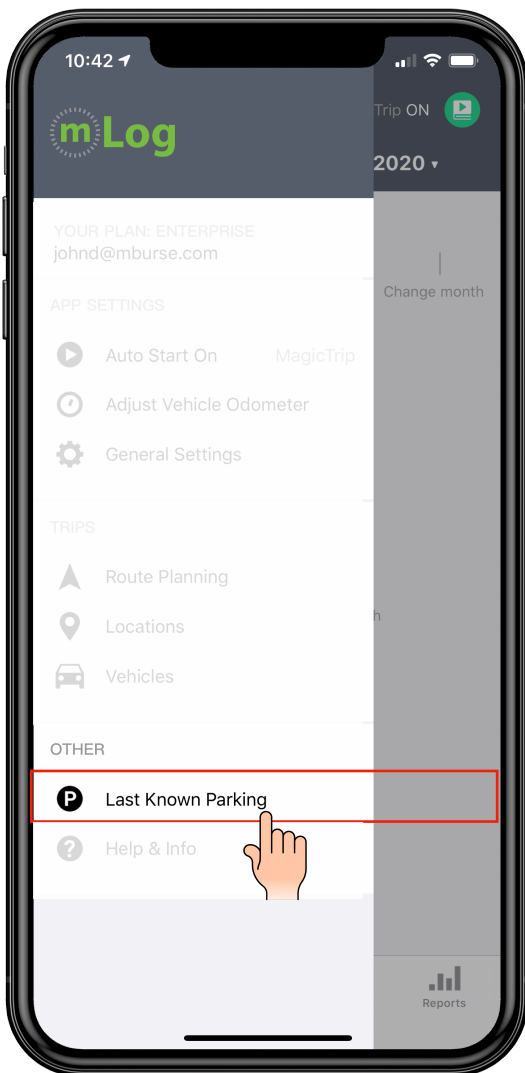


Last Known Location

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.

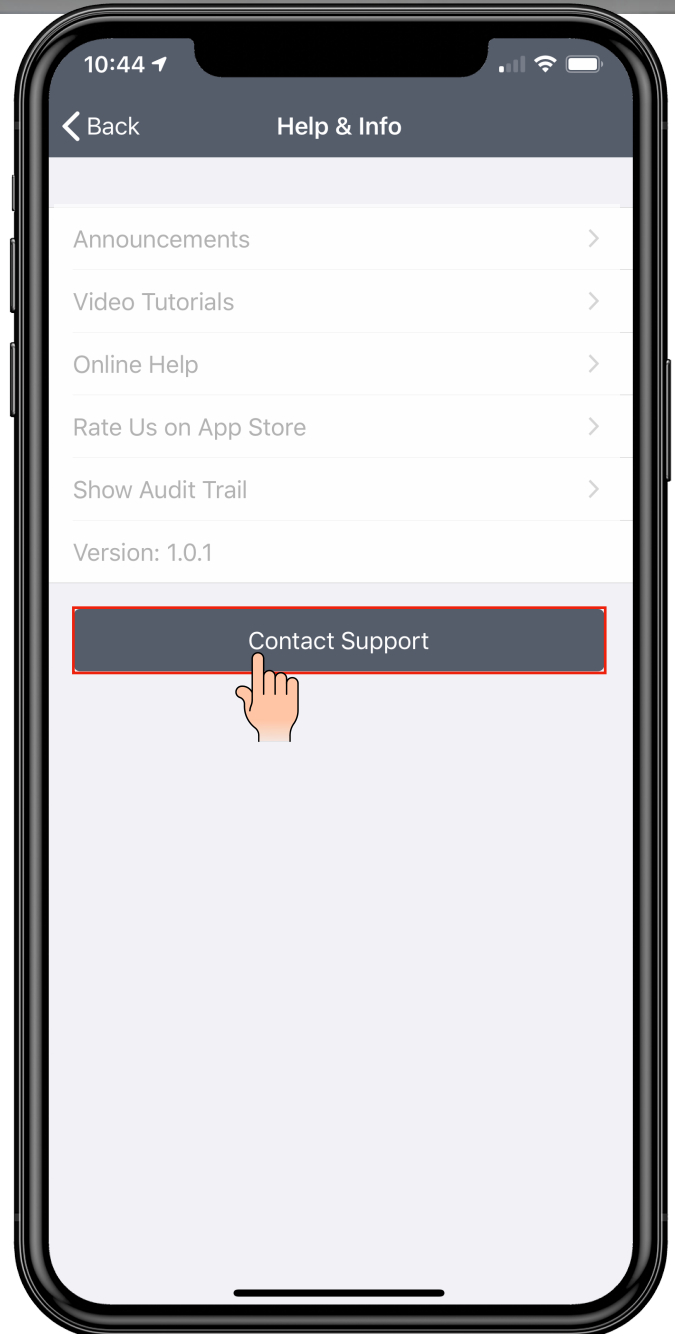
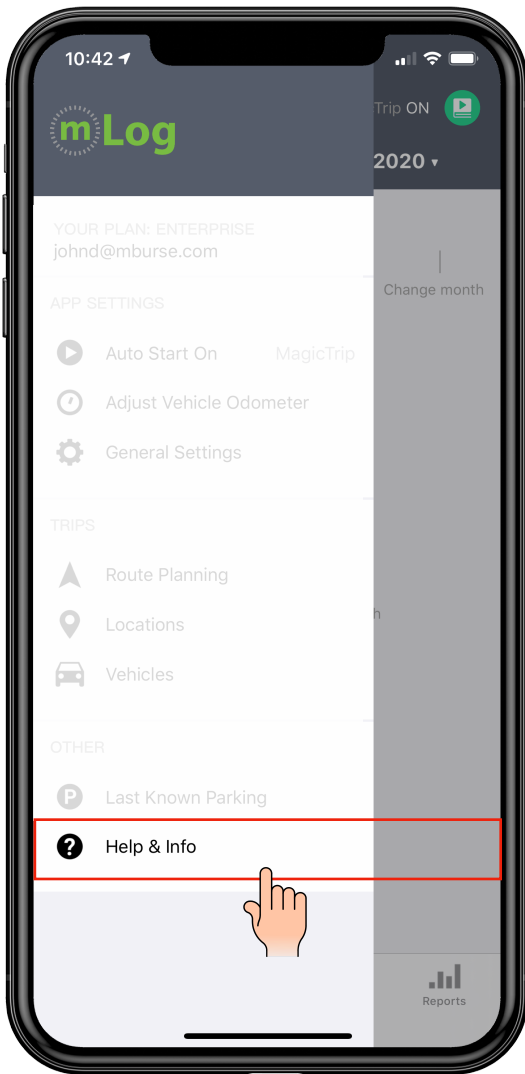


Help and Info

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.



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.



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.





iOS USER GUIDE

mLog

March 2020