











#### Automatic: Date + Start/Stop Times + Locations + Distance

# Your Input: Classifying + Notes + Monthly PDF Report

# **Getting Started from the Mobile App:**



Download the FREE app from <u>Apple App Store or Google Play</u>.

Remember to use your <u>rexfordindustrial.com</u> email and just reset your password Already have an account? Reach out to your admin so we can get you moved to your team

# **Getting Started from the Mobile App:**



Important: Please allow location services in the manner above.

MileIQ's ability to detect drives depends on having access to location services

**Drive Detection Best Practices: Location Services: ON** Android: High Accuracy Mode **Background App Refresh/Data: ON** Wi-Fi: ON **No Force-Quitting** Latest OS + App Version **Quit Unused Apps Disable App-Cleaning Software** For more information please click here

## **Drive Classification on Mobile:**



Simply swipe the drive card right for business drives and left for personal

## **Deleting a drive:**

Passenger in a car, taking public transportation? Simply delete the drive.



Click on the trash can from the drive card in the app or select the drive in the dashboard and click delete

## **Undo Function:**

Make a mistake on the mobile app?



Click on the undo button on the bottom right of the app screen the last drive you classified will be reloaded.

If you need to edit older drives and are unable to use the undo function Go to dashboard.mileiq.com to edit your drive

# Filter through your drives:

MileiQ	금 Drives	Reports	Get Unlimited Dri	ves			⑦ Help	🔉 Settings
📄 Oct 1, 2016	→ 📋 Dec 31, 2	016 👻 All I	Drives	×		30,118 <sub>Miles</sub>	\$9,149 Logged	<b>\$9,221</b> Potential
			× Clear Filte	rs				
	UNCLASSIFI	ed drives 18	18 Unclassified		7 Between	3 Meeting	<b>3</b> Airport/Travel	1 Personal
	<ul> <li>Business</li> </ul>	37			Offices			NO PURPOSE
	Personal	27	17			3		1
	S Unclassified	d 📀	Visit		Charity (5)	Errand/Supplie		Meal/Entertain

From the web dashboard dashboard.mileiq.com \*Remember to login with the same information you use in the app

You can filter through all your drives

Select different views to look at just business drives or ones you need to classify!

For more information on the web dashboard click here

#### **Drive Classification on the Web Dashboard:**

ileiQ. 🚔 Drives 📓 Reports	Get Unlimited Drives	🕑 Help 🗴 Settings 🔹	11 matching drives - 8 reported (exclude)	Sort by Date w	1 drive selected
Oct 1, 2016 → □ Dec 31, 2016 → All I	Drives +	30,118 \$9,149 \$9,221	WEDNESDAY, JAN 18, 2017	2 drive 05:17 -05:27 PM \$1.03 🖨 Customer Visit	Wednesday, January 18, 2017
18	# Clear Filters	Mules Logged Potentiau	5 ml 2435 Noriega St to MIQ HQ	05:16 -05:43 PM \$ - 🏫 Commute	Durt S
Business 37	Unclassified Commute Detweet	Meeting Airport/Travel Personal No numerose	🗇 WEDNESDAY, JAN 11, 2017	Select a Purpose Er	
Personal 27     Unclassified	Customer, Beitnal (1) Charley (1) Vialt	Errand/Supplie Briang Real/Entertain	555 Market St to 3251 20th Ave     3251 20th Ave to 555 Market St	03:55 -05:16 [ Commute Between Offices 03:55 -05:45 [ Medical (5) Customer Visit	MIQ HQ
		Select drives to edit	1 mi     555 Market St to MIQ HQ	03:49 -03:55 Charity (\$) Meeting Moving Errand/Supplies	<ul> <li>555 Montgomery St</li> </ul>
Search for	Add a drive		🗇 TUESDAY, JAN 10, 2017	Add purpose Meal/Entertain	📥 Customer Visit
8 matching drives - 0 reported	Sort by Date 🛛 👻		6 ml Office to 3251 20th Ave	03:51-04:171 Airport/Travel	1.9 mi \$ 0.00
Imi         Palo Alto to Mountain View         04:48-05:03 PM	\$1.94	<b></b>	6 ml 3251 20th Ave to Office	03:51-04:171 New Purpose super long name	(No Vehicle Selected)
ONDAY, OCT 24, 2016	1 drive		MONDAY, JAN 9, 2017	03:56 -04:16 I	Add notes
2 ml MIQ HQ to Mission District 06:19-06:34 PM	\$0.97	Easily add a drive in a few clicks,	33 mi     San Francisco to MIQ HQ	03:56 -04:17 PM \$6.80 🚔 Airport/Travel	Report D
ATURDAY, OCT 22, 2016	1 drive	Add a drive 🕣	🗆 SATURDAY, JAN 7, 2017	2 drivi	5 Duplicate De
and the second metabolica in the central michine	-2172 [M] FER		209 ml Office to Lemoore	04:02 -07:20 PM \$112.81 🚔 Between Offices	

#### Log into dashboard.mileiq.com

All drives will be listed here, simply click if the drive is business or personal Or click into the drive to classify

# **Bulk Editing:**

Behind on classifying your drives?

						18 drives selected	DONE
Q Search for				Add a drive Sort by Date	0	Thursday, Oct 27, 20 133.4 mi	\$71.98
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MIQ HQ to Mission District	06:19-06:34 PM	\$0.97	<u>_</u> @_][			Rersonal	🖨 Business
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THURSDAY, OCT 20, 2016  Zml Cupertino to Santa Clara Co.	05:42-05:47 PM	\$0.97	<u></u> [	8	1 drive	 P/	Errand/Supplies Meal/Entertain
TUESDAY, OCT 18, 2016	04:45 -05:00 PM	\$4.43		8	1 drive	loin	Airport/Travel New Purpose super long name with a
MONDAY, OCT 17, 2016	04:41 -05:02 PM	\$2.48	â	4	1 drive		Add purpose

From the web dashboard dashboard.mileiq.com

To classify a group of drives, you can use the search box (to find specific drives) and/or click on the top checkbox to select all drives in the list. Then, a multiple drive card will appear.

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	mation 1		PARKING	TOLLS		🗆 🗍 103 mi	3251 20th Ave to 555 Market St	03:55 -05:45 PM	\$55.62	Ameting Meeting		Street at And	5
Camelery	Eternal Home Cometery IDE	Code Ast	\$ 0.00	\$ 0.00		0 1ml	555 Market St to MIQ HQ	03:49 -03:55 PM	\$0.70	Airport/Travel		<ul> <li>555 Market St</li> </ul>	03:55
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Click on the pen & paper icon in the app to enter notes or log into the web dashboard and select a drive to add notes If you drive for multiple clients add your dept # into your drive notes

For more information please click here

**Adding Notes:** 

## Track what you need:

#### Pause Drive Detection



## Track what you need:

Pause Drive Detection Continued:



••••• T-Mobile 穼

4:31 PM

18

**NOTE:** We recommend waiting a bit before taking a drive after un-pausing. Depending on your location when you un-pause, it can take between 5 to 15 minutes for MileIQ to get accurate location information. If we don't get accurate location information before the drive starts, unfortunately, the drive may be disregarded.

# **Joining Drives:**

Have a drive that split into 2?

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ALL DRIVES • Business	29 20	10 Custom Visit	er	3 🗸	2 × Meeting	2 Airport/Travel	1 🗸 Meal/Entertain		
Personal     Vinclassified	9 0	4 Commu	њ <sup>-</sup>	3 × Between Offices	2 🗸	1 Personal NO PURPOSE	1 Charity (\$)		
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# Monthly CSV Reports from a computer:

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Log into dashboard.mileiq.com with your same MileIQ app credentials Click on the reports tab:

Use the date selector to specify a date range for your report. Use the drive-type selector to select just Business Drives. For more information on creating reports click <u>here</u>

# Monthly CSV reports from computer continued:

Enter report details		×	Archived Reports	
Jan Report		d	550	
Send as:	ncur / FreshBooks		Jan Report Jan 1, 2017 - Jan 3	31, 2017
manager@mileiq.com			\$18.88	۲
Submitted by	Client or customer		Drives:	6
Project	Business rate (\$0.535/mi)		Miles:	35
Mark as reported?	Yes		Average:	\$3.15
	Create report 🔶		Feb 22, 2017	SV PDF

Enter report details:

Fill out required fields, select send as email and you can enter your supervisors email in the send a copy to. Then click "create report"

This will send a copy of the report to your email associated w/ MileIQ.

You can also look on the reports tab at Archived Reports to view/download the PDF without checking your email

# Monthly PDF reports from Mobile:



iphone

Android

After your drives for the month have been classified tap the top right icon to select your monthly report \*NOTE: Only classified drives will included in your report

Monthly reports will be emailsed to you in 3 versions to download. Either download and send to your supervisor or just forward the entire email to them so they can download the report themselves.

For more information click here

## Manually Entering a Drive:

What to do when you forget your phone, your phone dies or your drive didn't log.

Mileia Erives Reports Get Unlimited Drives	) Help 🔿 Settings				
🚍 Jan 1, 2017 → 🗐 Today 🔹 All Drives 🔹	527 \$172 \$172 Miles Logged Potential		Let's add a Drive	×	1 Moving Errand/Suppl
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ax mi 555 Market St to 3251 20th Ave 03:55-05:16 PM \$47.41 🚔 Meeting		Denterry to Onicia	2 8 -	0 \$0.00 miles Value	
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TUESDAY, JAN 10, 2017	2 drives Add a drive	2mi Kent to Kent			
om/ Office to 3251 20th Ave 03:51 -04:17 PM \$3.35 🖨 Customer Valt					
e mi 3251 20th Ave to Office 03:51 -04:17 PM \$3.40 🖨 Customer Visit					

Manually entering a drive can only be done from the Web Dashboard. Please login at dashboard.mileiq.com You must add notes into the manually entered drive with the reason why this was manually entered. Examples: Forgot my phone, phone died, drive didn't log

# Need Help?

Click here for how to articles & videos

Still stuck? Email <u>premiersupport@mileiq.com</u> our support staff for MilelQ for Teams can help you out!