











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</u> or <u>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 Help Help Help Help Help Help	🜣 Settings 🛛 😩
📄 Oct 1, 2016	→ 📋 Dec 31, 2	016 👻 All	Drives	×		30,118 _{Miles}	\$9,149 Logged	
			× Clear Filte	rs				
	UNCLASSIFI	ED DRIVES 18	18 Unclassified		7 Between	3 Meeting	3 Airport/Travel	1 Personal
	 Business 	37			Offices			NO PURPOSE
	Personal	27	17			3		1
	S Unclassified	0	Customer Visit		Charity (\$)	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:

lilei 🗛 🚔 Drives 📓 Reports	Get Unlimited Drives	() Help 🗘 Settings	11 matching drives - II reported (exclude)	Sort by Date 👻	1 drive selected
Oct 1, 2016 → 🛄 Dec 31, 2016 🐳 🛛 All C	Drives +	30,118 \$9,149 \$9,221	WEDNESDAY, JAN 18, 2017	2 driver 05:17 -05:27 PM \$1.03 🖨 Customer Visit	Wednesday, January 18, 2017
19	* Clear Filters	Miles Logged Potential	5 mi 2435 Noriega St to MIQ HQ	05:16-05:43 PM \$- 😭 Commute	ove St
UNCLASSIFIED DRIVES 18 • Business 37	18 Unclassified 17 7 4	Mouting Aleport/Travel Remained	U WEDNESDAY, JAN 11, 2017	Select a Purpose Ed	
Personal 27 Unclassified		Errand/Supplie Meang Real/Entertain	as mi 555 Market St to 3251 20th Ave 103 mi 3251 20th Ave to 555 Market St	03:55-05:161 Commute Between Offices 03:55-05:451 Medical (\$) Customer Visit	• MIQ HQ
		Select drivels) to edit	103 million 3221 20th Ave to 555 market St 1 million 555 Market St to MIQ HQ	03:49 -03:55 (Charity (\$) Meeting	 555 Montgomery St
Search for	Add a drive		🗆 TUESDAY, JAN 10, 2017	Moving Errand/Supplies Meal/Entertain Add purpose	🖨 Customer Visit
matching drives - 0 reported	Sort by Date 🛛 🛩		G mi Office to 3251 20th Ave	03:51-04:171 Airport/Travel	Distance Parking Te 1.9 mi \$ 0.00
URSDAY, OCT 27, 2016 Palo Alto to Mountain View 04:48-05:03 PM	1 drive	+	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 1	Add notes
2 ml MIQ HQ to Mission District 06:19 -06:34 PM	\$0.97	Forgot your phone? Easily add a drive in a few clicks.	San Francisco to MIQ HQ	03:56 -04:17 PM \$6.80 🚔 Airport/Travel.	Report 🗎
ATURDAY, OCT 22, 2016	1 drive	Add a drive 🕣	SATURDAY, JAN 7, 2017	2 drive	
6 ml Bernal Heights to Central Richm 06:48 -07:16 PM	\$3.13		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	•	Thursday, Oct 27, 20 133.4 mi	\$71.98
THURSDAY, OCT 27, 2016 Team Palo Alto to Mountain View MONDAY, OCT 24, 2016	04:48-05:03 PM	\$1.94	A	ê	1 drive	DRIVES	18
MIQ HQ to Alission District	06:19 -06:34 PM	\$0.97	<u> </u>	â		Rersonal	🚔 Business
SATURDAY, OCT 22, 2016 Smv Bernal Heights to Central Richm	06:48-07:16 PM	\$3.13	ିଲ (ê	\$ drive	Distance Pa 133.4 mi	Select a Purpose
FRIDAV, OCT 21, 2016 Tom NIQ HQ to Bernal Heights North	04:56 -05:12 PM	\$1.57	ଜ	÷	1 drive	(No Vehicle Select	Between Offices Customer Visit Meeting
THURSDAY, OCT 20, 2016	05:42 -05:47 PM	\$0.97	<u></u> [8	1 drive	R	Errand/Supplies Meal/Entertain Temporary Site
TUESDAY, OCT 18, 2016	04:45 -05:00 PM	\$4.43		4	1 drive	Join	Airport/Travel New Purpose super long name with a
MONDAY, OCT 17, 2016 MIQ HQ to West Portal	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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••••• AT&T 🗢	2:06 PM	7 0 100%	••••• AT&T 🗢	2:07 PM	7 🛛 100% 🎟					1 drive selected DONE
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136 DRIVES	MILES DRIVEN	\$7	136 DRIVES	MILES DRIVEN	\$7	9 matching drives - 0 reported		Sort by Da	te v	Wednesday, January 11, 2017 87.8 mi \$47.4
A	Personal or Business		A	 Personal or Business 		WEDNESDAY, JAN 11, 2017			3 drives	
3.9	FR1 28	\$1.17 POTENTIAL	3.9	FRI 28	\$1.17 POTENTIAL	ss mi 555 Market St to 3251 20th Ave	03:55 -05:16 PM \$	647.41 🚔 Meeting		Tranbay a 20th /
10	maker ^{pr}		PARKING	TOLLS		🗆 🗍 103 ml 🔪 3251 20th Ave to 555 Market St	03:55 -05:45 PM \$	55.62 🖾 Meeting		T-Montgomery Center 21st
Cemelery	Eternal Home Cometery IDE	Coding Act	\$ 0.00	\$ 0.00)	I ml 555 Market St to MIQ HQ	03:49 -03:55 PM \$	0.70 Airport/Travel		• 555 Market St 03:55 P
	of 1 % . !		NOTES							• 3251 20th Ave 05:16 P
ma slivid	C Greek Orthodor Memorial Abit Abit	Ortano Dr	Notes			TUESDAY, JAN 10, 2017 G ml Office to 3251 20th Ave	03:51 -04:17 PM \$	3.35 🖨 Customer Visit	2 drives	🖨 Meeting
	diun g	ال الم	Ad	d dept #		G mi 3251 20th Ave to Office	03:51 -04:17 PM \$	3.40 🖾 Customer Visit		Distance Parking Toll
Daly C	City	7:54 PM		•		MONDAY, JAN 9, 2017			2 drives	87.8 mi \$ 0.00 \$ 0.00
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<u>2</u> E		Ŵ	<u>_</u> =	-	D	I3 mi San Francisco to MIQ HQ	03:56 -04:17 PM \$			Add notes
		Join Drives			Join Drives	0				
4.8 MILES	FRI 28	\$1.44 POTENTIAL	4.8 MILES	FRI 28	\$1.44 POTENTIAL	SATURDAY, JAN 7, 2017 209 ml 244 S 20th St to Lemoore	04:02 -07:20 PM \$	- 😭 Commute	2 drives	Report 🚡
A	5 drives need to be classifi	ied	A) 5	drives need to be classif	fied	88 ml 555 Market St to 3251 20th Ave	03:55 -05:16 PM \$	47.41 🚔 Meeting		Duplicate Delete

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?

⊖ ♥ ⊠ ₺	1 h. ? ≦¥i≴	00% 🛍 1:50 p.m.
≡ Dece	mber 2016 👻	\$4 ii
≜ ←)	Personal or Business	\longrightarrow
1.7 MILES	SAT 10	\$0.51 POTENTIAL
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• Financia	al District South	3:25 p.m.
Lower N	lob Hill	3:40 p.m.
오 [1]	A	Î
		Join Drives
1.8 MILES	SAT 10	\$0.54 POTENTIAL
City Hall Grove St	-Montgomery Street	P Tranb Cente

	orives	Reports	Get Unlim	ted Drives				Help O	Settings
🛗 Dec 1, 2016 \rightarrow 📋	Dec 31, 2016	→ All C	Drives	*			23,882 Miles	\$7,982 Logged	\$7,982 Potential
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	Business	20	Visit						
± •	Personal	9	4 Commut	e Between	2 Errand	/Supplie		1 🖌	
•	Unclassified	0		Offices	9.6	8 33 	NO PURPOSE		
							2 drives sele	cted	DONE
Q Search for				Add	a drive	0			
29 matching drives - 29 reported (e	xclude)			Sort I	by Date	Ŷ	Friday, Dec 16, 51.9 mi	, 2016	\$37.97
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FRIDAY, DEC 16, 2016					2 d	rives	DRIVES	-	-
26 ml 1020 Enterpris to	San Francisco	01:45 -02:11 PM	\$18.99	🖨 Customer Visit					
26 ml 1020 Enterpris to	San Francisco	01:36 -02:02 PM	\$18.99	Customer Visit			Custom	er Visit	Ŧ
THURSDAY, DEC 15, 2016					1	drive	51.9 mi	Parking \$ 5.00	Tolls \$ 0.00
4 ml Sunnyvale to Mounta	in View	08:01 -08:12 PM	5 -	Rersonal			🖨 T. Camry	/ (Melissa)	
WEDNESDAY, DEC 7, 2016					3 d	rives	Add notes		
6 ml 3251 20th Ave to Of	lice	03:31 -03:57 PM	\$3.40	Customer Visit					1
B mi Home to Forest Knol	ls	03:28 -03:52 PM	\$2.97	Meal/Entertain				Report 🗈	
1806 mi Anaheim to Eureka		09:45 -01:28 PM	\$975.29	🚔 Customer Visit			_	Report III	

Monthly CSV Reports from a computer:

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is ı	nonth	La	ist mor	nth	Last	3 months	Yea	r to dal	te	Last ye	ear			TALS:	TOTAL VALUE
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				1	2	3	1	2	з	4	5	6	7		
4	5	6	7	8	9	10	8	9	10	11	12	13	14		Create this report 🗎
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18	19	20	21	22	23	24	22	23	24	25	26	27	28		
25	26	27	28	29	30	31	29	30	31						

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	CSV 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.

MileiO- Drives In 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
ALL DRIVES 9 Business B 22 Customer Visit		Q. Search for drives	Classify this drive as:	Commute *	s Selected
Persmat 1 Arport/Taxet Diclass/Red 0		38 matching drives - 4 reported (h	Hayes St 2 9 15 4		,2018
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88 mi 555 Market St to 3251 20th Ave 03:55-05:16 PM \$47,41 🖨 Meeting	<u>.</u>	2 2m San Francisco to MI	2 1 4	0 \$0.00 miles Value	nal 🖶 Business
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6 ml Office to 3251 20th Ave 03:51 -04:17 PM \$3.35 🖨 Customer Vi					
6 ml 💿 3251 20th Ave to Office 03:51-04:17 PM \$3.40 🖨 Customer V	all.				

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!