Training Manual

MEET
MileIQ
FOR TEAMS

AVAILABLE ON THE **App Store**

GET IT ON **Google Play**

View All Months

February
99 Drives · 1098 Miles

January
98 Drives · 1188 Miles

Send January

Go to January

2016
946 Drives · 12613 Miles

Send 2016 YTD

MileIQ 1:50 PM 100%

September

149 DRIVES | 001628 MILES DRIVEN | $772 LOGGED

Personal or Business

36.5 MILES | WED 25 | $19.71 POTENTIAL

Sausalito 4:23 PM
San Francisco 4:57 PM

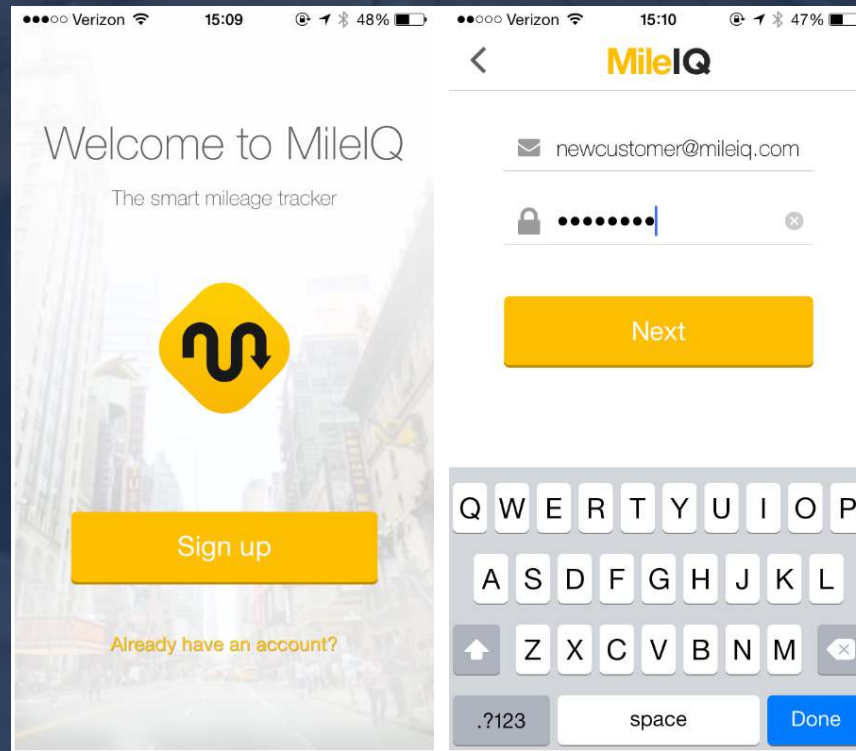12 drives to classify

How It Works

MileIQ remembers your drives so you don't have to.

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 Apple App Store or Google Play.

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

For more information please click here

Getting Started from the Mobile App:
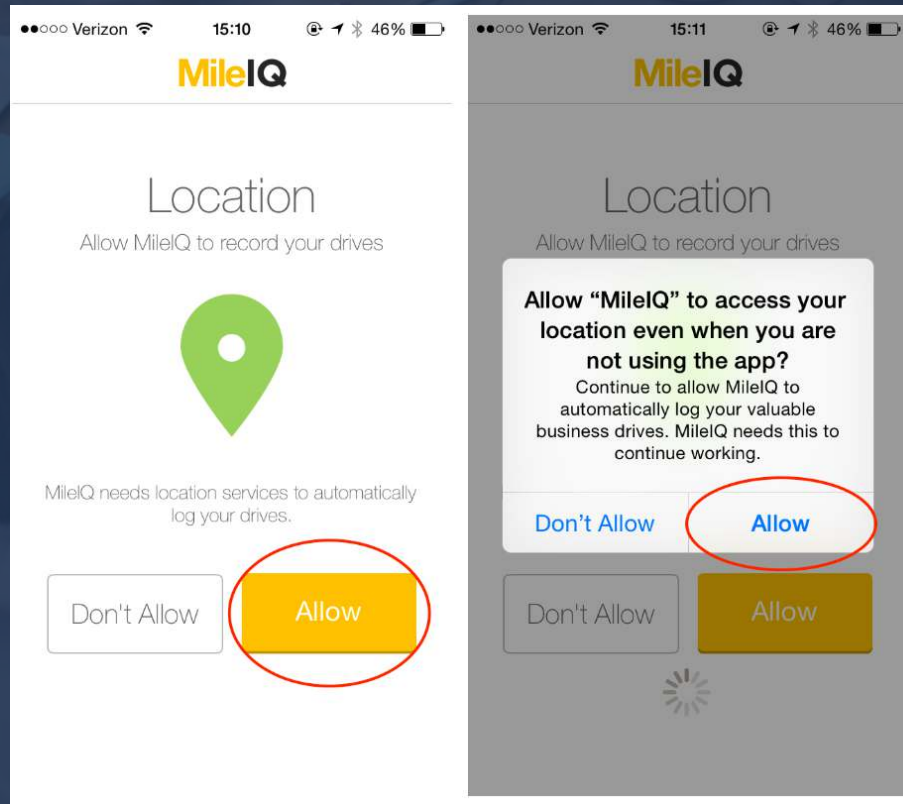
Important: Please allow location services in the manner above.

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

Drive Detection Best Practices:

Location Services: ON

Android: High Accuracy Mode

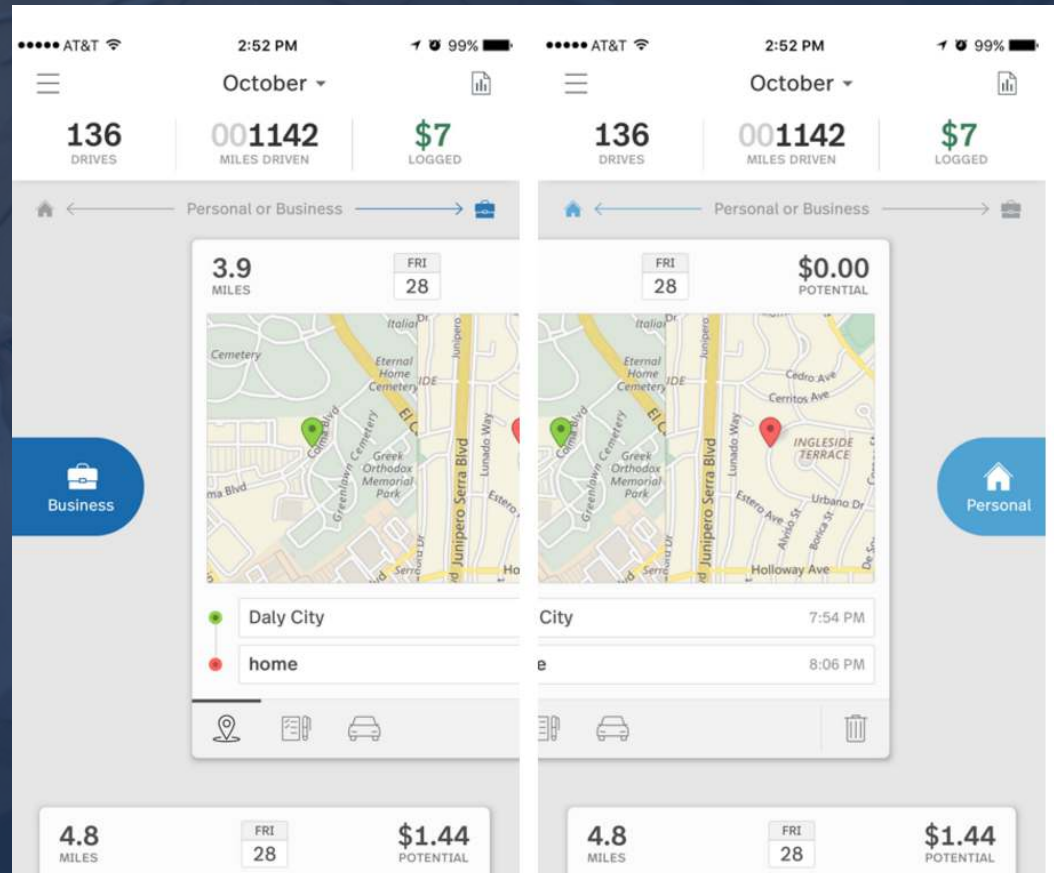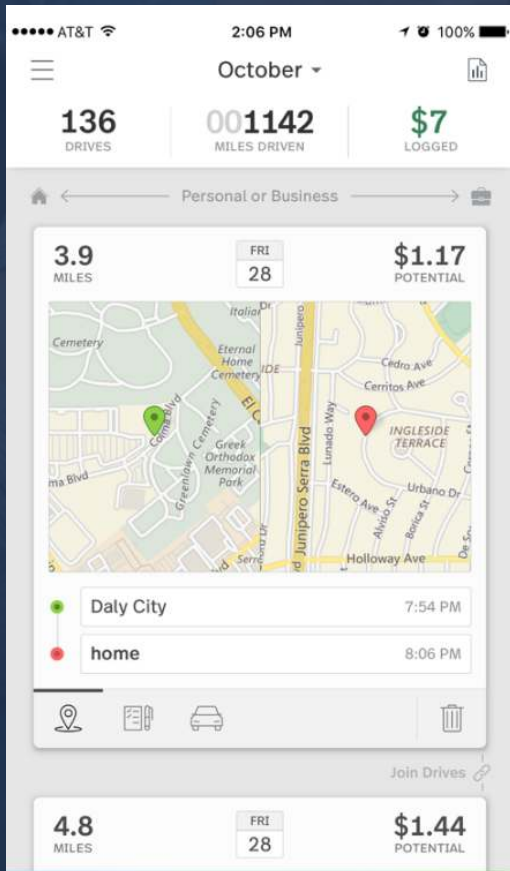Background App Refresh/Data: ON

Wi-Fi: ON

No Force-Quitting

Latest OS + App Version

Quit Unused Apps

Disable App-Cleaning Software

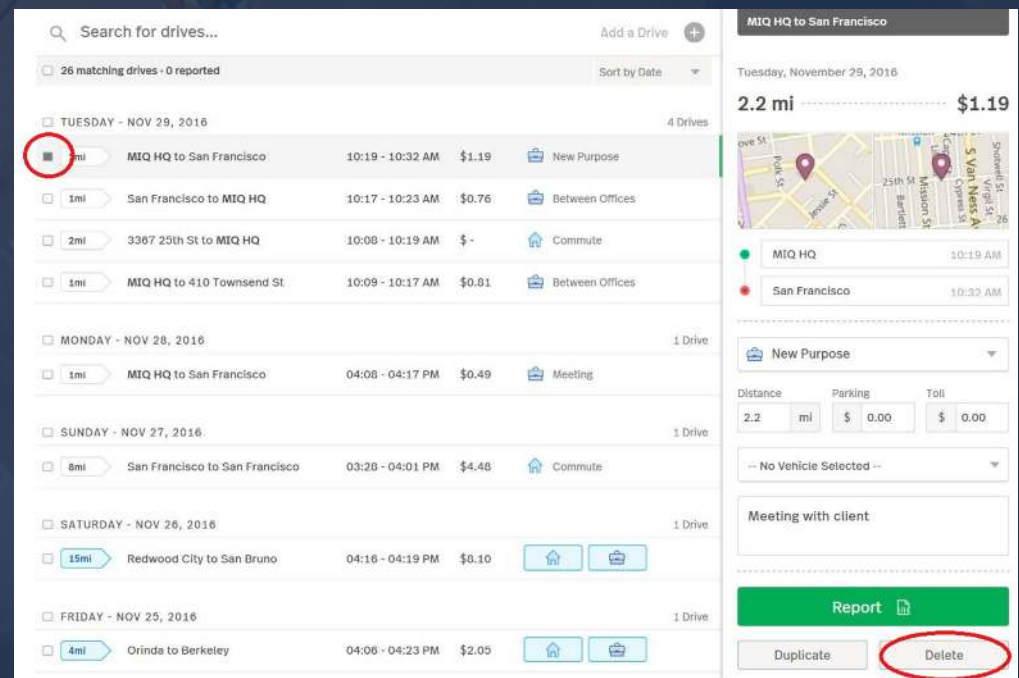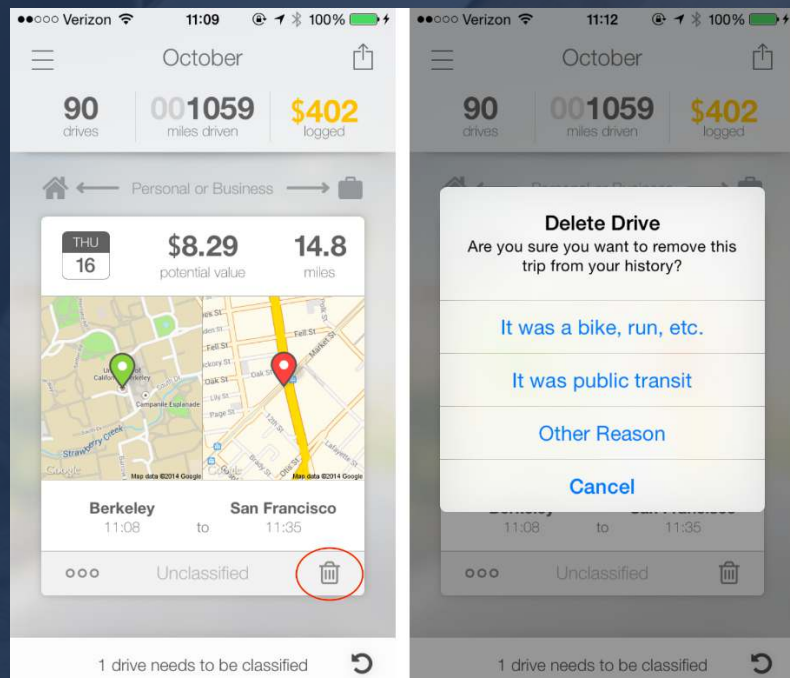For more information please click here

Drive Classification on Mobile:

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

For more information please click here

Deleting a drive:

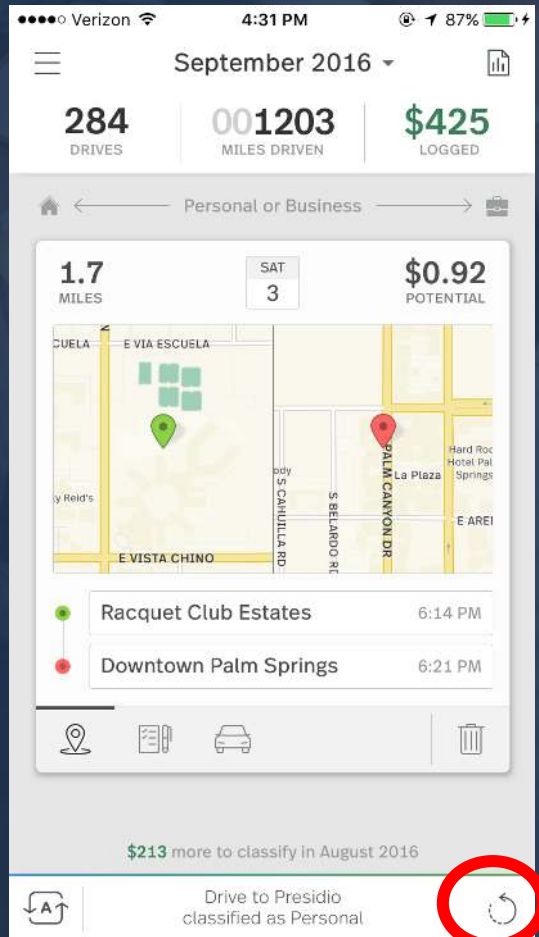Passenger in a car, taking public transportation? Simply delete the drive.

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

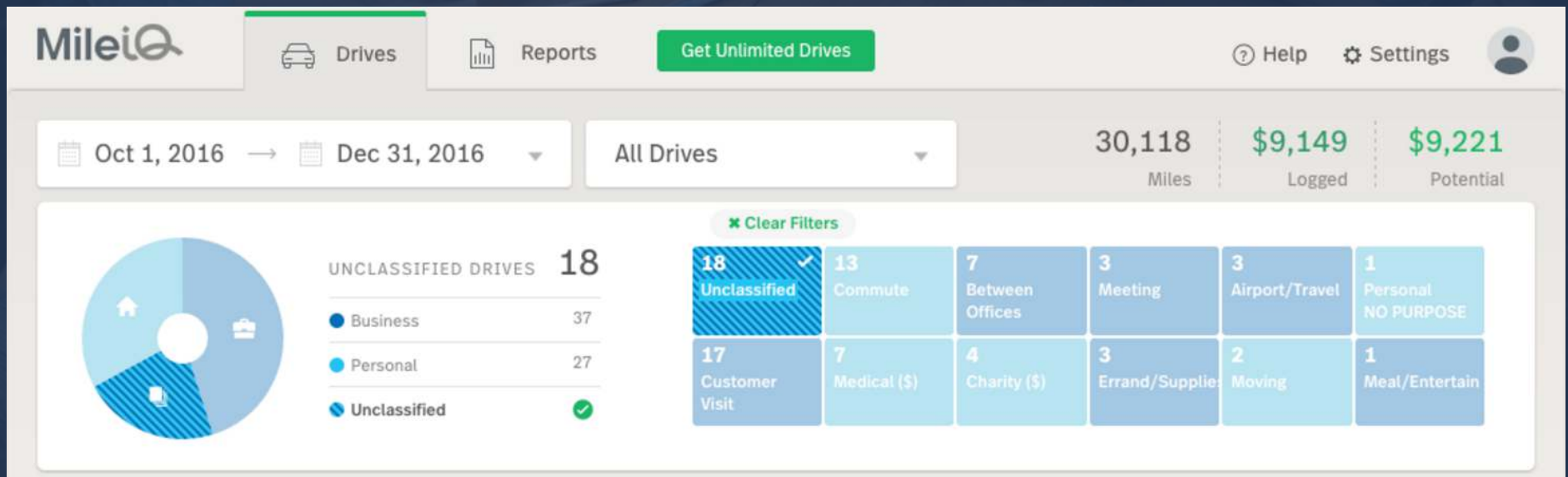**For more information please click [here](#)**

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:

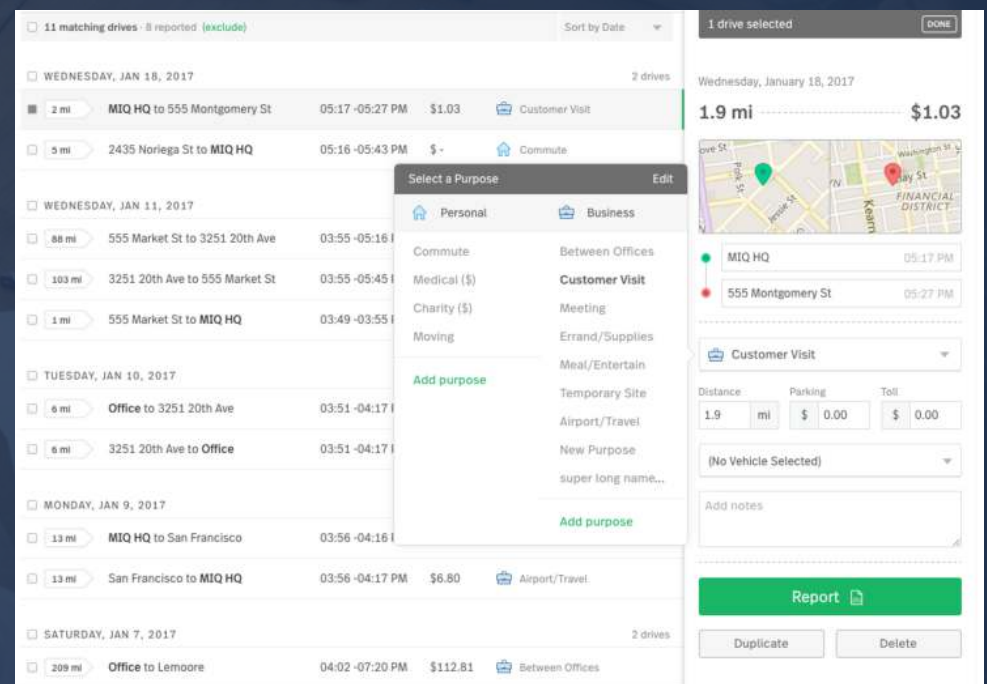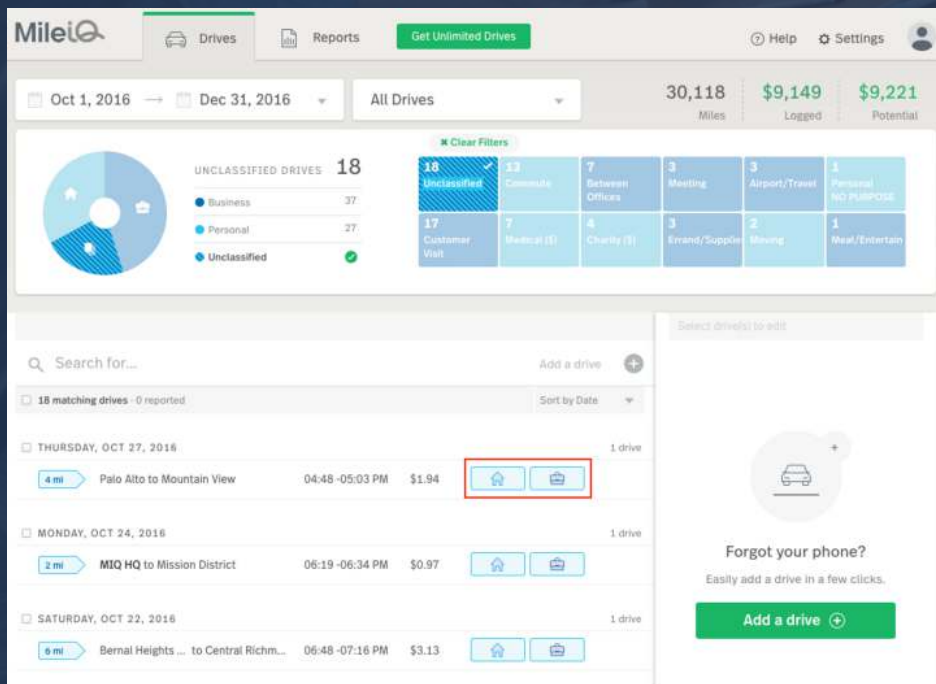
From the web dashboard dashboard.mileiq.com
*Remember to login with the same information you use in the app

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:

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

For more information please click here
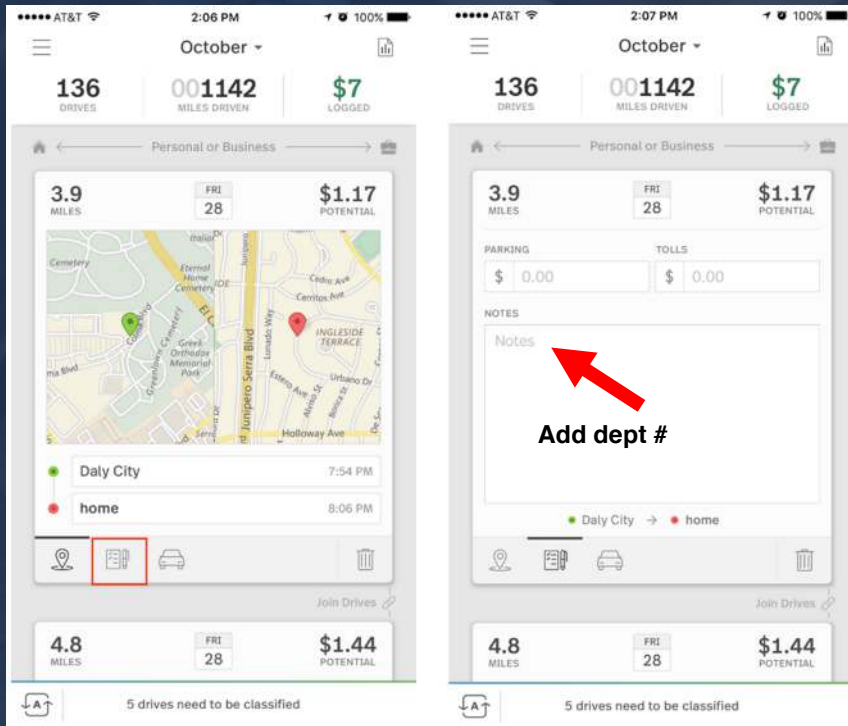
Bulk Editing:
Behind on classifying your drives?

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.
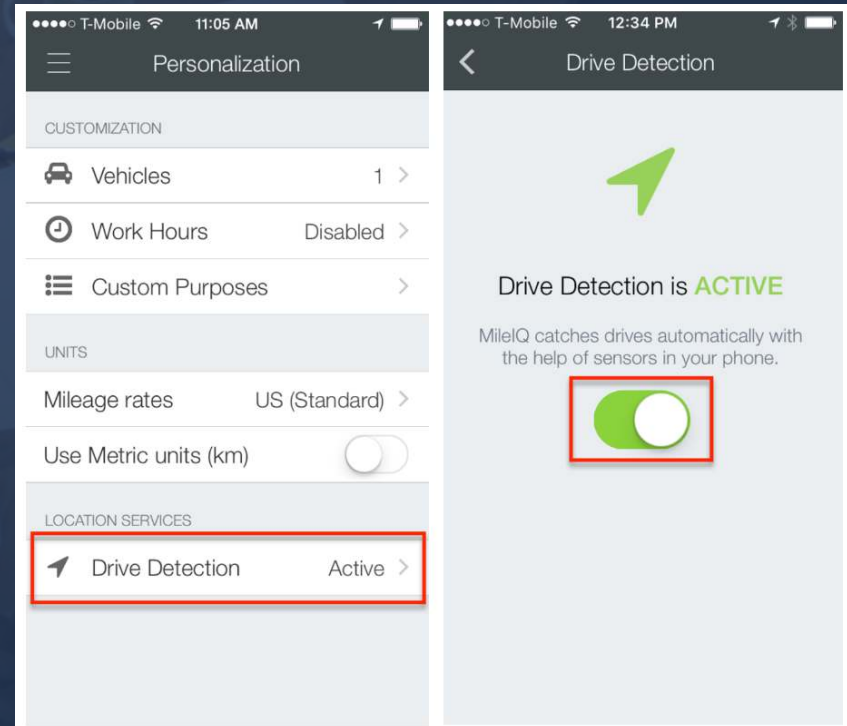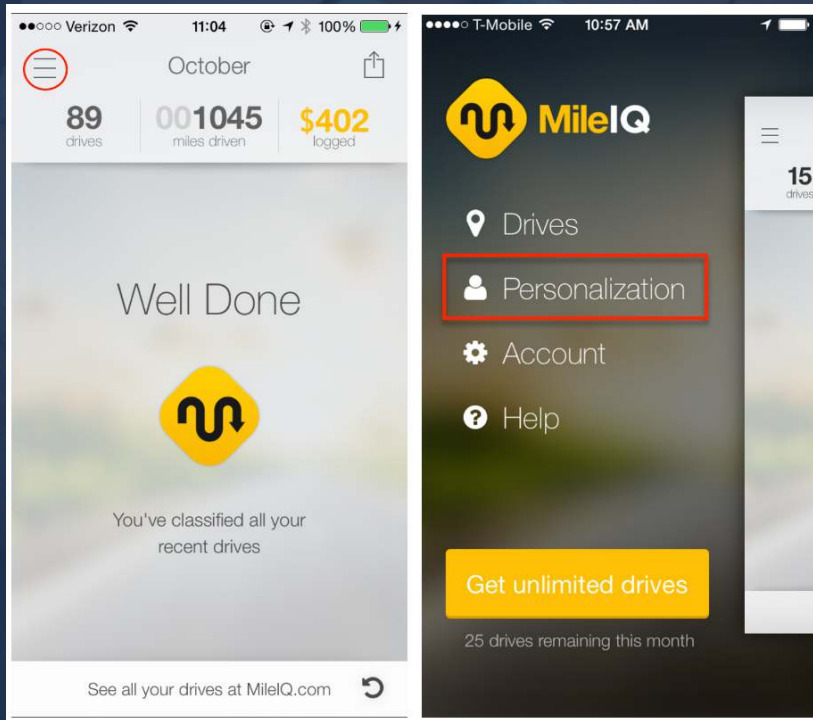
Adding Notes:

Add dept #
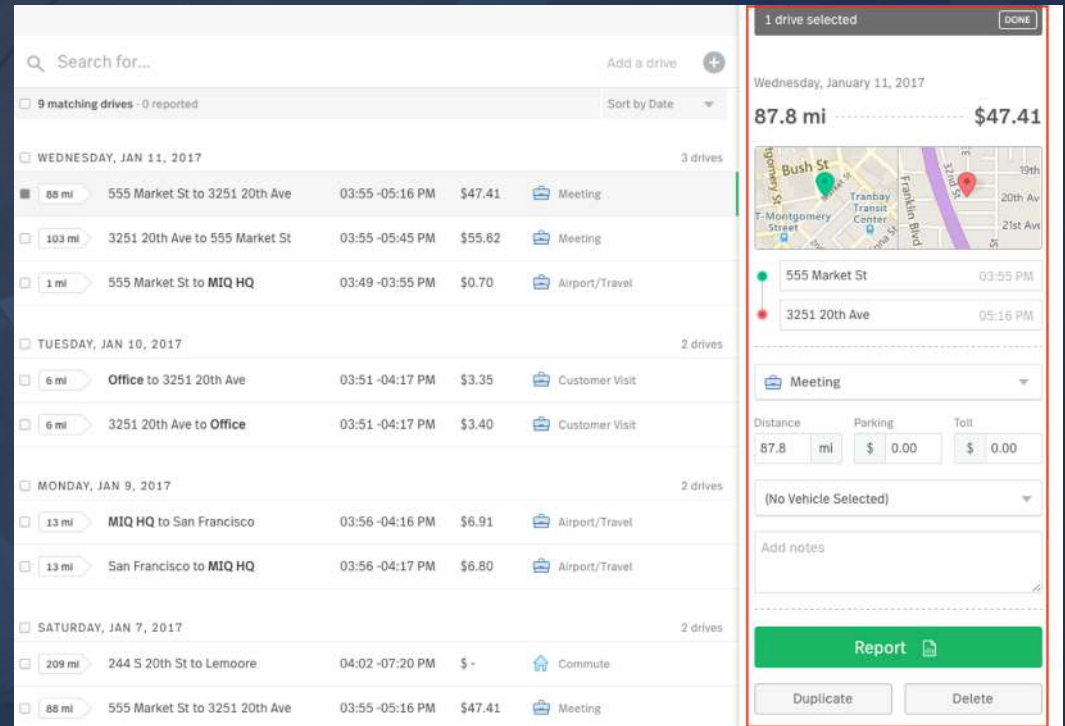
Click on the pen & paper icon in the app to enter notes or log into the web dashboard and select a drive to add notes
If you drive for multiple clients add your dept # into your drive notes

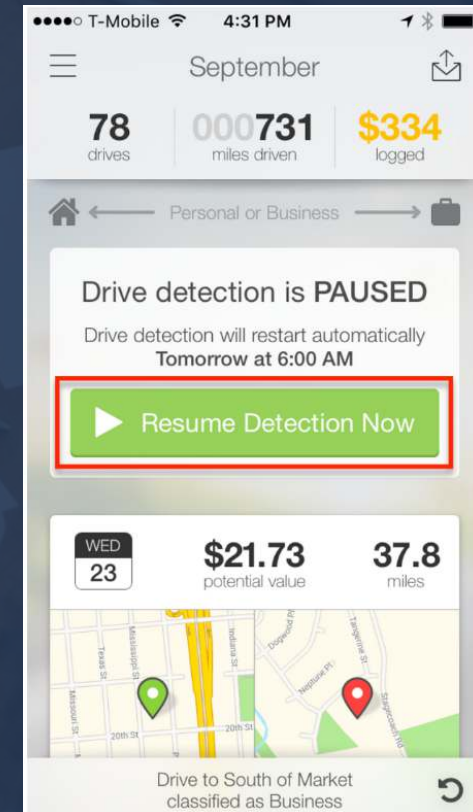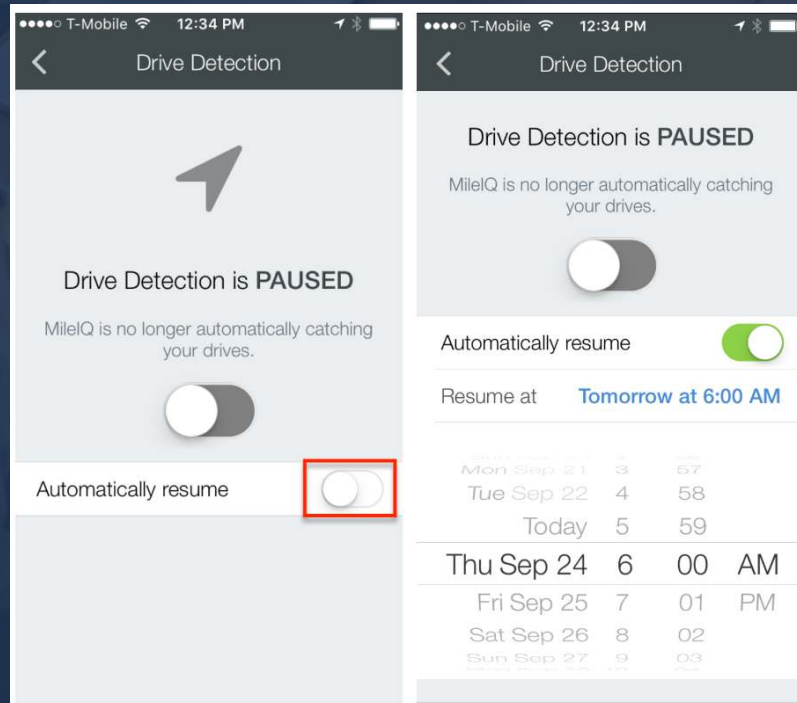For more information please click here

Track what you need:

Pause Drive Detection

For more information please click here

Track what you need:

Pause Drive Detection Continued:

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.

For more information please click here
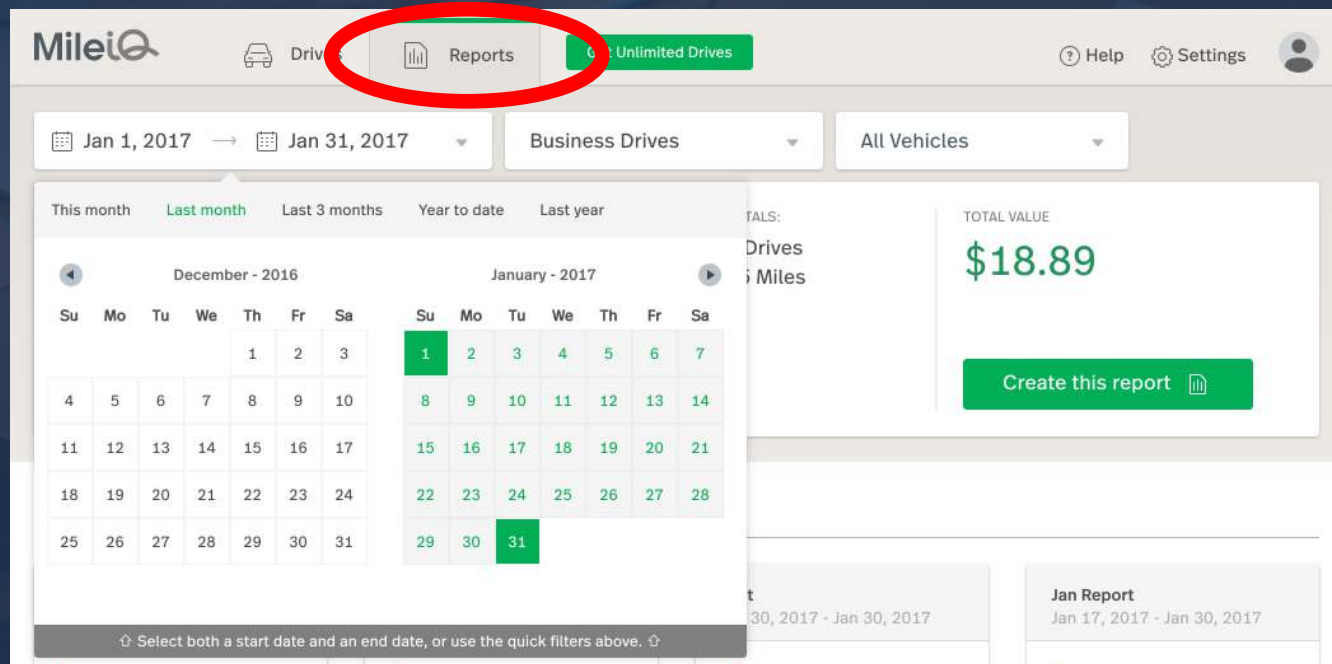
Joining Drives:

Have a drive that split into 2?
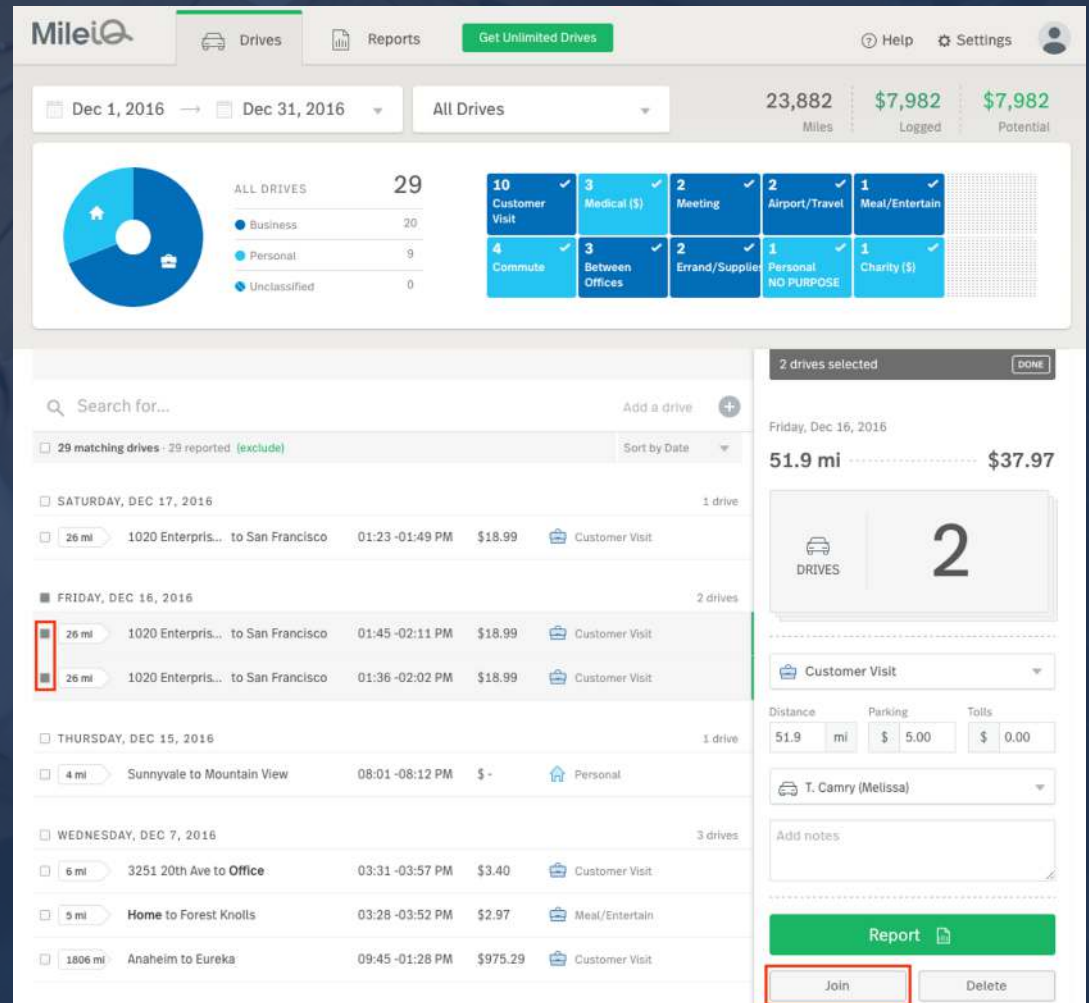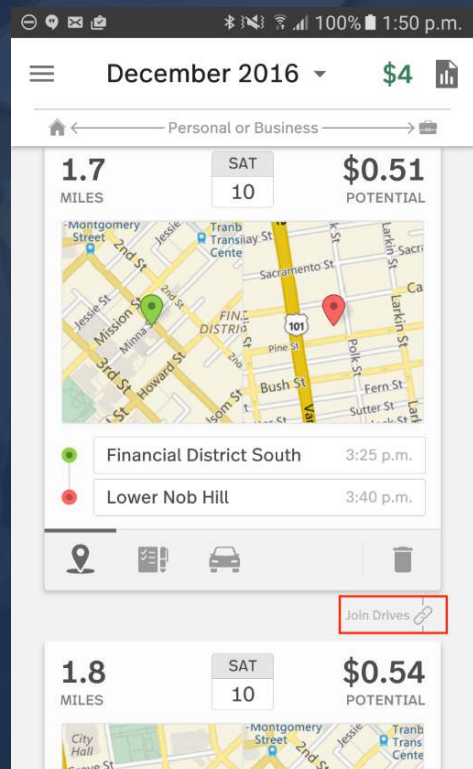
For more information please click here

Monthly CSV Reports from a computer:

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 here

# Monthly CSV reports from computer continued:

Enter report details:
Fill out required fields, select send as email and you can enter your supervisors email in the send a copy to.
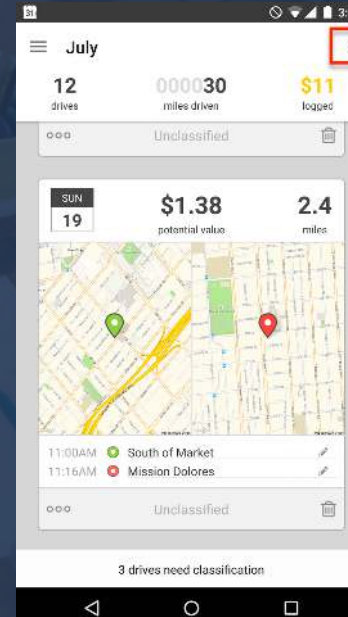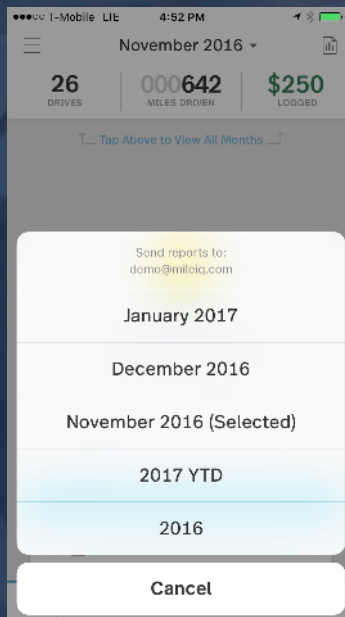Then click "create report"
This will send a copy of the report to your email associated w/ MileIQ.
You can also look on the reports tab at Archived Reports to view/download the PDF without checking your email
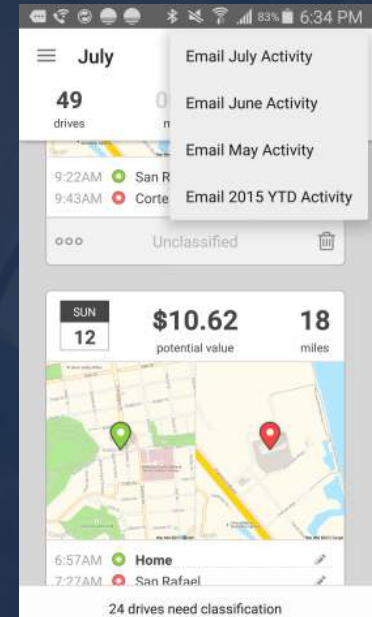
Monthly PDF reports from Mobile:
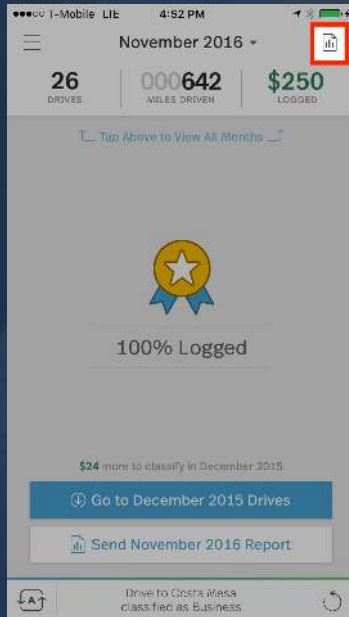
iphone

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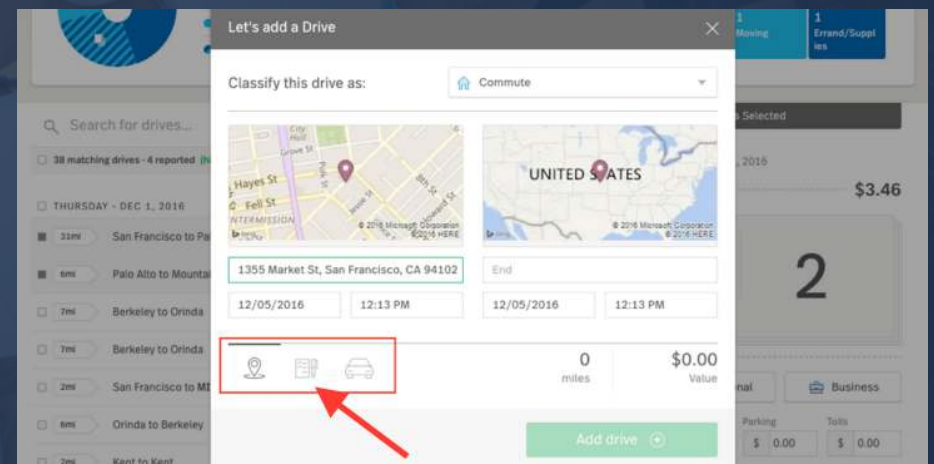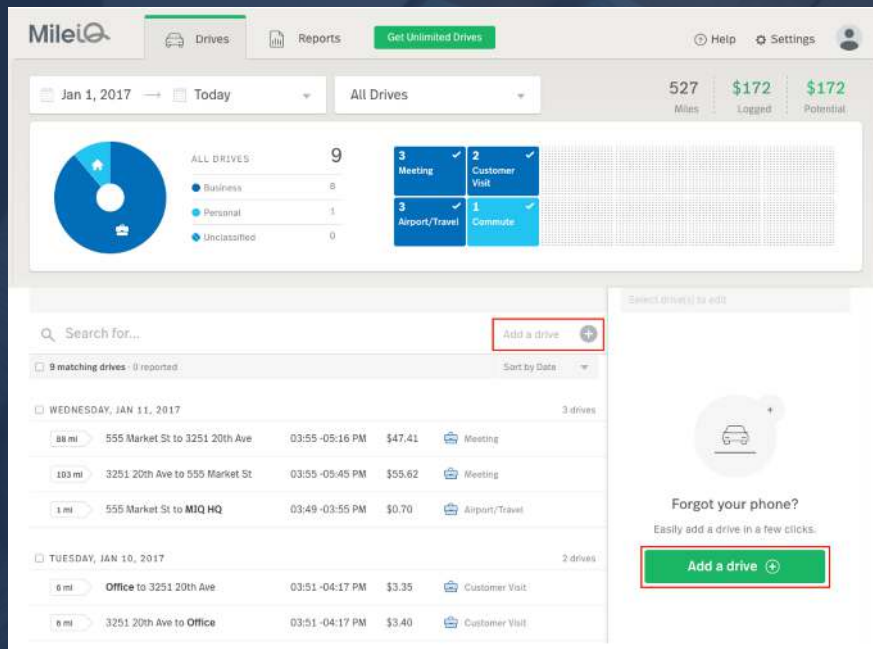
Manually entering a drive can only be done from the Web Dashboard. Please login at dashboard.mileiq.com
You **must add notes** into the manually entered drive with the reason why this was manually entered.
Examples: Forgot my phone, phone died, drive didn't log

For more information please click here

Need Help?

Click here for how to articles & videos

Still stuck?
Email premiersupport@mileiq.com our support staff for MileIQ for Teams
can help you out!