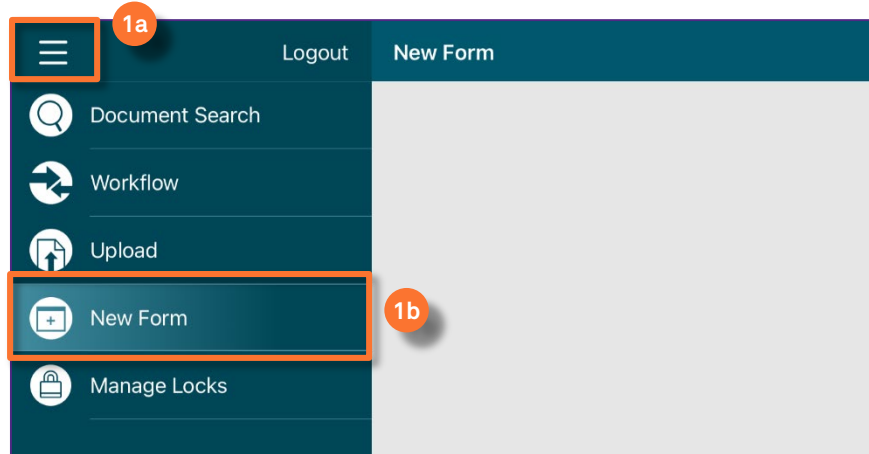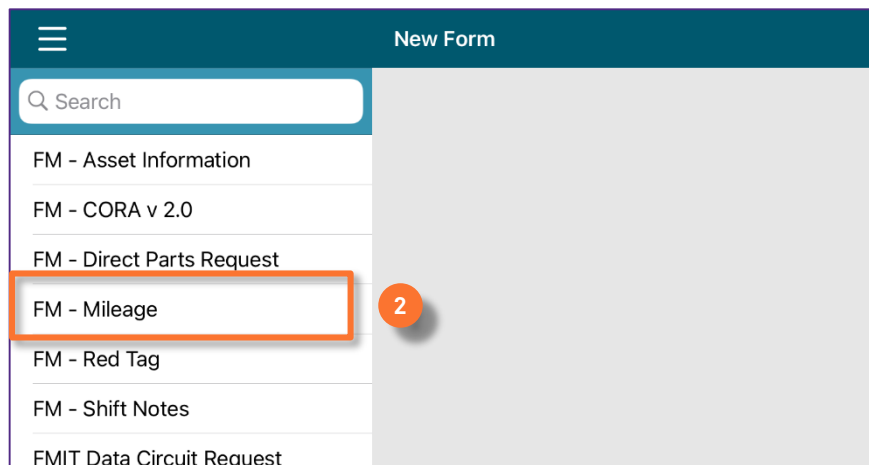1.0
ON BASE: HOW TO ENTER MILEAGE

Provides guidance for entering mileage reimbursements in OnBase for Technicians and Supervisors.

DIRECTIONS:

1 From the main OnBase dashboard:

1a Tap on the **menu** button (hamburger menu) in the upper left corner of the window.

1b From the drop down menu, tap on **New Form**.

2 From the list of forms:

2 Tap on the **FM-Mileage** option.

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ON BASE: HOW TO ENTER MILEAGE

DIRECTIONS:

3 A new FM-Mileage form will open:

3a Employee information will pre-fill on certain fields.

3b If you are completing the form for a prior date, update the **Mileage date** field.

Complete the **Mileage entry** section,

3c **Starting mileage** – must be less than the ending mileage.

3d **Ending mileage**

3e **Mileage** – will auto-calculate based on the Starting/Ending mileage.

3f **Comment** – recommended to include the Work Task number

3g Confirm the **Total mileage for this day** section. This will auto-calculate based on the individual entries added .

3h Once you are ready to submit the form, you must check the Mileage complete box BEFORE you save/submit.

3i After the form has been completed, tab on **Submit** to save the form and submit to your Supervisor.

▼ IMPORTANT

- Technician has 3 days to enter and/or complete mileage for the date.
- The form can be edited as many times as necessary, but only in the first 3 days following the day when the form is created.
- After 3rd day, form becomes visible but not editable.

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ON BASE: HOW TO ENTER MILEAGE

DIRECTIONS:

4   To add more than one mileage entry on the same date,

4a   Tap on the **Add** button on the Mileage entry section.

Complete every individual **Mileage entry,**

4b   **Starting mileage** – must be less than the ending mileage.

4c   **Ending mileage**

4d   **Mileage** – will auto-calculate based on the Starting/Ending mileage.

4e   **Comment** – recommended to include the Work Task number

4f   If you add too many entries, you can delete one by tapping the **Remove** button.