



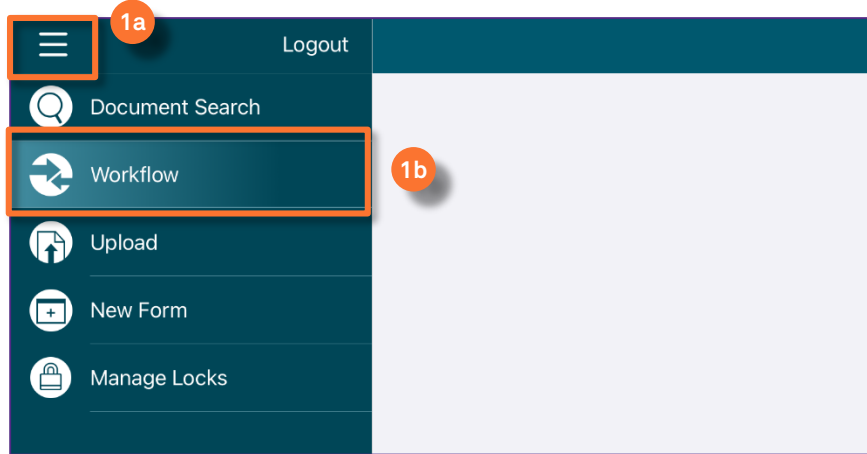
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ON BASE: HOW TO EDIT A MILEAGE ENTRY

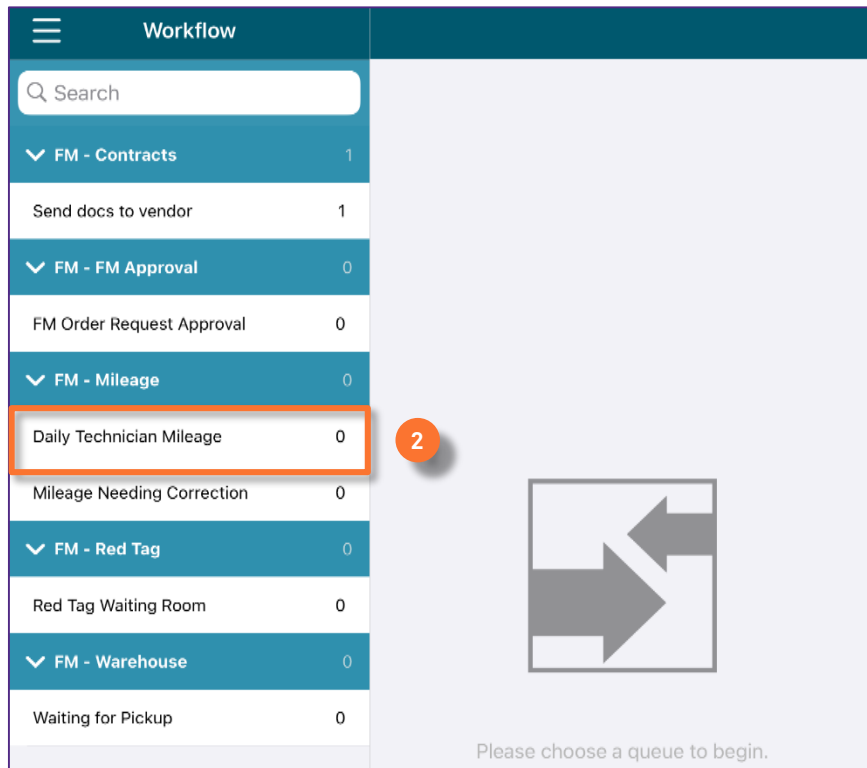
Provides guidance for editing a mileage reimbursement entry in OnBase for Technicians and Supervisors.

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 **Workflow**.



- 2 From the list of Workflows:
 - 2 Tap on the **Daily Technician Mileage** option.





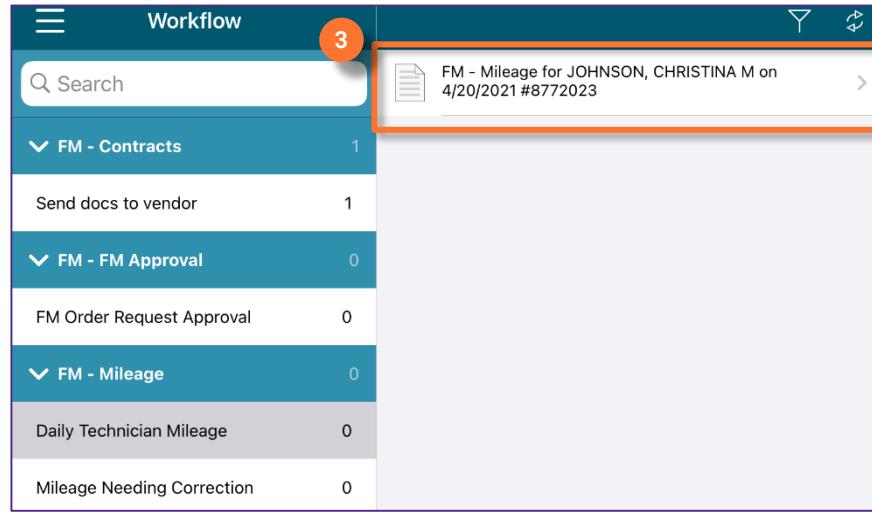
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ON BASE: HOW TO EDIT A MILEAGE ENTRY

DIRECTIONS:

3 The **Daily Technician Mileage Workflow** list will populate on the right pane:

3 Tap on the mileage entry you want to edit.



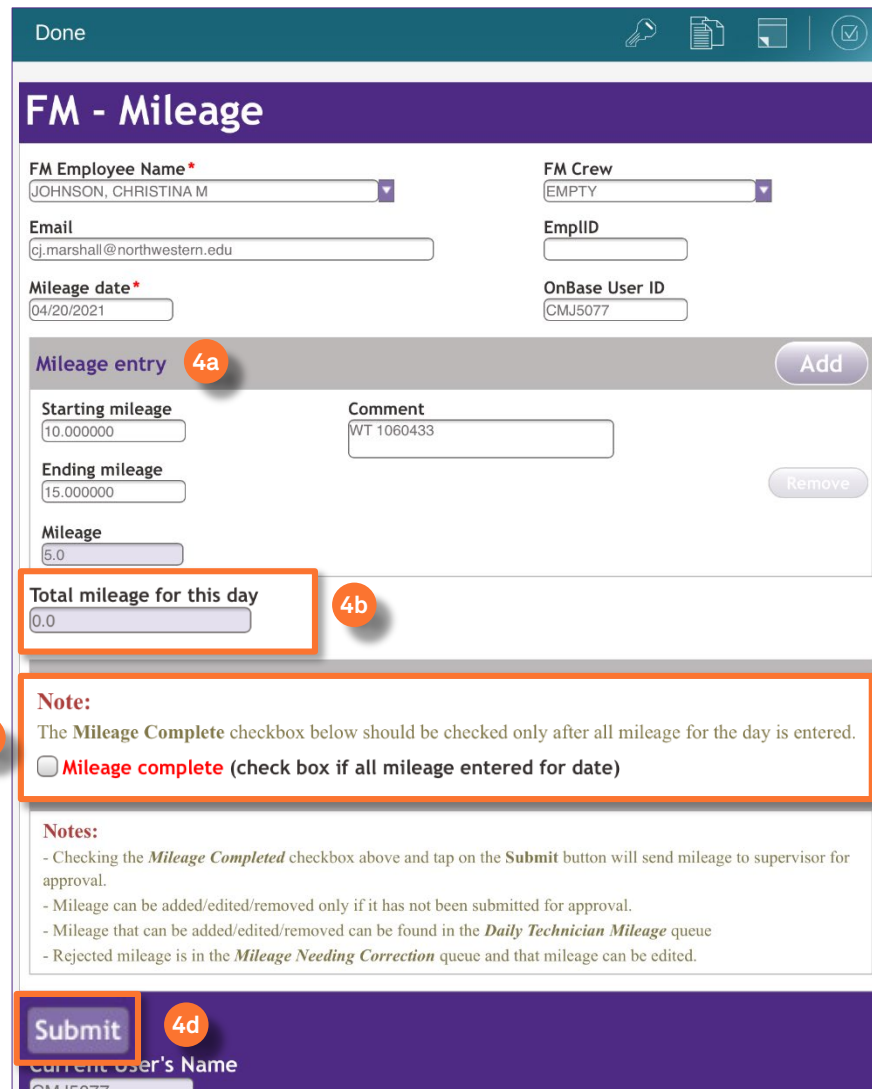
4 The **FM-Mileage** form will open:

4a Edit any fields that need to be updated.

4b Confirm the **Total mileage for this day** section. This will auto-calculate based on the individual entries added .

4c Once you are ready to submit the form, you must check the **Mileage complete** box **BEFORE** you save/submit.

4d After the form has been completed, tap on **Submit** to save the form and re-submit to your Supervisor.





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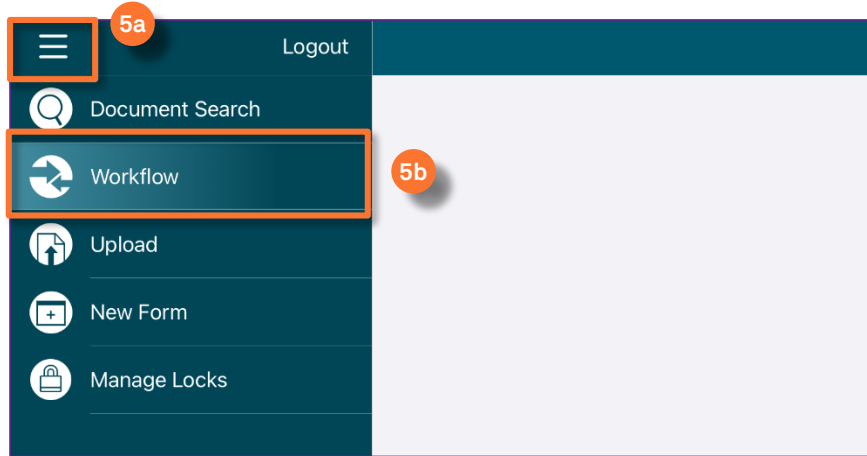
ON BASE: HOW TO EDIT A MILEAGE ENTRY

DIRECTIONS:

5 In the case where a Mileage entry is rejected by a Supervisor, the Technician must resubmit the entry.

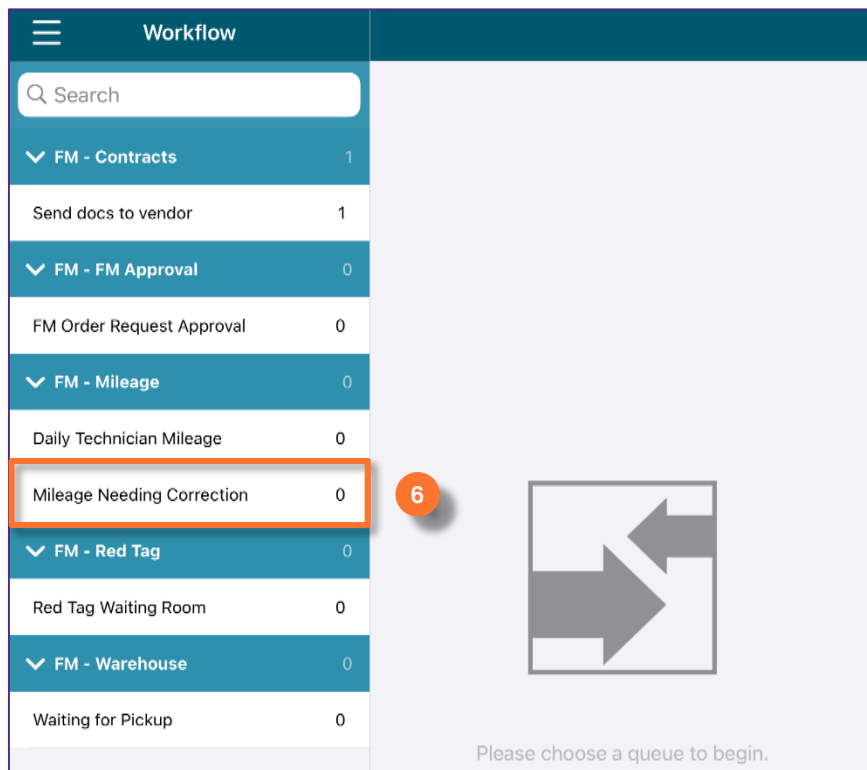
5a Tap on the **menu** button (hamburger menu) in the upper left corner of the window.

5b From the drop down menu, tap on **Workflow**.



6 From the list of Workflows:

6 Tap on the **Mileage Needing Correction** option.





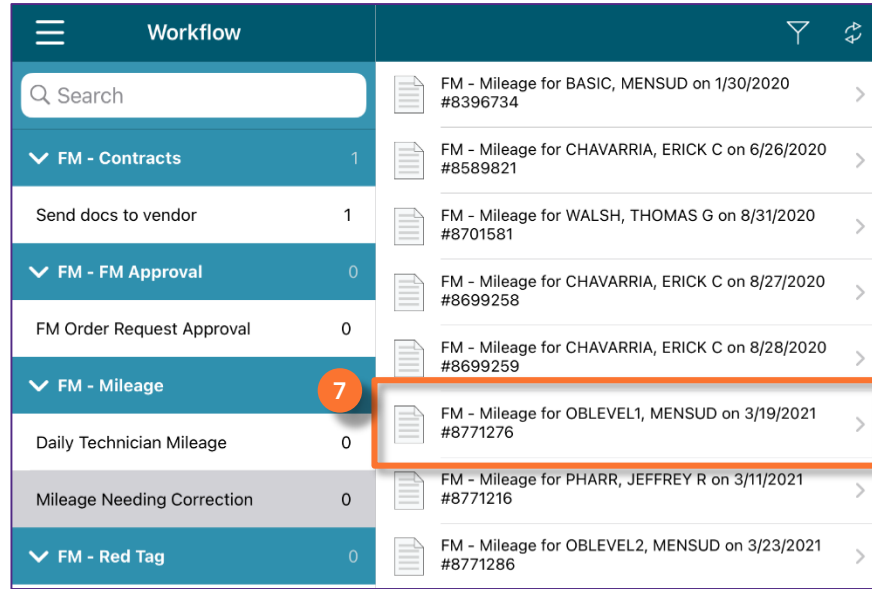
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ON BASE: HOW TO EDIT A MILEAGE ENTRY

DIRECTIONS:

7 The Mileage Needing Correction Workflow list will populate on the right pane:

7 Tap on the mileage entry you want to edit.



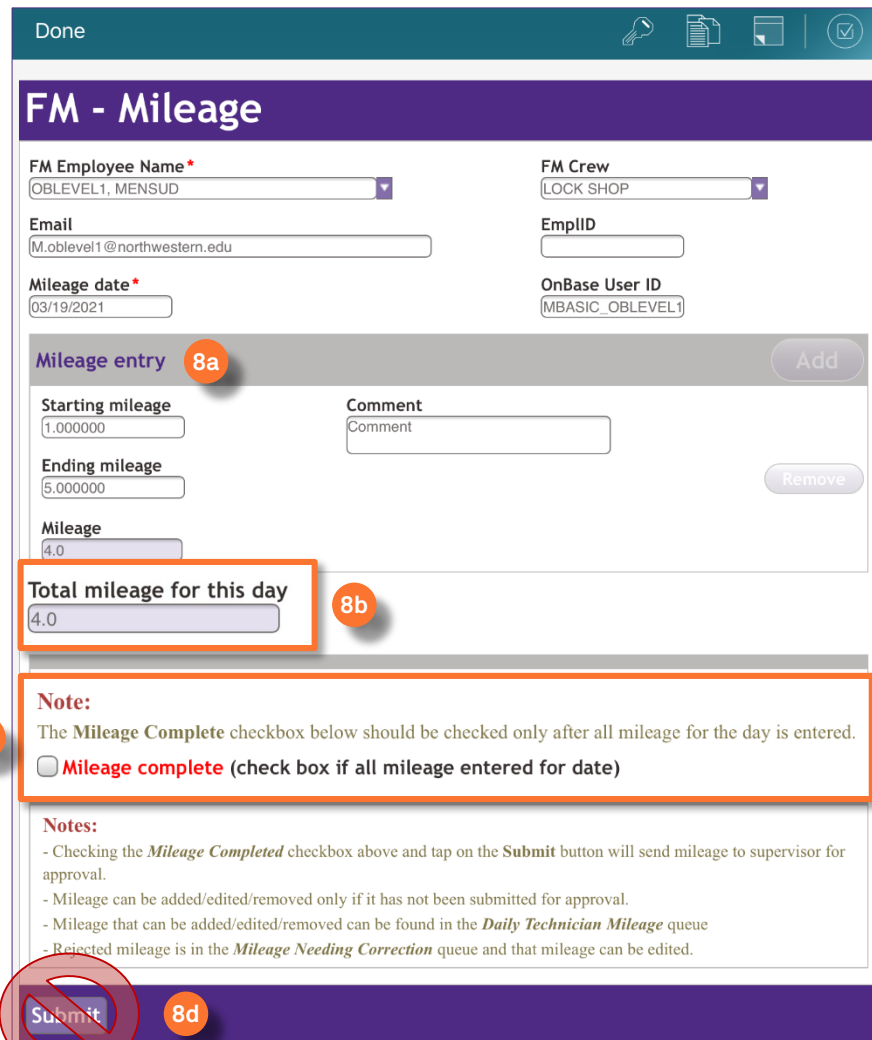
8 The FM-Mileage form will open:

8a Edit any fields that need to be updated.

8b Confirm the **Total mileage for this day** section. This will auto-calculate based on the individual entries added .

8c After you have edited the form, confirm the **Mileage complete** box is checked.

8d **DO NOT CLICK SUBMIT**





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ON BASE: HOW TO EDIT A MILEAGE ENTRY

DIRECTIONS:

- 9 To re-submit the Mileage Form after correcting it,
- 9 Tap on the **Checkbox** icon at the top right hand corner of the Mileage entry form.

- 10 A Tasks popup window will open,
- 10 Tap on the **Resubmit for approval** option.

▼ INFORMATION

The form will close automatically after you re-submit.