Mileage

Enter mileage

Available to: technician, supervisor

Steps:
1. Tap on “hamburger” menu in upper left corner of the window.
2. Four menus appear. Tap on “New Form”
3. Tap on “FM – Mileage” menu

Figure 1

Figure 2

**Figure 3**

Notes:
- Technician has 3 days to enter and/or complete mileage for the date.
- The system provides user's data such as Employee name, Crew. Etc.
- Mileage date is by default a current date. However, user can select date that is up to three (3) days in past from current date.
- Starting mileage must be less than ending mileage
- Comment is free form field. It is suggested to put work order number in this field.
- 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. The form is accessible through Workflow | *Daily Technician Mileage* screen (see Figure 9).
  After 3rd day, form becomes visible but not editable.
- When all mileage for the day is entered, make sure that “Mileage complete ...” checkbox is checked prior submitting (saving) the form.
- To add more than one mileage per day, tap on Add button located to the right on the header of the Mileage entry section. Screen looks like this:
Edit mileage

Available to: technician, supervisor

Steps:
1. Tap on “hamburger” menu in upper left corner of the window.
2. Tap on Workflow menu (see Figure 9)
3. Tap on Daily Technician Mileage menu
4. On the right pane, tap on document you want to edit.
5. If all mileage for the day is entered, make sure that “Mileage complete …” checkbox is checked prior submitting the form.
6. Another way to ensure that “Mileage complete …” checkbox is checked is to tap on the rightmost icon in the upper right corner of the window, as depicted on the figure below:
Re-submit mileage for approval

Available to: technician, supervisor

In case when mileage is rejected by supervisor, the technician must resubmit the mileage after any correction is made. When supervisor rejects mileage, a notification email is sent to the technician. Rejected mileage is accessible through Workflow | Mileage Needed Correction menu.

Steps:
1. Tap on “hamburger” menu in upper left corner of the window.
2. Tap on Workflow menu (see Figure 9)
3. Tap on Mileage Needing Correction menu
4. On the right pane, tap on document you want to edit.
5. After correction, tap on the rightmost icon on the screen as depicted on figure below:

![Figure 5](image-url)
Figure 6

Approve / Reject mileage

Available to: supervisor

Steps:
1. Tap on “hamburger” menu in upper left corner of the window.
2. Tap on Workflow menu (see Figure  )
3. Tap on Mileage Approval Process menu
4. On the right pane, tap on document you want to approve or reject.
5. Tap on the rightmost icon on the screen as depicted below.
6. Tap either on Approve or Reject
7. If mileage is rejected, another window displays where supervisor should state the reason for rejection. When this form is submitted, an email is sent to technician with rejection explanation.
**Main Workflow screen**

Figure 9

<table>
<thead>
<tr>
<th>Workflow Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM - FMIT Internal</td>
<td>110</td>
</tr>
<tr>
<td>FMIT Internal Clean-Up</td>
<td>73</td>
</tr>
<tr>
<td>FM - ILSM Risk Assessment</td>
<td>2</td>
</tr>
<tr>
<td>Risk Review</td>
<td>0</td>
</tr>
<tr>
<td>Project Manager Waiting Room</td>
<td>0</td>
</tr>
<tr>
<td>ILSM Pending Verification</td>
<td>2</td>
</tr>
<tr>
<td>FM - Mileage</td>
<td>30</td>
</tr>
<tr>
<td>Daily Technician Mileage</td>
<td>1</td>
</tr>
<tr>
<td>Mileage Needing Correction</td>
<td>0</td>
</tr>
<tr>
<td>Mileage Approval Process</td>
<td>22</td>
</tr>
<tr>
<td>Mileage Approval Default</td>
<td>7</td>
</tr>
<tr>
<td>FM - Red Tag</td>
<td>0</td>
</tr>
<tr>
<td>Red Tag Waiting Room</td>
<td>0</td>
</tr>
</tbody>
</table>