

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”

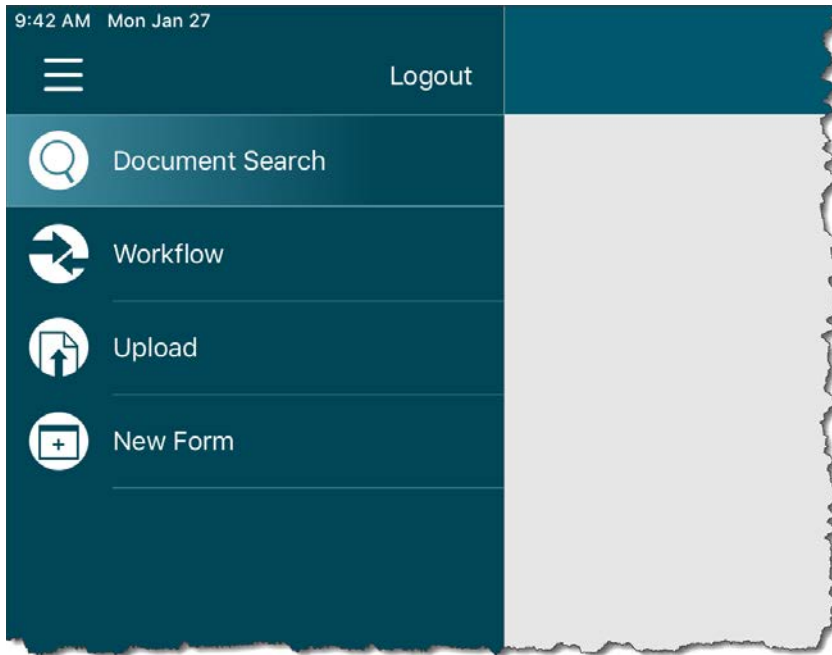


Figure 1

3. Tap on “FM – Mileage” menu

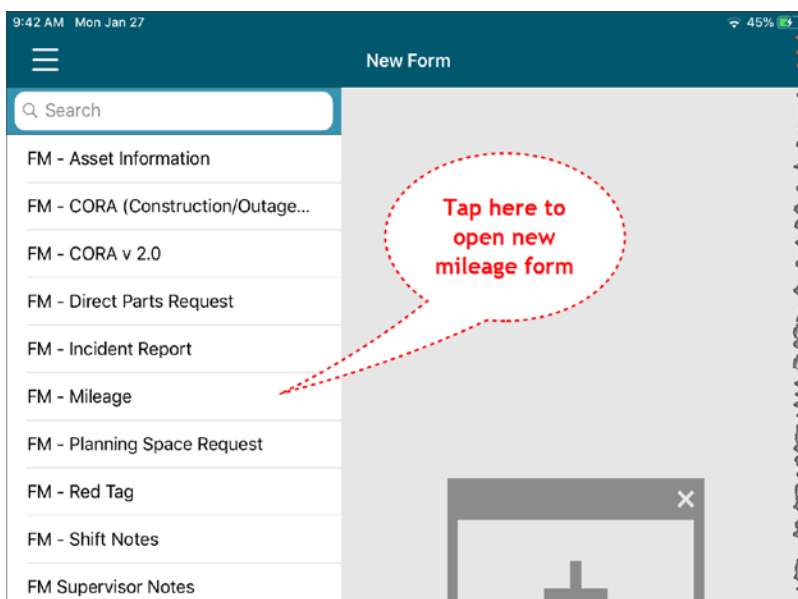


Figure 2

- 4. A new mileage form opens.

1:43 PM Wed Jan 22 65%

< New Form

FM - Mileage

FM Employee Name* BASIC, MENSUD

FM Crew ADMIN

Email m-basic@northwestern.edu

EmplID

Mileage date* 1/22/2020

OnBase User ID MBG609

Mileage complete (check box if all mileage entered for date)

Mileage entry Add

Starting mileage 3

Ending mileage 2

Comment

Mileage -1.0

Total mileage for this day -1.0

Submit

Current User's Name

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:

9:37 AM Tue Jan 28

Done

FM - Mileage

FM Employee Name*
LEWANDOWSKI, STEPHEN

FM Crew
EV CARPENTERS

Email
s-lewandowski@northwestern.edu

EmpID

Mileage date*
10/30/2019

OnBase User ID
SLE024

Mileage complete (check box if all mileage entered for date)

Mileage entry Add

Starting mileage 0.000000	Comment 710447	
Ending mileage 1.000000		Remove
Mileage 1.0		
Starting mileage 0.000000	Comment 000977	
Ending mileage 1.000000		Remove
Mileage 1.0		
Starting mileage 0.000000	Comment 705451	
Ending mileage 1.000000		Remove
Mileage 1.0		
Starting mileage 0.000000	Comment 898233	
Ending mileage 1.000000		Remove
Mileage 1.0		

Total mileage for this day
4.0

Submit

Current User's Name
MBG609

Figure 4

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:

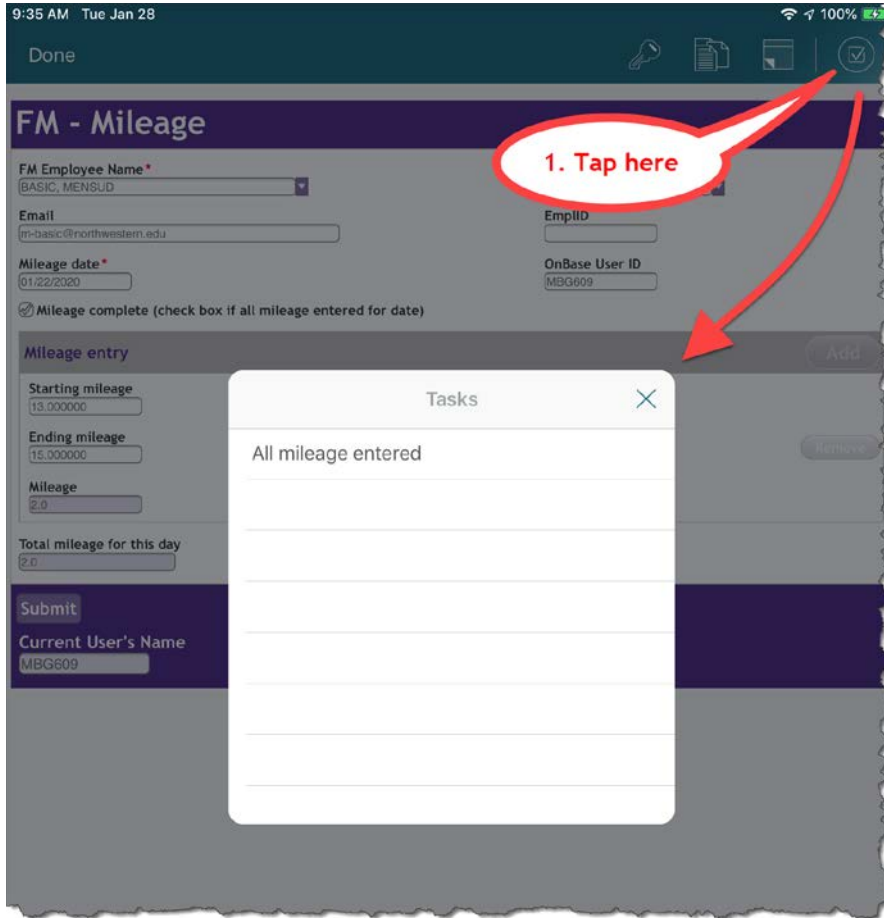


Figure 5

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 Needed 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:

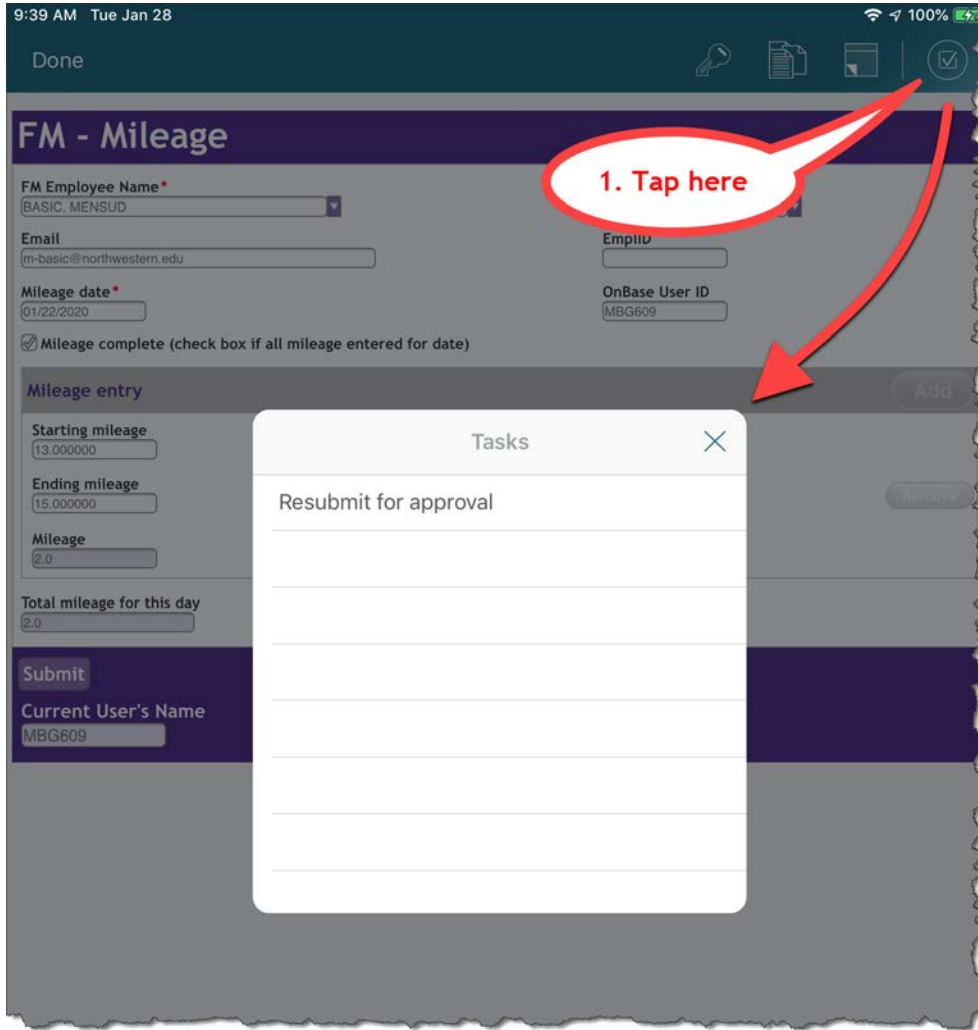


Figure 6

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

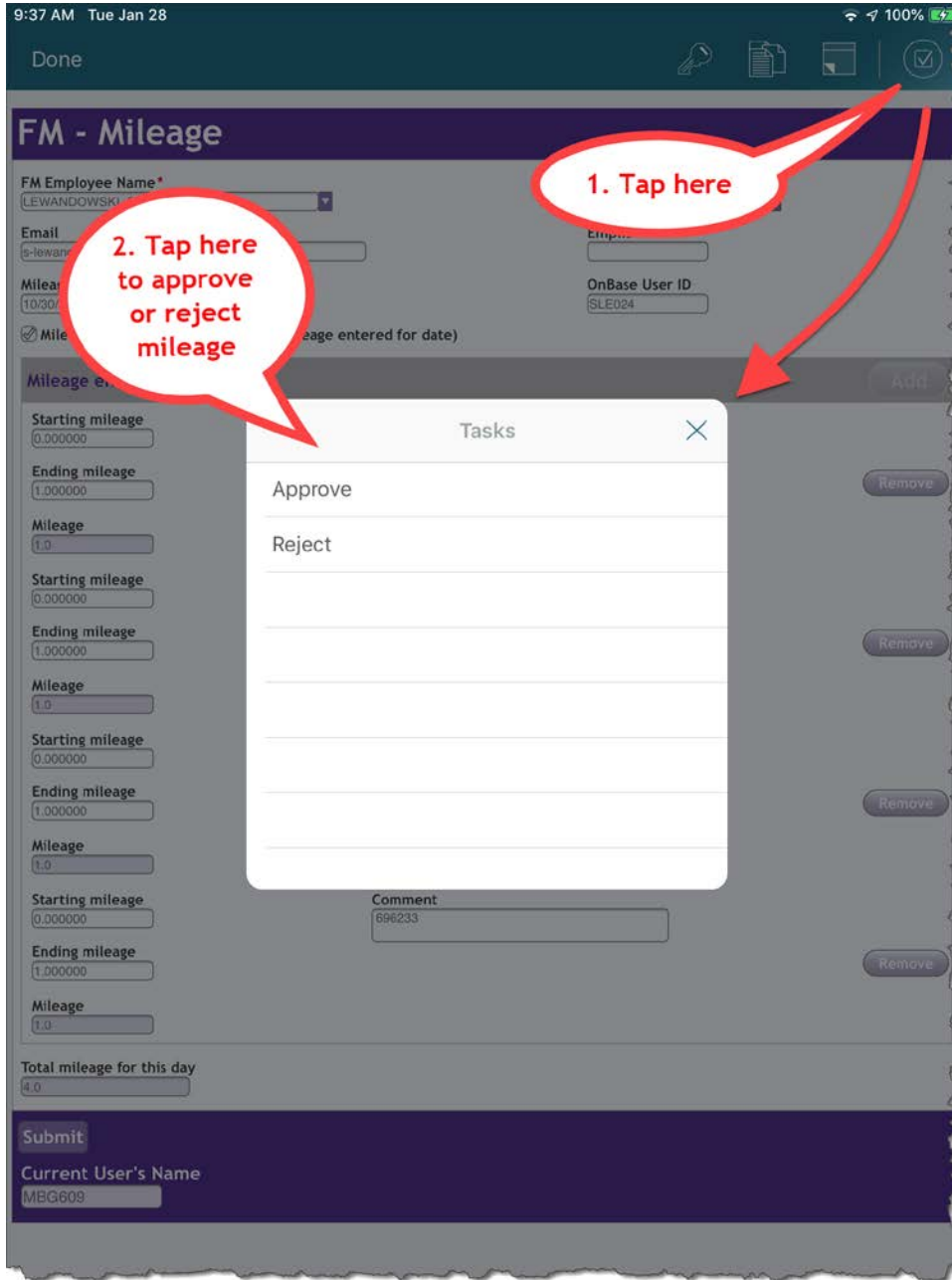


Figure 7

- 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.



Figure 8

Main Wokflow screen

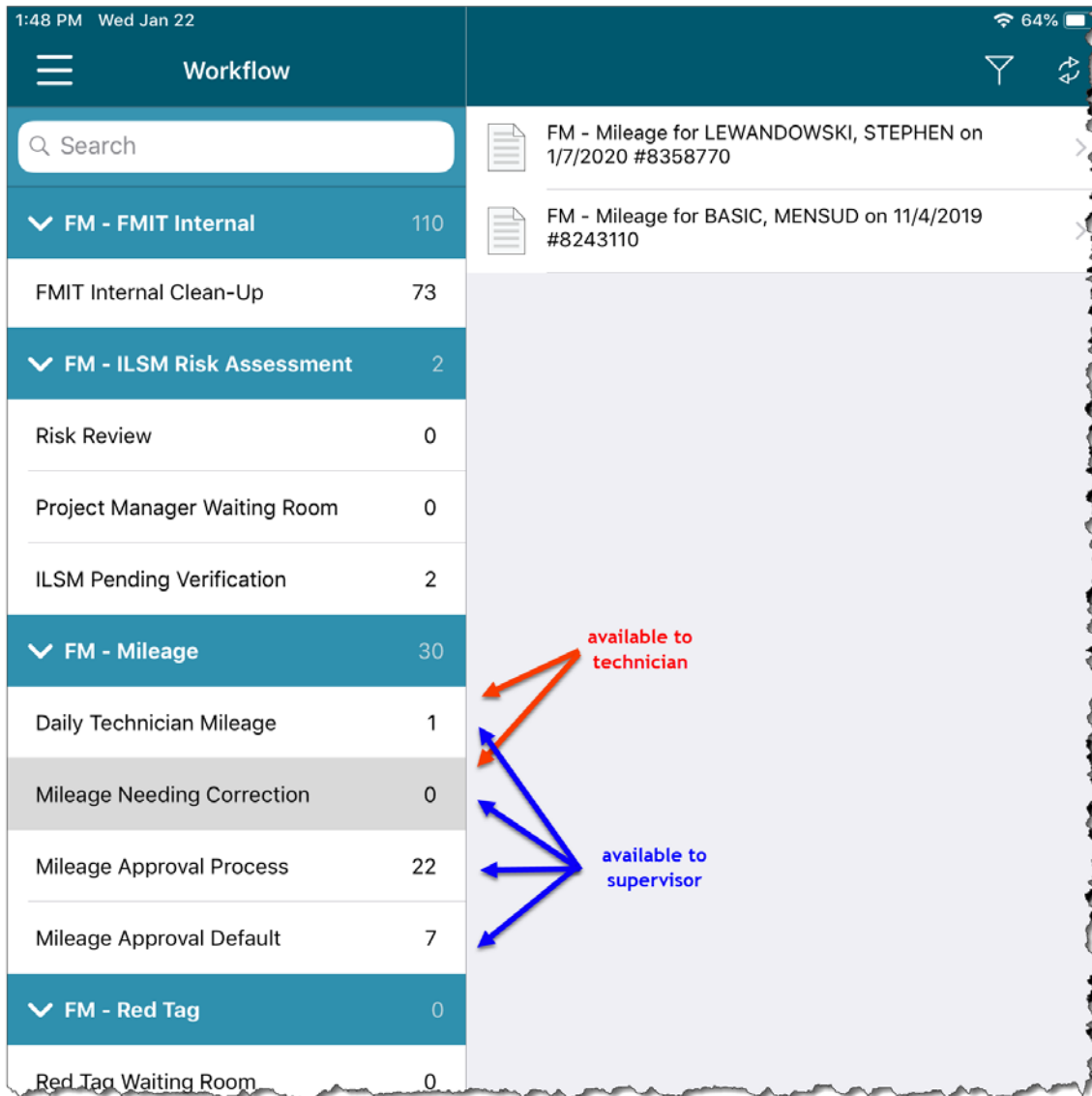


Figure 9