

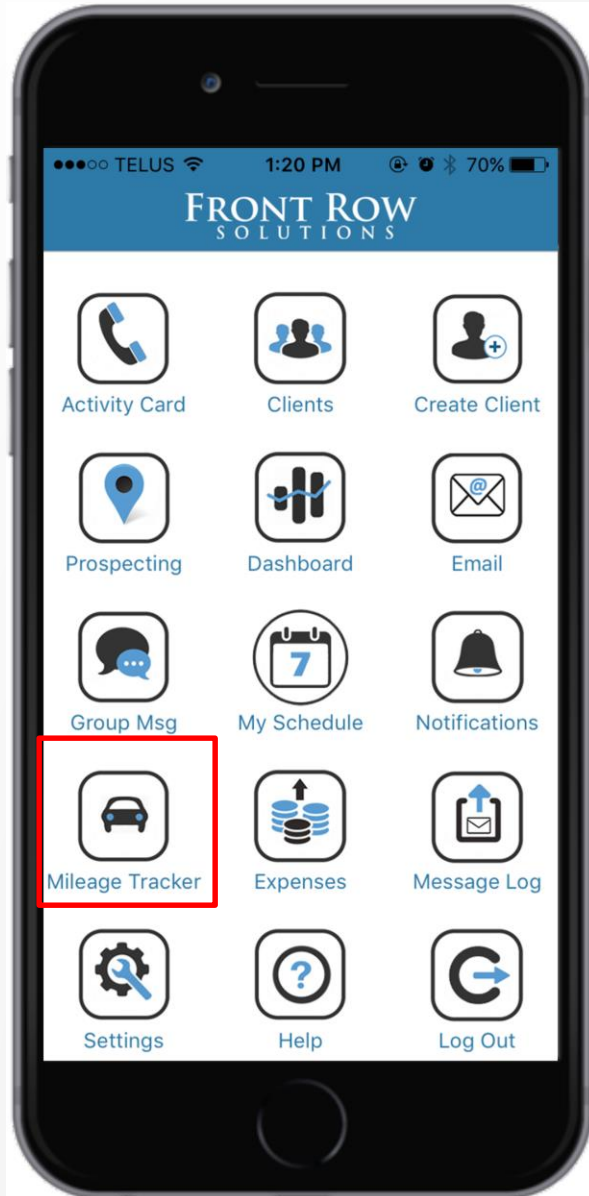
# Front Row App Training: Mileage Tracker



**FRONT ROW**  
**SOLUTIONS**

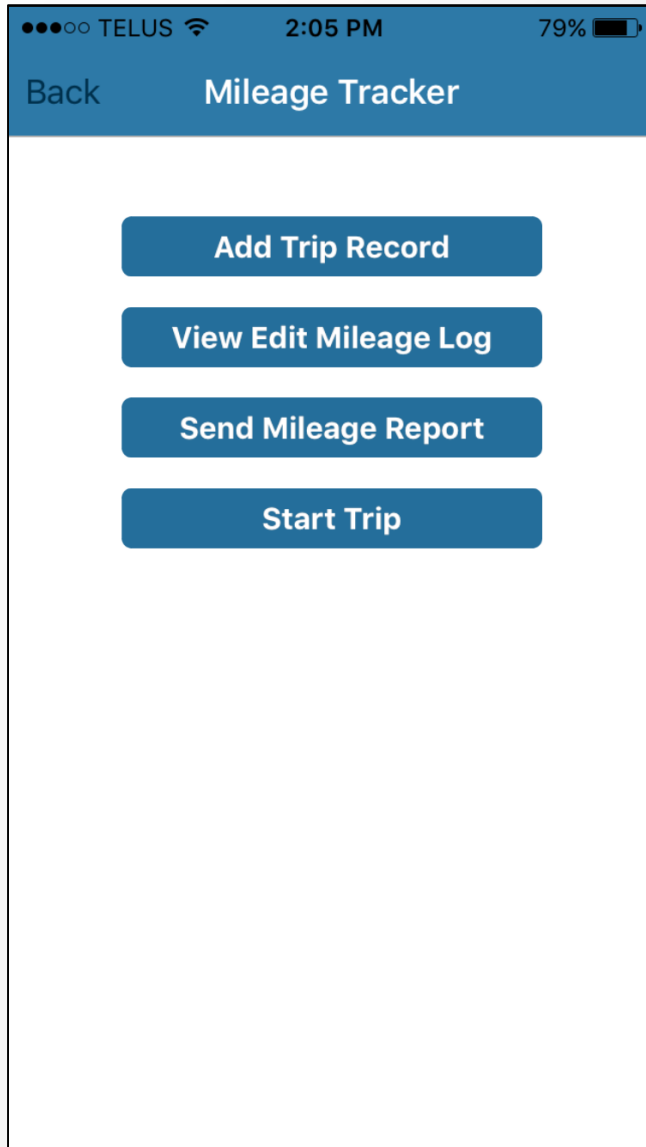
The Fastest & Easiest Sales Reporting Tool Ever!

# Mileage Tracker



- Use the Front Row app to track mileage
- The system can be automated or set to start manually
- Reports can be created for expense and tax purposes or sent to your company for reimbursement

# Mileage Tracker Homepage



- From the mileage tracker homepage you can record a previously completed trip, view or edit a previous trip, send a mileage report, or start a trip in real time

# Adding a Trip Record

The screenshot shows a mobile application interface for adding a trip record. At the top, the status bar displays 'TELUS', signal strength, Wi-Fi, the time '9:33 AM', and a 25% battery level. Below the status bar is a blue header with a back arrow, the text 'Add Trip Record', and a 'Create' button. The main form area is white and contains several input fields: 'Enter Miles' with a value of 50; 'Start Trip Time' with a value of 01/24/2016 10:30 AM; 'End Trip Time' with a value of 01/24/2016 11:25 AM; 'Duration' with 0 hours and 55 minutes; 'Client Assignment' with a value of Atlas inc; and a 'Description' field containing the text 'Product presentation to Atlas inc.'

Enter Miles :

Start Trip Time :

End Trip Time :

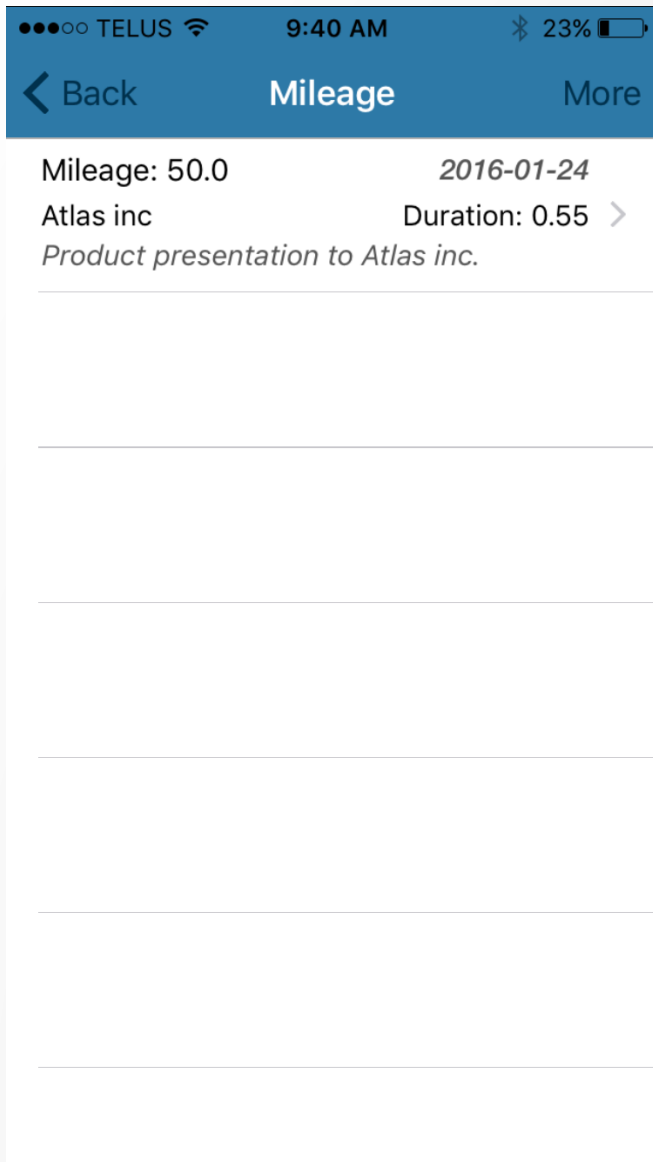
Duration :  hours  min

Client Assignment :

Description :

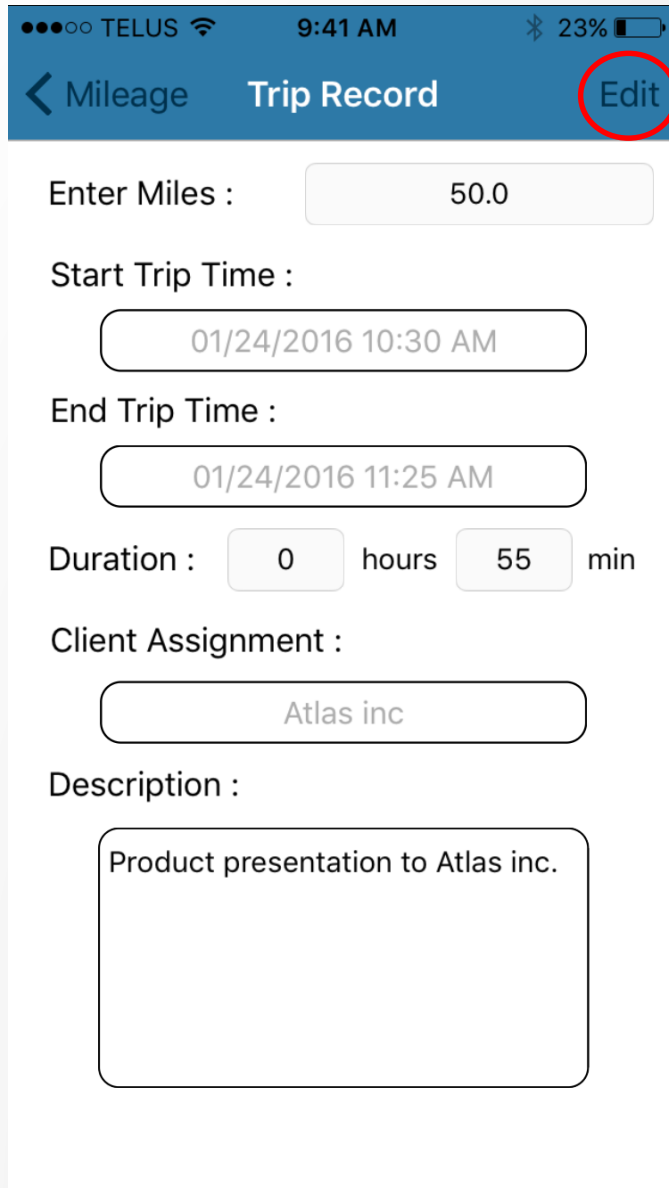
- To add a trip record simply enter the miles traveled, the start and end times of the trip, the client assignment (if applicable), and description (if needed)

# Viewing and Editing Mileage Log



- From the 'View Edit Mileage Log' tab you can view your previously entered trip record
- Select this record to edit it

# Viewing and Editing Mileage Log



••• TELUS 9:41 AM 23%

< Mileage Trip Record Edit

Enter Miles : 50.0

Start Trip Time :  
01/24/2016 10:30 AM

End Trip Time :  
01/24/2016 11:25 AM

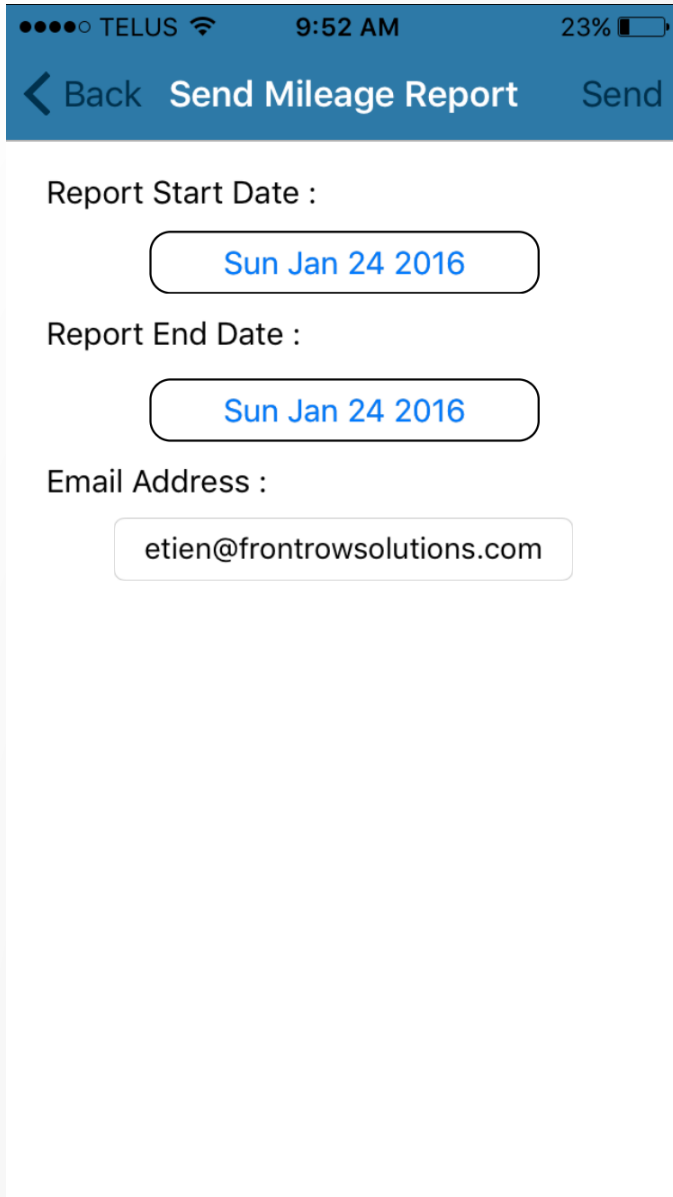
Duration : 0 hours 55 min

Client Assignment :  
Atlas inc

Description :  
Product presentation to Atlas inc.

- Select 'Edit' and make the necessary changes

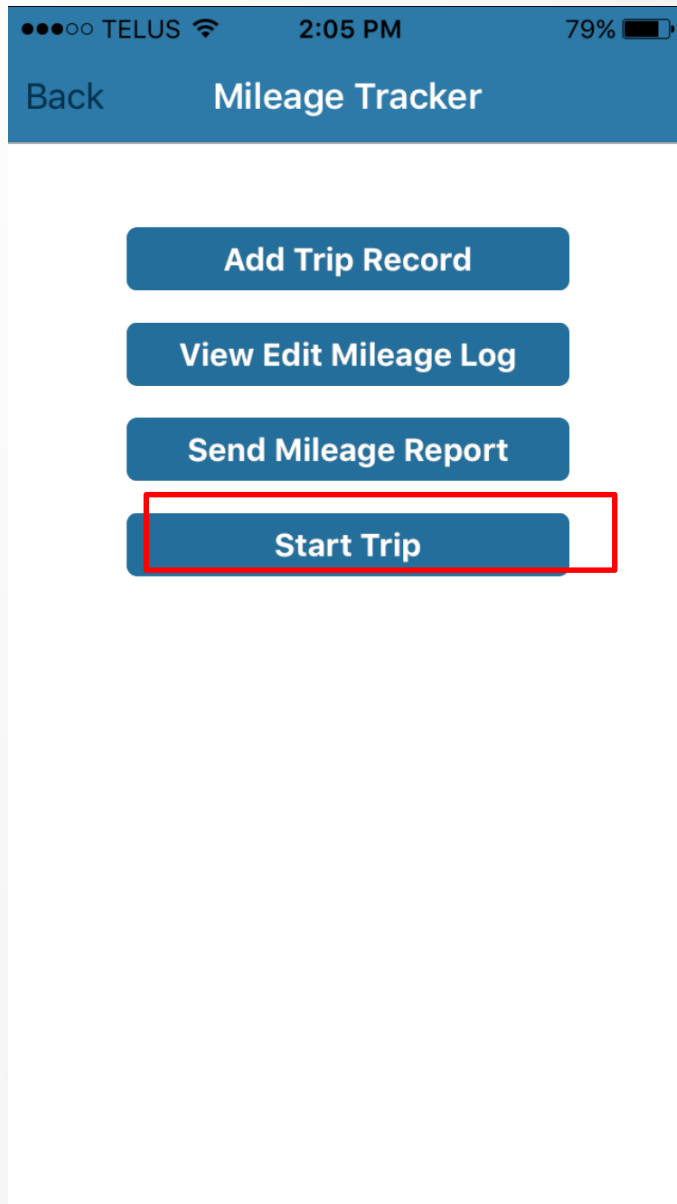
# Sending Mileage Report



The screenshot shows a mobile application interface for sending a mileage report. At the top, there is a status bar with signal strength, carrier name (TELUS), time (9:52 AM), and battery level (23%). Below the status bar is a blue header with a back arrow, the text 'Send Mileage Report', and a 'Send' button. The main content area is white and contains three input fields: 'Report Start Date' with a date picker showing 'Sun Jan 24 2016', 'Report End Date' with a date picker showing 'Sun Jan 24 2016', and 'Email Address' with a text input field containing 'etien@frontrowsolutions.com'.

- Select the desired start and end date for your mileage report
- Enter the persons email you would like to send the mileage report to, then select 'Send'

# Adding a Trip in Real Time



- Select 'Start Trip' to record a trip in real time. This will track both the time and mileage simultaneously



## Contact us for any support questions:

**Phone:** 1-800-986-0983

**Email:** [support@frontrowsolutions.com](mailto:support@frontrowsolutions.com)

