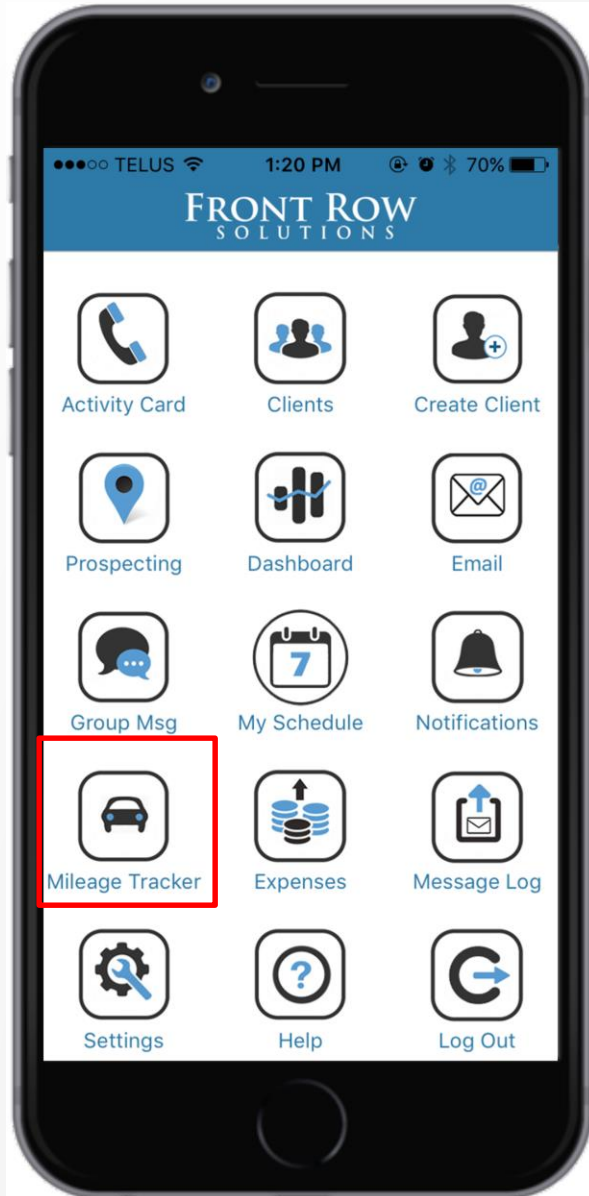# Front Row App Training:
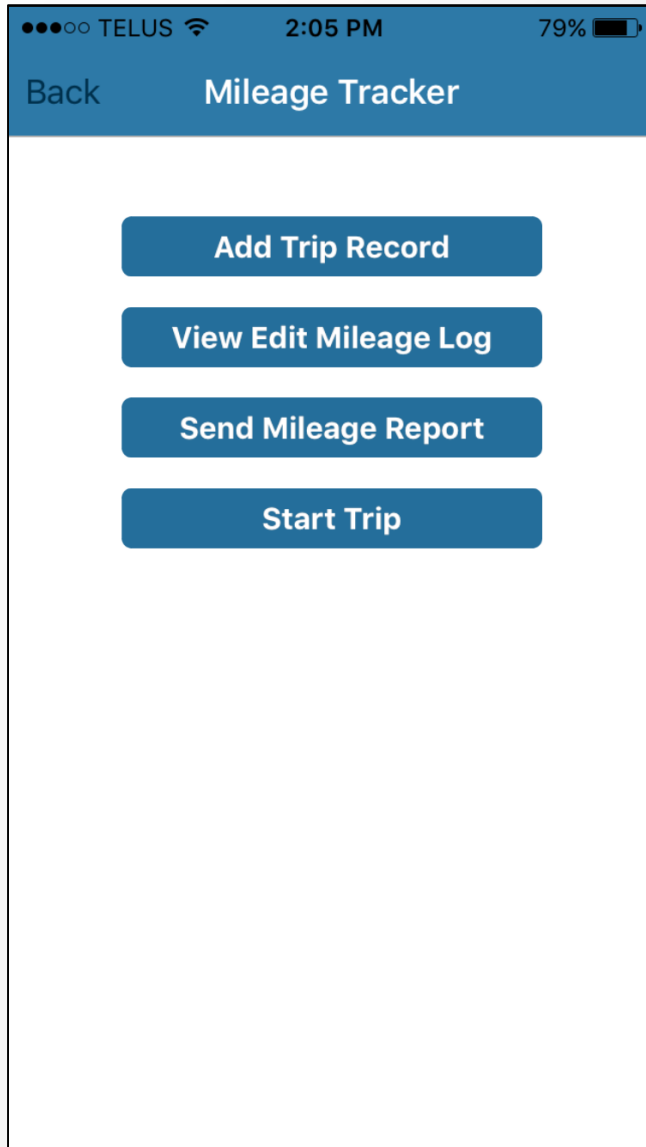# **Mileage Tracker**

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

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Back   **Mileage Tracker**

Add Trip Record

View Edit Mileage Log

Send Mileage Report

Start Trip

- 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
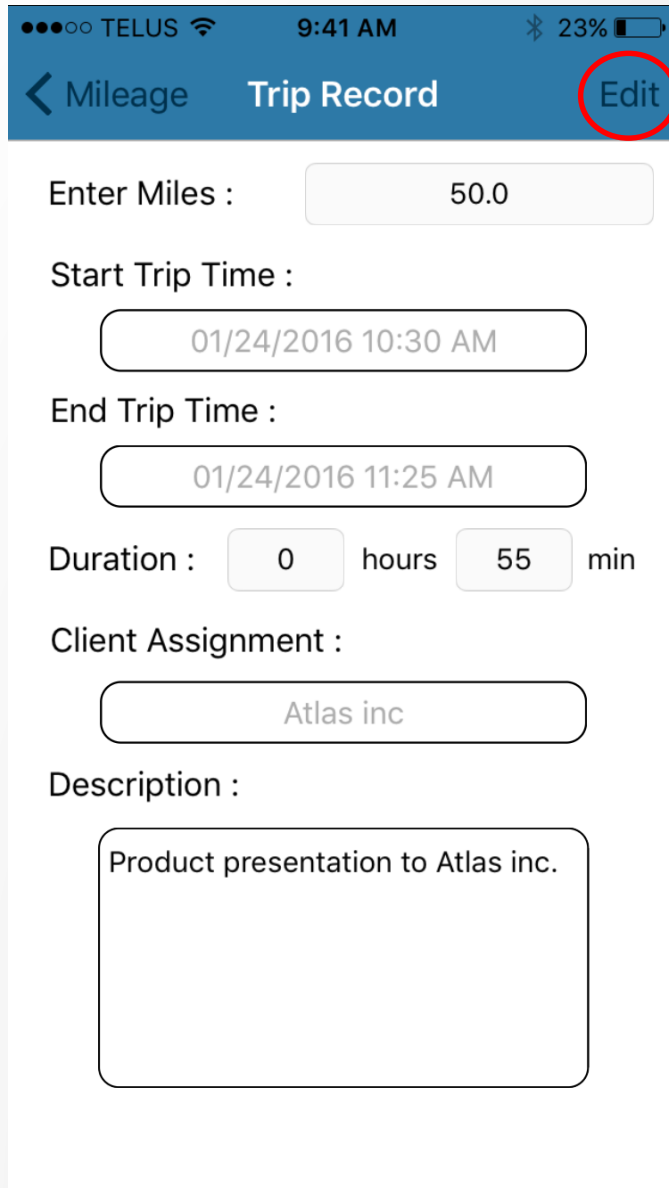
Adding a Trip Record

- 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
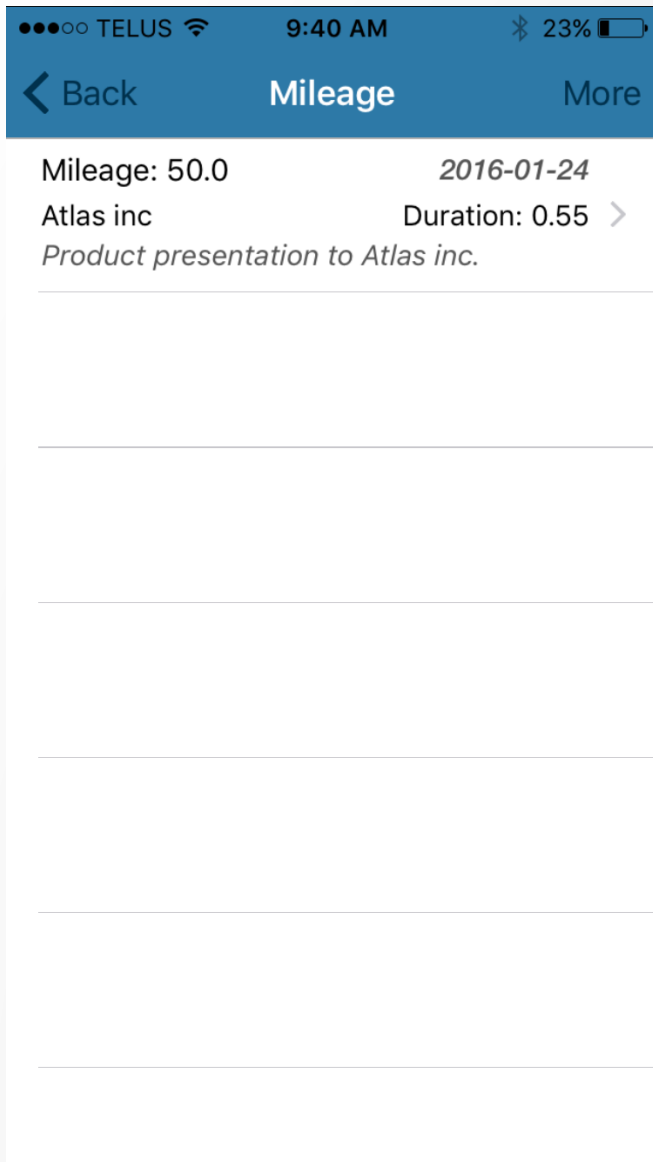
- From the 'View Edit Mileage Log' tab you can view your previously entered trip record

- Select this record to edit it

Viewing and Editing Mileage Log
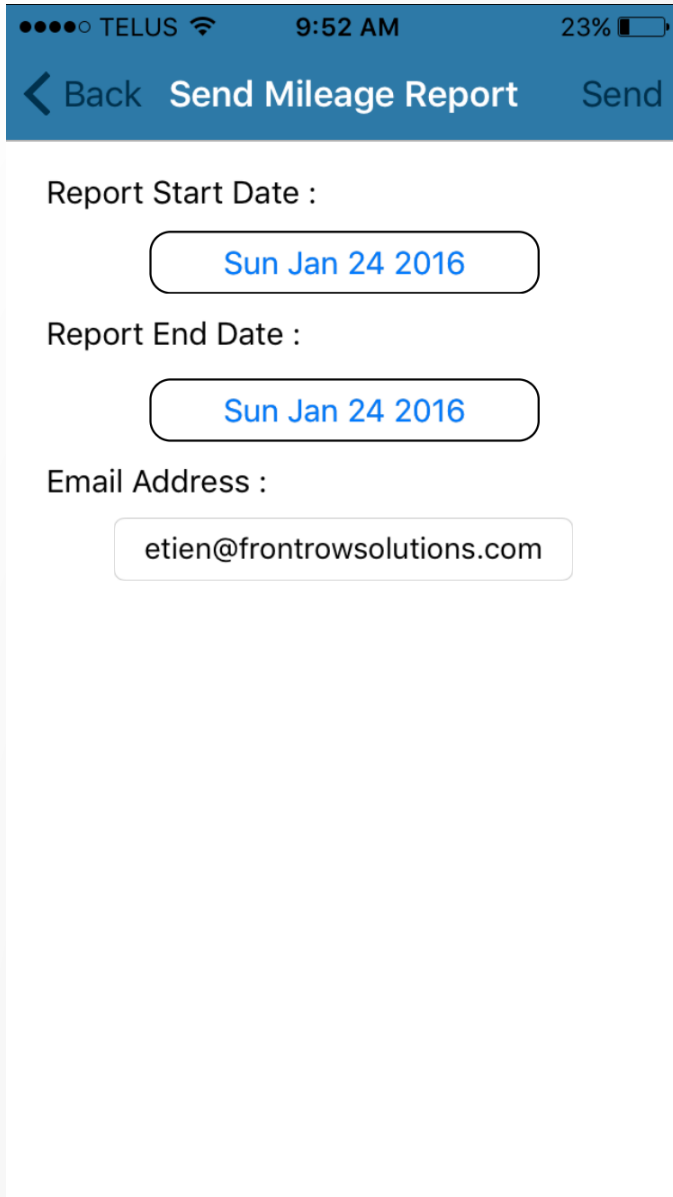
- Select 'Edit' and make the necessary changes

Sending Mileage Report

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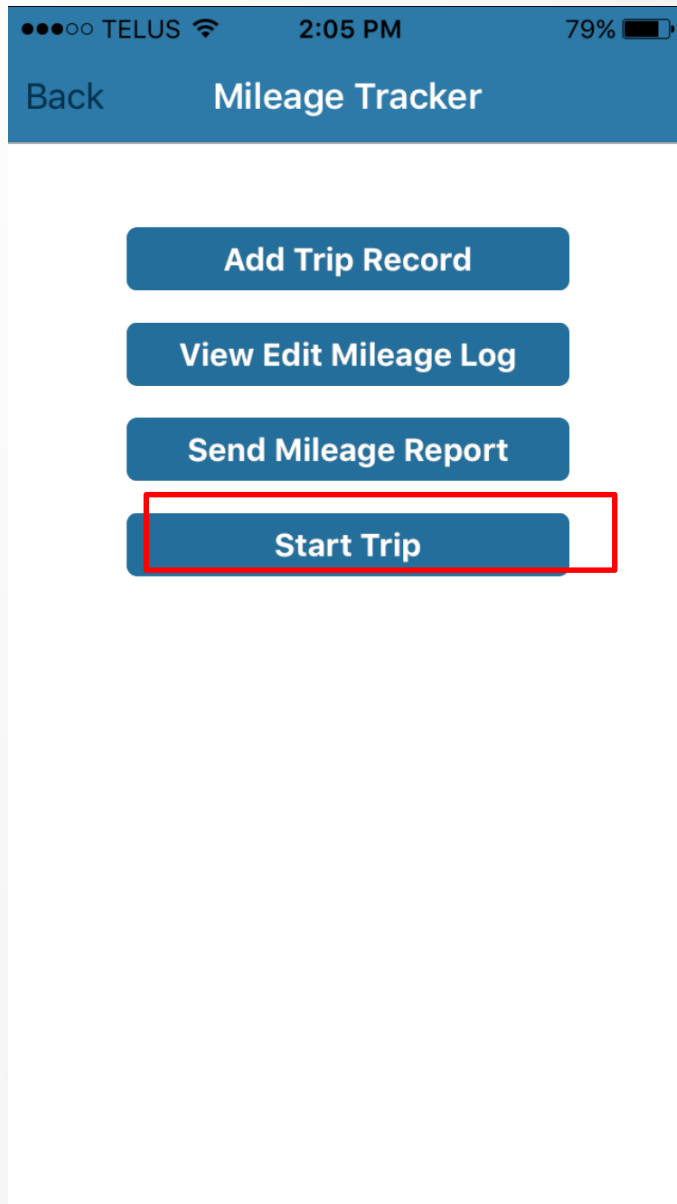
- Select 'Start Trip' to record a trip in real time. This will track both the time and mileage simultaneously

Contact us for any support questions:

Phone: 1-800-986-0983

Email: support@frontrowsolutions.com