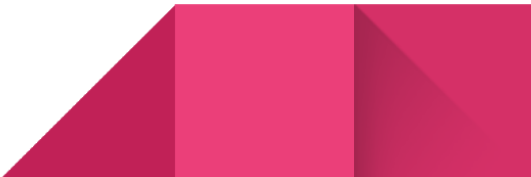




# TripLog Getting Started Guide - Administrator

Updated: September 4, 2018



# 1. Register a web account online <https://TripLogMileage.com>



Mileage Tracker ▾ Enterprise ▾ Blog Pricing

Login Register

**#1 Mileage Tracker for Individuals & Enterprises**

The best of both worlds. Whether you use your car for your own business or your company provides mileage reimbursement, TripLog is the app for you.

[DOWNLOAD APP](#)

Date	Mileage	Reimbursement
07	49.6 mi	\$27.01
06	49.6 mi	\$27.01
05	1.4 mi	\$0.00
04	24.6 mi	

# Create Business Account

OR

## Join Existing Business Account as a New User

Fields in bold are required

### **Your Name**

### **Business Name**

### **Email Address**

### **Password**

(At least 6 characters long, has at least one letter, and at least one number or symbol)

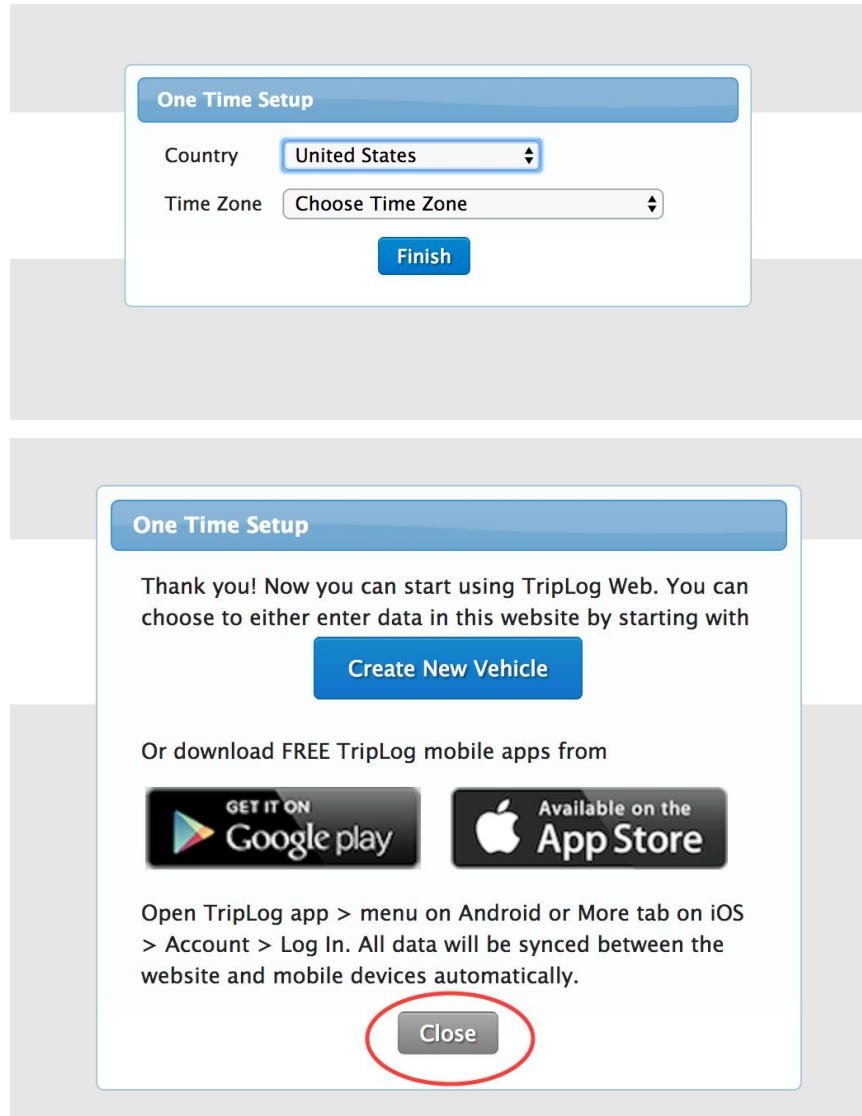
### **Verify Password**

Referred By

By registering you agree to our [Terms](#)

[Log In](#)

## 2. Select country and time zone, and close.



The image shows two sequential screenshots of a 'One Time Setup' dialog box. The first screenshot displays two dropdown menus: 'Country' with 'United States' selected and 'Time Zone' with 'Choose Time Zone' selected. A blue 'Finish' button is positioned below the dropdowns. The second screenshot shows the dialog box after completion. It contains a thank-you message, a blue 'Create New Vehicle' button, and two app store logos for Google Play and the App Store. Below these logos is a paragraph of instructions and a grey 'Close' button, which is circled in red.

**One Time Setup**

Country

Time Zone



[Finish](#)

**One Time Setup**

Thank you! Now you can start using TripLog Web. You can choose to either enter data in this website by starting with

[Create New Vehicle](#)

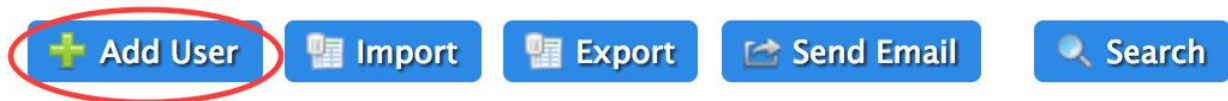
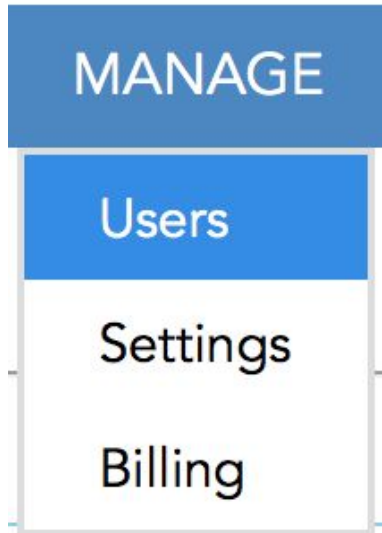
Or download FREE TripLog mobile apps from

Open TripLog app > menu on Android or More tab on iOS > Account > Log In. All data will be synced between the website and mobile devices automatically.

[Close](#)

3. Go to Manage > Users and add a second user.



First Name	<input type="text" value="required"/>	Last Name	<input type="text" value="required"/>
Email	<input type="text" value="required"/>	Phone number	<input type="text" value="optional"/> If mobile number text as well.

**Administrator/Manager**  
View and edit all users data, run reports, and manage user accounts. If the Department/Office field is filled in, th

**Driver**  
Linked to mobile devices and sync data with server. Can only view and edit their own data and reports. We only c

**Accountant**  
Can only view all users data and run reports.

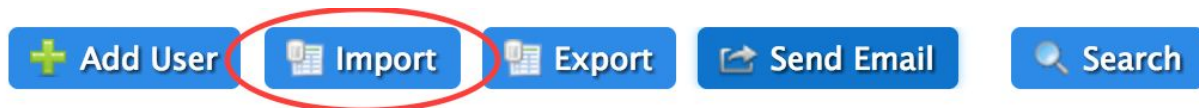
**Locked**  
User cannot delete trips or change trip date, time, locations, and mileage, once the trip has been recorded.

**Disabled**  
User cannot log in or sync data.

## 4. More details about user accounts.

<input type="checkbox"/> Administrator/Manager View and edit all users data, run reports, and		- Enable user as an Administrator
<input checked="" type="checkbox"/> Driver Linked to mobile devices and sync data with		- Enable user as a Driver
<input type="checkbox"/> Accountant Can only view all users data and run reports		- Enable user as an Accountant
<input type="checkbox"/> Locked User cannot delete trips or change trip dates		- Prevent the user from editing certain trip information
<input type="checkbox"/> Disabled User cannot log in or sync data.		- Disable inactive or old users
Employee Id	optional	- Employee ID
Department/Office (controls visibility)	optional	- Administrators/managers will only see users in their own Department/Office
Approval Supervisor	No supervisor	- Set if the user requires approval from a supervisor
Daily Mileage Exemption	optional mi	- Daily mileage exemption, which will be deducted from a user's trips each day
User App Settings	Not logged in	

## 5. Import multiple users using a .csv file.



Step 1 **Download Sample CSV**

Step 2 Edit the CSV file in Excel or any text editor

Step 3 Upload CSV  No file chosen

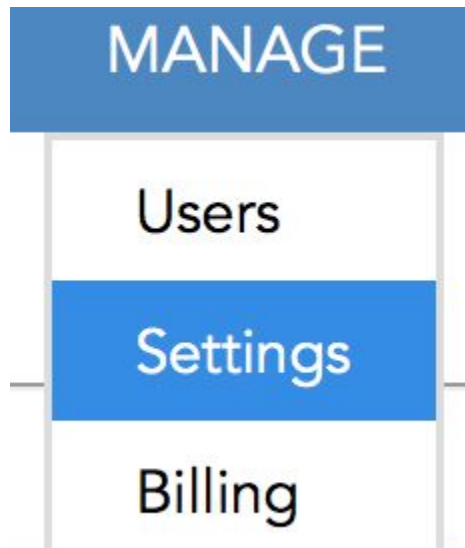
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	First Name (r	Last Name (r	Email Address	Phone Num	Employee Id	Department/	Admin/Man	Driver	Accountant	Locked	Disabled	Daily Mileage Exemption (optional)		
2	John	Doe	john@doe.com					Y				10		
3														
4														
5														

Download and edit the sample CSV file in Excel, save it also in CSV format, then upload on the Users page.



6. Customize the settings at Manage > Settings menu.



## Account Settings

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Business Name	<input type="text" value="Test Testy"/>
Country	<input type="text" value="United States"/>
Time Zone	<input type="text" value="Eastern (US &amp; Canada) [UTC-05:00]"/>
Units of Measure	<input type="text" value="US - mile, gallon, MPG(US)"/>
Tax Year Start Month	<input type="text" value="January"/>
Fuel Price Ending	\$ <input type="text" value="0.009"/>
Show Mileage Decimal	<input checked="" type="checkbox"/>
Custom Date Format	<input type="text" value="e.g. 'yyyy-mm-dd'"/> Leave it blank to use the default format of your locale.
Report Subtitle	<input type="text" value="optional"/> Shows up on every generated detailed report.
Turn on Components	<input checked="" type="checkbox"/> Trip Odometer <input checked="" type="checkbox"/> Fuel <input checked="" type="checkbox"/> State-by-state Mileage <input checked="" type="checkbox"/> Parking & Tolls <input checked="" type="checkbox"/> Transactions <input checked="" type="checkbox"/> Fleet
"No Recent Trips" Alert	<input checked="" type="checkbox"/> Send "No Recent Trips" email notifications
Lock User Auto Start Option	<input type="text" value="Let user choose"/>
Share Locations among Users (?)	<input type="checkbox"/>
Daily Commute Mileage Exemption	deduct from <input type="text" value="N/A"/>

For more information, please visit our website.

[Getting Started - Administrators](#)