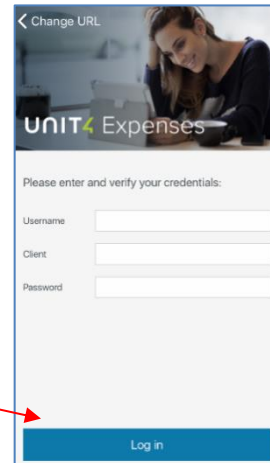


Logging in to the App

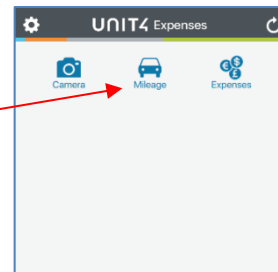
1.0 Enter your Agresso User name, Client (QM) and password and then click 'Log-in'



Entering Expense lines

You will now be logged in and see a screen similar to the screenshot. If you have already added some expenses they will show as a list in this section.

2.0 Click the



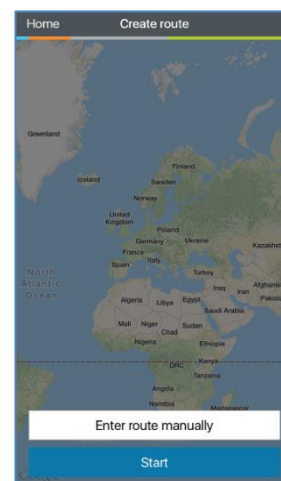
There are 3 ways to enter Mileage expenses

Through the mileage expense type within the Agresso App or the web. This is the preferred method of entry



Through 'Enter route manually' in the App

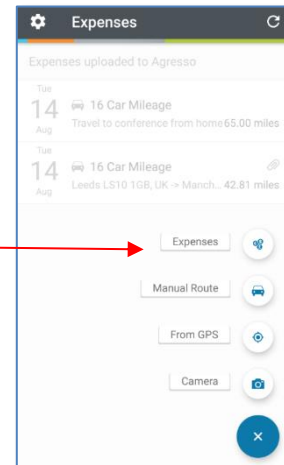
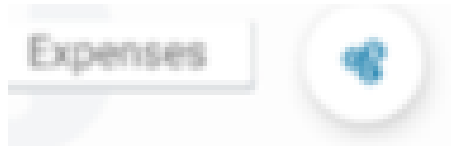
Through the GPS on your phone by pressing 'Start' within the App



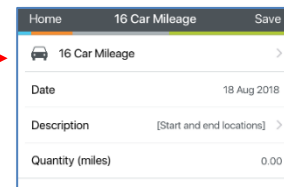
Mileage through Expense Type within the App

This is the preferred method to enter your mileage claims

3.0 Click Expenses to bring up the expense type screen

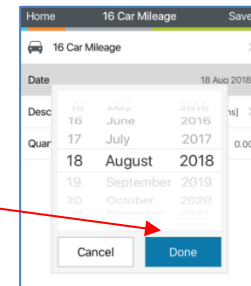


3.1 Select 16 Car Mileage



3.2 Enter the Date of the journey

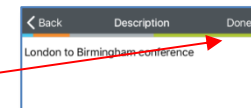
3.3 Click Done



3.4 Click into the Description field

3.5 Enter Description of the Journey including to and from location and reason

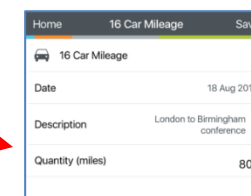
3.6 Press Done



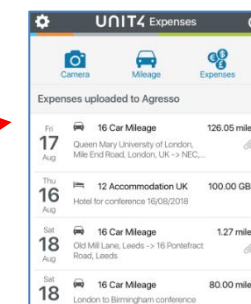
3.7 Click into the Quantity (miles) field

3.8 Enter the number of miles travelled

3.9 Press Save if happy with the claim

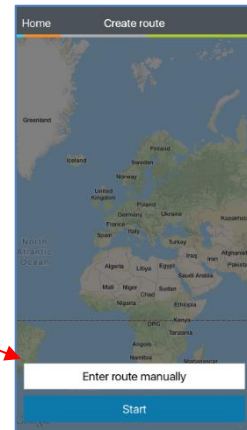


The expense will then upload to Agresso



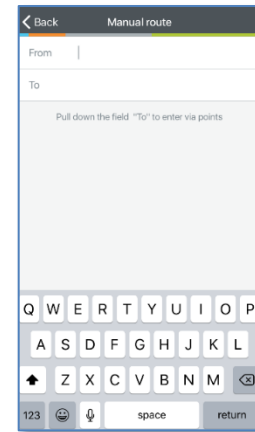
Mileage through Enter route manually

4.0 Select 'Enter route manually'



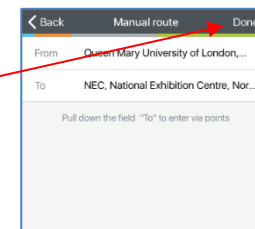
4.1 Enter from and to locations. You can use descriptions or Postcodes. As soon as you start entering the details It will try and help populate the selection. Choose the one you require

4.2 If you need to enter a 'Via point' Pull down the 'To' field and you will be able to add another location



This will allow you to enter another location in

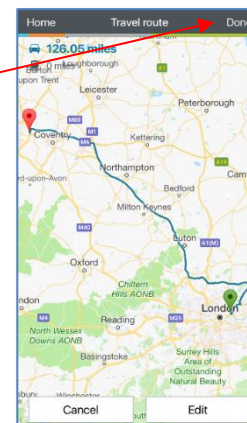
4.3 When the locations are selected click 'Done' in the right hand corner



A Map will be displayed with the journey information

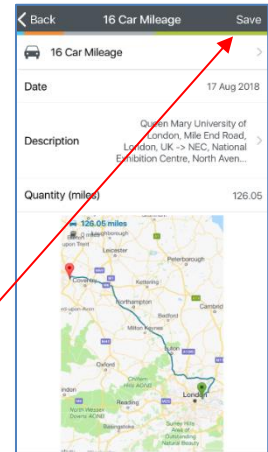
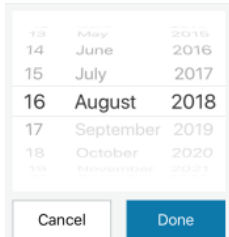
4.4 If you are happy with the route select 'Done' in the right hand corner

You also have the option to Cancel or Edit the claim here. Cancel will return you to the home page, Edit will allow you to amend the 'To' and 'From' points



You will now be able to see your expense claim complete with Date, description and Quantity (miles)

These fields are fully amendable so change the date to the date you carried out the journey



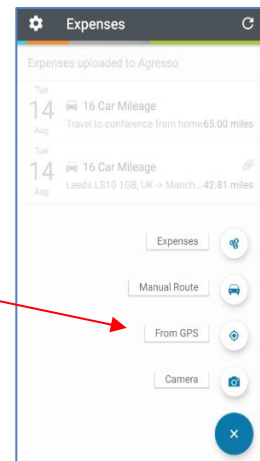
4.5 When all fields are complete and correct click 'Save' in the top right corner

You will be returned to the Home Page

Mileage through 'From GPS'

Mileage can also be tracked using the GPS on your device.

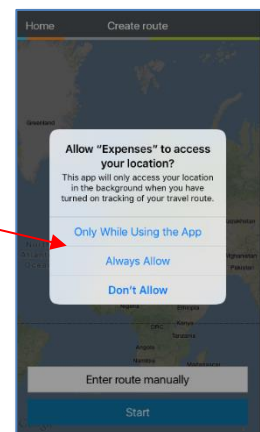
5.0 Select 'From GPS' from the menu



When trying to do this the 1st time you will have to allow access to the device's location

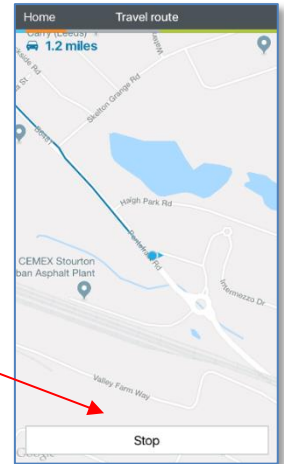
Click either 'Only while Using the App' or 'Always Allow'

5.1 Then Press 'Start' to start recording the route



The device will then start recording your journey.

5.2 When complete press 'Stop'

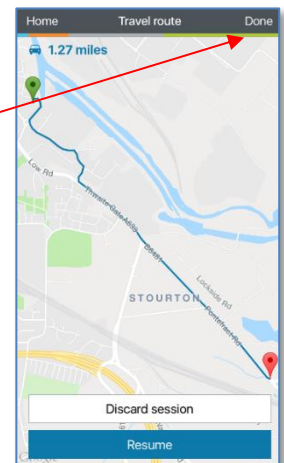


The device will then stop recording your journey.

If you want to Resume the recording press 'Resume'.

If you want to delete the journey press 'Discard session'

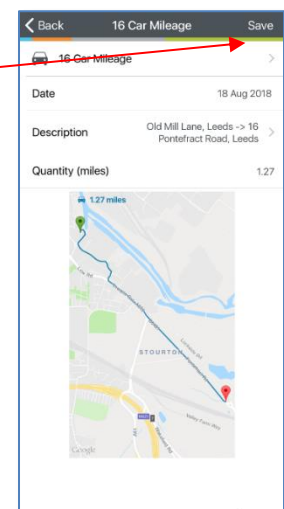
5.3 To accept your journey press 'Done' in the top right corner



You will then see a screen with your journey details on

Press 'Save' in the righthand corner if happy with the journey details

If you want to amend the Description or mileage click into the fields and amend



Agresso

Entering Vehicle Mileage via the app - Apple



Queen Mary
University of London

The journey will then be added to the sync queue ready for uploading into Agresso

