

TTN – Configure Mileage

The overall process to setup travel and mileage cost is as follows:

- 1. Set the Numeric Field Title
- 2. Set Mileage Rate via Project/Job screen
- 3. Enter miles/km travelled for an individual entry
- 4. View on detailed report

Set the Numeric Field Title

Navigate to

- (iOS) Settings>Other
- (Android) Settings>PDF>PDF Options



Set Mileage Rate via Project/Job screen

Open main menu>Job/Project.

Select a project to edit. Enter the mileage rate for the project.



Enter miles/km travelled for an individual entry

Mileage can be entered two ways.

- 1. When creating a time entry.
- 2. Or Tap the more button (3 dots). You can also edit the value later using this method.



View Mileage on detailed report Tap the blue folder icon.

The summary section shows the total mileage and also the calculated amount. This amount also feeds into the Total Amount value.

Tap the down arrow>Mileage to toggle displaying the Mileage values.

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