

Mileage Meter 1.0 (User Guide)

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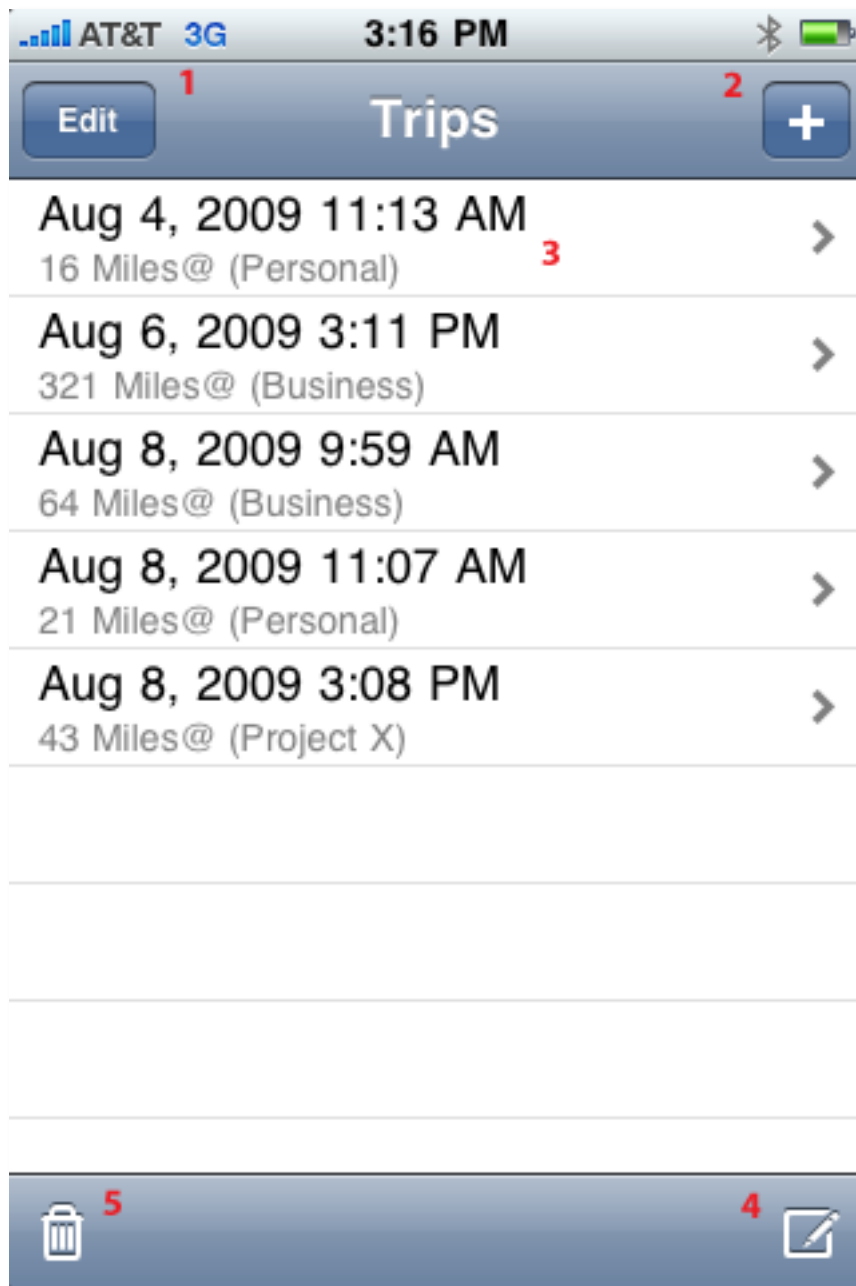


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Trip Summary View (Main View)

Upon opening Mileage Meter application, the trips summary view is displayed and provides summary information for trips that you enter.



From this view, you can initiate adding a new trip, clear all trips, clear selected trips and send an email summary.

The tap features of Mileage Meter are denoted in the above figure with a red number.

1. Tap the *Edit* button to selectively remove one or more trips. Tap once to enter edit mode. Each trip will be denoted by a red and white minus sign. Tap the *Minus* sign and then tap *Delete* to remove an entry. Once items have been deleted, tap *Done* in the upper left to exit edit mode.
2. Tap the *+* button to add a new trip.
3. As you enter new trips, summary information for each trip will be displayed as another row in the main trips view.
4. Tap the *Email* icon, bottom right on the toolbar to open an email ready summary view of all trips contained in the summary view. If you need to archive your trips, this is the best way to do so.
5. Tap the *Trash Can* icon to permanently remove all trips. A confirmation will open, prior to removal, to prevent accident deletion. It is recommended that you use the email feature to archive trips prior to removal.

Trip Details View

The Trip Details view is where you enter a new trip. At the beginning of your trip, tap the + button on the Trip Summary View to begin recording the details.

The screenshot displays the 'Trip Details' screen. At the top, the status bar shows 'AT&T 3G' and '3:16 PM'. Below the status bar is a navigation bar with a 'Trips' button (marked with a red '6') and the title 'Trip Details'. The main content area is a list of fields:

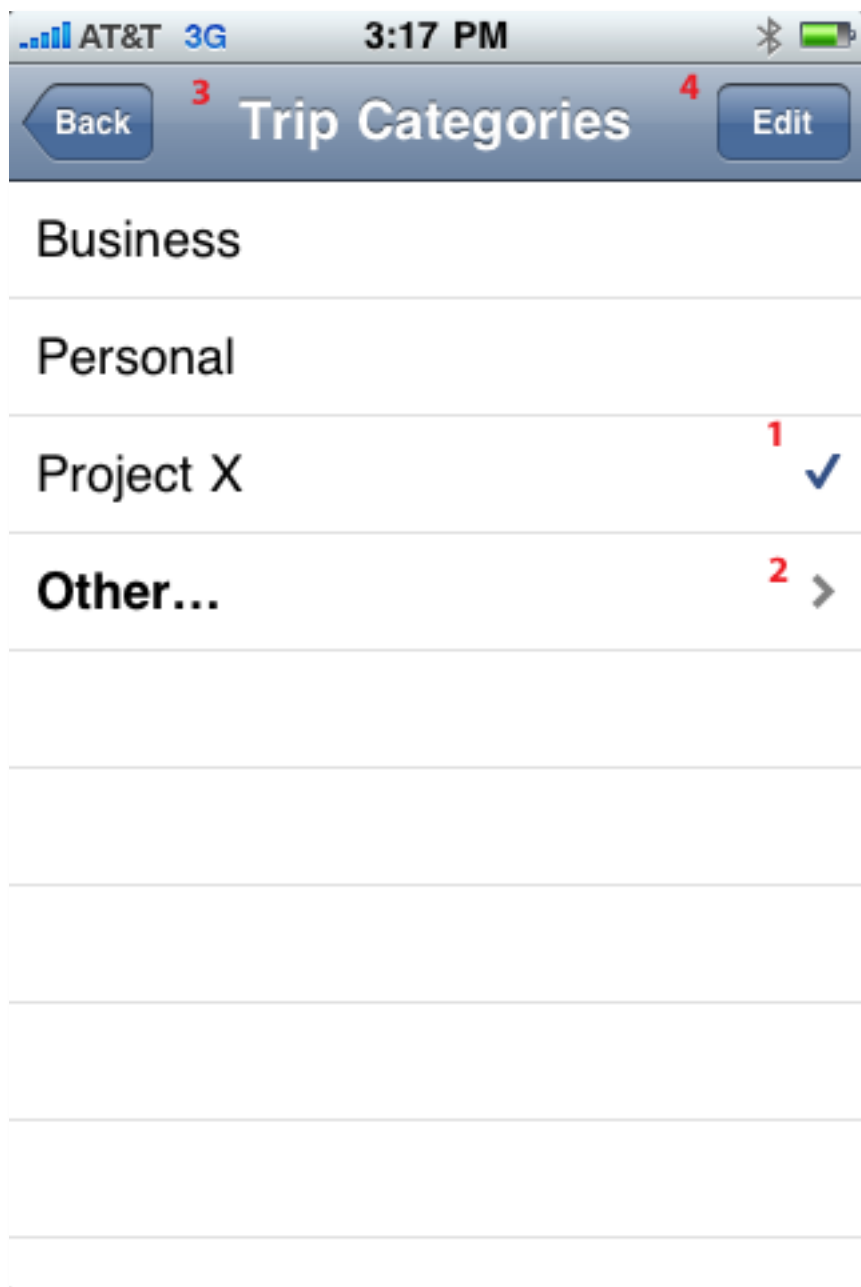
- Date**: Aug 8, 2009 9:59 AM (marked with a red '1')
- Odometer Start**: 20870 (marked with a red '2')
- Odometer End**: 20934 (marked with a red '3')
- Category**: Business (marked with a red '4') with a right-pointing arrow.
- Purpose**: Meet client in Seattle (marked with a red '5')

The features are denoted in the above figure with a red number.

1. The date is automatically provided at the beginning of your trip.
2. Tap to enter the Odometer Starting point of your trip.
3. Upon completion of your trip, enter the Odometer end point for your trip.
4. Tap the *Category* row in the table to select a predefined category or create your own. You are free to create as many categories as you'd like to organize your trip information.
5. Tap the *Purpose* area to enter a brief description of your trip.
6. Once you are done entering or reviewing a Trip, tap the *Trips* button to navigate back to the trip summary view.

Trip Category Selection View

To select, add or delete categories for organizing your trips.



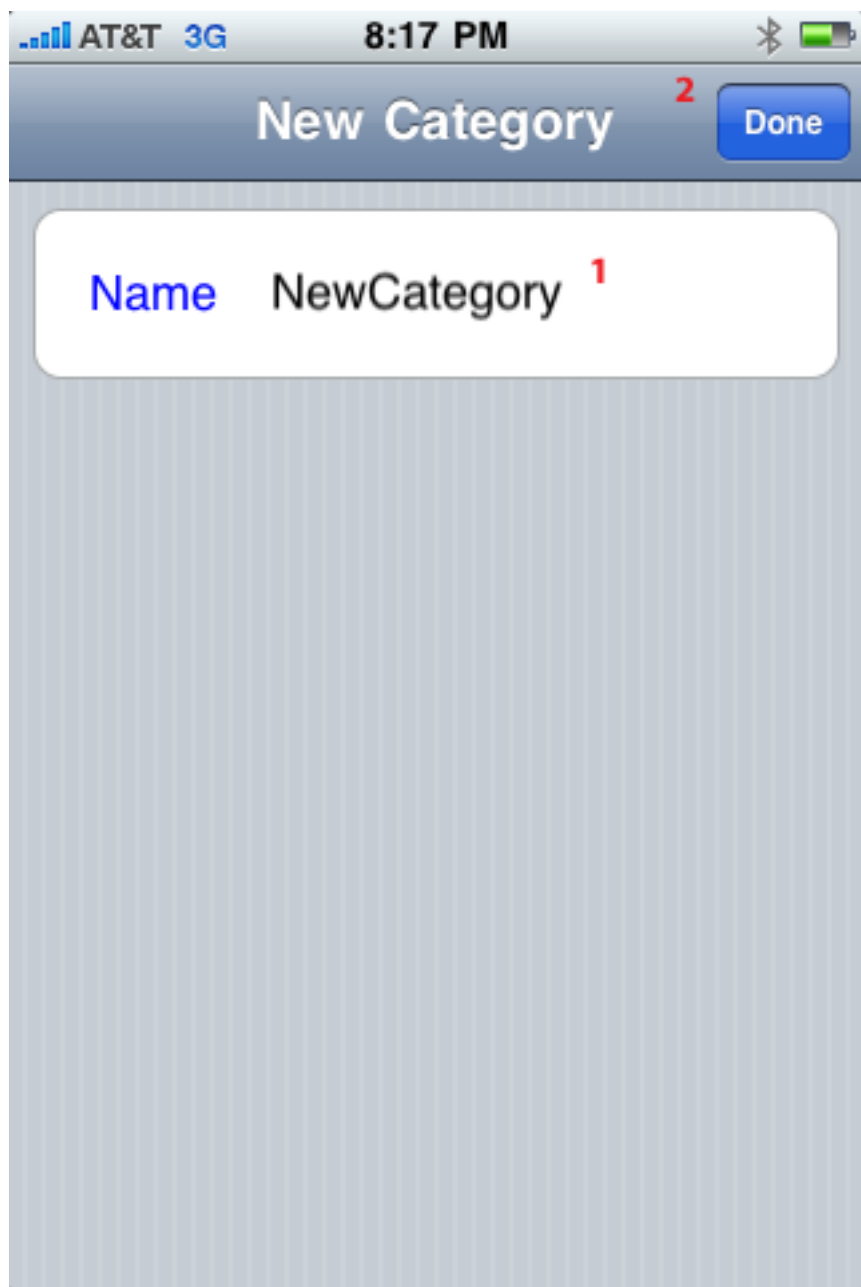
The features are denoted in the above figure with a red number.

1. Tap a category row to choose a category. A chosen category is denoted with a check mark.
2. Tap the *Other* category to define your own. A new view will open.
3. To navigate back to the Trip Details View after selecting a category, tap the *Back* button.
4. Tap the *Edit* button to selectively remove one or more Trip Categories. Tap once to enter edit mode. Each Category will be denoted by a red and white minus sign. Tap the *Minus* sign and then tap *Delete* to remove an entry. Once items have been deleted, tap *Done* in the upper left to exit edit mode.

NOTE: A Trip Category can only be deleted if it is not in use by a trip.

New Category View

To add your own Trip Category just provide a category name.



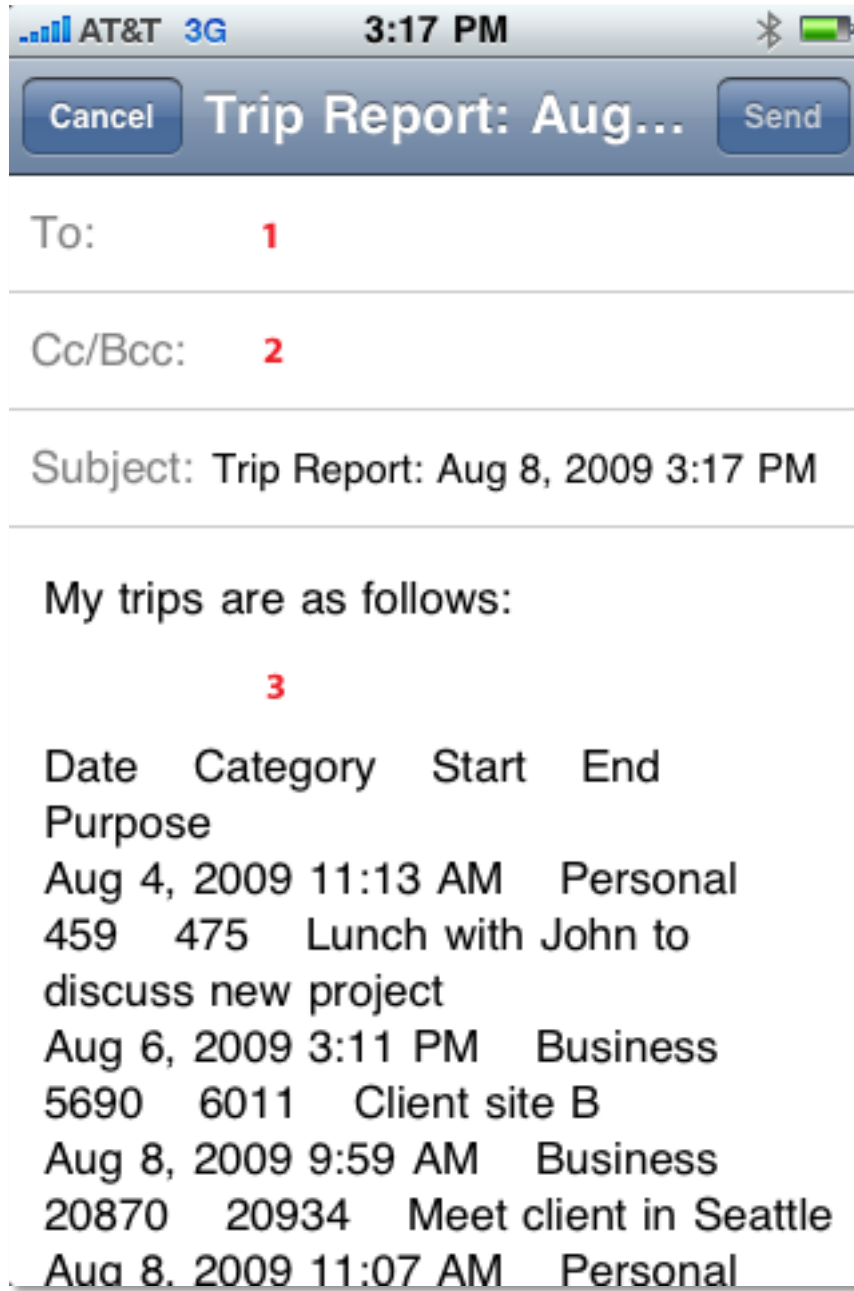
The features are denoted in the above figure with a red number.

1. Tap the Name cell to change the default category name as desired.
2. Tap the *Done* button after naming the category. You will be returned to the Trip Category Selection View.

Trip Summary Email View

The Trip Summary Email View displays an automatically generated summary report that is email ready.

The summary report is intentionally left as text in order to facilitate easy import into desktop tax and finance software.



The features are denoted in the above figure with a red number.

1. Tap the *To* field to enter an email address.
2. Tap the *Cc/Bcc* field to enter an email address for a copy.
3. The trip summary is enclosed in the body of the message. You are free to change this text.