Begin by typing in your user id/password combination. This will log you in using your Active Directory credentials. *(Active Directory credentials are the same user id/password combination you utilize every morning to log in to your District computer)*

Depending on your user Role, the menu will look similar to:

Regular User	Approver

Creating a New Request

To create a new request, click on the "New Request" link, this opens the Data Entry Dialog.
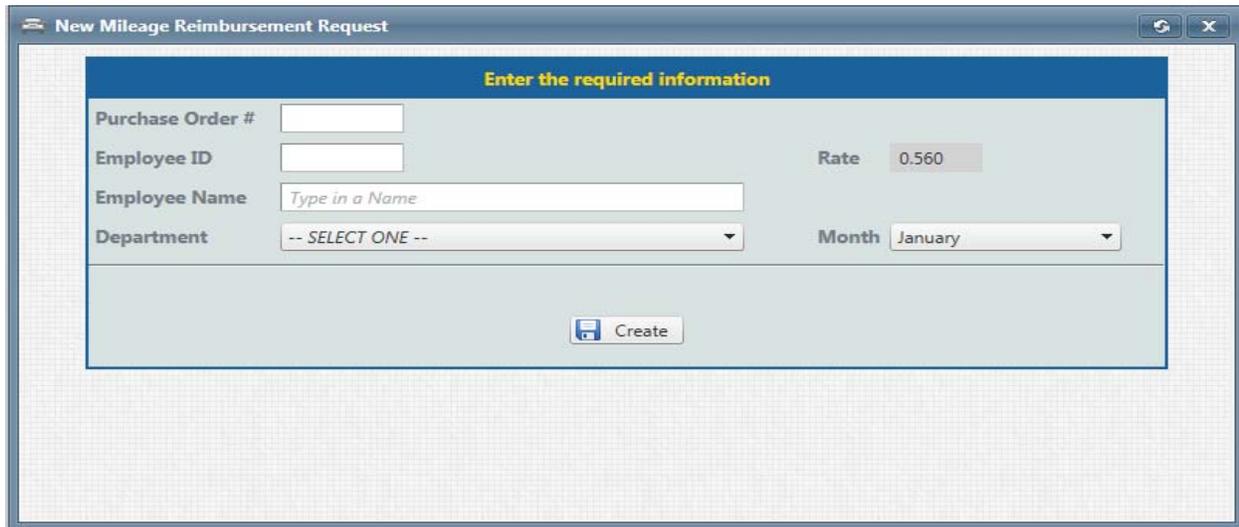

To proceed:
1. Type in the reimbursement Purchase Order
2. Type in your employee id, or if you are creating the reimbursement for someone else, type in their employee number.
3. Type in your Full Name, or if you are creating the reimbursement for someone else, type in their Full Name
4. Select your campus / department
5. *Select the month for which you are seeking reimbursement (The program by default selects the current calendar month)*

Next, click on "Create", this will save the request and auto assign a Request ID. Do not worry about writing the Request ID, later we'll cover how to retrieve a previously entered request.

Once the request is created, the following dialog will show up:

Success

Request ID# 11
successfully created

Click the button below to proceed

✔ Continue

Click the "Continue" to move to the next step, and move to the Request Dashboard

Update Request Settings

| Purchase Order # | R123456 | | Rate | 0.560 | Get Rate |
Employee ID	000000001				
Employee Name	FERNANDO CORNEJO				
Department	730 Administration Offices ▼	Month	January ▼		

Update
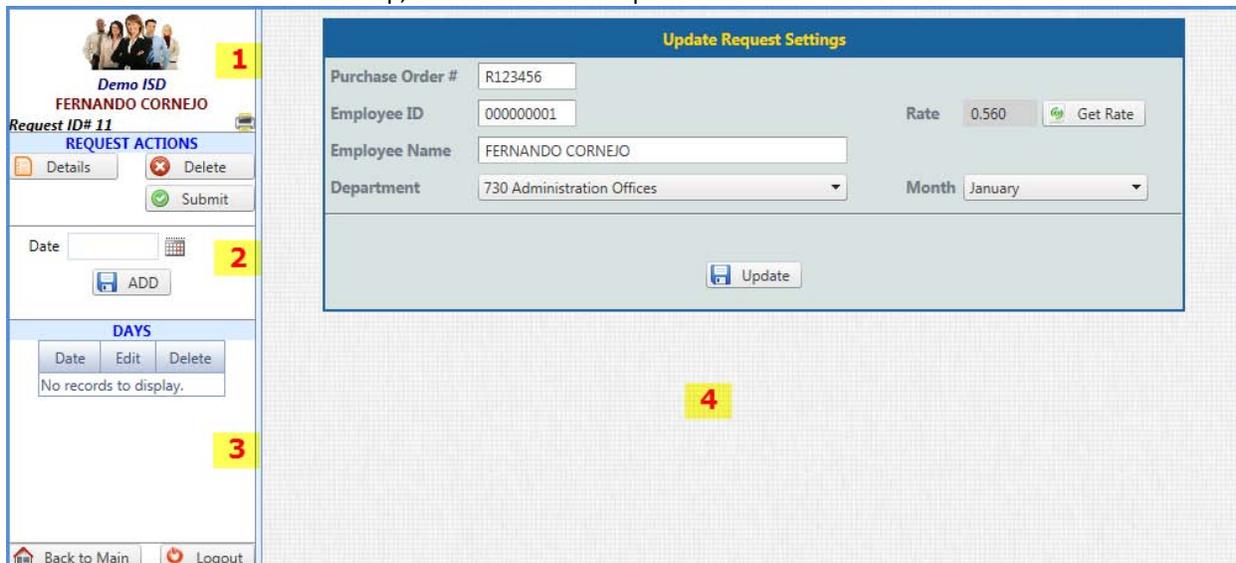
The Dashboard consists of several sections.

Section 1 (Header Information)
- District logo
- District Name
- Current user
- Auto-Assigned ID
- Printer Icon

Section 2 (Request Actions)
- Details button
  - When clicked, basic information about the request is presented just in case it needs to be modified. The information that can be modified is show on Section 4
- Delete button
  - When clicked, WebMileage will present a textbox so that the reason for deleting the request is entered

Enter the Reason for Deleting the Request

Delete   Cancel
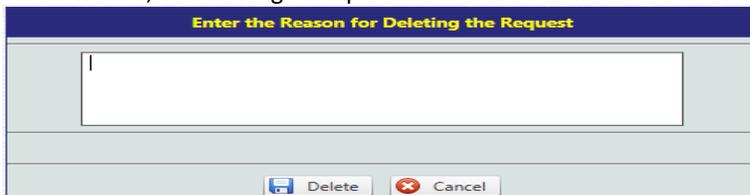
- Submit button
  - When clicked, it allows the WebMileage to go through a validation process and allows the submitter to select an approver.
- Date Add
  - When clicked, it adds a date to the dates grid

Section 3 (Days)
- This section is reserved to hold the days for which there has been mileage incurred.

Section 4 (Action Pane)
- Anytime a button from Section 2, except for the "Add" button, its corresponding action shows up on this pane.

WebMileage has been designed to allow data entry similar to the following:

In the old form, one would enter the Name, Location, Month information only once. The employee would then add the addresses where he/she went for the day.

In order to add days for WebMileage, select the date, then click on the "Add" button
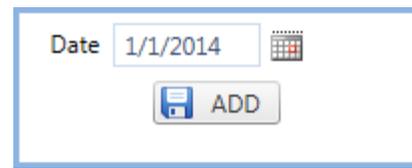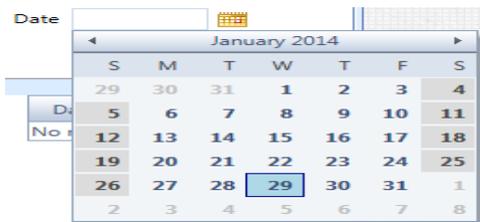
If the date has not been previously added, WebMileage will add it to the "Days" grid
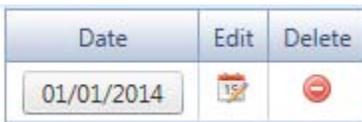

The newly created button will be used to add addresses to the day, similar to the old form.

If a duplicate date is added, WebMileage will issue an error.
To edit the date, click on the "Edit" icon for the row you wish to edit. To delete the day, click on the "Delete" icon for the row you wish to delete.

In this example, to add addresses for 1/1/2014, click on the button with the shown date, this will display the "Addresses Maintenance Screen" in the Action Pane
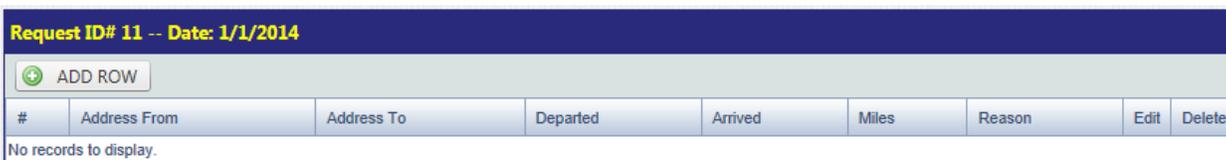
This is where the all the addresses for the day should be placed.

To add an address, click on the "Add Row" button, this will bring up the Address Search Screen
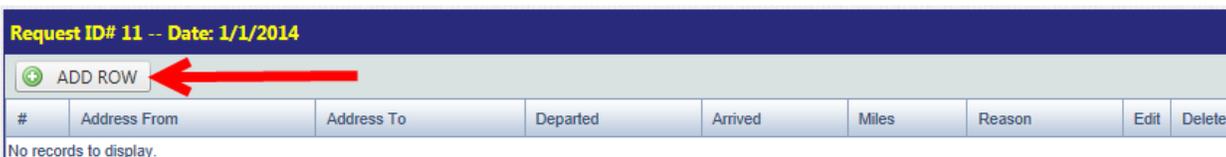
To add the first address for the day

Starting Address	1900 Price Rd	City	Brownsville	State	TX
Ending Address	3205 North Dakota Avenue	City	Brownsville	State	TX
Reason for Visit	Paperwork				

Mileage Calculations

☐ OFF	(1) Google Maps	7.5
☐ OFF	(2) Use my Calculation	7.528

💾 SAVE

1. Type in the Starting Address or Select it from the 📄 icon
2. Type in the Ending Address or Select it from the 📄 icon
3. Type in a reason for the Visit
4. Click on Find so that the program can locate the address

Starting Address	1900 Price Rd	City	Brownsville	State	TX
Ending Address	3205 North Dakota Avenue	City	Brownsville	State	TX
Reason for Visit	Paperwork				

Mileage Calculations

|			
☐ OFF	(1) Google Maps	7.5
☐ OFF	(2) Use my Calculation	7.528

💾 SAVE

5. Click on the button shown on the "Red" arrow above
6. Click on the "SAVE" button shown on the Blue Arrow above

Once you see a confirmation like the one below, you have successfully added an address

Starting Address	1900 Price Rd	City	Brownsville	State	TX
Ending Address	3205 North Dakota Avenue	City	Brownsville	State	TX
Reason for Visit	Paperwork				

Mileage Calculations

☑ USE	(1) Google Maps	7.5
☐ OFF	(2) Use my Calculation	7.528

💾 SAVE

New Row added 10:13:13 PM

To add another address, close the inner window by clicking on the [X] icon as shown below

The screen should look similar to the one below

#	Address From	Address To	Departed	Arrived	Miles	Reason	Edit	Delete
1	1900 PRICE RD, BROWNSVILLE, TX	3205 NORTH DAKOTA AVENUE, BROWNSVILLE, TX			7.50	PAPERWORK	📝	⊖

Request ID# 11 -- Date: 1/1/2014

To add another row, click "ADD ROW"

The screen should look similar to the one below (the addresses may differ)

1. Type in the Ending Address or Select it from the [icon] icon
2. Type in a reason for the Visit
3. Click on Find so that the program can locate the address
4. Click on the button pointed to by the red arrow
5. Click on the "Save" button
6. Close the window and now the grid should look like the following

Request ID# 11 -- Date: 1/1/2014

#	Address From	Address To	Departed	Arrived	Miles	Reason	Edit	Delete
1	1900 PRICE RD, BROWNSVILLE, TX	3205 NORTH DAKOTA AVENUE, BROWNSVILLE, TX			7.50	PAPERWORK	📝	⊖
2	3205 NORTH DAKOTA AVENUE, BROWNSVILLE, TX	1900 PRICE RD, BROWNSVILLE, TX			8.30	BACK TO THE OFFICE	📝	⊖

You can add an unlimited number of addresses to any given day. Addresses which give zero miles are too close to each other to produce a measureable distance. If this is the case, you may have to combine entries to obtain non-zero mileage.

When adding addresses, sometimes Google Maps does not give the accurate address, if this is the case, and harnessing the power of Google Maps, zoom in to the map by double clicking the map close to point B. Once the aerial view of the address is located, drag point B by using your mouse to the location where the correct address is and release the mouse button, this will allow WebMileage to re-calculate the address distance.

Edit a Row

To edit a row, click on the "Edit" icon for the row you wish to edit.
This will bring up the Edit address dialog:

This dialog gives you the option to add the Time Departed, and Time Arrived.
When adding the time, there are several acceptable methods:

1. Typing 8 for 8:00 am
2. Typing 8am for 8:00 am
3. Typing 1300 for 1:00 pm
4. Typing 1pm for 1:00 pm

Using this screen, you can edit the ending address as well as the "Reason for Visit"

If the address does not need to be edited, the "Find" button does not need to be clicked, just click on the "Update" button and close the edit window by pressing the correct X button
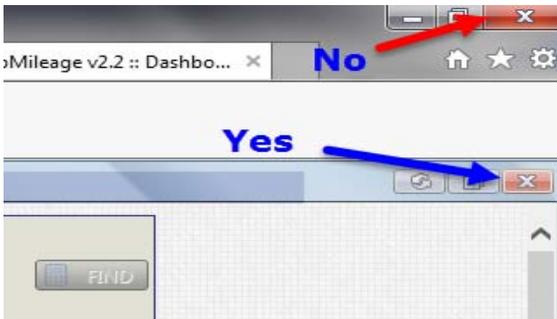
Delete an address

To delete an address, click on the "Delete" icon for the row you wish to delete, you will get a confirmation dialog giving you a chance to change your mind

** Note: Please use caution when opting to drag the destination marker on Google Maps, using it, will log its selection in the database. Furthermore, your District has the ability to run a "Threshold Report" which summarizes by percentage the number of times a specific user selects this method. **

Because all requests are different, it's not required to add every day of the month into the Days grid. Only add the days that you will be claiming mileage for.

Submitting a Request

To submit a request, click on the [✓ Submit] icon. This will allow WebMileage the opportunity to give one last check for accuracy.

If an error is found, an error message like the one shown below is displayed

> **The following errors were found**
>
> *1/2/2014 contains no detail rows*
>
> [✗ CLOSE]
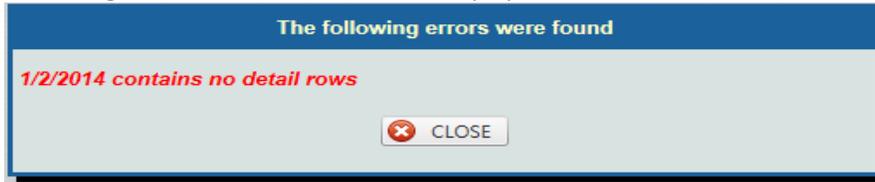
This error states that there are "No Addresses" for the given date.

To correct the error, click on the "Close" button.

Once a request is error free, WebMileage will present the submitter, a list of Approvers.

To continue with the submission process, select the Approver for the Request. Please refer to your Organizational Chart for the correct approver, or contact the Business Office.

> **SELECT AN APPROVER**
>
> SELECT ▼
>
> [💾 SUBMIT] [✗ CANCEL]
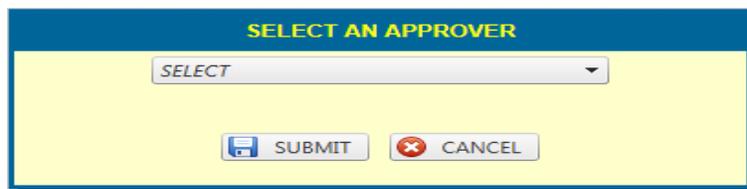
Once an Approver is selected, click on the "Submit" button. To cancel a submission, click on "Cancel"
Clicking on "Submit" will display the following:

> **Success**
>
> Click the button below to Complete
>
> [✓ Continue]
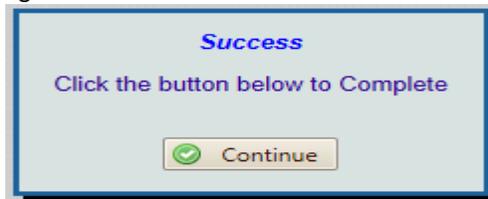
Clicking on "Cancel" returns the user to the Dashboard.

My Requests

This menu option gives the user the ability to locate requests that they have entered.
To locate your requests, select an option from the dropdown

> **My Mileage Reimbursement Requests**
>
> Select an inquiry type ▼
>
> APPROVED
> SAVED
> PENDING
> DELETED

Depending on your selection, the results will display. Shown below is the "Pending" option

> **My Mileage Reimbursement Requests**
>
> Select an inquiry type PENDING ▼

RID	EMPLOYEE NAME	DTS	MONTH	PRINT	SELECT
11	FERNANDO CORNEJO	01/29/2014	January	🖨	✓
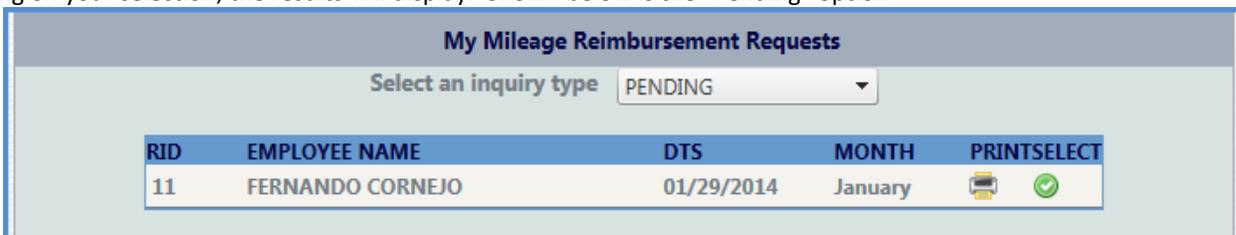
Shown below is the "Saved" option

To continue editing a "Saved" request, click on the ✅ icon, this will redirect you to the selected Request ID's Dashboard.

Approvals

If you have an Approver profile, this menu option will be present. The Approvals menu option gives you the ability to approve or reject a request.

The columns are as follows:

RID	Request ID
Cps	Campus / Organization Number
Employee Name	Employee Requesting Reimbursement
Month	Month for which an employee is seeking reimbursement
Date Submitted	Date the Request is submitted
Printing	A printout of the request along with its history audit trail
Action	Allows you to Approve or Reject a request

Approving / Rejecting a Request

Click on the "Action" icon for the request, the approval options will show up.
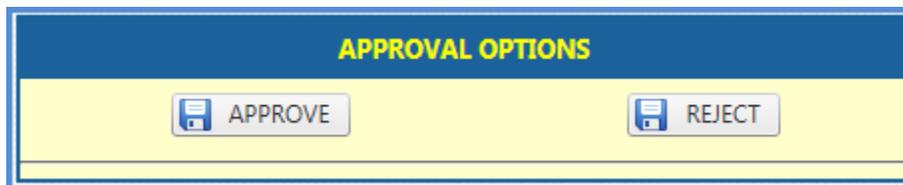
To reject a request, click on "Reject", a textbox for an explanation will show up.

Type in your rejection comments and click on "Save"

APPROVAL OPTIONS

APPROVE   REJECT

Enter your rejection comments, then click on 'Save'

SAVE

Once "Save" is clicked, the following is shown:

You have Rejected Request ID# 11

CONTINUE

To approve a request, click on the "Approve" button, the following is shown:

Are you the Last Approver?
☑ NO

Select the Next Approver

Cancel

As an approver, you have the ability to specify that you are the final approver. If you are not the final approver, select the next approver from the dropdown box. Once the next approver is selected, click on the "Submit" button as shown below.

Are you the Last Approver?
☑ NO

TWO APPROVER2

SUBMIT   Cancel

The next dialog will show:

Thank you
ONE APPROVER
You have approved Request ID# 2

It has been assigned to TWO APPROVER2

CONTINUE

As an approver, you also have the ability to specify that you are the last approver.
If you are the last approver, click on the "NO" checkbox to enable the "Finalize" button as shown below:

Are you the Last Approver?

☐ YES

✓ FINALIZE   ✕ Cancel
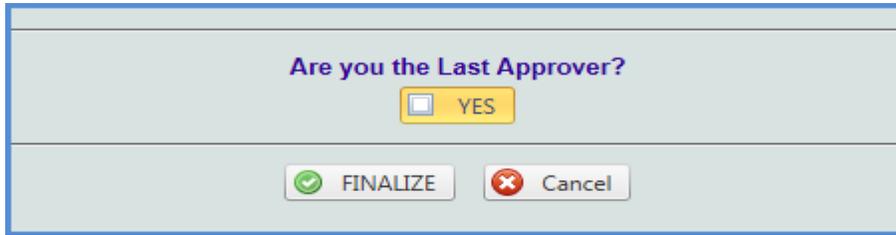
Clicking on "Finalize" will do two things:

1. Notify the originator that the request has been approved.
2. Email a copy of the approved request to ap@bisd.us to process for payment.

** If you approve a request by mistake, contact your Website Administrator so that the request can be restored **

************************************* End of Guide *************************************