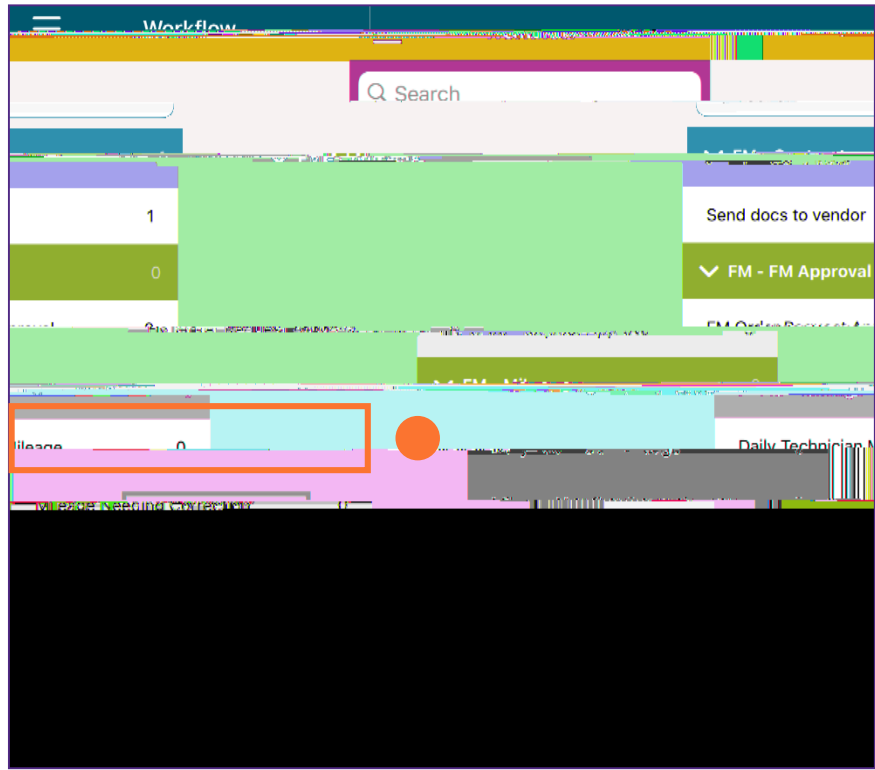




- 1a Tap on the menu button (hamburger menu) in the upper left corner of the window.
- From the drop down menu, tap on **Workflow**.

2







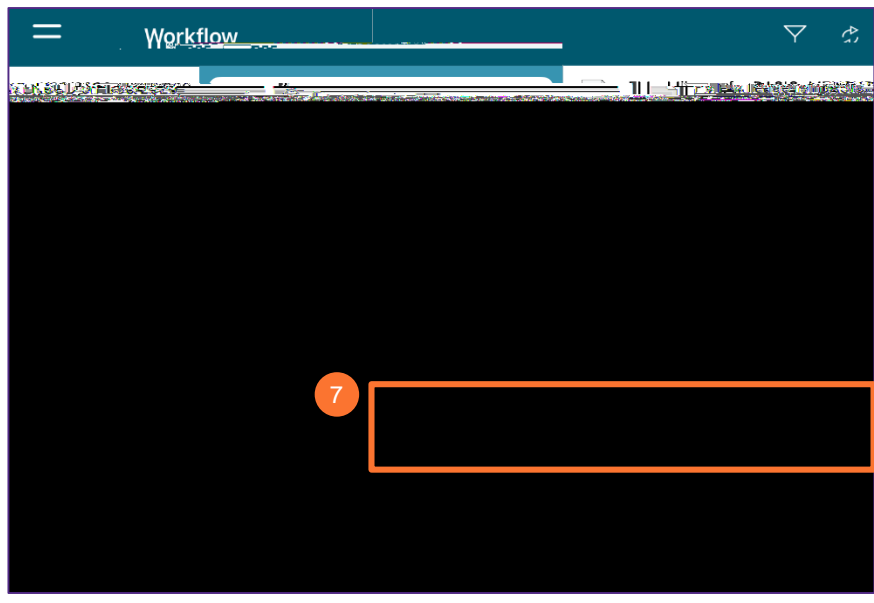


# 2.0 ON BASE: HOW TO EDIT A MILEAGE ENTRY

## DIRECTIONS:

**7** The Mileage Needing Correction Workflow list will populate on the right pane:

**7** Tap on the mileage entry you want to edit.



**8** The FM-Mileage form will open:

**8a** Edit any fields that need to be updated.

**8b** Confirm the **Total mileage for this day** section. This will auto -calculate based on the individual entries added .

**8c** After you have edited the form, confirm the **Mileage complete** box is checked.

**8d** **DO NOT CLICK SUBMIT**

