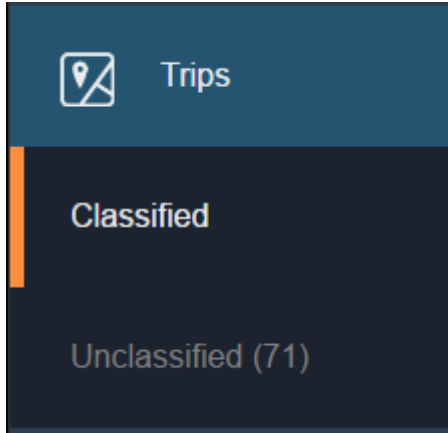


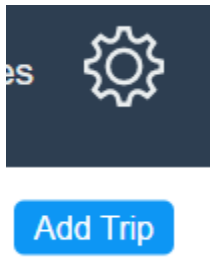
Manually Adding a Trip Online

1. Click **"Trips Tab"**



2. Click **"Add Trip"**

- Located underneath **"Settings Gear"**



Manually Adding a Trip Online


3. Fill out "Trip Information"

- Start and End Address
- Description
- Round Trip (If Applicable)
- Date (If Applicable)
- You can Manually enter miles or have them calculated

4. Click "Save"

Mileage

MILES	0
4:30 PM	Friday
	11
	November



Start

End


Personal?

Round Trip

Olaveson Transportation ▼

Classic Freightliner ▼

Description

Cancel  Save