

Manual Mileage

Manual Mileage is for recording detail of mileage which was not captured automatically by an ELD and is both stored and reported separately from that which was captured by the ELD.

Some example scenarios of when Manual Mileage would be used are as follows:

- Malfunction
 - Loss of power
 - Driver tampering
 - Back-filling of data
-
- [Using the Web Portal for Entry and Reporting of Manual Mileage](#)
 - [Entering Manual Mileage via the Manager Portal](#)
 - [Entering Manual Mileage via the Driver Portal](#)
 - [See Also](#)
 - [Fuel Purchases](#)
 - [Multiple Operating Authorities](#)
 - [Manager Roles](#)

Using the Web Portal for Entry and Reporting of Manual Mileage

When entering Manual Mileage via the Portal you are required to Identify how the Mileage will be classified so the data is bound to the correct Driver, Vehicle and Authority.

The following table illustrates the various combinations and what will be available to select from based upon the current selections:

Combination Of							=	Authorities Provided for Selection				
Manager Portal User (All, Company, or Terminal)	OR	Driver Portal User (Terminal Based)	AND	Vehicle		Driver		Terminal	Authorities of the assigned Authority Groups	Authorities of the Selected Terminal		
				Existing	Other							
				X			X		X	X ³	X ²	X ³
				X				X	X	X ⁴		X ⁴
						X		X		X ¹	X ³	X ²
		X			X	X ¹	X ⁵		X ⁵			

Notes:

- 1) When the Portal user is a Driver, that Portal user is automatically selected as the Driver
- 2) Authority Groups included are based upon both the Driver and Vehicle both being assigned to each Authority Group provided
- 3) Terminals and Terminal Authorities included will be those under the Vehicles Hierarchy (i.e. Company or Terminal)
- 4) Terminals and Terminal Authorities included will be those under the Managers Hierarchy (i.e. All, Company, or Terminal)
- 5) The Terminal and its Authorities included will be those of the Terminal which the Driver is assigned

Entering Manual Mileage via the Manager Portal

When entry of Manual Mileage is performed by a Manager all options for classifying the data will be available - refer to the table above

Entering Manual Mileage via the Driver Portal

When entry of Manual Mileage is performed by a Driver a limited set of options for classifying the data will be available - refer to the table above assuming "Driver Portal User" is specified.

Drivers are limited to viewing only those records which they are assigned to - It does not matter if the was entered by the Driver or a Manager as long as the Driver is assigned.

Drivers are not allowed to Edit records once entered - if an incorrect entry is made and submitted (saved) the Driver will have to contact a Manager with edit permission to assistance.

See Also

Fuel Purchases

[Fuel Purchases](#) provide functionality to classify Fuel Purchases against a specific Driver, Vehicle and Authority

Multiple Operating Authorities

The configuration of the available Authorities to classify this data under is described in the [Multiple Operating Authority](#) document

Manager Roles

You can define which managers may View or Edit Manual Mileage Records via [Manager Role](#) configuration