

KM Tracking - User Guide

Gas Receipts Manager | Automatic and Manual Mileage Tracking

Step 1 - Select Your Province or State

Before using KM Tracking for the first time, go to **Profile** and make sure your **Province or State** is selected. If you have already completed this setting, you can proceed directly to KM Tracking.

Step 2 - Enable Location Permission

To use **Automatic Tracking**, location access must be enabled on your phone. When prompted, allow Gas Receipts Manager to access your location and select **Always Allow**.

IMPORTANT

Selecting **Always Allow** lets the application continue tracking your trip while it is running in the background. Keep Location Services enabled for reliable automatic tracking.

Step 3 - Start Automatic Tracking

Open **KM Tracking**, select **Automatic Tracking**, and tap **Start Tracking** before beginning your trip. Gas Receipts Manager will record the trip and calculate the distance traveled. You can continue using your phone while the application tracks in the background.

Step 4 - Stop and Review Your Trip

When you arrive at your destination, return to KM Tracking and tap **Stop Tracking**. Review the recorded starting location, destination, and distance traveled.

Step 5 - Correct Addresses Manually if Needed

Automatic Tracking identifies the starting and destination addresses using your phone's location. If either address is incorrect or needs to be more precise, **you can manually edit or correct the address before saving the trip**.

Step 6 - Select the Trip Type and Purpose

Choose whether the trip is **Business** or **Personal**. For a business trip, enter the purpose of the trip, such as a client meeting, delivery, business appointment, property visit, supplier visit, or another business purpose.

Step 7 - Add a Trip Manually

If Automatic Tracking was not started, use **Manual Tracking**. Enter the starting address, destination address, date, and time. The application will calculate the route and mileage. Review the information and tap **Save**.

Step 8 - View Your Trips

Select **All Trips** to review your mileage history. You can view automatically tracked trips and manually entered trips and verify the information for each trip.

Step 9 - View Your Mileage Report

Go to **Reports** to view a summary of your business mileage, including recorded trips and total business kilometers or miles for the selected period.

Step 10 - Export or Share Your Report

Export your mileage report as a **PDF**, print it, or send it by email. This gives you an organized record of your business mileage for your records or to share with your accountant or tax professional.

Quick Reminder

Province/State selected + Location set to Always Allow + Start Tracking = automatic mileage tracking, even while the app is running in the background.