

## ChromeRiver Integration

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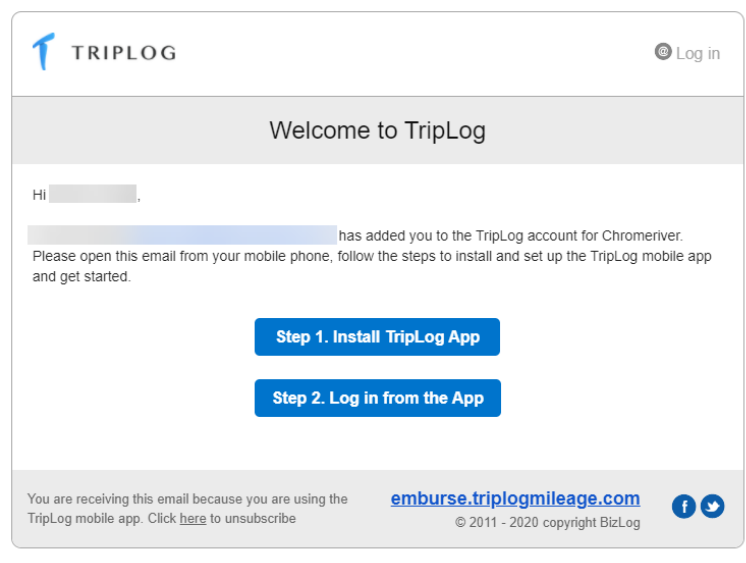
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## TripLog App

Your company has added you to the TripLog Mileage system and you will receive a welcome email with information to download and log into the app. The app is available on iOS and Android.

### Welcome Email

You will have received an email similar to this when you are signed up for the app by your administrator or manager. Click the Install TripLog App to download the app from your respective app store. Click the Log in from the App button on your mobile device once the app is installed.

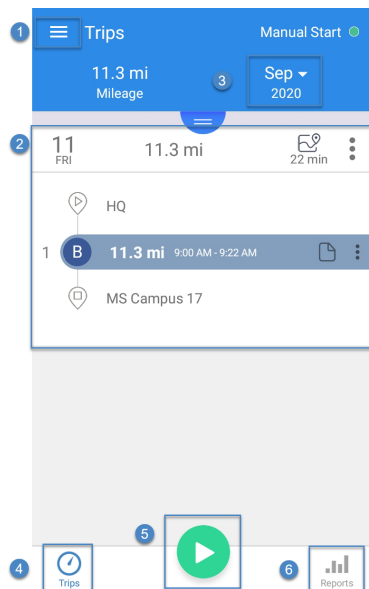


- The Open TripLog and Log in will open the app and present your credentials automatically.
- Accept the notifications pop up to allow TripLog to send you notifications when tracking.
- Allow the location permission to Allow Once. Note: The app will remind you of this and accept the permission as it is required for the app to track properly.

# TripLog App View

## Trips Page

This is where your recorded trips reside. Trips are displayed collapsed with the most recent day expanded. Click on any day to expand the trips log in the day. You can edit and view a day of trips with the 3 dot icon on the day view. (This is detailed further in the Trip Tools Section). From here you can see your reimbursement total at the top of the screen based on your current month view totals along with total miles driven.



### Trips Page Breakdown

**1: Main Menu** : Contains the options and other settings available in the app

**2: Trip Detail** : Trips are ordered by day with the most recent on top. Click on the day to expand the daily detail. Click on the Notepad icon to add a Note. Click on the 3 dot icon to see additional tools for that specific trip.

**3: Date Selection** : Quickly change between months to view your recorded trips.

**4 & 6: Page Select** : Button to select Trips or Reports page

**5: Start Button** : Manual Trip Start Tracking or Manual Trip Entry button

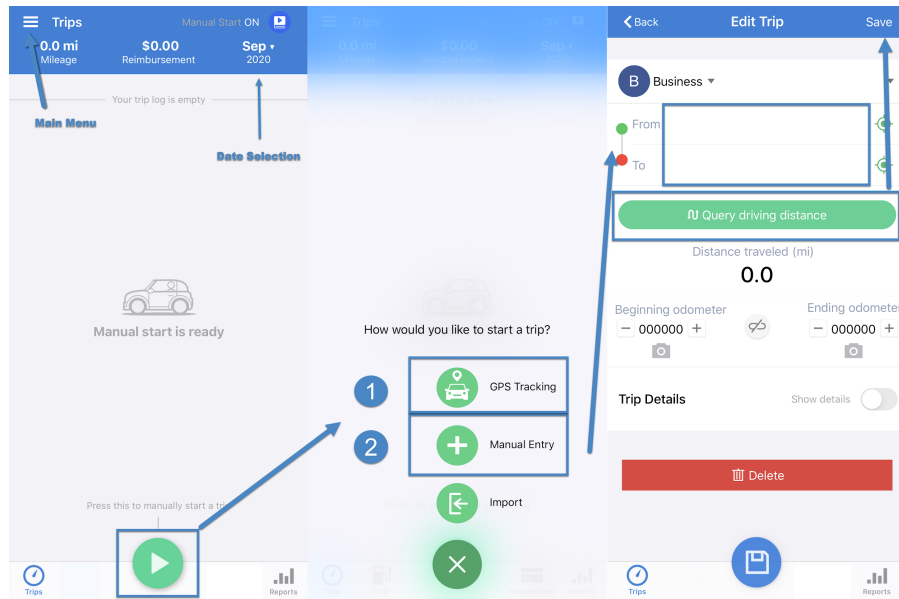
## Tracking Trips

You have the choice of **AutoStart** or you can manually track or enter your trips.

### AutoStart Options:

**Magic Trip:** Fully automatic tracking using the built in GPS to monitor and track trips.

**Car Bluetooth:** Utilizing the built in bluetooth connection to your vehicle to track trips when you are in the vehicle.



**Pressing the Green Start Button will bring up options for recording your trips.**

- 1. Manual GPS tracking** - This will take your current location and begin tracking your trip using GPS until you manually stop the trip.
- 2. Manual Entry** - This will allow you to manually enter the details of your trip then save them.
- 3. Import** - If you use Google or Outlook Calendar, you can import meetings if they have addresses associated with the meeting details.

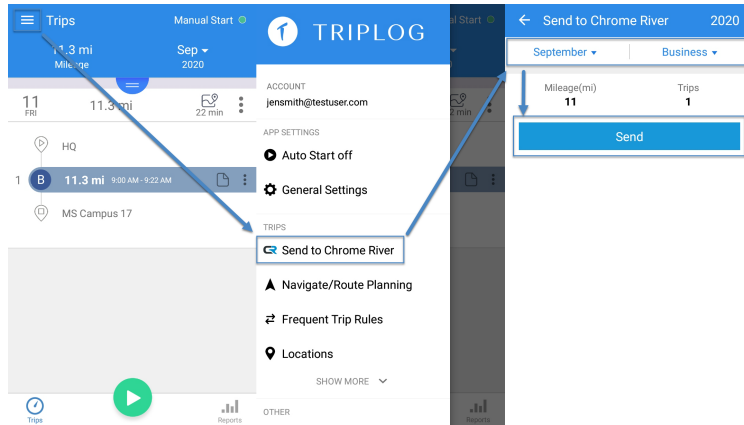
To complete a manual entry trip, click on the Green Start then Manual Entry.

Once you enter the From and To locations the trip will prompt you to accept the Mapped Distance and Driving Time for the two locations. Please note that the Trip requires a From and To location with a valid address.

You can then update the Odometer Start and End if you have those details. Clicking on the Show Details Toggle will expand the trip to show the Time of Day settings as well as the Tags and Notes section.

# Uploading Trips to ChromeRiver

## In the App



1. Select the Main Menu ≡
2. Select Send to Chrome River
3. Select the Month and Activity
4. Click Send

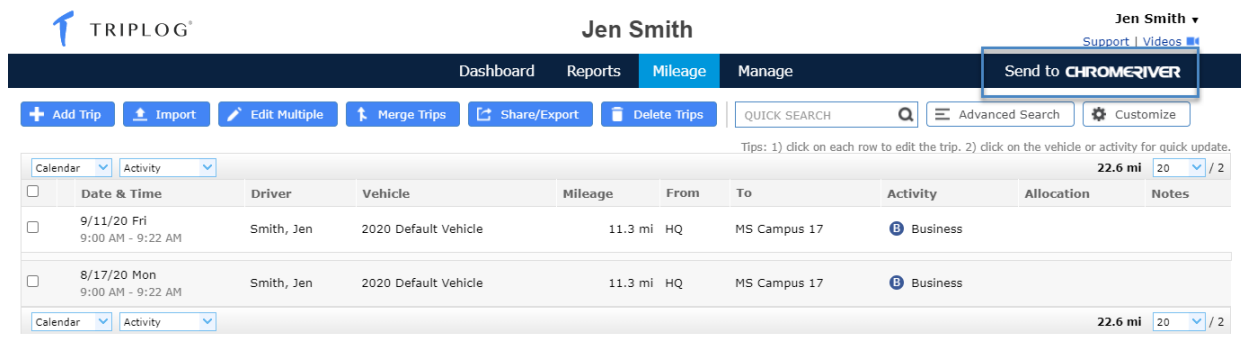
You will get a reminder message that Trips that are already uploaded will not be processed.

You will receive a notification when successful.

## On the Web Dashboard

<https://emburse.triplogmileage.com/web/trip/list>

Log into your TripLog page and click the **Send to ChromeRiver** button.



Verify the **Time Filter Selection** and Click the **SEND** button, Click **OK** on the Pop Up

Do you want to sent the following trips to Chrome River?

OK

Cancel

Jen Smith
Support

Send to CHROMERIVER

Search for Trips (how it works)

Date Range: Tax Year 2020 (Jan 2020 - Dec 2)
Segment: September
Activity: Business
Status: Not sent

Search

Clear

Only trips with both starting and ending locations can be sent

9/1/20 to 9/30/20, Business, Not sent

Date	Activity	From Location	To Location	Allocation	Notes	Mileage	Sent
9/11/20	B Business	HQ	MS Campus 17			11.3 mi	
Total						11 mi	

Go to Chrome River

Send

There will be a popup window during the upload process. Wait for the **Success!** Confirmation. Please note that the uploaded trips won't be sent again.

Sending... Please wait.

OK

Success!

Your data has been successfully sent to your expense system.  
**Note:** Previously uploaded trips were not sent again.

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11.3	1

OK

You can then click the **Go To ChromeRiver** button to open your login page.

Jen Smith
Support

Dashboard

Reports

Mileage

Manage

Send to CHROMERIVER

Search for Trips (how it works)

Date Range: Tax Year 2020 (Jan 2020 - Dec 2)
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Trips (Only trips with both starting and ending locations can be sent)

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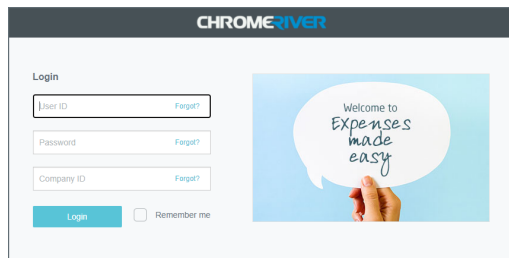
Date	Activity	From Location	To Location	Allocation	Notes	Mileage	Sent
9/11/20	B	HQ	MS Campus 17			11.3 mi	
Total						11 mi	Clear All

Go to Chrome River

Send

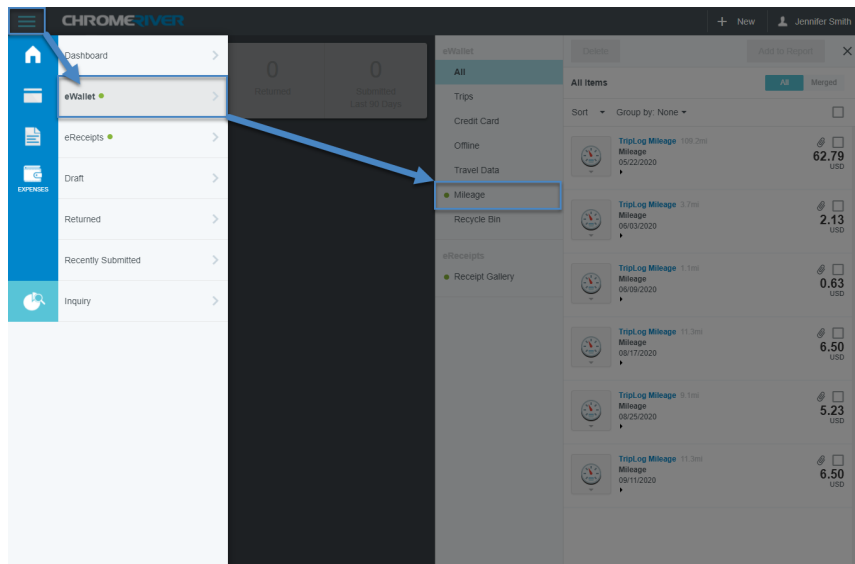
# Viewing Trips in ChromeRiver

Log in with your company ChromeRiver credentials

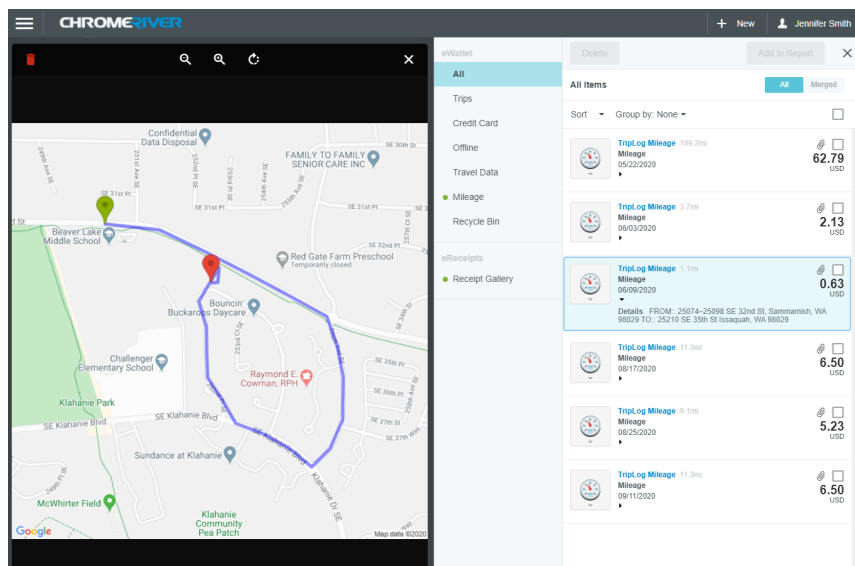


The login page features the ChromeRiver logo at the top. Below it, there is a 'Login' section with three input fields: 'User ID', 'Password', and 'Company ID'. Each field has a 'Forgot?' link to its right. At the bottom of the login section is a 'Login' button and a 'Remember me' checkbox. To the right of the login fields is a graphic with a hand holding a speech bubble that says 'Welcome to Expenses made easy'.

Click the Menu at the Top Left - Select **eWallet** then **Mileage**



Detailed View of the Mileage Entry



You can then select the mileage entries and click Add to Report. Follow the normal process to submit the reports.