

MileageMate - How to Use Guide

Quick PDF guide for beta testers

What this guide covers

- How to add a trip by tapping Office, Family, Agency or a one-off postcode.
- How to enter or edit mileage when an unknown leg shows 0.0 miles.
- How to record the number of passengers for each mileage leg.
- How to save, edit and delete trips.
- How to maintain Families, Agencies and Multi Leg Trip distances.
- How to generate clean Excel and PDF mileage reports.

Important beta note

Use anonymised family codes rather than real children's names. Until cloud backup is added, keep test data only and avoid entering information you cannot afford to lose.

Typical workflow

- 1. Add Families, Agencies and any known distances under Locations & Distances.
- 2. Open Add Trip and tap locations in the order you travelled.
- 3. Edit unknown mileage, record passengers, then save the trip.
- 4. Open Reports to generate Excel or PDF output.

Version shown: current desktop beta

Step 1 - Add a trip

Tap locations in the order you actually travelled

and its deploy previews. [Go live or manage access](#) in Netlify.

mileagemate
Smart mileage for social workers

Add Trip

Trips

Locations & Distances

Reports

Settings

1

2 / 2026

3

Office

One-off / Infrequent / Not Listed

Postcode

Miles

✓

Families

4

HM

RC

ML

RM

SC

Agencies

5

+ Add Agency

Live journey

6

Location to start.

Total miles

0.0

Backspace

Clear

1 Choose the trip date. The calendar opens only when you tap this field.

2 Tap Office if the journey starts from the office postcode.

3 Use One-off / Infrequent / Not Listed for a postcode that is not already saved. If it is the first stop, it becomes the origin.

4 Tap Family or Agency tiles in the order you travelled. The first tile becomes the origin of the journey.

5 If an agency is missing, open Locations & Distances to add it first.

6 The Live Journey builds below. Total miles updates after you enter or confirm each leg.

Tip: unknown postcode pairs will show 0.0 miles until you enter the actual distance.

Step 2 - Enter mileage and passengers

Every leg can be adjusted individually

and its deploy previews. [Go live or manage access](#) in Netlify.

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[Add Trip](#) [Trips](#) [Locations & Distances](#) [Reports](#) [Settings](#)

Date
19/08/2026

Office

One-off / Infrequent / Not Listed

Postcode Miles ✓

Families

HH RC ML

RM SC

Agencies

+ Add Agency

1 Live journey

2 Location to start.

3 miles

4 0.0

Backspace Clear

How mileage works

- When you tap the next location, MileageMate looks for a saved distance between the previous postcode and the new postcode.
- If that distance is already saved, the mileage fills automatically.
- If no distance is saved, the leg shows 0.0 miles. Tap the mileage value and type the actual number of miles.

- Once saved, that postcode pair can be reused later under the Multi Leg Trip group.

Passengers

- Each mileage leg has a field called No. of passenger/s.
- Choose a number from 0 to 7. Leave it at 0 if no passenger was transported.
- Only the legs with passengers appear again in the Passenger Mileage Details section of the report.

1 This area shows the journey in travel order after you tap locations.

2 Total miles is the sum of all journey legs.

3 Backspace removes the last selected stop.

4 Clear removes the whole current journey before saving.

Step 3 - Maintain Families, Agencies and Multi Leg Trip distances

Keep saved locations organised

1 Office
BS34 5PE
Save Office

2 Family
HH BS16 1QT 5.5
Add Family

3 Agency
FILTON HILL PRIMARY SCHOOL BS34 7AX 2.5
Add Agency

Add Agency

FILTON HILL PRIMARY SCHOOL BS34 7AX 2.5
Add Agency

4 postcode distances

From To Miles

5 Update

BS10 6GA ↔ BS34 5PE = 5.0 mi
BS1 6GR ↔ BS34 5PE = 11.0 mi
BS16 9HW ↔ BS34 5PE = 8.5 mi
BS16 1QT ↔ BS34 5PE = 5.5 mi
BS34 5PE ↔ BS34 7AX = 2.5 mi
BS16 1QT ↔ GL12 8FF = 5.0 mi
BS34 5PE ↔ GL12 8FF = 7.0 mi
BS10 6GA ↔ BS34 6AY = 5.0 mi
BS10 6GA ↔ BS10 6GA = 3.0 mi
BS10 6GA ↔ BS35 4PL = 7.0 mi
BS34 5PE ↔ BS35 4PL = 9.0 mi

What to store here

- Office: save your default office postcode once.
- Families: enter the family code, postcode and the normal Office-to-family miles.
- Agencies: enter the agency name, postcode and the normal Office-to-agency miles.
- Multi Leg Trip: save postcode-to-postcode distances that arise during journeys between non-office locations.

Editing and deleting

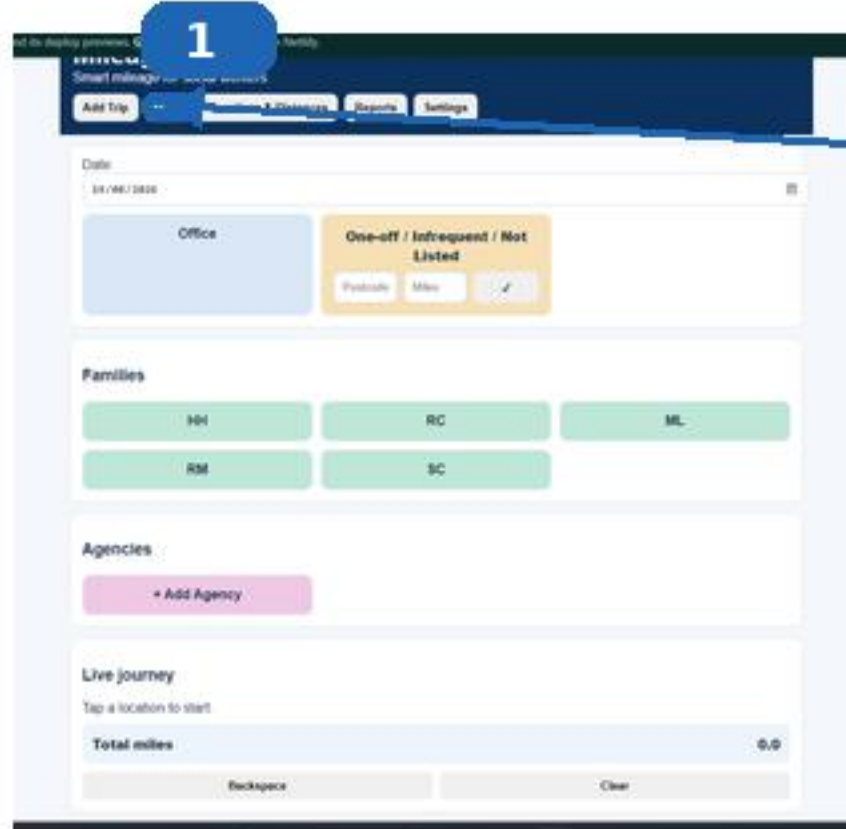
- Use Edit when a postcode, label or mileage changes.
- Use Delete to remove an obsolete Family, Agency or postcode pair.
- If a route is diverted or different on a particular day, you can still change the mileage on the Live Journey screen without permanently changing all records.

Key rule

Families and Agencies remain in their own groups. Learned postcode pairs appear under Multi Leg Trip, so the database stays clear and easy to understand.

Step 4 - Review, edit or delete trips

Correct saved journeys if needed



- 1 Open the Trips tab to see saved journeys.

Suggested test checks

- Save a simple journey, then reopen it and confirm that Edit works.
- Change one mileage leg and check that the total updates.
- Delete a test trip and confirm it disappears from the list.
- Try a multi-stop trip with both known and unknown distances.
- Check that passenger counts remain attached to the correct legs.

What you can do in Trips

- Open Trips after saving a journey.
- Choose Edit to load the trip back into Add Trip.
- Make any changes to the route, mileage or passenger counts, then save again to update that trip.
- Choose Delete if the trip was entered by mistake.
- Use this screen to check totals before you generate a formal report.

Step 5 - Generate Excel and PDF reports

Weekly, monthly or custom date range

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[Add Trip](#) [Trips](#) [Locations & Distances](#) [Reports](#) [Settings](#)

Reports

1

Monthly

2

August 2026

3

Generate

Export CSV

Print / Save PDF

4

Mileage Claim for August 2026

Name of Social Worker:

Job Title: Children's Social Worker

Date	Route	Miles
2026-08-13	BS34 5PE → BS16 9HW → BS34 5PE	8.5
2026-08-19	BS34 5PE → BS16 1QT → GL12 8FF → BS34 5PE	17.5
2026-08-19	BS34 6AY → BS10 6GA → BS10 6GA → BS35 4PL → BS34 5PE	24.0
Total Mileage		50.0

1 Choose Weekly, Monthly or Custom dates.

2 Select the week, month or date range to report.

3 Generate the preview, then export to Excel or PDF.

4 The report preview contains two sections: Trip Mileage and Passenger Mileage Details.

About the report

- Trip Mileage lists each saved journey and its total miles.
- Passenger Mileage Details lists only the individual legs where passengers were carried.
- Passenger miles are not multiplied by the number of passengers.
- The PDF is formatted as a clean report without the form controls at the top.

Final tips for beta testing

How to test confidently and report issues clearly

Best way to test

- Use realistic but anonymised journeys from your normal work pattern.
- Test simple journeys first, then multi-stop journeys.
- Check at least one trip with passengers and one without passengers.
- Generate both Excel and PDF reports after entering a few sample trips.

If you find a bug

- Note which tab you were on.
- Write down what you tapped or entered.
- Write down what you expected to happen.
- Write down what actually happened.
- If possible, include a screenshot.

Useful feedback example

Tab: Add Trip

I entered Office → HH →
Filton Hill Primary School.

The HH to school leg showed
0.0, which was expected.

I tapped the mileage and
entered 4.8 miles.

Expected: total miles to
update to 10.3.

Actual: total stayed
unchanged until I reopened
the trip.

Thank you for testing MileageMate.

This guide is for the current beta version and can be updated as features evolve.