# SureMobile

SureMobile—Overview

SureMobile is a mobile app for use with SureMileage. The app allows adding, editing, viewing, deleting, submitting, and rejecting addresses, and trips. Users can also change their email and password (if allowed to do so) via the mobile app. Approval of trips is not supported on the mobile app. Currently, the mobile app is available on these platforms:

- iPhone 4+ application, available via the iTunes Store.

- Android application, available via the Google Play store.

- Any browser which supports HTML5/Javascript, such as Safari, Chrome, or Internet Explorer. The mobile app can be accessed via the browser on a mobile device.

Accessing SureMobile

Access to SureMobile can be enabled/disabled per user level via **Allow Mobile Access** on the **User Access Defaults** pages. Mobile access can also be enabled/disabled per individual user on the **Edit User** page via the **Allow Mobile Access** checkbox under the **User Administrative Level** section.

To access SureMobile via the browser, visit https://mobile.companymileage.com, or download the application from the iTunes App Store or Google Play store. SureMobile uses the same username and password used to login in to the desktop application. If your company has a unique subdomain, please enter this in the domain field – otherwise leave it blank. If **Save Password** is checked, the app will automatically log in the user, unless the user logs out of the application via the **Settings** page.
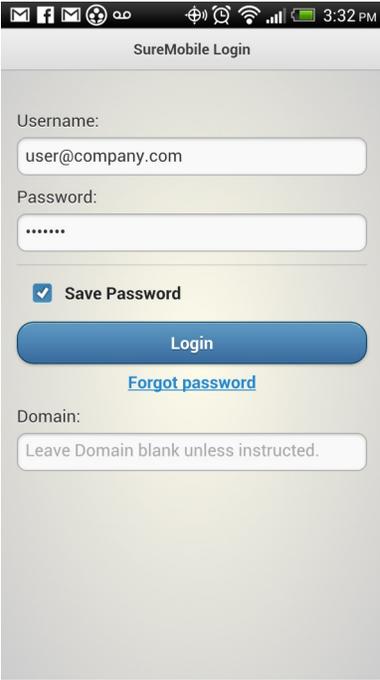
Home Screen, Settings, and Navigation

The **Home** screen is displayed after logging in, which displays trips and expenses (if available), and the **Settings** button. Users can change their email and password (if allowed) in the **Settings** page, as well as logout, send feedback, or ask for help. The navigation bar at the bottom of the page allows the user to move quickly between the Home, Addresses, Trips, and Expenses pages of the application.
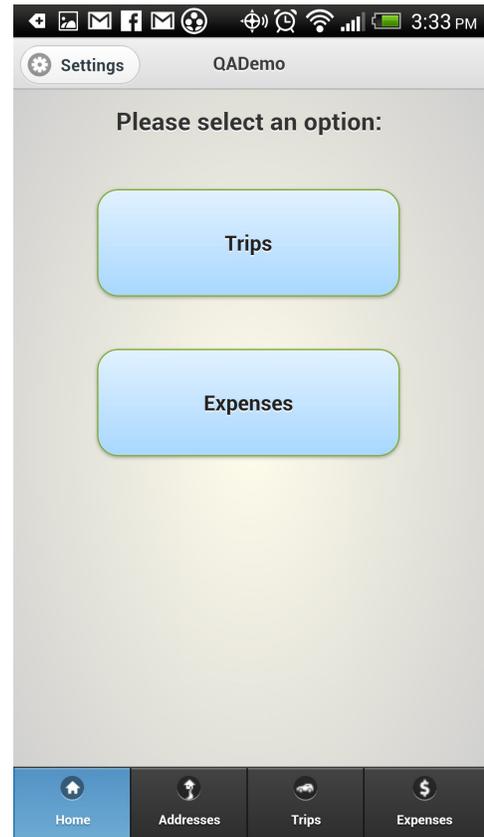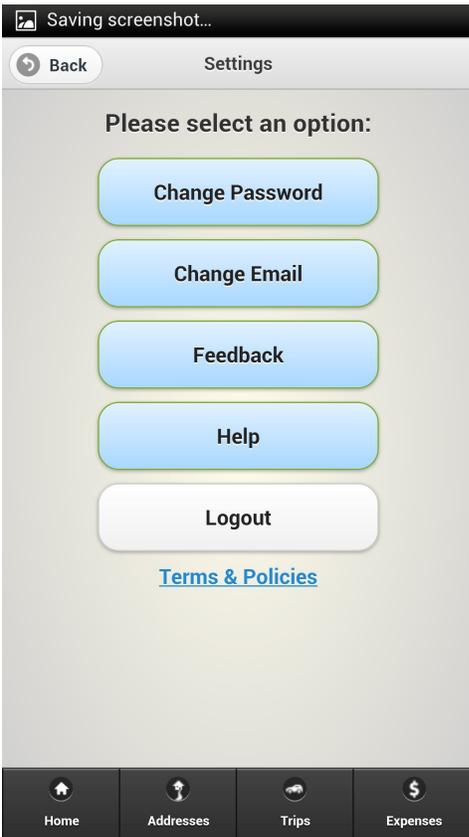
Trips

Tapping **Trips** allows you to access personal records in the SureMileage system. The fields next to the buttons indicate the number of records in the category – tap the button to access these records.

Create new trips by tapping **New Trip**. Directions, map, and calculated mileage will be available after entering a Start and Destination address. Be sure to fill out all mandatory fields before submitting your trip!
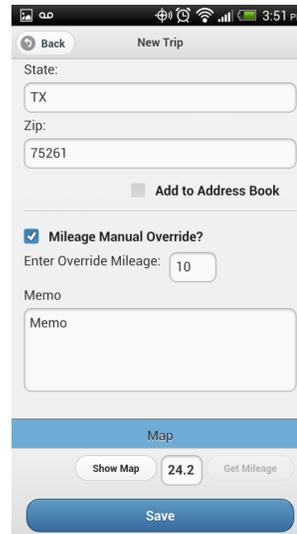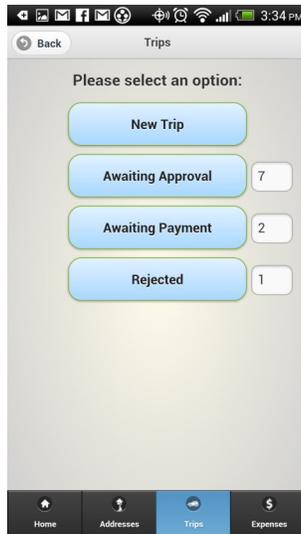
Addresses

Addresses can be accessed through the tapping Addresses tab, and entering a value into the search field. If your company allows access to Company and Personal Address Books, you can filter between the two.

After tapping an address record, you can tap **Use Address**, then **From** or **To**, to make a new trip using the address as either the start or destination address. If permissions are available, you can also edit an address while viewing it.