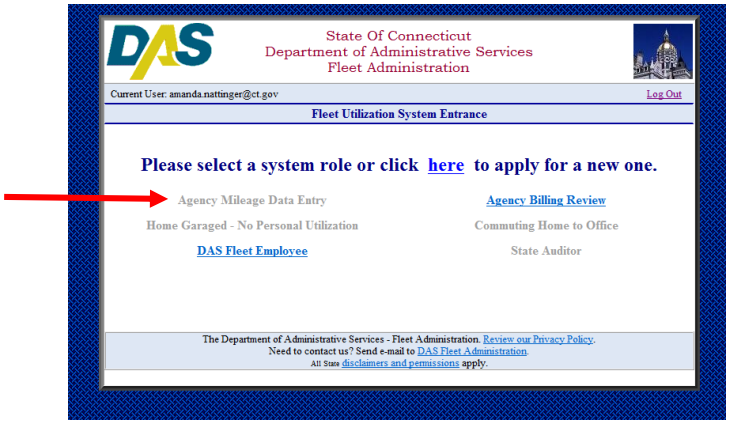
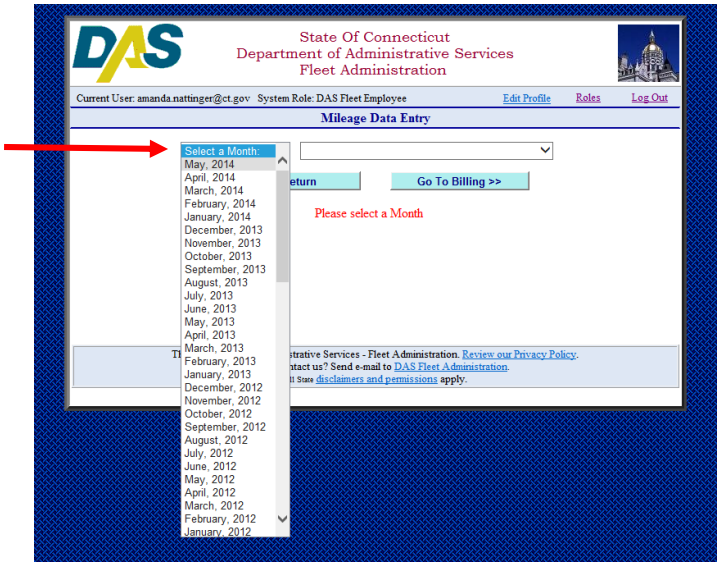
How to Enter Agency Mileage

1. Login to your BIZNET Account

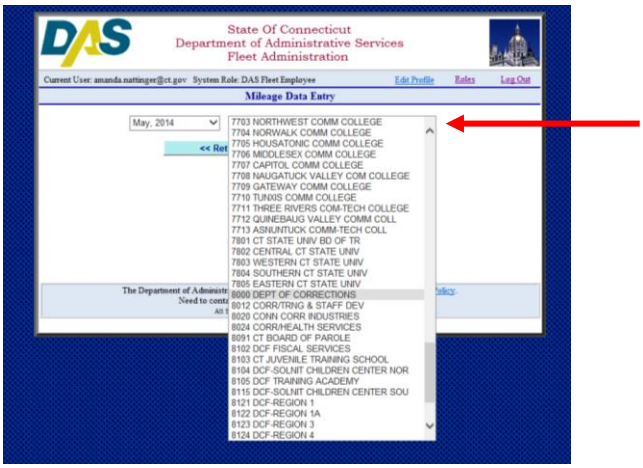
2. Select ***Agency Mileage Data Entry***



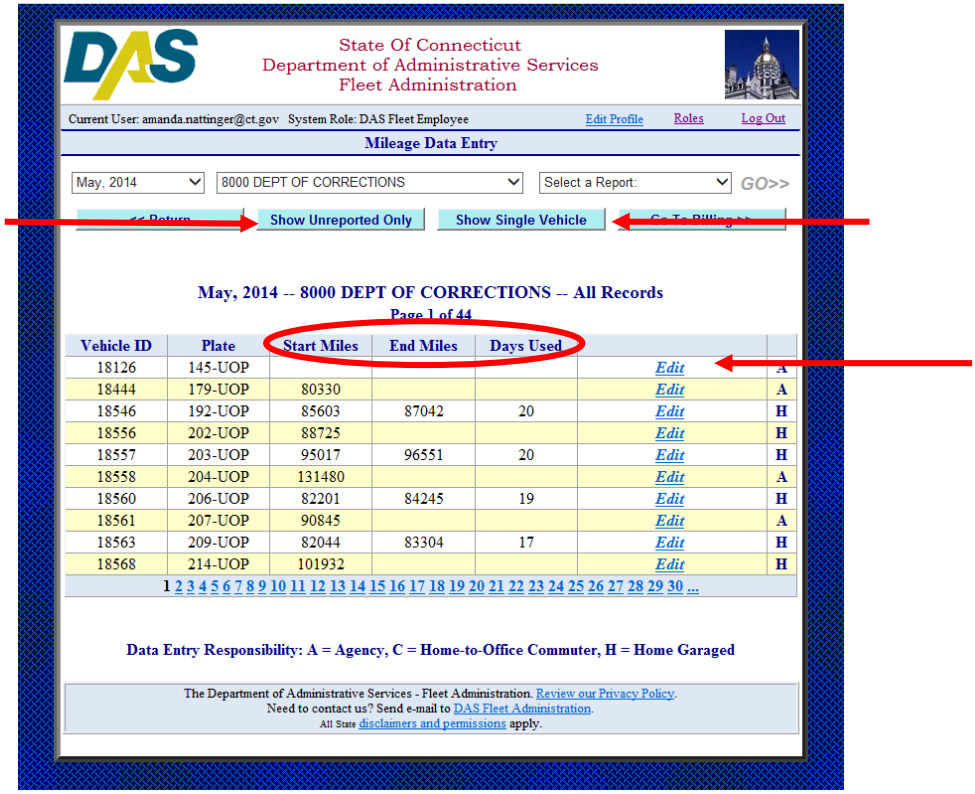
3. Select ***Month*** you are entering mileage in for from drop down options



4. Choose your agency
    a. If you have 1 agency: system should send you automatically to step 5.
    b. If you have multiple agencies, choose the one you are working with, system should automatically send you to step 5 after choosing your department



5. Editing your mileage



    a. Click ***Edit*** on the row you want to add or change mileage data in.
    b. Enter the ending mileage and number of days used (you can also enter starting mileage if it is empty, but don't have to)
    c. Click ***Save*** to save your entry. The next row will automatically go into edit mode.
    d. You can use the ***Previous Row*** and ***Next Row*** links to move up or down in the grid
6. Use the ***Show Unreported Only*** button to show only the rows where the end miles or days used are empty. Click button again to show all records
7. Use the ***Show Single Vehicle*** button to find a single vehicle. Click the button again to show all vehicles.