Mileage Icons

Permissions

You will require an Access Role with the following permissions:

- The relevant item role that allows you to claim mileage.

Address Widget

🔍	Magnifying Glass	Displays the address search screen.
⭐	Large Gold Star	Displays a list of addresses tagged as favourites.
🏷️	Labels	Displays a list of addresses that have been labelled.
🇬🇧	Country	Displays a list of available countries. This will default to the claimant's 'Primary Country', if configured, otherwise it will display the 'Default Country' set by your organisation.

Address Pins

📍	Green Pin	Indicates a postcode look-up.
📍	Silver Pin	Indicates an address that has been manually entered.
🚩	Green Sign	Indicates a locality, or street level address. This means that you can drill down further for additional address information, for instance, if there are multiple dwellings or businesses at the same address.

Favourites

⭐	Orange Star	Address which is an account-wide favourite.
⭐	Gold Star	Address which is a personal favourite.
⭐➕	Gold Star with Green Plus	Save an address as a favourite.
⭐❌	Gold Star with Red Cross	Delete an address from favourites.

Bookmarks

🖊️	Blue Label	Account-wide labelled address.
🖊️	Gold Label	Personal labelled address.

	Gold Label with Green Plus	Add a custom name to an address for future reference.
	Gold Label with Red Cross	Delete the a custom name from an address.

Shortcuts

	Home Shortcut	Shortcut to populate 'To' or 'From' field with claimant's home address, if configured within their employee record.
	Office Shortcut	Shortcut to populate 'To' or 'From' field with claimant's office address, if configured within their employee record.

Additional Features

	Passenger	Adds a passenger to associated journey step.
	Map	View the recommended route and directions on a map.
	Return	Adds a journey step to return the claimant to their initial journey start location.
	Single Black Cross on Journey Grid	Clears associated journey step.