

Mobile - Edit a Journey Recorded by GPS Mileage

Last Modified on 02/02/2021 11:44 am GMT

Permissions

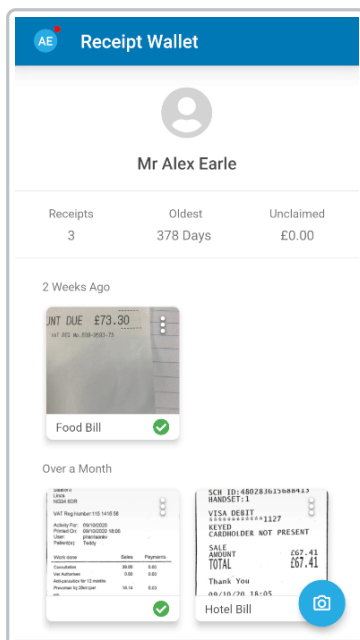
You will require the following permissions:

- The relevant item role that allows you to claim these expense types

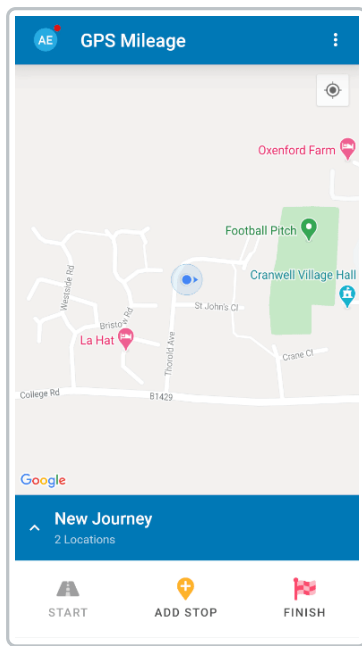
For those times where you forgot to press 'Add Stop' at a location, we're showing you how to edit your GPS Mileage journey to retrospectively manage your locations.

Within an Active Journey

1. Tap the **Navigation Menu**  and then tap **GPS Mileage**.

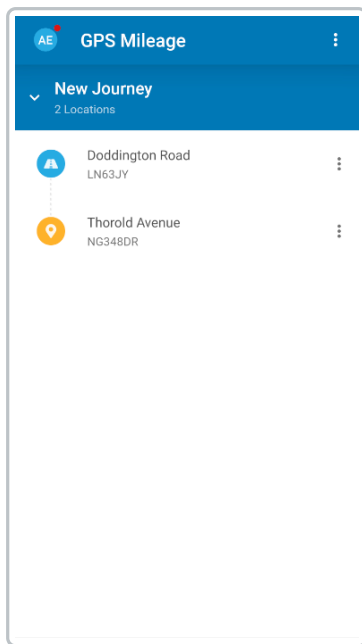


2. Tap **New Journey** to show all the locations within your current journey.



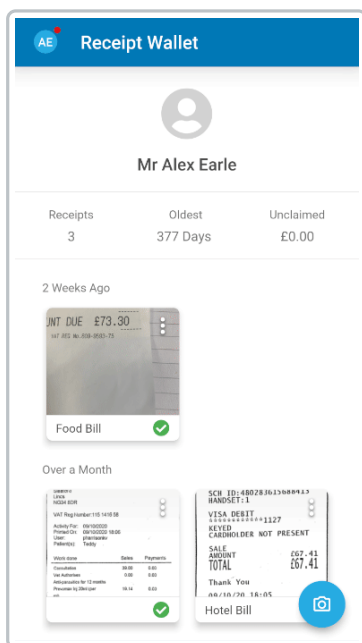
3. Tap the menu  next to a location. You can then do the following:

Action	Description
Add Location Before	This will add a location before the selected location. You will be taken to a new page where you will be required to enter the address manually.
Add Location After	This will add a location after the selected location. You will be taken to a new page where you will be required to enter the address manually.
Delete Location	This will delete the selected location.

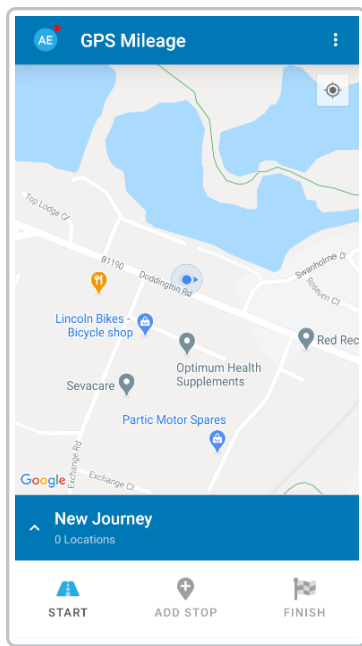


Within a Saved Journey

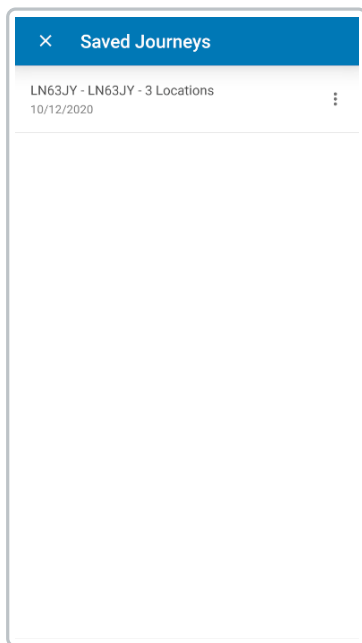
1. Tap the **Navigation Menu**  and then tap **GPS Mileage**.




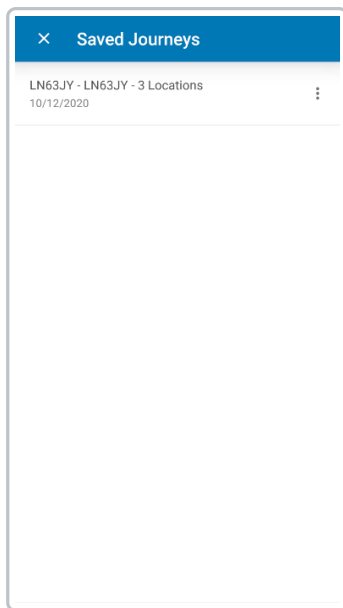
2. Tap the menu  and then tap **Saved Journeys**. This will display all your saved journeys.



3. Tap the journey to edit it.



- Alternatively, tap the menu  next to the journey and then tap **Delete Journey** to delete the whole journey.



4. Tap the menu  next to a location. You can then do the following:

Action	Description
Add Location Before	This will add a location before the selected location. You will be taken to a new page where you will be required to enter the address manually.
Add Location After	This will add a location after the selected location. You will be taken to a new page where you will be required to enter the address manually.
Delete Location	This will delete the selected location. You will be unable to delete a location if there are less than three locations. If you want to delete these, you must delete the whole journey as described in step 3.

Journey Summary

Doddington Road
LN63JY

Thorold Avenue
NG348DR

Doddington Road
LN63JY

