



Free iPhone  
app to  
gather  
mileage data  
while out on  
production.

# Production Apps

## PPP Miles

To begin using this app;

Go to the “**Job**” screen.

Touch on the “**New Project**” button (This creates a new project record and sets up related records for your mileage for this project).

Enter the **Job Number**, the **Job Name**, **Your Name**, and the **Mileage Rate**.

Touch on the “**Trips**” button to enter the mileage for your first trip for this job.

Fill out the **Date** of the trip, the **To / From** field, the **Trip Description** field, the **Starting** mileage, and the **Ending** mileage for this trip.

The **Total Miles** field is updated automatically.

When you want to add a new trip for this job, touch on the “**+**” (**Add a New Trip**) button on the “**Trips**” screen.

To add a new Job, start this process again.

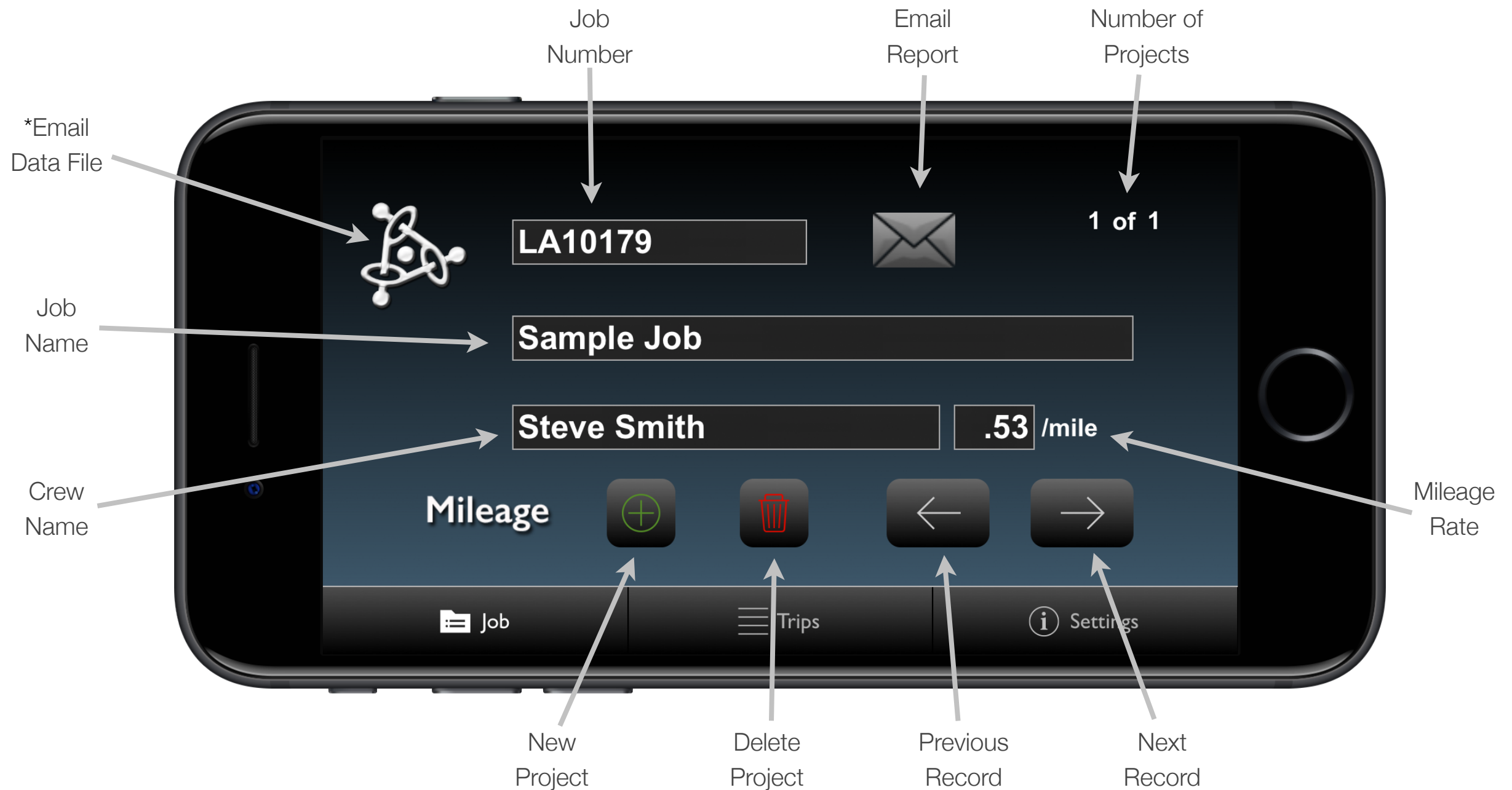
At the end of the of your job you can email a mileage invoice or a data file to your client.

To email a mileage invoice to yourself or to your client, Go to the “**Job**” screen and touch the Envelope at the top of the screen.

Fill out the email screen, hit send.

To email the data file to yourself or to your producer, Go to the “**Job**” screen and touch the logo at the top left side of the screen.

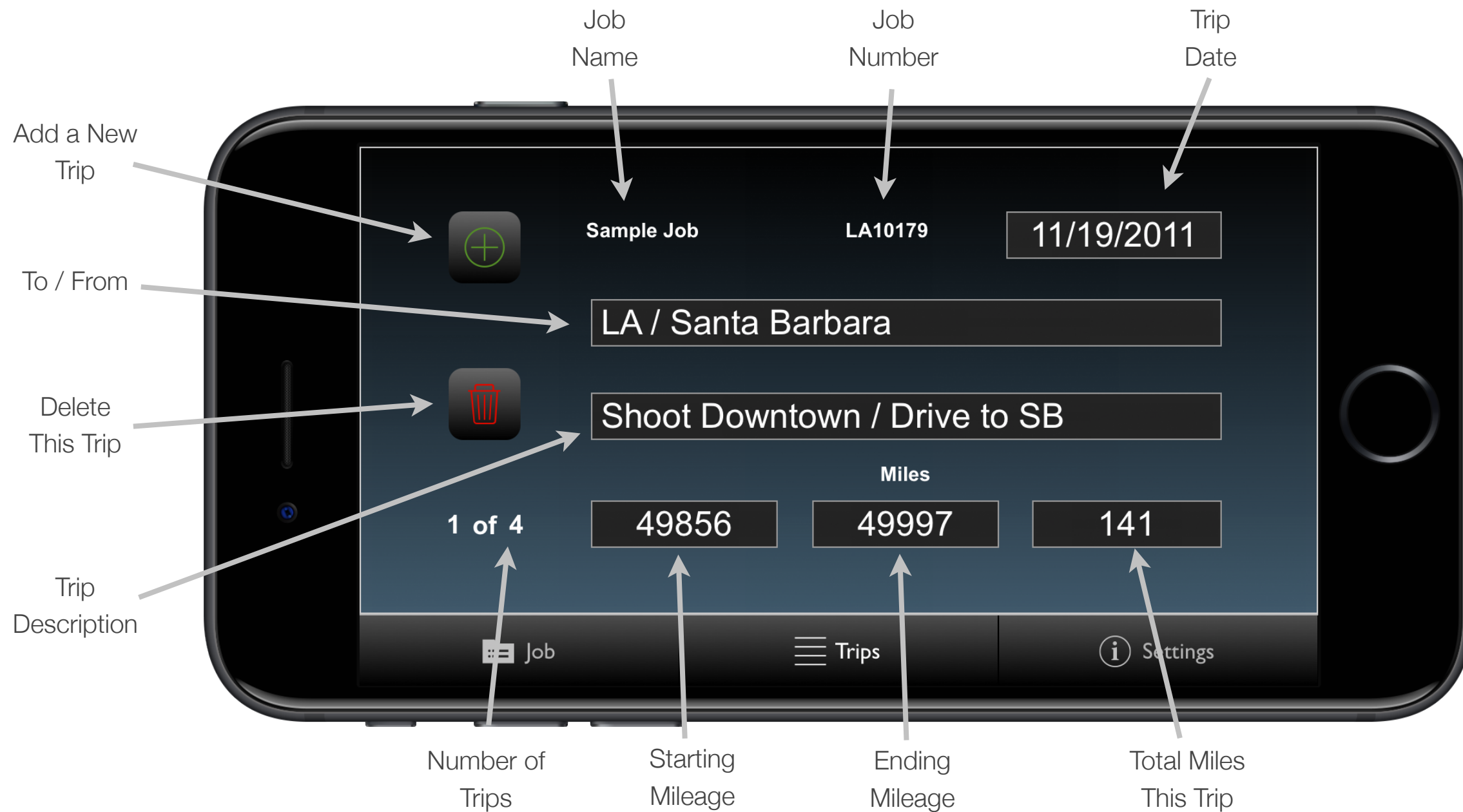
Fill out the email screen, hit send.



# JOB

**\* Creates an email on the device and attaches a text file with the data from the app that you can send to your desktop or to your client.**

*The Job Screen is where you start to enter the information about the Project.*



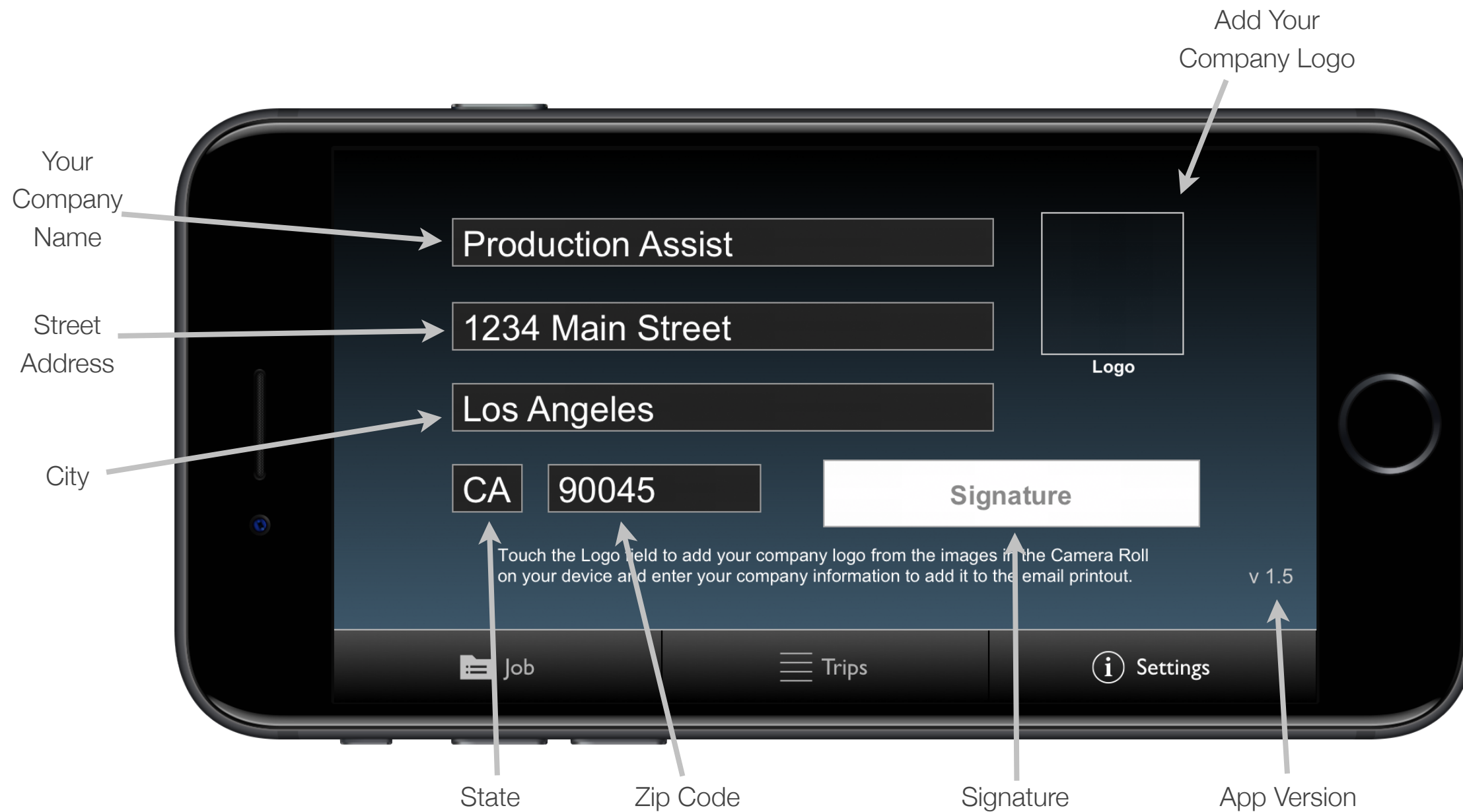
## TRIPS

*This screen is for adding trips to the project.*

**Trips Screen:** This screen scrolls up and down to go through (and review) all the trips for each job. Return to the Job screen to change the job to review all trips for a different job.



**Touch this on the icon at the top of the list of choices when you want to access the keyboard to enter data into a field where the pop-up list comes up.**



## SETTINGS

*This is where you enter the information for your company or your address.*

**Logo:** Touch in this box to add a logo from your device's photo library.

**Signature:** Touch in this box and sign the screen to add your signature to the end of the invoice printout.