

MILEAGE WORKFLOW

Mileage tracking and appointment linking

Use the InToday iOS or Android app to automatically track drives, then connect each trip to the correct travel appointment. Kilometres and travel time can also be entered manually in the web app.

1 · DETECT

The iOS or Android app auto-tracks outbound and return drives.

2 · REVIEW

Route, time, distance, and map points remain visible.

3 · LINK

The web appointment offers eligible trips through one short action.

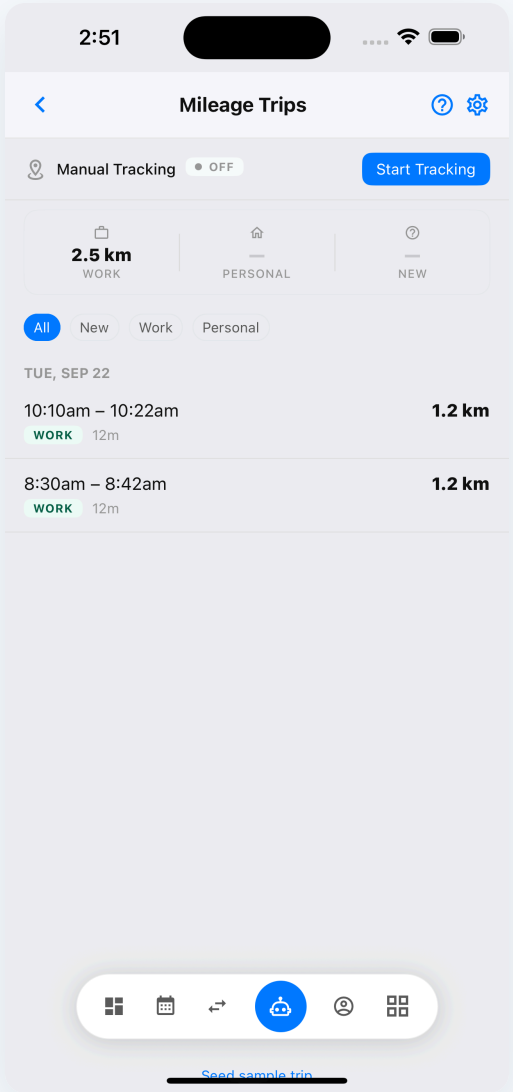
4 · CONFIRM

Each travel appointment displays its linked mileage record.

1

Review the auto-tracked drives

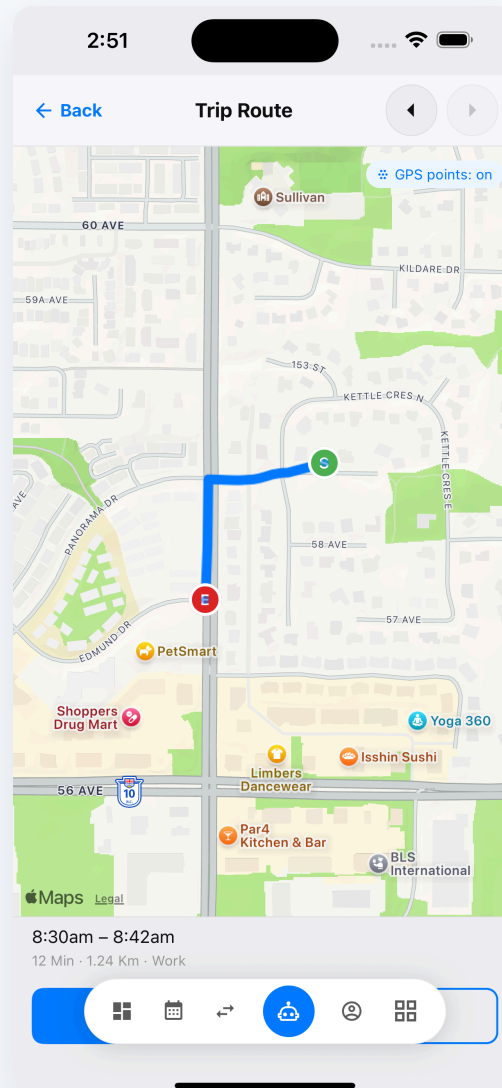
Automatic tracking requires the InToday iOS or Android app. Mileage Tracker shows the outbound trip at 8:30 AM and the return trip at 10:10 AM as Work trips.



2

Inspect the outbound route

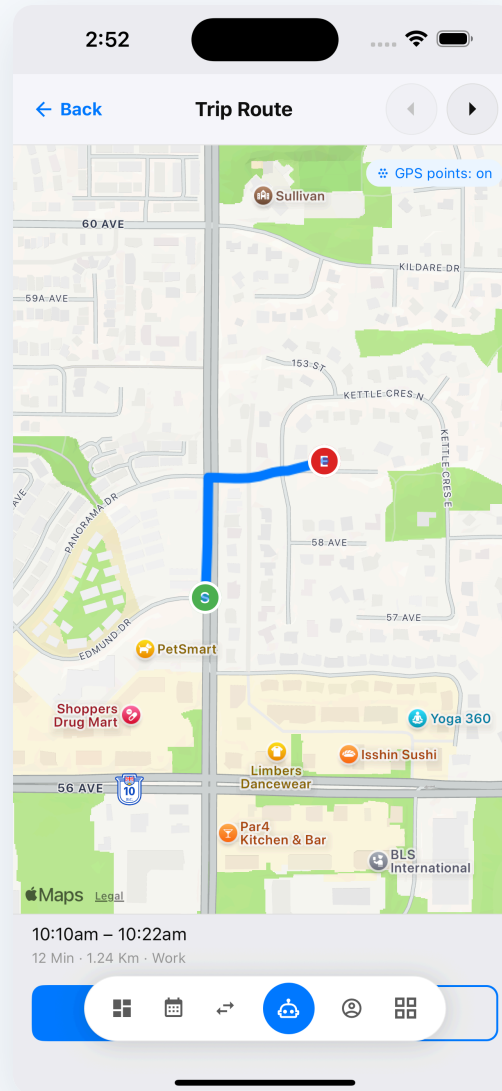
The trip detail preserves the start and end points, the driven route, time, and distance for the visit.



3

Inspect the return route

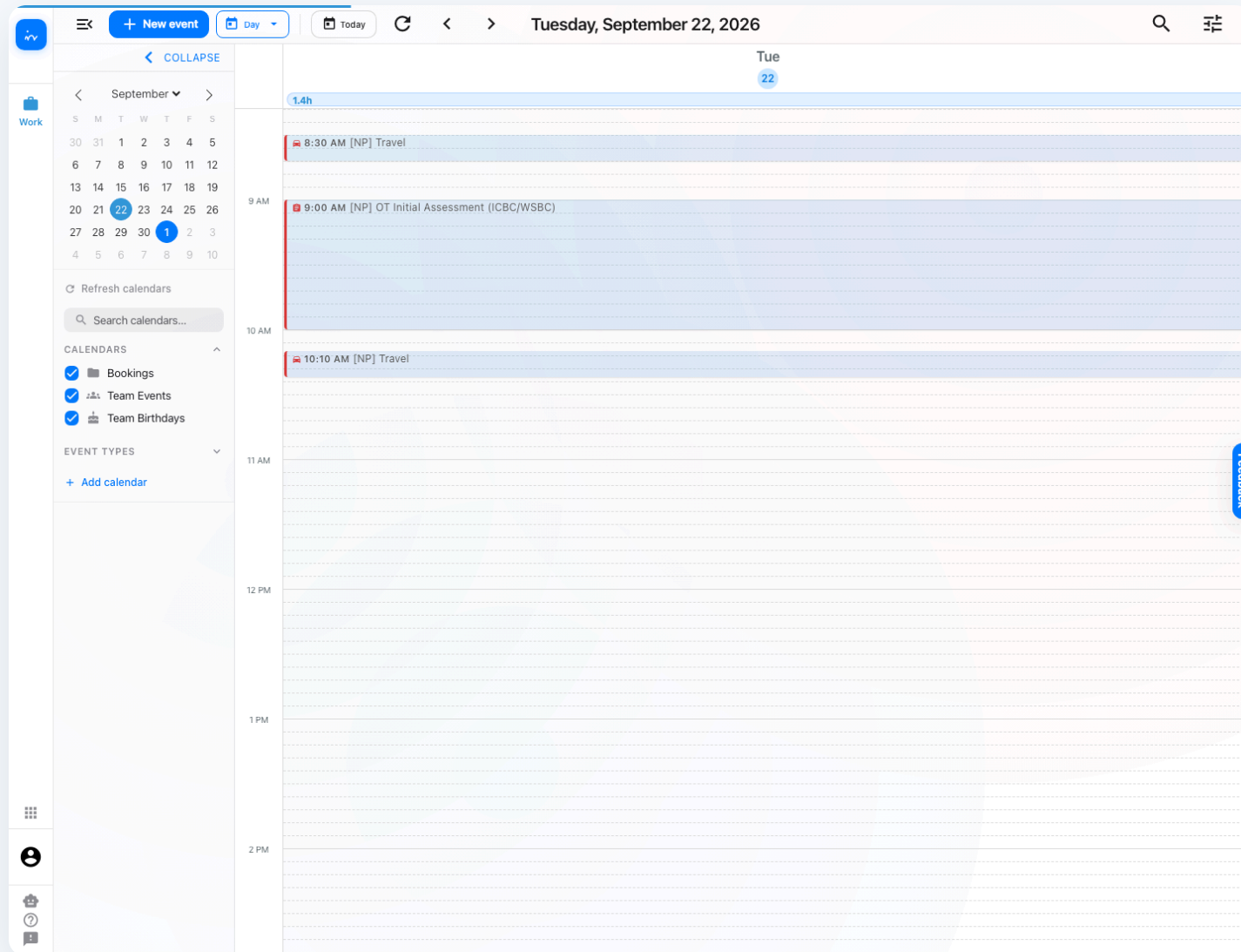
The second detected drive follows the reverse route after the client session, providing a separate mileage record for the return travel.



4

Match the drives to the day's schedule

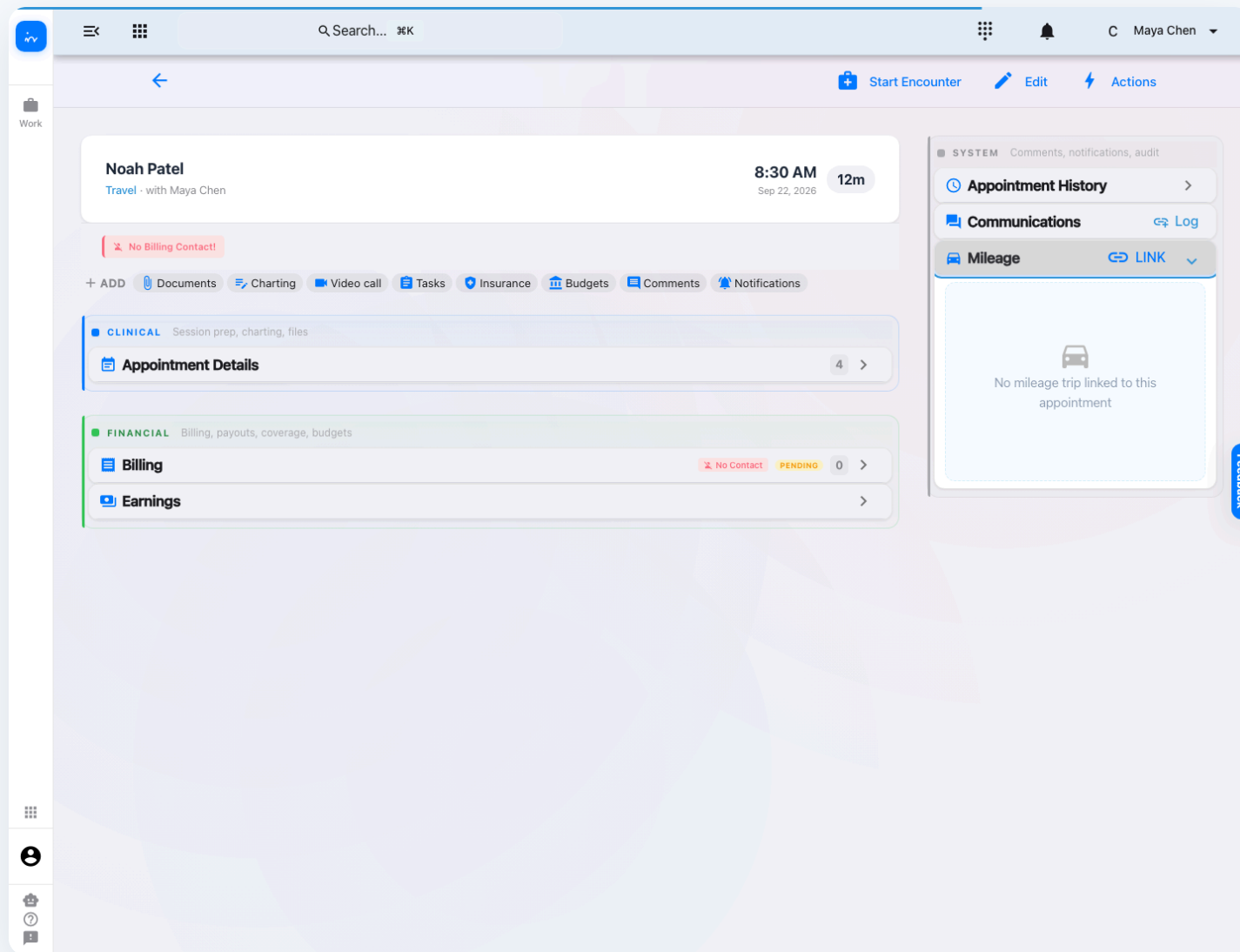
The calendar shows the real sequence: travel to the client, the ICBC OT assessment, then OT travel time back.



5

Open the outbound travel appointment

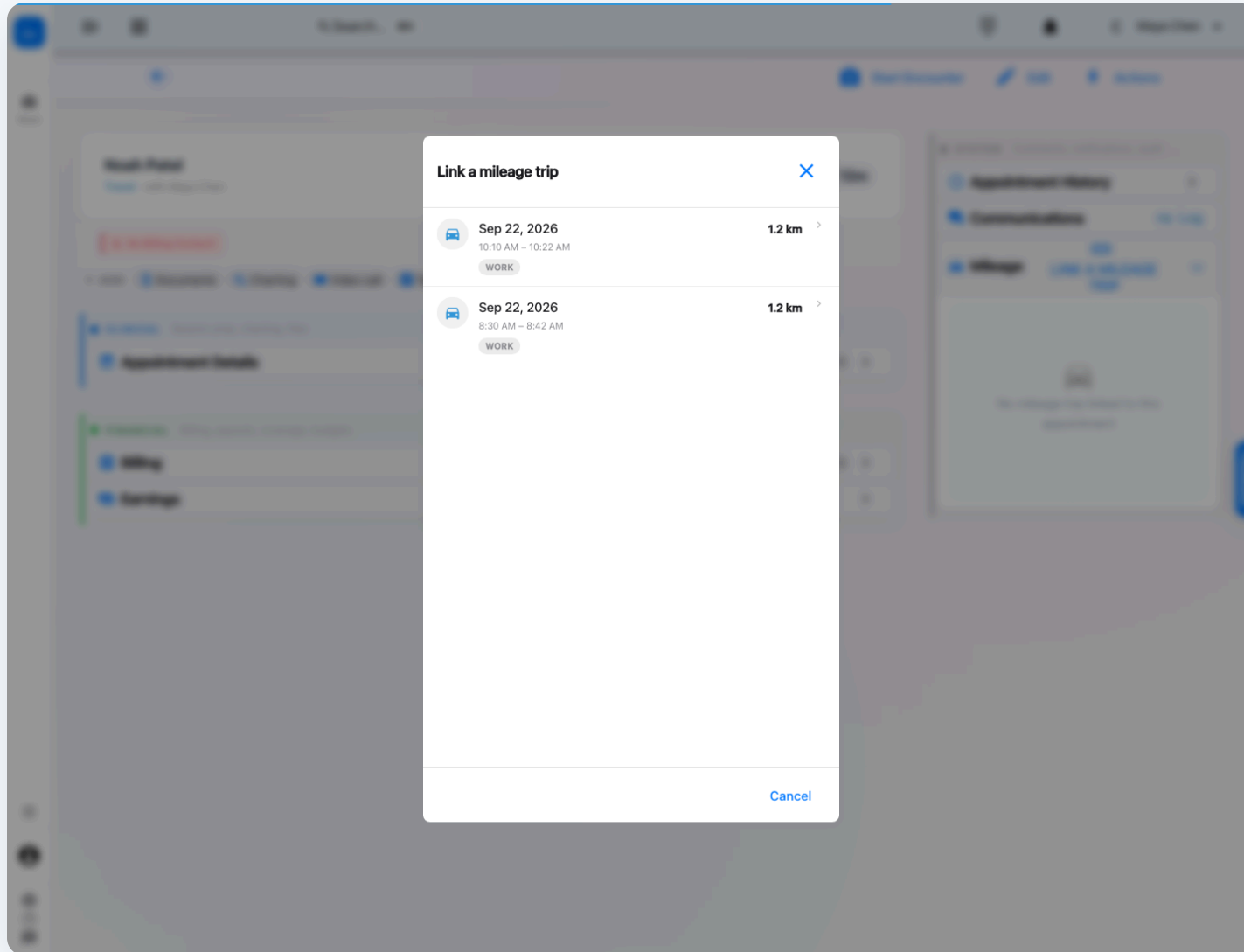
For an auto-tracked drive, expand Mileage and choose **Link**. When no mobile trip is available, kilometres and travel time can still be entered manually in the web appointment.



6

Select the matching trip

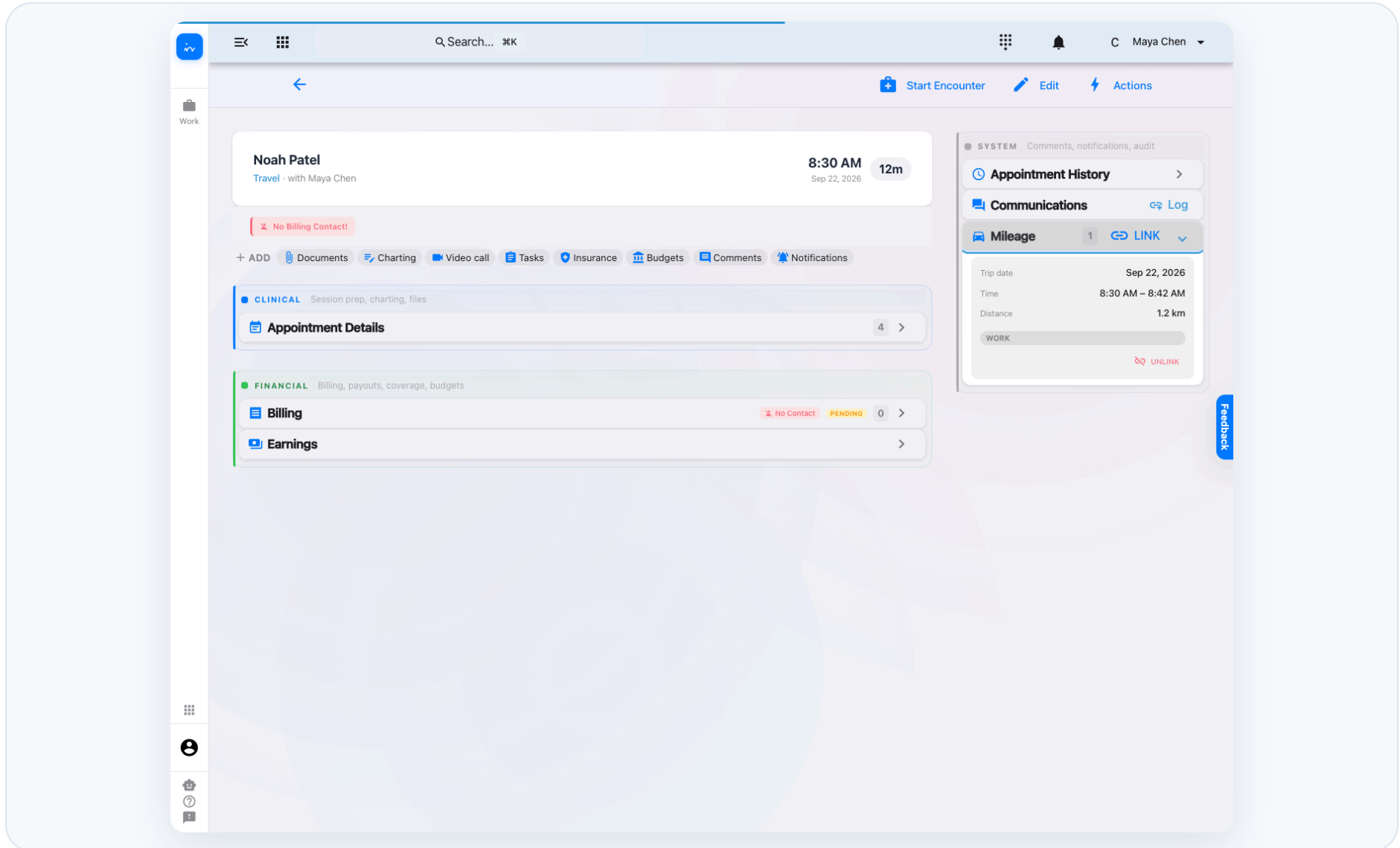
The **Link a mileage trip** picker lists eligible Work trips with their date, time, and distance. Choose the drive that belongs to this travel appointment.



7

Confirm the outbound link

The appointment now displays the 8:30 AM mileage trip, making the supporting drive visible directly from the travel booking.



8

Link the return drive separately

Repeat the same process on the return travel appointment and select the 10:10 AM trip. The clinical session itself does not receive a mileage link.

The screenshot shows a web application interface for a patient appointment. The main content area displays the patient's name, **Noah Patel**, and the appointment time, **10:10 AM**, on **Sep 22, 2026**. A status bar indicates **No Billing Contact!**. Below this, there are tabs for **CLINICAL** (Session prep, charting, files) and **FINANCIAL** (Billing, payouts, coverage, budgets). The **CLINICAL** tab is active, showing **Appointment Details** with a count of 4. The **FINANCIAL** tab shows **Billing** with a status of **No Contact** and **PENDING**, and **Earnings**. A sidebar on the right contains a **SYSTEM** section with links for **Appointment History**, **Communications**, and **Mileage**. The **Mileage** section shows a trip date of **Sep 22, 2026**, time of **10:10 AM – 10:22 AM**, and distance of **1.2 km**. A **WORK** button is visible, and a red **UNLINK** button is at the bottom. A **Feedback** button is located on the far right. The top navigation bar includes a search bar, user profile **C Maya Chen**, and action buttons **Start Encounter**, **Edit**, and **Actions**.

One continuous record from the road to the appointment

- ✓ **Two trips, two travel appointments.**
Outbound and return mileage remain distinct.

- ✓ **The clinical session stays separate.**
Mileage is linked to the travel bookings it supports.

- ✓ **The saved route remains reviewable.**
Staff can return to the saved map, time, and distance.

- ✓ **Manual entry remains available.**
Staff can enter kilometres and travel time in the web app when an auto-tracked trip is not available.

Explore InToday

Bring scheduling, client care, travel, billing, and team workflows together in one platform.

Assignment flexibility: Clinics can let therapists choose from referral opportunities, have coordinators select and assign, or enable rule-based auto-assignment using configured availability and capacity. The clinic chooses the strategy, and it can be tailored.

This applies to referral assignment, not mileage tracking or appointment linking.

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