

User's Guide
Software Solutions Pro
Developers of Simply Powerful Solutions
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www.sspweb.com
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Overview of solution

myIR\$ Travel Log is an essential app for economic times like these. With the financial world fragile, now is the time to carefully watch spending and deductions more than ever. You just can't afford to miss out on all the deductions allowable by the Internal Revenue Service to reduce your taxes. That requires an itemized expense log for documentation.

myIR\$ Travel Log makes keeping a travel log easy, fast, and efficient. And the ability to have the log with you wherever you are - on the road, on a plane, in a restaurant, or at home on your desktop computer - just helps to keep you from missing any of those deductions.

myIR\$ Travel Log has just the right mix of preset and flexible features. Current IRS mileage rates for 2009 and 2010 are pre-loaded; calculations are done for you; some items are auto-entered; some are selectable radio buttons or drop down lists with common choices. Yet, you have the ability to modify appropriate choices to suit your needs and update mileage rates, for example, when the IRS makes a change to their schedule. The desktop companion version has intuitive type-ahead features.

myIR\$ Travel Log is fully searchable and sortable for easy reference. Each trip has a place for date, purpose of the trip, to/from, miles, lodging, airfare, meal costs, miscellaneous fees, and notes. You can select to tag the trip as business, medical, charity, moving, or personal and cost out the mileage based on the IRS schedule.

Using the **myIR\$ Travel Log** desktop companion file, you can perform even more powerful and efficient tasks such as creating and printing reports and importing any current data you have in Excel, etc., into **myIR\$ Travel Log**. **myIR\$ Travel Log Desktop** runs on your Mac or Windows desktop computer and syncs to **myIR\$ Travel Log Touch** on your handheld. You can enter data on the handheld or computer and sync the two quickly and easily. There is always a backup file on your desktop computer. For desktop and handheld screenshots, go to:
www.sspweb.com/myirsttravellog.html.

Features of solution

myIR\$ Travel Log's features:

- maintains trip date, purpose, to/from, miles, airfare, lodging, meal costs, type of trip (business, medical, charitable, moving, personal), miscellaneous fees, and notes
- handheld and desktop companion versions
- easy, fast, efficient data entry
- pre-loaded mileage rates with ability to add and change
- automatically calculates totals
- intuitive type-ahead features in the desktop companion
- view and sort lists
- fully searchable on all fields
- customizable drop-down lists import current book lists from Excel, etc.
- printable reports from desktop companion file
- import data from Excel and other data formats
- email reports from the handheld or desktop version

Tech specs?

Will this app work on both the iPhone and the iPod iTouch?

Yes, the app works with both the iPhone and the iPod iTouch.

Do I have to be connected to the Internet?

No, you do not have to be connected to the Internet except to email a record or report. It will sync with a 3G network or with wi-fi to your computer. The app runs locally on your mobile device as a local application. You can sync the file - once an hour, once a day on your own schedule. The app has both a Windows and a Macintosh version.

Will FMTouch work for both Windows and Macintosh?

Yes, the handheld apps works equally well with both Macintosh and Windows OS. The desktop companion file has both a Windows and a Macintosh version.

How do I . . .

Add or change mileage rate choices?

myIR\$ Travel Log is flexible to allow you to select pre-set rates and to add your own either once or add new rates as new choices. It has drop down choices for 2009 Internal Revenue Service rates and the 2010 rates.

You can add other rates as necessary. For example, you can enter the mileage rate allowed by your employer to track your mileage for travel reports as opposed to those for IRS deductions or to track expenses not covered by your employer. **myIR\$ Travel Log** also provides a place to track meal expenses, lodging, etc. while traveling.

You can change the rate choices:

1. click in the rate field to get the drop down menu of rate
2. click back in the mileage rate field and just enter any amount you want to use

Always enter any new rates as a decimal. For example, to enter 31.5 cents per mile, enter .315

To reference the IRS travel rates see the dropdown rates in the mileage rate field, click the IRS button near the mileage rate field, and/or click on the IRS Info choice from the Main Menu.

To check all the tax rules related to mileage and the rates, go to:

<http://www.irs.gov/>

Disclaimer: Software Solutions Pro is not a certified tax consultant. Consult a professional tax consultant or the Internal Revenue Service for definitive laws and regulations.

Delete data?

To delete a trip in **myIR\$ Travel Log**, click on the trash can icon at the bottom of the screen then the red Delete button that pops up. The deleted trip will also be deleted from the desktop or handheld on the next sync.

Enter data?

To enter a new trip in **myIR\$ Travel Log**, click on the New Trip button or the plus icon (+) at the bottom of the screen. A new record will be created

and you can begin entering data. The new trip will be added or backed up when you do the next sync.

Import data I already have in Excel, etc.?

To import data into **myIR\$ Travel Log**:

1. Open the desktop version of **myIR\$ Travel Log**
2. From the Main Menu, select the Utilities Menu, then Import Data choice
3. Browse to and select the file you want to import
4. The right column should have Trips selected at the top
5. Match the data from the import file to the fields in **myIR\$ Travel Log**
6. Click Add Records at the bottom left
7. Click Import
8. On the next screen, leave the items selected/not selected as they are defaulted
9. Click Import

Print a report?

From the desktop version of **myIR\$ Travel Log** , click on the print button and follow instructions given.

Provide feedback to the developer of app?

Go to **www.sspweb.com/myIRSTravelLog.html** and provide feedback, add comments, and make suggestions. If appropriate, SSP staff will contact you by email. You can also send email to: **myIRSTravelLog@sspweb.com**

Search for all business trips, etc.?

To search **myIR\$ Travel Log** for all business trips from your handheld device:

1. click on the magnifying icon at the bottom of the screen
2. scroll the screen to the Mileage Type area and touch the Business radio button
3. click the Perform Find button at the top right of the screen

The number of business trips found is displayed at the top of the screen in the format of "1 of 77 Records." To move between the trips found, click on the left and right arrows at the bottom right of the screen. To return to all trips found, click **twice** on the magnifying glass at the bottom of the screen.

Search for information in notes?

To search the Notes section of **myIR\$ Travel Log** from your handheld device:

1. click on the magnifying icon at the bottom of the screen
2. scroll the screen to the Notes area and enter the words or phrase to find
3. click the Done Button at the top right of the screen then the Perform Find button at the top right of the screen

The number of notes with that word or phrase found is displayed at the top of the screen in the format of "1 of 77 Records." To move between the trips found, click on the left and right arrows at the bottom right of the screen. To return to all trips found, click **twice** on the magnifying glass at the bottom of the screen.

Search for specific trips?

To search the **myIR\$ Travel Log** from your handheld device for any set of criteria:

1. click on the magnifying icon at the bottom of the screen
2. scroll the screen to the area(s) you are looking for and enter the words or phrase to find
3. click the Done Button at the top right of the screen then the Perform Find button at the top right of the screen

The number of trips that contain that word or phrase found is displayed at the top of the screen in the format of "1 of 77 Records." To move between the trips found, click on the left and right arrows at the bottom right of the screen. To return to all trips found, click **twice** on the magnifying glass at the bottom of the screen.

See a list of my trips?

To see a list of trips in **myIR\$ Travel Log**:

1. click on the curved arrow at the bottom left of the screen
2. click on the red Table View button
3. rotate your screen for a broader view
4. click on the title of the columns to sort by that column
5. flick left or right where it says "swipe here to scroll horizontally"
6. click the Detail button at the top right to return to the trip view

Sort the list of trips?

To sort a list of trips in **myIR\$ Travel Log**:

1. click on the curved arrow at the bottom left of the screen
2. click on the red Table View button
3. rotate your screen for a broader view
4. click on the title of the columns to sort by that column
5. flick left or right where it says "swipe here to scroll horizontally"
6. click the Detail button at the top right to return to the trip view

Sync with my computer?

1. Be sure myIR\$ Travel Log is open on the desktop and is the front most application.
2. A wi-fi network connection is required. NO USB CABLE IS NEEDED.
3. Click on the "chasing arrows" button on the handheld at the bottom right of the first screen and the main menu.
4. The first time, click to "not show this screen again"
5. Watch your computer for a pop up asking for permission to sync to your computer.
6. Select "Always Allow" and notice the sync number displayed on the screen.
7. Enter the number into the handheld.
8. When the handheld screen says "Ready to sync," click the Sync Now button.
9. Records from the handheld will be placed on the desktop version and desktop records will be placed on the handheld.

Check for Updates of myIR\$ Travel Log?

To check for updates to **myIR\$ Travel Log**, go to www.sspweb.com for desktop updates and to the Apple iTunes Store for updates for the iPod Touch and iPhone.

Contact developers for more info?

Software Solutions Pro's goal is to create "simply powerful solutions" that allow you to solve problems and do new things in new ways. SSP has been developing solutions for over 20 years and is a charter member of FileMaker Business Alliance and FileMaker's TechNet technical network. In addition, SSP is a member of the Apple iPhone Developer group and has been developing iPhone/iPod Touch apps for two years.

Just a few of SSP's popular solutions are:

- **ApplicationPro**, an on-line employment application and Human Resource Management System
- **Workshop Management System**, an on-line professional development registration and comprehensive management system
- **DisciplinePro**, a referral and discipline management system

SSP is excited about the possibilities of handheld apps and how they can literally put data in the hands of users, for on-the-spot access. SSP's applications are accessible as stand-alone systems, networkable systems, web-based systems, and many are accessible from handheld devices such as the iPhone and iPod Touch.

For more information about SSP go to: **www.sspweb.com**

To provide feedback about **myIR\$ Travel Log**, go to:

www.sspweb.com/myirsttravellog.html or email
myirsttravellog@sspweb.com

Thank you for your interest in Software Solutions Pro simply powerful solutions!