Waypoint · Supervisor guide

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Miles made simple

Waypoint is where you sign mileage reimbursements and follow progress. Working as switches your role. Help opens the Employee Guide and Contact support when an address is set.

1 Dashboard

Pick a fiscal year. The figures are for your employees only. Recent submissions lists each sent month. Miles claimed shows monthly miles and dollars.

2 Reimbursements

Your own form works like the employee one. Signed for others lists months you already signed. Claims waiting for your signature are on Reports.

3 Users

A read-only list of the people you supervise. Use Find a person, then View trips. You cannot change their trips.

4 Reports

This is where you sign. The signature queue lists claims out for signature. Open packet after the employee signs. Send back needs a comment and unlocks that month.

5 Archive

Folders for your people, filed from their signed claims. Open folder opens the folder. Files lists what is in it.

Need help? Contact support.