Mobile App How-To Guide

Oxford House Expense Tracker

Version 1.1 | January 2026

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Quick Start Guide

Get Started in 5 Minutes

This quick start guide will help you get up and running with the Oxford House Expense Tracker mobile app in just a few minutes.

Installation and First Login

[SCREENSHOT: app-store-download]

Installing the App

1 **Download the App**

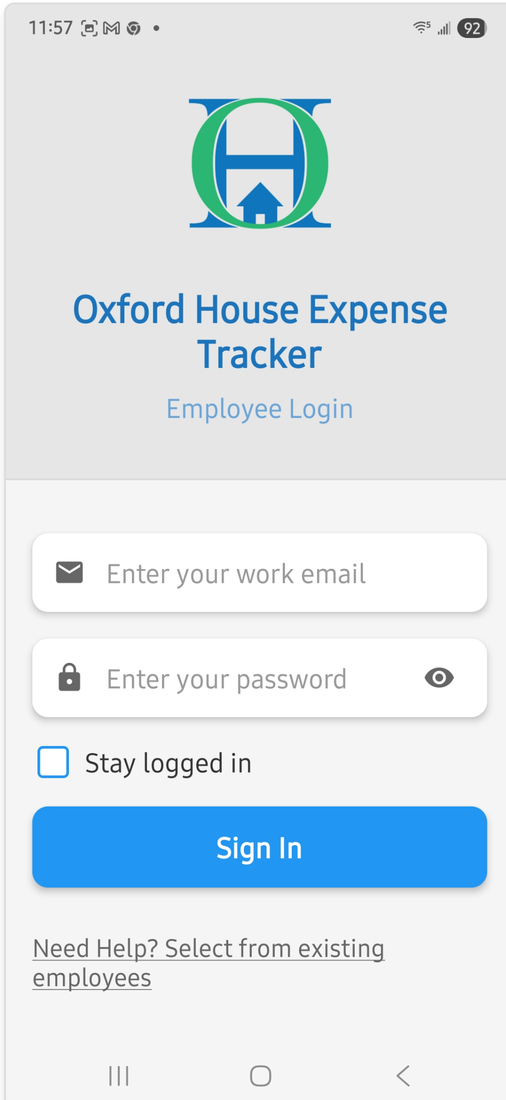
Install the Oxford House Expense Tracker app from the Apple App Store (iOS) or Google Play Store (Android).

2 **Open the App**

Tap the app icon on your device to launch the application.

3 **Login Screen**

You'll see the login screen. Enter your email address and password provided by your administrator.

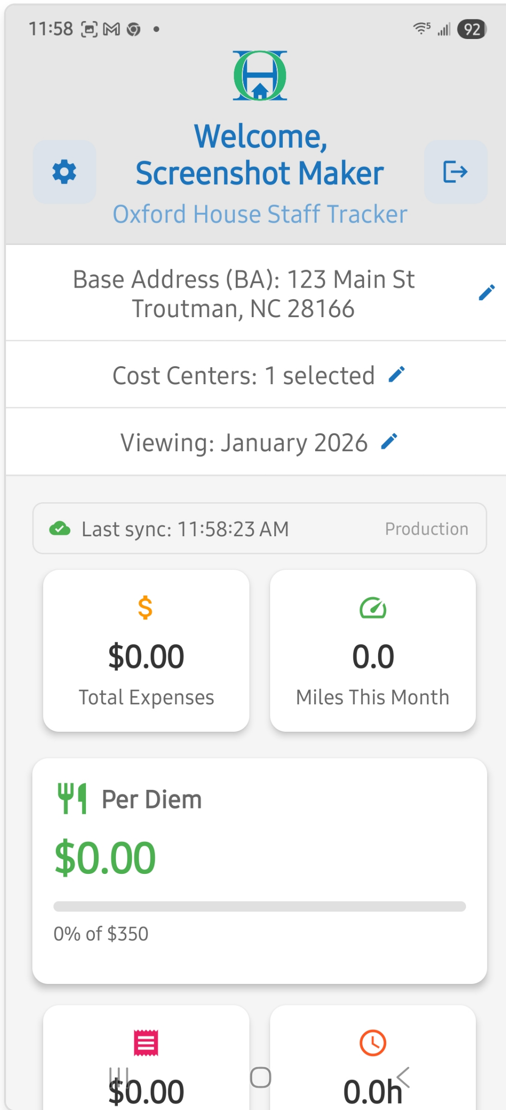


4 First Login

On your first login, you may be prompted to complete a setup wizard to configure your preferences.

> **Tip: Save Your Credentials**
>
> If your device supports it, you can save your login credentials for faster access. However, always ensure your device is secure with a passcode or biometric lock.

Basic Navigation



Home Screen Overview

The home screen is your main dashboard. Here's what you'll see:

- **Dashboard Tiles** - Quick access to main features
- **Monthly Summary** - Overview of your current month's expenses
- **Quick Actions** - Common tasks like GPS tracking and adding receipts

Navigation Menu

The app uses a simple navigation structure:

- **Home** - Return to the main dashboard
- **Mileage** - View and manage mileage entries
- **Receipts** - View and manage receipts
- **Hours & Descriptions** - Track hours and add daily notes
- **Per Diem** - Manage per diem allowances
- **Reports** - View monthly expense reports
- **Settings** - Configure app preferences

Essential Features Overview

Core Functions

- **GPS Tracking** - Automatically track your trips
- **Manual Entry** - Add mileage manually
- **Receipt Capture** - Take photos of receipts
- **Hours & Descriptions** - Log work hours and daily notes
- **Per Diem** - Manage meal allowances
- **Monthly Reports** - View and export reports

Quick Tip

Start with GPS tracking for your first trip - it's the easiest way to log mileage automatically!

Comprehensive Reference

Login and Authentication

Logging In

1 **Enter Email**

Enter your work email address in the email field.

2 **Enter Password**

Enter your password. Passwords are case-sensitive.

3 **Tap Sign In**

Tap the "Sign In" button to authenticate.

Security Reminder

Never share your login credentials with anyone. If you forget your password, contact your administrator to reset it.

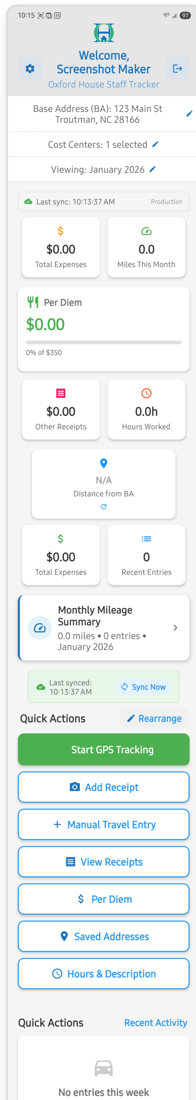
Staying Logged In

The app will keep you logged in until you explicitly log out. This allows for quick access to the app throughout your workday.

Logging Out

To log out, navigate to Settings and tap the "Log Out" button. This is recommended if you're using a shared device.

Home Screen Dashboard



Dashboard Layout

The home screen provides a comprehensive overview of your expense tracking activities:

Monthly Summary Card

At the top of the screen, you'll see a summary of your current month's activity:

- **Total Miles** - Sum of all mileage entries for the month
- **Total Receipts** - Number of receipts captured
- **Total Hours** - Hours worked this month

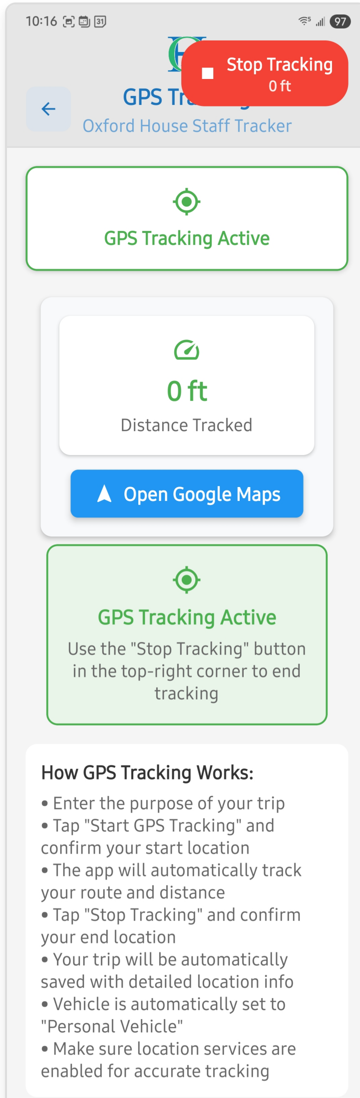
Quick Action Tiles

The main area contains tiles for quick access to common functions:

- **Start GPS Tracking** - Begin automatic trip tracking (green tile)
- **Add Receipt** - Capture a new receipt photo
- **Manual Entry** - Add mileage manually
- **View Receipts** - See all captured receipts
- **Hours Worked** - Track work hours
- **Daily Description** - Add daily notes

> **Customizing Your Dashboard**
>
> You can reorder the dashboard tiles by long-pressing and dragging them. Your preferred order will be saved automatically.

GPS Tracking



Starting GPS Tracking

1 Tap "Start GPS Tracking"

From the home screen, tap the green "Start GPS Tracking" tile.

2 Grant Location Permission

If this is your first time, the app will request location permissions. Tap "Allow" to enable GPS tracking.

3 Tracking Begins

The app will start tracking your location. You'll see a map with your current location and a "Stop Tracking" button.

During Tracking

While GPS tracking is active:

- The app continuously records your location
- Your route is displayed on the map in real-time
- Distance is calculated automatically
- The app continues tracking even if you switch to another app

Stopping GPS Tracking

1 Tap "Stop Tracking"

When you reach your destination, tap the "Stop Tracking" button.

2 Review Trip Details

The app will show you the trip summary including start location, end location, distance, and duration.

3 Add Trip Details

You'll be prompted to:

- Select a cost center
- Add a purpose/description for the trip
- Review and confirm the mileage

4 Save Entry

Tap "Save" to save the mileage entry. It will be automatically synced to the server.

Battery Usage

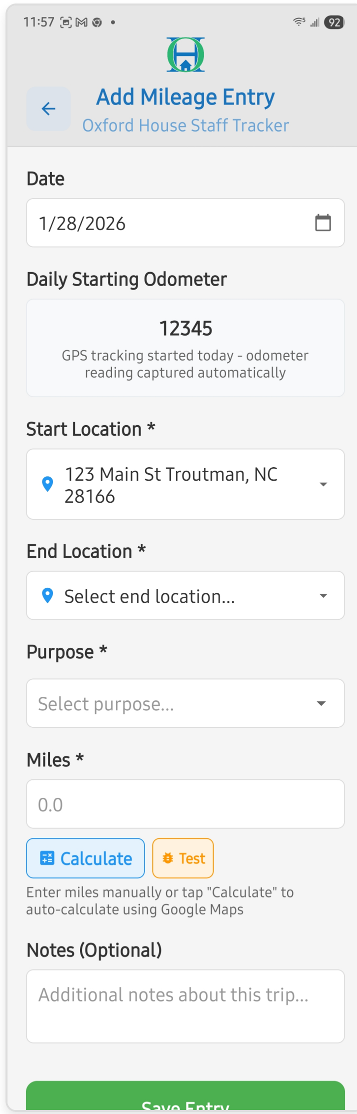
GPS tracking uses more battery than normal app usage. If you're on a long trip, consider keeping your device plugged into a car charger.

Viewing GPS Route

After stopping tracking, you can view the complete route on a map. The route shows:

- Start point (green marker)
- End point (red marker)
- Complete route path
- Total distance traveled

Manual Mileage Entry



When to Use Manual Entry

Use manual entry when:

- GPS tracking isn't available or accurate
- You forgot to start GPS tracking
- You need to enter historical mileage
- You prefer to enter mileage yourself

Adding a Manual Entry

1. **Tap "Manual Entry"**

From the home screen, tap the "Manual Entry" tile.

2. **Select Date**

Choose the date for this mileage entry. Defaults to today.

3. **Enter Start Location**

Enter the starting address or location name. You can use saved addresses for faster entry.

4. **Enter End Location**

Enter the destination address or location name.

5. **Enter Miles**

Enter the number of miles traveled. You can use your odometer reading or a mapping service to calculate distance.

6. **Select Cost Center**

Choose the appropriate cost center for this trip.

7. **Add Purpose**

Optionally add a description or purpose for the trip.

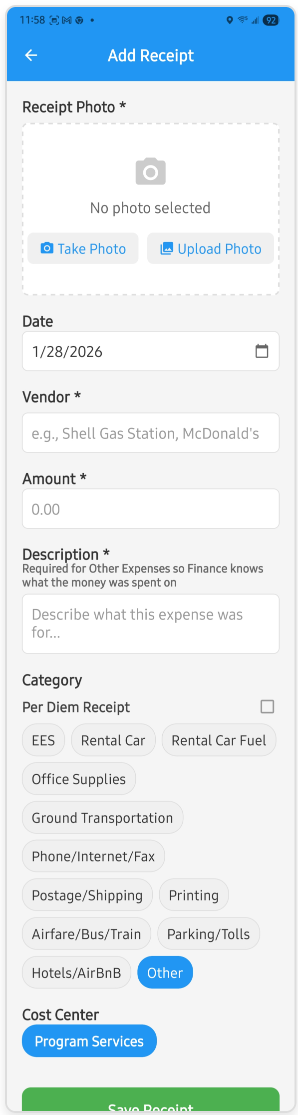
8. **Save Entry**

Tap "Save" to save the mileage entry.

Using Saved Addresses

If you frequently travel to the same locations, save them as addresses. This makes manual entry much faster - just select from your saved addresses instead of typing each time.

Receipt Capture and Management



Capturing a Receipt

1. **Tap "Add Receipt"**

From the home screen, tap the "Add Receipt" tile.

2. **Grant Camera Permission**

If this is your first time, allow camera access when prompted.

3. **Position Receipt**

Hold your device over the receipt, ensuring:

- The entire receipt is visible
- Good lighting (avoid shadows)
- The receipt is flat and not wrinkled
- The text is clear and readable

4. **Capture Photo**

Tap the capture button to take the photo. You can retake if needed.

5. **Enter Receipt Details**

Fill in the receipt information:

- **Date** - Receipt date (defaults to today)
- **Amount** - Total amount on receipt
- **Category** - Select appropriate category
- **Cost Center** - Choose cost center
- **Description** - Optional notes

6. **Save Receipt**

Tap "Save" to save the receipt. The photo and details will be stored and synced.

Receipt Categories

The app supports various receipt categories:

- **Air/Rail/Bus** - Transportation tickets
- **Vehicle Rental/Fuel** - Car rentals and gas
- **Parking/Tolls** - Parking fees and tolls
- **Ground Transportation** - Taxis, rideshare, etc.
- **Hotels/Airbnb** - Lodging expenses
- **Per Diem** - Meal allowances
- **Phone/Internet/Fax** - Communication expenses
- **Shipping/Postage** - Mailing costs
- **Printing/Copying** - Office supplies
- **Office Supplies** - General supplies
- **EES Receipt** - Other expenses

Viewing Receipts

1 **Tap "View Receipts"**

From the home screen, tap the "View Receipts" tile.

2 **Browse Receipts**

You'll see a list of all your receipts, organized by date. Tap any receipt to view details and the photo.

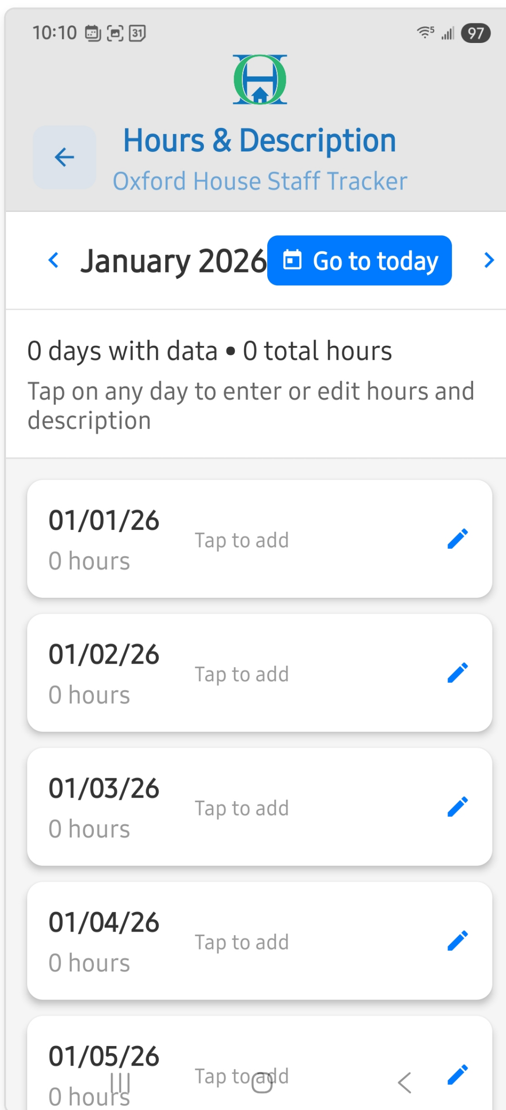
3 **Edit or Delete**

From the receipt detail view, you can edit details or delete the receipt if needed.

Receipt Capture Best Practices

- Capture receipts immediately after purchase
- Ensure good lighting - natural light works best
- Keep receipts flat to avoid distortion
- Check that all text is readable before saving
- Enter details right away while the purchase is fresh in your mind

Daily Hours & Descriptions



The Daily Hours & Descriptions screen combines hours tracking and daily notes in one convenient location. This allows you to manage both your work hours and activity descriptions for each day in a single place.

Accessing the Screen

1 **Tap "Daily Description" or "Hours Worked"**

From the home screen, tap either the "Daily Description" or "Hours Worked" tile. Both will take you to the same combined screen.

Logging Hours

1 **Select Date**

Use the calendar or date picker to select the date you want to log hours for (defaults to today).

2 **Enter Hours**

Enter the number of hours worked in the hours field. You can enter decimal values (e.g., 7.5 for 7 hours 30 minutes).

3 **Select Cost Center**

Choose the cost center these hours should be allocated to from the dropdown menu.

4 **Save Hours**

Tap "Save" to record the hours. The hours will be saved and synced automatically.

Adding Daily Descriptions

Daily descriptions allow you to add notes about your work activities for each day. This is useful for:

- Documenting work activities
- Providing context for expenses

- Meeting notes or important events
- Any other relevant information

1 Select Date

Choose the date for the description (same date picker as hours).

2 Enter Description

Type your description in the text field. There's no character limit, so be as detailed as needed. The field will expand as you type.

3 Use Day Off Option (Optional)

If you didn't work that day, you can check the "Day Off" option and select the type (PTO, Sick Day, Holiday, etc.).

4 Save Description

Tap "Save" to save the description. Both hours and descriptions are saved together for the selected date.

Viewing and Editing

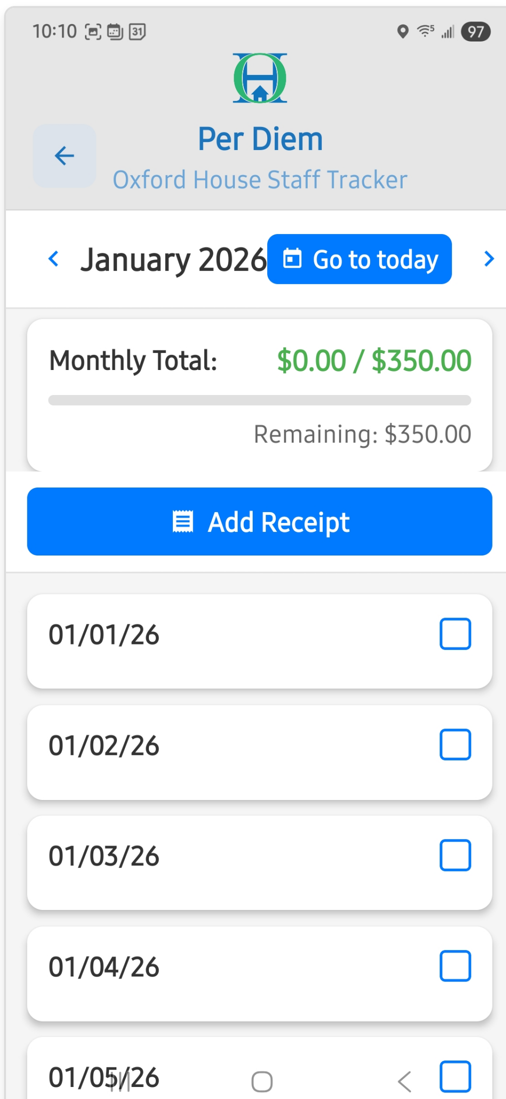
The screen shows a calendar view where you can:

- See all days with logged hours and descriptions
- Scroll through the month to view past entries
- Tap on any day to view or edit its hours and description
- See daily totals and monthly summaries

Tip: Combined Entry

You can enter both hours and description for the same day in one session. The screen remembers your scroll position, so you can easily navigate through multiple days without losing your place.

Per Diem Management



The Per Diem screen provides a dedicated interface for managing your meal allowances. Per diem is a daily allowance for meals when traveling for work.

Accessing Per Diem

1 Tap "Per Diem" Tile

From the home screen, tap the "Per Diem" tile to open the Per Diem management screen.

Monthly Summary

At the top of the screen, you'll see:

- **Current Month Total** - Total per diem used this month
- **Monthly Limit** - Maximum per diem allowed per month (typically $350)
- **Remaining** - How much per diem you have left for the month

Marking Days as Eligible

1 Select a Day

Scroll through the calendar to find the day you want to mark as eligible for per diem.

2 Check the Box

Check the box next to the date to mark it as eligible for per diem.

3 Enter Amount (Optional)

If the default amount needs to be adjusted, enter the specific amount for that day. The default is typically $35 per day.

4 Add Receipt (Optional)

You can optionally add a receipt for per diem expenses by tapping "Add Receipt" for that day.

5 Save Changes

When you're done making your selections, tap the "Save Changes" button at the bottom of the screen. This will save all your per diem entries at once.

Monthly Limit Enforcement

The system will prevent you from exceeding your monthly per diem limit:

- If checking a day would exceed the limit, you'll see a warning message
- The system shows how much per diem you have remaining
- You must uncheck other days or reduce amounts before adding new eligible days

Unchecking Days

If you need to remove per diem for a day:

1. Uncheck the box for that day
2. The amount will be cleared and any associated receipt will be deleted
3. Tap "Save Changes" to apply the update

> **Tip: Batch Saving**
>
> You can check or uncheck multiple days before saving. The "Save Changes" button will appear when you have unsaved changes. This reduces server load and allows you to make all your selections before syncing.

Monthly Reports

[SCREENSHOT: monthly-report-screen]

Viewing Monthly Reports

1 Navigate to Reports

From the home screen or navigation menu, tap "Reports".

2 Select Month

Choose the month and year you want to view.

3 Review Report

The report shows:

- Total mileage and amount
- All receipts by category
- Hours worked
- Daily descriptions
- Cost center breakdown

Exporting Reports

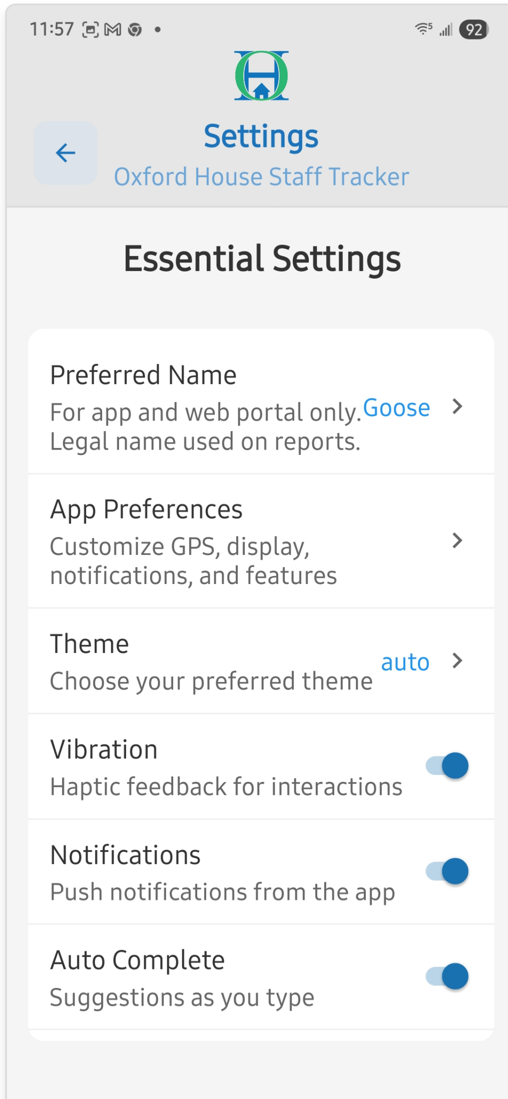
You can export your monthly report as a PDF:

1. View the monthly report
2. Tap the "Export" or "Share" button
3. Choose PDF format
4. The PDF will be generated and can be shared via email or saved to your device

Report Completeness

Before submitting your report, review it to ensure all entries are complete and accurate. Check that all receipts are captured and mileage is properly logged.

Settings and Preferences



Accessing Settings

Tap the "Settings" option from the navigation menu or home screen.

Available Settings

- **Profile** - View and edit your profile information
- **Preferences** - Configure app preferences
- **Notifications** - Manage notification settings

- **Data Sync** - View sync status and manually trigger sync
- **Saved Addresses** - Manage your saved addresses
- **About** - App version and information
- **Log Out** - Sign out of the app

Preferences

In the Preferences section, you can configure:

- **Default Cost Center** - Set your most commonly used cost center
- **Dashboard Tile Order** - Customize the order of tiles on the home screen
- **Theme** - Light or dark mode (if available)
- **Sunday Reminder** - Enable/disable weekly expense reminders

Data Sync and Offline Mode

Automatic Sync

The app automatically syncs your data with the server when:

- You have an internet connection
- You create, edit, or delete entries
- The app is opened
- Periodically in the background

Offline Mode

The app works offline! You can:

- Create new entries without internet
- View existing entries
- Edit entries
- Capture receipts

All data is stored locally on your device and will sync automatically when you regain internet connectivity.

Manual Sync

1 **Go to Settings**

Navigate to Settings > Data Sync.

2 **Tap "Sync Now"**

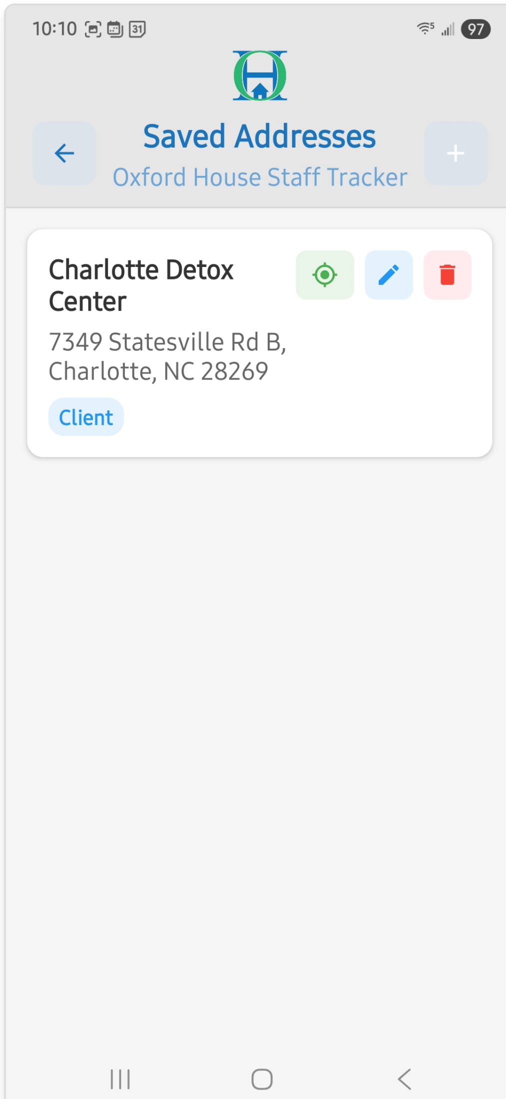
Tap the "Sync Now" button to manually trigger a sync.

3 **Wait for Completion**

The app will show sync progress. Wait until sync is complete.

> **Sync Status Indicator**
>
> Look for the sync status indicator in the app. A green checkmark means your data is synced. A yellow icon means sync is in progress. A red icon indicates a sync error.

Saved Addresses



Why Save Addresses?

Saving frequently used addresses makes manual mileage entry much faster. Instead of typing the same address repeatedly, you can select it from your saved list.

Adding a Saved Address

1 **Go to Settings**

Navigate to Settings > Saved Addresses.

2 Tap "Add Address"

Tap the plus button or "Add Address" option.

3 Enter Address Details

Enter:

- Address name (e.g., "Office", "Client Site A")
- Full address
- Optional notes

4 Save

Tap "Save" to add the address to your saved list.

Using Saved Addresses

When creating a manual mileage entry, you'll see an option to "Use Saved Address". Tap this to select from your saved addresses instead of typing.

Managing Saved Addresses

From the Saved Addresses screen, you can:

- View all saved addresses
- Edit address details
- Delete addresses you no longer need

Tips & Best Practices

When to Use GPS vs Manual Entry

Use GPS Tracking When:

- You're starting a trip from your current location
- You want automatic distance calculation
- You want a visual route map
- You remember to start tracking before leaving

Use Manual Entry When:

- You forgot to start GPS tracking
- GPS signal is weak or unavailable
- You need to enter historical mileage
- You prefer using odometer readings
- You're entering mileage for someone else's vehicle

Best Practice

Make it a habit to start GPS tracking as soon as you get in your vehicle. This ensures you never miss tracking a trip and provides the most accurate distance measurements.

Receipt Capture Best Practices

Capture Immediately

Capture receipts as soon as you receive them. This prevents loss and ensures details are fresh in your mind.

Lighting Tips

- Use natural light when possible
- Avoid harsh shadows
- Ensure the receipt is evenly lit
- If indoors, use bright overhead lighting

Photo Quality

- Keep the receipt flat - avoid wrinkles or folds
- Ensure the entire receipt is in frame
- Check that all text is readable before saving
- Hold the device steady to avoid blur

Enter Details Promptly

Enter receipt details (amount, category, cost center) immediately after capturing. This prevents confusion later and ensures accuracy.

Offline Usage Patterns

Working Offline

The app is designed to work seamlessly offline. Here are some tips:

- **Plan Ahead** - If you know you'll be offline, ensure the app is synced before leaving

- **Create Entries Normally** - Don't worry about being offline - just create entries as usual
- **Check Sync Status** - When you regain connectivity, check the sync status to ensure everything uploaded
- **Manual Sync** - If automatic sync doesn't trigger, use manual sync from Settings

Offline Advantage

The app's offline capability means you can track expenses even in areas with poor connectivity, such as remote work sites or while traveling.

General Best Practices

Daily Routine

- Start GPS tracking at the beginning of each work trip
- Capture receipts immediately after purchase
- Log hours at the end of each workday
- Add daily descriptions while the day's activities are fresh

Weekly Review

- Review your entries at the end of each week
- Ensure all receipts are captured
- Verify mileage entries are complete
- Check that hours are accurately logged

Monthly Preparation

- Review your monthly report before submission
- Ensure all entries are complete and accurate

- Verify cost center allocations
- Check that all required information is present

Troubleshooting

Common Login Issues

Can't Log In

Problem: Login fails with "Invalid credentials" error.

Solutions:

- Verify you're using the correct email address
- Check that your password is correct (passwords are case-sensitive)
- Ensure you have an active internet connection
- Try closing and reopening the app
- Contact your administrator if the problem persists

Forgot Password

Problem: You don't remember your password.

Solution: Contact your system administrator to reset your password. They can generate a new password for you.

App Crashes on Login

Problem: The app crashes immediately after attempting to log in.

Solutions:

- Close the app completely and reopen it
- Restart your device

- Check if there's an app update available
- Uninstall and reinstall the app (your data will sync back)
- Contact support if the issue continues

GPS Not Working

GPS Tracking Won't Start

Problem: The "Start GPS Tracking" button doesn't work or GPS tracking fails to start.

Solutions:

- Check that location services are enabled for the app in your device settings
- Ensure your device's GPS/Location is turned on
- Grant location permissions when prompted
- Try restarting the app
- Check if other apps can access your location (to verify GPS hardware is working)

Inaccurate Distance

Problem: GPS tracking shows incorrect distance.

Solutions:

- Ensure you have a clear view of the sky for better GPS signal
- Wait a few seconds after starting tracking for GPS to lock on
- If in a building or tunnel, GPS may be inaccurate - use manual entry instead
- Check that you started and stopped tracking at the correct locations

GPS Drains Battery Quickly

Problem: Battery drains very fast during GPS tracking.

Solutions:

- This is normal - GPS tracking is battery-intensive
- Keep your device plugged into a car charger during long trips
- Close other apps that might be using location services
- Reduce screen brightness to save battery

Sync Problems

Data Not Syncing

Problem: Your entries aren't appearing on the web portal or other devices.

Solutions:

- Check your internet connection
- Look for the sync status indicator - ensure it shows synced (green checkmark)
- Try manual sync from Settings > Data Sync > Sync Now
- Close and reopen the app to trigger automatic sync
- Check if you're in airplane mode or have data disabled
- Verify you're logged in (sync requires authentication)

Sync Error Messages

Problem: You see error messages during sync.

Solutions:

- Check your internet connection stability
- Try syncing again after a few moments
- Restart the app
- If errors persist, contact support with the error message

Duplicate Entries After Sync

Problem: You see duplicate entries after syncing.

Solutions:

- This is rare but can happen if sync is interrupted
- You can delete duplicate entries manually
- Contact support if duplicates continue to appear

Receipt Upload Failures

Receipt Photo Won't Save

Problem: Can't save a captured receipt photo.

Solutions:

- Check available storage space on your device
- Ensure camera permissions are granted
- Try capturing the photo again
- Restart the app if the problem persists

Receipt Details Won't Save

Problem: Receipt information isn't saving.

Solutions:

- Ensure all required fields are filled (amount, category, cost center)
- Check your internet connection (though offline mode should work)
- Try saving again
- If the receipt was saved offline, ensure sync completes

Can't View Receipt Photos

Problem: Receipt photos won't display.

Solutions:

- Check your internet connection (photos may need to download)
- Try closing and reopening the receipt detail view
- Restart the app
- If the photo was corrupted during capture, delete and recapture the receipt

General Issues

App is Slow or Freezing

Problem: The app runs slowly or freezes.

Solutions:

- Close other apps to free up device memory
- Restart your device
- Check for app updates
- Clear app cache (device settings > Apps > Oxford House Expense Tracker > Clear Cache)
- If problems persist, reinstall the app

Can't Find a Feature

Problem: You can't locate a specific feature or function.

Solutions:

- Check the home screen tiles
- Look in the navigation menu
- Check the Settings screen
- Refer to this guide's table of contents

- Contact support if you believe a feature is missing

Data Appears Incorrect

Problem: Your entries show incorrect information.

Solutions:

- Edit the entry to correct the information
- Check if the entry was created on a different device
- Ensure sync has completed to see the latest data
- Contact support if data corruption is suspected

Still Having Issues?

If you've tried the troubleshooting steps above and are still experiencing problems, contact your system administrator or technical support. Be prepared to provide:

- Description of the problem
- Steps you've already tried
- Device type and operating system version
- App version (found in Settings > About)
- Screenshots of any error messages

This document is part of the Oxford House Expense Tracker documentation suite.

For technical support, please contact your system administrator.

Document Version: 1.0 | Last Updated: January 2026