

TRACKING DRIVES

Review and classify detected drives

Detected drives wait on a review list: swipe right to file one as business, swipe left to dismiss it, and undo if you slip.

<https://bizflowconnection.net/guides/review-and-classify-detected-drives>

1. Find your detected drives

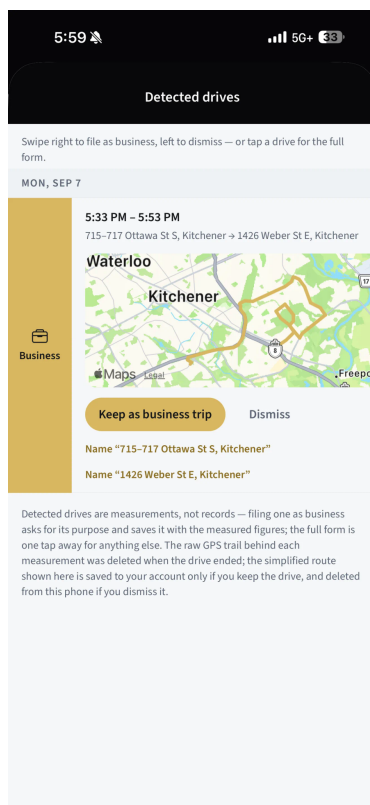
A few minutes after you park, the finished drive lands on the review list. Home shows a banner while a drive is being detected and a count when drives are waiting — tap it, or open "Detected drives" from the More tab's Tracking section.

2. Swipe right to file as business

Swipe a drive to the right to reveal "Business". A sheet asks "What was this drive for?" — type the purpose or tap one of your recent ones, then tap "Save business trip". The trip files with the measured miles, times, and route.

TIP

The purpose question is not ceremony — a business trip needs its business purpose on the record. That is the one thing the fast path cannot skip.

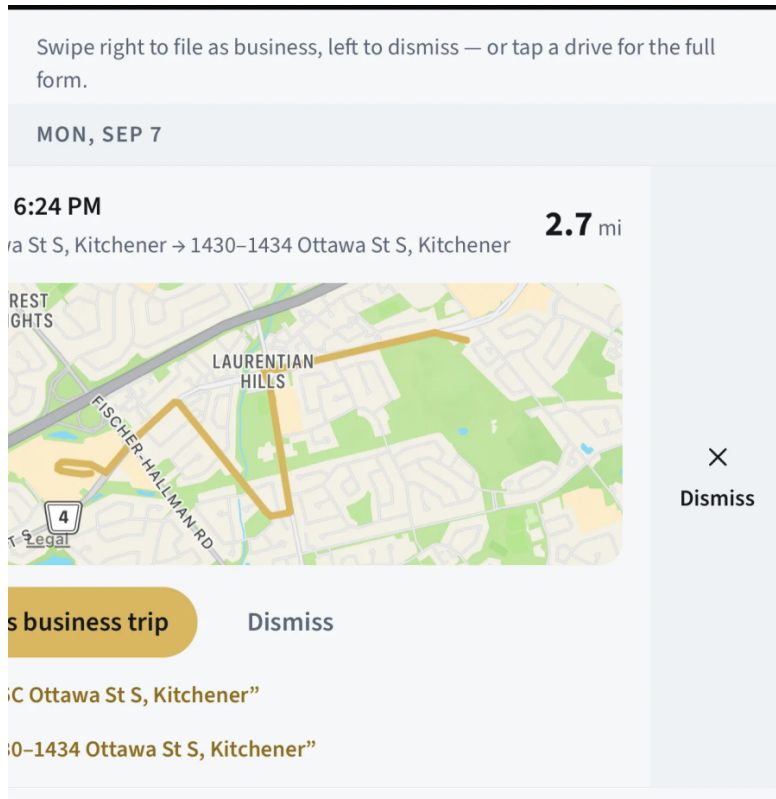


3. Swipe left to dismiss

Swipe left to reveal "Dismiss" for drives that were personal errands or noise. A "Drive dismissed." banner appears with an "Undo" button for a few seconds if you swiped the wrong one.

WARNING

Dismissing deletes the drive's route from your phone. Undo it within the moment the banner shows, or the drive is gone for good.



4. Tap for the full form

Tap a drive (or its "Keep as business trip" button) to open the trip form prefilled with the measured figures. Use this path when the drive was personal, medical, or charitable, needs a vehicle or job attached, or a figure needs correcting.

5. Trust the suggestions, keep the decision

A drive may arrive with a line like "Suggested: Business — inside work hours" or "— your rule Home !' Office". Suggestions come from your work schedule and your route rules; they pre-fill, and your swipe or tap is still the only thing that records anything.