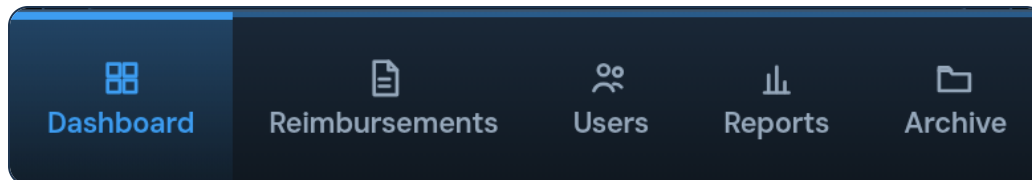
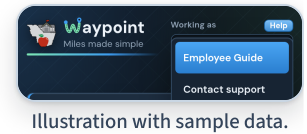


Waypoint is where you sign your employees' mileage reimbursements and follow their progress. At the top right, **Working as** switches your role: choose **Supervisor** and the tab bar below changes to match. The **Help** button opens the **Employee Guide** and **Contact support**.

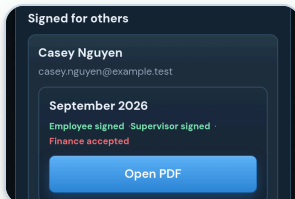


1 Dashboard



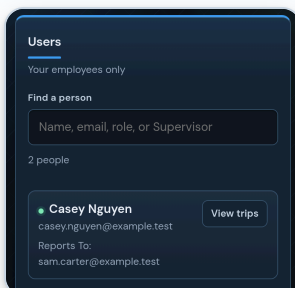
- Pick a **Fiscal year** (July 1 – June 30). The figures are for **your employees only**.
- **Recent submissions** lists each sent month with a signature tracker (Employee signed, Supervisor signed).
- **Miles claimed** shows monthly miles and dollars; **By employee** breaks it down per person.

2 Reimbursements



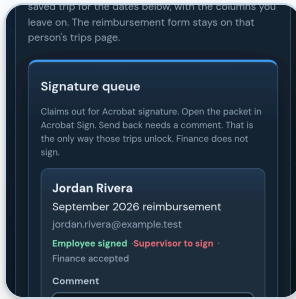
- Your own mileage form works just like the Employee one: download it or send it for signature.
- **Signed for others** lists the months you already signed, grouped by employee, each with **Open PDF**. Claims still waiting for your signature are on **Reports**.

3 Users



- A read-only list of the people you supervise. Nobody else appears.
- Use **Find a person** to search, then **View trips** to see a person's saved trips. It is view only: you can't change anything.

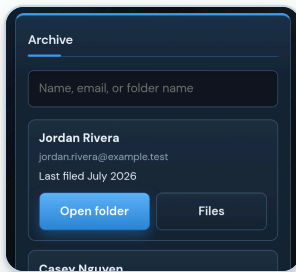
4 Reports · sign here



This is where you sign. The **Signature queue** lists claims out for signature.

- After the employee signs, the claim shows as **Employee signed**. Tap **Open packet** (Acrobat Sign opens in a new tab) and sign. It then leaves the queue, the employee gets a copy by email, and Finance sees it in the Finance portal.
- **Send back** needs a comment. It unlocks that month's trips so the employee can fix them and send again.
- If the employee hasn't signed yet, **Open packet** tells you the employee still has to sign.
- Below the queue is read-only trip data for your people, with **Download PDF**, **Download CSV**, **Download Excel** and **Google Sheet**.

5 Archive



- Folders for your people, filed from their signed claims.
- **Open folder** opens the folder; **Files** lists what is in it. Search by name, email, or folder name.

Need help? Contact support@ipsb.education.