

Mileage Records

Mileage Records

Purpose and when to use this record

Record vehicle mileage tied to law-enforcement activity, dates, officers, or routes.

At a glance

- **Identify it by: Date.**
- **Check its business context: Officer.**
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.

Before you begin

You need the Brisk permission for the action you are taking on mileage records. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Have valid **Officer** records ready first. Those selections determine where this Mileage Record belongs and which later screens can find it.

Create a Mileage Record

Mon, Aug 10, 2026

Search Here Search For...

My site > Law Enforcement > Mileage Record List > New Mileage Record

Save Cancel < Previous Next >

Mileage Record Entry - New Mileage Record

Beginning Miles Ending Miles

Mileage Date

Officer

The Mileage Records create screen in the Brisk documentation demo.

Create a Mileage Record only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Officer**.
2. Enter the required identifying and operational values: **Mileage**, **Date**, and **Officer**.
3. Review **Beginning Miles**, and **Ending Miles** against the source document or approved setup decision.
4. Save the Mileage Record, then confirm **Date** on its detail page before continuing.

After saving: Use **Officer** to interpret this Mileage Record. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Delete a Mileage Record

Delete this Mileage Record only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

On the confirmation page, verify **Date**. After confirmation, return to the Mileage Records list and make sure only the intended Mileage Record was removed.

Review Mileage Record details

Use the detail page as the shared record of what this Mileage Record currently means. Verify **Date** before relying on it for a decision.

Follow **Officer** to determine whether the issue is on this Mileage Record or on one of those linked records.

Next check: Use **Officer** to interpret this Mileage Record. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

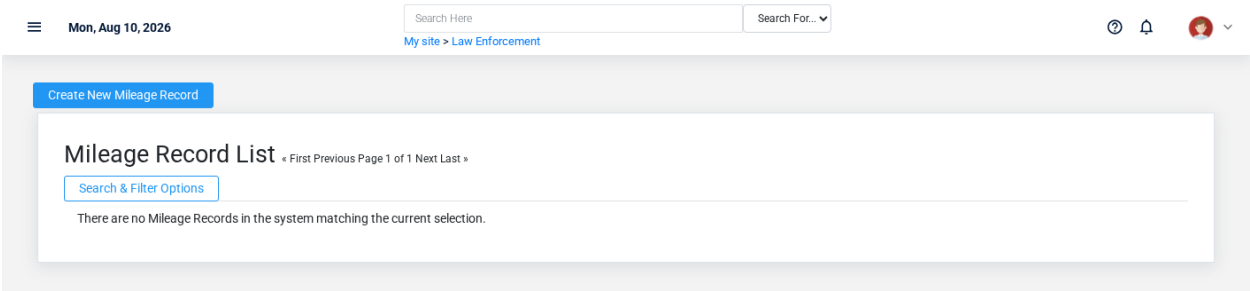
Edit an existing Mileage Record

Edit this Mileage Record to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Officer** with the supporting document or approved request.
2. Recheck **Date**. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.
3. Save the change, return to the list, and confirm that the Mileage Record now appears under the expected **Date**.

After the change: Use **Officer** to interpret this Mileage Record. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Find and review mileage records



The Mileage Records list screen in the Brisk documentation demo.

Use the Mileage Records list to find the correct record before opening or changing it. Compare **Date**. Records with similar names or numbers can still belong to different **Officer**.

Open the Mileage Record whose **Date** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Fields and business rules

Brisk stores 5 user-relevant fields for this Mileage Record, including 1 linked-record selection and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
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Beginning Miles	No	Records the mileage of the vehicle at the beginning of the shift.
Ending Miles	No	Records the mileage of the vehicle at the end of the shift.
Mileage	Yes	The number of miles recorded.
Date	Yes	The date that this mileage will appear on the activity report.
Officer	Yes	Sets the officer for this log entry.

What happens next

Use **Officer** to interpret this Mileage Record. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Mileage**, **Date**, and **Officer** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Open **Officer** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

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