

Dynamic Agent - Monthly Mileage and Expenses Submission Form



Learn the necessary steps to navigate to the Dynamic Agent portal and locate the required mileage documentation. This guide helps you quickly access the correct submission form to ensure your monthly records are processed efficiently.

1 Navigate to <https://dynamic-agent.co.uk/>

The screenshot displays the Dynamic Agent portal dashboard. On the left is a dark navigation sidebar with icons for 'board', 'CityPanel', 'ches', 'mission', and 'ations'. The main content area is titled 'Overall Companywide Standings' and is divided into three sections: Listings, Sales, and Exchanges. Each section features a circular gauge chart showing Gross, Net, and Target values, alongside a table of key performance indicators (KPIs) such as Total Fees, Average Fee, Average Price, and Withdrawal/Fallthrough Rates. To the right, a 'Key metrics at-a-glance' section provides a grid of 12 metrics, including 'Properties coming to the market', 'Valuations booked this month', and 'Sales calls made this month'. At the bottom right, a section titled 'Top performers in the last 7 days' is visible.

Gross	0
Net	-13
Target	42
Total Fees	£0
Average Fee	£0
Average Price	£0
Withdrawal Rate	100%

Gross	134
Net	119
Target	48
Total Fees	£432,500
Average Fee	£3,228
Average Price	£256,011
Fallthrough Rate	11.2%

Total Fees	£0
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Properties coming to the market	48
Properties with pending offers	26
Predicted to exchange this month	41
Valuations booked this month	7
New applicants last 7 days	0
Price changes this month	0
Valuations booked next 6 months	99
Viewings awaiting feedback last 14 days	0
Vendors with no recent contact	0
Valuations pending last 6 months	203
Applicants with no recent contact	1274
Properties put on notice	6
Valuations lost last 12 months	99
Sales calls made this month	0
Progress journal + 1 week	399

2 Click "Commission"

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Overall Companywide Standings

Listings

Total Fees	£0
Average Fee	£0
Average Price	£0
Withdrawal Rate	100%

Sales

Total Fees	£432,500
Average Fee	£3,228
Average Price	£256,011
Fallthrough Rate	11.2%

Exchanges

Key metrics at-a-glance

Properties coming to the market	Properties with pending offers	Pred exch n
48	26	
Valuations booked this month	New applicants last 7 days	Price cl n
7	0	
Valuations booked next 6 months	Viewings awaiting feedback last 14 days	Vendc recen
99	0	
Valuations pending last 6 months	Applicants with no recent contact	Proper n
203	1274	
Valuations lost last 12 months	Sales calls made this month	Progre: 1
99	0	3

Mileage

3 Click "Mileage Form"

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Overall Companywide Standings

Listings

Total Fees	£0
Average Fee	£0
Average Price	£0
Withdrawal Rate	100%

Sales

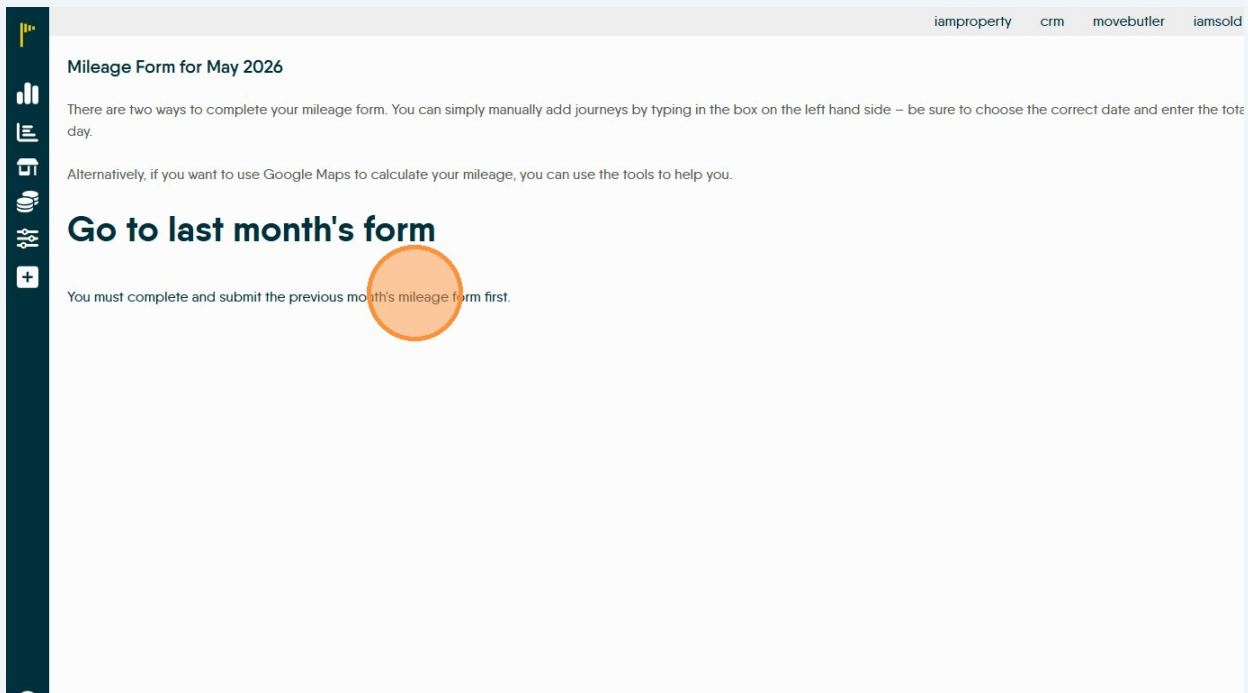
Total Fees	£432,500
Average Fee	£3,228
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Exchanges

Key metrics at-a-glance

Properties coming to the market	Properties with pending offers	Pred exch n
48	26	
Valuations booked this month	New applicants last 7 days	Price cl n
7	0	
Valuations booked next 6 months	Viewings awaiting feedback last 14 days	Vendc recen
99	0	
Valuations pending last 6 months	Applicants with no recent contact	Proper n
203	1274	
Valuations lost last 12 months	Sales calls made this month	Progre: 1
99	0	3

4 Click the link to navigate to the previous month's mileage form



5 The form shows any mileage brought forward, total this month so far and total.

To add a mileage claim, click into the journey details and add your journey, add the mileage to the 'Miles' field. Add 1 leg of the trip per line. Click the **"Journey Details (one location per line)"** field, enter the details. Start Address, 1st Address, 2nd Address.....End Address.

To the right side of the screen, in the 'Diary' field any diary entries for Viewings and Appraisal appointments will show. This allow you to select the job and add it straight to the mileage calculator.

Jake Martin's mileage form for May 2026

Date: 01/05/2026

Miles:

Journey Details (one location per line)

Open Google Maps (0 locations added)

Show your location picker

125 brought forward	£0.00 expenses	10 this month	£0.00 mileage	135 total
<input type="button" value="Show expenses (0)"/>		<input type="button" value="Show uploads (0)"/>		<input type="button" value="Finish and send"/>

Diary

Date: 01/05/2026

Miles:

Journey Details (one location per line)

ne33lu

Open Google Maps (0 locations added)

Show your location picker

125 brought forward	£0.00 expenses	10 this month	£0.00
<input type="button" value="Show expenses (0)"/>		<input type="button" value="Show uploads (0)"/>	

Diary

6

At this point if you know the distance travelled, click into the 'Miles' field and add the distance.

If not, or you want to check, click "**Open Google Maps....**" This will take you to a screen showing the trip on google maps, where you can get the mileage.

The '**Location Picker Option**' allows you to set locations e.g. office or home for quick access when adding your mileage.

Jake Martin's mileage form for May 2026

Date

01/05/2026

Miles

125 brought forward

£1.00 expenses

Show expenses (1)

Journey Details (one location per line)

d 2hx
ff id
g forth
h vorth

Open Google Maps (5 locations added)

Add

Show your location picker

Diary

on, Telford

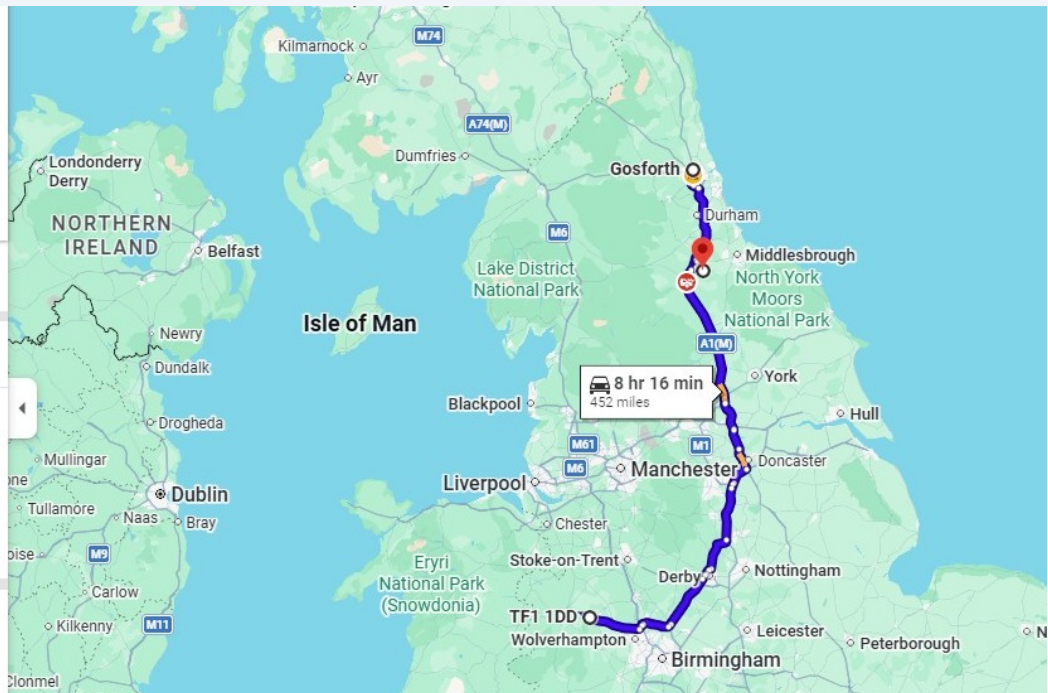
yne

Options

el

Copy link

8 hr 16 min
452 miles



Expenses

7

To claim '**Expenses**' click '**Show Expenses**' this will show any expense currently claimed, this could be parking, coffee, milk etc it is not mileage.

To add an expense record

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ke Martin's mileage form for May 2026

te Miles

dd/mm/yyyy

ourney Details (one location per line)

en Google Maps (0 locations added)

Show your location picker

125 brought forward £1.00 expenses 544 this month £0.00 mileage 669 total

Diary

8

Click "**Show expenses**"

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Martin's mileage form for May 2026

mm/yyyy Miles

ourney Details (one location per line)

oogle Maps (0 locations added)

Show your location picker

125 brought forward £1.00 expenses 544 this month £0.00 mileage 669 total

Diary

9

Add the details of the expense into the '**Details**' field and the amount into the '£' field then click '**Add**'

tin's mileage form for May 2026

yyyy Miles

tails (one location per line)

gle Maps (0 locations added)

Add

Show your location picker

125 brought forward £1.00 expenses 544 this month £0.00 mileage 669 total

Hide expenses (1) Show uploads (0) Finish and send

Expenses (1)

If you have an expense to claim, add it here (scroll if you have lots of expenses).

(x) lunch - £1.00

Details... £ 0.00 ADD

Diary

10

To add receipts for expenses or mileage. Click "**Show uploads**" click into the field that shows and either drag and drop or search your device for the images. If you are using a mobile device, an option to use the camera will show. Click "**Tap here to add your photos (or drag & drop)**" to upload your images.

Keep doing this till all is completed.

tin's mileage form for May 2026

yyyy Miles

tails (one location per line)

gle Maps (0 locations added)

Add

Show your location picker

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Hide expenses (1) Show uploads (0) Finish and send

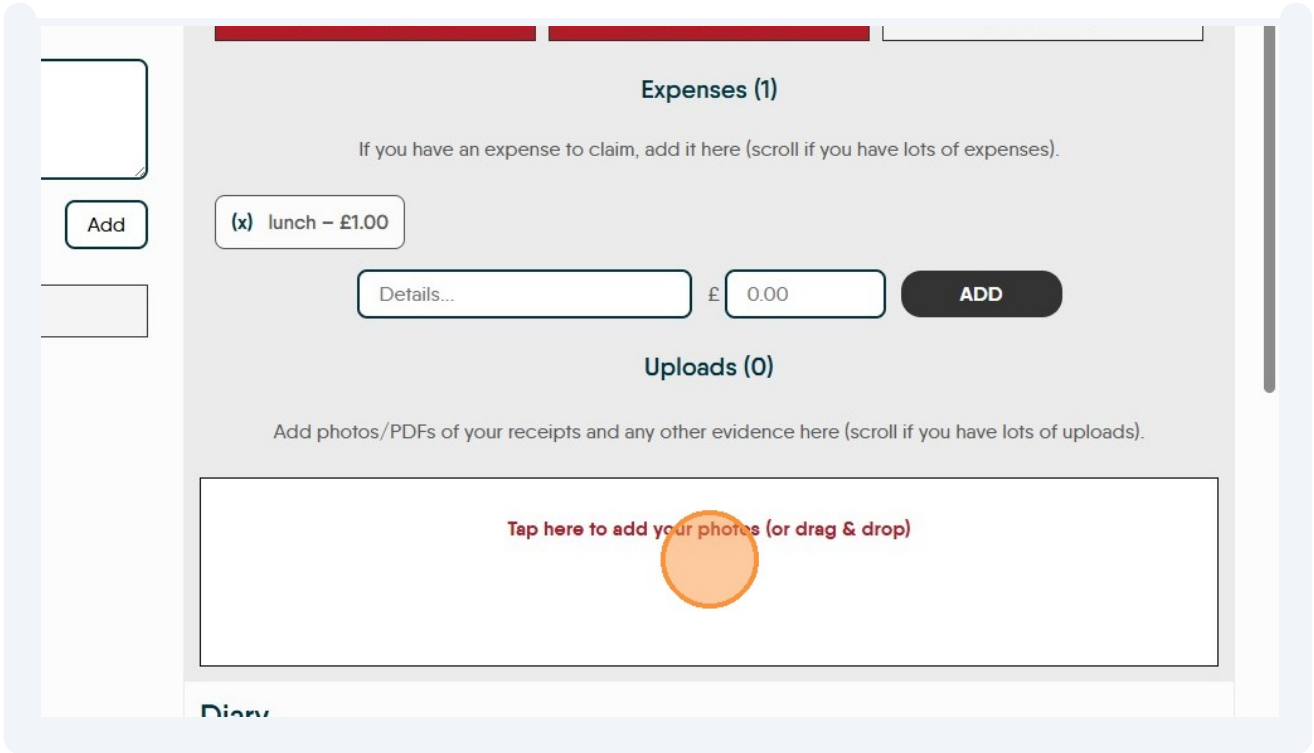
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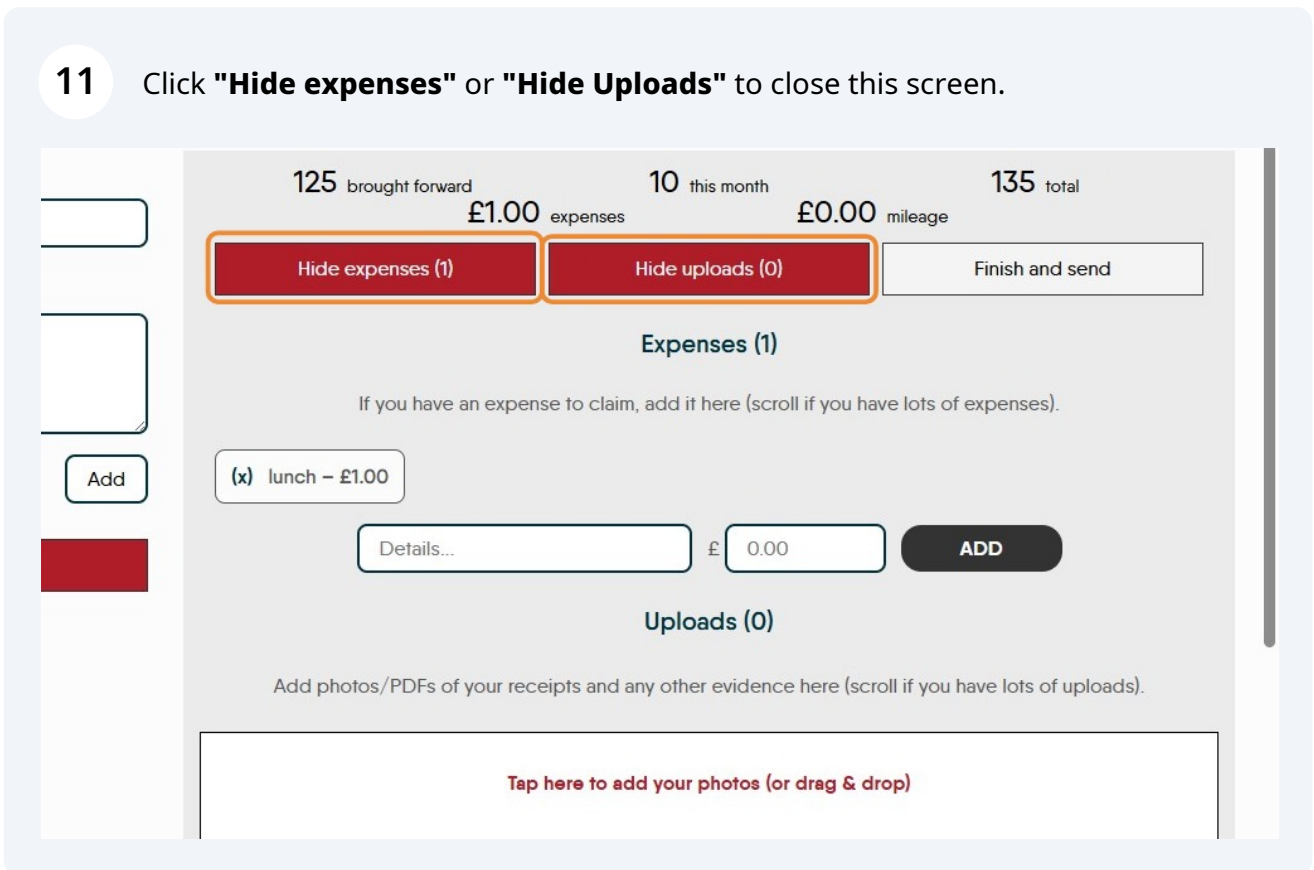
(x) lunch - £1.00

Details... £ 0.00 ADD

Diary



11 Click **"Hide expenses"** or **"Hide Uploads"** to close this screen.



12

If you need to complete and submit the expenses on behalf of your user. Click **"Finish and send"**

iamproperty crm movebutler iamsold dynamicagent

tin's mileage form for May 2026

yyyy Miles

tails (one location per line)

Google Maps (0 locations added) Add

Show your location picker

125 brought forward £1.00 expenses 544 this month £0.00 mileage 669 total

Hide expenses (1) Hide uploads (0) Finish and send

Expenses (1)

If you have an expense to claim, add it here (scroll if you have lots of expenses).

(x) lunch - £1.00

Details... £ 0.00 ADD

Uploads (0)

Add photos/PDFs of your receipts and any other evidence here (scroll if you have lots of uploads).

Tap here to add your photos (or drag & drop)

Diary

13

If you need to complete and submit the expenses on behalf of your user. Click **"Finish and send"**

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tin's mileage form for May 2026

yyyy Miles

tails (one location per line)

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Diary