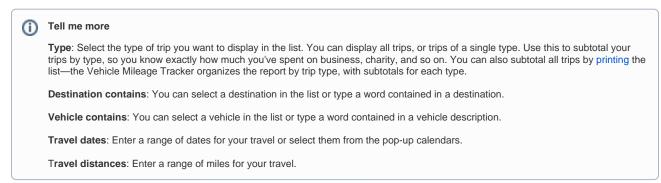# How do I customize the Vehicle Mileage Tracker?

Need to quickly find all the trips you took during a particular time period? Or perhaps you don't think you need to display both the Destination column and the Purpose column on the Vehicle Mileage Tracker. Customize the Vehicle Mileage Tracker to display only the columns you want to see or show trips based on criteria you select.

1. Open the **Mileage Tracker**.
    - **From the Business tab**
      Click the Business tab, then click the Business Tools button and choose Mileage Tracker.
    - **From the Rental Property tab**
      Click the Rental Property tab, then click the Add Transactions and choose Mileage Tracker.
2. Select a trip in the list.
3. Click **Customize**.
    - **To show only the columns you want**
        - Under Show/Hide Columns, select the columns you want to see in the Vehicle Mileage list.
4. **To sort by trip information, including subtotaling by trip**
   Under **Show Only Trips as Indicated Belo**w, set the conditions for the trips you want to display. You can select as many of the conditions as you need to narrow your list. To select all trips under a certain criterion leave the field blank.

> ⓘ **Tell me more**
>
> **Type**: Select the type of trip you want to display in the list. You can display all trips, or trips of a single type. Use this to subtotal your trips by type, so you know exactly how much you've spent on business, charity, and so on. You can also subtotal all trips by printing the list—the Vehicle Mileage Tracker organizes the report by trip type, with subtotals for each type.
>
> **Destination contains**: You can select a destination in the list or type a word contained in a destination.
>
> **Vehicle contains**: You can select a vehicle in the list or type a word contained in a vehicle description.
>
> **Travel dates**: Enter a range of dates for your travel or select them from the pop-up calendars.
>
> T**ravel distances**: Enter a range of miles for your travel.

5. Click **OK**.

This feature requires Quicken Home, Business & Rental Property. Learn how you can upgrade Quicken in minutes.