



ODOhybrid  
1.5.0.3

USERS GUIDE



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## 1. INTRODUCTION

This guide is an overview of the ODOhybrid app for Android and iPhone. It describes each part of the interface, as well as the features available to users of ODOTRACK's technology.

This hybrid app interacts with and adds features to the ODOTRACK ODO50 solution, which has no physical interface. The hybrid app does not require any mobile licenses.

It is important to understand that this app does not calculate mileage. The app is dependent on the ODO50 positioning system.

**This app is available on Android and iPhone. The screenshots in this document are from an Android phone. You will see very slight changes in the iPhone version.**

The basic features are:

- ✓ stop a trip
- ✓ change trip type (business or personal)
- ✓ interact with additional functions: time sheets, vehicles and drivers
- ✓ enter a comment
- ✓ view recent trips
- ✓ add an expense
- ✓ locate a vehicle
- ✓ create a favorite

## 2. PREREQUISITES

### MINIMAL HARDWARE REQUIREMENTS:

- ✓ 3G/LTE connection
- ✓ ODO50 device installed

The hybrid app is an add-on to the ODO50 solution. To get the benefits of ODOTRACK services, contact one of our representatives or call us at 1 877.755.3953.

### 3. NOTICES

#### REGULATION: USING CELLPHONES WHEN DRIVING

**Canada\***: the law prohibits drivers from making or receiving calls, reading or sending a text message or email or using in any way a portable cellphone or other hand-held communication and entertainment device while driving.

\* British Columbia and Saskatchewan prohibit drivers from using hand-held and hands-free devices. No regulations to date for Nunavut.

**France**: the use of a hand-held phone while driving is prohibited. As of July 1st 2015, it is also prohibited for the driver of a moving vehicle to wear any sound-emitting devices in their ear, except for electronic hearing aids. This particularly prohibits earphones used to make calls or listen to music.

**United States**: regulations vary from state to state, please consult local laws.

For safe driving, we recommend using this app with precaution.

### 4. INTERFACE

#### A. BEFORE USE

First, download the ODOhybrid app through Google Play for Android or Apple Store for iPhone, following the steps required. Then, before starting the application, be sure to activate the **“Position”** and **“Synchronization”** functions of your phone. To start the application, simply click on the ODOhybrid icon.


#### B. LOGIN PAGE

Enter your email and password and click on **“Log in”**.

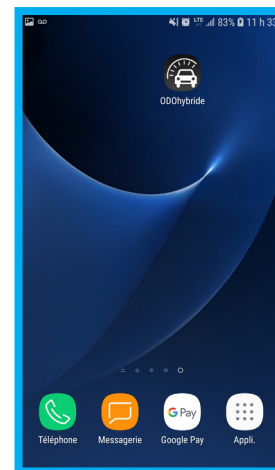
To keep your password saved when you log out, check the **“Remember me”** box.

If you forget your password, you can modify it directly in your portal or in your ODOTRACK account on our computer.

#### C. INFORMATION MENU

To view the informations regarding the phone or the App, press the **“Information”** button  of the login page.

With this option, you can also test the connection to the internet and to the server by pressing **“Test the connection”**

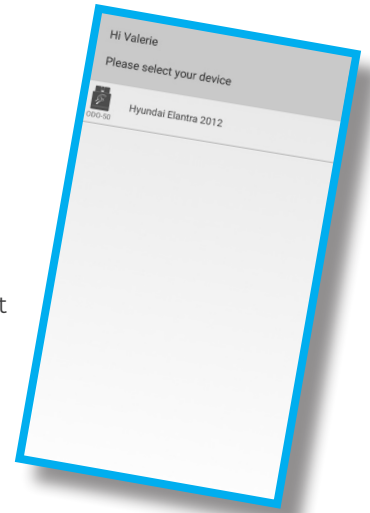


## D. CHOOSE A DEVICE

When the main page opens, you will be asked to choose a device.

**Warning:** The ODOHybrid app does not work with ODOConstruction.

**Note :** If no vehicle choice is available when you log in for the first time, contact ODOTRACK's technical support for help



## 5. REMOTE TAB

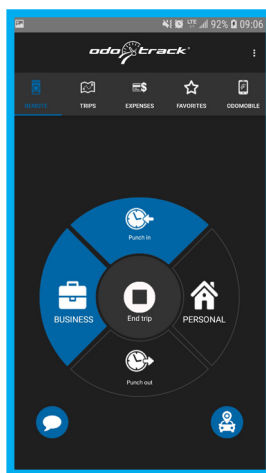
The **“Remote”** tab lets you interact with the ODO50 device.

As basic features, this page lets you:

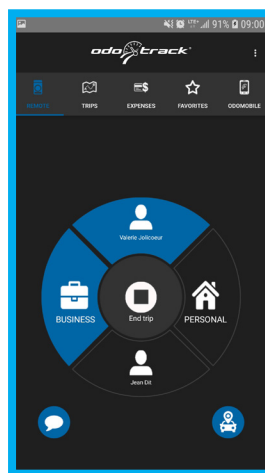
- ✓ End the trip **1**
- ✓ Choose the type of trip: Business **2** or Personal **3**
- ✓ Add comments **4**
- ✓ Locate your vehicle

If you have additional features turned on in your ODOTRACK account, you will find them on the buttons **6** and **7** Additional features (one of these three):

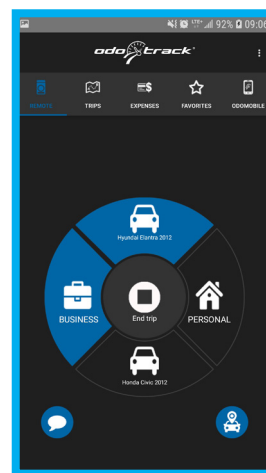
- ✓ timesheets
- ✓ drivers
- ✓ vehicles



Timesheets




Drivers



Vehicles

## A. BASIC FEATURES


### Terminer un voyage

This feature  allows you to end your trip manually. When you press this button, it sends a message to ODOTRACK's services to indicate that the current trip is completed. Your phone will vibrate to indicate the sending of your choice


### Choose the type of trip

The buttons to the left  and right  of the control pad allows you to select the type of trip between "Business" mode or "Personal" mode. The current selected mode will be identified by whichever button is blue.

### Add a comment to your trip

The button at the bottom of the screen  allows you to add comments to your current trip. By pressing this function, a dialogue box will open to allow you to do so.

### Locate your vehicle


The button at the bottom of the screen  allows you to find the exact location of your vehicle.



## B. ADDITIONAL FEATURES (ACTIVATED IN YOUR ACCOUNT)


You can activate the additional features available (timesheets, drivers, vehicles) in your online ODOTRACK account in the features tab of the devices module.

### Timesheet - Start/end your trip

Press the "Punch in" button  so that the ODOTRACK's services can record the start of your work day.


Once your day is over, press the "Punch out" button  to record it in your timesheet.

### Driver - Choose a driver

If the "Driver"  function is activated, the top and bottom buttons of the pad will be marked with a person icon.

Press the top button "Name of driver 1" or "Name of driver 2" to indicate to ODOTRACK's services which driver you are.

### Vehicle - Choose a vehicle



If the "vehicle"  function is activated, the top and bottom buttons of the pad will be marked with a car icon.

Press the top button "Vehicle 1" or "Vehicle 2" to indicate to ODOTRACK's services which vehicle you are using.

## 6. TRIPS TAB

The **“Trips”** tab is used to view the trips you have made using your ODOTRACK device. It also lets you edit the comments and type of trip.

### Edit the type of trip

To edit the type of trip, press the round blue button. The suitcase  represents a business trip and the house  a personal trip.


### View a trip's details

To view a trip's details, press the section of the trip in question (fig.1).

### Add or edit a comment


To add or edit a comment, open the detailed trip view, then press the comment field to bring up a dialog box (fig.2).

### View the list of trips by date

To view the list of trips for a specific date, press the **“calendar”** icon  and select the desired date (fig.3).

### Choose a vehicle

(available only if the “Vehicle” function is activated in your account)

If the “Vehicle” function has been activated, you'll be able to view the trips made by two vehicles associated with your ODO50 device. To view a specific vehicle's trips, press the car icon  and select the desired vehicle

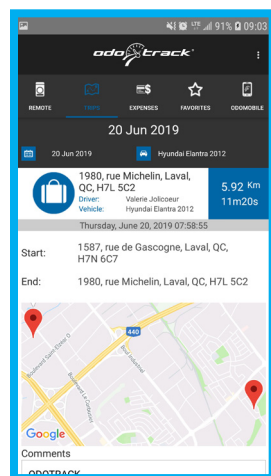


fig.1

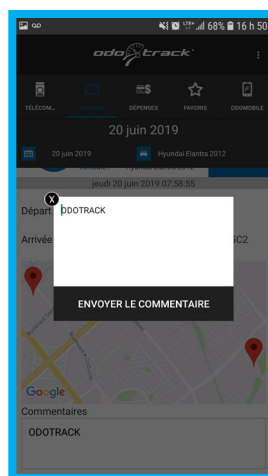


fig.2

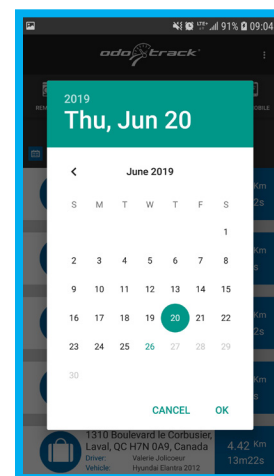


fig.3

## 7. EXPENSE TAB:

The **“Expenses”** tab allows you to add, edit and view expenses.

To view the details of an expense, click on the expense item.

To add an expense, select the option **“Add new expense”** in the top right menu . Enter the required information starting with the payment method (fig.4).

You must indicate which vehicle and driver is associated with the expense (fig.5).

You can also add comments and attachments (photo taken with your phone or an existing photo) by clicking the button (fig.6). A dialog box will pop up to allow you to do so (fig.7).

- Use your smartphone’s camera to add a photo;
- Select an image from your phone;
- View the attached item;

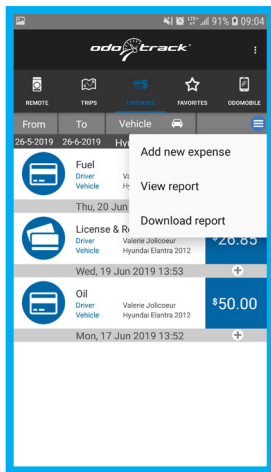


fig.4

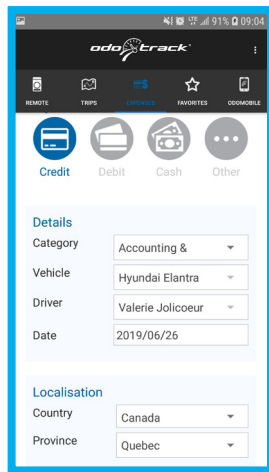


fig.5

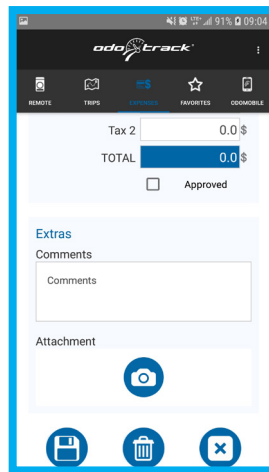


fig.6

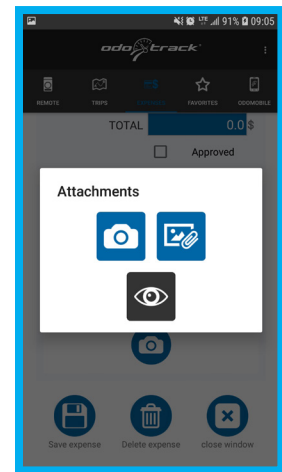


fig.7

- Save expense;
- Delete expense;
- Close window without saving;





## 8. FAVORITES TAB

The Favorites tab allows you to determine favorite addresses to establish in advance the type of trip (business or personal) or comment related to a specific location.

### Recent favorites

On the Favorites tab home page, you will see a map (by default with no position) and the five (5) most recent favorites (based on the last modification date).

Click on  to view the arrival address of the favorite on the map, as well as the radius established for that address.

Click on  to view and/or edit the favorite's details and click on "Save favorite" to save any changes made, if any.


Note that the vehicle associated with the favorite cannot be changed through the application. This change must be made from your ODOTRACK online account.

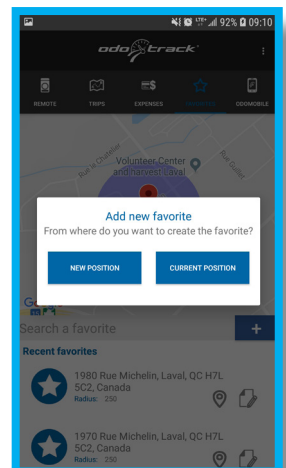
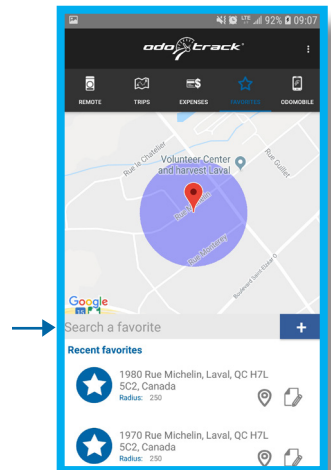
### Search favorites

To search a favorite address already created in the account, enter a keyword in the search bar under the map displayed on the screen.

The search will look for the keyword in the address, the logbook address or the comment of all of the favorites registered in the account. The favorites containing the search term will then appear in the list at the bottom of the screen.

### Add new favorite

To add a new favorite, click on , under the map displayed on the screen. You can then choose to create a favorite from a new position or from your current position. Fill in the required fields and click on "Save favorite".



### Logbook address

The logbook address is the address you want to appear in your trips list. This address is necessary if no comment is entered in the comment box.

### Radius

Choose the radius applicable to the favorite. By default, the radius is established at 250 meters.

### Start address

If desired, enter a starting address to your favorite.

### Force type of trip

When creating a favorite, you can choose the “**Force type**” option.

This option allows you to determine in advance the type of trip, business or personal, when the device detects a trip to that destination.

Note that this choice overrides the decision made with the remote control of the ODOHybrid app or the ODOremote.

### Apply favorite to existing trips

You can choose the option “**Apply favorite to existing trips**” The type of trip chosen and the comment associated with this favorite will then be applied to trips already existing in your account. You only have to choose the date from which you want the changes to be applied. By default, the date of the current day will be displayed.

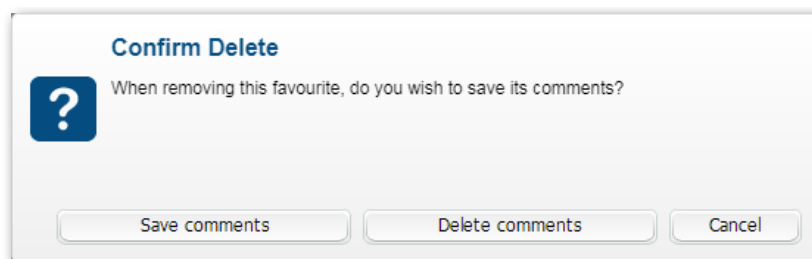
Note that this choice overrides the decision made with the remote control of the ODOHybrid app or the ODOremote.

### Comments

This section allows you to enter a comment about the trip, such as the reason for that trip. The comment is necessary if there is no logbook address entered for that favorite.

### Delete a favorite

To delete a favorite, you can do it from your ODOTRACK online account in the Favorites Module. Choose the favorite to delete using the selection box and click on “Delete” at the top of the page. You will then have to choose if you want to save or delete the comments associated to this favorite.



## 9. ODOMOBILE

The “**ODOMobile**” tab allows you to access the light version of your ODOTRACK account on the web.


You can:

- ✓ visualize and edit your trips;
- ✓ view and add expenses;
- ✓ update the odometer value of your vehicle;
- ✓ check the exact location of your vehicle (Odotrace);
- ✓ choose your language of choice.

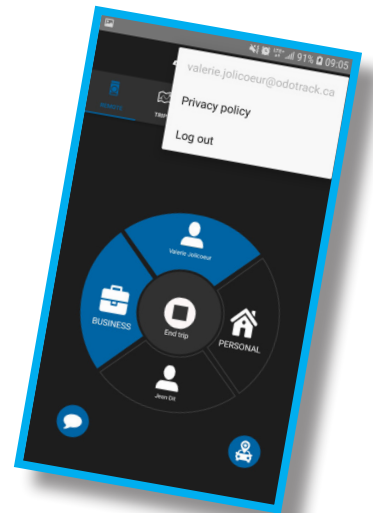


## 10. OPTIONS MENUS

### INFORMATION MENU

The options menu can be accessed by pressing the  icon on the top left of the app.

This menu lets you see which user is connected to the ODOTRACK services. It also gives you access to ODOTRACK’s privacy policy and allows you to log out.



H A P P Y D R I V I N G !