

ODO MOBILE GUIDE



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1 | INTRODUCTION

The ODOmobile is a cellular application for Android that automatically keeps a record of your trips and allows you to manage your professional expenses.

All of your traveling data is automatically caught by your cell phone and then synchronized to ODOTRACK'S secure servers.

The ODOmobile application requires a mobile license and uses data from **your cellular plan**.

With the ODOmobile application, you also have access to your travel data and your reports by accessing your ODOTRACK account online at odotrack.com

2 | DOWNLOAD

Download the ODOmobile application through the Google Play Store for Android or the Apple AppStore for iPhone, following the instructions.

3 | CONNECTION

To connect yourself to the application, you must first register to ODOTRACK MOBILE services.

IF YOU ARE NOT REGISTERED TO ODOTRACK MOBILE SERVICES

To register for ODOTRACK MOBILE, once you've downloaded the application, click on **REGISTER** on the application home page and fill in the required fields.

IF YOU ARE REGISTERED TO ODOTRACK MOBILE SERVICES

Once the application is opened, enter your personal information (email address and password) and click on **LOG IN**.

REMEMBER ME

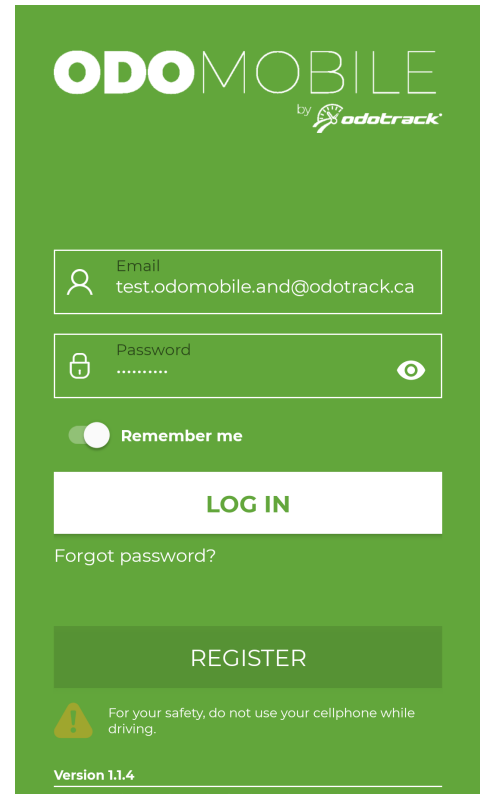
When this option is enabled, the next time you open the app, it will remember your email address and password.

FORGOT PASSWORD?

If you've forgotten your password, click on **Forgot password?** and enter your e-mail address. An email will be sent to you to reset your password.

CHANGE EMAIL OR PASSWORD

To change the email or password associated with the account, use your online account at odotrack.com and change the information in the Configuration Module > Contacts section > Rights and Access tab.





IMPORTANT INFORMATION

PLEASE NOTE THAT IT IS ALWAYS NECESSARY TO RECONNECT TO THE APPLICATION WHEN :

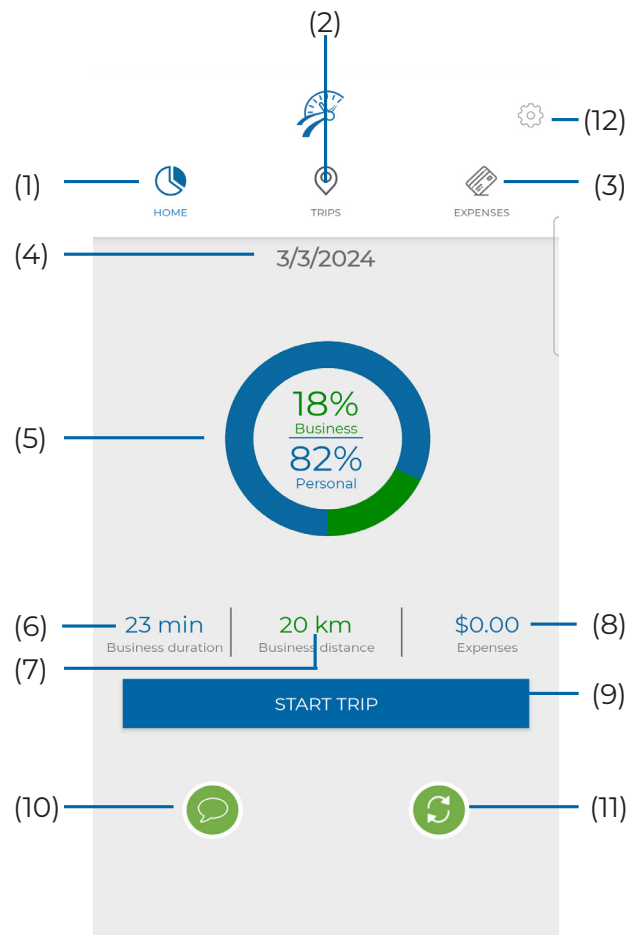
- the phone runs out of battery and switches off;
- you manually switch off and restart the phone;
- you uninstall and reinstall the application;
- you install an update to the ODOmobile application;
- install a new Android or iPhone update.

In order to be notified of the need to reconnect to the application, it is recommended to enable the **Notifications** option in the Settings menu of the application and of your phone (for more details, see section 5 of this Guide).

4 | HOME PAGE

Here is a brief overview of the different elements that make up the home page :

- (1) Home:** To return to the home page;
- (2) Trips:** To view the trips recorded in the account;
- (3) Expenses:** To view the expenses entered in the account;
- (4) Date:** Date of the current day;
- (5) Statistics:** Percentage of Business and Personal mode trips recorded during the current month (rounded to the whole number) ;
- (6) Business duration :** Business trip time in the current month (rounded to the nearest minute);
- (7) Business distance:** Number of kilometers logged in Business mode during the current month (rounded to the whole number);
- (8) Expenses:** Total amount of expenses entered in the account during the current month (rounded to the whole number);
- (9) Start trip:** To manually start a trip;
- (10) Comments:** To enter a comment for the current or future trip;
- (11) Synchronization:** To synchronize recorded trips;
- (12) Settings / Configuration:** To set up the account and access the application's settings (for more details, see the next section of this Guide).



NOTICE

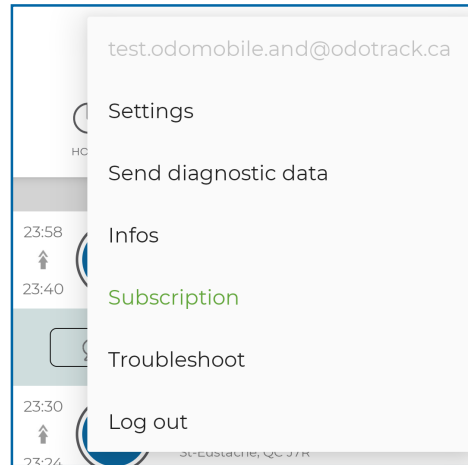
THE LOCATION OF ICONS MAY DIFFER ON THE IOS (IPHONE) VERSION.

5 | CONFIGURATION

It is recommended to set the application's settings before the first use. However, you can change the settings at any time if desired.

To access the application settings, click on the gear icon at the top right of the screen:

- Settings;
- Send diagnostic data (on Android);
- Infos (on Android);
- Subscription;
- Troubleshoot;
- Terms of Use (on iOS);
- Privacy Policy(on iOS);
- Log Out;



Menu on Android

Settings
Subscription
Terms of Use
Privacy Policy
Log Out (test.odomobile.ios@odotrack.ca)

Menu on iOS (iPhone)

A. SETTINGS

By clicking on **Settings**, you will find the following options:

- Automatic start;
- End trip;
- Notifications (on Android);

AUTOMATIC START

Automatically detects a trip when your vehicle starts.

For this option to apply, **the ODOmobile application must be open (although it may be running in the background)**.

If Automatic Start is not activated, you will have to start a trip manually by clicking on **Start trip** on the home page.

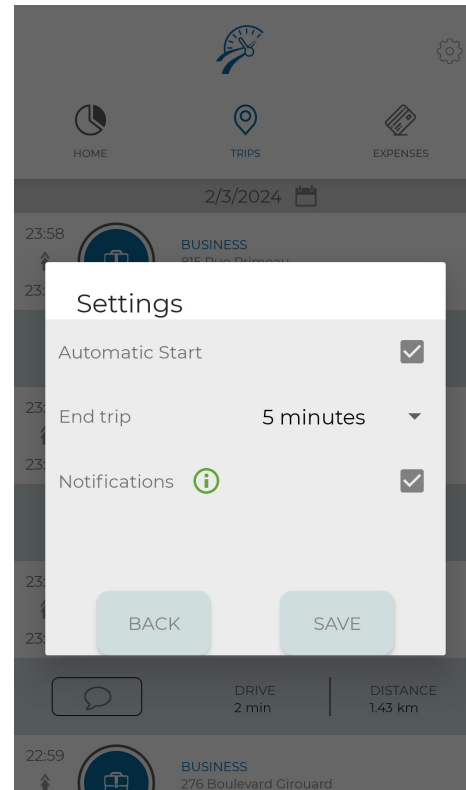
END OF TRIP

Automatically detects the end of a trip when your vehicle is stopped during the chosen period of time.

In order to avoid an end trip during an intermittent stop (e.g. when stopped at a red light), it is recommended to choose a longer period of time, for example 5 minutes.

For this option to apply, the ODOmobile application must be open (although it may be running in the background).

If the Automatic start option is not activated, you will need to end a trip manually by clicking on **End trip** on the Home page.

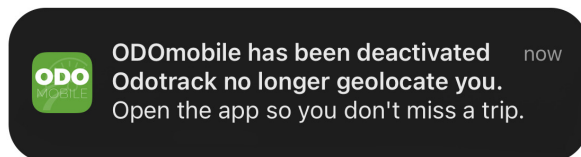


NOTIFICATIONS

Allows you to receive a notification when the application detects an action (e.g. trip start, update, end of trip, etc.)

On iOS, notifications can be activated via the ODOmobile system settings located in Settings > ODOmobile > Notifications.

Note that enabling notifications on iOS also allows the application to warn you if you inadvertently close ODOmobile.



Example of ODOmobile deactivation notification on iOS

B. SEND DIAGNOSTIC DATA

On Android, this menu option allows you to email "Tracker logs", data collected by the ODOmobile application, to ODOTRACK's developers and technical support team for analysis when necessary.

Note that on iOS, this option is available via the information page, accessible by pressing the information icon ⓘ at the top right of the login screen.

C. INFORMATIONS

Shows device details (Android or iPhone version, make and model) and current application version (e.g. version 1.0.3). This section also allows you to test the Internet connection and the connection to ODOTRACK servers, as well as to access the Help / FAQ section of the ODOTRACK website, the ODOTRACK privacy policy and the ODOTRACK terms and conditions.

D. SUBSCRIPTION

Allows subscription to ODOTRACK services for unlimited trip recording, via a monthly or annual plan.

E. TROUBLESHOOT YOUR DEVICE

"The functionalities offered by Android are not available for iOS except when it comes to permissions."

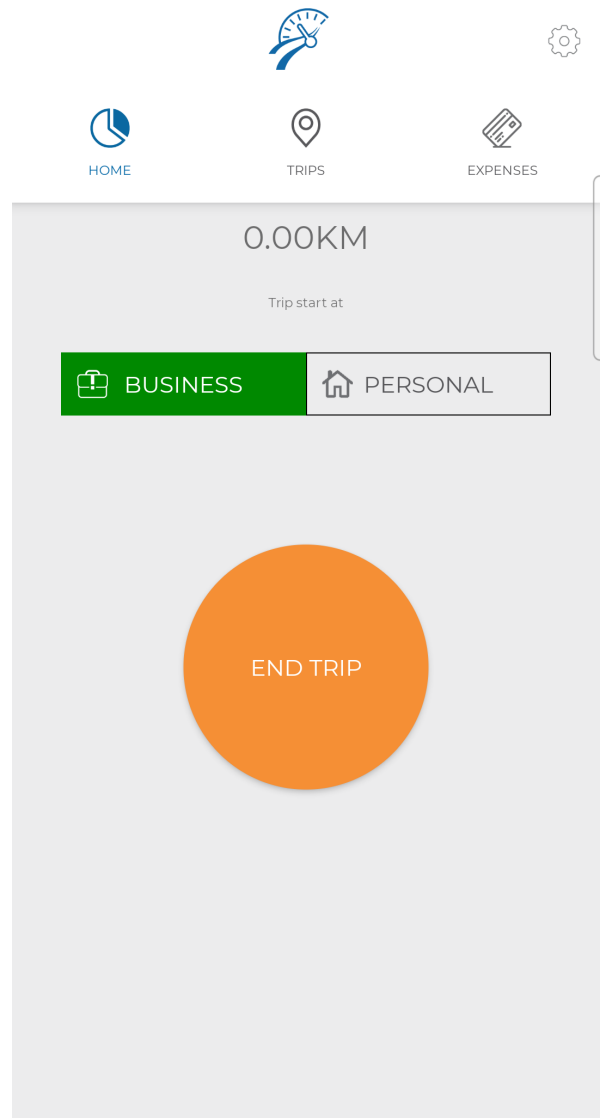
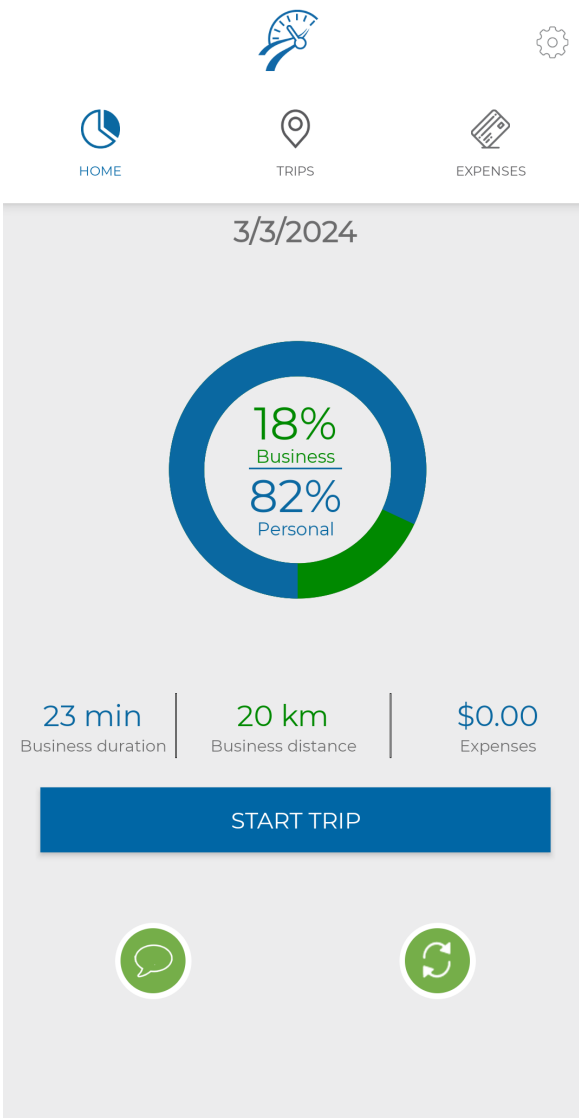
Allows you to check your device's configuration and settings for optimal application performance, including battery optimization, battery saver and permissions.

6 | TRIPS

You can start or end a trip manually or automatically.

A. MANUAL TRIPS

To start a trip manually, click on **Start Trip** on the home page. Choose the type of trip between Business or Personal by clicking on the appropriate button. When the trip is completed, click on **End Trip**.



B. AUTOMATIC TRIPS

For the application to detect the start of a trip automatically, i.e. as soon as your vehicle is started, the application must be open (although it may be running in the background) and the Automatic Start option in the Settings section must be activated. This option is activated by default when the application is installed.

AUTOMATIC START

Enables the application to automatically detect the start of a trip when your vehicle is switched on, without the need to click on Start Trip on the home page.

For this option to apply, however, you must keep the application open during the trip (but it can be in the background).

END OF TRIP

Automatically detects the end of a trip when the vehicle is stopped within the selected time period. For this option to apply, the ODOMOBILE application must be open (although it may be running in the background). If automatic departure is not activated, you will have to end a trip manually by clicking on End trip on the home page.

Please note: In order to avoid the end of a trip during an intermittent stop (e.g. when you are stopped at a red light), we recommend choosing a longer time period, e.g. 5 minutes.

C. VIEW TRIPS

To view the trips recorded, they must first have been synchronized.

SYNCHRONISATION

To synchronize trips, click on the synchronization icon on the home page.

Note that synchronization can only be performed when the application is open and not in the background.

LIST OF TRIPS

Once synchronized, you'll be able to view the trips recorded by your phone. Click on the Trips tab, then click on the date at the top of the screen to see the list of trips recorded on that day.

Click directly on a trip to view its details

Here is a brief overview of the recorded trips:

(1) Time of Arrival and departure;

(2) Trip type: Business or Personal;

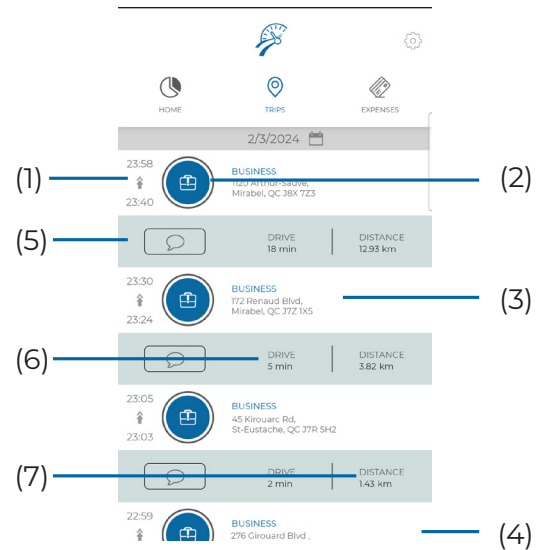
(3) Trip type and address of arrival;

(4) Favorites: If a favorite has been created for the destination address, you will see a star icon.

(5) Comment: click on the icon to add comment;

(6) Drive: Total time spent on the road for this trip;

(7) Distance: Total of kilometers traveled for this trip;

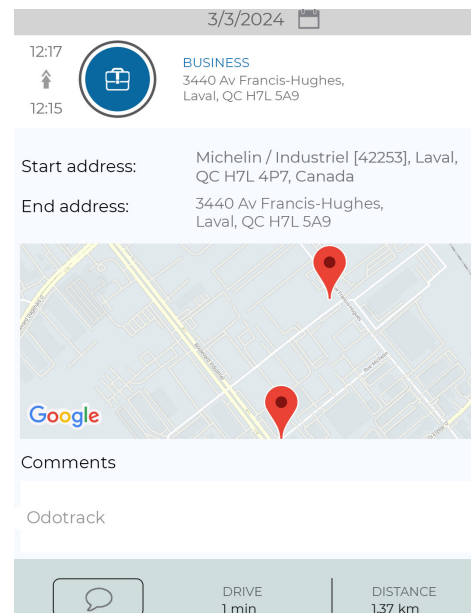


TO MODIFY THE TYPE TRIP OR THE COMMENT

To change the type or the comment of a trip, click directly on this trip.

Click on the suitcase icon (Business trip) or on the house icon (Personal trip) to change the type.

Add a comment to the trip by clicking directly on the comment icon at the bottom of the trip.







7 | EXPENSES

The Expenses tab allows you to add, modify or view the expenses entered in the account.

Here is a brief overview of the Expenses tab:

(1) Expense date;

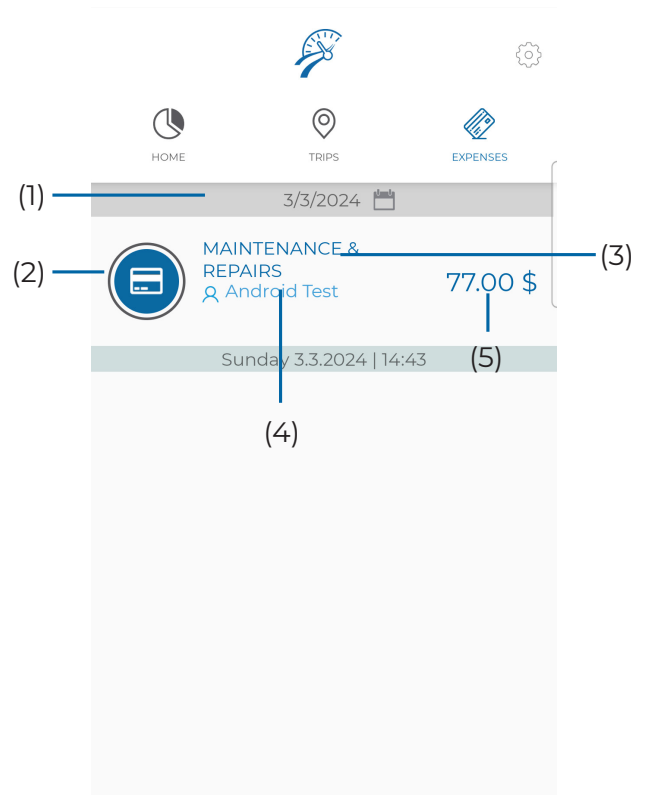
(2) Payment method:

-  Credit;
-  Cash;
-  Debit;
-  Other;

(3) Category: Indicates the category chosen when adding the expense;

(4) Driver: Indicates by default the name of the driver. This information can not be modified;

(5) Cost: Indicates the total amount of the expense;







A. ADD A NEW EXPENSE

To add a new expense, click on Settings (from the Expense tab) and click on **Add new expense**. Confirm your choice by clicking **YES**.

Fill in the required fields:

(1) Payment method:

-  Credit;
-  Cash;
-  Debit;
-  Other;

(2) Details:

- Choose the expenses category using the drop-down menu;
- The vehicle and driver are registered by default and can not be modified;
- Choose the date of the expense using the calendar by clicking directly on the date;

(3) Localisation: Choose the Country and Province/State;

(4) Cost: Enter the subtotal, taxes and/or total of the expense;

(5) Approval: Enable this option if the expense is approved;

(6) Extras – Comments: Write a comment if desired;
For better management, it is recommended to enter the name of the supplier here;

(7) Attachments: Click on the camera icon to take a picture, on the paper clip to attached a saved file and on the eye icon to view the attachment;

(8) Save, delete or close the window: Use the icons at the bottom of the screen to save or delete the expense or to close the window. Confirm your choice as required.

B. VIEW THE EXPENSES

To view an expense, click on the Expenses tab and then click on the date to open the calendar and choose the date of the expense to view.

C. MODIFY OR DELETE AN EXPENSE

To modify an expense, click directly on the expense to modify, then confirm your choice by clicking **YES**. Make the desired changes and click on **Save the expense** at the bottom of the page.

To delete an expense, click directly on the expense and confirm your choice by clicking **YES**. Then, click on **Delete this expense** at the bottom of the page and confirm your choice by clicking **YES**.

D. EXPENSE REPORT

To download or view an expense report, access your ODOTRACK online account at odotrack.com in the "Reports" section.

8 | ONLINE ACCESS

With the ODOmobile app, you also have access to your online account.

First, go to your Portal by visiting odotrack.com. Click on **Log In** at the top of the page, enter your email address and password and click on **Login**.

The screenshot shows the ODOportal login interface. At the top left is the 'ODOportal' logo and at the top right is the language 'FRANÇAIS'. The main content is divided into two sections: 'Welcome to our web portal!' and 'Sign In'. The 'Welcome' section includes a brief description of the portal's benefits, a 'TECHNICAL DIFFICULTIES?' button, and a 'LEARN MORE' button. The 'Sign In' section features input fields for 'Email*' and 'Password*', and 'LOGIN' and 'FORGOT PASSWORD?' buttons. A man in a suit is shown in the background using a tablet. A blue callout box on the right contains instructions: 'Once logged into your Portal, click on Launch ODOTRACK to access your online account.' Below this, another blue callout box says: 'For more information about your online account, visit the HELP / FAQ section of the odotrack.com website.' At the bottom of the screenshot, there are two 'Launch ODOTRACK' buttons, one light blue and one dark blue.



ODO MOBILE GUIDE

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