DASHBOARD GUIDEBOOK

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⚠️

APPLICATION OF PRESENT GUIDE

Your account has been set-up according to your plan as well as accesses granted you by the administrator of the account (if applicable).
The information contained in this guide is general in nature and certain sections may not apply to you.
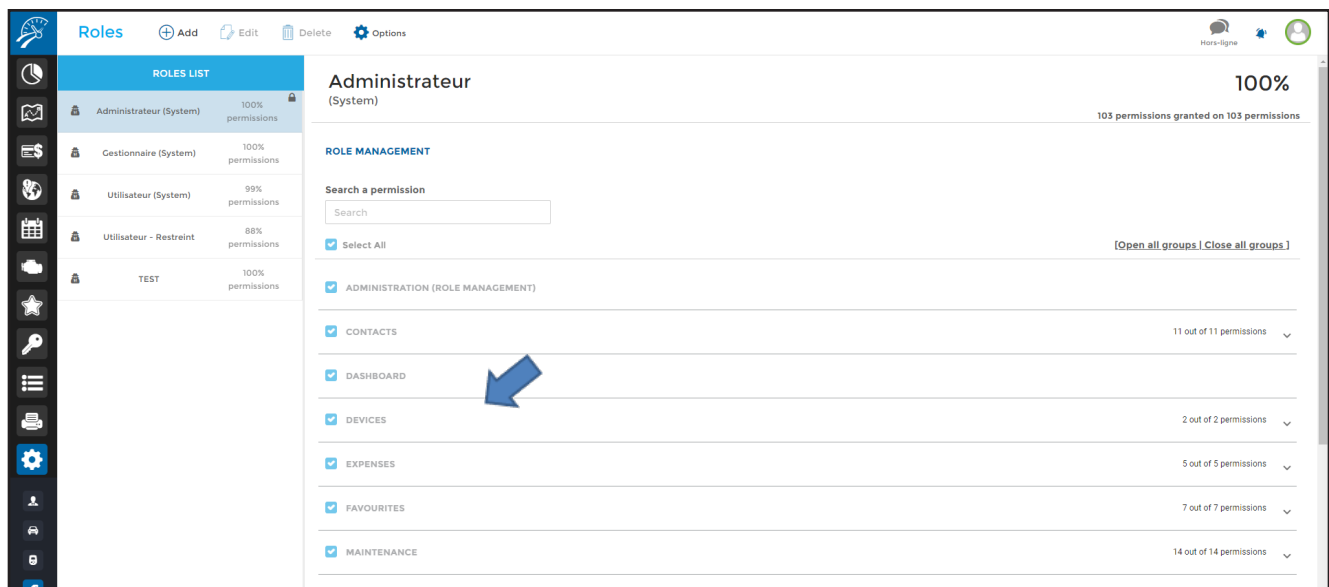
1. Introduction

The dashboard in the Odotrack application is a tool enabling you to visualize, at a glance, your entire summary of data.

Once connected in your Odotrack account, you will be automatically redirected to the dashboard which is the Welcome page of your account.
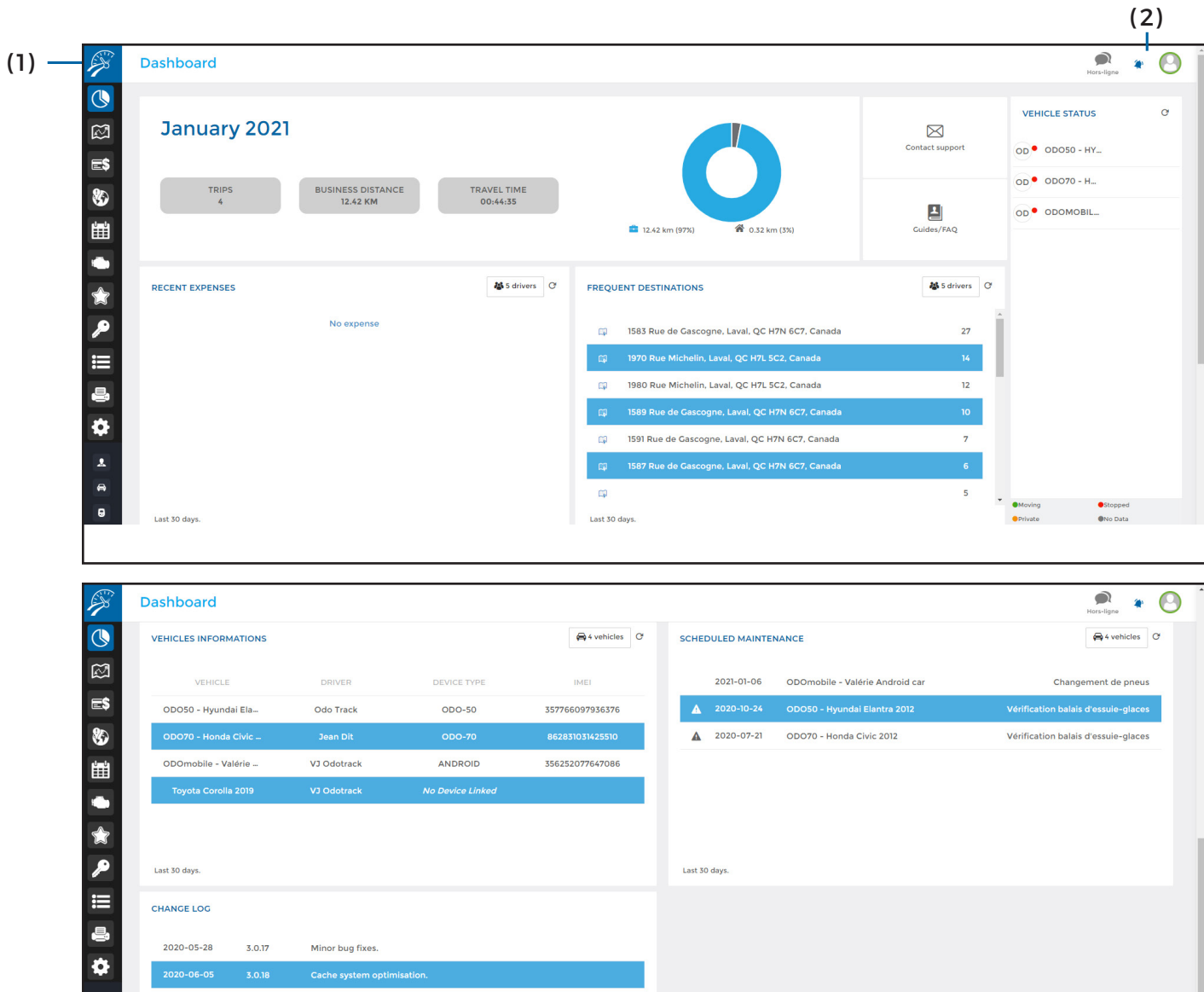
Permission

Permission must first have been granted to either the administrator or user of the account via the **Configuration Tab, section Roles.**

2. Preview

Here is a preview of different elements that make up the dashboard.
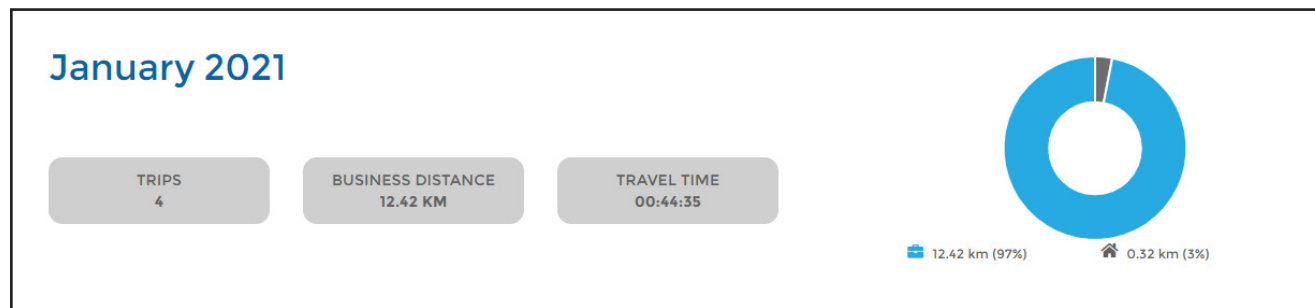

(1) Main Menu – Modules :
Allows access to all modules available in the account (Trips, Expenses, Favorites, Reports, etc.);

(2) Main menu – right of the screen :
Allows you to view notifications, to send feedback to technical support and allows you to log out of your account;

(3) Monthly Summary :
Allows you to view the summary of all trips made during the month (number of trips, business distance travelled, and travel time) and also allows you to view the total number of kilometers travelled as well as the percentage of trips in business mode versus personal mode;

January 2021

TRIPS	BUSINESS DISTANCE	TRAVEL TIME
4	12.42 KM	00:44:35

💼 12.42 km (97%)   🏠 0.32 km (3%)

(4) Contact support
Allows direct access to the **Contact U**s section on the Odotrack website;

(5) Guide / FAQ :
Allows access to the **Help/FAQ** Questions section on the Odotrack website;

(6) Terms and conditions :
Provides access to the Terms and Conditions of the ODOTRACK website;
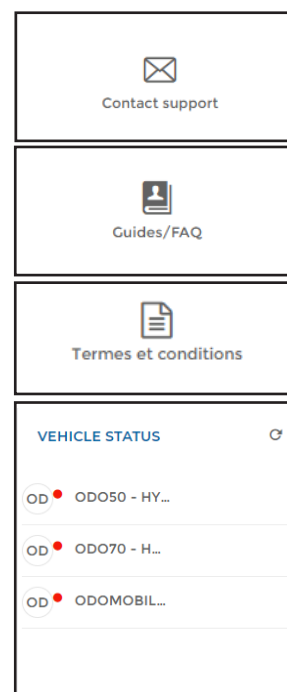
(7) Vehicle status :
Allows you to view the status of vehicles, in alphabetical order, with a device in the account (moving, stopped, private, or no data). To update vehicle status, click on the dot on the upper right hand of this section;

To refresh vehicule status, click on the dot at the top right of the section.

(8) Recent expenses :
Allows you to view all expenses captured to the account within the last 30 days;

Contact support

Guides/FAQ

Termes et conditions

VEHICLE STATUS ⟳

OD 🔴 ODO50 - HY...

OD 🔴 ODO70 - H...

OD 🔴 ODOMOBIL...

RECENT EXPENSES   👥 5 drivers ⟳

2021-01-04	Oils	$55.00	Jean Dit
2021-01-06	**Fuel**	**$45.00**	**Odo Track**

Choose the expenses to display by selecting the driver(s) associated to these expenses by clicking in the box, to the right of this section, provided for this purpose.

To update recent expenses, click on the dot at the upper right hand of this section.

(9) Frequent destinations :
Allows you to view frequent destinations visited within the last 30 days;

FREQUENT DESTINATIONS		👥 5 drivers ↻
📖 1583 Rue de Gascogne, Laval, QC H7N 6C7, Canada		27
📖 1970 Rue Michelin, Laval, QC H7L 5C2, Canada		14

Choose frequent destinations to display by selecting the driver(s) associated to this destination by clicking in the box, to the right of this section, provided for this purpose. To view the exact location, click on the map icon.

To update frequent destinations, over the last 30 days, click on the dot at the upper right hand of this section.

(10) Vehicles informations :
Allows you to view relevant information linked to the vehicles registered in the account (vehicle name, driver name, device associated with the vehicle and the IMEI number of the device);

VEHICLES INFORMATIONS			🚗 4 vehicles ↻
VEHICLE	DRIVER	DEVICE TYPE	IMEI
ODO50 - Hyundai Ela…	Odo Track	ODO-50	357766097936376
ODO70 - Honda Civic …	Jean Dit	ODO-70	862831031425510
ODOmobile - Valérie …	VJ Odotrack	ANDROID	356252077647086
Toyota Corolla 2019	VJ Odotrack	No Device Linked	

Select the vehicle you wish to view by selecting it in the box provided to the right of this section.

To update all vehicle information simply click on the dot at the upper right hand of this section.

(11) Scheduled maintenance :
Allows you to view planned maintenance entered in the account;

SCHEDULED MAINTENANCE   🚗 4 vehicles ↻

Select the vehicle(s) you wish to view the planned maintenance on by clicking the box provided.

To update planned maintenances simply click on the dot on the upper right hand of this section.

(12) Change log :
Provides information on all changes made by Odotrack technical support;

CHANGE LOG

2020-05-28	3.0.17	Minor bug fixes.
2020-06-05	3.0.18	Cache system optimisation.
2020-06-08	3.0.19	Fix on login to prevent automatic logout.

For any questions or additional information, we invite you to contact your ODOTRACK representative directly or to contact our customer service.

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