



# ODOTRACE MODULE 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

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Odotrace allows you to view your vehicle's location in real time on Google Maps.



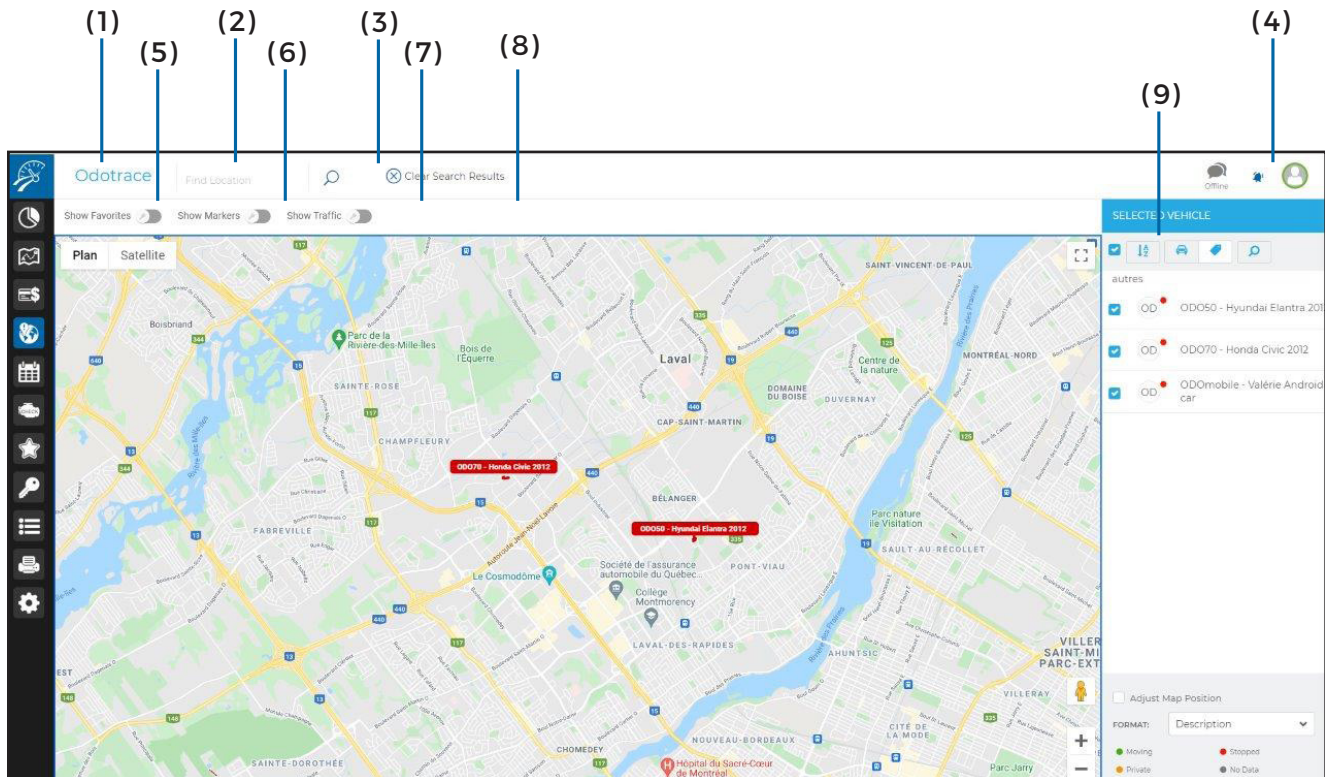
## PRIVACY PROTECTION

By default, to protect your privacy, all trips and vehicles in Private Mode are not visible to your administrator or your account manager unless you have given explicit consent.

To disable privacy protection, to the left of your screen click **Configuration** followed by **Contacts**. In **Settings** select **“Allow other contact to see my personal trips.”**

# 2. Overview

Here is a brief overview of the different elements that make up the Odotrace module:



## (1) Main Menu – Left Section

**(2) Find a location:** Enter an address recognized by Google Maps so it can be displayed on the map;

**(3) Delete search results:** Allows you to cancel previous search choices;

## (4) Main Menu – Right Section:

Allows you to view notifications, send comments to technical services as well as allowing you to logout;

**(5) Show Favorites:** Will display all favorites created in your account - each represented by a different coloured circle. For further details please consult section 4;

**(6) Show markers:** Allows you to view the last 10 registered points of the trip. For further details please consult section 5;

**(7) Show traffic:** Displays traffic in real time. For further details please consult section 6;

**(8) Satellite View:** Displays a satellite view of the map;

**(9) Right panel – vehicle selection:** Allows you to select one or more vehicles to display. For further details please consult section 3;

- Sort vehicles in ascending or descending order
- Search by keyword

# 3. Vehicle selection

Select vehicle(s) you wish displayed on the map by using the right side panel.

To select desired vehicle(s), check the box in front of said vehicle.

To select all created vehicles in the account – use the selection box at the top right of the panel.

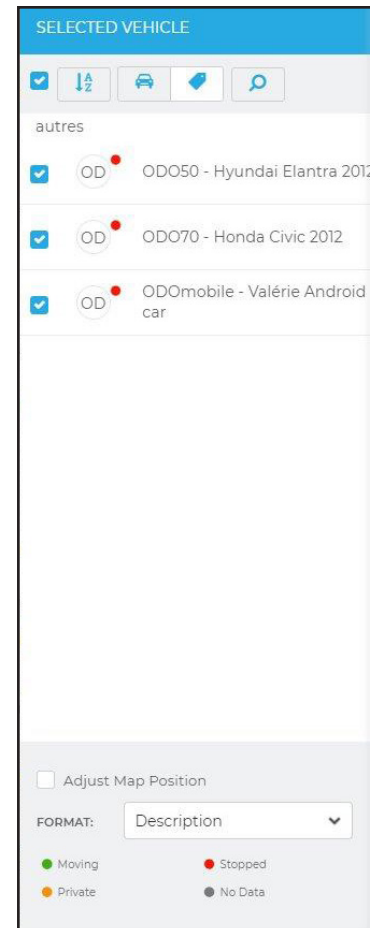
Your selection can be sorted in ascending or descending order.

Searches can be done using keywords.

Choose how you wish to display the list format of your desired vehicles either by their code, description or driver.

Each car listed has a coloured dot indicating its status

- Moving;
- Stopped;
- Private;
- No data;



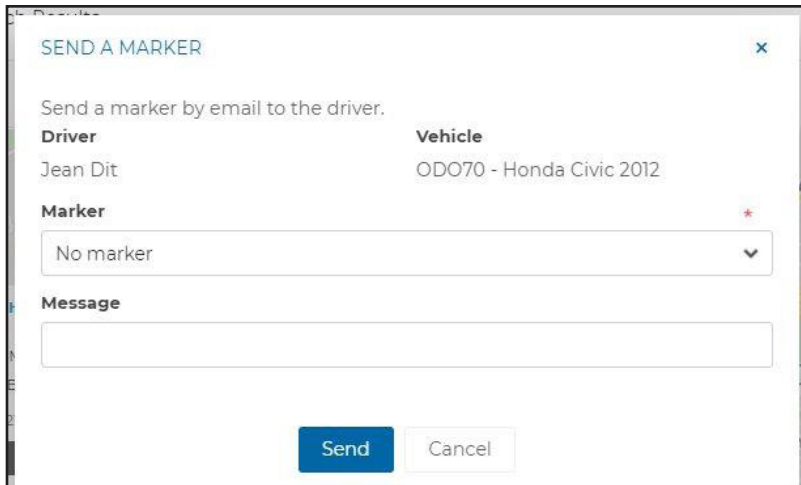
## a. View vehicle details

To view details, click the desired vehicle on the map to view the following information:

- Vehicle name
- Driver name
- Address of vehicle location
- Date & time of the last trip
- Type of trip (business or private)
- Last registered speed
- Latitude & longitude coordinates



The icons, at the bottom of the vehicle window, allow you to see the exact location on Street View, to open Google Maps, or send a landmark point by email to the driver. To do this, you must first create a landmark by searching an address or by right – clicking on the map.



### ***b. Map positioning***

Once this option is selected in the right-side panel, the map will automatically recenter itself after a few seconds so as to view all selected vehicles.

If this is not activated, you can manually adjust the size and positioning of the map either by using your mouse or the +/- icons at the bottom of the screen. This is the default option.



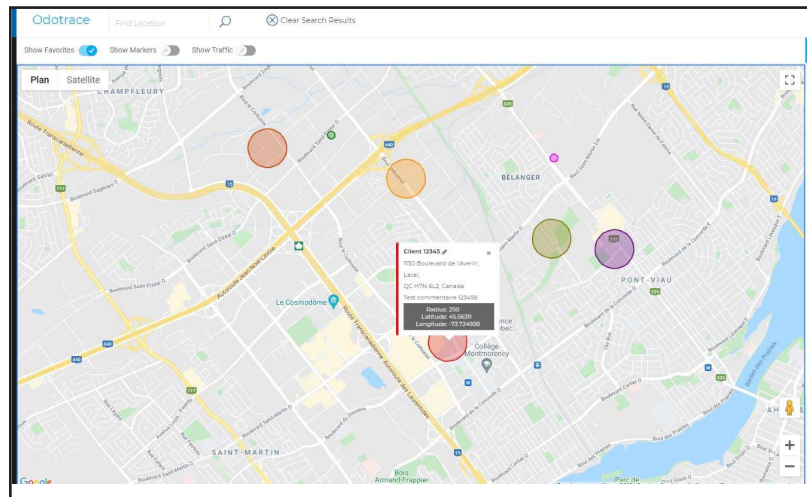
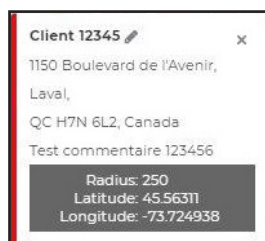
Kindly note, with our goal being privacy protection, when a vehicle is in private mode it will be displayed in orange in the right-side panel but it will not appear on the map.

# 4. Show a favorite

This option displays favorites that are nearby

Activate this option from the selection menu.

To view details associated with a favorite, place your cursor over the desired favorite. A small pop-up window will appear showing the name, address, zone, as well as the latitude and longitude of the favorite.



To enlarge the map, using your mouse double click the circle. To reduce the map, click the circle and adjust using the wheel of your mouse.

# 5. Show markers

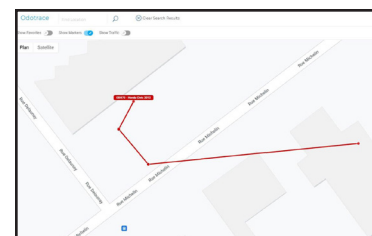
This option allows you to view the last 10 registered points of a trip.

Activate this option from the selection menu. Click on a part of the map to view the following details:

- Vehicle name;
- Driver name,
- Address where the vehicle is located;
- Date & time of the last trip;
- Last registered speed;
- Trip type ( business or private);
- Latitude & longitude coordinates.

The icons at the bottom of the window will allow you to view the exact location using Street View, open Google Maps or send a landmark to a driver via email.

To modify using the Trip Module, click on the star before the destination address of the favorite you wish to



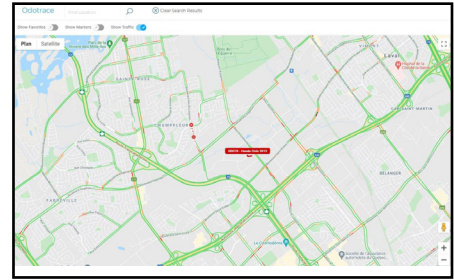


# 6. Show traffic

This option allows you to see traffic in real-time.

Activate this option from the selection menu.

This option displays traffic in real-time thereby allowing you to communicate to one or more of your drivers to suggest an alternate route.



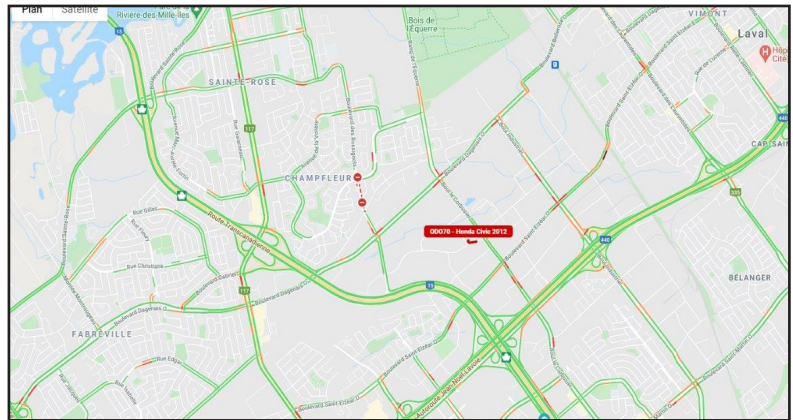
# 7. Find a location

Use this option from the main menu to create a landmark that will be displayed in blue on the map.

By clicking directly on the landmark, you can view the complete address, the landmark on Street View, or delete it from the map.

It is possible to add multiple landmarks which will be displayed using a numerical sequence (A1, A2, etc)

You can also move your landmarks by left clicking on your mouse. To remove all landmarks from the map, **click Clear search results**



**THIS OPTION IS HELPFUL WHEN WANTING TO SEE VEHICLES WITH CLOSE PROXIMITY TO A LOCATION.**

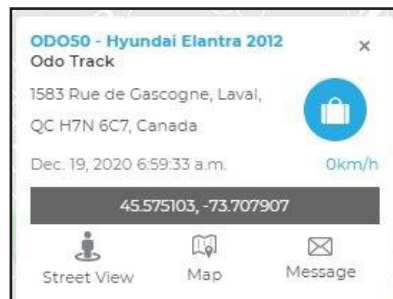


# 8. Sending a landmark to a driver

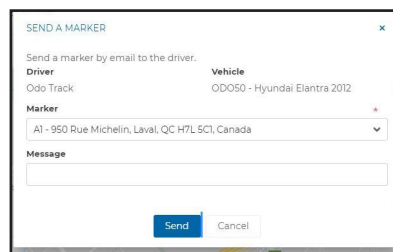
You can send a landmark point to a driver directly from the map.

You must first create a landmark point either by an address search with help of the toolbar **Find Location** or by right- clicking directly on the map.

Click on the vehicle of the desired driver followed by the envelope icon at the bottom of the window.




Choose the desired landmark from the menu and write the message you wish sent to the driver then click **Send**.



**TIP**

For your own security , do not use your cellular phone while driving.



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

**CONTACT US**  
**514-388-7734**  
**1 877 388-0810**  
[www.odotrack.com](http://www.odotrack.com)

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