

Here is how to add a trip manually.

Once connected to your ODOTRACK account, from the tabs on the left of your screen, access the **Trips Module**.



Click on **Add** in the Main menu.

A window will open allowing you to enter the relevant information.

Fill in the required fields and click on **Save**.

To view the trips added manually, click on the **Refresh button** in the Selection menu.

**Best advice:**

- Don't forget to enter the reason for the trip in the **Comment** section;
- To create a round-trip, click on **Add Return Trip**.

**ADD TRIP** ✕

**Trip Type** \*

**From** \* **To** \*

**Address of Departure** \*

**Address of Destination** \*

**Duration** \*

**Distance** \*

**Vehicle** \* **Driver**

**Suggested Place (0)** \* **Comment**

**Add Return Trip**

*Note that it is not possible to view the route of an added trip.*