

INTRODUCTION

When you select the type of trip, either Business or Personal, all subsequent trips will automatically be classified under the same type, unless you change it, which you can do from your online account, by using the ODOHybrid application or by using the ODOremote.

Here are the different ways to change the type of trip.

CONNECTION

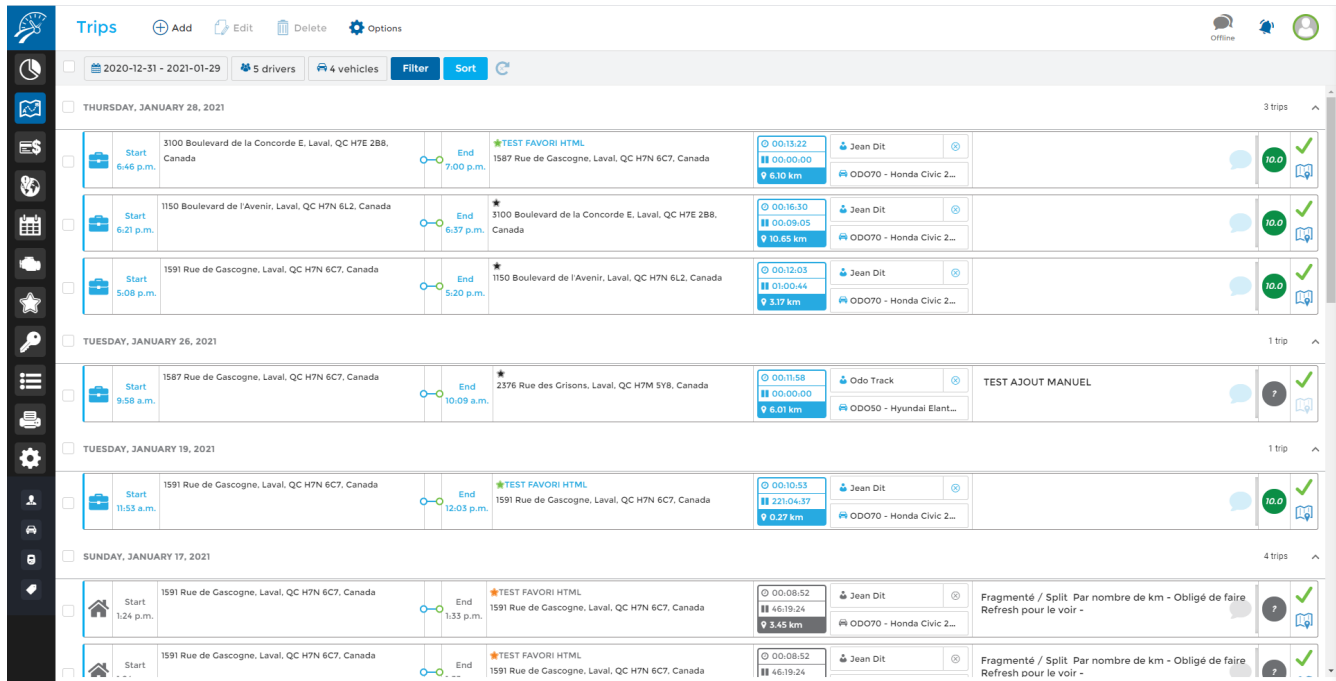
First, log into your online account at the following address: <https://portail.odotrack.com/connexion>

Once in your ODOportal, click on the **Launch ODOTRACK** button to access the ODOTRACK application.




FROM THE ODOTRACK ACCOUNT





From the tabs on the left of your screen, access the Trips Module.

The screenshot shows the 'Trips' module interface. At the top, there are navigation icons for Home, Add, Edit, Delete, and Options. Below this, there are filters for dates (2020-12-31 - 2021-01-29), 5 drivers, and 4 vehicles. The main area displays a list of trips, grouped by date. Each trip entry includes start and end times, locations, trip name, duration, distance, driver name, and vehicle type. For example, on Thursday, January 28, 2021, there are three trips, all with a 10.0 rating. On Tuesday, January 26, 2021, there is one trip named 'TEST AJOUT MANUEL' with a 7 rating. On Tuesday, January 19, 2021, there is one trip with a 10.0 rating. On Sunday, January 17, 2021, there are four trips, with two having a 7 rating and two having a 10.0 rating. A sidebar on the left contains various navigation icons.


The type of trip is indicated at the start of each trip by a suitcase icon (Business trip) or a house icon (Personal trip).



<input type="checkbox"/>		Start 6:15 p.m.	3078 Boul le Corbusier, Laval, QC H7L 5C2, Canada		End 6:17 p.m.	★ 1150 Boulevard de l'Avenir, Laval, QC H7N 6L2, Canada
<input type="checkbox"/>		Start 6:08 p.m.	2005 Rue Berlier, Laval, QC H7L 3M9, Canada		End 6:16 p.m.	★ 1100 Boulevard de l'Avenir, Laval, QC H7N 6L2, Canada

To change the type of one trip, click directly on the icon. Your change will be made and saved automatically.







To edit multiple trips at the same time, select the desired trips using the selection boxes to the left of the trips list.



Trips + Add ✎ Edit 🗑️ Delete ⚙️ Options



2020-12-01 - 2020-12-31 5 drivers 4 vehicles Filter Sort

THURSDAY, DECEMBER 31, 2020

<input checked="" type="checkbox"/>		Start 8:25 p.m.	2170 Boulevard des Laurentides, Vimont, QC H7M 2R5, Canada		End 8:29 p.m.	★TEST FAVORI HTML 1583 Rue de Gascogne, Laval, QC H7N 6C7, Canada	00:03:40 19:06:05 6.80 km	Jean Dit ODO70 - Honda Civic 2...
<input checked="" type="checkbox"/>		Start 8:16 p.m.	204 Boulevard Bellerose E, Laval, QC H7K 2T4, Canada		End 8:20 p.m.	★ 2170 Boulevard des Laurentides, Vimont, QC H7M 2R5, Canada	00:03:19 00:05:28 1.10 km	Jean Dit ODO70 - Honda Civic 2...
<input checked="" type="checkbox"/>		Start 5:16 p.m.	1583 Rue de Gascogne, Laval, QC H7N 6C7, Canada		End 5:37 p.m.	★ 204 Boulevard Bellerose E, Laval, QC H7K 2T4, Canada	00:20:54 02:39:07 6.84 km	Jean Dit ODO70 - Honda Civic 2...

3:43 p.m. ODO50 - Hyundai Elantra 2012 Odo Track


SUNDAY, DECEMBER 27, 2020

<input checked="" type="checkbox"/>		Start 7:08 p.m.	2317 Rue des Grisons, Laval, QC H7M 5Y7, Canada		End 7:14 p.m.	★TEST FAVORI HTML 1583 Rue de Gascogne, Laval, QC H7N 6C7, Canada	00:06:35 04:02:10 10.89 km	Jean Dit ODO70 - Honda Civic 2...
-------------------------------------	---	--------------------	---	---	------------------	--	----------------------------------	--------------------------------------

Voyages manquants entre le 2

4 SELECTED TRIPS

Merge View



0.00 km (0%) 27.63 km (100%)

Assigned Vehicle
ODO70 - Honda Civic 2012

Assigned Driver
Jean Dit

Business Personal

Comments

A panel will open to the right of the screen allowing you to determine the type of trip for all selected trips.

Click on the desired type (Business or Personal), then click on **Save** at the bottom of the right panel.

All selected trips will then be changed automatically.



4 SELECTED TRIPS

Merge View



0.00 km (0%) 27.63 km (100%)

Assigned Vehicle
ODO70 - Honda Civic 2012

Assigned Driver
Jean Dit

Business Personal

Comments

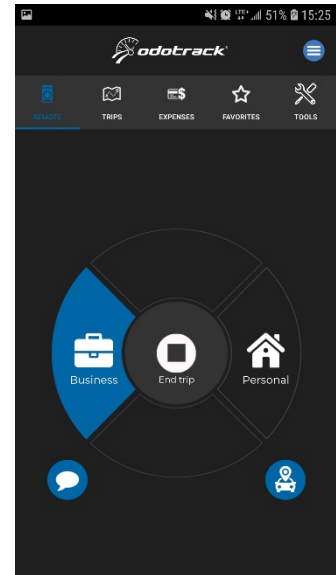
USING THE ODOHYBRID APPLICATION

You can determine and change the type of trip using the ODOHybrid application.

This free application which interacts with the ODOTRACK device can be downloaded from Google Play for Android or App Store for iPhone.

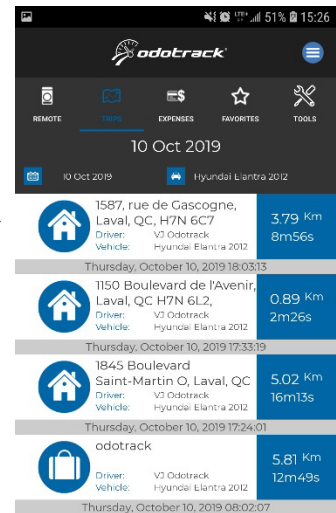
Once connected to the application, use the **Remote control tab** to determine the type of the current trip or the next trip. Click directly on the Business button (suitcase) or on the Personal button (house) to make your choice.

All subsequent trips will automatically be classified under the same trip type, unless you change it.



To change the type of a trip already made, go to the **Trips tab** of the ODOHybrid application.

Choose the date of the trip to edit using the calendar, then, directly in the trips list, click on the suitcase icon (Business trip) or the house icon (Personal trip) to modify the type of this trip.



USING THE ODOREMOTE

If you have an ODOremote associated with your ODOTRACK device, you can determine the type of the current trip or the next trip by clicking directly on the suitcase icon (Business trip) or the house icon (Personal trip).

All subsequent trips will automatically be classified under the same trip type, unless you change it.

You can then change the type of trips already made through your ODOTRACK account or with the ODOHybrid application (see sections above).









USING FAVORITES

You can determine the type of a trip in advance using the favorites created in the account. When the chosen destination is reached, the trip will automatically be classified under the chosen type.

To create a favorite from the Trips Module

To create a favorite from the Trips Module, click on the star icon located at the top of the destination address in the list of trips. The grey star means that a favorite can be created while the yellow star means that a favorite has already been created for this destination address.

<input type="checkbox"/>		Start 12:46 p.m.	2159 Boulevard des Laurentides, Laval, QC H7M 4M2, Canada		End 12:52 p.m.	 Odotrack 1980, rue Michelin, Laval, QC
<input type="checkbox"/>		Start 12:28 p.m.	1980 Rue Michelin, Laval, QC H7L 5C2, Canada		End 12:37 p.m.	 2159 Boulevard des Laurentides, Laval, QC H7M 4M2, Canada

A window will open to allow you to create the favorite for this destination. You can then choose the **Enforce Trip Mode for** option and then choose whether the trips to this destination are Business or Personal.

ADD FAVORITE

Name

All Vehicles
ODO50 - Hyundai El...

Destination * **Latitude** **Longitude**
2159 Boulevard des Laure 45.610558 -73.735545

Logbook Address

Suggested Location **Radius (m)** *
 50

Address of departure

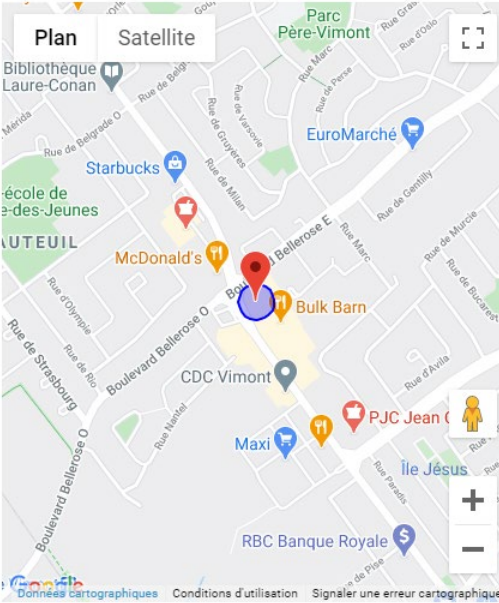
Enforce Trip Mode for
 Business Personal

This choice overrides the decision made in the vehicle.

Apply to Existing Trips
As of * 2020-01-29

Comment

Activate Notifications **Active**



When the chosen destination is reached, the trip will automatically be classified under the chosen type and this mode will prevail over any choice made with the ODOhybrid application or with the ODOremote.

CAUTION : When creating a favorite, the **Apply to Existing Trips** option is enabled by default. Your favorite will therefore automatically be applicable to all trips already made in the previous year. You can always deactivate this option (by clicking in the appropriate box) or modify the date from which the favorite will be applied (using the calendar provided for this purpose).

To create a favorite from the Favorites Module

From the tabs on the left of your screen, access the Favorites Module.



To create a favorite from this module and determine the type of trip in advance, simply click on **Add** at the top of the Favorites Module.

A window will open for you to create the favorite. You can then choose the **Enforce Trip mode for** option and then choose whether the trips to this destination are Business or Personal.

When the chosen destination is reached, the trip will automatically be classified under the chosen type and this mode will prevail over any choice made with the ODOhybrid application or with the ODOremote.

IMPORTANT NOTE: The administrator of an automobile fleet can restrict the role of managers or users by using the Configuration Module, Roles section. The administrator can therefore, at his discretion, establish the possible actions for each manager or user, including the right or not to edit the type of trip.