

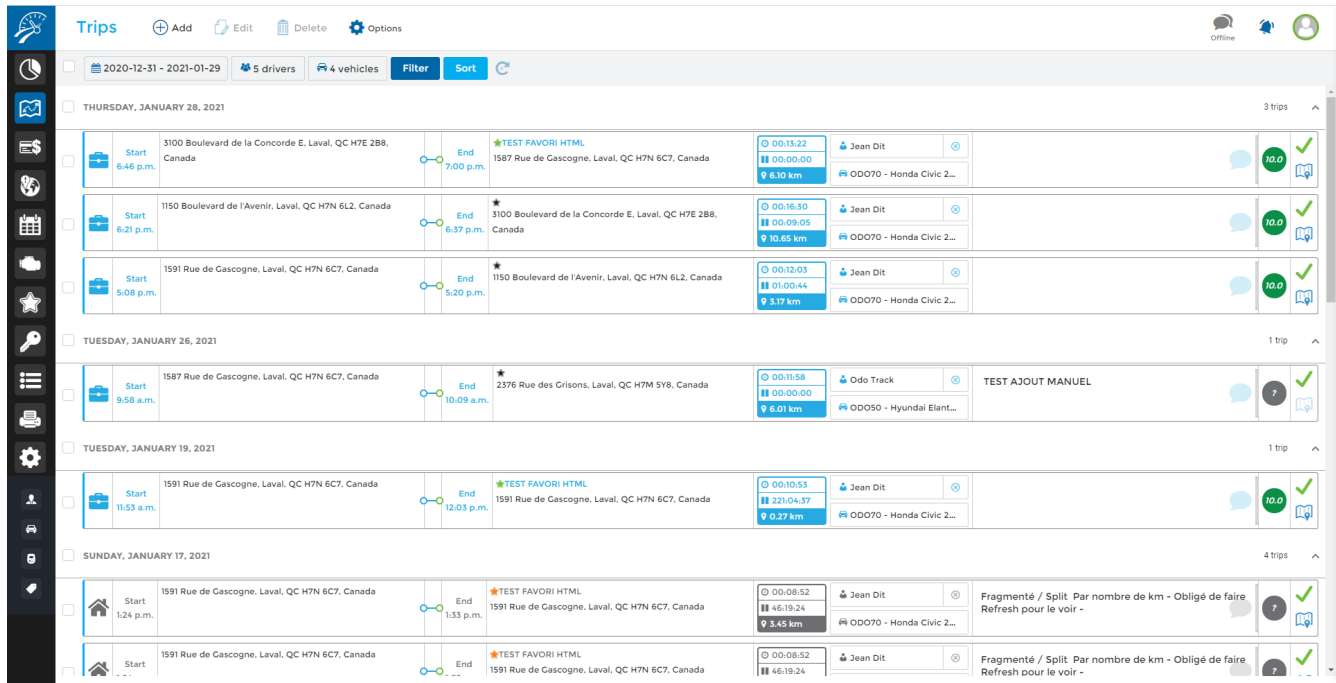
INTRODUCTION

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.


FROM THE ODOTRACK ACCOUNT





Once connected to the ODOTRACK application, access the Trips Module from the tabs provided for this purpose on the left of your screen.

Date	Start Time	Start Location	End Time	End Location	Trip Name	Duration	Distance	Driver	Vehicle	Status
THURSDAY, JANUARY 28, 2021	6:46 p.m.	3100 Boulevard de la Concorde E, Laval, QC H7E 2B8, Canada	7:00 p.m.	1587 Rue de Gascogne, Laval, QC H7N 6C7, Canada	★TEST FAVORI HTML	00:15:22	6.30 km	Jean Dit	ODO70 - Honda Civic 2...	10.0
	6:21 p.m.	1150 Boulevard de l'Avenir, Laval, QC H7N 6L2, Canada	6:37 p.m.	3100 Boulevard de la Concorde E, Laval, QC H7E 2B8, Canada	*	00:16:30	10.09 km	Jean Dit	ODO70 - Honda Civic 2...	10.0
	5:08 p.m.	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	9:20 p.m.	1150 Boulevard de l'Avenir, Laval, QC H7N 6L2, Canada	*	00:12:03	3.17 km	Jean Dit	ODO70 - Honda Civic 2...	10.0
TUESDAY, JANUARY 26, 2021	9:58 a.m.	1587 Rue de Gascogne, Laval, QC H7N 6C7, Canada	10:09 a.m.	2376 Rue des Grisons, Laval, QC H7M 5Y8, Canada	TEST AJOUT MANUEL	00:11:58	6.01 km	Odo Track	ODO50 - Hyundai Elant...	?
TUESDAY, JANUARY 19, 2021	11:53 a.m.	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	12:03 p.m.	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	★TEST FAVORI HTML	00:10:53	0.27 km	Jean Dit	ODO70 - Honda Civic 2...	10.0
SUNDAY, JANUARY 17, 2021	1:24 p.m.	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	1:33 p.m.	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	★TEST FAVORI HTML	00:08:52	3.45 km	Jean Dit	ODO70 - Honda Civic 2...	?
	...	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	...	1591 Rue de Gascogne, Laval, QC H7N 6C7, Canada	★TEST FAVORI HTML	00:08:52	46.19 km	Jean Dit	ODO70 - Honda Civic 2...	?


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
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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

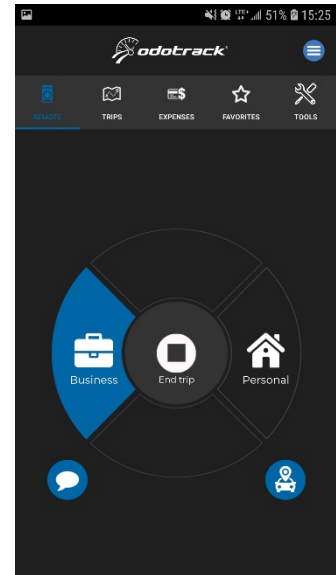
### USING THE ODOHYBRID APPLICATION

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.

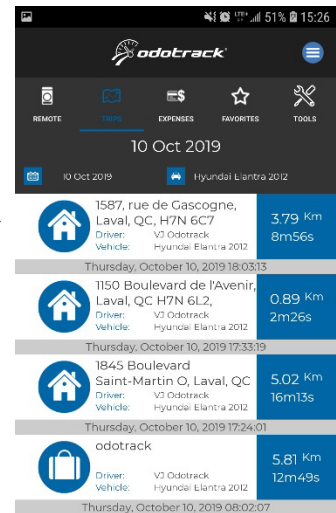
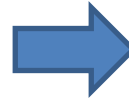
Once connected to the application, use the **Remote control tab** to determine the type of the current trip or the next trip. Click directly on the Business button (suitcase) or on the Personal button (house) to make your choice.

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

Logbook Address

Suggested Location  Radius (m)

**Address of departure**

Enforce Trip Mode for  
 Business  Personal

This choice overrides the decision made in the vehicle.

Apply to Existing Trips

As of  **\***

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.



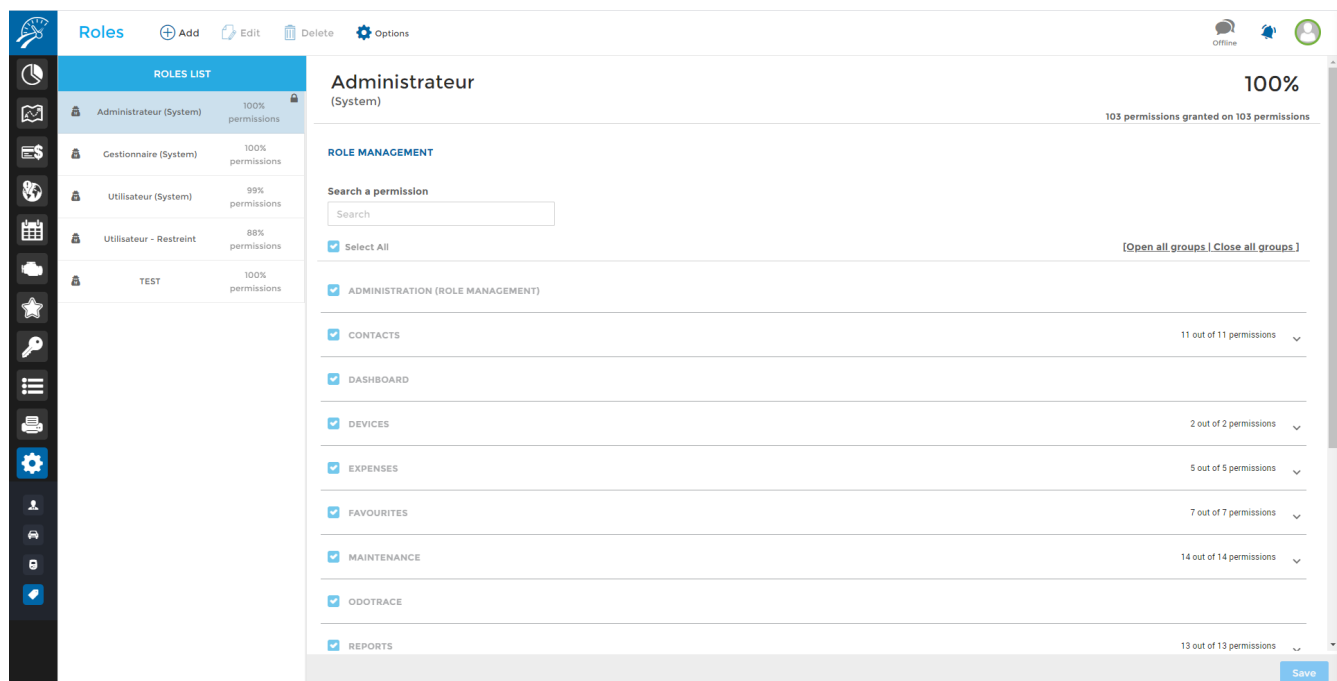
To create a favorite from this module and determine the type of trip in advance, simply click on **Add** at the top of the Favorites Module.

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.

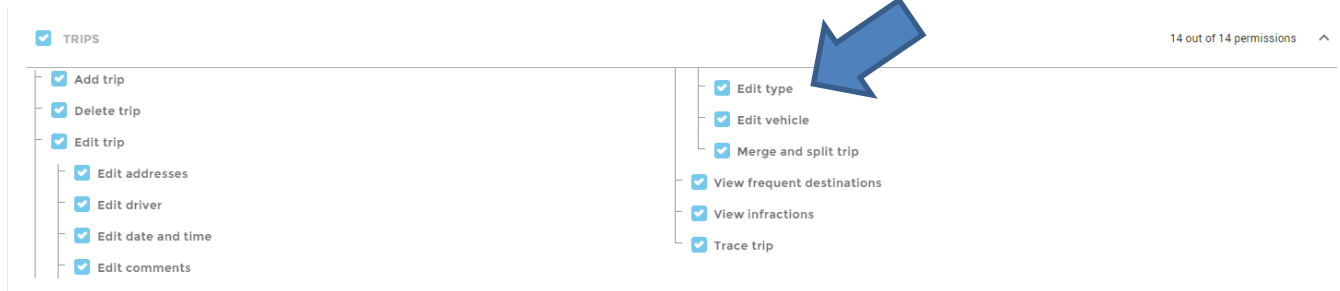
When the chosen destination is reached, the trip will automatically be classified under the chosen type and this mode will prevail over any choice made with the ODOhybrid application or with the ODOremote.

**RESTRICTIONS - ROLES**

Using the **Configuration Module, Roles section**, the account's administrator can restrict the role of managers or users of an automobile fleet. You can therefore, if desired, grant or restrict the right to edit the type of trip.



First, chose the type of role in the Roles list (left section), then in the Role management section (right section), open the Trips menu to access the different permissions, including Edit type.



TRIPS 14 out of 14 permissions ^

- Add trip
- Delete trip
- Edit trip
  - Edit addresses
  - Edit driver
  - Edit date and time
  - Edit comments

- Edit type
- Edit vehicle
- Merge and split trip
- View frequent destinations
- View infractions
- Trace trip