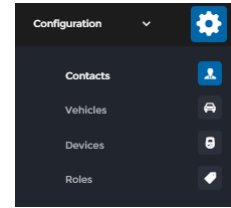
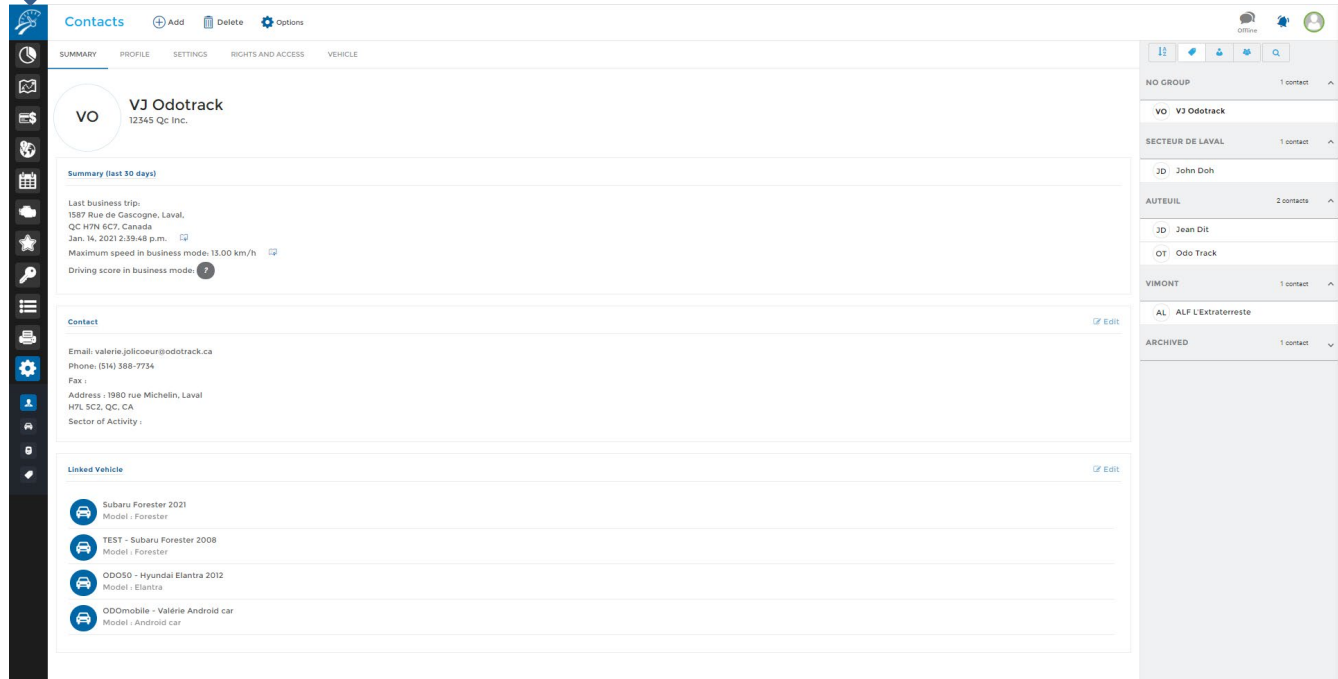


From the tabs on the left of your screen, access the **Configuration Module**, **Contacts** section.

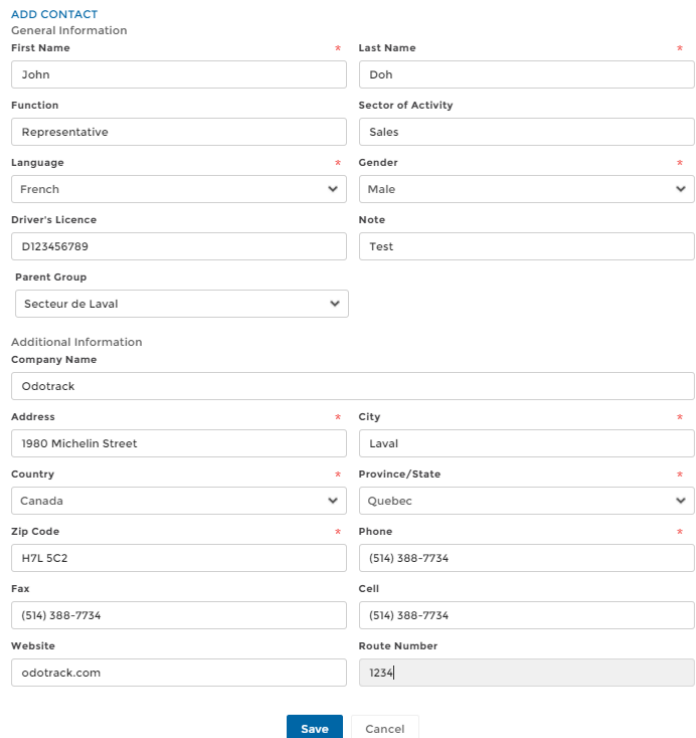



The screenshot shows the 'Contacts' page for 'VJ Odotrack'. It includes a sidebar with navigation icons, a top navigation bar with 'SUMMARY', 'PROFILE', 'SETTINGS', 'RIGHTS AND ACCESS', and 'VEHICLE' tabs. The main content area displays contact details for 'VJ Odotrack' (12345 Qc Inc.), a summary of recent business trips, contact information (Email: valerie.jolicoeur@odotrack.ca, Phone: (514) 388-7734), and a list of linked vehicles including Subaru Forester 2021, TEST - Subaru Forester 2008, ODO50 - Hyundai Elantra 2012, and ODOmobile - Valérie Android car. A right-hand sidebar shows a list of contact groups like 'NO GROUP', 'VJ Odotrack', 'SECTEUR DE LAVAL', 'AUTEUIL', 'VIMONT', and 'ARCHIVED'.

ADD A CONTACT

To add a new contact:

1. Click on **Add** at the top of the screen;
2. Complete the required information;
3. Then click **Save** to save the profile information.



The 'ADD CONTACT' form is divided into several sections:

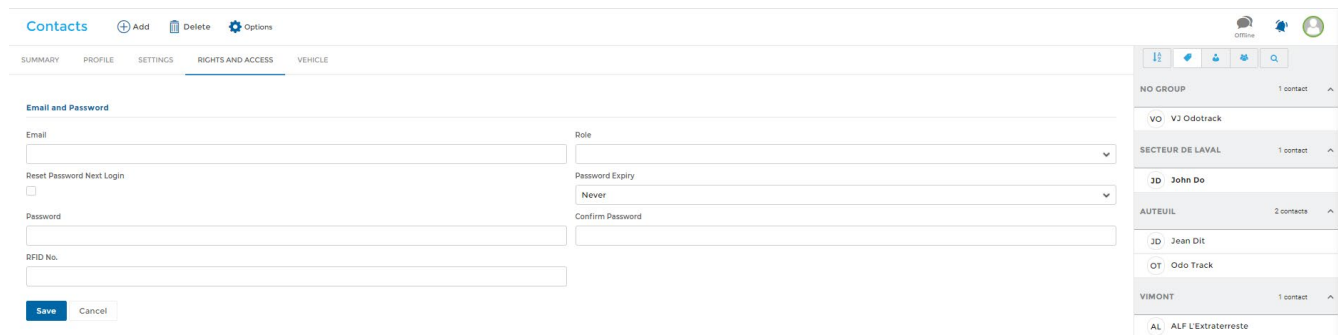
- General Information:** Includes fields for First Name (John), Last Name (Doh), Function (Representative), Sector of Activity (Sales), Language (French), Gender (Male), Driver's Licence (D123456789), Note (Test), and Parent Group (Secteur de Laval).
- Additional Information:** Includes Company Name (Odotrack), Address (1980 Michelin Street), City (Laval), Country (Canada), Province/State (Quebec), Zip Code (H7L 5C2), Phone ((514) 388-7734), Fax ((514) 388-7734), Cell ((514) 388-7734), Website (odotrack.com), and Route Number (1234).

At the bottom right, there are 'Save' and 'Cancel' buttons.

ACCOUNT CREATION

Once the contact has been created, you can, if desired, create an account with the required access:

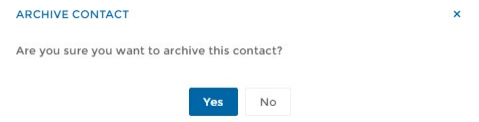
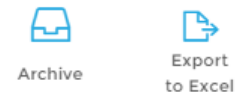
1. Select the desired contact in the right panel;
2. Click on the **Rights and access tab** of the desired contact;
3. Enter the contact's email address and assign the role of the chosen contact (manager, user or other);
4. Enter the contact's password, determine when the password expires, if applicable, then confirm the password as required;
5. Enter the RFID number linked to the contact, if applicable;
6. Then click on **Save** to save the information.



ARCHIVE A CONTACT

Select the contact to archive in the right panel, click on **Options** at the top of the screen, click on **Archive**, then confirm your choice.

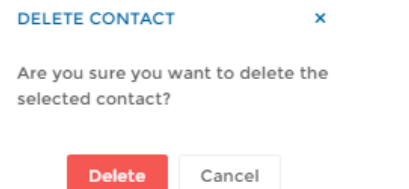
The contact will then be found in the right panel under the Archived section. The history of associated trips and vehicles will thus be preserved.



RESTORE A CONTACT

To restore an archived contact, select the contact in the right panel, click on **Options** at the top of the screen, then click on **Restore**.

The restoration will take place automatically.



DELETE A CONTACT

To delete a contact, select the contact in the right panel, click on **Delete** at the top of the screen and confirm your choice as required.

WARNING: This option permanently deletes the contacts. A deleted contact cannot therefore be recovered. Trips associated with a deleted contact will then be identified as driverless trips. If a contact has vehicles, trips or expenses associated with it, it is best to archive it instead of deleting it to keep the data associated with the contact.