

## INTRODUCTION

In order to obtain the Business and Personal percentages of your trips, you must create a **Mileage logbook report**. Here is how to do so.

## CONNECTION

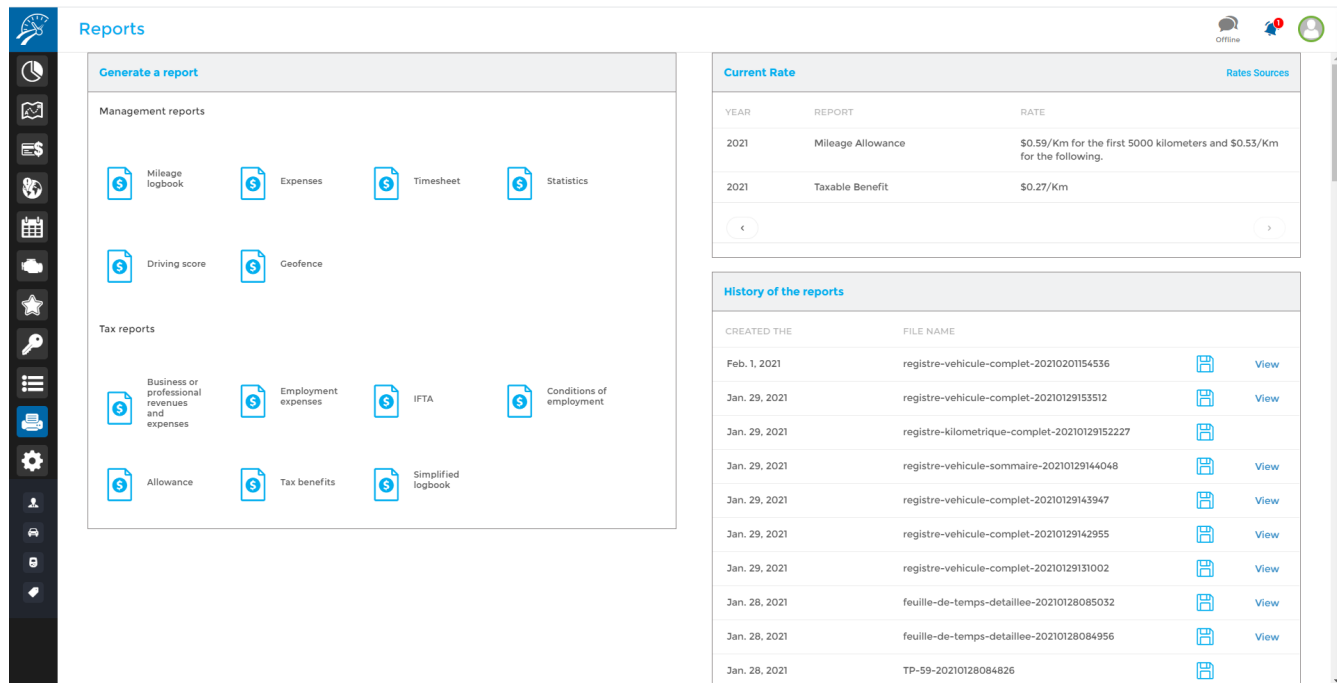
First, log into your online account at the following address:  
<https://portail.odotrack.com/connexion>

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



## REPORT CREATION

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

The screenshot shows the 'Reports' module interface. On the left is a vertical navigation menu with various icons. The main content area is titled 'Reports' and contains two main sections: 'Generate a report' and 'Current Rate'.

**Generate a report** section includes:

- Management reports:** Mileage logbook, Expenses, Timesheet, Statistics, Driving score, Geofence.
- Tax reports:** Business or professional revenues and expenses, Employment expenses, IFTA, Conditions of employment, Allowance, Tax benefits, Simplified logbook.

**Current Rate** section shows a table with columns: YEAR, REPORT, RATE.

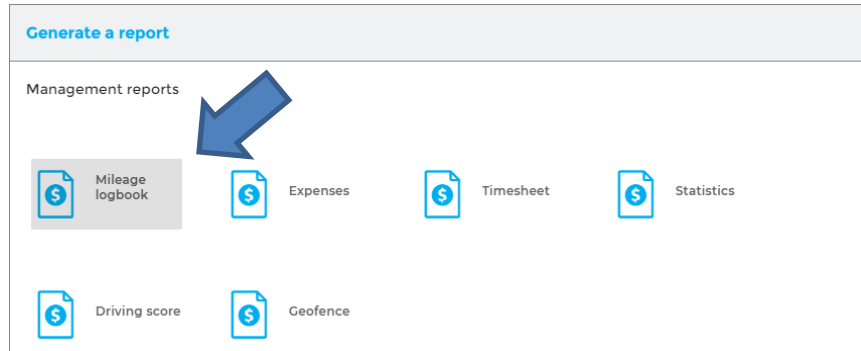
YEAR	REPORT	RATE
2021	Mileage Allowance	\$0.59/Km for the first 5000 kilometers and \$0.53/Km for the following.
2021	Taxable Benefit	\$0.27/Km

Below the 'Current Rate' table is a 'History of the reports' section with a table:

CREATED THE	FILE NAME	View
Feb. 1, 2021	registre-vehicule-complet-20210201154536	View
Jan. 29, 2021	registre-vehicule-complet-20210129153512	View
Jan. 29, 2021	registre-kilometrique-complet-20210129152227	View
Jan. 29, 2021	registre-vehicule-sommaire-20210129144048	View
Jan. 29, 2021	registre-vehicule-complet-20210129143947	View
Jan. 29, 2021	registre-vehicule-complet-20210129142955	View
Jan. 29, 2021	registre-vehicule-complet-20210129131002	View
Jan. 28, 2021	feuille-de-temps-detailee-20210128085032	View
Jan. 28, 2021	feuille-de-temps-detailee-20210128084956	View
Jan. 28, 2021	TP-59-20210128084826	View

**IMPORTANT NOTICE:** Reports are produced with the information entered into the customer's account. ODOTRACK is not responsible for the results obtained. It is therefore strongly recommended that you verify this information with your accountant or tax specialist before printing your reports.

In the left section of the Reports Module, under the Management reports section, click on **Mileage logbook**.



A window will open in order to choose the parameters of the desired mileage logbook, as more fully detailed below.

**CREATE A REPORT** ✕

**MILEAGE LOGBOOK**

By vehicle  
 By driver  
 By favourite  
 By province / state

**Description**  
A report highlighting the total mileage (miles or kilometers) of personal or business travel by vehicle.

**Period** \* **Start Date** \* **End Date** \*  
 Last month < 📅 2021-01-01 📅 2021-01-31 >

\*  \*

Include trips without drivers

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**Report View** \*  
 Detailed  Summary

**Type** \*

Show total hours in decimal

Show the time in the Trip's dates

**Format** \*

Are you being audited? Caution, do not display columns Time and Stop in the report.

**Report type**

In the left section of the Create a report window, first choose the desired type of report from the following options: by vehicle, by driver, by favorite or by province/state.

- By vehicle
- By driver
- By favourite
- By province / state

**Period**

Indicate the start and end dates of the report to be produced. By default, the system will indicate the dates of the previous month.

**Period** \* **Start Date** \* **End Date** \*  
 Last month < 📅 2021-01-01 📅 2021-01-31 >

Use the time periods already created (Custom, Daily, Monthly, Yearly, etc.) if desired.

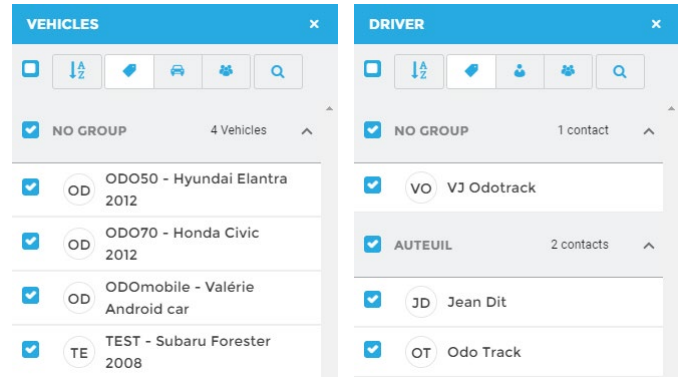
### Vehicles and Drivers

Choose the vehicles and drivers you want to include in the report, using the right panels that will open for this purpose.

Once you've made your choice, click on **Apply** at the bottom of the right panels.

By default, all vehicles and drivers will be selected.

Select the **Include trips without drivers** option, if desired.

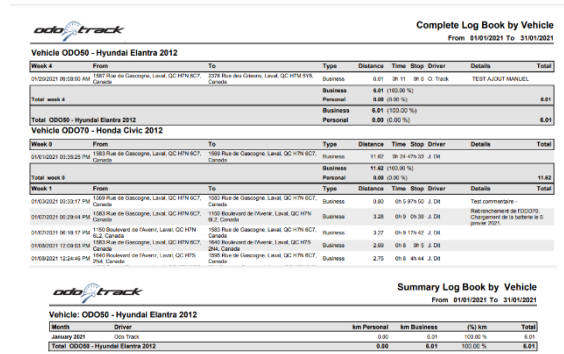


### Report View

You can create a Detailed or Summary report.

The Detailed report will show you all the trips made according to the selected criteria.

The Summary report will show you the total of kilometers traveled as well as the Business and/or Personal percentages according to the selected criteria.



### Type

For the detailed report, choose the types of trips to include in the report: All, Business or Personal.

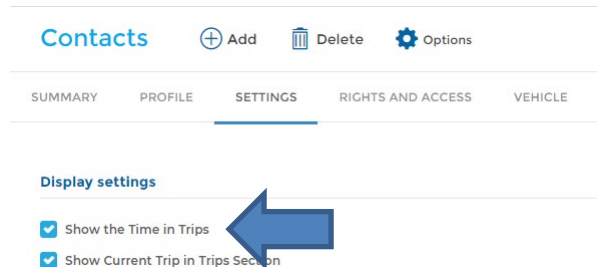
### Show total hours in decimal

Select this option if you want the total hours to be in decimal, for both the Detailed report and the Summary report.

### Show the time in the Trip's dates

Select this option if you want the time of the trips (departure and arrival time, duration of a trip and stopping time) to be indicated in your Detailed report.

You can also activate or deactivate this option in advance in the **Configuration Module, Contacts section**, in the **Settings tab**.



**WARNING:** If you are being audited, it is strongly recommended that you do not display travel times since this information is not required by tax authorities.

## Format

For the detailed report, choose the desired format, either in PDF or Excel format.

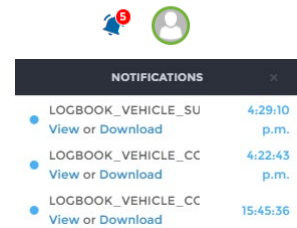
## VIEWING REPORTS

Once the settings are made, click **Create**. You can then view the report in two ways.




For reports created during your active session, you can click on the notification button at the top right of the screen.

You will then see the list of newly created reports.


You can then click on **View** to view it or on **Download** to save it on your computer (depending on the type of report).



You can also view or download previously created reports using the **History of the reports** section.

History of the reports			
CREATED THE	FILE NAME		
Feb. 1, 2021	Logbook-vehicle-summary-20210201162910		<a href="#">View</a>
Feb. 1, 2021	Logbook-vehicle-detailed-20210201162243		<a href="#">View</a>
Feb. 1, 2021	registre-vehicule-complet-20210201154536		<a href="#">View</a>

The downloaded reports will appear in the toolbar at the bottom left of your screen. Open the downloaded PDF file by clicking directly on the file.

 Logbook-vehicle-d...pdf ^

Tout afficher x

The downloaded file will open on the screen in another window. You can then print or save the report on your computer.

**IMPORTANT NOTICE:** Reports are available for a limited time period only. It is therefore strongly recommended to either print or save your reports on your computer.