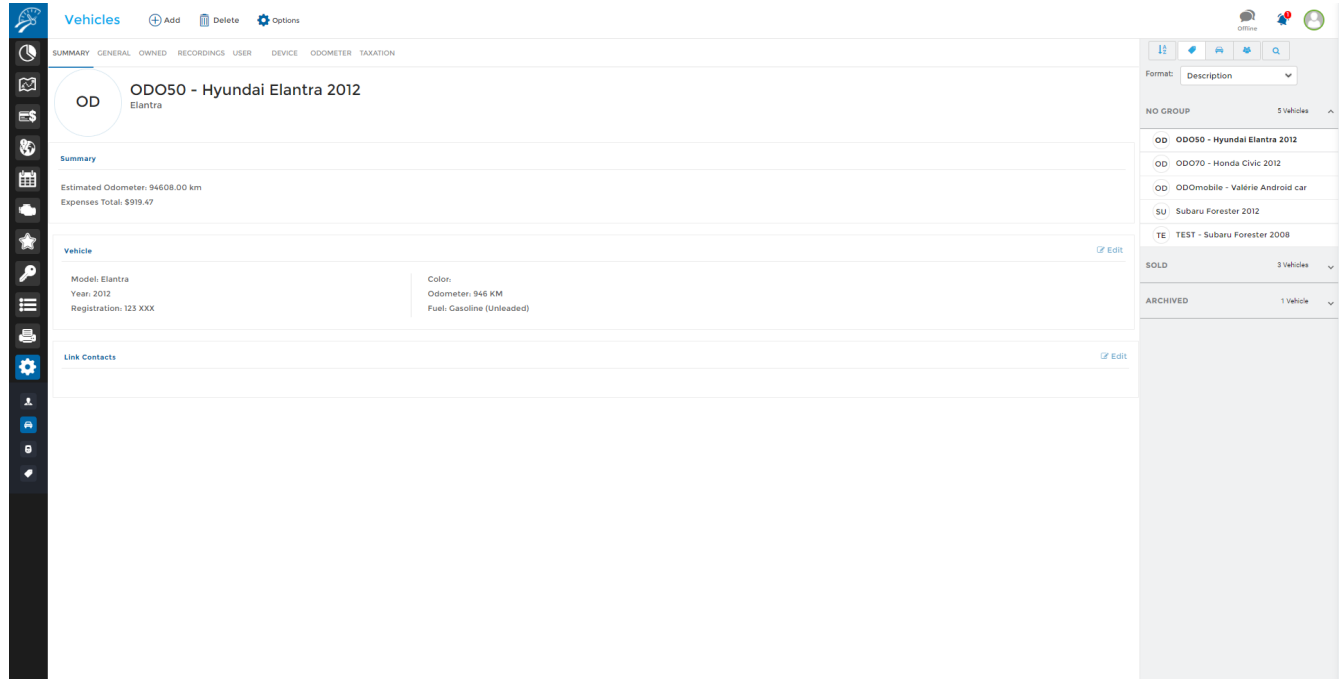
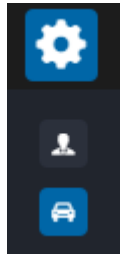


Here is how to make a vehicle change in your ODOTRACK account.

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



From this module, click on **Add** at the top of the screen.

An Add/Substitute vehicle window will open.

Select the option **Substitute Vehicle** (by default) and click on the **Select vehicle** button.

A panel will open to the right of the screen allowing you to choose which vehicle to substitute.

Then, click on **Next**.

ADD/SUBSTITUTE VEHICLE

Welcome to Add/Substitute Vehicle Wizard

What would You Like to Do?

Substitute Vehicle

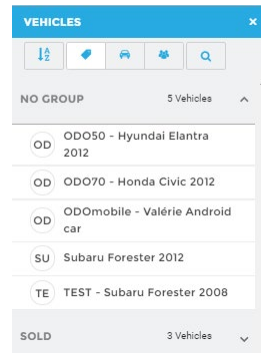
Select vehicle

Have you sold your vehicle? Are you now using Odotrack in a new vehicle? This option allows you to transfer the device to a new vehicle.

Add New Vehicle

One of your devices is not assigned to any vehicle? You want to add a vehicle to perform a synchronization? This option allows you to add a new vehicle and, if applicable, assign it to an available device.

Cancel Next



Previous vehicle information

Enter the information relating to the previous vehicle (lease end date if the vehicle is leased or sale date and price if the vehicle is purchased). Then click on **Next**.

ADD/SUBSTITUTE VEHICLE x

Vehicle description: Subaru Forester 2012
 Ownership type: Purchased
 Vehicle Sale Information

Purchase Date * Cost

Date Sold * Price Sold

Vehicle Type

Update odometer of the previous vehicle

Enter the odometer value of the previous vehicle to update it, then click **Next**.

UPDATE ODOMETER x

Please enter the current odometer value.
 Vehicle
 Subaru Forester 2012

Last known odometer reading
 52000 km Date As Of 2021-02-02 15:18

Estimated Odometer Reading
 52000 km

Odometer Reading * km *
 Date As Of *

A window will open allowing you to update the odometer value of the previous vehicle.

UPDATE ODOMETER x

As of Feb. 3, 2021, the estimated reading of the odometer is 52000.00 km. You provided 52300.00 km. The difference of 300.00 km between the estimated reading and new reading.
[Proposed solution](#)

Force synchronization Forcing synchronization will allow you to synchronize the two odometers without adding trips.

Choose the appropriate option from those offered (if applicable):

- **Force the synchronization:** Synchronizes the odometer reading with that of the actual value in the vehicle without adding a trip in the Trips module;
- **Auto Fix:** Adds a trip (Business or Personal) in the Trips module by using the difference of the odometer reading entered in the account versus the previous value;
- **Prorated Auto Fix:** Creates two distinct trips in the Trips module using a prorated adjustment between the odometer reading entered in the account and the previous value.

If the odometer value is unknown at the time of substitution, click on **Cancel** in the Update odometer window. You will then be taken directly to the new vehicle information window.

New vehicle information

Once the odometer value has been updated, if applicable, fill in the information about the new vehicle: make, model, year, etc.

Then, click on **Next**.

ADD/SUBSTITUTE VEHICLE

New Vehicle General information

Make * Model *

Year * Description *

Code Property Type

Current Driver * Assigned Since *

Odometer Unit Parent Group

km None

Cancel Previous **Next**

Complete the additional information requested for the new vehicle (fuel type, VIN number, owner’s name, vehicle type, date and cost of purchase) and, if desired, choose the tax profile that applies to the driver associated with this vehicle.

Then, click on **Next**.

ADD/SUBSTITUTE VEHICLE

Additional data on the new vehicle

Fuel Type * VIN Number

Name Owner Vehicle Type

Purchase Date * Cost *

Tax Profile

- Tax Benefit
- Reasonable Allowance
- Business Expenses
- Employment Expenses

Cancel Previous **Next**

Verify the information about the new vehicle and confirm it by clicking on **Finish**.

ADD/SUBSTITUTE VEHICLE

Description Subaru Forester 2021

Make Subaru

Model Forester

Year 2021

Odometer Unit KM

Fuel Type Gasoline (Unleaded)

Ownership Type Purchased

Cancel Previous **Finish**

Odometer update of the new vehicle

You will then be prompted to update the odometer value of the new vehicle, if desired.

Enter the odometer value of the new vehicle as well as the date and time when the reading was taken, then click on **Next**.

UPDATE ODOMETER

Please enter the current odometer value.

Vehicle Subaru Forester 2021

Last known odometer reading Unknown Estimated Odometer Reading 0 km

Odometer Reading * Date As Of *

0 km 2021-02-03 09:59 AM

Cancel **Next**

In the next window, click on **Force synchronization** to update the odometer value of the new vehicle and confirm as required by clicking on **Accept**.

PLEASE NOTE:

Previous vehicle archived

When the vehicle substitution is completed, the previous vehicle will be automatically archived.

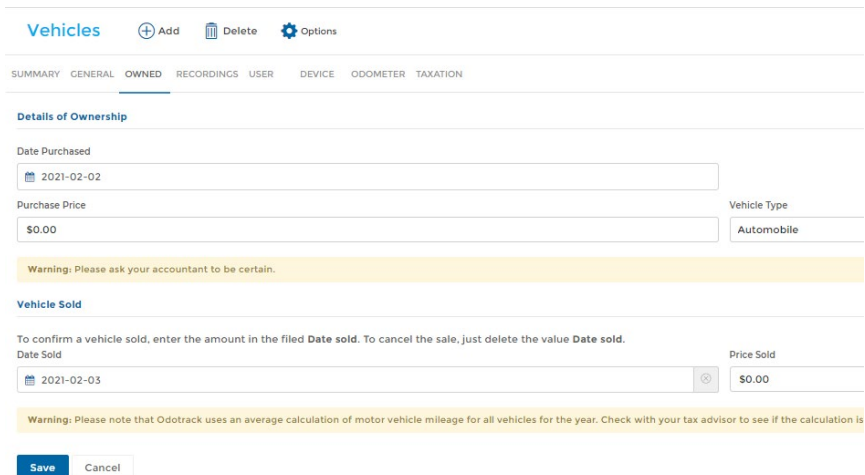
To restore an archived vehicle, if desired, you must first delete the sale date.

SOLD		4 Vehicles
HY	Hyundai Accent 2010	
SU	Subaru Forester 2002	
SU	Subaru Forester 2007	
SU	Subaru Forester 2012	
ARCHIVED		1 Vehicle

To do so, select the vehicle in the right panel, then head to the **Owned tab**.

Delete the sale date using the icon provided to this effect, then click on **Save**.

Reselect the vehicle to restore in the right panel of the Vehicles Module, click on **Options** at the top of the screen and then click on **Restore**.



The screenshot shows the 'Vehicles' module interface. At the top, there are tabs for 'SUMMARY', 'GENERAL', 'OWNED', 'RECORDINGS', 'USER', 'DEVICE', 'ODOMETER', and 'TAXATION'. The 'OWNED' tab is selected. Below the tabs is the 'Details of Ownership' section. It contains fields for 'Date Purchased' (2021-02-02), 'Purchase Price' (\$0.00), and 'Vehicle Type' (Automobile). A yellow warning banner reads: 'Warning: Please ask your accountant to be certain.' Below this is the 'Vehicle Sold' section, which includes a 'Date Sold' field (2021-02-03) with a warning icon and a 'Price Sold' field (\$0.00). Another yellow warning banner reads: 'Warning: Please note that Odotrack uses an average calculation of motor vehicle mileage for all vehicles for the year. Check with your tax advisor to see if the calculation is...'. At the bottom, there are 'Save' and 'Cancel' buttons.

Name of the previous vehicle

When making a substitution of vehicle, it is important not to rename the previous vehicle in order to avoid previous trips being identified under the new vehicle. However, the name of the vehicle may subsequently be changed if an error has occurred during the creation of the vehicle.

Trips and Reports

Trips and reports relating to an archived vehicle remain available. You only have to select the archived vehicle when required.

Subsequent odometer value update

If the odometer value was unknown at the time of the substitution, you can update it later.

To do so, select the desired vehicle in the right panel, then head to the **Odometer tab**. Click on **Update Odometer** and follow the required steps.

Tax profile

To establish or modify the driver's tax profile linked to the vehicle, if desired, select the vehicle in the right panel, then go to the **Taxation tab**. Make the desired changes and click on **Save** at the bottom of the page.