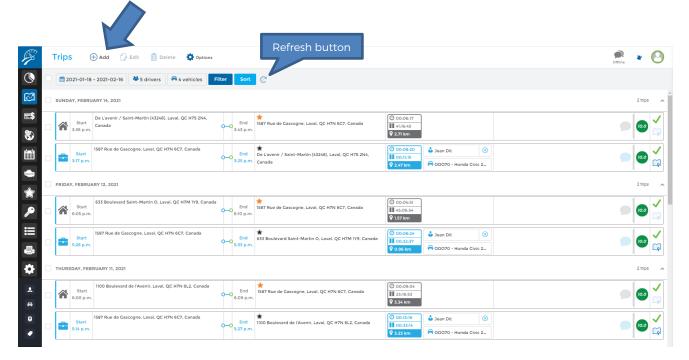


Here is how to add a trip manually.

Once connected to your ODOTRACK account, from the tabs on the left of your screen, access the **Trips Module**.



Click on Add in the Main menu.



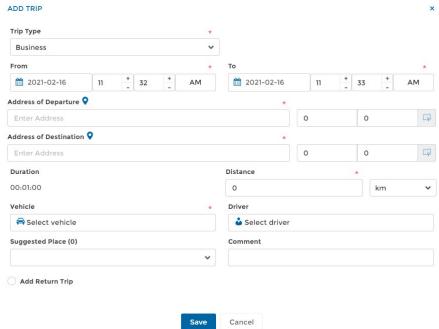
A window will open allowing you to enter the relevant information.

Fill in the required fields and click on **Save**.

To view the trips added manually, click on the **Refresh button** in the Selection menu.

Best advice:

- Don't forget to enter the reason for the trip in the Comment section;
- To create a round-trip, click on **Add Return Trip**.



Note that it is not possible to view the route of an added trip.