

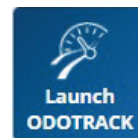
Introduction

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

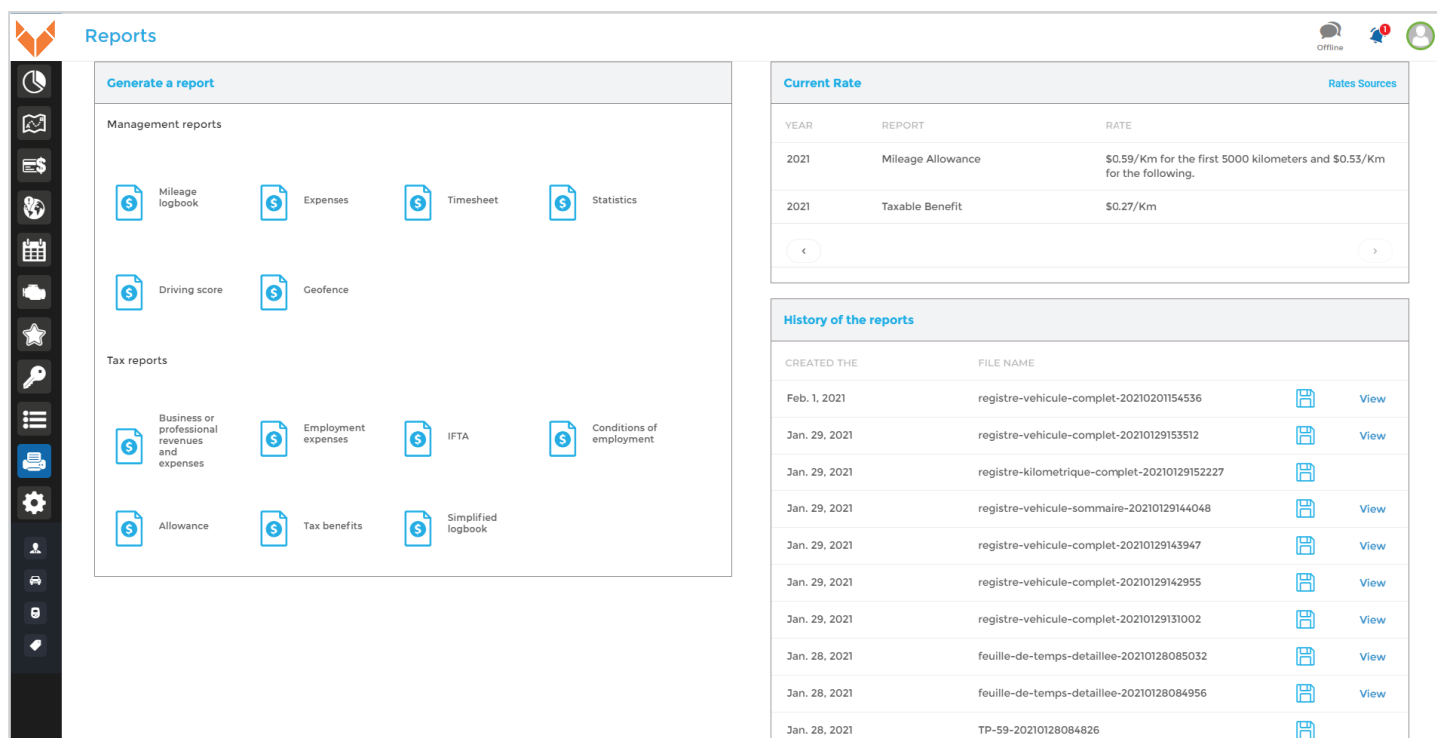
First, log into your online account at the following address: <https://portail.odotrack.com/connexion>

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.



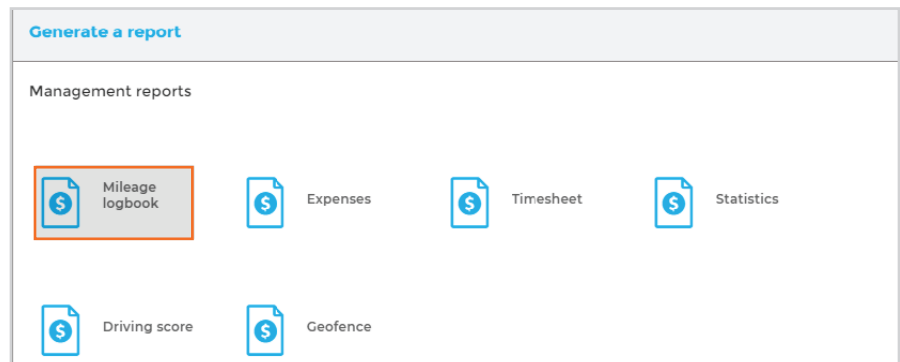
The screenshot shows the ODOTRACK Reports module interface. On the left is a vertical sidebar with various icons. The main area is titled 'Reports' and contains a 'Generate a report' section with two categories: 'Management reports' and 'Tax reports'. 'Management reports' includes icons for Mileage logbook, Expenses, Timesheet, Statistics, Driving score, and Geofence. 'Tax reports' includes icons for Business or professional revenues and expenses, Employment expenses, IFTA, Conditions of employment, Allowance, Tax benefits, and Simplified logbook. On the right, there are two sections: 'Current Rate' and 'History of the reports'. The 'Current Rate' section shows a table with columns for YEAR, REPORT, and RATE. The 'History of the reports' section shows a table with columns for CREATED THE, FILE NAME, and a 'View' button for each entry.

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

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

Last month

Start Date

2021-01-01

End Date

2021-01-31

4 vehicles

4 drivers

☒ Include trips without drivers

Report View

☒ Detailed
 ☐ Summary

Type

All

☐ Show total hours in decimal
☒ Show the time in the Trip's dates

Format

PDF

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

Create

Cancel

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

Last month

Start Date

2021-01-01

End Date

2021-01-31

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

Vehicles and Drivers

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.

VEHICLES

☒ NO GROUP 4 Vehicles

☒ ODO50 - Hyundai Elantra 2012
☒ ODO70 - Honda Civic 2012
☒ ODOmobile - Valérie Android car
☒ TEST - Subaru Forester 2008

DRIVER

☒ NO GROUP 1 contact

☒ VO VJ Odotrack
☒ AUTEUIL 2 contacts

☒ JD Jean Dit
☒ OT Odo Track

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.

Complete Log Book by Vehicle

From 01/01/2021 To 31/01/2021

Vehicle ODO50 - Hyundai Elantra 2012

Week	From	To	Type	Distance	Time	Stop	Driver	Details	Total
01/01/2021 00:00:00 AM	1587 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	2276 Rue des Citronniers, Laval, QC H7M 5Y8, Canada	Business	6.01	0h 11	0h 5	O. Track	TEST AJOUT MANUEL	6.01
Total week 4			Business	6.01	0h 11	0h 5			6.01
Total ODO50 - Hyundai Elantra 2012			Business	6.01	0h 11	0h 5			6.01
Total ODO50 - Hyundai Elantra 2012			Personal	0.00	0h 00	0h 00			0.00

Vehicle ODO70 - Honda Civic 2012

Week	From	To	Type	Distance	Time	Stop	Driver	Details	Total
01/01/2021 00:00:00 AM	1587 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	1589 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	Business	11.62	0h 24	0h 33	J. Di		11.62
Total week 9			Business	11.62	0h 24	0h 33			11.62
Total ODO70 - Honda Civic 2012			Business	11.62	0h 24	0h 33			11.62
Total ODO70 - Honda Civic 2012			Personal	0.00	0h 00	0h 00			0.00

Week	From	To	Type	Distance	Time	Stop	Driver	Details	Total
01/01/2021 00:00:00 AM	1587 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	1589 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	Business	0.80	0h 5	0h 50	J. Di	Test commentaire	0.80
01/01/2021 00:00:00 AM	1587 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	1150 Boulevard de l'avenue, Laval, QC H7N 6C7, Canada	Business	3.25	0h 9	0h 39	J. Di	Reposonnement de l'OD0070	3.25
01/01/2021 00:00:00 AM	1150 Boulevard de l'avenue, Laval, QC H7N 6C7, Canada	1587 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	Business	3.77	0h 9	0h 47	J. Di	Changement de la batterie le 5 janvier 2021.	3.77
01/01/2021 00:00:00 AM	1587 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	1589 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	Business	2.69	0h 8	0h 5	J. Di		2.69
01/01/2021 00:00:00 AM	1587 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	784 Place de Châteauguay, Laval, QC H7N 6C7, Canada	Business	2.10	0h 8	0h 28	J. Di		2.10
01/01/2021 00:00:00 AM	784 Place de Châteauguay, Laval, QC H7N 6C7, Canada	1589 Rue de Gascoigne, Laval, QC H7N 6C7, Canada	Business	1.45	0h 10	0h 38	J. Di		1.45
Total week 1			Business	16.54	0h 54	0h 50			16.54

Summary Log Book by Vehicle

From 01/01/2021 To 31/01/2021

Vehicle: ODO50 - Hyundai Elantra 2012

Month	Days	km Personal	km Business	(%) km	Total
January	2021	0.00	6.01	100.00 %	6.01
Total ODO50 - Hyundai Elantra 2012		0.00	6.01	100.00 %	6.01

Summary Log Book by Vehicle
 From 01/01/2021 To 31/01/2021

Vehicle: ODO50 - Hyundai Elantra 2012

Month	Driver	km Personal	km Business	(%) km	Total
January 2021	Odo Track	0.00	6.01	100.00 %	6.01
Total	ODO50 - Hyundai Elantra 2012	0.00	6.01	100.00 %	6.01

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.

Contacts

☒ Add
 ☒ Delete
 ☒ Options

SUMMARY

PROFILE

SETTINGS

RIGHTS AND ACCESS

VEHICLE

Display settings

☒ Show the Time in Trips
☒ Show Current Trip in Trips Section

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).



NOTIFICATIONS		
LOGBOOK_VEHICLE_SU	4:29:10	
View or Download	p.m.	
LOGBOOK_VEHICLE_CC	4:22:43	
View or Download	p.m.	
LOGBOOK_VEHICLE_CC	15:45:36	
View or Download		

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		View
Feb. 1, 2021	Logbook-vehicle-detailed-20210201162243		View
Feb. 1, 2021	registre-vehicule-complet-20210201154536		View

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



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.