



USER GUIDE
ODO10

Steps to properly maximize the use of the ODOTRACK technology

1. Connect the device in the vehicle
2. Use the device
3. Important practical recommendations
4. Access account
5. Modules

1. CONNECT THE DEVICE IN THE VEHICLE

Use the auxiliary adapter (cigarette lighter socket) supplied with your device. →



You can also connect the device using the following tools:

› Splitter with twin USB ports →



› OBDII adapter to USB →



Important !

Only the accessories sold by ODOTRACK ensure compatibility with your device.

2. USE THE DEVICE

FUNCTION	DESCRIPTION
BUTTON 	Press the  button for all your business trips. If you have activated the timesheet module, this button is also used to indicate the start of your day (punch in). Subsequently, all trips will be saved in business mode.
BUTTON 	Press the  button for all your personal trips. If you have activated the timesheet module, this button is also used to indicate the end of your day (punch out). Subsequently, all trips will be saved in personal mode. ENTERPRISES: If you are a user, the privacy protection is automatically activated to keep all personal trips confidential.
BUTTON  	Optional These 2 buttons allow you to identify 2 drivers or 2 vehicles in order to make the selection from your device. Other features can be applied if necessary.
BUTTON 	
BUTTON 	Press the  in order to manually end your trip during a short stop, if required. Note that it is not necessary to press this button since the function is automatically activated (5 minutes of downtime or less depending on your choice).

It is not necessary to press a button at each trip. ODOTRACK will remember the recent selection made: business or personal as well as the functions 1 or 2 (if you have enabled this feature).

NB: you can make corrections to your ODOTRACK account depending on your access privileges.

SIGNAL	DESCRIPTION
	Battery charge indicator.
	Reception indicator for cellular network.
	The cellular signal is at its strongest when all the bars are visible. Notice it is the cellular signal that sends the information about your trips to the ODOTRACK server.
	The connection to the ODOTRACK server is active when the link is visible between the two symbols.
17:40	Universal time: The time on your ODO10 cannot be changed. It will be automatically updated according to the time zone you are in.

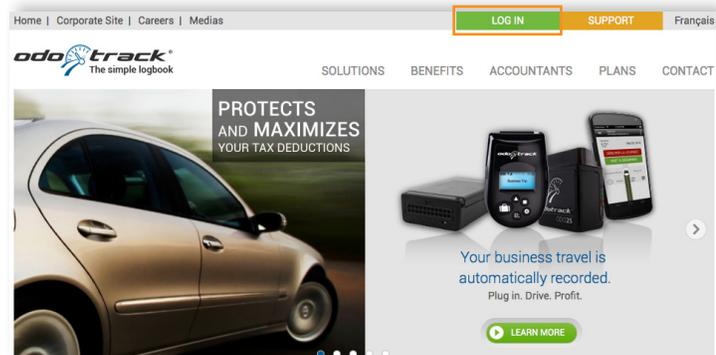
3. PRACTICAL RECOMMENDATIONS

- › Always leave the device plugged in your vehicle (car adapter).
- › Do not use any other type of connection as provided by ODOTRACK.
- › If you remove the device from your vehicle, be sure to turn it off by pressing the **“Power”** button on the side.
- › Do not place the ODOTRACK device around other devices that may interfere with the cellular transmission or GPS. We recommend that your ODOTRACK device is placed as far as possible from a GPS or a system such as OnStar. Loss of trips could occur and affect your mileage refund.
- › If you change vehicle, simply unplug the device from the old vehicle and plug it in the new one. The settings of your new vehicle should be added in the **Vehicle** module in the user account.

4. ACCOUNT ACCESS

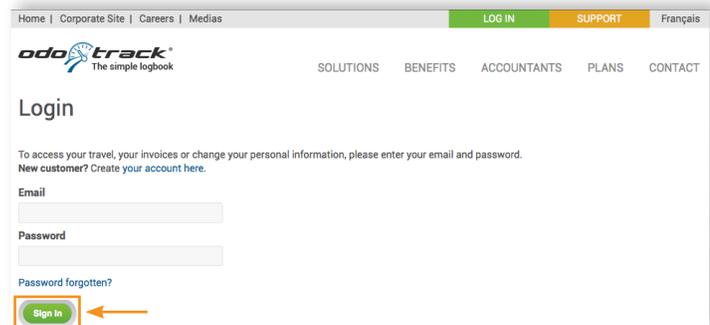
1. Using an internet browser, go to www.odotrack.ca

2. Click on **“Log in”** link located at the top right corner of the home page



3. You need to identify yourself. Enter your email address and your password. Then click on the **“Sign in”** button.

You can also access your account via **odotrack.mobi** to enter all your expenses.

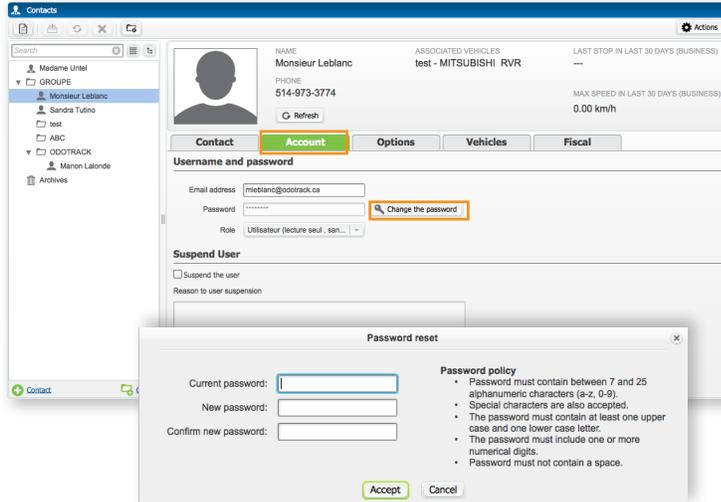


Forgot your password?

No worries, just press the **“Forgot password”** button, enter your valid ODOTRACK email address and press **“Continue”**. You will receive your password by email.

Main modules of the ODOTRACK application

CONTACTS



Password change

Your personal information is located under the **“Account”** tab. This is where you can change your password. To do so, just click on the key icon.

A window will appear and you will be able to modify your password. Please note that you will need your current password to make this change.

TRIPS



Trips - [count: 1141, distance: 11453.07 km, business %: 45.16%]

Start	Address of departure	Address of	End	Km	Duration	Type	Vehicle	Driver	Stop	Comments	IFTA
Oct 14, 2012, 1:49:55 AM	Korean War Veterans Memorial Bridge, Quebec 223, Lacolle, QC J0U 1J0, Canada	123 rue ABC, St-Eustache QC	Oct 14, 2012, 1:52:30 AM	2.23	0 h 2 min	Business	VW - Golf	Unrel, Madame	12 h 24 min	A-Retour à la maison	★
Oct 14, 2012, 1:52:30 AM	Quebec 223, Lacolle, QC J0U 1J0, Canada	123 rue ABC, St-Eustache QC	Oct 14, 2012, 4:04:57 AM	130.22	2 h 6 min	Business	VW - Golf	Unrel, Madame	12 h 24 min	A-Retour à la maison	★
Oct 14, 2012, 12:46:58 AM	500-528 Airport Dr, South Burlington, VT	Korean War Veterans Memorial Bridge, Quebec 223, Lacolle, QC J0U 1J0, Canada	Oct 14, 2012, 1:49:55 AM	63.54	1 h 2 min	Personal	VW - Golf	Unrel, Madame	12 h 24 min	A-Retour à la maison	★
Sep 3, 2013, 8:12:10 PM	554-595 Boulevard Curé-Labellie, Lavelle, Québec 223, Lacolle, QC J0U 1J0, Canada	123 rue ABC, St-Eustache QC	Sep 3, 2013, 8:34:22 PM	18.88	0 h 22 min	Personal	VW - Golf	Unrel, Madame	12 h 24 min	A-Retour à la maison	★
Oct 14, 2012, 4:29:30 PM	40 Rue du Docteur Cormeau, Saint-Eustache, QC	51 rue Lefebvre, Saint-Eustache, QC	Oct 14, 2012, 4:58:15 PM	19.18	0 h 28 min	Business	VW - Golf	Unrel, Madame	0 h 14 min	Claude	★
Oct 14, 2012, 5:12:28 PM	33-57 Rue Lefebvre, Lavelle, QC	123 rue ABC, St-Eustache QC	Oct 14, 2012, 5:36:44 PM	20.17	0 h 24 min	Business	VW - Golf	Unrel, Madame	14 h 14 min	A-Retour à la maison	★
Aug 31, 2013, 4:38:07 PM	90 Rue Saint Laurent, Saint-Eustache, QC	123 rue ABC, St-Eustache QC	Aug 31, 2013, 4:41:59 PM	2.52	0 h 5 min	Personal	VW - Golf	Unrel, Madame	62 h 30 min	A-Retour à la maison	★
Oct 15, 2012, 9:50:01 AM	292 Rue Dubois, Saint-Eustache, QC	Rue des Capucines, Saint-Eustache, QC	Oct 15, 2012, 9:59:01 AM	0.20	0 h 9 min	Business	VW - Golf	Unrel, Madame	2 h 29 min	A-Retour à la maison	★
Oct 15, 2012, 12:28:14 PM	Rue des Capucines, Saint-Eustache, QC	3195 Boulevard Saint-Martin Ouest, Laval, Québec 223, Lacolle, QC J0U 1J0, Canada	Oct 15, 2012, 12:45:20 PM	16.57	0 h 17 min	Business	VW - Golf	Unrel, Madame	2 h 50 min	A-Retour à la maison	★

Your trips (from your account)

All your trips are automatically transferred in this module. Only you can view, your personal trips when accessing your account.

Trips - [count: 1141, distance: 11453.07 km, business %: 45.16%]

Start	Address of departure	Address of	End	Km	Duration	Type	Vehicle	Driver	Stop	Comments	IFTA
Oct 14, 2012, 4:29:30 PM	40 Rue du Docteur Cormeau, Saint-Eustache, QC	51 rue Lefebvre, Saint-Eustache, QC	Oct 14, 2012, 4:58:15 PM	19.18	0 h 28 min	Business	VW - Golf	Unrel, Madame	0 h 14 min	Claude	★
Oct 14, 2012, 5:12:28 PM	33-57 Rue Lefebvre, Lavelle, QC	123 rue ABC, St-Eustache QC	Oct 14, 2012, 5:36:44 PM	20.17	0 h 24 min	Business	VW - Golf	Unrel, Madame	14 h 14 min	A-Retour à la maison	★
Oct 14, 2012, 1:52:30 AM	Quebec 223, Lacolle, QC J0U 1J0, Canada	123 rue ABC, St-Eustache QC	Oct 14, 2012, 4:04:57 AM	130.22	2 h 6 min	Business	VW - Golf	Unrel, Madame	12 h 24 min	A-Retour à la maison	★
Oct 15, 2012, 9:50:01 AM	292 Rue Dubois, Saint-Eustache, QC	Rue des Capucines, Saint-Eustache, QC	Oct 15, 2012, 9:59:01 AM	0.20	0 h 9 min	Business	VW - Golf	Unrel, Madame	2 h 29 min	A-Retour à la maison	★
Oct 15, 2012, 12:28:14 PM	Rue des Capucines, Saint-Eustache, QC	3195 Boulevard Saint-Martin Ouest, Laval, Québec 223, Lacolle, QC J0U 1J0, Canada	Oct 15, 2012, 12:45:20 PM	16.57	0 h 17 min	Business	VW - Golf	Unrel, Madame	2 h 50 min	A-Retour à la maison	★
Oct 15, 2012, 7:51:29 AM	40 Rue du Docteur Cormeau, Saint-Eustache, QC	292 Rue Dubois, Saint-Eustache, QC	Oct 15, 2012, 7:59:32 AM	4.47	0 h 8 min	Business	VW - Golf	Unrel, Madame	1 h 50 min	A-Retour à la maison	★

To modify the trip type, click on business or personal under the **“Type”** column. A drop-down menu will allow you to make your selection.

Trips - [count: 1141, distance: 11455.07 km, business %: 46.16%]

From Thursday, October 11 2012 to Friday, October 24 2014

Start	Address of departure	Address of End	Km	Duration	Type	Vehicle	Driver	Stop	Comments	IFTA
Oct 14, 2012, 4:39:30 PM	40 Rue du Docteur Cormeau, Saint-Eustache, QC	51 rue Laboumeau, Saint-Eustache, QC	11.02	0 h 28 min	Business	VW - Golf	Urtel, Madame	0 h 14 min	✓	Claude
Oct 14, 2012, 5:12:28 PM	33-57 Rue Laboumeau, Lével, QC	123 rue ABC, St-Eustache QC	20.17	0 h 24 min	Business	VW - Golf	Urtel, Madame	14 h 14 min	✓	A-Retour à la maison
Oct 14, 2012, 1:02:50 AM	Quai 223, Lacolle, QC J0L 1S0, Canada	123 rue ABC, St-Eustache QC	130.22	2 h 8 min	Business	VW - Golf	Urtel, Madame	12 h 24 min	✓	A-Retour à la maison
Oct 15, 2012, 9:50:01 AM	292 Rue Dubois, Saint-Eustache, QC	Rue des Capucines, Saint-Eustache, QC	0.20	0 h 9 min	Business	VW - Golf	Urtel, Madame	2 h 29 min	✓	
Oct 15, 2012, 12:28:14 PM	Rue des Capucines, Saint-Eustache, QC	3195 Boulevard Saint-Martin, Ouellet, Lével, QC	16.57	0 h 17 min	Business	VW - Golf	Urtel, Madame	2 h 50 min	✓	
Oct 15, 2012, 7:51:29 AM	40 Rue du Docteur Cormeau, Saint-Eustache, QC	292 Rue Dubois, Saint-Eustache, QC	4.47	0 h 8 min	Business	VW - Golf	Urtel, Madame	1 h 50 min	✓	

Your trips

(from the manager's account)

Note: Personal trips will not appear when they are viewed from the manager or administrator's account. Only business trips are visible.

EXPENSES



Expenses - [count: 1, amount: 25.00 \$]

2014-07-07 | 2015-08-06 | 4 vehicles selected | 4 contacts selected

Date	Vehicle	Driver	Type	Payment	Subtotal	Tax 1	Tax 2	Total amount	Fuel quantity	Province	Comments	Att.	IFTA	Ap...
Aug 6, 2014	FORD-F150	Urtel	Fuel	Credit Card	0.005	0.005	0.005	25.005	0.000					

Update date dialog: Date: 2014-08-06

Payment Method dropdown: All, All, Credit Card, Cash, Express Card, Other, Maintenance & repairs, Parking fees (100% Business)

This module includes all eligible expenses related to the vehicle taxation. You can add expenses by clicking the "Add" button.

Searches can be filtered by: Date, day, vehicle, driver, expense type and comment.

Expenses - [count: 33, amount: 12432.00 \$]

2011-07-14 | 2015-08-06 | 23 vehicles selected | 4 contacts selected

Date	Vehicle	Driver	Type	Payment Method	Subtotal	Tax 1	Tax 2	Total	Fuel
Aug 6, 2014	FORD-F150	Urtel	Fuel	Credit Card	0.005	0.005	0.005	25.005	0.000
Jun 18, 2014	FORD-F150	Urtel	Fuel	Cash	0.005	0.005	0.005	40.005	0.000
May 29, 2014	FORD-F150	Urtel	Supplies	Cash	0.005	0.005	0.005	42.005	50.0
May 29, 2014	FORD-F150	Urtel	Other employment fees	Cash	0.005	0.005	0.005	75.005	50.0
May 5, 2014	MITSUBISHI	Urtel	Advertising & promotion	Cash	0.005	0.005	0.005	450.005	0.000
Apr 3, 2014	MITSUBISHI	Urtel	Lodging	Cash	0.005	0.005	0.005	450.005	0.000
Oct 1, 2013	MITSUBISHI	Urtel	Leasing	Cash	0.005	0.005	0.005	450.005	0.000
Jan 1, 2013	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
May 1, 2013	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Apr 1, 2013	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Mar 1, 2013	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Feb 1, 2013	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Jan 1, 2013	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Dec 1, 2012	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Nov 1, 2012	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Oct 1, 2012	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Sep 1, 2012	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Aug 1, 2012	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	500.005	0.000
Jul 1, 2012	VW - Golf	Urtel	Leasing	Cash	0.005	0.005	0.005	400.005	0.000
					0.005	0.005	0.005	12,432.00	100,000 L

Actions menu: Add, Update, Delete, Set Date, Set Vehicle, Set Driver, Set Type, Set Payment Method, Set Amount, Set Supplier, Set Order, Update Comments, Export to Excel, Show/Hide Columns, Refresh View

Editing expenses

Changes can be made by selecting the expense you want to edit and clicking the "Actions" button. In the drop-down menu, select "Update" and edit the information.

Some columns offer either an input field, a drop-down menu or a choice inside of a window allowing you to modify the field directly in the table.

REPORTS



Management reports

Trips (Mileage logbook)

Expenses

Timesheet

Fiscal reports

Allocation

Business or professional revenues and expenses

Tax benefit

Employment expenses

IFTA

Reasonable allowance

From: 2014-09-17 To: 2014-10-17

Drivers: 3 contacts selected

Vehicles: 4 vehicles selected

Type: Business

Mileage Rates

Use these rates for all vehicles

0.43 \$ / km for the first 50000 km

0.48 \$ / km for each additional km

0.48 \$ / km for the temporary vehicle

Use specific rates per vehicle

View Download

Make sure to save this document in order to maintain a record of the amounts collected from your employer, or paid to your employee.

Rates for the year 2014

0.54 \$/km for the first 5000 kilometres driven.

0.48 \$/km driven after that.

View rates in previous years.

Your reports

This module allows you to select your mileage allowance report. A selected period can be filtered as per company criteria.

Once the selection is completed, click view. Once the rate(s) of reimbursement have been selected, they will remain in memory for future reports.

Mileage Allocation Report
From 17/09/2014 To 17/10/2014

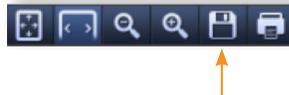
Driver: Madame Untel
MITSUBISHI RVR

Month 10	From	To	Business	Details
10/11/2014 05:09:14 PM	2485 Avenue 35, Laval, QC H7R 3P7, Canada	123 rue ABC, St-Eustache QC	5.05	A-Retour à la maison
10/12/2014 04:30:59 PM	123 rue ABC, St-Eustache QC	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.61	
10/12/2014 04:55:49 PM	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.58	A-Retour à la maison
10/13/2014 07:02:41 PM	123 rue ABC, St-Eustache QC	448 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.09	
10/13/2014 07:12:21 PM	448 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.06	A-Retour à la maison
10/14/2014 06:55:04 PM	123 rue ABC, St-Eustache QC	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.59	
10/14/2014 07:21:50 PM	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.52	A-Retour à la maison
10/15/2014 05:27:10 AM	950 Rue Michelin Laval QC	230 Rue Coron, Laval, QC H7L 1Y2, Canada	6.34	
10/15/2014 06:00:09 PM	230 Rue Coron, Laval, QC H7L 1Y2, Canada	123 rue ABC, St-Eustache QC	17.51	A-Retour à la maison
10/16/2014 07:37:53 AM	123 rue ABC, St-Eustache QC	Le Corbeiler / Saint-Ezblar (43937), Laval, QC H7L, Canada	16.75	
10/16/2014 05:17:04 PM	950 Rue Michelin Laval QC	123 rue ABC, St-Eustache QC	20.05	A-Retour à la maison
Total for Month 10				883.41
Total for MITSUBISHI RVR				845.02

	Total
Business trips already done since 2014/01/01: 6938.16 km	
0.43\$ per km for the first (50000 - 6938.16) km :	845.02 \$ 363.36
0.48\$ per km exceed:	0.00 \$ 0.00
Total to pay	845.02 \$ 363.36
Total	877.94

On the last page of the report, you will have the refund amount depending on the requested period.

Save your reports by clicking on the save button and submit to your employer.



FAVOURITES



Your favourites

A compliant mileage logbook must have a comment for each trip. The **Favourites** module allows you to automatically generate a comment for a known destination. There are 2 simple ways to create a favourite:

1. From a completed trip
2. Directly in the **Favourites** module.

Creating from an existing trip

Trips (count: 25, distance: 196.42 km, business %: 76.39%)											
Start	Address of departure	Address of destination	End	Km	Duration	Type	Vehicle	Driver	Stop	Comments	IFTA
Oct 17, 2014, 6:59:41 AM	123 rue ABC, St-Eustache QC	950 Rue Michelin Laval, QC H7L 5C1	Oct 17, 2014, 7:29:26 AM	21.87	0 h 29 min	Personal	MTSUBISHI RVR	Unhel, Madame	13 h 0 min	A-ODOTRACK	★
Oct 16, 2014, 5:17:04 PM	800 Rue Michelin Laval, QC	123 rue ABC, St-Eustache QC	Oct 16, 2014, 5:58:48 PM	20.05	0 h 41 min	Business	MTSUBISHI RVR	Unhel, Madame	8 h 52 min	A-Retour à la maison	★
Oct 16, 2014, 8:02:09 AM	La Corbeuse / Saint-Esprit (43007), Laval, QC	950 Rue Michelin Laval, QC	Oct 16, 2014, 8:28:07 AM	1.68	0 h 3 min	Personal	MTSUBISHI RVR	Unhel, Madame	0 h 5 min	A-ODOTRACK	★
Oct 16, 2014, 7:37:53 AM	123 rue ABC, St-Eustache QC	La Corbeuse / Saint-Esprit (43007), Laval, QC	Oct 16, 2014, 8:19:04 AM	16.75	0 h 37 min	Business	MTSUBISHI RVR	Unhel, Madame	13 h 17 min	A-Retour à la maison	★
Oct 16, 2014, 6:00:09 PM	200 Rue Centre, Laval, QC H7L 1Y2, Canada	123 rue ABC, St-Eustache QC	Oct 16, 2014, 6:20:38 PM	17.51	0 h 20 min	Business	MTSUBISHI RVR	Unhel, Madame			★

Required

Steps to follow

1. Click on the star icon to display the **Favourites** window.

2. The window on the left will appear:

- Validate the position depending on the destination.
- Make sure to validate the radius (minimum suggested is 250 meters). You can increase or decrease the radius according to your destination.
- Move the circle (radius) directly on the map by clicking on the pointer and dragging it to the right location.
- Enter the description of the visited place in the comment field.

Destination: 950 Rue Michelin, Laval, QC H7L 5C1

Radius: 250 meters

Logbook address (optional):

Define a departure address

Vehicle: All Select...

Place suggestion:

Comments:

Active: Yes No

Default trip type to: Business Personal

Apply favourite to existing trips

From: 14/04/2013

Notification active: Yes No

Save Cancel

Destination: 950 Rue Michelin, Laval, QC H7L 5C1

Radius: 250 meters

Logbook address (optional):

Define a departure address

Vehicle: All Select...

Place suggestion:

Comments: ABC Entreprise

Active: Yes No

Default trip type to: Business Personal

Apply favourite to existing trips

From: 14/04/2013

Notification active: Yes No

Save Cancel

At this step, you could save your favourite for this trip and subsequent trips.

Creating from an existing trip

Options

Steps to follow

You can determine how you want to visualize your address in your reports by stating it in the space provided.

Destination: 950 Rue Michelin, Laval, QC H7L 5C1

Radius: 250 meters

Logbook address (optional):

Define a departure address

Vehicle: All Select...

Place suggestion:

Comments:

Active: Yes No

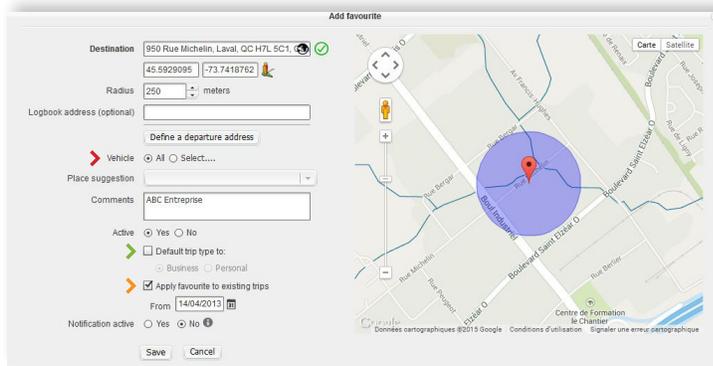
Default trip type to: Business Personal

Apply favourite to existing trips

From: 14/04/2013

Notification active: Yes No

Save Cancel



- By default, the favourites apply to all vehicles available in your user account.
- It is possible to force the type of the trip for a favourite, in this case, it overwrites the choice made from your device. Ex. Chalet = perso, Client A = business.
- It is also possible to apply a favourite for existing trips.

Comments	Logbook address	Vehicle(s)	Destination	Radius	Force type	Active	Added	Modified	Creator	
Bureau OdoTrack	4141 Autoroute 440 Laval QC	MH - MITSUBISHI	4141-1485 Deserres Sud Autoroute 44	125m	N/A	Yes	Mar 8, 2011	Mar 1, 2012	Urrel, Madame	
Test		MH - MITSUBISHI	2425 Boulevard Curé-Labelle, Laval,	100m	Business	Yes	Apr 4, 2011	Mar 1, 2012	Urrel, Madame	
TEST OdoTrack		MH - MITSUBISHI	Deserres Sud Autoroute 440 Ouest, La	100m	Business	Yes	Jul 4, 2011	Jul 4, 2011	Urrel, Madame	
ABC			3 véhicules selected	100 Rue de la Gondaie, St-Eustache,	110m	Business	Yes	Jul 4, 2011	Jul 4, 2011	Urrel, Madame
MH compagnie abc			3 véhicules selected	1150 Rue Deserres Ouest, Miga Centr	100m	Business	Yes	Aug 24, 2011	Aug 24, 2011	Urrel, Madame
Faireview Pl-Claire		MH - MITSUBISHI	335 Boulevard Brossard, Ponte-Cla	225m	Personal	Yes	Sep 13, 2011	Jun 16, 2014	Urrel, Madame	
Bureau Fiscalite		MH - MITSUBISHI	8223 Rue St-Hubert, Montreal, QC H2	100m	Business	Yes	Sep 13, 2011	Jun 16, 2014	Urrel, Madame	
Bureau C. S.	500 St-Martin Ouest Laval	MH - MITSUBISHI	492-500 Hwy 148, Laval, QC H7M, Ca	100m	Business	Yes	Oct 26, 2011	Jun 16, 2014	Urrel, Madame	
CPL	1200 boul. Chomedey 200 lav	MH - MITSUBISHI	1200-1400 Boulevard Chomedey, Laval	100m	Business	Yes	Dec 22, 2011	Dec 22, 2011	Urrel, Madame	
Equation		AI	2820 Boulevard Saint-Martin Est, Laval	250m	Business	Yes	Sep 13, 2011	Jun 16, 2014	Urrel, Madame	
	950 Rue Michelin Laval QC	AI	Michelin / Face Au 950 (4225S), Laval	250m	Personal	Yes	Oct 30, 2012	Oct 17, 2014	Urrel, Madame	
Claude	51 rue Litoimeau Ste-Rose	AI	33-57 Rue Litoimeau, Laval, QC H7L	50m	Personal	Yes	Feb 13, 2013		Urrel, Madame	
COMPAGNE ABC	500 de la Visitation Joliette Q	AI	Rue de la Visitation, Joliette, QC J6E,	250m	N/A	Yes	Apr 11, 2013		Urrel, Madame	
A-Retour à la maison	123 rue ABC, St-Eustache QC	AI	Maison	250m	N/A	Yes	Sep 27, 2013	May 29, 2014	Urrel, Madame	
test a		AI	754 Boulevard Arthur-Sauvé, Saint-Eu	250m	Business	Yes	Sep 27, 2013		Urrel, Madame	
OHM		AI	554-566 Boulevard Curé-Labelle, Laval	250m	Personal	Yes	Sep 27, 2013		Urrel, Madame	
Cours de musique		AI	133-135 Rue St-Laurent, Saint-Eustac	250m	Personal	Yes	Jan 27, 2014		Urrel, Madame	
ODOTRACK		AI	800 Rue Michelin, Laval, QC H7L, SC1,	250m	N/A	Yes	Jan 27, 2014		Urrel, Madame	
Cie BC		AI	Rue de l'Église, Montréal, QC, Canada	250m	N/A	Yes	Jun 16, 2014		Urrel, Madame	
		AI	4141 Autoroute des Laurentides, Laval	250m	N/A	Yes	Jun 16, 2014		Urrel, Madame	
PHARMAPRIX		AI	2180 Boulevard des Laurentides, Laval	250m	Personal	Yes	Jul 28, 2014		Urrel, Madame	
test		AI	Rue Charbonneau, Saint-Eustache, QC	250m	N/A	Yes	Sep 8, 2014		Urrel, Madame	

Saving your favourite

- All the favourites are saved in the **Favourites** module identified by a star.
- To edit an existing favourite, simply click on the favourite's icon in the **Trips** module or directly in the **Favourites** module where all the existing favourites are listed.

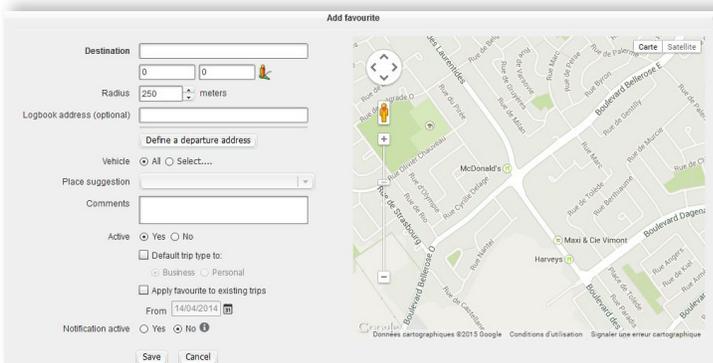
Directly in the Favourites module

Comments	Logbook address	Vehicle(s)	Destination	Radius	Force type	Active	Added	Modified	Creator	
Bureau OdoTrack	4141 Autoroute 440 Laval QC	MH - MITSUBISHI	4141-1485 Deserres Sud Autoroute 44	125m	N/A	Yes	Mar 8, 2011	Mar 1, 2012	Urrel, Madame	
test		MH - MITSUBISHI	2425 Boulevard Curé-Labelle, Laval,	100m	N/A	Yes	Apr 4, 2011	Mar 1, 2012	Urrel, Madame	
TEST OdoTrack		MH - MITSUBISHI	Deserres Sud Autoroute 440 Ouest, La	100m	Business	Yes	Jul 4, 2011	Jul 4, 2011	Urrel, Madame	
ABC			3 véhicules selected	100 Rue de la Gondaie, St-Eustache,	110m	Business	Yes	Jul 4, 2011	Jul 4, 2011	Urrel, Madame
MH compagnie abc			3 véhicules selected	1150 Rue Deserres Ouest, Miga Centr	100m	Business	Yes	Aug 24, 2011	Aug 24, 2011	Urrel, Madame
Faireview Pl-Claire		MH - MITSUBISHI	335 Boulevard Brossard, Ponte-Cla	225m	Personal	Yes	Sep 13, 2011	Jun 16, 2014	Urrel, Madame	
Bureau Fiscalite		MH - MITSUBISHI	8223 Rue St-Hubert, Montreal, QC H2	100m	Business	Yes	Sep 13, 2011	Jun 16, 2014	Urrel, Madame	
Bureau C. S.	500 St-Martin Ouest Laval	MH - MITSUBISHI	492-500 Hwy 148, Laval, QC H7M, Ca	100m	Business	Yes	Oct 26, 2011	Jun 16, 2014	Urrel, Madame	
CPL	1200 boul. Chomedey 200 lav	MH - MITSUBISHI	1200-1400 Boulevard Chomedey, Laval	100m	Business	Yes	Dec 22, 2011	Dec 22, 2011	Urrel, Madame	
Equation		AI	2820 Boulevard Saint-Martin Est, Laval	250m	Business	Yes	Oct 30, 2012	Oct 17, 2014	Urrel, Madame	
	950 Rue Michelin Laval QC	AI	Michelin / Face Au 950 (4225S), Laval	250m	Personal	Yes	Oct 30, 2012	Oct 17, 2014	Urrel, Madame	
Claude	51 rue Litoimeau Ste-Rose	AI	33-57 Rue Litoimeau, Laval, QC H7L	50m	Personal	Yes	Feb 13, 2013		Urrel, Madame	
COMPAGNE ABC	500 de la Visitation Joliette Q	AI	Rue de la Visitation, Joliette, QC J6E,	250m	N/A	Yes	Apr 11, 2013		Urrel, Madame	
A-Retour à la maison	123 rue ABC, St-Eustache QC	AI	Maison	250m	N/A	Yes	Sep 27, 2013	May 29, 2014	Urrel, Madame	
test a		AI	754 Boulevard Arthur-Sauvé, Saint-Eu	250m	Business	Yes	Sep 27, 2013		Urrel, Madame	
OHM		AI	554-566 Boulevard Curé-Labelle, Laval	250m	Personal	Yes	Sep 27, 2013		Urrel, Madame	
Cours de musique		AI	133-135 Rue St-Laurent, Saint-Eustac	250m	Personal	Yes	Jan 27, 2014		Urrel, Madame	
ODOTRACK		AI	800 Rue Michelin, Laval, QC H7L, SC1,	250m	N/A	Yes	Jan 27, 2014		Urrel, Madame	
Cie BC		AI	Rue de l'Église, Montréal, QC, Canada	250m	N/A	Yes	Jun 16, 2014		Urrel, Madame	

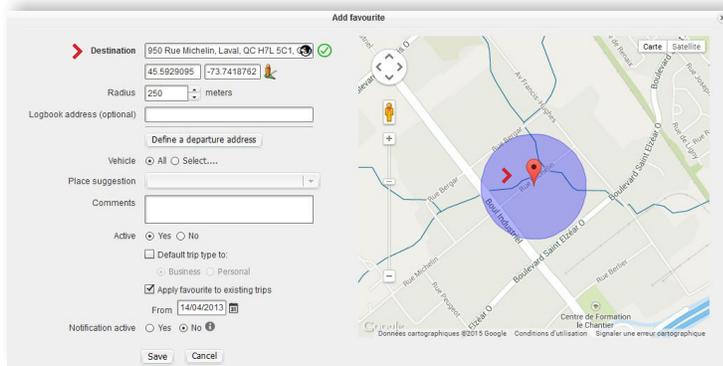
Required

Steps to follow

1. Click on the **Favourites** module
2. Then click on the **"Add"** button
3. The window on the left will appear:



- You will find that there is no information recorded or visible compared to the addition of a favourite in the **Trips** module.



- › Enter the full address of the desired destination and press “Tab” to show the location on the map. Make sure to validate before saving the favourite.
- › The following steps are the same as the favourites created from an existing trip.

Legend

- Non-existent favourites.
- Applied favourites - created in your account.
- Applied and edited favourites (different from the recorded value)
- Applied and created favourites by another user. These favourites can only be modified by the one who created them, unless you have the permission to do so.

Contact information:

Technical support

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 Toll free : 1 877 388-0810