

NEW RELEASE

Expenses report

You can now download your expenses report straight from your smart devices using the ODOHybrid application.

REMINDERS

2015 trips

Before printing your reports, we recommend that you to make sure the information concerning your trips is accurate. Remember, all trips must include a type (business or personal) and all business trips must include a comment.

Vehicle change

Please note that even if you change your vehicle, your trips are still recorded in your account. So, in order to produce a government compliant logbook, you must add your new vehicle to your account. You can do so in your account, in the "Vehicles" module. Changes can be made retroactively.

Adding trips manually

To add a trip manually, here are the steps to follow:

1. Log in to your account and open the "Trips" module
2. Select "Actions" followed by "Add" from the drop down menu
3. Fill out the form
4. Save



TIPS AND TRICKS

Did you know?

You can now manage your expenses directly from our ODOHybrid smart app as well as from the odotrack.mobi site. You can add expenses, include pictures of your bills, and print out your reports.

TECHNICAL SUPPORT ADVICE

Changing the type of your trips

You can easily change the type of your trip (Business or Personal) directly from your ODOTRACK device. Here are a few ways to do it:

- 2 to 3 minutes BEFORE departure;
- 2 to 3 minutes AFTER arrival at destination;
- Later on: from your account, in the "Trips" module or the ODOHybrid app or on the odotrack.mobi site.

Questions?

Please do not hesitate to contact our customer service by e-mail at: support@odotrack.ca, by phone at 514 388-7734 or on our toll free line at 1 877 388-0810.

To view user guides, newsletters or any other documentation, please go to the [Support/FAQ](#) section of our web site. The content is frequently updated.

Referral Program

An advertisement for the referral program. It features a hand in a black suit sleeve holding a Canadian \$50 banknote. To the left of the hand, the word 'RECEIVE' is written in small blue letters above a large, bold blue '\$50'. To the right of the hand, the text reads: '/referral for every completed sale as a token of our appreciation.'

We encourage you to participate in our referral program. Invite your clients, colleagues or friends to acquire the ODOTRACK technology and receive \$50.00. To add referrals, please log in to your account.

*Certain conditions apply. Log in to your account for more details.