

Get Started with BigRoad For Fleet Administrators

Are you new to BigRoad and not sure how to get started? Follow this guide for step-by-step instructions on how to get your fleet up and running fast!

Step 1: Configure Your Fleet Settings

1 From your browser, go to the BigRoad Web App at <https://app.bigroad.com> and login using your email address and password.

2 Click on the **Fleet** tab.

3 The Carrier Name, US DOT and Headquarters Address fields will be displayed on your drivers' logs as they appear here. Click the **Edit** button to update if required.

4 If using electronic logging devices (ELDs), ensure that you have **turned on ELD functionality**. This will enable carrier edit driver approval and unidentified driving for your entire fleet. These features are required as part of the ELD mandate. See our **tutorial video** to learn how to turn on ELD for your fleet.

Step 2: Add Your Vehicles to the Fleet

1 From the **Fleet** tab, click on **Trucks** on the left side menu. If you click Trucks on the top menu, you will not be able to complete Step 2.

2 The **Trucks** page will load. Click the **Add Truck** button on the top right to setup your first vehicle.

NUMBER	LICENSE	VIN	ODOMETER	LOG TYPE	ACTIONS
#zc	DFFD	1HDGE294710113333	5666363 km	DashLink-AOBRD	View Edit
0	111111		498236 km	DashLink-AOBRD	View Edit

How To Guide

Add Truck

Truck Number:

License:

VIN:

Odometer Units: miles km

Log Type: Electronic log AOB RD ELD

All drivers of the vehicle must be ELD-ready or ELD exempt, all logs from this truck are prepared in an ELD style.
Please note: once enabled, ELD mode cannot be disabled.

Device Pairing By: VIN Device ID

Mobile app will pair with the truck using VIN.

DashLink Device ID:

The DashLink device ID is required when you have selected pair by DashLink device ID or the engine bus does not report its VIN. Example: A1B2-C3D4-E5F6

Unidentified Driving: Tracking is enabled for every DashLink-equipped truck in this fleet.

1

Input the **Truck Number**, **License**, and **VIN** of the vehicle you'd like to add. Select your **odometer units** and select your **log type***. If you select ELD, select how you'd like to **pair your device**** and enter in your **DashLink Device ID**. See our tutorial video **for this step here**.

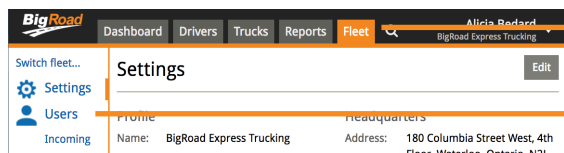
***Log Type:** Distinguishes the engine-connected status of the vehicle. For vehicles with DashLinks installed, the Log Type must be set to AOB RD or ELD. Electronic Log means that there is no engine connection (no DashLink installed).

****Device Pairing By:** Distinguishes how the DashLink will pair up with the driver's mobile device. Whichever option you choose must have the corresponding field filled out.

2

Click the **Add Truck** button.

Step 3: Add Users to Your Fleet



Dashboard Drivers Trucks Reports **Fleet** Alicia Bedard
BigRoad Express Trucking

Switch fleet... Settings Edit

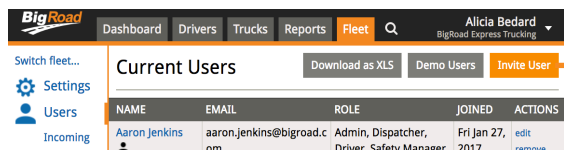
Settings

Home Headquarters

Incoming Name: BigRoad Express Trucking Address: 180 Columbia Street West, 4th Floor, Mississauga, Ontario, M5S 1B7

1

From the **Fleet** tab, click on **Users** on the left side menu.



Dashboard Drivers Trucks Reports **Fleet** Alicia Bedard
BigRoad Express Trucking

Switch fleet... Settings Edit

Users

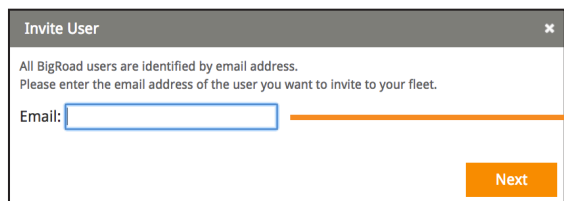
Incoming

Download as XLS Demo Users **Invite User**

NAME	EMAIL	ROLE	JOINED	ACTIONS
Aaron Jenkins	aaron.jenkins@bigroad.c	Admin, Dispatcher, Driver, Safety Manager	Fri Jan 27, 2017	edit remove

2

Select **Invite Users**. Enter the **email address** of the driver you'd like to invite into the pop-up box and click **Next**. Each user will need an email address for their username and at least one assigned role. Once invited, BigRoad will send a welcome email to the user to confirm they have been added to your fleet.

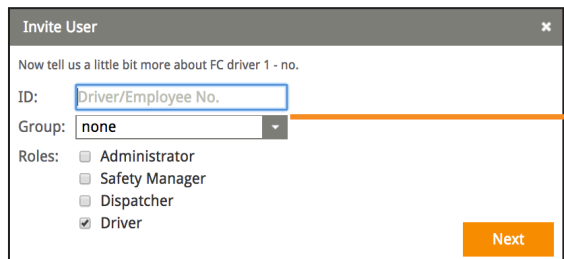


Invite User

All BigRoad users are identified by email address. Please enter the email address of the user you want to invite to your fleet.

Email:

If they have never used BigRoad before, the email will include a password and instructions for downloading the BigRoad Mobile App. A video of how to invite drivers **can be found here**.



Invite User

Now tell us a little bit more about FC driver 1 - no.

ID:

Group:

Roles: Administrator Safety Manager Dispatcher Driver

You must do this for each user that you would like to add.

STEPS 1-3 MUST BE COMPLETED BEFORE YOUR DRIVERS CAN CONNECT TO DASHLINK

Step 4: Install DashLink Units in Your Vehicles



ELD Driver Card & Malfunction Guide

You're required to have access to a copy of this printed format. This card shows you how to do during a malfunction, and instructions on roadside inspection using DashLink. [Download](#) request a laminated card to be sent to you.

[Request Laminated Card](#)



DashLink DL-200 Installation Guide

Download this guide to learn how to install your DashLink DL-200 ELD in your vehicle and pair it with your BigRoad Mobile App. You are not required to have a printed copy of this guide in your cab. However, you should save this document to your mobile device so that you can easily access it if required.

[Download Install Guide](#)

1

Make sure you provide each driver with a copy of our **DashLink ELD Driver Card and Malfunction Guide**. You can **download and print** yourself, have the driver download and save to their mobile device, or **request laminated copies** be sent to you.

2

This card must be kept in the cab/accessible by the driver at all times. Refer to our **DashLink DL-200 Installation Guide** or our **tutorial video** for installation.

The AOBDR driver card can be **downloaded here**.

Your drivers are now ready to connect to DashLink! If they need help, send them a copy of our **Getting Started for Drivers Guide**.

Step 5: Confirm That Your Fleet is ELD Ready

- Billing
- Apps
- ELD
- Readiness
- Report
- Trucks
- Drivers
- Fleet

Hours of Service Rules

New drivers added to your fleet will start with these rules.

U.S. 70hr/8day

Settings

Historical location

Information is kept forever.

Driver-to-driver

messaging is allowed.

Personal connectivity

is allowed.

Yard Move is allowed.

ELD-equipped vehicles

can be added to this fleet

Tracking of unidentified driving

is enabled.

Driver approval of carrier edits

is enabled.

1

From the **Fleet** tab, click on **ELD Readiness Report** on the left side menu. Here you can keep track of your progress. Missing information or uncompleted steps required for ELD compliance will be listed here.

2

Need help? Watch our **ELD Readiness video** or **download our guide**.

Step 6: Get Training and Support

Join one of our live weekly training webinars to see a full demo of our system or check out our Materials or ELD Materials page for guide and videos. If you need support, reach out to the BigRoad Support Team 24/7 by calling **1-888-305-8777 Ext. 1**, emailing support@bigroad.com, completing our **Contact Us** form or via **live chat at bigroad.com**.