

Deactivating A Trial Fleet

Once a fleet starts paying for a BigRoad account, it's important that all free trial fleets are deactivated. If they aren't, drivers can accidentally log into their free trial fleet rather than the paid account, which causes the following issues:

Mon Jan 15, 2018		Eastern Standard Time
Trip Sheet	Daily Log	Vehicle Inspection
You are not perr	nitted to view th	e daily log because the driver was driving for another fleet on this day.

Drivers can't connect to DashLink.

2 The Fleet Administrator can't access driver logs (*see photo*).

ASK DRIVERS TO DEACTIVATE THEIR TRIAL FLEETS BY FOLLOWING THE STEPS BELOW:

1 Go to **app.bigroad.com** in your internet browser. BigR Sign in Sign in with the same email address and 2 What is your email address? password used for the BigRoad Mobile App. Email address: trainers@bigroad.com If prompted to select a fleet, select the fleet that 3 Do you have a BigRoad account? needs to be deactivated. In this example, Fleet 2 is being deactivated. · No, I'm a new user, please create an account. · Yes, but I've forgotten my password, please make up a new one and email it to me. (You can also switch fleets once you're signed in • Yes, I have a password: •••••• by clicking on **your name** at the top right corner Stay signed in on this computer of the page and selecting **Switch Fleet** from the drop-down menu.) Sign In You are a member of the following fleets. Choose a fleet to switch to it. Navigate to the Fleet tab. In the top right corner 4 Fleet 1 of the page, select **Deactivate Fleet**. Once a fleet has been deactivated, no one will be able to log Fleet 2 into it again. Training Team Big Road Dashboard Trucks Reports Fleet Q If that option isn't available, make sure no other drivers have been added to the fleet. Demo Users Mv Profile The drivers Demo Dave and Demo Daisy have been added to your fleet to he Help ign Out If other drivers have been added, they need to be removed before the fleet can be deactivated. Big Training Team Dashboard Drivers Trucks Reports Q Switch fleet... Deactivate Fleet Edit Settings Settings



Bie	gRoad	Dashboard	Drivers Trucks	Reports Fleet Q	Training	Team Fleet 2
Swite	h fleet Settings	Curren	t Users	Download as XLS D	emo Users Ir	nvite User
•	Users	NAME	EMAIL	ROLE	JOINED	ACTION
	Incoming Removed	Jane Doe	trucker2@email.co m	Driver	Mon Jan 15, 2018	edit remove
	Trucks	John Doe	trucker1@email.co m	Driver	Mon Jan 15, 2018	edit remove
¢	Groups Billing	Training Te am	trainers@bigroad. com	Admin, Dispatcher, Safety Manager	Mon Jan 15, 2018	edit remove

5 IF YOU NEED TO REMOVE USERS:

- 1. Select **Users** from the left-hand menu.
- 2. Select **remove** next to each user. Make sure you leave one admin user in the fleet.
- 3. Once you have removed all users, select **Settings** from the left-hand menu.
- 4. Select Deactivate Fleet.
- 5. Confirm the free trial fleet has been deactivated by logging out of the BigRoad Mobile App and then logging in again. The free trial fleet should no longer be available.

Once a fleet has been deactivated, no one can sign into it. Any logs that a Supervisor wasn't able to access because the driver was signed into a trial fleet should be downloaded from the BigRoad Web App and sent to them.

