



## Quick Reference Card

# How to Switch from AOBRD to ELD: The ELD Configuration Wizard

### The ELD Mandate

As of December 16, 2019, any existing AOBRD (Automatic Onboarding Recording Device) compliant Fleet operating in the United States are required to update to the **Electronic Logging Device (ELD)**, unless a Motor Carrier is otherwise Exempt. This also includes motor carriers domiciled from Canada that travel to or from the United States.

Fleet Administrators must make the update from the BigRoad Web application to ensure their **Fleet, Trucks and Drivers** are ELD Ready.

To help Fleets with a smooth and timely transition to ELD, AOBRD users will see **ELD Deadline Notification Banners** on the BR Web application, as soon as they log in starting November 20<sup>th</sup> until they make the switch to ELD.

### The ELD Deadline Notification Banners

The Notifications Banners provides the following three options to help Fleet Administrators make the switch to ELD:

- Switch Now/Switch Trucks Now
- This doesn't Apply to My Fleet, and
- I'm Not Ready yet

- **Switch Now/Switch Trucks Now:** Selecting this option provides access to a guided wizard to complete the switch from AOBRD to ELD.

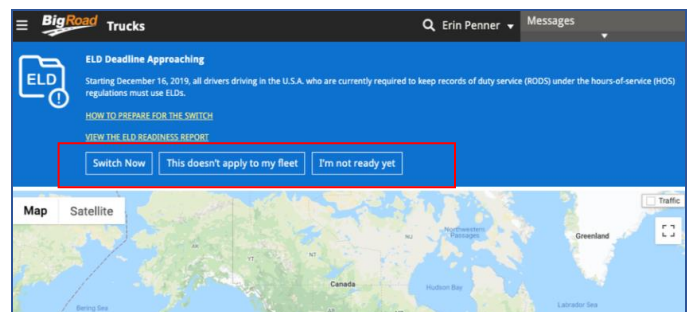
**Note** Fleets that are already configured for ELD, but still have AOBRD trucks will see **Switch Trucks Now** instead.

- **This Doesn't Apply to My Fleet:** This option is for fleets in Canada that don't have vehicles that drive to the US or fleets in the US that are exempt from using ELD. Selecting this option will dismiss the warning banner and no subsequent banners will be displayed.

**Note:** If there are more than one Administrators in the fleet, they will receive an email notifying them of this selection.

- **I'm Not Ready Yet:** Selecting this option will dismiss the Notification banner and will reappear every 7 days until Dec 1 and every day until December 16.

**Note:** To learn more about the ELD Deadline Notification Banners, please refer to the "ELD Readiness Notification Banner" guide on the website



### The ELD Configuration Wizard

Once you select **Switch Now/Switch Trucks Now** from the notifications, the ELD Configuration wizard displays for a seamless step by step switch to ELD.

1. Login to the BigRoad Web Application
2. On the Notification Banner, click **Switch Now/Switch Trucks Now** to access the wizard

The Wizard is organized in Five sections:

- Introduction
- ELD Readiness
- ELD settings
- ELD Options, and
- Switch



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**ELD Deadline Approaching**

Starting December 16, 2019, all drivers driving in the U.S.A. who are currently required to keep records of duty service (RODS) under the hours-of-service (HOS) regulations must use ELDs. Your fleet is configured for ELD, however you have some trucks that aren't set up as ELD trucks.

[HOW TO PREPARE FOR THE SWITCH](#)

[VIEW THE ELD READINESS REPORT](#)

[Switch Trucks Now](#) [This doesn't apply to my fleet](#) [I'm not ready yet](#)

**Introduction** 1. ELD Readiness 2. ELD Settings 3. ELD Options 4. Switch

**ELD Configuration**

This wizard will take you through the following steps of switching your fleet from AOBROD to ELD:

- 1 Make sure all information required to operate as an ELD fleet is entered for drivers, trucks and the fleet
- 2 Enable the settings required to operate as ELD
- 3 Review optional ELD settings
- 4 Switch all trucks where ELD is required to ELD
- 5 Provide you with links to documentation and next steps

[Next](#)

In this Quick Reference Card, we will discuss each of these sections in details:

- **Introduction:** This section introduces and identifies the Four **ELD configuration** steps involved in the wizard for the switch

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1. On the Introduction section of the wizard, click the **Next** button to proceed to the ELD Readiness section

- **ELD Readiness:** This is the First Step in making the entire Fleet ELD ready. This section illustrates the Fleet, Trucks, and *Drivers that* have and do not have the necessary ELD information required in the application to be ELD Ready. *The ELD Readiness section has three tabs for Fleet, Drivers and Trucks Info.*

*Note: Each tab has an **ELD Ready** column and if the **Fleet, each Driver and each Truck** has the required information in the BR application to become ELD ready, the ELD Ready column displays a **Green tick**. However, when the required information is missing, the columns and tabs display a **Red circle***

*Note: Some Fields on this screen are only editable for a BigRoad Direct customer. Fleet Complete and BigRoad customers will need to update certain information like VIN, License Number etc. from the FC Web application.*

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**VIEW THE ELD READINESS REPORT**

[Switch Trucks Now](#) [This doesn't apply to my fleet](#) [I'm not ready yet](#)

**Introduction** 1. ELD Readiness 2. ELD Settings 3. ELD Options 4. Switch

**Step 1**

Please verify all required information is filled in and correct

☒ Only show entries with missing data

[Fleet Info](#) [Drivers Info](#) [Trucks Info](#)

Name	DOT No.	ELD Ready
NEWESTFLEET	27488799	✓

[Save](#) [Next](#)

1. In the ELD Readiness section, select the checkbox next to **Only Show Entries with Missing Data**, as necessary, to only see missing information for Fleet, Trucks & Drivers
2. In each tab, enter any missing information in the fields, as necessary

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**ELD Readiness**

Please verify all required information is filled in and correct

☒ Only show entries with missing data

[Fleet Info](#) [Drivers Info](#) [Trucks Info](#)

First Name	Last Name	Email	License	State/Prov	ELD Ready
Jane	Doe	j.doe@gmail.com	Missing Info	ON	1
John	Doe	john.doe@gmail.com	Missing Info	ON	1
Tim	Silver	t.silver@gmail.com	Missing Info	ON	1
Eric	Nash	eric.nash@gmail.com	Missing Info	ON	1
Kevin	Hong	k.hong@gmail.com	Missing Info	ON	1

[Save](#)



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3. Click the **Save** button on each tab to save the information
4. Click the tab header to enter missing information in the next tab, as necessary. For e.g. **Drivers Info** tab

5. Once finished, click the **Next** button at the bottom to proceed to the ELD Settings section

➤ **ELD Settings:** The ELD Settings is the Second step in the switch from AOBDR to ELD process. The following three settings must be enabled to make your Fleet operations ELD compliant.

- **Enable ELD:** This allows Trucks in your Fleet to be ELD compliant. Once enabled, this setting cannot be reverted.
- **Turn on Driver Approval of Carrier Edits:** Carrier/suggested Edits enable a Safety Manager to send a group of log edits to a Driver to approve or reject. As per ELD Rules Drivers will have the final say about what appears on their logs. When a driver approves the Carrier edits, the edits are applied to driver's log immediately. However, when they Reject the suggested edits, they are not applied to the driver's log and it remains unchanged. If rejected, the Safety Manager can re-send the suggested edit if needed or revert to the previous version of the log.

- **Track Unidentified Driving for ELD Trucks** - Any driving of an ELD enabled vehicle without a driver being connected to the ELD will be logged against the Unidentified Driver profile. Admins will be responsible for reviewing any unclaimed unidentified driving and either assigning it to the responsible driver or annotating why it was unidentified. This is required and will automatically be in effect for all ELD vehicles.

- **Enabling Unidentified Driving Fleet-wide so AOBDR Trucks also Track unidentified Driving:** This is an optional setting which will enable tracking of unidentified driving for AOBDR trucks in the fleet as well as ELD trucks. This will primarily apply in Canada where only trucks that go to the U.S. are required to be switched to ELD at this time.

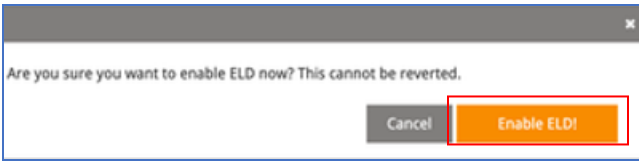
1. In the ELD Settings section, select the checkbox next to each setting
2. Click the **Next** button

**Note:** You will not be able to click Next without selecting all three options.

3. On the pop-up disclaimer window, select **Enable ELD**

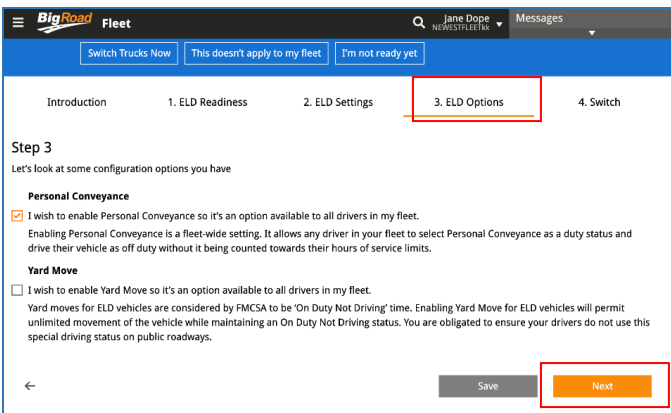


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*Note: If the ELD setting options are already enabled for the fleet, the boxes will be checked by default and cannot be unchecked.*

- **ELD Options:** The Third step in the process is selecting the ELD Options. This section allows the BR Admin to choose whether they would like to enable the optional settings of using Personal Conveyance and Yard Move.



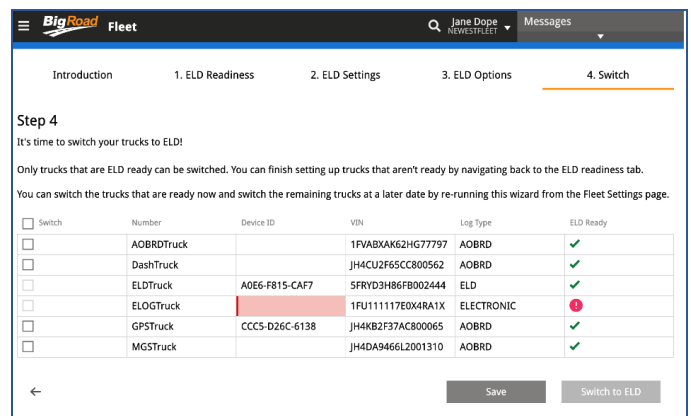
1. In the ELD Options section, select the checkboxes next to **Personal Conveyance** and/or **Yard Move**, as necessary
2. Click the **Next** button to proceed to the Switch section

*Note: If these options were already enabled for the fleet, the checkboxes will be checked by default.*

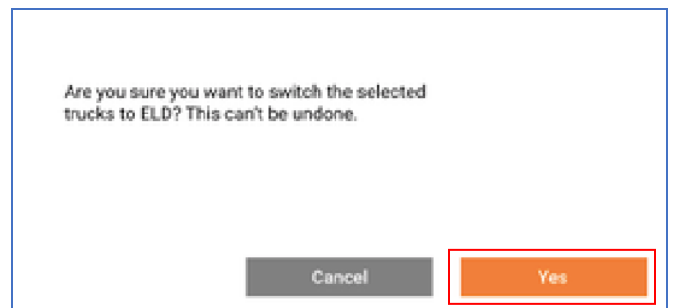
- **Switch:** The final step in the process is to switch all ELD Ready trucks from AOB RD to ELD. This section allows you to switch all their AOB RD Trucks to ELD at once if the Trucks are ELD Ready. (Please refer to the ELD Readiness section to make Trucks ELD Ready).  
All ELD Ready Trucks are displayed with a **Green tick** in the ELD Ready Column.

- Trucks that are missing information to be ELD Ready are displayed with a **Red circle** with a Missing Info text in the ELD Ready column

*Note: The Missing Information Fields on this screen are not editable. You will need to navigate back to the ELD Readiness section to make the Trucks ELD Ready*



1. Select the checkboxes next to each ELD Ready truck to switch them to ELD,
2. Alternatively, select the checkbox at the top to select and switch all ELD Ready trucks at once
3. Click the **Save** button
4. Click **Switch to ELD**



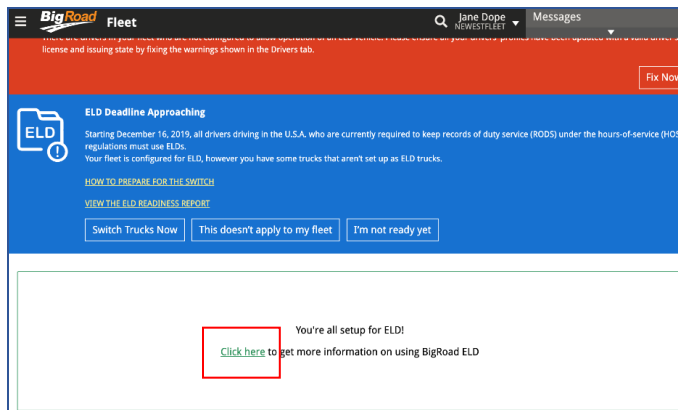
5. On the Pop-up window, select **Yes** to confirm the switch



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### Access more ELD Documentation

Once the switch is complete, a new window displays indicating the switch is complete and provides access to all ELD related documentation on the BigRoad website.



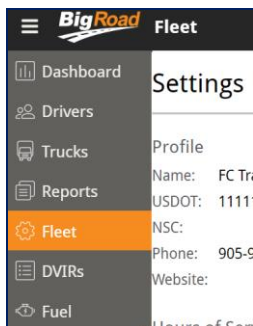
1. Select **Click here** on the window

### Fleet Settings: Enable ELD

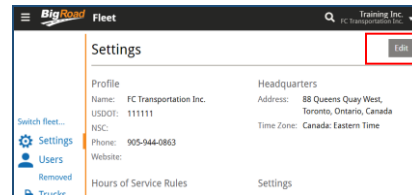
You can also **switch to ELD** from the **Fleet Settings** page of the BR Web application.

The **Enable ELD** button provides direct access to the **ELD Configuration Wizard** (Discussed Above) providing an alternative way to make the switch.

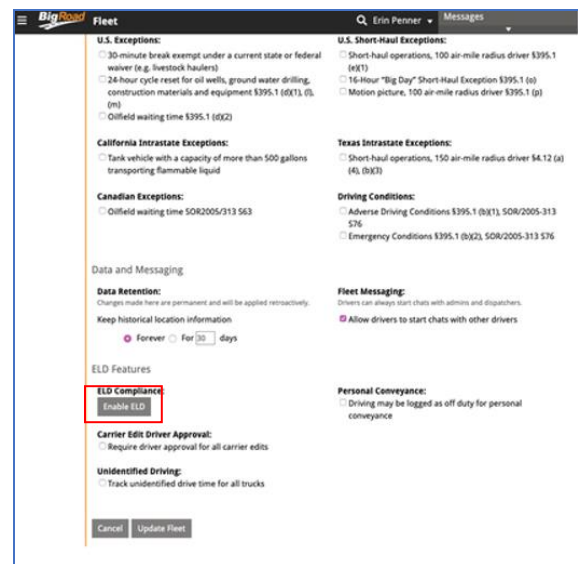
1. From **BigRoad Web** click the Main Menu
2. Select **Fleet**



3. Click **Edit** on the top right-hand corner of the *Settings* screen



4. click the **Enable ELD** button to make the switch in the configuration wizard



Similarly, for ELD enabled Fleets that still have AOBRD Trucks, the Settings page will instead display a **Switch Trucks to ELD** button that directly provides access to the ELD Configuration Wizard.



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BigRoad Fleet

John Fenton  
Renegade Trucking

Messages

With this setting enabled, drivers can activate the Emergency Conditions status in the BigRoad mobile app if they encounter an emergency and require more driving time to reach a destination that provides safety for the occupants of the commercial vehicle and for other users of the road or the security of the commercial vehicle and its load.

**Data and Messaging**

**Data Retention:**  
Changes made here are permanent and will be applied retroactively.  
Keep historical location information  
☒ Forever ☐ For 30 days

**ELD Features**

**ELD Compliance:**  
ELD equipped vehicles are allowed.  
Some trucks in your fleet are not configured for ELD.  
**Switch Trucks to ELD**

**Carrier Edit Driver Approval:**  
Driver approval of carrier edits is enabled for all drivers.

**Unidentified Driving:**  
Tracking of unidentified drive time is enabled for all trucks.

**Solutions**

**BigRoad Freight:**  
☒ Opt-in to BigRoad Freight. [Learn more.](#)

Cancel

Update Fleet

**Fleet Messaging:**  
Drivers can always start chats with admins and dispatchers.  
☒ Allow drivers to start chats with other drivers

**Personal Conveyance:**  
☒ Driving may be logged as off duty for personal conveyance

**Yard Move:**  
☒ Driving short distances does not record a Driving duty status  
Yard moves for automatic on-board recording device (AOBRD) vehicles are not formally recognized by FMCSA. Selecting Yard Move for an AOBRD vehicle allows for a short movement of the vehicle before Driving status is automatically selected.  
Yard moves for electronic logging device (ELD) vehicles are considered by FMCSA to be On Duty Not Driving time. Enabling yard moves for ELD vehicles will permit unlimited movement of the vehicle while maintaining an On Duty Not Driving status.  
You are obligated to ensure your drivers do not use this special driving status on public roadways.