



Quick Reference Card

Canadian – How to change a driver's Cycle or Jurisdiction – Web App

Overview

As an administrator or safety manager for your fleet, you may need to change a driver's Cycle or Jurisdiction.

In this guide, we will show you how to change this and what your driver will experience.

Key Requirements

To change the cycle or jurisdiction the following items must be true:

1. You must have the safety manager role.
 - a. Alternatively, if you are also a driver and trying to change your settings.
2. The driver has complied with the necessary reset conditions.

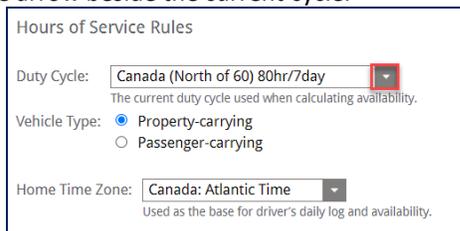
How to Change the Cycle/Jurisdiction

To change cycle or jurisdiction please follow the below steps:

1. Log into the BigRoad web app, app.bigroad.com
2. From the Drivers page, Select the driver you wish to edit.
3. On the Driver profile page select 'Edit'



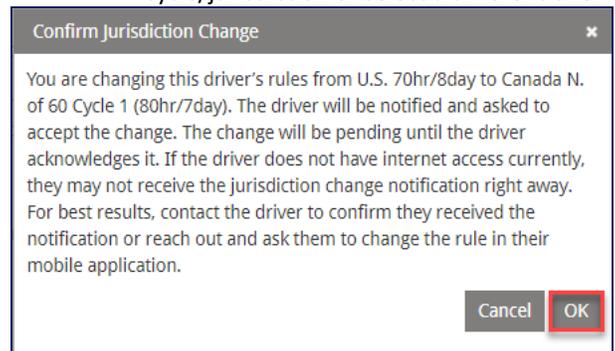
4. Scroll down to the Hours-of-Service Rules and select the arrow beside the current cycle.



5. From the drop-down select the cycle or Jurisdiction you wish to change to.



6. You will now see a prompt explaining the new duty/driving hour limitations.
 - a. Select **Ok** to accept the changes
 - b. Select **Cancel** to remain on the current cycle/jurisdiction or select a different one.



7. The driver will now receive an alert asking them to accept the change.
 - a. Under the duty cycle drop down it will now show there is a pending change until the driver accepts or declines the change.



Note: If you are changing your cycle/jurisdiction there are no additional steps needed on your mobile device, your cycle, jurisdiction and all HOS rules will now be updated, and all counters will be updated.



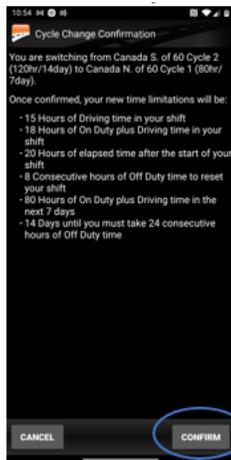
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Driver how to accept the Cycle/Jurisdiction change

Your driver will now receive an alert in their mobile app to accept the cycle change.

To accept the Cycle/Jurisdiction change they will need to follow these steps:

1. From the Menu bar at the bottom click the **Logs** button
 - a. There will be a Green Dot on this button indicating a suggested change.
2. Click the Alert saying **Cycle change Confirmation**.
3. Tap **Confirm** to accept the change or **Cancel** to remain on the current cycle.



4. Once confirmed all availability counters will be updated.

Availability
Drive: 13:00 Shift: 14:00 Cycle: 70:00
Shift Reset: Complete
Cycle Reset: Complete

Cycle/Jurisdiction change log events

All cycle and jurisdiction changes are recorded under 'Events' as auto-recorded Dashlink events. They can be found on the Web app under Events on the daily log.

- If both cycle and jurisdiction changes are requested in 1 request, then both Jurisdiction and cycle change events will be recorded.
- If only a cycle change is requested, then only cycle change will be recorded.

START	DURATION	DUTY STATUS	LOCATION	ODOMETER	ENG. HRS	ORIGIN
11:25:39am			Truck MG5800	ELD		
1 DashLink auto-recorded event(s) show details						
11:27:55am		CA ELD Jurisdiction Change	None			Auto
Note: none						
1 DashLink auto-recorded event(s) show details						
11:38:49am		CA ELD Cycle Change	None			Auto
Note: none						
Certification History						
This log has not yet been certified.						
Data Diagnostic and Malfunction Events						