



Quick Reference Card

Canada Sending Logs to Safety Officials: BigRoad Web App

OVERVIEW

As a BigRoad Safety Manager, you can send logs to safety officials one driver at a time or for multiple drivers.

You will also have the option to send logs for internal use.

Note: Please refer to Canada Roadside Inspection: BigRoad Mobile App Quick Reference Card to learn more about sending logs from the Mobile App.

SENDING LOGS FOR ONE DRIVER

1. Login to the **BigRoad Web App**
2. Select a **Driver** name
3. On the Driver Daily Logs section, click the **Send Log** button

BigRoad Test Admin, Dispatcher, Driver, Safety Manager

Email Address: bigroadtest@gmail.com Home Time Zone: USA, Eastern Time
 Phone Number: 5556667777 Duty Cycle: Canada 5 of 60 Cycle 2 (120hr/14day)
 USDOT: 12345 Duty Status: Off duty
 Last Truck: 77876 Availability: Drive Shift Cycle
 Last Contact: May 12 10:55am 13:00 14:00 70:00
 Last Location: 418 Westcroft Dr, Waterloo, ON N2T 2Z9, Canada Shift Reset: Complete
 Stopped Cycle Reset: Complete

Tue May 18, 2021 Eastern Daylight Time

Trip Sheet Daily Log Vehicle Inspection

Certification Status: Log Not Certified
 Most recent violation: None

View History Print Log **Send Logs**

4. Select the Country for inspection **'Canada'**.
5. Click the drop-down to choose **'Email to Safety Official.'**
6. Click the **Continue** button

Send eRODS Step 1 of 2

Send To: Canada U.S.

Send Options: Email to Safety Official

Cancel Continue

7. Click **'Continue'** On the warning pop-up to continue to send the logs to a Safety official.
8. On the **Submit Logs to Safety Official** window, enter the preferred **Start Date & End date** for the logs (Up to 6 months back)
9. In the **Comment** field, enter the requested comment is provided to you by the safety official.
10. Enter the email address provided to you by the safety official in the **'Recipient Email Address'**
11. Click the **Submit** button

Submit Logs to Safety Official Step 2 of 2

Choose the date range and the response email address and the recipient email addresses separated by semi-colons.

Driver: BigRoad Test

Start date: May 18, 2021

End date: May 18, 2021

Comment:

Recipient Email Address:

Response Email Address:
 brittany.fulcher@fleetcomplete.com

Cancel Submit

12. On the **Send eRODS - Result** pop-up window, click the **Done** button to exit from the screen.

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Send eRODS - Result

Submission successful!

Done

NOTE: The message will always show successful since neither Transport Canada nor CCMTA have set up a web service that allows Fleet Complete to verify the delivery.

SEND LOGS FOR MULTIPLE DRIVERS

You can alternatively choose to **Send logs for multiple drivers at once:**

1. Login to the **BigRoad Web App**



Quick Reference Card

- The Default page will be 'Drivers' Click the 'Send Logs' button on the Top Right of the page.



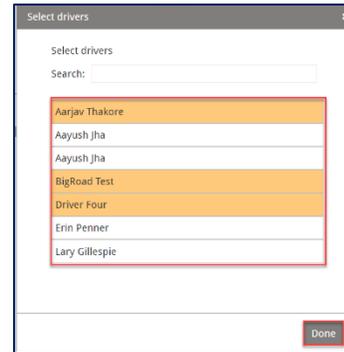
- You will now be taken to a 'Send eRODs' page. The 'send to' will be defaulted to 'Canada.'
 - For now, this option is not available in the US.
- In the 'For' field indicate whether this is for internal use or a Safety official
- Beside, 'Generating eRODs for' indicate if you would like this to be 'Drivers' or 'Trucks.'
 - Driver displays all logs completed by the drivers selected no matter the truck they were in.
 - Trucks send logs for all drivers who used the specific truck(s) during the time period selected.



- Under Send Logs to Safety official select the 'select drivers' or 'Select Trucks' button (this will depend on what you selected above).



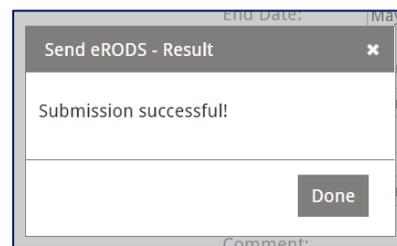
- On the pop up select all the Drivers or Trucks you need to send logs for.
- Select **Done** to continue.
 - You can always come back to this if you need to add or remove them before sending.



- Next, you will enter the preferred **Start Date & End date** for the logs (Up to 6 months back)
- Enter the email address provided to you by the safety official in the '**Recipient Email Address**'
- In the **Comment** field, enter the requested comment is provided to you by the safety official.
- Click '**Send**'



- On the **Send eRODs - Result** pop-up window, click the **Done** button to exit from the screen.



NOTE: Sending Logs for 'internal use' in either case will send the logs to the requested individual in the same format as they would be sent to the safety official.