

HOW TO GUIDE

How To Switch Trucks, Trailers and Shipping Docs

NEED HELP?

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HOW TO SWITCH TRUCKS

The way you switch trucks is the same as it has been in previous versions of the BigRoad Mobile App.



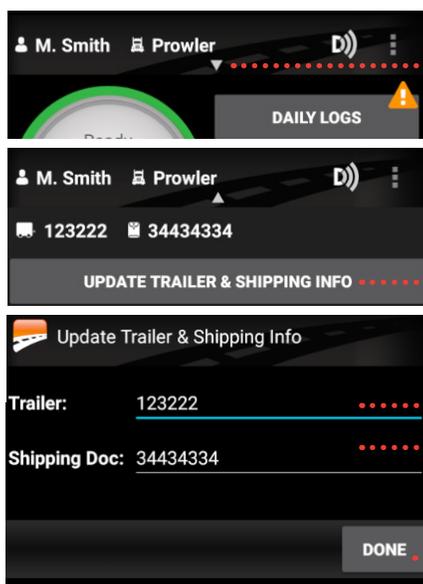
- 1 Within the BigRoad Mobile App, click the **vertical ellipses button** located in the top right and select **Switch Truck**.
- 2 A list of trucks is shown. Select electronic logs, AOBRD, or ELD type trucks from this menu.
- 3 Click the name of the truck you would like to use.

HOW TO CHANGE TRAILERS AND SHIPPING DOCS

This can be done from the main dashboard view in the BigRoad Web App, the HoS screen, or the header section of the current day's log within the BigRoad Mobile App.

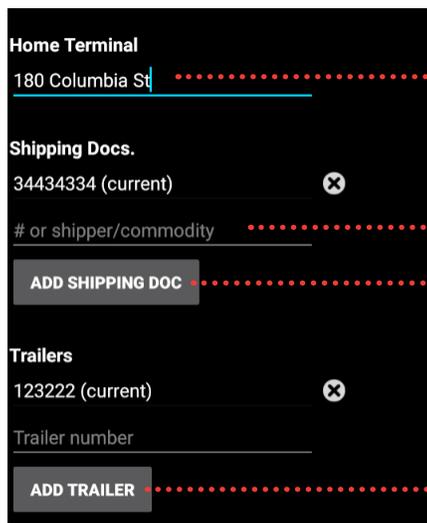
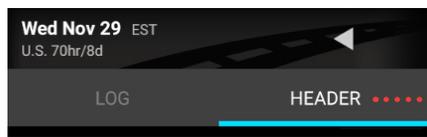
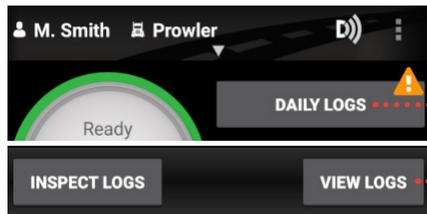
Trailer names must be less than 10 characters and shipping documents must be less than 40 characters long.

FROM THE MAIN DASHBOARD IN THE BIGROAD WEB APP OR HOS SCREEN IN THE MOBILE APP:



- 1 Select and expand the app header by clicking the downward arrow.
- 2 Select **Update Trailer & Shipping Info**.
- 3 Type the updated information into the appropriate fields.
- 4 Click **Done**.
NOTE: *The last item added will become the active trailer and shipping doc respectively.*

FROM THE HEADER SECTION OF THE CURRENT DAY'S LOG WITHIN THE BIGROAD MOBILE APP:



- 1 Go to **Daily Logs**.
- 2 Select **View Logs**.
- 3 Select a day.
- 4 Select the **Header Tab** along the top of the screen.
- 5 You will see sections that say **Shipping Docs** and **Trailers**. Type the updated information into the appropriate fields.
- 6 Click **Add Shipping Doc** or **Add Trailer** to save.
NOTE: *The last item added will become the active trailer and shipping doc respectively.*