



Quick Reference Card

Setting Up BigRoad in the Application

OVERVIEW

To configure your Hours of Service (HoS) solution, there are two main areas that you will need to access. The first being Fleet Complete and the second being BigRoad. Fleet Complete configuration addresses the general set-up of your User Accounts, Assets, and Resource Records, which are then transferred to BigRoad. Once the information becomes available in BigRoad you can then further define the settings for your HoS solution.

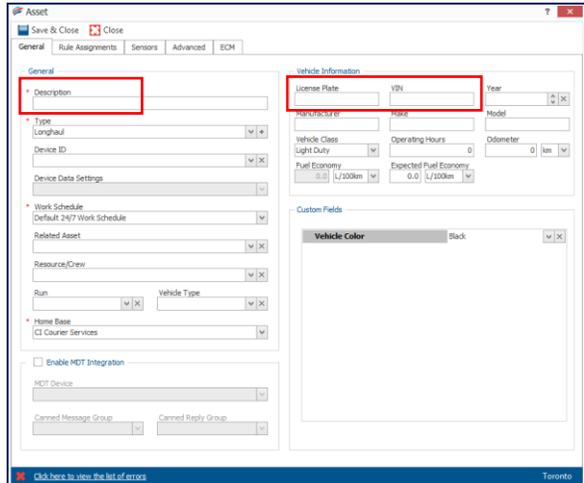
SETTING UP YOUR ASSETS

By default, when your assets (i.e. vehicles) are first set up in Fleet Complete they are named by their associated device's serial number. In order for FC "Assets" to become available in BigRoad as "Trucks" you will need to rename the asset to how you actually refer to it in the field e.g., **Truck 4**.

UPDATING AN ASSET'S DESCRIPTION

1. From the main toolbar, select **System / Configuration/ Fleet Configuration**
2. From the bottom left menu, select **Assets**
3. From the upper left menu, select **Assets**
4. From the list double-click the asset that you want to update
5. In the **Description** field update the asset's name
6. In the **VIN** field, verify or type the Vehicle Identification Number
7. In the **License Plate** field, verify or type the vehicle registration plate
8. Update the remaining fields as necessary (i.e. odometer)
9. Click **Save & Close**

Tip! For full compliance ensure that your asset's **VIN** and **License Plate** fields are accurate, as this information displays on your drivers' logs.

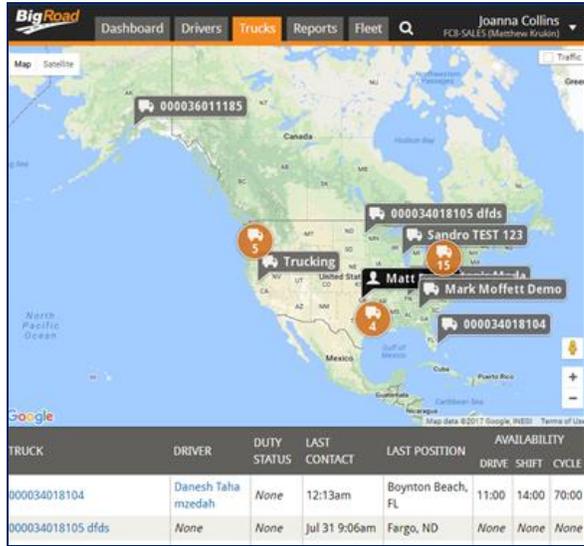


EQUIPPING AN ASSET WITH AOBRD

Your MGS700-equipped assets must be enabled for AOBRD usage in BigRoad. This allows your drivers to connect to the MGS700 and to automatically record all driving time. Assets subject to the 2017 Electronic Logging Devices mandate must be set up for AOBRD usage.

By default, the migrated assets are set to Electronic Log, wherein any resource operating the asset must track their Hours of Service logs manually with the BigRoad Mobile App. To equip MGS700 assets with AOBRD.

1. From the main toolbar select, **Fleet / BigRoad / Trucks**
2. In the list from the **Truck** column, click the name of the asset that want to update
3. Select the **AOBRD** button
4. Click **Save**





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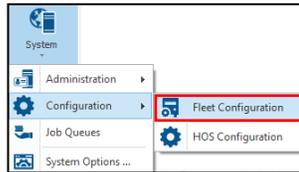
ADDING RESOURCE RECORDS & ENABLING BIGROAD

Next, in Fleet Complete you will need to set up Resource Records for each of your drivers who will need to track Hours of Service using BigRoad. Once set up, an automated Welcome email is sent to the resource via their noted email address. The email provides them with their temporary password, login credentials, and a link to download the BigRoad app. These resources will become available in BigRoad in the Fleet tab under the Users sub-section as well as in the Drivers tab.

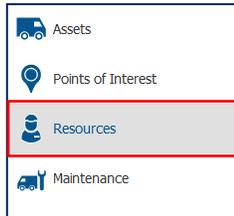
ADDING A DRIVER

To set up a BigRoad Driver you only need to add an FC Resource Record. You do not need to add an FC User Account for them.

1. From the main toolbar, select, **System / Configuration / Fleet Configuration**



2. In the lower left menu, select **Resources**



3. In the upper left menu, select **Resources**

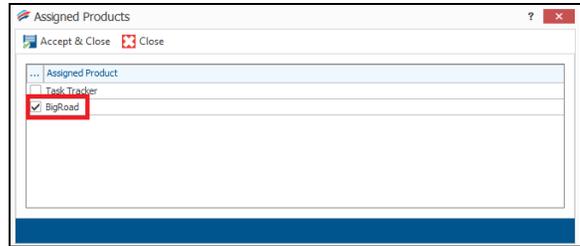
4. In the ribbon tool bar, click **Add**.

5. On the *Resource* screen, type the resource's **Name** and their personal **Email** address

Tip! If your resources are not able to receive the password or request a password reset, you can set it for them in BigRoad via the Drivers tab / driver name link / Edit button / Change password link.

6. Click the **Email** 3-dot ellipses button

7. On the *Assigned Products* screen, select the BigRoad checkbox
8. Click **Accept & Close**

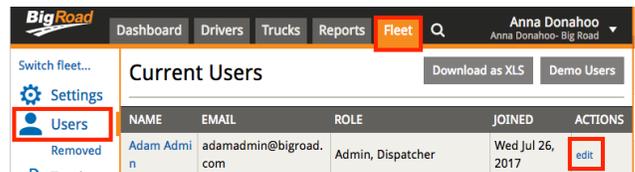


9. On the *Resource* screen, click **Save & Close**

ADDING CDL & DRIVER INFORMATION IN BIGROAD

As a best practice, for your holders of Commercial Driver Licenses or equivalent licenses it is recommend to add the resource's driver license number and issuing state/province to their profile in BigRoad.

1. From the main toolbar select, **Fleet / BigRoad / Fleet / Users**



2. On the *Current Users* screen corresponding to the *Name* that you want to update, click the **Edit** button
3. Type the driver's license **Number**
4. In the **Issued IN** field, type the issuing state/province name

5. Click the **Save** button.

ADDING USERS ACCOUNTS & ASSIGNING ROLES IN BIGROAD

Only FC users with the appropriate Security and System Security profiles assigned can create other FC user accounts. The FC User Account determines who can log into Fleet Complete as well as what functions the user can carry out. Furthermore, these profiles determine the BigRoad roles and permissions that they will be able to perform. In BigRoad there are four main roles:

- The **Administrator** can: update settings, edit fleet member's profiles, view the dashboard, message drivers, run reports, and add/edit groups in the application.



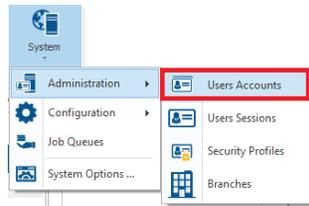
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- The **Safety Manager** can: view the dashboard, message drivers, run reports, add/edit groups, and **has the exclusive ability to edit drivers' logs.*
- The **Dispatcher** can: view the dashboard, message drivers, run reports, and add/edit groups in the application.
- The **Driver** can: use the features and functionalities in the Mobile app.

ADDING BR DISPATCHER AND/OR ADMINISTRATOR ROLE

To set up a BigRoad Dispatcher or Administrator role you will need to add FC User Accounts with Security & System Security Profiles.

1. From the main toolbar, select **System / Administration / User Accounts**
2. In the ribbon toolbar click the **Add** button
3. On the *General* tab, type the employee's **Name**, **Login**, and **Email** address.
4. Perform one of the following:
 - a. To give the user account both the *Administrator* and *Dispatcher* roles in BigRoad:
 - i. Set the *Security Profile* field to **Administrators**
 - ii. Set the *System Security Profile* to **System Administrators**
 - b. To give the user account the *Dispatcher* role in BigRoad
 - i. Set the Security Profile **to Read-Only**
 - ii. Leave the System Security Profile field **blank**



ASSIGNING BR SAFETY MANAGER ROLE

1. Complete the steps above noted in the "Assigning BR Dispatcher and/or Administrator role" section.
2. From the main toolbar select, **Fleet / BigRoad / Fleet / Users**
3. On the *Current Users* screen corresponding to the *Name* that you want to update, click the **Edit** button



4. In the *Roles* section, select the **Safety Manager** checkbox
5. Click the **Save** button

REFERENCE INFORMATION



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