

### **Quick Reference Card**

# Canada Roadside Inspection: BigRoad Mobile App

### OVERVIEW

While performing roadside inspections, Safety officials can request Driver Daily Logs to be sent directly to the official or view on screen. The Inspect Daily Logs screen of the Big Road Mobile App has a *Send/Print Logs* button to make it easy to send logs directly without delay.

Users can choose to send logs via Email, Print or Fax Logs

Note: Sending logs to Safety Authorities requires the driver to have internet access on their mobile device. If a driver does not have service at the time of inspection, they can still follow ELD rules by showing the safety official their logs using the onscreen Inspection Mode.

#### SEND LOGS TO SAFETY OFFICIAL

- 1. Login to the BigRoad Mobile App
- 2. Tap Inspect Logs button



- 3. Tap 14 Days plus today (Canada)
- 4. Tap Inspect Logs

5. Tap the **Send/Print Logs** button.



- 6. Tap Send to Safety Official
- 7. Тар ОК
- 8. If provided by the safety official enter the requested **'Output File Comment'**
- 9. Enter the Email Address provided by the Safety official in the **Recipient Email Address** space.

| A 0) A =                          | Ŷ | 1:45 |
|-----------------------------------|---|------|
| Send ELD Output File              |   |      |
| Output File Comment               |   |      |
|                                   |   |      |
| Recipient Email Address           |   |      |
| Recipient email address required. |   |      |
| Return Email Address              |   |      |
| Aarjav.Thakore@fleetcomplete.com  |   |      |
|                                   |   |      |

- 10. The Return Email Address will default to the driver's Email.
- 11. Tap the **Send** button



- 12. A Success message displays on the screen.
  - 1. If unsuccessful the inspection can still be completed on-screen.

| Send eRODS Results     |  |
|------------------------|--|
| Submission successful! |  |
|                        |  |
|                        |  |

13. Tap 'Ok' to continue



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#### **INSPECT ON SCREEN**

Drivers can also complete the inspection on-screen. To do this please follow these steps:

1. From the Main Page tap, 'Inspect Logs'.



- 2. Tap 14 Days plus today (Canada)
- 3. Tap 'Inspect Logs'
- 4. Tap Inspect on Screen.



- 5. The Driver will be asked to enter a PIN.
  - This is a one-time **PIN**, or the driver can choose to skip this step.



- 6. The driver will now see an on-screen prompt to hand the device to the inspector.
  - i. The driver now will hand the mobile device to the inspector to complete the inspection.



Once the Safety official is done they will select 'End Inspection' They will see an on-screen prompt to hand the mobile device back to the driver.

| A Inspection comple            | te              |      |
|--------------------------------|-----------------|------|
| Please return the device to th | e driver.       |      |
|                                | KEEP INSPECTING | DONE |

- 7. The driver will tap 'Done.'
- 8. Enter the PIN previously entered.



Note: If the driver forgets their PIN they will be taken to the BigRoad Log in Page to continue.



Note: If the driver is not connected to the Dashlink Device when completing inspections, they will receive on-screen prompt advising that 'All required data elements cannot be captured..' The Driver must tap proceed to continue.

| A Not Connected to DashLink  |                               |                |
|--|-------------------------------|----------------|
| All required data elements cannot be captured un<br>connected to your vehicle. If you proceed, a data<br>does not contain all required elements. | less you ar<br>file will be : | e<br>sent that |
|  |                               |                |



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#### OTHER INSPECTION OPTIONS

There are 3 other options provided as inspection methods when you select Send/Print Logs.

**Send for Internal Use**: The Driver will be required to enter the email address of the recipient and the email will include an attached copy of the logs as they would be presented to the safety authority.



**Print to Printer**: if Selected the Driver will be prompted to either configure a new printer or select one that was previously configured.

| Print with   |         |
|--------------|---------|
|              |         |
| <i>724</i>   |         |
| Nearby Share |         |
|              |         |
|              | CANCEL. |
|              |         |

**Print to Fax**: if selected the driver will need to enter a fax number to send it to.

- The phone number entered must be a valid Canada or US phone number.

| 🤛 Fax Daily Logs  |  |
|---|--|
| BigRoad can print your logs to a fax machine for inspection.                          |  |
| You are faxing 15 driver logs from Friday April 30, 2021 through Friday May 14, 2021. |  |
| Fax number:   |  |
| Fax number with area code   |  |
| Phone number is required  |  |
| Fax to:   |  |
| Name  |  |
| Note:   |  |
|   |  |
|   |  |
| SENC  |  |

- Once submitted the Driver will receive a notification that it has been sent and may take a few minutes.

| Fax Sent  |
|---|
| A fax request has been sent. It can take several minutes for the fax to arrive. |
| ок  |