Setting Up BigRoad for Administrators (FC Web)

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.

## 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:

- *Administrator*: can modify fleet settings and user profiles, view the Dashboard, message drivers, run reports

- *Safety Manager*: is assigned to an existing Dispatcher or Administrator user profile via the BigRoad Admin Console and has the *exclusive ability to edit drivers' logs.* **Cannot be added to those who are only *Drivers*.

- *Dispatcher*: can view the Dashboard, message drivers, run reports (more a *Read Only* level access)

- *Driver*: set up as a Resource in FC and uses the features and functionalities of the Mobile app.

ADDING FCBR USER ACCOUNTS

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 default *Tracking* screen, select **User Management** from the
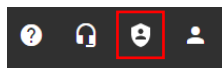
upper right toolbar

2. Click the black plus sign (+) **Add** button

3. Type the employee's ***Full Name*** and ***Email*** address.

4. Perform one of the following:

   a. To give the user *both* the *Administrator* and *Dispatcher* roles in BigRoad:
      i. Set the *Security Profile* field to **Administrator**
      ii. Select the checkbox for **System Administrator**

   b. To give the user a *Dispatcher* role only in BigRoad:
      i. Set the Security Profile to **Administrators**
      ii. Leave the checkbox for *System Administrator* **Blank**

5. Click **Save**

ASSIGNING BR SAFETY MANAGER ROLE

1. To access the BigRoad Admin Console, from the main toolbar select, **Fleet / BigRoad**

2. To view the list of existing user profiles, select **Fleet / Users**

3. From the list, select the *Name* hyperlink that you want to update and click the **Edit** button

4. In the *Roles* section, select the **Safety Manager** checkbox

5. Click the **Save** button


CONFIGURING 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 Assets to become visible in BigRoad as *"Trucks"* you will need to re-name them to how you actually refer to them in the field e.g., **Truck 4**.

UPDATING ASSET DESCRIPTIONS

1. From the Main Menu, select **Configuration**

2. From the menu, select **Assets**

3. From the sub-menu, select **Assets**

4. From the asset list on the left, select the asset to be updated

5. On the *General* tab In the *Description* field update the asset's name

6. On the *Vehicle Information* tab 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)
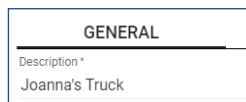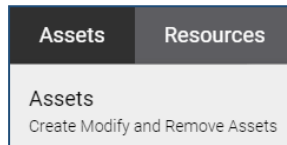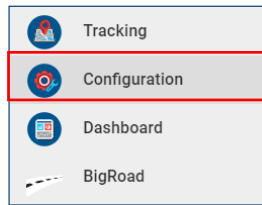
9. Click **Save**

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

SETTING AN ASSET AS AOBRD

If your DashLink device was installed in the vehicle and in use **on or prior to** December 17, 2017, you are permitted to set your truck as AOBRD.

1. From the Main Menu, select **BigRoad / Trucks**

2. Select the name of the asset to be updated, and then **Edit**

3. Select the **AOBRD** Log Type button

4. Confirm the Device ID as the serial number of the DashLink installed in the vehicle
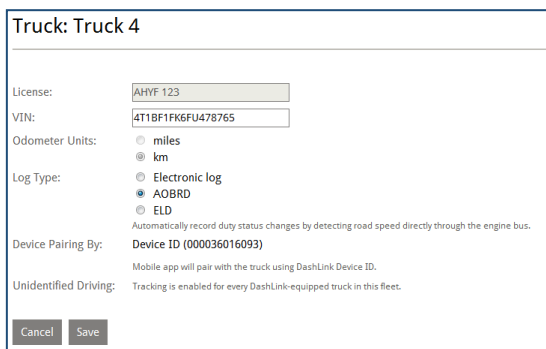
5. Click **Save**

ENABLING ELD FOR THE FLEET & SETTING A TRUCK AS ELD

Should the DashLink have been installed in the vehicle **on or after** December 18, 2017, you must enable ELD for your fleet and then individually set each Truck as ELD as well.

1. From the BigRoad Admin Console, select **Fleet / Settings**

2. From the *Settings* section, click **Edit**

3. Select the checkbox for **Allow ELD-equipped vehicles**

4. Click **OK**

5. Select the checkbox for **Track unidentified drive time for all trucks**

6. Click **OK**

To enable a Truck as ELD:

1. From the BigRoad Admin Console, select **Fleet / Trucks**

2. Select the name of the asset to be updated, and then **Edit**

3. Select the **ELD** Log Type button

4. Confirm the Device ID as the serial number of the DashLink installed in the vehicle

5. Click **Save**

ADDING RESOURCE RECORDS & ENABLING BIGROAD

Next, in Fleet Complete you will need to set up Resource Records for each of your drivers who will be using BigRoad. Once added, an automated Welcome email is sent to the resource via their noted email address. The email provides them with their login credentials and a link to download the BigRoad app from either the Google Play or Apple iTunes store depending on the device type. The resource will be visible in BigRoad in the Fleet tab under the Users sub-section as well as in the Drivers tab.
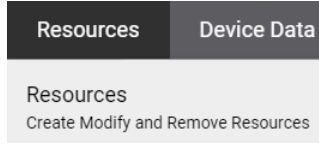
Quick Reference Card

ADDING A DRIVER

To set up a BigRoad Driver you need to add an FC Resource Record. There is no need for a Driver to create their own account.

1. From the Main Menu, select, **Configuration**

2. From the menu, select **Resources**

Resources	Device Data

   Resources
   Create Modify and Remove Resources

3. From the sub-menu, select **Resources**

4. Click the black plus sign (+) **Add** button

   +

5. From the *Add Resource* screen on the *General* tab, type the resource's **Full Name** and their personal **Email** address

   Add Resource   💾 ↻ ✕

GENERAL ⚠	APPLICATIONS

   Name*
   _____ 0 / 50

   Phone Number
   _____ 0 / 15

   Email
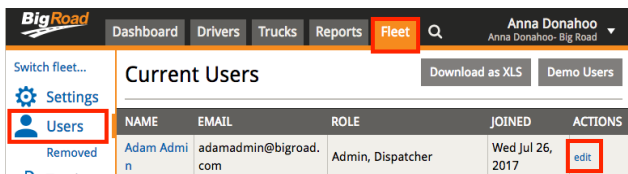   _____ 0 / 50

   Resource Type*
   Resources ▼

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. From the *Add Resource* screen on the *Applications* tab, select the **BigRoad** checkbox

   Add Resource   💾 ↻ ✕

GENERAL	APPLICATIONS

   Select the products to grant permissions
   ☐ Task Tracker
   ☐ BigRoad
   ☐ Mechanics Portal

7. Click **Save**

ADDING DRIVER INFORMATION IN BIGROAD

For ELD fleets, you must also add the resource's driver license number and issuing state/province to their profile in BigRoad.

1. From the BigRoad Admin Console, select **Fleet / Users**

   BigRoad | Dashboard | Drivers | Trucks | Reports | Fleet | 🔍 | Anna Donahoo ▾ Anna Donahoo- Big Road

   Switch fleet...
   ⚙ Settings
   👤 Users
   Removed

   Current Users   Download as XLS   Demo Users

NAME	EMAIL	ROLE	JOINED	ACTIONS
Adam Admin	adamadmin@bigroad.com	Admin, Dispatcher	Wed Jul 26, 2017	edit

2. Select the Driver *Name* to be updated and click **Edit**

3. Type the driver's license *Number*

4. Select the issuing state/province from the **Issued In** dropdown menu

   Driver's License
   Number: _____
   Issued In: _____

5. Click **Save**.

REFERENCE INFORMATION

For more information about how to get started with the mobile app in print format [Click Here](#)

For more information about how to set up the application in video format [Click Here](#)