How to Enable ELD: The ELD Configuration Wizard Canada

The ELD Mandate

As of June 12, 2021, a phased-in gradual approach to the Canadian Federal ELD Regulation will begin. The phased in period starts with a 12-month educational period to allow the transportation industry the time needed to select a certified carrier.

Fleet Administrators must use the BigRoad Web application to configure their **Fleet, Trucks and Drivers** for ELD.

To help Fleets with a smooth and timely transition to ELD, users will see *Canadian ELD Notification Banners* on the BigRoad Web application when log in from June 2, 2021, until they make the switch to ELD.

In this Quick Reference Card we discuss the switch to ELD process in detail.

The ELD Deadline Notification Banners

The Notifications Banners provides the following three options to help Fleet Administrators make the switch to ELD:

- **Switch Now/Switch Trucks Now**
- **This doesn't Apply to My Fleet, and**
- **I'm Not Ready yet**

➢ **Switch Now/Switch Trucks Now:** Selecting this option provides access to a guided wizard to complete the switch to ELD.

*Note Fleets that are already configured for ELD, but still have at least 1 non-ELD truck will see **Switch Trucks Now** instead.*

o **This Doesn't Apply to My Fleet:** The user can click on '**This does not apply to my fleet**' and the banner will no longer appear for that user. *Note: If there are more than one Administrators in the fleet, they will receive an email notifying them of this selection.*
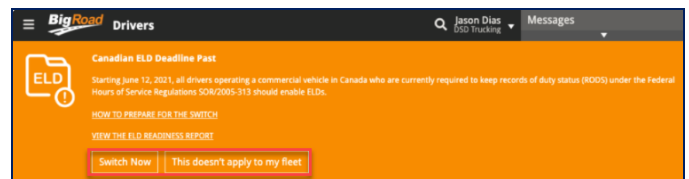
➢ **I'm Not Ready Yet**: Selecting this option will dismiss the Notification banner and will reappear every 7 days until June 12th.

Note: To learn more about the ELD Deadline Notification Banners, please refer to the "ELD Readiness Notification Banner" guide on the website

June 2, 2021, to June 12, 2021
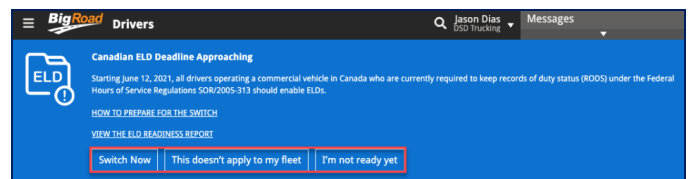
From June 12th

Switch to ELD: Configuration Wizard

Once you select **Switch Now/Switch Trucks Now** from the notifications, the ELD Configuration wizard displays for a seamless step by step switch to ELD.

1. Login to the BigRoad Web Application
2. On the Notification Banner, click **Switch Now/Switch Trucks Now** to access the wizard.

The Wizard is organized in Five sections:
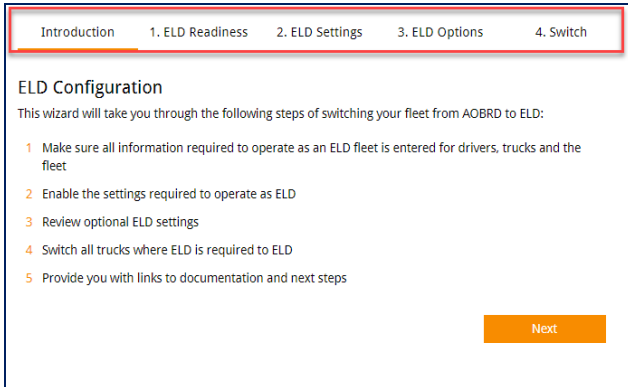
- Introduction
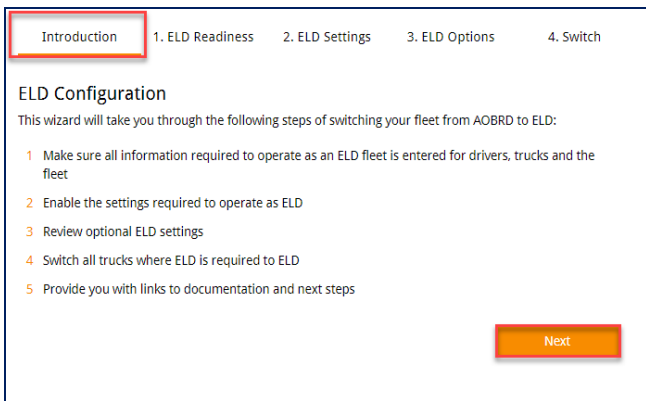- ELD Readiness
- ELD settings

- ELD Options, and
- Switch

Let's discuss each of these sections in details:

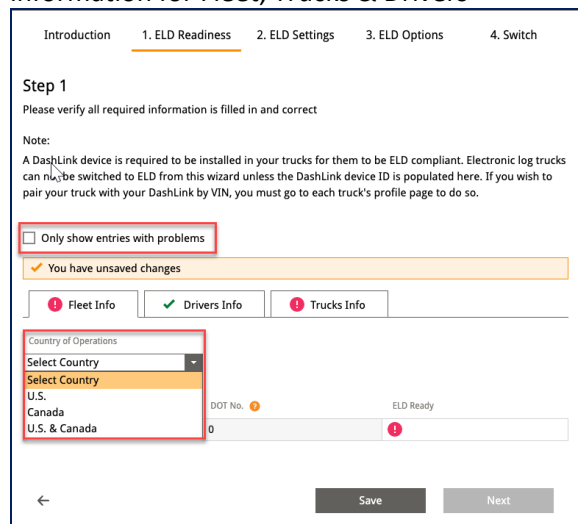➢ *Introduction*: This section introduces and identifies the Four **ELD configuration** steps involved in the wizard for the switch

1. On the Introduction section of the wizard, click the **Next** button to proceed to the ELD Readiness section

➢ *ELD Readiness*: This is the first step in making the entire Fleet ELD ready. This section illustrates the Fleet, Trucks, and *Drivers that* have and do not have the necessary ELD information required in the application to be ELD Ready. *The ELD Readiness section has three tabs for* **Fleet, Drivers and Trucks Info.**

*Note: Each tab has an **ELD Ready** column and if the **Fleet, each Driver,** and **each Truck** has the required information in the BR application to become ELD ready, the ELD Ready column displays a **green tick.** However, when the required information is missing, the columns and tabs display a **red circle.***

Note: Some Fields on this screen are only editable for a BigRoad Direct customer. Fleet Complete and BigRoad customers will need to change certain information like VIN, License Number etc. from the FC Web application.

1. In the ELD Readiness section, you will need to identify your '**Country of Operations'**. You will see three options Canada, Canada and U.S. and U.S. Identifying this will determine what is required to be ELD Compliant.

2. Select the checkbox next to **Only Show Entries with Missing Data**, as necessary, to only see missing information for Fleet, Trucks & Drivers

3. In each tab, enter any missing information in the fields, as necessary.

4. Click the **Save** button on each tab to save the information.
5. Click the tab header to enter missing information in the next tab, as necessary. For e.g., **Drivers Info** tab

6. Once finished, click the **Next** button at the bottom to proceed to the ELD Settings section

➢ *ELD Settings:* The ELD Settings is the Second step in the switch to ELD process. The following three settings must be enabled to make your Fleet operations ELD compliant.

- **Enable ELD**: This allows Trucks in your Fleet to be ELD complaint. Once enabled, this setting cannot be reverted.

- **Turn on Driver Approval of Carrier Edits**: Carrier/suggested Edits enable a Safety Manager to send a group of log edits to a Driver to approve or reject. As per ELD Rules Drivers will have the final say about what appears on their logs. When a driver approves the Carrier edits, the edits are applied to driver's log immediately, However, when they Reject the suggested edits, they are not applied to the driver's log, and it remains unchanged. If rejected, the Safety Manager can re-send the suggested edit if needed or revert to the previous version of the log.

- **Track Unidentified Driving for ELD Trucks** - Any driving of an ELD enabled vehicle without a driver being connected to the ELD will be logged against the Unidentified Driver profile. Admins will be responsible for reviewing any unclaimed unidentified driving and either assigning it to the responsible driver or annotating why it was unidentified. This is required and will automatically be in effect for all ELD vehicles.

- **Enabling Unidentified Driving Fleet-wide so non-ELD trucks also Track unidentified Driving**: This is an optional setting which will enable tracking of unidentified driving for all dashlink equipped trucks in the fleet as well as ELD trucks.

1. In the ELD Settings section, select the checkbox next to each setting.
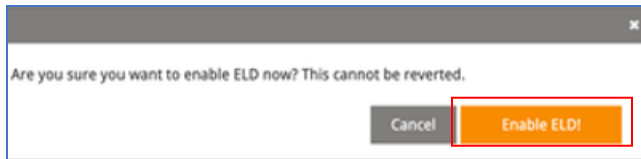2. Click the **Next** button

Note: You will not be able to click Next without selecting all three options.

Quick Reference Card
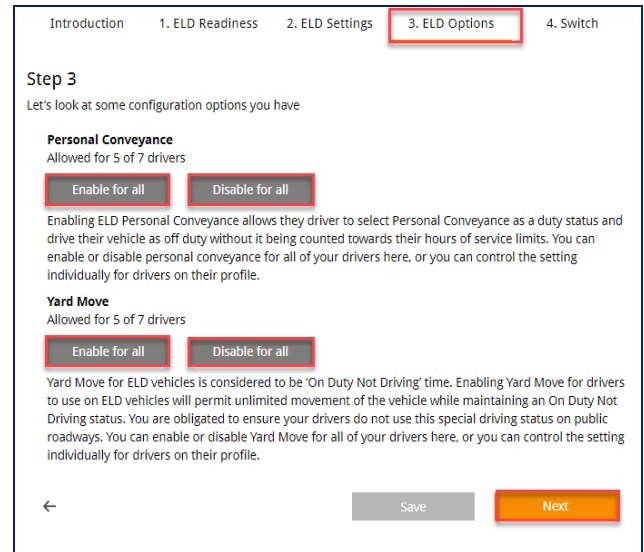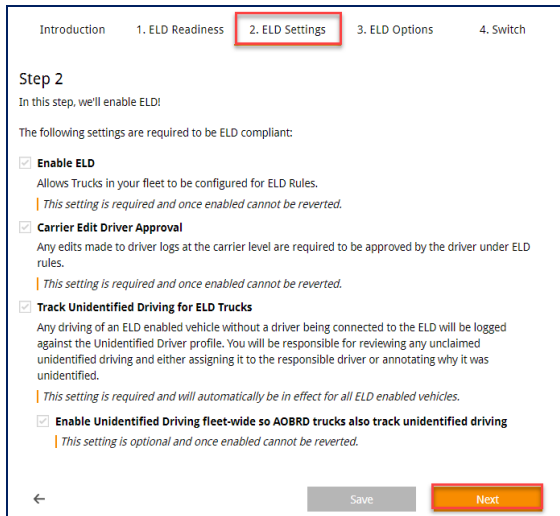
3. On the pop-up disclaimer window, select **Enable ELD**

Note: If the ELD setting options are already enabled for the fleet, the boxes will be checked by default and cannot be unchecked.

➢ **ELD Options:** The Third step in the process is selecting the ELD Options. This section allows the BR Admin to choose whether they would like to enable the optional settings of using Personal Conveyance and Yard Move.

1. In the ELD Options section, select the option to Enable for All next to **Personal Conveyance** and/or **Yard Move,** as necessary.
   a. You will have the option to change these settings in the 'Fleet Settings' if you change your mind.
   b. You can also Enable these options for specific drivers by editing the driver profile.
2. Click the **Next** button to proceed to the Switch section.

Note: If these options were already enabled for the fleet, or for some members it will show you how many drivers have this approved and the option to disable all.

➢ **Switch:** The final step in the process is to switch all ELD Ready trucks to ELD. This section allows you to switch all their trucks to ELD at once if the Trucks are ELD Ready. (Please refer to the ELD Readiness section to make Trucks ELD Ready).
   All ELD Ready Trucks are displayed with a **green tick** in the ELD Ready Column.
➢ Trucks that are missing information to be ELD Ready are displayed with a **red circle** with a Missing Info text in the ELD Ready column

Note: The Missing Information Fields on this screen are not editable. You will need to navigate back to the ELD Readiness section to make the Trucks ELD Ready
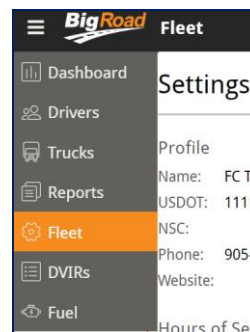
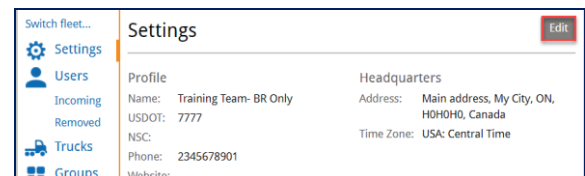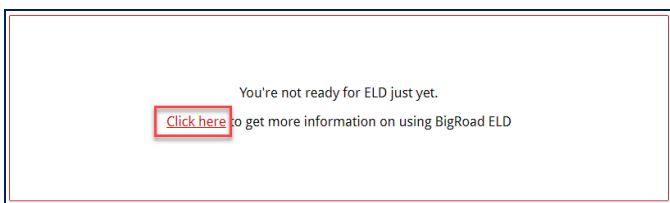1. Select the checkboxes next to each ELD Ready truck to switch them to ELD,
2. Alternatively, select the checkbox at the top to select and switch all ELD Ready trucks at once.
3. Click the **Save** button
4. Click **Switch to ELD**
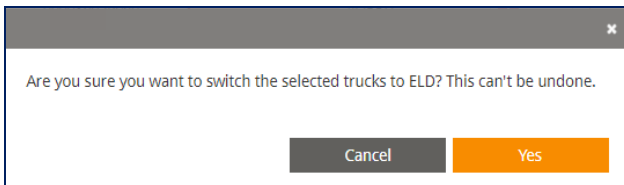
5. the Pop-up window, select **Yes** to confirm the switch.

Access more ELD Documentation

Once the switch is complete, a new window displays indicating the switch is complete and provides access to all ELD related documentation on the BigRoad website.

1. Select **Click here** on the window.

Fleet Settings: Enable ELD

You can also **switch to ELD** from the **Fleet Settings** page of the BigRoad Web application.

The **Enable ELD** button provides direct access to the **ELD Configuration Wizard** (Discussed Above) providing an alternative way to make the switch.

1. From **BigRoad Web** click the Main Menu
2. Select **Fleet**

3. Click **Edit** on the top right-hand corner of the *settings* screen.

4. click the **Enable ELD** button to make the switch in the configuration wizard.

Similarly, for ELD enabled Fleets that still have non ELD Trucks, the Settings page will instead display a **Switch Trucks to ELD** button that directly provides access to the ELD Configuration Wizard.