



# FLEET COMPLETE ELD Canada User Manual & Information Packet



Contents

#### **Contact support**

(P): 1-800-220-0779 (E): support@fleetcomplete.com

# Getting Started2Using BigRoad6Instruction sheet for data transfer mechanism<br/>(using Inspection Mode and Sending ELD RODS<br/>to a Safety Official)27Instruction sheet for Malfunctions & Diagnostics31ELD Driver Card/Quick Instruction sheet33

# Install the Fleet Complete ELD tracking device.

Before reading this manual, you must install your device. Please the Install Guides for full instructions.

Click here to download the Install Guides.

1



2





# Download the BigRoad Mobile App

If you've already received an email to join a fleet on BigRoad, follow the instructions in that email.

If you are a new user, begin by downloading the BigRoad Mobile App for iOS (Apple) or Android (Google).





# Sign into the application with your carrier-provided credentials

Log into the BigRoad mobile app





# Log into a truck profile

Here is how to connect to an FC BigRoad ELD-enabled vehicle:







# **USING BIGROAD**

## **Duty status selector**



## Tracking your duty status

2:45 🗘 🗖 🕬	Ê	
占 B. Allen 🗸	23452345	D))
Off Duty		69:41 Cycle
Sleeper		Cycle
Driving Drive time is	13:00 remainin automatically recorded	g N/A Break
On Duty	13:44 remainin	9 🄰 🐂 >
Begin Persona	al Use Duty to choose	ck Drivewyze
Start a yard m	ove	Trammell Crow Park
Duty status w	ith a note	TENSS
(18)		KIDD TOTALS
Map Google	Cockrell Hill	VINNETIC T HEIGHTS
	I	INSPECT LOGS
Home Log	s Chat	III ···· DVIRs More
•	•	

#### Automatic duty status selection

The Duty Status Selector enables users to

duty time, and break time remains in their

driving shift.

change their current duty status. It provides a visual indication of how much driving time, on-

- When connected to a Fleet Complete ELD-enabled vehicle, driving status will record automatically once the vehicle is in motion at a speed greater than 8km/h.
- After being stopped for three seconds, or when the vehicle ignition is turned off, the driver's duty status will automatically be changed to On Duty (not driving).
- By tapping the **Duty Status circle** on the BigRoad Mobile App home screen, you can easily change your duty status. Driving is automatically recorded. Drivers cannot set their driving status manually.
- The **Duty Status circle** will also indicate how much Driving and On Duty time remains in your shift.



# **Deferring Off-Duty Time**

As allowed by Canadian ELD Regulations. Drivers can defer up to 2 hours of off-duty hours to Day 2 and use that time for additional driving hours on Day 1. To defer off-duty hours to Day 2, please follow the following steps.









Fleet Complete\*



# Change cycle and jurisdiction

In Canada, drivers are required to select the appropriate Jurisdiction and Cycle to comply with ELD regulations. They must ensure their HoS rule violations are calculated correctly in relation to Canadian cycles. Drivers and safety managers are allowed to switch between Canadian and US Cycles to make ensure their current cycle represents the jurisdiction and country they are driving in.

#### How to change current cycle and jurisdiction on the mobile application when the driver has completed their cycle reset requirements):



Change current Cycle and Jurisdiction continued on page 8

#### **USING BIGROAD**





# Change current Cycle and Jurisdiction (continued)

2:46 🗘 🖪 🕫 🖀	₹⊿  0			
≗ B. Allen 爲 23452345	D))			
On Duty	-			
Cycle: Canada S. of 60 Cycle 1 (70hr/7day)	RULES			
Time Zone: EDT Availability Drive: 13:00 Shift: 13:43 Cycle: 69:4	0			
Shift Reset: Today, 10:46 PM Cycle Reset: Sun Apr 11, 2:46 AM				
Off-Duty Deferral Status None				
Time Deferred DI	efer time			
M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 OF SL DR N	7 8 9 10 11 TOT 14:30 0:00 0:00 0:16			
No vehicle inspections today.				
	NEW DVIR			
INSPECT LOGS	VIEW LOGS			
Home Logs Chat DVIR	s More			
< ●	-			
2:46 🌣 🛛 🕬 🖀	• 1 0			
Selected cycle:				
Canada S. of 60 Cycle 1 (70hr/7day)	•			
V Canada S. of 60 Cycle 2 (120hr/14day)				
(Canada N. of 60 Cycle 1 (80hr/7day)				
U Canada N. of 60 Cycle 2 (120hr/14day)	) ederal			
- Alberta [	vater 5.1 (d)			
U.S. 60hr/7day [				
U U.S. 70hr/8day	otion.			
Alaska 70hr/7day [	195.1 (e)			
Alaska 80hr/8day				
C Colifornia 112br/8day	ņ			
[ L Tayas 70br/7day	ons			
rexas /Unr//day     snort-naul operations, I su air-mile radius driver §4.12 (a)				
(4), (b)(3)				
CANCEL	SAVE			
< ●				



5 Drivers have the option to ACCEPT or REJECT the cycle change.

6 When a driver confirms a Cycle change, the BigRoad application will reset the cycle time and update the HOS Timers with the new limits.



# Change current Cycle & Jurisdiction change on mobile when a driver has NOT completed their cycle reset requirements):

Zas J H Kij       J K Kij         Poly       Hours of service rules         Selected cycle:       Canada N. of 60 Cycle 2 (120hr/14day) •         Vehicle type:       Property-carrying         Passenger-carrying       Passenger-carrying         Or Passenger-carrying       So minute break exempt under a current state or federal waiver (e.g. livestock haulers)         Image: Comparison of the second transmitted or federal waiver (e.g. livestock haulers)       Image: Comparison of the second transmitted or federal waiver (e.g. livestock haulers)         Image: Comparison of the second transmitted or federal waiver (e.g. livestock haulers)       Image: Comparison of the second transmitted or federal waiver (e.g. livestock haulers)         Image: Comparison of the second transmitted or federal waiver (e.g. livestock haulers)       Image: Comparison of the second transmitted or federal transmitted or federal waiver (e.g. livestock haulers)         Image: Comparison of the second transmitted or federal waiver (e.g. livestock haulers)       Image: Comparison of the second transmitted or federal transporting flammable liquid         Image: Comparison of transporting flammable liquid       Image: Comparison of the second transmitter and transmitter and transmitter second transmitter and transporting flammable liquid         Image: Comparison of transmitter and transmitter and transmitter and transmitter and transmitter second transmitter and	Go to the <b>Home screen,</b> then <b>select Logs</b> followed by <b>Rules</b> . The driver will not be allowed to change the cycle.
11.03 MI (1) RI       RI (1) RI	<ul> <li>Event record for each Cycle/Jurisdiction Change:</li> <li>All cycle and jurisdiction changes are recorded under 'Events' as auto-recorded Dashlink events. They can be found on both the mobile and web applications under Events on the daily log report.</li> <li>If both Cycle and Jurisdiction changes are made in a single request, then both Jurisdiction and Cycle change events will be recorded.</li> </ul>



Some drivers choose to drive as a team to cover more ground and deliver loads faster. BigRoad accommodates team driving when the driver follows the steps below. For illustration, let us assume Driver A is the primary driver, and Driver B is the co-driver.





#### How to End Team Driving



3 Drivers can now operate independently until they reactivate Team Driving.



# Hours of Service (HOS) Limit Rules

When a driver approaches the last 30 minutes of a HoS rule limit, the BigRoad app notifies the driver about the HoS rule limitation he or she is about to reach.



- 1 The driver will receive a full-screen alert notification.
  - When the HoS rule limitation is reached for duty or driving status, then the warning for that specific limit will disappear from the Logs screen.



# Using the Daily Log list

The Daily Log List allows you to quickly find and review Daily Logs.





## **Editing your logs**



Editing your logs continues on page 17 >



#### Editing your logs continued



Editing your logs continues on page 18 >



#### Editing your Logs continued

#### To edit the Header

While on the **Header** tab, you can review Driver, Co-Driver and Vehicle details. Based on permissions and Canadian ELD regulations, drivers can edit some log details.



Editing your logs continues on page 19 >



#### Editing your logs continued

3:08 호 ¤ ∞) 🖬 🔹 🔽 🕯 To	add a past duty status:
CAN (\$60C2) 120hr/14d LOG HEADER 0 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 11 TOT 1 3 05	Tap <b>Add past duty status</b> to add a new duty status event to your log.
SL 0.00 DR 0.00 ON 2.03	
EXPAND ALL	
1:05:18 PM Truck 23452345 D)) <sub>ELD</sub>	
1:05:18 PM 2h 3m 6s On Duty	
Location: 1602 km SW Amherstburg ON 32 77 -96 89	
Odometer: 1644 km 0 km / 0 mi accumulated	
0 km / 0 mi since last coordinate Engine Hours: None	
Sequence ID: 008F	
Status: 1 (Active) Origin: 2 (Driver)	
8 DashLink auto-recorded events 🔹	
Add past duty status e	
Sign daily log	
< ● ■	
3:12     D     0)     Image: Constraint of the second se	
OF       1305         DR       0.00         ON       1.015	
<ul> <li>Driving time is automatically recorded by DashLink and can't be edited.</li> </ul>	
Off Duty -	
Start: 15 3:12 PM 15 2	Select the <b>Start Time</b> .
15	
Location:	
No location	Enter the <b>Location</b> .
Location currently unavailable. Please enter your location.	
Note:	
Note 4	Enter a <b>Note</b> .
Note must be at least 4 characters long	
CANCEL SAVE • 5	<b>Tap Save</b> . The new duty status event will be reflected in your logs and your hours-of- service.
< ● ■	



# Log Warnings

3:13 🌣 🖾 0) 🖀	.▼⊿I Ω
L B. Allen A 23452345	D))
<b>Cycle:</b> Canada S. of 60 Cy (120hr/14day)	cle 2 RULES
Time Zone: EDT	
Availability	
Drive: 11:51 Shift: 11:51	Cycle: 67:51
Shift Reset: Today, 11:13 Cycle Reset: Tomorrow, 3	PM 13 PM
Off-Duty Deferral Status None	
Time Deferred 0:00	DEFER TIME
M 1 2 3 4 5 6 7 8 9 10 11 N DF 5L DR N	1 2 3 4 5 6 7 8 9 10 11 TOT 13:05 0:00 2:08
No vehicle inspections too	lay.
	NEW DVIR
🛕 Warnings: 1 💻	
INSPECT LOGS	VIEW LOGS
Home Logs Cha	et DVIRs More

#### How to identify log errors or omissions

-

The BigRoad Mobile App will identify any errors or omissions in your log and notify you with an alert icon. This will look like the small orange triangle with an exclamation mark, as shown at left.

#### Fixing errors using edit

To fix errors in your log, use the same process outlined in the **Editing your Logs** section (pages 16 to 19) of this manual. Specific errors will be highlighted with the orange **alert icon** as shown above.



## **Certifying your logs**



When you complete your day, you're required to certify your driver logs. To do this:



In the **Daily Log**, open the **Log** tab.

Tap **Sign Log** at the bottom.

If there are any errors in your log, you will be prompted to either fix **any detected issues** or to sign the log now.



2

Follow the wizard to address any

Once the problems have been addressed, tap **Sign Log** again.

If you haven't already added your signature to the bigroad mobile app, you will be prompted to do so.



Using your touchscreen, draw the signature that you would like to use with your finger.



Tap Sign Log.

**NOTE:** If you accept edits to a log that has already been certified, you do not need to recertify the log. Your Safety Manager can only make suggested changes to your log up to the time that you certified it.



#### Certifying your logs continued



The BigRoad app alerts drivers with pop-up messages will display when you log in or log out when Empty and Unsigned require completion.

1 The

The log-in alert message asks drivers to complete all off-duty unsigned logs for days when they didn't log in.

2 The second alert message at login asks them to sign off on remaining logs that include event activities.

3 At log-out, another pop-up prompts drivers to complete all unsigned off-duty logs.





## **Unidentified Driving**







5

3:18 🗘 🛙 🛙	0 🖬		▼⊿I û	
Fri Apr 9 EDT	C PObr/14d		0	
1.00	3	HEADEE	2	
M 1 2 3 4 5 6 OF SL DR ON	7 8 9 10 11 N 1 2 3	456789	10 11 TOT 13:05 0:00 0:00 10:55	
You have 1	unassigned drivin this day	g event logge	ed on	
Events				
		EXP/	AND ALL	
1:05:18 PM	Truck 234	152345 D)) <sub>el</sub>	D	
1:05:18 PM	10h 54m 42s		On Duty	
Location: 160	2 km SW Amher	stburg ON		
8	DashLink auto-record	led events	*	
3:14:11 PM		Cert Log Da	tification ay: Fri Apr 9	
Location: 160	2 km SW Amher	stburg ON		
2	DashLink auto-record	led events	*	
I, Barry Allen, here of duty status for	by certify that my dat this 24-hour period a	ta entries and n re true and corr	ny record rect.	
6		_		
		-		
3:18 🏟 🗖 0	0 6		▼418	
Fri Apr 9 EDT CAN (S60C2) 12	r 20hr/14d			
M 1 2 3 4 5 6	7 8 9 10 11 N 1 2 3	456789	10 11 TOT	
SL DR ON			0:00 0:01 10:55	
CLAIM ALL		REJEC	T ALL	
Status: Origin:	1 (Active) 2 (Driver)			
3:14:34 PM	1m 21s		Driving	
Location:	1602 km SW A	mherstburg	ON	
Odometer:	1644 km			
	0 km / 0 mi aco	cumulated	dinate	
Engine Hours:	None	CE 1831 COOI	uniate	
Sequence ID: Status:	0092 1 (Active)			
Origin:	1 (Auto)			
This is an unassigned driving event. If you were driving at this time, claim it as yours.				
	c	LAIM R	EJECT	
1	DashLink auto-recor	ded event	*	
3:15:55 PM	8h 44m 5s		On Duty	
Location:	1601 km SW A	mherstburg	ON	
•	•			

Review each unassigned driving event that was tracked, and has not been assigned to yourself or to another driver.

For each unassigned driving event that belongs to you, tap the **Claim** button.

If an unassigned driving event does not belong to you, tap **Reject**.

- You will not be prompted again for an unassigned driving event you have rejected. These events will be listed in a report available on the BigRoad Web App for review by Fleet Administrators.
- For convenience, you may also claim or reject all events that have occurred on a particular day (for the events that have missing location information, the 'Claim all' button won't be available. Drivers will be asked to enter location before claiming these events)
- If an Unidentified Driving (UD) event was claimed in error, the driver or support person have the ability to UNDO the claim and re-assign it back to the Unidentified driving list. This function is available on both the Mobile and Web apps.
- When a driver claims an Unidentified Driving (UD) event, they now have the option to go to EDIT and select UNDO CLAIM button to re-assign the event back to UD.
- When the driver taps on the UNDO CLAIM button, after his confirmation, the UD event will no longer appear under his/ her logs. It will be re-assigned as a UD event which can be claimed by any other driver in their fleet.

iPhone 6/7/8 – 1		iPhone 6/7/	8 – 2	iPhon	e 6/7/8 - 3	
al Bell 🌩 🛛 2:44 PM	▼ 67% ■①	all bet 🕈	2:44 PM 😽 581	all Bell	P 2:44	PM <b>7</b> 5
Sun Jul 5 EDT	▶ ⑦	Cancel E	dit Event on Sun	⑦ Can	cel Edit Event	t on Sun Save
LOG HE	ADER	M123456	7 8 8 1011 N 1 2 3 4 5 6 7 8 9 1011	TOT M12	3 4 5 6 7 8 9 1011N	12345678910
M 1 2 3 4 5 5 7 6 91911 N 1 2 3 4 5 6 P R R	8 9 1011 T01 14 44 0.00 0.15	OF SL DR ON		14.44 OF 0.00 SL 0.15 OR 9.01 ON		
Events	0.01	Criving tir DashLink	ne is automatically recorded by and can't be edited.	y 🛆 Dr	ving time is auton	natically recorded
Location: Waterloo, ON		Driving		-	Undo	Claim
7:28:52 AM1s	On Duty	Unidentified d reassigned ba	riving events claimed in error ca ck to the unidentified driver.	an be Un rea	This ever	nt will be
Location: Waterloo, ON		Undo Claim		. DI	Unidentifi	ied Driver.
7:28:52 AM14m 58s	Driving	Start:	7:28 AM	St	Cancel	ÖK
Location: Waterloo, ON			14m 58s		-	
Odometer: 21133 km	-	End:	7:43 AM	End:	7:43 AI	м
Origin: Claimed	Edit	Odometer		Odor	neter	
7:43:50 AM1s	On Duty	21133 0	km km elapsed	21133 0		km km elapsed
A 🛃 A E	100	Engine Ho	urs	Engir	ne Hours	
Interne Logs Chait DVR	n More	18.4 0.0	hours hours elapsed	18.4 0.0		hours hours elapsed
		Location:		Loca	tion:	
		Waterloo	ON	Wat	erioo, ON	



## Approving carrier log edits



#### **USING BIGROAD**











# Instruction sheet for the Data Transfer mechanism (using Inspection Mode and Sending ELD RODS to a Safety Official)

# How you will be inspected

In Canada, if you're driving a truck that's configured with Electronic Recording Device 'ERD', you'll be inspected against ELD regulations based on the configuration of the truck you are currently driving. This instruction sheet for the driver describes the steps required to generate and transfer the hours of service (HoS) data to a safety official.













## Other options to share data

Apart from sending logs to Safety Official, drivers can also send logs as an email attachment to any recipient, or to a configured printer.

- Follow steps 1 through 3 on page 27.
- Select Send/Print Logs.
- Select one option from Send for internal use, Print to Printer, or Print to Fax.
  - If you select **Send for internal use**, you must enter an email address.
  - If you select **Print to Printer**, you'll be prompted to print to a printer that is configured with your device.
  - If you select **Print to Fax**, you must enter a fax number.





**Big**Rc







Fleet Complete ELD self-monitors for issues that prevent it from logging in a compliant manner and creates diagnostic & malfunction events in your logs when something is wrong with the system. This is an instruction sheet for the driver which describes the measures a driver should take when the ELD malfunctions.

When there is a diagnostic/malfunction issue, the BigRoad Mobile App will notify on-screen in red or orange banner on top. Usually, these diagnostic issues will resolve themselves quickly. However, if they persist, a malfunction/diagnostic code will be set. Below is a list of Malfunction/Diagnostics codes which may show up when an error occurs.

Malfunction/Diagnostic Code	Description	
P	Power compliance malfunction	
E	Engine synchronization compliance malfunction	
т	Timing compliance malfunction	
L	Positioning compliance malfunction	
R	Data recording compliance malfunction	
s	Data transfer compliance malfunction	
0	Other ELD detected malfunction	
1	Power data diagnostic event	
2	Engine synchronization data diagnostic event	
3	Missing required data elements data diagnostic event	
4	Data transfer data diagnostic event	
5	Unidentified driving records data diagnostic event	
6	Other ELD identified diagnostic event	

For persistent diagnostic or malfunction issues, some basic troubleshooting may resolve the problem (as mentioned on next page). Please contact Fleet Complete Support if you need further assistance. Fleet Complete can be reached at **1-800-220-0779** or support@fleetcomplete.com. If a malfunction occurs that cannot be resolved by a driver or BigRoad Support, please refer to the **ELD Driver Card/Quick Instruction Sheet**. In this case, You must switch to paper logs when the Fleet Complete ELD is malfunctioning, and immediately notify your carrier. Your carrier must arrange for the ELD to be fixed or replace within 14 days, or at the latest, upon return of the driver to the home terminal from a planned trip if that return exceeds the 14-day period, repair or replace the ELD. If your Fleet Complete ELD malfunctions, you can use the BigRoad Mobile App to show

any past logs that remain accessible, correct, and certified. Any days where the log is incomplete, or cannot be certified must be reconstructed as a compliant paper log.



BigRoad Mobile App showing a diagnostic/ malfunction issue.





# **Basic Troubleshooting Actions for BigRoad ELD Devices**

Diagnostic	Issue	Resolution
Lost ECM connectivity	Loose Fleet Complete ELD cable	Check that the cable is firmly attached to vehicle's diagnostic port and to the Fleet Complete ELD unit.
	Loose diagnostic port cable	Check that the diagnostic port housing remains solidly in place and that no wires have become detached from the back of the port.
Lost GPS connectivity / Lost timing compliance	Fleet Complete ELD not receiving strong enough GPS signal:	Reposition the Fleet Complete ELD so that the top of the unit is
	Red LED blinks 3-1 or 3-4 pattern on MGS 800 & MGS 700.	facing up and no metal panels are obstructing the view of the sky.
	On DL200, the GPS light is turned off.	
	On FT1 device, weak GPS signal can be determined by GPS LED flash count (x3 times).	
Cannot connect to Fleet Complete ELD	Bluetooth not enabled	Turn on Bluetooth on your mobile device.
	Wrong truck selected	Select the correct truck via Switch Truck.
	Vehicle not equipped for Fleet Complete ELD	Contact your fleet manager to enable DashLink logging (ERD or ELD) for your vehicle.
	Wrong Device ID set for Fleet Complete ELD	Contact your fleet manager to ensure the Device ID set on the truck matches the ID or serial number on the Fleet Complete ELD unit.
	Bluetooth not connecting	Restart the mobile device and re-select the truck in the BigRoad Mobile App.

A Fleet Complete Company

# **BIGROAD MOBILE APP WITH DASHLINK CONNECTION**

#### DASHLINK ELD CERTIFICATION

Road

The BigRoad Mobile App used with a Fleet Complete / BigRoad device (FT1, MGS800, MGS700, DL-200) complies with section 77 - ELD Records of Duty Status of the Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313).



#### ADDRESSING ELD MALFUNCTIONS

#### HOW DO I KNOW I HAVE A MALFUNCTION?



When a red banner appears at the top of the app. It says 'Malfunctions' and indicates the number of active malfunctions.

#### WHAT DO I DO DURING AN ELD MALFUNCTION?

#### In the event of an ELD malfunction, a driver must:

- 1. Call BigRoad Support at 1-800-220-0779, and select menu options 1 then 2 to troubleshoot the issue.
- 2. Notify the motor carrier that is operating the commercial vehicle as soon as the vehicle is parked.
- 3. Record, in the record of duty status (RODS) for that day, the time the notification of the malfunction was transmitted to the motor carrier.
- 4. If the ELD is not fully functional, reconstruct logs for the current day and past 14 days in accordance with SOR/2005-313 and continue to do so until the ELD is repaired or replaced.

#### **DRIVER INSPECTION INSTRUCTIONS**

- 1. Select Inspect Logs from home screen and pick the number of days to inspect.
- 2. To submit logs to electronically, your ELD should be connected to the vehicle.

#### Select "Send/Print Logs" then "Send to Safety Official"

- a. The safety official will provide you with an "Output File Comment" to enter, and an email address.
- b. Click Send and the inspector will receive the file.
- c. If the file cannot be sent due to a connectivity issue, an on- screen inspection must be done.
- 3. To show logs on-screen, tap **Inspect On-Screen**. Enter a security PIN code.
  - a. You should see a DashLink logo and instructions to start an ELD inspection.
    - b. Give the inspector your device and this instruction card.
- 4. If a safety official requests your ELD information package, follow step 3 above. There is a link to the ELD information package on the Inspection Mode Instructions screen.

# WHAT DOES MY MOTOR CARRIER NEED TO DO DURING AN ELD MALFUNCTION?

#### If an ELD malfunctions, a motor carrier must:

- 1. Correct, repair, replace or service the malfunctioning ELD within 14 days of discovering the condition.
- 2. If the malfunction cannot be resolved by BigRoad Support, a new ELD Device will be provided.
- 3. Require the driver to maintain paper record of duty status (RODS) until the ELD is back in service.



### Dashlink ELD Safety Official's Guide







fleetcomplete.com

BigRoad.com