Setting Up Administrators, Safety Managers, & Dispatchers

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 RESOURCE RECORDS & ENABLING BIGROAD

Next, in Fleet Complete you will need to set up Resource Records for each of your employees. 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 application. These resources will become available in BigRoad in the Fleet tab under the Users sub-section.

ADDING A RESOURCE RECORD

To set up an employee you will need to add an FC Resource Record.

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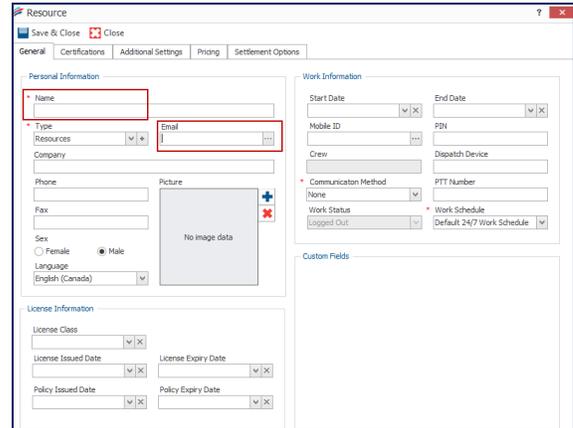
6. Click the *Email* 3-dot ellipses button

7. On the *Assigned Products* screen, select the BigRoad checkbox

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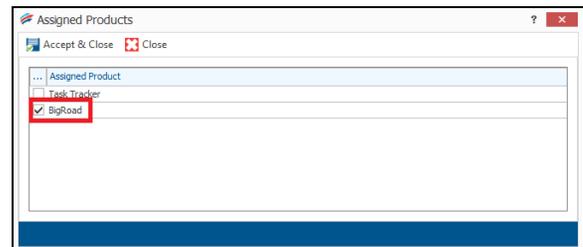
9. On the *Resource* screen, click **Save & Close**

ADDING 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.

- 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.

Quick Reference Card

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**
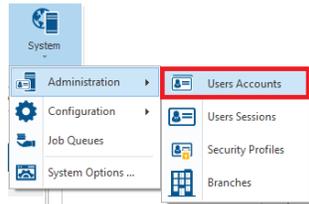
ASSIGNING BR SAFETY MANAGER ROLE

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