How To Guide

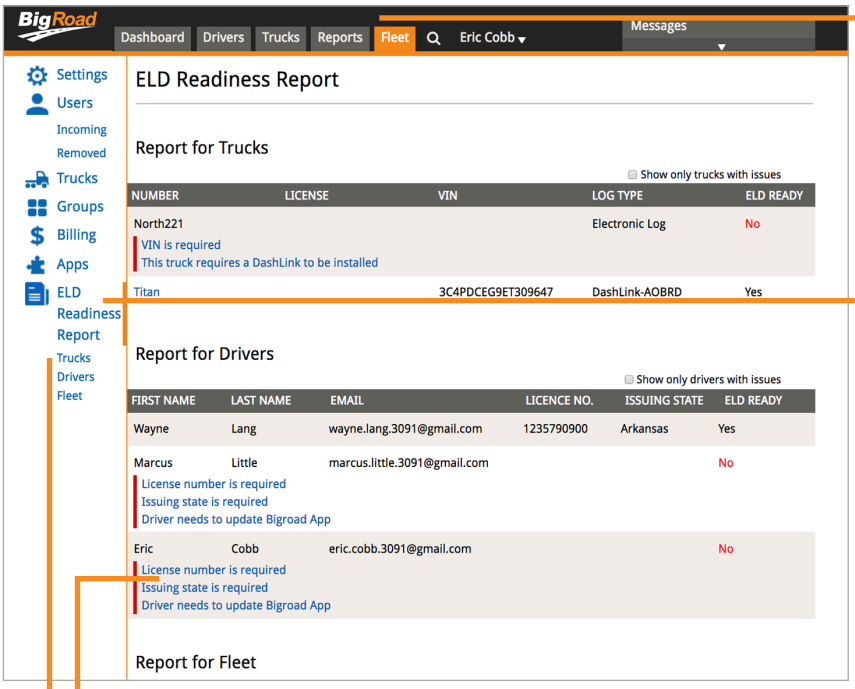
How To Check The ELD Readiness Report And Turn On ELD Functionality For Your Fleet

ELD Readiness Report

Your fleet must check the ELD Readiness Report before enabling ELD functionality. This report helps your Fleet, Safety Managers and Administrators ensure that all ELD-required information is filled out. Any missing information will be highlighted.

NOTE: *The ELD Readiness Report is for each individual fleet and does not run across multiple fleets.*

TO ACCESS THE ELD READINESS REPORT:



1. Click the **Fleet** tab.
2. Click **the ELD Readiness Report** tab in the left hand sidebar.

You can switch between the Trucks, Drivers, and Fleet reports by clicking the appropriate tabs underneath the ELD Readiness Report. Trucks and Drivers can be filtered by just trucks and drivers that have issues.

When reviewing the ELD Readiness Report, the Safety Manager and Administrator will be able to see which ELD-required information is missing. Any missing details will be listed in blue text. Missing information should be filled out before enabling ELD functionality.

HOW TO ADD MISSING INFORMATION TO THE ELD READINESS REPORT:

1. Items that say **NO** beside them have missing information.
   Click the blue text to see what information is missing.
2. You will be taken to a page that shows you what information is missing.
   Add missing details.
3. Click **Save.**

FOR TRUCKS, THE ELD READINESS REPORT WILL ENSURE THAT THE FOLLOWING INFORMATION IS IN PLACE:

- The vehicle has **MGS700** enabled.
- The vehicle has a unique VIN.

NOTE: *If the vehicle has a duplicate VIN with another vehicle in the fleet, it will need to be corrected to ensure it has a unique VIN.*

FOR DRIVERS, THE ELD READINESS REPORT WILL ENSURE THAT THE FOLLOWING INFORMATION IS IN PLACE:

- Driver first and last name.
- Driver license number.
- Driver license issuing state.
- The driver's license number and issuing state are unique to them.
- The driver is using the required version of the BigRoad Mobile App. Drivers must be using Version 21 or higher. If a driver has multiple devices they log in with, they need to ensure that all devices have been updated to Version 21 or **higher.**

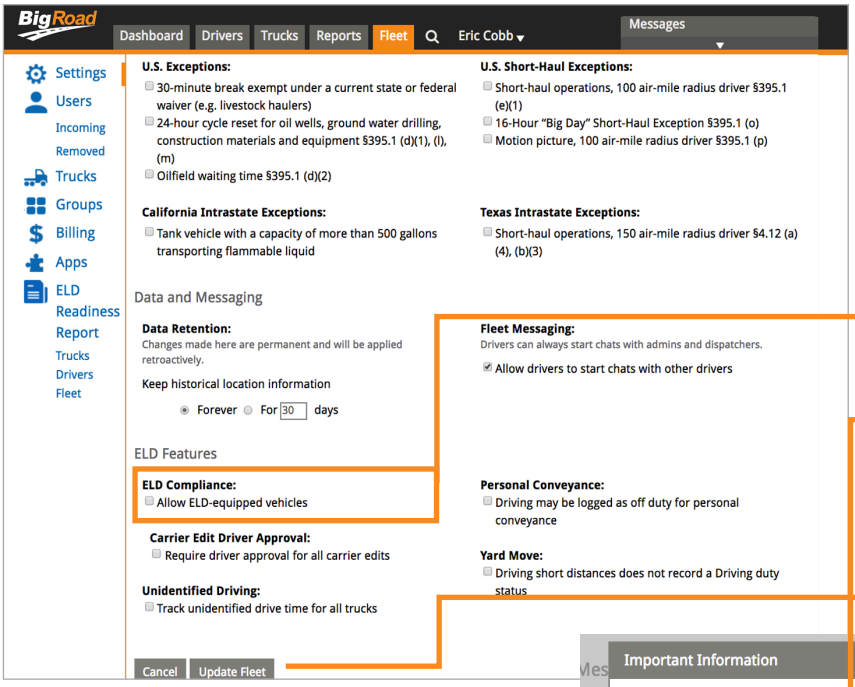
FOR FLEETS, THE ELD READINESS REPORT WILL ENSURE THAT THE FOLLOWING INFORMATION IS IN PLACE:

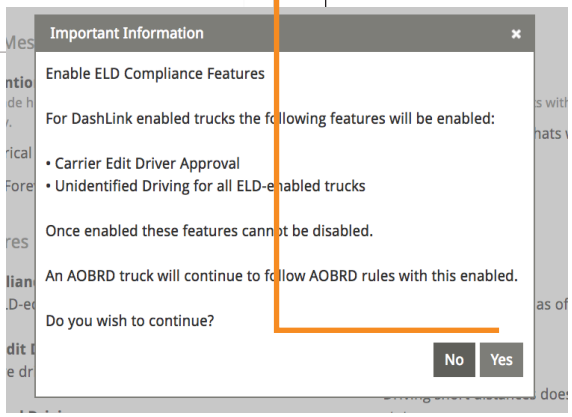
- Name of the fleet.
- Fleet DOT number.
- Address of the fleet.

Turning On ELD Functionality For Your Fleet

Once the required information is in place for your fleet, ELD functionality can be enabled.

TO ENABLE ELD FUNCTIONALITY FOR YOUR FLEET:





1. Click the **Fleet** tab.
2. Click the **Edit** button.
3. Select the **Allow ELD-equipped vehicles** checkbox.
4. Click **Yes** in the Important Information message that pops up.
5. Click **Update Fleet**.

NOTE: *Turning on ELD functionality for a fleet does not automatically change any trucks in your fleet to ELD-equipped. It allows you to start adding ELD vehicles to your fleet and/or change existing AOBRD and electronic logging (eLog) trucks to ELD. Once you have enabled ELD, you can **update existing** trucks over to ELD on an individual basis.*

TO SWITCH VEHICLES OVER FROM AOBRD AND ELOG TO ELD:

1. Click the **Trucks** tab.
2. Click the vehicle you would like to enable ELD for.
3. Click **Edit**.
4. Select **ELD** from the **Log Type** section.
5. Click **Save**.
6. All ELD trucks will automatically have Unidentified Driving enabled as required by the FMCSA.

NOTE: *Once you **change** a truck to ELD you can't **change** that truck back to AOBRD. All ELD vehicles running an ELD must have access t**o the** ELD Driver Card (printed copy or digital) and at least 8 days of blank logs in the cab.*