

### **Quick Reference Card**

# Send Logs to the FMCSA: BigRoad Web App

#### OVERVIEW

As a BigRoad Safety Manager, you can submit logs to FMCSA via Web or via Email from a Driver's Daily Logs page in the BigRoad web application.

Note: Please refer to Send Logs to the FMCSA: BigRoad Mobile App Quick Reference Guide to learn more about sending logs from the Mobile App.

#### SEND LOGS TO THE FMCSA: VIA WEB

- 1. Login to the **BigRoad Web App**
- 2. Select a Driver name
- 3. Click the Edit button on the Driver's profile page
- 4. On the Driver Daily Logs section, click the **Send to FMCSA** button

≡ BigRoa	d Drivers	Q <sub>BigRoa</sub>	Alan Young				
Erin Penr	er Admin, Dispatcher, Driver, Safety Mar	ager	Edit View Log Submission				
Email Address:	erin.penner@bigroad.com	Home Time Zone:	USA: Eastern Time				
Phone Number:	None	Duty Cycle:	U.S. 70hr/8day				
USDOT:	6771923	Duty Status:	On duty; not driving				
NSC: Last Truck:	876 02958	Availability:	Drive Shift Cycle 1:16 1:16 59:16				
Last Contact:	9:23am	Shift Reset:	Today, 7:43 PM EDT, 7:43 PM EDT				
Last Location:	270 Auburn Dr, Waterloo, ON N2K 3J5, Canada Stopped	Cycle Reset:	Tomorrow, 7:43 PM EDT, 7:43 PM EDT				
Tue Oct 2	7, 2020 Eastern Daylight Time		•				
Trip Sheet	Daily Log Vehicle Inspection						
Certification Stat Most recent certifi This log may not be	tus: Log Not Certified ication: None edited.		View History Print Logs Send to FMCS				
Driver's Da	ily Log						
U.S. 70hr/8da	У						
Date:	Oct 27, 2020	Driver:	Erin Penner				

5. Click the **Continue** button on the Warning pop up message to continue to send



- 6. On the **Submit Logs to FMCSA** window, enter the preferred **Start Date** & **End date** for the logs
- 7. Select Web under Send method
- 8. In the **Comment** field, enter the **Routing Code** provided by the safety official
- 9. Click the Submit button

Driver: E	rin Penner		Send method:	
Start date:	Oct 27, 2020		Web	
End date:	Oct 27, 2020		O Email	
Comment: R	Routing Code Provided by Safety Official Goes Here			

- 10. On the **Submission Successful** pop up window, click the **Dismiss** button to exit from the screen
- 11. Alternatively, click the **View Status** button to review a history of log submissions to the FMCSA



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#### SEND LOGS TO THE FMCSA: VIA EMAIL

You can alternatively choose to Send logs via Email:

- 1. On the Submit Logs to FMCSA window, enter the preferred Start Date & End date for the logs to be emailed
- 2. Select Email under Send method
- In the Response Email Sent to field, enter the email address of the user in the Fleet who should receive FMCSA successful/not successful responses. By default, this field shows the email address of the user currently logged in.
- 4. In the **Comment** field, enter the Routing Code provided by the safety official
- 5. Click the Submit button

Note: The Driver License # field will only display if the Driver's license is missing from the drivers' profile. In that case you will be asked to enter their License number here and the number will also be automatically saved in the Driver's BigRoad profile.

Choose a ra data to the	ange of dates and v FMCSA.	what submissio	n method to use to submit the
Driver:	Alecz Sallows		Send method:
Start date:	Oct 27, 2020		O Web
End date:	Oct 27, 2020	<b>**</b>	Email
Response E	mail Sent To:		
	erin.penner@bigroad.com		
Driver's Lic	ense # required:		
Comment:	Routing Code Pro	vided by Safety	Official Goes Here

- 6. Once the Email is sent, a pop message displays on screen to indicate the response from FMCSA will be sent to the email address provided.
- 7. Click the **Dismiss** button to exit from the screen
- 8. Alternatively, click the **View Status** button to review a history of log submissions to the FMCSA.

Email Address: Phone Number: USDOT:	erin.penner@big 5552232345 6771923	road.com		Home Time Zone: Duty Cycle: Duty Status:	Canada: Eastern Tir Canada 70hr/7day Off duty	ne	
Emp. Number:	556677						
Last Contact: Last Location:	Aug 9 5:36pm 270 Auburn Dr. 1	ug 9 5:36pm 70 Auburn Dr.		sission method to u	se to submit the		
	Stopped	Driver: Lo L	ogs Submitted		* edi		
Tue Aug '	1, 2020	Start date: Au B	ogs submitted to the i esponse will be sent	MCSA. to your email addre	16.		0
	Daily Log	Comment [	Dis	niss View Status			
Certification Sta Most recent certif This log may not be	tus: Log Not Certif Ication: None elited.				ancel Submit	PrintLags	Send to FM
Driver's Da	ily Log						
Canada 70hr/	7day						
Driver, unhicle I	leet & shipping ini	ormation not vet a	dded.				

Note: Please refer to the Log Submission History Report Quick Reference Guide to learn more about the View Status feature.