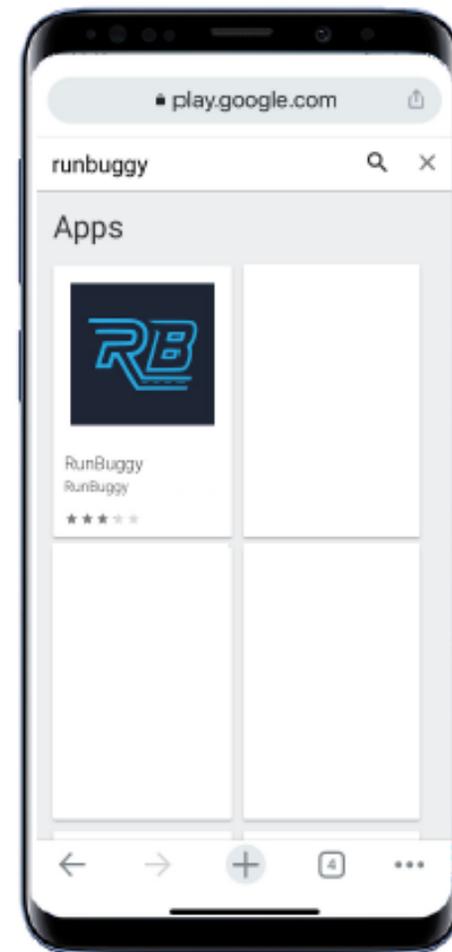


WELCOME TO RUNBUGGY

Canada New Driver Guide



STEP 1. DOWNLOAD THE RUNBUGGY APP

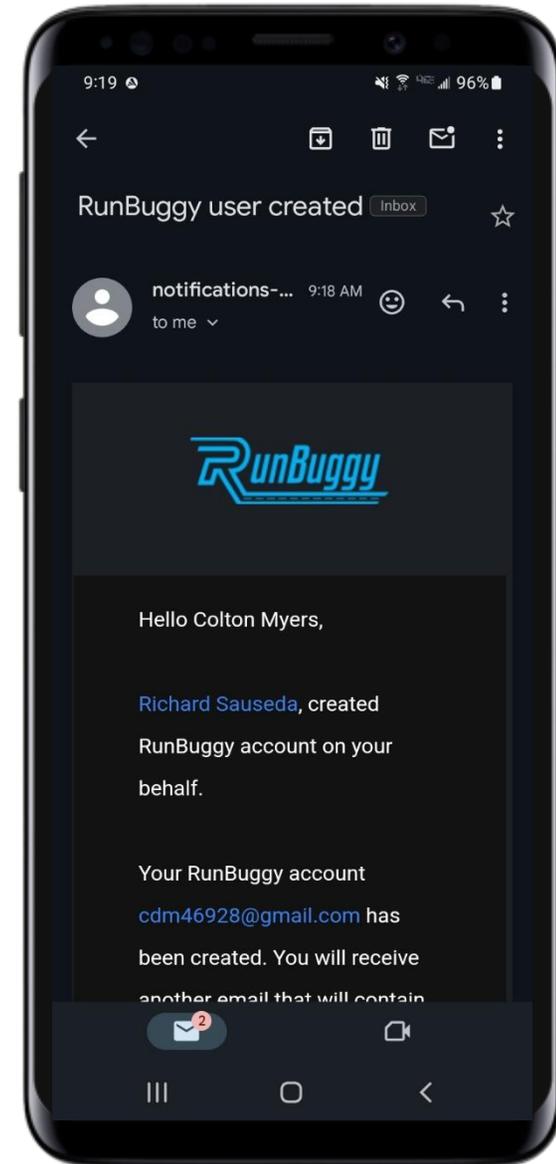


OR

1

STEP 2. CHECK YOUR EMAIL

You will receive an email indicating that your account has been created.

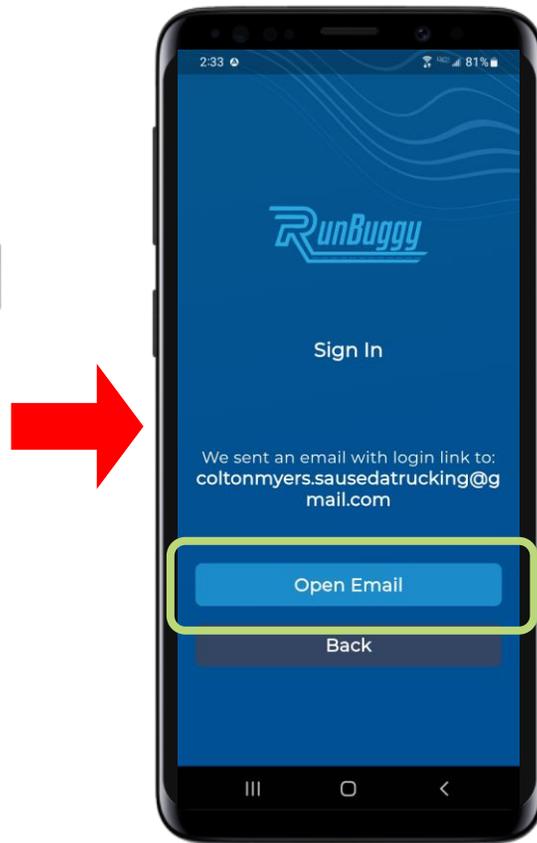


2

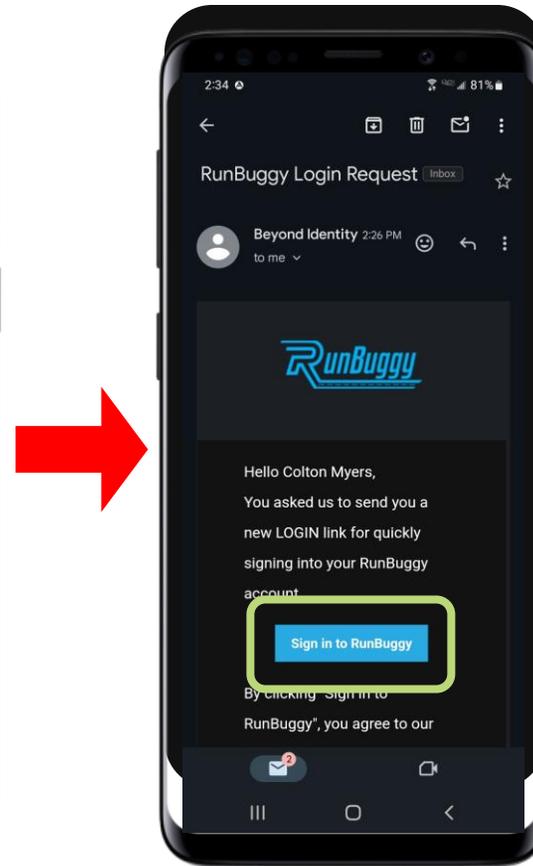
STEP 3. SIGN IN WITH PASSWORDLESS TECHNOLOGY



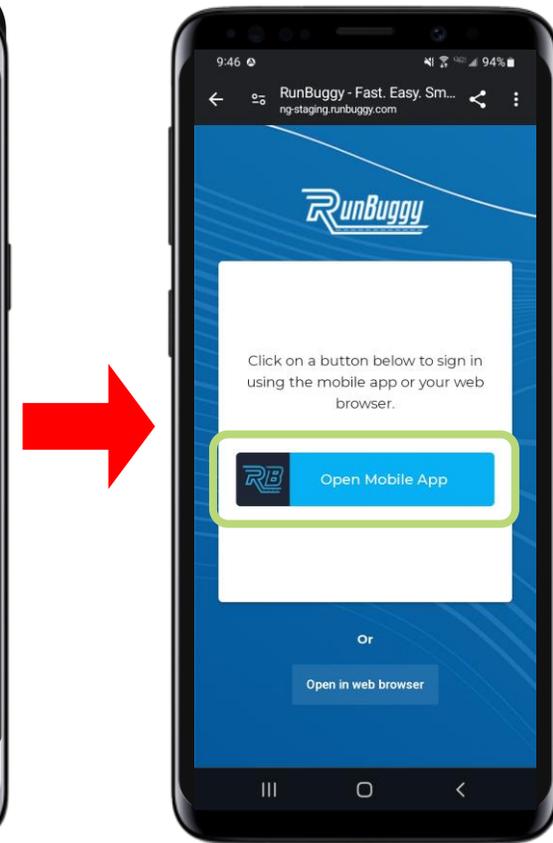
Go to the **RunBuggy Mobile App** & enter the email associated with your account.



Tap **Open Email**.



Open the **RunBuggy Login Request** email & tap **Sign in to RunBuggy**.



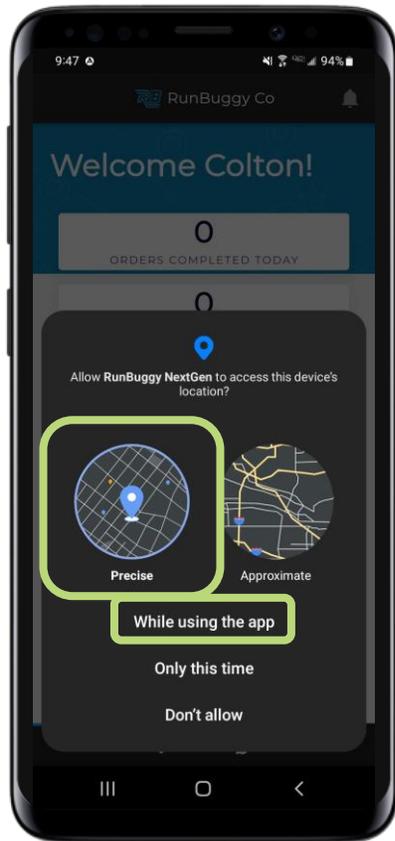
Tap **Open Mobile App**.

3

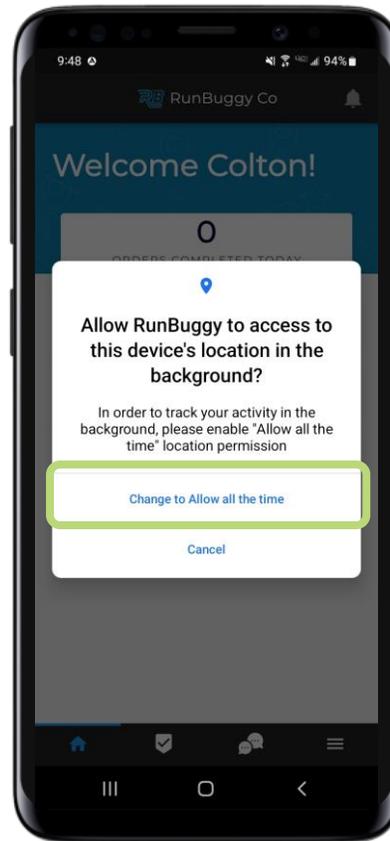
The RunBuggy Mobile App utilizes **passwordless technology**. An email with a sign in link will be sent to the email address associated with your account.



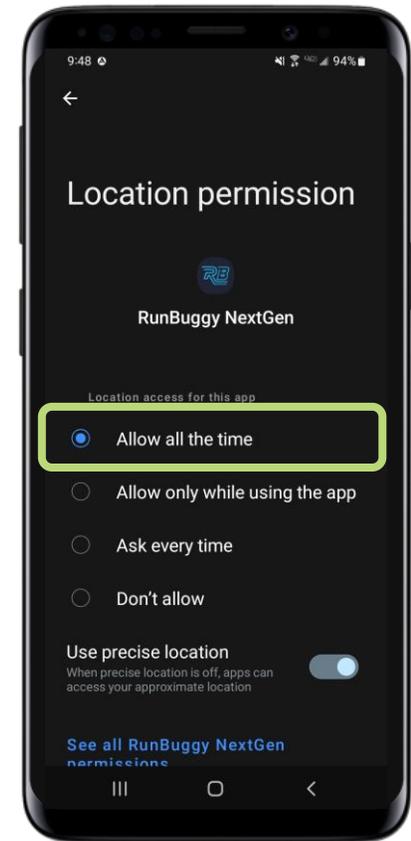
STEP 4. ENABLE LOCATION



Allow the RunBuggy Mobile App to **access your precise location while using the App.**



Allow the RunBuggy Mobile App to **access your device's location in the background.**

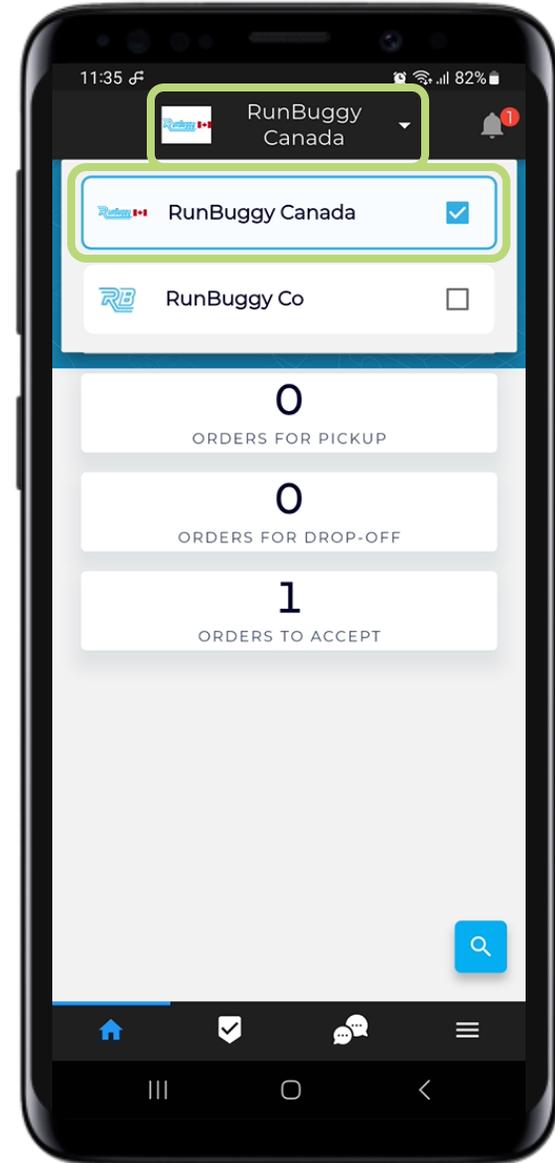


Tap **Allow all the time.**

4

STEP 5. SELECT RUNBUGGY CANADA

From the dropdown, select RunBuggy Canada.



5

STEP 6. HOME SCREEN

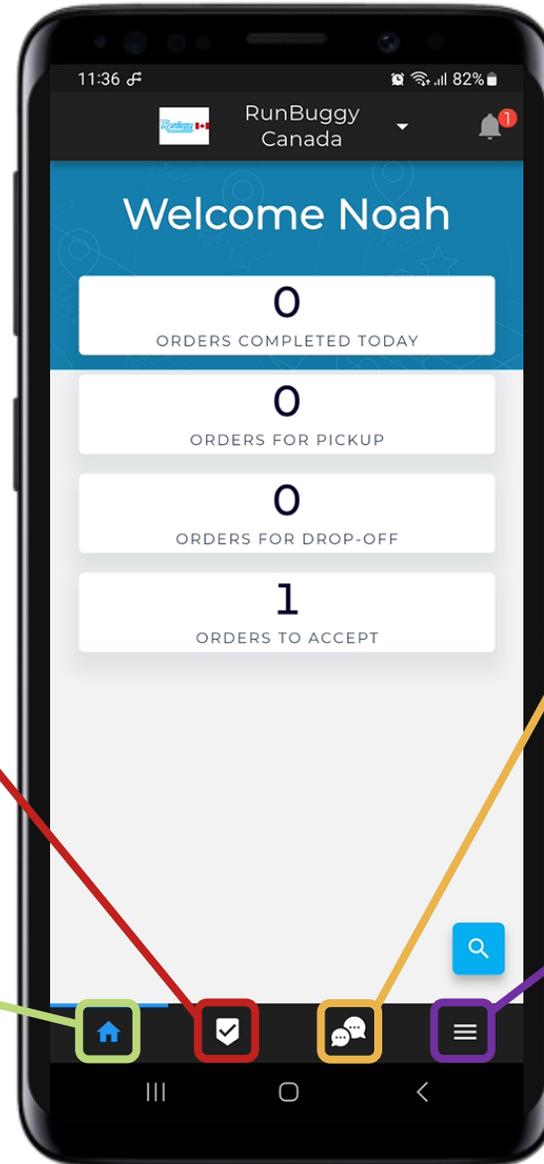
This is the home screen where you will see your order details & metrics.

View your **Tasks.**

View your **Notifications.**

Navigate to **Home screen.**

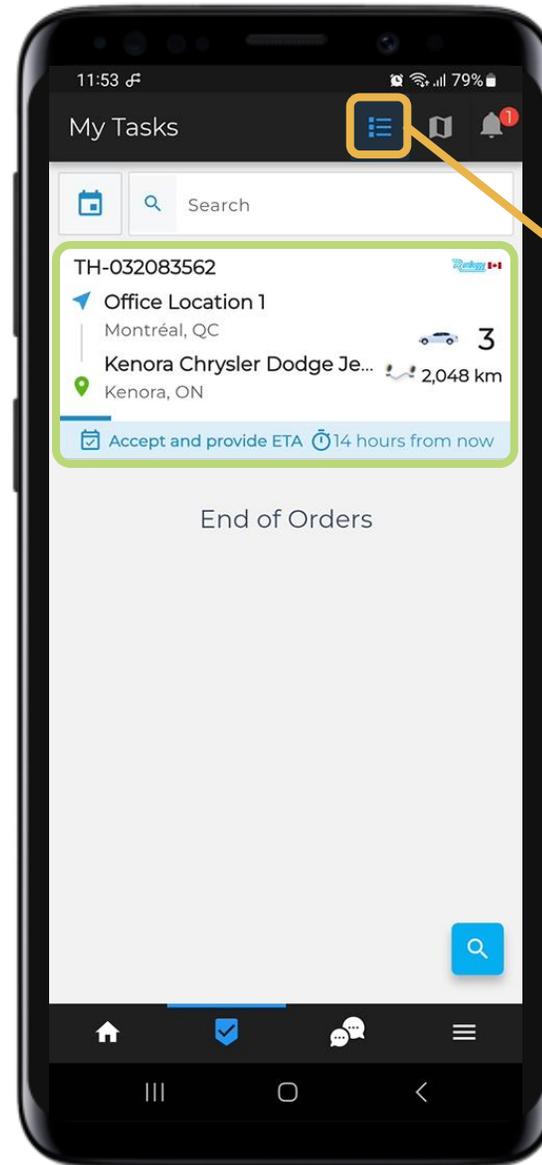
View your **Settings.**



6

STEP 7. MY TASKS SCREEN

This is your tasks screen where you will see your order tasks that need completed.



List View of Orders

Tap an **Order** to complete its tasks.

7

STEP 8. REVIEW ORDER DETAILS & ACCEPT THE ORDER

Gate Passes

Chat Directly w/ Shipper

Route Map

Order Number

Bill of Lading (BOL)

Order Notes

Number of Vehicles

Complete Order Actions (Accept, Decline, etc.)

Notifications

Order Status

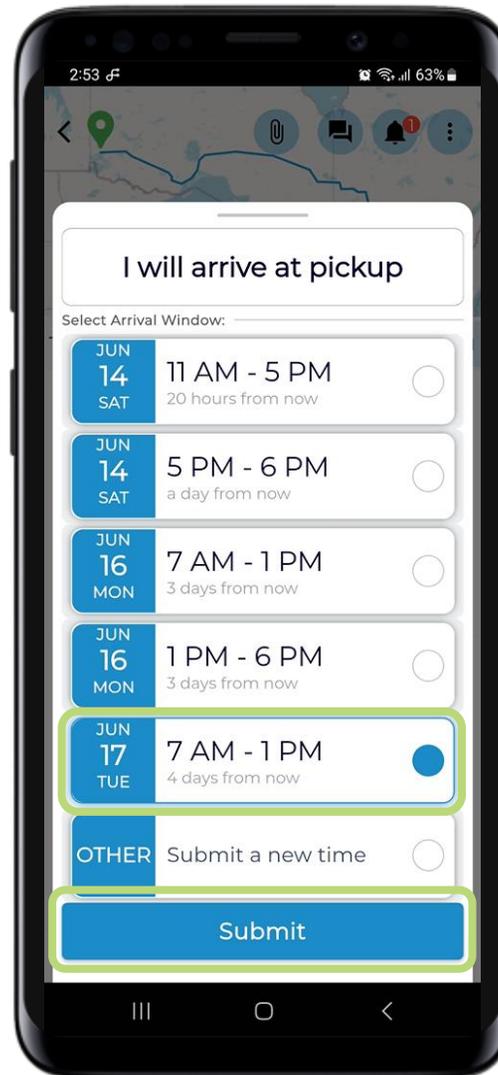
Tap for Pickup or Dropoff Details & Contact Info

Tap to View Vehicle Details

Tap Here to Accept the Order

8

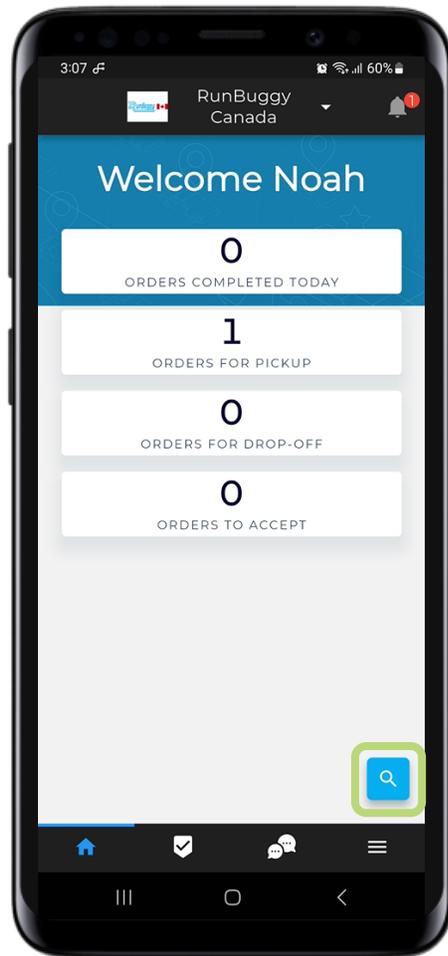
STEP 9. SET PICKUP ARRIVAL WINDOW



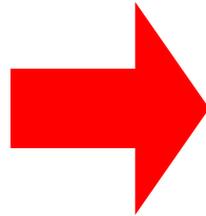
Tap your **arrival window**, then tap **Submit**.

9

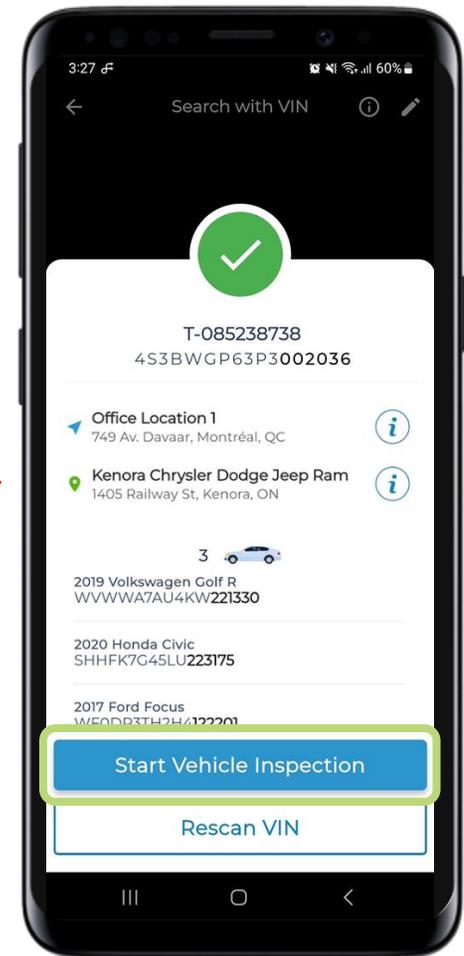
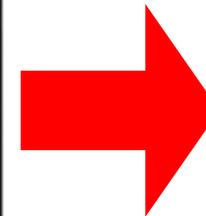
STEP 10. ARRIVE AT PICKUP & START INSPECTION



Once you've arrived at the pickup location, tap the **VIN Scanner Shortcut**.



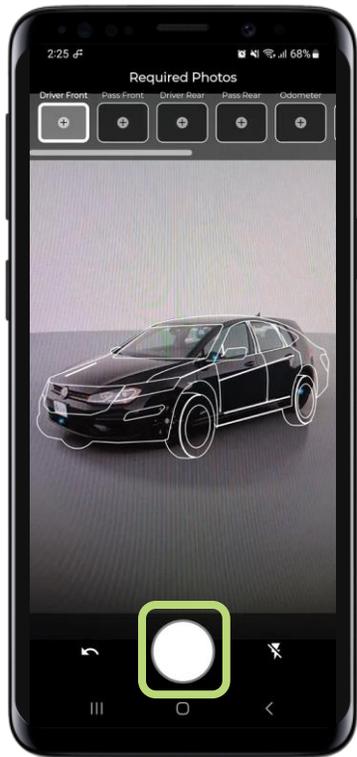
Scan the VIN of any of the vehicles being picked up.



Once the order details open, tap **Start Vehicle Inspection**.

10

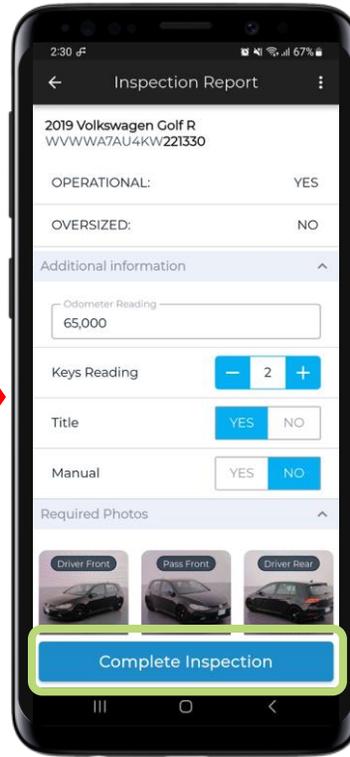
STEP 11. COMPLETE PICKUP INSPECTION



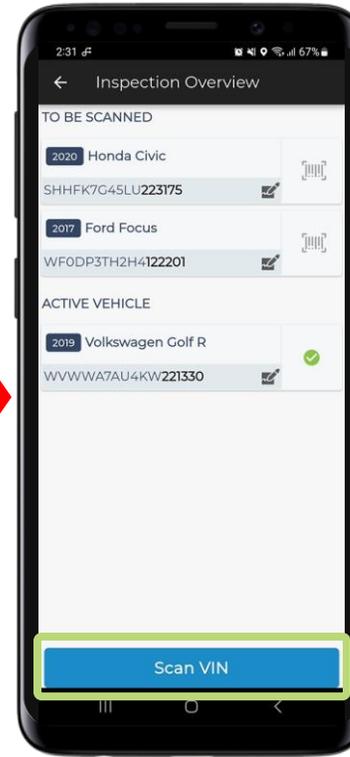
Take the **required inspection pictures** of the vehicle.



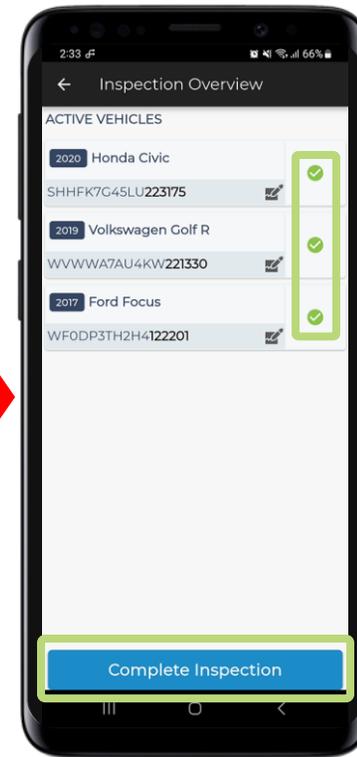
Tap **Report Damage** to photograph & report any damages using AIAG codes or tap **No Damages to Report**.



Complete & review the **Inspection Report**, then tap **Complete Inspection**.



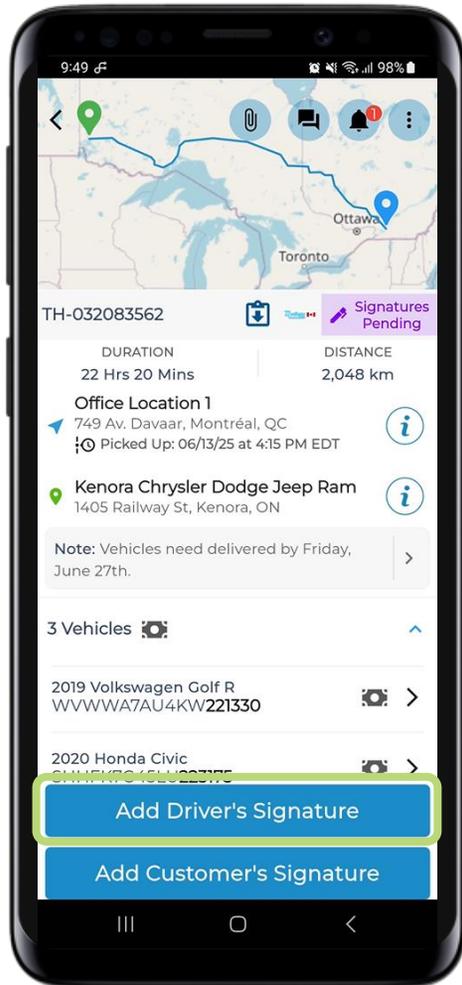
Tap **Scan VIN** to complete the inspection for the remaining vehicles.



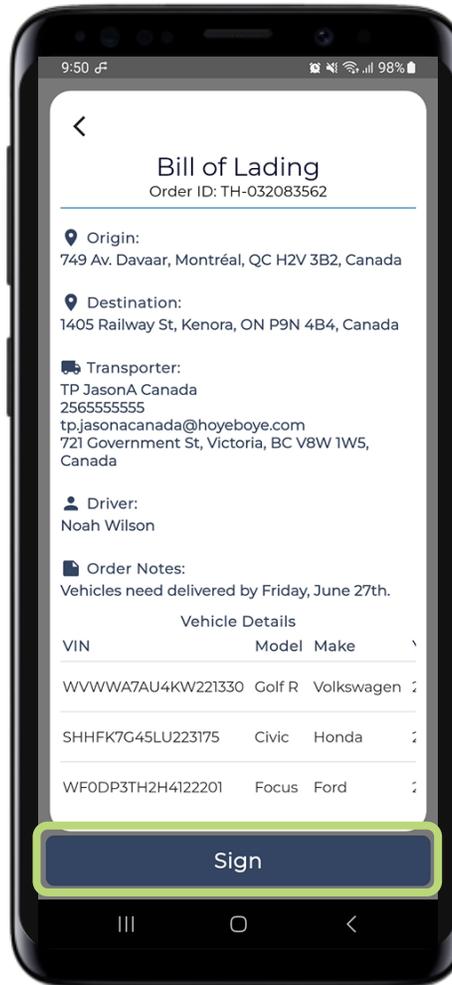
Repeat these steps for each vehicle until all have the  icon, then tap **Complete Inspection**.

11

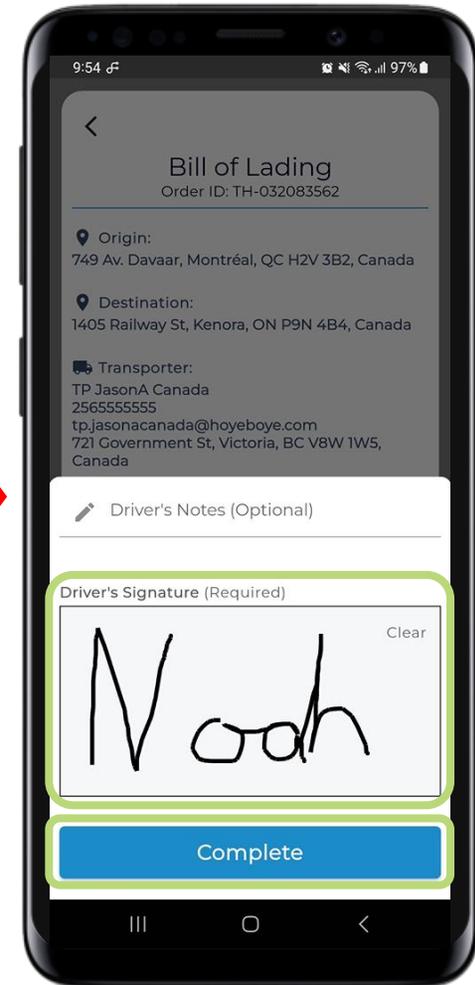
STEP 12. DRIVER SIGNS THE BILL OF LADING (BOL)



Tap **Add Driver's Signature**.



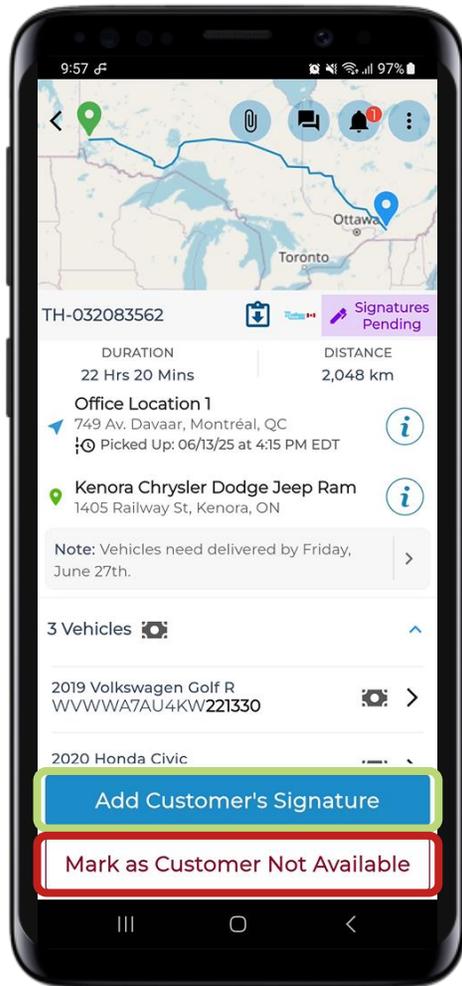
Tap **Sign**.



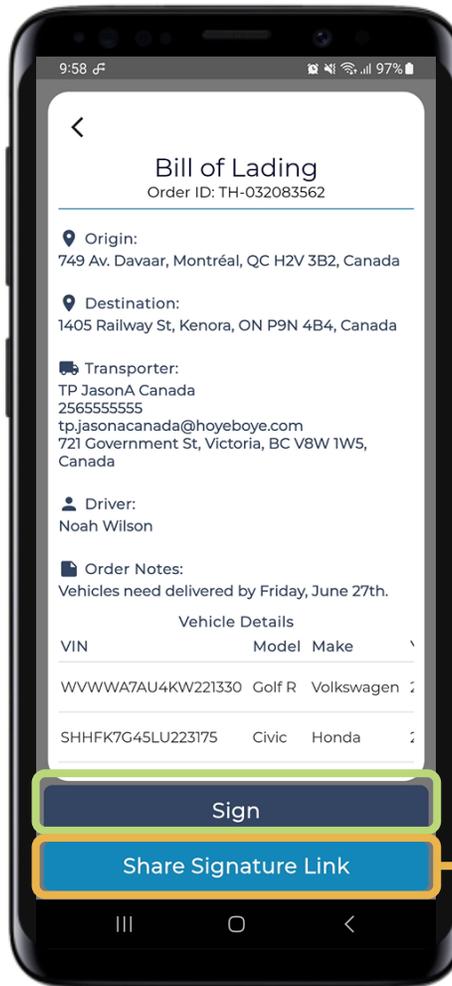
Sign your name,
then tap **Complete**.

12

STEP 13. SHIPPER SIGNS THE BILL OF LADING (BOL)

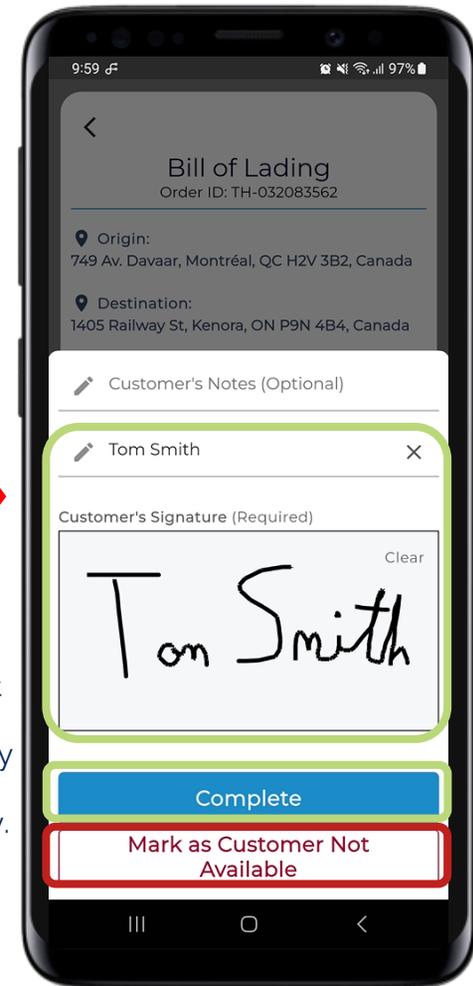


Tap **Add Customer's Signature**.



Tap **Sign**.

If the Customer is not available, tap **Share Signature Link** to copy & share the link with them to sign remotely.



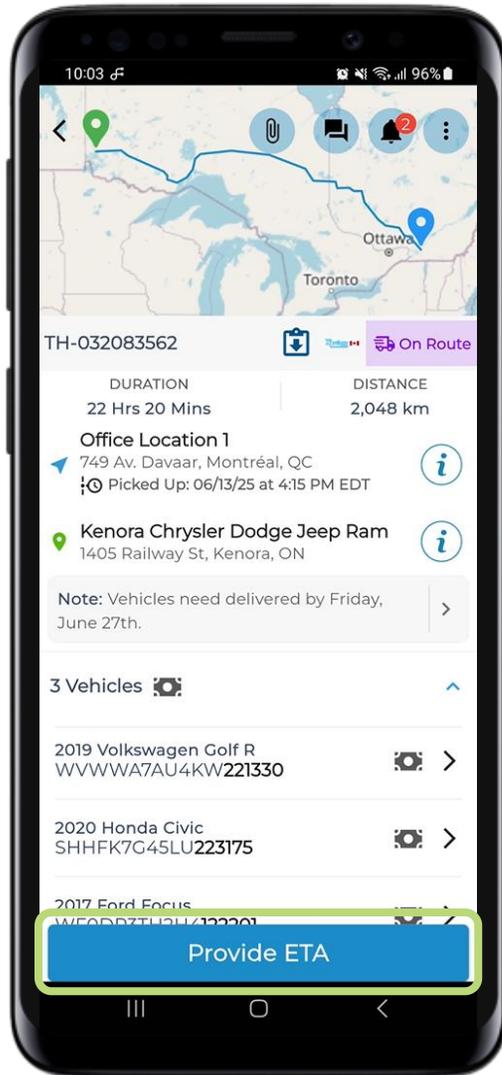
The Shipper **enters their name, signs,** then taps **Complete**.

13

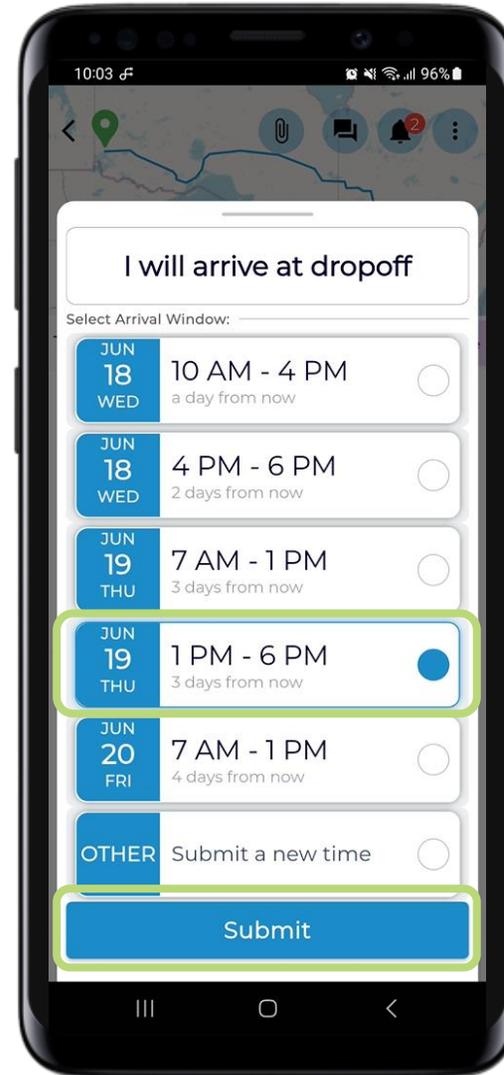
Only tap **Mark as Customer Not Available** if you are unable to share the signature link with them.



STEP 14. SET DROPOFF ARRIVAL WINDOW



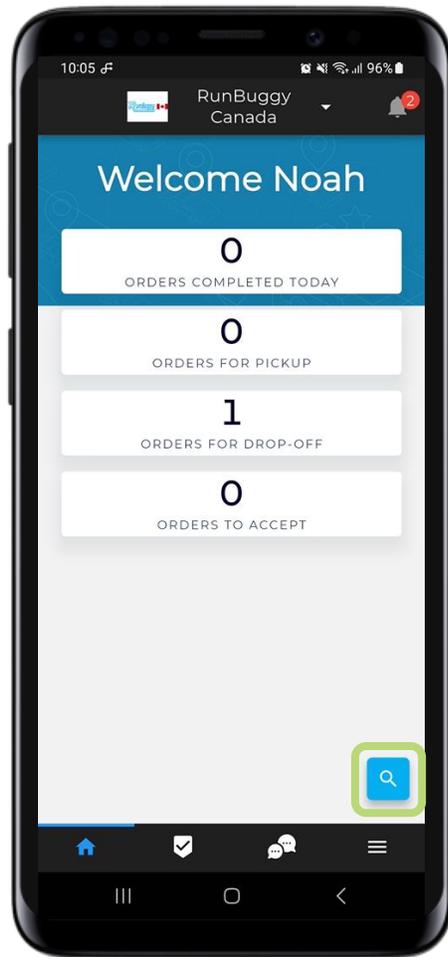
Tap **Provide ETA**.



Tap your **arrival window**, then tap **Submit**.

14

STEP 15. ARRIVE AT DROPOFF & START INSPECTION

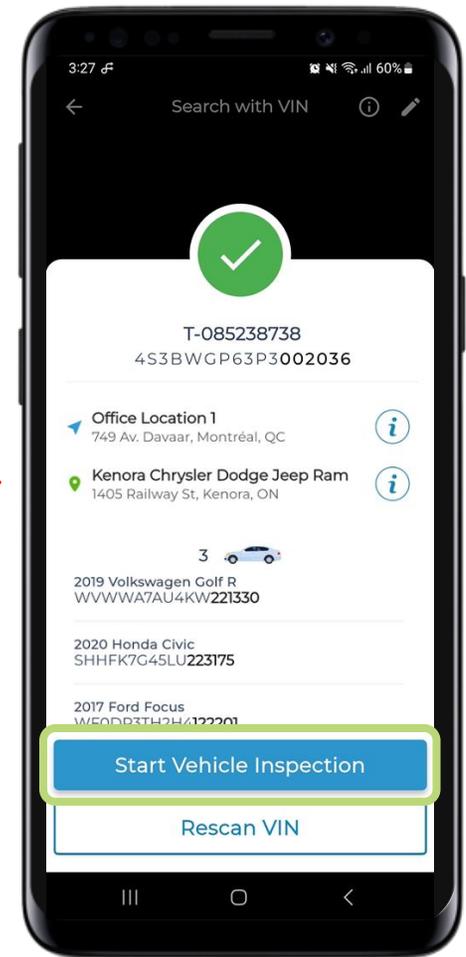


Once you've arrived at the dropoff location, tap the **VIN Scanner Shortcut**.



Tap the  to manually enter a VIN.

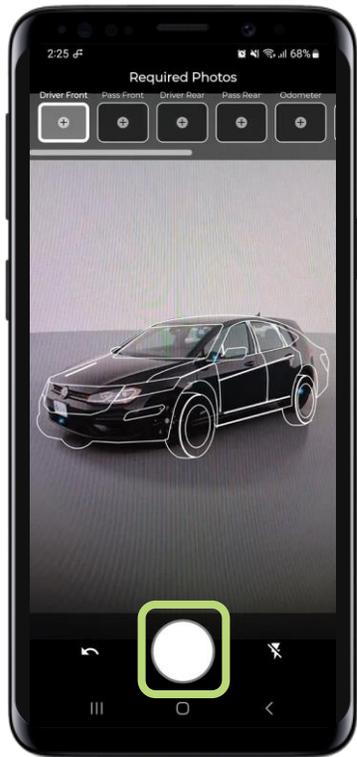
Scan the VIN of any of the vehicles being dropped off.



Once the order details open, tap **Start Vehicle Inspection**.

15

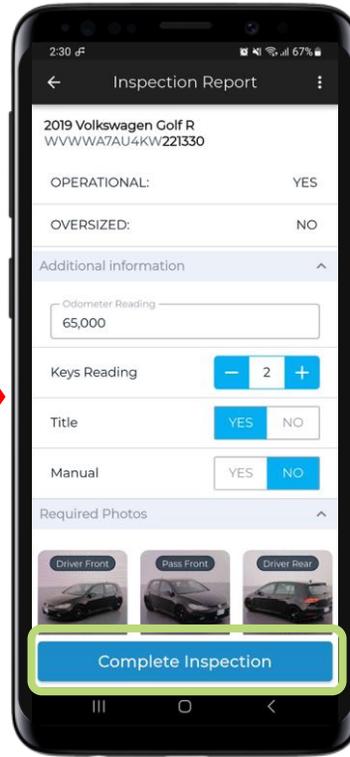
STEP 16. COMPLETE DROPOFF INSPECTION



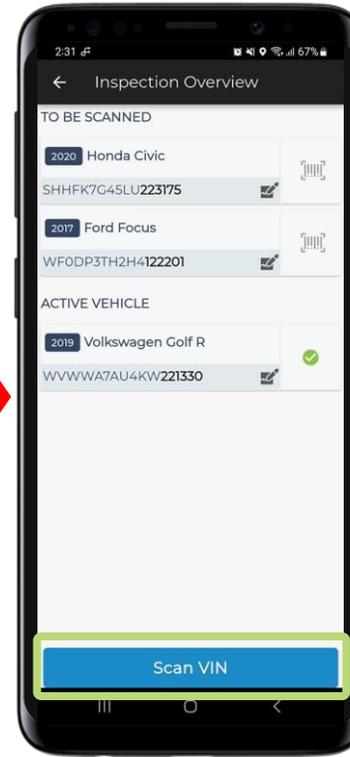
Take the **required inspection pictures** of the vehicle.



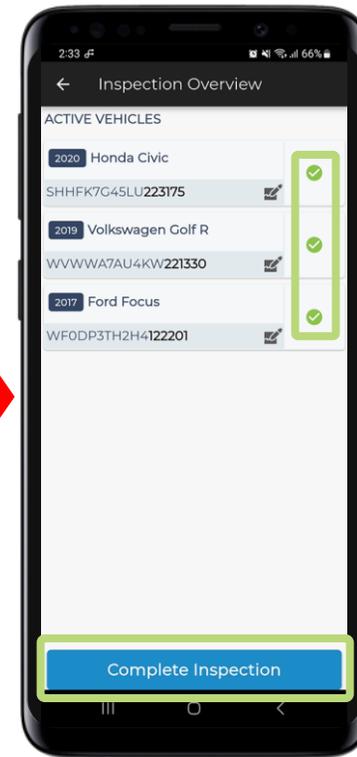
Tap **Report Damage** to photograph & report any damages using AIAG codes or tap **No Damages to Report**.



Complete & review the **Inspection Report**, then tap **Complete Inspection**.



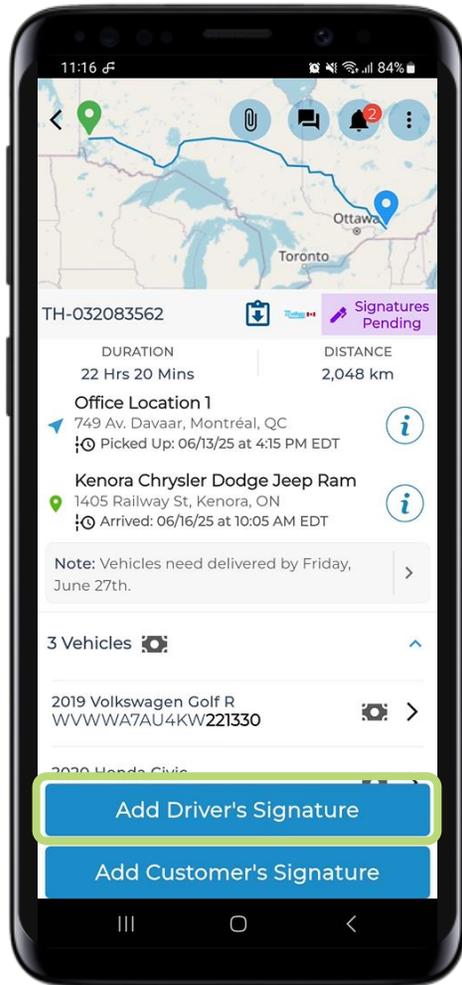
Tap **Scan VIN** to complete the inspection for the remaining vehicles.



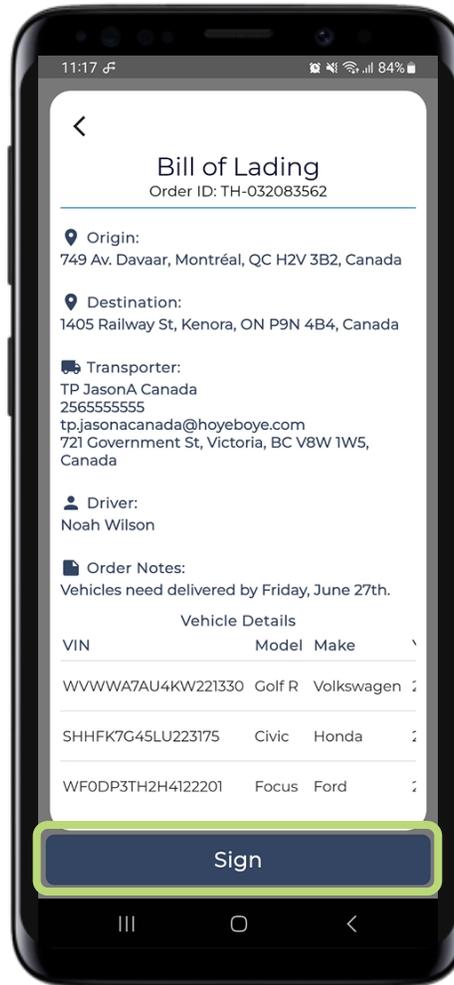
Repeat these steps until all have the  icon, then tap **Complete Inspection**.

16

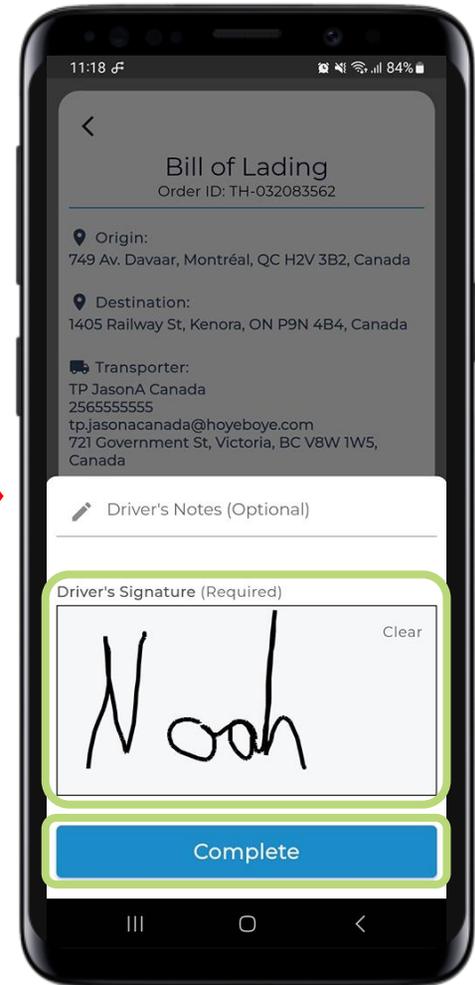
STEP 17. DRIVER SIGNS BILL OF LADING (BOL)



Tap **Add Driver's Signature**.



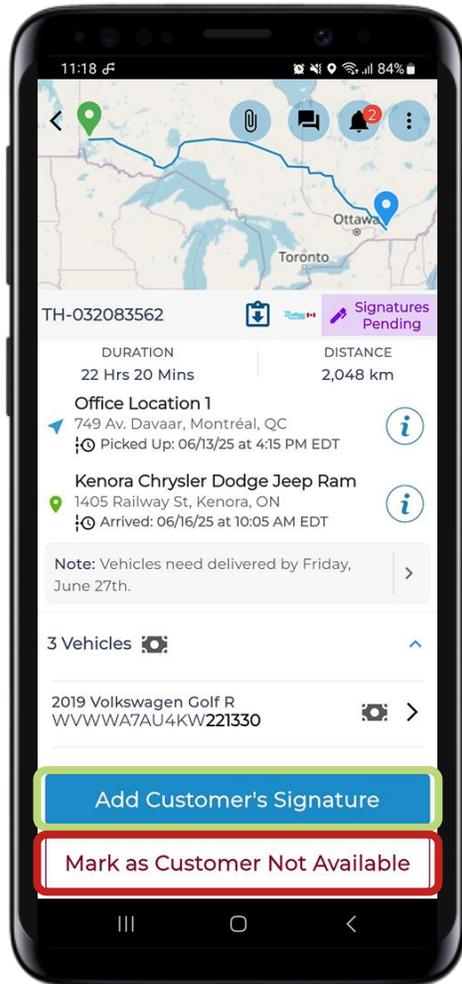
Tap **Sign**.



Sign your name, then tap **Complete**.

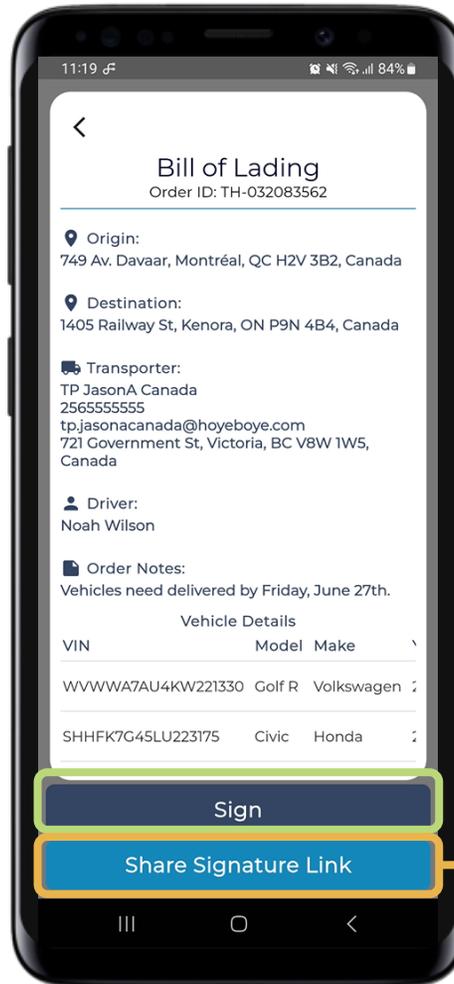
17

STEP 18. CUSTOMER SIGNS BILL OF LADING (BOL)



Tap **Add Customer's Signature**.

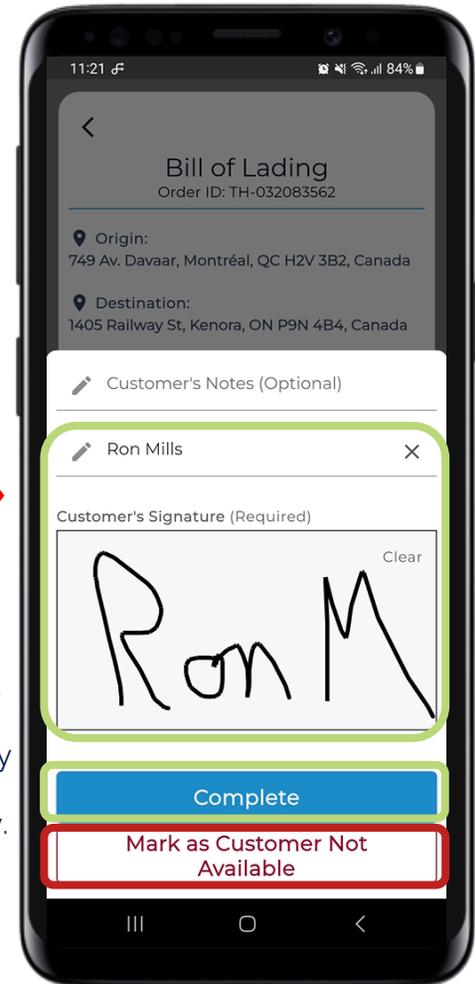
18



Tap **Sign**.



If the Customer is not available, tap **Share Signature Link** to copy & share the link with them to sign remotely.



The Customer **enters their name, signs,** then taps **Complete**.

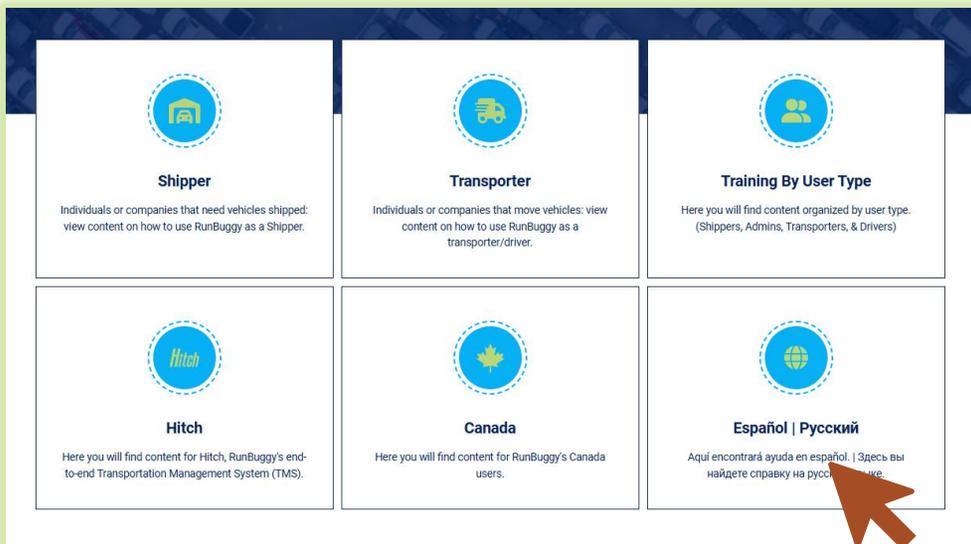
Only tap **Mark as Customer Not Available** if you are unable to share the signature link with them.



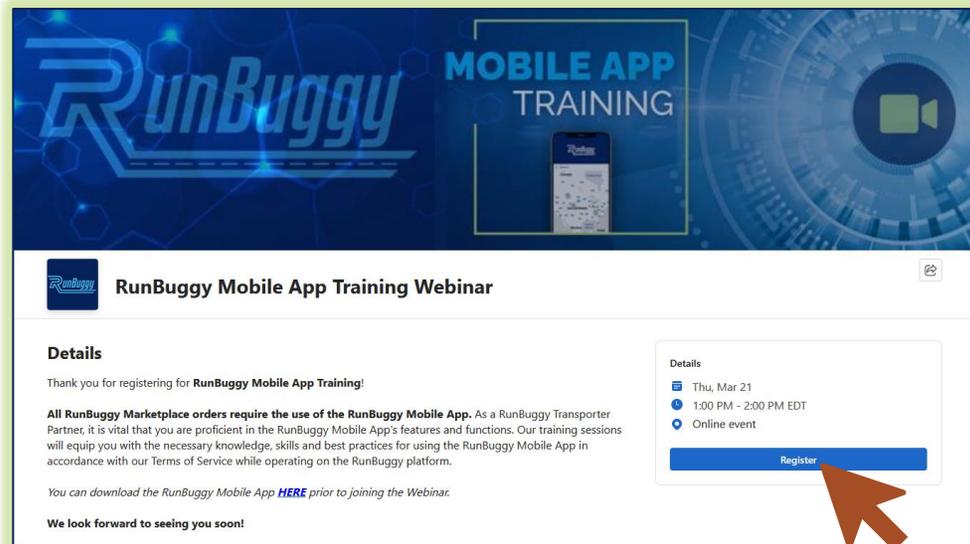
ADDITIONAL RESOURCES

Have more questions or need additional help? Click the buttons below to access the **RunBuggy Support Site** or to register for a **RunBuggy Mobile App Training Webinar**. If you haven't already, scan the QR code below to download the **RunBuggy Mobile App**.

To speak directly with a RunBuggy Canada representative, call or text **Jody McComb** at **289-440-1899** or email **Canada@RunBuggy.com**.



RunBuggy Support Site



RunBuggy Mobile App Training Webinar



Download the RunBuggy Mobile App

