

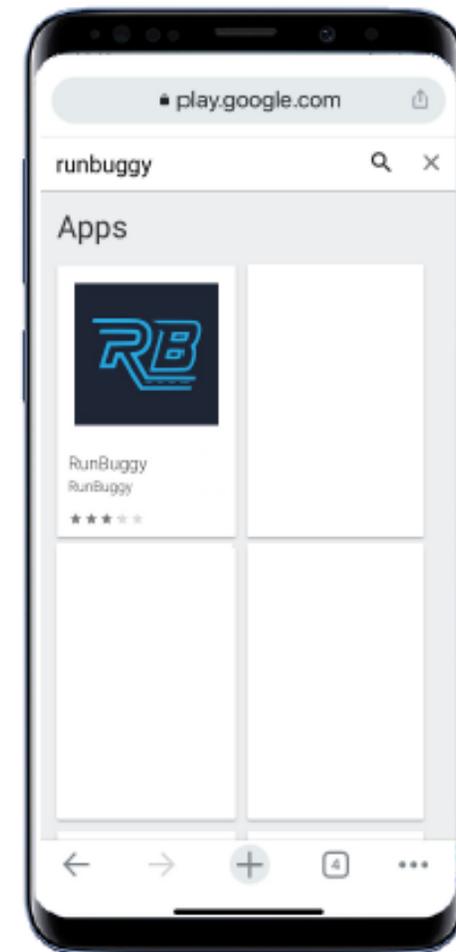
WELCOME TO RUNBUGGY



Canada New Transporter Admin Guide
(Mobile)



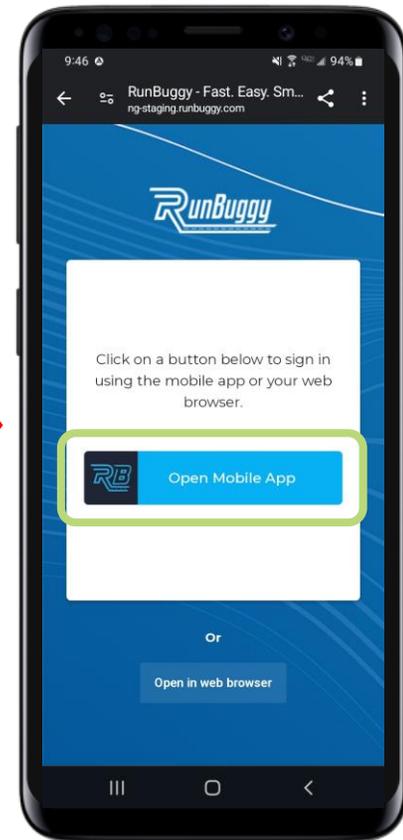
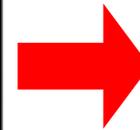
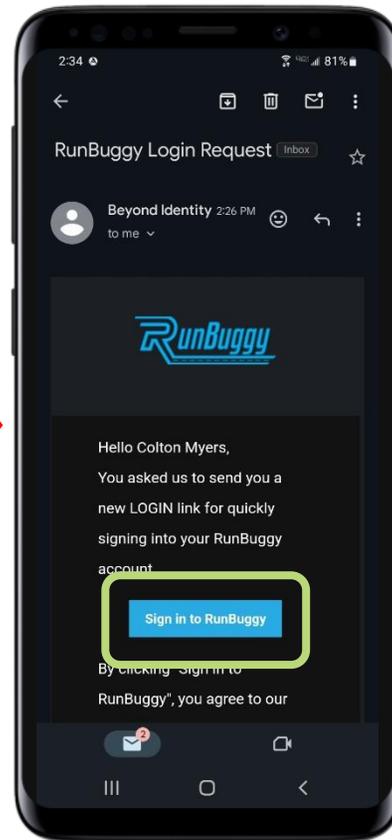
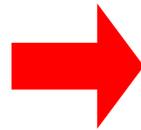
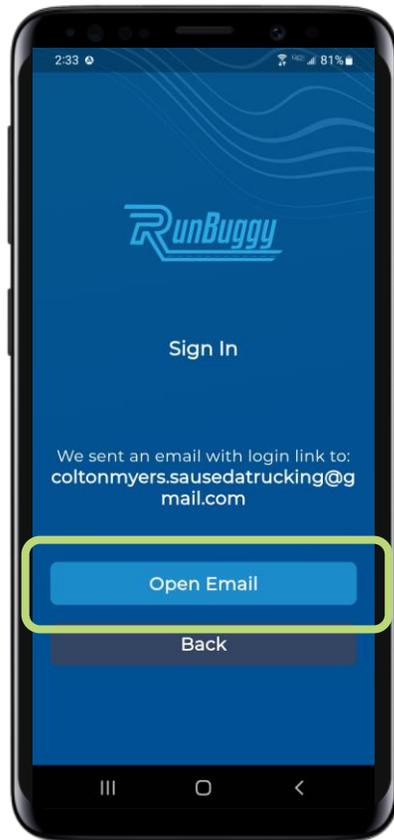
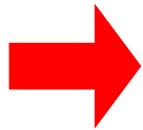
STEP 1. DOWNLOAD THE RUNBUGGY APP



OR

1

STEP 2. 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**.

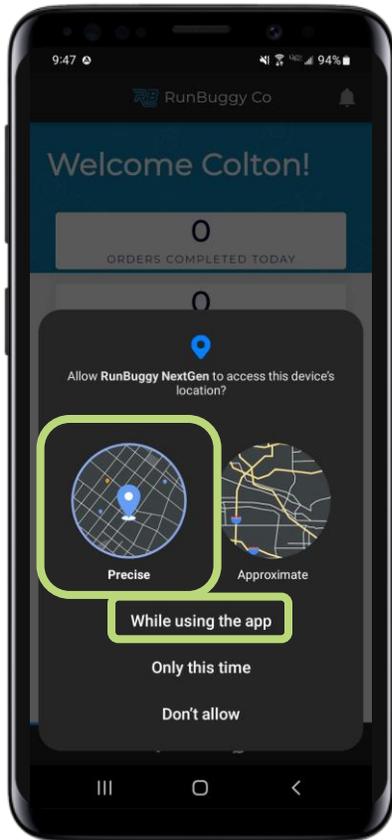
Tap **Open Mobile App**.

2

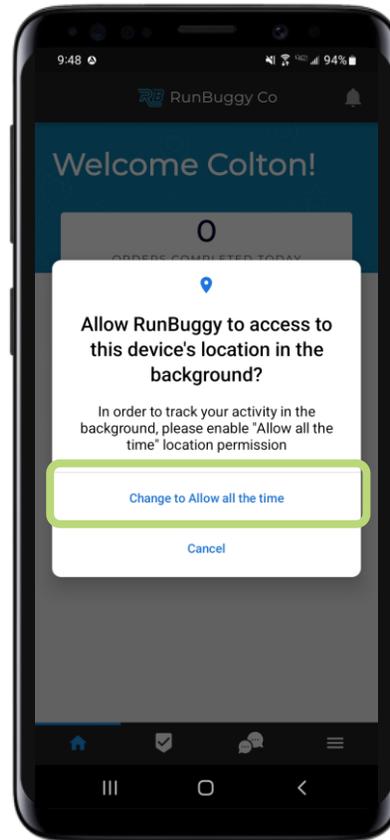
RunBuggy utilizes **passwordless technology**. An email with a sign in link will be sent to the email address associated with your account.



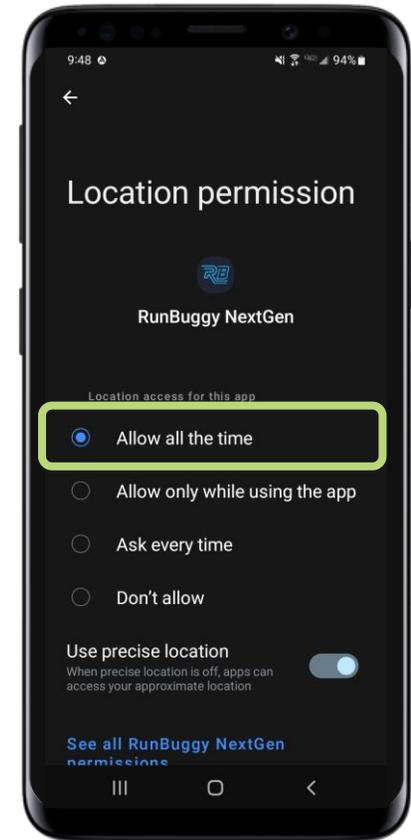
STEP 3. ENABLE LOCATION



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



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

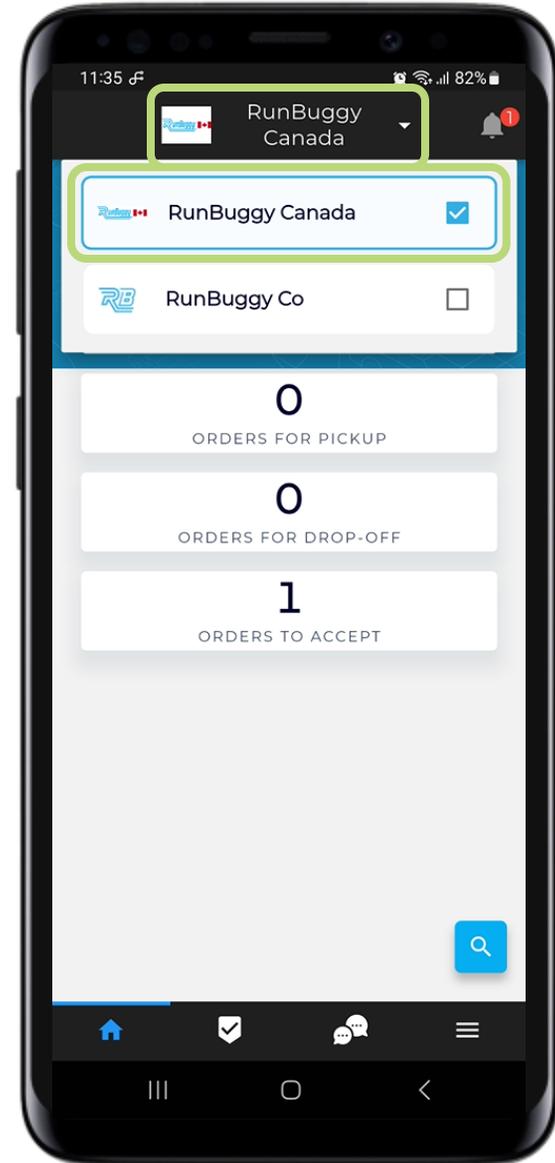


Tap **Allow all the time.**

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STEP 4. SELECT RUNBUGGY CANADA

From the dropdown, select RunBuggy Canada.



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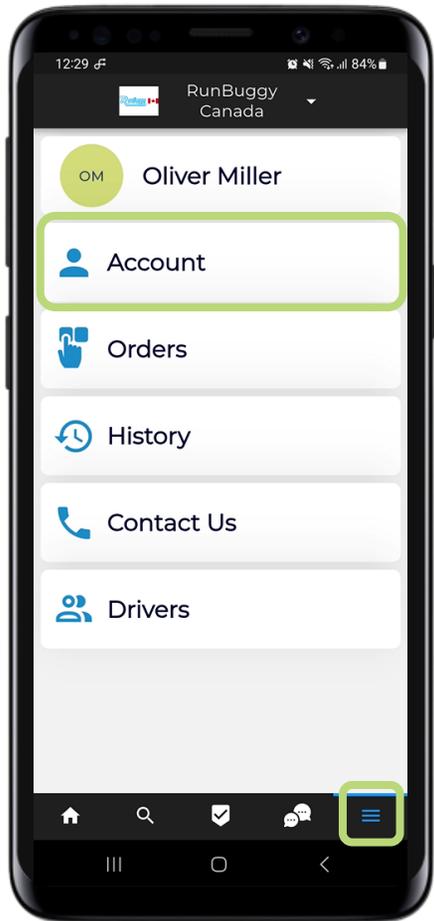
STEP 5. HOME SCREEN

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

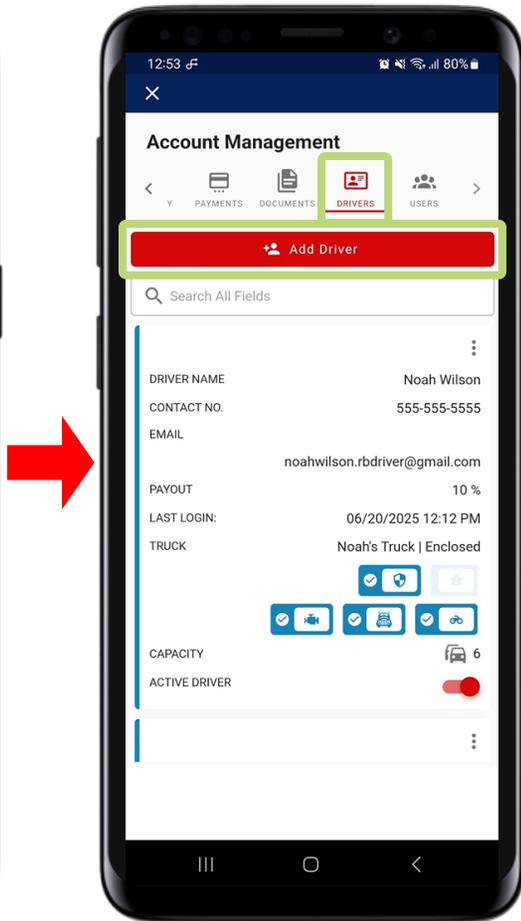


5

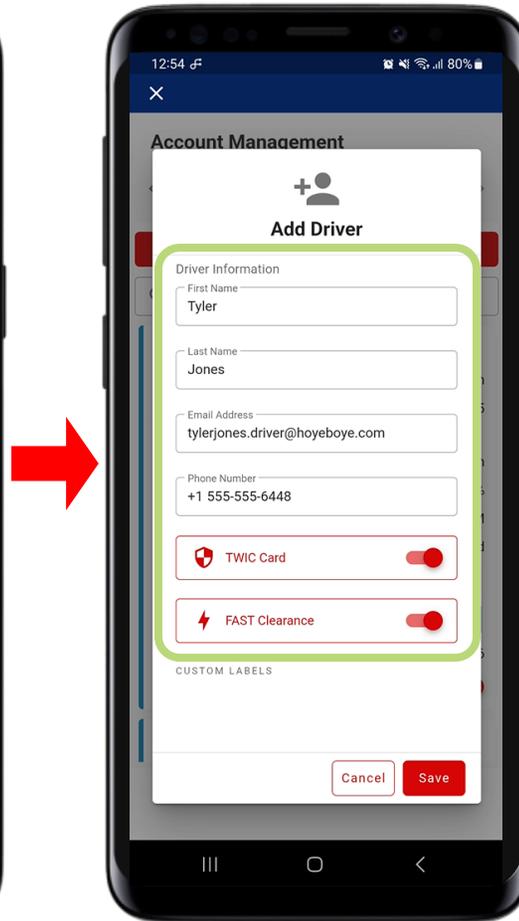
STEP 6. ADD A DRIVER



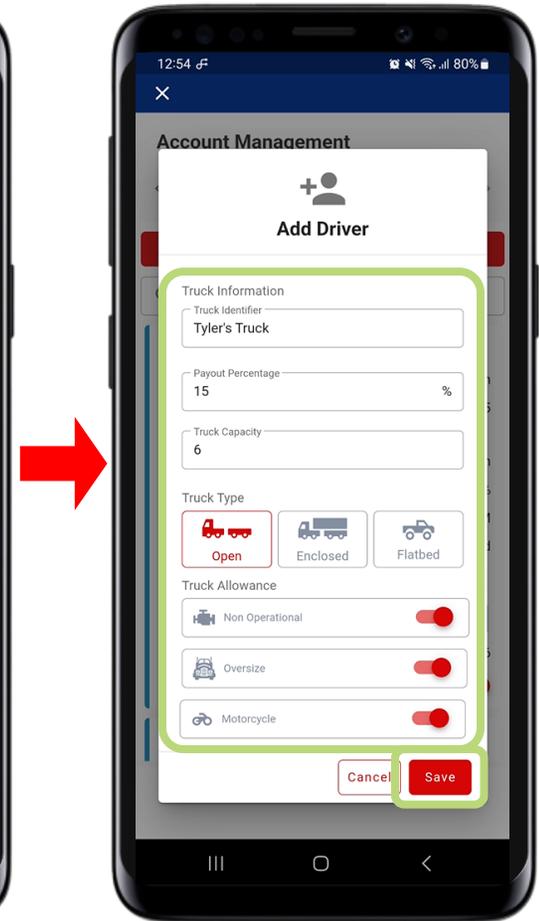
Tap the **☰** icon, then tap **Account**.



Tap **Drivers**, then tap **Add**



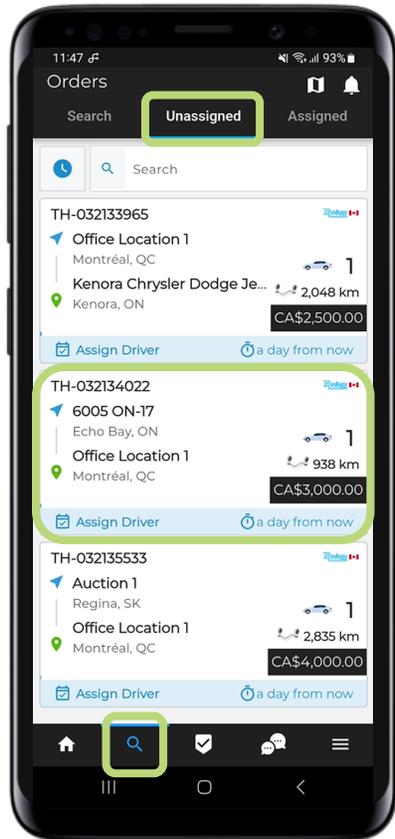
Enter the **Driver Information**.



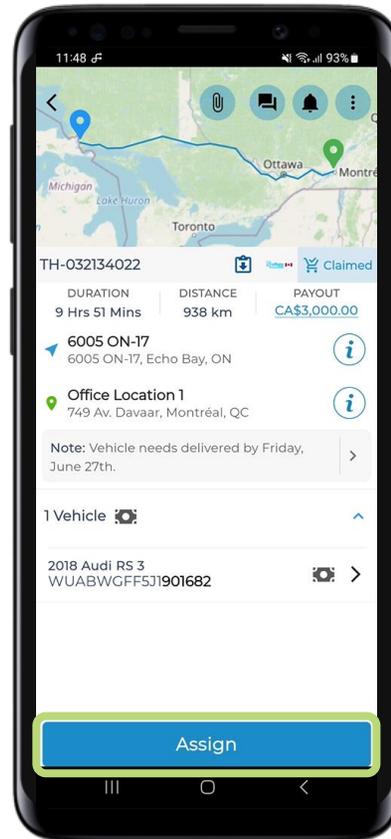
Enter their **Truck Information**, then tap **Save**.

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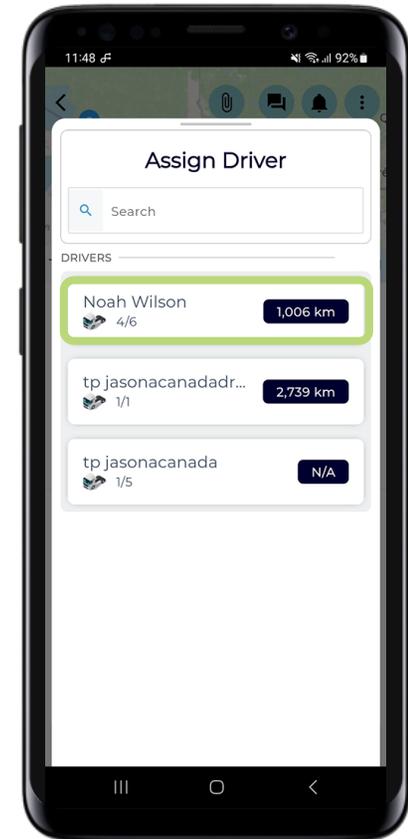
STEP 7. ASSIGN AN ORDER



Tap the  icon, tap the **Unassigned** tab, then tap the **order you want to assign**.



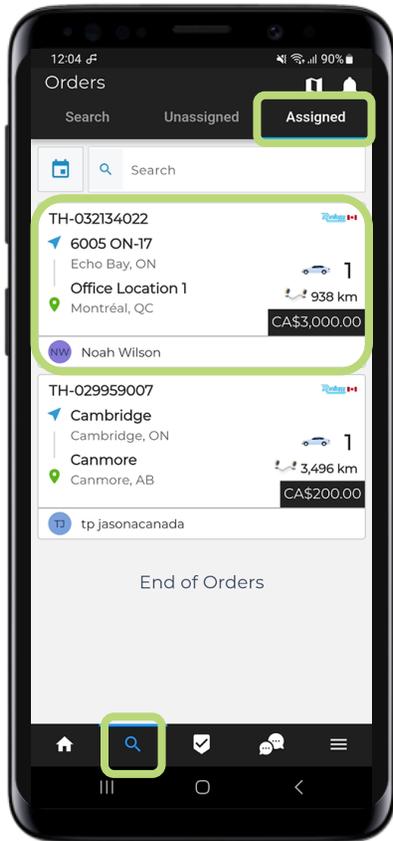
Tap **Assign**.



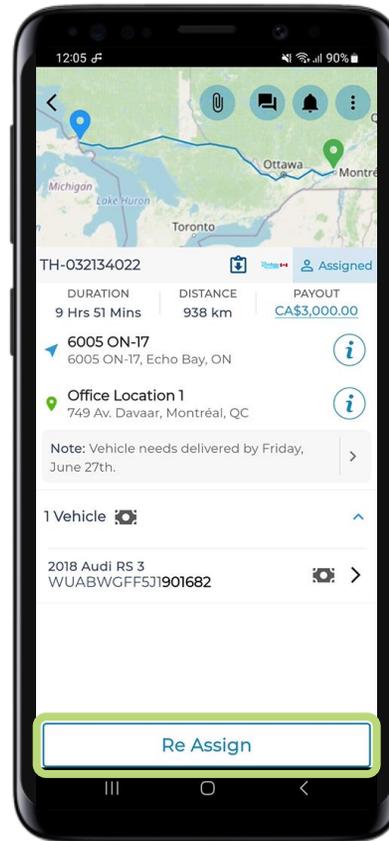
Tap the **Driver** you want the order assigned to.

7

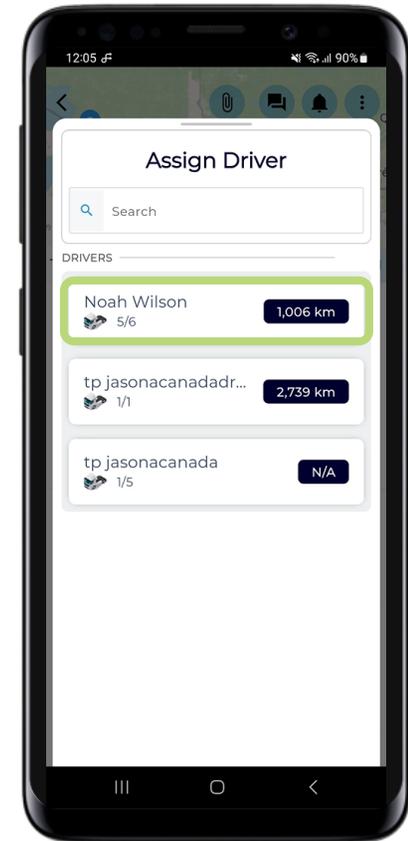
STEP 8. REASSIGN AN ORDER



Tap the  icon, tap the **Unassigned** tab, then tap the **order you want to assign**.



Tap **Re-Assign**.



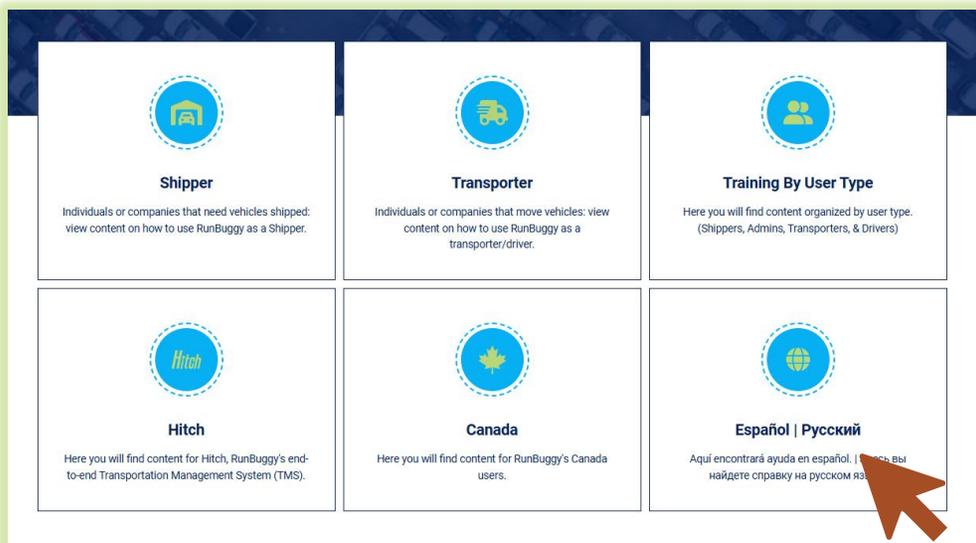
Tap the **Driver** you want the order reassigned to.

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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

