WELCOME TO RUNBUGGY



Canada New Transporter Admin Guide (Mobile)





STEP 1. DOWNLOAD THE RUNBUGGY APP

Download on the App Store







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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.



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.





STEP 4. SELECT RUNBUGGY CANADA

From the dropdown, select RunBuggy Canada.





STEP 5. HOME SCREEN

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





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View your Notifications.

View your **Settings**.



STEP 6. ADD A DRIVER



then tap Account.



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

+ Add Driver Driver Information - First Name Tyler - Last Nam Jones Email Address tylerjones.driver@hoyeboye.com Phone Number +1 555-555-6448 TWIC Card 🛉 FAST Clearance CUSTOM LABELS Cancel Enter the **Driver**

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Account Management

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Enter the **Driver** Information



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





STEP 7. ASSIGN AN ORDER



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



Tap Assign.



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





STEP 8. REASSIGN AN ORDER



Tap the *Q* 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.





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







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