

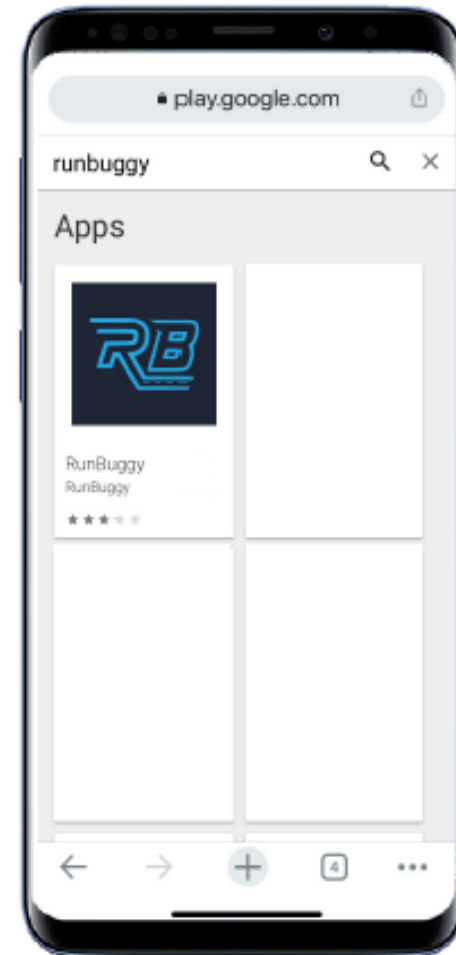
WELCOME TO RUNBUGGY



Canada New Transporter Admin Guide
(Mobile)



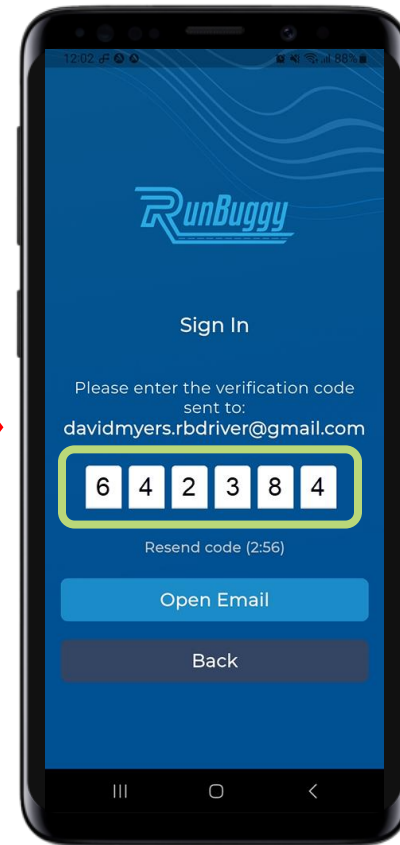
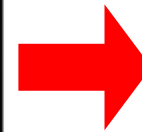
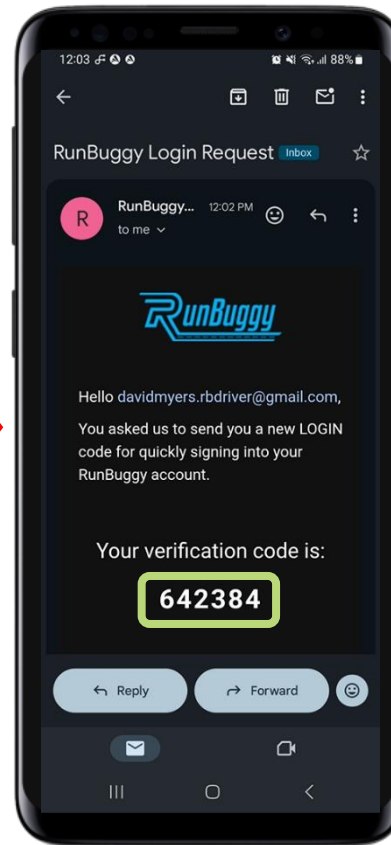
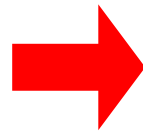
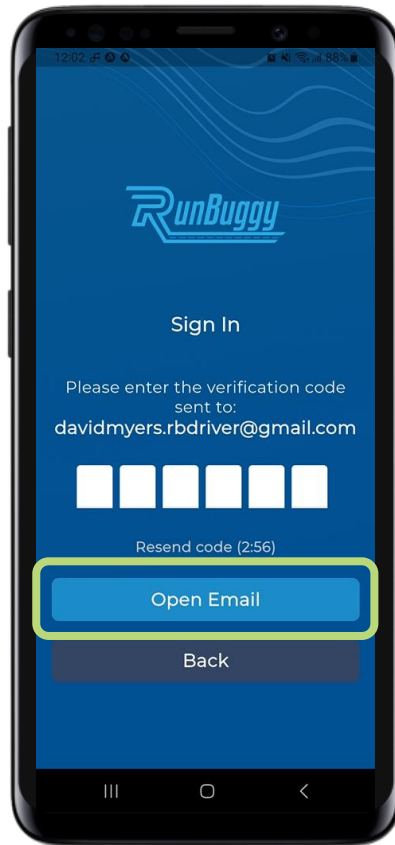
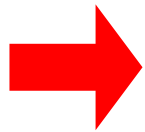
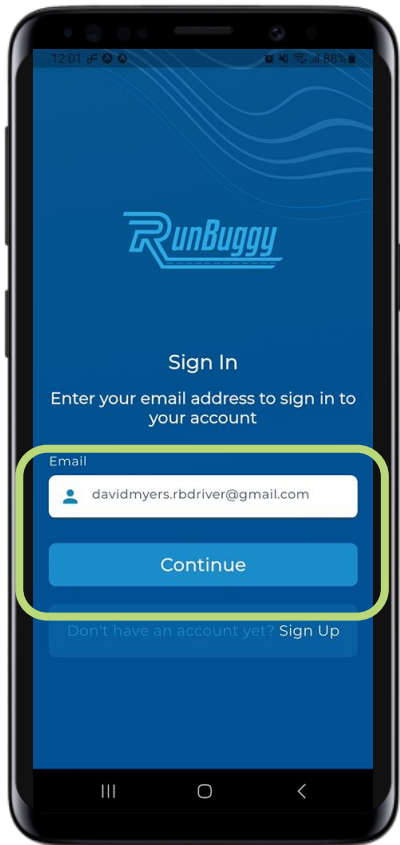
STEP 1. DOWNLOAD THE RUNBUGGY APP



OR

1

STEP 2. SIGN IN WITH VERIFICATION CODE



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

Tap **Open Email**.

Open the **RunBuggy Login Request** email & copy the verification code.

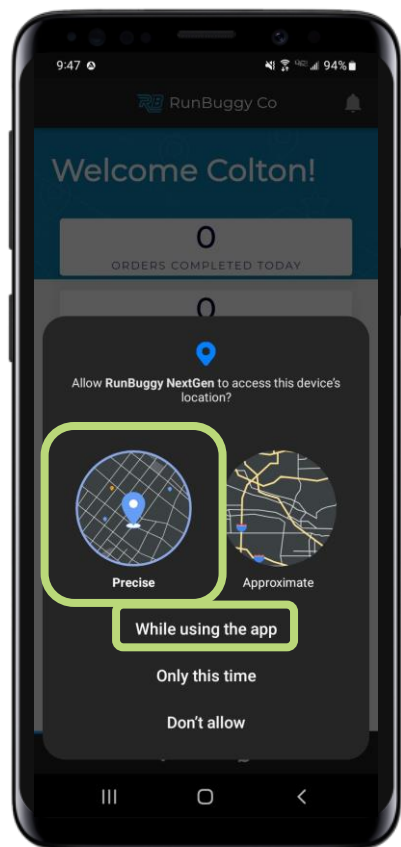
Go back to the RunBuggy Mobile App & **paste the verification code**.

2

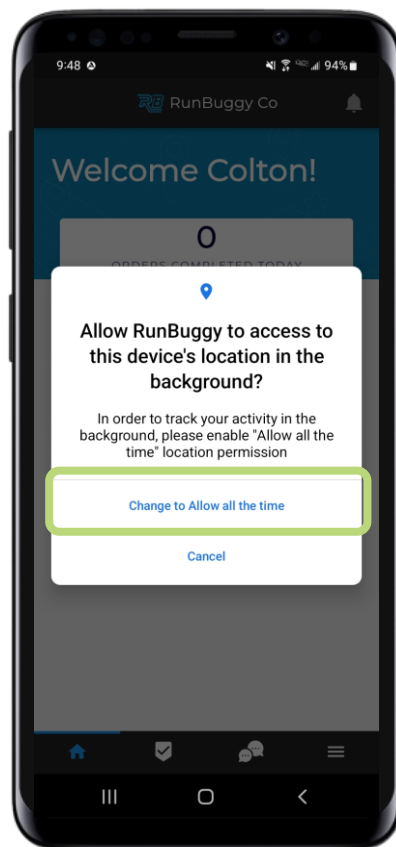
The RunBuggy Mobile App utilizes **verification codes to sign in**. An email with a verification code will be sent to the email address associated with your account.



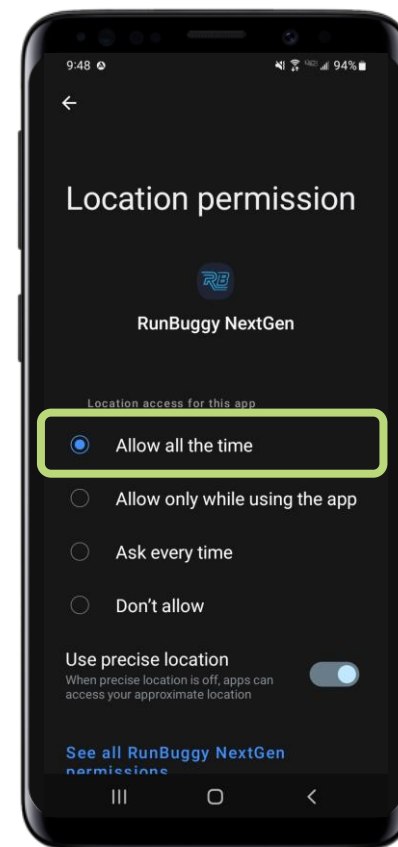
STEP 3. ENABLE LOCATION



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.**

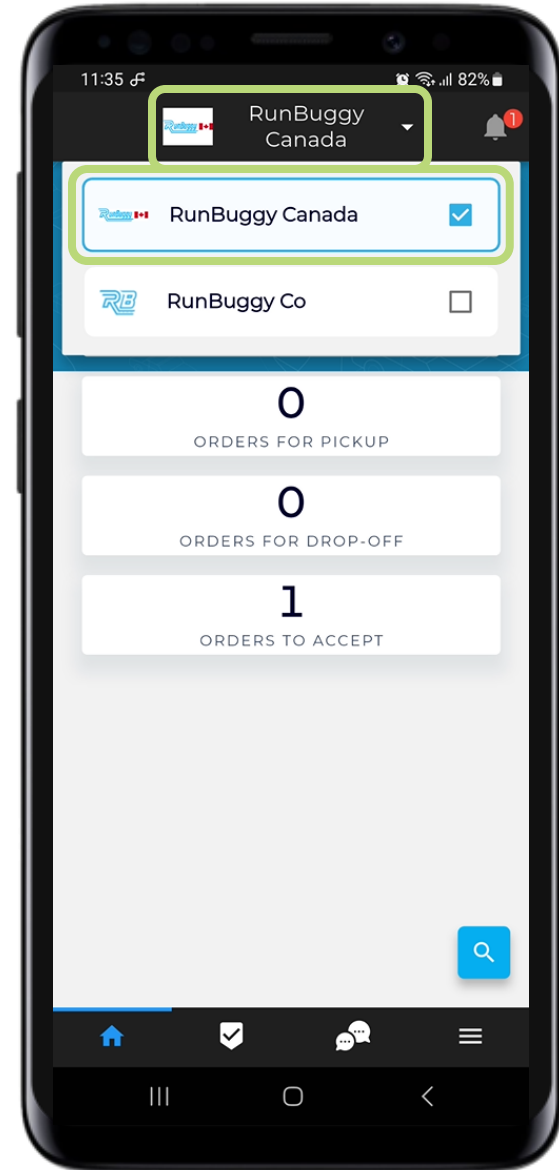


Tap **Allow all the time.**

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STEP 4. SELECT RUNBUGGY CANADA

From the dropdown, select RunBuggy Canada.



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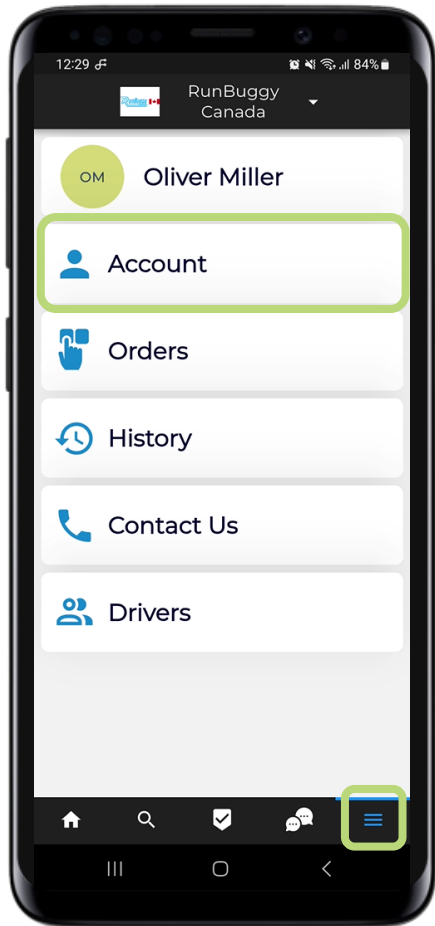
STEP 5. HOME SCREEN

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

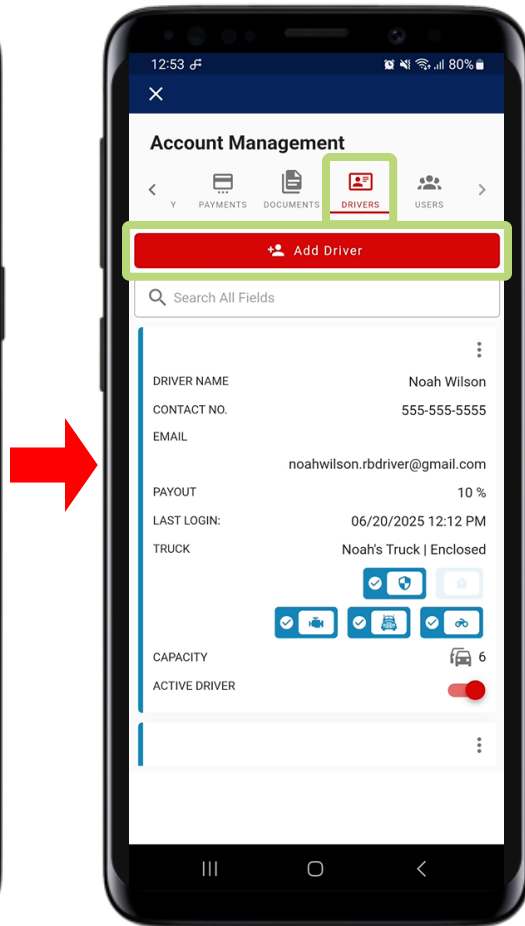


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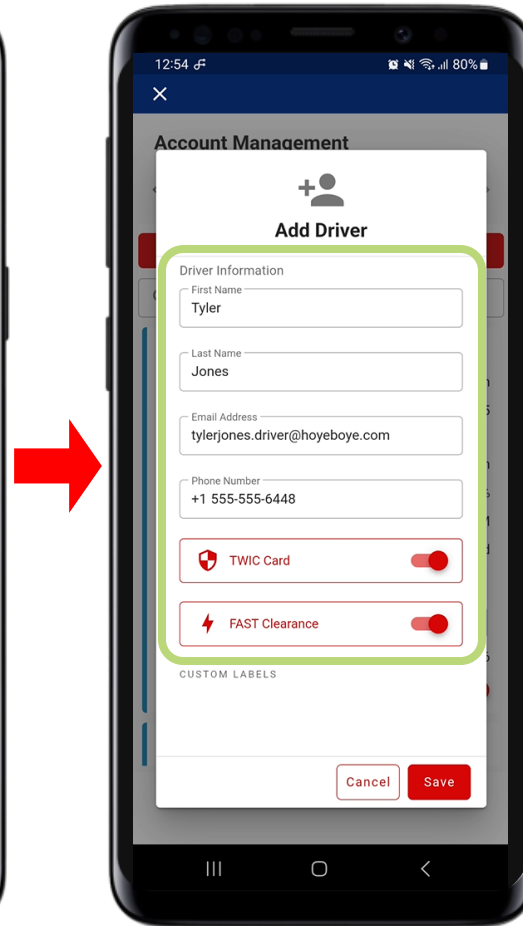
STEP 6. ADD A DRIVER



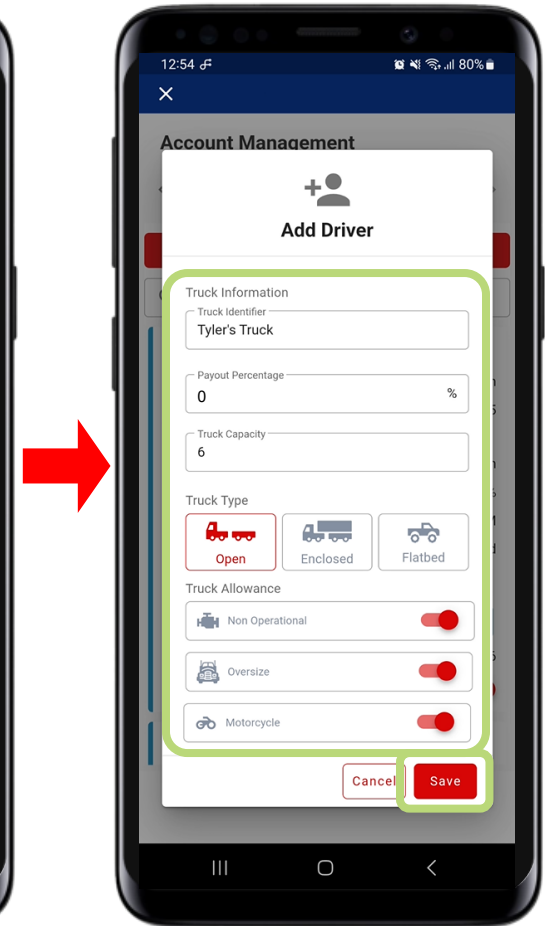
Tap the **☰** icon, then tap **Account**.



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



Enter the **Driver Information**.



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

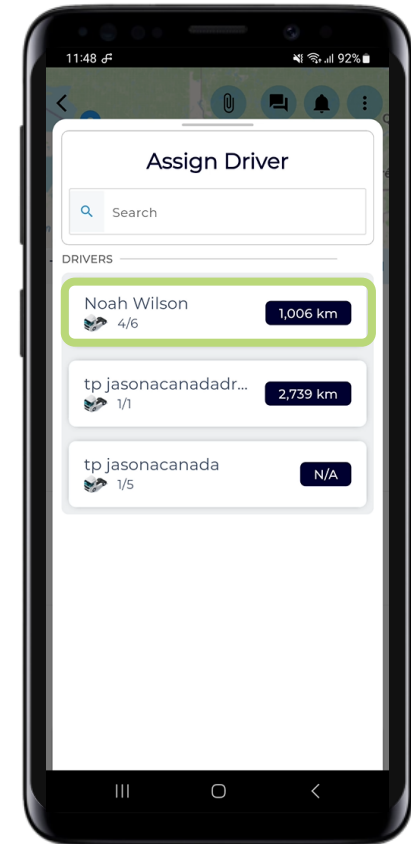
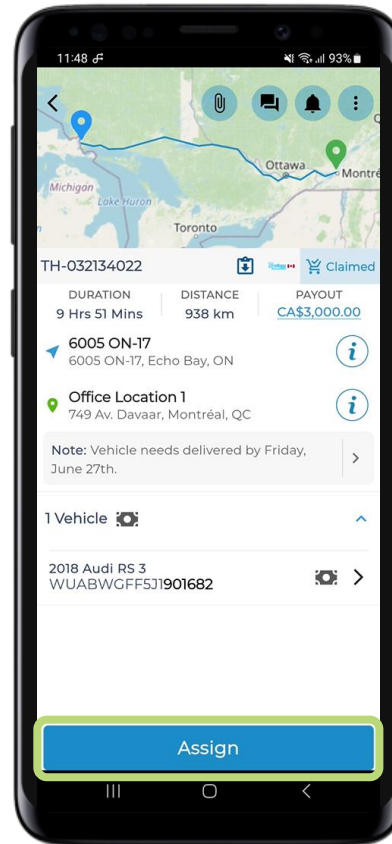
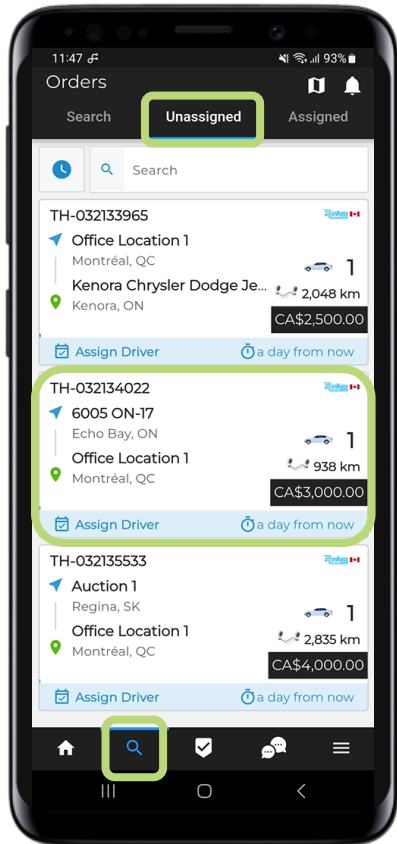
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It is recommended to set the Driver's payout percentage to 0% to hide the payment amount from the Drivers. If a Driver's payout percentage is set to 10%, they will see a payment amount of 10% of the total fare on all their assigned orders.

For example, if an order's total fare is \$1,500, and the assigned Driver's payout percentage is set to 10%, they will see a payment amount of \$150. If their payout percentage is set to 0%, they will not see a payment amount on any of their assigned orders.



STEP 7. ASSIGN AN ORDER



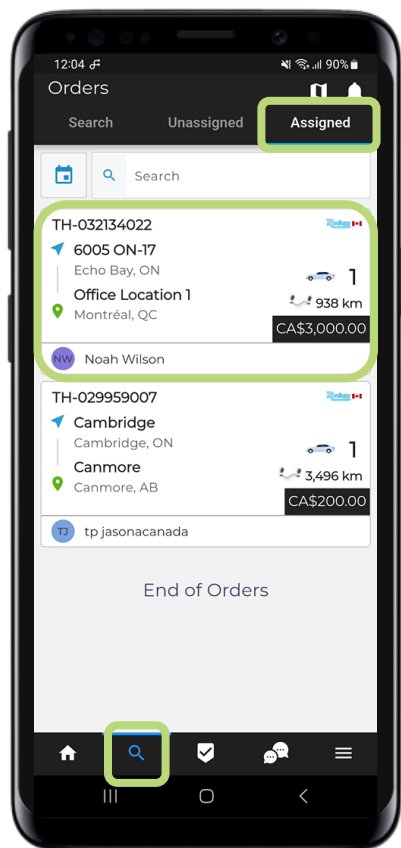
Tap the  icon, tap the **Unassigned** tab, then tap the **order** you want to assign.


Tap **Assign**.

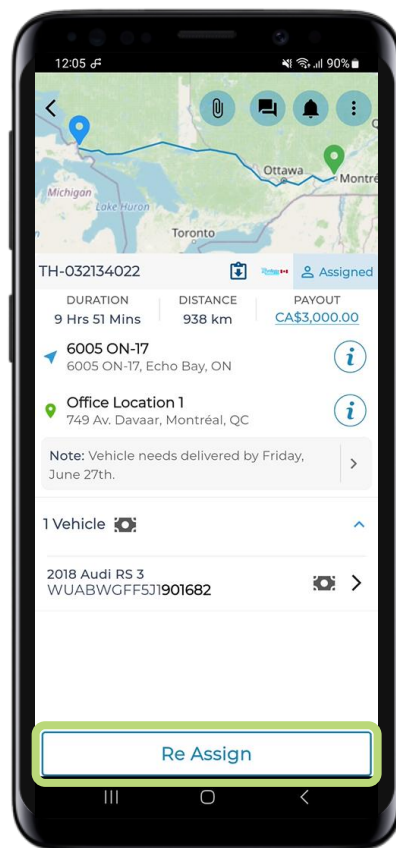
Tap the **Driver** you want the order assigned to.

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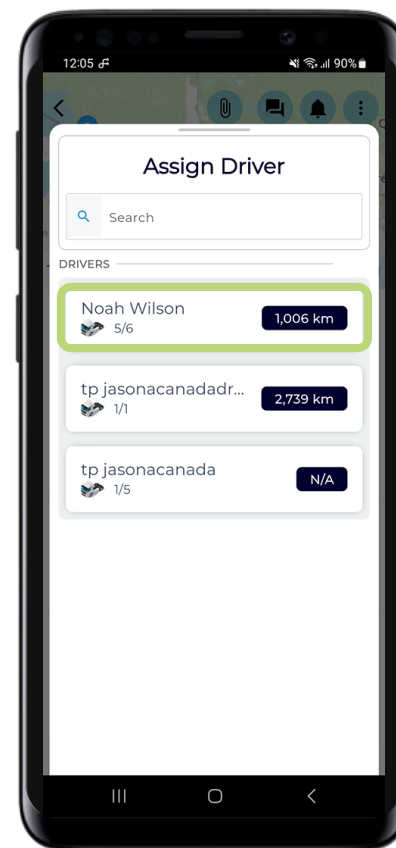
STEP 8. REASSIGN AN ORDER



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.

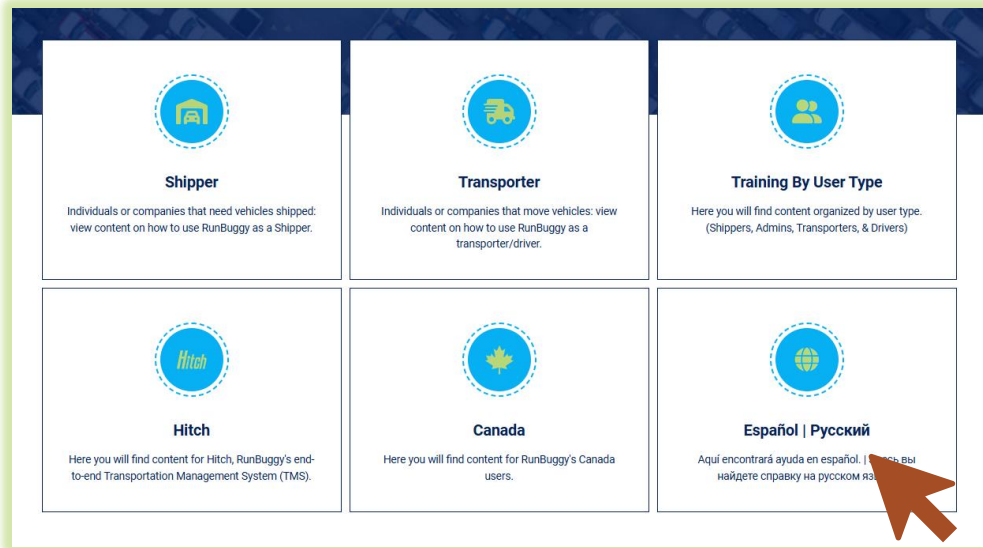
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ADDITIONAL RESOURCES

Need additional help? Access the **RunBuggy Support Site** below or send an email to blueteam@runbuggy.com with your Transporter Company Name, USDOT Number, and contact information to **register for a live RunBuggy Mobile App & Site Webinar Training**.

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



Download the RunBuggy Mobile App

