

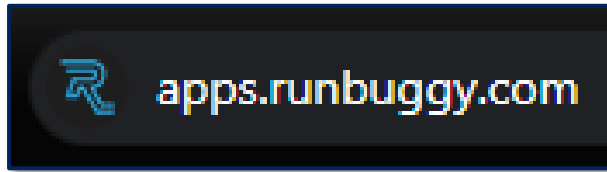
WELCOME TO RUNBUGGY



Canada New Transporter Admin Guide
(Desktop)



STEP 1. SIGN IN WITH VERIFICATION CODE



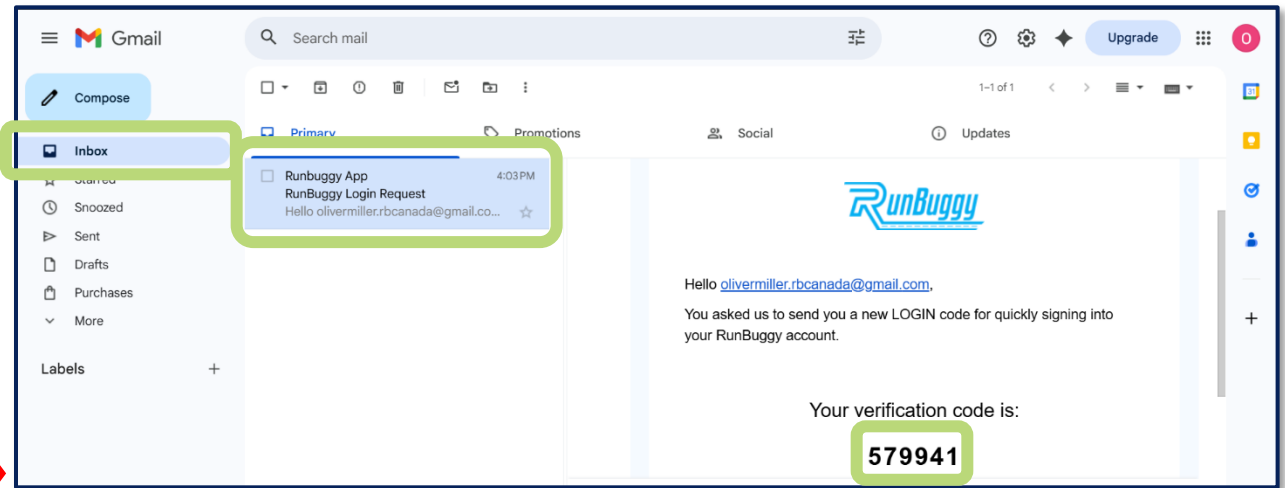
Sign In
Enter your company's email address to sign in to your account

olivermiller.rbcana@gmail.com

I trust this device

Continue

Open a browser, go to apps.runbuggy.com, enter your **RunBuggy account email**, then click **Continue**.



Verify Your Identity

An email with the code has been sent to olivermiller.rbcana@gmail.com.

your code

Did not get the code?

SUBMIT >

Verify Your Identity

An email with the code has been sent to olivermiller.rbcana@gmail.com.

579941

Did not get the code?

SUBMIT >

Open your **email inbox**, open the **RunBuggy Login Request** email, then **copy, paste, and submit the verification code**.

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



STEP 2. SELECT RUNBUGGY CANADA



From the dashboard, select **RunBuggy Canada** from the dropdown.

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STEP 3. ADD A DRIVER

- Click **Account Management**.
- Click **Drivers**.
- Click **Add Driver**.
- Enter the **Driver Information** & their **Truck Information**.
- Click **Save**.


The screenshot displays the 'Add Driver' form in the RunBuggy Canada web application. The form is divided into several sections: 'Driver Information' with fields for First Name (Nathan), Last Name (Brown), Email Address (nathanbrown.driver@hoyeboye.com), and Phone Number (+1 555-555-5555); 'Truck Information' with fields for Truck Identifier (Nathan's Truck), Payout Percentage (0%), and Truck Capacity (5); 'Truck Type' with options for Open, Enclosed, and Flatbed; and 'Truck Allowance' with options for Non Operational, Oversize, and Motorcycle. The 'Save' button is highlighted with a green circle and the letter 'e.'

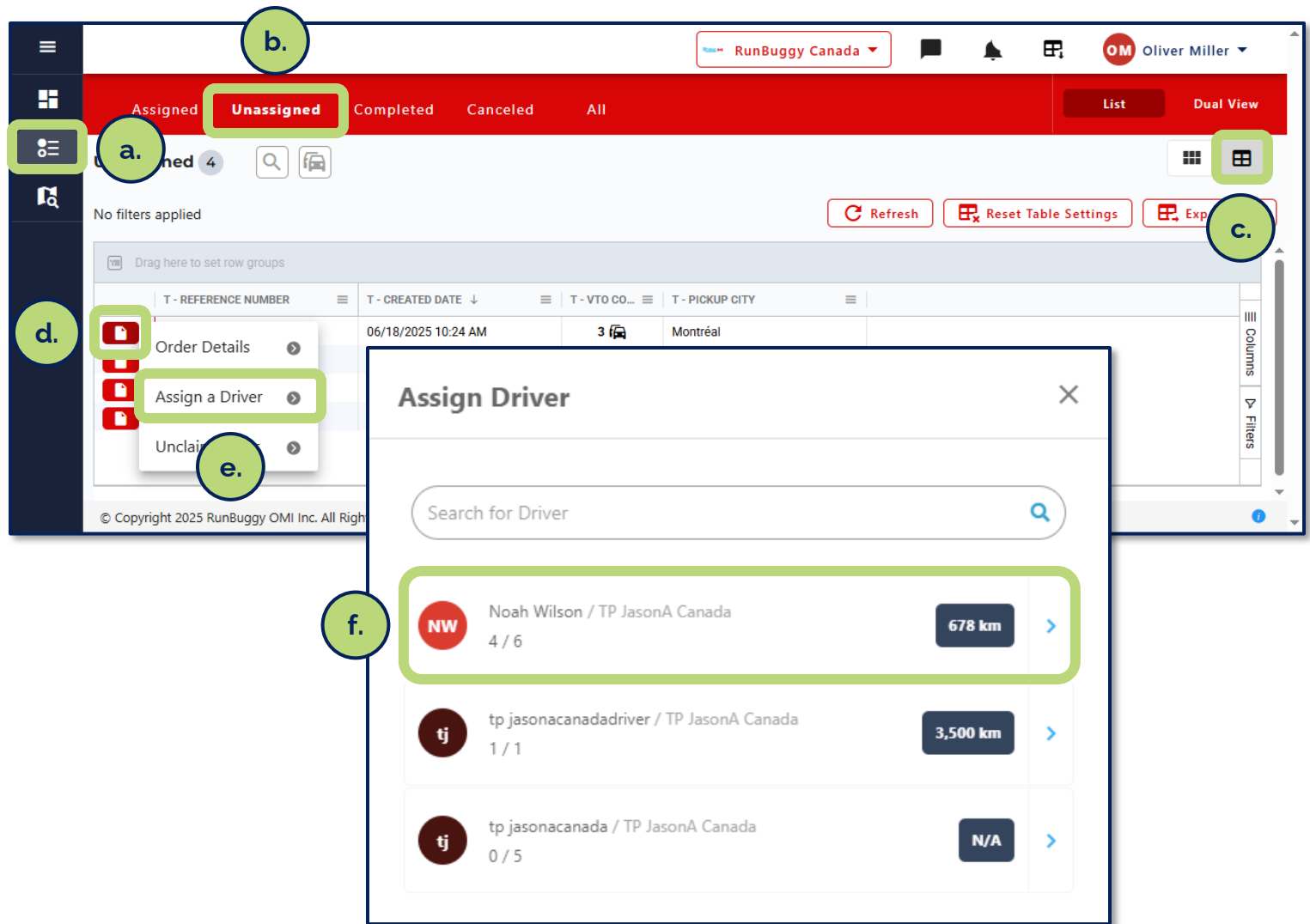
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It is recommended to set the Driver's payout percentage to 0% to hide the payment amount from the Drivers. If a Driver's payout percentage is set to 10%, they will see a payment amount of 10% of the total fare on all their assigned orders.

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 4. ASSIGN AN ORDER

- a. Click **Orders**.
- b. Click **Unassigned**.
- c. Toggle the **Grid View**.
- d. Click the  icon for the order you want to assign.
- e. Click **Assign a Driver**.
- f. Click the **Driver** you want to assign the order to.




The screenshot shows the RunBuggy interface with the 'Assign Driver' modal open. The modal displays a search bar and a list of drivers with their status and distance. The 'Unassigned' tab is selected in the top navigation bar, and the 'Assign a Driver' option is highlighted in the context menu for a selected order.

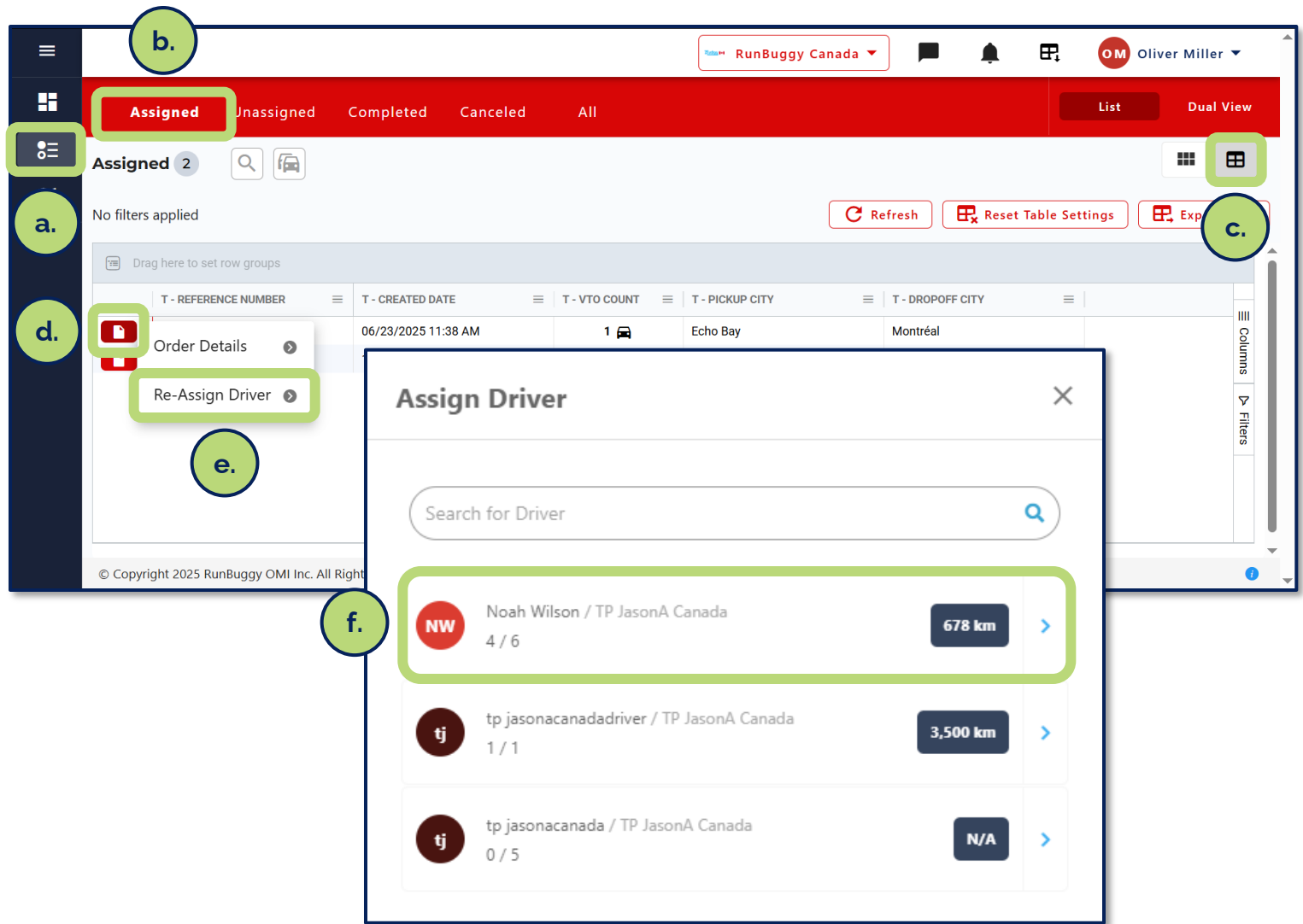
T - REFERENCE NUMBER	T - CREATED DATE	T - VTO CO...	T - PICKUP CITY
06/18/2025 10:24 AM	3	Montréal	

Driver	Status	Distance
Noah Wilson / TP JasonA Canada	NW 4 / 6	678 km
tp jasonacanadadrivers / TP JasonA Canada	tj 1 / 1	3,500 km
tp jasonacanada / TP JasonA Canada	tj 0 / 5	N/A

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STEP 5. REASSIGN AN ORDER

- a. Click **Orders**.
- b. Click **Assigned**.
- c. Toggle the **Grid View**.
- d. Click the  icon for the order you want to assign.
- e. Click **Re-Assign a Driver**.
- f. Click the **Driver** you want to reassign the order to.



The screenshot displays the RunBuggy interface. The top navigation bar shows 'RunBuggy Canada' and the user 'Oliver Miller'. The main content area is titled 'Assigned' and shows a table of orders. A modal window titled 'Assign Driver' is open, showing a search bar and a list of drivers.

T - REFERENCE NUMBER	T - CREATED DATE	T - VTO COUNT	T - PICKUP CITY	T - DROPOFF CITY
Order Details	06/23/2025 11:38 AM	1	Echo Bay	Montréal

Driver	Distance
NW Noah Wilson / TP JasonA Canada 4 / 6	678 km
tj tp jasonacanadadriv / TP JasonA Canada 1 / 1	3,500 km
tj tp jasonacanada / TP JasonA Canada 0 / 5	N/A

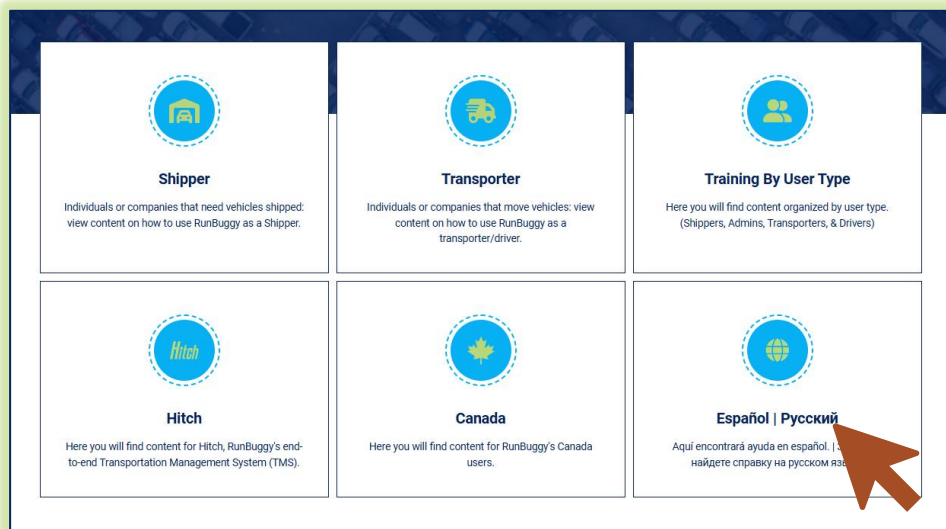
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ADDITIONAL RESOURCES

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

