Working with User Management

OVERVIEW

The Users screen enables you to setup and manage user accounts and security profiles

ACCESS USERS

1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel
   ≡ Track
3. Click the **Users** menu item

ADD SECURITY PROFILES

Security Profiles allow the Administrator to grant and limit user access to the application

1. Complete steps 1-3 from **Access Users**
2. Select **Security Profiles**
3. Click the **Add** button ➕
4. Type the *Description* of the security profile
5. Select or clear the checkboxes to assign **Permissions** to the security profile

   Click **Next**

6. On the *Operations* screen, select or clear the checkboxes to grant access to **Adding**, **Editing** and **Deleting** the different features of the application
7. Click **Next**
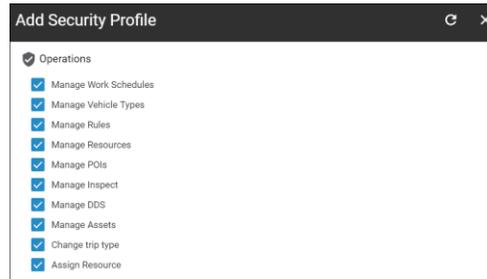
8. On the *Asset Type Visibility* screen, click the **All Visible** and **None Visible** buttons to show or hide all the Asset Types from the security profile
9. Alternatively, click the **Non-Visible** button next to an Asset Type to hide it from the security profile 🚫👁
10. Click **Next**

Note: The Asset Type Visibility screen allows administrators to grant access to the viewing permissions of the existing asset types in the application. This enables you to restrict who sees which asset types, based on their profile.

For example, if you have two users who are responsible for only a specific group of assets, you can create two separate security profiles. In the Asset Type Visibility screen, hide the applicable asset type description for this user.
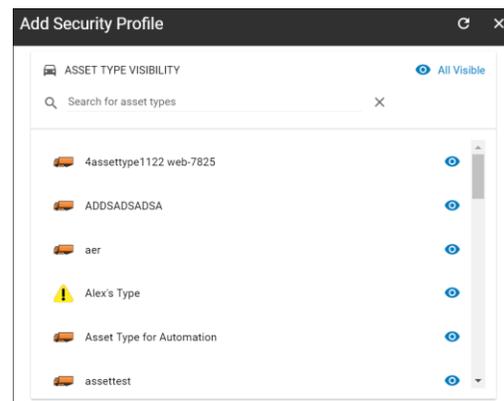
11. On the *Location Type Visibility* screen, click the **All visible** and **None Visible** buttons to show or hide all the Location Types from the security profile
12. Alternatively, click the **Non-Visible** button next to a Location Type to hide it from the security profile
13. Click **Save**

Note: The Location Type Visibility screen allows administrators to grant access to the viewing permissions of

the existing POI Types in the application. This enables you to restrict who sees which POI types, based on their profile.
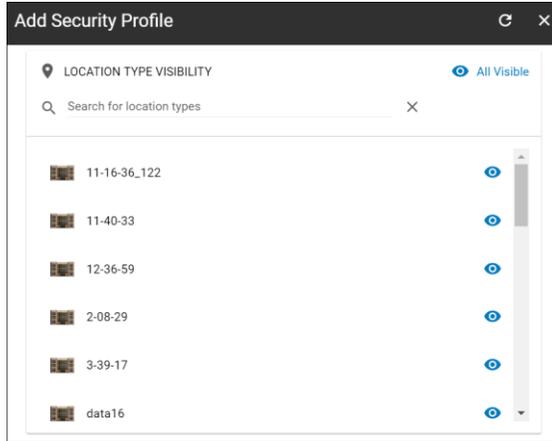
11. Click the **Save** button

ADD USER ACCOUNTS

As an administrator, you can add user accounts for your employees and assign them to their appropriate security profiles. It is recommended that a user account is added to each employee who needs access to the application, as there are several features that are user-specific.

1. Complete steps 1-3 from **Access Users**
2. Select **User Management**
3. Click the **Add** button +
4. Type the *Name* and *Email Address* of the user
5. From the *Security Profile* drop-down menu, select the **Security Profile** for the user
6. From the *Language* drop-down menu, select the preferred **Language** for the user
7. From the *Unit of Measurement* drop-down menu, select the preferred **Unit of Measurement** for the user
8. Select the checkbox next to **System Administrator** to give the user access to the System Administrator security profile
9. Select the checkbox next to **Must change password on next login** to make the user change their password the next time they log in to the application
10. Select the checkbox next to **Account locked** to temporarily prevent the user's access to the application

TO LEARN MORE ABOUT USERS

To learn more about User Management, click the **Help** button located in the top right-hand corner of the tracking screen and perform a keyword search.