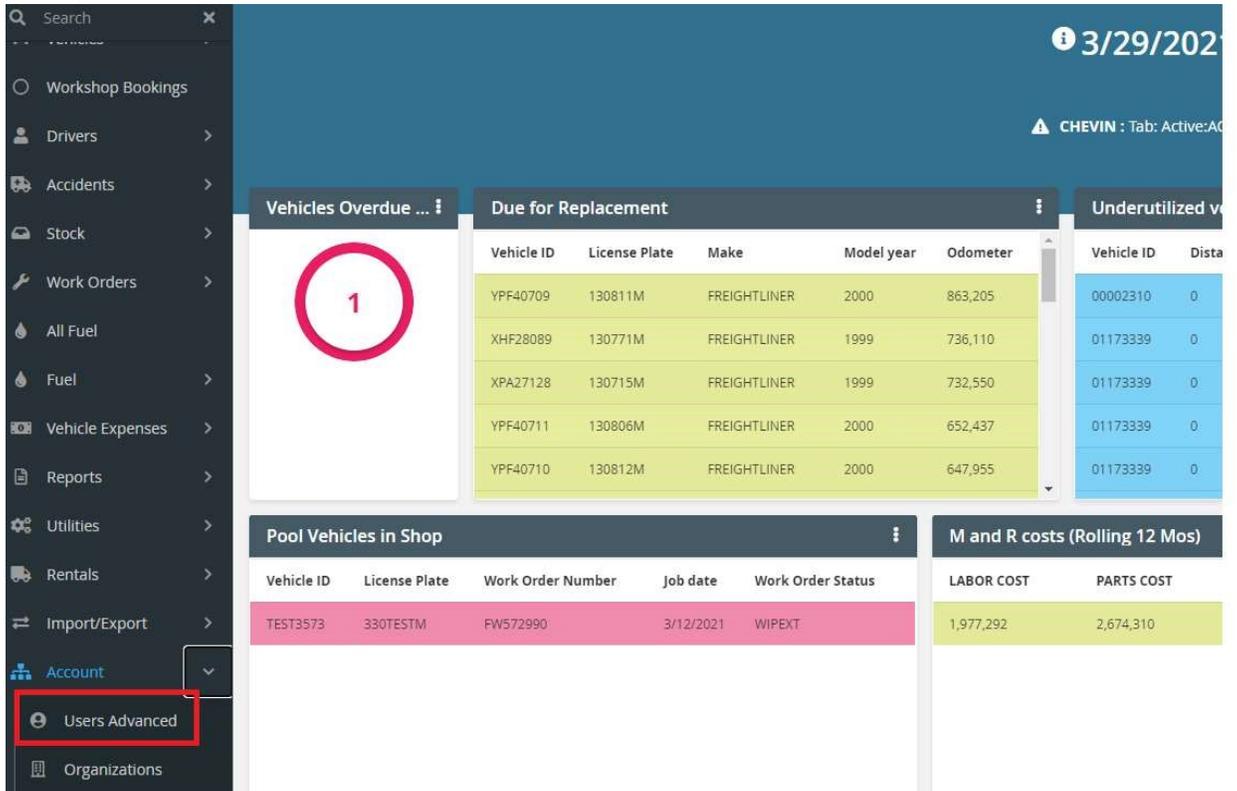


Add a New User to the System

1. Navigate to Account-> Users Advanced module via the left menu bar.



The screenshot shows a dashboard with a dark sidebar on the left containing various menu items. The 'Account' menu item is expanded, and 'Users Advanced' is highlighted with a red box. The main content area displays several data tables: 'Vehicles Overdue ...' with a red circle containing the number '1', 'Due for Replacement' with a table of vehicle details, 'Underutilized v...', 'Pool Vehicles in Shop' with a table of vehicle and work order information, and 'M and R costs (Rolling 12 Mos)' with a table of labor and parts costs.

Vehicle ID	License Plate	Make	Model year	Odometer
YPF40709	130811M	FREIGHTLINER	2000	863,205
XHF28089	130771M	FREIGHTLINER	1999	736,110
XPA27128	130715M	FREIGHTLINER	1999	732,550
YPF40711	130806M	FREIGHTLINER	2000	652,437
YPF40710	130812M	FREIGHTLINER	2000	647,955

Vehicle ID	License Plate	Work Order Number	Job date	Work Order Status
TEST3573	330TESTM	FW572990	3/12/2021	WIPEXT

LABOR COST	PARTS COST
1,977,292	2,674,310

2. From the Users Advanced screen, click the “+” to add a new user.



The screenshot shows the 'Users Advanced' screen with a table of users. The top right corner of the screen has a search bar and a red box highlighting a '+' button. The table below has columns for Username, Driver Name, User name, Inherits from, System access, Expiry date, Keywords, Vehicle, Drivers, Repairs, Utilities, Fuel module, and Stock.

Username	Driver Name	User name	Inherits from	System access	Expiry date	Keywords	Vehicle	Drivers	Repairs	Utilities	Fuel module	Stock
_SYSTEM ADMINISTRATOR		_System Administrator	S	//		*SYSADMIN	M	M	M	S	M	M

3. Complete the User ID, Password and User Name.

4. Complete other fields as needed. User can inherit from a template profile through “Inherits From” drop down option.

5. Save the record by clicking “Save”.

Password life (days)
 Portal delegate
 Authorization Limit
 Authorize
 Failed Log ins

6. System shows browse view where you can see the new user.

Users Advanced

Filter Columns Contains Q Clear f(x) Pivot Query Inherits from

	Username ID	Driver Name	User name	Inherits from	System access	Expiry date	Keywords	Vehicle	Drivers	Repairs	Utilities	Fuel module	Stock
<input type="checkbox"/>	_SYSTEM ADMINISTRATOR		_System Administrator		S	//	*SYSADMIN	M	M	M	S	M	M
<input type="checkbox"/>	TEST-123		TEST-123 S6MO			//		W	I	R			