

# Working with Administration

## ADDING A USER ACCOUNT

The user account determines who can log into the application and what functions the user can perform in the application via the assigned security profile and/or the system profile. Note: only Administrators can create user accounts.

1. From the main toolbar, select System -> Administration -> User Accounts.



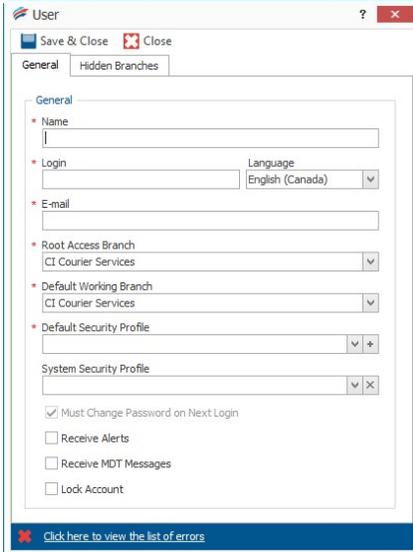
2. Click  Add .

3. On the General tab in the Name field, type the name of the employee that the user account belongs to.

4. In the Login field, type the username that the employee will use to access the application with.

5. From the Language drop-down list, select the default language that the employee will view the application in.

⇒ Note: the user can still change the default language via the login screen, if necessary.



6. In the Email field, type the employee's email address.

⇒ Note: the Branch fields are enabled when Branch security has been setup in the system.

- Root Access Branch: this is the user's highest level in the hierarchy to which they have access to.
- Default Working Branch: the branch to which entities they create belong to, by default.

7. From the Security Profile drop-down list, select the security profile name that you want to assign to the user account or click the plus symbol (+) and then type a name for the profile.
  8. (Optional) From the System Security Profile drop-down list, select the system profile name that you want to assign to the user account.
  9. (Optional) If you want the user account to receive notifications via the Alerts panel, select the Receive Alerts checkbox.
  10. (Optional) If you want the user account to have two-way communication with its mobile workforce via the Messaging tab on the Tracking screen, select the Receive MDT Messages checkbox.
- ⇒ Note: this checkbox only applies to customers who have integrated Garmin Devices with the system for their mobile workforce.
11. (Optional) if you want to temporarily prevent the user account from accessing the application without deleting the account, select the Lock Account checkbox.

12. Click  Save & Close .

## ADDING A SECURITY PROFILE

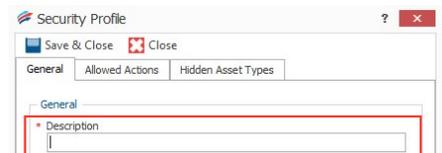
The security profile is a mandatory field and it determines what functions a user account is able to perform in the application based on view, add, edit, or delete permissions, per feature.

1. From the main toolbar, select System -> Administration -> Security Profiles.



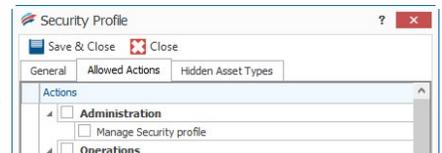
2. Click  Add Profile .

3. On the General tab in the Description field, type a name for the profile.



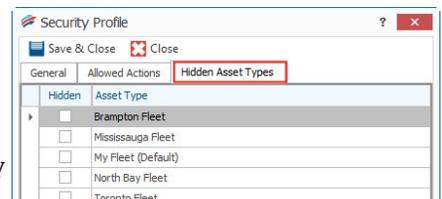
4. Select the Allowed Actions tab.

5. Select the associated feature checkboxes that the profile can perform in the application.



6. Select the Hidden Asset Types tab.

7. Select the asset type category checkboxes that the profile will not display in the application.

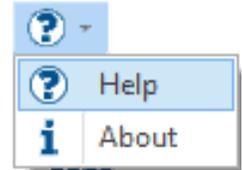




- 8. If you want the profile to not display any of the asset type categories in the application, click the Hide All button.
- 9. If you want the profile to display all the asset type categories in the application, click the Show All button.
- 10. Click Save & Close .

## TO LEARN MORE ABOUT PROFILES

To learn more about Users and Profiles, click the button from the Quick Access toolbar located at the very top left hand corner of the Fleet Complete screen.

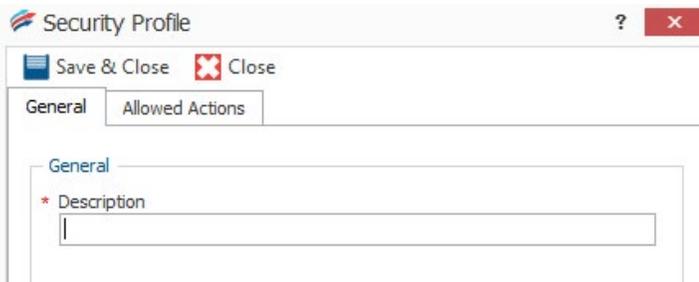


In the Search field, located to the top right of this window, type Users to retrieve all links, which relate to this topic, then click GO.

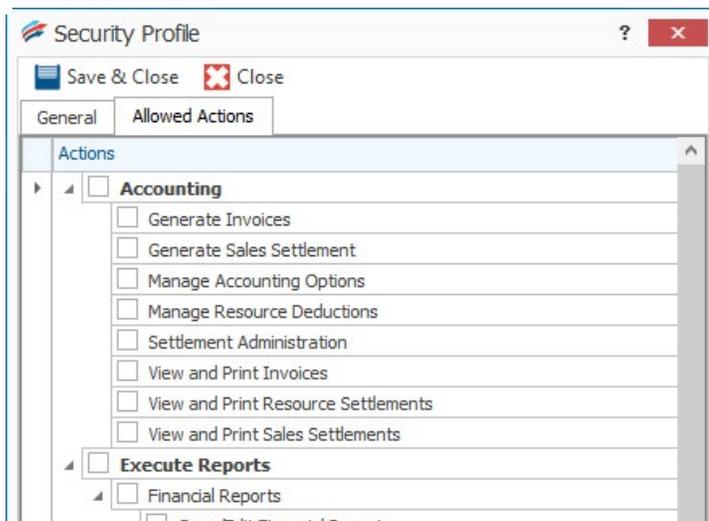
## ADDING A SYSTEM PROFILE

The system profile determines what functions a user account is able to perform in the application based on view, add, edit, or delete permissions, per global entity. The system profile's Allowed Actions are geared more towards managerial or administrative users.

- 1. From the main toolbar, select System -> Administration -> Security Profiles
- 2. Click Add System Profile .
- 3. On the General tab in the Description field, type a name for the profile.



- 4. Select the Allowed Actions tab.



- 5. Select the associated global entity checkboxes that the profile can perform in the application.
- 6. Click Save & Close .