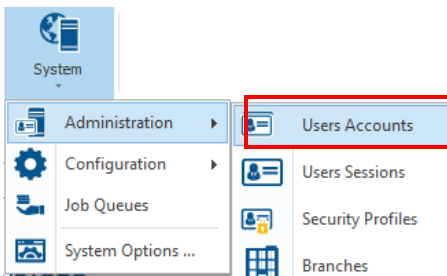



## Working with Administration

### 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 security profile. Note: only Administrators can create user accounts.

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

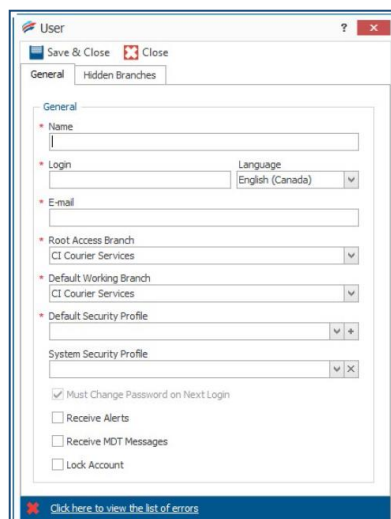


2. Click  **Add** in the upper left corner of the page.

3. On the *General* tab, enter the *Name* of the employee the account belongs to.

4. Enter the *Login* name the employee will use to log into the application.

5. From the drop-down list, select the default *Language* in which the employee will view the application (this can be changed



from the Login screen should the employee want to change this later on).

6. Type in the employee's *E-mail* Address.  
*\*\*Note: the Branch fields are enabled when Branch security has been set up in the system.*

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

7. From the *Security Profile* drop-down list, select the profile name that you want to assign to the user or click the **+** symbol and create a new profile

8. OPTIONAL – From the *System Security Profile* drop-down list, select the system profile name to assign to the user account.

9. OPTIONAL – If the user is to receive notifications via the Alerts panel, select the **Receive Alerts** checkbox.

10. OPTIONAL – If the user is to have access to 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 for their mobile workforce.*

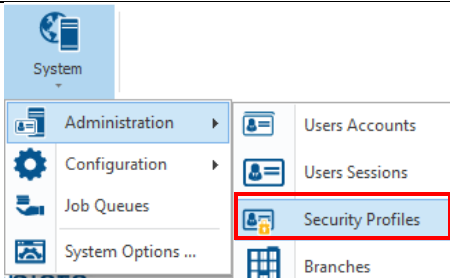
11. OPTIONAL – If you need to temporarily lock the user's account for any reason, select the **Lock Account** checkbox.

12. Click *Save & Close*.

### ADDING A SECURITY PROFILE

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

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




2. Click  **Add System Profile**.

3. Enter a Description on the *General* tab.




4. From the *Allowed Actions* tab, select the associated global entity checkboxes that the profile can perform in the application.

5. Click  **Save & Close**

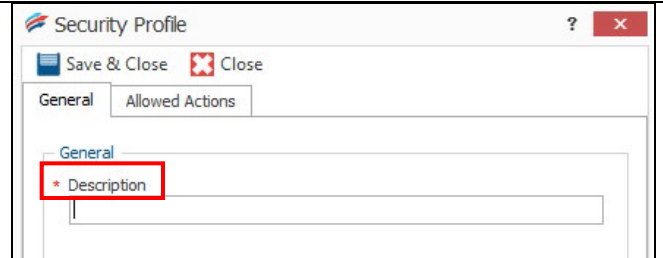
## ADDING A SYSTEM SECURITY PROFILE

The system profile determines what functions a user is able to perform in the application based on view, add, edit, or delete permissions, per *global* entities.

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

2. Click  **Add System Profile**

3. Enter a Description on the *General* tab.




4. From the *Allowed Actions* tab, select the associated global entity checkboxes that the profile can perform in the application.



6. Click  **Save & Close**

## LEARN MORE ABOUT PROFILES

To learn more about **Profiles**, click the  button from the Quick Access toolbar located in the top left hand corner of the application and perform a keyword search.