

Link: <https://help.gpsinsight.com/docs/about-metrics/user-permissions-for-scorecards/> Last Updated: July 19th, 2017

In order to view, create or edit Custom Metrics and Scorecard Reports, a user must have the following access privileges:

- **Custom Metrics** enabled in the [User Permission List](#).
- User Permissions for Metrics enabled in Menu-Access for individual users.

## User Permission List | Custom Metrics

1. From the portal main menu, click **Account** and then click **Manage Users**.
2. In the Additional Options menu, select **Permissions for individual users** (opens in a new browser Tab).
3. Click the checkbox to enable **Custom Metrics** for a user.

### User Permission List

View all users and manage what each user has access to.  Tab Vertically filter

Search Users:  \* for wildcard filter

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	Mapping	Landmarks	Reports	Alerts	Drivers	Maintenance	Messaging	Custom Metrics	Routes	Fuel Usage	Garmin Forms	Driver Admin	Vehicle Admin	User Admin	Hierarchy Admin	All Hierarchies	Show Deleted	All Users Landmarks
<b>New Users*</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### Settings Descriptions

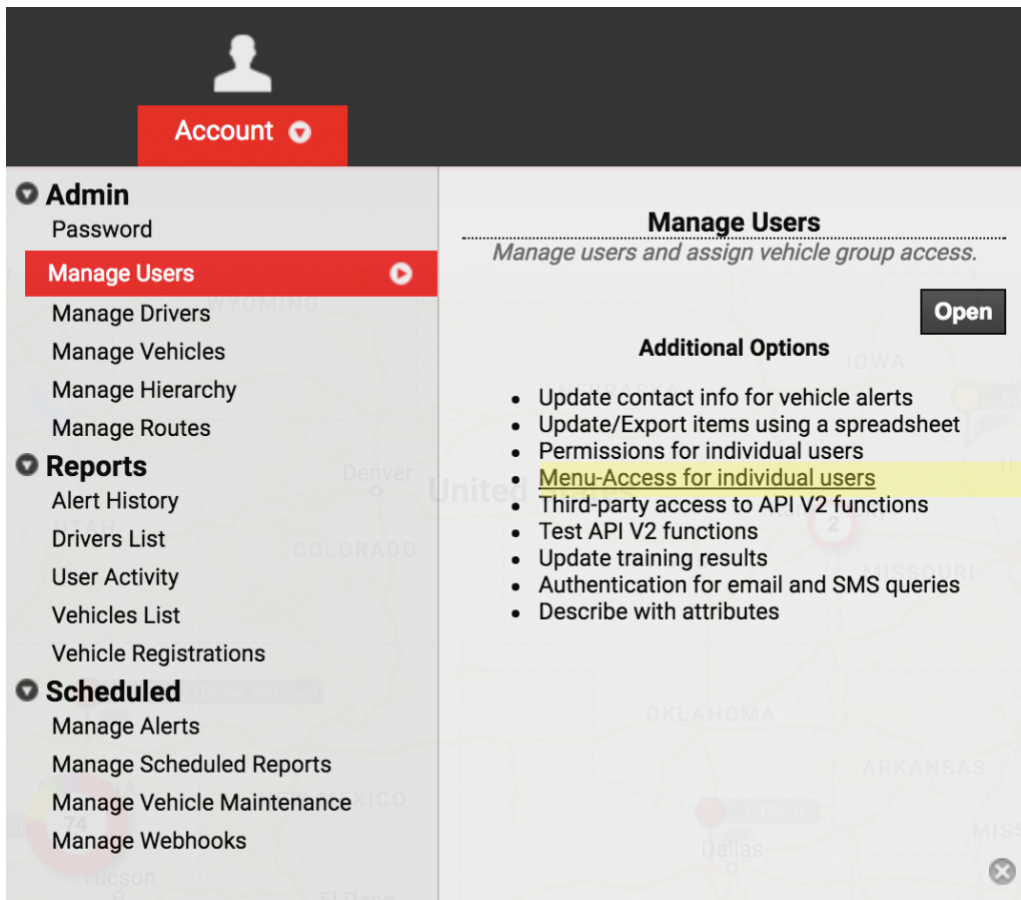
Users will see changes to their user permissions the next time they log into this site. If they are currently logged in, they may have to log out then log back in to be affected.

<b>Mapping</b>	View 2D/3D Mapping or Dashboard Maps.
<b>Landmarks</b>	Landmark reporting, editing, and creating.
<b>Reports</b>	All reports including scheduled reports.
<b>Alerts</b>	Set up and receive automated alerts.
<b>Drivers</b>	Display driver names in reports, alerts, maps, etc.
<b>Maintenance</b>	Set up maintenance schedules and reminders.
<b>Messaging</b>	Send SMS messages and queries
<b>Custom Metrics</b>	Manage Custom Metrics and Executive Dashboard



**Note.** To view the Utilization Rollup, a user must also have **Hierarchy Admin** enabled in the User Permissions List.

## Manage Users | Menu-Access for individual users



1. In the portal, click **Account**, then click **Manage Users**.
2. In **Additional Options** menu, select **Menu-Access for individual users** (opens in a new browser Tab).

## Menu-Access List | User Permissions | Category: Custom

### Menu-Access List ↻

*View all users and manage what parts of the application each user has access to. Setting an access permission for the Account will affect all users, except where also set for the username. Setting [User Permissions](#) will affect which menu items are available to users on this page.  Tab Vertically*

Search Users:  Templates:  Override View:  Category: Custom filter

	Custom Apps	Messaging	Metrics
Username	iPhone App	SMS Messaging	Garmin
master1*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
impact1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- In the top menu bar, select Category: **Custom** and click the **filter** button.
- Scorecards involve up to 3 of the available User Permissions for Metrics:
  - **Manage Metrics** = the user can *create, edit* and *delete* custom metrics.
  - **Scorecard Configuration** = the user can *configure* scorecards.
  - **Metrics Report** = the user can *view* and *run* custom metrics reports. End users need this checkbox enabled if they will be viewing reports ONLY.

## Menu-Access List | User Permissions | Category: Dashlets

### Menu-Access List ↻

*View all users and manage what parts of the application each user has access to. Setting an access permission for the Account will affect all users, except where also set for the username. Setting [User Permissions](#) will affect which menu items are available to users on this page.  Tab Vertically*

Search Users:  Templates:  Override View:  Category: Dashlets filter

	Alerts	Dispatch	Graphs	Messaging	Utility
Username	Alerts	Dispatch	Graphs	Messaging	Utility
master1*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
impact1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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1. In the top menu bar, select Category: **Dashlets** and click the **filter** button.
2. Click the checkbox to enable **Utilization Rollup** for a user.



**Note.** Metrics are shared by all users who have access to them. Please consider that users can edit/delete/view each other's metrics and any changes are global. In order to run a traditional Metric Report, a user must have the **Metrics Scorecard** option enabled in the [Menu Access List](#) , Category: **Report**.