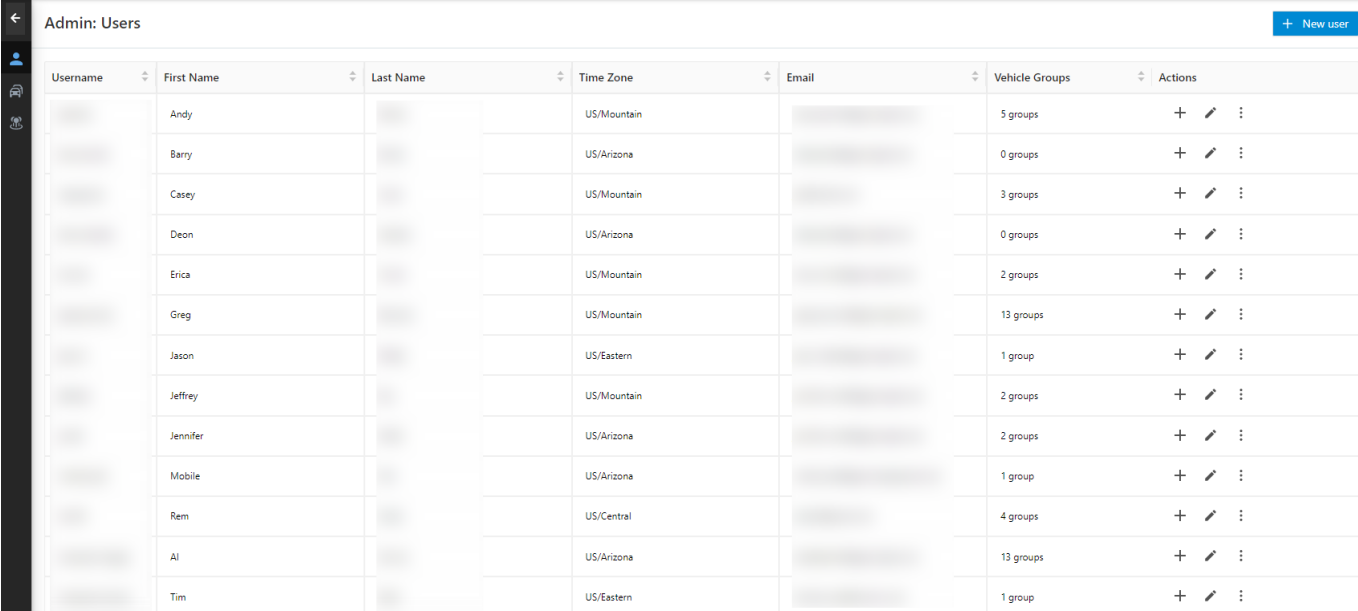


Link: <https://help.gpsinsight.com/docs/about-the-admin-page/using-the-admin-users-tab/> Last Updated: March 20th, 2025

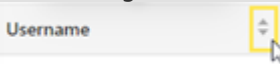
The Users page allows you to add users, manage existing users, and shows a list of your account users providing the following information in sortable (ascending/descending) columns:

- Username
- First name
- Last name
- Time zone
- Email
- Vehicle Groups



Username	First Name	Last Name	Time Zone	Email	Vehicle Groups	Actions
	Andy		US/Mountain		5 groups	+ ✎ ⋮
	Barry		US/Arizona		0 groups	+ ✎ ⋮
	Casey		US/Mountain		3 groups	+ ✎ ⋮
	Deon		US/Arizona		0 groups	+ ✎ ⋮
	Erica		US/Mountain		2 groups	+ ✎ ⋮
	Greg		US/Mountain		13 groups	+ ✎ ⋮
	Jason		US/Eastern		1 group	+ ✎ ⋮
	Jeffrey		US/Mountain		2 groups	+ ✎ ⋮
	Jennifer		US/Arizona		2 groups	+ ✎ ⋮
	Mobile		US/Arizona		1 group	+ ✎ ⋮
	Rem		US/Central		4 groups	+ ✎ ⋮
	Al		US/Arizona		13 groups	+ ✎ ⋮
	Tim		US/Eastern		1 group	+ ✎ ⋮

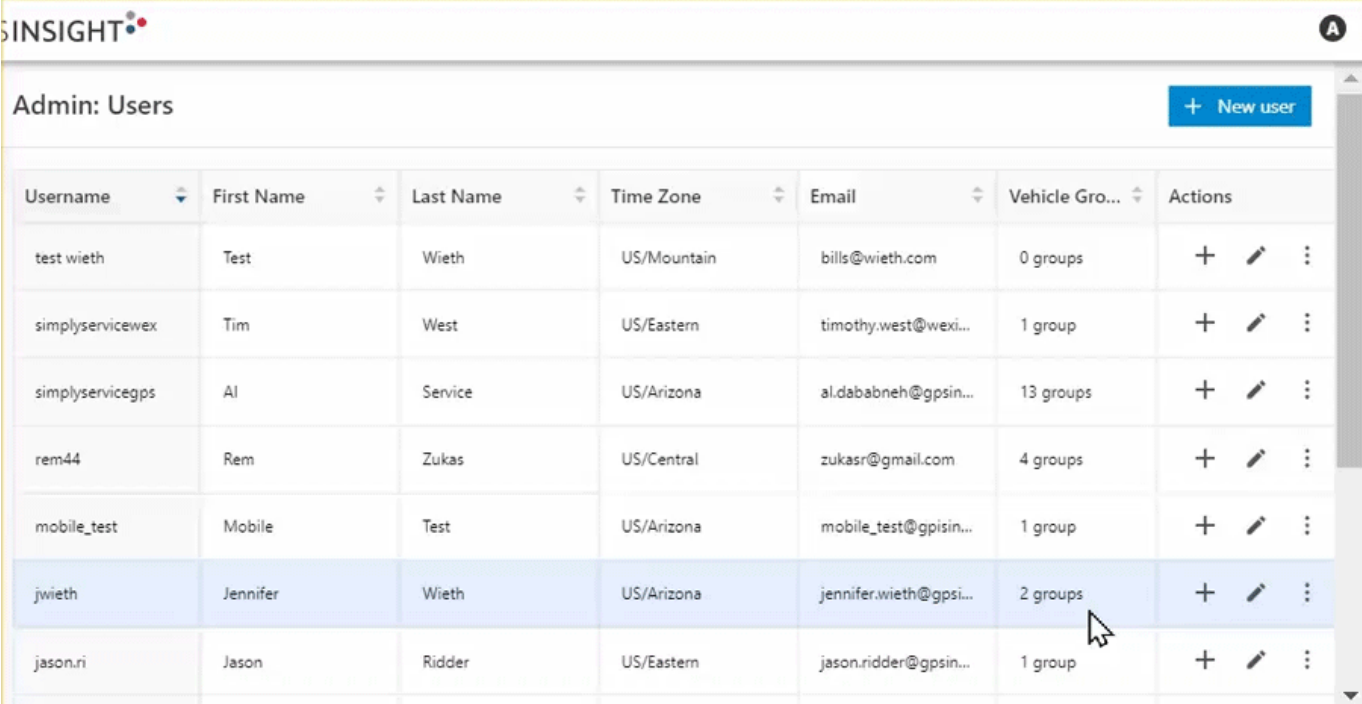
Note. To sort the columns by ascending or descending order, click on the up (ascending) or down (descending) arrows in the column header.



Adding a New User

From the Users page, you can add a new user.

To add a new user:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	Test	Wieth	US/Mountain	bills@wieth.com	0 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
jason.ri	Jason	Ridder	US/Eastern	jason.ridder@gpsin...	1 group	+ ✎ ⋮

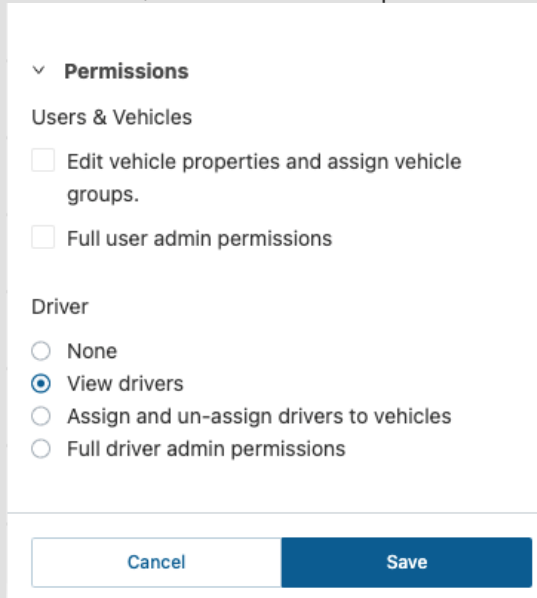
1. From the Users page, click **+ New user**.

The New User card appears.

2. Enter the following information:

- Username*
- Email*
- First Name*
- Last Name*
- Phone
- Address
- City
- State (Use the drop-down to select)
- Zip
- Country (Use the drop-down to select)
- Timezone
- Use the check boxes to select Users & Vehicles permissions (if applicable): Vehicle Admin (Edit vehicle properties and assign vehicle groups) or User (Full permission to edit all users on the account)

Note. If you have the Driver Management Add-on enabled for your account, you can select Driver permissions for a user: None, View drivers, Assign and un-assign drivers to vehicles, Full driver admin permissions (View, assign, and un-assign drivers).



The screenshot shows a dialog box titled "Permissions" with a dropdown arrow. It is divided into two sections: "Users & Vehicles" and "Driver".

Users & Vehicles

- Edit vehicle properties and assign vehicle groups.
- Full user admin permissions

Driver

- None
- View drivers
- Assign and un-assign drivers to vehicles
- Full driver admin permissions

At the bottom of the dialog are two buttons: "Cancel" and "Save".

- Vehicle Groups (Use the drop-down to select)

Note. Fields denoted with an asterisk (*) are required.

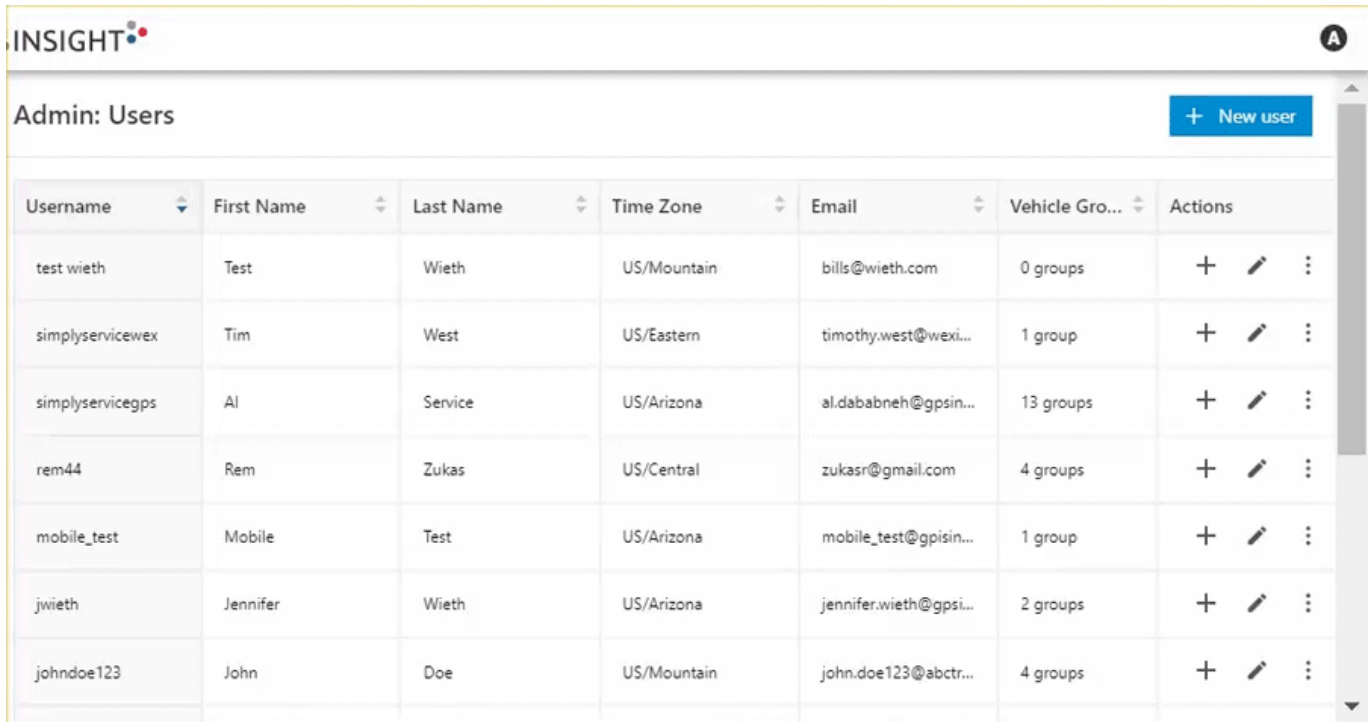
3. Click **Create**.

If successful, a pop-up window appears confirming the user has been created.

Adding a User to a Vehicle Group

For existing users, you can add the user to a vehicle group. Adding the user to a vehicle group allows the user to see the vehicle group on the [Map page](#).

How to add a user to a vehicle group:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	Test	Wieth	US/Mountain	bills@wieth.com	0 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

1. From the Users page, click the add icon (+) under the Actions column.

The “Add to a vehicle group” option appears.

2. Click **Add to a vehicle group**.

3. Select the vehicle group you would like to add to the user using the drop-down list or the search feature.

Note. You can add more than one.

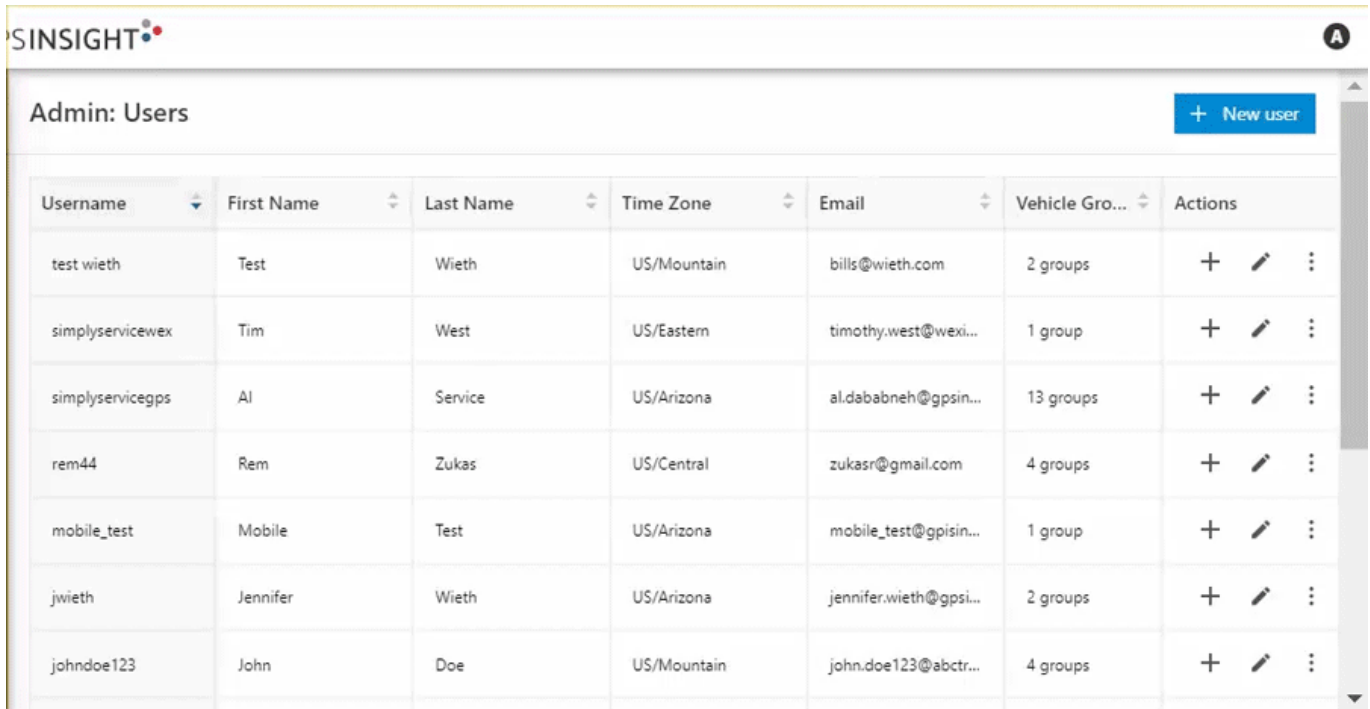
4. Click **Save**.

If successful, a pop-up window appears confirming the vehicle group has been added to the user.

Editing a User

For existing users, you can edit the user.

How to edit a user:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	Test	Wieth	US/Mountain	bills@wieth.com	2 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

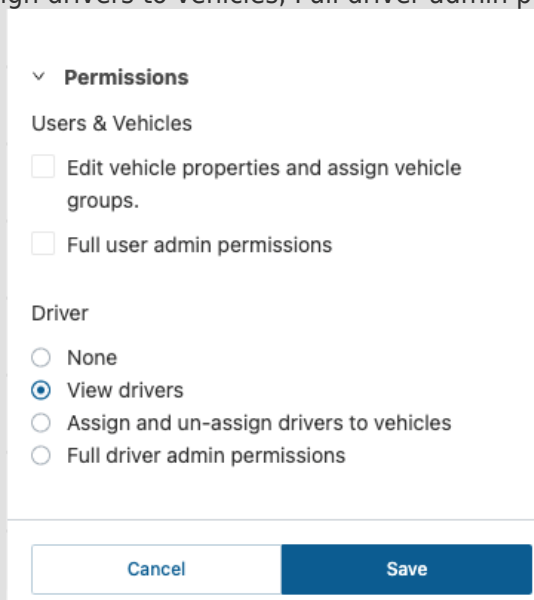
1. From the Users page, click on the Edit icon (✎) under the Actions column corresponding to the user you would like to edit.

The User Card appears.

2. Make your edits and then click **Save**.

Note. You cannot edit Username. Additionally, if you have the Driver Management Add-on enabled for your account, you can adjust Driver permissions for a user: None, View drivers, Assign and un-assign drivers to vehicles, Full driver admin permissions (View, assign, and

un-assign drivers).



Permissions

Users & Vehicles

- Edit vehicle properties and assign vehicle groups.
- Full user admin permissions


Driver

- None
- View drivers
- Assign and un-assign drivers to vehicles
- Full driver admin permissions

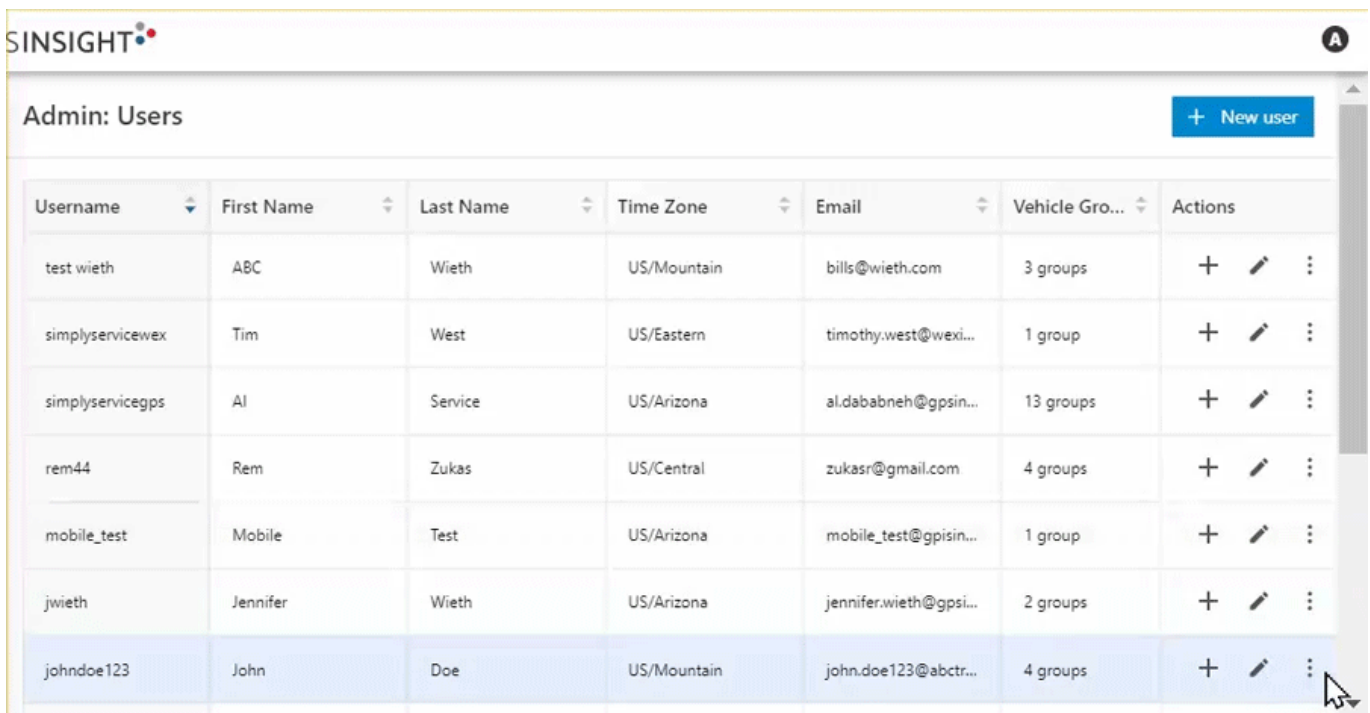
Cancel Save

If successful, a pop-up window appears confirming the edits have been saved.


Deleting a User and Other Actions

For existing users, you can reset a user's password, resend a welcome email, and delete a user using the three dots icon () provided in the Actions column.

How to reset a user's password:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	ABC	Wieth	US/Mountain	bills@wieth.com	3 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

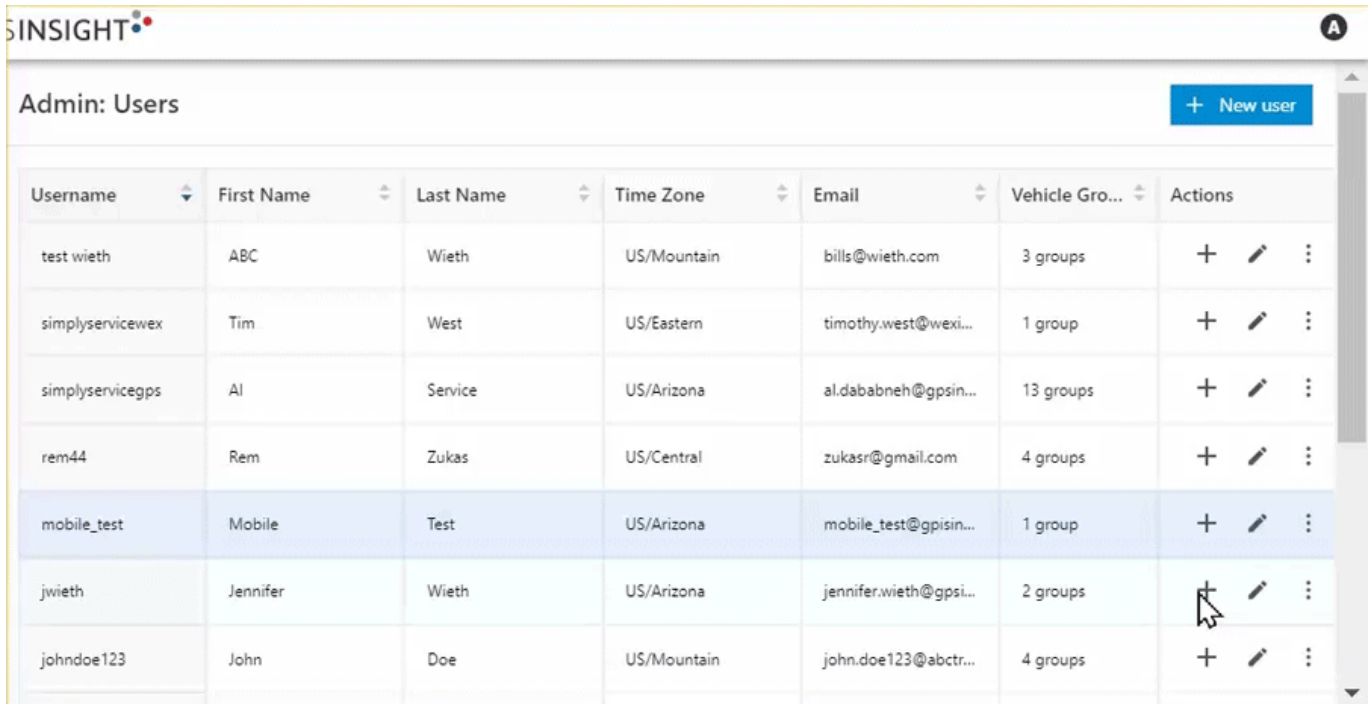
1. From the Users page, click on the Three Dot icon () under the Actions column.
2. Click **Reset password**.

A pop-up appears asking you to confirm you would like to reset the user's password.

3. Click **Yes, Send Reset Password Email** to reset the user's password or **No, Cancel** to exit without resetting the password.

If you selected to reset the password, a pop-up will appear confirming the email to reset the password was sent successfully.

How to resend a welcome email:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	ABC	Wieth	US/Mountain	bills@wieth.com	3 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

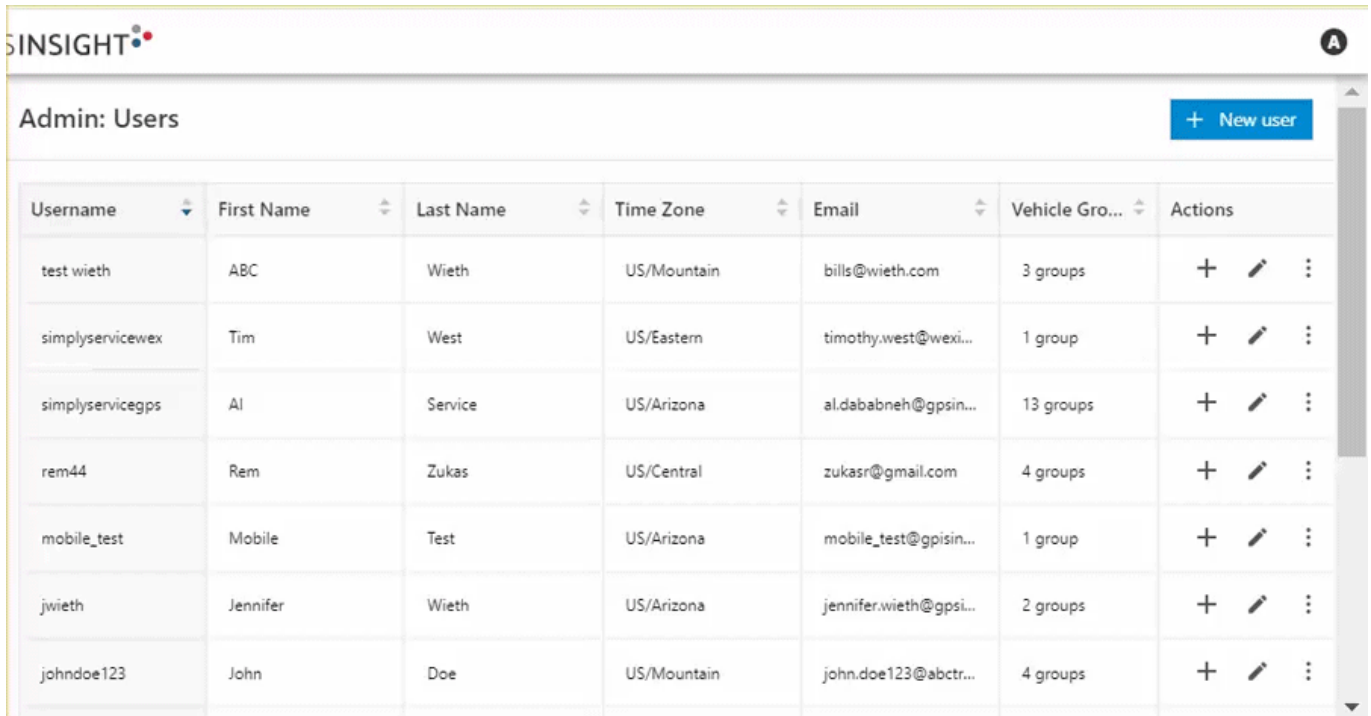
1. From the Users page, click on the Three Dot icon (⋮) under the Actions column.
2. Click **Send welcome email**.

A pop-up appears asking you to confirm you would like to send a welcome email to the user.

Note. A temporary password will also be sent to the user.

3. Click **Yes, Send Welcome Email** to resend the welcome email or **No, Cancel** to exit without sending the email.
- If you selected to resend the welcome email, a pop-up will appear confirming the email was sent successfully.

How to delete a user:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	ABC	Wieth	US/Mountain	bills@wieth.com	3 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

1. From the Users page, click on the Three Dot icon (⋮) under the Actions column.
2. Click **Delete user**.

A pop-up appears asking you to confirm you would like to delete the user.

3. Click Yes, Delete to delete the user or No, Cancel to exit without deleting the user.

If you selected to delete the user, a pop-up will appear confirming the user was deleted successfully.