

Link: <https://help.gpsinsight.com/docs/user-setup/giving-admin-access-to-users/> Last Updated: January 30th, 2019

Your company administrator on your account has access to **all data and all features**. The administrator can also give admin access to *other* users on the account via the **Driver Admin**, **Vehicle Admin**, and **User Admin**.

Assigning Admin Access

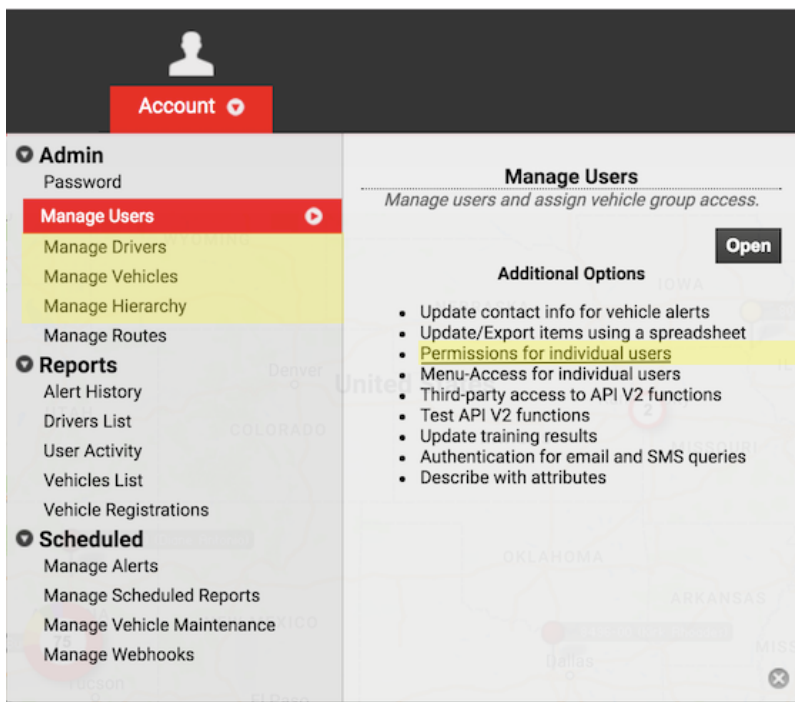
With Admin access, a user has the ability to control and manage all data and features. An Admin user can assist Fleet Managers by carrying out administrative functions, such as organizing fleets by department, region, etc., adding/editing/deleting vehicles, and running administrative reports.

Associated Risks

Users can potentially duplicate, edit and delete features that other users need. Any changes an admin user makes in the Portal will be seen by all account users in real-time. We recommend admin access is given only to one master user (ideally) or limited administrator level users, due to potential high-level impact.



Note. If your organization has the hierarchy feature, see [Giving Hierarchy Admin Access to Users](#).



Giving Admin Access to Users

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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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Show All 160:

	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
New Users*	<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"/>

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.

Mapping	View 2D/3D Mapping or Dashboard Maps.
Landmarks	Landmark reporting, editing, and creating.
Reports	All reports including scheduled reports.
Alerts	Set up and receive automated alerts.
Drivers	Display driver names in reports, alerts, maps, etc.
Maintenance	Set up maintenance schedules and reminders.
Messaging	Send SMS messages and queries
Custom Metrics	Manage Custom Metrics and Executive Dashboard
Routes	Manage and view vehicle routes.
Fuel Usage	Fuel Usage and Idle Time reporting.
Garmin Forms	Manage and view Garmin Custom Forms.
Driver Admin	Edit driver names and contact info.
Vehicle Admin	Edit vehicle properties and assign vehicle groups.
User Admin	Edit user properties and access.
Hierarchy Admin	Manage hierarchy trees and assign vehicles, etc.
All Hierarchies	See all hierarchy trees on the account.
Show Deleted	Allow access to deleted records (vehicle, user, etc.)
All Users Landmarks	See the landmarks and groups of every other user.

Keep in mind, even if a user has access to these admin features, the data the user can see within these interfaces is limited the groups the user has been assigned.

► To give a user admin access to vehicles:

1. From the portal, click the **Account** menu, click **Manage Users**.
2. In the **Additional User Options** menu, click **Permissions for individual users**.
3. From the User Permission List grid, locate the user you want to modify.
4. Select the check box for **Vehicle Admin**.
5. Open the **User Admin** page by clicking the **Account menu**, click **Manage Users**, click the **Open** button..
6. In the Vehicle Group List menu, set **user access to vehicle groups** to determine which groups of vehicles the user can access.

▶ To give a user admin access to drivers:

1. From the portal, click the **Account** menu, click **Manage Users**.
2. In the **Additional User Options** menu, click **Permissions for individual users**.
3. From the User Permission List grid, locate the user you want to modify.
4. Select the check box for **Driver Admin**.
5. Open the **User Admin** page by clicking the **Account menu**, click **Manage Users**, click the **Open** button.
6. In the Driver Group List menu, set **user access to driver groups** to determine which groups of drivers the user can access.

▶ To give a user admin access to other users:


1. From the portal, click the **Account** menu, click **Manage Users**.
2. In the **Additional User Options** menu, click **Permissions for individual users**.
3. From the User Permission List grid, locate the user you want to modify.
4. Select the check box for **User Admin**.
5. Open the **User Admin** page.

The user will have access to all users listed on this page. If you want to limit the users that this user can access, your account must have the **hierarchy feature**.

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Manage Users and Groups
Users Drivers Vehicles Hie


User List

All active users on your account. **WARNING:** Changes are not synchronized to Classic View.  filter

Username	First	Last Name	Time	Email	Vehicles	Hierarchy	Drivers	
allegre	Alexander	Anderson	US Arizona	alexander.anderson@gpsinsight.com	0 grp	ALL	0 grp	
allegre	Alex	Hagen	US Arizona	alex.hagen@gpsinsight.com	0 grp	ALL	0 grp	
allegre	GPS	Sales	US Arizona	gps@gpsinsight.com	0 grp	0 node	0 grp	
alex	Alex	Rice	US Arizona	alex.rice@gpsinsight.com	1 grp	0 node	3 grp	
alexandra	Paula	Freeman	US Custom	alexandra.freeman@gpsinsight.com	0 grp	0 node	0 grp	
alexander	Adam	Harner	US Arizona	alexander.harner@gpsinsight.com	1 grp	ALL	0 grp	
alexandra	Bethany	Patte	US Arizona	alexandra.patte@gpsinsight.com	0 grp	0 node	0 grp	
alexandra	Beth	Breneman	US Arizona	alexandra.breneman@gpsinsight.com	0 grp	0 node	0 grp	
alexander	Scott	Cyren	US Arizona	alexander.cyren@gpsinsight.com	1 grp	ALL	0 grp	
alexandra	Bob	Garnswater	US Custom	alexandra.garnswater@gpsinsight.com	0 grp	ALL	0 grp	
alexander	Byron	Cyren	US Custom	alexander.cyren@gpsinsight.com	1 grp	7 node	3 grp	

Create New: [User](#)
Download: [Excel](#), [CSV](#)

Vehicle Group List

Vehicle groups give access to vehicles.  filter

Search: * for wildcard filter

Create New: [Vehicle Group](#)
Download: [Excel](#), [CSV](#)

Driver Group List

Create New: [Driver Group](#)