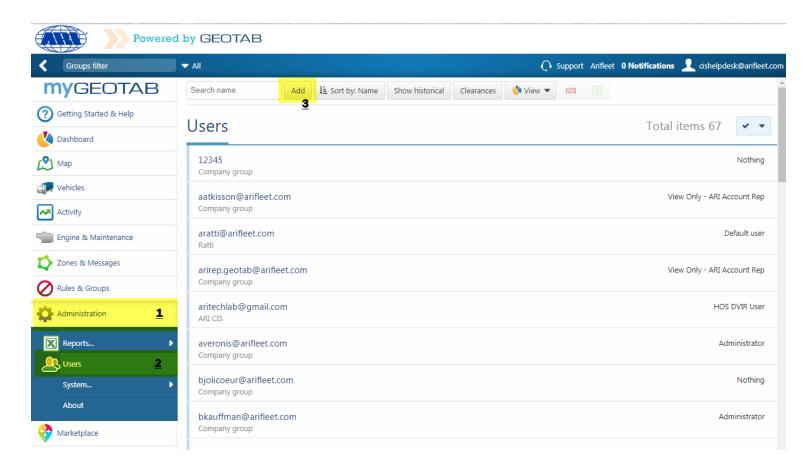


GeoTab Training: Adding Users

Best Practices

Step 1: Login to the GeoTab database and navigate to Administration → Users. Here you will see all of the users you have access to. You can click on any user to modify. To add a new user, click on the "Add" button at the top of the page.

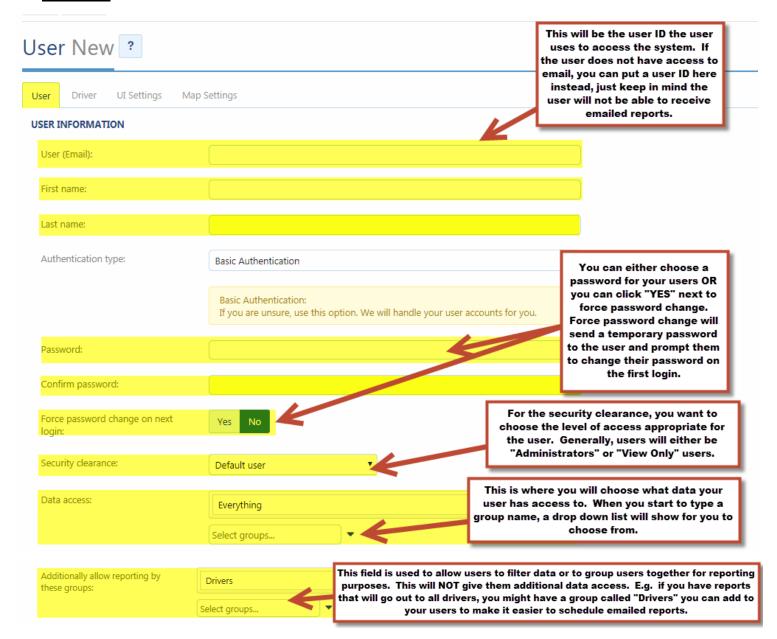






Step 2: On the new user creation page, fill in the required information, highlighted below. Keep in mind there are 4 tabs: User, Driver, UI Settings and Map Settings.

User Tab:

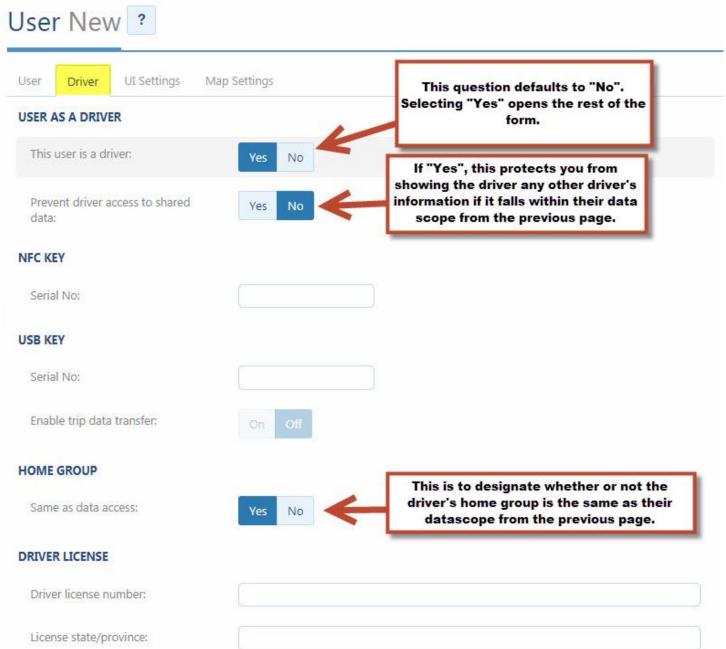






Driver Tab:

This tab is necessary only if the user is also a driver. This tab will allow you to manually assign drivers to trips on the map. All fields on this page are optional.

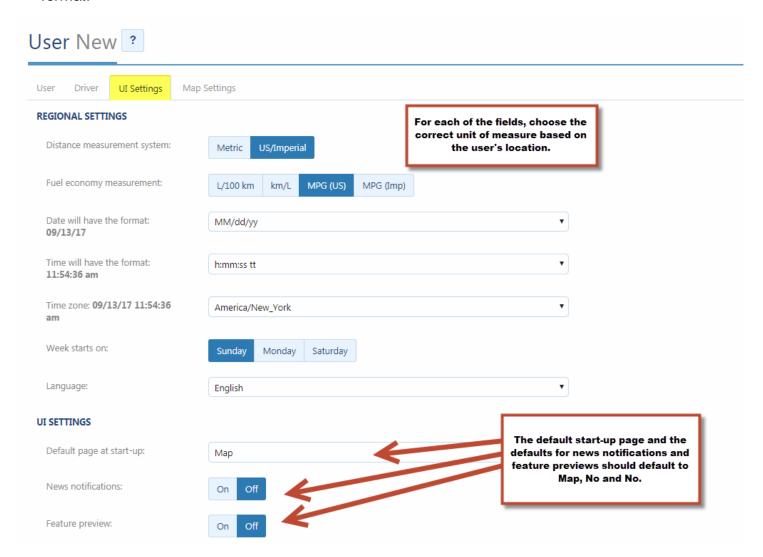






UI Settings Tab:

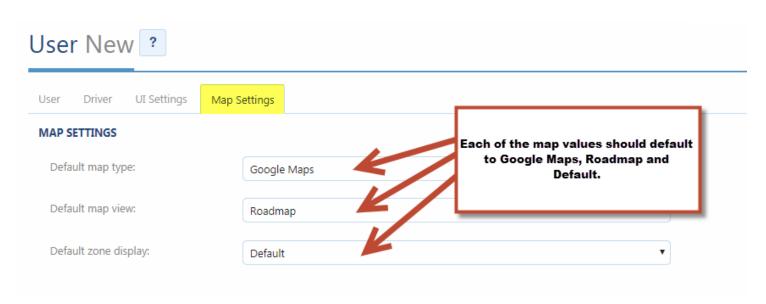
The UI Settings tab changes the user interface to be sure the data is showing in the correct format.







Map Settings Tab:



Upon saving, an e-mail from noreply@geotab.com will be sent to the user (assuming they are set up by e-mail) with directions on how to log into the GeoTab system.

