

EROAD

Depot Setup – Add a New User



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Learning Objectives



In this training session, you will:

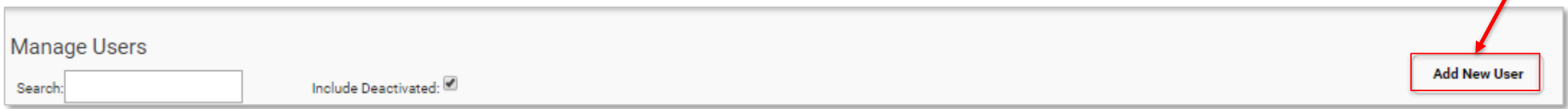
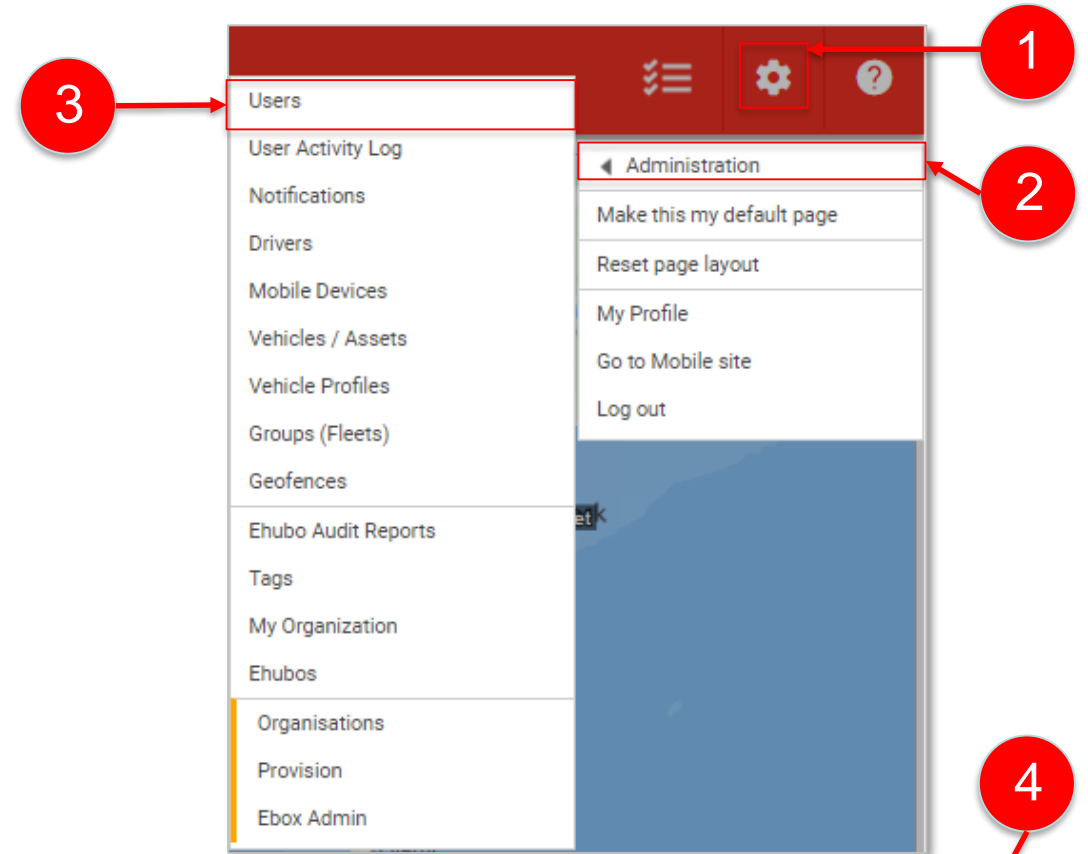
- Add a new user

Depot Setup – Add a New User



Perform the following tasks to add a new user:

1. Click the **Settings** icon.
2. Click the **Administration** menu.
3. Click the **Users** submenu.
4. Click the **Add New User** button.



Depot Setup – Add a New User - continued



5. Complete the **User Details** section.
 - a. Enter the user's first name.
 - b. Enter the user's last name.
 - c. Enter the user's mobile phone number.
 - d. Enter the user's email address.
 - e. Enter the user's login name.
 - f. Enter the user's password.
 - g. Confirm the user's password.

Create New User

User Details

First Name:

Last Name:

Mobile phone number:

Email Address:

Username (for logging in):

Password:

Confirm Password:

Password Policy:

- At least 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number or special character

All Group (Fleet) Access

2

ASSET TRACKER

California

CONFERENCES

Demo Cases

Equipment

Hoppers

Idaho

ISR NA

Job 2323

Medical Cards

Non-Sales

N Oregon

Sales

Team loses to Blitz

Test

Test Fleet PDX Van ttest

Roles [Learn about Roles ?](#)

Super Basic User

Service User

Basic User

Messaging User

Tax User

Reporting User

Unit Manager

Ehubo Admin

Client Administrator

Depot Setup – Add a New User - continued



6. (optional) Uncheck the **All Group (Fleet) Access** checkbox and click only those applicable groups, as needed. Otherwise, leave All Group Access enabled. See training lesson [S4 Depot Setup - Create and Manage Groups.pdf](#) for more information.
7. Click the applicable **role** checkbox in the Roles section. (See the **Learn about Roles** link for a description of each role in the Depot help files. The question mark icon also links to the Depot help files.) Contact your EROAD account manager with any questions.
8. Click the **Create** button to save your changes.

The screenshot shows the 'Create New User' interface. It is divided into three main sections: 'User Details', 'Roles', and a bottom action bar. The 'User Details' section contains input fields for First Name, Last Name, Mobile phone number, Email Address, Username (for logging in), Password, and Confirm Password. A Password Policy section lists requirements: At least 8 characters, At least one uppercase letter, At least one lowercase letter, and At least one number or special character. The 'Roles' section features a list of roles with checkboxes: Super Basic User, Basic User, Tax User, Unit Manager, Client Administrator, Service User, Messaging User, Reporting User, and Ehubo Admin. A 'Learn about Roles' link with a question mark icon is also present. At the bottom, there are three buttons: 'Create' (highlighted in blue), 'Reset', and 'Cancel'. Red callouts with numbers 6, 7, and 8 are overlaid on the image. Callout 6 points to the 'All Group (Fleet) Access' checkbox, which is currently checked. Callout 7 points to the 'Roles' section. Callout 8 points to the 'Create' button.

Learning Summary



In this training session, you:

- Added a new user

THANK YOU

