

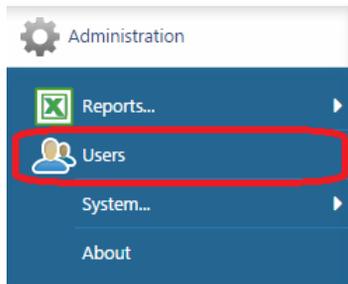


This document will walk you through adding new users and drivers to your Transflo ELD admin portal.

Adding Admin Portal Users

Below are the steps to add a new admin user.

1. Go to **Administration > Users**



2. At the top, click the **Add** button

Add

By default you will start on the **User** tab.



3. Enter the user's email address (which will be their username), first name, and last name.

User (Email):

First name:

Last name:

4. Set the Authentication type to **Basic Authentication**

Authentication type:

5. For the password you have two options:

- I. Enter a password and then confirm the password; this will be the user's password, which you will have to provide to the user, together with their username.

Password:

Confirm password:



- II. Click **Yes** next to 'Force password change on next login'; this will remove the password fields, but will instead generate a temporary password that will be sent to the user's email address, containing the login link. The user will be requested to change the password upon initial login.

Force password change on next login:

Yes

No

An email will be sent to this user with a link to log in and change their password. This link will work for 14 days from when it was sent.

6. Set the desired **Security clearance**. A normal user will have sufficient viewing permissions as a **Default user**. If your user needs to be able to make administrative changes (add/edit users, add vehicles, etc.), you will need to change this value to **Administrator**. (User profiles can also be customized, to allow your users access to fewer or more options within the system; if this is something you'd like to explore, please let us know and we will be able to assist you).

Security clearance:

Default user ▼

7. For Data Access, until you start actively using Groups, the default value of **Everything** is correct. Once you start adding and working with groups in the future, the data access per user can be restricted by adding group membership for a user.

Data access:

Everything

Select groups... ▼

8. Designation, Employee number, and Comments fields are all optional fields.

Designation:

Employee number:

Comments:

9. Go to the **UI Settings** tab.

User

Driver

UI Settings

Map Settings

10. There, verify the **REGIONAL SETTINGS**, to ensure the correct units of measurements and time zone are being used. You can also change the default start-up page to either the Dashboard, the Map, or the Vehicles page, toward the bottom of the page under **UI SETTINGS**.

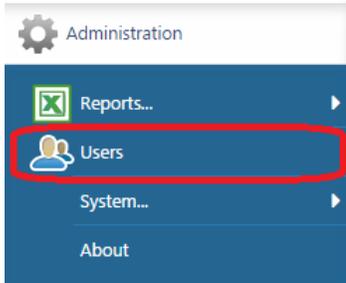
11. Next, click the **Save** button  at the top of the page, to complete the user setup.



Adding Driver Users

Below are the steps to add a new driver.

1. Go to **Administration > Users**



2. At the top, click the **Add** button



By default you will start on the **User** tab.



3. Enter the user's email address (which will be their username), first name, and last name.

User (Email):

First name:

Last name:

4. Set the Authentication type to **Basic Authentication**

Authentication type:

5. For the password you have two options:

- III. Enter a password and then confirm the password; this will be the user's password, which you will have to provide to the user, together with their username.

Password:

Confirm password:



- IV. Click **Yes** next to 'Force password change on next login'; this will remove the password fields, but will instead generate a temporary password that will be sent to the user's email address, containing the login link. The user will be requested to change the password upon initial login.

Force password change on next login:

Yes No

An email will be sent to this user with a link to log in and change their password. This link will work for 14 days from when it was sent.

6. Set the desired **Security clearance**. For a driver you will need to change the security clearance to **Drive App User**.

Security clearance:

Drive App user ▼

7. For Data Access, until you start actively using Groups, the default value of **Everything** is correct. Once you start adding and working with groups in the future, the data access per user can be restricted by adding group membership for a user.

Data access:

Everything

Select groups... ▼

8. Designation, Employee number, and Comments fields are all optional fields.

Designation:

Employee number:

Comments:

9. Go to the **Driver** tab.

User **Driver** UI Settings HOS Settings

10. Click on **Yes** next to 'This user is a driver'

This user is a driver:

Yes No

11. You do not need to make any other changes on this tab, but if available it is recommended to enter the driver's license number and state toward the bottom:

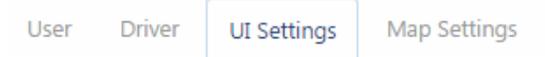
DRIVER LICENSE

Driver license number:

License state/province:



12. Next, go to the **UI Settings** tab.



13. There, verify the **REGIONAL SETTINGS**, to ensure the correct units of measurements and time zone are being used. You can also change the default start-up page to either the Dashboard, the Map, or the Vehicles page, toward the bottom of the page under **UI SETTINGS**.

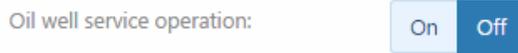
14. Next, go to the **HOS Settings** tab.



15. Select the correct **Rule Set Followed by User**:



16. If applicable, enable the Oilfield/well settings:



17. The home terminal, home terminal address, and carrier number values should have carried over; you can add or change these values at any time.

18. If applicable, enable Yard moves and/or Personal conveyance. This setting will determine if this option will be available for the driver in the mobile application.



19. Next, click the **Save** button  at the top of the page to complete the driver setup.