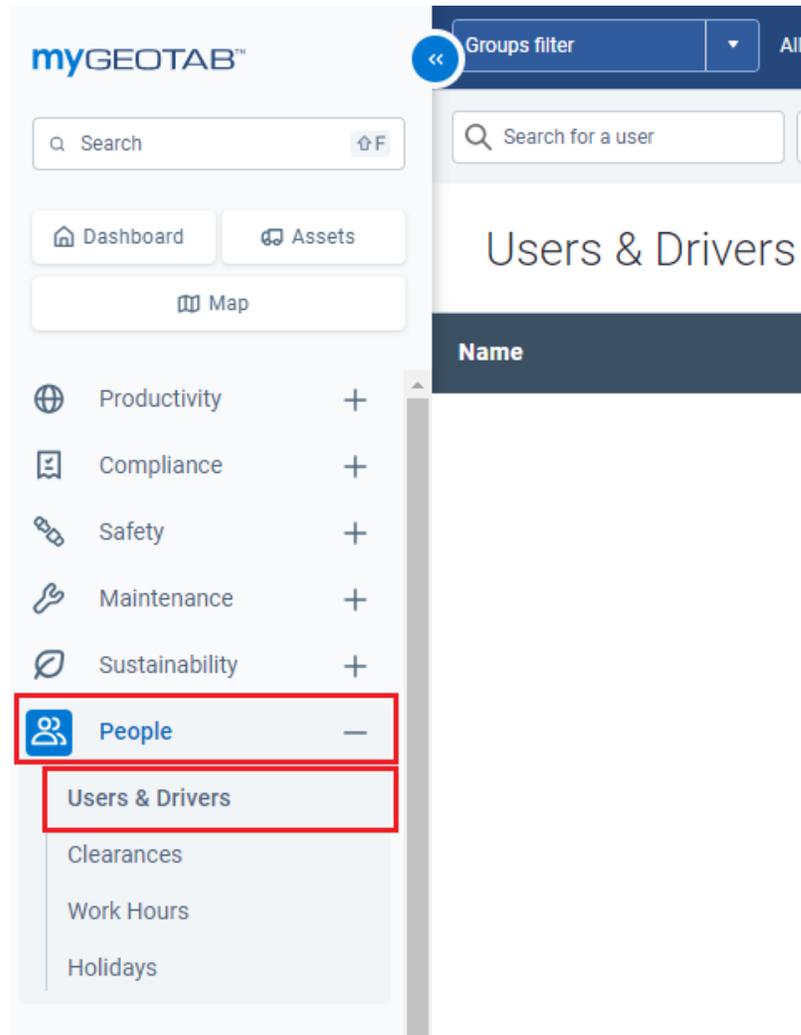
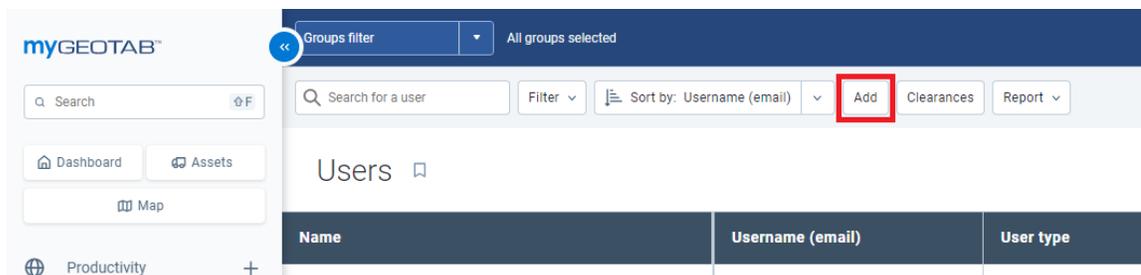


Adding a User to GeoTab (Giving a user access to see vehicles in GeoTab)

1. In the lefthand menu on GeoTab, go to People and select Users and Drivers



2. Once you have opened the User List, select Add from the top of the screen



3. The Add User page will open. Under User Information, enter the user's email address, first name, and last name. Click the dropdown menu next to Groups, select ARI Integration, Bill Code, then select the appropriate bill code(s) for the user.

*Do not make a selection for "Additionally allow reporting by these groups". Contact FMD to enable reporting for the user.

myGEOTAB™

Groups filter All groups selected

Search

Dashboard Assets

Map

Productivity +

Compliance +

Safety +

Maintenance +

Sustainability +

People +

Messages

Notifications

Video Recordings

Reports +

Groups & Rules +

Marketplace

Support +

System +

Add User

User Driver UI Settings Map Settings Beta Features System Communications Support

USER INFORMATION

Username (Email)

Users without a valid email address will not receive emailed reports and exception notifications. They will also not be able to reset their own password, and will require help from an Administrator.

First name

Last name

Designation

Employee number

Phone number Ext.

Groups Select groups...

AD94

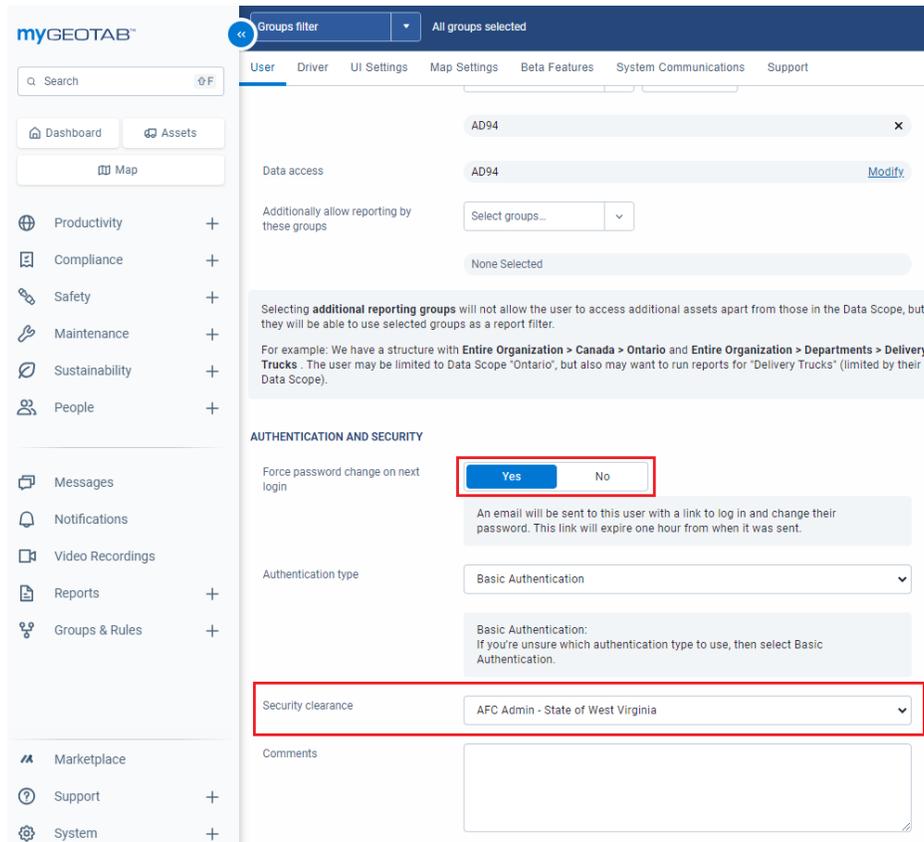
Data access AD94 [Modify](#)

Additionally allow reporting by these groups Select groups...

None Selected

Selecting **additional reporting groups** will not allow the user to access additional assets apart from those in the Data Scope, but they will be able to use selected groups as a report filter

4. On the same page, under Authentication and Security, select **YES** for “force password change on next login”. Next to Security Clearance, click the dropdown menu and select “AFC Admin – State of West Virginia”.



5. Click “save” at the top of the screen. An email will be sent to the user with a link to set their password (note, this link will expire one hour after it was sent). After the user has confirmed their GeoTab account, they will have access to see vehicles in GeoTab.

