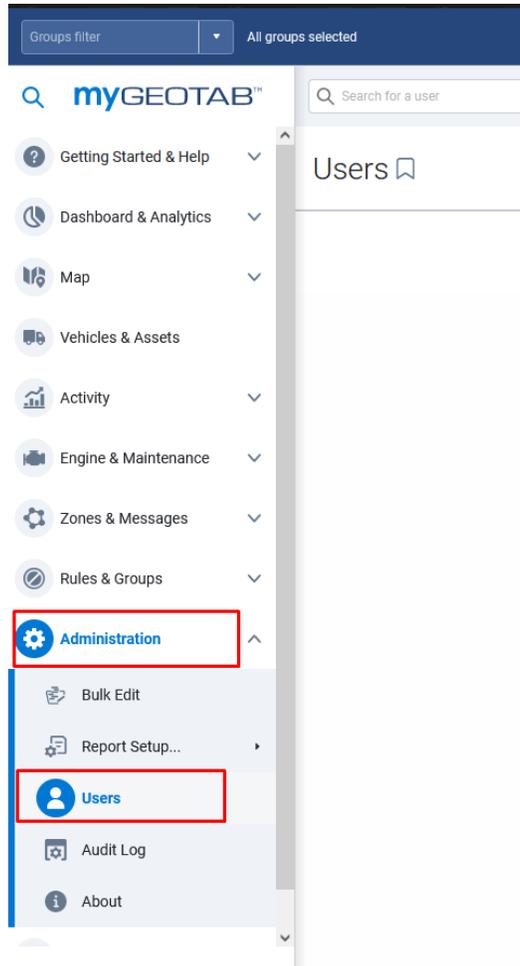
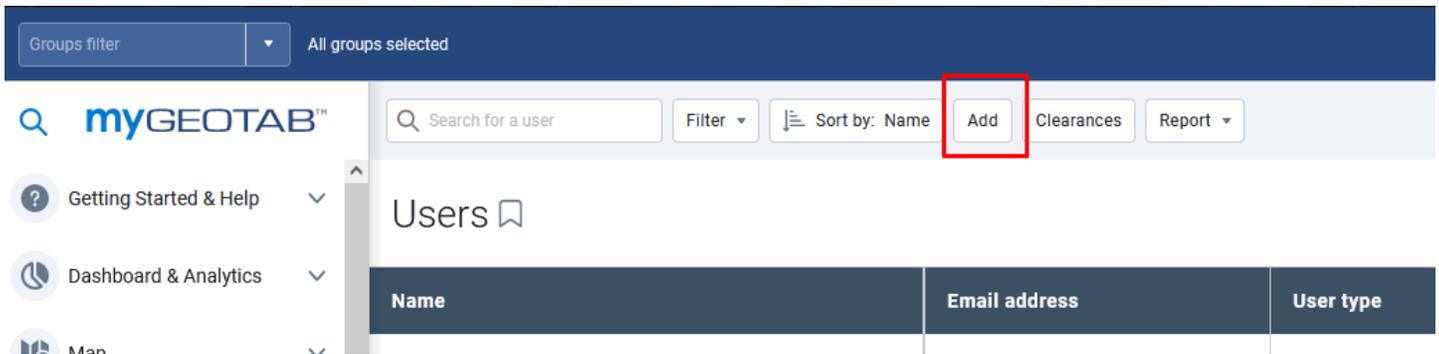


Adding a User to GeoTab (Giving a user access to see vehicles in GeoTab)

1. In GeoTab go to Administration and select Users.



2. When you get to the user list select Add towards the top middle of the screen.



- The Add User page will open. Fill in the User's email, first name, and last name. Keep "Force password change on next login" on Yes. Under the Security Clearance dropdown box select "Admin – State of West Virginia". Under the Groups: dropdown box select the appropriate Bill Code(s) for the user. Under the "Additionally allow reporting by these groups:" select Reporting and then All In Reporting. Click Save at the top of the screen. An email will be sent to the user prompting them to log in and confirm their GeoTab account.

myGEOTAB™ Add User [Show help](#)

User Driver UI Settings Map Settings HOS Settings Feature Preview System Communications Support

USER INFORMATION

User (Email):

First name:

Last name:

Authentication type:

Basic Authentication:
If you are unsure, use this option. We will handle your user accounts for you.

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 expire one hour from when it was sent.

Security clearance:

Groups:

AD94

Data access: AD94 [Modify](#)

Additionally allow reporting by these groups:

Reporting

[Collapse](#)