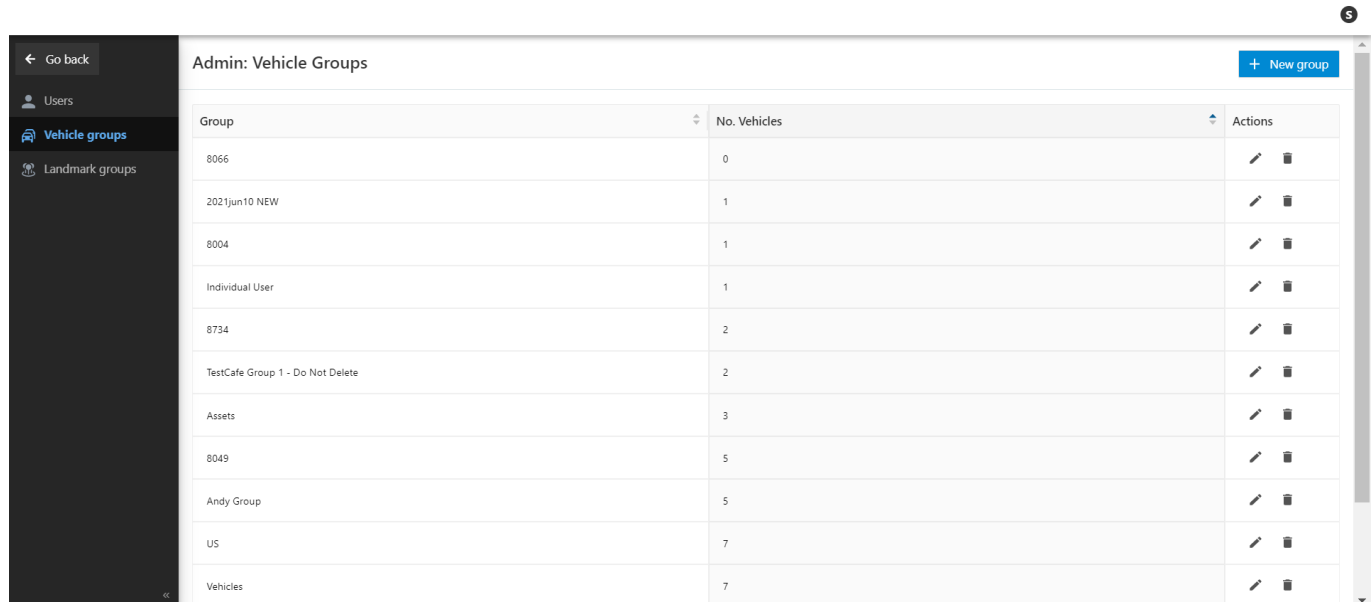
























The Admin page allows you to view and manage your account users, vehicle groups, and landmark groups quickly and easily.



Group	No. Vehicles	Actions
8066	0	 
2021jun10 NEW	1	 
8004	1	 
Individual User	1	 
8734	2	 
TestCafe Group 1 - Do Not Delete	2	 
Assets	3	 
8049	5	 
Andy Group	5	 
US	7	 
Vehicles	7	 



Note. To view this page, you must have Manage permissions (Manage User, Vehicle Groups, and Landmark Groups).

Managing Users

The Users page allows you to add users, manage existing users, and shows a list of your account users providing the following information in sortable (ascending/descending) columns:

- Username
- First name
- Last name
- Time zone
- Email
- Vehicle Groups

About the Admin Page

Link: <https://help.responsiblefleet.com/docs/about-the-admin-page/> Last Updated: February 7th, 2023

Admin: Users

+ New user

Username	First Name	Last Name	Time Zone	Email	Vehicle Groups	Actions
	Andy		US/Mountain		5 groups	+ ✎ ⋮
	Barry		US/Arizona		0 groups	+ ✎ ⋮
	Casey		US/Mountain		3 groups	+ ✎ ⋮
	Deon		US/Arizona		0 groups	+ ✎ ⋮
	Erica		US/Mountain		2 groups	+ ✎ ⋮
	Greg		US/Mountain		13 groups	+ ✎ ⋮
	Jason		US/Eastern		1 group	+ ✎ ⋮
	Jeffrey		US/Mountain		2 groups	+ ✎ ⋮
	Jennifer		US/Arizona		2 groups	+ ✎ ⋮
	Mobile		US/Arizona		1 group	+ ✎ ⋮
	Rem		US/Central		4 groups	+ ✎ ⋮
	Al		US/Arizona		13 groups	+ ✎ ⋮
	Tim		US/Eastern		1 group	+ ✎ ⋮



Note. To sort the columns by ascending or descending order, click on the up (ascending) or down (descending) arrows in the column header.

Username



Adding a New User

From the Users page, you can add a new user.

► To add a new user:

INSIGHT

Admin: Users

+ New user

Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	Test	Wieth	US/Mountain	bills@wieth.com	0 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
jason.ri	Jason	Ridder	US/Eastern	jason.ridder@gpsin...	1 group	+ ✎ ⋮

1. From the Users page, click + **New user**.

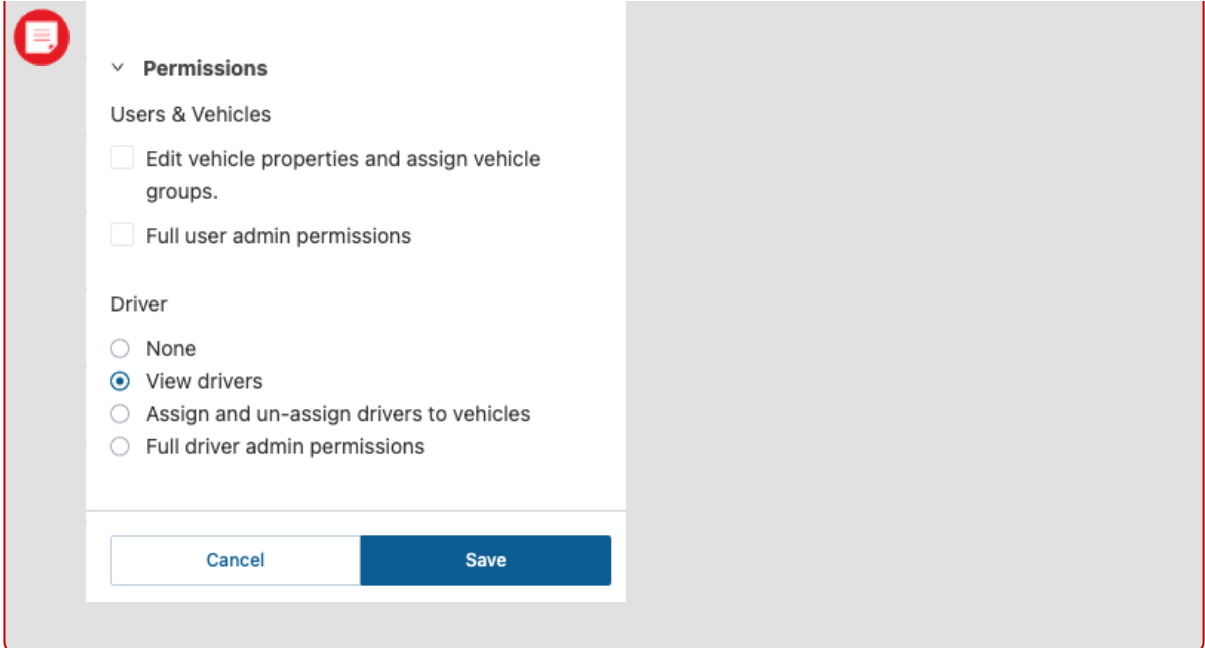
The New User card appears.

2. Enter the following information:

- Username*
- Email*
- First Name*
- Last Name*
- Phone
- Address
- City
- State (Use the drop-down to select)
- Zip
- Country (Use the drop-down to select)
- Timezone
- Use the check boxes to select Users & Vehicles permissions (if applicable): Vehicle Admin (Edit vehicle properties and assign vehicle groups) or User (Full permission to edit all users on the account)




Note. If you have the Driver Management Add-on enabled for your account, you can select Driver permissions for a user: None, View drivers, Assign and un-assign drivers to vehicles, Full driver admin permissions (View, assign, and un-assign drivers).



The screenshot shows a modal dialog box titled 'Permissions' with a red icon in the top-left corner. The dialog is divided into two sections: 'Users & Vehicles' and 'Driver'. Under 'Users & Vehicles', there are two checkboxes: 'Edit vehicle properties and assign vehicle groups.' and 'Full user admin permissions'. Under 'Driver', there are four radio buttons: 'None', 'View drivers' (which is selected), 'Assign and un-assign drivers to vehicles', and 'Full driver admin permissions'. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

- Vehicle Groups (Use the drop-down to select)



Note. Fields denoted with an asterisk (*) are required.

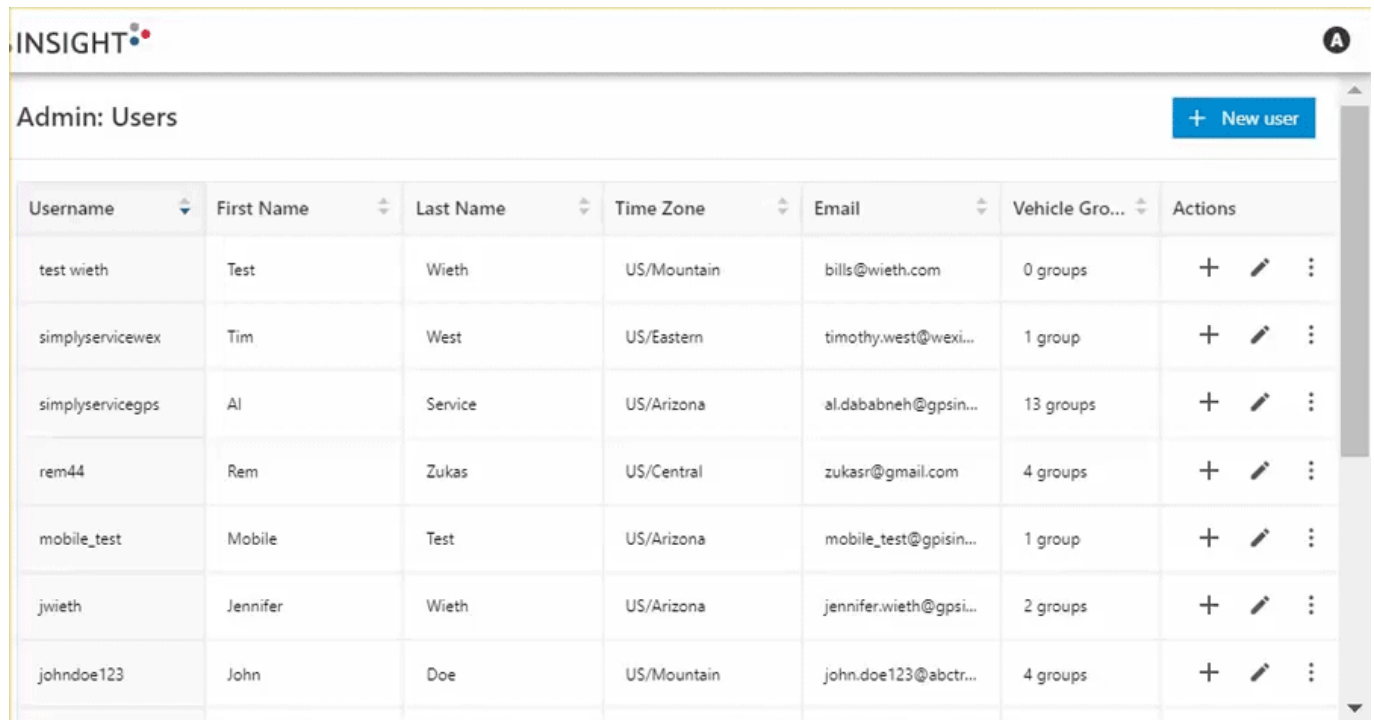
3. Click **Create**.

If successful, a pop-up window appears confirming the user has been created.

Adding a User to a Vehicle Group

For existing users, you can add the user to a vehicle group. Adding the user to a vehicle group allows the user to see the vehicle group on the [Map page](#).

► How to add a user to a vehicle group:



The screenshot shows the 'Admin: Users' interface in the INSIGHT system. It features a table with columns for Username, First Name, Last Name, Time Zone, Email, Vehicle Groups, and Actions. A '+ New user' button is in the top right. The table lists seven users with their details and action icons (add, edit, delete).

Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	Test	Wieth	US/Mountain	bills@wieth.com	0 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

1. From the Users page, click the add icon (+) under the Actions column.

The “Add to a vehicle group” option appears.

2. Click **Add to a vehicle group**.
3. Select the vehicle group you would like to add to the user using the drop-down list or the search feature.



Note. You can add more than one.

4. Click **Save**.

If successful, a pop-up window appears confirming the vehicle group has been added to the user.

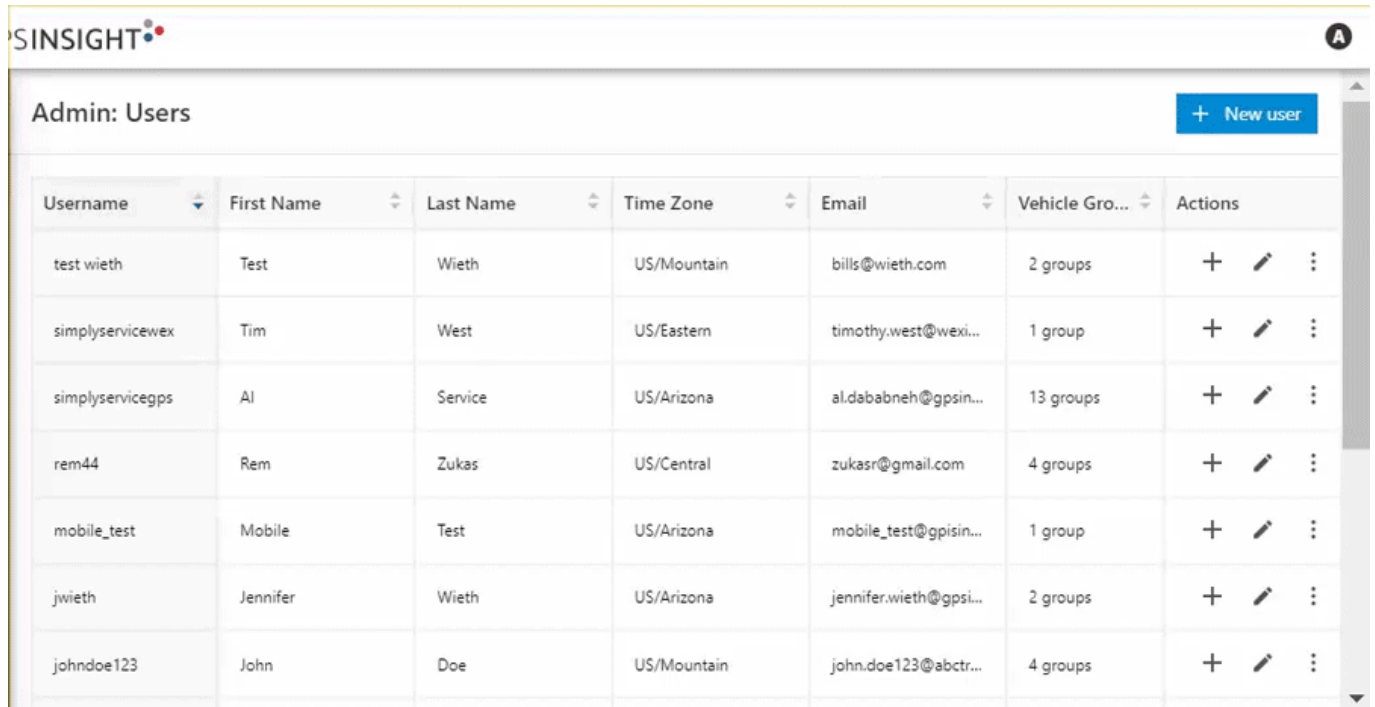
Editing a User

For existing users, you can edit the user.

► How to edit a user:

About the Admin Page

Link: <https://help.responsiblefleet.com/docs/about-the-admin-page/> Last Updated: February 7th, 2023



The screenshot shows the 'Admin: Users' page in the SINSIGHT interface. It features a table with columns for Username, First Name, Last Name, Time Zone, Email, Vehicle Groups, and Actions. A '+ New user' button is in the top right. The table lists seven users with their respective details and action icons (add, edit, delete).

Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	Test	Wieth	US/Mountain	bills@wieth.com	2 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

1. From the Users page, click on the Edit icon (✎) under the Actions column corresponding to the user you would like to edit.

The User Card appears.

2. Make your edits and then click **Save**.



Note. You cannot edit Username. Additionally, if you have the Driver Management Add-on enabled for your account, you can adjust Driver permissions for a user: None, View drivers, Assign and un-assign drivers to vehicles, Full driver admin permissions (View, assign, and

▼ Permissions

Users & Vehicles

- ☐ Edit vehicle properties and assign vehicle groups.
- ☐ Full user admin permissions

Driver

- ☐ None
- ☒ View drivers
- ☐ Assign and un-assign drivers to vehicles
- ☐ Full driver admin permissions

Cancel

Save

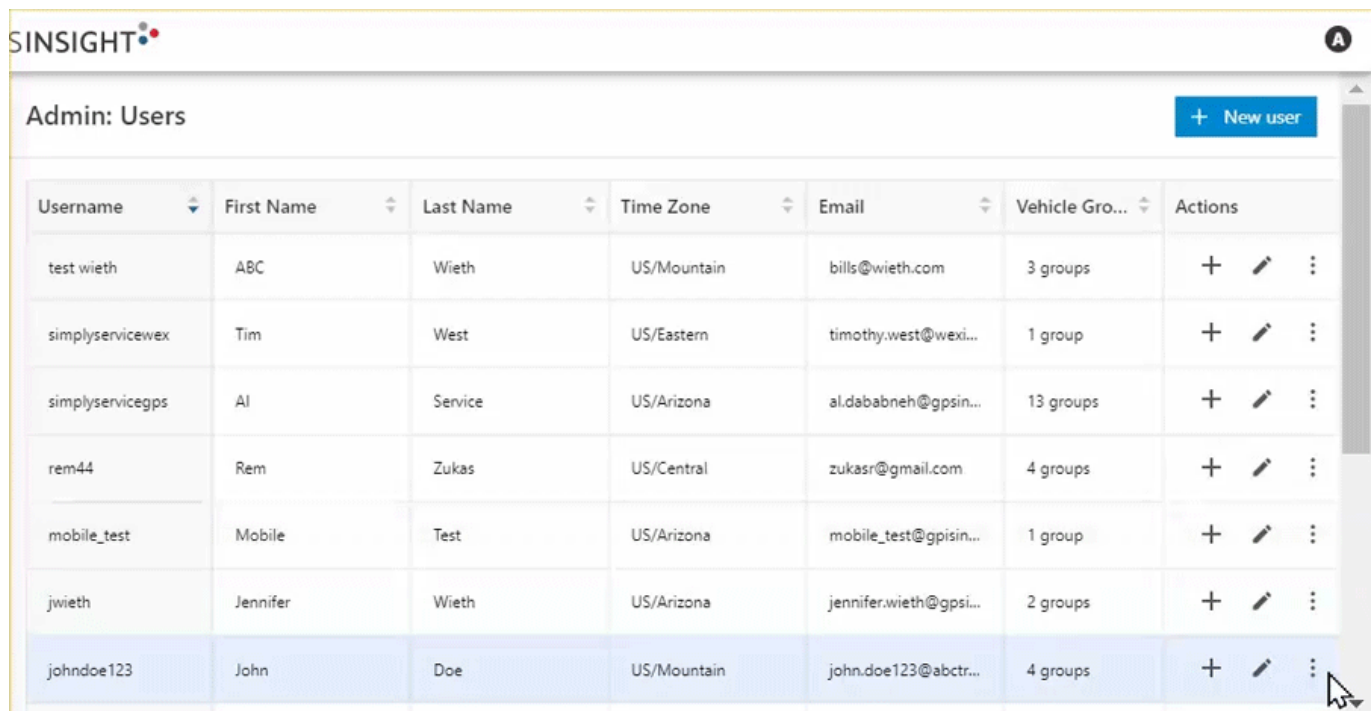
un-assign drivers).

If successful, a pop-up window appears confirming the edits have been saved.

Deleting a User and Other Actions

For existing users, you can reset a user's password, resend a welcome email, and delete a user using the three dots icon (⋮) provided in the Actions column.

► How to reset a user's password:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	ABC	Wieth	US/Mountain	bills@wieth.com	3 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

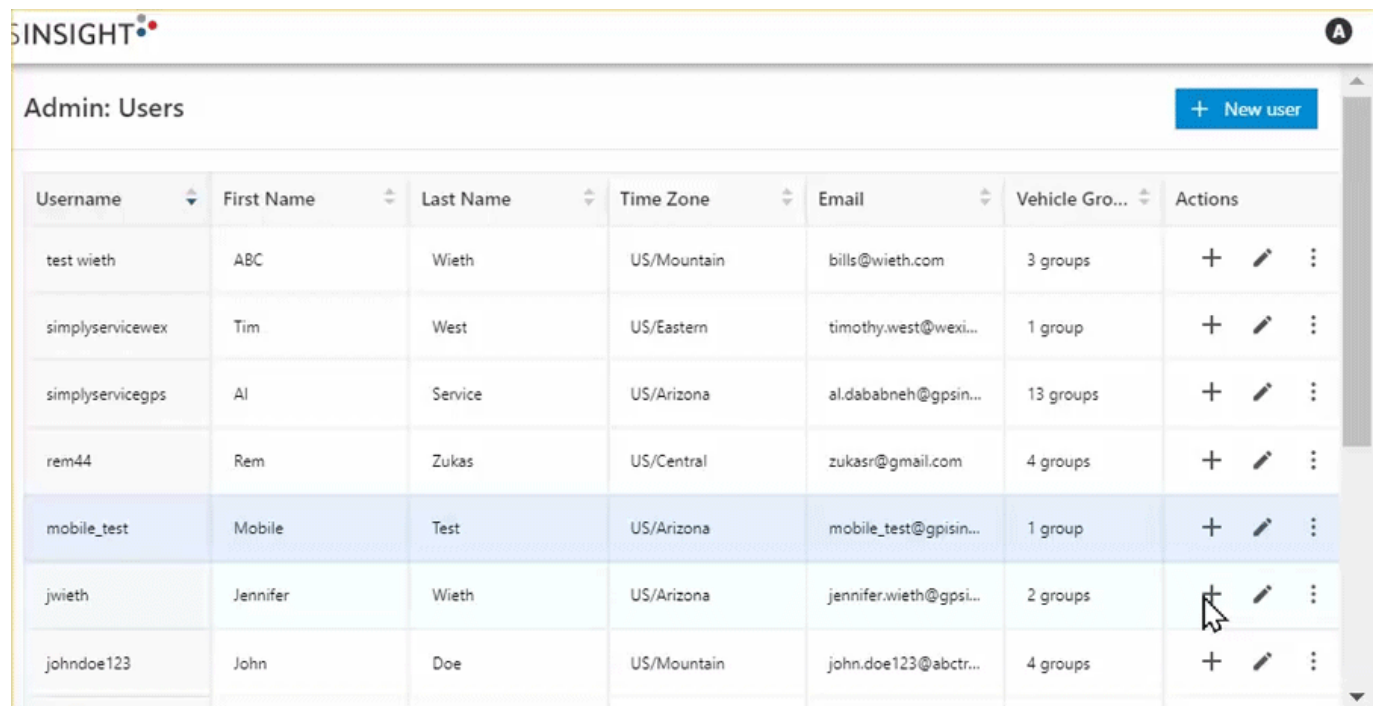
1. From the Users page, click on the Three Dot icon (⋮) under the Actions column.
2. Click **Reset password**.

A pop-up appears asking you to confirm you would like to reset the user's password.

3. Click **Yes, Send Reset Password Email** to reset the user's password or **No, Cancel** to exit without resetting the password.

If you selected to reset the password, a pop-up will appear confirming the email to reset the password was sent successfully.

► How to resend a welcome email:



Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	ABC	Wieth	US/Mountain	bills@wieth.com	3 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

1. From the Users page, click on the Three Dot icon (⋮) under the Actions column.
2. Click **Send welcome email**.

A pop-up appears asking you to confirm you would like to send a welcome email to the user.

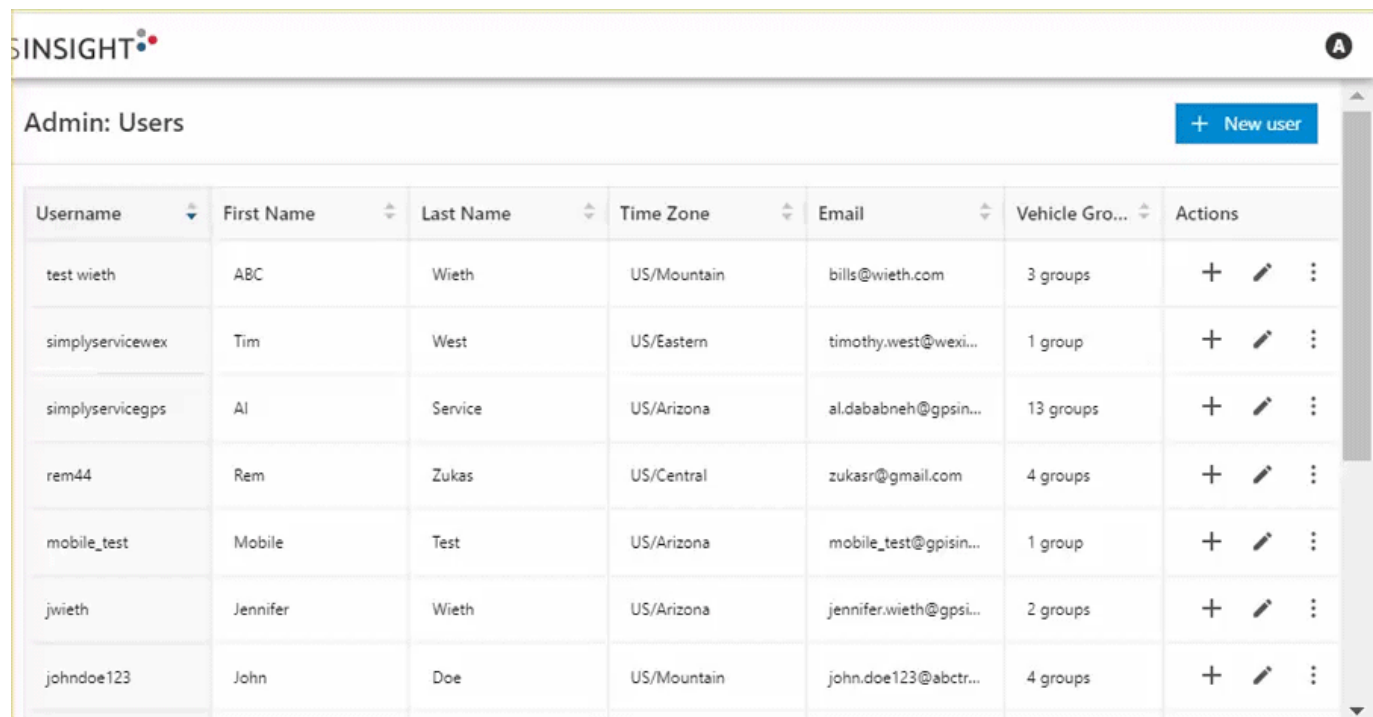


Note. A temporary password will also be sent to the user.

3. Click **Yes, Send Welcome Email** to resend the welcome email or **No, Cancel** to exit without sending the email.

If you selected to resend the welcome email, a pop-up will appear confirming the email was sent successfully.

► How to delete a user:



The screenshot shows the 'Admin: Users' page in the SINSIGHT application. At the top right is a '+ New user' button. Below the header is a table with columns: Username, First Name, Last Name, Time Zone, Email, Vehicle Gro..., and Actions. The table contains seven user entries. Each entry in the Actions column has three icons: a plus sign, a pencil, and a three-dot menu icon.

Username	First Name	Last Name	Time Zone	Email	Vehicle Gro...	Actions
test wieth	ABC	Wieth	US/Mountain	bills@wieth.com	3 groups	+ ✎ ⋮
simplyservicewex	Tim	West	US/Eastern	timothy.west@wexi...	1 group	+ ✎ ⋮
simplyservicegps	Al	Service	US/Arizona	al.dababneh@gpsin...	13 groups	+ ✎ ⋮
rem44	Rem	Zukas	US/Central	zukasr@gmail.com	4 groups	+ ✎ ⋮
mobile_test	Mobile	Test	US/Arizona	mobile_test@gpsin...	1 group	+ ✎ ⋮
jwieth	Jennifer	Wieth	US/Arizona	jennifer.wieth@gpsi...	2 groups	+ ✎ ⋮
johndoe123	John	Doe	US/Mountain	john.doe123@abctr...	4 groups	+ ✎ ⋮

1. From the Users page, click on the Three Dot icon (⋮) under the Actions column.
2. Click **Delete user**.

A pop-up appears asking you to confirm you would like to delete the user.

3. Click Yes, Delete to delete the user or No, Cancel to exit without deleting the user.

If you selected to delete the user, a pop-up will appear confirming the user was deleted successfully.

Managing Vehicle Groups

The Vehicle Groups page allows you to add a new vehicle group, manage existing vehicle groups, and shows a list of existing vehicle groups providing the following information in sortable (ascending/descending) columns:

- Group
- Number of Vehicles

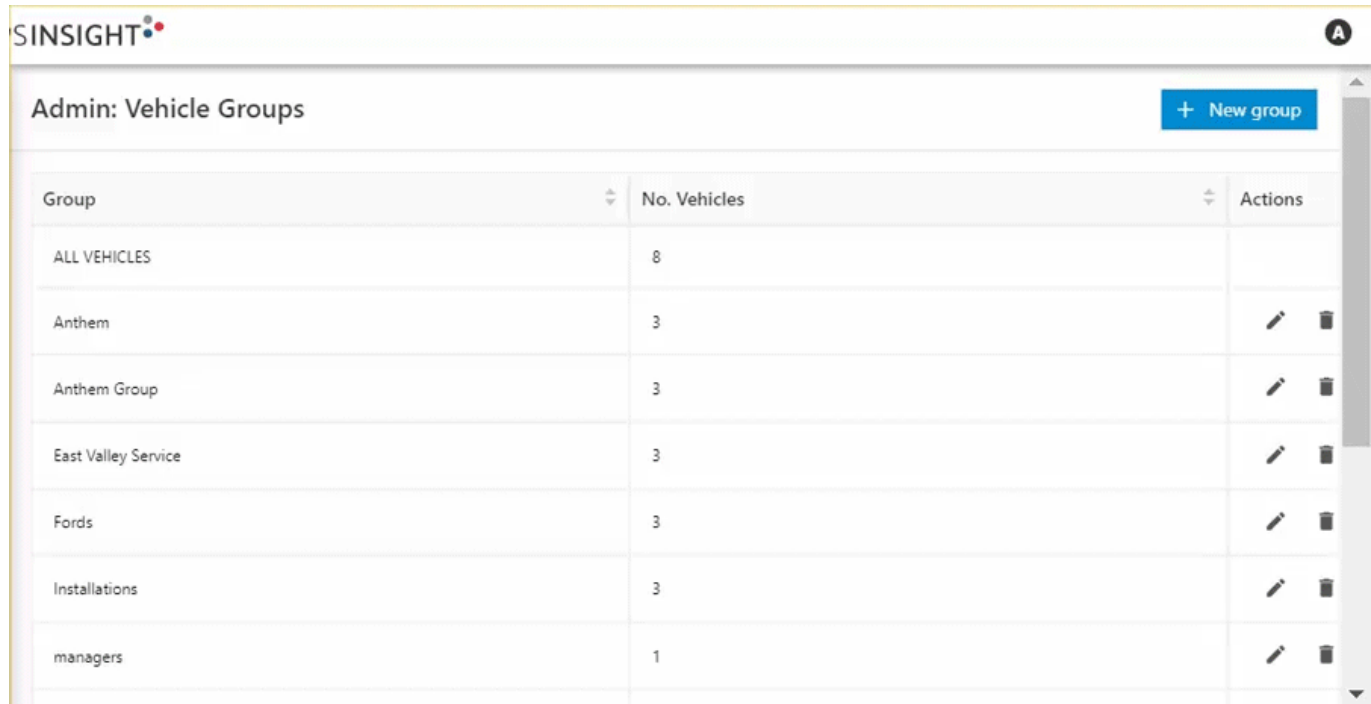














Note. The ALL VEHICLES vehicle group is listed by default in the existing vehicle groups. The ALL VEHICLES vehicle group cannot be edited or deleted.

Adding a New Vehicle Group

From this page, you can add a new vehicle group.

► How to add a new vehicle group:



Group	No. Vehicles	Actions
ALL VEHICLES	8	
Anthem	3	 
Anthem Group	3	 
East Valley Service	3	 
Fords	3	 
Installations	3	 
managers	1	 

1. From the Vehicle Groups page, click **+ New group**.

The New Vehicle Group card appears.

2. Enter the following information:

- Group Name*
- Select Vehicles (Use the search field or locate the vehicle(s) in the list and check the corresponding checkbox).



Note. Fields denoted with an asterisk (*) are required.

3. Click **Save**.

If successful, a pop-up window appears confirming the vehicle group has been created.

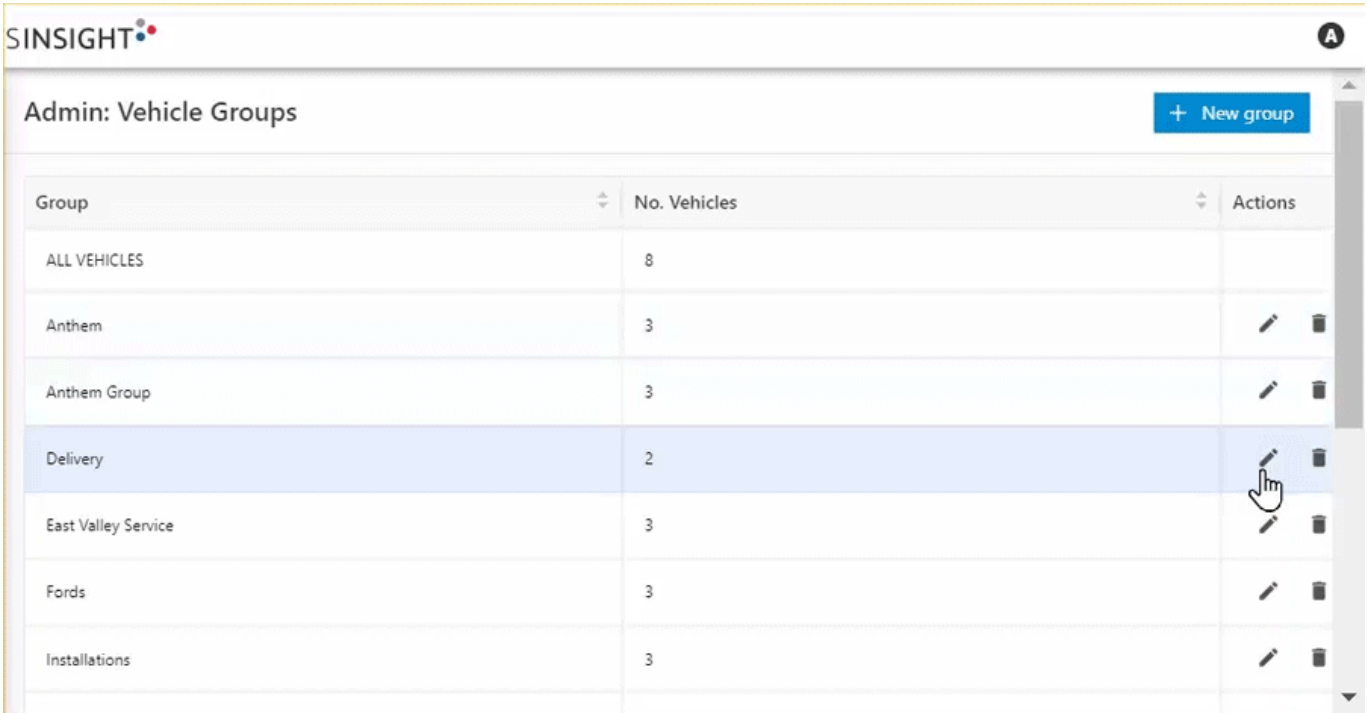
Editing a Vehicle Group













You can edit vehicle groups individually from the Vehicle Groups page.




Note. The ALL VEHICLES vehicle group cannot be edited.

► To edit a vehicle group:




Group	No. Vehicles	Actions
ALL VEHICLES	8	
Anthem	3	 
Anthem Group	3	 
Delivery	2	 
East Valley Service	3	 
Fords	3	 
Installations	3	 

1. From the Vehicle Groups page, under the “Actions” column, click on the Edit icon ().
The Vehicle Group Card appears.
2. Make your edits to the Group Name and/or selected vehicles.
3. Click **Save**.

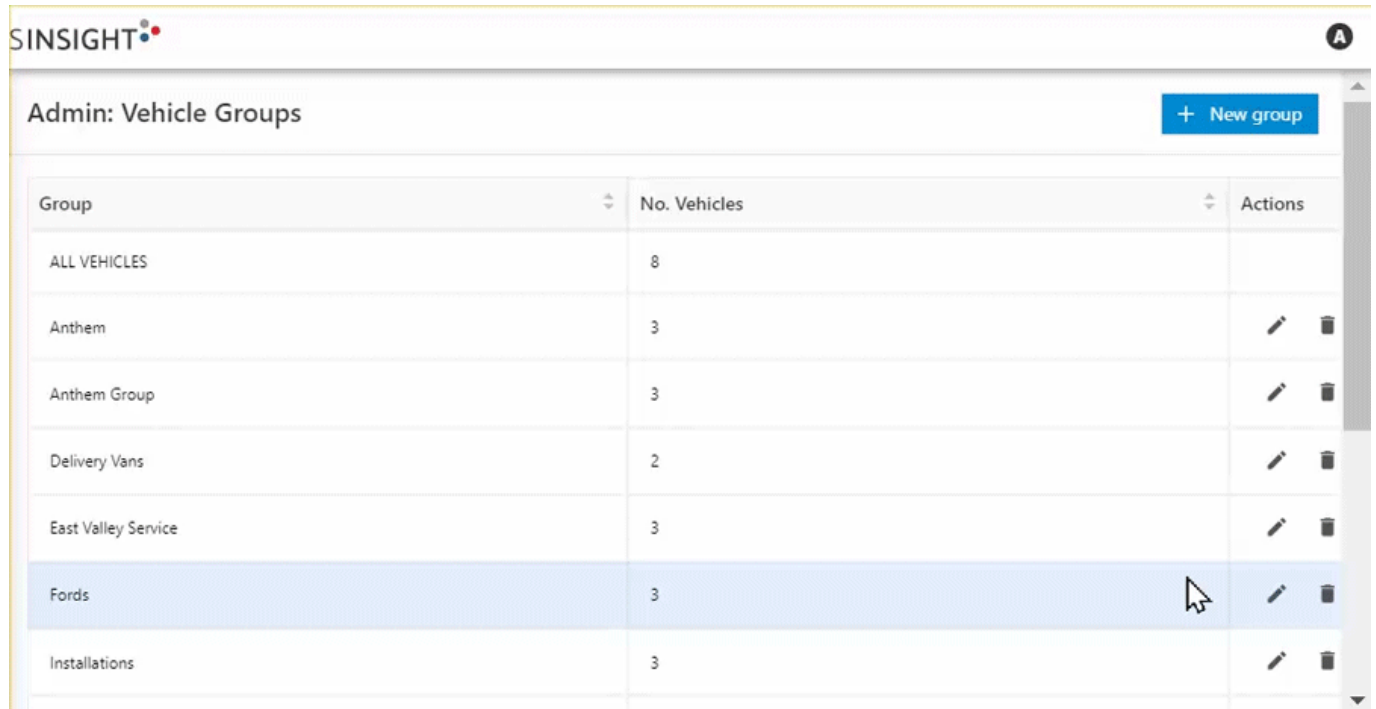
If successful, a pop-up window appears confirming edits to the vehicle group have been saved.













Deleting a Vehicle Group


You can delete vehicle groups individually from the Vehicle Groups page.

**Note.** The ALL VEHICLES vehicle group cannot be deleted.

► To delete a vehicle group:



Group	No. Vehicles	Actions
ALL VEHICLES	8	
Anthem	3	 
Anthem Group	3	 
Delivery Vans	2	 
East Valley Service	3	 
Fords	3	 
Installations	3	 

1. From the Vehicle Groups page, under the “Actions” column, click on the Delete icon ().
The Delete Vehicle Group pop-up appears asking you to confirm you would like to delete the selected vehicle group.
2. Click **Yes, Delete** to delete the vehicle group or **No, Cancel** to exit without making any changes.
If successful, a pop-up window appears confirming the vehicle group has been deleted.

Managing Landmark Groups

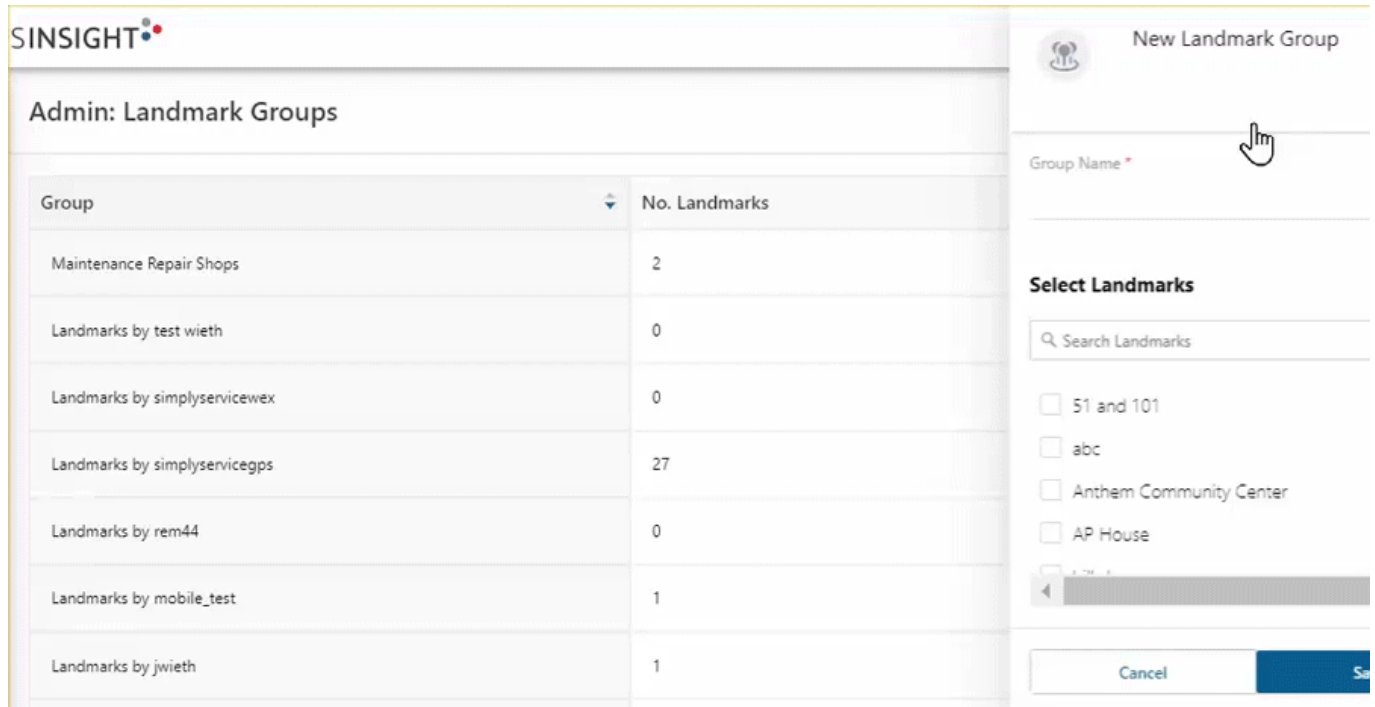
The Landmark Groups page allows you to add a landmark group, manage existing landmark groups, and shows a list of your account’s existing landmark groups providing the following information in sortable (ascending/descending) columns:

- Group
- Number of Landmarks

Adding a Landmark Group

From this page, you can add a new landmark group.

► How to add a new landmark group:



SINSIGHT

Admin: Landmark Groups

Group	No. Landmarks
Maintenance Repair Shops	2
Landmarks by test wieth	0
Landmarks by simplyservicewex	0
Landmarks by simplyservicegps	27
Landmarks by rem44	0
Landmarks by mobile_test	1
Landmarks by jwieth	1

New Landmark Group

Group Name *

Select Landmarks

Search Landmarks

- ☐ 51 and 101
- ☐ abc
- ☐ Anthem Community Center
- ☐ AP House

Cancel Save

1. From the Landmark Groups page, click **+ New group**.

The New Landmark Group card appears.

2. Enter the following information:
 - Group Name*
 - Select Landmarks (Use the search field or locate the vehicle(s) in the list and check the corresponding checkbox).

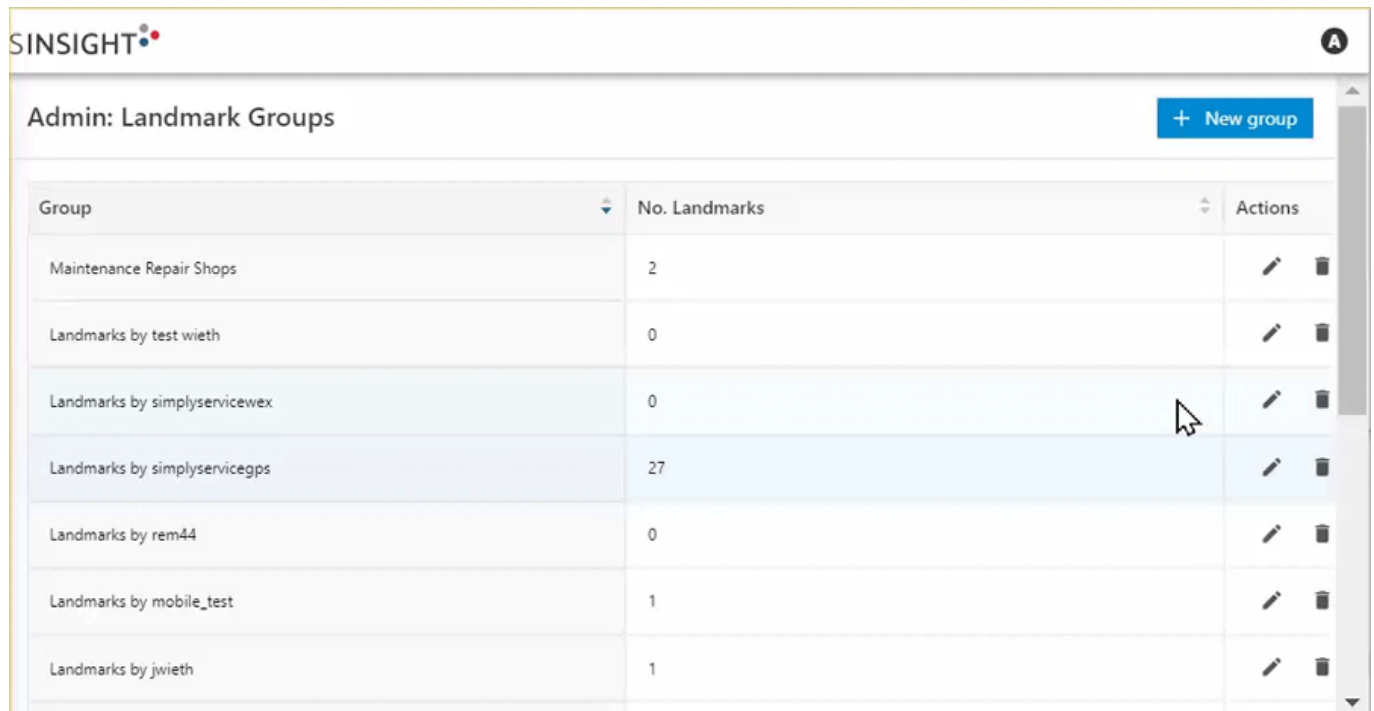
















Note. Fields denoted with an asterisk (*) are required.


3. Click **Save**.

If successful, a pop-up window appears confirming the landmark group has been created.

► To edit a landmark group:



Group	No. Landmarks	Actions
Maintenance Repair Shops	2	 
Landmarks by test wieth	0	 
Landmarks by simplyservicewex	0	 
Landmarks by simplyservicegps	27	 
Landmarks by rem44	0	 
Landmarks by mobile_test	1	 
Landmarks by jwieth	1	 

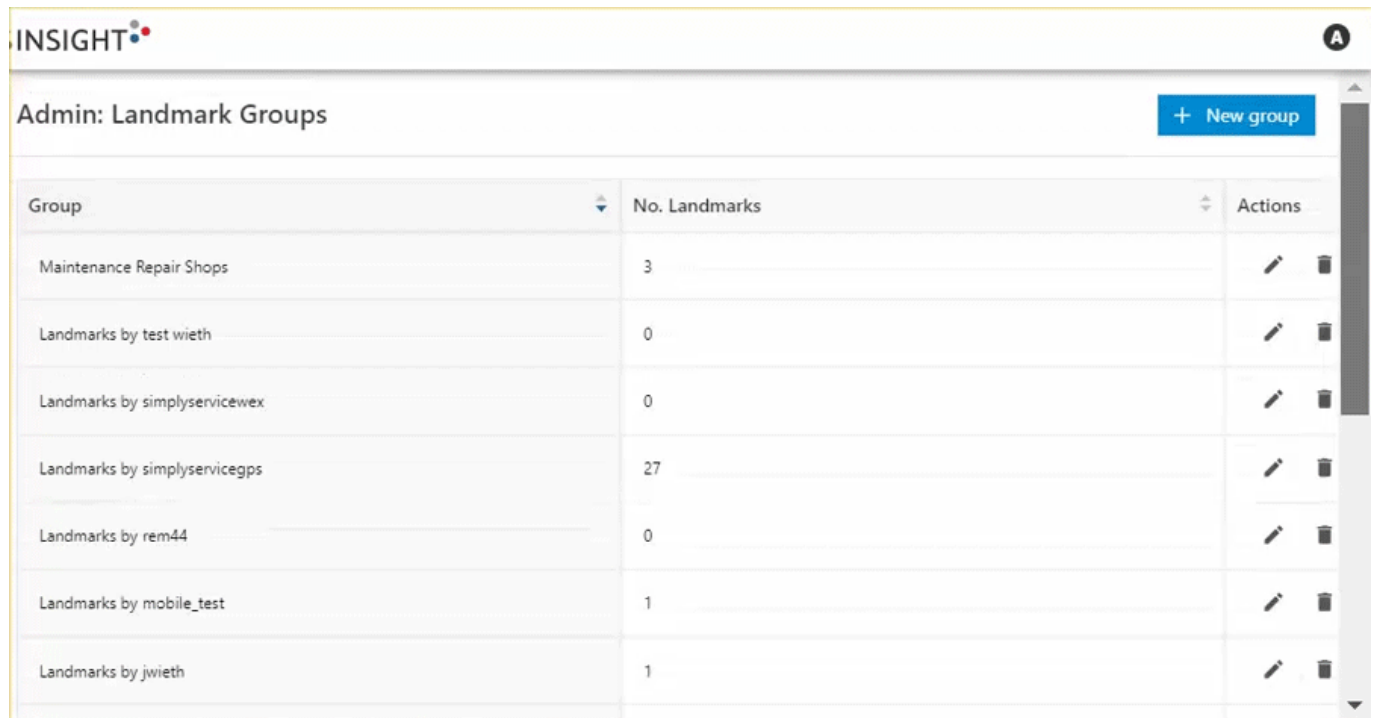
1. From the Landmark Groups page, under the “Actions” column, click on the Edit icon ().
The Landmark Group Card appears.
2. Make your edits to the Group Name and/or selected landmarks.
3. Click **Save**.

If successful, a pop-up window appears confirming edits to the landmark group have been saved.















Deleting a Landmark Group


You can delete vehicle groups individually from the Landmark Groups page.

► To delete a landmark group:



The screenshot shows the 'Admin: Landmark Groups' interface. At the top left is the 'INSIGHT' logo. To the right of the title is a '+ New group' button. Below the title is a table with three columns: 'Group', 'No. Landmarks', and 'Actions'. The table contains seven rows of landmark groups. Each row has a 'Group' name, a numerical value for 'No. Landmarks', and two icons in the 'Actions' column: a pencil for editing and a trash can for deleting.

Group	No. Landmarks	Actions
Maintenance Repair Shops	3	 
Landmarks by test wieth	0	 
Landmarks by simplyservicewex	0	 
Landmarks by simplyservicegps	27	 
Landmarks by rem44	0	 
Landmarks by mobile_test	1	 
Landmarks by jwieth	1	 

1. From the Vehicle Groups page, under the “Actions” column, click on the Delete icon ().
The Delete Landmark Group pop-up appears asking you to confirm you would like to delete the selected landmark group.
2. Click **Yes, Delete** to delete the landmark group or **No, Cancel** to exit without making any changes.
If successful, a pop-up window appears confirming the landmark group has been deleted.