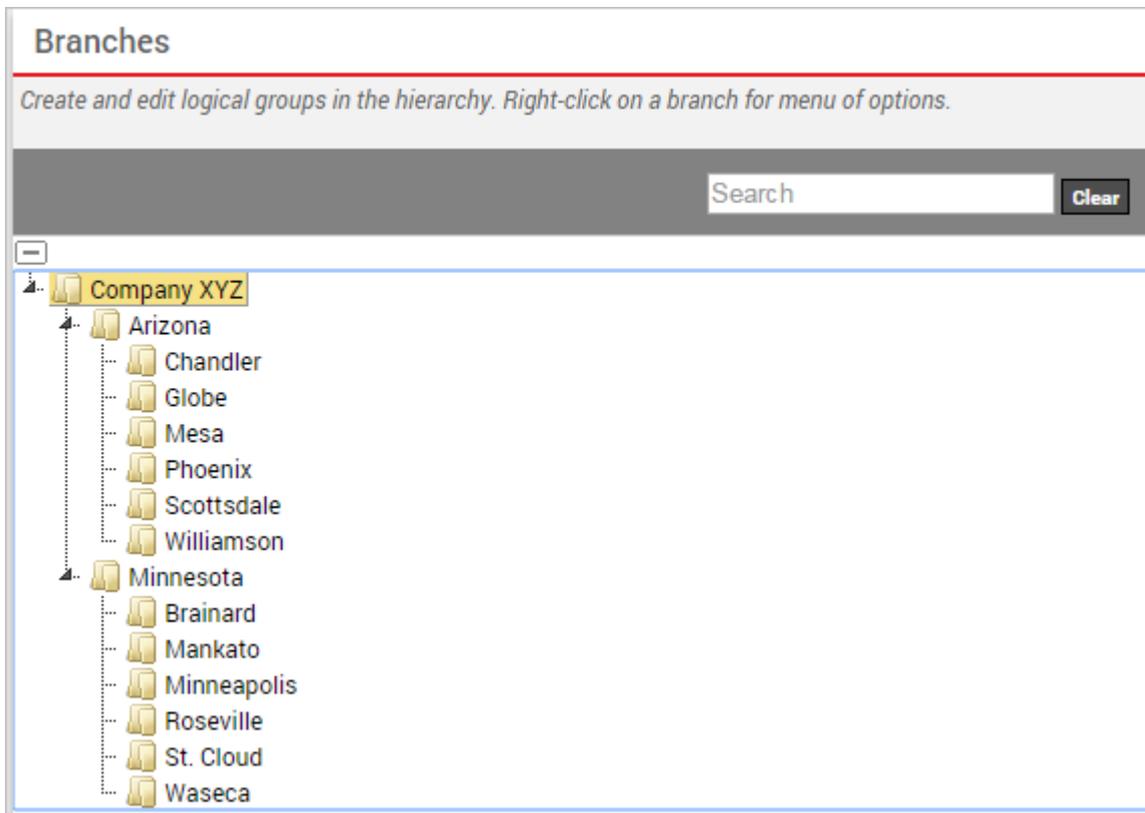


The administrator can give **admin access** to *other* users on the account. Specific to hierarchies, the **Hierarchy Admin** permission enables other users to create new hierarchies or edit individual hierarchies to which they've been given access via User Admin (see detailed steps below). Implementing a hierarchy structure with multiple department managers responsible for managing *their own* nodes of the hierarchy can make organizational administration and maintenance much easier.

## Hierarchy Admin

### To give a user admin access to manage hierarchies:

1. Set up or **import** the **structure of your hierarchy**.



1. From the portal, click the **Account** menu, click **Manage Users**, and click **Access permissions for individual users**.

The Manage User Permissions page opens in a new browser tab.

1. From the User Access List grid, locate the user you want to modify.
2. Select the check box for **Hierarchy Admin**.

**User Permission List** ↻

View all users and manage what each user has access to.  Tab Vertically filter

Search Users:  \* for wildcard filter

Page: 1-25 / [26-50](#) / [51-75](#) / [76-100](#) / [101-125](#) / [126-150](#) / [151-161](#) Show All 161:

	Mapping	Landmarks	Reports	Alerts	Drivers	Maintenance	Messaging	Custom Metrics	Routes	Fuel Usage	Edit Speed Limits	Garmin Forms	Driver Admin	Vehicle Admin	User Admin	Hierarchy Admin	All Hierarchies	Show Deleted	All Users Landmarks
<b>New Users*</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
<b>Admin</b>	<input checked="" type="checkbox"/>																		

**Tip!** The All Hierarchies permission allows the administrator to see all hierarchy trees for your account. This permission isn't typically given to other users because it allows them to edit the structure of the hierarchy itself, which may affect any reporting rollups at a higher level.

1. Open the **User Admin** page, and set **user access to hierarchy nodes** to determine which nodes the admin user can administer.

**Hierarchy Nodes for: bgmyrek**

Node Name:  ▾

Depth:  ▾    Types:  Vehicles  Drivers  Users  Landmarks

Add Node

Tree	Node	Depth	Types
Company XYZ	Arizona	ALL	<input checked="" type="checkbox"/> Vehicles <input checked="" type="checkbox"/> Drivers <input checked="" type="checkbox"/> Users <input checked="" type="checkbox"/> Landmarks <span style="float: right;">🗑</span>

Child Nodes Derived

**Company XYZ: Arizona, Phoenix, Scottsdale, Mesa, Chandler, Globe, Williamson**

Users with the [All Hierarchies permission](#) will see all hierarchy trees. close

- A manager can be given more than one hierarchy node to view.
- If a user that a manager oversees has been given access to other hierarchy nodes that the manager has not been given, the manager cannot also see those vehicles.  
For example, imagine there are three users that Bryan is managing. They all have access to different vehicle groups with some overlap. In this case below, Bryan could manage all of these user profiles, but

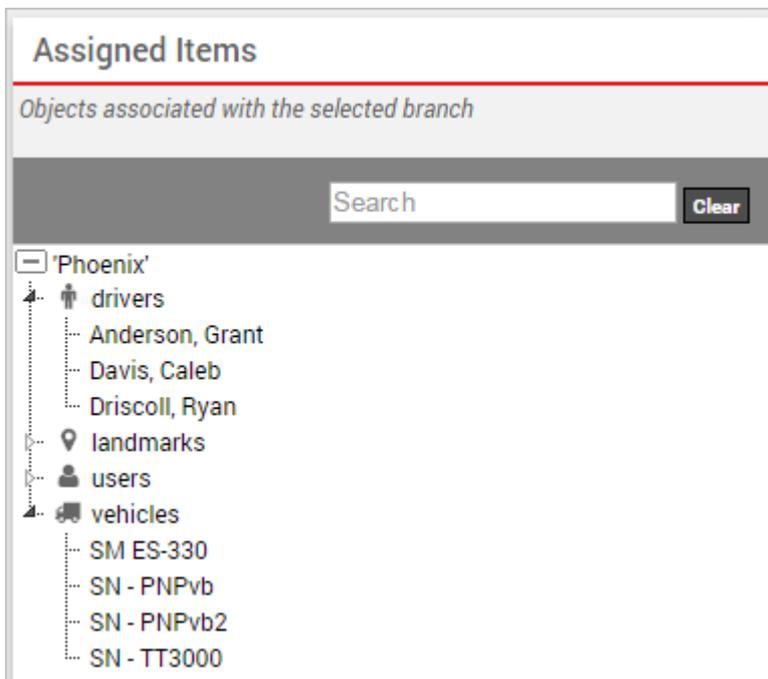
Link: <https://help.nuvo.solutions/docs/about-hierarchies/giving-hierarchy-admin-access-to-users/> Last Updated: July 27th, 2016

he only sees Scottsdale vehicles that he’s assigned. In other words, even though Bryan manages Jake’s user profile, and Jake can see Mesa vehicles, Bryan does not have access to that data unless it is specifically assigned to him.

Here’s what Bryan can see:

User:	Bryan (Manager)	Paula	Jake	Al
Node:	Scottsdale	Scottsdale	Mesa	Scottsdale

1. **Add the data to the nodes** the admin user will control.



**Tip!** You can add data to hierarchy nodes using the [Hierarchy Management page](#), [Manage Vehicles page](#), [Manage Drivers page](#), or [spreadsheet upload](#). Drivers, Vehicles, and Users can only be assigned to one hierarchy node within each tree. They can be assigned to multiple hierarchy trees. A manager does not need to be assigned to the same hierarchy nodes that their users are assigned to.

**Note.** If you ever decide to give a user the All Hierarchies permission (typically reserved for the administrator only) and then later take it away, any individual hierarchy assignments that you previously applied to that user will be removed.

After Hierarchy admin access is granted, you can also give a user access to administer [Driver Admin](#), [Vehicle](#)

Admin, and User Admin.

The screenshot shows the 'User Permission List' interface. At the top, there is a search bar with the text 'Search Users: bgm' and a 'filter' button. Below the search bar, there is a table of permissions for various users. The columns represent different system features, and the rows represent individual users. The 'New Users\*' row and the 'bgmyrek' row are highlighted. The 'Driver Admin', 'Vehicle Admin', and 'User Admin' columns are also highlighted in yellow.

	Mapping	Landmarks	Reports	Alerts	Maintenance	Messaging	Routes	Fuel Usage	Edit Speed Limits	Garmin Forms	Driver Admin	Vehicle Admin	User Admin	Hierarchy Admin	Show Deleted	All Users Landmarks	All Hierarchies	Custom Metrics
<b>New Users*</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
bgmyrek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												

The screenshot shows the GPS Insight dashboard. The 'Account' menu is open, showing options like 'Admin', 'Manage Users', 'Reports', and 'Scheduled'. The 'Manage Users' option is highlighted in red. The 'Additional Options' section is also visible, listing various user management tasks.

- Admin
  - Password
  - Manage Users
  - Manage Drivers
  - Manage Vehicles
  - Manage Hierarchy
  - Manage Routes
- Reports
  - Alert History
  - Drivers List
  - User Activity
  - Vehicles List
  - Vehicle Registrations
- Scheduled
  - Manage Alerts
  - Manage Scheduled Reports
  - Manage Vehicle Maintenance
  - Manage Webhooks

**Additional Options**

- Update contact info for vehicle alerts
- Update/Export items using a spreadsheet
- Permissions for individual users
- Menu-Access for individual users
- Third-party access to API V2 functions
- Test API V2 functions
- Update training results
- Authentication for email and SMS queries
- Describe with attributes

Keep in mind, even if a user has access to these admin features, the data the user can see within these interfaces is limited the hierarchy nodes the user has been assigned. You may have already done that all at once (above steps), or you may decide to manage that access for each feature as you get to it (see below).

Manage Users and Groups
Users Drivers Vehicles Hie

**User List**
↻

All active users on your account. **WARNING:** Changes are not synchronized to Classic View. filter

Username	First	Last Name	Time	Email	Vehicles	Hierarchy	Drivers	
alvarez	Alexander	Anderson	US/Arizona	alvarez@genwright.com	0 grp	ALL	0 grp	✎ ⚙️ 🗑️
alvarez	Alex	Hagen	US/Arizona	alex.hagen@genwright.com	0 grp	ALL	0 grp	✎ ⚙️ 🗑️
alvarez	OTB	Sales	US/Arizona	alvarez@genwright.com	0 grp	0 node	0 grp	✎ ⚙️ 🗑️
alvarez	Alan	Rice	US/Arizona	alan.rice@genwright.com	1 grp	0 node	3 grp	✎ ⚙️ 🗑️
alvarez	Paula	Trinity	US/Arizona	paula.trinity@genwright.com	0 grp	0 node	0 grp	✎ ⚙️ 🗑️
alvarez	Adam	Warner	US/Arizona	adam.warner@genwright.com	1 grp	ALL	0 grp	✎ ⚙️ 🗑️
alvarez	Bethany	Patte	US/Arizona	bethany@genwright.com	0 grp	0 node	0 grp	✎ ⚙️ 🗑️
alvarez	Beth	Breneman	US/Arizona	beth.breneman@genwright.com	0 grp	0 node	0 grp	✎ ⚙️ 🗑️
alvarez	Scott	Cyrus	US/Arizona	scott.cyrus@genwright.com	1 grp	ALL	0 grp	✎ ⚙️ 🗑️
alvarez	Bob	Demme	US/Arizona	bob.demme@genwright.com	0 grp	ALL	0 grp	✎ ⚙️ 🗑️
alvarez	Ryan	Cyrus	US/Arizona	ryan.cyrus@genwright.com	1 grp	7 node	3 grp	✎ ⚙️ 🗑️

Create New: [User](#) Download: [Excel](#), [CSV](#)

**Vehicle Group List**
↻

Vehicle groups give access to vehicles. filter

Search:  \* for wildcard filter

Create New: [Vehicle Group](#) Download: [Excel](#), [CSV](#)

**Driver Group List**
↻

Create New: [Driver Group](#)

**Hierarchy Membership**
↻

filter

Search:  \* for wildcard filter

-Arizona	11 users	👤
-Chandler	0 users	👤
-Globe	0 users	👤
-Mesa	0 users	👤
-Phoenix	0 users	👤
-Scottsdale	0 users	👤
-Williamson	0 users	👤

## Vehicle Admin

To give a user admin access to manage vehicles:

1. Add vehicles to the portal.
2. Grant permission for the user to be a Vehicle Admin.
3. Open the User Admin page, and set user access to hierarchy nodes to determine which nodes the admin user can administer.
4. Add the vehicles to the nodes the admin user will control.

**Tip!** You can add vehicle data to hierarchy nodes using the [Hierarchy Management page](#), [Manage Vehicles](#) page, or [spreadsheet upload](#). Vehicles can only be assigned to one hierarchy node within

each tree. They can be assigned to multiple hierarchy trees. A manager does not need to be assigned to the same hierarchy nodes that their users are assigned to.

## Driver Admin

### To give a user admin access to manage drivers:

1. [Add drivers](#) to the portal.
2. Grant permission for the user to be a [Driver Admin](#).
3. Open the [User Admin](#) page, and set [user access to hierarchy nodes](#) to determine which nodes the admin user can administer.
4. [Add the drivers to the nodes](#) the admin user will control.

**Tip!** You can add driver data to hierarchy nodes using the [Manage Drivers](#) page or [spreadsheet upload](#). Drivers can only be assigned to one hierarchy node within each tree. They can be assigned to multiple hierarchy trees. A manager does not need to be assigned to the same hierarchy nodes that their users are assigned to.

## UserAdmin

### To give a user admin access to manage users:

1. [Add users](#) to the portal.
2. Grant permission for the user to be a [User Admin](#).
3. Open the [User Admin](#) page, and set [user access to hierarchy nodes](#) to determine which nodes the admin user can administer.
4. [Add the users to the nodes](#) the admin user will control.

**Tip!** You can add user data to hierarchy nodes using the [Manage Users](#) page or [spreadsheet upload](#). Users can only be assigned to one hierarchy node within each tree. They can be assigned to multiple hierarchy trees. A manager does not need to be assigned to the same hierarchy nodes that their users are assigned to.

## Summary

Gives access to the data within a hierarchy:

Link: <https://help.nuvo.solutions/docs/about-hierarchies/giving-hierarchy-admin-access-to-users/> Last Updated: July 27th, 2016

### Hierarchy Nodes for: bgmyrek

Node Name:

Depth:  Types:  Vehicles  Drivers  Users  Landmarks

Add Node

Tree	Node	Depth	Types	
Company XYZ	Arizona	ALL	<input checked="" type="checkbox"/> Vehicles <input checked="" type="checkbox"/> Drivers <input checked="" type="checkbox"/> Users <input checked="" type="checkbox"/> Landmarks	

Child Nodes Derived  
**Company XYZ: Arizona, Phoenix, Scottsdale, Mesa, Chandler, Globe, Williamson**

Users with the [All Hierarchies permission](#) will see all hierarchy trees. close

Group/Vehicle

- ALL VEHICLES
- Vehicle Groups
  - ALL VEHICLES
  - Delivery
  - Service
- Hierarchies
  - Arizona
  - Globe
  - Mesa
  - Phoenix
  - Scottsdale
  - Williamson
- Custom Hierarchy Groups

Gives access to the interfaces within the portal that allow a user to add/edit/remove those vehicles, drivers, and users:

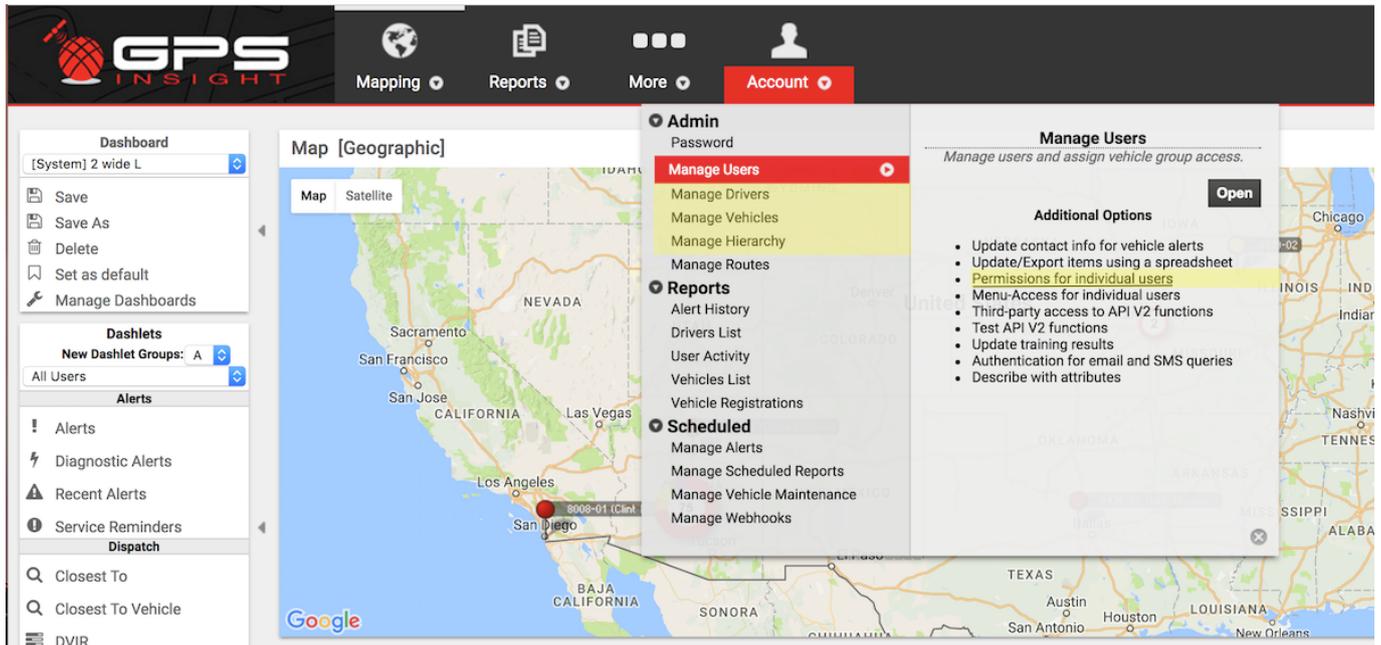
### 🔍 User Permission List 🔄

View all users and manage what each user has access to.  Tab Vertically 🔽 filter

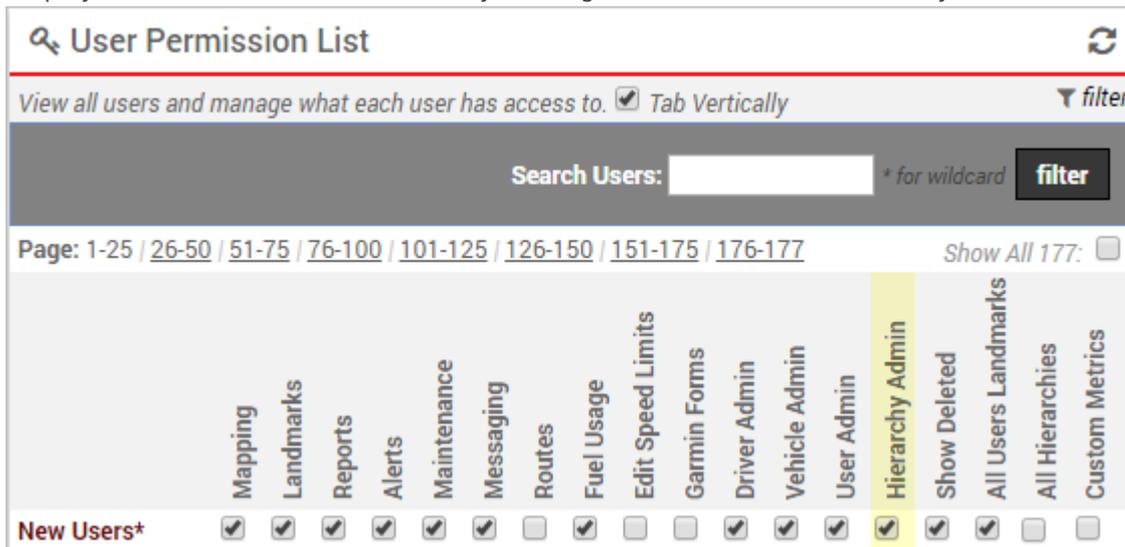
Search Users:  \* for wildcard filter

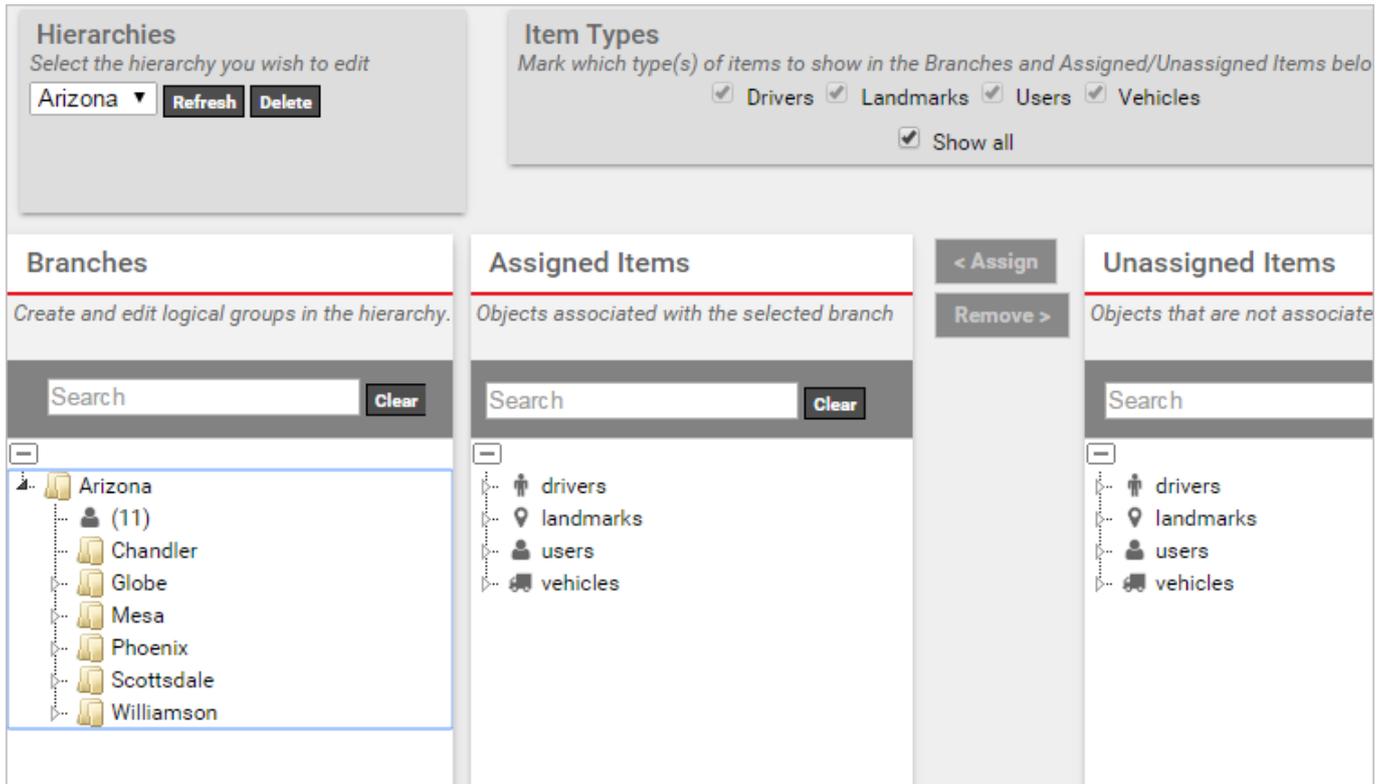
	Mapping	Landmarks	Reports	Alerts	Maintenance	Messaging	Routes	Fuel Usage	Edit Speed Limits	Garmin Forms	Driver Admin	Vehicle Admin	User Admin	Hierarchy Admin	Show Deleted	All Users Landmarks	All Hierarchies	Custom Metrics
<b>New Users*</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
bgmyrek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												

Link: <https://help.nuvo.solutions/docs/about-hierarchies/giving-hierarchy-admin-access-to-users/> Last Updated: July 27th, 2016



Gives access to administer the structure of the hierarchy itself. In other words, if an admin user adds a new employee to his team, he has the ability to assign the new user to a hierarchy node within his branch:





The screenshot displays the Hierarchy Admin interface. At the top left, the 'Hierarchies' section shows a dropdown menu set to 'Arizona' with 'Refresh' and 'Delete' buttons. To the right, the 'Item Types' section has checkboxes for 'Drivers', 'Landmarks', 'Users', and 'Vehicles', all of which are checked, along with a 'Show all' checkbox. Below these are three main panels: 'Branches' (containing a tree view of the hierarchy with 'Arizona' selected), 'Assigned Items' (showing a list of item types: drivers, landmarks, users, vehicles), and 'Unassigned Items' (showing the same list of item types). Between the 'Assigned Items' and 'Unassigned Items' panels are '< Assign' and 'Remove >' buttons. Each panel has a search bar and a 'Clear' button.

## Notes:

- If a user admin (manager) now uses the User Admin interface to create a new user, he must immediately assign that user to a hierarchy node that he has access to, or else the user admin will not be able to see that user and would have to ask the primary Admin to add this user back to the appropriate hierarchy node.
- If a user admin (manager) deletes a user, driver, or vehicle, it will be deleted permanently across the application including for all users and Account Admin.
- If a user admin (manager) unassigns a user, driver, or vehicle, that item temporarily goes into the unassigned area. If the user isn't assigned during the current session, the user admin will lose access to it after logout.
- If a user admin (manager) deletes a branch within a hierarchy (if he has Hierarchy Admin rights), any assigned items will become unassigned. This might be one reason you should use caution when giving Hierarchy Admin permissions to managers because they can add, edit, and delete the nodes they have access to, which affects the hierarchy tree system-wide.