Giving Admin Access to Users

Link: https://help.nuvo.solutions/docs/user-setup/giving-admin-access-to-users/ Last Updated: January 30th, 2019

Your company administrator on your account has access to all data and all features. The administrator can also give admin access to *other* users on the account via the Driver Admin, Vehicle Admin, and User Admin.

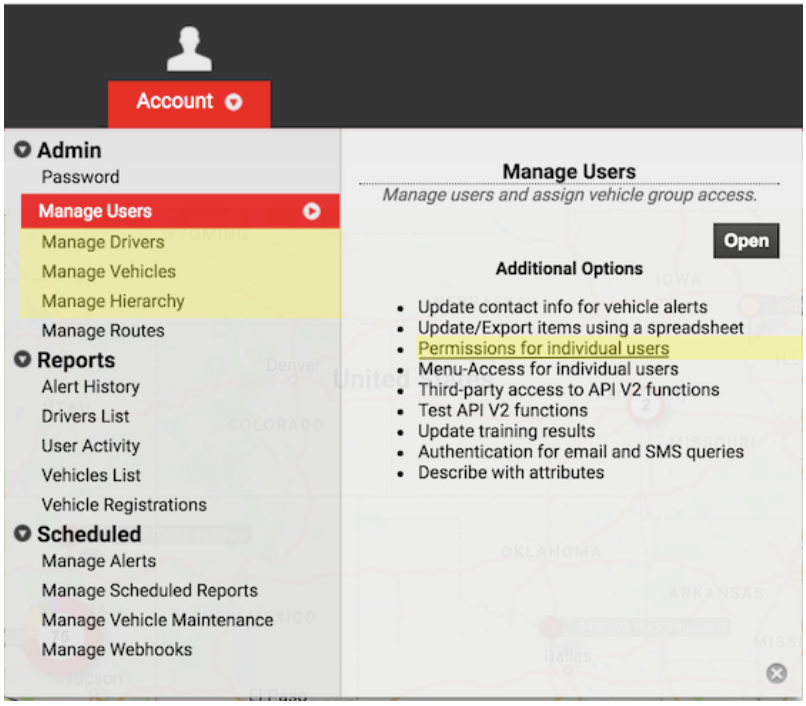
Assigning Admin Access

With Admin access, a user has the ability to control and manage all data and features. An Admin user can assist Fleet Managers by carrying out administrative functions, such as organizing fleets by department, region, etc., adding/editing/deleting vehicles, and running administrative reports.

Associated Risks

Users can potentially duplicate, edit and delete features that other users need. Any changes an admin user makes in the Portal will be seen by all account users in real-time. We recommend admin access is given only to one master user (ideally) or limited administrator level users, due to potential high-level impact.

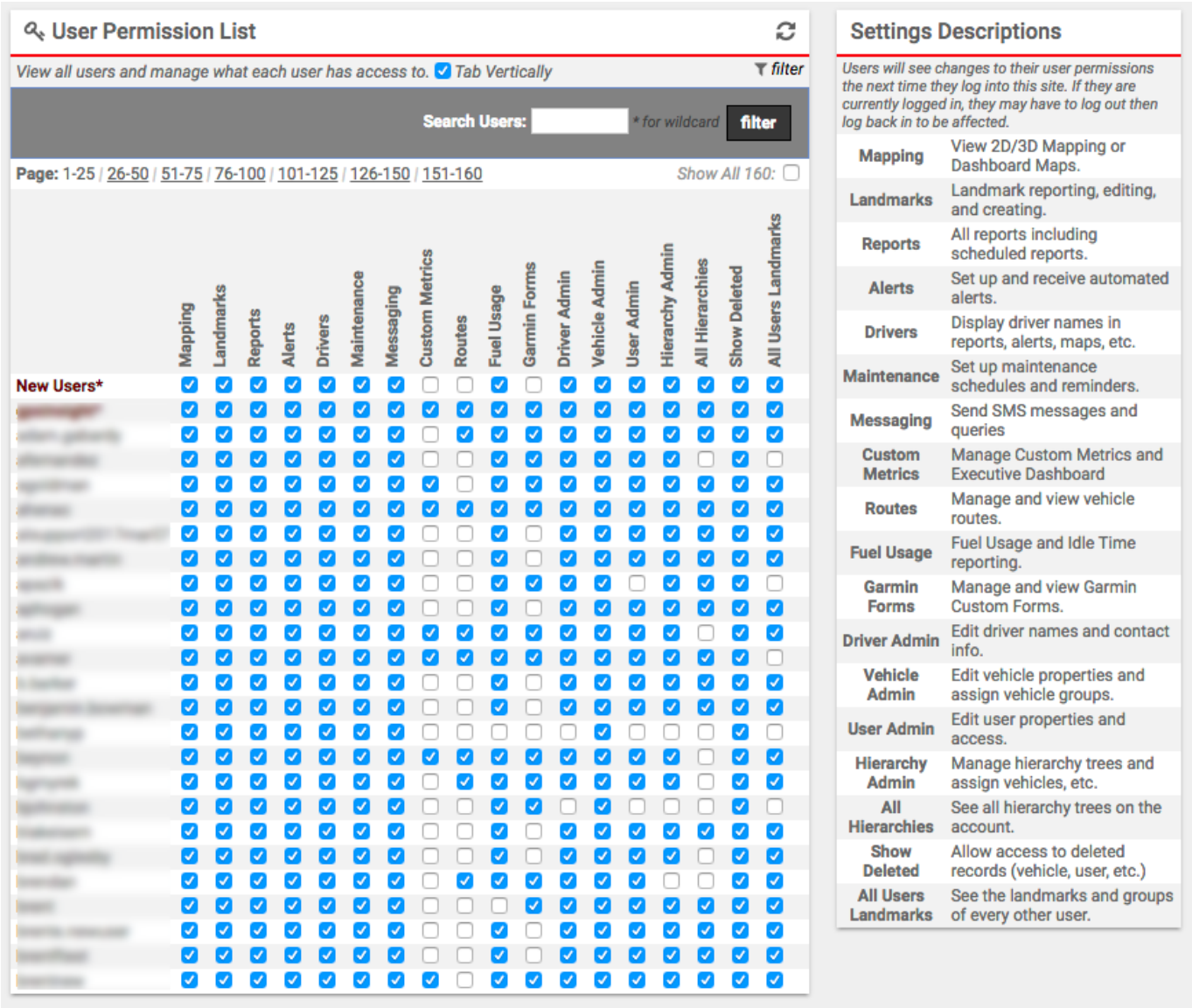
Note. If your organization has the hierarchy feature, see Giving Hierarchy Admin Access to Users.



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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 groups the user has been assigned.

To give a user admin access to vehicles:

1. From the portal, click the **Account** menu, click **Manage Users**.
2. In the **Additional User Options** menu, click **Permissions for individual users**.
3. From the User Permission List grid, locate the user you want to modify.
4. Select the check box for **Vehicle Admin**.
5. Open the User Admin page by clicking the **Account menu**, click **Manage Users**, click the **Open** button..
6. In the Vehicle Group List menu, set user access to vehicle groups to determine which groups of vehicles the user can access.

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To give a user admin access to drivers:

1. From the portal, click the **Account** menu, click **Manage Users**.
2. In the **Additional User Options** menu, click **Permissions for individual users**.
3. From the User Permission List grid, locate the user you want to modify.
4. Select the check box for **Driver Admin**.
5. Open the User Admin page by clicking the **Account menu**, click **Manage Users**, click the **Open** button.
6. In the Driver Group List menu, set user access to driver groups to determine which groups of drivers the user can access.

To give a user admin access to other users:

1. From the portal, click the **Account** menu, click **Manage Users**.
2. In the **Additional User Options** menu, click **Permissions for individual users**.
3. From the User Permission List grid, locate the user you want to modify.
4. Select the check box for **User Admin**.
5. Open the User Admin page.

   The user will have access to all users listed on this page. If you want to limit the users that this user can access, your account must have the hierarchy feature.

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