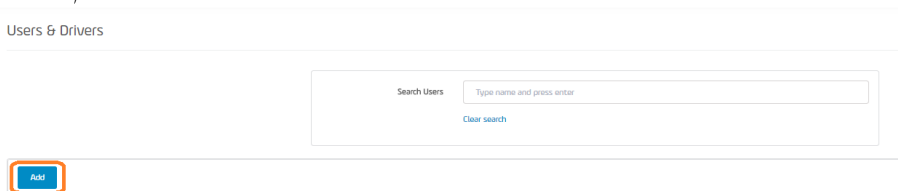


# How to set up a new user

If you are the account administrator, it is up to you to setup and invite other users within your company.

## To set up a new user, please follow the steps below:

1. Select **Settings** from the side bar, then select **Users & Drivers** from the drop down options.
2. Next, click the blue **Add** button to add a new user.



3. The User setup box will open.
4. Fill in the user's details in the appropriate box. You must fill in name, user profile and email. A valid email **MUST** be entered for all user profiles except for a driver (this is the only user profile that the email box can be left blank).

### **Please note:**

*All email addresses **MUST** be legitimate - a fake email address will result in this user being deleted. If the user is a Driver only, choose the **Driver** profile - they will not have access to the website, and you will not need an email to set this user up.*

5. If you would like to apply the user to a group, in the Groups box, select the Group to apply to this user. The user will only be able to view groups applied to them. If you leave the groups box blank, the user will be able to view all vehicles/groups.
6. If the user is a Driver and will be using the Driver App, ensure the driver app box is showing enabled.
7. When you have finished adding the details you need, scroll down and press the blue **Save** button at the bottom of the page to save your new user.

Tip: If you tick the **Send email invitation** box at the bottom, your user will be sent an automatic welcome email outlining their login details and they will also be able to reset their password.



Have any further questions?

**Get in touch.**

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