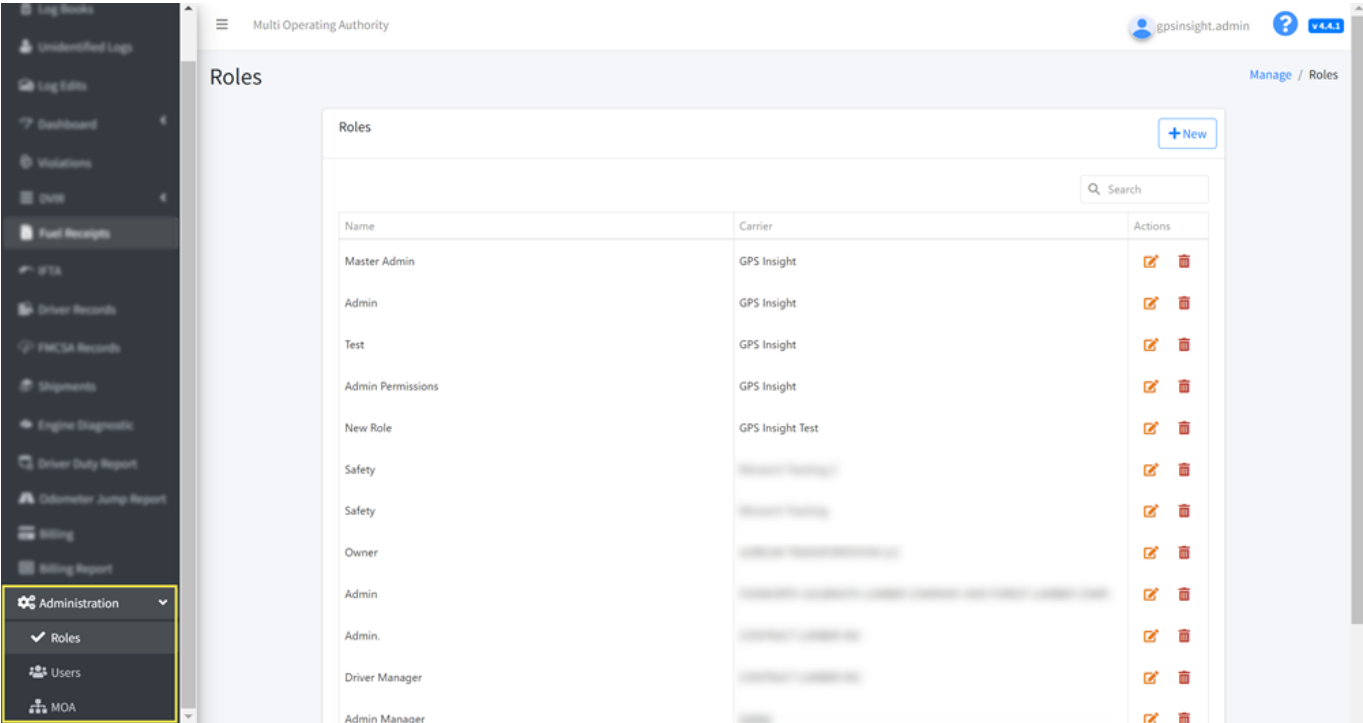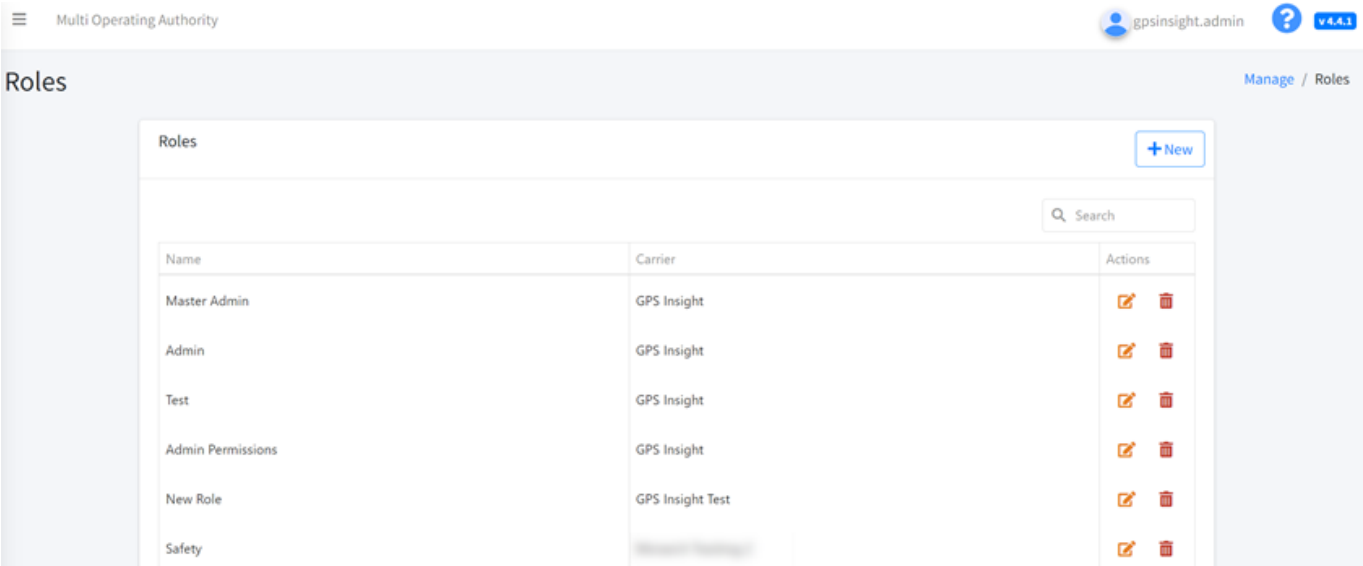# Role & User Administration

You can add, edit, and delete roles, users, and Multi Operating Authorities via the Administration menu in the Admin Portal.

Managing Roles

From the Roles tab of the ELD Complete Admin Portal, you can view, search, add, edit and delete roles.

Adding Roles

You can add a role with selected permissions.

▶ **How to add a role:**

1. From the Roles tab, click **+New**.

The Add Role form appears.

2. Use the Carrier dropdown to select a carrier.

3. In the Name field, enter a name for the role.

4. In the Permission List section, use the checkboxes to select the permissions for the role.

5. Click **Save**.

The new role is added to the list of roles.

Editing a Role

You can make changes to a role using the Edit button.

▶ **How to edit a role:**

1. From the Roles tab, locate the role you would like to edit and click Edit Role (✏️).

2. Make your edits to either the role name or the selected permissions.

> 📝 **Note.** You cannot edit the selected carrier for the role.

3. Click **Save**.

A pop-up with green text appears at the top-right corner of the browser tab to confirm your changes have been saved successfully.

Deleting a Role

You can delete a role using the Delete Role button.

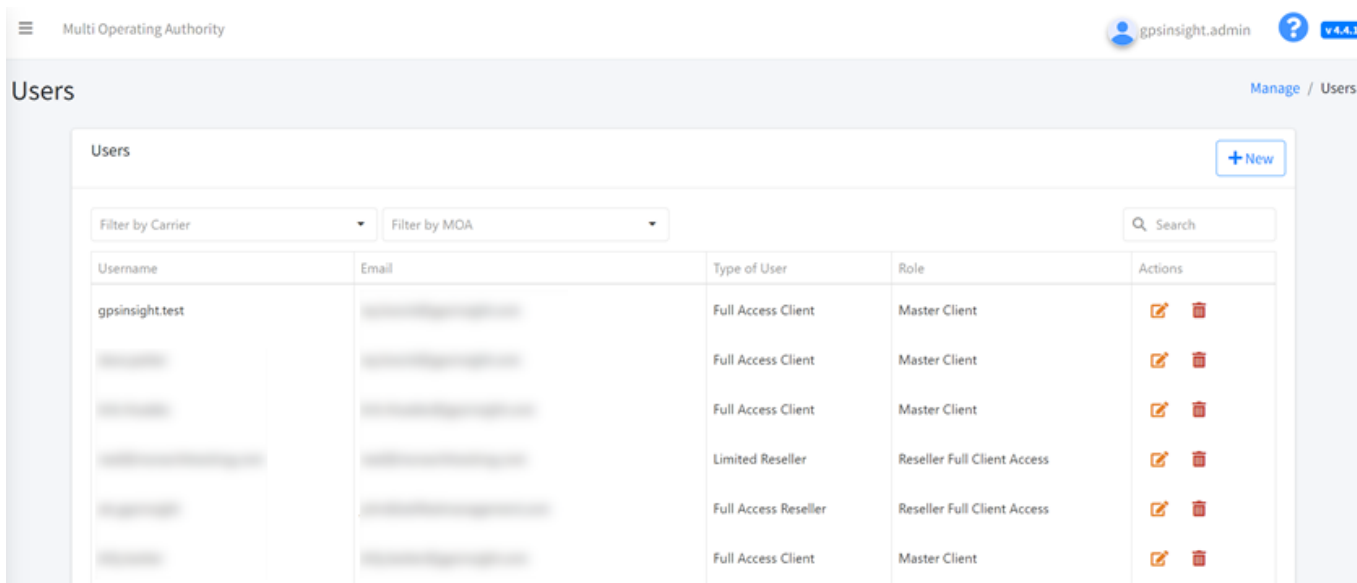1. From the Roles tab, locate the role you would like to edit and click Delete Role (🗑️).

The Please Confirm pop-up appears asking: "Are you sure you want to delete the role?"
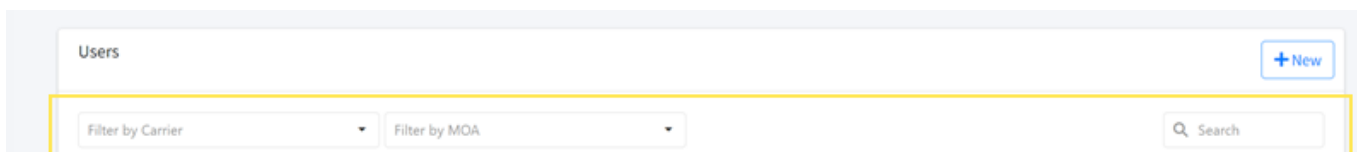
2. Click **OK**.

A pop-up with green text appears at the top-right corner of the browser tab to confirm the role has been deleted successfully.

Managing Users

From the Users tab of the ELD Complete Admin Portal, you can view, search, filter (by carrier and/or MOA), add, edit and delete users.

Role & User Administration

You can easily search or filter the users listed on this tab by using the search field and/or the Carrier and/or MOA drop-down filters.

Adding a User

▶ **How to add a user:**

1. From the Users tab, click **+New**.

   The Add User form appears.

2. Click appropriate radio button for user option: Reseller User, Carrier User, App Support.

   > **Note.** The App Support user can only work in the App to configure the ELD. This user can be created by any user who has access to the web administration. User type available for App Support are MOA or Carrier, and in both cases, the user can be limited by home bases or given access to all home bases.

3. Complete the form (* denotes required field).

   > **Note.** The available/required fields vary depending on which user option is selected.

4. Click **Save**.

   A pop-up with green text appears at the top-right corner of the browser tab to confirm the user has been added successfully.The newly created user appears in the list of users.

Role & User Administration

![Help Center logo]

Editing a User

▶ **How to edit a user:**

1. From the Users tab, locate the user you would like to edit and click Edit User (✏️).

   The Edit User pop-up appears.

2. Make your edits to the available fields as needed and click **Save**.

   > 📝 **Note.** You cannot edit the username at this time.

   A pop-up with green text appears at the top-right corner of the browser tab to confirm the user has been edited successfully.

Deleting a User

▶ **How to delete a user:**

1. From the Users tab, locate the user you would like to delete and click Delete Role (🗑️).

   The Please Confirm pop-up appears asking: "Are you sure you want to delete the user?"

2. Click **OK**.

   A pop-up with green text appears at the top-right corner of the browser tab to confirm the user has been deleted successfully.

Managing Multi Operating Authorities

From the MOA (Multi Operating Authority) tab of the ELD Complete Admin Portal, you can view, search, add, edit and delete an MOA.

MOAs are listed by name and number of carriers. Use the search field to easily locate an MOA from the list.

Role & User Administration

Adding an MOA

▶ **How to add an MOA:**

1. From the MOA tab, click **+New**.

   The Add MOA form appears.

2. Enter a name.

   > **Note.** You can add carriers to the MOA from the Manage tab.

3. Click **Save**.

   A pop-up with green text appears at the top-right corner of the browser tab to confirm the MOA has been added successfully.

Editing an MOA

▶ **How to edit an MOA:**

1. From the MOA tab, locate the user you would like to edit and click Edit MOA (🖉).

   The Edit Multi Operating Authority form appears.

2. Edit the name.

   > **Note.** You can only edit the name of the MOA here. To make other changes, use the Manage tab.

3. Click **Save**.

   A pop-up with green text appears at the top-right corner of the browser tab to confirm the MOA has been edited successfully.

Deleting an MOA

▶ **How to delete an MOA:**

1. From the MOA tab, locate the user you would like to delete and click Delete MOA (🗑).

   > **Note.** You cannot delete an MOA that is in use.