

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

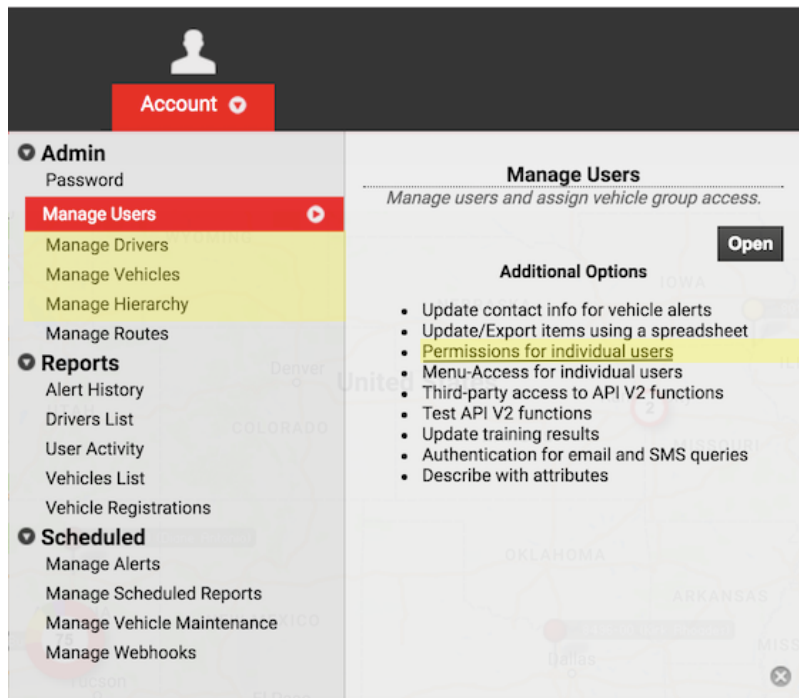
With Admin access, a user has the ability to control and manage all data and features. An Admin user can assist Fleet Managers by carrying out administrative functions, such as organizing fleets by department, region, etc., adding/editing/deleting vehicles, and running administrative reports.

## 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](#).



# Giving Admin Access to Users

Link: <https://help.wexteleatics.com/docs/user-setup/giving-admin-access-to-users/> Last Updated: January 30th, 2019

### User Permission List

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

Search Users:  \* for wildcard filter

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|                   | Mapping                             | Landmarks                           | Reports                             | Alerts                              | Drivers                             | Maintenance                         | Messaging                           | Custom Metrics           | Routes                   | Fuel Usage                          | 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

### Settings Descriptions

Users will see changes to their user permissions the next time they log into this site. If they are currently logged in, they may have to log out then log back in to be affected.

|                            |   |
|----------------------------|---|
| <b>Mapping</b>             | View 2D/3D Mapping or Dashboard Maps.                 |
| <b>Landmarks</b>           | Landmark reporting, editing, and creating.            |
| <b>Reports</b>             | All reports including scheduled reports.              |
| <b>Alerts</b>              | Set up and receive automated alerts.                  |
| <b>Drivers</b>             | Display driver names in reports, alerts, maps, etc.   |
| <b>Maintenance</b>         | Set up maintenance schedules and reminders.           |
| <b>Messaging</b>           | Send SMS messages and queries                         |
| <b>Custom Metrics</b>      | Manage Custom Metrics and Executive Dashboard         |
| <b>Routes</b>              | Manage and view vehicle routes.                       |
| <b>Fuel Usage</b>          | Fuel Usage and Idle Time reporting.                   |
| <b>Garmin Forms</b>        | Manage and view Garmin Custom Forms.                  |
| <b>Driver Admin</b>        | Edit driver names and contact info.                   |
| <b>Vehicle Admin</b>       | Edit vehicle properties and assign vehicle groups.    |
| <b>User Admin</b>          | Edit user properties and access.                      |
| <b>Hierarchy Admin</b>     | Manage hierarchy trees and assign vehicles, etc.      |
| <b>All Hierarchies</b>     | See all hierarchy trees on the account.               |
| <b>Show Deleted</b>        | Allow access to deleted records (vehicle, user, etc.) |
| <b>All Users Landmarks</b> | See the landmarks and groups of every other user.     |

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.

## ► 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**.

Manage Users and Groups

Users Drivers Vehicles Hie

User List

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

| Username    | First     | Last Name | Time       | Email                         | Vehicles | Hierarchy | Drivers |  |
|-------------|-----------|-----------|------------|-------------------------------|----------|-----------|---------|--|
| alexgert    | Alexander | Buckner   | US Arizona | alexgert@wextelematics.com    | 0 grp    | ALL       | 0 grp   |  |
| alexh       | Alex      | Hagen     | US Arizona | alexhagen@wextelematics.com   | 0 grp    | ALL       | 0 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 0 grp    | 0 node    | 0 grp   |  |
| alexh       | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 1 grp    | 0 node    | 3 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 0 grp    | 0 node    | 0 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 1 grp    | ALL       | 0 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 0 grp    | 0 node    | 0 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 0 grp    | 0 node    | 0 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 1 grp    | ALL       | 0 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 0 grp    | ALL       | 0 grp   |  |
| alexhaskett | Alex      | Haskett   | US Arizona | alexhaskett@wextelematics.com | 1 grp    | 7 node    | 3 grp   |  |

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

Vehicle Group List

Vehicle groups give access to vehicles.

Search:  \* for wildcard [filter](#)

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

Driver Group List

Create New: [Driver Group](#)