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# **Tutorial: User Management Guide**

Creating and Managing Users on  
the 3Dtracking Platform

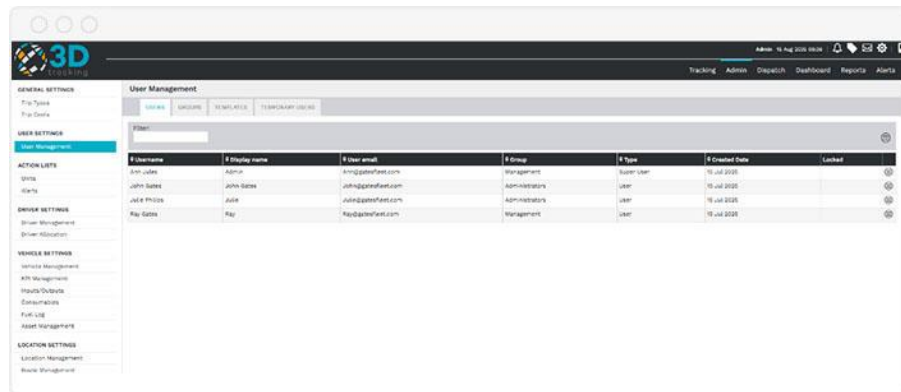
# Creating and Managing Users on the 3Dtracking Platform

Managing user access is essential for maintaining platform security and operational control. This section walks you through how to create users, define their access, and tailor their platform experience—all in a few easy steps.

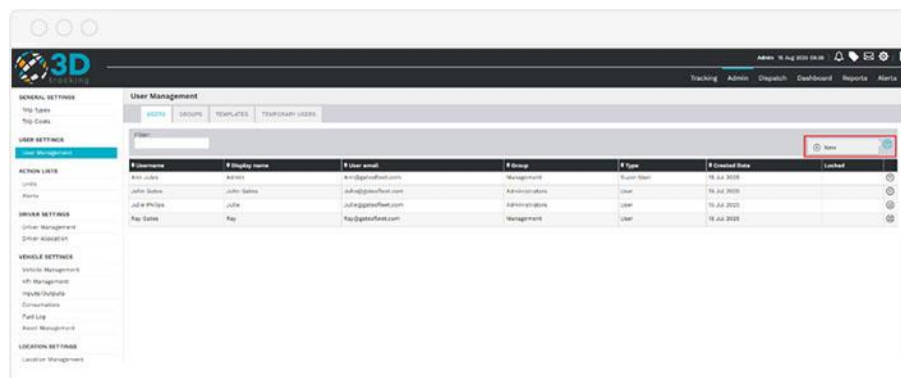
## Part 1: Creating a New User

To create a user:

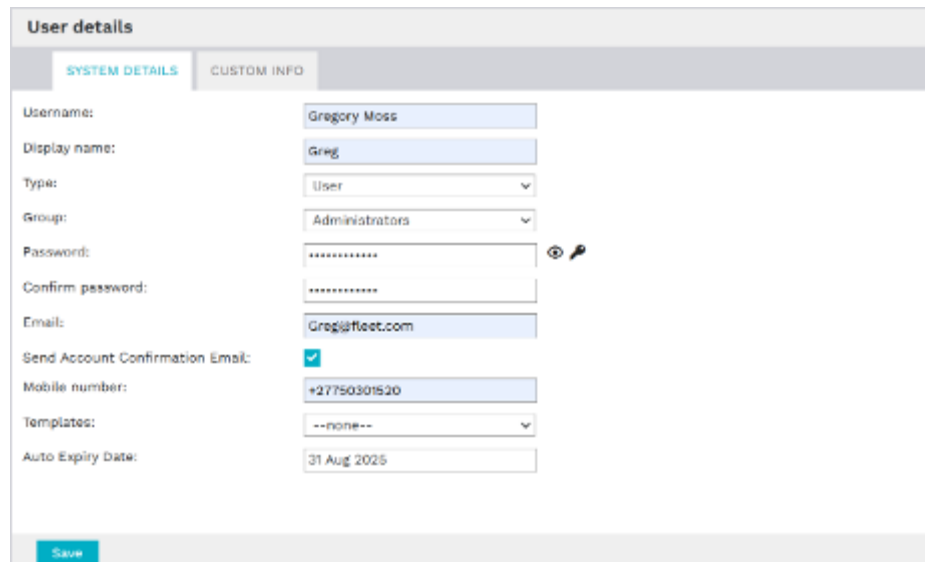
1. Navigate to the **Admin** tab and select **User Management**.



2. On the right side, click the **hamburger menu** and choose **New User**.



3. Fill in the required fields on the **New User Details** screen:

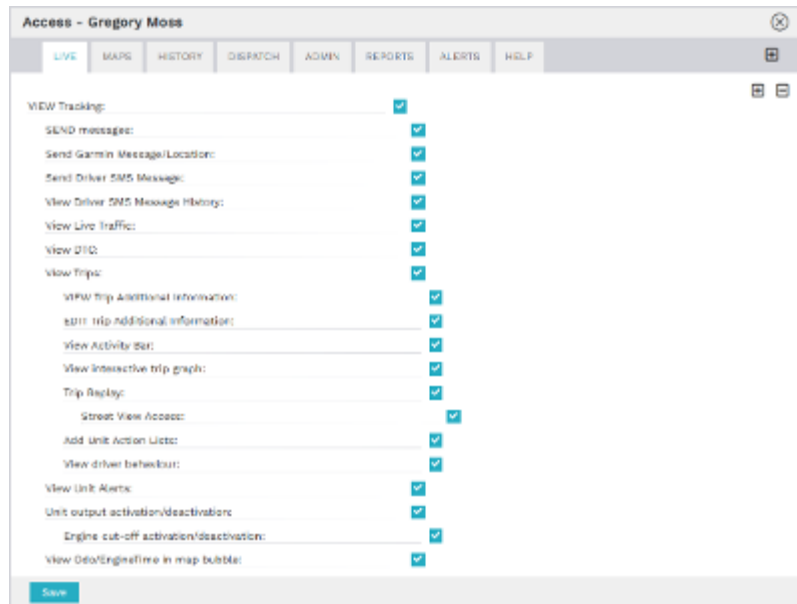


- a. **Name** and **Display Name**
- b. **User Type:**
  - i. *Normal User* – Standard access for most team members
  - ii. *Admin User* – Broader access with admin rights
  - iii. *Super User* – Full platform access
- c. **Group Assignment:** Assign the user to a specific team or department.
- d. **Password, Email, and Mobile Number**
- e. Optional: Tick the box to send a **confirmation email** upon creation.
- f. Optional: Select a **Template** to apply preconfigured access settings.
- g. Optional: Set an **Expiry Date** if the account should be temporary.

Once all fields are completed, click **Save** to create the user account.

## Part 2: Setting Feature Access

After saving the new user, you'll be prompted to configure what they can do within the platform.



1. Select access to key modules such as:
  - a. **Maps**
  - b. **History**
  - c. **Dispatch**
  - d. **Admin**
  - e. **Reports**
2. For **Reports**, you can:
  - a. Choose individual reports
  - b. Or grant access to all reports at once
3. Use the **+ button** to quickly assign full access across all available features.

Click **Save** when finished.

## Part 3: Configuring Group Access

Next, define which assets and map features the user can see:

**User Group Access - Gregory Moss** ⊗

Unit Access:	All vehicles <span>»</span>
User Group Access:	All groups <span>»</span>
Driver Group Access:	All groups <span>»</span>
Point of Interest Group Access:	All groups <span>»</span>
Geo-Fence Group Access:	All groups <span>»</span>
No-Go Zone Group Access:	All groups <span>»</span>
Route Group Access:	All groups <span>»</span>
Customer Access:	All customers <span>»</span>
Asset Type Access:	-- Please select -- <span>»</span>

**Save**

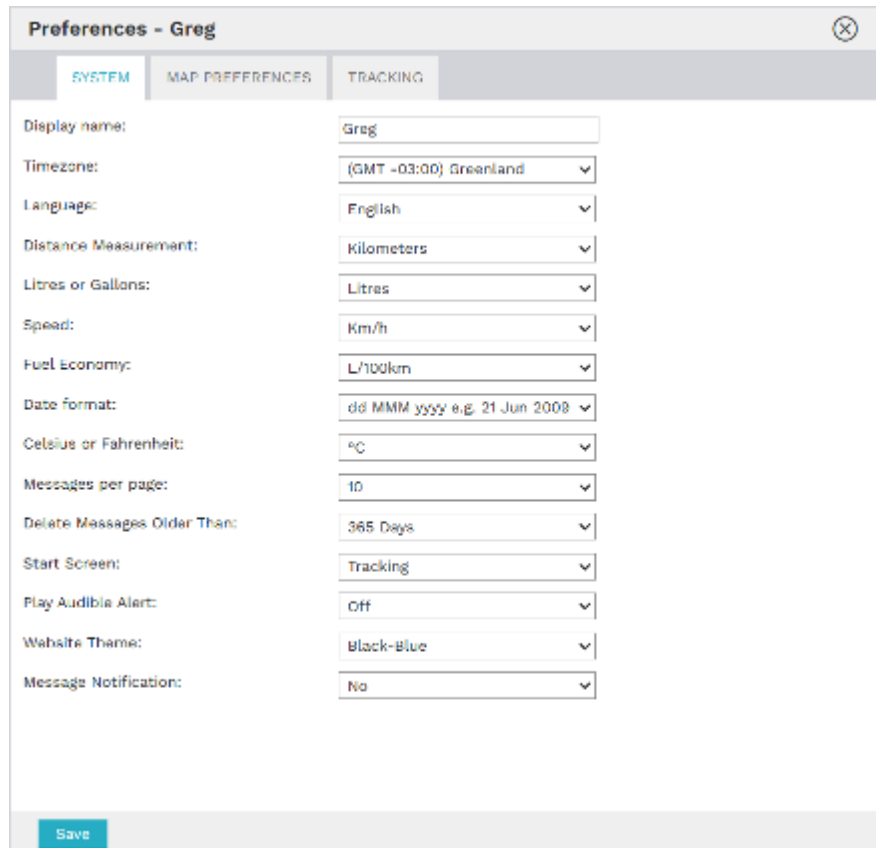
1. In the **Unit Group Access** screen:
  - a. Assign access to **all vehicles** or restrict access to **specific groups** (e.g., delivery fleet only).
2. Assign relevant **User Groups** and **Driver Groups**.
3. Select which **Points of Interest (POIs)** and **map locations** are visible to this user.

Click **Save** once your selections are complete.

## Part 4: Customizing User Preferences

Fine-tune the user experience to suit regional or operational needs:

1. Return to User Management and search for the user by name.
2. Go to the **Preferences** tab to set:
  - a. Preferred **Distance and Speed Units**
  - b. **Theme Color** for the interface
  - c. **Default Start Screen** (e.g., Tracking, Reports, etc.)
  - d. Map display settings and **default filters** for the Tracking tab

A screenshot of a web application's preferences dialog box for a user named Greg. The dialog has a title bar "Preferences - Greg" with a close button. Below the title bar are three tabs: "SYSTEM", "MAP PREFERENCES", and "TRACKING". The "SYSTEM" tab is selected. The form contains several fields, each with a label and a value field (text input or dropdown menu). At the bottom left is a "Save" button.

Label	Value
Display name:	Greg
Timezone:	(GMT -03:00) Greenland
Language:	English
Distance Measurement:	Kilometers
Litres or Gallons:	Litres
Speed:	Km/h
Fuel Economy:	L/100km
Date format:	dd MMM yyyy e.g. 21 Jun 2008
Celsius or Fahrenheit:	°C
Messages per page:	10
Delete Messages Older Than:	365 Days
Start Screen:	Tracking
Play Audible Alert:	Off
Website Theme:	Black-Blue
Message Notification:	No

**Preferences - Greg**

SYSTEM | **MAP PREFERENCES** | TRACKING

Map type:

Base Layer:

Show Google POI Points:

Dynamic label size when zooming:

Show Driver Name As Unit Label:

Cluster Vehicles:

	Show	Groups	Icon	Label	Areas	Zoom	Colour Code Label
Vehicle	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Points of Interest	<input checked="" type="checkbox"/>	<input type="text" value="-- Please select --"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="17"/>	
No-Go Zone	<input checked="" type="checkbox"/>	<input type="text" value="-- Please select --"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="17"/>	
Geo-Fence	<input checked="" type="checkbox"/>	<input type="text" value="-- Please select --"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="17"/>	
Route	<input checked="" type="checkbox"/>	<input type="text" value="-- Please select --"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="17"/>	
Customer Location	<input type="checkbox"/>	<input type="text" value="-- Please select --"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="10"/>	
Show traffic	<input checked="" type="checkbox"/>					<input type="text" value="16"/>	
Interactive Trip Graph	<input checked="" type="checkbox"/>						

**Preferences - Greg**

SYSTEM | MAP PREFERENCES | **TRACKING**

Move active inputs:

Reset zoom on auto update:

Show last known driver:

Hide Additional Diagnostic Info:

Show inactive inputs:

Show unit as arrow:

Show vehicle description:

Show Asset Icon:

Show diagnostic data:

Show input/output status:

Show driver name:

Show last data:

Show Last GPS Time:

Show vehicle location:

Show odometer/engine hours:

Include engine hours/odometer:

Show todays activity:

Highlight latest trip:

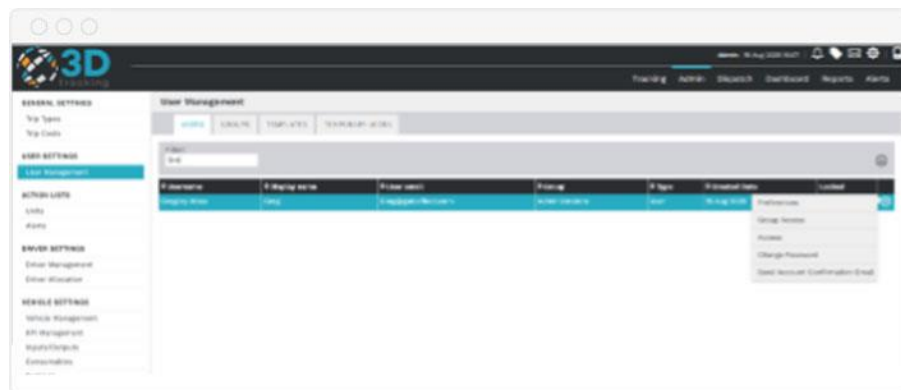
Address format:

	Address Element
<input checked="" type="checkbox"/>	Street Address
<input type="checkbox"/>	Location
<input type="checkbox"/>	Latitude/Longitude
<input type="checkbox"/>	[Latitude/Longitude]

Click **Save** to apply preferences.

## Part 5: Other Settings

1. Return to **User Management** and search for the user by name.
2. Click the **hamburger menu** next to their name to access options:
  - a. **Change Password**
  - b. Send Account **Confirmation Email**



## Summary

The User Management tools in 3Dtracking make it easy to:

- Create tailored user profiles
- Define access with precision
- Customize the user experience
- Maintain security and operational clarity

In the next section, we'll show you how to unlock the full potential of your data using **Reports**, **Alerts**, and more powerful tools available on the platform.