



How to Modify or Delete a User

Modify

1. Select Admin, Users and the User you wish to modify.
2. Select the Details Tab to change the password, contact, preferences or notification method.
3. Select the Permissions Tab to modify the User Group selected.
4. Once all changes have been made, select Save.

The screenshot displays the Fleet Freedom user management interface. On the left sidebar, the 'Users' option is highlighted with a red arrow. The main content area shows the 'Details' tab for a user named 'Bill Smith'. The 'Users' list in the sidebar also has 'ABC Limited' highlighted with a red arrow. The 'Details' tab contains several sections: 'Preferences' with options for Distance (Metric), Volume (Metric), Date Format (ddd MMM d, yyyy), Time Format (h:mm:ss tt), and Time Zone (Eastern Time (US & Canada) (UTC-05:00)); and 'Notifications' with fields for Email, SMS (4161234567), Method (SMS), and Quiet Time (06:00 PM to 06:00 AM). The 'Save' button at the bottom right is highlighted with a red arrow.



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: support@fleetfreedom.com



Delete

1. Select Admin, Users and the User you wish to delete.
2. Select the Trashcan Icon.
3. Select Delete to confirm.

The screenshot shows the Fleet Freedom Admin interface. On the left sidebar, the 'Admin' section is expanded, and 'Users' is selected. A red arrow points to the 'Users' link. In the main content area, the 'Users' list shows a user named 'ABC Limited' with email 'abc@yahoo.com'. A red arrow points to this user. To the right of the user list, a 'Details' panel is open for the selected user. A red arrow points to a trashcan icon in the top right corner of the 'Details' panel. The 'Details' panel shows fields for Login, Nickname, New Password, Confirm Password, Enabled status, Password Expired status, and Contact information.

The screenshot shows a 'Confirm' dialog box with the text: 'Are you sure you want to permanently delete this from the system?'. Below the text are two buttons: 'Delete' and 'Cancel'.



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