



How to Create a New User Group

1. Select Admin, User Groups and the + sign.



2. Input the User Group Details under the Details Tab.

(a) User Group Name

(b) Notes

FLEET FREEDOM

ABC Demo **User Groups** 5 +

Details

Name
Operators

Notes
Cost Center: 38895

Permissions
Apply the permissions to the following Company
ABC Demo

Type	Label	Level	Method
-- Type --	-- All --	-- Level --	-- Method --

Change Company
Jaime Harrison

Save Cancel



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



Permissions

Apply the permissions to the following Company

ABC Demo

Type	Label	Level	Method	
assetAdvanced	Ontario	update	grant	✕
assetGeneral	-- All --	full	grant	✕
companyLabels	-- All --	read	grant	✕
maintenanceJob	Vehicles	update	grant	✕
-- Type --	-- All --	-- Level --	-- Method --	

Change Company

Jaime Harrison

Save Cancel

3. Add Permissions.

[Description of Permission Types](#)

- (a) Select the Permission Type
- (b) Select which Label that Permission applies to
- (c) Select the Level of permission
 - Full* - Full control to read, write, delete and create things
 - Read* - Read only access, no changed allowed
 - Update* - Read and write access, but things cannot be deleted or new things created
- (d) Select the Method
 - Grant* - Permission is given
 - Revoke* - Permission is taken away

4. Save.



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