

# FLEETFREEDOM®

## How to Create a New Person

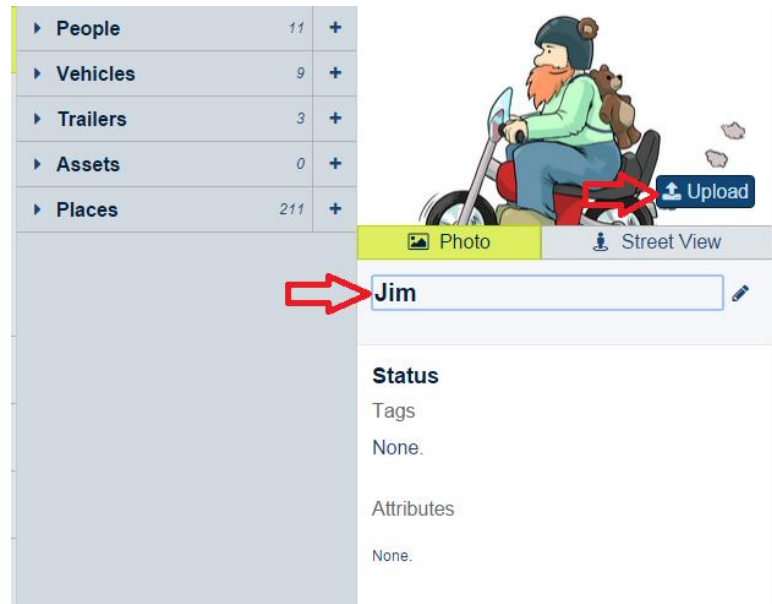
1. Select the + sign.



2. Add Person details.

(a) Input name.

(b) Upload a photo.





(c) Select Contact Info and choose the applicable contact person.

A screenshot of a web form titled "Contact Info". It features a dropdown menu with a red arrow pointing to it. The dropdown menu is open, showing a list of names: Andrew Singer, Harry Anderson, Jaime, Jerry, Jerry Sonim, Jimmy, and John Doe. Jimmy is highlighted in blue, and a red arrow points to it.

The Contact must be created before you can successfully save the new Person.

A close-up of the dropdown menu from the previous image. It lists the following names: Andrew Singer, Harry Anderson, Jaime, Jerry, Jerry Sonim, Jimmy, and John Doe. The name "Jimmy" is highlighted in blue, and a red arrow points to it.

(d) Select Labels

A screenshot of a web form titled "Details". It has a section labeled "Labels" with six options: Floaters (purple circle), Ontario (blue circle), People (green circle), Quebec (yellow circle), Trailers (yellow circle), and Vehicles (orange circle). A red arrow points to the "People" label.

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Fleet Freedom Support Phone Number: 1 (866) 7872548 Option 2 English or 9 French

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(e) Change Icon.

(f) Add an Email address or phone number for messaging purposes

(g) Save.

The screenshot shows a user profile form with the following sections and fields:

- Icon:** A yellow bar containing a user icon and the text "Administrator - Male". A red arrow points to this bar.
- Notes:** A text field containing the word "Supervisor". A red arrow points to this field.
- Advanced:** A section header with a blue pencil icon.
- SMS/Email:** A text field containing the number "4161234567". A red arrow points to this field.
- Devices:** A section header.
- Unique:** A text field.
- Kind:** A text field containing the word "person".
- Buttons:** At the bottom, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

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