

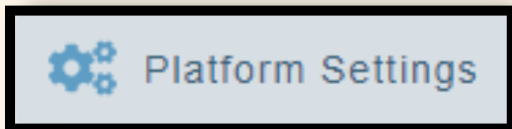
ROADCONNECT™

BY LINDSAY

QUICKSTART GUIDE - ADD NEW USER

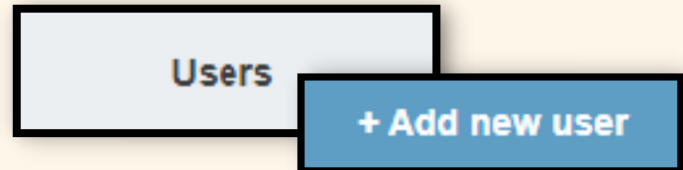
1 Navigate to 'Platform Settings'

After logging into RoadConnect, go to 'Platform Settings' on the left hand side.



2 Select 'Add New User'

Under the 'Users' tab at the top, click the blue button that says 'Add New User'



3 Input New User's Email and select Role

INFORMATION	
Email*	<input type="text"/>
Role*	<input type="text"/>

Type in the new user's email address and select the Role you want them to have.

- Admin = full access
- Manager = some access
- Guest = no editing access

4 Select Notification Preferences

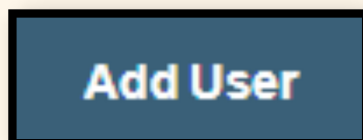
Notification preferences* are separated by the various Districts that have been created within the organization. You can pick between Text and Email notifications for each District.

NOTIFICATIONS		
District	<input checked="" type="checkbox"/> Text Notification	<input checked="" type="checkbox"/> Email Notification

*Admins can change Notification preferences for existing users under 'Platform Settings', clicking on the user's name and then go to the 'Notification' tab at the top.

5 Select 'Add User' to finalize

After clicking 'Add User', they will be sent an email to login and finish setting up their account.



Need more info?

Check out our other QuickStart Guides for more information on:

- Adding new devices
- Creating districts
- Changing notifications
- and more!

