

Managing Users on the Abandoned Vehicles Portal

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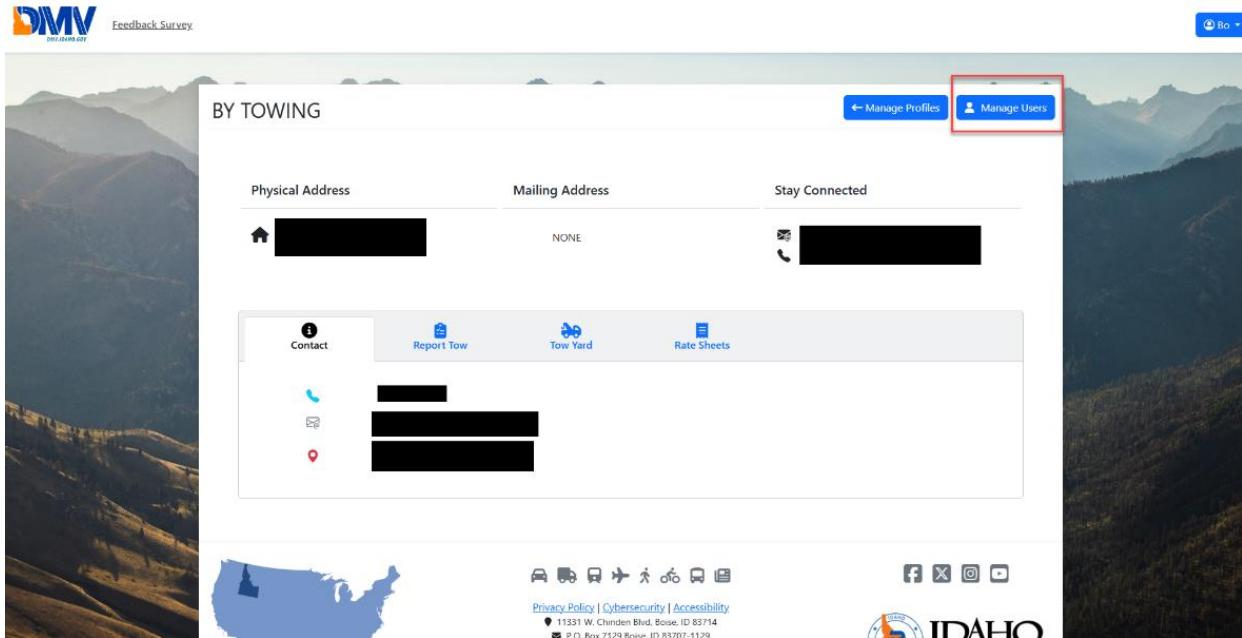
1. Introduction

1.1 Purpose

This guide will instruct users how to manage users on the abandoned vehicles portal.

2. Procedure

1. On the homepage, click the "Manage Users" button in the top right corner.



2. To add users, scroll down and enter their email, name and role (either admin or tech). Each new user requires a unique email. Once added, new users will receive an email with instructions on how to access the portal.

- a. **Note:** There can only be two admins for a single company.

A screenshot of the 'Manage Users' page. The top navigation bar includes 'Select Email', 'TowCompany Name', 'User Name', 'User Role', 'Account Created Date', 'Account Created By', and 'Account Status' dropdowns, and a 'Search:' input field. The 'Account Status' dropdown is set to 'Active' and is highlighted with a red box. Below this is a table showing one entry with a redacted email address. The table includes 'Deactivate User' and 'Next' buttons. At the bottom is a 'Deactivate User' button. A large red box highlights the 'Add New User' form. This form contains fields for 'User Email Id', 'Name of User', 'User Role' (with a 'Select' dropdown), and an 'Add User' button. The bottom of the page includes a navigation bar with icons for car, truck, bus, airplane, person, bicycle, and map, and social media links for Facebook, Twitter, and YouTube.

3. To delete users, click the bubble next to their name and click the "deactive user" button beneath it.

