



# **Product: DQ Web**

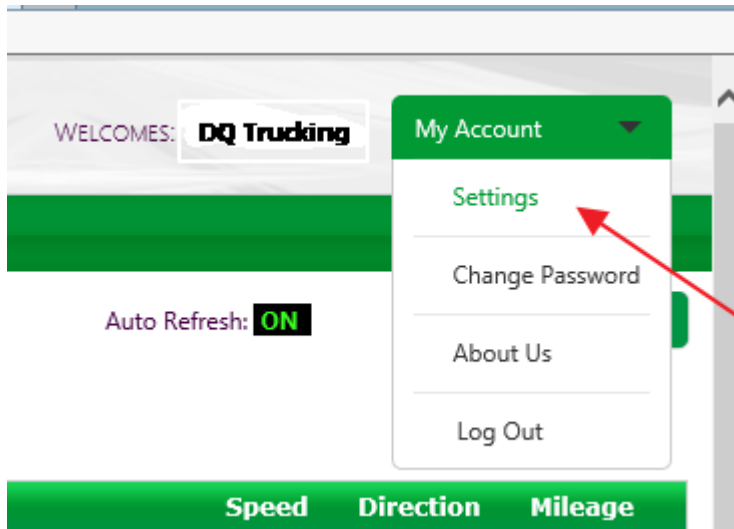
**Subject: New User Setup**

**Version:**  
**January 13, 2016**

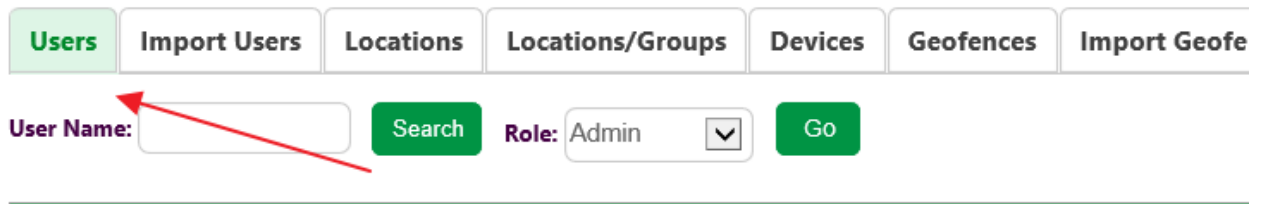
**Distribution: Customer**

## New User Setup

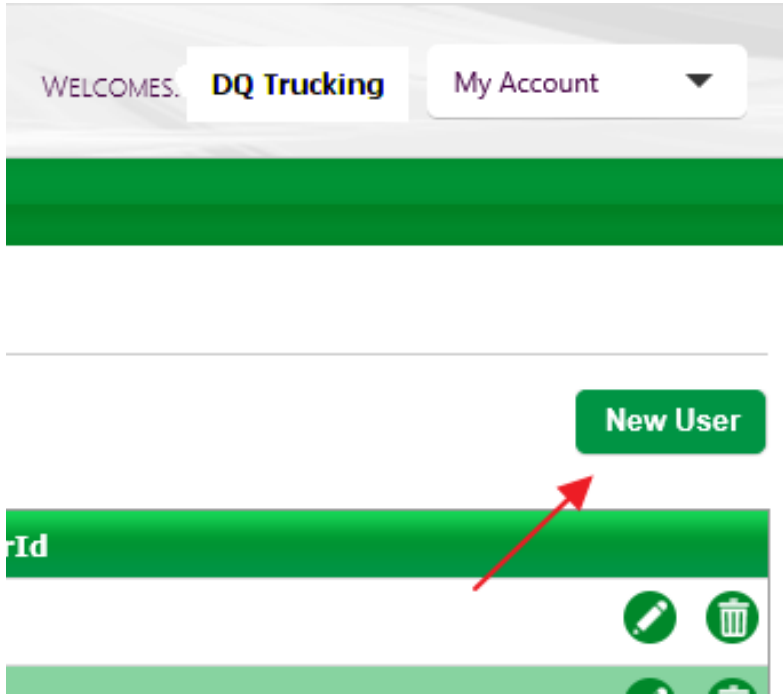
- Log into DQ WebMaps ie <http://www.dqtech.com/GPS>
- Navigate to My Account and choose Settings
  - This step can only be performed by the Admin User



- To add a new user navigate to the Users Tab



- Choose the User Button



We will begin by setting up an Admin User\Role and continue with an Employee User\Role

## Admin user\role setup

### User Information

**UserName**  
Admin

**Password:**  
.....

**Email:**  
dqadmin@dqtech.com

**Role:**  
Admin

Can edit devices  
 Can edit customer accounts  
 Approved

Can create Geofences  
 Can set alerts

### Customer Lists

### Location Groups

Grand Rapids  WI  IN  Kobrin  All  Wagner

**Cancel** **Save**

- User Name
  - Password
  - Email
    - Note – This is a mandatory field and we suggest using an admin or operations manager email for all user setups
  - Role
    - Admin
      - Able to add, delete and modify Users, Locations/Groups, Driver Profiles, and Alerts.
      - Check can edit devices
      - Can create Geofences
      - Can edit customer accounts
      - Can set alerts
      - Approved
    - Locations Groups
      - Choose Applicable Location
- Note** – all locations should be checked on for admin user

### Customer role setup

- Not Applicable

### Driver role setup

- Not Applicable

## Employee user\role setup

**User Information**

**UserName**  
Joe.Brown

**Password:**  
.....

**Email:**  
admin@dqtrucking.com

**Role:**  
Employee

Can edit devices

Can edit customer accounts

Approved

Can create Geofences

Can set alerts

**Customer Lists**

**Location Groups**

Grand Rapids  WI  IN  Kobrin  All  Wagner

Cancel Save

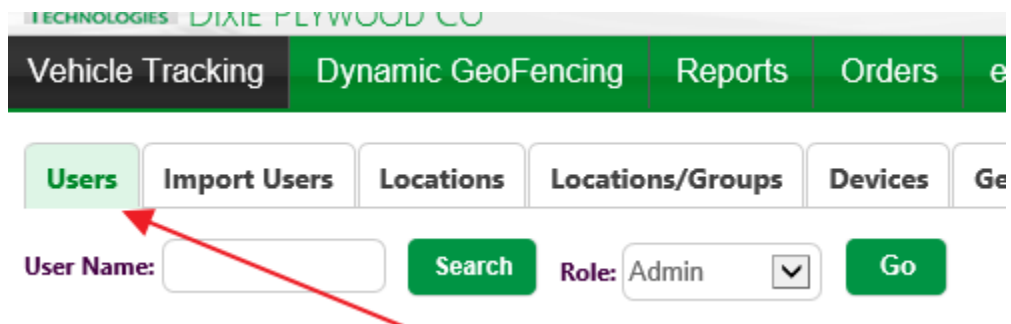
- User Name
  - Employee id
  - Employee email address
  - Employee Name
  - Password
    - Keep it simple
  - Email
    - Use Admin or Operation's manager email
  - Choose Approved all other boxes should be unchecked
  - Locations Groups
    - Choose the location you want the user to able view on GPS Tracking and Vehicle Tracking

**NoteUser**

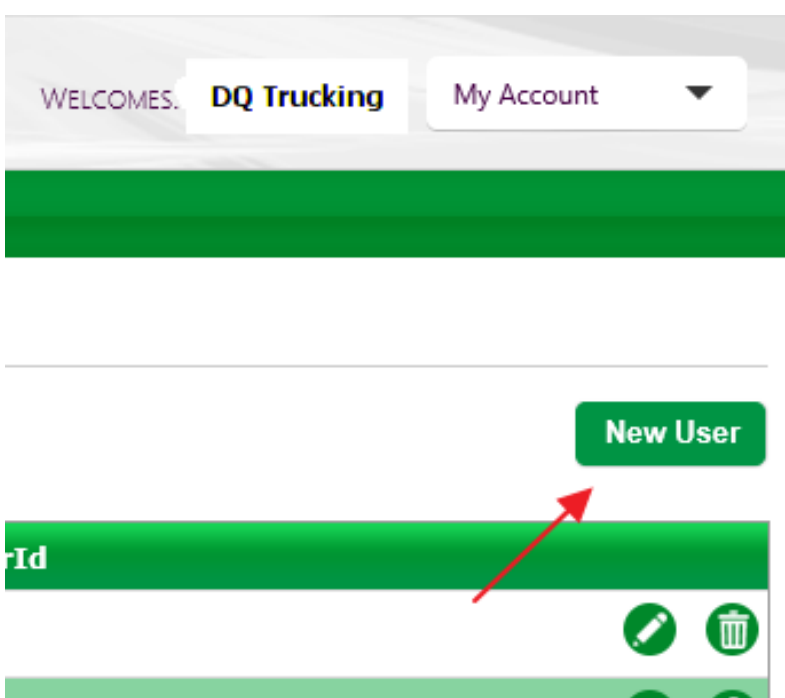
- Not Applicable

## Adding a New Web User (this user is for web login only)

- To add a new user navigate to the Users Tab



- Choose the New User Button



- Enter in User Information and then choose the Save button
  - User Name
  - Password
  - Email
    - Note – Mandatory field set as admin user’s email or operation’s user email address
  - Role – **must be set as driver**
  - Choose Driver from drop down
    - Note – Driver must be setup first
  - Choose Driver location

**User Information**

**UserName**  
0100

**Password:**  
.....

**Email:**  
driver1@dqtrucking.com

**Role:**  
Driver ▼

**Driver:**  
Driver First ▼

Approved

**Customer Lists**

**Location Groups**

Atlanta

Charlotte

Dallas

Fort  
Lauderdale

Houston

Miami

Nashville

Orlando

San  
Antonio

Tampa

West Palm  
Beach

All  
Locations

Cancel

Save