# Hitch

# HOW TO ADD A USER ROLE JOB AID

This job aid show how to add users associated with your Hitch account.

### FROM THE DASHBOARD

- 1. Click your name at the top right-hand corner from the drop down
- 2. Click User Management

The Users screen will display.

Welcome Bob!			Account Management
56	0	3	Companies Manageme
ORDERS TO ASSIGN	ORDERS FOR PICKUP	ACTIVE ORDERS	User Management
VEHICLES OVER TIME		MONTH SUMMARY	Notification Settings
10 0.9 0.8 0.7	Vehicles 30 -25 -20	1.0 - Placed Orders 0.9 - 0.8 - 0.7 -	Enable Support Logout 🖑
0.6	-15	0.6 0.5	-0.6
03	-10	0.4	- 0.4 - 0.3
0	Juli August antitud contrast antitud	0.2-	-0.

#### TO ADD A USER

1. Click Add User

The window Add Peer User will appear.

Account Manag	jement	Active Account AAC Marketplace	(American Automotive Compa	ny) •
User Profile	All Users 5			+2 Add Use
Ser Users	No filters applied		C Refresh	$\blacksquare_{\mathbf{x}}$ Reset Table Settings
Locations	Drag here to set rou			
Notification Settings	FIRST NAME 1	⊟ LAST NAME		
	Bob	Gold	555-555-4654	bgold@thc
	Derek	Gold	222-222-2222	dgold@hc
	Gerald	Gold	999-999-9999	ggold@hc

### COMPLETE ADD PEER USER INFORMATION

- 1. Complete the personal information:
  - First Name
  - Last Name
  - Email
  - Phone
  - Select User Roles from drop down

**NOTE:** Do not enter a User Group. User Groups are assigned by Admin roles only.

Add Peer User						
First Name	Last Name					
Enter First Name.						
Email	+1 Phone					
User Groups		•				
C Lloss Dalos						
Admin						
User						
Manager ( View Only )						
	Cancel	Save				



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#### ADDED USER TO RECEIVE TWO EMAILS



**NOTE:** First email is to inform the new User their account has been created. The second email includes a link to sign in to RunBuggy.

AHEM Ad P	Hoc Email	
	ျမိဳာ Beyond Identity RunBuggy Login Request 11 minutes ago	Ŵ
	Beyond Identity RunBuggy Login Request 11 minutes ago	Q

RunBuggy	
Hello Bob Gold, You asked us to send you a new LOGIN link for quickly signing into your RunBuggy account.	
This link will expire in 24 hours.	
Thank you, <b>RunBuggy Team</b>	

