



NEW USER APPROVAL PROCESS

This job aid shows you how to approve or reject a new user request.

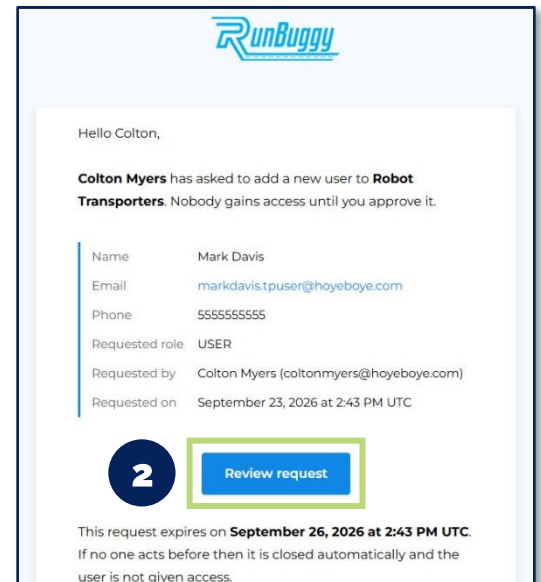
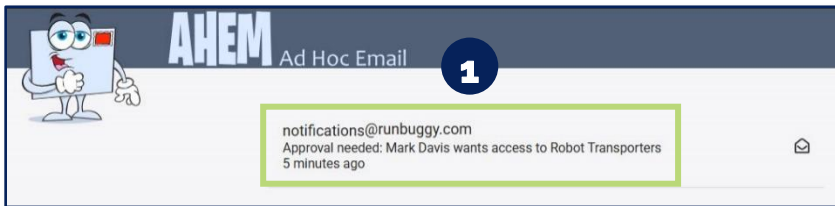
When a new user is added to a Transporter account by a RunBuggy Admin, the account's Transporter Admins are notified and required to either approve or reject the request.

This process ensures that every new user is reviewed and explicitly authorized before gaining access to the account, helping prevent unauthorized access and maintain account security.

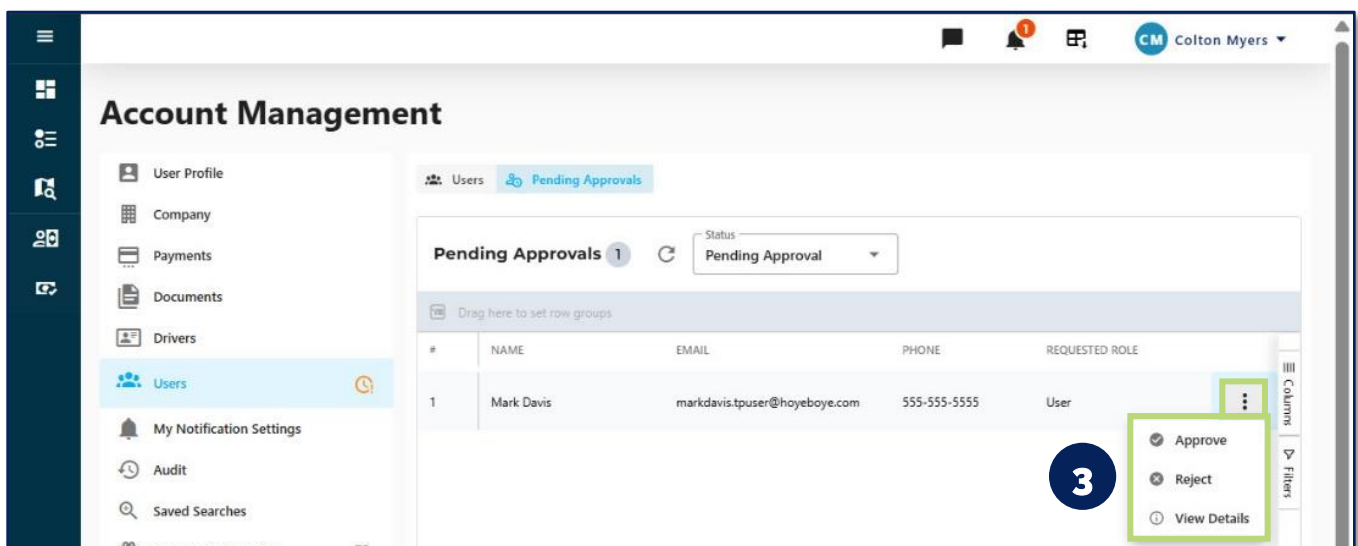
APPROVE OR REJECT THE REQUEST FROM THE EMAIL NOTIFICATION

STEP 1: OPEN THE APPROVAL NEEDED EMAIL.

STEP 2: CLICK REVIEW REQUEST.



STEP 3: HOVER OVER THE THREE DOTS MENU, THEN CLICK APPROVE, REJECT, OR VIEW DETAILS.

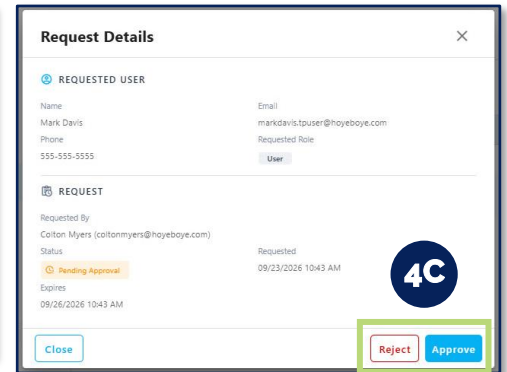
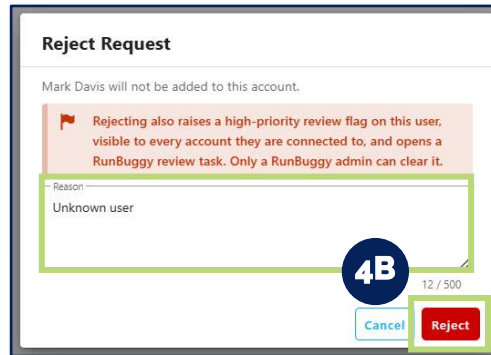
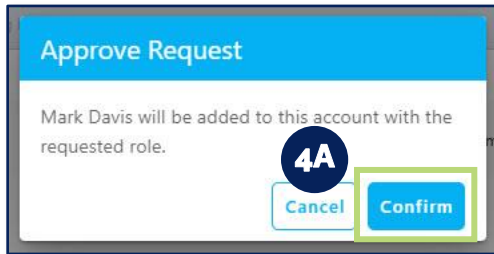


STEP 4: DEPENDING ON WHICH OPTION YOU CHOSE, YOU WILL DO ONE OF THE FOLLOWING:

A. IF YOU CHOSE APPROVE, CLICK CONFIRM.

B. IF YOU CHOSE REJECT, ENTER THE REASON, THEN CLICK REJECT.

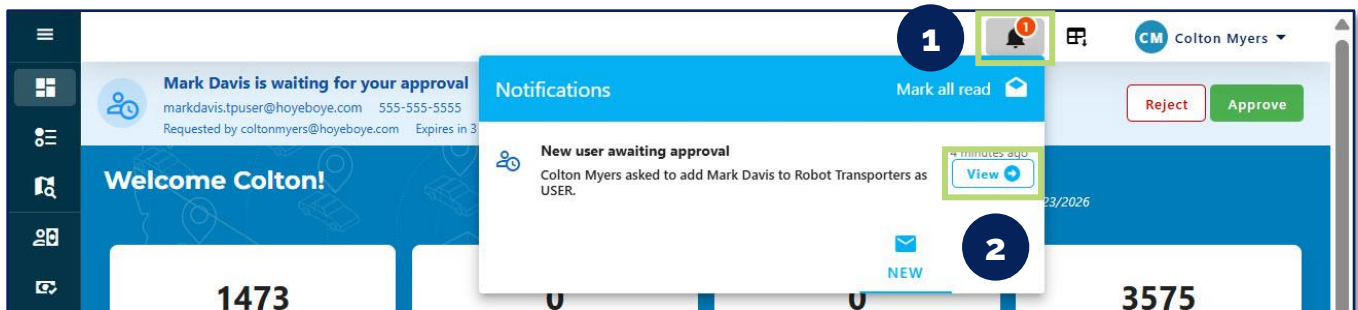
C. IF YOU CHOSE VIEW DETAILS, REVIEW THE REQUEST DETAILS, THEN CLICK REJECT OR APPROVE.



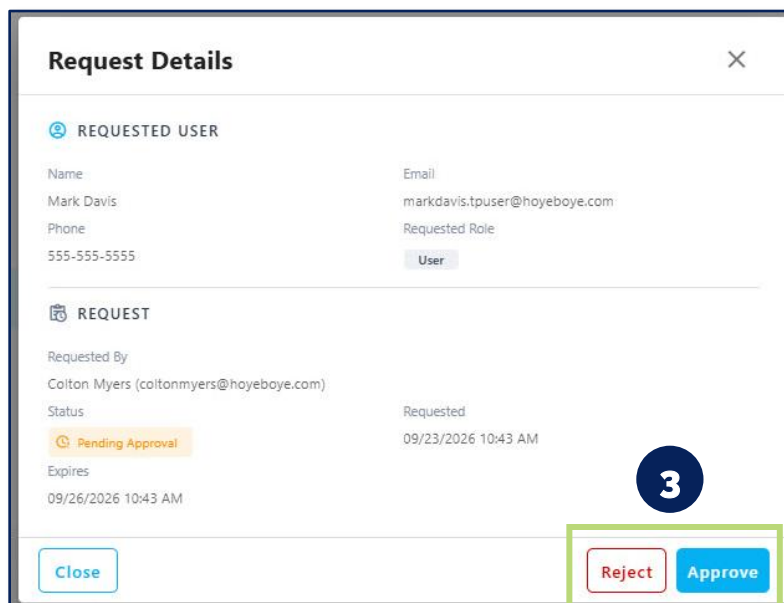
APPROVE OR REJECT THE REQUEST FROM THE APP NOTIFICATION

STEP 1: CLICK THE APP NOTIFICATION.

STEP 2: CLICK VIEW.

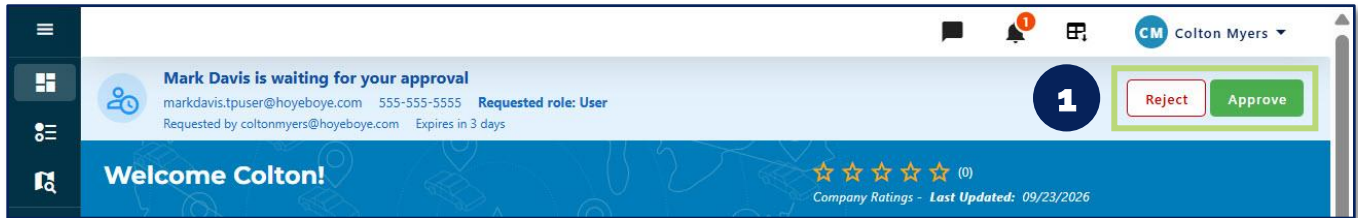


STEP 3: REVIEW THE REQUEST DETAILS, THEN CLICK REJECT OR APPROVE.



APPROVE OR REJECT THE REQUEST FROM THE AWAITING APPROVAL BANNER

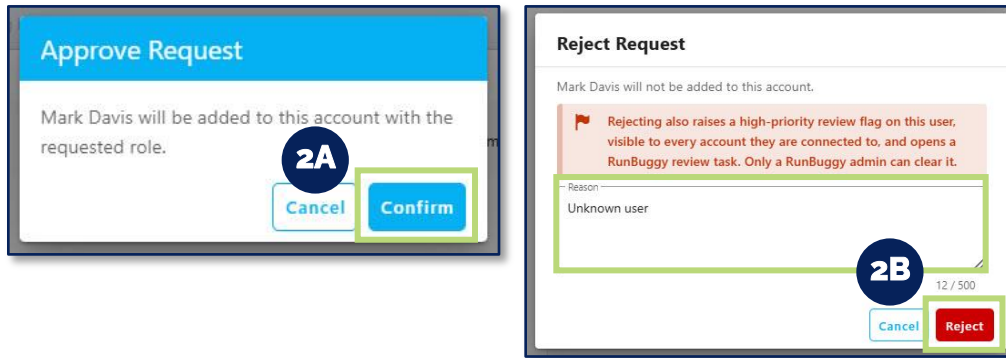
STEP 1: CLICK APPROVE OR REJECT.



STEP 2: DEPENDING ON WHICH OPTION YOU CHOSE, YOU WILL DO ONE OF THE FOLLOWING:

A. IF YOU CHOSE APPROVE, CLICK CONFIRM.

B. IF YOU CHOSE REJECT, ENTER THE REASON, THEN CLICK REJECT.



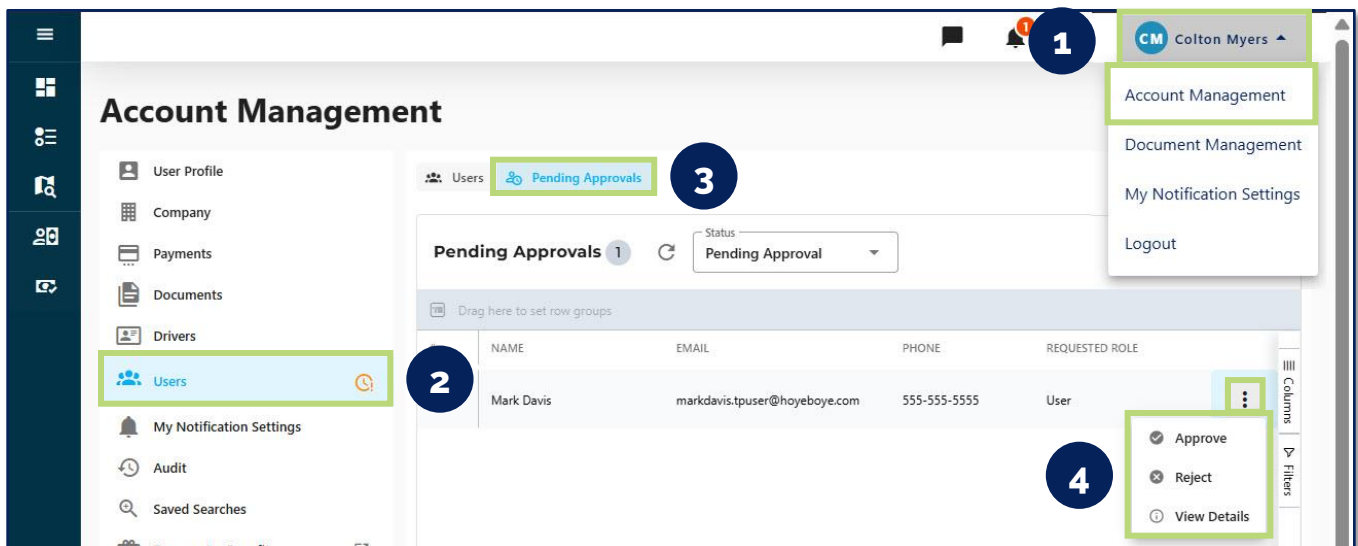
APPROVE OR REJECT THE REQUEST FROM THE ACCOUNT MANAGEMENT SCREEN

STEP 1: CLICK YOUR NAME AT THE TOP RIGHT, THEN CLICK ACCOUNT MANAGEMENT.

STEP 2: CLICK USERS.

STEP 3: CLICK PENDING APPROVALS.

STEP 4: HOVER OVER THE THREE DOTS MENU, THEN CLICK APPROVE, REJECT, OR VIEW DETAILS.



STEP 5: DEPENDING ON WHICH OPTION YOU CHOSE, YOU WILL DO ONE OF THE FOLLOWING:

A. IF YOU CHOSE APPROVE, CLICK CONFIRM.

B. IF YOU CHOSE REJECT, ENTER THE REASON, THEN CLICK REJECT.

C. IF YOU CHOSE VIEW DETAILS, REVIEW THE REQUEST DETAILS, THEN CLICK REJECT OR APPROVE.

Approve Request

Mark Davis will be added to this account with the requested role.

5A

Cancel Confirm

Reject Request

Mark Davis will not be added to this account.

Rejecting also raises a high-priority review flag on this user, visible to every account they are connected to, and opens a RunBuggy review task. Only a RunBuggy admin can clear it.

Reason
Unknown user

12 / 500

Cancel Reject

5B

Request Details

REQUESTED USER

Name: Mark Davis
Email: markdavis.tpuser@hoyeboy.com
Phone: 555-555-5555
Requested Role: User

REQUEST

Requested By: Colton Myers (coltonmyers@hoyeboy.com)
Status: Pending Approval
Requested: 09/23/2026 10:43 AM
Expires: 09/26/2026 10:43 AM

Close Reject Approve

5C



Ship Cars **SMARTER.**