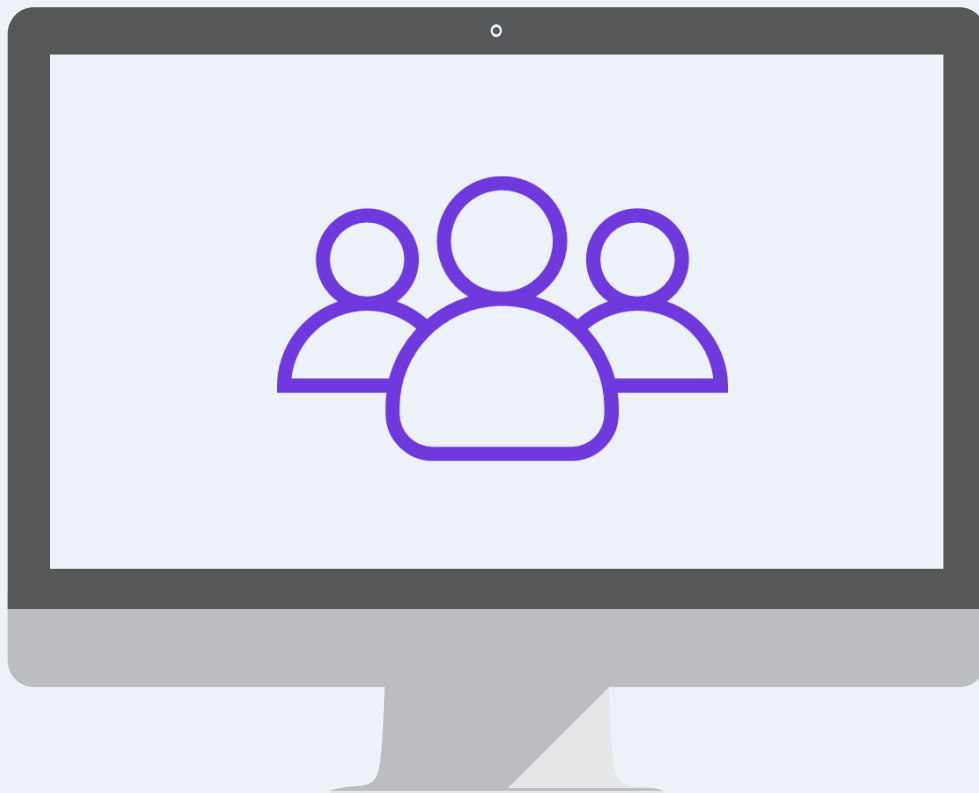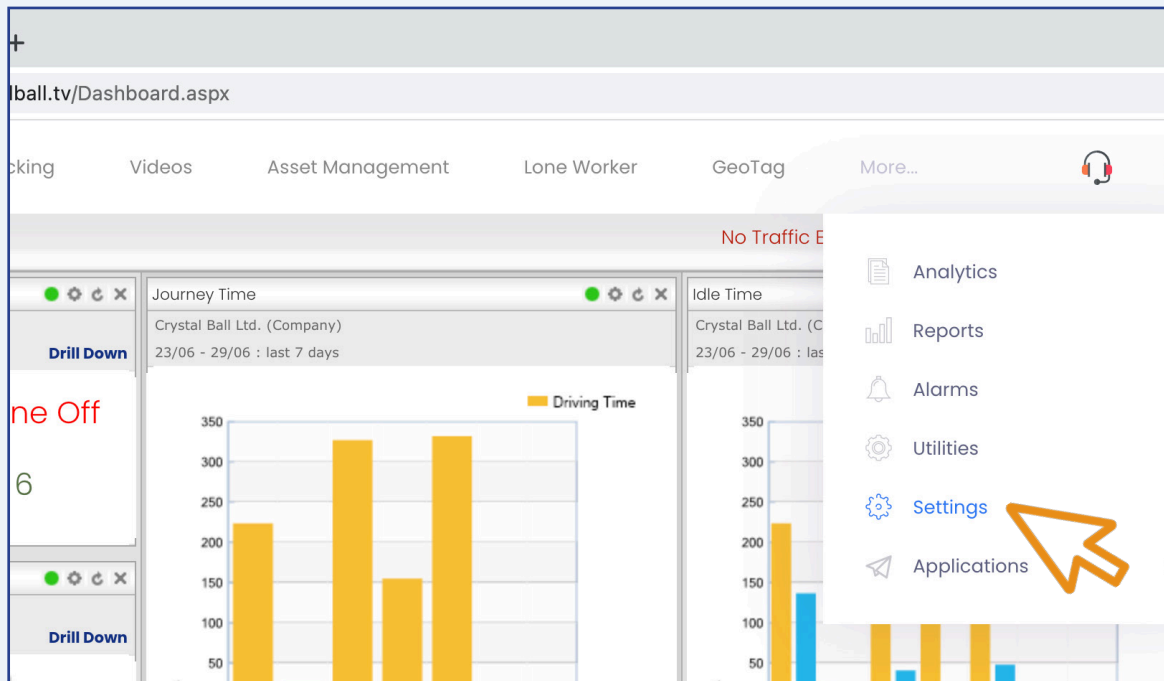# How to create a new system user & remove users
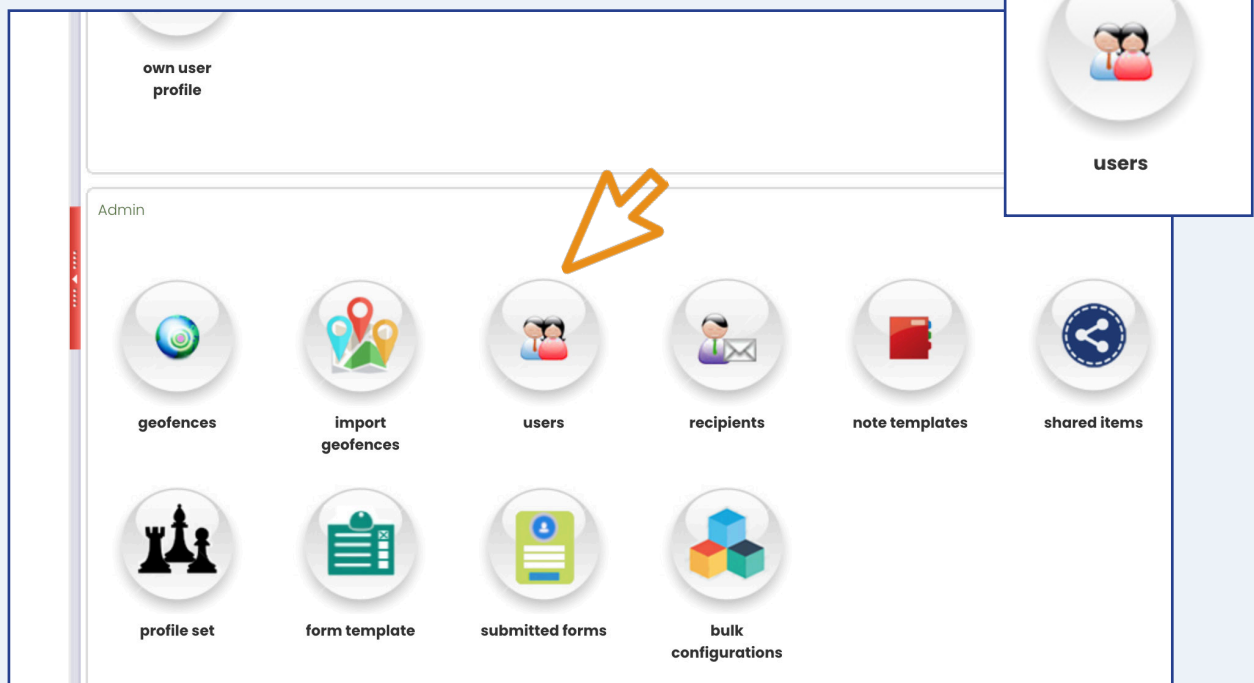
1

First, select 'More' and then 'Settings'.

2

Once in 'Settings', select 'Users'.

3

Users

Search

User Name	Email	Company Name	Phone	Mobile	View in MPH	Auto Pan	Device Labels	Maintain
1@2.com	1@2.com	Crystal Ball Ltd.			☑	☐	☐	📝 ⛔
acm@crystalball.tv	acm@crystalball.tv	Crystal Ball Ltd.			☑	☑	☑	📝 ⛔
cb admin	cbadmin@crystalball.tv	Crystal Ball Ltd.			☑	☐	☐	📝 ⛔
cb user	user@cb.com	Crystal Ball Ltd.			☑	☑	☑	📝 ⛔
cbdev FT	a@b.com	Crystal Ball Ltd.			☑	☐	☐	📝 ⛔
cbtest01	cbtest01@abc.com	Crystal Ball Ltd.			☑	☐	☐	📝 ⛔
cbtest02	cbtest02@abc.com	Crystal Ball Ltd.			☑	☐	☐	📝 ⛔
Hazel Lynagh	hazel.lynagh@crystalball.tv	Crystal Ball Ltd.			☑	☐	☑	📝 ⛔
j morgan	jonathan.morgan@crystalball.tv	Crystal Ball Ltd.	07789004455	07789004455	☑	☑	☑	📝 ⛔
marketingtest	marketing1@crystalball.tv	Crystal Ball Ltd.			☑	☐	☐	📝 ⛔

Add Record   Export To Excel

To remove a user select the red minus icon.

To add a new user select 'Add Record' and go to step 4.
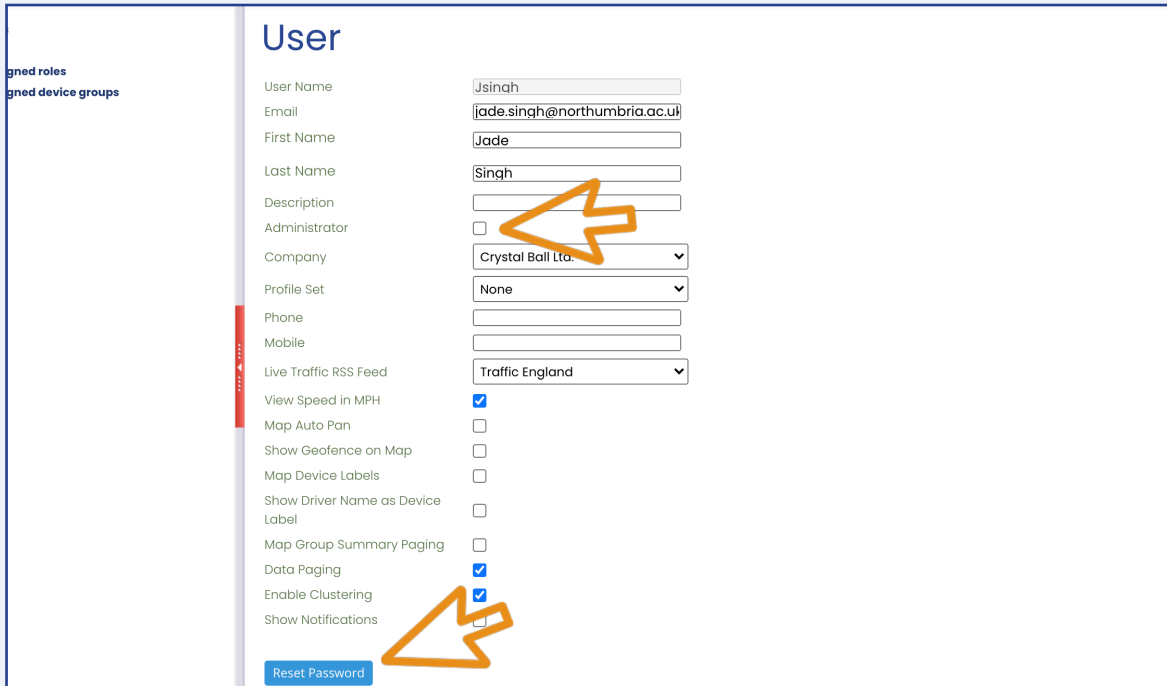
4

Create New User Account

First Name:

Last Name:

User Name:

Email Address:

Create User

Fill in the above information and then select 'Create User'.

5

User

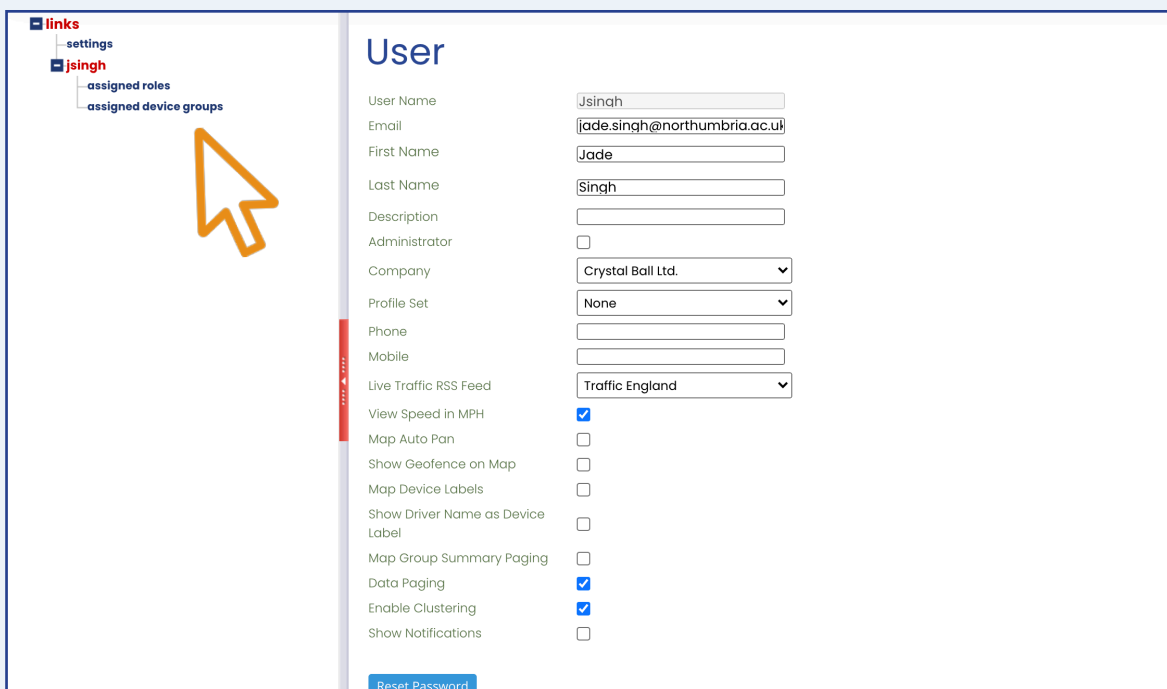|	
User Name	Jsingh
Email	jade.singh@northumbria.ac.uk
First Name	Jade
Last Name	Singh
Description	
Administrator	☐
Company	Crystal Ball Ltd.
Profile Set	None
Phone	
Mobile	
Live Traffic RSS Feed	Traffic England
View Speed in MPH	☑
Map Auto Pan	☐
Show Geofence on Map	☐
Map Device Labels	☐
Show Driver Name as Device Label	☐
Map Group Summary Paging	☐
Data Paging	☑
Enable Clustering	☑
Show Notifications	☐

Reset Password

The 'Administrator' checkbox can be ticked or left unticked.
An administrator has the ability to administer the account by having full access and complete visbility of all vehicles. Administrators can also reset other users passwords by selecting 'Reset Password'.

6

- links
  - settings
  - jsingh
    - assigned roles
    - assigned device groups

User

User Name	Jsingh
Email	jade.singh@northumbria.ac.uk
First Name	Jade
Last Name	Singh
Description	
Administrator	☐
Company	Crystal Ball Ltd.
Profile Set	None
Phone	
Mobile	
Live Traffic RSS Feed	Traffic England
View Speed in MPH	☑
Map Auto Pan	☐
Show Geofence on Map	☐
Map Device Labels	☐
Show Driver Name as Device Label	☐
Map Group Summary Paging	☐
Data Paging	☑
Enable Clustering	☑
Show Notifications	☐

Reset Password

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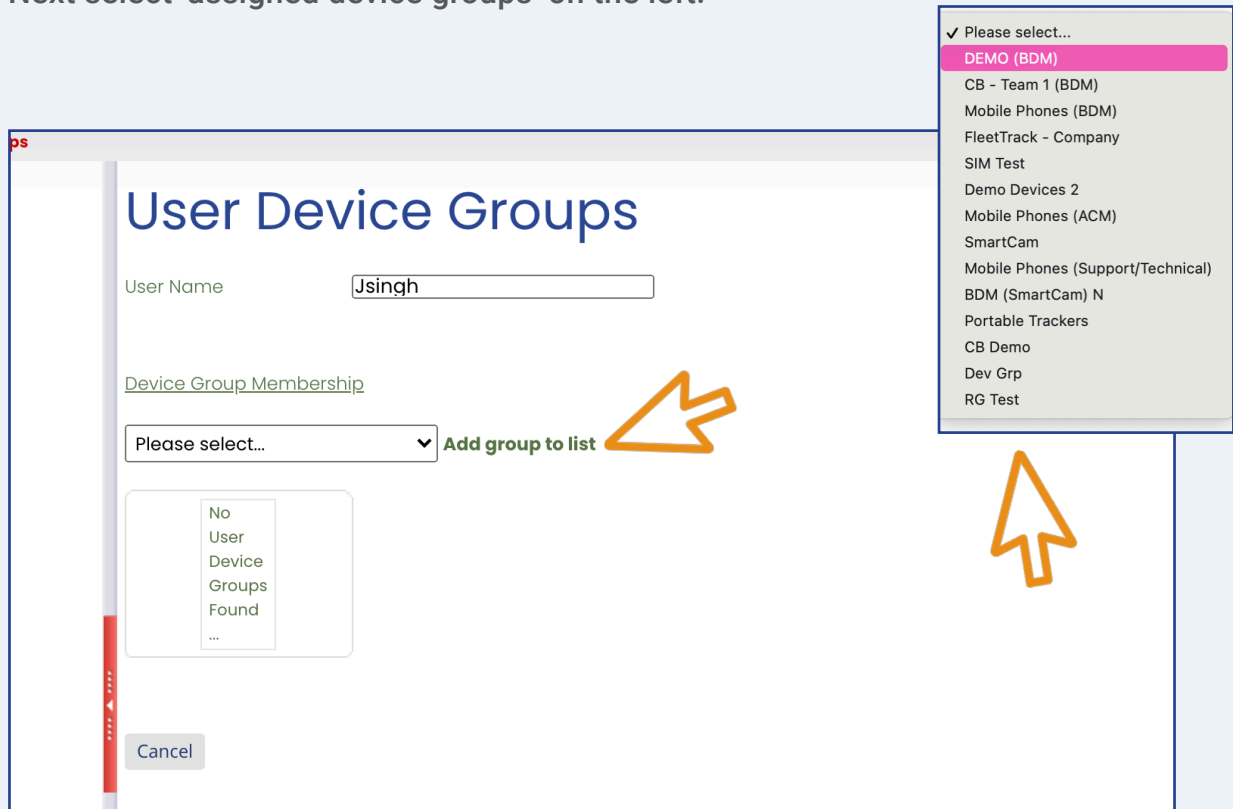
Next select 'assigned device groups' on the left.

7

User Device Groups

User Name   [Jsingh]

Device Group Membership

[Please select...   ▾]   **Add group to list**

No
User
Device
Groups
Found
...

[Cancel]

Please select...
✓ Please select...
DEMO (BDM)
CB - Team 1 (BDM)
Mobile Phones (BDM)
FleetTrack - Company
SIM Test
Demo Devices 2
Mobile Phones (ACM)
SmartCam
Mobile Phones (Support/Technical)
BDM (SmartCam) N
Portable Trackers
CB Demo
Dev Grp
RG Test

Use the drop down bar to select which device groups you would like to give the user access to.

Once selected, click 'Add group to list'.

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