



Adding A New User



Active terminal:

All ▾

Under the Staff Tab, Select Users

Dashboard Tasks **Staff ▾** Safety ▾ Company 👤 ? [→]

- Applicants
- Drivers
- Users**

Welcome back, DEMO DEMO.

Applicants	
In progress	▲ 53
Submitted	6
Interview	2
Road test	2
Safety review	0
HR review	2

Drivers	
DOT non-compliant	60
New hires (45 days)	2
High risk drivers	0
Good performance drivers	3
Excellent performance drivers	129

Pulls	
Needs review	▲ 3
Orders	
Requested	93
Scheduled	0
Processing	59
In Review	0

Tasks	
License renewal	▲ 46
Medical card renewal	▲ 58
MVR renewal	▲ 80
TWIC card renewal	4
TSA hazmat renewal	6
Custom	▲ 272

Select '+' to add a new user

« < > » **+** ▾ ▾

	First name	Last name
	superviosr	test
	Data	Clerk
	auditor	dqm



Active company:

All ▾

New user

- Admin
- ✓ Supervisor
- Sub supervisor
- Auditor
- Trainer
- Data clerk
- Recruiter
- Sub recruiter

Status*

Active ▾

Terminal*

All ▾

Password*



Confirm password*



A strong password contains a combination of upper & lower case, numbers, special characters and is at least 10 characters long.

Employee no.

First name*

Last name*

Email*

Phone number

Cell phone

Fax number

This number will be used for texting.

Address

City

State

ZIP

Save

Select Save to Add the user

Determine user permissions, Company, and terminal (if applicable).

All information with a red * is required to complete setting up a new user.

See next pages for description of user roles

User roles

User Role:	Access	Restrictions
Admin	<p>Full Access</p> <ul style="list-style-type: none"> • View, edit Driver Profiles • Upload documents in a reviewed status • Update Company profile (create custom templates, safety events, terminals, integrations) • View and hire applicants • Create and complete tasks • View and edit safety events • Order and complete integrations • See all sensitive information (SSN, Drug and alcohol) • View and edit Users 	None
Supervisor	<ul style="list-style-type: none"> • View, edit Driver Profiles • Upload documents in a reviewed status • Update Company profile (create custom templates, safety events, terminals, integrations) • View and hire applicants • Create and complete tasks • View and edit safety events • Order and complete integrations 	See all sensitive information (SSN, Drug and alcohol)
Sub Supervisor	<ul style="list-style-type: none"> • View driver profiles • Upload documents, unreviewed status • Can assign and complete tasks 	View only: Orders, Safety events, company information, driver profile information, random pulls, applicants, users
Recruiter	<ul style="list-style-type: none"> • Access all applicants • Order, review and complete integrations for applicants • Create and complete tasks for applicants • Ability to make hiring decisions • See sensitive information that may determine hiring decisions (SSN, Drug and Alcohol Results) 	<ul style="list-style-type: none"> • Access Driver Profile information • Access Tasks, Orders, Safety events for Current drivers
Sub Recruiter	<ul style="list-style-type: none"> • View all applicants in any status • Create and complete tasks for applicants • Order, review and complete integrations for applicants 	<ul style="list-style-type: none"> • Make hiring decisions • See sensitive information (SSN, Drug and Alcohol Results)

User roles (continued)

User Role:	Access	Restrictions
Data Clerk	Can only upload documents to a driver profile, pending admin review	No access to Applicants, tasks, company profile, orders, safety events
Trainer	Can ONLY Complete Road tests for Applicants in a "road test" status	
Auditor	View only drivers that are in audit status. View only DOT marked uploads for drivers in audit status View only Accident registry, DOT marked accidents View only Random Pull history	

If you have any questions about user permissions, or are conflicted about what level of access you should give to your employees reach out to the support team and we will share best practices with you.

Email support@im4trux.com or call us at 530-269-8804
M-F 6am – 4:30pm pst