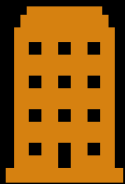




# Vehicle Booking System (VBS): A Resource Guide for Administrators



Register Your Company



Add Security Groups



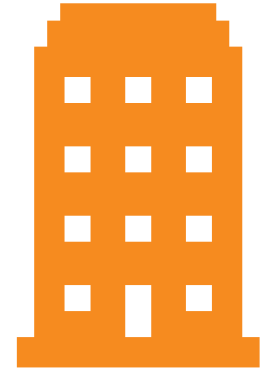
Add and Affiliate Your Users

Version date: January 2021

# Getting Started Overview

To get started using the system you will need to:

- [STEP 1 - Register your company and yourself as the Administrator](#)
- [STEP 2 - Set Up Security Groups](#)
- [STEP 3 - Add Users](#)
- [STEP 4 Affiliate Users](#) (if needed)



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## Before You Get Started

### Company Registration

To register your company, you will need your company's contact information and the names of the facilities (Terminals and Ports) your company will be affiliated with.

### User Registration:

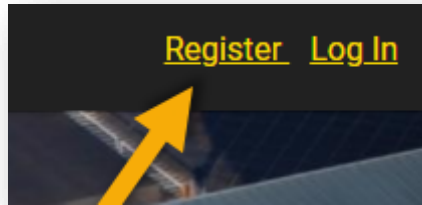
To register your Users, you will need a unique email address for each User.



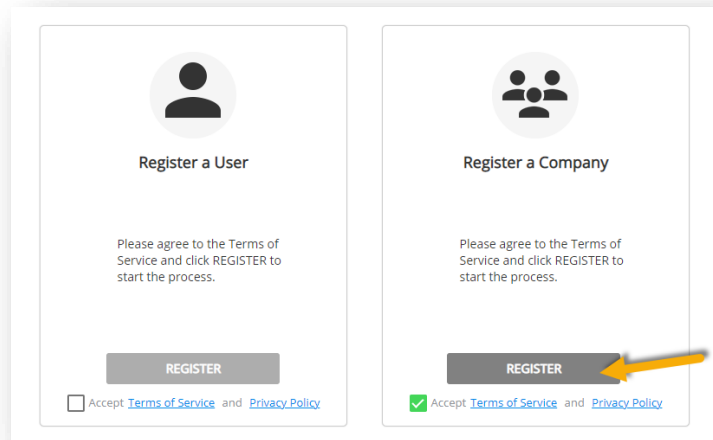
# Step 1- Register Your Company as a New User

When you register the company, you will also register yourself as the administrator.

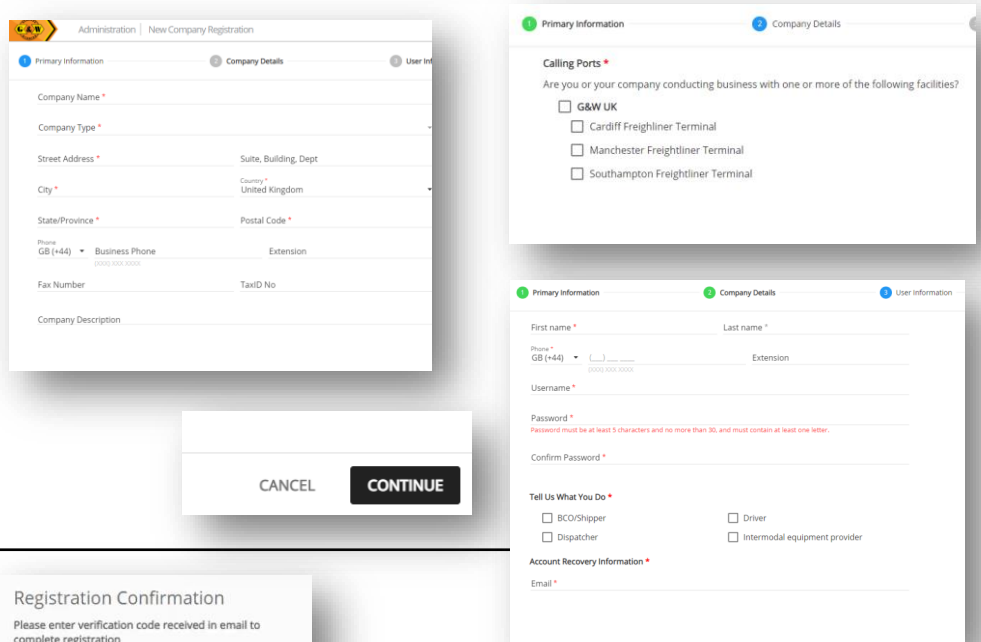
From the Home page, select Register Now.



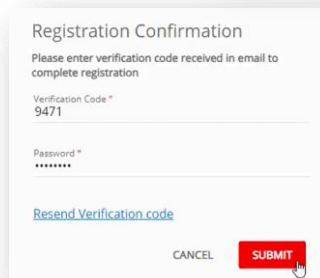
In the Company Registration box, check your agreement to the terms of service (bottom right) and select Register.



Complete the Primary Information page and Company Details page, and then select Continue at the bottom right.

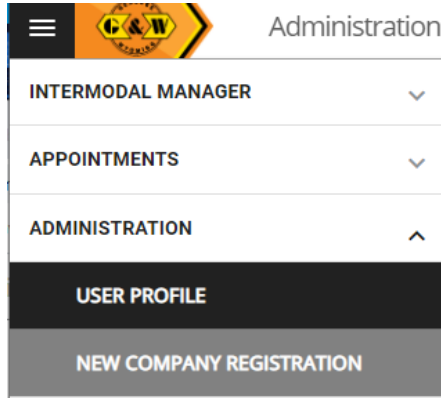


Check your email for your Verification Code and verify your email. (Check your Spam folder if you do not receive the email.)

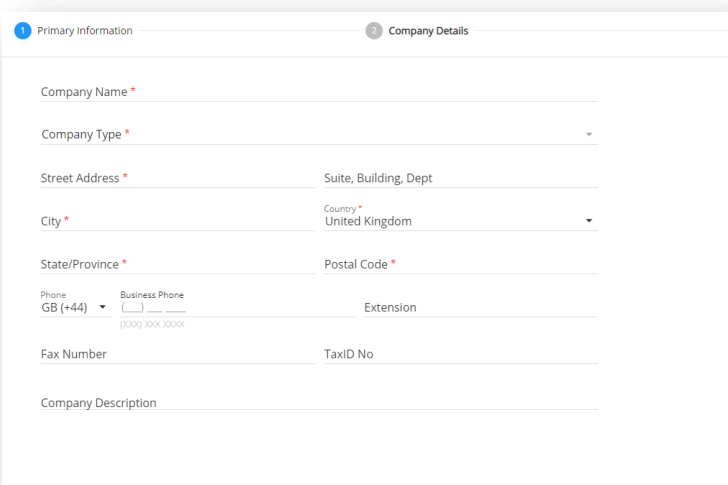


Log back in and register the account.

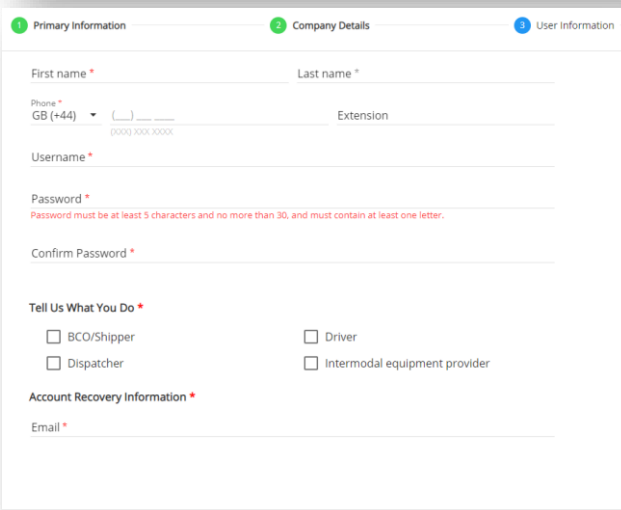
From the hamburger menu at the top left, select New Company Registration.



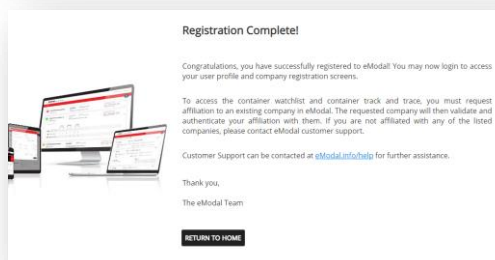
Complete the Company Registration page and select Continue.



Complete the Company Details page and select Continue.



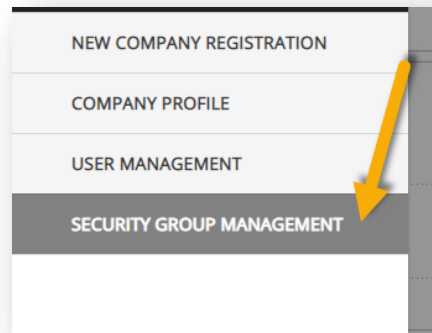
Review the Registration Summary and select Complete Registration.



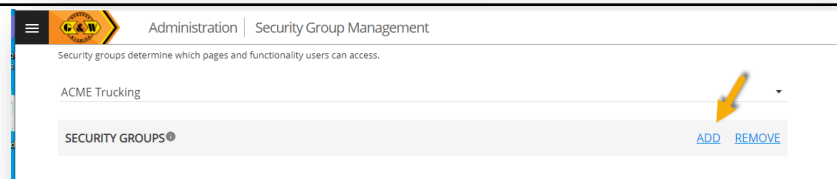
## Step 2: Set Up Security Groups

After registering your company, you will need to wait for your company to be approved prior to setting up security groups.

From the hamburger menu at the top left, select Security Group Management.

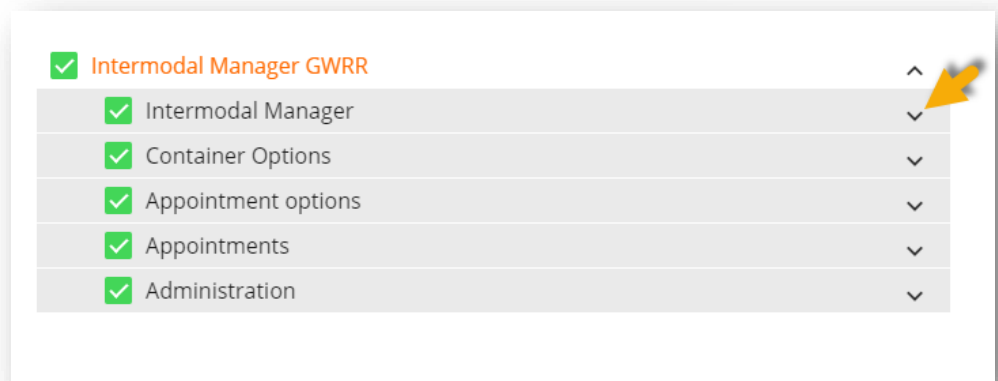
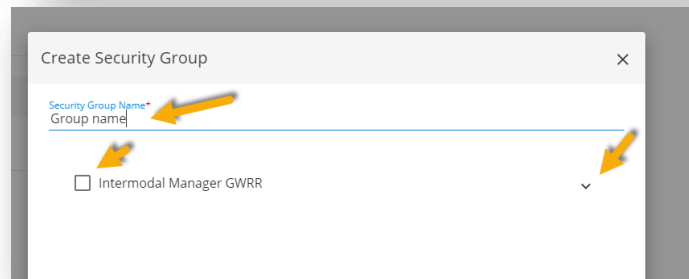


Select Add to the right of Security Groups.



Enter the Security Group Name, select the system, use the drop-down arrow to select the screens and functionality the security group will have access to, and select Create.

**Note:** Continue to use the downward arrow to open additional layers of security.

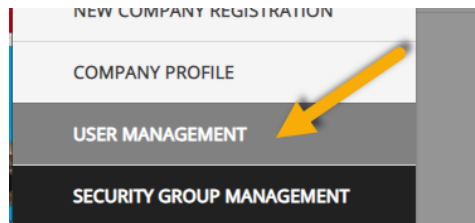




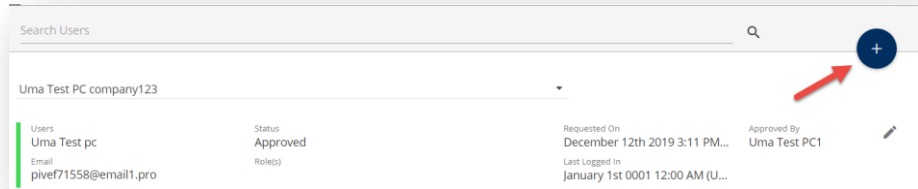
# Step 3: Add Users as an Administrator

Once you have set up your security groups, you may add Users as the Administrator. Note: Each user must have a unique email address.

From the left side menu, navigate to User Management.

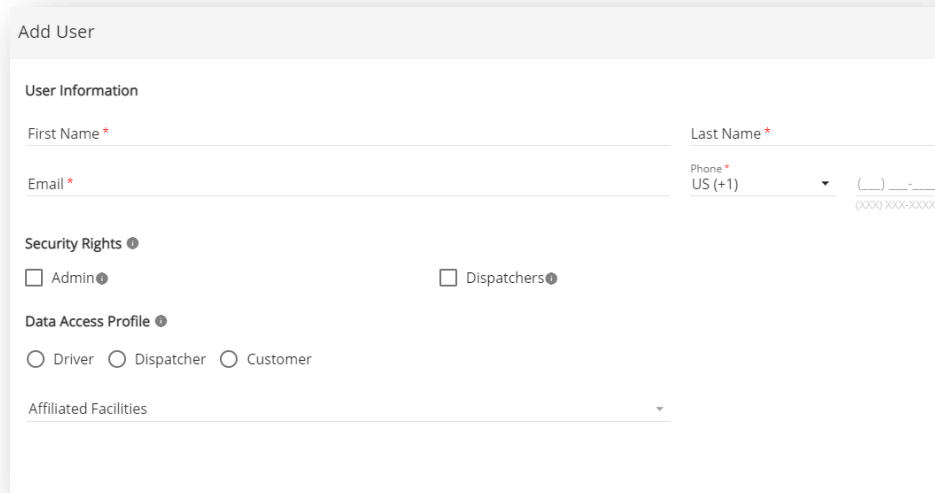


Select the plus sign at the top right.



Add the User information, including the email address, security group, and data access profile/role.

Note: You may click on the information icon to the right of the security group name to view the details of the security group.



**Add User**

**User Information**

First Name \*  Last Name \*

Email \*  Phone \*  US (+1)

**Security Rights**

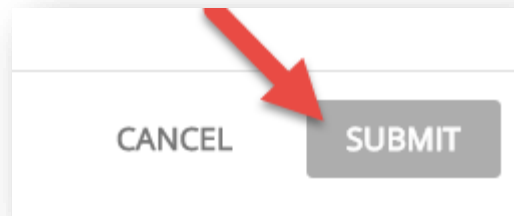
Admin  Dispatchers

**Data Access Profile**

Driver  Dispatcher  Customer

Affiliated Facilities

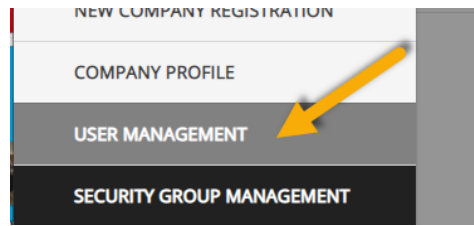
Select Submit at the bottom right.



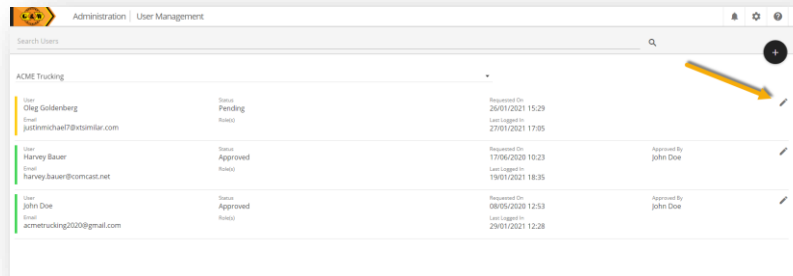
# Step 4: Affiliate Registered Users

Registered users may also request to be affiliated with your company. Affiliation must be approved by the Administrator.

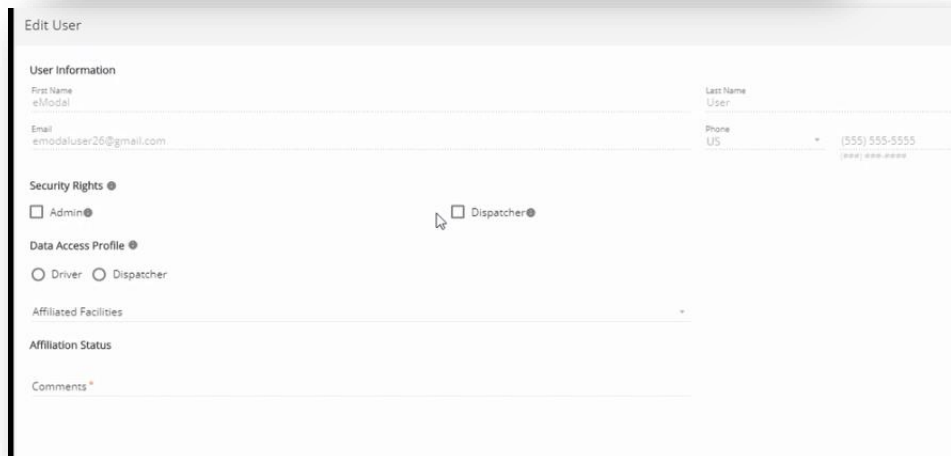
Navigate to the User Management page from the menu at the top left. Users requesting affiliation are displayed in yellow.



Select the edit pen to the right of the user information.



Add the Security Rights and Data Access Profile.



Select Approve at the bottom right

