

Overview

Administrator users can add and manage additional users to access jobs and tickets. On the dashboard, Administrators can use the top button navigation to manage plants, pavers, trucks, and accounts.

Click on the Accounts button to be directed to the User Accounts page, which shows a list of users.



User Details

To manage an existing user, find a user in the list and click View to open the user's complete details. The Details view will include their name, contact, user role, and activation and login information. If a user has not activated their account, you can resend their invite on this page.

Edit User

To make a change to a user, click on the Edit button on the user's details page. All details except for a user's email address can be changed. Use the Account Lock option to lock a user's access to SOP and prevent them from logging in again.

Add User

To add a new user, click Invite New User at the top of the User List. Enter the user's full name, email, phone, and select their User Role. After clicking the Add User button, the user will receive an Account Activation email to create a password.

Security

Administrators cannot create, view, or reset passwords for other users. All users must create and reset their own password using their email account.

