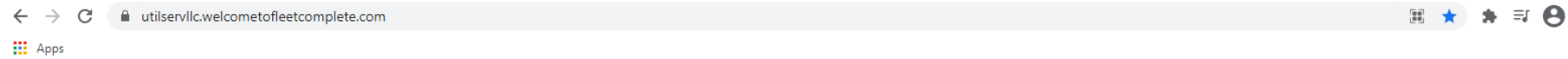


AT&T Fleet Complete ADMIN HIERARCHY TRAINING

- HOW TO CONTACT US
- HOW TO ACCESS THE HIERARCHY
- HOW TO USE THIS MODULE

HOW TO CONTACT US

<https://www.utilservllc.welcometofleetcomplete.com/>



AT&T Fleet Complete

[Home](#) | [Training & Support](#)

Welcome to Your AT&T Fleet Complete Customer Portal!

We are currently working on uploading all the information that you may need to install, set up and learn how to use AT&T Fleet Complete.

Having trouble accessing Fleet Complete?

If you are experiencing issues with access to Fleet Complete, please contact your Regional Manager for assistance.

Need help with Fleet Complete? Report a problem?

Fleet Complete Support Team

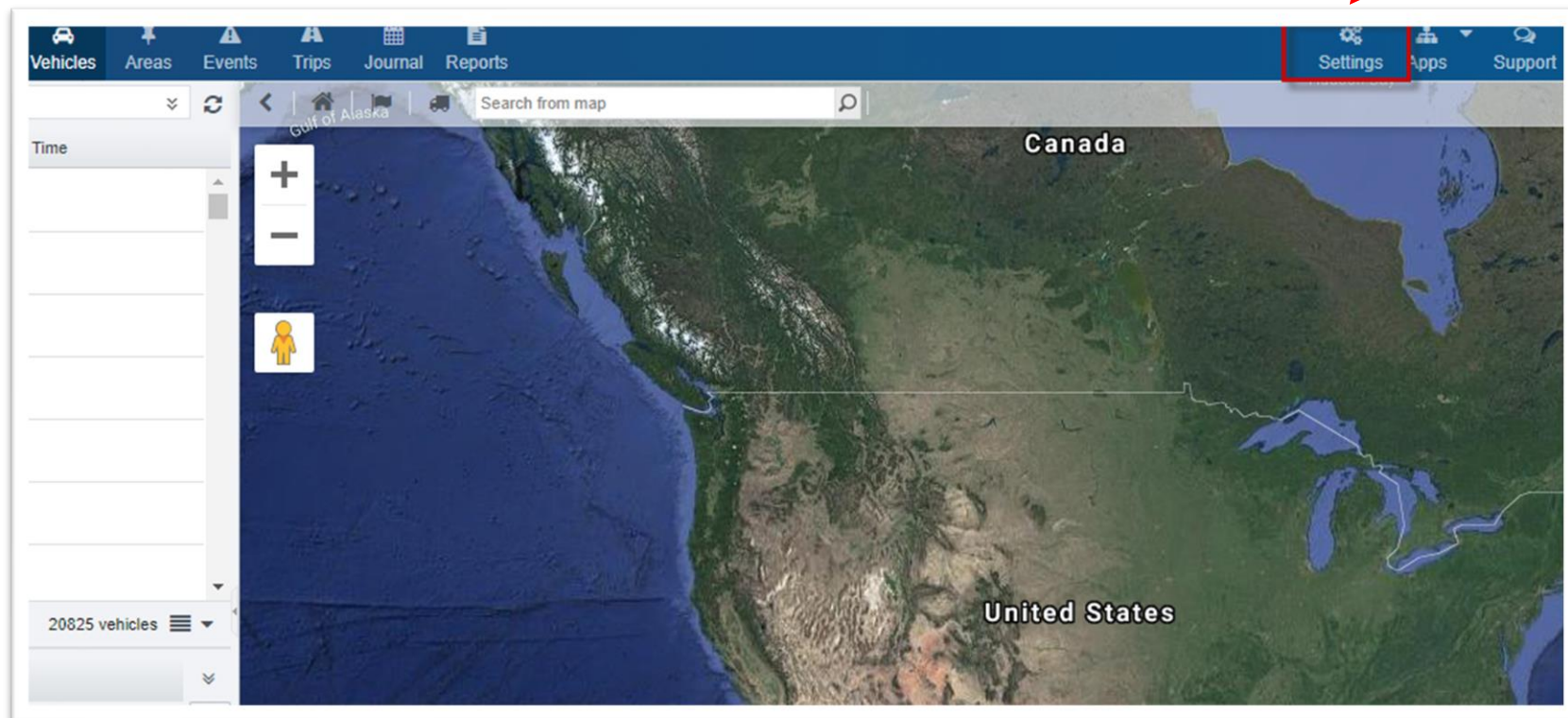
1-888-672-6083

Monday - Friday 9AM ET - 5PM ET

UtilServFleetSupport@fleetcomplete.com

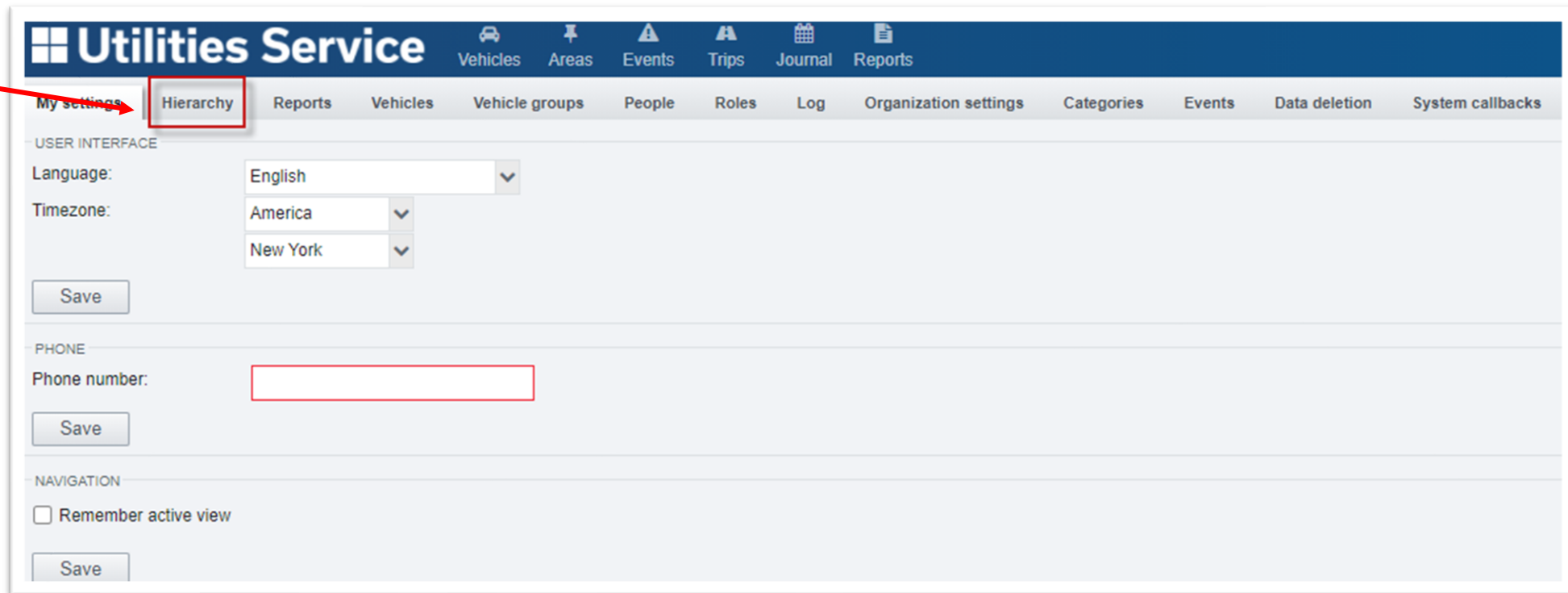
HOW TO ACCESS THE HIERARCHY

From the top menu bar click on **SETTINGS**.



HOW TO ACCESS THE HIERARCHY

From the secondary menu bar click on HIERARCHY.



The screenshot displays the 'Utilities Service' application interface. At the top, there is a blue header bar with the application name and a secondary menu bar containing icons for Vehicles, Areas, Events, Trips, Journal, and Reports. Below this, a horizontal menu bar lists various options: My settings, Hierarchy, Reports, Vehicles, Vehicle groups, People, Roles, Log, Organization settings, Categories, Events, Data deletion, and System callbacks. A red arrow points to the 'Hierarchy' option, which is also highlighted with a red rectangular box. The main content area is divided into three sections: 'USER INTERFACE' with dropdown menus for Language (English), Timezone (America), and New York; 'PHONE' with a text input field for the phone number; and 'NAVIGATION' with a checkbox for 'Remember active view'. Each section has a 'Save' button at the bottom.

HOW TO ACCESS THE HIERARCHY

Hierarchy module home screen.

The screenshot displays the Hierarchy module home screen. On the left, a tree view shows the hierarchy starting with 'Utilities Service LLC', which includes 'Corporate' (marked as a 'Parent entity'), 'Customer Projects', and 'Storm'. The top bar contains 'Add', 'Delete', and a 'Search' field. The right panel has tabs for 'Details', 'Vehicles', 'People', 'Areas', and 'User access rights'. The 'Details' tab is active, showing fields for 'Node name:', 'Description:', 'Type:' (a dropdown menu), and 'External ID:'. Below these is a 'RESTRICTIONS' section with a checkbox for 'Single association to vehicles:'. At the bottom of the details panel is a 'Save' button. A summary table at the bottom right shows counts for 'SELECTED' and 'TOTALS' items.

SELECTED	TOTALS
0 vehicles	0 vehicles
0 persons	0 persons
0 areas	0 areas
0 has access	0 access to some node

BREAKING DOWN THE HIERARCHY MODULE

In this module you will be able to:

- Search.
- Drill down.
- See details of nodes, vehicles, people, areas and user access rights.

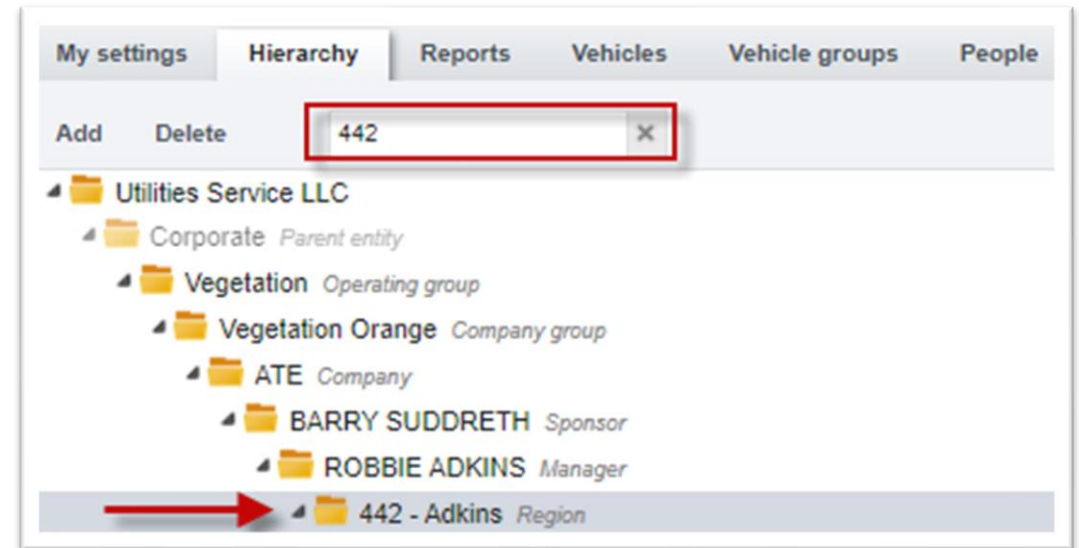
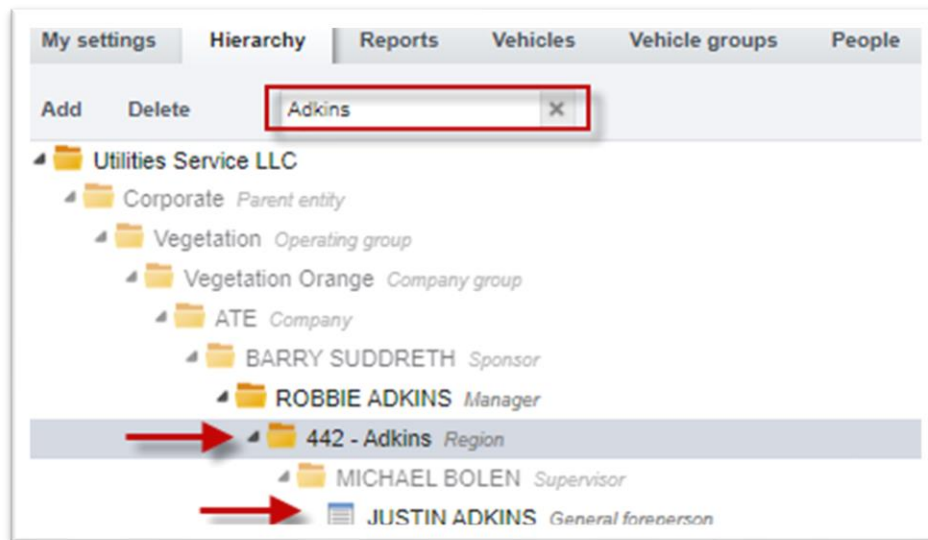
The screenshot displays a web application interface for a hierarchy module. On the left, a tree view shows a hierarchy starting with 'Utilities Service LLC', which has three sub-nodes: 'Corporate' (marked as a 'Parent entity'), 'Customer Projects', and 'Storm'. The main area on the right is a form for editing a selected node. It features tabs for 'Details', 'Vehicles', 'People', 'Areas', and 'User access rights', with 'Details' currently active. The form includes fields for 'Node name', 'Description', 'Type' (a dropdown menu), and 'External ID'. Below these is a 'RESTRICTIONS' section with a checkbox for 'Single association to vehicles:'. At the bottom, there are two summary tables: 'SELECTED' and 'TOTALS'. The 'SELECTED' table shows counts for 0 vehicles, 0 persons, 0 areas, and 0 has access. The 'TOTALS' table shows counts for 0 vehicles, 0 persons, 0 areas, and 0 access to some node. A 'Save' button is located at the bottom left of the form.

SELECTED	TOTALS
0 vehicles	0 vehicles
0 persons	0 persons
0 areas	0 areas
0 has access	0 access to some node

BREAKING DOWN THE HIERARCHY MODULE

How to SEARCH:

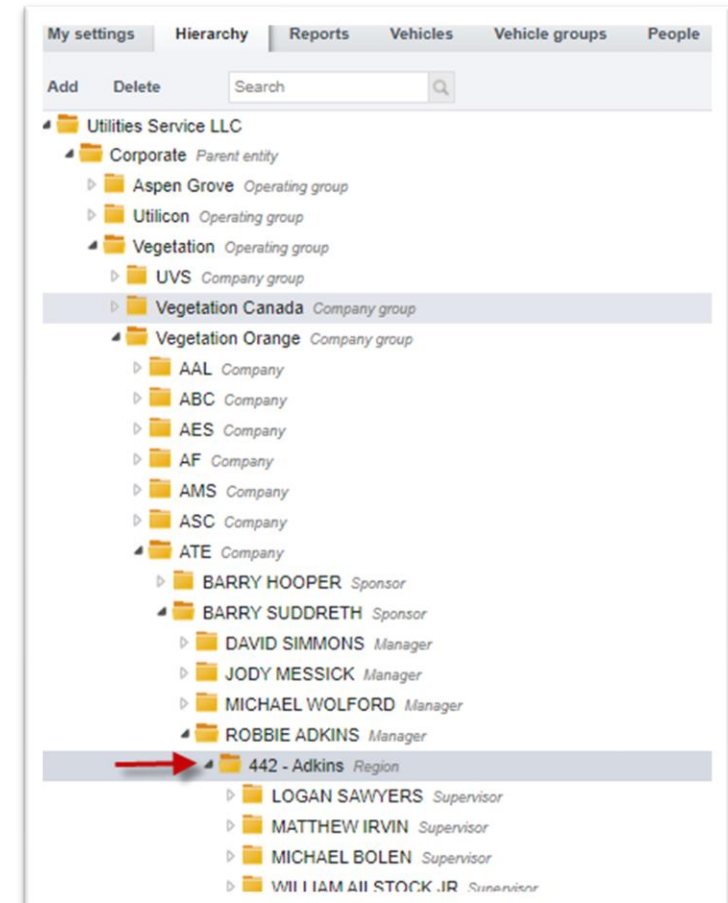
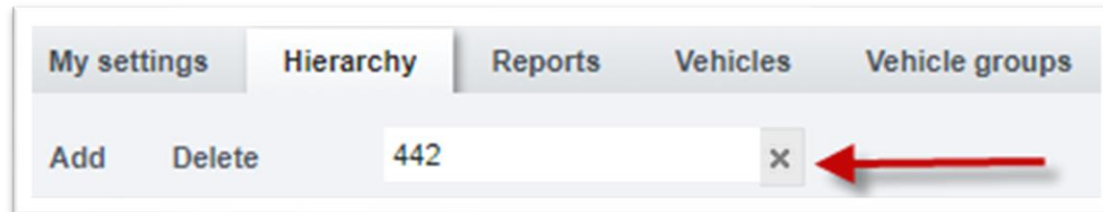
Enter in a NAME or REGION number.



BREAKING DOWN THE HIERARCHY MODULE

How to SEARCH:

NOTE: you will need to clear the search in order to continue (X).



BREAKING DOWN THE HIERARCHY MODULE

DETAILS tab:

"Node name" is the label this has been given.
In this case it is the REGION name.

The node "type" has a selectable drop down to assign
the node.

In this case it is set as REGION.

"Selected" - will display all info on the selected node.

"Totals" will display all info grouped/assigned under this
node.

The screenshot displays the 'DETAILS' tab of a hierarchy module interface. The interface has a top navigation bar with tabs: 'Details', 'Vehicles', 'People', 'Areas', and 'User access rights'. The 'Details' tab is active. Below the navigation bar, there are several input fields and sections:

- Node name:** A text field containing '442 - Adkins'.
- Description:** A large empty text area.
- Type:** A dropdown menu currently set to 'Region'.
- External ID:** A text field containing '131'.
- RESTRICTIONS:** A section with a checkbox labeled 'Single association to vehicles:' which is currently unchecked.
- SELECTED:** A section showing counts for the selected node: 1 vehicles, 0 persons, 785 areas, and 0 has access.
- TOTALS:** A section showing counts for all nodes under this node: 550 vehicles, 62 persons, 785 areas, and 0 access to some node.

At the bottom left, there is a 'Save' button.

BREAKING DOWN THE HIERARCHY MODULE

VEHICLES tab:

Name is the truck ID from People Soft.

Groups is the current grouping set for the individual vehicles. There is a hover feature that will display the current set up.

Inherited from displays the GF node where the truck resides in the hierarchy.

Details Vehicles People Areas User access rights			
Filter		Filter by groups	
	Name ▲	Groups	Inherited From
21	7526514	Company group: Vegetation Orange, Comp...	WESLEY MCKINNEY
22	7528500	Company group: Vegetation Orange, Comp...	WESLEY MCKINNEY
23	8370500	Company group: Vegetation Orange, Comp...	WESLEY MCKINNEY
24	8373511	Company group: Vegetation Orange, Comp...	WESLEY MCKINNEY
25	8692527	Company group: Vegetation Orange, Comp...	WESLEY MCKINNEY
26	363-7505	Company group: Vegetation Orange, Comp...	WADE JACKSON
27	614-4580	Company group: Vegetation Orange, Comp...	WADE JACKSON
28	719-5330	Company group: Vegetation Orange, Comp...	WADE JACKSON
29	752-2509	Company group: Vegetation Orange, Comp...	WADE JACKSON
30	752-2520	Company group: Vegetation Orange, Comp...	WADE JACKSON
31	752-3514	Company group: Vegetation Orange, Comp...	WADE JACKSON
32	752-3521	Company group: Vegetation Orange, Comp...	WADE JACKSON
33	869-9645	Company group: Vegetation Orange, Comp...	WADE JACKSON
34	895-1808 D NP	Company group: Vegetation Orange, Comp...	WADE JACKSON
35	069-4506 reg 442	Company group: Vegetation Orange, Comp...	THOMAS MCKINNEY
36	130-4541	Company group: Vegetation Orange, Comp...	THOMAS MCKINNEY
37	614-3707	Company group: Vegetation Orange, Comp...	THOMAS MCKINNEY
38	6242710	Company group: Vegetation Orange, Comp...	THOMAS MCKINNEY
39	6246591	Company group: Vegetation Orange, Comp...	THOMAS MCKINNEY
40	6327699	Company group: Vegetation Orange, Comp...	THOMAS MCKINNEY
41	7268604	Company group: Vegetation Orange, Comp...	THOMAS MCKINNEY

BREAKING DOWN THE HIERARCHY MODULE

PEOPLE tab:

Name is the person added from People Soft.

Department is the current region grouping set for the individual vehicles.

Inherited from displays the GF node where this person resides in the hierarchy.

Details				Vehicles		People		Areas		User access rights	
<input type="checkbox"/> Name		Department		Inherited From							
...								
1	WILLIAM HODGE JR	442 - Adkins	WILLIAM HODGE JR								
2	WILLIAM GARST	442 - Adkins	WILLIAM GARST								
3	WILLIAM AILSTOCK JR	442 - Adkins	WILLIAM AILSTOCK JR								
4	WESLEY MCKINNEY	442 - Adkins	WESLEY MCKINNEY								
5	WADE JACKSON	442 - Adkins	WADE JACKSON								
6	TOMMY SYMNS	442 - Adkins	TOMMY SYMNS								
7	THOMAS MCKINNEY	442 - Adkins	THOMAS MCKINNEY								
8	TERRY CLAY	442 - Adkins	TERRY CLAY								
9	TAYLOR PLUMLEY	442 - Adkins	TAYLOR PLUMLEY								
10	STEVEN ALLEY	442 - Adkins	STEVEN ALLEY								
11	SHAWN KINNEY	442 - Adkins	SHAWN KINNEY								
12	ROY MITCHEM	442 - Adkins	ROY MITCHEM								
13	ROSSIE MITCHEM	442 - Adkins	ROSSIE MITCHEM								
14	RONALD RIGGS	442 - Adkins	RONALD RIGGS								
15	RONALD KING	442 - Adkins	RONALD KING								
16	ROGER HAMMOND II	442 - Adkins	ROGER HAMMOND II								
17	ROBERT DELP	442 - Adkins	ROBERT DELP								
18	RICHARD HOLLAND	442 - Adkins	RICHARD HOLLAND								
19	QUINCY THOMAS	442 - Adkins	QUINCY THOMAS								
20	PRESTON HAWKS	442 - Adkins	PRESTON HAWKS								
21	PAUL ESTEP	442 - Adkins	PAUL ESTEP								

BREAKING DOWN THE HIERARCHY MODULE

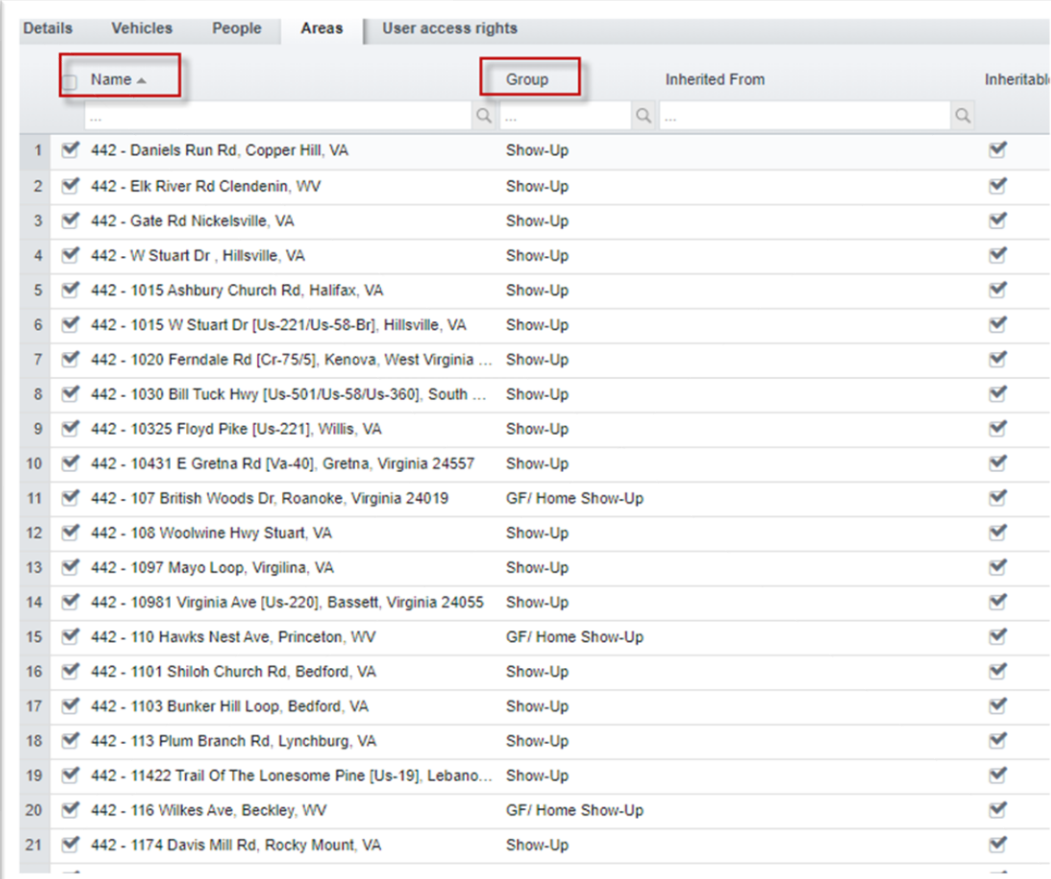
AREAS tab:

Name is the area label in FC+.

Group is the group type selected for this area.

Please note: The areas listed here were ported over from the VZ system.

This screen shot is for informational purposes.



Details Vehicles People Areas User access rights				
	Name	Group	Inherited From	Inheritable
1	442 - Daniels Run Rd, Copper Hill, VA	Show-Up		<input checked="" type="checkbox"/>
2	442 - Elk River Rd Clendenin, WV	Show-Up		<input checked="" type="checkbox"/>
3	442 - Gate Rd Nickelsville, VA	Show-Up		<input checked="" type="checkbox"/>
4	442 - W Stuart Dr , Hillsville, VA	Show-Up		<input checked="" type="checkbox"/>
5	442 - 1015 Ashbury Church Rd, Halifax, VA	Show-Up		<input checked="" type="checkbox"/>
6	442 - 1015 W Stuart Dr [Us-221/Us-58-Br], Hillsville, VA	Show-Up		<input checked="" type="checkbox"/>
7	442 - 1020 Ferndale Rd [Cr-75/5], Kenova, West Virginia ...	Show-Up		<input checked="" type="checkbox"/>
8	442 - 1030 Bill Tuck Hwy [Us-501/Us-58/Us-360], South ...	Show-Up		<input checked="" type="checkbox"/>
9	442 - 10325 Floyd Pike [Us-221], Willis, VA	Show-Up		<input checked="" type="checkbox"/>
10	442 - 10431 E Gretna Rd [Va-40], Gretna, Virginia 24557	Show-Up		<input checked="" type="checkbox"/>
11	442 - 107 British Woods Dr, Roanoke, Virginia 24019	GF/ Home Show-Up		<input checked="" type="checkbox"/>
12	442 - 108 Woolwine Hwy Stuart, VA	Show-Up		<input checked="" type="checkbox"/>
13	442 - 1097 Mayo Loop, Virgilina, VA	Show-Up		<input checked="" type="checkbox"/>
14	442 - 10981 Virginia Ave [Us-220], Bassett, Virginia 24055	Show-Up		<input checked="" type="checkbox"/>
15	442 - 110 Hawks Nest Ave, Princeton, WV	GF/ Home Show-Up		<input checked="" type="checkbox"/>
16	442 - 1101 Shiloh Church Rd, Bedford, VA	Show-Up		<input checked="" type="checkbox"/>
17	442 - 1103 Bunker Hill Loop, Bedford, VA	Show-Up		<input checked="" type="checkbox"/>
18	442 - 113 Plum Branch Rd, Lynchburg, VA	Show-Up		<input checked="" type="checkbox"/>
19	442 - 11422 Trail Of The Lonesome Pine [Us-19], Lebano...	Show-Up		<input checked="" type="checkbox"/>
20	442 - 116 Wilkes Ave, Beckley, WV	GF/ Home Show-Up		<input checked="" type="checkbox"/>
21	442 - 1174 Davis Mill Rd, Rocky Mount, VA	Show-Up		<input checked="" type="checkbox"/>

BREAKING DOWN THE HIERARCHY MODULE

USER ACCESS RIGHTS tab:

Name is the person added from People Soft.

Department is the current region the person is assigned to.

This tab is used to assign hierarchy level access to GFs in your fleet.

	Name	Department	Inherited From
13	<input type="checkbox"/> AARON BENAVIDES	037 - Robinson	
14	<input type="checkbox"/> AARON BOGAN		
15	<input type="checkbox"/> AARON BREWSTER	077 - Kensinger	
16	<input type="checkbox"/> AARON BURGER		
17	<input type="checkbox"/> AARON CAMP		
18	<input type="checkbox"/> AARON CARPENTER		
19	<input type="checkbox"/> AARON CASPER		
20	<input type="checkbox"/> AARON COLUNGA SANCHEZ		
21	<input type="checkbox"/> AARON COTTON		
22	<input type="checkbox"/> AARON CROSSFIELD		
23	<input type="checkbox"/> AARON DAVIS	342 - Gibson	
24	<input type="checkbox"/> AARON DELEON		
25	<input type="checkbox"/> AARON DEVRIES		
26	<input type="checkbox"/> AARON DOBY		
27	<input type="checkbox"/> AARON FIGUEROA LOERA		
28	<input type="checkbox"/> Aaron Froelich		
29	<input type="checkbox"/> Aaron Hargan		
30	<input type="checkbox"/> AARON HARMON		
31	<input type="checkbox"/> AARON HARTER		
32	<input type="checkbox"/> AARON HAWKS	049 - Pence	
33	<input type="checkbox"/> Aaron Hayes		

BREAKING DOWN THE HIERARCHY MODULE

Under the region we will drill down to the GF and truck levels.

Under this supervisor there are (17) GF.

This supervisor can see all GFs and their assigned trucks.

The screenshot displays a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes tabs for 'My settings', 'Hierarchy', 'Reports', 'Vehicles', 'Vehicle groups', 'People', 'Roles', 'Log', 'Organization settings', 'Categories', 'Events', 'Data deletion', and 'System callbacks'. The 'Hierarchy' tab is active, showing a tree structure of nodes. The 'Details' tab is active on the right, showing information for the selected node 'LOGAN SAWYERS'.

Hierarchy Structure:

- AF Company
- AMS Company
- ASC Company
- ATE Company
 - BARRY HOOPER Sponsor
 - BARRY SUDDRETH Sponsor
 - DAVID SIMMONS Manager
 - JODY MESSICK Manager
 - MICHAEL WOLFORD Manager
 - ROBBIE ADKINS Manager
 - 442 - Adkins Region
 - LOGAN SAWYERS Supervisor**
 - ANTHONY WARD General foreperson
 - BRANDON SAWYERS General foreperson
 - BRUCE SNAPP General foreperson
 - CODI QUESENBERRY General foreperson
 - DANIEL SEXTON General foreperson
 - JERRY NECESSARY General foreperson
 - KEITH LINDQUIST General foreperson
 - KEVIN DAVIS General foreperson
 - MARION THOMAS General foreperson
 - MICHAEL PRATER General foreperson
 - NICK JACKSON JR. General foreperson
 - PRESTON HAWKS General foreperson
 - ROSSIE MITCHEM General foreperson
 - THOMAS MCKINNEY General foreperson
 - TOMMY SYMNS General foreperson
 - WADE JACKSON General foreperson
 - WESLEY MCKINNEY General foreperson
 - MATTHEW IRVIN Supervisor
 - MICHAEL BOLEN Supervisor
 - WILLIAM ALSTOCK JR. Supervisor

Details for LOGAN SAWYERS:

- Node name: LOGAN SAWYERS (NAME NODE)
- Description:
- Type: Supervisor (NODE TYPE EMPLOYEE ID)
- External ID: 1000016034
- RESTRICTIONS: Single association to vehicles: ☐
- METADATA: ID: 2943, Created by: , Created at: , Last modified by: , Last modified at:
- TOTAL VISIBLE UNDER SELECTED NODE:
 - SELECTED: 4 vehicles, 1 persons, 0 areas, 1 has access
 - TOTAL: 167 vehicles, 18 persons, 0 areas, 1 access to some node

GF UNDER SUPERVISOR

BREAKING DOWN THE HIERARCHY

Under the GF node, “Anthony Ward” currently shows (5) trucks assigned in the VEHICLES tab.

442 - Adkins Region			
LOGAN SAWYERS Supervisor			
ANTHONY WARD General foreperson			
BRANDON SAWYERS General foreperson			
BRUCE SNAPP General foreperson			
CODI QUESENBERRY General foreperson			
DANIEL SEXTON General foreperson			

	<input type="checkbox"/> Name ▲	Groups	Inherited From
1	<input checked="" type="checkbox"/> 624-2715	Company group: Vegetation Orange, Comp...	
2	<input checked="" type="checkbox"/> 752-3552	Company group: Vegetation Orange, Comp...	
3	<input checked="" type="checkbox"/> 752-6035	Company group: Vegetation Orange, Comp...	
4	<input checked="" type="checkbox"/> 752-6513	Company group: Vegetation Orange, Comp...	
5	<input checked="" type="checkbox"/> 865-1849 D NP	Company group: Vegetation Orange, Comp...	

Under the GF node, “Brandon Sawyers” currently shows (11) trucks assigned in the VEHICLES tab.

442 - Adkins Region			
LOGAN SAWYERS Supervisor			
ANTHONY WARD General foreperson			
BRANDON SAWYERS General foreperson			
BRUCE SNAPP General foreperson			
CODI QUESENBERRY General foreperson			
DANIEL SEXTON General foreperson			
JERRY NECESSARY General foreperson			
JONATHAN LONG General foreperson			
KEITH LINDQUIST General foreperson			
KEVIN DAVIS General foreperson			
MARION THOMAS General foreperson			
MICHAEL PRATER General foreperson			
NICK JACKSON JR General foreperson			
PRESTON HAWKS General foreperson			
THOMAS MCKINNEY General foreperson			

	<input type="checkbox"/> Name ▲	Groups
1	<input checked="" type="checkbox"/> 614-6634	Company group: Vegetation Orange, Comp...
2	<input checked="" type="checkbox"/> 614-9519	Company group: Vegetation Orange, Comp...
3	<input checked="" type="checkbox"/> 723-5769	Company group: Vegetation Orange, Comp...
4	<input checked="" type="checkbox"/> 752-2521	Company group: Vegetation Orange, Comp...
5	<input checked="" type="checkbox"/> 752-5520	Company group: Vegetation Orange, Comp...
6	<input checked="" type="checkbox"/> 752-5540	Company group: Vegetation Orange, Comp...
7	<input checked="" type="checkbox"/> 752-9547	Company group: Vegetation Orange, Comp...
8	<input checked="" type="checkbox"/> 837-4537 D NP	Company group: Vegetation Orange, Comp...
9	<input checked="" type="checkbox"/> 869-5708 D NP	Company group: Vegetation Orange, Comp...
10	<input checked="" type="checkbox"/> 869-8654 D NP	Company group: Vegetation Orange, Comp...
11	<input checked="" type="checkbox"/> 869-9646	Company group: Vegetation Orange, Comp...

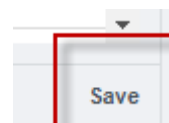
HOW TO GIVE NODE VISIBILITY

In order to give USERS selective or full visibility of the region they will need to be “checked” off in the USER ACCESS RIGHTS tab on the appropriate level.

Example: If all USERS are required to see the entire region, highlight the REGION level node, search for the name in the search window in the right pane and check off their name.

The screenshot shows a software interface with a left-hand tree view and a right-hand details pane. In the tree view, the node '442 - Adkins Region' is selected and highlighted by a red arrow. Below it are four supervisor nodes: 'LOGAN SAWYERS', 'MATTHEW IRVIN', 'MICHAEL BOLEN', and 'WILLIAM AILSTOCK JR'. The right-hand pane has tabs for 'Details', 'Vehicles', 'People', 'Areas', and 'User access rights'. The 'User access rights' tab is active, showing a table with columns 'Name', 'Department', and 'Inherited From'. A search bar above the table contains the text 'jerry necessary', which is also highlighted by a red box. The table lists one user, 'JERRY NECESSARY', with a checkbox next to the name that is also highlighted by a red box and pointed to by a red arrow. The department for this user is '442 - Adkins'.

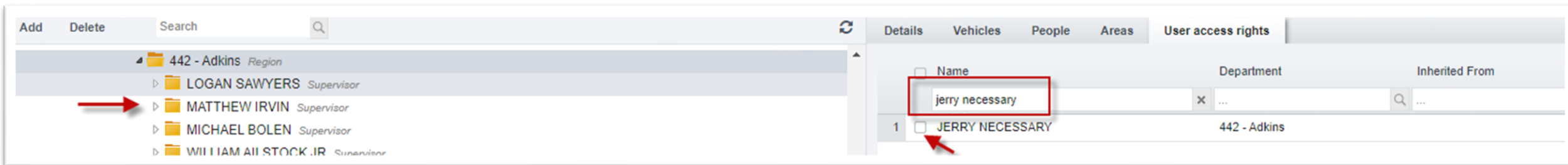
Click SAVE



HOW TO GIVE NODE VISIBILITY

In order to give USERS selective or full visibility of the region they will need to be “checked” off in the USER ACCESS RIGHTS tab on the appropriate level.

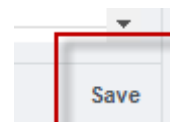
Example: If certain USERS are required to see only sections of the region, highlight the level node you want, search for the name in the search window in the right pane and check off their name.



The screenshot displays the 'User access rights' tab in a software interface. On the left, a tree view shows a hierarchy starting with '442 - Adkins Region', which contains several 'Supervisor' nodes. A red arrow points to the 'MATTHEW IRVIN Supervisor' node. On the right, a search window is open with the text 'jerry necessary' entered. Below the search window, a table lists users with checkboxes for selection. The first row shows a checkbox, the name 'JERRY NECESSARY', and the department '442 - Adkins'. A red arrow points to the checkbox.

	Name	Department	Inherited From
1	<input type="checkbox"/> JERRY NECESSARY	442 - Adkins	

Click SAVE



NODE CHANGES NOTICE

PLEASE NOTE:

The People Soft update sync with FC+ will stop at the MANAGER level in the hierarchy.

All changes and upkeep from the Region level and below will be fully managed and monitored by the limited admin.

HOW TO MOVE A NODE

Moving a node is done by using the click and drag technique.

Example: A GF is moving from one Supervisor to another.

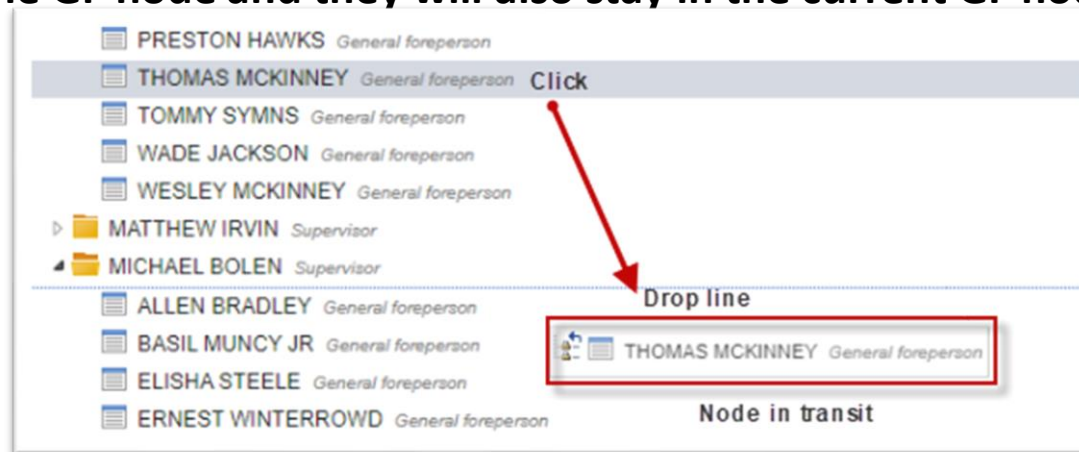
Highlight the GF being moved.

Find the New Supervisor node.

Click and drag the GF node to the supervisor node

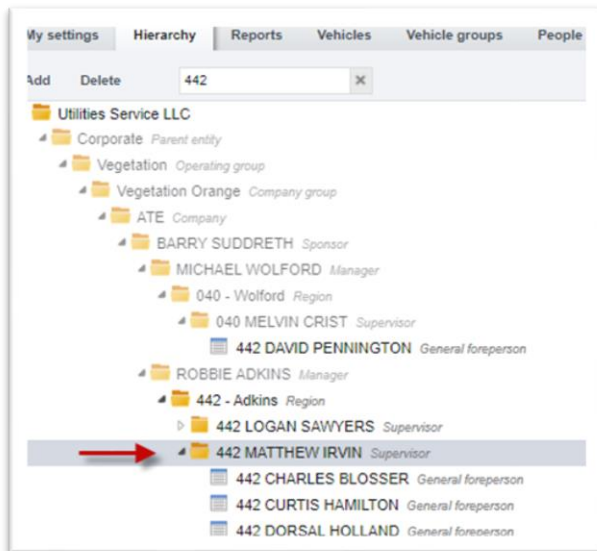
Release mouse button.

NOTE: all assigned trucks will go with the GF node and they will also stay in the current GF node.

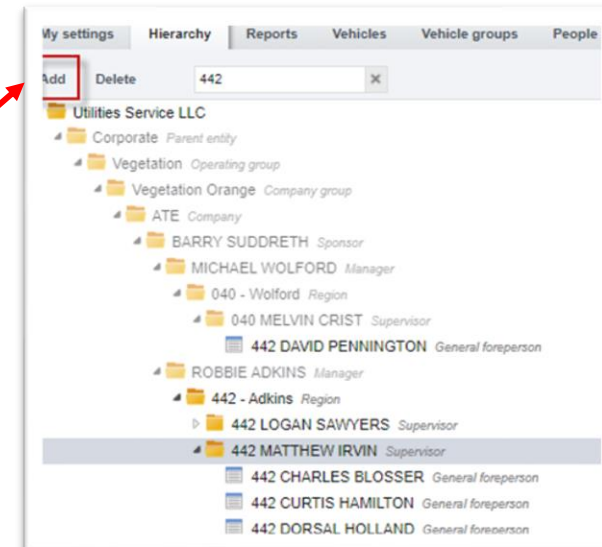


HOW TO ADD A NODE

Highlight the level in the hierarchy on the left where you want to add the node.

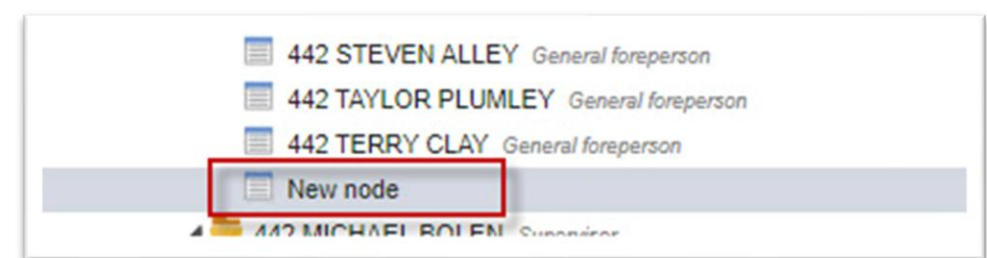


Click on the ADD button.

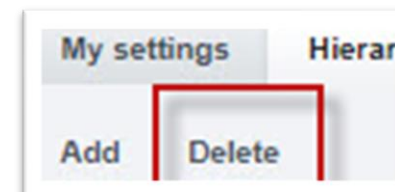
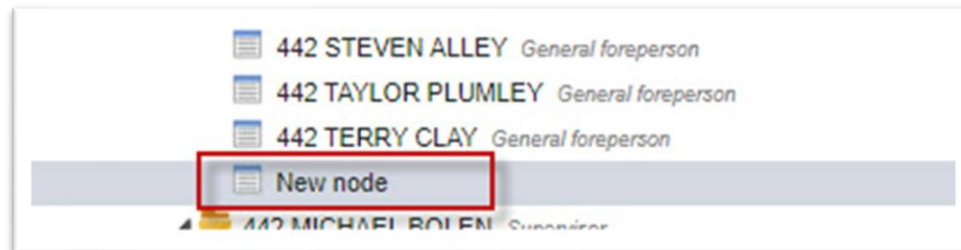


HOW TO ADD A NODE

Name your node as per company format in the field provided.



NOTE: there is not a save button, once you click outside the text field your node will be saved automatically and be placed alphabetically. If a mistake is made, highlight the node, delete and start again.



HOW TO SET-UP ADDED NODE

After your node is added you will be able to set up that node accordingly.
Click **SAVE** after your edits.

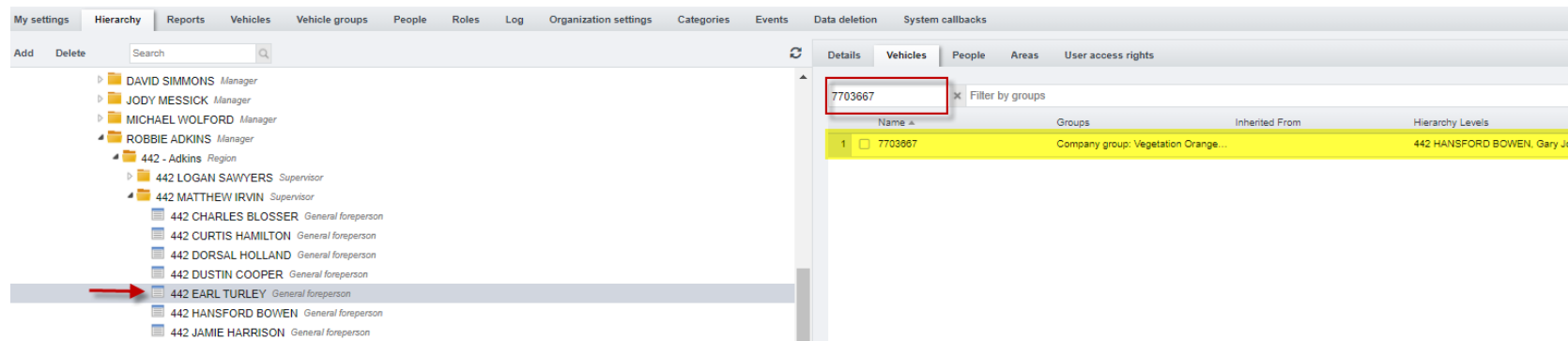
The screenshot displays the People Soft 'Hierarchy' tab. On the left, a tree structure shows the organizational chart. A red arrow points to a new node being added under 'MATTHEW IRVIN Supervisor'. The right pane shows the 'Details' form for this new node. The 'Node name' field is set to 'New Node'. The 'Type' dropdown is set to 'General foreperson'. The 'External ID' field is highlighted in yellow. The 'Single association to vehicles' checkbox is unchecked.

My settings	Hierarchy	Reports	Vehicles	Vehicle groups	People	Roles	Log	Organization settings	Categories	Events	Data deletion	System callbacks
Add	Delete	Search										
<ul style="list-style-type: none">442 - Adkins Region<ul style="list-style-type: none">LOGAN SAWYERS SupervisorMATTHEW IRVIN Supervisor<ul style="list-style-type: none">New NodeCURTIS HAMILTON General forepersonDORSAL HOLLAND General forepersonDUSTIN COOPER General forepersonEARL TURLEY General forepersonHANSFORD BOWEN General forepersonJAMIE HARRISON General forepersonJOHNIE KERNS General forepersonMARK MOLLOHAN General forepersonPAUL ESTER General foreperson												
<div>Details Vehicles People Areas User access rights</div> <div><div>Node name: New Node</div><div>Description:</div><div>Type: General foreperson</div><div>External ID:</div><div>RESTRICTIONS</div><div>Single association to vehicles: <input type="checkbox"/></div></div>												

Note: If you add in a user node without the employee ID People Soft will duplicate it. If you have the employee ID enter it to avoid the duplication.

HOW TO ASSIGN A TRUCK

Select the node of who you want to assign the truck to from the left hierarchy list
Under VEHICLES search for the truck you want to assign/reassign.



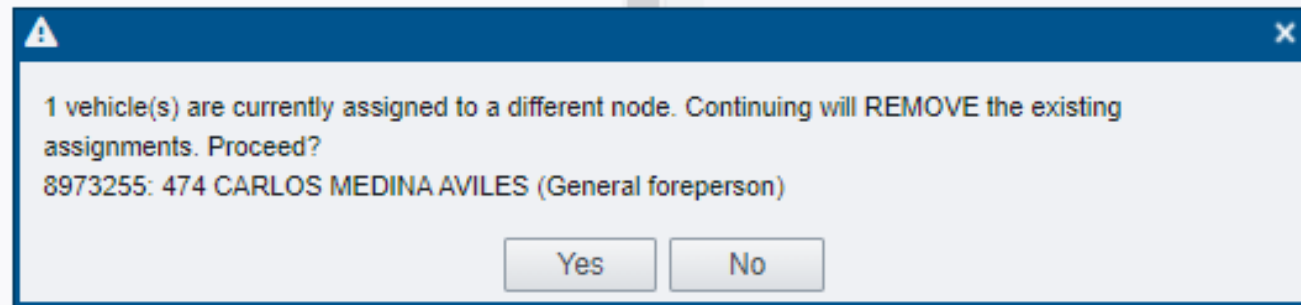
Check the box beside the truck number and click save.

NOTE: you can only assign one person to a truck, you do have the ability to share visibility to anyone by using the Fleets & Teams method.

HOW TO ASSIGN A TRUCK

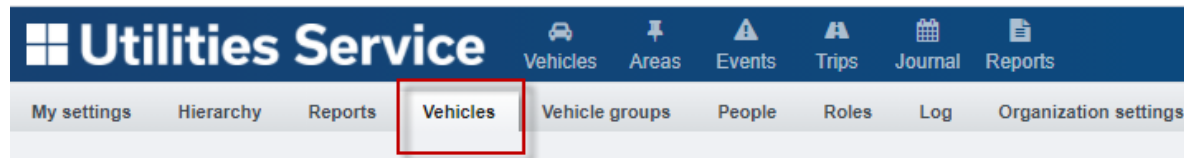
Once you have saved the new assignment the assignee will now be able to see the truck assigned.

If you are moving a truck from one person to another or the truck is currently assigned you will see a warning advising you of the change.



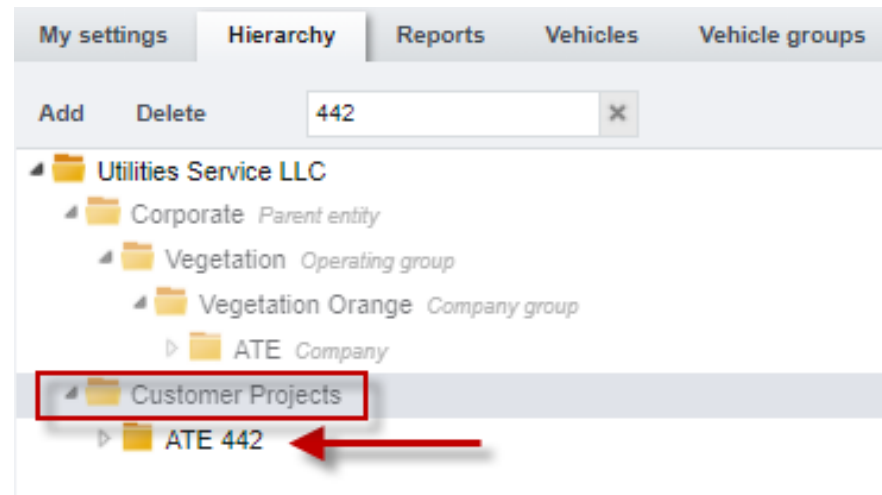
SYSTEM TAG REMINDER

Please note that you will still be required to manage the system tags under the vehicles tab.



HOW TO ADD A CUSTOMER PROJECTS NODE

Under the Hierarchy tree on the left confirm you have access to your Customer Projects file



If you DO NOT see your Customer Project file the limited admin will be required to call into UtilservFleetSupport to have it added.

NOTE: This will only need to be done once.

If you CAN see your Customer Project file, please continue to the next page.

HOW TO ADD A CUSTOMER PROJECTS NODE

To add a CUSTOMER Project node is done by using the HOW TO ADD A NODE.

Go to the Customer Project node.

Select the Region node (if you have more than one).

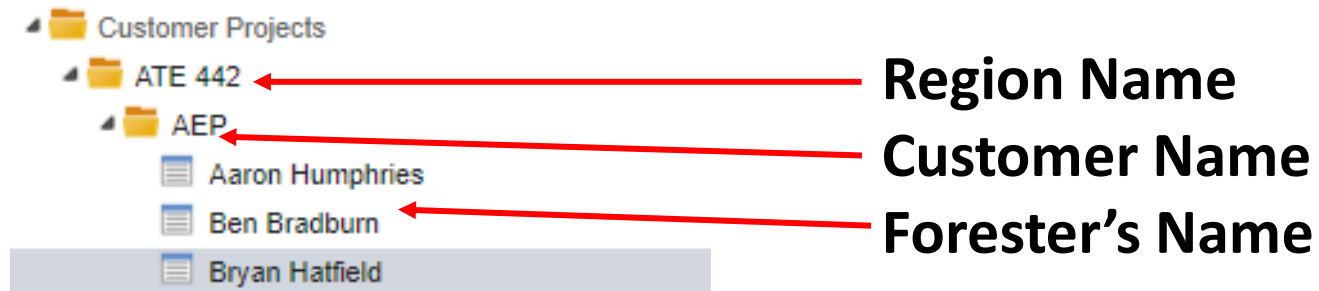
Add the customer node and label it the company or project name.

Select the customer node and add in your foresters name.

Find and select the trucks to be visible to the forester node by checking them off under the vehicles tab.

Find and select the users who will have visibility to this node by checking them off under user access rights.

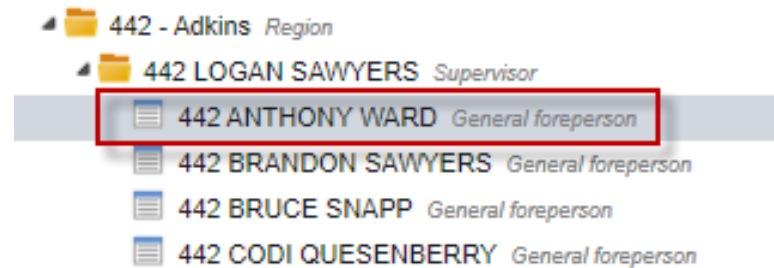
You can continue this method as many times as you require.



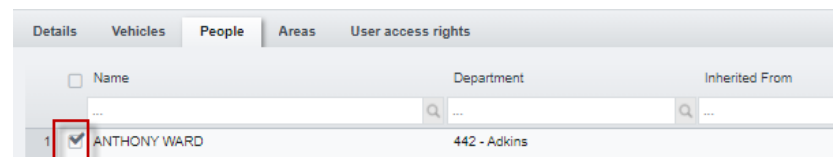
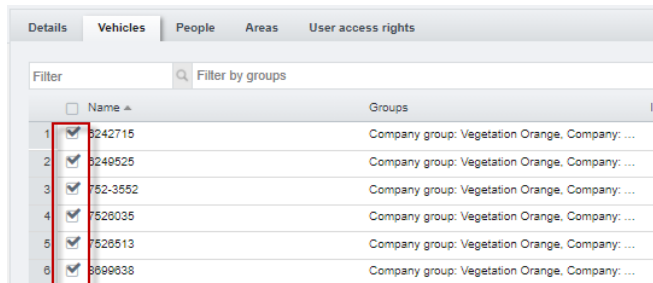
Note: If the Utility Forester does not have visibility to the FC System yet, please contact AVMS@utilservllc.com to have them added.

HOW TO DELETE A NODE

Select the node you want to delete in the hierarchy tree.

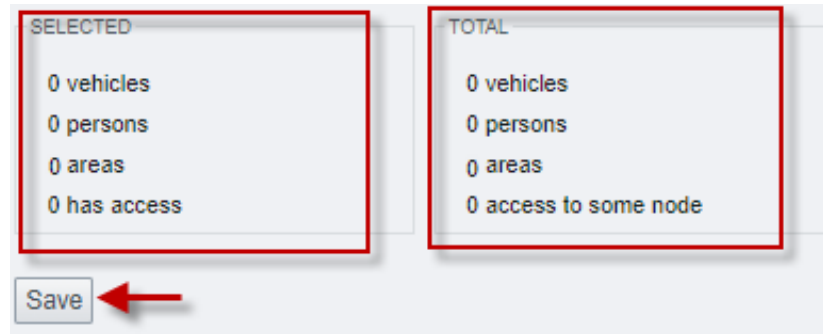


Uncheck all Vehicles and People tabs.



HOW TO DELETE A NODE

Verify that all node totals are "0" under the Details tab.
Click Save



SELECTION

0 vehicles
0 persons
0 areas
0 has access

TOTAL

0 vehicles
0 persons
0 areas
0 access to some node

Save

A red arrow points to the Save button.

Under the Hierarchy Tree highlight the selected node to be deleted and click delete.

