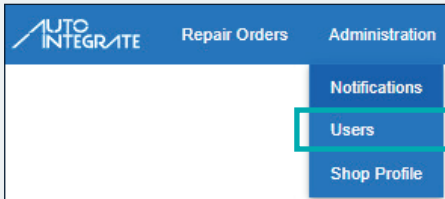
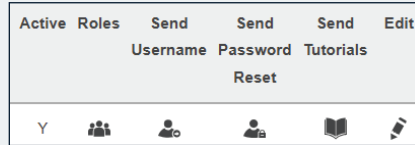




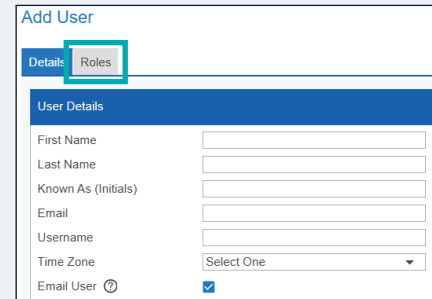
FleetLink Admin Tips & Tricks



Manage your FleetLink users and administrators.

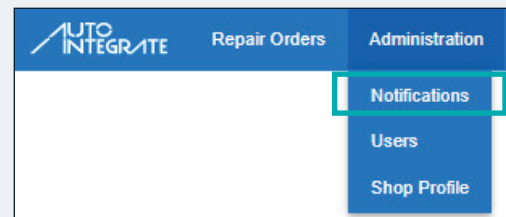
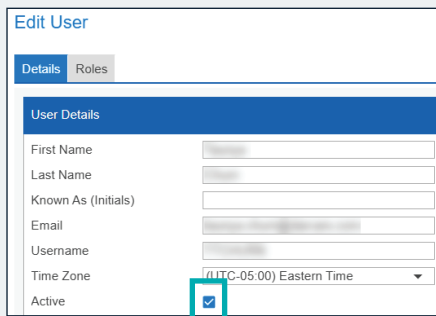


- User Status
- Reset Email
- View User Assigned Roles
- Send User Guides
- Send Username Email
- Edit User Roles



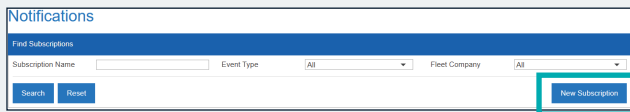
Add users and select their **Role** of **Service Advisor**, and/or both **Service Advisor and Shop Admin**.

Disable users by clicking the **Edit** icon (✎) and unchecking the **Active** box.

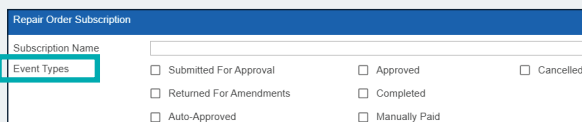


Stay up-to-date and configure your email notifications to receive notifications and alerts. This can be setup by anyone with **Shop Admin** access.

Add Subscription:



then select **Event Types**. OEC recommends **Approved, Returned For Amendments, Cancelled and Auto-Approved**.



FM Company	Make	Model	Status
Movers Inc	Aero	Ghost FWD	! VIEW
Mobility Fleet	Unkno	-	✓ VIEW

Review your open Repair Order status:

- ! Not Submitted/Requires Attention
- ⌚ Awaiting Authorization
- ✓ Approved

Need further assistance?

Contact OEC at Support@oeconnection.com or 888.776.5792

Have more questions?

Access the **Help/Support Center** in the FleetLink platform.