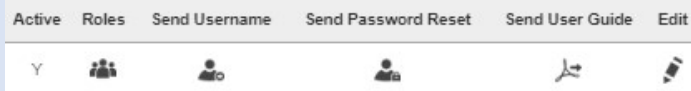
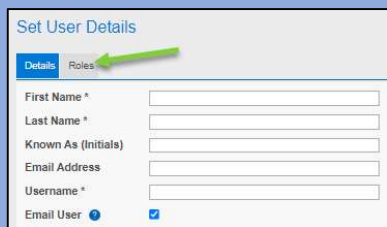


Manage your FleetLink users and administrators.

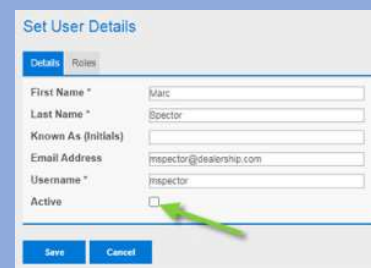


- View user's status
- Selected Roles
- Send Username email
- Password Reset email
- Edit user details

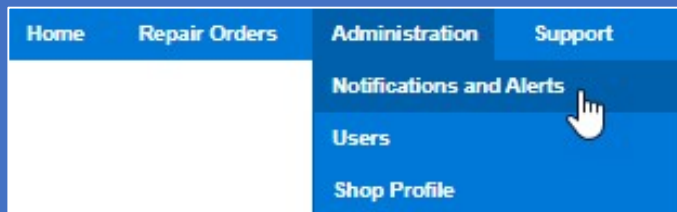
Add users and select their **Role** of *Service Advisor*, and/or both *Service Advisor* and *Shop Admin*



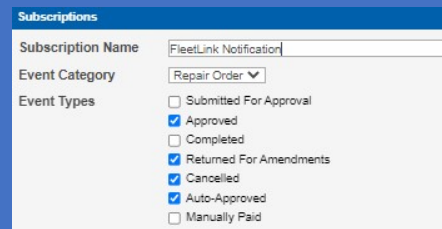
Disable users by clicking the **Edit** icon (🔧) and unchecking the **Active** box



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 New, then select **Event Category Repair Order** and choose the **Event Types**.



OEC recommends *Approved, Returns For Amendments, Cancelled* and *Auto-Approved*.

Review your open Repair Order status:

- 🚨 *Not Submitted/Requires Attention*
- 🕒 *Awaiting Authorization*
- ⚡ *Auto-Approved*
- ✅ *Approved*

Submitted	FM Company	Make	Model	Status	
03/15/2021 07:04 PM	ATLAS	Aero	Hex Z300	🚨	VIEW
03/20/2021 02:08 PM	ATLAS	Heito	Ghost FWD	✅	VIEW
03/20/2021 08:58 AM	ATLAS	Aero	Hex Turbo	✅	VIEW
03/16/2021 01:10 PM	ATLAS	Aero	Corsair	✅🚨	VIEW

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.

