fleetlink® | Admin Tips & Tricks

FLEETLINK

Manage your FleetLink users and administrators.

Home	Repair Orders	Administration	Support
		Notifications and Alerts	
		Users	
		Shop Profile	

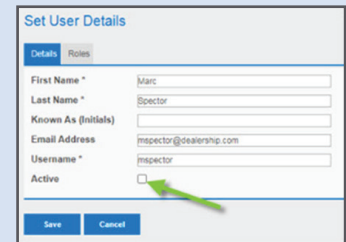| Active	Roles	Send Username	Send Password Reset	Send User Guide	Edit
Y	👥	👤	👤	⤵	✏
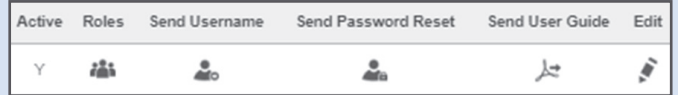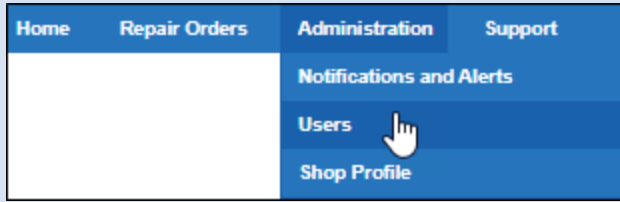
- View user's status
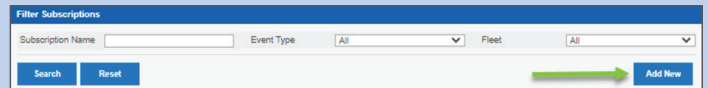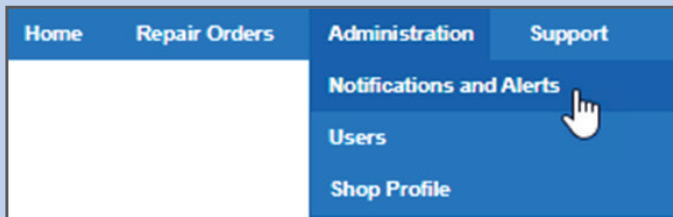- Selected Roles
- Send Username email
- Password Reset email
- Edit user details

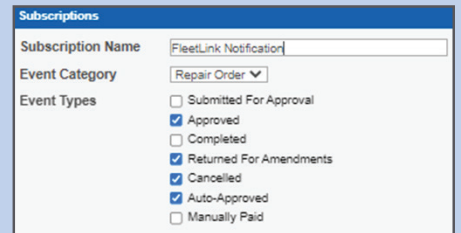Add users and select their **Role** of *Service Advisor*, and/or both *Service Advisor* and *Shop Admin*

Set User Details

Details | Roles

First Name *
Last Name *
Known As (Initials)
Email Address
Username *
Email User ☑
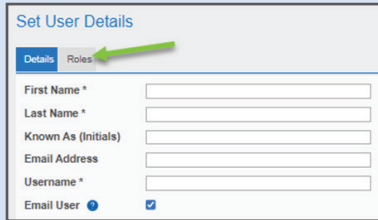
Disable users by clicking the **Edit** icon (✏) and unchecking the Active box

Set User Details

Details | Roles

First Name * Marc
Last Name * Spector
Known As (Initials)
Email Address mspector@dealership.com
Username * mspector
Active ☐

Save | Cancel

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

Home	Repair Orders	Administration	Support
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Filter Subscriptions

Subscription Name ___ Event Type [All] Fleet [All]

Search | Reset   Add New

Subscriptions

Subscription Name FleetLink Notification
Event Category Repair Order
Event Types
- ☐ Submitted For Approval
- ☑ Approved
- ☐ Completed
- ☑ Returned For Amendments
- ☑ Cancelled
- ☑ Auto-Approved
- ☐ Manually Paid

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
03/29/2021 02:08 PM	ATLAS	Heito	Ghost FWD	✔	VIEW
03/29/2021 08:58 AM	ATLAS	Aero	Hex Turbo	✔	VIEW
03/16/2021 01:10 PM	ATLAS	Aero	Corsair	✔🔲	VIEW

Don't be afraid to get help submitting Repair Orders!

**Support@oeconnection.com
888-776-5792**

Already *Work Completed* the Repair Order and have payment questions?

**admin@myfleetcenter.com
888-999-9497**

Have more questions? Access the Help/Support Center in the FleetLink platform.

Home	Repair Orders	Support

We **power connections** to keep our world up and running.

4205 Highlander Parkway, Richfield, OH 44286 | 1.888.776.5792 | OEConnection.com

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