

# User Manual: How To Create A User

## Introduction

This manual provides a step-by-step guide on how to create a new user on the platform. Ensure you have the necessary credentials to log in.

## Steps to Create a New User

### 1. Log In

- **Access the platform:** Open your browser and enter the URL <https://track.avviogps.com/>.
- **Enter your credentials:** Input your username and password, then click "Log In."

### 2. Access the Add New User Option

- **Home screen:** Once logged in, you will be redirected to the main screen.
- **Click on "Add New User":** Look for and click the corresponding button to start the process of creating a new user.

### 3. Enter User Information

- **Email:** Enter the new user's email address.
  - *Note:* You can change this option later to a username.

### 4. Add Contact Information

To gather additional information, complete the following fields to register more details about the user:

- **Company Name:** Enter the name of the company associated with the user.
- **Email:** Verify that the email address is correct.
- **Address:** Provide the user's physical address.
- **Country:** Select the user's country.
- **Phone Number:** Enter the user's contact number.
- **Others:** If there are additional fields, complete them as necessary.

## 5. Save Changes

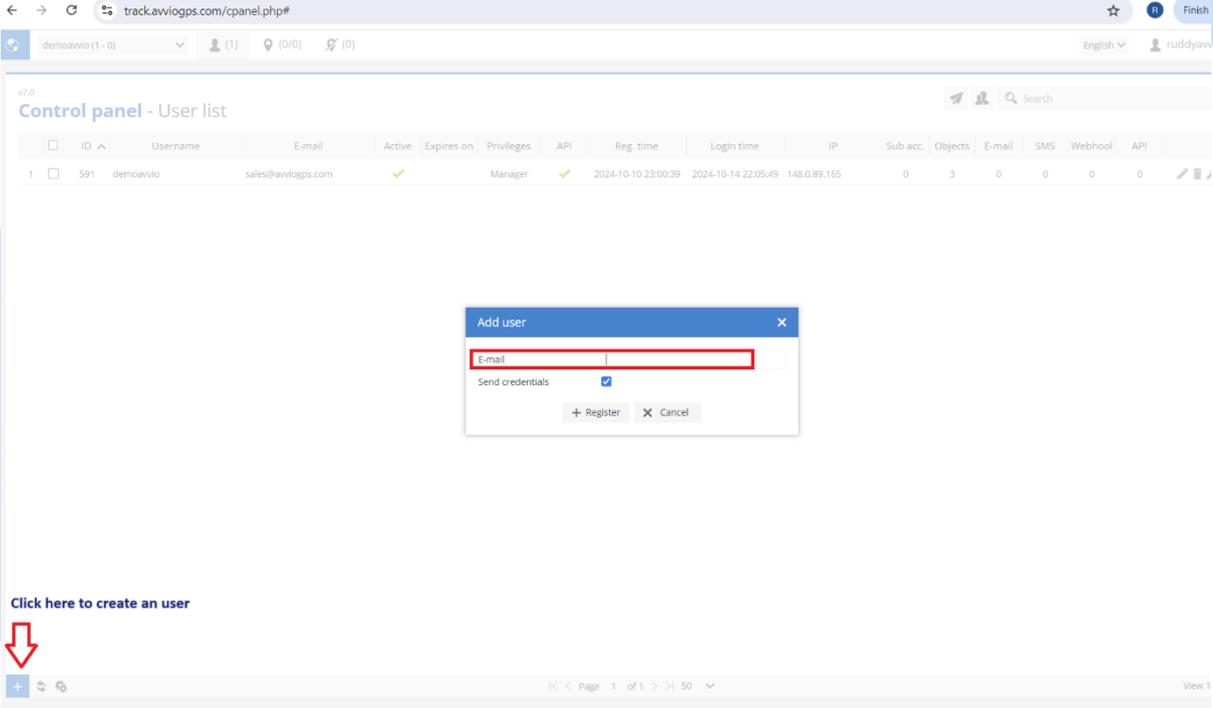
- **Review the information:** Ensure all information is correct.
- **Click "Save":** Confirm the creation of the new user by clicking the save button.

## Tab Navigation

Once the user is created, you will see several tabs in the interface:

- **Associated Objects:** Here you can view all objects related to the user's account.
- **Users:** This tab will display all users created on the platform and their relevant information.

Image as reference.



The screenshot displays the Avvio Control Panel interface. At the top, the browser address bar shows 'track.avviogps.com/cpanel.php#'. The main content area is titled 'Control panel - User list' and features a table with columns: ID, Username, E-mail, Active, Expires on, Privileges, API, Reg. time, Login time, IP, Sub acc, Objects, E-mail, SMS, Webhook, and API. A single user entry is visible with ID 591, Username 'demoavio', and E-mail 'sales@avviogps.com'. Below the table, a red arrow points to a link labeled 'Click here to create a user'. An 'Add user' dialog box is open, showing an 'E-mail' input field, a checked 'Send credentials' checkbox, and 'Register' and 'Cancel' buttons.

Edit user
✕

Account
Contact informati...
Sub accounts
Objects
Usage

**Contact information**

Name, surname	Demo Account
Company	Avvio GPS
Address	
Post code	
City	
County/State	
Phone number 1	
Phone number 2	
E-mail	Sales@avviogps.com
Comment	<div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>

## Conclusion

By following these steps, you will be able to effectively create new users on the platform. If you have any questions, please consult with the system administrator or technical support.

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### Contact Information



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