Add a new user

Company administrator

Create a new account and invite the user to access Wosson Telematics.

Important: Users must be created, deleted, suspended or modified in the **desktop or tablet application**. User management is not available in the smartphone version.

1 Open Users

Click **Users** in the black sidebar menu.

2 Add a user

Click the green **Add User** button at the top right.

3 Enter their details

Enter the new user's **name** and **email address**.

4 Set vehicle tracking access

Choose whether the user can **track vehicles**. If access is granted, select the **entire fleet**, **individual vehicles** or a **display group**.

5 Set permissions

Choose **Admin**, **Manager** or **Driver** from the permissions dropdown, as appropriate for their role.

6 Mark them as a driver if applicable

If the user is also a **driver**, enable the driver toggle switch.

7 Save the account

Click **Save**.

8 Send an invitation

Open the user's ellipsis menu (**...**) and select **Send Invitation**.

9 Ask them to check their email

The user will receive an email with instructions for logging in and setting their password.

New user / new driver

Follow the welcome email to set your password and start using the platform.

1. **Open your welcome email**

   Look for the welcome email from **info@wossontelematics.co.uk**.

2. **Copy your temporary password**

   Copy the **temporary password** supplied in the email.

3. **Open the signup link**

   Click the **Sign Up** link in the email to open the login screen.

4. **Enter your email address**

   Use the **email address** to which your invitation was sent.

5. **Enter your temporary password**

   Paste or type the temporary password from your welcome email.

6. **Choose your own password**

   Enter your new, personalised password.

7. **Confirm your password**

   Enter the same personalised password again and complete the on-screen prompts.

Access Wosson Telematics on your devices

Use Wosson Telematics on PC, Mac, iPhone, iPad, Android phones and tablets. Visit **wossontelematics.co.uk** and select **LOGIN** at the top of the page. To add an app icon, follow our separate **Desktop PC and Mac** or **Smartphone iPhone and Android** setup guide.

The current platform is a Progressive Web App (PWA). It is no longer available in the Apple App Store or Google Play Store. Do not download or use older Wosson apps from those stores.

Lost or forgotten login details

Your **username is your email address**. You choose your own password. To reset it, click **Forgot Password** on the login page and enter your email address.

Password privacy: Wosson staff cannot access or share your password. Use the **Forgot Password** link on the login page to reset it securely.