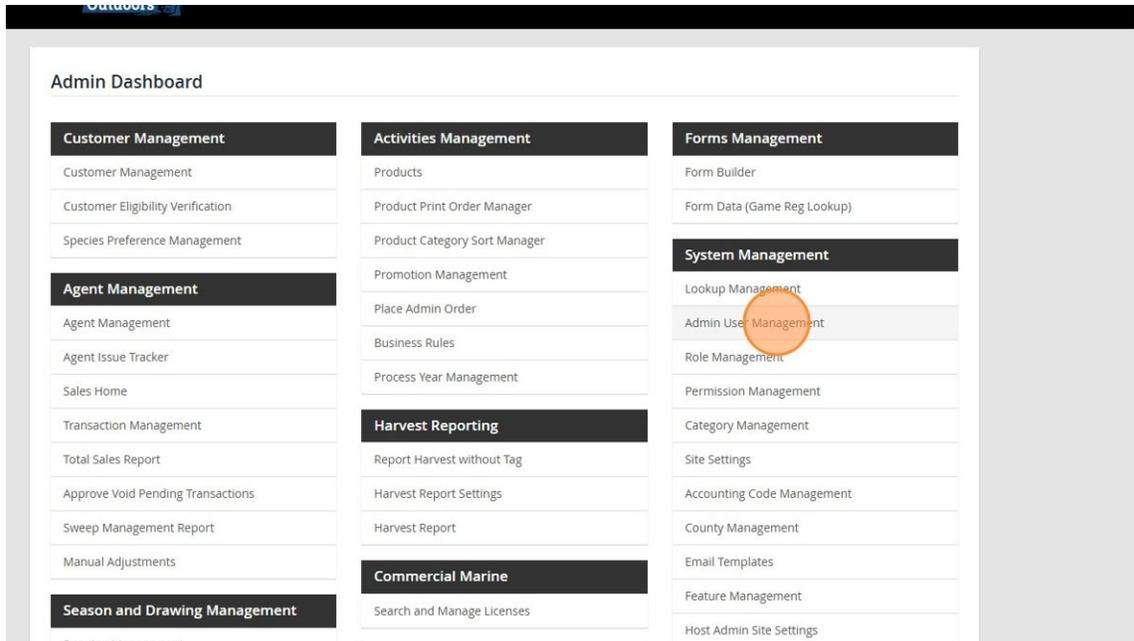
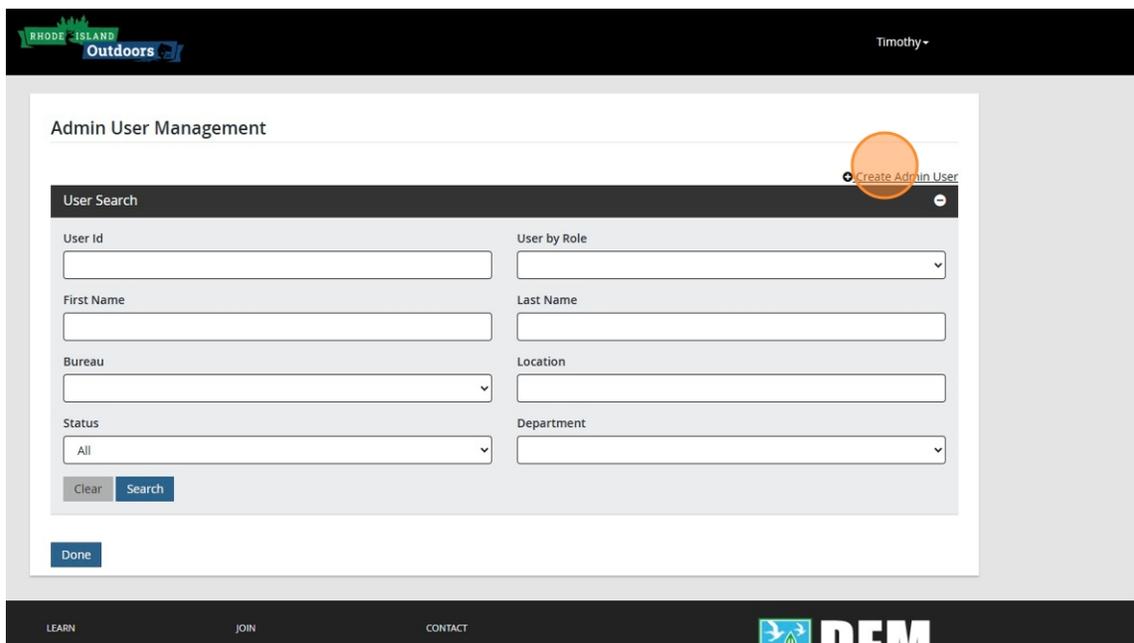


## How to Create an Admin User in RIO

1. Click "Admin User Management"



2. Click "Create Admin User"



3. Fill out the required fields. Please note that usernames are case sensitive.

### Create User

**First Name *Required***

**Last Name *Required***

**Email *Required***

**Username *Required***  
  
Usernames are case sensitive.

**Bureau**

**Department**

**Status *Required***

**Location *Required***

**Available Roles** Select All Remove All

**Selected Roles**  
 DEM Enforcement - BASIC  DEM Enforcement - Vehicle View

**Available State Agencies** Select All Remove All

**Selected State Agencies**

**Available Agent Classes** Select All Remove All

**Selected Agent Classes**

Remember to set the Status field to Active. If the user account is not Active they cannot log in.

- Select the users Roles. The Role will determine what permissions this user has. In this example we have selected the DEM Enforcement - BASIC and DEM Enforcement - Vehicle View.

You can find more information about each Role by navigating to Role Management from the Admin Dashboard.

Tim Smith

timothy.smith@tylertech.com tim.smith

RI DEM RI DEM

Active RI

Available Roles Select All Remove All

**Selected Roles**  
 DEM Enforcement - BASIC  DEM Enforcement - Vehicle View

Available State Agencies Select All Remove All

Selected State Agencies

Available Agent Classes Select All Remove All

Selected Agent Classes

Tip! If you're unsure which role should be assigned, search Admin User Management for a DEM employee who has the same or similar job, and see what roles they have assigned.

- 5. State Agencies determine which Agency is available from Sales Home. This is only relevant for employees who are selling products, and can be left blank if not applicable.

tim smith

Email Required: timothy.smith@tylertech.com

Username Required: tim.smith

Bureau: RI DEM

Department: RI DEM

Status Required: Active

Location Required: RI

Available Roles: Select All Remove All

Selected Roles: DEM Enforcement - BASIC, DEM Enforcement - Vehicle View

Available State Agencies: Select All Remove All

Selected State Agencies:

Available Agent Classes: Select All Remove All

Selected Agent Classes:

Cancel Create

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DEM RHODE ISLAND

- 6. Agent Class determines which products the user can sell from Sales Home. This can be left blank if not applicable.

tim smith

Email Required: timothy.smith@tylertech.com

Username Required: tim.smith

Bureau: RI DEM

Department: RI DEM

Status Required: Active

Location Required: RI

Available Roles: Select All Remove All

Selected Roles: DEM Enforcement - BASIC, DEM Enforcement - Vehicle View

Available State Agencies: Select All Remove All

Selected State Agencies:

Available Agent Classes: Select All Remove All

Selected Agent Classes:

Cancel Create

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DEM RHODE ISLAND

7. Click Create. The user will receive an email asking them to finish their account set up. This includes setting up their password.

First Name: tim  
Last Name: smitn

Email Required: timothy.smith@tylertech.com  
Username Required: tim.smith  
Usernames are case sensitive.

Bureau: RI DEM  
Department: RI DEM

Status Required: Active  
Location Required: RI

Available Roles: [Select All] [Remove All] [Dropdown]  
Selected Roles: DEM Enforcement - BASIC, DEM Enforcement - Vehicle View

Available State Agencies: [Select All] [Remove All] [Dropdown]  
Selected State Agencies:

Available Agent Classes: [Select All] [Remove All] [Dropdown]  
Selected Agent Classes:

[Cancel] [Create]

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