CARRIER 360™ BY J.B. HUNT
MANAGING USERS

Quick Reference Guide

Manage Users in Carrier 360 allows you to control user access. Use this guide to learn how to add a user, edit user information and delete a user.


ADD USER

1. Add User

After navigating to the **Manage Users** screen, click **Add User**. The Add User pop-up will display.

Note: You can access both **Active** and **Pending** users by clicking their respective tabs on the top of this screen.

2. Add User Information

Complete the contact information for the user and select their **Security Access** level. Click **Add User**. A green success message will display at the top of the screen.

Note: Users can have multiple access levels. Click on each access type to view descriptions. Click **Admin** to give a user all levels.
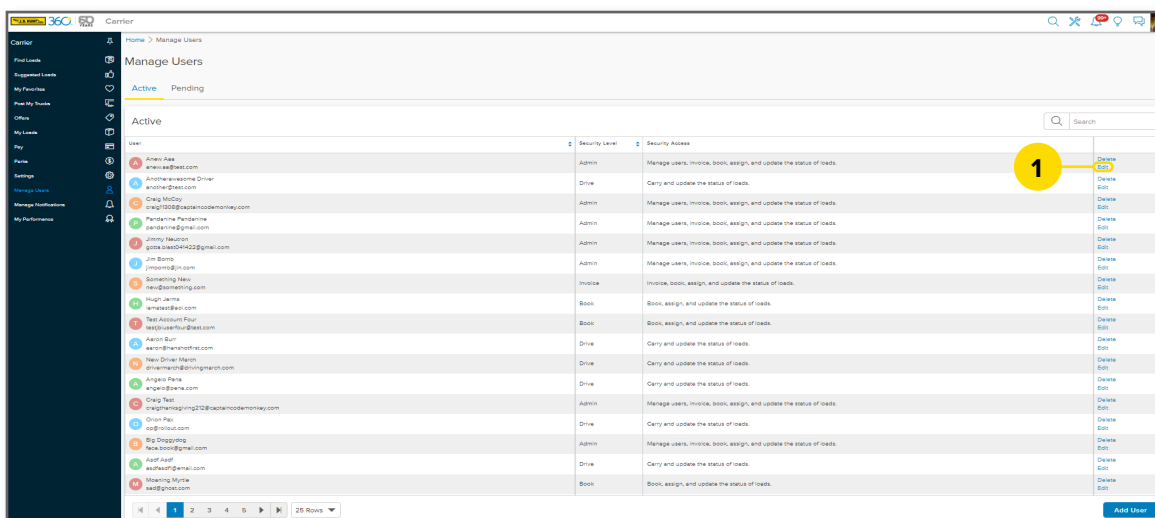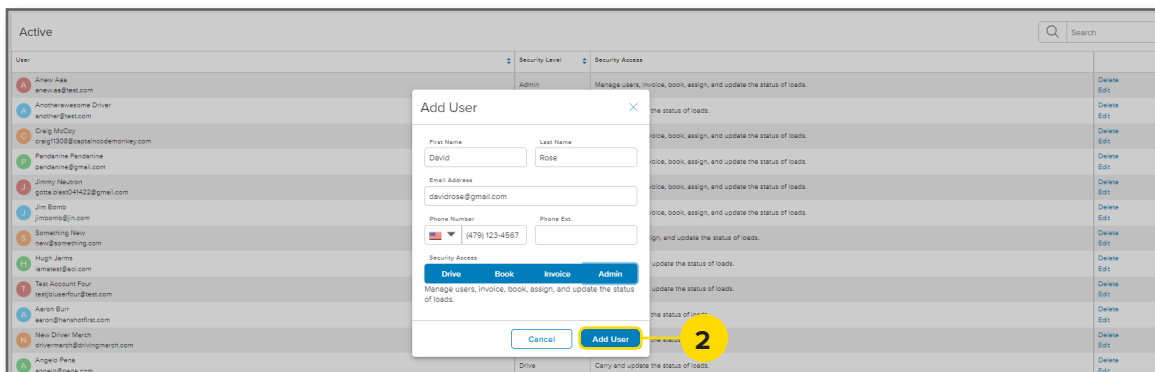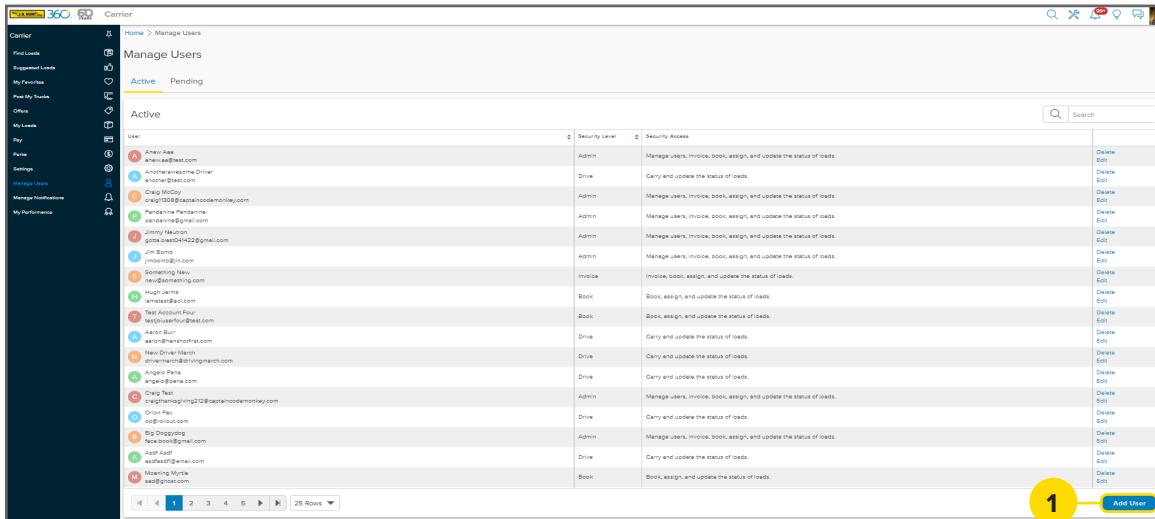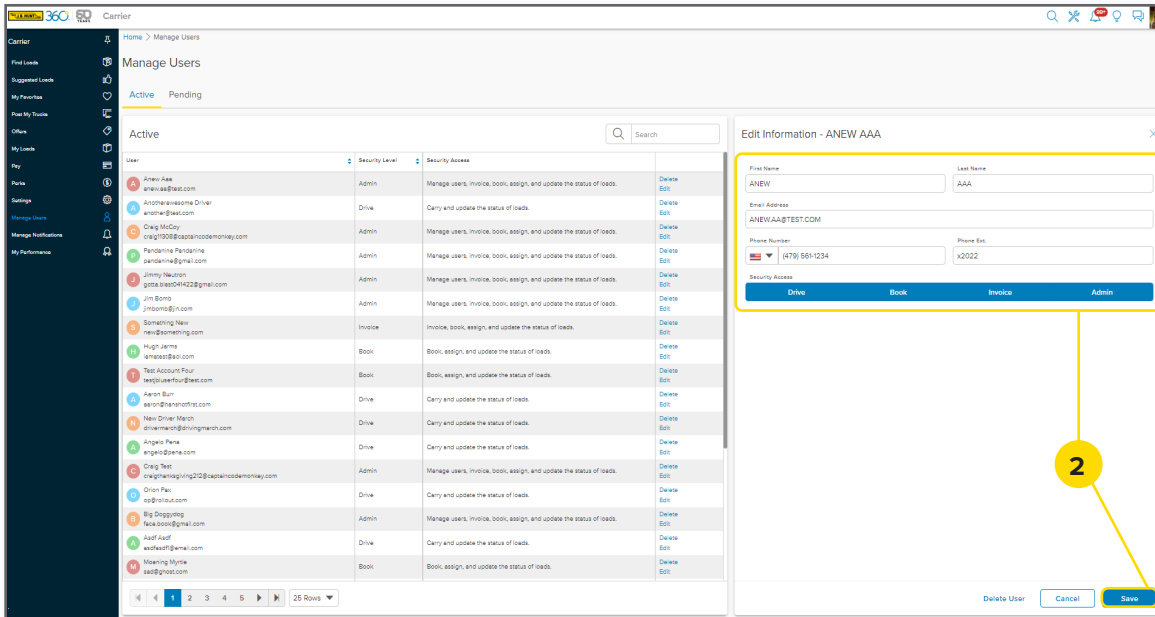

EDIT USER INFORMATION

1. Edit

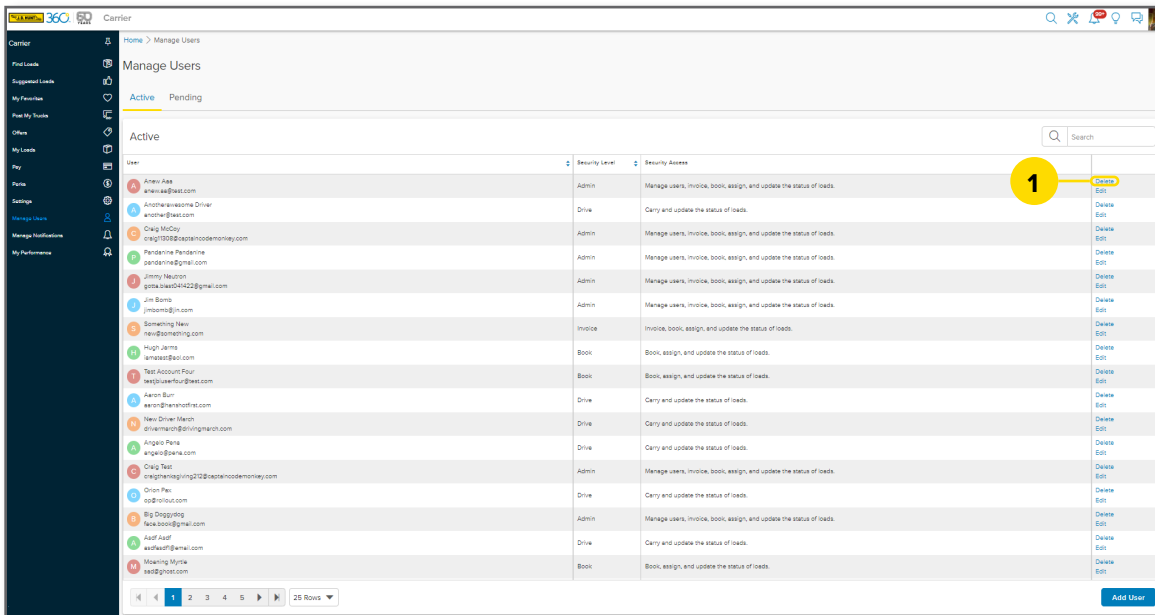Locate the user's information that you wish to edit, then click **Edit**.

Note: Search for a user in the **Search** field or by clicking through the page numbers.

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2. Edit User Information
Make changes to user contact information or **Security Access** levels as needed, then click **Save**. A green success message will display at the top of the screen.
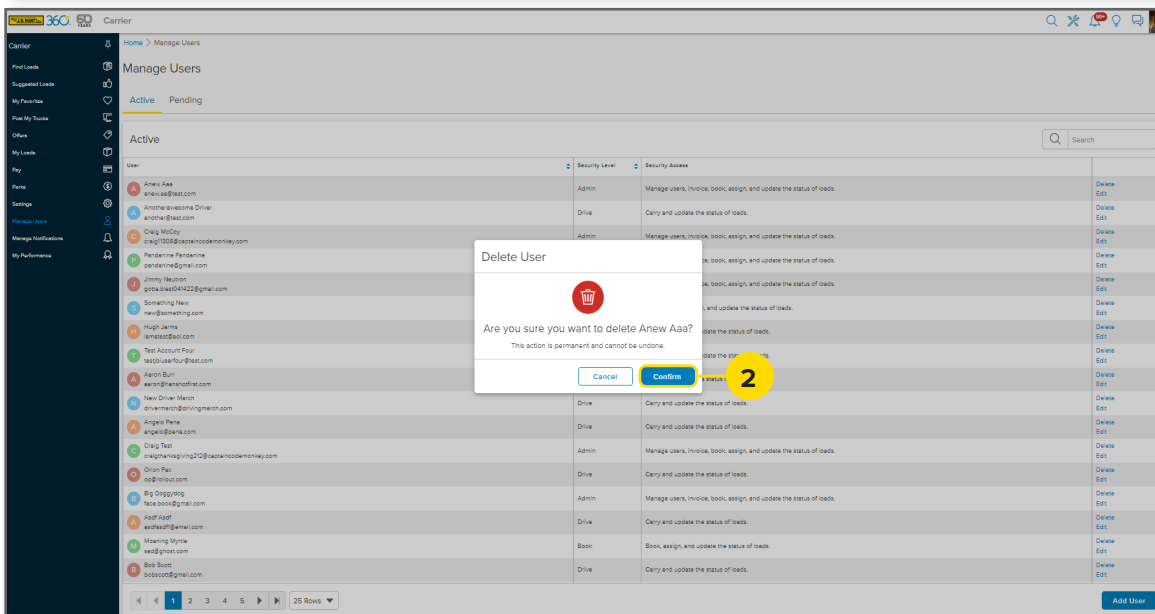

DELETE USER

1. Delete
Locate the user you wish to delete, then click **Delete**.

Note: Search for a user in the **Search** field or by clicking through the page numbers.

2. Confirm
Click **Confirm** in the **Delete User** pop-up box.

A green success message will display at the top of the screen.

Delete User
Are you sure you want to delete Anew Aaa?
This action is permanent and cannot be undone.

Cancel   Confirm