FlashValet Portal
How to Add New Users

Here is how you add users to the FlashValet App and the FlashValet Portal (for both FlashValet and FlashPARCS).
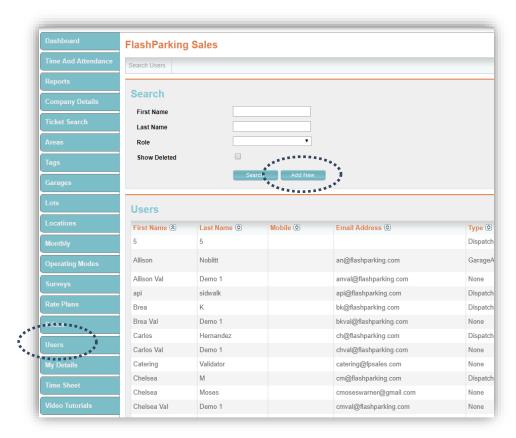
Topics:
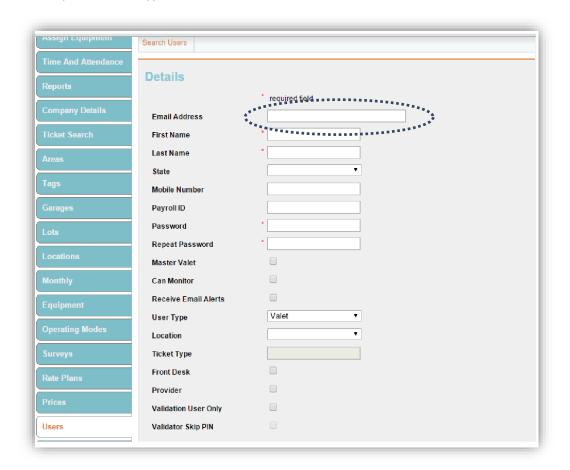
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Add New User

1. Select the Users tab in the left menu of the FlashValet Portal https://portal.flashvalet.com.
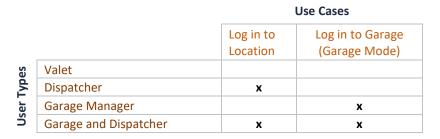
2. Select Add New.

3. Enter the user information in the Details section, and include an Email Address for the Dispatcher user type to serve as the username.

4. Select User Type to manage the new user's access to the FlashValet App.

		Use Cases	
		Log in to Location	Log in to Garage (Garage Mode)
User Types	Valet		
	Dispatcher	x	
	Garage Manager		x
	Garage and Dispatcher	x	x

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5. Select Roles to manage the new user's access to the FlashValet Portal:

Roles

Monthly Accounts	☐
Operations	☐
Payroll	☐
Reports Only	☐
Time And Attendance	☐

Save   New   Cancel

Use Cases

Roles		Location Manager	Monthly Accounts FlashValet	Accounting
	Monthly Accounts	x	x	
	Operations	x		
	Payroll	x		
	Reports Only			x
	Time and Attendance	x		

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Frequently Asked Questions

What settings should a location manager have?

Here is a sample user configuration that has access to both the FlashValet App and the FlashValet Portal:

Why can't I log into the FlashValet app?

Ensure the user's User Type is set to Dispatcher or Garage and Dispatcher. Ensure the User Type is set to Garage Manager or Garage and Dispatcher for locations using Garage Mode.

How do I reset my password?

You can reset your pass word through the FlashValet App or Portal.

FlashValet Portal:

1. Go to Users > select user that needs password reset
2. Input a new password into the Password fields

Log In Screen (FlashValet App or FlasValet Portal):

Select Lost your password? prompt and follow the steps

What happened to the left menu options in the FlashValet Portal?

Selecting certain settings in the User details can limit the FlashValet Portal view. Things to check:

- Ensure your user does not have a Location linked on the Location drop-down
- Check that Reports Only is not selected

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