

Admin Section - Adding Users and Permissions

General

The Admin section has been updated to make managing profiles even easier. Users can now be added under any level of the profile hierarchy. This helps visually manage user permissions, while not affecting access directly. Assigning access can be accomplished with greater granularity and control, with cascading permissions. A user could be granted access to a single farm, a collection of farms, all the way to a whole company, or any combination of growers, locations, dealers or farms.

Quick Guide to Adding Users

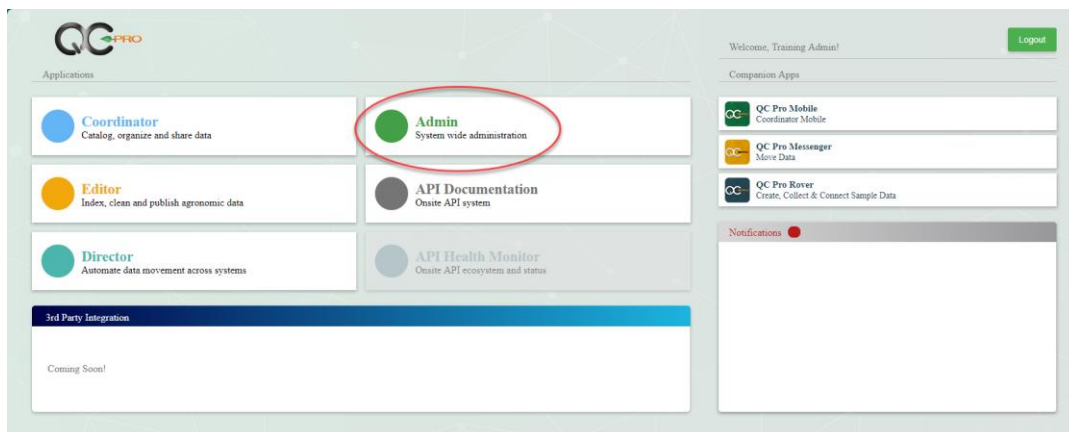
1. Navigate to <https://qc-pro.onsiteag.com/dashboard/> and select the Admin
2. Click on the profile level under Company Admin tab where you want to add a new user
3. Click Add User
4. Add the relevant details
5. Set the appropriate User Type
6. Click Save User

Quick Guide to Assigning Permissions

7. Select the profile level under the Company Admin tab where you want to assign permissions
8. Click a Filter Users By option from the dropdown
9. Optional – Use the search if necessary to find the user to be permissioned
10. Assign user or admin access by clicking the corresponding box.
11. Optional – Assign additional access to other Companies, Dealers, Locations, Growers, and/or Farms by repeating steps 7 through 10. (Keep in mind that permissions cascade down, so assigning at the company level gives access to everything under the whole company while assigning at the grower or farm level will only grant access to the farms and fields under the grower, or the fields under a single farm.)

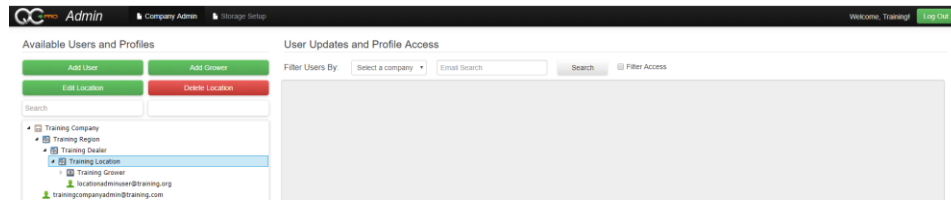
Adding Users - Detailed Walkthrough with Screenshots

1. Navigate to <https://qc-pro.onsiteag.com/dashboard/> and select the Admin



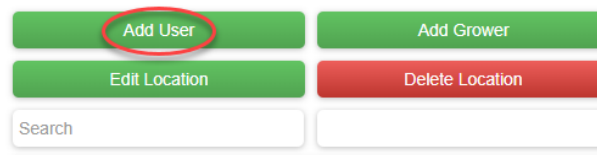
Admin Section - Adding Users and Permissions

2. Click on the profile level under Company Admin tab where you want to add a new user (Note: One can select at any level of the hierarchy, but this choice is only for visual management of users. The location selected will have no effect on a given user's permissions. All users could be assigned at the company level and have a diverse collection of permissions assigned)



3. Click Add User

Available Users and Profiles



4. Add the relevant details

User Updates and Profile Access

User Name / Email	locationadminuser@training.org	Zip	Optional Zip
Password	Phone (Bus)	Optional Phone 1
Repeat Password	Phone (Mobile)	Optional Phone 2
Parent Account	Location - Training Location	Company	Optional Company
Name	Location Admin	Title	Optional Title
Address	Optional Address 1	Active	<input checked="" type="checkbox"/>
Address	Optional Address 2	User Type	User
City	Optional City	Externally Authenticable	<input type="checkbox"/>
State	Optional State		

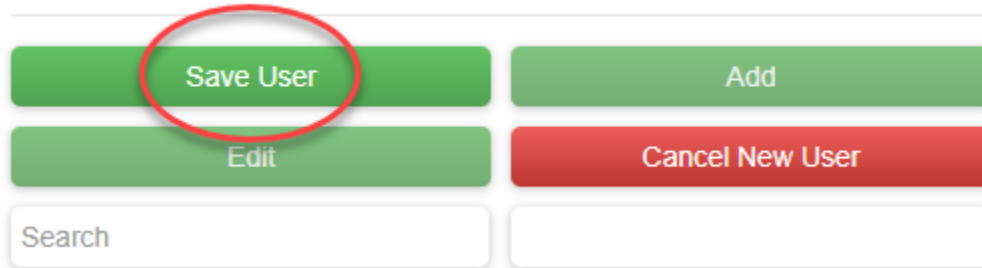
5. Set the appropriate User Type

User Type	User
thenticable	/
	API Documentation
	Company Admin
	Company Admin w/ Delete
	Location Admin
	QCLite
	User
	User with Documentation Page

Admin Section - Adding Users and Permissions

6. Click Save User

Available Users and Profiles



Save User Add

Edit Cancel New User

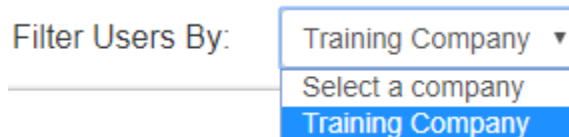
Search

Assigning Permissions - Detailed Walkthrough with Screenshots

7. Select the profile level under the Company Admin tab where you want to assign permissions



8. Click a Filter Users By option from the dropdown



Filter Users By: Training Company

Select a company

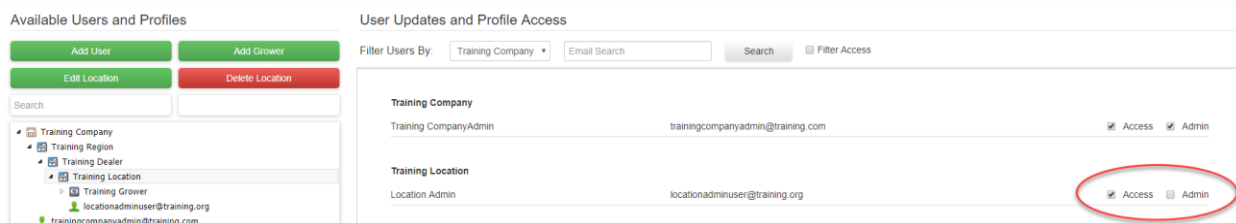
Training Company

9. Optional – Use the search if necessary to find the user to be permissioned



location Search

10. Assign user or admin access by clicking the corresponding box.



Available Users and Profiles

User Updates and Profile Access

Filter Users By: Training Company Email Search Search Filter Access

Training Company	Training CompanyAdmin	trainingcompanyadmin@training.com	<input checked="" type="checkbox"/> Access <input checked="" type="checkbox"/> Admin
Training Location	Location Admin	locationadminuser@training.org	<input checked="" type="checkbox"/> Access <input type="checkbox"/> Admin

11. Optional – Assign additional access to other Companies, Dealers, Locations, Growers, and/or Farms by repeating steps 7 through 10. (Keep in mind that permissions cascade down, so assigning at the company level gives access to everything under the whole company while assigning at the grower or farm level will only grant access to the farms and fields under the grower, or the fields under a single farm.)