

Admin User Guide- 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.

Definitions

- *Profile Level:* A single Company, Grower, Farm, Field, or Optional Level of the profile hierarchy.
- *Access:* Allows a user to login to Editor Application
- *Profile Admin Access:* Allows users the ability to create, update, delete profile levels and login to the Admin page
- *User Admin Access:* Allows users the ability to create, update, delete Users and login to the Admin page
- *Profile Hierarchy:* The nested representation of all profile levels for a company

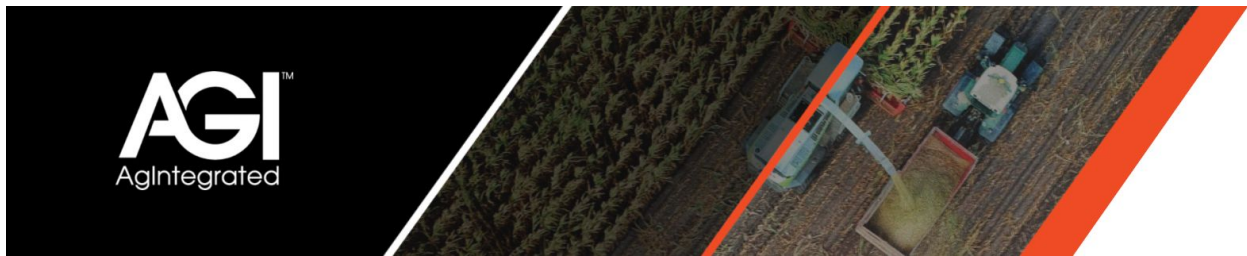
How Permissions Work:

General Overview:

- Granting profile access at a particular profile level adds access to all profile levels under it.
 - Ex. A user is given access to a grower- The user is also automatically given access to all farms under that grower, and all fields under those farms.
- Revoking profile access at a particular profile level removes access to all profile levels under it
 - Ex. The same user from above is revoked access to a farm under a grower. They will no longer be able to access that farm or any of its fields, but would still be able to access any other farms under the same grower.
- Adding a new profile in the profile hierarchy automatically gives access to users who have access to that profile or the profile level above.
 - Ex. A user, User A has access to Grower A. A new farm, Farm B is created under Grower A. User A is automatically given access to the newly created Farm B



Last Updated: 03/20/2020



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Application Overview:

- Editor
 - Granting access to any profile level in a company also grants access to that company's Editor deployment. Removing all profile level access to a user for a company will remove their access to that Editor deployment.
 - A user with profile admin access can create, rename, move, and delete profile levels under a profile level they have access to within the Editor application
 - A user with profile admin access or user admin access can see all files imported by all users who live under the profile level in which their admin access is granted
- Coordinator
 - A User that is granted access to a profile will automatically be granted static bucket access for that grower
 - A User that is granted profile admin or user admin access will automatically be granted access to all buckets within the profile level they have admin access to
 - Additionally, access to buckets can be controlled manually through the Data Admin tab in coordinator.
 - Moving users between companies does not affect bucket access, as it is only determined by profile access.
 - Moving a bucket between locations does not alter user access to a bucket.

Quick Guide to Adding Users

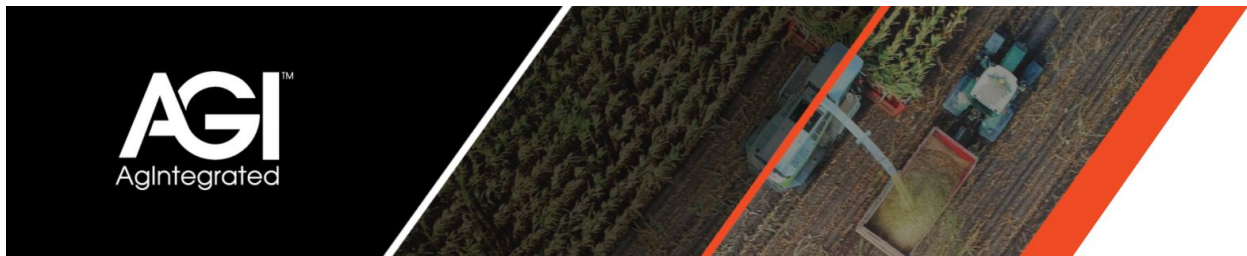
1. Navigate to <https://qc-pro.onsiteag.com/dashboard/> and select the Admin
2. Click on the profile level under Company Admin tab where you want to add a new user
3. Click Add User
4. Add the relevant details
5. Set the appropriate User Type
6. Click Save User

Quick Guide to Assigning Permissions

1. Select the profile level under the Company Admin tab where you want to assign permissions
2. Click the Filter Users By option from the dropdown
3. Optional – Use the search if necessary to find the user to be permissioned



Last Updated: 03/20/2020

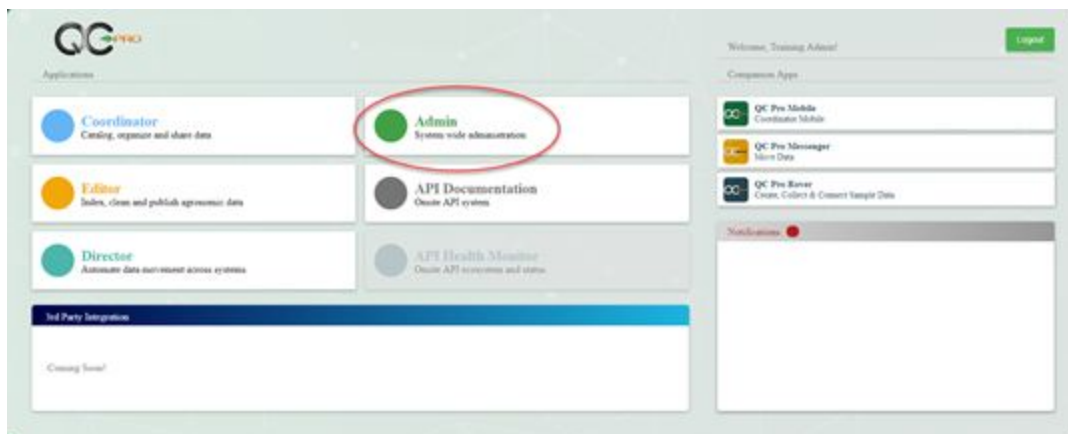


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4. Assign user or admin access by clicking the corresponding box.
5. Optional – Assign additional access to other Companies, Dealers, Locations, Growers, and/or Farms by repeating steps 1 through 4.

Adding Users - Detailed Walkthrough with Screenshots

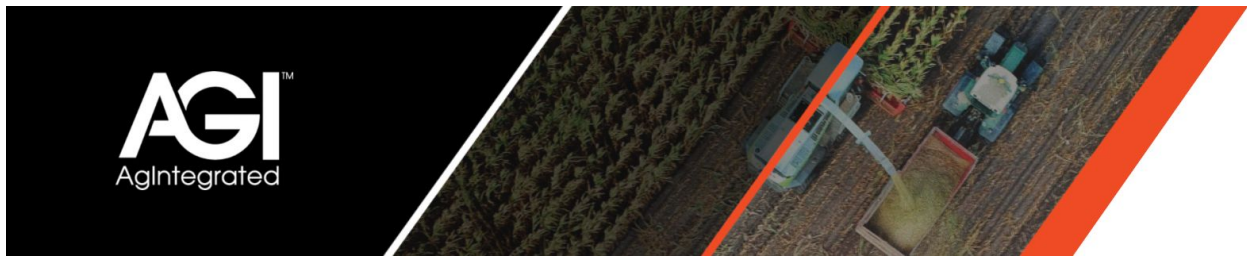
1. Navigate to <https://qc-pro.onsiteag.com/dashboard/> and select the Admin



2. Click on the profile level under Company Admin tab where you want to add a new user (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)



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3. Click Add User



4. Add the relevant details

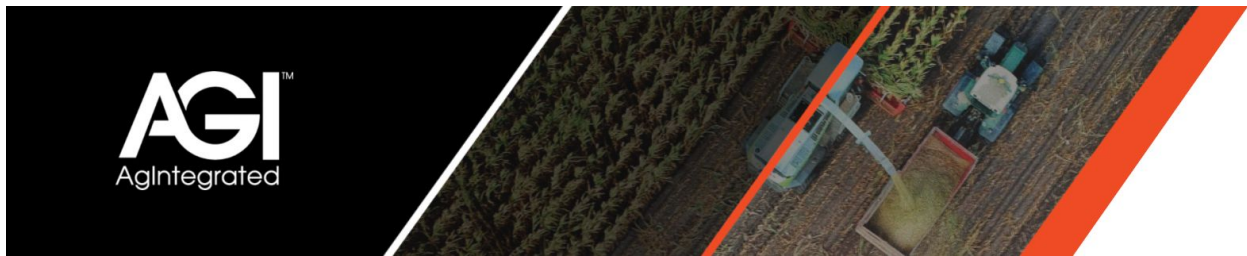
User Updates and Profile Access

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



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User Type

Authenticable

- /
- API Documentation
- Company Admin
- Company Admin w/ Delete
- Location Admin**
- QCLite
- User
- User with Documentation Page

6. Click Save User

Available Users and Profiles

Save User **Add**

Edit **Cancel New User**

Search

Assigning Permissions - Detailed Walkthrough with Screenshots

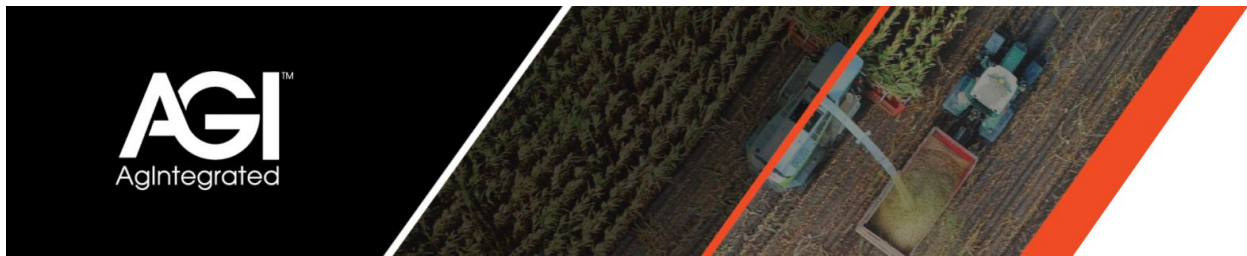
1. Select the profile level under the Company Admin tab where you want to assign permissions



2. Click the Filter Users By option from the dropdown



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Filter Users By: Training Company ▼
 Select a company
 Training Company

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

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

Available Users and Profiles

Profile ● User ○

- Training Company
 - New Test Region
 - Training Region
 - Training Dealer
 - Training Location
 - Training Grower
 - Training Farm
 - locationadminuser@training.org
 - trainingcompanyadmin@training.com

User Updates and Profile Access

Filter Users By: Training Company ▼ ☐ Filter Access

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

- Optional – Assign additional access to other Companies, Dealers, Locations, Growers, and/or Farms by repeating steps 1 through 4. (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.)



Last Updated: 03/20/2020