

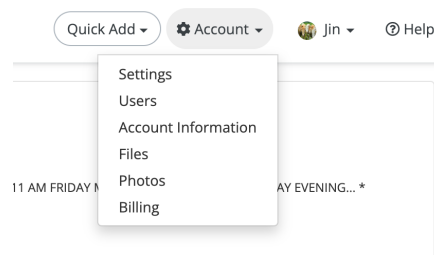
Overview of Users & Roles

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Farmbrite lets you collaborate with other users (Employees, farmhands, accountants, auditors and certifiers, etc). It also gives you access to change user roles, avatar pictures, update contact information and more. Depending on the version of Farmbrite you're using you will have a certain number of users you are able to add to your Farmbrite account.

To Edit or Create a user:

Go to the Account settings in your account. You will find these at the top right hand side of your screen.



Under this navigation go to the Users tab. Click on the name of the user to edit a user. This is a link to their contact information.

You will then be able to edit their first and last name, display name, display image, email, user role, their password and if they want to receive reminder emails (about tasks and calendar items).

To Delete a User:

Click on the red "X" to remove the user. **Note that** deleted records cannot be recovered.

Managing Users:

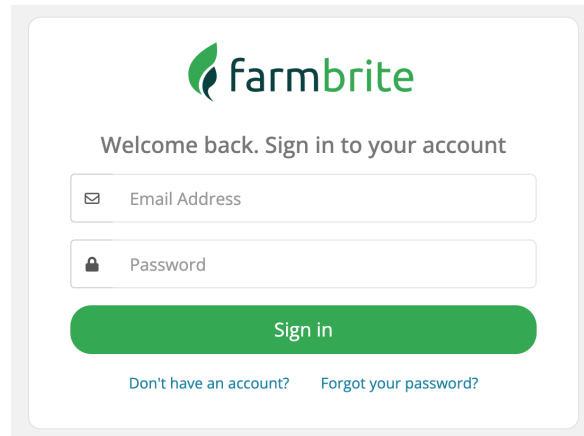
When adding or editing users you can store the following information with each user:

- First name
- Last name
- Display name
- Avatar
- Email
- Send Schedule Reminder Emails
- User role
- Default Calendar View
- Changing or updating passwords (only done by administrators)

When you add a new user, they will receive an email inviting them to collaborate with you. It will ask them to create a new password for their login. If you don't receive this email they can simply go to the change password link on the main login page of Farmbrite. (See directions in the next step.)

Password Reset:

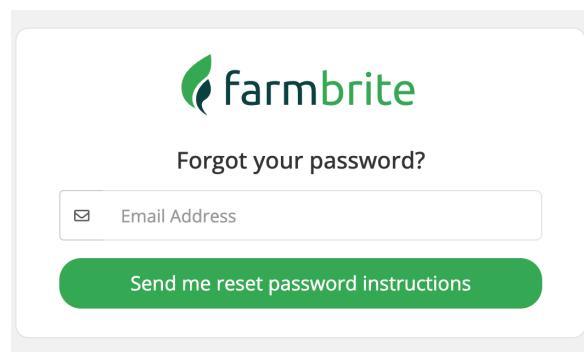
You can reset your password at any time on the main page of Farmbrite. Go to the home page of Farmbrite and click the "Forgot Your Password" Link at the bottom of the page.



The screenshot shows the Farmbrite sign-in interface. At the top is the Farmbrite logo. Below it is the text "Welcome back. Sign in to your account". There are two input fields: "Email Address" with an envelope icon and "Password" with a lock icon. A green "Sign in" button is positioned below the fields. At the bottom, there are two links: "Don't have an account?" and "Forgot your password?".

This will give you a second step that will ask you to add your email. An email will be sent to the one that we have on file for you. Check there and make sure you have whitelisted Farmbrite to send you emails or they might be ending up in your spam folder.

Remember to keep your password in a safe place so you can find it later.



The screenshot shows the "Forgot your password?" page. It features the Farmbrite logo at the top, followed by the heading "Forgot your password?". Below this is an "Email Address" input field with an envelope icon. A green button labeled "Send me reset password instructions" is located at the bottom of the form.

You can also ask the Administrator of your Farmbrite account to reset your password for you. Admin users can reset passwords on the user level by going to the individual user and clicking change password.

If you are still having trouble with this please reach out to us at customer success and we will help you change this password.

Note: If you are not receiving the password reset emails you must whitelist Farmbrite emails as safe in your email and server. If you are not seeing these emails, check your spam folder.

User Roles and their descriptions:

You may want to access your Farmbrite account in different ways. The different users within your account can be assigned various roles - Admin, Farmhand, Auditor, or Read Only.

New User

First Name

Last Name

Display Name

Email

User Role

- Admin
- Farmhand
- Read Only
- Auditor

Cancel Save

Admin users can manage account information such as billing, market and user roles, while Farmhands cannot. The Auditor role is designed to allow your accountant to access financial data in the system but not make changes, and the Read Only role is used to let someone view your basic info for Livestock and Crops, but not see financial or market information. There is more detail on the differences between these roles below.

Admin User Role:

The admin user role has access to all the features you have access to on your account. This is based on your plan type. You can see the different plan types [here](#). The Admin user role also has access to the setting and account account information, billing & payment history and user roles.

Farmhands User Role:

Farmhands will not see or have access to everything that the Admin user sees. Depending on your plan the Farmhand user will see:

The Dashboard, Schedule, Tasks, Livestock, Crops, Equipment, Contacts, Reports, their profile information and Help link.

When you create a task for them they will get an email that says they need to create a user name and password. Before, or as you create the new task, you should send them an email letting them know to expect this email from you.

Read Only User Role:

The Read Only Role is designed to allow you to give access to a user to see only Schedule, Tasks, Livestock, Crops, Resources, and Contacts. They cannot make any changes to these sections - they can't add animals or crops, nor make any updates to them at all. This role might be assigned to someone who you want to view your data, but not give access to financial information like the Auditor Role.

Auditor User Role:

The Auditor User Role has access to every section of Farmbrite, but cannot make any updates to any of them. It functions like a Read Only role, but has additional access to see Accounting and Report data. This role might be helpful for your accountant or bookkeeper.