

AgWorks, Inc.

111 W. 76th Street – Davenport, IA 52806

Standard Operating Procedures for: Configuration of Employee Security

Revisions:

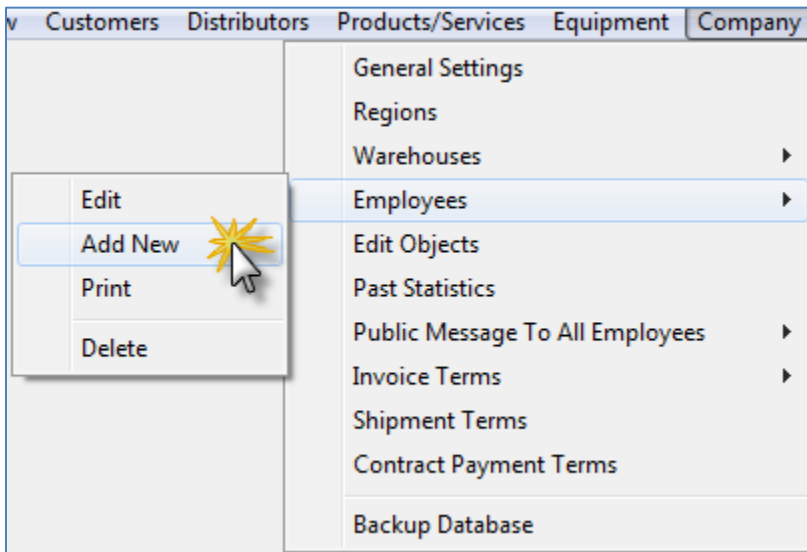
Version	Date	Author	Description
11.2.1 (127)	09/15/2011	Sara Toliver	Addition of Scheduler permission level

Summary/Overview:

The following guide is to assist the user in the task of setting up AgWorks users with appropriate security controls.

Procedures:

- 1.) Open AgWorks Manager
- 2.) Using your menu, navigate to the following: EMPLOYEES > ADD NEW (or EDIT if your employee already exists)



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- 3.) The “User Information” window will appear. Within this window is the “Access Permissions” section. This mini-manual will discuss each of the options within this area, as well as, how applying items from this section will affect other options with in the AgWorks software.

User information

User ID: 23

Personal information

First Test Middle

Last Name User

Job Title

Address

City State ZIP

Home Phone Mobile Phone

E-mail gina.windschitl@cry Spouse

Work Phone Ext.

Employee Signature (300x100 pixels)

Load... Clear

Commercial pesticide applicator information

License # Expiration date

Access permissions

User Name: testuser Password: 212

Administrator Applicator

LP-Truck Driver Sales Rep

Accountant Seed Manager

PC Access Visible

Write Scheduler

Delete

Select Permitted Modules

Default Location: LA

Permitted Locations:

LA

Add Delete

OK Cancel

Permission Levels Include:

- i. Administrator
- ii. LP-Truck Driver
- iii. Accountant
- iv. Applicator
- v. Sales Rep
- vi. Seed Manager
- vii. Scheduler
- viii. PC Access
 1. Write: Ability to create new records
 2. Delete: Ability to remove existing records
- ix. Visible

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Administrator:

The following functions will be additional options that an employee/user with “Administrator” permissions will be able to access. To enable this permission level, place a check in the box next to the word “Administrator” on the user record.

1. Grants the user access to the AgWorks Manager module
2. Enables “Freight” and “Surcharge” functionality for Distributor Shipments within Delivery Doc
 - a. Note: This function can also be completed by those that have “Accountant” permissions
3. Enables ability to change “Invoiced” status manually within Delivery Doc
 - a. Note: This function can also be completed by those that have “Accountant” permissions
4. Enables ability to change “Tax Exempt”, “Default Pricing” and “Default Pricing for Applicator” for customers set up within AgWorks Manager
5. Enables ability to delete Sales/Deliveries documents in Delivery Doc
6. Enables ability to delete Order Delivery Receipt within Delivery Doc

LP-Truck Driver:

This permission level is non-functional. In the most recent version of AgWorks this functionality has been disabled and is no longer visible.

Accountant:

The following functions will be additional options that an employee/user with “Accountant” permissions will be able to access. To enable this permission level, place a check in the box next to the word “Accountant” on the user record.

1. Enables “Freight” and “Surcharge” functionality for Distributor Shipments within Delivery Doc
 - a. Note: This function can also be completed by those that have “Administrator” permissions
2. Enables ability to change “Invoiced” status manually within Delivery Doc
 - a. Note: This function can also be completed by those that have “Administrator” permissions

Applicator:

The following functions will be additional options that only an employee/user with “Applicator” permissions will be able to access. To enable this permission level, place a check in the box next to the word “Applicator” on the user record.

1. Enabling this function will allow the employee/user to be added to the Driver list used for Smart Guns.

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Sales Rep:

The following functions will be additional options that only an employee/user with “Sales Rep” permissions will be able to access. To enable this permission level, place a check in the box next to the word “Sales Rep” on the user record.

1. Enabling this function will allow the employee/user to be visible in the “Sales Rep” drop down list that is used when setting up customers within AgWorks Manager.
2. Enabling this function will allow the employee/user to be visible in the “Sales Rep” drop down list that is used when utilizing the Crop Plan Statistics functionality within AgroDoc.

Seed Manager:

The following functions will be additional options that only an employee/user with “Seed Manager” permissions will be able to access. To enable this permission level, place a check in the box next to the word “Seed Manager” on the user record.

1. Enables “Confirmation” functionality for Bookings within Delivery Doc
2. Enables the ability to change “Tax Exempt”, “Default Pricing”, and “Default Pricing for Applicator” for customers set up within AgWorks Manager
 - a. Note: This function can also be completed by those that have “Administrator” permissions

Scheduler:

The following functions will be additional options that only an employee/user with “Scheduler” permissions will be able to access. To enable this permission level, place a check in the box next to the word “Scheduler” on the user record.

1. Enables Delivery Doc’s Schedule functionality
2. Enables Mix Plant Manager advanced scheduling functionality
 - a. Allows users to assign Orders to applicator machines
 - b. Allows users to promote/demote Orders
 - c. Grants users access to the Order View within Mix Plant Manager

PC Access:

The following functions will be additional options that only an employee/user with “PC Access” permissions will be able to access. To enable this permission level, place a check in the box next to the word “PC Access” on the user record. To enable “PC Access > Delete” functionality, place a check in the box next to the word “Delete” on the user record.

Note: The “PC Access – Write” permission level is non-functional. Neither applying nor deactivating this functionality will have any effect on other options within the AgWorks software.

Visible:

Note: The “Visible” box should be checked for all active employees that are AgWorks users; otherwise, they will not be visible for any other employee/user to access the employee’s record.