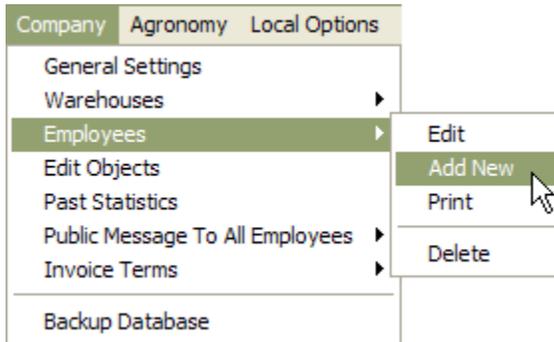


## Procedures for Adding Employees/Users

- 1.) Open Agworks Manager



- 2.) Using your menu, navigate to the following: COMPANY > EMPLOYEES > ADD NEW



- 3.) A new window will appear titled "New User".

A screenshot of the 'New user' dialog box. The dialog has a title bar 'New user' and a 'User ID' field with the value '33'. It is divided into several sections: 'Personal information' with fields for First, Middle, Last Name, Job Title, Address, City, State, ZIP, Home Phone, Mobile Phone, E-mail, Spouse, Work Phone, and Ext.; 'Commercial pesticide applicator information' with fields for License # and Expiration date; 'Access permissions' with checkboxes for Administrator, LP-Truck Driver, Accountant, PC Access, Write, Delete, Applicator, Sales Rep, Seed Manager, and Visible, along with a 'Select Permitted Modules' button; and 'Default Location' set to 'MILES'. At the bottom, there are 'OK' and 'Cancel' buttons. A 'Permitted Locations' section with an empty list and 'Add' and 'Delete' buttons is also visible.

a. In the PERSONAL INFORMATION section, enter all of the appropriate information into the following fields:

- First (Name)
- Middle (Initial)
- Last Name
- Job Title
- Address
- City
- State
- Zip
- Home Phone
- Mobile Phone
- Email
- Spouse
- Work Phone
- Ext(ension)

b. In the ACCESS PERMISSIONS section, complete the following sections

- Enter a Username and Password that the given employee should use when they log into the Agworks software.
- Place a check in each of the boxes corresponding to the level of access the user should have.

- Administrator
- LP-Truck Driver
- Accountant
- PC Access
- Applicator
- Sales Rep
- Seed Manager
- Visible

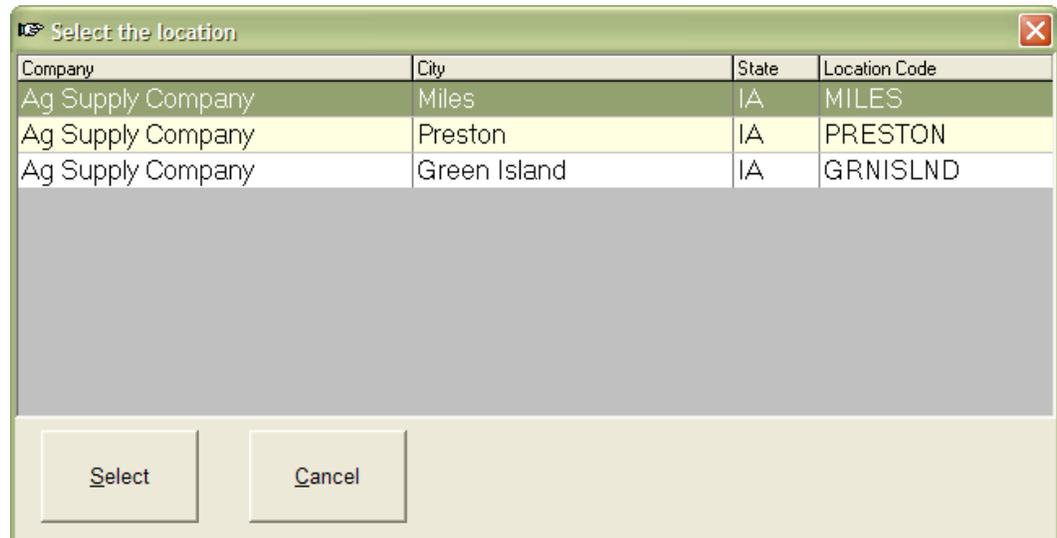
❖ **Note:** The “Visible” box should be checked for all new employees, otherwise a new employee will be set-up, but will not be visible for anyone to access the employee’s record.

❖ **Note:** Employee/User security is further defined in the mini-manual titled “Employee Security (Applying)”.

- Determine what modules the user should have access to. Press the SELECT PERMITTED MODULES button. The following window will appear. Place a check in the appropriate box(es) and click on the OK button to be returned to the “New Users” window.



- c. Set the DEFAULT LOCATION for this user, by clicking on the “...” button. The window titled “Select the location” will appear. Select the appropriate default location for this user. You will then be returned to the “New User” window.



- d. In the PERMITTED LOCATIONS section, click on the ADD button to select the location(s) this user can access.
- e. In the COMMERCIAL PESTICIDE APPLICATOR INFORMATION section, enter this user’s appropriate license number and the date for when that license expires.
- 4.) Once you have finished entering all of the appropriate information, press the OK button and you will be returned to the Agworks Manager main screen.
- 5.) To exit Agworks manager, click on the CLOSE button.

