MY FARM | VERS

Add a user and set module access

Add a fieldworker once, then tick only the modules they are allowed to use. The access level sets their authority; the module ticks set where that access applies.

Add a new Name & PIN user

1 **Open the right farm**
Sign in to My Farm with an owner or admin account. Select the farm the worker will work on.

2 **Open the staff page**
Go to Farm Setup, then open Users & Access. Check the farm name at the top of the page.

3 **Start a PIN user**
Select + ADD NAME & PIN USER. The form is titled Add a name and PIN user. No email is needed for field staff.

4 **Enter the worker's sign-in details**
Enter their Full name as they should select it on the phone. Set a private Staff PIN of 4 to 6 digits.

5 **Choose the authority level**
Choose Level 1 · Fieldworker for routine fieldwork. Choose Level 2 · Module Manager only for a supervisor approved to manage their assigned module.

6 **Choose allowed modules**
Under Allowed modules, tick only: Monitoring, Fertilizer, and/or Harvest Planner · Fruit Counts (Level 2). Selecting Harvest Fruit Counts automatically changes the level to Level 2.

7 **Save and check**
Select SAVE USER. Confirm the person's name and module labels appear in the staff list. Have them sign in using that name and PIN in an allowed module.

Choose the lowest level that fits the job

ON-SCREEN LEVEL	WHEN TO USE IT	MODULE NOTES
Level 1 · Fieldworker	Routine fieldwork and capturing assigned work.	Fertilizer PIN users have fieldworker access.
Level 2 · Module Manager	A supervisor authorized to manage work in selected modules.	Harvest Planner · Fruit Counts requires Level 2. Harvest access here is Fruit Counts only.

To add a module to an existing PIN user: use the exact name, current PIN and level. This updates that user's access instead of creating a second profile.

For an office or email sign-in: use INVITE EMAIL USER, not the Name & PIN form. Give the user only the farm, modules and role their work requires. Level 3 PIN access is marked Later on the current staff screen.