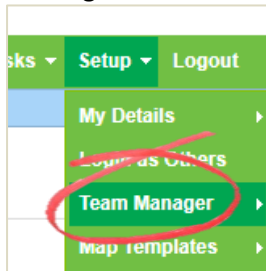


LOCATIONS

Locations are used when you have more than one farming unit on a single AgriSmart licence.

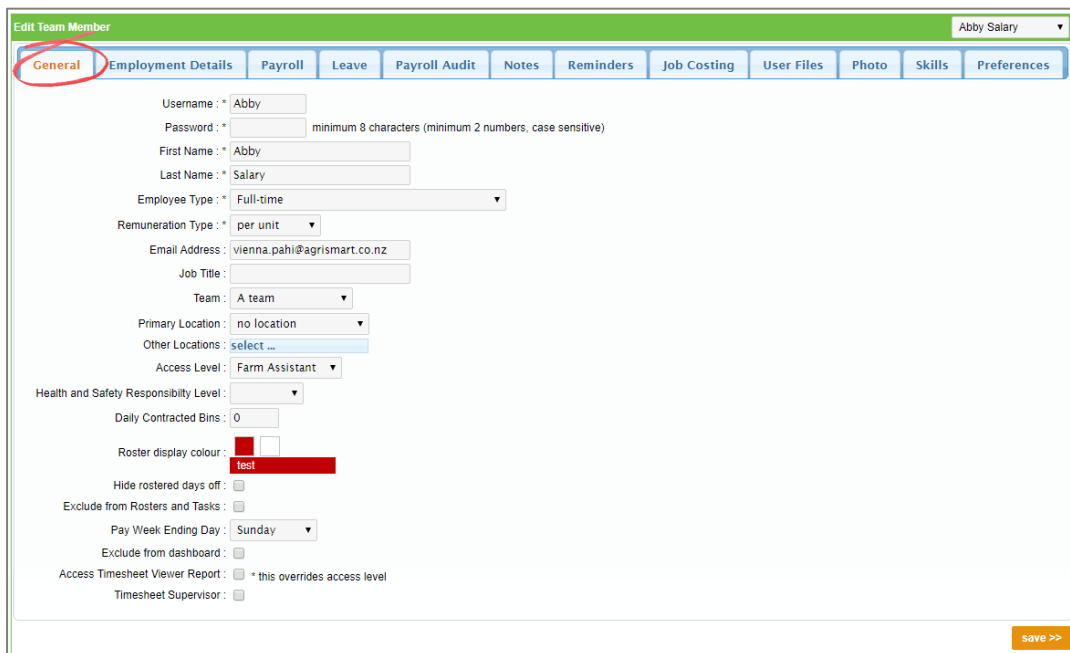
To assign a location to a team member, hover on Setup and click on Team Manager:



Click on the team member's name in the Team Member column:



This will take you to the Edit Team Member screen where you will be in the General tab.



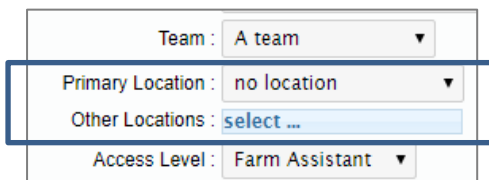
Edit Team Member Abby Salary ▾

General | Employment Details | Payroll | Leave | Payroll Audit | Notes | Reminders | Job Costing | User Files | Photo | Skills | Preferences

Username : * Abby
 Password : * minimum 8 characters (minimum 2 numbers, case sensitive)
 First Name : * Abby
 Last Name : * Salary
 Employee Type : * Full-time ▾
 Remuneration Type : * per unit ▾
 Email Address : vienna.pahi@agrismart.co.nz
 Job Title :
 Team : A team ▾
 Primary Location : no location ▾
 Other Locations : select ...
 Access Level : Farm Assistant ▾
 Health and Safety Responsibility Level : ▾
 Daily Contracted Bins : 0
 Roster display colour : test
 Hide rostered days off :
 Exclude from Rosters and Tasks :
 Pay Week Ending Day : Sunday ▾
 Exclude from dashboard :
 Access Timesheet Viewer Report : * this overrides access level
 Timesheet Supervisor :

save >>

In this tab you will see where it says Primary Location and Other Locations:



Team : A team ▾

Primary Location : no location ▾

Other Locations : select ...

Access Level : Farm Assistant ▾

To add/assign a primary location, click on the Primary Location drop down menu:

A screenshot of a form with the following fields: Team: A team (dropdown), Primary Location: no location (dropdown, circled in red), Other Locations: select ... (button), and Access Level: Farm Assistant (dropdown).

The following menu will appear:

A screenshot of the dropdown menu for Primary Location. The options are: no location (selected), Dairy, Equinox Farms, Rainbow Farm, Sheep, Test, and -- add new location --.

Here you can either select an existing location or add a new location.

To assign an Other Location, click on Select in the Other Locations field:

A screenshot of the form with the following fields: Team: A team (dropdown), Primary Location: no location (dropdown), Other Locations: select ... (dropdown, circled in red), and Access Level: Farm Assistant (dropdown).

The following menu will appear:

A screenshot of the dropdown menu for Other Locations. The options are: select ... (selected), all, Dairy, Equinox Farms, Rainbow Farm, Sheep, and Test. There is a close [x] button at the bottom right.

Here you can select one, or multiple, other locations.

Once you have added/assigned the locations, click Save

A screenshot of the 'Edit Team Member' form. The form has a green header with the name 'Abby Salary' and a dropdown menu. Below the header are several tabs: General, Employment Details, Payroll, Leave, Payroll Audit, Notes, Reminders, Job Costing, User Files, Photo, Skills, and Preferences. The 'General' tab is active. The form contains various fields for user information, including Username, Password, First Name, Last Name, Employee Type, Remuneration Type, Email Address, Job Title, Team, Primary Location, Other Locations, Access Level, Health and Safety Responsibility Level, Daily Contracted Bins, Roster display colour, Hide rostered days off, Exclude from Rosters and Tasks, Pay Week Ending Day, Exclude from dashboard, Access Timesheet Viewer Report, and Timesheet Supervisor. A 'save >>' button is circled in red at the bottom right.

To delete a location, click on Setup:



Scroll down to the Locations area:



Click on the cross symbol to remove the location and click Save:

