



# How To Guide Third Party Access



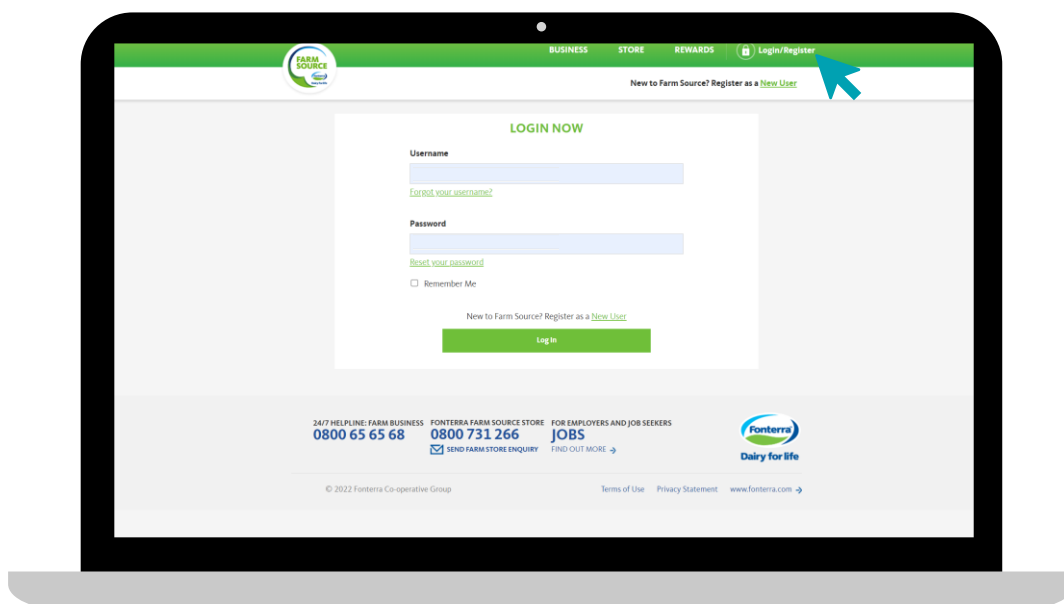
Third party access allows other users to have customised access to a farm or farms granted to them by the Farm Owner, Share Milker or Contract Milker. Third party users are usually, but not limited to, Farm Managers, Farm Staff, Accountants, Farm Advisors, and Vets. This will allow staff to utilise the Digital Dairy Diary app.

## What you need before you start

- The username for the user you wish to add
- If they are not already an existing user they will need to register prior or alternatively you can request a log in on their behalf if you have their email address. This is outlined in step 4 below

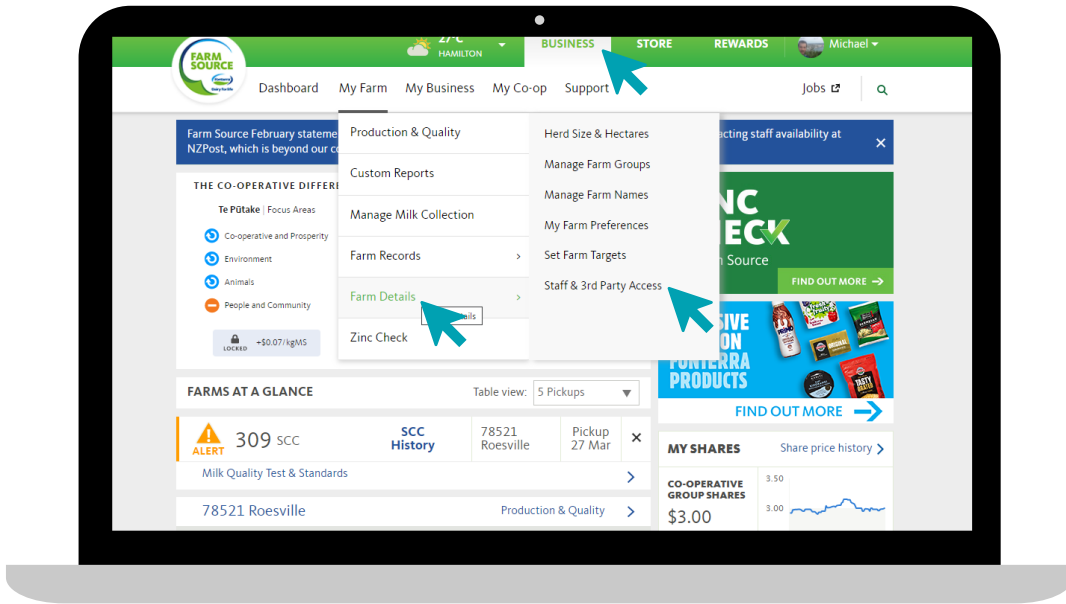
## Step 1: Log in to the Farm Source website

- Go to: <https://nzfarmsource.co.nz/>
- Select the log in button at the top right hand side of the page and enter your Username and Password



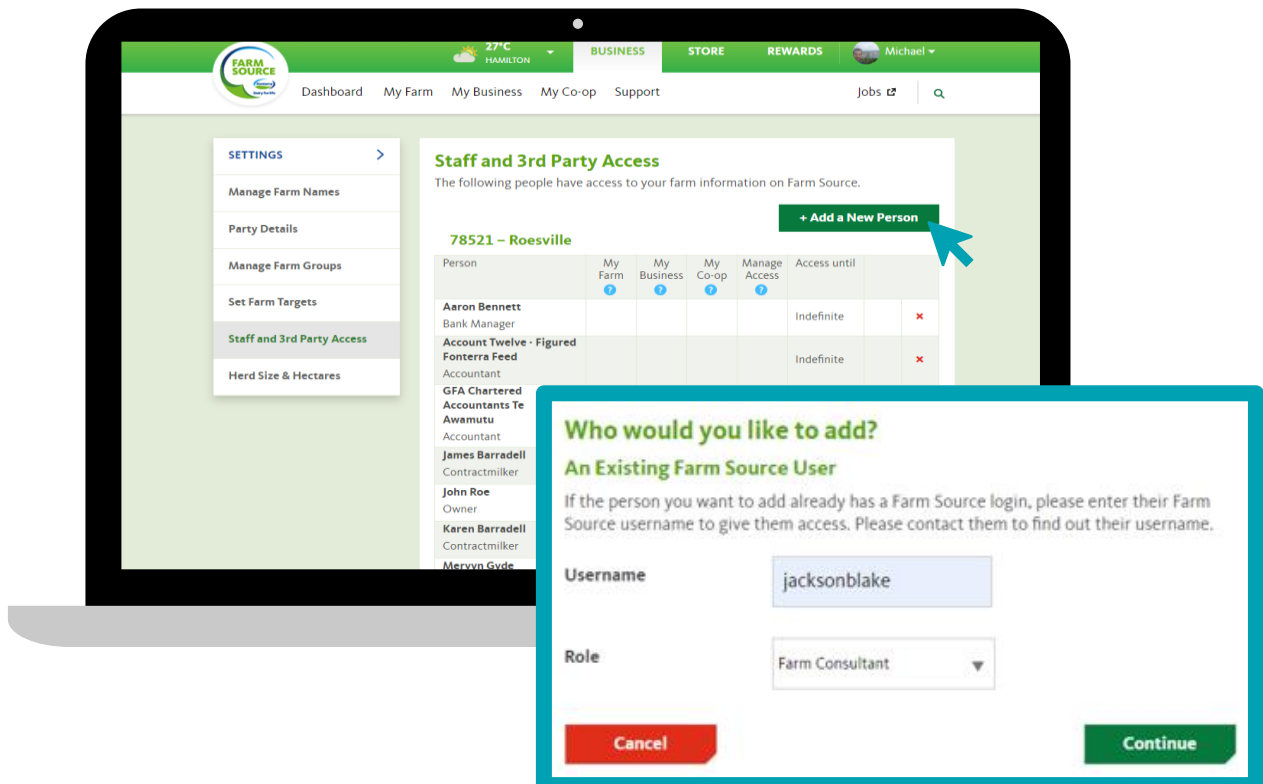
## Step 2: Navigate to the business section

- Select the business section at the top of the page and hover over My Farm
- Then hover over farm details to show the support sections
- Select 'Staff & 3rd Party Access'



### Step 3: Adding an existing user

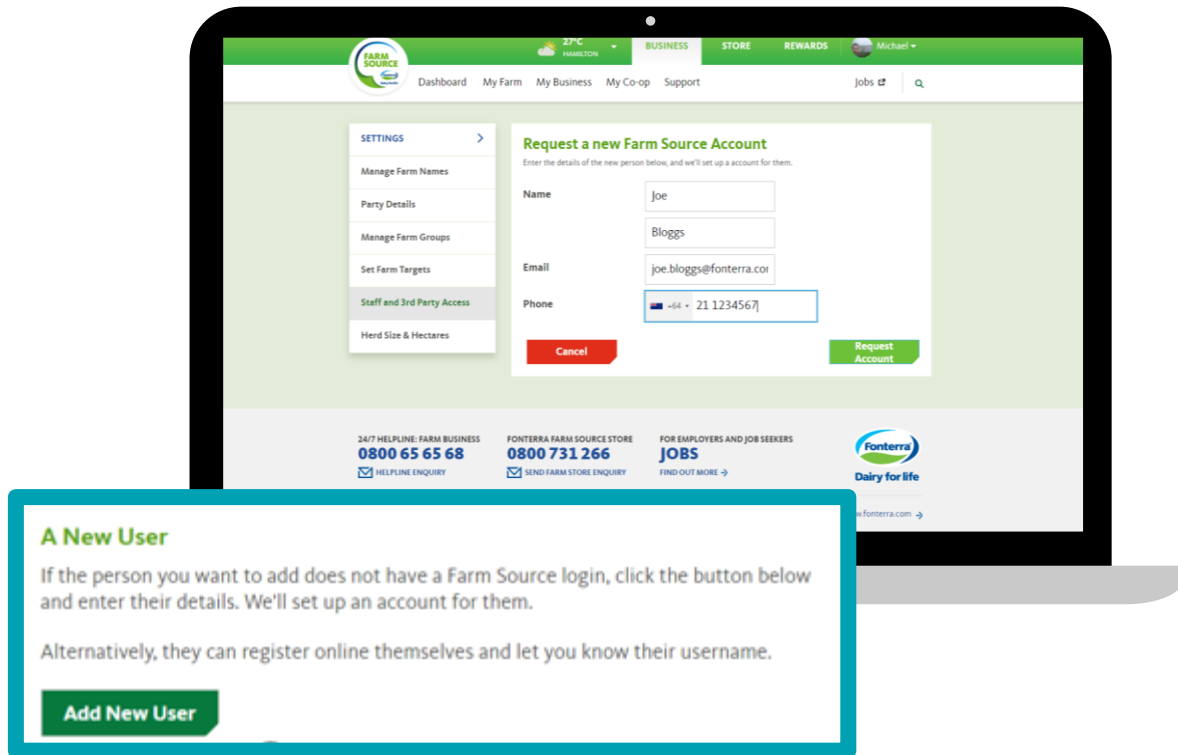
- If the user you are adding already has a log in created, click the green '+add a new person' person button
- Enter the username of the person you wish to add and select their role from the drop-down box. Then click continue



## Step 4: Adding a new user

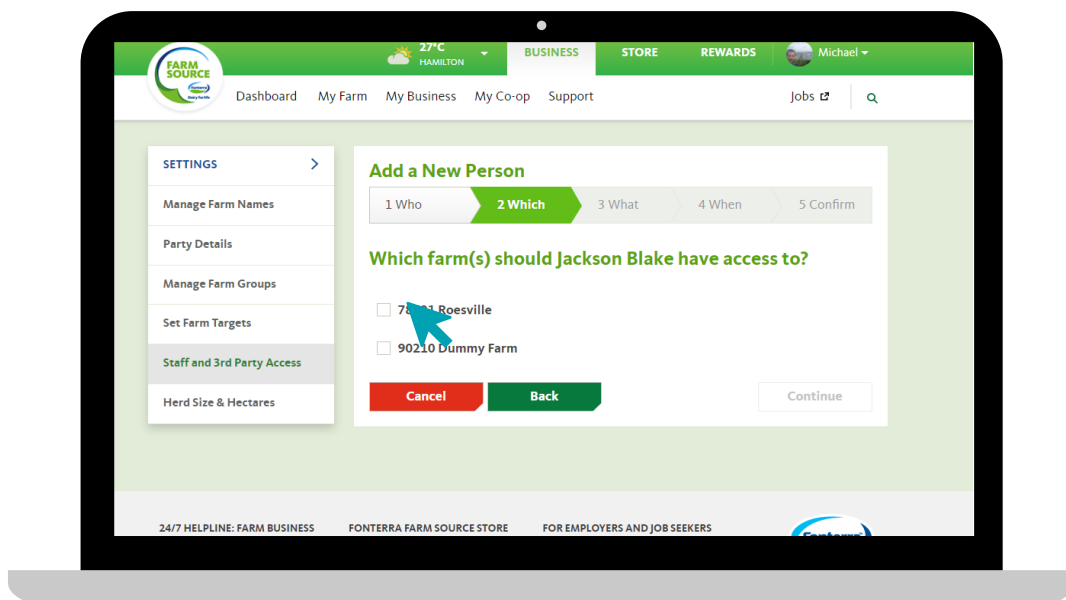


- If the person you wish to add does not have an existing log in, select the 'Add new user' button to request a new farm source account
- You will need their name, email and mobile phone number



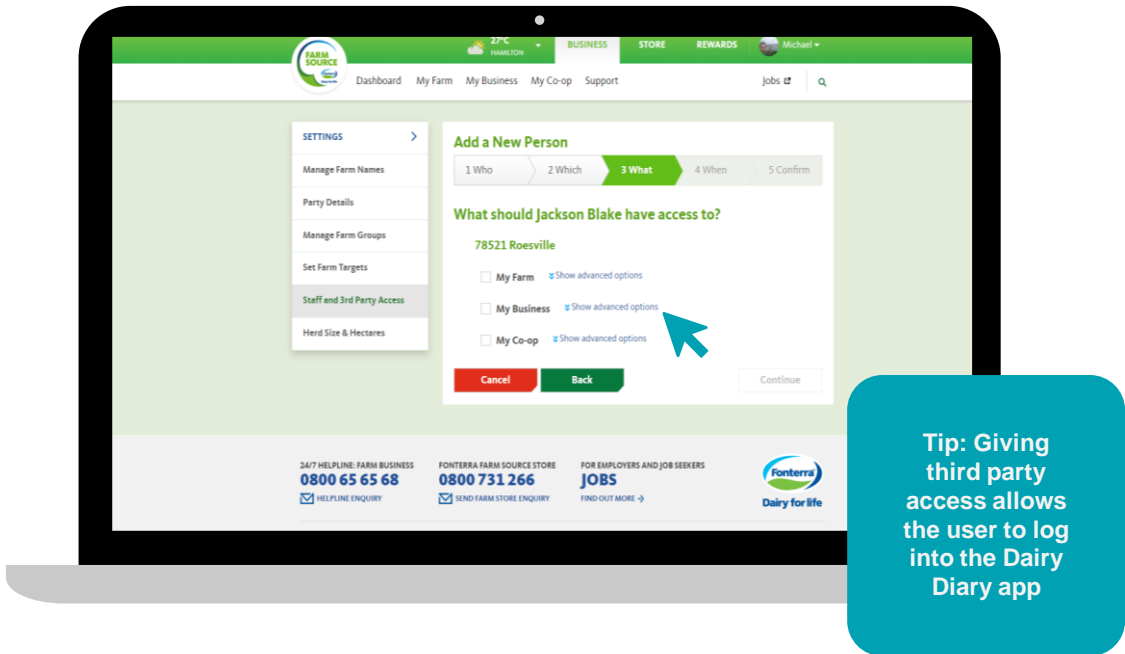
## Step 5: Select the farms

- Select the farm(s) you wish to give access to by ticking the check box and then click continue



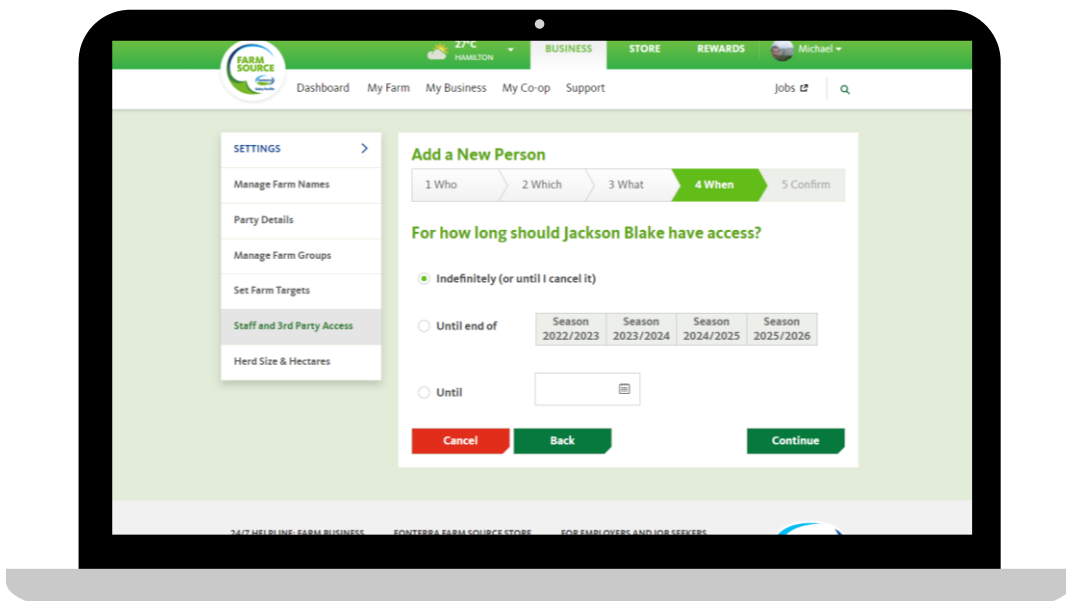
## Step 6: Select the access you want to give

- Select the information you would like to give the user access to. You can click on 'show advanced options' to expand access options. E.g. Under 'My Farm' you can give access to staff to complete food safety practises and procedures or see collection data
- Then click 'Continue'



## Step 7: Select the timeframe

- Select how long you would like the user to have access to your farm
- You can select indefinitely or create your own timeframe or select a specific season(s)
- Then click continue



## Step 6: Confirm your access

- You will then be provided with a summary of what you have given access to
- Once you have confirmed your selection press complete
- Once complete, the user will be added to the farm within 10mins
- They will then be able to use their own log in on the website and dairy diary app to view the farms information

