



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

- a) The username for the user you wish to add
- b) 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

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

FARM		BUSINESS STORE	REWARDS) Login/Register	
		New to	Farm Source? Register as	a <u>New User</u>	
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	LOGIN	NOW			
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Step 2: Navigate to the business section

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

BUSINESS STORE REWARDS Michael Dashboard My Farm My Business My Co-op Support Jobs co Q ce February stateme Production & Quality Herd Size & Hectares Icting staff availability at X hich is beyond our cc Custom Reports Manage Farm Groups Manage Farm Names Icting staff availability at X	BUSINESS STORE REWARDS Michael → p Support Jobs 2 Q Herd Size & Hectares Manage Farm Names My Farm Preferences Set Farm Targets Source
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Step 3: Adding an existing user

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

SETTINGS >	Staff and 3rd	Party	Access							
Manage Farm Names	The following peopl	e have ac	cess to yo	ur farm infor	mation on	Farm Source.				
Party Details	78521 – Roes	ville				+ Add a New	/ Person			
Manage Farm Groups	Person		My / Farm Bus	Ay My iness Co-op	Manage Access	Access until				
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	Accountant James Barradell Contractmiller	And	Existin	g Farm	Source	User				
	John Roe Owner	If the	e persor	you wan	t to add	already has	a Farm S	Source logi	n, pleas	e enter their
	Karen Barradell	Sour	ce useri	name to g	ive then	n access. Pl	ease cont	act them t	o find o	ut their user
	Mervyn Gyde	User	name			jacksonbla	ke			
		Role					0.045			

Step 4: Adding a new user

- a) 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
- b) You will need their name, email and mobile phone number

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	FARM	AMILTON +	BUSINESS STORE R	EWARDS Michael -	
	Dashboard My F	Farm My Business My Co-	op Support	Jobs 🖻 🛛 Q	
	SETTINGS >	Request a new Fa	rm Source Account		
	Manage Farm Names	Enter the details of the new perso	n below, and we'll set up a account for them	L.	
	Party Details	Name	Joe		
	Manage Farm Groups		Bloggs		
	Set Farm Targets	Email	joe.bloggs@fonterra.com		
	Staff and 3rd Party Access	Phone	-64 - 21 1234567		
	Herd Size & Hectares			Request	
		Cancel		Account	
	24/7 HELPLINE: FARM BUSINESS 0800 65 65 68	FONTERRA FARM SOURCE STORE 0800731266	FOR EMPLOYERS AND JOB SEEKER:	5 Fonterra	
	_	_			
A New User				w.fonterra.com ->	
If the person you want to add dog	s not have a Farm (Source login ali	k the button bak		
and enter their details. We'll set u	p an account for th	em.	IN THE DUITON DER		
Alternatively, they can register on	line themselves an	d let you know t	heir username.		
Add New Liser					
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Step 5: Select the farms

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

SOURCE Dashboard My	v Farm Mv Business Mv Co-on Support
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SETTINGS >	Add a New Person
Manage Farm Names	1 Who 2 Which 3 What 4 When 5 Confirm
Party Details	Which farm(s) should Jackson Blake have access to?
Manage Farm Groups	
Set Farm Targets	72 72 Roesville
Staff and 3rd Party Access	90210 Dummy Farm
Herd Size & Hectares	Cancel Back Continue
24/7 USI DUNE, FADA DUCINESS	FONTERRA FARM SOURCE STORE FOR EMPLOYERS AND IOB SEEKERS

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Step 6: Select the access you want to give



- a) 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
- b) Then click 'Continue'

Dashboard My	Farm My Business My Co-op Support Jobs 🖬	٩
SETTINGS > Manage Farm Names Party Details Manage Farm Groups Set Farm Targets Staff and 3rd Party Access Herd Size & Hectares	Add a New Person 1 Who 2 Which 3 What 4 When 5 Confirm Confirm What should Jackson Blake have access to: 7521 Roesville I My Farm 2 Show advanced options I My Corop 2 Show advanced options My Corop 2 Show advanced options Cancel Back	
347 HEPLINE FARM BUSINESS 0800 65 65 68 ∑ HEPLINE ENQUIRE	FORTERRA FARM SOURCE STORE 0800 731.266 JOBS ∑ 15N0 FARM STORE INQURY IRIO OUT MORE -9 Dairy for H	Tip: Giving third party access allows the user to log into the Dairy Diary app

Step 7: Select the timeframe

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

FARM	Amilton +	BUSINESS STORE	REWARDS	Michael -			
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Staff and 3rd Party Access	O Until end of	Season Season 2022/2023 2023/2024	Season 2024/2025 2	Season 025/2026			
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	Cancel	Back		Continue			
24/7 HELDLINE- FADM RUSINESS	CONTERRA FARM SOURCE STORE	FOR EMPLOYERS AND IOR	SEEVERS				

Step 6: Confirm your access



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

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