

Edit SKY User

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Selecting the **Pencil** icon to the right of the User opens the *Edit User* page.

On the *Edit User* page, the *User Name* can be edited and an *Agvance User* associated with the SKY User can be selected using the drop-down menu. Toggle the *User Status* switch to mark a User from *Active* to *Inactive*.

Name*
Anna Admin (SSI)

Email
[Redacted]

Agvance User
1aa X

Salesperson
Blake Arnold - ArnBla X

User Status

Active

Assign Admin privileges for Grower360, Order, and Company Admin using the toggles in the *Permissions* area.

- Grower360 Admin**
Grower360 Admins can manage Grower360 users and settings
- Order Admin**
Order admins can manage settings related to entering orders in SKY
- Company Admin**
Company Admins can manage SKY users and their access to SKY features
- Task Center Admin**
Task Center Admins can manage and assign tasks in the Task Center
- Analytics Author**
Analytics Authors can create, edit, and save custom dashboards within the Company Content folder. If you would like to have Authoring enabled or disabled for this user, please reach out to your SSI Sales representative.

- **Grower360 Admin** – Manage Grower360 Users and settings.
- **Order Admin** – Manage settings related to entering Orders in SKY.
- **Company Admin** – Manage SKY Users and their access to SKY features.

- **Task Center Admin** – Manage and assign tasks in the Task Center.
- **Analytics Author** – Analytics Authors can create, edit, and save custom dashboards within the *Company Content* folder. To have authoring enabled/disabled for a User, reach out to an SSI Sales representative.

Additionally, use the *Features* toggles to turn on or off access to various areas of SKY. The features listed are dependent upon the areas of SKY currently available for the company.

Analytics – This provides access to the SKY Analytics application.

- Analytics
- Accounts Receivable
- Admin
- Agronomy
- Company Content
- Customer
- Energy
- Grain
- Ledger
- Logistics
- Mapping
- Patronage
- Product
- Vendor

- **Accounts Receivable** – This provides access to all Accounts Receivable dashboards.
- **Admin** – This provides access to all admin-related dashboards.
- **Agronomy** – This provides access to all Agronomy dashboards.
- **Company Content** – This provides access to all company-specific content, including custom-built dashboards.
- **Customer** – This provides access to all dashboards under the *Customer* menu of Analytics, include A/R, Grain, and Sales dashboards.
- **Energy** – This provides access to all Energy dashboards.
- **Grain** – This provides access to all Grain dashboards.
- **Ledger** – This provides access to all dashboards under the *Ledger* menu of Analytics, which includes the

Income Statement Analysis and Balance Sheet Analysis.

- **Logistics** – This provides access to all dashboards under the *Logistics* menu of Analytics. This includes reports on Agronomy operations.
- **Mapping** – This provides access to all Mapping dashboards.
- **Patronage** – This provides access to all Patronage dashboards.
- **Product** – This provides access to all dashboards under the *Product* menu of Analytics. This includes dashboards such as Inventory Adjustment List, Product Cost Variance, and Dormant Product.
- **Vendor** – This provides access to all dashboards under the Vendor menu of Analytics, which includes A/P related reports.

Customer – Toggling this on provides access to the SKY Customer application.

- Customer
- Edit Customer Information
- Enter Payments
- View Attachments

- **Edit Customer Information** – This option gives the ability to edit Customer account information on the [Overview](#) tab.
- **Enter Payments** – When this option is toggled on, the User will be allowed to take payments via SKY Customer. For more information on taking payments in Sky Customer, see [here](#).
- **View Attachments** – With this toggle on, the *Attachments* tab will be available in SKY Customer.

Dispatch – This provides access to the SKY Dispatch application.

- Dispatch
- Company Settings
- View Only

- **Company Settings** – Toggling this on allows Users access to the *Company Settings* menu in SKY Dispatch where Priorities, Integrations, Applicators, and Delivery Drivers can be set up.
- **View Only** – Enabling this toggle prevents the User from making any modifications in Dispatch. For more information, see [here](#).

Ledger – This provides access to the SKY Ledger application.

Ledger

Add/Edit Journal Entry

- **Add/Edit Journal Entry** – This option allows Users to add or edit Journal Entries in SKY Ledger.

Order – This provides access to the SKY Order application.

Order

Add/Edit Templates

Blends

Bookings

Deliveries

Plans

Sales Orders

Work Orders

- **Add/Edit Templates** – Toggling this option on gives the ability to add and edit Templates in SKY Order. More information on Templates can be found [here](#).
- **Blends** – Toggling this on allows access to view and create Blend Tickets in SKY Order. For more information on creating Blend Tickets, see [Blends](#).
- **Bookings** – Toggling this on allows access to view and create Bookings in SKY Order. For more information on creating Bookings, see [Bookings](#).
- **Deliveries** – Toggling this on allows access to view and create Delivery Tickets in SKY Order. For more information on creating Delivery Tickets, see [Deliveries](#).
- **Plans** – Toggling this on allows access to view and create Plans in SKY Order. For more information on creating Plans, see [Plans](#).
- **Sales Orders** – Toggling this on allows access to view and create Sales Orders in SKY Order. For more information on creating Sales Orders, see [Sales Orders](#).
- **Work Orders** – Toggling this on allows access to view and create Work Orders in SKY Order. For more information on creating Work Orders, see [Work Orders](#).

Vendor – This option gives access to the Vendor app in SKY.

Vendor

Add/Edit AP Bills

Add/Edit AP Payments

Add/Edit AP Purchase Orders

Add/Edit Vendors

- **Add/Edit AP Bills** – This gives the ability to add and edit AP Bills in SKY Vendor.
- **Add/Edit AP Payments** – This gives the ability to add and edit AP Payments in SKY Vendor.
- **Add/Edit AP Purchase Orders** – This gives the ability to add and edit AP Purchase Orders in SKY Vendor.
- **Add/Edit Vendors** – This gives the ability to add and edit Vendors in SKY Vendor.