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*.

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

- **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.
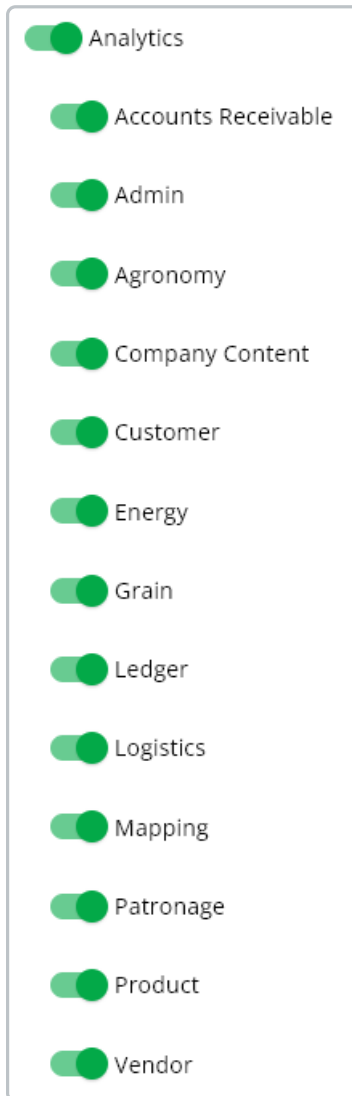- **Analytics Author** – Analytics Authors can create, edit, and save custom dashboards within the *Company Content* folder. To have authoring enabled/disabled for a user, reach out to an SSI Sales representative.

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.

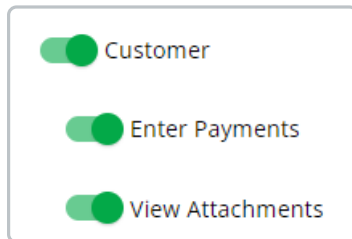**Analytics** – This provides access to the SKY Analytics application.

- **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,
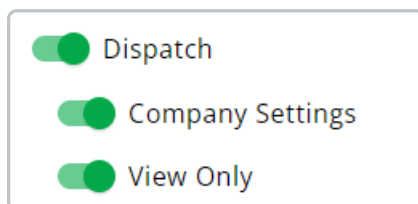
and Sales dashboards.

- **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.

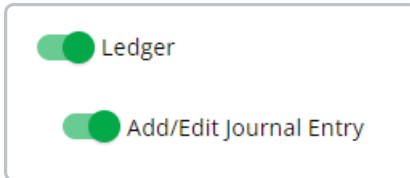**Customer** – Toggling this to *On* provides access to the SKY Customer application.

- **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.

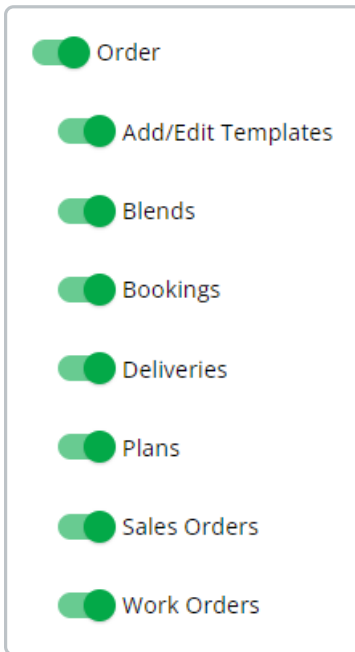**Dispatch** – This provides access to the SKY Dispatch application.

- **Company Settings** – Toggling this to *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.

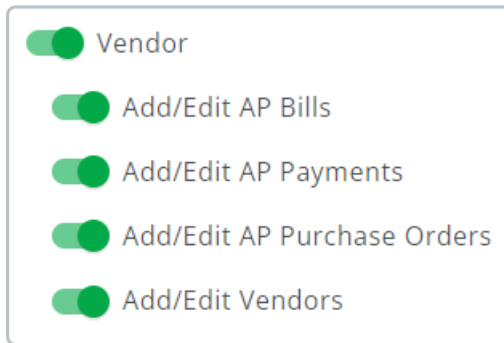**Ledger** – This provides access to the SKY Ledger application.

- **Add/Edit Journal Entry Order** – This option allows users to add or edit journal entries in SKY Ledger.

Order – This provides access to the SKY Order application.

- **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 to *On* allows access to view and create Blend Tickets in SKY Order. For more information on creating Blend Tickets, see Blends.
- **Bookings** – Toggling this to *On* allows access to view and create Bookings in SKY Order. For more information on creating Bookings, see Bookings.
- **Deliveries** – Toggling this to *On* allows access to view and create Delivery Tickets in SKY Order. For more information on creating Delivery Tickets, see Deliveries.
- **Plans** – Toggling this to *On* allows access to view and create Plans in SKY Order. For more information on creating Plans, see Plans.
- **Sales Orders** – Toggling this to *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 to *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.

- **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.