

Users and Roles - Agvance SKY Admin

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Agvance SKY Users

Agvance SKY Users can be found on the *Users & Roles* page in Agvance SKY Admin. The interactive grid operates much like an Excel spreadsheet. More information on the grid's functionality can be found [here](#).

Use the *Search* or **Filters** button by the *User* drop-down in the top right to narrow down the list displayed. All Users can be downloaded as a CSV file by selecting **Download Full User List**.

Action buttons are also available to **Edit**, **Reset Password**, or **Disable MFA** if multi-factor authentication has been enabled.

Note: 500 Users are loaded at a time. Search or use the filters to narrow results.

Agvance sky

Company Admin

Anna Admin (SSI)

Users & Roles

Grower 360

Task Center

Dispatch

Order

SKY Payments

Consumer Portal

Vendor

SSO

Users & Roles

UsersRoles

Search...

Change Role

Download Full User List

10

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Export

	User Name	Email	Role	User Status	MFA Enabled	Edit	Reset Password	Disable MFA
☐	Filter	Filter	Filter	Filter	Filter			
☐	Jane Example	john@example.com	Controller 1	Active	No	Edit	Reset Password	Disable MFA
☐	Joe Example	john@example.com	Admin	Active	No	Edit	Reset Password	Disable MFA

To change Roles for multiple Users at one time to the same Role, check the applicable Users, then choose **Change Role** in the upper right.

Note: Users selected must be either all full Users or all app only Users.

Users & Roles

Users Roles

Search...

1 0 Export ...

	User Name	Email	Role	User Status	MFA Enabled	Edit	Reset Password	Disable MFA
☒	Jane Example	jane@example.com	Controller 1	Active	No	Edit	Reset Password	Disable MFA
☒	Joe Example	joe@example.com	Admin	Active	No	Edit	Reset Password	Disable MFA

Change Role

Download Full User List

Change Role of 2 SKY Users

Role: Executive

Start typing, or select from list

View Changes

- Jane Example | Controller 1 → Executive
- Joe Example | Admin → Executive

Cancel Change Role

Edit User

When editing an Agvance SKY User, optionally change their:

- Name
- Email (only if SSO is enabled)
- Agvance User
- Salesperson

Edit User

Further Setup Required for SKY Mapping Users

Settings in Company Admin will allow the SKY Mapping module visibility to be changed on the Agvance SKY homepage. Contact SSI to finalize the activation/deactivation of users.

Edit Jane Example

Name* Jane Example

Email jane@example.com

Agvance User JE

Salesperson Ned Turner - TurNed

☒ User is Active ☐ App Only

Additionally, Users can be inactivated by unchecking the *User is Active* checkbox. If inactive Users need reactivated, please contact SSI.

The *App Only* checkbox is information-only. If checked, this indicates the User only has access to the mobile apps. If unchecked, the User is a full User with access to the Agvance SKY modules. The Roles available in the drop-down will be filtered based on the User type.

Admin Privileges

Assign admin privileges for Grower360, Order, Company Admin, and the Task Center. To enable/disable Analytics Author for a User, reach out to an SSI Sales representative. Choose the appropriate *Role* from the drop-down.

Admin Privileges

- ☒ **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.

Role

Role *

Controller 1

×

Cancel

Save User

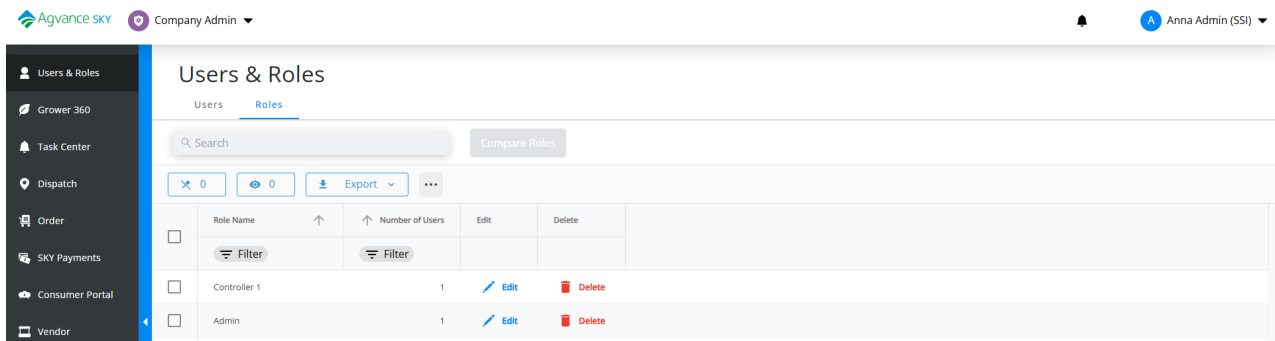
Roles are managed under *Users & Roles* in Agvance SKY Admin on the *Roles* tab and group Users based on permissions.

View/Manage Roles

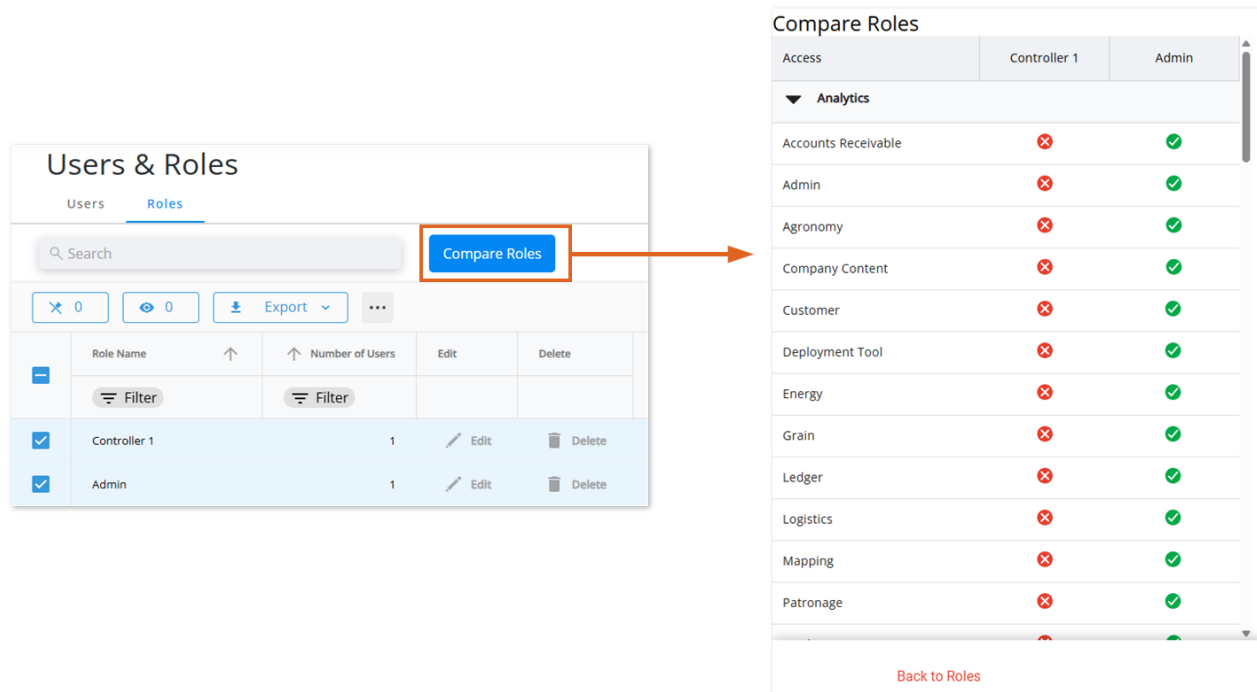
Current Roles are displayed in an interactive grid that operates much like an Excel spreadsheet. More information on the grid's functionality can be found [here](#).

Use the *Search* or **Filters** button by the *User* drop-down in the top right to narrow down the list displayed.

Action buttons are also available to **Edit** or **Delete** existing Roles.



Selecting the checkbox for two or more Roles enables the **Compare Roles** button to compare permissions.



Adding Roles

To add a Role, choose the **+ Add Role** button in the lower right.

1. A *Role Name* is required.

Role Name

Role *

Accounting Clerk [Start With Role](#)

☐ App Only Role

Access to SKY Features

[Expand/Collapse](#)

☒ Analytics ▼

☒ Customer ▲

[Tag All Visible](#)

☐ Edit Customer Information

☐ Edit Field Information

☒ Enter Payments

☒ View Attachments

[Cancel](#) [Save Role](#)

2. If a Role already exists with similar permissions, choose **Start With Role** to duplicate those permissions, and then make small edits from there.
3. If the Role is for mobile apps only, check the *App Only Role* option. With this checked, the only options available in the *Access to SKY Features* will be the Agvance SKY mobile apps (Agvance Ops and Inform).

Role Name

Role *

App Only [Start With Role](#)

☒ App Only Role

Access to SKY Features

☒ Agvance Ops

☒ Inform

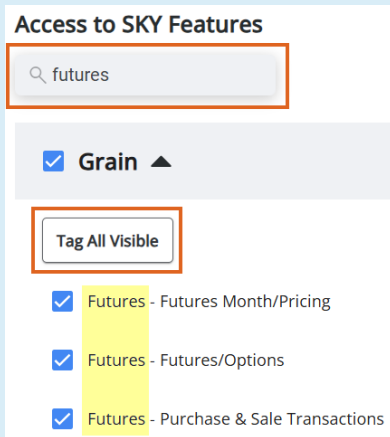
[Cancel](#) [Save Role](#)

4. Enable applicable *Access to SKY Features*.
 - Each Agvance SKY module can be expanded/collapsed individually with the **Arrow** or with the **Expand/Collapse** button.
 - Once an Agvance SKY module is activated, specific permissions within can be enabled. Check specific permissions individually, or use the **Tag All Visible** button to tag all permissions currently listed.
5. Choose **Save Role**.

When enabling Agvance SKY module-specific permissions, use the *Search Permissions* field to narrow down the list, then choose **Tag All Visible** to include only those permissions.

Example

Searching *Inbound* shows only those inbound permissions in the Grain module. Choosing **Tag All Visible** will only tag those permissions, preventing the need to locate and tag individually.



Permission Definitions

Analytics

Enabling permissions within *Analytics* provides access to the respective [categories](#) within Agvance SKY Analytics as well as the [Report Writer](#).

Customer

- **Edit Customer Information** – Allow editing Customer account information on the *Overview* tab.
- **Edit Field Information** – Allow editing *Field Descriptions* and *Billing Splits* as well as inactivate Fields.
- **Enter Payments** – Allow Users to take payments in Agvance SKY Customer.
- **View Attachments** – This makes the *Attachments* tab available in Agvance SKY Customer on the *Overview* page.

Dispatch

- **Company Settings** – Give Users access to the *Company Settings* menu in Agvance SKY Dispatch where Priorities, Integrations, Applicators, and Delivery Drivers can be set up.
- **View Only** – This prevents the User from making any modifications in Agvance SKY Dispatch.

Energy

These permissions allow Users to:

- Add/Edit/Delete [Product Delivery Orders](#)
- Add/Edit/Delete [Tanks](#)

Grain

Permissions within *Grain* control access to certain areas of the module. These areas include:

- [Futures](#)
- [Inbound](#)
- [Outbound](#)

Ledger

Allow Users to add or edit [Journal Entries](#) in Agvance SKY Ledger.

Order

These permissions control access to creating and viewing transactions/templates within Agvance SKY Order.

- [Add/Edit Templates](#)
- [Blends](#)
- [Bookings](#)
- [Deliveries](#)
- [Plans](#)
- [Sales Orders](#)
- [Utilities - Blending Product Set Management](#)
- [Work Orders](#)

Product

Permissions here allow Users to:

- Add/Edit [Products](#)
- Add [Purchase Receipts](#)
- Utilize the [Forecasting Tool](#)

Vendor

Permissions here allow Users to add or edit:

- [AP Bills](#)

- [AP Payments](#)
- [AP Purchase Orders](#)
- [Vendors](#)