



Application Users

2024-04-15

Menu: Admin → Application Users

Pure Harvest supports setting up unique logins for individual employees. Each user can be assigned a security level which controls what screens are accessible.

The Application Users page lists all the users that are currently setup in the system, and when each user last logged in. Users can be edited or created by either clicking the user name or the [Create New User] link.

Click the user name to edit user or reset password.

allgrol	ADMIN	Admin	Nov 07, 2018
bobtreu	BOBT	Admin	Jul 01, 2021
ph.admin	[PH]	Admin	02/15 12:04

[\[Create New User\]](#)

You can create a new user with this form. The Edit User form looks the same except for the button.

* User name

* Initials

Password [\[show\]](#)

First Name

Last Name

Email

Security Level [\[What's This?\]](#)

Each Application user requires a username, password, initials, and security level.

- Username - Required - Must be unique and should not have any spaces or special characters (@!#" etc) User name is case-insensitive ("DEMO" and "demo" could not be setup as different users)
- Initials - Required - should be different for each employee (can be up to 6 letters), since the Initials are often used to indicate who did what (purity tests, germ counts, etc)

- Password - Required - Pure Harvest does not currently have any requirements for password complexity (i.e “must have numbers, capitals, special characters”) but: Passwords should be long/complex enough so that is not easily guessed.

Passwords are case-sensitive (if user was setup with password “PASSWORD”, login will fail if they enter “password”) Do not use “Password” as your password (or any variation).

- First & Last Name - Optional - Name of the Employee for this user.
- Email - Optional - Email address of the employee for this user, used to recover password.
- Security Level - What level of access should this user have - Defaults to the the lowest (Staff - Level 3)

There are 3 different security levels for Pure Harvest: Admin, Billing, and Staff.

- Level 1 - Admin: This user has access to all menus/screens.
- Level 2 - Billing - This user has access to everything except screens under the “Admin” menu
- Level 3 - Staff - This user has access to everything except screens under the “Admin” & “Billing” menus. Staff will still have access to the Billing tabs of other screens, like the one on the Samples page, just not the main Billing pages. By Default all applications users will be setup with a security level of “Staff (3)”

Deleting Users

You can delete a user by clicking on their User Name to go into the Edit screen. From there click on the [Delete User] link.

Signatures

You can provide a signature for each user. The signature should be a jpg file with the image size kept as a tight border around the signature. (one example I reviewed is 550 by 130 px). This will prevent the signature from being distorted in the report.

Upload Signature Image

Current Image: [None]

Choose New Image: No file chosen