Edit SKY User

Last Modified on 08/28/2025 11:20 am CDT

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

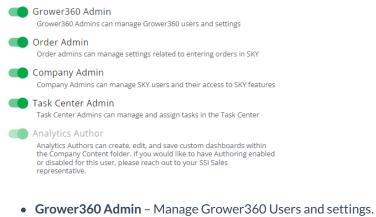
On the *Edit User* page, the *User Name* can be edited and an *Agvance User* associated with the SKY User can be selected using the drop-down menu. Toggle the *User Status* switch to mark a User from *Active* to *Inactive*.

Name*	
Anna Admin (SSI)	
Email	
Agvance User	
1aa	\times
Salesperson	
Blake Arnold - ArnBla	\times

User Status

🔵 Active

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



- 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 enable/disable authoring for a User, reach out to an SSI Sales representative.

Additionally, use the *Features* toggles to turn access on or off 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 on provides access to the SKY Customer application.





🔵 Enter Payments

- 🜔 View Attachments
- Edit Customer Information This option gives the ability to edit Customer account information on the *Overview* tab.
- Edit Field Information This option gives the ability to edit *Field Descriptions* and *Billing Splits* as well as inactivate Fields. See Fields SKY Customer for more information.
- 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.





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.

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



• Add/Edit Tank - Toggling this on allows Users permission to Add/Edit Tanks in SKY Energy.

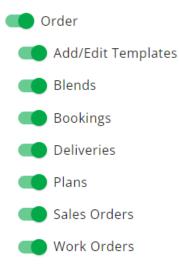
Ledger – This provides access to the SKY Ledger application.



🜔 Add/Edit Journal Entry

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

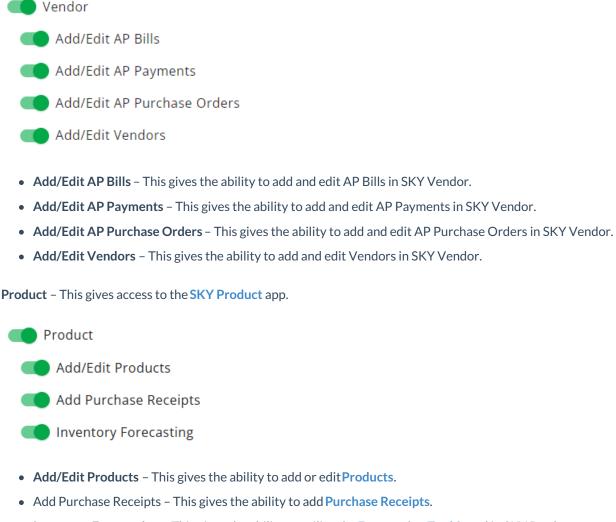
Order – This provides access to the SKY Order application.



- 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 SKY Vendor app.



• Inventory Forecasting – This gives the ability to utilize the Forecasting Tool found in SKY Product.

Grain – This gives access to the SKY Grain app.



- Futures This gives access to the Futures menu in SKY Grain.
 - Futures/Options This gives the ability to view and add Futures and Options Contracts in SKY Grain.
 - Purchase & Sale Transactions This gives the ability to view and add Purchase and Sales Transactions.
 - Futures Month / Pricing This gives the ability to view and add rows to the Futures Month Pricing grid.