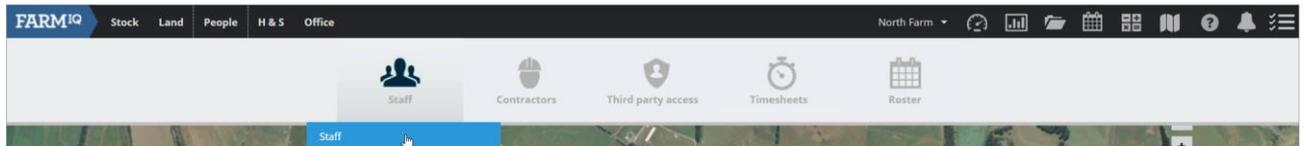




Adding staff to the farm

In this video you will learn how to add staff to FarmIQ.

Adding staff to the system allows you to assign them tasks, keep track of qualifications and competencies, and give staff their own login to your farm in FarmIQ.



Click **People > Staff** and **Staff**.

Staff					
Name	Phone	Email	Position	Status	
Nic Jones	01 123 4567	nic.jones@notreal.com	General Hand/General Farmhand	Active	 
Nicky North FARMIQ (This is you)	12 345 6789	nicky.north@notreal.com	Farm Manager	Active	 
Sam Clarke FARMIQ	021 123 4567	sam.clarke@notreal.com	Stock Manager	Active	 

Click **Add new**.



Add Staff Member

General details	<p>Staff details</p> <p>First name * <input type="text" value="Kelly"/> Last name * <input type="text" value="Casey"/></p> <p>Access details</p> <p><input type="checkbox"/> Allow this person to access North Farm in FarmIQ</p> <p>Contact details</p> <p>Email address <input type="text"/> Land line <input type="text"/> Mobile <input type="text"/></p> <p>Emergency contact details</p> <p>Full name <input type="text"/> Relationship to person <input type="text"/> Contact <input type="text"/></p>
Employment details	
Training, qualifications & competencies	
Emergency responsibilities	
Private details	

Enter their details. If you require them to have access to FarmIQ, then select **Allow this person to access your farm in FarmIQ**.

Add Staff Member

General details	<p>Staff details</p> <p>First name * <input type="text" value="Kelly"/> Last name * <input type="text" value="Casey"/></p> <p>Access details</p> <p><input checked="" type="checkbox"/> Allow this person to access North Farm in FarmIQ</p> <p>What type of access should the person have?</p> <p><input type="text" value="Select ..."/> <input checked="" type="checkbox"/> Access application offline?</p> <ul style="list-style-type: none"> Select ... Environment Consultant Farm Admin (Full) Farm Admin (Office) Farm Manager Farm Owner Farm Owner - Absentee FarmIQ Business Manager (Farm) Farmlands Farm Manager Farmlands Store Manager Land Manager (PICL) Map - Restricted Silver Fern Farmer Stock Manager (PICA) View Farm <p>Mobile <input type="text"/></p> <p>Contact <input type="text"/></p>
Employment details	
Training, qualifications & competencies	
Emergency responsibilities	
Private details	

Select the level of access you want them to have from the drop-down list.



Add Staff Member

General details	Staff details First name * <input type="text" value="Kelly"/> Last name * <input type="text" value="Casey"/>
Employment details	Access details <input checked="" type="checkbox"/> Allow this person to access North Farm in FarmIQ What type of access should the person have? <input type="text" value="Farm Admin (Full)"/> <input checked="" type="checkbox"/> Access application offline?
Training, qualifications & competencies	Contact details Email address <input type="text" value="kellyc@notreal.com"/> Land line <input type="text" value="01 123 4567"/> Mobile <input type="text"/>
Emergency responsibilities	Emergency contact details Full name <input type="text" value="Stacey Casey"/> Relationship to person <input type="text" value="Mother"/> Contact <input type="text" value="021 123 4567"/>
Private details	

Enter their contact details.

Ensure to include an email address if you are giving your staff member access to FarmIQ.

Add Staff Member

General details	Position details Farm position <input type="text" value="Farm Assistant"/> <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time Start date <input type="text" value="30-8-2018"/> End date <input type="text"/> Employee number <input type="text"/>		
Employment details	Contracted hours per week <input type="text"/>		
Training, qualifications & competencies	Roster schedules <table border="1"><tr><td>Schedule one Days on <input type="text"/> Days off <input type="text"/></td><td>Schedule two Days on <input type="text"/> Days off <input type="text"/></td></tr></table>	Schedule one Days on <input type="text"/> Days off <input type="text"/>	Schedule two Days on <input type="text"/> Days off <input type="text"/>
Schedule one Days on <input type="text"/> Days off <input type="text"/>	Schedule two Days on <input type="text"/> Days off <input type="text"/>		
Emergency responsibilities			
Private details			

Enter their on-farm title and their start date.

If the staff member leaves, return here to enter their end date.



Add Staff Member

General details ● On track ● At risk ● Off track

Employment details

Training, qualifications & competencies

Emergency responsibilities

Private details

Training and qualifications + Add training or qualification

● **First Aid Certificate** ⌵
 Certificate no:
 Finished 28 Aug 2018 | Expires 28 Aug 2020

Competencies + Add a competency

● **Chainsaw Use** ⌵

Cancel Save

For each individual staff member, you can add specific qualifications such as Degrees, or details of completed courses such as first aid trainings.

Competencies refer to on farm trainings and skills the staff member has, and that you have signed off on, such as chainsaw use.

Add Staff Member

General details

Employment details

Training, qualifications & competencies

Emergency responsibilities

Private details

Emergency responsibilities

Trained in CPR? Yes No

Fire warden? Yes No

Chief fire warden? Yes No

Trained in first aid? Yes No

Certified handler hazardous substances? Yes No

Cancel Save

Complete the details here if this staff member has specific responsibilities in your emergency management plan.

Once all the details are entered, click **Save**.

You have now learnt how to add staff to FarmIQ.