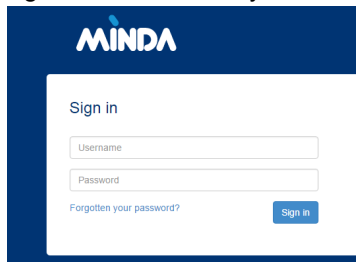


## How to allow your FarmWise Consultant to access your farm for Farm Reporting

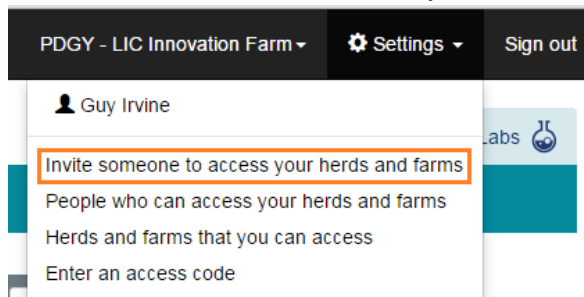
For your FarmWise consultant to access your Farm Reporting data they need to be able to access your farm(s) from their MINDA account. Outlined below are steps to invite you consultant to access your farm(s) in MINDA

*You will need: an email address for FarmWise consultant*

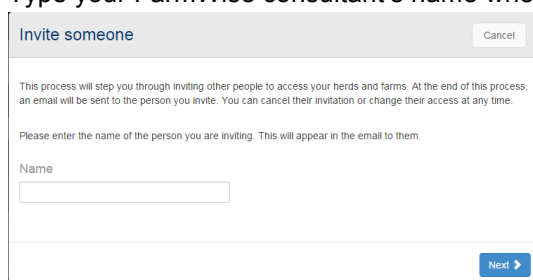
1. Sign in to MINDA on your web browser – <http://www.minda.co.nz>

The image shows the MINDA sign-in interface. It features a dark blue header with the MINDA logo. Below the header is a white sign-in box with the title "Sign in". Inside the box, there are two input fields: "Username" and "Password". Below these fields is a link that says "Forgotten your password?". To the right of the input fields is a blue "Sign in" button.

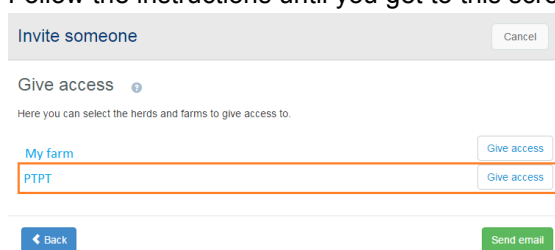
2. Click on "settings" at the top right of the screen
3. Click on "Invite someone to access your herds and farms"

The image shows a user menu in the MINDA application. At the top, there is a dark blue bar with the text "PDGY - LIC Innovation Farm", a gear icon for "Settings", and a "Sign out" button. Below this bar, the user's name "Guy Irvine" is displayed next to a profile icon. A dropdown menu is open, showing several options. The option "Invite someone to access your herds and farms" is highlighted with an orange border. Other options include "People who can access your herds and farms", "Herds and farms that you can access", and "Enter an access code".

4. Type your FarmWise consultant's name when MINDA asks for it

The image shows the "Invite someone" screen in the MINDA application. It has a light gray header with the title "Invite someone" and a "Cancel" button. Below the header, there is a paragraph of text explaining the process: "This process will step you through inviting other people to access your herds and farms. At the end of this process, an email will be sent to the person you invite. You can cancel their invitation or change their access at any time." Below this text is a prompt: "Please enter the name of the person you are inviting. This will appear in the email to them." There is a "Name" label and an input field. At the bottom right, there is a blue "Next" button with a right arrow.

5. Follow the instructions until you get to this screen

The image shows the "Give access" screen in the MINDA application. It has a light gray header with the title "Give access" and a "Cancel" button. Below the header, there is a paragraph of text: "Here you can select the herds and farms to give access to." Below this text, there is a list of items. The first item is "My farm" with a "Give access" button next to it. The second item is "PTPT" with a "Give access" button next to it. The "PTPT" item is highlighted with an orange border. At the bottom left, there is a blue "Back" button. At the bottom right, there is a green "Send email" button.

6. Click the “give access” button next to your herd’s participant code. If you have more than one herd, make sure it is the herd(s) you will be using the Farm Reporting tool with
7. Check the list of permissions. Is there is anything you don’t want your consultant to be able to do, click “no” next to that permission

**Invite someone** Cancel

**Give access** ⓘ

Here you can select the herds and farms to give access to.

[My farm](#) Give access

[PTPT](#) Revoke access

View herd details	<span>Yes</span>	<span>No</span>
Events: Record animal events	<span>Yes</span>	<span>No</span>
Events: View animal events	<span>Yes</span>	<span>No</span>
Events: Edit animal events	<span>Yes</span>	<span>No</span>
MINDA Milk: Download Member Services reports and view herd	<span>Yes</span>	<span>No</span>
MINDA Health: View health information	<span>Yes</span>	<span>No</span>
MINDA Health: Modify health information	<span>Yes</span>	<span>No</span>
MINDA Weights: View weights information	<span>Yes</span>	<span>No</span>
MINDA Reproduction: View Reproduction data	<span>Yes</span>	<span>No</span>
Protrack: Information and settings	<span>Yes</span>	<span>No</span>

Back Send email

8. Click “send email” to send the invitation to your consultant
9. Let your consultant know so they can check their email and follow the instructions to accept the invitation