

Managing your User List

We recommend running your User List on a regular basis to verify that all information is still correct. For example, is a user no longer employed with your company? Has their job description changed? Has there been a change to the sites they need access to?

If you find changes that need to be made, please email these changes to us at support@metafarms.com.

Please note that users are never deleted in our system for historical purposes. We do inactivate them. They will still show up on your User List but the Active checkbox will be blank.

Rockys Hogs	Sow	Feed	Feed Management	Finish	Sales	Finance	Assurance	Analytics	Security	Help	Change Company
Change Compar	Sow ★ Sheet Review ☆ Sow Card Data Entry ★ Sow Data Entry ☆ Sow Sheet Event Entry ☆ Create Movement for Unassigned Events ☆ Unposted Sheets ☆ Weekly Sow Herd Adjustment ★ Sow Search ☆ Review Mobile Events	Animal Movements ☆ Create a Movement ☆ Movements Search	Boar ☆ Boar Sheet Event Entry ☆ Boar Individual Event Entry ☆ Boar Search ☆ Semen Batch Entry	WorkFlow ☆ Ingredient Price ☆ Ingredient Usage ☆ Group Plan	Imports ☆ Sow Target Upload	ESF ☆ Sow ESF Interface					
	<div> <div>Reports</div> <div>Setup</div> </div>										
	Attributes ☆ Genetic Levels ☆ Genetic Lines - Boar ☆ Genetic Lines - Sow ☆ Gilt Cohort Age ☆ PODs ☆ Breed Techs ☆ Semen Batch Source ☆ Sow Comments ☆ Sow Flags ☆ Found Open Reasons ☆ Sow Herd Parity Goals ☆ Sow Piglet Death Reasons* ☆ Sow Removal Reasons* ☆ Sow Watch Reasons ☆ Sows To Be Culled*	Health Attributes ☆ Health Challenge ☆ Sow Condition Scores ☆ Sow Treatment Medications ☆ Treatment Reasons ☆ Treatment Routes	Company Attributes ☆ Producer/Site/Barns* ☆ Crate Entry ☆ Stall Entry ☆ Production Calendar* ☆ Company Defaults ☆ Event Codes* ☆ Personnel Setup ☆ Assign Personnel ☆ Site Defaults ☆ Units of Measure ☆ Production Types - Barn* ☆ Production Types - Site* ☆ Barn Report ☆ Event Codes List ☆ User List	Targets ☆ Repeat Targets							

Your company name will default into the Company field.

You can run the report for just Active or All users by using the Active User Only dropdown.

Report Layout will default to MetaFarms Summary. This will include all information except email addresses. If you wish to see user emails, change this to MetaFarms Full.

User List

Company: Sunrise Farms ▼

Active Users Only: No ▼

Report Layout: (MetaFarms Summary) ▼

Run Report

Schedule Report

Email: (Select...) ▼ Email Report

The report will open in Excel. You will see each user along with the following information:

Login Name. Passwords are not shown for security purposes but if the user has an email address under User Email, they will be able to use the Forgot Password function off the login page.

Super User – this is a delegated user within your company that has additional privileges of editing Event Codes, assigning Sites to Mortality App users, and changing some company defaults. Super Users are trained on these items when they are given this type of access.

Thousand Day – this designates that the user will see Thousand Day dates instead of Calendar dates when they log in.

Allow User to Reopen a Group – Give the ability for the user to reopen groups when necessary.

Active – is the user currently Active or Inactive.

Security Groups – each user will show what Security Groups they have access to.