

Access & User Management

BMS 12.0 Manual

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Add & Deactivate System User

Users with the appropriate permissions will see the Site Admin button within the top blue banner. If you do not see this button and need to add new user, please contact your site administrator.

- Select Site Admin button.



The screenshot shows the top navigation bar with the USFS MOCKUP logo, a 'Site Admin' button, an 'Add A Program' button, and a user profile dropdown for 'admin'. Below the navigation bar is the 'PROGRAMS' section, which includes a table with columns for PROGRAM NAME, CROP, and LAUNCH. The table lists four programs: USASK Lentil, USASK Tutorial, Grass, and USFS Mockup. The USFS Mockup program is highlighted in green.

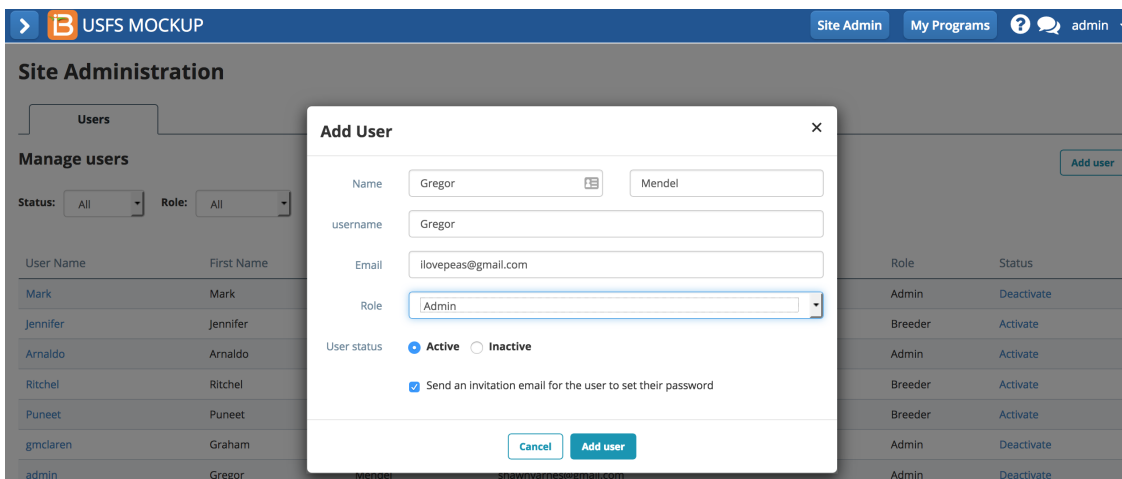
PROGRAM NAME	CROP	LAUNCH
USASK Lentil	Lentil	
USASK Tutorial	Tutorial6	
Grass	Brachiaria	
USFS Mockup	Tutorial5	

Roles

A few roles are established by default, but these are customizable at the time of installation. See your site administrator for more information about the permissions assigned each role on your installation.

Default Roles

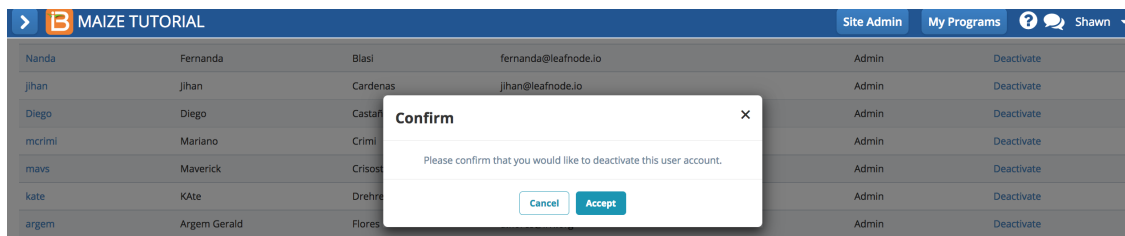
- Super Admin: Has complete access to entire system
 - Admin: Has complete access to assigned programs
 - Breeder & Technician: Have some restrictions within assigned programs
 - Read Only: Are only able reserve/withdraw seed inventory and review studies (no study editing)
- Enter user details and Add User. By default the user is set to be "Active" and will receive an automated email to set their password when Add User is selected. Deactivate an existing system user by opening their profile and selecting "Inactive" & Add User.



The screenshot shows the 'Site Administration' page with the 'Users' tab selected. The 'Add User' modal is open, displaying fields for Name, username, Email, Role, and User status. The 'Role' dropdown is set to 'Admin'. The 'User status' section has 'Active' selected. A checkbox for 'Send an invitation email for the user to set their password' is checked. The modal also includes 'Cancel' and 'Add user' buttons. In the background, a table lists existing users with their roles and statuses.

User Name	First Name	Role	Status
Mark	Mark	Admin	Deactivate
Jennifer	Jennifer	Breeder	Activate
Arnaldo	Arnaldo	Admin	Activate
Ritchel	Ritchel	Breeder	Activate
Puneet	Puneet	Breeder	Activate
gmclaren	Graham	Admin	Deactivate
admin	Gregor	Admin	Deactivate

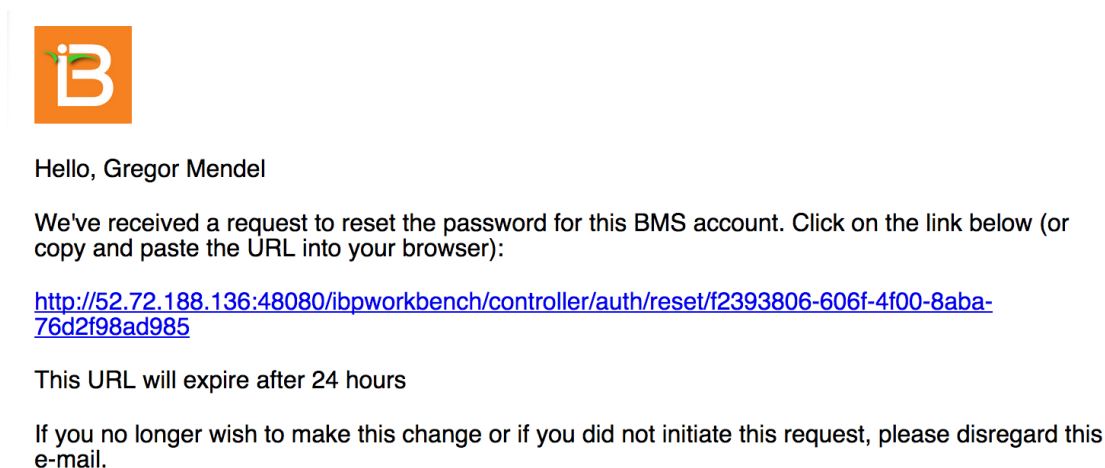
- Confirm deactivation to block user access to the system.



Email Notification

When a new user to the BMS, the user will receive an email containing a temporary url link.

- Follow the link to establish your password.



Set Password

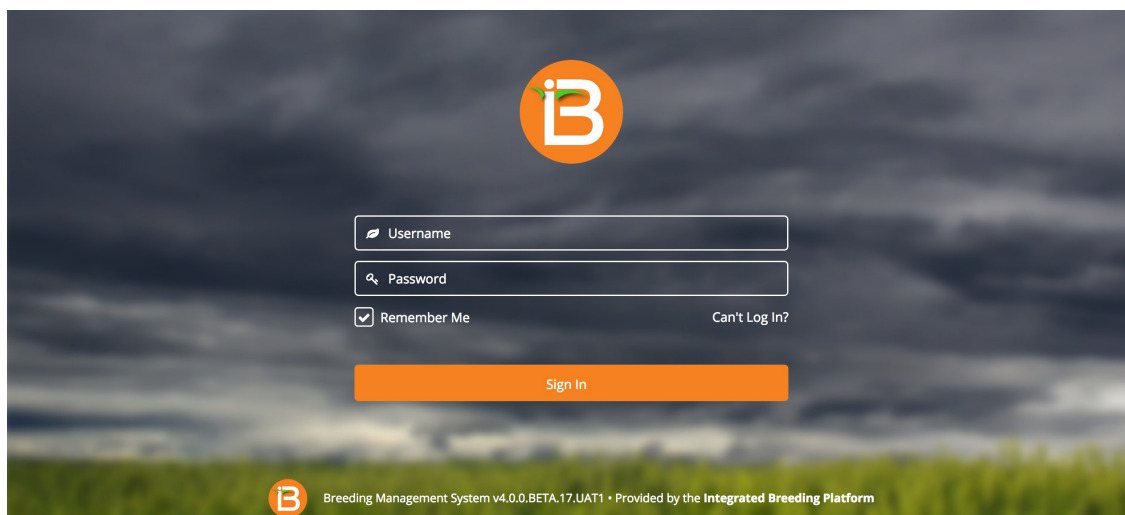
The temporary url link sent to your email, leads to a page where you can set or reset your password.

- Enter your password twice and select Reset Password.
- Bookmark or save the url corresponding to the server installation of the BMS for future access.

Login


The BMS will automatically log out inactive users.

- Login to the BMS by navigating to the url and entering username and password. Select Remember Me if you want to automate login from your computer. Select Sign In.



Forgotten Password

Select "Can't login?". Enter your username and email. You will receive an email to reset you password.



To reset your password, enter the email address and username you use to sign in to BMS. You will receive an email with the link to change your password.

Email

Username

Continue

Program Page

The BMS Program screen provides a review of all breeding programs to which a user has access. See [Program Management](#) for instructions on adding people to individual programs. Contact your site administrator to for access to additional programs or to change your permissions in the system.

- Select a program (highlighted in green) to launch.

MAIZE TUTORIAL

?


Greg

PROGRAMS

PROGRAMS

Click on a program to open it

PROGRAM NAME	CROP	LAUNCH
Maize Tutorial	Maize	



MAIZE TUTORIAL

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Greg

PROGRAMS

PROGRAMS

Click on a program to open it

PROGRAM NAME	CROP	LAUNCH
Maize Tutorial	Maize	



Site Administrators can review and access all breeding programs. They have also have access to additional buttons that allow them to add new users and programs.

MAIZE TUTORIAL

Site Admin

+ Add A Program

?


Shawn

PROGRAMS

PROGRAMS

Click on a program to open it

PROGRAM NAME	CROP	LAUNCH
Maize JP2	Maize	
Maize Tutorial	Maize	
Maize JP	Maize	
Maize_test	Maize	



Related

- [BMS Server Installation](#)
- [Manage Program Settings](#)