

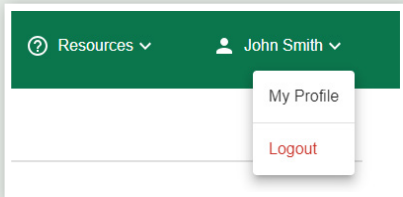


myFeedBack: how to share your data

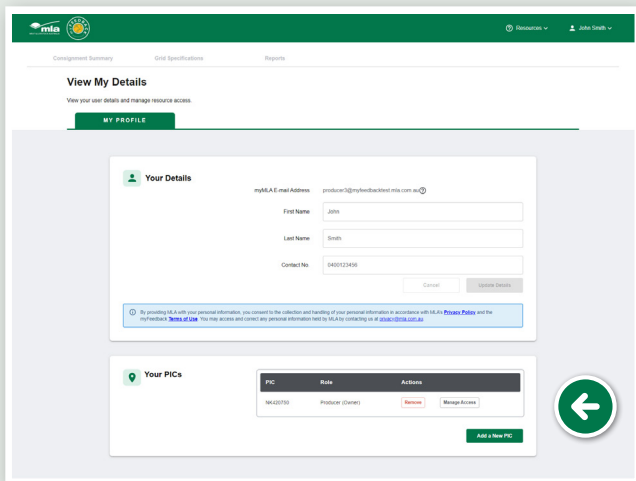


To edit access to an individual PIC

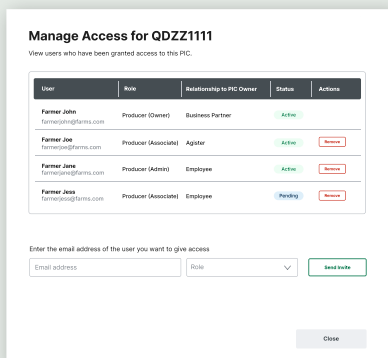
- 1 Select the arrow on the top right corner next to the person icon.



- 2 On the 'View My Details' page, scroll down to the 'Your PICs' section and select 'Manage access'.



- 3 A pop-up will appear that will show all existing users with access to the selected PIC.



- 4 To **remove an existing user's access to a PIC**, select 'Remove' on the corresponding row. A warning message will pop up - select 'Remove' to proceed.

Removing User Access

Are you sure that you want to remove the Producer (Admin) access for Producer Admin from QDZZ3333?

Cancel Remove

- 5 To **add a new user to a PIC**, enter their email address, role and select 'Send Invite'. An email will be sent to the new user to notify them they have been invited to access your PIC details.

Manage Access for QDZZ1111

View users who have been granted access to this PIC.

User	Role	Relationship to PIC Owner	Status	Actions
Farmer John farmerjohn@farms.com	Producer (Owner)	Business Partner	Active	
Farmer Joe farmerjoe@farms.com	Producer (Associate)	Agister	Active	Remove
Farmer Jane farmerjane@farms.com	Producer (Admin)	Employee	Active	Remove
Farmer Jess farmerjess@farms.com	Producer (Associate)	Employee	Pending	Remove

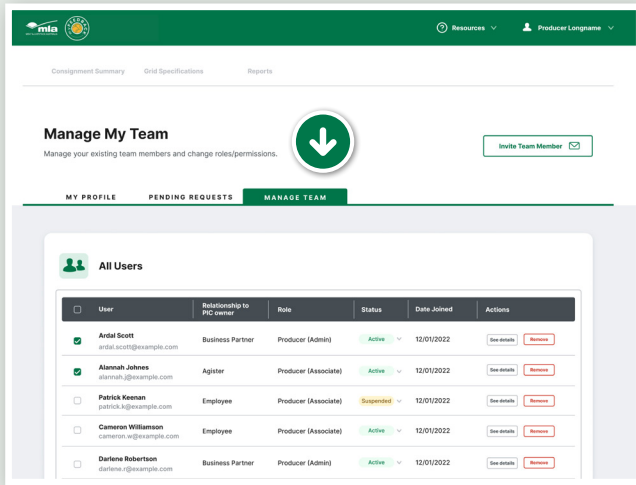
Enter the email address of the user you want to give access

Email address Role

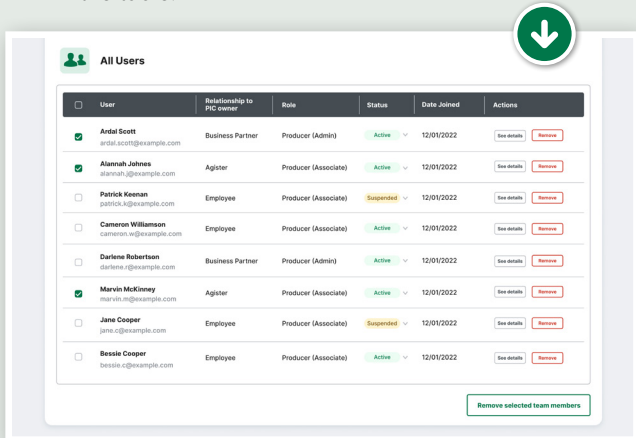
Close

myFeedback profile access

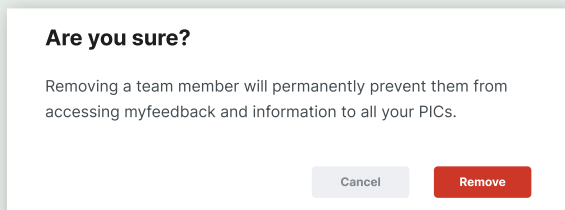
- 1 You can also modify access to your myFeedback profile as a whole, rather than individual PIC. Navigate to the 'Manage Team' tab at the top of the page.



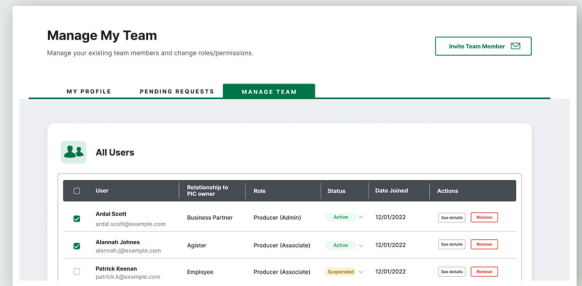
- 2 Remove access by selecting 'Remove' next to the individual team member. To remove multiple team members, select them using the tick box, then select 'Remove selected team members' at the bottom of the table.



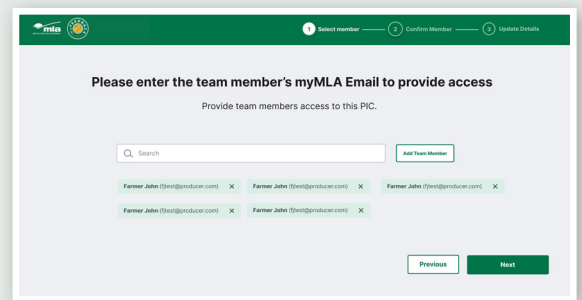
- 3 Confirm you want to remove access to myFeedback and your PICs.



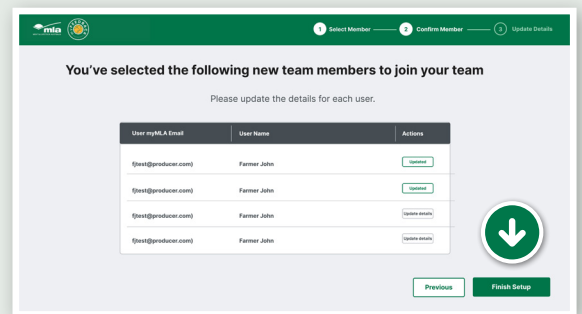
- 4 To provide access to your profile, select the 'Invite Team Member' button at the top of the page.



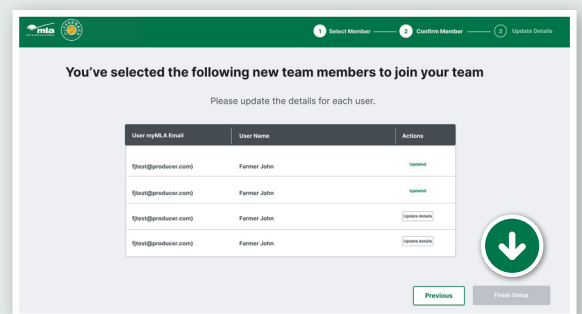
- 5 Enter the team member's myMLA email address. Select 'Next' to continue.



- 6 Select 'Finish Setup' to confirm.



- 7 If information is missing, the 'Finish Setup' button will be disabled.



- 8 Add the missing information by selecting 'Update details' next to the team member. Select 'Save' and the 'Finish Setup' button should now be enabled.

Please enter the following details.
This information will be accessible by the PIC Owner.

User myFeedback Account Details

myMLA E-mail Address: farmerjohn@producer.com Relationship to PIC Owner: Agiter

First Name: Producer Name Role: Producer (Admin)

Last Name: Long Name

Contact No.: 04123456789

Previous Save

- 9 View 'Pending Invites' at the bottom of the 'Manage Team' page.

User	Relationship to PIC Owner	Role	Status	Date Invited	Actions
<input type="checkbox"/> Ardal Scott ardal.scott@example.com	Business Partner	Producer (Admin)	Pending	12/01/2022	Rescind Invite Rescind Invite
<input type="checkbox"/> Alannah Johnson alannah.j@example.com	Agiter	Producer (Associate)	Pending	12/01/2022	Rescind Invite Rescind Invite

Manage data requests

- 1 Navigate to the 'Pending Requests' tab.

Review Pending Access Requests

The following users have requested access to myFeedback and your PICs.

MY PROFILE **PENDING REQUESTS** MANAGE TEAM

Sort by: Date (Most Recent)

ACCESS REQUEST #01	TUE 13 SEPT, 11:52AM	ACCESS REQUEST #02	TUE 13 SEPT, 11:52AM
Kathryn Murphy producername@email.com Admin	00223333	Kathryn Murphy producername@email.com AssocLife	00221111
Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.	Reject Approve	Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.	Reject Approve
ACCESS REQUEST #03	FRI 2 SEPT, 11:52AM	ACCESS REQUEST #02	WED 24 AUG, 04:52AM
Floyd Miles producername@email.com	00221111	Dianne Russell producername@email.com	00221111
Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.	00221111 X 0022222 X 0022333 X 0022444 X	Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.	0022111 X 0022333 X
Reject Approve	Reject Approve	Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.	Reject Approve
ACCESS REQUEST #01	TUE 13 SEPT, 11:52AM	ACCESS REQUEST #04	MON 12 SEPT, 11:52AM
Esther Howard producername@email.com	00221111	Darrell Steward producername@email.com	0022111 X 0022222 X 0022333 X 0022444 X
Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.	Reject Approve	Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.	Reject Approve

- 2 Review the PICs listed in the request. If you want to grant access to certain PICs only, delete those you don't want to provide by selecting the X on the blue icon. Then select 'Approve'.

ACCESS REQUEST #03 FRI 2 SEPT, 11:52AM

Floyd Miles
producername@email.com

Hi I'm requesting access to myFeedback because I need to view reports and use the grid comparison tool. Also the application just looks really cool.

QDZZ1111 X QDZZ2222 X QDZZ3333 X QDZZ4444 X

Reject Approve

- 4 To reject a request, select 'Reject'. Enter a reason for rejection, then select 'Confirm'.

Are you sure?

Removing a team member request will permanently prevent them from accessing myfeedback and information to all your PICs.

Reason for Rejection

Cancel Confirm