

Creating User Profiles

To create a new user profile, navigate to 'Users→Add'.

The screenshot shows the 'Users Add' form in the LEAF Data Systems interface. The form is titled 'Users Add' and includes a user icon 'MJF ADMIN'. There are several sections: 'USE MFA' with a checkbox, 'FIRST NAME' and 'LAST NAME' text boxes, 'EMAIL' text box, 'LOCALE' dropdown menu (set to 'English'), and 'EXTERNAL ID' text box. Below these is a table with columns: 'DELETE', 'LICENSE ID', '+ADD', 'AUTH LEVEL', and 'CARD REG. NUMBER'. The 'AUTH LEVEL' dropdown is set to 'disabled'. A 'Save' button is located at the bottom left of the form.

1. **Use MFA:** *Do not check this box because SAW is being used to authenticate into Leaf Data Systems.* This feature has been deprecated and will be removed in a later release.
2. **First Name:** Type the first name of the user.
3. **Last Name:** Type the last name of the user.
4. **Email:** Enter the email address of the user.
5. **Locale:** Select the primary language of the user.
6. **External ID:** (optional field) Provides the ability to enter a secondary reference name/number for this record.
7. **Licensee ID:** From the drop-down menu, select the licensee(s) that the user should have access to.
8. **Delete:** Click the 'X' to delete a licensee row that has been added.
9. **Add:** Click the '+ADD' link to add more rows of licensees.
10. **Auth Level:** For each licensee that the user is assigned to, select an 'Authorization Level' from the drop-down menu.
 - a. 'View' allows a user to see information present in Leaf Data without the ability to perform data functions.
 - b. 'Edit' allows a user to view information in Leaf Data, as well as perform functions pertaining to day-to-day operations of the facility. The administrative setup functions described in this procedure are NOT able to be performed by a user with an 'edit' authorization level.
 - c. 'Admin' allows a user access to all information and all functionality within Leaf Data that may be viewed or performed by the associated Licensee ID.
 - d. 'Disabled' maintains a users profile in Leaf Data Systems while prohibiting the user from accessing the database.
11. **Card Reg. Number:** (optional field) Provides the ability to enter further identification of a user (for example, an employee number).
12. **Save:** Click the 'save' button to create the new user.

Viewing and Modifying Users

To view users that have been created within Leaf Data Systems, navigate to 'Users→View'. Use the filters and column headers to sort the data to find a specific record. To modify the record, click the 'pen' icon in the 'Modify' column of the line item you wish to modify. Update the information that has changed, and click the 'Save' button to update the record.

The screenshot displays the 'Users' management page in the LEAF Data Systems interface. At the top, there is a navigation bar with the LEAF logo, 'Washington', and various menu items like Alerts, Reports, History, Licensee, and Users. A search bar contains 'global id' and a 'GO' button. Below the search bar, there are filter fields for LICENSE ID, LICENSE NAME, GLOBAL ID, CARD REG. NUMBER, USER NAME, and EMAIL. A 'filter' button is present. The main content area is a table with the following columns: GLOBAL ID, EXTERNAL ID, LICENSE ID, LICENSE NAME, CARD REG. NUMBER, MODIFY, DELETE, PASSWORD RESET, RESET MFA, NAME, EMAIL, and AUTH LEVEL. The table lists several users, with two highlighted in a light blue background: WASTATE1.US4 (Karen Kausner) and WASTATE1.US5 (Valerie Burns). At the bottom of the table, there is a pagination control showing '1' and '2'.

GLOBAL ID	EXTERNAL ID	LICENSE ID	LICENSE NAME	CARD REG. NUMBER	MODIFY	DELETE	PASSWORD RESET	RESET MFA	NAME	EMAIL	AUTH LEVEL
WASTATE1.US4	5287	STATE1	State						Karen Kausner	karen@mjfreeway.com	admin
		G029843	PM Grow					admin			
		R123123	QA Retailer					admin			
		G12341	QA Grow					admin			
		LL-123123	QA LAB					admin			
M3452345	QA Processor					admin					
E928344	PM Coop					admin					
WASTATE1.US5		STATE1	State						Valerie Burns	valerie@mjfreeway.com	admin
		G12341	QA Grow					admin			
		LL-123123	QA LAB					admin			
		M3452345	QA Processor					admin			
		G12345	QA KS Producer					admin			
		L050505	Training Lab					admin			
		M020202	Training Processor					admin			
R030303	Training Retailer					admin					
G010101	Training Producer					admin					
		STATE1	State								admin
		G062365	DCGrower					admin			
		R288123	DCDispensary					admin			