Dairy Australia

DairyBase

Your Levy at Work

DairyBase

Authority system user guide

Disclaimer

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Introduction

This user guide is designed as a reference point for all registered DairyBase users to help with the use of the share authority system.

The share authority system enables dairy farmers and service providers to share their DairyBase information with other registered users.

If you require further assistance after reviewing this user guide you can contact the DairyBase team at dairybasesupport@dairyaustralia.com.au or on 1800 548 073.

Getting started

When you go to the login screen for DairyBase you will have the option to either log directly into DairyBase or to the 'Manage Authorisations' section of DairyBase.

The Manage Authorisations section of DairyBase provides you with the option to share data with other registered DairyBase users **(share authority)**.

DairyBase will perform optimally on Google Chrome, Mozilla Firefox and Internet Explorer v11. Any earlier versions of Internet Explorer may result in issues with the layout of DairyBase for the user.

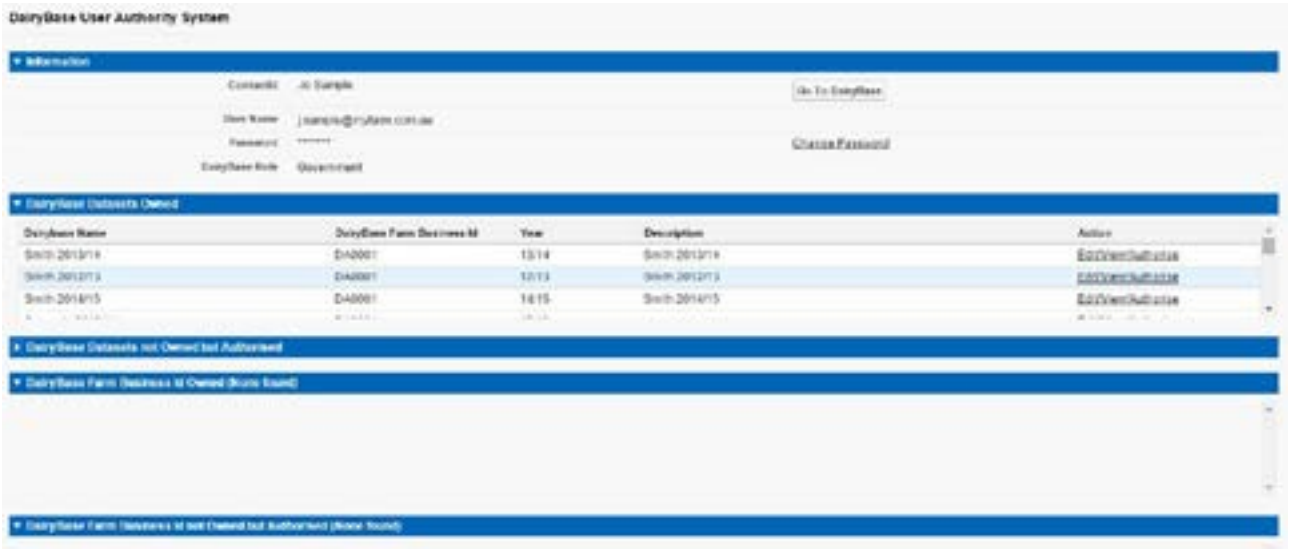
Dairy Farmers who have been allocated a Farm Business Id in DairyBase, that is unique to the farm business, have the option to share authority on this Id.

For those users with the generic DA0001 Farm Id showing in DairyBase, authorisation on this Id cannot be shared with anyone else as it is the default Id and is not unique to their data.

All registered DairyBase users, have the option to use the authorisation system to share their datasets with other users.As part of the share authority system, there are multiple levels of authority, with each of these detailed throughout this user guide.

Home page

When you first enter the share authority system you will be taken to the home page which has five main sections.



The information section includes details about your Contact Id and user name in DairyBase. In this section you can change your DairyBase password and select the button that will take you into the DairyBase App.

Sharing authority on datasets

In the share authority system there are two sections that show the datasets you have access to in DairyBase. The first is for the datasets that you own, that is, the datasets you have created on your login in DairyBase. The other is for datasets which you do not own, meaning they have been created by someone else, but for which you have authority to access.

The datasets you own may have been created on the generic Farm Id of DA0001 or on your own unique Farm Business Id or they may be datasets you have created on behalf of someone else using their Farm Business Id.

Likewise the datasets you do not own but have authority to access may have been created on the generic Farm Id of DA0001 or on a separate Farm Business Id, including your own, by someone else. Where you have allocated share authority on your Farm Business Id to someone else, a process which is discussed later in the manual, and they have created the dataset on that Id, they own the dataset but may elect to give you authority to access that dataset

When in the share authorisation system, a list of datasets that you own will appear in the first list and those that you do not own but are authorised to access will appear in the second list. You can select the option to Edit/View these or create a new share authorisation for a dataset.

For each dataset that you own you have five share authority options, shown on the right hand side of the authorisation table.

Read Only

Allocating ‘read only’ share authority to a user enables them to view the dataset but they cannot make a copy of it in DairyBase or edit the dataset details or data or assign the dataset to anyone else.

This option should be utilised if you just want to enable another user to look at your dataset but not make any changes to it.

You must be aware that by allocating any level of share authority to a user, including read only, they will have access to the dataset on their computer. Whilst read only prevents them from making a copy in DairyBase or downloading the dataset to excel, they will be able to access all the data in the editor and the reports and this will not prevent them from taking screenshots of the data.

Copy

‘Copy’ share authority means the authorised user can make copies of the dataset you have authorised them to access but they cannot edit any part of the dataset or assign share authority to anyone else on your dataset.

Once the selected DairyBase user makes a copy of the dataset you have authorised them to access they can then allocate share authority on that copied dataset as they choose. They can therefore, make a copy of your dataset and then provide access to that dataset to other DairyBase users should they choose to do so.

Edit

Share authority to ‘edit’ a dataset means the assigned user can change any of the data you have entered in the dataset, including the physical data and the financial data. They will also be able to download the input data and reports into an excel file.

Edit Detail

Share authority to ‘edit detail’ on a dataset means the authorised user will be able to change the identifying details of the dataset, including the name, description, financial year, farm Id, privacy setting and whether it is actual data or a scenario. They will also be able to view the dataset but will not be able to edit any information in the physical or financial tabs and will not be able to copy the data, other than via screenshots.

Multiple authorities

DairyBase users have the option to set one or multiple share authorisations on a dataset. Thus, you may elect to choose one of the share authority options detailed above or you might choose multiple authorisations.

For example you might elect to give another user ‘read only’ and ‘copy’ access. This means they can view the dataset you have created and make copies of it but they cannot edit anything in your version of the dataset. This option might be used when a service provider creates a dataset on behalf of a farmer and wants the farmer to be able to view the dataset but not make changes, so the service provider retains a copy of the original version. The farmer can, however, make copies of the dataset to use for their own purposes.

New Authorisation

When you click on the new share authorisation button, you will need to know the exact email address of the user with whom you want to share the dataset. This has to be the email address they used to register for DairyBase.

You will need to enter the address in the white box next to User Name and press the Lookup User button. If the email address is correct, the name of the user you have selected will appear in the Contact Name section. You then need to tick the share authorisation(s) you want to give them and select Submit.

Sharing authority on Farm Business IDs

If you have a DairyBase Farm Business Id, not including the generic Farm Id of DA0001, you have the option to share authority on this Id with other registered users.

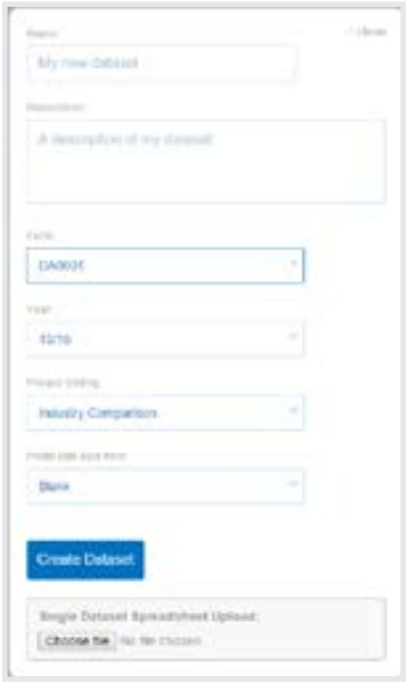
The Farm Business Id(s) that you own will appear in the first list and those that you do not own but are authorised on will appear in the second list.

You can select the option to Edit/ View these or create a new share authorisation for a Farm Business Id.

For each Farm Business ID that you own, you have the option to allocate Create authority on that Farm Business Id to another registered user.

Create

Allocating ‘create’ authority on your Farm Business Id means the authorised user can use your Id to create new datasets in DairyBase. When this user then logs in to DairyBase they will see your Id as one of the dropdown options under Farm in the create dataset popup screen where the generic DA0001 Farm Id normally appears. It does not however, give them access to any datasets you have created on your Id. Each individual dataset must have its own share authority set if you want to share it with a user. This does not happen automatically when you allocate create authority on your Farm Business Id.



Considerations when sharing data

Whilst the share authority system offers many positive outcomes for you as a DairyBase user, you must be aware of the implications of sharing any of your DairyBase data. Careful consideration by you is recommended when choosing to whom you allocate a share authority and the level of share authority you allocate.

If you assign share authority of a dataset to another registered user you must be aware that in doing so you have relinquished your control over the privacy and confidentiality of that dataset and there is no guarantee that the user will maintain the privacy or confidentiality of that dataset as you may require or expect. This includes where you have chosen only the 'read only' share authority option on a dataset, as this option does not prevent the user from showing someone else that data.

If you assign to another registered user access to your Farm Business Id you must be aware that you have relinquished your control over the privacy and confidentiality of your Farm Business Id and there is no guarantee that the user will maintain the privacy or confidentiality of your Farm Business Id as you may require or expect.

Whilst you can at any time change or remove share authorisations on datasets and Farm Business Ids that you have allocated to another user, you must be aware that changing or removing a share authority on a dataset or Farm Business Id does not prevent:

- that other user from using, disclosing, copying or otherwise dealing with any information from, or copies of, that dataset or Farm Business Id obtained prior to the change or removal. For example, if you have given a user 'copy' access on one of your datasets and you then choose to remove that share authority one month later, any information obtained from, or copies made of, the dataset by the user may remain accessible to the user and anyone else to whom the user has disclosed or provided such information and/or copies; or
- another party who has been given access by the other user to your datasets or your Farm Business Id from using, disclosing, copying or otherwise dealing with any information from, or copies of, that dataset or Farm Business Id.

Disclaimer

By using the DairyBase Authority System as a DairyBase registered user, you acknowledge and agree:

- You are aware of the risks involved in sharing your data in this way, and you accept those risks.
- You have read and understand the section above headed 'Considerations when sharing data'.
- You are solely liable and responsible for, and hold Dairy Australia harmless from, any cost, expense, loss or damage (including consequential loss or damage) suffered or incurred by you in any circumstance whatsoever associated with your use of DairyBase, including but not limited to, where you have used a share authority option to authorise another registered DairyBase user access to any datasets you own and/or your Farm Business Id.
- Where you have used a share authority option to authorise another registered DairyBase user to access any datasets you own and/or your Farm Business Id, you must take all reasonable precautions to ensure that the other user will use such access only for the purpose for which you intended, and Dairy Australia has no liability or responsibility in that regard.
- Dairy Australia is not liable or responsible for, and accepts no liability or responsibility for, any cost, expense, loss or damage (including consequential loss or damage) suffered or incurred by you in any circumstance whatsoever associated with your use of DairyBase, including but not limited to, where you have used a share authority option to authorise another registered DairyBase user access to any datasets you own and/or your Farm Business Id.

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