



## Associates

2025-12-13

Menu: Admin → Edit Assoc

Menu: Admin → New Assoc

Enter the identifying information of your customers.

**Lookup Associate** (Search by name or ID, Try "%" to see all associates.)

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Add New Associate

### Associate #3

[\[Help\]](#)

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|                |  |             |                                      |
|----------------|--|-------------|--------------------------------------|
| Sort Name      | <input type="text" value="EX01 - Example Seed Co."/> | First Name  | <input type="text"/>                 |
| Organization   | <input type="text" value="Example Seed Co."/>        | Middle Name | <input type="text"/>                 |
| On Credit Hold | <input type="text" value="v"/>                       | Last Name   | <input type="text"/>                 |
| Is Inactive    | <input type="text" value="v"/>                       | External ID | <input type="text"/>                 |
|                |  | Short Name  | <input type="text" value="assoc_3"/> |

Invoice Message

OR [\[Delete\]](#)

[Contact Info](#) | 
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 [Email Log](#)

Explanation of Associate attributes:

|                         |  |
|-------------------------|--|
| Organization (required) | The Company name of the customer, or the name of the individual if it's not a company.   |
| Sort Name (required)    | The name the system uses when sorting the associates for exports, reports and other lists. This is also the name used when looking up an associate when entering samples, fields, billing, etc. (required)   |
| On Credit Hold          | If set to yes an "ON HOLD!" alert will appear next to the associates name on various screens. Can be used if a customer has fallen too far behind on payments.   |
| Is Inactive             | If set to yes, the customer will be hidden from the various lookup forms throughout the system (e.g. when entering a new sample, inactive customers will not be shown in the lookup.)                        |
| Invoice Message         | A custom message that will appear on the customer's invoice. Examples include PO number, contract number, or any message you wish to display. Example: "PO: 12345, Contract: ABC - Please forward to Kathy". |

## New Associate

Enter a new Associate from this screen. Choose an Assoc ID, or let Pure Harvest assign one (recommended).

The “Primary” Address and Phone number can be provided at the time of creation.

If an email address is provided, it will be used as the “Primary”, “Sample PDF”, and “Invoice” types. See the Email section (below) for more information about email types.

### New Associate

[\[Help\]](#)

|                                       |                      |  |
|---------------------------------------|----------------------|--|
| Assoc ID                              | <input type="text"/> | (leave blank to auto-assign)                                     |
| First Name                            | <input type="text"/> |  |
| Last Name                             | <input type="text"/> |  |
| Organization                          | <input type="text"/> | <input type="checkbox"/> Use "Last, First Name" as Organization. |
| Sort Name                             | <input type="text"/> | <input type="checkbox"/> Use Organization as Sort Name           |
| <b>Contact Info</b>                   |                      |  |
| Address Line 1                        | <input type="text"/> |  |
| Address Line 2                        | <input type="text"/> |  |
| City/State/Zip                        | <input type="text"/> | <input type="text" value="v"/>                                   |
| Phone Number                          | <input type="text"/> | - <input type="text"/>   |
| Email                                 | <input type="text"/> |  |
| <input type="button" value="Create"/> |                      |  |

## Associate Detail Tabs

### Contact Info

#### Addresses

An address type of **Primary** is required and will be used by default when any sort of mailing address is displayed. Certain address types will be used on certain reports instead, if they are provided.

An address type of **Bill To** will be used as the mailing label when creating invoices.

Other types of addresses can be entered for reference, but are not used by the system.

#### Phones

Different types of phone numbers. A type of 'Primary' is required.

#### Emails

Various Email types can be entered to control who gets what documents. To have a document go to more than one email address, add another row with the same Email type for each additional email address.

Email Types:

- Sample PDF - Used when sending the lab reports
- Invoice - Used when sending out the invoices
- Field receipt - Used when sending the notification of Field applications that have been entered
- Lab schedule - Used when sending out the summary of daily lab activity for that customer

- Field schedule - Used when sending out the summary of daily field activity for that customer
- Primary – Used when none of the other email types are relevant

## Online

### XT Users

Each associate can assign multiple users for online access. You will be able to add, remove and update users from this screen. Click on the user name to open the edit window. Your XT user will also be able to update their password & recovery email. You will be able to see their actual user and password from this screen.

Contact Info | Online | Groups | Notes | Profile | Samples | Seed Lots | Email Log

XT Users

For Associate EX01 - Example Seed Co. (3)

Last Refreshed @ 2024-04-22 21:13:07[Refresh]

| User Name   | Recovery Email        | Last Login   | Last Update | Links          |
|---|-----------------------|--------------|-------------|----------------|
| <div> <div>Notice:</div> <div>Click the user name to open the edit form.</div> </div> |                       |              |             |                |
| example01   | billt@pureharvest.com | Jan 17, 2020 | 11/14/2019  | [Open as User] |

[Create New User]

Edit XT User

Last Refreshed @ 2024-04-22 21:18:28 [Refresh] [Close Form]

Notice:

Your browser may treat this as a Log In form and ask if you want to save the Username & Password. Just say no.

Warning:

If you change a username and/or password, the effect is immediate. Your customers will need to know the new username/password to access their results.

Password Visibility: [show]

User name

example01

Password

.....

Strong

Recovery Email

billt@pureharvest.com

Role

▼

Last login date

01/17/20 14:29

Last update

11/14/19 10:55

Save Changes

OR

[Delete User]

The User/pass changes are immediate for your XT users. There is no delay while waiting for data to copy to an external database.

## Connected Accounts

**Connected Accounts** [\[Help\]](#)

**For: Some Seed Company (101)**  
Last Refreshed @ 2017-08-22 14:03:14 [\[Refresh\]](#)

Associate:

| Connects To Associate               |                            |
|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Another Seed Company (102) |

This form lets you look up an associate and add them to a list of connected accounts.

When the Associate logs on to the XT interface to access results online, they will also be able to view results that have been shared with any of the associates listed in the connected accounts.

For example: “Some Seed Company (101)” connects to “Another Seed Company (102)” This means all of the results shared with 102 will be visible to 101 when they log on to the XT interface. However, this connection only goes one way, so 102 would not be able to see results that had been shared with 101, unless you also open the connected accounts for 102 and add 101 to their list.

## Groups

Add the associate to a group, certain exports (like the Contact List) can be restricted to a certain group. For more information see Associate Groups

## Notes

Any comments or additional information about the associate can be added as a note.

## Profile

Overview of the Associates lifetime activity. Shows information such as number of samples/fields per year.

## Samples

A version of the Sample Search Screen, already restricted to the samples owned by the associate.

## Seed Lots

A version of the Lot Search Screen, already restricted to seed lots owned by the associate.

## Email Log

A version of the Email Logs Screen, already restricted to emails sent to the associate.