

# How to Add an Additional Admin



*Every Pig*™

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To add an additional Admin to your account you will need to have Admin access.

Begin by choosing admin from the left menu.

The screenshot displays the EveryPig Farms web application interface. At the top, a navigation bar includes tabs for Users, Farms, Companies, My Company (selected), Health Variables, and Preferences. Below this, the user profile for 'EveryPig Farms' is shown as 'ACTIVE' with a primary contact of 'Dr. Ali T'. A secondary navigation bar contains links for Admins, User Roles, Managed Farms, Owned Groups, and Company Information. The 'Admins' section is active, showing a list of users with their roles. A dark sidebar on the left contains various menu items, with 'Admin' (represented by a gear icon) highlighted with an orange border. Other sidebar items include Resources, Groups, Scheduling, and Trucking.

Admins	
Roles (17)	Account Owner (0)
Admin (17)	
ROLE(S)	
Evgen tenant Admin	A Admin
Dr. Michael Gellman	A Admin
PN Piotr Nowak	A Admin

Choose 'My Company' from the top Menu

The image shows a screenshot of the EveryPig Farms web application. On the left is a dark sidebar menu with items: 'EveryPig Farms' (with a dropdown arrow), 'Farmfeed', 'Flagged Activities' (with a '6' badge), 'My Schedule', and 'Daily Checkup'. The top navigation bar is orange and contains: 'Users', 'Farms', 'Companies', 'My Company' (highlighted with a red box), 'Health Variables', and 'Preferences'. Below the navigation bar is the user profile section for 'EveryPig Farms' (ACTIVE), with 'Primary Contact: Dr. Ali T'. At the bottom, there is a sub-menu with 'Admins' (underlined), 'User Roles', 'Managed Farms', 'Owned Groups', and 'Company Information'.

EF EveryPig Farms ▾


Farmfeed

Flagged Activities 6

My Schedule

Daily Checkup

Users Farms Companies **My Company** Health Variables Preferences

 EveryPig Farms **ACTIVE**  
Primary Contact: Dr. Ali T

Admins User Roles Managed Farms Owned Groups Company Information

From 'My Company' page choose  
'Invite Admin'

The screenshot shows the 'My Company' page in the EveryPig Farms application. The top navigation bar includes 'Users', 'Farms', 'Companies', 'My Company' (selected), 'Health Variables', and 'Preferences'. The main header displays the company name 'EveryPig Farms' with an 'ACTIVE' status and the primary contact 'Dr. Ali T'. Progress indicators for 'Company Setup', 'Primary Contact', and 'Setup Complete' are visible. Below the header, the 'Admins' section is active, showing a search bar and a table of users. An 'Invite Admin' button is highlighted with a red box and a blue arrow pointing to it from the instruction box above.

**Admins**

All Roles (17) Account Owner (0) Admin (17)

NAME	ROLE(S)	STATUS	
ET Evgen tenant Admin	A Admin	ACTIVE	Revoke Access
Dr. Michael Gellman	A Admin	ACTIVE	Revoke Access
PN Piotr Nowak	A Admin	INCOMPLETE	Revoke Access
HY Hanna Yeremenko	A Admin	INCOMPLETE	Revoke Access

**Invite Admin**

Enter the Email address of the User you would like to make an Admin;  
click 'Create Admin'

The screenshot shows the 'Create Admin' form in the EveryPig Farms application. The form is titled 'Create Admin' and features a text input field for 'Email Address' with the placeholder text 'Type email'. Below the input field are two buttons: 'Create Admin' and 'Cancel'. A blue arrow points from the text box above to the 'Email Address' input field. The 'Create Admin' button is also highlighted with a blue border. The background shows the application's navigation menu on the left and the top navigation bar with tabs for 'Users', 'Farms', 'Companies', 'My Company', 'Health Variables', and 'Preferences'. The 'My Company' tab is active, and the page header displays 'EveryPig Farms' with a status of 'ACTIVE' and 'Primary Contact: Dr. Ali T'. On the right side of the header, there are three progress indicators: 'Company Setup', 'Primary Contact', and 'Setup Complete', all marked with checkmarks.