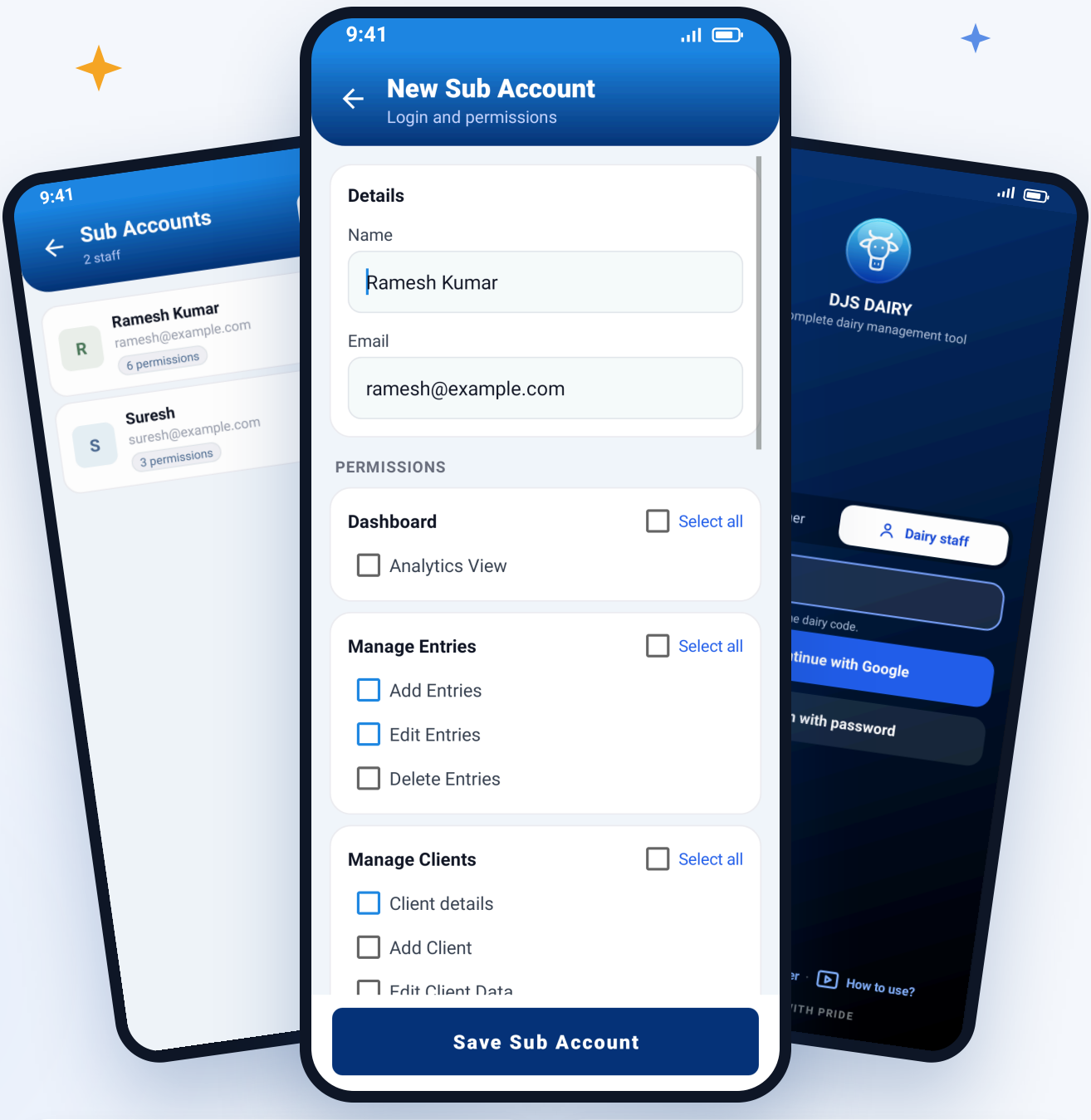
DJS Dairy
Dairy management app

GETTING STARTED

Staff logins, with your rules

Add a sub account for each helper and pick what they may see and do. They sign in on their own phone with your dairy code.



One login each
Name and email

Your rules
Tick what they can do

Dairy code
They sign in with it

Change any time
Edit or delete a login

Some screens stay yours
Owner only

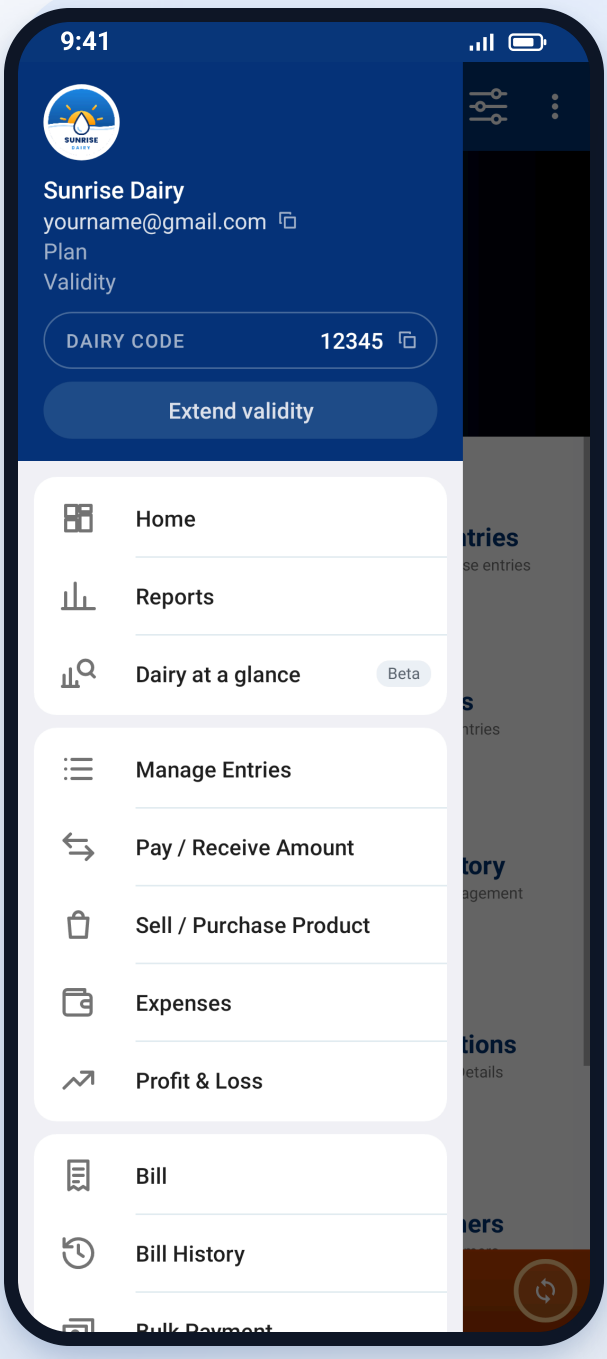
One dairy
Their entries come to you

SUB ACCOUNTS

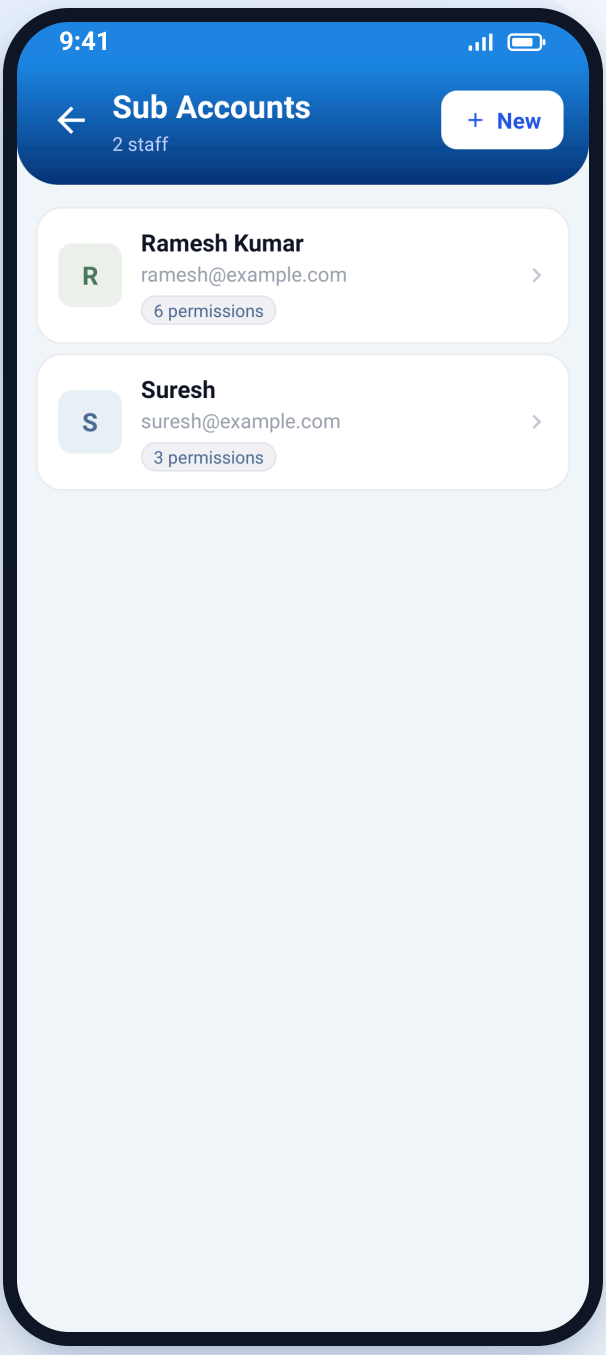
One login for each staff member

Open Sub Accounts and tap New. Everyone with a login is listed, with how many permissions each has.

Side menu



Sub Accounts



Owner only
Only the dairy owner can add or change staff.

Needs internet
Staff logins are kept online, not on the phone.

Permissions count
Each name shows how much that person can do.

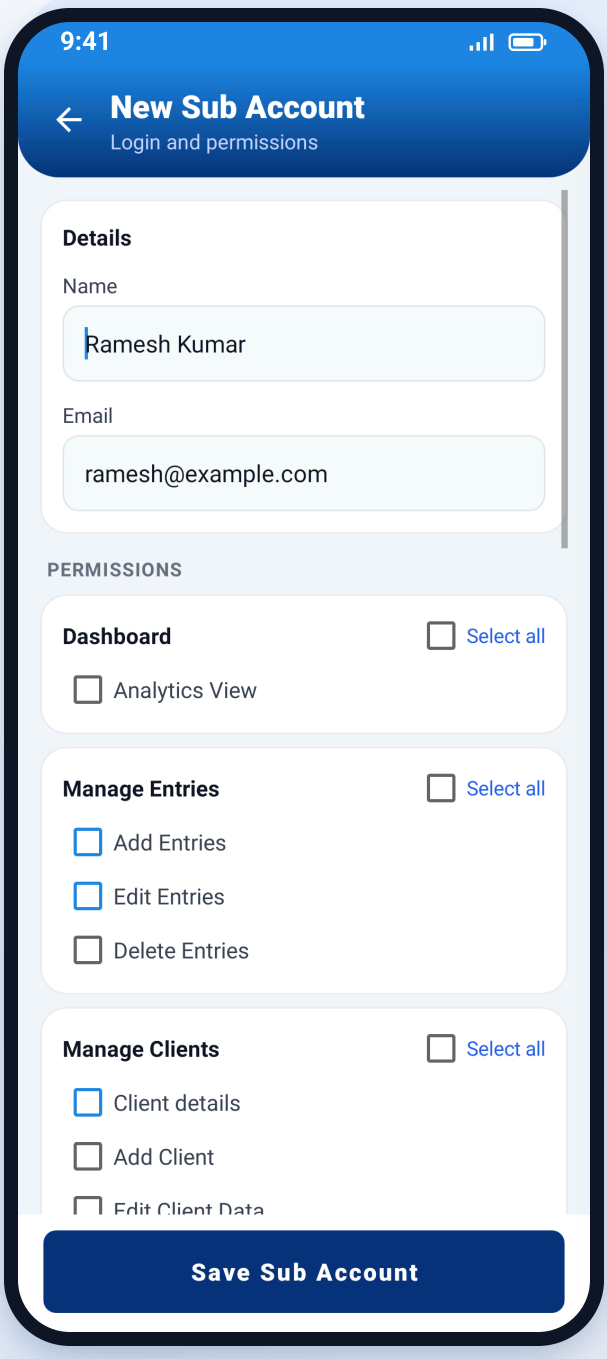
Where: Side menu › Sub Accounts

NEW SUB ACCOUNT

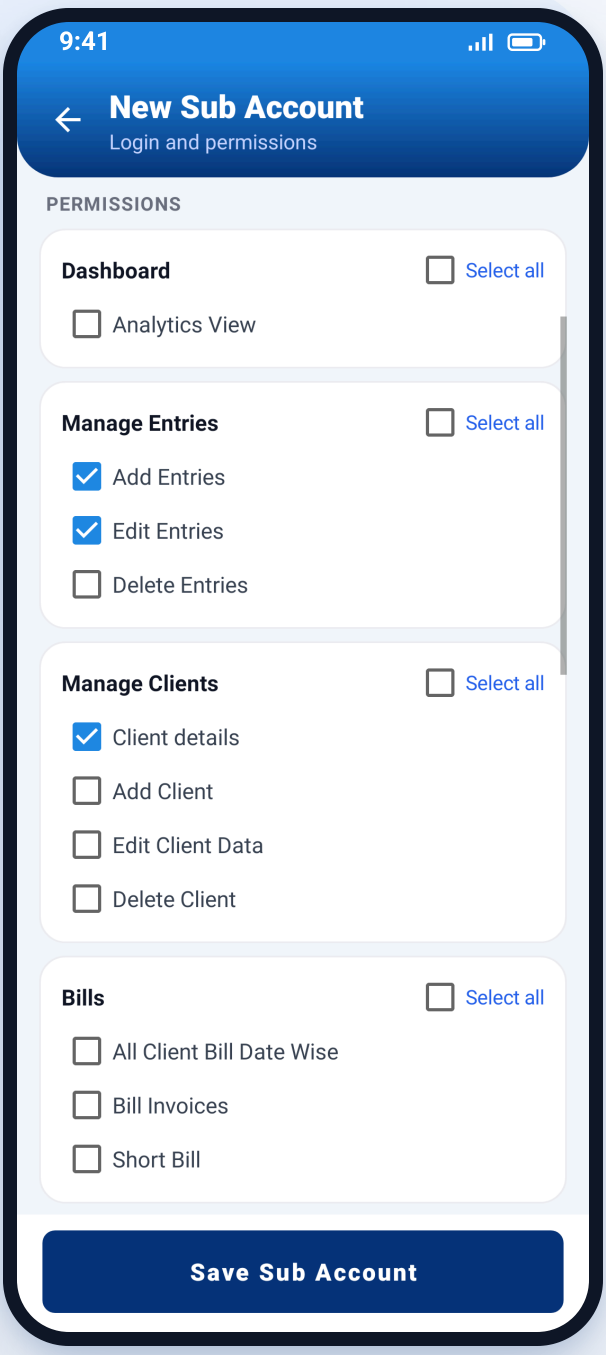
Name, email, and what they can do

Type their name and email, then tick what they may do: add entries, edit, delete, bills, reports and more.

New Sub Account



Permissions



Name and email

The login details are emailed to them.

Select all

Each group has Select all, or tick one by one.

At least one

Pick at least one permission to save.

Where: Sub Accounts › New

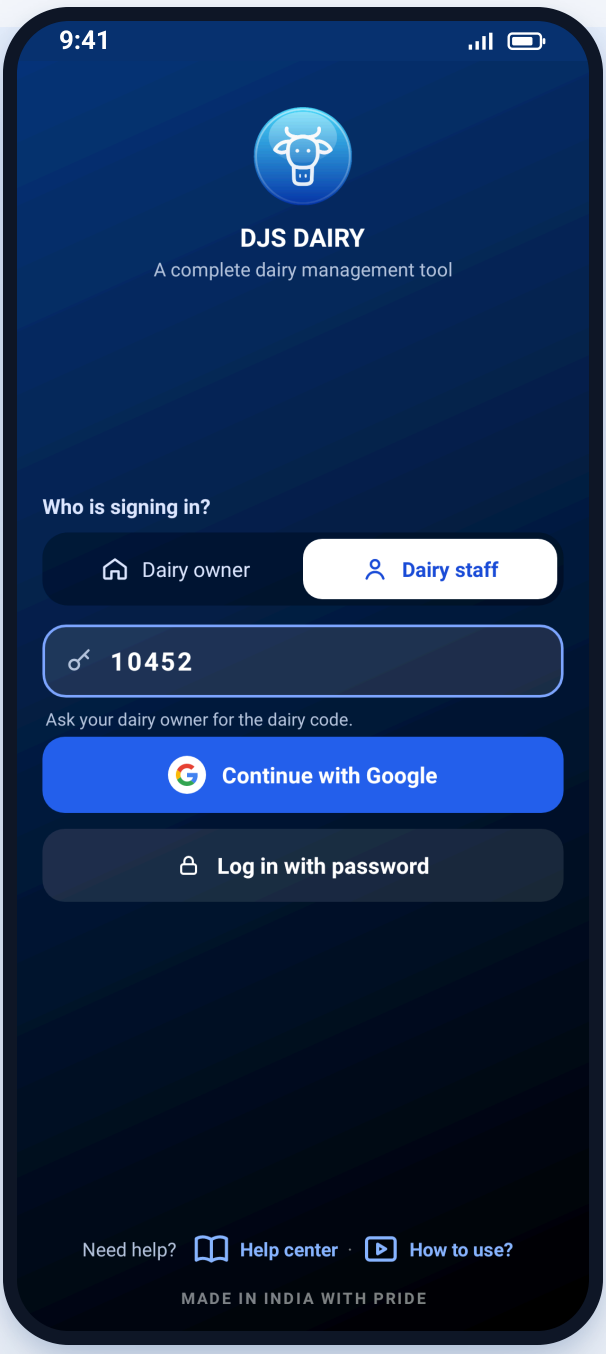
ON THE STAFF PHONE

They sign in with your dairy code

On the sign-in screen they switch to Dairy staff, type your dairy code in the box, then Continue with Google or Log in with password.



● Dairy staff



Dairy staff

The big switch at the top. The code box shows at once.

Your dairy code

In your side menu, under your plan. Tap to copy.

Their own phone

Each staff member uses their own login.

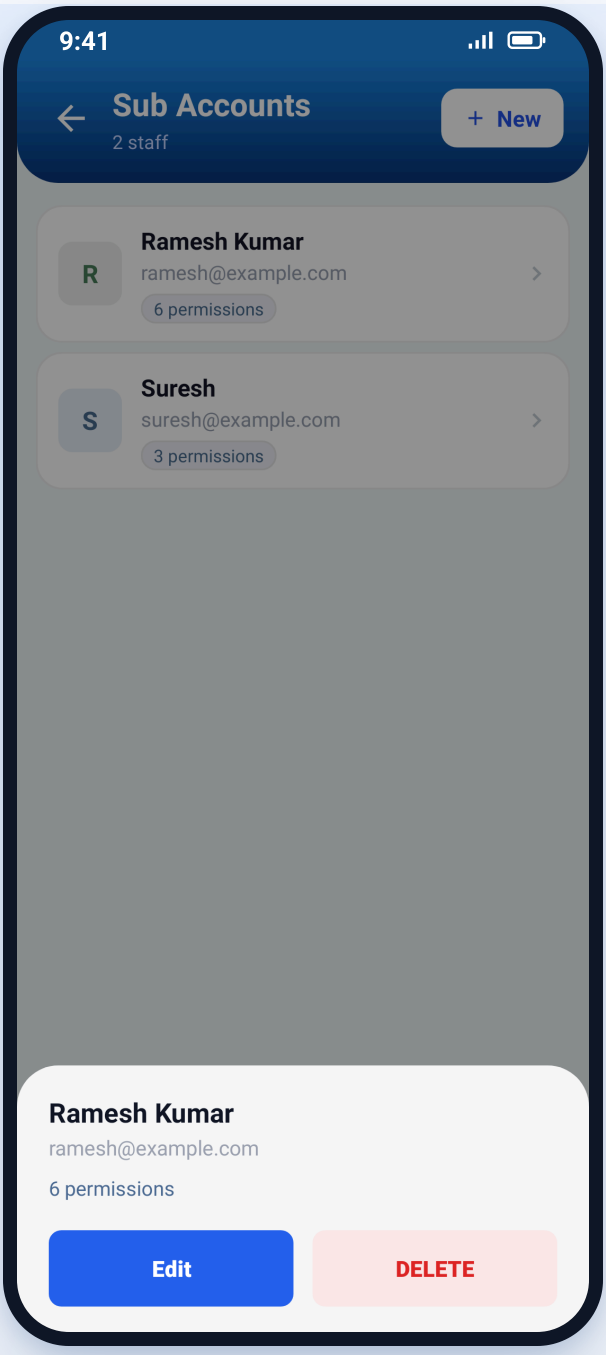
Where: Sign-in screen › Dairy staff

CHANGE OR DELETE

Change what they can do, any time

Tap a name in Sub Accounts to edit their permissions or delete the login.

Tap a name



Edit
Change the permissions. The email stays the same.

Delete
Removes their login.

Owner-only screens
Staff never see Expenses, Sub Accounts, Export Data or Factory Reset.

Where: Sub Accounts › tap a name



Staff ready in 3 steps

Add them, choose what they can do, give them your dairy code.

1. Settings › Sub Accounts › New
2. Name, email, tick permissions, Save
3. Staff: Dairy Staff › sign in › dairy code

Questions?
Side menu › Help & contact

Support team
Talk to us on WhatsApp

Community group
Tips and news on Telegram

GOOD TO KNOW

Home's numbers
Without ‘Analytics View’, staff don't see Home's money card.

Their entries
Show in your lists and bills, like your own.

No permission?
They see ‘Access Denied. Contact Dairy Owner’.

Thank you for running your dairy with DJS Dairy.