

Grower360 Bookings

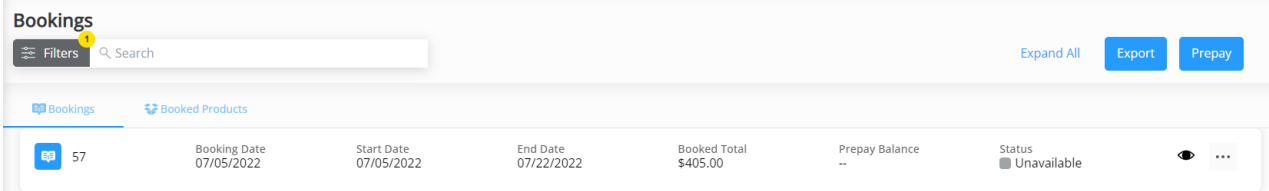
Last Modified on 12/20/2022 8:00 am CST

Prepaid and unpaid product Bookings can be viewed from the *Bookings* menu.

Select **Expand All** to view details for everything listed below on either the *Bookings* or *Booked Products* tabs. Choosing **Export** sends details of the selected tab to a CSV file. Selecting **Prepay** navigates to the *Prepay Balance Details* page and acts as a shortcut to create a Prepay payment (if the company allows Prepay payments).

Search

Using the *Search* field allows customers to search by a specific product name listed on the Booking or by the current *Status* of the Booking. Using the *Search* field filters the data down by matching results.



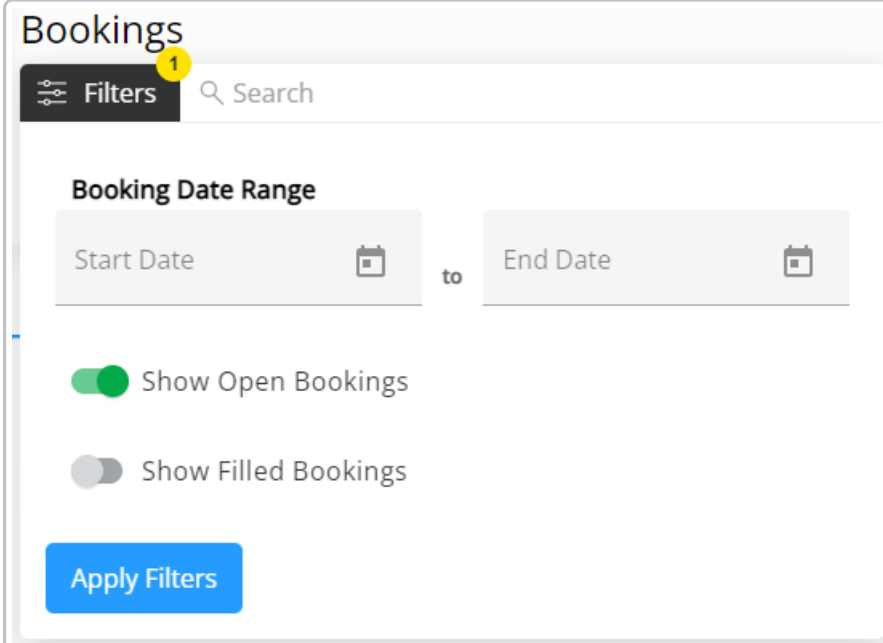
The screenshot shows the 'Bookings' interface. At the top, there is a 'Filters' button with a yellow '1' and a search field. To the right are 'Expand All', 'Export', and 'Prepay' buttons. Below this is a tabbed interface with 'Bookings' and 'Booked Products' tabs. A table is displayed with the following data:

	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status	
57	07/05/2022	07/05/2022	07/22/2022	\$405.00	--	Unavailable	👁️ ⋮

Filter

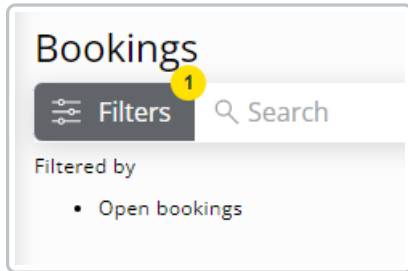
Data can be further filtered by using the *Date Range* filters to display results for Bookings with a Booking Date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

Select the **Calendar** icon on the filter and choose a date from the calendar that displays or select in the *Date Range* fields and key in the desired start and end dates. Optionally choose to *Show Open Bookings* and/or *Show Filled Bookings*. Select **Apply Filters** when done.



The screenshot shows the 'Bookings' filter dialog box. It has a 'Filters' button with a yellow '1' and a search field. The main section is titled 'Booking Date Range' and contains two date input fields: 'Start Date' and 'End Date', separated by 'to'. Below this are two toggle switches: 'Show Open Bookings' (which is turned on) and 'Show Filled Bookings' (which is turned off). At the bottom is a blue 'Apply Filters' button.

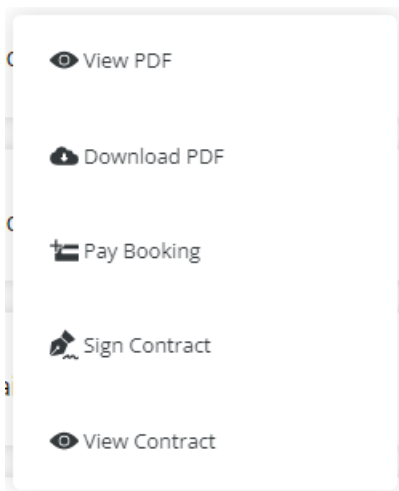
The filters selected display below the **Filters** button.



Bookings

Booking ID	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status	Actions
57	07/05/2022	07/05/2022	07/22/2022	\$405.00	--	Unavailable	Eye icon, Ellipsis icon
54	01/31/2022	--	--	\$100.00	--	Unpaid	Eye icon, Ellipsis icon

- **Booking Date** – This is the date applied to the Booking. Use the *Date Range* option to filter Booking results by the Booking Date.
- **Start Date** – This is the start date for the Booking.
- **End Date** – This is the end date for the Booking
- **Booked Total** – The total for the Booking displays
- **Prepay Balance** – The Prepay balance, if applicable, displays.
- **Status** – This indicates whether this Booking has been *Paid* or remains *Unpaid*.
- **Eye/Ellipsis** – Select the **Eye** icon to view more details of the Booking. Choose the **Ellipsis** to **View PDF**, **Download PDF**, **Pay Booking**, **Sign Contract**, or **View Contract**.

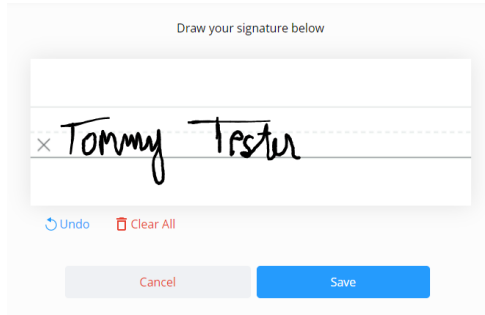


A notification will be sent to the Grower indicating a Booking needs signed.

Selecting **View Contract** will display the contract with the option to download.

Choose **Sign Contract** to display a preview then **Sign Contract** again to enter a signature. Selecting **Save** will

display the Booking Contract with signature(s) applied and the option to **Download Contract**.



Booked Products

All Booking information is displayed by product and includes the *Description*, *Quantity*, and *Remaining Quantity*. Select the **Eye** to view Bookings including that product.

Bookings		Booked Products					
	Description Bagged Fert 10-10-10	Quantity 5.000 Bags	Remaining Quantity 5.000 Bags				
	Description Corvus	Quantity 100.000 Ozs	Remaining Quantity 100.000 Ozs				
	43	Booking Date 06/15/2020	Start Date --	End Date --	Booked Total \$307.50	Prepay Balance --	Status Unpaid
	34	Booking Date 09/02/2019	Start Date --	End Date --	Booked Total \$307.50	Prepay Balance --	Status Unpaid