

Grower360 Bookings

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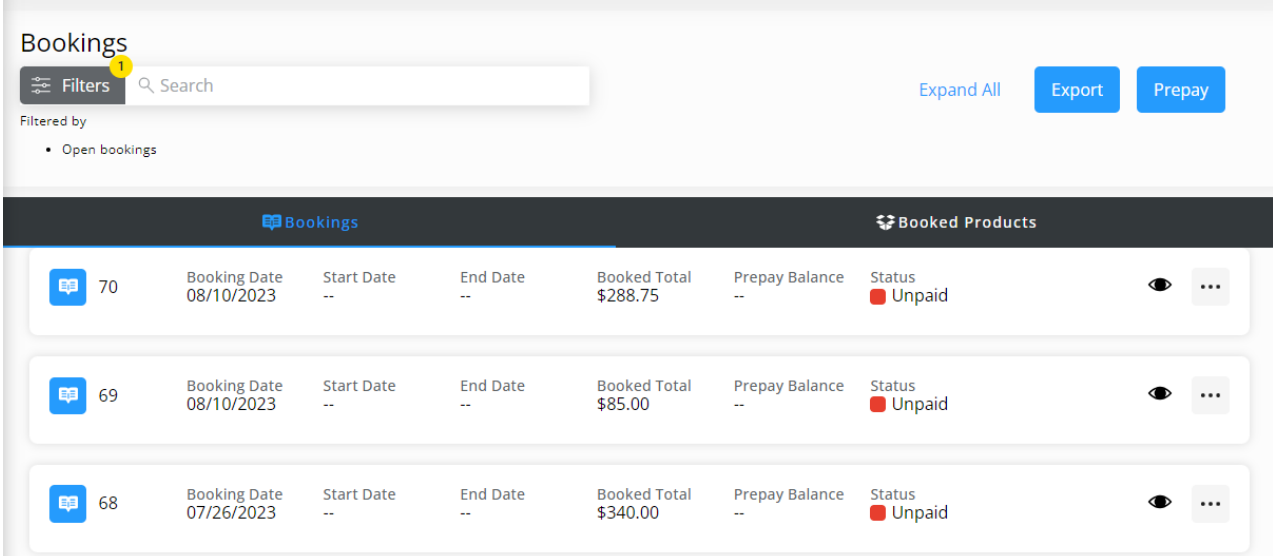
Prepaid and unpaid product Bookings can be viewed from the *Bookings* menu. Select **Expand All** to view details for everything listed below on either the *Bookings* or *Booked Products* tabs. Choosing **Export** sends details of the selected tab to a CSV file.

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).

Note: Grower Order Bookings are not eligible for payment from Grower360.

Bookings

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 search bar with a 'Filters' button and a 'Search' input field. To the right, there are three buttons: 'Expand All', 'Export', and 'Prepay'. Below the search bar, it says 'Filtered by' and lists 'Open bookings'. The main content area has two tabs: 'Bookings' (selected) and 'Booked Products'. Below the tabs is a table with the following data:

Booking ID	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status	Actions
70	08/10/2023	--	--	\$288.75	--	Unpaid	Eye icon, More icon
69	08/10/2023	--	--	\$85.00	--	Unpaid	Eye icon, More icon
68	07/26/2023	--	--	\$340.00	--	Unpaid	Eye icon, More icon

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

Bookings

Filters

Booking Date Range

Start Date to End Date

Show Open Bookings

Show Filled Bookings

Discount amounts display when applicable.

66	Booking Date 06/12/2023	Start Date --	End Date --	Booked Total \$225.00	Prepay Balance --	Status ■ Unpaid	\$4.50 Discount		
65	Booking Date 05/04/2023	Start Date --	End Date --	Booked Total --	Prepay Balance --	Status ■ Down Payment			

Select the **Eye** icon to view more details of the Booking.

70	Booking Date 08/10/2023	Start Date --	End Date --	Booked Total \$288.75	Prepay Balance --	Status ■ Unpaid		
	Description Dap (18-46-00)	Quantity 1,500.000 Lbs	Remaining Quantity 1,500.000 Lbs	Unit Price \$385.00 /Tons	Line Total \$288.75	Prepay Balance --		

Choose the **Ellipsis** to *View PDF, Download PDF, Pay Booking, Sign Contract, View Contract, or Reorder Products*. **Reorder Products** must be enabled in SKY Admin for this option to be available. For more information on reordering Products, see [here](#).

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**.

Draw your signature below

Tommy Tester

Undo Clear All

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

Filters Expand All Export Prepay

Filtered by

- Open bookings

Bookings **Booked Products**

	Description Bagged Fert 10-10-10	Quantity 10.000 Bags	Remaining Quantity 10.000 Bags				
	Description Bagged Fert 19-19-19	Quantity 50.000 Bags	Remaining Quantity 47.000 Bags				
	66	Booking Date 06/12/2023	Start Date --	End Date --	Booked Total \$225.00	Prepay Balance --	Status ■ Unpaid
	Description Clover Seed	Quantity 20.000 Bags	Remaining Quantity 20.000 Bags				