Grower360 Scale Ticket Export

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Growers can quickly generate an export of Scale Tickets of grain that has been delivered to the elevator to share with the county or an insurance agent.

- 1. In Grower360, using the left-hand navigation menu options, select Grain and then Scale Tickets.
- 2. Scale Tickets can be viewed by *Tickets*, *Assembly Sheets*, or *Commodity*. However, only the *Tickets* view can be exported.
- Viewing by *Tickets*, select **Export** and enter a date range for the export. If a date range was entered on the *Tickets* view, it will default in when selecting **Export**. If not wanting to further filter the tickets, advance to Step 6.
- 4. Optionally select a Commodity from the drop-down displayed by selecting in the Commodity field.
- 5. Filter the information further by using the *By Farm* or *By Field* options and selecting a Farm or Field from the drop-down in the *Farm* or *Field* areas.
- 6. If no Scale Tickets match the selected filters, the *Export* window will display a message indicating no Scale Tickets are available. Select a different *Date Range*, *Commodity*, or *Farm/Field* to export.
- 7. Select **Export**. A CSV file will be downloaded and displayed in the activity bar at the bottom of the window.
- 8. Select the file to open. In the export, the *Scale Ticket Number*, *Date*, *Assembly Number*, *Commodity Name*, *Location Name*, *Gross Weight*, *Shrink Units*, and *Net Units* are included. This information can then be saved in an E format and presented to county or insurance companies as needed.