Grower360 Bookings

Last Modified on 04/21/2025 3:13 pm CDT

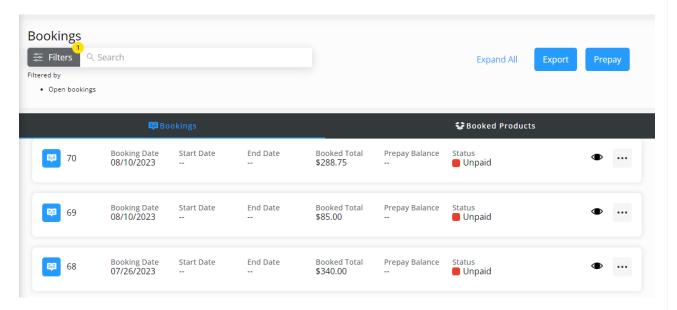
Prepaid and unpaid product Bookings can be viewed from the *Bookings* menu. Select **Expand All** to view details for everything listed below on either the *Bookings* or *Booked Products* tabs. Choosing **Export** sends details of the selected tab to a CSV file.

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.

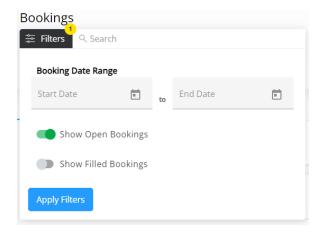
Bookings

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.

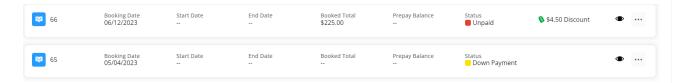


Data can be further filtered by using the *Date Range* filters to display results for Bookings with a Booking Date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

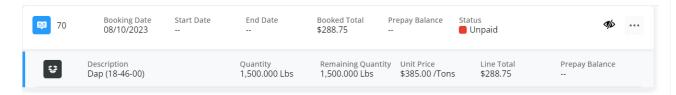
Select the **Calendar** icon on the filter and choose a date from the calendar that displays or select in the *Date Range* fields and key in the desired start and end dates. Optionally choose to *Show Open Bookings* and/or *Show Filled Bookings*. Select **Apply Filters** when done. The filters selected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



Discount amounts display when applicable.



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



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**.



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.

