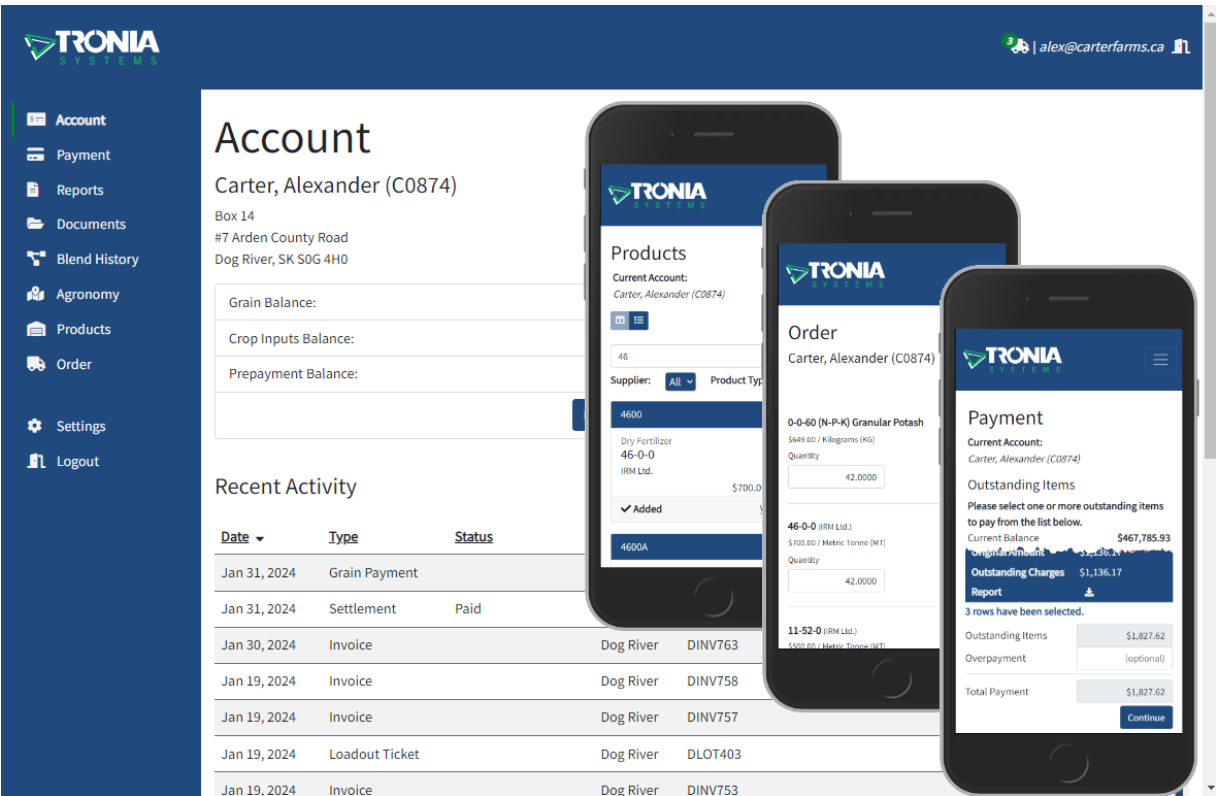


GROWER CENTRAL

Grower Central allows your customers to login and connect to your agrē data to view their information any time they want. (Tronia's agrē servers work 24x7 so you don't have to!)



What you'll find:

Grower Central Overview 2

Security Permissions 3

Configuring Grower Central..... 9

Managing Grower Central Usernames and Passwords 20

Confirming Grower Central User Information (data export)..... 25

Grower Central Overview

Grower Central is a website that allows your agrē Customers to login and view their account details. Tronia will design your **Grower Central** site using your company logo and complimentary colours to look like an extension of your own site.

You setup and manage the **Grower Central** Username and Password for each customer account and specify what information your customers will be allowed to view. Your customers login to **Grower Central** via a link on your company's website (Tronia will provide you with a link that you'll post on your company website, and/or pass on directly to your Grower Central users).

What your customers can do in *Grower Central*

- View, Download, and Print account history
- Run Reports
- Change Password
- Request a Password Reset
- Request a New Username
- Request Quotes
- Order Products
- Make Payments*

* with optional module

What your customers can see in *Grower Central*

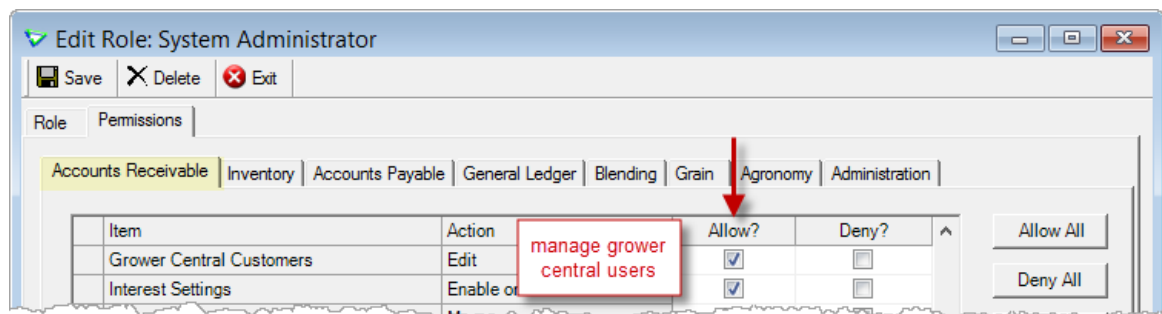
- a Common Announcement/Message (added and edited by you in agrē)
- Account Activity including work orders, loadout tickets, invoices, payments
- Prepayment Balance
- Reports
- Documents
- Blend History
- Agronomy Activity including crop plans, lab tests, etc.
- Grain Activity including contracts, receipts, advances, shipments, invoices, etc.

Security Permissions

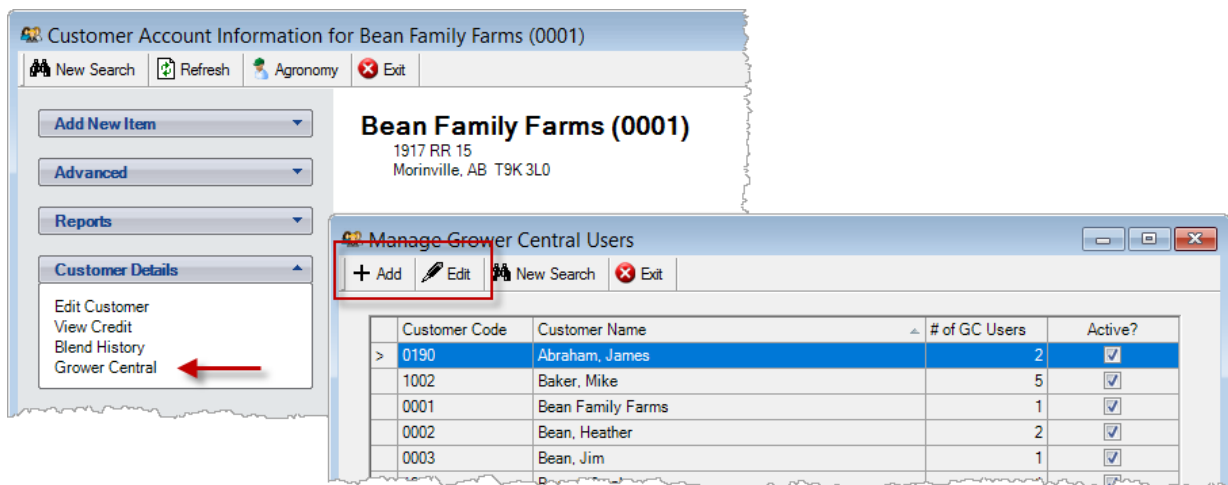
There are a few permissions required to setup **Grower Central**. Not all users need permission to perform all Grower Central tasks, but at least one user should be allowed to do them all.

User Security and Config Options

Grower Central Customers Enables customer username/password management

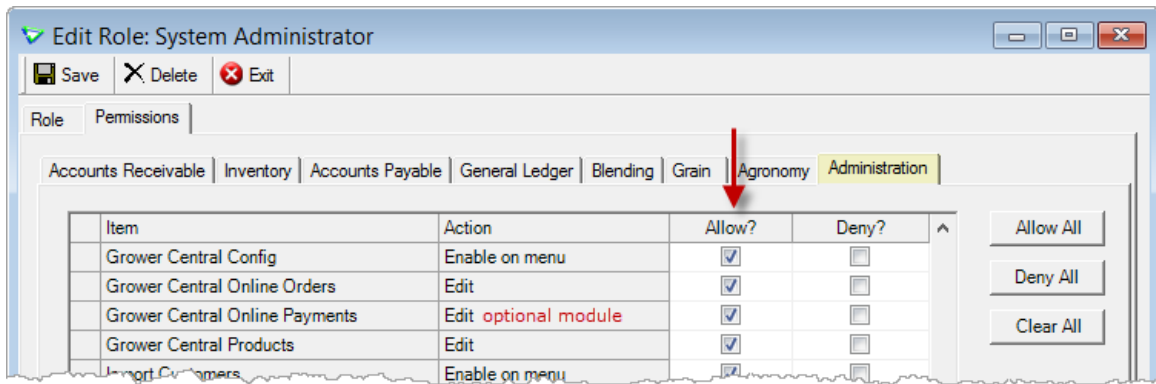


File > Security > Manage Roles



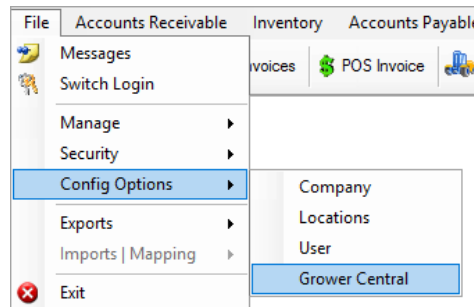
Accounts Receivable > Customer Accounts

Accounts Receivable > Manage > Grower Central Users

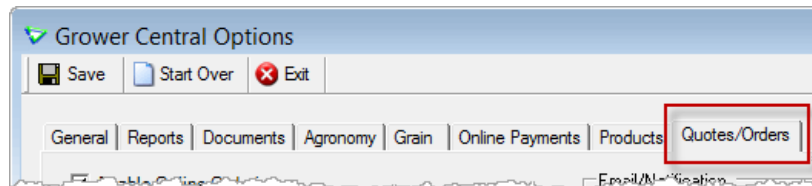


File > Security > Manage Roles

Grower Central Config Enables menu option

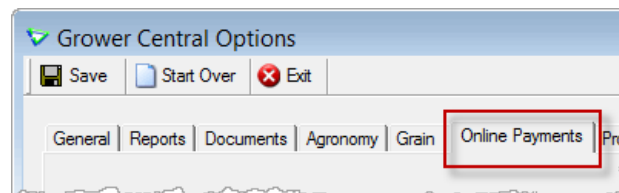


Grower Central Online Orders Displays config options tab: Quotes/Orders.



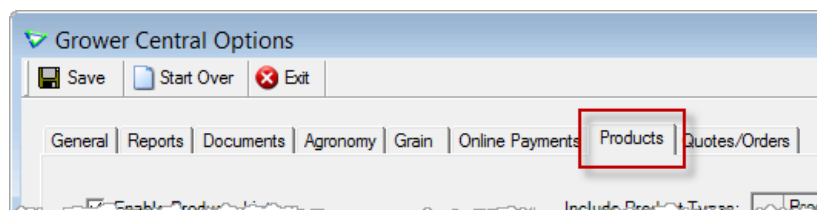
File > Config Options > Grower Central

Grower Central Online Payments (*optional*) Displays config options tab: Online Payments



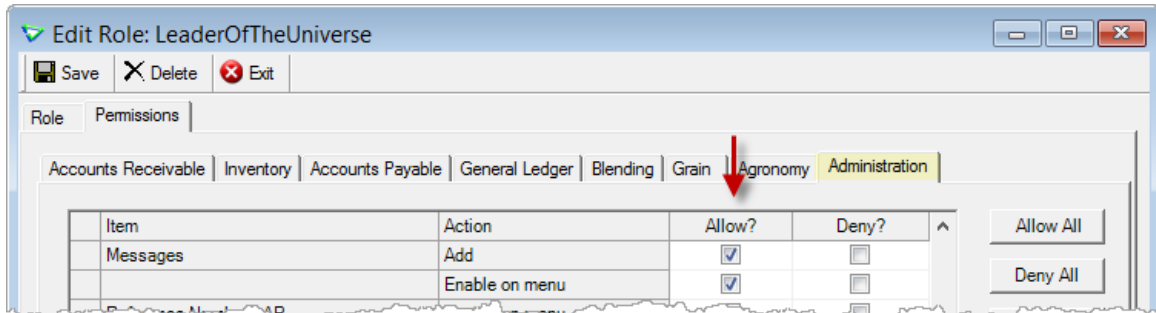
File > Config Options > Grower Central

Grower Central Products Displays config options tab: Products.



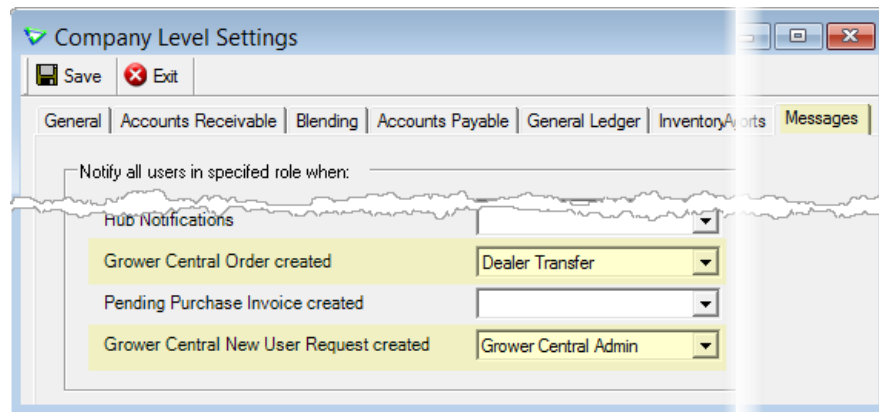
File > Config Options > Grower Central

Messages (*optional*) Required to read new username and dealer transfer notifications.



File > Security > Manage Roles

Select a role to receive the messages.

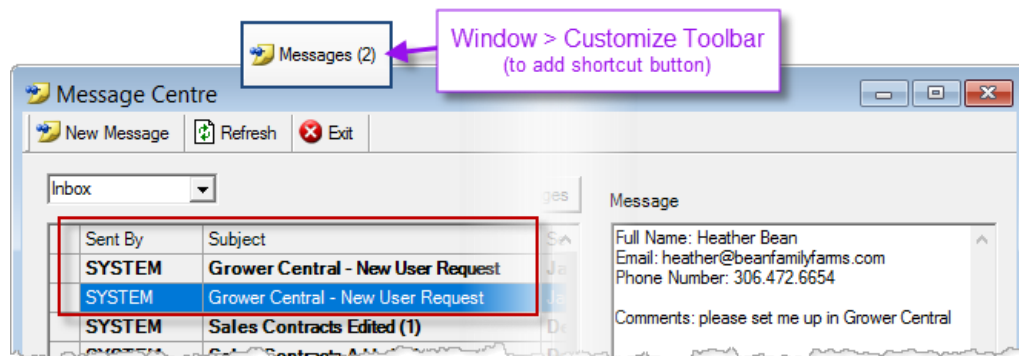


File > Config Options > Company

If a role is *not* selected for **New User Requests**, growers will receive an error when they try to submit a new user request.

Unable to send new user request, please
contact your retailer for more information.

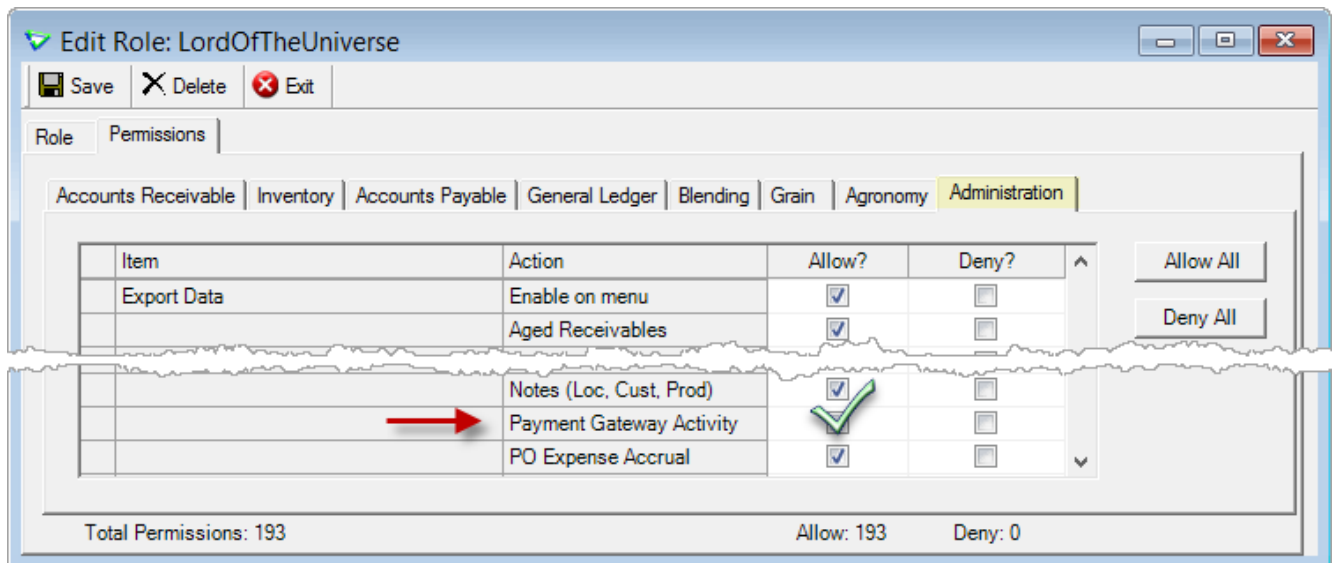
Submissions are sent as messages and viewed from the **Message Centre**.



File > Messages

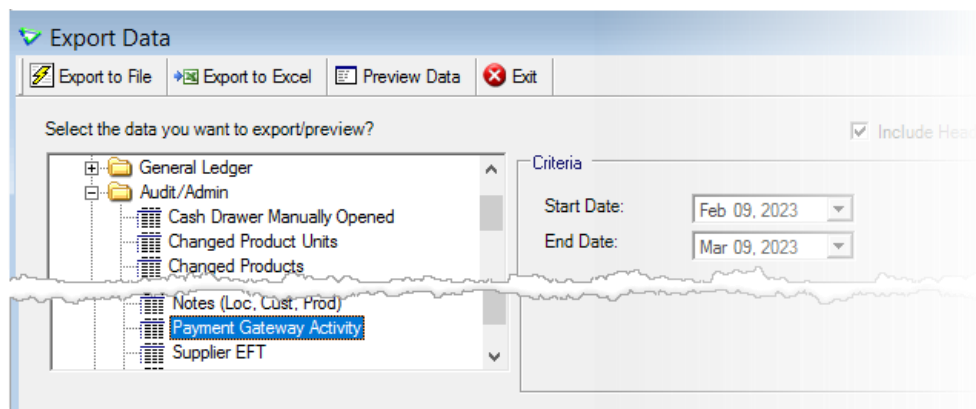
Data Export Security

Payments



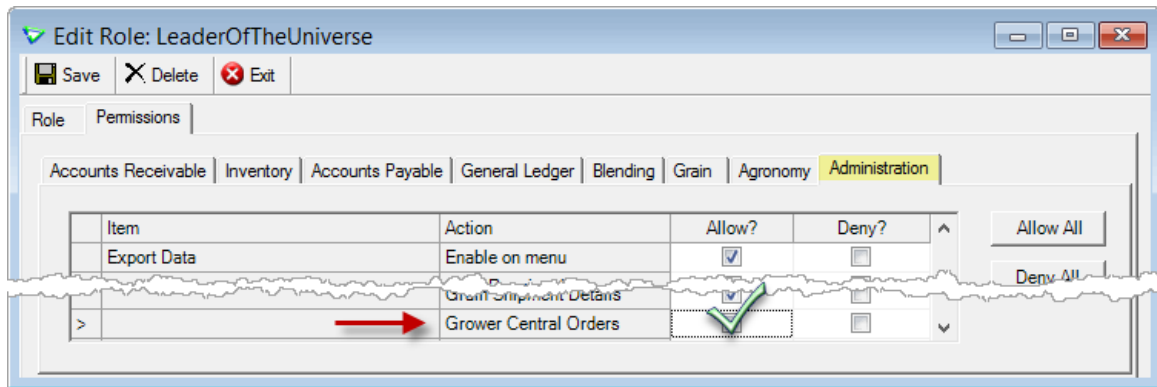
File > Security > Manage Roles > Export Data

Export Data – Audit Admin - Payment Gateway Activity (*optional*) permission to run the Payment Gateway Activity export



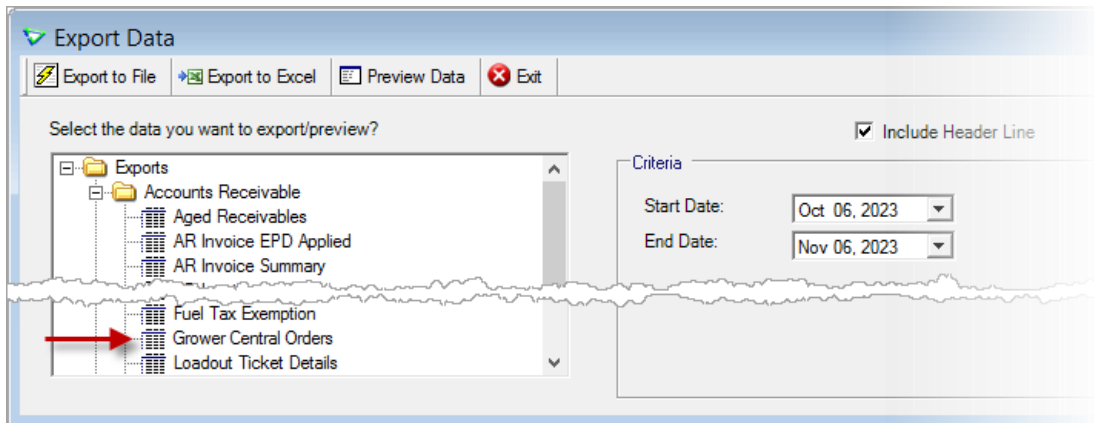
File > Exports > Data

Online Orders



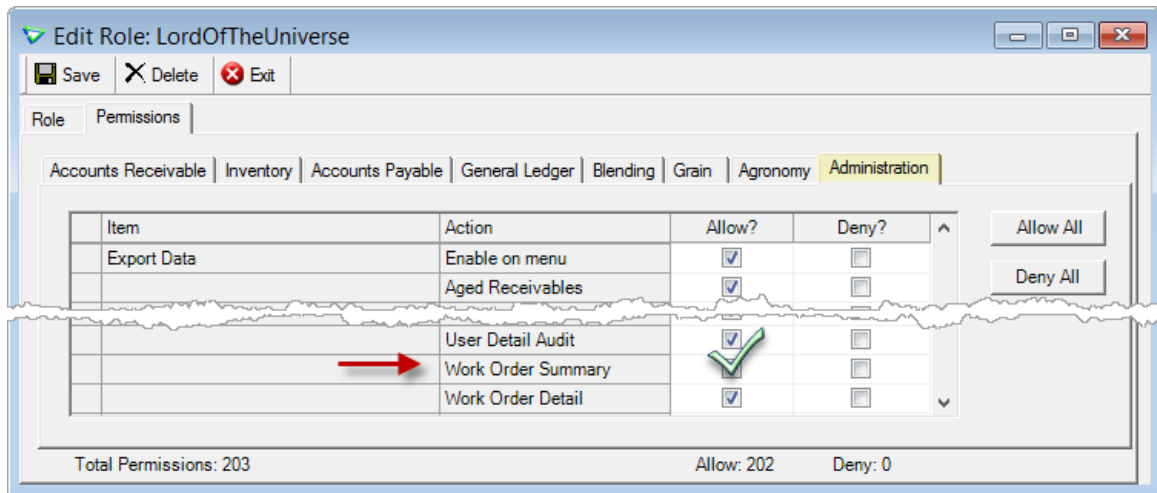
File > Security > Manage Roles > Export Data

Export Data – Accounts Receivable – Grower Central Orders (*optional*) permission to run the Grower Central Orders export



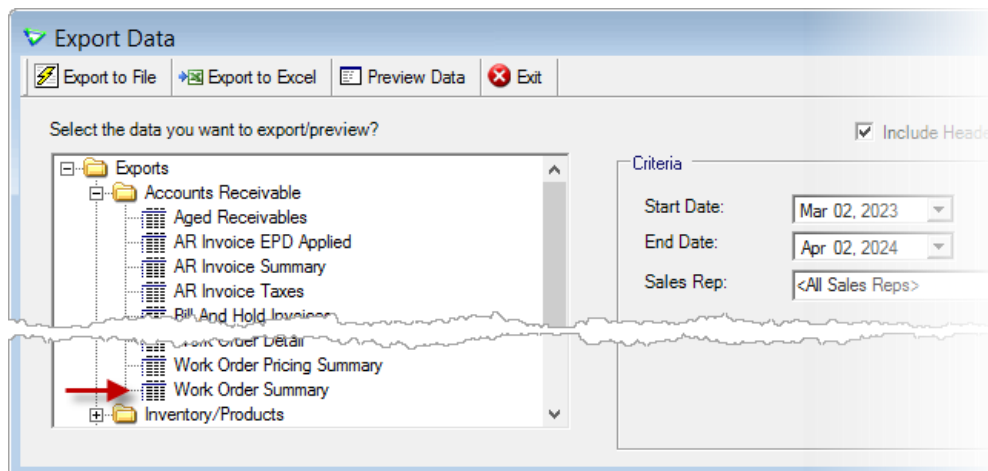
File > Exports > Data

Work Order Summary

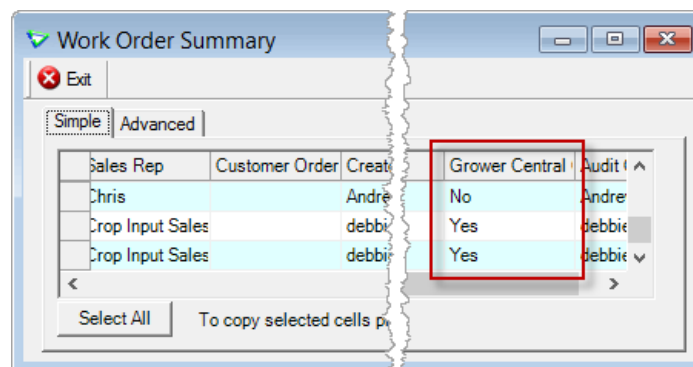


File > Security > Manage Roles > Export Data

Export Data – Accounts Receivable – Work Order Summary (optional) permission to run the Work Order Summary export



File > Exports > Data



Configuring Grower Central

Grower Central has its own set of configuration options that allow you to specify which documents your growers are allowed to view, and which reports they are allowed to run. Only the tabs and options available for your database will be displayed.

Note On *each* tab, **uncheck** any activities, reports, or documents you want to **hide** (unchecking all the items on a tab will hide the entire the page in Grower Central).

General

Grower Central Options

Save Start Over Exit

General Reports Documents Agronomy Grain Online Payments Products Quotes/Orders

Account

Display Balance: Net Balance (including Prepayments) Show Sales Rep?

Activity

Show:

☒ Work Orders ☒ Loadout Tickets ☒ Payments
☒ Show Price? ☒ Invoices ☒ Adjustments
☐ Committed Only? ☒ Blend History
☒ Show Quotes? ☒ Interest

Payment Detail

☐ Enable Payment Detail Page not available if Payments is checked

Display

Entries Per Page: 20 for all pages (Products tab can override)
Privacy Policy URL: https://www.tronia.com/wp-content/uploac optional (but recommended) link to your privacy policy

Message

Heading: Field Scouting Program optional: message is displayed to all growers after they login
Body: Contact us about our Total Ca reports from your agronomist for

Email

Subject: Your Grower Central Login! optional: will overwrite default text in welcome email sent to growers
Body: You've been invited to try out Central you can check out your balances, run
Login URL: https://web3.tronia.com/testd link included in welcome & password reset emails

Request New User

☒ Enable Request New User Page optional: display link to request new username

General Information

☒ Show General Information Manage Information

Upload Document optional: upload documents all growers can view

File to Upload: Document Title: Keywords:

File > Config Options > Grower Central

Tips **Work Orders – Show Prices?** applies to base layouts only and also affects work order eConfirmations.

The **Email: Body** field supports basic HTML text formatting codes.

Display Balance defaults to Net Balance (including Prepayments), but can be changed to Balance (excluding Prepayments)

Enable Payment Detail Page displays outstanding amount, overdue amount, and details of overdue invoices, but does not accept payments (inactive if **Payments** is checked)

Show Sales Rep displays name, email and phone number of crop sales rep (from the customer tab of the customer account)

Entries Per Page default is 10 and affects all pages; override available for [Products](#) page

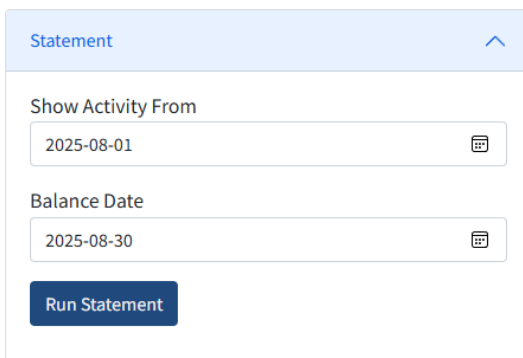
Tip

If you sell blends to your customers, then itemize products on work orders, you may *not* want to **Show [work order] Price** or the **Prepayment Report** as customers will see prices for individual commodities (including blend charges).

Show General Information activate General Information page, lists all documents added

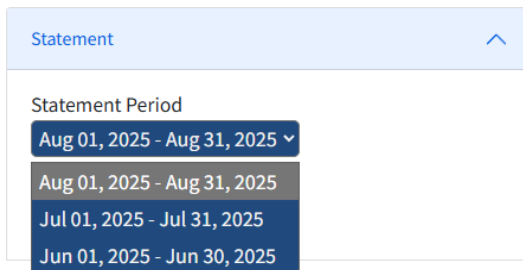
Reports – Managing Statement Dates

Managing statement dates is optional. If no date rows are added, your growers will run statements by choosing their own start and end dates.



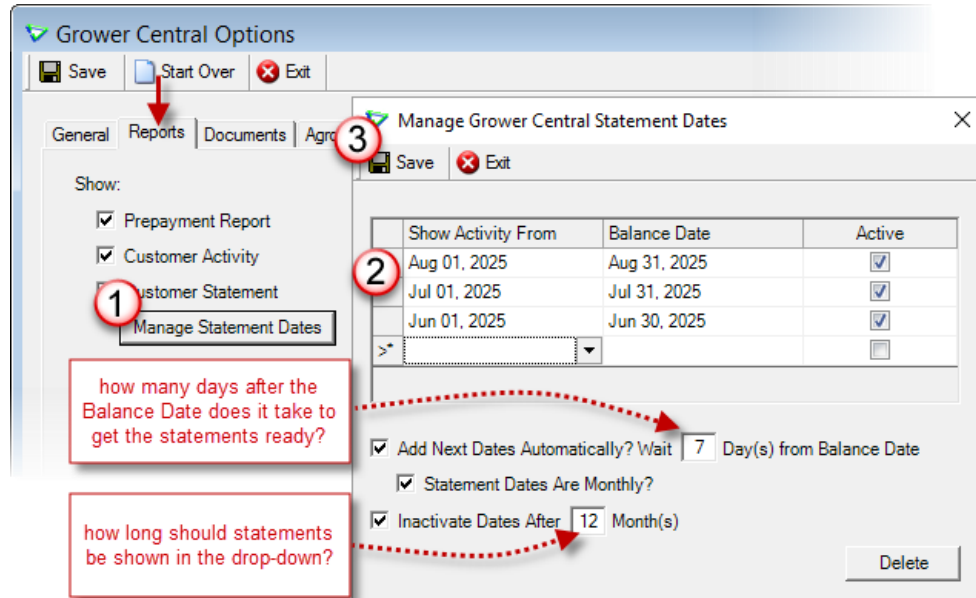
The screenshot shows a form titled "Statement" with a blue header bar. Below the header, there are two date pickers. The first is labeled "Show Activity From" and has a date of "2025-08-01" selected. The second is labeled "Balance Date" and has a date of "2025-08-30" selected. Both date pickers have a calendar icon to their right. At the bottom of the form is a blue button labeled "Run Statement".

Adding **Statement Dates** creates a drop-down list of fixed date ranges.



The screenshot shows the same "Statement" form, but with a different option selected. The "Statement Period" dropdown menu is open, showing four options: "Aug 01, 2025 - Aug 31, 2025" (selected), "Aug 01, 2025 - Aug 31, 2025", "Jul 01, 2025 - Jul 31, 2025", and "Jun 01, 2025 - Jun 30, 2025". The first option is highlighted with a blue background and a downward arrow.

After you add past and current **Statement Date** rows, agrē will handle adding future ones.



File > Config Options > Grower Central

Show Activity From: statement start date

Balance Date: last day of activity, statement end date

Active: display Statement Date row in Grower Central drop-down list

Add Next Dates Automatically: tells agrē to add future date rows automatically;
in this example the next one will be: Sep 01 - Sep 30

Wait ____ Day(s) from Balance Date: tells agrē *when to add* the next date row to the drop-down list - wait this many days after the predicted Balance Date before automatically adding the date row;

e.g. on October 7 (to give you time to finalize invoices, interest charges, etc), agrē will add the date row for September 1st to 30th

Statement Dates are Monthly? *how* the next balance date is determined
(agrē knows how many days are in each month, including leap years)

if **checked**

- then add 1 month to last Balance Date and subtract 1 day;
e.g. Balance Date Aug 31st, next statement period added: Sep 01 - Sep 30
- and if last Balance Date is not the end of a month, then next 'monthly' date row sets Balance Date to end of next month and all subsequent date rows will be added monthly
e.g. Jul 25-Aug 25 → Aug 26-Sep 30 → Oct 1-31 → Nov 1-30 etc.

if **unchecked**

- based on last statement date row, add same # of days to last Balance Date

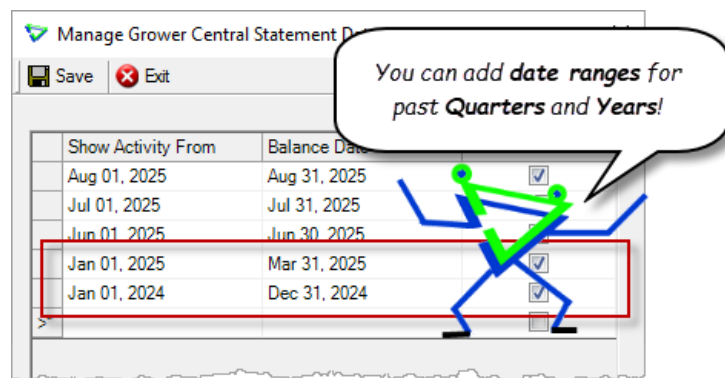
Inactivate Dates after ____ Month(s) tells agrē *when to remove* a date row from the drop-down list – this many months after the Balance Date, deactivate the row;
e.g. 12 months - as Sep 01-30 2025 is added, Sept 01-30 2024 is flagged inactive

- if all periods are inactive, no statements are available

Statement

Statement Period

No active dates available



Online Payments

If your company has activated the **Online Payments** module an extra configuration tab is displayed.

File > Config Options > Grower Central

Accounts Receivable > Manage > AR Payment Types

Enable Online Payments must be checked to display the **Payment** page in Grower Central

Payment Gateway* (required) Tronía partners with **Authorize.Net** to process online payments

API Login ID*, **Transaction Key***, **Client Key*** provided to you by Authorize.Net

Max Payment Amount* (required) maximum dollar value of an online payment

Offer Early Payment Discounts (optional) offer the same discounts for early Grower Central payments as the customer would get in agrē

Payment Type Discounts are ignored (this includes credit card surcharges).

AR Payment Type* (required) select a corresponding payment type for *each* credit card listed (if you do not accept a listed card, please contact your CSC)

Products

The screenshot shows the 'Grower Central Options' window with the 'Products' tab selected. Annotations include:

- A red box pointing to 'Enable Products List' with the text 'must be checked'.
- A blue box pointing to the other checkboxes with the text 'all others are optional'.
- A blue box pointing to the 'Include Product Types' section with the text 'checklist options are from: File > Manage > Product Types (active ones only)'.
- A red box in the top right corner with the text 'what Types of products can be displayed online?'.
- A blue box pointing to the 'Details View Type' dropdown (set to 'Card') with the text 'overrides value on General tab'.

Product Type	Include?
> Chemicals	☒
Dry Fertilizer	☒
Feed	☒
Fuel	☒
Liquid Fertilizer	☒
Lubes & Oil	☒
NH3	☒
Seed	☒
A Product Type With Maximum	☐
CORN	☐
Freight	☐
Fuel - Wholesale	☐
Grain	☐
Hardware	☐
Internal	☐
Miscellaneous	☐

Enable Products List* (required) Must be checked to activate the **Products** tab, and to display the **Products** page in Grower Central

Show Product Code Check to display product codes

Include SDS Link Check to display live links to the URL on the product

The screenshot shows the 'Edit Product: ACHIEVE - Achieve Liquid Gold' window. The 'Inventory' tab is selected. The 'Extra Attributes' section contains the following fields:

- Control Temperature: Contro Temp
- Flash Point: Emerge Tem
- Emergency Response Plan #: EmergResp
- ☒ Heated Storage Required
- NFC: NFC 9876543210987654
- PCP#: PCP 9876543210987654
- SDS Link: http://web3.troniaweb/webhelp/inventory/Adding_Products.htm#S
- SDS Revision: Feb 18, 2020
- Weight (KG per main):
- Stack Height (metre):
- Stack Height (pallet):
- Eaches per Pallet:
- Max File Size:

Inventory > Manage > Products

Show Primary UPC Code Check to display the primary UPC code

Show Current Price Check to display the current price.
Can be overridden at the product level.

Inventory > Manage > Products

Show Stock Indicator Check to indicate stock level based on home location balance.
Can be overridden at the product level.

In stock Quantity > 0
Low stock Quantity <= 0

Show Quantity On Hand By Location Check to display link to popup window of quantities at all locations.
Can be overridden at the product level.

46-0-0 (Metric Tonne)	
🏠 Dog River	956
Edmonton	294429
St. Albert	3838
Stony Plain	98
🏠 Home Location	

Show Supplier Check to display the supplier

Limit Products based on Supplier (WO->PO) applicable to the WO to PO Process only

Display defaults on login, growers can change but setting is not retained

- **Details View Type*** (required) Choose Card or List
- **Entries Per Page** If not specified, value from [General](#) tab is used

Include Product Types* (required) Choose which product types can be **ordered** online
(at least 1 must be checked)

Optional Product Exceptions

Exceptions can be made at the product level.

The screenshot shows a software window titled "Edit Product: ACHIEVE - Achieve Liquid Gold". The window has a menu bar with "Save", "Refresh", "Delete", "Prices/Taxes", and "Exit". Below the menu bar is a tabbed interface with tabs for "Product", "Units", "Inventory", "Notes", "Associated Products", "Blending", "Manufacturing", "Dangerous Goods", "Regulations", and "Grower Central". The "Grower Central" tab is selected. The main area of the window contains several fields and dropdown menus for configuring product exceptions. On the left, there is a "Show in Grower Central:" dropdown menu, a "Web Title:" field with a "Yes/No" dropdown, a "Keywords/Search Terms:" field, and a "Web Description: (Product Notes)" text area. On the right, there are three dropdown menus: "Show Current Price:" (with a note "(by Customer Location/Price Level)"), "Show Stock Indicator?:" (with a note "(by Customer Location)"), and "Show Qty On Hand?:" (with a note "(by all Locations)").

Inventory > Manage > Products

Show in Grower Central Overrides the Product Types criteria (above)

Web Title Overrides the Product Description

Keywords/Search Terms Assist with searching

Web Description Displays additional details

Show Current Price Overrides the [Show Current Price](#) config

Show Stock Indicator Overrides the [Show Stock Indicator](#) config

Show Qty on Hand Overrides the [Show Quantity on Hand by Location](#) config

Quotes/Orders

Grower Central Options

Save Start Over Exit

General Reports Documents Online Payments Products **Quotes/Orders**

☒ **Enable Online Ordering**

Work Order Type: Order

Online Order Sub Type: ONLINE

☐ Commit Inventory

Dealer Transfer

Email Notifications To: -dealertransfers@TSLAgandGrain.ca

Email/Notification

Email From: agre User - Dale.Evans@TSLAgandGrain

Subject: Your MyCompany Order [REFNO] has been received

Body:

Thank you for ordering from MyCompany. We'll send a confirmation once your items have shipped. Your order details are included in the attached PDF file. To review your order, please visit [Grower Central](#) and view your Account page.

If you have any questions regarding your order, please contact us.

TSL Sales Team
My Company Ltd.
sales@MyCompany.ca
780.555.1212
<https://www.mycompany.ca/growercentral>

☒ Send all email notifications to Customer Sales Rep

☒ Send all email notifications to Grower Central user

recommended

File > Config Options > Grower Central

Enable Online Ordering* (required) Must be checked to activate the **Orders** tab, and to display the **Orders** page in Grower Central

Work Order Type Can be Order or Quote

Online Order Sub Type Automatically tag quotes/orders created via Grower Central with a specific Sub Type

Manage Work Order Sub Types

Save Exit

Description	Expiry Date	Active
Contract	Jun 30, 2023	☒
Fertilizer		☒
ONLINE		☒

Remove Sub Type

Accounts Receivable > Manage > WO Sub Types

Commit Inventory If type is Order inventory can be committed (quotes cannot be committed)

Dealer Transfer - Email Notifications To: * dealer transfer shipping emails are sent to this AR Sales Rep.

Caution If left blank, company config option **Sales Rep is Mandatory for Loadout Tickets** must be **unchecked**.

Email From Order emails will be sent from (and growers will reply to) this address. If **no address** is entered, **no emails** will be sent from Grower Central.

drop down list options are from:
File > Config Options > User

only users with BOTH
Email and Emailer
are listed

File > Config Options > User

Tip

Your company may want to setup a shared generic agrē user and/or email address to use for automated Grower Central emails.

Subject Overrides system default; [REFNO] is replaced by the actual WO Reference Number

Body Overrides system default; supports basic HTML text formatting codes like and <h1> (using
 is optional; you can also hit the ENTER key to indicate a line break).

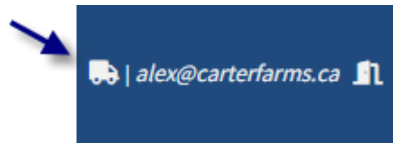
Send all email notifications to Customer Sales Rep Check to send a copy of the email to the customer's default Sales Rep. If the sales rep has **no address** entered, **no copy** is sent.

email address required

Name	Phone	Email	Active
Chris			☒
Crop Input Sales Rep	+1.888.555.1212	CropSales@MyCompany.ca	☒
Grain Sales Rep		GrainSalesRep@MyCompany.ca	☒

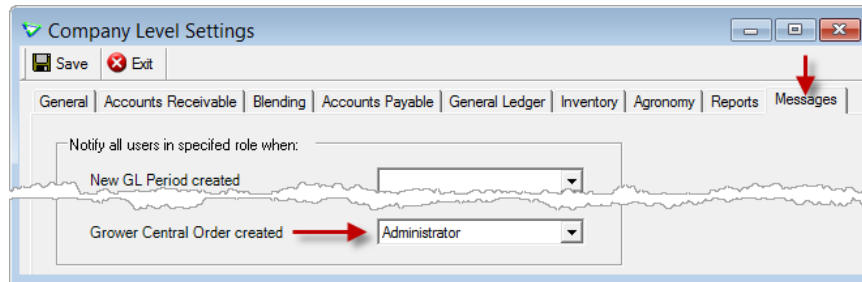
Accounts Receivable > Manage > Customers &
Accounts Receivable > Manage > Sales Representatives

Send all email notifications to Grower Central user (*recommended*) Check to send emails to the logged in Grower Central user.



Company Config Option (*optional*)

Grower Central Order Created choose a role to receive an automated agrē message when a work order is created online



File > Config Options > Company

Managing Grower Central Usernames and Passwords

Setting up a **Grower Central** login for a customer account is optional (not every customer may want one). You can setup multiple Grower Central logins for the same customer account if more than one person needs access.

You can also setup the same GC login on multiple accounts so they can login with the same credentials to all accounts.

Individual Grower Accounts

Grower Central logins can be managed from the **Customer Account**.

Customer Account Information for Martin, Lyle (C1000)

Martin, Lyle (C1000)
PO Box 18
Westlock, AB T9K 3L2

P: 780.459.1200
M: 780.989.2300

Net Balance (including Prepayments): (\$409,794.89) **Accept Payment**
Balance (excluding Prepayments): \$8,446.95 **Return Funds**
Unapplied Credits: \$0.00 **Apply Credits**
Prepayment Funds Available: \$418,241.84 **Accept Prepayment**

Account History | CRM Activity | Documents | Agronomy

Date	Type	Reference	Location	Amount
> Oct 01, 2015	Invoice	STINV0027	Stony Plain	\$3,424.67
Oct 01, 2015	Loadout Ticket	STLOT26	Stony Plain	
Oct 01, 2015	Work Order	WO109	Edmonton	
Sep 10, 2015	Invoice	STINV0026	Stony Plain	\$2,481.50

View Item | Edit | Delete | Show Last Year

Click **Add** to add new Grower Central user names.

Grower Central User Setup

Customer: Martin, Lyle (C1000) Find Add

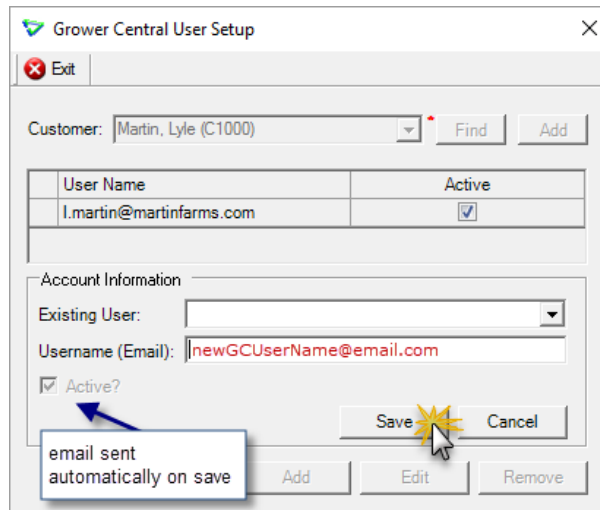
User Name	Active
l.martin@martinfarms.com	☒

Add Edit Remove

Each customer account can have multiple Grower Central users – for themselves, and their spouse, operations manager, accountant, etc.

Adding a New Username

To add a *new* GC user, type their **Username (Email)** address.



The screenshot shows the 'Grower Central User Setup' window. At the top, there's a 'Customer' dropdown menu set to 'Martin, Lyle (C1000)' with 'Find' and 'Add' buttons. Below this is a table with two columns: 'User Name' and 'Active'. The first row contains 'l.martin@martinfarms.com' and a checked checkbox. The 'Account Information' section has an 'Existing User' dropdown, a 'Username (Email)' text field containing 'newGCUserName@email.com', and a checked 'Active?' checkbox. A blue arrow points from a text box saying 'email sent automatically on save' to the 'Active?' checkbox. To the right are 'Save' and 'Cancel' buttons, with a yellow starburst icon over the 'Save' button. At the bottom are 'Add', 'Edit', and 'Remove' buttons.

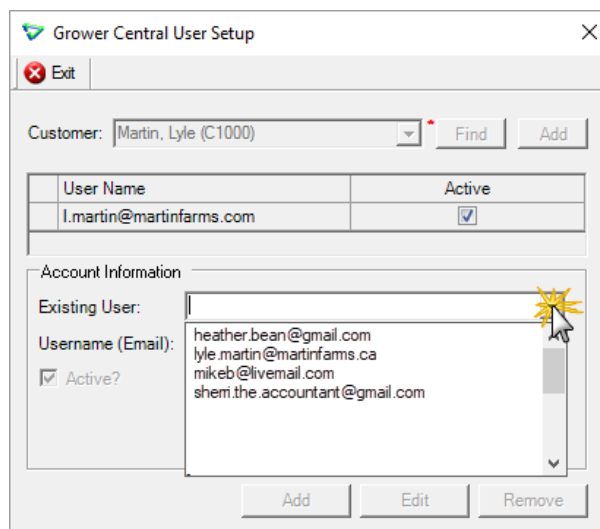
All that's needed is an email address - then just click **Save**.
agrē will generate a temporary password and email the grower with their login credentials.
(if no email is sent, the new user will not be created)

Adding an Existing Username

You can add GC usernames to this account that already exist on other customer accounts.

For example, a user may require access to multiple customer accounts (their personal one and ones shared with parents/siblings/business partners, or they are the accountant for several of your growers) and already have their email address associated with a different grower.

Select the **Existing User** from the drop-down list. **Save**.



This screenshot shows the same 'Grower Central User Setup' window. The 'Existing User' dropdown menu is open, displaying a list of email addresses: 'heather.bean@gmail.com', 'lyle.martin@martinfarms.ca', 'mikeb@livemail.com', and 'sheri.the.accountant@gmail.com'. A yellow starburst icon is over the top of the list. The 'Username (Email)' field is empty. The 'Active?' checkbox is checked. The 'Save' and 'Cancel' buttons are no longer visible, replaced by 'Add', 'Edit', and 'Remove' buttons at the bottom.

No email will be sent – existing users will already have a password.

Tips

When a Grower Central Username (email address) is associated with multiple Customer Accounts, on login the user will be presented with a list of accounts so they can select which grower's information they want to view.

To switch accounts, the user can choose “**Select Account**” from the menu to see the same list of accounts so they can select a different one without needing to logout and back in.

Password Reset

If a user cannot reset their password, you can initiate one for them.

Select the **User Name**, **Edit**, check **Reset Password**, and **Save**.

The screenshot shows the 'Grower Central User Setup' window. At the top, there's a 'Customer' dropdown set to 'Bean Family Farms (0001)' with 'Find' and 'Add' buttons. Below this is a table with two columns: 'User Name' and 'Active'. The first row shows 'heather@beanfamilyfarms.ca' with a checked 'Active' checkbox. A red circle with the number '1' is next to the 'User Name' cell. Below the table is the 'Account Information' section. It has 'Existing User:' and 'Username (Email):' both set to 'heather@beanfamilyfarms.ca'. There are two checkboxes: 'Active?' (checked) and 'Reset Password' (unchecked). A red circle with the number '3' is next to the 'Reset Password' checkbox. At the bottom right of the 'Account Information' section are 'Save' and 'Cancel' buttons. A red circle with the number '4' is next to the 'Save' button. A tooltip box next to the 'Save' button says 'email sent automatically on save'. At the very bottom of the window are 'Add', 'Edit', and 'Remove' buttons. A red circle with the number '2' is next to the 'Edit' button.

Multiple Grower Accounts

If you're setting up Grower Central logins for several grower accounts, you may find it more convenient to do from the **Manage Grower Central Users** window.

Add the credentials for a new grower, or edit the credentials for existing ones.

The screenshot shows the 'Manage Grower Central Users' window at the top, which contains a table of users. Below it are two 'Edit Customer: Bean Family Farms (0001)' windows. Red dotted lines and callout boxes provide instructions for adding and editing users.

Manage Grower Central Users Window:

Customer Code	Customer Name	Active GC Users
0090	Abraham, James	2
1002	Baker, Mike	4
0001	Bean Family Farms	1

Annotations for 'Manage Grower Central Users':

- Red box: 'add GC users to new customer account' with an arrow pointing to the 'Add' button.

Edit Customer: Bean Family Farms (0001) - Left Window:

Customer: Bean Family Farms (0001) Find Add

User Name	Active
heather@beanfamilyfarms.ca	☒

Account Information

Existing User: [dropdown]
Username (Email): [text field]
☒ Active?
email sent automatically on save

Save Cancel

Add Edit Remove

Annotations for Left Edit Window:

- Red box: 'Add to - select existing - type new email' with an arrow pointing to the 'Existing User' dropdown.
- Red box: 'Add to - select existing - type new email' with an arrow pointing to the 'Username (Email)' field.

Edit Customer: Bean Family Farms (0001) - Right Window:

Customer: Bean Family Farms (0001) Find Add

User Name	Active
heather@beanfamilyfarms.ca	☒

Account Information

Existing User: heather@beanfamilyfarms.ca
Username (Email): heather@beanfamilyfarms.ca
☒ Active?
☐ Reset Password
if checked, email sent automatically on save

Save Cancel

Add Edit Remove

Annotations for Right Edit Window:

- Red box: 'Edit to - reset password - deactivate' with an arrow pointing to the 'Reset Password' checkbox.

Accounts Receivable > Manage > Grower Central Users

Customer Groups

You can quickly create a *new* common login for all customers in the same **Customer Group**. This has the same effect as adding the same email address and password to multiple individual grower accounts.

Add the credentials for a new GC user.

The screenshot shows two overlapping windows. The top window is 'Manage Customer Groups' with a table:

Group Name	# Of Customers	Active?
Carter Family	2	☒

The bottom window is 'Edit Customer Group Carter Family'. It has a 'Customer Group' dropdown set to 'Carter Family' and an 'Active' checkbox checked. Below is a table of customers:

Customer	Split Percentage
> Bean, Heather (0002)	50.00
Carter, Alexander (C0874)	50.00

A red callout box points to the table with the text: 'same email/password will allow access to all group members' Grower Central accounts'. Below the table is an 'Add Customer' button. At the bottom, there is a checked checkbox for 'Allow Grower Central Access' and a 'New Login (Email)' field containing 'pat@agroaccountingsolutions.ca'. There is also an unchecked 'Reset Password' checkbox.

Accounts Receivable > Manage > Customer Groups

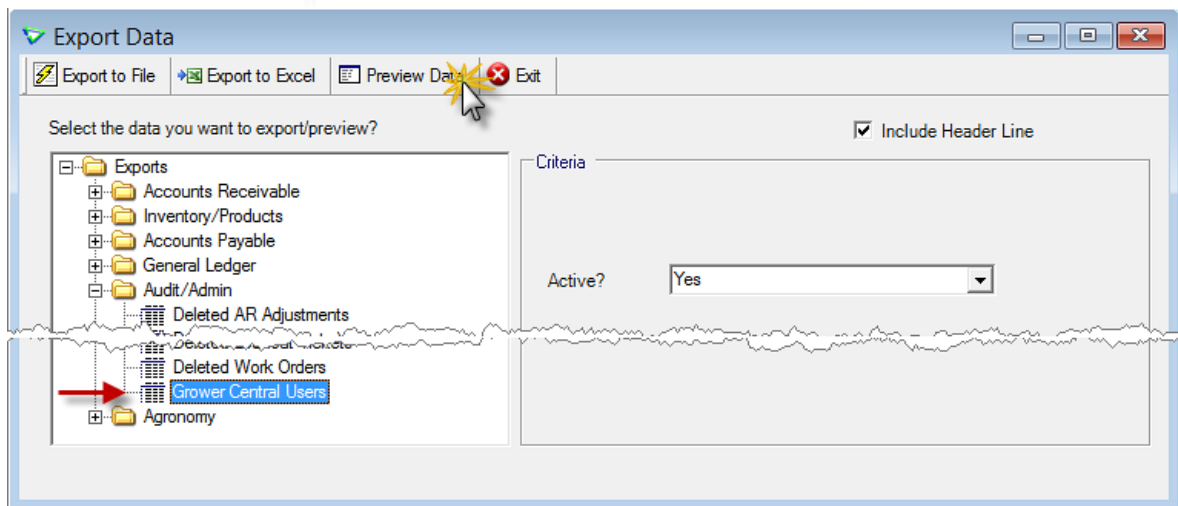
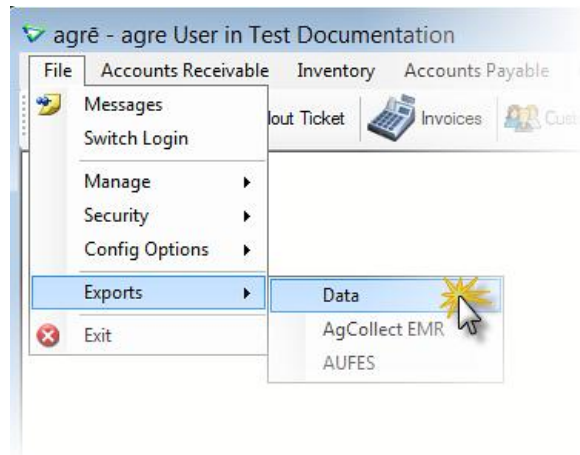
Note agrē will send an automated email on **Save** if:

- this is a *new* Username/Email or
- if **Reset Password** is checked

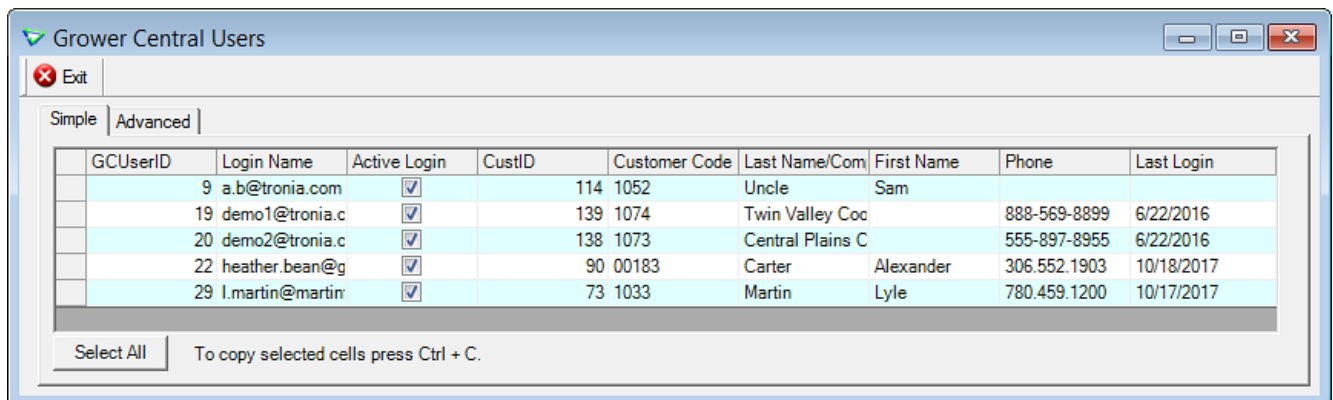
You can still add the same Login/Password to individual accounts that aren't part of the Customer Group. For example, in addition to being the accountant for Carter Family (whose members share work orders, split billing etc.) Pat is also the accountant for Lyle Martin (who is not part of the Carter Family Customer Group, nor does he share work orders or split billing with the Carter Family - he just happens to use the same accountant).

Confirming Grower Central User Information (data export)

An easy way to check you've entered everyone's email address correctly, or haven't missed an account, is to use the **Grower Central Users** data export.



File > Exports > Data



GCUserID	Login Name	Active Login	CustID	Customer Code	Last Name/Com	First Name	Phone	Last Login
9	a.b@tronia.com	☒	114	1052	Uncle	Sam		
19	demo1@tronia.c	☒	139	1074	Twin Valley Coc		888-569-8899	6/22/2016
20	demo2@tronia.c	☒	138	1073	Central Plains C		555-897-8955	6/22/2016
22	heather.bean@g	☒	90	00183	Carter	Alexander	306.552.1903	10/18/2017
29	I.martin@martin	☒	73	1033	Martin	Lyle	780.459.1200	10/17/2017

Grower Central