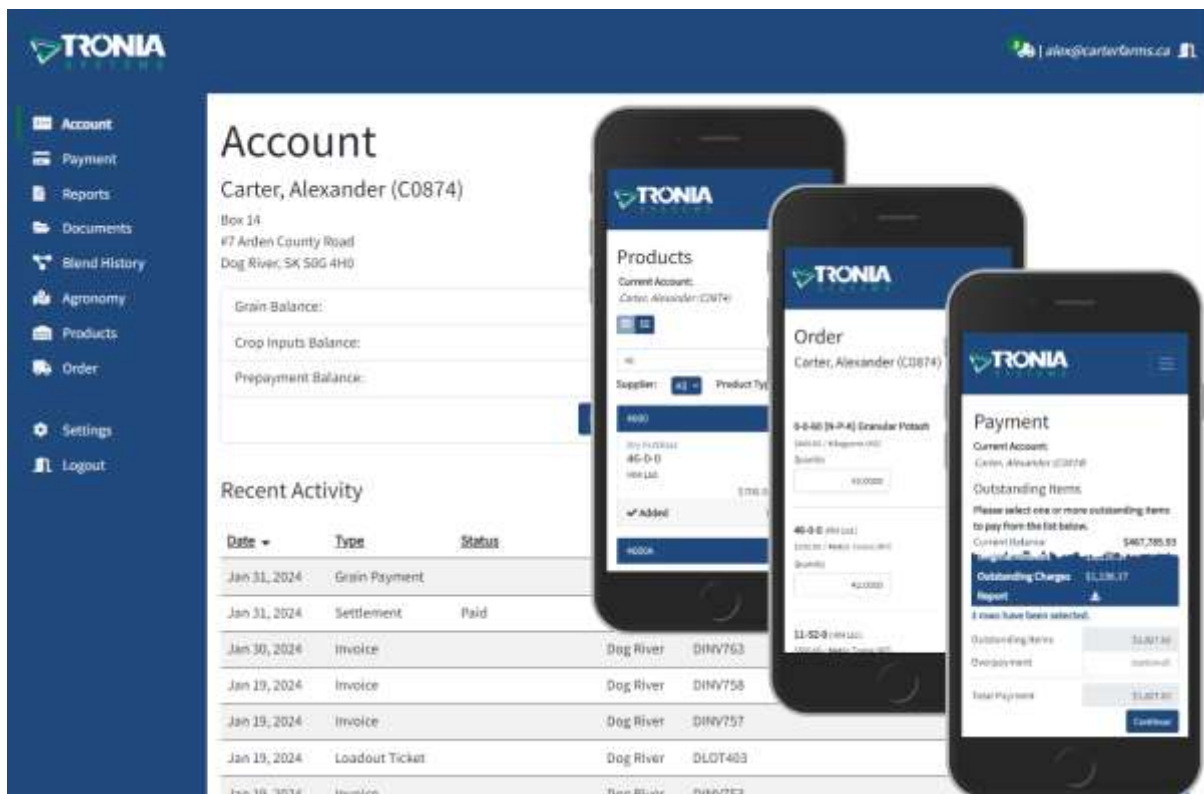


GROWER CENTRAL

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 Setup 3](#)
- [Configuring Grower Central 8](#)
- [Managing Grower Central Usernames and Passwords 14](#)
- [User Instructions 20](#)
- [System Recommendations..... 20](#)

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 Quotes
- Order Products
- Make Payments*

* with optional module

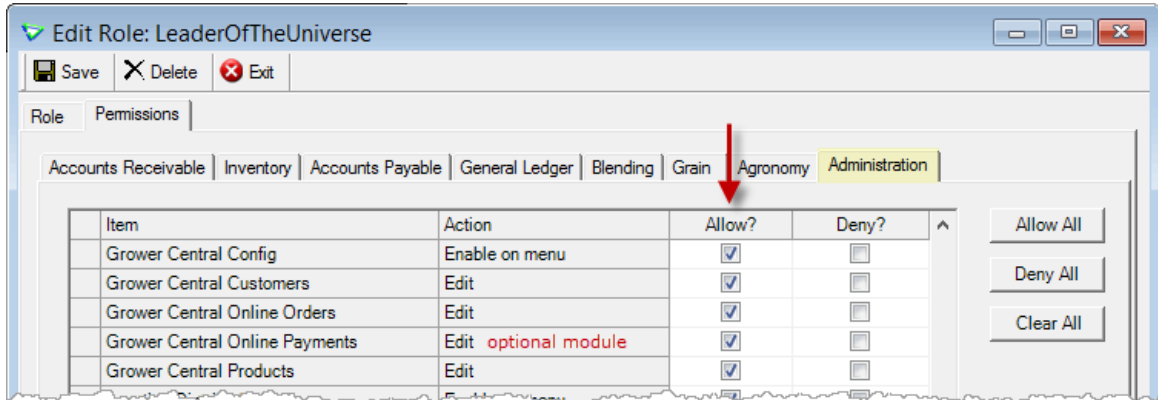
What your customers can see in Grower Central

- 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, shipments, etc.

Security Setup

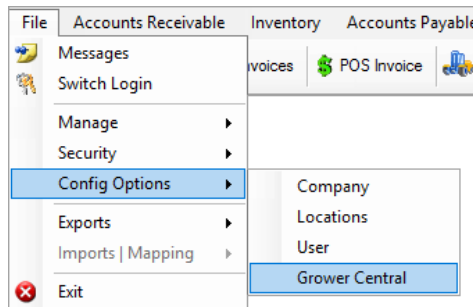
There are a few permissions required to setup **Grower Central**. Not all users need permission to perform all Grower Central tasks, but at least one user should be allowed to do them all.

Grower Central Security Permissions



File > Security > Manage Roles > Grower Central

Grower Central Config Enables menu option

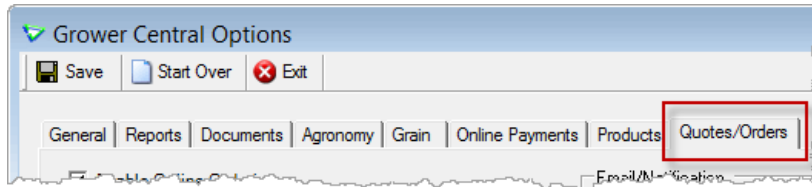


Grower Central Customers Enables customer username/password management



Accounts Receivable > Customer Accounts

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



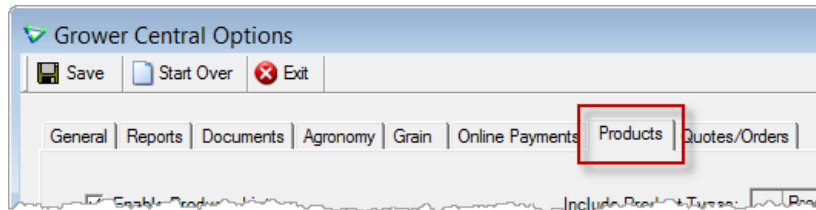
File > Config Options > Grower Central

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



File > Config Options > Grower Central

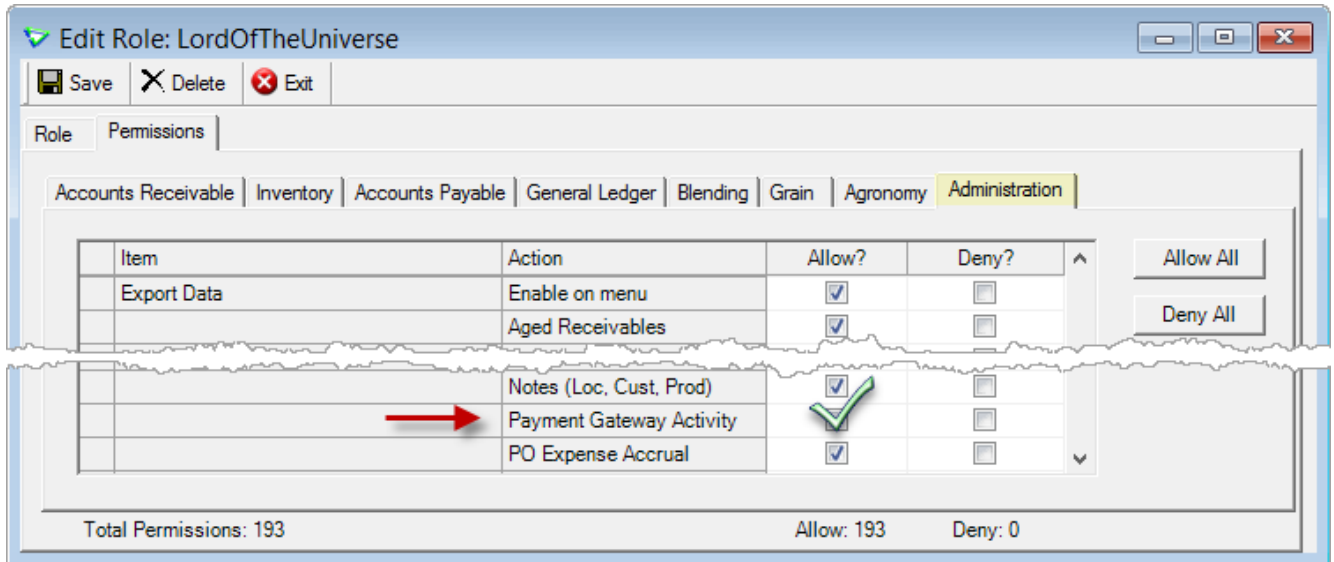
Grower Central Products Displays config options tab: Products.



File > Config Options > Grower Central

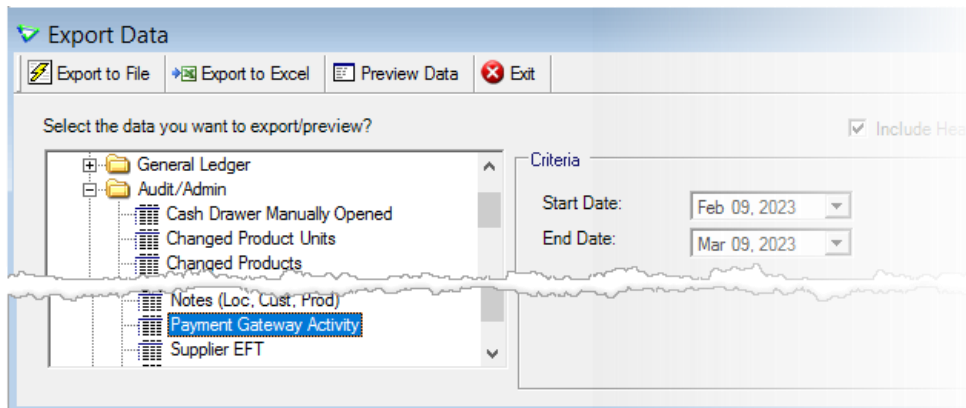
Grower Central Data Exports

Payments



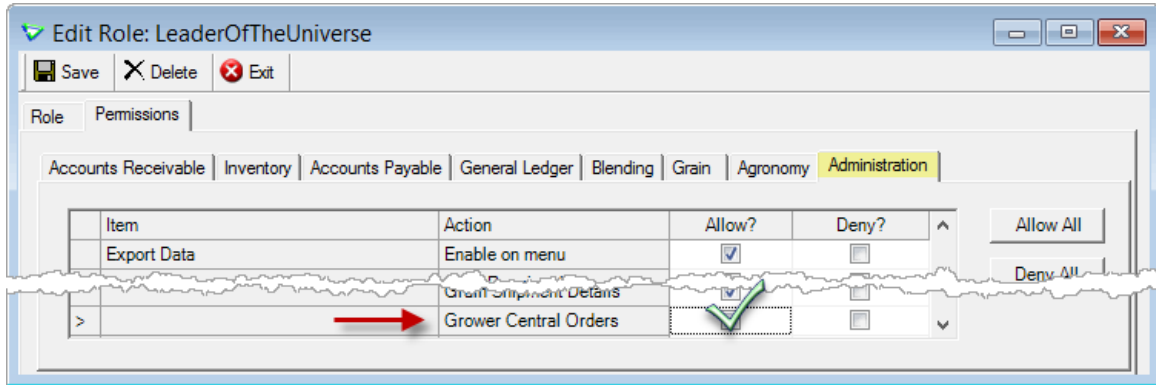
File > Security > Manage Roles > Export Data

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



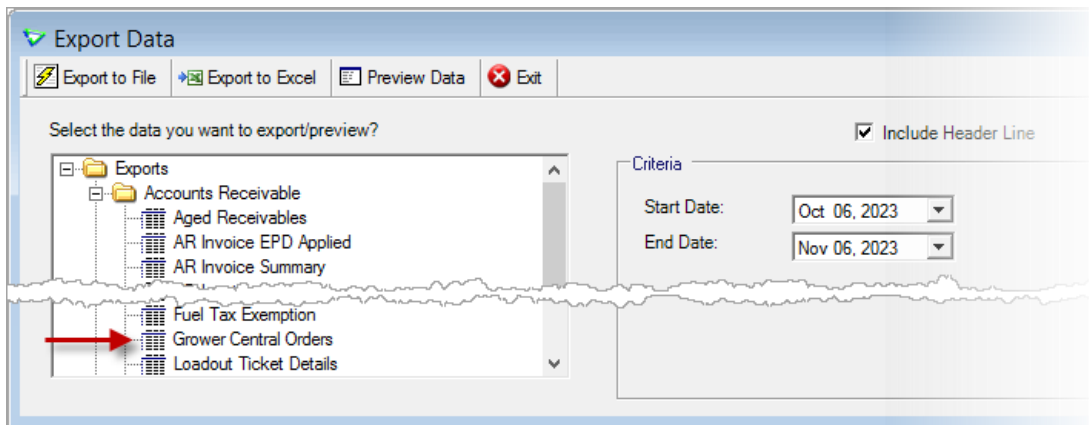
File > Exports > Data

Online Orders



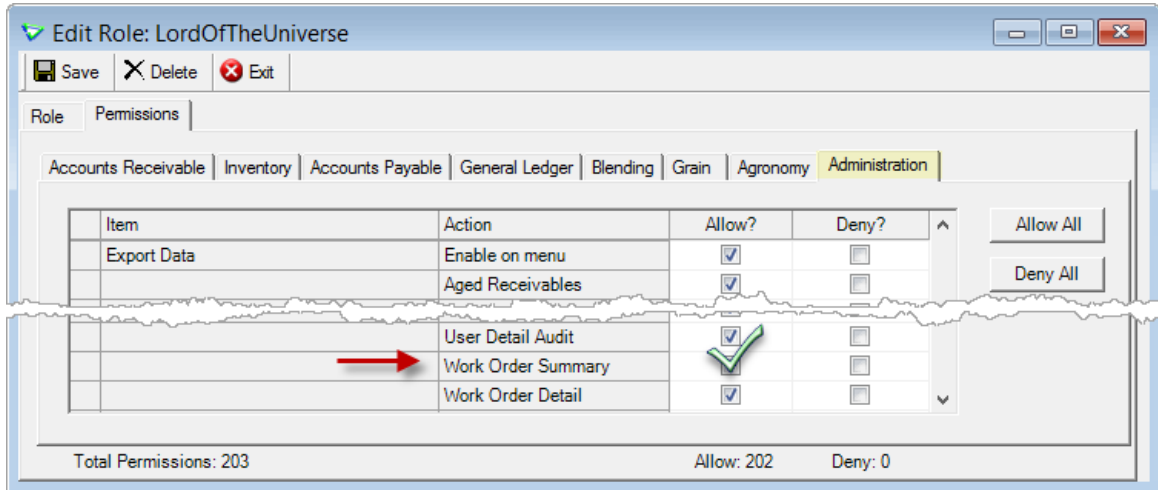
File > Security > Manage Roles > Export Data

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



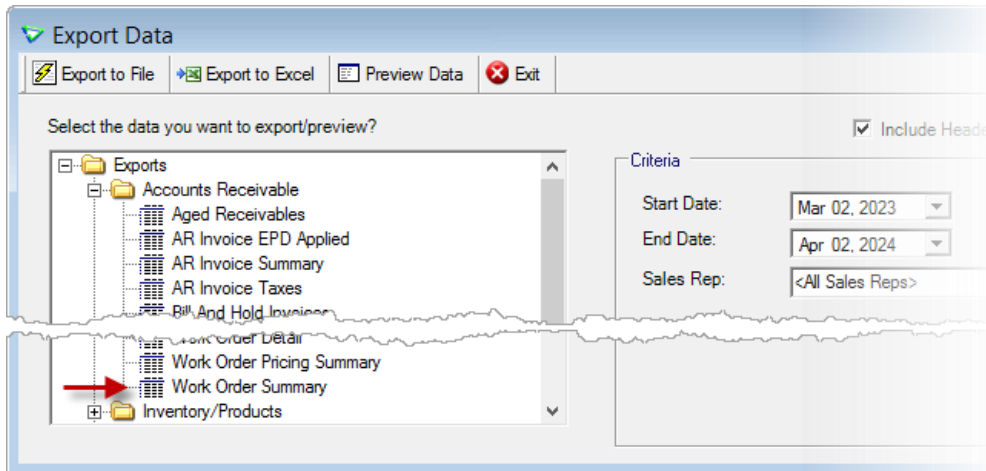
File > Exports > Data

Work Order Summary

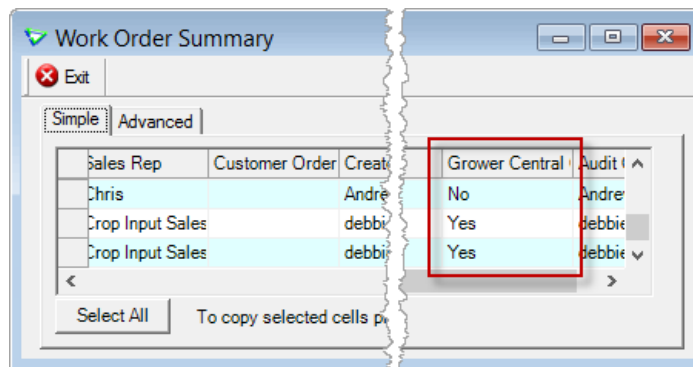


File > Security > Manage Roles > Export Data

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



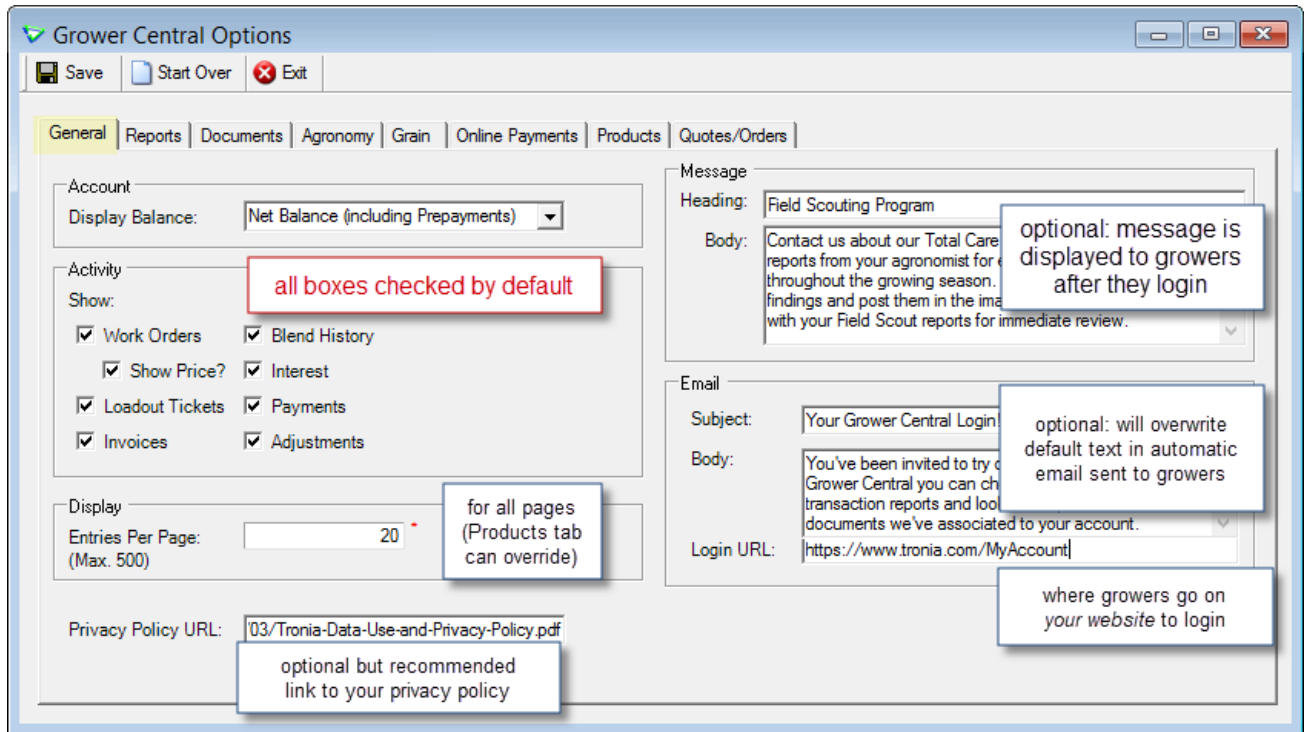
File > Exports > Data



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.



File > Config Options > Grower Central

Notes

Work Orders – Show Prices? applies to base layouts only.
The **Email: Body** field supports basic HTML text formatting codes.
Grain transactions are displayed on the **Accounts** page.
Grain reports are displayed on the **Reports** page.

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

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

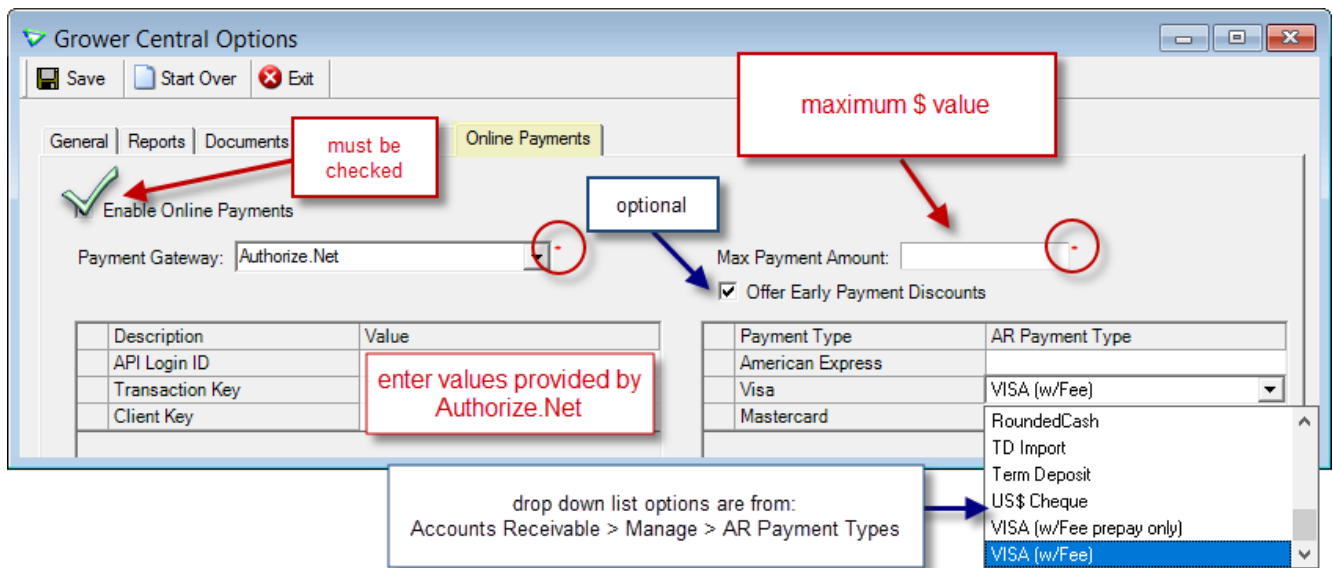
On each tab, uncheck any activities, reports, or documents you *don't* want your customers to see (unchecking all the items on a tab will hide the entire the page in Grower Central).

Tip

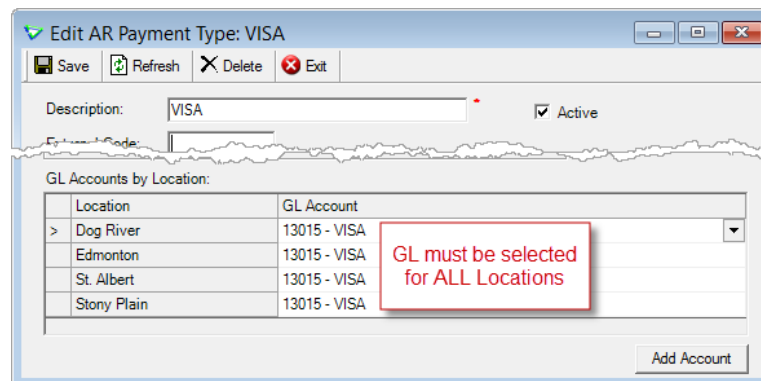
If you sell blends to your customers, then itemize products on work orders, you may *not* want to **Show [work order] Price** or the **Prepayment Report** as customers will see prices for individual commodities (including blend charges).

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

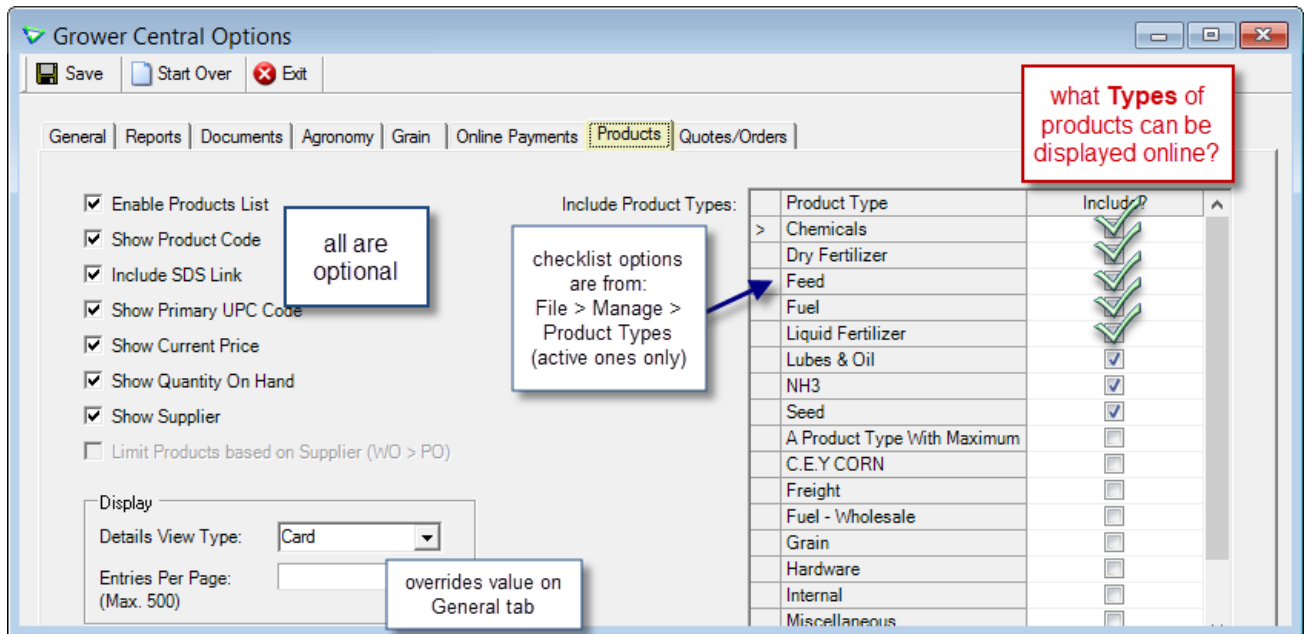
Max Payment Amount* (*required*) maximum dollar value of an online payment

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)

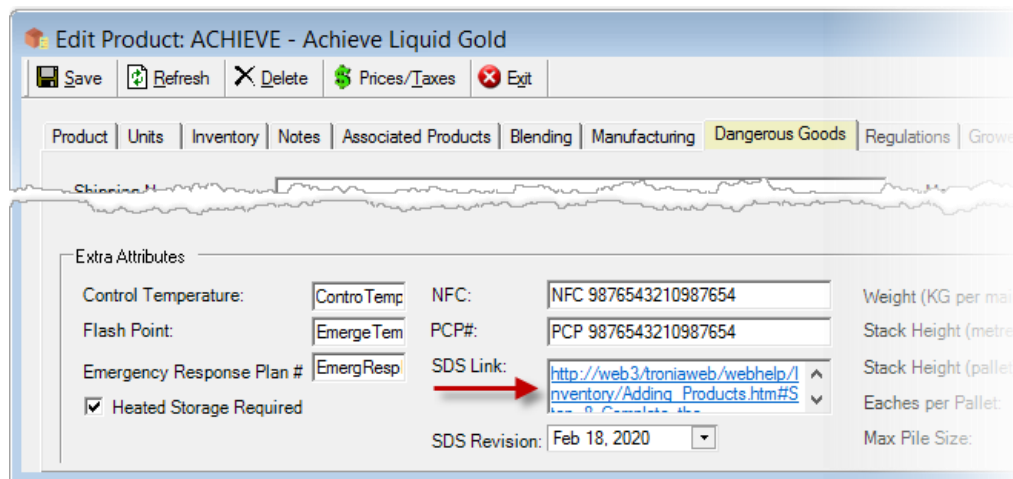
Products



Enable Products List 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



Inventory > Manage > Products

Show Primary UPC Code Check to display the primary UPC code

Show Current Price Check to display the current price

Show Quantity on Hand Check to indicate stock level based on home location balance

- In stock** Quantity > 0
- Low stock** Quantity <= 0

Show Supplier Check to display the supplier

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

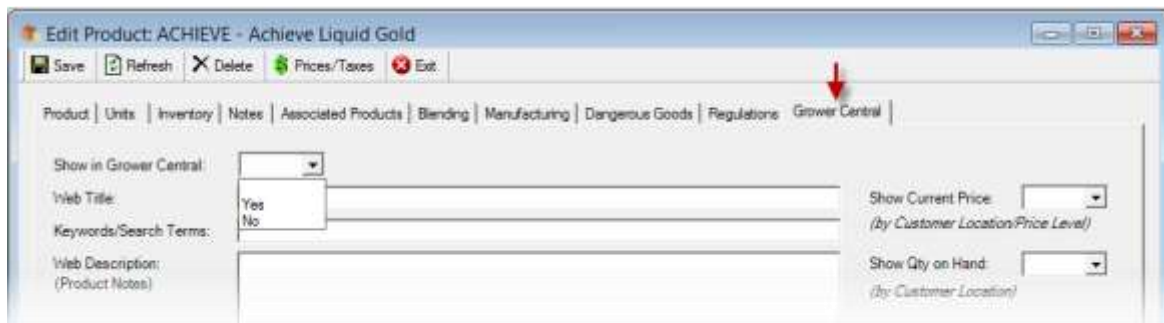
Display defaults on login, growers can change but setting is not retained

- **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.



[Inventory > Manage > Products](#)

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

Web Title Overrides the Product Description

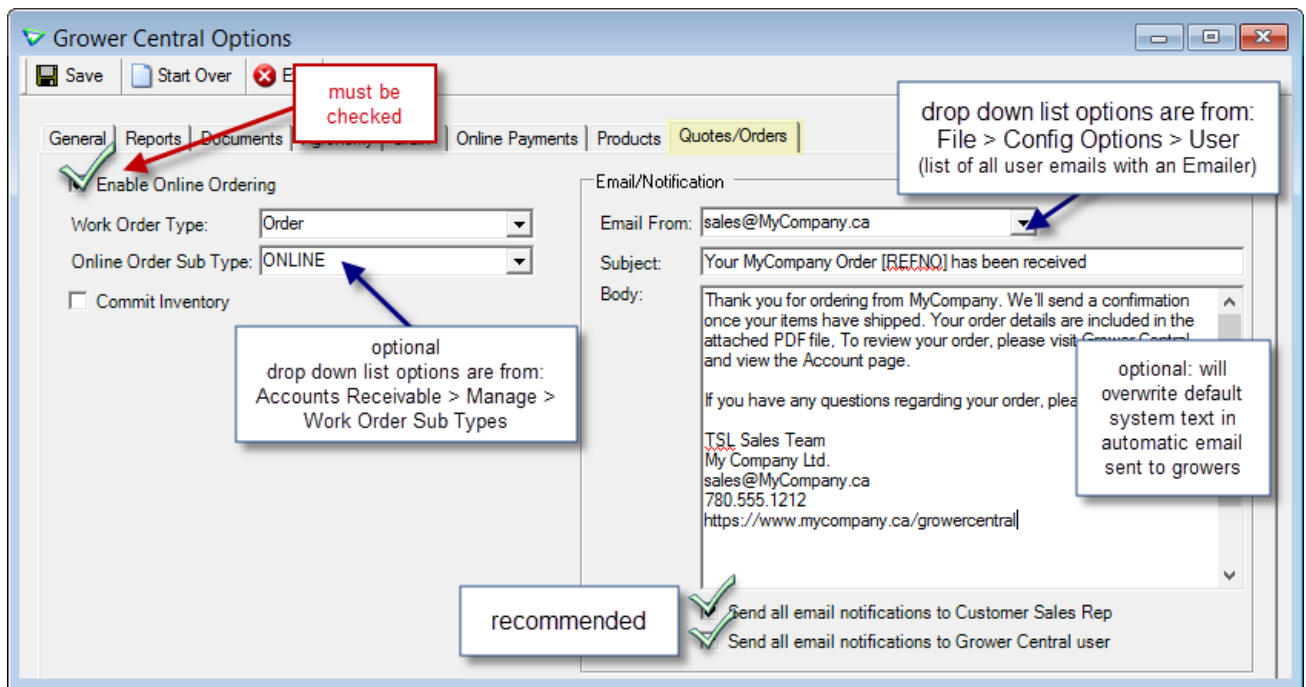
Keywords/Search Terms Assist with searching

Web Description Displays additional details

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

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

Quotes/Orders



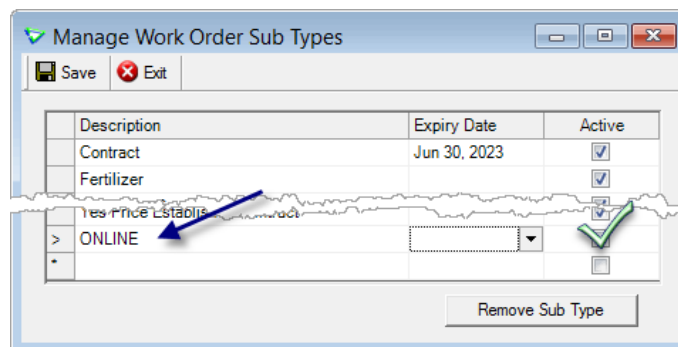
File > Config Options > Grower Central

Enable Online Ordering 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

Commit Inventory If type is Order inventory can be committed

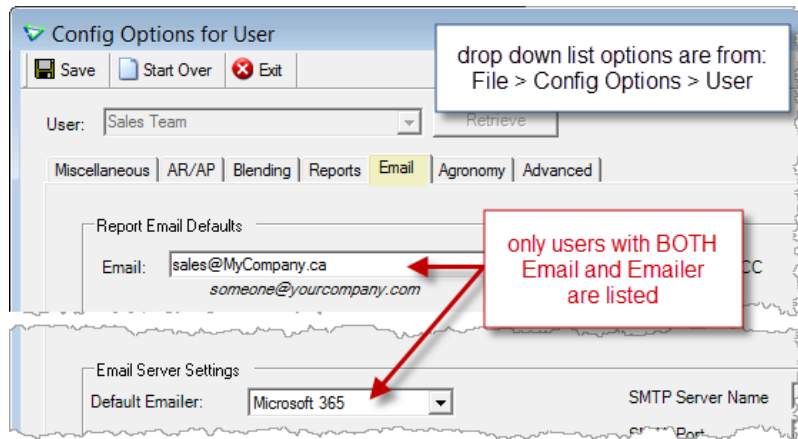
Online Order Sub Type Automatically tag quotes/orders created via Grower Central with a specific Sub Type



Accounts Receivable > Manage > WO Sub Types

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.

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

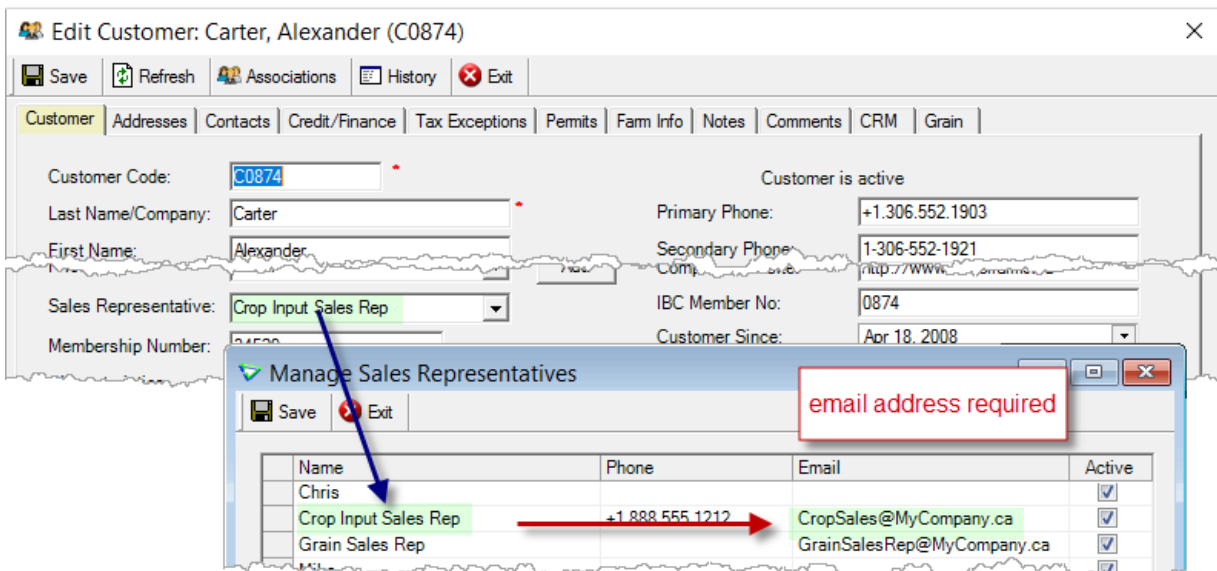


File > Config Options > User

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.



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.



Managing Grower Central Usernames and Passwords

Individual Growers

Setting up a **Grower Central** login for a customer account is optional (not every customer may want one). You can setup multiple Grower Central Users for each customer account if more than one person needs to login (a grower may want you to setup a GC username for themselves, their spouse, their accountant, etc.). You can also setup the same GC username on multiple customer accounts so the same person can login to multiple customer accounts.

Grower Central logins are managed from the **Customer Account**.

Customer Account Information for Martin, Lyle (C1000)

New Search Refresh Agronomy Exit

Martin, Lyle (C1000) P: 780.459.1200
M: 780.989.2300
PO Box 18
Westlock, AB T9K 3L2

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 users.

Grower Central User Setup

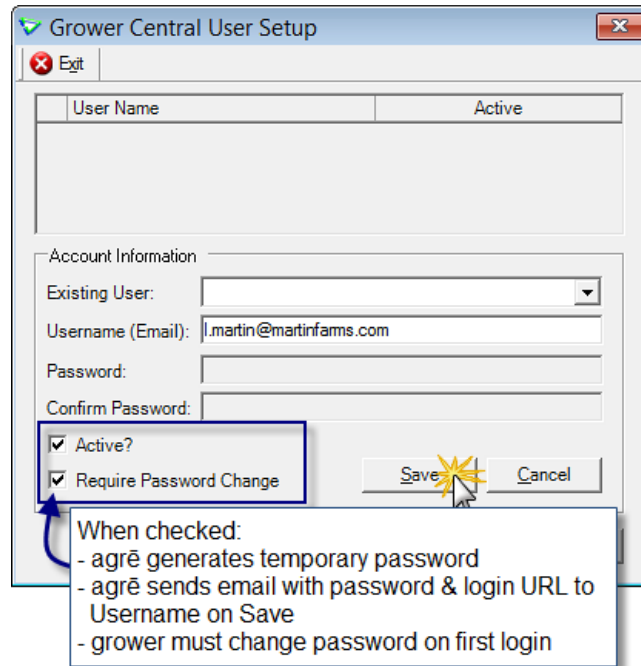
Exit

User Name	Active
-----------	--------

Add Edit Remove

Adding a New Username

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



Grower Central User Setup

Exit

User Name	Active
-----------	--------

Account Information

Existing User:

Username (Email):

Password:

Confirm Password:

Active?

Require Password Change

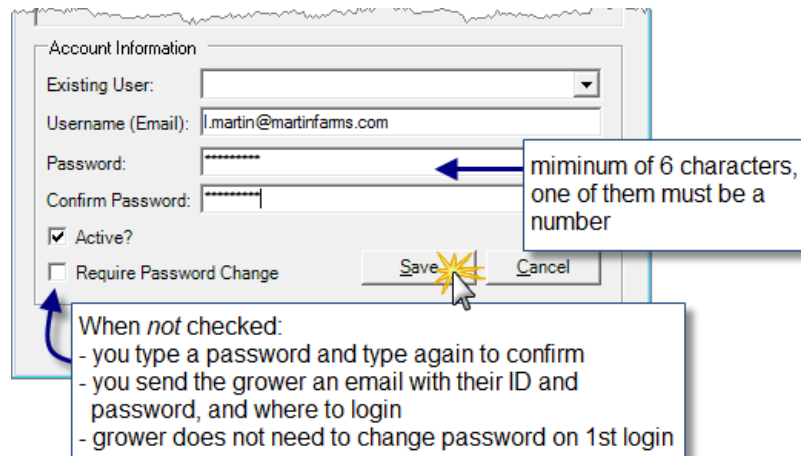
Save Cancel

When checked:

- agrē generates temporary password
- agrē sends email with password & login URL to Username on Save
- grower must change password on first login

The *fastest* way to create the rest of the login information is to let agrē do it. As long as **Active** and **Require Password Change** are checked, agrē will generate a temporary password and agrē will notify the grower (by email) of their login information. All that's needed is an email address - then just click **Save**.

If you'd prefer to give the grower a particular password, you can do that too. First leave **Active** checked, but uncheck **Require Password Change**. Now you can type a **Password**, and type it again to **Confirm Password**. **Save**.



Account Information

Existing User:

Username (Email):

Password:

Confirm Password:

Active?

Require Password Change

Save Cancel

minimum of 6 characters, one of them must be a number

When *not* checked:

- you type a password and type again to confirm
- you send the grower an email with their ID and password, and where to login
- grower does not need to change password on 1st login

And remember that Grower Central displays confidential financial information so in addition to being at least 6 characters long and containing at least 1 number, also make the **Password** hard to guess since they won't be forced to change it.

Note agrē will *not* send the grower an email containing their login ID and password if **Require Password Change** is unchecked - you'll need to send that information to them manually.

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**.



The screenshot shows the 'Grower Central User Setup' window. At the top, there's a table with columns 'User Name' and 'Active'. The first row contains 'l.martin@martinfarms.com' and a checked checkbox. Below this is the 'Account Information' section. It includes an 'Existing User:' dropdown menu which is currently open, displaying a list of email addresses: 'heather.bean@gmail.com', 'lyle.martin@martinfarms.ca', 'mikeb@livemail.com', and 'shem.the.accountant@gmail.com'. A red arrow points to the dropdown arrow, and a yellow starburst highlights the list. Below the dropdown are fields for 'Username (Email):', 'Password:', and 'Confirm Password:'. There are also checkboxes for 'Active?' (checked) and 'Require Password Change' (unchecked). At the bottom, there are buttons for 'Add', 'Edit', 'Remove', 'Save', and 'Cancel'.

There's no need to set a password for an Existing User - they already have one.

Tip 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.

Help

Please refer to the Online Help topic **Managing Grower Central Users** to get more information about changing GC usernames or passwords, or about deactivating/reactivating usernames.

Customer Groups

You can quickly create a 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 background window is titled 'Manage Customer Groups' and contains a table with the following data:

Group Name	# Of Customers	Active?
ABC Abraham Baker Carter	3	<input checked="" type="checkbox"/>

The foreground window is titled 'Edit Customer Group ABC Abraham Baker Carter' and contains the following information:

- Customer Group: ABC Abraham Baker Carter
- Active:
- Customers table:

Customer	Split Percentage
> Abraham, James (0190)	0.00
Baker, Mike (1002)	0.00
Carter, Alexander (C0874)	0.00
- Buttons: Add Customer, Remove Customer
- Comments: A red box contains the text: "same email/password will allow access to all group members' Grower Central accounts".
- Checkboxes: Allow Grower Central Access
- Grower Central Group Login section:
 - Group Login (Email): pat@agroaccountingsolutions.ca
 - Password: [masked]
 - Confirm Password: [masked]

Accounts Receivable > Manage > Customer Groups

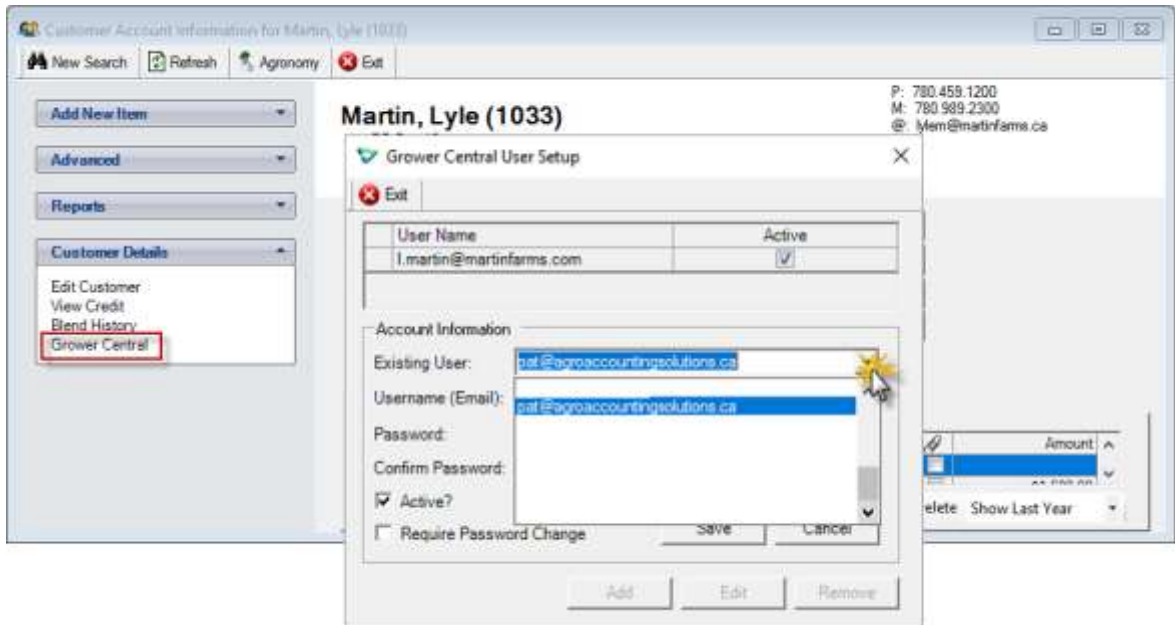
Remember that Grower Central displays confidential financial information so in addition to being at least 6 characters long and containing at least 1 number, also make the **Password** hard to guess since they won't be forced to change it.

Note

agrē will *not* send any automated emails on **Save** of the customer group.

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 ABC Customer Group (whose members share work orders, split billing etc.) Pat is also the accountant for Lyle Martin (who is not part of the ABC Customer Group, and he doesn't share work orders or split billing with the ABC Group - he just uses the same accountant).

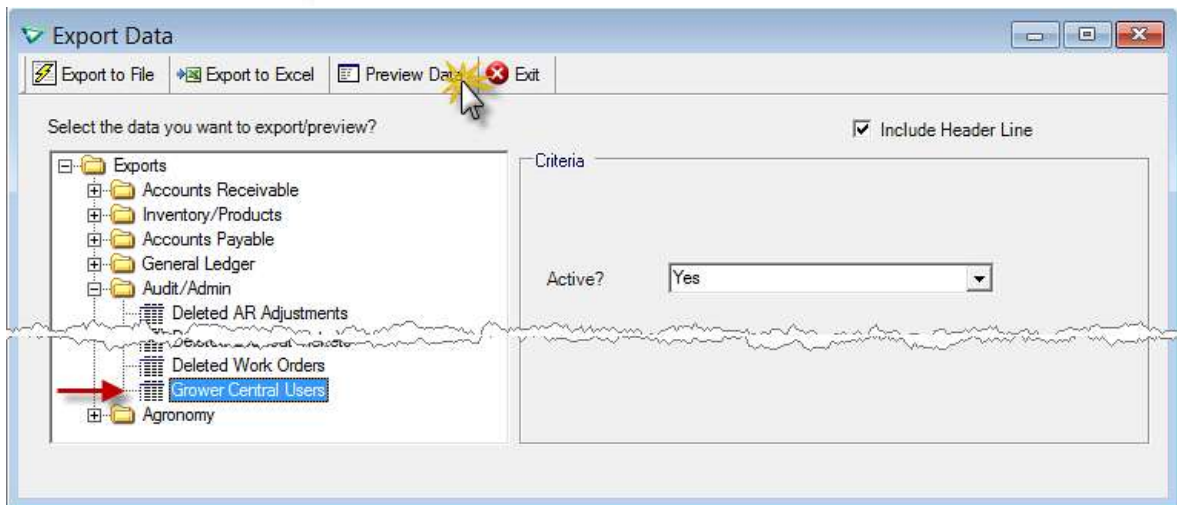
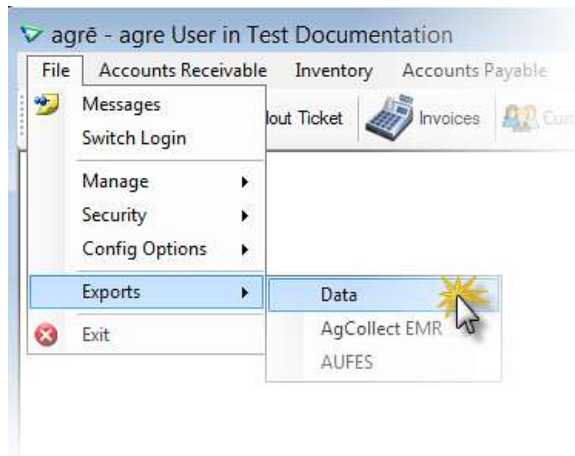
Select the **Existing User** from the drop-down list. **Save**.



There's no need to set a password for an Existing User - they already have one.

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.



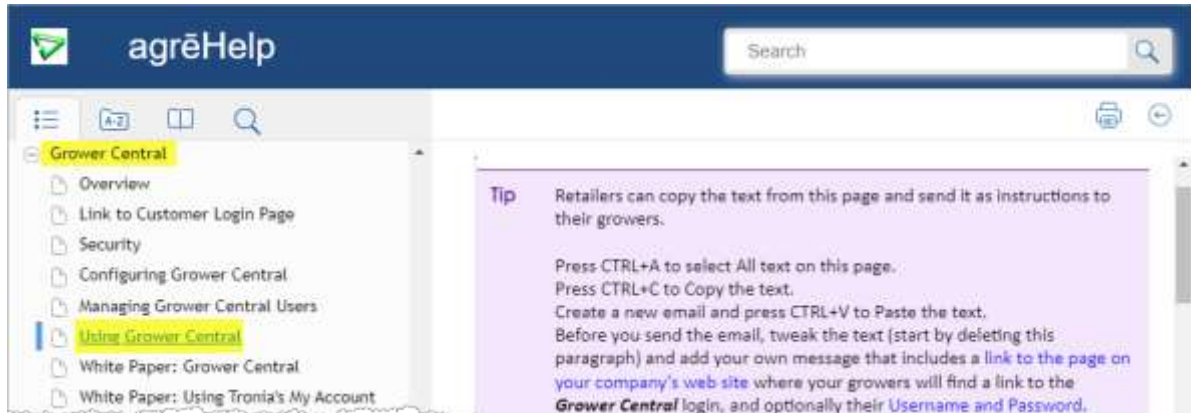
File > Exports > Data

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

Select All To copy selected cells press Ctrl + C.

User Instructions

If your growers want more information there's an online Help "template" you can modify and send in an email that outlines basic functionality.



Edit the template text as required, and don't forget to add the **web address** (URL) of the page on **your company's website** that contains your customers' link to the **Grower Central** login page.

System Recommendations

Grower Central was designed to run with Microsoft Edge in a Windows environment, but it functions on many platforms (e.g. Mac, tablet, smart phone) and in most recent browsers (like Chrome, Safari, Firefox) but we cannot guarantee that it will run on every device in every browser.