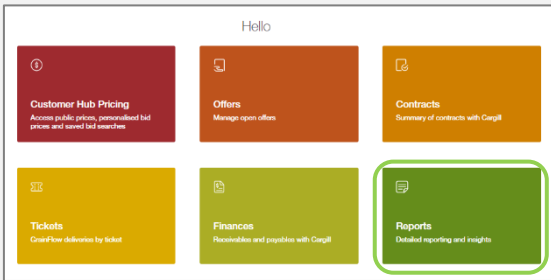


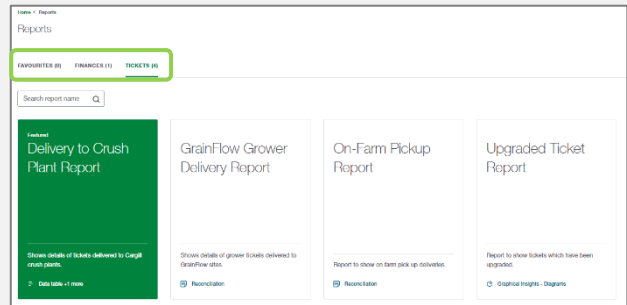
Grower Reports Guide

You can access a variety of reports in the Customer Hub. Simply log in and navigate to the Reports feature to view and download a report. You can also set up the favourites tab to display all your most commonly used reports in the one location.

1. Accessing Reports



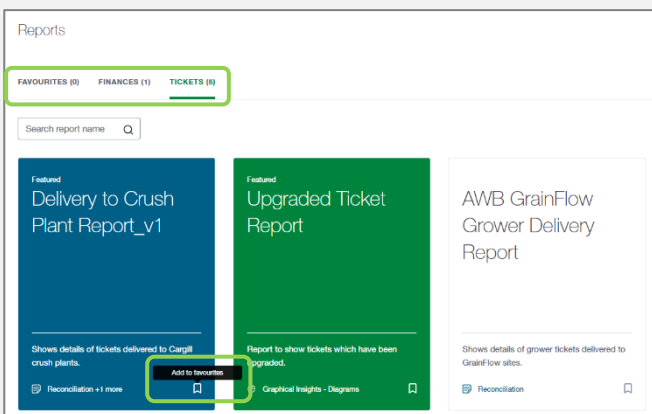
1. Click the 'Reports' tile on the homepage.



2. The Reports Dashboard has three tabs:

- Favourites: Customise this tab to display your most utilised reports
- Finances: EOFY Tax report
- Tickets: Delivery reports, on-Farm pick up report and upgraded ticket report

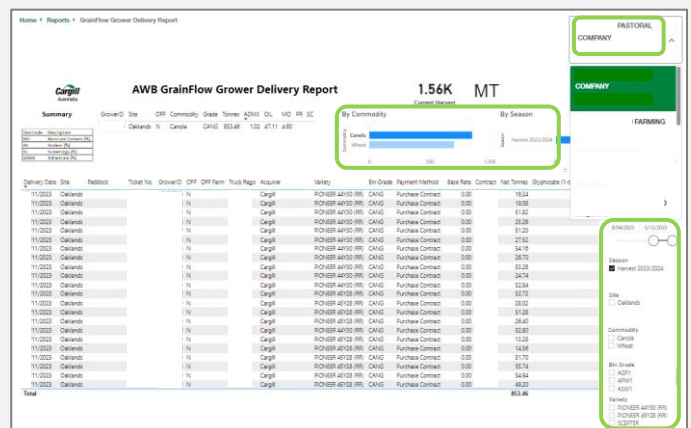
2. Customising and filtering reports



1. The add a report to your favourites tab, check the flag in the bottom left corner of any report card.

To remove a report from your favourites tab, simply uncheck the flag on the report card.

Click on any report card to view that report.



2. Once you have opened a report, select the NGR you want to view details for in the top right-hand corner of the screen.

Filter the report as required with the available sliders and check box filters located above the reports and on the right-hand side.

3. Exporting Reports

Contract No.	Site	Commodity	Grade	Trade	QTY	MT	MT	MT	MT	MT
18110202	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110219	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110220	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110223	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110224	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110225	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110226	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110227	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110228	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110229	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110230	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110231	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110232	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110233	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110234	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110235	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110236	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110237	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110238	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110239	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS
18110240	NSC	NS	NS	NS	NS	NS	NS	NS	NS	NS

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

- Data with current layout
- Summarized data
- Underlying data

File format:

Export Cancel

To export a report:

1. Click on your data to select it. This is the area with the individual ticket details displayed and outlined in orange above.
2. Open the 'More Options' menu by clicking the image of three dots ('...') found on the top right-hand corner of your data, outlined in green above.

*Note: If you click on the More Options icon ('...') anywhere else on the report, the reports details will not download to excel.

2. Select 'Export Data from the Pop out menu

3. Click the 'Export' button.
The data will be downloaded to your device in an excel spreadsheet.