

# Work Orders - SKY Order

Last Modified on 05/08/2026 12:33 pm CDT

Work Orders are found in SKY Order under *Agromony* in a **grid** and are saved as Delivery Tickets.

**Note:** Work Orders must be enabled in **SKY Admin** before they can be viewed in SKY Order.

Work Orders Search

1 0 Export

Ticket Number	Service Name	Service Type	Location	Customer	Field	Ticket Date	Status	User	Reverse	Void
12000067	Aerial Application	General	SSI Farm Services - IL	Barry Anderson	Barrys East of Waterway	06/09/2025	Loaded	KB	Reverse	Void
12000066	Aerial Application	General	SSI Farm Services - IL	Barry Anderson	Wire East	05/22/2025	Not Loaded	ssi	Reverse	Void
12000065	Aerial Application	General	SSI Farm Services - IL	Barry Anderson	Wire Middle	05/22/2025	Not Loaded	ssi	Reverse	Void
12000064	Aerial Application	General	SSI Farm Services - IL	Barry Anderson	Wire West	05/22/2025	Not Loaded	ssi	Reverse	Void
12000061	Aerial Application	General	SSI Farm Services - IL	Barry Anderson	Behind Fred Anderson's ...	12/10/2024	Not Loaded	KB	Reverse	Void
12000060	Test	General	SSI Farm Services - IL	Barry Anderson	Barrys East of lane	12/02/2024	Not Loaded	z03	Reverse	Void
12000058	Aerial Application	General	SSI Farm Services - IL	Larry Baker	All	11/21/2024	Not Loaded	z03	Reverse	Void
12000057	Aerial Application	General	SSI Farm Services - IL	Barry Anderson	All	11/21/2024	Not Loaded	z03	Reverse	Void

Items per page 50

View Work Order information including the *Ticket #, Date, Location, Customer, Service Name, Field, and Status*.

Selecting the ticket number opens the Work Order as view-only information.

Work Orders can be added by selecting **+ Add Work Order**. Use the navigation on the left to move to different sections of the order form.

## Add a Work Order

### Location

1. Indicate the *Location*.
2. Once the Location is selected, choose the *Work Order Service*.

**Note:** Work Order Services are set up in **SKY Admin**.

Location *	Work Order Service *
SSI Farm Services - IL	Dry Fert

Once a *Work Order Service* is selected, SKY Order will find the matching Product(s) for the Location where the Work Order is being created using the Product ID and Inventory Department Category.

### Scenario 1: All Products Have One Exact Match

- All Products on the Work Order Service type have one exact match.
- No dialog will display, and the Products will be added to the Work Order.

## Scenario 2: No Matching Products

- A window will display indicating there are no matching Products.
- Close/cancel this dialog. The Work Order Service will be removed from the Work Order (no Products will be added/removed).

## Scenario 3: Multiple Matching Products

- A window will display giving the ability to choose the correct Inventory Department from where the Product should be pulled.

## Scenario 4: Combination of Scenarios 1-3

- In this scenario, there are Products with no match and multiple matches. Products with an exact match will be added to the Work Order automatically and will not be included on the dialog. The *Acknowledge and Continue* checkbox must be selected before selecting **Replace Products** and will remove that Product from the order.

**Product(s) Not Available**

The following products have multiple instances in the location that have been selected for this order. Please choose which product to use on this order.

Original Product	Original Department
Urea (46-0-0)(Urea1)	Dry Fert -01(DFrt01)

**!** No matching products exist for this location. Product will be removed from order.

Acknowledge and Continue

\* Required

Original Product	Original Department
Dap (18-46-00)(Dap)	Dry Fert -01(DFrt01)

Departments with matching products available for location

Departments with Matching Product

- Dry Fert -00 (DFrt00)
- Wholesale Fertilizer -00 (Whol00)

Replace Products

## Field

1. Choose **+ Add Field**.
2. Use the *Search* field to find a specific Field or scroll through the list. Up to 50 Fields can be added to a Work Order. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Fields.

### Field Search

Search... Show Selected 1

Location Classifications

	Favorit...	Customer ID	Customer Name	Farm ID	Farm Description	Field Id	Field Name	Acres	Salesperson
<input type="checkbox"/>	★	AndBa	Barry Anderson	SouthFar	South Farm	Long	Barrys East of lane	33.71	Farbre
<input type="checkbox"/>	★	AndBa	Barry Anderson	SouthFar	South Farm	East	Barrys East of Waterway	81.01	Farbre
<input checked="" type="checkbox"/>	★	AndBa	Barry Anderson, Bob ...	AndFred	Fred Anderson Farm	BA-01	Behind Fred Anderson's House	97.98	Farbre
<input type="checkbox"/>	★	999999	Tommy Tester	HomeFarm	Tom's Home Farm	Home3	House Place	22	BeanSt
<input type="checkbox"/>	★	999999	Tommy Tester, Barb ...	JimFarmW	Jims West Farm	JimWater	Jims East of Waterway	36	BeanSt

Items per page: 50 A maximum of 50 fields may be selected Select & Close

- The **Show Selected** button next to the *Search* bar is enabled after choosing the Field. The number indicates how many Fields are currently checked. Selecting the button filters the grid to show only the selected Field.
- Once the Field is selected, choose **Select & Close**.  
**Note:** Choose **Remove Field** to remove the currently selected Field and choose another.
- The *Amount* and *Unit of Measure* default but can be changed if needed.
- If more than one Customer exists on the Field, optionally update the *Split %*.
- For single Work Order transactions only (not batch), a split Customer can be added by selecting **+ Add Split Customer**. The **Delete** icon removes the Customer(s) from the transaction.  
**Note:** The primary Customer cannot be removed.
- Additionally, a *Ship To* can be selected from the drop-down on the first Customer if applicable. Ship Tos must first be set up on the Customer's file.

Field Name: Wire East

Amount: 60.57

Unit of Measure: Acres

Remove Field

	Customer	Split 1 %	Split 2 %	Split 3 %	
<input checked="" type="checkbox"/>	Barry Anderson <span>i</span>	50.0000	100.0000	100.0000	<span>Remove</span>
<input type="checkbox"/>	Barb Wire	50.0000	0.0000	0.0000	<span>Remove</span>

[+ Add Split Customer](#)

Ship To Customer: Barry Anderson

Ship To:

Defaults to the first customer in the Splits table.

[Add / Manage Field](#)

## Order Details

- The *Ticket Number* defaults based on the Location selected.

**Note:** If multiple Fields were selected, *Starting Ticket Number* will be displayed as the label.

Ticket Number  
12000061

Salesperson  
Blake Arnold ×  
Could change depending on company preferences

Crop  
Corn ×

Billing Comments  
These comments will be visible to the customer 0 / 80

Requested Date 📅 Ticket Date\* 📅 8/28/2025 Priority ▾  Ready

2. The *Salesperson* defaults as the Salesperson selected on the User profile in SKY Admin and can be adjusted.
3. Optionally select a *Crop* and enter any necessary *Billing Comments*.
4. If applicable, select a *Requested Date*.
5. The *Ticket Date* defaults as today's date but can be changed. This field is required.
6. Optionally indicate the *Priority* and check the *Ready* checkbox if the job is ready to be assigned in Dispatch. Leaving this unselected will mark the job as *On Hold* in Dispatch.

## Products

Products tied to the *Service Type* selected are displayed as view-only information.

Product	Product ID	Department	Department ID	Quantity
Dry Spreading	Dry	Application -Zmast	ApplcZ	33.710 Acre

## Notes

1. Enter any necessary *Additional Comments*.

Additional Comments

0 / 240

2. When satisfied with the Work Order details, select **Create Order**. The Work Order is saved as a Delivery Ticket.

## Add a KSI Work Order

Customers using KSI laboratories can have soil test orders sent from the SKY Work Order directly to the lab. To use this option, please contact SSI.

A **Work Order Service** must first be set up in SKY Admin with a Service Type used for soil testing.

## Location

Choose the Location then the Work Order Service from the drop-downs.

### Location

Location \*  Work Order Service \*  ✕

### Field

1. Select + Add Field. A grid of Fields displays. Use the Search field to find the specific Field(s) or scroll through the list.

**Note:** A Delivery Ticket will be created for each Field selected on the Work Order.

Field Search  Show Selected 1

Location  Classifications

	Favorit...	Customer ID	Customer Name	Farm ID	Farm Description	Field Id	Field Name	Acres	Salesperson
<input type="checkbox"/>	★	AndBa	Barry Anderson	SouthFar	South Farm	Long	Barrys East of lane	33.71	Farbre
<input type="checkbox"/>	★	AndBa	Barry Anderson	SouthFar	South Farm	East	Barrys East of Waterway	81.01	Farbre
<input checked="" type="checkbox"/>	★	AndBa	Barry Anderson, Bob ...	AndFred	Fred Anderson Farm	BA-01	Behind Fred Anderson's House	97.98	Farbre
<input type="checkbox"/>	★	999999	Tommy Tester	HomeFarm	Tom's Home Farm	Home3	House Place	22	BeanSt
<input type="checkbox"/>	★	999999	Tommy Tester, Barb ...	JimFarmW	Jims West Farm	JimWater	Jims East of Waterway	36	BeanSt

Items per page: 50 A maximum of 50 fields may be selected Select & Close

2. The Filters button to the far right of the Search bar can be used to narrow down the list of Customers.
3. Check the Field(s) for the Work Order, then choose Select & Close.
4. If needed, adjust the split percentages if there are multiple Customers on the Field. The Delete icon can be used to remove that Field from the Work Order.

Field Name  Amount  Unit of Measure  ✕

Customer	Split 1 %	Pest	Spread
Barry Anderson	<input type="text" value="50.0000"/>	<input type="text" value="60.0000"/>	<input type="text" value="100.0000"/>
Bob Cowgill	<input type="text" value="50.0000"/>	<input type="text" value="40.0000"/>	<input type="text" value="0.0000"/>

[+ Add Field](#)

5. Enter an Event ID for 3rd party lab use if needed.

**Note:** This field displays after checking Send Order to Lab under the Order Details section.

## Order Details

1. The *Order Number* defaults once a Location is selected.
2. The *Salesperson* defaults depending on the setting selected in SKY Admin under *Order* but can be adjusted. More information on this setting can be found [here](#).
3. Optionally indicate the *Crop*.
4. Check *Send Order to Lab*.
5. Mark the *Lab Pulling Samples* checkbox to automatically populate the *Sample Pull By*.

Order Number 13000001	Salesperson Gary Smith <span style="float: right;">×</span>	Crop
Could change depending on company preferences		
<input checked="" type="checkbox"/> Send Order to Lab	<input checked="" type="checkbox"/> Lab Pulling Samples	Soil Lab KSI
		Sample Pulled By KSI

6. Fill out the *Soil Lab Details*, *Submitter Information*, and *Operator Information*. Required fields are indicated with an asterisk (\*).

### Submitter Information

First Name *	Last Name *	Email *	Phone *
--------------	-------------	---------	---------

### Operator Information

First Name *	Last Name *	Email	Phone
--------------	-------------	-------	-------

Special Instructions

Billing Comments

These comments will be visible to the customer 0 / 80

Requested Date <span style="float: right;">📅</span>	Ticket Date* 8/28/2025 <span style="float: right;">📅</span>	Priority <span style="float: right;">▼</span>	<input type="checkbox"/> Ready
---	--	---	--------------------------------

7. Select the *Ready* checkbox if the job is ready to be assigned in Dispatch or leave unchecked to mark the job as *On Hold*.

## Products

Products tied to the *Service Type* selected are displayed as view-only information.

Product	Product ID	Department	Department ID	Quantity
Crop Scouting	Crop01	Services - 00	Serv00	1.000 Unit

## Notes

1. *Additional Comments* can be entered in the *Notes* area.

Additional Comments

0 / 240

2. When finished, select **Create Order**.