

# Work Orders - SKY Order

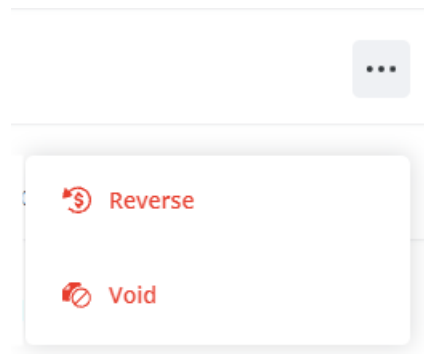
Last Modified on 06/24/2024 1:25 pm CDT

## Overview

Work Orders are saved as Agvance Delivery Tickets.

**Note:** Work Orders must be enabled in [SKY Admin](#) before they can be viewed in SKY Order.

View Work Order information including the *Ticket #, Date, Location, Customer, Service Name, Field, and Status*. Select the **Ellipsis** icon to **Reverse** or **Void**.



## Add a Work Order

Work Orders can be added by selecting the **+ Add Order** icon at the bottom right corner of the page then choosing **+ New as Work Order**.

### Step 1: Order Details

1. Select the *Work Order Service* and *Location* for the Work Order.
2. The *Salesperson* defaults as the Salesperson selected on the User profile in SKY Admin and can be adjusted.
3. Under *Work Order Details*, optionally select a *Crop* and enter any necessary *Billing Comments*.
4. Under *Dispatch Details*, optionally select a *Requested Date, Priority*, and enter any necessary *Additional Comments*. Select 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.
5. Once all the necessary information is entered, select **Next Step**.

## Order Details

### Order Details

Work Order Service *	Locations *	Salesperson
Dry Spreading	SSI Farm Services - IL	Blake Arnold

### Work Order Details

Crop  
Corn

Billing Notes  
0780

### Dispatch Details

Requested  
05/17/2021, 2:00 PM

Priority  
High

Ready

Additional Comments  
07240

Cancel

Next Step

## Step 2: Fields

1. Fields selected from Customer automatically display.
2. Use *Search Fields* to search for and select additional Fields as needed.

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

3. To remove a selected Field, choose the **Trash Can** icon.
4. When satisfied with the Field selection, choose **Next Step**.

## Fields

Search Fields

Field Barrys East of lane Acres 33.71 [Hide Splits](#) 

Customer	Phone	Address	City	State
Barry Anderson	217-226-2332	2220 N 1000 Rd E	Assumption	IL

Field Behind Fred Anderson's House Acres 97.98 [Hide Splits](#) 

Customer	Phone	Address	City	State
Barry Anderson	217-226-2332	2220 N 1000 Rd E	Assumption	IL

Customer	Phone	Address	City	State
Bob Cowgill	217-774-2981	1880 N 1400 E	Shelbyville	IL

Cancel


Previous Step

Next Step

## Step 3: Finalize

1. Review all the details of the Work Order.
2. Make corrections by selecting **Previous Step** to navigate to the previous step.
3. When satisfied with the Work Order details, select **Save**. The Work Order is saved as an Agvance Delivery

## Ticket.

 Finalize

### Starter Information



Work Order Type Dry Spreading	Location SSI Farm Services - IL	Salesperson Blake Arnold
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### Work Order Details

Crop  
Corn

Billing Notes  
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### Fields

 Field Barrys East of lane	Acres 33.71
 Field Behind Fred Anderson's House	Acres 97.98

### Dispatch Details

Requested Date 5/17/2021, 2:00 PM	Priority High	Ready Yes
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Additional Comments  
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Cancel

Previous Step

Save

## 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 to get activated.

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

### Step 1: Order Details

Select the *Work Order Service* and a Location. The Salesperson defaults as the Salesperson selected on the User profile in SKY Admin and can be adjusted.

1. Choose the *Order Being Sent to Lab* checkbox.
2. From the *Soil Labs* drop-down, select *KSI*.
3. Mark the *Lab to Pull Samples* checkbox to automatically populate the lab in the *Pull By* drop-down or select *KSI* from the drop-down menu.
4. *KSI Cust ID*, *Grid Size*, *Test*, *Season*, and *Crop or Residue* are required fields. Make any other selections and enter *Submitter* and *Operator Information* in the *Soil Lab Details* section.
5. Select the *Ready* checkbox if the job is ready to be assigned in Dispatch or leave unchecked to mark the job as *On Hold*.

### Step 2: Fields

Fields selected from Customer automatically display. Use *Search Fields* to search for and select Fields as needed.

1. Enter an *Event ID* for 3rd party lab use if needed.
2. To remove a Field, choose the **Trash Can** icon.

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

### Step 3: Finalize

1. Review all details of the Work Order and make any corrections by going to a previous step.
2. When finished, select **Save**.