Work Orders - SKY Order

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**.
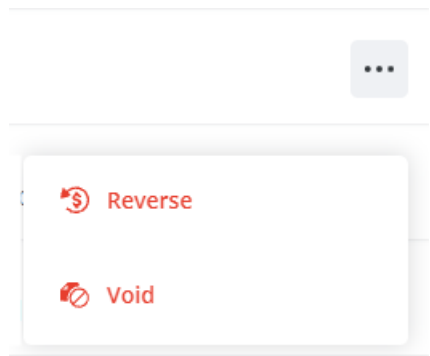
Add a Work Order

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**. Use the navigation on the left to move to different sections of the order form.
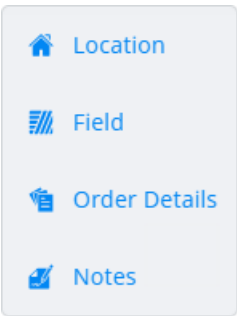
Location

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**.

Field

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

Field Search

			Search: anders							Show Selected

A maximum of 50 fields may be added to an order

Favorit...	Customer ID	Customer Name	Farm ID	Farm Description	Field Id	Field Name		Acres	Salesperson
	Filter	Filter	Filter	Filter	Filter	Filter	Filter		Filter
☐	236566	Willene M**anders**cheid	--	--	All	All		10	--
☐	AndBa	Barry **Anders**on	--	--	All	All		10	SmiGar
☐	AndBa	Barry **Anders**on	SouthFar	South Farm	Long	Barrys East of lane		33.71	SmiGar
☐	AndBa	Barry **Anders**on	SouthFar	South Farm	East	Barrys East of Waterway		81.01	SmiGar
☑	AndBa	Barry **Anders**on, Bob Co...	AndFred	Fred **Anders**on Farm	BA-01	Behind Fred Anderson's House		97.98	SmiGar
☐	AndBa	Barry **Anders**on, Barb W...	BarbWire	Barry's Wire Farm	WireEast	Wire East		60.57	SmiGar
☐	AndBa	Barry **Anders**on, Barb W...	BarbWire	Barry's Wire Farm	WireMid	Wire Middle		100.69	SmiGar
☐	AndBa	Barry **Anders**on, Barb W...	BarbWire	Barry's Wire Farm	WireWest	Wire West		65.59	SmiGar

Items per page 50 |< < 1 of 1 > >|

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 **Save & 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
Behind Fred Anderson's House

Amount
97.98

Unit of Measure
Acres

Customer	Split 1 %	Pest	Spread
Barry Anderson	50.0000	60.0000	100.0000
Bob Cowgill	50.0000	40.0000	0.0000

+ Add Field

Order Details

1. If autonumbering is enabled for Delivery Tickets, the *Order Number* populates automatically.

Order Number
120000061

Salesperson
Blake Arnold

Crop
Corn

Could change depending on company preferences

Billing Comments

These comments will be visible to the customer   0 / 80

Requested Date

Priority
Next Week

☑ 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, 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.

Notes

1. Enter any necessary *Additional Comments*

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

> Additional Comments
>
> These comments will only be visible to internal users   0 / 240

Cancel   Create Order

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 *
SSI Farm Services - IL

Work Order Service *
Soil Sampling KSI   ✕

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.

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 **Save & 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.

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	Salesperson		Crop
130000001	Gary Smith	✕	

Could change depending on company preferences

☑ Send Order to Lab ☑ 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 (*).

Soil Lab Details

KSI Customer ID *	Sample Method*	Grid Size*	Test Type*
458471	Grid	1.1	Test #1 (ph, P, K, Organic Matt... ▾

Season*	Results Map*	Crop or Residue*
Early Spring Before Planting ▾	GPS Base Map Only ▾	Corn This Year ▾

☐ Soybean Cyst Nematode   ☐ Recommendations   ☐ Variable Rate Spread Maps

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 📅	Priority ▾	☐ 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*.

Notes

1. *Additional Comments* can be entered in the *Notes* area and will only be visible to internal users.

Notes

Additional Comments

These comments will only be visible to internal users   0 / 240

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