# Work Orders - SKY Order

Last Modified on 05/30/2025 3:01 pm CDT

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**.

🔊 Reverse	
🍘 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.

- Location *	1	— Work Order Service * —	
SSI Farm Services - IL		Aerial Application	$\times$

### 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	l Search									
٩ :	Search					Show Selected 1				
Lo	cation		▼ Classification	ns						
★ 0     ● 0     ••     ••										
_	Favorit 个	Customer ID 🛛 🔿	Customer Name 🛛 🔿	Farm ID  🔿	Farm Description 1	Field Id 🛛 🛧	Field Name 🔿	↑ Acres	Salesperson 个	
		⇒ Filter	⇒ Filter	⇒ Filter	⇒ Filter	Ţ Filter	⇒ Filter		⇒ Filter	
	*	AndBa	Barry Anderson	SouthFar	South Farm	Long	Barrys East of lane	33.71	Farbre	Ô
	*	AndBa	Barry Anderson	SouthFar	South Farm	East	Barrys East of Waterway	81.01	Farbre	
<ul> <li>Image: A start of the start of</li></ul>	*	AndBa	Barry Anderson, Bob	AndFred	Fred Anderson Farm	BA-01	Behind Fred Anderson's House	97.98	Farbre	
	*	999999	Tommy Tester	HomeFarm	Tom's Home Farm	Home3	House Place	22	BeanSt	
	*	999999	Tommy Tester, Barb	JimFarmW	Jims West Farm	JimWater	Jims East of Waterway	36	BeanSt	Ŧ
ltems pe	er page 50	~							I< < 1 of 2 → →I	
							i) A maximu	m of 50 fields may be se	lected 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 Behind Fred An	derson's House		97.98	Acres	• Ĩ	
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 preference	ces			
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.

Cancel

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

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

C Location *	- Work Order Service *	
SSI Farm Services - IL	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.

Field	d Search									
٩	Search					Show Selected				
Lo	Location   Classifications									
★ 0         ● 0         1 Export ~										
_	Favorit 个	Customer ID 🛛 🔿	Customer Name 🛛 🛧	Farm ID 🛛 🔿	Farm Description 1	Field Id 🛛 🔿	Field Name 🔿	↑ Acres	Salesperson	$\uparrow$
		⇒ Filter	∓ Filter	Ţ Filter	⇒ Filter	⇒ Filter	⇒ Filter	⇒ Filter	⇒ Filter	
	*	AndBa	Barry Anderson	SouthFar	South Farm	Long	Barrys East of lane	33.71	Farbre	Ô
	*	AndBa	Barry Anderson	SouthFar	South Farm	East	Barrys East of Waterway	81.01	Farbre	
	*	AndBa	Barry Anderson, Bob	AndFred	Fred Anderson Farm	BA-01	Behind Fred Anderson's House	97.98	Farbre	
	*	999999	Tommy Tester	HomeFarm	Tom's Home Farm	Home3	House Place	22	BeanSt	
	*	999999	Tommy Tester, Barb	JimFarmW	Jims West Farm	JimWater	Jims East of Waterway	36	BeanSt	
ltems p	er page 50	<b>~</b>							< 1 of 2 >	ы
							<ol> <li>A maximu</li> </ol>	m of 50 fields may be sel	ected Select & O	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.

ield Name 3ehind Fred And	Name nd Fred Anderson's House stomer Split 1 % Pest		97.98	Acres	•
Customer	Split 1 %	Pest	Spread		
Barry Anderson	50.0000	60.0000	100.0000		
Bob Cowgill	50.0000	40.0000	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.
- 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	C Salesperson		
130000001	Gary Smith	×	Crop
	Could change depending on company pre-	ferences	
Send Order to Lab	✓ Lab Pulling Samples	Soil Lab KSI	Sample Pulled By KSI
. Fill out the Soil Lab Details,	Submitter Information, an	d Operator Information. Requir	ed fields are indicated with
an actorick (*)		• • •	
Soil Lab Details			
KSI Customer ID *	Sample Method*	Grid Size*	Test #1 (ph. P. K. Organic Matt. *
430471	Gild		rest # (pi), t , k, organic mattin.
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 / 1	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.