## Work Order Services

Last Modified on 02/16/2024 11:20 am CST

Agvance SKY Work Orders make it easy for on-the-go staff to enter orders for services like crop scouting and soil testing. Work Orders are saved in Agvance as Delivery Tickets which can be dispatched out using the Agvance Dispatch module.

1. Select Setup at SKY Admin / Order to add and manage services and the products associated with those

services which will appear on Work Orders.

Users	Order Setup	
🧭 Grower 360		
🌲 Task Center	Work Order Services	👸 Salesperson Selection
• Dispatch	Add and manage services that will appear on work orders and the products associated with those services.	Manage how a salesperson will be added to an order.
)쁜 Order	SETUP	SELECT
🗟 Sky Payments		

2. Filter Work Order Services by Active and Inactive by opening the Filter menu and switching the toggle.

Agvance SKY 💿 Company Admin	🔺 Anna Admin (SSI) 👻				
← Back Order Management > Work C	rder Services	0 Filter Familier		Add New Casties	Filter List  Showing Active
S Service Crop Scouting	Product(s) Crop Scouting	< Filter Services	Status Active	Add New Service	
S Service Dry Spreading	Product(s) Dry Spreading		<sub>Status</sub> Active	1	
S Service Soil Testing	Product(s) Labor/Service		Status Active	1	

- 3. All saved Work Order Services display here. Use the Filter Services field to search by Service name.
- 4. Select Add New Service to add a new Work Order Service. These services will be used to add products to the Work Order.

Dry Spreading			Active	
ervice Description				
		0 / 25		
ervice Type *		×		
	0.5027	th Products		
	- Sear			
Product Dry Spreading	Product ID <b>Drv</b>	Department Application -00	Department ID Appl00	Amount on Hand - <b>713.20 Acre</b>

- 5. Enter a Service Name, Service Type, and optionally enter a more detailed Service Description.
- 6. In the Search Products field, search for and select the products to be associated with the Work Order Service. When choosing products, it is advised to select products from the Product Master location. If a Product Master location is not set up, products can be selected from the main location.
- 7. Select **Save** to save the Work Order Service.
- 8. Edit Work Order Services by selecting the **Pencil** icon. The *Service Name*, *Service Description*, and *Service Type* can all be edited. The Service can be flagged as inactive by switching the *Active* toggle to *Off*. Products can also be added using the *Search* field or removed by selecting the **Trash Can** icon.