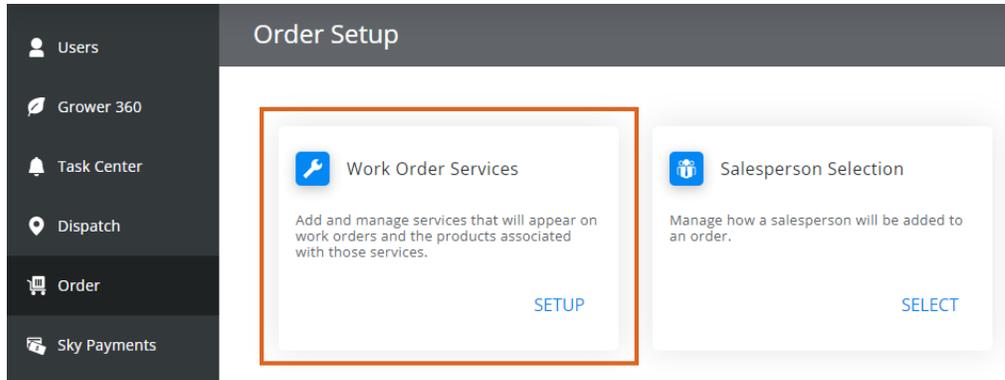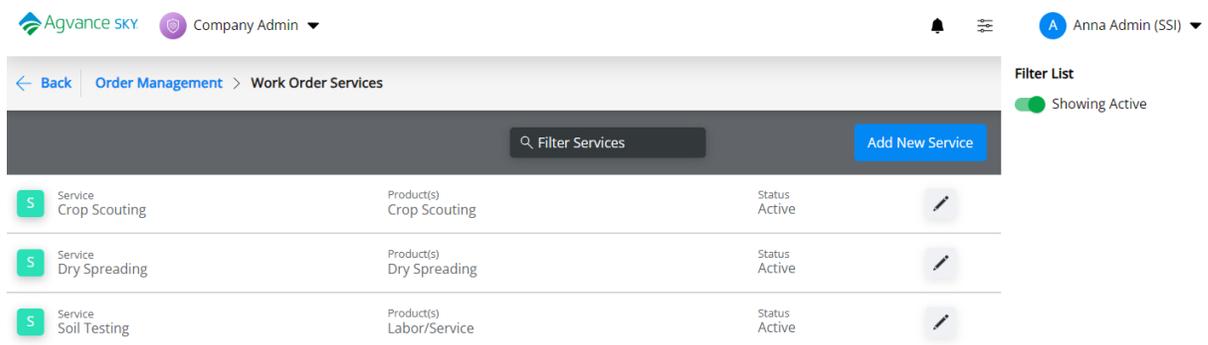# Work Order Services

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.

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

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.

Add New Service

Service Name *

Dry Spreading

🟢 Active

Service Description

0 / 25

Service Type *

General ✕

🔍 Search Products

	Product	Product ID	Department	Department ID	Amount on Hand	
▣	Dry Spreading	Dry	Application -00	Appl00	-713.20 Acre	🗑

Save

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.