

Job Priority Setting - SKY Dispatch

Last Modified on 09/05/2024 1:45 pm CDT

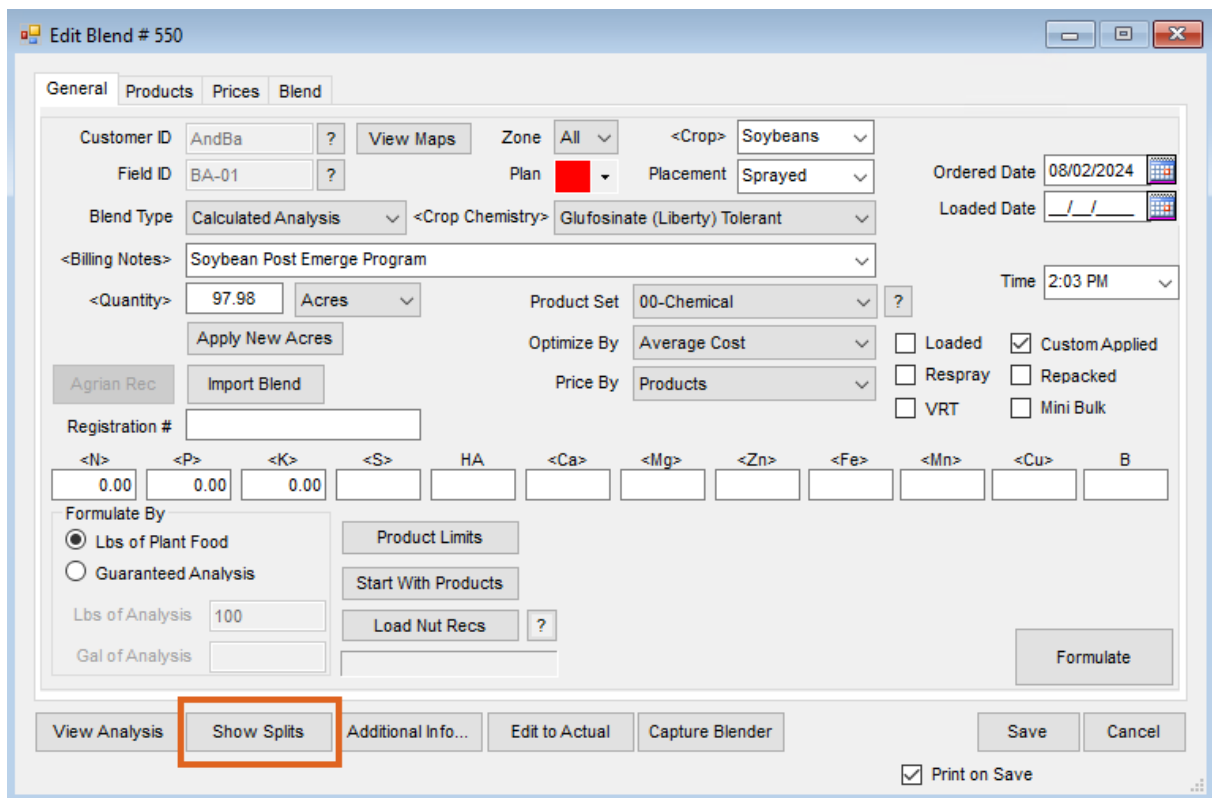
Windows Agvance

1. On a new Blend Ticket, choose the *Priority Level* from the drop-down menu on the *Blend* tab.
2. To edit a Blend Ticket's priority, search for the Blend Ticket number in Agvance and choose **Edit**.

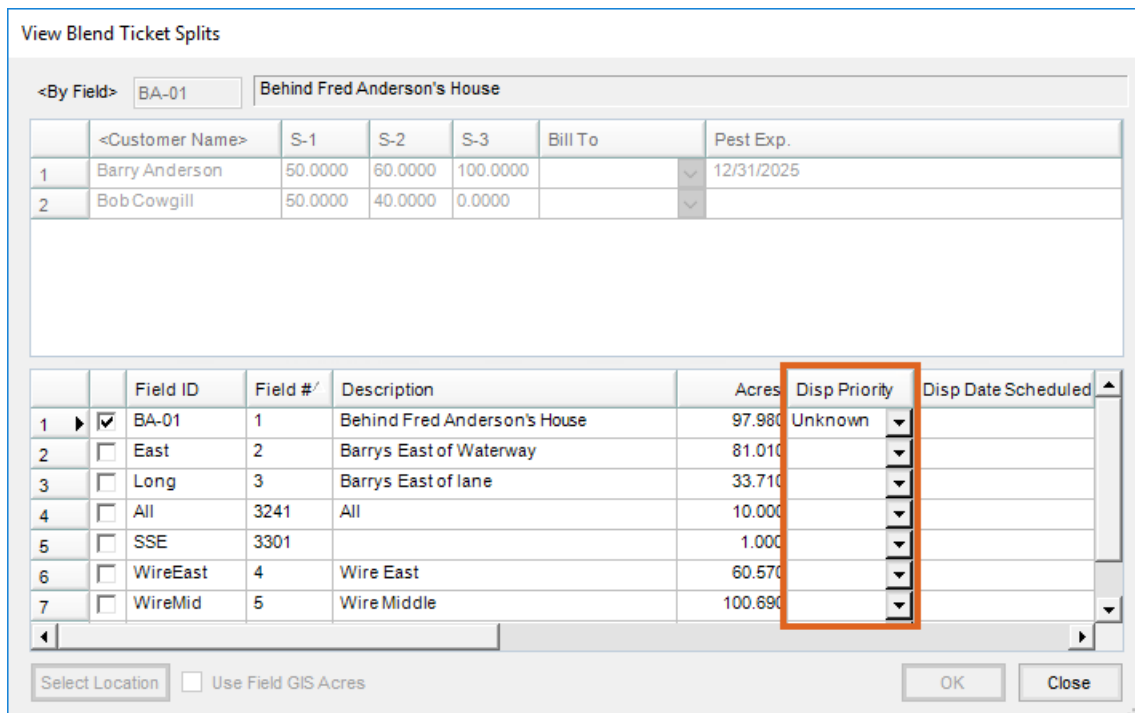
The screenshot shows the 'Select a Blend Ticket' window. It contains several sections:

- Customer List:** A table with columns 'Customer Name' and 'Customer ID'. 'Anderson Barry' is selected.
- Field Selection:** A table titled 'Select a Field for Anderson Barry' with columns 'Field ID', 'Description', and 'Field #'. 'BA-01 Behind Fred Anderson's House' is selected.
- Ticket List:** A table with columns 'Ticket #', 'Location', 'Zone', 'Plan', 'Comments', 'Status', and 'Ordered'. Ticket # 550 is selected.
- Buttons:** A grid of buttons including 'Record as Loaded', 'Resize Ticket', 'Read Blender', 'Split Out Ticket', 'Record Conditions', 'Quick Split Out', 'Add', 'Reports', 'Edit', 'Reprint', 'Reverse', 'Void', and 'Cancel'. The 'Edit' button is highlighted with a red box.

3. Select **Show Splits**.



4. From the *Blend Ticket Splits* screen, select the drop-down menu under the *Disp Priority* column.



5. Choose the *Priority Level*, select **Close**, and **Save** the edited Blend Ticket.

6. The *Priority Level* shows for the Blend Ticket in the grid in SKY Dispatch.

| <input type="checkbox"/> | ↓ ¹ Ticket N... | Priority ↑ |
|--------------------------|-------------------------------------|-------------------------------------|
| | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> |
| <input type="checkbox"/> | 550 | High |

SKY Dispatch

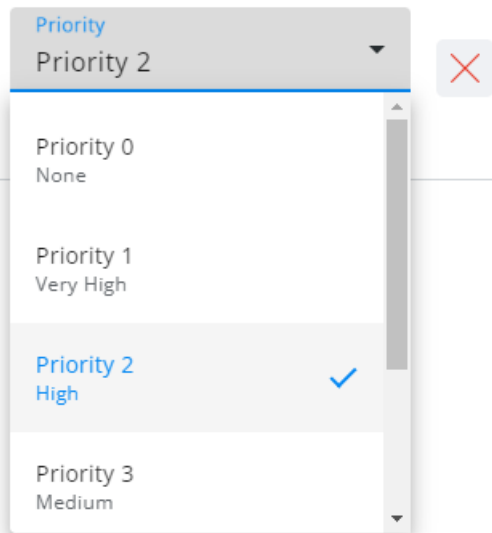
1. Priority Levels must be set up on the *General* tab under *Company Settings* before they are available to be added to a Blend Ticket in Agvance.

Priority

Add priority labels, edit the labels, and change the color for your priority labels

| |
|---|
| <p>● Priority 1</p> <div style="background-color: red; color: white; padding: 5px; display: inline-block;">Very High</div> <input type="text" value=""/> |
|---|

screen, choose the **Pencil** icon to edit the Priority Level. 5. Use the drop-down menu to choose a Priority Level from the company's custom list of levels set in *Company Settings*.



4. The *Priority Level* shows for the Blend Ticket in the grid in SKY Dispatch.

| <input type="checkbox"/> | ↓ ¹ Ticket N... | Priority ↑ |
|--------------------------|----------------------------|------------|
| <input type="checkbox"/> | Filter | Filter |
| <input type="checkbox"/> | 550 | High |