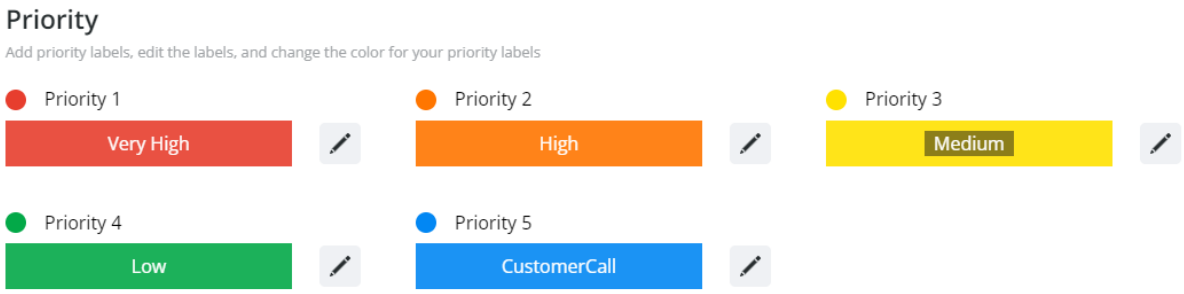
Job Priority Setting - Agvance SKY Dispatch

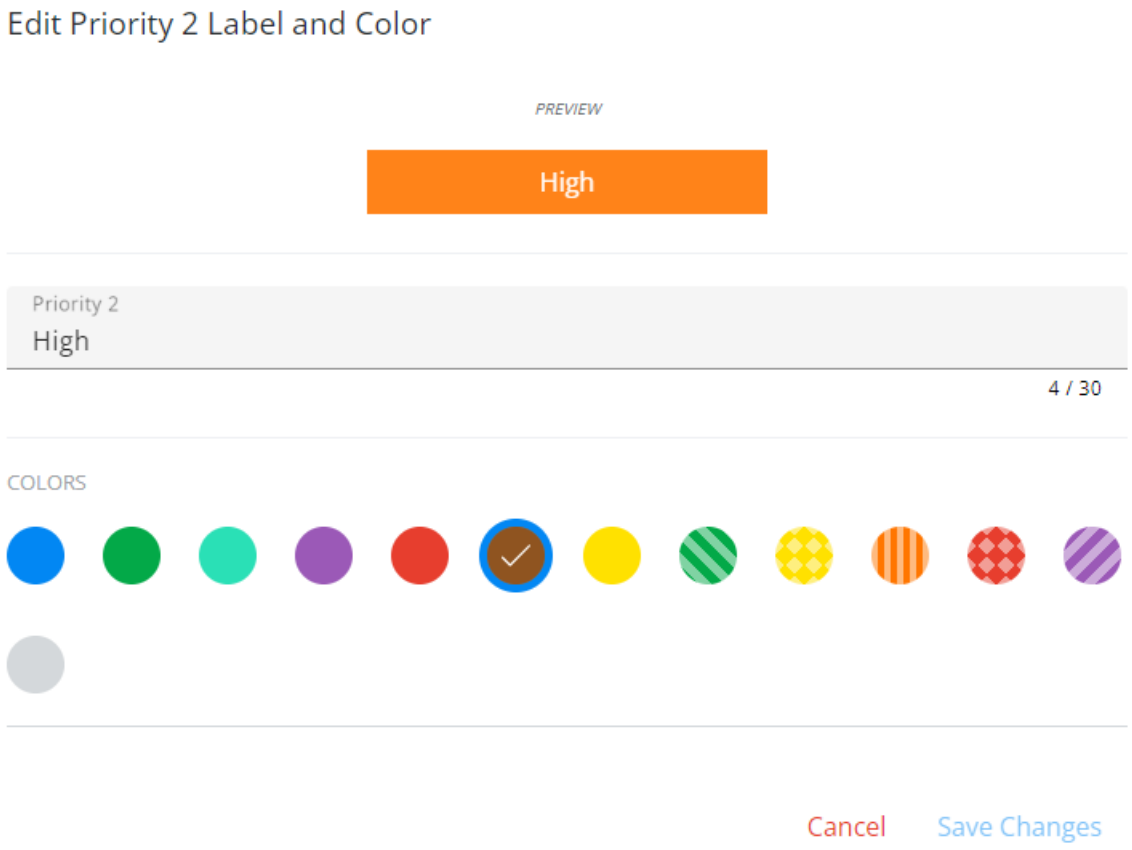
Last Modified on 07/07/2026 9:09 am CDT

Agvance SKY Dispatch

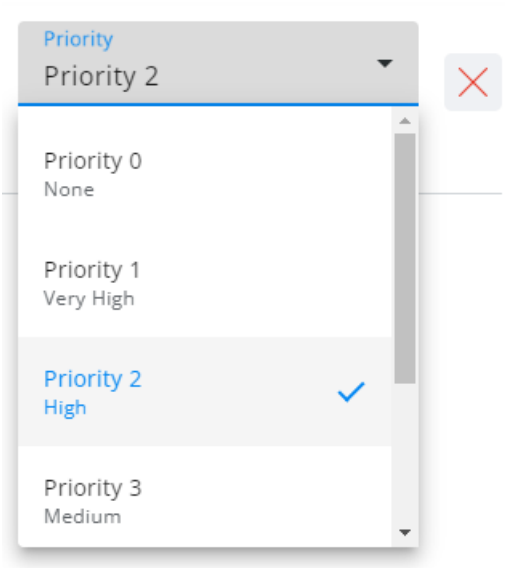
1. Priority Levels must be set up on the *General* tab under *Company Settings* before they are available to be added to a Blend Ticket.



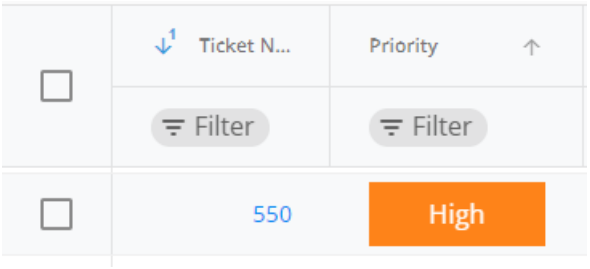
2. Select a color for each Priority Level and customize the *Label* or use the default label names.



3. From the *Jobs* area in *List View*, select the ticket number to add or edit the Priority. On the*Blend Ticket Details* screen, choose the **Edit** 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*.

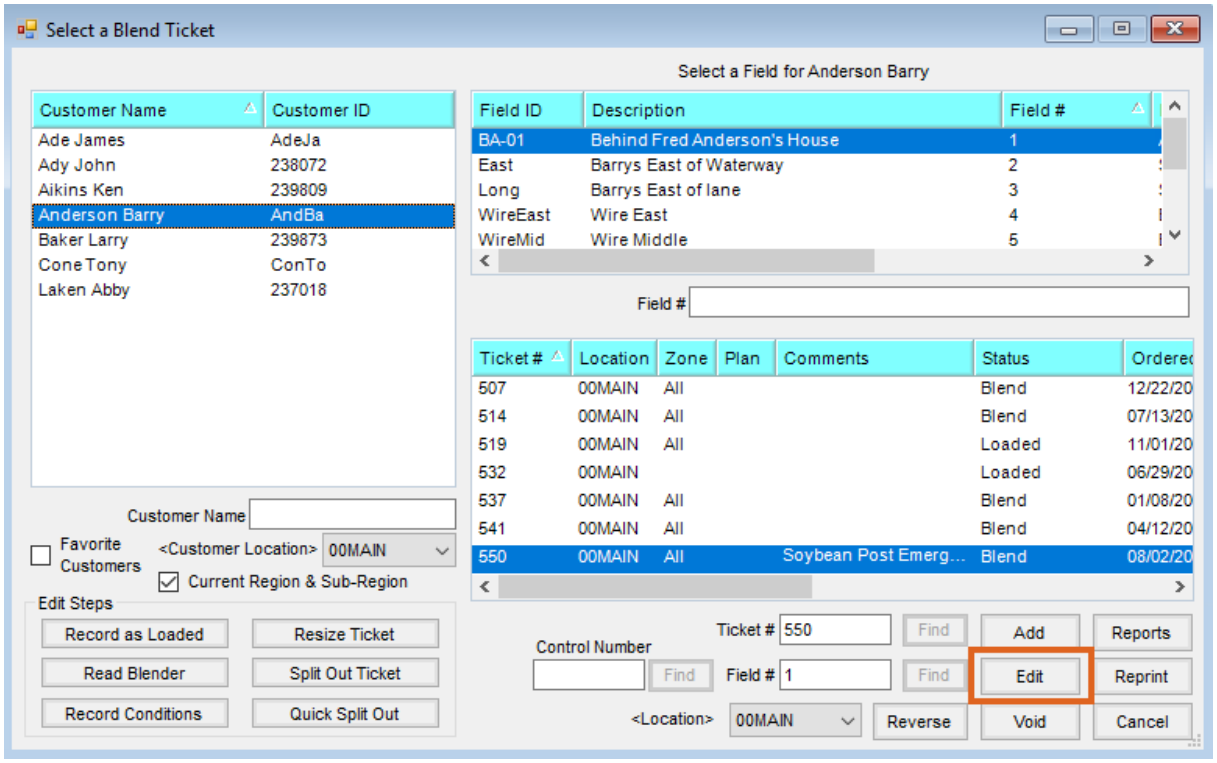


4. The *Priority Level* shows for the Blend Ticket in the grid in Agvance SKY Dispatch.

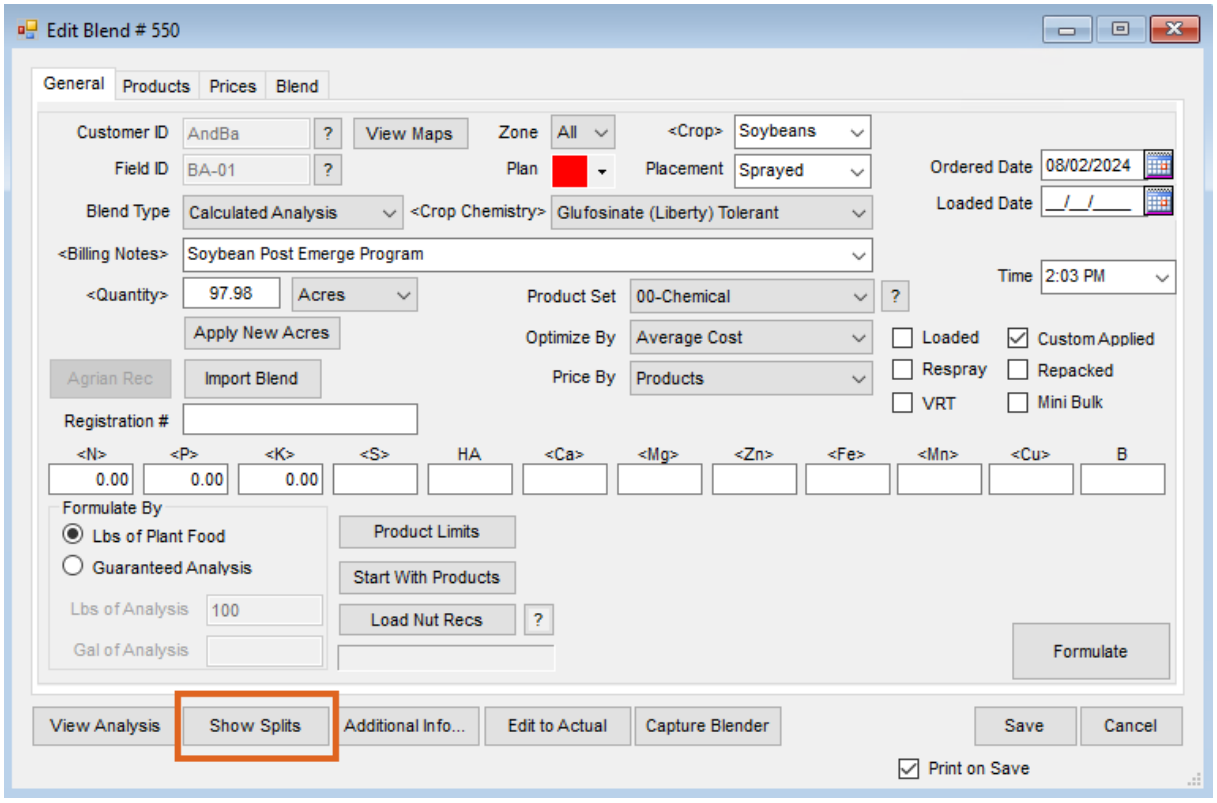


Agvance Windows

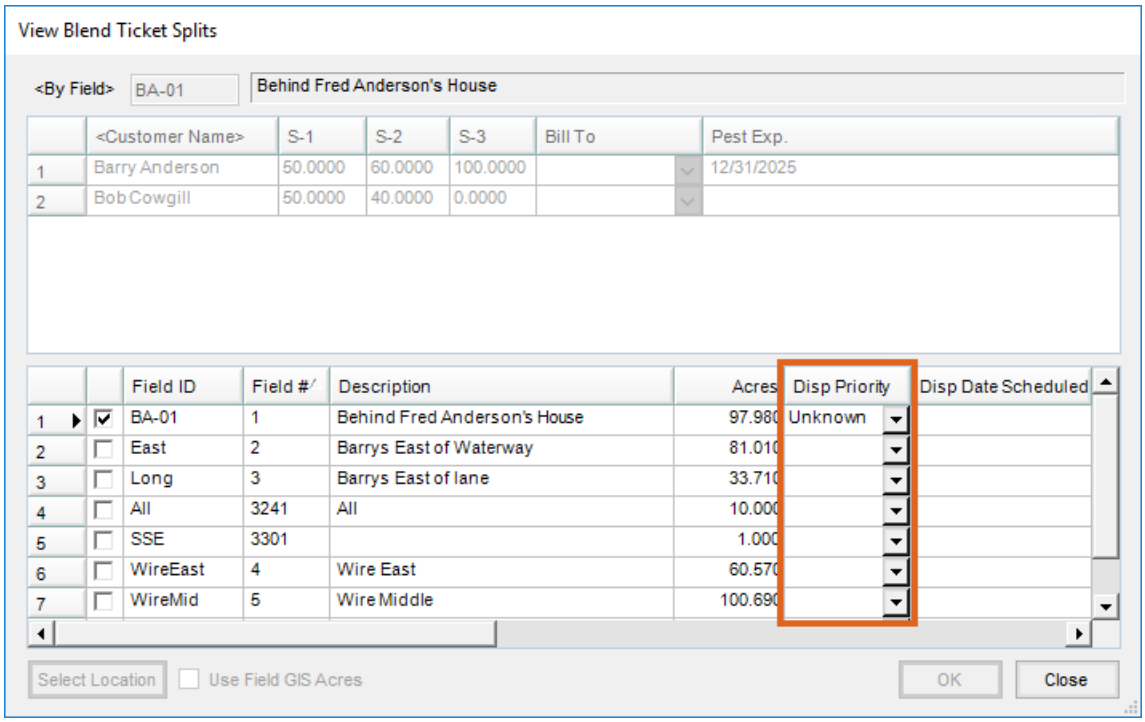
1. On a new Blend Ticket, choose the *Priority Level* from the drop-down menu on the *Blend* tab.
2. To edit a Blend Ticket's priority, search for the Blend Ticket number in Agvance and choose **Edit**.



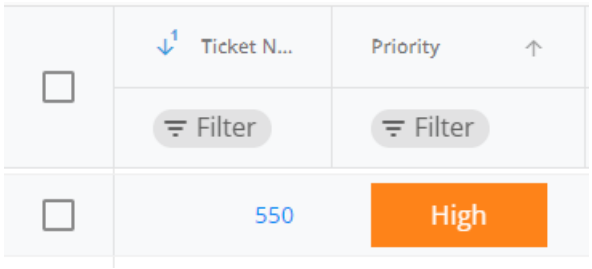
3. Select **Show Splits**.



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

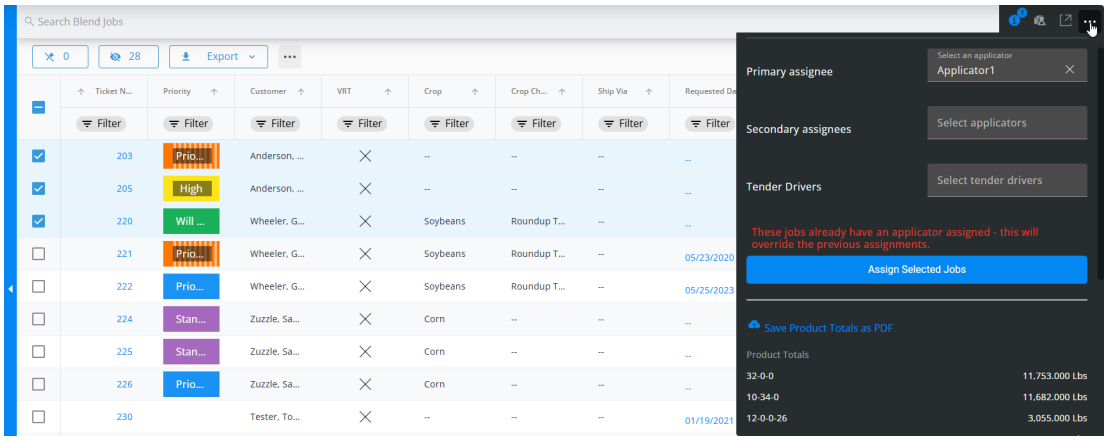


5. Choose the *Priority Level*, select **Close**, and **Save** the edited Blend Ticket.
6. The *Priority Level* shows for the Blend Ticket in the grid in Agvance SKY Dispatch.

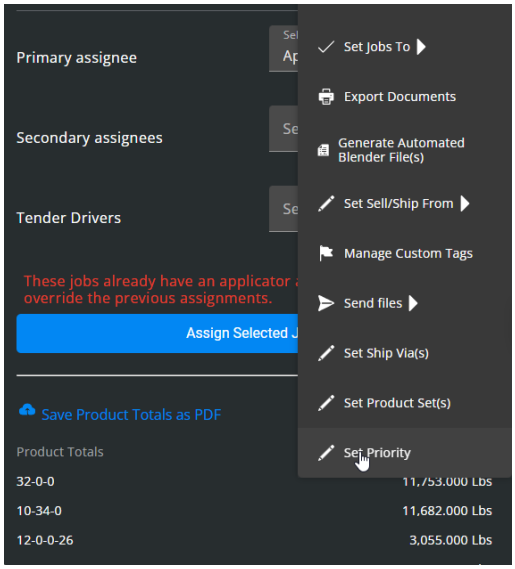


Set Single/Batch Priority

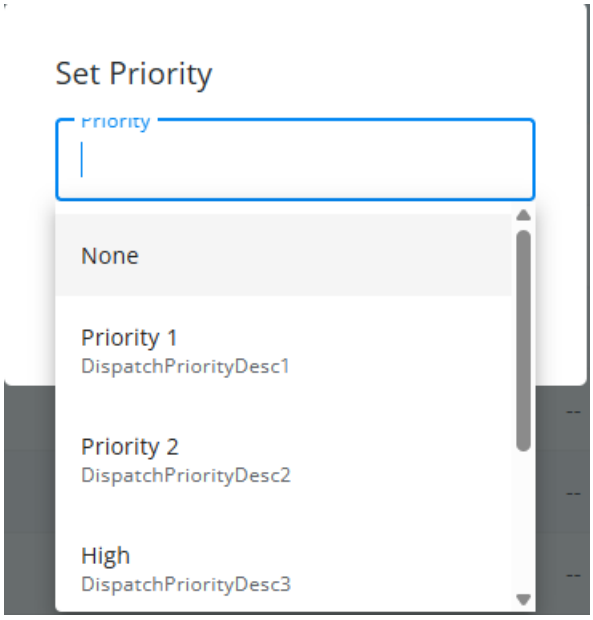
1. When selecting one or multiple tickets in*List View* and *Map View*, choose the **Ellipsis** to display *Set Priority*.



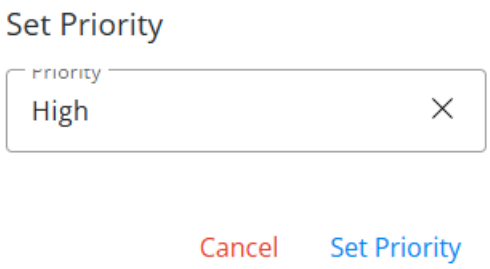
2. Choose *Set Priority* to open a list of available Priority Levels as configured in *Company Settings*.



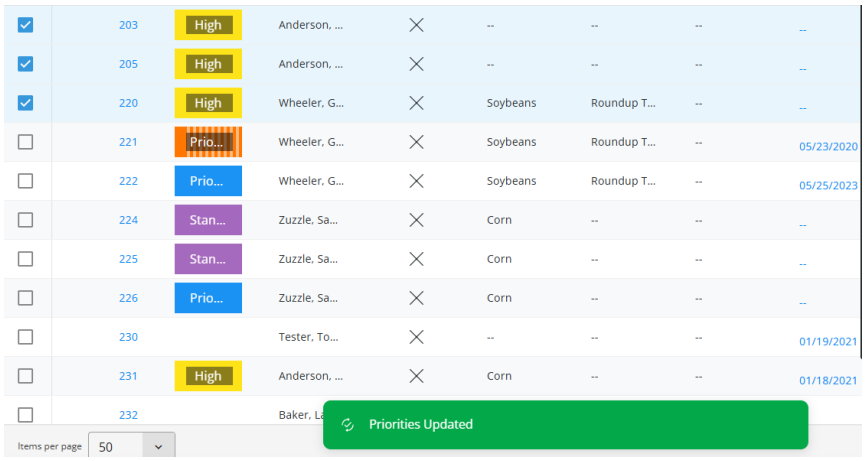
3. Select the *Priority* Level from the list.



4. A confirmation message appears when applying a *Set Priority* to single/batch tickets.



5. Once confirmed, the selected *Set Priority* is applied and color-coded on all selected jobs in the grid and map. A confirmation message also appears to indicate priorities have been updated.



Note: Priority Levels must be set up on the *General* tab under *Company Settings* before they are available to be added to a Blend Ticket or Delivery Ticket.