## **Dispatch Notification Emails**

Last Modified on 01/10/2023 10:41 am CST

## Q. How are Job Complete notification emails setup in Agvance Dispatch?

A. Agvance Dispatch has the ability to send a notification for completed Jobs to a customer's contacts. This email contains the *JobID*, *Customer*, *Field*, *Date*, *Time*, and *Ticket Number*. Below is an example.

JobID: BT211-Main-1-051515-165112 Cust: Barry Anderson
Field: Long/Barrys East of lane
Date: 06/02/2015
Time: 8:36:35 AM
Split 209, 210 Spring fertility program
Please do not respond to this email. This is an unattended email address.

Setup must be completed in the following areas:

- Hub / Setup / Company Preferences / General tab
- Hub / Setup / Users / Profile tab
- Hub or Accounting / File / Open / Customers / Contacts / Customer Contacts window
- Dispatch / Agronomy Work Orders / Setup / Multi API Work Order Setup / General tab

Navigate to the Hub / Setup/ Company Preferences / General tab. Enter the Mail Host information.

Preferences	
General         Field         Customer         Product         Farm         Grain Scale Interface         API           Login Using Windows User         All waves are to login form any field methics         All waves are to login form any field methics         All waves are to login form any field methics	Web API Database Connection Information
Mail Host Mail Host If no Mail Host Port is specified, default port 25 will be used.	Contact SSI Support to complete your setup Activate Mobile Sales
Mail Host Email Address Password Mail Host and Port must be filled out if using Mail Host Email	
Map Layer Password Filter Invalid Databases	
Prop 65 Warning Statement	
AGIIS Setup KwikTag Setup	Print Save Cancel

An email address needs setup for each individual Dispatch Scheduling Manager. To do so, navigate to the *Hub / Setup / Users / Profile* tab. Enter an *Email Address* and *Password*.

		Edit a U	lser Robert Ellis (1RE)		
Profile General R	estrictions				
ID Windows	1RE	Notes		^	
Login ID					
Last Name	Ellis				
Password			Notify me every Y minutes of all	×	
EMail Address			In-Transit purchase receipts bound for my location	0 +	
<pre>EMail Password</pre>	Controller		Notify me every X minutes of all	0 ~	
Last Password	Change Date 06	/25/2012	open purchase order requests I can approve		
S	et Password to ex	pire now			
Use Window	vs Login ID when B de Address on Sa	Emailing ve of Customer			
Auto Geoco	de Address on Sa	ve of Ship To			
Auto Geoco	de Address on Sa de Address on Sa	ve of Tank			
Allow Check Automatica Note: Every	ting for Updates Ily check for upda 0 days means ne	tes every 0 🔹 o ever check	days.		
Start With User					Save Cancel

This email address is used to send notifications to the contacts setup on the *Customer Contacts* window. In the Hub or the Accounting module, navigate to *File / Open / Customers*. Select the necessary customer, and choose the **Contacts** button. The *Customer Contacts* window displays. Enter the *Name* of the contact, set the *Contact Type* to *Dispatch*, and enter the *Email Address*. If the *Contact Type* dropdown menu is blank or does not have *Dispatch* as an option, click inside the textbox and type 'Dispatch'.

			Customer C	Cont	acts							×
	Name	Contact Type	Relationship		Address 1	Address 2	City	Sta	te Z	P Email Address	PhoneNumber	^
1	Barry	Dispatch	¥	~					~	barry@agvance.net	1	
2			¥	~					¥			
3			v	¥					¥			
4			v	¥					¥			
5			¥	$\checkmark$					¥			
6		1	¥	¥					~			
7			¥	¥					¥			
8			¥	~					¥ .			_
9			¥	Y					Y I			~
											Don	e

Select the **Setup** button on the *Dispatch / Agronomy Work Orders* window to open the *Multi API Work Order Setup* window. Select the *Send Email* option, and set the *Contact Type* to *Dispatch*. Optionally, select the *Display Email Notifications* preference.

		Multi API Work Order S	Setup
ral Mobile Job	Manager Raven		
elect Service De	epartment> SpreM	Application - Main	
iority Names			
Unknown U	nknown	Priority 3 3	
Priority 1 1		Priority 4 4	
Priority 2 2		Priority 5 5	
ync Devices Tim	her		Grid / Map Settings
Sync Devices	Interval 0 (seconds)		Device icons? Yes No Plot Location
ontact Type to n	otify with email		Set grid font size 8 Synt all just for selected applicator or vehicle
Send Email	Contact Type Dispatch	~	Live Map
Decision Mak	er		interval 300 (0 for Off)
) All	<ul> <li>Display Email Notifications</li> </ul>		
<id> Sal</id>	esperson Scheduling Manager Lim	itto Ship Via Allow Sync User Email	
▶ 1RE	<ul> <li>✓</li> </ul>		
2KA	✓	✓	

Once setup, Job Complete Notification emails are sent when a job in Dispatch changes from Ready to Complete.

## Sending Worker Protection Sheets and Custom Application Sheets

Dispatch has the ability to send a copy of the Worker Protection Sheet and the Custom Application sheet to the customer's and/or applicator's contacts. Worker Protection Sheets are only created and sent for chemical tickets and Agvance products linked with a regulatory database. Select any additional documents to send on the *Dispatch / Agronomy Work Orders / Setup / Location Preferences* window.

lain 🗸						
When Job is marked as Completed:	Custom App. O	ptions				
Include Custom App	Мар	Generated Map	~	Layer		~
Include WPS	<field></field>			Attribute		~
Email Applicator(s)	Crop Year		~	Scale		
	Crop Zone		~	Zoom Level	5	~
				Lat/Lon Format	(NONE)	¥
	Show Labe	Bac Bac Roa Atta	kgroun ds ichmen	d Imagery Tran Hide ts Print	sparent Surrounding Bounda Signature	ries

Sending the documents to the applicator also requires an *Email Address* be setup on the *Hub / Setup / Applicators / Edit Applicators Information* window.

	Edit Applicators Inform	ation				• 💌
D	Crofra Inactive					
First Name	Frank	Last Nam	ne Cr	onin		
Address 1						
Address 2	4023 N. Water					
City	Shelbyville		State	L v	Zip	62575
Phone	217-774-9876	Phone2				
Birth Date	08/20/1964					
App License #	C654-878-6548		А	pp. Lic.	12/15	/2017
Last Drug Test	10/10/2013		Last P	hysical	10/08	/2013 🏢
CDL License	C654-878-6548		CDL L	ic. Exp.	07/18	/2017
Comments						
Email Address			Agr	onomy		
Туре		V (	) Ene	rgy		
Location	~	(	) ai			
				Sav	e	Cancel

To receive copies of the documents, add the necessary User ID and Email Address to the grid on the Dispatch / Agronomy Work Orders / Setup / Multi API Work Order Setup / General tab.

Olkidown       Olkidown       Friendy G         Priority 1       1       Priority 4         Priority 2       2       Priority 5         Sync Devices Timer       Sync Devices Interval 0 (seconds)         Contact Type to notify with email       Send Email         Contact Type to notify with email       Vice Map         Decision Maker       Display Email Notifications	riority Names		Priority 3 3	
Priority 2       Priority 5         Sync Devices Timer       Sync Devices Interval 0 (seconds)         Contact Type to notify with email       Sync Device icons? Yes No         Send Email       Contact Type Dispatch         Decision Maker       Display Email Notifications	Priority 1 1	WH I	Priority 4 4	
Sync Devices Timer Sync Devices Interval 0 (seconds) Contact Type to notify with email Set grid font size 8 Sync all jobs applicator or Live Map Interval 300 seconds (0 for Off)	Priority 2 2		Priority 5 5	
All	<ul> <li>] Sync Devices</li> <li>Contact Type to notify</li> <li>✓ Send Email</li> <li>○ Decision Maker</li> </ul>	Interval 0 (seconds) with email Contact Type Dispatch V	]	Device icons? O Yes  No Plot Locatio Set grid font size Live Map Interval 300 (0 for Off)
	-			
1 ▶ 1RE V V □	All     All     All     All     Salesp	Display Email Notifications erson Scheduling Manager Limitto	Ship Via Allow Sync	User Email
2 2KA V . V .	● All <id> Salesp ▶ 1RE</id>	Display Email Notifications  erson Scheduling Manager Limitto      V	Ship Via Allow Sync	User Email