

# Personalize - SKY Dispatch

Last Modified on 02/24/2026 3:19 pm CST

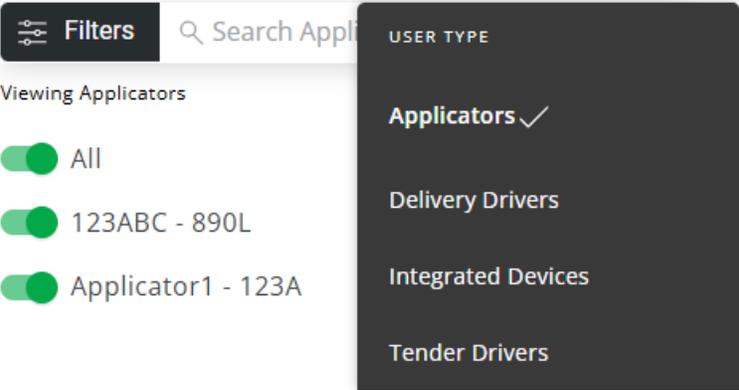
The *Personalize* tab allows the option to filter and choose which Locations' jobs are visible as well as choosing Applicators the user is responsible for tracking. Additionally, create custom and Quick Filters.

## General

Use the **Ellipsis** to display *Applicators*, *Delivery Drivers*, *Integrated Devices*, or *Tender Drivers*.

### Applicators

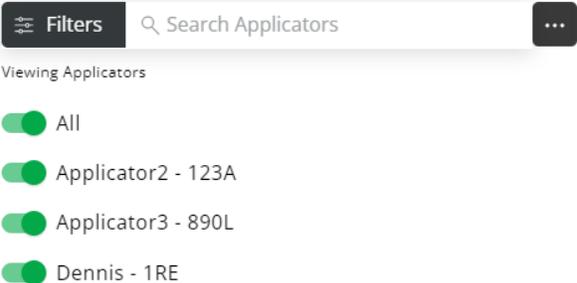
Choose the applicators that you are responsible for



Choose the Applicators/Delivery Drivers to display in the *Filters* menu of the *List View* or *Schedules* screens by turning the toggle switch(es) on or off.

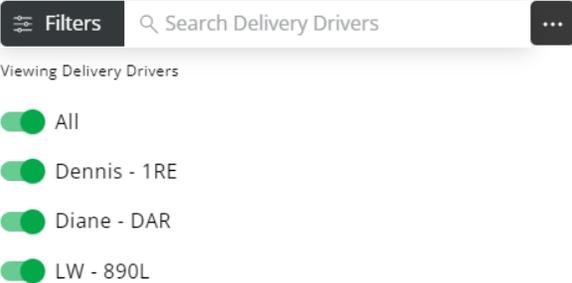
### Applicators

Choose the applicators that you are responsible for

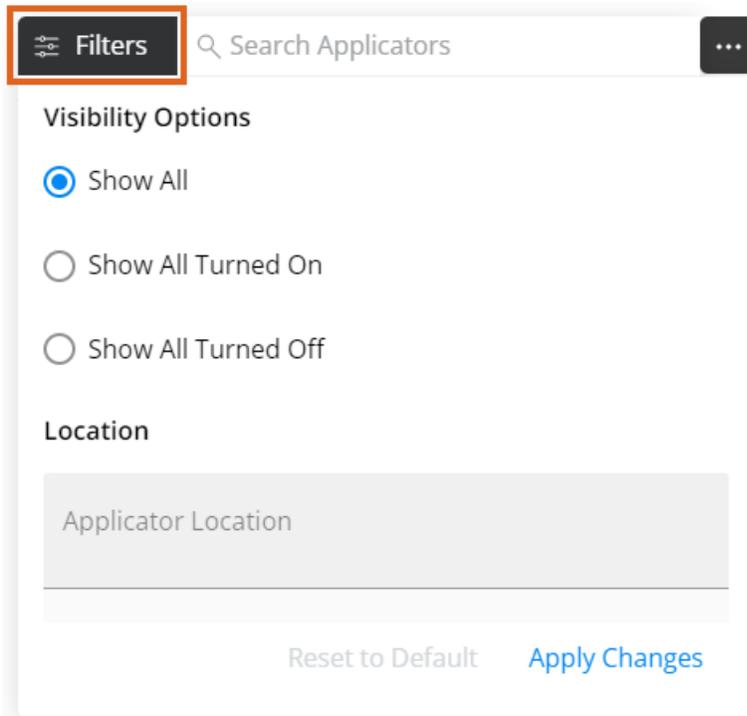


### Delivery Drivers

Choose the drivers that you are responsible for



Applicators/Delivery Drivers can be filtered by selecting **Filters** in the search bar and choosing *Show All*, *Show All Turned On*, *Show All Turned Off*, or by specifying a *Location* from the drop-down. Once options here are indicated, choose **Apply Changes**. **Reset to Default** can be selected after changes have been applied to return to the default filters.



Toggles for the Integrated Devices determine which devices display on the map.

## Integrated Devices

Choose the devices that you are responsible for



Viewing Integrated Devices

- All
- Integrated Device 1
- Integrated Device 2
- Integrated Device 3

## Locations

Filter locations by typing in the *Search* field. Choose the locations' jobs to view as options in the *Filters* menu by turning the toggle switch on or off.

## Locations

Choose which locations' jobs you wish to see

- 04STOR - Cstore #4
- 05STOR - Cstore #5
- 00MAIN - Main Plant
- 01EAST - SSI - East
- 02SOU - SSI - South
- 03WEST - SSI - West
- zMast - zMast - MASTER PRODUCT LOCATION ONLY

## Custom Filters

Create filters for *Crop*, *Crop Chemistry*, *Type of Work*, and/or *Ship via*. To add a new filter, select **+ New Crop Filter**, **+ New Crop Chemistry Filter**, **+ New Type of Work Filter**, or **+ New Ship Via Filter** and complete the necessary information. In the *Add Custom Filters* window that displays, select the desired option(s) from the drop-down menu. Added filters display as tags below the category header. To remove a specific filter, select the **X**

## Custom Filtering

Create only the filters you need. Categories with no custom filters won't show in the filter panel to save room.

### Crop

Corn 

Soybeans 

[+ New Crop Filter](#)

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### Crop Chemistry

Glufosinate (Liberty) Tolerant 

[+ New Crop Chemistry Filter](#)

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### Type of Work

No custom filters for type of work have been added. Use the new button to add some filters.

[+ New Type of Work Filter](#)

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### Ship via

None 

[+ New Ship Via Filter](#)

## Quick Filters

Save filter criteria to apply filters quickly. Quick Filters saved here will be available on the *List* and *Map Views*. The Filter Name and Filter Criteria display. The **Edit** icon can be selected to make changes or the **Delete** icon to remove the Quick Filter.

## Quick Filtering

Save filter criteria to apply filters quickly.

+ New Quick Filter

**Filter Name:** Filter - New

**Filter Criteria:** Ticket Status: Invoiced  
Date Range:  
Job Status: InProcess



**Filter Name:** Loaded Main Location

**Filter Criteria:** Location: SSI Farm Services - IL



Select **+ New Quick Filter** to add a Quick Filter. For additional filter options, adjust the settings in the *General*, *Locations*, and *Custom Filters* tabs.

1. Enter a *Filter Name* of up to 30 characters.

Filter Name \*

Ready - High Priority

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2. Specify the filter criteria in the *General*, *Job Status*, *Location*, *Priority*, *Service Type*, *Applicators*, *Delivery Drivers*, and *Custom Tag* sections.
  - o In the *General* section, options are available for *Ticket Status* and *Date Range*.

## General

### Ticket Status

- Include Loaded
- Invoiced
- NotInvoiced

### Date Range

- Date Range
- Ordered
- Requested
- Completed

Start Date 

End Date 

- Optionally include specific *Job Statuses*.

### Job Status

- InProcess
- Ready
- Completed
- OnHold

- Specific *Locations* can be chosen.

### Location

- SSI Farm Services - IL
- SSI Farm Services - IN
- SSI Farm Services - MN
- SSI Farm Services - MO
- SSI Farm Services - Store IL
- SSI Farm Services - Store IN
- zMast - MASTER PRODUCT LOCATION ONLY

- Include different *Priority Levels*.

### Priority

- None
- High ●
- Medium ●
- Low ●
- CustomerCall ●

- Choose to include certain *Applicators*.

### Applicators

- Unassigned
- All
- ES
- HN
- JM
- KS
- RS

- Choose to include certain *Delivery Drivers*.

### Delivery Drivers

- Unassigned
- All
- Lopez
- LW
- RS
- Sampler6

- o Indicate *Custom Tags* to be included.

### Custom Tag

- None
- All
- Box Truck

3. When all selections have been made, choose **Save Filter**.

Once saved, Quick Filters can be applied to:

- [Blend Jobs in List View - SKY Dispatch](#)
- [Blend Jobs in Map View - SKY Dispatch](#)
- [Delivery Jobs in List View - SKY Dispatch](#)
- [Delivery Jobs in Map View - SKY Dispatch](#)

QUICK FILTERS:

[Reset Filters](#)

Ready - High Priority

The screenshot shows a dark navigation bar with four icons: a list icon labeled 'List View', a map icon labeled 'Map View', a calendar icon labeled 'Schedules', and a document icon labeled 'Files'. To the right of these icons is a dropdown menu labeled 'Quick Filters:' with the selected option 'Ready - High Priority' and a downward arrow.