Personalize - SKY Dispatch

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,* or *Integrated Devices.*

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.
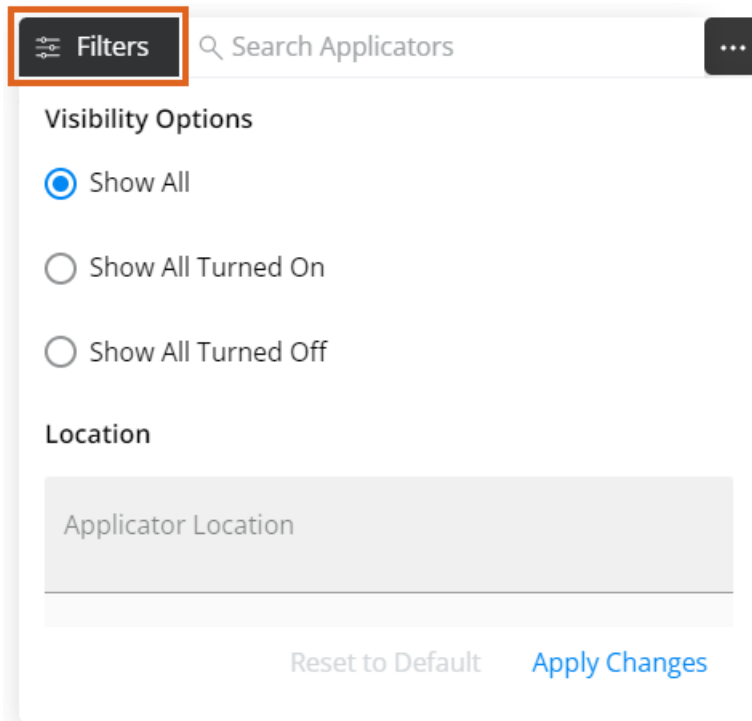

Applicators/Delivery Drivers can be filtered by selecting **Filters** in the search bar and choosing *Show All, Show All Turned On, Show All Turned Off,* or by specifying a *Location* from the drop-down. Once options here are indicated, choose **Apply Changes**. **Reset to Default** can be selected after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

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

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

🔍 Filter Locations...

⚪ 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. Select the **Trash Can** icon to remove any filters added.

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   🗑️

＋ New Crop Filter

⏳ Crop Chemistry

Dicamba Tolerant   🗑️

＋ New Crop Chemistry 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.

General	Locations	Custom Filters	Quick Filters

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

   21 / 30

2. Specify the filter criteria in the *General, Job Status, Location, Priority, Service Type, Applicators, Delivery Drivers,* and *Custom Tag* sections.

   ○ 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

- 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

| List View | Map View | Schedules | Files | Quick Filters: Ready - High Priority ▼ | |