

Personalize - SKY Dispatch

Last Modified on 01/15/2026 4:30 pm CST

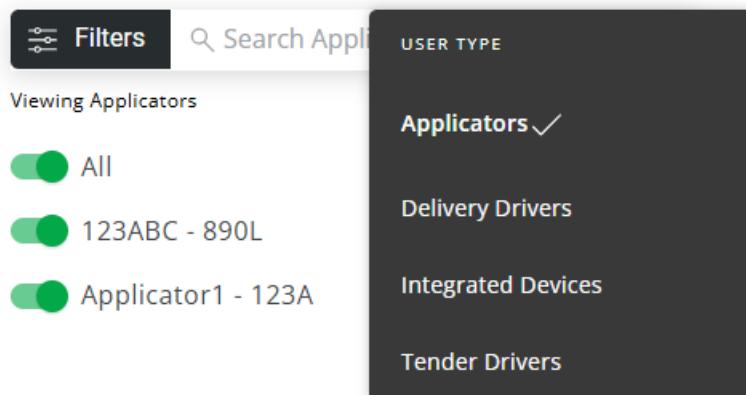
The **Personalize** tab allows the option to filter and choose which Locations' jobs are visible as well as choosing Applicators the user is responsible for tracking. Additionally, create custom and Quick Filters.

General

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

Applicators

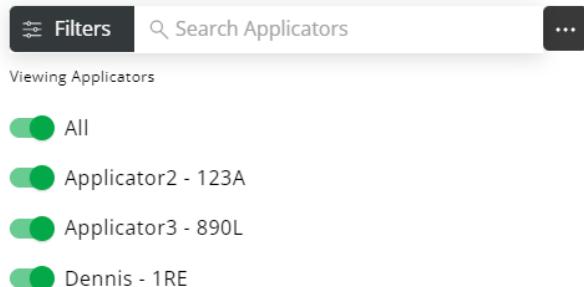
Choose the applicators that you are responsible for



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.

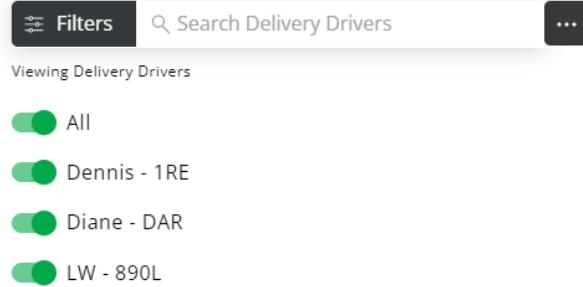
Applicators

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.

Filters ...

Visibility Options

Show All

Show All Turned On

Show All Turned Off

Location

[Reset to Default](#) [Apply Changes](#)

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

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. 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](#)

Crop Chemistry

[Glufosinate \(Liberty\) Tolerant](#) 

[+ New Crop Chemistry Filter](#)

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](#)

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.

[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

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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

