

# Personalize - SKY Dispatch

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

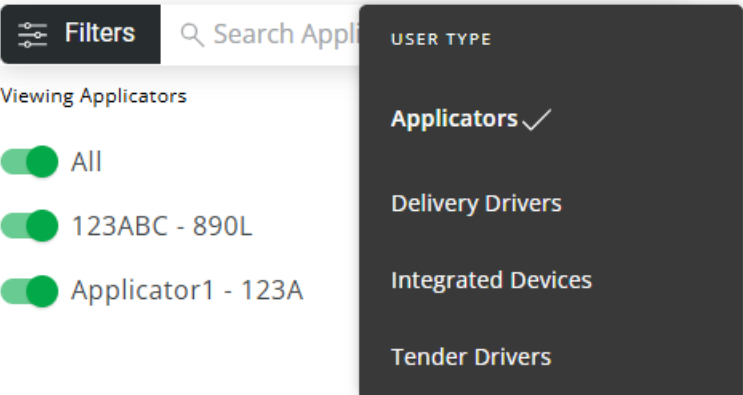
The *Personalize* tab allows the option to filter and choose which Locations' jobs are visible as well as choosing Applicators the user is responsible for tracking. Additionally, create custom and Quick Filters.

## General

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

### Applicators

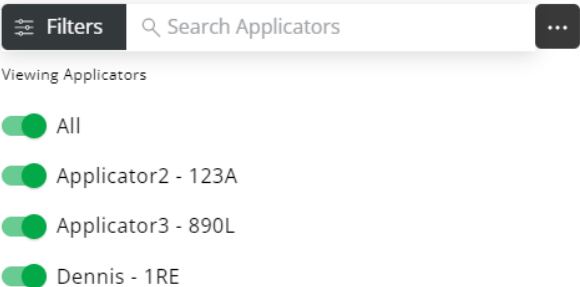
Choose the applicators that you are responsible for



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.

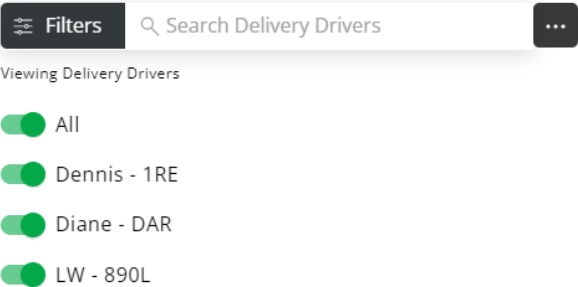
### Applicators

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**  

Applicator 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

- ☐ 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.

## 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		
<hr/>			
Filter Name:	Loaded Main Location		
Filter Criteria:	Location: SSI Farm Services - IL		
<hr/>			

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

- 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 ▼