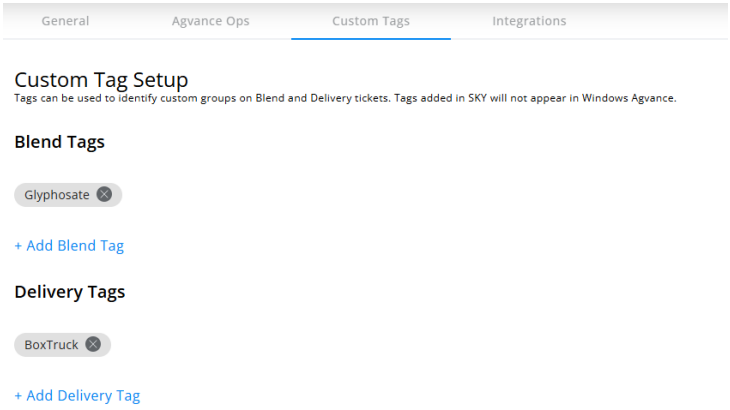
Custom Tags Tab in Company Settings - Agvance SKY Dispatch

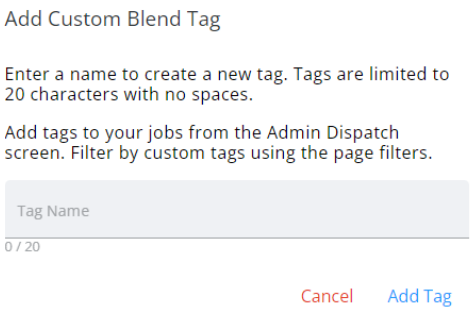
Last Modified on 07/07/2026 8:58 am CDT

Company Settings

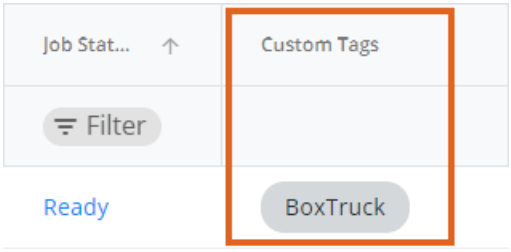
Tags can be used to identify custom groups on Blend and Delivery Tickets. Tags added in Agvance SKY will not appear in Agvance Windows.



Select **+ Add Blend Tag** or **+ Add Delivery Tag** to add Custom Tags.

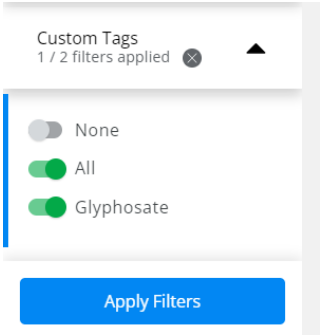


Once added to a job, the tag will display in the *Custom Tags* column.



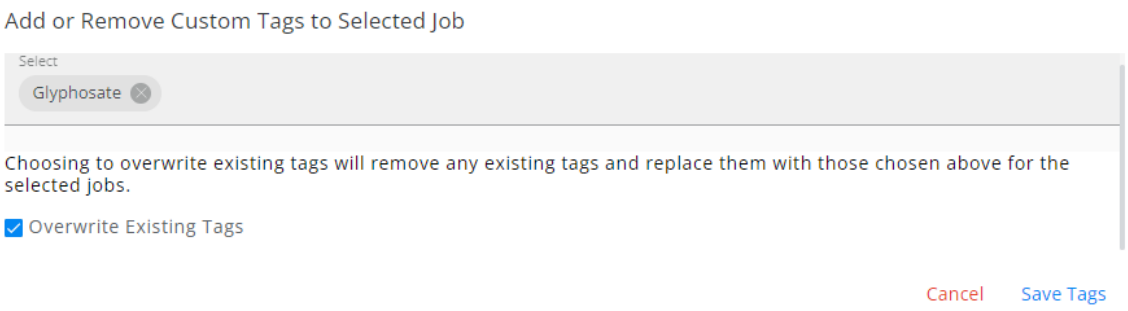
Blend Jobs

Use the **Filter** icon to only show jobs with specific *Custom Tags*.



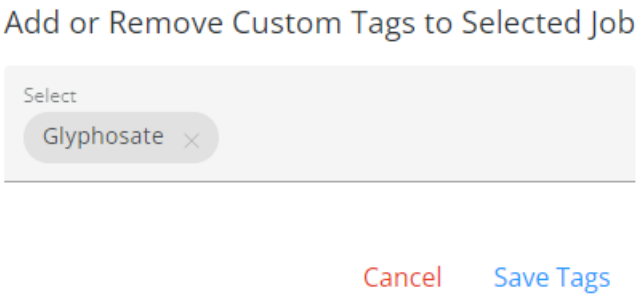
Multiple Jobs

- **More Options Icon** – Choose the **Ellipsis** to *Manage Custom Tags*.
    - **Manage Custom Tags** – Multiple jobs can have Custom Tags applied all at once by selecting the checkboxes for the appropriate jobs then selecting **Manage Custom Tags** from the **Ellipsis** in the search bar. Select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in *Company Settings*). Checking the *Overwrite Existing Tags* option removes any existing tags and replaces with those chosen in the area above.



Single Job

Add or remove Custom Tags by selecting the checkbox for the job, choosing the**Ellipsis** in the search bar, and selecting *Manage Custom Tags*. Choose the **X** on the Custom Tag to remove from the job or select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in *Company Settings*).



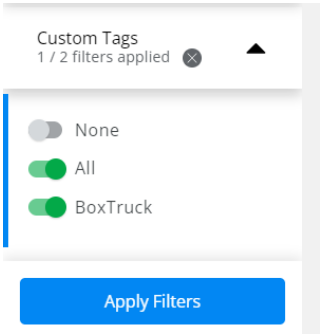
Multi-Field Tickets

Custom Tags added to multi-Field tickets will have the Custom Tag applied to all jobs for that multifield Blend Ticket.



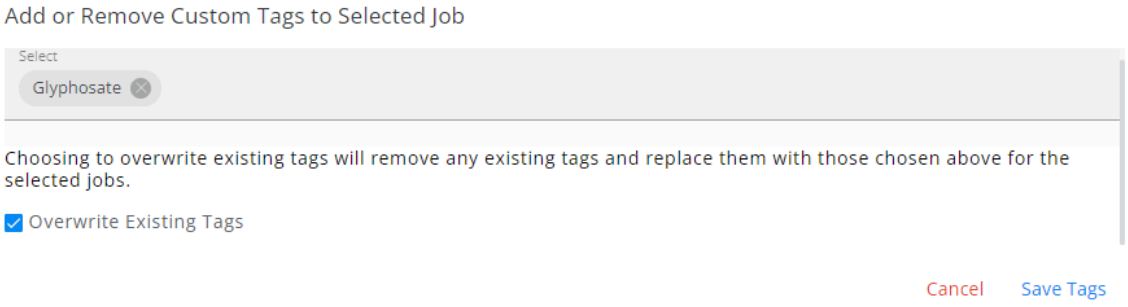
Delivery Jobs

Use the **Filter** icon to only show jobs with specific *Custom Tags*.



Multiple Jobs

- **More Options Icon** – Choose the **Ellipsis** to *Manage Custom Tags*.
    - **Manage Custom Tags** – Multiple jobs can have Custom Tags applied all at once by selecting the checkboxes for the appropriate jobs then selecting **Manage Custom Tags** from the **Ellipsis** in the search bar. Select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in *Company Settings*). Checking the *Overwrite Existing Tags* option removes any existing tags and replaces with those chosen in the area above.



Single Job

Add or remove Custom Tags by selecting the checkbox for the job, choosing the**Ellipsis** in the search bar, and

selecting *Manage Custom Tags*. Choose the **X** on the Custom Tag to remove from the job or select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in *Company Settings*).

