

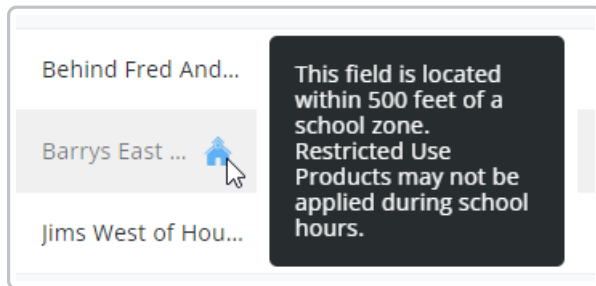
Blend Jobs in List View - SKY Dispatch

Last Modified on 03/21/2024 3:50 pm CDT

When opening Dispatch, the *List View* page displays Blend Tickets created in Agvance. The grid operates much like an Excel spreadsheet. For more information on how the grid functions, see [Using Grids in Agvance SKY](#).

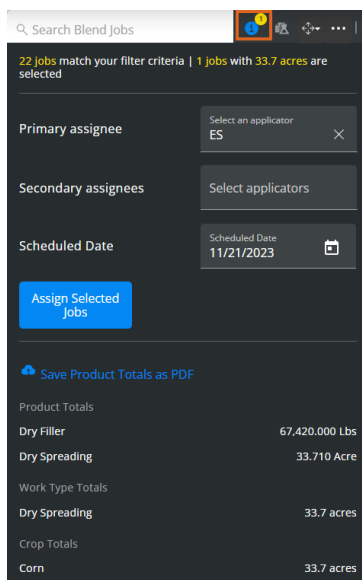
Additionally, jobs listed can be filtered by selecting the **Filters** icon and specifying criteria. Blue fonts indicate the field can be selected to view more information or make changes to the job.

Fields with a Classification set to the *Field Classification Within 500 Ft of School at Hub / Setup / Company Preferences* on the *Field* tab will be indicated with an icon.

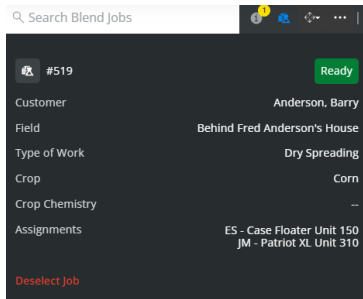


Search Bar

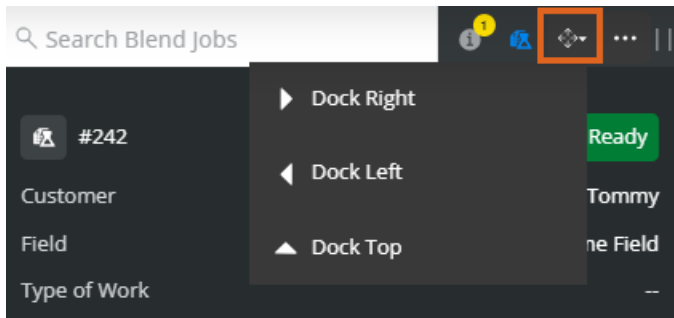
- **More Information Icon** – This displays information for all selected jobs including *Product Totals*, *Work Type Totals*, and *Crop Totals* (if applicable). *Primary* and *Secondary assignees* can be indicated here for Blend Tickets. Upon selecting an *Assignee*, the ability to indicate a *Scheduled Date* displays. Select **Save Product Totals as PDF** to download totals as a PDF file.



- **Selected Job Information** – View information related to the selected jobs.

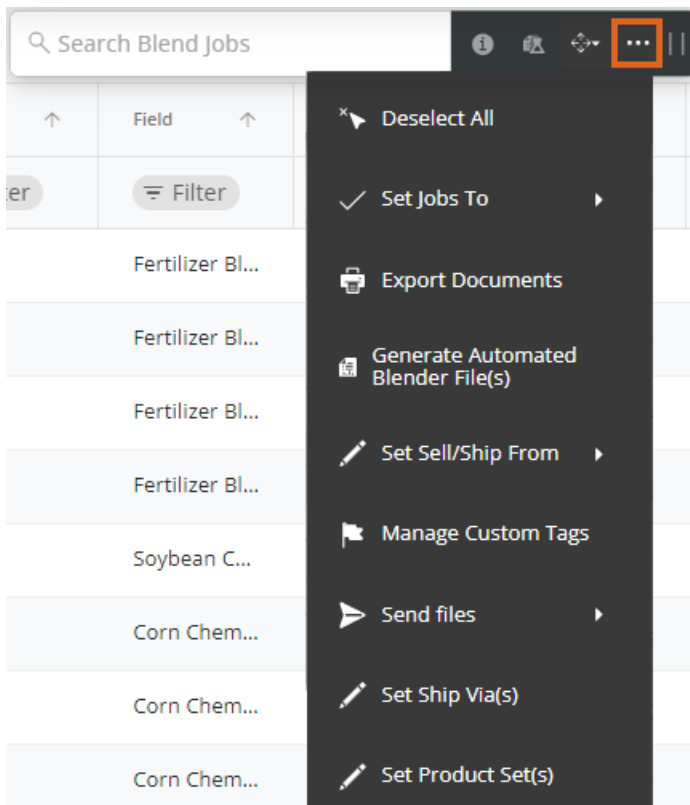


- **Dock Search Bar** – Opt to dock the search bar to the right, left, or top of the screen.



- **More Options Icon** – Choose the Ellipsis to *Deselect All, Set Jobs To (Ready, On Hold, or Completed), Export Documents, Generate Automated Blender File(s), Set Sell/Ship From, Manage Custom Tags, Send Files, Set Ship Via(s), or Set Product Set(s).*

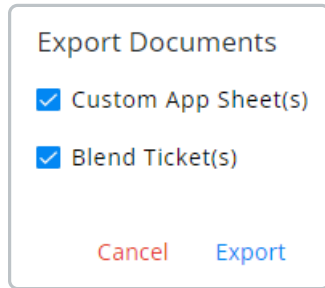
Note: When choosing the Sell From, Ship From, Product Set, and/or Ship Via, beginning to type filters the options available in the drop-down.



- **Export Documents** – With a job or jobs selected, choose **Export Documents** to export *Custom App*

Sheet(s) and/or Blend Ticket(s) as a PDF.

Note: Jobs will display in the order they are selected.

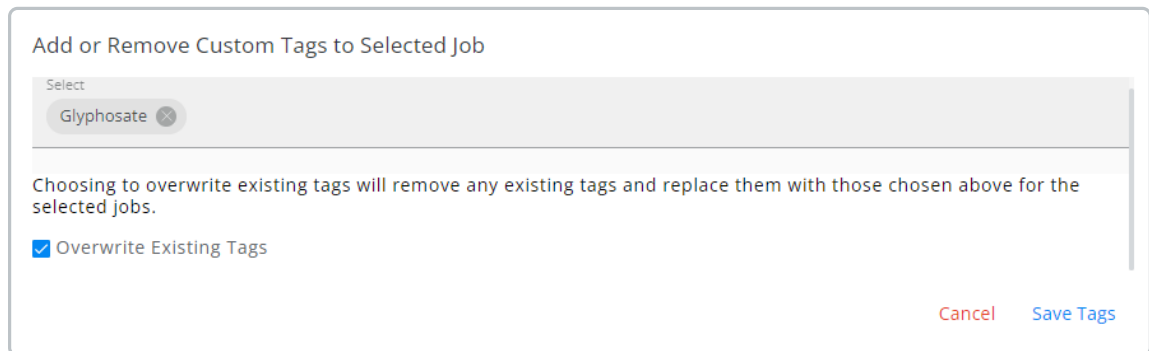


Export Documents

- Custom App Sheet(s)
- Blend Ticket(s)

Cancel Export

- **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.



Add or Remove Custom Tags to Selected Job

Select

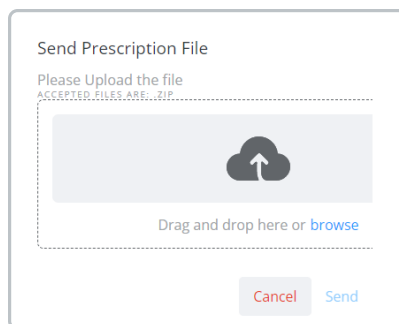
Glyphosate ✕

Choosing to overwrite existing tags will remove any existing tags and replace them with those chosen above for the selected jobs.

Overwrite Existing Tags

Cancel Save Tags

- **Send Files** – The *Send Prescription File* window displays to send VRT files to Slingshot accounts from Dispatch. Drag and drop or select **browse** to locate the appropriate zip file.



Send Prescription File

Please Upload the file

ACCEPTED FILES ARE: .ZIP

Drag and drop here or [browse](#)

Cancel Send

- **Set Product Set(s)** – The *Set Product Sets* window displays to choose the Product Set from a drop-down for the job(s) selected.

Set Product Sets

Ticket: #519
00-BasicDry

Cancel Save

- **Drag Search Bar Icon** – Select and drag to move the search bar to a different area.

Blend Ticket Details

Selecting a Blend Ticket displays the *Blend Ticket Details* window which includes the *Job Info*, *Additional Info*, *Products*, and *Totals*.

Blend Ticket #510
[Generate Automated Blender File](#)

No Priority Set ✎

Job Info

Customer Barry Anderson	Field Barrys East of lane	Area 33.7 Tons
Ordered Date 04/05/2021	Requested Date --	Completed Date --
Scheduled Date --		

- **Job Info** – The information displayed on the Blend Job includes the *Customer*, *Field*, *Area*, *Ordered Date*, *Requested Date*, and *Completed Date*. A priority can be set by selecting the **Pencil** icon beside the Priority Level. **Note:** [Priority Levels](#) must be established before they can be added to a Blend Ticket. Setup for Priorities is found on the *General* tab under *Company Settings*.
- **Generate Automated Blender File** – If automated blenders are set up in Agvance, the dispatcher can create the file for the blender.

Blend Ticket #510

Generate Automated Blender File

- **Additional Info** – Enter *Additional Comments* and/or *Applicator Comments*. Additionally, Custom Tags can be removed or added. **Note:** Custom Tags must first be set up on the *Custom Tags* tab under [Company Settings](#).
- **Products** – The *Product Name*, *Rate*, and *Total* are displayed. Selecting **Set Ship Froms** gives the option to identify the location and department(s) from which the product will ship. Select **Set Sell Froms** to choose the

appropriate *Sell From Location* for all Products and *Sell From Department* for each Product. Choose the **Pencil** icon by *Ship Via* to make a selection. The *Product Set* can also be changed by selecting the **Pencil** icon.

Note: In order to set the Ship From, the *Create ICT Based on Ship From Location* must be checked at *Accounting / Setup / Location Preferences* on the *Delivery Ticket* tab. In order to set the Sell From, the *Sell From Dept ID* option must be checked.

- **Totals** – The *Weight per Acre*, *Total Weight*, *Volume per Acre*, and *Total Volume* is displayed.

Each field on a multifield ticket can be assigned to a different Applicator.

Note: Custom Tags added to multifield tickets will have the Custom Tag applied to all jobs on the multifield Blend Ticket.

<input type="checkbox"/>	240.1	Anderson, Barry	Sourth Farm	Barrys East of lane	33.7 Tons
<input type="checkbox"/>	240.2	Anderson, Barry	Sourth Farm	Barrys East of Waterway	81 Tons