

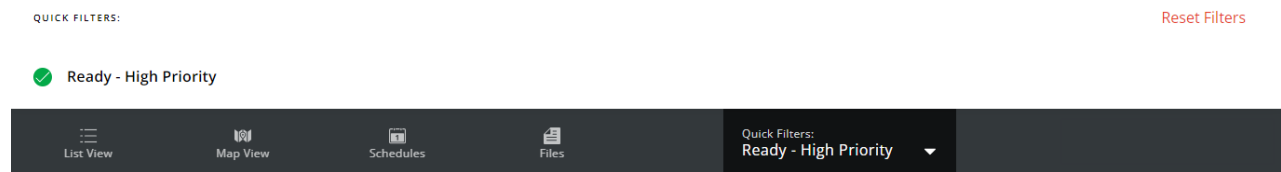
Blend Jobs in List View - SKY Dispatch

Last Modified on 01/14/2025 7:21 am CST

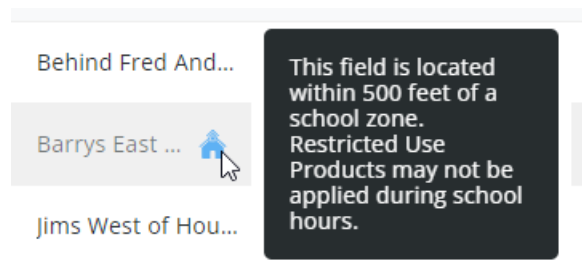
When opening Dispatch, the *List View* page displays Blend Tickets created in Agvance. The grid operates much like an Excel spreadsheet. For more information on how the grid functions, see [Using Grids in Agvance SKY](#).

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.

Quick Filters set up under [Personalize](#) can be selected from the *Quick Filters* menu in the bottom navigation. Quick Filters give the ability to apply multiple filter criteria at one time.



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.



New ticket notifications display at the top of the *Jobs* grid only for Locations enabled under *Personalize*. Select **Refresh Grid** to bring the new job into the list.



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

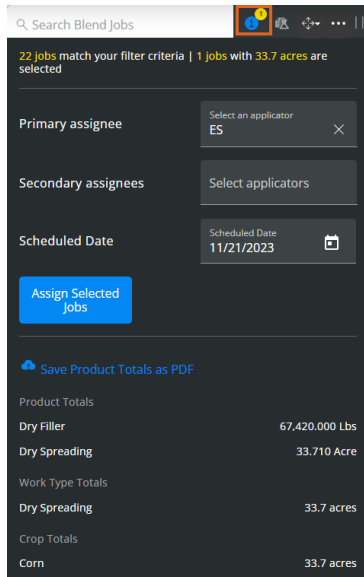
Note: Custom Tags added to multifield tickets will be applied to all jobs on the Blend Ticket.

<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

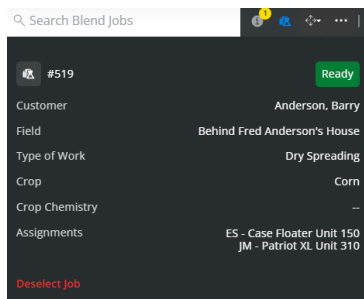
Search Bar

- **More Information Icon** – This displays information for all selected jobs including *Product Totals*, *Work Type*

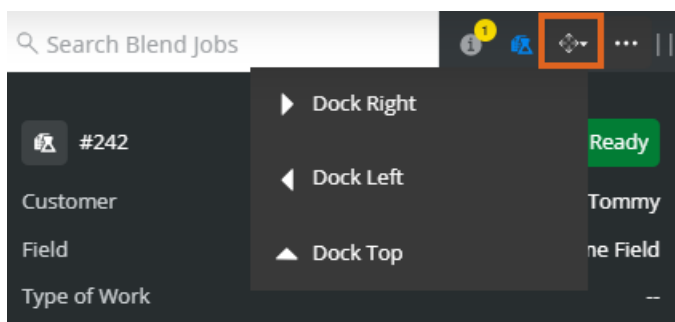
Totals, and Crop Totals (if applicable). Primary and Secondary assignees can be indicated here for Blend Tickets. Upon selecting an Assignee, the ability to indicate a Scheduled Date displays. Select **Save Product Totals as PDF** to download totals as a PDF file.



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

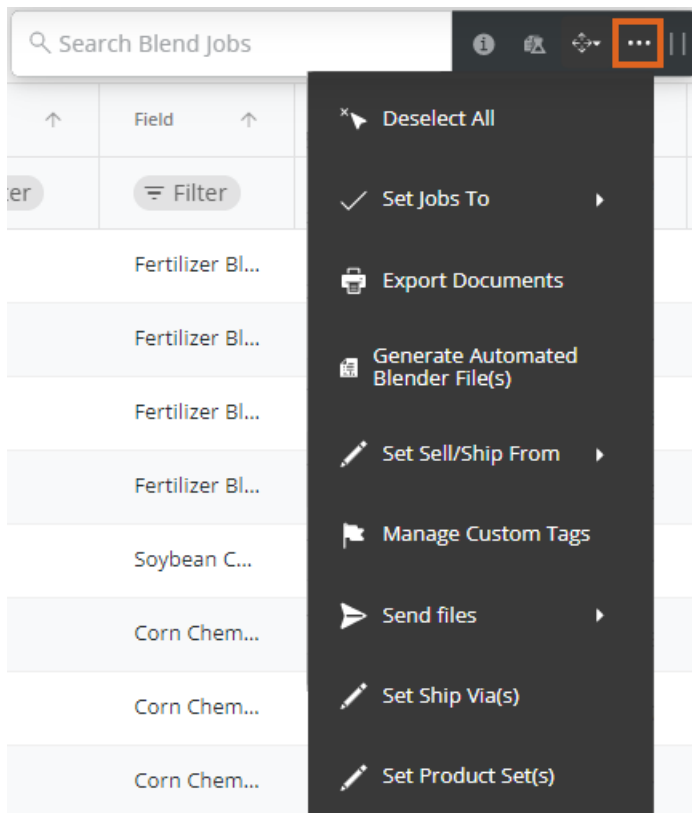


- **Dock Search Bar** – Opt to dock the search bar to the right, left, or top of the screen.



- **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 Blend Ticket(s), *Custom App Sheet(s)*, *HazMat Sheet(s)*, *SDS(s)*, and/or *WPS(s)* as a PDF. If exporting Custom App Sheets, additional print setting options display to confirm before exporting. Jobs will display in the order they are selected.

Note: An established Agrian link is required to export SDS and WPS documents.

Export Documents

- Blend Ticket(s)
Exports immediately
- Custom App Sheet(s)
Exports after customizing print settings
- HazMat Sheet(s)
Exports immediately
- One per Batch
- SDS(s)
Exports immediately
- WPS(s)
Exports immediately

Cancel Export

Settings for Custom Application Sheet(s)

Format Type

- Individual
- Individual Regulatory

Zoom Level

Select a value

Print Options

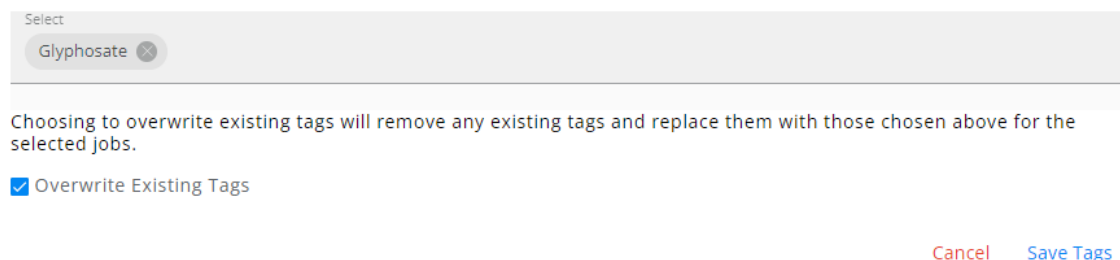
- Print Application Zones
- Print Full Page Map
- Print Signature

Cancel Confirm & 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

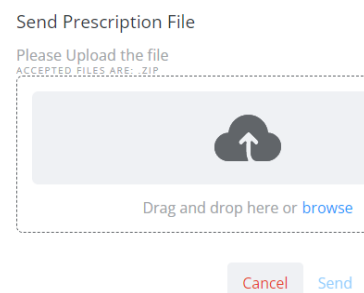
Glyphosate

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*.





Job Info


 Customer
Barry Anderson


 Ordered Date
04/05/2021

 Scheduled Date
--

 Field
Barrys East of lane

 Requested Date
--

 Area
33.7 Tons

 Completed 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.