

# Blend Jobs in List View - SKY Dispatch

Last Modified on 09/18/2024 8:55 am CDT

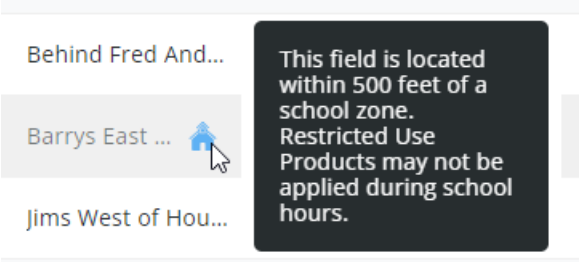
When opening Dispatch, the *List View* page displays Blend Tickets created in Agvance. The grid operates much like an Excel spreadsheet. For more information on how the grid functions, see [Using Grids in Agvance SKY](#).

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.

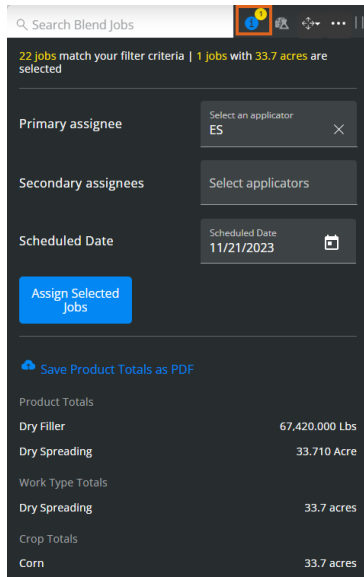
**Note:** Custom Tags added to multifield tickets will be applied to all jobs on the Blend Ticket.

<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

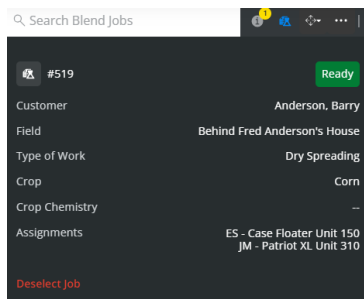
## Search Bar

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

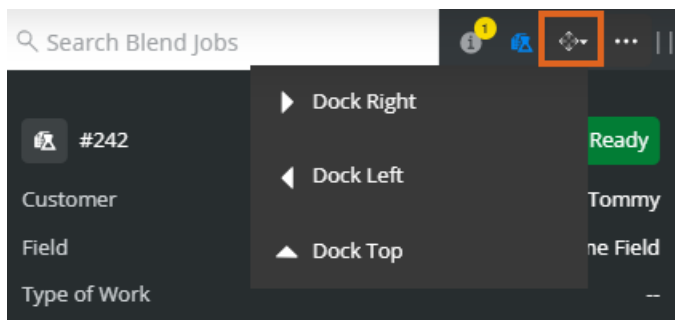
Totals, and Crop Totals (if applicable). Primary and Secondary assignees can be indicated here for Blend Tickets. Upon selecting an Assignee, the ability to indicate a Scheduled Date displays. Select **Save Product Totals as PDF** to download totals as a PDF file.



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

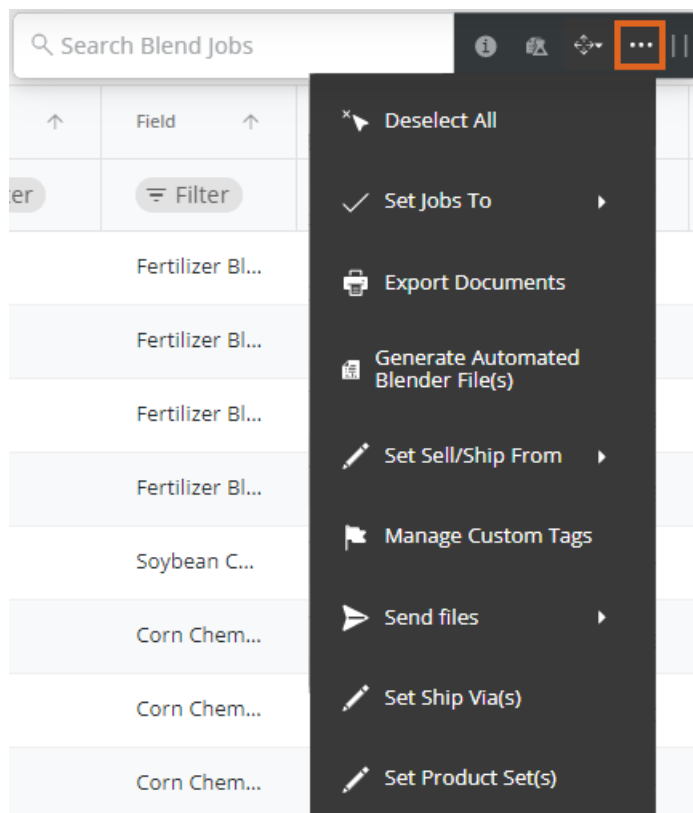


- **Dock Search Bar** – Opt to dock the search bar to the right, left, or top of the screen.



- **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 *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*.





#### 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.