Blend Jobs in List View - SKY Dispatch

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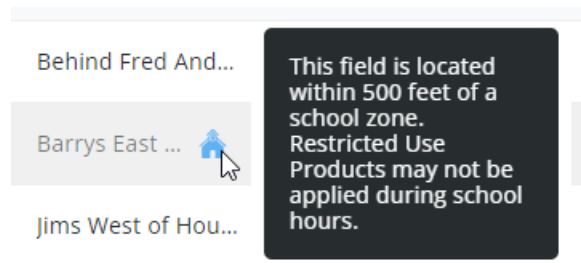
New ticket notifications display at the top of the *Jobs* grid only for Locations enabled under *Personalize*. Select **Refresh Grid** to bring the new job into the list.


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.


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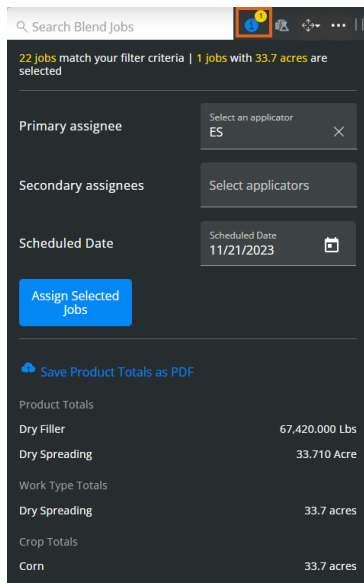
- **Selected Job Information** – View information related to the selected jobs.
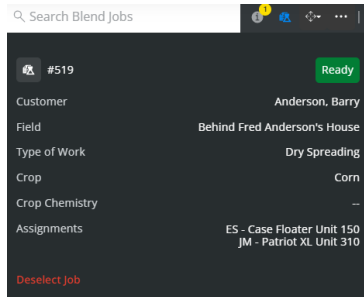

- **Dock Search Bar** – Opt to dock the search bar to the right, left, or top of the screen.
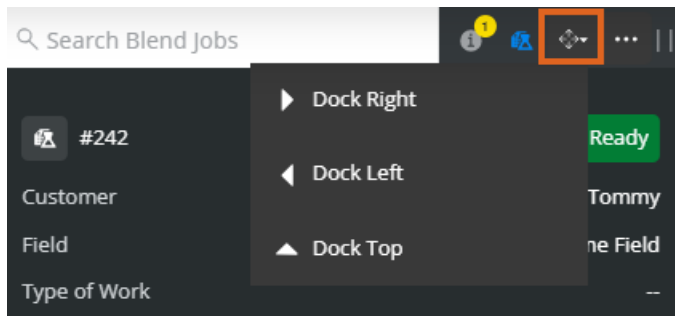
- **More Options Icon** – Choose the **Ellipsis** to *Deselect All*, *Set Jobs To (Ready, On Hold, or Completed)*, *Export Documents*, *Generate Automated Blender File(s)*, *Set Sell/Ship From*, *Manage Custom Tags*, *Send Files*, *Set Ship Via(s)*, or *Set Product Set(s)*.

  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.
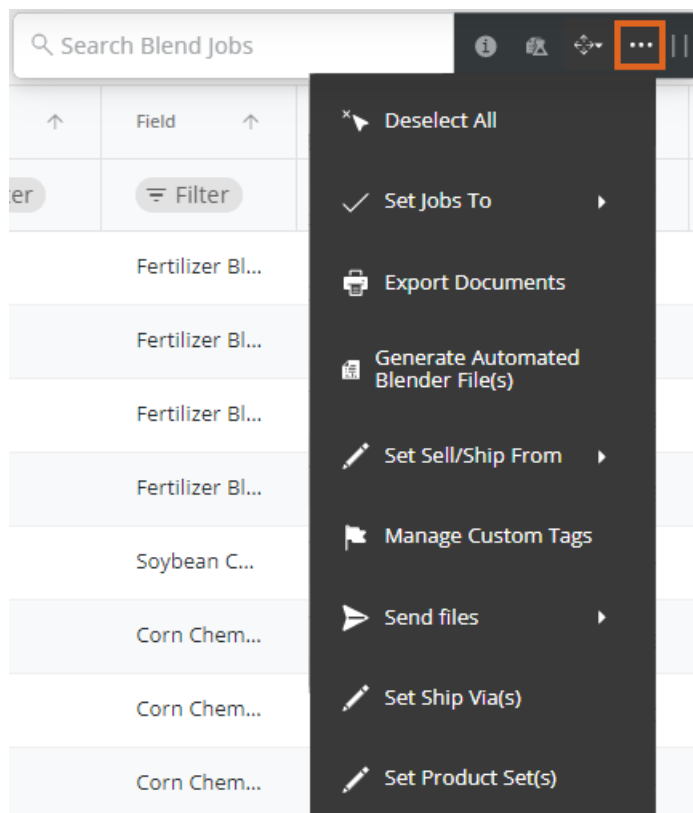
- **Export Documents** – With a job or jobs selected, choose **Export Documents** to export *Custom App Sheet(s)* and/or *Blend Ticket(s)* as a PDF.

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

- **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
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📅 Completed Date
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📅 Scheduled Date
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- **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.