

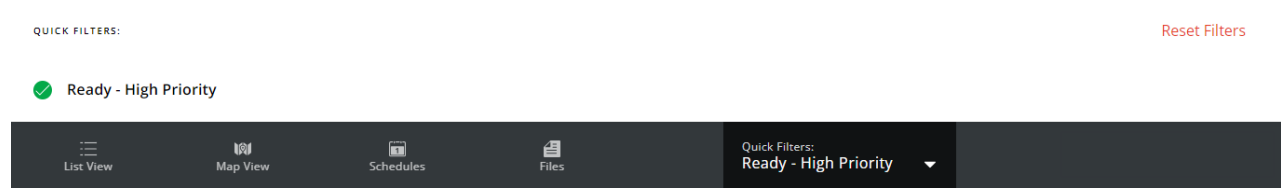
Delivery Jobs in List View - SKY Dispatch

Last Modified on 09/18/2024 8:56 am CDT

View Delivery Tickets created in Agvance by selecting the *Viewing* menu and choosing *Delivery Tickets*. The grid operates much like an Excel spreadsheet. For more on how to use this grid, see [Using Grids in Agvance SKY](#).

Jobs listed can be filtered by selecting the **Filters** icon and specifying criteria.

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.



View Delivery Drivers assigned to jobs or assign/unassign them from this page. Blue fonts indicate this field can be selected to view more information or make changes to the job.

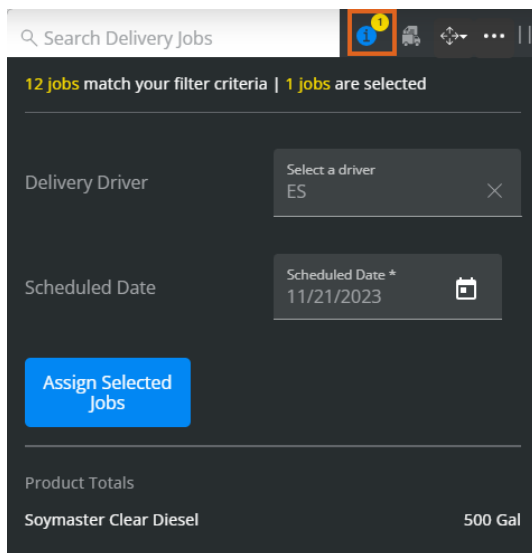
When jobs are marked as *Completed*, a text and/or email notification is sent to growers in Grower360.

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.

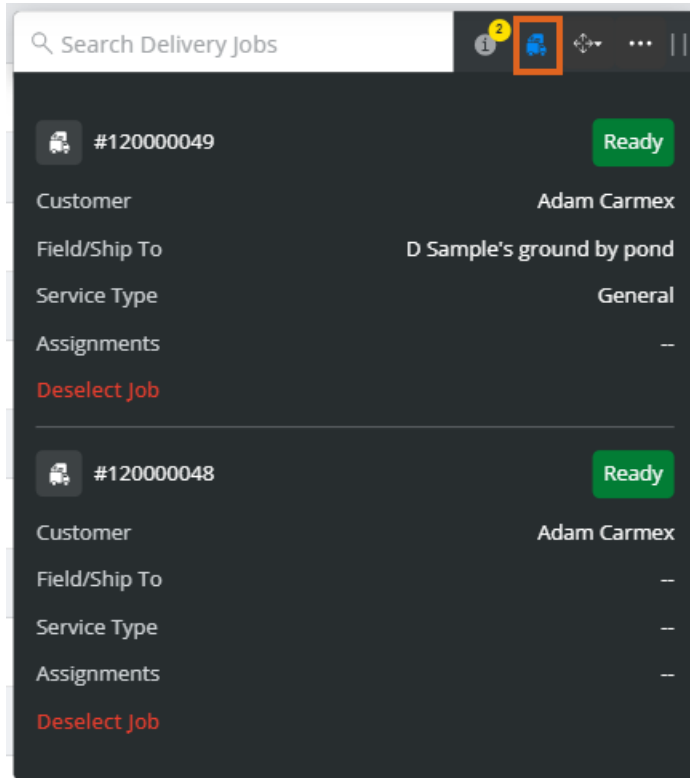


Search Bar

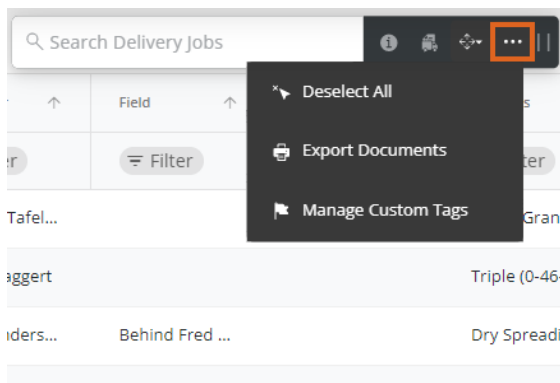
- **More Information Icon** – This displays *Product Totals*. and gives the ability to indicate a *Delivery Driver*. Upon selecting an *Assignee*, the ability to indicate a *Scheduled Date* displays.



- **Selected Job Information** – View information related to the selected jobs including the *Customer, Field/Ship To, Service Type, and Assignments.*



- **Dock Search Bar** – Dock the search bar to the right, left, or top of the screen.
- **More Options** – Choose the **Ellipsis** to *Deselect All, Export Documents, or Manage Custom Tags.*



- Selecting **Export Documents** gives the option to export *Bill of Lading(s)* and/or *Delivery Ticket(s)* as PDFs.

Export Documents

Bill of Lading(s)

Delivery Ticket(s)

Cancel Export

Note: If multiple Delivery Tickets are selected, one PDF will open with each Delivery Ticket and/or Bill of Lading having its own page in the file. Additionally, jobs will be displayed in the order they are

selected.

- Choosing **Manage Custom Tags** gives the ability to add or remove Custom Tags per job(s) selected.
- **Drag Search Bar** – Select and drag to move the search bar to a different area.

Delivery Ticket Details


Selecting a Delivery Ticket displays the *Delivery Ticket Details* window which includes the *Customer Info*, *Custom Tags*, and *Products*.

The *Customer Info* section includes the *Customer*, *Address*, and *Ship To*. Select the **Pencil** icon next to the *Priority* to modify if needed.


Note: **Priority Levels** must first be established before they can be added to a Delivery Ticket.


In the *Custom Tags* section, select in the text field to add from the drop-down.


Note: Custom Tags must already be set up on the *Custom Tags* tab under **Company Settings**.

Delivery Ticket #120000051 No Priority Set 

Customer Info


 Customer
Barry Anderson

 Address

 Ship To

Custom Tags

Custom Tags

Box Truck 

The *Products* section displays the *Description* and *Quantity*.

Products

Description	Quantity
 Soil Sampling	1 Unit