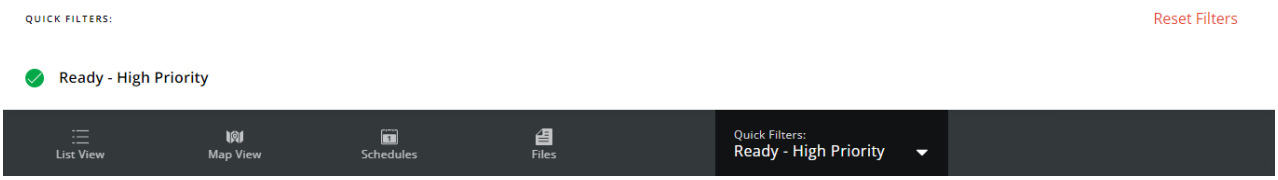
Delivery Jobs in List View - Agvance SKY Dispatch

Last Modified on 07/07/2026 8:30 am CDT

View Delivery Tickets 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.

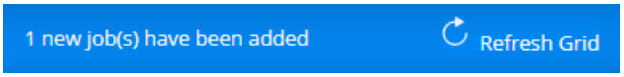
Quick Filters set up under ***Personalize*** can be selected from the *Quick Filters* menu in the bottom navigation. Quick Filters give the ability to apply multiple filter criteria at one time.



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.

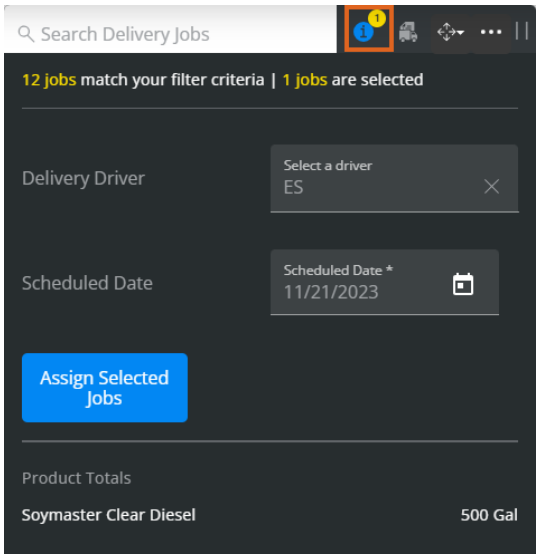
When jobs are marked as *Completed*, a text and/or email notification is sent to growers in Grower360.

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.

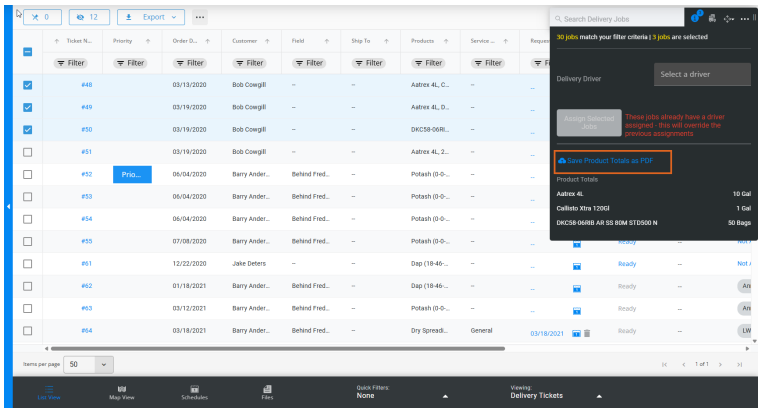


Search Bar

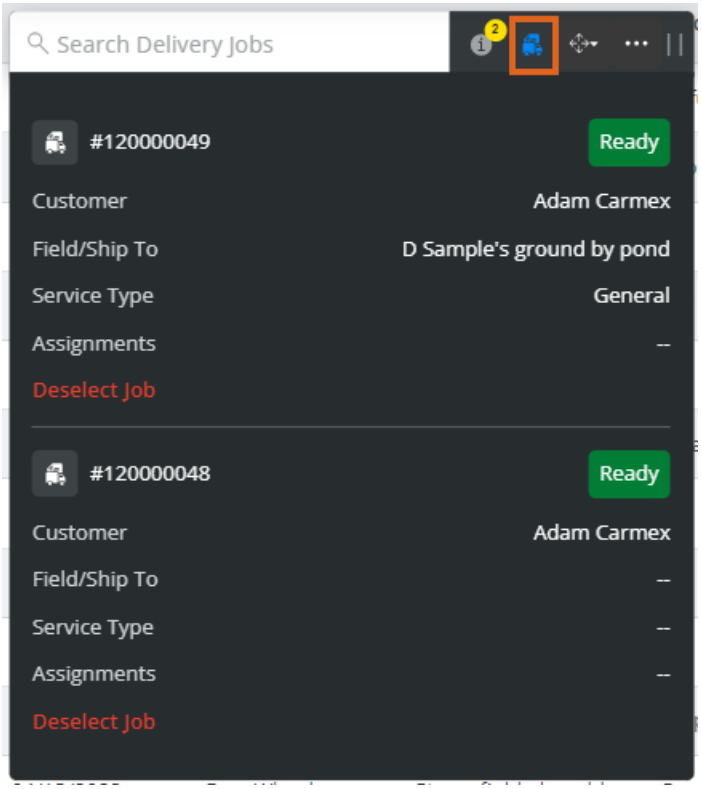
- **More Information Icon** – This displays *Product Totals* and gives the ability to indicate a *Delivery Driver*. Upon selecting an *Assignee*, the ability to indicate a *Scheduled Date* displays.



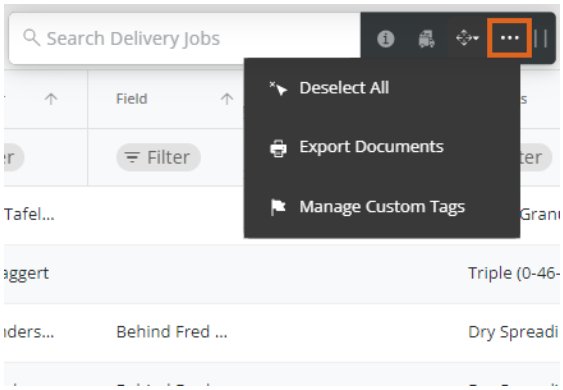
- Select **Save Product Totals as PDF** to download the product totals summary as a PDF file.



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



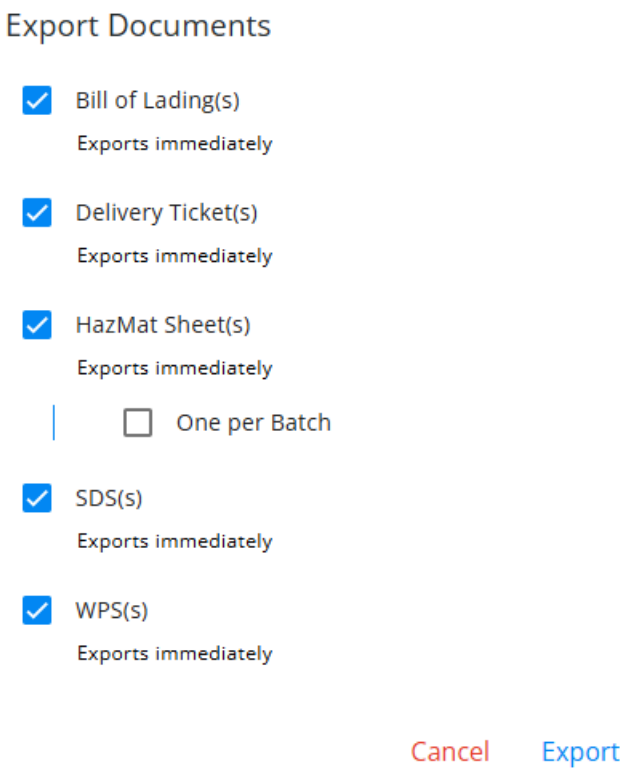
- **Dock Search Bar** – Dock the search bar to the right, left, or top of the screen.
- **More Options** – Choose the **Ellipsis** to *Deselect All*, *Export Documents*, or *Manage Custom Tags*.



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

  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.

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



- 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.

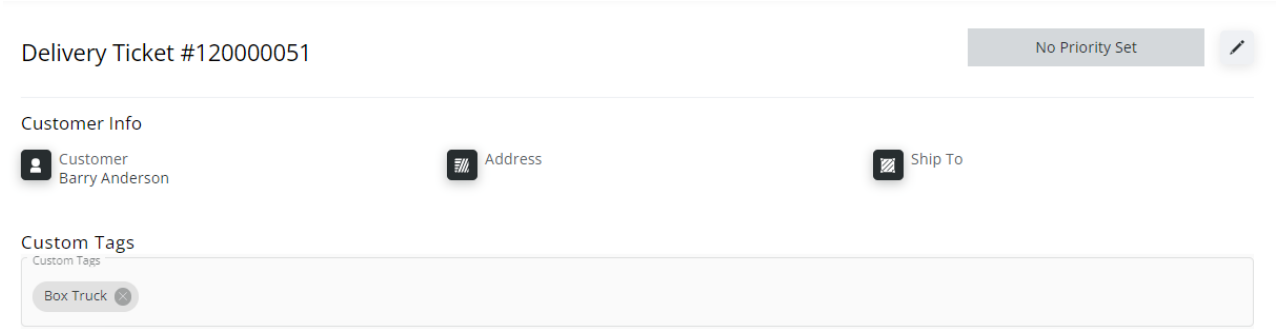
Delivery Ticket Details

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 **Edit** 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***.



Additional Info displays a list of available image files. Selecting an image automatically downloads it to the device's *Downloads* folder for viewing or saving.



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

