Delivery Jobs in List View - SKY Dispatch

Last Modified on 01/19/2024 4:00 pm CST

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.

Additionally, jobs listed can be filtered by selecting the **Filters** icon and specifying criteria.

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.

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.
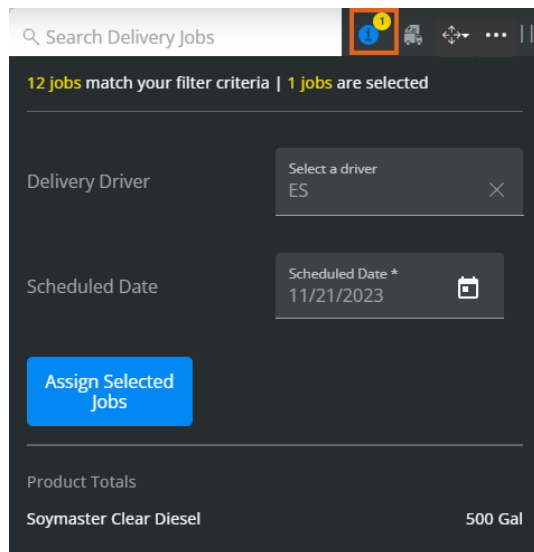

- **Selected Job Information** – View information related to the selected jobs including the *Customer, Field/Ship To, Service Type,* and *Assignments.*
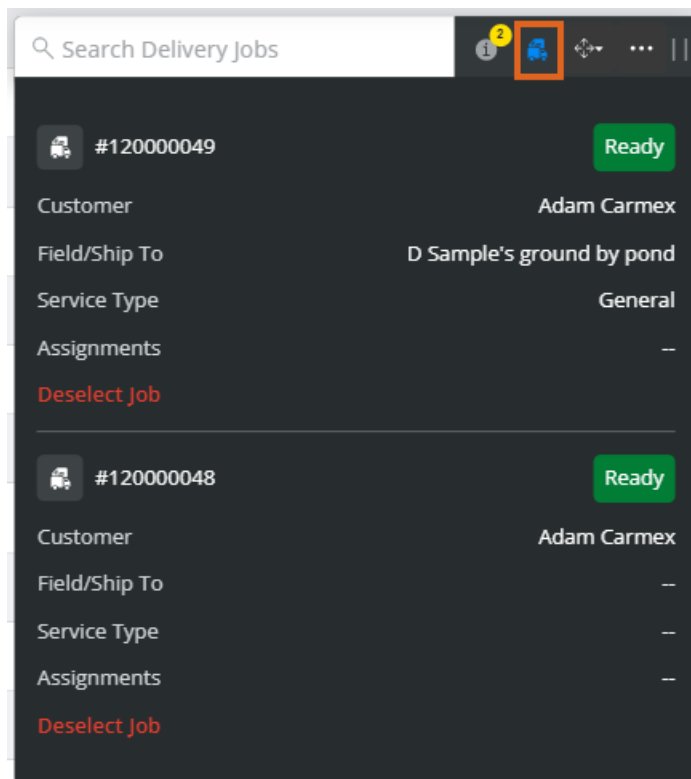
- **Dock Search Bar** – Dock the search bar to the right, left, or top of the screen.
- **More Options** – Choose the **Ellipsis** to *Deselect All*, *Export Documents*, or *Manage Custom Tags*.
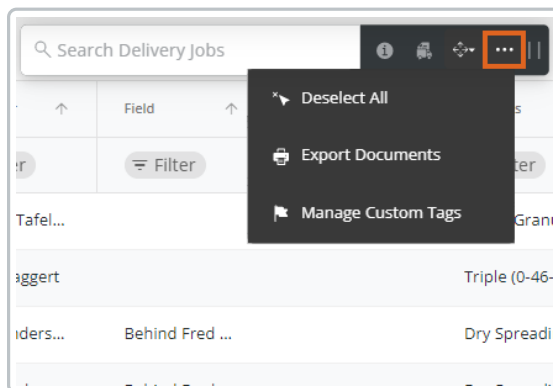
- Choosing **Manage Custom Tags** gives the ability to add or remove Custom Tags per job(s) selected.
- Selecting **Export Documents** gives the option to export *Bill of Lading(s)* and/or *Delivery Ticket(s)* as PDFs.

Export Documents
☐ Bill of Lading(s)
☐ Delivery Ticket(s)

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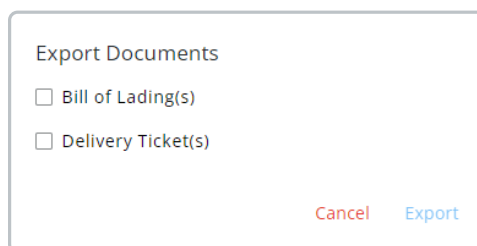
Note: If multiple Delivery Tickets are selected, one PDF will open with each Delivery Ticket and/or Bill of Lading having its own page in the file. Additionally, jobs will be displayed in the order they are selected.

- **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   ▦ Address   ▨ Ship To
  Barry Anderson

Custom Tags
 ┌ Custom Tags ──┐
 │ Box Truck ⊗   │
 └───┘

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

Products

⬍ Description   Quantity
  Soil Sampling   1 Unit