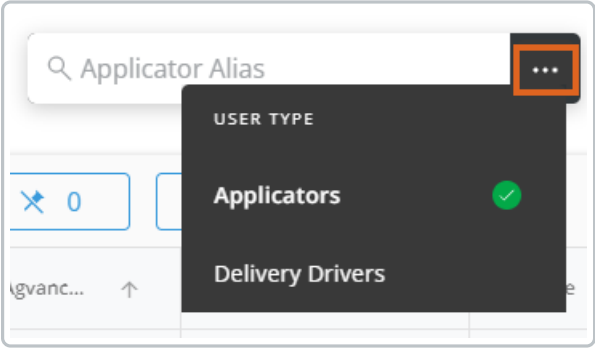


Drivers - SKY Dispatch

Last Modified on 02/08/2024 9:37 am CST

Drivers can be viewed/edited on the *Apply* tab under *Company Settings*.

Switch between Applicators and Drivers by choosing the **Ellipsis** on the search bar and selecting the appropriate *User Type*.



Add, edit, and deactivate Drivers and/or update Apply app permissions.

The Applicator grid operates much like an Excel spreadsheet. For more on how this grid functions, see [Using Grids in Agvance SKY](#).

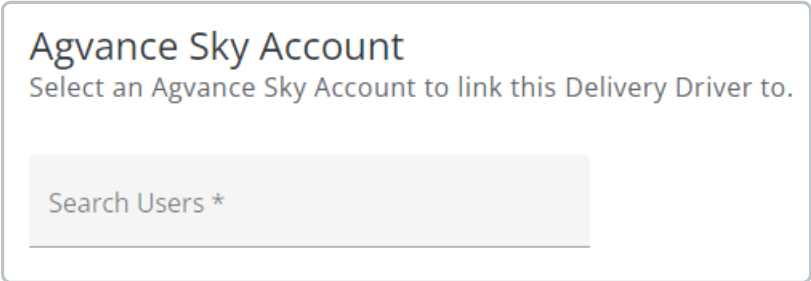
A screenshot of a data grid with the following columns: Agvance Appli..., Delivery Driver Alias, Sky Username, S..., Map Icon, Update In..., Edit Ticket, Capture SL..., Driver Loc..., and Driver Options. Each column has a "Filter" button. The grid contains three rows of data:

Agvance Appli...	Delivery Driver Alias	Sky Username	S...	Map Icon	Update In...	Edit Ticket	Capture SL...	Driver Loc...	Driver Options
ssl admin	Anna	Anna Admin (SSI)	roh...		×	✓	×	00MAIN	...
Controller	LW	Jane Example	agv...		×	✓	×	00MAIN	...
Robert Ellis	Diane	Joe Example	dar...		✓	✓	×	00MAIN	...

Add Drivers

New drivers can be added by selecting the + icon found in the lower right-hand corner of the window.

1. Select the user from the drop-down.



2. Choose the Agvance Applicator from the drop-down. This selection cannot be changed after finishing the

setup process.

Agvance Applicator

Select the Agvance Applicator to link to the account chosen above.

Agvance Applicator *
RaeAnn Schmidt ✕

This cannot be modified after the setup process

3. Indicate *Permissions* for this Driver.

Permissions

Select the permissions that this Delivery Driver should have. These will be available to change at any time after the setup process.

Update Inventory

Edit Ticket

Capture Signature

4. Select the *Delivery Driver Location* from the drop-down.

Driver Location

Select the Delivery Driver location

Delivery Driver Location
00MAIN ✕

5. Enter a *Delivery Driver Alias* and choose the *Map Icon*. A preview is available to see what the applicator will look like on the map.

Map Icons


Select how this Delivery Driver displays on your jobs map.

Delivery Driver Alias *

Map Icon
Semi - Red ✕

Choose the icon and color

PREVIEW

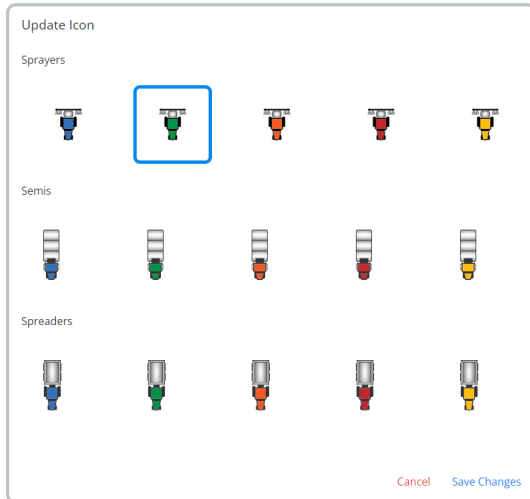


6. Select **Save Delivery Driver** when finished.

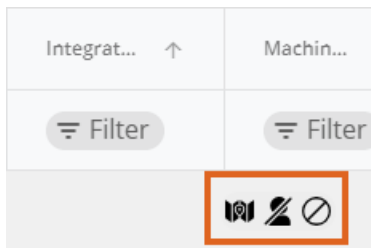
Editing Drivers

The following columns can be edited in the grid:

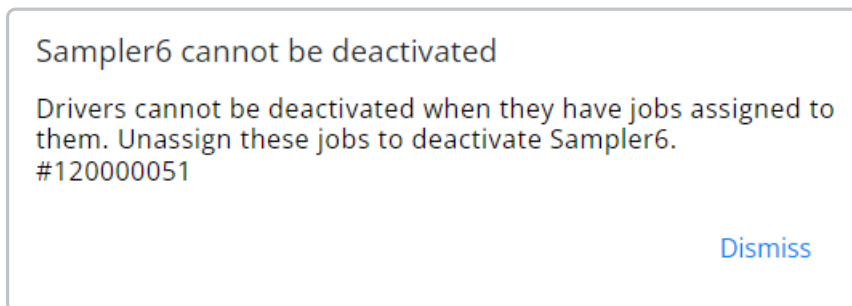
- **Delivery Driver Alias** – Double-click in the text field to enter or edit the alias.
- **Map Icon** – Select the current icon to open the *Update Icon* window. Choose a new icon and select **Save Changes**.



- **Update Inventory** – Checking this box will mark unloaded tickets as *Loaded* and will update inventory amounts when a driver completes a job.
- **Edit Ticket** – With this checked, drivers can change the number of acres and recalculate the total product.
- **Capture Signature** – A signature will be required when completing a job when this permission is checked.
- **Driver Options** – Hover over the Driver line to *View Location History*, *Deactivate Driver*, or *Unassign All Jobs*.



Note: Drivers cannot be deactivated if active jobs with active Fields are assigned to them.



Selecting **View Location History** opens a map view with the option to filter by *Location History Date*, *Start Time*, and *End Time*. Once filters are entered and applied, breadcrumbs display to show the driver's history.

