Dispatch Comments - Agvance SKY Dispatch

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Dispatch Comments can be added and edited for jobs in both the Blend and Delivery Job *List View* grids. The grid functions similarly to an Excel spreadsheet, making job information easy to view and manage.

The *Dispatch Comments* column can be added in both grids and provides a central place to add job-specific notes or reminders. If no comment exists, the column displays -- to indicate a comment can be added. Existing comments display up to the column width and are truncated with ... when necessary to maintain readability. The column also retains full sort and filter functionality, allowing it to be used like any other grid column.

Note: The *Dispatch Comments* column retains existing *Sort/Filter* functionality within the grid.

Blend Tickets/Delivery Tickets

To add or edit Dispatch Comments:

1. Open Agvance SKY Dispatch and go to the *List View* for *Blend Tickets/Delivery Tickets*.
2. Locate the job in the grid.
3. Scroll right until the *Dispatch Comments* column is visible.
4. Select the blue **--** or existing comment in the *Dispatch Comments* column.
5. The *Dispatch Comments* window opens, displaying a text field with the existing comment (maximum of 20 characters).
6. Enter or update the comment.
7. Select **Save** to apply the changes or **Cancel** to discard them.
8. A green confirmation message displays, and the updated comment appears in the grid.