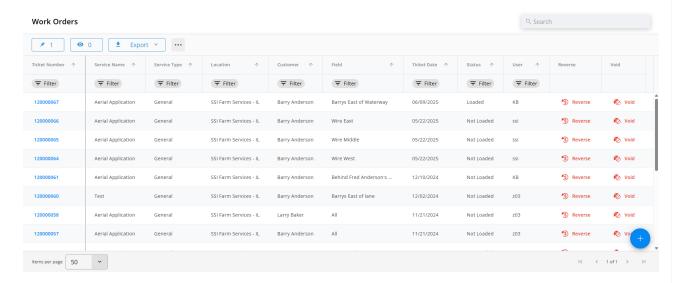
Work Orders - SKY Order

Last Modified on 12/03/2025 10:28 am CST

Work Orders are found in SKY Order under Agronomy in a grid and are saved as Delivery Tickets.

Note: Work Orders must be enabled in SKY Admin before they can be viewed in SKY Order.



View Work Order information including the *Ticket #*, *Date*, *Location*, *Customer*, *Service Name*, *Field*, and *Status*. Selecting the ticket number opens the Work Order as view-only information.

Work Orders can be added by selecting + Add Work Order. Use the navigation on the left to move to different sections of the order form.

Add a Work Order

Location

- 1. Indicate the Location.
- 2. Once the Location is selected, choose the Work Order Service.

Note: Work Order Services are set up in SKY Admin.



Once a *Work Order Service* is selected, SKY Order will find the matching Product(s) for the Location where the Work Order is being created using the Product ID and Inventory Department Category.

Scenario 1: All Products Have One Exact Match

- All Products on the Work Order Service type have one exact match.
- No dialog will display, and the Products will be added to the Work Order.

Scenario 2: No Matching Products

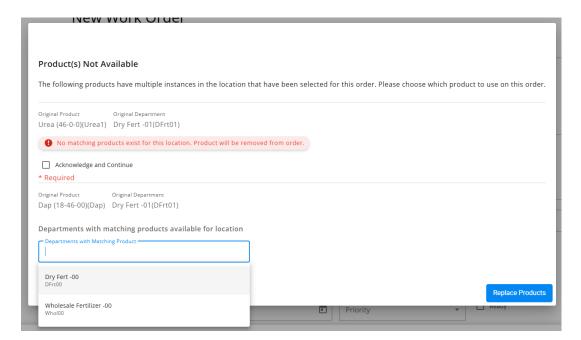
- A window will display indicating there are no matching Products.
- Close/cancel this dialog. The Work Order Service will be removed from the Work Order (no Products will be added/removed).

Scenario 3: Multiple Matching Products

 A window will display giving the ability to choose the correct Inventory Department from where the Product should be pulled.

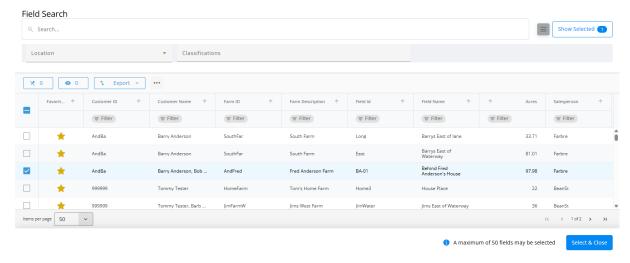
Scenario 4: Combination of Scenarios 1-3

• In this scenario, there are Products with no match and multiple matches. Products with an exact match will be added to the Work Order automatically and will not be included on the dialog. The Acknowledge and Continue checkbox must be selected before selecting Replace Products and will remove that Product from the order.

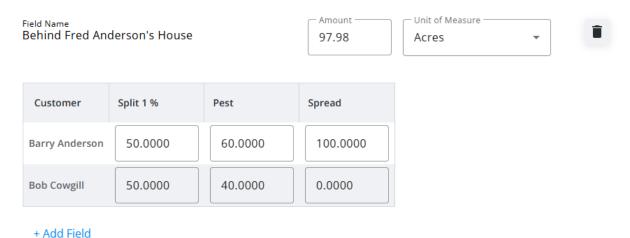


Field

1. Select + Add Field. A grid of Fields displays. Use the Search field to find the specific Field or scroll through the list.



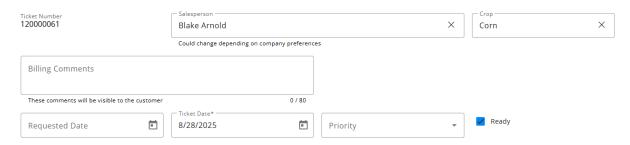
- 2. The Filters button to the far right of the Search bar can be used to narrow down the list of Customers.
- 3. Check the Field(s) for the Work Order, then choose Select & Close.
- 4. If needed, adjust the split percentages if there are multiple Customers on the Field. The **Delete** icon can be used to remove that Field from the Work Order.



Order Details

1. The Ticket Number defaults based on the Location selected.

Note: If multiple Fields were selected, Starting Ticket Number will be displayed as the label.



- 2. The Salesperson defaults as the Salesperson selected on the User profile in SKY Admin and can be adjusted.
- 3. Optionally select a Crop and enter any necessary Billing Comments.

- 4. If applicable, select a Requested Date.
- 5. The Ticket Date defaults as today's date but can be changed. This field is required.
- 6. Optionally indicate the *Priority* and check the *Ready* checkbox if the job is ready to be assigned in Dispatch. Leaving this unselected will mark the job as *On Hold* in Dispatch.

Products

Products tied to the Service Type selected are displayed as view-only information.

Product	Product ID	Department	Department ID	Quantity
Dry Spreading	Dry	Application -Zmast	ApplcZ	33.710 Acre

Notes

- 1. Enter any necessary Additional Comments
- 2. When satisfied with the Work Order details, select **Create Order**. The Work Order is saved as a Delivery Ticket.



Add a KSI Work Order

Customers using KSI laboratories can have soil test orders sent from the SKY Work Order directly to the lab. To use this option, please contact SSI.

A Work Order Service must first be set up in SKY Admin with a Service Type used for soil testing.

Location

Choose the Location then the Work Order Service from the drop-downs.

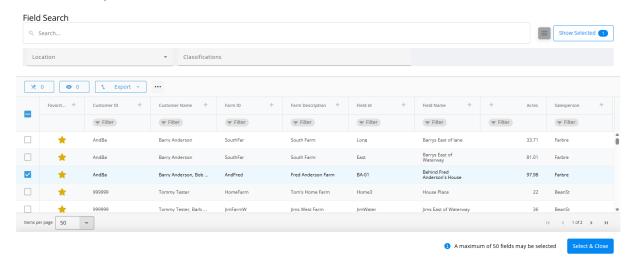
Location



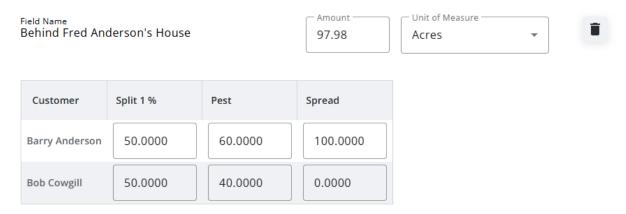
Field

1. Select + Add Field. A grid of Fields displays. Use the *Search* field to find the specific Field(s) or scroll through the list.

Note: A Delivery Ticket will be created for each Field selected on the Work Order.



- 2. The Filters button to the far right of the Search bar can be used to narrow down the list of Customers.
- 3. Check the Field(s) for the Work Order, then choose **Select & Close**.
- 4. If needed, adjust the split percentages if there are multiple Customers on the Field. The **Delete** icon can be used to remove that Field from the Work Order.



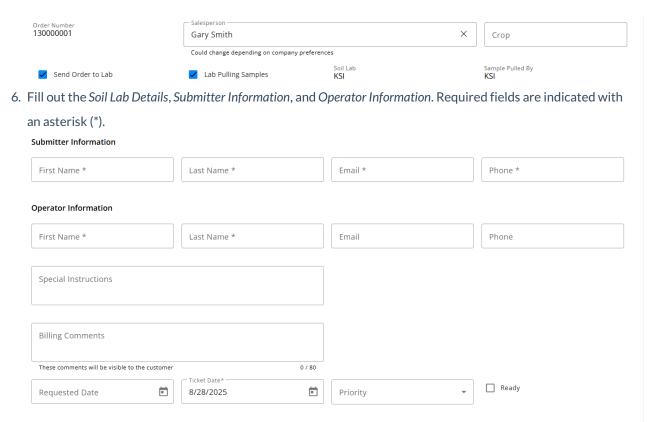
+ Add Field

5. Enter an Event ID for 3rd party lab use if needed.

Note: This field displays after checking Send Order to Lab under the Order Details section.

Order Details

- 1. The Order Number defaults once a Location is selected.
- 2. The *Salesperson* defaults depending on the setting selected in SKY Admin under *Order* but can be adjusted. More information on this setting can be found here.
- 3. Optionally indicate the Crop.
- 4. Check Send Order to Lab.
- 5. Mark the Lab Pulling Samples checkbox to automatically populate the Sample Pull By.



7. Select the *Ready* checkbox if the job is ready to be assigned in Dispatch or leave unchecked to mark the job as *On Hold*.

Products

Products tied to the Service Type selected are displayed as view-only information.

Product	Product ID	Department	Department ID	Quantity
Crop Scouting	Crop01	Services - 00	Serv00	1.000 Unit

Notes

1. Additional Comments can be entered in the Notes area and will only be visible to internal users.

Notes



These comments will only be visible to internal users

0 / 240

2. When finished, select Create Order.