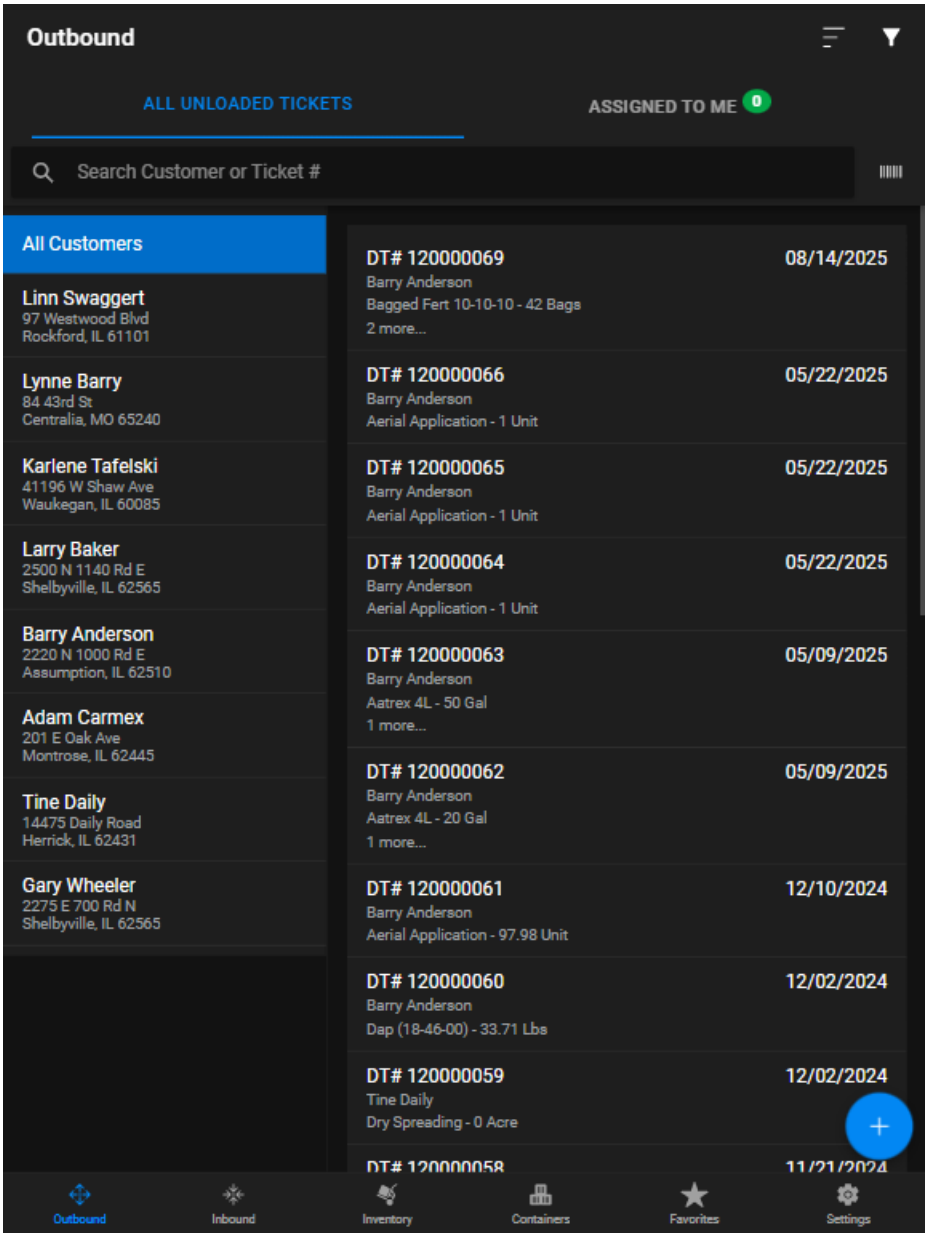
Outbound - SKY Warehouse

Last Modified on 01/15/2026 2:45 pm CST

Outbound lists Delivery Tickets created in Agvance or from within the app. View *All Unloaded Tickets* or tickets *Assigned to Me*. The number on the *Assigned to Me* tab indicates the number of tickets currently assigned to the User who is logged into the app. The two icons in the top right give the ability to **Sort** or **Filter** tickets respectively. Tickets can be sorted by *Requesting Locations*, *Assigned User*, or *Date/Time*. Filter tickets by *Ticket Location(s)* and/or *Ship From Location(s)*. Additionally, the *Search Customer or Ticket #* field can be used to locate specific tickets.

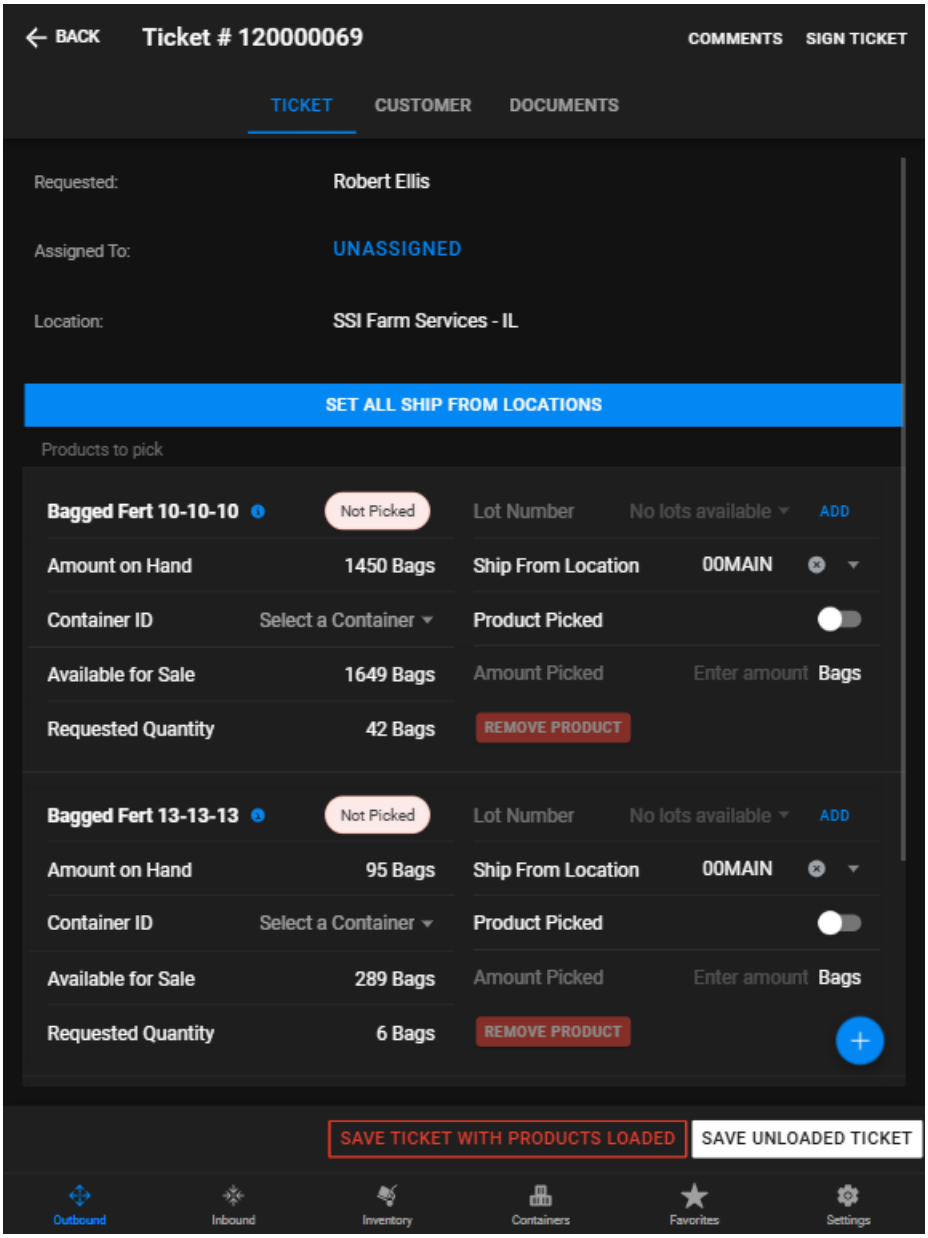


Select the Customer then the **+** to create a new Delivery Ticket, or choose a ticket listed to view/edit information.

Ticket

When opening a ticket within the app, the ticket is locked both in Agvance and in the app, preventing others from editing the ticket.

At the top of the *Ticket* tab, the User who *Requested* (entered the Delivery Ticket) is listed along with the *Assigned To* and *Location*. Delivery Tickets can be assigned by tapping the current assignee (or **Unassigned** if not yet assigned).



Products to Pick

Products can be added by selecting the **+** button in the lower right.

Each Product is listed along with the *Amount on Hand*, *Available for Sale*, and *Requested Quantity*. Tapping the **Information** icon next to the Product Name provides additional Product information.

The *Ship From Location* can be chosen individually on each Product, or tap **Set All Ship From Locations** to apply the

same Location to all Products on the Ticket.

The *Requested Quantity* can be modified, which will update the *Available for Sale*. The *Lot Number* and/or *Container ID* can be indicated if applicable. If the Lot Number is not in the drop-down, choose **Add** to enter a new Lot Number. The Lot Number entered will be saved with the Delivery Ticket but will not be added to the Product Profile.

Note: Lot Number preferences on the **Inventory Department** are honored.

If any of the Products have been picked, tap the *Product Picked* toggle, then enter the *Amount Picked*. This will recalculate the *Available for Sale* when the ticket is saved as loaded.

Tap **Save Unloaded Ticket** to save the ticket for later use if the Product has not been picked up/delivered. Save any changes made to the unloaded ticket such as the *Requested Quantity*, adding *Lot Numbers*, or assigning a *Container*. All changes are saved in the app and in Agvance.

After all Products have been added to the ticket, Products are marked as *Picked*, and the signature is captured, select **Save Ticket with Products Loaded** to change the ticket to a loaded Delivery Ticket and make it available for invoicing in Agvance Accounting. Once a ticket is marked as *Loaded*, it is no longer accessible in the Warehouse app.

Signatures

Signatures can be captured by selecting **Sign Ticket** in the upper right-hand area of the window. A window displays to use a finger or device pen to sign on-screen. Saving the signature attaches it to the ticket and saves it in Agvance.

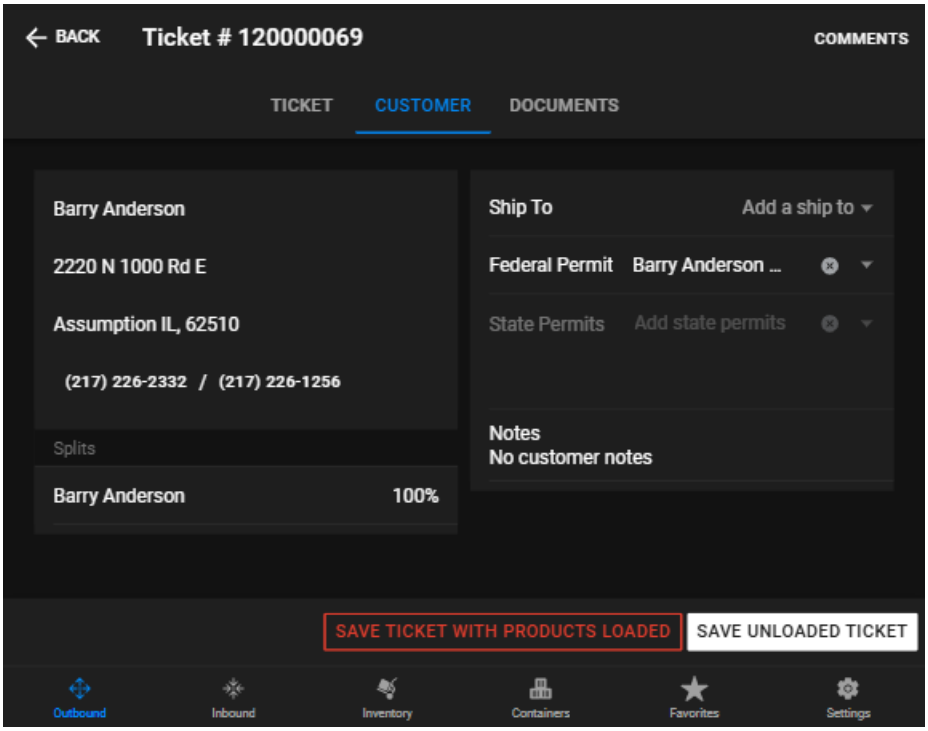
Comments

Selecting the **Comments** button in the upper right opens a window where notes related to the ticket can be entered. All information entered is saved to the ticket, both in the app and in Agvance, upon selecting **Done**. The

notes are then displayed in the *Comments* area of the Delivery Ticket and are included on the printout.

Customer

Customer contact information displays as well as federal and state permits and any notes related to that Customer. Tap a phone number to call the Customer directly from the device.



Documents

When adding a Delivery Ticket from within the SKY Warehouse app, this section will be disabled until the ticket is saved.

Print or **View** *Delivery Ticket*, *Haz Mat Sheet*, *SDS*, or *WPS* documents directly from the *Documents* tab. Printing requires a wireless, air print-capable printer.

Note: Agrian is required for the SDS and WPS documents to be available to print.

Selecting **Cancel** on any window displays a dialog box stating all unsaved changes will be lost and verifying the cancel.