

Energy Dispatch Filter Functions

Last Modified on 02/02/2022 1:17 pm CST

Filter Functions

Column Name/Column Value Grid

A grid is available for filtering on individual columns or multiple columns. To filter by any of the available columns, in the *Filter By* section, select a value in *Column Value*. Using multiple filtering columns is allowed. *Applicator* and *Vehicle ID* have an additional option to filter for *Unassigned* tickets. This *Filter By* area remembers the last value used. To clear the selected filters, select **Clear Filter Grid**.

Location

Select the locations for the jobs to display. This location filter works off the ticket location.

Out of Gas

Product Delivery Orders contain an *Out of Gas* indicator. This option allows the tickets to be filtered by the *Out of Gas* indicator.

Ticket Type

This selection allows for selecting Product Delivery Orders and/or Maintenance Work Orders. In addition, the drop-down lists to the right of each ticket type allow further refining the list of jobs displayed between *Not Processed* and *Processed*.

Use Date

This option allows a date range to be entered for jobs to display in the grid. This filter works from the *Ordered* date, *Requested* date, *Scheduled* date, *Loaded* date, or *Completed* date for the Blend Tickets or Delivery Tickets.

Current Status

Jobs are assigned one of the 4 statuses:

- **Ready** – This is the default status for all jobs
- **On Hold** – These are jobs on hold for delivery
- **In Process** – These are currently being delivered
- **Completed** – These jobs have been completed

Note: *On Hold* jobs in the Dispatch module are not to be confused with tickets that are on hold for billing.

Apply

This option retrieves records from the database and refreshes the grid based on the selected filters.

Mapping Options

Map Icon

Allows selecting between a rectangle icon with ticket information displayed or a circle icon (red dot) to be used when plotting jobs on the map.

Map Extents

Selecting jobs in the grid and then choosing **Plot Selected** displays a map. Zoom in or out on the map and then select **Map Extents**. The grid then filters to the jobs displayed on the map at that time.

Route Selected

Highlight jobs in the grid and choose **Route Selected** to create a route from job to job based on the established job order numbers.

Map Icon

Allows selecting between a rectangle icon with ticket information displayed or a circle icon (red dot) to be used when plotting jobs on the map.

Plot Selected

Plot jobs on a map by highlighting rows in the grid and selecting **Plot Selected**. The extents of the map automatically adjust to the necessary range to view all the plotted jobs. The map shows up in a new window so the user may re-size/move the map so that both the grid and the map are visible at the same time. At the bottom of the map, select **Crop Zones** to display the crop zone information for the specified year. Right-click on **Crop Zones** to display only the boundary and color of the crop zone. The label does not display when using this option. Hold the **Shift** key and right-click **Crop Zones** to remove all crop zone information. A printer selection is also available for printing the jobs.

Selecting *Show Devices* on the **Plot Selected** option allows choosing whether or not to plot and display the current location of the remote devices on this map along with the selected jobs.

Window Functions

Set Timer

Optionally enter the number of minutes in the *Refresh* field, and then choose **Set Timer**. This timer automatically triggers the grid refresh function, the same as choosing **Apply**. The value entered in this area is the number of minutes between each automatic refresh.

Find

After entering the ticket number in this field, selecting this option searches the *Ticket #* column in the grid and finds the first row with the specified value in that column.

Setup

Choosing this option displays the *Multi API Energy Work Order Setup* window. Access is only available by password or to users already designated as *Scheduling Manager* in the setup window.