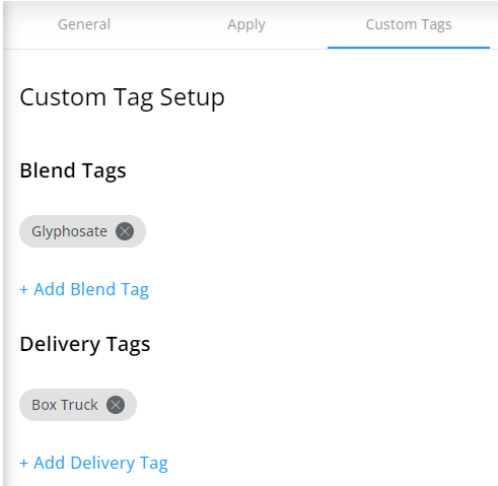


Custom Tags Tab in Company Settings - SKY Dispatch

Last Modified on 11/12/2024 10:45 am CST

Company Settings

Tags can be used to identify custom groups on Blend and Delivery Tickets. Tags added in SKY will not appear in Windows Agvance.



Select + Add Blend Tag or + Add Delivery Tag to add Custom Tags.

Add Custom Blend Tag

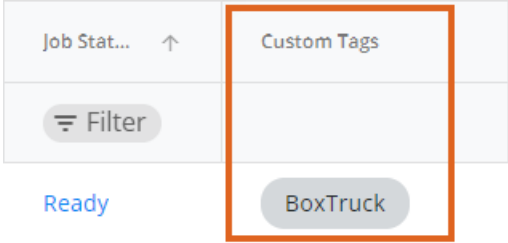
Enter a name to create a new tag. Tags are limited to 20 characters with no spaces.

Add tags to your jobs from the Admin Dispatch screen. Filter by custom tags using the page filters.

0 / 20

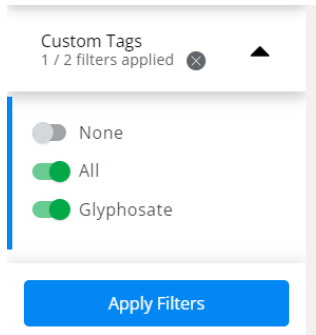
Cancel Add Tag

Once added to a job, the tag will display in the Custom Tags column.



Blend Jobs

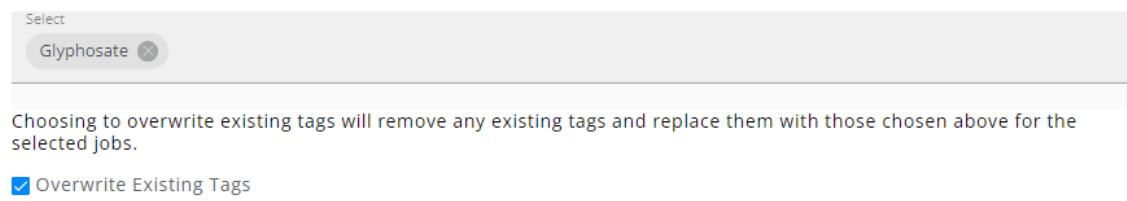
Use the **Filter** icon to only show jobs with specific *Custom Tags*.



Multiple Jobs

- **More Options Icon** – Choose the **Ellipsis** to *Manage Custom Tags*.
 - **Manage Custom Tags** – Multiple jobs can have Custom Tags applied all at once by selecting the checkboxes for the appropriate jobs then selecting **Manage Custom Tags** from the **Ellipsis** in the search bar. Select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in Company Settings). Checking the *Overwrite Existing Tags* option removes any existing tags and replaces with those chosen in the area above.

Add or Remove Custom Tags to Selected Job



Cancel Save Tags

Single Job

Add or remove Custom Tags by selecting the checkbox for the job, choosing the **Ellipsis** in the search bar, and selecting *Manage Custom Tags*. Choose the **X** on the Custom Tag to remove from the job or select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in Company Settings).

Add or Remove Custom Tags to Selected Job

Select
Glyphosate x

Cancel Save Tags

Multi-Field Tickets

Custom Tags added to multi-Field tickets will have the Custom Tag applied to all jobs for that multifold Blend Ticket.

<input type="checkbox"/>	240.1	Anderson, Barry	Sourth Farm	Barrys East of lane	33.7 Tons
<input type="checkbox"/>	240.2	Anderson, Barry	Sourth Farm	Barrys East of Waterway	81 Tons

Delivery Jobs

Use the **Filter** icon to only show jobs with specific *Custom Tags*.

Custom Tags
1 / 2 filters applied x ▲

None
 All
 BoxTruck

Apply Filters

Multiple Jobs

- **More Options Icon** – Choose the **Ellipsis** to *Manage Custom Tags*.
 - **Manage Custom Tags** – Multiple jobs can have Custom Tags applied all at once by selecting the checkboxes for the appropriate jobs then selecting **Manage Custom Tags** from the **Ellipsis** in the search bar. Select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in Company Settings). Checking the *Overwrite Existing Tags* option removes any existing tags and replaces with those chosen in the area above.

Add or Remove Custom Tags to Selected Job

Select

Glyphosate ✕

Choosing to overwrite existing tags will remove any existing tags and replace them with those chosen above for the selected jobs.

Overwrite Existing Tags

Cancel Save Tags

Single Job

Add or remove Custom Tags by selecting the checkbox for the job, choosing the **Ellipsis** in the search bar, and selecting *Manage Custom Tags*. Choose the **X** on the Custom Tag to remove from the job or select a Custom Tag from the drop-down (scroll through the drop-down or start typing to search for Custom Tags already created in Company Settings).

Add or Remove Custom Tags to Selected Job

Select

Glyphosate ✕

Cancel Save Tags