

# Delivery Jobs in List View - SKY Dispatch

Last Modified on 06/05/2026 8:55 am CDT

View Delivery Tickets created in Agvance by selecting the *Viewing* menu and choosing *Delivery Tickets*. The grid operates much like an Excel spreadsheet. For more on how to use this grid, see [Using Grids in Agvance SKY](#).

Jobs listed can be filtered by selecting the **Filters** icon and specifying criteria.

Quick Filters set up under [Personalize](#) can be selected from the *Quick Filters* menu in the bottom navigation. Quick Filters give the ability to apply multiple filter criteria at one time.



View Delivery Drivers assigned to jobs or assign/unassign them from this page. Blue fonts indicate this field can be selected to view more information or make changes to the job.

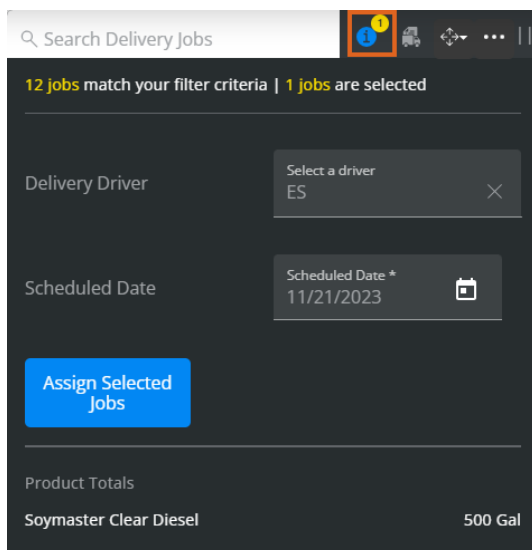
When jobs are marked as *Completed*, a text and/or email notification is sent to growers in Grower360.

New ticket notifications display at the top of the *Jobs* grid only for Locations enabled under *Personalize*. Select **Refresh Grid** to bring the new job into the list.

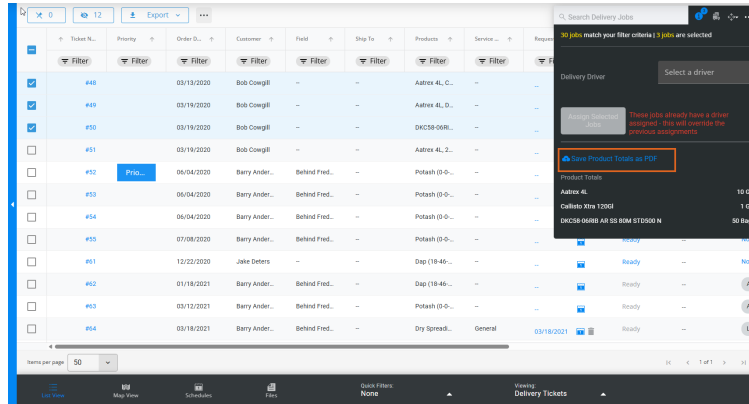


## Search Bar

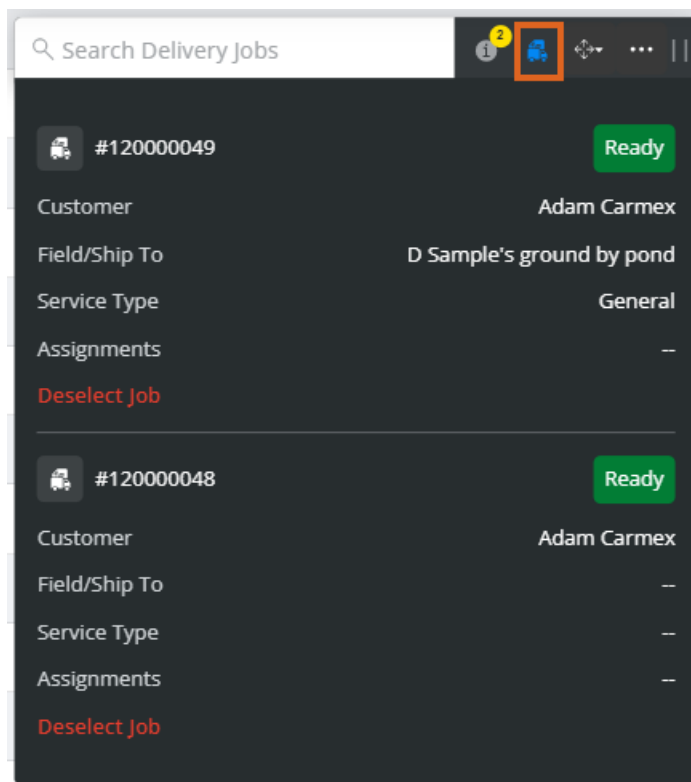
- **More Information Icon** – This displays *Product Totals* and gives the ability to indicate a *Delivery Driver*. Upon selecting an *Assignee*, the ability to indicate a *Scheduled Date* displays.



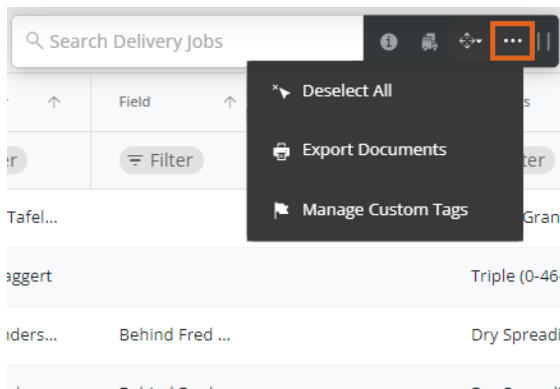
- o Select **Save Product Totals as PDF** to download the product totals summary as a PDF file.



- **Selected Job Information** – View information related to the selected jobs including the *Customer, Field/Ship To, Service Type, and Assignments*.



- **Dock Search Bar** – Dock the search bar to the right, left, or top of the screen.
- **More Options** – Choose the **Ellipsis** to *Deselect All, Export Documents, or Manage Custom Tags*.



- Selecting **Export Documents** gives the option to export *Bill of Lading(s)*, *Delivery Ticket(s)*, *HazMat Sheet(s)*, *SDS(s)*, and/or *WPS(s)* as PDFs.

If multiple Delivery Tickets are selected, one PDF will open with each Delivery Ticket and/or Bill of Lading having its own page in the file. Additionally, jobs will be displayed in the order they are selected.

**Note:** An established Agrian link is required to export SDS and WPS documents.

### Export Documents

- Bill of Lading(s)  
Exports immediately
- Delivery Ticket(s)  
Exports immediately
- HazMat Sheet(s)  
Exports immediately
- One per Batch
- SDS(s)  
Exports immediately
- WPS(s)  
Exports immediately

Cancel    Export

- Choosing **Manage Custom Tags** gives the ability to add or remove Custom Tags per job(s) selected.
- **Drag Search Bar** – Select and drag to move the search bar to a different area.

## Delivery Ticket Details

Selecting a Delivery Ticket displays the *Delivery Ticket Details* window which includes the *Customer Info*, *Custom Tags*, and *Product s*.


The *Customer Info* section includes the *Customer*, *Address*, and *Ship To*. Select the **Pencil** icon next to the Priority to

modify if needed.

**Note:** **Priority Levels** must first be established before they can be added to a Delivery Ticket.


In the *Custom Tags* section, select in the text field to add from the drop-down.


**Note:** Custom Tags must already be set up on the *Custom Tags* tab under **Company Settings**.


Delivery Ticket #120000051 No Priority Set 

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**Customer Info**


 Customer  
Barry Anderson

 Address

 Ship To


**Custom Tags**

Custom Tags

Box Truck 

*Additional Info* displays a list of available image files. Selecting an image automatically downloads it to the device's *Downloads* folder for viewing or saving.

**Additional Info**

 Delivery Driver Image  
Name of attachment.jpg

The *Products* section displays the *Description* and *Quantity*.

## Products

 Description	Quantity
Soil Sampling	1 Unit