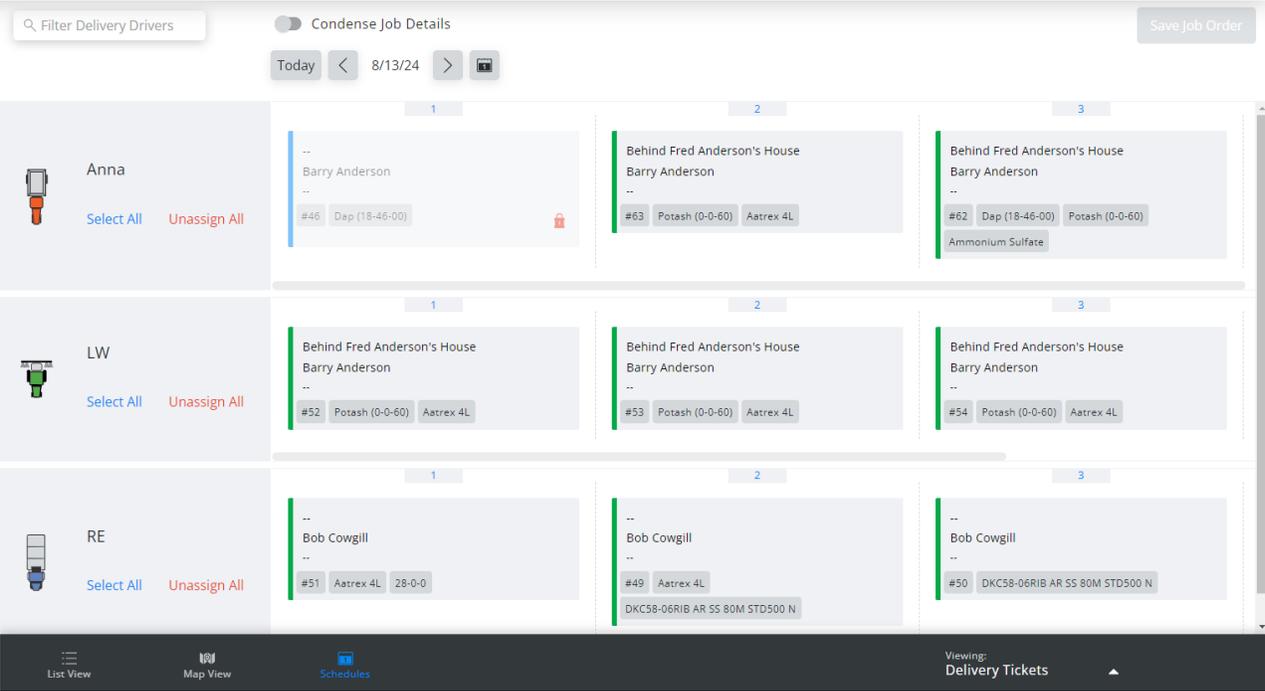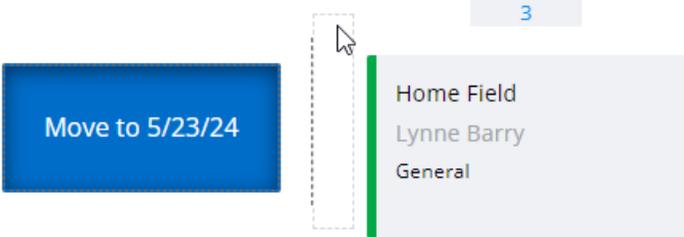# Delivery Jobs in Schedules View - SKY Dispatch

Last Modified on 08/13/2024 8:53 am CDT

Use the *Filters* menu or *Search* field to narrow down jobs and the *Viewing* menu to switch between Blend and Delivery Tickets. Filter Applicators by using the *Filter Applicators* field. Optionally select the *Condense Job Details* toggle to view less or more job information.

- Choose **Select All** to choose all of a Driver's jobs. Choosing **Unassign All** removes those jobs from that Driver and updates *List View* accordingly.
- Use the navigation under *Condense Job Details* to jump to a certain date or get back to today's date without having to go through each day individually. Additionally, select the **Calendar** icon on the right to go to a specific date.
- Drag and drop jobs to either assign to other Drivers or to change the order jobs are to be completed and select **Save Job Order**. Additionally, jobs can be dragged to the right to schedule the next day.

- Right-click jobs in the menu to move to *End of Day*, *Beginning of Day*, *Tomorrow*, *2 Days Out*, *Add Secondaries*, or to *Unassign job(s)*.

Move RS job 3 to

End of Day

Beginning of Day

5/22/24 - Today

5/23/24 - Tomorrow

5/24/24 - 2 Days Out

Select Another Date

Other Actions

Add Secondaries

Unassign job(s)

Note: Jobs *In Process* cannot be reassigned.