

# Orders - SKY Energy

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A listing of all Energy Product Delivery Orders (PDO) is available in SKY Energy. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid will populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

The screenshot shows the 'Energy Orders' page in the SKY Energy system. The page has a dark sidebar on the left with navigation options: Daily Fuel, Tanks, Orders, Map, and Maintenance. The main content area is titled 'Energy Orders' and includes a search bar and tabs for 'Product Delivery Orders', 'AR Invoices', 'Budget Billing Invoices', and 'Bookings'. Below the tabs is a grid of orders. The grid has 14 columns: Ticket N., Location, Call In, Due Date, Status, Customer, Phone, Tank Se., Order T., Tank De., Route, Region, Edit PDO, and Delete PDO. Each column has a 'Filter' icon above it. The grid contains 14 rows of data, with the first 13 rows having a status of 'Incomplete' and the last row having a status of 'Completed'. The 'Status' column is sorted in ascending order. The 'Due Date' column is also sorted in ascending order. The 'Edit PDO' and 'Delete PDO' columns have icons for editing and deleting each row.

Ticket N.	Location	Call In	Due Date	Status	Customer	Phone	Tank Se.	Order T.	Tank De.	Route	Region	Edit PDO	Delete PDO
1	Main Plant	10/31/2017	10/31/2017	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North	East	Edit	Delete
2	Main Plant	11/02/2017	11/02/2017	Incomplete	Donna Roper	217-632-24...	354161	Gallons	Home Heat	South	West	Edit	Delete
1002	Main Plant	10/31/2020	10/31/2020	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North	East	Edit	Delete
3005	Main Plant	01/26/2023	01/26/2023	Incomplete	Tommy Testi	217-774-99...	A123C589	Percent	Home Heat	--	--	Edit	Delete
3009	Main Plant	12/18/2023	01/18/2024	Incomplete	Tommy Testi	217-774-99...	A123C589	Percent	Home Heat	--	--	Edit	Delete
4009	Main Plant	01/18/2024	01/18/2024	Incomplete	Tommy Testi	217-774-99...	461235	Percent	Grain Dryer	South	East	Edit	Delete
4010	Main Plant	01/18/2024	01/18/2024	Incomplete	Tommy Testi	217-774-99...	A123C589	Percent	Home Heat	--	--	Edit	Delete
4013	Main Plant	08/07/2024	08/07/2024	Incomplete	Barry Anders	217-226-23...	85975465	Percent	BA Tank	North	East	Edit	Delete
4014	Main Plant	09/10/2024	09/10/2024	Incomplete	Barry Anders	217-226-23...	85975465	Percent	BA Tank	North	East	Edit	Delete
4016	Main Plant	10/16/2024	10/23/2024	Incomplete	Tommy Testi	217-774-99...	A123C589	Gallons	Home Heat	--	--	Edit	Delete
3	Main Plant	11/02/2020	11/02/2020	Completed	Bob Cowgill	217-774-29...	350124	Gallons	Grain Dryer	South	East	Edit	Delete
2004	Main Plant	01/29/2021	02/02/2021	Completed	Bob Cowgill	217-774-29...	756458	Gallons	Home Heat	South	East	Edit	Delete

The *Due Date* column defaults to ascending (oldest date at the top) and the *Status* column defaults to show *Incomplete* first.

**Note:** Any field without data will show a double dash (--).

With access to SKY Order, review customer bookings from SKY Energy by selecting the **Bookings** link. This opens the *Bookings* page of SKY Order in a new browser tab.

A full page view of Product Delivery Order information is available by selecting the *Ticket Number* (formerly *Call In ID*) on the *Orders* grid or from the *Tank History* page.

# View Product Delivery Order

Product Delivery Order #1002

## Tank

Tank Serial Number	Customer Name	Customer ID	Credit Status	Location	Location ID
250156 <a href="#">↗</a>	<a href="#">James Ade</a> <a href="#">↗</a>	Adeja	<span style="color: green;">✔ Fair</span>	Main Plant	00MAIN

## Order Details

Call In Date: 10/31/2020  
Due Date: 10/31/2020

Additional Comments: --

## Delivery

Product Name Propane - Home Heating	Product ID PropHH	Product Location Main Plant (00MAIN)		
	Current % 80 <span style="color: blue;">!</span>	Out of Gas No	Times Out of Gas 0	
Deliver By Number of Gallons		Number of Gallons 50	Charge Price \$3.85 / Gal	Amount Needed 50 Gal

For more information on how to use the *Energy Product Delivery Order* grid see, [Using Grids in Advance SKY](#).

To view more Customer details, select the Customer name link to open that specific Customer's SKY Customer Overview page. Read more about the [SKY Customer Overview](#) page.