

Route Management - Agvance SKY Energy

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Agvance Energy Dispatch users can view route lists displayed in a grid populated by the first 500 *Incomplete* Energy Work Orders and Product Delivery Orders based on ticket number (highest to lowest).

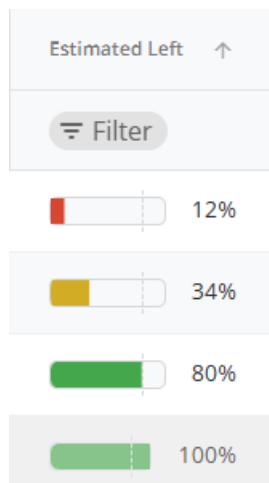
The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria on any grid cell or with the search bar located in the header. When typing, the grid will populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

For more information on how to use the *Agvance SKY Energy Route Management* grid see, [Using Grids in Agvance SKY](#).

Route Management ⓘ											
🔍 Search...											
📘 Select a row to begin scheduling process											
🗕 0 🗕 0 📄 Export ⌵ ⋮											
	Ticket Number ↑	Ticket Status ↑	Out Of Gas ↑	Estimated Left ↑	Ticket Type ↑	Job Status ↑	Location ID ↑	Location ↑	Call In Date ↑	Scheduled Date ↑	Due Date ↑
🗕	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter	🔍 Filter
🗕	1142 🔗	Incomplete	No	30%	Product Delivery Order	🟢 Ready >	00MAIN	SSI Farm Services - IL	06/04/2026	--	06/04/2026
🗕	1141 🔗	Incomplete	Yes ⓘ	10%	Product Delivery Order	🟢 Ready >	00MAIN	SSI Farm Services - IL	04/16/2026	--	04/16/2026
🗕	1140 🔗	Incomplete	No	56%	Product Delivery Order	🟢 Ready >	01IND	SSI Farm Services - IN	07/18/2025	--	07/18/2025
🗕	1139 🔗	Complete	No	80%	Product Delivery Order	🟢 Ready >	00MAIN	SSI Farm Services - IL	07/14/2025	--	07/14/2025
🗕	1138 🔗	Complete	No	0% ⓘ	Product Delivery Order	🟢 Ready >	03MINN	SSI Farm Services - MN	03/22/2019	--	04/18/2019
🗕	1137 🔗	Complete	No	31%	Product Delivery Order	🟢 Ready >	02MISO	SSI Farm Services - MO	03/22/2019	--	04/18/2019
🗕	1136 🔗	Complete	No	0% ⓘ	Product Delivery Order	🟢 Ready >	01IND	SSI Farm Services - IN	03/22/2019	--	04/18/2019
🗕	1135 🔗	Complete	No	27%	Product Delivery Order	🟢 Ready >	01IND	SSI Farm Services - IN	03/22/2019	--	06/29/2019
🗕	1134 🔗	Complete	No	0% ⓘ	Product Delivery Order	🟢 Ready >	03MINN	SSI Farm Services - MN	03/22/2019	--	06/29/2019
🗕	1133 🔗	Complete	No	0% ⓘ	Product Delivery Order	🟢 Ready >	03MINN	SSI Farm Services - MN	03/22/2019	--	06/29/2019
🗕	1132 🔗	Complete	No	23%	Product Delivery Order	🟢 Ready >	01IND	SSI Farm Services - IN	03/22/2019	--	06/29/2019
🗕	1131 🔗	Complete	No	0% ⓘ	Product Delivery Order	🟢 Ready >	01IND	SSI Farm Services - IN	03/22/2019	--	06/29/2019
Items per page: 50 ⌵											

Columns and Filters

- **Ticket Number** – Formerly known as *Call In ID*.
 - Selecting the **Ticket Number** link opens a detailed page for that Energy Work Order or Product Delivery Order in a new tab.
- **Out of Gas** – If the order was marked *Out of Gas*, the column will display *Yes*. If the order was not marked *Out of Gas*, the column will display *No*.
- **Estimated Left (%)** – If a Tank has a reading within the last five days, a percentage bar will show along with percentage amount.



- Very low/Critical, under 25%, will be seen as red.
- Low levels but not yet critical, 26% - 50% will be seen as yellow.
- Normal levels, 51% - 100%, will be green.
- If a tank does not have a tank reading within the last 5 days, the cell will display a double dash (- -) or empty.

Note: The dotted line on the 80% level is to give a better reference based on propane fill % standards.

- **Ticket Type** – Will display as *Product Delivery Order* or *Energy Work Order*
- **Status** – This column defaults to show *Incomplete* first. To change the *Dispatch Status* from the grid, select the **Status** icon as long as it is not *Completed*. A window displays to select a new status.

Note: Choosing *Completed* as the *Dispatch status* and saving will also populate the current date in the *Completed Date* field.

- Location ID
- Location
- Call In Date
- Schedule Date
- Due Date
- Complete Date
- Customer ID
- **Customer** – To view more Customer details, select the Customer name link to open that specific Customer's [Agvance SKY Customer Overview](#) page.
- Credit Status
- **Tank Serial Number** – Navigates to the *Tank Information* page.
- Tank Description
- Product ID
- Product Name
- Deliver By
- Tank Size

- Tank Address
- Tank City
- Tank State
- Tank Zip
- Salesperson
- **Driver Name** – Select a **Driver** in the *Driver Name* column to change a Driver from the grid. The *Driver Search* table displays to select a new driver(s) then select **Select & Close** to save the Driver and update the grid.
- Route
- Region
- Geo Reference

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

The **Filter** button can be selected to narrow down scheduled Routes by *Location, Status, Driver, Tank Type, Region, Route, Product, Out of Gas, and Date (Call In Date, Due Date, Scheduled Date, Completed Date)*. After selecting desired filter options, choose **Apply Filters**. To reset the filters, open the **Filter** panel, scroll to the bottom and select **Reset Filters**.

E Ember Forge

General

Tank Location

Job Status

Ticket Status

☒ Both

☐ Complete

☐ Incomplete

Ticket Type

☒ Both

☐ Product Delivery Order

☐ Energy Work Order

Delivery

Driver

Tank Delivery Type

Region

Route

Out of Gas

☐ Both

☒ Yes

☐ No

Date

Filter by Date

None

Start-End

MM/DD/YYYY-MM/DD/YYYY

Apply Filters

Create Schedule

Creating schedules in Agvance SKY Energy from the *Route Management* page requires the Agvance SKY Company Admin User Role permission *Manage Route*.

☒ Energy ▲

Tag All Visible

☒ Add/Edit Product Delivery Order

☒ Add/Edit Tank

☒ Delete Product Delivery Order

☒ Delete Tank

☒ Manage Budget Billing

☒ Manage Routes

- If the permission is on, a check box column becomes available and *Select a row to begin scheduling process.* displays at the top of the page.
- If the permission is not on, no check box column shows and no additional helper text is displayed. This will be view only.

1. To create a schedule, select the checkbox for a row and the **+ Manage Job Schedule** button displays in the bottom right.

Route Management

Select a row to begin scheduling process. Up to 25 tickets may be scheduled at a time.

	Ticket Number	Ticket Status	Out Of Gas	Estimated Left	Ticket Type	Job Status	Location ID	Location
☒	1142	Incomplete	No	30%	Product Delivery Order	Ready	00MAIN	SSI Farm S
☒	1141	Incomplete	Yes	10%	Product Delivery Order	Ready	00MAIN	SSI Farm S
☐	1140	Incomplete	No	56%	Product Delivery Order	Ready	01IND	SSI Farm S
☒	5	Incomplete	No	47%	Energy Work Order	Ready	00MAIN	SSI Farm S
☐	4	Incomplete	No	52%	Energy Work Order	Ready	01IND	SSI Farm S
☐	3	Incomplete	No	52%	Energy Work Order	Ready	00MAIN	SSI Farm S
☒	2	Incomplete	No	0%	Energy Work Order	Ready	00MAIN	SSI Farm S
☐	1139	Complete	No	80%	Product Delivery Order	Ready	00MAIN	SSI Farm S
☐	1138	Complete	No	0%	Product Delivery Order	Ready	00MAIN	SSI Farm S

+ Manage Job Schedule

- Validations are displayed first if applicable to any orders

- If one or more selected rows have Product Delivery Order Status as *Complete* or *On Hold* or if the Tank Status linked to the order is *On Hold* the following message displays. **Go Back** is the only option available and creating a schedule cannot move forward until the line is unselected.

Selection Can Not Be Scheduled

One or more of your selections can not be added to a new schedule. This could be due to the following reasons:

- Delivery has already been completed
- Tank or ticket is on hold

Please review your selections and remove any orders with the above criteria.

[Go Back](#)

- If the selection does not have a Geo Reference, a message displays stating selections do not have a Location entered for either the Tank or Customer associated and will not be shown on the map. The order will still be available to see on the Driver's schedule.

No Geo Reference for Selection

One or more of your selections does not have a location entered for either the tank or customer associated and will not be shown on the map.

The order will still be available to see on the driver's schedule.

[Go Back](#)

[Continue](#)

Continue will navigate to the *Manage Job Schedule* page while **Go Back** returns to the previous page with all selections still checked.

2. *Manage Job Schedule* Page:

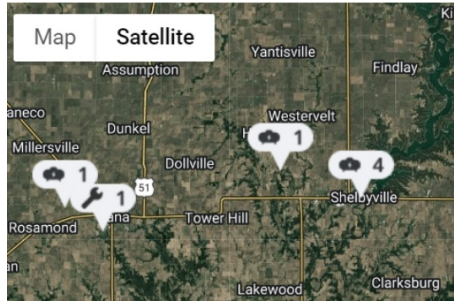
Manage Job Schedule

Job Order Number	Tank Serial Number	Customer ID	Customer	Ticket Type	Driver ID	Driver
0	86753	032020	Tyson Dean	Energy Work Order	LB	Laura

- **Driver** – Select a single *Driver* to populate on all jobs when saved. Not a required field.
- **Status** – Select a *Status* to be assigned to all jobs when saved. Not a required field.
- Grid detail:
 - **Job Order Number** – Enter a *Job Order Number* if one was not already previously assigned. If one was assigned and needs updated, highlight the current number and reassign the new number.
 - **Tank Serial Number** – Redirects to *Tank Information* page in a new tab.
 - **Customer ID**
 - **Customer** – Redirects to the *Customer Overview* page (when Agvance SKY Customer access is available).
 - **Ticket Type** – Product Delivery Order or Energy Work Order.
 - **Driver ID** – Driver currently assigned if available.
 - **Driver Name** – Driver Name assigned if available.
 - **Job Status** – Current status of job.
 - **Estimated Left** – Estimated % left on tank for this job.
 - **Product ID** – Product detail assigned to this job.
 - **Out Of Gas** – Yes or No (if flagged on the Order).
 - **Must Be First** – Yes or No (if flagged on the Tank) when the Tank must be the first stop of the day.
 - **Remove** – Removes the line from job schedule. Choosing **Cancel** on the confirmation window will close the message and choosing **Remove** will remove the Job Order Number from the grid.
- Map View:
 - Assign *Job Order Numbers* in the grid and select the **Refresh Map** button to view the route on the map. Adjust *Job Order Numbers* to get the most optimal route.

Note: To differentiate between Work Orders and deliveries when routing, Energy Work Orders

will display as **Wrench** icons and Product Delivery Orders as **Tank** icons. If a Tank and Work Order exist in the same location, a Tank will display on the map but the two separate icons show when clicked to expand the details.



- The map view operates the same as the *Map* tab. For more information on views and controls see [Map - Agvance SKY Energy](#).

3. Select **Save Schedule** to create the schedule and return to the *Route Management* page (similar to the process in Agvance Windows Energy Dispatch).
 - Select **Cancel** to cancel scheduling the job. A message displays to choose to **Continue** and no changes will be saved.

Note: If any filtering is applied on the *Route Management* page when the *Select All* checkbox is chosen, only the filtered selections will come over to the *Manage Job Schedule* page.