General and Custom Tags in Company Settings - Agvance SKY Dispatch

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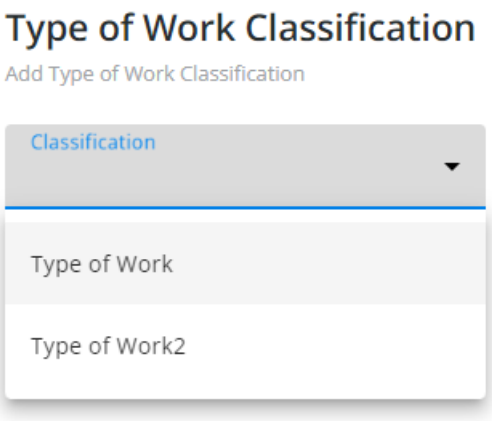
Company Settings controls how jobs are classified, prioritized, colored, and tagged across Agvance SKY Dispatch. The *General* tab sets Type of Work, Priority labels, and Map colors. The *Custom Tags* tab creates tags used to group Blend and Delivery Tickets.

General

Type of Work

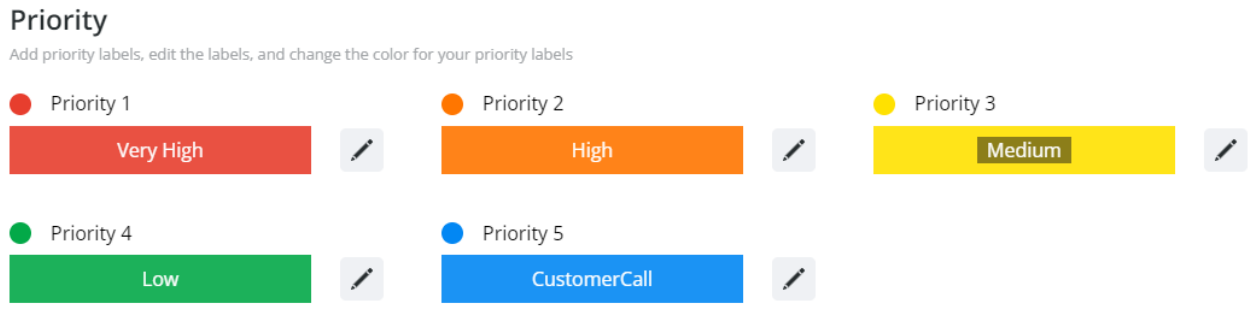
On the *General* tab, choose which Department Classification to use for Types of Work. Only one Classification can be selected at a time.



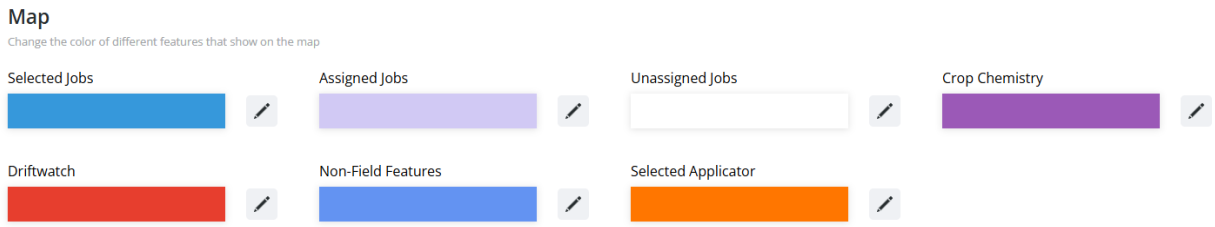
Note: Type of Work Classifications are Inventory Departments included in a Classification (for example, Dispatch Type of Work). Department Classifications are set up in Agvance Windows on the *Product* tab at *Hub / Setup / Company Preferences*.

Priority

Select the **Edit** icon to add or edit a Priority label or change its color. Priority labels must be 6 to 30 characters and use a color from the predefined list. The label and color display in the *Priority* column for jobs.



Map

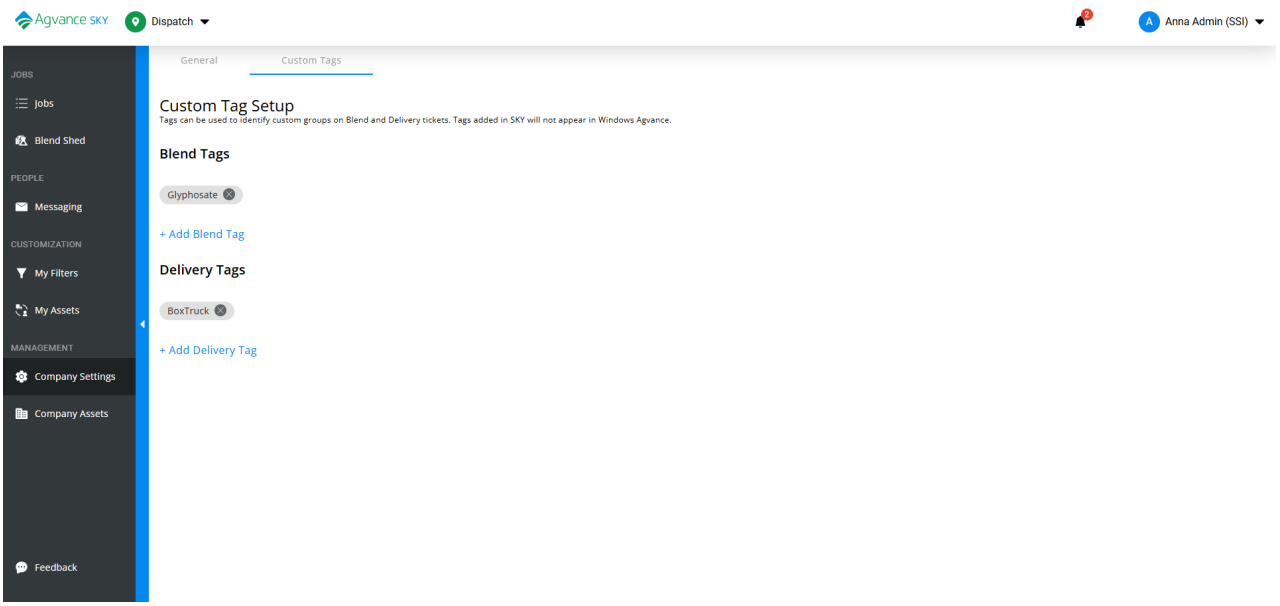


Select the **Edit** icon on a map feature to change its color. A preview of the feature displays on the map. Available features include:

- **Selected Jobs**
- **Assigned Jobs**
- **Unassigned Jobs**
- **Crop Chemistry**
- **Driftwatch**
- **Non-Field Features**
- **Selected Applicator**

Custom Tags

Tags identify custom groups on Blend and Delivery Tickets. Select **+ Add Blend Tag** or **+ Add Delivery Tag** to create a tag. Once a tag is added to a job, it displays in the *Custom Tags* column.



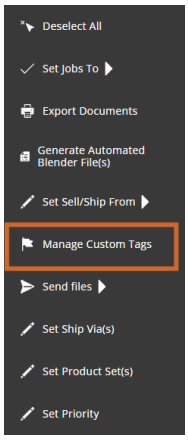
Note: Tags added in Agvance SKY do not appear in Agvance Windows.

Apply Custom Tags to Jobs

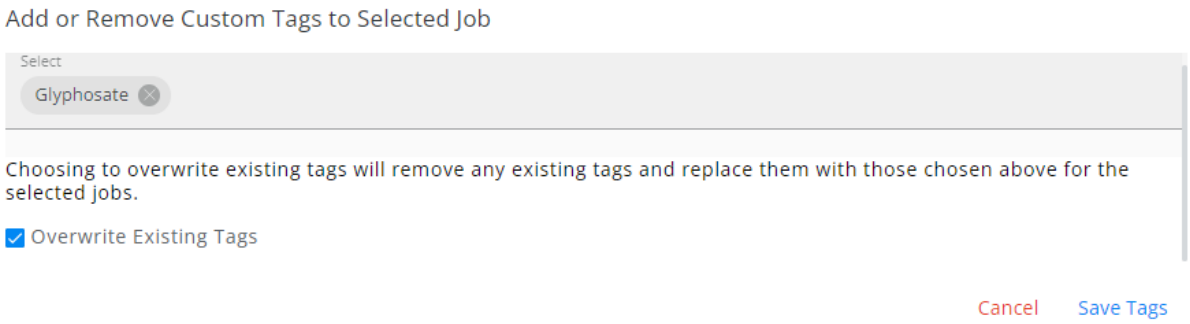
The steps below apply to both Blend Jobs and Delivery Jobs. Use the **Filter** icon to show only jobs with specific Custom Tags.

Multiple Jobs

1. Select the checkboxes for the appropriate jobs in Agvance SKY Dispatch.
2. Choose the **Ellipsis** in the search bar, then select *Manage Custom Tags*.

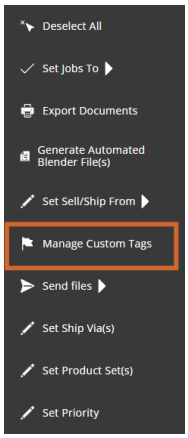


3. Select a Custom Tag from the drop-down. Scroll the list or start typing to search tags already created in *Company Settings*.
4. Optionally, check *Overwrite Existing Tags* to remove existing tags and replace them with the tags selected.



Single Job

1. Select the checkboxe for the appropriate job in Agvance SKY Dispatch.
2. Choose the **Ellipsis** in the search bar, then select *Manage Custom Tags*.



3. Choose the **X** on a Custom Tag to remove it, or select a Custom Tag from the drop-down to add it.

Multi-Field Tickets

A Custom Tag added to a multi-Field Blend Ticket applies to all jobs on that ticket.