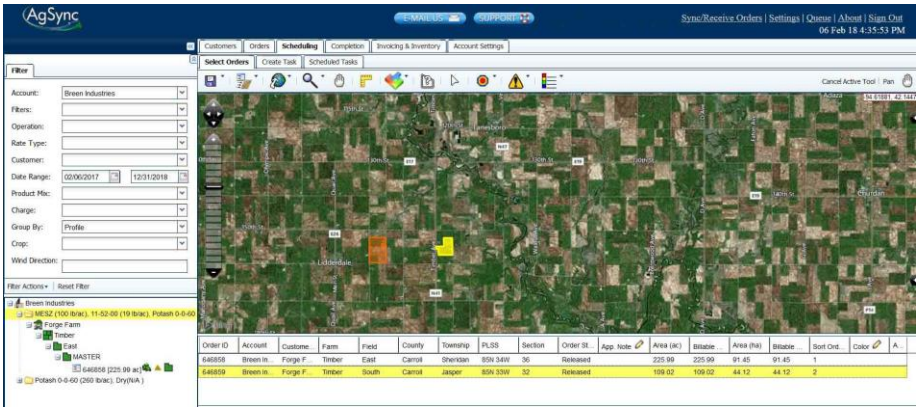
# Dispatch User Guide

Schedule Orders
Assign Personnel
Complete Orders
Upload and Report Verification Data

# Contents

# SCHEDULING TAB

Dispatch accounts contain access to all tools described in the Mapping and Order Management User Guide in addition to the Dispatch user guide features that follow.




## Scheduling Tab Tools

The Scheduling Toolbar contains all the elements to View Orders and Create Tasks.

Save Boundary: Click and choose from the drop-down to: 

 Select Boundaries to Save

 Save all Boundaries

 Save Edits.

 Send to New Task: Click to send All Boundaries or All Selected Boundaries to a new Task.

 Goto: Enter a Latitude & Longitude, Address, or search by the Public Land Survey to zoom to a specific field or region.

 Zoom: Choose this tool to Zoom to Start Location, Selected, Table, US or to Set the Start Location.

 Pan Tool: Click and drag on the map to locate a field to the North, South, East, West, etc.

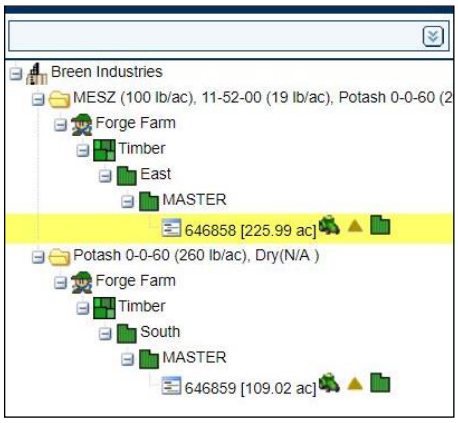
 Measuring Tool: Click to measure short distances in feet or longer distances in miles within the map. Click a point within the map and continue clicking on other locations to measure the total distance. To stop measuring, simply double click the map.

 Query Annotation: Use this tool to view the notes associated with an annotation.

Select: Allows for the selection of boundaries on the map to create a task. After selecting this tool, click the boundary you would like to save, the boundary becomes active and is ready to save in that task.

Staging Locations: Use this tool to Add, Stop Adding, Delete, Edit, and Drag Staging Locations.

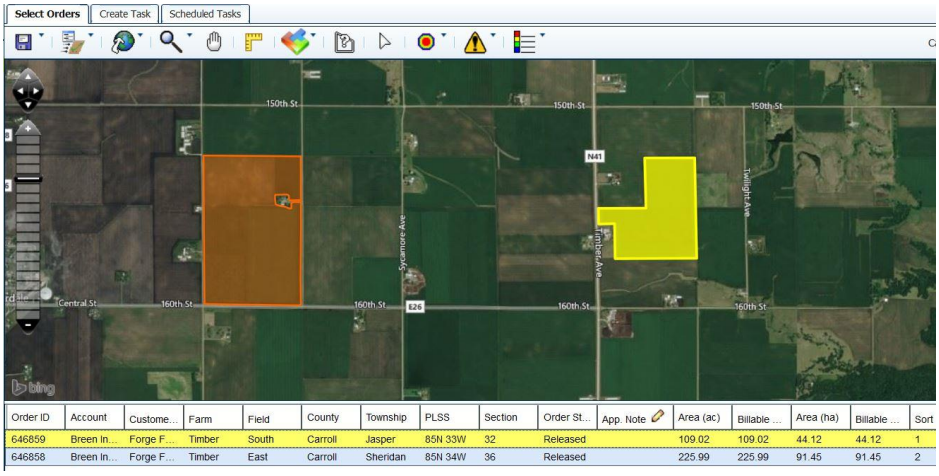
## Select Orders




This area is used for viewing Released and Accepted Orders. By default the orders will filter by Account (profile), then Product.

## Viewing Orders on the Map

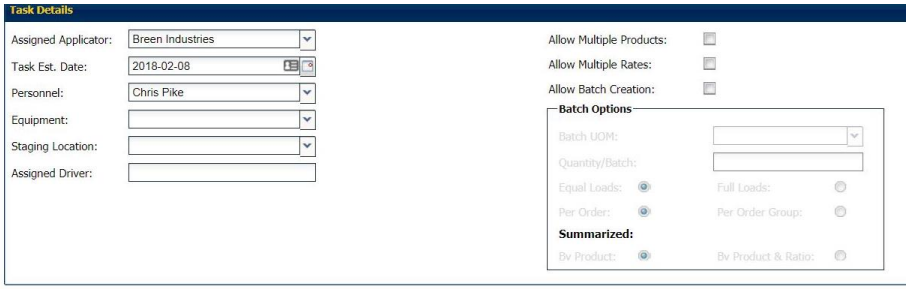
Choose the order in the Profile Tree. Then left click and drag to the Map Table to be displayed. Use the Zoom tool to find the boundaries on the Editor Map.




## Creating a Task from Map

Select the orders in Table or select by using the Select Tool and clicking boundaries on the Map. Click on the Send to Task icon, this will prompt the Create Task page.

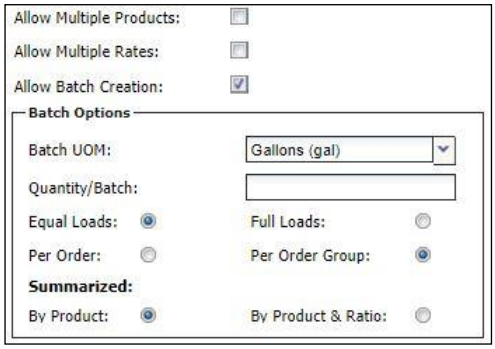
## Entering Task Details




User can enter Task Details by choosing items from the drop down. Choose, Assigned Applicator, Task Est. Date, Personnel, Equipment, Staging Location, and Assigned Driver.

Other task options include: Allow Multiple Products, Allow Multiple Rates and Allow Batch Creation.

## Batch Creation




To activate the Batch Options window, click the Allow Batch Creation checkbox. Then the Batch Options can be chosen.

To Batch by individual orders choose the 'Per Order' option, to batch by all orders in the task, choose the 'Per Order Group' option.

The 'Per Order Group' will give you the choice of summarizing the batch 'By Product' or 'By Product & Ratio'.

Once all details are added to the task, click Save at top of window to save all orders into a scheduled task.


# ORDERS TAB

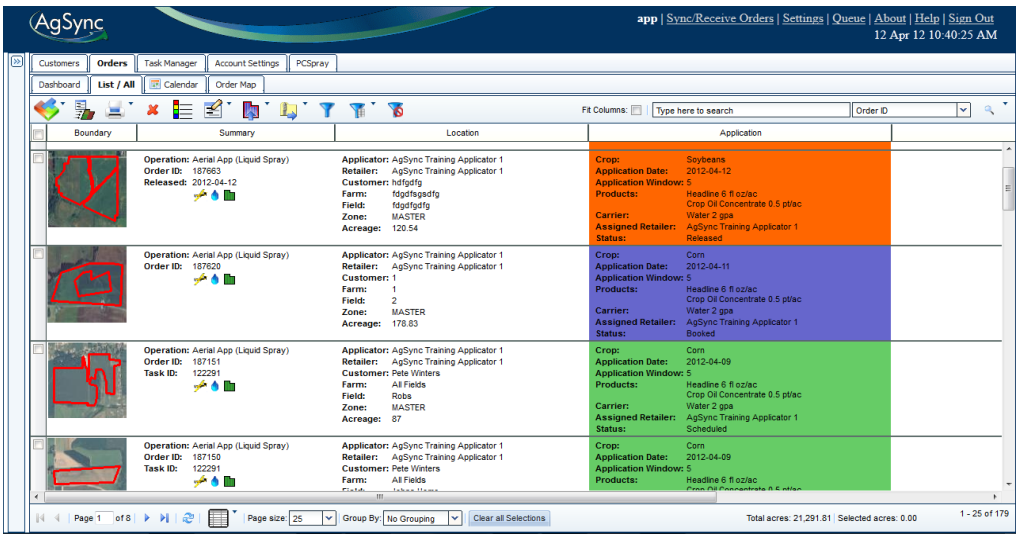
The orders tab has three sub tabs, List/All, Calendar, and Order Map.

## Order Tools

The tools available on the List/All page toolbar include: Change Status, Send to Map, Print Reports, Cancel, Color, Edit Order, and the Filter tools.


| | |
|---|---|
| **Change Status:** Click and change the status of an order to: Planned, Booked, Released and Cancelled.<br><br>**Send to Map:** Click to send all checked orders to the map.<br><br>**Print:** Chose this icon to print selected reports.<br><br>**Delete Orders:** Choose this tool to delete selected orders. Orders must be chosen in the table below the toolbar.<br><br>**Legend:** Choose this tool to customize with color. These settings can be saved and used for planning or other ways of organizing data. | **Edit Orders:** Choose this tool to edit order(s), Re-assign Retailer, Re-assign Applicator.<br><br>**Edit Verification Data:** Upload Verification Data, Preview Verification Data, and Publish Verification Data.<br><br>**Print and Export:** Print Task Packet, Export Task Packet, Email Task Packet.<br><br>**Filter Orders:** |

## Viewing Orders



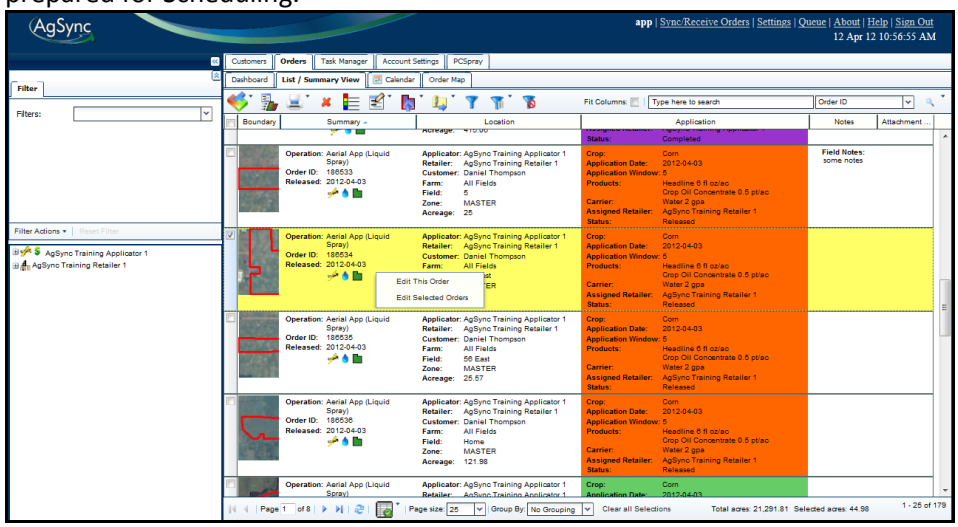

By default, all orders under your account will be shown on the screen. You can scroll through to find a particular order.

Selecting a template from the Saved Filters drop-down box or using the Quick Search box are other ways to view orders. To display Plans or Orders using the Quick Search box, pick the criteria in the dropdown box, then type in the data that corresponds to the criteria in the text box to the left. Then click on the search icon or press the enter key.

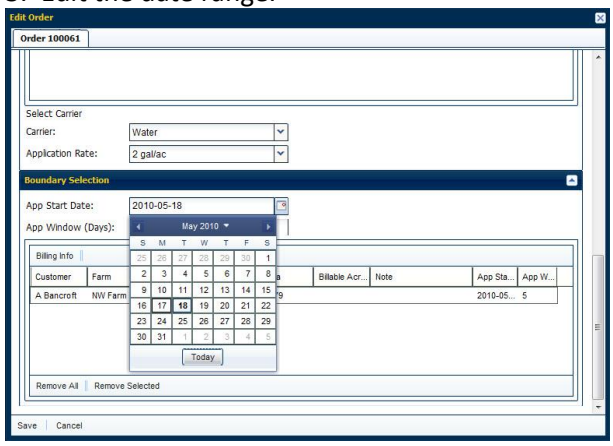
All details regarding an Order can be viewed in the Orders Page with the most significant being the status of the Order. Once an Order is released, the Applicator can then Accept and Schedule the Order. Once an Order is Accepted by the Applicator, the Order can no longer be edited by the Retailer. When the Applicator completes the application, the status will be changed to Complete. All status changes can be viewed real time within the Orders Page.

## Editing Orders

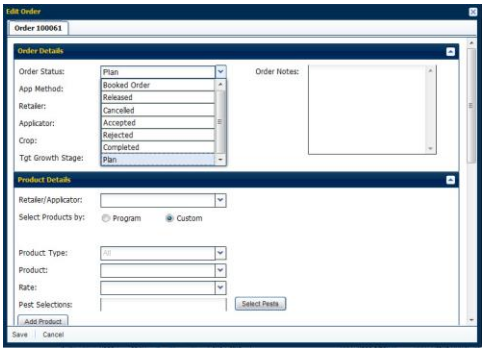
If a decision has been made regarding the application date(s) of a Plan or Booked Order, the dates can be edited and the Plan or Booked Order can be changed to the Released status. This alerts the Applicator that the Order is prepared for Scheduling.




1. Locate and check all Plans or Orders to be edited.
2. Right click an Order that is checked, and then click Edit Order. This will display the Edit Order popup window where the Order can be edited or the status can be changed.
3. Edit the date range.




4. To Release an Order, click the Order Status dropdown arrow and change status to Released.

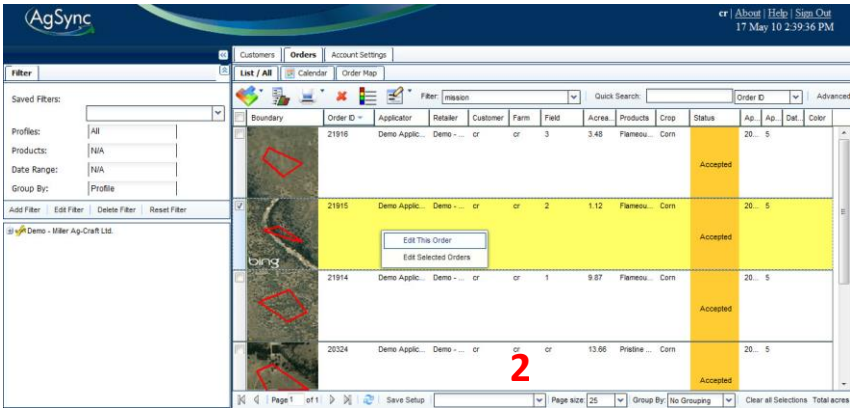



5. Click the Save button and the fields in the Order have been changed to Released; the Applicator is now alerted to spray the fields.

## Change Order Status

By clicking on the Change Order Status icon , the status can be changed to Scheduled, Released, Rejected, Cancelled, and Completed.
If an order is accidentally changed to Completed it can be reversed back to Scheduled status under this icon.

## Editing Tasks




1. Right click an Order/Task that is to be changed then click Edit Task. This will display the Edit Task popup window where the task can be edited or the status can be changed.

2. Edit the date range and staging location.

3. Orders can be removed from the task by clicking the box to the right of the boundary and selecting Remove Selected.

4. To delete an entire Task, choose the Delete Task button at the top of the popup window.

5. Clicking Save will apply the changes and save the Task.

Hint: If an Order or multiple Orders do not need edited, the status can be changed directly from the View Orders Page. Check all Orders that apply and click the Change Status icon . Choose which status to change the Orders to. The Orders have now been changed to the status chosen.

# PRINTING

## Print Reports

1. Select filter parameters.

2. Click the check box in the header to check all orders in the list or click and check individual field orders to include in the report.

3. Click the Print Reports icon . Choose one of the available reports.

## Print and Export Task Packet

Click on the Print and Export Files icon Choose from Print Task Packet, Export Selected Files and Export Entire Task.

1. If Print Task Packet is chosen, all orders associated with this task will print. A download popup will appear and become available for saving.

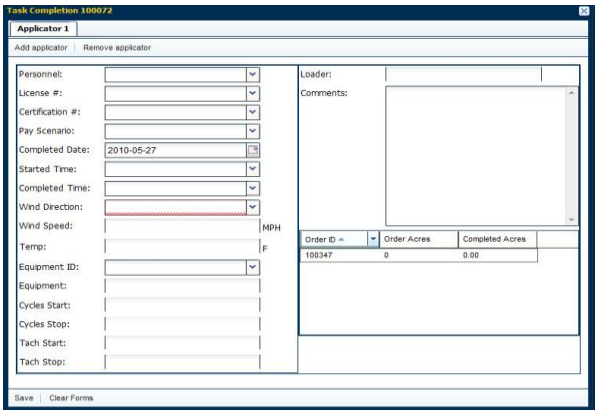
2. Choosing Export Selected Files will export the boundaries associated with the check marked tasks.

3. Choosing Export Entire Task will export all boundaries within the same Task ID. Only one of the tasks need to be check marked.

# COMPLETION TAB

## Completing Orders

Once a task has been completed, choose the orders and then click the Change Status icon , select Completed. A popup window will appear where you can input necessary task data, such as Personnel, License #, Certification #, Pay Scenario, Completed Date, Started Time, Completed Time, Wind Direction, Wind Speed, Temp, Equipment ID, Equipment, Cycles Start, Cycles Stop, Tach Start, Tach Stop, Loader and Comments.




## Upload Verification Data

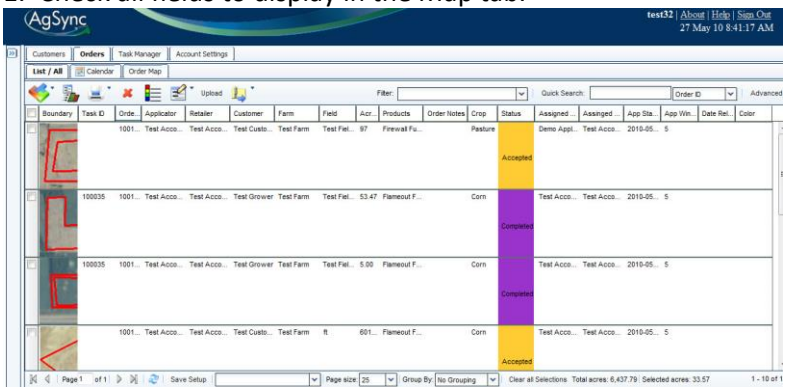
Watch Video:
https://www.youtube.com/watch?time_continue=13&v=Hu_MtDuypnU

Once a task has been completed, the status must be changed to Completed before attempting verification data upload.
Choose the Upload icon. A popup window will appear to in[Upload] file type from a drop-down, then browse for the file and choose open, once correct file is found, choose upload and the associated files will be updated.

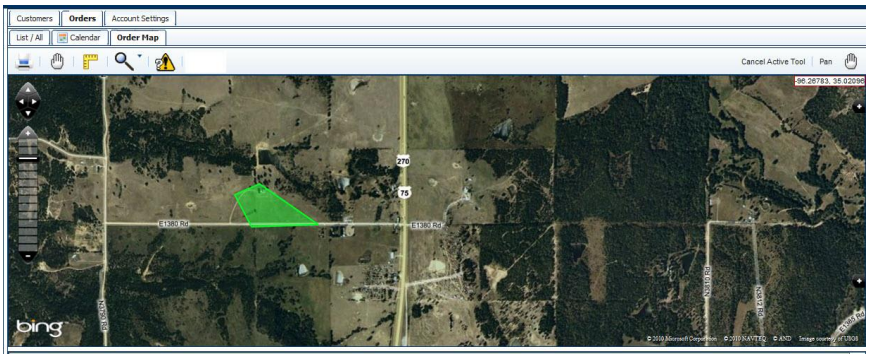
## Mapping Orders

Fields within a Plan or Order can be sent to the Map tab and viewed.

1. Check all fields to display in the Map tab.

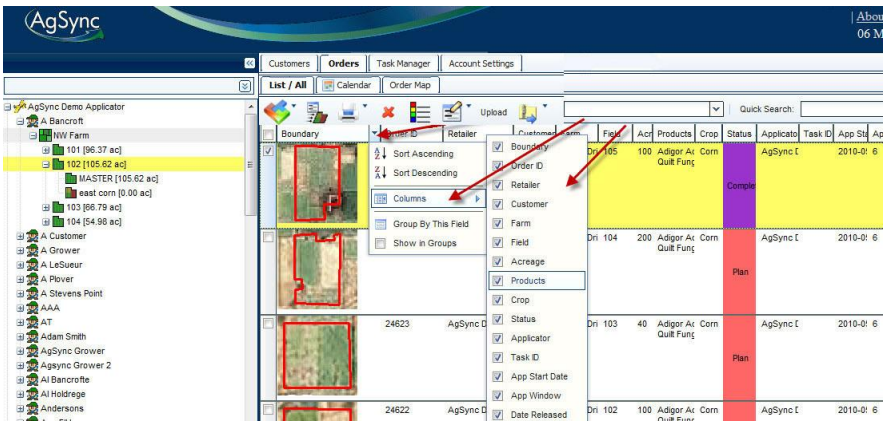



2. Click the Send to Map icon  to display all checked fields in the on the Map.

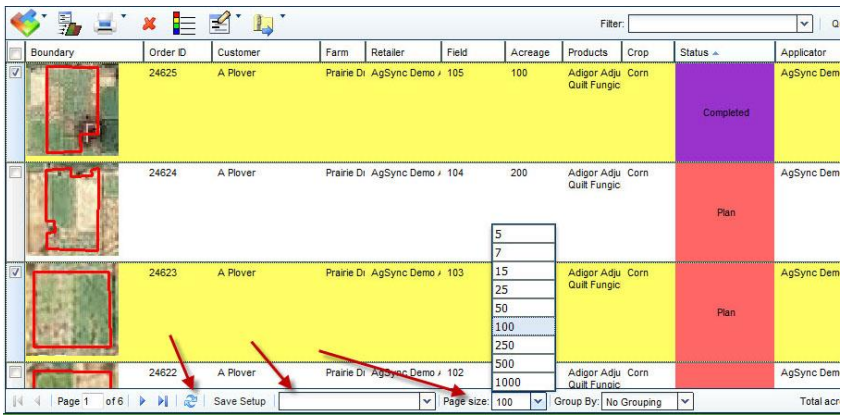



## Page Setup

The Orders Page has options to display only the columns the user wishes to view, rearrange the columns in order preference, group by columns, or display a certain number of orders per page.



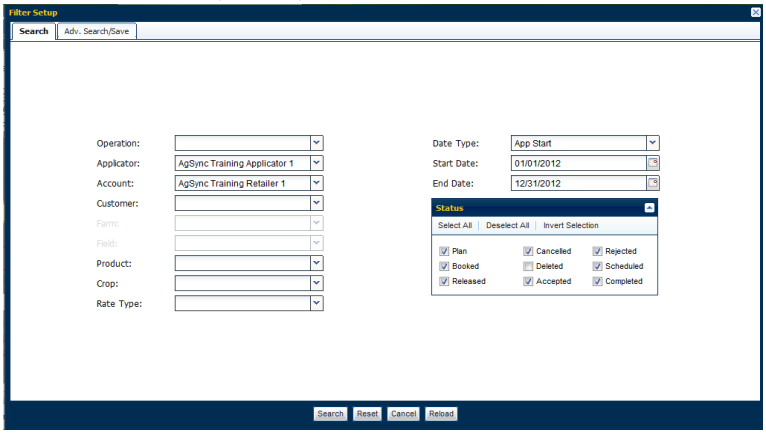

1. To turn columns on or off click the header title arrow and a drop-down menu will appear.
2. Choose Columns.
3. Uncheck all columns that will not be displayed.
4. Click and drag columns to change the order they are displayed.
5. To setup the number of Orders displayed per page click the page size arrow and pick the number to display per page.



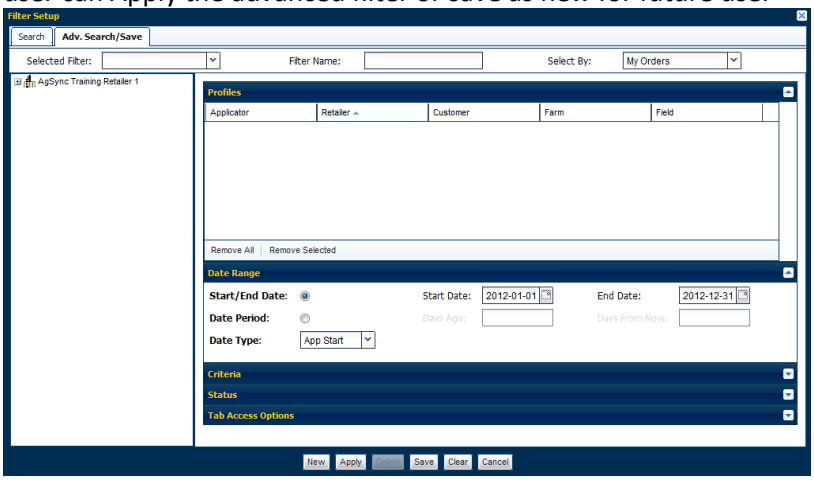
6. Click the 'Save Setup' button and a box will display to name this template. Enter a name and click 'OK'. That view is now saved as a template.
7. Selecting Clear all Selections next to Group by will reset the Orders page to default.
8. The refresh icon at the bottom of the window will update the Setup changes.

## Filter Orders

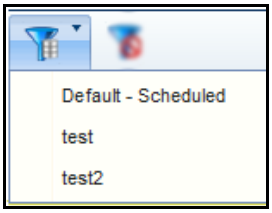
**Advanced Search tool.** With this tool a user can enter specific criteria to narrow down the available orders. Once clicked a Filter Setup pop up will appear.
The first tab in the Filter pop up is the Search tab. This page is used as a basic filter for viewing the orders page. The user enters the desired criteria and chooses to Search, Reset, Cancel or Reload the data.




The second tab is the Advanced/ Save Filter. This page allows for more detailed requirements and allows the user to save this setting to use over again. The user can Apply the advanced filter or save as new for future use.




**Display User Filter tool.** With this tool a user choose to display Default-Scheduled orders or choose from filters the user set up before and saved. Test and test2 are examples of customized filters available. Once a filter is chosen the orders table will display the orders which meet the criteria.

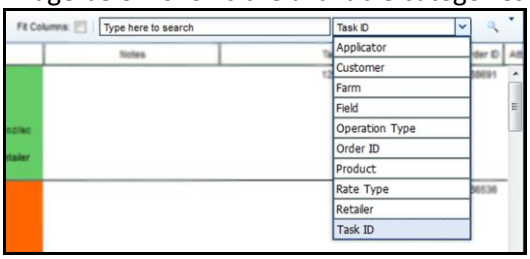



**Cancel Filter tool**. Clicking on this icon will remove all filters on the table and return the page to the default view.

At the end of the Orders page toolbar is the Fit Columns control and the quick search box.


The Fit Columns control brings all available columns into view on the orders table when checked.

The quick search box allows a user to type in specific details into the Type here to search box and choose type in the drop down menu. This search brings up a very specific result depending on the criteria. For example, a user can look for a specific order number, or look for all the orders by a particular customer. The image below shows the available categories to search.




To return the orders table back to the default view, choose the Cancel Filter tool.