

# Orders - SKY Energy

Last Modified on 04/25/2025 10:11 am EDT

## Overview

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 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.

Agvance sky Energy

Anna Admin (SSI)

DashboardTanksOrders

Search...

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	Ticket N...	Location	Call In ...	Due Date	Status	Customer	Phone	Tank Se...	Order T...	Tank De...	Route	Region
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	1	Main Plant	10/30/2017	10/30/2017	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North	East
	2	Main Plant	11/01/2017	11/01/2017	Incomplete	Donna Roper	217-632-24...	354161	Gallons	Home Heat	South	West
	1002	Main Plant	10/30/2020	10/30/2020	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North	East
	3005	Main Plant	01/25/2023	01/25/2023	Incomplete	Tommy Tester	217-774-99...	A123C589	Percent	Home Heat	--	--
	3009	Main Plant	12/17/2023	01/17/2024	Incomplete	Tommy Tester	217-774-99...	A123C589	Percent	Home Heat	--	--
	4009	Main Plant	01/17/2024	01/17/2024	Incomplete	Tommy Tester	217-774-99...	461235	Percent	Grain Dryer	South	East
	4010	Main Plant	01/17/2024	01/17/2024	Incomplete	Tommy Tester	217-774-99...	A123C589	Percent	Home Heat	--	--
	4013	Main Plant	08/06/2024	08/06/2024	Incomplete	Barry Anderson	217-226-23...	85975465	Percent	BA Tank	North	East
	4014	Main Plant	09/09/2024	09/09/2024	Incomplete	Barry Anderson	217-226-23...	85975465	Percent	BA Tank	North	East
	3	Main Plant	11/01/2020	11/01/2020	Completed	Bob Cowgill	217-774-29...	350124	Gallons	Grain Dryer	South	East

Items per page50

Columns displaying include:

- *Ticket Number* – Formerly known as *Call In ID*.
- *Location*
- *Call In Date*
- *Due Date* – This column defaults to ascending (oldest date at the top).
- *Status* – This column defaults to show *Incomplete* first.
- *Customer*
- *Phone*
- *Tank Serial Number*
- *Order Type*
- *Tank Description*

- *Route*
- *Region*

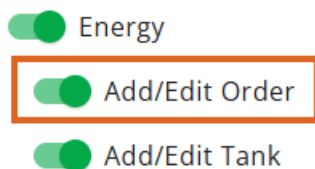
**Note:** Any field without data will show a double dash (--).

For more information on how to use the Energy Product Delivery Order grid see, [Using Grids in Agvance 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.

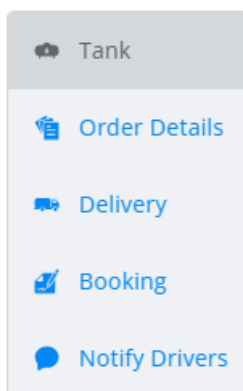
## Adding PDOs

A user permission required to enable adding Product Delivery Orders within SKY Energy is found at *SKY Company Admin / User / Edit User* and toggle on *Add/Edit Product Delivery Order*.



Open *SKY Energy / Orders* and hover over the blue + icon and select **New Product Delivery Order**.

On the *New Product Delivery Order* page, all fields will appear on open and sections expanded. The left navigation tree expands view upon hover and choosing a section will jump to that area of the form.



Tank

### New Product Delivery Order

Tank

Tank Serial Number 85975465	Customer Name Barry Anderson	Location Main Plant	Remove Tank
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- Add the tank to order by selecting **+Add Tank** to open the search overlay and choose from active tanks. The *Tank Serial Number*, *Customer Name*, and *Location* fields will populate upon choosing **Select + Close**.
  - Once the tank has been added it can be removed and replaced if needed by selecting **Remove Tank** and

choose **+Add Tank** to select the replacement.

**Note:** Adding a Tank is required to enter a Product Delivery Order.

## Order Details

### Order Details

Call-In Date* 4/7/2025	Due Date* 4/7/2025
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- **Call-in Date** – Required field that auto fills with the current date.
- **Due Date** – Required field that auto fills with the current date.

## Delivery

### Delivery

Product Name Propane	Product ID PropLP	Product Location Main Plant	🔍
Delivery By* Fill Percent	Delivery Amount (%)* 0	Charge Price (\$/Gal)	

- **Product Name / Product ID / Product Location**
  - If a tank is not selected the following message displays: *Select a Tank to manage delivery options.*
  - Once tank is selected, the *Product Name*, *Product ID*, and *Product Location* attached to the tank will display. Using the **Change Product** button opens a Product search overlay for a new product selection.
  - If there is not a product attached to the tank **+ Product** displays and is mandatory to save an Product Delivery Order.
- **Delivery By** – Defaults to *Fill Percent* or choose *Number of Gallons* or *Amount of Purchase*.
- **Delivery Amount (%) / Delivery Amount (Gal) / Amount of Purchase (\$)**
  - If *Fill Percent* is selected, *Delivery Amount %* displays with an initial value of 0. This can be changed if needed and has a maximum of three numeric characters.
  - If *Number of Gallons* is selected, *Delivery Amount (Gal)* displays with an initial value of 0. This can be changed if needed and has a maximum of five numeric characters.
  - If *Amount of Purchase* is selected, *Amount of Purchase (\$)* displays with an initial value of 0. . This can be changed if needed and has a maximum of four numeric characters.
- **Charge Price** – Price charged per Gallon.

## Saving or Canceling

Select **Create Order** will save the New Product Delivery Order and route the user back to the Orders list page. A validation banner at the bottom of the screen lets the user know that the order has successfully been saved.

- If any required inputs are empty, the validation banner will display at the top of the page, below the header,

calling attention to required inputs.

- A Tank must be added.
- *Delivery Amount (% or Gal)* or *Amount of Purchase (\$)* must be entered.
- The validation banner and error state of inputs will display until the user selects **Create Order** after entering required content.

Select **Cancel** to close out and return to the *Orders* screen. If any field was populated a message displays stating the tank will not be saved. Select **Discard & Continue** to cancel the tank or **Go Back** to return to the *Add Product Delivery Order* form.

### Product Delivery Order Will Not Be Saved

If you leave this page without saving, any information entered for this product delivery order will not be saved.

**Discard & Continue**   **Go Back**