

Dove Network Delivery Confirmations

Delivery Confirmations can now be sent over the Dove Network for wire-in orders that request a delivery confirmation. This functionality will allow a Dove Plus user to send a delivery confirmation via Dove for those wire-in orders once the delivery has been confirmed.

Shops will be able to send Delivery Confirmations from Action Items, Activity History or Navigation menu: Delivery Confirmation List Screen.

Sending Dove Network Delivery Confirmations from Action Items

- 1. From the Action Items list, select an order that is ready to have a delivery confirmation sent.
- 2. Click on the **Delivery Confirmation icon/link**.
- 3. The Dove Network Delivery Confirmation screen will appear.
- 4. On this screen, the user can verify the delivery date [defaults to the current date], and can enter any optional information. This includes: delivery time, signed by and comments.

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DovePlus Menu Action tems	DovePlus V @ 1 2			Delivery Confirmation
Activity History New Order Delivery Confirmation Inquiry Message Price Change	Order Number: CV3612 Florist ID: 18000600 First Name: tke Address: tste	Order Date: 1/5/2010	Delivery Date: 1/5/2010 Last Name: Ikjad	
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Dove Network Delivery Confirmations (continued)

- 5. To send the *Delivery Confirmations* for the orders selected, click the **Send** button.
- 6. A Delivery Confirmation has been sent via Dove.

Sending Dove Network Delivery Confirmations from Activity History

- 1. From the **Activity History** list, select an order that is ready to have a delivery confirmation sent.
- 2. Click on the **Delivery Confirmation icon/link**.
- 3. The Dove Network Delivery Confirmation screen will appear.

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- 4. On this screen, the user can verify the delivery date [defaults to the current date], and can enter any optional information. This includes: delivery time, signed by and comments.
- 5. To send the Delivery Confirmations for the orders selected, click the Send button.
- 6. A Delivery Confirmation has been sent via Dove.

Sending Dove Network Delivery Confirmations from the Navigation menu

1. From the DovePlus menu, select the Delivery Confirmation List Screen link.



Dove Network Delivery Confirmations (continued)

- 2. The Delivery Confirmation List Screen appears.
- 3. On this screen, the user can select one or several order(s) at the time by checking off the delivered box on the left side of each order.

OR

The user can select a specific order by clicking the icon to add optional details, including delivery time, signed by and comments.

- 4. To send the *Delivery Confirmations* for the orders selected, click the **Send** button.
- 5. A Delivery Confirmation has been sent via Dove.

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Forward/Refuse	Status	Order #	Name	Address	1st Choice	Amount	Delivery Date	
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Respond to Cancel Request	Unconfirmed	CVK595	test test	solasdt	asdlasdl	\$123.00	1/13/2010	Details Remove
General Message	Unconfirmed	CVL308	test test	test	TELEFLORA PR.	\$1.00	1/21/2010	Collapse Remove
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Incoming Orders Log	Message:							
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	Unconfirmed	CVL326	test test	test	TELEFLORA PR	\$2.00	1/21/2010	Details Remove
	Unconfirmed	CVM405	test test	sdfasdf	asdfasdf	\$123.00	1/27/2010	Details Remove
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Dove Network Delivery Confirmations (continued)

Delivery Confirmation Print Options

You have the option to print Sent delivery confirmations only, Received delivery confirmations only, both Sent and Received delivery confirmations or turn off printing of all delivery confirmations. To set printing options in DovePlus:

1. Click the **Settings** icon that is located in the task tray.



- 2. The DovePlus page appears. Click the Maintenance tab, then click DovePlus Settings.
- 3. Check/uncheck the appropriate print selections in Order Printing Defaults.

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DovePlus Menu	DovePlus
Directory Lookup	Order Defende
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Stop / Start Necerving Orders	 Electronic Delivery (Z) - Deliver only to selected shop electronically
Shortcut Codes	Confirmation: Request confirmation of Filling Florist information for all orders
Do Not Send Request	Autoresend: Automatically resend refused orders with Suggested Filling Florist
	Order Printing Defaults
	Print Recipe with Order (Note: Images and recipes are for Teleflora Products, if available.)
	Print Image with Order (Note: Images and recipes are for Teleflora Products, if available.)
	Enable Color Printing (Note: Disabling color printing may not be supported on all color printers.)
	Print Sent Delivery Confirmations
	Print Received Delivery Confirmations
	Earal Directory Lookup Defaults
	Hannal - T will choose the Filling Eleviet
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	Show Directory Ad Fly-out: Show information fly-out when mouse hovers over Directory Ads.
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