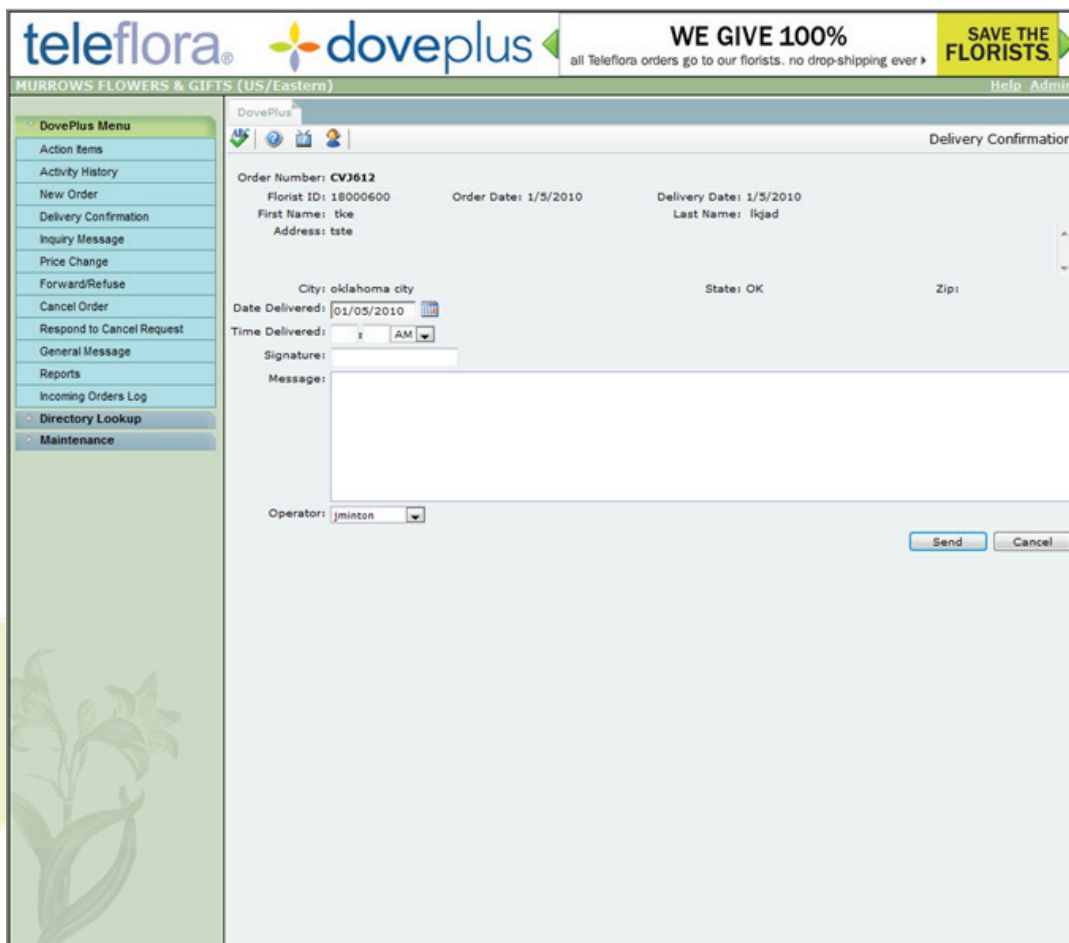# Dove Network Delivery Confirmations

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.
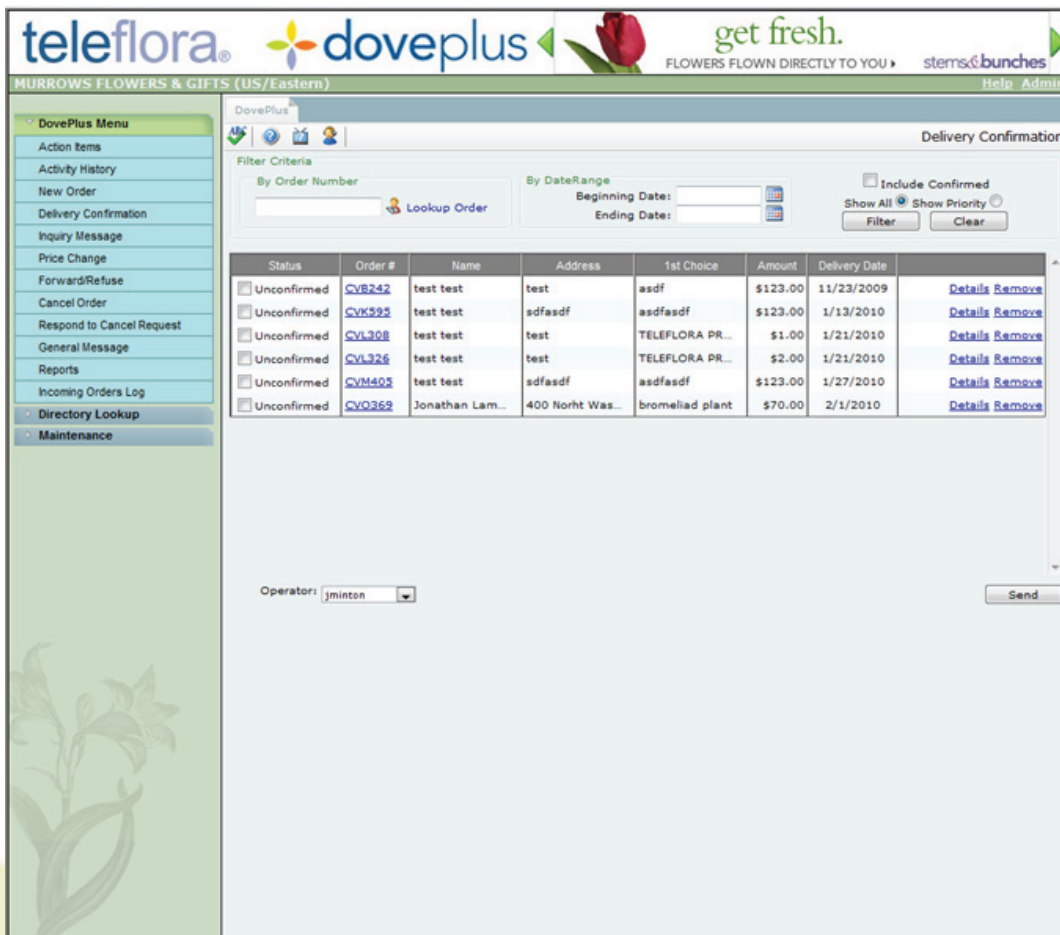
Dove Network Delivery Confirmations (continued)

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.

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.

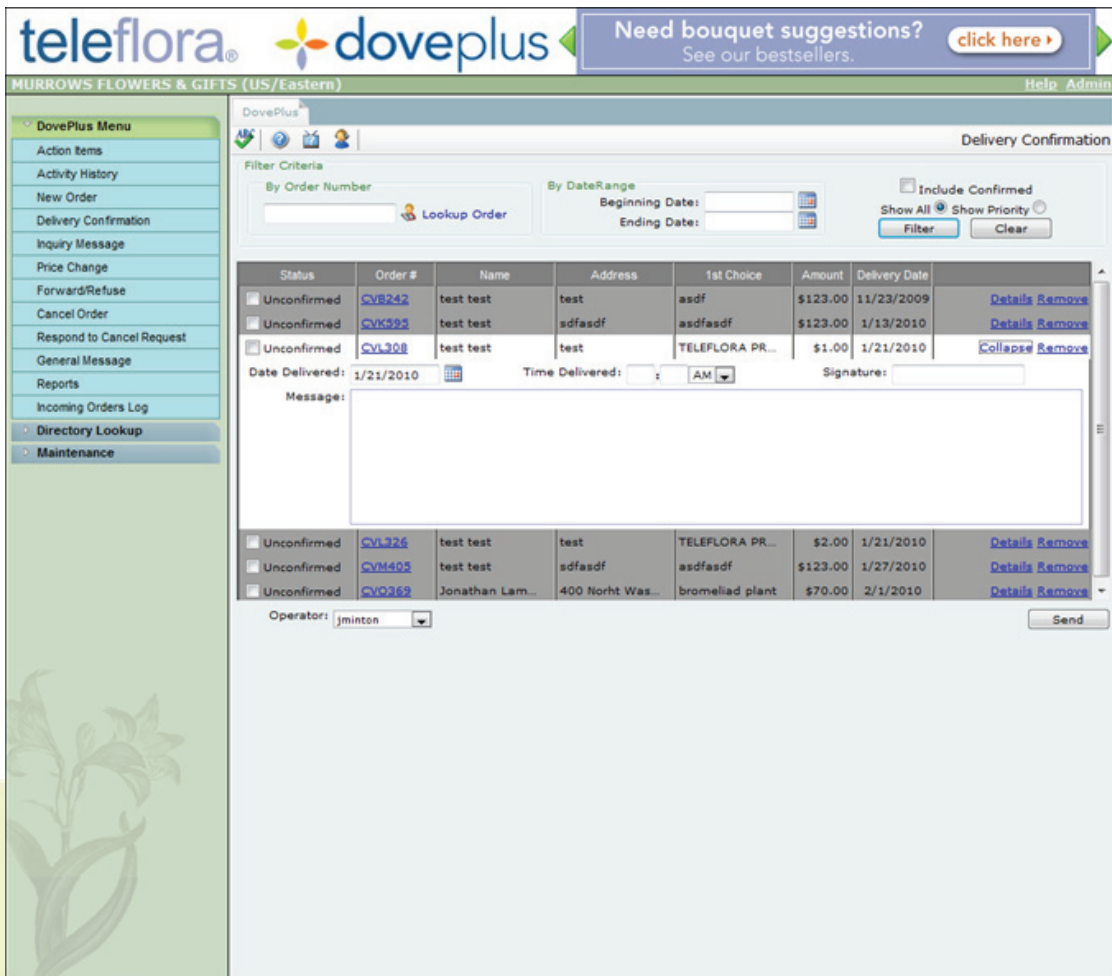# Dove Network Delivery Confirmations (continued)

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.

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*.