



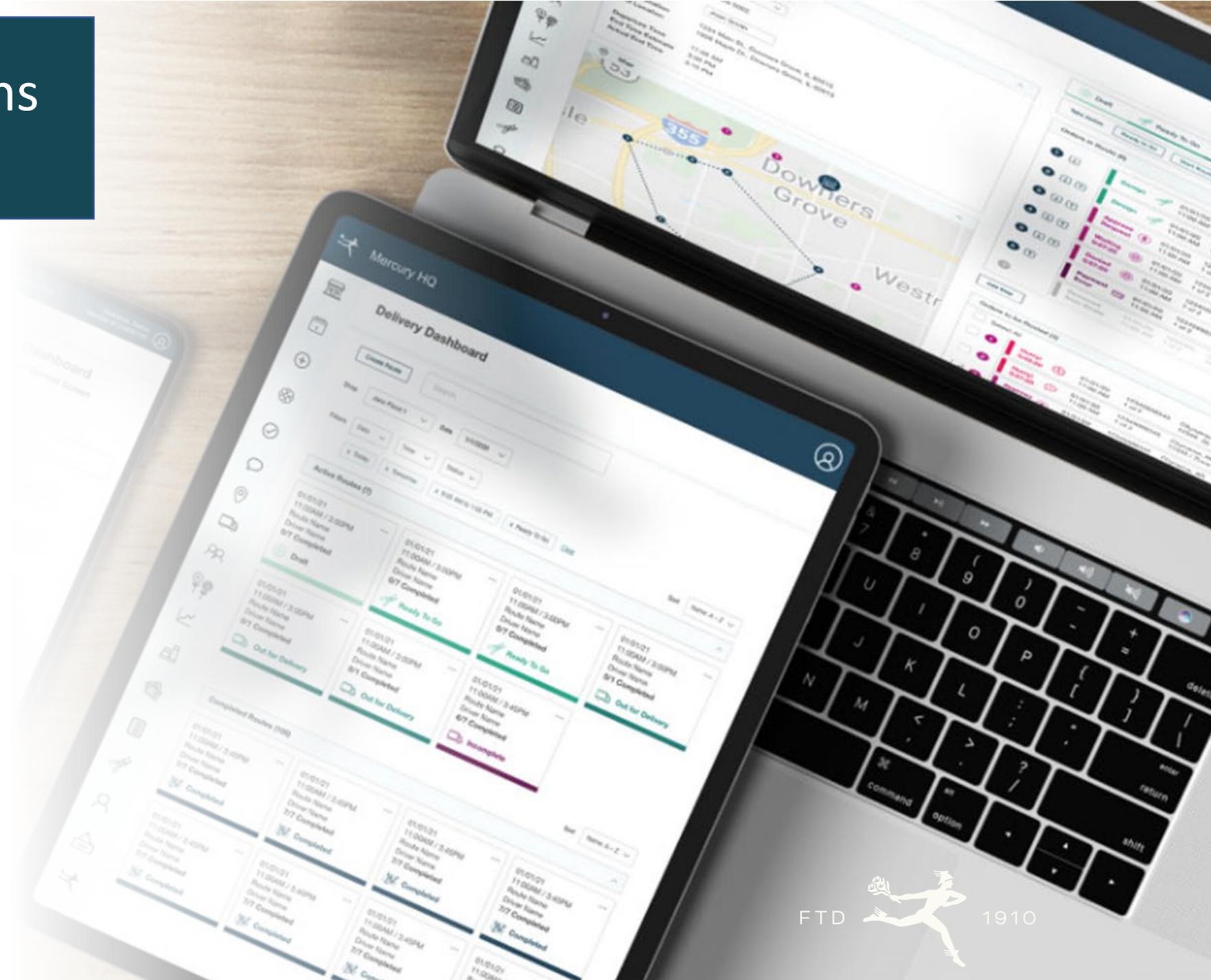
# MERCURY HQ Essentials Feature Release 10/1/24

# Mercury HQ Add-Ons

10/1/24 Feature Release

## New Features

- [How to Access Features](#)
- [Advance Route Optimization](#)
- **Delivery Dashboard**
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- **QR Codes**
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- [Design Center](#)
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# Mercury Add-Ons

10/1/24 Feature Release

## How to Access

Easily Toggle on the features your shop would like to utilize.

Note: Features can not be disabled the same month that they are enabled.

In **Shop Settings** under **Add-On Features** you will see a list of available features for your shop along with pricing.

All features are billed at \$9.99 per month except for Advance Route Optimization (billed \$2.50 per use) and QR Codes (\$4.99 / month).

Features cannot be disabled the same month they are enabled

Toggle the features on and designate which users have access.

### Shop Settings

Mercury Network Shop Details Orders Delivery, Pickup & Fees Payments Catalog Notifications Add-On Features Marketing

#### Add-On Features

Add-On Features can be added to your account individually based on your business needs. You can review and manage status and settings of FTD statement.

##### Advanced Route Optimization

MercuryHQ advance route optimization considers time, location, capacity, and traffic to suggest the most efficient route for on-time deliveries. Advanced optimization incurs a fee of \$2.50 on any optimized route with timed deliveries, multi-shop pickup points, and/or routes with 25-60 stops.

Feature On Pricing: \$2.50 per optimization Subscription Start: 09/23/2024

##### Who has access to this feature?

Admin  Manager  Delivery Manager  Driver

Select the  icon to visit the Help Page on this feature.

Your subscription start date will be listed here.

- Dashboard
- Create Order
- Orders 22
- Delivery
- Driver Dashboard
- Mercury Online
- Customer Directory
- Reports
- Product Catalog
- Shop Settings**
- Gift Cards
- Events
- Staff Management
- Help

# Mercury Add-Ons

10/1/24 Feature Release

## Advanced Route Optimization

The feature considers time, location, capacity and traffic to suggest the most efficient route for your deliveries. This feature is great for larger members with complex delivery routes. It is billed at \$2.50 per use.

Begin by creating a new route

If you have multiple Pickup Locations, you can select them here

Assign a specific Driver to the route

After you add your orders and save your route, the optimize button now contains a \$ alerting you that your route can be optimized for an additional cost.

**Optimize \$** is available for routes containing:

- Multiple Pickup locations
- Timed Deliveries
- 25 – 60 orders

Route Details

Shop: Selected

Route Delivery Date:  All  90-0795AF FTD DEMO  90-0795AT FTD DEMO

Route Name:  90-0795AT FTD DEMO

Driver: Danny Driver

Status: 0/0 Completed

Start Location: 90-0795AF 22354 Mission Blvd Hayward CA 94541

End Location: 90-0795AF 22354 Mission Blvd Hayward CA 94541

Planned Start Time: 9:42 AM

Draft Ready To Go Out for Delivery Completed

Actions: Save Optimize \$ Ready Start

Choose the start and end locations of your route along with the planned start time.

If you try to optimize a route with timed deliveries and the system is unable to find a successful route based on the start time selected, you will get a pop-up notification alerting you of the concern.

# Mercury Add-Ons

10/1/24 Feature Release

## Delivery Dashboard | Zone View

This tool will allow you to see all orders within zones or route and their statuses in one central Dashboard. Selecting any of the tiles will take you to a list of the orders matching your filters.

The screenshot shows the 'Delivery' dashboard in 'Zone View'. At the top, there are tabs for 'Dashboard', 'Routes', and 'Delivery Service'. A 'Select the dates' callout points to the date range selector showing '09/24/2024' to '09/24/2024'. A 'Toggle between Zones and Route view' callout points to the 'Zones | Routes' toggle. On the left, a 'Select Shop' dropdown is set to 'All Shops'. The main area displays two zones, 'Zone 1' and 'Zone 2', each with '0 Orders'. Each zone has a row of six status tiles: 'Not Started', 'In Design', 'Designed', 'Out for Delivery', and 'Completed', each with a '0' count and an icon. To the right of the zones are summary tiles for 'Non Routed', 'Routed', and 'Timed' orders, each with a '0' count and an icon. A callout on the left explains that the zone view displays the zone name, order count, and earliest timed delivery. Another callout at the bottom explains that clicking on any status tile leads to a list view of orders. A final callout on the right explains that the summary tiles show counts for non-routed, routed, and timed orders.

If multiple shops, select the shop you wish to view

The zone view will display the zone name, how many orders are in that zone, and the earliest timed delivery, if applicable.

See at a high level the statuses of all your deliveries within the zone. Clicking on any of these tiles will take you to a list view of orders matching that criteria.

View count of orders that are non routed, routed or Timed

# Mercury Add-Ons

10/1/24 Feature Release

## Delivery Dashboard | Routes View

This tool will allow you to see all orders within zones or route and their statuses in one central Dashboard. Selecting any of the tiles will take you to a list of the orders matching your filters.

**Delivery**

Dashboard Routes Delivery Service

Select the dates

Select Shop: All Shops

Select Date: 09/24/2024 to 09/24/2024

Zones | Routes

Route	Not Started	In Design	Designed	Out for Delivery	Completed	Timed
Not Assigned to Route 0 Orders	0	0	0	0	0	0
Route 9 Draft 3 Orders	2	0	1	0	0	0

If multiple shops, select the shop(s) you wish to view

Toggle between Zones and Route view

The Route view will display the Route name, how many orders are in that route, and the earliest timed delivery, if applicable.

See at a high level the statuses of all your deliveries within the zone. Clicking on any of these tiles will take you to a list view of orders matching that criteria.

View count of timed orders within the Route

# Mercury Add-Ons

10/1/24 Feature Release

## QR Codes | Setup

QR code scanning helps retrieve order details quickly, saving time and effort without manual searches. You can scan the QR code on printed materials to access order specifics using your devices.

Navigate to Shop Details tab, then Printing Preferences to see QR Code options

The screenshot displays the 'Shop Settings' page for a Mercury Network shop. The 'Shop Details' tab is selected, and the 'Printing Preferences' section is visible. The 'QR Codes on Printed Materials' section has a main toggle set to 'On' and four sub-toggles for 'Invoice', 'Order Details', 'Worksheet', and 'Tri-Fold', all of which are also set to 'On'. The 'QR Codes Shop Actions' section is titled 'What QR Codes do you need to print on the sheet?' and contains a grid of 12 checkboxes, all of which are checked. A 'Print' button is located below the grid.

**QR Codes on Printed Materials**

Include QR code on printed materials?

Which printed materials should show the QR code?

- Invoice
- Order Details
- Worksheet
- Tri-Fold

**QR Codes Shop Actions**

What QR Codes do you need to print on the sheet?

<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> Designed	<input checked="" type="checkbox"/> Picked Up	<input checked="" type="checkbox"/> Reprint
<input checked="" type="checkbox"/> Accepted	<input checked="" type="checkbox"/> Delivery	<input checked="" type="checkbox"/> Show Recipe	<input checked="" type="checkbox"/> Optimize Route
<input checked="" type="checkbox"/> Assign to Designer	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> View Order	
<input checked="" type="checkbox"/> In Design	<input checked="" type="checkbox"/> Ready for Pickup	<input checked="" type="checkbox"/> Take Payment	

**Print**

Easily Toggle on and off the QR Codes you want to print

Either **Select All** or individually choose which shop actions you would like to print a standard set of QR codes for.

# Mercury Add-Ons

10/1/24 Feature Release

## QR Codes | Printed View

QR code scanning helps retrieve order details quickly, saving time and effort without manual searches. You can scan the QR code on printed materials to access order specifics using your devices.

### Order Details View

**Incoming - Mercury HQ Order Detail - Delivery**

**Order Source** FTD  
**Order Number** MHQD1654190886  
**Sending Shop Code** 90-0795AT - FTD DEMO  
**Sending Phone** 630-324-4749  
**Receiving Shop Code** 90-0795AT - FTD DEMO  
**Operator** FTD Elizabeth  
**Day & Time** Tue Sep 24 2024 03:44 PM

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**Delivery Date\*** **Tuesday, September 24, 2024**  
**Deliver To** Carla Customer  
**Location Type** Residence  
**Address** 303 Chickasaw Rd  
 Chattanooga, TN 37411  
**Phone** 123-456-7890

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**Delivery Instructions**

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**Total Order Price** \$87.00  
**Product and Recipe #1** CNBD Beyond Blue Box Bouquet  
**Qty: 1 @ \$75.00**

4	-	White Daisy Pompon Stems
3	-	Purple Static Stems
3	-	Ivory 50 cm Rose
2	-	White LA Hybrid Lily Stem
3	-	Salal tips
1/2	-	Floral Foam block
1	-	2120WB Whitewashed Wooden Box

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**Add-ons**  
**Occasion** Birthday  
**Card Message** Happy Birthday!  
**Special Instructions**

**Order Review**



### Invoice View

**FTD DEMO**  
 1877 Blossom Pike  
 Chattanooga, TN, 37415  
 630-324-4749

**INVOICE**

**ORDER NO:** MHQD1654190886  
**ORDER DATE:** 09/24/2024 11:42 AM  
**ORDER BY:** Terry Thiel

**DELIVERED TO:**  
 Carla Customer  
 303 Chickasaw Rd  
 Chattanooga, TN, 37411  
 123-456-7890

**AMOUNT REMITTED:** \$

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**ACCT NO:** 5511230  
**EMPLOYEE:** FTD Elizabeth  
**PRINTED:** 09/24/2024 15:48 PM

**PAYMENT INFORMATION**  
 09/24/2024 Invoice 95.05

PRODUCT	QTY	PRICE/UT	DISCOUNT	EXTENDED
Beyond Blue Box Bouquet	1	\$75.00	\$0.00	\$75.00
SUB-TOTAL				\$75.00
Delivery Fee				\$12.00
Sales Tax				\$0.05
Total				\$87.05

**CARD/OCCASION**  
 Birthday  
 Happy Birthday!

**ORDER NO:** MHQD1654190886  
**DELIVERY ZONE:**

**Carla Customer**  
 303 Chickasaw Rd  
 Chattanooga, TN, 37411  
 123-456-7890

**DELIVERY DATE:** Tue, 09/24/2024  
**DELIVERY TIME:**

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**RECEIVED BY:** \_\_\_\_\_

Happy Birthday!

Carla Customer  
 303 Chickasaw Rd  
 Chattanooga, TN, 37411  
 123-456-7890

FTD DEMO

### Designer Worksheet View

**Order No:** MHQD1654190886



**Deliver To**  
 Carla Customer  
 303 Chickasaw Rd  
 Chattanooga, TN 37411  
 123-456-7890

**Worksheet**  
 FTD DEMO

**Delivery Date:** Tue 09/24/2024

**Customer**  
 Terry Thiel  
 123-456-7890  
 thiel@ftdi.com

**Payment Salesperson** FTD Elizabeth  
**Occasion** Birthday  
**Sale Date** 09/24/2024 11:42 AM

PRODUCT	QTY	PRICE/UT	DISCOUNT	EXTENDED
<input type="checkbox"/> CNBD Beyond Blue Box Bouquet	1	\$75.00	\$0.00	\$75.00

**RECIPE:**

4	-	White Daisy Pompon Stems
3	-	Purple Static Stems
3	-	Ivory 50 cm Rose
2	-	White LA Hybrid Lily Stem
3	-	Salal tips
1/2	-	Floral Foam block
1	-	2120WB Whitewashed Wooden Box

---

<b>Card:</b> Happy Birthday!	<b>SUBTOTAL</b>	\$75.00
	Delivery Fee	\$12.00
	Sales Tax	\$8.05
	<b>TOTAL</b>	<b>\$95.05</b>

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**Order No:** MHQD1654190886  
**Delivery Method:** Florist Delivered  
**Delivery Zone:**

**Carla Customer**  
 303 Chickasaw Rd  
 Chattanooga, TN 37411  
 123-456-7890

FTD DEMO

**RECEIVED BY** \_\_\_\_\_

**Delivery Date:** Tue 09/24/2024

**Products**  
 - Beyond Blue Box Bouquet



# Mercury Add-Ons

10/1/24 Feature Release

## QR Codes | Handheld Scanner

Using the handheld scanner, easily view order details or move them to another applicable status either singularly or in bulk!

From the orders screen, select the QR scanning icon to begin.



**QR Scanning**  
Dashboard / QR Scanning

MercuryHQ is now connected to your scanner  
Scan QR codes to add and manage your orders.

Accepted	09/24/2024	Terry Thiel MH2D1654190886	Chattanooga, TN 37411	Carla Customer Residence	Beyond Blue Bo... 1 Items	\$87...	⊗
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What would you like to do with the scanned orders?  
Click or scan a code below to take action on the orders.

 Assign to Designer	 Design
 Designed	 Delivery / Ready for Pickup
 Completed / Picked up	 Show Recipe
 View Order	

Scan the QR code on printed out order(s) you wish to work.

Scanned orders will appear within MHQ.

The right-hand side car will display QR codes with applicable actions.

Scan the QR code of the action you would like to take on all scanned orders.

Please note that when bulk scanning is active, only actions that can be applied to all orders will be displayed.

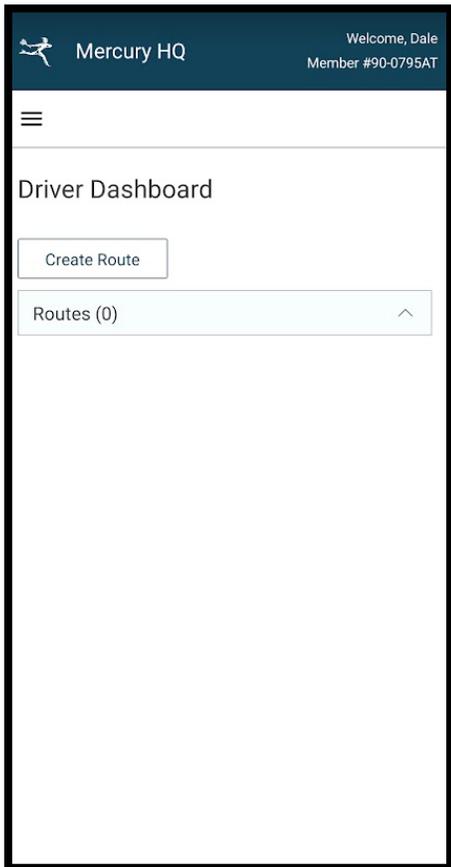
# Mercury Add-Ons

10/1/24 Feature Release

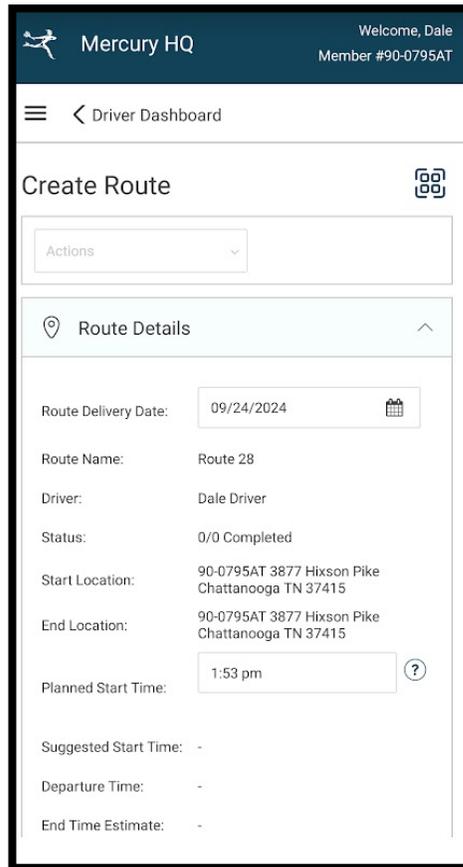
## QR Codes | Routes

Drivers can create a new route using the Mercury HQ Mobile App.

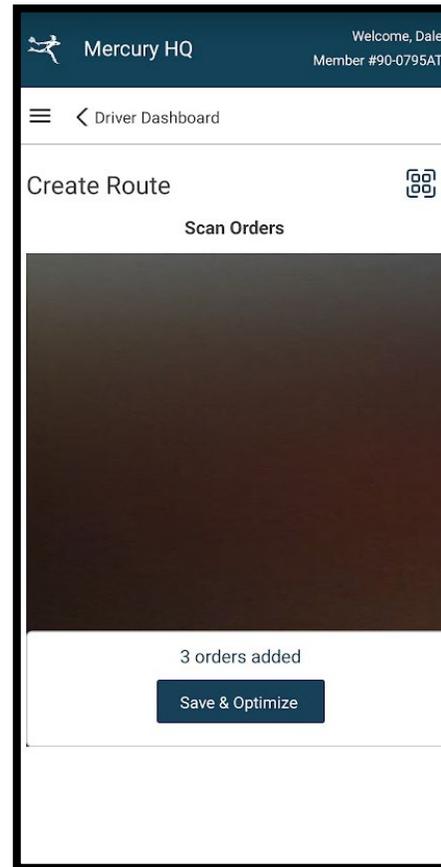
Select create a route



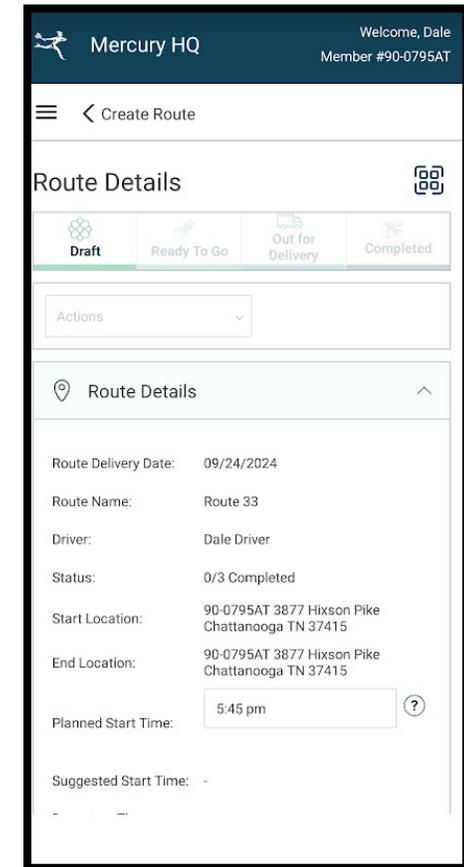
Hit the QR Code icon



Scan orders and optimize route



Created Route View



# Mercury Add-Ons

10/1/24 Feature Release

## QR Codes | Mobile Device

Shops can use their mobile device as an alternate to the handheld scanner.

Open the Mercury HQ Mobile App on your phone

Navigate to Orders

Select the QR Scan Icon 

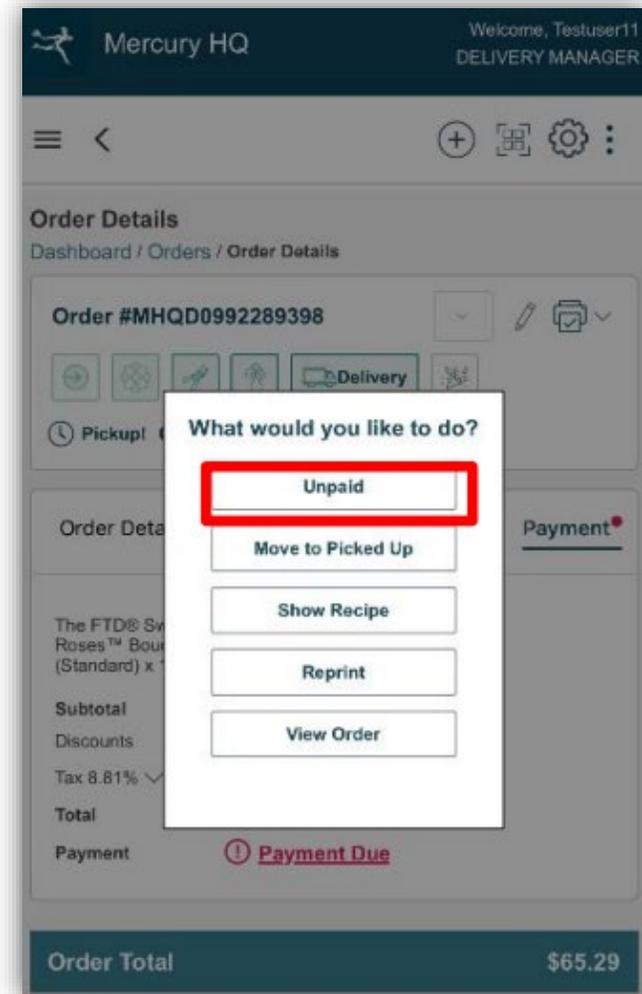
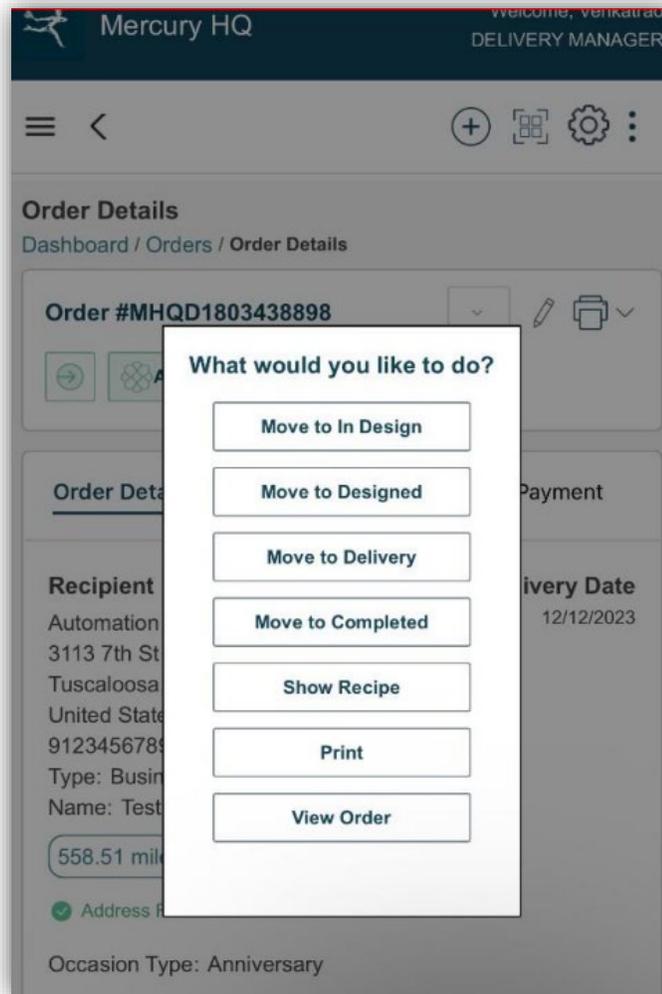
Scan the QR code on your printed items.

Your mobile device will update to display a pop up allowing you to take action on the order.

Order details can be viewed behind the pop up.

Note: Orders marked **pay later** will have an **unpaid** option, directing you to the payment / modify screen.

Printed orders will display a **Reprint** option



# Mercury Add-Ons

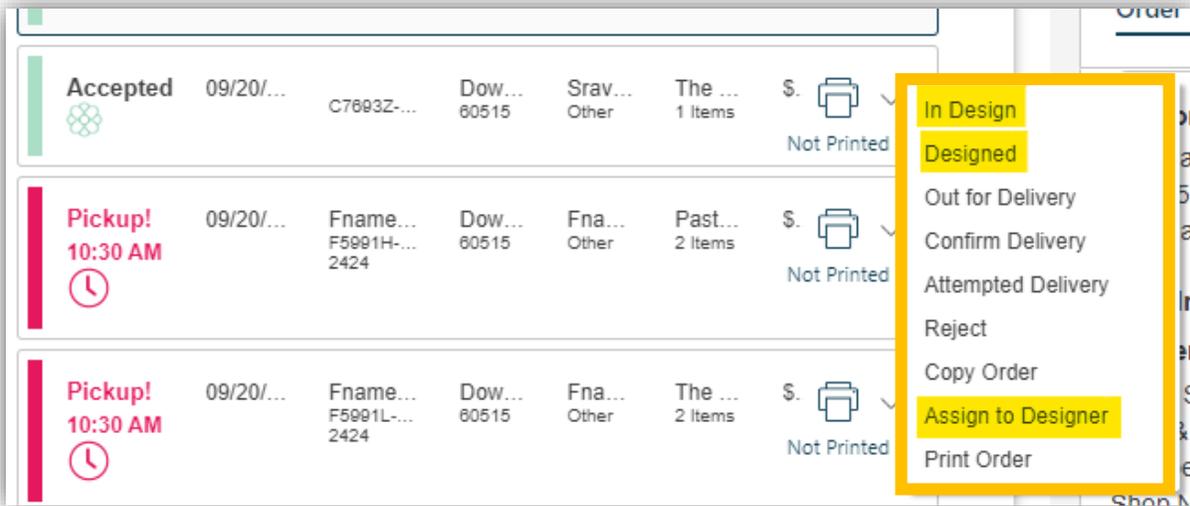
10/1/24 Feature Release

## Design Center

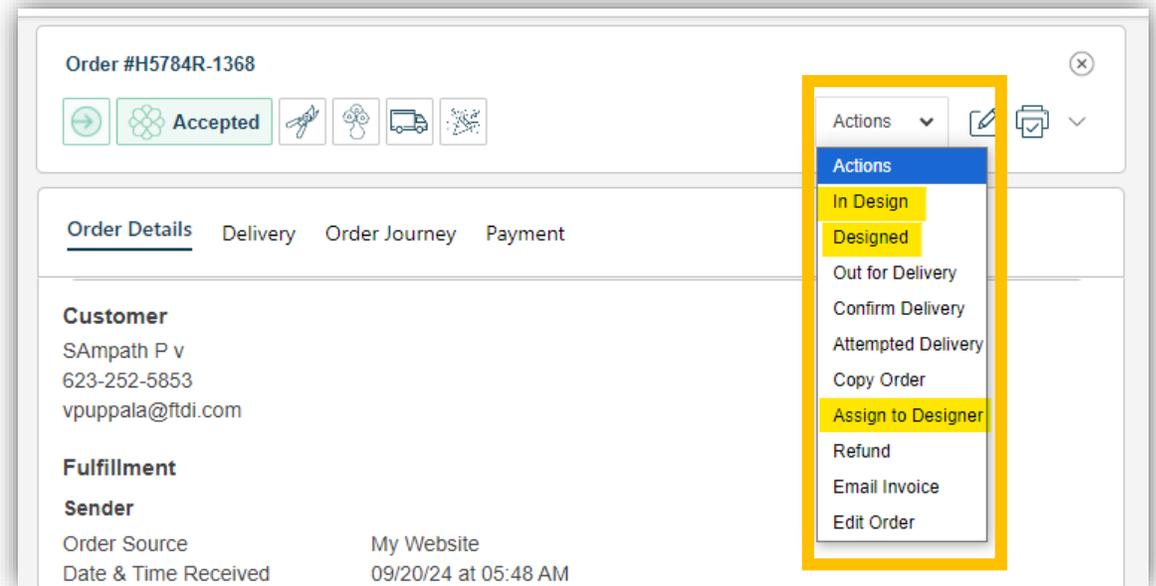
The Design Center is a robust view of all your orders currently In Design or fully Designed. Within this dashboard you can assign and remove orders from specific designers.

From the order view, select the 3-dot icons, you will have additional options to mark the order as **In Design**, **Designed**, or **Assign to Designer**.

Alternately, from the action drop down, the same actions are available.



A screenshot of an order list interface. The list contains three rows of order information. The first row is marked 'Accepted' with a green icon. The second and third rows are marked 'Pickup! 10:30 AM' with a red clock icon. A yellow box highlights a dropdown menu that is open over the first row, showing the following options: 'In Design', 'Designed', 'Out for Delivery', 'Confirm Delivery', 'Attempted Delivery', 'Reject', 'Copy Order', 'Assign to Designer', and 'Print Order'. The 'Assign to Designer' option is highlighted in yellow.



A screenshot of an order summary page for Order #H5784R-1368. The page shows order details, customer information, and fulfillment status. A yellow box highlights an 'Actions' dropdown menu that is open, showing the following options: 'In Design', 'Designed', 'Out for Delivery', 'Confirm Delivery', 'Attempted Delivery', 'Copy Order', 'Assign to Designer', 'Refund', 'Email Invoice', and 'Edit Order'. The 'Assign to Designer' option is highlighted in yellow.

When you select **Assign to Designer** you will be redirected to the bottom of the order summary, allowing you to add in the name of the specific designer.

### Designer

Select Designer

# Mercury Add-Ons

10/1/24 Feature Release

## Design Center

The Design Center is a robust view of all your orders currently In Design or fully Designed. Within this dashboard you can assign and remove orders from specific designers.

**Orders**  
Dashboard / Orders

Search Orders

Showing results from 09/13/2024 to 10/15/2024

Assign to Designer ▼ Select Apply

**Unassigned Orders (119)**

<input checked="" type="checkbox"/>	Accepted	10/15/2024	MOL_FOL NA MHQD1121040AAPOS08021992	Downers Grove, IL 80515	Sravani_FOL_6 Sravani... Other
<input checked="" type="checkbox"/>	Accepted	10/15/2024	MOL_FOL NA MHQD1121040AAPOS08021999	Fort Worth, TX 76119	Sravani_MOL_10 Sravan... Other
<input type="checkbox"/>	Accepted	10/15/2024 OrderType :: Wired Eros Message Id : ...	MOL_FOL NA MHQD1121040AAPOS08021993	MARYVILLE, TN 37801-7660	Sravani_BLN_order_4 Sr... Other
<input type="checkbox"/>	Accepted	10/15/2024	MOL_FOL NA MHQD1121040AAPOS08022000	Newark, NJ 7105	Sravani_MOL_11 Sravan... Office

**Assign to Designer** dropdown menu:  
Select  
standard MOL\_manager  
Venkat Rao

Once orders are selected, you can mass assign to (or remove from) a designer

Select the orders you wish to move using these checkboxes.

Selecting the Shears icon will toggle on and off the Designer Dashboard

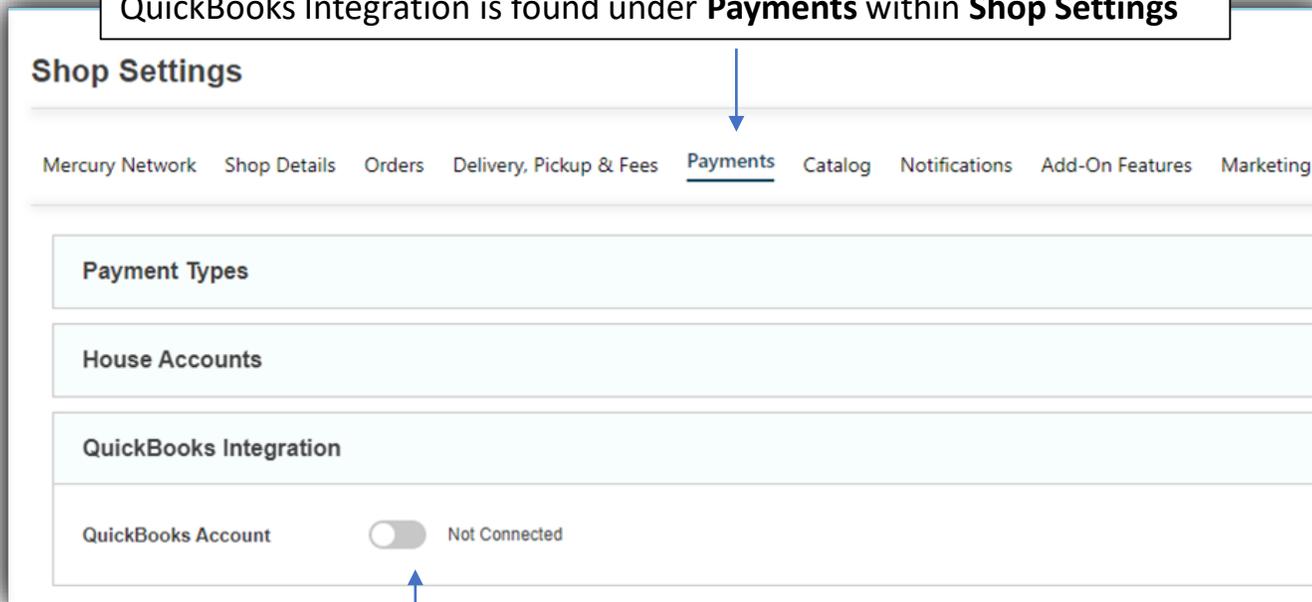
# Mercury Add-Ons

10/1/24 Feature Release

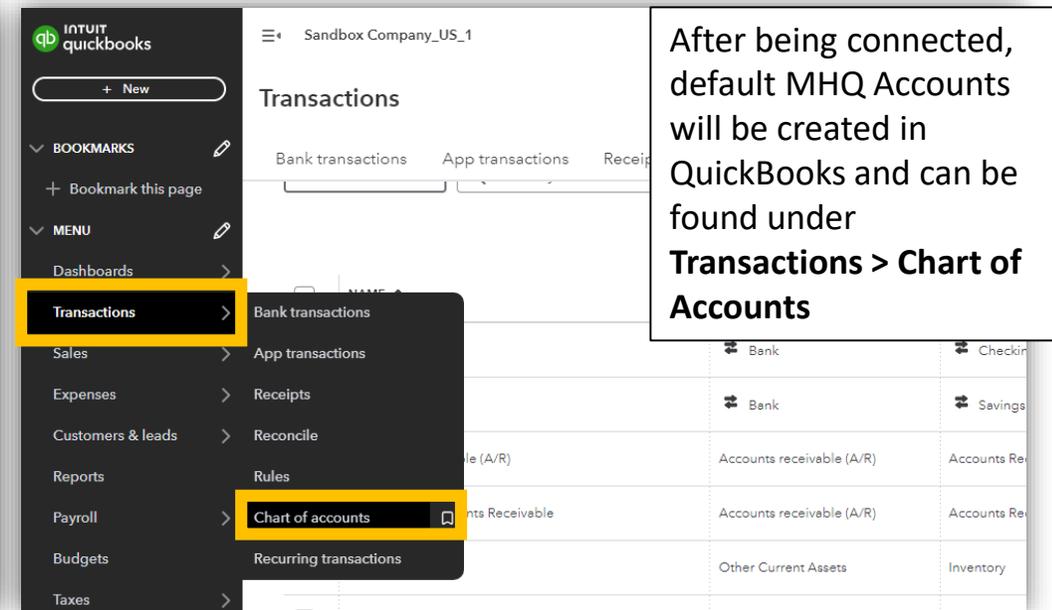
## QuickBooks Integration

QuickBooks can now be integrated directly into Mercury HQ, helping your shop streamline the financials and simplifying the account tasks associated with running your business successfully.

QuickBooks Integration is found under **Payments** within **Shop Settings**



Toggle on QuickBooks. This will take you to your Intuit login page



After being connected, default MHQ Accounts will be created in QuickBooks and can be found under **Transactions > Chart of Accounts**



Thank you!