

# Design Center

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If you have a shop with more than one designer, it is to your advantage to assign designers to products so that you know who is responsible for each item to be produced. Tracking which products have been designed and which haven't is also useful if you are using Mercury Delivery, because you can quickly see which products are ready to be delivered.

FTD Mercury provides the Design Center window to easily assign designers to products and to track the status of each item to be designed. You can also use the Design Center window to sort orders that are in the design phase by delivery zones or by priority, to ensure that the orders that have to be delivered first are designed first.

**NOTE** FTD Mercury allows you to assign products for design to any employee. However, you may wish to designate certain employees as designers in Mercury Administration by assigning them to the Designer job category. For more information, see [Adding Employees](#) on page 6–1.

## Opening the Design Center Window

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**IMPORTANT** Window Access for your role in Mercury Administration must allow you to use the Design Center window.

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**TASK** **To open the Design Center window:**

On the **FTD Mercury Main Menu**, click **Designer**. Alternatively, on the **Tools** menu, click **Designer**. The **Design Center** window opens.

When you open the Design Center window, a search is automatically performed for unassigned orders for delivery on the current date.

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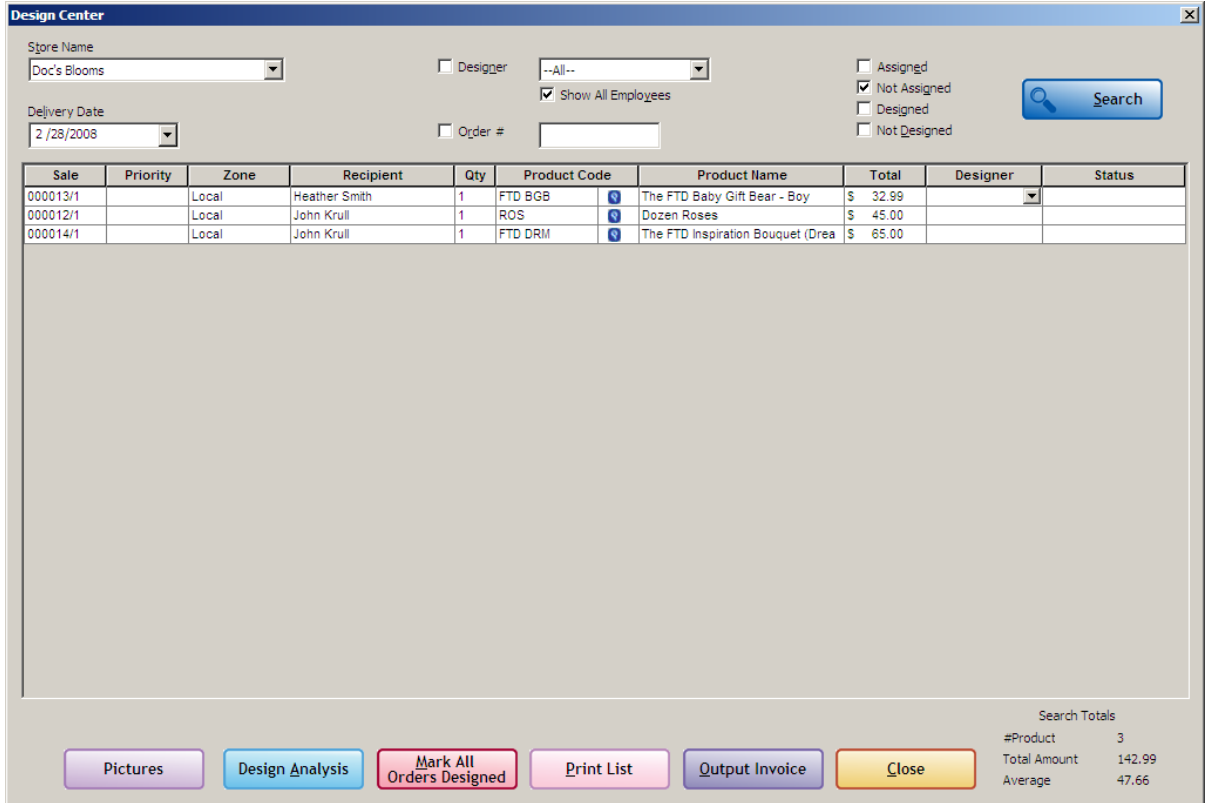
**IMPORTANT** By default, only people with the job functions of Designer or Admin in Mercury Administration have access to the Design Center.

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## Design Center Window

The Design Center window allows you to search for orders in the design phase, assign orders to designers, and mark orders designed.

**Figure 12-1: Design Center Window**



The Design Center window contains the following areas:

### Search Parameters Area

Using the Design Center window, you can search for orders for a store and delivery date, by order number, designer, or the design status of the order item (assigned, not assigned, designed, not designed). When you have finished selecting search parameters, click Search (ALT+S) to list orders that meet the search criteria.

The Search Parameters area contains the following parameters:

**Table 12-1: Design Center Window Search Parameters**

Parameter	Description
<b>Store Name</b>	Select the store to view the products for the store, or if you are a multi-store business, you can select All Stores to search all stores.
<b>Delivery Date</b>	Select the delivery date for orders. By default, the delivery date is the current date.
<b>Designer</b>	Check Designer and select a name from the drop-down list to search for products assigned to a specific employee, or select All in the drop-down list to display products for all employees. When Show All Employees is checked, the drop-down list will contain the names of all employees. Designers are a subset of your employees who are assigned the Job Category of Designer in Mercury Administration. To limit the Designer search to employees designated as designers, uncheck Show All Employees.

**Table 12-1: Design Center Window Search Parameters (cont.)**

Parameter	Description
<b>Order #</b>	Enter the order number, if you want to restrict the results to a specific order. To restrict the results to an individual ticket, enter the order number followed by a slash and the ticket number, for example, 000515/1. You can also use a bar code scanner, if available, to populate the order number field by scanning the bar code on the invoice.
<b>Assigned</b>	Check this option to display products that are assigned and which meet other search criteria, such as store and delivery date.
<b>Not Assigned</b>	Check this option to display products that are not assigned and which meet other search criteria, such as store and delivery date.
<b>Designed</b>	Check this option to display products that have been marked as designed and which meet other search criteria, such as store and delivery date.
<b>Not Designed</b>	Check this option to display products that have not been marked as designed and which meet other search criteria, such as store and delivery date.

## Results List

When the search completes, orders matching your search parameters appear in the results area. Each row in the results list represents a product. Several products may comprise a ticket, and several tickets may comprise a single order, so there may be more than one row in the results area per order. The Sale column contains the order and ticket number so you can see which products and tickets are part of the same order.

**NOTE** Cash and carry, wire out, voided, cancelled, and fees are excluded from searches performed in the Design Center window.

You can sort the orders in the results list by clicking on a column heading. For example, to sort by priority, click the Priority column. You can click the column heading again to toggle ascending and descending order. You can also double-click any product in the list to open the order in Order Entry or Point of Sale, depending on where the order was entered.

The results list contains the following information for each product:

**Table 12-2: Results List**

Column	Description
<b>Sale</b>	The order and ticket number associated with this item.
<b>Priority</b>	The priority code for the order.
<b>Zone</b>	The zone for the order.
<b>Recipient</b>	The order recipient.
<b>Qty</b>	The number of this product to be designed.
	<hr/> <p><b>TIP</b> Pay special attention to the <b>Qty</b> column. Quantity indicates how many of a product are to be produced for a ticket.</p> <hr/>
<b>Product Code</b>	The product code for this item. The small icon next to the product code opens the Product Entry window for this product, allowing you to view product pictures and recipes.
<b>Product Name</b>	The product name.

**Table 12-2: Results List (cont.)**

Column	Description
<b>Total</b>	The total dollar value of the product to be designed. If the quantity is more than 1, the total reflects the product cost multiplied by the quantity.
<b>Designer</b>	If a designer has not been assigned to this order, this column will be blank. You can assign a designer by clicking in this column and selecting the name of the designer from the drop-down list. The list of employees in the drop-down list is based on the Show All Employees checkbox. If Show All Employees is checked, all employees will appear in the drop-down list. If not checked, only designers will appear.
<b>Status</b>	If this order has yet to be designed, this column is blank. If the order has been designed, this column will be Designed.  You can mark the item Designed by selecting Designed from this column. If there are multiple items in the ticket, you can select Mark Order Designed to mark all items assigned to the same designer in the ticket as designed.

### Search Totals

At the bottom right of the window, the Search Totals area displays the number of products displayed in the results list, the total price of all orders in the list, and the average value of a product in the list.

### Buttons

The Design Center window allows you to perform the following actions.

**Table 12-3: Design Center Window Buttons**

Button	Action
<b>Pictures</b>	Highlight a row in the results list and click Pictures to open the Picture Center window where you can take, attach, or remove a design picture.
<b>Design Analysis</b>	Enter store and delivery date parameters, then click Design Analysis (ALT+A) to get a snapshot of the number of not assigned products and designers' workloads for your store(s) and selected delivery date.
<b>Mark All Orders Designed</b>	Using search parameters, such as Designer, Delivery Date, and Assigned, display a list of products in the results list, then click Mark All Orders Designed (ALT+M) to change their status to designed.
<b>Print List</b>	Click Print List (ALT+P) to print the Ticket List.
<b>Output Invoice</b>	Highlight a row in the results list and click Output Invoice (ALT+O) to print the desired form.
<b>Close</b>	Closes the Design Center window.

## Assigning Products to Designers

The first step in assigning designers to products is to locate orders that currently have not been designed and do not have designers assigned. You then assign designers to the products in these orders.

## Searching for Undesigned and Unassigned Orders

You use the Design Center window to search for undesigned and unassigned orders.

### TASK To search for unassigned orders:

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens. The Design Center automatically displays unassigned products for your store for the current delivery date.
- 2 If you are a multi-store shop and want to search for unassigned orders at another store, from the **Store** list, either select the store where the product is being designed, or select **All Stores**.
- 3 If you want to search for unassigned orders for another delivery date, in the **Delivery Date** field, select the delivery date for the orders.
- 4 In the assignment status options, select **Not Assigned** and **Not Designed**. Ensure **Assigned** and **Designed** are cleared.
- 5 Click **Search**.

The results list displays all products for the selected delivery date that are not assigned and not designed. These are the products that you need to assign to your designers.

## Assigning Products to Designers

After you have located unassigned products, you can assign them to designers.

### TASK To assign a product to a designer:

- 1 With the results list displaying unassigned products, click in the Designer column for a product.
- 2 From the list of available designers, select a designer for this item.
- 3 If there are multiple products in the ticket that need to be assigned to designers, you are asked if you want to assign all products to the same designer. Click Yes to assign all products in that ticket to the same designer, or No to only assign the current product.

**NOTE** If other products in the ticket have already been assigned to other designers, selecting Yes will not change the designer. It only assigns currently unassigned items on the ticket to the designer.

# Analyzing Designer Workloads

As you assign products to designers, you will find it helpful to check the designers' workloads so you know who is open for additional assignments and who may have a back log of products to design. You can use the Designer Analysis window to get a snapshot for each employee of the items they have in production (assigned but not marked as designed) and completed (marked as designed). If you want to analyze and change designer assignments, you can search by designer in the Design Center and immediately adjust designer workloads.

## Analyzing Designer Assignments

### TASK To analyze designer assignments

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
- 2 If you are a multi-store shop, from the **Store** list, either select the store where the product is being designed, or select **All Stores**. If you are a single store, this is already set to your store name by default.
- 3 In the **Delivery Date** field, select the delivery date for the orders.
- 4 Click **Design Analysis**. The Designer Analysis window will display.
- 5 Click **Close** to return to the **Design Center** window.

## Searching for Products Assigned to Designers

You can also review products assigned to employees in the Design Center window. Unlike the Designer Analysis window, however, you can use the Design Center window to change designer assignments.

### TASK To search for products assigned to a designer:

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
- 2 In the search criteria area, select a name from the **Designer** drop-down list, to search for products assigned to a specific employee. You can also select **ALL** in the drop-down list to search for products assigned to all employees. When **Show All Employees** is checked, the drop-down list will contain the names of all employees. Designers are a subset of your employees to whom you have assigned the Job Category of Designer in Mercury Administration. To limit the Designer search to the employees whom you have designated as designers, uncheck Show All Employees.
- 3 Ensure the **Assigned** option is selected, and the **Not Assigned** option is cleared.
- 4 If desired, specify whether the orders have been designed or not designed.
- 5 Click **Search**.

The results list displays items assigned to the designer you specified. If you want to reassign the designer, click in the Designer column and select a different designer.

## Designer Analysis Window

The Designer Analysis window opens when you click the Design Analysis button in the Design Center window. The Designer Analysis window summarizes the status of products assigned to employees for design for a given delivery date. The Designer Analysis window uses the date and store(s) that were selected in the Design Center window to show you for each employee how many products are in Production (assigned to a designer but not yet marked Designed), Designed, and the Total Assigned, Amount, and Average amount. The total number of products not assigned displays in red at the top of the screen.

Click Close to return to the Design Center window.

Figure 12-2: Designer Analysis Window

Assigned products for delivery date:03/11/08

**Margie's Flowers**

Total not assigned: 1

Designer	In Production	Designed	Total Assigned	Amount Assigned	Average
Debbi	1	0	1	78.50	78.50
Jay	2	0	2	184.64	92.32
<b>Total:</b>	<b>3</b>	<b>0</b>	<b>3</b>		

Close

## Marking Products Designed

When you finish designing a product, you need to change its status to Designed. Marking a product designed helps you keep track of the work accomplished.

### Marking Items in an Order as Designed

#### TASK

To mark a product as designed:

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
- 2 Enter criteria to locate the product you want to mark designed. You can also use a bar code scanner, if available, to scan an invoice. Scanning the invoice uses the order number to locate the order. Click **Search**.
- 3 Once you locate the product, in the **Status** column, change the status to **Designed**. If there are multiple products associated with the ticket, or multiple tickets in the order, and all are assigned to the same designer, you can select **Mark Order Designed** to mark all of the products in the ticket or order as designed.

### Marking All Orders as Designed

You can also mark all orders that appear in the Design Center results list as designed. This is useful if you are searching for a group of orders which are not currently marked as designed and want to change their status to designed at the same time. For instance, after a very busy design period in your shop, a designer can search for all the products assigned to her and which she has finished

designing. She can then mark all of them as designed so that the delivery driver will know that they are ready.

**TASK** To mark all orders displayed in a designer search as designed:

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
- 2 Enter the criteria for your search. Usually, if you want to mark all items designed, you want to search for all items currently **Not Designed**, perhaps limiting your search to the products assigned to a specific designer. Click **Search**.
- 3 Ensure that all the items in the results list are ones you want to mark designed. Once you are certain, click **Mark All Orders Designed**.
- 4 You are prompted to confirm that you want to mark all orders displayed as designed. Click **Yes**. All products that are currently displayed in the results list are marked as designed.

## Viewing Product Pictures and Recipes

During the design phase, you can easily view the picture and recipe for items that you are designing.

**TASK** To view pictures and recipes of products in design:

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
- 2 Enter criteria to locate the order you are designing. You can also use a bar code scanner, if available, to scan an invoice. Scanning the invoice uses the order number to locate the order. Click **Search**.
- 3 In a ticket in the results list, click the small button in the Product Code column. The Product Entry window for the product opens with a picture of the product and the product recipe. For more information, see [Product Entry Window](#) on page 8-8.

## Attaching Design Pictures to Tickets

You can attach pictures to product tickets in the Design Center window. This is particularly useful if your workflow includes taking a picture prior to marking the product as designed.

**TASK** To take and attach pictures for products you are designing:

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
- 2 Enter criteria to locate the order to which you want to attach a picture. You can also use a bar code scanner, if available, to scan an invoice. Scanning the invoice uses the order number to locate the order. Click **Search**.
- 3 In the results list, select the ticket to which you want to attach a picture.
- 4 Click the **Pictures** button. The Picture Center window opens. If a picture was previously attached to the order, it will appear in the Picture Center.
- 5 In the Attach Pictures area, select Design.
- 6 Browse or take the design picture:
  - » Click Browse to open a window where you can browse to a picture on your computer. If you took the picture with a camera other than the Logitech QuickCam Orbit, this is the option you should use
  - » Click Camera View to use an attached Logitech QuickCam Orbit to take the picture. Picture Center displays the view from the camera. When you have the picture the way you want it, click Take Picture.



- 7 When Picture Center displays the picture you want to attach, click Attach. The Picture's information is displayed in the Attached Pictures area at the bottom of the window.\
- 8 Click Escape to close Picture Center.

The Design picture is now attached to the ticket.

## Printing Invoices

You can print invoices from the Design Center window. This is useful if your workflow requires that you print invoices for tickets that you have designed.

**TASK** To print invoices for tickets that you are designing:

- 1 On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
- 2 Enter criteria to locate the ticket whose invoice you want to print. You can also use a bar code scanner, if available, to scan an invoice. Scanning the invoice uses the order number to locate the order. Click **Search**.
- 3 From the results list, select the ticket whose invoice you want to print.
- 4 Click **Output Invoice**.

