

Adding & Using Funerals in Orders

The Funeral Log in FTD Mercury allows you to enter details about a funeral, such as the name of the recipient, funeral home, and viewing and service date and time. You can then use the funeral details to complete recipient information for orders related to the funeral.

To add funeral information to the Funeral Log:

1. In **Order Entry** or **Point of Sale**, click the **Funeral Log** button. The **Funeral Log** window opens.
2. Click **Add**. The **Add Recipient** window opens.
3. In the **Recipient Name** field, enter the name of the recipient.
4. In the **Funeral** area, enter the date and time for the viewing and the date and time for the service.
5. Enter funeral home information. You can either manually enter it or click the **Facility Search** button to search for the funeral home.
6. If there are any notes, add them to the **Notes** field.
7. Click **Save**. The recipient appears in the **Funeral Log** window.

Once you have entered funeral information, you can use the funerals to populate recipient information when entering orders in Order Entry or Point of Sale.

To use funeral information from the Funeral Log in an order:

1. In **Order Entry** or **Point of Sale**, click the **Funeral Log** button. The **Funeral Log** window opens, displaying funerals for the current and future dates.
2. If the recipient is not displayed, enter search parameters to locate the recipient and click **Search**.
3. From the list of funerals, double-click the funeral. The **Funeral Log** window closes and information about the funeral is automatically inserted into the **Recipient** area of the **Order Entry** or **Point of Sale** window.



Adding & Using Funerals in Orders

Funeral Log

Search Parameters

Recipient Name Facility Name

Start Date: 4/2/2008 City/State:

Recipient Name	Facility Name	Address	City	State	Zip	Phone
Average Person	HOLLOWELL & JAMES HOMES	307 Fish St	DOVERBROOK	ILLINOIS	60510	(630)984-4000
Jack Smith	TOON FUNERAL HOME	4002 Main St	DOVERBROOK	ILLINOIS	60510	(630)984-9400
John Adams	ADAMS, PRATERFIELD & SULLIVAN	4043 Main St	DOVERBROOK	ILLINOIS	60510	(630)984-1000
Wesley Johnson	BLAKE, CAMP, PLAMBEK HOMES	8015 JACKSON AVE	LAKE	ILLINOIS	60450	(630)984-4300
Max McComb	HAMES FUNERAL HOME	300 W LAKE ST	JACKSON	ILLINOIS	60203	(630)635-8800
Chris Hillinger	HANERHOFF HULTGREN FUNERAL H	304 N Main St	WHEATON	ILLINOIS	60187	(630)669-0027

Details

Funeral

Viewing Date: Wednesday, April 02, 2008 Viewing Time: 03:00 PM

Service Date: Thursday, April 03, 2008 Service Time: 11:00 AM

Notes: We are doing the casket spray for this funeral.

Selecting the recipient from the Funeral Log populates the Recipient information in Order Entry or Point of Sale.

Use the Add Recipient window to enter details about a funeral.

Add Recipient

Recipient Name: Sonja Hillinger Facility Name: HANERHOFF HULTGREN FUNERAL I

Address: 304 N Main St City/State: WHEATON IL (ILLINOIS)

Postal Code: 60187 Phone: (630)669-0027

Funeral

Viewing Date: 4/2/2008 Viewing Time: 03:00 PM

Service Date: 4/3/2008 Service Time: 11:00 AM

Notes: We are doing the casket spray for this funeral.

