Searching for Florists

When you create a wire out order to be transmitted over the Mercury Network, you need to select a florist to fill the order. You can perform a Florist Search while you are entering an order (in Order Entry or Point of Sale) or from the FTD Mercury Main Menu.

To search for a florist:

1. On the **FTD Mercury Main Menu**, in the **Search** area, click **Florist**. Alternatively, if you are in **Order Entry** or **Point of Sale**, you can click the **Search** button (**…**) in the **Florist** area (you must either have a wire out zone selected or have clicked the **Phoned In** option to enable the Florist area). The **Florist Search** window opens.

2. Enter your search criteria. You must at least search by **City/State**, **Zip**, **Member Code**, **Phone**, **Florist Name**, or **Owner's Name**. If you enter multiple search parameters, only florists who match all parameters will be displayed.

3. Click **Search**. Florists who match your search parameter(s) are displayed in the results list.

4. Highlight a florist to view detailed information, such as florist location, special listing information, and pricing. You can also click on a banner ad at the bottom of the screen or on a paid placement ad at the right side of the screen to jump to that florist and view detailed information.

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In the Search Parameters area, enter the criteria you are using to locate the florist.

Florists matching your search criteria appear in the results list. Florists who have purchased red ink in the printed Florist Directory have red text; florists who appear in the Sunday Supplement are highlighted in light green. If you want to see a legend for Florist Search, press F1 to display online help.

If you click on a banner ad or a paid placement ad, FTD Mercury highlights the corresponding florist in the results list.

Information about the selected florist is displayed below the results list, including the florist's location, pricing information and special listings.

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