

# Assigning Products to Designers

If you have a shop with more than one designer, you can assign designers to products using the Design Center window. Once products have been designed, you can use Design Center to mark the orders as designed.

## To assign products to designers:

1. On the **FTD Mercury Main Menu**, click **Designer**. The **Design Center** window opens.
2. Enter search criteria to list tickets that have not been designed.
  - » From the **Store Name** list, either select the store where the product is being designed, or select **All Stores**.
  - » In the **Delivery Date** field, enter the delivery date for the orders.
  - » In the assignment status options, select **Not Assigned** and **Not Delivered**. Ensure **Assigned** and **Delivered** are cleared.
3. Click **Search**. The results list displays the products that you need to assign to your designers. Each row represents a product. A ticket may include several products, and a single order may have more than one ticket, so there may be more than one row in the results area per order.
4. In the **Designer** column, from the list of available designers, select a designer for this item. If there are multiple products in the ticket that need to be assigned to designers, you are given the option to assign all products to the same designer.
5. When the product is designed, click in the **Status** column and mark the product as **Designed**. If there were multiple products in the order, you are given the option to mark all products for that order designed. Additionally, you can mark all orders currently displayed in the **Design Center** as designed by clicking **Mark All Orders Designed**.



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Use the Design Center to manage designer assignments and mark products as designed.

In the Design Center, click Design Analysis to view a snapshot of designer assignments.

