

eFlorist by teleflora. RELEASE NOTES
Ver. 26.2

Release Notes



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ENHANCEMENTS

Online Bill Pay

eFlorist Point of Sale now allows customers to pay their House Account balances online through your shop's Teleflora eFlorist website!

Online Payment Entry

After logging into their online accounts, customers' account balances display at the top of the page. Payment entry is accessible using the **Pay Your Bill** link or by selecting **Billing** from the navigation menu on the left.



Figure 1: eFlorist Customer Account

When entering payments, the current account balance is applied to the **Payment Amount** field by default. Customers may edit the payment amount or expand the **Pay By Invoice** section and select which outstanding invoice(s) to pay.

After entering payment amount details, select the appropriate **Payment Type** using the drop-down menu.



When selecting invoices, the Payment Amount recalculates automatically for the total amount of selected invoices; if no invoices are selected, payments apply to invoices and debits in order from oldest to newest.

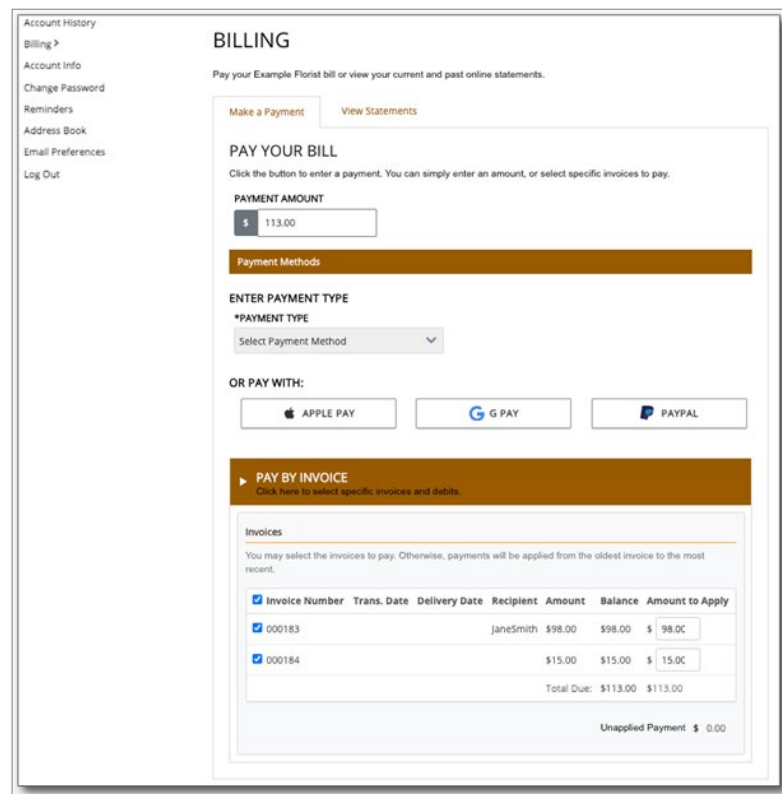


Figure 2: Payment Entry

When using Credit / Debit Card payments, click **Complete Payment** to submit the payment. Apple Pay, Google Pay, Paypal and Paze payments do not require this option to complete. Customers are redirected to the **Account Information** page upon successful payment completion.

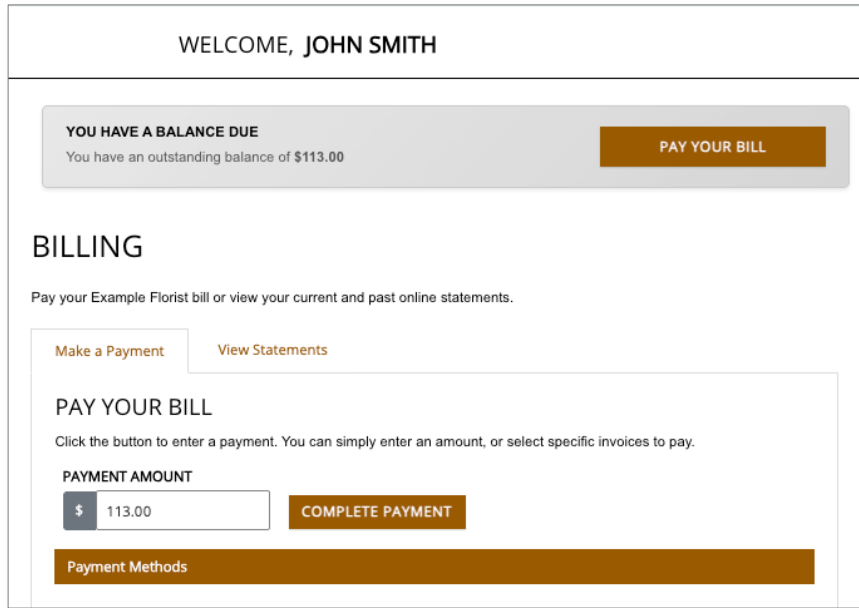


Figure 3: Complete Payment

Viewing Statements

The **View Statements** tab displays the customer's statement history, where they may view and print statements from previous billing cycles.

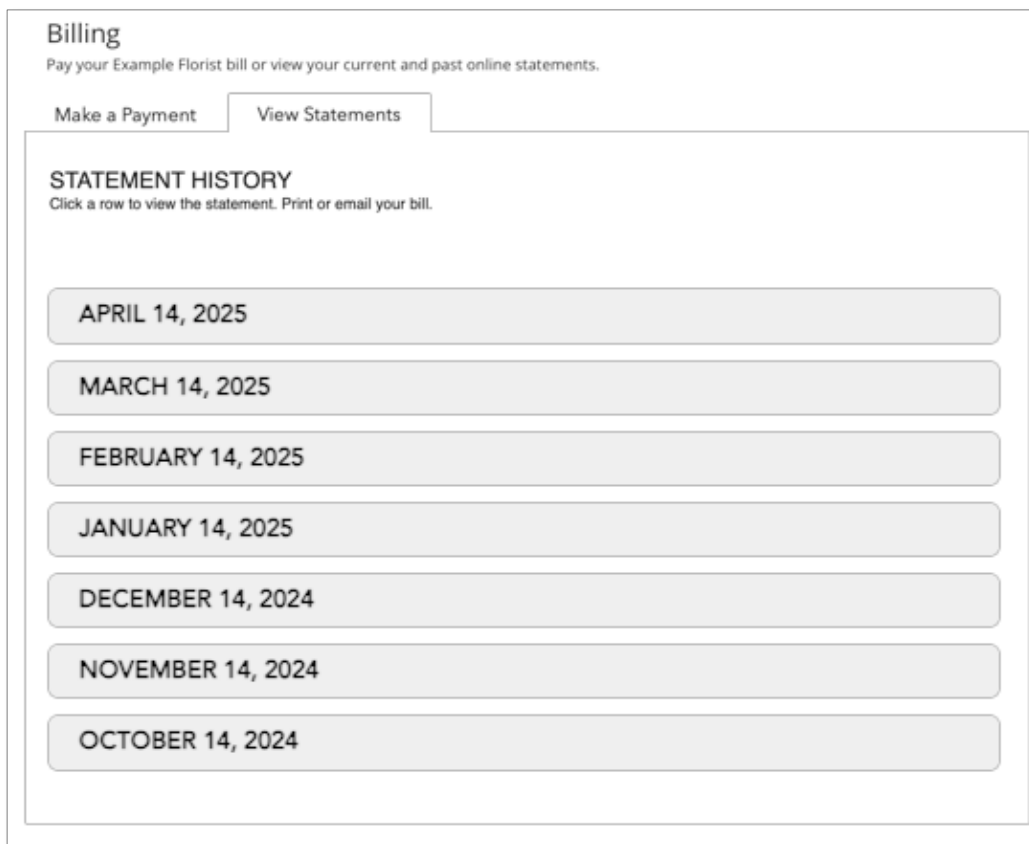


Figure 4: View Statements



Account History

The Order History page of eFlorist Customer Accounts has been changed to **Account History**. This enhanced page displays customer transaction history including orders, payments, debits and credits.

Displayed orders include previews of associated products, along with a **View Details** link to provide a detailed view of order information. Account Payments display the last 4 digits of payment cards used to process the associated payment.

Drop Ship Delivery

Drop Ship delivery has been added to available delivery methods for local delivery orders!

Adding Drop Ship Methods

Drop Ship methods must be configured through **Drop Shipping Setup**, available through **Delivery** section of the **More** menu at the top of the screen.

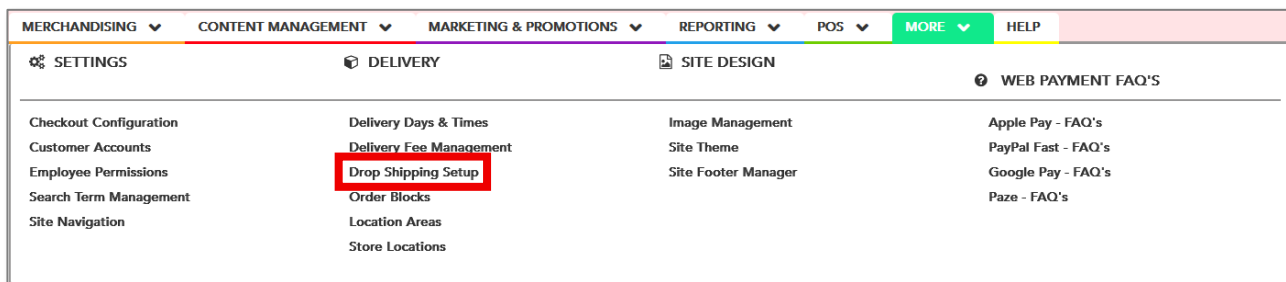


Figure 5: More Menu

The **Drop Ship Setup** page displays.

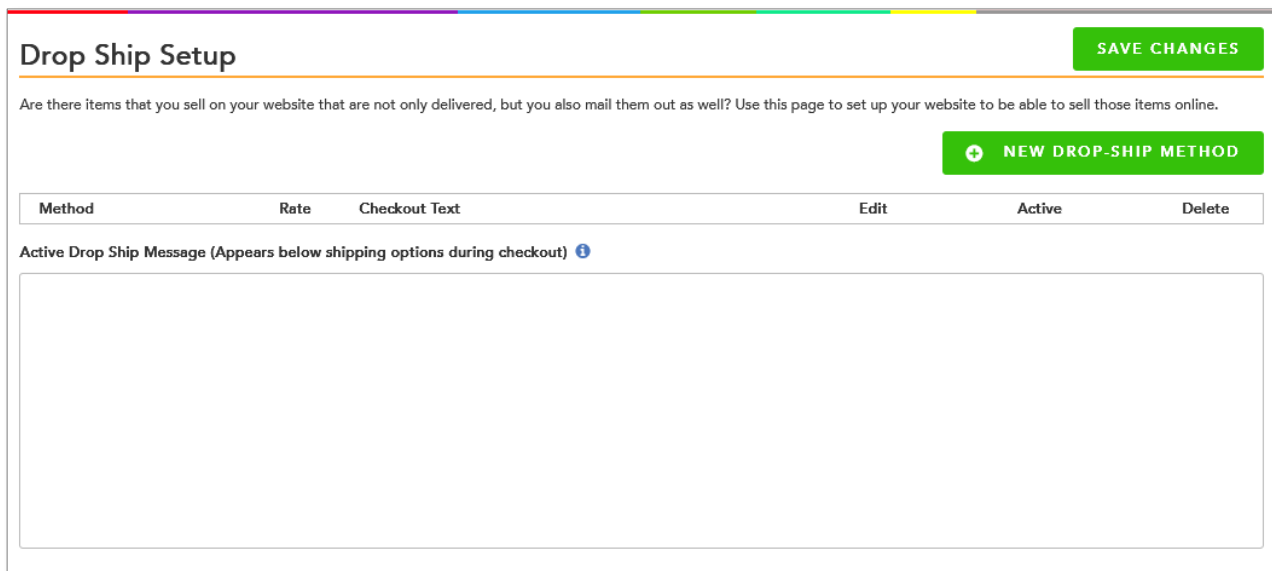


Figure 6: Drop Ship Setup

To add a new drop-ship method, click the **New Drop-Ship Method** button. Complete the **Add new Drop-Ship Method** form, then click **Save**.

Add New Drop-Ship Method CANCEL + SAVE

You can configure your shipping method from this page. You can specify price, where it can be delivered, and how long it will take for delivery.

Create Drop-Ship Method

Drop Ship Service Type: Ground Delivery | Min Days For Delivery: 0 | Standard Delivery Fee: \$ 0.00

Delivery to Alaska: ON | Delivery to Hawaii: ON | Checkout Text:

Comments:

Figure 7: Add New Drop-Ship Method

Configured drop-ship methods display on the Drop Ship Setup page. From here, methods may be **Edited**, assigned an **Active** status or **Deleted**.

Drop Ship Setup SAVE CHANGES

Are there items that you sell on your website that are not only delivered, but you also mail them out as well? Use this page to set up your website to be able to sell those items online.

+ NEW DROP-SHIP METHOD

Method	Rate	Checkout Text	Edit	Active	Delete
Ground Delivery	\$15.00	Ground Delivery Service		<input checked="" type="checkbox"/> ON	

Active Drop Ship Message (Appears below shipping options during checkout) ?

Figure 8: Drop-Ship Setup w/ Methods

Drop Ship Products

Once drop-shipping methods have been configured, products may be assigned the Drop Ship **Delivery Type** in product management.



Customers are unable to change shipping methods for drop-ship products when placing orders online.

To configure drop ship products:

- 1) Access Product Management by opening the **Settings** menu and selecting **Products**.
- 2) Search for the appropriate **Product** and click **Edit**.
- 3) Select **Drop Ship** using the **Delivery Type** drop-down menu.



*Currently configured drop-shipping methods are displayed in the Drop Shipping Methods section. This section allows configuration of **Override Fees** for products with unique drop-shipping fees.*

*Enter the product's drop-shipping fee amount into the **Override Fee** field. Enable or disable configured override fees using the **Status** toggle.*

- 4) Click **Save** once complete.

The screenshot shows the 'Edit Product' interface. At the top, there are buttons for DELETE, COPY, CANCEL, and SAVE. Below this is a header 'Edit Product' and a sub-header 'Here you can edit products for your site. This page will allow you to change all of the details for each individual product.' The main content is divided into sections: 'Product Details' and 'Drop Shipping Methods'. The 'Product Details' section includes fields for Name (Silk Arrangement), Item Number (SLK), Delivery Type (Drop ship), Active (ON), Product Type (Flower Arrangement), and Temporarily Unavailable (OFF). The 'Drop Shipping Methods' section is a table with columns for Drop Shipping Method, Default Fee, Override Fee, and Status.

Drop Shipping Method	Default Fee	Override Fee	Status
3rd Day Delivery	\$7.77	\$ 222.22	ON
Ground Delivery	\$23.99	\$ 0.00	ON
2nd Day Delivery	\$27.99	\$ 0.00	ON
Overnight Express	\$49.99	\$ 0.00	ON
Saturday Delivery	\$59.99	\$ 0.00	ON
Future Delivery Date	\$39.99	\$ 0.00	ON
3rd Day Delivery	\$0.00	\$ 0.00	ON
Overnight Express	\$49.99	\$ 0.00	ON
Ground Delivery	\$29.99	\$ 0.00	ON
Future Delivery Date	\$19.99	\$ 0.00	ON

Figure 9: Edit Product



Drop Ship Delivery Selection

Drop Ship delivery methods are available during order entry by selecting the Drop Ship **Delivery Method**. Once selected, select the specific drop-ship method using the **Service Type** drop-down menu.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Figure 10: Order Entry - Delivery & Design



Separate orders should be entered when accepting orders for multiple drop-ship specific products.

Related Changes

The following additional changes have been made to accommodate drop shipping:

- **Delivery Report filters now include the Drop Ship Orders delivery type.**
- **Special instructions now include “Drop Ship service selected” for appropriate orders.**
- **Drop shipping order receipts indicate the Drop Ship Date.**

OTHER CHANGES

- ❖ **The Previous Recipient menu now closes automatically upon selecting an action, such as Copy Recipient or Duplicate Order.**
- ❖ **A preview button has been added to the Card Message field to preview final appearance of supertickets when printed.**
- ❖ **Account payment entry now supports multiple cards on file.**
- ❖ **Quickly select Delivery Map Zones for editing by clicking their corresponding zone color from the zone list.**
- ❖ **Superticket editing now includes formatting and customization tools for Miscellaneous Information.**