

MEMBER BUSINESS
SOLUTIONS



Agency Preferred Pickup Days & Hours

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Purpose of this document

This document explains how to use the Agency Preferred Pickup Days & Hours functionality in Ceres.

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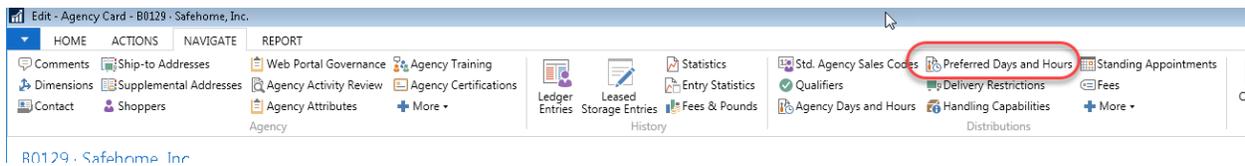
Purpose

The Preferred Pickup Days & Hours functionality provides for the specification of the days of the week and their associated hours for which an Agency prefers pickups to occur. This can differ from the Agency Days and Hours of operation.

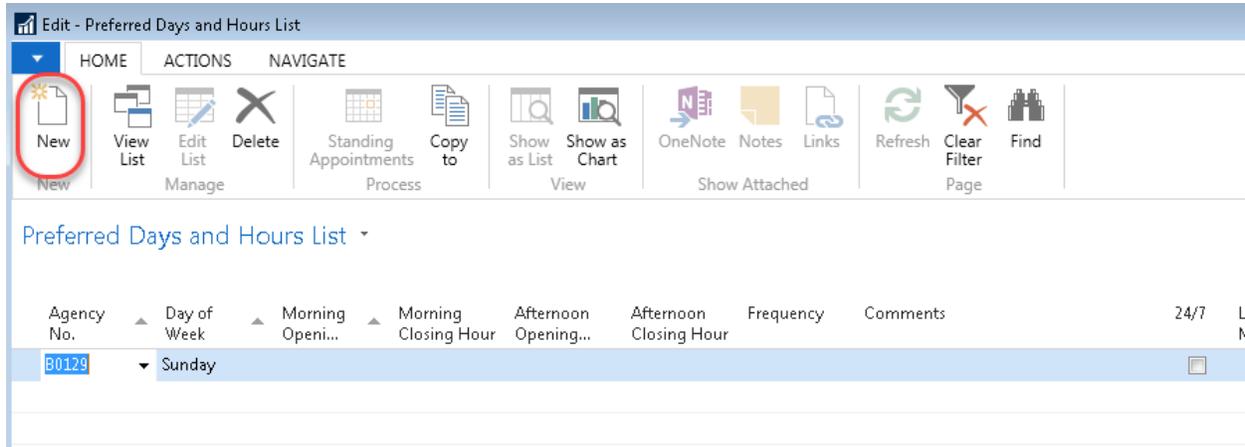
Ceres object release 4.01.79 is required for some of functionality described in this document.

Setting up and Editing Preferred Pickup Days & Hours

1. The setup of Preferred Pickup Days & Hours begins with the specification of preferred hours. To display the setup page navigate on an Agency Page → Navigate → Preferred Pickup Days & Hours.



2. The Preferred Pickup Days & Hours list page will display in the view mode. If days and hours have not yet been specified for this Agency the list will be empty as shown below.



3. To specify Days and hours, click the **New** action. The Preferred Pickup Days & Hours card page will be displayed in the Insert mode. Specify the preferred pickup time opening and closing hours for any and all days as applicable to this Agency. Enter the Frequency by specifying a valid value from the table of user-defined frequency codes.

Edit - Preferred Days and Hours List

HOME ACTIONS NAVIGATE

New View List Edit List Delete Standing Appointments Copy to Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Preferred Days and Hours List

Agency No.	Day of Week	Morning Openi...	Morning Closing Hour	Afternoon Opening...	Afternoon Closing Hour	Frequency	Comments
B0129	Monday	9:00:00 AM	11:00:00 AM			2 WEEKS	
B0129	Wednesday	9:00:00 AM	11:00:00 AM			2 WEEKS	
B0129	Friday	9:00:00 AM	1:00:00 PM	2:00:00 PM	4:00:00 PM	2 WEEKS	

- Once you are satisfied with the established days and hours, click the OK button to close the page.

Related Topics:

- Agency Order Overview
- Appian Overview & Integration
- Roadnet Agency Pickups
- Agency Days and Hours