# MEMBER BUSINESS FEEDING SOLUTIONS AMERICA



## **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.

🚮 Edit - Agency Card - B0129 - Safehome, Inc.								
<ul> <li>HOME ACTIONS NAV.</li> </ul>	IGATE REPORT							
Comments Ship-to Addresses Dimensions Supplemental Add Contact Shoppers	s 🖹 Web Portal Governance 🏠 Agency Training dresses 🕅 Agency Activity Review 🗈 Agency Certifications 🖹 Agency Attributes 🕂 More +	Ledger Leased Entries Storage Entries	Image: Std. Agency Sales Codes       Image: Perferred Days and Hours       Image: Std. Agency Days and Hours         Image: Open content of the std. Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours         Image: Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours         Image: Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours         Image: Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours         Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days and Hours       Image: Std. Agency Days         Image: Std. Agency Days and Hours       Image: Std. Agency Days       Image: Std. Agency Days       Image: Std. Agency Days         Image: Std. Agency Days       Image: Std. Agency Days       Image: Std. Agency Days       Image: Std. Agency Days         Image: Std. Agency Days       Image: Std. Agency Days       Image: Std. Agency Days       Image: Std. Agency Days         Image: Std. Agency Days       Image: Std. Agency Days       Image: Std. Agency Days       Image: Std. Agency Days         Image: Std. Agency Days       Image: Std. Agency Days       Imagency Days       Imagency Days <td>ts C</td>	ts C				
	Agency	History	Distributions					
80129 · Safehome Inc								

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.

🚮 Edit - Preferred Days and Hours List								
HOME ACTIONS NAVIGATE								
New View	Edit     Delete     Standing     Copy     Show Show as     OneNote     Notes     Links     Refresh     Clear     Find							
List	List Appointments to as List Chart Filter Manage Process View Show Attached Page							
Preferred Days and Hours List •								
Agency 🔺 No.	Day of Morning Morning Afternoon Afternoon Frequency Comments Week Openi Closing Hour Opening Closing Hour	24/7 L №						
80129 -	• Sunday							

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											
X New		/iew List	Edit List	X Delet	e Standin Appointm	g Copy ents to	Show Show as List	as OneNote	Notes Links	Refresh Clear Filter	Find
New			Manage		Pro	ocess	View	Shov	/ Attached	Page	
Preferred Days and Hours List -											
Ag No	ency	-	Day of Week		Morning 🔺	Morning Closing Hour	Afternoon Opening	Afternoon Closing Hour	Frequency	Comments	
B01	29		Monday		9:00:00 AM	11:00:00 AM			2 WEEKS 🚽 👻		
B01	29		Wednesd	lay	9:00:00 AM	11:00:00 AM			2 WEEKS		
B01	29		Friday		9:00:00 AM	1:00:00 PM	2:00:00 PM	4:00:00 PM	2 WEEKS		

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

## **Related Topics:**

- 1. Agency Order Overview
- 2. Appian Overview & Integration
- 3. Roadnet Agency Pickups
- 4. Agency Days and Hours