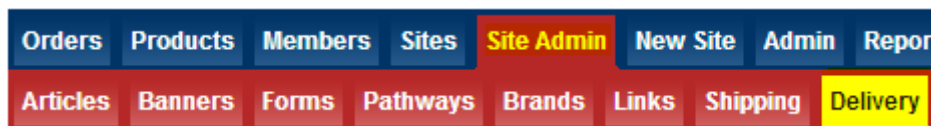# Adding a delivery profile

Etail Systems Tip Sheet

Objective: To add a new delivery profile & edit the delivery weeks' profiles.

The following tells you how to achieve this;-

Delivery profiles are handy for many reasons – bank holidays, if the business closes on certain days or even to cap the amount of orders you can deliver on a specific day. Detailed below is how to do this:

Creating a delivery profile

You'll need to go to Site Admin > Delivery

You then see this screen. Select the 'Shipping Zone' you want, & then click 'Delivery Profiles'.

NB: If your screen doesn't have a start, end & lead times input, please ask us for assistance.

You'll then see the screen below:

Adding a delivery profile

To add a new profile, type the name in the box on the bottom right & click 'Add Profile'.

This screen is where you set your delivery profiles up (the weeks of the year will come on the next screen).

See the options below to find out what numbers to put in each box:

No deliveries on that day: put a '0' in the box.

Unlimited deliveries on that day: leave the box blank.

Specific amount of deliveries on that day: enter the number in the box.

e.g. for unlimited delivery on a Thursday only, it'd look like this:

Profile	Start	End	Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Thursday only										
	08:00	17:00	0	0	0	0		0	0	♻

Don't forget to click the green 'update' button to save your changes.

Once you've sorted out your different delivery profile options, you can now go onto the delivery weeks.

Selecting a delivery profile for a specific week

To progress to the week select screen, click 'Delivery Weeks'.

Shipping Zone
Select Zone: UK Mainland

Delivery Capacity Profiles   Delivery Weeks

Profile	Start	End	Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Thursday only										
	08:00	17:00	0	0	0	0		0	0	♻
No Thursday										
	08:00	17:00	0	0	0	0	0	0	0	♻

You'll then see this screen:

Shipping Zone
Shipping Zone: UK Mainland

Weekly Delivery Profiles

Week Commencing	Week No	Profile	
30/12/2012	1	Default	♻
06/01/2013	2	Default	♻
13/01/2013	3	Default	♻
20/01/2013	4	Default	♻
27/01/2013	5	Default	♻
03/02/2013	6	Default	♻
10/02/2013	7	Default	♻
17/02/2013	8	Default	♻
24/02/2013	9	Default	♻
03/03/2013	10	Default	♻

The dates start from a Sunday – all you need to do to put a specific profile against a delivery week is select it from the dropdown & click the 'update' button.

If you need any help with this feature, please call 0844 482 0908 or email support@etailsystems.com