

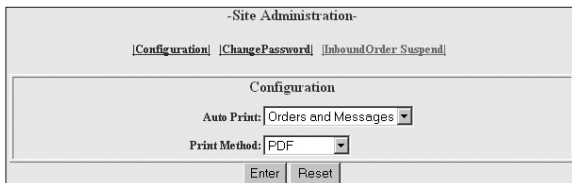
How To Self Suspend

You have the ability to self-suspend your incoming BloomLink orders. Just log into BloomLink and go to the **Admin Tab**. Next, just follow the easy steps below.



To begin: Log into BloomLink at www.bloomlink.net as administrator using your User Name & Password (this is the same process used to View Statements). Once you are logged in:

- Click the **Admin Tab**
- Click **Inbound Order Suspend**
- Click add **New Record** (See Below)



NOTE: Any previously set suspensions that are still active will be displayed here. If it says "no records" there are no currently active suspend dates in effect.

Clicking Add New Record will bring up the New Suspend Date Range Entry screen. Here, you have to type in the start date of your suspension, the end date of your suspension and your name.

NOTE: You will resume receiving orders on the day **AFTER** the end date. The suspend dates will lift automatically once the end date has passed.

The screenshot shows the "New Suspend Date Range Entry" form. It has three input fields: "Start Date", "End Date", and "Name Of Person Entering Record". Below the "Start Date" and "End Date" fields, there are small text labels: "(MM-dd-yyyy)" and "(MM-dd-yyyy)". Below the form, there's a "WARNING !" section with the text: "Adding a new suspend record on this screen will prevent your shop from receiving orders to be delivered within the date range entered. (This includes the End Date.)". At the bottom, there are "Submit" and "Cancel" buttons.

Once the required information has been entered, click **Submit**. The suspend dates have now been set.

NOTE: You must continue to check your system for 90 minutes after setting the suspend dates in case any orders are already on their way.