

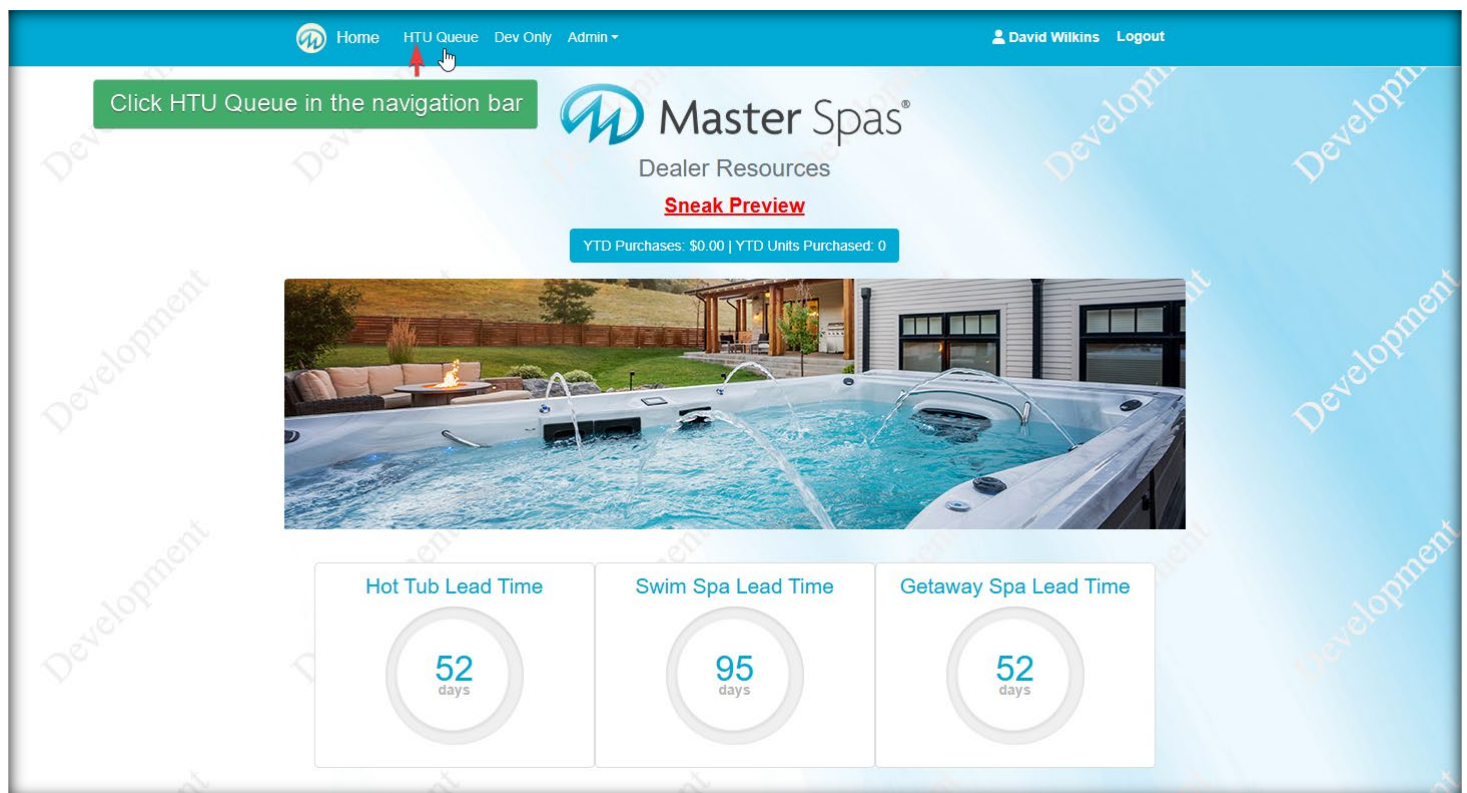
Dealer HTU Deliveries

This guide is to help navigate the new HTU Order Queue, and covers the steps needed to prepare an order for delivery to the customer.

HTU Queue – Delivery Preparation

- Log into the (new) Dealer Portal as normal.
- At the top in the navigation bar is a new link titled **HTU Queue**
- Click the link, and follow the instructions in the images below

STEP 1



CONTINUED ON NEXT PAGE

STEP 2

HomeHTU QueueDev OnlyAdmin

David WilkinsLogout

View Orders by Status

Orders Not Delivered

Change 'View Orders by Status' to 'Orders Not Delivered' If not already set

HTU Order Queue

Search...

Create Delivery	Order	Customer	Delivery Address	Contact Info	Receiving Address	Delivery Fee
Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

STEP 3

HomeHTU QueueDev OnlyAdmin

David WilkinsLogout

View Orders by Status

Orders Not Delivered

After receiving the order at your warehouse, click 'Mark as Received'

HTU Order Queue

Search...

Create Delivery	Order	Customer	Delivery Address	Contact Info	Receiving Address	Delivery Fee
Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

CONTINUED ON NEXT PAGE

STEP 4

HomeHTU QueueDev OnlyAdmin

David WilkinsLogout

View Orders by Status

Orders Not Delivered

HTU Order Queue

Create Delivery

Order

Customer

Delivery Address

Contact Info

Receiving Address

Delivery Fee

Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

STEP 5

HomeHTU QueueDev OnlyAdmin

David WilkinsLogout

View Orders by Status

Orders Not Delivered

HTU Order Queue

Create Delivery

Order

Customer

Delivery Address

Contact Info

Receiving Address

Delivery Fee

Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

CONTINUED ON NEXT PAGE

STEP 6

Home

HTU Queue

Dev Only

Admin

David Wilkins

Logout

Awaiting Serial Number will show if this order has been assigned to your queue, but is not ready to ship yet.

View Orders by Status

Orders Not Delivered

HTU Order Queue

Create Delivery

Order

Customer

Delivery Address

Contact Info

Receiving Address

Delivery Fee

Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

STEP 7

Home

HTU Queue

Dev Only

Admin

David Wilkins

Logout

View Orders by Status

Orders Not Delivered

HTU Order Queue

Create Delivery

Order

Customer

Delivery Address

Contact Info

Receiving Address

Delivery Fee

Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

Awaiting Serial Number

Delivery Confirmation Links cannot be created until a Serial Number is assigned.

OK

CONTINUED ON NEXT PAGE

STEP 8

Home
HTU Queue
Dev Only
Admin

David Wilkins
Logout

'Create Delivery Link' button will be shown once an order has been assigned a Serial Number

View Orders by Status
Orders Not Delivered

Click 'Create Delivery Link' to create a unique URL that will take you to the 'Delivery Confirmation Form' that is unique to this order. This URL should be given to the personnel responsible for the Order Delivery to the customer

HTU Order Queue

Create Delivery	Order	Customer	Delivery Address	Contact Info	Receiving Address	Delivery Fee
Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

STEP 9

Home
HTU Queue
Dev Only
Admin

David Wilkins
Logout

View Orders by Status
Orders Not Delivered

A confirmation message will show with the URL.

HTU Order Queue

Create Delivery	Order	Customer	Delivery Address	Contact Info	Receiving Address	Delivery Fee
Create New Link Visit Confirmation Link	MASTERSPA Order # H000005 Serial # 2418851	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	Initial Fee \$0.00 After Delivery \$0.00
Create Delivery Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

✓

Success

Delivery Confirmation link created

[DeliveryForm?orderId=XJ5doHrPdU-4Ve2heuAjmQ](#)

OK

CONTINUED ON NEXT PAGE

STEP 10

Home HTU Queue Dev Only Admin ▾ David Wilkins Logout

The Delivery Confirmation Link will be added underneath the button

View Orders by Status

Orders Not Delivered ▾

The 'Create New Link' button can be used to generate a new unique URL, if needed. This will also automatically deactivate the old URL

HTU Order Queue

Search...

Create Delivery	Order	Customer	Delivery Address	Contact Info	Receiving Address	Delivery Fee
Visit Confirmation Link	H000005 Serial # 2418851	MS Customer Id 14-H000003	Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	MASTERSPA Order # H000006 Serial #	EXAMPLE_NAME MS Customer Id 14-H000004	EXAMPLE_ADDRESS Atlanta, GA 30341 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/18/2025	Initial Fee \$0.00 After Delivery \$0.00
Create New Link	INSTINCT Order # I000034 Serial # 2500034	EXAMPLE_NAME MS Customer Id 16-I000033	EXAMPLE_ADDRESS Iowa City, IA 52245 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00
Awaiting Serial Number	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

STEP 11 (LAST)

Home HTU Queue Dev Only Admin ▾ David Wilkins Logout

View Orders by Status

Not Delivered ▾

Right Clicking on 'Visit Confirmation Link' will let you copy the links URL address. You can then paste it into a message to share as needed.

HTU Order Queue

Search...

Create Delivery	Order	Customer	Delivery Address	Contact Info	Receiving Address	Delivery Fee
Create New Link	MASTERSPA Order # H000005 Serial #	EXAMPLE_NAME MS Customer Id 14-H000003	EXAMPLE_ADDRESS Fort Worth, TX 76123 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Received: 02/17/2025	Initial Fee \$0.00 After Delivery \$0.00
Visit Confirmation Link						
Awaiting Serial Number						
Create New Link	INSTINCT Order # I000035 Serial #	EXAMPLE_NAME MS Customer Id 16-I000034	EXAMPLE_ADDRESS Bethesda, MD 20817 USA	Phone #: 999-999-9999 Email: Customer@Email	ADDRESS CITY, ST 00000 USA Mark as Received	Initial Fee \$0.00 After Delivery \$0.00

This concludes the steps for preparing an order for delivery.