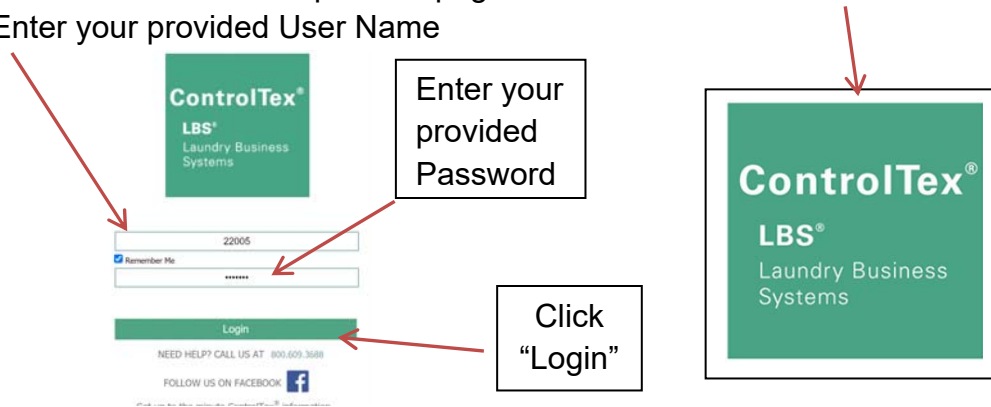


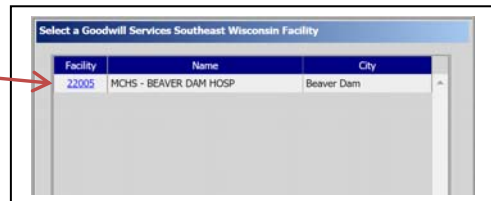
# How to Place Goodwill Laundry Linen Orders in ControlTex® LBS®

- 1) From any web browser go to <https://www.goodwilllaundry.com/>, click on “Place an Order” at top of webpage to be redirected to ControlTex LBS
- 2) Enter your provided User Name



- 3) Select your Facility

- 4) Click Orders Data Entry Icon



OPTION: From drop down menu you can select: Data Entry – Order – Create/Edit Order

- 5) Select the date you want the order delivered which coincides with your regular delivery schedule and click “OK”



- 6) Select “00-Goodwill Online Order Group”

- 7) For a new order, a pop-up message will ask if you wish to create the order. Select “Yes” A new box will appear with the order number, area and description.

- 8) Click on the Order Number



- 9) Fill in desired order quantities under the column heading “New Order”

- 10) Once all the items are entered for the order, click “Orders Complete” and select “Yes” to confirm.

- 11) To print a copy of order, change to “Combined”, uncheck AutoPrint if checked, click on “Print Order”

- 12) Note: Once an Order is printed by Goodwill, it can no longer be Modified noted by “lock” symbol

