

Goodwill Laundry Linen Order Guide August 2021



ControlTex[®] LBS[®] Laundry Business Systems

ControlTex LBS*



Accreditation



Goodwill Laundry & Linen Services is HLAC accredited. This dedication to quality and processes helps ensure the highest quality of linen convice availab

Laundry Services



Quality Provider

Goodwill Industries of Southeastern Wisconsin has been a provider of quality laundry services since 1974 when we began processing laundry for the U.S. Naval Raco in Northorn Illing

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Logging In Click on the drop-down arrow and enter your assigned User Name.

Note: the "Remember Me" check box is selected by default. If cookies are deleted from PC<u>, the</u> User Name will not be remembered.

Then press Tab on your keyboard or click inside the Password field and enter your assigned password.

Then press Enter on your keyboard or click Login.





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ect th	e Order	Date				
		Jul	y 23, 20	21		
•		J	uly 202	21		×
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
	ОК			C	Cancel	

Select Order Group	
Order Group	Description
	Goodwill Online Order Group
04	Goodwill Rental On Demand Gr
EM	Emergency Order Group
	-
	Cancel

Select the future date you want the order delivered which coincides with your regular delivery schedule

Orders must be completed by 9am the previous business day

Example: Orders for Monday must be completed by 9am Friday

Next click Order Group "00" Goodwill Online Order Group

Note: Order Group "00" will only work on days which coincide with your regular delivery schedule Example: If your regular deliveries are on Mon and Wed, then you can only select those days of the week

The Order Group "EM" Emergency can be used any day Mon – Fri permitting your order has not already been printed by laundrypersonnel as you may be able to edit your existing order

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For a new order, a pop-up message will ask if you wish to create the order, select "OK"

A new box will appear with the order number, area and description with the Status of "New"

Click on the order number

Se	lect Order for Facility 10	140, Ora	der Group 00 op 7/23/2021			
	Order	Area	Description	Cart	Status	
	2021072310140009991	999	Aspirus St. Michael's Hospital	1	New	
						-
			Cancel			

Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order	
100	Bath Blanket	EA	200	2	400	0		400	
104	Flat Sheet	EA	455	1	455	0		455	-
106	Flat Sheet Queen Bone	EA	165	0	0	0		0	
108	Fitted Sheet	EA	225	1	225	0		225	
110	Fitted Sheet Queen	EA	165	0	0	0		0	
112	Blue Contour Sheet	EA	345	0	0	0		0	
113	Fitted Sheet BHU	EA	260	0	0	0		0	
118	Draw Sheet	EA	825	0.24	200	0		200	
Bulk Bulk Cc by by	x Orders ombined 2 or 4 Pages/Sh y Item/Cart Split Print Group y Print Group Print Zero Oty	eet oup	Char	nge to Orde Order	er on Pick Ti Notes:	cket:		er Status– ew mplete inted	
⊖ by	Price Group		Nev	v Facility/[Date/Order	Group	Sh	ipped nceled	



If your facility has standing order
quantities, those amounts will be automatically applied to the Calculated Order column

If those amounts are applicable, click "Orders Complete" and select "Yes" to confirm

If you would like to change any amounts, or if your Calculated Order amounts are zero, key in the desired order quantities under the column heading "New Order" and the Manual Adjustment column figure will automatically show the added or subtracted amount

When finished, click "Orders Complete" and select "Yes" to confirm

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Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order
100	Bath Blanket	EA	200	2.5	400	100		500
104	Flat Sheet	EA	455	1	455	0		455
106	Flat Sheet Queen Bone	EA	165	0	0	0		0
108	Fitted Sheet	EA	225	1	225	0		225
110	Fitted Sheet Queen	EA	165	0	0	0		0
112	Blue Contour Sheet	EA	345	0	0	0		0
113	Fitted Sheet BHU	EA	260	0	0	0		0
118	Draw Sheet	EA	825	0.24	200	0		200
nt Opt	ions		Char	ige to Orde	er on Pick Ti	cket:	Orde	er Status
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Add Item

Adjust All Orders

Orders Complete

Select New Order

Change to New

Exit

Print Order

Notice the Order Status is now in the "Complete" stage

Optional: Once an order has been completed you may print a copy of the order

First, make sure the Bulk Order Print Option is set to "Combined" and the AutoPrint box is
unchecked, then click on "Print Order" provided you have set up your browser to allow
"popups" from *.controltex.com

The Bulk Order report will open in another window to be printed to a desired printer

Now the Order Status has changed to "Printed" and can still be modified

However, once an Order is printed by the laundry denoted by a lock icon, it can no longer be modified by the customer

Click "Exit" to close the window then click the Exit icon 🖾 or close your browser, no need to log off

Questions

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