

How to Place Shared Service System Linen Orders in ControlTex® LBS

- 1) Select the ControlTex Login for Shared Service System icon or navigate to <http://sss68108.controltex.com/>
- 2) Select your User ID

ControlTex LBS laundry business systems

User ID: 001 Password: *****

Login

Enter the Password

Select "Login"

ATTN: Enhancements to LBS Tracked Item Module
Now includes Screens, Processes, and Reports
for Personalized Garment Tracking
Click Here for Details (available 12/14/17)

ControlTex Helpdesk Hotline: 1-800-609-3688
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- 3) Select your Facility

- 4) Select Orders Icon



Facility	Name	City
00001	NEBRASKA METHODIST HOSPITAL	Omaha

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

- 5) Select the date you want the order delivered that coincides with your regular delivery schedule

- 6) Select 00 "Shared Service Daily Order"

- 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) Select 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, select "Order Complete" and select "Yes" to confirm

- 11) To print a copy of order click on "Print Order"

- 12) Note: Once an Order is printed by SSS, it can longer be modified

Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order
100	SHEET FLAT WHITE	EA	500	1.9	950	0		950
101	SHEET FLAT COLORED	EA	610	0	0	0		0
108	SHEET FITTED WHITE KNIT	EA	400	0.6	240	0		240
110	SHEET FITTED COLORED	EA	520	0	0	0		0
116	SHEET DRAW WHITE	EA	1100	0.04	40	0		40
118	PILLOWCASE WHITE	EA	3000	0.43	1300	0		1300
119	PILLOWCASE COLORED	EA	1600	0	0	0		0
124	BATH BLANKET	EA	300	2.5	750	0		750