

# Shared Service Systems Linen Order Guide

October 2023



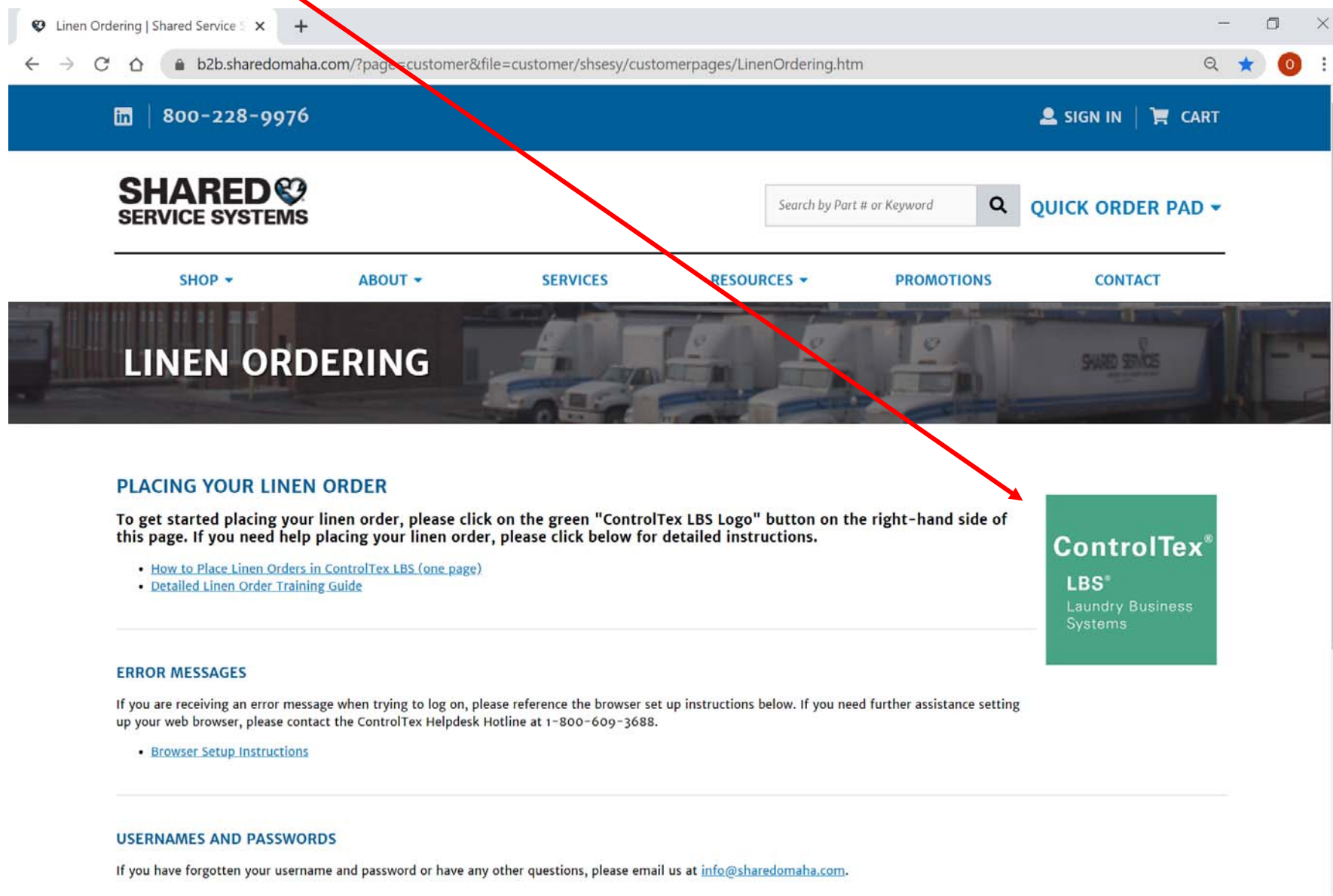
# Shared Service Linen Order Process

From any web browser go to <https://b2b.sharedomaha.com>, click on  
“RESOURCES” > “LINEN ORDERING”

The screenshot shows the website [b2b.sharedomaha.com](https://b2b.sharedomaha.com) in a web browser. The address bar shows the URL. The page has a blue header with a LinkedIn icon, the phone number 800-228-9976, and links for SIGN IN and CART. Below the header is the SHARED SERVICE SYSTEMS logo and a search bar. The main navigation menu includes SHOP, ABOUT, SERVICES, RESOURCES, PROMOTIONS, and CONTACT. The RESOURCES menu is expanded, showing a list of options: Linen Ordering (highlighted with a red circle and a red arrow), WonderWink Uniforms, Catalogs, Links, Set Up Guides, Forms, News, and Credit Application. The background of the page features a large image of several white laundry trucks parked in front of a brick building. At the bottom, there is a footer with logos for MEDLINE, Sempermed, Pfizer, Pro ADVANTAGE, and a Pinterest icon, along with a URL: <https://b2b.sharedomaha.com/?page=customer&file=customer/shsesy/customerpages/LinenOrdering.htm>.

# Shared Service Linen Order Process

Click on **ControlTex LBS**. For later convenience, bookmark either <https://b2b.sharedomaha.com> or <https://b2b.sharedomaha.com/?page=customer&file=customer/shsesy/customerpages/LinenOrdering.htm>



The screenshot shows a web browser window with the URL [b2b.sharedomaha.com/?page=customer&file=customer/shsesy/customerpages/LinenOrdering.htm](https://b2b.sharedomaha.com/?page=customer&file=customer/shsesy/customerpages/LinenOrdering.htm). The page header includes a blue bar with the phone number 800-228-9976, a SIGN IN button, and a CART icon. Below this is the SHARED SERVICE SYSTEMS logo and a search bar. A navigation menu contains links for SHOP, ABOUT, SERVICES, RESOURCES, PROMOTIONS, and CONTACT. The main heading is LINEN ORDERING. The section PLACING YOUR LINEN ORDER contains instructions and links to 'How to Place Linen Orders in ControlTex LBS (one page)' and 'Detailed Linen Order Training Guide'. The section ERROR MESSAGES contains instructions and a link to 'Browser Setup Instructions'. The section USERNAMES AND PASSWORDS contains instructions and a link to [info@sharedomaha.com](mailto:info@sharedomaha.com). A green ControlTex LBS logo is located in the bottom right corner of the page content area.

**PLACING YOUR LINEN ORDER**

To get started placing your linen order, please click on the green "ControlTex LBS Logo" button on the right-hand side of this page. If you need help placing your linen order, please click below for detailed instructions.

- [How to Place Linen Orders in ControlTex LBS \(one page\)](#)
- [Detailed Linen Order Training Guide](#)

**ERROR MESSAGES**

If you are receiving an error message when trying to log on, please reference the browser set up instructions below. If you need further assistance setting up your web browser, please contact the ControlTex Helpdesk Hotline at 1-800-609-3688.

- [Browser Setup Instructions](#)

**USERNAMES AND PASSWORDS**

If you have forgotten your username and password or have any other questions, please email us at [info@sharedomaha.com](mailto:info@sharedomaha.com).

# Shared Service Linen Order Process

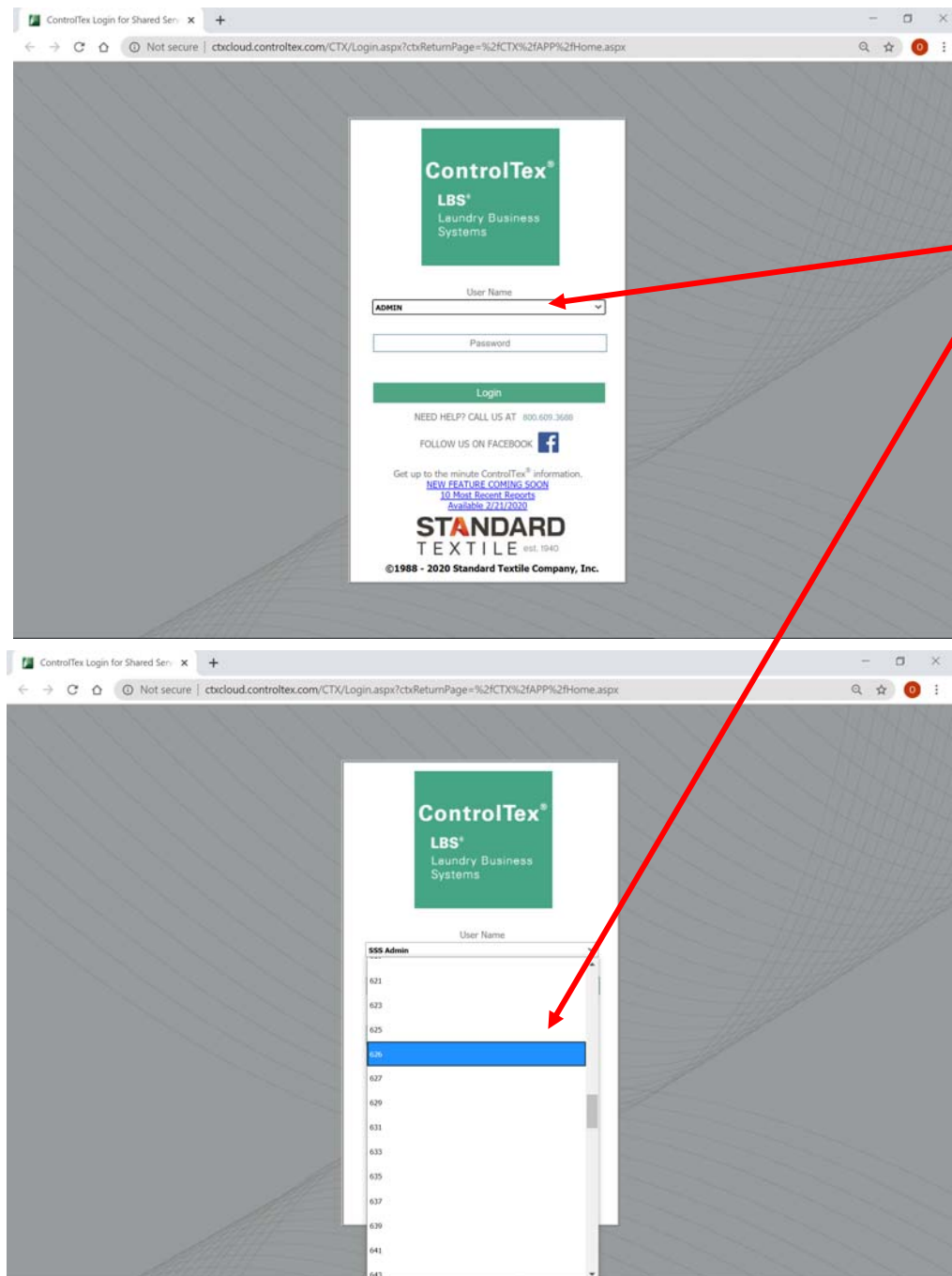
## Logging In

Click on the drop-down arrow and select your assigned User ID

Note: the last User ID used is remembered for the next time, otherwise ADMIN is selected by default

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”



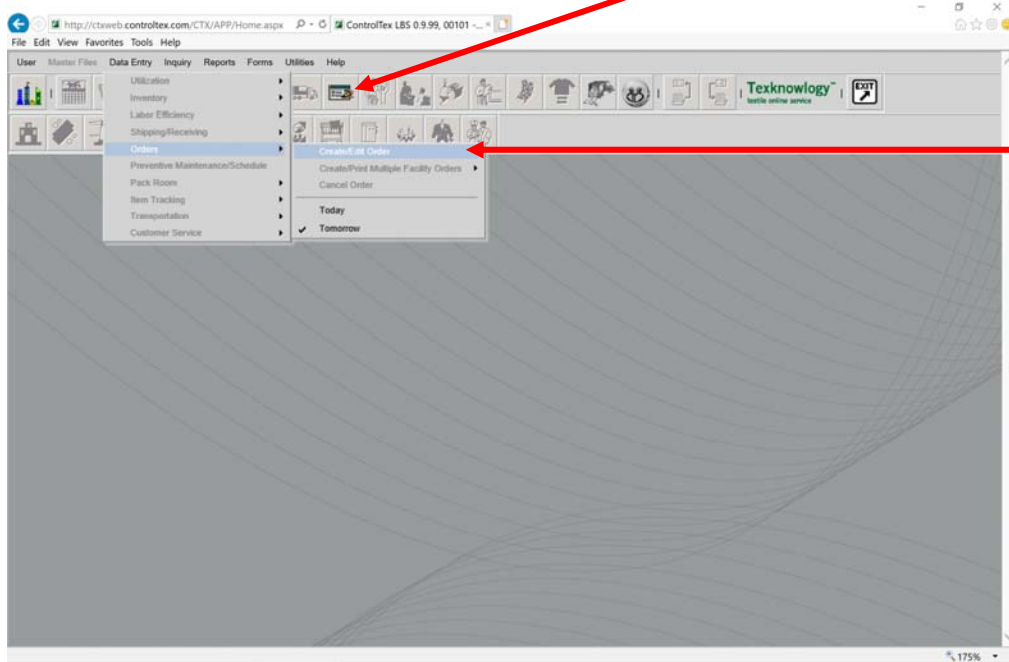
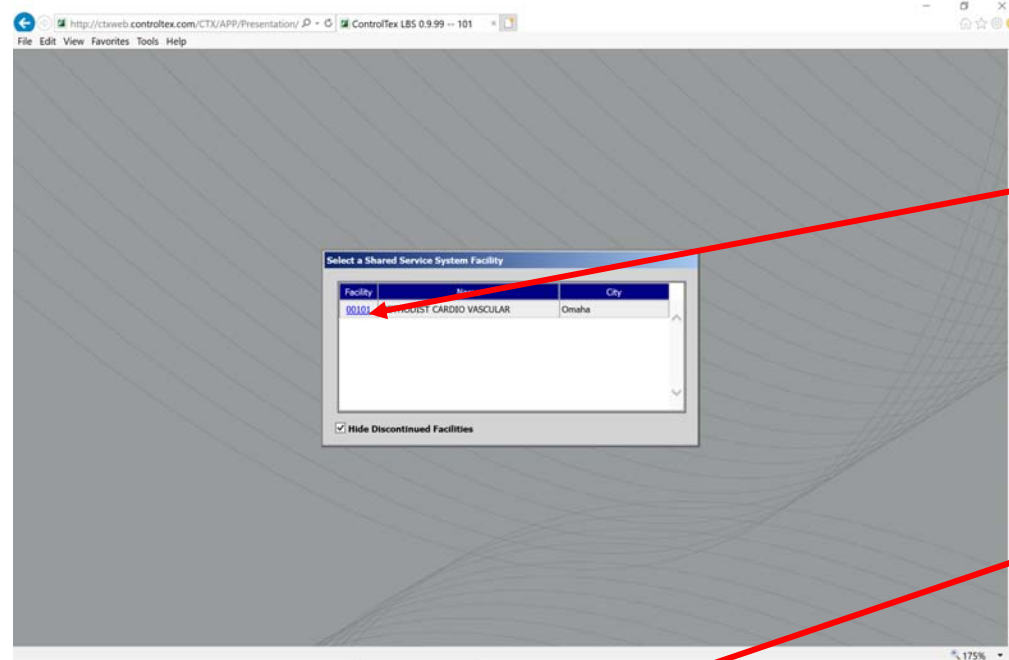
# Shared Service Linen Order Process

Click on the facility name or number to complete logging in

Now click on the “Orders Data Entry” icon



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



# Shared Service Linen Order Process

Select the Order Date

February 26, 2020

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	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
1	2	3	4	5	6	7

OK 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"  
Shared Service Daily Order

Select Order Group

Order Group	Description
00	Shared Service Daily Order
EM	EMERGENCY

Cancel

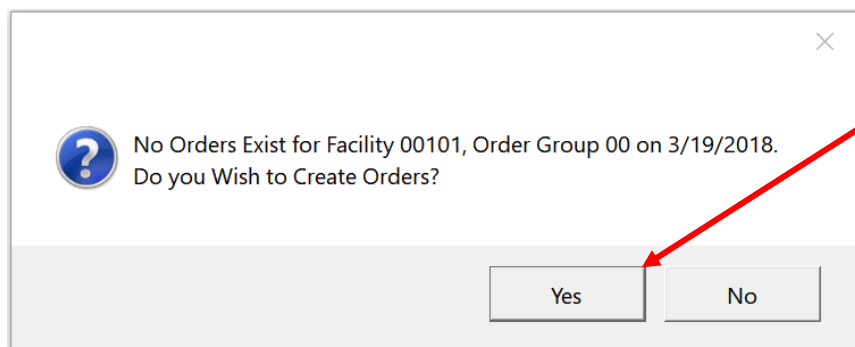
Note: Order Group "00" will only work on days which coincide with your regular delivery schedule

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 SSS personnel as you may be able to edit your existing order



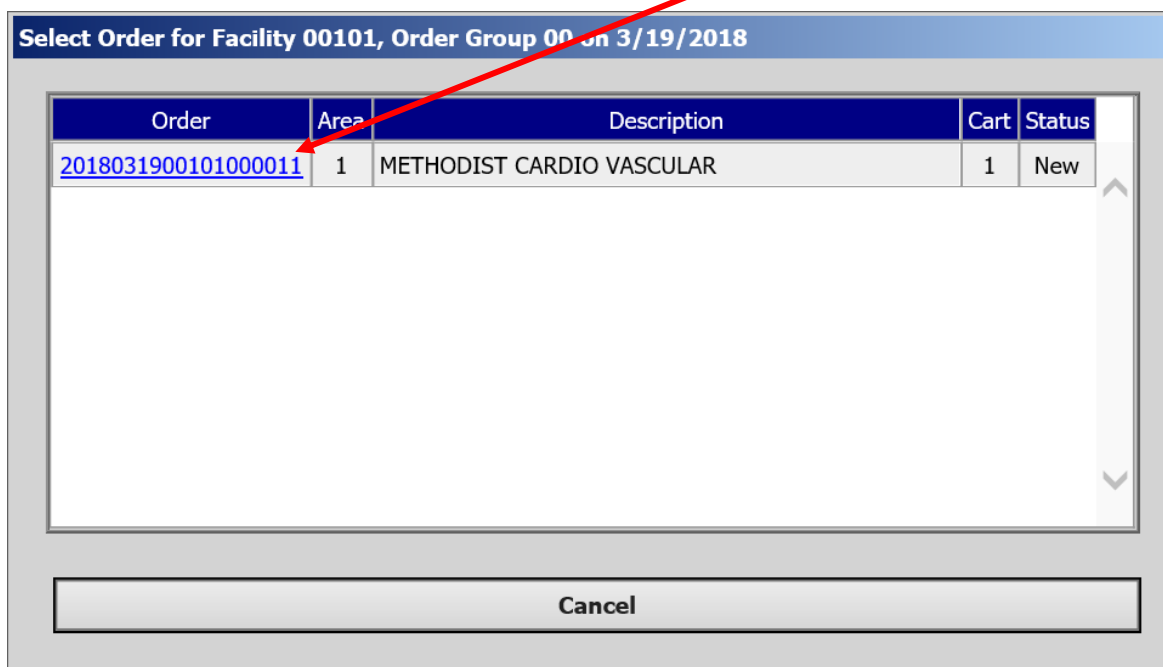
# Shared Service Linen Order Process



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 with the Status of “New”

Click on the order number



# Shared Service Linen Order Process

Order for METHODIST CARDIO VASCULAR, Mar 19, 2018, Order Group 00, Area 1, Cart 1 - METHODIST CARDIO VASCULAR

Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order
100	SHEET FLAT WHITE	EA	400	0.44	175	0		175
118	PILLOWCASE WHITE	EA	2300	0.09	200	0		200
124	BATH BLANKET	EA	200	0.4	80	0		80
136	TOWEL BATH (HOSPITALITY)	EA	300	0.1	30	0		30
140	WASHCLOTH	EA	3600	0.17	600	0		600
165	GOWN PAT LG DIAMOND PRT	EA	625	0.13	80	0		80

**Print Options**  
Bulk Orders  
☐ Combined ☐ 2 or 4 Pages/Sheet  
☒ by Item/Cart ☐ Split Print Group  
☐ by Print Group ☐ Print Zero Qty  
☐ by Price Group  
☒ AutoPrint

**Change to Order on Pick Ticket:**  
 Order Notes:  
 New Facility/Date/Order Group  
 Select New Order

**Order Status**  
☒ New  
☐ Complete  
☐ Printed  
☐ Shipped  
☐ Canceled

Adjust All Orders Orders Complete Add Item Print Order Change to New Exit

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

Order for METHODIST CARDIO VASCULAR, Mar 19, 2018, Order Group 00, Area 1, Cart 1 - METHODIST CARDIO VASCULAR

Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order
100	SHEET FLAT WHITE	EA	400	0.38	175	-25		150
118	PILLOWCASE WHITE	EA	2300	0.09	200	0		200
124	BATH BLANKET	EA	200	0.3	80	-20		60
136	TOWEL BATH (HOSPITALITY)	EA	300	0.17	30	20		50
140	WASHCLOTH	EA	3600	0.17	600	0	300	600
165	GOWN PAT LG DIAMOND PRT	EA	625	0.13	80	0		80

**Print Options**  
Bulk Orders  
☐ Combined ☐ 2 or 4 Pages/Sheet  
☒ by Item/Cart ☐ Split Print Group  
☐ by Print Group ☐ Print Zero Qty  
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**Change to Order on Pick Ticket:**  
 Order Notes:  
 New Facility/Date/Order Group  
 Select New Order

**Order Status**  
☒ New  
☐ Complete  
☐ Printed  
☐ Shipped  
☐ Canceled

Adjust All Orders Orders Complete Add Item Print Order Change to New Exit

When finished, click “Orders Complete” and select “Yes” to confirm



# Shared Service Linen Order Process

Order for METHODIST CARDIO VASCULAR, Mar 19, 2018, Order Group 00, Area 1, Cart 1 - METHODIST CARDIO VASCULAR

Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order
100	SHEET FLAT WHITE	EA	400	0.44	175	0		175
118	PILLOWCASE WHITE	EA	2300	0.09	200	0		200
124	BATH BLANKET	EA	200	0.4	80	0		80
136	TOWEL BATH (HOSPITALITY)	EA	300	0.1	30	0		30
140	WASHCLOTH	EA	3600	0.17	600	0		600
165	GOWN PAT LG DIAMOND PRT	EA	625	0.13	80	0		80

**Print Options**

**Bulk Orders**

☒ Combined ☐ 2 or 4 Pages/Sheet

☐ by Item/Cart ☐ Split Print Group

☐ by Print Group ☐ Print Zero Qty

☐ by Price Group

☐ AutoPrint

**Change to Order on Pick Ticket:**

**Order Notes:**

**New Facility/Date/Order Group**

**Order Status**

☐ New

☒ Complete

☐ Printed

☐ Shipped

☐ Canceled

**Adjust All Orders** **Orders Complete** **Add Item** **Print Order** **Change to New** **Exit**

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” the click on “Print Order”

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

Order for METHODIST CARDIO VASCULAR, Mar 19, 2018, Order Group 00, Area 1, Cart 1 - METHODIST CARDIO VASCULAR

Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order
100	SHEET FLAT WHITE	EA	400	0.44	175	0		175
118	PILLOWCASE WHITE	EA	2300	0.09	200	0		200
124	BATH BLANKET	EA	200	0.4	80	0		80
136	TOWEL BATH (HOSPITALITY)	EA	300	0.1	30	0		30
140	WASHCLOTH	EA	3600	0.17	600	0		600
165	GOWN PAT LG DIAMOND PRT	EA	625	0.13	80	0		80

**Print Options**

**Bulk Orders**

☐ Combined ☐ 2 or 4 Pages/Sheet

☒ by Item/Cart ☐ Split Print Group

☐ by Print Group ☐ Print Zero Qty

☐ by Price Group

☐ AutoPrint

**Change to Order on Pick Ticket:**

**Order Notes:**

**New Facility/Date/Order Group**

**Order Status**

☐ New

☐ Complete

☒ Printed


☐ Shipped

☐ Canceled

**Adjust All Orders** **Orders Complete** **Add Item** **Print Order** **Change to New** **Exit**

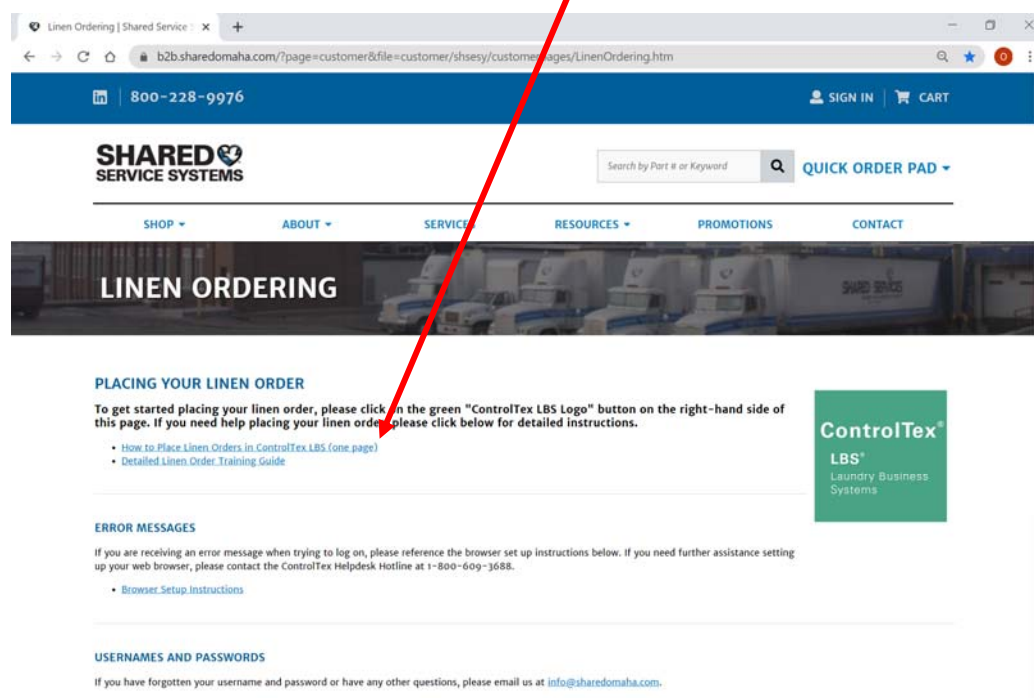
Now the Order Status has changed to “Printed” and can still be modified

**However, once an Order is printed by SSS, it can 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

# Shared Service Linen Order Process

An abbreviated version of instructions for placing linen orders can be found at the Shared Service > Linen Ordering page.



## 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: xxxxxx

Login

Enter the Password

Select "Login"

ATtn: Enhancements to LBS Shared Item Module  
New Updates, Features, Enhancements, and Reports  
For Downloaded Content, Click Here  
Click Here for Details, Version 1.1.1.1.1.1

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

- 4) Select Orders Icon

Select a Shared Service System Facility

Facility	Name	City
0001	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

Item	Description	LOCH	Max Cat	Quantity	Calculated	Manual	New Order	Total Order
100	SHEET FLAT WHITE	EA	500	0	0	0	0	0
101	SHEET FLAT COLORED	EA	630	0	0	0	0	0
106	SHEET FITTED WHITE KNT	EA	400	0	0	0	0	0
110	SHEET FITTED COLORED	EA	320	0	0	0	0	0
116	SHEET DRAPE WHITE	EA	1300	0	0	0	0	0
118	PILLOWCASE WHITE	EA	3000	0	0	0	0	0
119	PILLOWCASE COLORED	EA	1600	0	0	0	0	0
124	BATH BLANKET	EA	1000	0	0	0	0	0

- 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

# Questions

- Shared Service System Contacts
  - Dan Coufal - Laundry Manager
    - Email - [Dan.Coufal@sharedomaha.com](mailto:Dan.Coufal@sharedomaha.com)
    - Phone - (402) 536-5330
- Standard Textile (ControlTex)
  - Brandon Ondrako
    - Email – [bondrako@standardtextile.com](mailto:bondrako@standardtextile.com)
    - Phone – (952) 393-6037