

# Shared Service Systems Linen Order Guide

February 2020



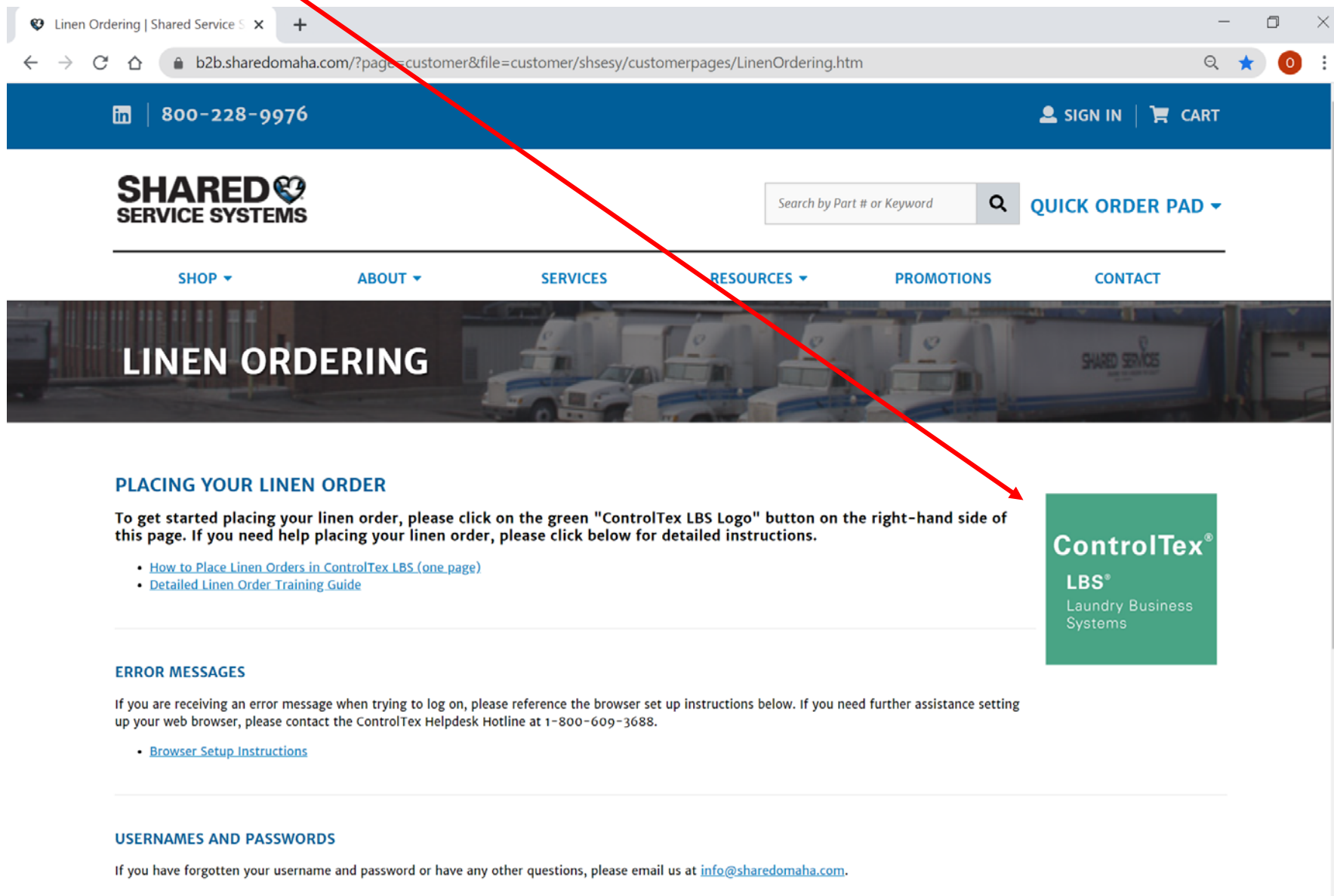
# Shared Service Linen Order Process

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

The screenshot shows a web browser window with the URL [b2b.sharedomaha.com](https://b2b.sharedomaha.com). The page features a blue header with the phone number 800-228-9976, a 'SIGN IN' button, and a 'CART' icon. 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' dropdown menu is open, and the 'Linen Ordering' option is circled in red. Other options in the dropdown include 'WonderWink Uniforms', 'Catalogs', 'Links', 'Set Up Guides', 'Forms', 'News', and 'Credit Application'. The background of the page shows a brick building and several white laundry trucks with blue stripes.

# 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 the phone number 800-228-9976, a sign-in button, and a cart icon. The main navigation menu contains links for SHOP, ABOUT, SERVICES, RESOURCES, PROMOTIONS, and CONTACT. The main content area features a large banner for LINEN ORDERING. Below the banner, there is a section titled PLACING YOUR LINEN ORDER with instructions and two links: [How to Place Linen Orders in ControlTex LBS \(one page\)](#) and [Detailed Linen Order Training Guide](#). To the right of this section is a green button with the ControlTex LBS logo. Below this is an ERROR MESSAGES section with instructions and a link to [Browser Setup Instructions](#). At the bottom is a USERNAMES AND PASSWORDS section with instructions and a link to [info@sharedomaha.com](mailto:info@sharedomaha.com). A red arrow points from the URL in the text above to the green ControlTex LBS logo button on the page.

**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**

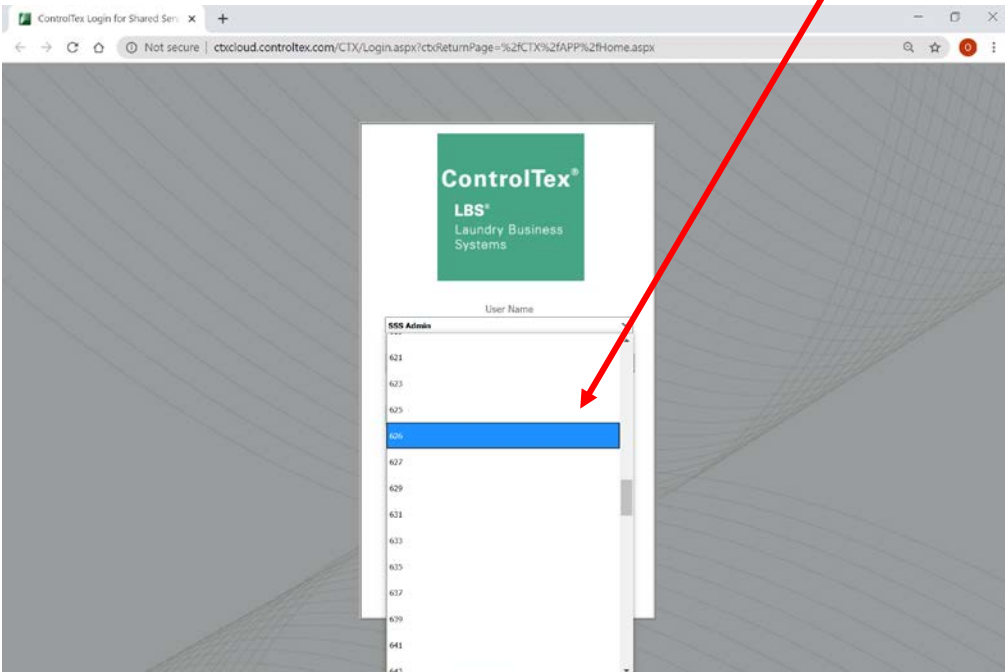
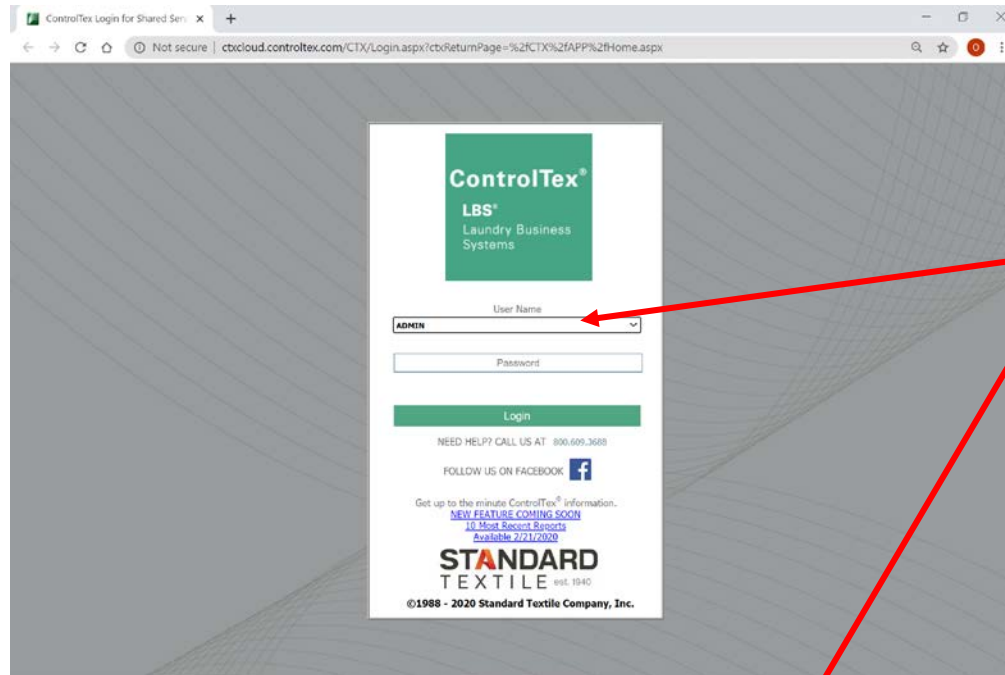
If you are receiving an error message when trying to log on, please reference the browser set up instructions below. If you need further assistance setting up your web browser, please contact the ControlTex Helpdesk Hotline at 1-800-609-3688.

- [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

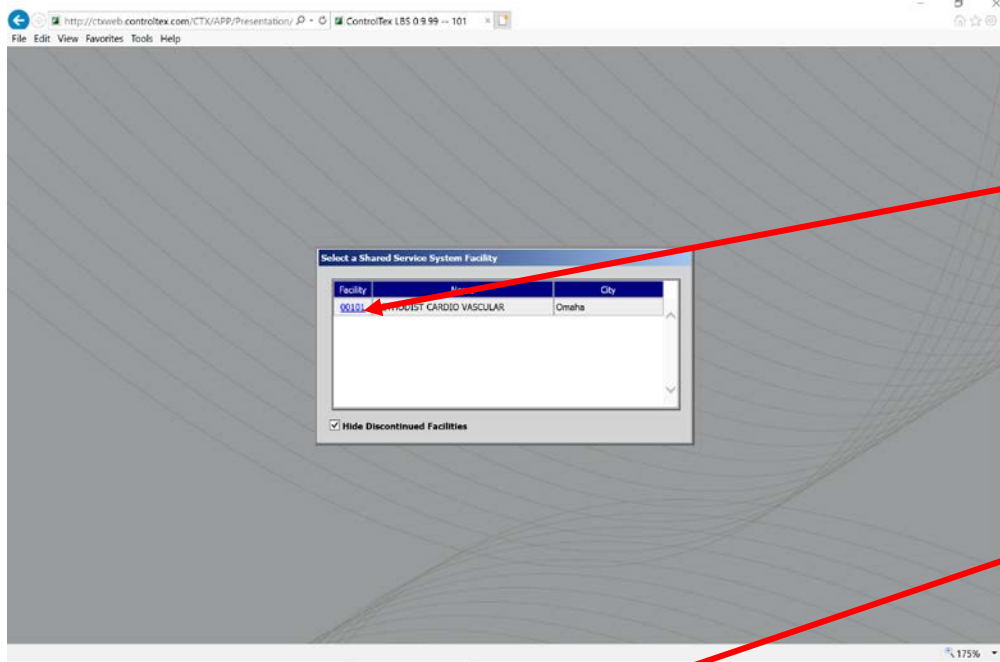
Click on the drop-down arrow and select your assigned User ID

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

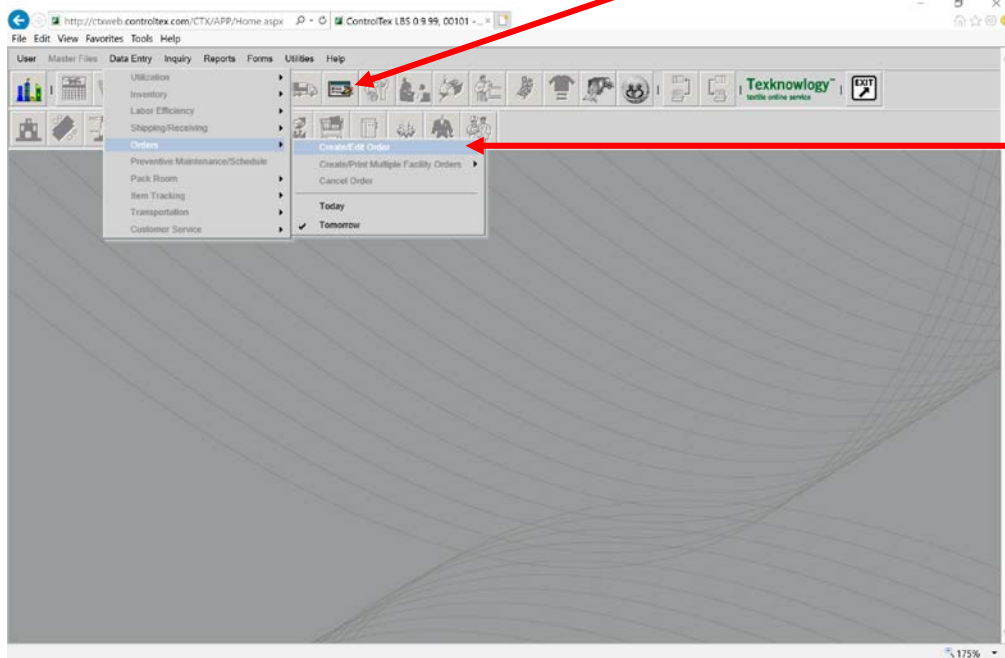


Click on the facility name or number to complete logging in

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

Select Order Group

Order Group	Description
00	Shared Service Daily Order
EM	EMERGENCY

Cancel

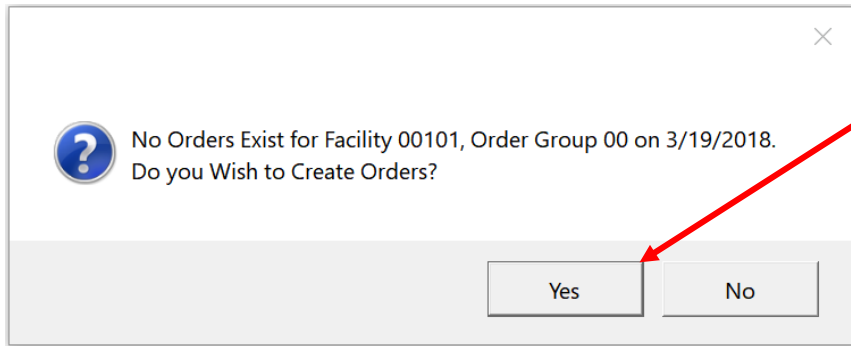
Next click Order Group "00"  
 Shared Service Daily Order

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

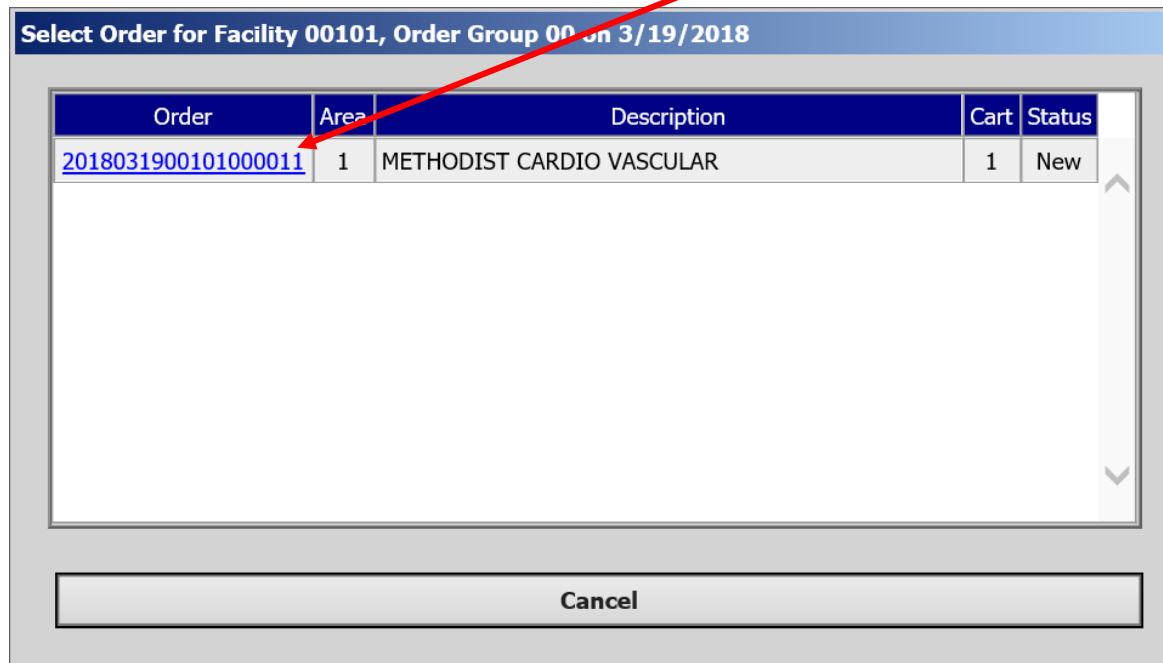
# Shared Service Linen Order Process



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 (checked).

Change to Order on Pick Ticket: [Text Field]

Order Notes: [Text Field]

New Facility/Date/Order Group: [Text Field]

Select New Order: [Buttons]

Order Status: New (selected), 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, by Price Group), AutoPrint (checked).

Change to Order on Pick Ticket: [Text Field]

Order Notes: [Text Field]

New Facility/Date/Order Group: [Text Field]

Select New Order: [Buttons]

Order Status: New (selected), 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  by Item/Cart  by Print Group  by Price Group.  AutoPrint

Change to Order on Pick Ticket: [ ]

Order Status:  New  Complete  Printed  Shipped  Canceled

Buttons: 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  by Item/Cart  by Print Group  by Price Group.  AutoPrint

Change to Order on Pick Ticket: [ ]

Order Status:  New  Complete  Printed  Shipped  Canceled

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

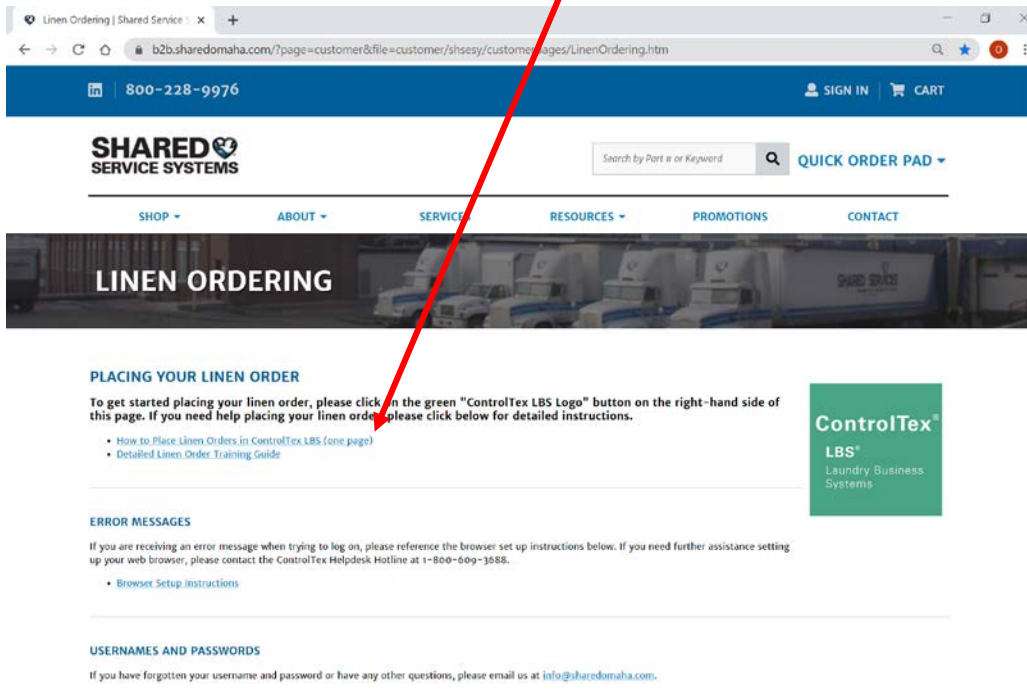
Now the Order Status has changed to “Printed” and can still be modified

**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

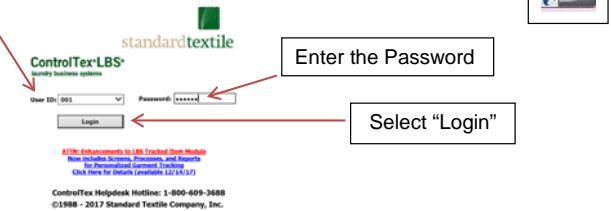
# Shared Service Linen Order Process

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



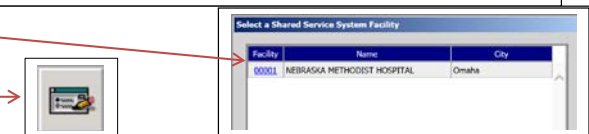
## How to Place Shared Service System Linen Orders in ControlTex® LBS

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



- 3) Select your Facility

- 4) Select Orders Icon



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	UOM	Max Cat	Quantity	Cost	Price	Manual Adjust	Total Order
101	SHEET FLAT WHITE	EA	500	0.0	0.00	0	0	0
102	SHEET FITTED COLORED	EA	650	0	0	0	0	0
106	SHEET FITTED WHITE	EA	400	0.6	240	0	0	240
110	SHEET FITTED COLORED	EA	520	0	0	0	0	0
116	SHEET DRAW WHITE	EA	1300	0.04	40	0	0	40
118	PULLMAN COLORED	EA	3000	0.43	1290	0	0	1290
119	PULLMAN COLORED	EA	1600	0	0	0	0	0
124	WASH BASKET	EA	300	3.5	1050	0	0	1050

- 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
  - Steve Pottebaum - Director of Linen Services
    - Email - [Steven.Pottebaum@sharedomaha.com](mailto:Steven.Pottebaum@sharedomaha.com)
    - Phone - (402) 536-5316
  - Larry Heath - Laundry Manager
    - Email - [Larry.Heath@sharedomaha.com](mailto:Larry.Heath@sharedomaha.com)
    - Phone - (402) 536-5330
  - Karen Kolls – Supervisor
    - Email - [Karen.Kolls@sharedomaha.com](mailto:Karen.Kolls@sharedomaha.com)
    - Phone - (402) 536-5300
- Standard Textile (ControlTex)
  - Brandon Ondrako
    - Email – [bondrako@standardtextile.com](mailto:bondrako@standardtextile.com)
    - Phone – (952) 393-6037