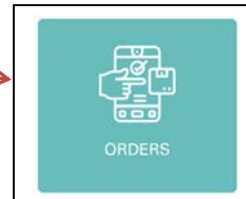


How to Place Shared Service Systems Linen Orders in ControlTex® LBS®

- 1) From any web browser go to <https://b2b.sharedomaha.com>, click on “RESOURCES” > “LINEN ORDERING” then click on this icon
- 2) Enter your provided User Name

- 3) Click Orders Data Entry Icon



*OPTIONAL: From drop down menu select:
Data Entry – Orders – Create/Edit Order*

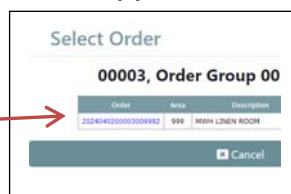
- 4) Select the date you want the order delivered which coincides with your regular delivery schedule and click “OK”



- 5) Select “00- Shared Service Daily Order”

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

- 7) Click on the Order Number



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

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

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

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