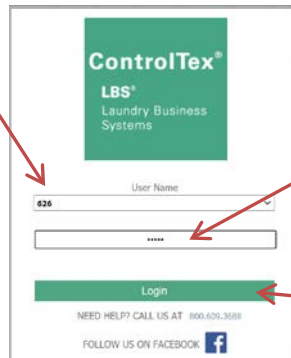


# How to Place Shared Service System Linen Orders in ControlTex® LBS

- 1) From any web browser go to <https://b2b.sharedomaha.com>, click on **"RESOURCES"** > **"LINEN ORDERING"** then click on this icon
- 2) Select your User ID



ControlTex®  
LBS®  
Laundry Business Systems

User Name  
826

Enter your provided Password

Login

NEED HELP? CALL US AT 800.629.3688

FOLLOW US ON FACEBOOK

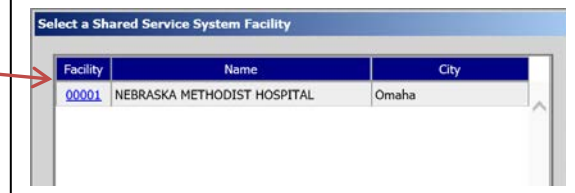
Enter your provided Password

Click "Login"



- 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



Select the Order Date

December 14, 2017

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
11							11
12							12
13							13
14							14
15							15
16							16
17							17
18							18
19							19
20							20
21							21
22							22
23							23
24							24
25							25
26							26
27							27
28							28
29							29
30							30
31							31

OK Cancel

- 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



Select Order for Facility 00001, Order Group 00 on 12/14/2017

Order	Area	Description
00001	999	NEBRASKA METHODIST LINEN RM

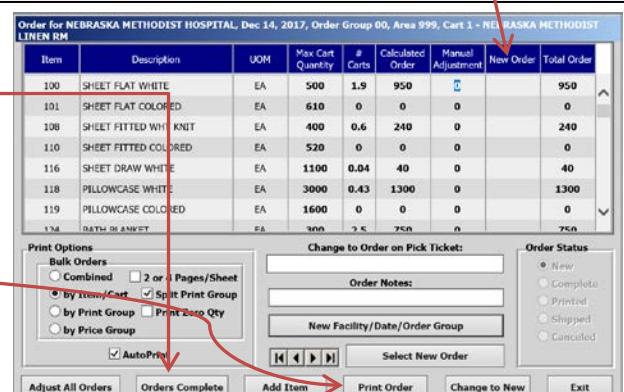
Cancel

- 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		950	950
101	SHEET FLAT COLORED	EA	610	0	0		0	0
108	SHEET FITTED WH KNIT	EA	400	0.6	240		240	240
110	SHEET FITTED COLORED	EA	520	0	0		0	0
116	SHEET DRAW WHITE	EA	1100	0.04	40		40	40
118	PILLOWCASE WHITE	EA	3000	0.43	1300		1300	1300
119	PILLOWCASE COLORED	EA	1600	0	0		0	0
124	BATH BATH TOWEL	EA	300	2.5	750		750	750

Print Options

Bulk Orders

☐ Combined ☐ 2 or 4 Pages/Sheet

☒ by Item/Cart ☒ Split Print Group

☐ by Print Group ☐ Print Group 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

☐ Cancelled

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