

Shared Service Systems Linen Order Guide

April 2024



Shared Service Linen Order Process

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

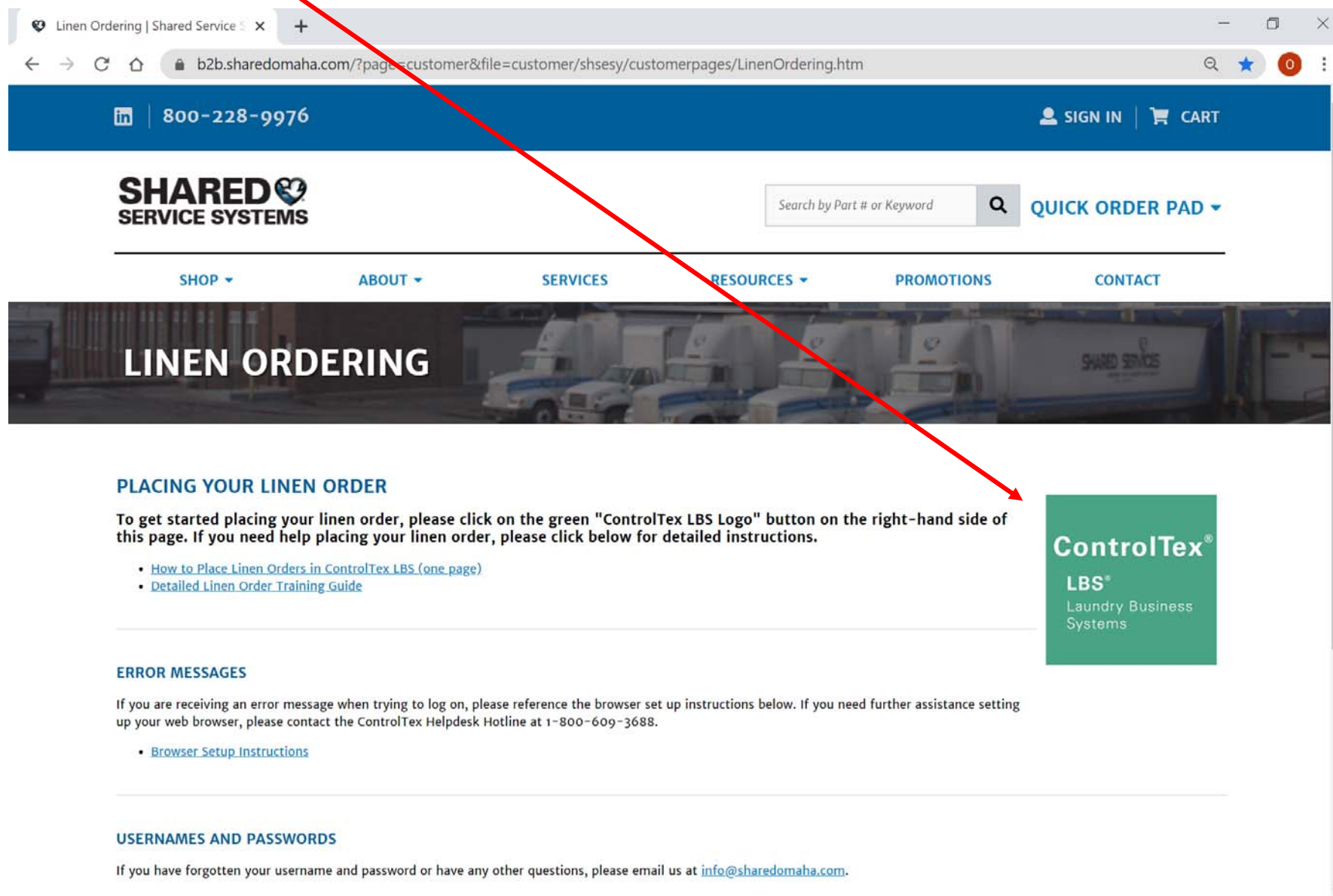
The screenshot shows a web browser window with the URL b2b.sharedomaha.com. The page features a blue header with the company logo, contact information (800-228-9976), and navigation links for SIGN IN and CART. Below the header is a search bar and a QUICK ORDER PAD button. The main navigation menu includes SHOP, ABOUT, SERVICES, RESOURCES, PROMOTIONS, and CONTACT. The RESOURCES dropdown menu is open, and the 'Linen Ordering' option is highlighted with a red circle. A red arrow points from the text above to this highlighted option. The background of the page shows a photograph of several white laundry trucks parked in front of a brick building.

Home x +
b2b.sharedomaha.com
800-228-9976 | SIGN IN | CART
SHARED SERVICE SYSTEMS
Search by Part # or Keyword QUICK ORDER PAD
SHOP ABOUT SERVICES RESOURCES PROMOTIONS CONTACT
Linen Ordering
WonderWink Uniforms
Catalogs
Links
Set Up Guides
Forms
News
Credit Application
MEDLINE Sempermed Pfizer Pro ADVANTAGE P R

<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. 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, which includes instructions and links to guides. To the right of this section is a green button with the ControlTex LBS logo. Below this is an ERROR MESSAGES section with a link to browser setup instructions. At the bottom is a USERNAMES AND PASSWORDS section with an email contact link.

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.

Shared Service Linen Order Process

Logging In

Click in the User Name field box and enter your provided User Name.

Note: the “Remember Me” check box is selected by default. If cookies are deleted from PC, the User Name will not be remembered.

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.

User Name

Remember Me

Password

→ Login

Shared Service Linen Order Process

Navigation bar with tabs: Home, Data Entry, Inquiry, Reports, Forms, Utilities, Settings, Help, and a user profile icon. Below the tabs, the breadcrumb path reads "CTX > Home" followed by "Orders >" and a highlighted "Create/Edit Order" button. A dropdown menu on the right shows "00101 - METHODIST CARDIO VASCULAR" with a downward arrow.



The assigned User Name automatically defaults to the 1st or only facility by default which the User Name has been setup to access.

Now click on the “Orders Data Entry” icon

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

A teal banner with a large white arrow pointing right. The text reads: "Next Generation of ControlTex® LBS" and "Click to learn about ORDER DATA ENTRY". A red arrow points from the text in the center to the dropdown menu in the screenshot above.

Shared Service Linen Order Process

Select the Order Date

April 8, 2024

April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	30	1	2	3	4
5	6	7	8	9	10	11

Select the future date you want the order delivered which coincides with your regular delivery schedule and click OK

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

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

No Orders Exist for Facility 00101 - METHODIST CARDIO VASCULAR,
 Order Group 00 - Shared Service Daily Order on 4/3/2024. Do you
 Wish to Create Orders?



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 with the Status of “New”

Click on the order number

Select Order

00101, Order Group 00 on 4/8/2024

Order	Area	Description	Cart	Status
2024040800101000011	1	METHODIST CARDIO VASCULAR	1	New



Shared Service Linen Order Process

Enter Order

METHODIST CARDIO VASCULAR, Apr 8, 2024, 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	0.58	180	50		230
118	PILLOWCASE WHITE	EA	2300	0.08	180	0		180
124	BATH BLANKET	EA	200	0.18	35	0		35
136	TOWEL BATH (HOSPITALITY)	EA	300	0.17	50	0		50
140	WASHCLOTH	EA	3600	0.14	500	0		500
151	GOWN IV TELE 10X	EA	420	0	0	0		0
154	GOWN MAMMO FLOWERS	EA	720	0	0	0		0
155	GOWN MAMMO MALVE	EA	720	0.11	60	20		80
163	GOWN PAT 3X AQUA MEGA	EA	420	0	0	0		0
165	GOWN PAT LG DIAMOND PRT	EA	625	0	20	-20		0

Order Status

New

Complete

Printed

Shipped

Canceled

Order Notes

Label: Cardio Vascular (1120 Westroads Suite 101)

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

Add Item Orders Complete Print Order

Select New Order Adjust All Orders 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

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

Enter Order

METHODIST CARDIO VASCULAR, Apr 8, 2024, 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	0.58	180	50		230
118	PILLOWCASE WHITE	EA	2300	0.08	180	0		180
124	BATH BLANKET	EA	200	0.18	35	0		35
136	TOWEL BATH (HOSPITALITY)	EA	300	0.17	50	0		50
140	WASHCLOTH	EA	3600	0.14	500	0		500
151	GOWN IV TELE 10X	EA	420	0	0	0		0
154	GOWN MAMMO FLOWERS	EA	720	0	0	0		0
155	GOWN MAMMO MALVE	EA	720	0.11	60	20		80
163	GOWN PAT 3X AQUA MEGA	EA	420	0	0	0		0
165	GOWN PAT LG DIAMOND PRT	EA	625	0	20	-20		0

Order Status

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Complete

Printed

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Canceled

Order Notes

Label: Cardio Vascular (1120 Westroads Suite 101)

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by Price Group

AutoPrint

Add Item Orders Complete Print Order

Select New Order Adjust All Orders Change to New Exit

Shared Service Linen Order Process

Enter Order

METHODIST CARDIO VASCULAR, Apr 8, 2024, 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
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155	GOWN MAMMO MAUVE	EA	720	0.11	60	20		80
163	GOWN PAT 3X AQUA MEGA	EA	420	0	0	0		0
165	GOWN PAT LG DIAMOND PRT	EA	625	0	20	-20		0

Order Status

New
 Complete
 Printed
 Shipped
 Canceled

Order Notes

Label: Cardio Vascular (1120 Westroads Suite 101)

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

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" and the AutoPrint box is unchecked, then click on "Print Order" provided you have set up your browser to allow "popups" from *.controltex.com

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

Enter Order

METHODIST CARDIO VASCULAR, Apr 8, 2024, 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	0.58	180	50		230
118	PILLOWCASE WHITE	EA	2300	0.08	180	0		180
124	BATH BLANKET	EA	200	0.18	35	0		35
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165	GOWN PAT LG DIAMOND PRT	EA	625	0	20	-20		0

Order Status

New
 Complete
 Printed
 Shipped
 Canceled

Order Notes

Label: Cardio Vascular (1120 Westroads Suite 101)

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

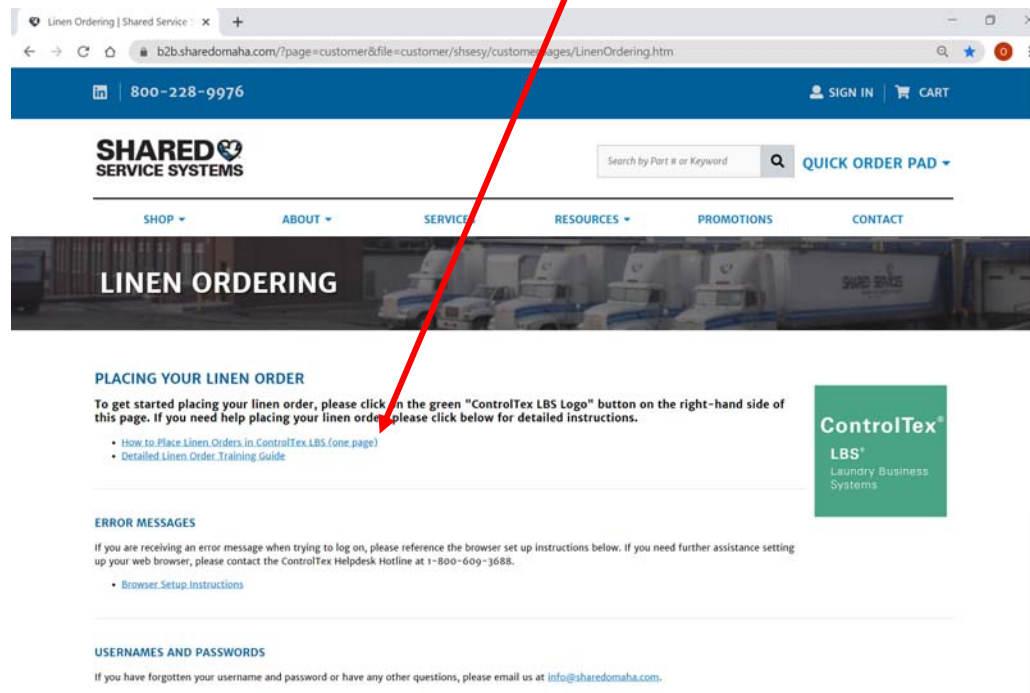
Now the Order Status has changed to "Printed" and can still be modified

However, once an Order is printed by the laundry denoted by a lock icon, it can longer be modified by the customer

Click "Exit" to close the window then hover over top right icon to select logout 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 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

User Name:

Remember Me

Password:

Enter your provided Password

Click "Login"
- 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

Select Order

88901, Order Group 00
- 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

Questions

- Shared Service System Contacts
 - Dan Coufal - Director Linen Services
 - Email - Dan.Coufal@sharedomaha.com
 - Phone - (402) 536-5330
- Standard Textile (ControlTex)
 - Brandon Ondrako
 - Email – bondrako@standardtextile.com
 - Phone – (952) 393-6037