



Getting Started with SMRT POSX Laundromat

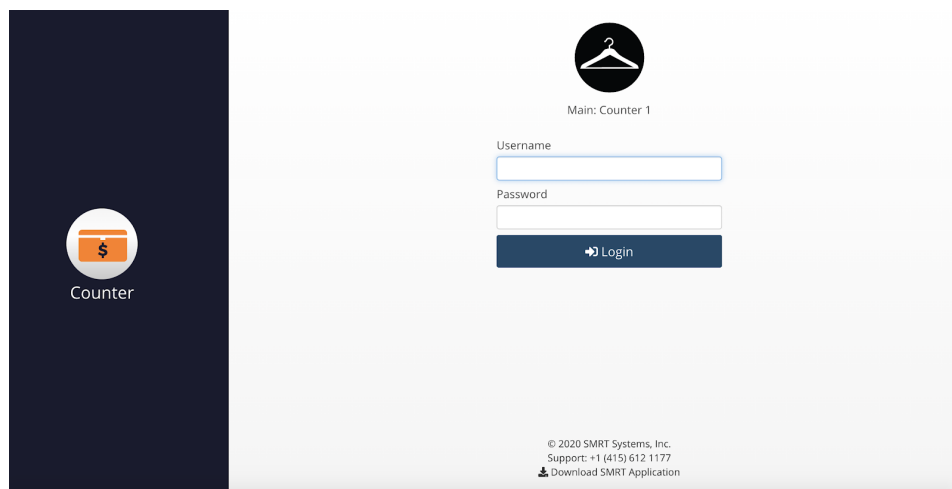
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Logging Into SMRT

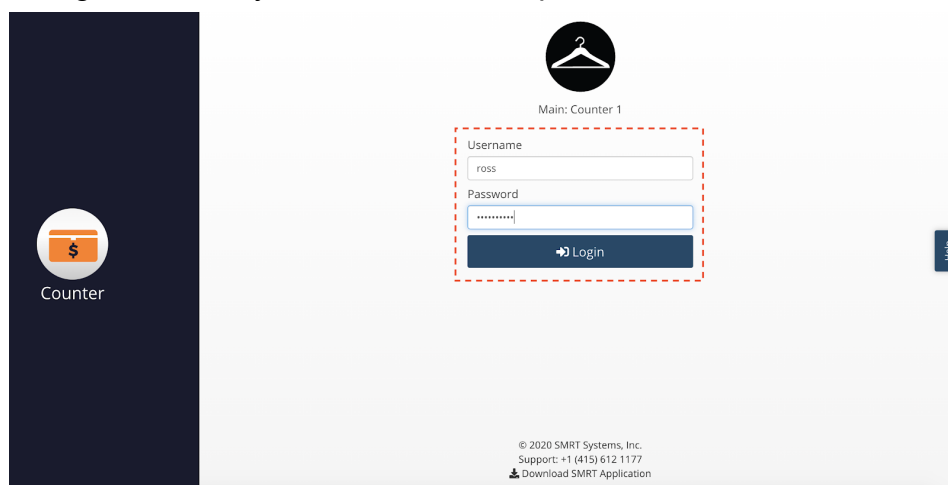
To log into SMRT first open the SMRT App.



The login page will load and display a username and password field with the name of the station above them and on the left side of the screen.

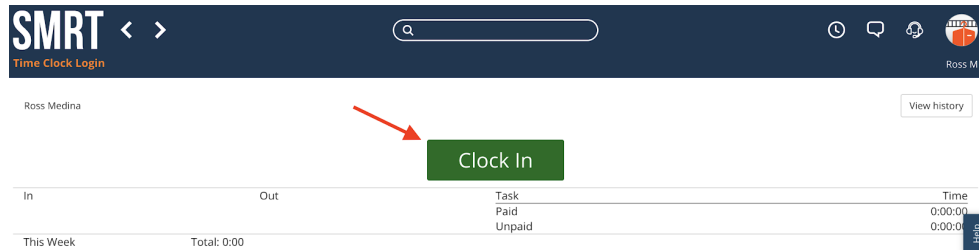


Scan your badge to log in or enter your username and password.



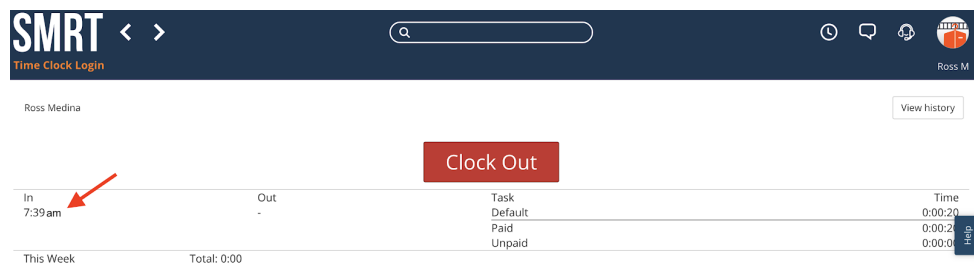
Clocking In

After logging in, you will be prompted to clock-in, click the green Clock In button and see your time logged in on the screen.



The screenshot shows the SMRT Time Clock Login interface. At the top, there's a dark blue header with the SMRT logo, navigation arrows, a search bar, and user icons. Below the header, the user's name 'Ross Medina' is displayed. A green 'Clock In' button is prominently shown with a red arrow pointing to it. Below the button, there's a table with columns for 'In', 'Out', 'Task', and 'Time'. The table shows 'This Week' with a 'Total: 0:00'. A 'View history' button is in the top right corner.

In	Out	Task	Time
		Paid	0:00:00
		Unpaid	0:00:00
This Week		Total: 0:00	



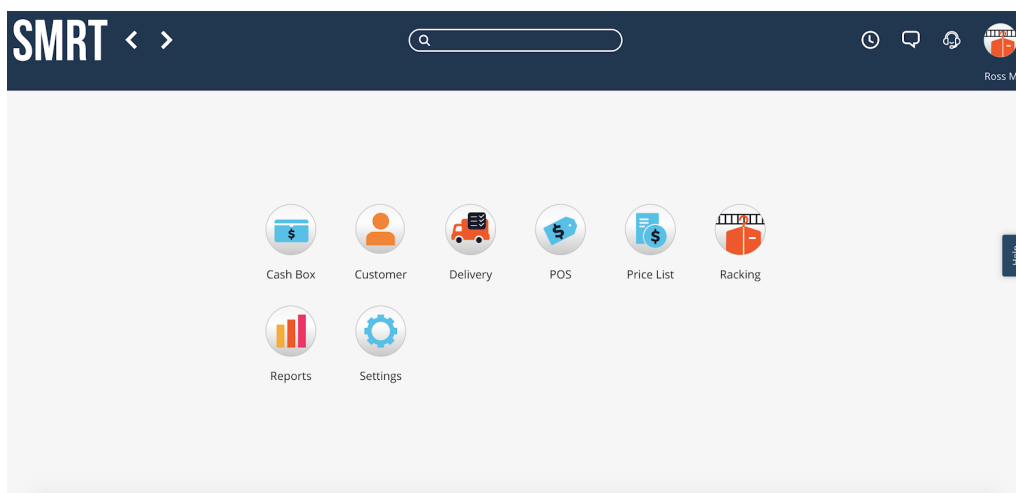
The screenshot shows the SMRT Time Clock Login interface after clocking in. The 'Clock Out' button is now visible in red. The 'In' time is now '7:39 am'. The table below shows the 'Out' time as '-'. The 'View history' button remains in the top right corner.

In	Out	Task	Time
7:39 am	-	Default	0:00:20
		Paid	0:00:20
		Unpaid	0:00:00
This Week		Total: 0:00	

Click on the SMRT icon on the top left corner to exit your timesheet or anytime you want to be taken to the Home Screen.



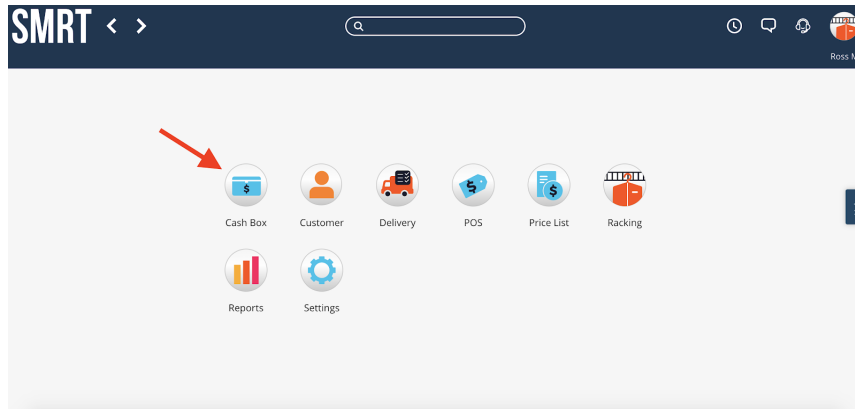
The SMRT Home Screen will display after the app loads.



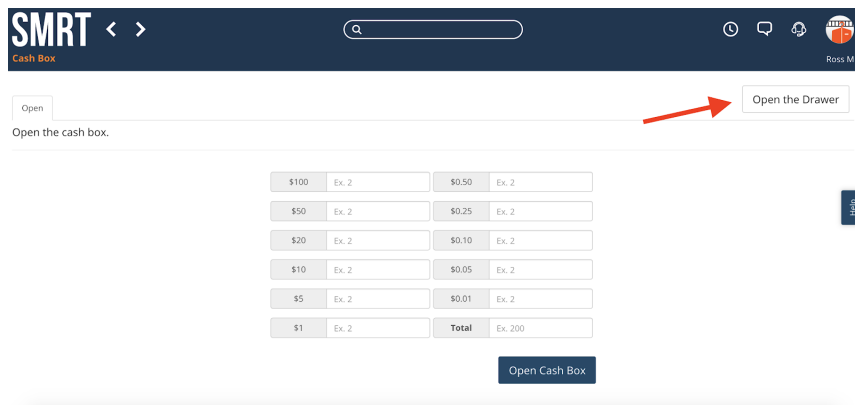
Opening the Cash Box

At the beginning of the day, after clocking in, make sure to Open each Cash Box in your store to allow for cash transactions throughout the day.

1. Click the Cash Box button.



2. Once the Cash Box pop up is open, click the Open the Drawer button.



3. Count the money in the drawer, starting with the highest value bills, then click the blue Open Cash Box button.

*You are counting the number of bills/coins, not the value of them.

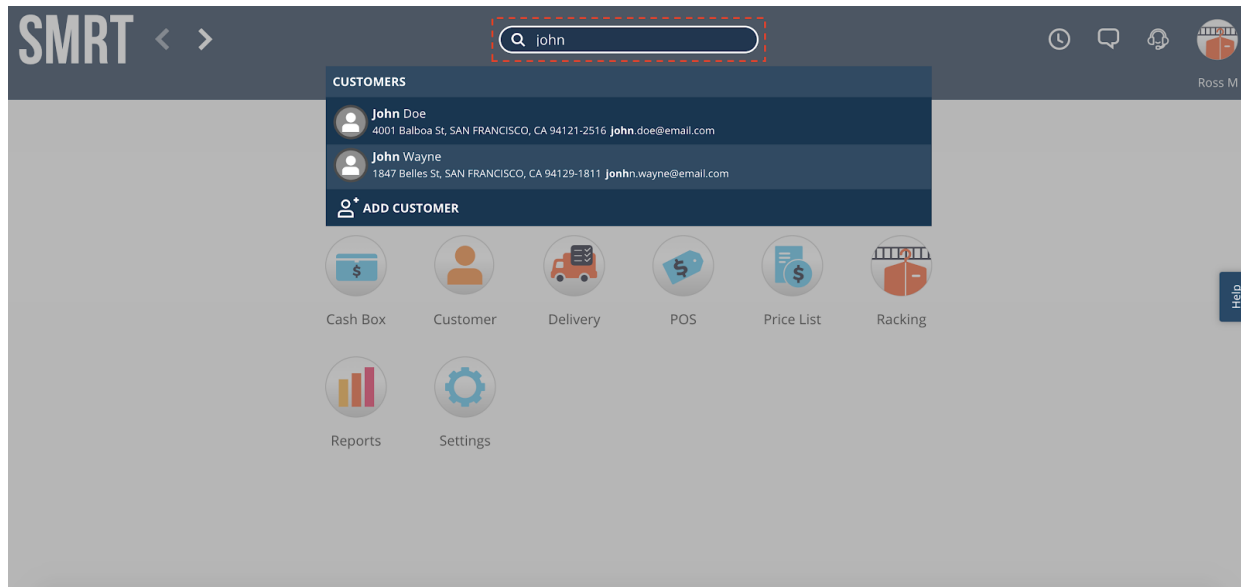
\$100	Ex. 2	\$0.50	Ex. 2
\$50	Ex. 2	\$0.25	15
\$20	1	\$0.10	24
\$10	3	\$0.05	8
\$5	4	\$0.01	45
\$1	23	Total	100



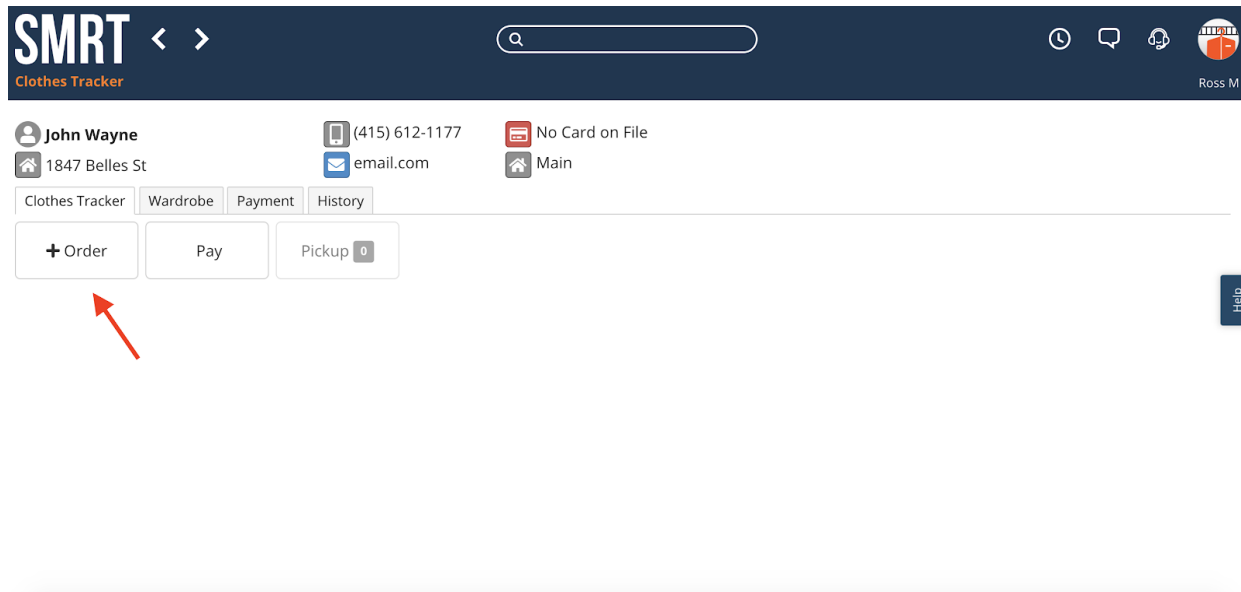
You will now be able to process cash transactions throughout the day.

Creating an Order

1. Enter the customer's name, phone number, email, or address in the search box and select the correct customer from the auto-suggest list.



2. Click the “+ Order” button.



- Enter the weight of the order you're taking in. If needed, you can enter special instructions in the Notes section, add service Surcharges, and change the due date from the calendar on the left.

Wash & Fold

Due date

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

September 3, 2020

Quick Detail

Pieces

10

Time

5 PM

Rush

Rush

Notes

Cold Water

Surcharges

Add surcharge

Create

Import

Add Charge

Fabric Softner

Bleach

Same Day

Wash & Fold

Due date

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

September 3, 2020

Quick Detail

Pieces

10

Time

5 PM

Rush

Rush

Notes

Cold Water

Surcharges

Add surcharge

Create

Import

Add Charge

Fabric Softner X

- Two identical tickets will print. One is for the customer, and the other is for you to keep with the clothes.

Main

Sat 09/05/20 5pm

Wayne, John

1847 BELLES ST
SAN FRANCISCO, CA
94129-1811

20247-102

Wash and Fold

Item	Price
-	0.00
Weight: 10 Lbs	
Subtotal	0.00
Fabric Softner	5.00
Total	5.00

Cold Water

POSX GUIDES

1844 Belles St

San Francisco, CA 94129

↑ CUSTOMER'S COPY

Main

Sat 09/05/20 5pm

Wayne, John

1847 BELLES ST
SAN FRANCISCO, CA
94129-1811

20247-102

Wash and Fold

Item	Price
-	0.00
Weight: 10 Lbs	
Subtotal	0.00
Fabric Softner	5.00
Total	5.00

Cold Water


POSX GUIDES


1844 Belles St


San Francisco, CA 94129


↑ STORE'S COPY


5. There will now be an order in the customer's Clothes Tracker.


 John Wayne

 1847 Belles St

 (415) 612-1177

 email.com

 No Card on File

 Main

Clothes Tracker

Wardrobe

Payment

History

+ Order

Pay


Pickup 0

Sat 09/05/20 5pm

20247-102 - Main

Processing 1

Fabric Softner

Wash and Fold 

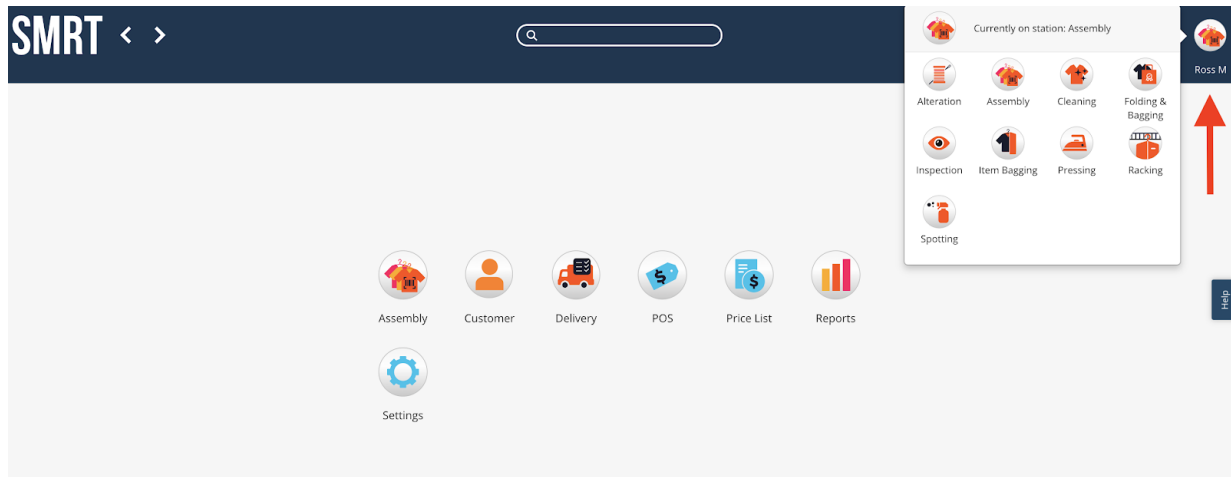
Weight 10 lbs

✓ Finish

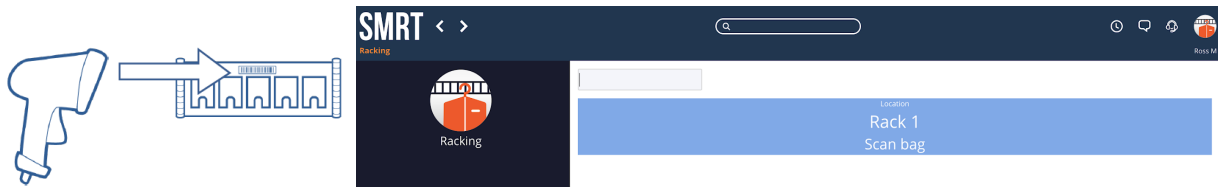
If you have another customer waiting to drop off, click the search box at the top of the screen and repeat from step #1.

Racking an Order

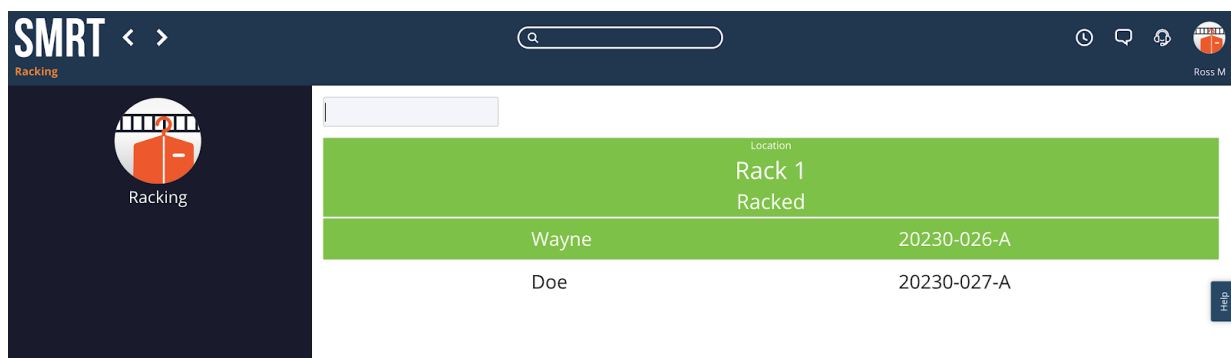
1. Open the Racking page from the stations selection menu on the top right corner of the screen.



2. Scan the location where you are about to place the finished bag/bundle. The screen will display the location scanned.

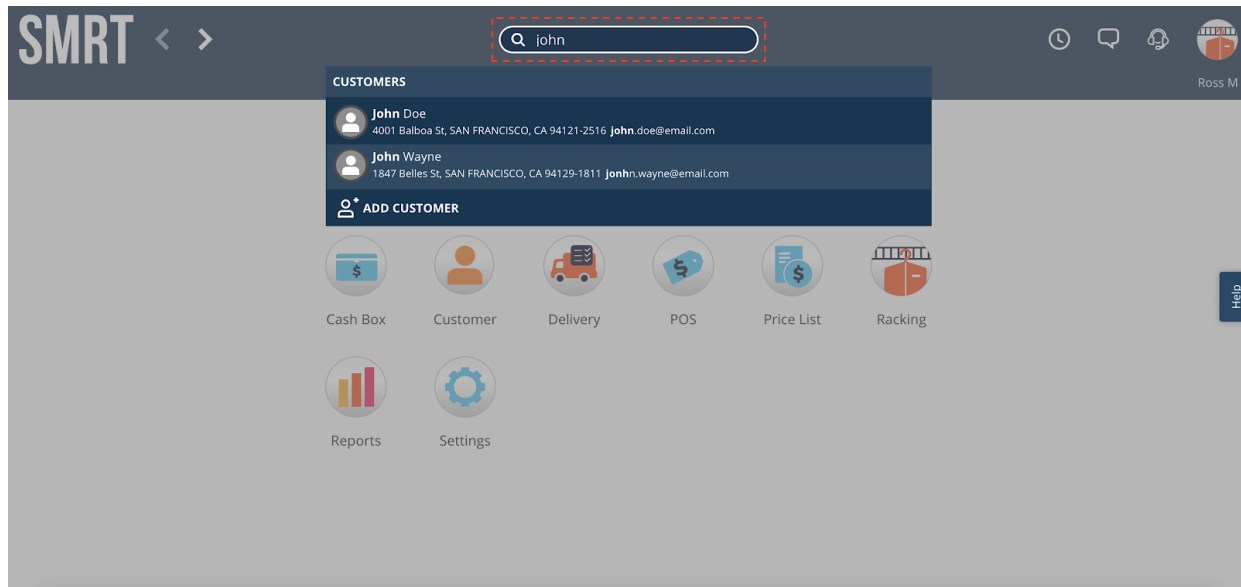


3. Now scan the ticket on the bag as you place it into the storage location. The screen will display the customer's last name and order number just racked highlighted in green. Previously stored orders in the same location will display below.

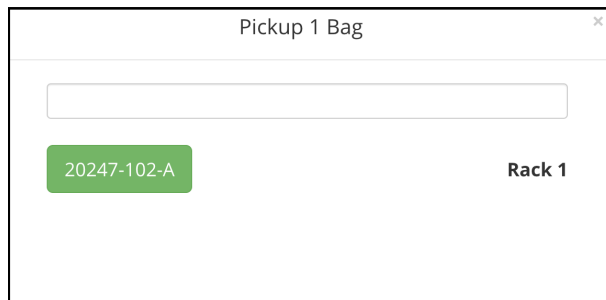
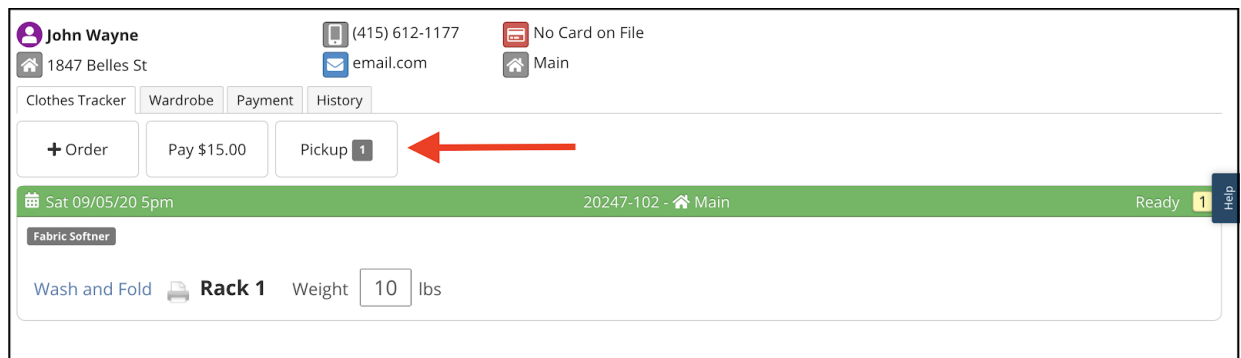


Order Pickup & Payment

1. Enter the customer's name, phone number, email or address in the search box and select the correct customer from the auto-suggest list.



2. The customer's Clothes Tracker will display all of their orders. Click the Pick Up button to begin the process. The location of the orders will display in the pick up box.



3. Scan the orders out in the Pick Up window.



Pickup 1 Bag

20247-102A

20247-102-A

Rack 1

4. Once you have scanned all the orders, the Payment window will automatically open. Select the form of payment and proceed with it.

✓	ID	Date	Pieces	Amount
✓	20230-026	08/17	4	\$17.30

Auto Select

Subtotal: \$17.30

Amount Due: \$17.30

Payment Amt / Deposit:

17.30

7867

Check: \$17.30

Cash

Check

Card

Claim Gift Card

Pay

5. After the payment goes through you will have the option to email or print a receipt. If no receipt is required, click Close.

Check: 7867

Total: 17.30

Email Receipt

Print Receipt

Close

The orders picked up and paid for will no longer display in the customer's Clothes Tracker.