



Getting Started with SMRT POSX Barcoding

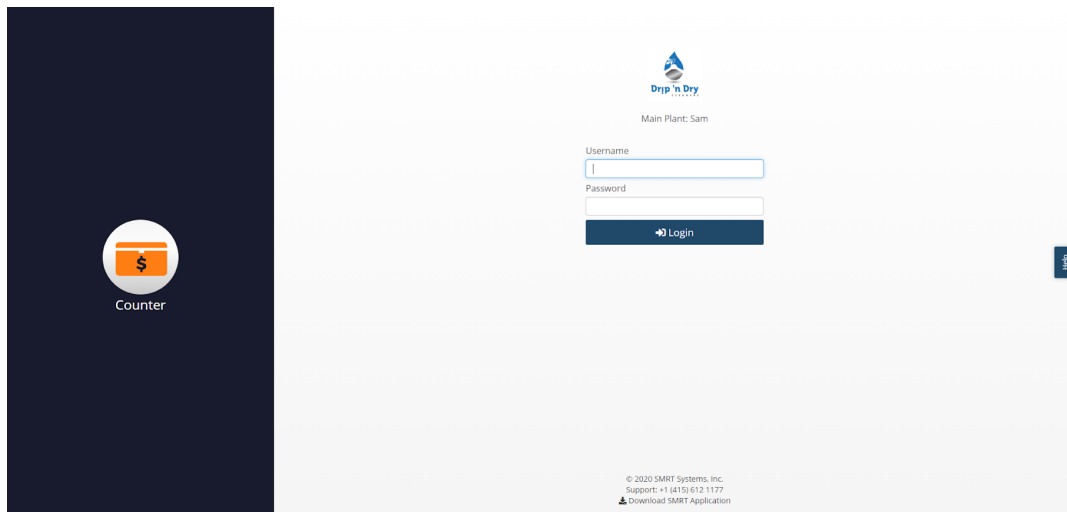
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Logging Into SMRT

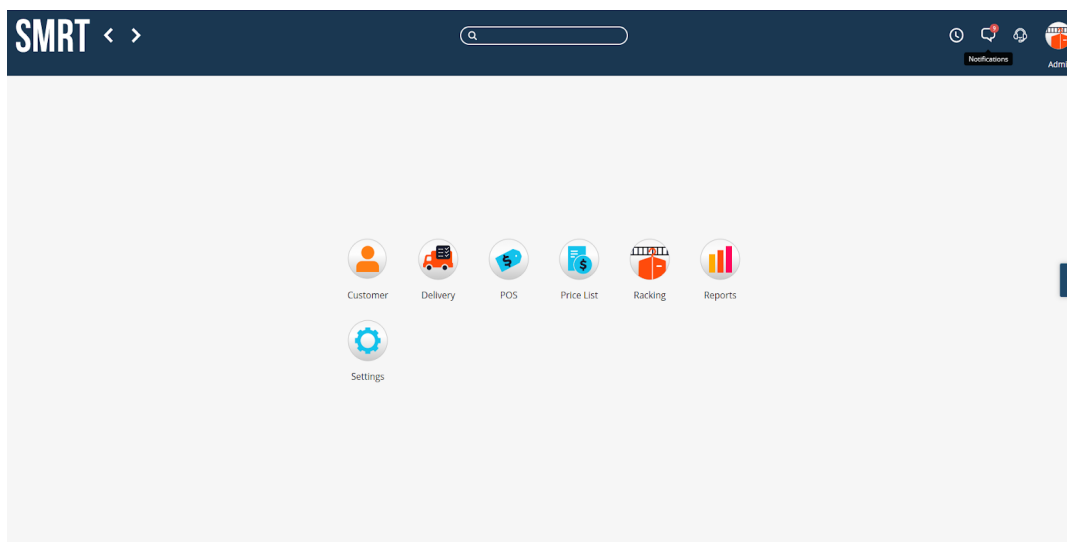
To log into SMRT first open the SMRT App



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



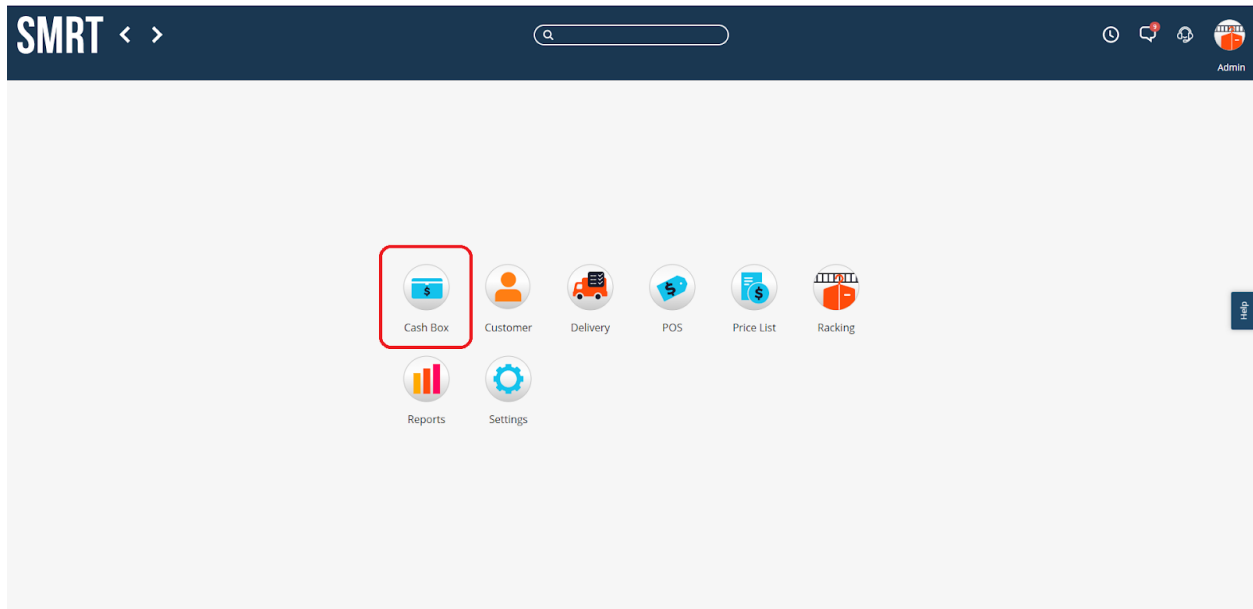
Scan your badge to log in or enter your username and password.
The SMRT home Screen will display after the app loads.



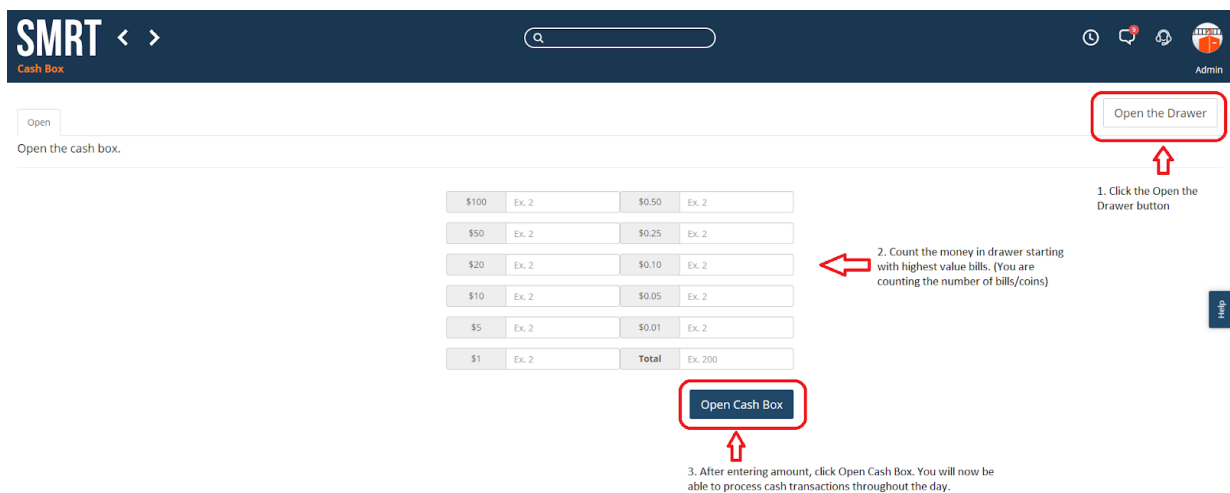
Opening Cash Box

At the beginning of the day, right after you clock 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



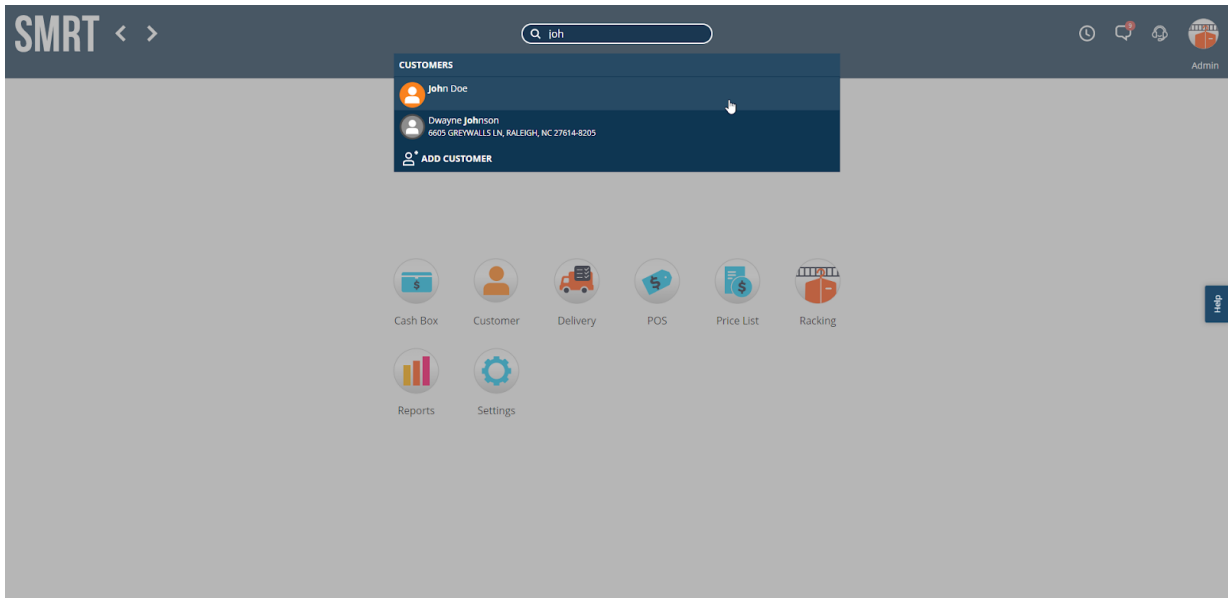
2. Open the drawer, Count your cash, and Open Cash Box. (follow steps in the picture)



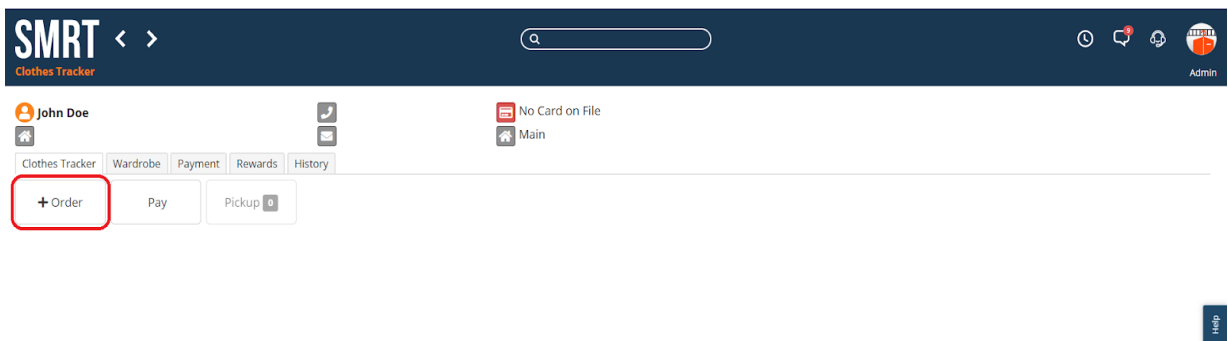
Creating an Order

This guide details the steps to create an order for a customer

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




2. Click on the New Order button.



3. Enter the number of pieces that the customer gave you and click create.

The screenshot shows the SMRT Clothes Tracker interface. The 'Cleaning' tab is active. The 'Due date' calendar is set to December 14, 2020. The 'Pieces' field is highlighted with a red box and contains the number '5'. The 'Time' dropdown is set to '5 PM'. The 'Create' button is highlighted with a red box.

4. Two drop tickets will print, one is for the customer, and the other is for you to put with the clothes.

Doe, John

 #20346-426
 5 Pcs
 Mon 12/14/20 5pm
 Drip N Dry Cleaners Main
 415-612-9885
 280 Premier Dr
 Holly Springs NC 27540
 Friday 12/11/20 12:26pm by Admin

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

The screenshot shows the SMRT Clothes Tracker interface for customer John Doe. The 'Clothes Tracker' tab is active, and a new order is visible for 'Mon 12/14/20 5pm'.

If you have another customer waiting to drop off cleaning, repeat these steps for that customer.

Detailing an Order

Once you've created an order, follow the steps to add items to the order and close it out.


1. Scan the drop ticket or open the customer's account and click New Item.


The screenshot shows the top of a mobile application interface. At the top, there's a header with a user profile for "John Doe" and a home icon. Below this is a navigation bar with tabs: "Clothes Tracker", "Wardrobe", "Payment", "Rewards", and "History". A secondary bar contains buttons for "+ Order", "Pay", and "Pickup". The main content area has a status bar at the top showing "Mon 12/14/20 5pm", a phone number "20346-426", and a location "Main". Below this is a form with various fields: "Change due date", "Promotions" (set to "None"), "Drop ticket", "Store" (12/11/20 12:26pm), "Admin", "Main", "Return Location" (Main), "Agent" (Main), and "SMRT Admin: Recalculate price". There are also buttons for "Delete", "+ Add Item", and "\$ Add Surcharge". A yellow button "Add Note or Issue" is on the right. A modal window is open in the foreground with a red border, containing a "Scan Barcode" button, a "No Barcode" button, and a "Cancel" button.

2. Heat seal the barcode to the first piece of clothing in the order.
3. Make sure the cursor is in the scan barcode field. Scan the barcode and the detailing window will pop up.

The screenshot shows the "Details" window of the application. At the top, there's a header with a user profile for "Doe, John" and a close button. Below this is a navigation bar with tabs: "Details", "Annotations", and "History". The "Details" tab is active. The main content area is divided into two sections. On the left, there's a form with fields for "Item", "Color", "Pattern", "Fabric", "Brand", "Special Care", and "Description". Below these fields is a "Pieces" field with the value "1". On the right, there's a grid of buttons for selecting item types: "Shirts / Tops", "Pants / Bottoms", "Dresses / Skirts", "Sweaters", "Jackets", "Misc", and "Household". The "History" tab shows a list of items with a "detailed" button and a phone number "20346-426". At the bottom, there's a row of buttons: "Reject", "Future Price", "Alter Only", "Press Only", "Duplicate", "Send To", "Add photo", and a green "Save" button.

4. Select a category and then an item type, or simply type the name of the item you have and the system will automatically show you items with names that match.

 Doe, John
Laundry Shirt Starch: None Crease Pants: As needed by garment Repair: Contact before repair

No photo 

Details ☐ (Saved) **Annotations** **History**

Item Shirt DC Shirt French Cuff

Color

Pattern

Fabric

Brand


Special Care


Description

Pieces 1.00

Reject Future Price Alter Only Press Only Duplicate Send To Add photo Save

5. Once you select an item type you will automatically be prompted to select the item's color(s). Click a color to select it, click it again to deselect it. You can pick as many colors as you want.

 Doe, John
Laundry Shirt Starch: None Crease Pants: As needed by garment Repair: Contact before repair

No photo 

Details ☐ (Saved) **Annotations** **History**

Item white beige orange green

Color grey yellow red turquoise

Pattern

Fabric

Brand

Special Care

Description

Pieces 1.00

white beige orange green grey yellow red turquoise charcoal tan pink blue black brown purple navy Clear

Reject Future Price Alter Only Press Only Duplicate Send To Add photo Save

- Once you've selected the item's colors, move to the pattern field by hitting the tab key or by clicking the pattern field. Select the pattern that most closely resembles the pattern of the item.

Doe, John
 Laundry Shirt Starch: None Crease Pants: As needed by garment Repair: Contact before repair

No photo

Details ☐ (Saved)

Item Shirt DC
 Color white, red, t
 Pattern striped
 Fabric
 Brand
 Special Care
 Description
 Pieces 1.00

solid	striped	printed	floral
embroidered	gingham	dotted	pinstripe
herringbone	plaid	houndstooth	crochet
paisley	argyle	animal print	tie-dye

Annotations History

detailed
 0346-426
 2/11/20

Reject Future Price Alter Only Press Only Duplicate Send To Add photo **Save**

- Now select the fabric of the item. You can select multiple fabrics. Move on by hitting the tab key or by clicking Brand.

Doe, John
 Laundry Shirt Starch: None Crease Pants: As needed by garment Repair: Contact before repair

No photo

Details ☐ (Saved)

Item Shirt DC
 Color white, red, t
 Pattern striped
 Fabric cotton
 Brand
 Special Care
 Description
 Pieces 1.00


cotton	silk	polyester
rayon	n/a	wool
poly/cotton	viscose	linen
nylon	acetate	modal
cashmere	acrylic	lyocell
Clear		15 more..

Annotations History

detailed
 0346-426
 2/11/20

Reject Future Price Alter Only Press Only Duplicate Send To Add photo **Save**


8. For brand type, the system will display brand names that match what you've input. When you see the brand of the item to the right, click it and you will automatically move on to the Special Care section.

 **Doe, John**

Laundry Shirt Starch:
None

Crease Pants:
As needed by garment

Repair:
Contact before repair

No photo 


Details ☐


(Saved)

Annotations

History

Item
Shirt DC

Color
 white, red, k

Pattern
 striped

Fabric
cotton

Brand
ralph lauren

Special Care

Description

Pieces
1.00

Ralph Lauren

Ralph Lauren Golf

Ralph Lauren Home

Ralph Lauren Spa

Ralph Lauren Sport

detailed

0346-426

2/11/20

Reject

Future Price

Alter Only

Press Only


Duplicate

Send To

Add photo

Save


9. The Special Care section lists upcharges and common descriptors that need to be noted on items. Select as many special cares as need be. Once you're done click Save.

 **Doe, John**

Laundry Shirt Starch:
None

Crease Pants:
As needed by garment

Repair:
Contact before repair

No photo 


Details ☐


(Saved)

Annotations

History

Item
Shirt DC

Color
 white, red, k

Pattern
 striped

Fabric
cotton

Brand
Ralph Lauren

Special Care
Pet Hair Light (\$5)

Description

Pieces
1.00

Designer Brands (50%)

Fold

Light Starch

Medium Starch

Heavy Starch

Hand Press

Crease

No Crease

Pet Hair Light (\$5)

Pet Hair Heavy (\$18)

Delicate Fabrics (\$1.25)

Clear

detailed

0346-426

2/11/20

Reject

Future Price

Alter Only

Press Only

Duplicate

Send To

Add photo

Save

10. Your first item will now display below the order header.

The screenshot shows the top section of the application. At the top, there's a user profile for 'John Doe' and a status 'No Card on File'. Below this are tabs for 'Clothes Tracker', 'Wardrobe', 'Payment', 'Rewards', and 'History'. A navigation bar contains '+ Order', 'Pay', and 'Pickup' buttons. The main header area displays 'Mon 12/14/20 5pm', '20346-426 - 1 piece - Main', and 'Undetailed'. Below the header, there are fields for 'Change due date', 'Store', 'Admin', 'Main', 'Promotions', 'Return Location', 'Agent', and 'SMRT Admin: Recalculate price'. A 'Scan Barcode' modal is open, showing a 'Pet Hair Light' item with a price of '\$10.95' and a 'Ralph Lauren Shirt DC' image. The modal has 'Close Order' and 'Split Order' buttons at the bottom.

11. Repeat the detailing process for all of the customer's items. You can put laundered shirts and dry cleaning in the same order. Once you've detailed all the items for the order, click the Close Order button.

This screenshot shows the 'Listing 1 orders' section. The header area is the same as in the previous screenshot, but now it shows 'Tue 03/12/19 5pm', '19069-01100 - 5 pieces - Store 1', and 'Undetailed'. Below the header, there are five item cards, each with a 'DETAILED' label and a price: 'Ralph Lauren Shirt' (\$10.4 + \$4), 'APC Shirt' (\$10.4 + \$4), 'Calvin Klein Shirt' (\$10.4 + \$4), 'Gucci Suit Jacket' (\$5.95), and 'Gucci Suit Pants' (\$5.95). Each card has a 'FOLD' or 'Crease' button. A 'Scan Barcode' modal is open on the right. At the bottom, the 'Close Order' button is highlighted with a red box, and the 'Split Order' button is also visible.

12. Once you click Close Order, the order header will change colors to blue indicating that the order is ready to be cleaned.

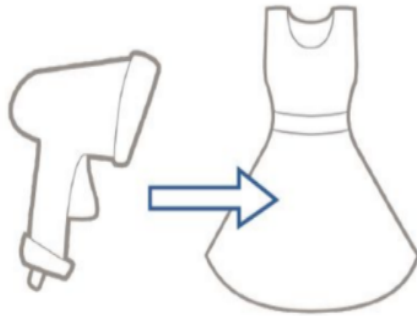
This screenshot shows the same interface as the previous one, but the header area is now blue. The date and time are 'Tue 03/12/19 5pm', the order number is '19069-01100 - 5 pieces - Store 1', and the status is 'Processing'. The five item cards are still present, and the 'Close Order' button is no longer highlighted.

You are now finished detailing the customer's order!

Associating Two Items

When you have 2 items that you want to ensure are bagged together, like a 2c suit or dress+belt, use the Association function by following these steps:

1. Detail first item



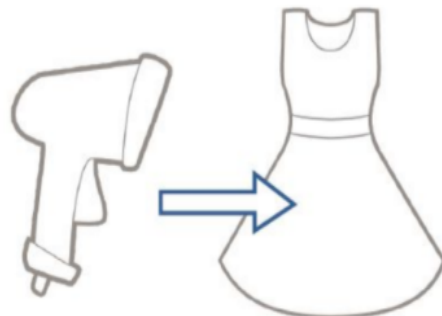
2. Detail the second item.

Select "associated."

Details ☐ (Saved)

Item	Polo	Barcode
Color	 red	<input type="text" value="Long/Solo"/>
Pattern	<input type="text" value=""/>	
Fabric		List Price 5.95
Brand		Total 5.95
Special Care		<input type="text" value="Associated"/>
Description		
Pieces	1.00	

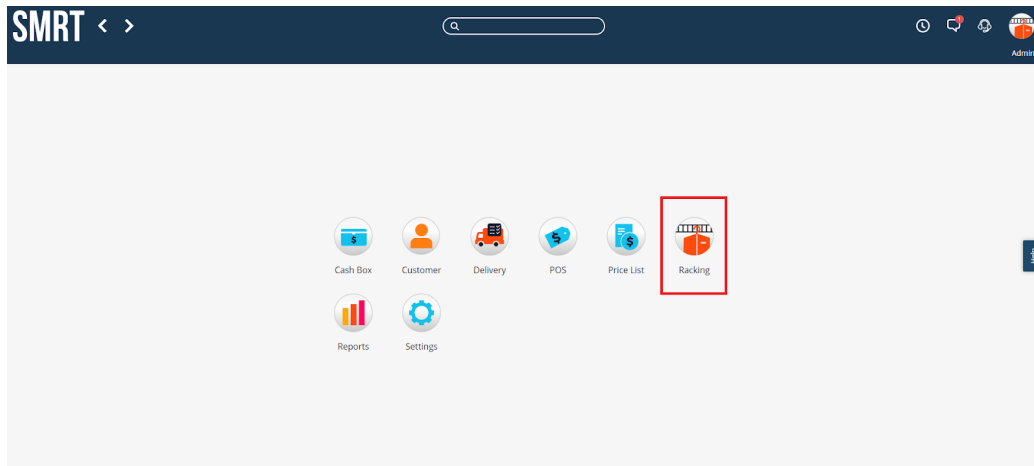
3. Scan first item to associate (both pieces need to be detailed in the system to be associated) and save.



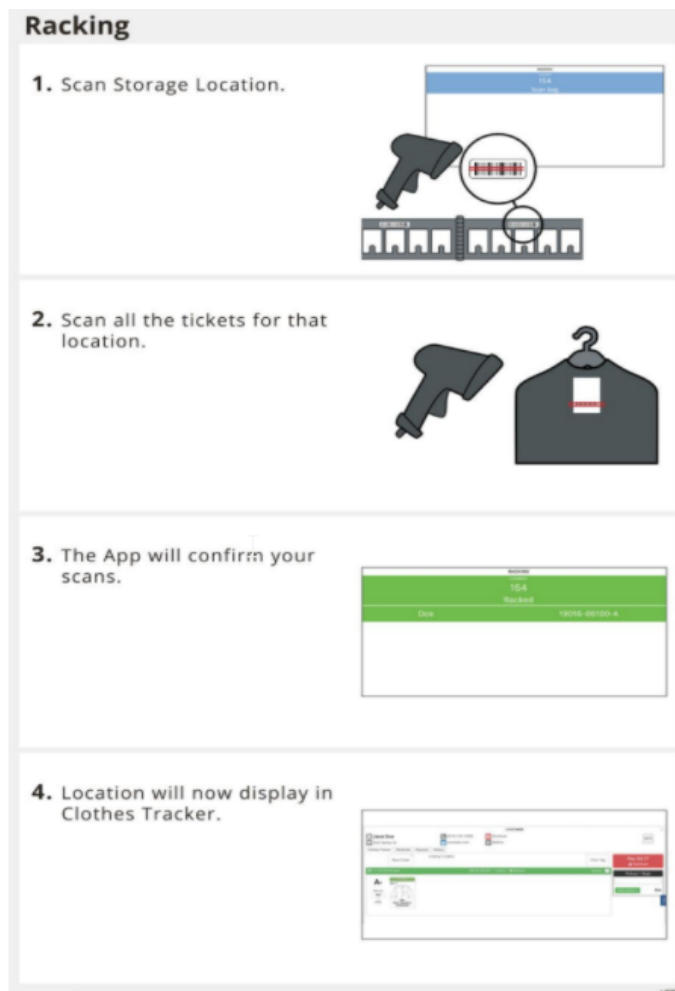
This will link the two items together so that they can't be assembled without each other.

Racking Orders

To rack orders to storage locations, first, open the Racking Module.



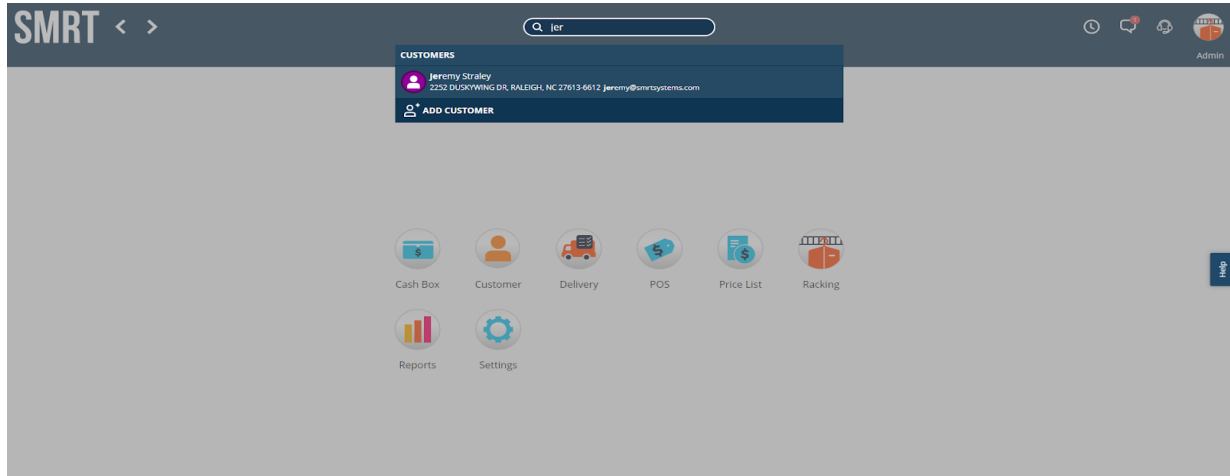
Now follow the steps below to rack orders to your storage locations:



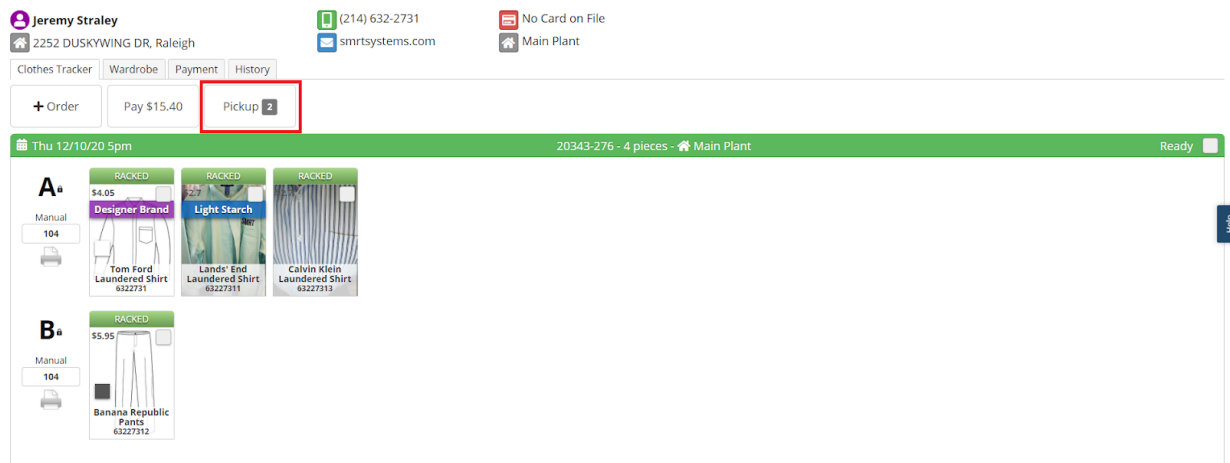
Order Pickup & Payment

Follow these steps when a customer picks up and pays for their cleaning.

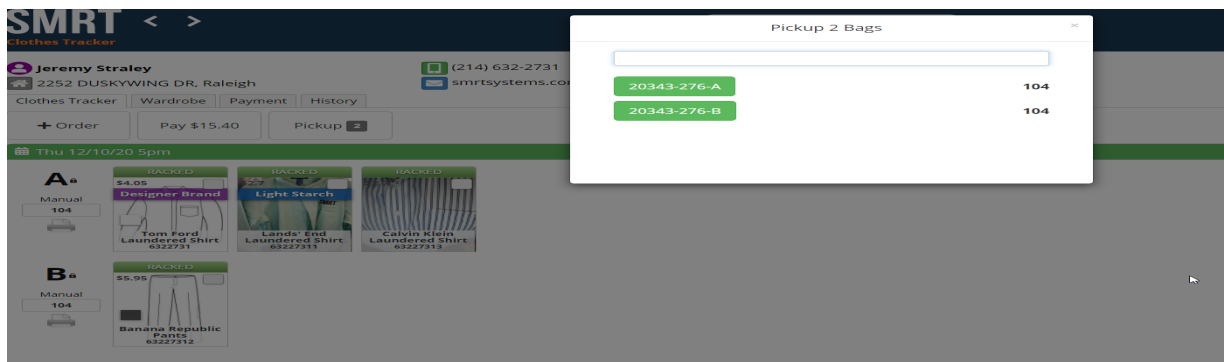
1. Enter the customer's name, phone number, email, or address in the search box and select the correct customer from the autosuggest list.



2. The customer's Clothes Tracker will display all of their orders. Click the Pickup Box to begin the pickup process.



3. The location of the orders will then display in the pickup box. Go get the orders and scan them to mark them as picked up.



4. As you scan the orders out, they will change to black in Clothes Tracker indicating they have been given back to the customer.



5. Once you've scanned all the orders for the customer to pick up, the payment window will automatically pop up.

The screenshot shows the payment window. On the left, there is a table with the following data:

✓ ID	Date	Pieces	Amount
✓ 20343-276	12/08	4	\$15.40

Below the table, there is a 'Subtotal: \$15.40' and 'Amount Due: \$15.40'. A blue 'Auto Select' button is located to the left of the subtotal. A large blue 'Pay' button is at the bottom center. On the right side, there is a 'Payment Amt / Deposit:' section with a text box containing '15.40' and a green checkmark. Below this, there are logos for VISA, MasterCard, American Express, and Discover. A 'Card Number' text box is present, followed by a 'MM / YY' dropdown menu. A checkbox labeled 'Save as Card on File' is also visible. To the right of these fields, there is a vertical stack of three buttons: 'Cash', 'Check', and 'Card'. A blue 'Claim Gift Card' button is located at the bottom right of the payment section.

6. If the customer is paying with a credit card simply swipe the card. If the customer is paying with cash, select cash and then enter the amount of cash received using the number pad and click pay.

The screenshot shows a payment interface with a table of items and a payment summary. The table has columns for ID, Date, Pieces, and Amount. The first item has ID 19069-01100, Date 3/10, 5 pieces, and an amount of \$55.70. The payment summary shows a Subtotal of \$55.10, Tax of \$0.60, and Amount Due of \$55.70. The payment method is Cash, with a payment amount of \$70.00 and a change of \$14.30. A numeric keypad is visible, with a red box highlighting the numbers 0-9 and the \$100, \$50, and \$20 buttons. The keypad also includes a 'Clr' button and a decimal point.

✓	ID	Date	Pieces	Amount
✓	19069-01100	3/10	5	\$55.70

Payment Amt / Deposit: 55.70 ✓

Subtotal: \$55.10
Tax: \$0.60
Amount Due: \$55.70

Cash: \$70.00
Change: \$14.30

Buttons: Auto Select, Pay, Cash, Check, Card, Claim Gift Card

7. After the payment goes through, you will have the option to email a receipt, print a receipt, or close the payment box.

The screenshot shows a receipt screen with the following information: Cash: \$70.00, Total: \$55.70, and Change: \$14.30. Below this information are three buttons: Email Receipt, Print Receipt, and Close.

Cash: \$70.00
Total: \$55.70
Change: \$14.30

Buttons: Email Receipt, Print Receipt, Close

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

The screenshot shows the customer's Clothes Tracker interface. At the top, it displays the customer's name, Jeremy Straley, and their address, 2252 DUSKYWING DR, Raleigh. Below this, there are tabs for Clothes Tracker, Wardrobe, Payment, and History. The Payment tab is currently selected. At the bottom, there are three buttons: + Order, Pay, and Pickup. The Pickup button has a small icon next to it.

Jeremy Straley
2252 DUSKYWING DR, Raleigh
(214) 632-2731
smrtsystems.com
No Card on File
Main Plant

Clothes Tracker | Wardrobe | Payment | History

+ Order | Pay | Pickup