SMRT

Getting Started with SMRT POSX
Item / Order Features

Associating 2 Items

When you have an order that has two related pieces, such as a suit jacket and pants, or an item with a sash or belt, associate the pieces to each other so they are assembled together, in the same ticket. If there are more than two components to a piece, such as a coat with a detachable hood and belts, detail them together in a separate order of its own.

1. After barcoding both items, detail the first garment of the 'pair' and Save.

2. Detail the second garment of the 'pair' then, scan the first item's barcode into the Associated field. You will see a confirmation right underneath the field letting you know both pieces are now linked together at which point, you are ready to Save the item.

You can continue with the rest of the order as usual.

Adding Annotations

A. Measurements (if requested by customer).
B. Spotting marker.
C. Damage marker.
D. Alterations location marker.
E. Mark spot (blue).
F. Mark and select type of damage (purple).
G. Mark and select type of alteration required, price and save (pink).
H. Attach note regarding annotations.
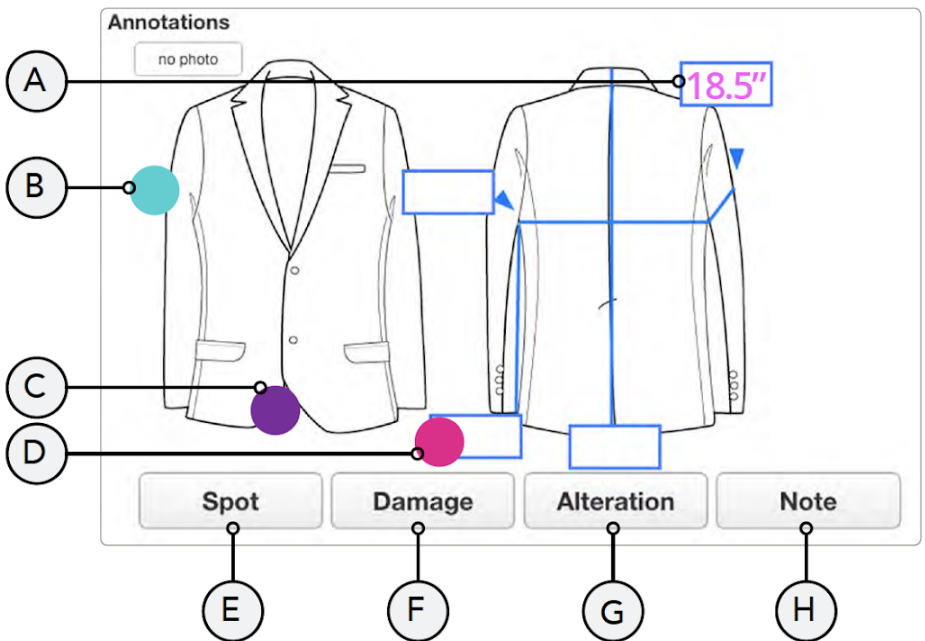
Adding a Spot

1. Click the Spot button, mark on the garment's diagram where the spot is located, and Save.
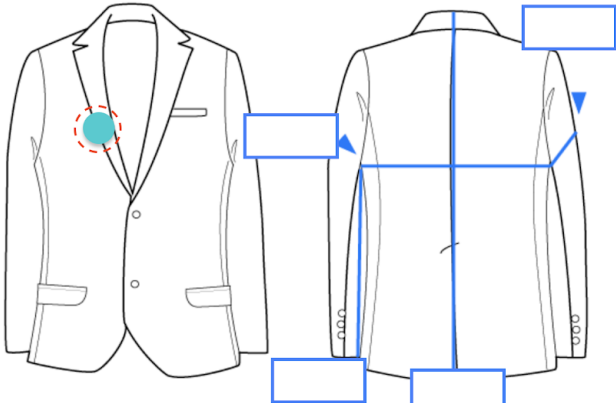
Adding a Damage

1. Click the Damage button, mark on the garment's diagram where the damage is located. A small window will open for you to select the type of damage or enter further information. Save the damage window and then Save the item.

Adding an Alteration

1. Click the Alteration button, mark on the garment's diagram where the alteration is located. A small window will open for you to select the type of alteration, adjust the price if needed, or enter further information. Save the alteration window and then Save the item.

Adding a Note

1. Click the Note button, mark on the garment's diagram where you want the note to reference. A small window will open for you to enter the note/instruction. Save the notes window and then Save the item.
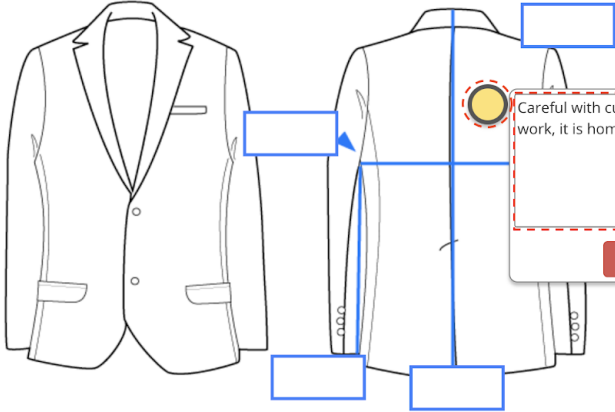
Item Action Buttons

A. Select the Reject function when it has been determined that an item will not be processed. It allows you to account and track the item without applying any charges.

B. When selecting Alter Only, the cleaning price will be automatically deducted allowing only for the alteration charges to apply.

C. Select Press Only when a garment does **not** require cleaning. When applicable, the price will be discounted.

D. The Duplicate function allows you to record 2 barcodes for 1 item in the event that you find a garment with multiple heat seals so that, regardless of which barcode is scanned throughout its process, it can still be recognized.

E. Use the Send To options to tell the system if you are redirecting a garment to a different department.

F. Add Photo uses your computer's camera to take a picture of the garment that the customer can see when logging into their account. This picture is also saved as the main garment's picture.

Item's History

The History menu shows the history of the garment; times processed, actions, locations occupied, store, employee, and date. Use this as a reference when checking claims.

Details ☐	Annotations	History

History

49 Orders - Created: 10/24/15 11:00am

Details	Annotations
Item	
76543210	
Ted Baker	
Suit Jacket	
Fabric	
⬛	
Solid	
Wool	
Price/Count	
$5.95	
$5.95	
Prefs	

8/14/20 12:46pm	20227-735			$15.96
⬤ Opened		Balboa: Ross Computer	Ross M 08/20 4:15:30 PM	
🟢 Racked	**SHF17**	Balboa: Galaxy S8	Jose M 08/19 10:46:55 AM	
🟢 Folded	**FOLDING**	Balboa: 231-Folding	Kim P 08/18 10:18:27 AM	
🟢 Bagging	**ZR-07**	Balboa: Assembly 1	Kim P 08/17 12:24:21 PM	
⬤ Assembled		Balboa: Assembly 1	Kim P 08/17 12:24:21 PM	
🟡 Pressed		Balboa: 242-Pressing 1	Nery M 08/17 12:04:54 PM	
🟣 Detailed		Balboa: Counter 1	Jose M 08/14 2:41:06 PM	

7/13/20 10:25am	20195-01109	$15.96
3/17/20 8:29am	20077-01102	$15.96
2/21/20 12:15pm	20052-01112	$15.96
6/6/19 1:47pm	19157-01122	$15.50

Order's Action Buttons

A. Order due date.
B. Order number, number of items, and store/route.
C. Order status.
D. Change due date: use it to edit the order's due date, time, and mark it as Rush.
E. Order's history quick view.
F. Add Item: allows you to add items to an order that has been previously closed.
G. Split Order: use this function when you want to separate completed from not completed items into different orders. The completed items will stay in the original order which will immediately turn into status Assembled. The incomplete items will be automatically moved into a new order with a new due date of one additional day from the original.
H. Coupon: a drop-down menu displays the available promotions/discounts that can be applied to an order.
I. Return Location: use it when a customer wants to pick up their ready order at a different location or for delivery.
J. Print Receipt: before an order is detailed and closed, this button allows you to print copies of the quick ticket. Once the order has been closed, a copy of the financial receipt will print instead.
K. Transfer: allows you to move an order from one account to another. Useful when you need to reassign ownership of items.
L. History: displays the history for each item in the order.
M. Pay: use it when you want to pay for a specific order.
N. Add Note or Issue: