



Getting Started with SMRT POSX Quick Detail

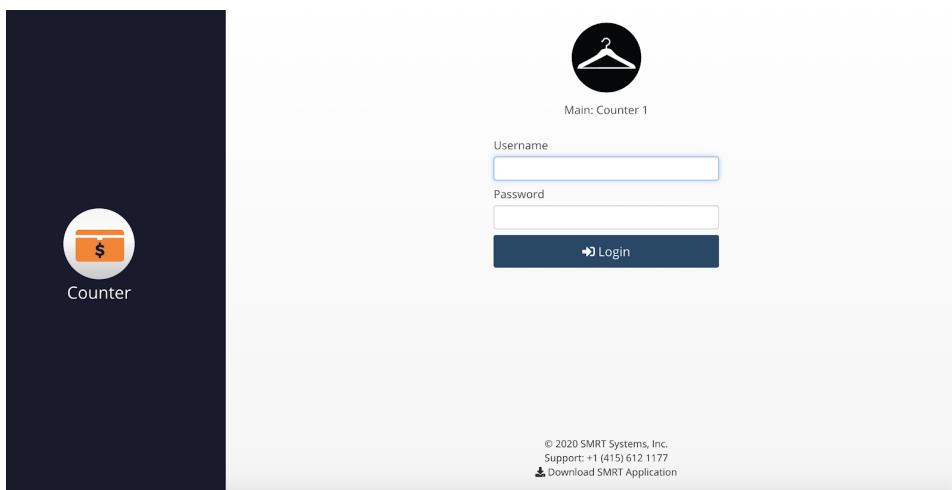
Logging Into SMRT	1
Clocking In	2
Opening the Cash Box	3
Creating an Order	4
Detailing an Order	7
Assembling an Order	11
Racking an Order	13
Order Pickup & Payment	14

Logging Into SMRT

To log into SMRT first open the SMRT App.



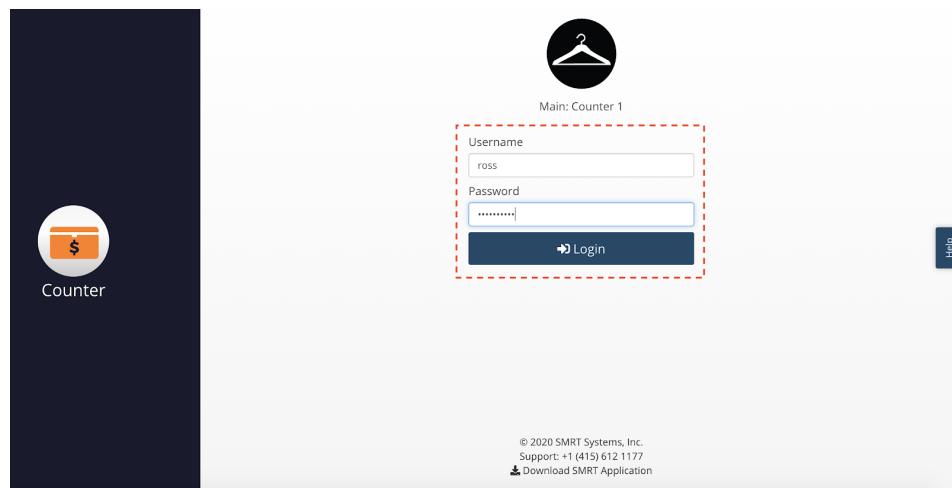
The login page will load and display a username and password field with the name of the station above them and on the left side of the screen.



The image shows the SMRT login interface. On the left, there is a dark vertical panel labeled "Counter" with a circular icon containing a dollar sign (\$). To the right, the main login area has a circular logo with a hanger and the text "Main: Counter 1". Below this are two input fields: "Username" and "Password", followed by a "Login" button with a key icon. At the bottom, there is copyright information and a link to download the application.

© 2020 SMRT Systems, Inc.
Support: +1 (415) 612 1177
[Download SMRT Application](#)

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

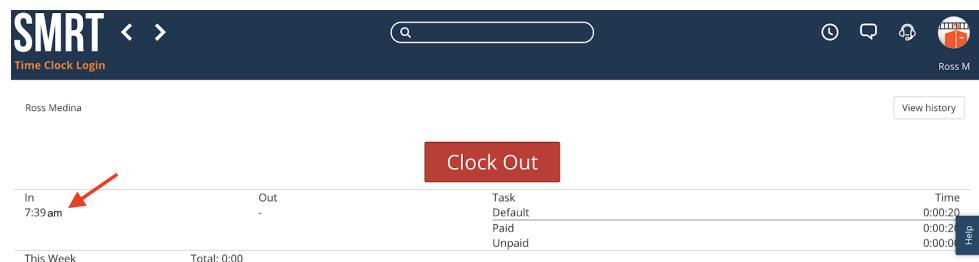
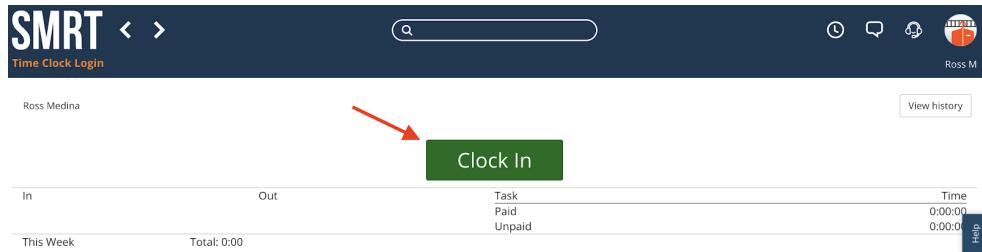


The image shows the SMRT login interface with a red dashed box highlighting the "Username" and "Password" input fields. The rest of the interface is identical to the previous screenshot, including the "Counter" panel on the left and the "Main: Counter 1" header on the right.

© 2020 SMRT Systems, Inc.
Support: +1 (415) 612 1177
[Download SMRT Application](#)

Clocking In

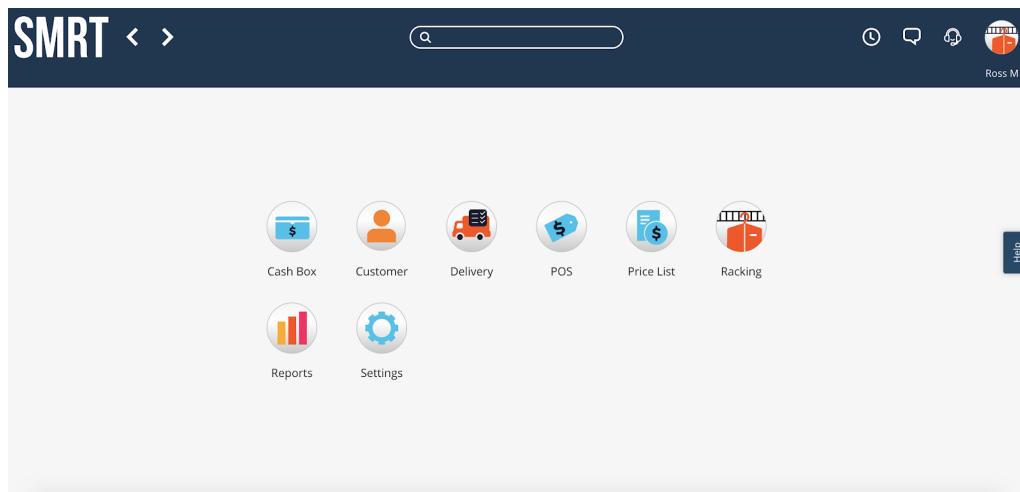
After logging in, you will be prompted to clock-in, click the green Clock In button and see your time logged in on the screen.



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.



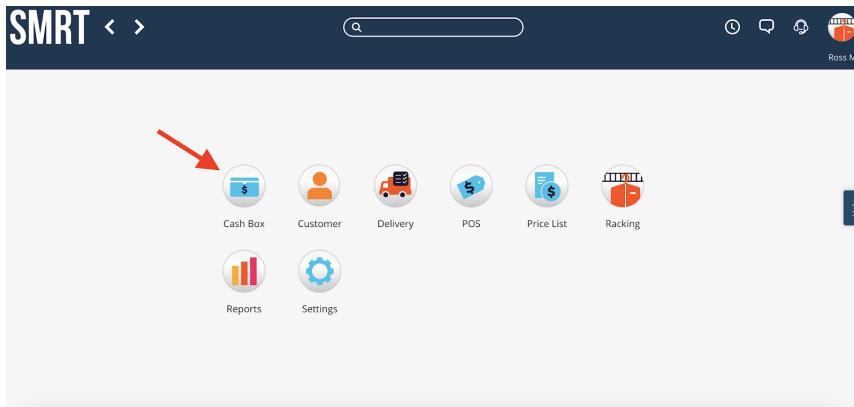
The SMRT Home Screen will display after the app loads.



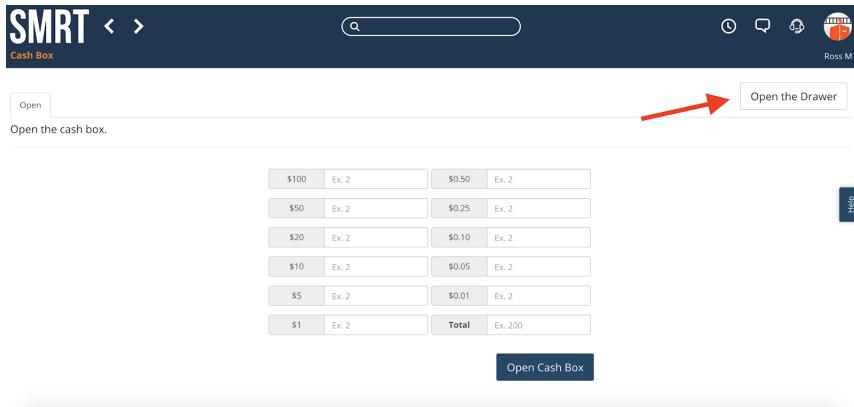
Opening the Cash Box

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.

This screenshot shows the same 'Open Cash Box' pop-up window as the previous one, but with a dashed red box highlighting the count area of the table. The table data is identical to the previous screenshot. Below the table is a blue button labeled 'Open Cash Box' with a red arrow pointing to it.

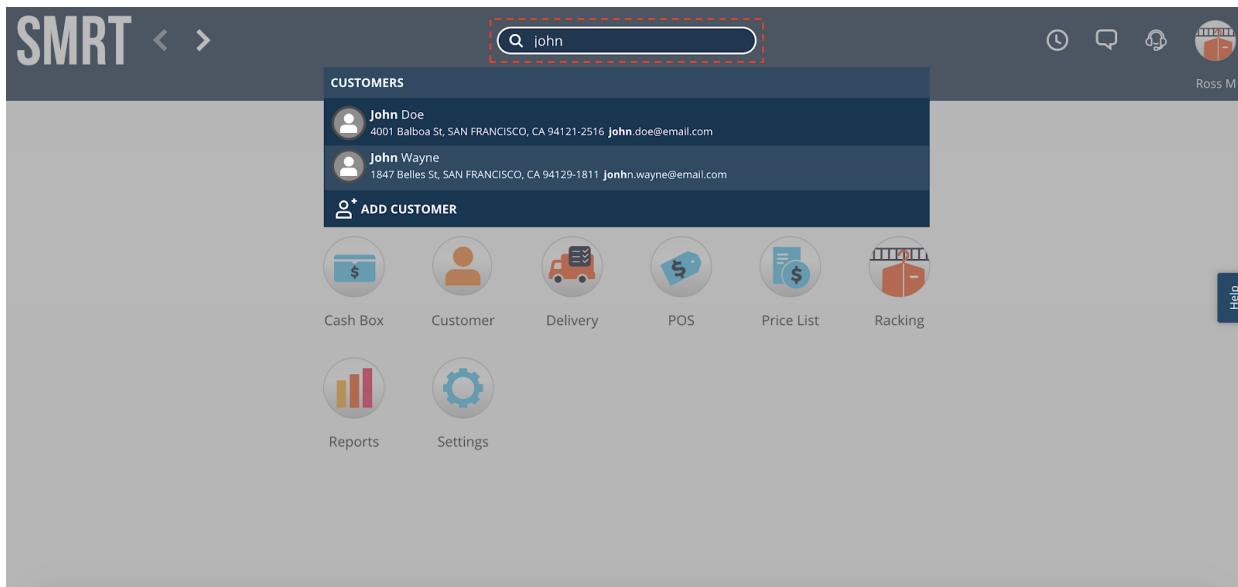
\$100	Ex. 2	\$0.50	Ex. 2
\$50	Ex. 2	\$0.25	15
\$20	1	\$0.10	24
\$10	3	\$0.05	8
\$5	4	\$0.01	45
\$1	23	Total	100

→ Open Cash Box

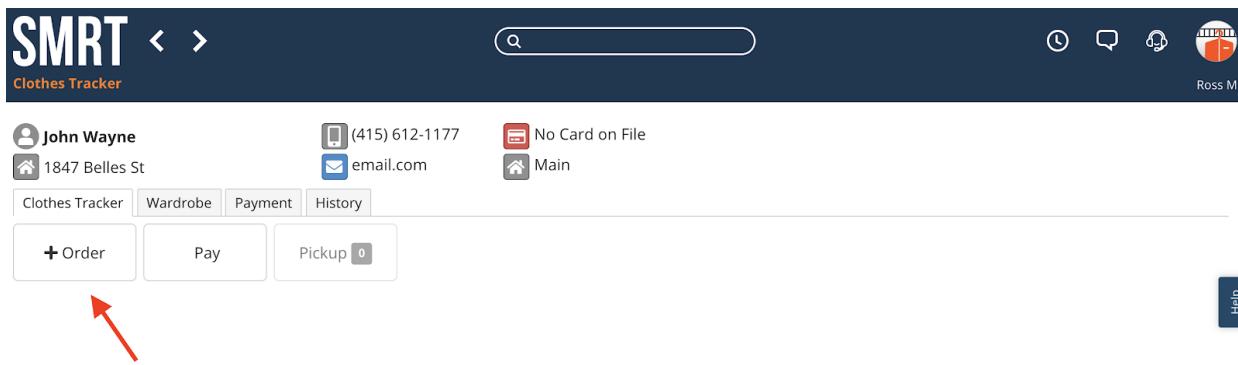
You will now be able to process cash transactions throughout the day.

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.



3. Enter the number of pieces based on the items the customer has and click Create & Pay. If needed, you can enter special instructions in the Notes section or add a coupon.

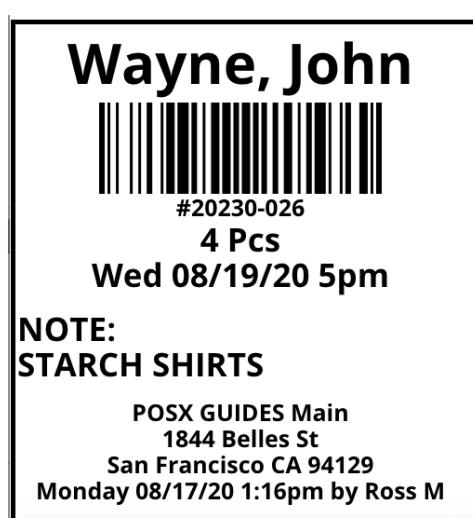
Quick Detail		Wash & Fold		Import	
Shirt	2	Tie		Type	Receipt
Pants		Vest		Shirt	Price
Blouse		Shorts		Shirt	2.70
Skirt		Jump Suit		Suit Jacket	2.70
Dress		Poncho		Suit Pants	5.95
Shirt French Cuff		Shawl		Subtotal:	5.95
Sweater		Miscellaneous		Total:	17.30
Jeans		T-shirt			
Coat		Gloves			
Jacket		Uniform Pants			
Polo		Uniform Shirt			
Shirt DC		Wash & Fold			
Suit Jacket	1	Wrap			
Suit Pants	1	Gown			
Suit Vest		Chef Coat			
Scarf		Down Coat			
		Miscellaneous			
Notes	STARCH SHIRTS				
Promotion	None				

Create **Create and Pay**

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



↑ CUSTOMER'S COPY



↑ STORE'S COPY

5. If the customer is paying, select the form of payment and proceed with the transaction. If no payment is required, close the payment window and continue as usual.

The screenshot shows the SMRT software's payment interface. On the left, there is an order summary for a prepay item. The right side shows a payment window with fields for 'Payment Amt / Deposit' (\$17.30), payment method selection (VISA, MasterCard, AMERICAN EXPRESS, DISCOVER), card number, and MM/YY. A checkbox for 'Save as Card on File' is present. A 'Claim Gift Card' button is at the bottom right. A large red arrow points from the 'Pay' button back towards the order summary.

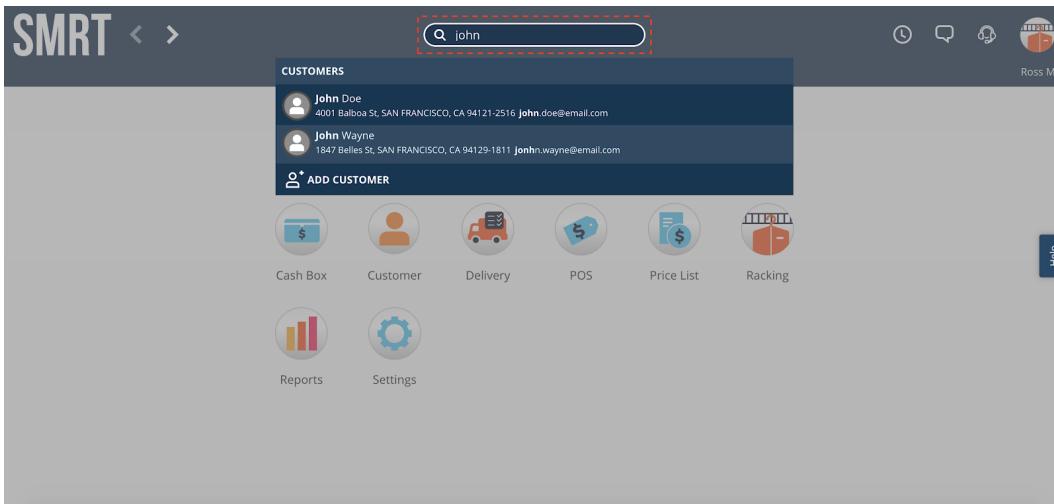
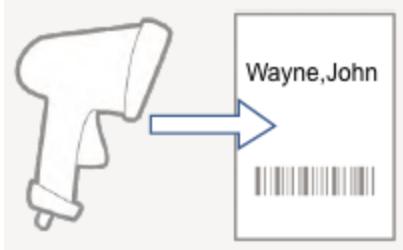
6. There will now be an order in the customer's Clothes Tracker.

The screenshot shows the SMRT software's Clothes Tracker screen. At the top, it displays the user profile (John Wayne) and contact information. Below that is a navigation bar with tabs: Clothes Tracker, Wardrobe, Payment, and History. Underneath are buttons for '+ Order', 'Pay', and 'Pickup 0'. The main area shows an order for Wednesday, August 19, 2020, at 5pm, with 20230-026 - 4 pieces - Main. It includes sections for 'Change due date', 'Coupon' (None), 'Pay' (\$17.30), 'Return Location' (Main), 'History', 'Agent' (Ross M), and 'Transfer'. A 'Customer Request' box is visible, containing 'STARCH SHIRTS'. Below this are four detailed items: two N/A shirts (\$2.7 each), one N/A suit jacket (\$5.95), and one N/A suit pants (\$5.95). Each item has a 'Scan Barcode' option.

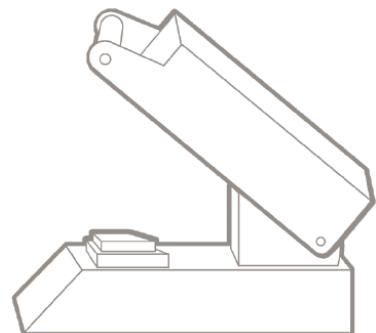
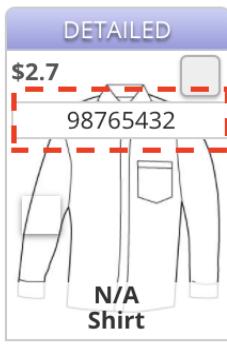
If you have another customer waiting to drop off, click the search box at the top of the screen and repeat from step #1.

Detailing an Order

- When you are ready to detail the order, scan the ticket with the barcode that you previously deposited in the bag with clothes or look up the customer's account.



- Select the item type that you are about to detail and click in the Scan Barcode field (make sure the cursor is flashing), then scan the barcode and proceed to heat sealing it onto the garment.



3. The details window will open with the item type already selected. Click on the color field 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.

Details (Saved) Annotations History

Item Shirt

Color white, blue

Pattern

Fabric

Brand

Special Care

Description

Pieces 1

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

Reject Alter Only Press Only Duplicate Send To Add photo Info Save

4. Once you have 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.

Details (Saved) Annotations History

Item Shirt

Color white, blue

Pattern gingham

Fabric

Brand

Special Care

Description

Pieces 1

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

Reject Alter Only Press Only Duplicate Send To Add photo Info Save

5. Now select the fabric of the item. You can select multiple fabrics if you'd like. Move on by hitting the tab key or by clicking Brand.

Details		(Saved)	Annotations	History
Item	Shirt			
Color	white, blue	cotton	wool	rayon
Pattern	gingham	silk	polyester	acetate
Fabric	cotton	linen	denim	velvet
Brand		satin	cashmere	suede
Special Care		leather	angora	nylon
Description		Clear		15 more..
Pieces	1			
<input type="button" value="Reject"/> <input type="button" value="Alter Only"/> <input type="button" value="Press Only"/> <input type="button" value="Duplicate"/> <input type="button" value="Send To"/> <input type="button" value="Add photo"/> <input type="button" value="Info"/> <input type="button" value="Save"/>				

6. Start typing the item's brand, the system will display the brands that match what you have entered. When you see the brand display, select it.

If the brand doesn't exist, make sure it's spelled correctly and hit Enter to add it as a new brand.

Details		(Saved)	Annotations	History
Item	Shirt			
Color	white, blue	Ralph Lauren	Ralph Lauren Golf	Ralph Lauren Home
Pattern	gingham	Ralph Lauren Spa	Ralph Lauren Sport	
Fabric	cotton			
Brand	ralph lauren			
Special Care				
Description				
Pieces	1			
<input type="button" value="Reject"/> <input type="button" value="Alter Only"/> <input type="button" value="Press Only"/> <input type="button" value="Duplicate"/> <input type="button" value="Send To"/> <input type="button" value="Add photo"/> <input type="button" value="Info"/> <input type="button" value="Save"/>				

7. The Special Care section lists upcharges and common descriptors that need to be noted on the item. Select as many as needed or none, and click Save.

Details

Item	Shirt
Color	white, blue
Pattern	gingham
Fabric	cotton
Brand	Ralph Lauren

Special Care

(Saved)

Fold	Light Starch	Medium Starch
Heavy Starch	Hand Press	Crease
No Crease	Pet Hair Light (\$5)	Pet Hair Heavy (\$18)

Description

Pieces 1

Clear

Annotations

History

detailed
0230-026
8/17/20

Reject Alter Only Press Only Duplicate Send To Add photo Info Save

8. Your first detailed item will now display with the details entered.

John Wayne
1847 Belles St

(415) 612-1177 email.com Main

Clothes Tracker Wardrobe Payment History

+ Order Pay Pickup 0

Wed 08/19/20 5pm 20230-026 - 4 pieces - Main Processing 1

Change due date \$17.30 Pay
Store 8/17/20 1:16pm Ross M Main
Detailed 8/17/20 1:18pm Ross M Main
Coupon None
Return Location Main Agent
Transfer

+ Add Item Split Order

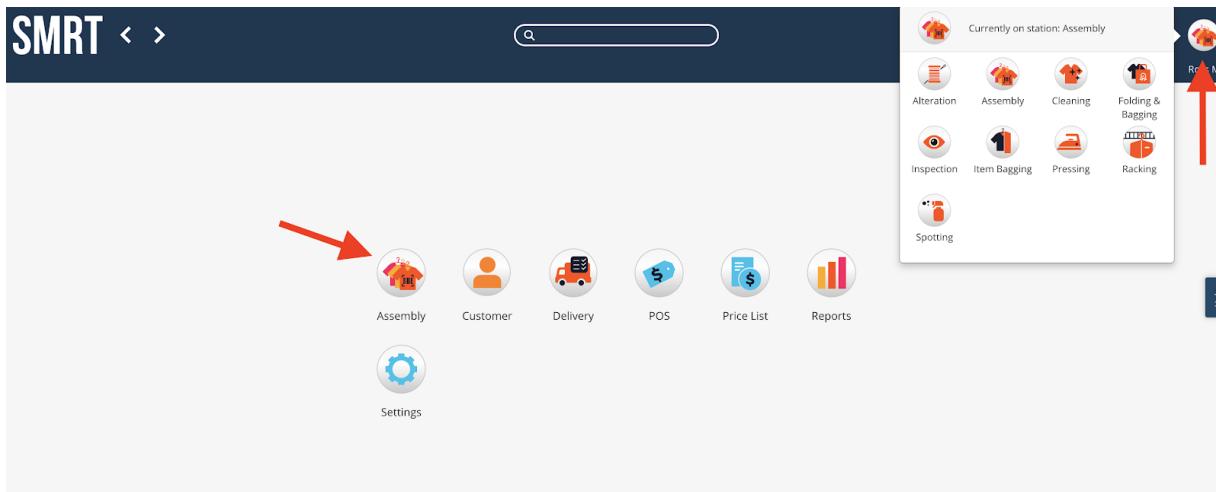
Customer Request STARCH SHIRTS

DETAILED \$2.7 Scan Barcode N/A Shirt	DETAILED \$5.95 Scan Barcode N/A Suit Jacket	DETAILED \$5.95 Scan Barcode N/A Suit Pants	DETAILED \$2.7 Medium Starch Ralph Lauren Shirt 98765432
---------------------------------------	--	---	--

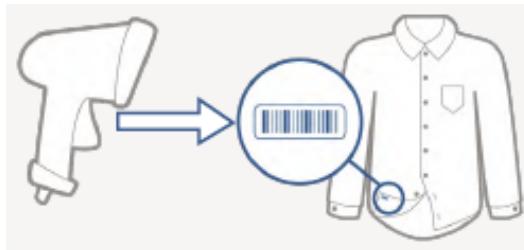
Repeat the detailing process for the rest of the items in the order and sort them to be cleaned as you usually do.

Assembling an Order

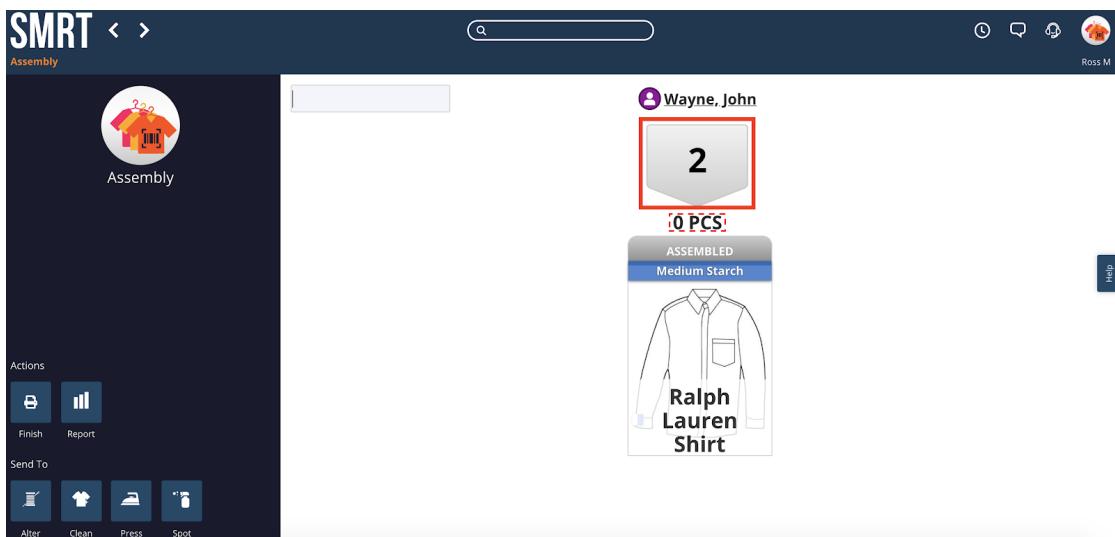
1. Open the assembly screen by clicking on the Assembly icon on the Home Screen or from the station selection on the top right corner of the screen.



2. Scan the barcode on an item waiting to be assembled.



3. The system will assign a location. If you are using a conveyor, the location will move to where you're standing. If you're using assisted assembly, walk the garment to the location assigned. The system will display the number of pieces already assigned to that location. If "0", there should be no items prior to the piece you're about to place in that location. Check that the number of pieces in the slot matches the screen (before you put the item into the slot).



4. When an order finishes or reaches the max number of items per ticket, the location and item's status bars will turn green and a ticket will automatically print.

Item	Description	Price
Shirt	Banana Republic Shirt	\$2.7
Suit Jacket	Ted Baker Suit-Jacket	\$5.95
Pants	Ralph Lauren Shirt	\$2.7
	Ted Baker Suit Pants	\$5.95

Main
Wed 08/19/20 5pm
Wayne, John
1847 BELLES ST
SAN FRANCISCO, CA
94129-1811
20230-026-A
4 Items 4/4

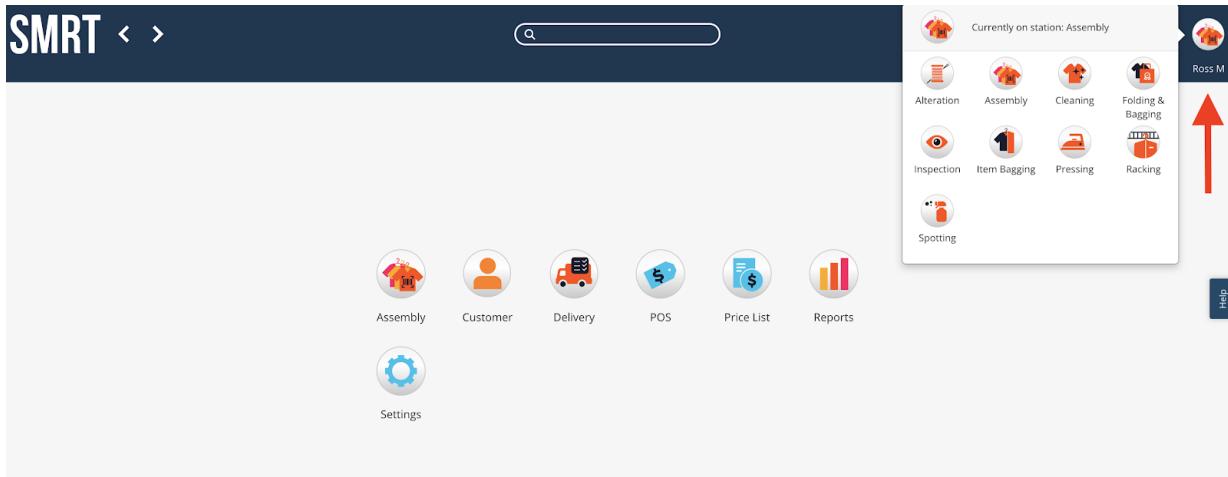
POSX GUIDES
1844 Belles St
San Francisco, CA 94129

5. Take the pieces off the assembly location and put it on an assembly hook with the printed ticket and send to bagging.

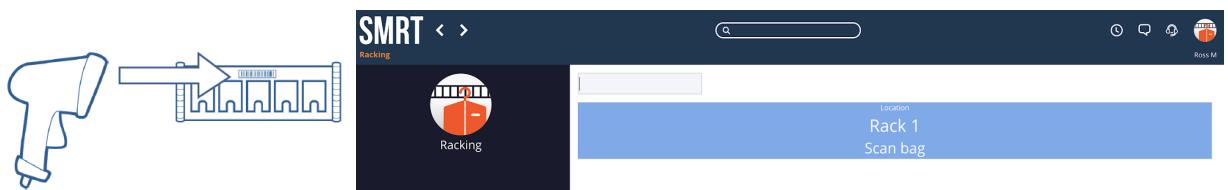


Racking an Order

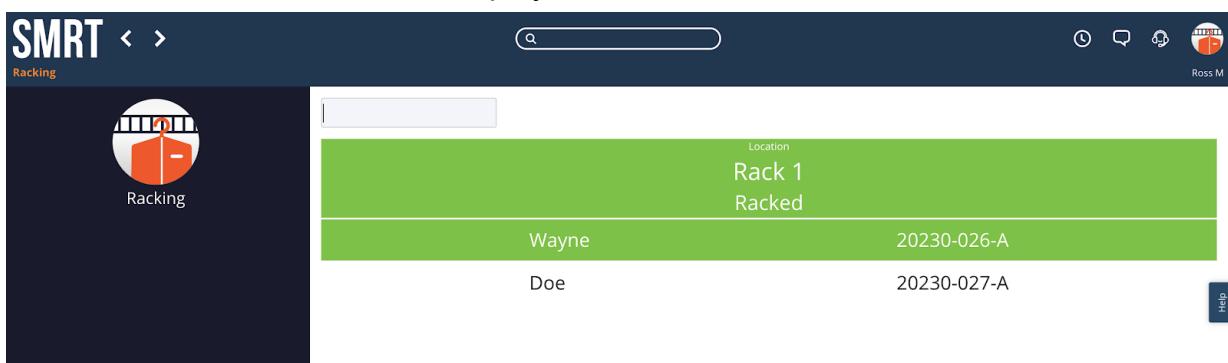
1. Open the Racking page from the stations selection menu on the top right corner of the screen.



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

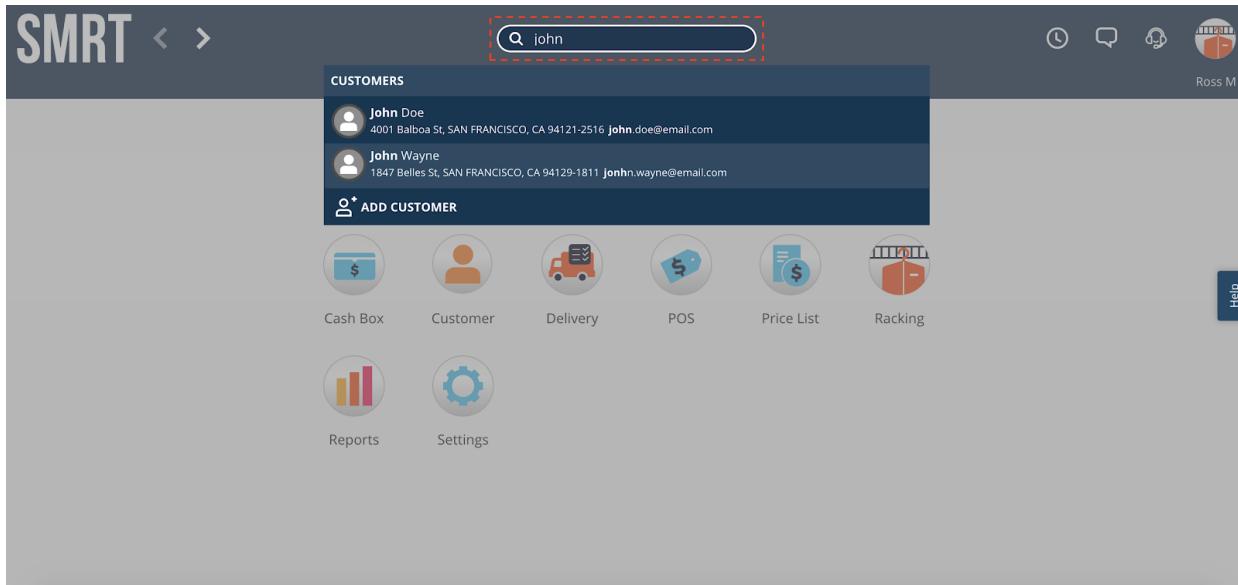


3. Now scan the ticket on the bag as you place it into the storage location. The screen will display the customer's last name and order number just racked highlighted in green. Previously stored orders in the same location will display below.



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.

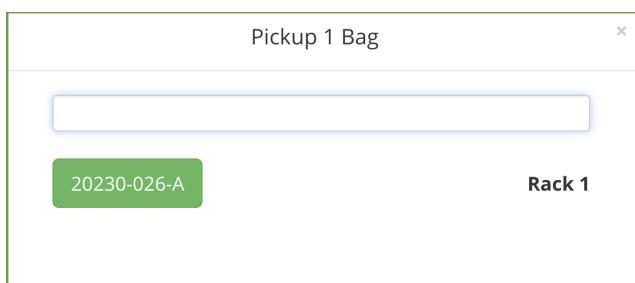


2. The customer's Clothes Tracker will display all of their orders. Click the Pick Up button to begin the pick up. The location of the orders will display in the pick up box.

Wed 08/19/20 5pm 20230-026 - 4 pieces - Main Ready 2

A
Static Assembly 1
Rack 1

RACKED	RACKED	RACKED	RACKED
\$2.7 Medium Starch Banana Republic Shirt 87654321	\$5.95 Ted Baker Suit Jacket 76543210	\$5.95 Ted Baker Suit Pants 65432109	\$2.7 Medium Starch Ralph Lauren Shirt 98765432



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



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

If all orders were previously paid this and the next step will be automatically skipped.

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

Subtotal: \$17.30
Amount Due: \$17.30

Payment Amt / Deposit:
17.30
7867

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.