



Getting Started with SMRT POSX - Lot Assembly Tags

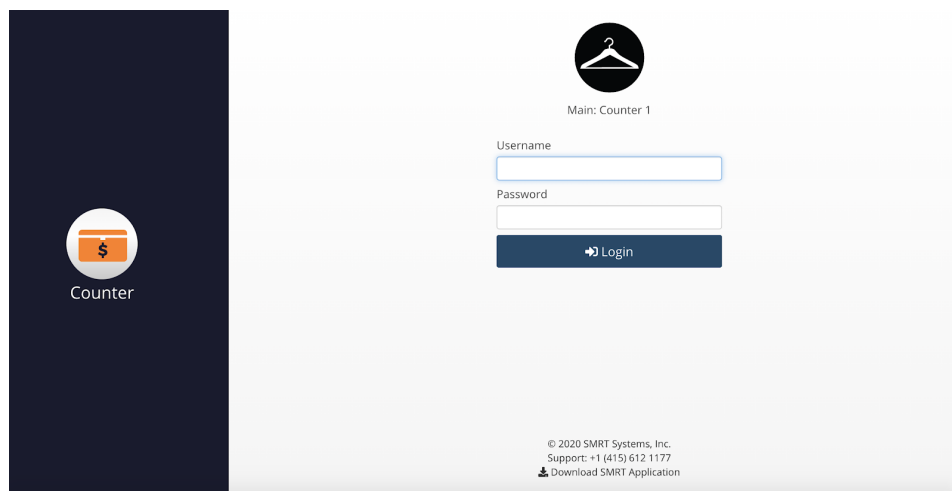
Logging Into SMRT	1
Clocking In	2
Opening the Cash Box	3
Creating an Order	4
Detailing an Order	6
Racking an Order	9
Order Pickup & Payment	10

Logging Into SMRT

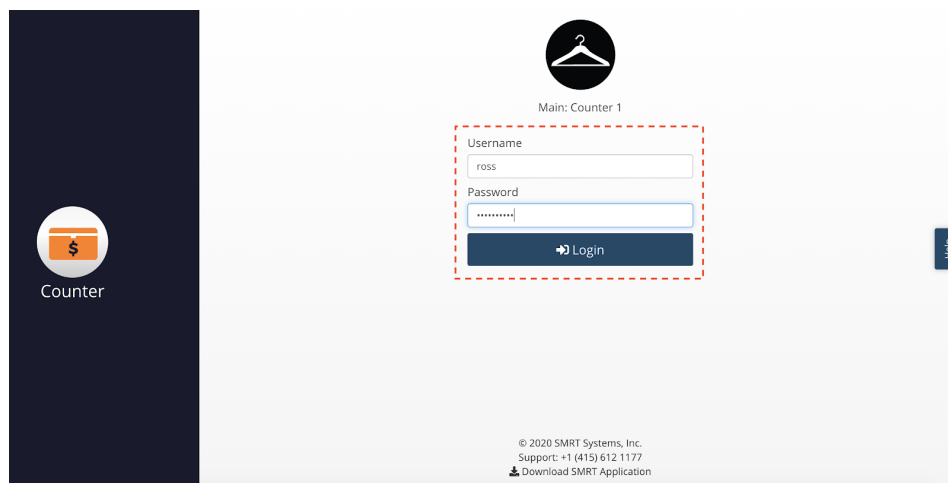
To log into SMRT first open the SMRT App.



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.

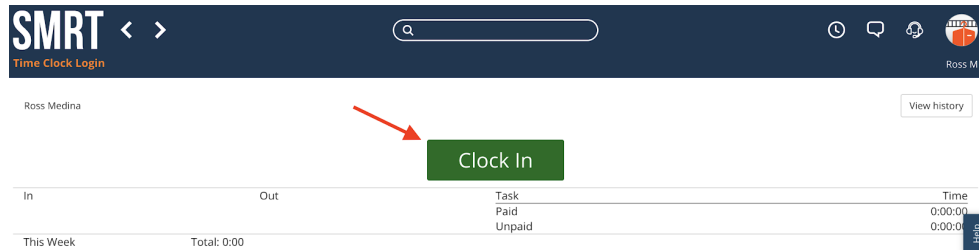


Scan your badge or enter your username and password to log in.



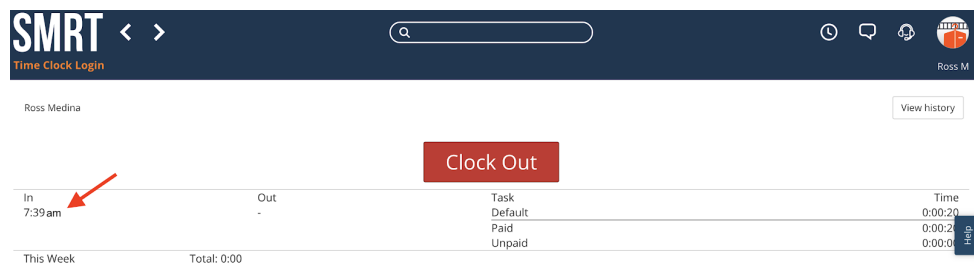
Clocking In

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' and a 'Help' button.

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



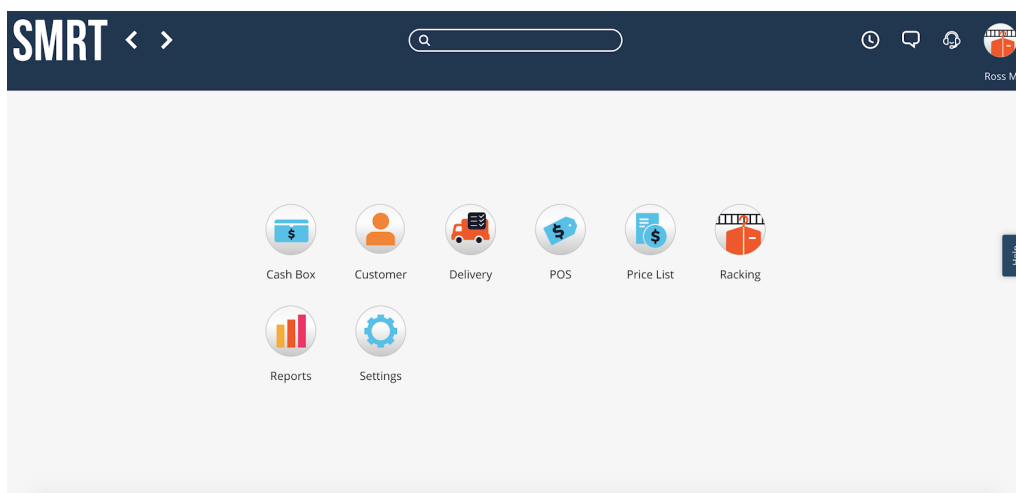
The screenshot shows the SMRT Time Clock Login interface after clocking in. The 'Clock Out' button is now visible. The 'In' field shows '7:39 am' with a red arrow pointing to it. The 'Out' field is empty. The table below shows 'This Week' with a 'Total: 0:00' and a 'Help' button.

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.



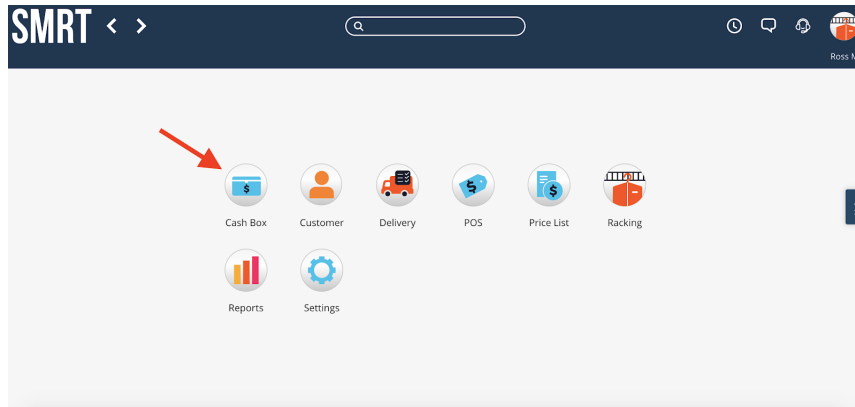
The SMRT Home Screen will display after the app loads.



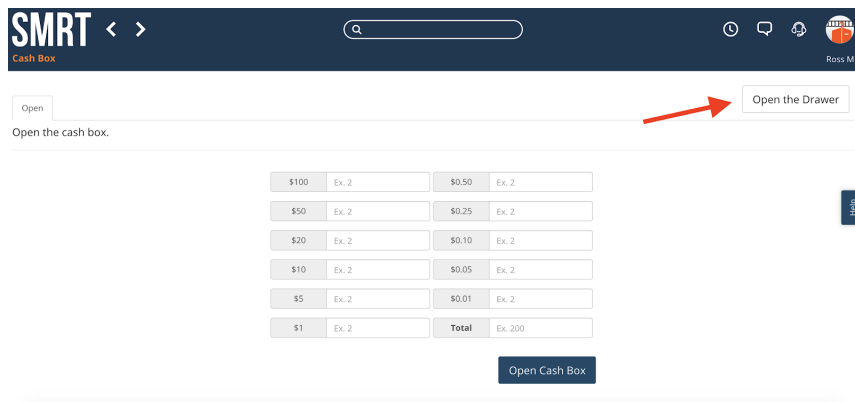
Opening the Cash Box

At the beginning of the day, 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

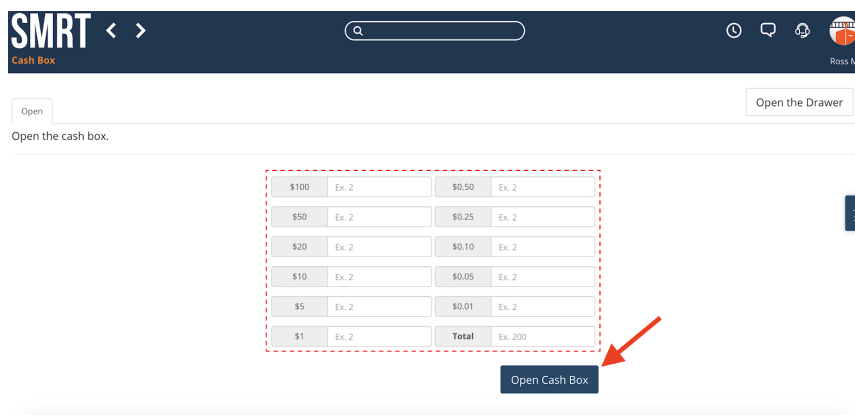


2. Once the Cash Box pop up is open, click the Open the Drawer button



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

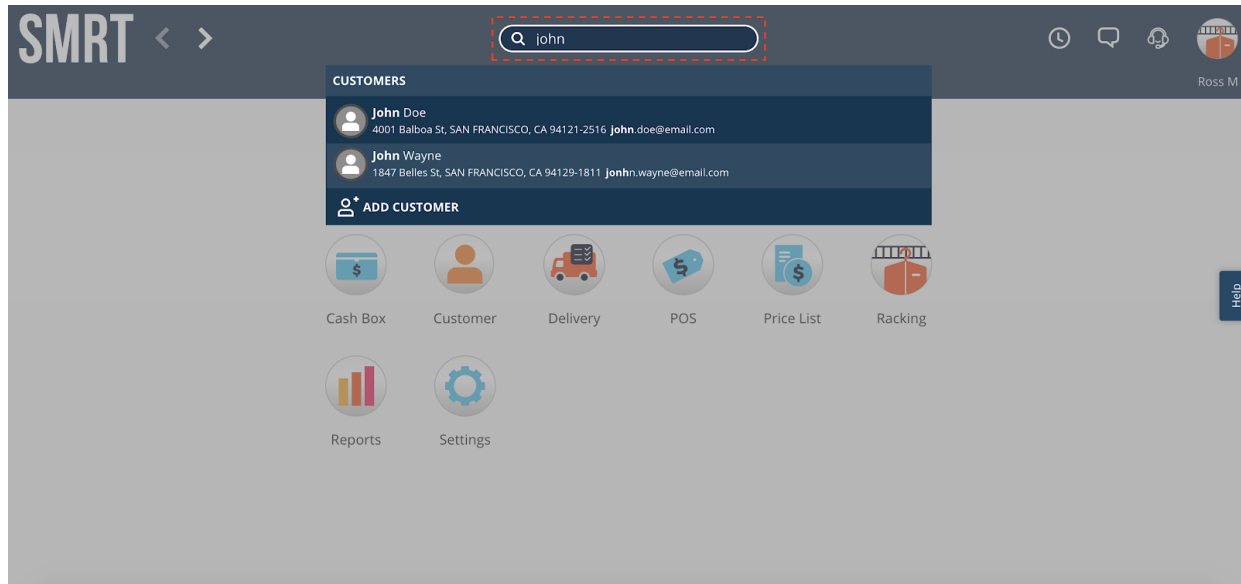
*You are counting the number of bills/coins, not the value of them.



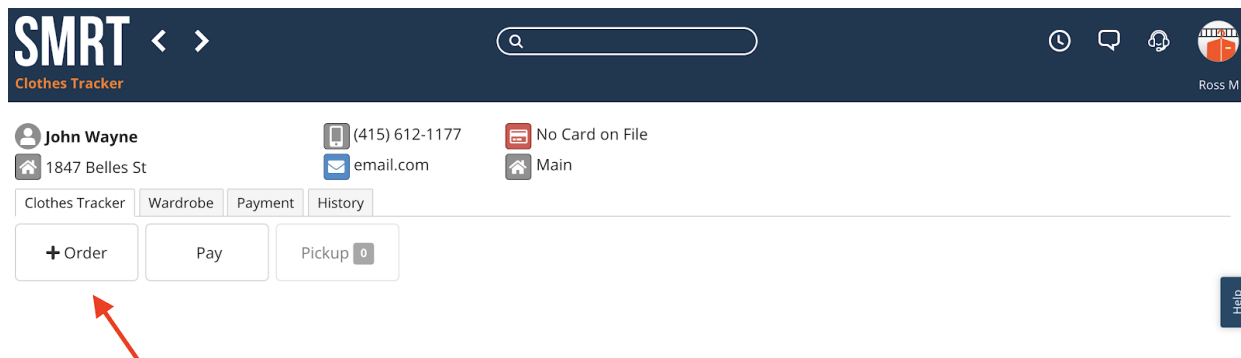
You will now be able to process cash transactions throughout the day.

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 that the customer is dropping off if required, and click Create. If needed, you can modify the due date from the calendar on the left. You can also flag an order as Rush, enter special instructions in the Notes section, and add Surcharges.

The screenshot shows a form for creating an order. On the left is a calendar for September 2020. The main form has three tabs: Cleaning, Wash & Fold, and Import. The 'Wash & Fold' tab is active. A red dashed box highlights the following fields: 'Pieces' (value: 5), 'Name', 'ID / Room', 'Time' (dropdown: 5 PM), 'Rush' (checkbox: Rush), 'Notes' (text: STARCH SHIRTS), and 'Surcharges' (button: Add surcharge). A red arrow points from the bottom right of the dashed box to a blue 'Create' button.

Due date						
September 2020						
<	Su	Mo	Tu	We	Th	Fr
	30	31	01	02	03	04
	06	07	08	09	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	01	02
						03
September 10, 2020						

4. There will now be an Undetailed order in the customer's Clothes Tracker. Click the New Item box to start detailing the order.

The screenshot shows the 'John Wayne' customer profile in the 'Clothes Tracker' section. The 'Undetailed' tab is active. A red arrow points to a button labeled 'NEW ITEM'.

John Wayne
1847 Belles St
(415) 612-1177
email.com
No Card on File
Main

Clothes Tracker | Payment | History

+ Order | Pay | Pickup 0

Sat 09/12/20 5pm | 20255-151 - Main | Undetailed

NEW ITEM

Detailing an Order

1. After clicking the New Item box, a new window will open to start defining the first item(s) in the order. Click on each of the fields to select the Item Type, Color(s), Pattern, Fabric, Brand, Special Care(s), Description, and the number of pieces as needed. Click Next Item to detail the next pieces, when you are done detailing them all, click Save.

Wayne, John

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

No photo available

Details (Saved)

Item: Shirt

Color: blue, white

Pattern: striped

Fabric: cotton

Brand: Ted Baker

Special Care: Fold

Description: Slim Fit

Pieces: 2

Barcode: Long/Solo

List Price: 2.70

Total: 5.40

Associated

Annotations: [Shirt Icon]

History: detailed, 20255-151, 09/11/20

Reject Alter Only Press Only Send To Add photo Next Item Save

2. If you have items that need to go on a separate ticket, click the Split Order button and repeat the previous step. Once there are no more items to detail, click Close Order.

Sat 09/12/20 5pm 20255-151 - 5 pieces - Main Undetailed 1

Change due date Change name & room

Coupon: None Return Location: Main

Drop ticket Estimate Transfer

Agent: Main

Customer Request: STARCH SHIRTS

Store: 9/11/20 12:52am Admin Main

+ Add Item \$ Add Surcharge

DETAILED \$5.4 FOLD Ted Baker Shirt

DETAILED \$8.1 FOLD Lefaurie Shirt

NEW ITEM

Close Order Split Order

3. Two identical tickets will print per order. One is for the customer and the other is for production.

Main
Sat 09/12/20 5pm

Wayne, John
1847 BELLES ST
SAN FRANCISCO, CA
94129-1811

20255-151-A



5 Pieces

Item	Price
Shirt	5.40
2 pcs Ted Baker	
Shirt	8.10
3 pcs Emile Lefaurie	
Subtotal	13.50
Total	13.50

Fold

POSX GUIDES
1844 Belles St
San Francisco, CA 94129

Main
Sat 09/12/20 5pm

Wayne, John
1847 BELLES ST
SAN FRANCISCO, CA
94129-1811

20255-151-A



5 Pieces


Item	Price
Shirt	5.40
2 pcs Ted Baker	
Shirt	8.10
3 pcs Emile Lefaurie	
Subtotal	13.50
Total	13.50

Fold

POSX GUIDES
1844 Belles St
San Francisco, CA 94129

4. If required, click the Change Name & Room button to enter the Lot Tag number for each order in the ID/Room field.

Sat 09/12/20 5pm 20255-151 - 5 pieces - Main Processing 1

Change due date Change name & room 

Coupon None Return Location Main

\$13.50 Pay History Agent Main Transfer

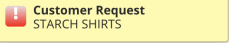
Store 9/11/20 12:52am Admin Main Detailed 9/11/20 2:45am Admin Main

+ Add Item \$ Add Surcharge Reset Split Order

Not Racked

DETAILED \$5.4 FOLD Ted Baker Shirt


DETAILED \$8.1 FOLD Emile Lefaurie Shirt



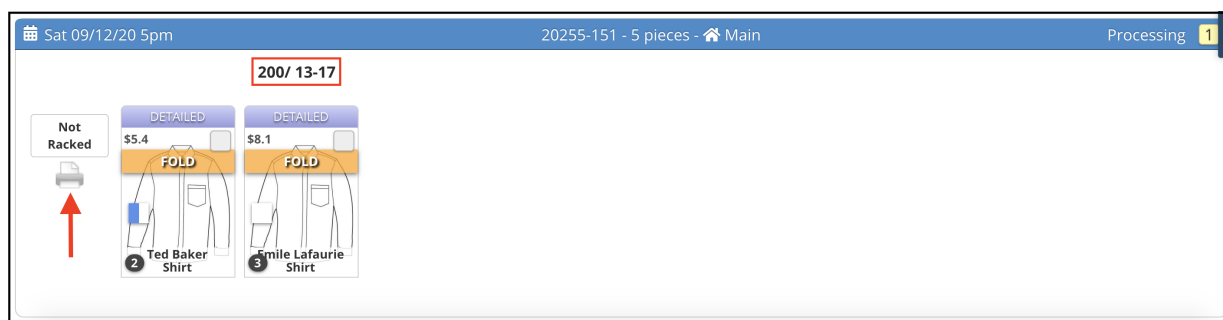
Change Name and Room for 20255151

Name

ID / Room

 Save Changes

- After saving the Lot Tag number, reprint the ticket with the new details by clicking on the printer icon to the left of the first item detailed.



Main
Sat 09/12/20 5pm
200/ 13-17
Wayne, John
1847 BELLES ST
SAN FRANCISCO, CA
94129-1811
20255-151-A

5 Pieces

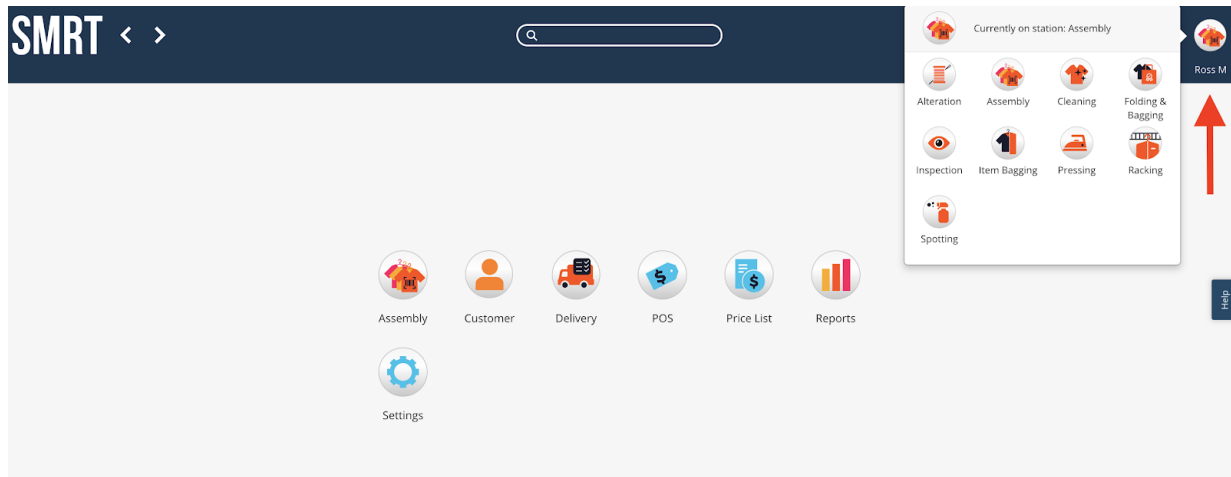
Item	Price
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2 pcs Ted Baker	
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Subtotal	13.50
Total	13.50

Fold

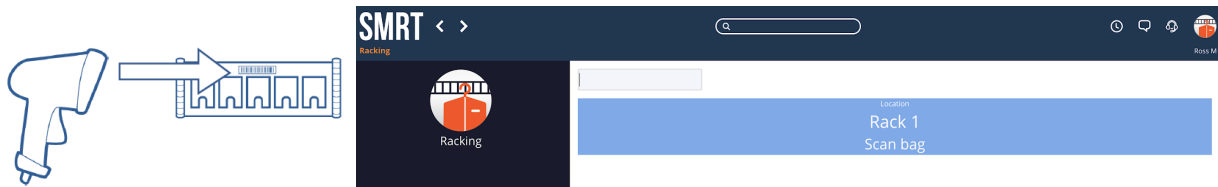
PO SX GUIDES
1844 Belles St
San Francisco, CA 94129

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.

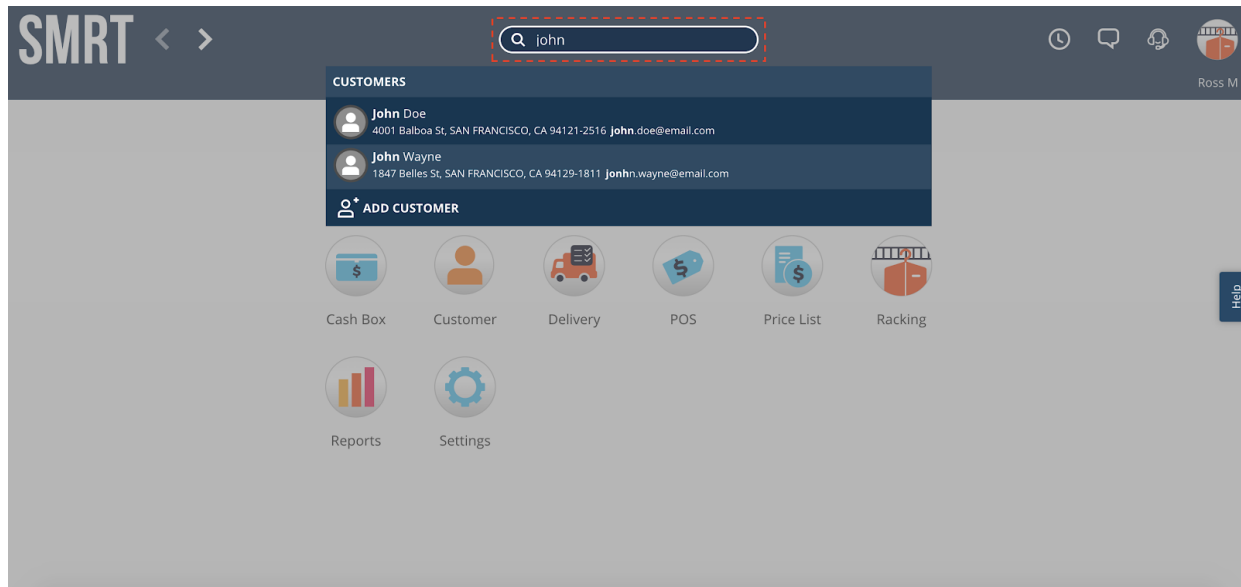


3. Now scan the ticket on the bag as you place it into the storage location. The screen will display the customer's last name and order number just racked highlighted in green. Previously stored orders in the same location will display below.

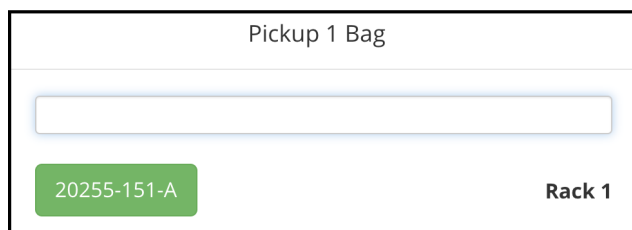
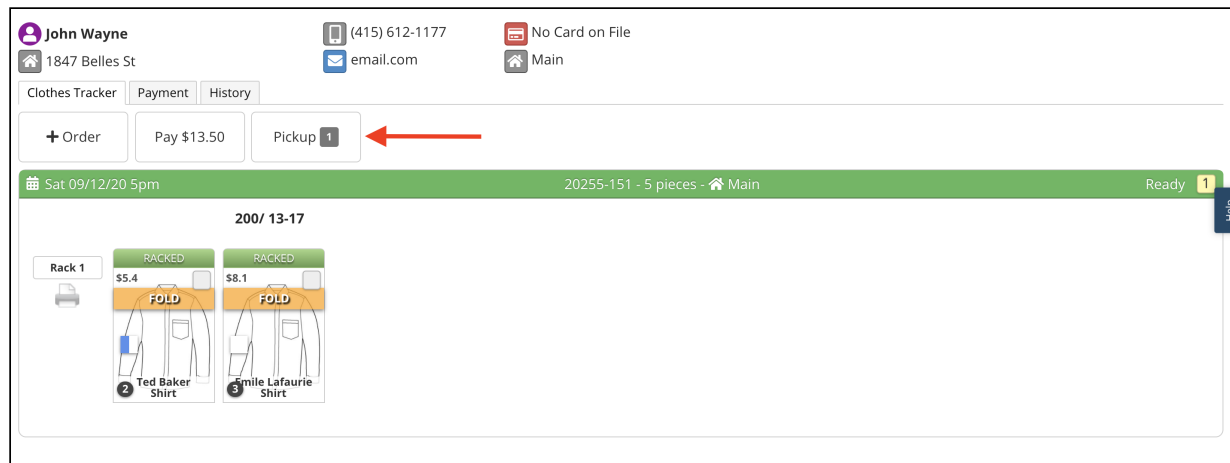
Location	
Rack 1	
Racked	
Wayne	20255-151-A
Doe	20230-027-A

Order Pickup & Payment

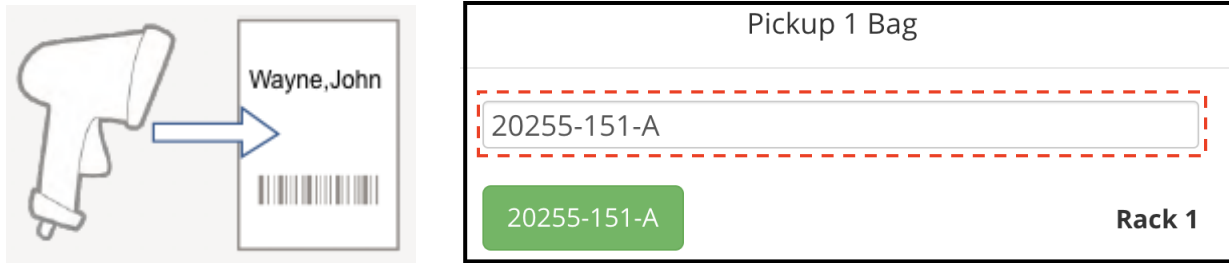
1. Enter the customer's name, phone number, email, or address in the search box and select the correct customer from the auto-suggest list.



2. The customer's Clothes Tracker will display all of their orders. Click the Pickup button to begin the pickup. The location of the orders will display in the pickup box.

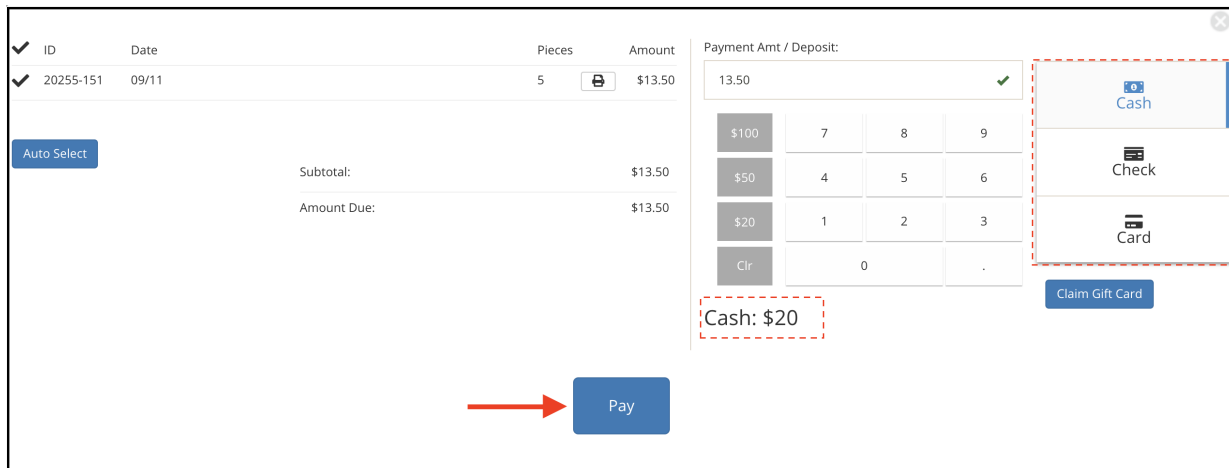


3. Scan the orders out in the Pickup window.

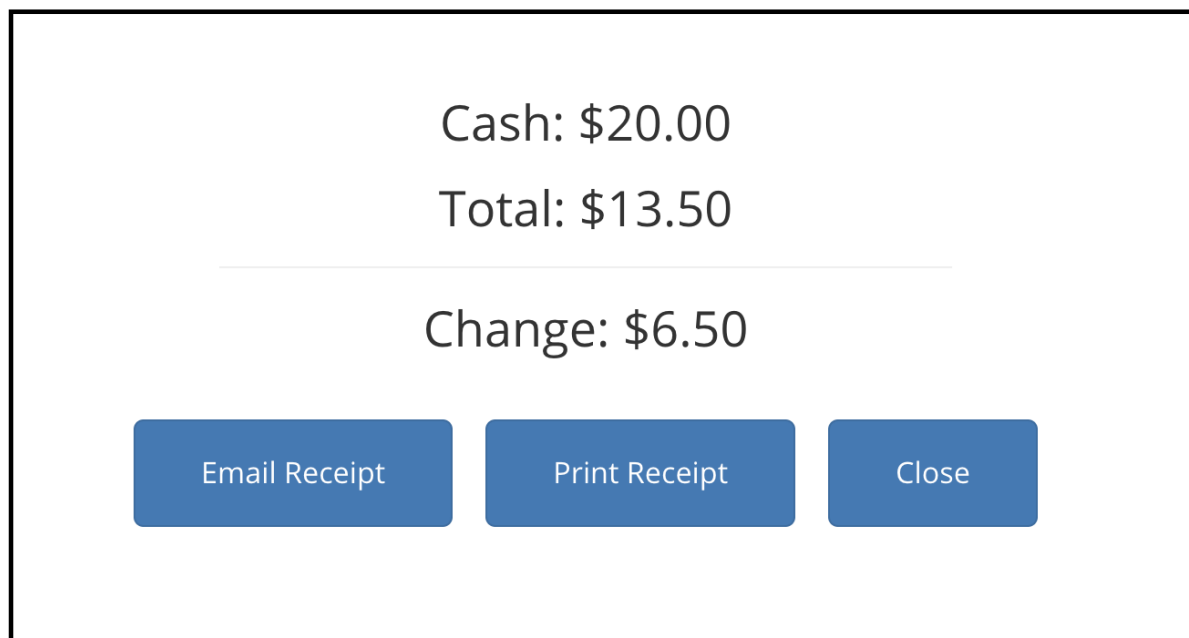


4. Once you have scanned all the orders, the Payment window will automatically open. Select the form of payment and proceed with it.

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



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



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