

Employees

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Intake

Sort

Deliver

admin@myfreshshirt.com

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MY FRESH SHIRT

YOUR ONLINE DRY CLEANERS

Search Accounts

Intake > Dashboard

Status	Order ID	Classes	# Items	Verified	
Ticket	OID001	W&F, DC, LS, shoes, alterations, etc	9	9	PROCESSED
Sorted	OID001	W&F, DC, LS, shoes, alterations, etc	4	1	PROCESS
Pending	OID001	W&F, DC, LS, shoes, alterations, etc	7	3	PROCESS
Pending	OID001	W&F, DC, LS, shoes, alterations, etc	5	0	PROCESS
Pending	OID001	W&F, DC, LS, shoes, alterations, etc	1	1	PROCESS

This number will increase as each item is scanned, until the total number of items are verified.

Order To Be Sorted

PROCESS

Denotes an order whose Ticket has already been generated and passed on to the compile mode.

mfs\_admin\_intake.graffle > Intake Dash

Wed Mar 05 2008    Modified: Wed Mar 19 2008

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MY FRESH SHIRT

YOUR ONLINE DRY CLEANERS

Search Accounts

Intake > Sort Order ID XXX-XXXXXX

Order ID#  
Customer Name,  
Delivery date,  
Delivery time  
Route #

ITEMS

Sort by Clicking on Service

Fields can can be edited in-line.

Item Id	Service	Brand	Color	Size	Starch	Packaging	Special	
12345678	Dry Cleaning	Brand	Color	Size	Cust. Pref	Cust. Pre		Edit Item
					Cust. Pre	Cust. Pre		SCAN
					Cust. Pre	Cust. Pre		SCAN

Alteration will be a Service Type

WASH & FOLD

Item Id	Weight	Color	
12345678	Dry Cleaning	Whites	Edit Item
			SCAN
			SCAN

When All items Are Accounted For:

Scan Order

Edit Item

Items that have been sorted can still be edited.

SCAN

Items that need to be given a barcode and scanned into the DB.

Patrick's Notes

1) this generates a separate ticket for each section, in duplicates

2) this sends an email with itemized list, with carbon lbs + \$ for each item, with gallons saved + \$ for each lb wash and fold, and with notice if itemized item removed from bag with note “sorry this item was not found in your bag, please search at home, and let us know ....”, subtotal, shipping charges, taxes, total.

3] As for the ticket generation, we cant have the three colors on the ticket because receipt printers only have two colors max, black and red, and so those are the only colors we can use, ill get you guys the dimension on the receipt printer so you can see what size to make the ticket template. I like you guys putting the little symbol on it

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## Ticket Generation

### General Heading:

Name, Number, delivery date, delivery time, Order ID#, OID# in barcode format, Route #

### Clothing ticket will include:

Item ID#, item type, color, starch, packaging, service, special

#### sample:

13232433, shirt, blue, N, H, B, stain R sleeve

### Shoe ticket will include

Item ID#, type, color, service, special

#### sample:

32232323, boot, brown, B, none

### Alterations ticket will include

Item ID#, type, color, service, wash, special

#### samples:

23232452, pant, black, hem, N, none

23291747, shirt, blue, hem, Y-LS, none

### General Footing:

Order ID#, OID# in barcode format

#### Colors,

1 color represents route, 1 color represents delivery day of week, 1 color represents time window