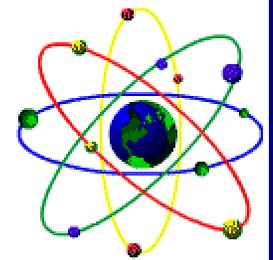


Section X
Dry Cleaning Module



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Dry Cleaning Module

Section IX:

Dry Cleaning Module Overview

CODES:

Operator code for manager: "SUPER"
Operator code for clerk: "CLERK"
Station Code: "DC"

<u>ITEM CODE</u>	<u>ITEM DESCRIPTION</u>	<u>PIECES</u>	<u>PRICE</u>
2	2 Piece Suit	2	\$ 6.25
3	3 Piece Suit	3	\$ 7.50
LS	Laundered Shirt	1	\$ 0.99
P	Pant	1	\$ 2.95
H	Hemmed Pants	0	Blank

Customer code: "555-1212"

OPERATIONS

Begin Day

1. Start Software by typing <PS> at the prompt
2. Log-in as either SUPER or CLERK
 - a. SUPER has complete access #99 security level
 - b. CLERK has limited access #50 security level
3. Select CHECK IN/PICK UP ARTICLES, hit <ENTER>.
4. Type at the function field and log in station DC.

Section IX:

Dry Cleaning Module Overview

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3. Select CHECK IN/PICK UP ARTICLES, hit <ENTER>.
4. Type at the function field and log in station DC.

Process Drop Offs

1. Hit <ENTER> to begin a "Drop Off"
2. Enter Customer's phone number (5551212) and hit <ENTER>, <ESC>, <ENTER>
3. Type an Item Code and hit <ENTER>
4. Input the quantity and hit <ENTER>
5. Enter more items if desired (repeat steps 3 and 4 above)
6. Hit <F10> or <ESC> to complete the "Drop Off".
7. Hit <P> and <ENTER> to print a customer claim slip
8. Hit <ENTER> to print clothing tags (hit <N> and <ENTER> to skip tags)

Process Pickups

1. Hit <ENTER> to begin a "Pickup"
2. Enter the Customer's phone number (555-1212) and hit <ENTER>, <ESC>.
3. Type <FO> at the function field and hit <ENTER> (Skip 1 and 2 above if searching by claim slip number)
4. Select the OPEN order and hit <ENTER>, <ENTER>
5. Hit <F10> or <ESC> to total the order and calculate tax
6. Hit <ENTER> on TENDER and select the payment type.
7. Hit <ENTER> and input the amount tendered.

Process Drop Offs

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8. Hit <ENTER><ENTER> to compute the Change and Print the Invoice.
9. Hit <N> and <ENTER> to compute the Change and Print the Invoice.

End of Day

1. Hit <ESC>, <ENTER> to exit CHECK-IN/PICK-UP ARTICLES.
2. Select DAILY PICK UPS, <ENTER>.
3. Hit <Y> and <ENTER> to "Z" out station DC.
4. Input the total cash in the drawer and hit <ENTER>, <ENTER>, <ESC>.
5. Hit <ENTER>, <ENTER>, <ENTER>, <ENTER>, <P>, and <ENTER> to reset the station and print DAILY PICK UPS REPORT.

Adding New Customers On The Fly

1. Hit <ENTER> to begin a "Drop Off", Enter the Customer's phone number (555-1212) and hit <ENTER>, <ESC>, <ENTER>. If the customer's information does not appear:
2. Hit <F2>, <F3>, <F3> and input the information.
3. Hit <F10>, <ENTER>, <ESC>, <ENTER> and select the new customer code from the list with <ENTER> then <ESC>, <ENTER>
4. Hit <P> and <ENTER> to print a customer claim slip.

Entering New Inventory Codes

1. Select ENTER INVENTORY, <ENTER>

8. Hit <ENTER><ENTER> to compute the Change and Print the Invoice.
9. Hit <N> and <ENTER> to compute the Change and Print the Invoice.

End of Day

1. Hit <ESC>, <ENTER> to exit CHECK-IN/PICK-UP ARTICLES.
2. Select DAILY PICK UPS, <ENTER>.
3. Hit <Y> and <ENTER> to "Z" out station DC.
4. Input the total cash in the drawer and hit <ENTER>, <ENTER>, <ESC>.
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4. Hit <P> and <ENTER> to print a customer claim slip.

Entering New Inventory Codes

1. Select ENTER INVENTORY, <ENTER>

2. Enter the new CODE, DESCRIPTION, PRICE and UOM.
3. Hit <F10>, mad <ENTER> to save the new inventory code.
4. Repeat steps 1 -4 for additional codes.

Entering Customer from Main Menu

1. Select ENTER CUSTOMERS, <ENTER>
2. Enter new code, name, etc.
3. <F10>, <ENTER, saves the new customer.
4. Repeat steps 1-4 for additional customers.

Item Sales Report, Daily Report (Drop Offs), Customer Activity/ Evaluation

1. Select the appropriate item from the menu, <ENTER>
2. Fill in the selection criteria as required
3. Select <S>, <ENTER> to print to the screen or <P>,<ENTER> to print to the print.

If you have any questions, please feel free to call [Support](#) at (954) 568-2533 and one of our trained technicians will be happy to help you.

2. Enter the new CODE, DESCRIPTION, PRICE and UOM.
3. Hit <F10>, mad <ENTER> to save the new inventory code.
4. Repeat steps 1 -4 for additional codes.

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