



# **Quick Step Manual**

#### **New Service**

Issue Quick Slip Ticket and let users add new customers.

Customer Walk In Function Key - F9

### **Detail Marking**



User can mark dropped item in great detail and sort them in order.

Function Key - F10

#### **Pickup Service**



Customer can pickup their garments and pay for service in Pickup Service Menu, user can credit balance or give some discounts.

Function Key - F11

#### Location



Location function will record all garment locations in conveyor. Make sure scan rack number first before scan invoice number. Function keys are disabled while this function is active.

Function Key - F12

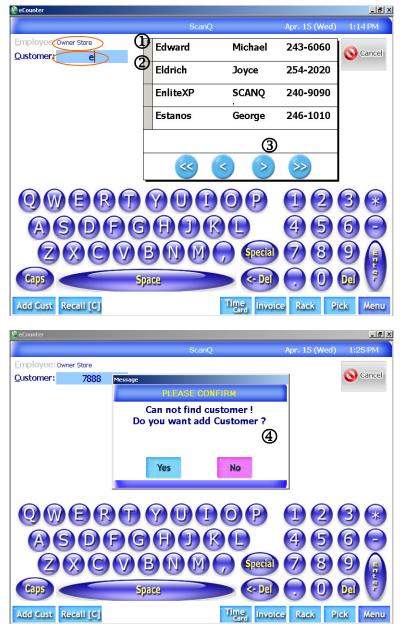


### **New Service**



Issue Quick Slip Ticket and let users add new customers. Users can also schedule the pickup time.

Function Key - F9



- 1 Enter user password.
- 2. Enter a customer number.

(If the customer bring ticket, just scan it)

Note: Most often the last four digit or full customer phone number can be used for the customer number.

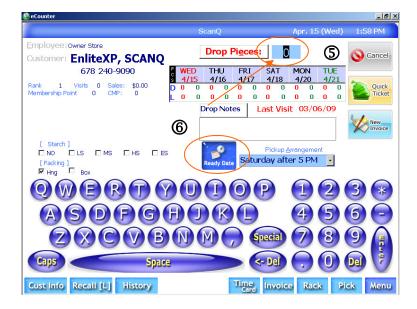
- 3. Window pop-up to search for customer name.
- 4. The message box will ask the customer address in case users haven't put the customer address into system.



### **New Service**



Customer can Pick up his garments and Drop garments off at the same time.



5. Enter number of items.

6. Change Ready Date if necessary (The default date will be set automatically)



7. Issue a quick ticket.

Note: Quick ticket is highly recommended during the busy time. Users can issue a detail invoice, if time is not critical.

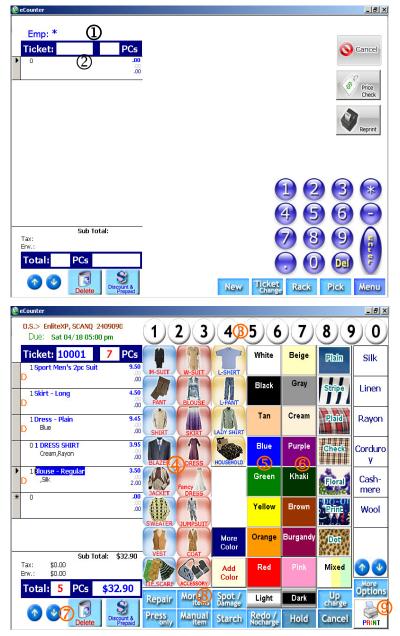


# **Detail Marking**



User can mark dropped item in great detail and sort them in order.

Function Key - F10



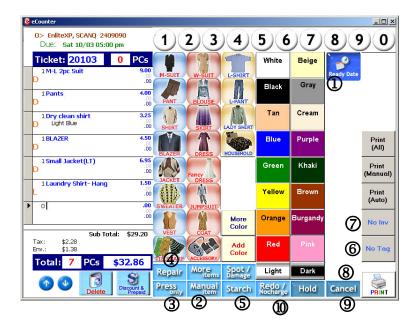
- 1. Enter user password.
- 2. Enter ticket number.
  - Note: Just scan ticket number.
  - 3. Select number of pieces.
  - 4. Select garment types.
  - 5. Select garment colors.
- 6. Select garment styles.
- 7. To delete a selection, select the item, then press "Delete" button.
- 8. "More Items" will let users access special items such as comforter, rug, leather, etc.
- 9. After marking is done, press "Print" to print tags.



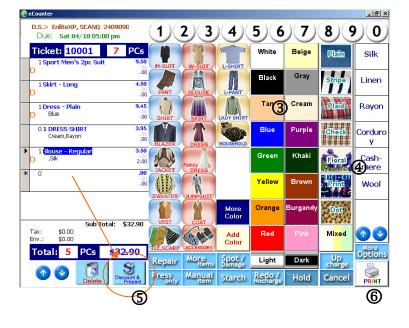
# **Detail Marking**



If users need to select more function which are not listed in basic menu at "**More Options**" button, next to the Print button.



- 1. Change pickup schedule.
- 2. Add Manual Item.
- 3. Change to 'Press Only' garments mode. After finish add press only garments, Click 'Press Only' Button on the bottom to toggle 'Dry Cleaning'.
- 4. Repair with Dry Cleaning.
- 5. Change Starch Information.
- 6. When users don't want to make Tag, Click it.
- 7. When users don't want to make Invoice paper, Click it.
- 8. Change to Basic Screen.
- 9. User can cancel current marking job. After click "Cancel" button, User need to start marking again.
- 10. No charge for mistake / Redo function.



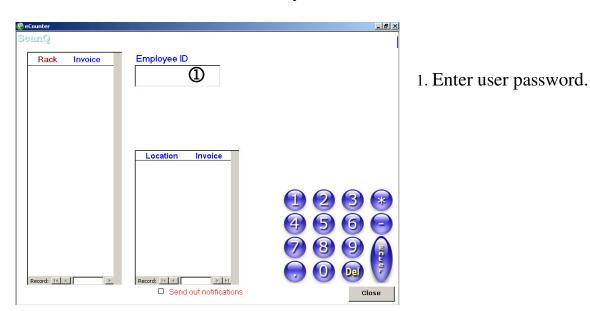
- 3. Select more than two colors.
- 4. Select garment styles.
- 5. Click Discount & Prepaid if necessary
- 6.. Select print option to finish



# Location



Location function will record all garment locations in conveyor. Make sure scan rack number first before scan invoice number. Function keys are disabled while this function is active.



Function Key - F12

- 🕘 eCounter 8 × STORE WORKLOAD - INVOICES DUE x RACKED Owner Store SAT MON 4/18 4/20 WED THU FRI TUE 4/22 0 0 4/16 4/17 4/21 Rack Invoice Current Rack 0 0 0 5 4 0 0 0 0 0 Barcode Scan 2 Location Invoice Record: II 4 Record: II I | + | + I Send out notifications Close
- 2. Enter or scan rack number.

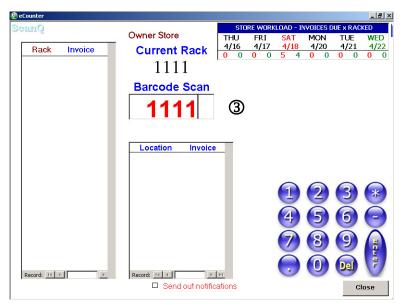


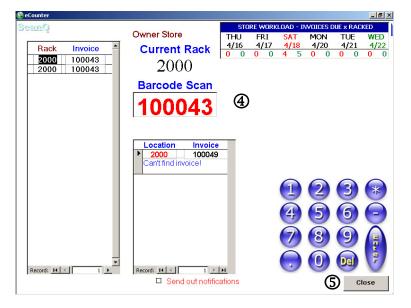
# Location



Location function will record all garment locations in conveyor. Make sure scan rack number first before scan invoice number. Function keys are disabled while this function is active.

Function Key - F12





3. Confirm the rack number.

4. Scan invoice number.

Note: Should there be more invoices for the same rack number, just keep scanning the invoice number not the rack number again.

5. Close when the job is done.

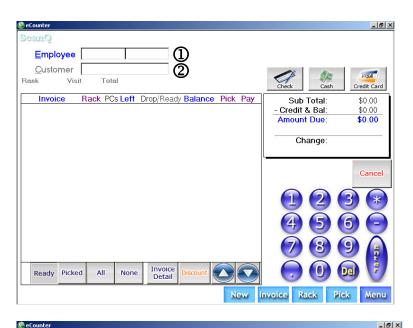


# **Pickup Service**



Customers can pickup their item here.

Function Key - F11



- 1. Enter user password.
- 2. Enter a customer number or just scan the ticket number.

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	nk 1 \ mber Point	/isit O	1	Total	\$2	4.00			F	Pickup Slip			
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		ked	AI	1	None		voice etail	Discount					) 🕅

3. In detail view select items that the customer wish to pickup and pay.

**Note:** Notice that if the job hasn't done, there is no rack number available.

4. Once user confirm the pickup items, ask the customer the service amount.



# **Pickup Service**

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Program calculate change automatically, after input money user get from customer. When the Customer paid by Check, input the check number for log.

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	240-909	0	Reg	ular	Cus	stomer				<i>~</i>		
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C	ust Info	Reca	UL (L.)		list	ory		N	ew I	nvoice R	ack Pic	k Menu

5. Select a payment method.

(credit card has been selected in this case)

6. Enter amount received and hit enter again.

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Employee			
Customer Aank Visit Total		Check C	ash Credit Card
Invoice Rack PCs Left Drop/Read	y Balance Pick Pay	Sub Total	: \$0.00
	Change Due		0.00 0.00
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	\$7	7.65	0
	DEPOSIT TO ACCOUNT	Close	e Cance
Ready Picked All None Invoice Detail	Discount O		
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7. Give the customer change.