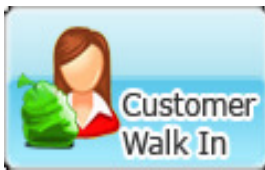


Quick Step Manual

New Service



Issue Quick Slip Ticket and let users add new customers.

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.

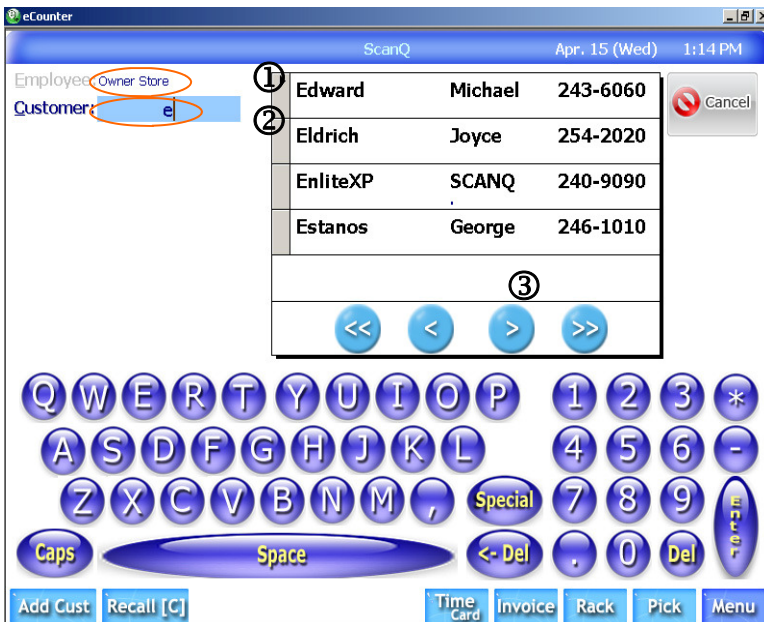
Function Key - F12

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.

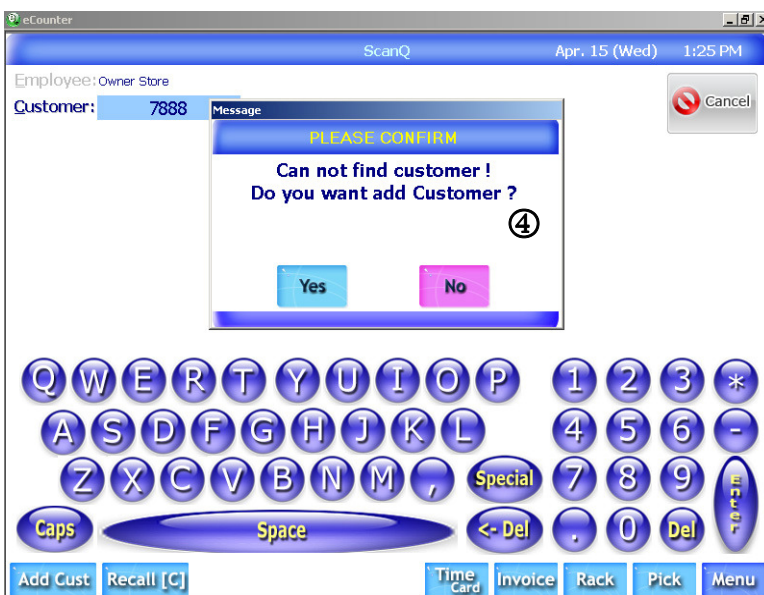
2. Enter a customer number.

(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.

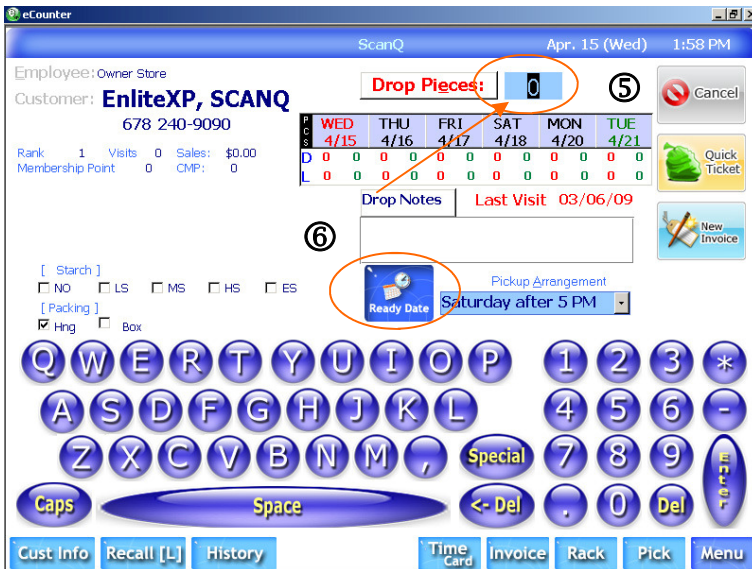
3. Window pop-up to search for customer name.

4. The message box will ask the customer address in case users haven't put the customer address into system.



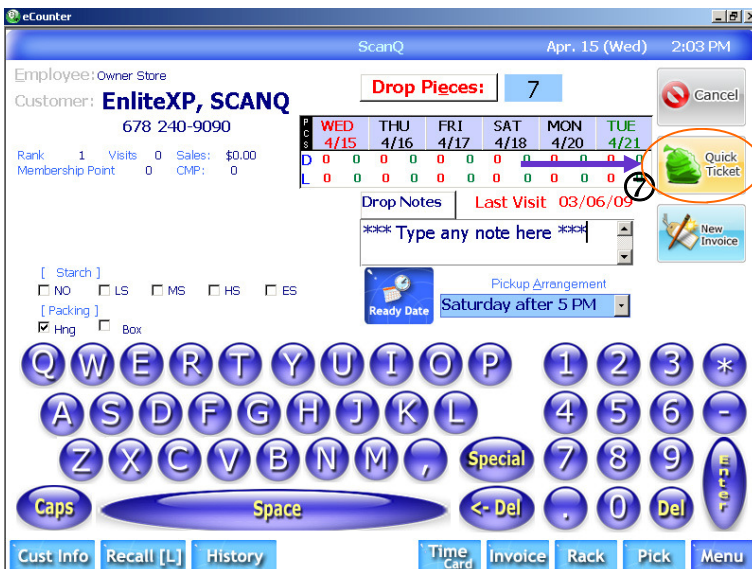
New Service

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.

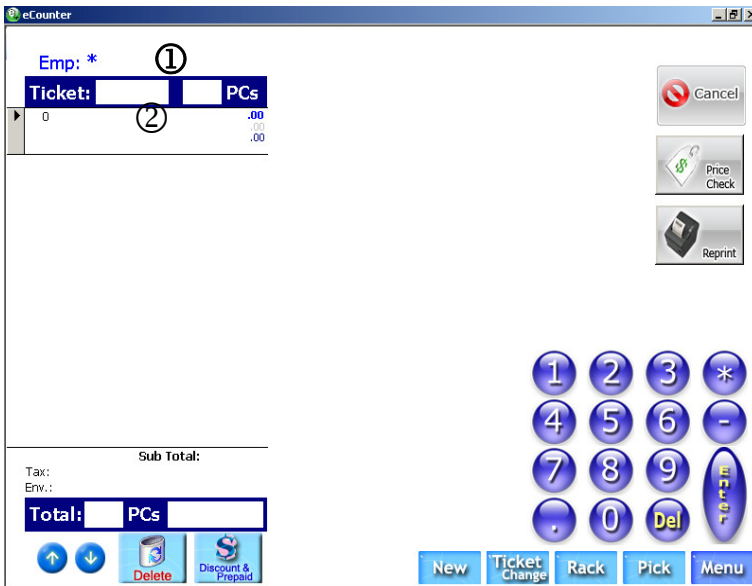
Note: Quick ticket is highly recommended during the busy time. Users can issue a detail invoice, if time is not critical.

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.

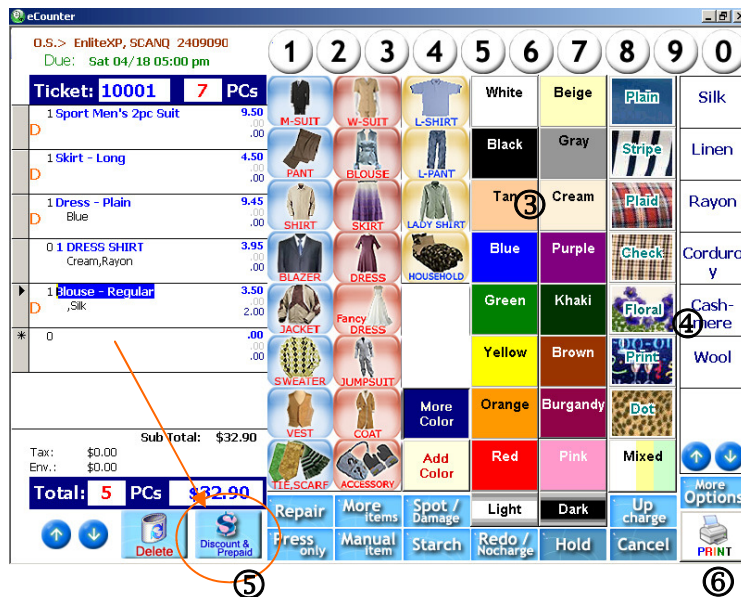
Detail Marking



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.



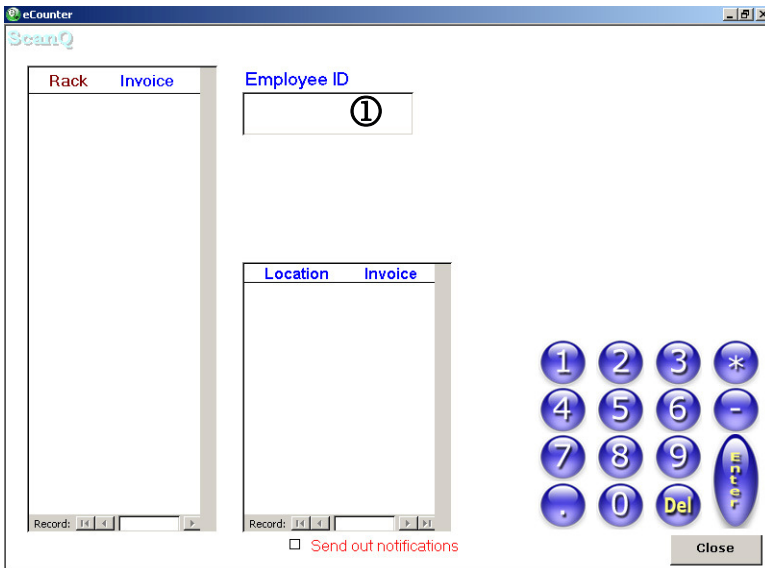
3. Select more than two colors.
4. Select garment styles.
5. Click Discount & Prepaid if necessary
- 6.. Select print option to finish

Location

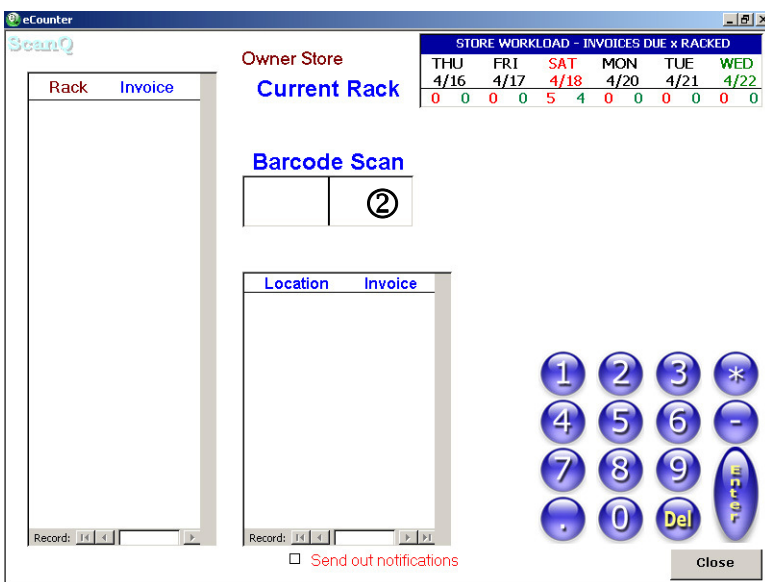


Location function will record all garment locations in conveyor. Make sure scan rack number first before scan invoice number. Function keys are disabled while this function is active.

Function Key - F12



1. Enter user password.



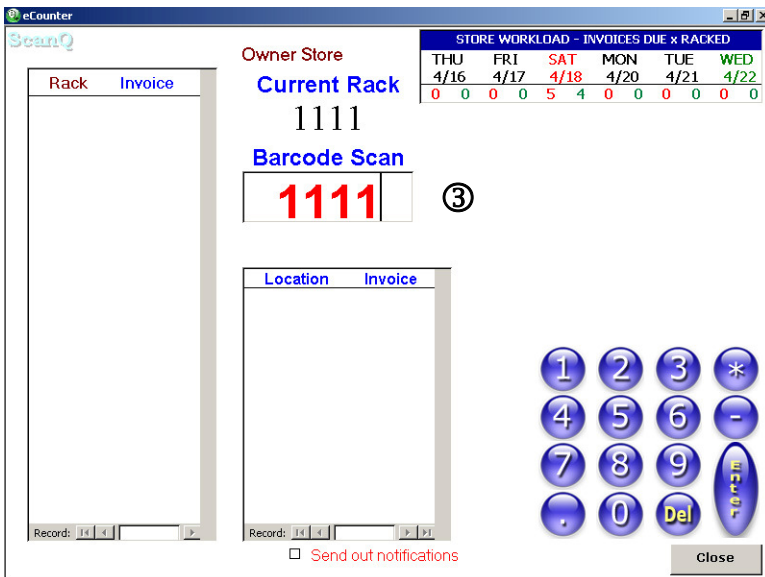
2. Enter or scan rack number.

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.

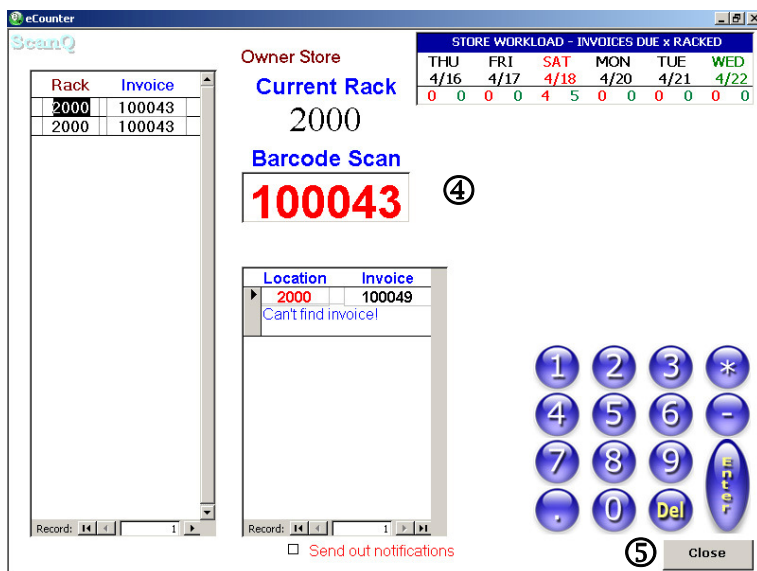
Function Key - F12



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.



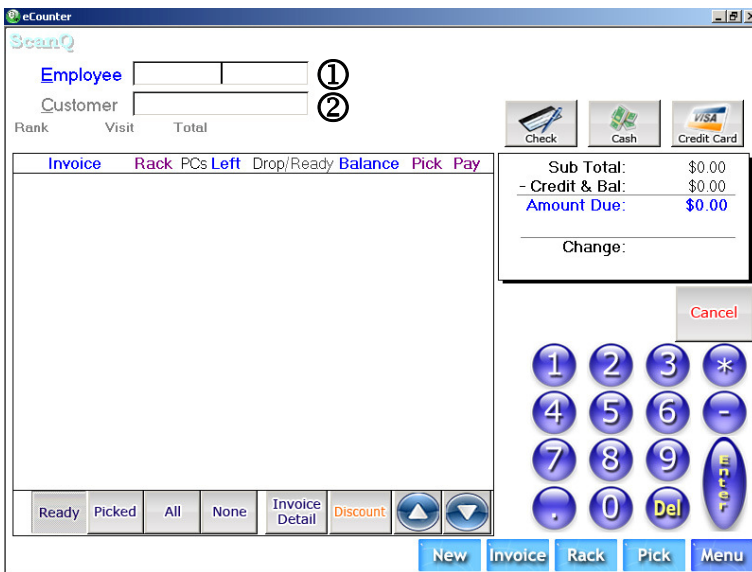
5. Close when the job is done.

Pickup Service

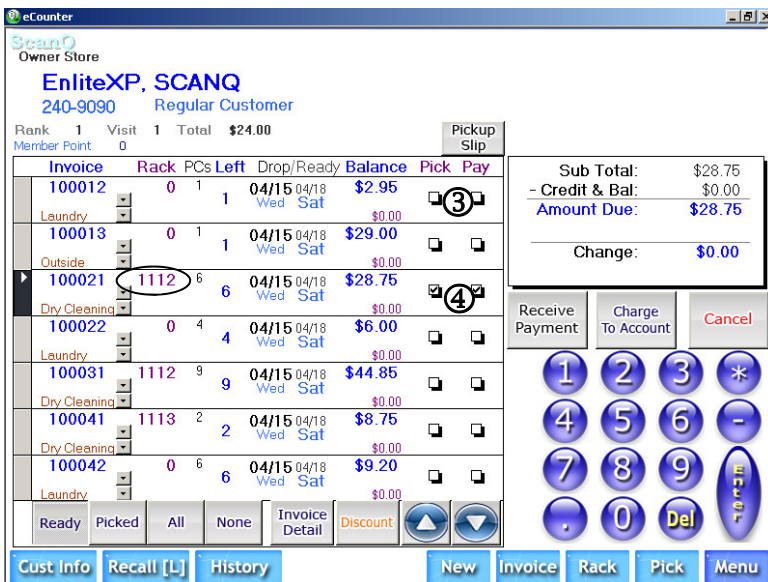


Customers can pickup their item here.

Function Key - F11



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



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



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

The screenshot shows the 'eCounter' software interface for 'ScanQ' at 'EnliteXP, SCANQ'. It displays a list of invoices with columns for Invoice, Rack, PCs Left, Drop/Ready, Balance, Pick, and Pay. A payment summary box on the right shows: Sub Total: \$82.35, - Credit & Bal: \$0.00, Amount Due: \$82.35, and Change: \$0.00. A numeric keypad is visible at the bottom right of the interface.

5. Select a payment method.

(credit card has been selected in this case)

6. Enter amount received and hit enter again.

The screenshot shows the 'eCounter' software interface with a 'Change Amount' dialog box open. The dialog box displays 'Change Due' and a text input field containing '\$7.65'. There are 'DEPOSIT TO ACCOUNT' and 'Close' buttons. The background interface shows a list of invoices and a payment summary with 'Sub Total: \$0.00' and 'Change Due: \$0.00'.

7. Give the customer change.