

# CONTROLTEX® LBS® NEXT GENERATIONS ORDERS DATA ENTRY UPDATE

1. New Orders Data Entry Icon



2. Order creation follows the same steps as today.
3. The new Order Screen is updated to allow more items to be displayed on the screen.
4. The screen layout is improved, making it easier to see Order Status, Order Notes and Print Options on the right-hand side of the screen.
5. The New Facility button at the bottom of the Order screen has been eliminated. To change facilities, select a new facility from the facility drop-down at the top right corner of the screen.

ControlTex® LBS Laundry Business Systems

Home Master Files Data Entry Inquiry Reports Forms Utilities Settings Help

CTX > Home > Data Entry > Order > Enter Order

00001 - Main Memorial Hospital

### Enter Order

00001 - Main Memorial Hospital

#### Main Memorial Hospital, Nov 18, 2023, Order Group 00, Area 999, Cart 1 - Linen Room Test

Item	Description	UOM	Max Cart Quantity	# Carts	Calculated Order	Manual Adjustment	New Order	Total Order
1	RFID Patient Gown	DZ	50	0	0	0	0	0
115	Flat Sheet	DZ	100	1.6	160	0	160	160
116	Draw Sheet	EA	100	0.12	12	0	12	12
120	Fitted Sheet	PR	100	0.88	88	0	88	88
125	Underpad	EA	75	0.19	14	0	14	14
130	Pillowcase	BOX	150	1.2	180	0	180	180
140	Thermal Spread	EA	55	0.91	50	0	50	50
145	Patient Gown IV/TELE	EA	100	0.5	50	0	50	50
146	PJ Pants	EA	75	0	0	0	0	0
148	Bathrobe	PR	55	1	55	0	55	55
150	X/RAY Gown	EA	44	0	0	0	0	0
250	Wrapper 36 x 36	EA	20	0	0	0	0	0
255	Wrapper 45 x 45	EA	20	0	0	0	0	0
300	Scrub Shirt Medium	EA	20	1	20	0	20	20
305	Scrub Shirt Large	EA	20	1	20	0	20	20

Order Status

New  
 Complete  
 Printed  
 Shipped  
 Canceled

Order Notes

Deliver to service entrance

Print Options

Bulk Orders

Combined  2 or 4 Pages/Sheet  
 by Item/Cart  Split Print Group  
 by Print Group  Print Zero Qty  
 by Price Group

AutoPrint

Add Item Orders Complete Print Order

Select New Order Adjust All Orders Change to New

Exit

00001 - Main Memorial Hospital  
00002 - Retest 2  
00003 - Country Memorial  
00004 - Memorial Extended Care  
00005 - Dr. Bates  
00007 - Memorial Clinic  
00008 - Community Healthcare  
00010 - Main Street Urgent Care  
00013 - University Medical Center  
00017 - Children's Hospital  
00020 - Memorial System Laundry

6. The icon buttons at the bottom of the screen have been re-organized to match the normal flow of creating an order and arranged with the most frequently used on the top row.