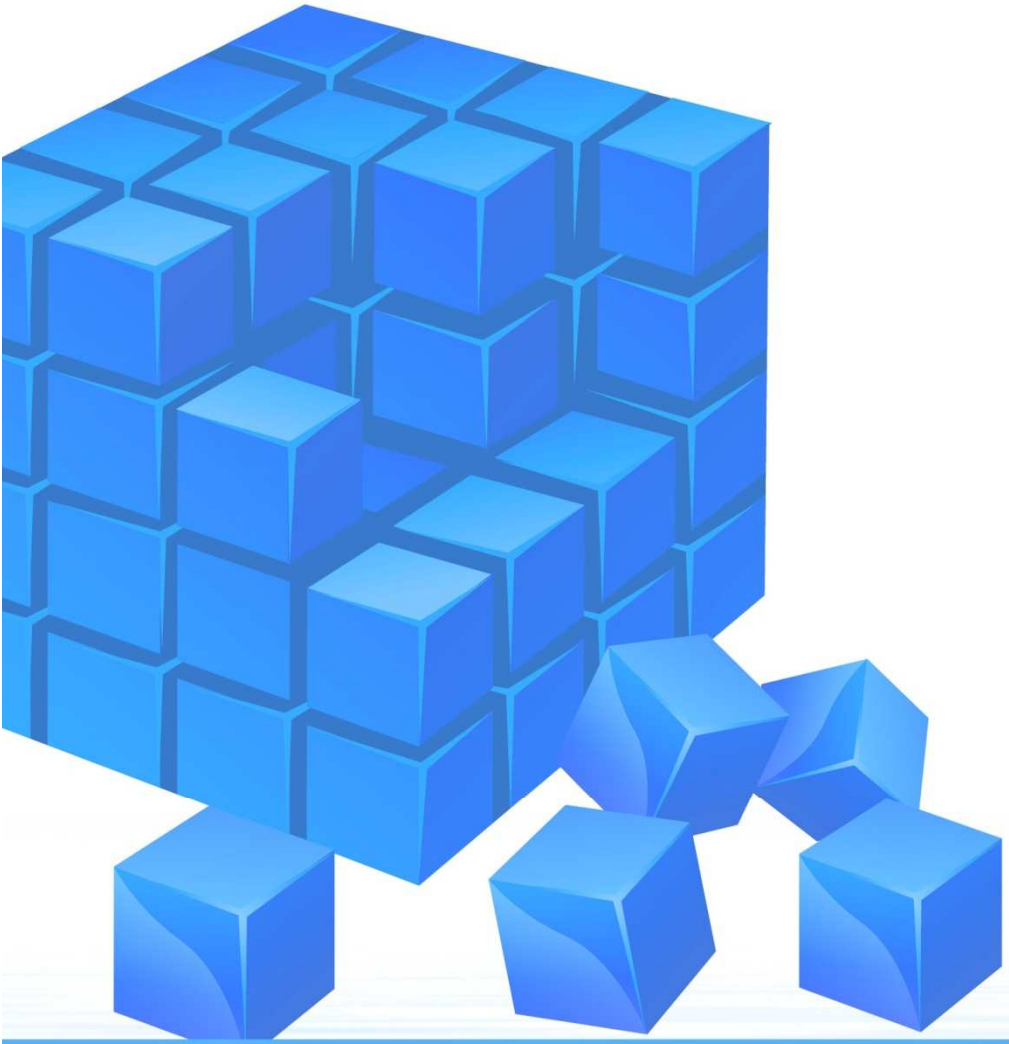
eZee FrontDesk
Laundry Module Manual



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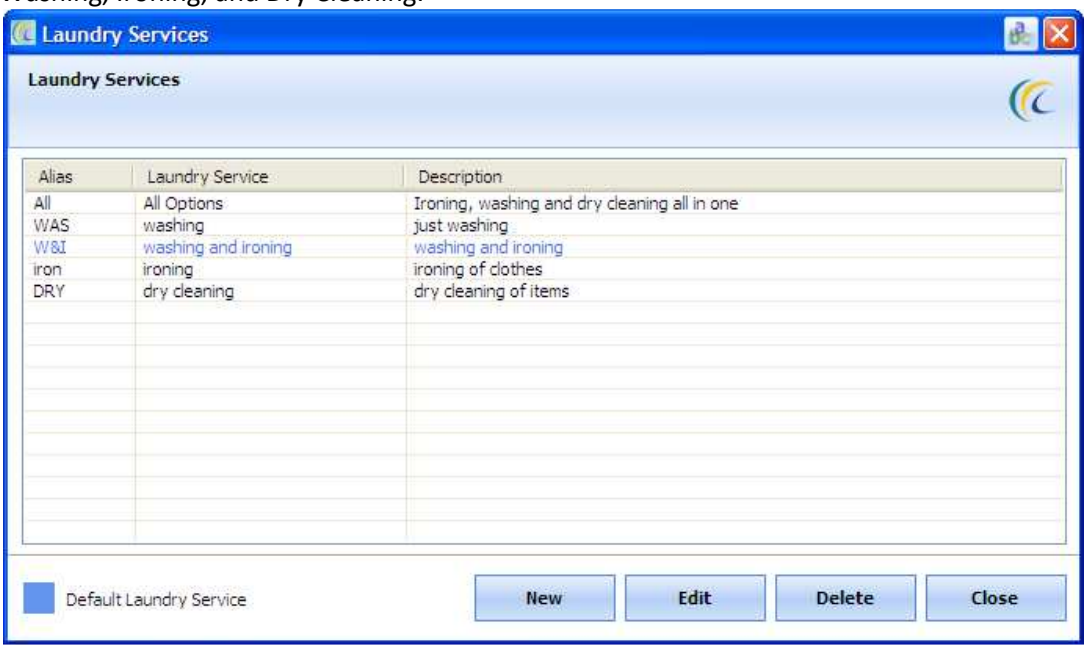
'Laundry' module has been designed to manage your Laundry operations effectively. We can manage laundry operations for both guest and for property by the help of this module.

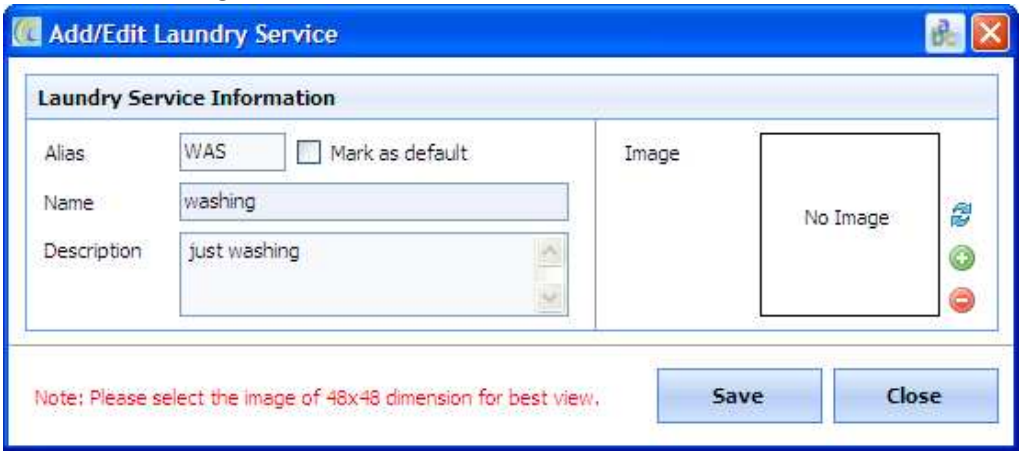
Items Configuration

Laundry Services

This section allows us to create the services that are offered in a Laundry. The basic services can be Washing, Ironing, and Dry Cleaning.



New: New option allows us to create a new service. If we click on the button new we will get a screen similar to the one given below:



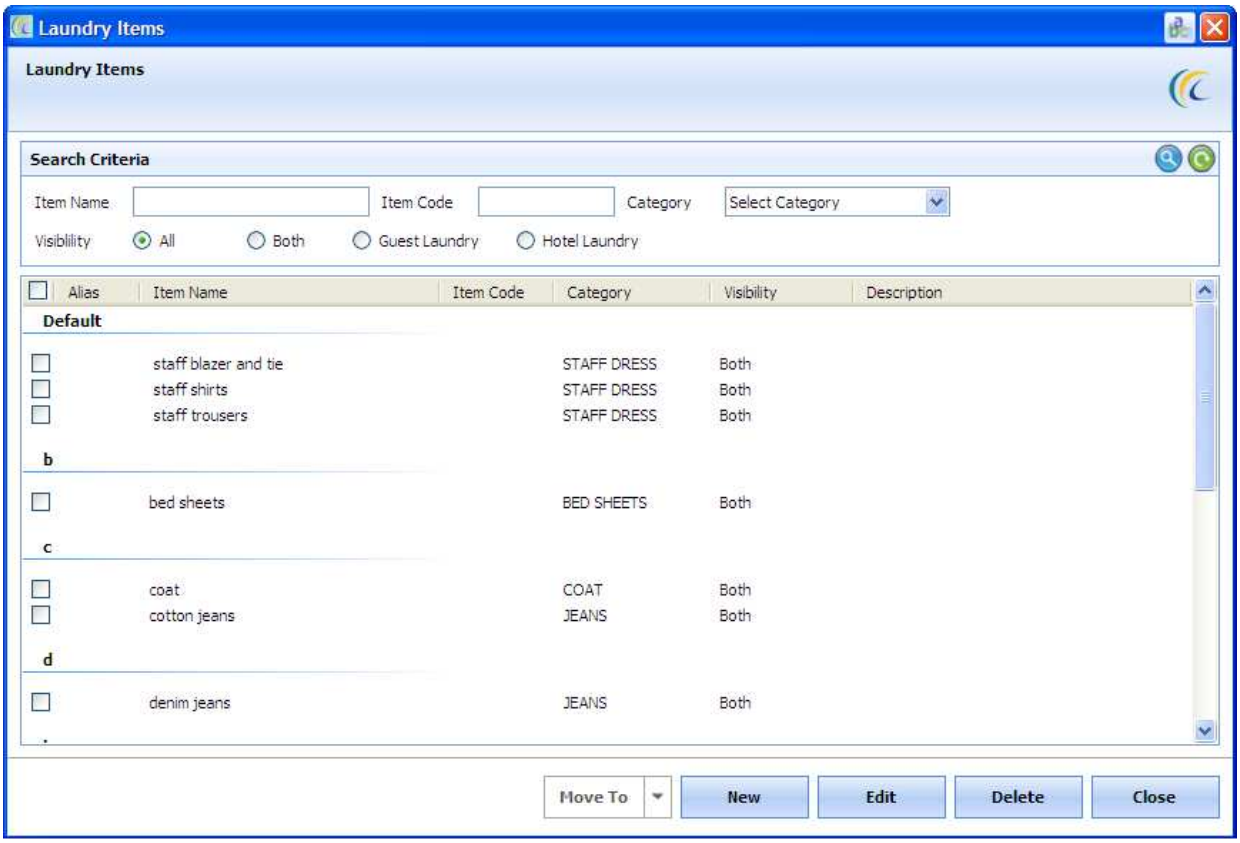
Alias: Alias can be termed as a short name to refer the main item. Like in this case, 'was' is the short name used for washing.

Mark as default: If we check this option then this service will be applied for all the laundry items by default. For example if we are creating a service washing and it is understood that washing is compulsory and almost all clothes that come for laundry needs washing then we can set it as default.

Name: Here we define the name of the laundry service.
Description: Here we can give a small description of the service. Example: We wash with hands at a specific temperature.
Image: This option allows us to put a small image of the operation.
Edit: Edit option allows you to modify details of previously created Laundry service. Highlight the service and edit.
Delete: Delete option allows you to delete previously created Laundry service. Highlight the service and delete.

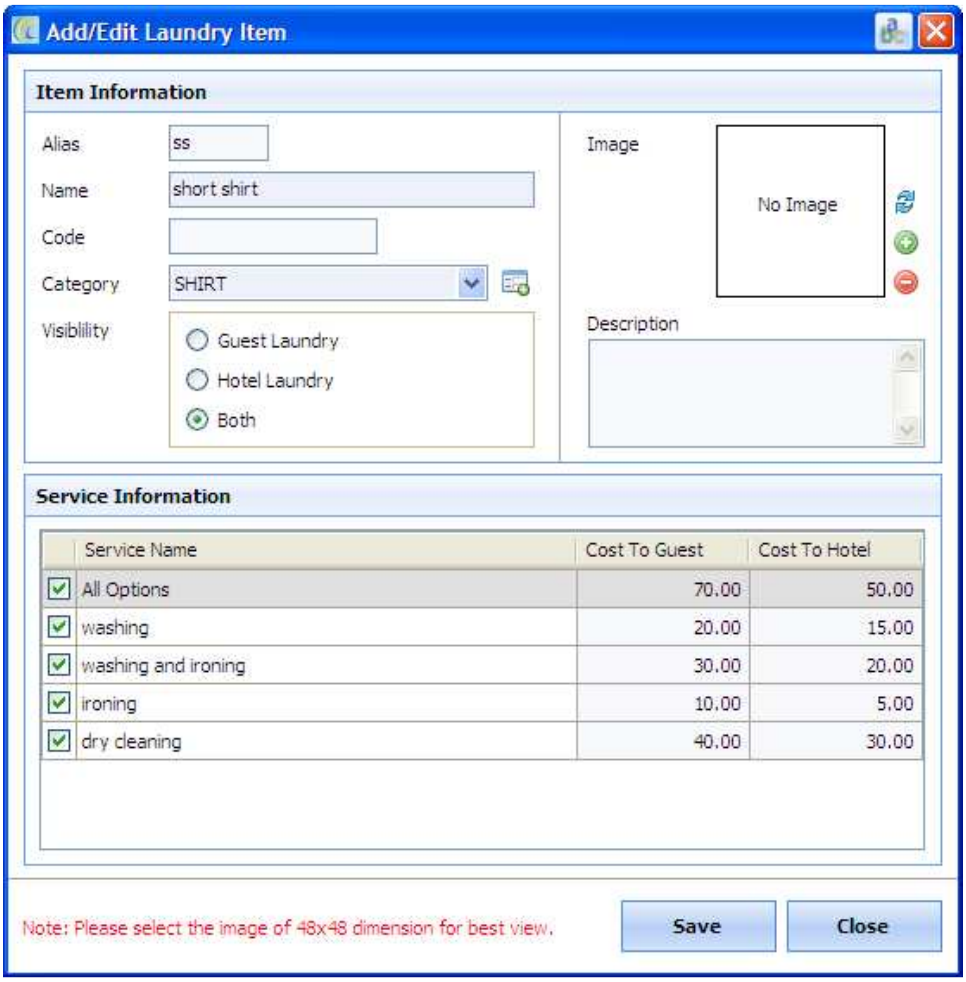
Laundry Items

This section lets us define the list of items that comes for laundry, like shirts, trousers, bed sheets and many more.



New Item

New option allows us to create a new item. On clicking it, you will get a screen similar to the one given below.

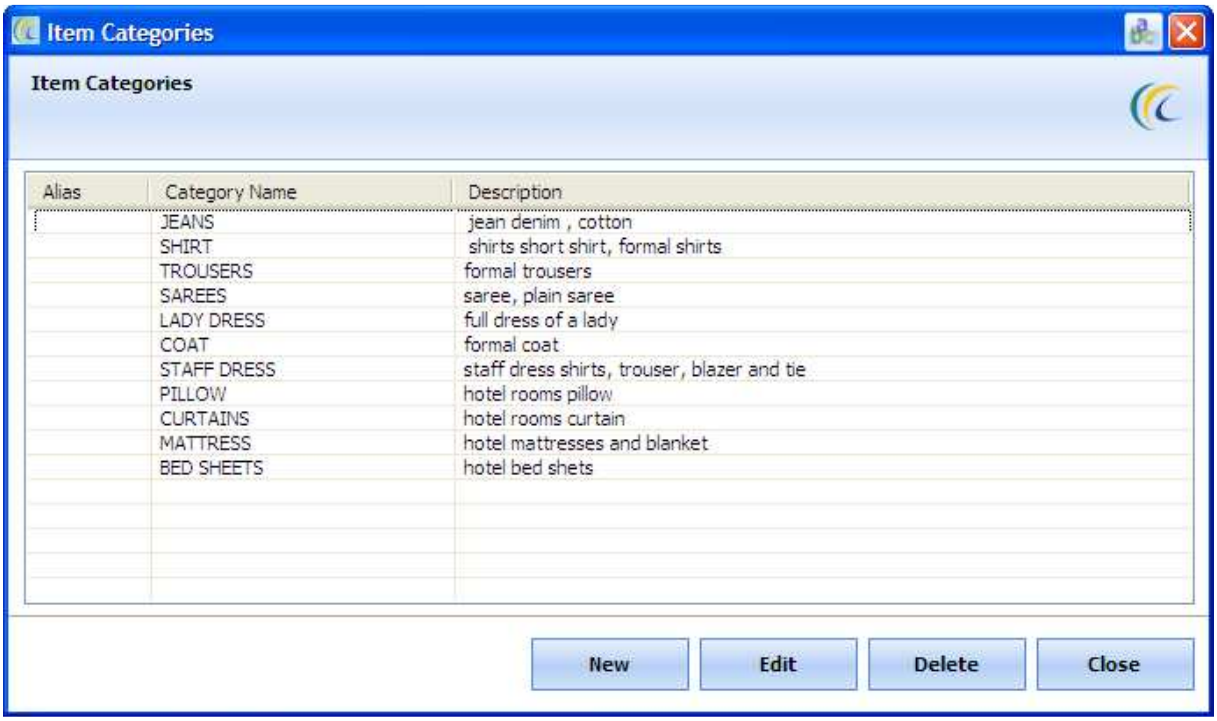


Describing the fields given in the above screen:

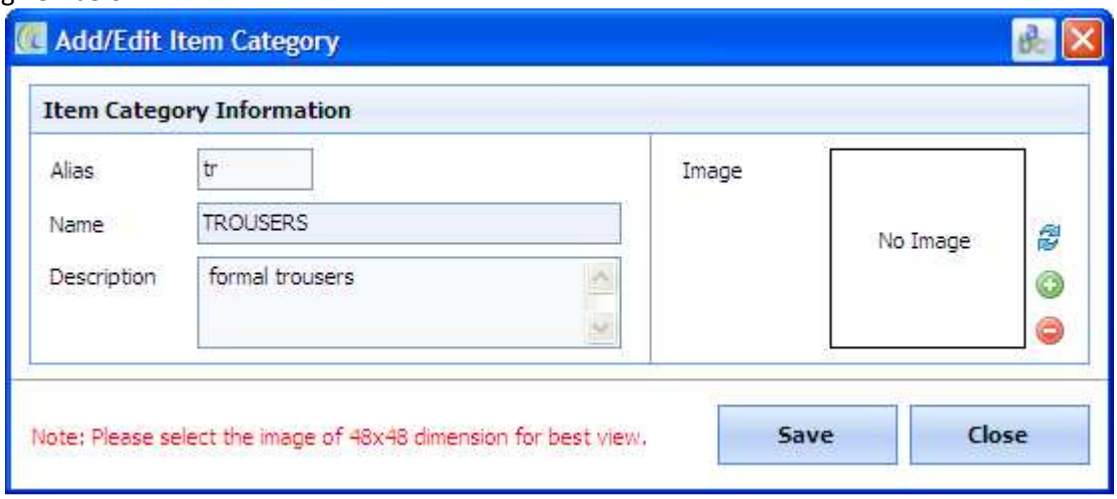
Alias: Alias can be termed as a short name to refer the main item. Like in this case, 'ss' defines short shirt.
Name: Here you can define the name of laundry item.
Code: Code is used to give internal item of the code.
Category: Category defined the type of item, like we can say above item short shirt is of a type shirt.
Visibility: Visibility allows us to specify that this item is for Guest Laundry or Hotel Laundry or for both.
Image: This option allows us to put a small image of the operation.
Description: This option allows us to put a description of the laundry item we are creating.
Service Information:
This is a very important block of this module as it allows you to define the cost for the items that are defined. For each and every service, cost is mentioned in two blocks one is cost to guest and other is cost to Hotel.

Item Category

Item Category allows us to create item categories. On clicking it, you will get a screen similar to the one given below:



New: New option allows us to create a new category. On clicking it, you will get a screen similar to the one given below:

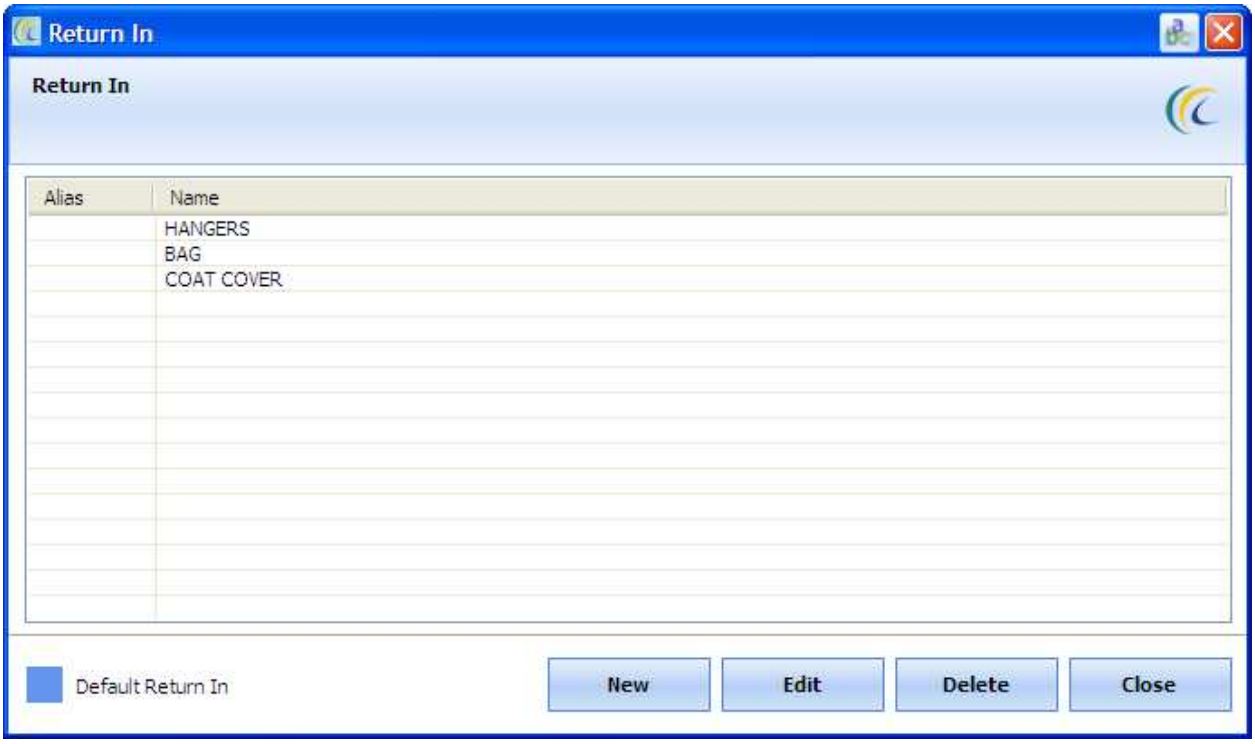


Describing the fields given in the above screen:

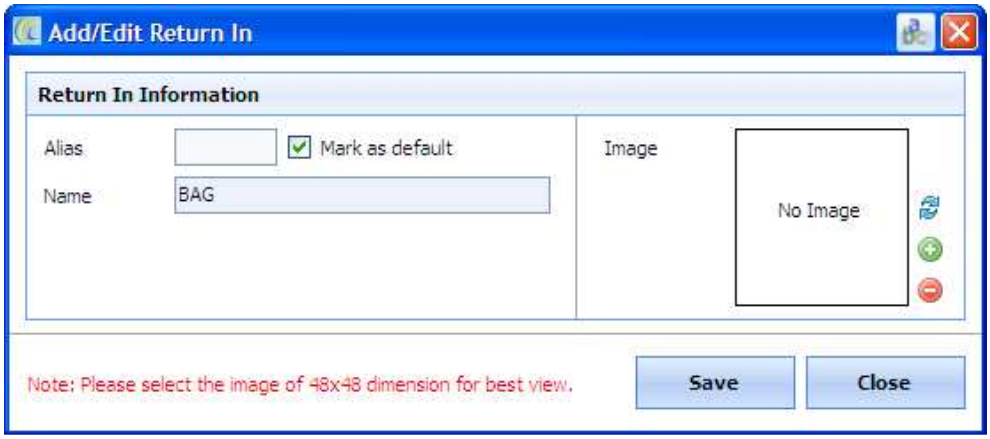
Alias: Alias can be termed as a short name to refer the main item. Like in this case, 'tr' defines trousers.
Name: Here you define the name of category.
Description: This option allows us to put a description of the category being created.
Image: This option allows us to put a small image of the operation.
Edit: Edit option allows you to modify details of previously created Item Category. Highlight the Item category and edit.
Delete: Delete option allows you to delete previously created Item Category. Highlight the Item Category and delete.

Return Garments In

'Return Garments In' allows you to define the ways in which you will return clothes to guest. If you click on the button you will get a screen similar to the one given below:



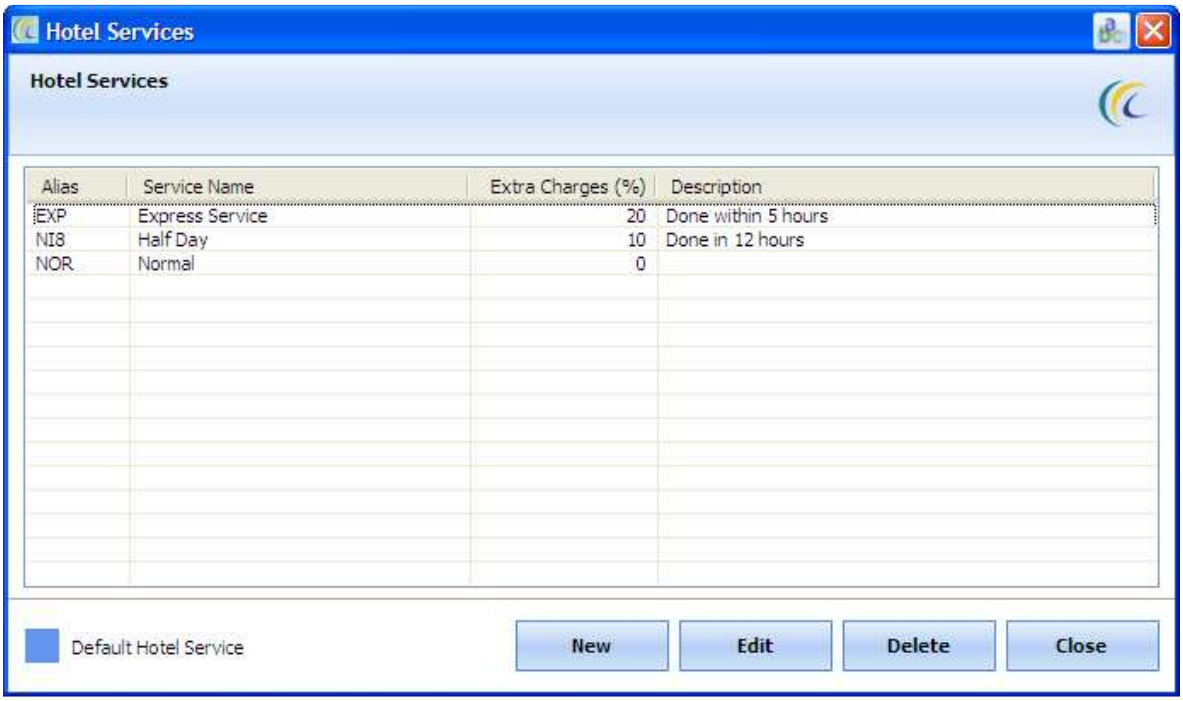
New: This option allows you to create a new category. Clicking this, you will get a screen similar to the one given below:



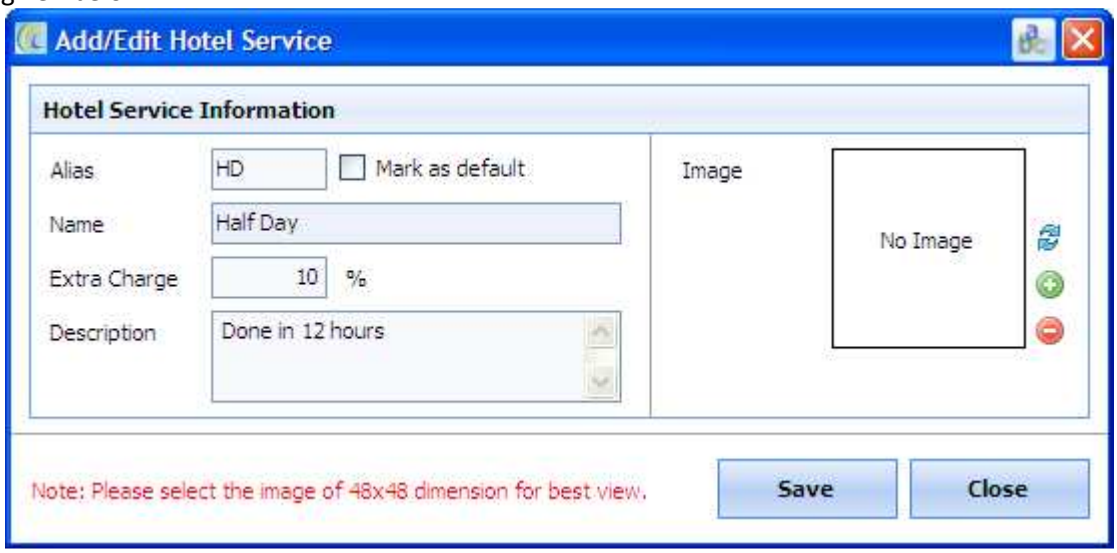
Describing the fields given in the above screen:
Alias: Alias can be termed as a short name to refer the main item. Like in this case 'tr' defines trousers.
Mark as default: If we check this option then this service will be applied for all the laundry items by default. For Example: if we are creating bag and it is understood that bag will be the preferred mode to return clothes to guest then we can set it as default.
Name: Here we define the name of category.
Image: This option allows us to put a small image of the operation.
Edit: Edit option allows you to modify details of previously created Hotel Service. Highlight the Hotel Service and hit on edit button.
Delete: Delete option allows you to delete previously created Hotel Service. Highlight the Hotel Service and delete.

Hotel Services

Hotel Services allows you to define the special services offered and also the extra price related to that service. Clicking it, you will get a screen similar to the one given below:



New: New option allows you to create a new category. Clicking it, you will get a screen similar to the one given below:



Describing the fields given in the above screen:

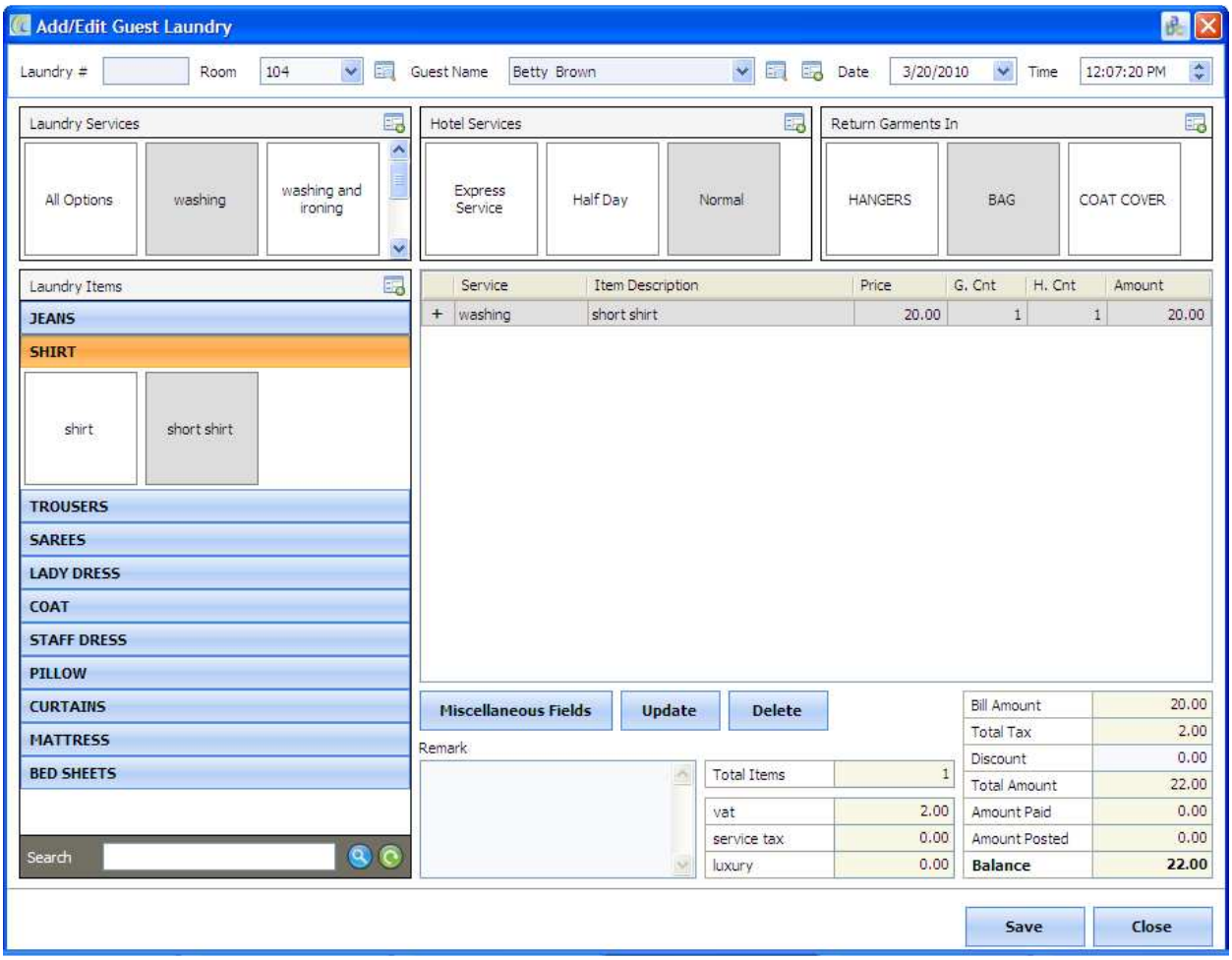
Alias: Alias can be termed as a short name to refer the main item. Like in this case, 'hd' defines half day.
Mark as default: If we check this option then this service will be applied for all the laundry items by default. For example if we are creating services and it is understood that normal will be the preferred service then we can set it as default.
Name: Here we define the name of category.
Extra Charge: Considering this as a special service what will be the extra charge we can define the value in percent.
Image: This option allows us to put a small image of the operation.
Edit: Edit option allows you to modify details of previously created Hotel Service. Highlight the Hotel Service and hit on edit button.

Delete: Delete option allows you to delete previously created Hotel Service. Highlight the Hotel Service and delete.

Transactions

Guest Laundry

This is the operation by which you create guest laundry. You need to select the room, the date and time and then the items they have given for laundry.



Describing the fields given in the above screen:

Laundry #: This option allows you to enter a number which will be a unique number. If you don't enter a number, system will pick it automatically.

Room: You can select the room number from the drop down for which you want to enter the laundry details. On selecting a room number the guest name will come automatic.

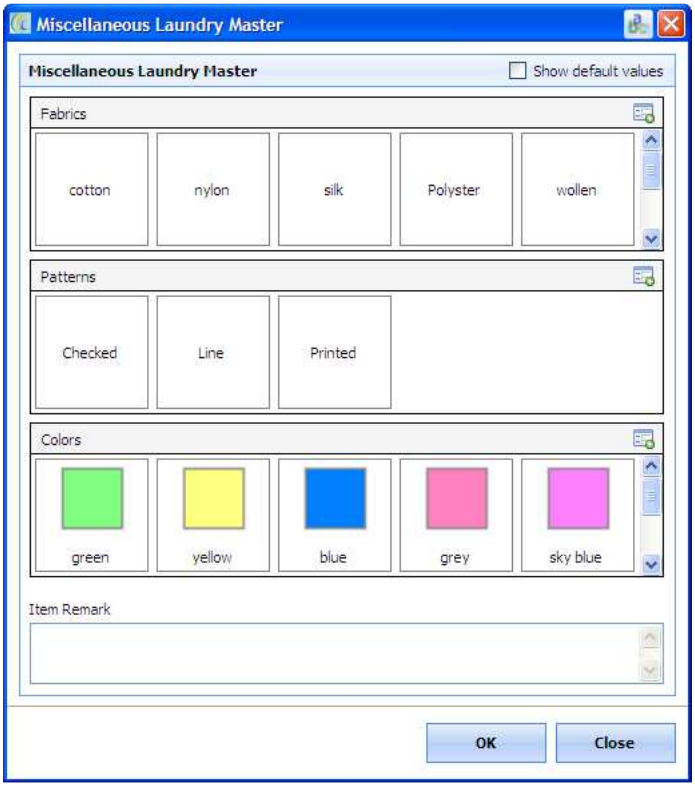
Guest Name: You can select the guest name either from scroll down list or from search icon.

Date: Date picks the default working date of the software; we can click on the arrow given at the right to the date to change the date.

Time: Time picks the current system time; we can click on the up down arrow given at the right to the time to change the time.

Laundry Service: Select the laundry service that you want to offer to the guest. If any default service is selected then it will be applied automatically.

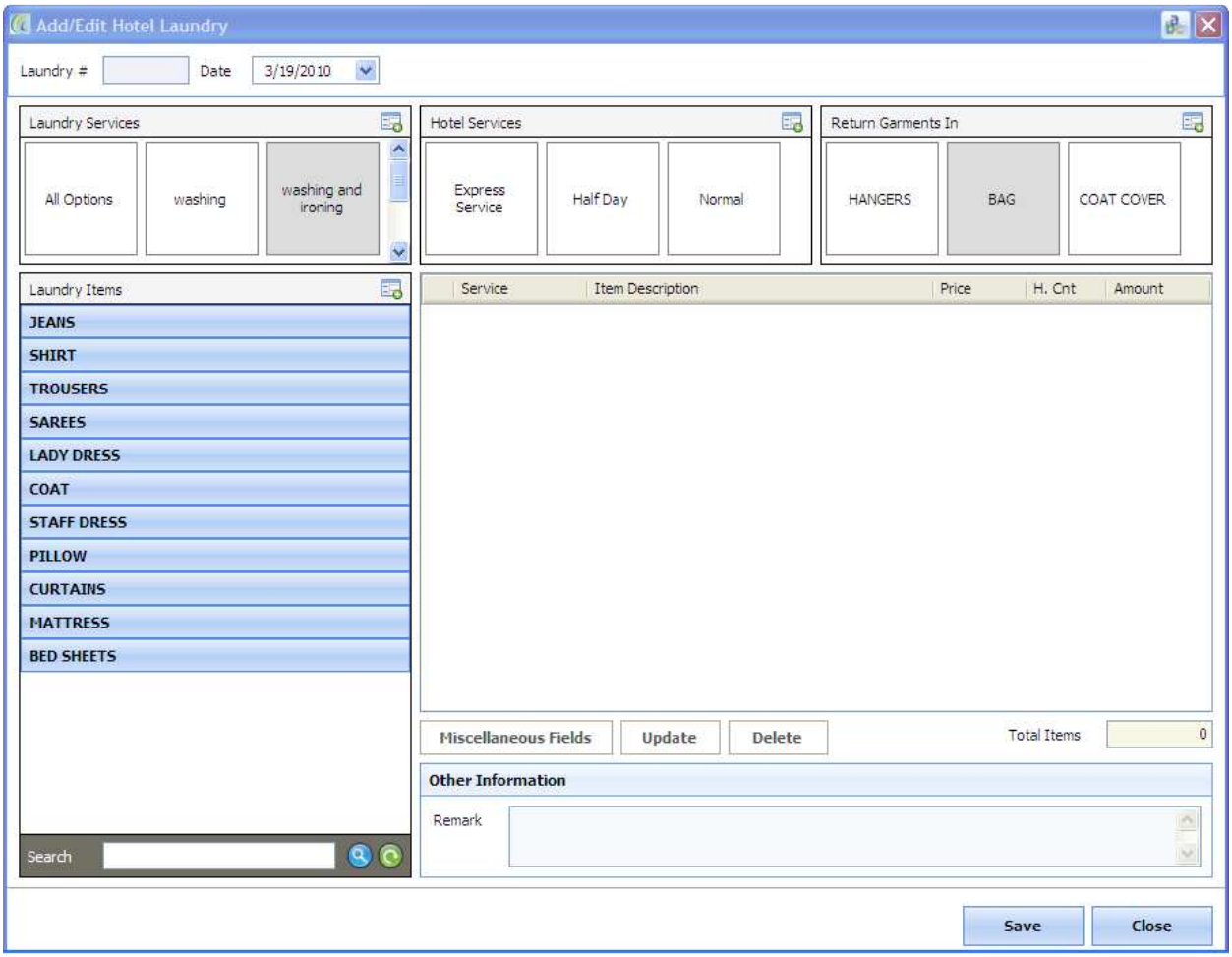
Hotel Service: Select the hotel service that you want to offer to the guest, if any default service is selected then it will be applied automatically.
Return Garments In: Select the way by which you want to return garments. If any default service is selected then it will be applied automatically.
Laundry Items: Select the laundry item that the guest has given for laundry. It is branched in categories, so select the concerned category to find the items within it.
Search: Search option allows tracking the items quickly. Someone who is new to the system can use this feature to track the items quickly.
Note: After you select the laundry item, it will get added to the list which is given at middle right section.
Miscellaneous: On clicking this button you will see the extra setting related to fabric, pattern and Color. On clicking it, you will get image similar to the one given below.



Note: After you are done with the entire above operation, you can click on 'Save' to save the operation.

Hotel Laundry

This is the operation by which you can manage hotel laundry. You need to select the date and time and then the items they have given for laundry.



Describing the fields given in the above screen:

Laundry #: This option allows you to enter a number which will be a unique number. If you do not enter a number, system will pick it automatically.

Date: Date picks the default working date of the software; you can click on the arrow given at the right to the date to change the date.

Laundry Service: Select the laundry service that you want to offer. If any default service is selected then it will be applied automatically.

Hotel Service: Select the hotel service that you want to offer. If any default service is selected then it will be applied automatically.

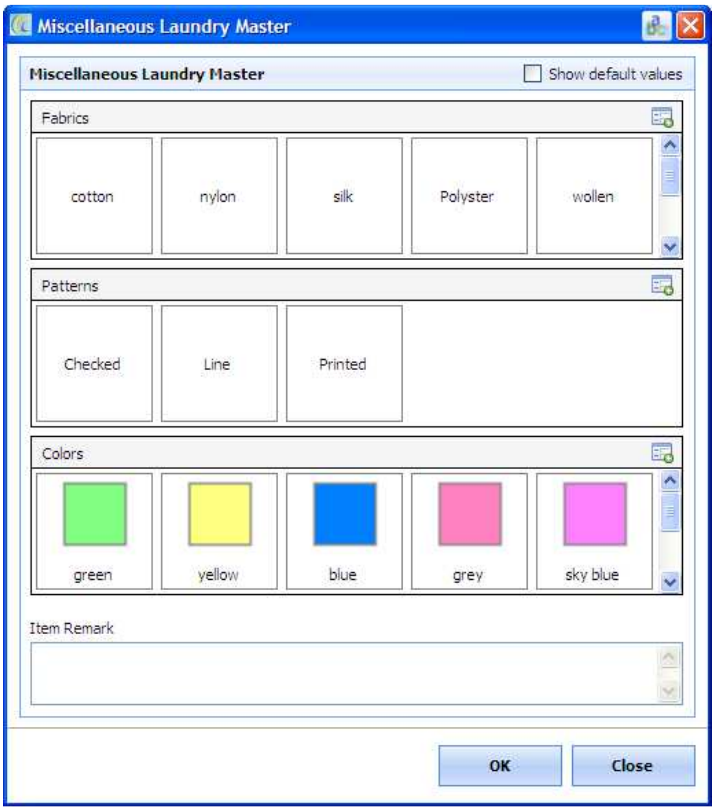
Return Garments In: Select the way you want to return garments. If any default service is selected then it will be applied automatically.

Laundry Items: Select the laundry item that is given for laundry. It is branched in categories, so select the concerned category to find the items within it.

Search: Search option allows tracking the items quickly. Someone who is new to the system can use this feature to track the items quickly.

Note: After you select the laundry item then it will get added to the list which is given at middle right section.

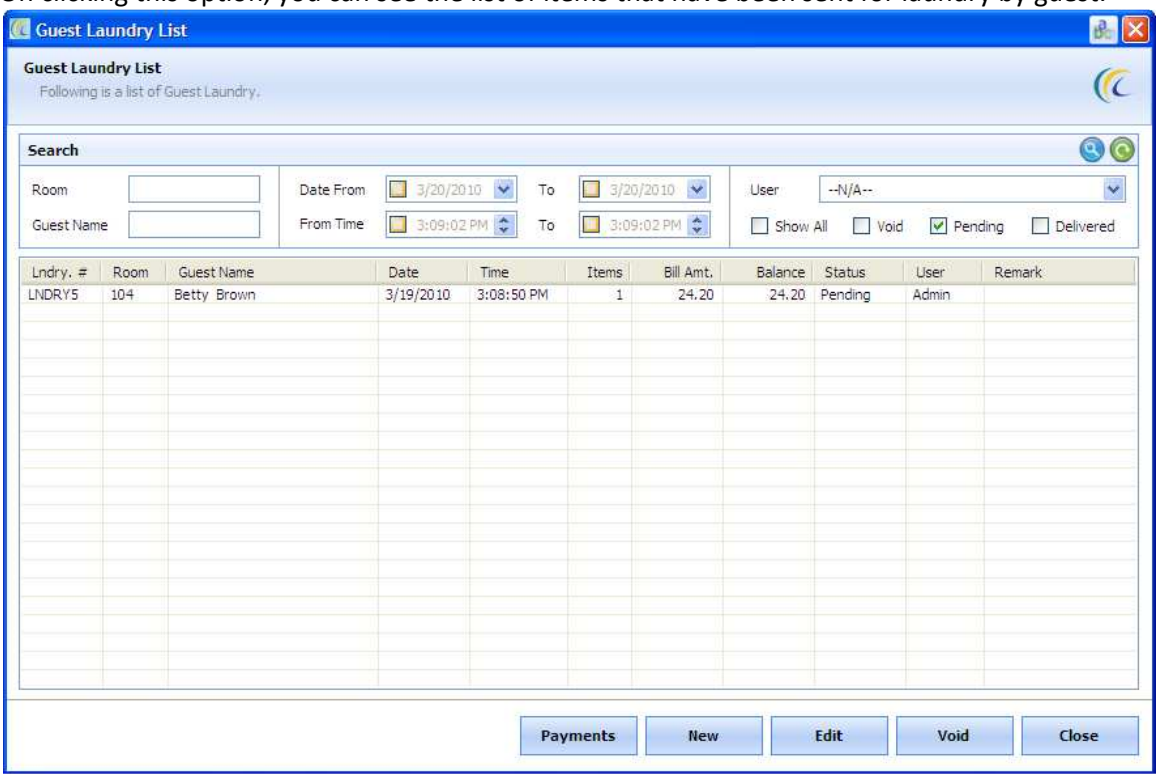
Miscellaneous: On clicking this button you will see the extra settings related to fabric, pattern and Color. On clicking on it you will get image similar to the one given below:



Note: After you are done with the entire above operation you can click 'Save' to save the operation.

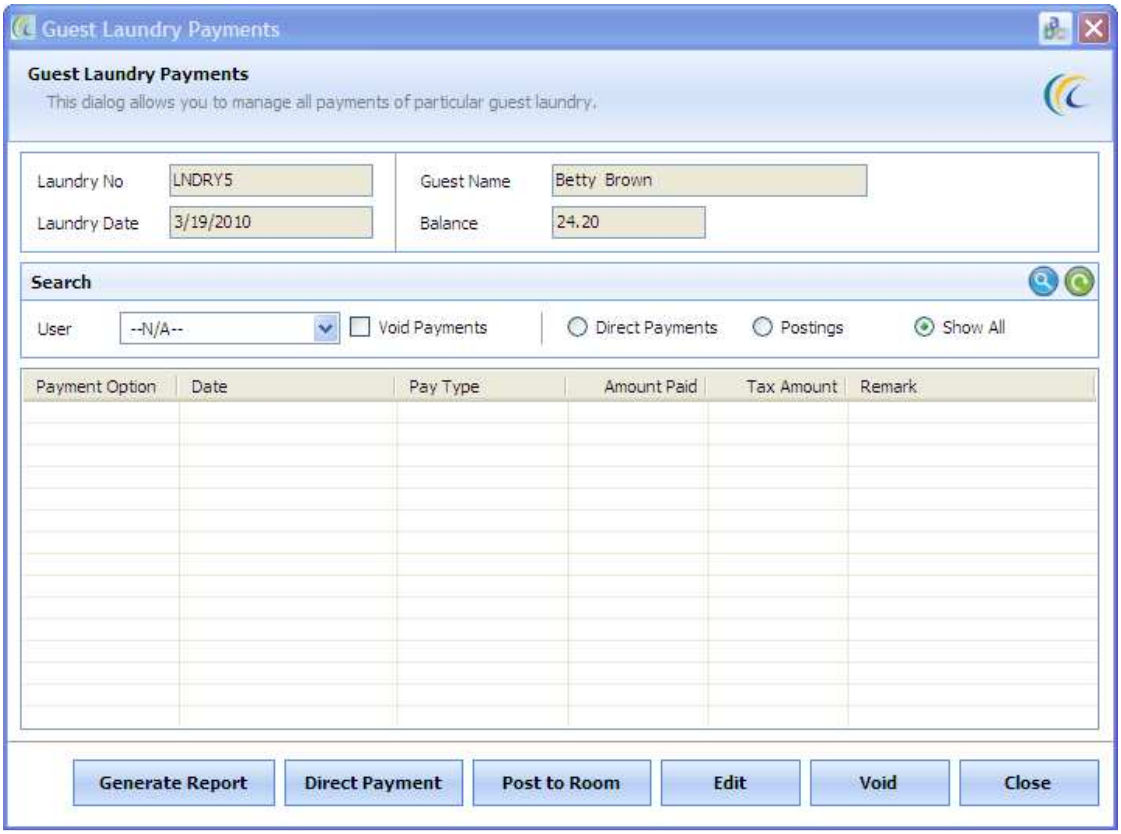
Guest Laundry List

On clicking this option, you can see the list of items that have been sent for laundry by guest.

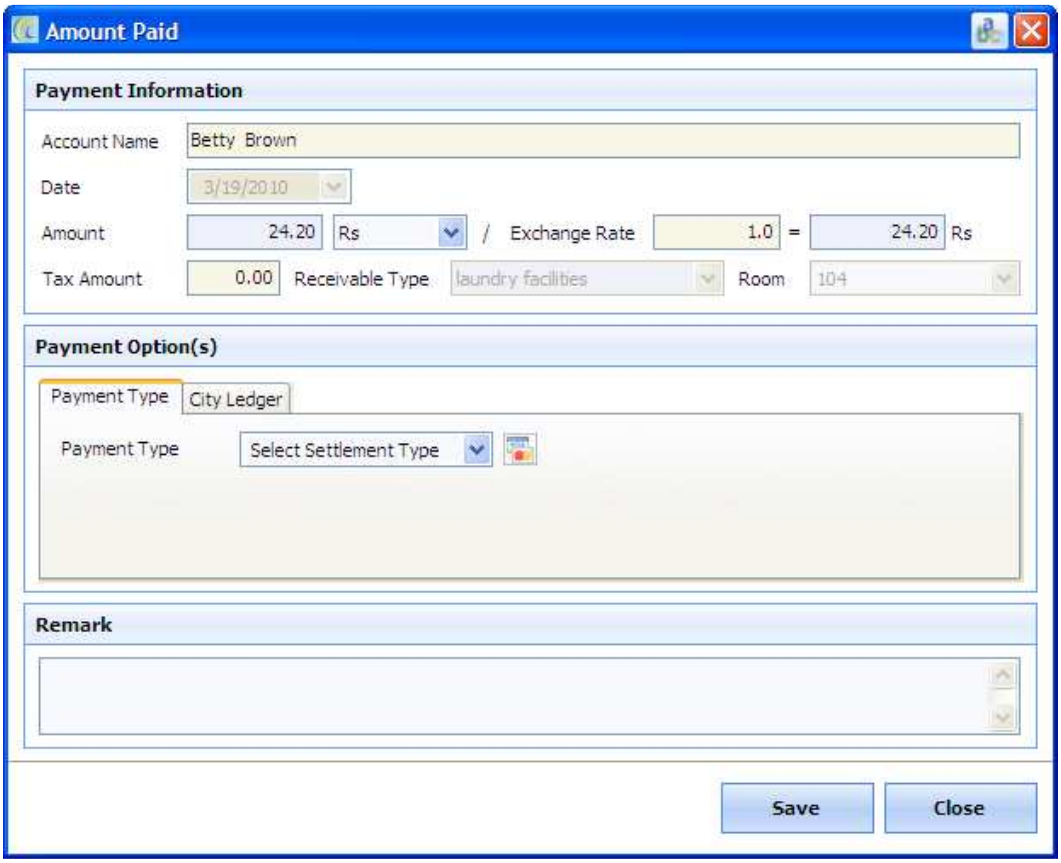


Describing the fields given in the above screen:

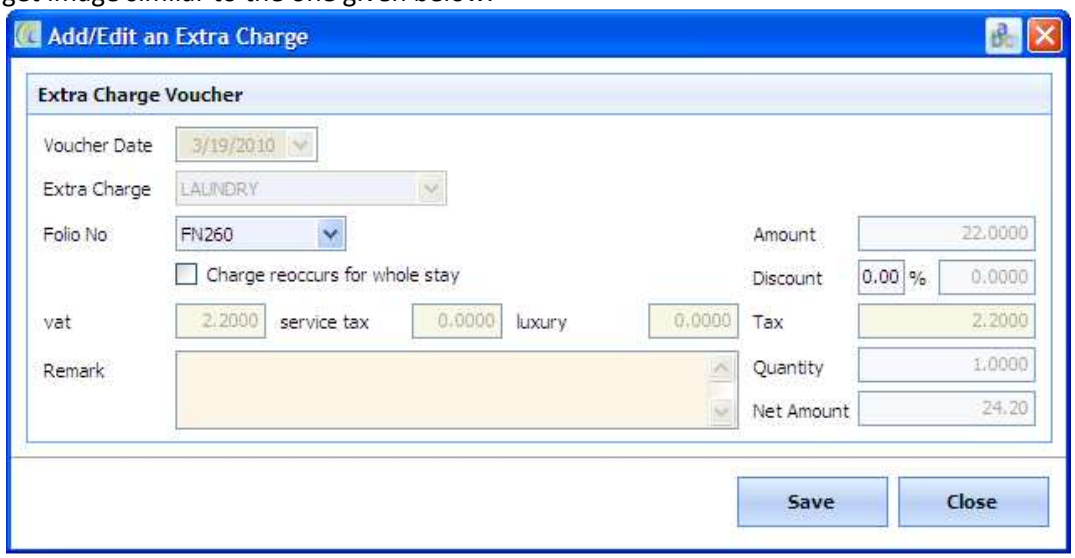
Bill Options: Select this option to preview or print the selected Guest Laundry bill from the list.
Payments: Select this option to make payments. On clicking it, you will get image similar to the one given below.



Describing the fields given in the above screen:
Generate Report: Select this option if you want a report for the payment done.
Direct Payment: Select this option if you want to collect payment immediately after the item is returned to the guest. It will give you another screen where you can select payment type and accept the payment. You can also post payment to city ledger by using this option as the second tab is about city ledger. On clicking it, you will get image similar to the one given below.



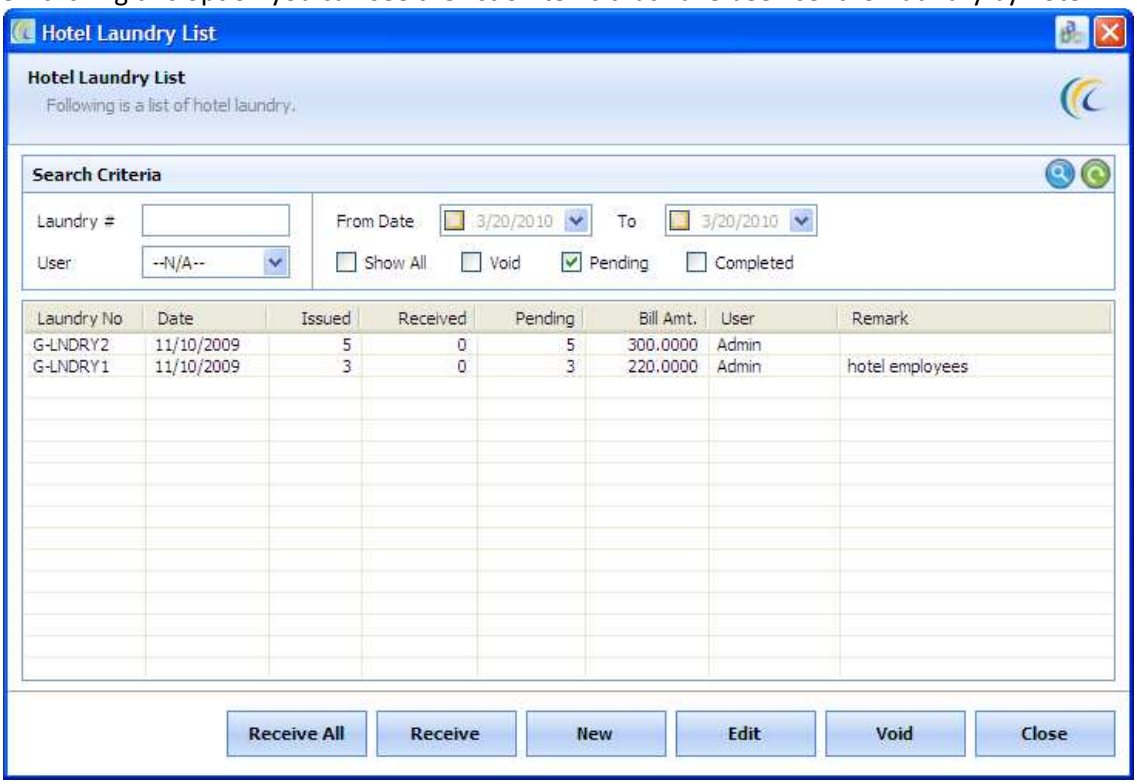
Post to Room: Select this option if you want the amount to be posted to the room. On clicking it, you will get image similar to the one given below.



Edit: Select this option if you want to edit any payments made.
Void: Select this option if you want to void any payments.
New: Select this option if you want to add a new item to the list. It will take you to guest laundry operation.
Edit: Select this option if you want to edit any laundry operation made earlier.
Void: Select this option if you want to void any laundry operation made earlier. You will need to give a reason to void the item.

Hotel Laundry List

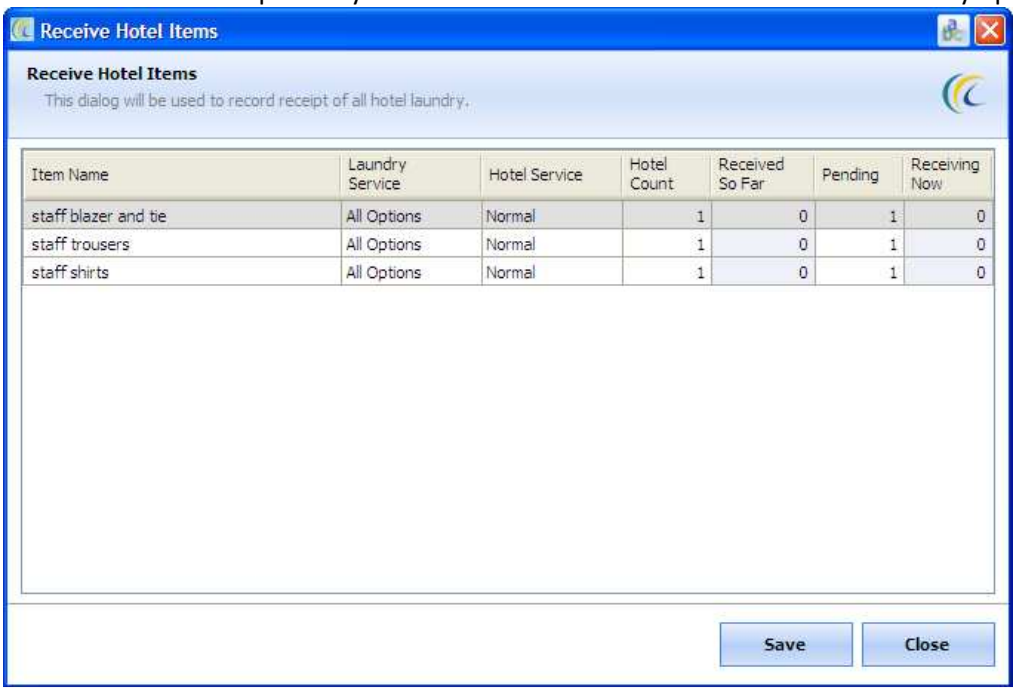
On clicking this option you can see the list of items that have been sent for laundry by hotel.



Describing the fields given in the above screen:

Receive All: Select this option if you want the list of all items to be received for laundry operation on one click.

Receive: Select this option if you want individual items to be received for laundry operation.



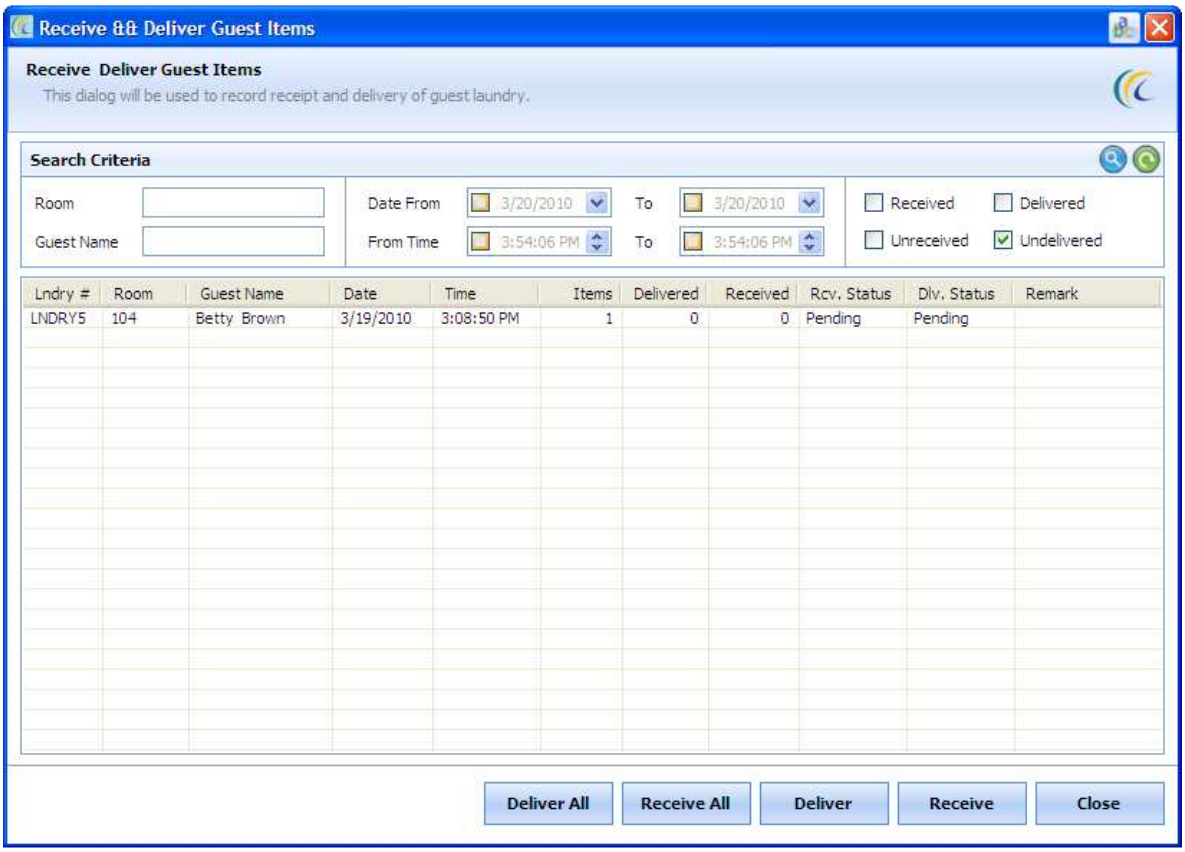
New: Select this option if you want to add new item. It will take you to hotel laundry operation.

Edit: Select this option if you want to edit previously defined Hotel laundry item.

Void: Select this option if you want to void previously defined Hotel laundry item. You will need to give a reason to void the item.

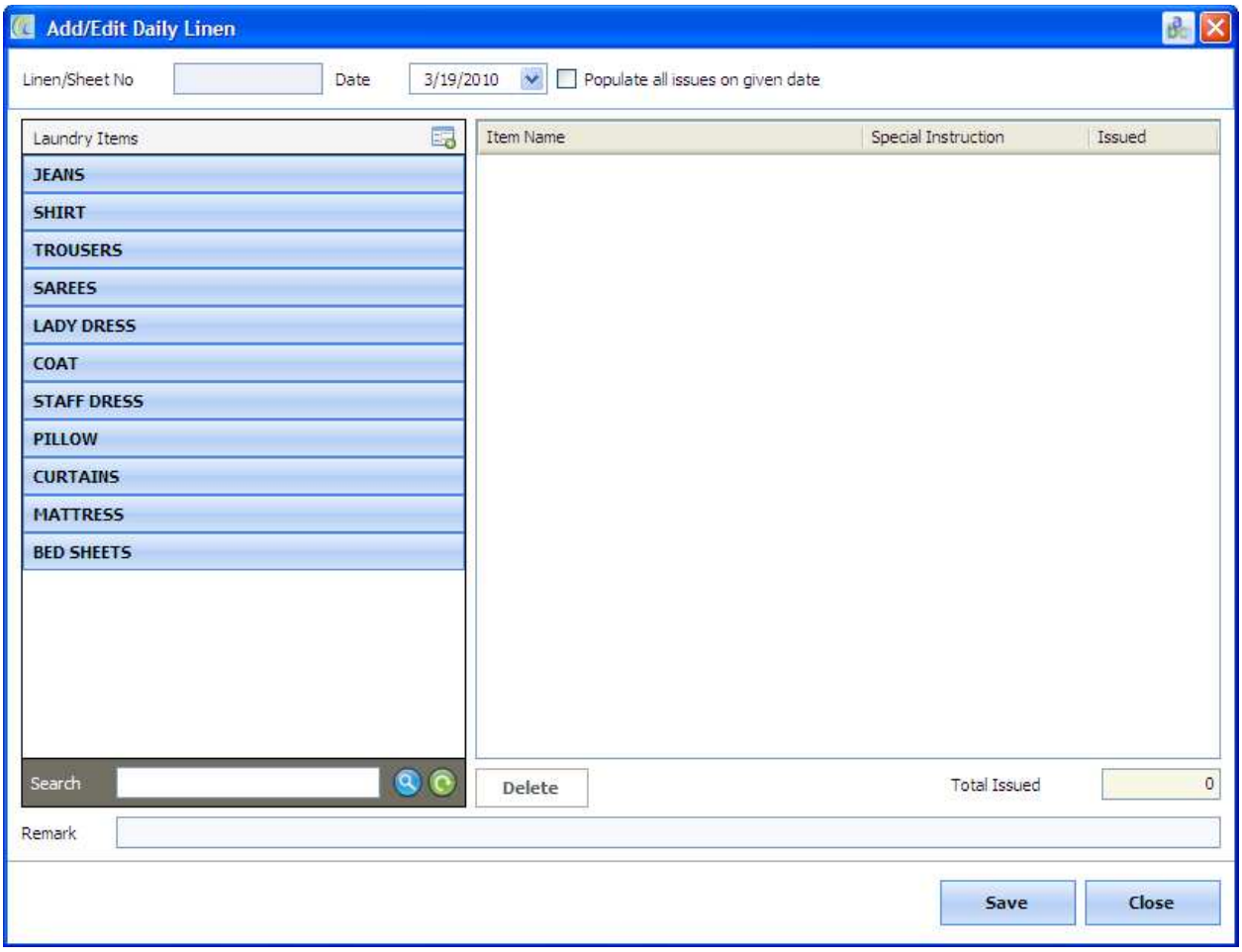
Undelivered Guest Item List

On clicking this option you can see the list of items that have not been delivered back to guest.



Deliver All: Select this option if you want to deliver all guest laundry at one click of a button.
Receive All: Select this option if you want to receive all guest laundry at one click of a button.
Deliver: Select this option if you want to deliver guest laundry individually. You will need to select the item from the list and then deliver it.
Receive: Select this option if you want to receive guest laundry individually. You will need to select the item from the list and then receive it.

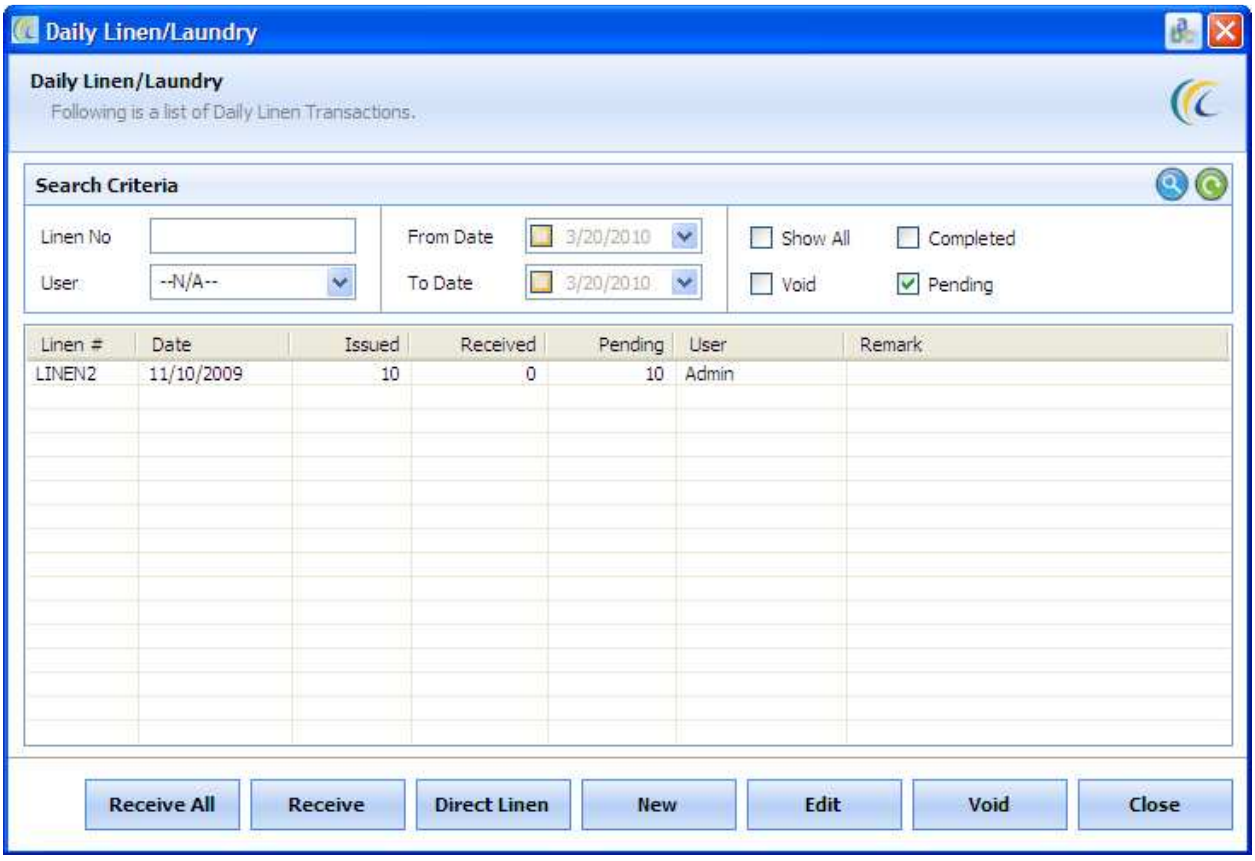
Daily Linen
Use this option if you want to enter the daily linen details.



Describing the fields given in the above screen:
Linen Sheet No: This option allows you to enter a number which will be a unique number; if you don't enter a number system will pick it automatically.
Date: Date picks the default working date of the software; you can click on the arrow given at the right to the date to change the date.
Populate all issues on given date: You can use this option to see all items that are posted on current date.
Laundry Items: Select the laundry item that is given for linen. It is branched in categories, so select the concerned category to find the items within it.
Search: Search option allows tracking the items quickly. Someone who is new to the system can use this feature to track the items quickly.
Note: After you select the laundry item, it will get added to the list which is given at middle right section.

Daily Linen List

On clicking this option you can see the list of linen and also receive them.



Describing the fields given in the above screen:
Receive All: Select this option if you want to receive all guest laundry at one click of a button.
Receive: Select this option if you want to receive guest laundry individually. You will need to select the item from the list and then receive it.
Direct Linen: Clicking this will open the screen of 'Daily Linen'. For the procedure, refer 'Daily Linen' section of the manual.
New: Select this option if you want to add new items for linen.
Edit: Select this option if you want to edit previously defined linen item.
Void: Select this option if you want to void previously defined linen item. You will need to give a reason to void the item.