Click path for Laundry Module

NIMS eHMS

Contents

Laundry Module

Click Path

1. Request of Items

Click on Laundry → Services → Request of
Items Enter the Fields.

Note All fields marked as '*' are mandatory

- Request Status → Choose from drop down menu as per applicable request status. Choose "NEW" request status for add new laundry items request.

- Click "ADD" button. Request items details will be fetched on the screen.

- Request Date → Enter the request date on click in calendar.

- Location Name → Choose from drop down menu the location name form where laundry request items will be send. Request Items details will be fetched on the screen with listed items' name.

    o Item Quantity (Infected) → Enter infected item quantity.

    o Item Quantity (Not- Infected) → Enter not infected item quantity.

    o Process Name → Choose from drop down menu the process name i.e.

    washing. o Work Priority → Choose from drop down menu the work priority i.e. normal.

    o Bag No. → Enter number of the bag → Enter the remarks for the conversion

- Request Type → Drop down contains all the request types → Choose request type i.e. special.

- Request Reference No. → Enter request reference no.

- Approved By → Choose from drop down menu as who approved items for laundry.

- Send By → Choose from drop down menu as who send items.

- Approved Date → Enter the approved date on click in calendar.

Save – Cancel – Clear buttons

Save → Details gets submitted → Request number will be generated

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- Cancel → Request items window will close.
- Clear → It will clear all the fields of the request items form.

Add – Modify – Delete - Cancel buttons

- Add → Request items details will be fetched on the screen for new request.

- Modify → Selected request number details from list will be fetched on the screen for modification.

   Note: Modify the field in which changes is to be made. → Fill all mandatory fields.

- Delete → Selected request number details will be deleted.
- Cancel → Request items window will close.

2. Receipt Of Items

Click on Laundry → Services → Receipt of Items

Enter the Fields.

Note All fields marked as '*' are mandatory

- Location Name → Select the option for the location as applicable from drop down menu.
- Request Status → Select the option "NEW" for request status from drop down menu.
- Click on radio button to select request number from pending request list, receipt of items details will be fetched on the screen.

Search – Clear – Cancel buttons

- Search → Receipt of items request number is displayed based on the input selection criteria.

- Clear → It will clear all the fields of the form.
- Cancel → Receipt of items window will close.

Receipt of Items Detail

- Receipt Date → Enter the receipt date on click in calendar.

- Receipt Reference No. $\rightarrow$ Enter Receipt Reference Number.

- Received by $\rightarrow$ Choose from drop down menu as who received items for laundry i.e. third party etc...

- Expected delivery date & time $\rightarrow$ Enter the expected delivery date & time in HH:MM format.

Request items details

- Item Name $\rightarrow$ Select one or multiple items by click on checkbox.

- Mending Item Quantity (Infected) $\rightarrow$ Enter mending item quantity.

- Mending Item Quantity (Not-Infected) $\rightarrow$ Enter mending item quantity.

   Note: Item quantity (infected), item quantity (Non-Infected), process name, work priority bag no etc., details fetched by automatically.

Save – Cancel – Clear buttons

   - Save $\rightarrow$ Receipt of items details gets submitted.
- Cancel $\rightarrow$ Receipt of items window will close.
- Clear $\rightarrow$ It will clear all the fields of the receipt of items form.

3. Work Order

Click on Laundry $\rightarrow$ Services $\rightarrow$ Work Order
Enter the Fields.

Note All fields marked as '*' are mandatory

Add – Button

- Click on Add: by clicking the button request goes on next page, Work order details will be fetched on the screen.

Other window will appear to generate work order

- Process Name $\rightarrow$ Choose from drop down menu the process name i.e. washing.

- Start Date $\rightarrow$ Enter the start date of work order.

- Assign Date $\rightarrow$ Enter Assign date for work order.

- Completion Date $\rightarrow$ Enter completion date of work order.

- Work Status $\rightarrow$ Choose from drop down menu as per the work status i.e. new.

- Work order Type $\rightarrow$ Choose from drop down menu as per the work order type i.e. External

- Party Name $\rightarrow$ Drop down contains all the party names $\rightarrow$ Select party name as per work order

- Shift Name $\rightarrow$ Choose from drop down menu as per the shift of work.

- Click on Check boxes to select single or multiple items from list for items details to generate work order.

Save – Clear – Cancel buttons

- Save $\rightarrow$ Details gets submitted $\rightarrow$ work order number will be generated.
- Clear $\rightarrow$ It will clear all the fields of the work order form.
- Cancel $\rightarrow$ Work order window will close.

Modify – Cancel buttons

- Modify $\rightarrow$ Selected work order number from list will be fetched on the screen for modification.

  Note: Modify the field in which changes is to be made. $\rightarrow$ Fill all mandatory fields.

- Cancel $\rightarrow$ Work order list window will close.

4. Work Completion

Click on Laundry $\rightarrow$ Services $\rightarrow$ Work Completion
Enter the Fields.

Note All fields marked as '*' are mandatory

- Work order type $\rightarrow$ Choose from drop down menu as per the work order type i.e. External

- Process Name $\rightarrow$ Choose from drop down menu the process name i.e. Washing.
- Click on Check boxes to select single or multiple items from list.

- Completed on → Select completed date from calendar → choose from drop down menu the approved by as who approved.

Save – Clear Buttons

- ▪ Save → Work completion details gets submitted.
- ▪ Clear → It will clear all the fields of the work order completion form.

5. Delivery Form

□
Click on Laundry → Services → Delivery Form
Enter the Fields.

Note All fields marked as '*' are mandatory.

- Delivery Date → Enter the delivery date from calendar for deliver laundry item.
- Receipt by → Choose from drop down menu the receipt by.
- Delivered by → Choose from droop down menu as who deliver laundry item to location.
- Verified by → Choose from drop down menu as who verified items for deliver.
- Location name → Choose from drop down menu as applicable location name where laundry item will be delivered.

Deliver Item Details

- Select one or multiple items from list which will be delivered.

- Enter the quantity of delivering items → Enter the remarks for the conversion.

  Note: Mending work order complete quantity, cleaning work order complete quantity, mending quantity, and receipt quantity etc., details fetched by automatically.

Save – Clear buttons

- ▪ Save → Details gets submitted → Delivery number will be generated.
- ▪ Clear → It will clear all the fields of the delivery form.

6. Acknowledgment Form

- Click on Laundry → Services → Acknowledgment form
- Enter the Fields.

Note All fields marked as '*' are mandatory.

- Location name → Choose from drop down menu as per applicable location name.
- Request Status → Choose from drop down menu as per applicable status request i.e. Pending.

- Select delivery number by click on the radio box → Form would expand and show relevant records for the selected delivery number.

   o Acknowledged by → Choose from drop down menu as who acknowledged.

Request Items Details

- Select single or multiple items from list which will be acknowledged.

- Acknowledged Quantity → Enter acknowledged quantity as per the dispatch item quantity.

   Note: If acknowledged quantity is less than dispatch quantity, it will be shown in request status "Partially Acknowledged".

   If acknowledged quantity is equal to dispatch quantity, it will be shown in request status "Fully Acknowledged".

- Click on the details link that has showed message entered the remarks for the conversion of issue items.

Note: Received quantity, dispatch quantity, previous acknowledged quantity details fetched by automatically.

Save – Clear – Cancel buttons

   ▪ Save → Acknowledge details gets submitted.
   ▪ Clear → It will clear all the fields of the form.
   ▪ Cancel → It will bring back user to the menu.