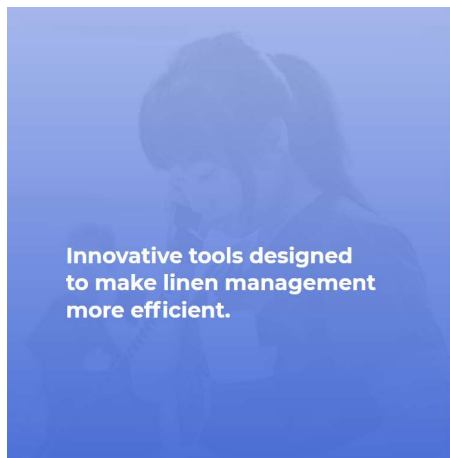




Pulling Linen Loss Data The LinenMaster Delivery / Receive Compare Report

1. Go to: <http://handcraftlinenservices-ui.linenmaster.net> and use your provided username and password to login credentials.



Healthcare Linen & Uniform Specialists

Sign in to Your Dashboard

Username

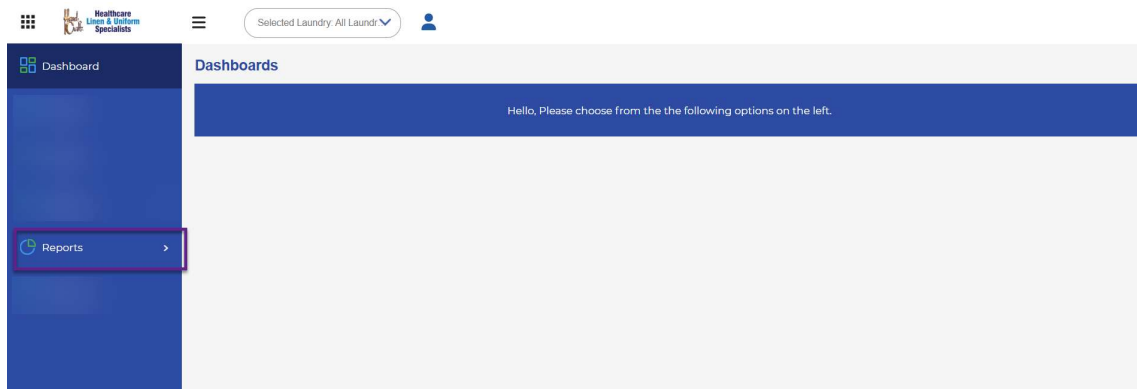
Password

Sign In

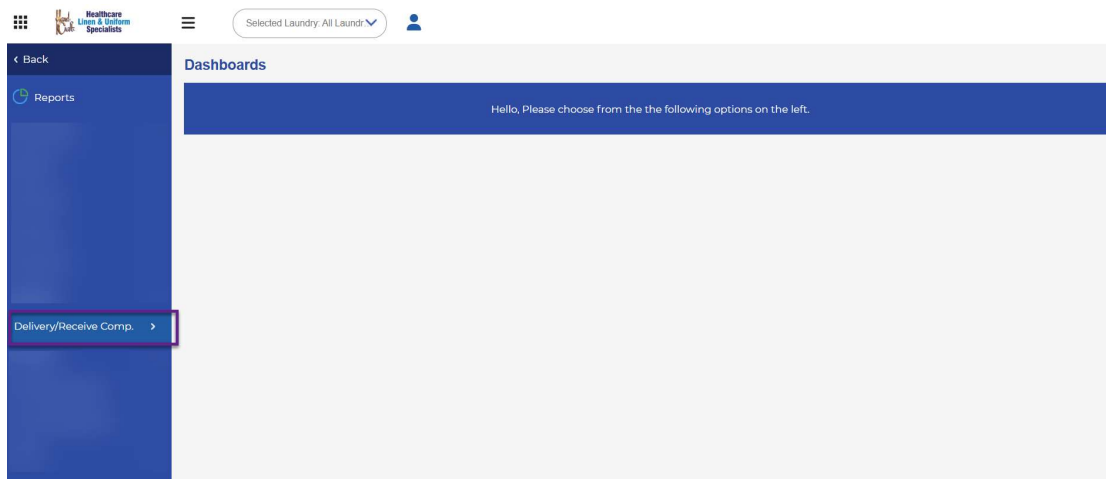
Reset Password

Powered by LinenMaster 13.0

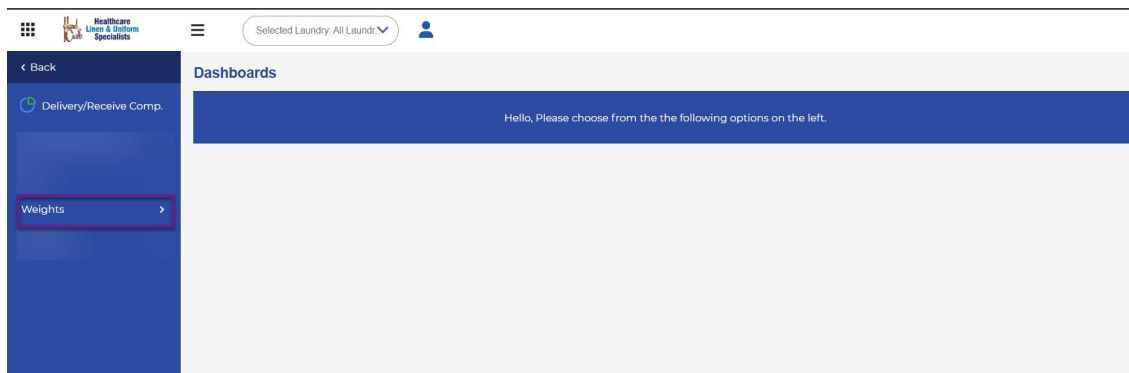
2. Use the navigation menu on the left-hand side to select Reports



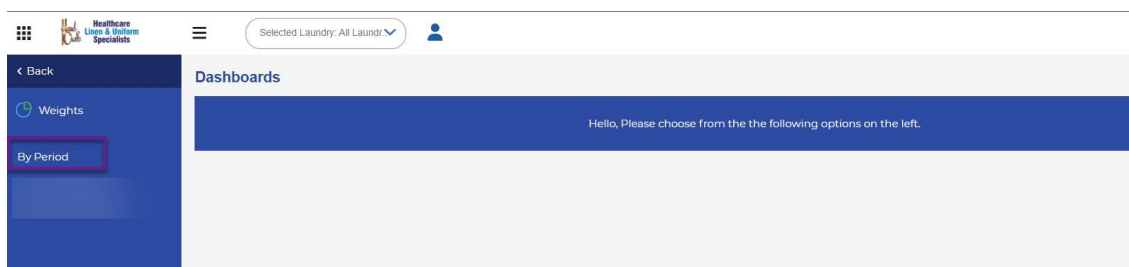
3. Click Delivery/Receive Compare



4. Click Weights



5. Click By Period



6. Advanced Filters

Organize Columns By This can be set to Date, Week, Month, or Year and it will display the report results in columns respective to the filter option selected.

Receive Column (1) should be “Received Net Soil Weight”

Delivery Column (2) should be “Net Delivered Weight”

Calculated Column (3) Depending on how you prefer to see the end results there are two calculations that are recommended to use.

Method 1 – Soil to Clean Ratio: For this result select “ = (1)/(2) Percent ”

Method 2 – Clean to Soil Ratio: For this result select “ = (2)/(1) Percent ”

*For both methods, the display is in full decimal, if this is not desired format please adjust by moving decimal two places to the right after downloading the report.

Select Close when finished choosing advanced filters

By Period Report

Advanced Filters ▾

Select Receives Where: Received From Customer Date ▾

Select Deliveries Where: Delivered To Customer Date × ▾

Is In Period Start: [Calendar Icon] [Calendar Icon]

Close

Inventory Flow: Customer>>All × ▾

Laundry: All Laundries × ▾

Customer/Group: [Dropdown] × ▾

Organize Columns By: Date [Dropdown]

Receive Column (1): Received Net Soil Weight × ▾

Delivery Column (2): Net Delivered Weight × ▾

Calculated Column (3): $= (1) / (2) \text{ Percent}$ **OR** $= (2) / (1) \text{ Percent}$ [Dropdown]

7. Report Filters

Select Receives Where should be “Received From Customer Date”

Select Deliveries Where should be “Delivered To Customer Date”

Is In Period Start Date Range (always end the report one day prior to today)

Select Apply filters on the top right corner

This screenshot shows the 'Advanced Filters' section of a report interface. It contains three filter controls: 'Select Receives Where' with a dropdown menu set to 'Received From Customer Date', 'Select Deliveries Where' with a dropdown menu set to 'Delivered To Customer Date', and 'Is In Period Start' with two date range inputs, the second of which is set to 'Previous Day's Date'. To the right of these filters are two buttons: 'Toggle Drill Down' and 'Apply Filters', with the latter being highlighted by a red box.

8. Report Options (Optional)

From this menu the report can be Emailed, Viewed as a PDF, or Viewed as a Spreadsheet

This screenshot shows the 'By Period Report' section of a report interface. It includes the same filter controls as the previous screenshot. Below the filters, there is a 'Report Options' dropdown menu, which is highlighted by a red box. The dropdown menu is open, showing three options: 'Email Report', 'View Document', and 'View Spreadsheet', with 'Email Report' being the first option. The 'Grand Total' row is visible in the table below the options.