

Morgan Healthcare Services Lab Coat System User Guide

Garment Drop-off Procedure: 7 Easy Steps

GO HERE FIRST>>> <http://portals.morganservices.com/portal/toledo/> Username: Michigan Password: goblue

1. To enter incoming Soiled Lab Coats go to “Maintenance” on main screen and choose “Distribution Slip Entry”.(pic)

Home	Welcome
Reports	
Maintenance	Distribution Slip Entry
Configuration	Distribution Slip Status
Select Customer	Distribution Slip Inquiry
Logout	

...You will then see this screen.

morgan
HEALTHCARE

LINENS | LAUNDRY | LOGISTICS

Home **New Distribution Slip Entry** Create Slip
Reports MICHIGAN MEDICINE Cancel
Maintenance
Configuration Drop off contact Search
Logout Email address
Phone number
Cost Center

Personalized garments

Scan garments
Include non-barcoded pieces Number of pieces Add

First Name	Last Name	Garment/Pieces	Remove Garment

2. Enter the following in “Drop Off Contact” box: (Mandatory) Name **with drop off location** example: **Jeff Beeler-NCRC dock 90**, Email address (**this must be a UM email address**), and **Department Short Code should be entered in the Cost Center Box**. You may use the search button to search for drop off information if person has already been entered into the system (Double check and make sure information is correct including cost center)
3. You do not have a scanner, **always ignore the Scan garments box**. If you have personalized (logoed) coat/s click Personalized garments box. Choose the wearer from the drop down box. If you cannot find the wearer in the drop down box click New Wearer from the drop box (first option at the top), and type in the first name and last name. After you enter the first and last name, include the number of coats for that wearer then click add.

Personalized

Personalized garments	<input checked="" type="checkbox"/>
Wearer	Grey, Jean

New Wearer/personalized

Personalized garments	<input checked="" type="checkbox"/>
Wearer	New Wearer
First name	JANE
Last name	DOE

Personalized garments	<input checked="" type="checkbox"/>
Wearer	New Wearer
First name	JANE
Last name	DOE

Scan garments	810000180232
Include non-barcoded pieces	Number of pieces <input type="text"/> <input type="button" value="Add"/>

4. If there are plain garments enter the quantity of these garments and click on Add. (Pic) **Do not click Personalized Garments.** Enter the number of garments in the "Number of Pieces" box. Then click Add. Please uncheck the Personalized Garments box.

Personalized garments	<input type="checkbox"/>
Scan garments	<input type="text"/>
Include non-barcoded pieces	Number of pieces <input type="text" value="4"/> <input type="button" value="Add"/>

5. When this step is complete verify that the number of garments being sent matches the number represented on the screen. (Pic)
Non-Personalized are plain white coats, Personalized have first and last name on the coat.

First Name	Last Name	Garment/Pieces
Non-Personalized		4
JANE	DOE	810000096917
JANE	DOE	810000180232
JANE	DOE	12

Number of pieces on slip: 18

6. If all information is correct and accurate click the "Create Slip" box.

New Distribution Slip Entry

Account: 1234 - HOSPITAL EAST WESTERN

Customer: 1234-2-00000 - HOSPITAL EAST WESTERN

Drop off contact: JANE DOE

Email address: JDOE@HOSPITAL.COM

Phone number: (555)444-4411

Cost Center: 45678ABC

Personalized garments

Scan garments:

Include non-barcoded pieces: Number of pieces

First Name	Last Name	Garment/Pieces
Non-Personalized		4
JANE	DOE	810000096917
JANE	DOE	810000180232
JANE	DOE	12


Number of pieces on slip: 18

Print distribution slip receipt

Number of copies:

(Make sure pop ups are allowed for this website)

- Two Customer slips will be shown on the screen. It is now time to print. Print using the process you normally use on your computer. The result will be one 8X11 sheet of paper with two customer slips on it (see below). Tear the paper in 1/2 so you have 2 tickets or print 2 copies. One is to be kept by the drop off person for your records, one is placed in the bag with the soiled garments with that ticket (**each created ticket must have a separate soil bag**).

Customer Slip # 5564	
03/13/2015 01:23 PM	
1234-2-00000	
HOSPITAL EAST WESTERN	
	
Contact: JANE DOE	
Email: JDOE@HOSPITAL.COM	
Phone: (555)444-4411	
<hr/>	
Wearer: BULK	
Non-Barcoded	4
Subtotal:	4
Wearer: JANE DOE	
810000096917	
810000180232	
Non-Barcoded	12
Subtotal:	14
<hr/>	
Total Pieces:	18

Now just email us at ServiceMichigan@morganservices.com to let us know where (building and dock) you need us to pick up your bag. Include building and dock in your email.

Your bag will typically be a clear plastic bag used in the past when UM Laundry Services did your pickup. However, as long as you have

a bag with the slip inside we will pick up your bag. Please make sure your dock employee is aware of your bag as well.

Morgan Services will pick up your bag on either Tuesday or Friday only. Please email us by no later than 10AM the day before in order to have your bag picked up. If after 10:00 AM your bag will be picked up the next Tuesday or Friday whichever is first.