



# *PPS Cart: Worker's Handbook*

## *PulseNet Production Systems*

Powerful Tools for Better Performance



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# Introduction

## What is PPS Cart

PPS Cart facilitates the tracking of product movement from the customer, through the plant, and back to the customer. The PPS Cart system manages

- Cart return (Check In),
- Customer cart build, and
- Customer load build (Check Out).

Workers access the software using touchscreen workstations. From these workstations, workers check in the soiled product, assign and build carts, audit customer builds, and generate and print manifests. System management occurs at the PC workstation. Managers use the PC Workstation to maintain the customer, product, driver, and route information. Management can access PPS Cart's web-based reporting from anywhere when logged into the plant's network.

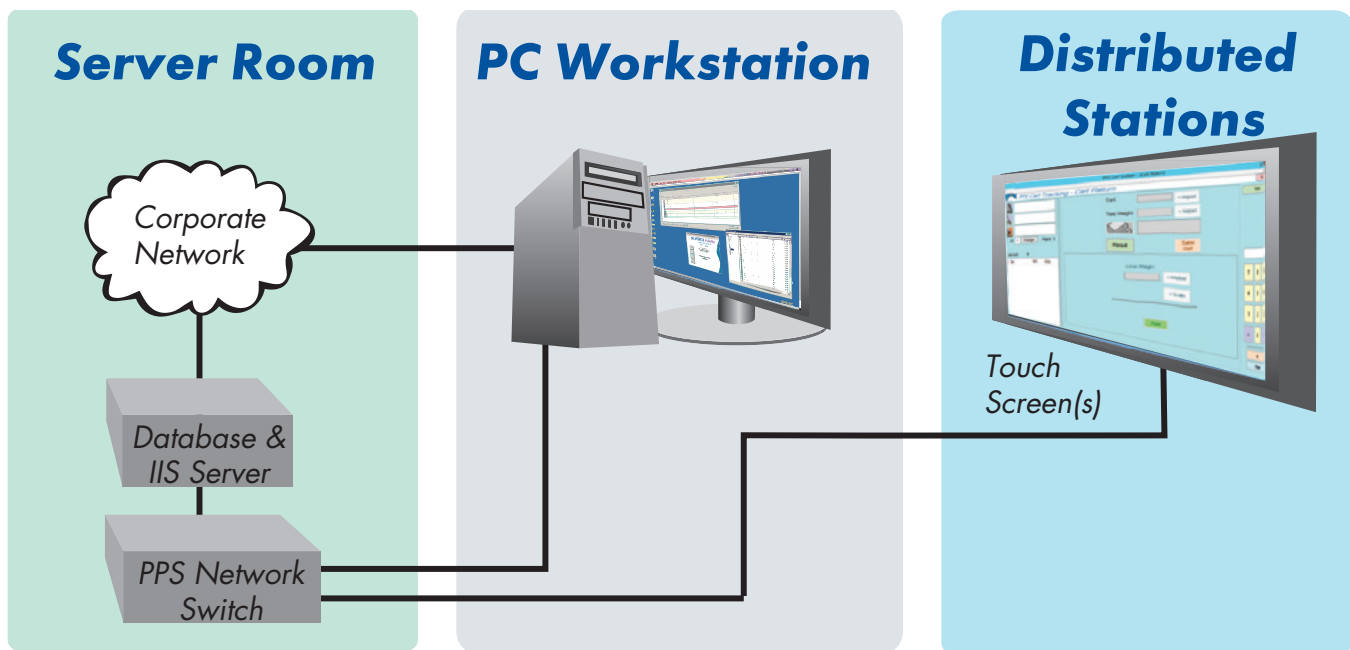


Figure 1. System Overview. PPS Cart consists of three major areas: touchscreen work centers, PC workstation, and the Database and IIS Server for web-based reporting.

## Using this Manual

This guide provides task-based instruction on how to use the PPS Cart system effectively. The manual consists of three key sections: Check In, Cart Build, Customer Build load. Each section steps you through the basics for using each workstation. First, let's cover some basics of using the PPS Cart interface.

# Using PPS Cart

The PPS Cart application runs on touchscreen workstations. The system requires no pointing devices (mouse) or keyboards. You tap the screen to use the application. The following section steps you through the basics of using the touchscreen interface, and how to use the three key areas of PPS Cart: Check In, Customer Cart Build, and Customer Load Build (Check out).

## Using the Interface

You can complete all of your cart related tasks using the touch screen interface. You tap to select items, customers, and routes, and you enter numbers with the virtual keypad.

### The Keypad

The system doesn't need a full keyboard; other than tapping menu selections, you only need to enter numbers using the keypad. You first enter the number. The numbers appear in the text window above the keypad. You can insert the numbers by tapping the **Keypad** < Keypad button next to the field. The buttons below the keypad allow you to backspace < and clear Clear the keypad entry window (see Figure 2).

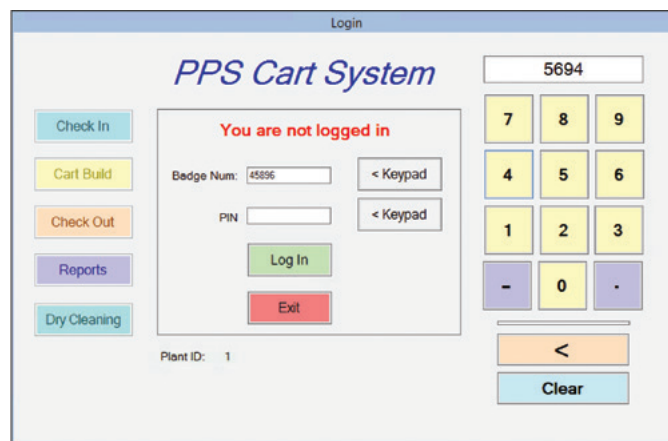


Figure 2. PPS Cart Login. The worker uses the keypad to enter their badge number and pin.

On the three main screens, you will notice a field for selecting the shift. Although the shift field accepts a numeric input, you do not use the keypad. Instead, you click the **Change** button to cycle through the three shift options (see Figure 3).

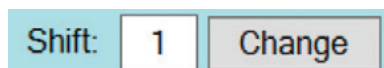


Figure 3. The Change Shift tool.

## Logging into PPS Cart

You log into PPS using your **Badge Number** and your **Access Pin**. If you do not have or know your login information, see your manager. Using the *Login* window:

1. Enter your **Badge Number** using the keypad.
2. Tap the **Keypad** button next to the **Badge Number** field.
3. Enter your **Access Pin** using the keypad.
4. Tap the **Keypad** button next to the **PIN** field.
5. Tap **Log In**.

Once logged in, you use the buttons to the left to access the PPS Cart activities (see Figure 4).

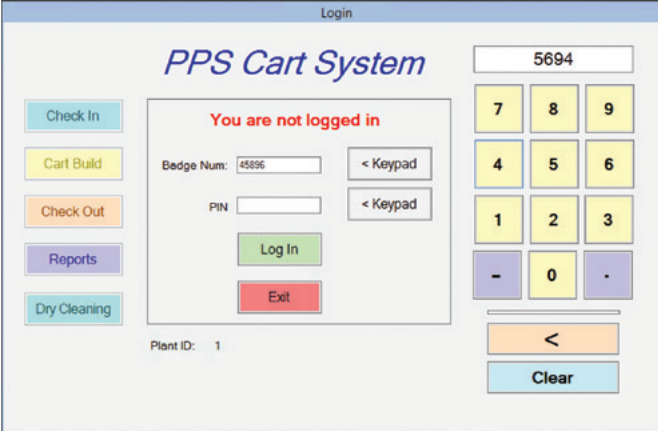



Figure 4. PPS Cart Login.

## Check In

Carts return from the customer loaded with soil that needs checking in. As the carts roll in from the trucks, you record the customer, route, and inventory of each cart using the *PPS Cart: Cart Return* window. To access the window, tap the **Check In** button  on the *Login* window (see Figure 4).

## The Cart Return Window

The *Cart Return* window contains three main areas: (1) route and customer information, (2) the inventory, and (3) the inventory entry form (see Figure 5). Error messages and notifications appear under the **Review** button (4). As the carts roll off of the truck, you enter the route (or truck), driver, and customer information. Once you have entered the required information, you then add the cart contents to the system.

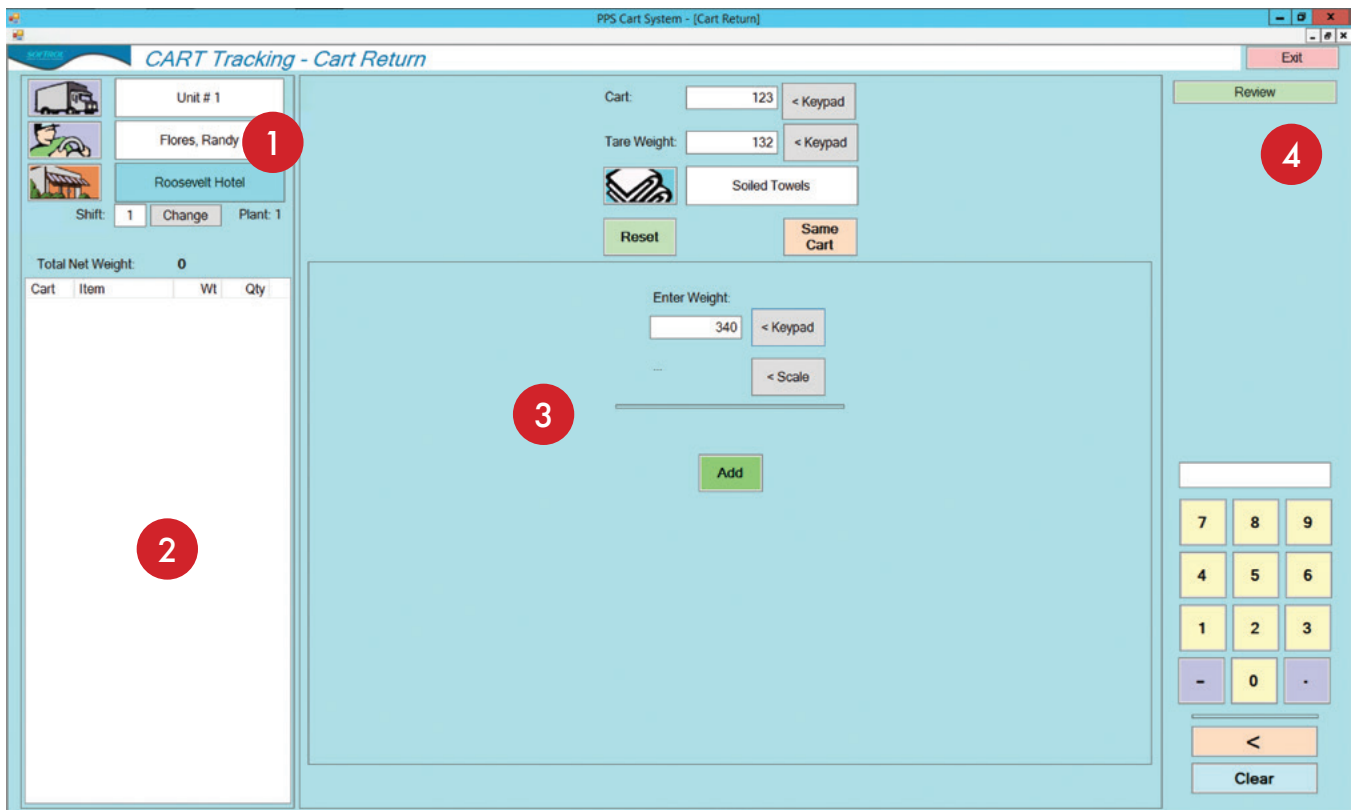


Figure 5. PPS Cart: Cart Return.

## Select Route and Customer Information

In the top left of the *Cart Return* window you record the route and customer information for the returned carts. Each button, when tapped, brings up a window of buttons where you select the route, driver, and customer.



**Route** button- Each plant defines a route differently. Your plant may refer to trucks, regions, customer types, or some other plant specific wording. When you tap the button, the system shows you a button for each of the routes.



Driver button- Use the driver button to select the route driver.



Customer button- The carts return from the customer loaded with soiled product. Carefully pick the customer, for some customers may have multiple buttons based on their separate departments.



If your plant has multiple shifts, use the shift change button to cycle through the shift options.

## Enter the Cart Inventory

Once you have chosen the route, driver, and customer, you enter the cart information and its contents. The system limits your item choices to those items belonging to the customer you selected. If you do not see the expected items, verify that you have the right customer selected. If you still can't find the item, check with your supervisor about having the item added to the system.

1. Using the keypad, enter the **Cart** number. The **Tare Weight** is entered automatically for the cart. You can modify the tare weight if needed.

2. Tap the item button to select the cart's contents from the **Item List**.



3. Use the keypad to enter the weight. The system subtracts the tare weight from the weight you enter when it adds the item to the inventory list. If the product weight is less than the tare weight, the system changes the weight to zero.

4. Tap the **Add** button to include the item in the inventory list. Now that the cart contains an item, you can proceed to the next cart.

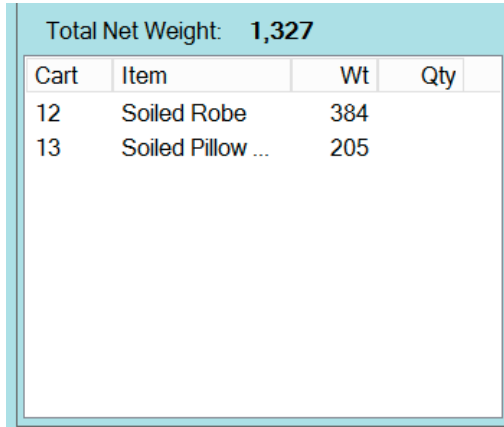
**Note:** Pay attention to the error messages in the top right corner as you add items and enter cart numbers.

Figure 6. Cart contents entry form.



## Edit the Inventory List

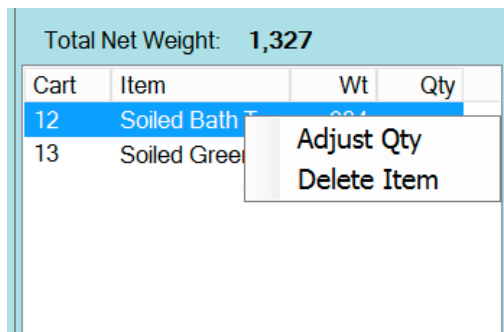
As you check in carts, the system adds them to the inventory list on the left side of the screen (see Figure 7). The customer's inventory list stays on the screen until you choose a new customer. Changing the route or driver clears the list, but the system continues to track the information in the background.



| Total Net Weight: 1,327 |                   |     |     |
|-------------------------|-------------------|-----|-----|
| Cart                    | Item              | Wt  | Qty |
| 12                      | Soiled Robe       | 384 |     |
| 13                      | Soiled Pillow ... | 205 |     |

Figure 7. Inventory list.

You can edit the weights or remove items by tapping to select them. The system gives you two options: **Delete Item** or **Adjust Quantity**. Selecting **Adjust Qty** reloads the inventory form allowing you to adjust any of the entry's information including the cart number and the item.



| Total Net Weight: 1,327 |               |     |     |
|-------------------------|---------------|-----|-----|
| Cart                    | Item          | Wt  | Qty |
| 12                      | Soiled Bath T | 384 |     |
| 13                      | Soiled Green  |     |     |

Adjust Qty

Delete Item

Figure 8. Inventory list: Edit the list.

## Check In Review


You can view your checked-in carts at any time by clicking the **Review** button in the top right corner of the *PPS Cart* window. The **Review** groups the incoming inventory by route, driver, and customer. You can reload any of the customer lists back into the inventory list by double tapping one of the entries in the customer group (see Figure 9).



| CART Tracking - Cart Return                 |      |                      |     |       |               |
|---|------|----------------------|-----|-------|---------------|
| Cust  | Cart | Item                 | Wt  | Time  | Check In By   |
| <i>Truck Unit #11 Driver: Flores, Randy</i> |      |                      |     |       |               |
| Roosevelt Hotel                             | 123  | Soiled Bath Towels   | 208 | 11:05 | Test, Softrol |
| Roosevelt Hotel                             | 330  | Soiled Bath Towels   | 148 | 11:20 | Test, Softrol |
| Roosevelt Hotel                             | 135  | Soiled Bath Mats     | 125 | 11:30 | Test, Softrol |
| <i>Truck Unit #14 Driver: Bravo, Manuel</i> |      |                      |     |       |               |
| Guest Hotel F&B                             | 125  | Soiled Pool Towels   | 173 | 11:36 | Test, Softrol |
| Guest Hotel F&B                             | 715  | Soiled Wash Cloth    | 173 | 11:42 | Test, Softrol |
| <i>Truck Unit #13 Driver: Yanez, Rafael</i> |      |                      |     |       |               |
| Manchester F & B                            | 126  | Soiled Mix Spa LI... | 183 | 11:47 | Test, Softrol |

Figure 9. Review list.

## Cart Build

Once the customer's product makes its way through to the finishing process, you load it into carts. Using the Cart Build option, you assign the cart to the customer and record the cart's inventory. To access the Cart Build, tap the **Cart Build** button  on the *Login* window (see Figure 10).

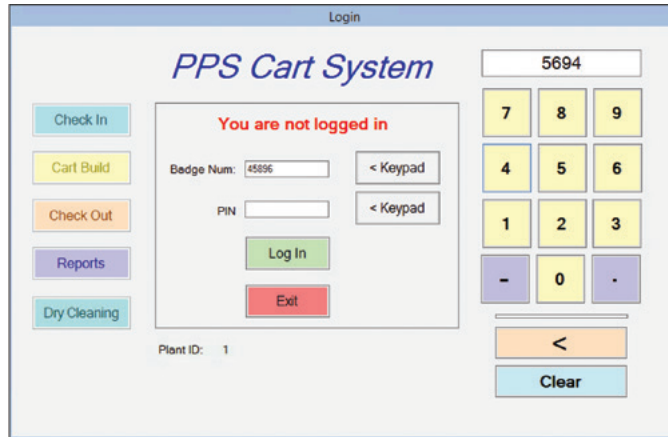


Figure 10. PPS Cart Login.

## The Cart Build Window

The Cart Build window has two main areas: 1) the inventory, and 2) the cart build entry form(see Figure 11). You select a single customer for each cart. The system maintains item, quantity, and cart information in the inventory section for the selected customer.

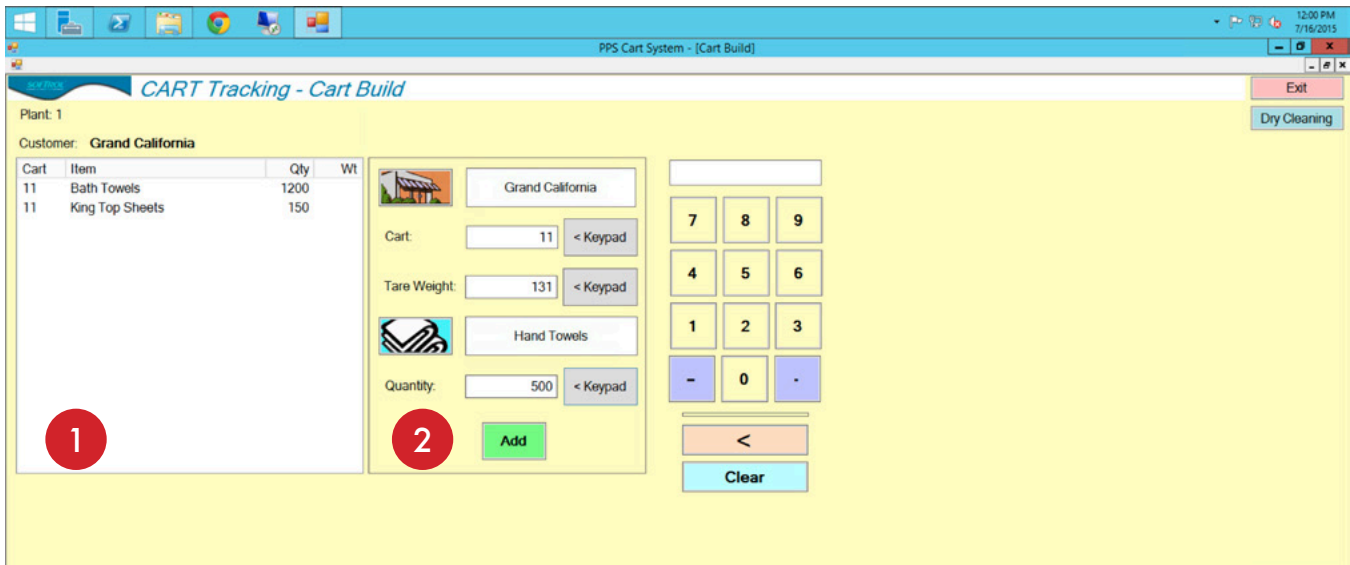


Figure 11. PPS Cart: Cart Build.

## Load the Cart

When building a cart, you first select the customer using the customer button. Then you use the keypad to enter the cart number. The system assigns the cart to that customer, and you cannot add items to the cart for any other customers.



You continue by selecting an item using the item button. The system limits your choices to only those items belonging to that customer. You use the keypad to input a quantity, and complete the cart addition by clicking the **Add** button.



If you switch to another customer, the inventory window clears or reloads any open carts.

## Adding Dry Cleaning to the Delivery

If the customer has dry cleaning items, you can access those items using the **Dry Clean** button located in the top right corner of the *Cart Build* window or by selecting it on the *Login* dialog. The *Dry Cleaning Counts* window looks like the Item selection window, but it includes a few other elements: 1) list of available items, 2) keyboard entry, 3) paging and application navigation buttons(see Figure 12).

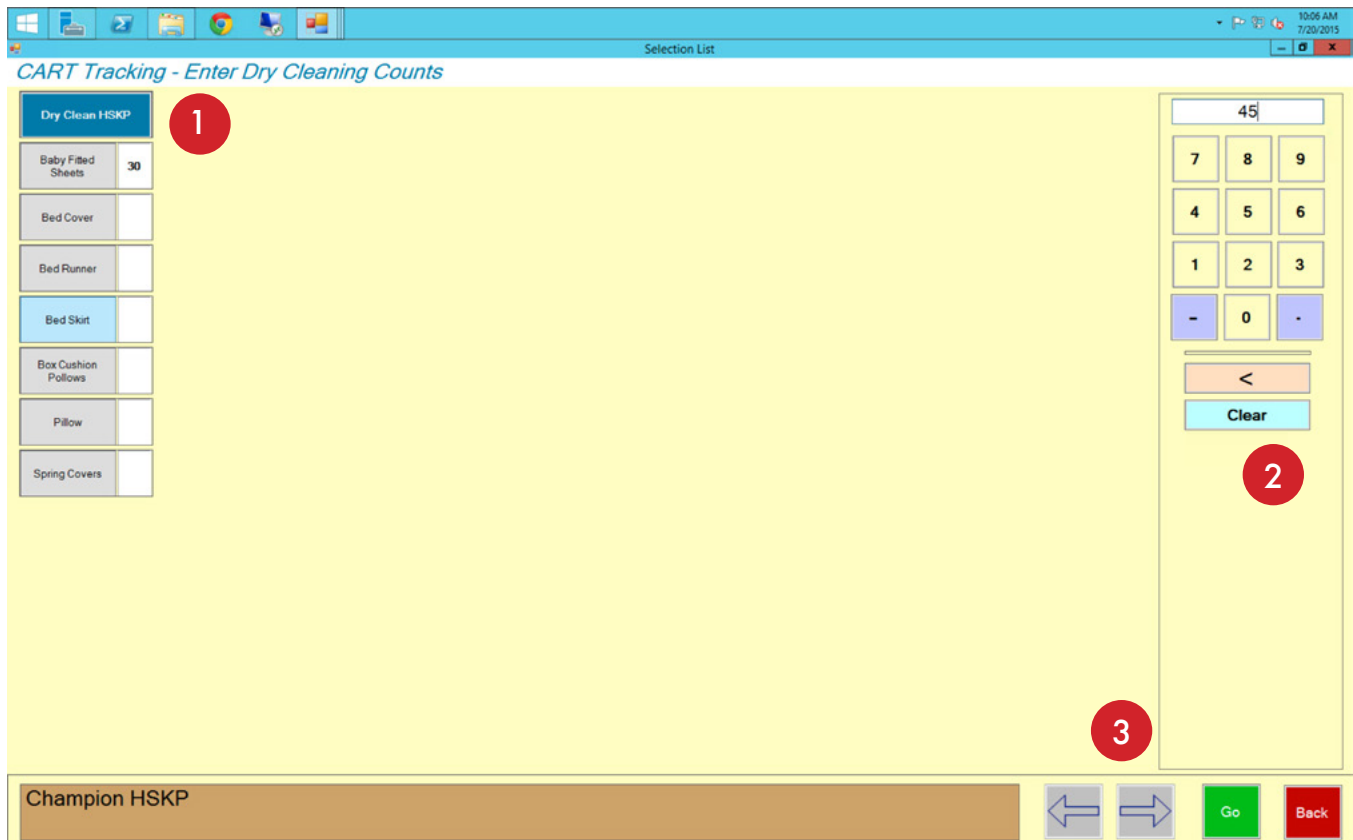


Figure 12. PPS Cart: Enter Dry Cleaning Counts window.

Notice the system shows the current customer in the brown bar at the bottom of the screen. If you access the *Dry Clean Counts* screen from the *Login* dialog, the system prompts for the customer before opening the screen.

To add dry cleaning inventory:

1. Enter an item count into the keypad.
2. Locate the item in the available item list.

3. Tap the item name to put the keypad value in the field.
4. Continue adding items and tap **Go** when finished (lower right side).

## Edit a Cart in Cart Build

While in Cart Build, you have four options for editing a cart: add to item, adjust quantity, delete, and move item. You tap to select the item you want to edit, and then you tap to select an edit option (see Figure 13).

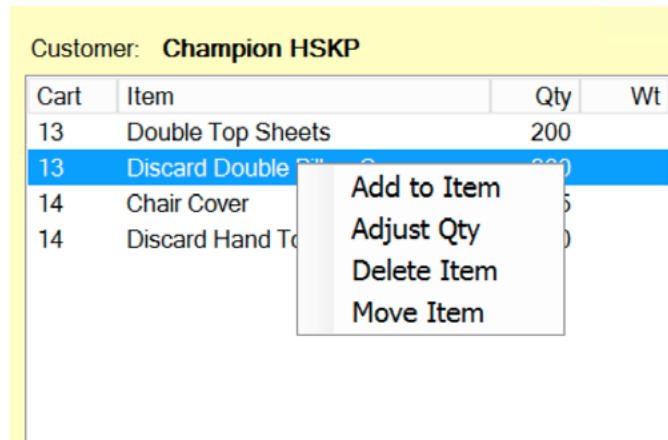


Figure 13. Cart Build: edit a cart item.

### Add to Item

The **Add to Item** option loads the form with the cart and item information. Using the keypad, you can enter the amount you want to add to the total quantity. Clicking **Add** updates the quantity by adding the number you provided.

### Adjust Quantity

The **Adjust Quantity** option loads the form with the cart and item information. You use the keypad to enter an amount in the **Quantity** field. The system changes the quantity to the new value.

### Delete Item

The **Delete Item** option removes the item from the cart.

### Move Item

The **Move Item** option opens a small window that allows you to change the cart number for the item.

## Customer Build Load (Check Out)

The check out phase combines the carts for making customer loads for delivery. At the cart check out station, you audit the cart contents, assign carts to a route and driver, and generate a manifest.

### The Check Out Window

The *Check Out Window* has two inventory windows: 1) **Available Carts** or **Built Carts**, and 2) **Completed Carts** (see Figure 14). You select the route, driver, and customer using the buttons in the top left. When you select the customer, any carts built for that customer appear in the **Available/Built Carts** list. From the Available/Built Carts list, you can “complete” the cart in the **Available/Built Carts** list to add it to the customer load. Let’s go through the process in detail.

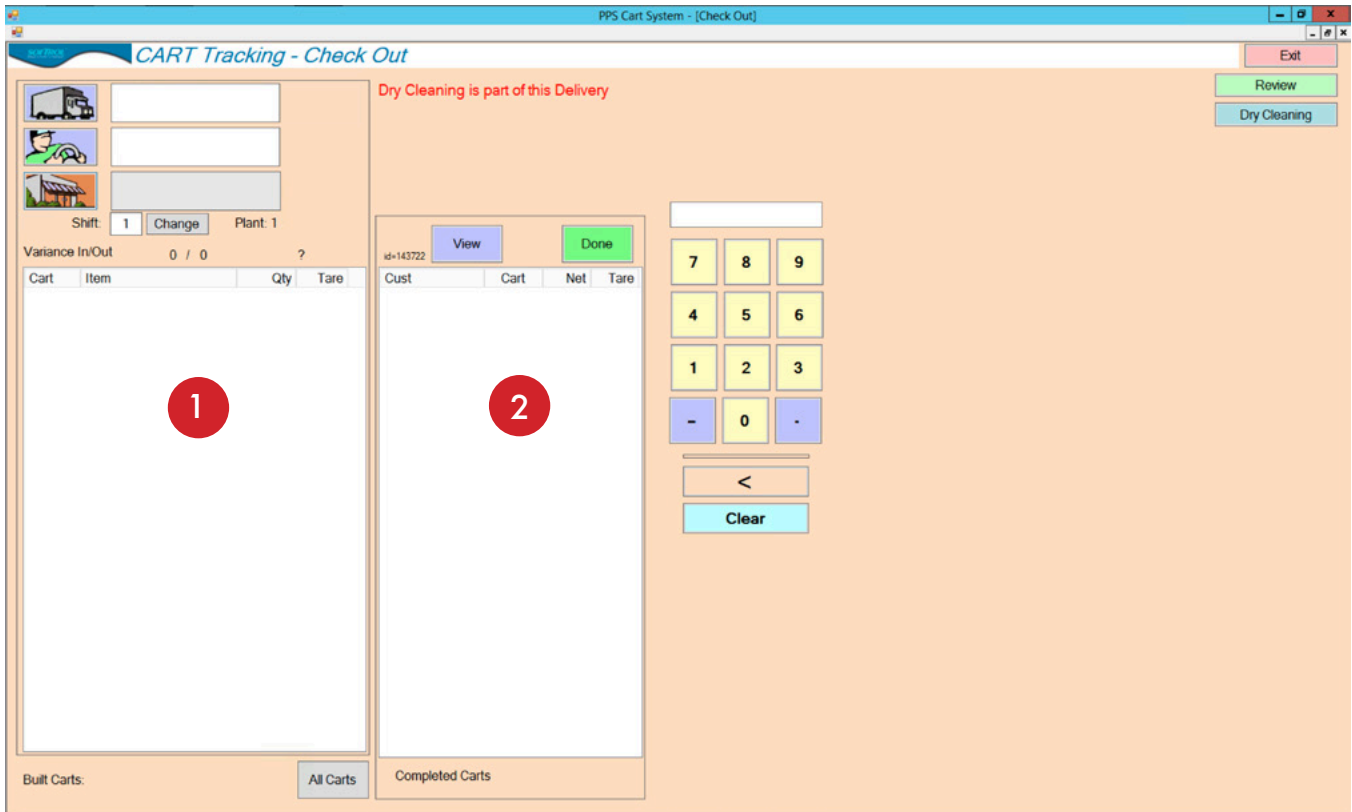


Figure 14. PPS Cart: Check Out window.

### Check Out Process

PPS Cart allows you to edit the carts by adjusting quantities, deleting items, and moving items between carts. To check out carts:



1. Tap to select a route.



2. Tap to select a driver.



3. Tap to select a customer. Once selected, the **Available Carts** list populates with the available carts and their contents for that customer. Alternatively, you can click the **All Carts** button under the **Built Carts** list. Double-clicking any item in the *All Carts* list, selects the customer and loads the **Built Carts** list with the carts for that customer.



4. Tap **Change** to pick a shift

### Cart Audit

Once you select the customer, the **Available Carts** list populates with all of the carts built for that customer. You can then audit the cart. Check to ensure that the items and quantities match what it says in Available Carts. As you find errors, you adjust the quantities, move, and delete items (see Figure 15).

### Complete Carts

Once you finish the cart audit, you “complete” the cart by tapping an item in the cart and selecting **“Move Cart to Completed Carts.”** Or you can wait until you have completed the audit on all of the available carts and select **“Move All Carts to Completed Carts.”**

### Late Carts

If a cart gets held up for any reason, the check-out worker can move the cart to another delivery (if another delivery is in build mode) by clicking **“Late Cart... Move to Another Delivery.”**

### Carts With Dry Cleaning

If a delivery includes items from dry cleaning, the system displays the message “Dry Cleaning is part of the Delivery” at the top of the page. Audit the dry cleaned items and make sure that the dry clean items (typically on a z-rack) make it onto the truck. Audit the dry clean items by clicking the **Review** button on the top right of the window.

### Completed Carts

The **Completed Carts** section contains the carts and items that become the delivery manifest. By clicking each cart in the list, you can enter the cart weight, adjust the tare weight, remove the cart, and review the dry cleaning (using the **Review** button) included in the delivery. Before you can complete a customer load, you need to set or get the cart weight.

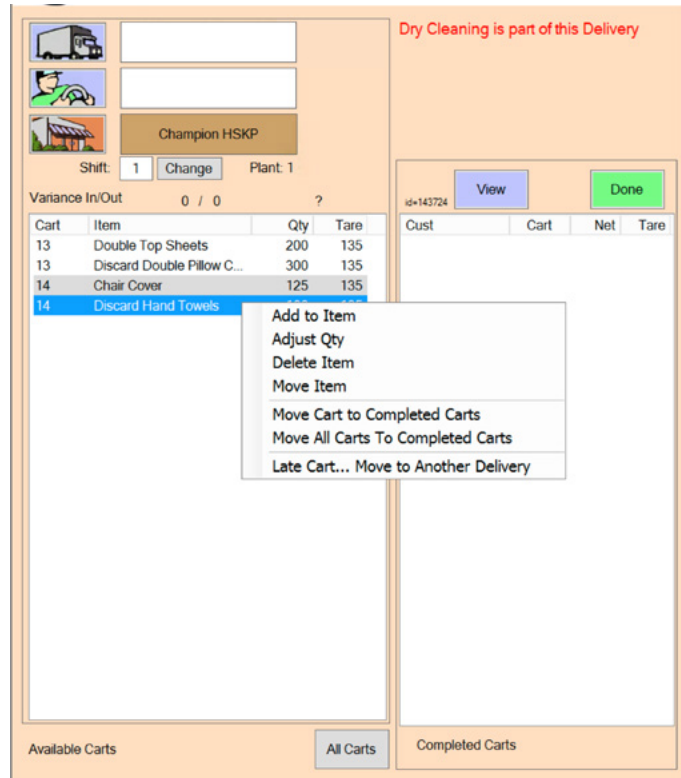


Figure 15. Check Out: Cart/Item options.

### View and Print the Manifest

You can view the manifest at any time during the process by tapping the **View** button. From the *Cart Reports* window, you can choose to print the manifest by tapping the **Print** button at the bottom of the screen (see Figure 16). It is recommended that you wait to print the final manifest after you complete the load.

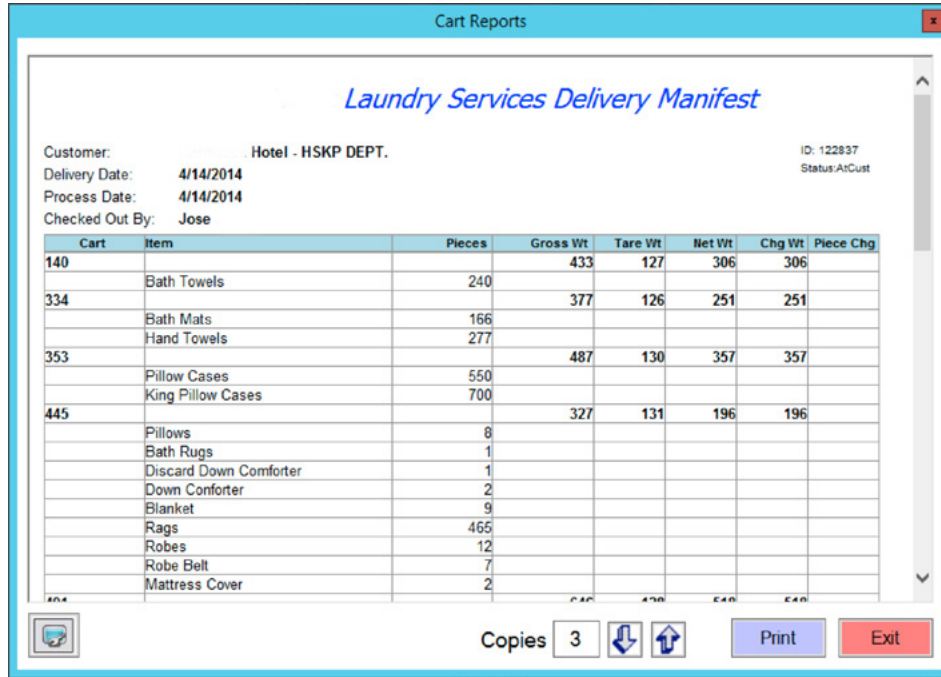


Figure 16. Delivery Manifest..

### Complete the Load

Once you audit the carts, mark the carts completed, and enter the cart weights, you complete the customer load by clicking **Done**. The system asks for a delivery date (see Figure 17). Once you pick the delivery date, the system gives a confirmation message for the delivery. You can now **Print**, **Re-Open**, or **Complete** the load. The worker can also reload the window with a previously completed load by locating it in the **Review** window and double-clicking the entry.

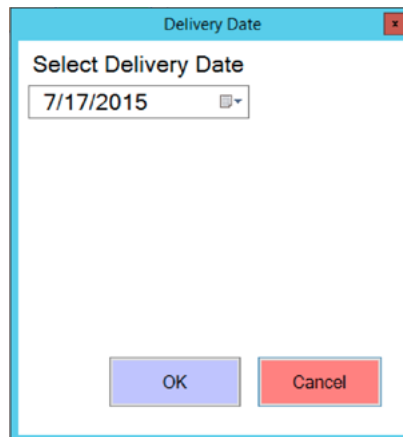


Figure 17. Cart Build: Check Out Delivery Date dialog.

| Date | Revision No | Revision notes |
|------|-------------|----------------|
|      |             |                |
|      |             |                |
|      |             |                |
|      |             |                |
|      |             |                |
|      |             |                |
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