

Introduction to Bundle Connect

The Bundle Connect is a best in class, laundry management system designed to administer a wide range of laundry processes quickly and efficiently. The platform is based on cloud technology that is automatically backed up and secure. A login is created for every new user with best practice password recovery processes available.

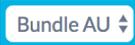
Upon signing up to the service a new user is taken directly into the platform and at the same time they are sent an email that enables the setting up of a password for further access. Sample data is automatically created, designed to give the new laundry user the ability to gain familiarity with the platform prior to importing their own information. This sample information can be removed by pressing the 'Remove Sample Data' button in the My Laundry page under Settings.

The Bundle Connect Support team can be contacted at any time via support@bundleconnect.com. Please use this address for any user experience issues, problems found with the system or any suggestions for future features. Our future development is solely based on demand so feel free to let us know what you believe will make your laundry more profitable.

Main Navigation



The main navigation allows the user to select between each main section of Connect:

-  **Laundries Toggle:** Allows you to select between multiple laundries if you have multiple sites.
-  **Quick Action Button:** allows you to quickly create Orders, Stock & Customer
-  **Reports Section:** gives an overview and in-depth reports for your laundry.
-  **Orders:** allows users to create and administer orders through the multiple stages in your laundry.
-  **Invoicing:** Users can seamlessly create orders based on orders.
-  **Customers:** Users can create, edit and manage their customers.
-  **Settings:** Users can set up stock, their colleagues as users, manage roles, laundry information and their own user information.

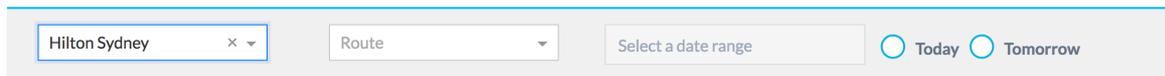
Orders Section

The orders section is made up of filters and three tabs that allow the user to administer the entire order to dispatch process. Orders are sorted into the three tabs based on their status. After the order is created it sits in the pending tab. Here the order can be packed. Once the order has been packed it sits in the Packed tab ready for dispatch. After the packed tab the order cannot be deleted so it is important the order is only dispatched once it is complete and being sent out.

Orders - Filters

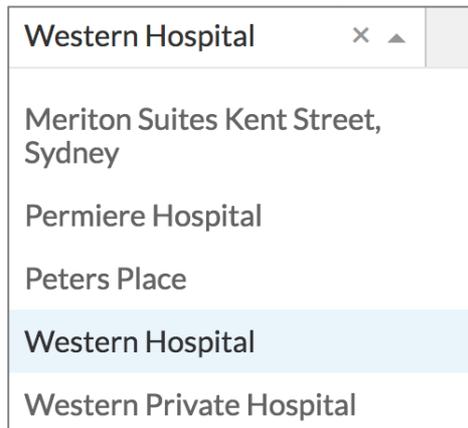
In each of the orders tabs the filters provide a way for the laundry to filter the orders.

FILTER ORDERS



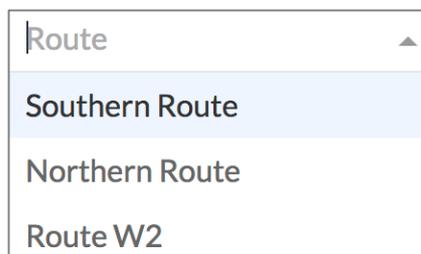
A horizontal filter bar with a light gray background. It contains four main sections: a dropdown menu with 'Hilton Sydney' selected and a close icon; a dropdown menu with 'Route' selected; a text input field with the placeholder 'Select a date range'; and two radio buttons labeled 'Today' and 'Tomorrow', with 'Today' selected.

Customer Selection – Dropdown



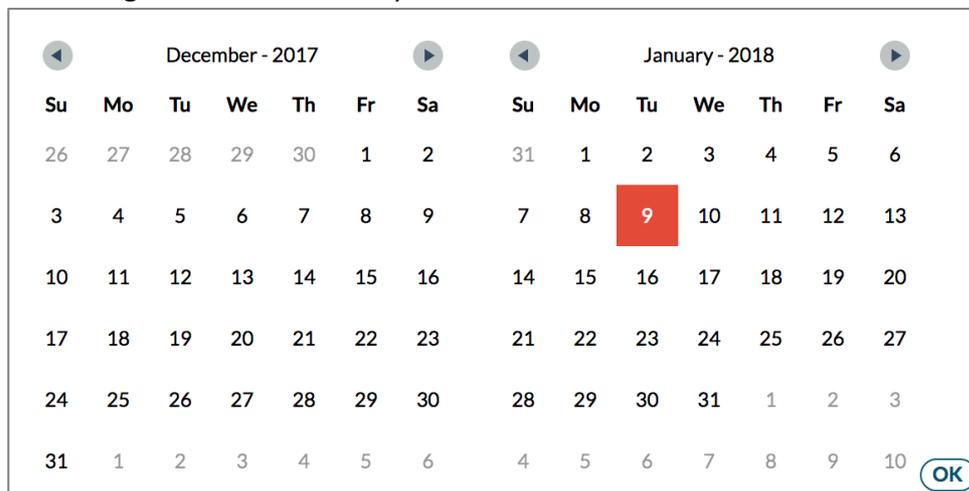
A dropdown menu with a light gray background. The selected item is 'Western Hospital'. Below it, a list of options is shown: 'Meriton Suites Kent Street, Sydney', 'Permiere Hospital', 'Peters Place', 'Western Hospital' (highlighted in light blue), and 'Western Private Hospital'. There is a close icon and an upward arrow icon in the top right corner of the dropdown.

Route Selection - Dropdown



A dropdown menu with a light gray background. The selected item is 'Route'. Below it, a list of options is shown: 'Southern Route' (highlighted in light blue), 'Northern Route', and 'Route W2'. There is an upward arrow icon in the top right corner of the dropdown.

Date Range Selection - Overlay



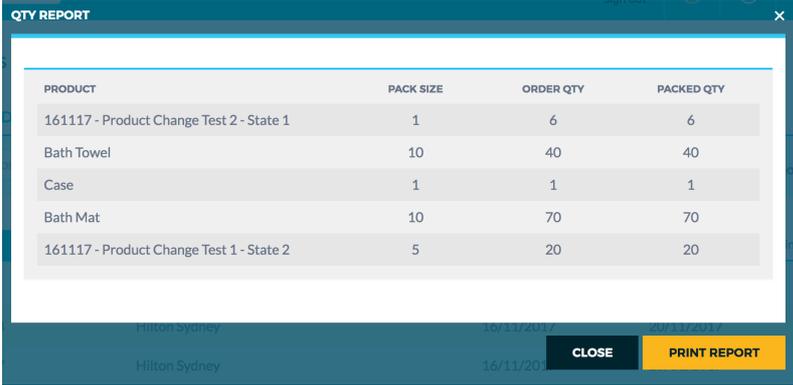
A date range selection overlay showing two calendar views side-by-side. The left calendar is for December 2017 and the right is for January 2018. The date '9' in January 2018 is highlighted in red. Navigation arrows are present at the top of each calendar. An 'OK' button is located in the bottom right corner.

December - 2017							January - 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31	1	2	3
31	1	2	3	4	5	6	4	5	6	7	8	9	10

Orders – Quantity Report

In each of the orders tabs the Quantity Report provides a way for the laundry to report on the stock of a number of orders to view upcoming stock requirements of the days orders or reconcile dispatched orders.

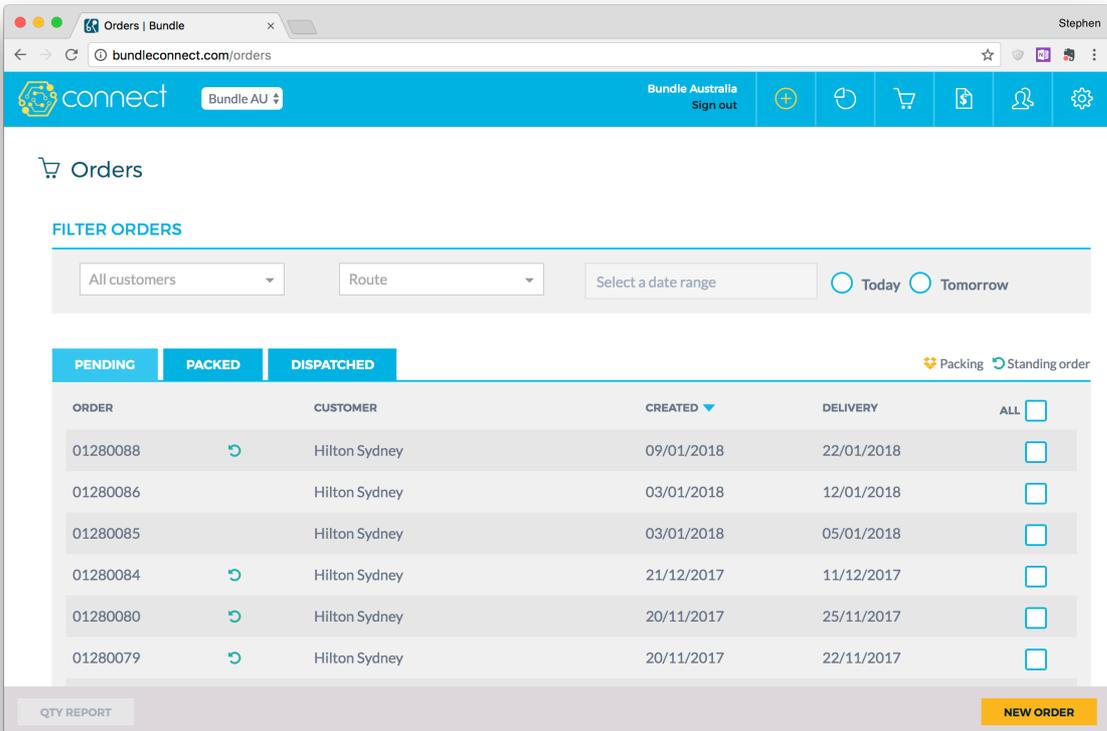
To use the Quantity Report simply tick the box to the right of the orders you want to combine for the report. Then press the **QTY REPORT** button on the bottom left of the page. More than one order needs to be selected to use the report.



PRODUCT	PACK SIZE	ORDER QTY	PACKED QTY
161117 - Product Change Test 2 - State 1	1	6	6
Bath Towel	10	40	40
Case	1	1	1
Bath Mat	10	70	70
161117 - Product Change Test 1 - State 2	5	20	20

Orders - Pending Tab

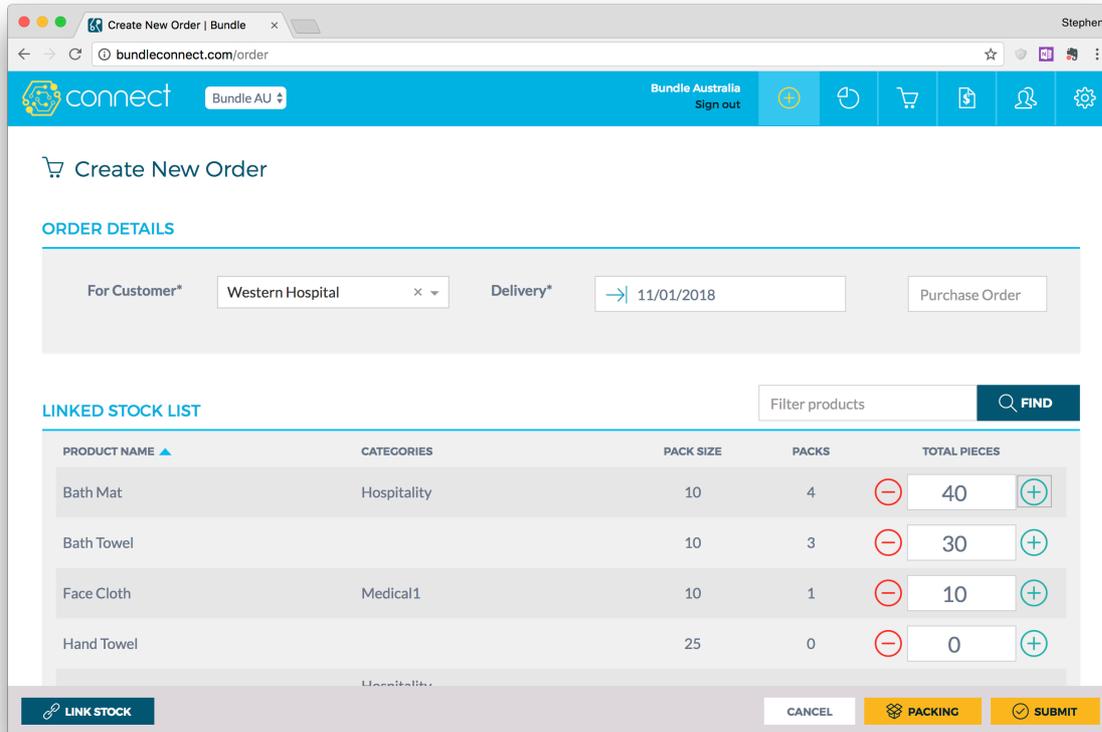
The Pending Tab holds all orders that are created and not packed or dispatched. Orders that are current being packed are also shown here. If an order is being packed a yellow box icon will appear to the left of the customer name. Orders that are set up as recurring are displayed with a green circle. To create a new order simply press the New Order button.



ORDER	CUSTOMER	CREATED	DELIVERY	ALL
01280088	Hilton Sydney	09/01/2018	22/01/2018	<input type="checkbox"/>
01280086	Hilton Sydney	03/01/2018	12/01/2018	<input type="checkbox"/>
01280085	Hilton Sydney	03/01/2018	05/01/2018	<input type="checkbox"/>
01280084	Hilton Sydney	21/12/2017	11/12/2017	<input type="checkbox"/>
01280080	Hilton Sydney	20/11/2017	25/11/2017	<input type="checkbox"/>
01280079	Hilton Sydney	20/11/2017	22/11/2017	<input type="checkbox"/>

Orders - New Order

The New Order page allows the creation of New Orders. Simply select a customer, delivery date and enter a purchase order number if applicable. After a customer is selected their stock will show. If no stock has been linked to the customer yet you will see a link stock button in the stock section. The user can then add stock by pressing the + button next to the item or entering an amount directly. To change the date or to set up a reoccurring order press on the date field to bring up the **Date Selection Overlay**.



Single Date Selection



Press the quick filters on the left to quickly select one of the next 4 available days.

Or select a day in the future that is not an available day.

Role based: Orders Roles can select beyond the cut off time up until today's date, whilst Admin Roles can select any date, even in the past.

Reoccurring Day Selection



Press the reoccurring icon to change the overlay to a reoccurring order selection.

Reoccurring orders repeat the same order on the day selected.

Reoccurring orders can only be set up on available days.

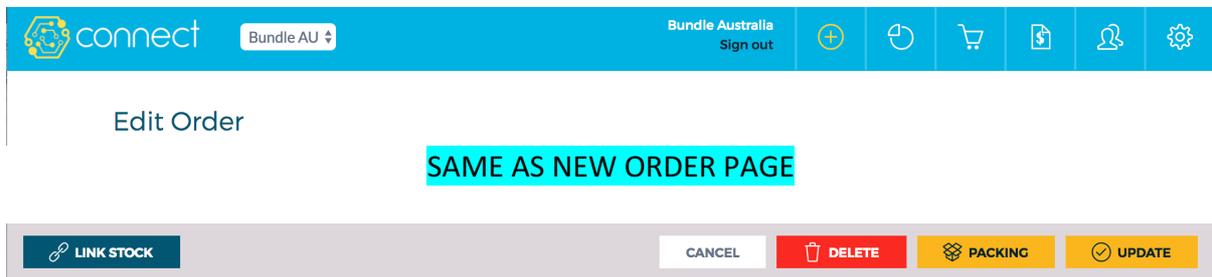
Orders - New Order – Action Bar

The new order action bar allows the cancelling of orders. The bar allows the quick **LINKING OF STOCK** items to the customers, **SUBMITTING** the new order or moving the order directly to the Packing Stage by pressing the **PACKING BUTTON**.



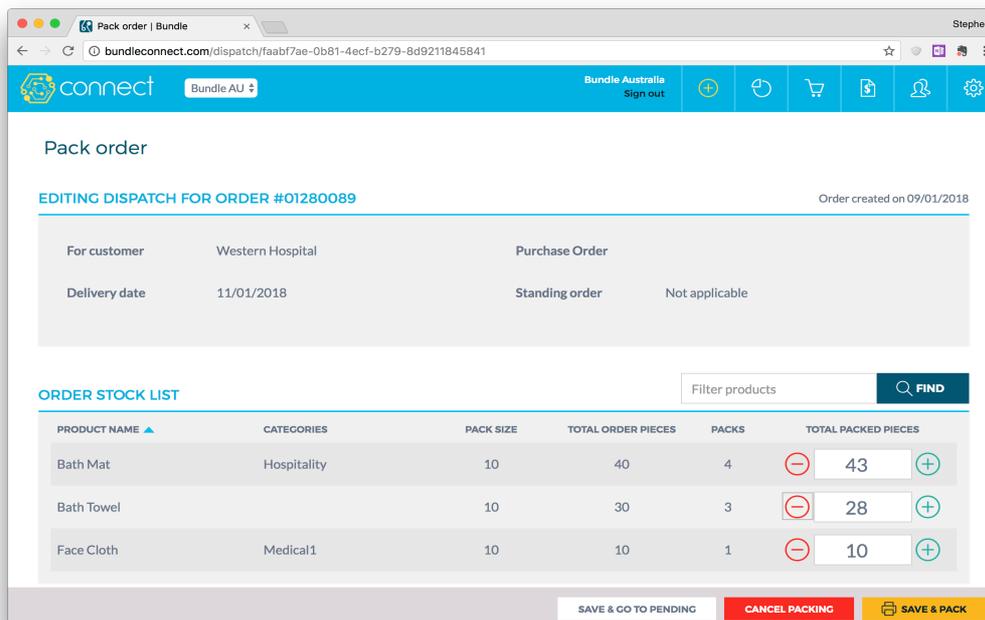
Orders - Edit Order Page & Action Bar

The edit order page is the same as the new order page except for the action bar allows the deleting of orders. The user can also save any changes to an order by pressing the update button.



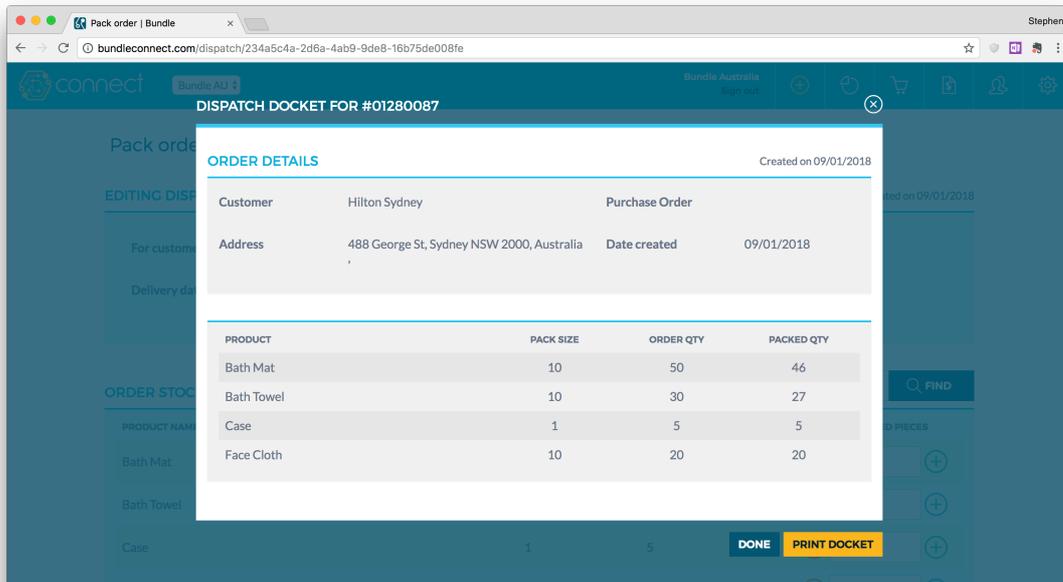
Orders - Pack Order

The pack order page allows the packing of orders. Here the user can enter any varying amounts packed than what was ordered. When the order is packed they press **SAVE & PACK** and the order is sent to the packed tab and the dispatch docket is displayed.



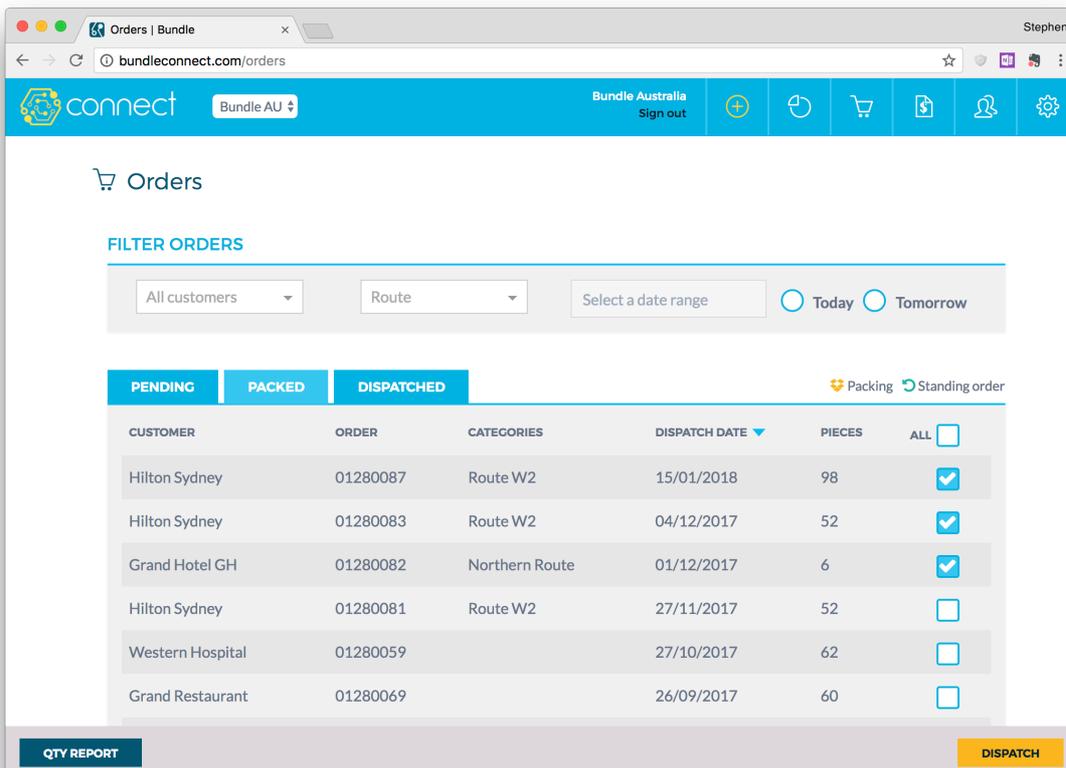
Orders – Dispatch Docket

After pressing PACK the dispatch docket is displayed for printing.



Orders - Packed Tab

The Packed Tab holds all packed orders waiting to be dispatched. To dispatch one or multiple orders, simply tick the box to the right of the line and press the Dispatch button. You will then see the Dispatch Manifest overlay.



Orders - Packed Tab

The Dispatch Manifest displays all the dispatched orders on the quickest route using Google Maps. This can also be sent to the driver's phone.

DISPATCH MANIFEST
Close ✕

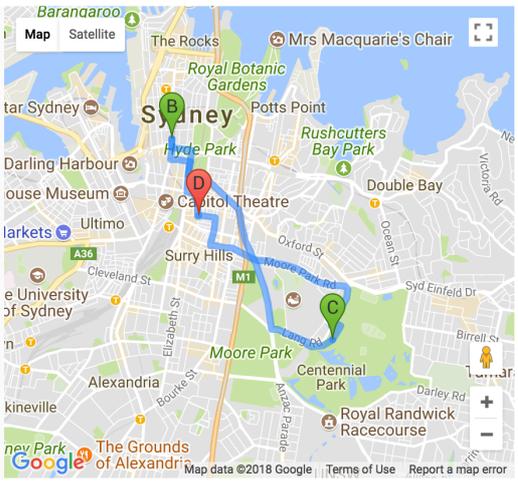
3 orders for 2 customers will be marked as dispatched

32 minutes (9.3 km)
Leave Surry Hills at 20:59 PM

Hilton Sydney 488 George St, Sydney NSW 2000, Australia	#01280087 #01280083	14km 8mins 21:07PM
Grand Hotel GH Grand Dr, Centennial Park NSW 2021, Australia	#01280082	4.3km 15mins 21:22PM

Arrive back to Surry Hills at 21:32 PM

[Open directions in Google Maps](#)

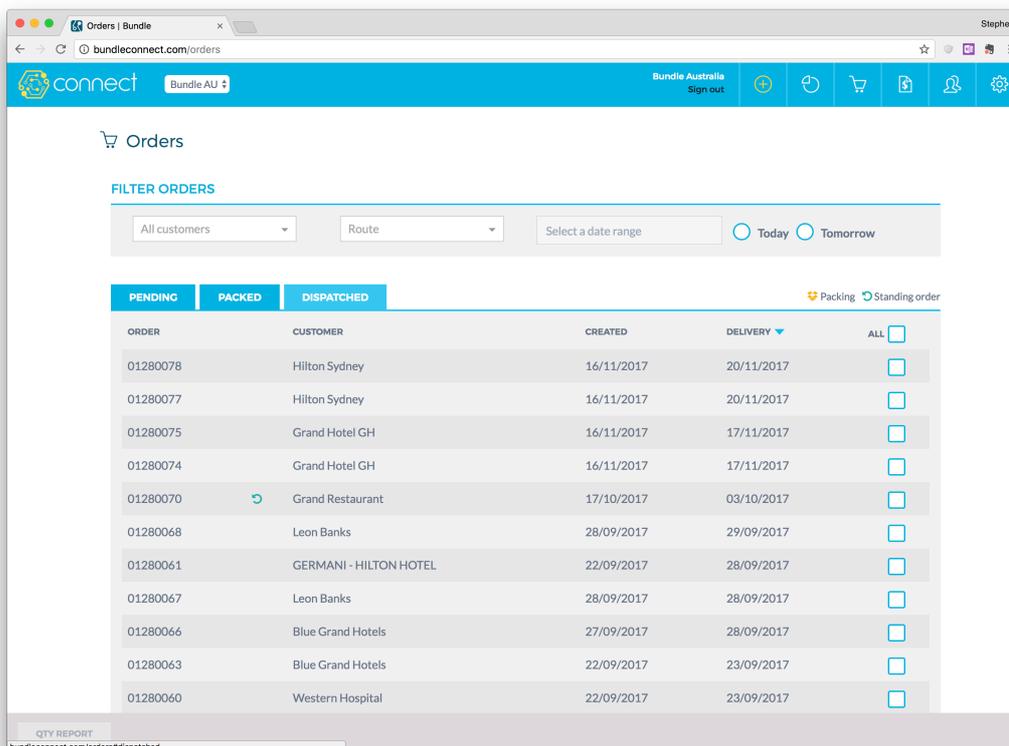


Hilton Sydney #01280081 Route WZ 27/11/2017 52
Western Hospital 01280059 27/10/2017

CANCEL
DISPATCH

Orders - Dispatched Tab

The Dispatched tab displays all the orders that have been dispatched. This tab provides a historical reference for all orders fulfilled to date. Orders at this point can also be viewed in the Invoice Section, inside the Pending tab.



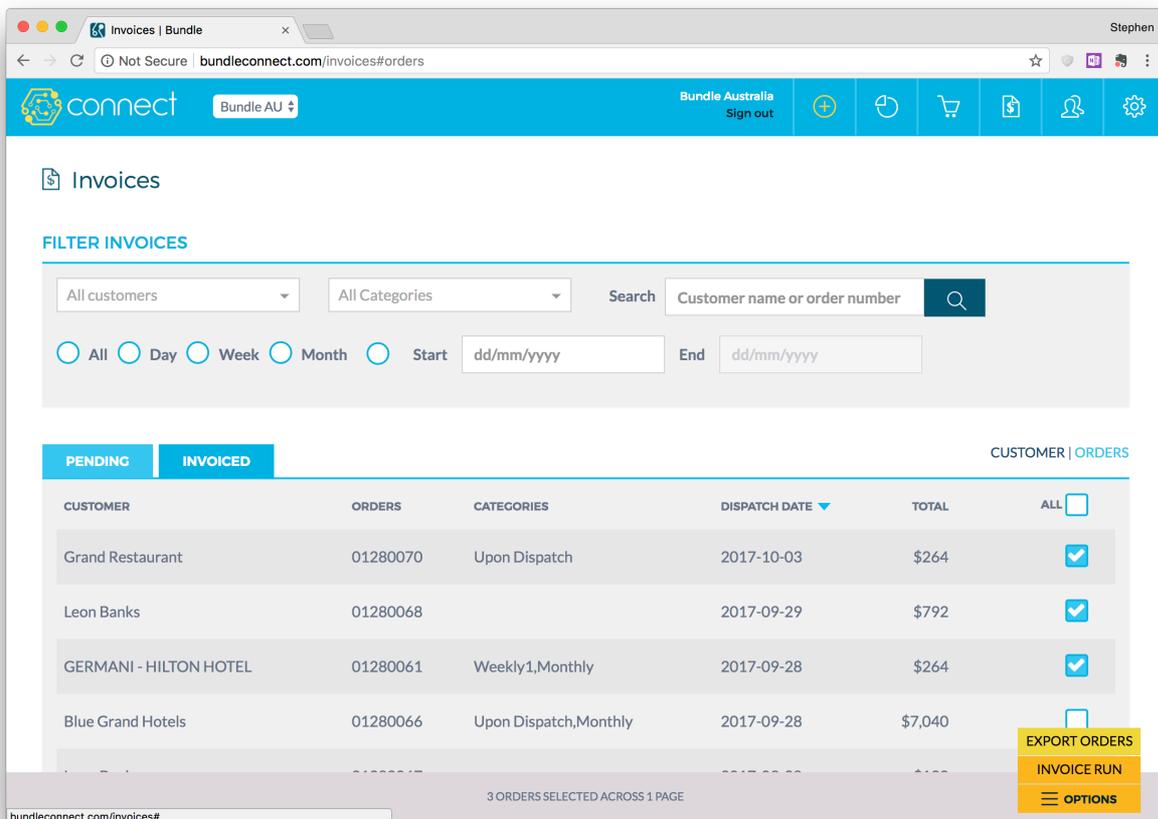
The screenshot shows the 'Orders' page in the Bundle Connect system. It includes a navigation bar with the 'connect' logo and 'Bundle Australia Sign out' button. Below the navigation bar, there are filter options for 'All customers', 'Route', and 'Select a date range', along with radio buttons for 'Today' and 'Tomorrow'. The main content area features a table with columns for 'ORDER', 'CUSTOMER', 'CREATED', 'DELIVERY', and 'ALL'. The table lists various orders, including those for Hilton Sydney, Grand Hotel GH, Grand Restaurant, Leon Banks, GERMANI - HILTON HOTEL, Blue Grand Hotels, and Western Hospital. A 'QTY REPORT' link is visible at the bottom left of the page.

ORDER	CUSTOMER	CREATED	DELIVERY	ALL
01280078	Hilton Sydney	16/11/2017	20/11/2017	<input type="checkbox"/>
01280077	Hilton Sydney	16/11/2017	20/11/2017	<input type="checkbox"/>
01280075	Grand Hotel GH	16/11/2017	17/11/2017	<input type="checkbox"/>
01280074	Grand Hotel GH	16/11/2017	17/11/2017	<input type="checkbox"/>
01280070	Grand Restaurant	17/10/2017	03/10/2017	<input type="checkbox"/>
01280068	Leon Banks	28/09/2017	29/09/2017	<input type="checkbox"/>
01280061	GERMANI - HILTON HOTEL	22/09/2017	28/09/2017	<input type="checkbox"/>
01280067	Leon Banks	28/09/2017	28/09/2017	<input type="checkbox"/>
01280066	Blue Grand Hotels	27/09/2017	28/09/2017	<input type="checkbox"/>
01280063	Blue Grand Hotels	22/09/2017	23/09/2017	<input type="checkbox"/>
01280060	Western Hospital	22/09/2017	23/09/2017	<input type="checkbox"/>

Invoice Section

Invoices - Pending Tab

Once an order has been dispatched the order will appear in the Pending invoices tab. Here users can filter the pending invoices by customer, date range or billing category and either export the order data or do an invoice run. The invoice run generates invoices for all the selected orders. The order export downloads the order data in a CSV.

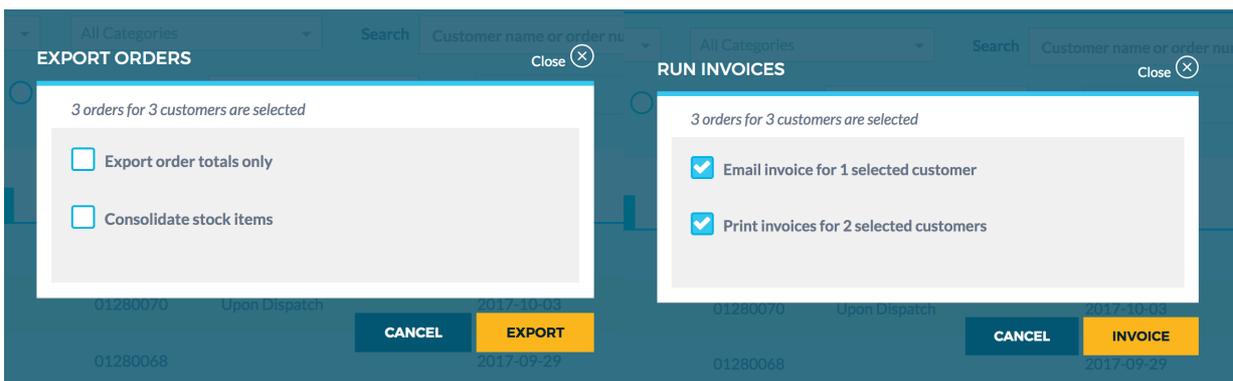


The screenshot shows the 'Invoices' section in the Bundle Australia system. The page title is 'Invoices' and the user is logged in as 'Stephen'. The interface includes a navigation bar with 'connect' and 'Bundle AU' dropdown, and a 'Sign out' button. Below the navigation bar, there is a 'FILTER INVOICES' section with dropdowns for 'All customers' and 'All Categories', a search box for 'Customer name or order number', and radio buttons for 'All', 'Day', 'Week', and 'Month'. There are also input fields for 'Start' and 'End' dates in 'dd/mm/yyyy' format. The main content area shows a table with columns for 'CUSTOMER', 'ORDERS', 'CATEGORIES', 'DISPATCH DATE', 'TOTAL', and 'ALL'. The table is currently filtered to show 'PENDING' invoices. The table contains the following data:

CUSTOMER	ORDERS	CATEGORIES	DISPATCH DATE	TOTAL	ALL
Grand Restaurant	01280070	Upon Dispatch	2017-10-03	\$264	<input checked="" type="checkbox"/>
Leon Banks	01280068		2017-09-29	\$792	<input checked="" type="checkbox"/>
GERMANI - HILTON HOTEL	01280061	Weekly1,Monthly	2017-09-28	\$264	<input checked="" type="checkbox"/>
Blue Grand Hotels	01280066	Upon Dispatch,Monthly	2017-09-28	\$7,040	<input type="checkbox"/>

At the bottom of the table, there are three buttons: 'EXPORT ORDERS', 'INVOICE RUN', and 'OPTIONS'. A status bar at the bottom indicates '3 ORDERS SELECTED ACROSS 1 PAGE'.

Invoices – Orders Export & Invoice Run Overlays



The screenshot shows two overlays on top of the Invoices Pending tab. The left overlay is titled 'EXPORT ORDERS' and contains the following options:

- Export order totals only
- Consolidate stock items

The right overlay is titled 'RUN INVOICES' and contains the following options:

- Email invoice for 1 selected customer
- Print invoices for 2 selected customers

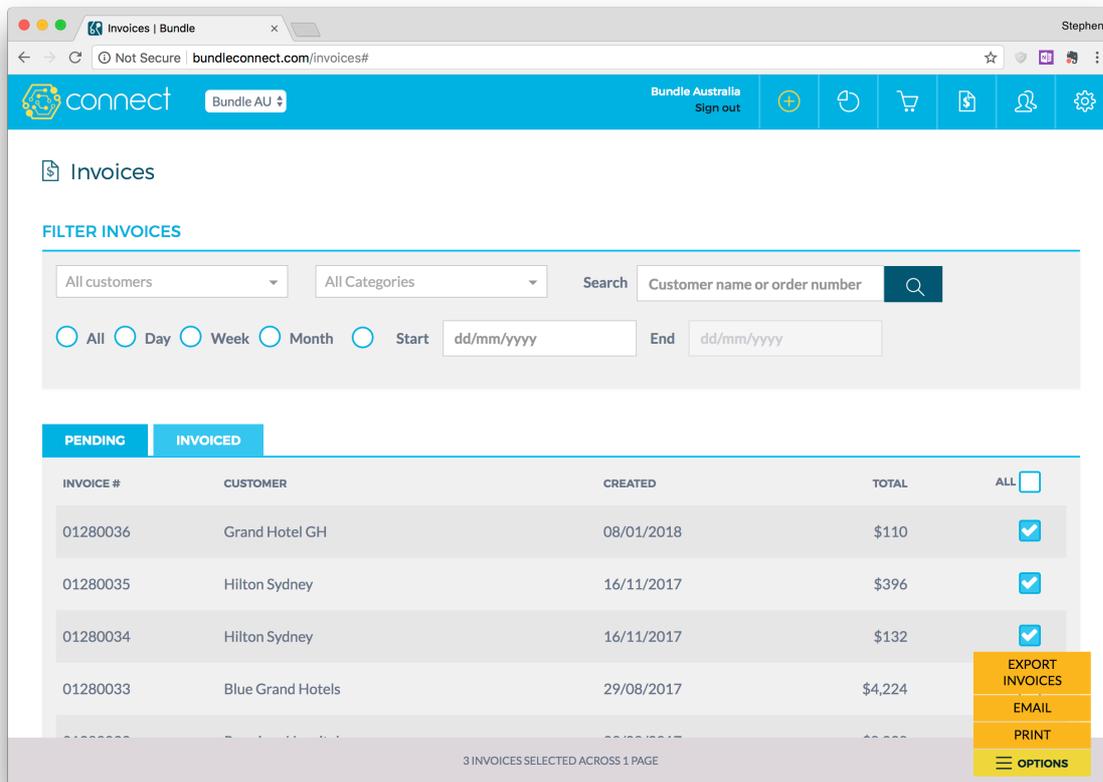
Both overlays have a 'Close' button in the top right corner and 'CANCEL' and 'EXPORT' (for the left) or 'INVOICE' (for the right) buttons at the bottom.

Invoices – Orders Export (CSV)

	A	B	C	D	E	F	G	H	I	J
1	Order No.	Customer	Customer GL Code	Created At	Delivery Date	Invoiced At	Purchase Order	Total Exc TAX	TAX	Total Inc TAX
2	1280070	Grand Restaurant		17/10/17 9:30	3/10/17			\$240.00	\$24.00	\$264.00
3	1280068	Leon Banks		28/9/17 13:04	29/9/17			\$720.00	\$72.00	\$792.00
4	1280061	GERMANI - HILTON HOTEL		22/9/17 10:08	28/9/17			\$240.00	\$24.00	\$264.00
5										
6										

Invoices - Invoiced Tab

The Invoiced Tab displays all the invoices generated by Connect. The user can either press the line to view the Invoice or tick the box to the right to Export, Email or Print each Invoice.



Invoices – Invoices (Export CSV)

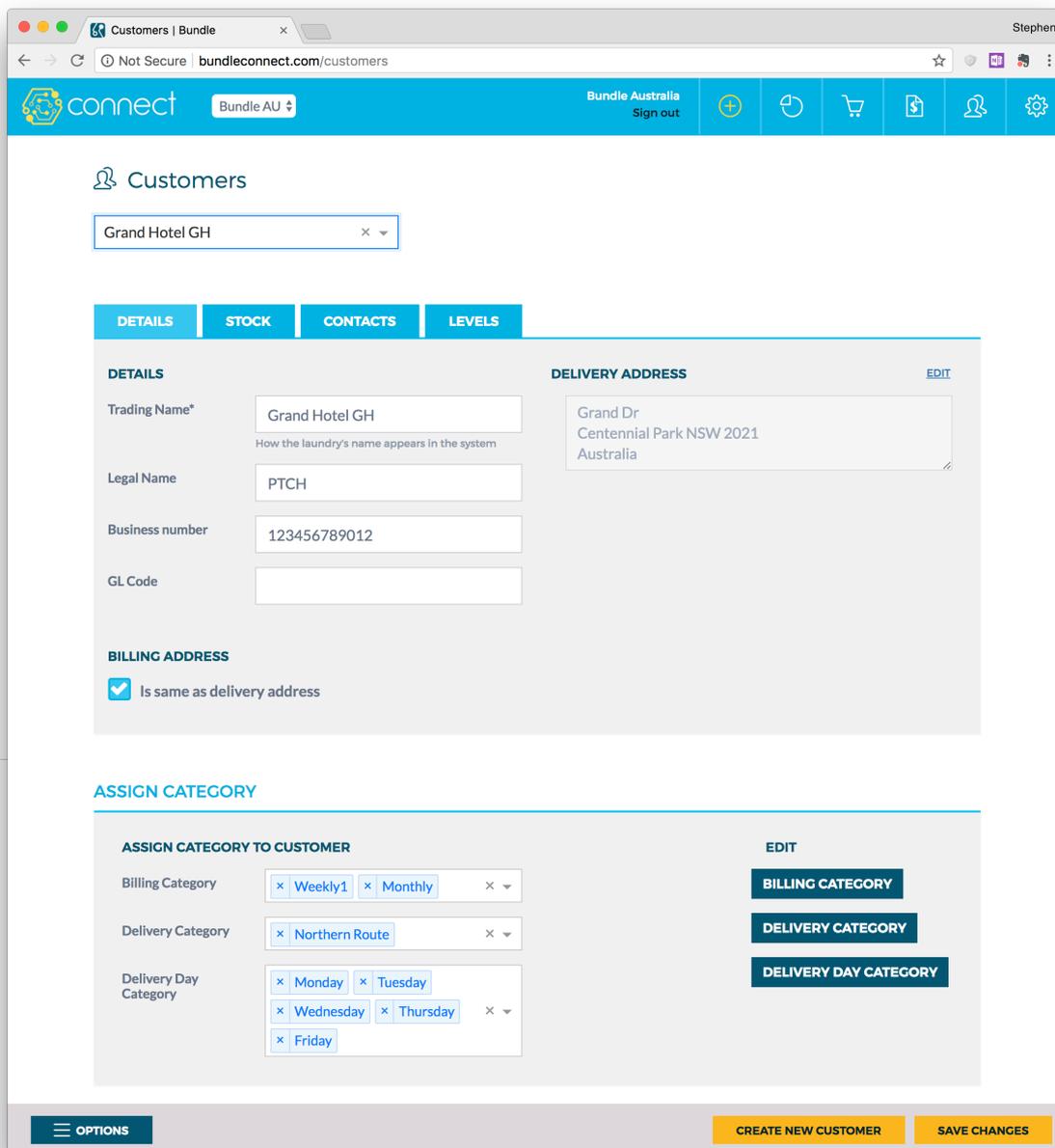
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Invoice No.	Order No.	Customer	Customer GL Code	Ordered At	Delivery Date	Invoiced At	Purchase Order	Stock Item	Stock Code	Stock GL Code	Stock Weight	Stock Unit Price	Order Quantity	Total Exc TAX	TAX	Total Inc TAX	Created At
2	1280036	1280074	Grand Hotel GH		16/11/17 11:26	17/11/17	8/1/18		Large Towels			0	\$5.00	5	\$25.00	\$2.50	\$27.50	8/1/18 12:37
3	1280036	1280074	Grand Hotel GH		16/11/17 11:26	17/11/17	8/1/18		QS Queen Sheets			0	\$0.00	1	\$0.00	\$0.00	\$0.00	8/1/18 12:37
4	1280036	1280075	Grand Hotel GH		16/11/17 11:29	17/11/17	8/1/18		Large Towels			0	\$5.00	15	\$75.00	\$7.50	\$82.50	8/1/18 12:37
5	1280036	1280075	Grand Hotel GH		16/11/17 11:29	17/11/17	8/1/18		QS Queen Sheets			0	\$0.00	5	\$0.00	\$0.00	\$0.00	8/1/18 12:37

Customers Section

The Customers section is where all the customers data is managed. There are four main tabs in this section; Details, Stock, Contacts and Levels.

Customers – Details Tab

The details page stores all the customer information used for ordering and invoicing. Google is used to look up their address to make it quick and precise for the map routing. In the assign category section categories are managed and assigned to each customer. These categories cover Billing Periods, Delivery Routes and Delivery Days.



The screenshot shows a web browser window with the URL `bundleconnect.com/customers`. The page title is "Customers" and the user is logged in as "Stephen". The main navigation bar includes the "connect" logo, "Bundle AU", and "Bundle Australia Sign out".

The "Customers" section features a search bar with "Grand Hotel GH" selected. Below this are four tabs: "DETAILS", "STOCK", "CONTACTS", and "LEVELS". The "DETAILS" tab is active, showing the following information:

- Trading Name***: Grand Hotel GH (with a note: "How the laundry's name appears in the system")
- Legal Name**: PTCH
- Business number**: 123456789012
- GL Code**: (empty field)
- DELIVERY ADDRESS**: Grand Dr, Centennial Park NSW 2021, Australia (with an "EDIT" link)
- BILLING ADDRESS**: Is same as delivery address

The "ASSIGN CATEGORY" section is also visible, with the following details:

- ASSIGN CATEGORY TO CUSTOMER**
 - Billing Category**: Weekly1, Monthly
 - Delivery Category**: Northern Route
 - Delivery Day Category**: Monday, Tuesday, Wednesday, Thursday, Friday
- EDIT**
 - BILLING CATEGORY
 - DELIVERY CATEGORY
 - DELIVERY DAY CATEGORY

At the bottom of the page, there are three buttons: "OPTIONS", "CREATE NEW CUSTOMER", and "SAVE CHANGES".

Customers – Stock Tab

The Stock Tab controls the allocation of stock to each customer. To allocate stock the user presses the Link Stock button and uses the overlay. Once linked the user can set custom stock pricing for each item or retain the default from the master stock list.

The screenshot shows the 'Customers' page for 'Grand Hotel GH'. The 'STOCK' tab is active, displaying a 'CUSTOM STOCK LIST' table. The table has columns for 'PRODUCT NAME', 'PACK SIZE', and 'CUSTOMER PRICE'. A 'LINK STOCK' button is in the top right. At the bottom, there are 'OPTIONS', 'CREATE NEW CUSTOMER', and 'SAVE CHANGES' buttons.

PRODUCT NAME	PACK SIZE	CUSTOMER PRICE
161117 - Product Change Test 1 - State 2	5	\$ 5.00
161117 - Product Change Test 2 - State 1	1	\$ 0.00
Bath Mat	10	\$ 0.00
Bath Towel	10	\$ 12.00

Customers – Stock Tab

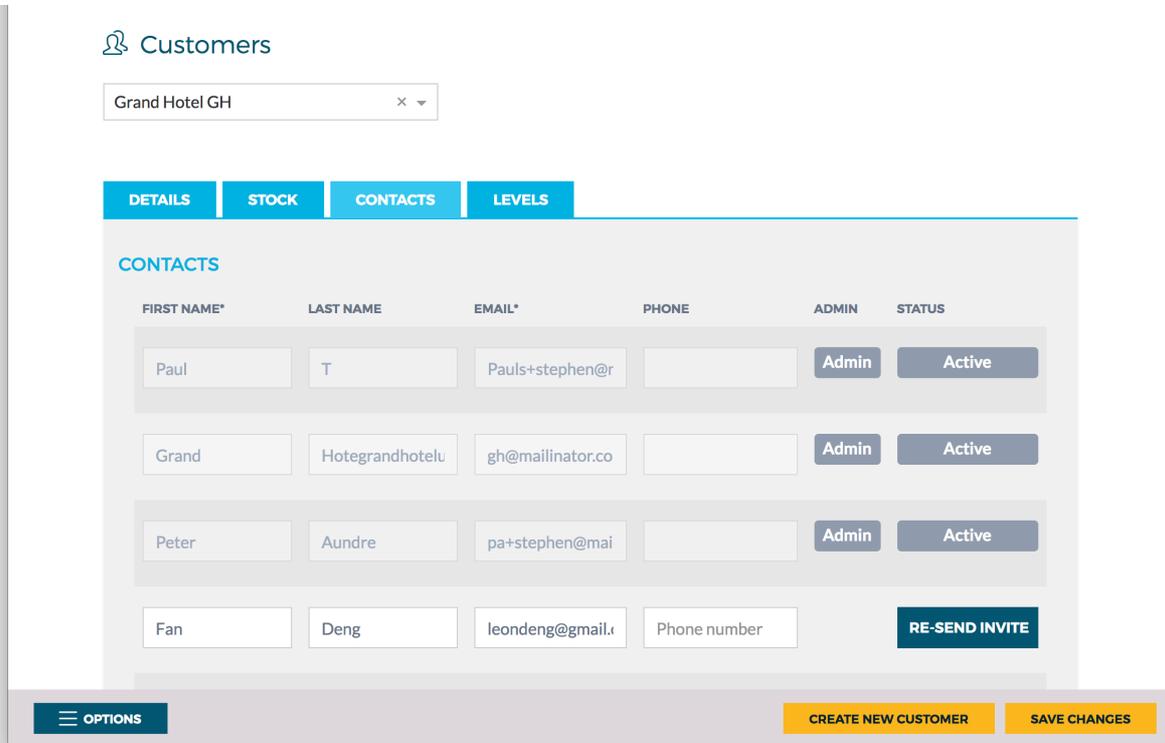
To allocate stock to customers users simply tick the box next to the items and then press save changes.

The screenshot shows the 'ASSIGN STOCK TO CUSTOMER' overlay. It features a search bar at the top with the placeholder 'Enter a product name to find it' and a 'SEARCH' button. Below is a table with columns for 'PRODUCT NAME', 'PACK SIZE', 'MASTER UNIT PRICE', and a checkbox. The 'ALL' checkbox is checked. At the bottom, there are 'CLOSE' and 'SAVE CHANGES' buttons.

PRODUCT NAME	PACK SIZE	MASTER UNIT PRICE	<input checked="" type="checkbox"/> ALL
161117 - Product Change Test 1 - State 2	5	5.00	<input checked="" type="checkbox"/>
161117 - Product Change Test 2 - State 1	1	0.00	<input checked="" type="checkbox"/>
Bath Mat	10	0.00	<input checked="" type="checkbox"/>
Bath Towel	10	12.00	<input checked="" type="checkbox"/>
Case	1	0.00	<input type="checkbox"/>
Face Cloth	10	18.00	<input checked="" type="checkbox"/>
Hand Towel	25	14.00	<input checked="" type="checkbox"/>
King Sheets	25	22.00	<input checked="" type="checkbox"/>

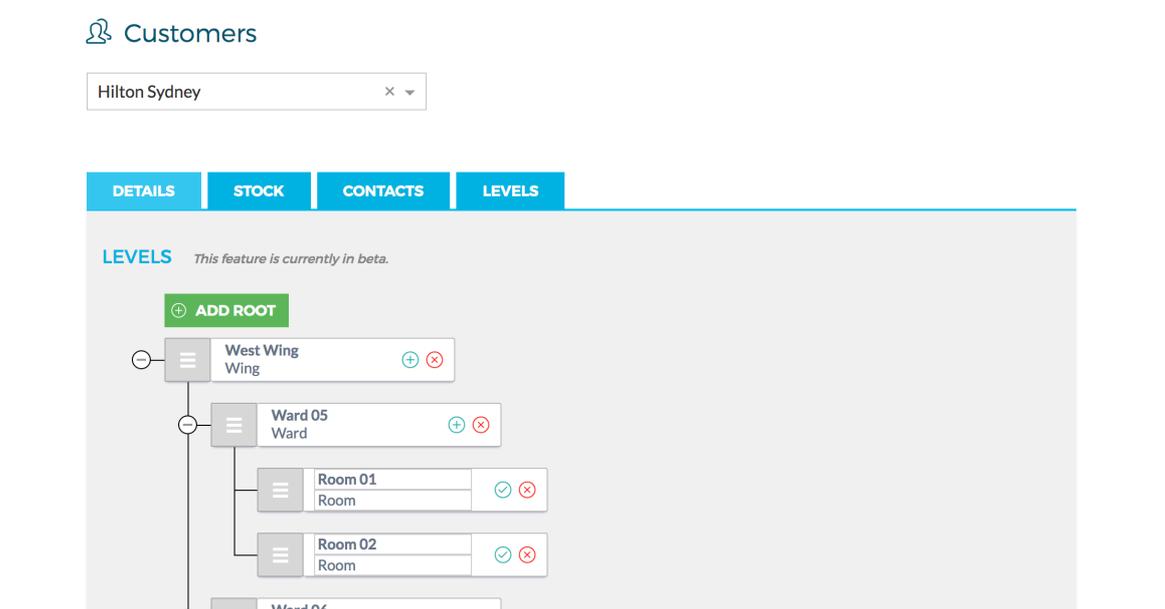
Customers - Contacts & Invite Customer Tab

Your customers contacts can be managed in the Contacts Tab. This tab is also where your customers are invited from, so they can place orders and view invoices. To invite a customer user, enter their contact details and press **INVITE**. They will then receive an email at which point they can set up a password and start ordering.



Customers - Levels (BETA)

The Levels tab allows customers to set up sub levels within their customer sites so they can order different stock items to different addresses. This is also used to manage the RFID individual allocation of items to employees.

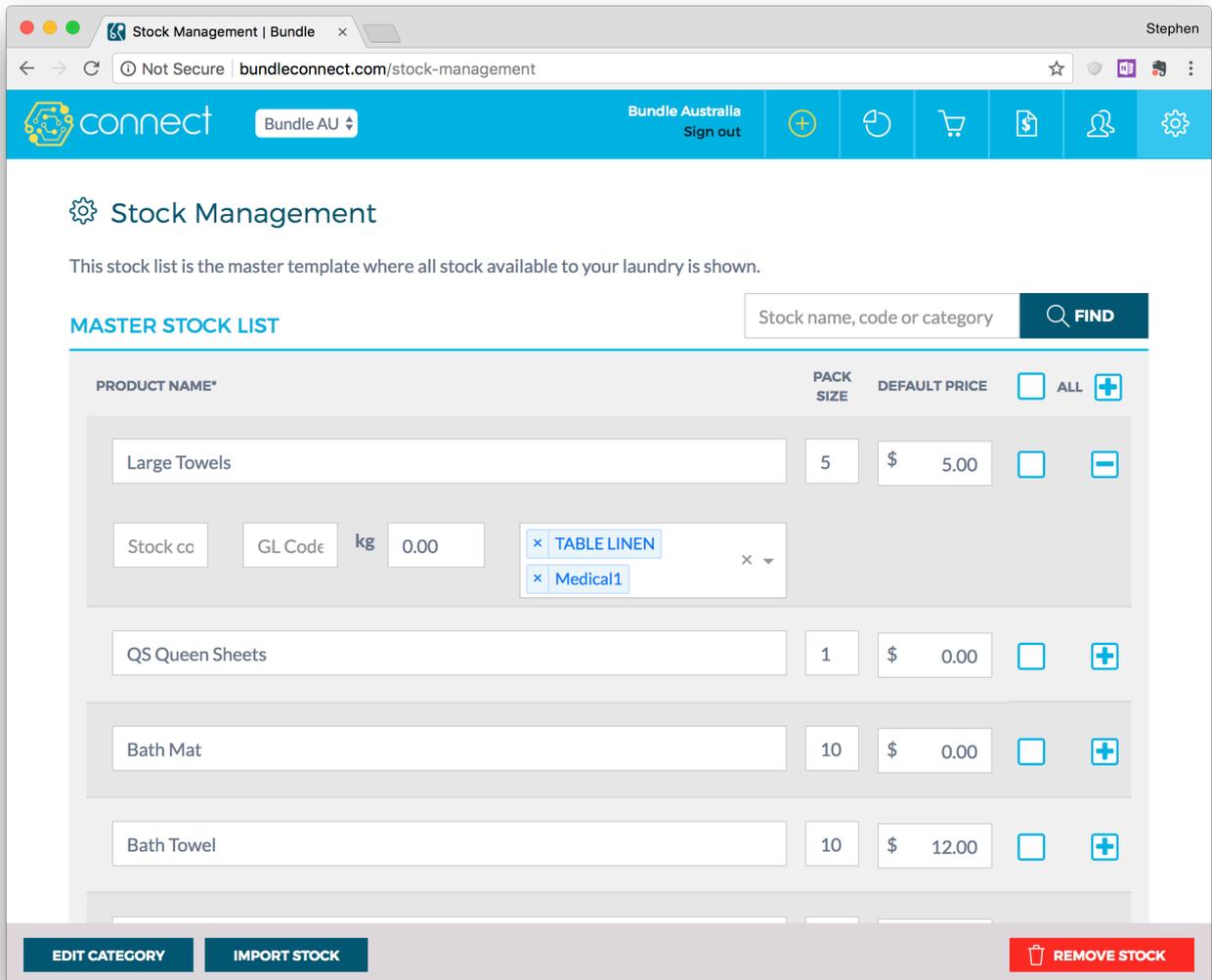


Settings Section

The setting section is where all the settings are managed.

Settings – Master Stock

The master stock section allows the setup of all laundry stock items. Here they set up the Name, Pack Size, Default Price, Stock Code, GL Code, Stock Weight and allocate the stock categories. Users can also import stock from other systems.



The screenshot shows a web browser window with the URL `bundleconnect.com/stock-management`. The page title is "Stock Management" and it includes a search bar for "Stock name, code or category". Below the search bar is a table of stock items with columns for Product Name, Pack Size, Default Price, and checkboxes for selection. The table contains the following items:

PRODUCT NAME*	PACK SIZE	DEFAULT PRICE	<input type="checkbox"/> ALL <input type="checkbox"/>
Large Towels	5	\$ 5.00	<input type="checkbox"/>
Stock cc	GL Code	kg 0.00	<input type="checkbox"/>
QS Queen Sheets	1	\$ 0.00	<input type="checkbox"/>
Bath Mat	10	\$ 0.00	<input type="checkbox"/>
Bath Towel	10	\$ 12.00	<input type="checkbox"/>

At the bottom of the interface, there are three buttons: "EDIT CATEGORY", "IMPORT STOCK", and "REMOVE STOCK".

Settings – Users & Roles

The Users and Roles page manages the laundries users. Here they can set up different roles for each user within the business, allowing for the specialty nature of employees. Admin users have access to the whole system. Orders users can only see the orders section, Accounts users can only see the invoice section, and back office users can only see the customers and orders sections.

Users & Roles

This list displays all users who have access to your account. Each user has a role assigned to them. When a user is created, you will be able to send them an invitation, which contains a link for them to set their password.

SYSTEM USERS

FIRST NAME*	LAST NAME*	EMAIL*	USER ROLES	USER STATUS
Bundle	Australia	bundle@bundlelaundry.com	Admin	Active
Stephen	Smith	ss@bundlelaundry.com	Admin	Re-invited RE-INVITE
Stephen	Smith	stephensmith@mailinator.c	Admin	Active DEACTIVATE
Trial	Roles	trole@mailinator.com	Trial Role	Active DEACTIVATE
First name	Last name	Email address to maintain a	Admin	

CREATE NEW ROLE

USERS **ROLES**

Role Name **CREATE**

ROLES & PERMISSIONS

ROLE	ALL	CUSTOMERS	ORDERS	INVOICES
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Back Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Settings – My Laundry

The My Laundry page is where the Laundry information is setup and managed. This page consists of two tabs; Details and Financial. In the details tab the Laundry sets up their company information that is used by the platform for various tasks.

The screenshot shows the 'My Laundry' settings page in the 'COMPANY DETAILS' tab. The page is titled 'My Laundry' and has two sub-tabs: 'DETAILS' (selected) and 'FINANCIAL'. The form contains the following fields:

Trading Name*	Bundle AU	Country	Australia
<small>The laundry's name in the system</small>		Address line 1	69 Reservoir Street
Legal Name	BA	<small>Street address, P.O box, company name, c/o</small>	
Primary contact*	Bundle Australia	Address line 2	
<small>Main account owner</small>		<small>Apartment, suite, unit, building, floor, etc</small>	
Contact Email	bundle@bundlelaundry.com	City/Suburb	Surry Hills
Contact Phone		State	NSW
Business number	82789722111	Postcode	2203
Auto Dispatch	<input type="checkbox"/>		

A yellow 'SAVE CHANGES' button is located at the bottom right of the form.

The financial tab controls the invoicing, tax and currency information. This tab automatically sets up this information based on the location of the user registering the laundry. However it is important that the laundry checks this information is correct.

The screenshot shows the 'My Laundry' settings page in the 'FINANCIAL' tab. The page is titled 'My Laundry' and has two sub-tabs: 'DETAILS' and 'FINANCIAL' (selected). The form contains the following fields:

Tax Type	GST	Tax %	10.00	Currency Short	AUD
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Below the financial fields is the 'INVOICE DETAILS' section, which contains a text area with the instruction: 'Any text entered in the box below will be displayed in the footer of all invoices you send.'

Settings – My Details

The manage details page allows users to manage their details and view their allocated role.

The screenshot shows a web browser window with the URL `bundleconnect.com/my-details`. The page title is "My Details". The navigation bar includes the "connect" logo, a region selector "Bundle AU", and a "Sign out" button for "Bundle Australia". The main content area is titled "My Details" and contains a form with the following fields:

First Name*	<input type="text" value="Bundle"/>
Last Name*	<input type="text" value="Australia"/>
Email*	<input type="text" value="bundle@bundlelaundry.com"/>
Phone number	<input type="text"/>
Role	<input type="text" value="Admin"/> <small>Assigned role in user management</small>

A yellow "SAVE CHANGES" button is located at the bottom right of the page.

Customer's Portal

Please see the below video to view what the customers see and how they get started after the invite message is sent to them.

<https://www.dropbox.com/s/kh8tw69k76gleme/CustomerOnboarding.mov?dl=0>

