

CONTROLTEX® TMS® TRAINING GUIDE

DISTRIBUTION POINT and STANDARDS MASTER

This training guide describes the key components and functions of the Next Generation ControlTex TMS Distribution Point Master and Standards Master. The purpose of the Distribution Point Master is to create and manage each area within a facility that uses or stores linen. The Standard Master establishes the linen items and standard for each item on each linen cart.

Summary of What's New:

- The Distribution Point Master Table is now displayed in two different views. The Area Level View contains the Area Level setup information for each Area. The Cart Level View displays the cart setup information for each cart from all the Areas. The Cart Level View provides the opportunity to sort, filter and manage cart schedules across all the Areas within a facility on one screen.
- Delivery Time has been added for each Cart to support managing delivery schedules and on-time delivery performance.
- Schedule Repeat has been added to allow for more schedule options that repeat less frequently than weekly.
- Start Date has been added to determine when to start or activate each cart's delivery schedule and repeat frequency.
- The Cart Delivery/Usage schedule days have been separated by day to allow for more options to sort/view in the Cart Level View table.
- Adding a new cart will now default to Green D's on each day.
- Benchmark Area and KPI type has been added/updated to support the use of Area Level pounds per day benchmarking.
- The Activity and Arrange fields no longer appear on the Distribution Point Editor. The fields only appear on the Area Level View of the Distribution Point Table. Data/information in these fields can only be edited from the Distribution Point Area Level View.
- The Standards Master had been updated to add a check box at the top of every cart. The check box allows the user to check or uncheck all the items in that cart.

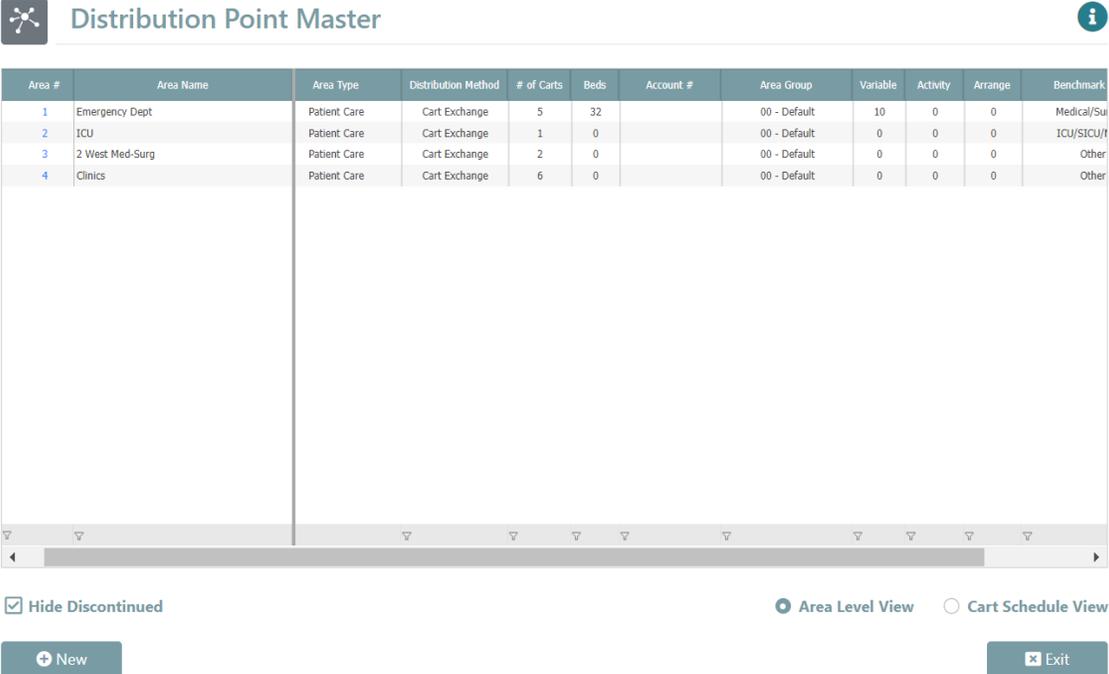
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DISTRIBUTION POINT and STANDARDS MASTER

Distribution Point Master

The Distribution Point Master is used to create and manage each area within a facility that uses or stores linen. Each facility must have at least one Distribution Point Area setup. The Distribution Point Master may be accessed from the Main Menu > Facilities > Distribution Points or by selecting the Distribution Point Master shortcut tile on the home screen.

The Distribution Point Master opens to the Area Level View table. The Area Level View displays a list of all Areas set up in the facility and all the Area level fields for each Area. The list defaults to Active Areas with Discontinued Areas hidden. To see Discontinued Areas, uncheck the Hide Discontinued box. The discontinued areas will display with the active areas and will be highlighted in red.



The screenshot shows the 'Distribution Point Master' interface. At the top, there is a title bar with a network icon, the text 'Distribution Point Master', and an information icon. Below the title bar is a table with the following data:

Area #	Area Name	Area Type	Distribution Method	# of Carts	Beds	Account #	Area Group	Variable	Activity	Arrange	Benchmark
1	Emergency Dept	Patient Care	Cart Exchange	5	32		00 - Default	10	0	0	Medical/Su
2	ICU	Patient Care	Cart Exchange	1	0		00 - Default	0	0	0	ICU/SICU/I
3	2 West Med-Surg	Patient Care	Cart Exchange	2	0		00 - Default	0	0	0	Other
4	Clinics	Patient Care	Cart Exchange	6	0		00 - Default	0	0	0	Other

Below the table, there are several controls: a checkbox for 'Hide Discontinued' (checked), radio buttons for 'Area Level View' (selected) and 'Cart Schedule View', a '+ New' button, and an 'x Exit' button. The table has a scrollbar at the bottom.

A second table called the Cart Level View may be selected. The Cart Level View will display the setup fields for each cart within an Area. Most of the fields within both the Area Level and Cart Level views may be edited. Each column in both views can be sorted by clicking the top of the column. Filters on the bottom of each column allow the user to sort by several different options.

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Distribution Point Master


Area #	Area Name	#	HH	Cart Description	Delivery Time	M	T	W	H	F	S	N	Schedule Repeats	Starting Date Week of
1	Emergency Dept	1	1	AM Cart	07:00 AM	D	D	D	D	D	O	O	Weekly	1/2/2023
1	Emergency Dept	1	1	PM Cart	04:00 PM	D	D	D	D	D	O	O	Weekly	1/2/2023
1	Emergency Dept	1	1	Specials Cart	04:00 PM	D	O	O	O	O	O	O	2 Weeks	1/9/2023
1	Emergency Dept	1	1	Weekend Cart	09:00 AM	O	O	O	O	O	D	D	Weekly	1/2/2023
1	Emergency Dept	1	1	EMS Cart	04:00 PM	D	D	D	D	D	O	O	Weekly	1/2/2023
2	ICU	1	1	Daily Cart	05:00 AM	D	D	D	D	D	D	D	Weekly	1/2/2023
3	2 West Med-Surg	1	1	North Hallway	12:00 AM	D	D	D	D	D	D	D	Weekly	2/6/2023
3	2 West Med-Surg	1	1	South Hallway	12:00 AM	D	D	D	D	D	D	D	Weekly	2/6/2023
4	Clinics	1	1	Urgent Care	09:00 AM	D	D	D	D	D	D	O	Weekly	1/30/2023
4	Clinics	1	1	Main Clinic	09:00 AM	D	D	D	D	D	O	C	Weekly	1/30/2023
4	Clinics	1	1	PT	10:00 AM	O	D	O	D	O	O	C	Weekly	1/30/2023
4	Clinics	1	1	Dr Jones	09:00 AM	O	O	D	O	O	C	C	2 Weeks	2/6/2023
4	Clinics	1	1	X-Ray	07:00 AM	D	O	D	O	D	O	O	Weekly	2/13/2023
4	Clinics	1	1	Same Day OPS	06:00 AM	D	D	D	D	D	C	C	Weekly	2/13/2023

Hide Discontinued

Area Level View
 Cart Schedule View

+ New

✕ Exit

The Area # is the primary identifier for each Area within a Facility. The Area number is created by the user and may be a number from 1 to 999. Once an Area Number is used it cannot be edited or changed. All other fields within an Area can be edited. Areas cannot be deleted. The status of an Area is either Active or Discontinued.

Creating a New Area

Select the + New button at the bottom of the screen. A list of all the created Areas is displayed. Enter a number from 1 to 999, in the box. If the number is already in use an error message will appear prompting the user to enter an alternate number. Click OK and the Single Editor will open to setup the remaining fields.

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Distribution Point Editor i

Area #	Area Name	Area Type	Distribution Method	Variable
<input type="text" value="2"/>	<input type="text" value="2 West B Med/Surg"/>	<input type="text" value="Patient Care"/>	<input type="text" value="Cart Exchange"/>	<input type="text" value="10"/>

Carts	Beds	Account #	Group	Benchmark Area	KPI Target
<input type="text" value="6"/>	<input type="text" value="23"/>	<input type="text" value="2WB-3570"/>	<input type="text" value="00 - Default"/>	<input type="text" value="Medical/Surgical"/>	<input type="text" value="7"/>

Cart #	HH	Cart/Closet Description	Delivery Time	M	T	W	H	F	S	N	Schedule Repeats	Starting Date Week of
1	1	AM	12:00 AM	D	D	D	D	D	D	D	Weekly	1/3/2022
2	2	PM	12:00 AM	O	D	D	D	D	O	O	Weekly	1/3/2022
3	1	Clinic	12:00 AM	O	O	O	D	O	O	C	2 Weeks	1/3/2022
4	1	Iso Gowns	12:00 AM	O	D	O	O	O	O	O	Weekly	1/3/2022
5	1	Scrubs	12:00 AM	D	O	D	O	D	O	O	Weekly	1/3/2022
6	1	Dr. Smith	12:00 AM	O	O	D	D	O	C	C	3 Weeks	1/30/2023
7	1			C	C	C	C	C	C	C	Weekly	2/6/2023
8	1			C	C	C	C	C	C	C	Weekly	2/6/2023
9	1			C	C	C	C	C	C	C	Weekly	2/6/2023

⏪ ⏩
+ New
✎ Update
📄 Standards
⏹ Discontinue
↺ Cancel
✖ Exit

The following is a list of all the Area Level Fields on the Editor Screen. This list is organized in alphabetical order:

Account #: Field provided to enter an internal hospital or laundry accounting department code. Appears on some reports and is available on some Cost reports to display data by Account #.

Area Name: The name for the area can be an alpha-numeric and have up to 30 characters. The Area Name is displayed on many reports and is often used to identify the Area in the reports.

Area Type: There are four Area Types available. New Areas default to Patient Care which usually represent inpatient units. Ancillary is for all other areas that use linen. Total Stores is normally selected for inventory purposes. The Linen Room is the primary area which receives linen from the laundry and/or distributes linen out to all the other Areas. A facility should only have one Laundry/Linen Room Area Type for reporting purposes. Area Type is used on some reports to calculate and/or display data by Area Type.

Beds: Informational Only – Number of beds in an area may be entered.

Benchmark Area: Provides a list of clinical areas frequently used in National Benchmarks. Defaults to Other.

Carts: An area may have up to nine carts. Areas should have at least one cart active to be effectively utilized for data entry and reporting. When a cart is added, a new cart row

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is displayed in the Cart setup section of the Editor and is added to the Cart Level View. The Cart setup is reviewed below in the Cart Level Fields Section.

Distribution Method: Allows for Areas to be designated as Exchange Cart or Closet. This field is informational only and is displayed on some of the reports.

Group: Allows you to group similar Areas from different Facilities in some reports. The Multiple Facility Summary Spreadsheet report can provide data sub-totals by defined area groups whereby similar area types from multiple facilities can be grouped. To create an Area Group, go to the Settings menu, Groups, Setup Area Groups. Once created, an Area Group will populate the dropdown here, and is available for optional selection.

KPI Target: Field is provided to establish a Pounds per Activity Benchmark Target for the Area.

Variable: The variable is an optional percentage applicable to the Cart/Closet Stock report. It adds a safety stock quantity calculation to recommended cart/closet item standards. Defaults to 0.

The Following Area Level Fields only appear on and can only be edited on the Area Level View of the Distribution Point Table.

Activity: This field is informational only, to show average daily activity for an Area.

Arrange: The field is optional. Assigning each Area, a sequential number, creates an order of appearance on the Activity data entry screen.

Cart Level Fields

Each Cart has the following setup fields:

Cart #: Numbers 1 to 9

HH: Each Area Cart may be assigned an HH number from 0 to 9. If multiple mobile devices are used for usage data entry, the user can use the HH field to assign carts to specific handheld units.

Cart/Closet Description: Field to record name or purpose of the cart. Cart/Closet Description appears in several reports. The description field can have up to 30 characters.

Delivery Time: Field designed to establish a cart's target delivery time. Field will appear in the Distribution Point Master Report and the Usage Data Extract Report.

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MTWHFSN: Represents the Delivery/Usage Schedule for each cart. Schedule is organized from M to N (Monday to Sunday). For each active linen cart, each day of the week is designated with a green D for Delivery, or a Yellow O for Open but no delivery scheduled, or a Gray C designating the unit supported by this cart is closed and not using linen on that day.

This data is useful for two purposes.

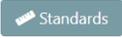
1. Identifying carts to be delivered on a given day: The ControlTex Dashboard, Carts Scheduled vs. Delivered will display carts needing delivered on a specific day based on if the cart has a Green D. If the ControlTex Data Entry App is used on a mobile device, the app can set to display only “Scheduled Carts” based on the Green D.
2. Usage reports calculate average daily usage based on the number of days the area is open. This is indicated by Delivery (D) or Open (O) designations. Also, cart/closet and facility standard reports require identification of delivery days.

Schedule Repeats: Each Cart’s Delivery /Usage Schedule will default to repeat weekly. If a Cart’s delivery is required less frequently than weekly, then the Schedule Repeat may be changed to support the required delivery schedule. The off weeks would view the Green D delivery days as Open scheduling and reporting purposes. The following options are provided for Schedule Repeats:

- Weekly: Default setting – schedule repeats every week
- 2 Weeks: Schedule repeats every other week
- 3 Weeks: Schedule repeats every 3rd week
- 4 Weeks: Schedule repeats every 4th week

Start Date: A newly created cart defaults to the first Monday on or after the current date. If the schedule is to begin at a later week this establishes the proper start date week to begin. If setting a cart schedule repeat other than weekly, then the start date becomes the first week the schedule is active and will commence the schedule repeat pattern from that date moving forward.

STANDARDS MASTER

Each distribution area within the facility requires setup of its Standards Master. The Standards Master may be accessed from the Main Menu, or its Home Screen shortcut tile, or it may be accessed directly from any distribution point master area by clicking on the Standards link. 

When opening the Standards Master from the main menu or shortcut tile, select the area to be worked on. All active areas within the facility are available here. Select the area to open the Area’s Standards Master.

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1, Emergency Dept

<input type="checkbox"/>	Item	Description	<input type="checkbox"/>	Standard1 MTWTF AM Cart	<input type="checkbox"/>	Standard2 MTWTF PM Cart	<input type="checkbox"/>	Standard3 M Specials Cart	<input checked="" type="checkbox"/>	Standard4 SN Weekend Cart	<input type="checkbox"/>	Standard5 MTWTF EMS Cart
<input type="checkbox"/>	100	Flat Sheet	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	40	<input checked="" type="checkbox"/>	50
<input type="checkbox"/>	102	Fitted Sheet	<input checked="" type="checkbox"/>	40	<input checked="" type="checkbox"/>	40	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	30	<input type="checkbox"/>	0
<input type="checkbox"/>	104	Pillowcase	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	40	<input type="checkbox"/>	0
<input type="checkbox"/>	107	Thermal White Blanket	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	100	<input type="checkbox"/>	0	<input type="checkbox"/>	0
<input type="checkbox"/>	114	Bath Blanket	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	15	<input type="checkbox"/>	0
<input type="checkbox"/>	120	Bath Towel	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>	50	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	25	<input type="checkbox"/>	0
<input type="checkbox"/>	124	Washcloth	<input checked="" type="checkbox"/>	75	<input checked="" type="checkbox"/>	75	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	50	<input type="checkbox"/>	0
<input type="checkbox"/>	130	IV Gown	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	30	<input type="checkbox"/>	0
<input type="checkbox"/>	134	10d Patient Gown	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0

Area #

[Next Area](#) [New Area](#)

[Distribution Point Master](#)

[Add Item or Pack](#)

[Delete Items](#)

[Exit](#)

Each Cart setup within the Area will be represented by a column (Standard 1, Standard 2, Standard 3, etc.). The cart's description and schedule are displayed at the top of each column.

Select the Add Item or Pack to see a list of all the available items for this facility. Check the box next to each item you want to assign to this Area. Items routinely delivered or used should be assigned to an Area.

Once the items are added to the Carts Standard Master, assign the items to specific carts within the Area by checking or unchecking the box in each column. The checkbox indicates the item is active for the cart. An item may be cart specific. A check is required for the item to appear on screen for usage data entry and usage forms. The Standards Master had been updated to add a check box at the top of every cart column. The check box allows the user to check all or check none for the items in each cart.

Items added to the Cart Standard Master will default to 0. Enter the item standards to indicate the PAR level for this item on this cart. An item standard can remain zero, a number is not required. The number entered for each item will display on the data entry screen as the Standard.

To remove an item from an Areas Standard Master, use the checkbox column in the first column, to the left of the item number to delete the item(s) from the area list.

If you have additional questions regarding the new features of your ControlTex Distribution Point Master and Standards Master, please contact your ControlTex Representative or call the ControlTex Helpdesk at 1-800-609-3688.