Wet Cleaning Technology Virtual Tradeshow
User Guide for Vendors of Wet Cleaning Equipment

July 2011
Introduction
The purpose of the Wet Cleaning Technology Virtual Tradeshow is to enable garment cleaners and government and other technical assistance providers to conduct effective comparisons of available wet cleaning systems. The information available in the tradeshow is supplied by the vendors and includes considerations such as laundry capacity and the height, weight, and depth of the machines, as well as water, waste, and energy saving features. The Wet Cleaning Technology Virtual Tradeshow is available at: www.newmoa.org/prevention/projects/wetclean/.

Getting Started
To participate as a vendor of wet cleaning equipment, you will first need to Sign Up as a new user.

Enter your Vendor Information using the Sign Up form (show below). Please note that the “Vendor Name” is the name of your company.

Since this information is related to your company, you may want to choose an email and password that can be shared with multiple people so that others can enter data for the company’s wet cleaning equipment.

You will also need to enter your personal Contact Information (shown below). This is so that we have a particular contact at a facility in case we need to check the validity of anything that is entered into the system.
It is also a way for garment cleaning professionals to contact you about purchasing or finding out more information about your wet cleaning equipment.

**Updating An Account**

Once you have created an account and been approved (confirmation will be sent via email), you can start entering information for your company’s wet cleaning Washers and Dryers.

When logging in to the tradeshow in the future, you simply click on the blue box that says, “Log In” at the top right-hand corner of the page.

This will bring you to the Vendor Login page (shown below). Simply enter your email address and password and click “submit.”
Once you are logged in, you can add or edit information by clicking on the link that says, “Edit your information” in the blue box in the upper right-hand corner of the page (shown below).

**Entering New Information**
From here, you can Add a new wet cleaning washer or dryer to the website or Delete a previous entry (follow directions below). You can also edit your contact information and Change your password.

If you wish to add a new machine, click on the links for either “washer” or “dryer,” under Vendor Tasks. You will be taken to a data entry form (shown below). Confirm the machine type that you would like to enter by selecting the appropriate radio button and start entering other relevant information.
Data points with a red asterisk* are required fields. Other data points supply garment cleaning professionals with information to help them make informed decisions, but are optional. Clicking on the blue circles with a question mark generates a pop-up window with an explanation on the type of information to include.

If you wish to delete a washer or dryer that you have previously entered, click on the link “Delete” under Vendor Tasks. This will bring you to a page that shows all of the wet cleaning machines associated with your company (shown below). Simply check the box next to the machine(s) that you wish to remove from this site.

Doing this will delete the machine and all of the information associated with it. If you do not wish to delete all of the information entered for a particular machine, but need to correct a few data points, you can edit your existing entries instead.

**Editing Existing Information**
To edit some of the information associated with wet cleaning washers or dryers that you have already entered, you can click on either the “Browse Dryers” or “Browse Washing Machines” links in the left-side navigation of any of the pages on the website.
This will take then you to a page that shows a matrix list of all of the wet cleaning dryers or washers entered in this website by all of the associated companies.

<table>
<thead>
<tr>
<th>Company</th>
<th>Model</th>
<th>Wet Clean Capacity (pounds)</th>
<th>Laundry Capacity (pounds)</th>
<th>Cycle Time - Wet Clean (minutes)</th>
<th>Hard/Soft Mount</th>
<th>List Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Test</td>
<td>1111</td>
<td>14</td>
<td>12</td>
<td>11 - 78</td>
<td>Hard</td>
<td>$40,816.00</td>
</tr>
<tr>
<td>Rachel Test</td>
<td>2222</td>
<td>45</td>
<td>45</td>
<td>33 - 34</td>
<td>Soft</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

Click on the model name of one of your machines and you will be taken to a page where you can edit the data (shown below). Note: clicking on a company or model name of a machine that is not your own will not grant you access to edit others’ information.

There is an “edit” link next to each data point so that you can easily pick-and-choose which fields you want to update. After you have finished editing a data point, click “submit” and your information will be saved.

**Still Need Help?**
For further assistance, contact Rachel Smith, (617) 367-8558 x304; rsmith@newmoa.org.