



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

July 2011



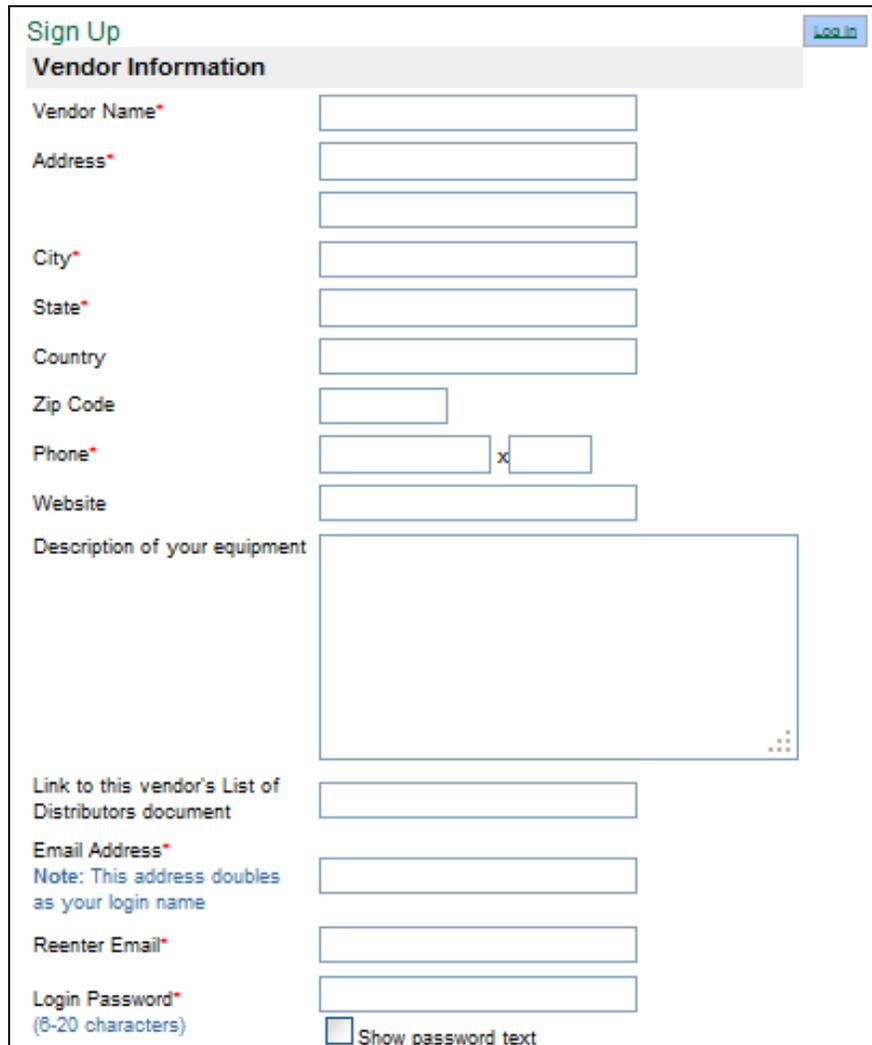
Introduction

The purpose of the [Wet Cleaning Technology Virtual Tradeshow](http://www.newmoa.org/prevention/projects/wetclean/) 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 (shown below). Please note that the “Vendor Name” is the name of your company.



The image shows a web form titled "Sign Up" with a "Login" button in the top right corner. The form is divided into a section titled "Vendor Information" which contains the following fields:

- Vendor Name* (text input)
- Address* (text input)
- City* (text input)
- State* (text input)
- Country (text input)
- Zip Code (text input)
- Phone* (text input with an "x" separator)
- Website (text input)
- Description of your equipment (large text area)
- Link to this vendor's List of Distributors document (text input)
- Email Address* (text input) with a note: "Note: This address doubles as your login name"
- Reenter Email* (text input)
- Login Password* (text input) with a note: "(6-20 characters)" and a checkbox for "Show password text"

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.

Contact Information

Use company address information

First Name*

Last Name*

Address*

City*

State*

Country

Zip Code

Phone* x

Email Address*

Please enter the letters you see below into the text box. Can't read it? [Refresh it.](#)



Please type in the letters you see above before continuing.

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.

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This will bring you to the [Vendor Login](#) page (shown below). Simply enter your email address and password and click "submit."

Vendor Login

Email Address

Password

Don't have an account? [Click here.](#)

Don't remember your password? [Click here](#)

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).

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You are logged in as rsmith@newmoa.org.
[Edit your information](#) | [Log out](#)

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](#).

Edit Virtual Trade Show Vendor

You are logged in as rsmith@newmoa.org.
[Edit your information](#) | [Log out](#)

Vendor Tasks

- Add a new [washer](#) or [dryer](#).
- [Delete](#) a washer or dryer
- [Change your password](#).

Vendor Information

Vendor Name*	<input type="text" value="Test"/>
Address*	<input type="text" value="123 A Street"/>
	<input type="text"/>
City*	<input type="text" value="Boston"/>
State*	<input type="text" value="MA"/>
Country	<input type="text" value="USA"/>
Zip Code	<input type="text" value="12345"/>

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.

The screenshot shows the 'Add a Machine' form. At the top right, it says 'You are logged in as rsmith@newmoa.org' with links for 'Edit your information' and 'Log out'. The form includes fields for 'Machine Type*' (radio buttons for Washer and Dryer), 'Machine Name*' (text input with 'Test 1'), 'Model Number/Name*' (text input with '123'), and a 'Description' text area. Below these are several optional fields, each with a blue question mark icon: 'MSRP*' (text input with '\$5000'), 'Wet Cleaning Capacity* (lbs)', 'Laundry Capacity* (lbs)', 'Height* (in)', 'Width* (in)', 'Depth* (in)', 'Weight* (lbs)', and 'Total Square Footage (sq ft)'. A pop-up window titled 'MSRP - Mozilla Firefox' is open, showing the URL 'http://www.newmoa.org/prevention/projects/we' and the text: 'MSRP Manufacturer's suggested retail price (i.e., cost). Please note: actual prices may vary.' with a 'Close Window' link.

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.

The screenshot shows the 'Delete Machine' page. At the top right, it says 'You are logged in as rsmith@newmoa.org' with links for 'Edit your information' and 'Log out'. Below the header, it says 'Please select the machine(s) you wish to delete.' Under the heading 'Washers', there are three checkboxes with corresponding machine numbers: 1111, 2222, and 3333. At the bottom of the list are two buttons: 'Delete' and 'Reset'.

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.

About Wet Cleaning

Browse Cleaning Agents

Browse Dryers

Browse Tensioners

Browse Vendors

Browse Washing Machines

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If you are a vendor of wet cleaning equipment and would like to have your product(s) presented in the tradeshow, please [login](#) or [sign-up](#).

Browse By:

You are logged in as [rsmith@newmoa.org](#).
[Edit your information](#) | [Log out](#)

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.

	Company	Model	Wet Clean Capacity (pounds)	Laundry Capacity (pounds)	Cycle Time - Wet Clean (minutes)	Hard/Soft Mount	List Price
<input type="checkbox"/>	Rachel Test	1111	14	12	11 - 78	Hard	\$40,816.00
<input type="checkbox"/>	Rachel Test	2222	45	45	33 - 34	Soft	\$5,000.00

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.

2222

[edit model name](#) | [delete this machine](#)

[Rachel Test](#) [edit](#)

123 A Street
Boston, MA 02127
USA

Description [edit](#)

Details

edit	?	MSRP	\$5,000.00
edit	?	Wet Cleaning Capacity	45 lbs
edit	?	Laundry Capacity	45 lbs
edit	?	Height	45 ins

You are logged in as [rsmith@newmoa.org](#).
[Edit your information](#) | [Log out](#)

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.