□ Add Machines to an Existing Operator

□□ Purpose

Use this guide to add new machines to an existing outlet without creating a new operator account.

□□ Quick Navigation

1. □□ Log in to Laundro Portal
2. □□ Go to My Outlet
3. □□ Select The Outlet
4. ⚙ Open Machines
5. □ Add Washer or Dryer
6. □□ Enter Details & Save

□□ How to Access

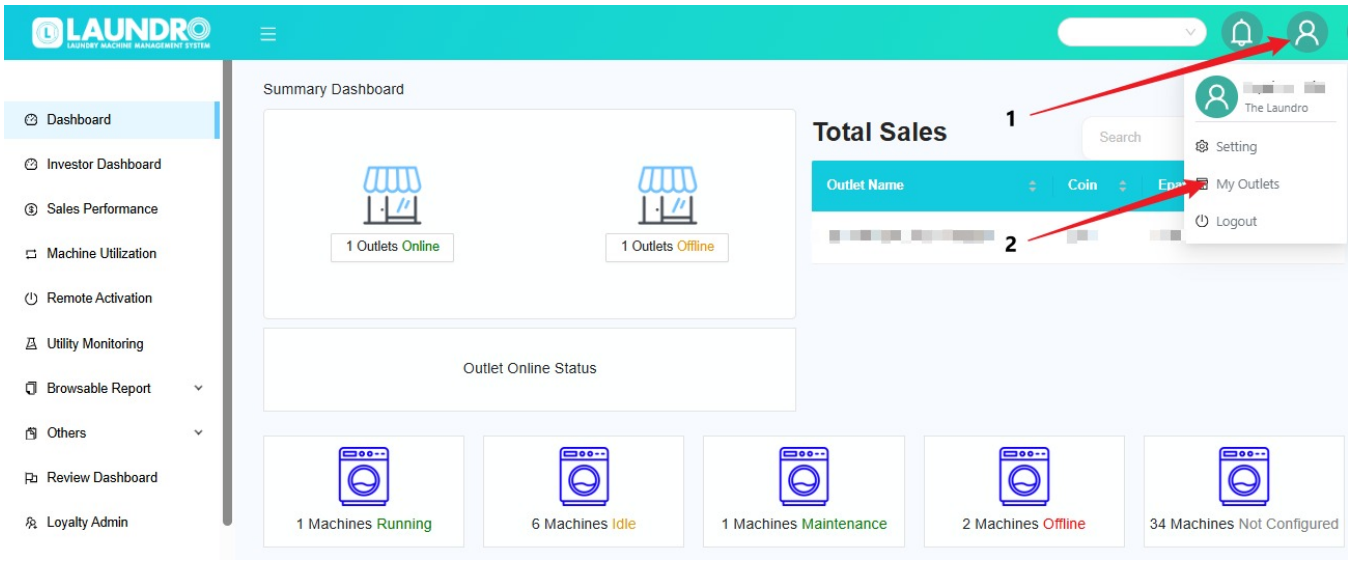
□□ Step 1 — Login to Laundro Portal

Log in using your **Username** and **Password**. https://v2.thelaundro.com/operator_login

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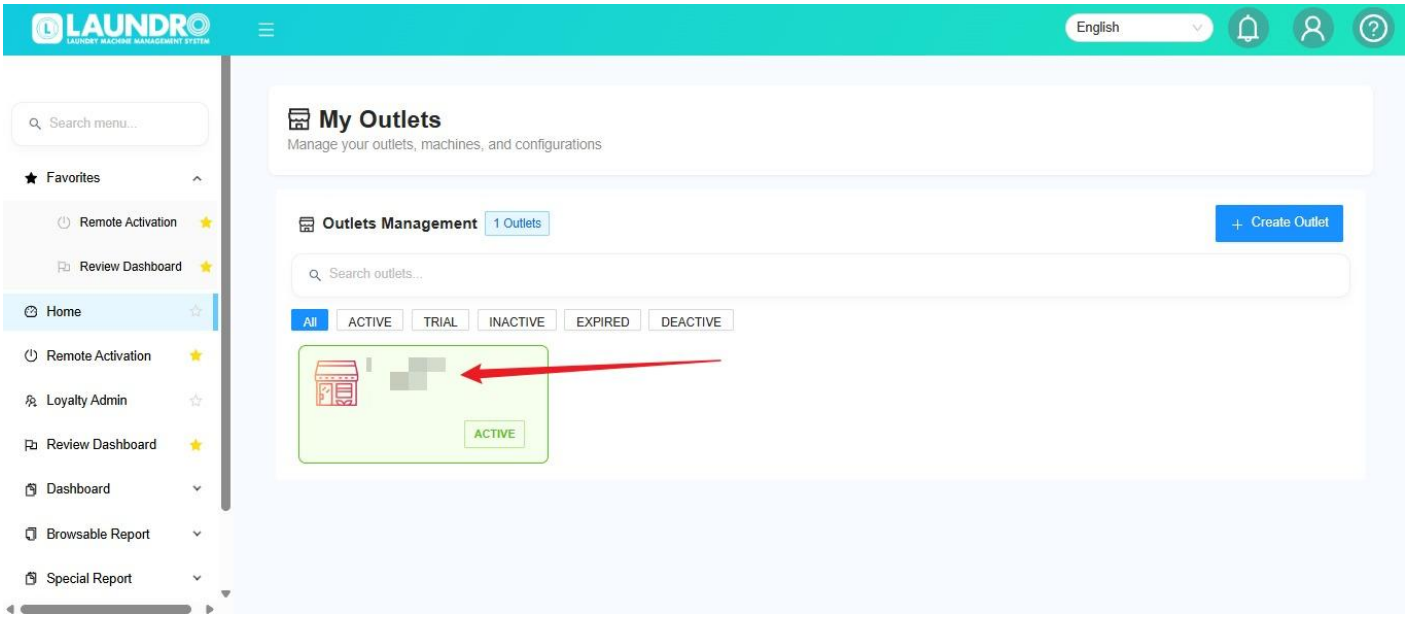
□□ Step 2 — Go to My Outlets

- Click the □□ **Profile** icon.
- Select **My Outlets**.
- The list of your outlets will be displayed.

1. 

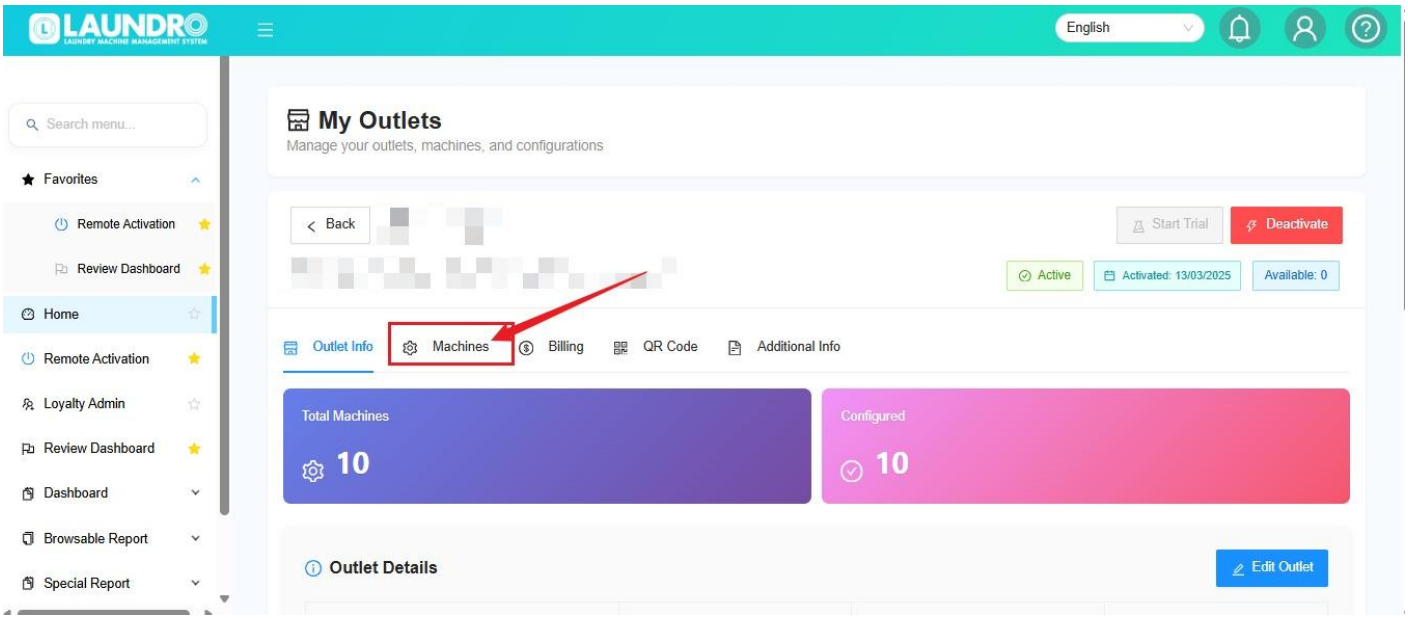
◫ Step 3 — Select the Outlet

Click the **outlet** where you want to add the machine.



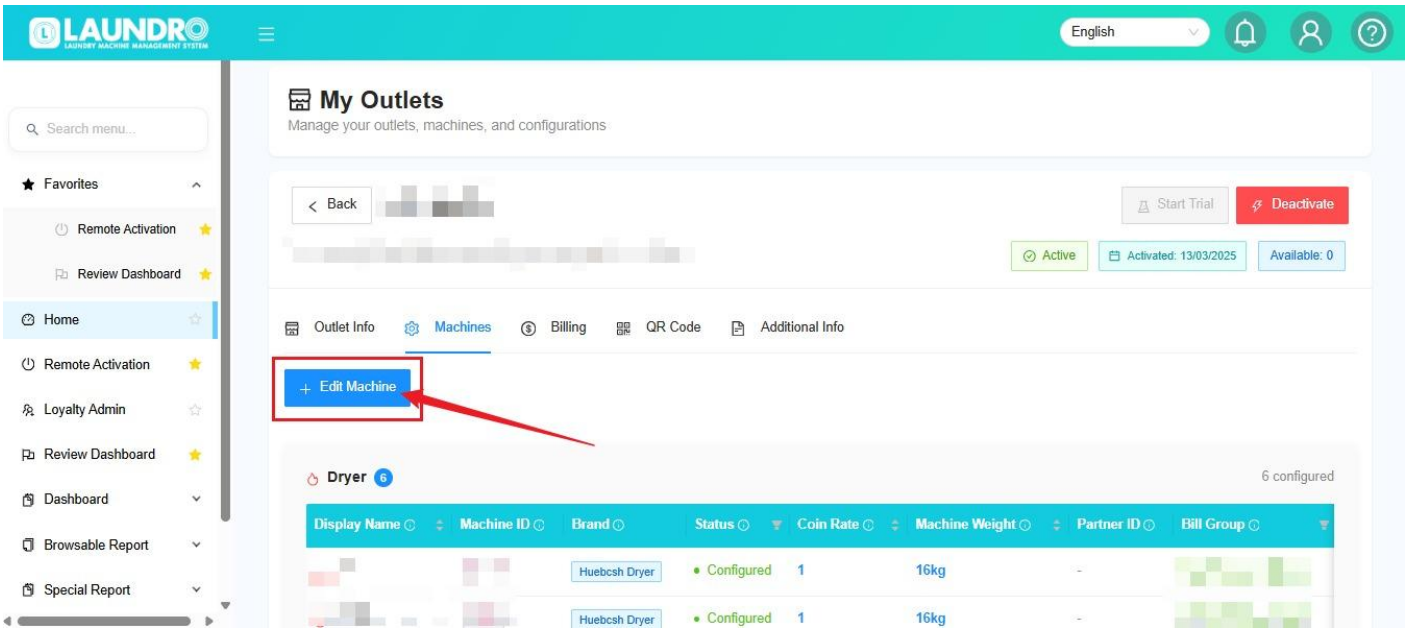
⚙ Step 4 — Open Machines

Click Machines to manage the machines under the selected outlet.



Step 5 — Add a Washer or Dryer

1. Click **Edit Machine.**
2. Select the machine type:
   - **Washer**
   - **Dryer**
3. Repeat the process if you need to add more machines.

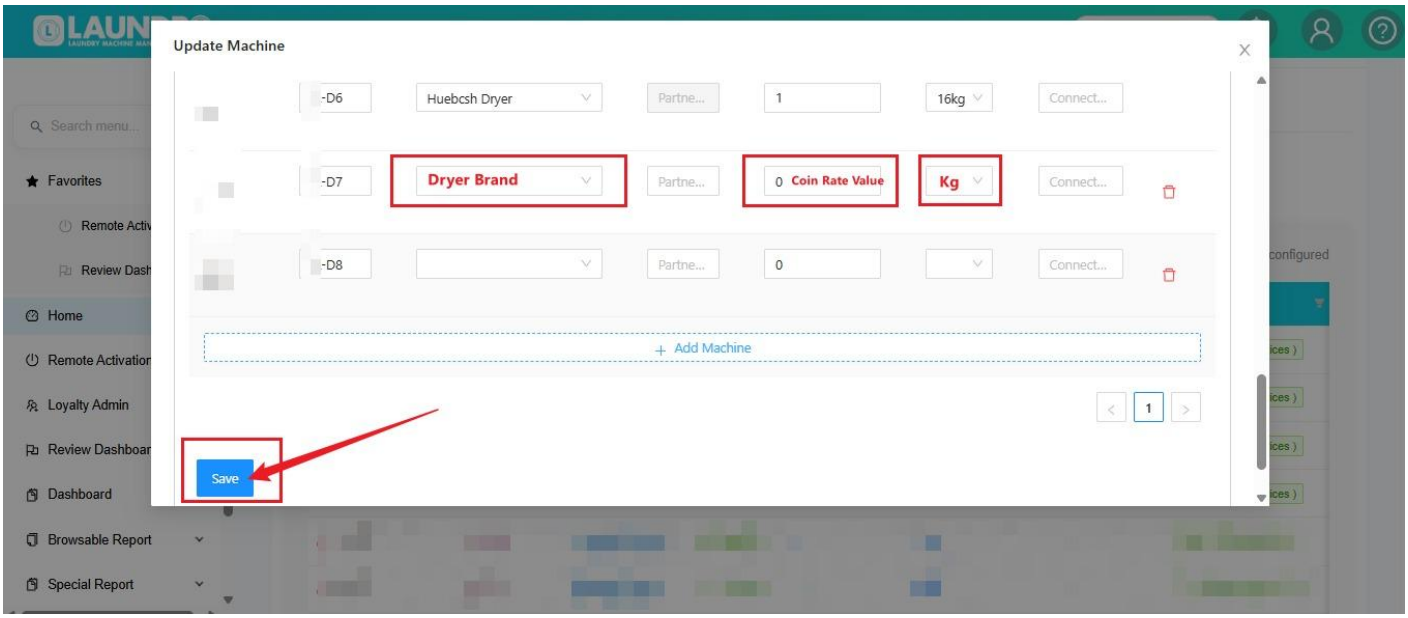


> Quick Tip : You can click Add Machine repeatedly to add multiple units. Scroll up or down to view the additional machine entries.

□□ Step 6 — Fill in Machine Information

Enter all required information for each machine.

1. Check that the machine details are correct.
2. Repeat for every additional machine.
3. Click **Save** when finished.



□□ Important Note : **Before clicking Save, make sure all machine information is correct.**

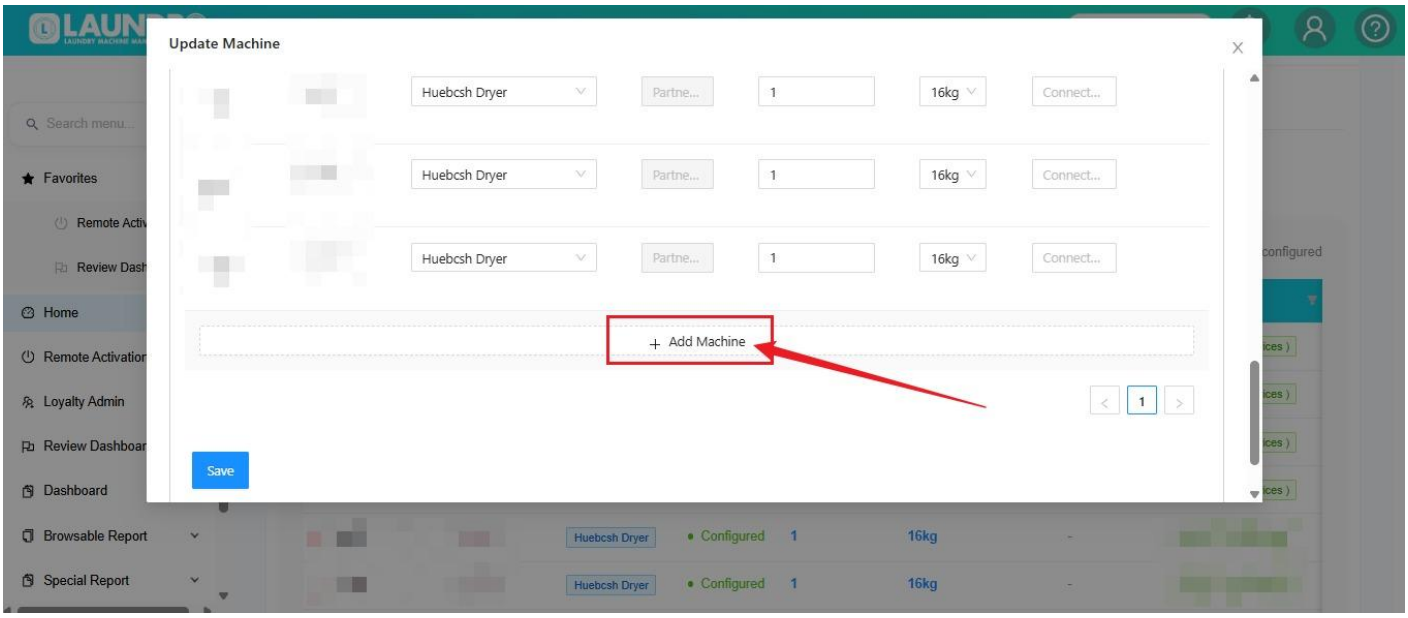
□□ Step 6 — Add More Machines

Need to add more than one machine?

↕ **Scroll up or down** to add additional machines.

□ You can also click **Add Machine** repeatedly to add multiple units.

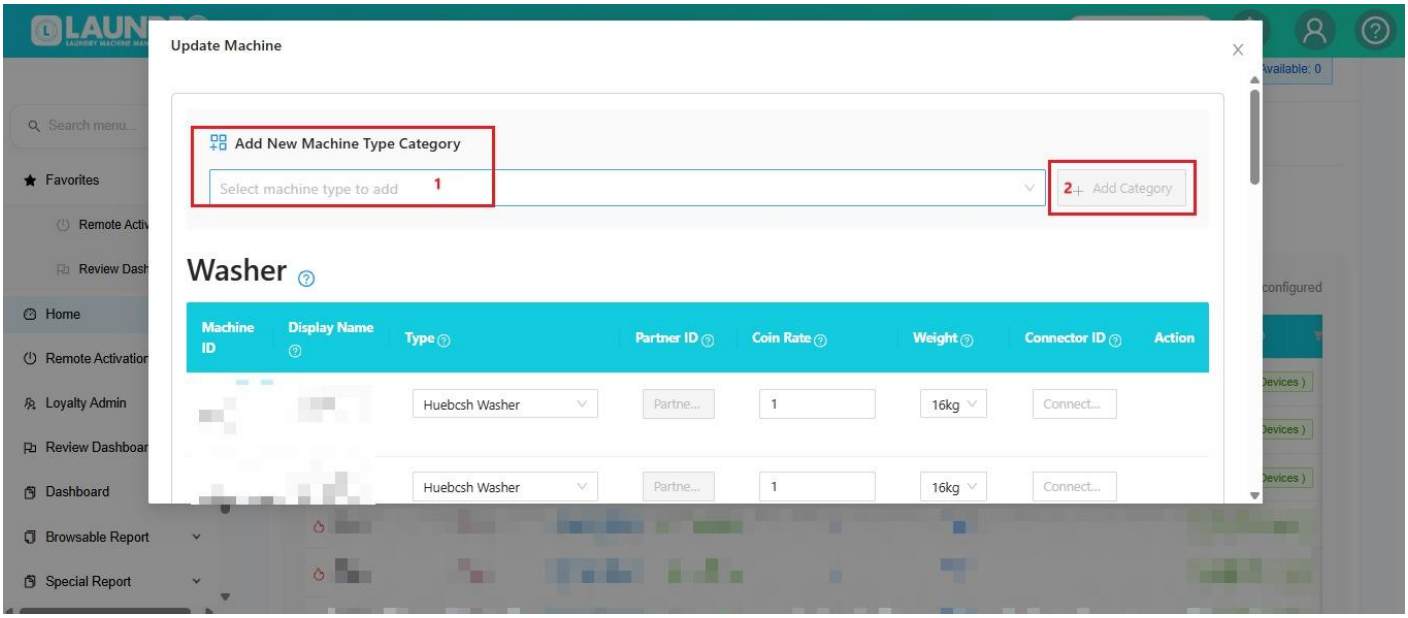
Click **Add Machine**, then select whether you want to add a **Washer** or **Dryer**.



Need to Add Another Machine Category?

If the machine is not a Washer or Dryer:

1. **Open** the Machine Type dropdown.
2. Select the required category.
3. Click **Add Category.**



Final Check

Before leaving the page, confirm that all machines have been entered correctly and saved.

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