Coin Collection by outlet v2

□□ Purpose

Use **Coin Collection by Outlet v2** to view coin collection records by operator, outlet, and date.

You can view each outlet separately or combine multiple outlets into one report.

□□ How to Access

Step 1 — Open Laundro Portal

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

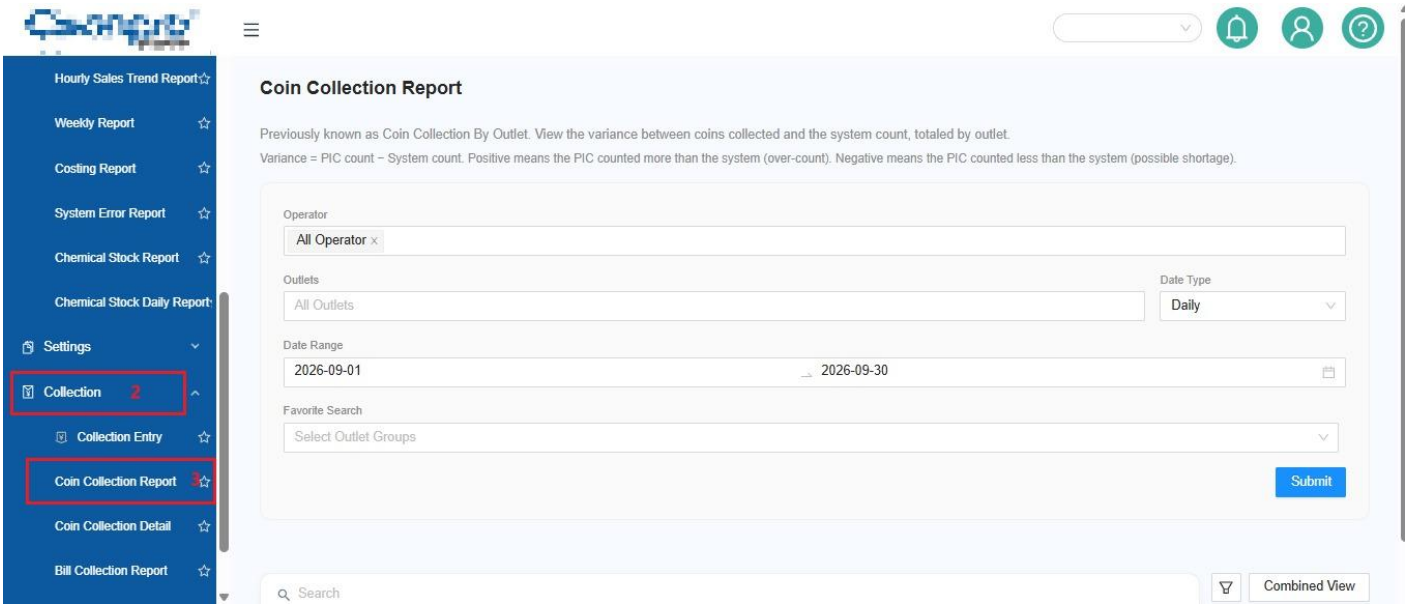
Step 2 — Open Collection

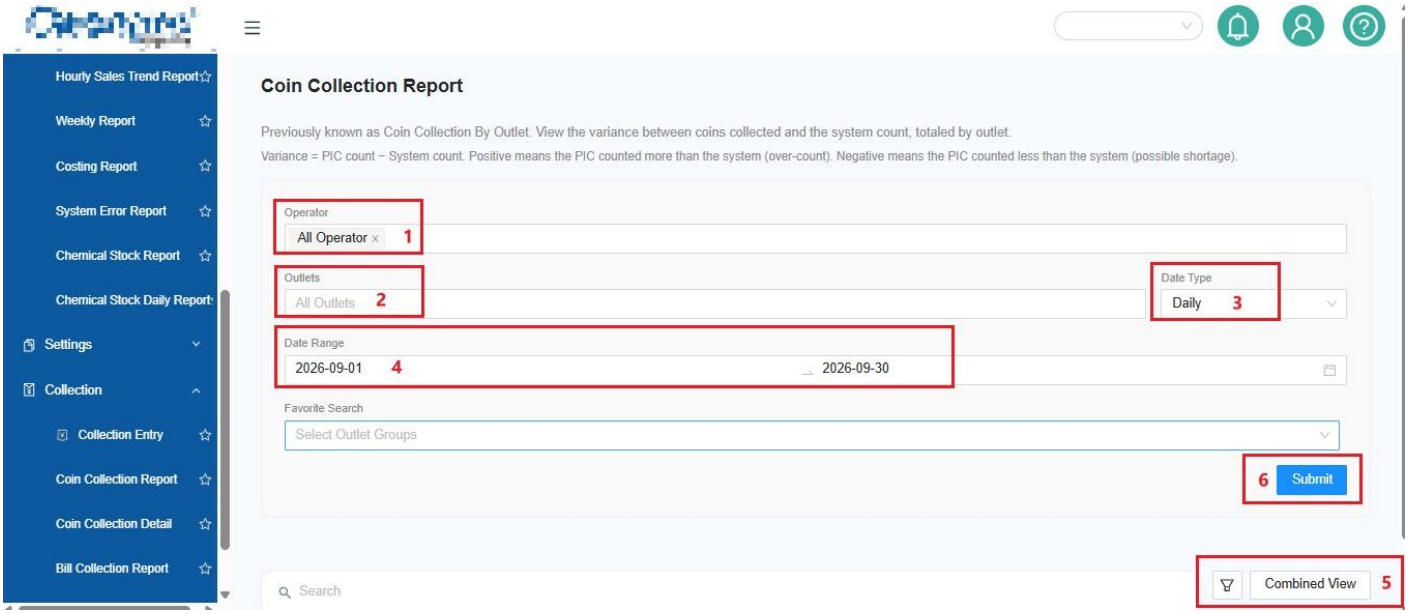
From the sidebar menu, click **Collection**.

Step 3 — Select Coin Collection Report

Select **Coin Collection Report** from the Collection menu.

You will be directed to the **Coin Collection Report** page.





□□ Step 1: Select Operator

Select the operator you want to check.

- **Specific Operator** → View one operator.
- **All Operator** → Include all operators.

□□ Step 2: Select Outlet

Select the outlet you want to check.

- **Specific Outlet** → View one outlet.
- **All Outlet** → Include all outlets.

□□ Step 3: Select Date Type

Choose how you want the report to be displayed.

□□ Daily

View the collection by individual day.

Example: 1–30 September 2026

□□ Monthly

View the collection by month.

Example: January–September 2026

> ❝ □□ **Tip:** After changing the Date Type, click **Submit** to refresh the report.

□□ Step 4: Select Date Range

Select the required date range based on the selected Date Type.

Daily: Select the required start and end date.

Monthly: Select the required months.

□□ Step 5: Select View Type

Choose how you want the report to be displayed.

□□ By Outlet

View each selected outlet separately.

Outlet A → Report A
Outlet B → Report B
Outlet C → Report C

□□ Combined View

Combine the selected outlets into one report.

Outlet A + Outlet B + Outlet C
↓
□□ **One Combined Report**

> □□ Which One Should I Use?

Need to check each outlet separately?
➡ Choose **By Outlet**

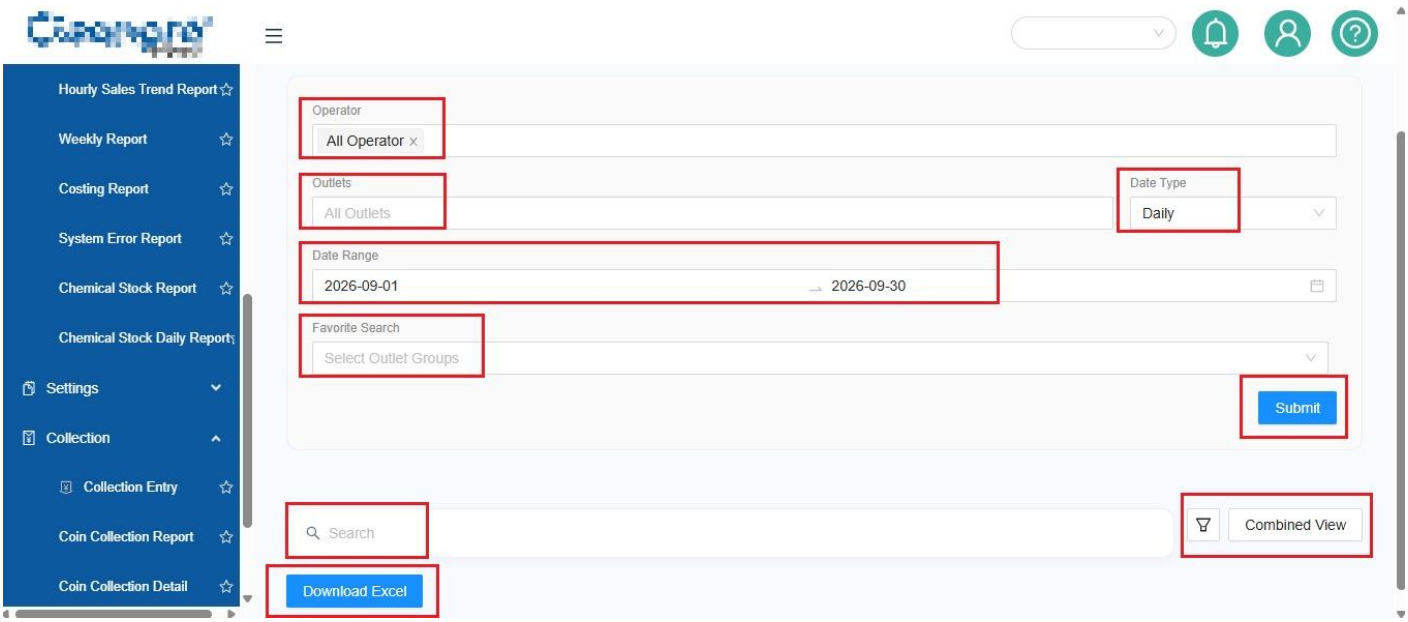
Want to review multiple outlets together?
➡ Choose **Combined View**

□□ Step 6: Generate the Report

After selecting all filters, click **Submit**.

The report will be generated based on your selected:

Operator + Outlet + Date Type + Date Range + View Type



□□ Understanding the Report

□□ Total Variance

Shows the variance information for the collection record.

↔ Difference

Shows the difference between the relevant collection values.

ℹ Variance Information

Use the information icon to understand what positive and negative variance represents.

□□ Customize the Report

□□ Column Filter

Click **Column Filter** to select which columns you want to display.

This allows you to keep only the information you need.

Add Favourite

Click **Add Favourite** to save your preferred report settings for easier access later.

Favourite settings can also be synced with the Collection report.

Download Excel

Click **Download Excel** to download the report.

The Excel file includes:

All
→ Combined data from the selected outlets.

Individual Outlet Sheets
→ Separate data for each outlet.

Example

Excel Report

├── All
├── Outlet A
├── Outlet B
└── Outlet C

Example

Check September Collection for Multiple Outlets

□□ **Operator:** All Operator
□□ **Outlet:** Outlet A + Outlet B
□□ **Date Type:** Daily
□□ **Date Range:** 1–30 September 2026
□□ **View Type:** Combined View

Process

Select Filters → □□ Submit → □□ Review Report → □□ Check Variance → □□ Download Excel

> □□ Quick Tips

- Use **Daily** when you need a day-by-day collection view.
- Use **Monthly** when you need a month-by-month view.
- Use **By Outlet** to review outlets separately.
- Use **Combined View** to review multiple outlets together.
- Click **Submit** after changing the Date Type.
- Use **Column Filter** to simplify the report.
- Use **Add Favourite** for frequently used report settings.
- Use **Download Excel** when you need the data for further analysis.

Revision #6
Created 2026-09-07 08:52:25 UTC by Alif
Updated 2026-09-30 01:21:59 UTC by Sulaiza