



Directed Put-away Manual

Scanco Directed Put-away allows the scanner user to choose a pre-assigned list that contains prioritized inventory and directs the user through the warehouse to put away Items received, or restock primary bins.

Contents

Scanco Portal setting	2
Use ACS "Location Replenishment Dashboard" to create your list.....	3
Directed Put-away icon.....	6
List Prompt and Look up	7
Item list	8
Pallet collection	9
Item collection.....	10
Quantity collection	11
Send data collected	12
Exiting Before Completion	14

Scanco Support Email - support@scanco.com
Scanco Support Phone number - 330-645-9959 Opt. 3



Scanco Portal setting

The Scanco Portal is where you make changes to the settings regarding how the programming functions.

The web address for the portal is: Sales.Scanco.com

Your portal settings were setup during the installation and are refined during training.

Additional adjustments to the portal can be made by your System Administrator.

Enabling Directed Put-away

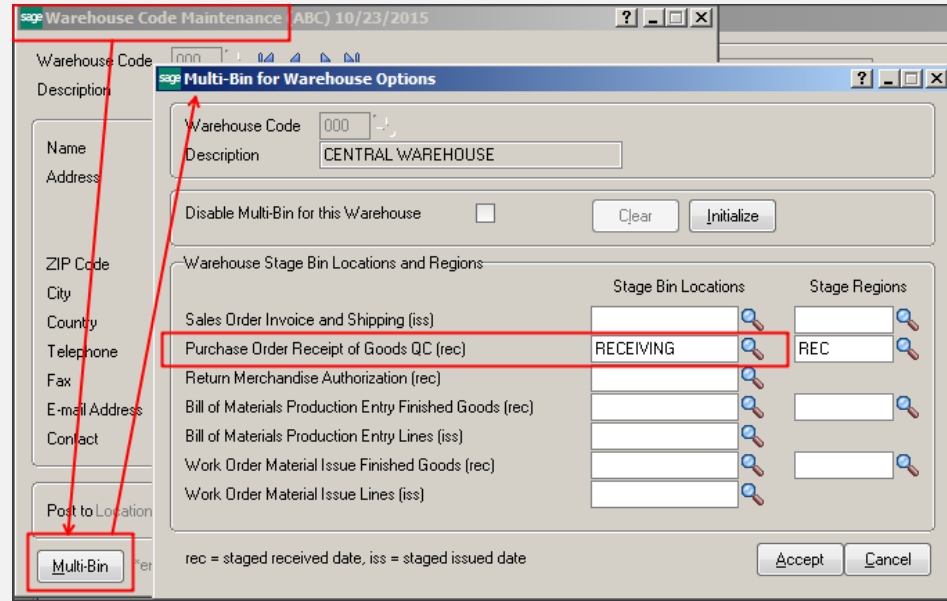
“Allow Transfers Activities” must be enabled, as well as **“Allow Directed Put-away Activities”**

- Allow Transfers Activities
- Allow Directed Put-away activities

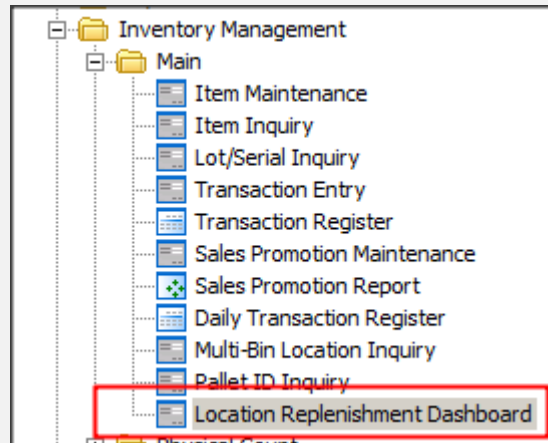


ACS Bin Setup

In ACS Warehouse Options, setup a Receiving bin. This should be where you place all Items during Receipt of Goods.







Use ACS "Location Replenishment Dashboard" to create your list





Create new list by clicking the 'Next' button, or lookup an existing list.





sage Location Replenishment Dashboard

Wave Putaway No.    

Choose a Replenish Type.

- “Primary Location Replenishment” will restock Primary bin locations.
- “From P/O Receiving Staged” will put-away Items received.
- Please check with ACS for more information on all options.

sage Location Replenishment Dashboard

Wave Putaway No. 0000000320     Replenish Type Primary Location Replenishment

Select Inventory





Select Field	Operand	Value
Item Code	All	
Bin Location	All	
Warehouse Code	All	

Primary Location Replenishment
From P/O Receiving Staged
From B/M Production Staged
From W/O Completions Staged
To Region Codes
My Transfer
Saved Standard Transfer

Enter a description, as this will be displayed on the Users scanning device.

Example: “John’s List –Tuesday”, this would let John know that is his list for Tuesday.

sage Location Replenishment Dashboard

Wave Putaway No. 0000000320     Replenish Type From P/O Receiving Staged Description Put-away 10-29-2015



Choose from the Multiple options to indicate which Items will be added to the list.

Select your destination location and press calculate to create the list.

This is an example of a “From P/O Receiving Staged” list. Now you are ready to run the list in Scanco’s Directed Put-away.

Select	Item Code	Item Description	Whse	Pkg Type	From Bin	From QtyAvail	To Location	Qty to Transfer	U/M
<input type="checkbox"/>	100	100 100 100 100 100	000	PAL	QUALITY	.00	C30M	1.00	PAL
<input type="checkbox"/>	100	100 100 100 100 100	000	BOX	RECEIVING	4.00	C30M	5.00	BOX
<input type="checkbox"/>	100	100 100 100 100 100	000	KRC	RECEIVING	1.00	C30M	1.00	KRC
<input type="checkbox"/>	1001-HON-H252	HON 2 DRAWER LE 000			RECEIVING	9.00	B10U	9.00	EACH
<input type="checkbox"/>	1001-HON-H252	HON 2 DRAWER LE 000		KRC	RECEIVING	.00	B10U	1.00	KRC
<input type="checkbox"/>	1001-HON-H254LK	HON 4 DRAWER LE 000			RECEIVING	25.00	B20M	25.00	EACH
<input type="checkbox"/>						.00		.00	



Main Applications – Transfers icon

Press the Transfer icon to move into the next screen.

Directed Put-away icon

Press Directed Put-away icon to enter the application.



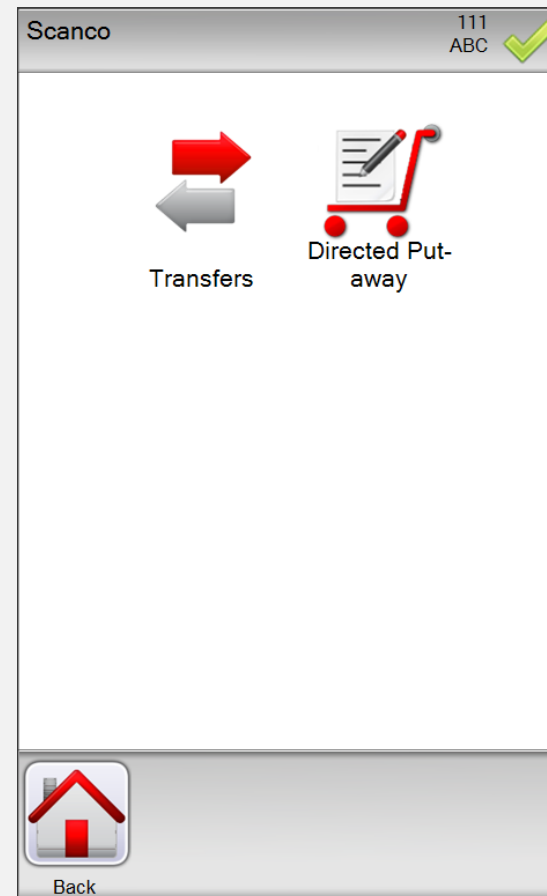
Buttons at bottom:

Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.



Button at bottom:

Back: to move back to Main Applications screen.



List Prompt and Look up

Scan or Key in any valid List number, or use Lookup button to select one.

List	Details
0000000330	Put-away 2015-10-30
0000000340	Replenish Region A
0000000350	Replenish Region B & C
0000000360	Replenish Region D & E
0000000370	Production Put-away

OK Cancel

Buttons at bottom:

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Purchase Order numbers.

Enter: press after keying in data at Purchase Order prompt.



Item list

After entering the list number, the program will present the Items on the list.

Options:

- Highlight Item and press OK to move forward.
- Double tap Item to move forward.
- Cancel to return to the List prompt.

Note: Items are displayed in black font, and
Pallets are displayed in red font.

Item	Details
100	100 100 100 100 100 100 100 10 ON PALLET From Whse: 000 To Whse: 000 From Bin: QUALITY To Bin: C30M
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK From Whse: 000 To Whse: 000 From Bin: RECEIVING To Bin: B20M
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK ON PALLET From Whse: 000 To Whse: 000 From Bin: RECEIVING To Bin: B10U
100	100 100 100 100 100 100 100 10 ON PALLET From Whse: 000 To Whse: 000 From Bin: RECEIVING

OK Cancel [Down Arrow]



Pallet collection

If the Item chosen is on a Pallet, the Pallet collection prompt will be displayed. The user will see the Warehouses and Bins involved above the Pallet ID that must be collected.

Options:

1. Scan or key-in Pallet ID.
2. Press 'Review' button to see Items\ Pallets already collected.
3. Press 'Send' button to indicate that you are finished collecting data.
4. Press 'Skip' button to move back to the list of Items.
5. Press 'Back' button to exit the applications; this will present a warning message before allowing the user to exit *without sending the data collected*.

Directed Put-Away 111
ABC

Whse From/To 000/000

Bin From QUALITY

Bin To C30M

Scan Pallet PAL000000000009

Pallet XXXXXXXXXX

Review

Back

Send

Skip

Keys

Enter








Item collection

If an Item chosen is not on a Pallet, the Item collection prompt will be displayed. The user will see the Warehouses and Bins involved above the Item number that must be collected as well as the Item Description, Unit of measure, and quantity that should be moved.

Options:

1. Scan or key-in Item number.
2. Press 'Review' button to see Items\ Pallets already collected.
3. Press 'Send' button to indicate that you are finished collecting data.
4. Press 'Skip' button to move back to the list of Items.
5. Press 'Back' button to exit the applications, this will present a warning message before allowing the user to exit *without sending the data collected*.

Directed Put-Away		111	✓
		ABC	
Whse From/To	000/000		
Bin From	RECEIVING		
Bin To	B20M		
Scan Item	1001-HON-H254LK		
<i>HON 4 DRAWER LETTER FLE W,</i>			
UOM	EACH		
Qty To Trans	25		
Item	[REDACTED]		
Review			
			
Back	Send	Skip	Keys
			Enter



Quantity collection

Enter quantity less than or equal to 'Qty To Trans' displayed on screen.

Directed Put-Away		111 ABC	✓
Whse From/To	000/000		
Bin From	RECEIVING		
Bin To	B20M		
Scan Item	1001-HON-H254LK		
	<i>HON 4 DRAWER LETTER FLE W,</i>		
UOM	EACH		
Qty To Trans	25		
Item	1001-HON-H254LK		
Quantity	<input type="text"/>		

Back Keys Enter

Entering quantity higher than to the quantity to transfer displayed on screen will not be accepted.

Directed Put-Away 111 ✓

Quantity cannot exceed Quantity to Transfer!

OK

Back Keys Enter



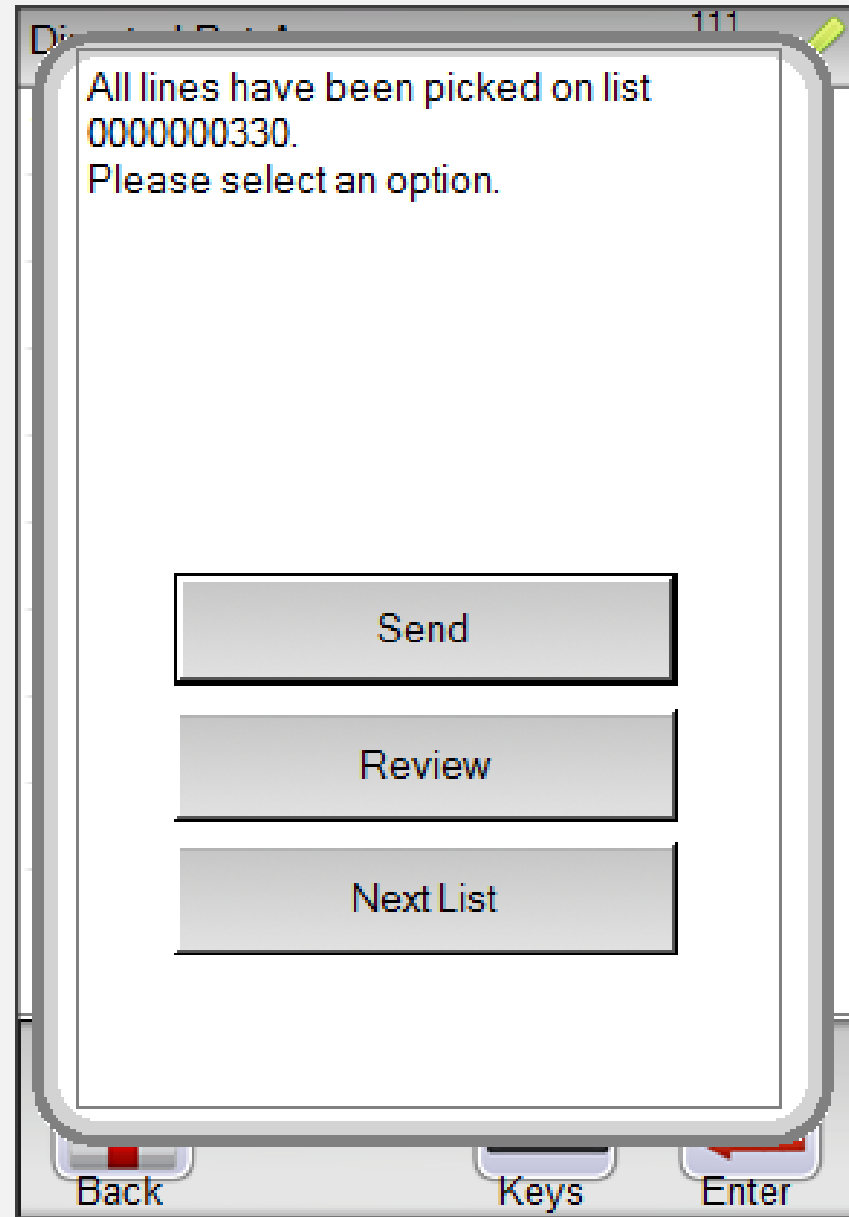
Send data collected

Once all items on the list have been completed the program will display this message.

Options:

1. Send the data to complete the process.
2. Review the Items\ Pallets already collected.
3. Move back to the List prompt *without sending all the collected data*. This may be a process that is put in place when a user runs a lot of small list and the warehouse manager wants all the transaction movements to happen at the same time.

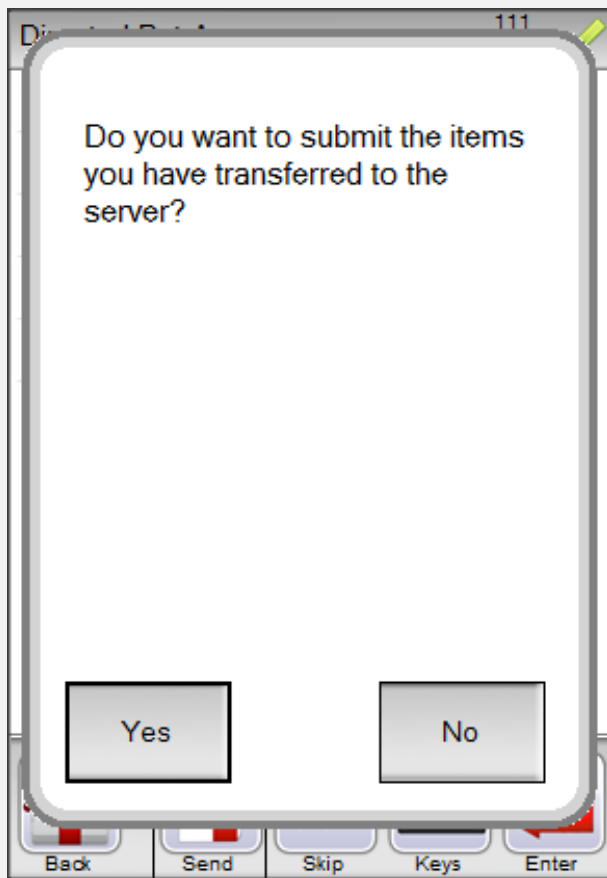
Whenever possible, always send the data collected.



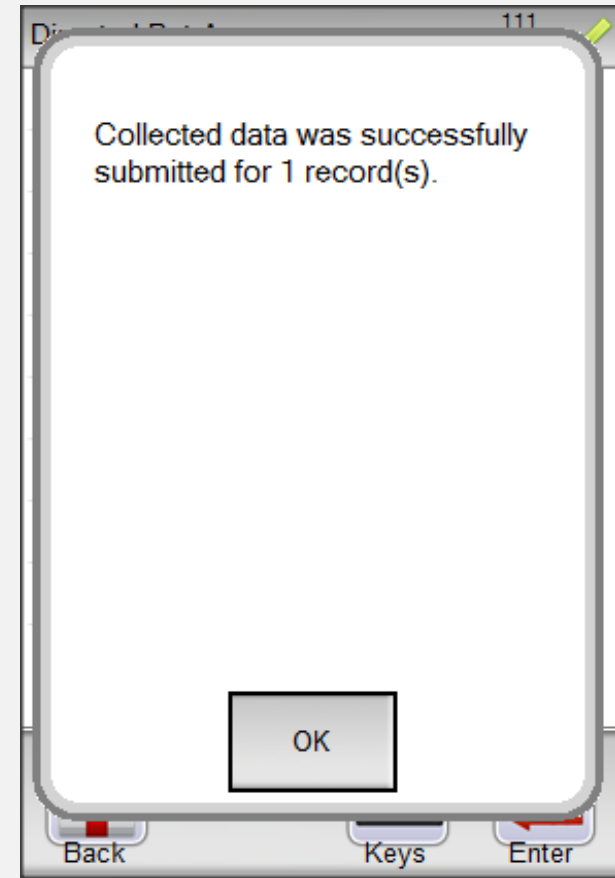


Pressing 'Send' button will present this message as a confirmation that the user has completed all work required.

Note: If you send a list without collecting all the items and/or Pallets, you can go back into the list and finish it in additional runs. The list remains in place for the scanner to use until it is completed or deleted by the warehouse manager *from a computer* – lists cannot be deleted by the scanners.



Confirmation message that the data collected was sent to your accounting system. Press OK and the program will return to the list prompt.





Exiting Before Completion

Pressing the 'Back' button at any time before the entire list is completed will display this message.

Options:

1. Press 'Yes' to send the data collected.
2. Cancel to move back to collecting Items and/or Pallets.
3. Press 'No' to exit *without sending data collected* to your accounting system. This option presented for situations when the user needs to finish list in additional runs.

Whenever possible, always send the data collected.

