



# Directed Shipping

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Scanco Support Email - [support@scanco.com](mailto:support@scanco.com)  
Scanco Support Phone number - 330-645-9959 Opt. 3



## Sales.Scanco.com Portal Settings

### The SO Shipping tab options:

**Allow Directed Shipping Data Entry:** Enterprise feature. Guides User through Warehouse to get all items that have quantity on hand.

Allow Directed Shipping Data Entry

Scan Each

### Scan Each

- “No scan each” will remove the ‘Each’ button shown at the item prompt.
- “Allow Scan Each” will display the button and the user can turn it on/off.
- “Scan Each Always Enabled” will enable the button and the user cannot turn it off.

Scan Each

No Scan Each  
Allow Scan Each  
Scan Each Always Enabled

**Prompt for Unresolved Lines:** Displays a warning if you try to submit a transaction that is not complete.

Prompt for Outstanding Lines



## Accessing the Application

Press 'Shipping' icon at the main applications screen to move to the Inventory applications screen.

Press 'Directed Shipping' icon in the Shipping applications screen to begin the program.



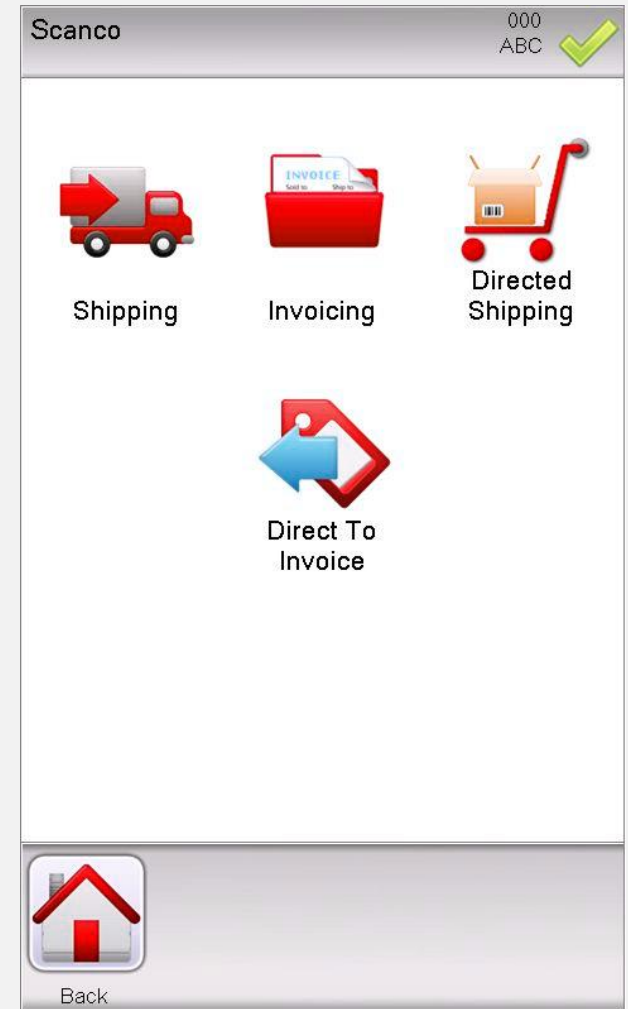
### Buttons at bottom:

**Exit:** to exit Scanco Warehouse.

**Send:** to send all data collected in all applications.

**Setting:** to adjust settings.

**Logout:** to change users or companies.





### Batch number prompt - Optional

The batch prompt allows entry of up to 5 alphanumeric characters. Examples: A12, 12345

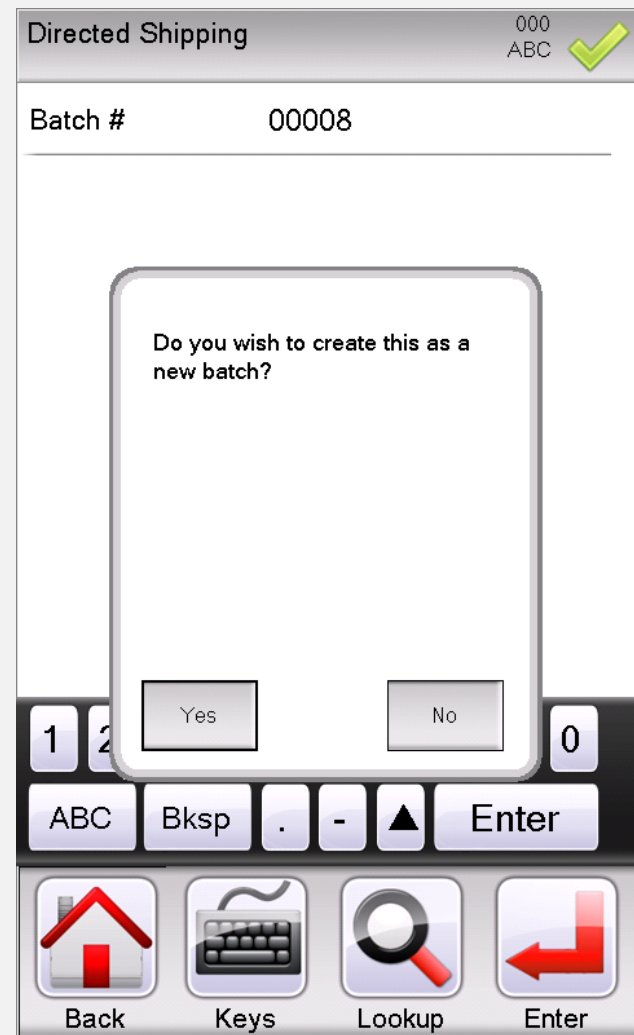
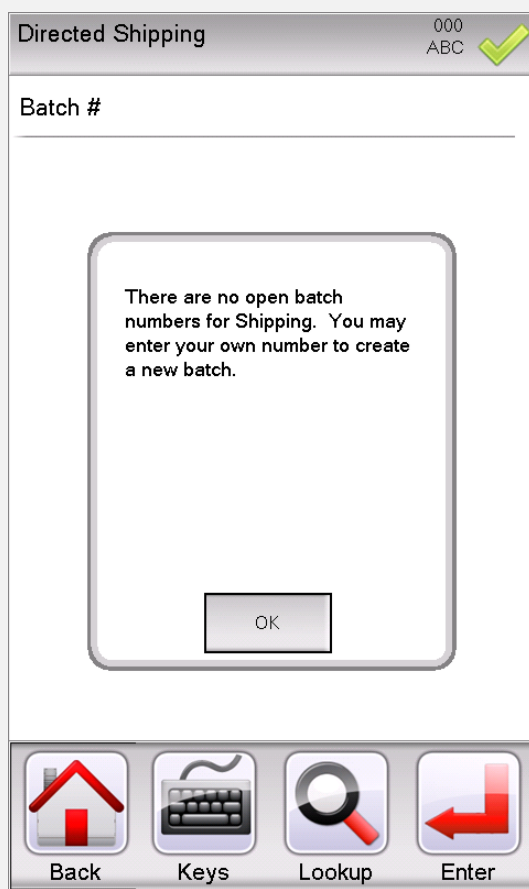
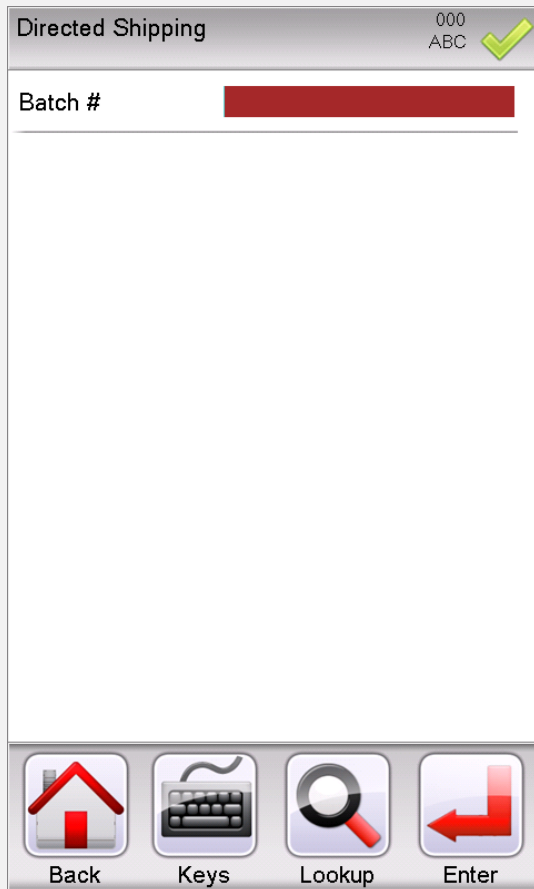
### Buttons at bottom:

**Back:** to move back to Main Applications screen.

**Keys:** for on-screen keyboard.

**Lookup:** for seeing all available Batch number in use in Sage.

**Enter:** press after keying in data at Batch prompt.





## Shipper ID

Enter any Valid Shipper ID

Directed Shipping 000  
ABC

---

Batch # 00008

---

Shipper ID XXXXXXXXXX

---

1 2 3 4 5 6 7 8 9 0  
ABC Bksp . - ▲ Enter

Back Keys Lookup Enter

### Buttons at bottom:

**Back:** to move back to Main Applications screen.

**Keys:** for on-screen keyboard.

**Lookup:** for seeing all available Shipper ID's in Sage.

**Enter:** press after keying in data at Shipper ID prompt.

Shipper	Details
1	Name: John Supervisor
2	Name: Joe Shipper



## Directed Sales Order Prompt – List builder

Scan or Key in as many Sales Orders as you wish to ship, or use Lookup button to select Sales Orders from a list and press **'Start Ship'**. Use the **'Order List'** button to maintain the Orders in your run (see next page).

Directed Shipping 000  
ABC

---

Batch # 00008







---

Sales Order# XXXXXXXXXX

---

Ord. Added 0

---



Back Start Ship Order List Keys Lookup Enter

### Buttons at bottom:

**Back:** to move back to Main Applications screen.

**Start Ship:** to start Directed Shipping for all Orders on your list.

**Order List:** *see next page*

**Keys:** for on-screen keyboard.

**Lookup:** for seeing all available Sales Orders.

**Enter:** press after keying in data at Sales Orders prompt.

Order	Customer	Date
0000207	ABF	4/27/2016
0000206	RSSUPPL	4/5/2016
0000205	ABF	4/4/2016
0000203	AVNET	4/17/2015
0000202	AVNET	4/15/2015
0000189	AMERCON	4/1/2015
0000190	AVNET	4/1/2015
0000192	ABF	4/1/2015
0000193	ABF	4/1/2015
0000194	ABF	4/1/2015
0000195	AVNET	3/25/2015
0000196	ABF	3/25/2015
0000197	ABF	3/25/2015
0000198	ABF	3/25/2015
0000187	AVNET	9/11/2013
0000184	ABF	8/26/2013
0000181	MAVRK	8/20/2013
0000182	ABF	8/20/2013
0000183	RSSUPPL	8/20/2013
0000180	ABF	8/19/2013

OK

Cancel



## Sales Order List Maintenance

The **Order List** button presents the screen on the left below, which will allow removal of mistakenly added Orders by pressing the 'Delete' button. The screen in the middle below shows 4 orders ready to process in one run through the warehouse when the '**Start Ship**' button is pressed. The Screen on the right prompts for selection of how you wish to walk through the warehouse, with options of lowest to highest bin numbers, or highest to lowest.

Order	Customer	Date
0000181	MAVRK	08/20/2013
0000182	ABF	08/20/2013
0000184	ABF	08/26/2013
0000187	AVNET	09/11/2013

Buttons: Delete, Cancel

Directed Shipping 000 ABC ✓

Batch # 00008

Sales Order# [Redacted]

Ord. Added 4

Buttons: Back, Start Ship, Order List, Keys, Lookup, Enter

Directed Shipping 000 ABC ✓

Batch # 00008

Sales Order#

Ord. Added 4

How would you like the Bin numbers presented?

Buttons: Lowest to Highest, Highest to Lowest

Buttons: Back, Start Ship, Order List, Keys, Lookup, Enter



## Item Entry Prompt

Scan or key in Items codes.

You must press the 'Next Box' button at the Item prompt before entering the Item.

Directed Shipping		000 ABC	✓
Sales Order#	0000187		
Warehouse	000		
Bin	A20L		
Scan Item	2480-8-50		
<i>DESK FILE 8" CAP 50</i>			
UOM	EACH		
Box	0001		
Qty Ordered	10		
Qty 2Pk/Pckd	6 / 0		
Item			

**Next Box**      **Review**

Back      Send      Skip      Keys      Enter

### Buttons at bottom:

**Next Box:** is pressed to +1 to the current box number.

**Review:** to enter review mode.

**Back:** to move back to Main Applications screen.

**Send:** to send all data collected.

**Skip:** displays the screen on the right, allows user to skip to next item.

**Each:** available if 'Scan Each' is enabled in the Scanco Portal.

**Keys:** for on-screen keyboard.

**Enter:** press after keying in data at Item prompt.

Directed Shipping		000 ABC	✓
Sales Order#	0000184		
Warehouse	000		
Bin	A10L		
Scan Item			
UOM			
Box			
Qty			
Qty			
Item			

**Next Item - Next Bin**

**Same Item - Next Bin**

**Cancel**

**Next Box**      **Review**

Back      Send      Skip      Keys      Enter



**Box Prompt:** the box field can be touched to change the box number to a lower box number.

**Example usage:** you have space for Item A in Box 1 but the display shows Box 2, touch the Box field and change back to Box 1 complete Item entry.

Directed Shipping		000 ABC	✓
Sales Order#	0000187		
Warehouse	000		
Bin	A20L		
Scan Item	2480-8-50		
<i>DESK FILE 8" CAP 50</i>			
UOM	EACH		
Box	<div style="background-color: red; width: 100px; height: 15px;"></div>		

Back Keys Enter

Directed Shipping		000 ABC	✓
Sales Order#	0000187		
Warehouse	000		
Bin	A20L		
Scan I	Not a valid Box number.		
UOM	EACH		
Box	<div style="background-color: red; width: 100px; height: 15px;"></div>		

Not a valid Box number.

120

ABCBksp.-▲Enter

Back Keys Enter



## Quantity Prompt

Scan or key in positive numeric quantity at the quantity prompt.

Directed Shipping		000 ABC	✓
Sales Order#	0000184		
Warehouse	000		
Bin	A20L		
Scan Item	1001-HON-H252		
<i>HON 2 DRAWER LETTER FLE W/K</i>			
UOM	EACH		
Box	0001		
Qty Ordered	10		
Qty 2Pk/Pckd	6 / 0		
Item	1001-HON-H252		
Quantity	<input type="text"/>		

**Buttons at bottom:**  
**Back:** to move back to Main Applications screen.  
**Keys:** for on-screen keyboard.  
**Enter:** press after keying in data at Quantity prompt.

Shipping		000 ABC	✓
Shipper ID	1		
SO #	0000207		
Box	0001		
Item	Quantity entered exceeds quantity left to ship.		
Wareh			
UOM			
Bin			
Qty Sh			
Quantity			

**Buttons at bottom:**  
**Back:** to move back to Main Applications screen.  
**Keys:** for on-screen keyboard.  
**Enter:** press after keying in data at Quantity prompt.



**Prompt for Unresolved Lines:** Displays a warning if you try to submit a transaction that is not complete.

Prompt for Outstanding Lines

If 'Send' is pressed *before all items displayed are collected*, this message will appear. 'Yes' to send incomplete or 'No' to return to data collection mode.

The screenshot shows a handheld device interface for 'Directed Shipping'. At the top right, there is a status bar with '000 ABC' and a green checkmark. The main screen displays the following information:

- Sales Order# 0000187
- Warehouse 000
- Bin A20L
- Scan I
- UOM
- Box
- Qty Or
- Qty 2F
- Item

A dialog box is overlaid on the screen with the following text: "Order(s) '0000184', '0000187', '0000182' is not complete. Are you sure you want to short pick and send data collected ?". Below the text are two buttons: "Yes" and "No".

At the bottom of the screen, there are two large buttons: "Next Box" and "Review". Below these are five smaller icons with labels: "Back" (house icon), "Send" (document with arrow icon), "Skip" (right arrow icon), "Keys" (keyboard icon), and "Enter" (left arrow icon).



## Send data collected

The 'Send' button at the item prompt should be pressed when all items have been collected.

Directed Shipping 111 ABC ✓

Sales Order# 0000187

Warehouse 000

Bin A20M

Scan I

UOM

Box

Qty Or

Qty 2F

Item

Do you want to submit data collected on the handheld for processing?  
Note: Lines of Sales Order(s) selected for picking should all be picked from 1 warehouse - 000.

Yes No

Next Box Review

Back Send Skip Keys Enter

## Buttons

**Yes:** will remove the data display.

**No:** to move to data collection mode.

Directed Shipping 000 ABC ✓

Sales Order# 0000187

Warehouse 000

Bin A20M

Scan I

UOM

Box

Qty Or

Qty 2F

Item

Collected Data was sent to the Sage database for processing.

OK

Next Box Review

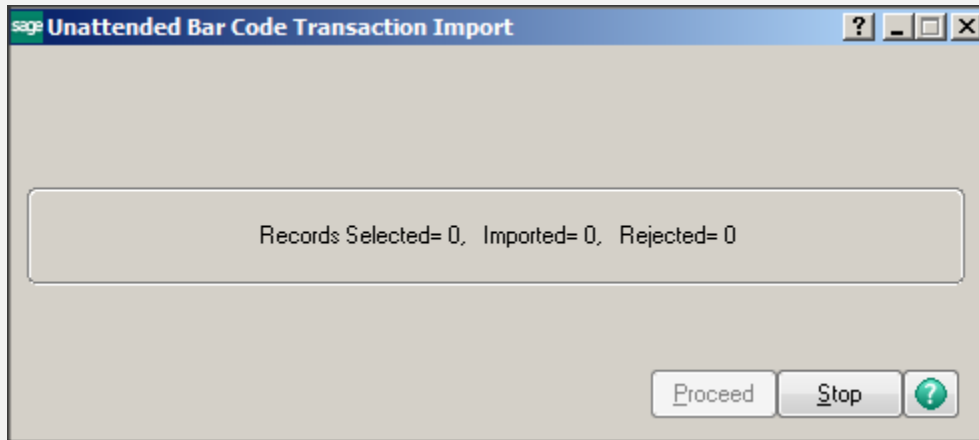
Back Send Skip Keys Enter

## Send Completed

Press 'Ok' on this confirmation message to continue.



**Sage Unattended Barcode Transaction Import:** must be running for real time entries to be created in Sage Sales Order module > Main > Invoice Data Entry or Shipping Data Entry.



**Sage Invoice Data Entry:** Results of scanner entries will be found in Sage Sales Order module > Main > Invoice Data Entry.

