



Item Inquiry User Manual

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Scanco Portal Setting

The Scanco Portal will be referenced many times in this guide. The 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 would have been \ will be refined during training.

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

Enabling Item Inquiry

Item Inquiry must be enabled in the Scanco Portal before it can be accessed.

The screenshot shows a web interface with a tab labeled 'Item Inquiry'. Below the tab, there is a checkbox labeled 'Allow Item Inquiry Activities' which is checked.

Scanco Screens

The screens included in this document are Scanco's Cloud version of Warehouse. If you have Scanco Native version, the screens are prompts are the same. The icons or buttons in Scanco Native version are similar but different.



Main Applications

Press the Item Inquiry icon to move into the program.

Buttons

Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.





Warehouse Prompt

Scan or Key in any valid warehouse code, or use lookup button to select one from a list. This prompt will pre-fill with your default warehouse that is setup in the Scanco portal.

Default Warehouse

000 - ABC CENTRAL WAREHOUSE ▾

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Warehouses accessible for use.

Enter: press after keying in data at Warehouse prompt.



Warehouse Lookup

This screen will display all warehouse that are enabled in the Scanco portal.

Warehouses

22 selected

✓ Check all ✗ Uncheck all

- 000 ABC CENTRAL WAREHOUSE(ABC)
- 001 001(ABC)
- 002 002(ABC)

Buttons

OK: to move forward with the highlighted warehouse code.

Cancel: to move back to the warehouse code prompt.

Warehouse	Details
000	CENTRAL WAREHOUSE
001	EAST WAREHOUSE
002	WEST WAREHOUSE
002	WEST WAREHOUSE
003	003
003	003
004	004
005	005
006	006
007	007
008	008
009	009
010	010
011	011
012	012
097	RETURNS WAREHOUSE
098	SCRAP WAREHOUSE
099	REPAIR WAREHOUSE
RTL	RTL MP2

OK Cancel



Standard Item Entry Prompt

For Companies that do not have Multibin, the Item prompt will be displayed and ready to accept entry. Scan, key in or lookup Item code.

Item Lookup

The Item lookup will show all Items in you warehouse.

NOTE: The Item prompt + Item Lookup will filter possible Items to be display if you enter a few characters of the Item you wish to lookup, Example: entering 665 and pressing the Lookup button would display all Items that contain '665' as shown on the list below.



Would only display Items with 665 as part of the Item code in lookup.

6650-26-16-11	SOUND CVR 26"W 16"D 11"H DM
6652-28-24-15	SOUND CVR 28"W 24"D 15"H LQ
6655	PRINTER STAND W/ BASKET
6657-24-20-12	SOUND CVR 24.5"W 20"D 12"H LQ





Multibin Item Entry Prompt

For Companies that have Multibin, the Item prompt will be display and ready to accept entry.

Scan, key in or lookup Items codes.

Also included is the Bin field which can be touched to open to a prompt for Bin Inquiries.

Optional prompt for Pallet number would be included if your system has ACS pallet tracking enabled.

Buttons

Back: to move back to Main Applications screen.

Reset: to clear the screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

The screenshot shows a mobile application interface titled "Item Inquiry". At the top right, there is a status bar with "000", "ABC", and a green checkmark icon. Below the title, there are several input fields: "Warehouse" with the value "000 | (MB) CENTRAL W#", "Item" with a red barred input field, "Bin", and "Pallet No". At the bottom of the screen, there is a navigation bar with five icons: a house (Back), a red arrow (Reset), a keyboard (Keys), a magnifying glass (Lookup), and a red arrow pointing left (Enter). Below each icon is its corresponding label: "Back", "Reset", "Keys", "Lookup", and "Enter".



Bin Inquiry

The Bin field can be touched to open to a prompt for Bin Inquiries.

Scan, key in or lookup Bin number to see all Item contained within the Bin.

Buttons

Back: to move back to Main Applications screen.

Reset: to clear the screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Bin prompt.

Bin Lookup

The Bin lookup for Bin Inquiries will show all Bin s within your warehouse.

Scan, key in or lookup Bin number to see all Item contained within the Bin.

Buttons

OK: to move forward with the highlighted Bin number.

Cancel: to move back to the Bin prompt.



Pallet Inquiry

The Pallet field can be touched to open to a prompt for Pallet Inquiries.

Scan, key in or lookup Pallet number to see all Item contained within the Pallet.

Buttons

Back: to move back to Main Applications screen.

Reset: to clear the screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Pallet prompt.

Pallet Lookup

The Pallet lookup for Pallet Inquiries will show all Pallet within your warehouse.

Scan, key in or lookup Pallet number to see all Item contained within a Pallet.

The 'More' column will contain [] if the pallet has sub-pallets. Touch [] to display sub-pallet information.

Buttons

OK: to move forward with the highlighted Pallet number.

Cancel: to move back to the Pallet prompt.

Pallet	Details	More
4S0000000000005	Type: 4S Total Qty: 2	
CAS0000000000046	Type: CASE Total Qty: 50	
CAS0000000000047	Type: CASE Total Qty: 150	⌵
CAS0000000000048	Type: CASE Total Qty: 50	
CAS0000000000049	Type: CASE Total Qty: 50	
CAS0000000000051	Type: CASE Total Qty: 50	
CAS0000000000052	Type: CASE Total Qty: 50	
CAS0000000000053	Type: CASE Total Qty: 50	
CAS0000000000054	Type: CASE Total Qty: 50	
CAS0000000000055	Type: CASE Total Qty: 50	
CAS0000000000056	Type: CASE Total Qty: 50	
CAS0000000000057	Type: CASE Total Qty: 50	
CAS0000000000058	Type: CASE Total Qty: 50	
CAS0000000000059	Type: CASE Total Qty: 50	

At the bottom of the table, there are three buttons: a green 'OK' button, a red 'Cancel' button, and a red button with a downward arrow icon.



Item Entry + Bin Prompt

For Multibin warehouses, the Bin field will be displayed after entering in an Item number.
Scan, key in or lookup Bin number.

Buttons

Back: to move back to Main Applications screen.

Reset: to clear the screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Bin prompt.

Item Inquiry 000 ABC ✓

Warehouse 000 | (MB) CENTRAL W/

Item 1001-HON-H252
HON 2 DRAWER LETTER FLE W/C

UOM EACH

Bin [REDACTED]

Back Reset Keys Lookup Enter

Bin Lookup

The Bin lookup will show all Bins that contain your item in your Warehouse.
Scan, key in or lookup Bin number to see all Item contained within the Bin.

Buttons

OK: to move forward with the highlighted Bin number.

Cancel: to move back to the Bin prompt.

Bin	Details
A10L	QtyOnHand: 4484 QtyAllocated: 0
A10M	QtyOnHand: 9 QtyAllocated: 0
A20M	QtyOnHand: 1 QtyAllocated: 0
A30L	QtyOnHand: 4 QtyAllocated: 0
A30M	QtyOnHand: 5 QtyAllocated: 0
B10M	QtyOnHand: 353 QtyAllocated: 0
B10U	QtyOnHand: 100 QtyAllocated: 0
CAGE	QtyOnHand: 100 QtyAllocated: 0
O1	QtyOnHand: 3020 QtyAllocated: 0
QUALITY	QtyOnHand: 880 QtyAllocated: 0
RECEIVING	QtyOnHand: 400 QtyAllocated: 0
SHIPPING	QtyOnHand: 159 QtyAllocated: 12
STAGE-AVNET	QtyOnHand: 200 QtyAllocated: 0
STG	QtyOnHand: 24 QtyAllocated: 8

OK Cancel [Red Arrow]



Non-Multibin Quantity on Hand

After entering all required information the screen will display the quantity on hand for the item.

NOTE: The Bin field can be touched to open up to a prompt which allows you to change the Bin for the item.

Item Inquiry		000 ABC
Warehouse	000 CENTRAL WAREH	
Item	6655	
<i>PRINTER STAND W/ BASKET</i>		
UOM	EACH	
Bin	89530001	
Qty On Hand	1022	
Back	Reset	

Multibin Quantity on Hand

After entering all required information the screen will display the quantity on hand, Quantity Allocated and Quantity available for the item.

Item Inquiry		000 ABC
Warehouse	000 (MB) CENTRAL W/	
Item	1001-HON-H252	
<i>HON 2 DRAWER LETTER FLE W/</i>		
UOM	EACH	
Bin	A10L	
Qty On Hand	4484	
Qty Allocated	0	
Qty Available	4484	
Back	Reset	Print



Advanced Item Inquiry

If your company has the Advanced Item Inquiry feature you will be able to add additional fields to the data displayed. Please contact Scanco Sales for more information.

Item Inquiry
<input checked="" type="checkbox"/> Allow Item Inquiry Activities
<input type="checkbox"/> Display Last Physical Count Date
<input checked="" type="checkbox"/> Display Re-Order Point Quantity
<input checked="" type="checkbox"/> Display Quantity on Purchase Orders
<input type="checkbox"/> Display Quantity on Sales Orders
<input type="checkbox"/> Display Quantity In Shipping
<input type="checkbox"/> Display Quantity on Back Order
<input type="checkbox"/> Display Average Unit Cost
<input checked="" type="checkbox"/> Display Standard Unit Cost
<input type="checkbox"/> Display Standard Unit Price
<input type="checkbox"/> Display Sales UOM
<input type="checkbox"/> Display Purchase UOM
<input checked="" type="checkbox"/> Display Last Sold Date
<input type="checkbox"/> Display Last Receipt Date

Item Inquiry		000 ABC
Warehouse	000 CENTRAL WAREH	
Item	6655	
<i>PRINTER STAND W/ BASKET</i>		
UOM	EACH	
Bin	89530001	
Qty On Hand	1022	
Reorder Point	30	
Qty On PO	85	
Std Unit Cost	79.95	
Last Sold Date	5/14/2010	
Back Reset		



Printing from Item Inquiry

If your company has Scanco SkyPrint, you can print labels from Item Inquiry after entering in required data to data quantity on hand by pressing the “Print” button.

Item Inquiry		000 ABC ✓
Warehouse	000 (MB) CENTRAL W/	
Item	1001-HON-H252	
	<i>HON 2 DRAWER LETTER FLE W/</i>	
UOM	EACH	
Bin	A10L	
Qty On Hand	4484	
Qty Allocated	0	
Qty Available	4484	

Back Reset Print

Label Quantity Prompt

Enter the number of labels required and press the “Enter” button

Buttons

Back: to cancel printing.

Options: select Printer \ Label other than your defaults.

Keys: for on-screen keyboard.

Enter: press after keying in the number of labels required.

Number of Labels		000 ABC ✓
Label Qty	<input type="text" value="1"/>	

Back Options Keys Enter



Printer Prompt

If you have pressed the “Options” button during printing and you have more than one printer available for printing, you need to enter or lookup the desired printer.

Buttons

Back: to cancel.

Lookup: for seeing all available printers.

Enter: press after keying in printer.

OK: to use the highlighted printer.

Cancel: to move back to the printer prompt.

Number of Labels		000 ABC ✓	
Director	112233445566-GOOGL	Name	1
Printer	[Red Bar]		2
			3

Label Prompt

If you have pressed the “Options” button during printing and you have more than one label design available for printing, you need to enter or lookup the desired label design.

Buttons

Back: to cancel.

Lookup: for seeing all available labels.

Enter: press after entering label design.

OK: to use the highlighted label design.

Cancel: to move back to the label prompt.

Number of Labels		000 ABC ✓	
Director	112233445566-GOOGL	LabelPattern	PO.txt
Printer	2	WarehouseCode	000
Label	[Red Bar]		ITEM.txt
			000