



Create New Pallet \ Add Items to existing Pallet

Contents

Sales.Scanco.com Portal Settings.....	2
Accessing the Application	3
Multibin Pallet Type Entry	4
Pallet Type Lookup	4
Pallet ID prompt	5
Warehouse Prompt	6
Bin Prompts.....	6
Item on Pallet Entry.....	8
Bin From Prompt	9
Quantity Prompt.....	10
Send data collected	11
Send Completed	11
Send Completed – warning about Barcode Import	11
Sage Unattended Barcode Transaction Import	12
Where the goes in Sage	12

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



Sales.Scanco.com Portal Settings

The 'Pallets' tab options:

Allow Pallet Activities: must be enabled.

Allow Create New Pallet: to allow access the program.

- Allow Pallet Activities
- Allow Create New Pallets
- Allow Pallet Transfers
- Allow Disassembly of Pallets
- Allow Assembling Pallets on Pallets



Accessing the Application

For Companies that have Multibin License Plating, press the Advanced icon.

The 'New Pallet' icon will start the program.



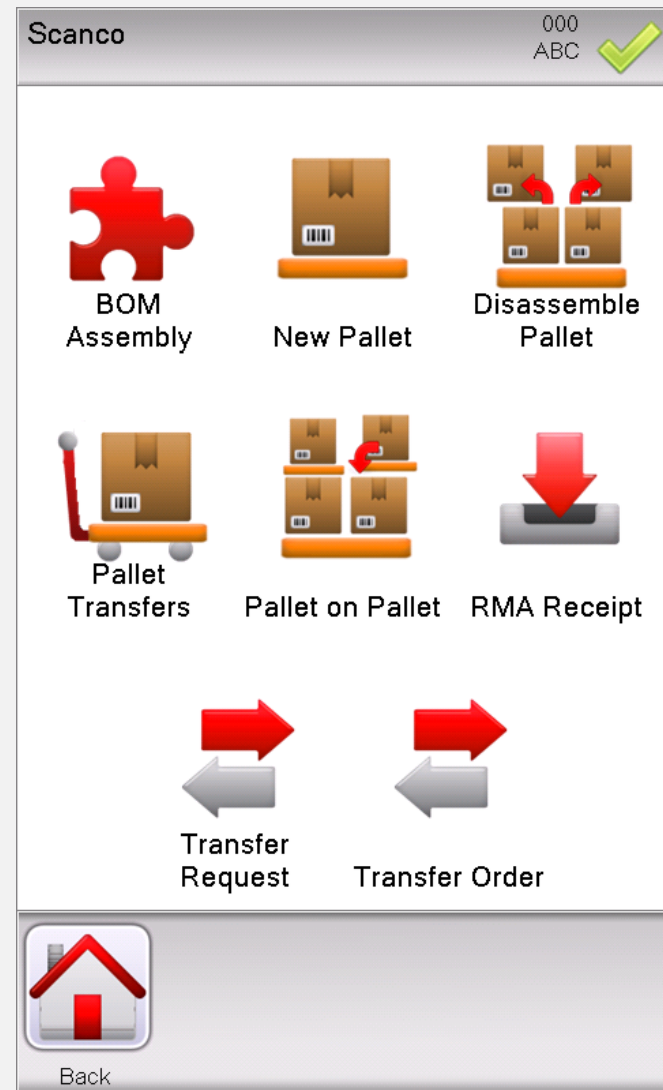
Buttons at bottom:

Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.





Multibin Pallet Type Entry

If your company has **ACS License Plating** enabled, after pressing the 'Pallet' button at the item prompt you will be prompted for Pallet Type.

Create Pallet 000 ABC ✓

Type

Back Keys Lookup Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

Pallet Type Lookup

Displays all possible Pallet Types.

Buttons

OK: to move forward with the highlighted Item code.

Cancel: to move back to the Item code prompt.

Choose Pallet ID Type

PalletType	Details
4S	4S
CASE	Case Pack
CONT	Container
MAST	Master Pack
PAL	Pallet

OK Cancel



Pallet ID prompt

Scan, key in or lookup Pallet ID to advance.

Create Pallet 000
ABC

Type MAST

Pallet No XXXXXXXXXX

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

Back Keys Next Lookup Enter

Buttons at bottom:

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Next: to use the next available pallet number.

Lookup: for seeing all available Pallet IDs.

Send: to send all data collected.

Enter: press after keying in data at Batch prompt.

Pallet

CAS000000000047

CAS000000000048

CAS000000000049

CAS000000000051

CAS000000000052

CAS000000000053

CAS000000000054

CAS000000000055

CAS000000000056

CAS000000000057

CAS000000000058

CAS000000000059

CAS000000000060

CAS000000000061

CAS000000000062

CAS000000000063

CAS000000000064

CAS000000000065

CAS000000000066

CAS000000000067

OK Cancel



Warehouse Prompt

Scan or Key in any valid warehouse code, or use lookup button to select one from a list.

Create Pallet 000
ABC

Type	CASE
Pallet No	CASE00000000131
Warehouse	<input type="text"/>

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 Warehouses accessible for use.

Enter: press after keying in data at Warehouse 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





Bin Prompts


If your company has Multi-bin, then the bin collection prompts are required.


For Standard Sage non-multi-bin companies, the Bin field will be a display only field.

Create Pallet		000 ABC	✓
Type	CASE		
Pallet No	CASE00000000131		
Warehouse	000 (MB) CENTRAL WA		
Bin To			


Back


Keys


Lookup


Enter

Bin Lookup

If the item you are scanning has a Primary bin assigned, it will be displayed in the lookup.

Buttons at bottom:

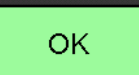
Back: to move back to Main Applications screen.


Keys: for on-screen keyboard.


Lookup: for seeing all available Bin.

Enter: press after keying in data at Bin prompt.

Bin
A10L
A10M
A20L
A20M
A20U
A30L
A30M
A30U
A40L
A40M
A40U
A50L
B10L
B10M
B10U
B20L
B20M
B20U
B30L
B30M


OK


Cancel





Item on Pallet Entry

Scan or key in any valid item at this prompt.

Buttons

Review: to enter review mode.

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Print: Requires SkyPrint.

Send: to send all data collected in Create Pallet to Sage.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

Create Pallet 000 ABC ✓

Type	CASE
Pallet No	CASE00000000131
Warehouse	000 (MB) CENTRAL W/
Bin To	A10L
Item	

Review

Back Keys Print Send Lookup Enter

Item	Details
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK
2480-8-50	DESK FILE 8" CAP 50
2481-5-50	DESK FILE 5 1/4" CAP 50
2551-3-50	DESK FILE 3 1/2" CAP 50
2568-3-25	DESK FILE 3 1/2" CAP 25
4886-18-14-3	PAPER CADDY 18"W 14"D 3"H
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
8953	UNIVERSAL 3 1/2" SSDD FLEX DSK
8971	UNIVERSAL 5 1/4" SSDD FLEX DSK
8972	UNIVERSAL 5 1/4" DSDD FLEX DSK
8973	UNIVERSAL 5 1/4" DSHD FLEX

OK Cancel

Create Pallet 000 ABC ✓

Type	CASE
Pallet No	CASE00000000131
Warehouse	000 (MB) CENTRAL W/
Bin To	
Item	

The item 468 was not found in the database, not even as an alias item. Please check you itemcode or use the Lookup function.

OK

1 2 0

ABC Bksp . - ▲ Enter

Back Keys Print Send Lookup Enter



Bin From Prompt

Enter the location of where you are removing the Item to place on Pallet.

Create Pallet		000 ABC	✓
Type	CASE		
Pallet No	CASE00000000131		
Warehouse	000 (MB) CENTRAL W/		
Bin To	A10L		
Item	6655		
<i>PRINTER STAND W/ BASKET</i>			
UOM	EACH		
Bin From	<input type="text"/>		

Back Keys Lookup Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Bin.

Enter: press after keying in data at Bin prompt.

Bin	Details
A10L	Qty: 0.010000
A10M	Qty: 4512.000000



Quantity Prompt

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


Buttons


Back: to move back to Main Applications screen.


Keys: for on-screen keyboard.

Enter: press after keying in data at Quantity prompt.

Create Pallet		000 ABC
Type	CASE	
Pallet No	CASE00000000131	
Warehouse	000 (MB) CENTRAL W/	
Bin To	A10L	
Item	6655	
<i>PRINTER STAND W/ BASKET</i>		
UOM	EACH	
Bin From	A10M	
Quantity	<input type="text"/>	


Back


Keys


Enter



Send data collected

The 'Send' button at the Pallet ID prompt should be pressed periodically.

The screenshot shows the 'Create Pallet' screen with a confirmation pop-up. The screen displays the following information:

Type	CASE
Pallet No	CASE00000000131
Warehouse	000 L (MB) CENTRAL W/
Bin To	
Item	

The pop-up message reads: "You are about to apply the data collected to your server. Is it OK to proceed?" with "Yes" and "No" buttons.

Below the pop-up is a "Review" button. At the bottom of the screen is a navigation bar with icons for Back, Keys, Print, Send, Lookup, and Enter.

Buttons on Send confirmation pop-up:

Yes: will send data collected to Sage to be imported.

No: to cancel send.

Send Completed

Press 'Ok' on the confirmation message to continue.

Send Completed – warning about Barcode Import

After confirming "Yes" to sending collected data you may receive a warning message that the Sage Unattended Barcode Transaction Import is not running. Check with your warehouse manager to see if this has accidentally been stopped or not started for a valid reason.

The screenshot shows the 'Create Pallet' screen with a success pop-up. The screen displays the following information:

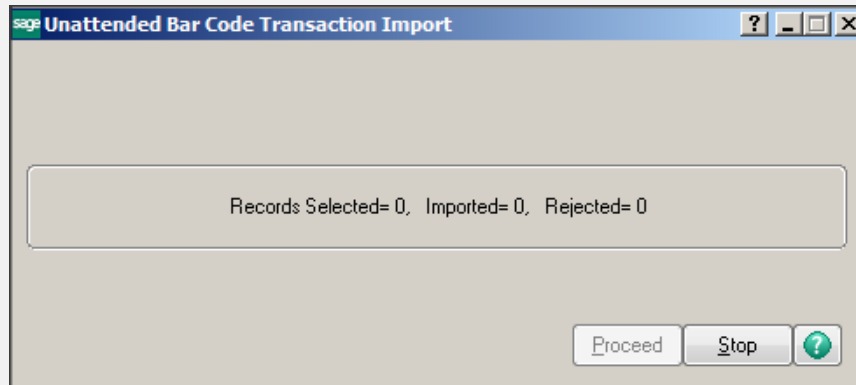
Type	CASE
Pallet No	CASE00000000131
Warehouse	000 L (MB) CENTRAL W/
Bin To	
Item	

The pop-up message reads: "Collected data was successfully submitted for 1 record(s)." with an "OK" button.

Below the pop-up is a "Review" button. At the bottom of the screen is a navigation bar with icons for Back, Keys, Print, Send, Lookup, and Enter.



Sage Unattended Barcode Transaction Import: must be running for real time entries to be created in Sage Inventory Management module > Main > Pallet ID Inquiry



Where the goes in Sage

