



## Pallet 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 to use Pallet Inquiry

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

Item Inquiry

Allow Item Inquiry Activities

## 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 – Item Inquiry icon

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.

The screenshot shows the 'Item Inquiry' screen. At the top right, it displays '000 ABC' and a green checkmark. Below this is a 'Warehouse' prompt with a red input field containing '000'. The screen is overlaid with a virtual keyboard. The keyboard has a top row of numbers 1-0, a second row with 'ABC', 'Bksp', '.', '-', an arrow key, and 'Enter'. Below the keyboard are four large buttons: 'Back' (house icon), 'Keys' (keyboard icon), 'Lookup' (magnifying glass icon), and 'Enter' (red arrow icon).



## 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



## 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	




### 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		111 ABC 
Warehouse	000   (MB) CENTRAL W.	
Item	2481-5-50	
Pallet No	CAS000000000052	
<i>DESK FILE 5 1/4" CAP 50</i>		
UOM	EACH	
Bin	O2	
Lot	LOT234	
Lot Qty	50	
Qty Allocated	0	
Qty Available	50	





BackReset



### 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

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			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 ✓		LabelPattern	WarehouseCode
Director	112233445566-GOOGL			PO.txt	000
Printer	2			ITEM.txt	000
Label					