



## Contents

Sales.Scanco.com Portal Settings.....	2
Accessing the Application .....	3
Warehouse Prompt .....	4
Staging Bin Prompt .....	5
Sales Order Prompt .....	6
Item Entry Prompt.....	7
Bin Prompt .....	8
Pallet Number Entry .....	10
Quantity Prompt.....	11
Send data collected .....	12
Send Completed .....	12

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



## Sales.Scanco.com Portal Settings

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.

### The Picking tab options:

**Allow Picking Activities:** Enabling this option would allow access to the Quick Picking application.

Allow Picking Activities

**Quick Picking:** must be enabled to allow access on scanners.

Quick Picking

**Allow Over Picks:** If checked, users will be able to pick quantity higher than quantity ordered.

**Prompt for Outstanding Lines:** warns user they have not completed picking all items.

Allow Over Picks

Prompt for Outstanding Lines

### Scanco screens

The screens included in this document are Scanco's Cloud version of Warehouse.

If you have Scanco Native version, the prompts are the same.

The icons or Buttons: in Scanco Native version are similar but different.



## Accessing the Application

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

Press 'Quick Picking' icon in the Picking applications screen to begin the program.



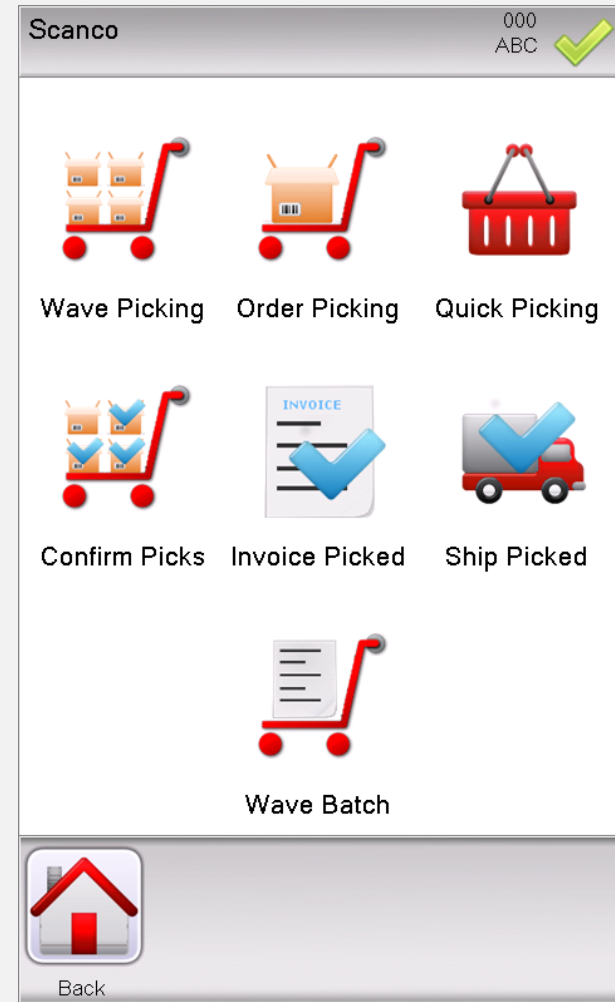
### Buttons

**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 ▾


Quick Picking 000  
ABC ✓


Warehouse 000

---

  
Back

  
Keys

  
Lookup

  
Enter

### 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

OKCancel



## Staging Bin Prompt

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

Quick Picking		000 ABC	
Warehouse	000   (MB) CENTRAL W/		
Staging Bin	SHIPPING		

### Buttons

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

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

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

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

### Bin Lookup

If your company has Multi-bin, then the bin lookup is available.

For Standard Sage non-multi-bin companies, the bin field will be a display only field. No lookup included.

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



## Sales Order Prompt

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

Quick Picking
000  
ABC

---

Warehouse
000 | (MB) CENTRAL W/

---

Staging Bin
SHIPPING

---

SO #

---

Back

Keys

Lookup

Enter

### Buttons

**Back:** to move back to Main

Applications screen.  
**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



## Item Entry Prompt

Scan, key in or lookup Items codes.

Quick Picking		000 ABC	✓
Warehouse	000   (MB) CENTRAL W/		
Staging Bin	SHIPPING		
SO #	0000183		
Item	<div style="background-color: red; height: 15px; width: 100%;"></div>		

**Review**

Back	Each	Keys	Print	Send	Pallet	Lookup	Enter

## Buttons

**Review:** to enter review mode.

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

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

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

**Print:** Requires SkyPrint

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

**Pallet:** to move to 'Pick to Pallet' mode.

**Lookup:** for seeing all available Item for use.

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

## Item Lookup

The Item lookup will show all Items in you warehouse.

Item	Details
2551-3-50	DESK FILE 3 1/2" CAP 50 Ordered: 5 Picked: 3 Not Pck'd: 2

**OK**      **Cancel**



## Bin Prompt

If your company has Multi-bin, then the bin collection prompt is required.

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

Quick Picking		000 ABC	✓
Warehouse	000   (MB) CENTRAL W/		
Staging Bin	SHIPPING		
SO #	0000183		
Item	2551-3-50		
<i>DESK FILE 3 1/2" CAP 50</i>			
UOM	EACH		
Bin	A20M		

Back

Keys

Print

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 Lookup

If your company has Multi-bin, then the bin lookup is available. Allocations are shown in green.

For Standard Sage non-multi-bin companies, the bin field will be a display only field. No lookup included.

Allocated for SO: 0000183 Tot Qty: 3	
Bin	Details
A20M	Qty Avail: 450103 Alloc to SO: 0
B30L	Qty Avail: 90 Alloc to SO: 0
B30M	Qty Avail: 125 Alloc to SO: 0
C10L	Qty Avail: 25 Alloc to SO: 0
RECEIVING	Qty Avail: 2010 Alloc to SO: 0
SHIPPING	Qty Avail: 92 Alloc to SO: 0
<b>STG</b>	<b>Qty Avail: 3 Alloc to SO: 3</b>

OK

Cancel



## 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.

Quick Picking		111 ABC	✓
Warehouse	000   (MB) CENTRAL W.		
Staging Bin	SHIPPING		
SO #	0000210		
Type	<input type="text"/>		

		ITEM		
Back	Keys	Pallet	Lookup	Enter

### Buttons

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

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

**Item:** to go back to Item collection.

**Lookup:** for seeing all available Pallet Types.

**Enter:** press after keying in data at Pallet Type prompt.

### Pallet Type Lookup

Displays all possible Pallet Types.

### Buttons

**OK:** to move forward with the highlighted Pallet Type.

**Cancel:** to move back to the Pallet Type prompt.

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

OK	Cancel
----	--------



## Pallet Number Entry

Scan, key in or press 'Next' button to use the next available pallet number.

### Buttons

**Review:** to enter review mode, explain further on in this document.

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

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

**Next:** to use the next available pallet number.

**Pallet\Item:** to switch back to Item collection.

**Pallet lookup:** shows you pallet ID's that have already worked on for your order. The lookup will be empty until you add the first item to a Pallet.

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

Quick Picking 111  
ABC

---

Warehouse 000 | (MB) CENTRAL W.

---

Staging Bin SHIPPING

---

SO # 0000210

---

Type 4S

---

Pallet No ████████████████████

---

**Review**

---

**ITEM**

Back Keys Next Pallet Lookup Enter



## Quantity Prompt

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

Quick Picking		000 ABC	✓
Warehouse	000   (MB) CENTRAL W/		
Staging Bin	SHIPPING		
SO #	0000183		
Item	2551-3-50		
	<i>DESK FILE 3 1/2" CAP 50</i>		
UOM	EACH		
Bin	B30M		
Lot	MAR10		
Qty Shp/Ord	3/5		
Quantity	<input type="text"/>		

Back      Keys      Enter

### Buttons

**Back:** to move back to Main Applications screen.  
**Keys:** for on-screen keyboard.

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

Quick Picking		000 ABC	✓
Staging Bin	SHIPPING		
SO #	0000183		
Item	2551-3-50		
UOM			
Bin			
Lot			
Qty Shp/Ord			
Quantity			

Quantity entered exceeds quantity left to ship.

OK

1 2      0

ABC    Bksp    .    -    ▲    Enter

Back      Keys      Enter



## Send data collected

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

The screenshot shows the 'Inventory Receipt' screen with a confirmation dialog box. The dialog box contains the text: "Do you want to submit the items you have received to the server?". Below the text are two buttons: "Yes" and "No". A "Review" button is located below the dialog box. The screen also displays "Batch # 00007" and "Warehouse 000 | (MB) CENTRAL W/". At the bottom, there is a navigation bar with icons for Back, Each, Keys, Print, Send, Pallet, Lookup, and Enter.

## Buttons

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

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

The screenshot shows the 'Inventory Receipt' screen with a success message dialog box. The dialog box contains the text: "Collected data was successfully submitted for 2 record(s)". Below the text is an "OK" button. A "Review" button is located below the dialog box. The screen also displays "Batch # 00007" and "Warehouse 000 | (MB) CENTRAL W/". At the bottom, there is a navigation bar with icons for Back, Each, Keys, Print, Send, Pallet, Lookup, and Enter.

## Send Completed

Press 'Ok' on this confirmation message to continue.