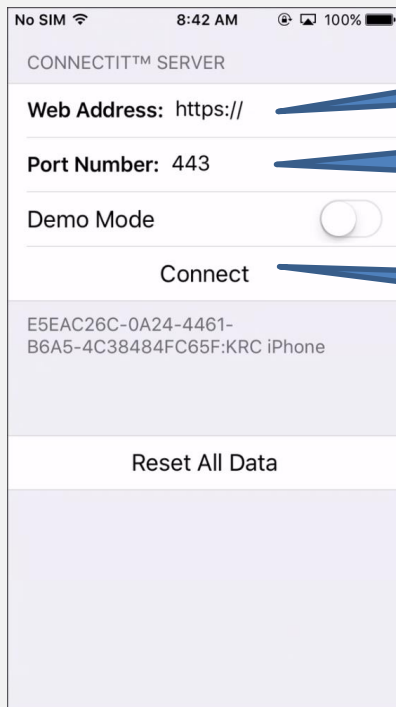




## Scanco Sales Configure and Login Process

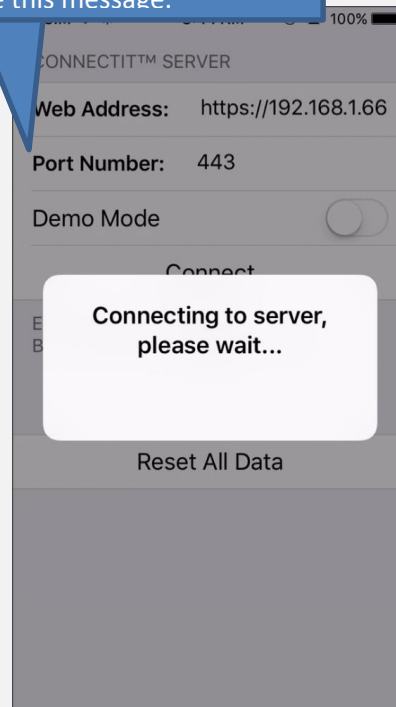
### After install, on first launch



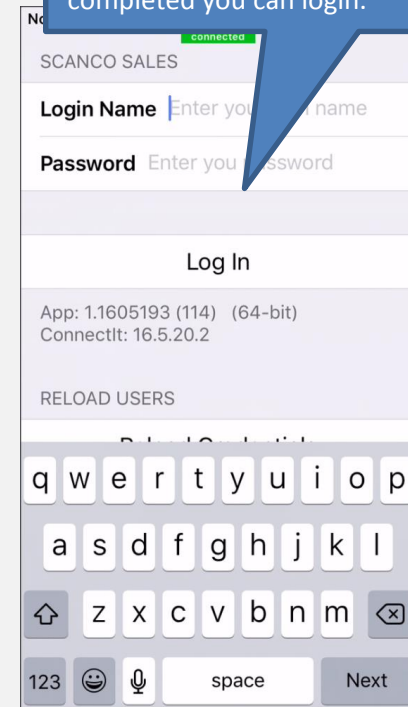
The 'Web Address' will need to be filled in with you companies external IP Address.

The 'Port Number' will need to be filled in with you companies Port Number that is forwarded to the Sage server.

After filling in the two prompts press 'Connect' to receive this message.



After connection is completed you can login.





## Login Process

The login screen will fill in with the name of the last person that used Scanco Sales and focus will be set on the Password prompt.

Press the “Log In” button after entering password.

Use the on-screen keyboard to enter your password.

No SIM 2:04 PM 84%

SCANCO SALES

Login Name TEST

Password Enter your password

Log In

App: 1.1605010 (110) (64-bit)  
ConnectIt: 16.5.16.0

RELOAD USERS

q w e r t y u i o p  
a s d f g h j k l  
↑ z x c v b n m ↵  
. ? 123 space return



## Other login screen functions

No SIM 2:05 PM 83%

SCANCO SALES

**Login Name** TEST

**Password** Enter you password

**Log In**

App: 1.1605010 (110) (64-bit)  
ConnectIt: 16.5.16.0

RELOAD USERS

**Reload Credentials**

**Web Server**

Reload Credentials – needs done after the Web Server is setup and before the first login or anytime settings are changed in Scanco

Web Server – once this is setup you do not need to go into that area unless you are instructed by your IT person or Scanco.



## Main Applications Screen

Sales Orders – for viewing and adding items to existing Sales Orders.

Items – for viewing Inventory quantity on hand, pricing, unit of measure.

Create New- add new orders, quotes, customers, contacts.

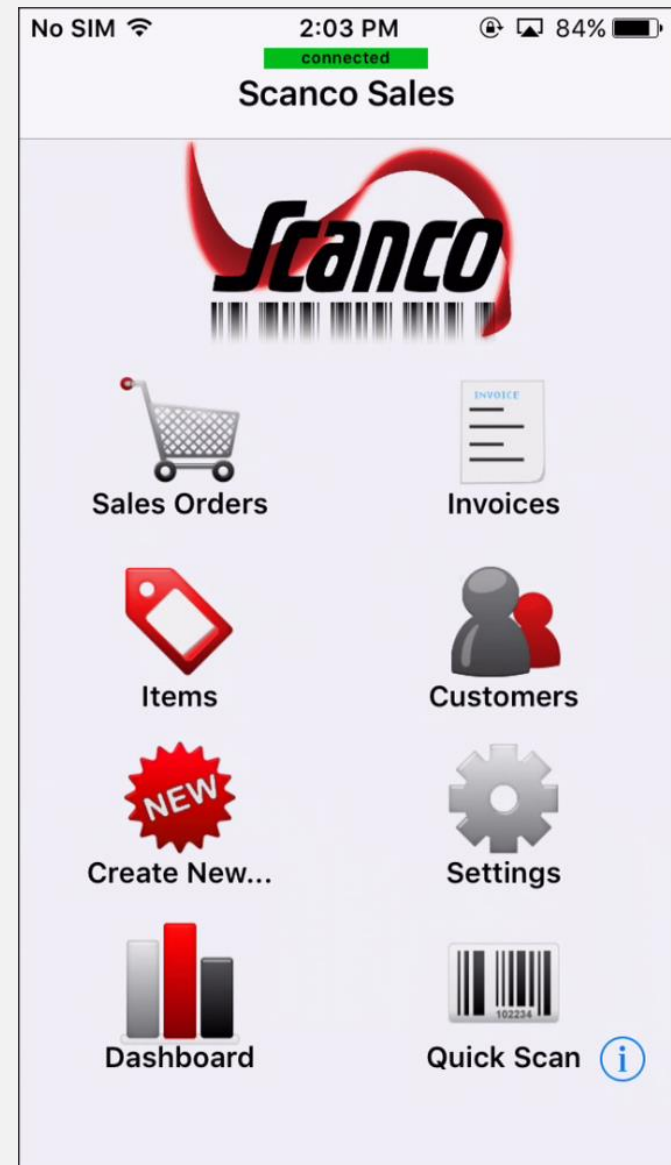
Dashboard – check sales person’s dollar totals.

Invoices – see current invoices.

Customers - for viewing and adding information about customers.

Quick scan – uses the camera on your device to capture barcodes.

**Please additional Manuals for each Application.**





## In the Setting area you will find “SYNC”

It is important to Sync after you return from offline data entry and

It is important to Reload you companies before returning to offline data entry.

You can turn on Auto-Sync to help with this process if the device is returned to Online mode for an extended period of time. Using the manual buttons allows the user more control and reassured knowledge the data collected in offline and needed for offline is accomplished.

