



# Portal Setup

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## ADMINISTRATOR GUIDE

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# Scanco Portal Setup

*Using Scanco's Portal Setup, you can set the options and permissions for the modules you have installed and integrated with Sage 100.*

## Log on to the Portal

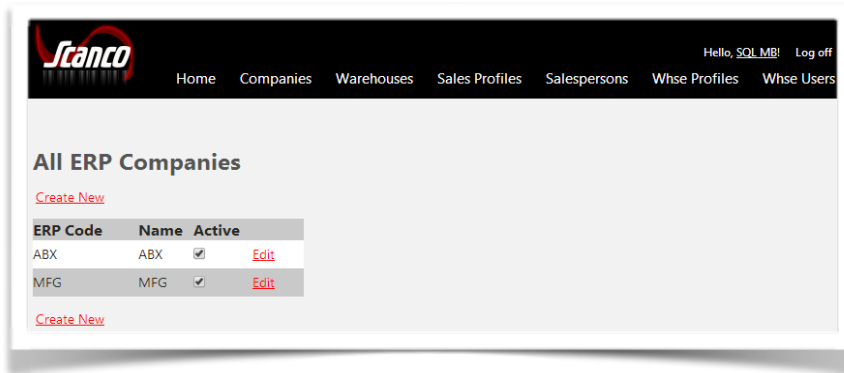
1. In your browser, go to: **sales.scanco.com**.
2. Enter your **User name** and **Password**.

(Both are assigned by a Scanco Implementation Specialist.)

Your Home tab appears and displays your company name.

## Companies Tab

This lists the companies you have set up in Scanco Warehouse. From here, you can create a new company or edit an existing company's options



## Creating a Company

1. Select **Create New**.
2. Enter or select the following, and when finished, click **Create**.

**ERP Code.** The same three-digit alpha or numeric number associated in Sage.

**Name.** A description of the company associated with the ERP code.

**Active.** Select this option if the company is active. This will add the company to a Profile, which allows access on the scanners. Clear this option to inactivate the company.

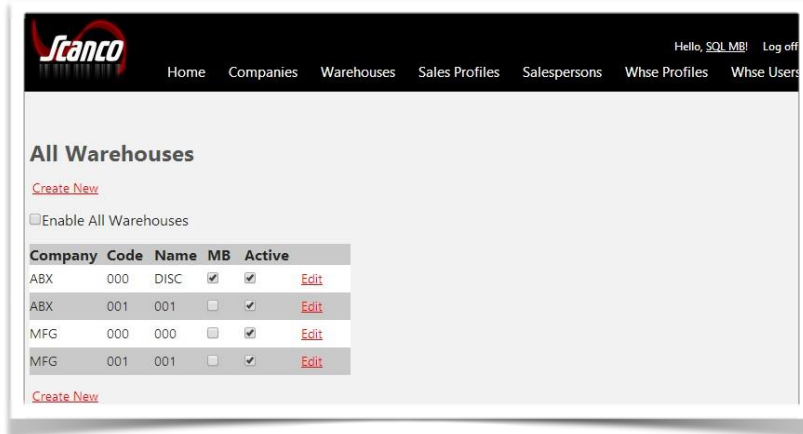
NOTE: To make the new company active within Scanco Warehouse, you must select this option.

## Editing a Company

- On the **Companies** tab, click the company's **ERP Code**. When the company information appears, change options as needed.

## Warehouses Tab

This lists warehouses you have set up with Scanco Warehouse, along with warehouse codes and descriptions. You can create a new warehouse or edit existing warehouse options.



## Creating a Warehouse

1. Select **Create New**.
2. Enter or select the following, and when finished, click **Create**.

**Company.** The company you want to assign to the warehouse.

**Warehouse Code.** The same three-digit alpha or numeric code that is set up with Sage 100.

**Name.** Description of the warehouse.

**IsMultiBin.** Identifies this warehouse as multi-bin enabled.

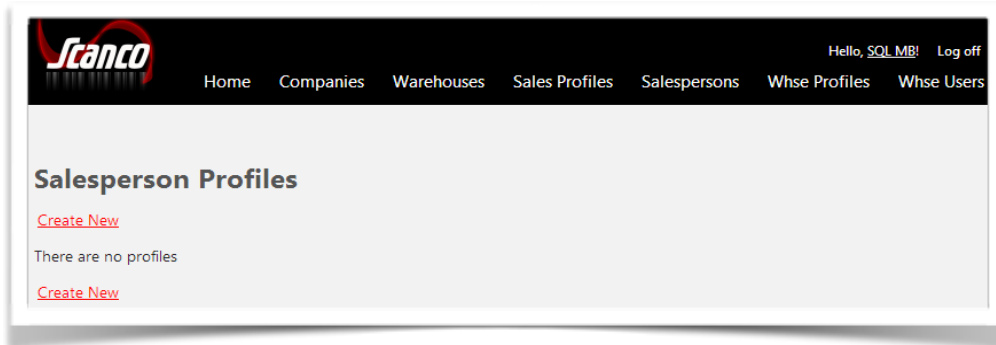
**Active.** Activates the company and warehouse code for Scanco Warehouse.

## Editing a Warehouse

- On the **Warehouses** tab, click **Edit** next to the warehouse you want to edit. When the warehouse information appears, change options as needed.

## Sales Profiles Tab

Profiles are settings that allow you to put multiple users into one group or category. For example, you may have sales people with more permissions than others. Setting up separate profiles would allow you to designate different permissions for each profile.



### Creating a Sales Profile

1. Select **Create New**.
2. Enter or select the following:

**Name:** Description of the Profile.

**Max Discount:** Maximum amount of dollars your sales team is allowed to give.

**Companies:** The companies to associate with this profile.

**Warehouse:** The warehouse(s) that users under this profile are allowed to work within.

**Users:** The users who belong to this profile.

**Permissions:** Check the options users under this profile are allowed to do.

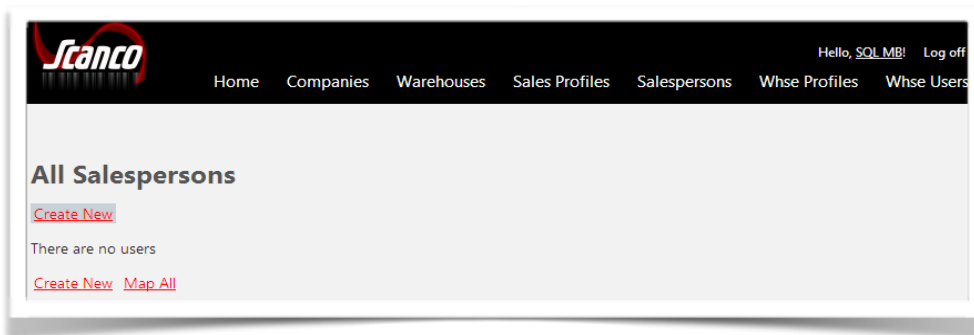
NOTE: Most permissions are self-explanatory. Permissions that require additional explanation will be included.

- Create New Customer
- Edit Existing Customer
- Edit the Bill to Address
- Edit Ship to Address
- Capture Signature
- Edit Customer Pos
- Create New SO (Sales Order)
- Edit SO

- Edit Shipping Method
- Send Email
- Use Credit Card
- View all Customers
- Create new Quote
- Edit Sales Person
- View Invoices
- View All SO's
- Use Discount
- Collect Payments

## SalespersonsTab

This allows you to create the sales people you want to have access to Scanco Sales.



## Creating a Salesperson

1. Select **Create New**.
2. Enter or select the following:

**Name:** Enter the name of the salesperson.

**ERP Code:** The three-digit, alpha or numeric number stored in Sage 100.

**Password:** Password to access Scanco Sales.

**Confirm Password:** Retype the password.

**Division:** Division within Sage 100 that you want to assign a salesperson to.

**Email Address:** The email address you want your salesperson to be associated with in the application.

**Company:** Select the company the salesperson is allowed to work in.

**Warehouse:** Select the warehouse the salesperson is allowed to work in.

**Profile:** Select the profile (group) that you want this salesperson to belong to.

**Manager:** Select this option to give the user manager rights.

**Active:** This allows the salesperson to use Scanco Sales.

## Warehouse User Profile Tab

Profiles are settings that allow you to put multiple users into one group or category. For example, you may have warehouse users with more permissions than others. Setting up separate profiles would allow you to designate different permissions for each profile.

### Creating a Warehouse User Profile

1. Select **Create New**.
2. Enter or select the following:

**Name:** Description of the profile.

**Companies:** Select the company or companies that users under this profile are allowed to work in.

**Warehouses:** Select the warehouse or warehouses that the users under this profile are allowed to work in.

**Users:** Select the users that belong to this profile.

**Permissions:** For each tab on this screen, check the options users under this profile are allowed to do.

The screenshot shows a 'Permissions' window with a grid of tabs. The tabs are: Item Inquiry, PO Receiving, Inv Receipts, Inv Transfers, Inv Issues, Inv Adjustments, Alias Item, Physical Count, Invoicing, SO Shipping, SO Picking, and Permitted Lookup. Below the grid is a checkbox labeled 'Allow Item Inquiry Activities' which is currently unchecked. At the bottom left is a 'Create' button, and at the bottom center is a red link labeled 'Back to List'.

NOTE: Most permissions are self-explanatory. Permissions that require additional explanation will be included.

### ***Item Inquiry Tab***

- **Allow Item Inquiry Activities:** Select this option to allow users under this profile the ability to view items in a certain warehouse and to view inventory levels.
- **Advanced Item Inquiry:** Enterprise feature. Select the display options users can have when performing inquiries. (There are 15 options to select from.)

### ***PO Receiving Tab***

**Receiving Activities:** Select this option to allow the user of this profile the option to receive a Purchase Order (PO) as well as items that belong on the PO.

**Allow Batches:** Select this option to prompt the user under this profile the ability to scan the batch number in receiving that integrates with Sage 100 for the batch number in Receipt of Goods.

**Scan Each:** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

**Allow over Receipts:** Select this option to allow the user under this profile the ability to over-receive off a PO as long as they are set up to do so in Sage 100.

**Prompt for unresolved Lines:** Select this option to prompt the user when lines on a purchase order have not been received with Scanco Warehouse.

**Allow Misc. Items:** Select this option to allow the user enter /slash items when receiving.

**Allow Multiple Users in an Order:** Select this option to allow more than one scanner to receive the same order.

**Allow Receive by Item:** Select this option to allow access to Receiving by Item on the scanners.

**Allow Receive by Order:** Select this option to allow access to Receiving by Order on the scanners.

### ***Inventory Receipts Tab***

**Allow Receipts Activities:** Select this option to allow the user under this profile the ability to receive product into a specific warehouse that the user will select.

**Allow Batches:** Select this option to prompt the user under this profile will be able to capture the batch # and will translate into Sage 100 transaction entry inside the batch they created.

**Scan Each:** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

### ***Inventory Transfer Tab***

**Allow Transfers Activities:** Select this option to give the user under this profile the ability to move product from one warehouse to another.

**Allow Directed Put-away:** Enterprise feature. This program is an Enterprise level program.

**Allow Batches:** Select this option to prompt the user under this profile will be able to capture the batch number and will create a batch number into Sage.

**Scan Each.** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

**UOM Prompt:** Select this option to allow the user to specify the UOM for the quantity entry.

### ***Inventory Issues Tab***

**Allow Inventory Issues Activities:** Select this option to allow users under this profile to perform an Inventory Issue.

**Allow Batches:** Select this option to allow users to create or add to an existing batch within Sage 100, Transaction Entry.

**Allow Job Cost:** Enterprise feature. Contact Scanco to enable this option.

**Default GL Account for Job Cost:** Select this option to allow entries in the GL Account that you want your Inventory Issues to issue from.

**Scan Each.** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

### ***Pallets Tab***

**Allow Pallet Activities:** Enterprise feature. Select this option to allow users to access the Pallet programs.

**Allow Create Pallet:** Select this option to add Items to Pallets.

**Allow Pallet Transfers:** Select this option to allow Bin to Bin and Warehouse to Warehouse Pallet Transfers.

**Allow Disassembly of Pallets:** Select this option to allow removal of all items from Pallet.

**Allow Assembly of Pallet on Pallet:** Select this option to add sub-pallets to pallets.

### ***Inventory Adjustments Tab***

**Allow Inventory Adjustments Activities:** Select this option to allow users within this profile to perform Inventory Adjustments.

**Allow Batches:** Select this option to allow users to create or add to an existing batch within Sage 100, Transaction Entry.

### ***Alias Item Tab***

**Allow Alias Activities:** Select this option to allow users under this profile the ability to scan in a vendor's barcode, look up or scan your item number, and merge the two numbers on-the-fly.

### ***Bill of Materials Tab***

**Allow Bill of Materials Activities:** Select this option to will allow users within this profile to perform Production Entries.

### ***RMA Tab***

**Allow RMA Activities:** Select this option to allow users within this profile to perform Return Merchandise Activities.

### ***Physical Count Tab***

**Allow Physical Count Activities:** Select this option to allow users under this profile the ability to freeze items on-the-fly and count inventory levels off the freeze file that has been associated on-the-fly.

**Freeze File not Required:** Select this option to allow the user to count items without a freeze file within Sage 100.

**Allow Add Item to Freeze:** Select this option to allow the user under this profile to add an item to freeze file on-the-fly.

**Scan Each.** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

### ***Dashboard Tab***

**Allow Dashboard Activities:** Enterprise feature. The Dashboard is a Warehouse Management Tool that allows you to display information about data captured on scanners, Inventory Levels, Status of Purchase Orders, Receiving, Sales Orders, Shipping\Invoicing, etc.

### ***Invoicing Tab***

**Allow Invoicing Activities:** Select this option allows the user under this profile to ship items on a sales order and have the information translated into Invoice Data Entry in Sage.

This is used when the Shipping Module in Sage 100 is not used.

**Allow Batches:** Select this option to prompts the user under this profile to capture the batch number and will translate into Sage 100.

**Scan Each.** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

**Allow Multiple Users per Order:** Allows the use of more than one scanner per order, last person that sends data SENDS ALL DATA for the entire order.

**Allow Direct-To-Invoice:** Enterprise feature. Enter Customer, Items, Quantity and send straight to invoicing without creating a Sales Order.

### ***Wave Batch Tab***

**Allow Wave Batch Activities:** Enterprise feature, Companion Program to ACS’ Wave Batch Picking.

**Allow the User to Change the Item’s Pick Bin Location:** This allows the suggested Bin to be changed to different Bin.

### ***SO Shipping Tab***

**Allow Shipping Data Entry:** Select this option allows the user under this profile to ship items on a sales order when using the Shipping Module in Sage 100.

**Allow Batches:** Select this option prompts the user under this profile will be allowed to create the batch on the fly or add to an existing batch number in Sage 100.

**Scan Each:** Select this option to give the user under this profile the ability to scan an item and automatically accumulate to quantity one.

**Scan Each.** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

**Prompt for Unresolved Lines:** Select this option to displays a warning if a user tries to submit a transaction that is not complete.

**Allow Multiple Users per Order:** Allows the use of more than one scanner per order, last person that sends data SENDS ALL DATA for the entire order.

**Allow Over Shipments:** Select this option to allow the user under this profile the ability to over ship off a sales order as long as they have permission in Sage 100.

**Allow Ship Complete:** Select this option so that any Sales Order that meets certain criteria can be sent straight to Shipping without collecting items or quantities.

**Allow Directed Shipping Data Entry:** Enterprise feature. Guides User through Warehouse to get all items that have quantity on hand.

**Pallets: Require Allocations:** Enterprise feature. Limits entry to only pallets that are allocated.

**Pallets: Must Contain Only SO Items:** Enterprise feature. Limits entry to pallets that match the SO Items.

### ***SO Picking Tab***

**Allow Picking Activities:** Advanced Shipping enhancement.

**Wave Picking:** Allows multiple order directed picking.

**Order Picking:** Allows single order directed picking.

**Quick Picking:** Allows non-directed single order picking, identical to Invoicing.

**Confirm Picking:** Requires Allocations are created before data collection. Multiple order directed picking that correct Allocations when physical items are not available for picking.

**Confirm Picking:** Allows ACS Bins to be sorted by Sort code if you have them setup on your system.

**Ship Picked:** Select this option to send all Items Picked to Shipping \Invoicing.

**Invoice Picked:** Select this option to send all Items Picked to Invoicing.

**Route Through Primary Bin:** Select this option to allow the user under this profile to send you around the warehouse to primary bin location first, then any other bin that has the item(s) needed. The order thought is 'primaries' should finish the orders(s)

**Allow Stage in Current Bin:** Allocations will remain in original location. Select this option to allow the user under this profile to remove staging location/bin prompt, as items are allocated in bin that they were picked from. This works best for fast moving warehouses with many serial numbers.

**Allow Over Picks:** Select this option to allow the user under this profile the ability to pick a quantity more than the sales order is requiring.

**Prompt for Unresolved Lines:** Select this option to display a warning if you try to submit a transaction that is not complete.

**Ascending Pick Sequence:** Select this option to prompt the user under this profile to start picking from A1>Z9. Clear this options and the user will start from Z9>A1.

**Scan Each.** Select an option.

“No scan each” will remove the ‘Each’ button shown at the item prompt.

“Allow Scan Each” will display the button and the user can turn it on\off.

“Scan Each Always Enabled” will enable the button and the user cannot turn it off.

### ***Messaging Tab***

This is an Enterprise feature that allows scanners and Scanco Dashboard to send and receive messages.

**Allow Messaging Activities**

**Allow Group Messages**

**Allow User to Delete (hid) Messages**

**Allow Administrator Rights**

**MESSAGING ADMIN RIGHTS**

**Allow Permanently Delete Messages**

**Allow Sending High Priority Messages**

**Allow Viewing User Status**

### ***Permitted Lookup Tab***

This limits the different look up capabilities the user under this profile can do within Scanco Warehouse.

NOTE: Most permissions are self-explanatory. Permissions that require additional explanation will be included.

- Batch Numbers
- Bin Numbers
- Item Numbers
- Lot Numbers
- Sales Order Numbers
- Serial Numbers
- Shipper Numbers

### Data Identifiers

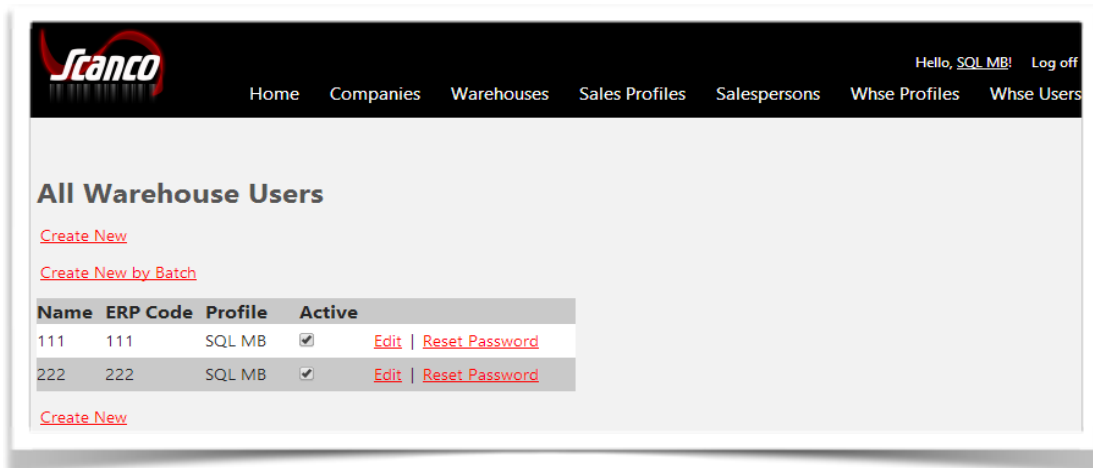
This is an Enterprise feature that removes Compliance characters from Barcodes. For example, Quantity barcodes that contain “Q” can be scanned if programming removes the Q before making the numeric entry for the transaction quantity.

For each prompt, select an alpha character to represent it, as shown below.

<input checked="" type="checkbox"/> Item Prompt	<input type="text" value="P"/>
<input checked="" type="checkbox"/> PO Prompt	<input type="text" value="K"/>
<input type="checkbox"/> SO Prompt	<input type="text"/>
<input type="checkbox"/> Lot Prompt	<input type="text"/>
<input checked="" type="checkbox"/> Serial Prompt	<input type="text" value="S"/>
<input checked="" type="checkbox"/> Qty Prompt	<input type="text" value="Q"/>

### Warehouse Users Tab

Lists the name, ERP Code, Profile, and if your user is active for Scanco Warehouse.



### Creating a Warehouse User

1. Select **Create New**.
2. Enter or select the following, and when finished, click **Create**.

NOTE: To create warehouse users by batch, select **Create New by Batch**.

**Name:** Description of who will be using Scanco Warehouse.

**User ID:** Limited to a 3-digit number

**Password:** Limited to 6 digits

**Company:** What company in Sage 100 you want them associated with.

**Default Warehouse:** Warehouse that will automatically populate in Scanco Warehouse for this user.

**Profile:** Specific profile settings for groups of users that are allowed certain transactions. Naming their profile will assign them to the group of permissions you want them to work in.

## Editing a Warehouse User

- On the **Warehouse User** tab, click **Edit** next to the warehouse user you want to edit. When the warehouse information appears, change options as needed.

## Resetting a Warehouse User's Password

- On the **Warehouse User** tab, click **Reset Password** next to the warehouse user for which you want to reset a password. When the warehouse information appears, change options as needed.

## Manufacturing Profiles Tab

Lists the name of your manufacturing profile, and the number of Companies, Warehouses, and Users assigned to the profile. You can set up as many profiles as needed to differentiate permissions for groups of users. For example, you may create an administrative profile that provides additional permissions and functionality.

Manufacturing User Profiles

[Create New](#)

[Scanco Website](#)

Id	Name	Companies	Warehouses	Users		
<a href="#">16</a>	Admin	1	7	3	<a href="#">Edit</a>	
<a href="#">25</a>	MFG100	2	7	0	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">33</a>	Test	1	1	0	<a href="#">Edit</a>	<a href="#">Delete</a>

[Create New](#)

## Creating a Manufacturing Profile

1. Select **Create New**.
2. Enter or select the following, and when finished, click **Create**.

NOTE: To copy settings from one profile to another, which expedites creating

**Name:** Description of Profile.

**Companies:** Select the companies you want to associate with this profile.

**Warehouses:** Select the warehouses the users under this profile will be allowed to work within.

**Users:** Select the users who belong to this profile.

**Permissions:** On each tab, select the permissions you want users who belong to this profile to have.

### *Labor Entry Tab*

**Allow Labor Entry Activities:** Select this option to allow users to enter time worked on work ticket requests.

**Auto Send:** Select this option to automatically send completed labor transactions to Sage when the user Tracks Out.

**Enable Send button:** Select this option to display the Send button so users can send completed labor transactions to Sage in batch. NOTE: If Auto Send is selected, it will take precedence.

**Allow Review:** This option allows users to review all work being done for a work ticket. Review displays the part, user working on the ticket, and the start and end time. IMPORTANT: Selecting this option will allow users to delete a labor entry.

**Allow Track Qty Completed:** Select this option to tracks the quantity of parts completed in Labor Entry.

**Allow Edit Activity Code:** Select this option to allow users the ability to change the activity code associated with the work ticket.

**Allow Edit Employee Department:** Select this option to allow users the ability to change the department code associated with the work ticket.

**Allow Edit Status Code:** Select this option to allow users the ability to change the status code associated with the work ticket.

**Track Start/Stop time:** Select this option for users to track start and end times for work associated with a work ticket. Clear this check box to track total number of hours worked.

NOTE: When work time exceeds midnight, separate transactions will be imported to Sage; one for each day. For example:

*Track In: Dec. 31, 10:00pm*

*Track Out: Jan. 1, 1:00am.*

A transaction will be created for each day: Dec. 31<sup>st</sup> for 2 hours and Jan. 1<sup>st</sup> for 1 hour.

**Auto Track Out:** This option is enabled when *Track Start/Stop time* is NOT selected. This option will automatically end time and track labor for one work ticket when a new work ticket time is entered. Users will not have to manually Track Out.

### ***Parts Usage Tab***

**Allow Parts Usage Activities:** Select this option to allow users to enter information in Parts Usage.

**Allow Exceed Quantity Remaining:** Select this option to allow users the ability to issue parts for a work ticket that exceed the number of parts on hand.

**Allow Negative Issues:** Allows transactions to be run with negative quantities. This will prompt a Material Return transaction.

**Allow Non Work Ticket Items:** Select this option to allow users to add component items to a work ticket.

**Auto Send:** This option will automatically send completed transactions to Sage.

**Enable Send button:** Select this option to display the Send button so users can send completed transactions to Sage in batch. NOTE: If Auto Send is selected, it will take precedence.

**Prompt Employee:** Select this option to prompt the user for an employee number at the beginning of each transaction.

**Allow Use Pallets (ASC Only):** Select this option to allow pallet types and numbers. NOTE: Multi-Bin must be installed to use this option.

**Allow multiple Warehouses:** Select this option to allow users to choose from multiple warehouses for parts usage.

**Allow Review:** This option allows the user to view all parts issues for a work ticket. Review displays the part, user working on the ticket, and the start and end time. IMPORTANT: Selecting this option will allow users to delete an item from the work ticket.

**Allow Printing:** Select this option to allow users to print work ticket labels.

### ***Time Card Tab***

**Allow Time Card Activities:** Select this option to allow users to enter time worked.

**Auto Send:** This option will automatically send completed transactions to Sage.

**Enable Send button:** Select this option to display the Send button so users can send completed transactions to Sage in batch. NOTE: If Auto Send is selected, it will take precedence.

**Allow Review:** Select this option to allow users to view all work being done for a work ticket. Review displays the part, user working on the ticket, and the start and end time. IMPORTANT: Selecting this option will allow users to delete a time card.

### ***Make to Stock Tab***

**Allow Make to Stock Activities:** Select this option to allow users to perform make-to-stock activities.

**Allow WT Class Filter:** This option sets the work ticket class(es) that are allowed for make-to-stock items. You can set more than one work ticket class by placing a comma between work ticket class codes, e.g., STK, CFG.

**Default Costing Method:** This option sets the default costing method for new make-to-stock items; either Actual, Budget, or Standard.

**Lock Costing Method:** If selected, the Costing Method on the make-to-stock order cannot be changed from the default method chosen.

**Auto Send:** This option will automatically send completed transactions to Sage.

**Enable Send button:** Select this option to display the Send button so users can send completed transactions to Sage in batch. NOTE: If Auto Send is selected, it will take precedence.

**Prompt Employee:** Select this option to require the Employee Name field to be completed.

**Allow Use Pallets (ACS Only):** Select this option to allow pallet types and numbers. NOTE: Multi-Bin must be installed to use this option.

**Allow Review:** Select this option to allow users to view all parts issued for a make to stock item. Review displays the part, user working on the ticket, and the start and end time. IMPORTANT: Selecting this option will enable the user to delete an item from the work ticket.

**Allow Printing:** Select this option to allow users to print make-to-stock work ticket labels.

### ***Status Update Tab***

This allows the status to be updated for work ticket transactions.

**Allow Status Update Activities:** Select this option to allow users to enter and update the status of a work ticket.

**Default Status:** This option sets the default status for entry.

**Allow Edit Comment:** Select this option to allow users to add comments about the change in status.

**Allow Edit Qty Completed:** Select this option to allows users to change the quantity completed for a work ticket.

### ***Permitted Lookup Tab***

Select the items for which you will allow users to perform a lookup.

NOTE: Batch Numbers and Sales Order Numbers will be available in a future release.

- Batch Numbers
- Bin Numbers
- Item Numbers

- Lot Numbers
- Sales Order Numbers
- Serial Numbers
- Employee Numbers

## Manufacturing Users Tab

NOTE: You must set up a Manufacturing User Profile before setting up a new manufacturing user type.

Lists the name, ERP Code, Profile, and if your user is active for Scanco Manufacturing 100.

The screenshot shows the Scanco portal interface. At the top, there is a navigation menu with links: Home, Devices, Companies, Warehouses, Whse Profiles, Whse Users, TD Profiles, TD Users, and Manuals. The user is logged in as 'Hello, WINAPP!' and can click 'Log off'. The main content area is titled 'All Manufacturing Users' and includes links for 'Create New' and 'Create New by Batch'. Below this is a table with the following data:

Name	ERP Code	Profile	Active			
001	001	Admin	<input checked="" type="checkbox"/>	Edit	Reset Password	Delete
002	002	Admin	<input checked="" type="checkbox"/>	Edit	Reset Password	Delete
Admin	Adm	Admin	<input checked="" type="checkbox"/>	Edit	Reset Password	Delete

Below the table, there are links for 'Delete Inactive' and 'Create New'.

## Creating a Manufacturing User

1. Select **Create New**.
2. Enter or select the following, and when finished, click **Create**.

**Name:** Description of the user type (or role) using Scanco Manufacturing 100.

**User ID:** Limited to a three-digit number.

**Password/Confirm Password:** Limited to six digits.

**Profile:** Select the Manufacturing User Profile you want to assign to the user.

**Default Company:** The company in Sage 100 you want them associated with.

**Default Warehouse:** Warehouse that will automatically populate in Scanco Warehouse for this user.

**Active:** Select if the user type is active in the system. Clear to inactivate the user type

## Editing a Manufacturing User

- On the **Manufacturing User** tab, click **Edit** next to the warehouse user you want to edit. When the warehouse information appears, change options as needed.

## Resetting a Manufacturing User's Password

- On the **Manufacturing User** tab, click **Reset Password** next to the warehouse user for whom you want to reset a password. When the warehouse information appears, change options as needed.