



Wave and Order Picking

This document will cover two applications. Wave Picking offers multiple order directed picking in one run through warehouse. Order Picking is single directed order at a time.

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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:

<input checked="" type="checkbox"/> Allow Picking Activities	Allow Picking Activities: Enabling this option would allow access to the Inventory Issues application.
<input checked="" type="checkbox"/> Wave Picking	Wave Picking: must be enabled to allow access on scanners.
<input checked="" type="checkbox"/> Order Picking	Order Picking: must be enabled to allow access on scanners.
<input type="checkbox"/> Route Through Primary Bin (ACS Only)	Route Through Primary Bin: Clicking this will 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)
<input type="checkbox"/> Allow Stage In Current Bin (ACS Only)	Allow Stage in Current Bin: Allocations will remain in original location. Checking this will 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 lots of serial numbers.
<input checked="" type="checkbox"/> Allow Over Picks	Allow Over Picks: Checking this will allow the user under this profile
<input checked="" type="checkbox"/> Prompt for Outstanding Lines	
<input checked="" type="checkbox"/> Ascending Pick Sequence	
Scan Each <input type="text" value="Allow Scan Each"/>	

the ability to pick a quantity more than the sales order is requiring.

Prompt for Unresolved Lines: Displays a warning if you try to submit a transaction that is not complete.

Ascending Pick Sequence: Checking this will prompt the user under this profile to start picking from A1>Z9. Leaving this unchecked will have the user start from Z9>A1.

Scan Each

“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.



Accessing the Application

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

Press 'Wave or Order Picking' icon in the Picking applications screen to begin the program.



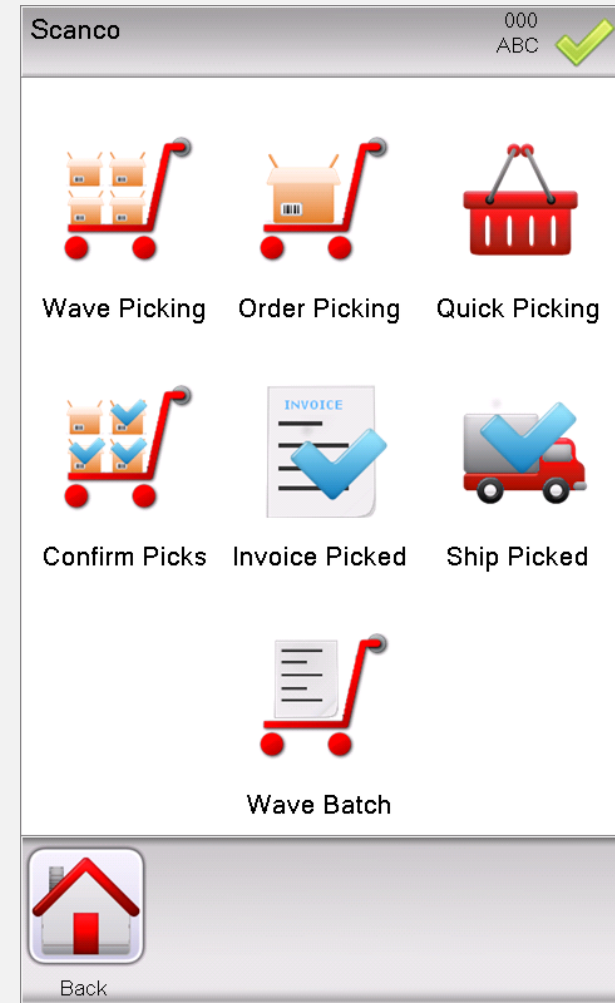
Buttons

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 ▾

Wave Picking 000
ABC

Warehouse

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



Staging Bin Prompt

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

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.



Sales Order Prompt

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

Wave Picking: Enter in multiple orders and press 'Start Pick'.

Order Picking: Enter in one orders and the program advances to begin picking.

Wave Picking 000
ABC

Warehouse 000 | (MB) CENTRAL W/
Staging Bin SHIPPING
Sales Order# XXXXXXXXXX
Ord. Added 0

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

Back Start Pick Order List Keys Lookup Enter

Buttons

Back: to move back to Main Applications screen.

Start Pick: to begin picking.

Order list: to remove Orders entered by mistake.

Keys: for on-screen keyboard.

Lookup: for seeing all available Sales Orders.

Enter: press after keying in data at Sales Orders prompt.

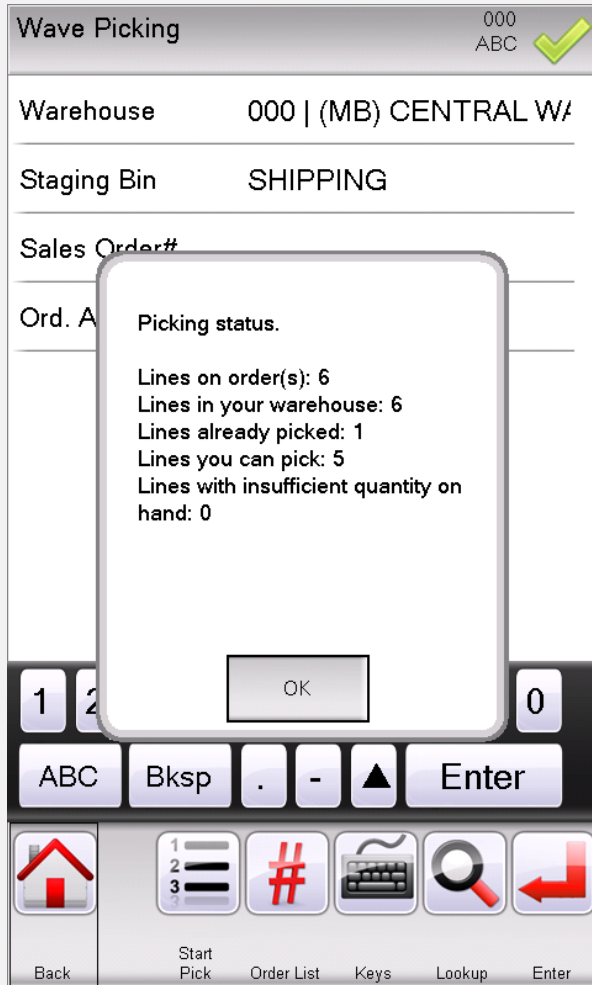
Order Picking 000
ABC

Warehouse 000 | (MB) CENTRAL W/
Staging Bin SHIPPING
Sales Order# XXXXXXXXXX

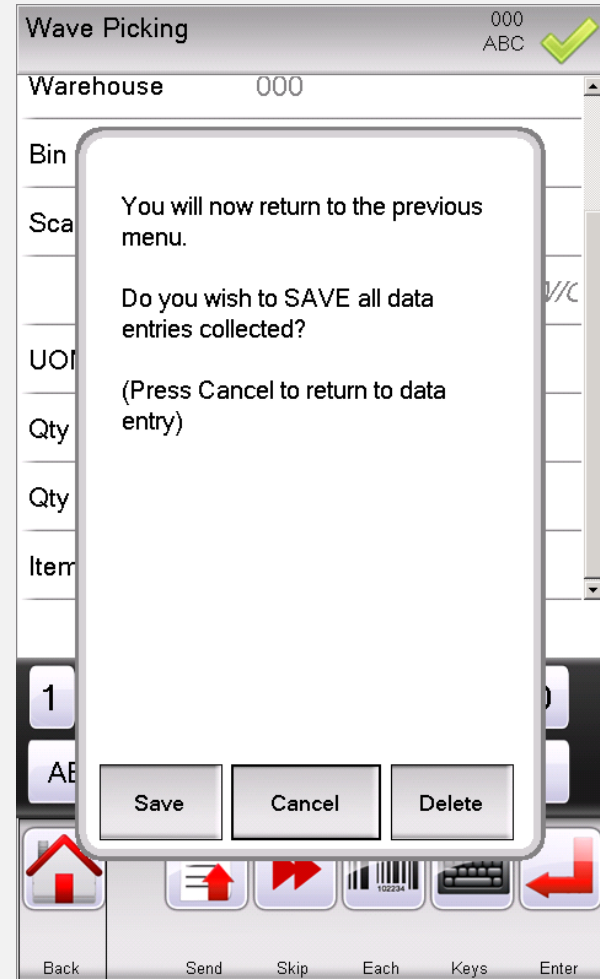
Back Keys Lookup Enter



Picking Status Message: this message gives details about items that can be picked in the collected warehouse code.



Pressing 'Back' Button: displays message with choices.
Save: user can return to finish their order[s].
Cancel: return to picking.
Delete: removes all data collected.





Item Entry Prompt

The screen will show the Warehouse + Bin + Item + Quantities.
User will to Scan or key in Items code displayed.

Wave Picking		000 ABC	✓		
Staging Bin	SHIPPING				
Sales Order#	0000181				
Warehouse	000				
Bin	A10L				
Scan Item	1001-HON-H252				
<i>HON 2 DRAWER LETTER FLE W/C</i>					
UOM	EACH				
Qty Ordered	100				
Qty 2Pk/Pckd	98 / 0				
Item	[Redacted]				
Review					
Back	Send	Skip	Each	Keys	Enter

Buttons

- Review:** to enter review mode.
- Back:** to move back to Main Applications screen.
- Send:** to send all data collected.
- Skip:** to skip to next item.
- Each:** available if 'Scan Each' is enabled in the Scanco Portal.
- Keys:** for on-screen keyboard.
- Enter:** press after keying in data at Item prompt.

Skip Button

Will display this message in Multibin Warehouse.
Non-Multibin Warehouse have 'Next Item - Next Bin' option only.


Wave Picking		000 ABC	✓
Staging Bin	SHIPPING		
Sales Order#	0000181		
Warehouse	000		
Bin	[Redacted]		
Scan Item	[Redacted]		
<i>HON 2 DRAWER LETTER FLE W/C</i>			
UOM	EACH		
Qty Ordered	100		
Qty 2Pk/Pckd	98 / 0		
Item	[Redacted]		
Wave Picking			
Next Item - Next Bin			
Same Item - Next Bin			
Cancel			
Quantity			
Back	Skip	Keys	Enter





Quantity Prompt


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

Order Picking		111 ABC	✓
Staging Bin	SHIPPING		
Sales Order#	0000210		
Warehouse	000		
Bin	A10L		
Scan Item	6655		
<i>PRINTER STAND W/ BASKET</i>			
UOM	BOX		
Qty Ordered	1		
Qty 2Pk/Pckd	0.9 / 0		
Item	6655		
Quantity	<div style="background-color: red; width: 100%; height: 15px;"></div>		


Back


Skip


Keys


Enter

Buttons

Back: to move back to Main Applications screen.

Skip: to skip to next item.

Keys: for on-screen keyboard.

Enter: press after keying in data at Item prompt.


Depending on your "Allow Over Picks" setting you may see this message.


Order Picking		111 ABC	✓
Staging Bin	SHIPPING		
Sales Order#	0000210		
Warehouse	000		
Bin			
Scan Item			
<i>PRINTER STAND W/ BASKET</i>			
UOM			
Qty Or			
Qty 2P			
Item			
Quantity	1		


Quantity entered exceeds quantity left to Pick.
Are you sure you want to Over-Pick?


Yes

No


Back


Skip


Keys


Enter



Send data collected

Once all lines have been collected the 'Send' message will be displayed automatically.

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

Buttons

Wave Picking 000 ABC ✓

Staging Bin SHIPPING

Sales Order# 0000181

Warehouse 000

Bin

Scan I

UOM

Qty Or

Qty 2F

Item

Do you want to submit data collected on the handheld for processing?
Note: Lines of Sales Order(s) selected for picking should all be picked from 1 warehouse - 000.

Yes No

Review

Back Send Skip Each Keys Enter

Yes: will remove the data display.

No: to move to data collection mode.

Send Completed

Press 'Ok' on this confirmation message to continue.

Wave Picking 000 ABC ✓

Staging Bin SHIPPING

Sales Order# 0000181

Warehouse 000

Bin

Scan I

UOM

Qty Or

Qty 2F

Item

Collected Data was sent to the Sage database for processing.

OK

Review

Back Send Skip Each Keys Enter