



Confirm Picking

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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"/> Confirm Picking (ACS Only)	Confirm Picking: must be enabled to allow access on scanners.
<input type="checkbox"/> Confirm Picking Order By SortCode	Confirm Picking by Sort Code: ACS Bins can be sorted by Sort code if you have them setup on your system.
<input checked="" type="checkbox"/> Allow Stage In Current Bin (ACS Only)	Allow Stage in Current Bin: Allocations will remain in original location. 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 the ability to pick a quantity more than the sales order is requiring.
<input checked="" type="checkbox"/> Prompt for Outstanding Lines	Prompt for Unresolved Lines: Displays a warning if you try to submit a transaction that is not complete.
Scan Each <input type="checkbox"/> No Scan Each <input checked="" type="checkbox"/> No Scan Each <input type="checkbox"/> Allow Scan Each <input type="checkbox"/> Scan Each Always Enabled	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.

For more information about:

- [Lookups screens](#) - Explains the various lookups within Warehouse 100 for iOS and Android.
- [Send Button in all applications](#) – Explains the Send data to Sage process.
- [Review User Manual](#) – Covers ‘Review’ mode which is accessible in all Applications.



Main Applications – Receiving icon

Press the Receiving icon to move into the next screen.

Buttons



Send: to send all data collected in all applications.



Setting: to adjust settings.



Logout: to change users or companies.



Status: to check if you have sent all data collected to

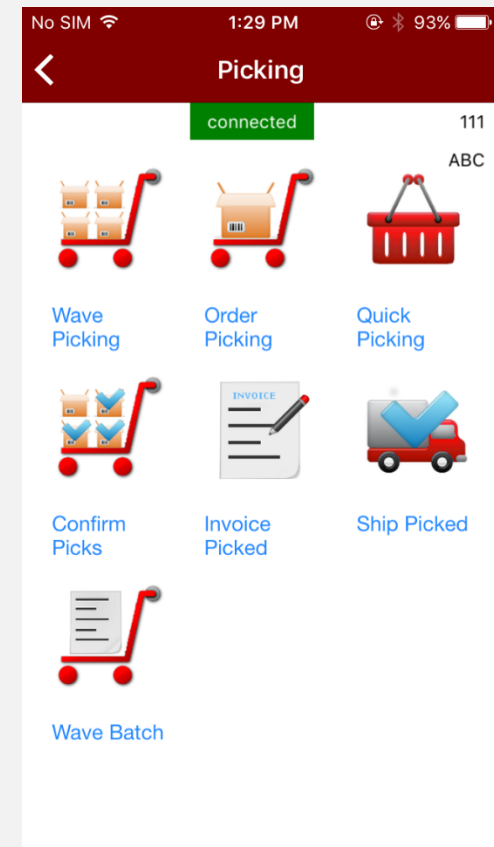
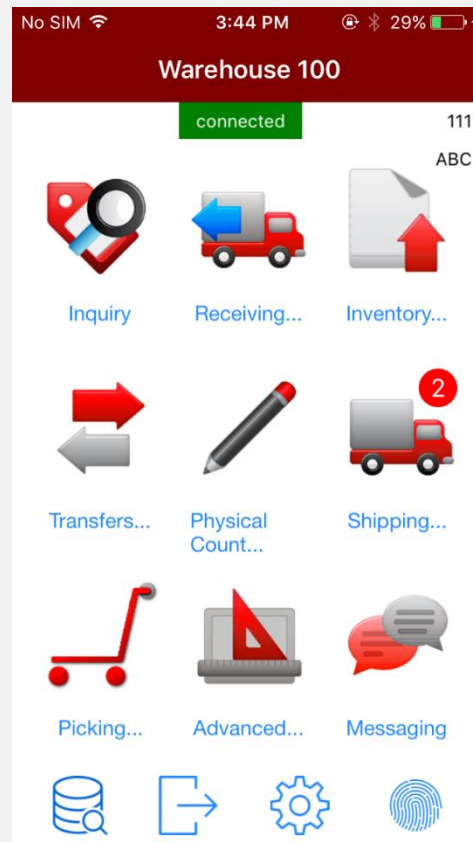
Sage.

Confirm Picking icon

Press the Confirm Picking icon to enter the application.

Button

Back: at top left, to move back to Main Applications screen.





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 ▾



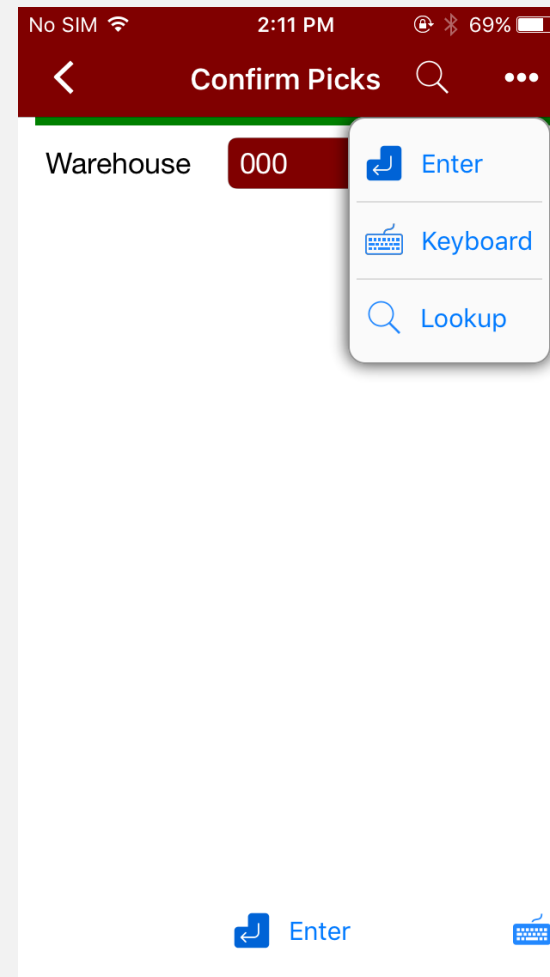
Buttons

Back: at the top left, to move back to Main Applications screen.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Warehouses accessible for use.

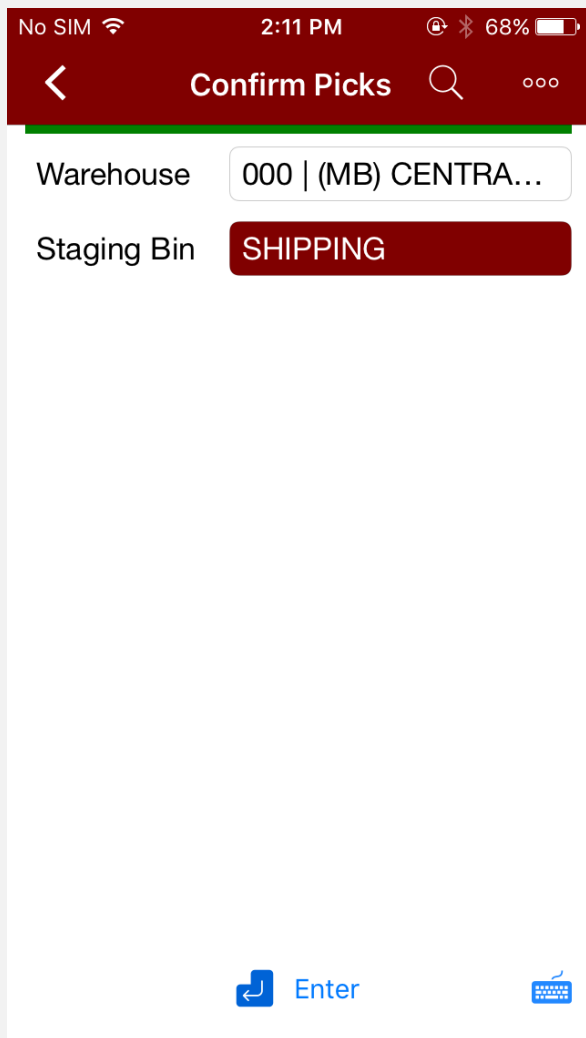
Enter: press after keying in data at Warehouse prompt.





Staging Bin Prompt

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



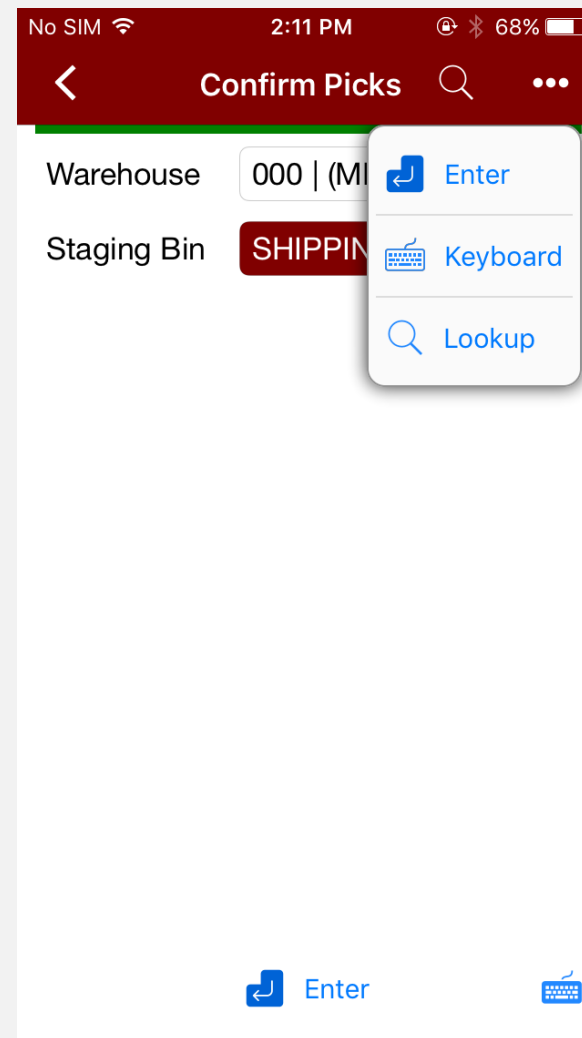
Buttons

Back: at the top left, to move back to Main Applications screen.

Enter: press after keying in data at Bin prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Sales Orders.





Sales Order Prompt

Scan or Key in any valid Sales Order, or use lookup button to select one from a list.
Enter in multiple orders and press 'Start Pick'.

No SIM 2:12 PM 68%

Warehouse 000 | (MB) CENTRA...

Staging Bin SHIPPING

Sales Order#

Ord. Added 0

Enter Keyboard

Buttons

Back: at the top left, to move back to Main Applications screen.

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

Keyboard: for on-screen keyboard.

Lookup: for seeing all Allocated Sales Orders.

Order list: to remove Orders entered by mistake.

Start Pick: to begin picking.

No SIM 2:12 PM 68%

Warehouse 000 | (M

Staging Bin SHIPPING

Sales Order#

Ord. Added 0

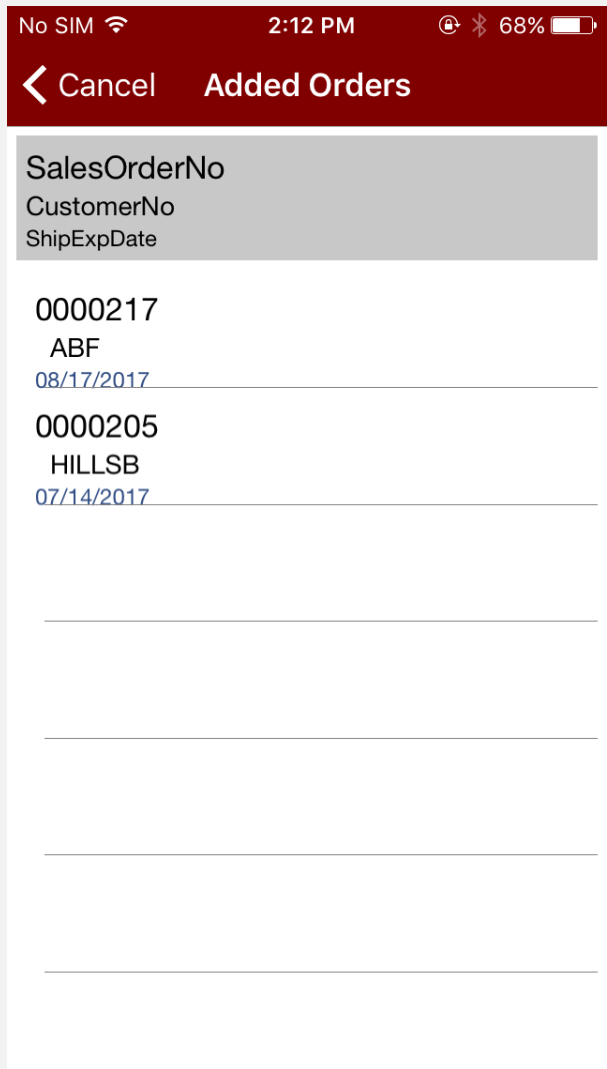
Enter Keyboard Lookup Order List Start Pick

Enter Keyboard



Sales Order List Maintenance

The **Order List** button will bring you into the List Maintenance screen shown on the left below where you can remove Orders by simply touching them.

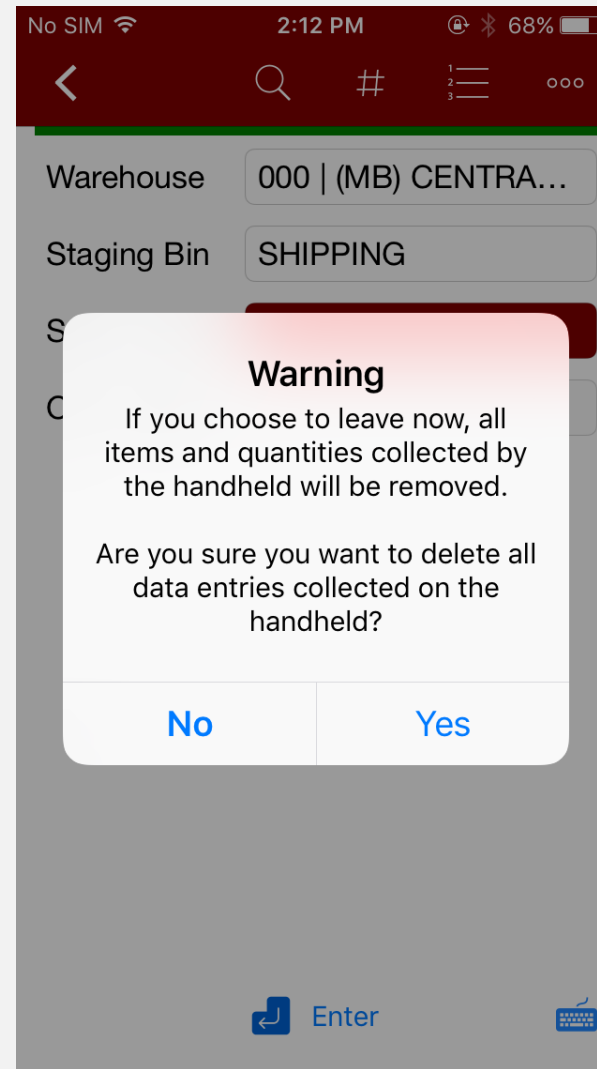


Pressing 'Back' Button:

displays message with choices.

No: return to picking.

Yes: removes all data collected. This would mean you have to start over.





Item Entry Prompt

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

No SIM 2:13 PM 68%

< [1] [Next] [Send] [More]

Sales Order# 0000205

Warehouse 000

Bin SHIPPING

Scan Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Qty Ordered 1

Qty 2Pk/Pckd 1/0

Item [Redacted]

[Back] Enter [Keyboard]

Buttons

Back: at the top left, to move back to Main Applications screen.

Enter: press after keying in data at Item prompt.

Keyboard: for on-screen keyboard.

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

Skip: to skip to next item.

Send: to send all data collected.

Review: to enter review mode.

No SIM 2:13 PM 68%

< [1] [Next] [Send] [More]

Sales Order# 0000205

Warehouse 000

Bin SHIPPING

Scan Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Qty Ordered 1

Qty 2Pk/Pckd 1/0

Item [Redacted]

[Back] Enter [Keyboard]

- Enter
- Keyboard
- Scan Each
- Skip
- Send
- Review



Quantity Prompt

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

Buttons

Back: at the top left, to move back to Main Applications screen.

Enter: press after keying in data at Item prompt.

Keyboard: for on-screen keyboard.

Skip: to skip to next item.

No SIM 2:13 PM 68%

< Confirm Picks >

Sales Order# 0000205

Warehouse 000

Bin SHIPPING

Scan Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Qty Ordered 1

Qty 2Pk/Pckd 1/0

Item 6655

Quantity

Enter Keyboard

No SIM 2:13 PM 68%

< Confirm Picks >

Sales Order# 0000205

Warehouse 000

Bin SHIPPING

Scan Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Qty Ordered 1

Qty 2Pk/Pckd 1/0

Item 6655

Quantity

Enter Keyboard Skip

Enter Keyboard



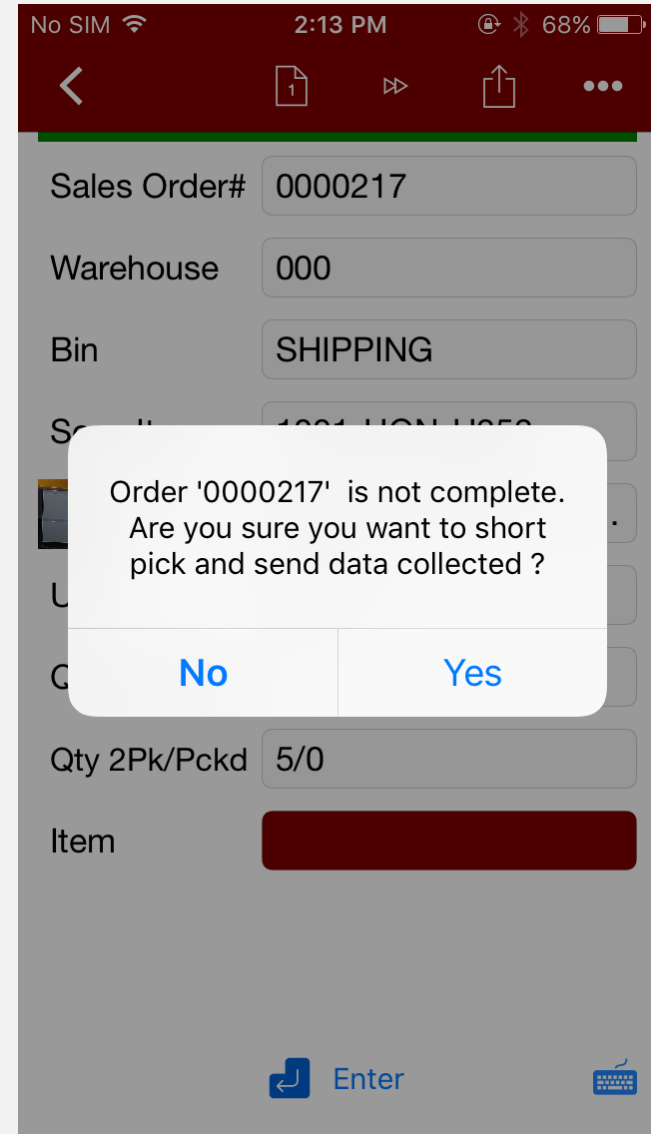
Prompt for Unresolved Lines: Displays a warning if you try to submit a transaction that is not complete.

Prompt for Outstanding Lines

If 'Send' is pressed before all items displayed are collected this message will appear.

'Yes' to send incomplete.

'No' to return to data collection mode.





Sage Unattended Barcode Transaction Import: must be running for real time entries to be created in Sage Sales Order module > Main > Sales Order Entry > Lines Tab > Distribution window.

Sage Sales Order Entry: Results of scanner entries will be found in Sage Sales Order module > Main > Sales Order Entry > Lines Tab > Distribution window.

Highlight the line you want information about and press the Distribution button.

