



Confirm Picking

Contents

Sales.Scanco.com Portal Settings.....	2
Accessing the Application	3
Warehouse Prompt	4
Staging Bin Prompt	5
Sales Order Prompt	6
Sales Order List Maintenance	7
Item Entry Prompt.....	8
Quantity Prompt.....	9
Send data collected	11
Send Completed	11
Sage Unattended Barcode Transaction Import	12
Sage Sales Order Entry:.....	12

Scanco Support Email - 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:

This option must be enabled.

Allow Picking Activities

Allow Picking Activities: Enabling this option would allow access to the Inventory Issues application.

Confirm Picking (ACS Only)

Confirm Picking: must be enabled to allow access on scanners.

This option must be enabled.

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.

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.

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.

Prompt for Outstanding Lines

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

Scan Each

No Scan Each
No Scan Each
Allow Scan Each
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.



Accessing the Application

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

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



Buttons

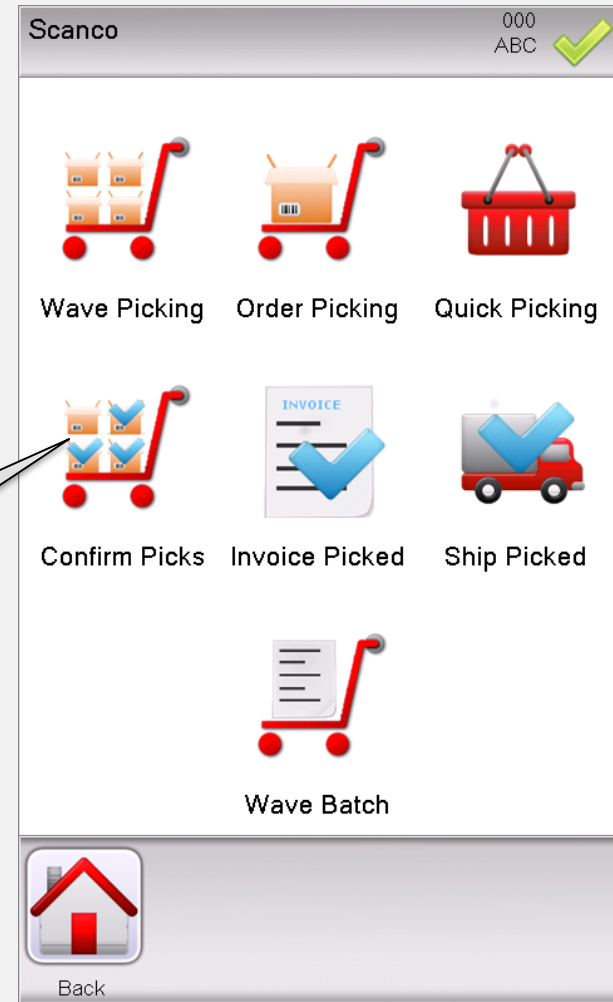
Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.

This manual covers Confirm Picking





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 ▾

Confirm Picks 000
ABC

Warehouse 000

This Prompt will filter data if you enter a few character of your Warehouse code and press the 'Lookup'.

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

OK Cancel



Staging Bin Prompt

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

Confirm Picks 000
ABC

Warehouse 000 | (MB) CENTRAL W/

Staging Bin **SHIPPING**

This Prompt will pre-fill with your ACS So Staging Bin if it is setup.

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 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

OK

Cancel



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.

Confirm Picks
000
ABC

Warehouse 000 | (MB) CENTRAL W/

Staging Bin SHIPPING

Sales Order#

Ord. Added 2

This Prompt will filter data if you enter a few character of your SO# and press the 'Lookup'.

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 Allocated Sales Orders.

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

Order	Customer	Date
0000187	AVNET	09/11/2013
0000182	ABF	08/20/2013
0000183	RSSUPPL	08/20/2013
0000160	RSSUPPL	05/31/2010
0000161	HILLSB	05/31/2010
0000162	AMERCON	05/31/2010
0000177	AVNET	05/23/2013
0000211	ABF	05/04/2016
0000210	BRESLIN	04/20/2016
0000202	AVNET	04/15/2015
0000198	ABF	03/25/2015

OK

Cancel



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 when mistake entries are made by pressing the 'Delete' button

Order	Customer	Date
0000187	AVNET	09/11/2013
0000211	ABF	05/04/2016

Delete **Cancel**

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. This would mean you have to start over.

Confirm Picks 000 ABC

Sales Order# 0000187

Warehouse 000

Bin STG

If you choose to leave now, all items and quantities collected by the handheld will be removed.

Are you sure you want to delete all data entries collected on the handheld?

Review

Scan I

UOM

Item

Back Send Skip Each Keys Enter



Item Entry Prompt

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

Confirm Picks		000 ABC	✓
Sales Order#	0000187		
Warehouse	000		
Bin	A10L		
Scan Item	1001-HON-H252LK		
	<i>HON 2 DRAWER LETTER FILE W/</i>		
UOM	EACH		
Item	<div style="background-color: red; width: 100px; height: 15px;"></div>		
Review			
Back	Send	Skip	Each

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.

Confirm Picks		111 ABC	✓
Sales Order#	0000211		
Warehouse	000		
Bin			
Scan Item	Please scan Item 1001-HON-H252.		
	<i>E W/</i>		
UOM			
Item			
Review			
Back	Send	Skip	Each

Item shown is validated.
Alias Items are accepted.
Incorrect items are not accepted.



Quantity Prompt

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

Confirm Picks		000 ABC	✓
Sales Order#	0000187		
Warehouse	000		
Bin	C20M		
Scan Item	1001-HON-H252		
	<i>HON 2 DRAWER LETTER FLE W/K</i>		
UOM	EACH		
Item	1001-HON-H252		
Qty To Pick	2		
Quantity	<input type="text"/>		

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.

On-screen keyboard for quantity entry.

Confirm Picks		111 ABC	✓
Sales Order#	0000211		
Warehouse	000		
Bin			
Scan I	Quantity entered exceeds quantity left to Pick. Are you sure you want to Over-Pick?		
UOM			
Item			
Qty To			
Quantity			

Back

Skip

Keys

Enter



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.

Confirm Picks 000 ABC

Sales Order# 0000196

Warehouse 000

Bin RECEIVING

Scan I

UOM

Item

Qty To

Scan S

Serial

Order '0000196' is not complete.
Are you sure you want to short pick and send data collected?

Yes No

Back Send 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.

Confirm Picks 000 ABC ✓

Sales Order# 0000196

Warehouse 000

Bin RECEIVING

Scan I

UOM

Item

Qty To

Scan S

Serial

Post collected data ?

Yes No

Back Send Skip Keys Enter

Buttons

Yes: will remove the data display.

No: to move to data collection mode.

Send Completed

Press 'Ok' on this confirmation message to continue.

Confirm Picks 000 ABC ✓

Sales Order# 0000196

Warehouse 000

Bin RECEIVING

Scan I

UOM

Item

Collected Data was sent to the Sage database for processing.

OK

1 2 0

ABC Bksp . - ▲ Enter

Back Send Skip Each Keys Enter



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.

