



# Directed Shipping

## Contents

Sales.Scanco.com Portal Settings.....	2
Main Applications – Shipping icon .....	3
Directed Shipping icon .....	3
Batch number prompt - Optional.....	4
Shipper ID.....	5
Directed Sales Order Prompt – List builder .....	6
Sales Order List Maintenance .....	7
Item Entry Prompt.....	8
Box Prompt:.....	9
Quantity Prompt.....	10
Sage Unattended Barcode Transaction Import .....	12
Sage Invoice Data Entry: .....	12

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## Sales.Scanco.com Portal Settings

### The SO Shipping tab options:

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

Allow Directed Shipping Data Entry

Scan Each

### Scan Each

- “No scan each” will remove the ‘Scan 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.

Scan Each

- No Scan Each
- Allow Scan Each
- Scan Each Always Enabled

Prompt for Outstanding Lines

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

### 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 – Shipping icon

Press the Receiving icon to move into the next screen.

### Buttons



**Status:** to check if you have sent all data collected to Sage.



**Send:** to send all data collected in all applications.



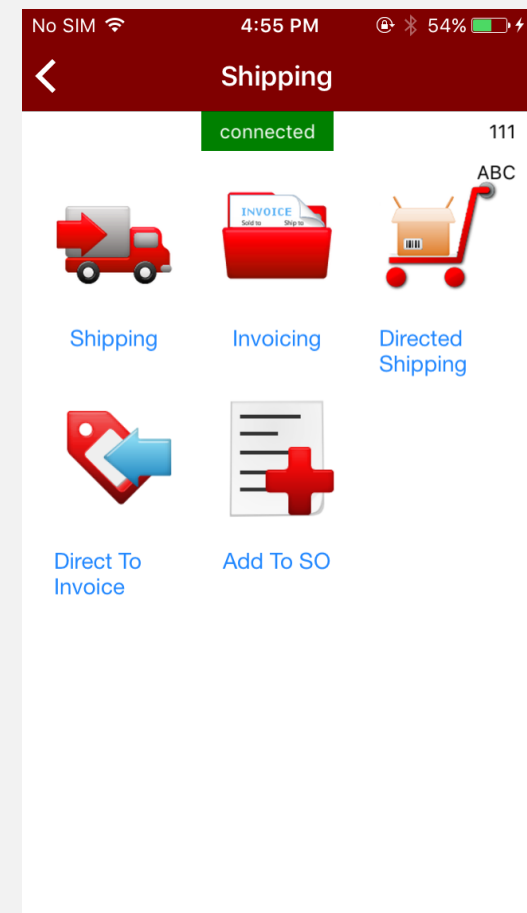
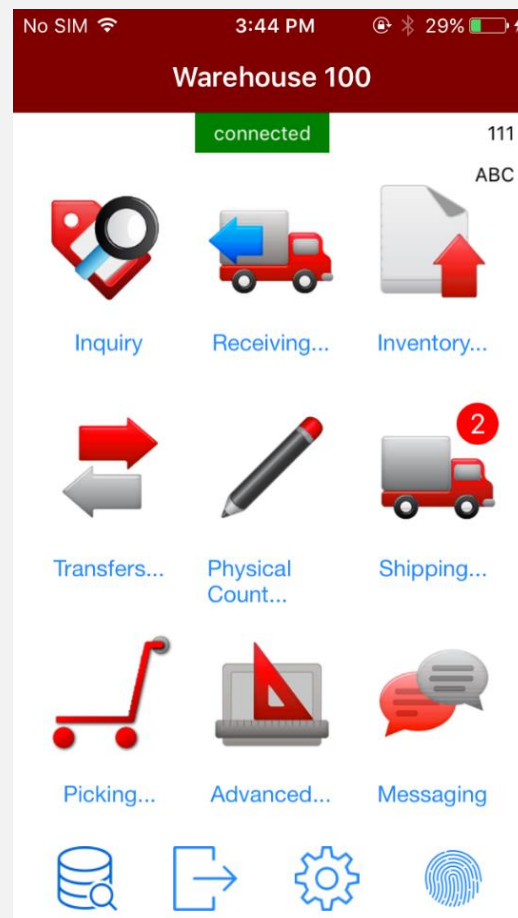
**Setting:** to adjust settings.



**Logout:** to change users or companies.

## Directed Shipping icon

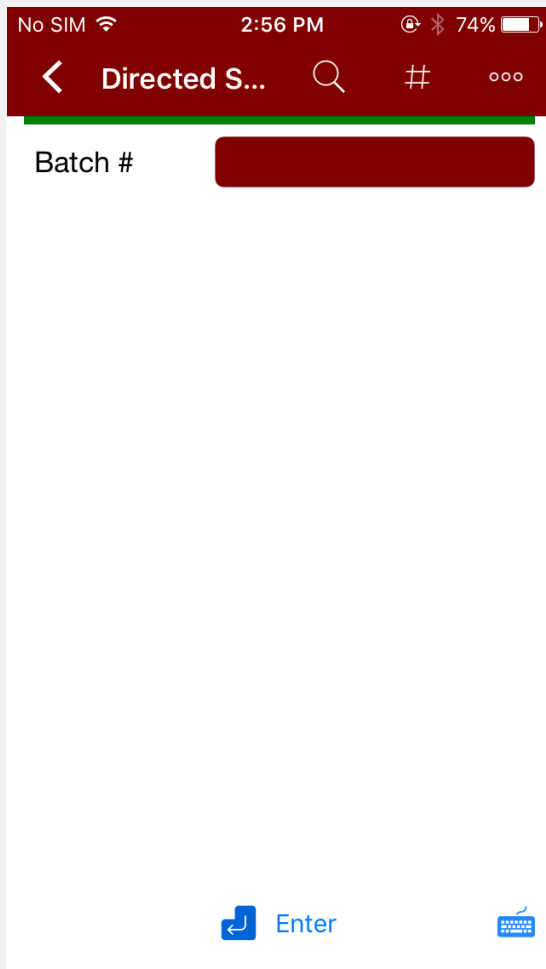
Press the Directed Shipping icon to start.





## Batch number prompt - Optional

The batch prompt allows entry of up to 5 alphanumeric characters. Examples: A12, 12345



### Buttons:

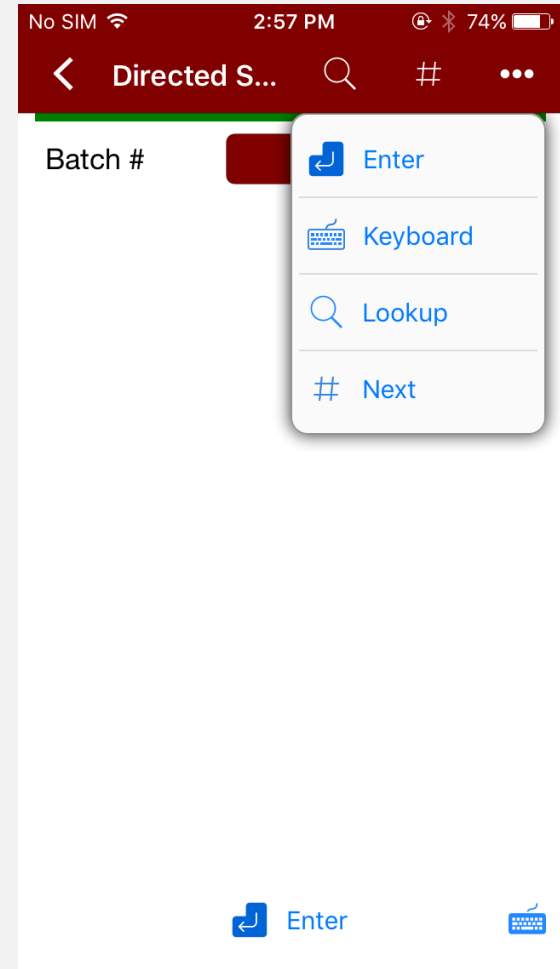
**Back:** at top left, to move back to Main Applications screen.

**Enter:** press after keying in data at Batch prompt.

**Keyboard:** for on-screen keyboard.

**Lookup:** for seeing all available Batch number in use in Sage.

**Next:** to use the batch number.





## Shipper ID

Enter any Valid Shipper ID

### Buttons:

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

**Enter:** press after keying in data at Shipper ID prompt.

**Keyboard:** for on-screen keyboard.

**Lookup:** for seeing all available Shipper ID's in Sage.



## Directed Sales Order Prompt – List builder

Scan or Key in as many Sales Orders as you wish to ship, or use Lookup button to select Sales Orders from a list and press **'Start Ship'**. Use the **'Order List'** button to maintain the Orders in your run (see next page).

### Buttons:

**Back:** at 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 available Sales Orders.

**Order List:** see next page

**Start Ship:** to start Directed Shipping for all Orders on your list.



## Sales Order List Maintenance

The **Order List** button presents the screen on the left below, which will allow removal of mistakenly added Orders by simply touching the order to remove from the list.

The Screen on the right prompts for selection of how you wish to walk through the warehouse, with options of lowest to highest bin numbers, or highest to lowest.

SalesOrderNo	CustomerNo	ShipExpDate
0000212	ABF	07/21/2017
0000205	HILLSB	07/14/2017

Batch # 00032

Sales Order# [Redacted]

Ord. Added 1

How would you like the Bin numbers presented?

Lowest to Highest

Highest to Lowest



## Item Entry Prompt

Scan or key in Items codes.

You must press the 'Next Box' button at the Item prompt before entering the Item.

No SIM 2:58 PM 74%

< 🔒 ▶️ 📶 ☰

Sales Order# 0000212

Warehouse 000

Bin A40L

Scan Item 8971

UNIVERSAL 5 1/4" SSDD FLEX

UOM EACH

Box 0001

Qty Ordered 20

Qty 2Shp/Shpd 20 / 0

Item [REDACTED]

📄 Enter 📄

### Buttons:

**Back:** at 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:** displays the screen on the right, allows user to skip to next item.

**Send:** to send all data collected.

**Next Box:** is pressed to +1 to the current box number.

**Review:** to enter review mode.

No SIM 2:58 PM 74%

< 🔒 ▶️ 📶 ☰

Sales Order# 0000212

Warehouse 000

Bin A40L

Scan Item 8971

UNIVERSAL 5 1/4" SSDD FLEX

UOM EACH

Box 0001

Qty Ordered 20

Qty 2Shp/Shpd 20 / 0

Item [REDACTED]

📄 Enter 📄

- 📄 Enter
- 📄 Keyboard
- 🔒 Scan Each
- ▶️ Skip
- 📄 Send
- 📄 NextBox
- 📄 Review



**Box Prompt:** the box field can be touched to change the box number to a lower box number.

**Example usage:** you have space for Item A in Box 1 but the display shows Box 2, touch the Box field and change back to Box 1 complete Item entry.

TestFlight 1:34 PM 72%

Directed Shipping

Sales Order# 0000001

Warehouse 000

Bin A10L

Scan Item 2481-5-50

DESK FILE 5 1/4" CAP 50

UOM EACH

Box 0001

Enter

TestFlight 1:34 PM 72%

Directed Shipping

Sales Order# 0000001

Warehouse 000

Bin A10L

Scan Item 2481-5-50

DESK FILE 5 1/4" CAP 50

UOM EACH

Box 0001

Enter

Keyboard



## Quantity Prompt

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

No SIM 2:59 PM 74%

Directed Shipping

Sales Order# 0000212

Warehouse 000

Bin C10M

Scan Item 6655

PRINTER STAND W/ BASKET

UOM CASE

Box 0001

Qty Ordered 250

Qty 2Shp/Shpd 250 / 0

Item 6655

Quantity

Enter

### Buttons:

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

**Enter:** press after keying in data at Quantity prompt.

**Keyboard:** for on-screen keyboard.

No SIM 2:59 PM 74%

Directed Shipping

Sales Order# 0000212

Warehouse 000

Bin C10M

Scan Item 6655

PRINTER STAND W/ BASKET

UOM CASE

Box 0001

Qty Ordered 250

Qty 2Shp/Shpd 250 / 0

Item 6655

Quantity

Enter

Keyboard

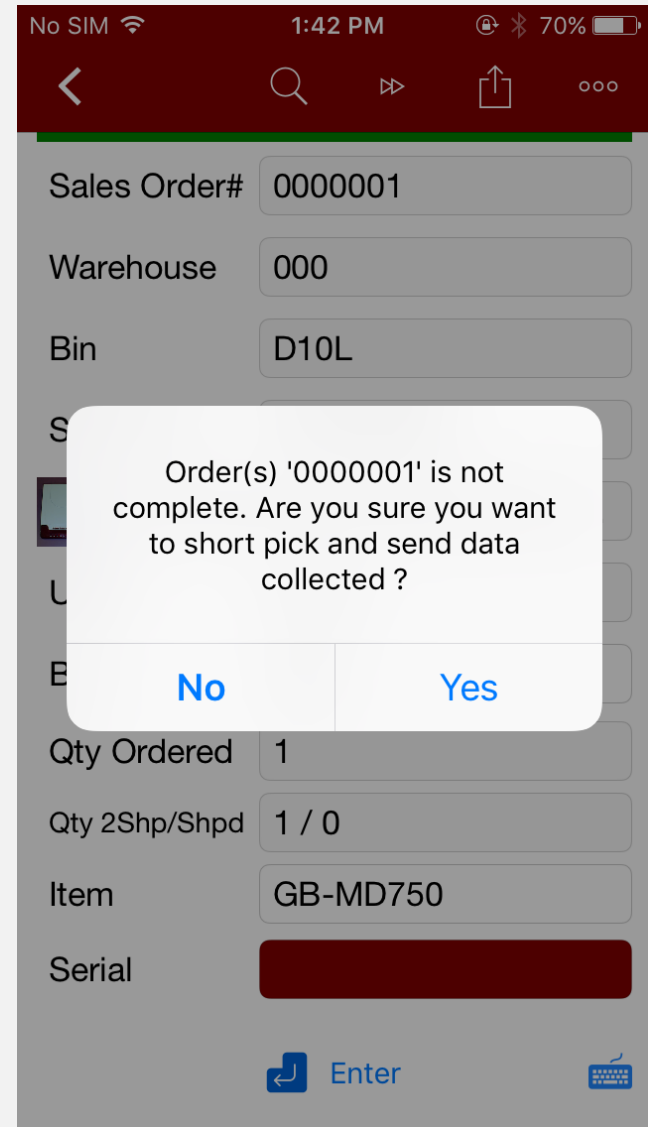
Skip



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

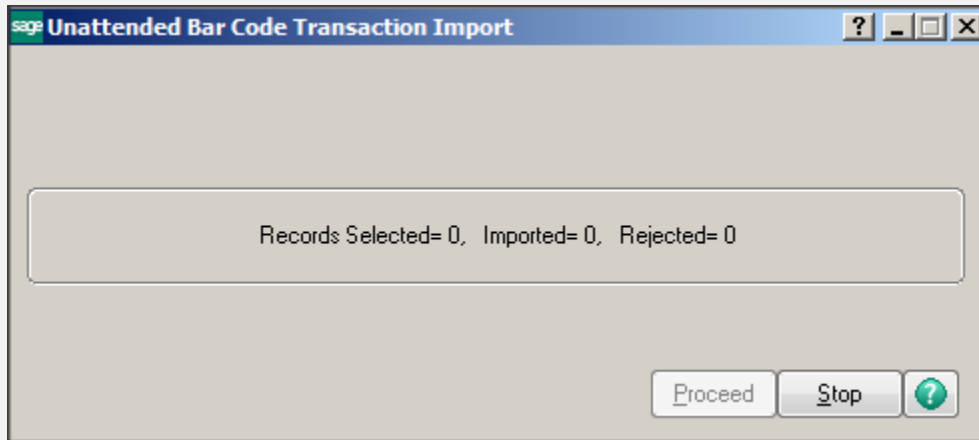
Prompt for Outstanding Lines

If 'Send' is pressed *before all items displayed are collected*, this message will appear. 'Yes' to send incomplete or '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 > Invoice Data Entry or Shipping Data Entry.



**Sage Invoice Data Entry:** Results of scanner entries will be found in Sage Sales Order module > Main > Invoice Data Entry.

