



Item Inquiry User Manual

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Scanco Portal Setting

The Scanco Portal will be referenced many times in this guide. The portal is where you make changes to the settings regarding how the programming functions.

The web address for the portal is: Sales.Scanco.com

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.

Enabling Item Inquiry

Item Inquiry must be enabled in the Scanco Portal before it can be accessed.

Item Inquiry

Allow Item Inquiry Activities

Scanco Screens

The screens included in this document are Scanco's Cloud version of Warehouse.

If you have Scanco Native version, the screens are prompts are the same.

The icons or buttons in Scanco Native version are similar but different.

For more information about the various lookups, please refer to [Lookups screens](#) - Explains the various lookups within Warehouse 100 for iOS and Android.



Main Applications

Press the 'Item Inquiry' Icon.

Buttons



Send: to send all data collected in all applications.



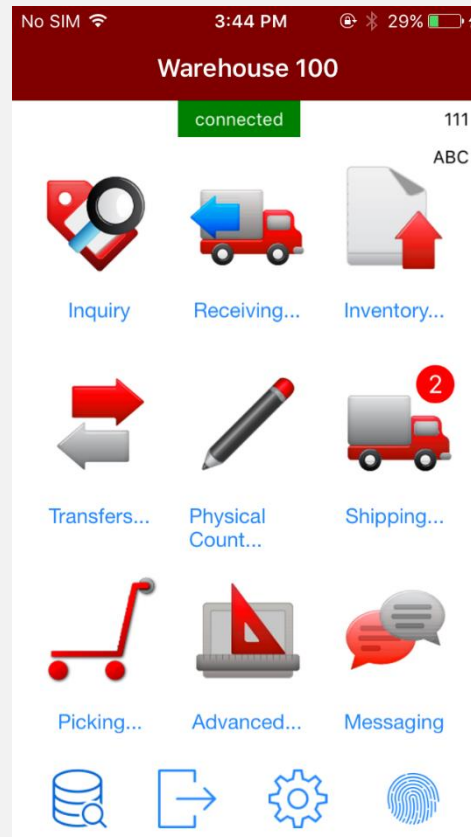
Setting: to adjust settings.



Logout: to change users or companies.



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





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 ▾

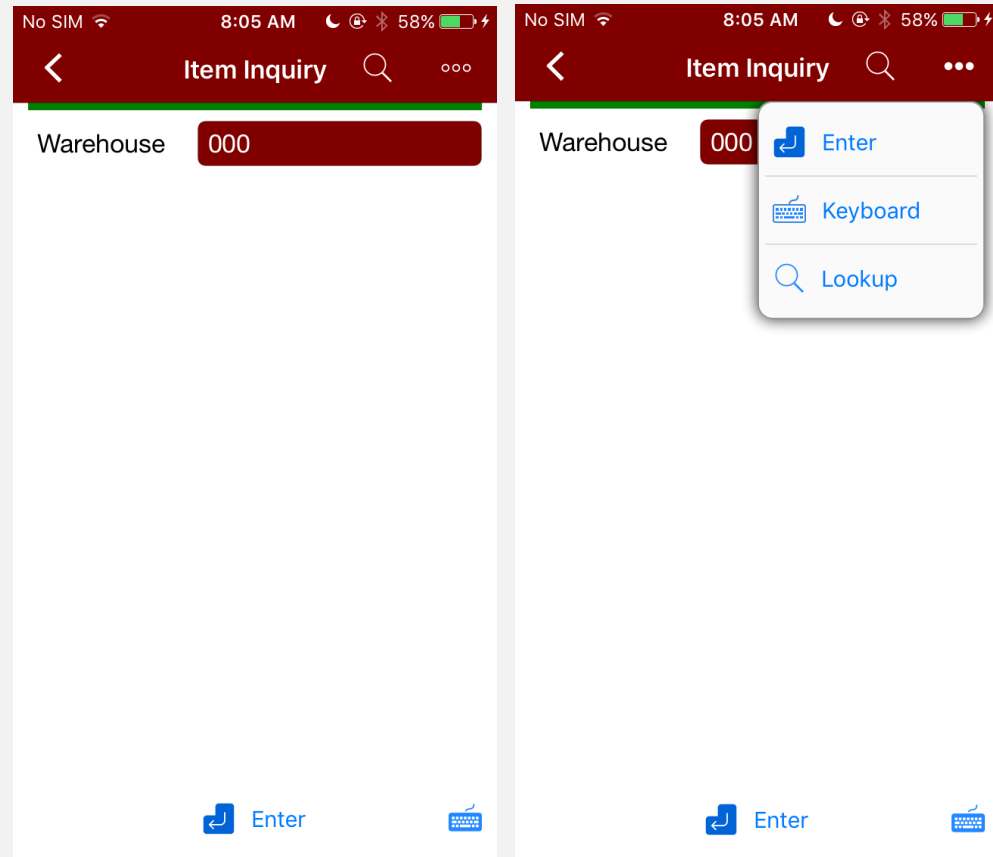
Buttons

Back: 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

Cancel: at top left, to move back to the warehouse code prompt.

No SIM 8:05 AM 58%

[Cancel Warehouse Lookup](#)

Warehouse
Details

000
CENTRAL WAREHOUSE

001
EAST WAREHOUSE

002
WEST WAREHOUSE

002
WEST WAREHOUSE

003
003

003
003

004
004

005
005

006
006



Standard Item Entry Prompt

Scan, key in or lookup Items code.

For Companies that have Multibin, the Item prompt will be displayed and ready to accept entry.

Scan, key in or lookup Item code.

Also included is the Bin field which can be touched to open to a prompt for Bin Inquiries.

Optional prompt for Pallet number would be included if your system has ACS pallet tracking enabled.

Buttons

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

Enter: press after keying in data at Item prompt.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

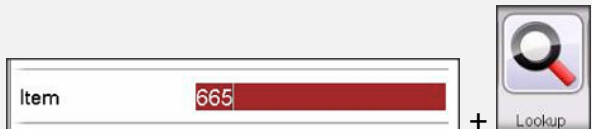
Reset: to clear the screen.



Item Lookup

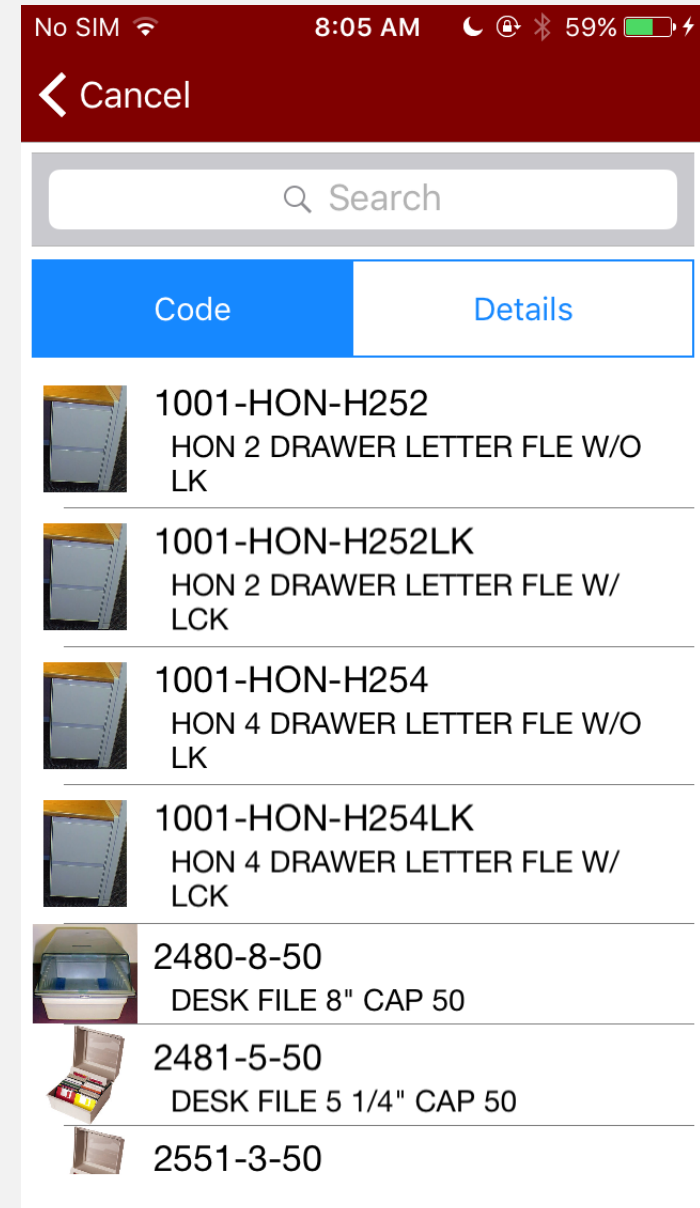
The Item lookup will show all Items in you warehouse.

NOTE: The Item prompt + Item Lookup will filter possible Items to be display if you enter a few characters of the Item you wish to lookup, Example: entering 665 and pressing the Lookup button would display all Items that contain '665' as shown on the list below.



Would only display Items with 665 as part of the Item code in lookup.

6650-26-16-11	SOUND CVR 26"W 16"D 11"H DM
6652-28-24-15	SOUND CVR 28"W 24"D 15"H LQ
6655	PRINTER STAND W/ BASKET
6657-24-20-12	SOUND CVR 24 5"W 20"D 12"H LQ





Bin Inquiry

The Bin field can be touched to open to a prompt for Bin Inquiries.

Scan, key in or lookup Bin number to see all Item contained within the Bin.

Buttons

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

Reset: to clear the screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Bin prompt.

Bin Lookup

The Bin lookup for Bin Inquiries will show all Bin s within your warehouse.

Scan, key in or lookup Bin number to see all Item contained within the Bin.

Buttons

OK: to move forward with the highlighted Bin number.

Cancel: to move back to the Bin prompt.



Pallet Inquiry

The Pallet field can be touched to open to a prompt for Pallet Inquiries.
Scan, key in or lookup Pallet number to see all Item contained within the Pallet.

Buttons

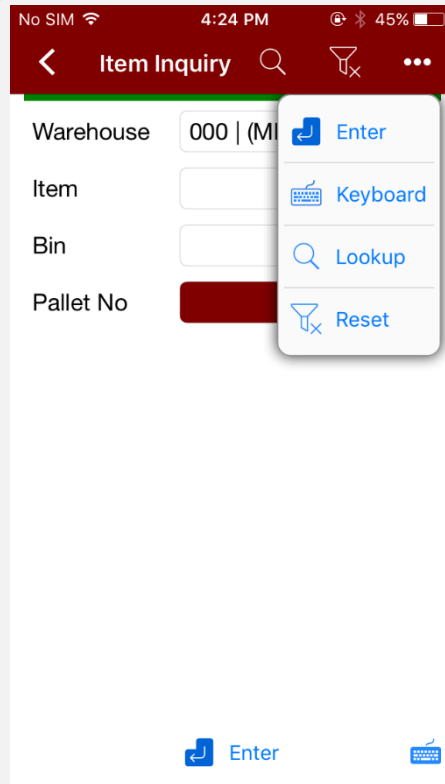
Back: at top left, to move back to Main Applications screen.

Enter: press after keying in data at Pallet prompt.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Reset: to clear the screen.

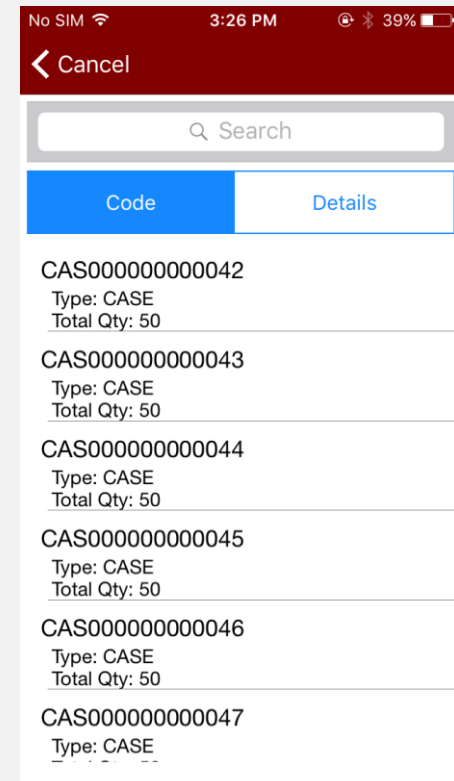


Pallet Lookup

The Pallet lookup for Pallet Inquiries will show all Pallet within your warehouse.
Scan, key in or lookup Pallet number to see all Item contained within a Pallet.

The 'More' column will contain [] if the pallet has sub-pallets. Touch [] to display sub-pallet information.

Cancel: to move back to the Pallet prompt.





Item Entry + Bin Prompt

For Multibin warehouses, the Bin field will be displayed after entering in an Item number.

Scan, key in or lookup Bin number.

Buttons

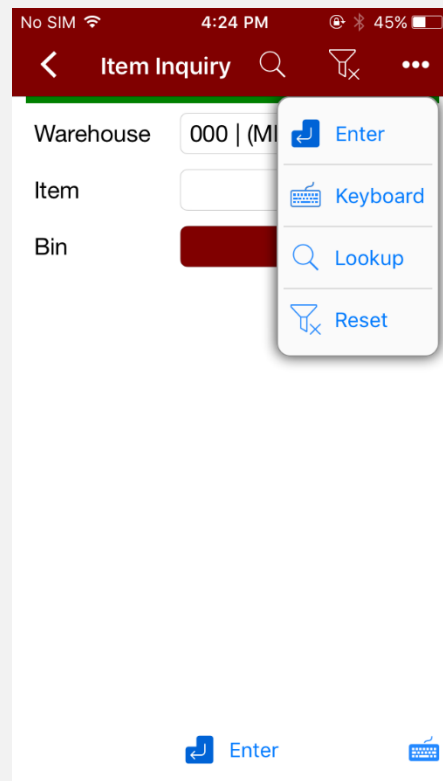
Back: to move back to Main Applications screen.

Enter: press after keying in data at Bin prompt.

Keys: for on-screen keyboard.

Lookup: for seeing all available Item for use.

Reset: to clear the screen.



Bin Lookup

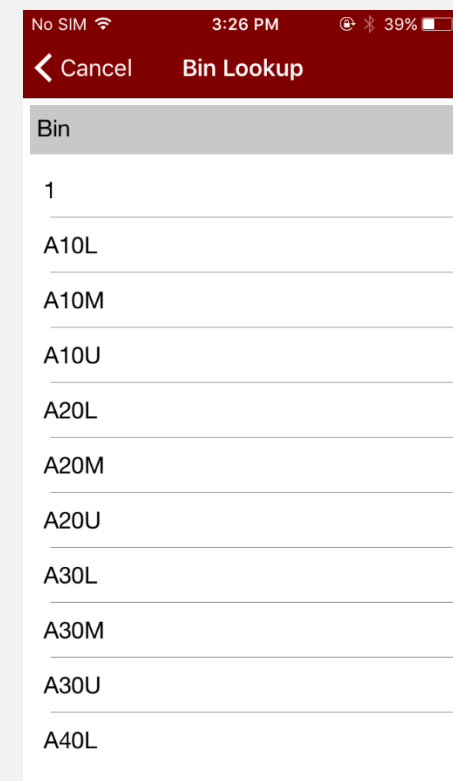
The Bin lookup will show all Bins that contain your item in your Warehouse.

Scan, key in or lookup Bin number to see all Item contained within the Bin.

Buttons

OK: to move forward with the highlighted Bin number.

Cancel: to move back to the Bin prompt.





Advanced Item Inquiry

If your company has the Advanced Item Inquiry feature you will be able to add additional fields to the data displayed. Please contact Scanco Sales for more information.

Item Inquiry

- Allow Item Inquiry Activities
- Display Last Physical Count Date
- Display Re-Order Point Quantity
- Display Quantity on Purchase Orders
- Display Quantity on Sales Orders
- Display Quantity In Shipping
- Display Quantity on Back Order
- Display Average Unit Cost
- Display Standard Unit Cost
- Display Standard Unit Price
- Display Sales UOM
- Display Purchase UOM
- Display Last Sold Date
- Display Last Receipt Date

No SIM
8:09 AM
60%

< Item Inquiry
🖨️
🔍
☰

Warehouse

Item

UOM

Primary

Bin

Qty In Whse

Qty On Hand

Qty Allocated

Qty Available

Qty On PO

Hide

No SIM
8:14 AM
59%

<
🔍
🖨️
🔍
☰

Reorder Point Qty

Qty On PO

Qty On SO

Qty On Back Ord

Average Cost

Qty Shipping

Sales UOM

Purchase UOM

Std Unit Price

Std Unit Cost

Last Sold Date

↩ Enter



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