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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:

**Allow Picking Activities:** Enabling this option would allow access to the Quick Picking application.

Allow Picking Activities

**Quick Picking:** must be enabled to allow access on scanners.

Quick Picking

**Allow Over Picks:** If checked, users will be able to pick quantity higher than quantity ordered.

**Prompt for Outstanding Lines:** warns user they have not completed picking all items.

Allow Over Picks

Prompt for Outstanding Lines

### Scanco screens

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

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

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

#### ***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.



## Accessing the Application

Press 'Quick Picking' icon to begin the program.

### Buttons



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



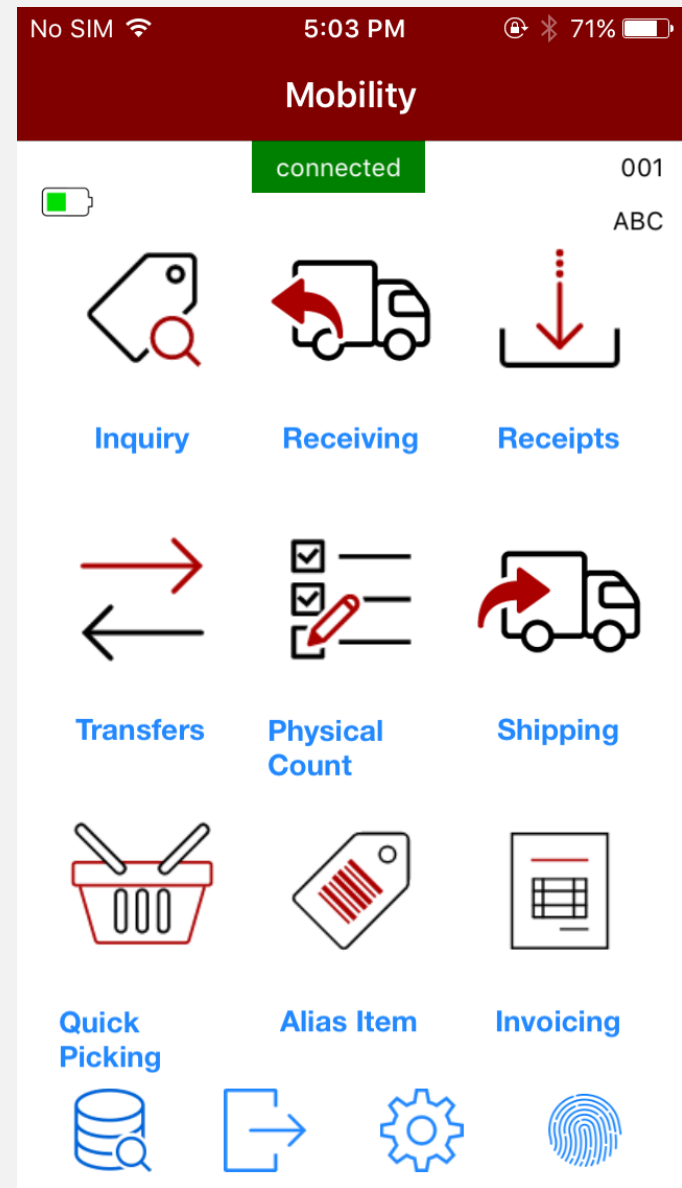
**Setting:** to adjust settings.



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



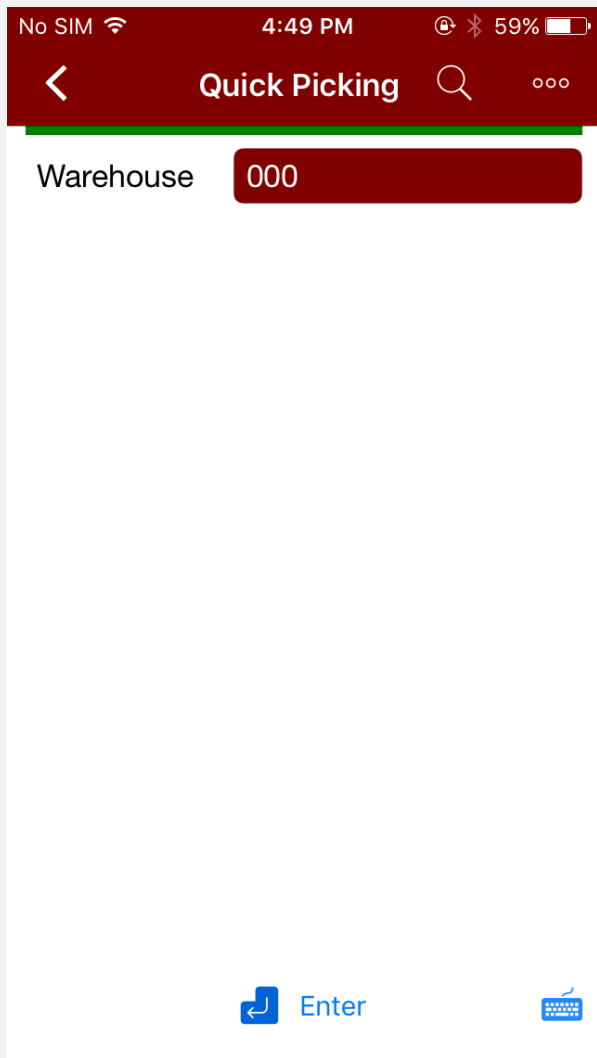
**Status:** to check if you have sent all data collected to Sage.





## 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.



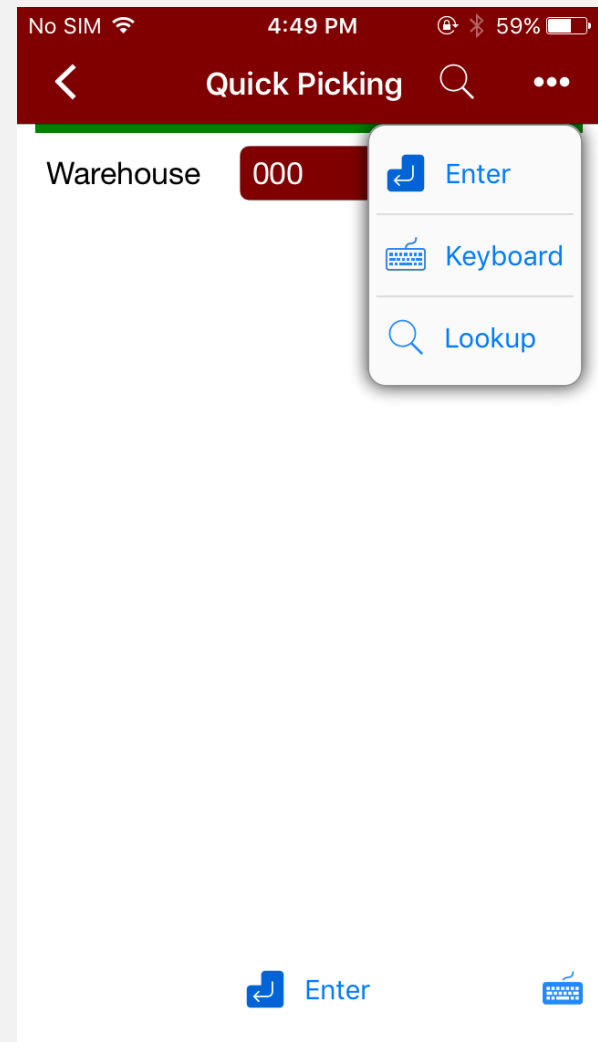
### Buttons

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

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

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

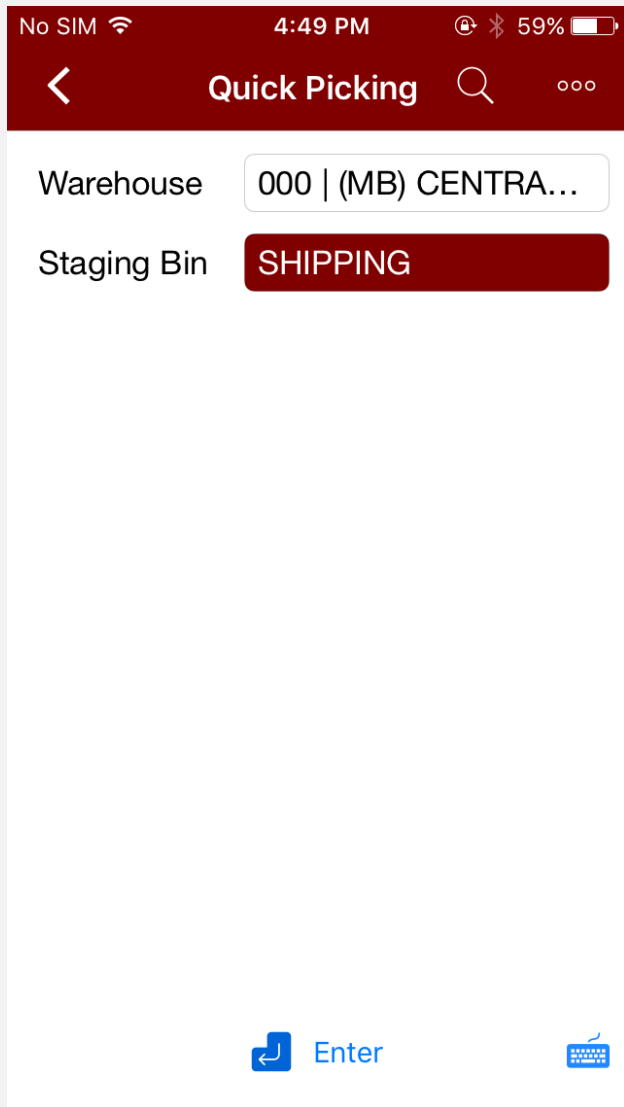
**Lookup:** for seeing all available Warehouses accessible for use.





## Staging Bin Prompt

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



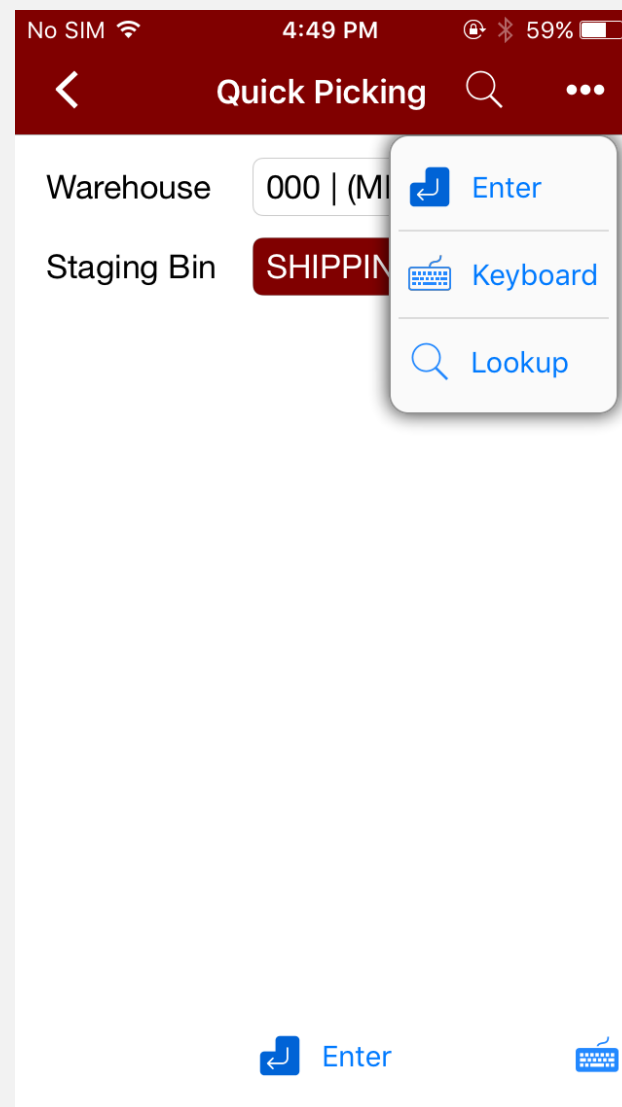
### Buttons

**Back:** at 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.

The screenshot shows the 'Quick Picking' screen with a dark red header. The status bar at the top indicates 'No SIM', signal strength, Wi-Fi, time '4:50 PM', and battery at '59%'. The header contains a back arrow, the title 'Quick Picking', a search icon, and a menu icon. Below the header are three input fields: 'Warehouse' with the value '000 | (MB) CENTRA...', 'Staging Bin' with the value 'SHIPPING', and 'SO #' which is currently empty. At the bottom of the screen, there are two icons: 'Enter' and a keyboard icon.

### Buttons

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

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

**Lookup:** for seeing all available Sales Orders.

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

This screenshot is identical to the one on the left, but with a dropdown menu open over the 'SO #' field. The menu has a white background and rounded corners, containing three options: 'Enter' with a blue arrow icon, 'Keyboard' with a blue keyboard icon, and 'Lookup' with a blue magnifying glass icon. The 'Enter' and keyboard icons are also visible at the bottom of the screen.



## Item Entry Prompt

Scan, key in or lookup Items codes.

No SIM 4:52 PM 59%

Warehouse 000 | (MB) CENTRA...

Staging Bin SHIPPING

SO # 0000187

Item

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.

**Lookup:** for seeing all available Item for use.

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

**Pallet:** to move to 'Pick to Pallet' mode.

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

**Review:** to enter review mode.

No SIM 4:52 PM 59%

Warehouse 000 | (M

Staging Bin SHIPPI

SO # 000018

Item

Enter

- Enter
- Keyboard
- Lookup
- Scan Each
- Pallet
- Send
- Review



## Bin Prompt

If your company has Multi-bin, then the bin collection prompt is required.

For Standard Sage non-multi-bin companies, this field will be a display only field.

### Buttons

**Back:** at 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 Bin.

No SIM 4:55 PM 58%

Quick Picking

Warehouse 000 | (MB) CENTRA...

Staging Bin SHIPPING

SO # 0000187

Item 1001-HON-H252LK

HON 2 DRAWER LETTER FLE W/ LC

UOM EACH

Bin A40L

Enter Keyboard

No SIM 4:55 PM 58%

Quick Picking

Warehouse 000 | (M

Staging Bin SHIPPING

SO # 0000187

Item 1001-HON-H252LK

HON 2 DRAWER LETTER FLE W/ LC

UOM EACH

Bin A40L

Enter Keyboard Lookup



## Multibin Pallet Type Entry

If your company has ACS License Plating enabled, after pressing the 'Pallet' button at the item prompt you will be prompted for Pallet Type.

No SIM 4:50 PM 59%

Quick Picki...

Warehouse 000 | (MB) CENTRA...

Staging Bin SHIPPING

SO # 0000187

Type

Enter

### Buttons

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

**Enter:** press after keying in data at Pallet Type prompt.

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

**Lookup:** for seeing all available Pallet Types.

**Pallet:** to go back to Item collection.

No SIM 4:50 PM 59%

Quick Picki...

Warehouse 000 | (M

Staging Bin SHIPPING

SO # 0000187

Type

Enter

Keyboard

Lookup

Pallet

Enter



## Pallet Number Entry

Scan, key in or press 'Next' button to use the next available pallet number.

No SIM 4:51 PM 59%

Warehouse 000 | (MB) CENTRA...

Staging Bin SHIPPING

SO # 0000187

Type CASE

Pallet No CASE

Enter Keyboard

### Buttons

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

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

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

**Lookup:** shows you pallet ID's that have already worked on for your order. The lookup will be empty until you add the first item to a Pallet.

**Item:** to switch back to Item collection.

**Next:** to use the next available pallet number.

**Review:** to enter review mode.

No SIM 4:51 PM 59%

Warehouse 000 | (M

Staging Bin SHIPPING

SO # 0000187

Type CASE

Pallet No CASE

Enter

Keyboard

Lookup

Item

Next

Review

Enter Keyboard



## Quantity Prompt

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

The screenshot shows the 'Quick Picking' screen with the following fields:

- Warehouse: 000 | (MB) CENTRA...
- Staging Bin: SHIPPING
- SO #: 0000187
- Item: 1001-HON-H252LK
- Item description: HON 2 DRAWER LETTER FLE W/ LC
- UOM: EACH
- Bin: A20M
- Qty Pck'd/Ord: 0/10
- Quantity: A red input field.

At the bottom, there are two icons: 'Enter' and a keyboard icon.

## 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.

This screenshot is identical to the one on the left, but with a context menu open over the 'Enter' button at the bottom. The menu contains two options:

- Enter (with a blue arrow icon)
- Keyboard (with a blue keyboard icon)