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

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

### Buttons



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



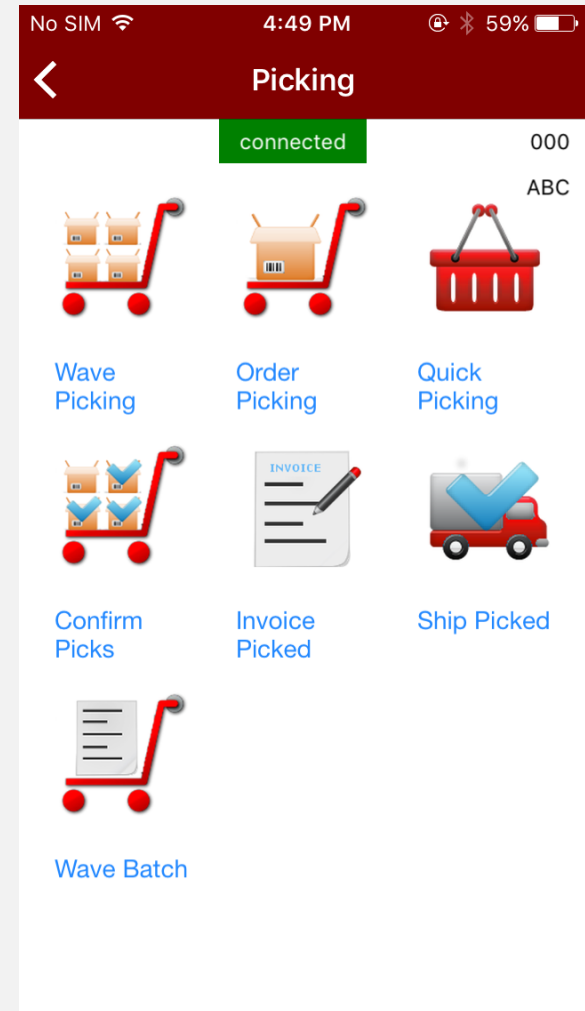
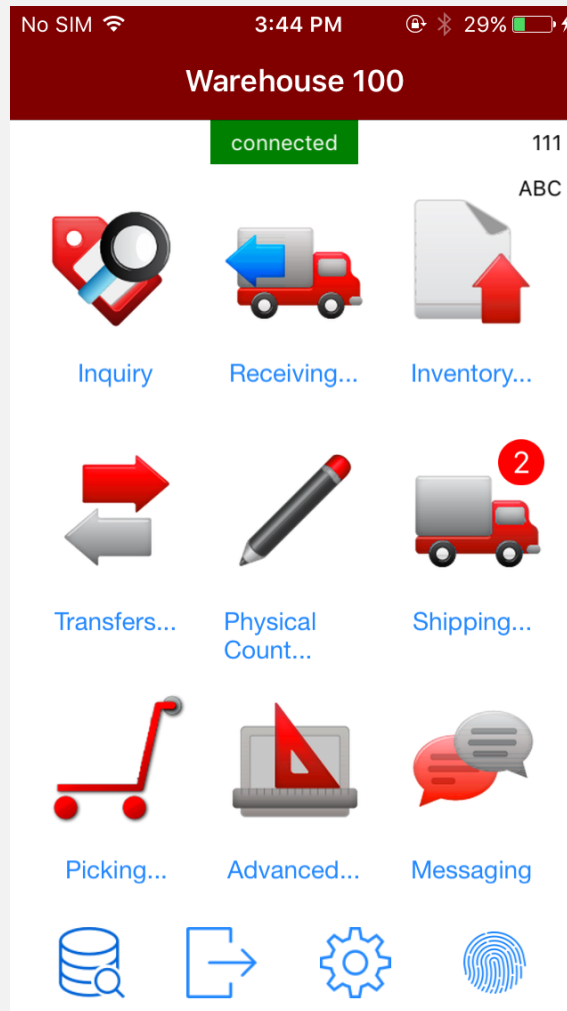
**Setting:** to adjust settings.



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



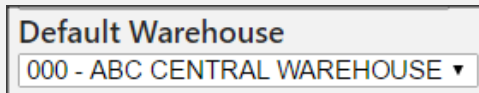
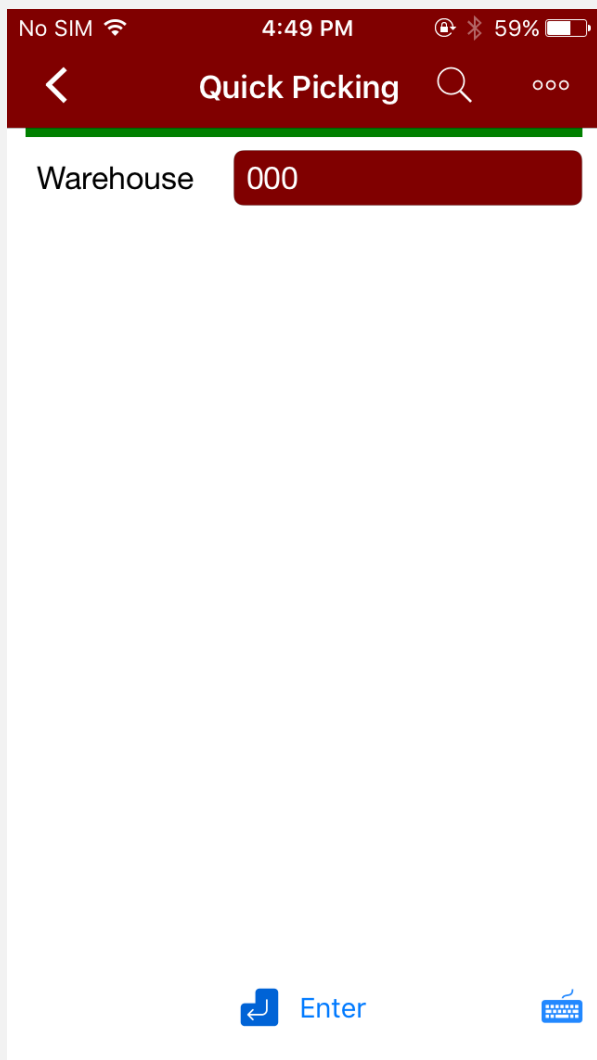
**Status:** to check if you have sent all data collected to Sage.





## 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.



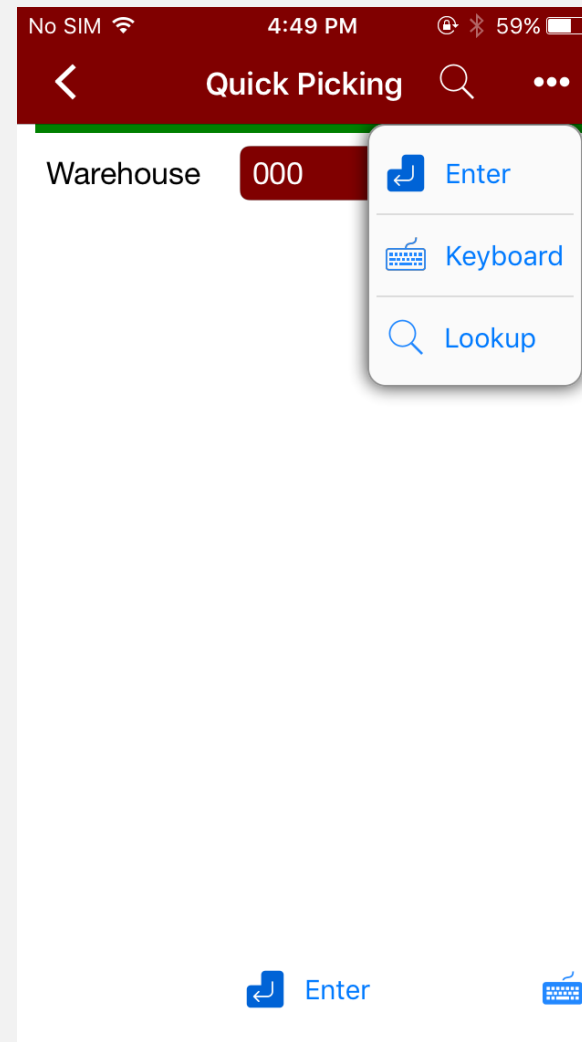
### Buttons

**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.

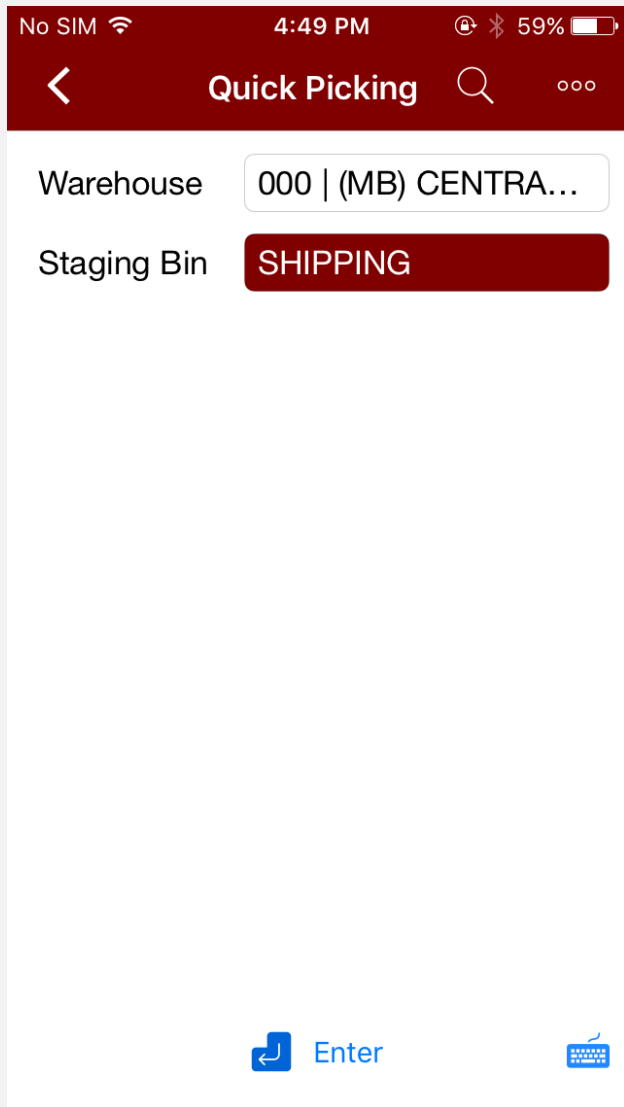
**Lookup:** for seeing all available Warehouses accessible for use.





## Staging Bin Prompt

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



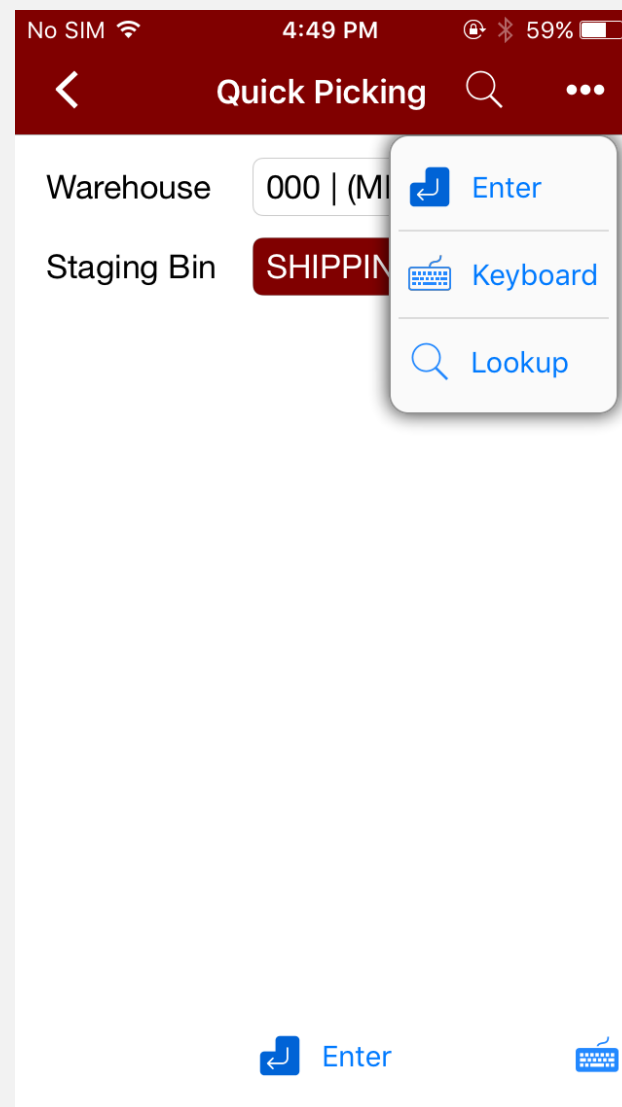
### Buttons

**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', '4:50 PM', and '59%' battery. 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 contains three options: 'Enter' with a blue arrow icon, 'Keyboard' with a blue keyboard icon, and 'Lookup' with a blue search 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 SHIPP...

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.

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

## 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 | (M

Staging Bin SHIPPING

SO # 0000187

Item 1001-HON-H252LK

HON 2 DRAWER LETTER FLE W/ LC

UOM EACH

Bin A40L

Enter Keyboard Lookup

Enter Keyboard



## 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



## 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: a blue 'Enter' button and a blue 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)