



Wave and Order Picking

This document will cover two applications. Wave Picking offers multiple order directed picking in one run through warehouse. Order Picking is single directed order at a time.

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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:

<input checked="" type="checkbox"/> Allow Picking Activities	Allow Picking Activities: Enabling this option would allow access to the Inventory Issues application.
<input checked="" type="checkbox"/> Wave Picking <input checked="" type="checkbox"/> Order Picking	Wave Picking: must be enabled to allow access on scanners. Order Picking: must be enabled to allow access on scanners.
<input type="checkbox"/> Route Through Primary Bin (ACS Only) <input type="checkbox"/> Allow Stage In Current Bin (ACS Only) <input checked="" type="checkbox"/> Allow Over Picks <input checked="" type="checkbox"/> Prompt for Outstanding Lines <input checked="" type="checkbox"/> Ascending Pick Sequence Scan Each <input type="text" value="Allow Scan Each"/>	Route Through Primary Bin: Clicking this will allow the user under this profile to send you around the warehouse to primary bin location first, then any other bin that has the item(s) needed. The order thought is 'primaries' should finish the orders(s) Allow Stage in Current Bin: Allocations will remain in original location. Checking this will allow the user under this profile to remove staging location/bin prompt, as items are allocated in bin that they were picked from. This works best for fast moving warehouses with lots of serial numbers. 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 Unresolved Lines: Displays a warning if you try to submit a transaction that is not complete.

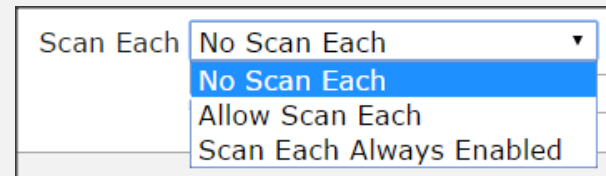
Ascending Pick Sequence: Checking this will prompt the user under this profile to start picking from A1>Z9. Leaving this unchecked will have the user start from Z9>A1.

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.



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 – Receiving icon

Press the Receiving icon to move into the next screen.

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

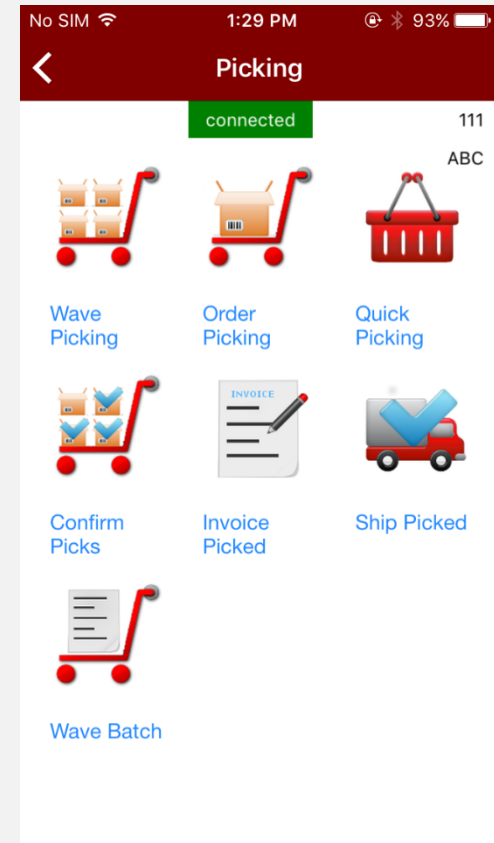
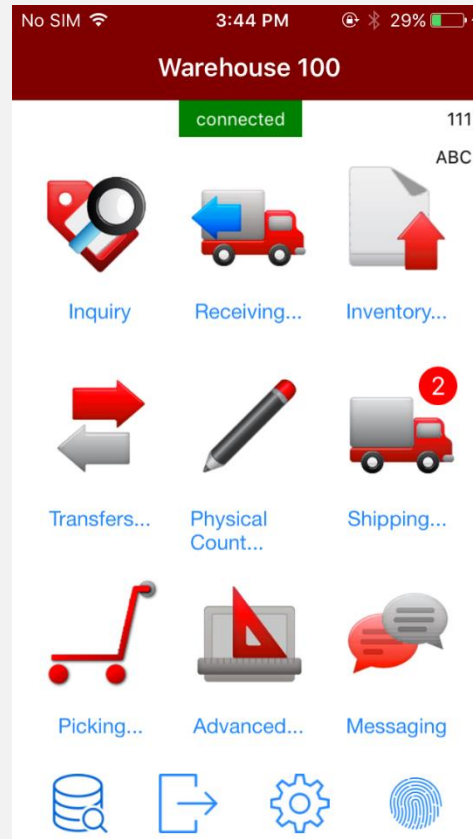
Sage.

Wave \ Order Picking icon

Press the correct icon to enter the application.

Button

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

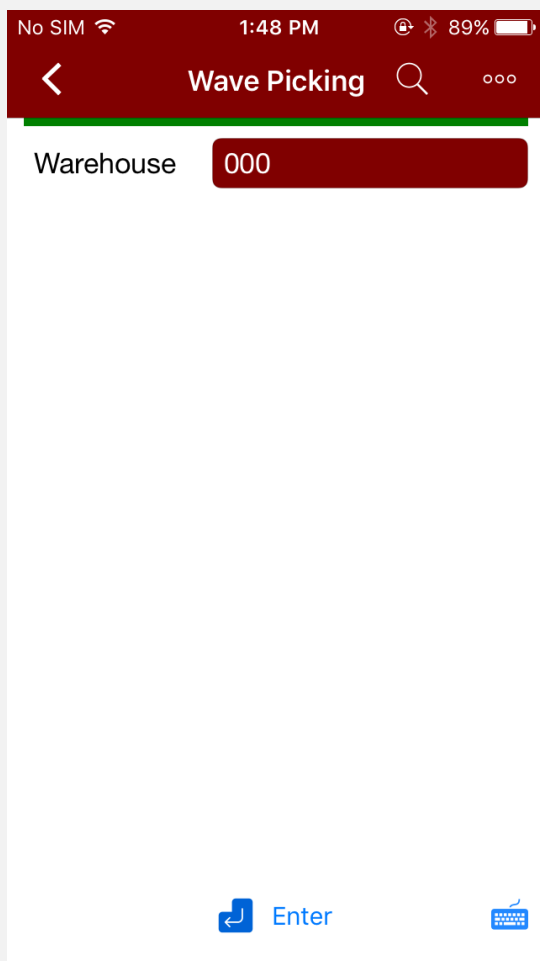




Warehouse Prompt

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 ▼



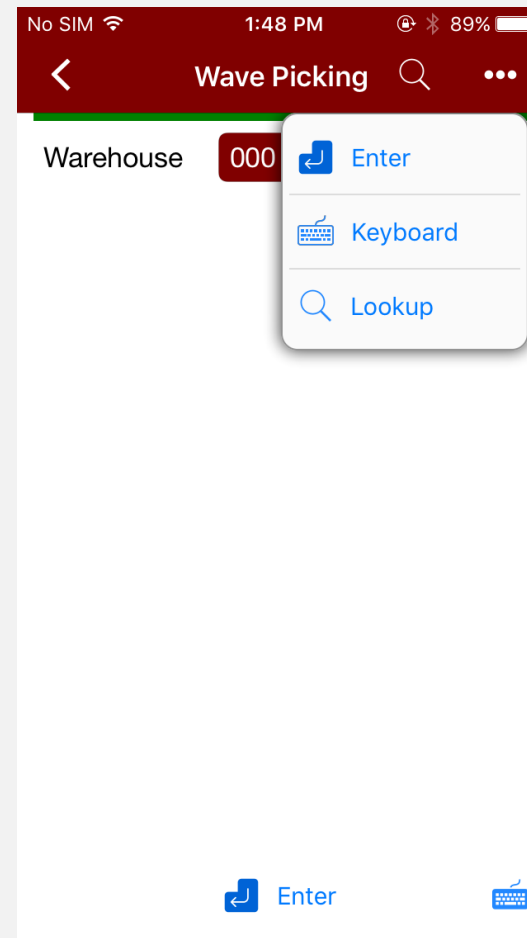
Buttons

Back: 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.

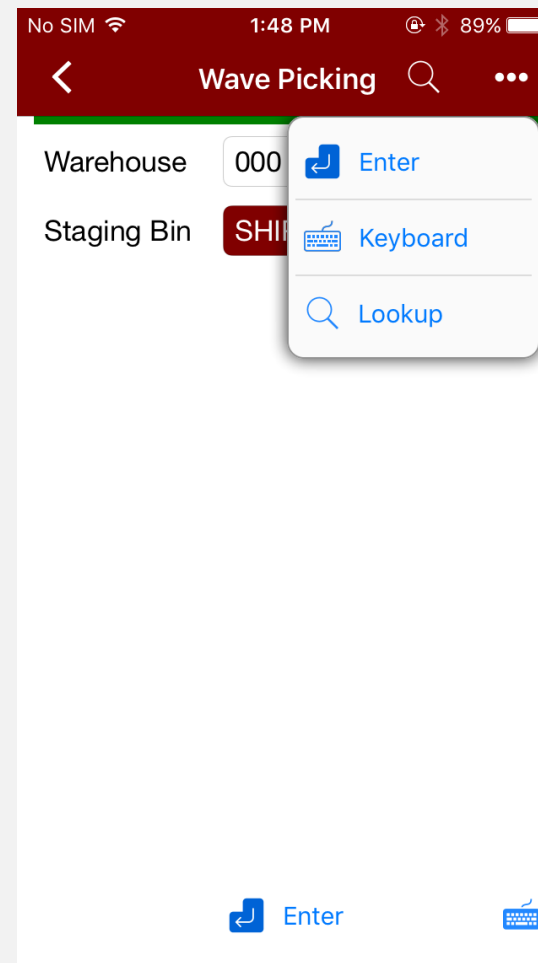
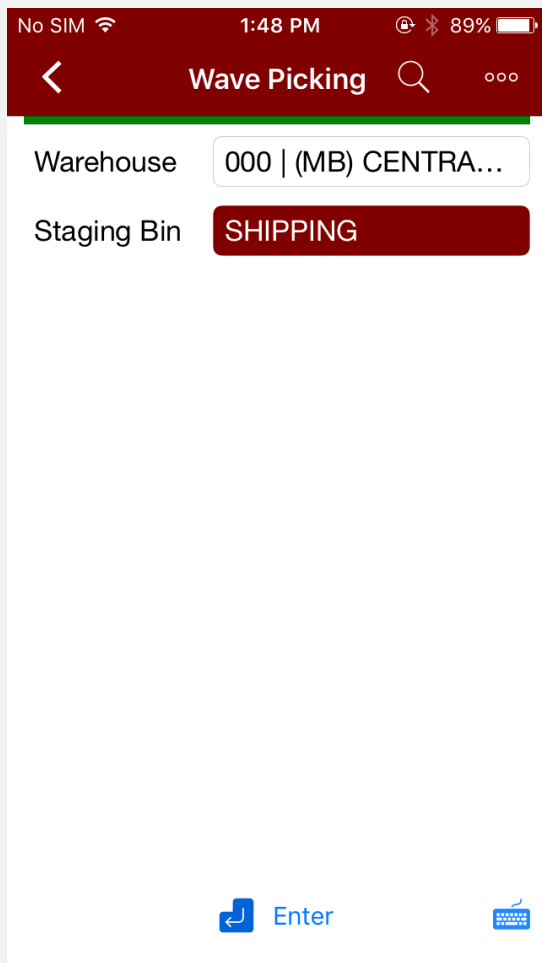
Buttons

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

Keyboard; for on-screen keyboard.

Lookup: for seeing all available Sales Orders.

Enter: press after keying in data at Bin prompt.





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.

The screenshot shows a mobile application interface with a dark red header. The status bar at the top displays 'No SIM', signal strength, Wi-Fi, the time '1:49 PM', and battery level '89%'. Below the header is a navigation bar with icons for back, search, hash, list, and menu. The main content area contains four input fields: 'Warehouse' with the value '000 | (MB) CENTRA...', 'Staging Bin' with 'SHIPPING', 'Sales Order#' which is a redacted field, and 'Ord. Added' with the value '1'. At the bottom, there is a blue 'Enter' button with a left arrow icon and a keyboard icon.

Buttons

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

Start Pick: to begin picking.

Order list: to remove Orders entered by mistake.

Keyboard; for on-screen keyboard.

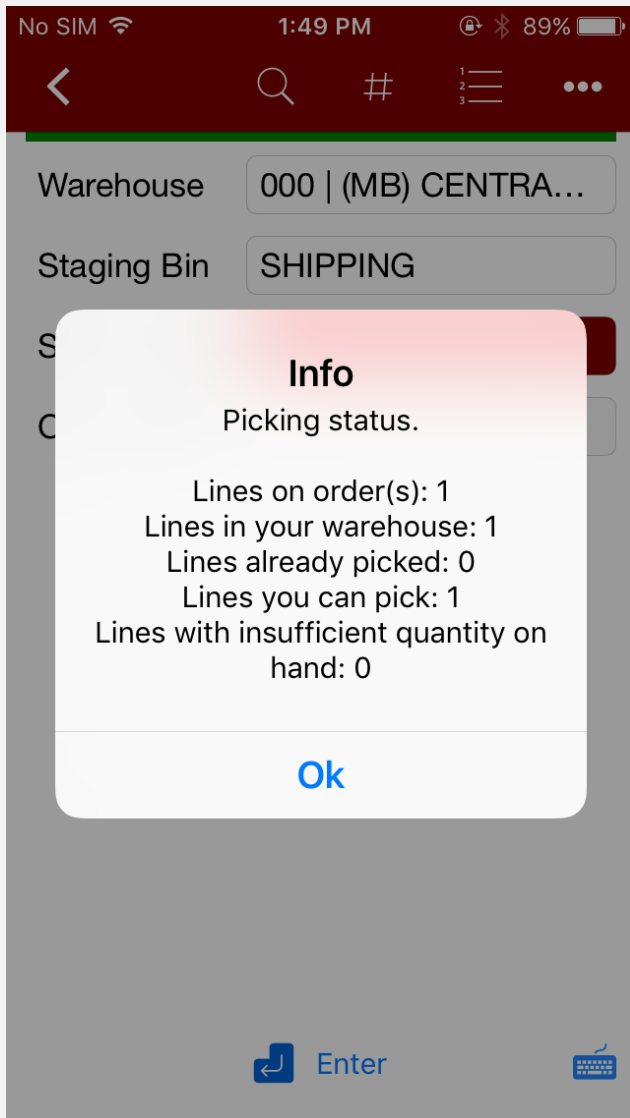
Lookup: for seeing all available Sales Orders.

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

The screenshot shows the same mobile application interface as the previous one, but with the 'Ord. Added' field containing the value '2'. All other elements, including the header, navigation bar, and input fields, are identical.



Picking Status Message: this message gives details about items that can be picked in the collected warehouse code.



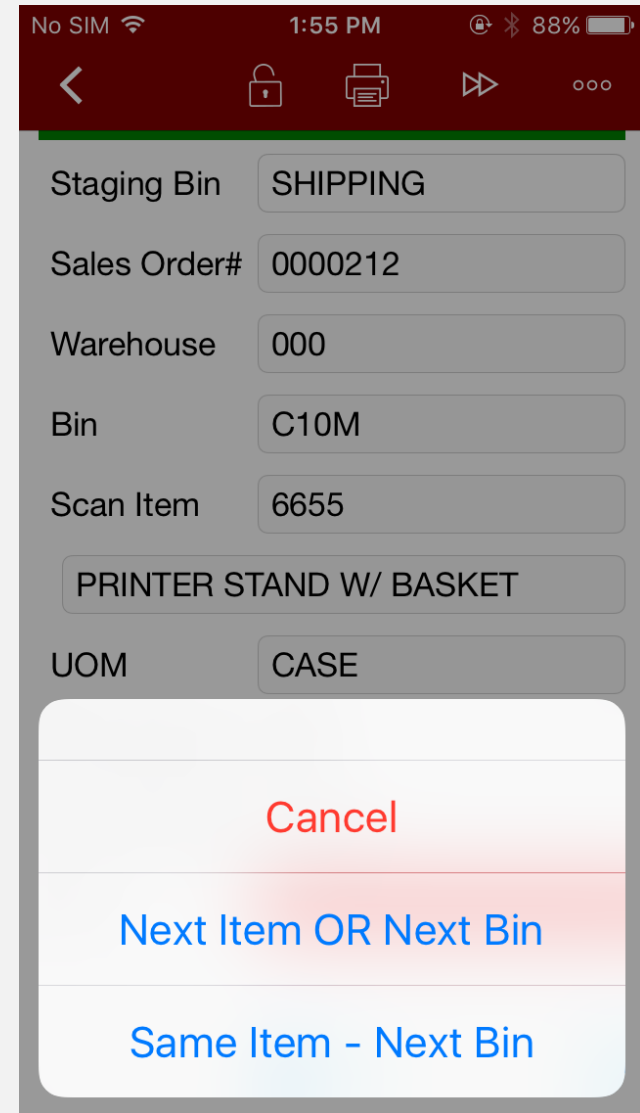
Pressing 'Back' Button: at top left, displays

message with choices.

Save: user can return to finish their order[s].

Cancel: return to picking.

Delete: removes all data collected.





Item Entry Prompt

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

No SIM 1:49 PM 89%

Staging Bin SHIPPING

Sales Order# 0000205

Warehouse 000

Bin C10M

Scan Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Qty Ordered 1

Qty 2Pk/Pckd 1 / 0

Item

Enter Keyboard

Buttons

Review: to enter review mode.

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

Enter: press after keying in data at Item prompt.

Send: to send all data collected.

Skip: to skip to next item.

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

Keyboard; for on-screen keyboard.

No SIM 1:50 PM 89%

Staging Bin SHIP

Sales Order# 0000

Warehouse 000

Bin C10

Scan Item 6655

PRINTER STAND

UOM EAC

Qty Ordered 1

Qty 2Pk/Pckd 1 / 0

Item

Enter

Keyboard

Scan Each

Print

Skip

Send

Review



Quantity Prompt

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

No SIM 1:50 PM 89%

Wave Picking

Staging Bin SHIPPING

Sales Order# 0000205

Warehouse 000

Bin C10M

Scan Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Qty Ordered 1

Qty 2Pk/Pckd 1 / 0

Item 6655

Quantity

Enter Keyboard

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.

Skip: to skip to next item.

Depending on your “Allow Over Picks” setting you may see this message.

No SIM 1:50 PM 89%

Wave Picking

Staging Bin SHIP

Sales Order# 0000

Warehouse 000

Bin C10M

Scan Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Qty Ordered 1

Qty 2Pk/Pckd 1 / 0

Item 6655

Quantity

Enter Keyboard Skip