

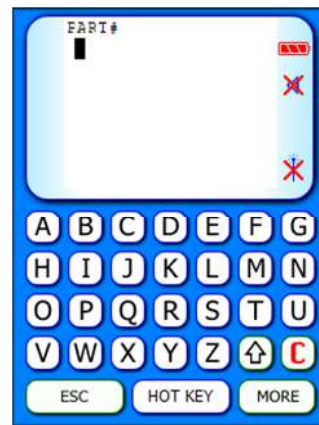
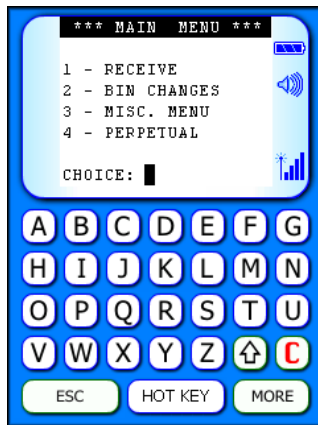
QUICK REFERENCE RECEIVE

This process is used to receive (receipt) parts into your inventory. ScanIt Parts Interact will automatically update your DMS, with parts scanned.

Step 1. At the Main Menu select **1 (Receive)**.

Step 2. At the **Part #** prompt, scan the part's barcode using the wireless handheld scanner.

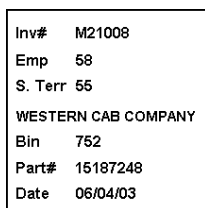
Note: When typing part numbers manually into the scanner, dashes, spaces, # signs, and special characters are not used.



Step 3. If the scanner beam does not work after you scan a part number, look at the display, it is waiting for one of the following inputs:

- Control #
- Quantity
- Shipment #

Step 4. The scanner prints a label automatically if the part is a **Special Order**. The scanner will not automatically print, if the part is a stock part



(Example: special order label - special order label is fully customizable)

Hot Keys

- **Print Label** button and choose the label to print for the last part scanned
- **Turn Print Mode ON** button to print a label on every scan
- **Turn Single Mode OFF** button will force user to enter a quantity on every scan

Video Examples

- <https://www.youtube.com/watch?v=Ysk2tHSIfw8>
- <https://www.youtube.com/watch?v=RPVZ-ZvseIE>
- <https://www.youtube.com/watch?v=Ho4aS3TAg4E>