



Getting Started with ScanIt Parts

Your First 10 Minutes

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems
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1. Open the App

Find the ScanIt Parts icon on your scanner home screen. Tap it to open the app.

1 Tap the **ScanIt Parts** icon on your scanner

2 Enter your **scanner username**

3 Enter your **PIN**

4 Tap **Login**

The main menu appears after you log in. You are ready to go.

Tip: Your admin sets up your username and PIN. If you do not have them, ask your parts manager.

2. Connect to WiFi

Your scanner needs WiFi to talk to the server. Follow these steps to connect.

1 Swipe down from the top of the screen to open the **status bar**

2 Tap the **WiFi** icon

3 Pick your **network** from the list

4 Type the **WiFi password** and tap **Connect**

A WiFi icon appears in the status bar when you are connected.

Tip: To verify your connection, tap the **three-line menu** (hamburger icon) > **Device Tests** > **Connection Test**. Green results mean you are connected. ScanIt Parts has two interfaces: the **scanner app** (handheld, for warehouse work) and the **web dashboard** at sip.ipsdev.com (for reports, settings, and management).

Important: The scanner will not sync data without WiFi. Always check the WiFi icon before you start work.

3. Scan Your First Part

Part Inquiry lets you look up any part in seconds. Try it now.

- 1 Tap **Part Inquiry** from the main menu
- 2 Point the scanner at any **barcode** on a parts shelf
- 3 Pull the trigger to scan
- 4 View the results on screen

The screen shows details about that part:

- **Stock level** — how many are on hand
- **Bin location** — where the part sits on the shelf
- **Pricing** — list and cost prices
- **Description** — what the part is

Note: The scanner reads all barcode types: 1D, 2D, and QR codes. It works with every OEM label.

4. Print Your First Label

After you scan a part, you can print a label for it right away.

- 1 From the Part Inquiry results, tap the **Labels** tab
- 2 Pick the **label type** you want
- 3 Tap **Print**

The label prints from the scanner and is ready to stick on the shelf or box.

Tip: No barcode on a part? Type the part number by hand. The scanner prints a new label for it. Now that part has a barcode going forward.

5. Receive a Shipment

When a truck shows up, use Receiving to log every part that comes off it.

- 1 Tap **Receiving** from the main menu
- 2 Pick an **open order** or **shipment** from the list
- 3 Scan each **part barcode** as it comes off the truck
- 4 A label prints for each part as you scan it
- 5 Stick the label on the box and put it on the shelf

The system updates your stock counts as you scan. No extra steps needed.

Tip: The scanner shows how many parts are left to receive on each order. When the count hits zero, that order is done.

Note: Orders and shipments are pulled from your DMS. If you do not see an order, tap the refresh button or ask your admin to pull orders from the dashboard.

6. What's Next

You just learned the basics. Here is what else ScanIt Parts can do:

- **Cycle Counting** — Count parts on an ongoing basis to keep stock accurate
- **Bin Changes** — Move parts to a new bin and print updated labels
- **Stocking** — Scan a part and the bin you put it in, so you have a record of who put what away and where
- **PickIt** — Fill customer orders faster with guided picking

- **PackIt** — Group picked parts into containers for shipping
- **Delivery** — Track parts from the shelf to the service bay
- **Returns** — Log returned parts and put them back in stock
- **Dashboard Reports** — View scan activity, inventory stats, and more from any browser

Learn More

Check out these resources to go deeper:

- **Full User Guide** — Covers every feature in detail
- **Quick Reference Card** — One-page cheat sheet for daily tasks
- **ScanIt Parts Academy** — Short lessons you can work through at your own pace

Tip: Visit the Academy at scanitparts.com/pages/academy.html to find step-by-step lessons on every feature.

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