

Tips

Print History: Tap the clock icon in the top bar. View recent print jobs on any screen.

What is PackIt?

PackIt has two uses:

- **Container Organization** - Store parts in labeled containers. Look up by barcode.
- **Order Packing** - Pack picked orders into containers for shipping.

Create a Container

- 1 Select **PackIt** from scanner menu
- 2 Select **New Container**
- 3 Enter a name (e.g., "BOX-A1", "SHELF-3")
- 4 Label prints on its own
- 5 Attach label to the container

Naming Tip: Keep names consistent. Example: SHELF1-A, SHELF1-B.

Add Parts to Container

- 1 Select **PackIt** from scanner menu
- 2 Scan the **container barcode**
- 3 Scan each **part barcode** as you drop it in
- 4 System saves the part location
- 5 Repeat for each part

Find a Part

- 1 Select **Part Inquiry** from scanner menu
- 2 Scan the **part barcode**
- 3 Screen shows which container holds it
- 4 Go to that container and grab the part

Note: Part Inquiry works for both bin locations and PackIt containers.

View Container Contents

- 1 Select **PackIt** from scanner menu
- 2 Scan the **container barcode**

3 See all parts in that container

Pack an Order (PickIt Flow)

- 1 Select **PackIt** from PickIt menu
- 2 Scan invoice or pick from the list
- 3 Scan or create a shipping container
- 4 Scan each **part** into the container
- 5 System checks part is on the order
- 6 Close container when done
- 7 Print shipping label and packing slip

Red alert = wrong part. Do NOT pack. Set aside and check.

Packing Station (Web)

Go to **PickIt > Packing Station** on the web.

View	Shows
Needs Packing	Picked orders waiting to pack
Ready to Ship	Packed and ready to go
Print Shipping Label	Print a box label (Portrait or Landscape); no carrier labels

Manage Containers

Remove a Part

PackIt > Scan Container > Select Part > Remove

Move a Part

Remove from old container. Scan into the new one.

Remove from Truck Bin

PackIt > Scan Container > Remove from Truck Bin

Reprint Label

PackIt > Select Container > Print Label

Best Practices

Do	Why
Use clear names	Easy to find physically
Group similar parts	Faster to find what you need
Don't overfill	Stops damage, easier to search
Label visibly	Barcode must be scannable
Audit now and then	Make sure contents match system

Troubleshooting

Problem	Fix
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Part not showing container	Not scanned in yet. Add via PackIt.
Container label won't scan	Reprint from PackIt menu.
Part shows wrong container	Moved by hand but not in system.
Container shows missing parts	Taken out but not scanned out.

Getting Help

- **Phone:** 810-695-9332
- **Email:** support@scanitparts.com
- See the full PackIt Guide for more details

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