

SCANIT
PARTS
QUICK REFERENCE GUIDE

Scanner App Menu

Option	Use For
Receive	Scan incoming shipments
Bin Changes	Move parts between bins
Stocking	Record parts as you put them away
Perpetual	Count inventory
Part Inquiry	Look up part info (tracked in reports)
Part Lists	Work with part groups
Point of Sale	Track counter sales
Other Items	Cores, warranty items
Stage-It	Put picked parts in a staging area

Scans everything: 1D, 2D, and QR codes. All OEM labels — automotive, powersports (Yamaha, Suzuki, Polaris, Sea-Doo, Harley Davidson), and heavy duty. No barcode? Type the part# to print one.

Add to Lookup: Scan an unknown barcode. Enter the DMS part#. Link is saved. Works for UPCs, tires, and more.

Print History: Tap the clock icon in the top bar of any screen. See recent print jobs: part#, label type, time, qty.

Print Confirmation: When qty > 1, a dialog asks "Print X labels?" before printing.

Receiving Parts

- 1 Select "Receive" from menu
- 2 Scan shipment or packing slip number
- 3 Scan part barcode
- 4 Pick the maker if asked
- 5 Enter or confirm the count
- 6 Label prints - stick on part
- 7 Place part in its bin

Tip: Enter the actual count you received. Don't go by the packing slip.

Note: Part Inquiry and Not Found stats are in the Parts Per Day report.

Bin Changes

- 1 Select "Bin Changes" from menu
- 2 Scan the part to move
- 3 Scan or enter the current bin

- 4 Scan or enter the new bin
- 5 Enter the count
- 6 Confirm the move

Stocking

- 1 Select "Stocking" from menu
- 2 Scan the part you are putting away
- 3 Pick the maker if asked
- 4 Scan the bin you are putting it in
- 5 Scan is recorded against your name

Wrong bin is turned down: only a bin already on file for that part is accepted. The part card shows "Stock to" (accepted bins) and "Also in" (its other bins).

Move instead of refuse: the scanner can offer to move the part to that bin rather than turn the scan down - it changes the part's primary bin, like a Bin Change. Turn it on under Settings > Scanning, card "Bin Changes While Stocking": every part, only parts with no bin yet, or only parts in listed bins.

Quantity: turn it on in the Stocking screen's Settings tab to key how many pieces. Off = one piece per scan.

Review: Reports > Stocking on the web. Tick "Refused Scans Only" to find parts whose bin on file is wrong.

Perpetual Inventory Count

- 1 Select "Perpetual" from menu
- 2 Scan the bin to count
- 3 Scan each part in the bin
- 4 Enter the count you see
- 5 System logs any difference

PickIt: Order Picking

Picking Methods

- **Smart Pick** - Best walking path
- **By Invoice** - One order at a time
- **To Route** - Orders by delivery route

Pick an Order

- 1 Go to PickIt > Pick method
- 2 Follow path to each bin
- 3 Scan bin to confirm the spot
- 4 Scan parts as you pick
- 5 Confirm counts

Pack an Order

- 1 Go to PickIt > PackIt
- 2 Scan or select the invoice
- 3 Scan the container barcode
- 4 Scan parts into the container
- 5 Close container, print label

Stage-It

- 1 Select "Stage-It" from menu
- 2 Scan a part, a Pick-It label, or a container
- 3 Pick the invoice if the part is on more than one
- 4 Scan the staging area
- 5 A container stages every piece left in it at once

Change or move: tap a staged part to change pieces, or scan another area to move it. Tap a staged container to see its parts, move it, or unstage it.

Setup: needs the Stage-It permission - sign out and back in. Build areas at PickIt > Settings > Staging Areas and print a label for each so pickers scan instead of typing. "Require picking before staging" and "Require packing before staging" are on that page; when off, staging a part also marks it picked or packed.

Review: PickIt > Reports > Staged Parts on the web - watch "Still Waiting" and "Longest Wait". Load-It's Invoices tab shows which area each part is in.

End-of-Day Checklist

- Review all scans from the day
- Check for posting errors
- Fix over/short issues
- Finish any open tasks
- Post confirmed items to DMS
- Clear any alerts

Important: Finish EOD tasks before you leave each day.

Quick Fixes

Problem	Try This
Won't scan	Hold 6-8" away, or type by hand
Part not found	Check if order pulled from DMS
Can't log in	Check caps lock, try password reset
No label print	Check printer power/paper/jams
System slow	Clear browser cache, close tabs

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PARTS[®]

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Common Reports

Report	Shows
Over/Short	Count differences
Scanned Parts	All received items
Posting Errors	Failed DMS posts
Bad Scans	Scan problems
Employee	Stats by user
Perpetual Inventory	Count differences
Bin Changes	Move history
Order Status	Order tracking
Invoice Status	Fill status
Shipment Status	Shipment tracking
Parts Per Day	Daily part lookups by user

Running a Report

- 1 Go to Reports menu
- 2 Pick the report type
- 3 Set date range and filters
- 4 Click Run/Generate
- 5 View, print, or export

Your Account

Click your name (top right) > Settings > Your Account

- **Scanner Username** - Login for scanner app
- **Scanner PIN** - Password for scanner app
- **Phone** - For SMS alerts
- **Alerts** - Email/text alert choices

Web Navigation

Menu Item	Purpose
Dashboard	Overview & metrics
Browse Data	View inventory/orders
End-of-Day	Daily wrap-up
Reports	Analytics & exports

PickIt	Order picking
Manual	Manual posting/changes
Bin Printing	Print labels/tags
Settings	Store setup

Key Terms Glossary

Term	Meaning
Add to Lookup	Link any barcode to a DMS part #
Bin	Storage spot (shelf/drawer)
DMS	Dealer Management System
Make	Part maker (GM, Ford, etc.)
Over	Got more than ordered
Short	Got less than ordered
Post	Send data to DMS
PNC	Part Number Change (swap)
Perpetual	Ongoing inventory counting
Smart Pick	Best picking path
Special Order	Order for one customer
Stock Order	Regular inventory order
Dispatch	Assign orders to routes
Container	Box/package for shipping

PickIt Workflow

Stage	Action
1. Picking	Collect parts from bins
2. Packing	Put parts in containers
3. Dispatch	Assign to delivery routes
4. Shipping	Load truck, deliver

Login Quick Reference

System	Credentials
Web Interface	Email + Password
Scanner App	Scanner Username + PIN

Note: Web and scanner logins are different!

Getting Help

- Write down the exact error message
- Note what you were doing

- [Contact your manager or IT support](#)
- [See the full User Guide for details](#)