

## Table of Contents

- Sync Mode Prep
- Download & Synchronize Your Orders
- Starting Up The Scanner
- Scanning Your Order
- Reviewing Reports

## Sync Mode Prep

### Launch in to the Parts Wizard App on the Scanner



#### XT30 & XT40 (Android):

1. Click the Done Scanning button
2. If you don't see the Done Scanning button and instead see Waiting on command then do the following:
3. Tap Start Scanning
4. Tap Done Scanning after the scanner finishes loading in



#### XG200 (Android):

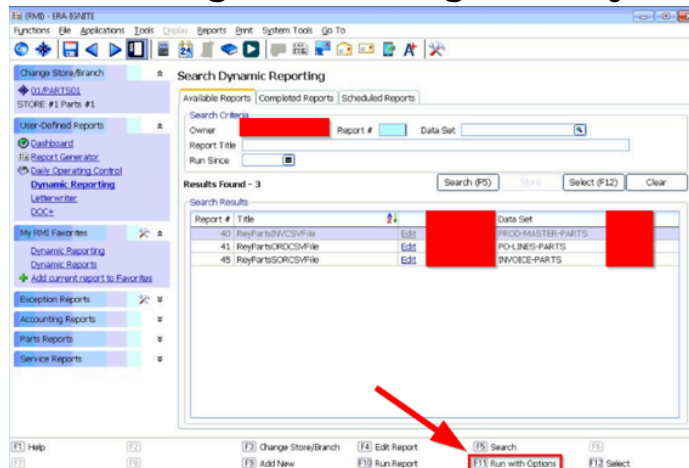
1. Lift the scanner out of the cradle and allow it to finish loading into Parts Wizard
2. Put the scanner back in the cradle and wait for it to display Waiting on Command

## Downloading and Synchronizing Your Orders

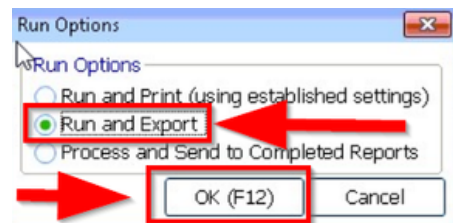
### Pre-Considerations:

If you are a **Reynolds and Reynolds** user please be sure to generate your reports first through **ERAignite**:

1. Open ERA Ignite and go into **Retail Management Intelligence → Dynamic Reporting.**



2. Hit **F11** to Run report with Options

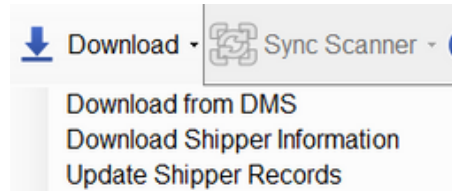


3. Hit **F12** to execute the report
4. Go to the **Main Steps**

## Downloading and Synchronizing Your Orders

### Main Steps:

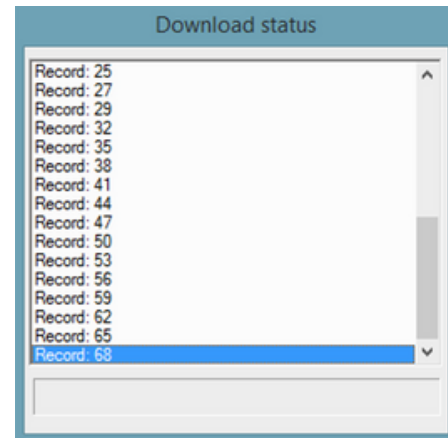
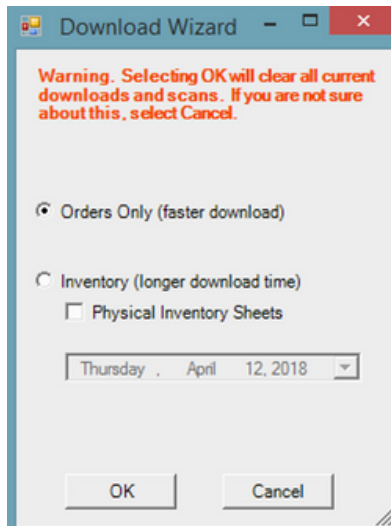
1. Click The download button in the top left side of Parts Wizard



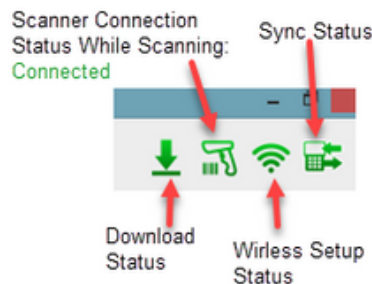
2. Select the option **Download from DMS**. This will bring up the **Download Wizard**. Select Inventory and **click Ok**.

(**CDK Users** will just **hit Ok** on this box because we download your full inventory every time.)

The **Download Wizard** will show as **Download Status**, and your parts will begin downloading.



3. Once the **download has finished**, **PartsWizard** will **automatically** attempt to **synchronize your download files onto the scanner**.



4. Once the **Download Status box disappears**, that means that **the download and synchronization are finished**. Check the **top right-hand corner** and make sure that your **sync status icon and download status icon** are showing up **green**.

## Starting Up the Scanner



### **PPT (Windows):**

*Remove the scanner from the cradle and do the following:*

**Do a 3-button push** by **holding down** either yellow button on the side, the green enter key, and the blue function key at the same time. **Continue holding down these buttons until you see a screen flash and display PPT8800**, then release the keys. This will restart the scanner and launch you into PartsWizard after a few seconds.



### **Janam XG300 (Windows):**

**Hold down** the red power button, **located on the left-side of the scanner at the very top**, until you get the menu options for Hard Reset, Soft Reset, and Power Off. **Select Soft Reset**. The scanner will now reboot and launch into PartsWizard on startup.



### **MC55 (Windows):**

**Hold down** the red power button, **located on the bottom left of the keypad, until the screen turns off**. The scanner will now reload into PartsWizard.



### **Janam XG200 (Android):**

**Remove the scanner from the cradle**, this should force the scanner to launch into PartsWizard. However, if it does not, navigate to the homepage and **select the ScanWizard Icon**.



### **XT30 & XT40 (Android):**

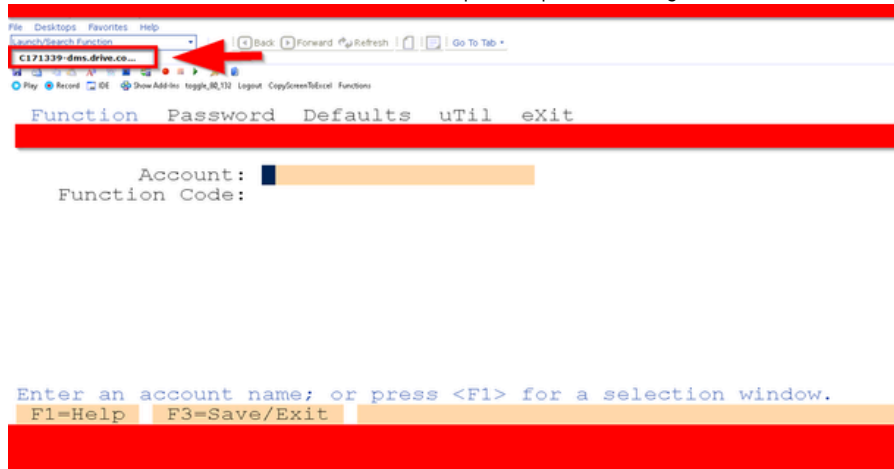
Remove the scanner from the cradle and click on the "Start Scanning" button. The scanner will automatically launch into Partswizard.

## Scanning in Orders

### Pre-Considerations:

If you are a **Reynolds and Reynolds** user please be sure to generate your reports first through **ERAignite**:

1. Please note that **CDK users** with a simple login will have to **open CDK Drive**, with the **DMS connectivity screen being the one and only tab open**, prior to scanning parts. This is how we are able to post parts to your DMS from now on.



2. Go to the **Main Steps**

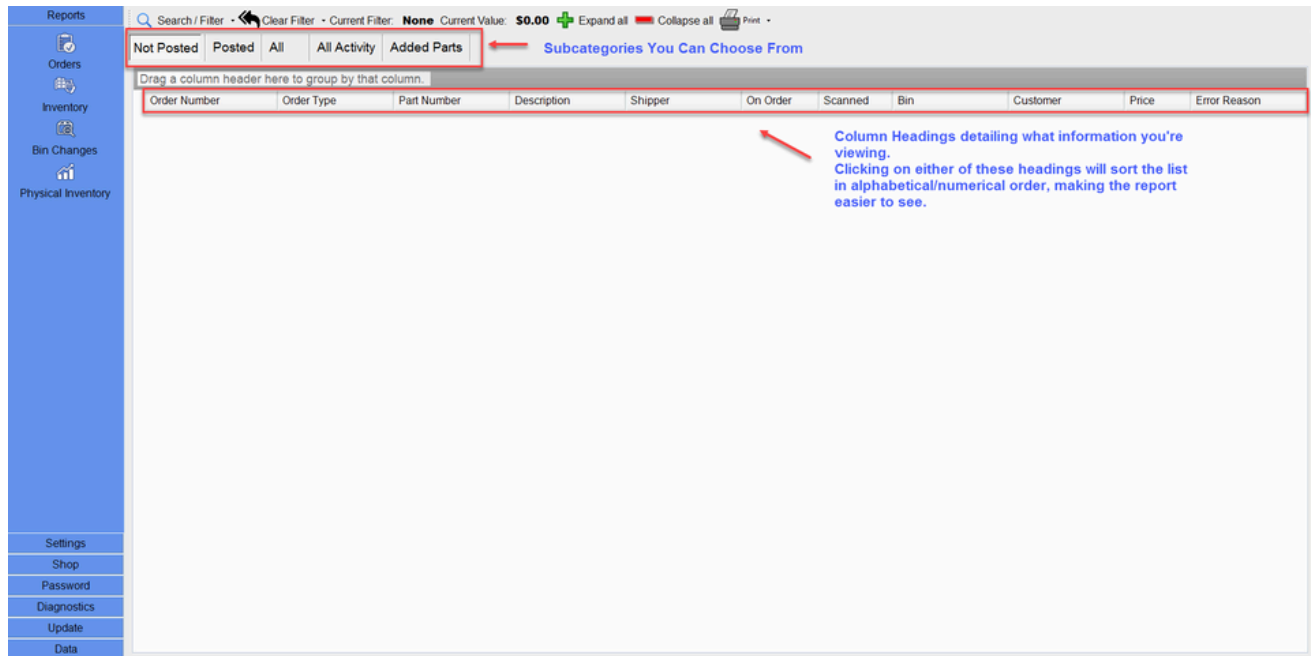
## Scanning in Orders

### Main Steps:

1. **Click Scan Order**, verify that the scanner shows **'Connected' in green** towards the **center** of the screen
2. **Scan your order with the laser.** Keep in mind the following:
  - a. **Make sure you hit enter** on the final part you scan in.
  - b. If you run into a part that does not have a readable barcode, you can manually input the number with the scanner. Only use numbers for this part; for example, if your part had the letter 'A', then you would simply type in the number 2. The scanner will understand and select the proper part once enough numbers have been entered.

## Reviewing Your Order Reports

Parts Wizard **updates your DMS order** with your **scanned parts automatically**, but you will want to **review your reports** to make sure there are **no surprises**.



1. On PartsWizard on your computer, **click on the word Reports on the left-hand side**, then **click on the word Orders**. You will immediately be redirected to your **Not Posted report**.

Your not-posted report will show all the parts that have either not been scanned or they encountered errors when posting.

- Parts Wizard **posts** only the quantities scanned up to the actual on-hand count, **preventing over-posting**. For instance, if you scan more than the on-hand count (**e.g., 6 for an on-hand count of 5**), you **must adjust the count manually to a maximum of 5 before posting**.
- Conversely, **if you scan less (e.g., 3 for an on-hand count of 5)**, it will post the **scanned amount (3)** and **leave the difference (2)** as outstanding on the order and in the **not-posted report**.

**Be sure to thoroughly check this tab to make sure everything looks okay.**

2. You'll be able to navigate to a few different subcategories as well; Posted, All, All Activity, and Added Parts.

- **Posted:** Shows the parts that have been posted into your DMS.
- **All:** Shows all part numbers that are currently ordered, whether they've been posted, scanned, or not posted.
- **All Activity:** Shows every part number that the scanner has scanned.
- **Added Parts:** Shows new part numbers that were previously not found in the DMS.

Not Posted	Posted	All	All Activity	Added Parts									
Drag a column header here to group by that column.													
				Parts that have been scanned									
Order	Part Num	Description	Shipper	On Ord	Scan	Bin	Custom	UnitCos	Price	Error R	Advisor	Counter	UPC
R096	193273...	N-ROTO...		2	5	151-		\$80.27	\$160.54	Cann...			
R096	157412...	SL-N-CA...		8	2	129-		\$4.10	\$32.80				
R096	857347...	SL-N-SW...		1	1	143-		\$15.69	\$15.69				
R096	11612278	SL-N-NU...		8	1	129-		\$4.10	\$32.80				
C094	856512...	SL-N-SW...		1	1	SPO...	ENTE...	\$28.02	\$28.02			894	
	11609233	Unknown		0	1			\$0.00	\$0.00	No O...			
	R096	193676...	N-PAINT...	1	0	TUP-							
	R096	135540...	N-MODU...	1	0	SPO...							
	R096	194263...	SL-N-FIL...	1	0	103-		\$9.20	\$9.20				
	R096	228557...	SL-N-JOI...	1	0	130-		\$40.58	\$40.58				
	R096	847250...	SL-N-CO...	1	0	205-		\$158.73	\$158.73				
	R096	11612295	SL-N-NU...	1	0	210-		\$2.53	\$2.53				15115115125...
	R096	126088...	SL-N-SE...	1	0	213-		\$28.19	\$28.19				
	R096	126581...	SL-N-BE...	1	0	119-		\$46.05	\$46.05				
	R096	126770...	SL-N-PIP...	1	0	119-		\$36.20	\$36.20				
	R096	133673...	SL-N-EL...	1	0	104-		\$28.61	\$28.61				
	R096	193274...	N-ROTO...	2	0	152-		\$110.52	\$221.04				
	R096	194279...	SL-N-PA...	1	0	155-		\$69.03	\$69.03				

3. Inside of your **Not-Posted tab**, you will be able to see the parts that have **not been received by the DMS**. They will show up in two colors: black, red

- **Black Parts** represent parts that the scanner has not scanned in yet.
- **Red Parts** represent parts that had certain errors when we tried to post them to the DMS.

Not Posted	Posted	All	All Activity	Added Parts										
Drag a column header here to group by that column.														
				These parts were scanned, and had issues posting										
Order Number	Order Type	Part Number	Description	Shipper	On Order	Scanned	Bin	Custom	UnitCost	Price	Advisor	Counter/Man	Error Reason	UPC
R096	RO	19327379	N-R...		2	5	151-		\$80.27	\$160....			Cann...	
R096	RO	15741217	SL-N...		8	2	129-		\$4.10	\$32.80				
R096	RO	11612278	SL-N...		8	1	129-		\$4.10	\$32.80				
		11609233	Unkn...		0	1			\$0.00				No O...	
	C094	SB	11547685	SL-N...	2	0	NO B...	JAU...	\$3.99	\$7.66		894		
	C094	SB	11548113	N-BO...	2	0	NO B...	JAU...	\$5.22	\$10.44		894		
	C094	SB	11548308	SL-N...	4	0	129-		\$4.10	\$16.40				
	C094	SB	85036132	N-AI...	1	0	SPO...	CC						
	R096	RO	11612295	SL-N...	1	0	210-							2525
	R096	RO	12608814	SL-N...	1	0	213-		\$28.19	\$28.19				
	R096	RO	12658178	SL-N...	1	0	119-		\$46.05	\$46.05				
	R096	RO	12677006	SL-N...	1	0	119-		\$36.20	\$36.20				
	R096	RO	13367308	SL-N...	1	0	104-		\$28.61	\$28.61				
	R096	RO	13554026	N-M...	1	0	SPO...		\$72.55	\$72.55				
	R096	RO	19327446	N-R...	2	0	152-		\$110....	\$221....				
	R096	RO	19367657	N-PA...	1	0	TUP-		\$14.15	\$14.15				
	R096	RO	19426302	SL-N...	1	0	103-		\$9.20	\$9.20				
	R096	RO	19427992	SL-N...	1	0	155-		\$69.03	\$69.03				
	R096	RO	22855747	SL-N...	1	0	130-		\$40.58	\$40.58				

4. When you discover a red part inside the Not Posted report, right click that part number, and it will give you additional options to try and receive that part:

- **Backorder remaining** will receive the amount of scanned parts, while putting the rest on backorder inside of your DMS
- **Receive remaining** will receive the entire on order amount
- **Retry Errors** will attempt to receive your part into the DMS after fixing any errors that stopped it from before.
- **Clear Scan Quantity** will clear the scan quantity from inside the reports, making them show a scan count of zero.
- **Change Scan Quantity** will give you the option to update the scan count to on-hand quantity or allow you to manually type in a quantity for that specific part number.
- **Update Shipper** will allow you to manually assign a shipper number to the part number.
- **Copy** will give you the option to copy the part number or order number, so you can paste it into your DMS for easy part number lookups.

Search / Filter - Clear Filter - Filter: None + Expand all - Collapse all - Print - Save Columns - Value: \$1,564.46 Lines: 29

Not Posted | Posted | All | All Activity | Added Parts

Drag a column header here to group by that column.

Order Number	Order Type	Part Number	Description	Shipper	On Order	Scanned	Bin	Customer	Unit Cost	Price	Advisor	CounterMan	Error Reason	UPC
R096	RO	19327379	N-R...		2	5	151-		\$80.27	\$160.00			Cann...	
R096	RO	15741217	SL-N...		8	2	129-		\$4.10	\$32.80				
R096	RO	11612278	SL-N...		8	1	129-		\$4.10	\$32.80				
R096	RO	11609233	Unkn...		0					\$0.00			No O...	
C094	SB	11547065	SL-N...		2					\$7.86		894		
C094	SB	11548113	N-BO...		2					\$10.44		894		
C094	SB	11548308	SL-N...		4					\$16.40				
C094	SB	85036132	N-AI...		1					\$58.15		894		
R096	RO	11612295	SL-N...		1					\$2.53				1511511512525
R096	RO	12608814	SL-N...		1					\$28.19				
R096	RO	12658178	SL-N...		1	0	119-		\$46.05	\$46.05				
R096	RO	12677006	SL-N...		1	0	119-		\$36.20	\$36.20				
R096	RO	13367308	SL-N...		1	0	104-		\$28.61	\$28.61				
R096	RO	13554026	N-M...		1	0	SPO...		\$72.55	\$72.55				
R096	RO	19327446	N-R...		2	0	152-		\$110.00	\$221.00				

Context menu options: Backorder remaining, Receive remaining, Retry Errors, Clear Scan Quantity, Change Scan Quantity, Update Shipper, Copy

5. The Posted Tab will show all the parts that were posted to the DMS as being received.

Not Posted | **Posted** | All | All Activity | Added Parts

Drag a column header here to group by that column.

Order N	Part Num	Descripti	Shipper	On Ord	Scanne	Bin	Custom	UnitCost	Price	Advisor	Counter	Error Re	UPC
R096	85734717	SL-N...		1	1	143-		\$15.69	\$15.69				
R096	11612278	SL-N...		8	1	129-		\$4.10	\$32.80				
R096	15741217	SL-N...		8	2	129-		\$4.10	\$32.80				
C094	85651282	SL-N...		1	1	SP...	ENTE...	\$28.02	\$28.02		894		