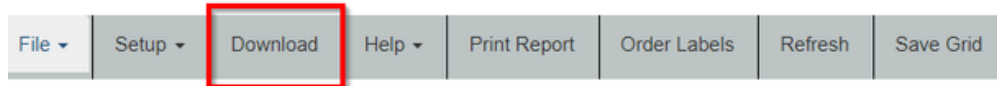


Table of Contents

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Downloading Orders

-Click the Download button towards the top left of the screen



-Upon completion, the "Last Download" timestamp will reflect the current date and time of your PC

Last Download : 2024-04-18 10:07:34 Value: \$12,303.13

-After the download finishes, you'll have a comprehensive view of all orders in your DMS system. This includes details like:

- Order Number
- On Order Count
- Part Description
- Bin Location
- Customer Names

Post-Download Options

1. Receiving Orders Using the Scanner

-With **Parts Wizard Silver** open and **in focus, scan your part.** Upon scanning:

- The part number will populate the input field
- You can either:
 - Scan the next part (default scan count is set to 1).
 - Modify the scan quantity in the Scan Qty field.
 - Input a shipper number (optional)

Enter the Part Number : 331424BA0C Scan Qty: 2 Enter Shipper Number : 1234

-Continue scanning until your order is complete

-Be aware of **potential scanning errors** ⚠:

-Part Number Not Found: This can arise due to:

- Incorrect barcode/label. Ensure you're scanning the DMS part number barcode.
- Outdated download information. If this happens, click the **Download** button and try scanning again
- Damaged barcode. If unreadable, **manually add the part:**
 - Find the Part number within the report
 - Input the scan count in the scanned column by double-clicking on the scanned cell
 - Click enter

2. Printing Labels

Click the **Print button** within the report to generate a label for the selected part

Print	OrderNumber	BIN	PartNumber
	▼ Contains...	▼ Contains...	▼ Contains...
Print	2608704	27C-	331424BA0C
Print	0417A	52E-	260604BA2A
Print	0417B	SPORD-	938296JL7B
Print	0417C	SPORD-	237963RC0A

Clicking print will turn the row blue

Print	OrderNumber	BIN	PartNumber	Customer	Description	Shipper	OnOrder
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Equals...
Print	2608704	27C-	331424BA0C		SEAL OIL		1
Print	0417A	52E-	260604BA2A		LAMP ASSY - HEAD, LH		1
Print	0417B	SPORD-	938296JL7B		OVER FENDER-REAR LH		1
Print	0417C	SPORD-	237963RC0A		VALVE ASSY- SOLENOID,VALVE TIMI		1
Print	0417D	SPORD-	285336JL3B		COVER		1
Print	0417S1	83F-	868854BA8A		BELT ASSY-TONGUE, PRETENSIONER		1

-For bulk printing, select multiple parts by **holding the ctrl key down** and **selecting each part**, before clicking **Print**

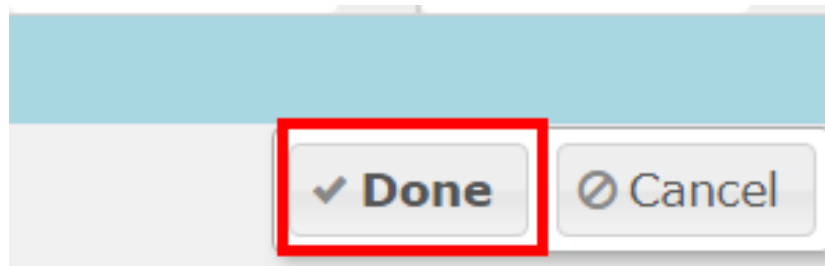
3. Adjusting Bin Locations

-Locate the bin location field for the desired part

-Click inside the field and modify the bin location to your preference

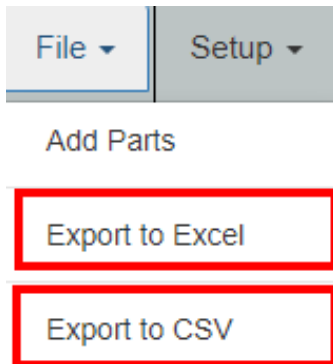
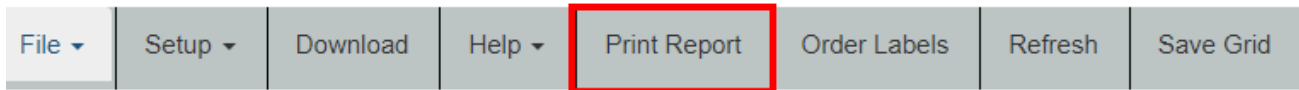
Print	OrderNumber	BIN	PartNumber	Customer	Description	Ship
<input type="button" value="Print"/>	2608704	SPORD-	331424BA0C		SEAL OIL	
<input type="button" value="Print"/>	0417A	SPORD-	260604BA2A		LAMP ASSY - HEAD, LH	
<input type="button" value="Print"/>	0417B	*LS*-	938296JL7B		OVER FENDER-REAR LH	
<input type="button" value="Print"/>	0417C	NO BIN-	237963RC0A		VALVE ASSY-SOLENOID,VALVE TIMI	
<input type="button" value="Print"/>	0417D	BULK-	285336JL3B		COVER	
<input type="button" value="Print"/>	0417S1	SPORP-	868854BA8A		BELT ASSY-TONGUE, PRETENSIONER	
<input type="button" value="Print"/>	0417S2	901B-	260609UF0E		LAMP ASSY - HEAD, LH	
<input type="button" value="Print"/>	0010418	SPRD-	74110-T0G-A00		COVER, ENG (LOWER)	
<input type="button" value="Print"/>	0020417	78F-	75719-T0A-000		EMBLEM, RR.	
		812B-				
		809-				
		810B-				
		80F-				
		811A-				
		606B-				

-Confirm by clicking **Okay** at the end of the row, or hitting Enter. This will also update the DMS



4. Additional Features

-**Print Report:** Send your report to a physical printer by clicking the 'print report' button



-**Export Options:** You can export data to either Excel or CSV formats

- Click the **File button** on the top left
- Select the option you'd like to export

-**Adding Parts Manually:**

- Find the Part number within the report
- **Input the scan count** in the **scanned column** by **double-clicking on the scanned cell** and typing in the correct amount
- **Click Done** towards the right, or hit Enter on your keyboard
- Monitor for parts that fail to post. These will be highlighted in red with an error description

Print	OrderNumber	BIN	PartNumber	Customer	Description	Shipper	OnOrder	Scanned	Manufacturer	SOLInvoice	CoorderMan	ErrorReason	Price	Advisor	Comment	POLine	Route
Print	2608704	27C	331428A0C		SEAL OIL			1	NS								
Print	0417A	SZE	260604BA2A		LAMP ASSY - HEAD, LH			1	NS	25175912	671						Done