

## User Guide for Using Pick-It

**Note:** Before doing these steps, you must first perform an order or inventory download. To do so, click on the Download button and choose Download from DMS. Click Okay on the next pop up.

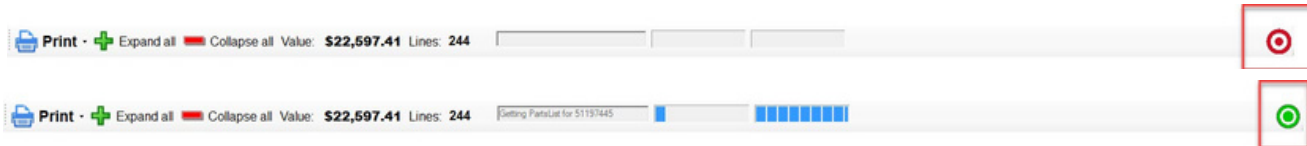
**Step 1.** Click on the Pick-It tab located in the blue navigation bar on the left.



**Step 2.** Click on the To Be Picked Button

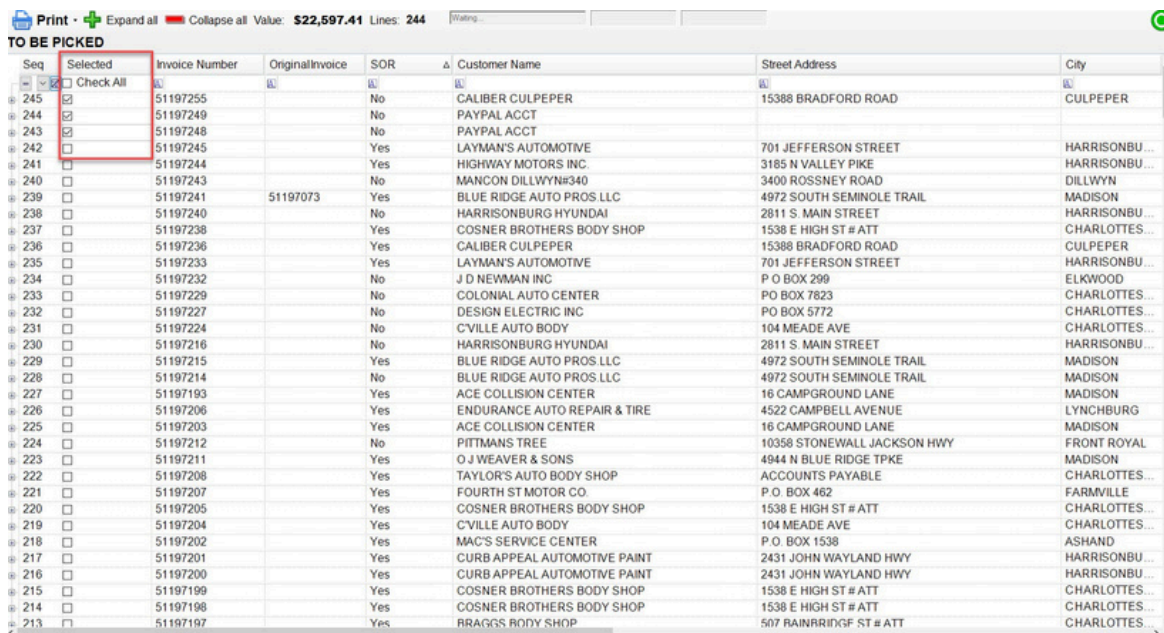


**Step 3.** Click on the Picking Process Icon. It will be red, however, when you click it, the color will change to green.



**Step 4.** After it's finished downloading, your screen should get filled up with invoices. If not, try to close and reopen PartsWizard and go back to the To be picked screen. If they still don't show up, give Scansolutions support a call.

**Step 5.** Select each invoice that needs to be picked by clicking within the check box

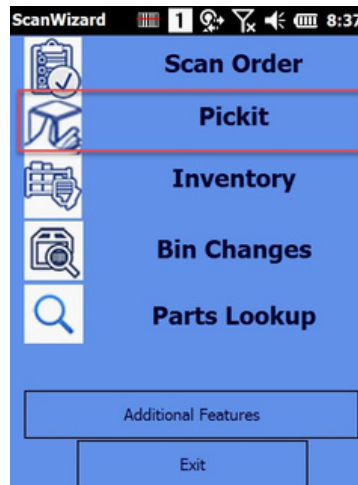


Seq	Selected	Invoice Number	OriginalInvoice	SOR	Customer Name	Street Address	City
245	<input checked="" type="checkbox"/>	51197255		No	CALIBER CULPEPER	15388 BRADFORD ROAD	CULPEPER
244	<input checked="" type="checkbox"/>	51197249		No	PAYPAL ACCT		
243	<input checked="" type="checkbox"/>	51197248		No	PAYPAL ACCT		
242	<input checked="" type="checkbox"/>	51197245		Yes	LAYMAN'S AUTOMOTIVE	701 JEFFERSON STREET	HARRISONBU...
241	<input checked="" type="checkbox"/>	51197244		Yes	HIGHWAY MOTORS INC.	3185 N VALLEY PIKE	HARRISONBU...
240	<input type="checkbox"/>	51197243		No	MANCON DILLWYN#340	3400 ROSSNEY ROAD	DILLWYN
239	<input type="checkbox"/>	51197241	51197073	Yes	BLUE RIDGE AUTO PROS LLC	4972 SOUTH SEMINOLE TRAIL	MADISON
238	<input type="checkbox"/>	51197240		No	HARRISONBURG HYUNDAI	2811 S. MAIN STREET	HARRISONBU...
237	<input type="checkbox"/>	51197238		Yes	COSNER BROTHERS BODY SHOP	1538 E HIGH ST # ATT	CHARLOTTE...
236	<input type="checkbox"/>	51197236		Yes	CALIBER CULPEPER	15388 BRADFORD ROAD	CULPEPER
235	<input type="checkbox"/>	51197233		Yes	LAYMAN'S AUTOMOTIVE	701 JEFFERSON STREET	HARRISONBU...
234	<input type="checkbox"/>	51197232		No	J D NEWMAN INC	P O BOX 299	ELKWOOD
233	<input type="checkbox"/>	51197229		No	COLONIAL AUTO CENTER	PO BOX 7823	CHARLOTTE...
232	<input type="checkbox"/>	51197227		No	DESIGN ELECTRIC INC	PO BOX 5772	CHARLOTTE...
231	<input type="checkbox"/>	51197224		No	C'VILLE AUTO BODY	104 MEADE AVE	CHARLOTTE...
230	<input type="checkbox"/>	51197216		No	HARRISONBURG HYUNDAI	2811 S. MAIN STREET	HARRISONBU...
229	<input type="checkbox"/>	51197215		Yes	BLUE RIDGE AUTO PROS LLC	4972 SOUTH SEMINOLE TRAIL	MADISON
228	<input type="checkbox"/>	51197214		No	BLUE RIDGE AUTO PROS LLC	4972 SOUTH SEMINOLE TRAIL	MADISON
227	<input type="checkbox"/>	51197193		Yes	ACE COLLISION CENTER	16 CAMPGROUND LANE	MADISON
226	<input type="checkbox"/>	51197206		Yes	ENDURANCE AUTO REPAIR & TIRE	4522 CAMPBELL AVENUE	LYNCHBURG
225	<input type="checkbox"/>	51197203		Yes	ACE COLLISION CENTER	16 CAMPGROUND LANE	MADISON
224	<input type="checkbox"/>	51197212		No	PITTMANS TREE	10358 STONEWALL JACKSON HWY	FRONT ROYAL
223	<input type="checkbox"/>	51197211		Yes	O J WEAVER & SONS	4944 N BLUE RIDGE TPKE	MADISON
222	<input type="checkbox"/>	51197208		Yes	TAYLOR'S AUTO BODY SHOP	ACCOUNTS PAYABLE	CHARLOTTE...
221	<input type="checkbox"/>	51197207		Yes	FOURTH ST MOTOR CO.	P O BOX 462	FARMVILLE
220	<input type="checkbox"/>	51197205		Yes	COSNER BROTHERS BODY SHOP	1538 E HIGH ST # ATT	CHARLOTTE...
219	<input type="checkbox"/>	51197204		Yes	C'VILLE AUTO BODY	104 MEADE AVE	CHARLOTTE...
218	<input type="checkbox"/>	51197202		Yes	MAC'S SERVICE CENTER	P O BOX 1538	ASHAND
217	<input type="checkbox"/>	51197201		Yes	CURB APPEAL AUTOMOTIVE PAINT	2431 JOHN WAYLAND HWY	HARRISONBU...
216	<input type="checkbox"/>	51197200		Yes	CURB APPEAL AUTOMOTIVE PAINT	2431 JOHN WAYLAND HWY	HARRISONBU...
215	<input type="checkbox"/>	51197199		Yes	COSNER BROTHERS BODY SHOP	1538 E HIGH ST # ATT	CHARLOTTE...
214	<input type="checkbox"/>	51197198		Yes	COSNER BROTHERS BODY SHOP	1538 E HIGH ST # ATT	CHARLOTTE...
213	<input type="checkbox"/>	51197197		Yes	BRAGGS BODY SHOP	507 RAINBRIDGE ST # ATT	CHARLOTTE...

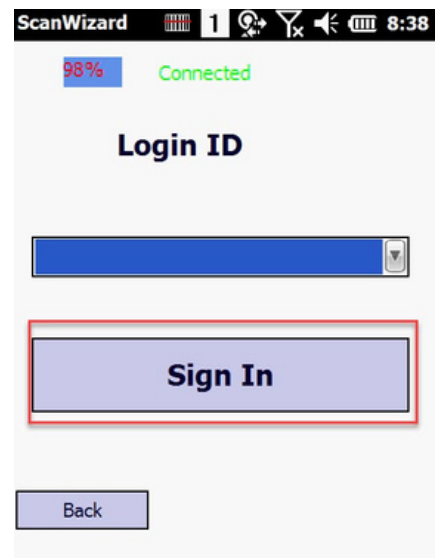
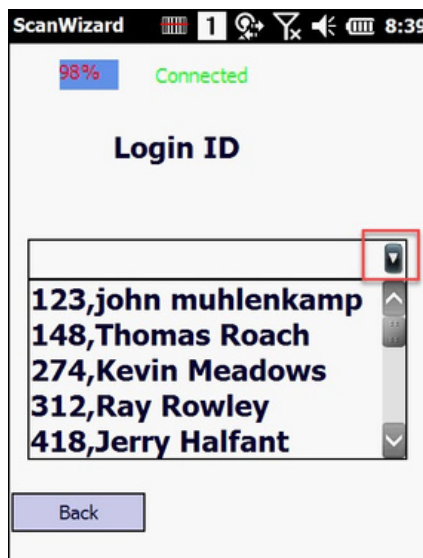
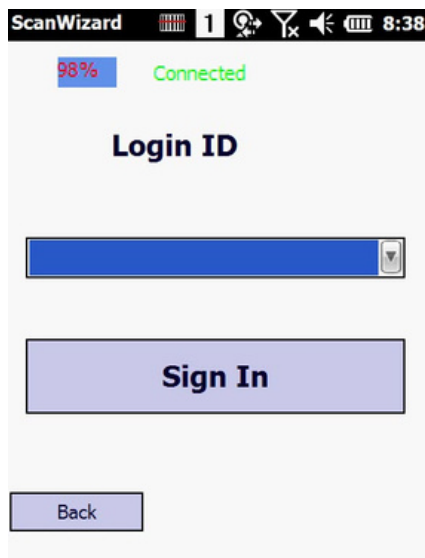
**Step 6.** With all the invoices selected, click on the print button. This will print all your Pick-It invoice labels from the designated label printer that has already been setup. It's printed in efficient order, according to the zone map. You will start from the top label and work your way down.



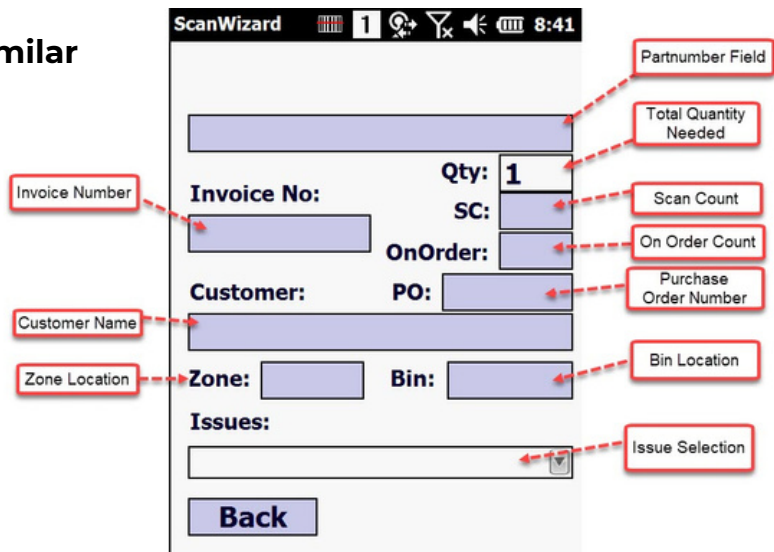
**Step 7.** Start the scanner up and choose the Pick-It button



**Step 8.** Click the drop-down arrow to select the proper Login ID., This will reflect the user picking the order for the day, then click Sign-in.



You will see a screen similar to this after signing in:



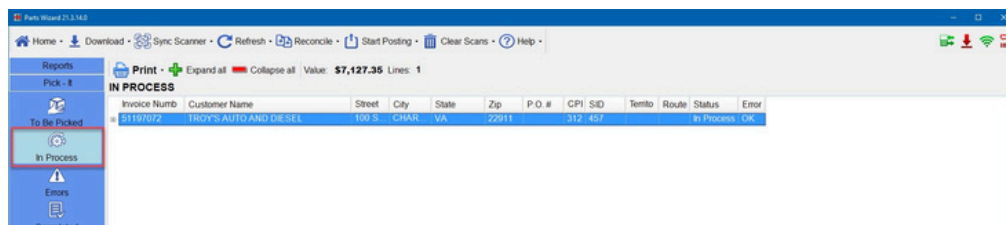
**Step 9.** You can now start picking your parts. Start from the top label printed out, and work your way towards the bottom. When you find a part, attach the label to that part and then scan the label for Pick-It to keep track of the parts you have picked. Do this until you have all your parts accounted for and labeled.

**9a.** If there are multiple quantities of the same part, the scanner will say "Quantity". This means you should look on the roll of label printed to see how many parts you need to grab. You can scan each label individually, or you can type the amount you pulled in the quantity field. Attach each label to each part.

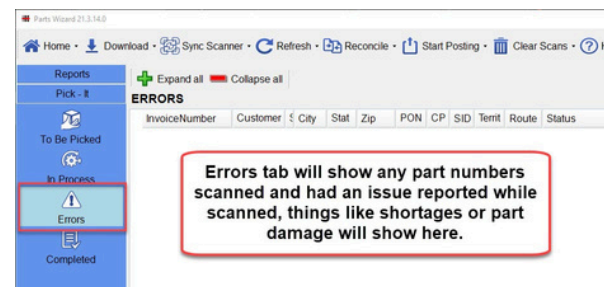
**9b.** If there are multiple quantities of the same part, but your inventory is either short, or some of the parts are damaged, you will be able to scan that printed label, and then click on the drop down arrow next to "Issues" and choose the issue you've come across. Hit Enter. This will reflect in the Errors Report when you're finished.

**Step 10.** When you're finished, you will want to review your Pick-It report so that you understand what invoices are still in progress, what invoices had errors or issues, and what invoices have been successfully completed.

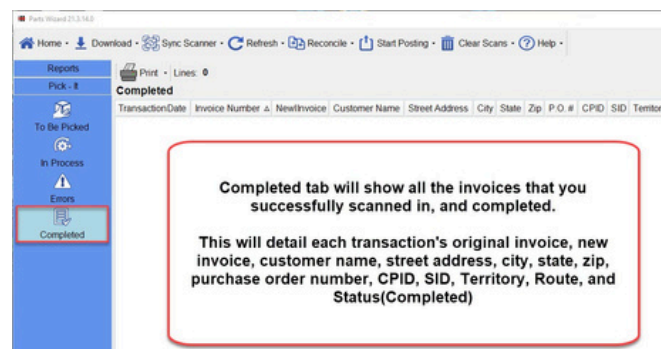
**10a.** The In Progress tab reflects Invoices that have been started but has not been completed due to certain parts not being scanned in or picked yet.



**10b.** The Errors tab reflects all invoices that had issues when getting picked. This could be due to a shortage or a damaged part found.



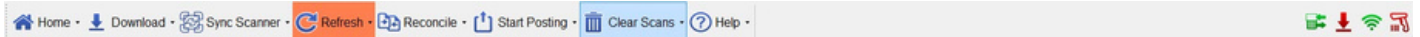
**10c.** The Completed tab reflects all the invoices that have been successfully completed and picked.



## Customization options for Pick-It

When you navigate to the To Be Picked Screen, you may want to customize the view, or even add new invoices added within the DMS, to the To Be Picked screen.

-With the Picking Process enabled, it should be green. Pick-It will be continually checking to see if any new invoices have been added. If Pick-It detects an updated invoice, it will download it, and you will notice the Refresh button flashing. To update the screen, simply click on the refresh button it will display the new invoices at the top of the list.



-You may want to sort the list. To do so, you simply click on a column heading, and it will sort that column from ascending to descending. If you click on it again, it will sort it from descending to ascending.

Print • Expand all • Collapse all • Value: \$64,672.74 Lines: 440

Column Headers							
Seq	Selected	Invoice Number	OriginalInvoice	SOR	Customer Name	Street Address	City
1	<input type="checkbox"/>	51196763		No	AUTO DOCTOR		
2	<input type="checkbox"/>	51196819		No	TROY'S AUTO AND DIESEL		
3	<input type="checkbox"/>	51196823		No	TROY'S AUTO AND DIESEL		
4	<input type="checkbox"/>	51196868		No	GM SPO SPRINT DIV		
5	<input type="checkbox"/>	51196869		No	GM SPO SPRINT DIV		

-You can also filter the list by clicking on the "A" icon within right underneath a column header. Doing this will give you some options to filter the list by. For instance, if you were to select the "Starts With" option, anything you type afterwards will filter the list to only show items that start with those letters or numbers typed. For example, if we typed "1234" in the Invoice Number column, it will only display invoices that start with 1234.

Parts Wizard 21.3.14.0

Home • Download • Sync Scanner • Refresh • Reconcile • Start Posting • Clear Scans • Help •

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1	<input type="checkbox"/>	51196763		No	AUTO DOCTOR		
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4	<input type="checkbox"/>	51196868		No	GM SPO SPRINT DIV		
5	<input type="checkbox"/>	51196869		No	GM SPO SPRINT DIV		
6	<input type="checkbox"/>	51196870		No	GM SPO SPRINT DIV		
7	<input type="checkbox"/>	51196871		No	GM SPO SPRINT DIV		
8	<input type="checkbox"/>	51196872		No	PAYPAL ACCT		
9	<input type="checkbox"/>	51196873		No	PAYPAL ACCT		
10	<input type="checkbox"/>	51196874		No	PAYPAL ACCT		
11	<input type="checkbox"/>	51196875		No	C&C SHELL		
12	<input type="checkbox"/>	51196876		No	CALIBER CULPEPER		
13	<input type="checkbox"/>	51196878		No	MARTIN'S PAINT AND BODY SHOP		
14	<input type="checkbox"/>	51196879		No	MASTERS AUTO BODY INC		
15	<input type="checkbox"/>	51196880		No	TONYS BODY SHOP		
16	<input type="checkbox"/>	51196881		No	WHITESELL SERVICE, INC.		
17	<input type="checkbox"/>	51196882		No	CALIBER CULPEPER		
18	<input type="checkbox"/>	51196883		No	HARRIS GARAGE		
19	<input type="checkbox"/>	51196884		No	NEALE'S AUTO REPAIR, INC		
20	<input type="checkbox"/>	51196885		No	NEALE'S AUTO REPAIR, INC		
21	<input type="checkbox"/>	51196886		No	R & M AUTOMOTIVE		
22	<input type="checkbox"/>	51196887		No	ACE COLLISION CENTER		
23	<input type="checkbox"/>	51196889		No	HARRIS GARAGE		