



SIPScan User Guide

The ScanIt Parts Scanner App
for Receiving, Picking, Packing, and Inventory

For Automotive Dealership Parts Departments

Innovative Programming Systems
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1. Welcome to SIPScan

SIPScan is the ScanIt Parts scanner app. It runs on your handheld scanner or Android device and connects to the ScanIt Parts system in the cloud. You use it to receive parts, change bins, count inventory, pick and pack orders, dispatch deliveries, and look up parts.

This guide walks through each task step by step. It is written for parts-department staff. You do not need any computer training to use it.

SIPScan works on three device families — Monarch, Chainway, and Urovo. The screens look the same on all three. Some buttons (like printing) only show up when your device has a built-in printer.

SIPScan keeps your work in sync with the ScanIt Parts dashboard at sip.ipsdev.com. What you scan on the device shows up there for your managers in real time.

2. Getting Started

2.1 Installing the App

If your device came from IPS, SIPScan is already installed — skip to Signing In. To install it yourself on an Android device:

- 1 Open the **Google Play Store** on your device.
- 2 Search for **SIPScan** (by Innovative Programming Systems).

- 3 Tap **Install**, then **Open** when it finishes.

SIPScan updates itself. When a new version is ready, the app tells you and walks you through the update. You can also check any time from Device Tests or Information.

2.2 Signing In

When you open SIPScan you land on the **Login** screen.

- 1 Type your **email or username** in the first field.

- 2 Type your **password** in the second field. Tap the eye icon to show or hide it.

- 3 Tap **Login**. The button shows “Signing in” while it checks your account.

If you have only one store, the app takes you straight to the Main Menu. If you have more than one, it takes you to store selection first.

The app remembers your email between sign-ins, so next time you only type your password. The bottom of the Login screen shows your **Device ID** and the app **Version** — have these ready if you call support.

The first time you sign in, your device may ask for permission to use your location. Allow it — delivery and route features need it.

2.3 Choosing Your Store

If you work in more than one store or dealership, pick where you are working before you scan.

1 Tap the **Dealer** dropdown and choose your dealership. The store list updates below it.

2 Tap your **store** in the list. Your last-used store is marked so it is easy to find.

3 Tap **Select** to continue to the Main Menu.

You can switch stores any time from the store dropdown at the top of most screens — you do not have to sign out.

If your scanner is registered to a different dealer, the app asks you to confirm moving the scanner to the store you picked. Check with your manager if you are not sure.

2.4 The Main Menu

The Main Menu is your home base. Tasks are grouped into cards such as **Warehouse**, **Picking**, and **Returns**.

1 Tap a category header to open or close it.

2 Tap a task to start it.

3 Tap the **star** on any task to make it a favorite. Favorites move to a card at the top.

You only see the tasks your store and your account are set up for. If a task is missing, ask your manager to enable it.

2.5 Screen Basics

Most scanning screens share the same layout, so once you learn one, you know them all.

- **Top bar:** the screen name, the store switcher, a Print History icon (on printer devices), and a menu icon.
- **Scan field:** the large box where you scan a barcode or type a value, then press the scan key or Done.
- **List:** cards showing what you have scanned so far.
- **Bottom tabs:** **Labels** (print), **Actions** (extra buttons), and **Settings** (toggles like Auto-Print).

Sounds: the app plays a short tone when it needs more information from you, and a different tone when something goes wrong (like losing Wi-Fi). A banner appears across the top if the device goes offline.

To open the menu drawer, tap the menu icon. It has Settings, Device Tests, a Dark Mode switch, a way to switch to Physical Inventory, and Logout.

3. Receiving Parts

Use **Receive** to check in parts as they arrive and print shelf labels for them.

1 Scan or type the **part number** and submit it.

2 If the app needs more, it asks one item at a time — **Order Number**, **Quantity**, **Shipment Number**, or **Make**. Scan or pick each one. A tone plays when it needs you.

- 3 The part appears as a card with its make, order, shipment, bin, and quantity. Repeat for the next part.

Pop-up pickers. When more than one match exists, a searchable list appears — *Select Order Number*, *Select Shipment Number*, or *Select Make*. Type to filter, tap your choice, and confirm.

Bottom tabs in Receive

- **Labels** — print the available label types for the part you just scanned.
- **Actions** — **Default Shipment** sets a shipment number used on every receive; **Bin Change** moves the part you just scanned to a different bin.
- **Settings** — **Auto-Print** prints a label automatically after each scan; **Single** prints one label instead of one per quantity.

If the quantity you receive is more than the order expected, the app shows an **Overage** confirmation. Check the count before you continue.

Tap the **Print History** icon in the top bar to see everything you received and reprint any label.

4. Bin Changes

Use **Bin Change** to move a part to a new shelf location and print a new bin label.

- 1 Scan or type the **part number**.

- 2 If the part could be more than one make, pick the **Make**.

3 Scan the new **bin barcode** or type the new bin code.

4 The app confirms the change and prints a label if Auto-Print is on. The card shows the new bin.

Turn on **Auto-Print** in the Settings tab so a new bin label prints every time without an extra tap.

5. Perpetual Inventory (Cycle Counting)

Use **Perpetual Inventory** to count parts bin by bin during normal business, without shutting the department down.

1 Scan a **bin barcode** to start counting that bin. The app shows the bin name.

2 Scan each **part** in the bin. Enter the **quantity** (and Make, if asked).

3 Parts you count appear in the **Scans** list. The **Bin** list shows what the system expects in that bin.

4 When the bin is done, use **Switch Bin** (Actions tab) to move to the next one.

A **bin progress** strip across the top shows how far you are through your assigned bins.

Misplaced part: if you scan a part that does not belong in the current bin, the app warns you so you can put it where it goes.

Tap a part to open its details, add a note, or remove it. Swipe a part card left to reset its count and scan it again.

6. Part Inquiry

Use **Part Inquiry** to look up a part without changing any counts. It is the fastest way to check a price, bin, or description.

1 Scan or type the **part number**.

2 The part's details appear. That is all that is needed for a basic lookup.

From here you can print a label (**Labels** tab) or move the part to a new bin (**Actions ? Bin Change**).

Part Inquiry never changes your inventory. Look up as many parts as you like.

7. Returns

Use **Returns** to record parts coming back, with the reason and the route they belong to.

1 Choose a **Route** from the dropdown. You must pick a route before you can scan.

2 Scan or type the **part number**.

3 Pick the **Return Reason** (and Make, if asked).

4 The return is recorded and appears in the list. Repeat for the next part.

Use the **No Part Number** button (Actions tab) for items without a barcode. Swipe a card left to remove a part from the return.

8. Add to Lookup

Use **Add to Lookup** to teach the system a barcode it does not know yet — for example a UPC on a box that is not the part number. After you map it once, future scans find the part on their own.

1 Scan the **UPC or barcode** in the first field.

2 If the system finds a match, confirm it. If not, type the correct **part number**.

3 The app saves the cross-reference. A tone confirms it saved.

Add to Lookup is great for tires, accessories, and aftermarket boxes whose barcode is not the dealer part number.

9. Create Part List

Use **Create Part List** to build a batch of parts by category — for kitting, assemblies, or a special pull.

1 Enter a **Batch Number** (such as an order or job number).

2 Choose a **Category**.

3 Scan each **part number** and enter the **quantity**.

4 The parts build up in the list. Print labels when the batch is done.

The Actions tab has **Switch Batch** (start a new batch), **Change Category**, and **Reload Categories**.

10. Other Items

Use **Other Item** for miscellaneous or non-stock items that may not have a standard part number, grouped by batch.

1 Enter a **Batch Number**.

2 Scan or type the **part number** (free text is allowed), then the **quantity**.

- 3 Assign a **Make** if asked. The item is added to the batch.

The Actions tab has **Switch Batch** and **Bin Change**. Swipe an item left to remove it.

11. Picking (PickIt)

PickIt turns invoices into a guided pick list on your scanner. There are three ways to pick: from the **Invoice List**, with **Smart Pick**, and with **Pick to Route**.

11.1 Invoice List

- 1 Open **Pick It Invoice List**. Invoices show as cards with the invoice number and customer.

- 2 Use the **Search** box to find an invoice by number or customer name. Pull down to refresh.

- 3 Tap **Select Zones** to limit the list to certain warehouse zones (optional).

- 4 Tap an invoice to start picking it.

11.2 Picking an Invoice

Each part is a card showing the part number, description, quantity to pick, bin, and a color badge for its status.

Color	Meaning
Green	Full quantity picked
Amber	Partial fill — you picked some but not all
Red	Not found — the part could not be picked
Gray	In progress or not started

1 Tap a part card to open its details.

2 Use the **+ / ?** buttons to set the quantity picked, then tap **Save**.

3 If you can only pick some, tap **Partial Fill**. If you cannot find it, tap **Not Found**.

4 Tap **Print Label** to print a pick label (printer devices).

With **Smart Pick** turned on, you can filter parts by zone so you pick everything in one area before moving on. If the invoice needs a drop-off, the bottom bar shows **Drop Off & Exit** when you finish.

11.3 Pick to Route

Pick to Route lets you scan parts straight onto a delivery route.

1 Scan or type a **part number**.

2 If the part is on more than one invoice, pick the right **invoice** from the list.

3 The part joins the scanned list. Tap it to adjust quantity, mark **Partial Fill**, or print a label.

12. Packing (PackIt)

Use **Pack It By Invoice** to pack picked parts into containers for shipment.

1 Find the invoice with **Search**, or narrow the list with the **Routes** and **Ship Vias** filters at the bottom.

2 Tap the invoice to open its parts.

3 Tap **Container** to choose a container, or request the **Next Container**. Use the **No Container** toggle for oversized items.

4 Tap each part to set the quantity packed and **Save**. Or tap **Pack Remaining** to pack everything left in one step.

A part grays out once it is fully packed, so you can see at a glance what is left.

13. Dispatch

Use **Dispatch** to load picked parts onto a truck and finalize the shipment.

- 1 Choose a **Truck** and a **Route** (and a **Transfer Point** if you use one). Or scan a **Manifest QR code** to load a ready-made list.
- 2 Tap **Start Dispatch**.
- 3 Scan each **part** as you load it. The top strip shows progress (pieces shipped of the total). Use the **All Parts** and **By Invoice** tabs to track what is loaded.
- 4 Tap **Mark as Shipped**, then **Finalize**. Choose **Finalize Only** or **Finalize & Deliver** to hand off to the delivery workflow.

If a part's suggested route is different from the route you are loading, a **Route Mismatch** warning appears. Confirm only if you really mean to load it on this truck.

14. Physical Inventory

SIPScan also runs a full **Physical Inventory** (a complete count of the department). From the menu drawer, choose **Switch to Physical Inventory** to enter that mode. You sign in to the physical inventory, start it, and count parts by sheet and bin.

Physical Inventory has its own dedicated manual — the **ScanIt Parts PI Scanner Manual** — which covers count sheets, verify mode, and posting in detail. Use this chapter as an

overview and that manual for the full procedure.

15. Settings

Open **Settings** from the menu drawer to set up your device. What you see depends on your hardware.

Device

- **Volume** — slide to set how loud the tones are.
- **Wi-Fi Settings** — opens your device's Wi-Fi screen.
- **Admin** — password-protected server settings (see Admin).
- **Information** — device and network details (see Information).

Printer (printer devices only)

- **Disable Printer** — turns off all printing until you turn it back on.
- **On-Demand Printing (Monarch)** — prints labels for the full quantity scanned.
- **Printer Setup** — configure the built-in printer.
- **Reload Label Data** — re-download label templates from the server.
- **Feed Blank Label** — advance one blank label.
- **Calibrate** — run a calibration pass.
- **Print Diagnostic Label** — print a label for troubleshooting.

External Devices & Accessibility

Shows the status of a **Finger Scanner** and a **Zebra Wi-Fi Printer** (see External Devices). **Display Size** lets you choose Normal, Large, or Extra Large text and buttons.

16. Device Tests

Open **Device Tests** from the menu drawer to check that your hardware and connection are working.

Test	What it checks
Connection Test	Server Connection, Server Ping, and Download Speed — confirms the device can reach the server.
Barcode Scan Test	Scan any barcodes; they appear in a list with a count so you can confirm the scanner reads.
Volume Test	Set the volume and tap Play Sound to confirm audio.
Signature Test	Draw on the screen to confirm touch input (non-printer devices).
Print Test	Print a test label (printer devices).
Vibration Test	Tap Vibrate to confirm the buzzer (non-printer devices).
Camera Test	Shows a live camera preview (camera devices).

The Connection Test only checks the device-to-server link. It does not test your DMS connection.

The header shows your app version and whether an update is available, with a **Check for Update** button.

17. Information & About

The **Information** screen shows device details and lets you send logs to support.

- **Check for Update** — get the latest app version.
- **Upload Log File** — send device logs so support can diagnose an issue.
- **Network** — Wi-Fi status, signal strength, and IP address.

- **Application** — your Device ID and app version.
- **Device** — brand, model, and build number.

If support asks for your logs, open Information and tap **Upload Log File**. Have your Device ID ready.

18. Admin

Admin is password-protected and is normally set by IPS or your manager. It points the app at the right server.

1 Enter the **Admin Password** and tap **Login**.

2 To change the server, type the **Server Address** and tap **Save & Apply**.

Quick buttons set **Demo**, **Staging**, or **Default** (production) servers.

Do not change the server unless support tells you to. The wrong server stops the app from working.

19. External Devices

Finger Scanner (Bluetooth)

A finger scanner is a small ring or thumb scanner that pairs over Bluetooth.

1 Turn the finger scanner on and make sure its Bluetooth is enabled.

2 Tap **Connect**. The app finds the nearest scanner and pairs it.

3 Anything you scan with it now shows up in the app just like the built-in scanner.

Turn on **Remember This Scanner** so the app reconnects to the same finger scanner each time you open it.

Zebra Wi-Fi Printer

Connect a network Zebra label printer over Wi-Fi.

1 Put the printer on the same Wi-Fi network as your device.

2 Type the printer's **IP Address** and tap **Test Connection**. You should see **Reachable**.

3 Choose the **Loaded Label Size** that matches the roll in the printer.

If you change the label size, recalibrate the printer with the **Calibrate** button. Otherwise labels print in the wrong place.

20. Printing & Labels

On printer devices, the **Labels** tab at the bottom of a screen prints the labels available for the part you just scanned. The **Settings** tab has two handy switches:

- **Auto-Print** — print a label automatically after each successful scan.

- **Single** — print one label instead of one per quantity.

When a scan would print several labels, the app asks first — choose **Print One**, **Print All**, or **Print Next**. The **Print History** icon in the top bar lets you reprint any label from your session.

Label types are set up per store. If a label you expect is missing, call IPS support — labels are configured on the server, not on the device.

21. Troubleshooting

Problem	What to do
App says you are offline	A banner shows across the top when Wi-Fi drops. Move into coverage; the app reconnects on its own.
Scanner is not reading	Open Device Tests ? Barcode Scan Test and scan. If nothing appears, restart the device, then call support.
Nothing prints	Check the Settings tab — make sure the printer is not disabled. Try Feed Blank Label and Calibrate . On a Zebra printer, re-run Test Connection .
Can't reach the server	Run Device Tests ? Connection Test . If it fails, check Wi-Fi. If Wi-Fi is fine, call support with your Device ID.
Signed out unexpectedly	Your session expired. Sign in again. If it keeps happening, upload your logs from the Information screen.
A label type is missing	Labels are set per store on the server. Call IPS support at 810-695-9332.

Still stuck? Call IPS support at **810-695-9332** or email support@ipsdev.com. Have your Device ID (Login screen or Information) and app version ready.

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