



# Lookup Guide

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Barcode Cross-Reference Management

Part of ScanIt Parts  
Inventory Management System

Innovative Programming Systems

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# 1. Lookup Overview

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Not every barcode matches the part number in your DMS. UPC codes, tire barcodes, aftermarket boxes, and retail items often use different numbers. **Lookup** links any scanned barcode to the correct part number in your DMS.

Once saved, the link works everywhere in ScanIt Parts:

- Receiving
- Part Inquiry
- Cycle Counting
- Bin Changes
- Returns
- Other Items

There are two ways to manage lookups:

- **Scanner** — Scan and map on the spot when a barcode is not found
- **Web dashboard** — Add, edit, or delete lookups from the Lookup page

Both go to the same list. A lookup added on the scanner shows on the web, and vice versa.

**Tip:** Lookups are dealer-specific. Each store keeps its own cross-reference list. Your lookups do not affect other dealers.

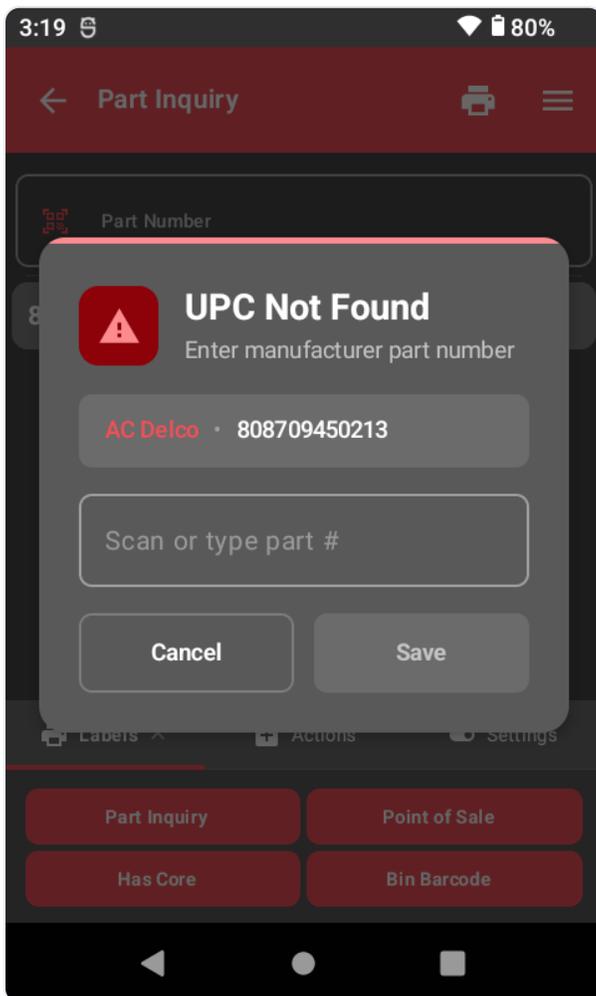
## 2. Add to Lookup (Scanner)

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### 2.1 When It Triggers

The Add to Lookup dialog pops up when you scan a barcode the system does not know. This works in any mode: Receiving, Part Inquiry, Perpetual, Bin Changes, Returns, or Other Items. The scanner shows:

**UPC Not Found:** "The [Manufacturer] UPC does not exist. Please enter the manufacturer part number."

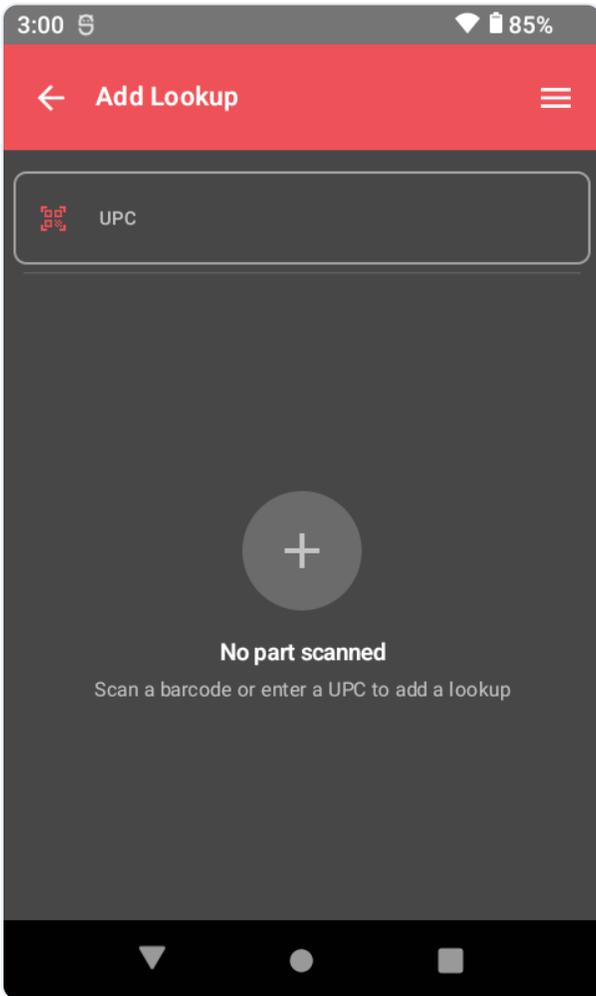


If the barcode is already mapped, scanning it goes straight to the part details. No dialog appears.

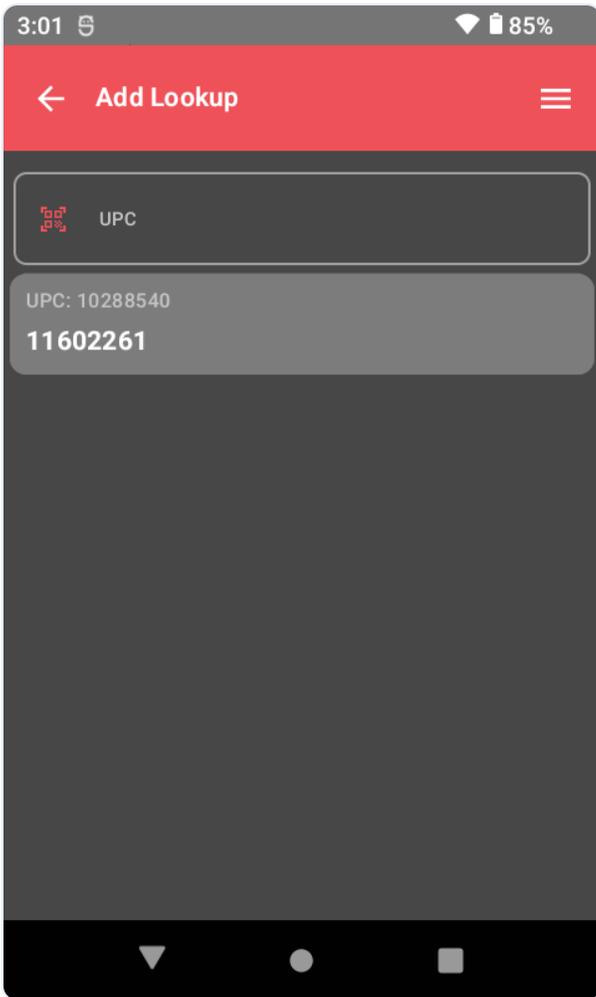
### 2.2 How to Add a Lookup

- 1 Scan a barcode in any mode. If unknown, the Add to Lookup dialog appears.

2 Scan or type the **dealer part number** from your DMS (up to 30 characters, auto-uppercased)



3 Press Enter or tap **Save** — the system says "Cross over added!"



4 From now on, that barcode links to the dealer part number in every screen

**Tip:** You only add a lookup once. After that, every user at your store gains from the link. Add a tire barcode in Receiving, and it also works in Part Inquiry, Cycle Counting, and more.

## 2.3 What You Can Map

You can map **any barcode** to **any part number in your DMS**:

Item	What You Scan	What You Enter
<b>AC-Delco UPC</b>	UPC barcode on the AC-Delco box	The GM dealer part number from your DMS
<b>Motorcraft UPC</b>	UPC barcode on the Motorcraft package	The Ford dealer part number from your DMS
<b>Tires</b>	Barcode on the tire sidewall or label	Your DMS tire part number

<b>Accessories</b>	UPC on a hat, shirt, or key chain	The accessory part number in your DMS
<b>Aftermarket parts</b>	Third-party maker barcode	Your store's part number for the item
<b>Case/pallet barcode</b>	Barcode on bulk packaging	The single part number inside

**Key Point:** Lookup works for anything you store in your DMS. If it has a barcode and a DMS part number, you can map it — parts, tires, gear, golf clubs, gift items, or any product your store carries.

## Important Notes

- The barcode and part number **cannot be the same** — the system blocks this
- Part numbers max out at **30 characters**, changed to uppercase
- **No duplicates** — if a barcode is already mapped, scanning it goes straight to the part
- Lookup activity shows up in the **Enterprise Dashboard** reports

## 3. Automatic Pulls

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For GM and Ford dealers, ScanIt Parts pulls AC Delco and Motorcraft barcode data daily on its own. No setup needed.

These auto-pull lookups:

- Show up in the Lookup list on the web
- **Cannot be edited or deleted**
- Stay in sync with GM and Ford
- Are marked as auto-pull so you can tell them apart

**Important:** Auto-pull lookups are read-only. Only manually created lookups can be changed. This keeps manufacturer data safe from accidental edits.

## 4. Lookup on the Web

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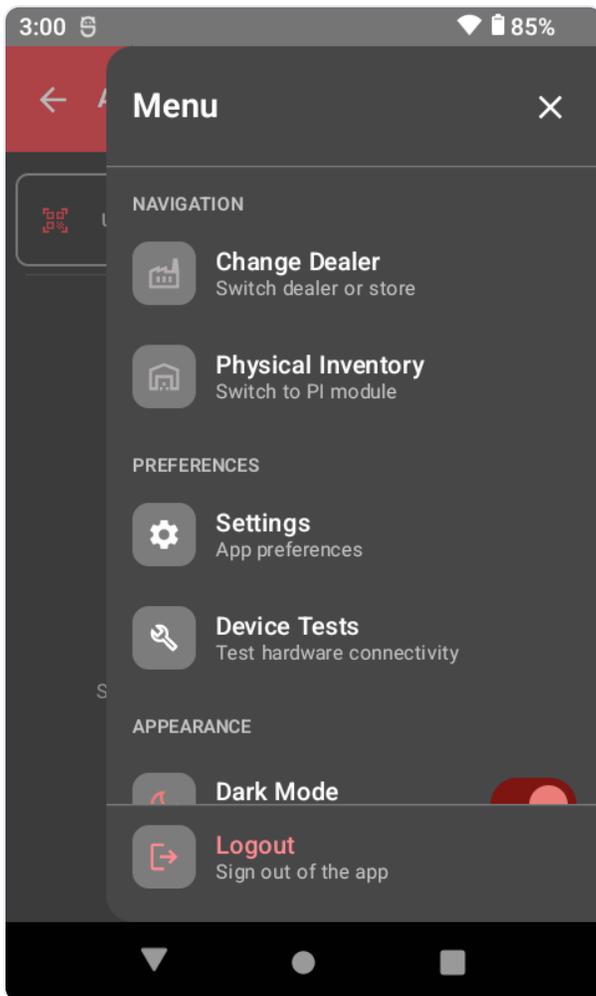
The **Lookup** page on the web dashboard lets you manage all barcode cross-references. Go to **Lookup** in the left menu.

### 4.1 Viewing Lookups

The Lookup page shows all cross-references for your store. Each row shows:

- The UPC barcode value
- The linked DMS part number

Use the search box to filter by UPC or part number.



## 4.2 Adding a Lookup

- 1 Select **Add to List**
- 2 Enter the UPC (the number from the barcode on the part)
- 3 Enter the DMS part number and select **Add**

## 4.3 Editing a Lookup

- 1 Find the UPC/part you want to change and select **Edit**
- 2 Make your changes and select **Update**

## 4.4 Deleting a Lookup

- 1 Find the UPC/part you want to remove and select **Delete**
- 2 Confirm by selecting **Yes**

**Tip:** You can add lookups from the scanner or the web. Both go to the same list. Use the scanner for on-the-spot mapping. Use the web when you have a list to enter at your desk.

## 5. Troubleshooting

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Problem	Fix
Add to Lookup keeps showing for the same barcode	The last lookup may not have saved. Make sure you press Enter or Save after typing the part number. Check Wi-Fi.
"Parts match" error	The barcode and part number are the same. Enter the DMS part number, not the same barcode value.
Cannot edit or delete a lookup	It is an auto-pull (AC Delco or Motorcraft). Auto-pulls are read-only and cannot be changed.
Lookup works on scanner but not on web	Check Wi-Fi. The lookup may not have synced. Try again in a few minutes.
Wrong part number linked	Go to Lookup on the web. Find the UPC, select Edit, and fix the part number.
Barcode scans but shows wrong part	A lookup may have the wrong part number. Check Lookup on the web and correct it.

## 6. Quick Reference

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### Add a Lookup (Scanner)

Any Scan Screen > Scan Unknown Barcode > Enter DMS Part Number > Save

### Add a Lookup (Web)

Lookup > Add to List > Enter UPC > Enter Part Number > Add

### Edit a Lookup

Lookup > Find UPC > Edit > Make Changes > Update

### Delete a Lookup

Lookup > Find UPC > Delete > Yes

### What You Can Map

- UPC barcodes (AC-Delco, Motorcraft, any retail box)
- Tire barcodes
- Accessories (hats, shirts, key chains)
- Aftermarket parts
- Case/pallet barcodes
- Anything in your DMS with a barcode

### Key Rules

- Lookups are dealer-specific (each store has its own list)
- Scanner and web lookups go to the same list
- Auto-pulls (AC Delco, Motorcraft) are read-only
- Part numbers max 30 characters, auto-uppercased
- Barcode and part number cannot be the same value

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# Lookup

## Barcode Cross-Reference Guide

Part of ScanIt Parts Inventory Management System

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