SCANIT PARTS®

User Guide

Complete Guide to Parts Inventory,
Order Fulfillment, and Warehouse Management

For Automotive Dealerships

Innovative Programming Systems

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1. Introduction to ScanIt Parts

What is ScanIt Parts?

ScanIt Parts is an inventory system built for auto dealerships. It uses barcode scanning to track parts as they move through your warehouse. Track parts from receiving to storage to filling orders.

The system links to your Dealer Management System (DMS) to keep records in sync. Supported DMS platforms: CDK, OpenMate (with real-time webhooks), OpenTrack, AutoSoft, Dominion, and Reynolds & Reynolds.

Key Capabilities

Receiving & Inventory

- Scan incoming shipments
- Labels print on their own
- Bin location assignment
- Real-time inventory tracking
- Perpetual inventory counting
- Physical inventory support

Order Fulfillment (PickIt)

- Smart Pick optimization
- Pick by invoice or route
- Packing checks
- Route management
- Delivery tracking
- Customer alerts

Two Ways to Access ScanIt Parts

Access Method	Description	Best For

Scanner App	Android app on handheld barcode scanners	Warehouse tasks: receiving, bin changes, picking, packing
Web Interface	Browser-based app you can use from any computer	Management: reports, settings, monitoring, end-of-day

System Architecture

ScanIt Parts is cloud-based on secure servers. Your data is stored safely. Reach it from anywhere with internet. The system supports many stores. Dealer groups can manage all locations from one place.

2. Getting Started

2.1 Logging Into the Web Interface

1. Open your web browser and go to **sip.ipsdev.com** (or your store's custom URL)
2. Enter your email address in the Email field
3. Enter your password in the Password field
4. Click the **Login** button
5. If you have access to more than one store, pick the store you want

Tip: Check "Remember Me" to stay logged in on trusted devices. Forgot your password? Click "Forgot Password" to reset by email.

2.2 Logging Into the Scanner App

1. Power on your Android scanner device
2. Make sure the device is on Wi-Fi
3. Open the ScanIt Parts app
4. Enter your Scanner Username

5 Enter your Scanner PIN (number-only password)

6 Tap **Connect** to log in

Important: Scanner login (Username + PIN) is not the same as web login (email + password). Ask your manager if you need help.

Username Rules: Scanner usernames allow letters, numbers, dashes, and underscores only. No spaces. Example: "john_smith" works, but "john smith" does not.

Last Login Tracking: The system records each user's last scanner login time. Managers can view this in user management. Helps spot idle accounts.

2.3 Understanding the Dashboard

After logging in, you see the Dashboard. This is your main hub for daily work. It shows KPIs with monthly trends at a glance.

Dashboard KPIs

The dashboard shows Month-to-Date (MTD) next to Previous Month-to-Date (PMTD). Each KPI card compares this month to the same time last month. Easy to spot trends.

KPI Card	What It Shows
MTD Activity	Month-to-date scan counts vs. last month. Use the dropdown for details.
Orders Summary	Stock, special, and back orders waiting to be filled
Inventory Overview	Total parts count and dollar value of inventory
Perpetual Scan %	Percent of inventory scanned. Click to jump to the perpetual report with "This Quarter" preset.
Alerts	Alerts that need your attention (posting errors, odd data)
Quick Actions	Shortcuts to common tasks like End-of-Day and Reports

Tip: Click the dropdown arrow on any MTD metric. A popover shows a full breakdown with PMTD data.

Snapshot Boxes

The dashboard shows snapshot boxes with counts for the current day, last week, and last 30 days:

Box	What It Shows
Received	Parts scanned in receive mode (today / week / 30 days)
Bin Changes	Bin changes made (today / week / 30 days)
Perpetual	Parts counted in perpetual mode (today / week / 30 days)
Inquiries	Part lookups done (today / week / 30 days)
Point of Sale	POS scans (today / week / 30 days). Only shows if you use POS scanners.
Open Orders	Number of open orders in your DMS + total dollar value
Posting Errors	Parts that failed to post to DMS. Box turns red when errors exist.
Inventory	Total parts count + total dollar value of your DMS inventory

Pull Orders & Pull Inventory

ScanIt Parts needs fresh data from your DMS to work. Two buttons on the dashboard handle this:

Button	What It Does
Pull Orders	Pulls open orders from your DMS into ScanIt Parts. You must pull orders before receiving will work.
Pull Inventory	Pulls your current inventory (parts, bins, quantities, costs) from your DMS. Needed for perpetual counts and part inquiry.

> **Important:** You must pull orders at least once before you can receive parts. If orders have never been pulled, the scanner will not know what is on order.

The dashboard shows timestamps for each pull:

- **Last Orders Pull** — Date and time of the most recent orders pull
- **Last Inventory Pull** — Date and time of the most recent inventory pull

> **Automatic Nightly Pulls:** The system runs orders and inventory pulls automatically each night. The manual buttons are for when you need fresh data right now — for example, after a large shipment arrives or after your DMS data changes.

> **Tip:** The button shows progress while a pull is running (e.g., "Pulling orders data: 15%"). It is disabled until the pull finishes. If a pull has an error, a red badge appears — hover over it to see what went wrong.

KPI Summary

The KPI summary pulls together your key metrics. It factors in receiving volume, scan coverage, and fill rates. This gives managers a quick health check.

Navigation Menu

The main menu gives you access to all system features:

- **Dashboard** - Return to the main overview
- **Browse Data** - View inventory, orders, invoices, and shipments
- **End-of-Day** - Daily wrap-up and posting
- **Reports** - Create and view reports
- **PickIt** - Order fulfillment tasks
- **Manual** - Receive parts from the web (no scanner needed)
- **Parts List** - Create and manage part batches
- **Lookup** - View and manage barcode cross-references
- **OEM Data** - Import packing slips and invoices from manufacturers
- **Get Data** - Set up and manage manufacturer data feeds
- **Bin Printing** - Print bin and shelf labels
- **Physical Inventory** - Full physical inventory tools
- **Settings** - System setup
- **Downloads** - Software downloads (used with Tech Support)

3. Using the Scanner App

3.1 Main Menu Options

After logging in, the scanner shows these menu choices:

Menu Option	What It Does	When to Use
Receive	Scan incoming parts from shipments	When vendor shipments arrive
Bin Changes	Move parts between storage spots	Rearranging stock, moving parts
Perpetual	Count parts in bins	Regular inventory checks
Part Inquiry	Look up part details	Finding a part's location or quantity
Part Lists	Work with groups of parts	Batch tasks on many parts
Point of Sale	Track counter sales	Parts sold to walk-in customers
Other Items	Handle cores and special items	Core returns, warranty items

PickIt Menu (Order Fulfillment)

If your store uses PickIt, you also see these options:

- **Smart Pick** - Best-path picking with route guidance
- **Pick by Invoice** - Pick one order at a time
- **Pick to Route** - Pick all orders for a delivery route
- **PackIt** - Pack picked orders into containers
- **Dispatch** - Manage delivery route assignments
- **ShipIt** - Handle shipments and deliveries

3.2 Barcode Scanning Basics

Universal Barcode Compatibility

ScanIt Parts reads **every barcode format** in auto, powersports, and heavy-duty parts:

- **1D barcodes** — UPC, Code 128, Code 39, EAN, and all standard linear barcodes
- **2D barcodes** — Data Matrix, PDF417, and other matrix codes on OEM packaging

- **QR codes** — Scans QR codes from labels, packaging, or digital sources

Works with **all OEM and maker labels** including:

- **Automotive** — GM, Ford, Honda, Toyota, Chrysler, Nissan, BMW, Mercedes, Hyundai, Kia, Subaru, Mazda, VW, Jaguar, Land Rover, Audi, Volvo, Lexus, Acura, Infiniti, Mitsubishi, Stellantis, and all other makes
- **Powersports** — Yamaha, Kawasaki, Harley Davidson, Suzuki, Polaris, Honda Powersports, Sea-Doo, Ski-Doo, Can-Am, Indian, Triumph, Arctic Cat, KTM, and more
- **Heavy Duty** — Caterpillar, Detroit Diesel, International, Navistar, Cummins, and more
- **Aftermarket** — AC-Delco, Motorcraft, and any third-party parts

> **No barcode? No problem.** Type the part number into the scanner. Your scanner prints a sticky label for the part. After that, anyone can scan it.

How to Scan a Barcode

1. Point the scanner at the barcode from 6-8 inches away
2. Press the scan button (usually on the side)
3. Hold steady — an aiming light appears
4. Wait for the beep — that means the scan worked
5. The scanned data shows up in the input field

> **Scanning Tips:**
> - Hold the scanner straight, not at an angle
> - If it won't scan, try moving closer or farther
> - Dirty or torn barcodes may not scan — type the number instead
> - 1D barcodes (lines): center the aiming light across all bars
> - 2D barcodes (squares): the whole code must be visible

Manual Entry

If a barcode won't scan, type the number by hand:

1. Tap the input field on the screen
2. Type the part number using the on-screen keyboard
3. Tap Enter or the submit button

Screen Layout

Scanner screens all follow the same layout:

- **Header Bar** - Shows the current task and navigation
- **Prompt Area** - Tells you what to do next
- **Input Field** - Where scanned or typed data appears
- **Info Panel** - Shows part details, quantities, etc.
- **Action Buttons** - Task-specific buttons (Back, Menu, Confirm)

> **Print History:** Tap the clock icon in the top bar on any screen to see recent print jobs. Shows part number, label type, time, and quantity. Use it to check what was just printed or to confirm labels.

3.3 Add to Lookup (Barcode Cross-Reference)

Add to Lookup links any barcode to a part number in your DMS. Use it when a barcode does not match your system. Common cases: UPCs on retail boxes, tire barcodes, and aftermarket items.

When Does It Trigger?

It 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."

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

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

4. From now on, that barcode links to the dealer part number

What Can You Map?

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

- **UPC barcodes** — AC-Delco, Motorcraft, or any UPC on retail packaging
- **Tires** — Map tire barcodes to your DMS tire part numbers
- **Accessories** — Hats, shirts, key chains, or any branded goods
- **Aftermarket parts** — Third-party parts with their own barcodes
- **Case/pallet barcodes** — Map bulk packaging to single part numbers
- **Anything in the DMS** — Golf clubs, gift items, dealer gear — if it has a barcode and a DMS part#, map it

> **Tip:** Once a lookup is saved, it works in every mode. Add a tire barcode in Receiving, and it also works in Part Inquiry, Cycle Counting, and more. The mapping stays for good.

Important Notes

- Lookups are **dealer-specific** — each store keeps its own cross-reference list
- The barcode and part number **cannot be the same** — the system blocks duplicates
- Part numbers max out at **30 characters**, changed to uppercase
- If a barcode is already mapped, scanning it goes straight to part details

4. Receiving Parts

Overview

Receiving is when you scan incoming parts and add them to inventory. Good receiving keeps your counts right. It helps with ordering and customer service.

> **No barcode on the box?** No problem. Type the part number into the scanner. Your scanner prints a sticky label for the part. After that, anyone can scan it.

> **Attention Audio:** When the order or shipment selection modal appears during receiving, an audio tone plays. This helps get your attention in noisy warehouse areas.

4.1 Receiving Workflow

Step-by-Step: Receiving a Shipment

1. Select **Receive** from the scanner main menu
2. Scan or enter the **Shipment Number** from the packing slip
3. Scan the **barcode** on the first part
4. If asked, select the **Manufacturer** (Make) for the part
5. Enter or confirm the **quantity** received
6. A **label prints on its own** — stick it on the part
7. Put the part in the **bin shown on the label**

8 **Repeat** steps 3-7 for each part in the shipment

Label Details

The printed label shows:

- Part number and name
- Manufacturer/Make
- Bin location for storage
- Special bin location (CDK dealers only — see note below)
- Barcode for future scanning
- Date received

CDK Special Bin: For CDK dealers, the special bin prints right on the label. It also shows on the scanner screen. No extra lookup needed.

Best Practice: Place the label where it's easy to see. For boxed parts, put it on the end. For loose parts, stick it on the packaging or part.

Print Confirmation: When the quantity is more than 1, a dialog asks "Print X labels?" before printing. This prevents accidental bulk label printing.

4.2 Handling Problems During Receiving

Part Not Found

If the system does not know a part number:

- **Order not pulled:** The order may not be in the system yet. Wait and try again, or ask your manager.
- **Wrong barcode:** You may have scanned a shipping label. Look for the part barcode instead.
- **Part number change:** The maker may have replaced this number. The system may ask you to use the new one.
- **New part:** Brand new parts may need to be added in your DMS first.

Quantity Differences

Situation	Action

Got MORE than ordered	Enter what you really got. The overage is logged for EOD review.
Got LESS than ordered	Enter what you really got. The shortage is tracked for vendor reports.
Damaged parts	Do not receive them. Set aside and tell your manager.

Important: Always enter the true count you see. Don't rely on the packing slip. Correct counts keep inventory right.

Multi-Pack Parts

Some parts come in multi-packs (e.g., a box of 12). When scanning:

- The system may ask if this is a single unit or multi-pack
- Enter the total number of pieces, not the number of packs
- Example: 2 boxes of 12 = enter quantity 24

5. Bin Management

Understanding Bins

Bins are storage spots in your warehouse. Each bin has a unique name, like "A-12-3" or "SHELF-05-B". Good bin naming helps staff find parts fast.

Bin Naming

Most stores use a system like this:

- **Section** - Area of the warehouse (A, B, C or NORTH, SOUTH)
- **Row/Aisle** - Which row or aisle (01-99)
- **Level/Position** - Height or slot (A, B, C or 1, 2, 3)

Example: "B-15-3" means Section B, Row 15, Level 3

Changing Bin Locations

To move parts from one bin to another:

1. Select **Bin Changes** from the scanner main menu
2. Scan the **part** you want to move
3. Scan or enter the **current bin**
4. Scan or enter the **new bin**
5. Enter the **quantity** being moved
6. Confirm the move

Tip: Print new labels after moving parts. The label bin should match the real spot. This avoids mix-ups during picking.

Batch Bin Changes

To move many parts at once (like during a warehouse rearrange), use the web:

1. Go to **Manual > Batch Bin Changes**
2. Enter or upload a list of parts and new bins
3. Review the changes
4. Submit to process all moves at once

Printing Bin Labels

You can print labels for the bins from the web interface:

Bin Labels

1. Go to **Bin Printing > Bin Labels**
2. Enter a single bin or a range of bins
3. Pick a label size and layout
4. Click Print

Shelf Tags

1. Go to **Bin Printing > Shelf Tags**
2. Search for parts or pick a bin range
3. Choose a tag format and what details to show
4. Print tags for shelf use

Part Labels

1. Go to **Bin Printing > Part List**
2. Add parts one by one or upload a list
3. Pick a label format
4. Print labels to attach to parts

6. Inventory Management

Viewing Your Inventory

To see what's in stock:

1. Go to **Browse Data > Inventory** on the web
2. Use filters to narrow results:
    - Part number (full or partial)
    - Manufacturer/Make
    - Bin location
    - Quantity range
    - Date received
3. Click any part to see full details

6.1 Perpetual Inventory (Cycle Count)

Perpetual inventory means counting parts on a rolling basis. You do this during normal work hours. It does not shut down the warehouse.

Why Perpetual Counts Matter

- Catches errors before they grow into bigger problems
- Finds shrinkage, miscounts, and posting errors
- Keeps counts right without stopping work
- Spreads the counting work across the whole year

How to Do a Perpetual Count

1. Select **Perpetual** from the scanner main menu

2. Scan the **bin** you want to count

3. Scan each **part** in that bin

4. Enter the **quantity** you see on the shelf

5. The system compares your count to what it expects. Gaps are logged.

6. Keep going until all parts in the bin are counted

Handling Gaps

When your count differs from the system:

- **Recount** - Double-check before you submit
- **Look around** - Parts may have fallen or been put in the wrong spot
- **Report** - Gaps are logged for manager review
- **Adjust** - If the count is correct, the system updates inventory

Perpetual Inventory Analytics

The perpetual inventory report has an **Analytics** tab with deeper insight:

- **Accuracy Trends** - See how accuracy changes over time. View by week or month.
- **Bins Not Counted** - See which bins have not been counted yet. Use this to fill in gaps.
- **Lost Sales Report** - Find revenue lost from stockouts found during counts. Zero on hand + demand = flagged.

> **Tip:** Check the Bins Not Counted list often. Make sure counts cover the whole warehouse. Lost Sales shows the cost of stockouts.

6.2 Physical Inventory

A full physical inventory counts every part in the warehouse. Most stores do this once or twice a year.

> **DMS Requirement:** Physical Inventory is available for dealers on **CDK, DealerTrack (OpenTrack), Dominion, AutoMate (OpenMate), Lightspeed, and Talon**. If your DMS is not listed, contact support — more integrations are in development.

Tools to manage the process:

- **Inventory Zones** - Split the warehouse into sections to count
- **Count Sheets** - Lists of expected parts by zone
- **Variance Reports** - Compare counts to system records
- **Reconciliation** - Review and approve changes

Physical Inventory Reports

Reports for physical inventory include:

- Pad Variance Report
- User Variance Report
- Write-ins Report
- Parts Not Counted
- Misplaced Parts
- Inventory Analysis

7. PickIt: Order Fulfillment

Overview

PickIt is the order fulfillment module. It walks staff through picking, packing, and delivery. It cuts errors and saves time.

Order Fulfillment Workflow

Stage	What Happens	Who Does It
1. Picking	Collect parts from bins	Warehouse staff with scanners
2. Packing	Put parts in containers, check order is complete	Packing station staff
3. Dispatch	Assign packed orders to delivery routes	Dispatch coordinator
4. Shipping	Load trucks, deliver to customers	Delivery drivers

7.1 Picking Orders

Picking Methods

PickIt offers three ways to pick orders:

Method	How It Works	Best For
Smart Pick	Plans the best path through the warehouse. Groups picks from nearby bins.	Best speed, many orders
Pick by Invoice	Pick all parts for one customer order at a time	Rush orders, customer waiting
Pick to Route	Pick all orders on the same delivery route at once	Delivery prep, route loading

How to Pick Orders (Smart Pick)

1. Select **Smart Pick** from the PickIt menu

2. Review the pick list of parts needed

3. Follow the on-screen path to the first bin

4. Scan the **bin** to confirm your spot

5. Scan the **part** as you pick it

6. Confirm the **quantity** picked

7. Put the part in your pick cart

8. Move to the next bin until all picks are done

Handling Pick Issues

- **Part not in bin:** Mark as "Not Found" — the system flags it for review
- **Not enough in stock:** Pick what's there. The shortage is logged.
- **Damaged part:** Skip it and tell your manager
- **Wrong part in bin:** Report the mix-up. Do not pick the wrong part.

7.2 Packing Orders

Packing Workflow

1. Select **PackIt** from the menu

2. Scan the **invoice number** or pick from the list

3. Scan a **container** (box/bag) barcode or create a new one

4. Scan each **part** as you put it in the container

5. The system checks that the part belongs to this order

6. When done, confirm and **close the container**

7. Print a **shipping label** and packing slip if needed

> **Tip:** Pack fragile items with padding. Big parts may need their own container.

7.3 Dispatch and Routing

Dispatch controls how packed orders are added to delivery routes.

Route Management

- **View Routes** - See all routes for the day
- **Assign Orders** - Add packed orders to the right routes
- **Assign Drivers** - Set which driver runs each route
- **Order Stops** - Arrange stops for the best path
- **Print Manifests** - Print driver paperwork

> **Dispatch Tabs:** The dispatch screen on the scanner now has two tabs: **Scans** for truck bin scanning and **Invoices** for managing invoice assignments. Swipe left on parts or invoice headers to remove them from dispatch.

Route Status Tracking

Status	Meaning
Pending	Orders assigned but not yet sent out
Ready	All orders packed and ready to load
In Progress	Driver is on the road making stops

Complete	All stops on the route are done

7.4 Shipping and Delivery

Starting a Route

1. Select **ShipIt** from the menu
2. Select your assigned **route**
3. Review the stop list and **download the manifest**
4. Scan containers as you **load the truck**
5. Confirm all items are loaded and **start the route**

Making Deliveries

1. Go to the delivery site
2. Scan containers as you **unload** them
3. Get a **signature** or other proof of delivery
4. Mark the stop as **complete**
5. Move to the next stop

7.5 PackIt Container Organization

PackIt also lets you organize small parts into labeled containers. This is not order packing. It groups low-volume parts so they're easy to find.

How It Works

1. Create a named container (e.g., "SHELF1-A", "SMALL-FILTERS")
2. A barcode label prints — stick it on the container
3. Scan parts into the container as you store them
4. Need a part? Use Part Inquiry — it shows which container has it

> **Tip:** PackIt containers work alongside your regular bins. Parts still show up in inventory searches. See the PackIt Guide for more.

7.6 Zones

Zones group bins by area (e.g., "Aisle A", "Back Wall"). Assign pickers to zones to cut traffic and boost speed. Helps most in large warehouses.

Setting Up Zones

1. Go to **PickIt > Settings > Zones**
2. Click **Add Zone** and name it
3. Assign bin ranges to the zone
4. Pickers can then filter their work by zone

> **Note:** See the full PickIt Guide for step-by-step zone setup and zone-based picking.

7.7 Reports and Monitor

PickIt Monitor

The PickIt Monitor (**PickIt > Monitor**) shows live status of all work:

- Orders waiting to be picked
- Orders being picked right now (and by whom)
- Orders packed and ready to ship
- Routes in progress

- Delivery status and ETAs

Packing Station

The web Packing Station (**PickIt > Packing Station**) shows:

- **Needs Packing** — Picked orders waiting to be packed
- **Ready to Ship** — Packed orders ready to send out

PickIt Reports

PickIt has 15+ reports at **PickIt > Reports**:

- Last Picked, Parts Not Found, Partial Fill, Invoices
- Sales by Customer, Picking History, Customer Usage
- Finished Deliveries, Routes, Zones, Users/Pickers
- Packed Parts, Picking Errors, Picking Stats, Lost Sales

> **Tip:** See the full PickIt Guide for report details and setup options.

8. Browse Data

Overview

Browse Data lets you look at all data in ScanIt Parts. Find details, review past work, and dig into issues.

Available Data Views

View	Shows
Inventory	All parts in stock with counts and locations
Open Orders	Purchase orders waiting to arrive
Invoices	Customer invoices and their fill status
Scanned Parts	History of all parts scanned during receiving
History	Full history for any part
Order Status	Current status and timeline for orders
Other Items	Cores, warranty items, and special stock
Part Number Changes	Supersession and part number change history

Using Filters and Search

Each view has search and filter tools:

- **Quick Search** - Type a part number, invoice, or keyword
- **Date Range** - Filter by date received, ordered, or changed
- **Manufacturer** - Show only parts from certain makes
- **Bin Location** - Filter by warehouse area
- **Status** - Filter by status (open, closed, pending)

Exporting Data

You can export any view to Excel for further review:

1. Set your filters to narrow the data
2. Click the **Export** button
3. Choose Excel format
4. Download the file

9. End-of-Day Tasks

Why End-of-Day Matters

End-of-Day (EOD) is your daily wrap-up. Review the day's work, fix errors, and post data to your DMS. EOD keeps records right and systems in sync.

End-of-Day Checklist

1. Review all **scans** from the day
2. Check for and fix **posting errors**
3. Review **over/short** cases
4. Handle any **unfinished** work
5. **Post** approved items to DMS
6. Clear any open **alerts**

End-of-Day Sections

Posting Errors

Posting errors happen when data can't be sent to your DMS. Common causes:

- **Part not in DMS** - The part number doesn't exist in your dealer system
- **Order closed** - The purchase order was already closed or cancelled
- **Link issue** - A short-term problem talking to the DMS
- **Data mismatch** - Details don't match between systems

For each error, find the cause and take action (retry, fix the data, or void it).

Over/Short

This section shows shipments where the received count did not match the order:

- **Over** - You got more parts than ordered
- **Short** - You got fewer parts than ordered

Review each gap to:

1. Make sure the count was right
2. Decide if a vendor credit is needed
3. Approve or reject the change

Unfinished Work

These are scans that were not fully handled:

- Partly scanned shipments
- Stopped receiving sessions
- Parts that still need more details

> **Important:** Finish all EOD tasks before you leave. A clean start the next day is much easier.

Posting to DMS

Once errors are fixed and items are approved, post them to your DMS:

1. Review the posting queue
2. Check that totals look right
3. Click **Post to DMS**
4. Confirm the post went through

10. Reports

Overview

ScanIt Parts has a full set of reports. View them on screen, print, or export to Excel.

Running a Report

1. Go to **Reports** in the menu
2. Pick the **report type** you need
3. Set the **date range** and any filters
4. Click **Run Report** or **Generate**
5. View results, then **Print** or **Export** as needed

Available Reports

Receiving & Inventory Reports

Report	What It Shows
Over/Short Report	Parts received in amounts that differ from the order
Scanned Parts Report	All parts scanned in a date range with details
Perpetual Inventory	Count results and gaps found
Unmatched Shipments	Shipments received but not matched to purchase orders
Received Part Status	Status of parts received lately

Quality & Error Reports

Report	What It Shows
Posting Errors	Items that failed to post to DMS
Bad Scans	Scans with problems or errors
Bad Parts	Part numbers the system could not find
Bad Bins	Bin entries that are not valid
Bad Quantities	Unusual or suspect quantity entries
Old Orders	Orders that have been open for a long time

Order & Fulfillment Reports

Report	What It Shows
Order Status	Current status of all orders
Invoice Status	Fill status of customer invoices
Invoice Reconciliation	Scanned parts vs. invoiced parts
Shipment Status	Tracking details for shipments
Special Orders	Parts ordered for a specific customer (not regular stock)
Order Summary	High-level view of order activity

Operational Reports

Report	What It Shows
Employee Report	Activity and output by employee
Parts Per Day	Daily scan counts by type. Shows scans, lookups, and "Not Found" stats. Good for trends.
Bin Changes	History of parts moved between bins
Freight Cost	Shipping and freight cost tracking
Core Exchange	Core returns and exchanges

Part Information	Detailed part data for review
Graph Reports	Visual charts of key metrics
Service Writer	Status of all orders for a specific service writer. Filter by service writer name.
Scanned Not On Order	Parts scanned with the scanner that were not on any open order. Helps catch scanning mistakes.
Posted History	All scanned parts that posted to your DMS. Filter by part#, shipment#, or order#.

> **Route and Employee Fields:** Reports and exports include Route and Employee columns. Easy to sort in Excel.

> **Returned Parts Metrics:** Return reports now track volume, reasons, and stock impact with updated metrics.

Daily Metrics Tracking

The system tallies scanner activity each day on its own. A daily task groups data by user and scan type. These totals feed the Parts Per Day report and dashboard KPIs.

Printing Reports

Report	What It Shows
Print Invoice	Create customer invoice documents
Print Packing Slip	Create packing slips for shipments
Print Part List	Print lists of parts with details

11. Manufacturer Data Feeds

ScanIt Parts can pull shipment data, invoices, and order statuses directly from your manufacturer. This lets you reconcile what was shipped vs. what you scanned. Setup is a one-time process per manufacturer.

11.1 Get Data (Manufacturer Setup)

Go to **Get Data** in the left menu. Select **Add Manufacturer** to begin.

GM (GlobalConnect)

1. Select **Add Manufacturer**
2. Choose **GM GlobalConnect** from the Type dropdown
3. Enter your GM GlobalConnect Dealer Number, Username, and Password
4. Select **Save Changes**

> **Important:** The GM login you enter MUST have access to shipments and invoices in GlobalConnect. If the login only has access to ordering, data pulls will fail. Check with your GM rep if unsure.

Honda (iN Authorization)

Honda setup has two parts: add it in ScanIt Parts, then authorize in Honda iN.

Part 1 — ScanIt Parts:

1. Select **Add Manufacturer**
2. Choose **Honda Site** from the Type dropdown

3. No username or password needed. Select **Save Changes**

Part 2 — Honda iN Portal:

4. Log in to **www.in.honda.com**
5. Enter your Dealer Number
6. Select **iN Plus Realtime**
7. Go to the **Parts** tab
8. Select the **Parts Invoice** section at the bottom
9. Select **Yes** to Activate Parts Invoice. The dropdown should show **IPS**
10. Select **Submit**

> **Note:** It may take 24 to 48 hours for Honda data to start flowing after you activate.

Chrysler / Stellantis

1. Select **Add Manufacturer**
2. Choose **Chrysler Site** from the Type dropdown
3. No username or password needed. Select **Save Changes**

4 Your Parts Manager must contact their Facing PDC and ask them to add the email: **Chrysler@scanitparts.com** to your dealer account

Mercedes-Benz

1 Select **Add Manufacturer**

2 Choose **Mercedes-Benz Site** from the Type dropdown

3 No username or password needed. Select **Save Changes**

4 Your Parts Manager must contact their Facing PDC and ask them to add the email: **mercedesbenz@scanitparts.com** to your dealer account

> **AC Delco & Motorcraft:** GM and Ford dealers get automatic daily data pulls for AC Delco and Motorcraft parts. ScanIt Parts pulls this data on its own — no setup needed. These auto-pull items cannot be edited or deleted.

11.2 OEM Data Import

You can also import packing slips and invoices manually. This is useful for reconciling shipments against what you scanned.

1 Go to **OEM Data** in the left menu

2 Download the packing slip or invoice PDF from your manufacturer's website to your computer

3 Drag the saved PDF file into the OEM Data drop zone

4 A green checkmark means the file was processed. If you do not get a green checkmark, that manufacturer's format may still be in development

> **Note:** OEM Data import is manufacturer-dependent. Not all manufacturers provide data in a format that can be imported. Contact support if your manufacturer is not working.

11.3 Maintenance

After setup, you can manage your manufacturer connections from the Get Data page:

Action	What It Does
Force Pull	Pull manufacturer data right now instead of waiting for the next automatic pull
Edit	Update dealer numbers or login credentials
Delete	Remove a manufacturer connection entirely

> **Tip:** Use Force Pull after first-time setup to confirm data is flowing. If nothing comes back, double-check your credentials (GM) or authorization steps (Honda, Chrysler, Mercedes).

12. Settings and Setup

User Settings

Each user can set their own preferences:

Getting to User Settings

1. Click your name in the top-right corner of the web interface
2. Select **User Settings**

Scanner Credentials

- **Scanner Username** - Login name for the scanner app. Letters, numbers, dashes, underscores only.
- **Scanner PIN** - Your number-only password for the scanner app

Contact Details

- **Phone Number** - For getting SMS text alerts
- **Email Address** - For system alerts

Alert Preferences

Choose which alerts you get:

- **PickIt Zero-Scan Alerts** - When orders have no scanning activity
- **Partial Fill Alerts** - When orders can't be fully filled
- **Posting Error Alerts** - When items fail to post
- **System Alerts** - General system messages

Store Settings (Managers Only)

Managers can change settings that affect the whole store:

DMS Connection

- DMS type and version
- Login details
- Data sync timing
- API settings

- Webhook setup (OpenMate)

> **OpenMate Webhooks:** OpenMate dealers can turn on webhooks for real-time updates. OpenMate pushes changes to ScanIt Parts right away. No timed polling needed. Contact support to set this up.

Label Printing

- Default label format
- Printer assignments
- Auto-print settings
- Label content choices

Scanning Options

- Receiving rules and checks
- Quantity limits and alerts
- Auto-posting preferences
- Repeat scan handling

PickIt Settings

- Default picking method
- Route setup
- Packing station assignments
- Delivery zone setup

> **Warning:** Store settings affect all users. Only change them if you know what they do. Contact support if unsure.

Manufacturer Data

Managers can import and manage maker part data:

- Import part files from makers
- Update pricing
- Manage supersession data
- Set up maker-specific options

Lookup (Web Page)

The **Lookup** page in the dashboard lets you manage all barcode cross-references created on the scanner or pulled automatically. Go to **Lookup** in the left menu.

Automatic Pulls — AC Delco & Motorcraft

For GM and Ford dealers, ScanIt Parts pulls AC Delco and Motorcraft barcode data daily on its own. These auto-pull lookups show up in the list but **cannot be edited or deleted**. This keeps the data in sync with GM and Ford.

Viewing Lookups

The Lookup page shows all cross-references for your store. Each row shows the UPC barcode and the linked DMS part number. Use the search box to filter by UPC or part number.

Adding a Lookup

1. Select **Add to List**
2. Enter the UPC (the number that comes up when you scan the barcode on the part)
3. Enter the DMS part number and select **Add**

Editing a Lookup

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

Deleting a Lookup

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

Important: AC Delco and Motorcraft auto-pull lookups cannot be edited or deleted. Only manually created lookups can be changed. This protects manufacturer data from being accidentally modified.

Tip: You can add lookups from both the scanner (scan and map on the spot) and the web page (type in the UPC and part number). Both go to the same list. Lookups are dealer-specific — each store has its own cross-reference list.

13. Troubleshooting

Scanner Issues

Scanner Won't Connect

Check	Fix
Wi-Fi link	Make sure Wi-Fi is on and linked to your network
Signal strength	Move closer to a wireless access point
Device restart	Turn the scanner off and back on
App restart	Close and reopen the ScanIt Parts app
Server status	Check if others can connect — the server may be down

Barcode Won't Scan

- **Distance:** Try 6-8 inches from the barcode
- **Angle:** Hold the scanner straight, not tilted
- **Lighting:** Avoid glare on the barcode
- **Condition:** Dirty or torn barcodes may not scan
- **Manual entry:** Type the number if scanning fails

Login Issues

Can't Log In to Web Interface

- Check that your email is correct
- Make sure Caps Lock is off
- Try the "Forgot Password" link
- Clear browser cache and cookies
- Try a different browser
- Ask your manager to reset your password

Can't Log In to Scanner App

- Check your scanner username (not the same as web email)
- Make sure the PIN is typed right
- Confirm the device is on the network
- Ask your manager to check or reset your scanner login

Data Issues

Part Number Not Found

- **Wait and retry:** The order may not be pulled from DMS yet
- **Check barcode:** Make sure you scanned the part barcode, not the shipping label
- **Manual entry:** Try typing the part number by hand
- **Check order:** Confirm the order exists in your DMS
- **Part supersession:** The part number may have changed

Posting Errors

- **Part not in DMS:** Add the part to your DMS, then retry
- **Order closed:** Check if the order was already received or cancelled
- **Timeout:** Wait and retry — it may be a short-term issue
- **Data conflict:** Read the error details for the exact mismatch

Printing Issues

Labels Won't Print

- Make sure the printer is on
- Check paper/label supply
- Clear any paper jams
- Confirm the printer is on the network
- Check that the right printer is chosen in settings
- Try printing a test page

Speed Issues

System Running Slowly

- Close tabs you don't need
- Clear browser cache
- Check your internet speed
- Try a different browser
- Report ongoing issues to IT support

Getting Help

If you can't fix the problem:

1. **Write it down:** Note the exact error message
2. **Note what happened:** What were you doing at the time?
3. **Look for patterns:** Does it happen every time or just sometimes?
4. **Contact support:** Reach out to your manager or IT with the details

14. Glossary

Term	Meaning
Bin	A storage spot in the warehouse (shelf, drawer, slot)
Container	A box, bag, or package used to ship parts to customers
Dispatch	Adding packed orders to delivery routes
DMS	Dealer Management System — the main software your store runs on
EOD	End-of-Day — daily wrap-up and posting step
Invoice	A list of parts ordered by a customer
Make	The brand of a part (GM, Ford, Mopar, etc.)
MTD / PMTD	Month-to-Date / Previous Month-to-Date — compares this month to last month
Manifest	A list of all orders and items on a delivery route
Over	When you get more parts than were ordered
Packing Slip	A sheet listing what's in a shipment or delivery
Perpetual Inventory (Cycle Count)	Ongoing counting of parts to check that inventory is right. Also called cycle counting.
PickIt	The order fulfillment module for picking, packing, and shipping
PIN	Personal ID Number — number-only password for the scanner
PNC	Part Number Change — when a maker replaces a part number (supersession)
Post	To send data from ScanIt Parts to the DMS
Route	A delivery path with more than one customer stop
Shipment	A group of parts received from a vendor
Short	When you get fewer parts than were ordered

Smart Pick	A picking method that plans the best path to cut travel
Special Order	A part ordered just for one customer (not regular stock)
Stock Order	A regular order to refill inventory
Supersession	When a maker swaps one part number for a new one
Force Pull	A manual request to pull manufacturer data right now instead of waiting for the next scheduled pull
Get Data	Dashboard page where you set up and manage manufacturer data connections (GM, Honda, Chrysler, Mercedes)
OEM Data	Dashboard page where you import packing slips and invoices from manufacturers via drag-and-drop
PDC	Parts Distribution Center — the manufacturer warehouse that ships parts to your dealership
Variance	A gap between expected and actual counts
Webhook	Auto-sent message between systems when something changes (used for real-time DMS links)

ScanIt Parts

User Guide