

Getting Started

- 1 Open your browser. Go to the Enterprise URL.
- 2 Log in with your ScanIt Parts email and password.
- 3 You land on the Executive Dashboard.

Tip: Bookmark the URL. Same login as your dashboard.

Sidebar Navigation

Page	Shows You
Dashboard	KPIs, charts, activity
Dealer Overview	All dealers: \$, qty, parts
Scans	Scan counts by type per dealer
Physical Inventory	Count results
Over/Shorts	Shipping gaps
Orders Processed	Order done rates
Perpetual Inventory	Cycle count progress
Lost Sales	Revenue lost to stockouts
Settings	Dealer Groups setup

Dashboard KPIs

KPI	Compares
Today's Activity	Today vs Yesterday
This Week	This Week vs Last Week
Month to Date	MTD vs Last Month
Top Dealers	Ranked by scan count

Auto-refresh: Dashboard updates every 60 seconds.

PickIt Metrics (Dashboard)

Shows when dealers use PickIt:

- Orders picked per day/week/month
- Average pick time
- Pick accuracy rates
- Fill rates
- Top pickers ranked

Note: Lost Sales and PickIt sections only show when dealers use them.

Scan Types Tracked (11)

Type	Description
Receive	Incoming shipment scans
Bin Change	Parts moved between bins
Perpetual	Cycle count scans
Part Inquiry	Part detail lookups
Part List	Part list actions
Pick	PickIt order picking
Pack	PackIt packing scans
Add Lookup	New part lookups
Point of Sale	Counter sale scans
Returns	Parts return scans
Delivery	Delivery confirms

Common Actions

Sort a Table

Click any column header. Click again to flip the order.

Search/Filter

Type in the search box above any table. Rows filter as you type.

Export to PDF

- 1 Go to any report page
- 2 Set dealer group filter (optional)
- 3 Click the PDF export button

Export to Excel

- 1 Go to any report page
- 2 Set dealer group filter (optional)
- 3 Click the Excel export button

Tip: Exports use your current dealer group filter. Only those dealers show up.

Dealer Groups

Create a Group

- 1 Go to Settings > Dealer Groups
- 2 Click "Create Group"
- 3 Name it. Choose Public or Private.
- 4 Search for dealers. Click to add.
- 5 Click Save

Filter Reports by Group

- 1 Go to any report page

2 Find the "Dealer Group" dropdown

3 Select your group

4 Data shows only those dealers

Type	Visible To
Public	All Enterprise users
Private	Only you (the creator)

Getting Help

- **Phone:** 810-695-9332
- **Email:** support@scanitparts.com
- See full Enterprise Guide for details

No access? Ask your admin or IPS to add the Enterprise role.

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