SCANIT PARTS ®

Getting Started

1 Power on your Chainway scanner
2 Launch the ScanIt Parts app
3 Log in with your credentials
4 Enter **Inventory Key#** or scan QR code
5 The Physical Inventory menu opens

> **Tip:** Scan the QR code on screen. Faster than typing the Key#!

Select Your Pad

1 Tap **Select Pad**
2 Pick your assigned pad from the list
3 Check the bin range and part count
4 Tap **Start Counting**

Counting Workflow

1 Go to your first bin
2 **Scan the bin barcode** (if required)
3 **Scan each part** in the bin
4 **Enter quantity** you counted
5 Repeat for all parts in bin
6 Move to next bin

> **Tip:** Count twice! A quick recount catches mistakes.

Entering Quantities

Situation	Action
Single item	Scan part. Enter 1 (or use Count by 1 mode).
Multiple items	Scan once. Type the total count.
Not found	Scan part, enter **0**

> **Counting Tip:** For big counts, group by 5s or 10s. Then multiply.

Special Situations

Write-In (Part Not Found in System)

Part number is NOT in the system at all.

❶ Scanner shows "Part Number Not Recognized"

❷ Check the part number scanned right

❸ Select **Add as Write-In**

❹ Enter quantity found

Only part number and bin are saved.

Misplaced Part (Wrong Bin)

Part IS in the system but in a different bin.

- Count it where you find it
- Do NOT move parts during count
- System tracks the mismatch

DO's and DON'Ts

DO	DON'T
Count every assigned bin	Skip bins or assume correct
Enter the exact count found	Round or guess
Check behind and under parts	Count only what you see
Report problems right away	Try to fix issues yourself
Note anything odd	Move parts between bins

Scanner Buttons

Button/Icon	Function
+ icon	More options (Switch Bin, Enter Qty)
Toggle	Qty Mode (Count by 1 / Enter Qty)
Menu (?)	Open settings and pad status
Back arrow	Return to previous screen

Remember: Accuracy beats speed. Take your time. Count with care!

SCANIT
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Troubleshooting

Problem	Solution
Scanner won't connect	Check Wi-Fi. Restart the scanner.
Part not recognized	Type the number by hand.
Wrong pad selected	Menu > Select Pad. Pick the right one.
Barcode won't scan	Try 6-8 inches away. Clean the barcode.
Qty won't accept	Check the number is valid. Try again.
Battery low (rare)	8+ hour battery. Swap if needed. Work is saved.

If stuck: Stop and ask your supervisor. Don't guess!

Pad Status

Check your progress: Menu > Pad Status

Shows	Meaning
Bins Counted	Bins you have finished
Parts Counted	Total parts scanned so far
Progress %	How much of the pad is done
Write-ins	Parts not found in system

Quantity Mode Options

Mode	How It Works
Count by 1	Each scan adds 1. Scan again for more.
Enter Quantity	Scan once. Type the total. Faster for bulk.

Tip: Use "Enter Quantity" mode. It is faster.

Quick Counting Tips

- **Go in order:** Left to right, top to bottom
- **Slide counted parts aside:** Avoids recounting
- **Group counting:** Count by 5s or 10s for big counts
- **Double-check:** Recount before moving on
- **Flashlight:** Use phone light for dark bins

Common Part Locations

Parts can hide. Check these spots:

- Behind larger parts
- Under shelf paper or liner
- In nearby bins (misplaced)
- Fallen to back of bin
- In pick carts (check with pickers)
- At counter (waiting for customer)

After Counting

1. Finish your assigned pad(s)
2. Check Pad Status shows 100%
3. Tell your supervisor you are done
4. Return the scanner to charge
5. Get next task or clock out

Reports (Web Interface)

Report	Shows
Progress Report	How far each pad is done
Pad Variance	Gaps found per pad
Write-ins	Parts added during count
Parts Not Counted	Expected parts not scanned
User Variance	Gaps by counter

Go to Physical Inventory > Reports on the web.

Contact Information

Supervisor:	_____
Phone/Ext:	_____
Questions?	Ask before guessing!

Reminder: When done counting, return your scanner to the charger.