

Ramp

How to Guide

Scanning and
Dispatching an Order

1 Log into the Device

Enter your given username and password into the respective fields. Tap on the **Login** button to access the device.



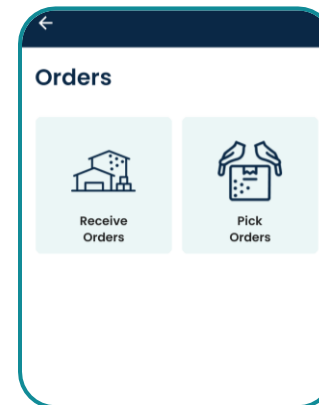
2 Open Orders

To navigate to the order functions, tap on the **Orders** tile.



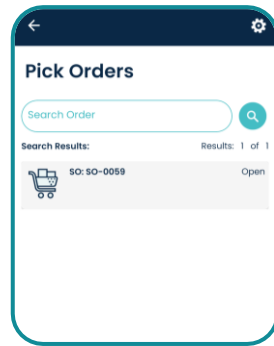
3 Open Pick Orders

To scan orders for picking and dispatch, tap on the **Pick Orders** tile.



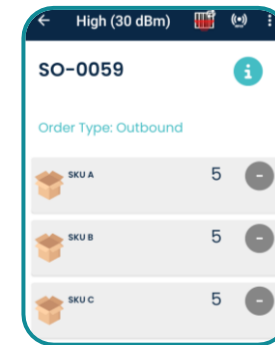
4 Select Order

A list of orders will be present, **tap** on the order you wish to fulfill. Otherwise, **double-tapping** the trigger and **scanning** an order number barcode will open the relevant order if it matches.



5 Order Summary

The order summary page will be shown, displaying the order number, type of order and the SKU name and quantities that need to be fulfilled.



6 Scanning Items

Tap the Trigger quickly on the handheld to begin scanning items.

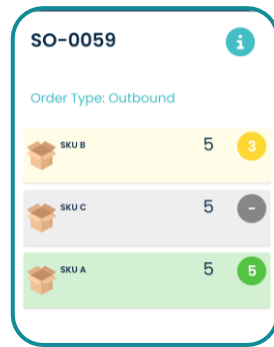
The bottom of the screen will shown **Reading** to indicate the handheld is scanning



Reading

7 Allocation Indicators

As items are allocated to the order, the SKUs will be highlighted in different colours to indicate if the correct quantity of items have been scanned.



8 Allocation Indicators Cont.

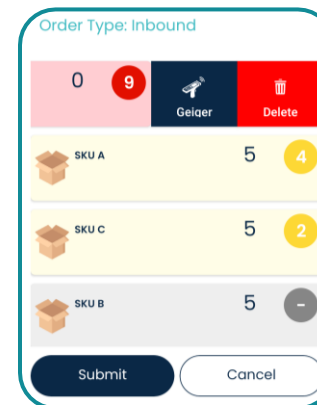
A summary of the colours are as follows:

- Red – Item scanned was incorrect and not part of the order. Will need to be removed or addressed prior to completing the order.
- Yellow – Insufficient quantity of items scanned for the given SKU. If less than the required quantity, more items need to be scanned. If more than the required quantity, items need to be removed.
- Green – Correct quantity of items scanned for the given SKU.

9 Addressing Errors

Once all items have been scanned for each SKU, each SKU field will be highlighted green to confirm.

Remove any red SKUs from the order by **swiping left** on the relevant SKU, and **pressing Delete**.



10

Stopping the Scan

Tap the **trigger** quickly on the handheld to stop scanning. The reading indicator should disappear and reveal the **Submit** button.



Submit

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Submit Scan

To process and submit your scan, press the **Submit** button. You will be asked to confirm whether you have completed allocation against the order. Tap **Yes** to continue.

