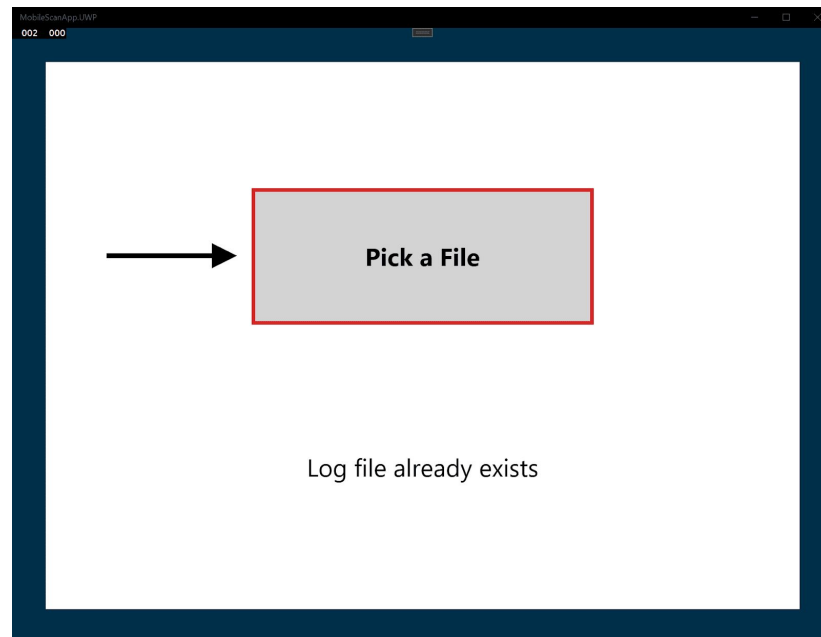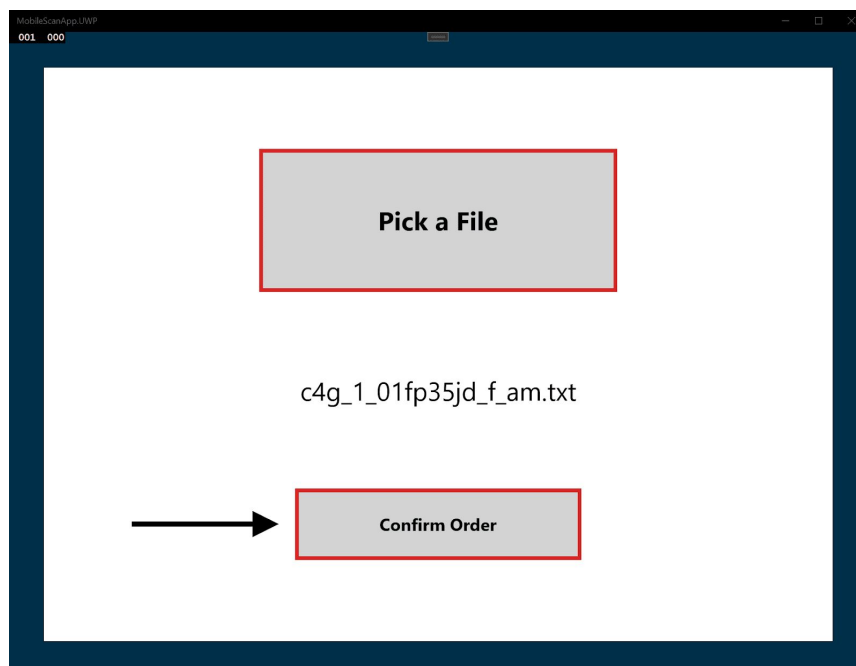# Box Picking User Instructions
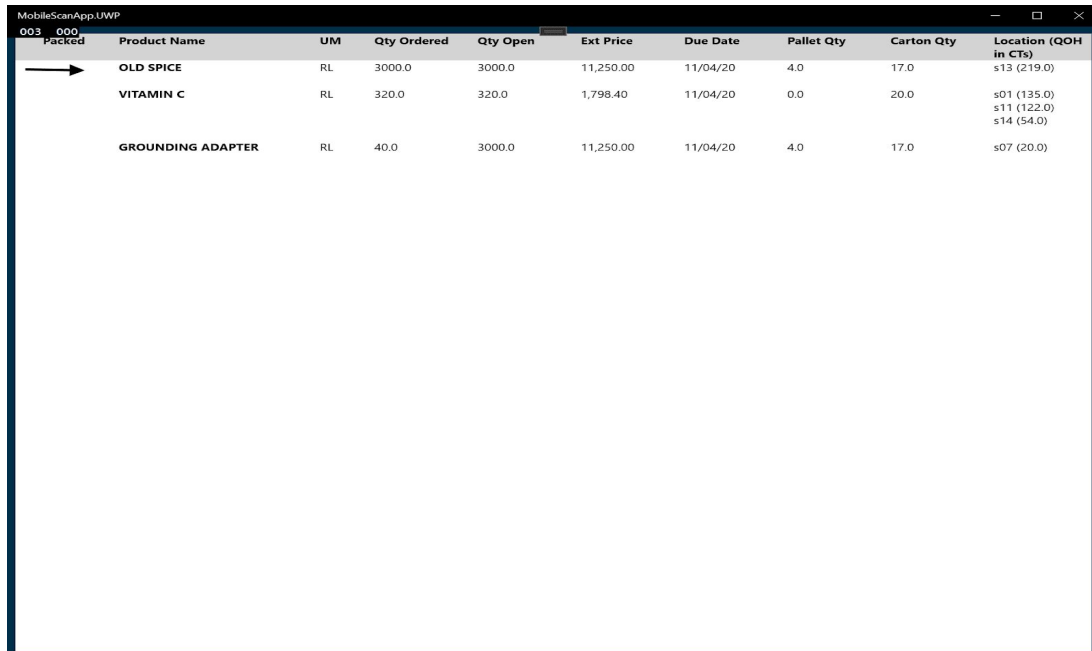
1. Select an order to begin packing by pressing the **"Pick a File"** button and navigating to the order sheet you wish to pack. This file should be a text document (.txt) that was generated by the internal system.

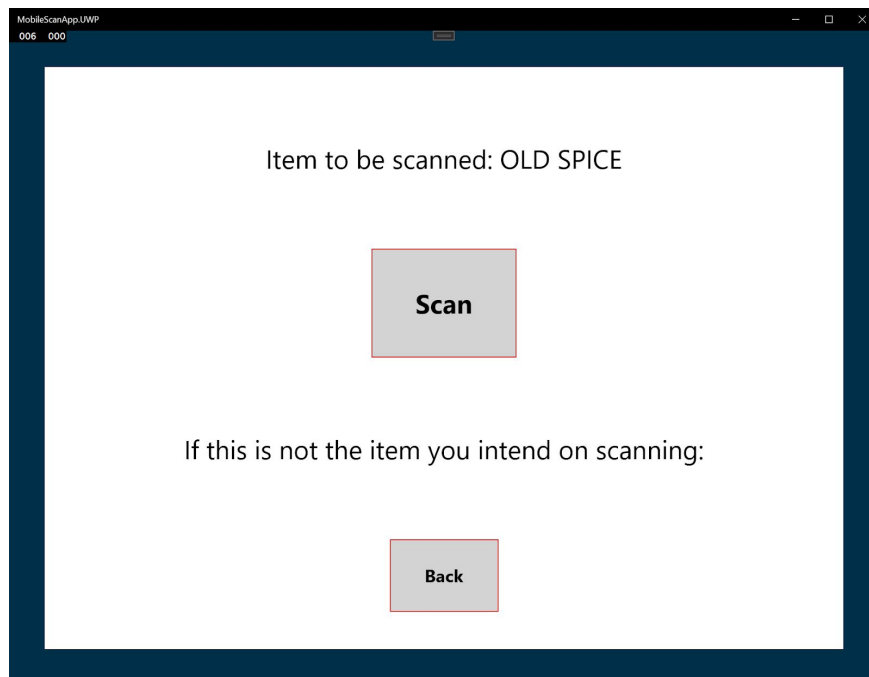2. After ensuring that the file chosen is of the order you wish to pack, press the "Confirm Order" button.

3. The order list view will now appear. Choose the product you wish to begin scanning by tapping anywhere on its respective row in the list.

Packed	Product Name	UM	Qty Ordered	Qty Open	Ext Price	Due Date	Pallet Qty	Carton Qty	Location (QOH in CTs)
→	OLD SPICE	RL	3000.0	3000.0	11,250.00	11/04/20	4.0	17.0	s13 (219.0)
	VITAMIN C	RL	320.0	320.0	1,798.40	11/04/20	0.0	20.0	s01 (135.0) s11 (122.0) s14 (54.0)
	GROUNDING ADAPTER	RL	40.0	3000.0	11,250.00	11/04/20	4.0	17.0	s07 (20.0)

4. The name of the item you have chosen should be displayed on the confirmation screen. Press the **"Scan"** button if you are ready to continue or the **"Back"** button if you wish to choose a different item to begin scanning.

Item to be scanned: OLD SPICE

Scan

If this is not the item you intend on scanning:

Back

5. When you hit **"Scan"**, the scan page will now open. Two labels can be found at the top of the page that indicate how many of this item have already been scanned, and how many still need to be scanned in order to reach the total quantity for the order. On the bottom of the page, labels can be found that display the name of the item you are currently scanning and the location/QOH in CTs value of the item.
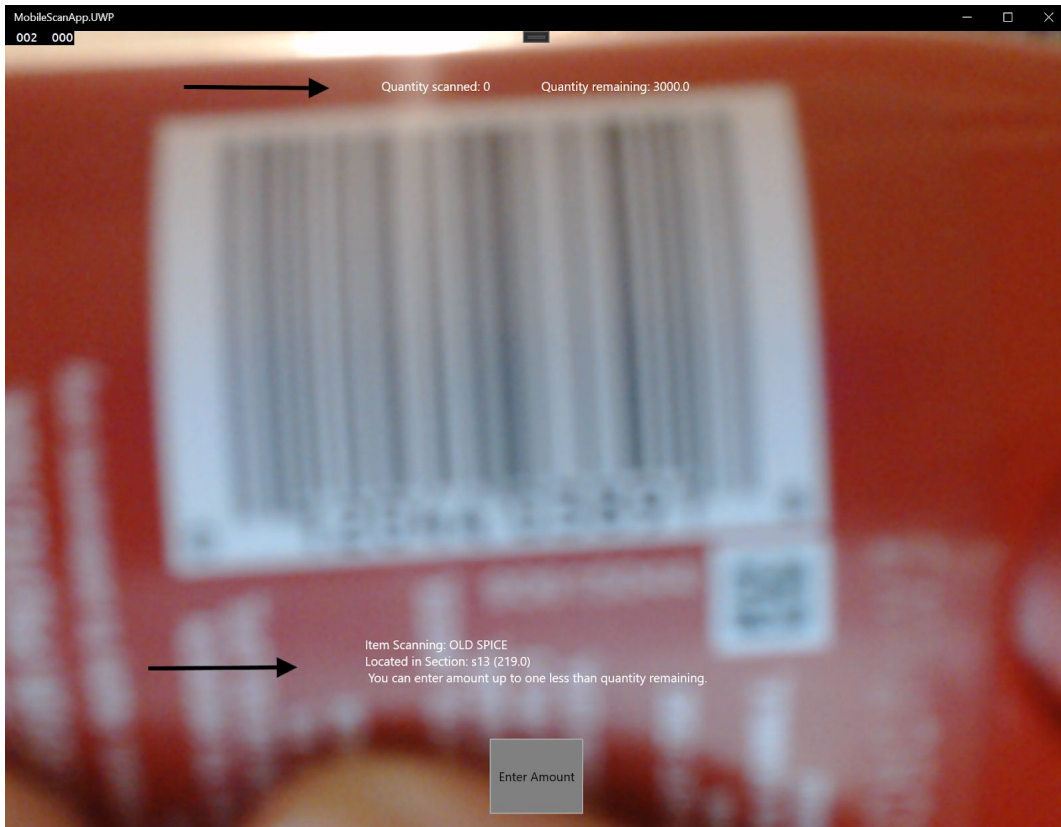
6. From here, either hold the barcode up to the device's camera to scan one instance of the item or press the **"Enter Amount"** button at the bottom of the page to first indicate you are performing a bulk scan. The amount entered for a bulk scan can only be up to one less than the total quantity remaining; this is to ensure that at least one scan is performed on the correct item. For example, if you need to scan in 200 items, you would enter 199. Thus, you would only have one actual item left to scan.
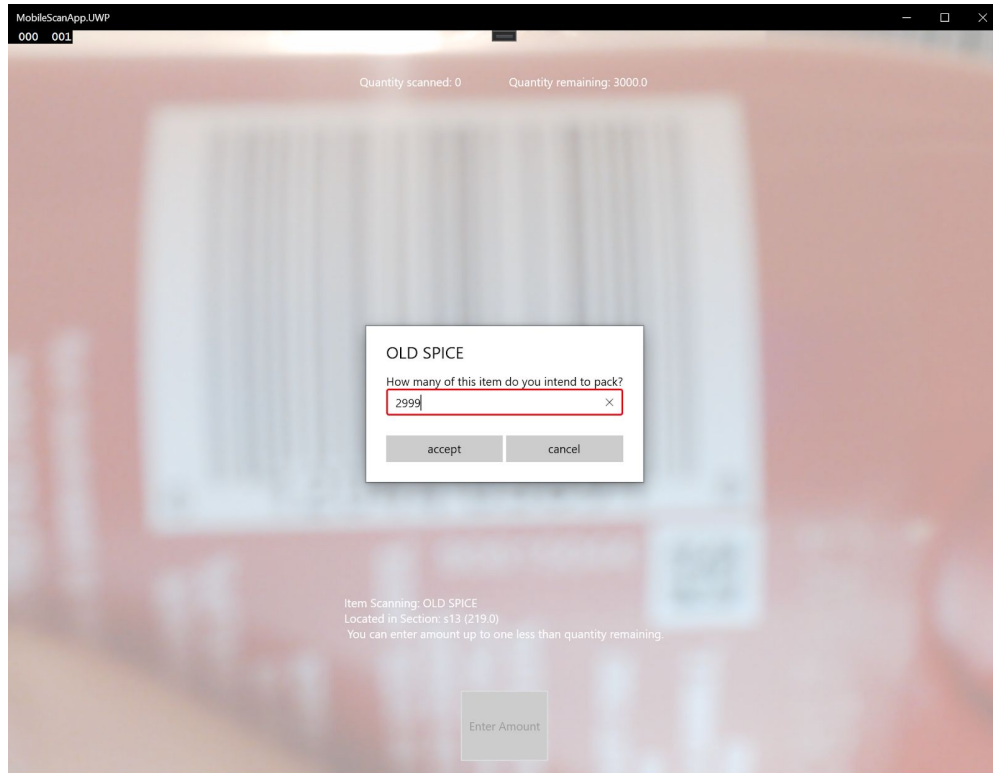
NOTE: There must be an adequate amount of light in order to get the camera to focus on the barcode.

7. After the total quantity of the item has been scanned, you will be prompted to return to the order list page. From here, you can select another item to be scanned and scan it as you did the previous item(s).

Packed	Product Name	UM	Qty Ordered	Qty Open	Ext Price	Due Date	Pallet Qty	Carton Qty	Location (QOH in CTs)
✓	OLD SPICE	RL	3000.0	3000.0	11,250.00	11/04/20	4.0	17.0	s13 (219.0)
	VITAMIN C	RL	320.0	320.0	1,798.40	11/04/20	0.0	20.0	s01 (135.0) s11 (122.0) s14 (54.0)
	GROUNDING ADAPTER	RL	40.0	3000.0	11,250.00	11/04/20	4.0	17.0	s07 (20.0)

8. When all items have been scanned completely, you will be directed to the main page to pick another order file. A log containing the day's scanned orders will be updating automatically on the system.

9. Log files are created in the AppData/local/Packages folder under a random string of letters and numbers, as seen in Figure 1. Navigate to this folder, and click on LocalState. Your logs for each date should appear here.

NOTE: The AppData folder is hidden from users by default, so you must open it from the search bar on Windows and type %AppData%. This might take you to a different folder within AppData, but you can just move back into the folder you do want.
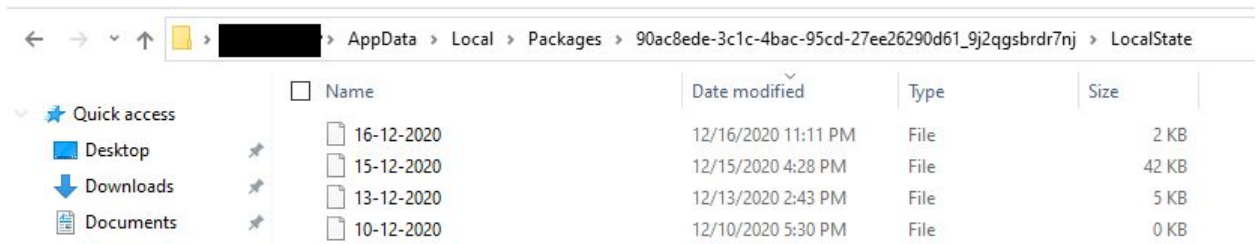

Figure 1
Navigating to the Log Files