

# SOP – Scanning Items on Desktop/Laptop Without a Barcode Scanner

## Purpose

To outline the process for picking orders on a desktop or laptop without a physical barcode scanner, using the override barcode function.

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## 1. Access the Handheld Login on Desktop/Laptop

1. Open a web browser and go to the Handheld Login screen: <http://phoenix.svs.co.nz:9080/caseacc/held/main?from=menu>
  2. Log in with your usual warehouse user credentials.
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## 2. Navigating the Picking UI

- The desktop/laptop interface is identical to the tablet handheld UI.
  - You will see the same **Picks**, **Packs**, and other menu options.
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## 3. Selecting an Order to Pick

1. From the main menu, select **Picks**.
  2. Locate the order you need to pick from the list.
  3. Click into the order to open the picking screen.
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## 4. Overriding Barcode Scans Without a Scanner

1. When you reach a product scan page, the **input field is hidden** — there is no visible box to type into.
2. Simply start typing:

scanover

and press **Enter**.

3. This will act as the override barcode.

**⚠️ Important:** Only use `scanover` when you are **absolutely certain** you are picking the correct item and location. Using the override incorrectly can lead to mispicks and errors.

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## 5. Continue Picking as Normal

- After overriding, you can proceed through the rest of the picking process exactly as if you had scanned the barcode.
  - Confirm quantities, expiry dates, and any special handling requirements.
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## 6. Best Practices

- Always double-check product codes and descriptions before overriding.
- If in doubt, get a secondary check by a legacy staff member before using `scanover`.