

Completing a Putaway Using a Scan Gun

This documentation explains how to complete a Putaway using a mobile scan gun device.

Putaway is the process of moving items from one location to another that is a result of a transaction that has been completed. The putaway process can be performed either with a scan gun or on the console. The scan gun is the preferred method for putting away a return.

When the disposition of the returned item is completed, a move task is system generated to move the item from where it is currently located to its final storage location. The item may have been returned RFI and is sitting in the RFI-1 zone (Non-RRP node). Once returned, a move task is generated to move it from RFI-1 to, for example, STOR1-04010302.

For an RRP node the returned RFI items are located in the REFURB-RFI zone and will need to be moved, via an Ad-Hoc move to the appropriate storage location.

For an NRFI supply item, move tasks are system generated for both the Non-RRP node and for the RRP node, to move each item to its designated refurbishment zone.

To complete Putaway Tasks (non RRP node) using a scan gun

1. Log onto the Scan Gun.
2. Tap **Putaway** using the stylus.
3. Tap **GO** using the stylus. A screen displays showing where the putaway items are currently located (**RFI-1**)
4. Scan the location bar code associated with **RFI-1**, or use scan gun keypad to type in location. The **Pick** screen appears.
5. Scan or enter the six-digit **SKU (NFES)** number. The system suggests a putaway task, however you may override that task by entering a different six-digit **SKU (NFES)** number that you would like to put away.
6. Tap **Go** using the stylus.
7. Enter the **Quantity**. Enter a lesser amount when you are picking less than a full quantity at one time.
8. Tap **GO** using the stylus.
9. Verify the **Quantity** and tap using the stylus:
 - **GO** when you are putting away multiple items so you can pick up additional items, or
 - **Deposit** when you are picking up only one item to put away.
10. After item(s) are picked up and user selects **Deposit**, (Note: that the screen title has changed from **Pick** to **Deposit**)

11. If you have picked up multiple items the system will suggest an item to put away based on warehouse sequencing. You may override the suggested task by entering a different six digit SKU (NFES) number in the highlighted **SKU** field and tap in the **Storage Location** field. This changes to the location for the new item entered.
12. Scan the bar code for the suggested location (or type in location number). If you want to deposit into a location **other** than the suggested location, simply scan or type in the new location number and tap either the **GO** or **Deposit** icon, a message displays **Overriding Deposit Location**. Tap **OK**.
13. Next screen is to verify **Item ID** and **Storage Location** information, after verifying information is correct, you may tap **GO** or **Deposit** using the stylus.
14. Tap **Deposit All** using the stylus. The item(s) have now been putaway. You may complete the next putaway if any tasks remain. When no tasks remain, you see the **No Open Tasks** message.