

SIGNUP/SETUP FOR SUPPLYSCAN

1. Download App to Iphone
 - a. Go into App store
 - b. Search SupplyScan
 - c. The app will be yellow with a barcode on it
2. Login with Username and Password given to you by us
 - a. Your username is the same for Supplyweb/Supplyzone
 - b. If you don't have a username or password email Courtney.hogeland@hajoca.com and you can get setup
3. We have most of the settings setup for you but you can personalize some as you go
4. Products Tab: will take you to all of our product in stock
 - a. Click on the refresh on the upper right hand corner
 - b. A menu will pop up and click on Stock so that you are downloading Stock product
 - c. You will have all of your products uploaded in a few minutes
5. New Order Tab: Click on the correct customer you want to use
 - a. You could have a few options depending on the customer
6. There are a few options to do in the next screen
 - a. New Order: will take you to start your new order
 - b. Stars with lines: brings up all the customer product with specific Customer #
 - c. Edit: Will be able to edit any open order
 - d. Gear: You can select the mode you are going to be ordering in and personalize some other simple settings
 - e. Refresh: Sync all customer and part numbers-basically refreshing your customer numbers if you or Conestoga added any
7. Click on New Order in upper right corner
8. Brings up a few options on this screen
 - a. The modes are below that you can choose from
 - b. Orders Mode: This mode is so that you can scan a product and input the amount you want and do that for every time
 - c. Stock Levels Mode: Is if you went into your products and gave them a Min/Max you can use this in this mode. You will scan your product and count how many you have in the bin. Input the number of product you have in the bin and the min/max will order the rest.
 - i. EXAMPLE: If you have a Min: 5, Max: 25. You count your product and there are only 2, your automatic order will be for 23. If you count anything below a 5 the auto order will make up the difference to your Max.
 - d. Cycle Count Mode: This is not used for ordering. This mode is just used for inventory counting. If you want to keep up with your inventory with our app you should do a cycle count right away to get a base and go from there
 - e. Returns Mode: Most people will not have access to this but if you do it is used to create a return
9. When you choose your Mode you can start scanning your product and go from there!