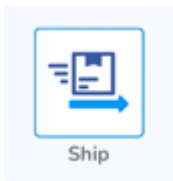


Verify Accuracy of Sales Orders

Sales Orders can be scanned to verify the physical items match the ordered items. Items verified in Sales Orders are Archived.

Sales Orders must first be created in the web portal, and moved to Shipping status, to appear on the mobile app

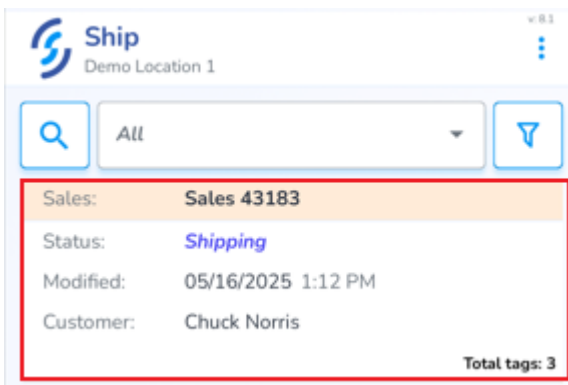
To verify a Sales Order click the **Ship** icon from the Home screen



If you have access to more than one physical location, confirm the [Selected Location](#) is correct. It will appear below 'Ship'

Locate & Open Order

From the **Ship** tab you will see the **Sales Orders** (which appear peach). Locate the order you are verifying



- Click on it to open it.

Sales Orders contain two tabs: **Info & Products**

The **Info** tab provides order details including status, origin, customer name, created & modified date, and a progress indicator at the bottom of the screen

Info Products (2)

Status: *Shipping*

Created: **05/16/2025** 1:12 PM

Modified: **05/16/2025** 1:12 PM

Origin: **Demo Location 1**

Customer: **Chuck Norris**

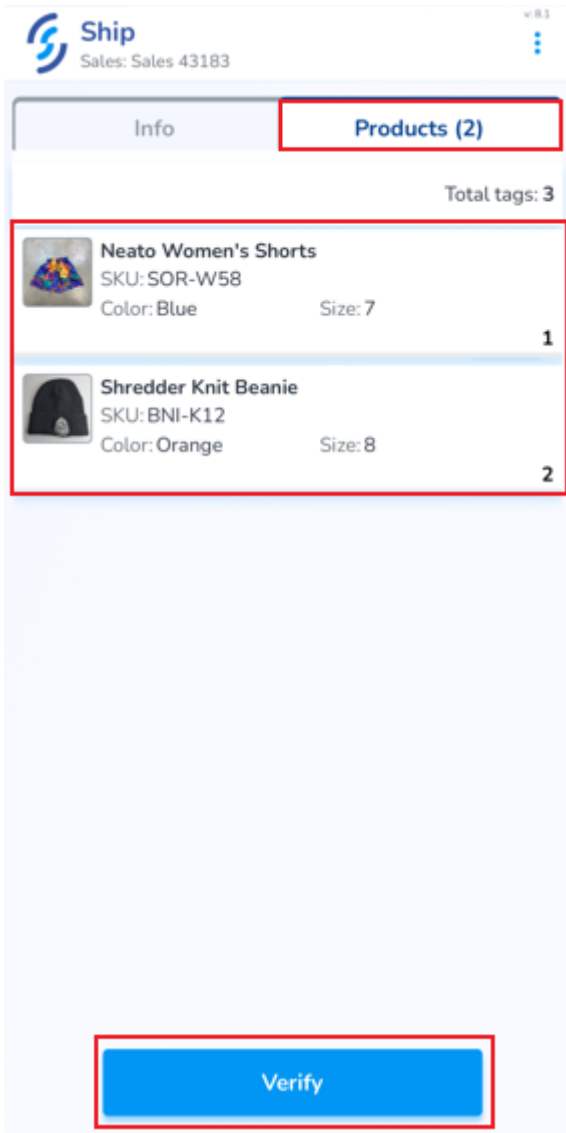
Comments:

Shipping Completed

Shipping QC

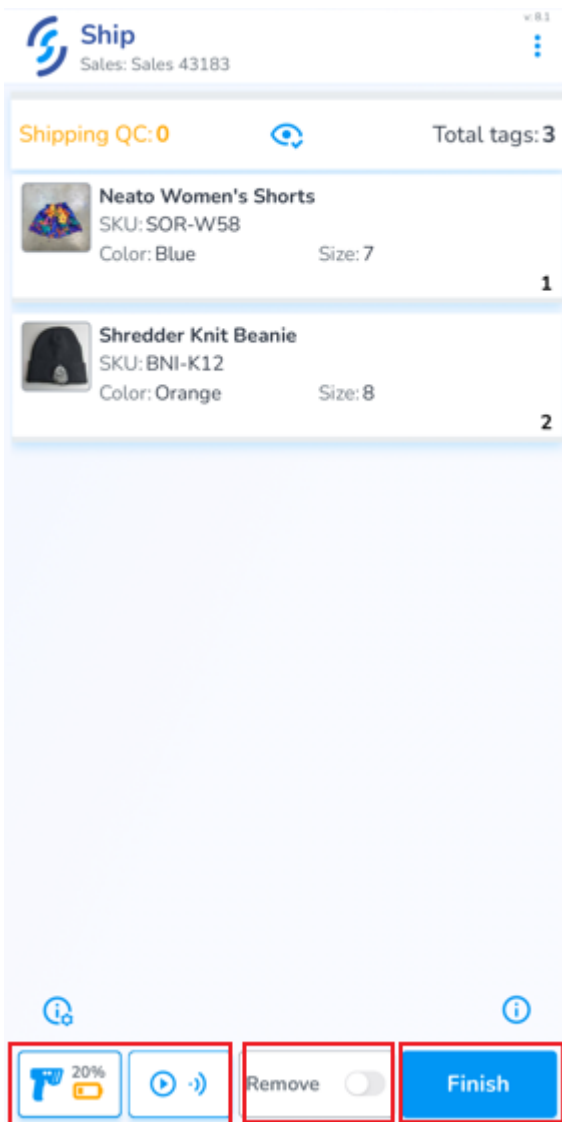
Saved

The second tab, **Products** displays the ordered item(s)



- To begin the verification process, click **Verify**
- [Pair Bluetooth](#)

The ordered items are now ready to be scanned to confirm accuracy



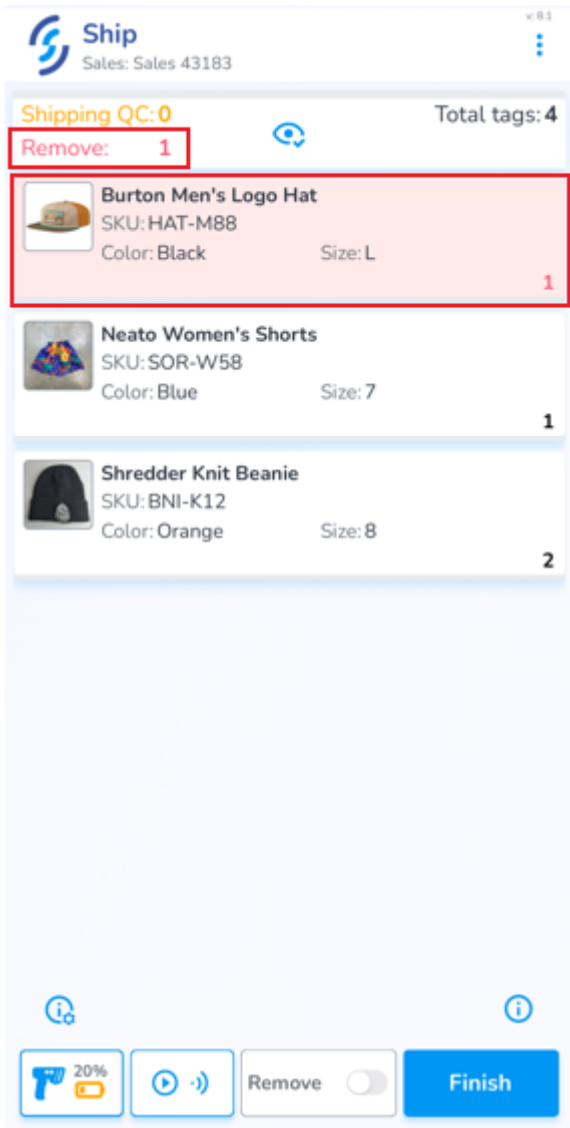
At the bottom of the screen are the [Scan Settings and Auto-Scan](#) button

The **Remove** switch removes scanned items from the order

Finish terminates the session

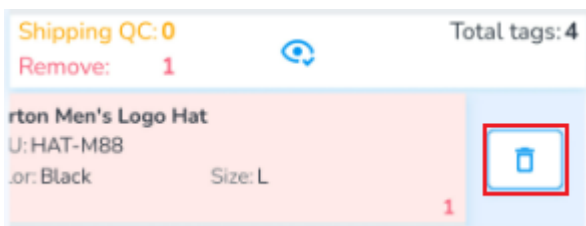
Removing Incorrect Items

If an incorrect item is scanned, the word 'remove' appears at the top with the quantity to be removed, and the item(s) to be removed appear in red. Incorrect items must be removed before the scan session can be terminated

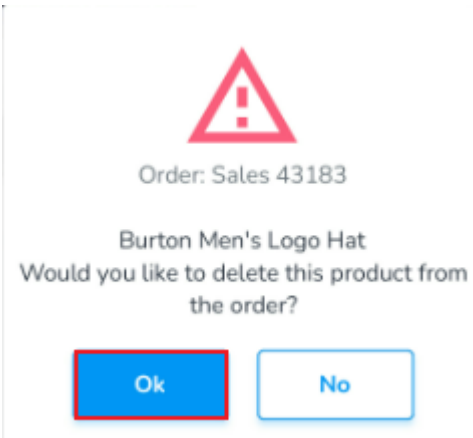


To remove incorrect items you can either:

- Slide the incorrect item to the left, then click on the trash can icon

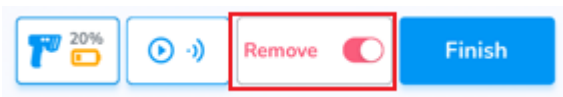


- Click 'Ok' to the pop-up prompt



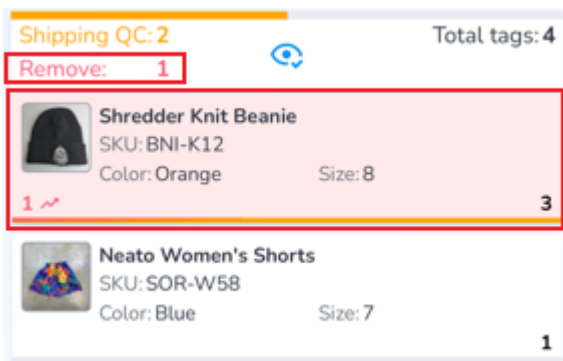
OR

- Enable the Remove scan option
- Scan the incorrect item(s)

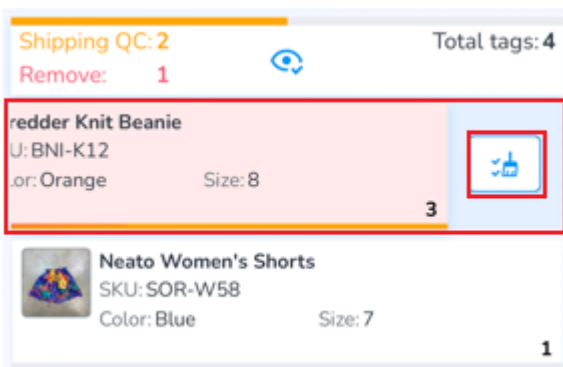


Removing Extra Items

If more items are scanned than are ordered, the 'remove' message appears, and the item with extra items will appear in red, and the number of extra items is displayed on the left



- Slide the item to the left, then tap the broom icon to clear all scans for the item



- Click 'Ok' to the pop-up prompt



Order: Sales 43183

Shredder Knit Beanie

Would you like to clear the verification progress for this product?

Ok

No

- Then rescan all tags for that product

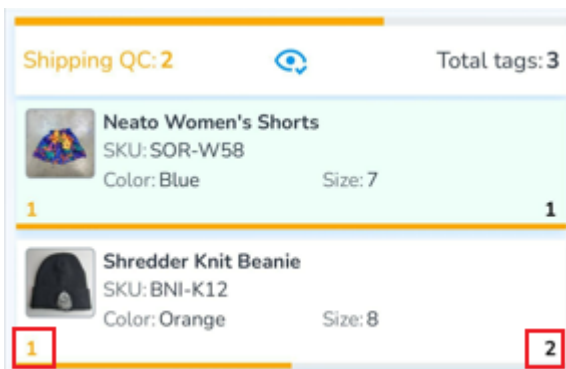
OR

- Enable the Remove scan option
- Scan only the items being removed





Verify Order



Correctly scanned items appear in green. The quantity scanned appears on the left, and the ordered quantity appears on the right. A yellow progress bar indicates if any items are missing.





Once all items are scanned correctly & complete, click **Finish**

Shipping QC: 3 Total tags: 3

	Neato Women's Shorts SKU: SOR-W58 Color: Blue Size: 7	1
	Shredder Knit Beanie SKU: BNI-K12 Color: Orange Size: 8	2

  Remove **Finish**

- Click 'Ok' to the pop-up prompt



Order: Sales 43183

All items are verified, and the order is marked as "Shipping QC".

Would you like to mark order as "Completed"?

Ok

No

You will be returned back to the Ship orders list, and a toast pop-up will confirm the order is completed

 Order # Sales 43183 is marked as Completed 

Revision #26

Created 13 May 2025 18:16:22 by Stan Andrus

Updated 25 February 2026 23:50:28 by Stan Andrus