

1place Scan - User Guide & How To's

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Overview

1place Scan is the web-based warehouse scanning interface for 1place. It allows warehouse personnel to perform daily warehouse operations using barcode scanning or manual item entry.

1place Scan connects with 1place in real time, allowing inventory movements to be recorded as items are received, stored, picked, counted, staged, loaded, and delivered.

Using barcode scanning can help reduce manual data entry, improve inventory accuracy, and streamline warehouse operations.

Getting Started

How to Log In to 1place Scan

1place Scan is accessed through a web browser. No separate application installation is required.

1. Open 1place Scan using the web address: <https://scan.1place.cloud/>

1place Scan

v# 26.0825



Login

2. Enter your **Username**.

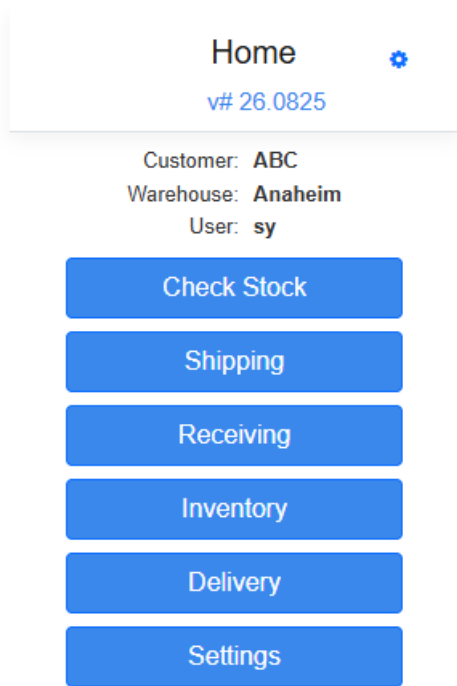
3. Enter your **Password**.

4. Click or tap **Login**.

After successfully logging in, the Home screen will be displayed.

How to Navigate the Home Screen

The Home screen provides access to the warehouse functions available to the logged-in user.



The Home screen displays:

- **Current Version**
- **Customer**
- **Warehouse**
- **User**

Available functions may include:

- Check Stock
- Shipping
- Receiving
- Inventory
- Delivery
- Settings

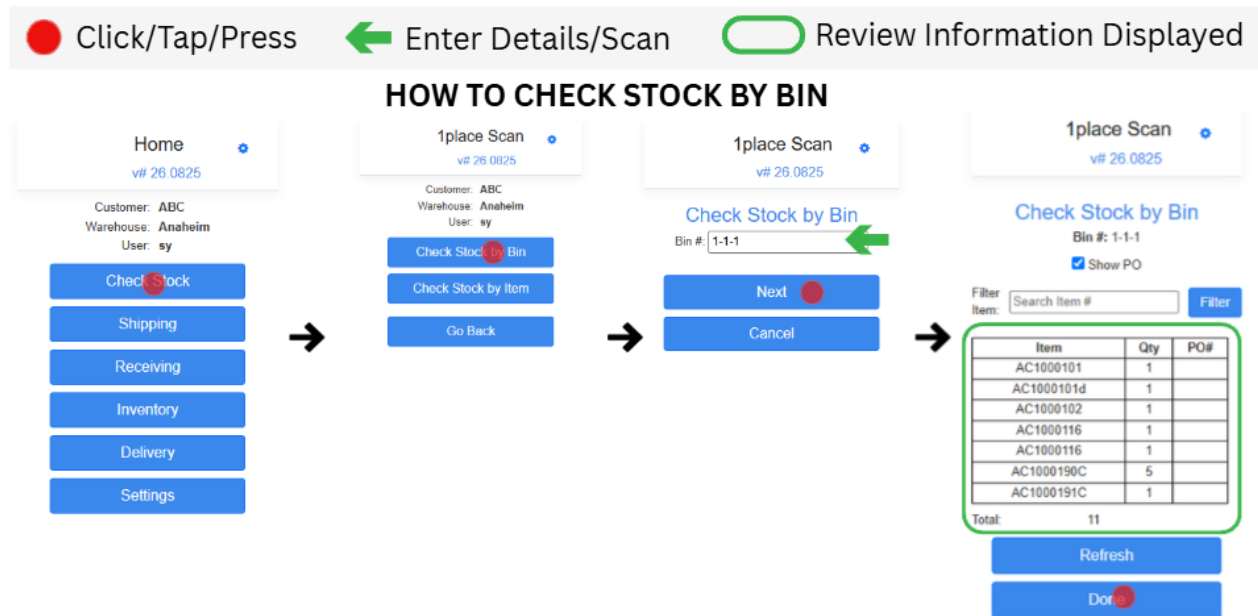
The functions displayed depend on the permissions assigned to the user.

Check Stock

How to Check Stock by Bin

Use **Check Stock by Bin** to view the inventory currently stored in a specific warehouse bin.

How to Check Stock by Bin



1.

From the Home screen, select **Check Stock**.

2. Select **Check Stock by Bin**.

3. Scan the bin barcode or manually enter the **Bin #**.

4. Click or tap **Next**.

5. Review the inventory displayed for the selected bin.

The inventory list displays:

- **Item**
- **Qty**
- **PO#**, when available

The **Total** displays the total quantity of inventory in the selected bin.

How to Filter Items in a Bin

● Click/Tap/Press ← Enter Details/Scan ○ Review Information Displayed

HOW TO CHECK STOCK BY BIN

1place Scan v# 26.0825

Check Stock by Bin
Bin #: 1-1-1
☒ Show PO

Filter Item: AC1000116

Item	Qty	PO#
AC1000101	1	
AC1000101d	1	
AC1000102	1	
AC1000116	1	
AC1000116	1	
AC1000190C	5	
AC1000191C	1	

Total: 11

Refresh

Done

→

1place Scan v# 26.0825

Check Stock by Bin
Bin #: 1-1-1
☒ Show PO

Filter Item: AC1000116 Filter

Item	Qty	PO#
AC1000116	1	
AC1000116	1	

Total: 2

Refresh

Done

1.

Enter all or part of the item number in the **Filter Item** field.

2. Select **Filter**.

The list will display only items matching the filter.

Other functions

- Select the **Show PO** checkbox to display the Purchase Order number associated with the inventory. Clear the checkbox to hide the PO# column.
- Select **Refresh** to retrieve the latest inventory information for the selected bin.
- Select **Done** when finished.

How to Check Stock by Item

Use **Check Stock by Item** to locate an item and view the warehouse bins where it is currently stored.

How to Check Stock by Item

1. From the Home screen, select **Check Stock**.

2. Select **Check Stock by Item**.

3. Scan the item barcode or manually enter the **Item #**.
4. Click or tap **Next**.
5. Review the inventory locations displayed.

The inventory list displays:

- **Bin**
- **Qty**
- **PO#**, when available

The **Total** displays the total quantity of the selected item across the displayed warehouse locations.

How to Filter Bin Locations

- 1.

Enter all or part of the bin name or number in the **Filter Bins** field.

2. Select **Filter**.

The list will display only matching bin locations.

How to Display Purchase Order Information

Select the **Show PO** checkbox to display the Purchase Order number associated with the inventory.

Clear the checkbox to hide the PO# column.

How to Refresh Item Information

Select **Refresh** to retrieve the latest inventory information.

Select **Done** when finished.

Shipping

How to Assign Items and Print Picking Documents

Items can be assigned to a stock picker through the **Shipping & Receiving** screen.

How to Assign Items for Picking

1. In 1place, go to **Warehouse**.
2. Select **Shipping & Receiving**.
3. Verify that the correct **Warehouse** is selected.
4. Under **Items to Ship**, select **To Print & Pick**.
5. Select the **Picker Name**.
6. Select the items or orders to be picked.
7. Use the available filters to narrow the list if needed.
8. Select **Print & Pick Selected**.

How to Select and Print Picking Documents

1. Select the document type you want to print.

Available document types include:

- Label
- Packing Slip
- Picking Ticket
- Sales Order
- Stock Transfer

2. Enter the quantity of documents to print.

3. Select **Preview** to review the documents.

4. Select **Save & Update Status**.

The selected items are then assigned for picking.

How to Pick Orders

Use **Pick Orders** to pick items assigned to you and move them from their warehouse locations to your cart.

Stock Transfer items follow the same picking process as Sales Orders because both are included on the same picking list.

How to Pick Orders

1. From the Home screen, select **Shipping**.

2. Select **Picking**.

3. Select **Pick Orders**.

4. Select **Assigned to Me**.

5. Select **Pick to Cart**.

6. Enter or scan the item **Location**.

7. Scan each item being picked.

If a physical scanner is not available, manually enter the **Item Number** and press **Enter** to simulate a scan.

8. Continue until all required items have been scanned.

9. Select **Done** when finished.
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How to Move Picked Items to Staging

Use **Cart to Staging** to move picked items from the cart to a staging location.

How to Move Items from the Cart to Staging

1. From the Home screen, select **Shipping**.
 2. Select **Picking**.
 3. Select **Pick Orders**.
 4. Select **Assigned to Me**.
 5. Select **Cart to Staging**.
 6. Enter or scan the transfer or staging location.
 7. Scan the items being moved.
 8. Continue until all applicable items have been scanned.
 9. Select **Done**.
-

How to Load Order Deliveries

Use **Load Order Deliveries** to load picked orders onto the delivery vehicle.

How to Load Order Deliveries

1. From the Home screen, select **Shipping**.
2. Select **Loading**.
3. Select **Load Order Deliveries**.
4. Select the **Driver**.
5. Select the **Schedule**.
6. Select **Next**.

You can select orders using either of the following methods:

Scan Tickets

1. Scan the Order Number on each ticket.
2. After scanning the required tickets, select **Use Scanned Order**.

Select by Route

Select the orders based on the delivery route.

Complete the Loading Process

1. Scan each item for the selected orders.
 2. Continue until all required items have been scanned.
 3. Select **Finish**.
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How to Load Stock Transfers

How to Perform a Quick Load

How to Pick by Delivery Route

How to Pick by Warehouse Zone

How to Pick a Single Order

How to Pick All Orders

How to Process Customer Pickup

How to Resume Picking

Receiving

How to Receive a Purchase Order

How to Resume Scanning a Purchase Order

How to Receive a PO to the Dock

Use **Receive PO to Dock** to receive a Purchase Order to the dock.

There are two ways to receive the PO:

- Receive the entire PO without scanning each item.
- Scan each item individually.

How to Receive the Entire PO to the Dock

1. From the Home screen, select **Receiving**.
2. Select **Receive PO to Dock**.
3. Enter the **PO Number**.
4. Select **Locate PO**.
5. Review the PO information, including:
 - Supplier
 - Date
 - Units
6. Select **Receive Now**.
7. Select **Yes** to receive the entire PO without scanning each item.
8. Review the items displayed.
9. Confirm the receipt.
10. Select **Done**.

The system will display the receiving confirmation, including the number of units on the PO and the number of units received.

How to Scan Individual PO Items to the Dock

1. From the Home screen, select **Receiving**.
2. Select **Receive PO to Dock**.
3. Enter the **PO Number**.

4. Select **Locate PO**.

5. Review the PO information.

6. Select **Receive Now**.

7. Select **No**.

8. Scan each item being received.

If a physical scanner is not available, manually enter the **Item Number** and press **Enter** to simulate a scan.

As items are scanned, the receiving list displays:

- Location
- Item Number
- Quantity
- Delete option

9. Review the scanned items.

10. Select **Done**.

11. Review the reconciliation information.

12. Select **Done** to complete the receiving process.

How to Move Dock Items to Bins

Use **Put Dock Items in Bins** to move items from the **On Dock** location into warehouse bins.

How to Move Dock Items to a Bin

1. From the Home screen, select **Receiving**.
2. Select **Put Dock Items in Bins**.
3. Confirm that the current location is **On Dock**.
4. Scan the item.

If a physical scanner is not available, manually enter the **Item Number** and press **Enter** to simulate a scan.

5. Select the quantity to move:
 - **All** – Move the entire available quantity.
 - **Enter Qty** – Enter a specific quantity.
 6. Select **Next**.
 7. Scan each item being moved.
 8. Enter the new **Bin Location**.
 9. Select one of the following:
 - **Finish** – Complete the move.
 - **Finish and Scan Again** – Complete the move and begin another.
 - **Cancel** – Cancel the current operation.
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How to Receive an Order Transfer

Use **Receive Order Transfer** to receive an order transfer into the dock.

There are two options:

- **Receive All to Dock**
- **Receive Items to Dock**

How to Receive All Items to the Dock

1. From the Home screen, select **Receiving**.
2. Select **Receive Order Transfer**.
3. Select **Receive All to Dock**.
4. Review the items displayed.
5. Select **Receive Now**.

How to Scan Transfer Items to the Dock

1. From the Home screen, select **Receiving**.
2. Select **Receive Order Transfer**.
3. Select **Receive Items to Dock**.
4. Scan each item being received.

If a physical scanner is not available, manually enter the **Item Number** and press **Enter** to simulate a scan.

The receiving list displays:

- Location
- Item Number
- Quantity
- Delete option

5. Review the scanned items.
6. Select **Done**.

How to Receive a Transfer to a Bin

How to Quick Receive Transfers

How to Receive Stock Transfers

Returns

How to Request a Full Customer Credit

Use **Request Credit** to submit a credit request for returned items.

How to Request a Full Credit

1. From the Home screen, select **Receiving**.
2. Select **Return Items**.
3. Select **Request Credit**.

4. Enter the **Invoice Number**.
5. Select **Next**.
6. Scan the item or items being returned.
7. Select a **Reason for Return** for each applicable item.
8. Select **Request Authorization**.
9. Select **Done**.

If the user has the required access, **Proceed** may be available to approve the request.

Credit approval access is typically restricted to administrator users.

Returned items are subject to inspection before the credit is finalized.

How to Request a Custom Customer Credit

Use a custom credit request when the requested credit amount is different from the full amount of the returned item.

How to Request a Custom Credit

1. From the Home screen, select **Receiving**.
2. Select **Return Items**.
3. Select **Request Credit**.
4. Enter the **Invoice Number**.
5. Select **Next**.

6. Scan the item or items being returned.
7. Select the **Reason for Return**.
8. Select **Custom Amount**.
9. Verify the dollar amount.
10. Enter the reason for the custom amount.
11. Select **Request Authorization**.
12. Select **Done**.

If the user has the required access, **Proceed** may be available to approve the request.

Credit approval access is typically restricted to administrator users.

Returned items are subject to inspection before the credit is finalized.

How to Authorize a Customer Credit

Use **Credit Authorization** to review customer credit requests and approve or decline them.

How to Authorize a Credit Request

1. From the Home screen, select **Receiving**.
2. Select **Return Items**.
3. Select **Credit Authorization**.
4. Review the credit requests displayed.

The list includes:

- Customer Name
- Invoice Number
- Item Number
- Amount
- Reason
- Status

5. Select **Proceed** for the request you want to review.

6. Review the request.

7. Select **Approve** or **Decline**.

8. Select **Done**.

How to Inspect Returned Items

Use **Inspect Returns** to inspect returned items and determine whether they should be returned to inventory.

How to Inspect a Return

1. From the Home screen, select **Receiving**.
2. Select **Return Items**.
3. Select **Inspect Returns**.
4. Enter or scan the **Item Number**.
5. Review the matching invoices.

6. Select the applicable return.

7. Review the return information:

- Item #
- CM #
- Customer Name
- Ship Via
- Reason for Return

8. Select whether the item is:

- **Good for Stock** – Returns the item to inventory.
- **Not** – Does not return the item to inventory.

9. Select **Done**.

How to Put Away Returned Items

Use **Put Away Returns** to move inspected returned items into their warehouse bins.

How to Put Away a Return

1. From the Home screen, select **Receiving**.
2. Select **Return Items**.
3. Select **Put Away Returns**.

4. Enter the **Start Date** and **End Date**.
 5. Select **Scan Now**.
 6. Enter or scan the **Item Number**.
 7. Enter or scan the **Bin Location**.
 8. Continue scanning and assigning returned items to their appropriate bins.
 9. Select **Done** when finished.
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Inventory

How to Count Inventory by Bin

Use **Count by Bin** to count inventory stored in a specific warehouse bin.

How to Count Inventory by Bin

1. From the Home screen, select **Inventory**.
2. Select **Inventory Count**.
3. Select **Count by Bin**.
4. Enter or scan the **Bin Location**.
5. Scan the items in the bin.
6. Select **Review and Finish**.

7. Review the count and any discrepancies.

8. Select **Done** to update the inventory.

How to Count Inventory by Item

Use **Count by Item** to count a specific item at one or more warehouse locations.

How to Count Inventory by Item

1. From the Home screen, select **Inventory**.
2. Select **Inventory Count**.
3. Select **Count by Item**.
4. Enter or scan the **Item Number**.
5. Enter or scan the **Location**.
6. Scan the items at that location.
7. Repeat the process for each location where the item is stored.
8. Review the count.
9. Select **Done**.

The system will display a confirmation message when the inventory has been successfully updated.

Any discrepancies between the physical count and system inventory will be displayed.

How to View Dock Items

Use **View Dock Items** to view inventory currently located on the dock.

How to View Dock Items

1. From the Home screen, select **Inventory**.
 2. Select **View Dock Items**.
 3. Review the items displayed.
 4. Use **Filter** to locate specific items when needed.
 5. Select **Done** when finished.
-

How to Transfer Items Between Bins

Use **Bin Transfer** to move inventory from one warehouse bin to another.

How to Transfer Items Between Bins

1. From the Home screen, select **Inventory**.
2. Select **Bin Transfer**.
3. Enter or scan the current **Location**.
4. Enter or scan the **Item Number**.
5. Select **Next**.

6. Select the quantity to transfer:

- **All** – Transfer the entire available quantity.
- **Enter Qty** – Transfer a specific quantity.

7. Scan each item being transferred.

If a physical scanner is not available, manually enter the Item Number and press **Enter** to simulate a scan.

8. Enter or scan the new **Bin Location**.

9. Select:

- **Finish** – Complete the transfer.
 - **Finish and Scan Again** – Complete the transfer and begin another.
-

How to Transfer an Item

How to Transfer All Items in a Bin

How to Assign Inventory

Delivery

How to Process Proof of Delivery

Settings

How to Open Settings

The Settings menu provides access to user, company, warehouse, and scanner configuration.

Some settings are restricted to administrators.

How to Open Settings

1. From the Home screen, select the **gear icon** in the upper-right corner.
2. Select the setting you want to manage.

Available options include:

- **User Settings**
- **Company Settings**
- **Manage Bins & Zones**
- **Go Back**

User Settings affect the selected user.

Company Settings affect all users.

Manage Bins & Zones is used to maintain warehouse locations.

How to Manage Users

Use **User Settings** to create, edit, and remove users and configure their access to 1place Scan.

Administrators can configure:

- User information
- Default warehouse
- Additional warehouse access
- Scanner behavior
- User permissions

How to Access User Settings

1. Open **Settings**.
 2. Select **User Settings**.
 3. Select the user you want to manage.
-

How to Add a User

1. Open **Settings**.
2. Select **User Settings**.
3. Select the option to add a new user.
4. Enter the required user information.

5. Configure the user's warehouse access.
 6. Configure scanner settings.
 7. Configure the user's permissions.
 8. Save the user.
-

How to Edit a User

1. Open **Settings**.
2. Select **User Settings**.
3. Select the user you want to edit.
4. Select **Edit User**.
5. Update the required information.
6. Select **Save**.

User Information

The Edit User screen includes:

- **User Name**
- **Password**
- **Email**
- **Admin**
- **Default Warehouse**
- **Additional Warehouses to Select From for Item Inspection Returns**

- OneSource User

Scanner Settings

Available scanner settings include:

- Block Entry of Items Not on PO
- Enable Cannot Find in Bin
- Cannot Find Action
- Duplicate User Access From

User Permissions

Permissions are organized by function.

Check Stock

- Check Stock
- Check Stock by Bin
- Check Stock by Item

Shipping

- Picking
- Resume Picking
- Customer Pickup
- Assigned to Me
- By Delivery Route
- By Warehouse Zone
- Single Order
- All Orders
- Pick Stock Transfers
- Stock Transfers
- Loading
- Load Order Deliveries

- Quick Load (No Scan)
- Scan Each Item
- Load Stock Transfers

Receiving

- Receive PO
- Resume Scanning PO
- Receive PO to Dock
- Scan PO Items to Dock
- Move Dock Items to Bins
- Receive Order Transfers
- Receive Transfer to Bin
- Quick Receive Transfers
- Receive Stock Transfers
- Return Items
- Request Credit
- Credit Authorization
- Inspect Returns
- Put Away Returns

Inventory

- Check Stock
- Check Stock by Bin
- Check Stock by Item
- View Dock Items
- Move Dock Items to Bins
- Count Inventory
- Count by Bin
- Count by Item

- Inventory Assignment
- Bin Transfer
- Transfer Item
- Transfer All in Bin

Delivery

- Proof of Delivery

Settings

- User Settings
 - Company Settings
 - Manage Bins & Zones
-

How to Remove a User

1. Open **Settings**.
 2. Select **User Settings**.
 3. Select the user you want to remove.
 4. Select **Remove User**.
 5. Confirm the removal if prompted.
-

How to Configure Scanner Behavior

Scanner behavior can be configured for individual users through **User Settings**.

Available options include:

- **Block Entry of Items Not on PO**
 - **Enable Cannot Find in Bin**
 - **Cannot Find Action**
 - **Duplicate User Access From**
-

How to Configure User Permissions

User permissions determine which functions are available to each user in 1place Scan.

1. Open **Settings**.
2. Select **User Settings**.
3. Select the user.
4. Select **Edit User**.
5. Locate the appropriate permission section.
6. Enable or disable the permissions required for the user.
7. Select **Save**.

Only assign permissions required for the user's responsibilities.

How to Configure Company Settings

How to Manage Bins & Zones

How to Receive Payment using the Scanner (for Drivers)

Drivers can use the 1place Scanner to record customer payments during delivery. Receiving payments directly during delivery helps drivers complete payment collection on-site, reducing the need for separate follow-ups and helping keep customer payments recorded in 1place promptly.

1. On the scanner, select **Delivery**, then select **Receive Payment**.
2. A list of invoices will be displayed. Locate the invoice the customer wants to pay and select **Pay** beside it.
3. On the **Review Balance** screen, review the following information:
 - **Invoice #** – The invoice number.
 - **Customer** – The customer associated with the invoice.
 - **Invoice Total** – The total amount of the invoice.
 - **Previous Payments** – Payments previously recorded against the invoice.
4. If a discount needs to be applied, enter the discount amount in the discount field and select **Recalculate**. The **Balance Due** will be updated to reflect the discount.
5. Review the updated balance and select **Proceed to Payment**.
6. On the **Enter Payment** screen, review the **Invoice #**, **Customer**, and **Balance Due** to confirm the payment details.

7. Select the appropriate **Payment Method**:

- ACH
- Cash
- Check
- Credit Card
- Credit Memo
- Email Pay
- NSF
- Other
- Wire

8. Enter the **Payment Amount** and verify that the payment method and amount are correct.

9. Select **Submit Payment** to complete the payment.

A **Payment completed successfully** message will appear to confirm that the payment has been recorded.

● Click/Tap/Press ← Enter Details/Scan ○ Review Information Displayed

HOW TO RECEIVE PAYMENT USING THE SCANNER

Home

v# 26.1022

Customer: ABC
Warehouse: Anaheim
User: sy

Check Stock

Shipping

Receiving

Inventory

Delivery

Settings

1place Scan

v# 26.1022

Customer: ABC
Warehouse: Anaheim
User: sy

Proof of Delivery

Receive Payment

Go Back

1place Scan

v# 26.1022

Select Invoice

Invoice #	Customer	Invoice Total	
S261022-0004	ABC Company	\$260.04	

Go Back

1place Scan

v# 26.1022

Review Balance

Invoice #	S261022-0004
Customer	ABC Company
Invoice Total	\$296.69
Previous Payments	\$0.00
Discount	0

Recalculate

Balance Due \$296.69

Proceed to Payment

Go Back

1place Scan

v# 26.1022

Enter Payment

Invoice #	S261022-0004
Customer	ABC Company
Balance Due	\$296.69

Payment Method: Cash

Payment Amount: 296.6900

Submit Payment

Go Back

1place Scan

v# 26.1022

Select Invoice

Payment completed successfully

Invoice #	Customer	Invoice Total	
S261022-0004	ABC Company	\$260.04	Pay

Go Back