

SCANIT
SPECIALTIES, LUBRICANTS, FILTERS, FLUIDS, AND MORE
PARTS
QUICK REFERENCE GUIDE

Before You Start

- **PickIt is CDK-only.** It is available on the CDK DMS platform.
- **IPS turns PickIt on for your store.** It is not a self-serve toggle — contact IPS Support to activate it.
- Setup has two sides: **CDK** (print pick tickets) and **ScanIt** (PickIt settings).
- Picking only starts once invoices print pick tickets.

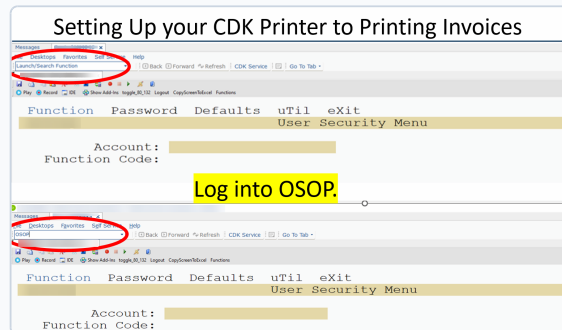
Do this in order: Set up your ScanIt PickIt settings *first*. Once pick tickets start printing, the PickIt queue fills up. If go-live is delayed, you can Archive the open pick tickets (Step 8) and start fresh.

Step 1 — CDK Pick-Ticket Printing

PickIt only activates when CDK is set to print pick tickets.

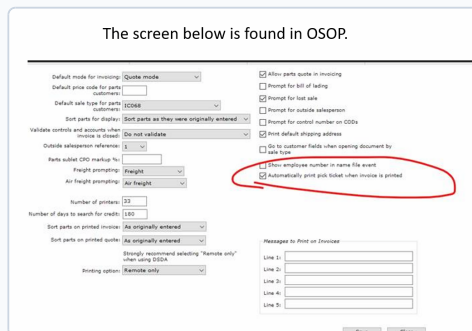
- 1 In CDK, open **Modify Invoice Setups**
- 2 Find "**Automatically print pick ticket when invoice is printed**"
- 3 The default is **N**. Change it to **Y**.
- 4 Set up a printer for the pick ticket

Setting Up your CDK Printer to Printing Invoices



Open the Launch/Search box and log into OSOP

The screen below is found in OSOP.



In Modify Invoice Setups, set "Automatically print pick ticket when invoice is printed" to Y

Tip: Choose a printer that doesn't conflict with your main printers. A "dummy" pick-ticket printer (one that doesn't actually print paper) works fine.

Need help with CDK? Contact IPS Support and we'll help set up the pick-ticket printer.

Step 2 — Open PickIt Settings

- 1 Log in to your ScanIt Parts dashboard
- 2 Open **PickIt** from the menu
- 3 Click the **gear (Settings)** icon
- 4 Start with **General**

Step 3 — Choose a Picking Mode

Mode	Best For
SmartPick	Larger stores. Zone picking. Several pickers work the same invoices at once.
Pick by Invoice	Smaller stores with limited staff. One picker pulls the whole invoice.

On the **General** screen, turn **SmartPick ON** for zone picking, or **OFF** for Pick by Invoice.

Step 4 — Zones (SmartPick only)

Pick by Invoice needs no zones. SmartPick needs zones.

- 1 Go to **PickIt > Settings > Zones**
- 2 Click **Add Zone** and name it
- 3 Add bins as a **range** (first–last bin), a **comma list** (non-sequential bins), or a **begins-with** rule
- 4 Assign a picker to **every** zone

Tip: If you type a long bin list, the page can convert it to a range or begins-with rule with one click.

Step 5 — Add Users & Pickers

- Add **only your store's employees**.
- Each picker needs an **active login**.
- **Don't share logins** — this tracks each person's work.
- Include the picking options: **Partial Fill** and **Parts Not Found**.
- Pick by Invoice: no need to assign pickers to zones.

High turnover? Plan to review your picker list often.

Step 6 — Control What Gets Picked

AutoPick = NOT sent to the scanners (handled manually). Use these screens to keep the right invoices off the scanner.

Screen	What It Does
Ignored Sale Types	Skip sale types you don't pick (e.g. repair orders, internal). Search the type and Add it.
Ship Via (recommended)	Toggle AutoPick on ship vias you don't want on scanners (e.g. front/back counter). The rest are picked. Set the others to Normal.
Customers	Set priority (Highest–Lowest), or Hide From Invoices to keep a customer off the scanners.
Bins	Toggle a bin to AutoPick so it won't show on the scanner.
Ignored Parts	Skip part numbers like FREIGHT, NPN, bulk oil, coolant. Search the part and Add it.

Ship Via is the easiest control. It has the biggest impact on what reaches the scanners. Priority ranking is optional — most stores skip it.

Step 7 — Pick Alerts

Get live alerts for Partial Fill and Parts Not Found.

- 1 Click your name/avatar (top right) > **Settings**
- 2 Open **Your Account > My Alerts**
- 3 Toggle the alerts you want ON

Profile must be complete: Alerts only work if your profile has an **email and phone number**. Make sure managers set theirs up too.

Step 8 — Go Live

- 1 Go to **PickIt > Settings > Archive Invoices**
- 2 **Archive** any outstanding pick tickets to start fresh
- 3 As invoices print pick tickets, the pick queue fills
- 4 Start picking with your scanners

Remember: PickIt only works once you invoice a pick ticket. Recommended upkeep (monthly or quarterly): review **Bins** and **Customers**.

Getting Help

- **Phone:** 810-695-9332
- **Email:** support@scanitparts.com
- See the full **PickIt Guide** for detailed instructions

Updated September 2026 | PickIt Setup Quick Reference | See the full PickIt Guide for detailed instructions

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