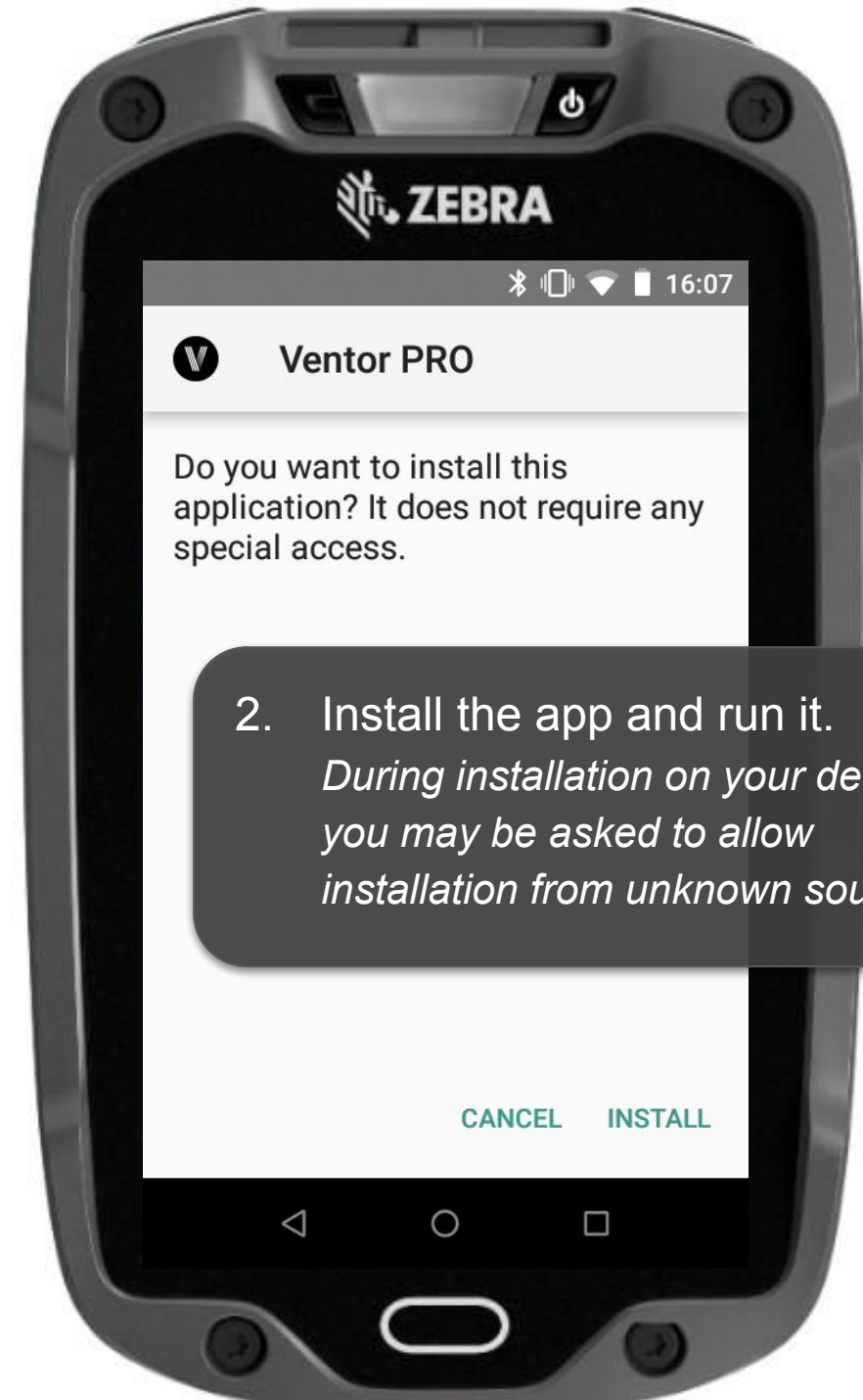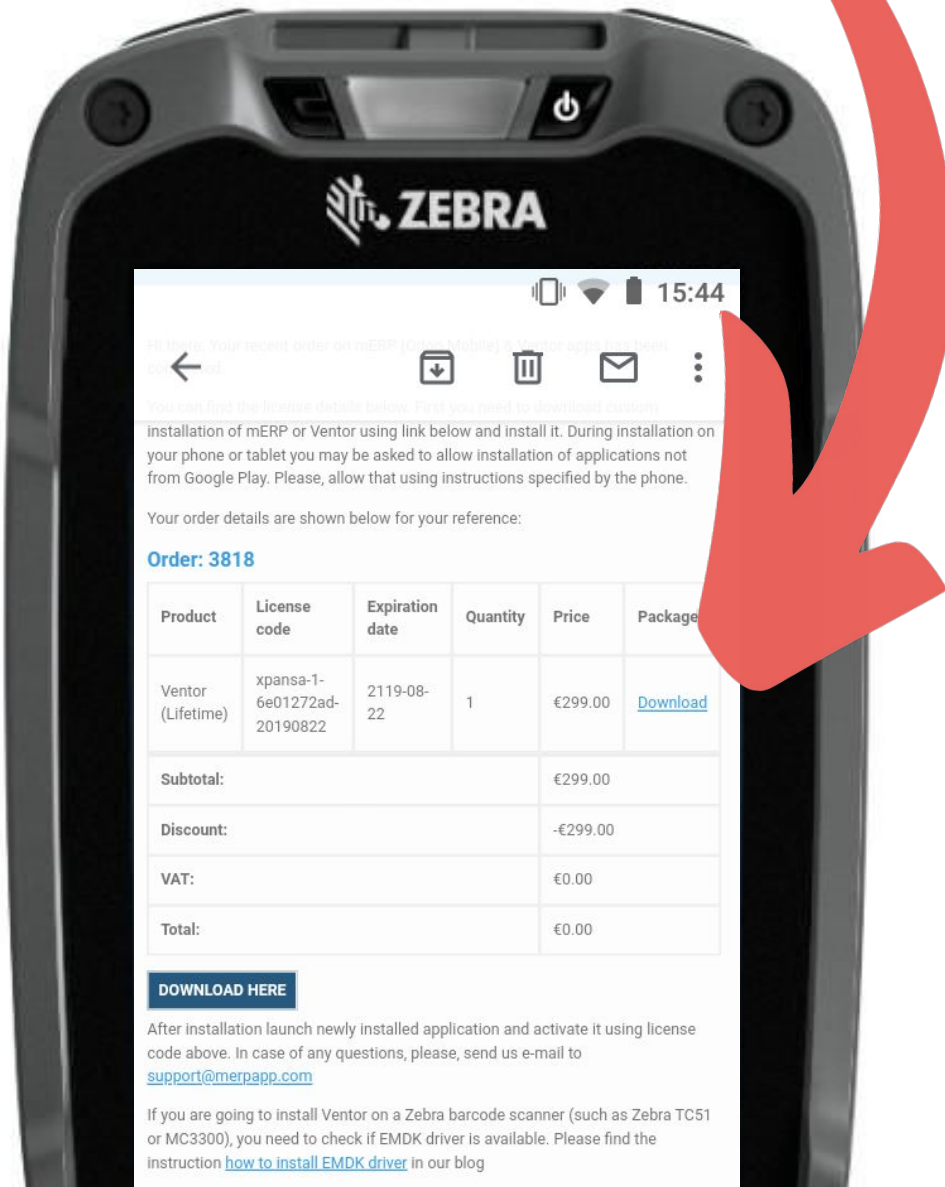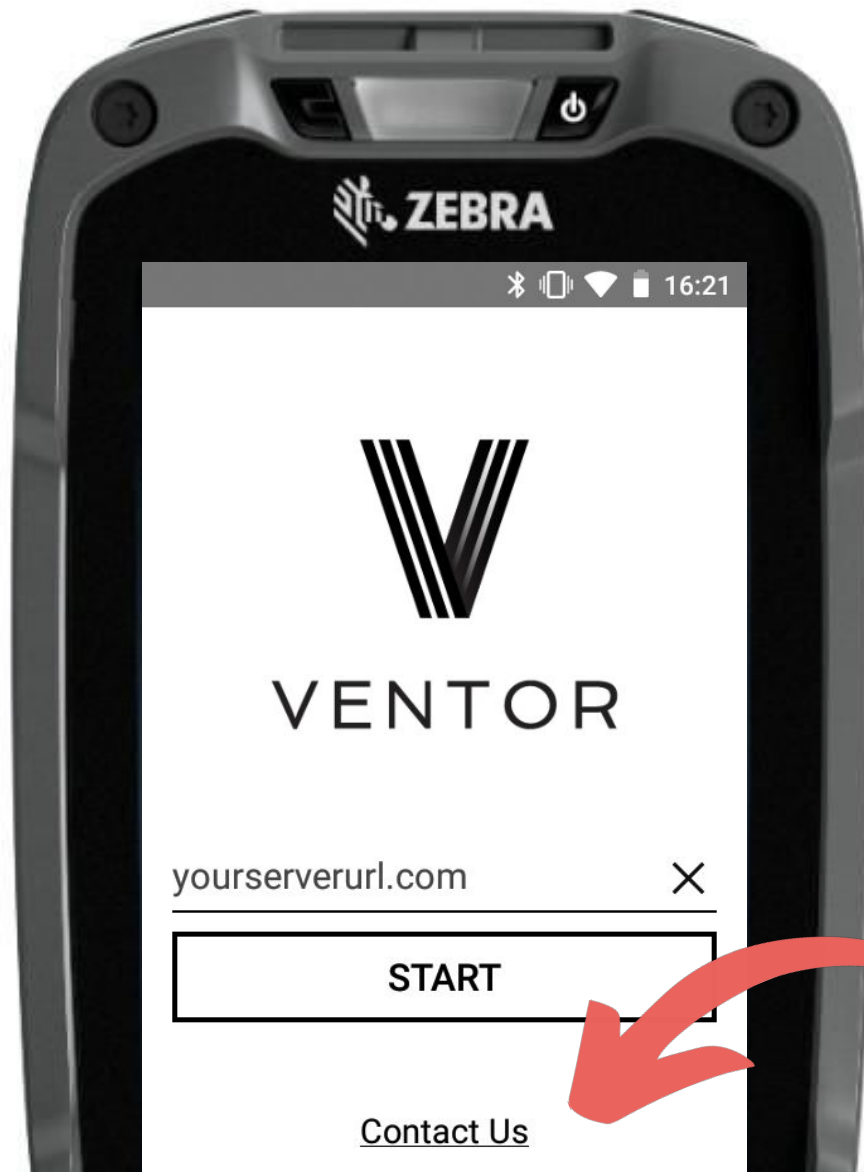# VENTOR

Quick start guide

1. Download the app using a link from the confirmation email

2. Install the app and run it. *During installation on your device you may be asked to allow installation from unknown sources*
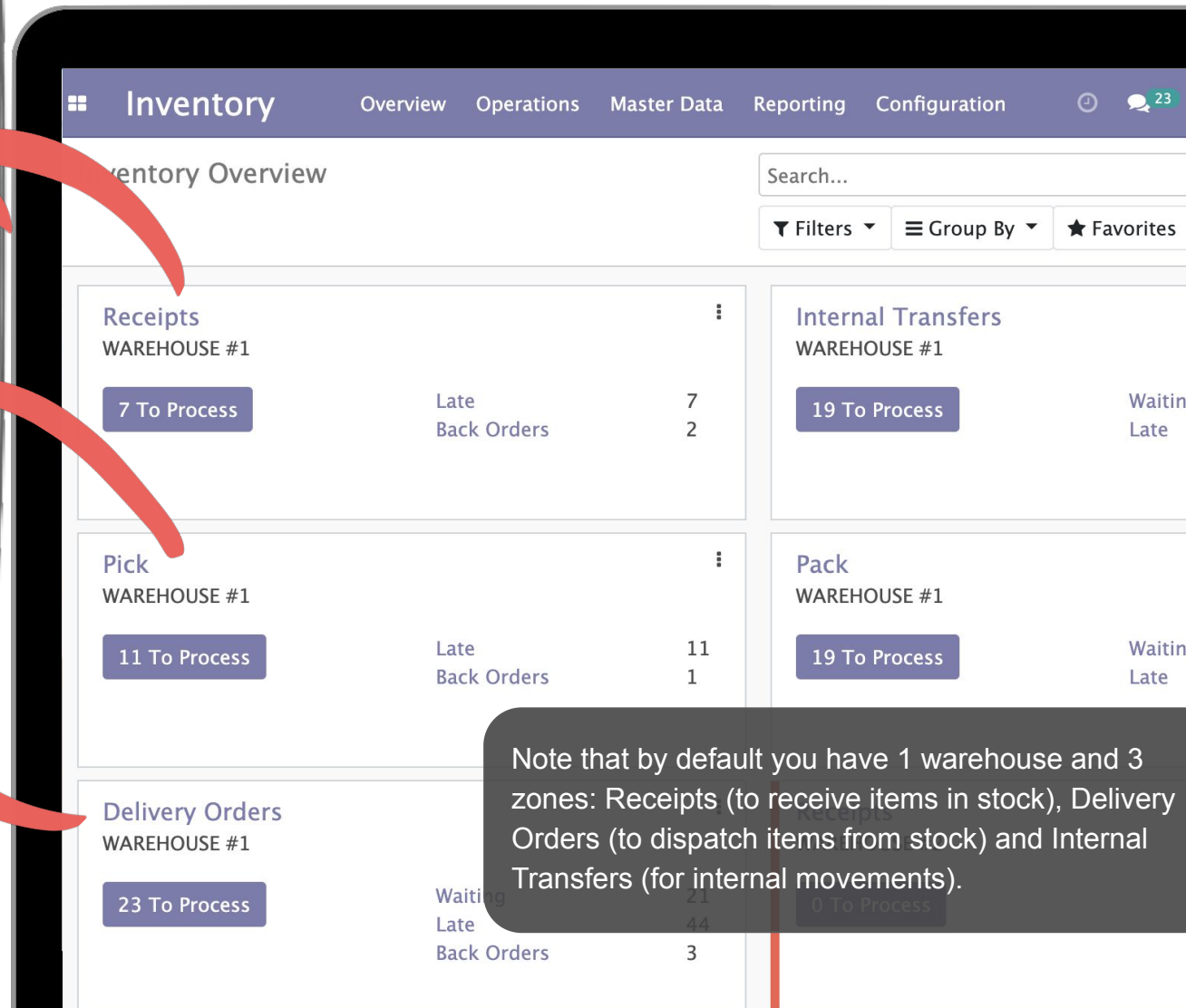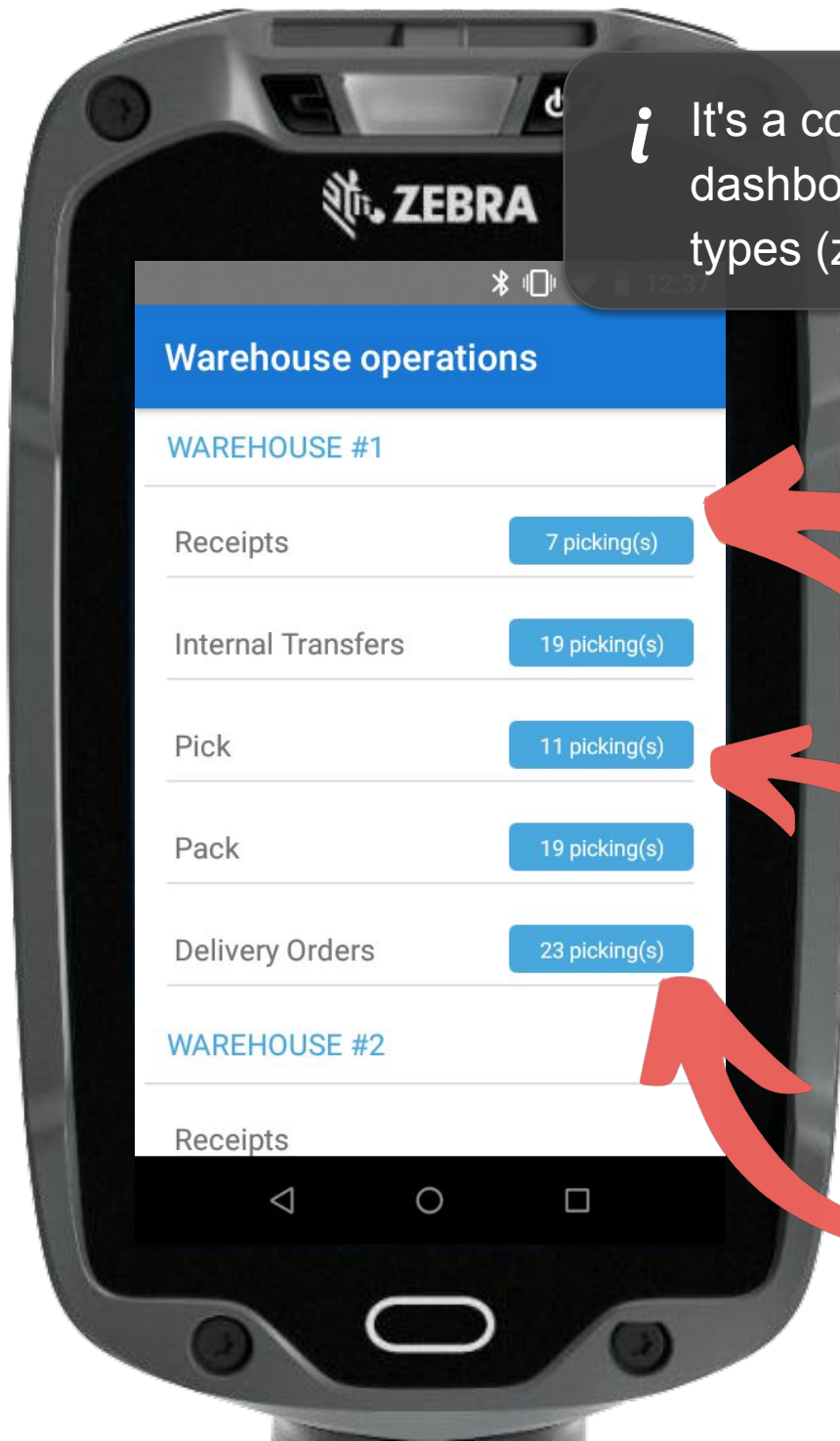
1. Insert your server URL > Click "Start" to connect

2. - Insert the name of the database (*How to find your DB name*)
   - Insert user login and password
   - Click "Login"

ZEBRA

16:21

VENTOR

yourserverurl.com   ✕

START

Contact Us

ZEBRA

16:31

VENTOR

demo13

admin

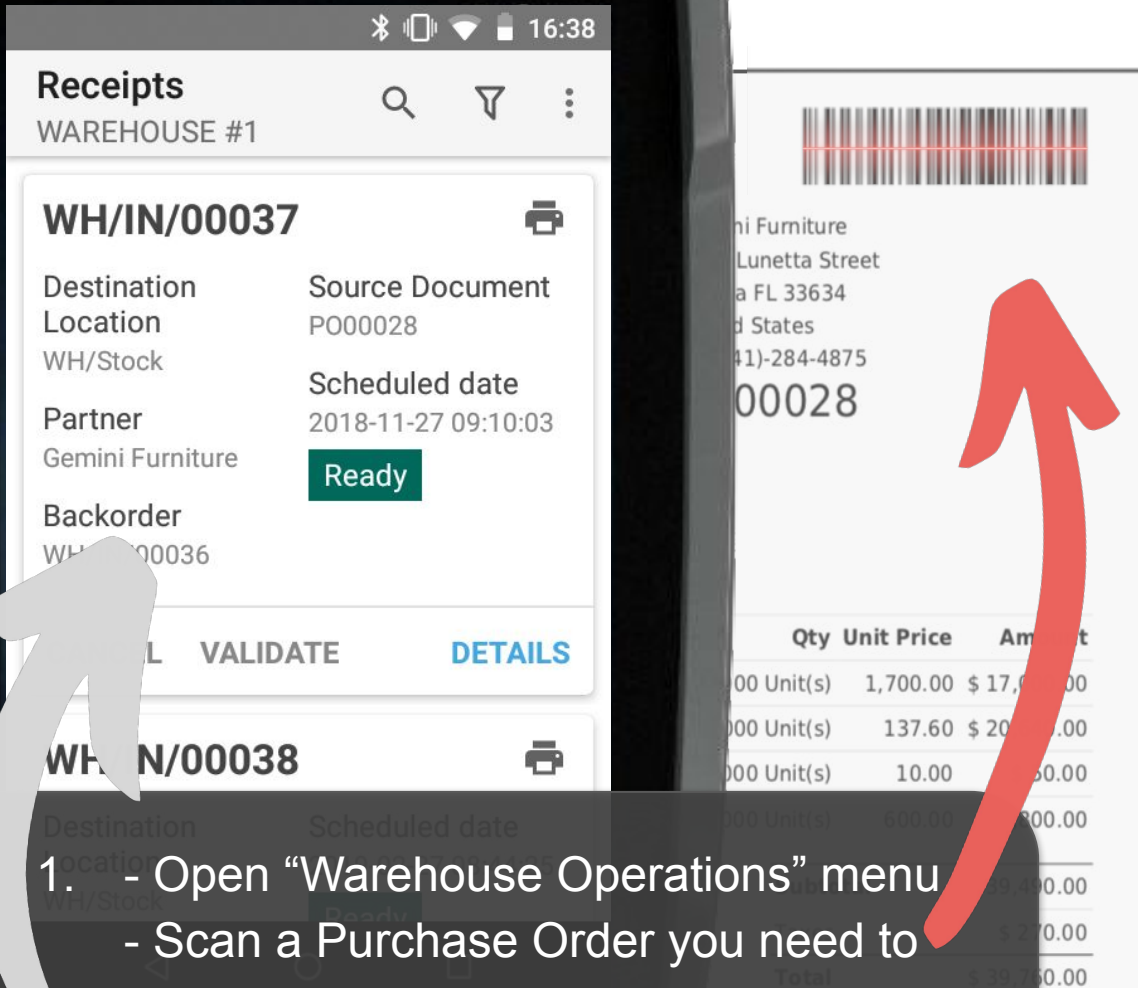••••••••

LOGIN

Use "Contact Us" to drop us a mail

i It's a copy of your Odoo Dashboard (Inventory app). The dashboard shows all warehouses and their operation types (zones like Receipts, Picking, Packing, etc.)

Warehouse operations

WAREHOUSE #1

Receipts	7 picking(s)
Internal Transfers	19 picking(s)
Pick	11 picking(s)
Pack	19 picking(s)
Delivery Orders	23 picking(s)

WAREHOUSE #2

Receipts

Inventory Overview Operations Master Data Reporting Configuration

Inventory Overview

Search...

▼ Filters ▾   ☰ Group By ▾   ★ Favorites

Receipts
WAREHOUSE #1

7 To Process   Late   7
                 Back Orders   2

Internal Transfers
WAREHOUSE #1

19 To Process   Waitin
                 Late

Pick
WAREHOUSE #1

11 To Process   Late   11
                 Back Orders   1

Pack
WAREHOUSE #1

19 To Process   Waitin
                 Late

Delivery Orders
WAREHOUSE #1

23 To Process   Waitin   21
                 Late   44
                 Back Orders   3

Note that by default you have 1 warehouse and 3 zones: Receipts (to receive items in stock), Delivery Orders (to dispatch items from stock) and Internal Transfers (for internal movements).

i Check out a detailed receiving guide

Receipts
WAREHOUSE #1

WH/IN/00037

Destination Location
WH/Stock

Source Document
PO00028

Partner
Gemini Furniture

Scheduled date
2018-11-27 09:10:03

Ready

Backorder
WH/ 00036
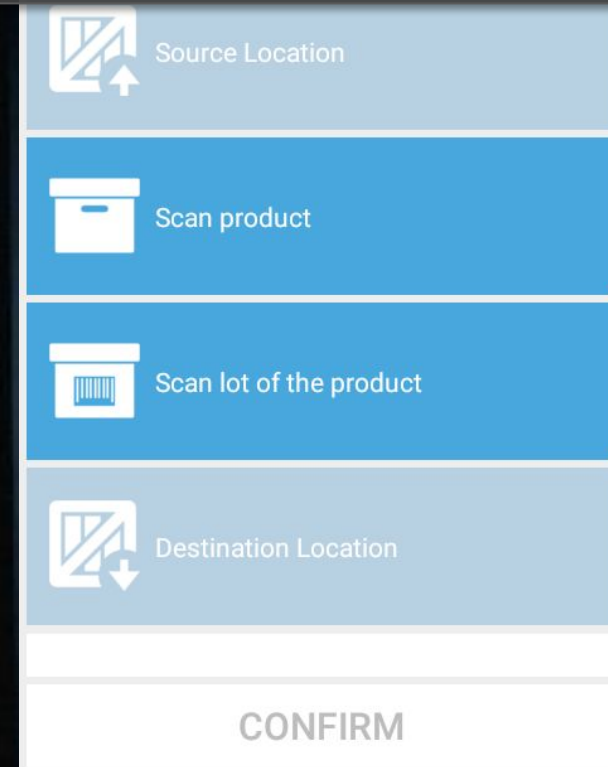
VALIDATE   DETAILS

WH/ N/00038

Destination
Location
WH/Stock

Scheduled date

Ready

ni Furniture
Lunetta Street
a FL 33634
d States
41)-284-4875

00028

	Qty	Unit Price	Am t
	00 Unit(s)	1,700.00	$ 17, 00
	00 Unit(s)	137.60	$ 20 .00
	00 Unit(s)	10.00	0.00
	00 Unit(s)	600.00	00.00
			9,490.00
			70.00
Total			$ 39,7 0.00

1. - Open "Warehouse Operations" menu
   - Scan a Purchase Order you need to process
   - *OR choose a warehouse (e.g. #1), open "Receipts" and find needed transfer manually*

2. - Scan an item from the transfer by using the hardware scanner
   (OR click "Scan product" if you use a mobile phone)
   - Change QTY of product and click "Confirm" to finish the transfer
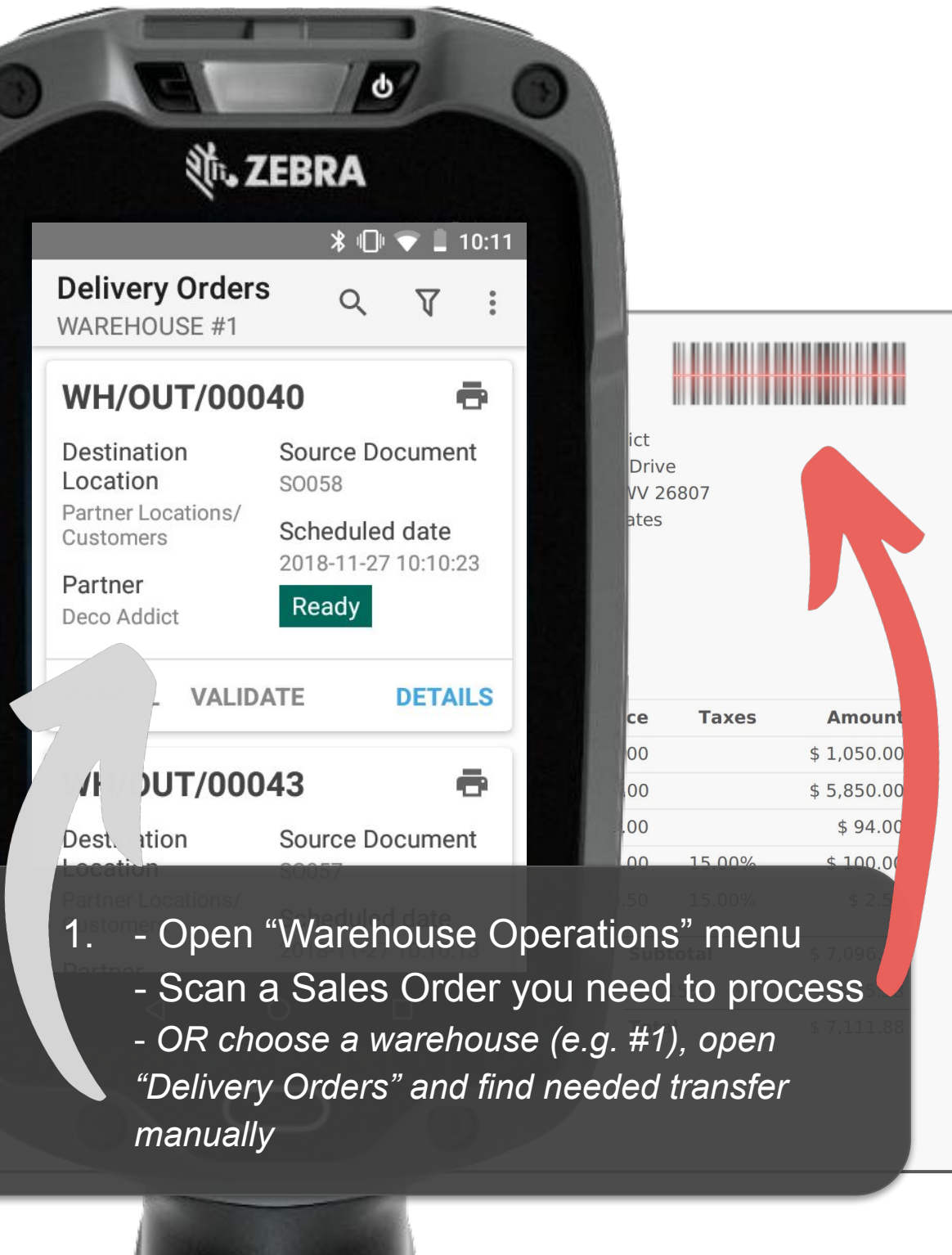   - Scan the next product until all products are received

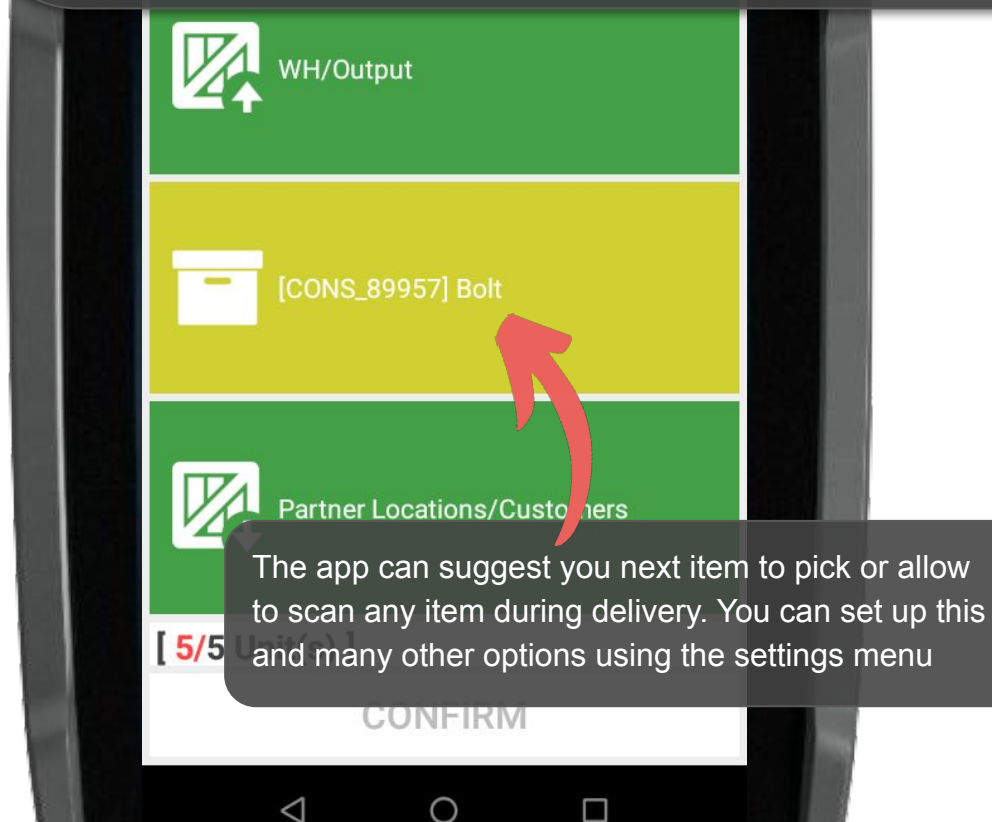WH/IN/00037

Source Location

Scan product

Scan lot of the product

Destination Location

CONFIRM

Delivery Orders
WAREHOUSE #1

WH/OUT/00040

Destination Location	Source Document
Partner Locations/Customers	SO058
	Scheduled date
Partner	2018-11-27 10:10:23
Deco Addict	Ready

VALIDATE   **DETAILS**

WH/OUT/00043

Dest...ation Location	Source Document

2. - Scan an item from the transfer by using the hardware scanner
(OR click "Scan product" if you use a mobile phone)
- Change QTY of product and click "Confirm" to finish the transfer
- Scan the next product until all products are received

WH/Output

[CONS_89957] Bolt

Partner Locations/Customers

The app can suggest you next item to pick or allow to scan any item during delivery. You can set up this and many other options using the settings menu
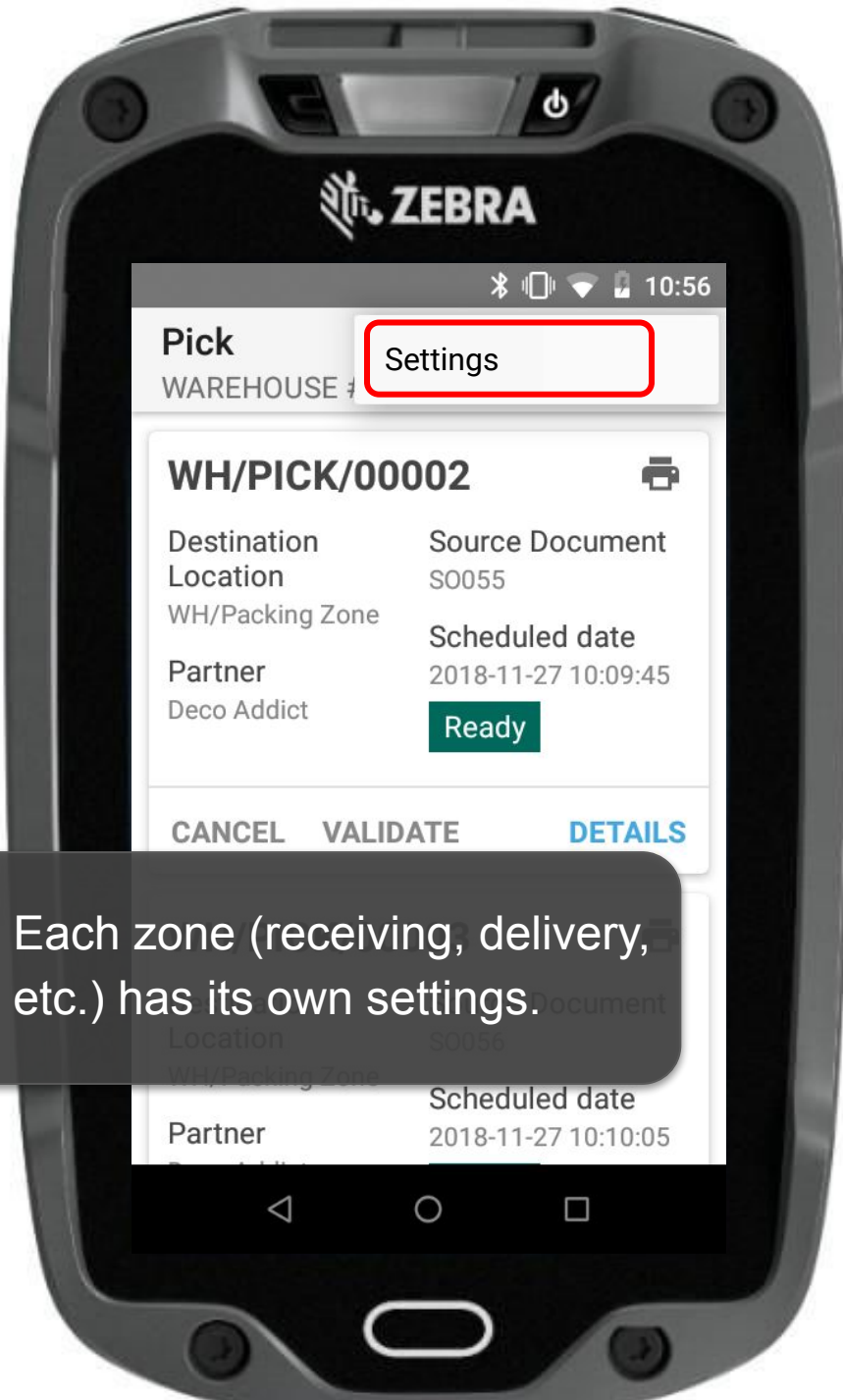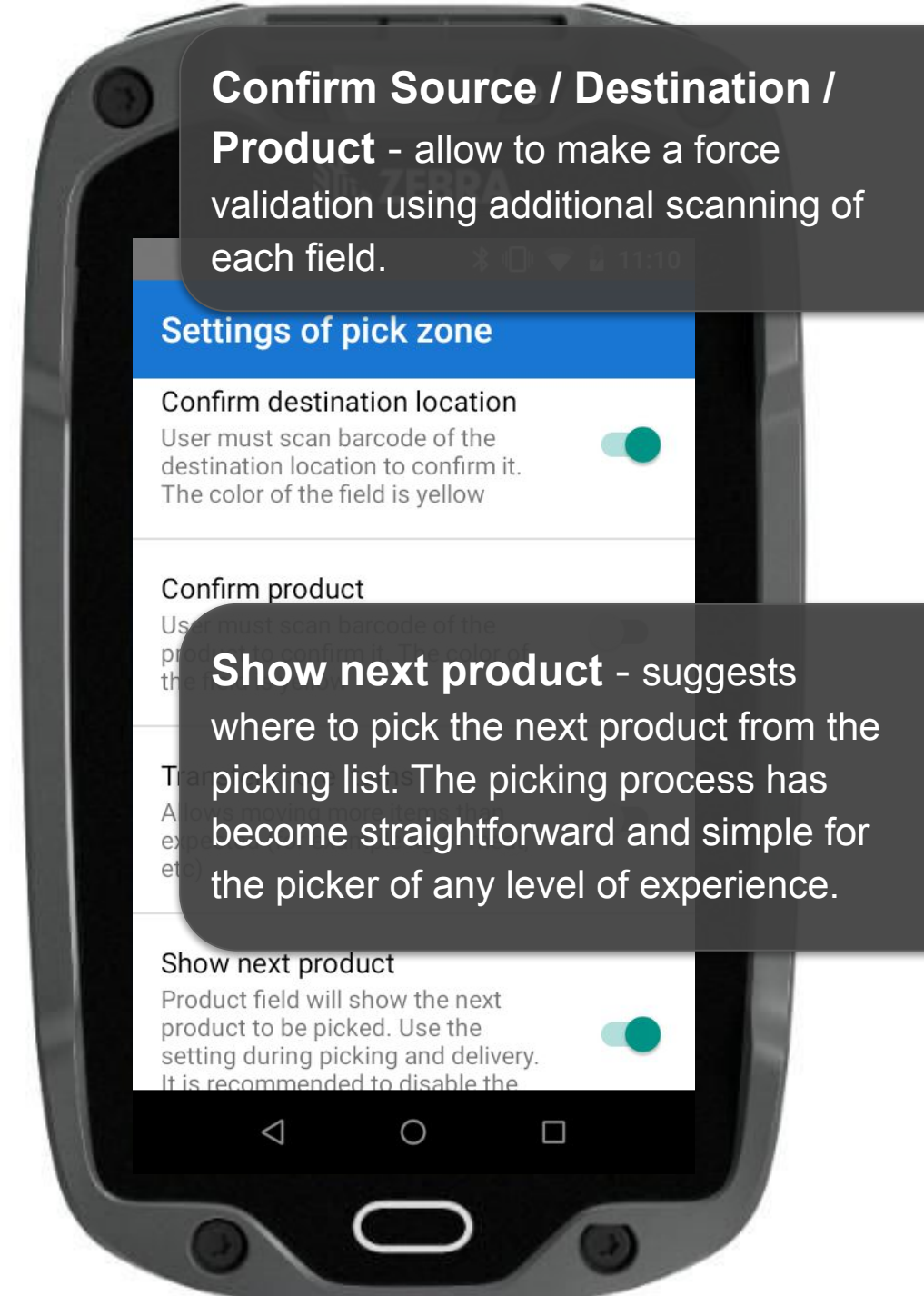
[5/5 U...s]

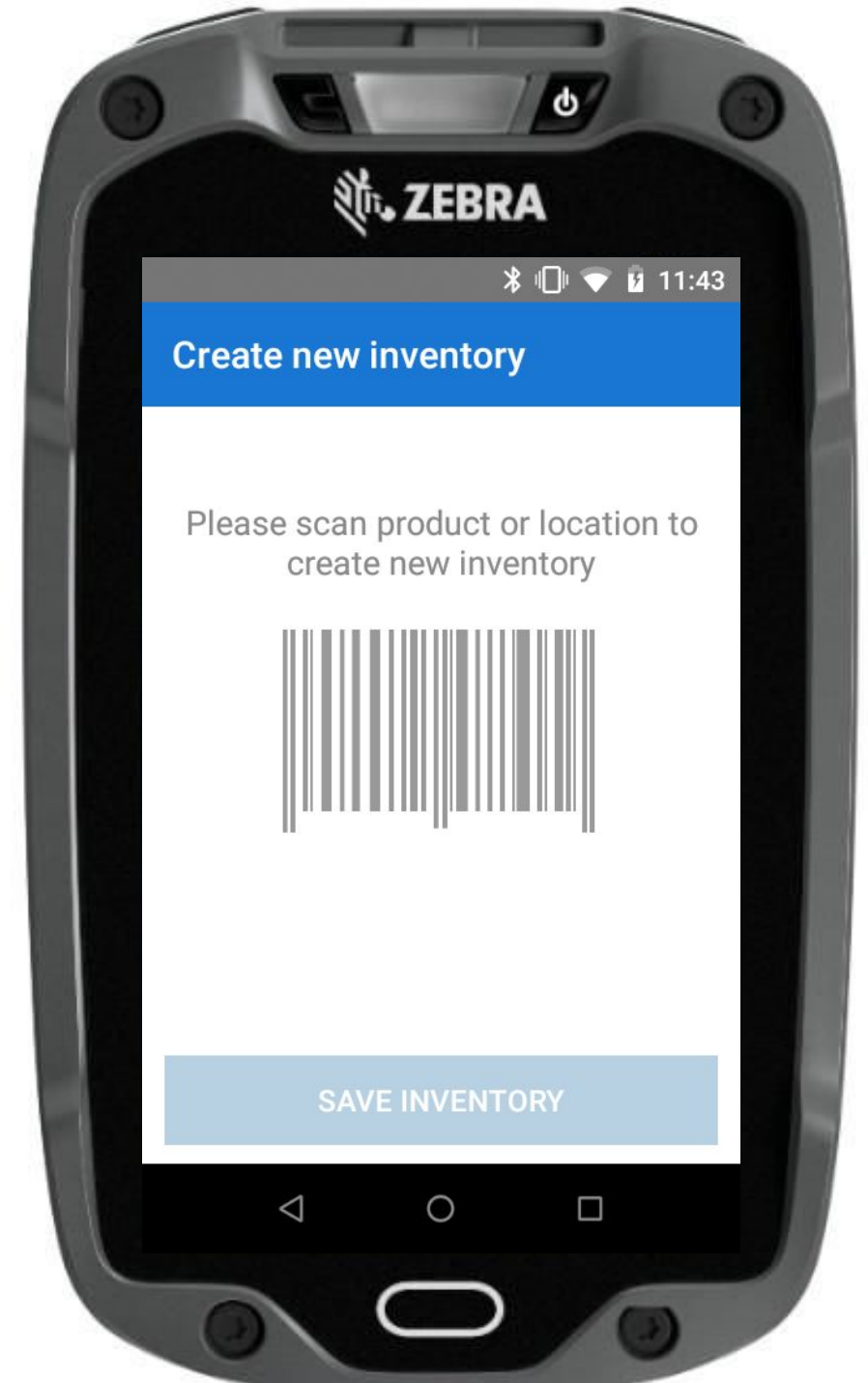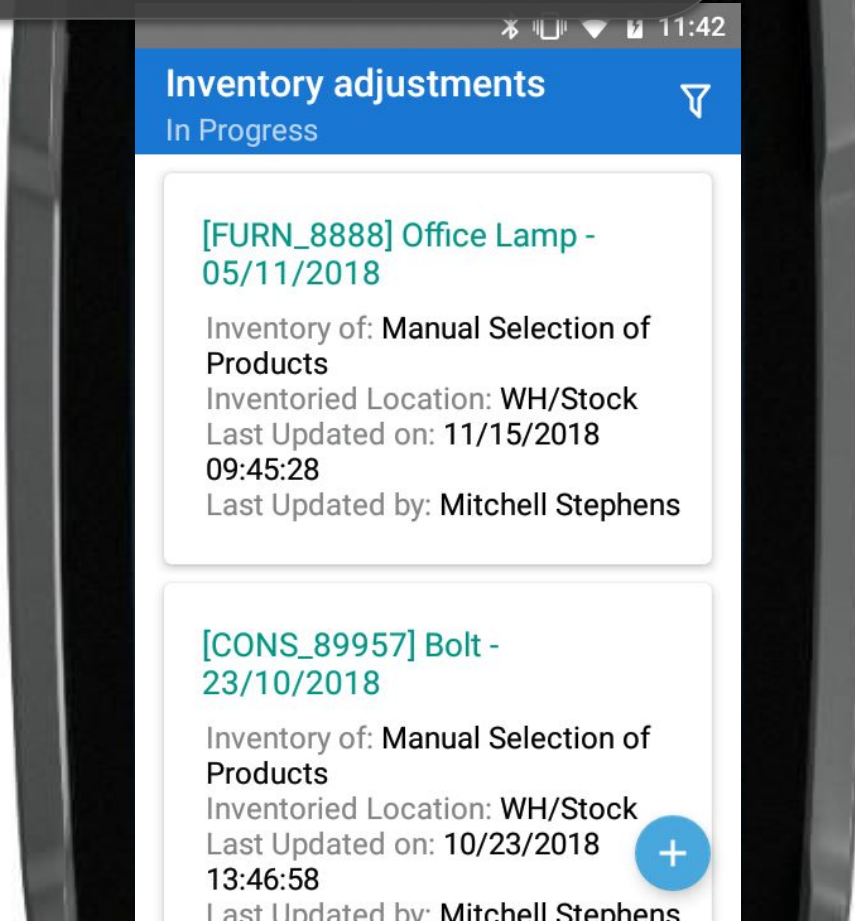**CONFIRM**

1. - Open "Warehouse Operations" menu
   - Scan a Sales Order you need to process
   - *OR choose a warehouse (e.g. #1), open "Delivery Orders" and find needed transfer manually*

Pick

WAREHOUSE #

Settings

WH/PICK/00002

Destination Location
WH/Packing Zone

Partner
Deco Addict

Source Document
SO055

Scheduled date
2018-11-27 10:09:45

Ready

CANCEL VALIDATE DETAILS

Location
WH/Packing Zone

Partner

Document
SO056

Scheduled date
2018-11-27 10:10:05

i Each zone (receiving, delivery, etc.) has its own settings.

Confirm Source / Destination / Product - allow to make a force validation using additional scanning of each field.

Settings of pick zone

Confirm destination location
User must scan barcode of the destination location to confirm it. The color of the field is yellow

Confirm product
User must scan barcode of the product to confirm it. The color of the

Show next product - suggests where to pick the next product from the picking list. The picking process has become straightforward and simple for the picker of any level of experience.

Show next product
Product field will show the next product to be picked. Use the setting during picking and delivery. It is recommended to disable the

i Inventory Adjustments menu is for regularly inventory process. You can make an inventory by product, locations, category, etc. Note, Ventor support creating new inventory by location or by product. For all other cases, you need to create an inventory on Odoo ERP side first.

Inventory adjustments
In Progress

[FURN_8888] Office Lamp - 05/11/2018

Inventory of: **Manual Selection of Products**
Inventoried Location: **WH/Stock**
Last Updated on: **11/15/2018 09:45:28**
Last Updated by: **Mitchell Stephens**

[CONS_89957] Bolt - 23/10/2018

Inventory of: **Manual Selection of Products**
Inventoried Location: **WH/Stock**
Last Updated on: **10/23/2018 13:46:58**
Last Updated by: **Mitchell Stephens**

Create new inventory

Please scan product or location to create new inventory

SAVE INVENTORY

INVENTORY PROCESS

- Click "Inventory Adjustments"
- Choose inventory and open needed one
- Also, you can create a new inventory using "+" button (by product or location)
- Update QTY (item by item)
- Also, you can set QTY to zero
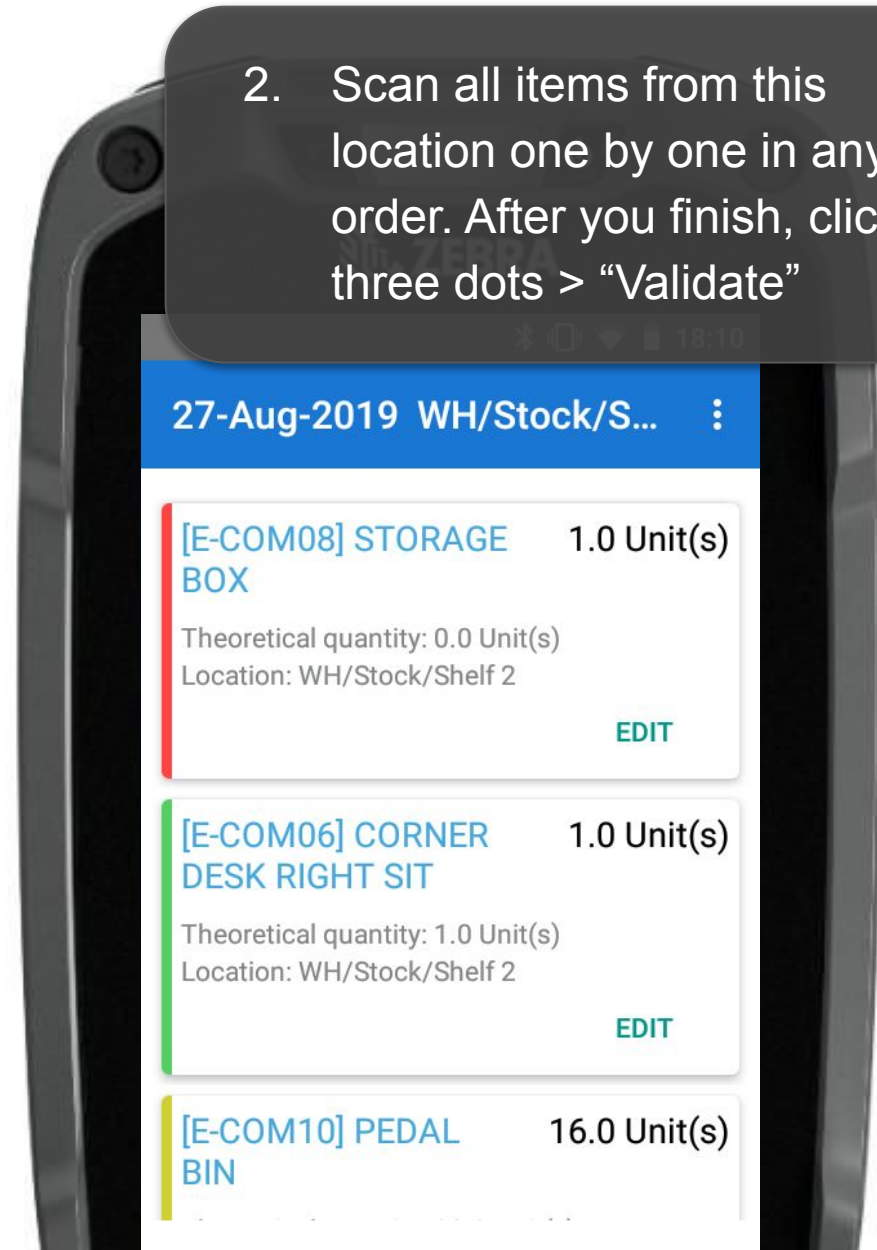- Confirm inventory after all items are updated
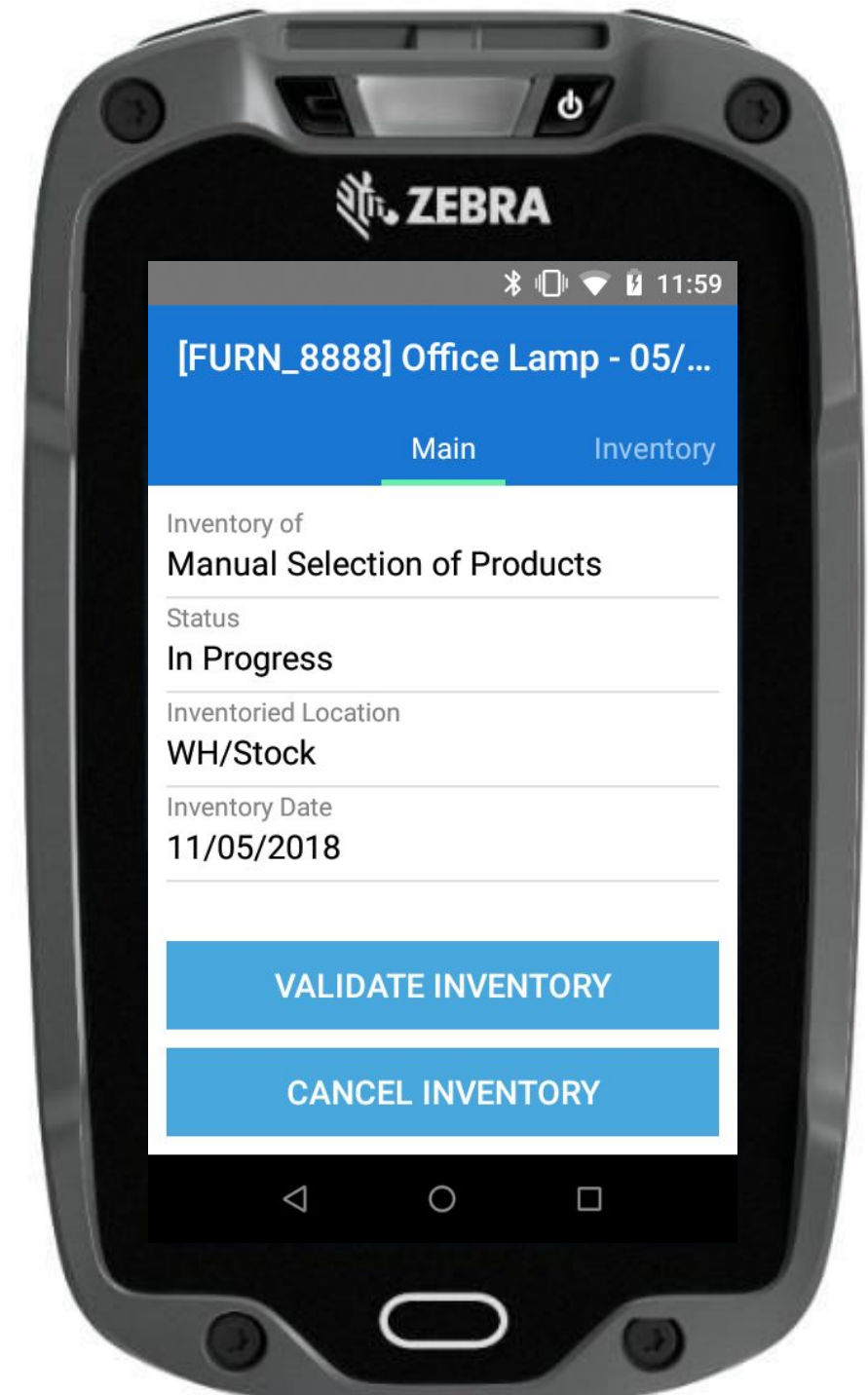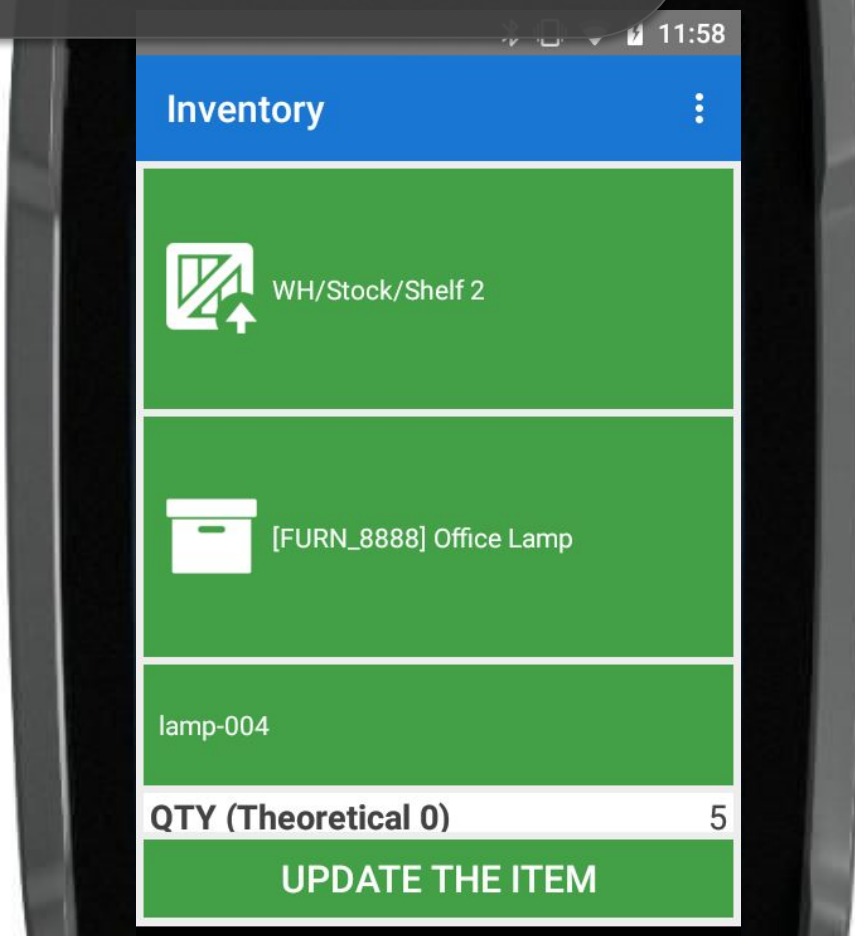
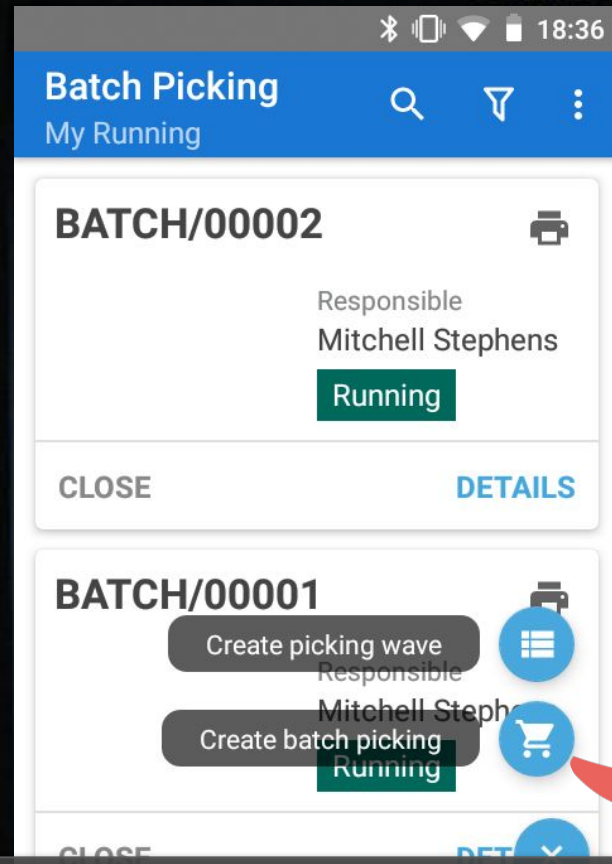*i* Use this feature to update your stock in a particular location. Useful for fashion and similar industries

2. Scan all items from this location one by one in any order. After you finish, click three dots > "Validate"

One location Inventory

Please scan location using a built-in scanner to create a new one location inventory.
You can also choose an inventory location manually using a plus button.

18:06

1. Scan a location you are going to make an inventory in

27-Aug-2019 WH/Stock/S... ⋮

[E-COM08] STORAGE BOX   1.0 Unit(s)

Theoretical quantity: 0.0 Unit(s)
Location: WH/Stock/Shelf 2

EDIT

[E-COM06] CORNER DESK RIGHT SIT   1.0 Unit(s)

Theoretical quantity: 1.0 Unit(s)
Location: WH/Stock/Shelf 2

EDIT

[E-COM10] PEDAL BIN   16.0 Unit(s)

i Using the "Batch picking" you can pick multiple orders at once. Learn more in this complete guide

Batch Picking
My Running

BATCH/00002

Responsible
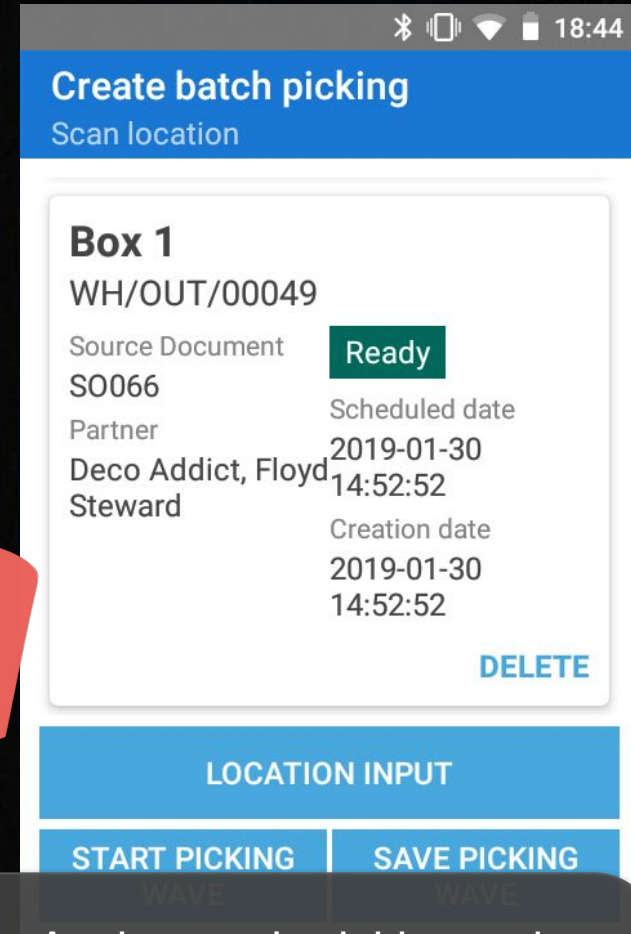Mitchell Stephens

Running

CLOSE   DETAILS

BATCH/00001

Create picking wave
Responsible
Mitchell Stephe

Create batch picking
Running

Create batch picking
Scan location

Box 1
WH/OUT/00049

Source Document   Ready
SO066
Partner   Scheduled date
                                2019-01-30
Deco Addict, Floyd 14:52:52
Steward
                                Creation date
                                2019-01-30
                                14:52:52

                                DELETE

LOCATION INPUT

START PICKING   SAVE PICKING
WAVE   WAVE

Create Batch pickings in Odoo and then pick them using a scanner

OR

Assign each picking order to a bin to make sorting on the go

i The feature allows making a quick inventory with one item in one location.

Instant inventory

Scan location of the product

Scan product

Scan lot of the product

Theoretical 0

UPDATE INVENTORY

Instant inventory

WH/Stock/Shelf 2

[E-COM10] Pedal Bin

Theoretical 28 5

UPDATE INVENTORY

The feature allows moving an item from one location to another, in just 3 clicks. Scan an item, scan the location where you have taken the item and the location where are going to move it and confirm quantities. Usually, a good way to make putaway of products from the input area to a particular place in your stock.

Internal transfers

Scan source location barcode

Scan a product you are going to move

Destination Location

Available   0

CANCEL   CONFIRM

- Click "Internal Transfers" menu
- Choose a warehouse (e.g. #1)
- Scan an item, source and destination location
- Input QTY and click "Confirm"

Internal transfers

WH/Input/Order Processing/Dispatch Zone/Gate A

[E-COM10] Pedal Bin

WH/Stock/Shelf 2

52 (52)   25

CANCEL   CONFIRM

i These two features allow you refilling your stocks and create sales orders on the go.
Read more in our blog: SO PO

3. Scan items you are going to procure / sell
4. After you finish, it will be saved as an RFQ or Quotation

Create a new purchase order

Please scan vendor ID to create a new PO

‖‖‖‖‖‖‖‖‖‖‖‖‖

CHOOSE A VENDOR MANUALLY

1. Open "Create purchase order" or "Create sales order" menu and click "+"
2. Scan a vendor / customer ID.

Quotation	Total
SO189	4097.0 (USD)

[E-COM08] Storage Box

Quantity	Price
50.0	79.0 (USD)

Subtotal
3950.0 (USD)

DELETE LINE

[E-COM06] Corner Desk Right Sit

Quantity	Price
1.0	147.0 (USD)

ADD NEW ITEM MANUALLY

SAVE DRAFT SO

i The Quick info menu can show all info about products or locations.

Quick info
E-COM10

[E-COM10] Pedal Bin
Price: **47.0**
On Hand: **170.00 Unit(s)**
Forecasted: **159.00 Unit(s)**

WH/Stock/Shelf 1
Quantity: **18.00**
Reserved qty: **18.0**
Incoming Date: **09/24/2018 17:34:05**

WH/Stock
Quantity: **65.00**
Incoming Date: **10/02/2018 16:16:38**

WH/Input/Order Processing/
Dispatch Zone/Gate A
Quantity: **52.00**
Incoming Date: **09/24/2018 17:34:05**

Quick info
Shelf 2

[E-COM13] Conference Chair
Quantity: **3.00**

[FURN_0096] Customizable Desk
Quantity: **4.00**

[FURN_0789] Individual Workplace
Quantity: **16.00**

[FURN_1118] Corner Desk Black
Quantity: **250.00**
Reserved qty: **10.0**

Scan a barcode of a product / location / package / product owner, etc. to get comprehensive details about this

ventor.tech

hello@ventor.tech

GUIDES