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# Scanning and Importing PODs into Platinum

## From Catalyst

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## Summary

The following article explains the Scanning and Bulk Importing of POD's to Platinum.

## Importing a Single POD

Below is the procedure for importing a single POD against a Logistics ticket:

- Go to *"Logistics"* -> *"Job Planning"*.

Bring up a date that includes the ticket for which you need to scan POD's or this can be done from the actual ticket entry screen either while the ticket is being produced or after via the Job Planning screen.

- **<Down Arrow>** to the correct Ticket and press **<Shift+F10>** to view the Ticket.
- Click on the *"Images"* Tab.
- Click **[Add]** to add a POD image, use the *"Browse"* box to get to the image's location, select the correct image and click **[OK]**.

## Importing Multiple POD's

The procedure for the bulk importing POD's into Platinum is as follows:

- Go to *"Logistics"* -> *"Job Planning"*.

Bring up a date that includes the ticket for which you need to scan POD's or this can be done from the actual ticket entry screen either while the ticket is being produced or after via the Job Planning screen.

- **<Down Arrow>** to the correct Ticket and press **[C-F9]** to print the ticket header page and repeat for all the tickets

you have POD's for.

- Organize your POD's putting the relevant ticket header page first before the following POD pages.
- Move to the scanning PC (if not already there) and open "Docscan Pro".
- Using the "Browse" box on the left, make sure the "INBOX" folder is selected for the relevant SXCO folder.
- Load scanner with your organized POD's.
- Press the button at the top of "Docscan" or press **[F9]** to start the scan process.
- You will see a "Scanning Options" screen. Make sure there is a tick in "Use Template", select '**Platinum.tem**' and click **[Scan]**.
- Once this is complete your **INBOX** should be full of **.Jpg** files that have names referring to ticket numbers which have been read from the bar codes on the Header pages. If these bar codes have not been read correctly (this can happen if the header page has not been read correctly, for example if the header page has been put in the scanner the wrong way round) you will find the file name will be the date of the scan rather than the Ticket Number and will have to be scanned again. Once you have checked for this, exit "Docscan".
- Select "Logistics" -> "Maintenance Options" -> "Bulk Import of Scanned Documents".
- A timer will appear and after a minute or so, the prompt should change and you will see all the docs stored in the **INBOX** appear – this is moving them to the relevant location and applying them to the relevant tickets for viewing in Platinum.



**PLEASE NOTE:** Again, This will only happen after the timer trips over the 1 minute mark.

- Any images that are left in the **INBOX** folder will be images that do not have a file name that relates to a valid ticket number and this should be investigated. Once the problem has been found, the scanning of the relevant POD's should be repeated.

## See also

- [Entering Logistics Management Jobs](#)

## Keywords

POD, PROOF OF DELIVERY, PROOF, DELIVERY, DELIVERIES, DOCSCAN, SOLARSYS, SCANNING, SCAN

## Tags

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