Ford Scanning

Dockworker Inbound Scanning Instructions:

Updated: 06/06/2013

1. **Turn on the scanner by pressing the "Red Phone" button located in the upper right hand corner of the keyboard**
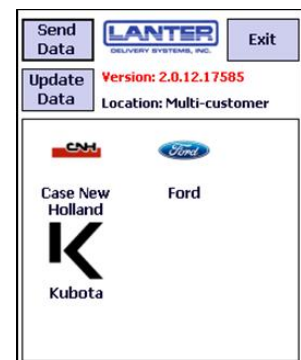

2. **Click once on the Lanter "DDS Scanning" button on the screen**

    a. A user should always exit out to this screen if they need to change a battery.
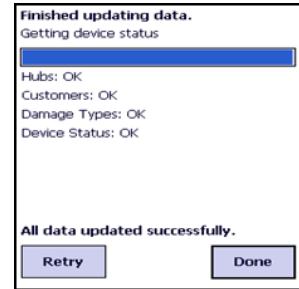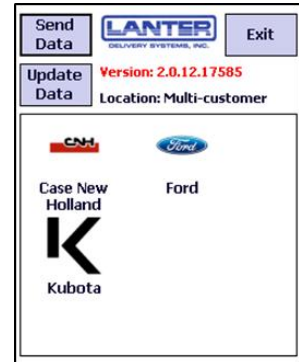

3. **Click on "Update Data" button on screen**

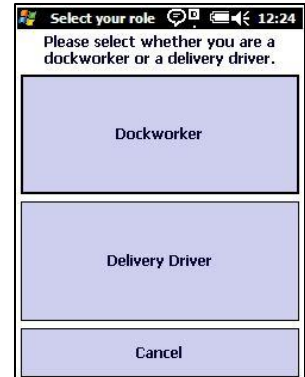4. **Once screen reads, "All data updated successfully," click the "Done" button on the screen**

    a. If you get a message "Data updated, but with (one or more) errors" or "Weak signal, please try again later," click the "Retry" button on the screen (cellular signal needed to update data)

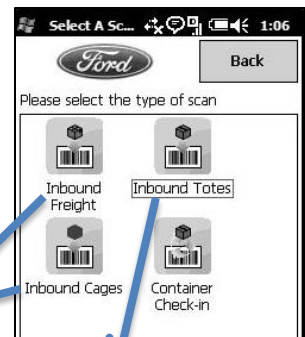5. **Click on "Ford" from the list of customers on the screen**

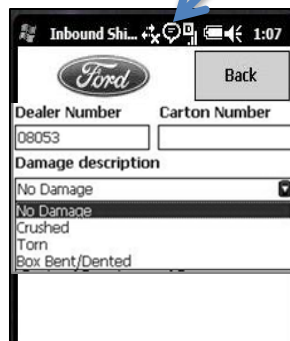6. **Click on "Dockworker" button on the screen**

7. **Click on the correct "type of scan" button on the screen**

    a. **"Inbound Freight"**
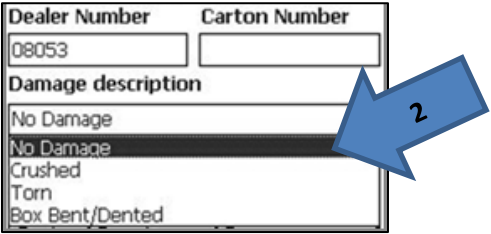   b. **"Inbound Totes"**
    c. **"Inbound Cages"**

8. **Press and hold the "Scan" button on scanner keyboard, and scan each item's designated barcodes as follows until all items are scanned (scanner beeps after each successful scan):**

FORD SHIPPING LABEL

a. **Inbound Freight**

    i. Scan the corresponding <u>Dealer Number barcode</u>

    ii. Select the correct "Damage" description from the options presented on the screen

        1. If the box is NOT DAMAGED, leave as the default choice "No Damage"

        2. If the box is damaged, select the type of damaged from the drop down list box
            a. Crushed
            b. Torn
            c. Box Bent/Dented

    iii. Scan the corresponding <u>Carton Number barcode</u>

Dealer Number	Carton Number
08053	

Damage description

No Damage
No Damage
Crushed
Torn
Box Bent/Dented

FORD SHIPPING LABEL

b. **Inbound Totes**

    i. Scan the corresponding <u>Dealer Number barcode</u>

    ii. Scan the corresponding <u>Carton Number barcode</u>

FORD TOTE LABEL

    iii. Scan the corresponding <u>Tote Number barcode</u>

60020395

RETURN TO:
FORD MOTOR
COMPANY

c.   Inbound Cages

i.   Scan the corresponding <mark>Dealer Number barcode</mark>

1

2

ii.   Scan the corresponding <mark>Carton Number barcode</mark>
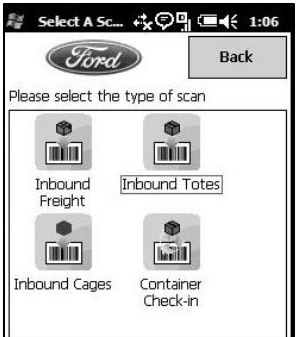
NOTE: DEALER, CARTON OR TOTE NUMBER MAY BE MANUALLY ENTERED

9.   When finished scanning all items, click the "Done" button on the screen

10. To continue scanning, go back to step 7, or to send data or to exit the program, click the "Back" button on the screen
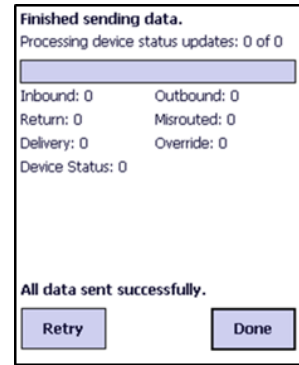
11. To send data, click the "Send Data" button on the screen, or to exit the program, click the "Exit" button on the screen
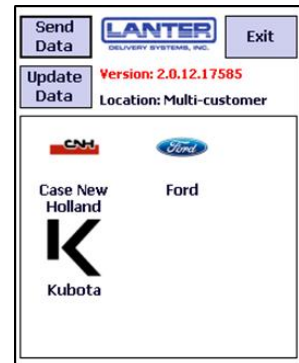
    a.   If you get a message "Data sent, but with (one or more) errors" or "Weak signal, please try again later," click the "Retry" button (cellular signal needed to send data)
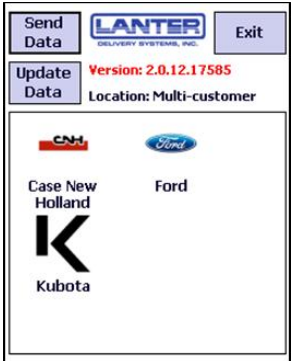
12. Once the screen reads, "All data sent successfully," click the "Done" button

13. To continue scanning, repeat steps beginning with step 5, or if finished scanning, click the "Exit" button and move to step 14

14. Return scanner to designated area when finished

15. Place scanner back in power cradle/charger

Additional scanning instructions:

- **To open the scanner program and send data, the device requires good cellular signal (2 to 4 bars) – NOT required for scanning:**
    - **Good Signal**
    - **Bad Signal**
- **Send scanned data frequently to OMS (Online Management System)**
- **Report scanning malfunctions and/or damages to your supervisor immediately**
- **Scan 6 inches from bar codes**
- **Avoid scanning at angles**
- **Check battery level**
- **Replace with spare battery if at or less than full**
- **Place depleted batteries in charger unit**
- **Do not leave scanners unattended**
- **Return all equipment the way you received it**
- **You are responsible for scanner equipment you use**

Additional keyboard instructions:

- **To enter alpha characters for manual entry, press the "Orange" button to the left of the "Number 1" button on the scanner keyboard, and then press the correct alpha button until the correct letter appears (pressing the "Orange" button twice locks the alpha characters entry)**
- **To capitalize alpha characters, after pressing the "Orange" button, press the "Caps" button (number 1) on scanner keyboard before pressing the desired alpha character**
- **To remove alpha character entry, press the "Orange" button**

IF ANY TYPE OF FREIGHT WILL NOT SCAN OR DOES NOT HAVE PROPER SHIPPING/TOTE/CAGE LABEL AND/OR BARCODE, PLEASE CONTACT YOUR SUPERVISOR IMMEDIATELY FOR INSTRUCTIONS