



User Manual

Updated to September 25, 2024

For more information and the latest version go to www.packandtrace.tech/help

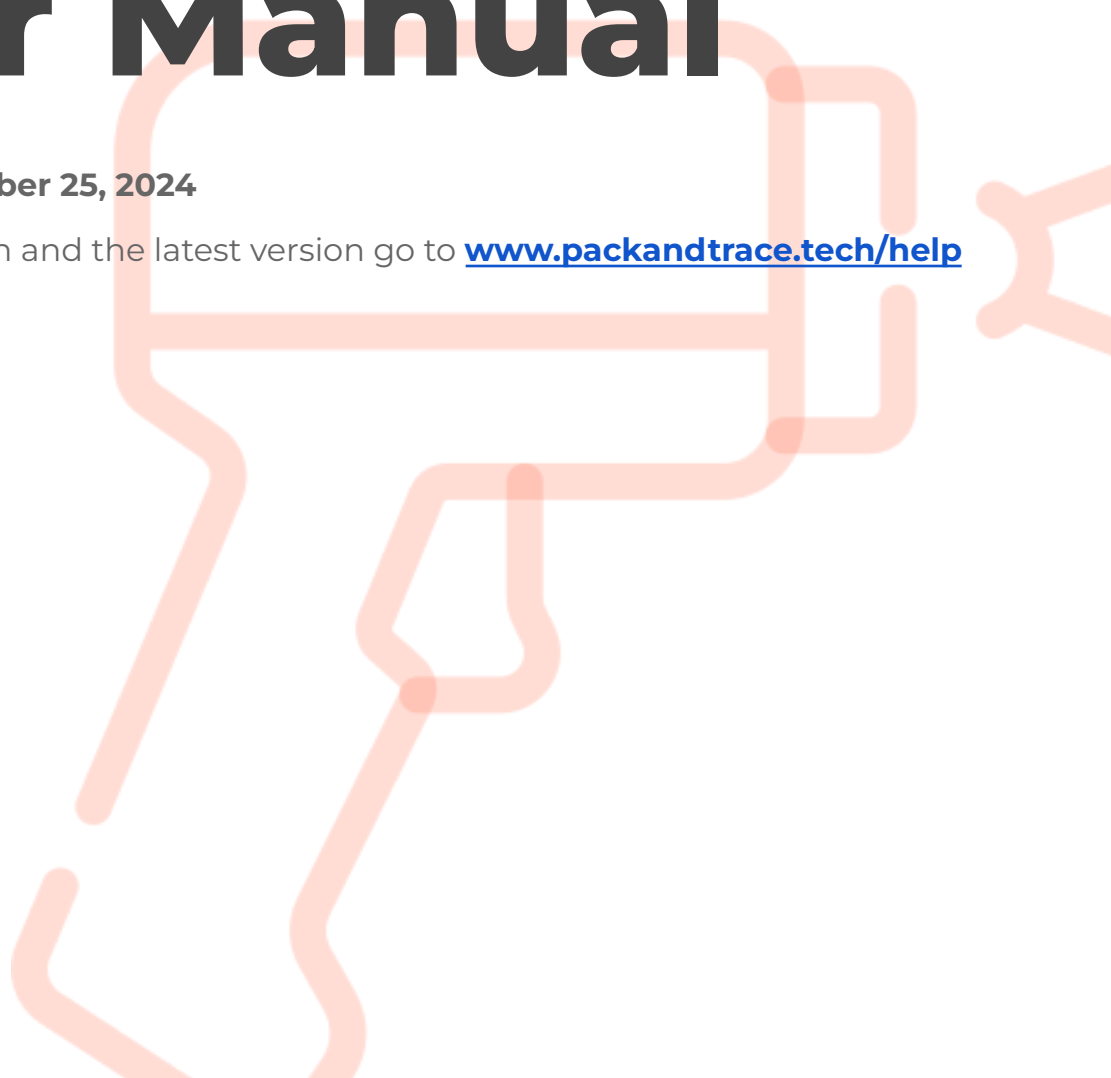


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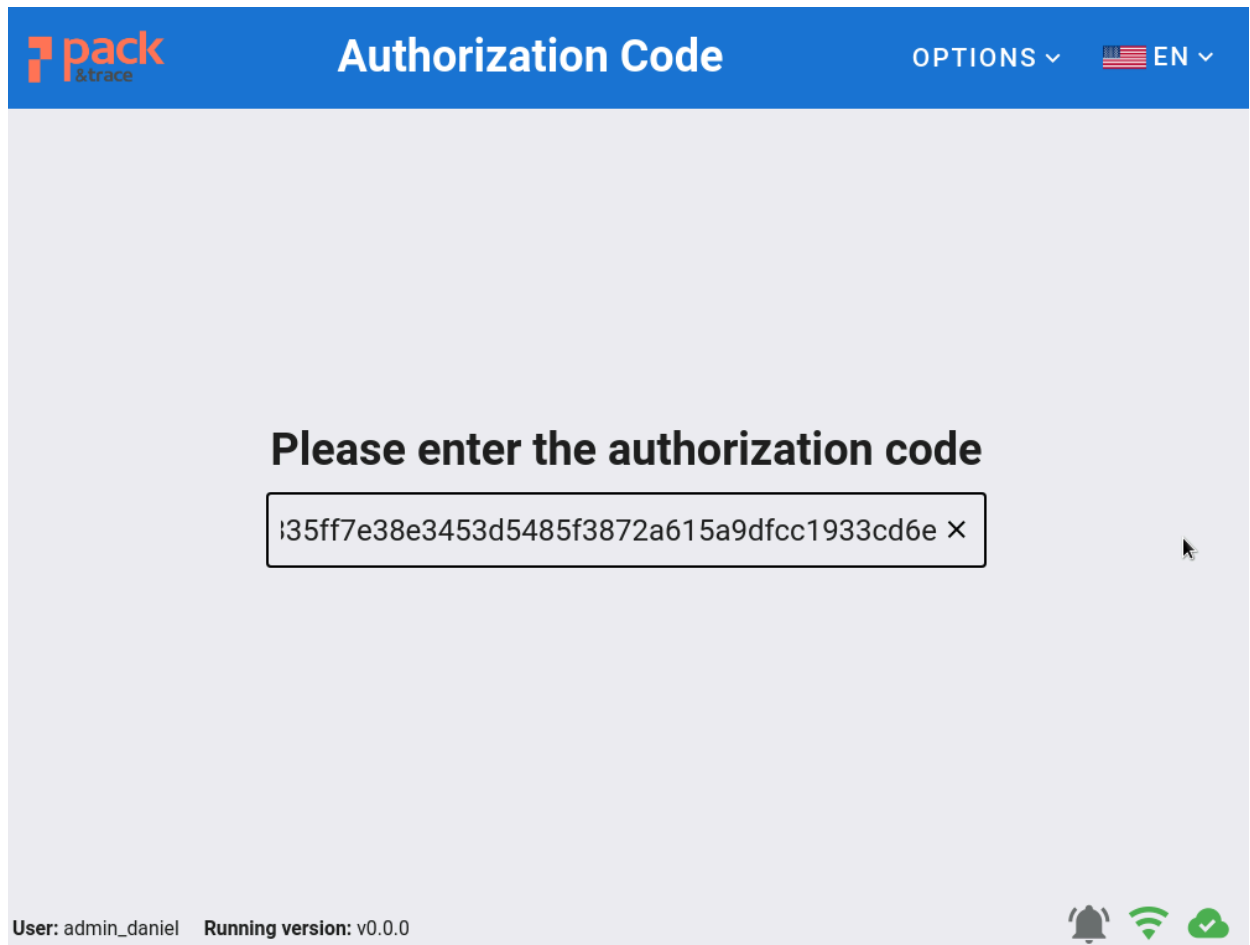
P&T Edge
Lite Edition



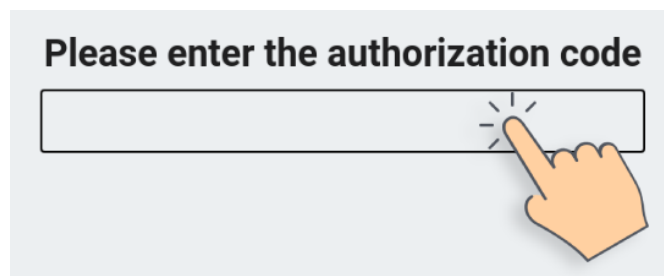
Line Setup

Main Flow

1. Scan the Authorization code provided by Sperantus, and it will automatically appear in the designated text field, opening a new screen.



- a. If the code doesn't show, click the text field and try scanning again.



2. Click the **Item** field and select the item to be packaged in the Line. The rest of the fields will show the characteristics of the selected item.

1 2

SKU Work Order

Item number

Description

Clams p/sleeve Sleeves p/case

Cases p/pallet Clams p/case


>

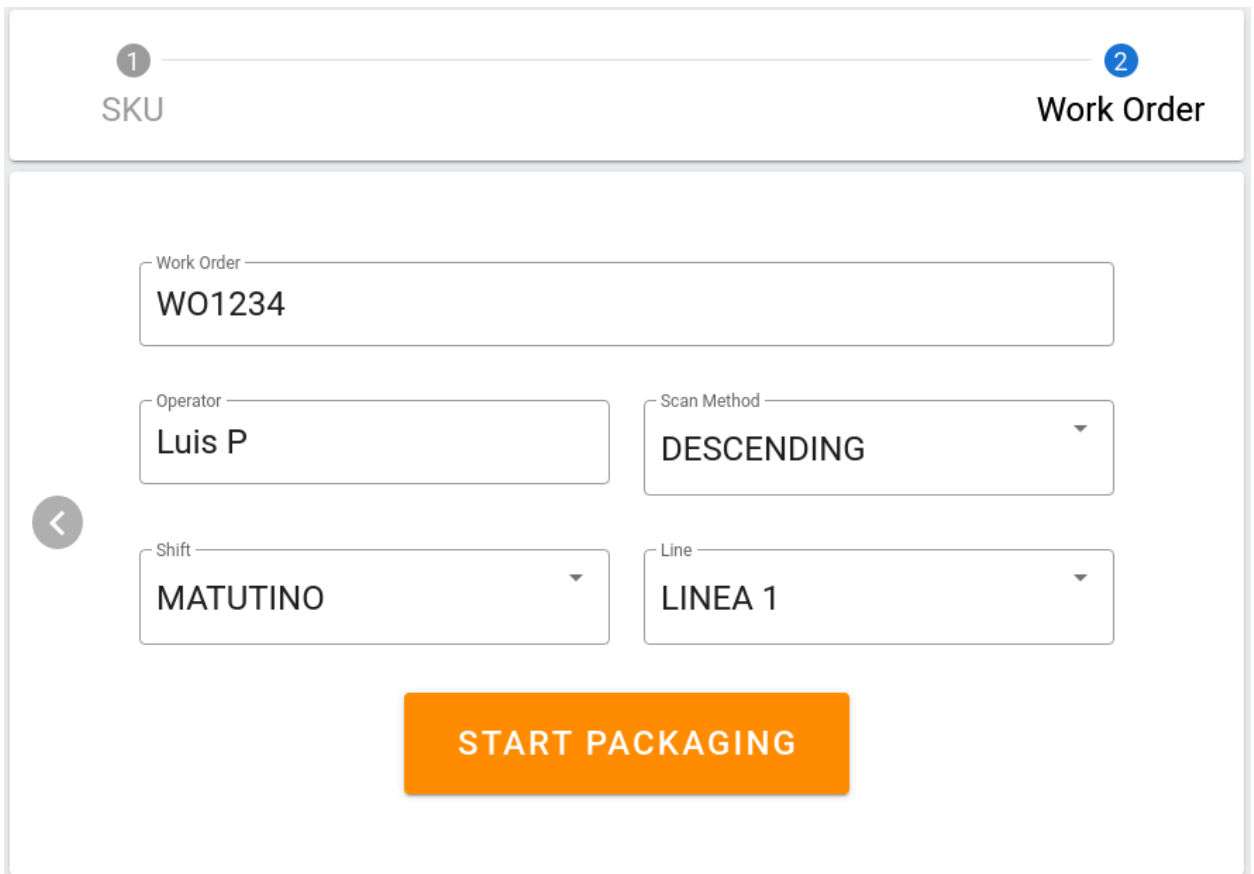
- a. If it's necessary to change the values of **Clams p/sleeve**, **Sleeves p/case** or **Cases p/pallet**, click the respective text fields and add the required information. This customized setup will be temporary, just for that line.

Clams p/sleeve

2
Clams p/sleeve

1	2	3
4	5	6
7	8	9
backspace ☒	0	enter ↵

3. Click the right arrow , and the rest of the form will show. Click each text field to select or add the required data using the on-screen keyboard.



1 SKU

2 Work Order

Work Order
WO1234

Operator
Luis P

Scan Method
DESCENDING

Shift
MATUTINO

Line
LINEA 1

START PACKAGING



1 SKU

2 Work Order

Work Order
wo1234

wo1234
Work Order

| 1 2 3 4 5 6 7 8 9 0 ' ; backspace

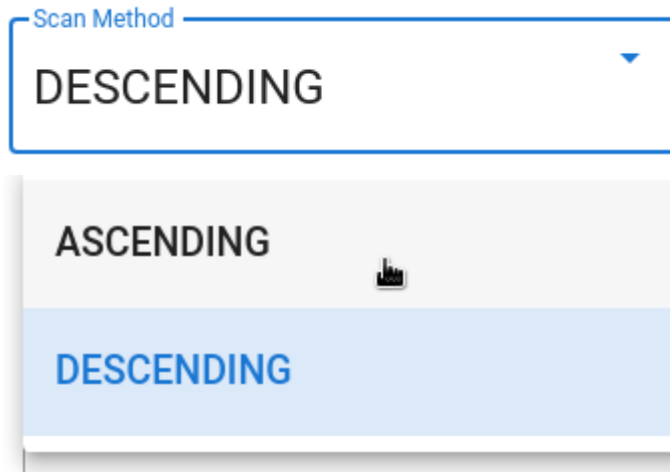
tab → q w e r t y u i o p ' +


caps lock ⌘ a s d f g h j k l ñ { } enter ↵

shift ⬆ < z x c v b n m , . - shift ⬆

space

- a. Select the **Scan method** depending on the sleeve direction, as ascending or descending.



- b. If it's required to change the item, click the left arrow  to return to the previous screen.
4. Press **Start packaging** to finish the Line Setup.



Packaging

Screen Components

The screenshot displays the 'Packaging' application interface. The top header is blue and contains the 'pack & trace' logo, the title 'Packaging', an 'OPTIONS' dropdown menu, and a language selector showing 'EN' with a US flag icon. Below the header, the interface is divided into several sections:

- Line setup details:** A row of information including 'Item number: 100ClamshellsPerSleeve', 'Description: 100ClamshellsPerSleeve', 'Operator: Pedro', 'Shift: VESPERTINO', and 'Line: LINEA 1'.
- Packing case counter:** A green box on the left showing 'Packing case 2/2'.
- Sleeves in case counter:** A white box on the left showing 'Sleeves 0/2'.
- Previous case code:** A white box on the left showing 'Previous Case', a red 'RESET CASE' button, and the code 'CS-by8ai8'.
- Label scanning area:** A large central white area containing 'Scanning case label:' with a 'Case label' input field and a scan icon, and 'Last Clamshell label: CPCP2120254520'.
- Footer:** A grey bar at the bottom showing 'User: admin_daniel' and 'Running version: v0.0.0'. On the right side of the footer are three status icons: a bell for 'Notification status', a Wi-Fi symbol for 'Connection status', and a checkmark for 'Sync status'.

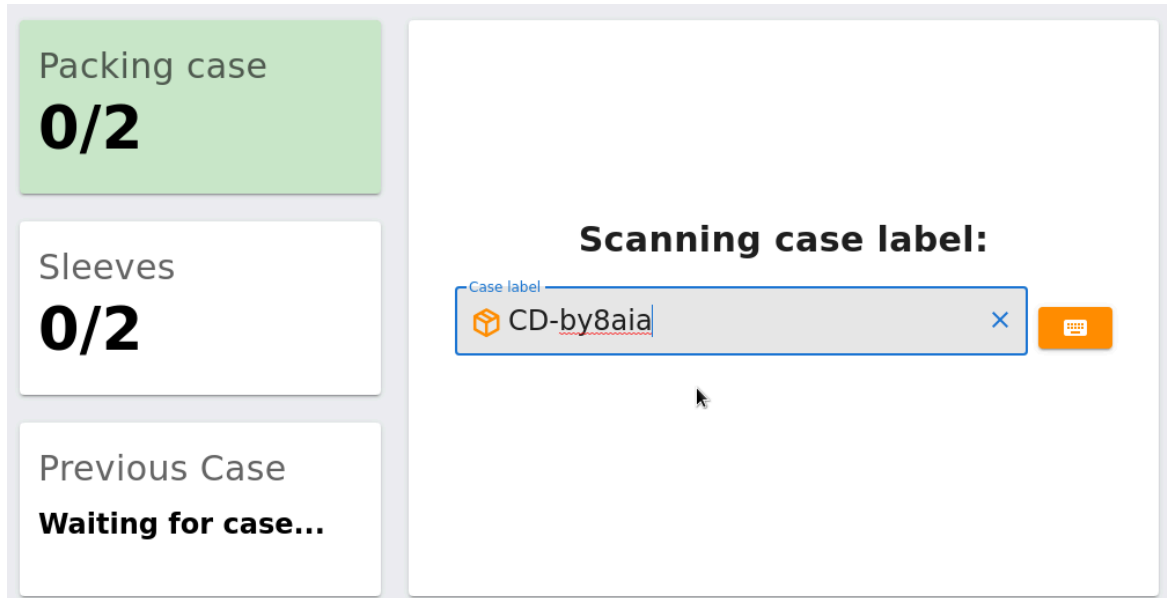
Annotations with orange arrows point to the following components:

- Options dropdown menu
- Language selector
- Line setup details
- Packing case counter
- Sleeves in case counter
- Previous case code
- Label scanning area
- Logged user
- App version
- Notification status
- Connection status
- Sync status

Main Flow

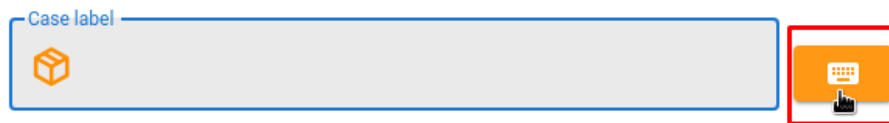
Scan Clamshell Sleeves to Pack in Cases

1. Scan the label of the case to be packed.

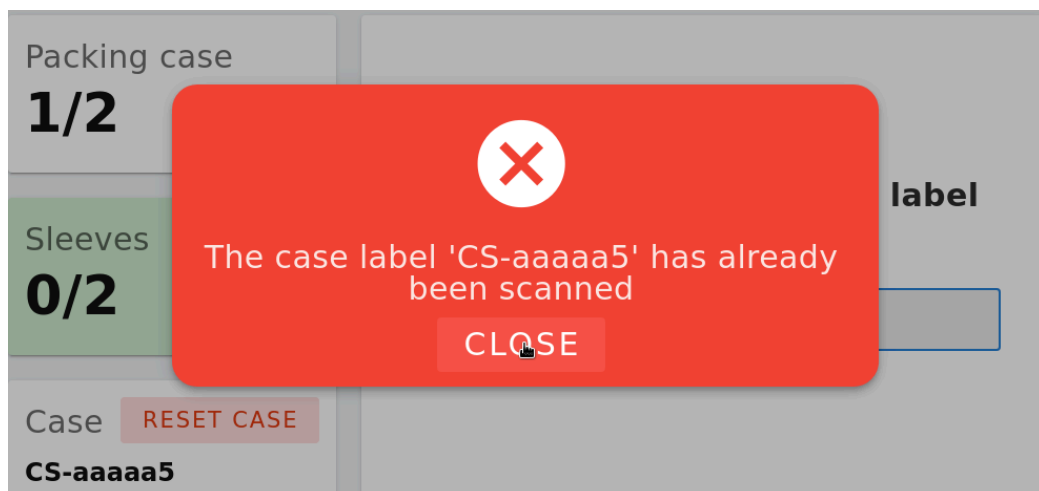


- a. If it's required to insert the label code with the on-screen keyboard, click the keyboard button to open it.

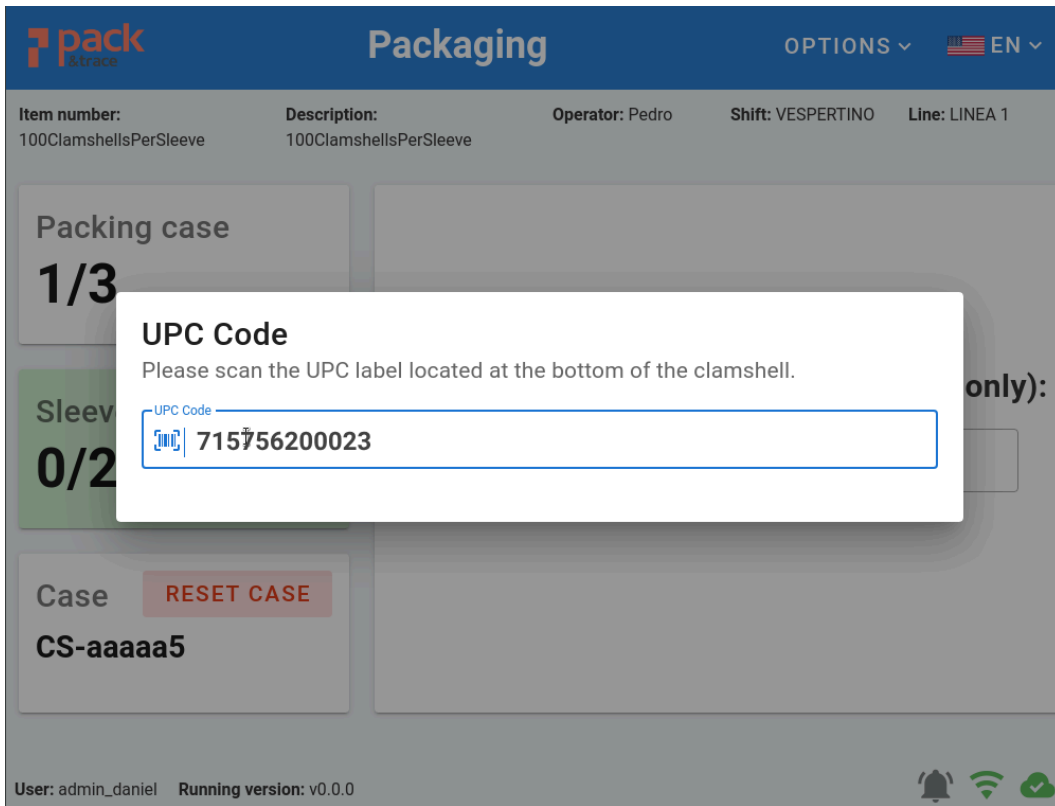
Scanning case label:



If the case label has been scanned previously in the line, an error message will show, close it to scan another case label.



2. Scan the **UPC label** of one of the clamshells to verify the UPC matches with the selected item.



- a. If the UPC code and Item do not match, the application will block and a supervisor will need to scan their unlock code.

Blocked application

Some errors are blocking the scanning process. Please contact to your maintenance area and the Sperantus support team at support@packandtrace.tech, to obtain the unlock code and continue.

Date	Message	Instruction
2023-07-25 23:57:16	<ul style="list-style-type: none">• UPC MISMATCH: The UPC code on the label does not match the one configured for this SKU.	Please check that the correct label is being used. If the issue persists, please contact support@packandtrace.tech .

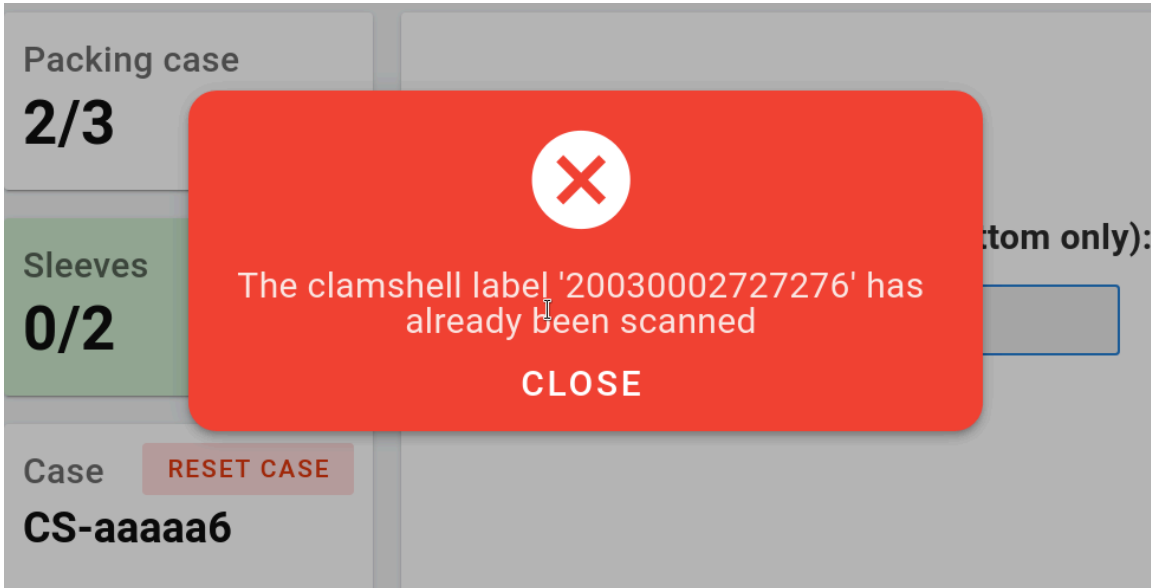
- Depending on the sleeve direction configured on the line, scan the bottom label of the first or last clamshell on the sleeves that will be packed in the case.

The screenshot shows a software interface for packaging. On the left, there are three panels: 'Packing case' with '2/3', 'Sleeves' with '0/2', and 'Case' with 'CS-aaaaa6' and a 'RESET CASE' button. On the right, the text 'Scanning the first sleeve label (Bottom only):' is displayed above a barcode scanner icon and a label input field.

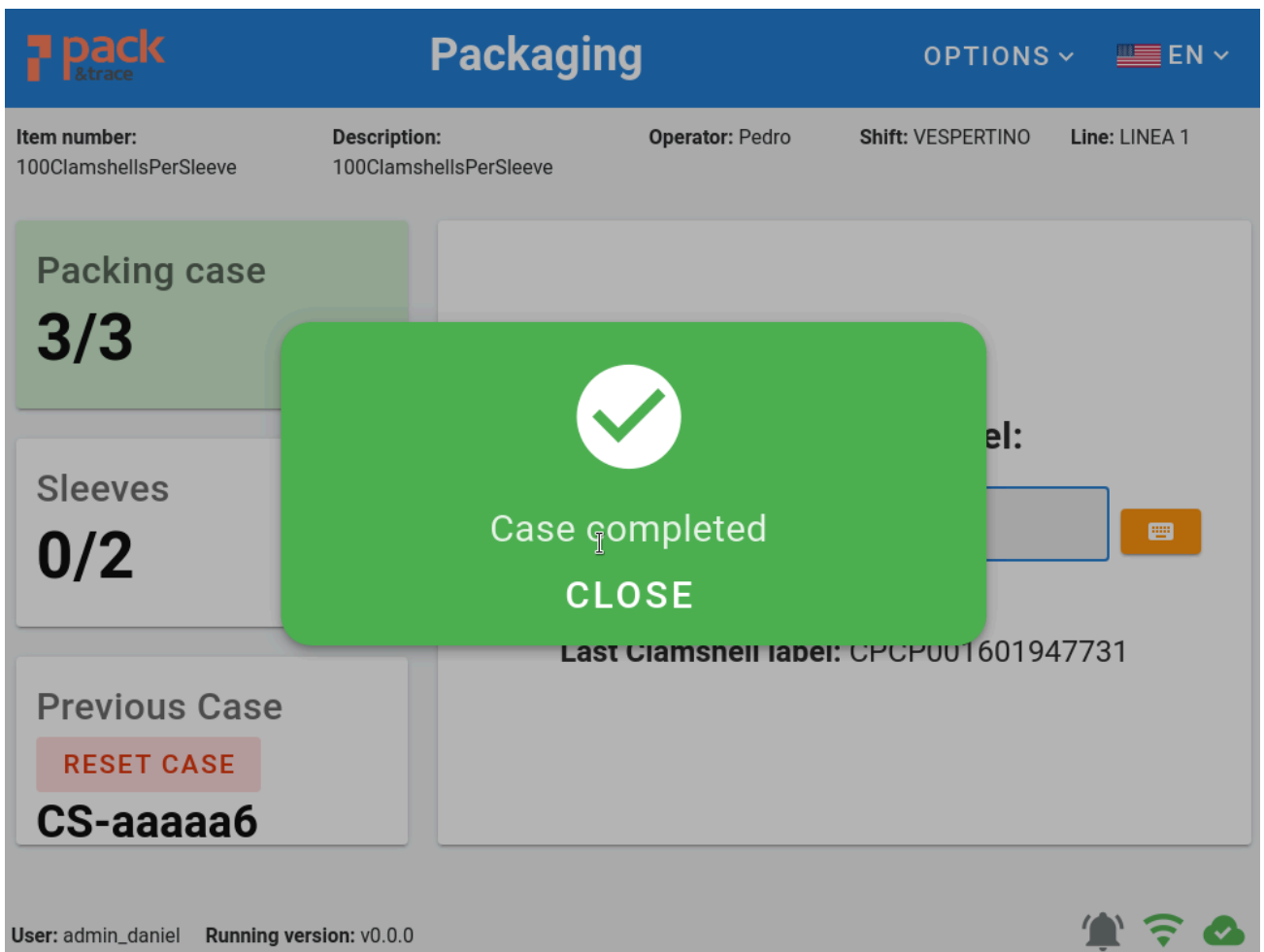
- A success message will appear and the Sleeves indicator will update according to the scanned sleeves.

The screenshot shows the same software interface as above, but with a green success message overlay. The message reads 'Clamshell successfully scanned' and 'CLOSE'. The 'Sleeves' indicator has updated to '1/2'. The 'Last Clamshell label' is now 'CPCPU01601947724'. The top navigation bar includes the 'pack & trace' logo, 'Packaging' title, 'OPTIONS', and 'EN' language selector. The top status bar shows 'Item number: 100ClamshellsPerSleeve', 'Description: 100ClamshellsPerSleeve', 'Operator: Pedro', 'Shift: VESPERTINO', and 'Line: LINEA 1'.

b. If the clamshell label has been scanned already an error message will show



4. Once all the sleeves have been scanned the case will be complete, then the **Packing case** quantity will update and a success message will show.



Pack a pallet with all the required cases

1. When all the cases on the pallet have been completed, the **Pack in pallet** button will show. Press the button to open a summary of the cases added to the pallet.

Packing case
2/2

Sleeves
2/2

Case **RESET CASE**
CS-by8ai4

PACK IN PALLET

Last Clamshell label: CPCP2120254513

2. Verify all the cases listed are correct, then scan the pallet label.

Pack in pallet?

Pallet cases:

Case label	Main label	Extra label
CS-by8ai1	CPCP001601947751	
CS-by8ai1	CPCP001601947736	
CS-by8ai4	CPCP001602001004	
CS-by8ai4	CPCP2120254513	

Pack in Pallet:

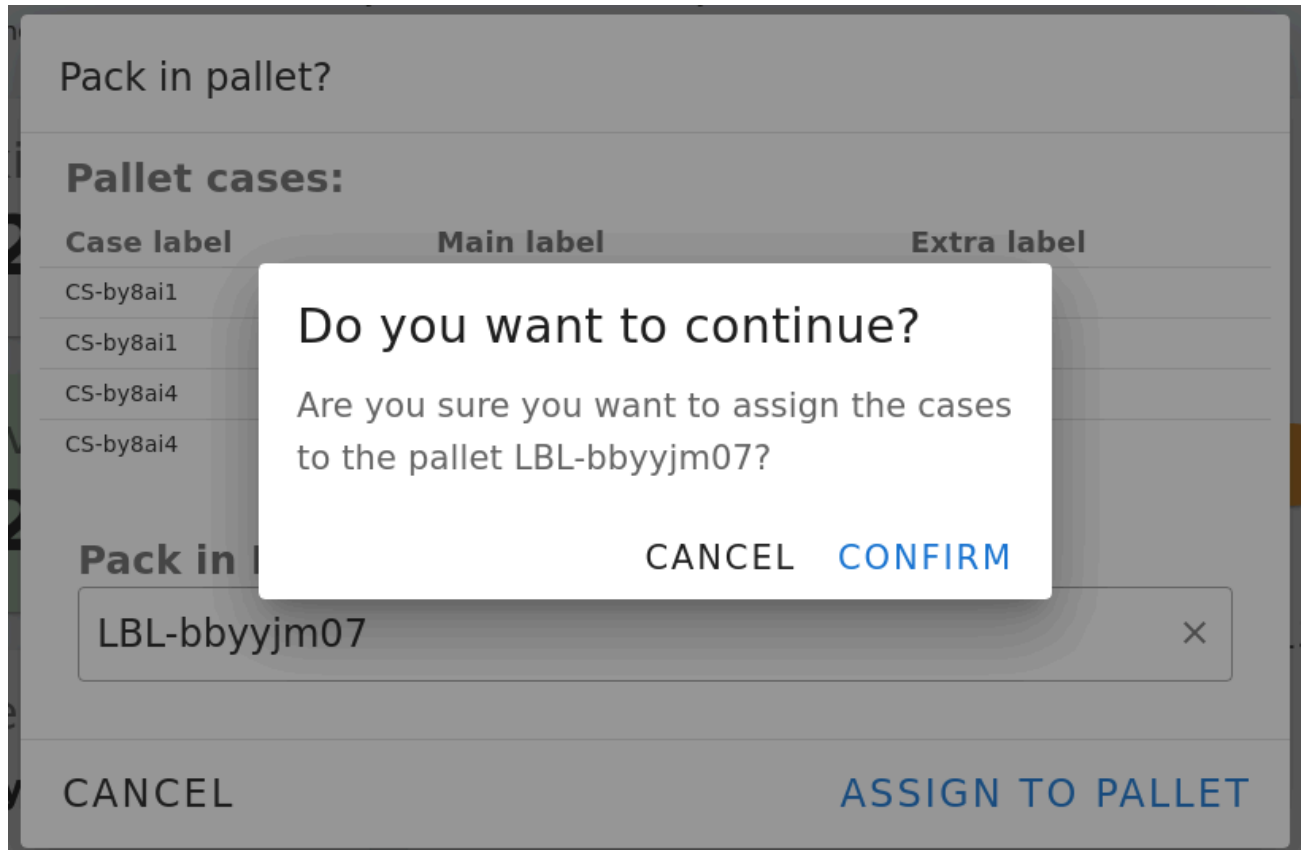
LBL-bbyyjm07 ×

CANCEL **ASSIGN TO PALLET**

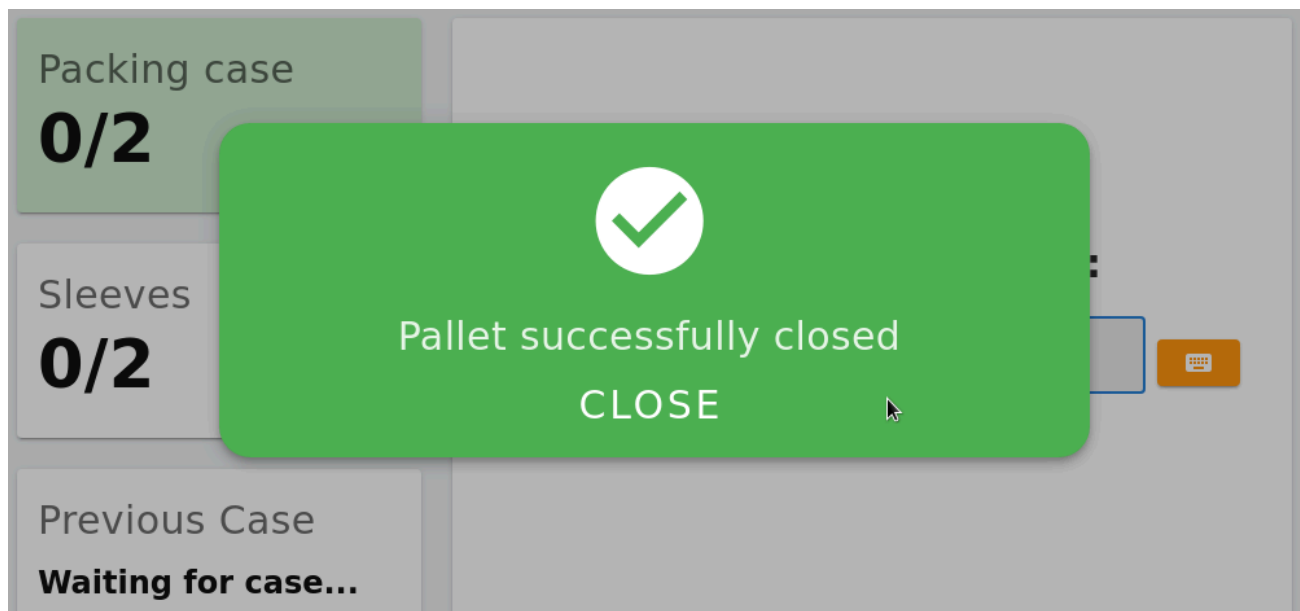
- a. You can cancel the process if there is something wrong with the cases by

pressing the  button.

3. Press the **Assign to Pallet** button, then a confirmation message will show, press the **Confirm** button to pack the pallet using the LPN label scanned previously.



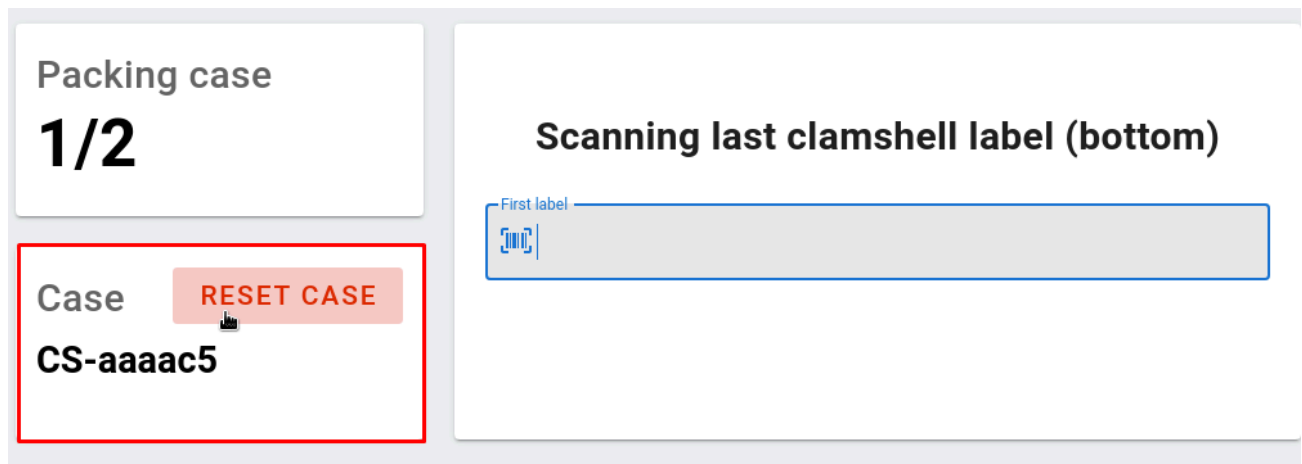
4. A progress indicator will show while the system is processing the pallet, once it finishes a success message will appear, close it and you'll be ready to start scanning cases for a new pallet.



FAQ

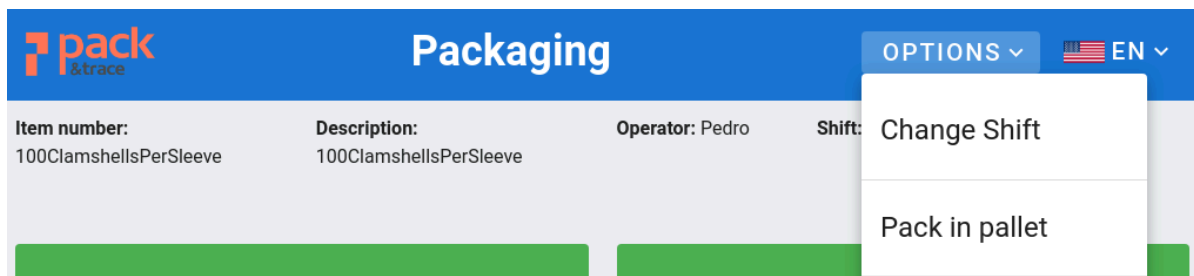
How to delete a case without restarting the packaging process?

1. If an error is detected in a sleeve or a case, **it is possible to delete only the last case**. Press the **Reset case** button located next to the case code.
2. The last case and its content will be deleted. You can delete as many cases as you need.

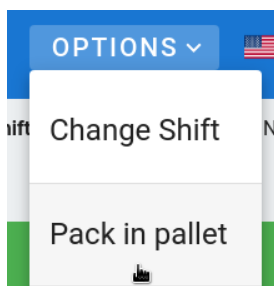


How to pack a pallet with less of the required cases?

1. **You have to scan at least one case**, then press the **Options** button to open the drop-down menu.



2. Press the **Pack in pallet** option to open the **Pack in pallet?** dialog. If the option is disabled that means there are no cases to pack.



3. Verify all the cases listed are correct, then scan the pallet label (LPN).

Pack in pallet?

Pallet cases:

Case label	Main label
CS-byrer4	CPCP2120254558

Pack in Pallet:

CANCEL **ASSIGN TO PALLET**

- a. If there is something wrong with the cases or it's necessary to cancel the task, press the **CANCEL** button
4. Press the **Assign to Pallet** button then a confirmation message will show, press the **Confirm** button to pack the pallet using the LPN label scanned previously.

Pack in pallet?

Pallet cases:

Case label	Main label
CS-byrer4	

Pack in Pa

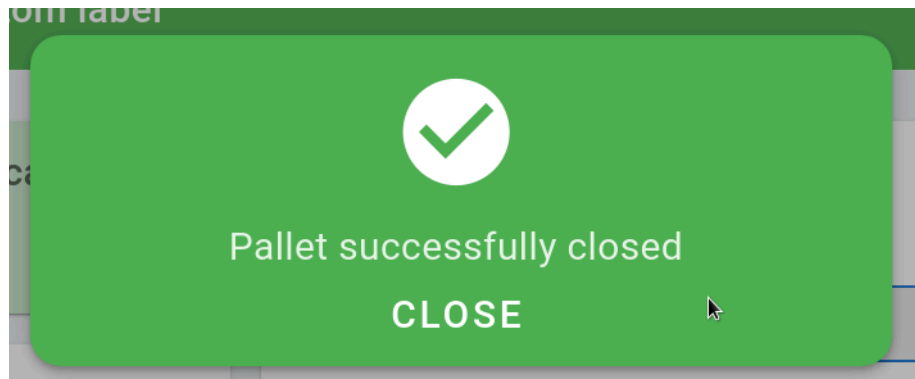
CANCEL **ASSIGN TO PALLET**

Do you want to continue?

Are you sure you want to assign the cases to the pallet LPNPYBBYYWWO?

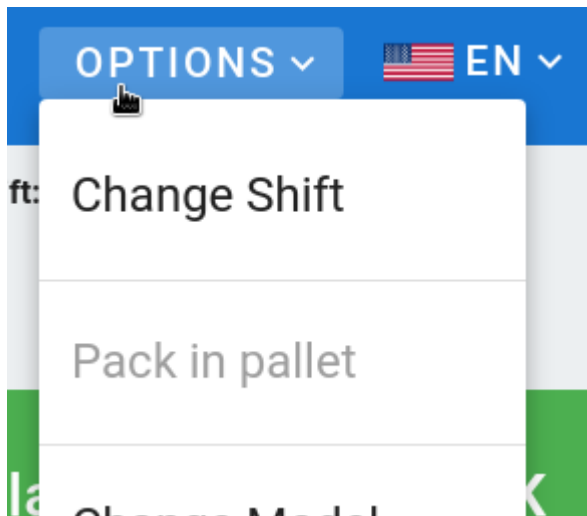
CANCEL **CONFIRM**

5. A progress indicator will show while the system is processing the pallet, once it finishes a success message will appear, close it and you'll be ready to start scanning cases for a new pallet.

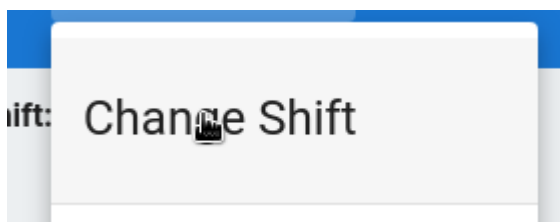


How to change the line, shift or operator during the packaging process?

1. Press the **Options** button to open the drop-down menu.



2. Press the **Change shift** button.



3. A pop-up screen will appear with the characteristics of the line.

Change Shift
This is your current configuration; You can change shift, line and operator setup.

Item number: 100ClamshellsPerSleeve
Description: 100ClamshellsPerSleeve

Clams p/sleeve: 2 **Sleeve p/case:** 2
Case p/pallet: 2 **Clams p/case:** 4

Operator: Pedro
Shift: VESPERTINO
Line: LINEA 1

CANCEL **SAVE**

4. Click the text fields you want to change and insert or select a new value.

Change Shift
This is your current configuration; You can change shift, line and operator setup.

Item number: 100ClamshellsPerSleeve
Description: 100ClamshellsPerSleeve

Operator: Carlos

Carlos
Operator

Virtual keyboard layout:
Row 1: | 1 2 3 4 5 6 7 8 9 0 ' ; backspace
Row 2: tab → q w e r t y u i o p ' +
Row 3: caps lock ↑ a s d f g h j k l ñ { } enter ←
Row 4: shift ↑ < z x c v b n m , . - shift ↑
Row 5: space

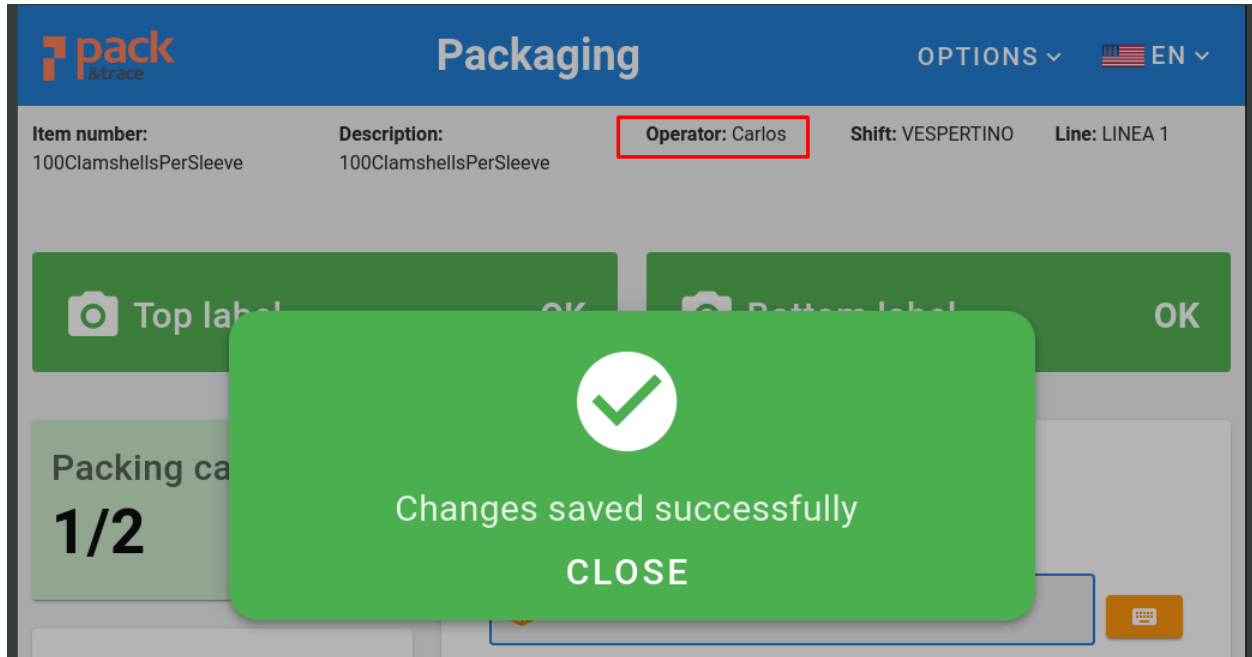
a. It is possible to close the screen without making any changes by pressing the

CANCEL



button.

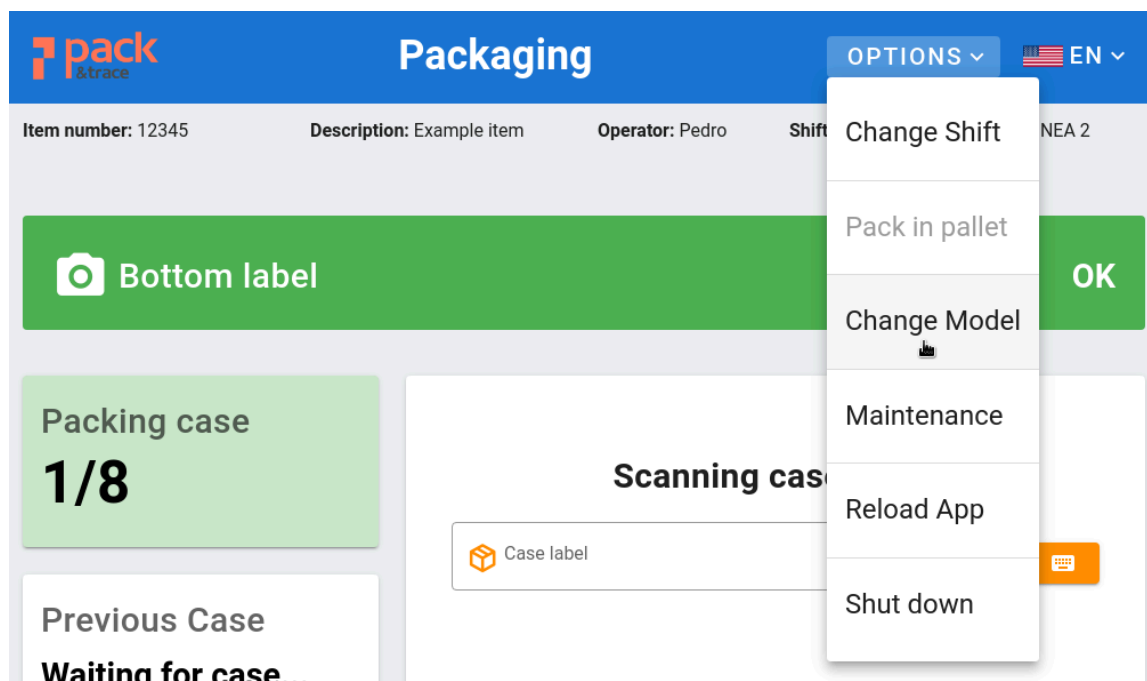
5. Click Save to close the screen and confirm the update. A success message will display and the changes will update in the information row.



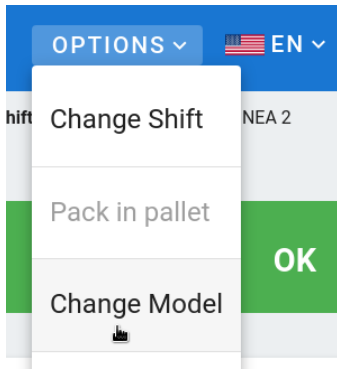
How to change the item during the packaging process?

You can change only in instances where there are no completed or ongoing cases. However, that will end the packaging process to start a new one.

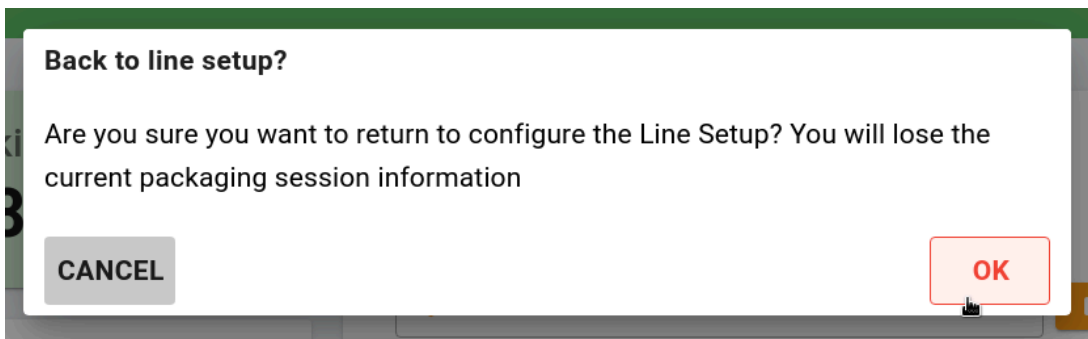
1. Start by pressing the **Options** button to open the drop-down menu.



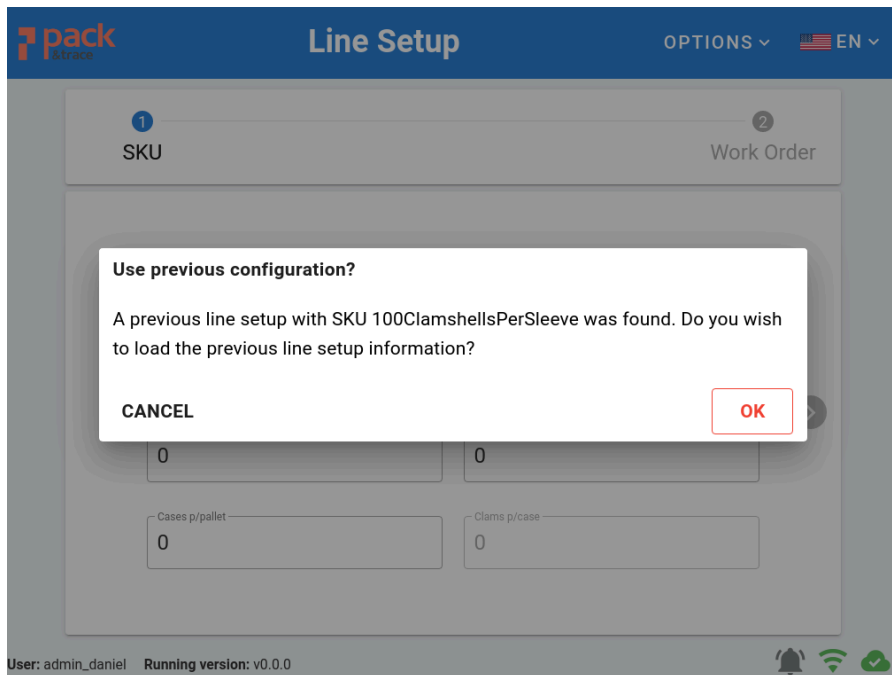
2. Press the **Change Model** option



3. A confirmation message will show and by accepting it, the current packaging process will end. Then it'll be necessary to start a new Line Setup process.



4. When starting the new Line Setup the system will ask for a confirmation to use the previous item setup. Press CANCEL to change it or OK to use it.

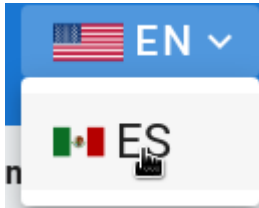


How to change the language of the application?

1. Click the flag button in the top bar.



2. Select your desired language (English or Spanish).



3. The system will now be displayed in the chosen language.

