

PutAway Workflow

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Overview

Putting products away is an essential part of day-to-day warehouse operations, involving the movement of inventory from temporary receiving bins to permanent bins on the warehouse shelf. Products can be added to the PutAway list directly through the PutAway module within the Skustack app, or they can be added during a PO or Container receiving session.

By effectively utilizing the **PutAway** workflow, you can streamline your inventory management processes and ensure that products are quickly and accurately stored in their proper locations. Creating and working on putaway lists is possible through the Skustack app, while monitoring the progress and exporting data can be done through the Skustack Admin.

PutAway Module

To put away a product, add it to a PutAway list. You can either create a new PutAway list or search for an existing one.

The warehouse you are logged into must be [bin-enabled](#) to view this module.

Create PutAway Lists

1. Navigate to the **PutAway** module of the **Transfers** tab.
2. Tap the + icon to create a new PutAway.
3. In the dialog select:
 - a. **Original BinName** – Any bin you wish to put items away from. Scan or enter manually.
 - b. **Interim BinName** – Represents the cart in which the product will be moved to its location in the warehouse. By default, this loads with a pre-configured PutAway Bin for that warehouse. This can be edited if needed.
4. Decide how products should be added to the new PutAway list:
 - a. **Select all contents of the bin to build a list** – All the products in the original bin will be added to the new PutAway list. The PutAway list will be created with an Open status. Please note that if you have selected the **Select all** option, you won't be able to add items unless you manually set the status to Pending.
 - b. **Scan items to build a list** – Only scanned products will be added to the new PutAway list. This option creates an empty PutAway list with a Pending status.
5. Tap **Go**.

If you have chosen the **Select all contents of bin to build list** option, the items will be added to the list automatically.

Search PutAway Lists

1. Navigate to the **PutAway** module of the **Transfers** tab.
2. Tap the **Search** icon to find an existing PutAway list.
3. In the opened dialog choose:
 - a. **Mode** – Search All or Search By ID (PutAwayList ID).
 - b. **Status** – Shown when the **Search All** Mode is chosen.
 - c. **Product SKU/UPC** – Shown when the **Search All** Mode is chosen. This is an optional field.
4. Tap **Go**.
5. Select a PutAway list and use the **Progress** and **Region** filters to narrow the scope of your work.

Add Products to a PutAway List

PutAway lists can have different statuses. Items can only be added to a PutAway list with a **Pending** status.

1. Create a new PutAway list or search for an existing one and open it.
2. For PutAway lists with a **Pending** status:
 - a. Drag down;
 - b. Tap the + button;
 - c. Enter the product SKU or UPC;
 - d. Tap **OK**;
 - e. Adjust the quantity manually or scan the products and tap **Add**.
3. For PutAway lists with an **Open** status:
 - a. Change its status to **Pending** by tapping the icon at the top right corner.
 - b. Add items as described for the **Pending** status above.

Put away Products from a PutAway List

Only products with an **Open** status can be put away.

1. Open a PutAway list of products.
2. Open the product you would like to put away by tapping it.
3. In the dialog box, enter the following:
 - a. **Bin To** – The bin into which the items will be received;

- b. **PutAway Qty** – Either enter manually or scan the products. To enforce a single unit scan during the putaway workflow, activate the **Enable single unit scanning during PutAway** setting and disable the **Add initial scan to Qty field** setting.
 4. Tap **PutAway**. To automatically close the dialog when the PutAway Qty is reached, enable the **Auto close when QtyToReceive is full** setting.
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Put away from a PO or Container

PutAway lists can also be created from the [Receive PO](#) and [Receive Container](#) modules.

1. From the PO/Container activity window, tap the three dots menu in the upper right-hand corner.
2. Tap **Add to PutAway List**.
3. Proceed with the steps as described [above](#).

Client Setting **Validate serial globally** must be enabled to require serial scan during putaway. Enabling this setting will force serial scans to increase or decrease quantities if a product is [serialized](#).

Manage PutAway Lists

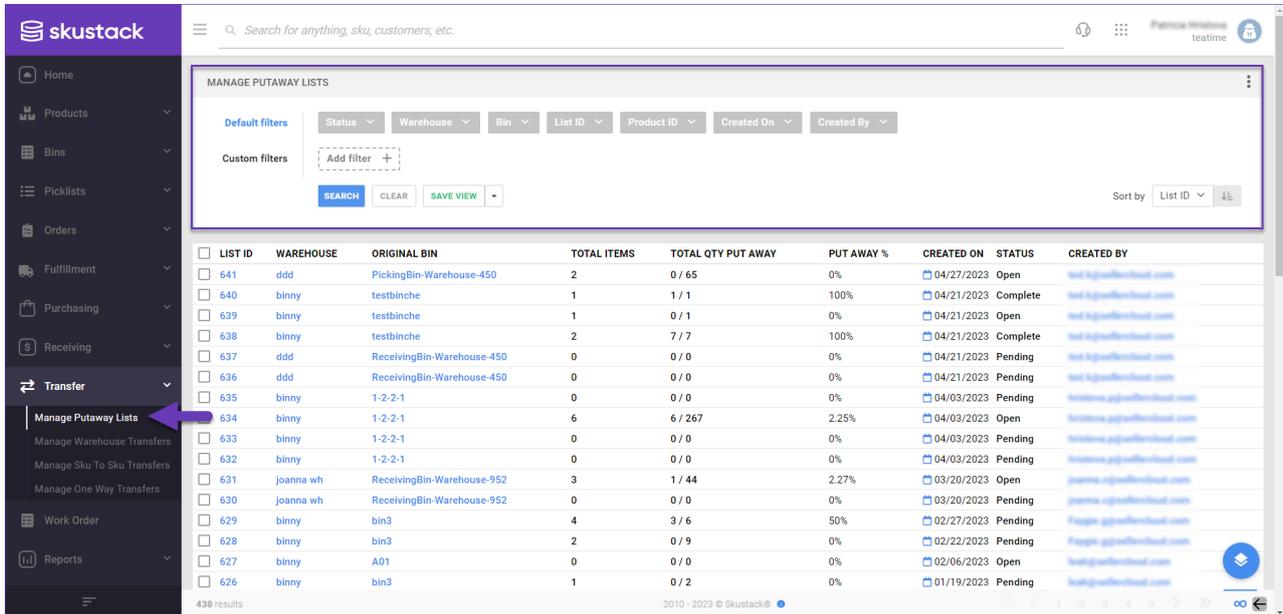
The Skustack Admin portal lets you easily search for existing PutAway lists, monitor their progress, and export them to Excel.

Search PutAway Lists

To search PutAway Lists, follow these steps:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace “xx” with your **server ID** or **team name**).
2. Enter your login credentials.
3. On the left, select **Transfer > Manage Putaway Lists**.
4. Configure your **Default filters** to make sure that the results display exactly what you need.
5. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it’s not active.
6. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;
 - b. Hide columns by clicking the **Trash** icons;
 - c. Add columns by clicking **Add column**.

- To arrange the data in a different order, use the **Sort by** menu.
- To save your filtering and sorting options, click **Save view**, enter a **Name**, and click **Save**.
- Select a putaway list from the grid and access the **Actions** menu to either **Export To Excel** or **Close** it.



Related Settings

Setting

Enable Serial Number validation

Definition

Client setting. Enables serial number validation in the Skustack Admin. The **Validate Serial Globally** sub-setting controls the serial number validation in the Skustack app.

Validate Serial Globally

Client setting. Enables serial number validation in the Skustack app. Enabling this setting will force serial scans to increase or decrease quantities. Learn more about serial number validation and relevant client settings [here](#).

Force bin scans during PutAway

Skustack's **Warehouse Management** setting. When enabled, the bin field must be scanned to supply bin input during PutAway.

Enable single unit scanning during PutAway

Skustack's **Warehouse Management** setting. If enabled, you will be required to scan a single unit during putaway. Be sure to also disable the **Add initial scan to Qty field** setting, as it interferes with this feature.

Auto close when QtyToReceive is full

Skustack's **Warehouse Management** setting. If enabled, the putaway dialog will automatically close when the PutAway Qty is reached.