iOS App - How to Record Packing

This step-by-step guide describes how to set up a packing event on the iOS mobile app.

Step-by-step guide

1. On the **Dashboard**, go to **Packing** to see the list of packing events.
2. Press the **+** button in the top right corner of the screen to create a new event. To edit an existing event, just tap the corresponding item in the list.
3. Enter the **Packing Date**, **Pack Lot #**, the **Products** you'll be packing.
4. Tap **Show Advanced** to see some more fields. Optionally enter the **Packing Location**, **Wax Lot** number, **Responsible Person**, and whether the **Responsible Person Assessed Site**.
5. Enter any **Comments** and **Notes** for the event.
6. Press **Save**.
7. You will be taken back to the list of packing events. The new event should now appear in the list.

Recording what raw inventory was packed

1. Tap the **Actions** dropdown for the event on the right side of the list.
2. Select **List Event Inputs**.
3. You will be taken to a list of inventory that has been packed in the event. This list will be empty at first.
4. There are two ways to add inputs to the event:
   a. **Scan harvest tags**: Tap the barcode icon in the top right to begin scanning harvest tags. Press **Close** to finish.
   b. **Select an earmarked input**: If your inventory is earmarked for RFID tags, you can select them by pressing the **+** button in the top right.
5. To finish, press the **Back** button to go back to the list of events.

Recording packing output

1. Tap the **Actions** dropdown for the event on the right side of the list.
2. Select **List Pallets**.
3. You will be taken to a list of pallets that have been packed out. This list will show each product and pallets of that product that have been packed.
4. If you haven't selected any **Packing Products** when creating the event, this list will be empty, and you won't be able to record packing output. Follow the steps above to edit the event and set the **Products** field.
5. To create a new pallet, press **New Pallet** next to the product that you're packing, and select the number of pallets.
6. Enter the **Packed Time**, **Units**, **Label Format**, **Supplier** and **Notes** for the new pallets, and press **Save**.
7. The new pallets should now appear in the list underneath the product.
8. To add more units to a pallet, tap the **Actions** dropdown for that pallet in the list, and select **Create Masters**.
   a. Enter the **# of Masters**, Pack **Style**, **Employee**, and whether to **Create another** and remain on this screen after saving.
   b. If you have a mobile printer, you can print **Master tags** for each unit. Select a **Label format** and **Mobile Printer**, and press the **Save & Print** icon instead of the Save button.
      i. See iOS App - How to set up a mobile printer for more information.
   c. Otherwise, press **Save**.
9. To edit a pallet, tap the corresponding item in the list. You can view a list of units on the pallet and print master tags for each.
10. To print tags for a pallet, tap the **Actions** dropdown for the selected pallet and choose **Field Print Pallet Tag**.

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