

Max Recall Procedures – Web Access Link

<https://acadia.maxrecall.com/>

Scanning PICK TICKETS in Max Recall:

Click on Index – under DocGroup<-> DocType Selection

Select Acadia OE then select OE Pick Ticket.

The screenshot shows the 'WebAccess' interface with the 'Index' tab selected. The 'DocGroup' dropdown is set to 'Acadia OE'. A 'Refresh' button is visible. The 'DocType Selection' dropdown is open, showing a list of document types. The 'O/E Pick Ticket' option is highlighted. Below the dropdown, a table displays the 'Ready Documents' count for each document type.

DocType	Ready Documents
O/E Acknowledgment	0
O/E Customer Purchase Order	0
O/E Delivery Note	1
O/E Packing List	1
O/E Pick Ticket	2
O/E Proof of Delivery	0
OE Returns (RM)	0

Under Viewing Options select ALL, then select your LOCATION

Back **Acadia OE: O/E Pick Ticket**
 Image File Type
 *WAIFL services for this document are active.

Manual Import Show

Viewing Options: All | From Date: 06/18/2023 | To Date: 07/18/2023 | Task Count: 20 | Open Task

	Pause	00	Refresh Stats	Ready		Processing		Error	
				User	All	User	All	User	All
O/E Pick Ticket				0	2	0	0	0	0

Location/User Documents Show all LOC and USER (*This will ignore the User's keyword locking to LOC/USER)

Location	User	Ready	Processing	Error
farmingdale	(none)	1	0	0
georgia	(none)	1	0	0

Click Open Task.

Once you click open task, all your orders that have been scanned will show under Doc List ALL DOC INFO

Doc ID: 10 Created by: System
Filename: 20230626image0001.pdf

Advanced ▾

Previous

Next

Keyword Lookup

Save Only

Finish

Doc Date (MM-DD-YYYY) 07-18-2023 ?

Key Word	Value
<u>Co No</u>	3700
<u>Order No</u>	
<u>Order Suf</u>	
Cust No.	
Name	
PO No	
Date	mm/dd/yyyy
Branch	

Doc List

All Doc Info

Finish All

1	<u>Co No:</u> 3700	<u>Order No:</u>
	<u>Order Suf:</u>	Cust No.:
Filename: 20230626image0001.pdf		

Key in Co NO 1, enter Order Number and Suffix. Confirm all customer fields are filled out and if everything is correct, click on FINISH to complete the indexing for the current order. Follow steps for all scanned documents.

***REMINDER:** When billing orders in Cloudsuite, always copy your order from Max Web Access and paste it into Cloudsuite shipping feedback*