# HOW TO ACCEPT PRODUCT BY SCANNING

- Log into InfiniTrak
- On the left-hand side of the dashboard, select Transactions.
- Select Scan Incoming Product – you have the option for Single Product Scan or Batch Scan.
- Make sure the cursor is on the InfiniTrak screen – a red or green bar will appear along the top
  - Red – Window is not focused. Scan will not be captured.
  - Green – Window is focused. Scan when ready.
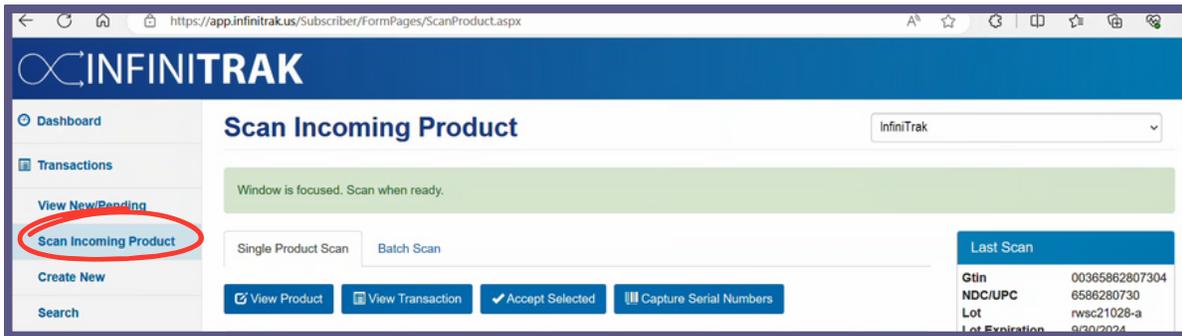
- Using the batch scan, begin scanning the products.
  - If the product finds matching data, it will display the data on the screen.
  - In the event that a record does not match to a scan, the record will be flagged in red, indicating that additional action is required. See the Quick References Guide for Suspect Product.
- Once you have scanned everything, review the table to make sure you don't have any error messages, then click on the square at the top of the far-left column to select all, click on Accept Selected

TIP: You can go to your account settings, and change Auto Close Transactions to automatically close transactions once all the products have been accepted.

'Product Not Found 'message indicating the scan did not match an open transaction.