

Quick Pick List Confirmation

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1 Quick Pick List Confirmation



2 Goods Out - Pick List Confirmation

The Pick List Confirmation screen is used to confirm what has been picked against a sales order.

The system will reduce the stock from the location that the stock was stored in and place it in the marshalling location.

The Pick List Confirmation screen is located in the Sales Allocation & Picking folder.

The following section covers how to pick list confirm a single order.

Select ?Order Number? from the ?Choose By? drop down box. The ?Route/Load? field will now be greyed out.



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Enter the order you wish to pick list confirm in the ?Order From? and ?Order To? field. Note: You can use the list of values icon to select your order.



Press the ?Find Orders? button to bring up the detail for the order.

Once the order has been displayed, press the **?Options?** button (see screen shot below).



Press the ?All Pick Details? button from the newly displayed options.



Action Edit Query Block Record Field Window Help

Pick Confirmation

Owner: XXA Warehouse: XX1 20-OCT-2010

Show All Orders: No Yes

Choose By: Order Number

Route/Locd:

Owner: XXA Order From: XXA0000000000000357

Order To: XXAC000000000000357 Find Orders

Order	Prod Type	Page No	Picker	Checker	Pick Date	Pick Start	Finish Confir
1	Food	1					N
Picker/Checker Entry							
Picker:		Checker:		Pick Date:		Start	Finish
001		002		20 OCT 2010		00:00	00:01
Enter:				Cancel			

All Pick Details

Assign

Confirm All

Lock & Despatch

Detail Screen

Show All Options

Exit Options

The following information must be entered:

Picker - This must be an employee code that has previously been setup.

Checker - This must be an employee code that has previously been setup

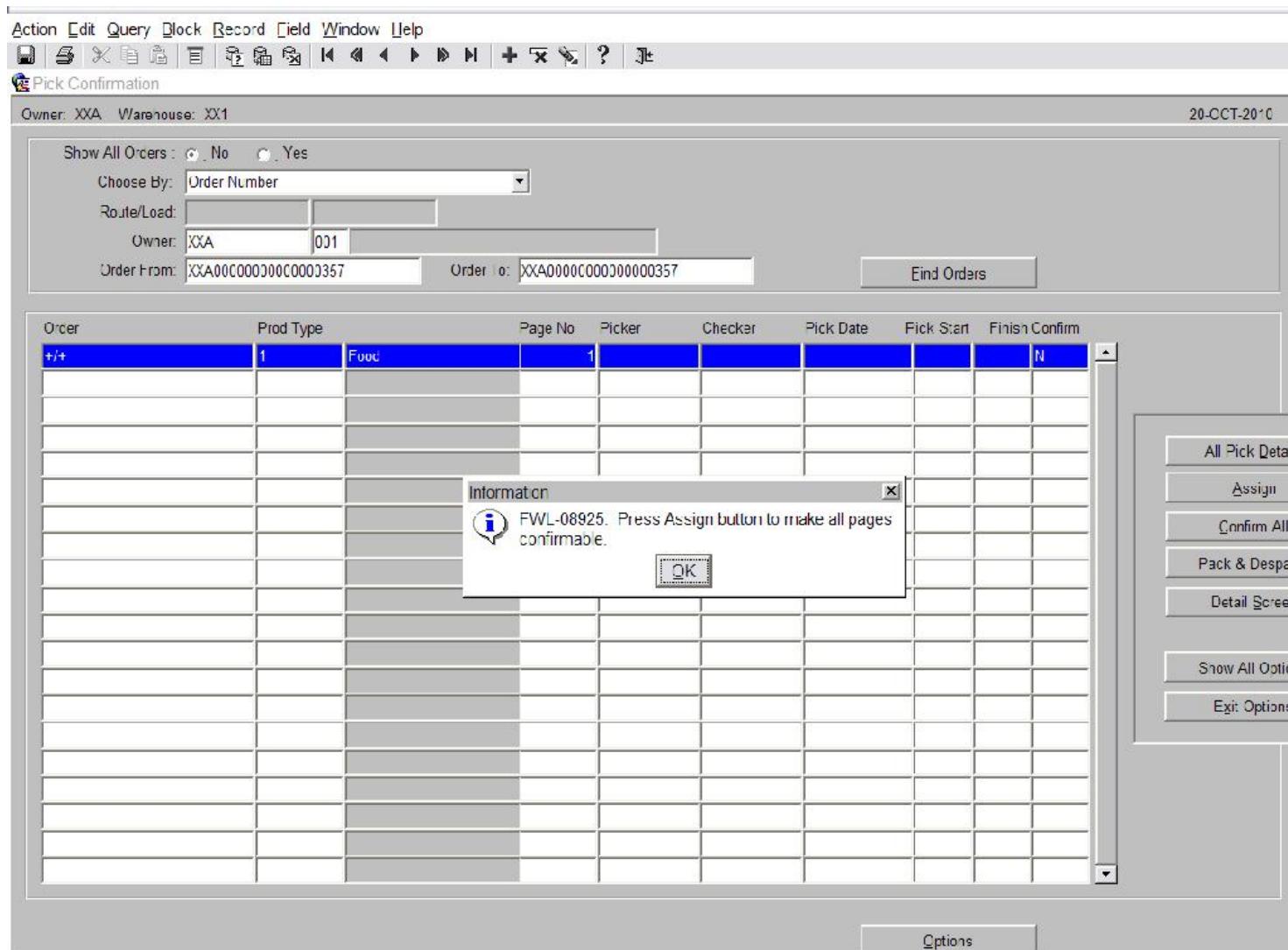
Pick Date - The date the order was picked on. If you tab through the field then the date will default to today.

Start - Time the picker started picking (24hr clock)

Finish - Time the picker finished picking (24hr clock). Note: The finish time must be later than the start time.

Once all the data has been entered, press the **Enter** button.





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Press OK to continue. Press the ?Assign? to make the pick confirmable.



The screenshot shows a software interface for managing warehouse picks. At the top, a menu bar includes Action, Edit, Query, Block, Record, Field, Window, and Help. Below the menu is a toolbar with various icons. The title bar displays "Pick Confirmation". The header area shows "Owner: XXA" and "Warehouse: XX1", with the date "20-OCT-2010" and "WH" on the right. A search bar at the top left includes options for "Show All Orders" (radio buttons for No and Yes), "Choose By" (a dropdown menu set to "Order Number"), "Route/Load" (a dropdown menu set to "Order Number"), and fields for "Owner" (XXA) and "Order From" (XXA0000000000000357). The "Order To" field contains XXA0000000000000357, and a "Find Orders" button is to the right. The main area is a grid table with columns: Order, Prod Type, Page No, Picker, Checker, Pick Date, Pick Start, and Finish Confirm. The first row shows Order 1/1, Prod Type Food, Page No 1, Picker 001, Checker 002, Pick Date 20-OCT-2010, Pick Start 00:00, and Finish Confirm N. A question dialog box titled "Question" with the message "FWL-09085. Are you sure that you want to confirm these records?" is overlaid on the grid. The dialog has "Yes" and "No" buttons. To the right of the grid is a vertical toolbar with buttons for "All Pick Details", "Assign", "Confirm All", "Pack & Dispatch", "Detail Screen", "Show All Options", and "Ext Options". At the bottom right is an "Options" button.

<br\\>

Press the YES button to continue.



The order is now showing as Confirmed (see screen shot above).



3 Document History

Version	Date	Status	Reason	Initials
Version 1	10/11/2010	Released		LBW

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