Create a Pick Plan

Overview

The Warehouse Management module Create Pick Plan process provides the ability to create new allocations and distribute them.

Navigation

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* > Pick > Create Pick Plan > Create Pick Plan pop-up window

Procedures

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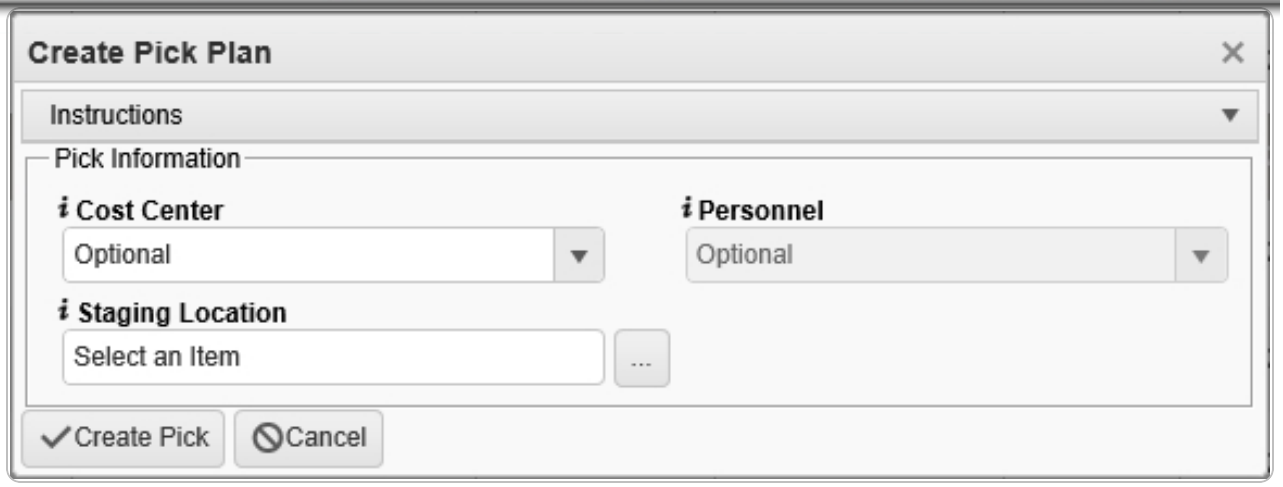
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ☐ next to the desired request.
2. Select Pick. *The Pick Menu appears.*
3. Select Create Pick Plan. *The **Create Pick Plan** pop-up window appears.*



4. Use ▼ to select the Cost Center, or use ℹ to assist with the entry. *This is a 25 alpha-numeric character field.*

5. Use ℹ or ... to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

6. Use ▼ to select the Personnel, or use ℹ to assist with the entry. *This is a 150 alpha-numeric character field.*

7. Select Create Pick. *The new system-generated pick number appears in the Pick NBR column.*