



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 pop-up window

Procedures

Create a Pick Plan

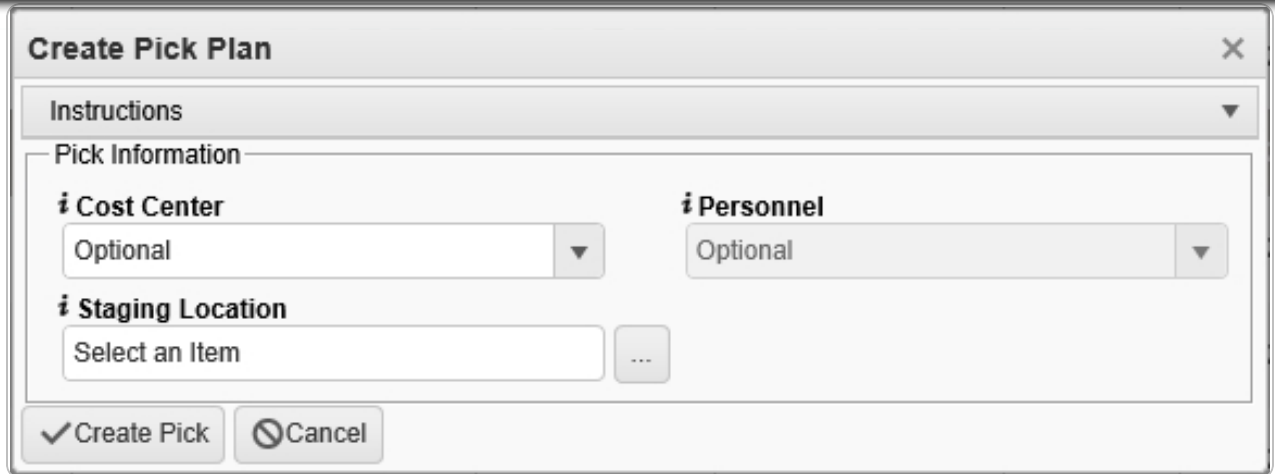
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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





Help Reference Guide



The screenshot shows a 'Create Pick Plan' dialog box with a close button (X) in the top right corner. Below the title bar is a section labeled 'Instructions' with a dropdown arrow. Underneath is a 'Pick Information' section containing three fields: 'Cost Center' with a dropdown arrow and an information icon (i), 'Personnel' with a dropdown arrow and an information icon (i), and 'Staging Location' with a text input field, an ellipsis button (...), and an information icon (i). At the bottom of the dialog are two buttons: 'Create Pick' with a checkmark icon and 'Cancel' with a circle-slash icon.

4. Use  to select the Cost Center, or use  to assist with the entry. *This is a 25 alpha-numeric character field.*
5. Use  or  to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*
6. Use  to select the Personnel, or use  to assist with the entry. *This is a 150 alpha-numeric character field.*
7. Select . *The new system-generated pick number appears in the Pick NBR column.*

