





Create a Pick Plan

Overview


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

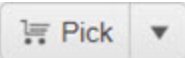

Navigation

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

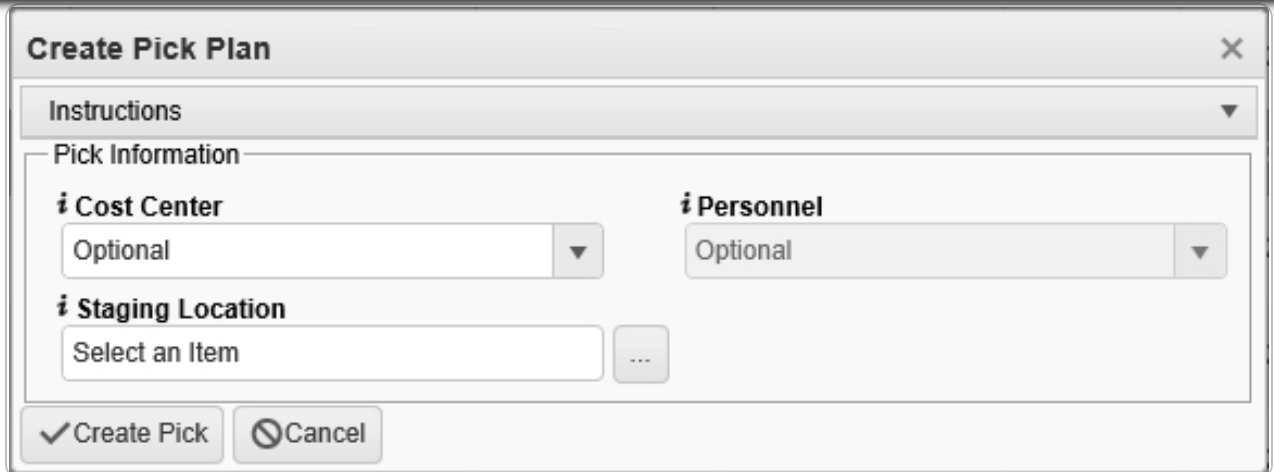
Procedures

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 . The Pick Menu appears.
3. Select . The **Create Pick Plan** pop-up window appears.





The screenshot shows a dialog box titled "Create Pick Plan" 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 menu showing "Optional" and an information icon (i); "Personnel" with a dropdown menu showing "Optional" and an information icon (i); and "Staging Location" with a text input field containing "Select an Item" and a search button (three dots). At the bottom of the dialog are two buttons: "Create Pick" with a checkmark icon and "Cancel" with a circle and slash icon.

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

