





Create and Plan Pick

Overview


The Warehouse Management module Create and Plan Pick process provides the ability to create new Pick information and plan it out.

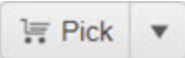
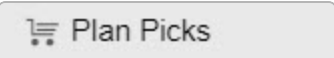
Navigation

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

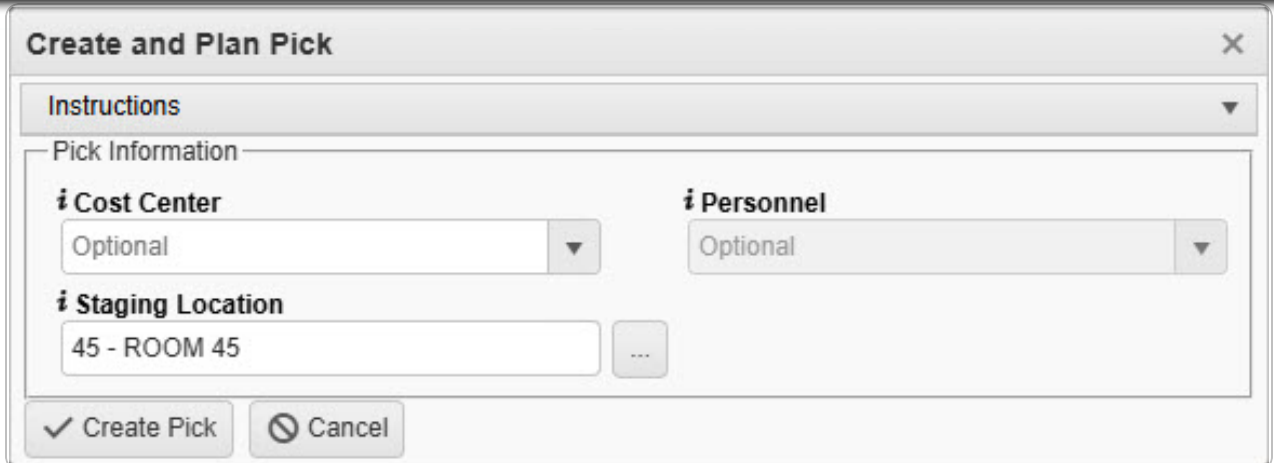
Procedures

Create and Plan Picks








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 and Plan Pick** pop-up window appears.





The screenshot shows a dialog box titled "Create and Plan Pick" 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 "45 - ROOM 45" and a search icon (...). 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.*

