





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

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.





Help Reference Guide

Create Pick Plan
✕








Instructions
▼

Pick Information

<p>i Cost Center</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Optional ▼ </div>	<p>i Personnel</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Optional ▼ </div>
<p>i Staging Location</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Select an Item ... </div>	

✓ Create Pick

⊗ Cancel

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.*

