# All Orders Mobile - Ship Orders
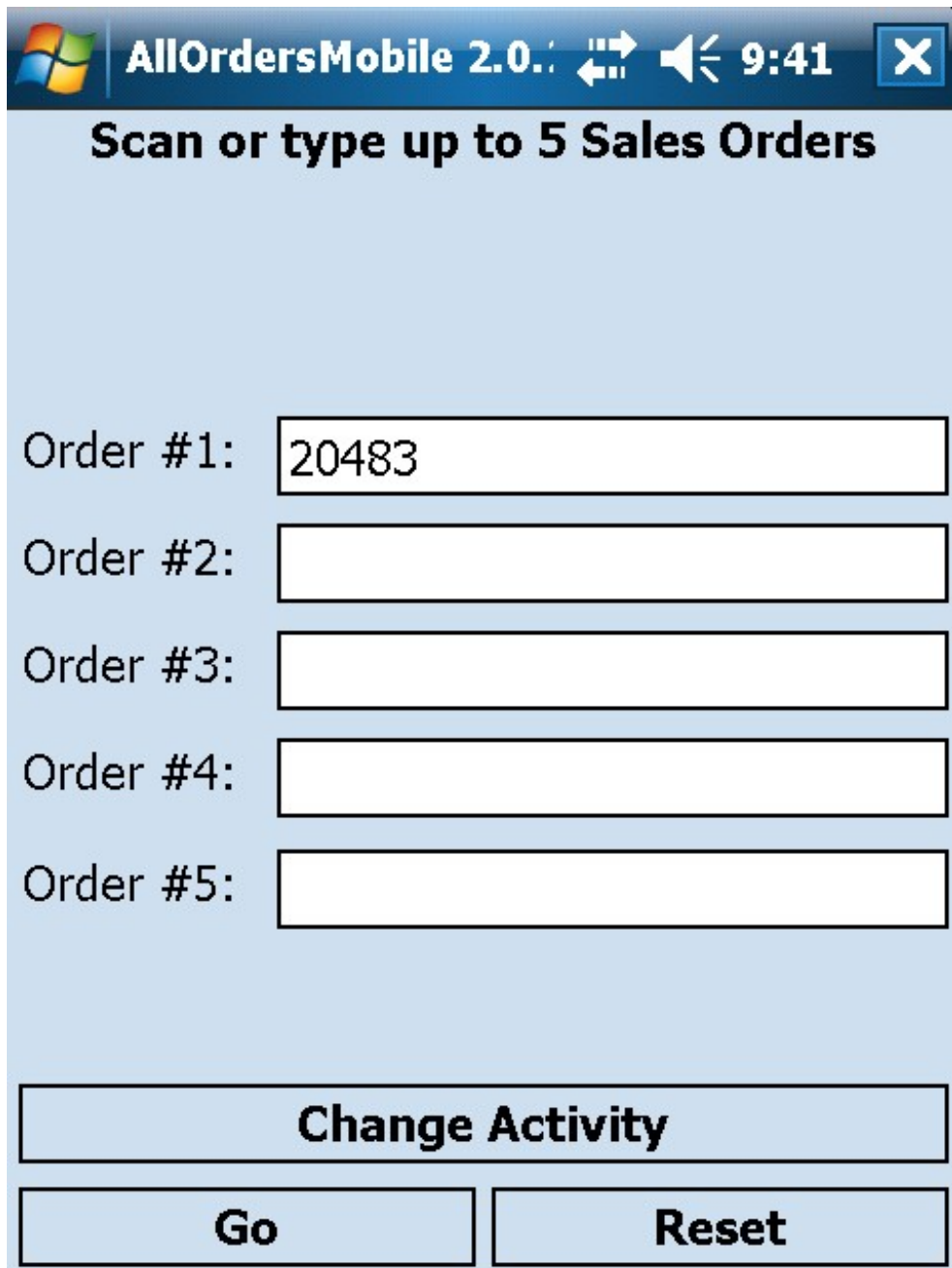
Last Modified on 12/05/2019 9:50 am EST

The work flow for picking sales orders is as follows:

1. A sales order is created and approved within Order Time.
2. Up to 5 sales orders are downloaded from the Order Time server into the device.
3. The user is free to walk around; and uses the device to pick order items.
4. The user submits their picks back to the Order Time server.
5. One or more Ship Docs are created within Order Time having a Picked status.

## Instructions

## Download Orders

1. Login
2. Click Ship Orders from the Activity Panel
3. Scan or type up to 5 sales order Doc Nos.  **Hint,** fulfillment batch provides a listing of all Sales Orders that are ready to pick.



4. Sales Order List Screen:  You will see columns for the order #, customer and status.

**Sales Order List**

| | SO # | Customer | Status |
|---|---|---|---|
| ▶ | 244978 | Acme Doors | Open |
| | 244979 | Acme Doors | Open |

**Start Picking**

**View Lines**

**Submit Picks**

**Abandon Picks**

There are three statuses as follows:

- Open - no items have been picked
- Partial - some items have been picked but not all or not for the entire quantity ordered
- Picked - All items on the order have been picked

## Start Picking

From the Sales Order List, click **Start Picking**.

## AllOrdersMobile 2.0. ⚡ 🔊 1:27 ✕

### Pick Items

| ⬅ Bin | ⬅ Item | Order ➡ |
|-------|--------|---------|
| HQ | Screws | 244978 |
| Default | | |

| Avail. | Tot. Reqd. | Reqd. |
|--------|-----------|-------|
| 160 | 90 | 40 |
| EA | Tot. Pckd. | Pckd. |
| | 40 | 40 |

☐ AutoScan

Scan Item: [                    ]

Quantity: [          ]   [ Pick! ]

[ Order List ]

The top portion of the screen is split up in 3 panels

- Bin:  The Bin panel shows the currently selected bin and quanity available for picking from that bin. If you do not use Bins in Order Time you will only see the Default Bin.

- Item: The Items panel shows the item that is currently selected for picking and the total quantity required and the total quantity that has been picked for all sales orders on the Sales Order List which have been downloaded for the current picking session. If, for example, you have an item which is on 2 separate Sales Orders that have been downloaded, one requiring 1 unit and one requiring 2 units, the total

required for the selected item will be 3 units.

- Order: The Order panel will show the order # that is currently selected for picking and the quantity required and the quantity that has been picked for the currently selected item for only the currently selected order.

Scrolling through the bins will show where in your warehouse the items are located and available for picking. Use the arrows next to the bins to scroll through them. Scrolling through the bins will also change the Item panel.  When you pick an item it will take the inventory from the currently selected bin. Click on the Avail. button to view more details on availability. In addition, if the current item has Lot/Serial #s, clicking the Avail. button will display the Lot/Serial #s that are currently available for picking and allow you to manually pick them.

Scrolling through the items will change the item that is currently being picked. Click  Tot. Reqd. (Total Required) to view all of the line items that need to be picked for all sales orders on the Sales Order List which have been downloaded for the current picking session for the currently selected item. Click Tot. Pckd. (Total Picked) to view the Pick List Screen. This screen will show all of the line items that have already been picked for all of the downloaded orders for the currently selected item.

## Pick List

**Item:** Nutritional Bar ▼

**Bin:** HQ - Default ▼

| | SO # | Customer | Ln | Item | Bin |
|---|------|----------|----|------|-----|
| ▶ | 7046 | Babcock's | 1 | Nutritiona | Defa |
| | 7046 | Babcock's | 1 | Nutritiona | Defa |
| | 7044 | Abercrombie | 1 | Nutritiona | Defa |

◀  III         ▶

| Edit Pick | Delete Pick |
|-----------|-------------|

Scrolling through the Order Panel will change the sales order that is currently being picked. Reqd. (Required) will display how many unit are required by the currently selected line item on the currently selected order. Pckd. (Picked) will display the current quantity that has been picked for the currently selected line item on the currently selected order.

 The bottom portion of the screen is used for scanning and entering pick information. Check the AutoScan box if you are going to be scanning with a bar code reader on the device and want to increment the quantity picked by 1 each time a scan is performed. Be sure to set your escape character on your scanner to be a Tab to ensure it functions properly. Leave AutoScan unchecked if you would like to enter the item name

manually or need to manually enter quantities. You can still scan the item by placing the cursor in the Scan Item entry field and then scanning the bar code. Once the Scan Item entry field has an item name or bar code entered and the quantity field has a valid quantity, click the Pick! button to perform the pick. This will 'Ship' the specified quantity for the specified line item once the pick is submitted to Order Time.

If the currently selected item has Lot/Serial No. the bottom portion of the screen will look like this:



You will be required to either scan or manually enter a Lot/Serial # before a pick can be performed on any item that has Lot/Serial #s.

 As you are scanning, scroll through the items and then the orders in the top portion of the screen using the appropriate arrows until you are finished performing all of your picks.  Click Order List when you are ready to return to the Sales Order List Screen to review your picks and then either submit or abandon them.

## Video Tutorial

You will see some screen shots from All Orders (NumberCruncher's desktop app) but All Orders Mobile works the same way for Order Time.