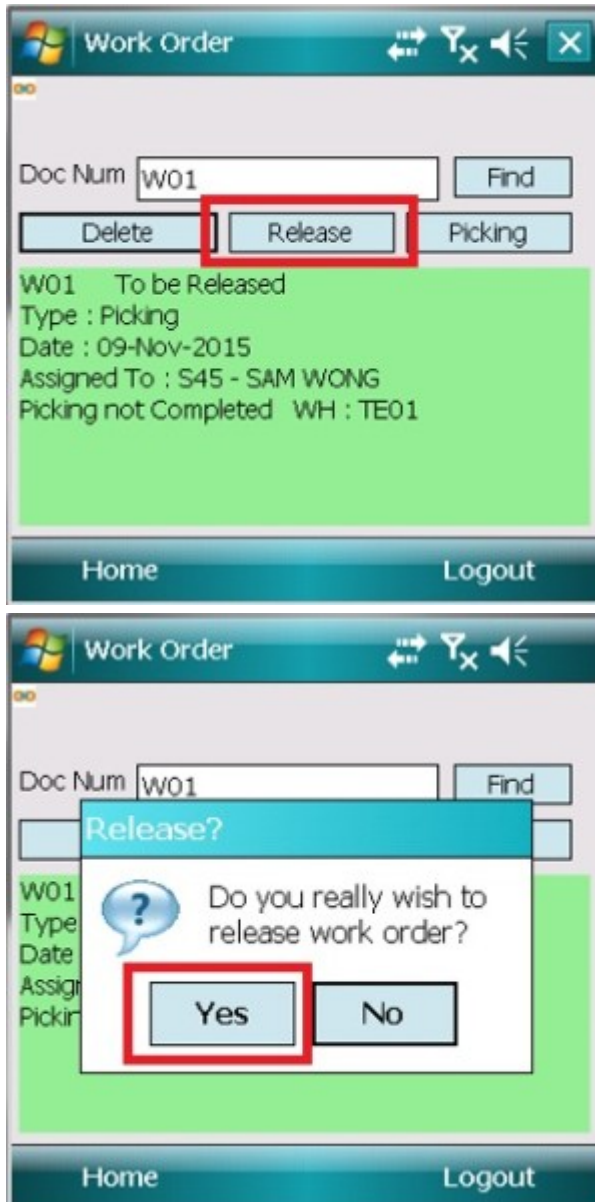


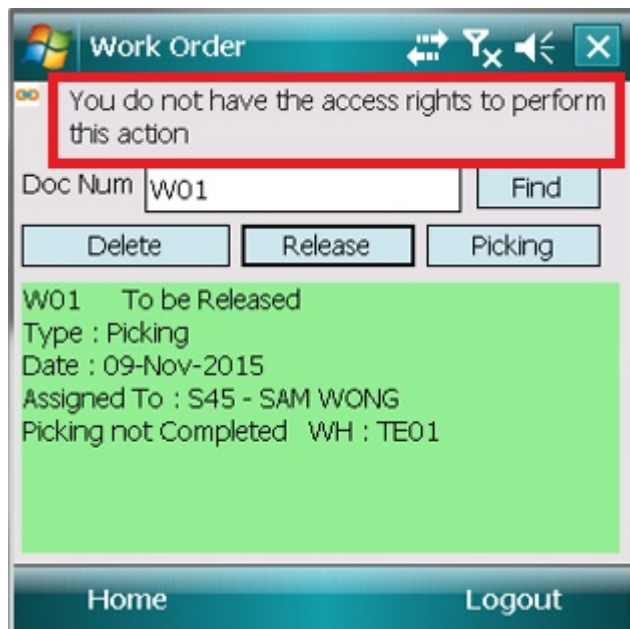
# Picking

## Picking Process for Warehouse Mobile Scanner

1. Before start picking, please make sure the work order was released.



2. If the user do not have the access right to released the work order, system will prompt user that they cannot do release of work order.



3. The **"Released"** status will be shown on the screen if the work order was released.

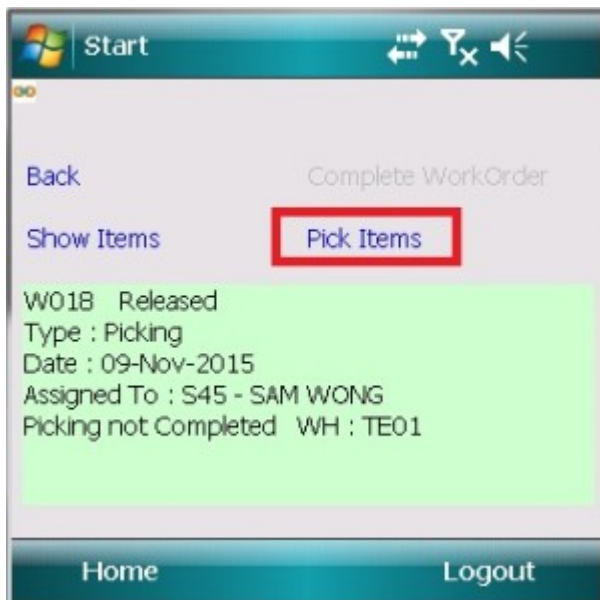


\*Usually the work order is released by the warehouse manager or admin.

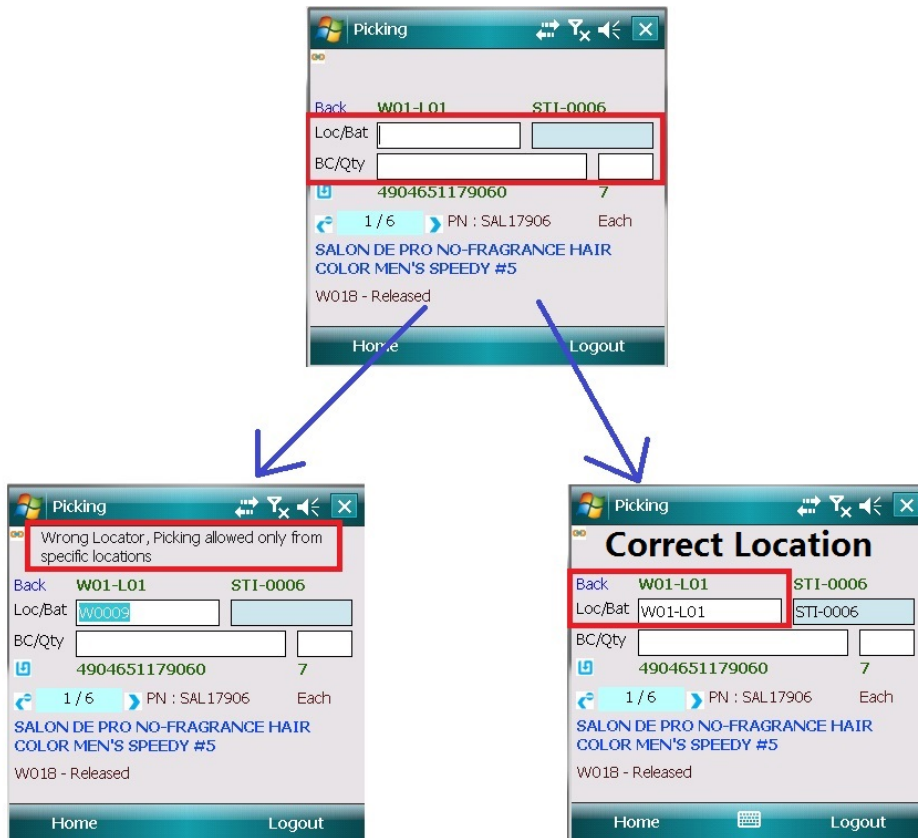
4. Click the **"Picking"** button to start picking.



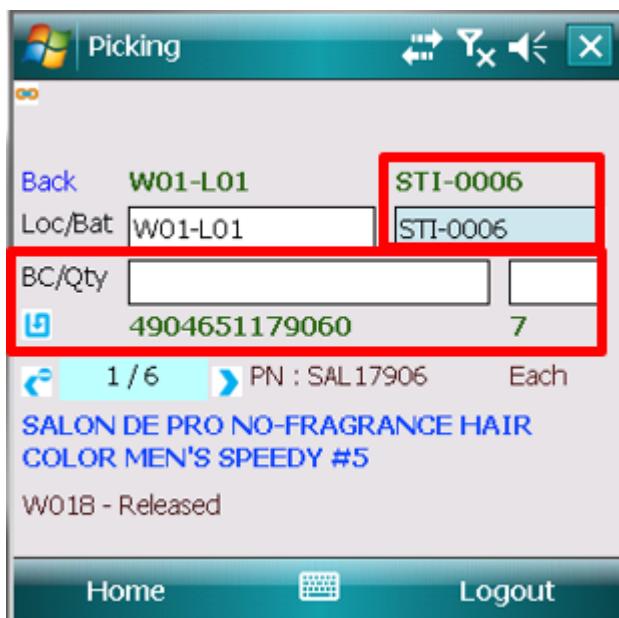
5. Click the ***“Pick Items”***



6. Enter or Scan the locator number, user has to ensure the number is correct, else system will prompt user with ***“Wrong Locator, Picking allowed only from specific locations”*** message. This is to ensure Picker pick the correct item from the correct batch at the correct locator



7. Scan the barcode of product **from the batch number given**, it will add quantity by 1. User may change the quantity manually after scanning the barcode.



8. When a product's quantity to pick is fulfilled, it will go to the next product automatically. User may view and pick other products using "<" or ">" button.

Picking

Back W01-L01 STI-0006

Loc/Bat W01-L01 STI-0006

BC/Qty

4904651181605 4

2 / 6 PN : SAL18160 Each

SALON DE PRO THE CREAM HAIR COLOR  
#5M - DARK MARRON BROWN

W018 - Released

Home Logout

Picking

Back W01-L01 STI-0006

Loc/Bat W01-L01 STI-0006

BC/Qty 4

4904651181186 9

3 / 6 PN : SAL18118 Each

SALON DE PRO ONE PUSH FOAM TYPE  
HAIR COLOR #2 - BRIGHTER BROWN

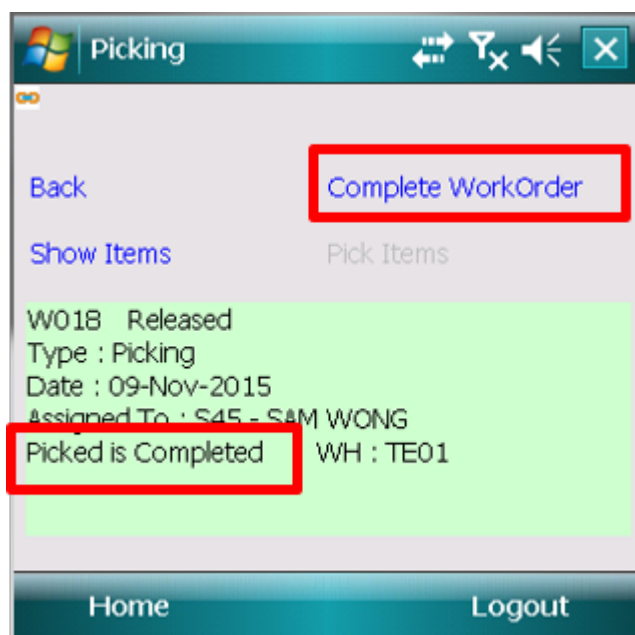
LO/BA : W01-L01 STI-0006  
BC/PN : 4904651181186 SAL18118

Home Logout

9. When all products in the picking work order is fulfilled, it will prompt user that **"Picking is Completed"**. Click on the **"OK"** to proceed to complete the work order.



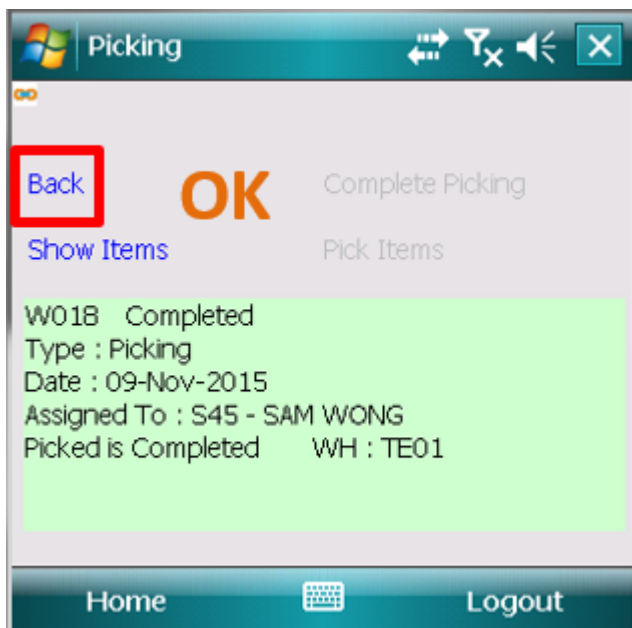
10. Once the picking is completed, user may complete the work order by clicking the ***“Complete Work Order”*** option.

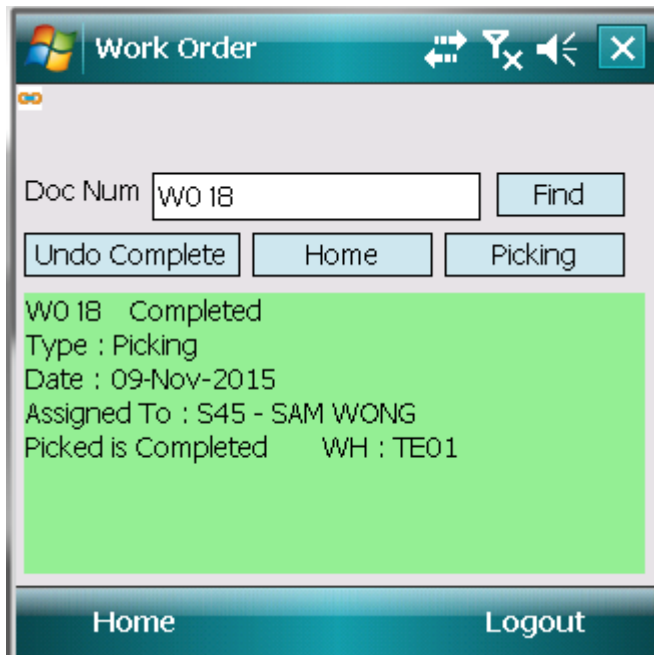


11. Click ***“Yes”*** to complete the work order.



12. Picking work order is now completed. Click on **"Back"** option to view the summary of the (completed) work order.

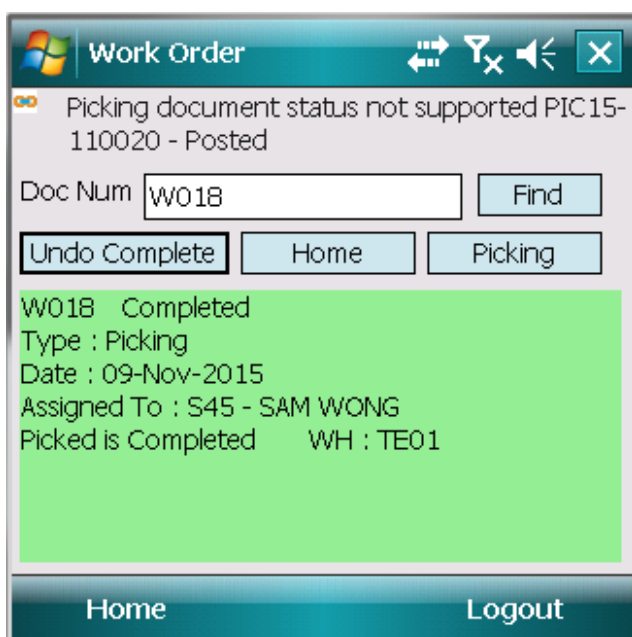




## Undo Completed Picking Work Order

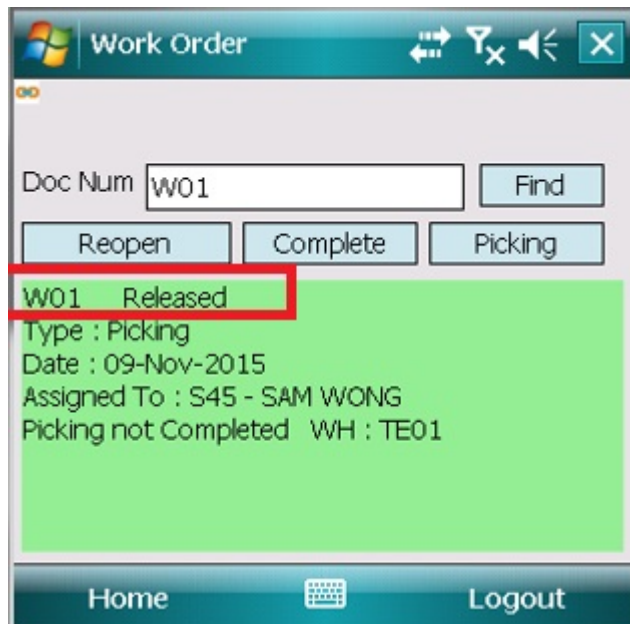
Completed work order document cannot be undone while picking document is posted.

User having the corresponding access rights will need to re-open picking document first using Samooaha application to be able to undo the completed work order



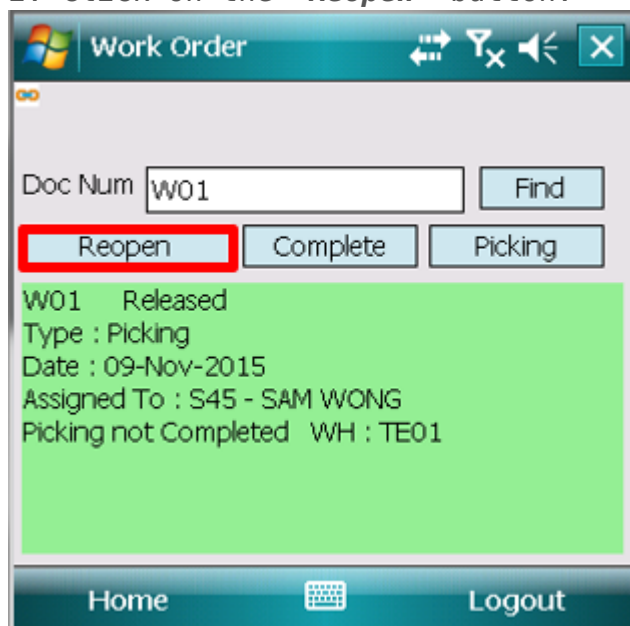
# Reopen Picking Work Order

1. Before reopening a picking work order, please ensure the status is ***Released***



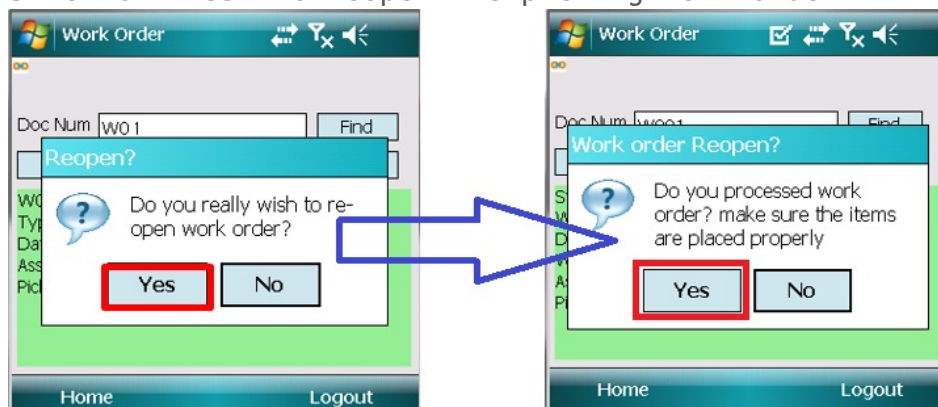
The screenshot shows a 'Work Order' window with a search bar containing 'W01' and a 'Find' button. Below the search bar are three buttons: 'Reopen', 'Complete', and 'Picking'. The 'Reopen' button is highlighted with a red rectangle. Below the buttons, the work order details are displayed in a green box: 'W01 Released', 'Type : Picking', 'Date : 09-Nov-2015', 'Assigned To : S45 - SAM WONG', and 'Picking not Completed WH : TE01'. At the bottom of the window are 'Home' and 'Logout' buttons.

2. Click on the ***Reopen*** button.



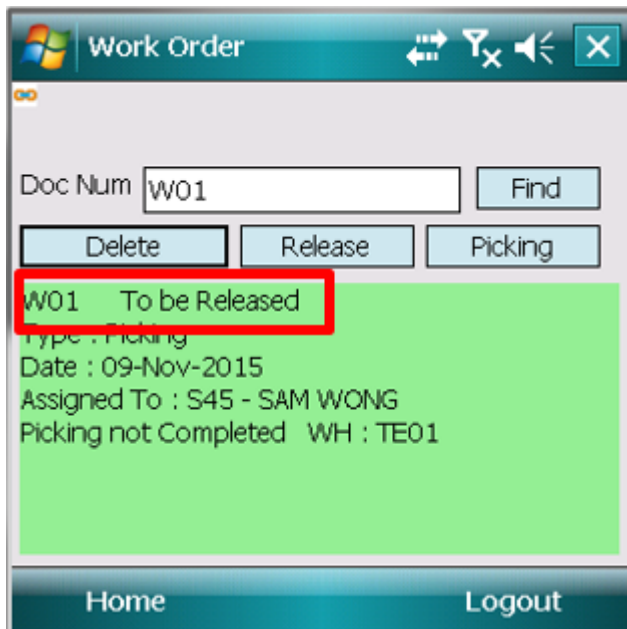
This screenshot is identical to the previous one, but the 'Reopen' button is now highlighted with a red rectangle, indicating it has been clicked.

3. Click ***Yes*** to reopen the picking work order.

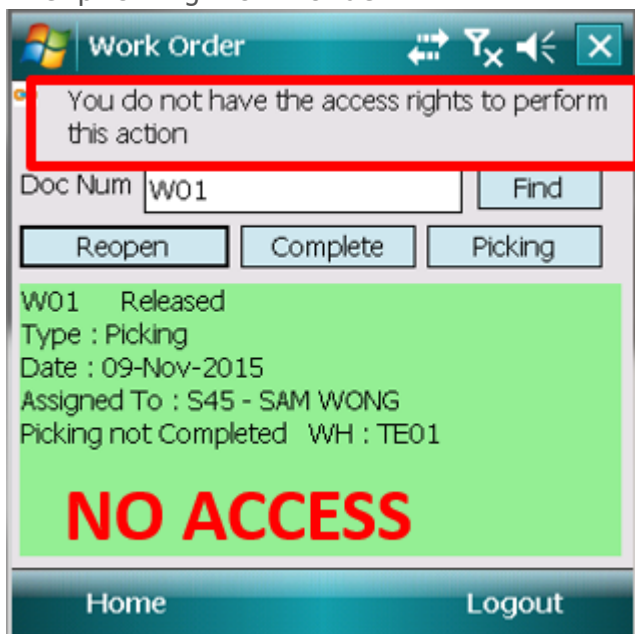


Two screenshots are shown side-by-side. The left screenshot shows a confirmation dialog box titled 'Reopen?' with the question 'Do you really wish to re-open work order?' and 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red rectangle. A blue arrow points from this 'Yes' button to the right screenshot. The right screenshot shows a similar dialog box titled 'Work order Reopen?' with the question 'Do you processed work order? make sure the items are placed properly' and 'Yes' and 'No' buttons. The 'Yes' button is also highlighted with a red rectangle.

4. The status of the picking will change to ***To be Released***.



5. Please ensure the user has the access right to reopen the picking work order. System will prompt user if they do not have the access rights to reopen the picking work order.



## Delete the Picking Work Order

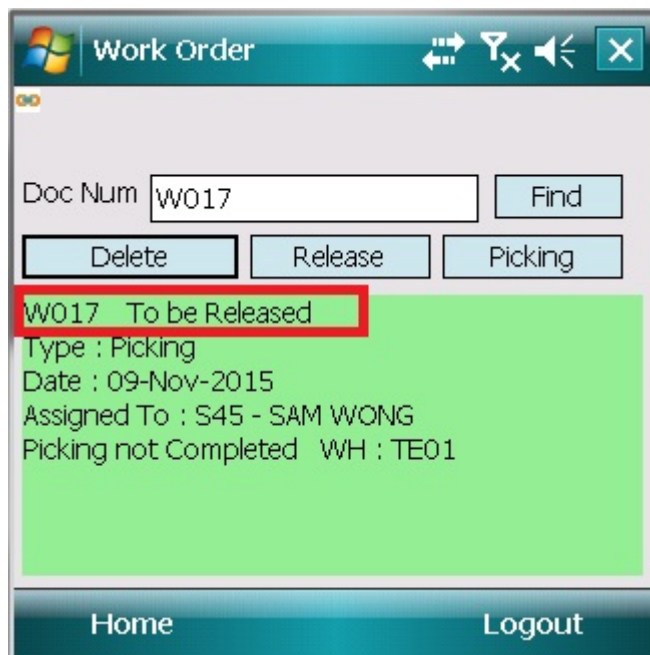
Deleting a Picking Work Order from the Warehouse Scanner will delete Picking Work Order in the main application as well.

\*NB: only if user has delete access right for work order

User can subsequently create a new Work Order in the main application for the corresponding Picking document

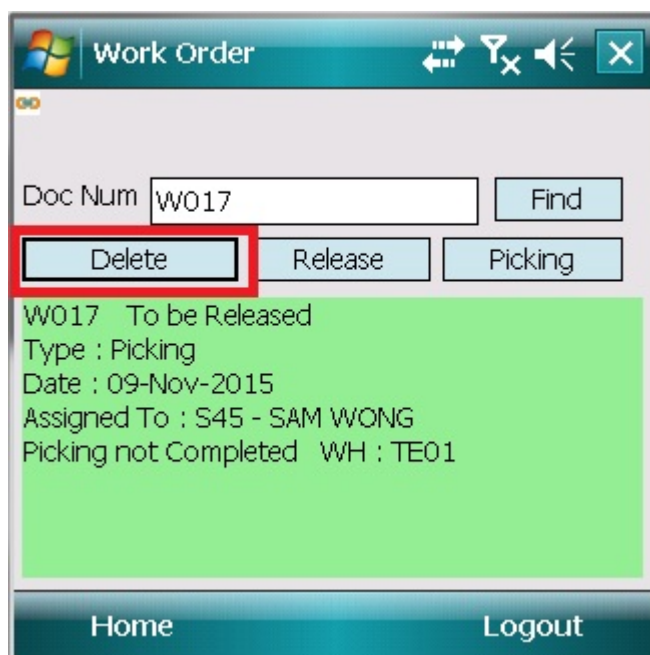
1. Before deleting a picking work order, please

ensure the status is ***"To be Released"***

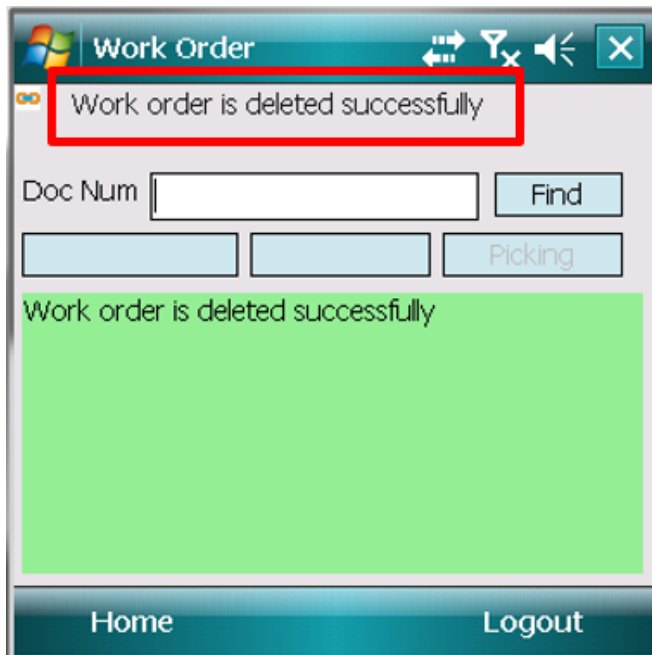


The screenshot shows a web application window titled "Work Order". At the top, there is a search bar labeled "Doc Num" containing the text "W017", followed by a "Find" button. Below the search bar are three buttons: "Delete", "Release", and "Picking". The "Delete" button is highlighted with a red rectangular border. Below the buttons, a green rectangular area displays the following text: "W017 To be Released", "Type : Picking", "Date : 09-Nov-2015", "Assigned To : S45 - SAM WONG", and "Picking not Completed WH : TE01". At the bottom of the window, there are two buttons: "Home" and "Logout".

2. Click on the ***"Delete"*** button.



This screenshot is identical to the one above, showing the "Work Order" application window. The "Delete" button is highlighted with a red rectangular border. The search bar contains "W017", and the green area displays the work order details: "W017 To be Released", "Type : Picking", "Date : 09-Nov-2015", "Assigned To : S45 - SAM WONG", and "Picking not Completed WH : TE01". The "Home" and "Logout" buttons are at the bottom.



## Picking Flowchart

