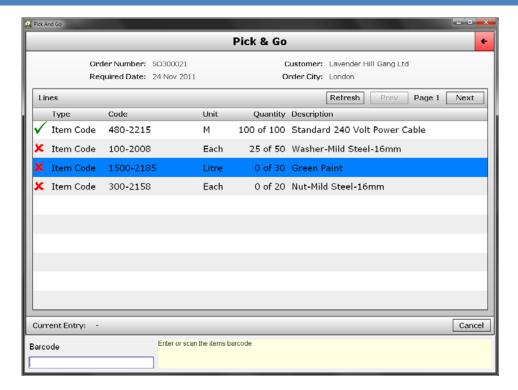# PICK & GO USER GUIDE

MAIN SCREEN

The first screen presented is the main screen which gives information your license as well as the version of Pick and Go you are running. From this screen you can select or scan any open or in progress sales order to view and pick against.
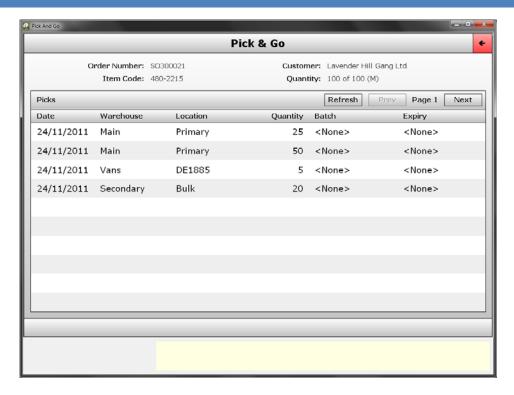
LINES SCREEN

After selecting a sales order you will be brought to the screen shown above. This screen displays information about the selected sales order as well as listing information on each of its lines. For sales orders with a large amount of lines the lines can be navigated through by using the 'Prev' and 'Next' page buttons on the upper right.

To begin picking against a line simply follow the questions at the bottom of the screen, the first question asks for the items barcode and the program will use this to identify the line it is picking against.

After scanning in the item barcode you will be asked to enter the unit (if more than one unit of measure is available), batch number, expiry date, and finally the quantity. After entering all the required information a pick line will be added and the quantities onscreen will automatically update. If during the answering of the questions you make a mistake, you can cancel the current entry by using the 'Cancel' button in the lower right.

To view the pick lines for a particular sales line, simply double click the sales line. To return to the main screen use the back-arrow button in the upper right.

PICK LINES SCREEN

After double clicking a sales line you will be brought to the above screen, which displays the pick lines that make up the total picked quantity of the sales line. If there are many pick lines then the lines can be navigated by using the 'Prev' and 'Next' page buttons in the upper right.

To return to the sales order screen use the back-arrow button in the upper right.