

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

The screenshot shows the 'Pick & Go' application window. At the top, it displays 'Order Number: SQ300021' and 'Customer: Lavender Hill Gang Ltd'. Below that, it shows 'Required Date: 24 Nov 2011' and 'Order City: London'. A table titled 'Lines' contains the following data:

Type	Code	Unit	Quantity	Description
✓ Item Code	480-2215	M	100 of 100	Standard 240 Volt Power Cable
✗ Item Code	100-2008	Each	25 of 50	Washer-Mild Steel-16mm
✗ Item Code	1500-2185	Litre	0 of 30	Green Paint
✗ Item Code	300-2158	Each	0 of 20	Nut-Mild Steel-16mm

Below the table, there is a 'Current Entry: -' field and a 'Barcode' input field with the prompt 'Enter or scan the items barcode'. Navigation buttons 'Refresh', 'Prev', 'Page 1', and 'Next' are located above the table. A 'Cancel' button is in the bottom right corner.

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

The screenshot shows a window titled "Pick & Go" with a red back arrow button in the top right corner. Below the title bar, there are two rows of text: "Order Number: SO300021" and "Customer: Lavender Hill Gang Ltd" in the first row, and "Item Code: 480-2215" and "Quantity: 100 of 100 (M)" in the second row. Below this is a table with the following data:

Date	Warehouse	Location	Quantity	Batch	Expiry
24/11/2011	Main	Primary	25	<None>	<None>
24/11/2011	Main	Primary	50	<None>	<None>
24/11/2011	Vans	DE1885	5	<None>	<None>
24/11/2011	Secondary	Bulk	20	<None>	<None>

Below the table, there are several empty rows. At the bottom of the window, there is a yellow highlighted area.

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.