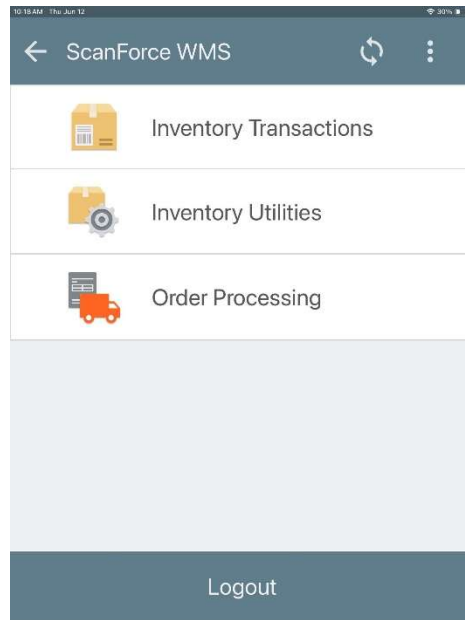
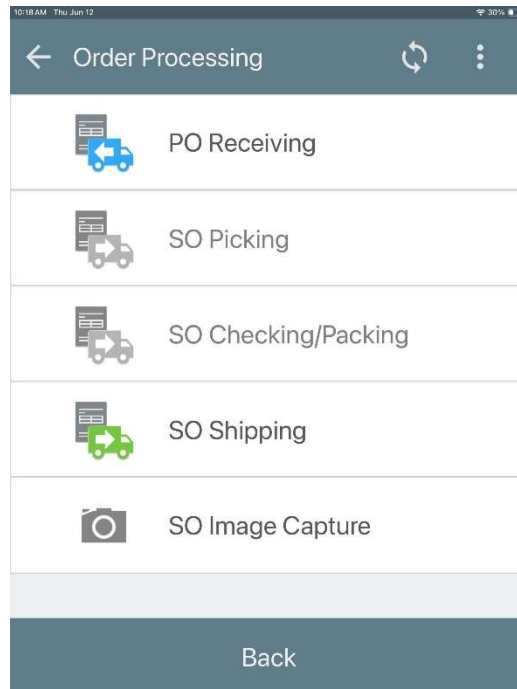


## **Picking Items for a Sales Order**

1. Refresh your data to ensure the latest Sales Orders can be recognized by You Scanner.
2. Click on the Order Processing Button



3. Click on the SO Shipping option.



- Type in a Sales Order Number or scan a Sales Order barcode from the picklist.

10:18 AM Thu Jun 12 50%

← S/O Shipping

SO #

Back | Accept

**ACTION TARGET** 8502 West 35W Service Drive NE  
Waconia, MN 55448-4740  
(763) 746-4360 / Fax (651) 445-4360  
(800) 775-6182

Pick List # 900  
Order Number: W337252  
Customer Number: W110562  
Order Date: 7/12/2023  
Ship By: 07/27/2023

Sold To: Handgun Safety Training Corp.  
7970 Fredericksburg Road  
Suite 101-274  
San Antonio, TX 78229

Ship To: William D. Gilk, Sr., Jr.  
7970 Fredericksburg Road  
Suite 101-274  
San Antonio, TX 78229

Ship To Telephone: 210-875-0992 Email: wgs@handgunsafetytraining.com

Customer P.O. Ship Via FEDEX GROUND F.O.B. Terms NET 30 DAY

Item Number	Unit	Ordered	Shipped	Backordered
B-27S BLUE	EACH	140		
B-27S BLUE TARGETS 816506021855	C.09.1	C.09.3	E.06.4	G.06.4
B-27S BLACK	EACH	140		
B-27S BLACK TARGETS 816506021858	L04.1	L04.4	M.5.0	
B-27S ORANGE	EACH	99		
B-27S ORANGE TARGETS 816506021889	C.09.1	C.09.5	L03.1	
B-27S GREEN	EACH	100		
B-27S GREEN TARGETS 816506021872	G.02.1	G.02.4	M.5.0	
B-27-TXCHL-GR 120445 CHL TRAINING TARGET 816506024149	EACH	100		
	C.09.1	C.09.3		

Printed By: [blank]  
Entered By: [blank]  
Last Modified By: [blank]  
6/7/2023 7:50:34AM

- Search for an item on the order or scan an item barcode on the picklist. To pick that item.

10:18 AM Thu Jun 12 50%

← S/O Shipping

ITEM

WHSE 001

ORDER # 0417576

**ATI-MARKETING**

LOGIN ML (LET)

Back | Accept

Sold To: Handgun Safety Training Corp.  
7970 Fredericksburg Road  
Suite 101-274  
San Antonio, TX 78229

Confirm To: [blank]

Customer P.O. Ship Via FEDEX GROUND F.O.B. Terms NET 30 DAY

**Scan here for Item Barcode**

Item Number	Unit
B-27S BLUE	EACH
B-27S BLUE TARGETS 816506021855	C.09.1
B-27S BLACK	EACH
B-27S BLACK TARGETS 816506021858	L04.1
B-27S ORANGE	EACH
B-27S ORANGE TARGETS 816506021889	C.09.1
B-27S GREEN	EACH
B-27S GREEN TARGETS 816506021872	G.02.1
B-27-TXCHL-GR TEXAS CHL TRAINING TARGET 816506024149	EACH
	C.09.1

6. Select what bin you are going to pick that item from.

S/O Shipping

LOC UNASSIGNED

Bin Availability Current Data

ITEM	#ECNO
UNASSIGNED	20

Back | Accept

7. Enter the Qty that you are going to pick from the location and click accept.
- a. If you need to pick from multiple locations for one line item, you will need to repeat steps 5-7 for each location that you pick from.

S/O Shipping

QTY EACH

20 AVAILABLE IN BIN

QTY REMAINING 25

QTY SHP/ORD 0 / 25

ITEM	#ECNO
------	-------

Return

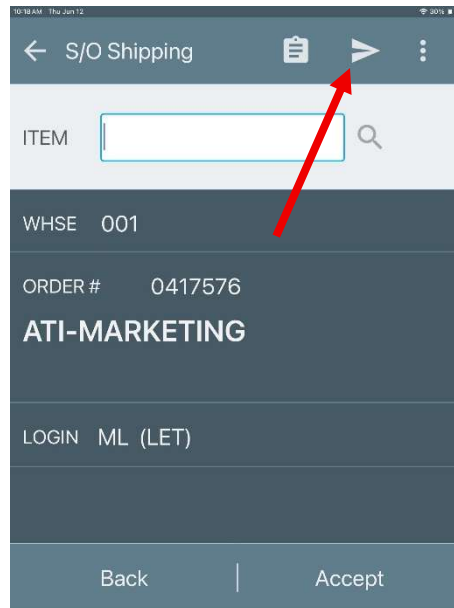
1 2 3 4 5 6 7 8 9 0

@ # \$ % & \* ( ) , ; ' " return

ABC [ ] { } ~ = / : . , - + \* % & # \$ % & \* ( ) , ; ' " return

undo ABC

8. Repeat steps 5-7 until you have completed picking all the lines on the entire sales order.
9. Click on the send data button in the upper right corner of the screen.



10. Add any photos necessary to the Sales Order's Data.

NOTE: The example below shows one line on the Sales Order as complete and 12 that are incomplete (not picked). Clicking "Send Data" will put those 12 unresolved lines on backorder.

11. Click the Send Data button when complete with the Sales Order.

