# 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
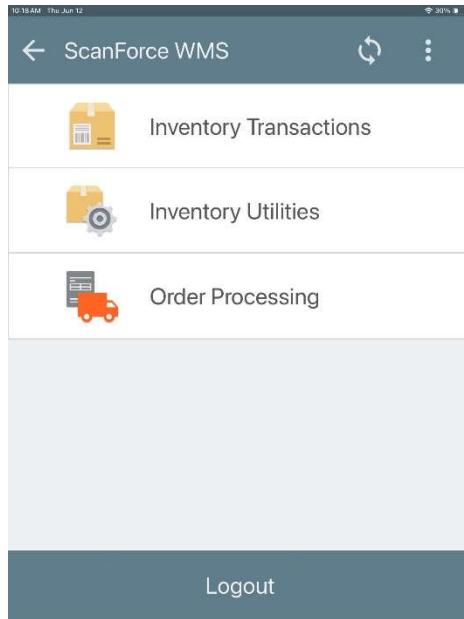
3. Click on the SO Shipping option.
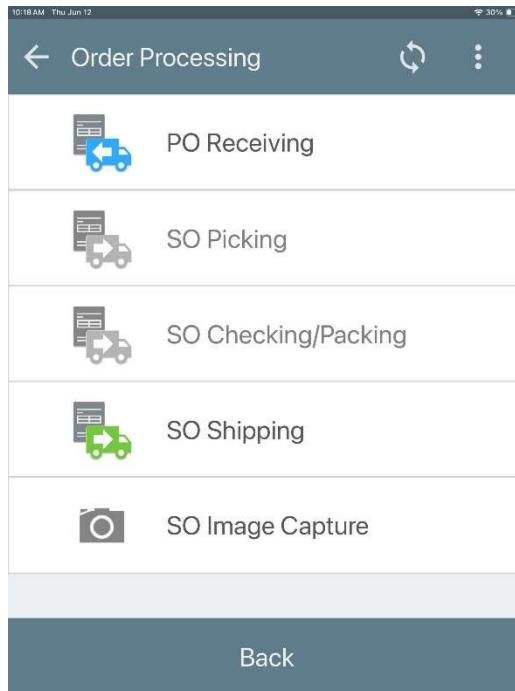
4. Type in a Sales Order Number or scan a Sales Order barcode from the picklist.
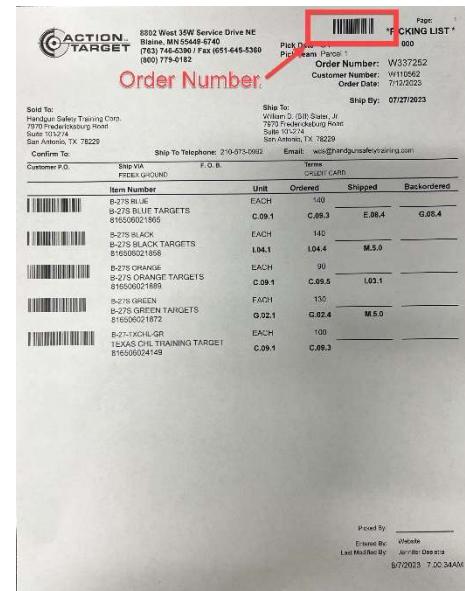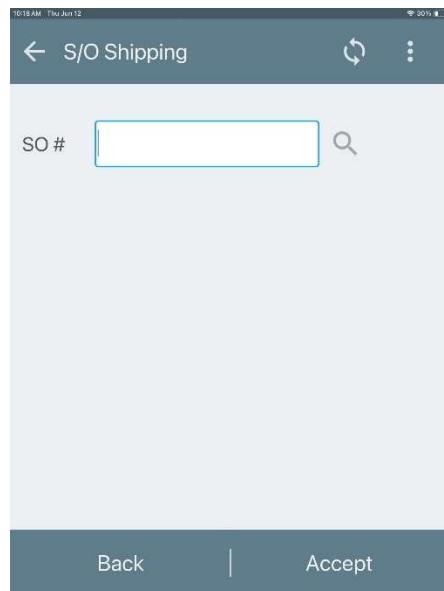
5. Search for an item on the order or scan an item barcode on the picklist. To pick that item.
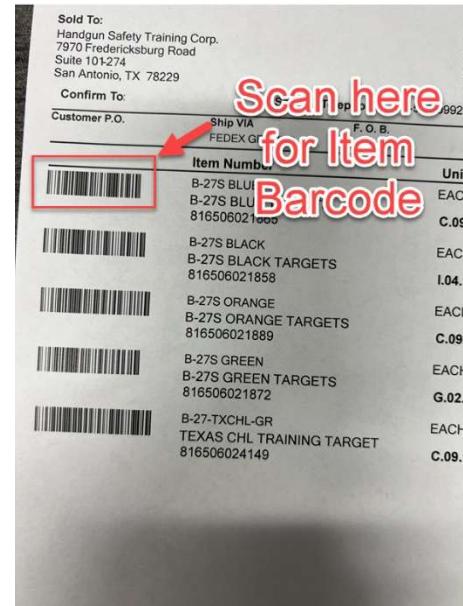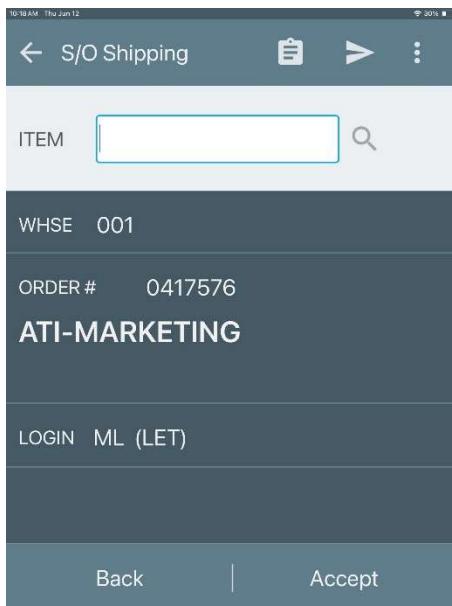
6. Select what bin you are going to pick that item from.
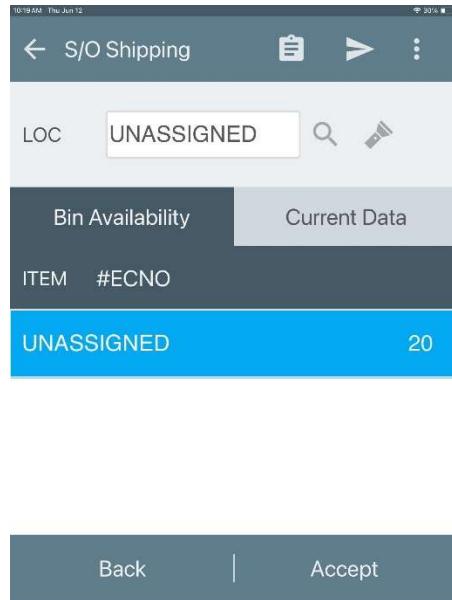
7. Enter the Qty that you are going to pick from the location and click accept.
    a. If you need to pick from multiple locations for one line item, you will need to repeat steps 5-7 for each location that you pick from.
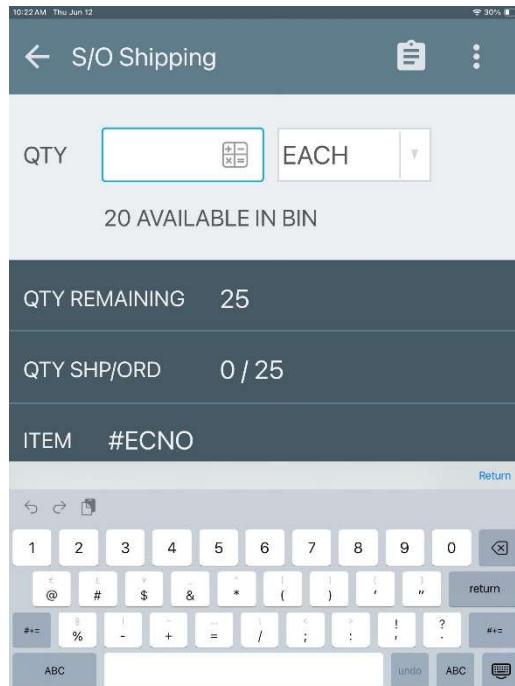
8. Repeat steps 5-7 until you have completed picking all the lines on the entire sales order.

9. Click on the send data button in the upper right corner of the screen.
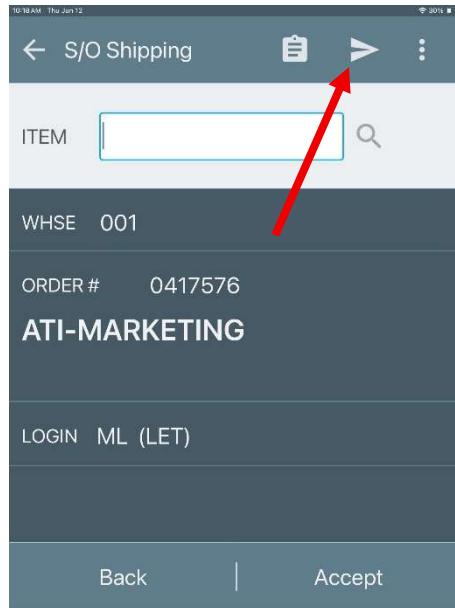
10. Add any photos necessary to the Sales Order's Data.

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.