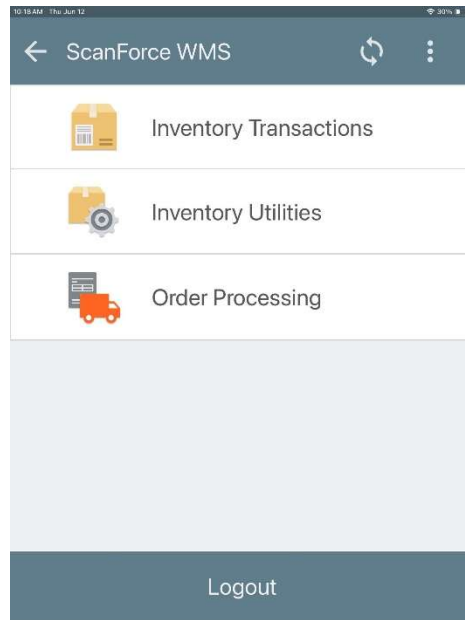
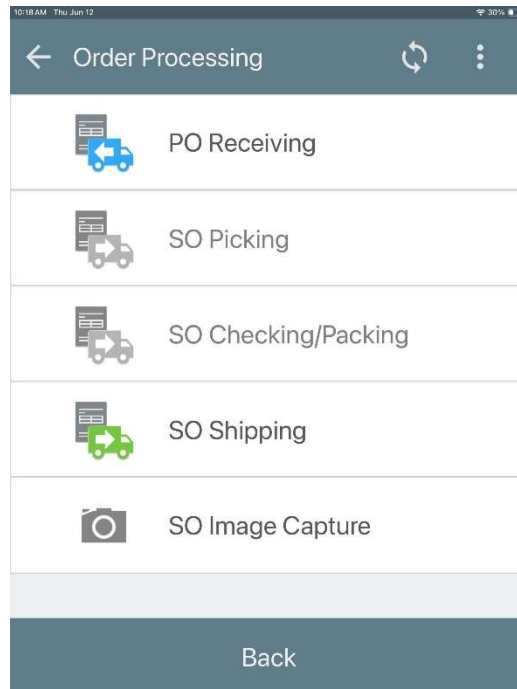


## **Picking Items for a Sales Order**

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  
Wamegan, MN 55449-4740  
(763) 746-4380 / Fax (651) 445-4380  
(800) 775-6182

Pick Order Parcel 1

**Order Number:** W037252  
**Customer Number:** W010062  
**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., M.  
7970 Fredericksburg Road  
Suite 101-274  
San Antonio, TX 78229

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

Customer P.O. Ship Via FEDEX GROUND F.O.B. Terms CREDIT CARD

Item Number	Unit	Ordered	Shipped	Backordered
B-27S BLUE	EACH	140		
B-27S BLUE TARGETS 816506021865	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 CREDIT CARD

**Scan here for Item Barcode**

Item Number	Unit
B-27S BLUE	EACH
B-27S BLUE TARGETS 816506021865	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

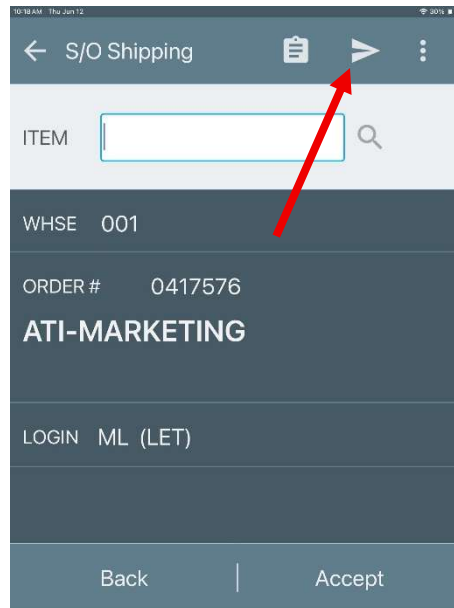
6. Select what bin you are going to pick that item from.

The screenshot shows the 'S/O Shipping' app interface. At the top, there is a header bar with a back arrow, the text 'S/O Shipping', and icons for a clipboard, a right arrow, and a menu. Below the header, there is a 'LOC' field with a search icon and a 'UNASSIGNED' button. Underneath, there are two tabs: 'Bin Availability' (selected) and 'Current Data'. Below the tabs, there is a table with two columns: 'ITEM' and '#ECNO'. The first row of the table has 'UNASSIGNED' in the 'ITEM' column and '20' in the '#ECNO' column. At the bottom of the screen, there are two buttons: 'Back' and 'Accept'.

7. Enter the Qty that you are going to pick from the location and click accept.
- 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.

The screenshot shows the 'S/O Shipping' app interface. At the top, there is a header bar with a back arrow, the text 'S/O Shipping', and icons for a clipboard and a menu. Below the header, there is a 'QTY' field with a numeric keypad icon and a dropdown menu showing 'EACH'. Below the 'QTY' field, there is a text label '20 AVAILABLE IN BIN'. Underneath, there are two rows of text: 'QTY REMAINING 25' and 'QTY SHP/ORD 0 / 25'. Below these, there is a table with two columns: 'ITEM' and '#ECNO'. The first row of the table has 'ITEM' in the first column and '#ECNO' in the second column. At the bottom of the screen, there is a keyboard with a 'Return' button.

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.

