

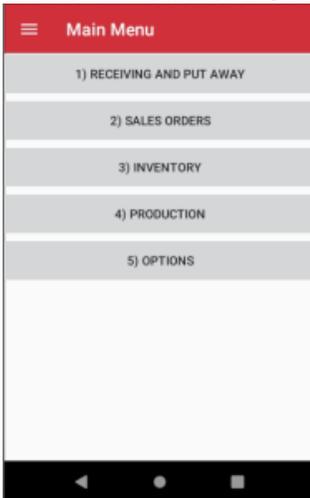
# Order Picking With dMobile Android

## Summary

Picking can be completed in dMobile using the following steps.

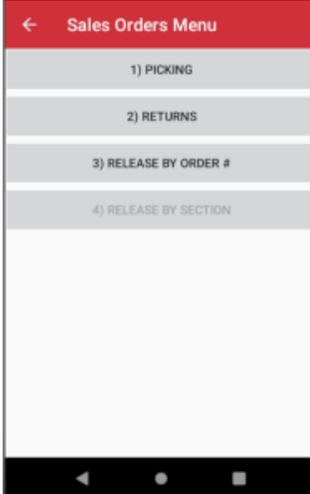
## Steps

1. From the dMobile Main Menu select 2. Sales Orders:



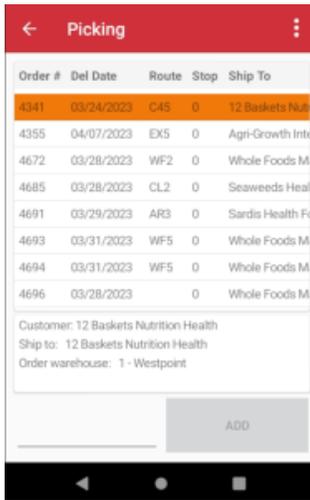
a.

2. From the Sales Order Menu select 1. Picking:



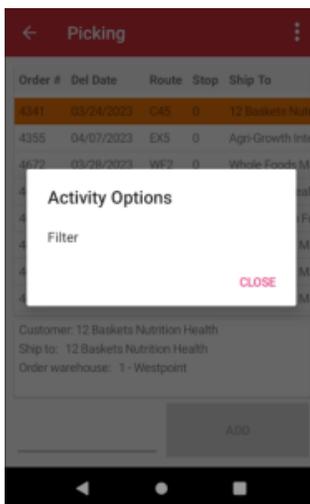
a.

- b. At this point the handheld will go and query distrib-u-tec for all of the orders that have a status of picking.
3. This is the list of orders in distrib-u-tec that have a status of Picking. By default the orders are sorted in Ascending order. See the step 4 for changing the sort order and filtering the list.



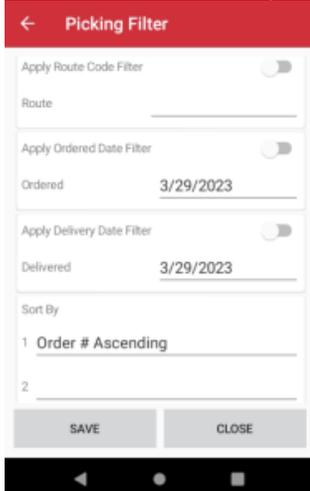
a.

4. To change the sort order of the orders or to filter the orders click the 3 dots button at the top right, and then select Filter:



a.

- b. Apply Route Code Filter allows you to filter by a particular route, only orders for that route will displayed in the list of orders. This only applies if you use routes.
- c. Apply Ordered Date Filter allows you to filter by a particular order date and will only display orders for that ordered date.
- d. Apply Delivery Date Filter allows you to filter by a particular Delivery date and will only display orders for that deliver date.
- e. Select the Sort By tab to change the sort order of the orders:
- f. There are various different ways to sort the orders and you can apply more than one sort.

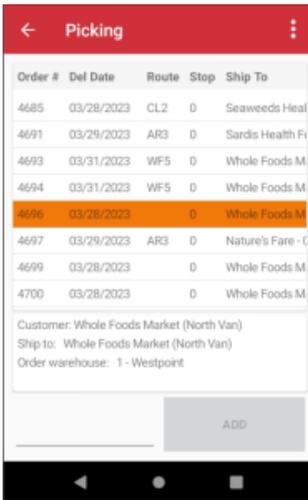


g.

h. Click the Save button to save the changes to the filters and sorts, or press Cancel to leave things the way they were.

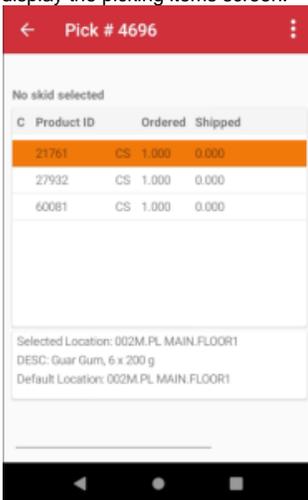
5. Select the order you want to pick by either:

- a. Scanning the barcode printed on the Picking Ticket (if printed pick tickets are in use),
- b. Or by selecting it from the list by tapping once to highlight the order and then hit Enter, or tap twice to directly access the order.



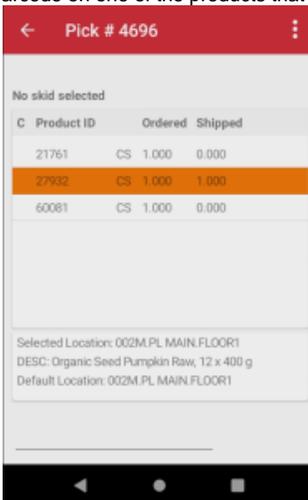
c.

6. That will display the picking items screen:



a.

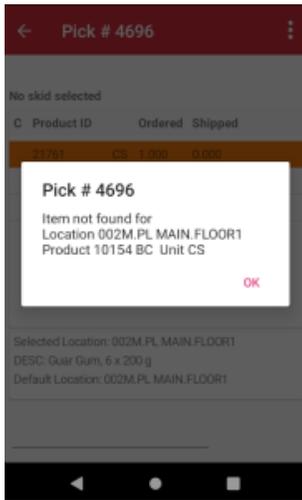
7. Scan a barcode on one of the products that you wish to pick. That will increment the shipped quantity on the handheld and in distrib-u-tec:



a.

b. Each time a barcode for that product is scanned the shipped quantity will increment by **one**.

8. If you scan a barcode for a product that is not on the order you will get a warning message:



a.

9. To view the details or scans press enter on an item, which will display the Picking Details:

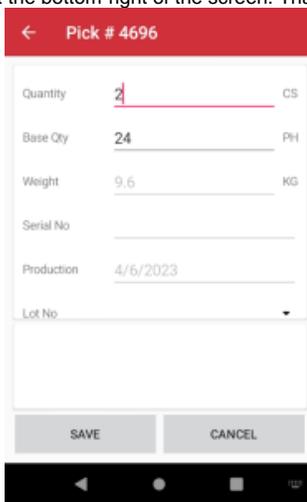


a.



b. You can delete a scan by pressing the delete key . The scan will also be deleted from distrib-u-tec at the same time.

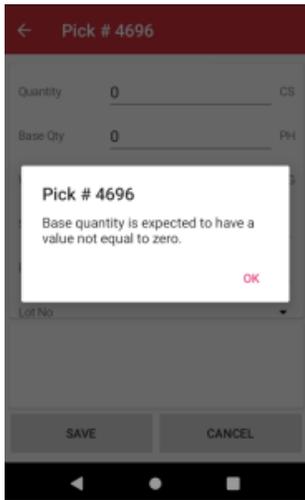
10. Details can be manually added if a barcode will not scan or receiving multiple quantities with the same tracking details. Press the Add Detail button at the bottom-right of the screen. That will display a new screen where you can enter the information for that line item:



a.

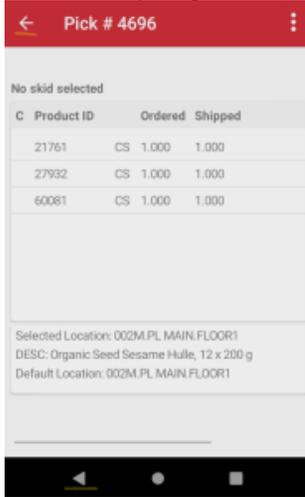
b. Tap Save to save that record, which will also add it to distrib-u-tec.

11. If you manually add a scan and do not fill in all the required information, such as Quantity, Weight, Lot Number, etc. you will get an error message:



- a.
- b. Click OK and then enter the missing information and press Save.

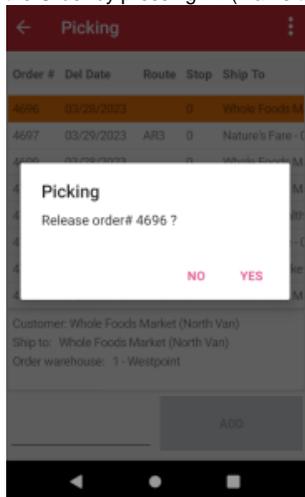
12. Once you have finished picking the order, click on one of the back arrows to go back to the list of orders screen:



- a.

13. At this point you could:

- a. Release the Order by pressing F4 (marks the order as Picked if the function is enabled on the WMS Setup)



- i.
- b. Select another order to pick
- c. Or simply exit dMobile