(Scanner) How to assign and Pick Sales Orders using 1place scan

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Overview

This article is an overview of the Sales Order picking process, using a scanner, where the Stock Picker selects 1 or more Orders to pick.

Before You Begin

This article assumes you have already created a **Sales Order**.

Steps

1. In 1place click **Warehouse** > **Shipping & Receiving** > **To Print & Pick**.
2. In the **Select Stock Picker** drop down list, select who will be picking the items.
3. If your warehouse picks by **Zone**, select 1 or more zones (to filter the list of items to zone(s) and then click the **Apply** button).
4. If your warehouse picks by **Route** (**Shipped Via**) you can select 1 or more Routes and then click the **Apply** button.
5. Click the green **Print & Pick Selected**. Then **Preview**.

> **Tip**: You can print Sales Orders, Stock Picking Tickets, Delivery / Bar-Code Labels, etc.

6. With the documents to print in Preview click the **Printer** icon and print the Documents.
7. When finished, click **Save & Update Status**.
   (NOTE: This will update the Order **Status** to **Picking** and assign the Order(s) to the Picker you selected).
8. Now the Picker can **Login** to the Scanner (at scan.1place.cloud) and start the Picking process.
9. Navigate to Shipping > Picking > Assign Orders.

> **Tip:** You can see all the items **To Print & Pick**, or **Picking** now (without a scanner) by clicking: **Warehouse** > **Shipping & Receiving** > **To Print & Pick**, (or > **Picking**).

10. Then decide how to find/filter the Orders to be picked. You can select between:
    a. Customer Pickup (All Orders where the Shipped Via = Customer Pickup)
    b. All Orders
    c. Single Order

d. Delivery Route (All Orders grouped by Route / Shipped Via)
e. By Warehouse Zone (All Orders grouped by Warehouse Aisle or Zone(s))

11. Click the Order(s) to pick, then click **Next**. (Then **Proceed**).

> NOTE: Now all selected Orders are assigned to that Picker. You can see the Orders in 1place at Shipping & Receiving> Picking.

12. Next click **Pick to Cart**.
13. Scan a **Bin Location** (which is usually a barcode with the Bin # on the Bin shelving near the Bin location).
14. Scan the **Item #** (as you put the item in your cart).
15. **Repeat the steps 13 and 14** for each unique Bin and Item # combination.
16. Click **Done** when finished picking all items (or **Resume Later** if you need to pause or need to unload your full cart).

> Now move your cart to your delivery staging area.

17. When your cart is in your Delivery Staging Area, click **Cart to Staging**.
18. Scan the proper **Bin Location.** (The scanner will tell you which Bin to put the item in).
19. Scan the **Item #**.
20. **Repeat steps 18 and 19** for each Item # combination.
21. Click **Done** when finished, or **Resume Later** when you need to take a break.