InventoryControl v7 Pick Order Overview

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Pick Order Overview

This function applies to Pro and Enterprise Version users only.

Note: For information on the benefits of upgrading your version of InventoryControl or WaspNest Inventory, please select **Help > Benefits of Upgrading** on the Main window.

Pick Orders are orders that you create when inventory is requested by a customer and needs to be taken (picked) from your warehouse, store, storage facility, etc. and shipped to the customer. InventoryControl allows you to create a pick order that can then be automatically emailed to the warehouse and/or printed for reference.

The basic flow of pick orders is as follows:

1. Your business receives a request for inventory (through an invoice, a sales slip, etc.).

2. A pick order for the requested merchandise is entered on the **Create New Pick Order** screen. You can enter any item in any quantity on this screen. Actual on-hand amounts are not checked at this point. You can choose to email the order and/or print the order. These two actions occur when you click the Save button.

A newly created **Pick Order** has a status of **New**. The status remains **New** until pick quantities are entered on the **Picking Order** screen. If the order becomes overdue before it begins to be picked, the status changes to **New - Overdue**.

For detailed information creating pick orders, please see the How to Create a Pick Order in InventoryControl topic (linked below).

3. The **Pick Order** now appears on your **Pick Order List** (**Lists > Pick Orders**). From the **Pick Order List** you can **Edit** or **Delete** (as long as the order is not in process) the order as needed.

4. When the order is actually being picked, that is, the inventory is being readied for shipping to the customer, the picked quantities for each item on the order are entered in the **Picking Order** screen (**Receive/Pick** menu **> Pick**). This can be done on the PC or on the mobile devices. At this time, the quantities are checked and you cannot pick more than you actually have in inventory.

For detailed information on picking orders on the PC, please refer to How to Pick an Order from InventoryControl (linked below).

Pick orders that have some items picked have a status of **In Process**. If the order becomes overdue, it will have a status of **In Process - Overdue**.

After the order is fully picked it has a status of **Completed**. You can have InventoryControl automatically email the packing slip to the customer.

Related Articles:

InventoryControl: How to Create a Pick Order
https://support.waspbarcode.com/kb/articles/793

How to Pick an Order from InventoryControl
https://support.waspbarcode.com/kb/articles/794

How to create a Drop Ship Order in InventoryControl v7
https://support.waspbarcode.com/kb/articles/795