# Warehouse Management - Picking with a Mobile Device Transcript

Picking Orders is a breeze when you use the BisTrack Picking app on your mobile device!

Once you've logged in, select the branch you want to work in, and press OK.

Use the menu button to access Preferences. Two picking-specific options appear in the list. Your administrator may have set the Back-Order option to Yes in System Settings. When you pick an order with this option enabled, BisTrack displays a prompt telling you that it creates a Back Order for any out-of-stock products that were part of the order.

With the Require Product Verification option enabled, BisTrack requires you to verify the items picked by scanning the UPCs. A Prompt to scan the product displays when picking it.

To begin picking an order, select Pick Order from the main screen.

Now enter the Order number. If there's a barcode, you can scan it to display the number, or you can enter the order number manually and press Go to display the information. If you don't have the order number, you can use the Advanced Search button to search for it by date.

Set the dates and select Search to display the orders.

Select an order to display its information and you can select Start Picking to begin the process.

On the Picking Quantity screen, scan or enter the product and quantity for the first item. If you need to use a substitute item, select the Substitute button and make your selection accordingly. Otherwise, press Next, and continue to enter any other items on the pick list.

If an item has a tally, this field appears. Press the Tally button to enter the details. When you finish picking items for the order, select Done.

Now suppose you missed something. You can get back to the pick list by selecting Edit Order. Choose the order Picking List and select the Edit button. Then proceed as before.

When you're ready to send the Pick to BisTrack, choose Send Orders. Then select Send on the Send Order screen, and OK in the confirmation popup to mark the order as Picked.

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