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## Pick Ticket Printing

Megan De Freitas - 2024-11-22 - [Sales](#)

### Overview

The Pick Ticket Printing module allows for batch printing of pick tickets for sales documents based on the documents' current queue. Pick tickets will print using the custom Bulk Pick Ticket Report.

### Usage

Follow the steps below in Sales > Pick Ticket Printing

1. From the Queue dropdown, select the queue you wish to print tickets from.

Customer Search [X] Customer: [AARONFIT0001] Aaron Fitz Electrical [X] Security Editor [X] Settings [X] Pick Ticket Printing [X] Sales Monitor [X]

Close Refresh

Filters

Queue: **ENDING** Warehouse:

☐ Forward Document to Next Queue After Printing

Pick Tickets

ENDING

MultiBin

EVAL+ NEW ORDER

Warehouse Code	Item Number	Item Description	Shipping Method
WAREHOUSE	100XG	Produttori del Barba...	LOCAL DELIVERY

2. Enter a specific Warehouse where items are being pulled (optional).
3. Under Quantity Limits, set the number of line items or total items a document may have (optional).
4. After the criteria are set, click **Refresh** to load the list of items to process. The list will load in the Pick Ticket Information grid.

**Note:** Using the Auto Filter Row (click the orange triangle and select Auto Filter Row from the dropdown) will filter the data further, and only displayed items will be processed:

5. To have documents follow your workflow path to the next queue after printing, check the **Forward Document to Next Queue After Printing** box.

Customer Search [X] Customer: [AARONFIT0001] Aaron Fitz Electrical [X]

Close Refresh

Filters

Queue: **ENDING**

☒ Forward Document to Next Queue After Printing

Pick Ticket Information

6. Click the **Process** button to print pick tickets. All items that are not grayed out on the list will be processed.

Close Refresh

Filters

Queue: **ENDING** Warehouse:

☒ Forward Document to Next Queue After Printing

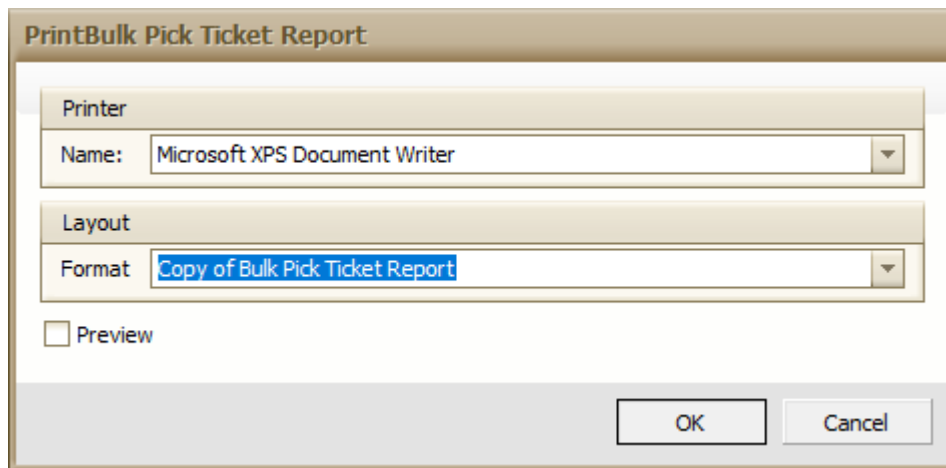
Quantity Limits

Documents: -1 Line Items: 0

Pick Ticket Information

MultiBin	Sales Doc Num	Customer	Warehouse Code	Item Number	Item Description	Shipping Method	Requested Ship Date	Quantity	Alloc.	Selected
AUTOCREATE	ORDST2261	Aaron Fitz Electrical	WAREHOUSE	100XG	Produttori del Barba...	LOCAL DELIVERY	7/13/2018	1		<input checked="" type="checkbox"/>
E1054	ORDST2282.1	Aaron Fitz Electrical	WAREHOUSE	128 SDRAM	128 meg SDRAM	LOCAL DELIVERY	9/7/2018	1		<input checked="" type="checkbox"/>

7. Select a Printer and Layout from the screen that appears

The image shows a dialog box titled "PrintBulk Pick Ticket Report". It has a light beige background and a thin border. Inside, there are two main sections: "Printer" and "Layout". The "Printer" section has a label "Name:" followed by a dropdown menu showing "Microsoft XPS Document Writer". The "Layout" section has a label "Format" followed by a dropdown menu showing "Copy of Bulk Pick Ticket Report". Below these sections is a checkbox labeled "Preview". At the bottom right, there are two buttons: "OK" and "Cancel".

**PrintBulk Pick Ticket Report**

**Printer**

Name: Microsoft XPS Document Writer

**Layout**

Format: Copy of Bulk Pick Ticket Report

☐ Preview

OK Cancel

8. If you would like to preview before printing, check the **Preview** box
9. Click **OK**. A preview will appear if selected, otherwise pick tickets will print to the selected Printer

**Note:** If you select **Forward Document to Next Queue After Printing**, and select **Preview**, the documents will still be processed and forwarded, even if only previewed but not printed.

**Note:** Pick tickets will not display the following:

- Dropshipped lines
- Lines with 0 quantity allocated
- Non inventoried lines
- Kit items

#### **Security**

*Pick Ticket Printing* - Allows users to open the Pick Ticket Printing Module.

*Pick Ticket* - Allows users to access and use the Pick Ticket Printed Report.

*Bulk Pick Ticket Report* - Allows users to access and use the Bulk Pick Ticket Printed Report.

*Pick Ticket Processing Configuration* - Allows users to configure a Pick Ticket Processing queue in the Funnel