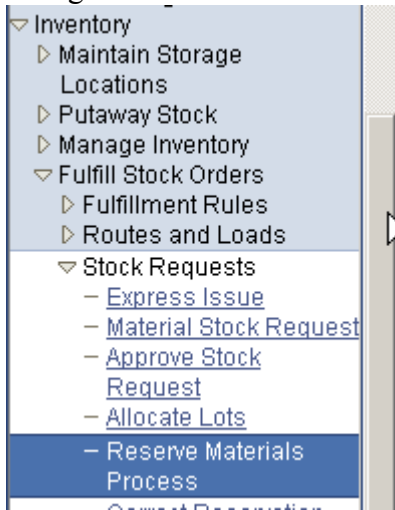


RESERVE – PICK Process

Navigation:



1st time you run this process you must create the process
Click on Add a New Value
In the Run Control ID Type RESERVE_PICK
Click Add

Reserve Materials

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Complete the Reserve Materials page as below (Substitute your Business Unit for the example provided)

Process Frequency = Always Process

Request ID = RES_PICK

Description = RESEVE_PICK

Business Unit = _____

To Business Unit = _____

Use Lead Days = Ignore Lead Days

Demand Source = IN

Source Unit = _____

Auto Pick = Override to "Yes"

Auto Ship = Override to "No"

Click Save

Reserve Materials

Run Control ID: RESERVE_PICK

[Report Manager](#)

[Process Monitor](#)

Run

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency <input type="radio"/> Process Once <input checked="" type="radio"/> Always Process <input type="radio"/> Don't Run	*Request ID: RES_PICK	Description: RESERVE_PICK
Business Unit: UHCME	To Business Unit: UHCME	<input type="checkbox"/> All Business Units
Reserve by Date: []	Date From: [] Through: []	
*Use Lead Days: Ignore Lead Days	Lead Days: []	
Demand Source: IN	Source Unit: UHCME	
Order Number: [] To: []	Order Line: []	
Schedule Line: []	Load ID: []	
Route Group: []	Route Code: []	
Customer ID: []	Location: []	
Ship To Customer: []	Address Number: []	
Carrier ID: []	Ship Method: []	
*Auto Pick: Override to "Yes"	*Auto Ship: Override to "No"	

[Processing Options](#) [View Process Defaults](#)

Save Notify Refresh Add Update/Display

Next Step is very precise – on the navigation pane click the **ARROW** next to Picking

▸ Picking

Then Click Picking Plan Report

– Picking Plan Report

On Picking Plan Order Line Sort select Sort Order of Order No, Ascending and Select Break

Additional Options

Picking Plan Order Line Sort			
Sort Order	Ascending	Descending	Break
Order No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Location Summary Option				
	Sort Order	Ascending	Descending	Break
<input checked="" type="radio"/> Picking Plan Only		<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Location Summary Only		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Picking Plan and Loc Summary		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Additional			
<input type="checkbox"/> Print Substitutes			
Max Pull/Substitute Locations:	<input type="text" value="6"/>	*Commit Batch:	<input type="text" value="1000"/>

OK Cancel

Click Ok

Click Save

Click the **ARROW** for Stock Requests

▸ Stock Requests

Click Reserve Materials Process

- Reserve Materials
Process

This will open the saved Reserve-Pick Process you created earlier

If running for a specific Order Number or Range of Orders – enter the order numbers. If running a single MSR put that number in both fields

Order Number: To:

If running for entire unit leave Order Number fields blank

Click Run

Select the Server Name – PSNT
Select the process LSU/INVENTORY AUTO PICK

Process Scheduler Request

User ID: AJOHNS4 Run Control ID: RESERVE_PICK

Server Name: Run Date: [B]
Recurrence: Run Time:
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	LSU/INVENTORY AUTO PICK	AUTOPICK	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	PS/Inventory Auto Shipping	AUTOSHIP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Reserve Materials	IN_FUL_RSV	Application Engine	Web	TXT	Distribution

Click the LSU/INVENTORY AUTO PICK link
On INS6000 - Change the Type to Printer
Click Refresh
Output Destination blank should appear
Enter the server and printer name for you dept/unit – an example of what this might look like would be \\MCLNOPRTSRVMCL-PR-00133

Click OK

Job Detail

Main Job Name: AUTOPICK Job Name: AUTOPICK LSU/INVENTORY AUTO PICK

Left | Right

AUTOPICK
 IN_FUL_RSV
 INS6000

Process Name	Description	Process Type	*Type	*Format	Distribution	Output Destination
IN_FUL_RSV	Reserve Materials	Application Engine	Web	TXT	Distribution	
INS6000	IN Picking Plan	SGR Report	Printer	PS		<input type="text" value="psenvrprinter"/>

Click OK again

MSR should process and automatically print the Picking Plan to the named printer