



Picking Transaction Guide

Document Version 1.0.0

Proudly Developed by



PDX 2.0	Document Version: Error! Unknown document property name. (Rev 1)
Picking Transaction Guide	Date: 20/06/2012

Revision History

Date	Document Version	Description	Author
20 June 2012	1.0.0	Initial Document	Graeme Allwood

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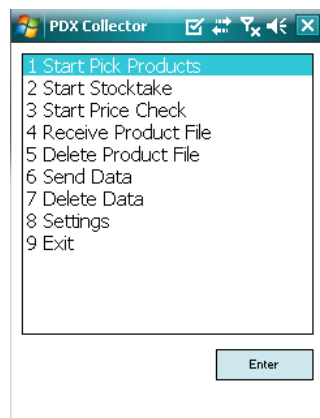
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Picking Transaction

Enter Transaction

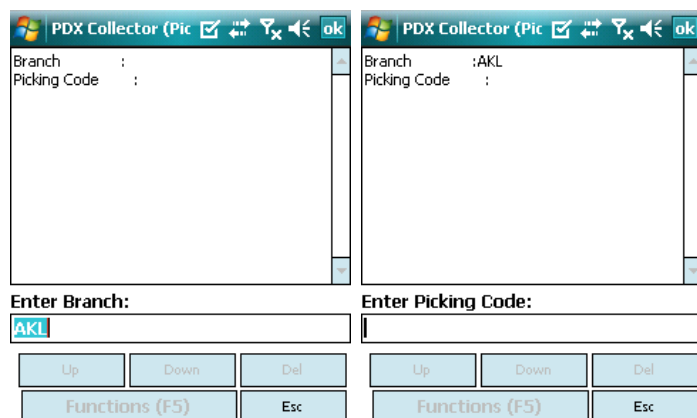
Select 'Start Pick Products' from the main menu



Capture Steps

The Picking transaction displays the record numbering status and has one capture steps, 'Branch'. These capture step is displayed when working within this transaction, the value is required to be entered when first entering the transaction.

The capture step 'Branch' has a default value of 'AKL'. Click enter to use this value as the branch in which you are currently working.

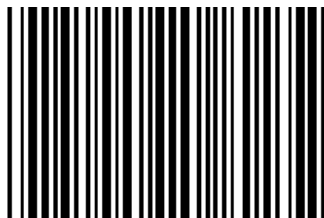


Note: Capture steps are configurable to suit your business process.

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Scan the Picking Code

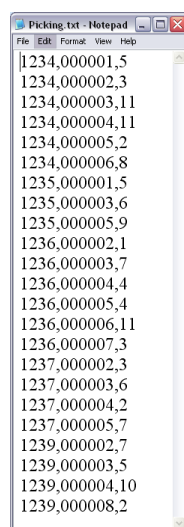
You are now required to scan the picking code. Either enter in the code 1234 and click enter or scan the barcode below.



1 2 3 4

This is the unique identifier for the group of products you are going to pick.

This is similar to a 'capture step' however the picking code has its own file containing a list of products associated with each picking code and the expected quantity required to be picked. The image below depicts a typical picking file, used by the PDX picking transaction type.



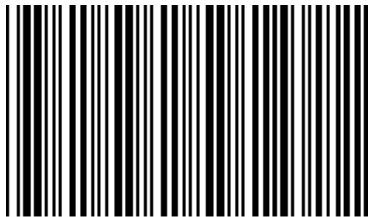
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Note: The Columns are... Picking Code, Product Barcode and Expected Quantity

At the point you scan the picking code, PDX will validate the picking code you have scanned against the picking file (mentioned above). Product codes associated with that picking code will be used to validate product barcodes and quantities you enter when performing your picking transaction.

Scan First Product Code

You are now prompted for a 'Code/Qty:' either enter in the code 000001 and click enter or scan the barcode below.



0 0 0 0 0 1

Confirm Scanned Items Quantity

After entering the code you are prompted to enter a quantity. The default quantity for this transaction has been set to 1, so you can either click enter to use the default quantity, or enter a quantity that you wish. You are confirming the quantity of the item that has been entered

Note: in the above image 000001 product code has already been entered.

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Edit Scanned Items Quantity

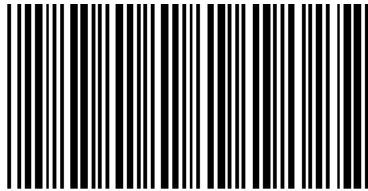
Once you have confirmed the quantity of the item that you scanned you can edit the quantity of the just scanned item or enter another code. Enter '1' and click enter, this will add one to the count of the currently displayed item. If you want to decrease the count of an items quantity precede the number by which you want to decrease the count with a '-' symbol.

The image shows two side-by-side screenshots of the PDX Collector software interface. Both windows have a title bar that says 'PDX Collector (Pic)'. The left window shows the following text: 'Branch :AKL', 'Picking Code :1234', 'Pick Products: 1234', 'RED BICYCLE', and '1 of 000001'. The right window shows: 'Branch :AKL', 'Picking Code :1234', 'Pick Products: 1234', 'RED BICYCLE', and '2 of 000001'. Below the text in both windows is a 'Code/Qty:' label and a numeric keypad. The keypad has a '+' sign in the top left, followed by numbers 1-0, a '-' sign, and an '=' sign. Below the numbers are rows of letters: 'Tab q w e r t y u i o p []', 'CAP a s d f g h j k l ; ' ', 'Shift z x c v b n m , . / ←', and 'Ctl | á ü ' \ →'. To the right of the keypad are three buttons: 'Up', 'Down', and 'Del'. Below these buttons are two more buttons: 'Functions (F5)' and 'Esc'.

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Scan Additional Items

Enter either the code 000002 and click enter, or scan the barcode below



0 0 0 0 0 2

The scanned item is displayed on the screen with no quantity associated with it. You can perform one of the following actions:

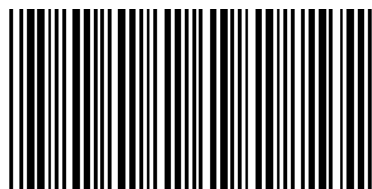
- Confirm the default quantity by pressing enter
- Enter a quantity to associate with the item and then press enter
- Scan another barcode (either the same or different) and the quantity will automatically increment by 1

The screenshot shows a window titled 'PDX Collector (Pic)'. Inside, there is a list of items with the following details: Branch: AKL, Picking Code: 1234, Pick Products: 1234, SEAT, and 1 of 000002. Below the list is a 'Code/Qty:' input field with a '+1' button next to it. At the bottom, there are buttons for 'Up', 'Down', 'Del', 'Functions (F5)', and 'Esc'.

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Item not found in Picking List

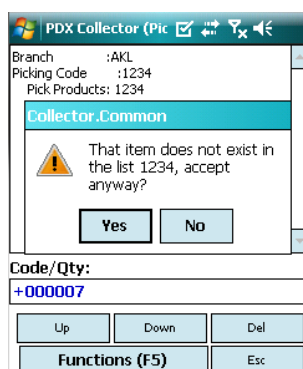
Enter either the code 000007 and click enter, or scan the barcode below



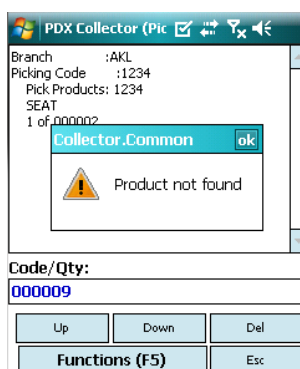
0 0 0 0 0 7

When scanning an item associated with a picking list, if the item does not exist in the picking file, then one of three actions takes place:

- PDX disallows the item to be scanned and returns to the Code/Qty screen
- PDX warns the user that the item does not exist, and the user can accept the item or reject the item
- PDX will simply accept the item scanned regardless whether the item exists in the product file or not



PDX warning

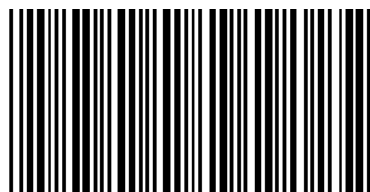


PDX Disallow

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Expected Quantity Reached

Enter either the code 000002 and click enter four times, or scan the barcode below four times

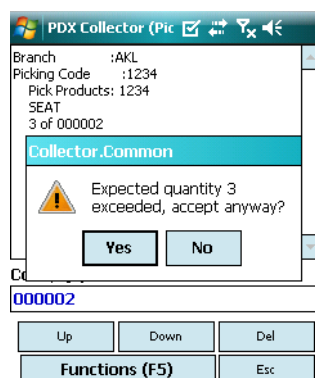


0 0 0 0 0 2

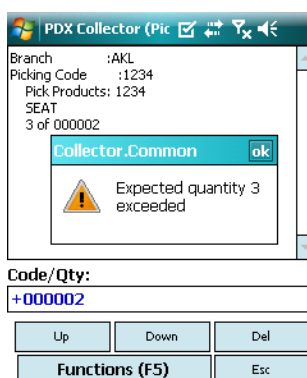
The picking functionality has the ability to validate the quantity picked against the expected quantity in the picking file. This allows your business to ensure users don't over pick products.

On the fourth scan PDX will determine that the expected quantity has been exceeded. One of three actions takes place:

- PDX disallows the user to scan the item and returns to the Code/Qty screen
- PDX warns the user that the expected quantity has been exceeded and the user can accept the item or reject the item
- PDX will simply accept the item scanned regardless whether the expected quantity has been exceeded or not



PDX Warning

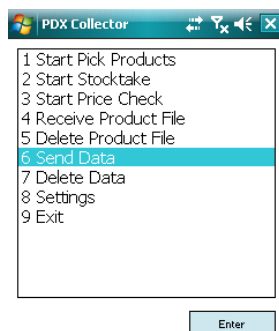


PDX Disallow

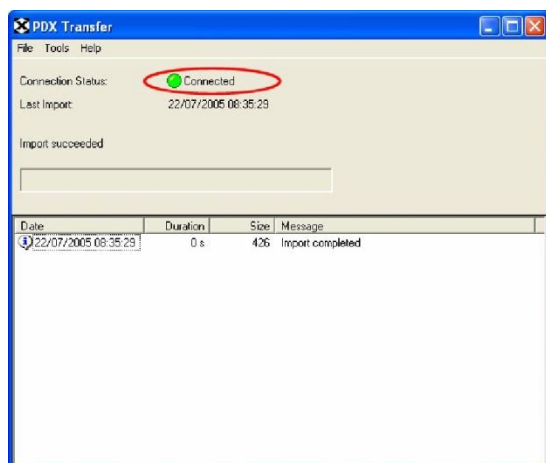
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Send Data from Device to Desktop PC

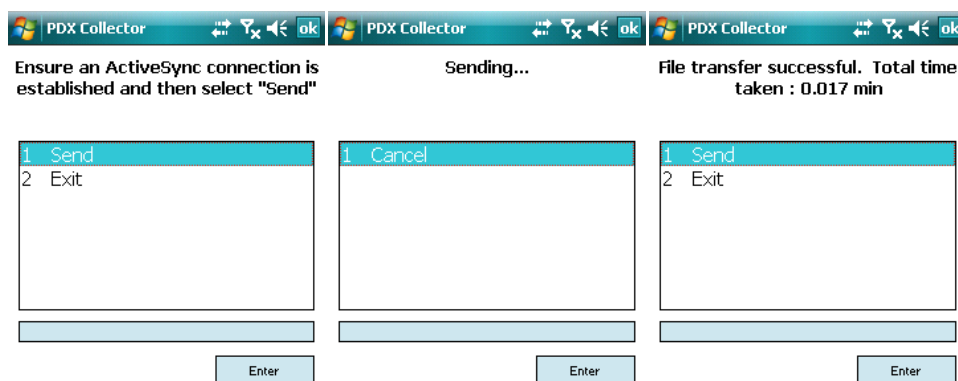
Reconnect our device and select 'Send Data' from the main menu



Ensure that your mobile device has an ActiveSync® connection to your PC and PDX Transfer is running. PDX Transfer will indicate whether you device is connected by showing the connection status as Connected

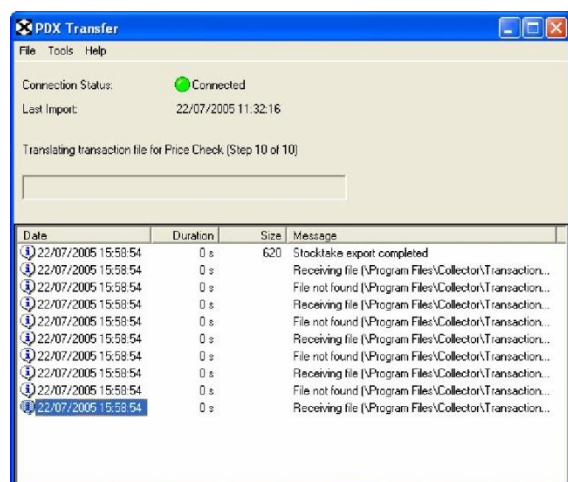


Select 'Send' from the menu below



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PDX Transfer will display feedback to indicate that export of data from device to desktop computer has been successful



The file created from the export of data from your device will be located in the following directory C:\Program Files\Transfer\Data, the file will be called Stocktake.txt. If you have correctly followed all the above steps you files contents should look like the contents of the file displayed below.

