

# Standard Operating Procedure

## Provisions – Picking Items with Scan Gun

### Picking Items with the Scan Gun

1. Scan the pick ticket bar code or manually enter the order #.
2. Scan the bar code on the product.
3. Press Enter or Okay
4. Continue scanning items associated with the same customer order.
  - a. If you scan too many boxes and realize it before the pick is complete, hit Clear or Reset to go back one step.
  - b. If you pick the wrong item, hit Void and then YES NO and VOID LINE will pop up. Choose Void Line to delete the line from the picking list.
  - c. You can choose ALL LINES on the gun screen to see the full order for the customer.
5. Driver Check Sheets will be used as Packing Slips and they will be edited to sort by stop #.