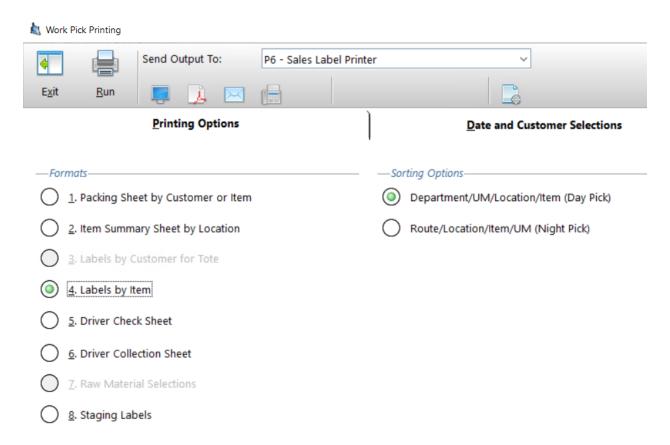# Standard Operating Procedure
Running Pick Lists

Dole & Bailey, Inc.
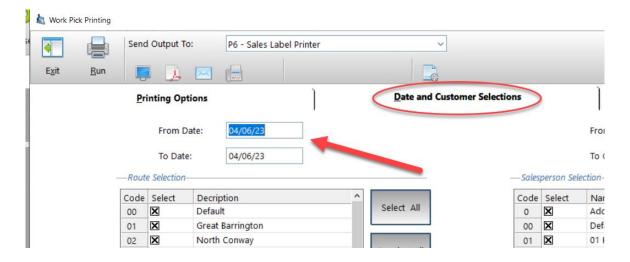Implementation Date: 04/04/2023

PURPOSE: Printing Label Pick Lists

1. Select Shipping Forms menu

2. Click on Work Pick Printing
3. Select Labels By Item
4 Select Department UM/Location Item Day Pick

5. Select Date and customer selection
6. change date to tomorrow's date.

7. Select Items selection
8. change printer to PB – Select codes
9. Select the lists appropriate to your department.
10. This example is for Poultry
    E – E# - EA – EM – ES & S
11. After all selected hit <u>RUN</u>