

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

Work Pick Printing

Exit Run

Send Output To: P6 - Sales Label Printer

Printing Options

Date and Customer Selections

Formats

☐ 1. Packing Sheet by Customer or Item

☐ 2. Item Summary Sheet by Location

☐ 3. Labels by Customer for Tote

☒ 4. Labels by Item

☐ 5. Driver Check Sheet

☐ 6. Driver Collection Sheet

☐ 7. Raw Material Selections

☐ 8. Staging Labels

Sorting Options

☒ Department/UM/Location/Item (Day Pick)

☐ Route/Location/Item/UM (Night Pick)

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

Work Pick Printing

Send Output To: P6 - Sales Label Printer

Exit Run

Printing Options

From Date: 04/06/23

To Date: 04/06/23

Date and Customer Selections

Route Selection

Code	Select	Description
00	<input checked="" type="checkbox"/>	Default
01	<input checked="" type="checkbox"/>	Great Barrington
02	<input checked="" type="checkbox"/>	North Conway

Select All

Salesperson Selection

Code	Select	Name
0	<input checked="" type="checkbox"/>	Ad...
00	<input checked="" type="checkbox"/>	Def...
01	<input checked="" type="checkbox"/>	01...

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 RUN

Work Pick Printing

Send Output To: PB - Produce Bench Label Printer

Exit Run

Printing Options

Date and Customer Selections

Item Selections

Item Range

Item FROM:

Acronym TO:

Product

Additional Item Filters

Night Pick Item:

Department Selection

Code	Select	Description
01	<input type="checkbox"/>	DEFAULT
A	<input type="checkbox"/>	CHEST
B	<input type="checkbox"/>	PORTION CONTROL
C	<input type="checkbox"/>	HAMBURG
D	<input type="checkbox"/>	PORK
D#	<input type="checkbox"/>	SPECIALTY BENCH
E	<input checked="" type="checkbox"/>	CHICKEN
E#	<input checked="" type="checkbox"/>	CHICKEN PURCH
EA	<input checked="" type="checkbox"/>	CHICKEN ADAMS
EF	<input checked="" type="checkbox"/>	CHICKEN FREEBIRD
EM	<input checked="" type="checkbox"/>	CHICKEN MISTY
ES	<input checked="" type="checkbox"/>	CHICKEN SAM

Select All

Deselect All