Picking Methods

Method	Best For
Smart Pick	Multiple orders, best walking path
By Invoice	Priority order, customer waiting
To Route	All orders for a delivery route

Smart Pick (Most Efficient)

1. Select **Smart Pick** from PickIt menu
2. Review pick list and time estimate
3. Tap **Start Picking**
4. Follow on-screen path to each bin
5. Scan **bin barcode** to confirm location
6. Scan each **part** as you pick it
7. Confirm quantity, place in cart
8. Go to next bin. Repeat until done.

> **Tip:** Smart Pick groups nearby bins. You may pick for multiple orders at one spot.

> **Print History:** Tap the clock icon in the top bar. View recent print jobs on any screen.

Pick by Invoice

1. Select **Pick by Invoice**
2. Scan invoice barcode or search
3. Review the parts list
4. Navigate to each bin
5. Scan bin and part as you pick
6. Done when all parts are picked

Packing Orders (PackIt)

1. Select **PackIt** from menu
2. Scan invoice or pick from list
3. Scan or create a container
4. Scan each part into the container
5. System checks part is on the order
6. Close container when full or done
7. Print shipping label and packing slip

> **Wrong part?** Red alert = do NOT pack. Set aside and check.

Dispatch (Route Management)

1. Go to **PickIt > Dispatch** on scanner
2. Two tabs: **Scans** (truck bin scanning) and **Invoices**
3. Scan parts into truck bins on the Scans tab
4. View and manage invoices on the Invoices tab
5. Swipe left on a part to remove from truck bin
6. Swipe left on an invoice header to remove it

Route Type	Use
Scheduled	Regular daily or weekly runs
On-Demand	One-time drop-offs
Will-Call	Customer picks up at counter
Shipping	Via carrier (UPS, FedEx, etc.)

Delivery (ShipIt)

1. Select **ShipIt** from scanner menu
2. Select your assigned route
3. Scan containers as you load the truck
4. Tap **Start Route**
5. At each stop: scan and deliver
6. Get proof (signature or photo)
7. Tap **Complete Stop**, go to next
8. After final stop: **End Route**

> **Tip:** Download the manifest before you leave. Works offline.

Status Colors

Color	Meaning
Yellow	Pending / Waiting
Green	Ready / Complete
Blue	In Progress
Red	Error / Alert
Gray	Closed / Inactive

Quick Troubleshooting

Problem	Try This
No orders to pick	Check filters. Make sure orders exist.
Part not in bin	Check nearby bins. Tap Not Found.
Wrong part alert	Do NOT pack. Set aside and check.

Can't close container	All parts must be scanned first
Label won't print	Check printer power and paper
GPS not tracking	Check location settings on device

PickIt Monitor (Web)

Go to **PickIt > Monitor** on the web. Shows live status.

Section	Shows
Orders Awaiting Pick	Orders ready to be picked
Picking in Progress	Who is picking, % done
Awaiting Packing	Picked orders in queue
Packing in Progress	Orders being packed now
Ready for Dispatch	Packed, awaiting route
Routes in Progress	Active runs, driver location

Filters: Filter by customer, route, priority, status, or date.

Monitor Redesign

- **Hide Idle Toggle** - Hides idle orders. Focus on active work.
- **Action Modals** - Take action right from the monitor.
- **Tablet Dashboard** - Layout built for warehouse tablets.

PickIt Reports

Report	Shows
Last Picked	Recent pick activity
Parts Not Found	Parts missing during picks
Partial Fill	Orders with shortages
Invoices	Invoice fill status
Sales by Customer	Order counts by customer
Picking History	Past pick data
Customer Usage	Order trends by customer
Finished Deliveries	Done delivery details
Routes	Route stats
Zones	Zone activity
Users/Pickers	Picker output stats
Packed Parts	Packing station activity
Picking Errors	Error counts and trends
Missing Parts Dashboard	All unfound parts in one view
Picking Stats	Overall stats (incl. piece counts)
Lost Sales	Revenue lost to stockouts

Zones

Zones group bins by area. This makes pick tasks faster.

Setting Up Zones

1. Go to **PickIt > Settings > Zones**
2. Click **Add Zone**
3. Name the zone (e.g., "Aisle A", "Back Wall")
4. Assign bin ranges to the zone
5. Save

> **Tip:** Assign pickers to zones. Less crowding, faster picks.

Packing Station (Web)

The web packing station has two views:

View	Shows
Needs Packing	Picked orders waiting to pack
Ready to Ship	Packed and ready to go

Go to **PickIt > Packing Station** on the web.

PickIt Workflow Overview

Stage	Who	Where
1. Pick	Picker	Scanner
2. Pack	Packer	Scanner or Web
3. Dispatch	Manager	Web
4. Deliver	Driver	Scanner

Key Terms

Term	Meaning
Smart Pick	Best path for multi-order picks
Container	Box, bag, or tote for parts
Dispatch	Assign packed orders to routes
Manifest	Printed list of stops and items
Route	Delivery path with stops
Zone	Bin group by warehouse area
Stop	One delivery location on a route
Proof of Delivery	Signature or photo at drop-off

Getting Help

- **Phone:** 810-695-9332
- **Email:** support@scanitparts.com
- See the full PickIt Guide for more details