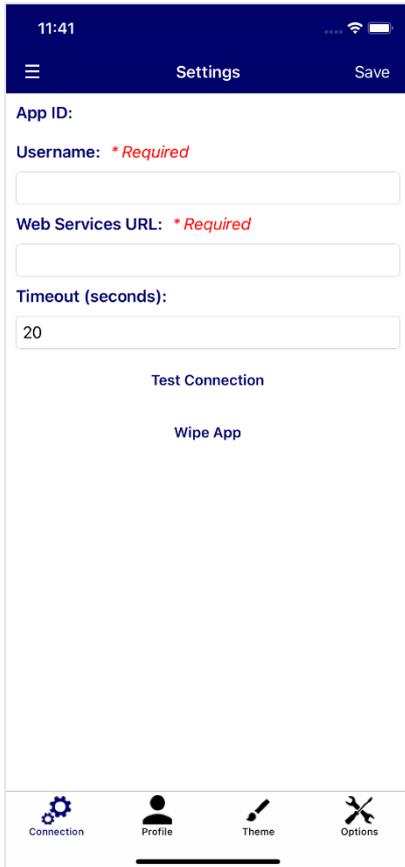


Mobile Picking Documentation

Connection



On first set-up, you will be asked for the following details:

App ID – This will be generated automatically

Username – User ID for the device

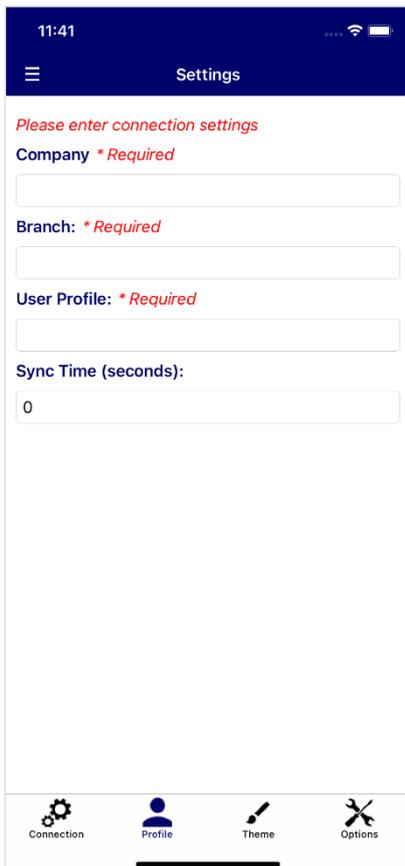
Web Services URL – The webservice URL required to connect to MACE

Timeout (seconds) – The delay that will occur before an error is displayed while trying to connect to MACE

Test Connection – Open the Connection Test page. Test the device’s connection to web services.

Click **Save** to continue through the settings.

Wipe App – Clear device data and restore to default settings



The Profile page is used to define MACE related settings.

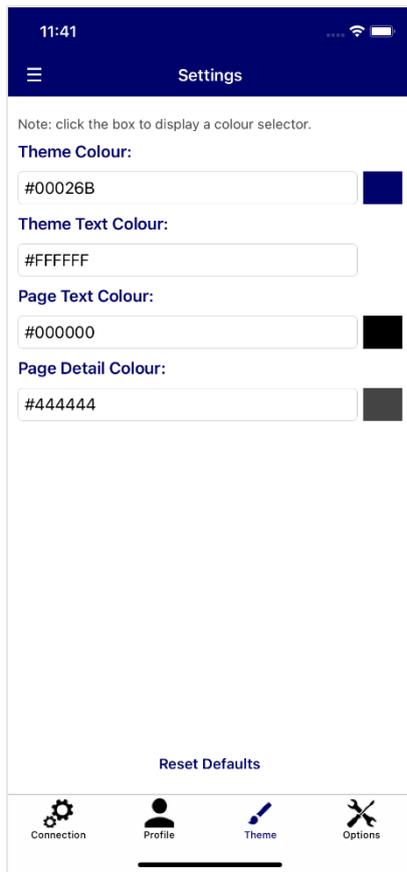
Company – The company to connect to in MACE

Branch – The picking branch

User Profile – MACE user profile for the device. The user profile flag ‘Picking Type’ must be set to be selected.

Sync Time (seconds) – The length of time in which the app will poll the system for new picking notes, instead of needing to hit refresh

Theme



The Theme page can be used to set application colours.

Theme Colour – Main colour for the application

Theme Text Colour – Used for text headings and titles

Page Text Colour – Application Background colour

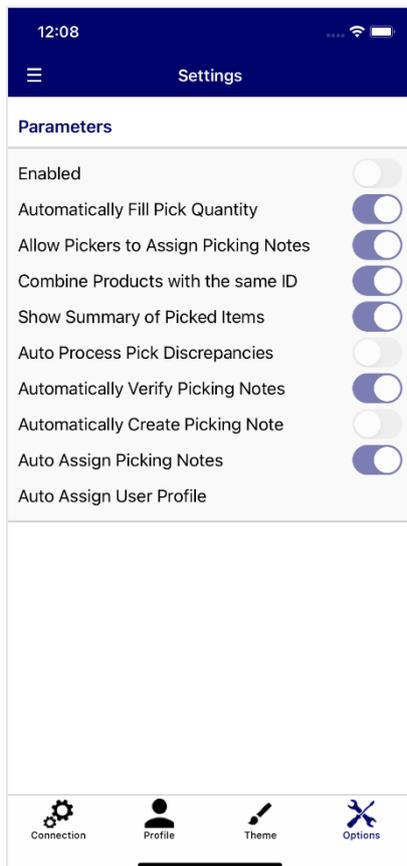
Page Detail Colour – Used for page text

Reset Defaults – Set colours to the default application colour scheme

There are multiple colour options, with the ability to enter colour names such as 'red', or type in a colour's hexadecimal code. Colours on this screen will be saved automatically.

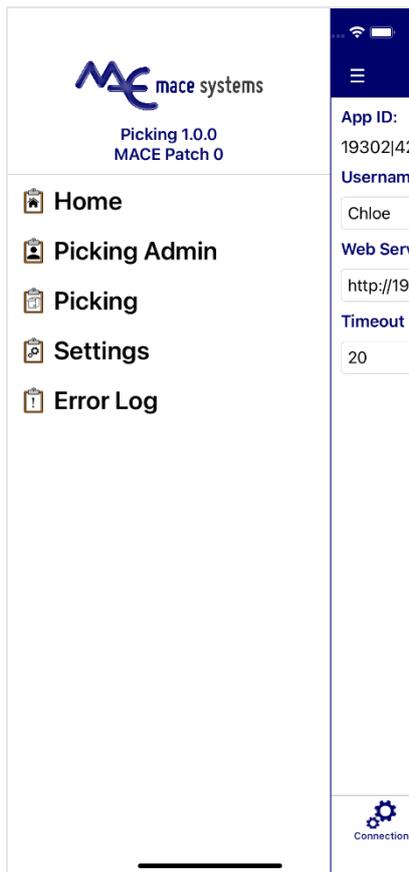
Alternatively, clicking the box next to the textbox will open a detailed colour selection screen. Click **Save** on this screen to save your colour selection.

Options



The Options page displays the current settings of the Mobile Picking Parameters. These parameters cannot be changed within the application and can only be amended through the parameter graphical screen, as shown on page 9. This form can be found under Sales Processing | Settings | Mobile Picking Parameters.

Navigation



To navigate, either slide the screen to the right, or press the three dashed lines.

The navigation panel will display the current app version as well as the current MACE patch level. If your patch level is not high enough for the application, an error message will be displayed.

To select a page, tap on the required menu option.

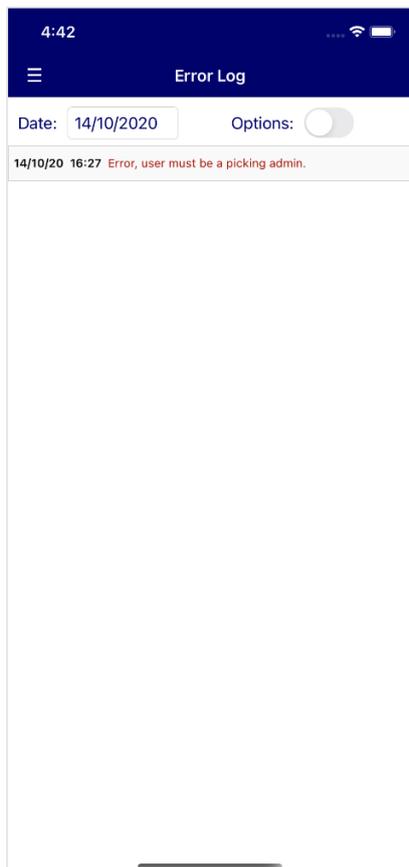
For Admins to assign or verify picking notes, select **Picking Admin**.

To view and select your active picking notes, tap **Picking**.

To change settings, select the **Settings** option.

To view past error messages, tap **Error Log**.

Error Log



Date – List error messages on a set date

Options – Display options bar

Tidy – Clear error messages older than 60 days old

All – View all messages regardless of set date

Email – Email error log to MACE Support

Creating a Mobile Picking Note

To create mobile picking notes, the picking parameter 'Enabled' must be checked. Once it has been enabled, a prompt will be displayed at the end of a sales order to generate a mobile picking note. Enter 'Y' to generate the picking note. If the parameter 'Automatically Create Picking Notes' is enabled, the prompt will be skipped, automatically generating the picking note.

Counter Order Entry in BRISTOL (772)

View Attachments Attach File Print Screen

Platypus Products Counter Order Entry Br:1 Pt772 PCS270C 06/11/20
 No 2500:1 Date 06/11/20 Customer 0001 JOHN SMITH
 Salesman 00 HOUSE Order 1611

Code	Quantity	Despatch	Follow	Unit	Price	Dis	VC	Value
1 0039:1	3	3	0	2.5L	26.25	0.00	1	78.75
2 00035:1	2	2	0	UNITS	84.00	0.00	1	168.00

>

Type	Physical	Allocated	On Order	Free	Committed	Total
						246.75

Mobile Picking (Y/N)

When a mobile picking note has been created, a message will be displayed on the picking note's progress and the screen will be paused. Hitting 'E' will exit the order, hitting 'A' cancels the picking note and returns to order amendment.

**Awaiting pick - Press 'E'xit or 'A'mend
 Awaiting assignment**

Picking Admin



Admins can assign and verify picking notes using the Picking Admin page.

On the **Assign** tab, a list of unassigned picking notes will be shown. Clicking the picking note will display the picking details.

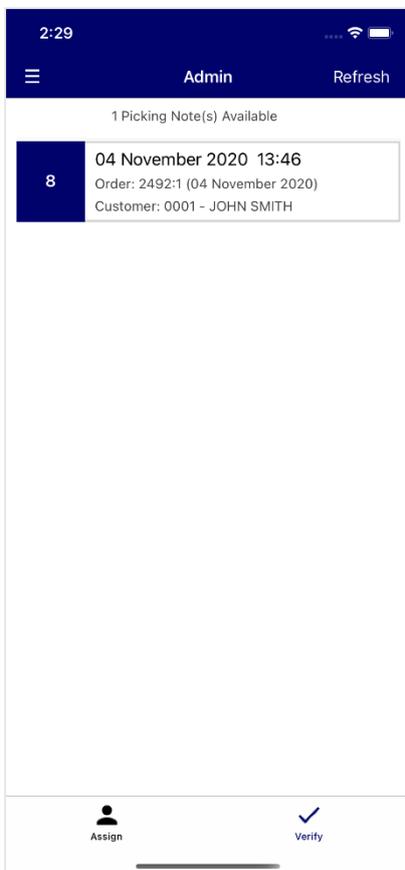
To assign the picking note to a picker, first select a user from the user drop down.

When a picker is selected, slide the picking note to the left, and hit the '**Assign**' button.

The picker's currently assigned picking notes can be viewed by pressing the lists button to the right of the user selection.

If the mobile Picking Parameter 'Automatically Assign Picking Notes' is enabled, the picking note will already be assigned to the default user on creation.

To unassign a picker from a picking note, go to the user's assigned picking notes page, and slide the line to the left. Then, click the 'Unassign' button.



The **Verify** tab is used by Admins to approve completed picking notes.

A list of unassigned picking notes will be displayed. Click the picking note to go to the Picking Note Verification page.

While the picking note is being verified, the order screen will display a 'verifying pick' message.

Picking Note Verification

3:08

< Back Verify Picking Note 21 Options

✓ Verify ✗ Reassign

Sort By Product

Order ID
2500:1

Order Date
06 November 2020

Creation Date/Time
06 November 2020
14:46

Customer
0001 - JOHN SMITH

00035:1

00035:1	Pick Quantity: 2 of 2	<input checked="" type="checkbox"/>
DECORATING HANGING HOOKS		

0039:1

0039:1	Pick Quantity: 3 of 3	<input type="checkbox"/>
MATT OVERCOAT PAINT 2.5L		

Admins can verify picking notes from the Picking Note Verification page.

To approve a picking note line, tap the checkbox on the right. All items must be approved to complete verification.

Click **Options** to display the two additional buttons:

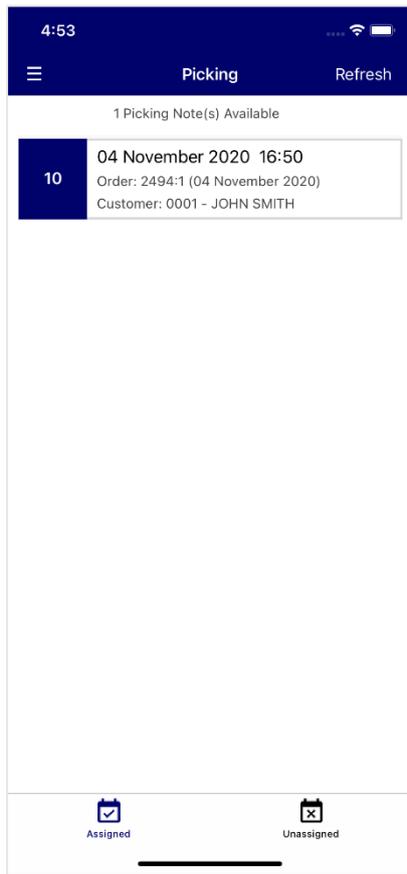
Verify – Complete the verification

Reassign – Reassign the picking note back to the picker

Sort By – Sort the products by Bin, Product, Supplier and Group.

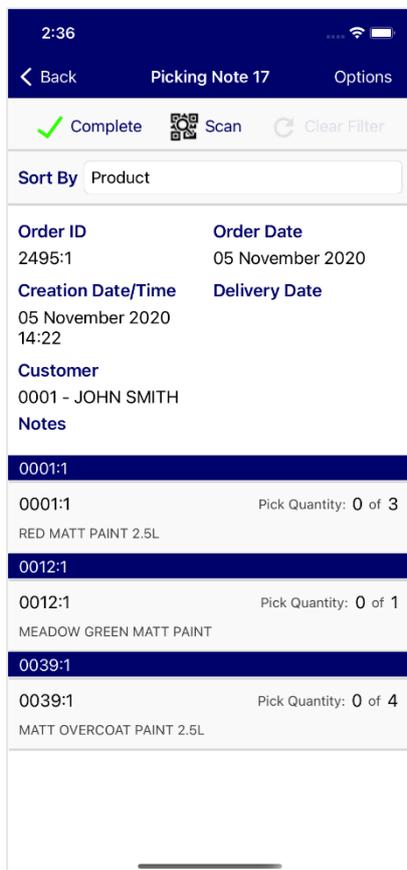
Once the picking note has been verified, if the parameter 'Show Summary of Picked Items' has been enabled, a graphical screen will be displayed in network client showing an overview of the picking note.

Picking



The Picking page shows Pickers their assigned picking notes and all currently unassigned picking notes.

On the **Assigned** tab, a list of the picker’s currently assigned picking notes will be displayed. Tap the picking note line to view the picking details and change the picked quantities.



The Picking Note page shows the details of the picking note and the product quantities required.

Order ID – The sales order ID

Order Date – Date of the sales order

Creation Date/Time – The date and time the picking note was generated

Delivery Date – Sales order delivery date

Notes – If reassigned a picking note, any notes added by the Admin will be displayed

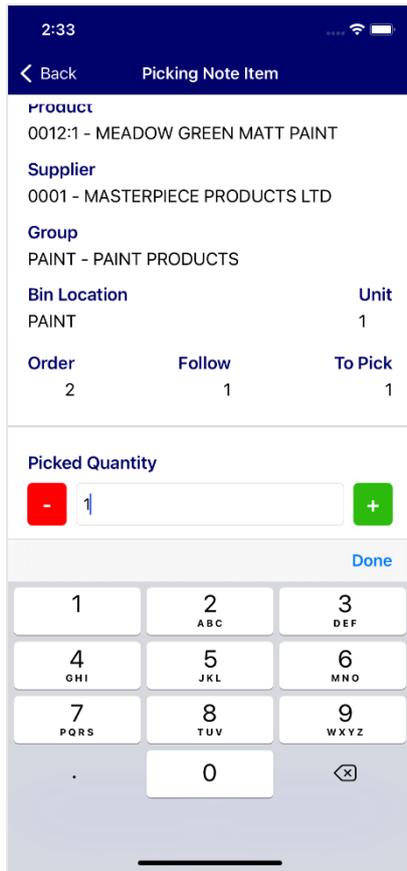
The products to be picked are listed with the required pick quantity, and the current picked quantity. Tap a product line to enter the Picking Note Item page.

To complete the picking note or scan a product, press **Options**:

Complete – Complete the picking note.

Scan – Scan a product bar code to open the Picking Note Item page

Sort By – Sort products by Bin, Product, Supplier, or Group.



The Picking Note Item page is used to change the picked quantity of a stock line.

Product – Product ID and description

Supplier – Supplier ID and description

Group – Product group and description

Bin Location – Product bin location ID

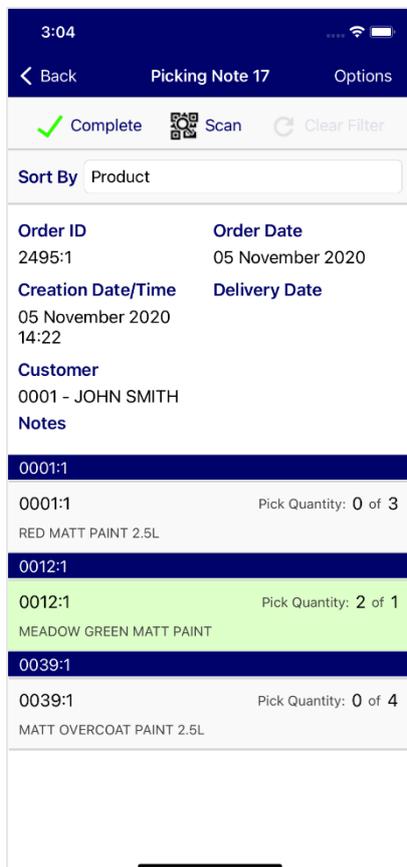
Unit – Sales unit

Order – Sales order quantity

Follow – To follow quantity

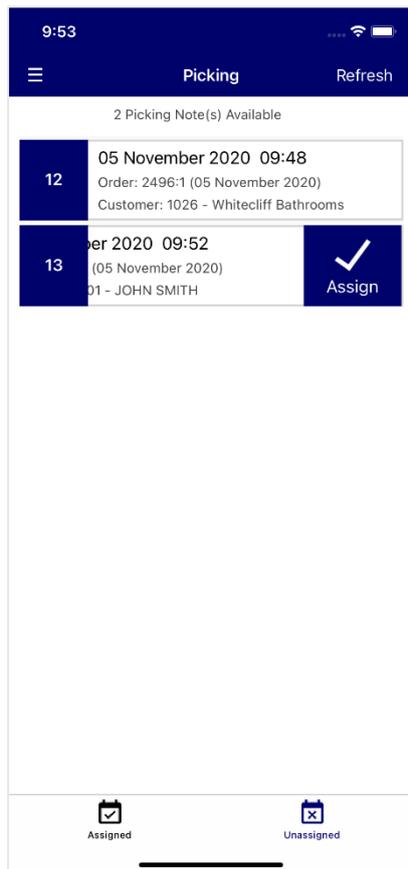
To Pick – Quantity to be picked

The page will automatically prompt for the picked quantity. If the parameter 'Automatically Fill Pick Quantity Field' is enabled, the field will be set at the required quantity.



The picked quantity field allows pickers to increase the amount picked above the initial value, or set a lower picked quantity due to stock discrepancies.

If the parameter 'Auto Process Pick Discrepancies' is enabled, the sales order will automatically recalculate the despatch and follow quantities to consider the picked stock. If it is not enabled, the order values will not be changed automatically, and the user will be prompted at the end of the sales order to adjust the quantities.



The Unassigned tab on the Picking page displays any picking notes which are not allocated to a picker.

If the picking parameter 'Allow Pickers to Assign Picking Notes' is enabled, pickers can assign picking notes to themselves by swiping left and hitting 'Assign'.

Mobile Picking Parameters

The parameters screen can be found under Sales Processing | Settings | Mobile Picking Parameters.

- **Enabled** – Allow use of mobile picking
- **Automatically Fill Pick Quantity Field** – The picked quantity will default to the quantity to pick
- **Allow Pickers to Assign Picking Notes** – Pickers can assign picking notes to themselves
- **Combine Products with the Same ID** – Merge pick quantities for the same product ID into one line
- **Show Summary of Picked Items** - Display an overview onscreen of the picked items
- **Auto Process Pick Discrepancies** – Automatically update orders where the picked quantity is less than or greater than the despatch quantity
- **Automatically Create Picking Note** – Skip the 'Mobile Picking (Y/N)' prompt when entering a sales order
- **Automatically Assign Picking Notes** – If this is enabled, and the 'Default Assigned User Profile' is set, then the picking note will be automatically assigned to that user. If a default user is not set, the picking note will be assigned to the Network Client user.
- **Default Assigned User Profile** – The user which will be assigned picking notes by default. This user profile must have a picking type allocated in User Profile Maintenance
- **Automatically Verify Picking Notes** – Verify picking notes as checked automatically