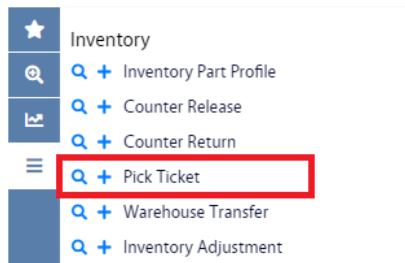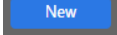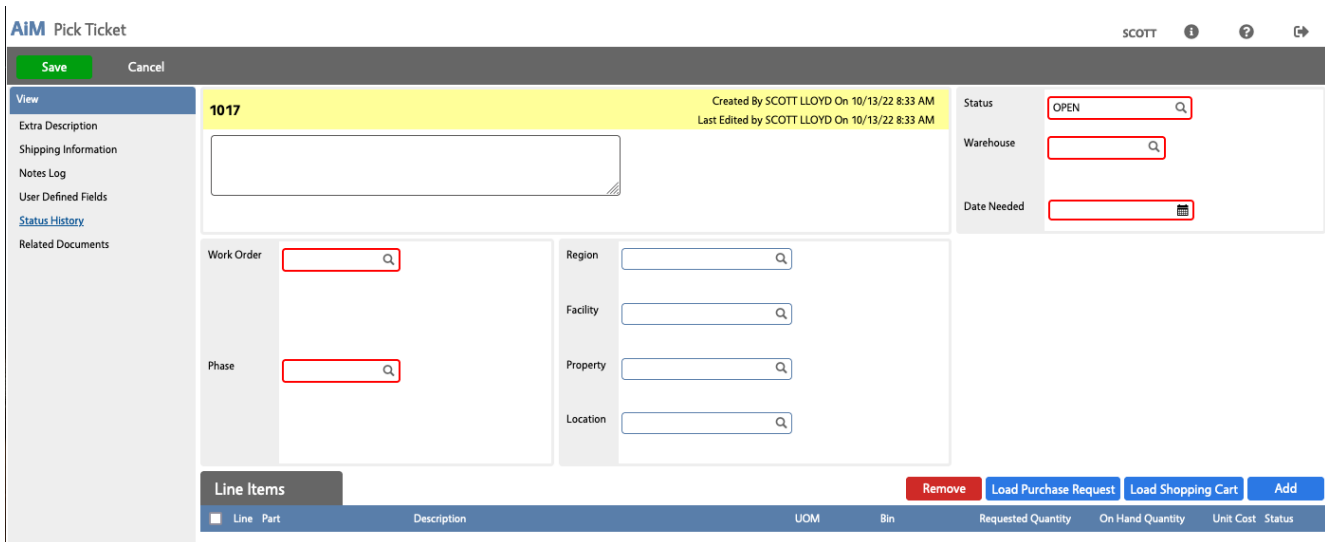# Create a Pick Ticket

A Pick Ticket is created to pull stock parts from the warehouse in preparation for releasing them to a technician.

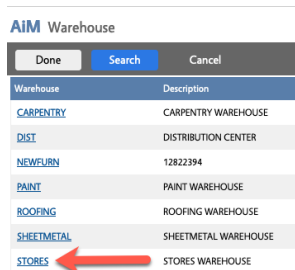1. From the menu, under **Inventory Management – Pick Ticket**

2. Click Pick Ticket hyperlink and then click

   a. Alternatively, you can click ➕ from the menu.

3. This will brIng you to the Pick Ticket screen.

4. The first field you should enter is the **Warehouse**. Click 🔍 and select the warehouse you need.

5. **Add Line Items**: If you are filling the stock requested from

   a. Purchase Request, click

b. Shopping Cart, click [Load Shopping Cart] or

c. Walk-up stock request, click [Add].

Here is a sample Shopping Cart list:

6. Click the checkbox for the Purchase Request/Shopping Carts you want.

Note: You can select multiple Purchase Requests, but they must all be on the same Work Order.

Click [Done] when finished

7. When adding items based on a walk-up, search for the Part in the Pick Ticket Line Item:

8. The Bin number should be add automatically.

9. Enter a Requested Quantity.

10. Click Done to add to the Pick Ticket

11. Optionally, update the **Date Needed**.

12. Change the Status to the appropriate status. ("Finalized" means that the pick list is final and ready to be drawn. "Drawn" means that the item has been picked and is ready to be released.)

AiM Pick Ticket Status

Done	Search	Show All	Cancel

Status	Description
OPEN	OPEN
FINALIZED	FINALIZED
DRAWN	DRAWN
CLOSED	CLOSED
CANCELED	CANCELED

13. Click **Save**

14. When ready to actually draw the parts, click **Edit** and then click the hyperlink for one of the Line Items.

AiM Pick Ticket Line Item

Done	Add	Cancel

1   Last Edited by DALLACE UNGER On 6/7/22 6:04 PM | Status | Open ▾ |

Part	TAW332 🔍	Requested Quantity	2.0000	Transaction	1025
	WRENCH ALLEN 3/32 IN				
Bin	A/01/B/B/ 🔍	Quantity on Hand	3.0000		
Unit Cost	$0.06	Drawn Quantity			
UOM	EA			Line	1
Kit	🔍	Released Quantity	0.0000		

15. Enter the Drawn Quantity.

16. Click **Done**

17. On the Pick Ticket screen change the status to your drawn status. (The one with a Status Flag of Drawn.)

18. Click **Save**

19. The Pick Ticket is now ready for a Counter Release.