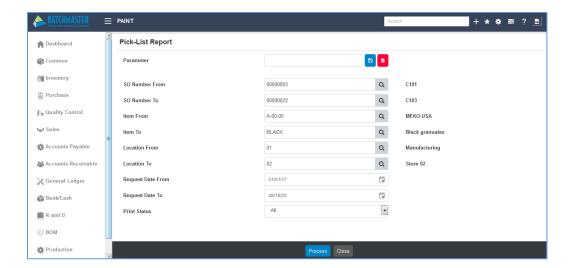# Pick-List Report

The *Pick List Report* screen is used to print a report for items whose pick list was created using the *Pick List* screen. You can set the filtering parameters to generate a particular pick list. After BatchMaster WEB has processed the defined report parameters, the results are displayed as a Crystal Report ready to print and export.

A pick list can be printed for any sales order that is not yet archived.

Go To: Sales → Sales Order Reports → Pick List Report.

Click on the *Pick-List Report* option to open the *Pick-List Report* window. On the *Pick-List Report* window, filtering parameters can be used to define the scope for processing the report.

Generating Pick-List Report

1. Open the *Pick List Report* Window.

2. Specify the range of sales orders for which the *Pick List Report* needs to be generated in the *SO Number From* and *To* fields. Leaving the range fields blank is equivalent to selecting the first and last available options, respectively.

3. Specify the range of items for which the *Pick List Report* needs to be generated in the *Item From* and *To* fields. Leaving the range fields blank is equivalent to selecting the first and last available options, respectively.

4. Specify the range of locations for the selected items in the *Location From* and *To* fields. Leaving the range fields blank is equivalent to selecting the first and last available options, respectively.

5. Specify the date range for which the *Pick List Report* is to be generated in the *Request Date From* and *To* fields. By default, these fields are defaulted to the current server date.

6. Select the appropriate status in the *Print Status* field. Available options are *All*, *Already Printed*, and *Not Printed.*

7. Click on the *Process* button to generate a report.

An example of a generated *Pick List Report* is provided below.