Create and Update a Pass Time

## Add a New Pass Time

OPORDERMNT Option 9

F6=Add

Enter the Warehouse Number

Enter the Pass number

Enter a Start Time, Pass Time, and End Time

**Note:** The start time and end time are a window. Any order due within that window is part of that pass. For each warehouse the pass windows must add together to 24 hours.

For setting up a Pass 1 (the GM pass) at any warehouse the date offset must be set to 1.

**Note:** Pass 1 processes orders in the evening but those orders are picked the next day, so the system must add 1 day.

Press F10=Update to finish the entry.

## Update a Pass Time

OPORDERMNT Option 9

2=Update on the entry that you want to update

Change the Start Time, Pass Time, End Time, and Date Offset, as needed.

Press F10=Update to accept the changes.