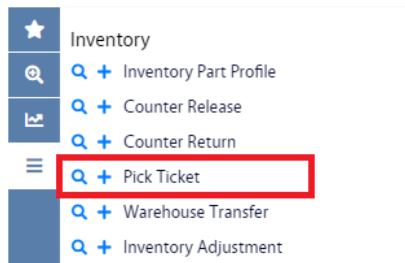
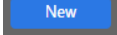



## Create a Pick Ticket

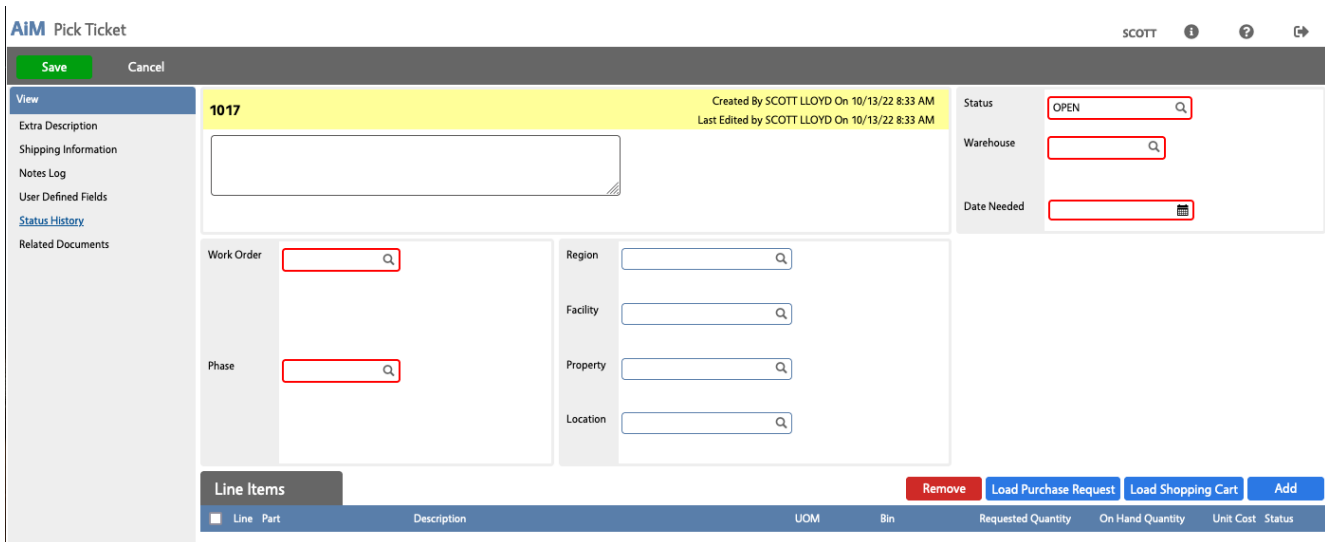
A Pick Ticket is created to pull stock parts from the warehouse in preparation for releasing them to a technician.

- From the menu, under **Inventory Management – Pick Ticket**

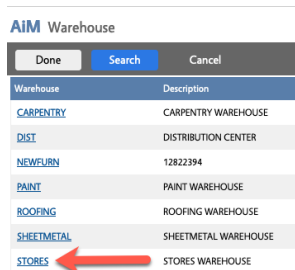



- Click Pick Ticket hyperlink and then click 
  - Alternatively, you can click  from the menu.



- This will bring you to the Pick Ticket screen.



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



- Add Line Items:** If you are filling the stock requested from
  - Purchase Request, click 

- b. Shopping Cart, click  or
- c. Walk-up stock request, click .

Here is a sample Shopping Cart list:

**AiM Load Shopping Cart** DALLAS ⓘ ↻

Transaction	Line	Warehouse	Work Order	Phase	Part	Requested Quantity	Status
<input type="checkbox"/> 1023	1	B-5 MAIN	W0001146	001	ENS-02	1.0000	Open
<input type="checkbox"/> 1025	1	B-5 MAIN	W0001141	002	TAW332	2.0000	Open
<input type="checkbox"/> 1025	2	B-5 MAIN	W0001141	002	TAW516	2.0000	Open
<input type="checkbox"/> 1027	1	B-5 MAIN	W0001141	002	RSB101	1.0000	Open
<input type="checkbox"/> 1027	2	B-5 MAIN	W0001141	002	ELN-04	1.0000	Open

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  when finished

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

**AiM Pick Ticket Line Item** SCOTT ⓘ ↻

1 Last Edited by SCOTT LLOYD On 10/13/22 8:42 AM Status:

Part <input type="text"/>	Requested Quantity <input type="text"/>	Transaction	Line
Bin <input type="text"/>	Quantity on Hand		
Unit Cost \$0.0000	Drawn Quantity <input type="text"/>		
UOM	Released Quantity		
Kit <input type="text"/>			

**AiM Inventory Part Profile**

Operator	<input type="text"/>
Part	<input type="text"/>
Description	contains <input type="text" value="WRENCH"/>
Class	<input type="text"/>
Commodity	<input type="text"/>
Item	<input type="text"/>
Type	<input type="text"/>
UOM	<input type="text"/>
Green	<input type="text"/>

**AiM Inventory Part**

Done Search Cancel

Part #	Description
P2221	WRENCH ADJUSTABLE 6" 3R364
P2222	WRENCH ADJUSTABLE 8" KLD507-8 GRAINGER 3R370
P2223	WRENCH KLEIN 506-10 OR PROTO J710G 3R376
P2229	WRENCH PIPE STR. 10" ALUM. RIDGID 31090 GRAINGER 6A650
P2230	WRENCH PIPE STR. 14" ALUM. RIDGID 31095 GRAINGER 6A651
P2231	6" PIPE STEEL PIPE WRENCH GRAINGER# 3R411
P2239	LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12
TAW332	WRENCH, ALLEN 3/32 IN
TAW516	WRENCH, ALLEN 5/16 IN

- The Bin number should add automatically.
- Enter a Requested Quantity.

**AiM Pick Ticket Line Item** SCOTT

Done Add Cancel

1 Last Edited by SCOTT LLOYD On 10/13/22 9:40 AM Status:

Part	<input type="text" value="TAW332"/>	Requested Quantity	<input type="text" value="1.0000"/>	Transaction	
Bin	<input type="text" value="BB105 TAW332"/>	Quantity on Hand	10.0000	Line	
Unit Cost	\$10.1900	Drawn Quantity	<input type="text"/>		
UOM	EA	Released Quantity			
Kit	<input type="text"/>				

- Click Done to add to the Pick Ticket

**AiM Pick Ticket** SCOTT

Save Cancel

1019 Created By SCOTT LLOYD On 10/13/22 9:37 AM Status:

Last Edited by SCOTT LLOYD On 10/13/22 9:37 AM Warehouse: STORES Date Needed:

NEW LIGHT FIXTURE IN OFFICE

Work Order: W2000093 Region:

NEW LIGHT FIXTURE IN OFFICE Facility:

Phase: 001 Property:

NEW LIGHT FIXTURE IN OFFICE Location:

Line Items


Line	Part	Description	UOM	Bin	Requested Quantity	On Hand Quantity	Unit Cost	Status	
<input type="checkbox"/>	1	TAW332	WRENCH, ALLEN 3/32 IN	EA	BB105 TAW332	1.0000	10.0000	\$10.1900	Open
<input type="checkbox"/>	2	TAW516	WRENCH, ALLEN 5/16 IN	EA	BB105 TAW516	1.0000	3.0000	\$48.3300	Open

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

Status	Description
<a href="#">OPEN</a>	OPEN
<a href="#">FINALIZED</a>	FINALIZED
<a href="#">DRAWN</a>	DRAWN
<a href="#">CLOSED</a>	CLOSED
<a href="#">CANCELED</a>	CANCELED

13. Click 

14. When ready to actually draw the parts, click  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	
Part			Requested Quantity	Status
TAW332			2.0000	Open
WRENCH ALLEN 3/32 IN			Quantity on Hand	Transaction
Bin			3.0000	1025
A/01/B/B/			Drawn Quantity	Line
Unit Cost \$0.06				1
UOM EA			Released Quantity	
Kit			0.0000	

15. Enter the Drawn Quantity.

16. Click 

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

18. Click 

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