

Completing a Scan Gun Retrieval

This documentation explains how to complete a Retrieval task(s) using a mobile scan gun device. Retrieval is the process of picking items from their storage locations and moving the items. The most common example of a retrieval function is an ICBS user with a scan gun “picking an order” (i.e. collecting the items from throughout the cache in order to fulfill an order, and then moving the picked order to the Shipping Zone.)

To Complete a Retrieval Task:

1. Log onto the Scan Gun.
2. Double-click **Retrieval** from the **Main Menu**. The **Criteria** screen appears.
3. Tap in the **Task List #** box.
4. Scan the **Batch Sheet bar code**.
5. Tap **Go**. The **Task List** screen appears showing seven to eight Retrieval/picks tasks at one time.
6. Pick the **Item List** sequentially **Storage Location** (one item after the next) or choose which item to pick by tapping the desired **Storage Location** listed.
7. As you pick the **Listed Item**, it drops from screen view and the next item that is hidden from view shows on the screen.
8. If picking items sequentially, **Double Tap** the first requested item listed, or **Double Tap** on Storage Location to pick.
9. You are prompted to scan the location where the item is stored. You may retrieve an item from an alternate storage location (OF-01), other than the suggested location, by scanning the new location and tap **GO**. You see a reason code box, Enter lowercase sa for Suggest Alternate, and tap **GO** again.
10. Scan location.
11. Enter the six digit (NFES) **Item ID**.
12. After **Item ID** is scanned, the **QTY** field is highlighted in blue. You may over pick or under pick an item by entering actual quantity picked in the **QTY** field.
13. Tap **GO**.
14. Tap **GO** again. When you under pick a quantity, the system leaves the task open for the remaining quantity until the shipment line is updated with the under picked amount and the shipment is confirmed at the console. The open task is then, cancelled.
15. User will be taken back to the **Task List** screen to select next item, complete steps 5-14.
16. Once all items are picked, tap **Deposit**.
17. User is prompted to scan or type deposit location **SHIP-SORT 01**.

18. Tap **Deposit All**.

After depositing the requested items into the Ship-Sort zone, you are done with this retrieval. When there are additional pick/retrieval tasks to perform the screen displays 'No Open Tasks' and you can return to the main menu on the scan gun.