

## PULL PICK TICKETS WORK INSTRUCTIONS (TDC-W002)

This work instruction outlines the process of pulling pick tickets which are requisitions from schools stating item number, amount ordered, bin number, description and where to deliver the merchandise.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

### 1. Pull Pick Tickets:

- Enter Munis, type in name and password (available through Technology)
- Click on Favorites
- Click on Pick Tickets
- Click on Binoculars
- Double click on Status
- Click on New
- Click on Green Arrow

(The following steps are done for each pick ticket.)

- Click on Ship All
- Click on Green Arrow **2** times
- Click on Issue
- Click on File
- Click on OK
- Click on Issue this Ticket **“Yes”**

If there are multiple orders start process over from “Ship All” for each order. If there are not multiple orders or you have completed the orders continue to next step.

- Click on Ticket
- Click on Green Arrow
- Click on OK
- Click on OK
- Click on Red X to exit