



ePick for IQ Retail - Key Functionality Summarised

ePick – This document summarises the key functionality available within the ePick for IQ Retail application (app).

Introduction

The ePick app, designed for use within a IQ standard branch, enables a user to select a pick to be undertaken and to then be guided to each bin in turn to process the pick. The user may confirm the quantity that is being picked either by keying the number or they may scan the product barcode and have the quantity picked automatically incremented.

ePick allows for the picking of various types of product, including:

- **Normal products** – products that do not require any extra detail to be entered or confirmed beyond the quantity picked.
- **Batch tracked products** – the user will be required to capture or confirm batch details for the pick.
- **Serialised products** – the user will be required to capture or confirm serial number details for each individual product.

Supported Operating Systems and operating requirements:

Android

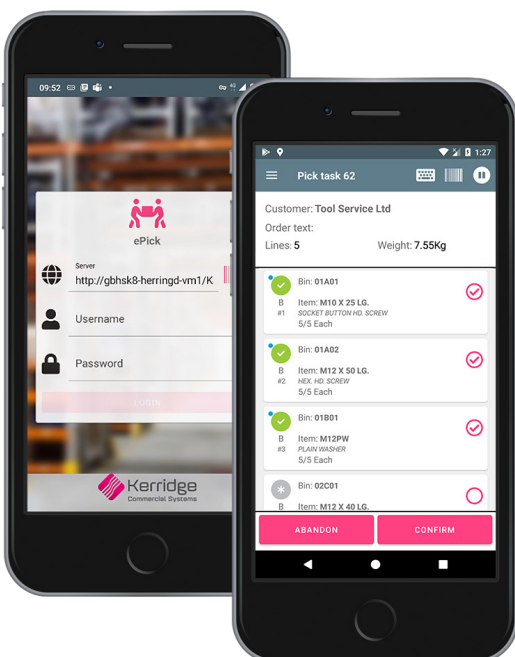
- Android 4.4 (Kit Kat) or higher
- Camera (barcode scanning)

iOS

- iOS 9 or higher
- Camera (barcode scanning)

Key application features include:

- The required pick task may be selected by the user from within the app. The user can display all available picks and select one, they can key in a document number or scan a barcode to select the specific task.
- Once the task has been selected, the lines to be picked are displayed in primary bin sequence where this has been set on the stock record. Otherwise, the lines to be picked will be displayed in product code sequence.
- The user may select a line to process by either selecting the full pick icon to denote that the full required quantity of the product on that line has been picked.
- The user may scan a product barcode. This will automatically increment the quantity picked on the first line that contains that product by a quantity of one unit.
- The user can select an individual line and key in the quantity picked, or use the + and – options to increase/decrease the quantity. They may also scan the product barcode to increment the quantity.



iQ Retail Summary factsheet

- When a line is selected, the user may view an image of the product, if this has been stored within iQ Retail. They may also view other bins that this product may be stored in, as specified on the branch stock record for the product within iQ Retail.
- Once the user has completed all available lines, they can confirm that the pick task has been completed. All of the lines on the specific sales order will be updated to a picked or confirmed status as appropriate within iQ Retail where they have been picked in full.
- If a line is 'short picked' i.e. the quantity picked is less than the quantity required, the user may enter a reason code. Once the task is confirmed, all of this detail is electronically imported into iQ. The affected line in iQ Retail will be split to confirm the quantity picked or confirmed as appropriate, with the second line being inserted and set as to follow. This line may then be submitted for picking at a later stage.
- The application will operate in both online and offline modes. Note that selection of the pick task and confirmation of pick require the application to be online, but the pick may be undertaken and quantities entered into the app whilst it is offline.
- ePick integration available from 2024.5.0.0 release
- Automatic send picking slips to ePick (Picking Slips setting in iQ Retail)
- Link picking slips to a Sales Order Status (Sales Order Status setting in iQ Retail)
- Live updating of picked qty's (reflected in Picking Slips module in iQ Retail)
- Use ePick per warehouse (app setting)
- Allow suspending of pick tasks (app setting in iQ Retail)
- Filter picking tasks in app by "Customer Account", "Customer name", "Delivery method", "Delivery route/ area"; Filters can also be pre-set (app setting "Remember Filters")
- Sort picking tasks in app by date
- Select reasons for short picking in app (reasons setup in iQ Retail)
- Set "Part number", "Reference" and "Bin" Case Sensitivity in app

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About iQ Retail (Pty) Ltd

iQ Retail (Pty) Ltd is a software development company that provides expertise in complete financial and business administration solutions. iQ Retail has been active in the development of business systems specialising in the accounting and retail management environment since 1986. In this highly competitive market, iQ Retail has grown to become one of the premier providers of innovative and strategic business solutions.

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