



Depending on the size and layout of the stocking area(s) they are responsible for, managers may want to customize the way pick plans are printed based on where items are located in the warehouse. For example, the manager of a two story warehouse can ensure that the picks for each floor are grouped and printed separately. With the Core-CT 9.1 upgrade the manager can create and customize run control(s) to meet business needs.

**Navigation:** Main Menu > Inventory > Fulfill Stock Orders > Picking > Order Release Request

Search for an Existing or Add a New Run Control ID.

The screenshot shows the 'Order Release Request' search page. At the top, there is a breadcrumb trail: 'Favorites Main Menu > Inventory > Fulfill Stock Orders > Picking > Order Release Request'. Below this, the title 'Order Release Request' is displayed. A message says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section is expanded, showing a 'Run Control ID' dropdown menu set to 'begins with' and an empty text input field. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

The **Order Release Request** page displays. In the **Locations Separated By** section, click the **Additional Options** link to access options for sorting and printing items on the picking plan.

The screenshot shows the 'Order Release Request' configuration page. At the top, it displays 'Run Control ID: LWC' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Process Request Parameters' section includes fields for 'Request ID', 'Business Unit', 'Description', 'To Business Unit', 'Action' (set to 'Create Allocations'), 'Auto Process' (set to 'Use Auto-Processing Default'), and 'Validate Delivery' (set to 'Do Not Validate'). There is also an 'All Business Units' checkbox and an 'Auto Pick' checkbox. The 'Output Options' section has checkboxes for 'Picking Plan', 'Picking Extract File', 'Item Usage Labels', 'Shipping Order Release', and 'Carton Labels', along with a 'Language' dropdown. The 'Selection Criteria' section has a dropdown set to 'All' and checkboxes for 'Select Unfulfilled', 'Select Releasable', 'Select Released', 'Select Confirmed', 'Backorders Only', 'Export Shipments Only', 'TMS Lines Awaiting Upload', and 'Exclude RTVs'. The 'Date/Time Selection' section has a dropdown set to 'Today/Until' and fields for 'From', 'Thru', 'Lead Days', 'Minutes', and 'Until'. The 'Locations Selected By' section has radio buttons for 'Picking Rules', 'Default Shipping Location', and 'Specific Location', with a 'Rule Overrides' link and a 'Single Location Only' checkbox. At the bottom, there are links for 'Additional Options', 'Processing Options', 'View Process Defaults', and 'File Overrides'. The 'Additional Options' link is highlighted with a red box and a mouse cursor.

On the **Additional Options** page use menu options and checkboxes in the **Order Release Group/Order By** section to control sort and group how items print on the pick report.

**Additional Options**

**Order Release Group/Order By**

Sort Order	Ascending	Descending	New Page	New ID	Allow Split
Order No	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		

Print Kit Header

**Location Summary Option**

	Sort Order	Ascending	Descending	Break
<input checked="" type="radio"/> Picking Plan Only		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Location Summary Only		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Picking Plan and Loc Summary		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Location Detail Sort Option

The default **Sort Order** option in the **Order Release Group/Order By** section shown above produces a report sorted by **Order Number** in ascending order with no page breaks. There are three criteria rows available for specifying the print order for multiple groups and/or storage locations as needed.

**Additional Options**

**Order Release Group/Order By**

Sort Order	Ascending	Descending	New Page	New ID	Allow Split
Order No	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		
Carrier ID	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		

**Location Summary Option**

	Sort Order	Ascending	Descending	Break
		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

**Location Detail Sort Option**

	Sort Order	Ascending	Descending
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>

Web

Acrobat (\*.pdf)

Picking Notes: None

Clicking the dropdown menu displays a list of sort and group options. Radio buttons and checkboxes allow for additional printing options for each row. The example shows the settings to produce a custom report that prints the activity for each Level 1 location on a **New Page**.

**Additional Options**

**Order Release Group/Order By**

Sort Order	Ascending	Descending	New Page	New ID	Allow Split
Level 1	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order No	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Kit Header

**Location Summary Option**

	Sort Order	Ascending	Descending	Break
<input checked="" type="radio"/> Picking Plan Only		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Location Summary Only		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Picking Plan and Loc Summary		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Location Detail Sort Option

The report below has the **F** items on Page 1 and **G** items on Page 2. These would normally print on the same page.

CTIN6000\_7030517.pdf - Adobe Reader

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Tools Sign Comment

Report ID: CTIN6000  
 Bus. Unit: DOT36 -- Store Number 136  
 STATE OF CONNECTICUT  
 MATERIAL PICKING PLAN  
 Picking Plan Only  
 Picking Plan Sorted by Lev1 (Break) / Lev2 / Order No.  
 Pick Batch ID: 1693  
 Page No. 1  
 Run Date: 02/26/2013  
 Run Time: 07:49:49

DE	SrcBU	Order No.	Line	Location	Item ID	Area	Lev1	Lev2	Lev3	Lev4	Qty Avail.	Released
IN	DOT36	T3623698	5	0730000001	CM_2157_4050299	81110	F	028			1.00 EA	1.0000 EA
5				DOT-Lisbon Repair Garage	SMIVEL CHAIN 1/2 INCH REGULAR							EA

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Report ID: CTIN6000  
 Bus. Unit: DOT36 -- Store Number 136  
 STATE OF CONNECTICUT  
 MATERIAL PICKING PLAN  
 Picking Plan Only  
 Picking Plan Sorted by Lev1 (Break) / Lev2 / Order No.  
 Pick Batch ID: 1693  
 Page No. 2  
 Run Date: 02/26/2013  
 Run Time: 07:49:49

DE	SrcBU	Order No.	Line	Location	Item ID	Area	Lev1	Lev2	Lev3	Lev4	Qty Avail.	Released
1				DOT-Lisbon Repair Garage	FREIGHTLINER - BOLT HEX REAR R	81110	G	006			1.00 EA	1.0000 EA