

Product Based Module

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Overview

The **Product Based** module is located within Skustack's **PickList** tab.

Product-based picking lets you easily pick all units on a PickList and is an effective workflow for single-item orders. Learn more about the different picking methods [here](#).

There are three modes for searching products:

- **Search by ID** – Search for a specific PickList by its unique ID.
- **Search By Name** – Search for a specific PickList by its name.
- **Search All** – Search for all PickLists and filter by a specific product.

Products will only be available for picking when the orders are both **In Process** and **Charged**.

Search By PickList ID

1. Select **Search By ID** from the **Mode** dropdown.
2. Scan or enter the needed PickList ID and tap **Go**.
3. All products and pick quantities in that PickList will load. Swipe down to see the number of picked units and the number of total units in the PickList.
4. Swipe left on an item to reveal shortcuts to other actions:
 - a. **Bins** – Displays all bins in which this item's units are stored.
 - b. **Info** – Directs you to the [Product info](#) module.
 - c. **Product Flag** – Tap on this shortcut to add a [Product Flag](#).
5. To filter products by different parameters, tap the **Filter** icon at the top right. From there, you can filter by inventory availability, single or multi-item orders, rush or picked status, flagged products, region, and more.
6. Scan a Product ID/UPC barcode, or select a product manually. The product pick dialog will open.
7. Enter the bin from which you are picking or select the suggested bin. The suggested bin may appear next to the Bin field. This suggestion is based on the following factors:
 - a. The bin is sellable.
 - b. The bin type is Normal or Temp.
 - c. Primary bins will always be suggested first.
 - d. The bin with the most or least quantity will be suggested based on the client setting **PickList Bin suggestion sort qty by ASC Order**.

8. Scan units to add to the picked qty or adjust the number manually. To auto-populate the total quantity available for the scanned product in that bin, enable Skustack's [Warehouse Management setting Auto populate progress quantity when bin is selected](#).

To switch between positive and negative movements for [serialized](#) products, tap on the green **Arrow** icon. Note that the arrow indicator must be red in order to [unpick products](#) with serial numbers.

9. Tap on the three dots menu in the upper right-hand corner to:
 - a. **Flag** – Use this option to [Flag](#) the item and indicate specific concerns.
 - b. **Reset Dialog** – Use this option to remove selected data from the picking dialog.
 - c. **Print Labels** – This option allows you to print a custom number of product labels with the product's **Barcode**. Use the up and down arrows, or simply add the required number of labels. Check the **Include Product Name** box, to include the product name in the labels. Once done, tap **Print**.
10. If the [Lot Number](#) workflow is enabled for your company and the product is set as expirable, you must select a Lot Number before being able to pick it.
11. Tap **Pick** to update the picked quantity. The quantity picked will be transferred to the Picking Bin and the PickList will be updated.
12. Once all items are picked, tap the **Printer** icon to print a Picklist label or configure your [Skustack settings](#) to auto-print labels for every unit picked.

To print product labels as QR codes, enable Setting **Print labels as QR codes**.

Search By Name

1. Select **Search By Name** from the search mode dropdown.
 2. Enter the needed **PickList Name** and tap **Go**.
 3. Follow steps 3-12 from the **Search By PickList ID** section.
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Search All

1. Select **Search All** from the search mode dropdown.
 2. Scan/enter a product or tap **Go** to load all open picklists.
 3. To filter the PickLists, tap the **Filter** icon at the top right and select from the available filters.
 4. Tap a PickList to open it.
 5. Follow steps 3-12 from the **Search By PickList ID** section.
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Related Settings

SETTING

Validate serial globally

Minimum Expiration Date by Month

PickList Bin suggestion sort qty by ASC Order

Require serial scan when picking

Auto print fully picked orders

Auto print for every unit picked

Allow partial picked label print

Auto close after fully picked

Auto Pick when QtyToPick is full

Display Product Name when picking

Slide to pick

Allow unpick

Print labels as QR codes

Auto populate progress quantity when bin is selected

DESCRIPTION

[Client Setting](#). Enables serial number validation in Skustack.

Learn more about serial number validation and relevant client settings [here](#).

[Client Setting](#). This setting lets you set a minimum expiration date by adding a specific number of months to the current date. Only bins with lot numbers on or after this calculated date will be shown during picking, and a warning will appear if a product with an earlier expiration date is selected.

[Client Setting](#). Once enabled, the suggested picking bin will be the one with the lowest product quantity.

Skustack's [Warehouse Management setting](#). When enabled, will force the user to scan serials for products that are set to require serial scan.

Skustack's [Warehouse Management setting](#). This setting prints a single confirmation label when an order is fully picked. It should be used if your normal method of picking is [order-based](#). Configure the printer setting to use [Picklist Label One](#).

Skustack's [Warehouse Management setting](#). Prints a separate confirmation label for every unit picked. This setting should be used if your normal method of picking is [product-based](#).

Configure the printer setting to use [Picklist Label Two](#).

Skustack's [Warehouse Management setting](#). Allows printing of confirmation labels even when not fully picked.

Skustack's [Warehouse Management setting](#). Closes the dialog window when fully picked.

Skustack's [Warehouse Management setting](#). When Qty Picked = Qty Required the product will be picked automatically without having to press the **Pick** button.

Skustack's [Warehouse Management setting](#). Shows the product name in the pick dialog.

Skustack's [Warehouse Management setting](#). When enabled, you can slide the progress bar in the pick window to increase the quantity.

Skustack's [Warehouse Management setting](#). When enabled, the unpicking option within the Product picking dialog will be available.

Skustack's [Warehouse Management setting](#). Enable this setting so your product labels contain a QR code, instead of a barcode.

Skustack's [Warehouse Management setting](#). When a bin is selected, the Pick Qty field will automatically be set to the total quantity available in that bin, up to the quantity required.