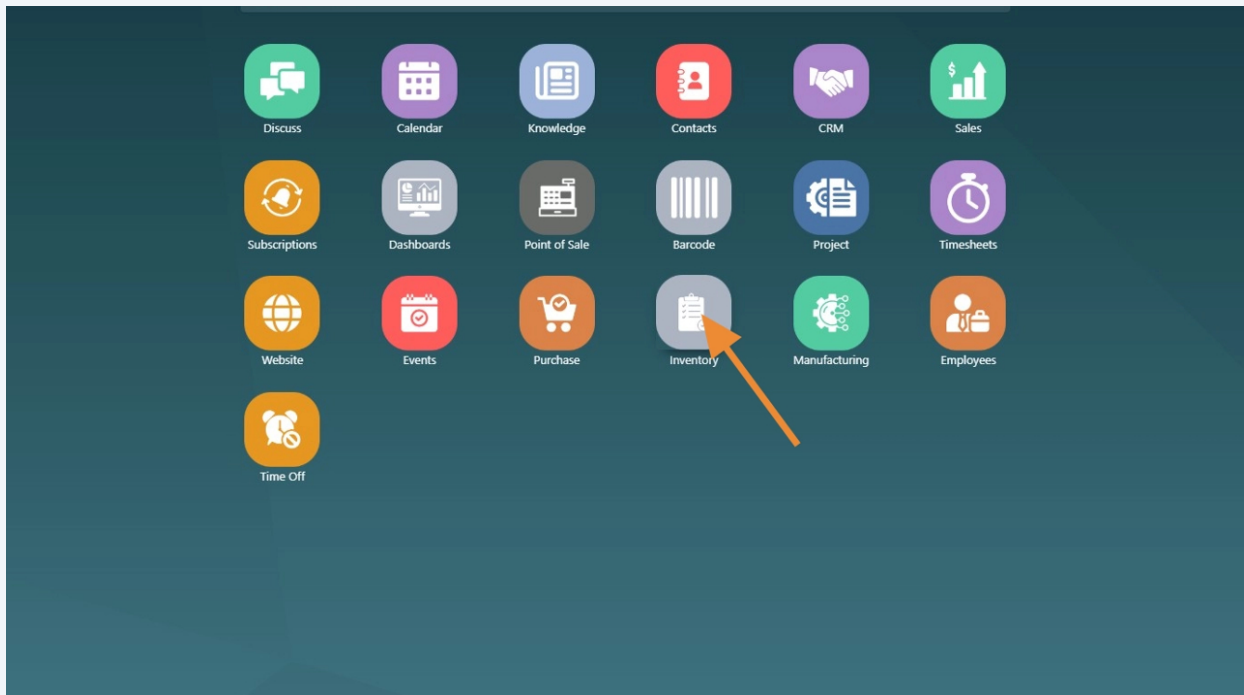
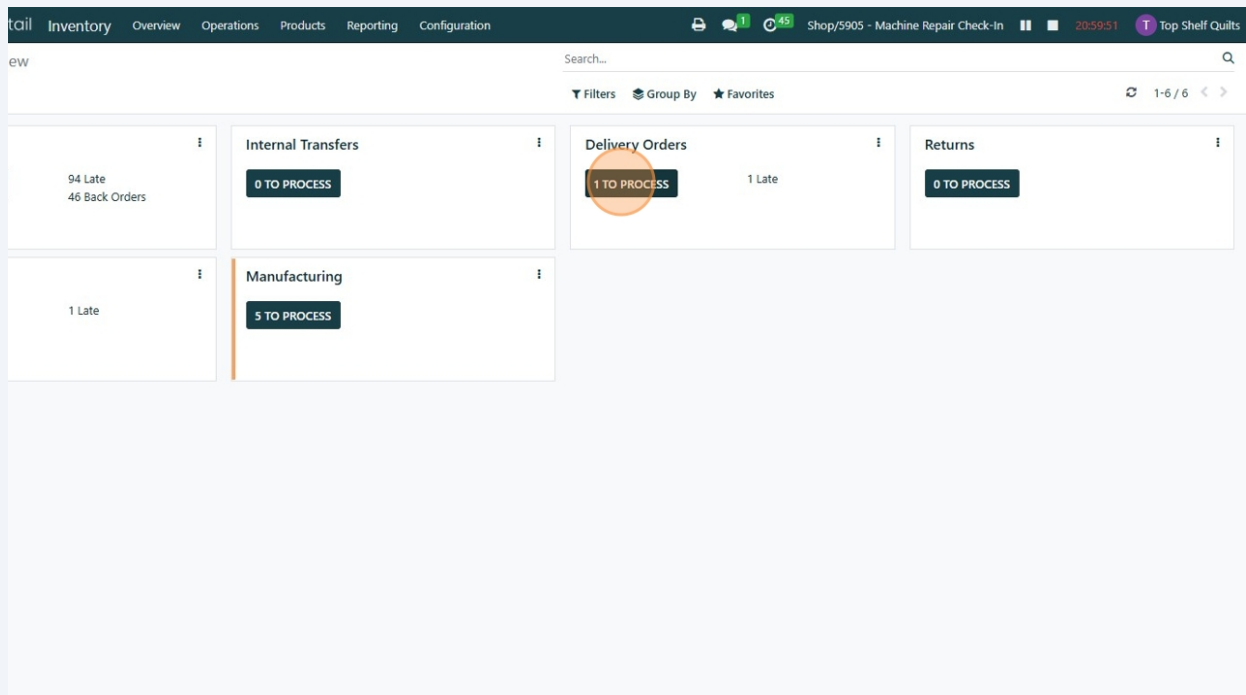


# Processing and online order

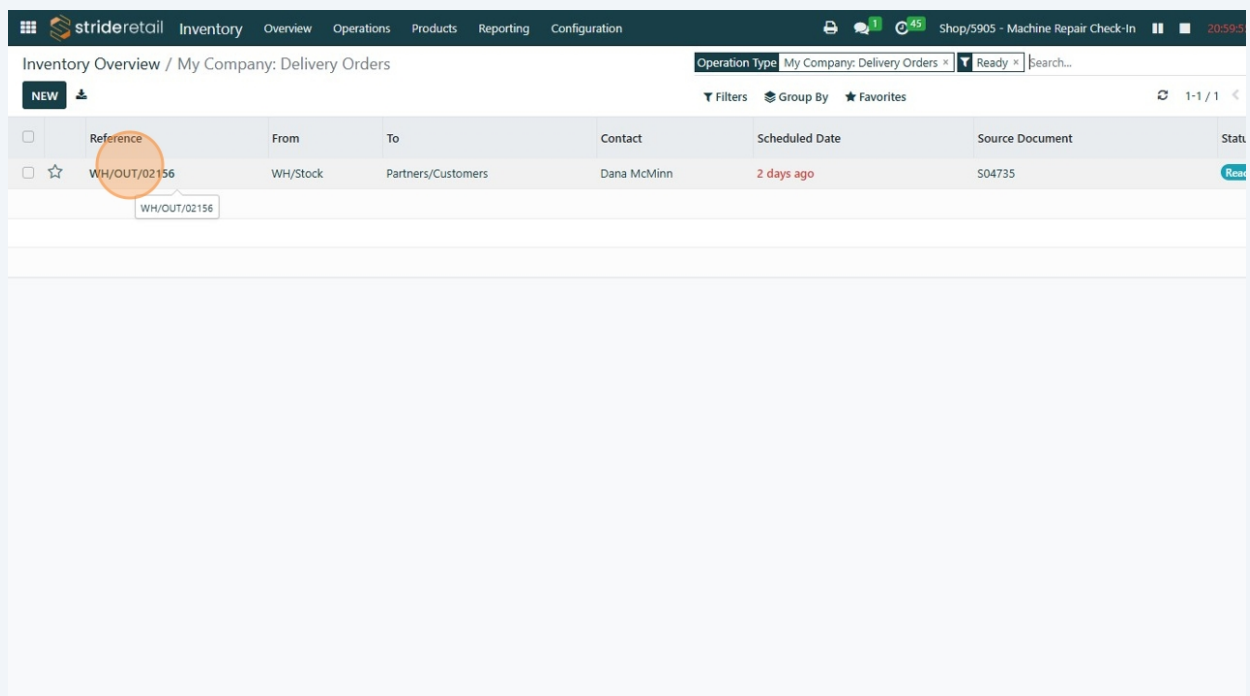
1 If not already, go into the Inventory module.



2 Under the Delivery Orders, press the "# To Process" button.



3 Click on the order you want to process.



## 4 Click "Print"

The screenshot shows the 'My Company: Delivery Orders / WH/OUT/02156' page. The 'Print' button is highlighted with an orange circle. The page displays order details for 'WH/OUT/02156' and a table of items.

**Order Details:**

- Inventory Address:** Dana McMinn, 140 CR-1597, Baileyton AL 35019, United States
- Line #:** 2564263664
- Carrier:** Standard Shipping
- Source Location:** WH/Stock
- Scheduled Date:** 08/06/2025 13:00:59
- Deadline:** 08/06/2025 13:00:59
- Product Availability:** Available
- Source Document:** S04735
- Invoice Payment Status:** In Payment
- Operation Type:** My Company: Delivery Orders

**ORDER NOTES:**

Add internal notes that will be printed on the Picking Operations

Image	Product	From	Source Package	Destination Package	Lot/Serial Number	Reserved	Done	Unit of Measure
	[ep60981] Enchanted Pumpkin	WH/Stock				1.00	0.00	Units

## 5 Click "Picking Operations"

The screenshot shows the 'My Company: Delivery Orders / WH/OUT/02156' page. The 'Picking Operations' button is highlighted with an orange circle. The page displays order details for 'WH/OUT/02156' and a table of items.

**Order Details:**

- Inventory Address:** Dana McMinn, 140 CR-1597, Baileyton AL 35019, United States
- Line #:** 2564263664
- Carrier:** Standard Shipping
- Source Location:** WH/Stock
- Scheduled Date:** 08/06/2025 13:00:59
- Deadline:** 08/06/2025 13:00:59
- Product Availability:** Available
- Source Document:** S04735
- Invoice Payment Status:** In Payment
- Operation Type:** My Company: Delivery Orders

**ORDER NOTES:**

Add internal notes that will be printed on the Picking Operations

Image	Product	From	Source Package	Destination Package	Lot/Serial Number	Reserved	Done	Unit of Measure
	[ep60981] Enchanted Pumpkin	WH/Stock				1.00	0.00	Units

6

You should see a note in the upper right corner of the screen indicating that the order is printing on the Front Printer. You can then go and pick the items on the order.

Inventory Overview / My Company: Delivery Orders / WH/OUT/02156

ANTITIES PRINT PRINT LABELS UNRESERVE SCRAP UNLOCK DIRECT PRINT SHIPPING LABELS CANCEL SEND TRACKING EMAIL

Document "Picking Operations - Dana McMinn - WH/OUT/02156.pdf" was sent to printer Shop - Front Printer

**WH/OUT/02156**

Delivery Address Dana McMinn  
140 CR-1597  
Baileytown AL 35019  
United States

Phone # 2564263664

Carrier Standard Shipping

Source Location WH/Stock

Scheduled Date 08/06/2025 13:00:59

Deadline 08/06/2025 13:00:59

Product Availability Available

Source Document S04735

Invoice Payment Status In Payment

Operation Type My Company: Delivery Orders

**ORDER NOTES**

Add internal notes that will be printed on the Picking Operations

Detailed Operations Operations Additional Info

Image	Product	From	Source Package	Destination Package	Lot/Serial Number	Reserved	Done	Unit of Measure
	[ep60981] Enchanted Pumpkin	WH/Stock				1.00	0.00	Units

Add a line

7

Update the Done column with the quantity you are filling the order with, in this case "1" for the pattern/design and then hit cloud icon to Save.

Inventory Overview / My Company: Delivery Orders / WH/OUT/02156

VALIDATE SET QUANTITIES PRINT PRINT LABELS UNRESERVE SCRAP UNLOCK DIRECT PRINT SHIPPING LABELS CANCEL SEND TRACKING EMAIL

**WH/OUT/02156**

Delivery Address Dana McMinn  
140 CR-1597  
Baileytown AL 35019  
United States

Phone # 2564263664

Carrier Standard Shipping

Source Location WH/Stock

Scheduled Date 08/06/2025 13:00:59

Deadline 08/06/2025 13:00:59

Product Availability Available

Source Document S04735

Invoice Payment Status In Payment

Operation Type My Company: Delivery Orders

**ORDER NOTES**

Add internal notes that will be printed on the Picking Operations

Detailed Operations Operations Additional Info

Image	Product	From	Source Package	Destination Package	Lot/Serial Number	Reserved	Done	Unit of Measure
	[ep60981] Enchanted Pumpkin	WH/Stock				1.00	1.00	Units

Add a line

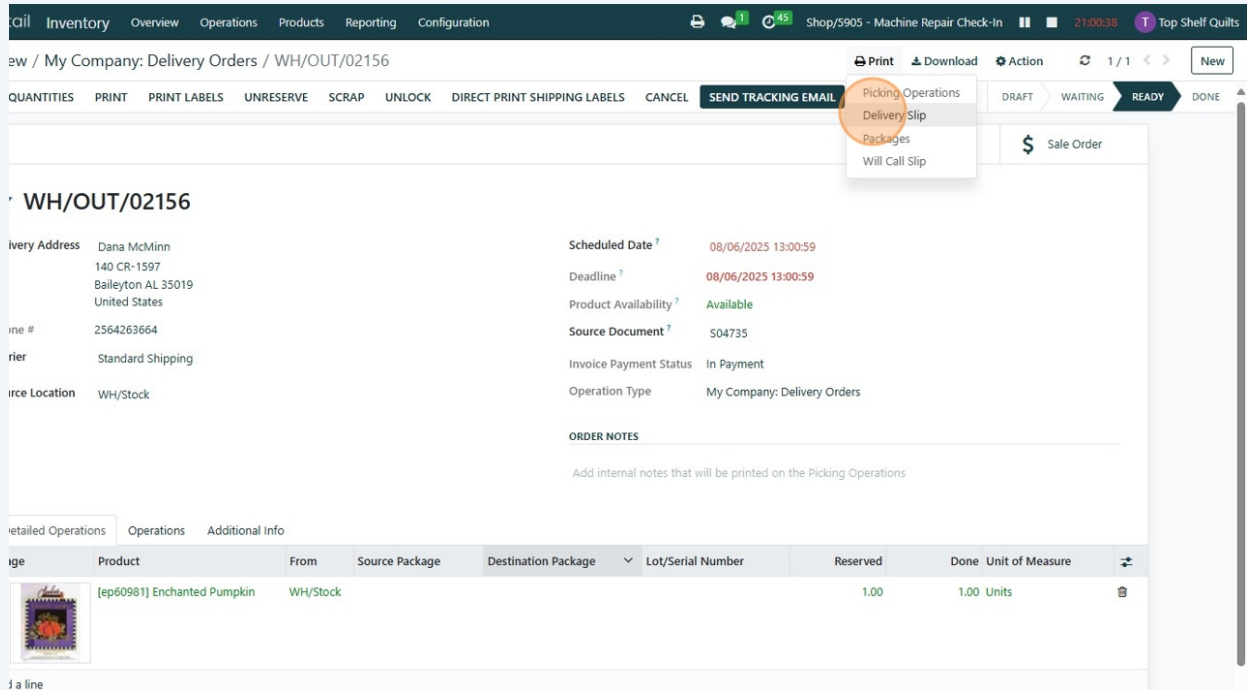
PUT IN PACK

Second, hit save

First, update the quantity you are filling the order with

8

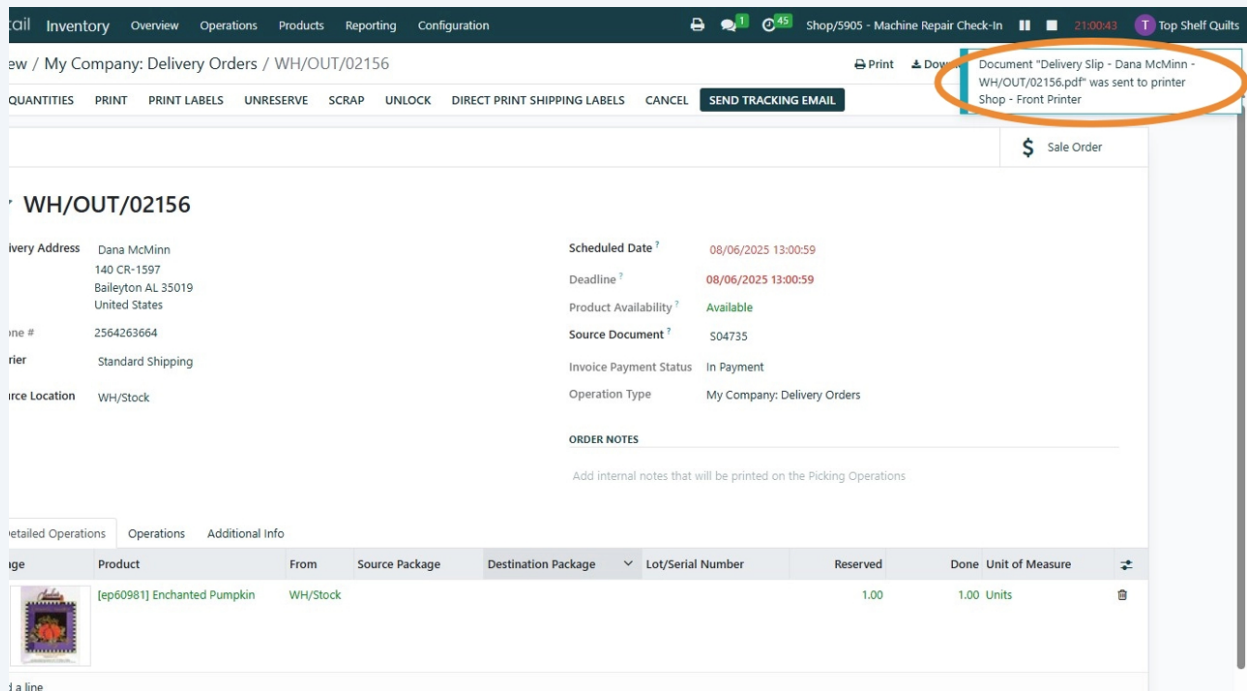
Click "Print" then "Delivery Slip" to print the document to include when it ships.



The screenshot shows the software interface for 'My Company: Delivery Orders / WH/OUT/02156'. The top navigation bar includes 'Mail', 'Inventory', 'Overview', 'Operations', 'Products', 'Reporting', and 'Configuration'. The main header shows 'Shop/5905 - Machine Repair Check-In' and '21:00:38'. The 'Print' button is highlighted, and a dropdown menu is open, showing options: 'Picking Operations', 'Delivery Slip' (selected), 'Packages', and 'Will Call Slip'. The 'Delivery Slip' option is circled in orange. Below the menu, the 'WH/OUT/02156' details are displayed, including 'Delivery Address', 'Scheduled Date', 'Deadline', 'Product Availability', 'Source Document', 'Invoice Payment Status', and 'Operation Type'. The 'ORDER NOTES' section is also visible.

9

You should see a note in the upper right corner of the screen indicating that the order is printing on the Front Printer. Place the items to be shipped with the Delivery Slip by the shipping computer in Sandra's office.



The screenshot shows the same software interface as the previous one, but with a notification message in the upper right corner. The message reads: 'Document "Delivery Slip - Dana McMinn - WH/OUT/02156.pdf" was sent to printer Shop - Front Printer'. This message is circled in orange. The rest of the interface, including the 'Print' dropdown menu and the 'WH/OUT/02156' details, remains the same.

10

Click "My Company: Delivery Orders" to get back to the list of orders to move on to the next one, if necessary. Orders will stay on this list until they are actually shipped.

The screenshot shows the Strider Retail Inventory Overview page for order WH/OUT/02156. The page has a dark blue header with the Strider Retail logo and navigation tabs: Inventory, Overview, Operations, Products, Reporting, and Configuration. The breadcrumb trail is "Inventory Overview / My Company: Delivery Orders / WH/OUT/02156". The page includes a toolbar with buttons: VALIDATE, CLEAR QUANTITIES, PRINT, PRINT LABELS, UNRESERVE, SCRAP, UNLOCK, DIRECT PRINT SHIPPING LABELS, CANCEL, and SEND TRACKING EMAIL. There are also links for Print, Download, and Action. The order details section shows the following information:

Delivery Address	Dana McMinn 140 CR-1597 Baileytown AL 35019 United States	Scheduled Date ?	08/06/2025 13:00:59
Phone #	2564263664	Deadline ?	08/06/2025 13:00:59
Carrier	Standard Shipping	Product Availability ?	Available
Source Location	WH/Stock	Source Document ?	S04735
		Invoice Payment Status	In Payment
		Operation Type	My Company: Delivery Orders

Below the order details is an "ORDER NOTES" section with the text: "Add internal notes that will be printed on the Picking Operations".

The page also has a table of items with the following columns: Image, Product, From, Source Package, Destination Package, Lot/Serial Number, Reserved, Done, Unit of Measure. The table contains one row for the product "[ep60981] Enchanted Pu..." with a quantity of 1.00 reserved and 1.00 units done.

At the bottom of the page, there are tabs for "Detailed Operations", "Operations", and "Additional Info".