INV-34 Schedule Pick Wave

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to create a pick wave in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers explanation on how to schedule pick wave in NCFS.

Schedule Pick Wave

To schedule a pick wave in NCFS, please follow the steps below. There are 11 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

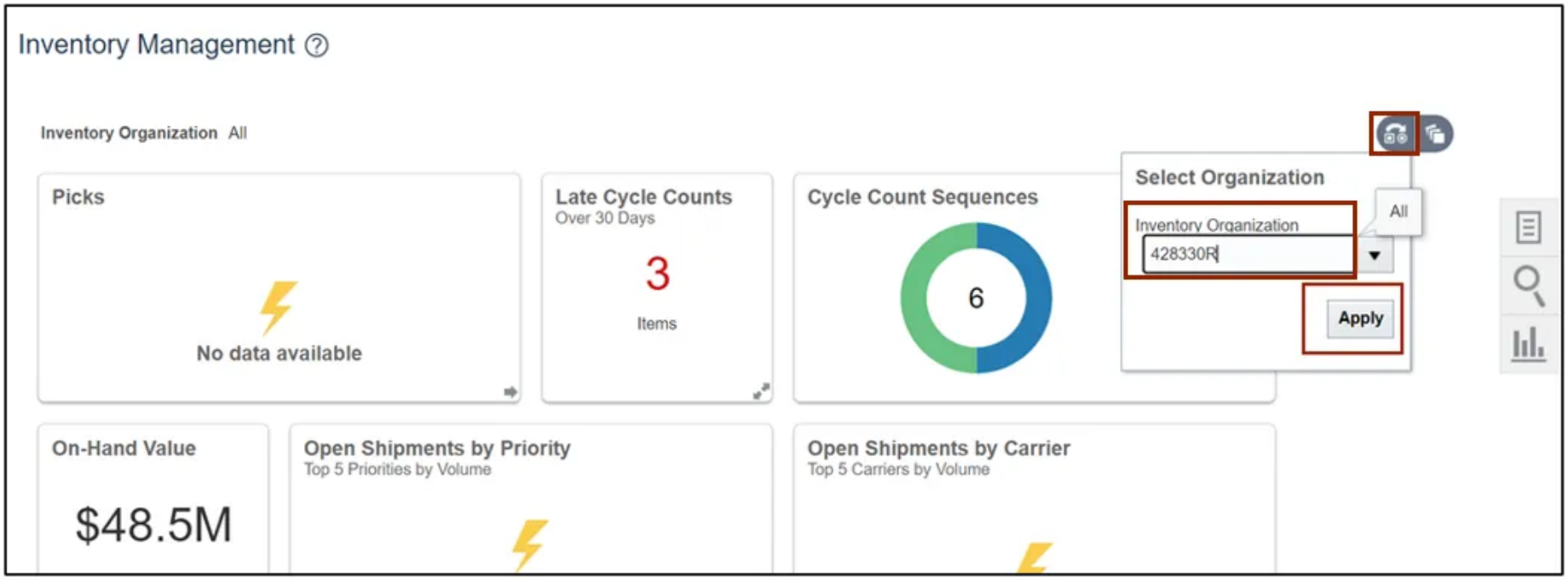
Step 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Image



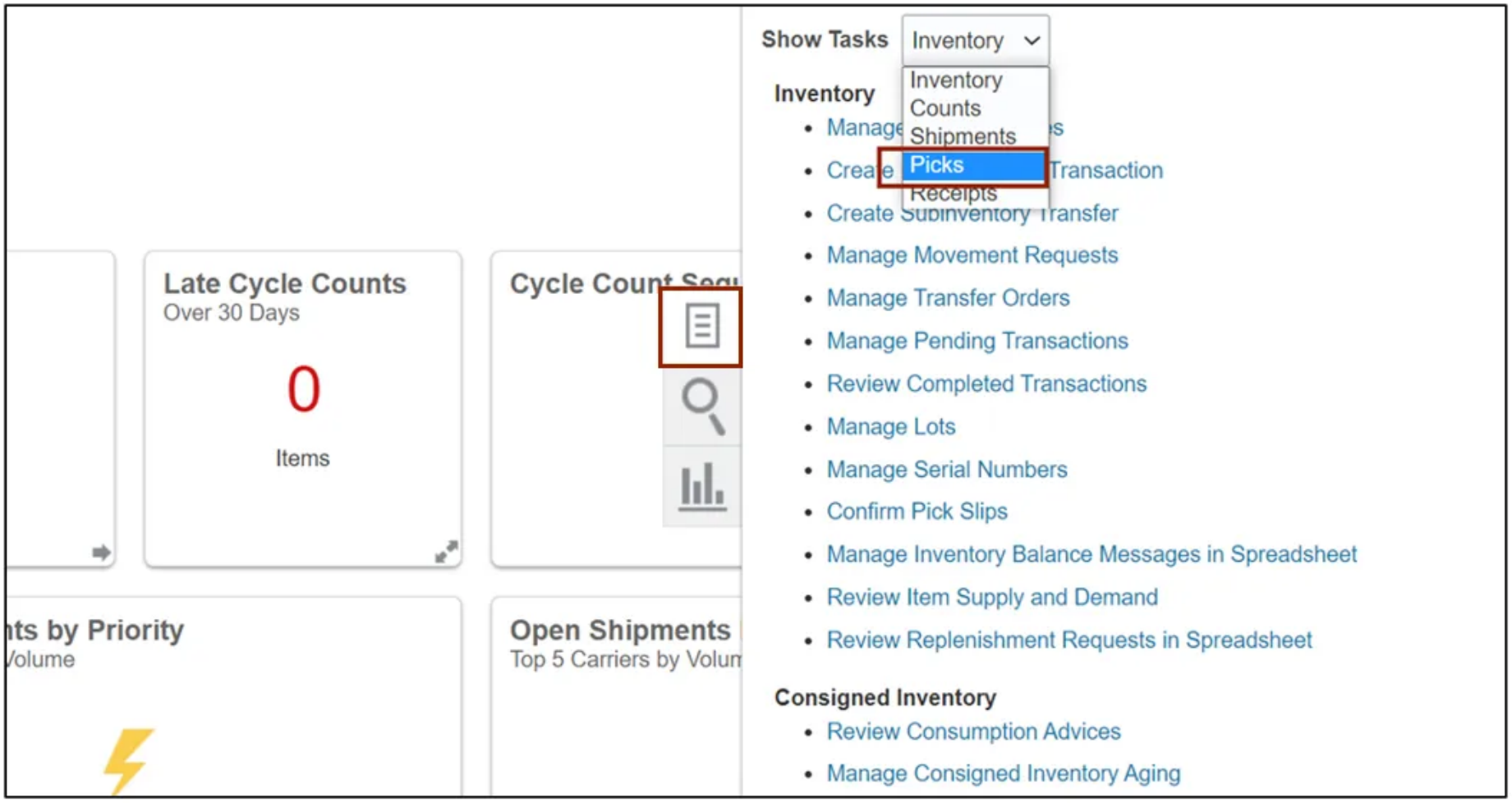
Step 3. On the **Inventory Management** page, click the **View by** icon and enter the **Organization ID**. Click the **Apply** button.

Image



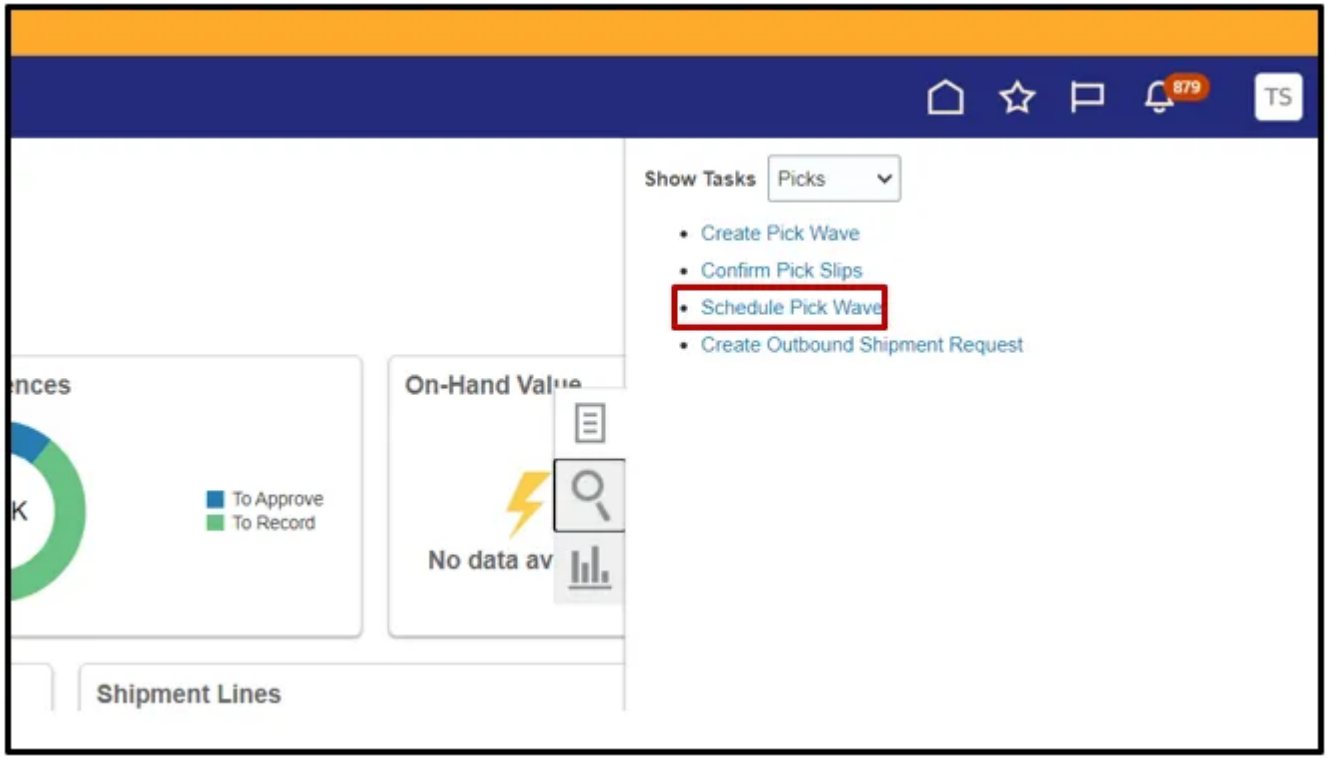
Step 4. Click the **Tasks** icon and select **Picks** from the **Show Tasks** drop-down choice list.

Image



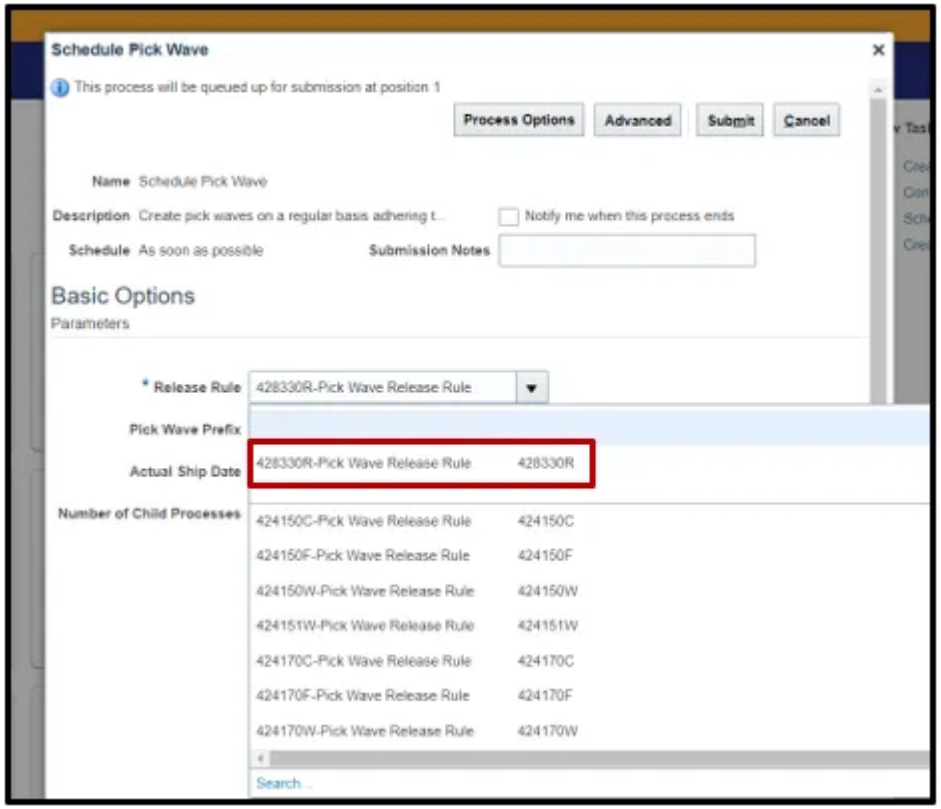
Step 5. Click **Schedule Pick Wave**.

Image



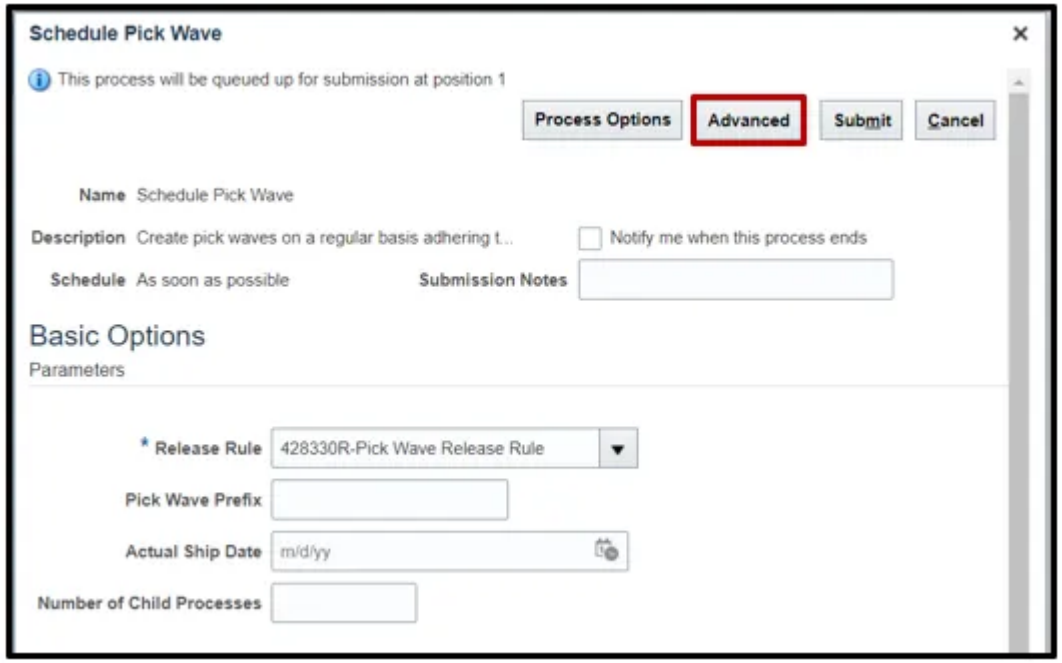
Step 6. Choose the **Release Rule** for your **Inventory Organization** from the Drop-Down List.

Image



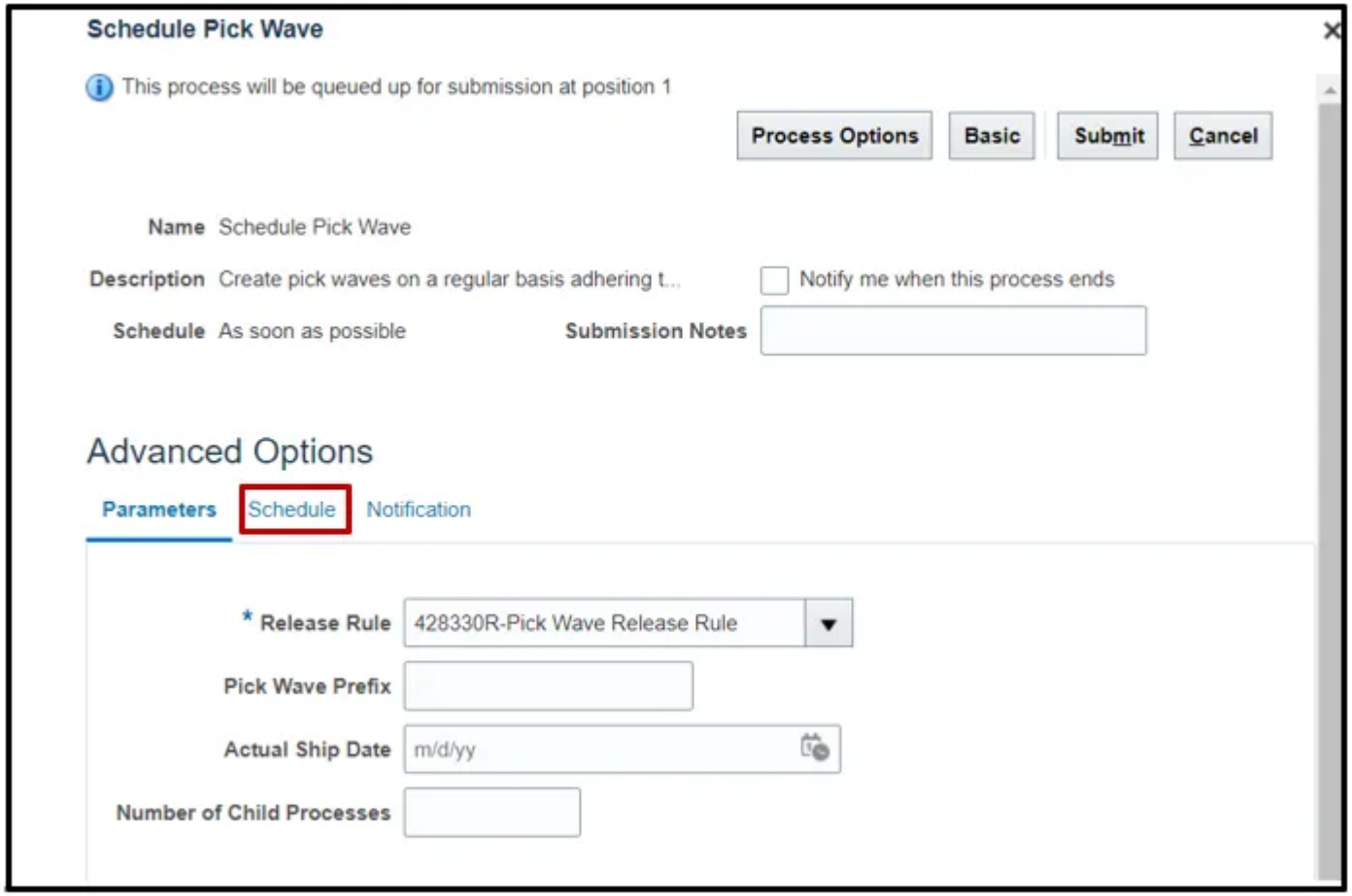
Step 7. Switch to the Advanced view by clicking **Advanced**.

Image



Step 8. Click the **Schedule** tab.

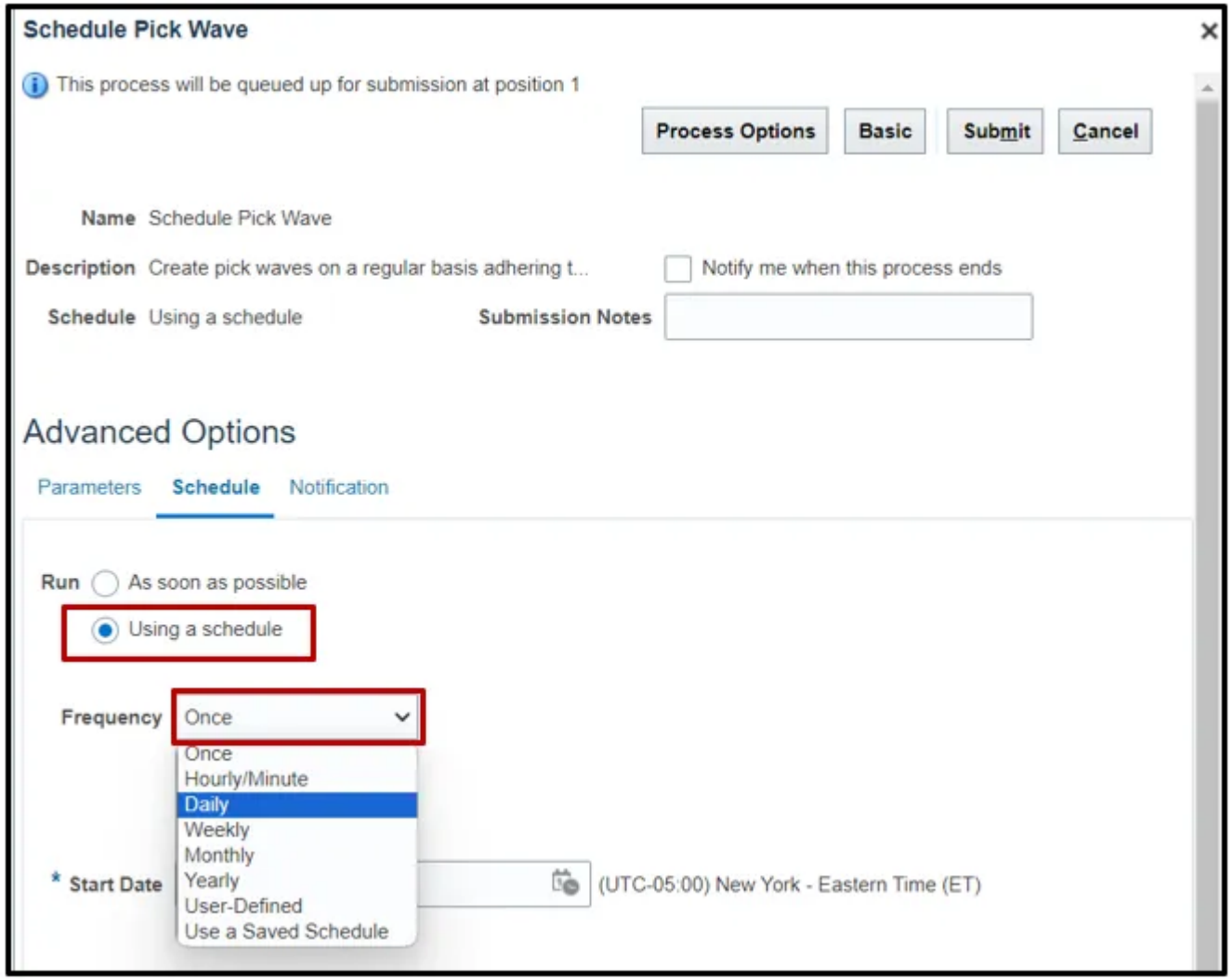
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Step 9. Click the **Using a schedule** radio button and choose the frequency from the **Frequency** drop-down list.

In this example, **Daily** was chosen.

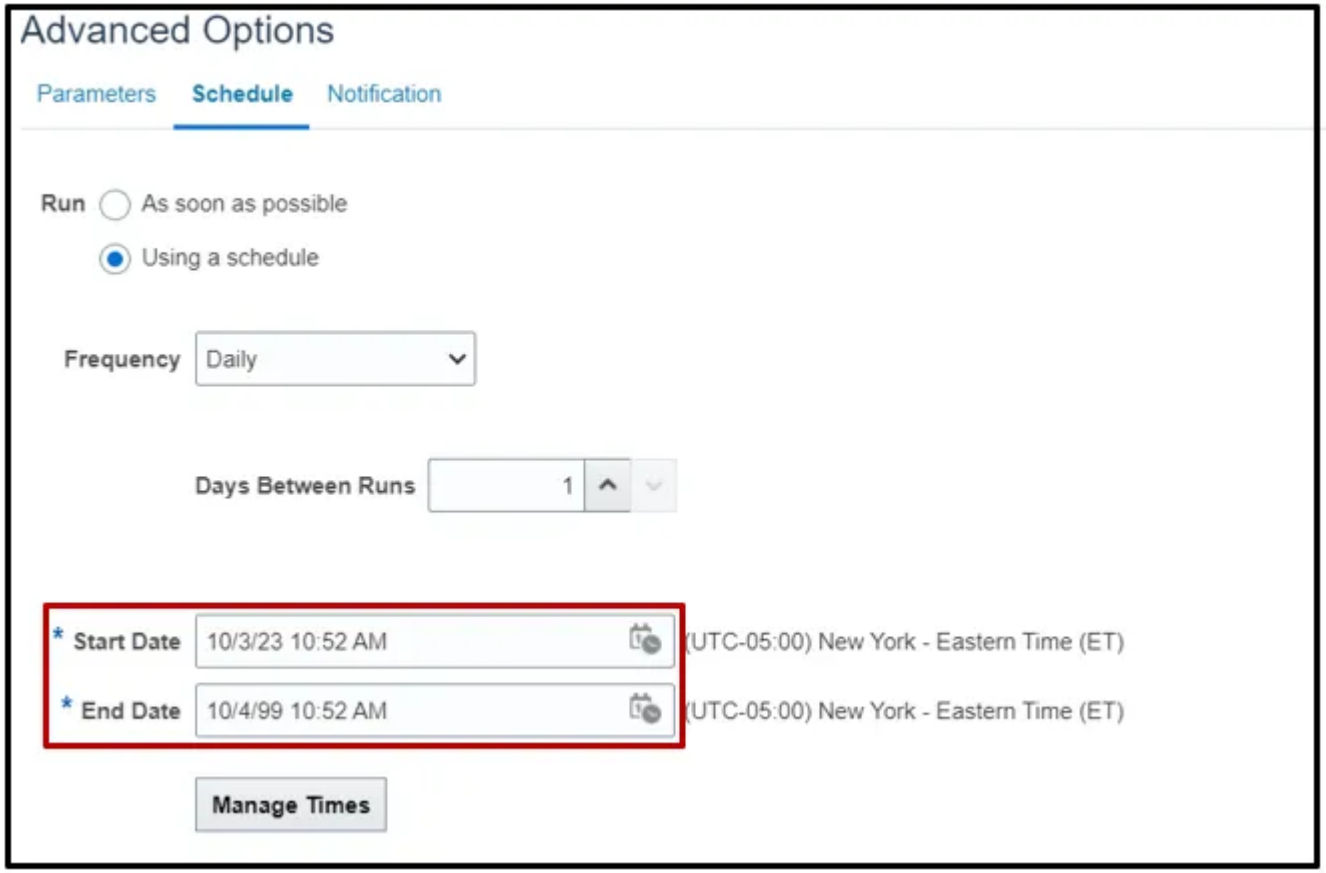
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Step 10. Enter your **Start** and **End Dates**.

In this example, an end date of **2099** was chosen.

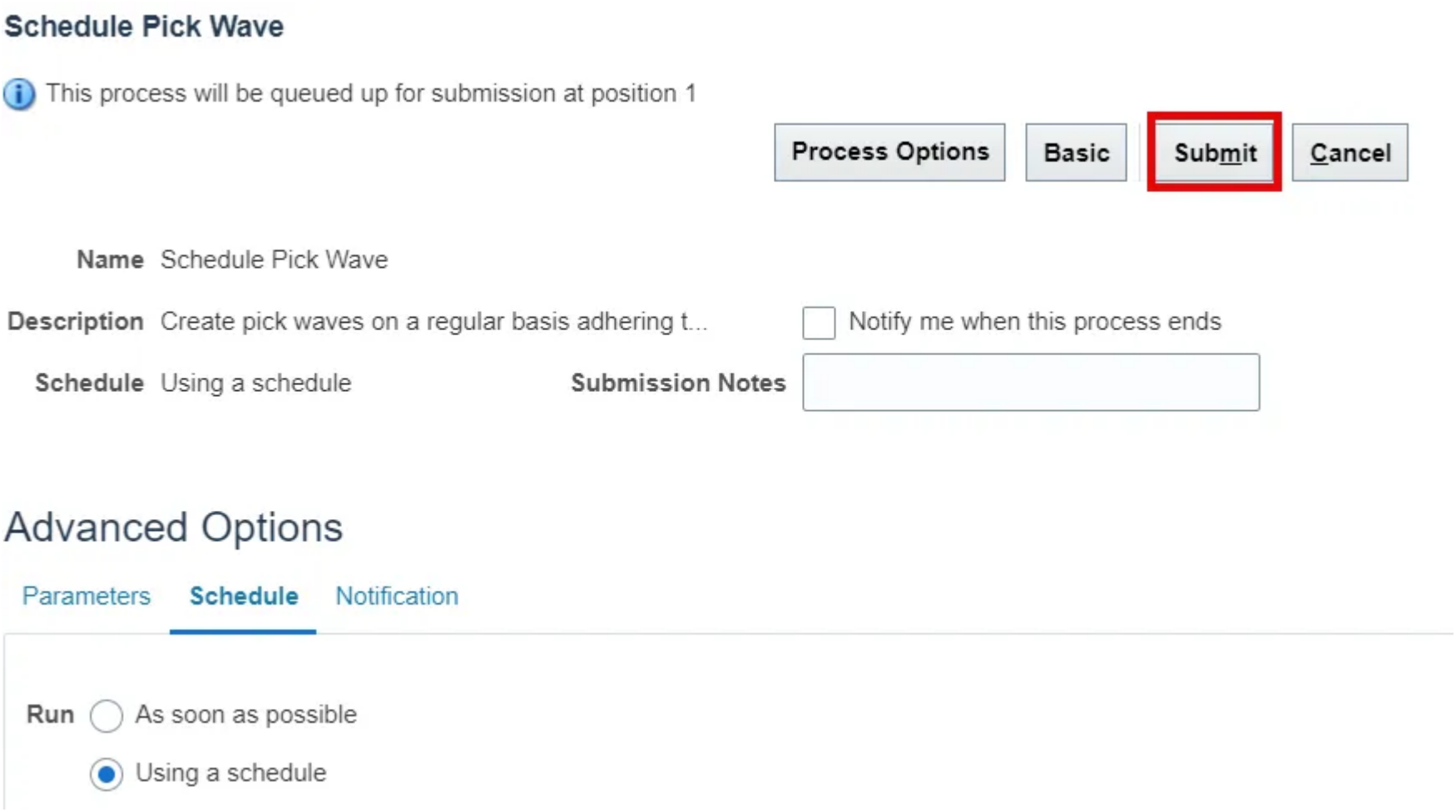
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Note: Change other options as necessary before moving onto the next step.

Step 11. Click **Submit** to schedule your Pick Wave.

Image



Wrap-Up

Schedule a pick wave using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)

    - INV 105: Warehouse Management
    - INV 106: Warehouse Transaction Support
- Web-Based Training (WBT)
    - INV 103: Warehouse Staff

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