# Pick Tasks

There are four types of tasks that can be performed under Pick Tasks tab, viz. Pick, Split Put-back and Load. To see the functionality of each click Outbound Order

The 'Pick Tasks' tab displays details of all Pick tasks. A screen shot of the 'Pick Tasks' tab is shown below:

blocked URL

Figure 369: Pick Tasks

The 'Pick Tasks' tab displays all picked SKUs. The fields present in this tab are listed below:

| Field | Description | Example |
|---|---|---|
| Task ID | Displays the Task ID | 730943 |
| Type | Displays the Task Type | Pick |
| State | Displays the State of the task | Assigned |
| Assigned To | Displays the name of the person to whom the task is assigned | Thomas |
| Task Qty | Displays the Task Quantity | 9 |
| SKU Qty | Displays the SKU Quantity | 27 |
| UOM | Displays the Unit Of Measurement | CS |
| Container | Displays the Container ID | NJCON004431 |
| From Unit | Displays the From Unit | NB0113C< |
| To Unit | Displays the To Unit | OUTBOUND |
| SKU | Displays the SKU ID | NJSKU018587 |
| Lot Code | Displays the Lot Code | 12066 |
| Material Name | Displays the Material Name | 007789025858 |
| Description | Displays the Material Description | WGMNS 6/20 JSM GRN TEA WF TAG TBGS PENV |
| Priority | Displays the Priority | NORMAL |
| Release Date | Displays the Release Date | 4/2/2012 05:30:00 |
| Comment | Displays comments if present | Task ID : 730943 |
| Weight | Displays the Weight | 54 |
| Layer | Displays the number of  Layers | 1.16 |
| Layers per Pallet | Displays the Layers per Pallet | 4 |

Some of the buttons present in this tab are listed below:

| Button | Description |
|---|---|
| Assign All | Tasks can be assigned using this button |
| Print | Used to print |
| Stage All | Moves all containers to Staging Location |
| Load All | Moves all containers to Dock Door |
| Add Task | Adds new tasks |
| Update Task List | Updates Task List |
| Delete All | Deletes all Tasks |
| Refresh | Refreshes page to populate latest data |

Important

•Only unassigned tasks can be deleted.

•An order can be shipped only after it is complete, i.e., in SHIP state.