SCHEDULE PICK WAVE

QUICK REFERENCE GUIDE INV-34

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:

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

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

3. On the **Inventory Management** page, click the **View by [⚙]** icon and enter the **Organization ID**. Click the **Apply** button.
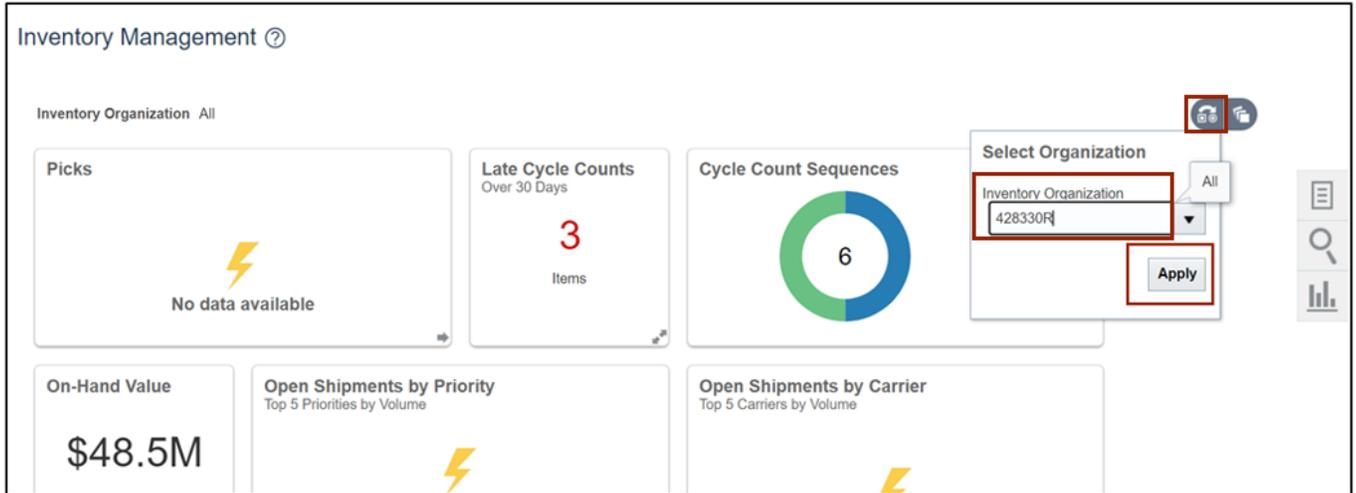
4. Click the **Tasks [☰]** icon and select **Picks** from the *Show Tasks* drop-down choice list.
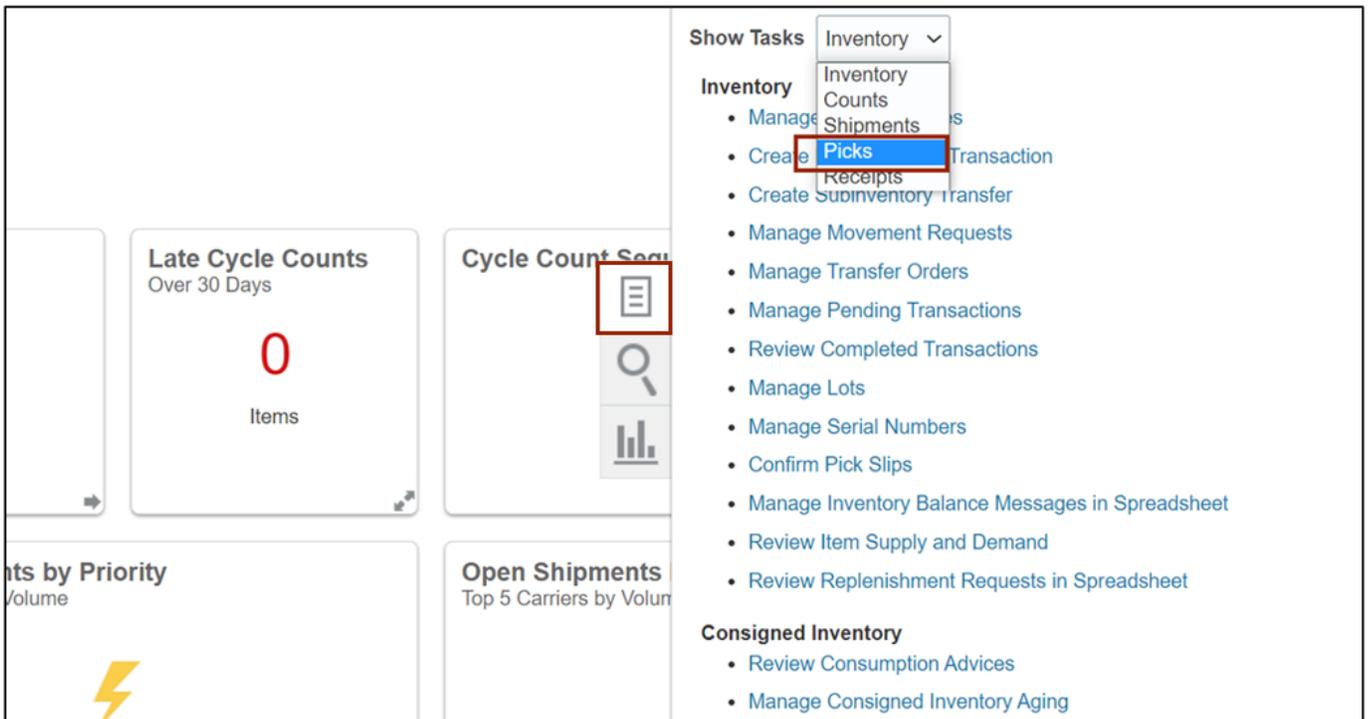
5. Click **Schedule Pick Wave**.
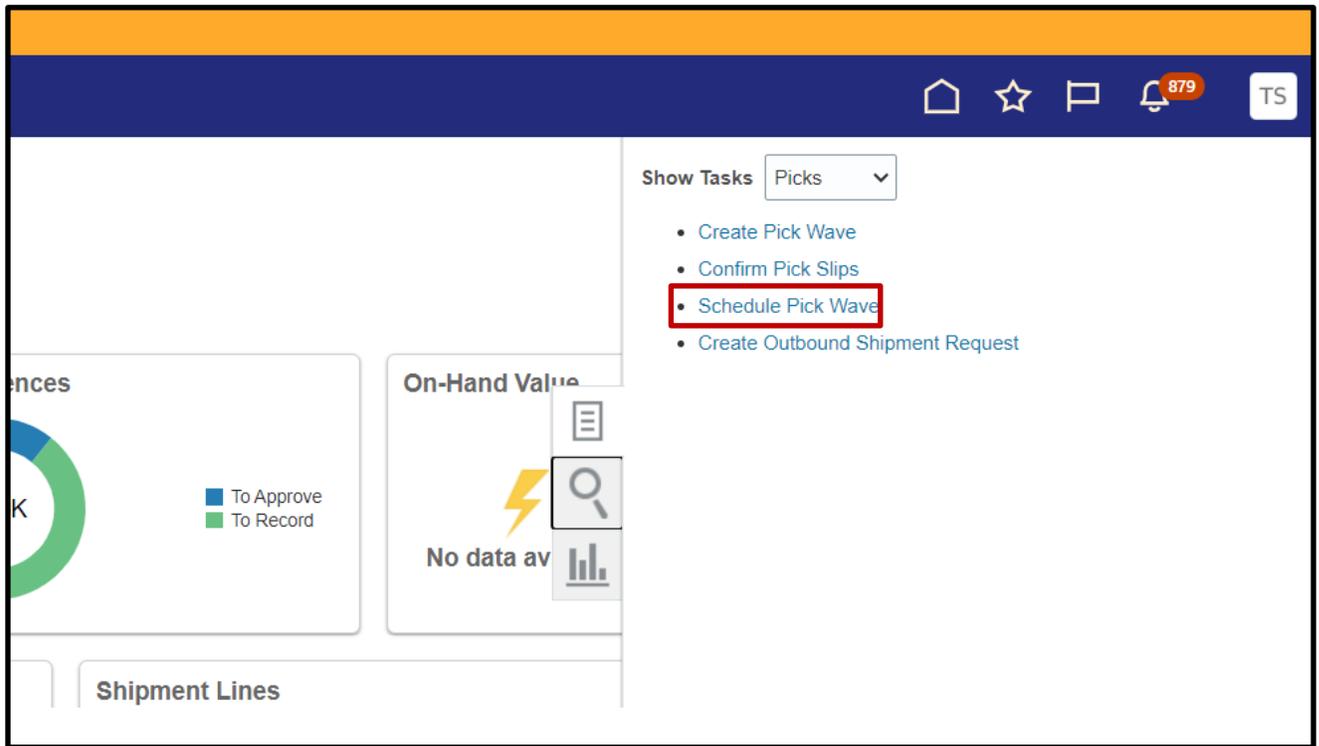
6. Choose the **Release Rule** for your Inventory Organization from the Drop-Down List.
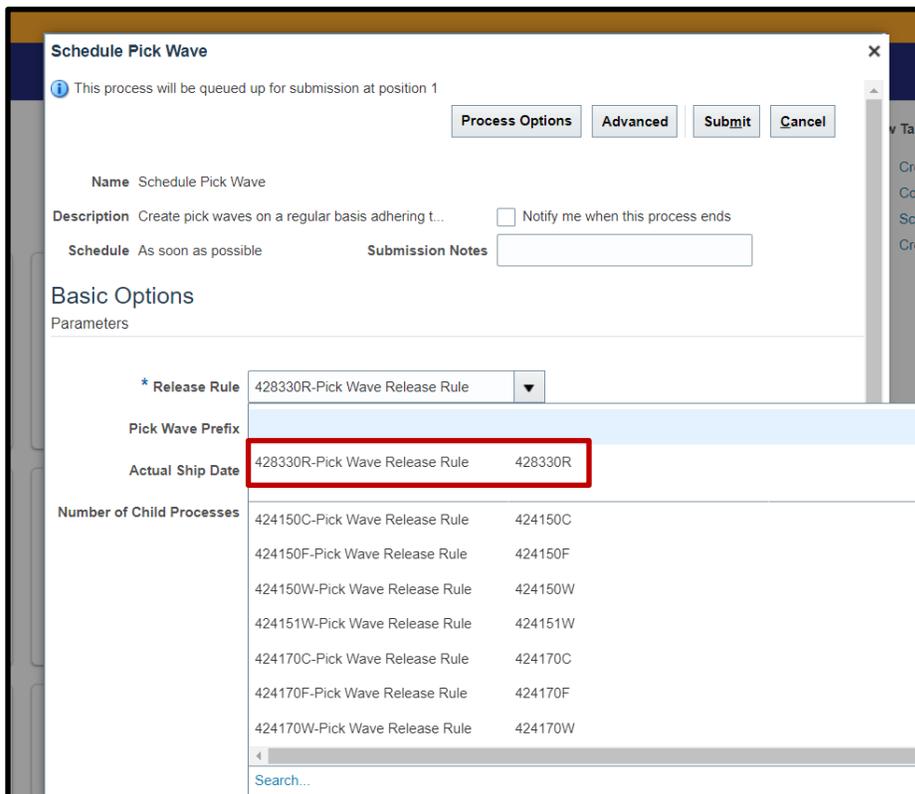
7. Switch to the Advanced view by clicking **Advanced.**

8. Click the **Schedule** tab.

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

    In this example, Daily was chosen.

Schedule Pick Wave   ✕

ⓘ This process will be queued up for submission at position 1

| | Process Options | Basic | Submit | Cancel |

Name Schedule Pick Wave

Description Create pick waves on a regular basis adhering t...   ☐ Notify me when this process ends

Schedule Using a schedule   **Submission Notes** [   ]

Advanced Options

Parameters   **Schedule**   Notification

Run ◯ As soon as possible
     ◉ Using a schedule

Frequency [Once ▼]

Once
Hourly/Minute
Daily
Weekly
Monthly
Yearly
User-Defined
Use a Saved Schedule

* Start Date   [🗓] (UTC-05:00) New York - Eastern Time (ET)

10. Enter your Start and End Dates.

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

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

Wrap-Up

Schedule a pick wave using the steps above in NCFS.

Additional Resources

- INV 103: Warehouse Staff (WBT)
- INV 105: Warehouse Management (ILT)
- INV 106: Warehouse Transaction Support (ILT)