



# SCHEDULE PICK WAVE

## QUICK REFERENCE GUIDE INV-34

INV

### 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.

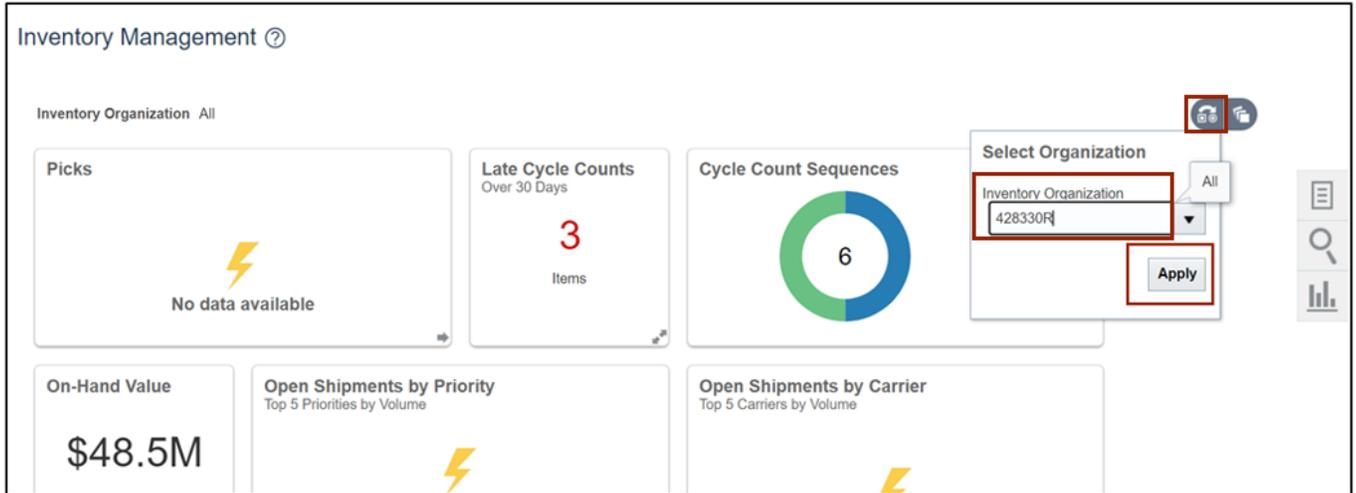
### Schedule Pick Wave

To schedule a pick wave in NCFS, please follow the steps below:

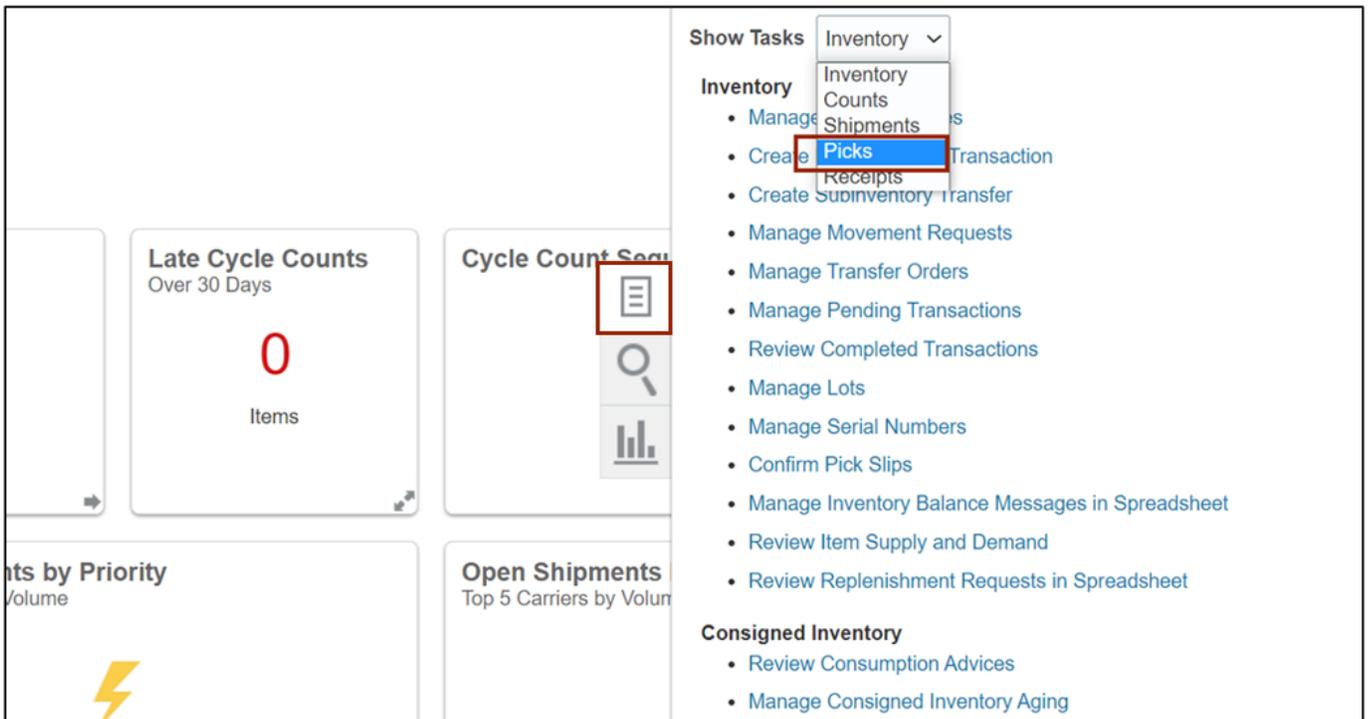
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.



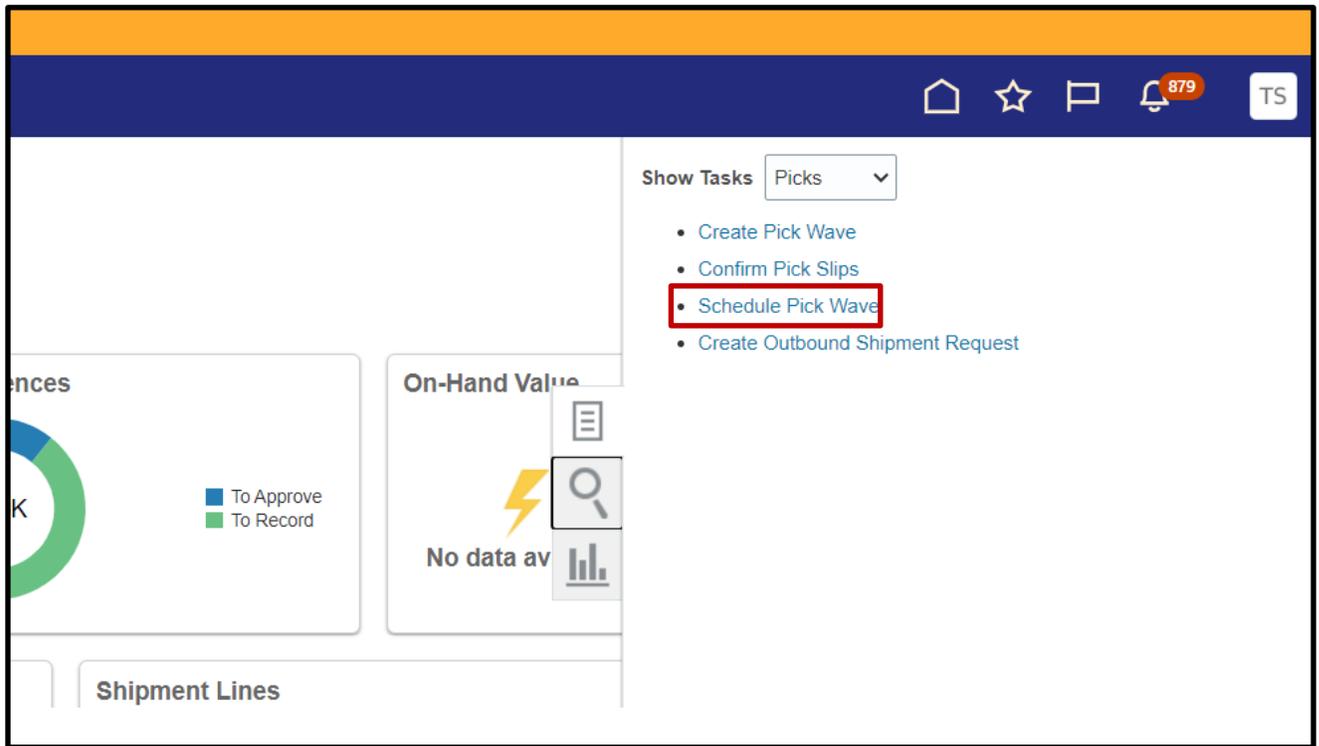
- On the **Inventory Management** page, click the **View by** [  ] icon and enter the **Organization ID**. Click the **Apply** button.



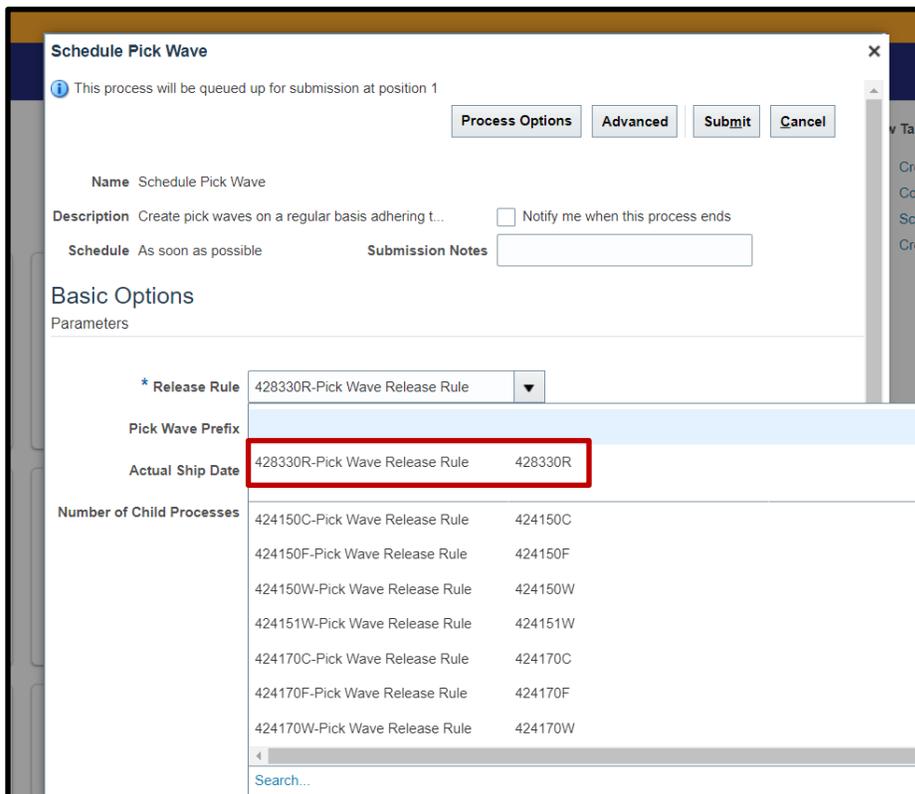
- Click the **Tasks** [  ] icon and select **Picks** from the *Show Tasks* drop-down choice list.



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**.

The screenshot shows a window titled "Schedule Pick Wave" with a close button (X) in the top right corner. Below the title bar, there is an information icon (i) and the text "This process will be queued up for submission at position 1". To the right of this text are four buttons: "Process Options", "Advanced" (highlighted with a red box), "Submit", and "Cancel".

Below the buttons, the form contains the following fields:

- Name:** Schedule Pick Wave
- Description:** Create pick waves on a regular basis adhering t...  Notify me when this process ends
- Schedule:** As soon as possible
- Submission Notes:** [Text input field]

The section is titled "Basic Options" and "Parameters". It contains the following fields:

- \* Release Rule:** 428330R-Pick Wave Release Rule (dropdown menu)
- Pick Wave Prefix:** [Text input field]
- Actual Ship Date:** m/d/yy (text input field with a calendar icon)
- Number of Child Processes:** [Text input field]

8. Click the **Schedule** tab.

The screenshot shows the same "Schedule Pick Wave" window, but now the "Advanced" button is replaced by "Process Options", "Basic", "Schedule" (highlighted with a red box), "Submit", and "Cancel".

The form content is identical to the previous screenshot, but the section is titled "Advanced Options". Below this title are three tabs: "Parameters", "Schedule" (highlighted with a red box), and "Notification".

The "Parameters" tab contains the following fields:

- \* Release Rule:** 428330R-Pick Wave Release Rule (dropdown menu)
- Pick Wave Prefix:** [Text input field]
- Actual Ship Date:** m/d/yy (text input field with a calendar icon)
- Number of Child Processes:** [Text input field]

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**

*i* 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  
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.

### Advanced Options

Parameters **Schedule** Notification

Run  As soon as possible  
 Using a schedule

Frequency

Days Between Runs

\* Start Date  (UTC-05:00) New York - Eastern Time (ET)

\* End Date  (UTC-05:00) New York - Eastern Time (ET)

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

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

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**Schedule Pick Wave**

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

Name

Description   Notify me when this process ends

Schedule  Submission Notes

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**Advanced Options**

Parameters **Schedule** Notification

Run  As soon as possible  
 Using a schedule



## 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)