

Allow Lightspeed to Send Product not on Original Pick List

April 2020





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Introduction

ADM allows for products to be sent from Lightspeed that were not on the original pick list sent from ADM and have the on-hand quantity updated.

Note: The product must exist at the ADM location and have the corresponding Userkey associated with it as a standard.

Expected Flow

1. Product is created at a location in ADM with a Userkey.
2. Make sure Lightspeed is enabled for the Org.
3. Generate a pick list that does not include the product.
4. Operator adds the product on the Lightspeed side.
5. Order is sent back to ADM from Lightspeed.
6. The product inventory is updated in ADM.

ADM

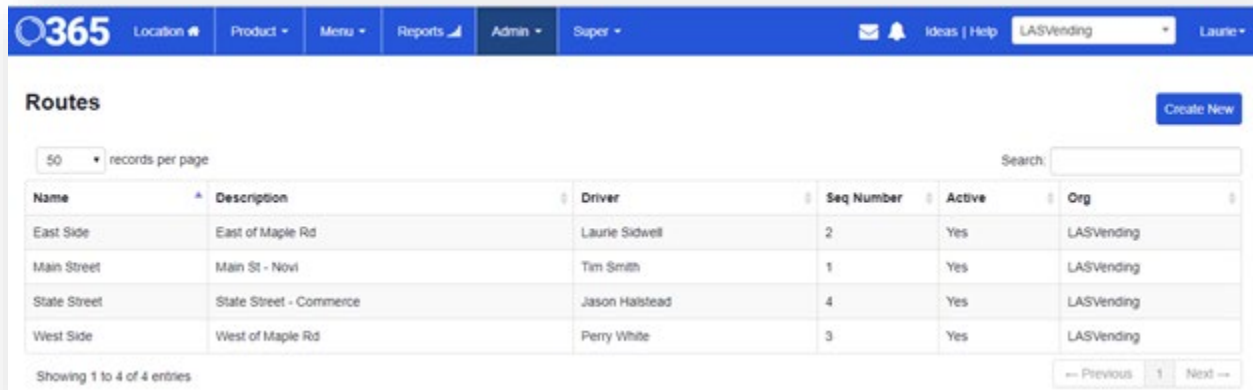
- **Set Items:** lightspeedaapi/order/setitem
- **Parameters:** token, key, orderItemId, originalProductId, pickedProductId, originalQuantity, pickedQuantity 2. Order Complete: lightspeedaapi/order/completed
- **Parameters:** token, key, orderId
- The agreed solution from the Lightspeed team.
- Lightspeed will use the existing API interface (Lightspeedaapi/order/setitem) to send items that are not in the original pick list to the market.
- Lightspeed will pass in the orderId, instead of the orderItemId, in the setitem call. 365 will do the necessary lookup on their end to determine which market needs to be updated.
- Lightspeed will pass the product id in both originalProductId and pickedProductId fields and the picked quantity in both the originalQuantity and pickedQuantity fields for products that are not in the order.
- No error messages will be returned for products that do not exist in the market. It is up to the operator to confirm that the product is listed as a valid product in the market for them to push it through Lightspeed using the process above.

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Route Screen

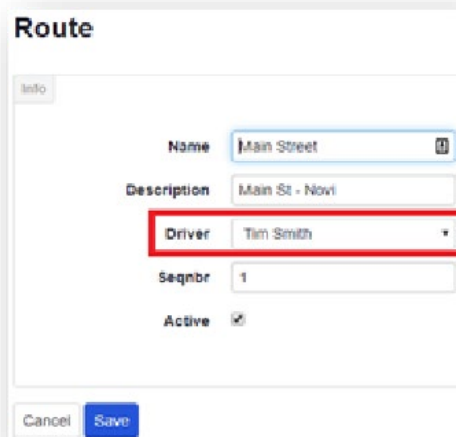
To get to the **Route** screen in ADM:

1. Click the **Admin** tab.
2. Select **Routes** from the drop-down menu. The **Routes** grid displays with the heading shown horizontally.



Name	Description	Driver	Seq Number	Active	Org
East Side	East of Maple Rd	Laurie Sidwell	2	Yes	LASVending
Main Street	Main St - Novi	Tim Smith	1	Yes	LASVending
State Street	State Street - Commerce	Jason Halstead	4	Yes	LASVending
West Side	West of Maple Rd	Perry White	3	Yes	LASVending

3. Click in one of the rows. The **Routes** popup window displays with the grid headers shown vertically.



Route

Info

Name: Main Street

Description: Main St - Novi

Driver: Tim Smith

Seqnbr: 1

Active:

Cancel Save

In this screen you can now assign a driver to a route. The names of ADM users who have been assigned the role of "Driver" or "Operator" will display in the **Driver** drop-down menu.

4. Select a driver for the route from the drop-down menu.
5. Click **Save**. The **Routes** screen displays again.

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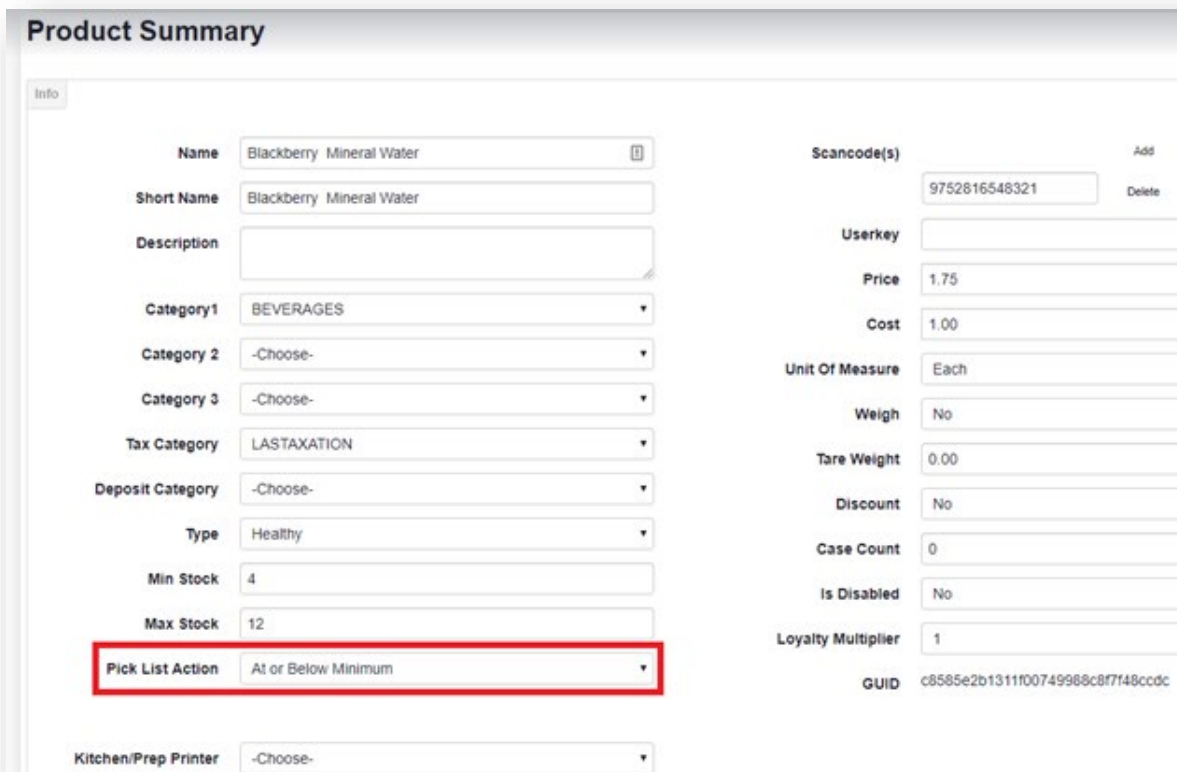
Pick List Action options

When the Pick List Action is set to "Hide From Pick List", the product will not appear in the pick list regardless of Min/Max or static order settings. You can filter from the **Pick List** screen using this new option if you need to quickly find any or all products set to this Pick List Action. However, these products will not appear in the pick list by default.

The "Hide From Pick List" option can be set from the **Products** tab or the **Location** tab in ADM.

Products Tab

1. Click **Global Products** from the drop-down menu. The **Global Products** screen will display.
2. Click on any product in the grid. The **Product Summary** screen, **Info** section will display for the product you selected.



The screenshot shows the 'Product Summary' screen for 'Blackberry Mineral Water'. The 'Pick List Action' field is highlighted with a red box and is set to 'At or Below Minimum'. Other fields include Name, Short Name, Description, Category 1 (BEVERAGES), Category 2 (-Choose-), Category 3 (-Choose-), Tax Category (LASTAXATION), Deposit Category (-Choose-), Type (Healthy), Min Stock (4), Max Stock (12), Scancode(s) (9752816548321), Price (1.75), Cost (1.00), Unit Of Measure (Each), Weigh (No), Tare Weight (0.00), Discount (No), Case Count (0), Is Disabled (No), Loyalty Multiplier (1), and GUID (c8585e2b1311f00749988c8f7f148ccdc).

3. Click in the **Pick List Action** field on the left side. A drop-down menu will display.

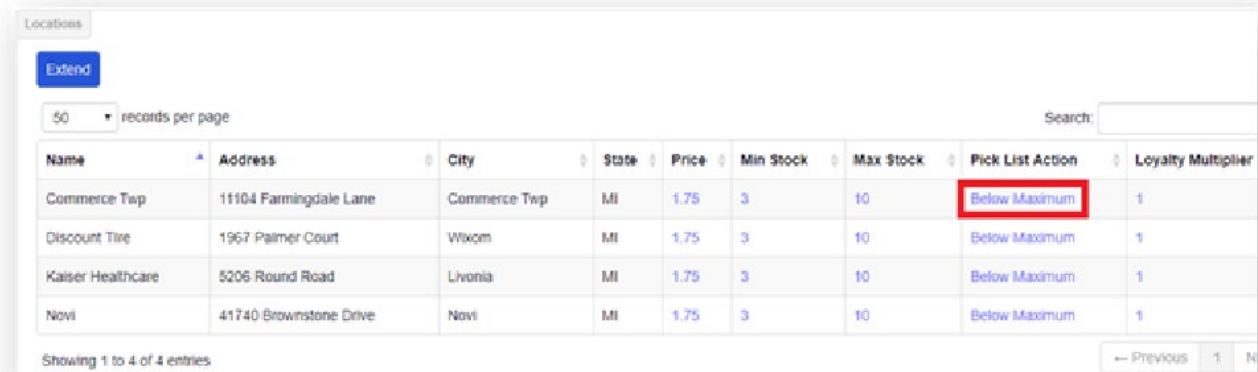
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4. Select **Hide from Pick List**

OR

Scroll further down to the **Locations** section.

5. Click in the Pick List Action column of the grid. The cell where you clicked is highlighted with a border.



Name	Address	City	State	Price	Min Stock	Max Stock	Pick List Action	Loyalty Multiplier
Commerce Twp	11104 Farmingdale Lane	Commerce Twp	MI	1.75	3	10	Below Maximum	1
Discount Tire	1967 Palmer Court	Wilcom	MI	1.75	3	10	Below Maximum	1
Kaiser Healthcare	5206 Round Road	Livonia	MI	1.75	3	10	Below Maximum	1
Novi	41740 Brownstone Drive	Novi	MI	1.75	3	10	Below Maximum	1

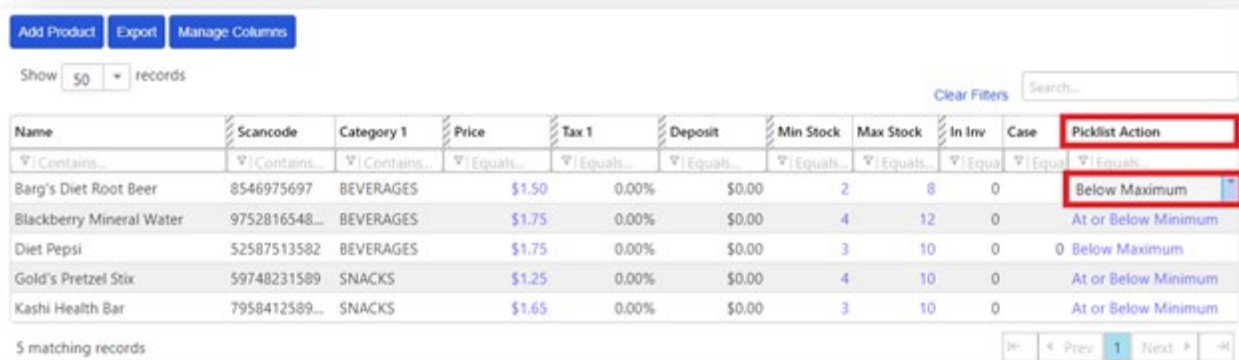
6. Click in the **cell**. A drop-down menu will display with four options.

7. Select **Hide from Pick List** from the drop-down menu.

Locations Tab

1. Click on a **location**. The **Location Summary** screen displays for that location.

2. Scroll down near the bottom and click on the **Products** tab.



Name	Scancode	Category 1	Price	Tax 1	Deposit	Min Stock	Max Stock	In Inv	Case	Picklist Action
Barg's Diet Root Beer	8546975697	BEVERAGES	\$1.50	0.00%	\$0.00	2	8	0	0	Below Maximum
Blackberry Mineral Water	9752816548...	BEVERAGES	\$1.75	0.00%	\$0.00	4	12	0	0	At or Below Minimum
Diet Pepsi	52587513582	BEVERAGES	\$1.75	0.00%	\$0.00	3	10	0	0	Below Maximum
Gold's Pretzel Stix	59748231589	SNACKS	\$1.25	0.00%	\$0.00	4	10	0	0	At or Below Minimum
Kashi Health Bar	7958412589...	SNACKS	\$1.65	0.00%	\$0.00	3	10	0	0	At or Below Minimum

3. Click on **any cell** in the **Picklist Action** column of the grid. The cell where you clicked is highlighted with a border.

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4. Click in the **cell**. A drop-down menu will display with four options.
5. Click **Hide from Pick List**.

Static Order

A new column called "Static Order" has been added to the **Location Summary** screen, in the **Location** tab grid. Use this option to set a standing order for a product at a certain quantity. When this is set for a product, the Min/Max values will be set to zero and not used in the pick list. Instead the Static Order quantity will always be ordered and included in the pick list with **Static Order** quantity as the **Need** quantity.

To see the Static Order column

1. Click on the grey striped **Hidden Columns** marker to the left of the *In Inv* column. A drop-down menu will display.

Show 50 records

Clear Filters Search...

Name	Scancode	Category 1	Price	Tax 1	Deposit	Min Stock	Max Stock	In Inv	Case	Pick
(BR) CUKE AND AVOCADO R...	636628067394		\$6.49	0.00%	\$0.50	0	0	0	0	At d
12 item test	345343	8PERCENTTAX	\$0.10	0.00%	\$0.00	0	0	0	0	Belo
2 Eggs & Cheese Breakfast S...	BSAND19887		\$4.50	0.00%	\$0.50	0	0	0	0	At d

2. Click **Static Order**. The new column will display to the left of the *In Inv* column.

Show 50 records

Clear Filters Search...

Name	Scancode	Category 1	Price	Tax 1	Deposit	Min Stock	Max Stock	Static Or...	In Inv	Case	Pick
12 item test	345343	8PERCENTT...	\$0.10	0.00%	\$0.00	0	0	0	0	0	Belo
2518Prod8Scan2	1234561213...	WATER 20OZ	\$4.00	0.00%	\$0.00	4	3	0	-1	2	At d
(BR) CUKE AND AVOCADO ...	6366280673...		\$6.49	0.00%	\$0.50	0	0	0	0	0	At d
2 Eggs & Cheese Breakfast ...	BSAND19887		\$4.50	0.00%	\$0.50	0	0	0	0	0	At d
2 Eggs & Cheese Breakfast ...	BSAND1988...		\$450.00	0.00%	\$0.00	4	6	0	0	0	At d
3 Mini for \$12	3MINI100123		\$0.99	0.00%	\$0.50	2	6	0	0	0	At d

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Product Summary screen

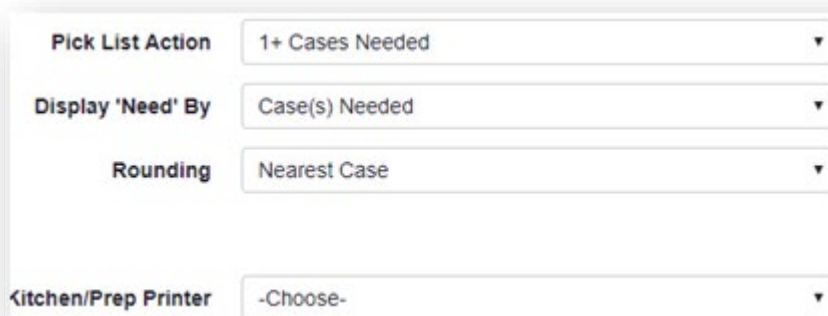
The **Product Summary** screen has several new features added.

1. Go to the **Product** tab.
2. Select **Global Products** from the drop-down menu.
3. Click on a **product** in the grid. The **Product Summary** screen will display for that product.

Display "Need" By Feature

When you have the **Pick List Action** field set to "1+ Cases Needed", you can control how to display the cases needed as either "Case(s) Needed" or "Item(s) Needed".

1. Scroll down to the **Pick List Action** field and click in it. A drop-down menu will display with four options.
2. Select **1+ Cases Needed**. The **Display 'Need' By** field will display.



Pick List Action	1+ Cases Needed
Display 'Need' By	Case(s) Needed
Rounding	Nearest Case
Kitchen/Prep Printer	-Choose-

If the **Display 'Need' By** field is set to "Case(s) Needed", the **Rounding** field will display below it. In this field you can control how to round the cases needed. You will be able to set rounding to always round up, always round down, or always round to the nearest case.

Note: If the **Pick List Action** field is set to anything but "1+ Cases Needed", the **Display 'Need' By** will not display.

How Each Rounding Option Works

Rounding up – This option will always have you pull enough cases to hit your max level even if that means going over the max by a large amount. As soon as you drop below your max amount it will start showing to pick cases.



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Rounding down – This option will never exceed your max level. This may cause you to bring less product than your set max amount unless the numbers match up perfect in which case you would bring the exact max amount.

Example: If you have 99 of one item in inventory with your case count set at 10 and your max is set to 100 then it will **not** tell you to pick a whole case just for that 1 item; instead it will just keep you short at 99 and show to pick 0 cases. Whereas if you were to set it to **round up** in this example it would show to pick another whole case as it is always trying to get to that max level no matter what.

Nearest – This will display the ideal amount of cases you need to pick to get as close to your max as possible.

Note: This can cause it to go over your max or even under your max.

Example: If you have a max of 100, have 92 in inventory and have 10 in a case, it will state to pick a whole case which would bring you to 102. The reason it does this is because 102 is closer to the max than 92.

Locations Grid (Pick List Action)

The *Pick List Action* column has been added to the **Locations** grid at the bottom of the screen under the **Extend** button. You can change the data in the columns where the text is blue.

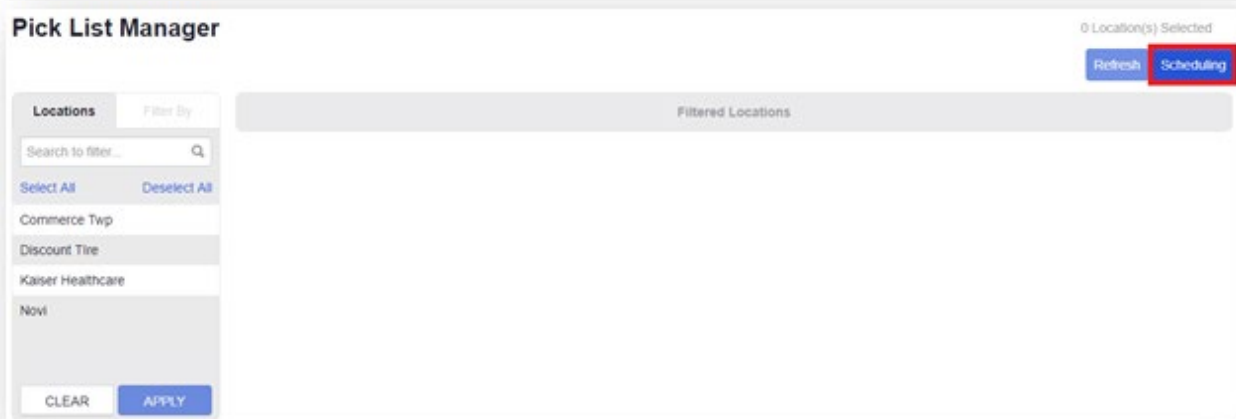
Name	Address	City	State	Price	Min Stock	Max Stock	Pick List Action	Loyalty
Commerce Twp	11104 Farmingdale Lane	Commerce Twp	MI	1.25	4	10	At or Below Minimum	
Discount Tire	1967 Palmer Court	Wixom	MI	1.25	2	8	1+ Cases Needed	
Kaiser Healthcare	5206 Round Road	Livonia	MI	1.25	7	15	Below Maximum	
Novi	41740 Brownstone Drive	Novi	MI	1.25	2	9	Hide From Pick List	

Route Scheduling screen

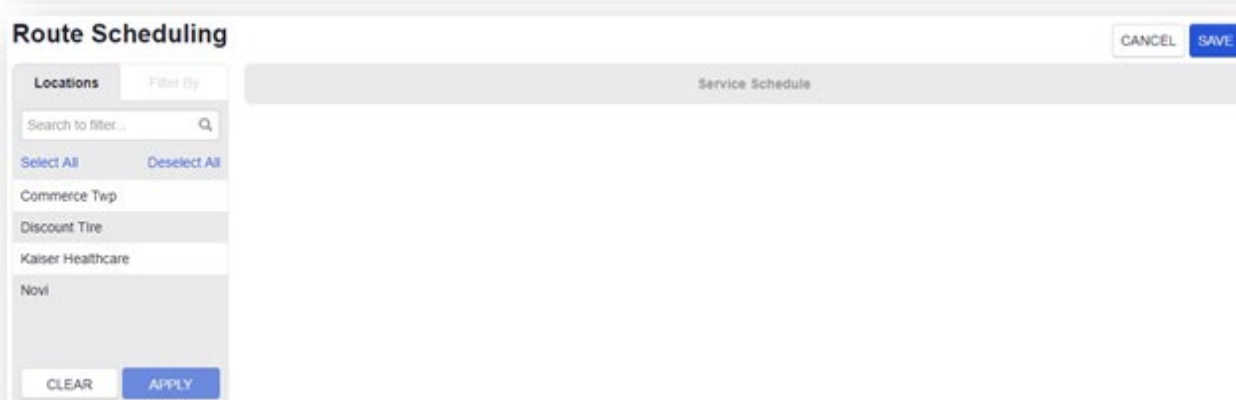
The **Route Scheduling** screen allows you to set one or more service days, and Pick List Preferences per service day, across one or more locations, all from one screen. This provides the tool you need to set the cadence of how to handle pick list planning vs picking schedules.

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1. Click the **Products** tab In ADM.
2. Click **Pick Lists** from the drop-down menu. The **Pick List Manager** screen will display.



3. Click the **Scheduling** button at the top right of the screen. The **Route Scheduling** screen will display.



Service Schedule grid

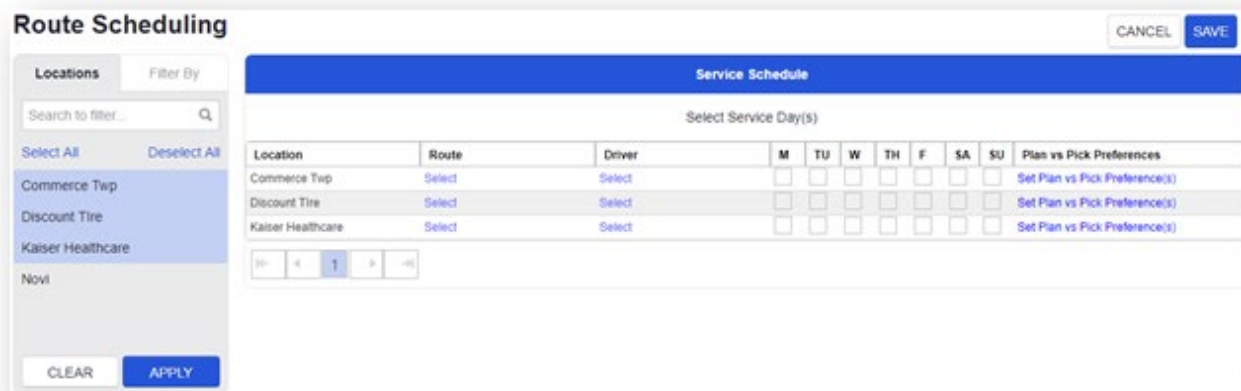
The **Route Scheduling** screen has two tabs, the **Locations** tab and the **Filter By** tab. The **Locations** tab is displayed by default.

1. Select one or more location(s) from the list in the **Locations** tab.
2. Click **APPLY** at the bottom of the tab. The **Service Schedule** grid will populate.

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The grid contains the following columns:

- Location
- Route
- Driver
- Select Service Day(s) (M-SU)
- Plan vs Pick Preference



Note: You can update the **Route** and **Driver** fields from this grid.

The **Filter By** tab is grayed out until you select one or more locations in the **Locations** tab and click **APPLY**. This tab offers three filters with drop-down menus to filter the data in the **Service Schedule** grid. The filters are:

- Service Date
- Driver
- Route

Set Plan vs Pick Preference pop-up window

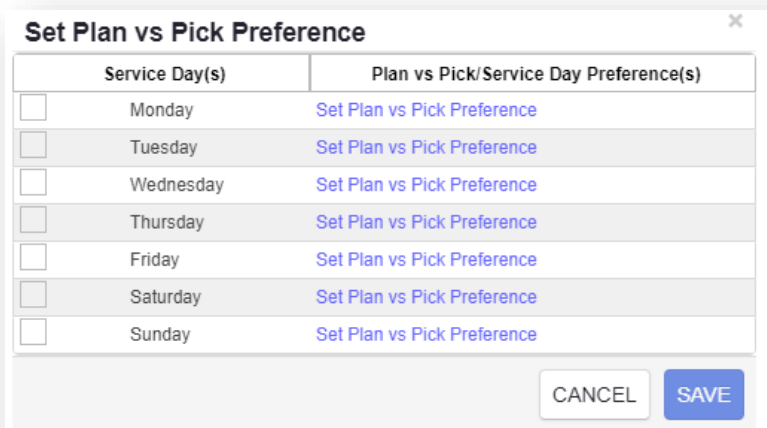
1. Assume you have locations filtered to the Service Schedule on the **Route Scheduling** screen.
2. Click on the **cell** in the **Plan vs Pick Preferences** column that corresponds to the location where you want to set the preferences. The **Set Plan vs Pick Preference** pop-up window will display.

The **Set Plan vs Pick Preference** pop-up window contains two columns:

- **Service Day(s)** – which shows the days of the week (pre-selected if set from the Service Schedule grid).

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- **Plan vs Pick/Service Day Preference(s)** – contains fields with drop-down menus that show these four options:
 - Plan Today Pick Today
 - Plan Today Pick Tomorrow
 - Plan Today Pick In Two Days
 - Plan Today Pick In Three Days



Service Day(s)	Plan vs Pick/Service Day Preference(s)
<input type="checkbox"/> Monday	Set Plan vs Pick Preference
<input type="checkbox"/> Tuesday	Set Plan vs Pick Preference
<input type="checkbox"/> Wednesday	Set Plan vs Pick Preference
<input type="checkbox"/> Thursday	Set Plan vs Pick Preference
<input type="checkbox"/> Friday	Set Plan vs Pick Preference
<input type="checkbox"/> Saturday	Set Plan vs Pick Preference
<input type="checkbox"/> Sunday	Set Plan vs Pick Preference

You can select or deselect any of the check boxes if you need to edit a service day selection and setting.

3. Click **Save** to save your preferences

OR

Click **Cancel** to dismiss the pop-up window and return to the **Route Scheduling** screen.

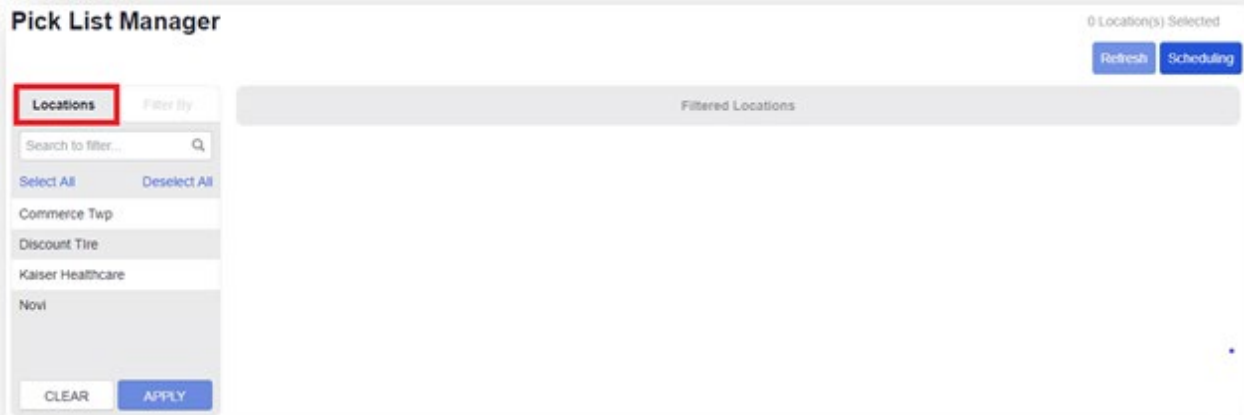
Pick List Manager screen

The **Pick List Manager** screen allows you to manage your pick lists.

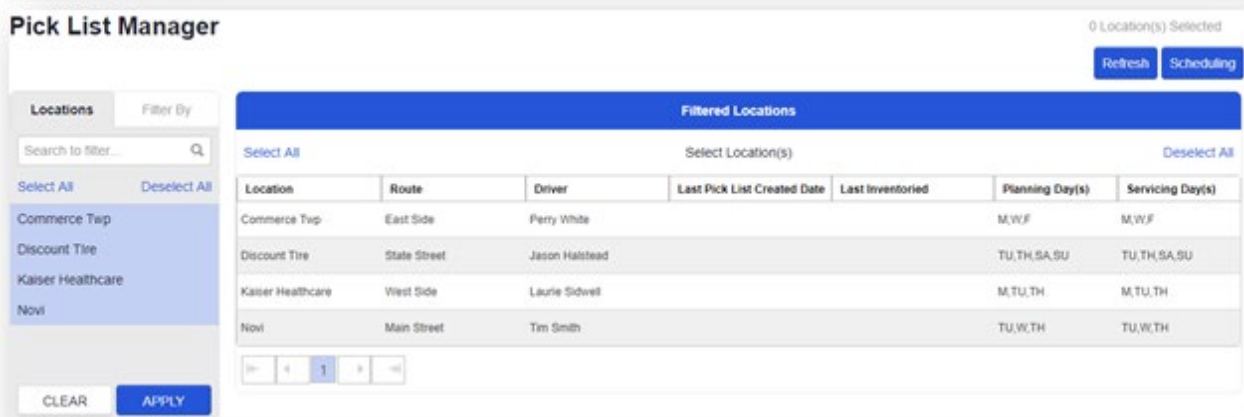
1. Click the **Products** tab in ADM.
2. Select **Pick Lists** from the drop-down menu. The **Pick List Manager** screen displays.

The screen has two tabs on the left, **Locations** and **Filter By**. **Locations** is selected by default and **Filter By** is greyed out. You must select one or more locations in the **Locations** tab for the **Filter By** tab to become active.

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3. Click on **one or more locations** in the **Locations** tab.
4. Click **APPLY** at the bottom of the tab. The **Filtered Locations** grid will display with information about the location(s) you selected.

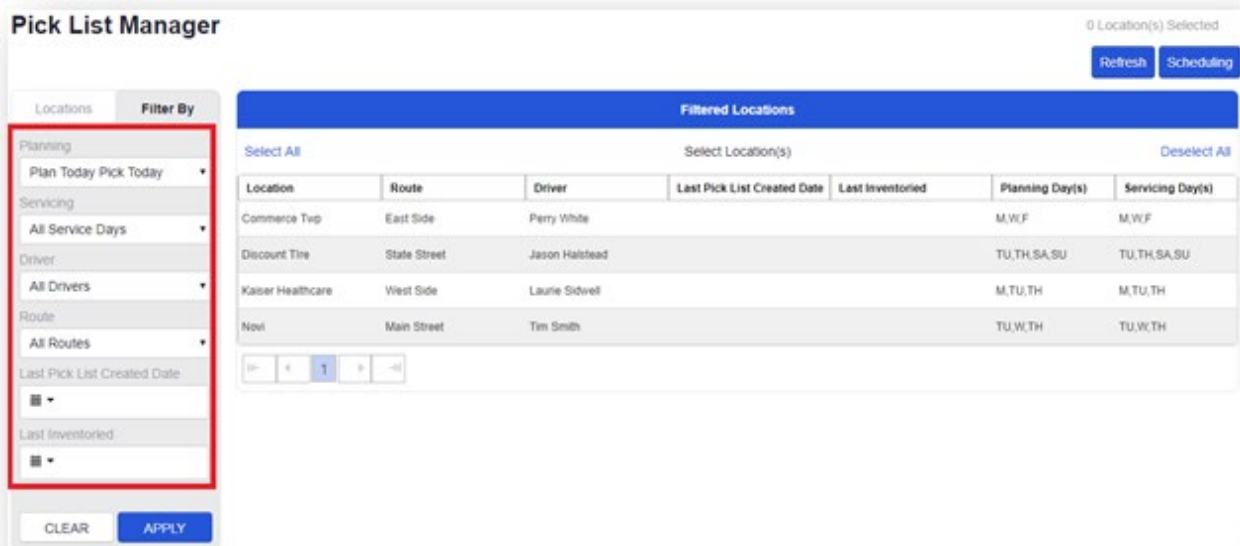


You can filter the grid by:

- Location
- Route
- Driver
- Last Pick List Created Date
- Last Inventoried
- Planning day(s) *(based on Plan vs Pick scheduling)*
- Servicing day(s) *(based on Plan vs Pick scheduling)*

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- Click on the **Filter By** tab next to the **Locations** tab. The **Filter By** tab displays with six fields containing the following drop-down menus:
 - Planning
 - Servicing
 - Driver
 - Route
 - Last Pick List Created Date
 - Last Inventoried



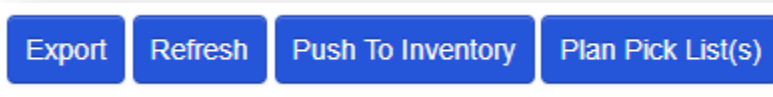
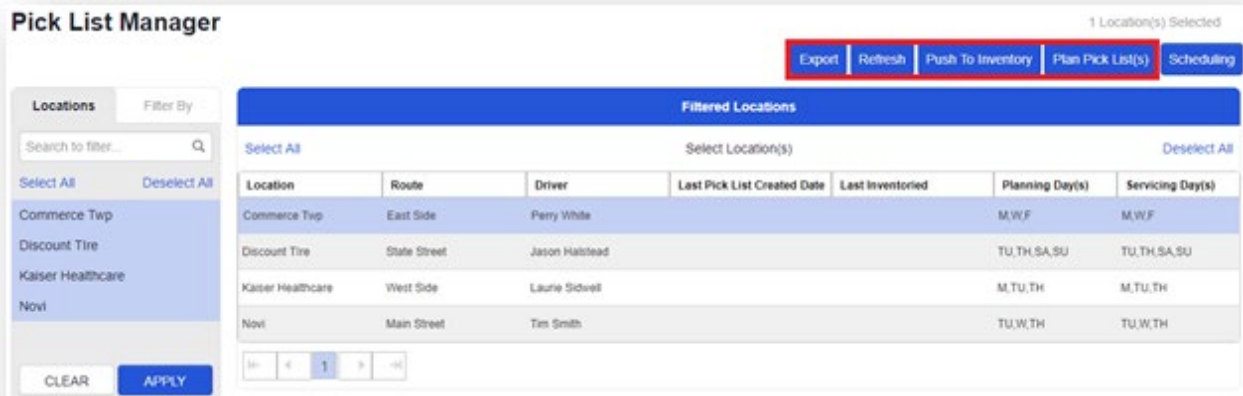
The screenshot shows the 'Pick List Manager' interface. On the left, there is a 'Filter By' tab with a red box highlighting six filter options: 'Planning', 'Servicing', 'Driver', 'Route', 'Last Pick List Created Date', and 'Last Inventoried'. The main area displays a table of 'Filtered Locations' with columns for Location, Route, Driver, Last Pick List Created Date, Last Inventoried, Planning Day(s), and Servicing Day(s). The table contains four rows of data. At the bottom left, there are 'CLEAR' and 'APPLY' buttons.

Location	Route	Driver	Last Pick List Created Date	Last Inventoried	Planning Day(s)	Servicing Day(s)
Commerce Twp	East Side	Perry White			M,W,F	M,W,F
Discount Tire	State Street	Jason Halstead			TU,TH,SA,SU	TU,TH,SA,SU
Kaiser Healthcare	West Side	Laurie Sidwell			M,TU,TH	M,TU,TH
Novi	Main Street	Tim Smith			TU,W,TH	TU,W,TH

You can quickly send pick lists to Lightspeed or push them to inventory from the **Pick List Manager** screen when one or more locations have been selected.

- Select **one or more locations** in the grid. Four new buttons will display on the right side of the screen.

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OR



- **Export** button – export your selections to an Excel spreadsheet.
- **Refresh** button – refresh the screen.

Important: When you “refresh” the **Pick List Manager** or **Pick List** screen, the system will update the pick lists and clear any revisions (add, remove, edits) previously made to the pick lists).

- **Send To Lightspeed** button – quickly send pick lists to Lightspeed.

OR

Push to Inventory button – push pick lists to inventory.

Note: If your Org has Lightspeed, you will see the **Send to Lightspeed** button instead of the **Push to Inventory** button in both the **Pick List Manager** and the **Pick List** screens.

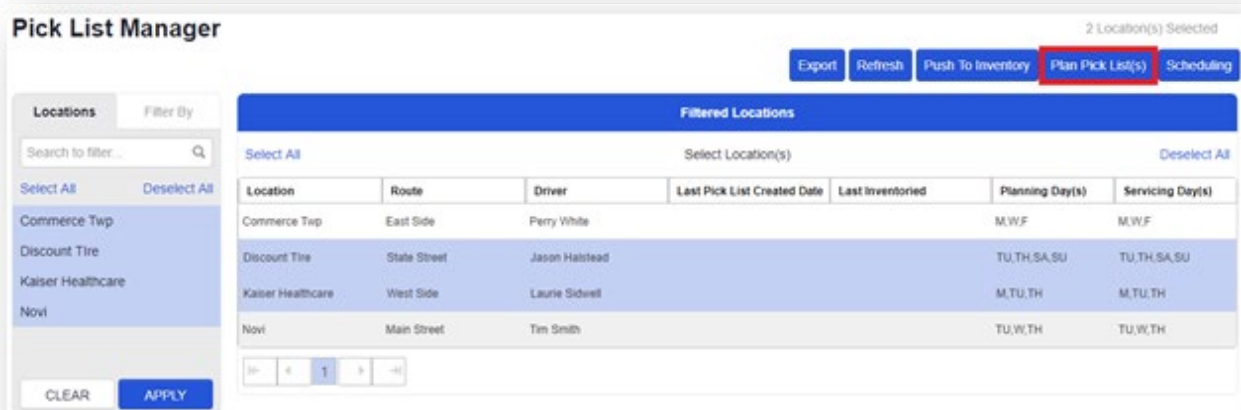
- **Plan Pick List(s)** button – further refine your pick lists before sending them to Lightspeed or pushing them to inventory.

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Pick List screen

The **Pick List** screen allows you to manage one or more of the pre-filtered locations. To get to the **Pick List** screen, from the **Pick List Manager** screen:

1. Select **one or more locations** in the **Locations** tab.
2. Click **APPLY**. The **Filtered Locations** grid will display.
3. Select **one or more locations** in the **Filtered Locations** grid.



4. Click the **Plan Pick List(s)** button on the right side of the screen.
5. The **Pick List** screen will display showing the locations you selected. This screen shows additional columns of data including:
 - Product Name
 - UPC
 - Product ID
 - Category 1
 - Pick List Action

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Pick List 0 Location(s) and 0 Product(s) Selected

[Back to Pick List Manager](#) [Manage columns](#) [Add Product](#) [History](#) [Refresh](#)

Filter By

Product Name

Filter By

All Products

Category

All Categories

Pick List Actions

All Pick List Action

[CLEAR](#) [APPLY](#)

Filtered Pick List											
Select Location(s) and Product(s)											
Location	Route	Product Name	UPC	Product Id	Category 1	Pick List Action	Case Ct	Min	Max	In Inv	Need
Commerce Top	East Side	Berg's Diet Root Beer	854975607		BEVERAGES	Below Maximum	0	2	8	0	8
Commerce Top	East Side	Blackberry Mineral Water	9752816548321		BEVERAGES	At or Below Minimum	0	4	12	0	12
Discount Tire	State Street	Diet Pepsi	52587513582		BEVERAGES	Below Maximum	0	3	10	0	10
Novi	Main Street	Diet Pepsi	52587513582		BEVERAGES	Below Maximum	0	3	10	0	10
Kaiser Healthcare	West Side	Diet Pepsi	52587513582		BEVERAGES	Below Maximum	0	3	10	0	10
Commerce Top	East Side	Diet Pepsi	52587513582		BEVERAGES	Below Maximum	0	3	10	0	10
Commerce Top	East Side	Gold's Prebiol Stix	59748231589		SNACKS	At or Below Minimum	0	4	10	0	10
Kaiser Healthcare	West Side	Gold's Prebiol Stix	59748231589		SNACKS	Below Maximum	0	7	15	0	15
Commerce Top	East Side	Kashi Health Bar	795841258975223		SNACKS	At or Below Minimum	0	3	10	0	10

Note: Any changes made to the pick lists on this screen (e.g., adding, removing, adjusting the **Need** quantity) will be automatically saved if you must leave this screen temporarily.

When one or more locations have been selected in the **Filtered Pick List** grid, you can:

- Push pick lists to inventory by clicking the **Push to Inventory** button or send pick lists to Lightspeed by clicking the **Send to Lightspeed** button.
- Perform a pick list export and refresh by clicking the **Export** and **Refresh** buttons.

Important: When you "refresh" the **Pick List Manager** or **Pick List** screen, the system will update the pick lists and clear any revisions (add, remove, edits) previously made to the pick lists.

- View the pick list history by clicking the **History** button.



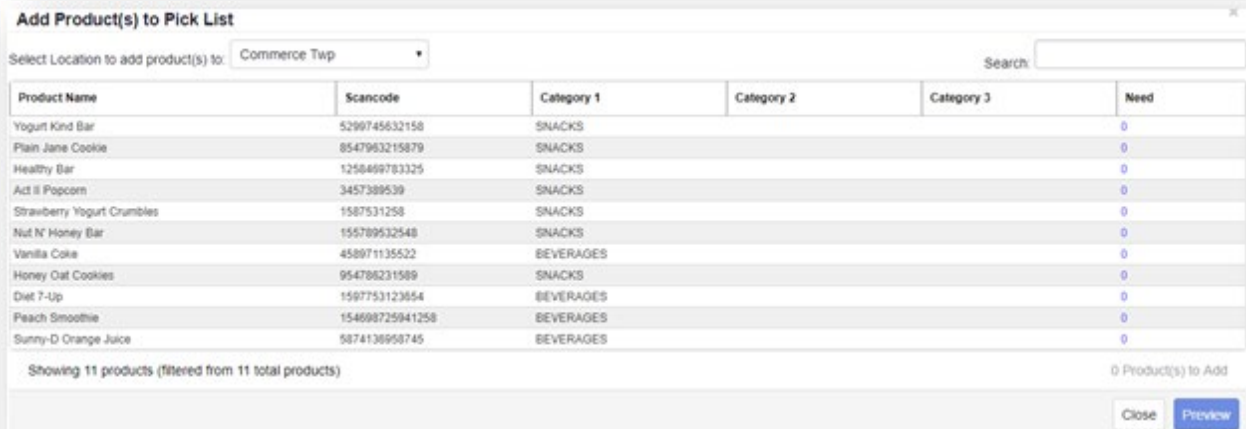
OR



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Add Product(s) to Pick List

1. Click the **Add Product** button. The **Add Product(s) to Pick List** pop-up window will display.



Product Name	Scancode	Category 1	Category 2	Category 3	Need
Yogurt Kind Bar	5299745632158	SNACKS			0
Plain Jane Cookie	8547963215879	SNACKS			0
Healthy Bar	1258469783325	SNACKS			0
Act II Popcorn	3457389539	SNACKS			0
Strawberry Yogurt Crumbles	1587531258	SNACKS			0
Nut N' Honey Bar	155789532548	SNACKS			0
Vanilla Coke	458971135522	BEVERAGES			0
Honey Oat Cookies	954786231589	SNACKS			0
Diet 7-Up	1597753123654	BEVERAGES			0
Peach Smoothie	154698725941258	BEVERAGES			0
Sunny-D Orange Juice	5874136958745	BEVERAGES			0

Showing 11 products (filtered from 11 total products) 0 Product(s) to Add

Close Preview

2. In the **Add Product(s) to Pick List** pop-up window, you can add product(s) to any location by:
 - Selecting the location from the **Select Location to add product(s) to:** drop-down menu.
 - Searching for the product by name or category.
 - Entering a **Need** value for those product(s).

When a **Need** value is added that is greater than zero, it will be included in the **Add to Product** list which you can preview before finalizing all the products you want to add, by clicking the **Preview** button. To add more than one type of product, repeat the search and make sure you enter the **Need** value.

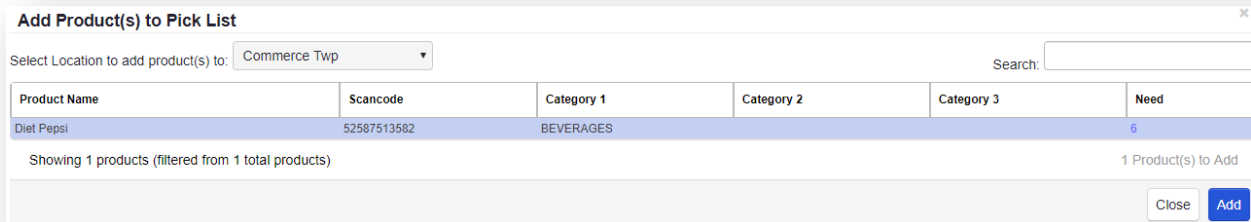
The final products that you want to add will have the **Need** value that you entered included in the pick list. Click the **Add** button to finalize the products you want to add to the pick list for the location selected.

Note: When a location has at least ONE product with a **Need** value, the **Location** drop-down menu will be locked and cannot be changed to a different location. You must either click **Cancel** and stop adding products or finish the location you are working on before starting on another location.

3. Add additional product(s) to a location's pick list by updating the quantity in the **Need** column.

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- Click **Close** to return to the **Pick List** screen without adding any new products
OR
Click **Preview** to see the new product(s) that you can add to your pick list.



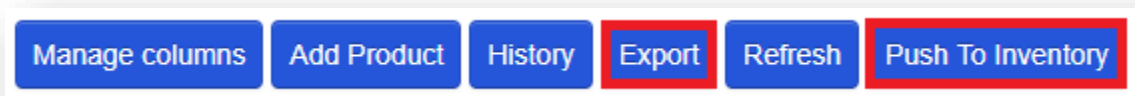
- Click **Add** to add the product(s) to your pick list and return to the **Pick List** screen
OR
Click **Close** to return to the **Pick List** screen without adding any new products.

Export Some or All Pick List Product(s)

You can export one or more locations and products by selecting those locations and products or by clicking **Select All** to export the entire filtered pick list.

To export data:

- Select **one or more locations** or **products** from the **Filtered Pick List** grid in the **Pick List**. Two new buttons will display in the group of buttons on the right side of the screen, they are the **Export** button and the **Push to Inventory** or **Send to Lightspeed** button.



OR

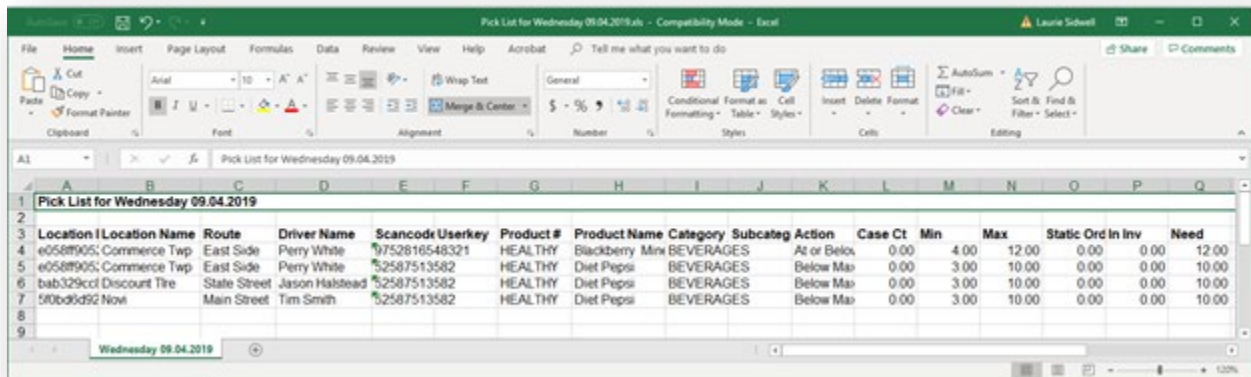


- Click the **Export** button. You will be prompted to save your selected locations or products in an Excel file.

Allow Lightspeed to Send Product not on Original Pick List

3. The Excel file will include data from all the selected locations and products. It will be displayed in the following columns:

- Location ID
- Location Name
- Route
- Driver Name
- Scancode
- Userkey
- Product Number
- Product Name
- Category
- Subcategory
- Action
- Case Ct
- Min/Max
- Static Order
- In Inv
- Need



Location	Location Name	Route	Driver Name	Scancode	Userkey	Product #	Product Name	Category	Subcateg	Action	Case Ct	Min	Max	Static Ord	In Inv	Need
e0588905: Commerce Twp	East Side	East Side	Perry White	9752816548321		HEALTHY	Blackberry Mlnx	BEVERAGES		At or Below	0.00	4.00	12.00	0.00	0.00	12.00
e0588905: Commerce Twp	East Side	East Side	Perry White	52587513582		HEALTHY	Diet Pepsi	BEVERAGES		Below Max	0.00	3.00	10.00	0.00	0.00	10.00
bab329ccl Discount Tire	State Street	State Street	Jason Halstead	52587513582		HEALTHY	Diet Pepsi	BEVERAGES		Below Max	0.00	3.00	10.00	0.00	0.00	10.00
5f0b9d92 Novi	Main Street	Main Street	Tim Smith	52587513582		HEALTHY	Diet Pepsi	BEVERAGES		Below Max	0.00	3.00	10.00	0.00	0.00	10.00

Pick List History screen

You will have a historical view of the most recent pick lists that have been sent to Lightspeed or pushed to inventory.

1. Click the **Products** tab in ADM.
2. Select **Pick Lists** from the drop-down menu. The **Pick List Manager** screen displays.
3. Select **one or more locations** in the **Locations** tab on the left.
4. Click **APPLY**.
5. Select **one or more locations** in the **Filtered Locations** grid.
6. Click **Plan Pick List(s)** at the top right of the screen. The **Pick List** screen will display, and the filtered pick lists will appear in the **Filtered Pick List** grid.



Allow Lightspeed to Send Product not on Original Pick List

- Click the **History** button near the right-side of the screen. The **Pick List History** screen will display showing data from all locations in the **Pick List** screen.

Pick List History

Show records Search...

Date/Time Created	Date/Time Pushed	Location	Pushed By	# Products	# Units	Total Cost
09/04/2019 04:56 PM	09/04/2019 05:37 PM	Discount Tire	Laurie Sidwell	1	10	\$11.00
09/04/2019 04:56 PM	09/04/2019 05:30 PM	Commerce Twp	Laurie Sidwell	3	16	\$14.25
09/04/2019 04:56 PM	09/04/2019 05:07 PM	Commerce Twp	Laurie Sidwell	1	10	\$11.00
09/04/2019 04:56 PM	09/04/2019 05:07 PM	Kaiser Healthcare	Laurie Sidwell	1	10	\$11.00

1 - 4 of 4 records « Prev 1 Next »

The grid in the **Pick List History** screen includes these columns:

- Date/Time Created
- Date/Time Pushed
- Location
- Pushed By (*operator*)
- # Products
- # Units
- Total Cost (*for each Location*)

- Click in **any row** to see the Lightspeed detail of the pick list you selected. The following screen will display.

Pick List for 365 HQ MicroMarket SOS on 09/19/2019 08:34 AM Export Pick List

Show records Search...

Name	Scancode	Category	Subcategory	Action	Case	Min	Max	In Inv	Need
7th Street Dark Chocolate & Strawberry Thins	077290603013	CANDY	COOKIES	At or Below Minimum	0	2	4	0	4
Annie's Chocolate chip Grahams	013562302437	COOKIES		At or Below Minimum	0	0	8	0	8
Awake Caffeinated Dark Chocolate Bar	891325002028	SNACK BAR		At or Below Minimum	0	8	12	-32	12
BeanBoy Dark Chocolate Espresso Beans 1oz	045635427075	CANDY		At or Below Minimum	0	2	12	0	12

1 - 4 of 4 records « Prev 1 Next »

You can click the **Export Pick List** button in the upper right corner to export the data to an Excel spreadsheet.