How to Fulfill Orders on the Handheld using the PPS System
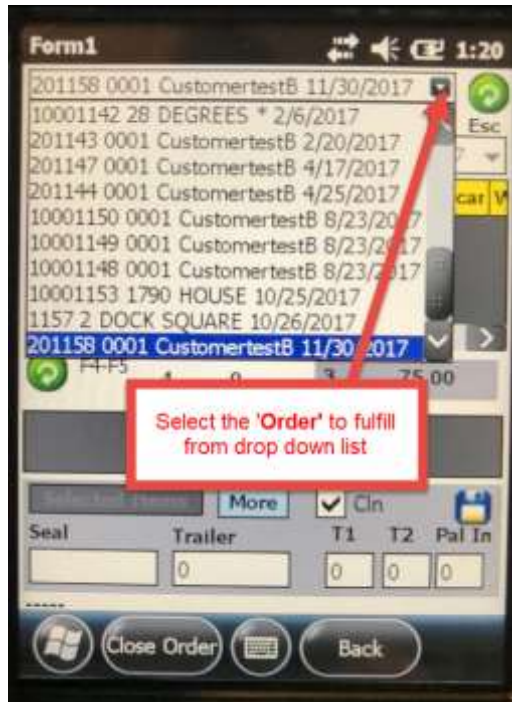
- Log into the Main Menu on the Handheld
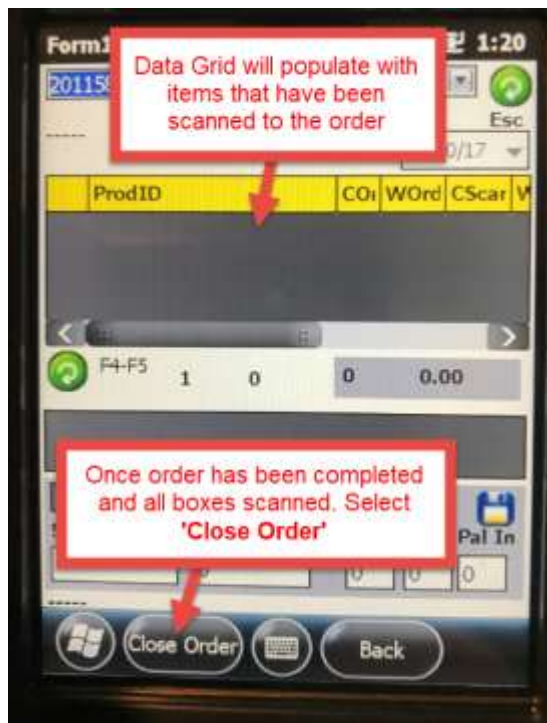- Select *Shipping* from the main menu as shown below
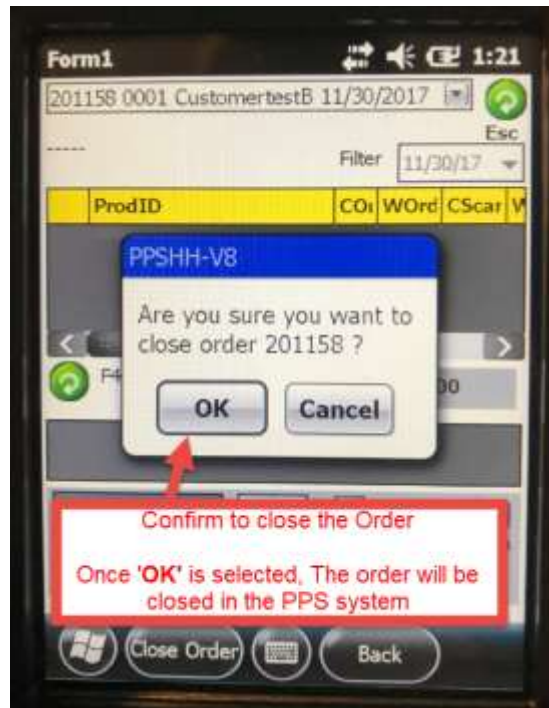

- Select *Pick* to fulfill orders

- Select the Order to fulfill from the drop down list. Order Number and customer will also be displayed.

- Now scan all items that belong to the order selected. The Hand Held will make a *good* scan sound when an item is scanned onto the order and the item will appear in data grid. (May have to press the refresh button to get up to the second data)

- Once all items have been scanned and order has been completed select ***Close Order***
- You will be prompted to confirm you want to close the order

- The order will be closed in the PPS System once confirmation has been selected