

# Single Order Picking Workflow



## ▷ Start

Start of the Workflow/Process.

## 📦 1. Retrieve Pending Order

Fetch the specific Order entry from the Order Data Model to begin the picking process.

## 📦 2. Get Order Line Items

Retrieve all associated items/products linked to the retrieved Order entry.

## ✍️ 3. Update Order Status to 'Picking'

Change the status of the Order entry to 'In Progress' to prevent duplicate picking.

## ☑️ 4. Assign Picking Task

Create a task for the Warehouse Operator to physically collect the items.

## ✍️ 5. Update Item Quantities

Update the 'Quantity Picked' field in the Order Line Items data model as items are scanned.

## ⚖️ 6. Calculate Remaining Items

Subtract 'Quantity Picked' from 'Ordered Quantity' to check for discrepancies.



### **7. Sum Total Picked Weight**

Aggregate the weight property of all picked items to ensure it fits in the assigned shipping box.

### **8. Flag Discrepancies**

If picked quantity does not match ordered quantity, update the Order entry with a 'Discrepancy' flag.

### **9. Quality Control Check**

Create a task for the QC Manager if a discrepancy or damaged item is detected.

### **10. Set Order Status to 'Picked'**

Update the Order entry status to 'Picked' once all line items are accounted for.

### **11. Create Packing Slip**

Generate a new entry in the Packing Slips data model populated with order details.

### **12. Packing Task**

Create a task for the Packing Station user to wrap and box the items.

### **13. Notify Customer**

Send an email to the customer's email address in the Order entry informing them that their order is being packed.

### **14. Update Order Status to 'Ready for Shipment'**

Final status update for the Order entry once packing is complete.

### **15. Generate Daily Picking Efficiency Report**

Create a report summarizing total orders picked, time taken, and error rates for the shift.

### **End**

End of the Workflow/Process.