✅ ChecklistGuro

Warehouse WMS Voice Picking Checklist

System Setup & Configuration

Verify initial system configuration and integration with voice picking hardware.

Voice Server IP Address

Enter a number...

Voice Profile Selection

☐ Standard

☐ Quiet Environment

☐ Noisy Environment

System Implementation Date

Enter date...

Initial Configuration Notes

Write something...

Default Language Setting

☐ English

☐ Spanish

☐ French

Voice Server Port

Enter a number...

Hardware Functionality

Test all voice picking hardware components (headsets, speakers, microphones).

Headset Battery Level (%)

Enter a number...

Microphone Volume Level (1-10)

Enter a number...

Speaker Clarity (Good/Fair/Poor)

☐ Good

☐ Fair

☐ Poor

Last Headset Calibration Time

Enter time...

Description of any hardware issues observed

Write something...

Bluetooth Connection Status (Connected/Disconnected/Intermittent)

- [ ] Connected
- [ ] Disconnected
- [ ] Intermittent

User Training & Proficiency

Assess user understanding and ability to effectively utilize the voice picking system.

Total Training Hours Completed

Enter a number...

Training Module Completion Status (Module 1)

- [ ] Completed
- [ ] In Progress
- [ ] Not Started

Understanding of Voice Commands

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Describe any challenges encountered during training.

Write something...

Ability to interpret visual cues alongside voice prompts.

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Number of Simulated Picking Tasks Completed

Enter a number...

Date of Training Completion

Enter date...

Order Accuracy & Verification

Evaluate the accuracy of picking tasks performed with voice guidance.

Number of Orders Picked

Enter a number...

Number of Order Errors (Incorrect Items)

Enter a number...

Number of Order Errors (Wrong Quantity)

Enter a number...

Number of Order Errors (Damaged Items)

Enter a number...

Order Verification Method (Scan, Visual)

☐ Scan

☐ Visual

Description of Error (if applicable)

Write something...

Total Order Weight Discrepancy (kg)

Enter a number...

Workflow Efficiency & Time Savings

Measure the impact of voice picking on overall workflow efficiency and time taken for picking tasks.

Average Picking Time (minutes) - Before Voice

Enter a number...

Average Picking Time (minutes) - After Voice

Enter a number...

Reduction in Picking Time (%)

Enter a number...

Orders Processed per Hour - Before Voice

Enter a number...

Orders Processed per Hour - After Voice

Enter a number...

Observed Improvement in Warehouse Flow

☐ Significant Improvement

☐ Moderate Improvement

☐ Slight Improvement

☐ No Improvement

☐ Negative Impact

Detailed Notes on Workflow Efficiency Changes

Write something...

Error Handling & Troubleshooting

Test error handling procedures and ability to troubleshoot common voice picking issues.

Describe the Error Encountered

Write something...

Error Category

☐ Hardware

☐ Software

☐ Network

☐ User Error

☐ Integration

Error Code (if applicable)

Enter a number...

Steps Taken to Resolve

Write something...

Date of Error Occurrence

Enter date...

Time of Error Occurrence

Enter time...

Resolution Status

☐ Resolved

☐ Pending

☐ Escalated

Integration with WMS

Confirm seamless data transfer and synchronization between the voice picking system and the WMS.

Order Synchronization Delay (seconds)

Enter a number...

Synchronization Method

☐ Real-time

☐ Batch

Detailed Description of Data Fields Synchronized

Write something...

Error Logging Method

☐ WMS Log

☐ Separate Log File

☐ Centralized System

Last Data Synchronization Date

Enter date...

Number of Records Synchronized in Last Batch

Enter a number...

Security & Access Control

Verify user authentication and authorization procedures within the voice picking environment.

Authentication Method

☐ Username/Password

☐ Biometric

☐ RFID

Failed Login Attempts Allowed

Enter a number...

Last Password Reset Date

Enter date...

Role-Based Access Control Enabled?

☐ Yes

☐ No

Permissions Granted (Select All That Apply)

☐ View Reports

☐ Modify Data

☐ Create Users

☐ Configure System

Two-Factor Authentication Enabled?

☐ Yes

☐ No

System Performance & Stability

Monitor system responsiveness and identify any performance bottlenecks.

Average Response Time (seconds)

Enter a number...

Peak System Load (concurrent users)

Enter a number...

Error Rate (%)

Enter a number...

Last System Reboot Time

Enter time...

Date of Last Performance Review

Enter date...

Description of any recent performance issues

Write something...

Current System Status

☐ Nominal

☐ Warning

☐ Critical

Maintenance & Updates

Check for scheduled maintenance and updates to ensure optimal system performance.

Last Software Update Date

Enter date...

Version Number of Current Software

Enter a number...

Summary of Changes in Last Update

Write something...

Scheduled Next Maintenance Window

Enter date...

Maintenance Performed by:

☐ Internal Team

☐ Vendor Support

☐ Third-Party Contractor

Upload Maintenance Logs/Reports

⬆ Upload File