

How to Change the Pick List Start/Stop Date/Time

The Pharmacy Pick List Start/Stop Date/Time can be changed by modifying the Stop Date/Time on the next run. The steps below will show how to change this, so that it can be run for a new set of times.

When running the Pick List for the next day needed, enter the Stop Date/Time to the new date/time you are wanting and that will start having the Pick List run from XX:01 the current day to XX:00 the following day. The highlighted area below is where the change would be made. Notice in this example, the time is changed from 1400 to 1300. The following Pick Lists will have a start time of 1301 of the current day.

Select Systems Manager Menu <TEST ACCOUNT> Option: Test an option not in your menu

Option entry to test: PSJU PL Pick List

Do you want labels to print after the pick list (Y/N)? No

Include FLOOR STOCK items? No// (No)

**Select WARD GROUP NAME: TEST CART FILL
PHARMACY**

**The PICK LIST for this WARD GROUP was last run on 10/17/17 07:27
for 10/17/17 14:01 through 10/18/17 14:00**

Start date/time for this pick list: 10/18/17 14:01

**Enter STOP date/time for this pick list: OCT 19,2017@14:00//10/19/17@1300 (OCT
19, 2017@13:00)**