

How to Prioritise Urgent Orders for Picking

Issue 1: May 2007

Objective:

When orders need to be picked urgently – ahead of any other orders – they need to jump to the top of the queue for the warehouse picker.

All sales orders can be assigned a priority, from 1 (lowest) to 9 (most urgent). A priority of zero can optionally be used to prohibit an order from despatch.

There are 2 ways to set this priority:

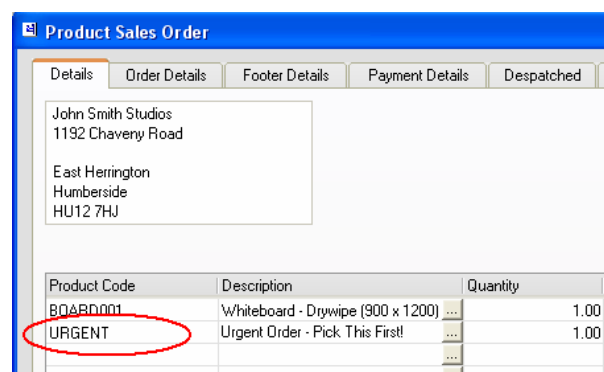
- By adding a dummy 'URGENT' product to an order from within Sage Line 50
- Using Barcode Admin

Adding an URGENT product

Create a new '**non stock-item**' product code within Sage called '**URGENT**'. It can have a zero sales price.

Your sales team can simply identify a priority order by adding this URGENT product code to the order.

An order containing an URGENT product code is given a priority of **5**. If the URGENT product code is later deleted then the priority reverts to **2**.

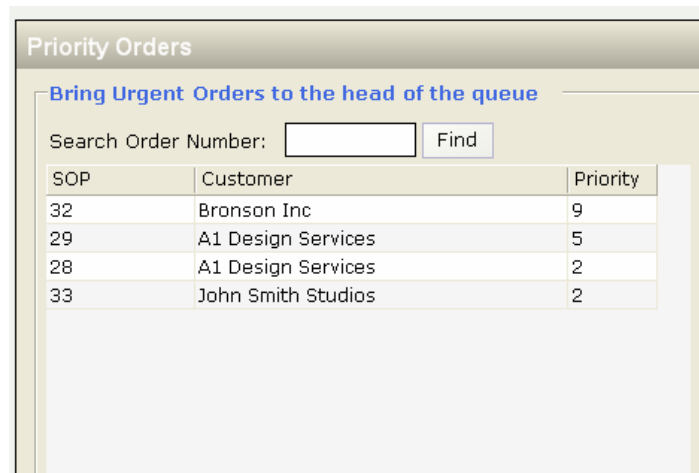


Add the URGENT product within Sage SOP

Changing Priorities in Barcode Admin

Start **Barcode Admin**

Press **SOP Orders**



Change the priority of individual orders.

Pressing **Refresh** will re-sort the list to show the order in which they will appear on the terminals.

Summary list of Priority values

Priority	Definition
9	Very Urgent. Appears top of the list.
6 to 8	More urgent.
5	Urgent Orders (set by the URGENT product code).
3 to 4	Somewhat urgent.
2	Default.
1	Lowest priority.
0	Hide from all picking lists

Sorting by Priority in the Order Route

To sort the order list on the warehouse screen, all Order Routes must be sorted in descending order of priority.

To achieve this, start **Barcode Admin**

Press **Settings**

Select the '**Order Routes**' tab

Right-click on each Order Route and select **Edit**.

Set the **SQL Order By** to **SOP.Priority DESC, SOP.Order_Number**

This means orders will be listed descending from the highest priority (9) to the lowest (0).

Order Route Properties:

Description:

SQL Where Criteria:

SQL Order By:

This route will all orders containing the following products:

Order Status

- Include New and Part Delivered orders
- Include New orders Only
- Include Part Delivered orders Only

Stock Shortages

- Include all orders regardless of any shortages
- Include only if at least 1 product is in stock
- Include only if No Shortages

Technical Support; For further assistance with configuring Order Routes please contact our support team on 01509 620606.

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