AiM™ User Guide
Creating a Pick Ticket
From the Workdesk select the **Approved Material Request** query

Make a note of the **Transaction Number-Work Order and Phase** associated with **Material Request**, for this example I will use 1039

Click the **AiM** icon to return to the Workdesk, click the **Inventory Module**

Next Page
Select the new icon next to Pick Ticket

The Pick Ticket opens, enter the Work Order number (1) then select the zoom button (2) to verify.
*****For this example we will use the Storeroom Warehouse*****

Select the zoom icon next to Warehouse and select Storeroom. Click the calendar next to Date Needed to pick the appropriate date.
Click **Load Material Request**

The **Load Material Request** page opens with the Material Request approved for the Work Order and Phase you previously selected.

Click the box next to the **Transaction** to select and hit the green flag.
You will be returned to the Pick Ticket page with the added Material Request.

Click the zoom icon next to Status and change from OPEN to FINALIZED.

Click the Save icon, Storeroom personnel will now see the finalized Pick Ticket and create a Counter Release.