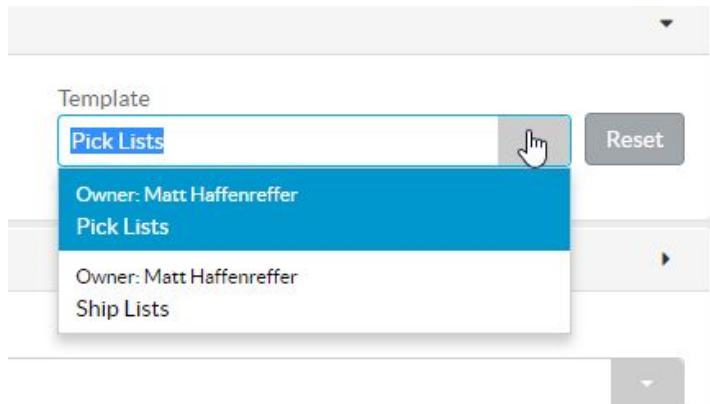


Generating Pick and Ship Sheets

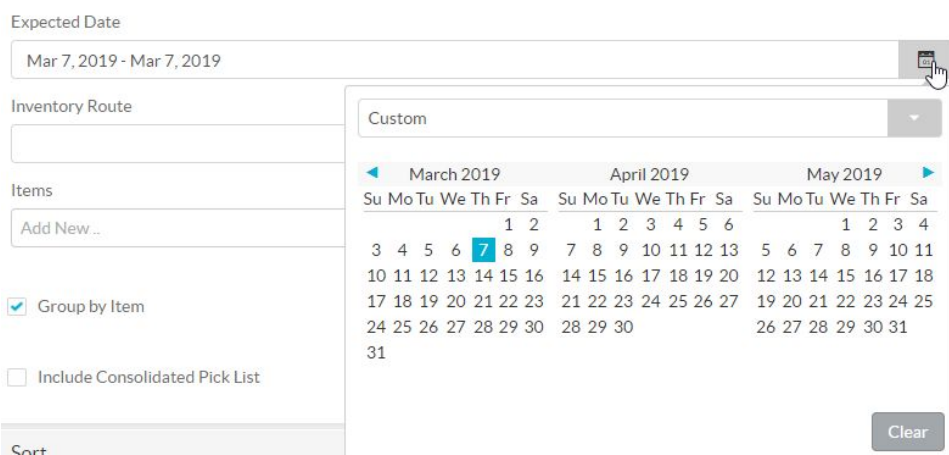
(Warehouse)

Generating Pick and Ship Sheets

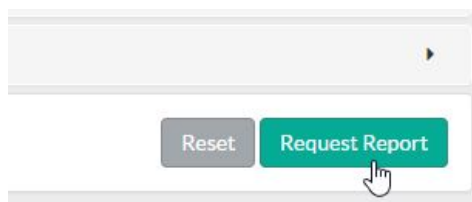
1. Log in to Titan: <https://portal.titank12.com/>
2. Go to Reports > Inventory > Pick/Ship List
3. Click the “Template” dropdown in the top right.



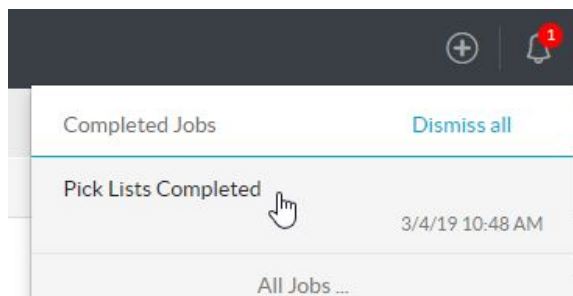
4. Select which report you would like to run.
5. Click the “Expected Date” calendar icon, then double click on the day you would like to run the report for.



6. Scroll all the way down and click “Request Report on the bottom right.



7. Once a red bubble appears on the bell icon on the top right (or, if it was already there, the number increases). Then click the report and the file will download.



Questions? Email your field coordinator and CC: info@mywaycafe.org