

## Frequently asked questions about the Picking list function

### 1. How is sorted by using "collection on location"?

Sorting on row number, plant sequence number, size sequence number. Sorting in the App can not be changed to a different order.

### 2. Is it true that I can not read all the information that I have available in WinTree® while using the App?

The arrow at the top of the delivery is a fold-out function. This makes more information available but it is more limited than the information available in WinTree®.

### 3. What is the meaning of the icons in the App?

	25 %	% Loaded
	33 %	% Collected
	15	Number of packing
		Purchase
		On the way
		Location
		Not allocated
		Unread message
		Read message
		Send message
		Sent message
	6/12	Loaded

### 4. How does communication via the App and WinTee® work?

You can communicate with each other per line. A message in the App is placed in the line as a "chat message". WinTree® at the office receives a notification of the message. When the office responds, the App user sees a red  in the App. This "i" becomes gray when the message is read. App users can view each other's messages and a gray "i" appears.

The username is displayed within the chat. You can see who posted the message.

### 5. Which date is shown in the collecting or loading overview?

The work to be performed is shown on the loading date when the loading date is entered in WinTree®. If no loading date is entered, the delivery date is used.

## **6. What do the colour codes in the app mean for the deliveries?**

The colour codes indicate additional information. In WinTree® this information is filled by the employee at the office. Each colour has a meaning. For example: Within a company it can be agreed that the colour code Green stands for "before 12:00 o'clock". The colour codes therefore help to determine which assignments have to be done first or on which specific attention must be paid. Tip: Set a number of colour codes with fixed meaning. Everyone knows (after a while) what it means. The colour does not have to be "opened" anymore. Also allocate a colour that shows a different assignment. For example: Within a company it has been agreed that the colour Purple always contains something special. The colleague in the office has entered that into WinTree®. You open this colour on the App and the comment of your colleague appears in the picture, such as: "let me know in between when this assignment is collected".

## **7. How do I handle non-allocated lines?**

In the menus Collect and Load by delivery, the non-allocated lines are visible and recognizable via the black location icon. These lines can not be collected, but you can load them.

## **8. Do I have to use "collect per delivery" to report ready within WinTree®?**

No that is not a requirement. In WinTree®, the ready report can be made without using the "collect per delivery function.

## **9. What can I change in a delivery via the App?**

The deliveries can be changed slightly in the App. If a line is open, the number of "collected" can be adjusted. An explanation can easily be passed on via the chat function.

## **10. How do I partially finish a line?**

Is a line only partially ready? Just enter the amount collected picked so far and choose 'Ready'. The line will remain open, with showing the remaining outstanding amount.

## **11. Can I also print labels with the App?**

No, the App does not contain a print function.

## **12. Can I change the information shown in the deliveries?**

That is possible via WinTree®. The displayed information is equal to the print options as they are arranged for the Picking List. If other options are selected in WinTree®, the information that is visible in the App will change.

## **13. How can I review a line that is ready?**

A line will disappear when it is finished. At the top right is the button "collected" or "loaded". When clicking on that button, the finished lines appear in blue on the screen.

## **14. How can I look again for jobs that are already collected?**

In the Collecting menus (both when collecting per location and per delivery) the assignment disappears when it is finished. The "Collected" button is located at the top right. When clicking on that button, the collected jobs appear in blue on the screen

**15. How far can I see future deliveries in the App?**

In the App the deliveries are shown as set in WinTree®. This can be arranged flexibly in WinTree®. If you would also like to see deliveries with a date later than today, then you will need to choose a different date range within WinTree®: for example, 7 days in advance. The WinTree® App will immediately update and display the same information as defined in WinTree® itself.