

# Skip Pick Order

1. Navigate to the **Schedule** page using the three-line menu at the top left of the screen
2. Search using filters (Routes, Accounts, Locations, POS)
3. Select **Edit Schedule**
4. Select a day on the calendar
5. Select a POS (you can skip more than one pick order across multiple POSs at once)
6. Click **Skip Pick Order**
7. Click **Save**

A skipped pick order will be marked by an **S** with a line through it

[Video: Skip Pick Order]