Edit Range: Pick Order % Adjustment

- Select the top left menu button
- Select **Schedule**
- Select **Edit Ranges**
- Select the Account or POS needing a pick order adjustment
- Select the **Edit POS Ranges** at the top right
- Select **+ Add Ranges**
- This feature impacts the % of the pick order sent to Lightspeed, apply the **Start at** and **End at** a date to include all scheduled visit dates that apply
- To increase a pick order, add a value above 100% to **Adjustment**
  - To decrease a pick order add a value below 100%
  - 100% = no change to a pick order
- Select **Done**
- You will see a green line above the dates you selected between the "Start at-End at" date range

Note: The software will only allow you to create a range when selecting more than one POS, you are not able to edit a range when selecting more than one POS.

Ex: I can apply a pick order adjustment of 50% for both POS 50 and POS 60 in one action. However, I realize that I needed to apply a 75% pick order adjustment for both POS 50 and POS 60. To apply these changes, I will need to edit the range individually for each POS. If I select both POS 50 and POS 60 to edit the range, I will not see the original applied range of 50%.

[Video: Edit Range: Pick Order % Adjustment]