Do's & Don'ts

Do's 👍

DO prioritized orders
If your orders are not prioritized, then often the most recent sales order items are picked first by default. This can mean that older orders or more important orders are neglected or delayed.

DO use machines which are available
Always use technology to get the work done more efficiently. Doing things manually consumes more time and effort.

DO explore internet for development
It is essential to keep yourself updated with the current trends in your job. Use internet to study about improving your picking skills.

Don'ts 👎

DON'T change the location of a package
All packages do have a spot. Do not change it without making a record of it

DON'T have too many people
Do not have too many people working on the same job. This may lead to confusion and chaos.

DON'T ignore a mess
It is important to keep the entire space clean, and never letting the attitude of "it's someone else's problem" enter the workplace.

DON'T let inventory pile up
Ensure to take our packages on time. If the inventory piles up, then it becomes difficult to deliver them on time to the customer.