



Pdf Picking List for Magento 1

Online Version

An online version of this user manual can be found [here](#).

Quick Links

This User Manual is structured in the following sections:

[Install + Set Up \(User Manual\)](#)

2

Install + Set Up (User Manual)

Go to **System > Configuration > Pdf Print-outs> Picking List** to configure your picking list in Magento.

Picking List

Picking List

Columns

Sort by Column

Columns Advanced

Split Bundles

PICKINGLIST [STORE VIEW]

Position [STORE VIEW]

Product Name

SKU

Product + SKU

SKU Barcode

Product Image

Price

Qty

Qty Ordered

Qty Back Ordered

Default [STORE VIEW]

[STORE VIEW]

Yes [STORE VIEW]

Picking List (v1.0.0+)

Enter a title for the picking list.

Columns (v1.0.0+)

Control-click to select the attributes that you wish to display as columns on your picking list.

Choose from:

- Product name
- SKU
- SKU barcode
- Product image
- Price
- Quantity
- Quantity ordered
- Quantity backordered
- Tax rate
- Up to five product attributes/custom product attributes (e.g. item weight, warehouse location)

There is no maximum number, but the more columns you select, the smaller they will become in order to fit on the same page.

If you want to use custom attribute columns, make sure you have first enabled these under your “Pdf Customiser by Fooman Settings” settings.

Sort by Column (v1.0.0+)

Choose which column to sort items by (alphabetical/ascending order). The default setting retains current Magento settings.

Columns Advanced (v1.0.0+)

You can use this JSON encoded string to further customise the order and width of columns in the pdf. The order of the items determines the ordering of the columns and the numbers represent the relative width of each column:

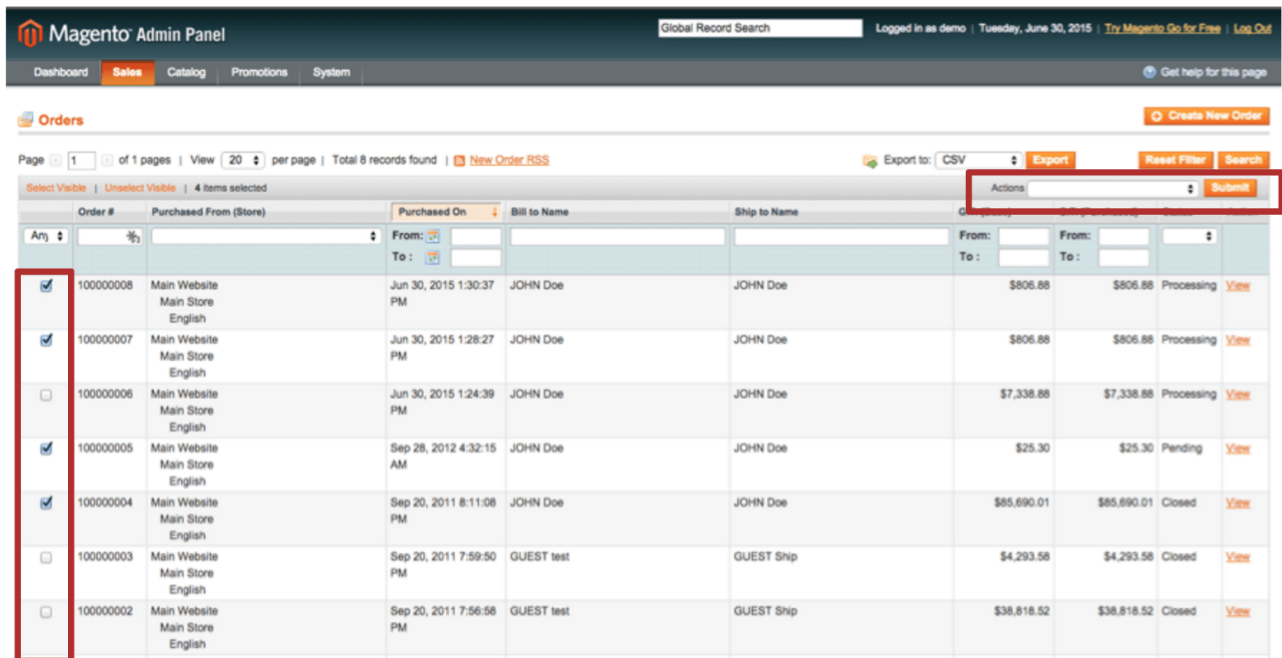
```
{"position":8,"name":20,"name-space":25,"namesku":25,"sku":18,"image":18,"custom":20,"custom2":20,"custom3":20,"custom4":20,"custom5":20,"barcode":28,"price":12,"qty_ordered":8,"qty":8,"qty_backordered":8,"qty_detailed":12,"item_status":12,"tax":12,"taxrate":8,"subtotal":12,"discount":12,"rowtotal2":12}
```

Split Bundles (v1.0.0+)

When set to “Yes”, bundle Items will be listed individually and combined. If set to “No” only bundles with the same items will be combined for picking.

How to generate your Picking List

On the Order Overview Screen (**Sales > Orders**), simply mark the orders you want to ship, then generate a picking list under “Actions”.



The screenshot shows the Magento Admin Panel interface. At the top, there's a navigation bar with 'Sales' highlighted. Below it, the 'Orders' section is active. A table lists several orders. The first four orders are marked with checked checkboxes in the first column. The 'Actions' column for each order contains a dropdown menu and a 'Submit' button. The table columns include Order #, Purchased From (Store), Purchased On, Bill to Name, Ship to Name, and various financial fields like From, To, and Total.

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	From	To	Total	Status	Actions
100000008	Main Website Main Store English	Jun 30, 2015 1:30:37 PM	JOHN Doe	JOHN Doe	\$806.88	\$806.88	\$806.88	Processing	View
100000007	Main Website Main Store English	Jun 30, 2015 1:28:27 PM	JOHN Doe	JOHN Doe	\$806.88	\$806.88	\$806.88	Processing	View
100000006	Main Website Main Store English	Jun 30, 2015 1:24:39 PM	JOHN Doe	JOHN Doe	\$7,338.88	\$7,338.88	\$7,338.88	Processing	View
100000005	Main Website Main Store English	Sep 28, 2012 4:32:15 AM	JOHN Doe	JOHN Doe	\$25.30	\$25.30	\$25.30	Pending	View
100000004	Main Website Main Store English	Sep 20, 2011 8:11:08 PM	JOHN Doe	JOHN Doe	\$85,690.01	\$85,690.01	\$85,690.01	Closed	View
100000003	Main Website Main Store English	Sep 20, 2011 7:59:50 PM	GUEST test	GUEST Ship	\$4,293.58	\$4,293.58	\$4,293.58	Closed	View
100000002	Main Website Main Store English	Sep 20, 2011 7:56:58 PM	GUEST test	GUEST Ship	\$38,818.52	\$38,818.52	\$38,818.52	Closed	View

Do I need to install Fooman Pdf Customiser separately?

Yes - both extensions are required to be installed separately. Pdf Picking List is an add-on which builds on the functionality of the [Pdf Customiser](#) extension.

Reporting Any Issues/Bugs

We are proud of our quality extension code - it's been widely tested and we stand by it 100%. If something does happen and you think you might be experiencing an issue or bug, please contact us via support@fooman.co.nz and we will help you out.