



Pdf Picking List for Magento 2

Online Version

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

Demo Store

A demo store is available to trial the settings of this extension:

- Frontend: pdfpickinglist.demo-m2.fooman.co.nz
- Backend: pdfpickinglist.demo-m2.fooman.co.nz/admin

User: demo

Password: demo123

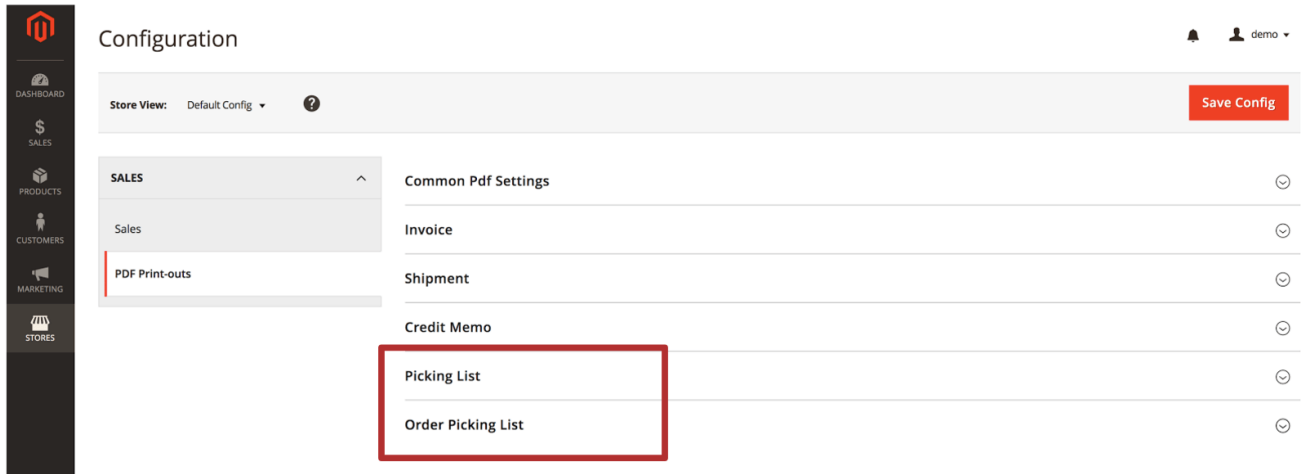
Quick Links

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Install + Set Up (User Manual)

Go to **Stores > Configuration > Sales> PDF Print-outs** to configure your picking list in Magento.



There are 2 types of Picking Lists you can configure (both need to be configured individually):

- Picking List (Standard): Combines multiple orders into the same Picking List and groups the Picking List PER ITEM
- Order Picking List: Groups the Picking List items PER ORDER.

Picking List (Standard)

Combines multiple orders into the same Picking List and groups the Picking List PER ITEM, for easy warehouse packing when you have large order volumes. Example:

Sku	Product	Qty	
product_dynamic_2	Simple Product 2	3	☐
product_dynamic_33	Simple Product 33	3	☐
product_dynamic_3	Simple Product 3	3	☐
product_dynamic_34	Simple Product 34	3	☐
product_dynamic_22	Simple Product 22	2	☐
product_dynamic_53	Simple Product 53	2	☐

Picking List

Title [store view]	PICKING LIST
Page Orientation [store view]	Portrait ▼
Separate Items By Name [global]	Yes ▼
List Bundles [global]	Yes ▼ ?
Sort By Column [store view]	Default ▼

Title (v1.0+)

Enter a title for the Order picking list.

Page Orientation (v.5.1.0+)

Choose to print order pdf's in either portrait or landscape.

Separate Items By Name (v.6.4.0+)

The default behaviour will now split items that have the same product id but different names. The previous behaviour of combining the items can be restored by setting this to No.

List Bundles (v.6.7.0+)

When set to No the parent bundle item is no longer shown as part of the picking list. Instead the individual items that make up the bundle will be included.

Sort By Column (v5.5.3+)

Choose which column to sort your picking list by.

Columns
[store view]

Type	Custom Title	Custom Width	Action
Sku ▼			
Name ▼			
Product Image ▼			
Order Qty ▼			
Checkbox ▼			
Color ▼			
Add			

Columns (v1.0+)

Add the attributes that you wish to display as columns on your picking list.

Enter the desired relative width of each column or leave this blank if you want to use the default width. Relative column width example: if you had 3 columns and used widths 1, 1 and 2. Then the last column would take up 50% of the available page width.

You can include the following columns:

- Sku

- Name
- Position
- Price
- Quantity ordered / quantity backordered
- Discount
- Tax
- Product Image
- Sku Barcode
- Checkbox (to mark off picked products)
- Custom product attribute columns (v.5.2 + only)

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

Custom Titles (v5.3.2+)

Entering a custom title will show that title rather than what is listed under “type”. Leave this field blank if you wish for the type to appear as the column title.

Alignment (v5.7.0+)

Choose to override the default alignment of the table cell content (by default all cells are centered, apart from the left and right most cells which will align to the edge).

Order Picking List

Groups the Picking List items PER ORDER. Example:

Order ID	Customer Name	Products	Shipping Information	
100000074	First Name Last Name	1 x Simple Product 15 [product_dynamic_15] 1 x Simple Product 46 [product_dynamic_46]	Flat Rate - Fixed	☐
100000075	First Name Last Name	1 x Simple Product 16 [product_dynamic_16] 1 x Simple Product 47 [product_dynamic_47]	Flat Rate - Fixed	☐
100000076	First Name Last Name	1 x Simple Product 17 [product_dynamic_17] 1 x Simple Product 48 [product_dynamic_48]	Flat Rate - Fixed	☐
100000077	First Name Last Name	1 x Simple Product 18 [product_dynamic_18] 1 x Simple Product 49 [product_dynamic_49]	Flat Rate - Fixed	☐
100000078	First Name Last Name	1 x Simple Product 19 [product_dynamic_19] 1 x Simple Product 50 [product_dynamic_50]	Flat Rate - Fixed	☐
100000079	First Name Last Name	1 x Simple Product 20 [product_dynamic_20] 1 x Simple Product 51 [product_dynamic_51]	Flat Rate - Fixed	☐
100000080	First Name Last Name	1 x Simple Product 21 [product_dynamic_21] 1 x Simple Product 52 [product_dynamic_52]	Flat Rate - Fixed	☐

Title

[global]

Page Orientation

[global]

Landscape

▼

Title (v1.0+)

Enter a title for the Order Picking List.

Page Orientation (v.5.1.0+)

Choose to print pdf's in either portrait or landscape.

Columns

[global]

Type	Custom Title	Width	Action
Order ID			
Customer Name			
Products			
Shipping information			
Checkbox			
Add			



Columns (v1.0+)

Add the attributes that you wish to display as columns on your Order Picking List. Entering a Custom Title will show that title rather than what is listed under “type”. If left custom title is left blank, the column title will be the same as the Type.

Enter the desired relative width of each column or leave this blank if you want to use the default width. Relative column width example: if you had 3 columns and used widths 1, 1 and 2. Then the last column would take up 50% of the available page width.

You can include the following columns:

- Order ID (order number)
- Customer name
- Total
- Delivery address + phone number
- Products
- Gift message
- Shipping information
- Checkbox (to mark off picked products)

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

Custom Titles (v5.3.4+)

Entering a custom title will show that title rather than what is listed under “type”. Leave this field blank if you wish for the type to appear as the column title.

Show Items as separate rows
[global]

Columns
[global]

Yes

Type	Custom Title	Custom Width	Action
Add			



Show items as separate rows (v5.3.1+)

If set to Yes the ordered products are listed each as a separate line.

Columns (setting shows if above is set to Yes) (v5.3.1+)

Add the attributes that you wish to display as columns on your Picking List. Enter the desired relative width of each column or leave this blank if you want to use the default width. Relative column width example: if you had 3 columns and used widths 1, 1 and 2. Then the last column would take up 50% of the available page width.

You can include the following columns:

- Sku
- Name
- Position
- Price
- Quantity ordered / quantity backordered
- Discount

- Tax
- Product Image
- Sku Barcode
- Checkbox (to mark off picked products)
- Custom product attribute columns

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

Print your Picking List

To generate your Picking List, go to the Order Overview Screen (Sales > Orders).

Mark the orders you want to ship. From the dropdown list of actions, select either:

- “Print Picking List”
- “Print Order Picking List”

Your Picking List will download after a few moments.

Orders 🔔 👤 demo

Create New Order

Search by keyword 🔍

Filters Default View Columns Export

80 records found 20 per page 1 of 4

Actions	Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
Cancel	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View
Hold	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View
Unhold	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View
Print Invoices	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View
Print Packing Slips	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View
Print Credit Memos	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View
Print All	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View
Print Shipping Labels	roup 1 - website_id_1 view 1 - website_id_1 - group_id_1	Apr 15, 2017, 8:04:00 AM			\$25.30	\$25.30	Pending	View

Do I need to download and install Pdf Customiser separately?

No - Pdf Picking List (Magento 2) works independently of Fooman Pdf Customiser. You only need Pdf Picking List to create a Picking List.

How To + Customisation Tips

Further layout customisations can be achieved by theming the frontend and base *.phtml files that come with Pdf PickingList. Most elements of the pdf document can be adjusted through the template files with some html/Magento 2 theming knowledge required.

The original files should be copied from:

```
vendor/fooman/pdfpickinglist-implementation-m2/src/view/frontend/templates/  
vendor/fooman/pdfcore-m2/src/view/base/templates/
```

to your theme to prevent any future upgrades from overwriting your changes:

```
path_to_your_frontend/theme-folder/Fooman_PdfPickingList/templates/  
path_to_your_frontend/theme-folder/Fooman_PdfCore/templates/
```

Please ensure any changes to the .phtml files produce valid html output.

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.