

Order Fulfillment Pick To Light System Calibration

1.0 Objective & Scope

The objective of this procedure is to calibrate the Pick To Light (PTL) system in the order fulfillment zone to ensure that each pick location's light module accurately corresponds to the correct SKU and bin location in the WMS. This calibration is critical for maintaining 99.9% pick accuracy, reducing mis-picks, and preventing downstream packing errors. The Inventory Clerk and Fulfillment Lead are responsible for performing and verifying this calibration.

2.0 Required Systems, Tools & Materials

- Access to SupplyGrid WMS Dashboard (Inventory > Pick To Light Configuration)
- Mobile Barcode Scanner (Zebra TC21 or equivalent)
- PTL System Admin Console (handheld or PC-based)
- PTL Light Module (per location to be calibrated)
- Clipboard with printed bin location list (backup reference)
- Small flathead screwdriver (for module reset if needed)
- Label printer (for replacement bin labels if damaged)

3.0 Safety & Handling Precautions

- Wear steel-toed safety boots and high-visibility vest in all active fulfillment aisles.
- Ensure PTL modules are powered off before physically adjusting wiring or connections.
- Use a step ladder rated for your weight when reaching modules above shoulder height.
- Do not touch exposed electrical contacts on the PTL module backplane.

4.0 Step-by-Step Procedure

1. Log into the SupplyGrid WMS Dashboard and navigate to Inventory > Pick To Light Configuration.
2. Select the specific fulfillment zone (e.g., Zone A, Aisle 3) that requires calibration from the dropdown menu.
3. On the PTL Admin Console, initiate the 'Calibration Mode' for the selected zone. This will disable pick confirmation for that zone to prevent accidental picks during calibration.
4. Physically walk to the first bin location in the zone. Scan the bin location barcode using the mobile scanner.
5. Press the 'Test' button on the PTL light module at that location. Verify that the correct light module illuminates and that the WMS dashboard highlights the corresponding bin location.
6. If the light module does not illuminate or the wrong module lights up, use the PTL Admin Console to reassign the module address. Enter the module's unique ID (printed on the module label) and link it to the scanned bin location in the WMS.

7. After reassignment, press the 'Test' button again to confirm the correct module now lights up and the WMS reflects the correct location.
8. Repeat steps 4 through 7 for every bin location in the zone. For high-volume pick locations, perform a double test by scanning a test pick order to ensure the light module activates correctly during a simulated pick.
9. Once all locations are calibrated, exit 'Calibration Mode' on the PTL Admin Console. The system will automatically save the configuration.
10. Run a system-generated calibration report from the WMS Dashboard. Print and sign the report, then file it in the Fulfillment Supervisor's binder.

5.0 Verification & Discrepancy Reporting

1. After calibration, the Fulfillment Lead must perform a spot check on 10% of the calibrated locations by scanning a test pick order and confirming the correct light module activates.
2. If any location fails the spot check, immediately flag the zone as 'Under Maintenance' in the WMS and re-run the calibration procedure for that specific location.
3. If a PTL module is physically damaged or unresponsive after reassignment, attach a red 'Out of Service' tag to the module and submit a maintenance request to the Facilities Manager via the work order system.
4. Document all discrepancies and corrective actions in the Fulfillment Shift Log, including the date, time, technician name, and module ID.

Regulatory Disclaimer: This document is a generic operational template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all step sequences and material handling protocols against local shop capabilities.