



Printing the Issue and Shipping Status Reports

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To print the NWCG Issue Report and the NWCG Shipping Status Report

- 1 On the **Outbound** menu, click **Outbound Shipment Console**.
- 2 Search for the **Incident Issue** of your choice.
- 3 On the **Shipment List** screen, click to select the **Shipment #** of your choice.
- 4 On the **Shipment Details** screen, click **Print**.
- 5 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.
- 6 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- 7 In the **No. of Copies** text box, type the **number of copies**, and then click **OK**.

- 8 On the **Shipment Details** screen, click **Print**.
- 9 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.
- 10 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- 11 In the **No. of Copies** text box, type the number of copies, and then click **OK**.
- 12 To return to the **Shipment Details** screen, click **Close** twice.

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Once you return to the Shipment Details screen, the Status of the shipment reads, "Shipment Shipped."

