



Processing Forwarded Items

DATE: 12/09/2009

To process an issue with forwarded items

- 1 On the **Issues/Transfers** menu, click to select **Forward Order Console**.
- 2 On the **Search** tab, search for the **item to be forwarded** using one of the following criteria
 - Incident/Other Order #
 - Issue #
 - Year
 - Customer ID
 - Item ID
 - Product Class
 - Unit Of Measure
 - Item Description.
- 3 In the **Ship Cache** text box, type or search for and then click to select the **cache ID that requested the items to be filled**.
- 4 To increase the number of records to be searched, type **200** in the **Max Records** text box.
- 5 When finished completing the **Search** tab, click **Search**

- 6 On the **Forward Order Line List** screen, click to select the check box(es) that pertain to the issue for processing the forwarded item(s).
- 7 For each forwarded item, type the **quantities to be issued** in the **Issue Qty** text box, and then click **Create Issue**
- 8 On the **Issue Details** screen, click the **Service** drop-down arrow, click to select the **service** of your choice, and then click **Save**
- 9 Click **Confirm** and then click **Schedule & Release**
- 10 On the **Schedule Order** dialog box, click **OK**

At this point, issue tasks are released to the scan guns. For more information see the Quick Reference Guide, "Receiving Inbound Orders with the Scan Gun."

The screenshot displays the SSCAP 8x software interface. At the top, the navigation menu includes Alerts, Item, Billing, Incident/Other Orders, Customer, Issues/Transfers, Inbound, Inventory, VAS, Returns, Outbound, Task, System, Analytics, Configuration, and Refurbishment. The main content area is divided into several sections:

- Search Form (Left):** Contains fields for Document Type (Incident Issue), Enterprise, Incident/Other Order #, Ship Cache (CORMK), Issue #, Year, Customer ID, Item ID, Product Class, Unit of Measure, Item Description, and Max Records (set to 30). A Search button is at the bottom.
- Forward Order Line List (Middle):** A table with columns: Item, Incident/Other Order #, Issue#, Request No, Item ID, PC, UOM, Item Description, Line Qty, Forward Order Qty, Issue Qty, and Create Issue Qty. Three items are listed, with checkboxes in the 'Item' column.
- Issue Details (Right):** A form with fields for Enterprise (NWCG), Seller (NWCG), Issue Number (000541503), Issue Date (07/30/2009), Issue Type (Forward Order), Service (FEDEX 2DAY FREIGHT), Incident Name (CO WILDLAND FIRE & INCIDENT MGMT), Incident Type (Training - Simulation), Incident BLM Account Code, Incident FS Account Code (WFFR31), Shipping Account Code (WFFR31), Shipping Account Override Code (0231), Incident Other Act Code, Ship Cache (CORMK), Customer ID/Unit ID (C0000769), Customer/Unit Name (CO WILDLAND FIRE & INCIDENT MGMT ACADEMY), Requested Ship Date (07/30/2009), Requested Delivery Date, and Estimated Delivery Date. Buttons for Confirm, Schedule & Release, View Holds, and Cancel are visible.
- Schedule Order Dialog (Bottom Left):** A small window with a Schedule Information section. It includes a dropdown for Scheduling Rule (NWCG Scheduling Rule), checkboxes for Release Immediately and Override Release Date, and OK/Cancel buttons.
- Order Lines (Bottom):** A table showing the status of order lines. The first line (S-400.1) has a status of 'Created' and a total amount of \$703.15. The second line (S-401.1) has a status of 'Created' and a total amount of \$102.20.

When you create, confirm, and schedule and release the issue, the Status of the order lines on the issue change from, "Draft Order Created," to "Created," to "Included in Shipment."

