



Processing an ICBS Initiated Issue/Incident Not Registered in ROSS

DATE: 05/04/2011

This Quick Reference Guide explains how to process an ICBS initiated order by registering interest for an incident that exists in ROSS, making that incident active and entering the appropriate agency account information, and then completing the ICBS initiated issue.

After a moment, the Incident Details screen displays, populating the Incident/Other Order #, Incident Name, Year, Incident Host, Customer ID, and Customer/Unit Name text boxes.

- 5 On the **Incident Details** screen under **Incident Properties**, click to select the **Active Flag** check box.

Note that the Register Interest in ROSS check box is already selected.

- 6 Complete all **accounting code information** as listed under **ROSS Financial Codes**, and then click **Save**

Primary Indicator column identifies which ROSS financial codes have been designated as the default code for cache orders. Although many financial codes may be listed, only one is marked as "true."

- 7 On the **Incident Details** screen, click

To register interest and activate an incident

- 1 On the **Issues/Transfers** menu, click **Create Incident Issue**.
- 2 On the **Issue Entry** screen in the **Incident No** text box, type the **incident order number**, and then press [TAB].
- 3 In the **Incident Year** text box, type the **incident year**, and then press [TAB].
- 4 On the **Message from webpage** dialog box that states, "Incident may exist in ROSS would you like to check?" click



The screenshot shows the SSCAP 8x software interface. The top menu bar includes 'Alerts', 'Item', 'Billing', 'Incident/Other Orders', 'Customer', 'Issues/Transfers', 'Inbound Inventory', 'VAS', 'Returns', 'Outbound Task', 'System', and 'Analytics'. The main window is titled 'Issue Entry' and contains several sections: 'Header Details', 'Customer Details', and 'Ship To'. A 'Message from webpage' dialog box is open, asking 'Incident may exist in ROSS would you like to check?'. A 'ROSS Financial Codes' table is visible at the bottom of the interface.

Header Details:

- Incident No: CA*0F-001602
- Incident Year: 2011
- Customer ID: [Empty]
- Issue Type: [Empty]
- Issue Date: 04/21/2011 06:47:57
- Incident Name: [Empty]
- Incident Type: [Empty]
- Ship Cache: ORLJK
- Incident Team Type: [Empty]
- Override Code: [Empty]
- Work Breakdown Structure: [Empty]
- Currency: USD
- Actual Delivery Date: 04/21/2011 06:47:57
- Estimated Delivery Date: 04/21/2011 06:47:57
- Requested Delivery Date: [Empty]
- Shipping Type: Ship To Shipping Instructions Will Pick Up

Customer Details:

- Unit Type: GACC
- Department: [Empty]
- Agency: [Empty]

Ship To:

- Address Line 1: [Empty]
- Address Line 2: [Empty]
- Address Line 3: [Empty]

ROSS Financial Codes Table:

Financial Code	Fiscal Year	Owning Agency Name	Primary Indicator
P05051602	2011	U.S. Forest Service	true

Complete the Incident Team Type and Incident Team Name as appropriate.

The Primary Indicator = true under the ROSS Financial Codes heading identifies which account codes to enter. In this example, complete the FS Acct Code text box using the Primary Indicator Financial Code "P05051602."





Processing an ICBS Initiated Issue/Incident Not Registered in ROSS

DATE: 05/04/2011

To register interest and activate an incident - continued

8 On the **Message from webpage** dialog box, click **OK**

After a moment, the Issue Entry screen displays.

9 On the **Issue Entry** screen under **Header Details**, click the **Issue Type** drop-down arrow, click to select **Normal**, and then press [TAB].

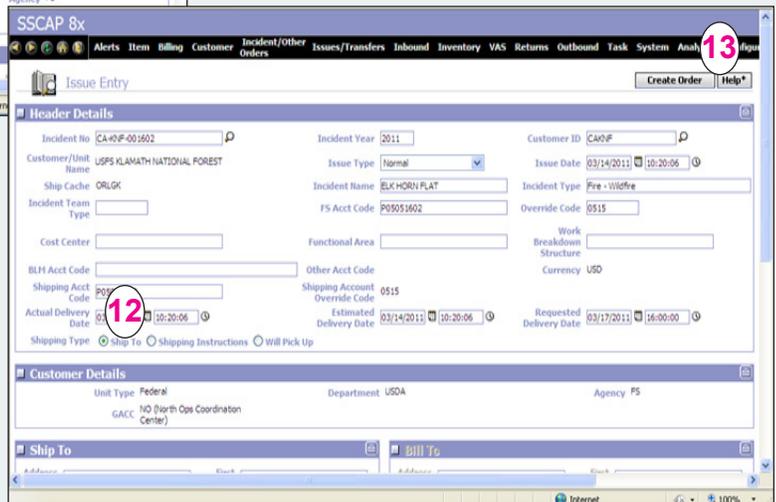
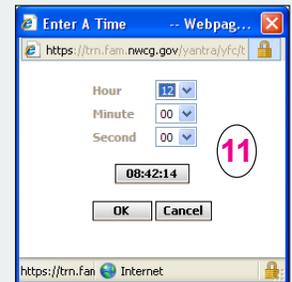
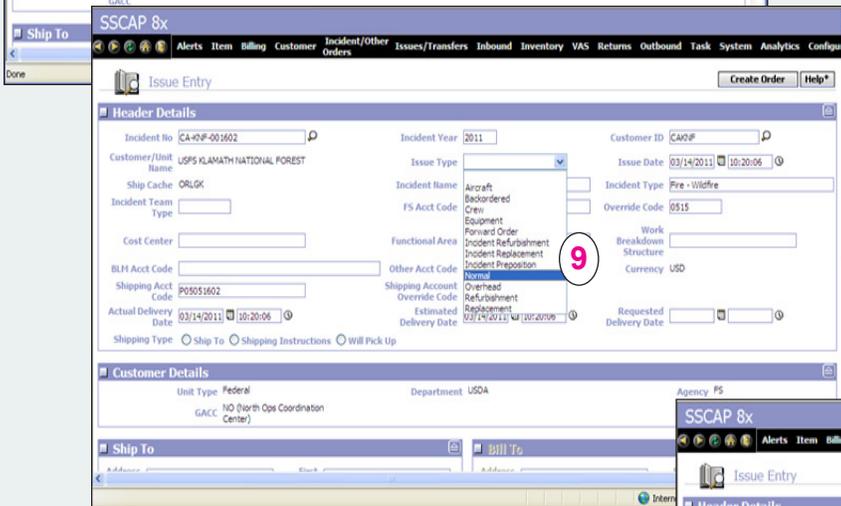
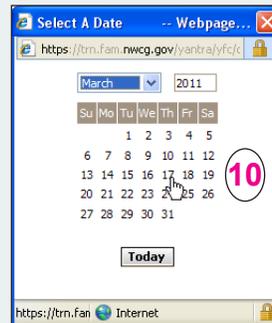
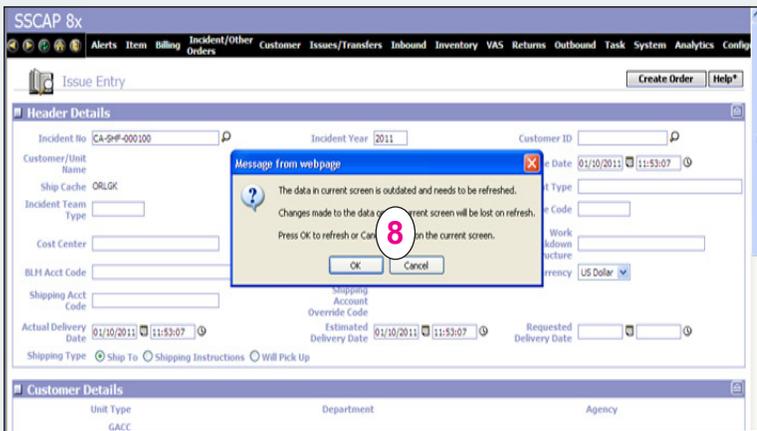
10 To complete the **Requested Delivery Date** text boxes, click  and then click to select the **month and day** of your choice.

11 To complete the time of the **Requested Delivery Date**, click  click to select the **Hour**, **Minute**, and **Second** of your choice, and then click **OK**

12 Click to select the **Shipping Type** of your choice.

If you select Ship To, shipping information automatically populates the screen and defaults to the Customer ID address.

13 Click **Create Order**



ICBS-R Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov



Processing an ICBS Initiated Issue/Incident Not Registered in ROSS

DATE: 05/04/2011

To complete, schedule, and release the incident issue - continued

6 Complete the following fields as appropriate, pressing [TAB] after each entry

- Requested Qty
- Issue Qty
- UTF Qty
- Backordered Qty
- Forwarded Qty
- Comments.

7 Complete the remaining requests listed on the Resource Order Form, and then click **Save**

8 On the Issue Details screen, click **Confirm**

9 To schedule and release the issue, click **Schedule & Release**

10 On the Schedule Order dialog box, click **OK**

At this point, issue tasks are released to the scan guns and the Status of the shipment displays, "Included in Shipment."



To complete and confirm the shipment information

As a rule, this task is usually completed using the scan gun. Limit your use of the console for move tasks!

- 1 On the **Order** header, click
- 2 On the **Order Shipment Items and Container** dialog box, click to select the **Shipment #** link of your choice.

- 3 On the **Shipment Details** dialog box on the **Execution** Attributes header, click
- 4 On the **Task List** dialog box under **Primary Reference**, click the **BatchNo** link(s) of your choice.

continued on next page

The screenshot displays the SSCAP 8x software interface with several overlapping dialog boxes. The main window shows 'Issue Details' for an order with Enterprise NWCG and Issue Number 0000628378. The 'Order' dialog box is open, showing 'Order Shipment Items and Containers' with a table of shipment items. The 'Shipment Details' dialog box is also open, showing 'Shipment # 0000628378-01'. The 'Task List' dialog box is open, showing a table of tasks with 'BatchNo' links highlighted.

Issue Number	Order Line	Item	UOM	PC	Actual Ship Date	Tracking #	Carrier/Service	Shipment #	Shipper's Ref. #
		CACHE VEHICLE						0000628378-01	
		CACHE VEHICLE						0000628378-01	

Task ID	Task Type	Priority	Date Created	Item	Quantity	Task Status	Source Location	Target Location	Primary Reference	Predecessor Task	Assigned To User
3590430120	RF Based Retrieval	Normal	04/26/2011	000803	2.00	Open	STOR1-03100103	SHIP-SORT01	BatchNo: 10071126		
3590430119	RF Based Retrieval	Normal	04/26/2011	000022	2.00	Open	STOR1-12060101	SHIP-SORT01	BatchNo: 10071126		



Processing an ICBS Initiated Issue/Incident Not Registered in ROSS

DATE: 05/04/2011

To complete and confirm the shipment information - continued

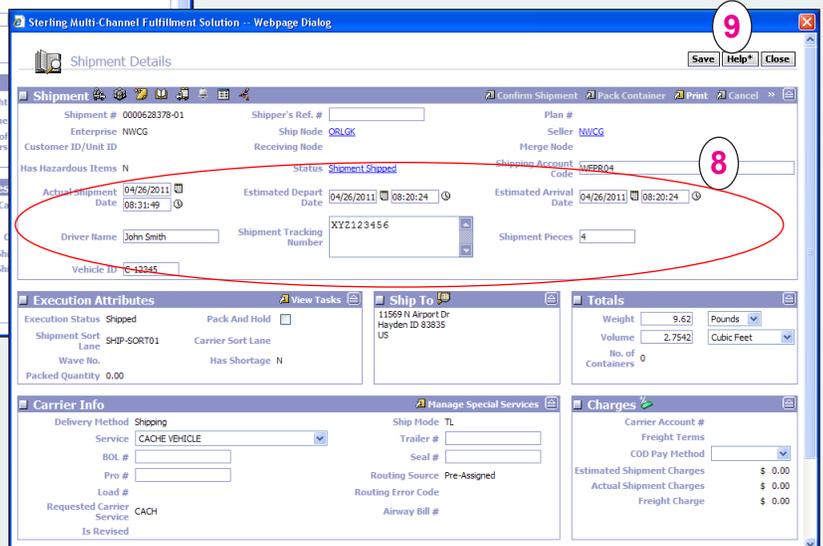
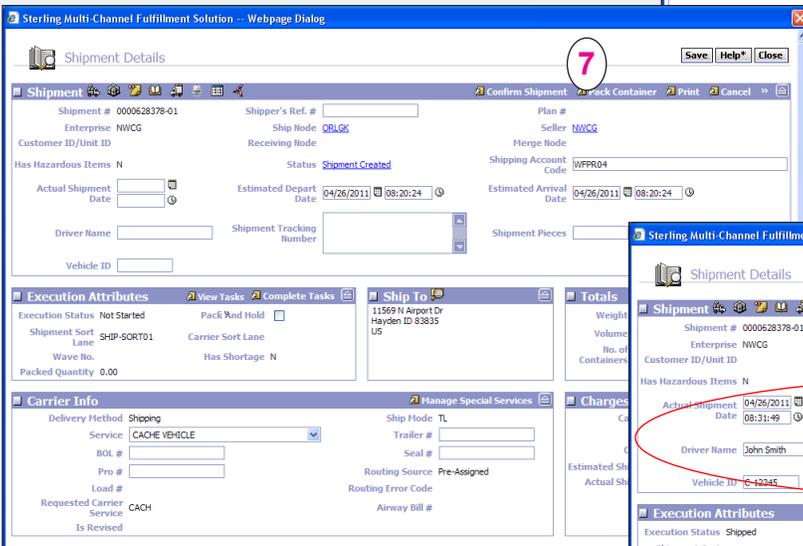
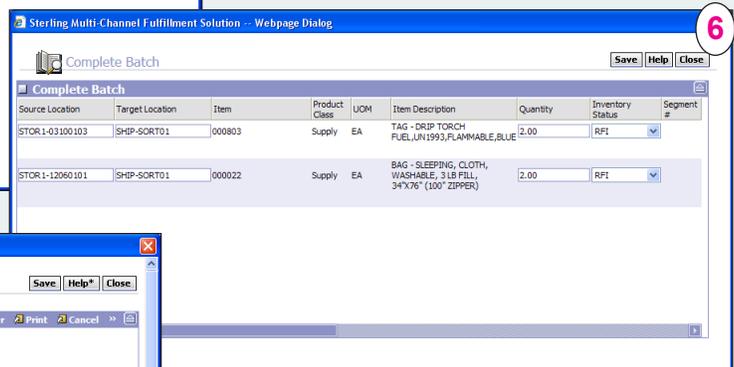
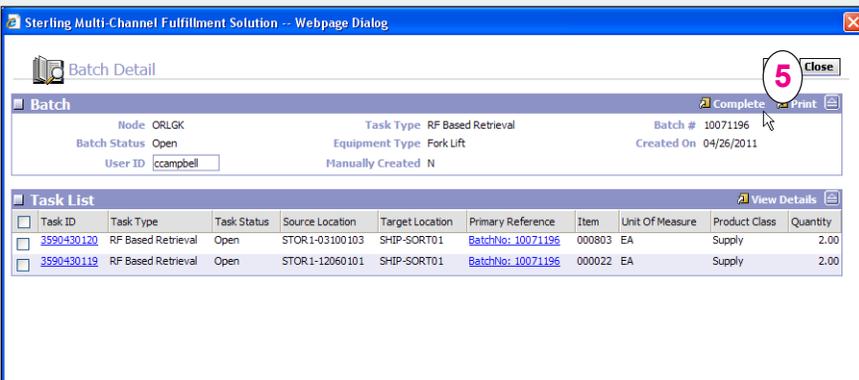
- 5 On the **Batch Detail** dialog box, click **Complete**
- 6 On the **Complete Batch** dialog box, click **Close** twice.

If you selected more than one BatchNo during step #4, the Complete Batch dialog box displays in place of the Task Detail dialog box. In this case, click **Save** and then click **Close** twice to complete the move tasks for the entire batch.

- 7 On the **Shipment Details** dialog box, click **Confirm Shipment**

- 8 Complete the following fields as appropriate for that shipment
 - ETD/ETA
 - Driver Name
 - Shipment Tracking Number
 - BOL #
- 9 When finished entering all shipping information, click **Save** and then print your reports.

See the next page for more information about printing the NWCG Issue and Shipping Status reports!



ICBS-R Helpdesk: 866-224-7677
 email: helpdesk@dms.nwcg.gov

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

- 1 On the **Shipment Details** screen, click
- 2 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.
- 3 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- 4 In the **No. of Copies** text box, type the **number of copies**, and then click
- 5 On the **Shipment Details** screen, click

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

