

To generate a Return No from the Incident Return screen

- 1 On the **Returns** menu, click to select **Create Return**.
- 2 On the **Incident Return** screen, click 

You may complete the text boxes on the Incident Return screen before or after you generate the Return Number.

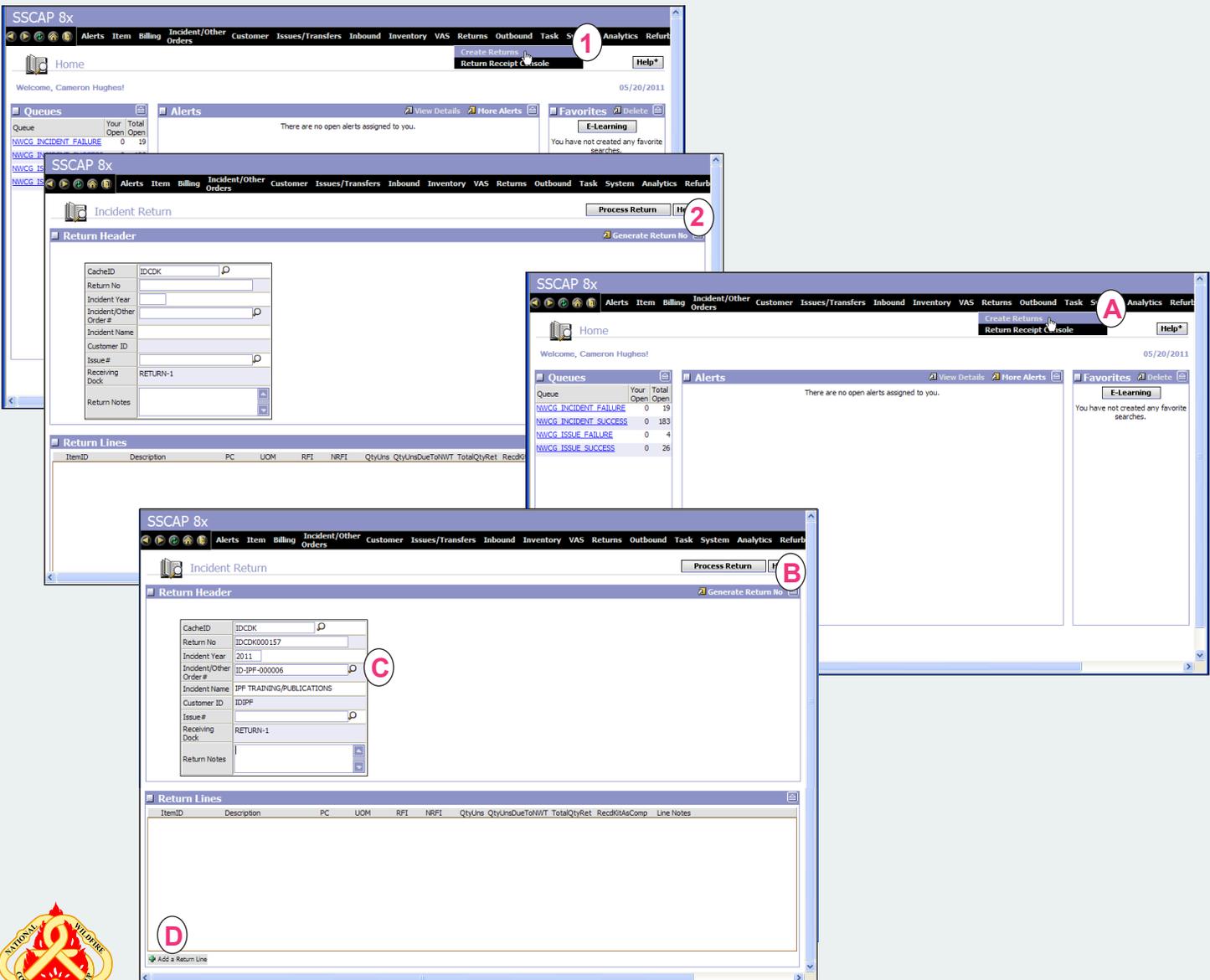
To create a return with RFI and NRFI items

- A On the **Returns** menu, click to select **Create Return**.
- B On the **Incident Return** screen under **Return Header**, perform one of the following
 - search for or type the system-generated return number in the Return No text box
 - click  to generate a new return number.

- C On the **Search** tab, perform one of the following to identify the return
 - complete the Incident Year and Incident/Other Order # text boxes
 - complete the Issue # text box.
- D Under **Return Lines**, click  to add a new line to the return.

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The screenshots illustrate the following steps:

- Step 1:** The user navigates to the **Returns** menu and selects **Create Return**.
- Step 2:** The user is on the **Incident Return** screen. The **Return Header** section contains fields for CacheID, Return No, Incident Year, Incident/Other Order #, Incident Name, Customer ID, Issue #, Receiving Dock, and Return Notes.
- Step A:** The user clicks the **Generate Return No** button in the top right of the **Return Header** section.
- Step B:** The user enters data into the **Return Header** fields: CacheID: IDCDK, Return No: IDCDK000157, Incident Year: 2011, Incident/Other Order #: ID-IPF-000006, Incident Name: IPF TRAINING/PUBLICATIONS, Customer ID: IDIPP, Issue #: [blank], Receiving Dock: RETURN-1.
- Step C:** The user clicks the **Search** tab to identify the return.
- Step D:** The user clicks the **Add a Return Line** button in the **Return Lines** section.





Processing Returns

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To create a return with RFI and NRFI items - *continued*

- E** In the **Item ID** box, type or search for the **six-digit item number to be returned**, and then press [TAB] to advance the cursor to the next available entry.
- F** Complete the following text boxes as appropriate for the return, and then click **Process Return**
- RFI
 - NRFI
 - Qty Uns
 - QtyUnsDueToNWT.

TotalQtyRet is the sum of RFI, NRFI, Qty Uns, and QtyUnsDueToNWT, and is automatically calculated for you.

To print an incident label with a Return No

You can print an incident label with or without a return number.

- 1 On the **Incident /Other Orders** menu, click to select **Incident Console**.
- 2 On the **Search** tab, click **Search**
To narrow your search, complete one or more search criteria.
- 3 Click to select the check box for the **Incident No** of your choice, and then click **Print**
- 4 On the **Print** dialog box, click the **Generate_Return_No** drop-down arrow, and then click to select **Yes**.
- 5 Complete the remaining text boxes as appropriate, and then click **OK**

ItemID	Description	PC	UOM	RFI	NRFI	QtyUns	QtyUnsDueToNWT	TotalQtyRet	RecdQtyComp
000022	BAG - SLEEPING, CLOTH	Supply	EA	3	2			5	

To complete the move items to the storage location or virtual refurb zone see the last task, "To complete move tasks for one or more returns," in this Quick Reference Guide.

Incident No	Year	Incident Name	Incident Host	Incident Type	Incident Source
010017	2011	RIVER BREAKS RX	IDSCF	Fire - Prescribed	I
011003	2011	FY 2011 ABCD MISC	USFS	Fire - Wildfire	I
011004	2011	FY 2011 ABCD MISC	USFS	Fire - Wildfire	I
011005	2011	FY 11 PNF ABCD MISC	AZPNF	Fire - Wildfire	I
011006	2011	IPF TRAINING,PUBLICATIONS	IDIPF	Other Support	R
011007	2011	FY 11 OHEROKEE/KNOXVILLE MOB	USFS	Fire - Wildfire	I
011008	2011	FY 2011 SA,RS STAGING/PREPAREDNESS		Preparedness/Preposition	I
011009	2011	DOME FIRE	COBLX	Fire - Wildfire	I
011010	2011	BARKER BRANCH	KYDBF	Fire - Wildfire	I
011011	2011	WAREHOUSE/CACHE USE		Other Support	I
011012	2011	FY 2011 SACC SUPPORT	USFS	Fire - Wildfire	I
011013	2011	CHURCHES PARK	COARF	Fire - Wildfire	I
011014	2011	GLAMIS THANKSGIVING 2010		Program Support - Law Enforce	I
011015	2011	EA RADIO PREPOSITION 2011	WIEACC	Preparedness/Preposition	R
011016	2011	LEFTHAND CANYON	COARF	Fire - Wildfire	R
011017	2011	2011 COMMUNICATIONS SUPPORT	NMR03	Preparedness/Preposition	R
011018	2011	2011 TRAINING SUPPORT	NMR03	Training - Simulation	R
011019	2011	PENA	AZCNF	Fire - Wildfire	R

You may also print an incident label from the Incident Detail screen.

To process a return for a trackable item

- 1 On the **Returns** menu, click to select **Create Return**.
- 2 On the **Incident Return** screen under **Return Header**, perform one of the following
 - type the return number in the Return No text box
 - click **Generate Return No** to generate a new return number.
- 3 On the **Search** tab, perform one of the following to identify the return
 - complete the Incident Year and Incident/Other Order # text boxes
 - complete the Issue # text box.
- 4 Under **Return Lines**, click **Add a Return Line** to add a new line to the return.
- 5 In the **Item ID** box, type or search for the **six-digit item number to be returned**, and then press [TAB] to advance the cursor to the next available entry.

- 6 Complete the following text boxes as appropriate for the return

- RFI
- Qty Uns
- NRFI
- QtyUnsDueToNWT.

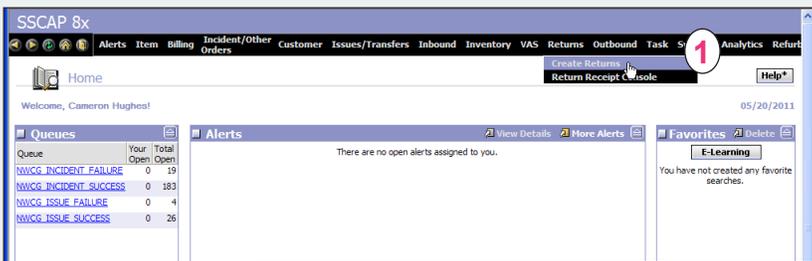
TotalQtyRet is the sum of RFI, NRFI, Qty Uns, and QtyUnsDueToNWT, and is automatically calculated for you.

- 7 In the **Trackable ID** text box, type or search for and click to select the **trackable ID number** of your choice, and then press [TAB].

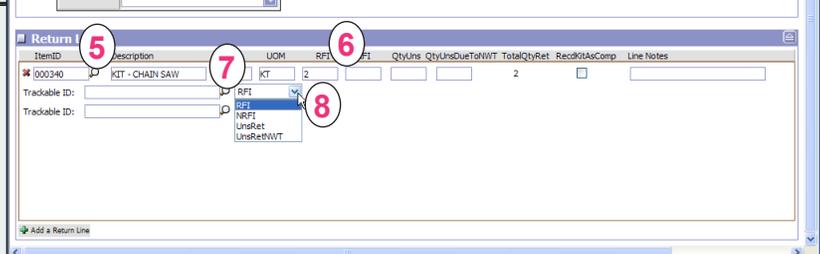
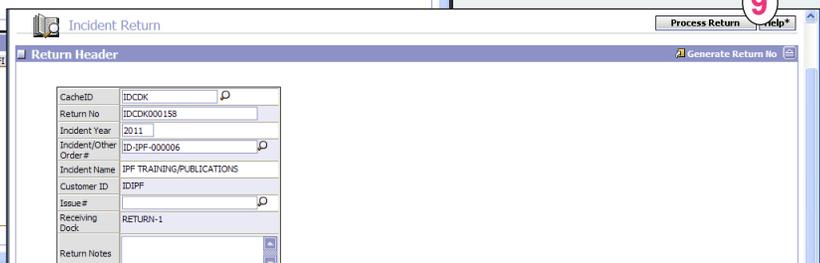
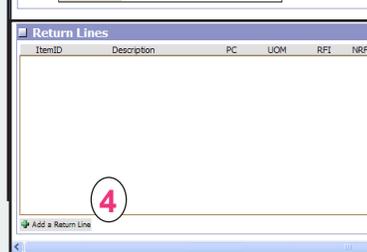
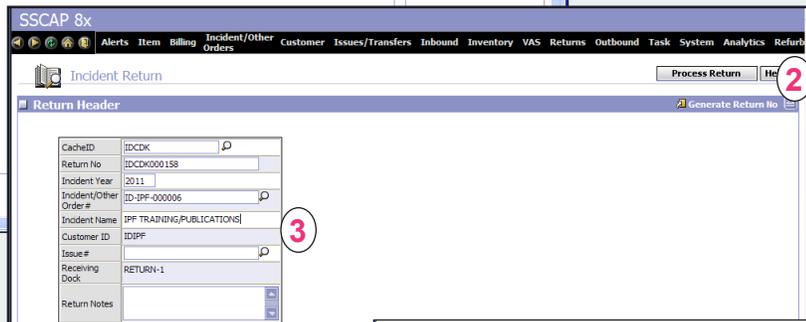
The remaining text boxes are automatically completed for you.

- 8 Click the drop-down arrow, and then click to select the **return disposition of that trackable item**.

- 9 Add any additional return items, and then click **Process Return** when finished.



To complete the move items to the storage location or virtual refurb zone see the last task, "To complete move tasks for one or more returns," in this Quick Reference Guide.

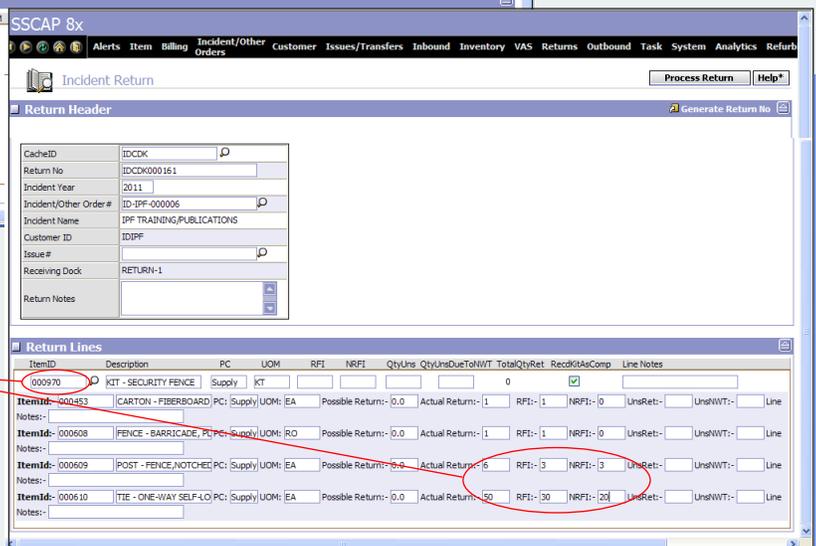
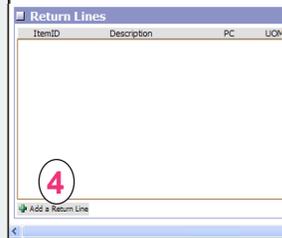
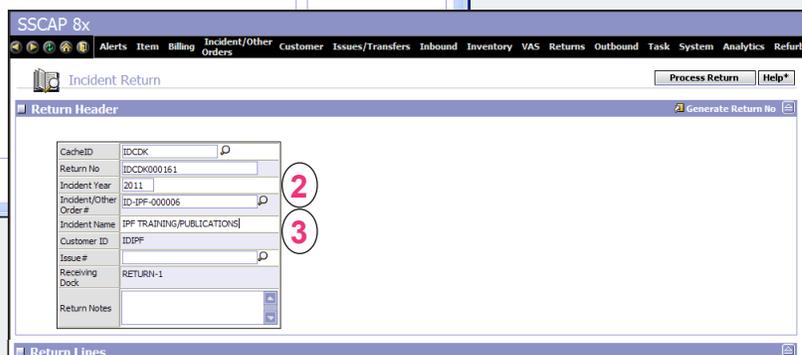
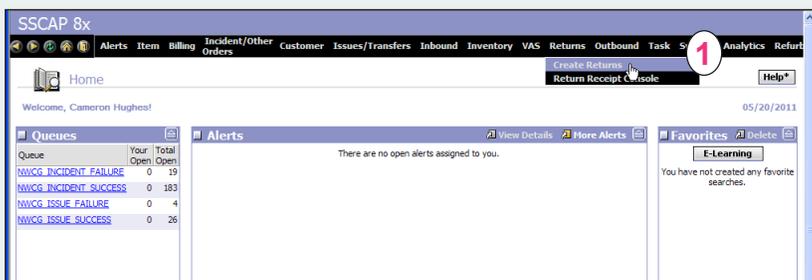


To process a return for a kit returned with RFI and NRFI components

- 1 On the **Returns** menu, click to select **Create Return**.
- 2 On the **Incident Return** screen under **Return Header**, perform one of the following
 - type the return number in the Return No text box
 - click **Generate Return No** to generate a new return number.
- 3 On the **Search** tab, perform one of the following to identify the return
 - complete the Incident Year and Incident/Other Order # text boxes
 - complete the Issue # text box.
- 4 Under **Return Lines**, click **Add a Return Line** to add a new line to the return.

- 5 In the **Item ID** box, type or search for the **six-digit item number to be returned**, and then press [TAB].
- 6 To display the kit components, click the **RecdKitAsComp** check box.
- 7 For each item in the kit, complete the following
 - Actual Return
 - NRFI
 - UnsNWT
 - RFI
 - UnRet
 - Line Notes.
- 8 When finished processing the return, click **Process Return**

To complete the move items to the storage location or virtual refurb zone see the last task, "To complete move tasks for one or more returns," in this Quick Reference Guide.



In this example for kit "000970," some of the kit components are being returned RFI and NRFI.

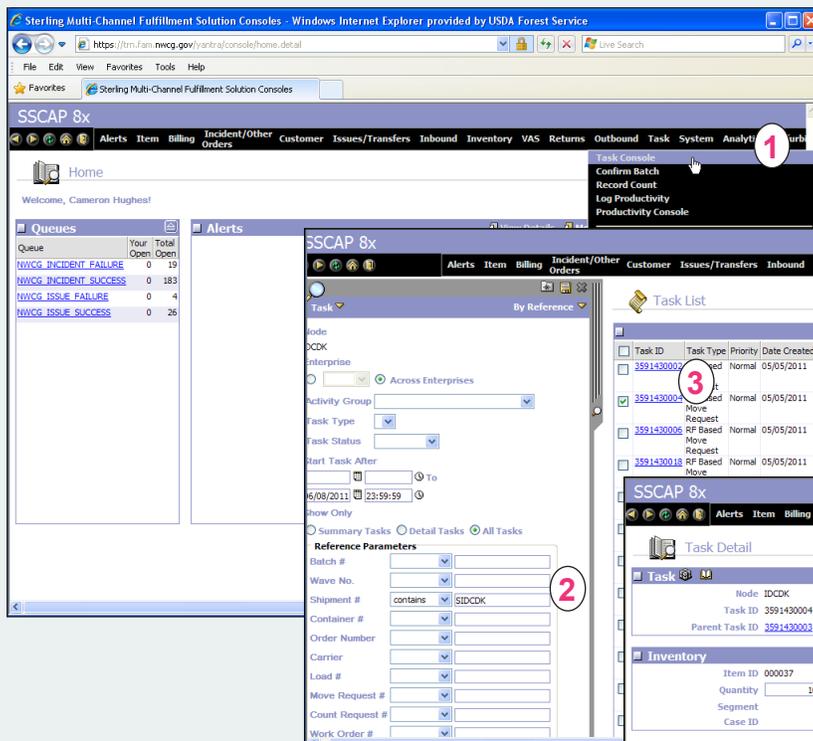
To complete move tasks for one or more returns

Depending on the their disposition, move tasks are generated automatically and list the appropriate storage location or refurb zone for the inventory. Before completing the refurb of the work order, you must complete moves to the virtual refurb zone.

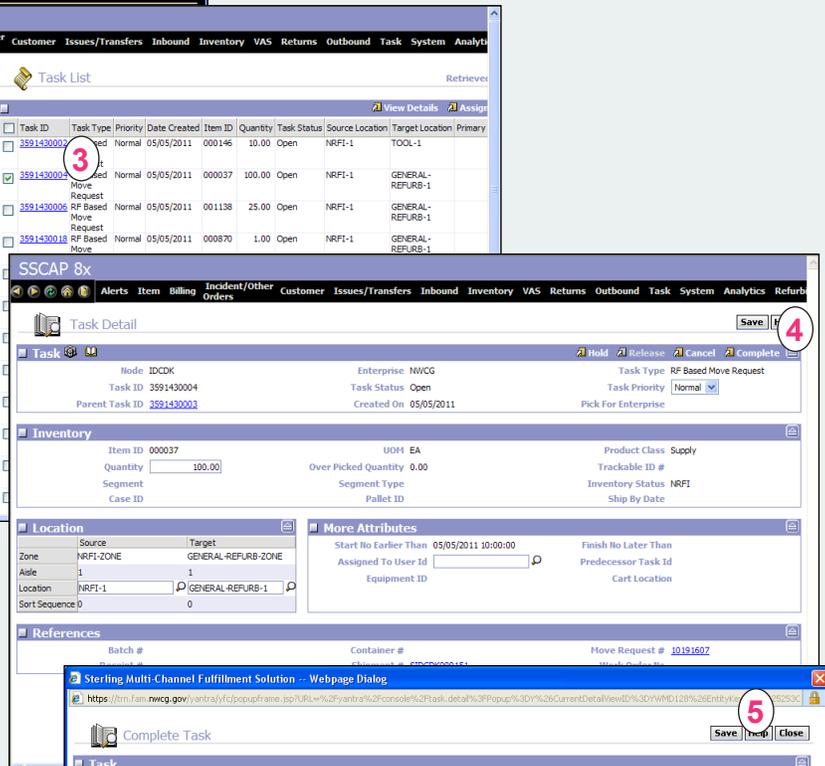
- 1 On the **Task** menu, click to select **Task Console**.

For more information about using the scan gun for completing move (putaway) tasks see the quick reference guide, "Receiving Inbound Orders with the Scan Gun."

- 2 On the **Search** panel, search for and then click to select the **Return Number** of your choice.
Return Number is the same as Shipment #.
- 3 On the **Task List** screen, click to select the check box for the **return Task ID** of your choice, and then click **View Details**
- 4 On the **Task Detail** screen, click **Complete**
- 5 On the **Complete Task** dialog box, click **Save**



For RFI returns in an **RRP** node, enter "REFURB-RFI." For RFI returns in a **non-RRP** node, enter "RFI-1." All NRFI items are automatically returned to NRFI-1 for both RRP nodes and non-RRP nodes.



Benefits of using LPN. Under a Standard Return in an RRP node, the items are returned to REFURB-RFI. Once all RFI items are returned, the items will need to be ad hoc moved from REFURB-RFI to the final storage locations. To do this, you must enter each NFES item at the REFURB-RFI location and then deposit each to the final storage location. By using the LPN return process at an RRP node, you only need to enter the RFI items upon the initial return. Once all items are consolidated in the LPN, you can perform an Ad hoc Move, enter the REFURB-RFI and LPN number, and then continue with the move tasks to the storage locations. For a non-RRP node on a normal return, Putaway tasks are system-generated. To complete the return using the Putaway process, all items are moved from RFI-1 to storage.

