Creating an NRFI Cache to Cache Transfer

This documentation explains how to create a NRFI Cache to Cache Transfer, allowing caches to transfer NRFI items between each other.

To Create an NRFI Return:

1. On Main Menu bar select **Returns >Create Return**. The **Incident Return** appears. Navigate to the Return Header panel.

2. Click **Generate Return No**. If an **Incident Return Label with Return No** was used enter **Return No.** from label in **Return No**. field.

3. Enter **Incident Year**. Do not enter year for an Other Order#.

4. Enter or Search **Incident/Other Order Number** and press **Tab**. Incident name and Customer ID auto populate.

5. Navigate to the **Return Lines** screen:

6. Click the green plus sign (**+**) next to **Add a Return Line**. Continue to click **+ Add a Return Line** for appropriate amount of lines to be returned.

7. Enter the six-digit **Item ID#** and **Tab.** The item description auto- populates.

8. Enter **Qty and Disposition** of **NRFI** item(s) in the appropriate text boxes**. Tab** through all fields to ensure **TotalQtyRe**t field is populated.

9. When entering **Trackable Item Id**, i.e.: 000148, High Pressure Pump,   **click on spyglass** next to **Trackable ID Box**.

10. Click the check box next to **Trackable ID**. Trackable Id information auto-populates.

11. In the **Trackable ID** field, press **Tab** in the RFI box.

12. Click the drop-down list, select **NRFI**, and then press **Tab**. If entering more than one **Trackable ID**, complete steps 9 and 10 for each trackable ID**.**

13. Click **Process Return**.

After the return is processed and the user is ready to Transfer NRFI items to another cache, complete the following steps.

To Create an NRFI Cache Transfer:

1. On main menu bar select **Refurbishment > Master Work Order Console**.

2. In the **Master Work Order/Return #** field, select from drop down list and enter the Return #.

3. Press **Enter** or click **Search**.

4. Click the **Master Work Order/Return #** hyperlink or select the check box next to Work Order number and click **View Details**.

5. Navigate to the **Master Work Order Lines** panel.

6. Select one or more items to be transferred from the Item ID Check Box. If items are being transferred to multiple caches, select the item(s) being transferred to the same cache and process them as a separate transaction from items being transferred to other caches.

7. Click **Transfer Refurb**. The Transfer Refurbishment screen appears.

8. From the Destination Cache drop-down list, select the cache where you are sending the NRFI item(s).

9. Enter the quantity you want to transfer in the **Transfer Qty** box. Trackable items auto-populate with the Trackable ID # and quantity is set to one.

10. Click **Transfer**.

> **Note:** The Status of the transferred items in the Master Work Order Details Screen changes from Awaiting Work Order Creation to Work Order Transferred.

11. On main menu bar select **Issues/Transfers** > **Cache Transfer Console**

12. In the Master Work Order/Return # field, select **contains** from drop down list and enter the **Work Order number**.

13. Press **Enter**, or click **Search**. This **Issue List** screen appears. Make note of the Issue number.

14. Click the **Order Number hyperlink** or select the appropriate check box and click **View Details**. The **Issue Type** is now **Refurb Transfer**.

15. Navigate to the **Cache Transfer Detail** screen

16. Click the drop-down list and **Select Service.**

17. Click **Save**. The Modification Reason pop-up screen appears.

18. Select **Miscellaneous** from the reason code box drop down list.

19. Click **OK**.

20. Click **Schedule & Release**.

21. Click the truck icon on the **Transfer Order** bar.

22. Click the **Shipment number hyperlink**. The **Shipment Details** screen appears.

23. Click **View Tasks** in the **Execution Attributes** field. The **Task List** screen appears.

24. Click **BatchNo**. The Batch Detail screen appears.

25. Click **Complete**. The **Complete Batch** screen appears.

26. If transferring Trackable item, click the green (**+**) in **Trackable ID#** field. The Trackable ID auto populates.

27. Click **Save**. A message box appears.

28. Click **OK**.

29. Click **Close** twice. The **Shipment Details** screen appears.

30. Enter the **Estimated Departure** and **Estimated Arrival** dates and times.

31. Click **Save.**

32. Click **Confirm Shipment**.

33. Click **Print**. The Print pop-up screen appears.

34. Select **NWCGRefurbTransferReport** from the **Print Service Name** drop-down list.

35. Select Printer from **Printer Name** drop-down list.

36. Enter number of copies in **No. of Copies** field.

37. Click **OK**.