Scanning Ready-for-Issue (RFI) Items Using the Scan Gun and License Plate Number (LPN)

This documentation explains how to create and complete a Scan Gun RFI (Ready For Issue) Return, using LPN (License Plate Number) List. Using LPN consolidates RFI returned items and eliminates the need for re-scanning returned NFES items during the Ad hoc Move process.

For guidance on how to determine the disposition of returned items, (e.g. "RFI", "NRFI", "UNS", UNS-NWT), please consult the NFES-National Interagency Support Cache Standard Operating Procedures-Cache Management Returns-Wear and Tear Document and/or The Fire Equipment Storage and Refurbishing Standards Guide. These are available at www.nwcg.gov.

This document includes information about:

- Creating an RFI Return
- Adding a Trackable Item to the Return
- Adding Additional Trackable IDs
- Adding Additional Items After Scanning or Entering the Last Trackable ID
- Adding the LPN (License Plate Number)
- To View the List of Items and Quantities Returned
- To Remove an Incorrectly Entered Item ID, Quantity, or Trackable ID from Return
- To Re-enter Correct Information
- When All Items Have Been Returned
- Creating Another RFI Return
- Creating Another Return with a Different Disposition
- Ad-Hoc Move Items to Storage Locations

To Create an RFI Return:

1. Log onto the scan gun.
2. On main menu bar select, tap **RFI Returns** using the stylus.
3. Double-click or press **Enter** on scan gun key pad. The **RFI Return Header** screen appears.
4. In the **Inc Year** field, enter **Year** using scan gun key pad.
5. Tap the **Inc No** field using the stylus, and enter the **Inc No** using scan gun key pad.

6. Tap in **Notes** field using the stylus. The Incident Name populates under the **Inc No** field.

7. Tap **Add Returns Lines** using the stylus. The **RFI Return Lines** screen appears.

8. Scan the **Six Digit NFES Item ID bar code**, or enter the **Six Digit item ID** number using scan gun key pad.

9. Tap **Quantity** using the stylus. The Item description appears under **Item ID**.

10. Enter the **Qty** to be returned.

11. Tap **Add List to List** using the stylus. To add more items repeat steps 8-11.

To Add a Trackable Item to the Return:

1. Once a **Trackable Item ID** (NFES 000870) is scanned or entered using scan gun key pad, tap **Quantity** using the stylus. The **RFI Return Lines TID** screen appears

2. Scan the **Trackable ID** bar code, or enter the **Trackable ID** using the scan gun key pad. If entering more than one **Trackable ID** for an item, continue scanning or entering **Trackable ID's.** There is no need to go back and add additional return lines if entering several **Trackable ID's** for the same Item ID.

To Add Additional Trackable ID's:

1. Enter a **Trackable ID** using the scan gun key pad.

2. Tap **Add New Item** using the stylus. The field highlights in blue.

3. Tap **BKSP** using the stylus on the key pad to clear **Trackable ID** field.

4. Enter the appropriate **Trackable ID**.

To Add Additional Items After Scanning or Entering the Last Trackable ID:

1. Tap **ADD New Item** using the stylus while **Trackable ID** is highlighted.

2. Scan the **Six Digit NFES Item ID bar code**, or enter the **Six Digit item ID** number using scan gun key pad.

3. Tap **Quantity** using the stylus. The Item description appears under **Item ID**.

4. Enter the **Qty** to be returned.

5. Tap **Add List to List** using the stylus. To add more items repeat steps 2-5.

To Add the LPN (License Plate Number):

1. When all items have been scanned for return, tap **Add List to LPN** using the stylus.
2. Tap, **Add** using the stylus. You can enter your own LPN number in place of the system- generated number.

To View the List of Items and Quantities Returned:

1. Select **View List** using the stylus.

To Remove an Incorrectly Entered Item ID, Quantity, or Trackable ID from Return:

2. Click **View List**.
3. Select the **Item ID** or **Trackable ID** from the Item list.
4. Double-click or press **Enter** to remove the **Item ID** or **Trackable ID** from the list.

To Re-enter Correct Information:

1. Tap **Add New Item** using the stylus, and repeat the process from Add a Trackable Item to the Return.

When All Items Have Been Returned:

1. Tap **ADD List to LPN** using the stylus. The system generates a name for the LPN, but you can change the populated name and create a name that may be a shorter and easier LPN# to remember.
2. Tap **Process Return** using the stylus.

To Create Another RFI Return:

1. Tap **Create Another Return** using the stylus.

To Create Another Return with a Different Disposition:

1. Tap **Go Back to Menu** using the stylus.
2. Tap the correct return option.

To Ad-Hoc Move Items to Storage Locations:

> **Note***: For **RRP Nodes**, items have now been returned to Refurb-RFI, and ready to be Ad-Hoc moved to the Storage location(s).*
> **Note**: The use of an LPN is **not recommended for Non-RRP** nodes as it is not beneficial to the returns process.

1. In the **AD-Hoc Move** screen, **Enter Item/Case/Pallet** field, enter the zone that items were returned to (**Refurb-RFI)**. In the **Trackable ID** field, enter the **LPN#**, then tap **Deposit** using the stylus.

2. Complete the AD-Hoc move(s) for the items.