Creating a Cache-to-Cache Transfer

This documentation explains how to create a Cache to Cache Transfer.

To Create-a-Cache Transfer:

1. On the main menu bar select **Issues/Transfers >Create Cache Transfer**. The **Header Details** screen appears.

2. Enter the **Receiving Cache,** then press **Tab.** The accounting field's auto populate.

3. Enter the **Requested Delivery Date.**

4. Click **Create Order**. Write down the transfer number for future reference. The **Cache Transfer** screen appears.

5. On the order panel, select the **Service** from the drop-down list.

6. On the **Cache Transfer Lines** panel, click **New**.

7. Enter the cache **Item ID number(s)** and **Requested Quantities** to transfer.

8. Click **Save**.

9. Click **Confirm**.

10. Click **Schedule and Release**.

   Note: After Schedule and Release, the retrieval tasks are sent to the scan guns for further processing. This is the preferred method of item retrieval (see **Scan Gun Retrieval Quick Reference Guide**.)

Complete these retrieval tasks using the console.

11. Click on **Outbound > Outbound Shipment Console**. The search panel appears.

12. Click the **Document Type** drop-down list and select **Cache-Cache Transfer Order**.

13. Select the drop-down list in the **Shipment Number** field and select contains.

14. Enter the **Transfer Number** you previously recorded.

15. Press **Enter** or click **Search** at the bottom of the screen.

16. In the Shipment List, click on the **Shipment Number** hyperlink.

17. In the Shipment Details, click **View Task** in the Execution Attributes field.

18. In the Tasks List, click the **Batch Number** hyperlink. The **Batch Detail** screen appears.

19. Click **Complete**. If you have Trackable items, you need to find each line for trackable items and enter Trackable ID's before clicking Complete.

20. Click **Save**.

21. Click **OK** in the message window.

22. Click **Close** twice. The **Shipment Detail** screen appears.

23. Enter the **Estimated Depart Date and Time** and **Estimated Arrival Date and Time**.

24. Click **Save**.

25. Click **Confirm Shipment**. The **Shipment Detail** screen appears.

26. Select **NWCGIssueTransfer Report** from the **Print Service** name drop-down list.

27. Select the printer from the drop-down menu.

28. Enter the number of copies.

29. Click OK.

To Print a Shipping Status:

1. From the **Shipment Detail** screen, click **Print**.

2. Select **NWCGShippingStatus Report** from the **Print Service** name drop-down list.

3. Select the printer from the drop-down menu.

4. Enter the number of copies.

5. Click **OK**.