

Creating Returns Using Mobile Scan Gun (RFI, NFRI, UNS, UNSNWT)

This documentation explains how to create and complete a Return, using a mobile scan gun device.

For guidance on how to determine the disposition of returned items, (e.g. “RFI”, “NFRI”, “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.

To Create a Return:

1. Log into scan gun.
2. From **Main Menu** screen on the scan gun, use the stylus to select the type of return, RFI Return, NFRI Return, UNS Return, or UNSNWT Return.
3. Double-click or press **Enter** on the scan gun key pad. The **Return** screen appears. In it is a system-generated number.
4. Enter the **Inc Year** using scan gun key pad.
5. Tap **Inc No** using the scan-gun stylus and enter the number in the field.
6. Tap **Notes** using the scan-gun stylus and enter any notes on the scan-gun key pad. The **Incident Name** populates under **Inc No**.
7. Tap **Add Returns Lines** using the scan-gun stylus. The **Return Lines** screen appears.
8. Scan the **Six Digit NFES Item ID bar code**, or enter **Six Digit item ID** number using scan-gun key pad.
9. Tap **Quantity** using the scan-gun stylus or the scan-gun key pad. The **Item Description** appears under **Item Id**.
10. Tap **Add to List** using the scan-gun stylus.
11. Continue adding items by repeating number 8 through 10. When you are finished, the **Return Lines** screen appears.
12. Click **Process Return** to create the return.

Adding a Trackable Item to the Return:

1. Scan or enter using the scan-gun key pad the **Trackable Item Id** (NFES 000870.)
2. Tap **Quantity** using the scan-gun stylus. The **RFI Return Lines TID** screen appears.
3. 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 More Trackable IDs Using the Scan Gun Key Pad:

1. After entering a **Trackable ID**, use the stylus to select **Add New Item**. The field highlights.
2. Click **BKSP** on the key pad to clear the **Trackable ID** field.
3. Enter the next **Trackable ID**.

To add additional items after scanning or entering last Trackable ID:

1. While Trackable ID Field is highlighted select **ADD New Item** button.
2. Scan the **Six Digit NFES Item ID bar code**, or enter **Six Digit item ID** number using scan-gun key pad.
3. Tap **Quantity** using the scan-gun stylus or the scan-gun key pad. The **Item Description** appears under **Item Id**.
4. Tap **Add to List** using the scan-gun stylus.

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

1. Select **View List** button.
2. Select the **Item Id** or **Trackable ID** from the Item list.
3. **Double Click** or press **Enter**, to remove the **Item ID** or **Trackable ID** from the list.
4. If needed, re-enter correct information by clicking **Add New Item** using the stylus on the scan gun.
5. Once all items have been returned, using stylus click **Process Return** to complete the return.

To Create Returns:

1. To create another RFI return, use the stylus to select **Create Another Return**.
2. To create another return with a different disposition, use the stylus to select **Go Back to Menu** and select the correct return option.

To view list of items and quantities returned:

1. Using the stylus, select **View List**.