Printing Functions

This documentation explains how to print NWCG Issue Reports, Transfer Reports, Shipping Status Reports and Labels.

To Print a Copy of an Issue or Issue Transfer Report:

1. On the main menu bar select **Outbound**.

2. Click **Outbound Shipment Console**. The **Outbound Shipment Console** appears.

3. Click the **Document Type** drop-down list to select document type.

4. Enter search information using drop-down list.

5. Click **Search**. The **Issue List** screen appears.

6. Click the check box next to **Shipment #**.

7. Click **Print**. The **Print Dialog** box appears.

8. Select the **Print Service Name** drop-down list and select the document to print, such as **NWCGIssueReport**.

9. Select the **Printer Name** drop-down list and select the printer.

10. Enter the number of copies in the **No. of Copies** text box.

11. Click **OK**. The selected report prints.

To Update Shipment Details and Printing Shipping Status:

1. On the main menu bar select **Outbound**.

2. Click **Outbound Shipment Console**. The **Outbound Shipment Console** appears.

3. Click the **Document Type** drop-down list to select document type.

4. Enter search information using drop-down list.

5. Click **Search**. The **Issue List** screen appears.

6. Click the **Shipment** hyperlink, or click the check box next to **Shipment #**.

7. Click **View Details**.

8. Enter shipping information into the appropriate fields, such as. **Estimated Depart Date**, **Estimated Arrival Date**, **Driver Name**, and **Shipment Tracking Number**.

9. Click **Save**.

10. Click **Print**. The **Print Dialog** box appears.

11. Select the **Print Service Name** drop-down list and select a document to print, such as **NWCGShippingStatusReport**.

12. Select the **Printer Name** from the drop-down list.

13. Enter the number of copies in the **No. of Copies** text box.

14. Click **OK**. The selected report prints.

To Print SKU, and Kit Labels:

1. On the main menu bar select **Inventory**.

2. Click **Print SKU Label**. The **Print SKU Search Console** appears.

3. Enter the search information using the drop-down lists.

4. Click **Search**. The **Item List** screen appears.

5. Select the check box next to **Item ID**.

6. Click **Print**. The **Print Dialog** box appears.

7. Select the **Print Service Name** drop-down list and select the label to print, such as **NWCGItemSKULabel** or **NWCGMKitSKULabel**.

8. Select the **Printer Name** from the drop-down list.

9. Enter the number of copies in the **No. of Copies** text box.

10. Click **OK**. The selected report prints. When printing a **Trackable Kit** label, enter the **Kit Trackable ID** in the **Trackable ID** text box in the **Print Dialog** box**,** and select **Yes** from the **Print trackable ID** drop-down list. The **Trackable ID** to prints on the label.

To Print Location Labels:

1. On the main menu bar select **Inventory**.

2. Click **Print Location Labels**. The **By Location Console** appears.

3. Select the search criteria from **Location ID** drop-down list.

4. Enter the location in **Location ID** text box.

5. Click **Search**. The **Location List** screen appears.

6. Select the check box next to **Location.**

7. Click **Print**. The **Print Dialog** box appears.

8. Select the label size by clicking on the **Label Size** drop-down list.

9. Select from the **Print Service Name** drop-down list and select **NWCGLocationLabel.**

10. Select the printer from the **Printer Name** drop-down list

11. Select **NWCGLocationLabel** from the **Print Service Name** drop-down list.

12. Enter **Number of Copies** in the **No. of Copies** text box.

13. Click **OK**.