

## Receiving Cache to Cache Transfer Using the Scan Gun

This documentation explains how to receive a Cache to Cache Transfer using a scan gun.

### To Receive Cache to Cache Transfer:

1. Log into scan gun.
2. On main menu bar double tap on **Receive**, then double tap on **Cache-Cache Transfer**. User is taken to Receive Screen.
3. From the Cache to Cache Transfer report, Enter the **Issue number followed by -01** (example 0000822798-01), in the **Shipment# field**.
4. Tap **GO**
5. In **Location Dock field** Scan or Enter **RCV-N25**.
6. Tap **GO**
7. Scan or Enter **Item ID**
8. Tap **Go**
9. Enter **Quantity**
10. Tap **Go**, then Tap **Go** again, note that SKU will show last item received.
11. Repeat steps 7 and 8 until all items are received.
12. When all items have been received, Click **Done**
13. User is taken to the **Receiving Screen**, if all items have been received click **Done** again and user will be taken to the **Receive Main Menu**. *Note: If user has additional items to receive (i.e. missed items) user can Tap **GO** at the Receiving Screen and complete steps 7-10. But if user clicks **Done** instead of **GO**, the user is taken back the Receive Main Menu.*

### If Receiving Trackable items:

1. Complete steps 1-6 from above
2. Scan **Item ID**, user will then get **Trackable ID** screen, if hand entering Item ID, user will need to tap on **GO**, to get to **Trackable ID** screen.
3. Scan **Trackable ID**. Note user will see a running total/count of scanned trackable ID's.
4. When all Item Trackable Id's are scan, Click **Done**
5. Click **Go**
6. After **Go** is clicked user will be brought back to **Item ID** screen to scan next item.
7. When all items have been received, Click **Done**.