

Scan Gun Ad Hoc Move

This documentation explains how to perform a scan gun Ad Hoc move. Ad Hoc moves are single move tasks that are initiated and completed by a scan gun user rather than a system generated task.

You perform an Ad Hoc move can be performed for a variety of different reasons:

- Storage locations are changed for one reason or another and the items can be moved to the new location using an Ad Hoc move.
- NFES items can be moved from a storage location to the VAS station using an Ad Hoc move to build up kits
- Quantities of identical NFES items can be moved from one dedicated storage location to another dedicated location using an Ad Hoc move.

To complete an Ad Hoc move on the scan gun:

1. Log onto the Scan Gun.
2. At the **Main Menu** double tap on **Ad Hoc Move** using the stylus. The Source screen appears.
3. In **Location/Pallet/Case** field scan or type the source location of the NFES item user will be moving item from.
4. In the **Items/Case/Pallet/Trackable ID#** field, scan or type the six digit **NFES Item ID** of items to be moved. The tap **Go**. The **Ad Hoc Move** screen appears.
5. Enter the total **Quantity** of the selected NFES item that is to be moved.
6. If user is wanting to pick up more than one item to be moved they would tap, **GO** then user will see a verification screen and would tap **GO** again, then complete steps 3-5 again. Once user has picked up last item, in the Quantity screen, tap **Go** and then tap **Deposit**. If you want to pick up one item and are ready to move item to target location, tap **GO** and then **Deposit**. The **Deposit** screen appears.
7. Tap in the **Location** field and scan or type using scan gun keypad target location, then tap **GO**. If you have **multiple items going into the same target location**, (OF-01), tap **Deposit All** and all items will be deposited in that target location.
8. If user has **multiple items going into the same target location**, (OF-01), user can tap **Deposit All** and all items will be deposited in that target location. If you have picked up **multiple items going to different target locations** you tap **GO**, **NOT Deposit All**, then tap **Go** again to be taken to the next item to be moved. When there are no more items to be moved are returned to the **Source Screen**.

You have completed the Ad Hoc Move, the quantity of the selected NFES item has now been moved from the source location to the target location in ICBS.

9. To navigate back to the **Main Menu** press the **Blue** button on scan gun key pad and then press the **0** (zero).