

Lesson 15: Cache Transfers

In this lesson you will learn how to process a Cache Transfer as the shipping cache and also process the inbound shipment as the receiving cache.

Process Cache Transfer – shipping cache.

1. Sign into the console using your assigned User name and Password
2. On the menu bar choose **Issues/Transfers** > **Create Cache Transfer**
3. On the Header Details Screen enter the Receiving Cache = AZPFK
4. Click on the **Create Order** button
5. Select a service
6. Enter cache items and quantities to be transferred
7. Click on SAVE.
8. Click on CONFIRM.
9. Click on SCHEDULE and RELEASE.
10. Click on the “truck icon”  on the Order Line
11. On the Order Shipment Items and Container screen > click on the shipment number hyperlink
12. The ensuing screen will be the Shipment Details Screen
13. Click on the Complete Task button > you’re taken to the Task Detail screen
14. Click on the Batch No hyperlink.
15. Click on Complete
16. Click on SAVE
17. Click on Close twice
18. You will be taken to the Shipment Details screen
19. Populate the shipment details and click on SAVE
20. Click on Confirm Shipment
21. After you have created the Cache Transfer you will want to print the Cache Transfer report
22. Click on the print button > print service name will be NWCG Cache Transfer Report (Printer name TBD)
23. Number of copies 1 > click OK
24. Log off

Process Cache Transfer Receipt – receiving cache.

25. Sign into the console for the receiving cache using - mmedina/mmedina
26. On the menu bar chose **“INBOUND>INBOUND SHIPMENT CONSOLE”**
27. From the Inbound Shipment Console change the document type to CACHE-CACHE TRANSFER ORDER and search for your cache transfer.
28. Click on the hyperlink to view the details or check box and click on view details.
29. Click on Start Receipt
30. Enter RCV-N25 in field named Receiving Dock-click on save

31. Click on the >> (chevron), then click on Report/Record Receipt.
32. Click on save (note: if price is the same, you don't need to enter price).
33. Putaway tasks have now be created for items to be put away.