Creating an NRFI Cache to Cache Transfer

To create an NRFI Cache to Cache Transfer

1 On the **Returns** menu, click **Create Return**.

2 On the **Incident Return** screen, click Generate Return No and then complete the **Return Header** text boxes.

3 Under **Return Lines**, click Add a Return Line and then type the **Item ID** and **quantity of NRFI item** being returned.

Repeat step #3 to enter all returned items.

4 For **Trackable items**, click next to **Trackable ID** text box.

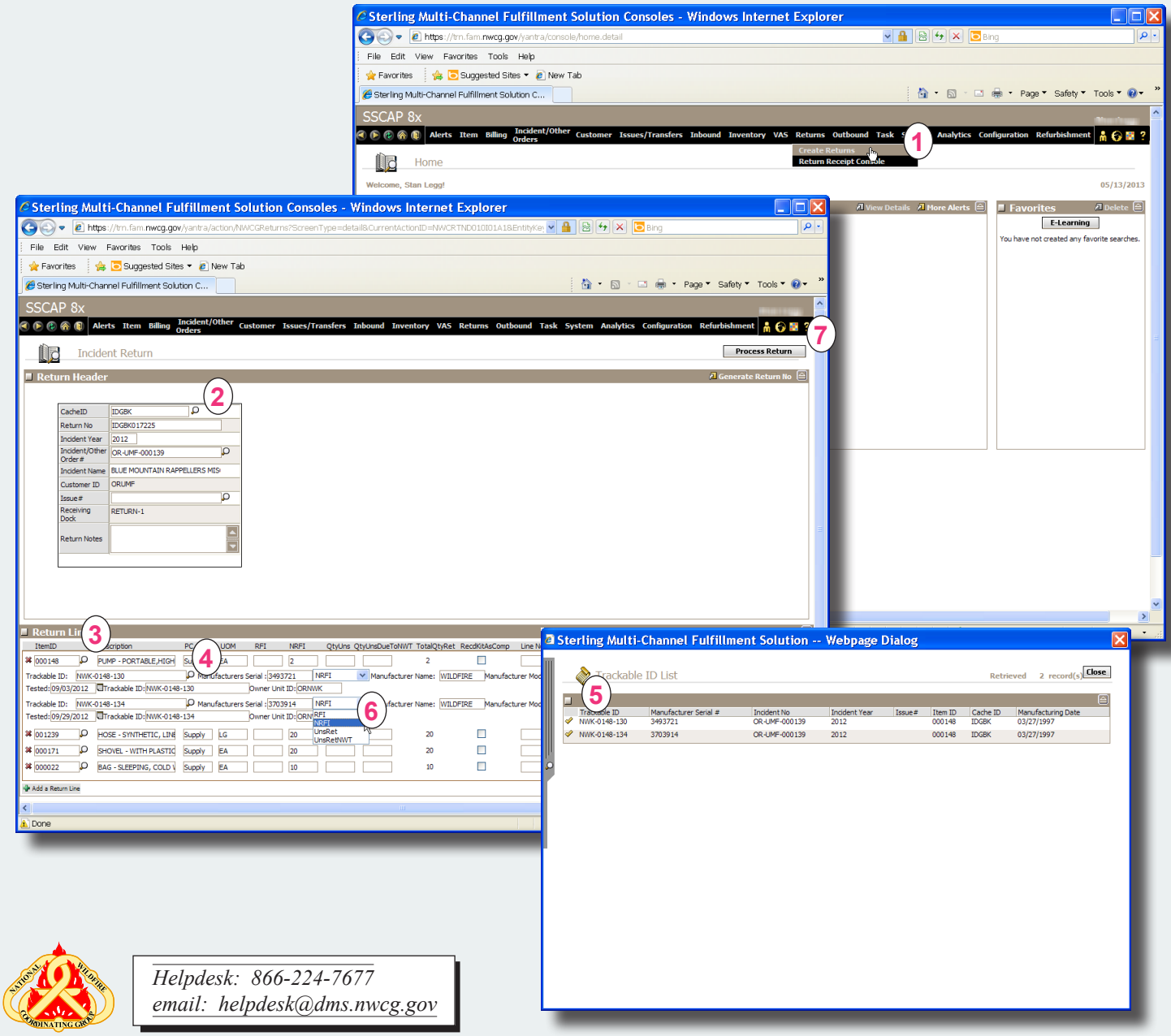
5 For each **Trackable ID NRFI item to be returned**, click next to the **Trackable ID** on the **Trackable ID List** dialog box.

The remaining text boxes are automatically completed for you.

6 Under **Return Lines**, press [TAB] to advance to the drop-down arrow, and then click **NRFI**.

7 When finished processing the return for all NRFI items, click Process Return

continued on next page



Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

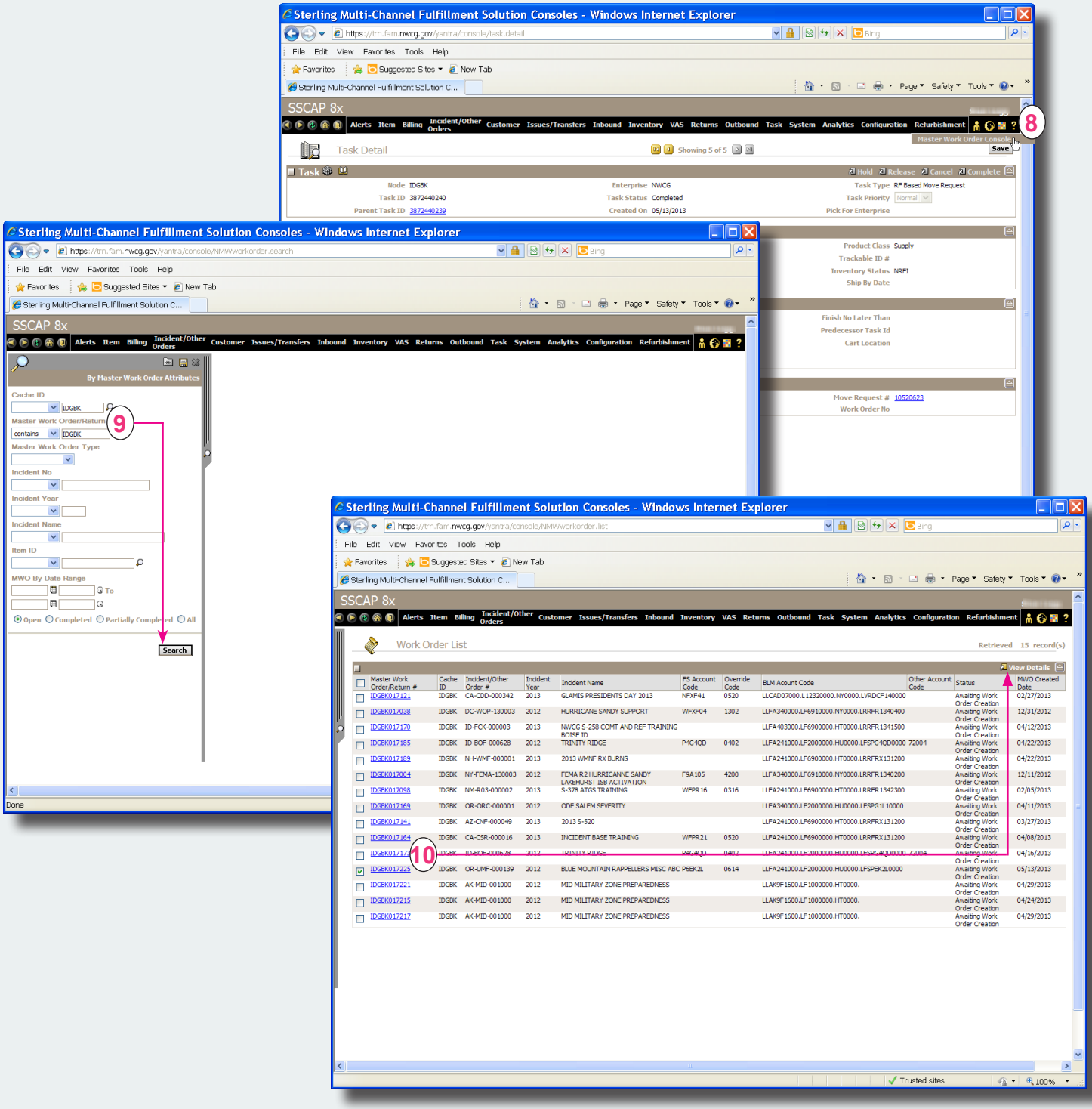
To create an NRFI Cache to Cache Transfer - *continued*

8 On the **Refurbishment** menu, click **Master Work Order Console**.

9 On the **Search** panel, search for the **Master Work Order/ Return #** of your choice, and then press [Enter] or click **Search**

10 On the **Work Order List** screen, click the **Master Work Order /Return #** link, and then click **View Details**

continued on next page



To create an NRFI Cache to Cache Transfer - *continued*

11 On the **Master Work Order Details** screen, click the check box(es) for the **Item ID(s) to be transferred**, and then click **Transfer Refurb**

You must process items transferred to multiple caches as separate transactions!

12 On the **Transfer Refurbishment** dialog box, click the **Destination Cache** drop-down arrow, and then click the **destination cache for the NRFI item(s)**.

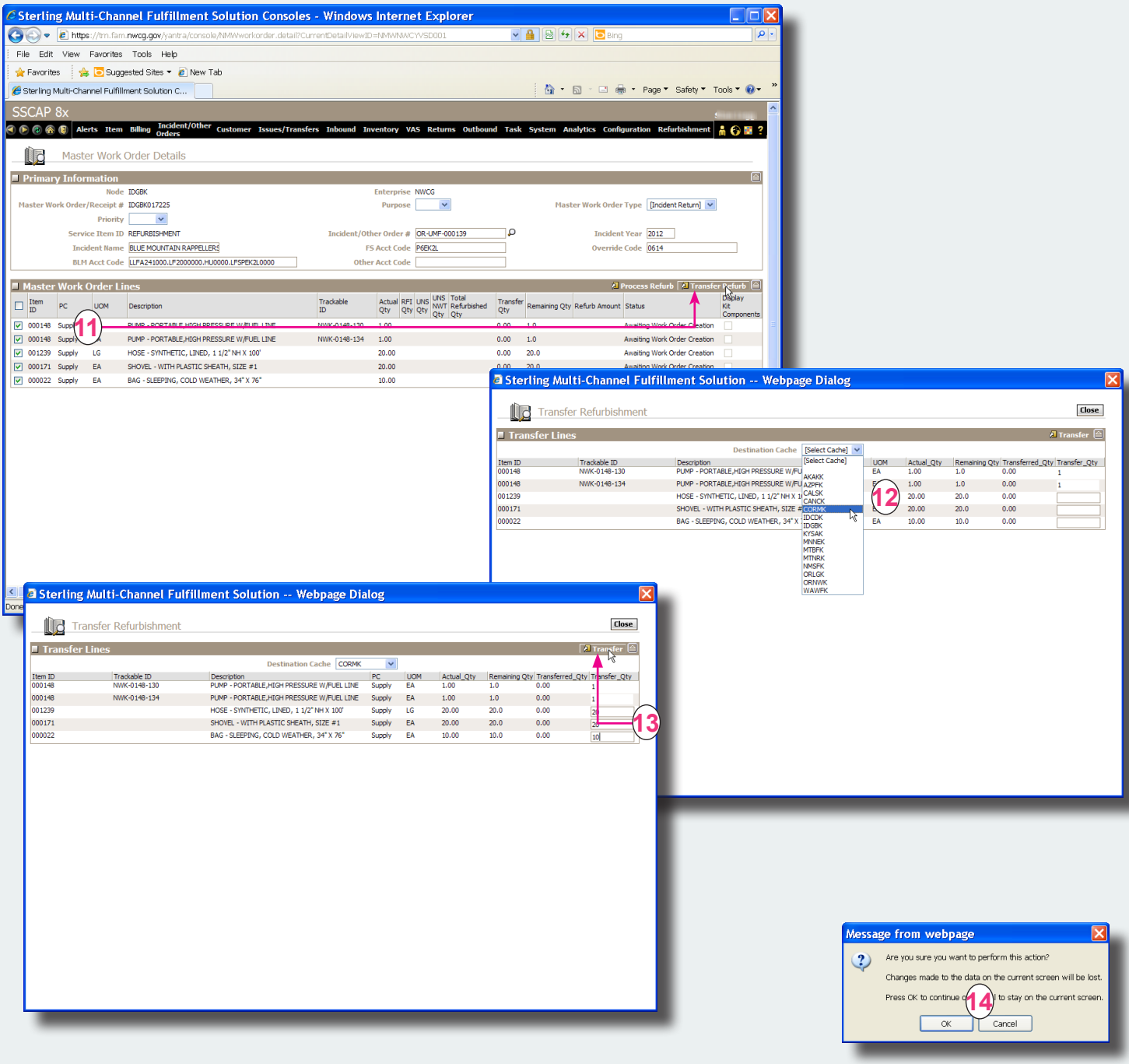
13 In the **Tranfer_Qty** text box, type the **number of items to be transferred**, and then click **Transfer**

Trackable items will auto-populate with Trackable ID and Qty=1.

14 On the **Message from webpage** dialog box, click **OK**

Note that the Status of transferred items changes from Awaiting Work Order Creation to Work Order Transferred.

continued on next page



To create an NRFI Cache to Cache Transfer - *continued*

15 On the **Issues/Transfers** menu, click **Cache Transfer Console**.

16 On the **Search** panel, type the **Refurbishment Work Order Number** in the **Master Workorder #** text box, and then press [Enter] or click **Search**

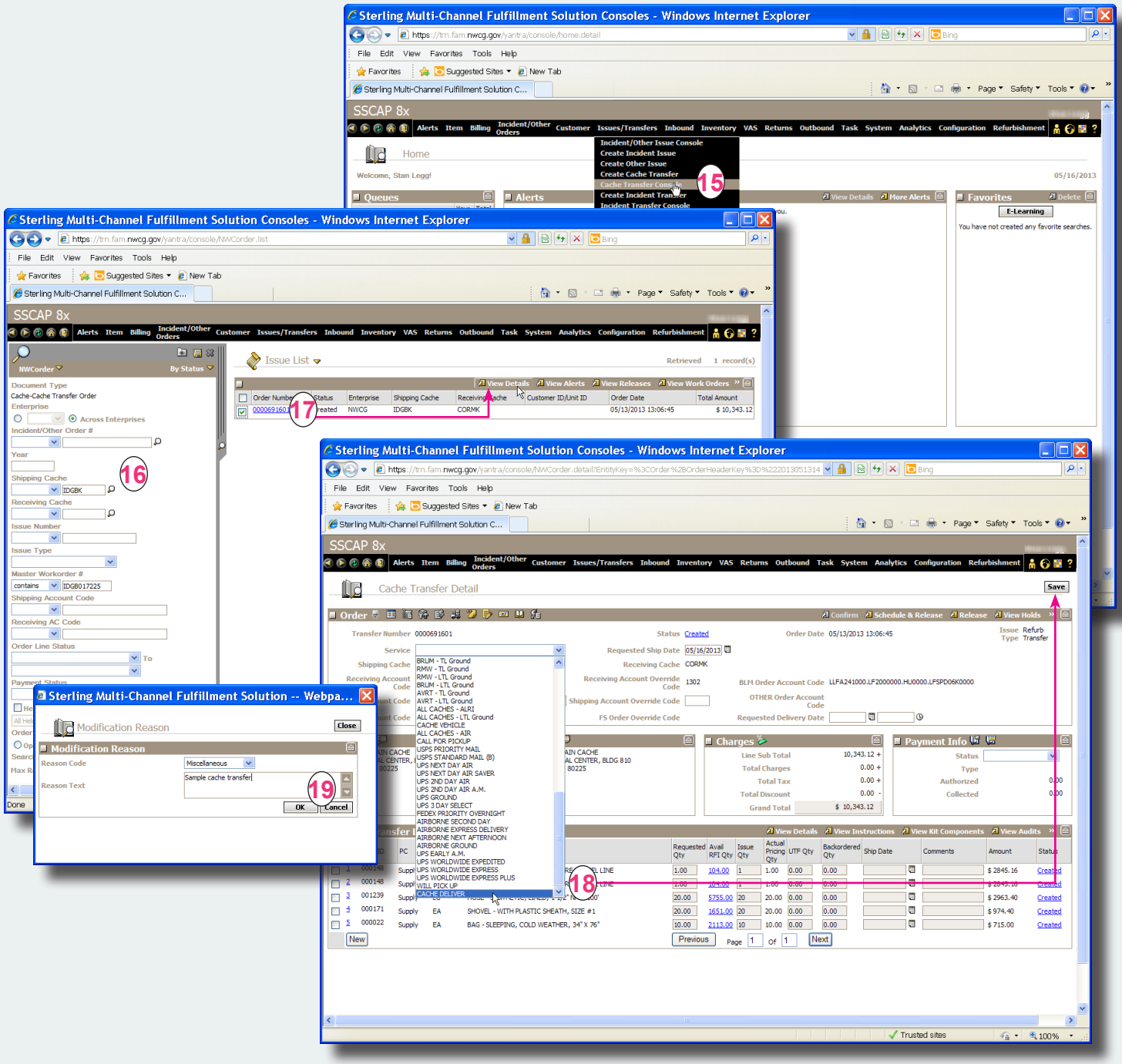
17 On the **Issue List** screen, click the check box for the **Order Number for refurb transfer**, and then click **View Details**

18 On the **Cache Transfer Detail** screen, click the **Service** drop-down arrow, and then click **service for the cache transfer**, and then click **Save**

In this example, the selected Service is CACHE DELIVER.

19 On the **Modification Reason** dialog box, click the **Reason Code** drop-down arrow, click the **reason for the transfer**, and then click **OK**

continued on next page



To create an NRFI Cache to Cache Transfer - *continued*

20 On the **Cache Transfer Detail** screen, click **Schedule & Release**

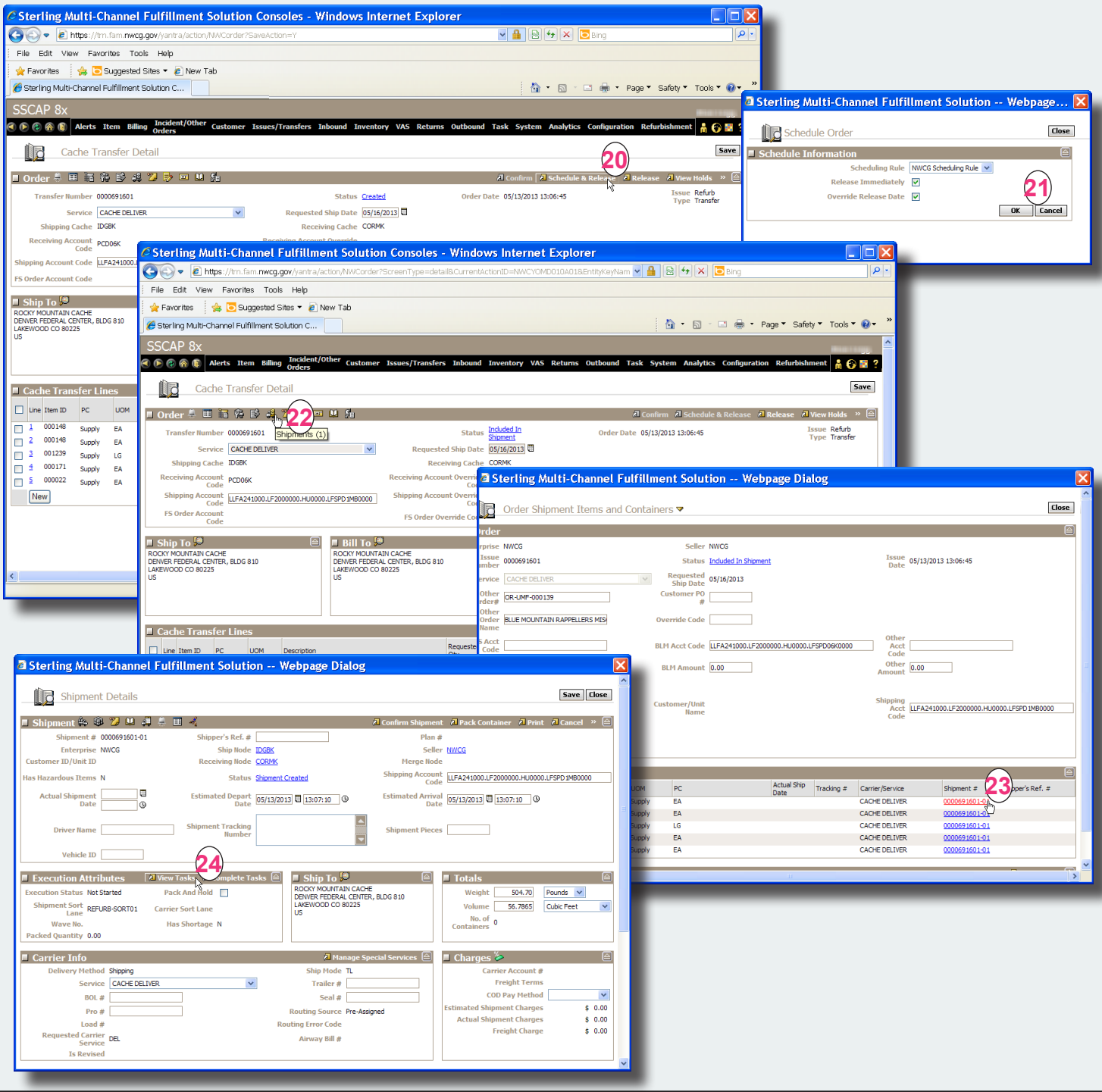
21 On the **Schedule Order** dialog box, click **OK**

22 On the **Cache Transfer Detail** screen, click

23 On the **Order Shipment and Contains** dialog box, click the **Shipment #** link.

24 On the **Shipment Details** dialog box under **Execution Attributes,** click **View Tasks**

continued on next page



To create an NRFI Cache to Cache Transfer - *continued*

25 On the **Task List** dialog box, click the **Batch No** link of your choice.

26 On the **Batch Detail** screen, click Complete

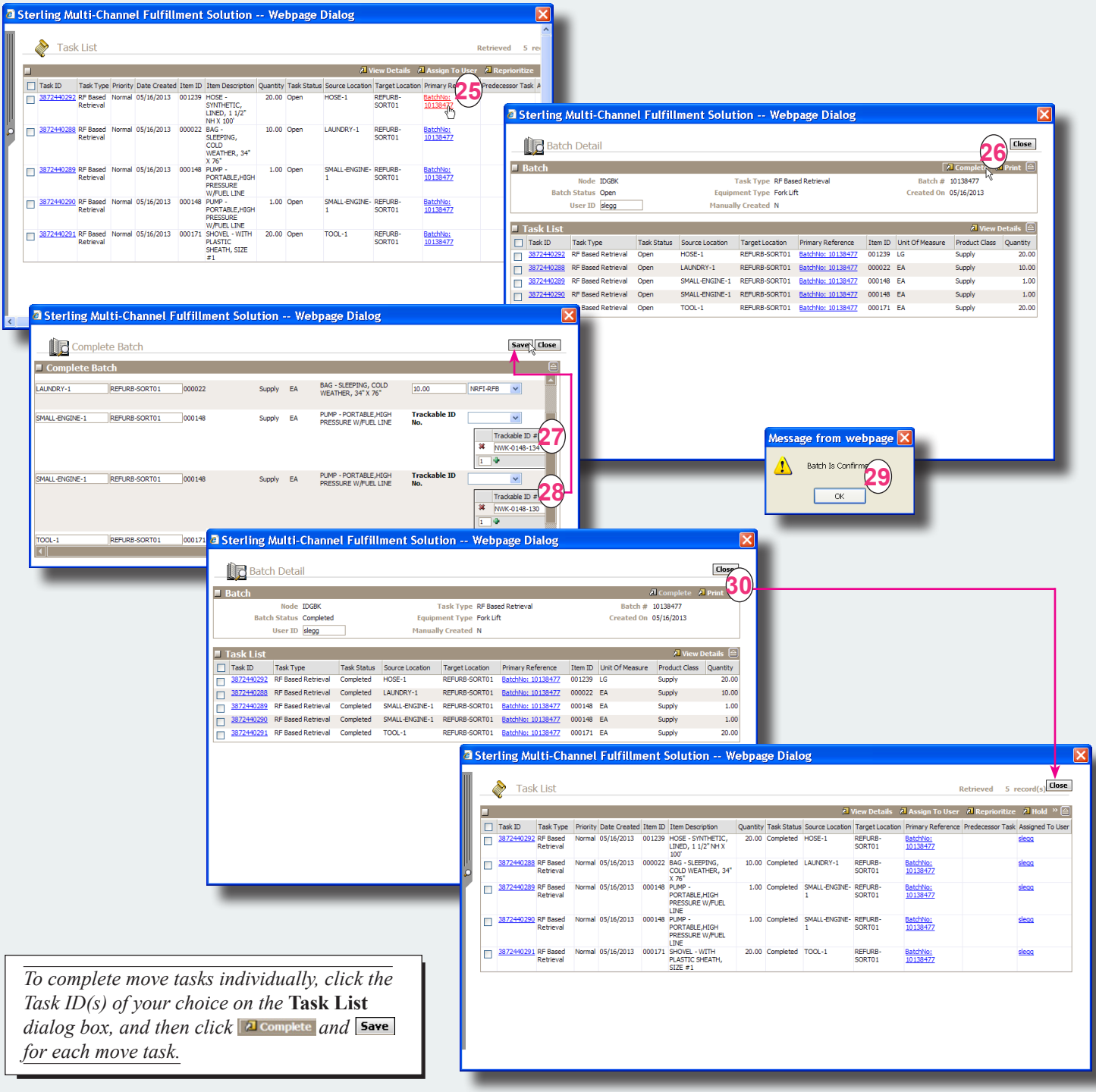
27 To transfer a **Trackable Item** on the **Complete Batch** dialog box, click ✚ and then type the **Trackable ID #**.

28 Repeat Step #27 to enter all Trackable ID #(s), and then click Save

29 On the **Message from webpage** dialog box, click OK

30 To advance to the **Shipment Details** screen, click Close twice.

continued on next page



To complete move tasks individually, click the Task ID(s) of your choice on the **Task List** *dialog box, and then click* Complete *and* Save *for each move task.*

To create an NRFI Cache to Cache Transfer - *continued*

31 On the **Shipment Details** dialog box, click to complete the **Estimated Depart Date**, and then click to complete the **Estimated Depart Time**.

32 Click to complete the **Estimated Arrival Date**, and then click to complete the **Estimated Arrival Time**.

33 Click **Save** and then click **Confirm Shipment**

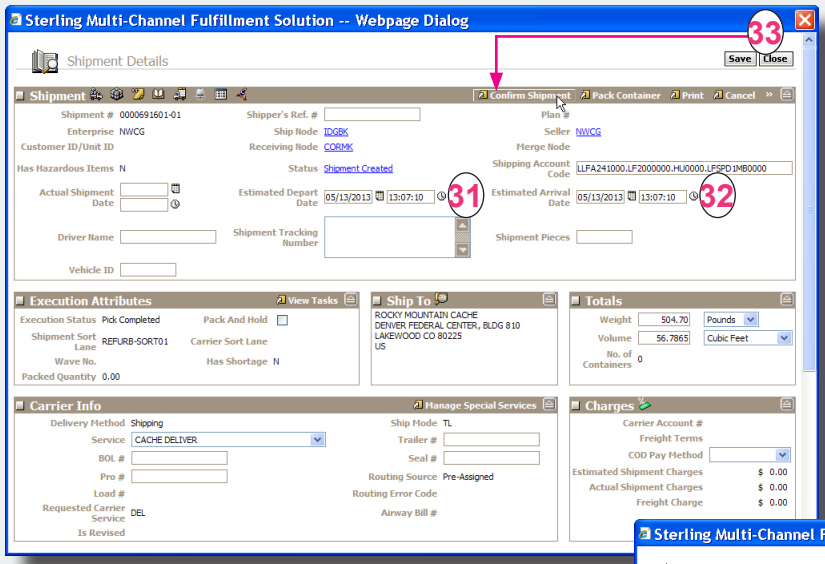
Note that the Shipment Status changes to Shipment Shipped.

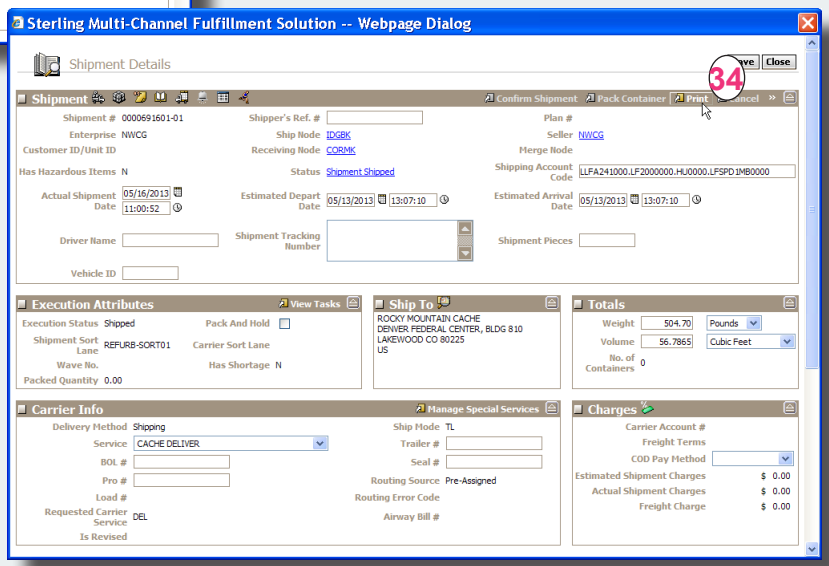
34 Click **Print**

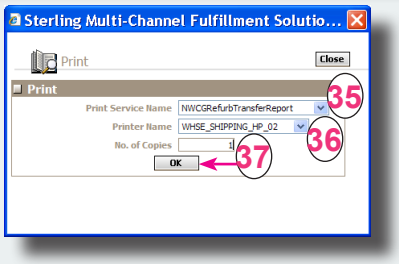
35 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGRefurbTransferReport**.

36 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.

37 In the **No. of Copies** text box, type the **number of copies**, and then click **OK**







Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov