

This Quick Reference Guide explains how to create an Other Order and how to create an Other Issue.

To create an other order

- 1 On the **Incident/Other Orders** menu, click **Create Other Order**.
- 2 On the **Other Order Entry** screen in the **Other Order Name** text box, type the name of the Other Order, and then press [TAB].
- Step #2 is optional.*
- 3 In the **Customer ID** text box, type the **Customer ID** of your choice, and then press [TAB].

- 4 Complete all **accounting code information** as appropriate for the agency processing the order.

Ship To and Bill To information default to the Customer ID information. If delivering to a different address, complete the delivery information listed under Deliver To.

- 5 Click **Create Order**
- 6 Click **Save**

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email: helpdesk@dms.nwcg.gov

The screenshot shows the 'Other Order Entry' screen in SSCP 8x. Callout 1 points to the 'Incident/Other Orders' menu. Callout 2 points to the 'Other Order Name' field. Callout 3 points to the 'Customer ID' field. Callout 4 points to the 'Other Order Details' section, specifically the 'Cache Use' field. Callout 5 points to the 'Create Order' button in the top right corner.

Since "Year" is not a required entry, you can use the Other Order from year to year for transactions. Only an Incident Order requires the Incident Year.

You may wish to keep track of the system-generated Other Order #!

This screenshot shows the 'Other Order Entry' screen after the 'Create Order' button has been clicked. Callout 6 points to the 'Save' button in the top right corner. The 'Other Order Header' section shows the 'Other Order #' field populated with '04LGR00000'.



To create an other issue

- 1 On the **Issues/Transfers** menu, click **Create Other Issue**.
- 2 On the **Other Order Details** screen in the **Other Order #** text box, search for or type the **six-digit Other Order number**, and then press [TAB] three times.

If you went directly to the Other Issue Entry screen from the Other Order Details screen, the Other Order # is auto-filled.

- 3 Complete the **Requested Delivery Date** text boxes, and then click **Create Order**

- 4 On the **Issue Details** screen, click the **Service** drop-down arrow, and then click to select the **Service** of your choice.

- 5 Under **Order Lines** click **New**

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To complete, schedule, and release the other order

6 Complete the following fields as appropriate, pressing [TAB] after each entry

- Requested Qty
- Issue Qty
- UTF Qty
- Backordered Qty
- Forwarded Qty
- Comments.

7 Click **Save**

8 On the **Issue Details** screen, click **Confirm**

9 To schedule and release the other issue, click

Schedule & Release

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

At this point, issue tasks are released to the scan guns and the Status of the shipment displays, "Included in Shipment."

Request Number is an optional field. It is never an "S" number!

To confirm the shipment

- 1 On the Outbound menu, click Outbound Shipment Console.
- 2 On the search panel, click the **Document Type** drop-down arrow, and then click to select **Other Issue**.
- 3 In the **Shipment #** text box, search for and then click to select the **Shipment #** or your choice.
- 4 On the **Shipment Details** screen, click **Confirm Shipment**
- 5 Complete the following information as appropriate for the shipment and then click **Save**
 - Estimated Depart Date
 - Estimated Arrival Date
 - Driver Name
 - Shipment Tracking Number
 - Vehicle ID.

To print the NWCG Issue Report and the NWCG Shipping Status Report

- A On the **Shipment Details** screen, click **Print**
- B On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.
- C Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- D In the **No. of Copies** text box, type the **number of copies**, and then click **OK**
- E On the **Shipment Details** screen, click **Print**
- F On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGShippingStatusReport**.
- G Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- H In the **No. of Copies** text box, type the number of copies, and then click **OK**
- I To return to the **Shipment Details** screen, click **Close** twice.

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Once you return to the Shipment Details screen, the Status of the shipment reads, "Shipment Shipped."