



Printing the Issue and Shipping Status Reports

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

- 1 On the **Outbound** menu, click **Outbound Shipment Console**.
- 2 Search for the **Incident Issue** of your choice.
- 3 On the **Shipment List** screen, click to select the **Shipment #** of your choice.
- 4 On the **Shipment Details** screen, click **Print**.
- 5 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.
- 6 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- 7 In the **No. of Copies** text box, type the **number of copies**, and then click **OK**.

- 8 On the **Shipment Details** screen, click **Print**.
- 9 On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.
- 10 Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- 11 In the **No. of Copies** text box, type the number of copies, and then click **OK**.
- 12 To return to the **Shipment Details** screen, click **Close** twice.

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The screenshot shows the SSCAP 8x software interface. The 'Outbound Shipment Console' menu is open, showing options like 'Pack Station', 'Manifest Console', and 'Add To Manifest'. A 'Print' dialog box is displayed in the foreground, with the following details:

- Print Service Name: NWCGIssueReport
- Printer Name: IDCDK_HP_RPC_01
- No. of Copies: 1

 The background shows the 'Shipment List' table with the following data:

Shipment #	Customer ID/Unit ID	Service	Actual Shipment Date
0000605452	IDPFP	CACHE	06/29/2010 16:40:27
0000605789	Shipped	IDPFP	07/06/2010 08:39:00
0000605659	Shipped	CACHE	06/29/2010 06:42:27

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

The screenshot shows the 'Shipment Details' screen for Shipment # 0000605459-01. The 'Status' field is highlighted in red and reads 'Shipment Shipped'. The 'Print' button is visible in the top right corner of the window.

