Processing Forwarded Items

DATE: 12/09/2009

To process an issue with forwarded items

1 On the **Issues/Transfers** menu, click to select **Forward Order Console**.

2 On the **Search** tab, search for the **item to be forwarded** using one of the following criteria

- Incident/Other Order #
- Year
- Item ID
- Unit Of Measure
- Issue #
- Customer ID
- Product Class
- Item Description.

3 In the **Ship Cache** text box, type or search for and then click to select the **cache ID that requested the items to be filled**.

4 To increase the number of records to be searched, type **200** in the **Max Records** text box.

5 When finished completing the **Search** tab, click **Search**

6 On the **Forward Order Line List** screen, click to select the check box(es) that pertain to the issue for processing the forwarded item(s).

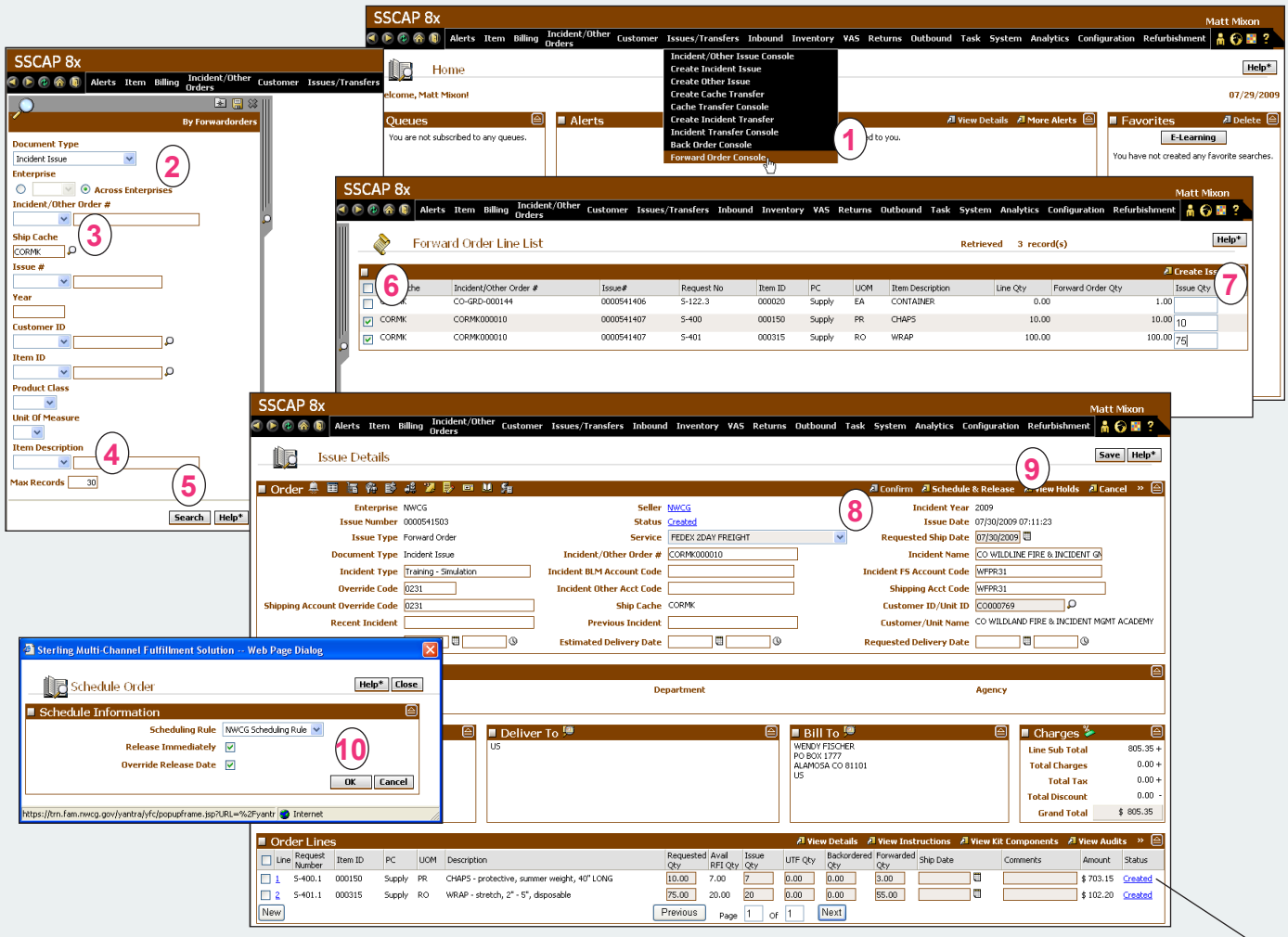
7 For each forwarded item, type the **quantities to be issued** in the **Issue Qty** text box, and then click **Create Issue**

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

9 Click **Confirm** and then click **Schedule & Release**

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

At this point, issue tasks are released to the scan guns. For more information see the Quick Reference Guide, "Receiving Inbound Orders with the Scan Gun."



When you create, confirm, and schedule and release the issue, the Status of the order lines on the issue change from, "Draft Order Created," to "Created," to "Included in Shipment."