

## Lesson 18: Handling Forwards

In this lesson the user will learn how to create an issue with forwarded items and then complete the forward transaction.

- **Prior to completing this lesson, you will need to use your previously created incident and create an issue with some of the NFES items being forwarded.**
1. Log into ICBS-R using - mmedina/mmedina
  2. On the task bar menu click on **Issues/Transfers>Forward Order Console**
  3. Enter your Incident order number into the appropriate box and change Ship Cache to the originating cache>search
  4. The ensuing screen will be the **Forward Order Line List**
  5. Check the box next to the item(s) you want to issue and enter the amount on the issue quantity line.
  6. For this exercise enter the full quantity for all forwarded items.
  7. Click on the **Create Issue** button> enter service> click save
  8. You will be taken to the **Draft Order Created** screen – status = Draft Order Created
  9. Click on the **SAVE** button
  10. Click on the **CONFIRM** button
  11. Changes the status to **Created**
  12. Next click on **Schedule and Release** button
  13. The status changes to **Included in Shipment**
  14. Click on “white truck icon” and the ensuing screen will be: Order Shipment Items and Containers
  15. On this screen the user will click on the hyperlink shipment number
  16. This will bring up the shipment detail screen
  17. On this screen, click on “Complete Task.”
  18. The complete task screen will appear.
  19. There will be a couple of tasks to complete by clicking on the complete and save button.
  20. Once the user has completed the tasks, the user will click on the close button>Shipment Detail screen and click on Confirm Shipment
  21. Click close>close again
  22. This will bring the user back to the Issues Detail screen, where they will see that the status is now shipped.