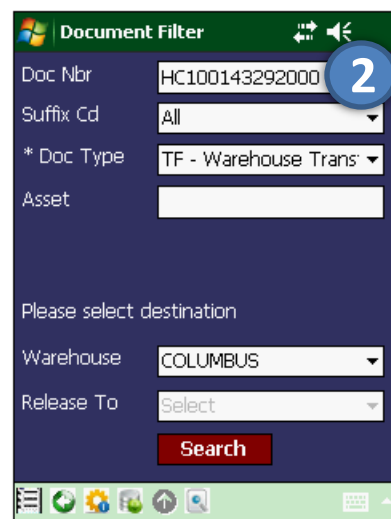
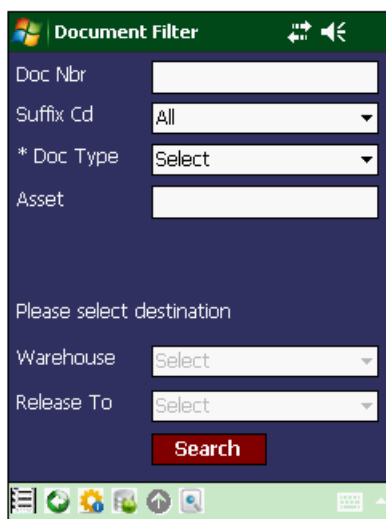





Shipping a Warehouse Transfer

1. Select **Transfer/Ship** from the Main Menu - The **Document Filter** page displays.
2. Scan or enter the document number into the **Document Nbr** field – The **Doc Type** and **Warehouse** fields are populated with data associated to the Document Nbr entered.



- Warehouse Transfers are requests from other Warehouses for equipment. These requests are created during the **Replenishment** process or manually entered by the requesting Warehouse.
- It is good business practice to refresh the database often. This can be accomplished by using the **Data Update** icon ().





Shipping a Warehouse Transfer (Cont'd)

3. Select the **Search** button – The **Document Selection** page displays.
4. Choose the **Select All** button.
5. Select a location from the **Location** drop-down list.
6. Scroll to verify the equipment is the correct **Stock Number** and **Qty**.
7. Select the **Ship** button – The *Shipment complete* message displays in the **Info!** pop-up.

Document Filter

Doc Nbr: HC100143292000

Suffix Cd: All

* Doc Type: TF - Warehouse Trans

Asset:

Please select destination

Warehouse: COLUMBUS

Release To: Select

3 Search

Document Selection

Destination: COLUMBUS

| Doc Nbr | Doc Type |
|----------------|---------------------|
| HC100143292000 | TF - Warehouse Tran |

Location: INTRANSIT **5**

Container: Select Container

4 Select All **7 Ship**

6

Document Selection

Destination: COLUMBUS

| Doc Nbr | Doc Type | Stock Nbr |
|----------------|---------------------|-----------|
| HC100143292000 | TF - Warehouse Tran | |

Location: INTRANSIT

Container: Select Container

Info! ok

Shipment complete

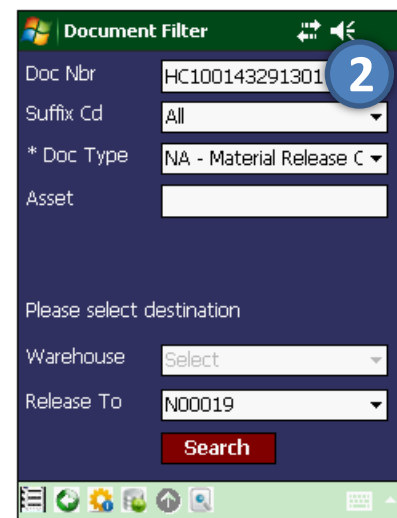
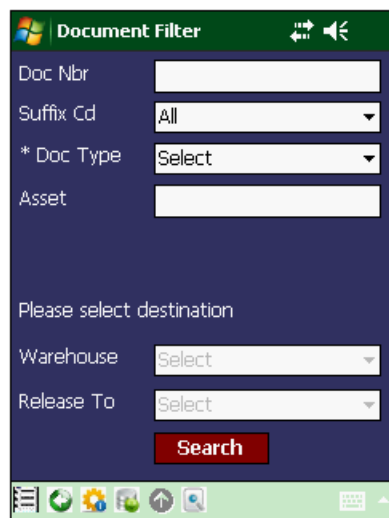
Select All Ship

If the equipment is placed into a container, the **Container** drop-down list will populate all the containers in the specific location.



Releasing an MRO

1. Select **Transfer/Ship** from the Main Menu – The **Document Filter** page displays.
2. Scan or enter the document number into the **Doc Nbr** field. – The **Doc Type** and **Release To** fields are populated with data associated to the Document Nbr entered.



A Materiel Release Order (MRO) is a transaction containing specific information to be shipped out to a location. They are also known as Due Out Orders.





Release a MRO (Cont'd)

3. Select the **Search** button – The **Document Selection** page displays.
4. Choose the **Select All** button.
5. Select the **Continue** button – The **Signature** page displays.
6. Choose the **CAC** button.

Document Filter

Doc Nbr: HC100143291301

Suffix Cd: All

* Doc Type: NA - Material Release C

Asset:

Please select destination

Warehouse: Select

Release To: N00019

3 Search

Document Selection

Destination: N00019

| Doc Nbr | Suffix Cd | Doc T |
|----------------|-----------|--------|
| HC100143291301 | | NA - M |

4 Select All **5 Continue**

Signature

Please Sign Below ...

Sig Name:

6 CAC

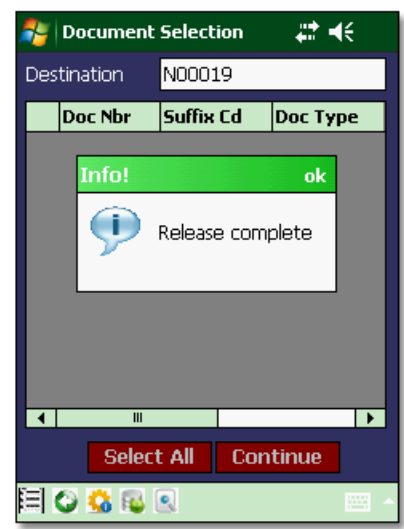
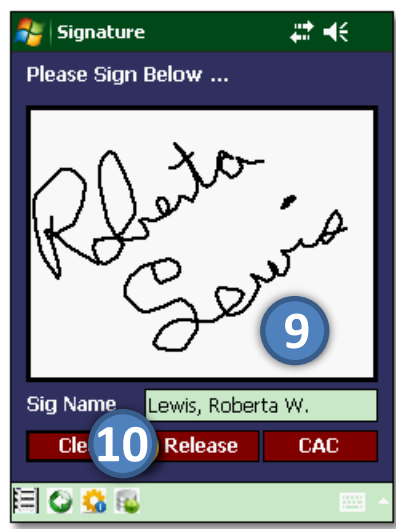
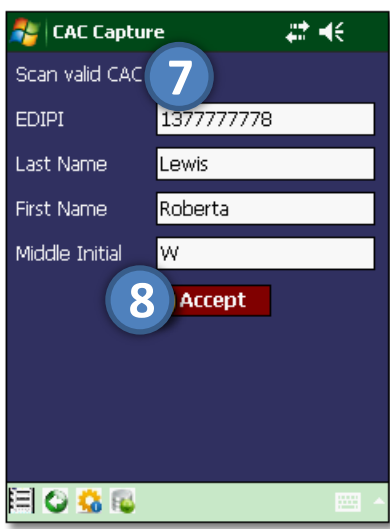
Clear Release

The **CAC** button is optional. A signature can be captured and released without scanning a CAC (Common Access Card).



Releasing a MRO (Cont'd)

7. Scan the acceptor's Common Access Card (CAC).
8. Choose the **Accept** button.
9. Request acceptor sign their name.
10. Select the **Release** button – The *Release complete* displays in the **Info!** pop-up.




The **Clear** button can be used to erase the screen and start the signature over.





Uploading Outbound Transactions

Connect the PDCD to the PC/network and complete the following steps:

1. Select the **Upload** icon ().
2. Select the **Upload All** button – The *All Documents are Uploaded* message displays in the **Info!** pop-up.

