Processing UNS Returns with the Scan Gun

DATE: ***04/18/2011***

This Quick Reference Guide explains how to process a Unserviceable (UNS) return using the scan gun.

To process an UNS return

1 Under **Menu**, double-tap **UNS Returns**.

2 On the **UNS Return Header** screen, complete the following information and then tap **Add Return Lines**

- type the **Incident Year** in the **Inc Year** text box
- type the **Incident Number** in the **Inc No** text box.

*Type any **notes for the return** in the **Notes** text box, as appropriate.*

3 On the **UNS Return Lines** screen, enter or scan the **Item ID** of the **UNS item**.

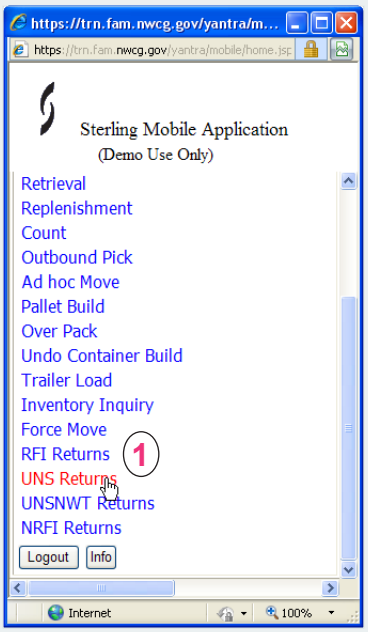
For a trackable item, enter or scan the **Trackable ID #** *for the UNS item.*

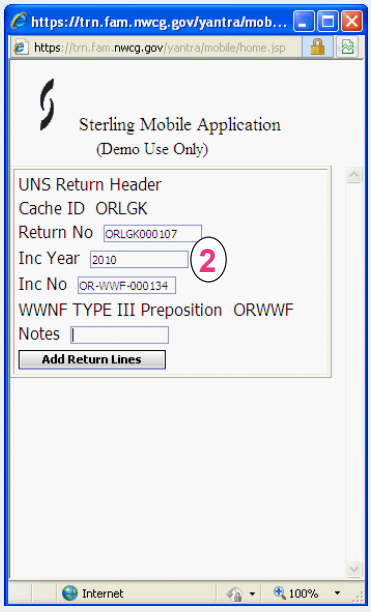
4 Type the UNS **quantity**, and then tap **Add To List**

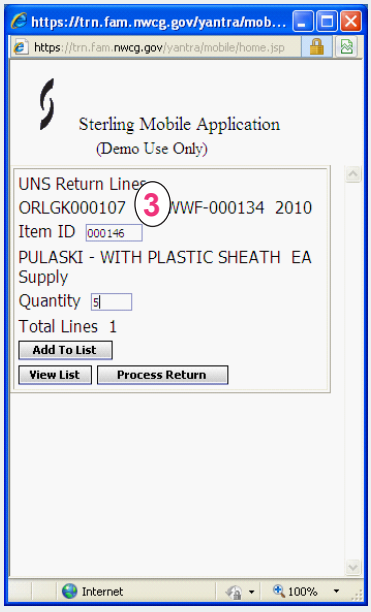
5 Repeat steps #4 and #5 to enter all UNS items.

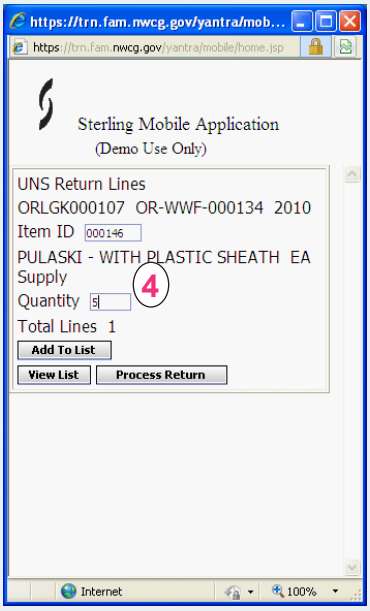
6 When finished, tap **Process Return**

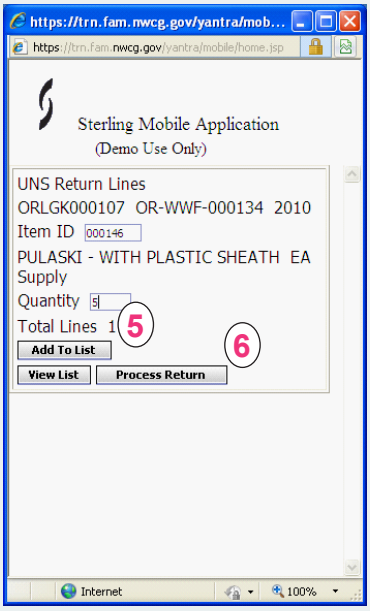
ICBS-R Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov











Processing UNS Returns with the Scan Gun

DATE: ***04/18/2011***

To process an UNS return from an Other order

1 On the **UNS Return Header** screen, type the **other order number** in the **Return No** text box, and then tap Add Return Lines

2 Complete the **UNS Return Lines** screen as appropriate for the return, and then tap Process Return

For guidance on classifying returned items (RFI, NRFI, UNS, and UNSNWT), consult with the cache standard operating procedures or the cache refurbishment guide.

To view a list of UNS items ready for the putaway process

Both trackable and non-trackable items display on the UNS Return Item List screen.

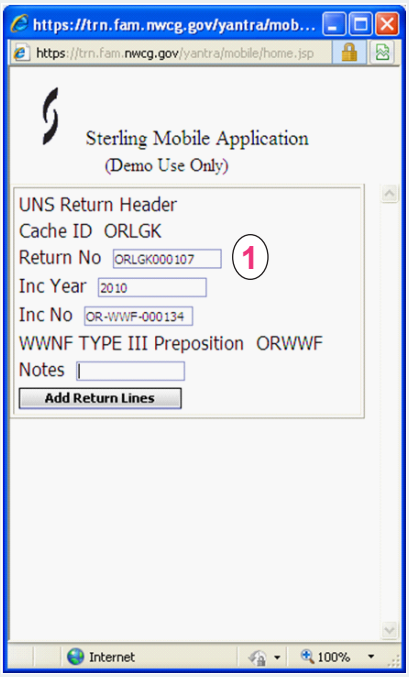
- On the **UNS Return Lines** screen, tap View List

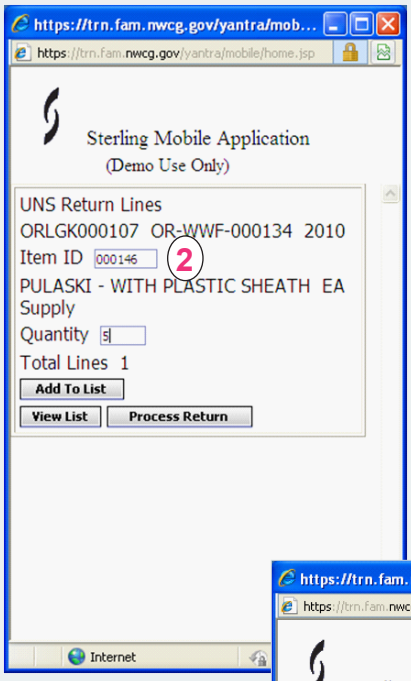
To delete unwanted or incorrectly entered UNS items from the UNS Return Item List

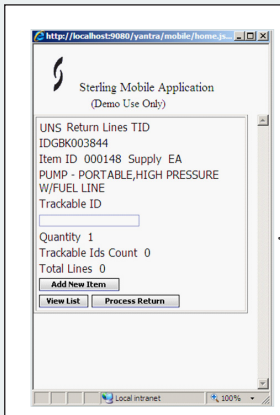
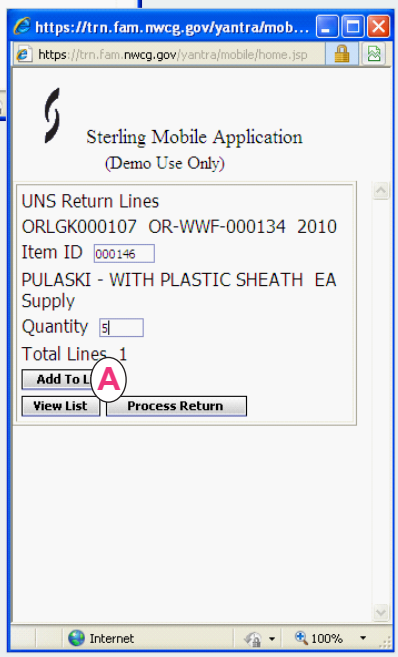
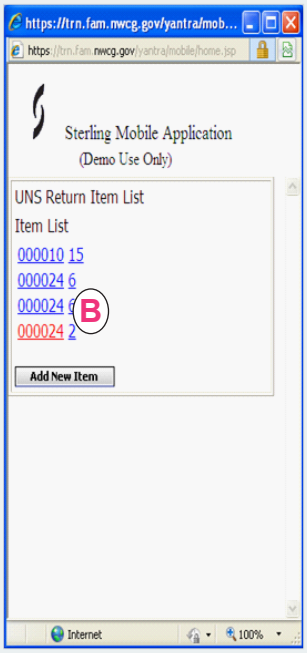
A On the **UNS Return Lines** screen, tap View List

B Double-tap the **UNS** item of your choice.

You may now add and/or delete additional UNS items as appropriate to complete the return.







For trackable items, enter or scan all Trackable Ids for the same Item ID. When finished, tap Add New Item *to add the next item for the return*