

*This Quick Reference Guide explains how to create an Other Order and how to create an Other Issue.*

## To create an other order

- 1 On the **Incident/Other Orders** menu, click **Create Other Order**.
- 2 On the **Other Order Entry** screen in the **Other Order Name** text box, type the name of the Other Order, and then press [TAB].
- 3 In the **Customer ID** text box, type the **Customer ID** of your choice, and then press [TAB].

*Step #2 is optional.*

- 4 Complete all **accounting code information** as appropriate for the agency processing the order.

*Ship To and Bill To information default to the Customer ID information. If delivering to a different address, complete the delivery information listed under Deliver To.*

- 5 Click **Create Order**
- 6 Click **Save**

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The screenshot shows the 'Other Order Entry' form in SSCP 8x. Callout 1 points to the 'Incident/Other Orders' menu. Callout 2 points to the 'Other Order Name' field. Callout 3 points to the 'Customer ID' field. Callout 4 points to the 'Cache Use' field. Callout 5 points to the 'Create Order' button.

*Since "Year" is not a required entry, you can use the Other Order from year to year for transactions. Only an Incident Order requires the Incident Year.*

*You may wish to keep track of the system-generated Other Order #!*

The screenshot shows the 'Other Order Header' form in SSCP 8x. Callout 6 points to the 'Other Order #' field, which contains the value '04LGR00000'.



## To create an other issue

- 1 On the **Issues/Transfers** menu, click **Create Other Issue**.
- 2 On the **Other Order Details** screen in the **Other Order #** text box, search for or type the **six-digit Other Order number**, and then press [TAB] three times.

*If you went directly to the Other Issue Entry screen from the Other Order Details screen, the Other Order # is auto-filled.*

- 3 Complete the **Requested Delivery Date** text boxes, and then click **Create Order**

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

- 5 Under **Order Lines** click **New**



## To complete, schedule, and release the other order

6 Complete the following fields as appropriate, pressing [TAB] after each entry

- Requested Qty
- Issue Qty
- UTF Qty
- Backordered Qty
- Forwarded Qty
- Comments.

7 Click **Save**

8 On the **Issue Details** screen, click **Confirm**

9 To schedule and release the other issue, click

**Schedule & Release**

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

*At this point, issue tasks are released to the scan guns and the Status of the shipment displays, "Included in Shipment."*

*Request Number is an optional field. It is never an "S" number!*

## To confirm the shipment

- 1 On the Outbound menu, click Outbound Shipment Console.
- 2 On the search panel, click the **Document Type** drop-down arrow, and then click to select **Other Issue**.
- 3 In the **Shipment #** text box, search for and then click to select the **Shipment #** or your choice.
- 4 On the **Shipment Details** screen, click **Confirm Shipment**
- 5 Complete the following information as appropriate for the shipment and then click **Save**
  - Estimated Depart Date
  - Estimated Arrival Date
  - Driver Name
  - Shipment Tracking Number
  - Vehicle ID.

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

- A On the **Shipment Details** screen, click **Print**
- B On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGIssueReport**.
- C Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- D In the **No. of Copies** text box, type the **number of copies**, and then click **OK**
- E On the **Shipment Details** screen, click **Print**
- F On the **Print** dialog box, click the **Print Service Name** drop-down arrow, and then click to select **NWCGShippingStatusReport**.
- G Click the **Printer Name** drop-down arrow, and then click to select the **printer** of your choice.
- H In the **No. of Copies** text box, type the number of copies, and then click **OK**
- I To return to the **Shipment Details** screen, click **Close** twice.

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**Shipment List**

Shipment #	Status	Customer ID/Unit ID	Service	Actual Ship Date
0000625500-01	Shipped	ORLKG	ALL CACHES - ALR1	01/26/2011
0000625417-01	Shipped	ORLKG	ALL CACHES - ALR1	01/19/2011
0000625085-01	Shipped	ORLKG	ALL CACHES - ALR1	12/23/2010

**Shipment Details**

Shipment # 0000625500-01  
Enterprise NWCG  
Customer ID/Unit ID  
Ship Node ORLKG  
Receiving Node  
Status **Shipment Shipped**  
Actual Shipment Date 01/26/2011 12:34:38  
Estimated Depart Date 01/26/2011 12:26:50  
Estimated Arrival Date 01/26/2011 12:26:50  
Driver Name  
Shipment Tracking Number  
Vehicle ID

**Print Dialog 1**

Print Service Name: NWCGIssueReport  
Printer Name: ORLKG\_DELL\_OFFICE\_02  
No. of Copies: 1

**Print Dialog 2**

Print Service Name: NWCGShippingStatusReport  
Printer Name: ORLKG\_DELL\_OFFICE\_02  
No. of Copies: 1

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