Windfall Mobile- Receiving Inventory from an Inbound Work Order

Select Activity and Customer

- Once Logged in the Activities Screen will appear.

- From the Activities Screen tap on the Inventory In tab.

- The Customers Screen will load with all available customers.

- **Note: The Customer must be created in Windfall and have "Download to Device" checked before the Customer will be listed in Windfall Mobile Pro. Refer to Import Process Document.**

- Tap on a Customer.

Select an Inbound Work Order

- The Work Order screen appears.

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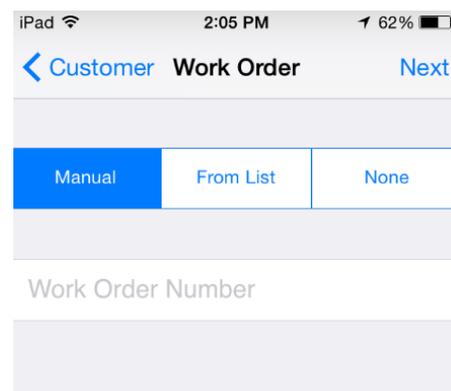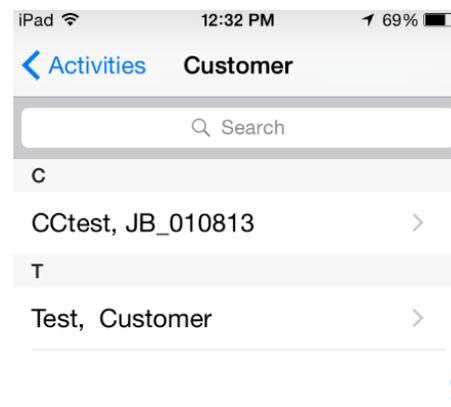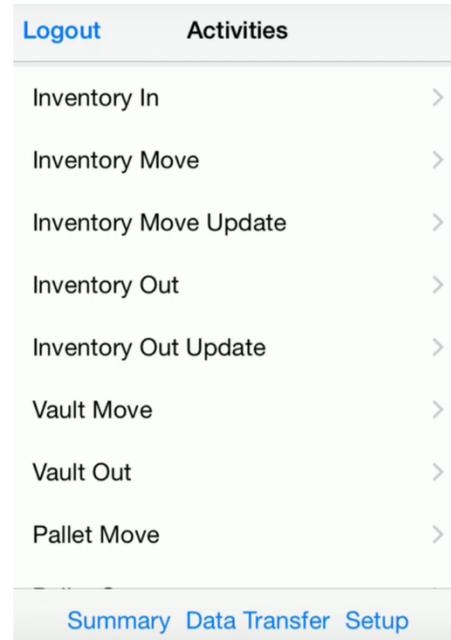
- If a work order is associated with this Customer tap From List.

- The list of Work Orders appear.

- For more information about the customer or work order tap the blue information circle next to the work order number

- Tap the Work Order Button in blue to go back to the list of Work Orders.

- Select the Work Order.

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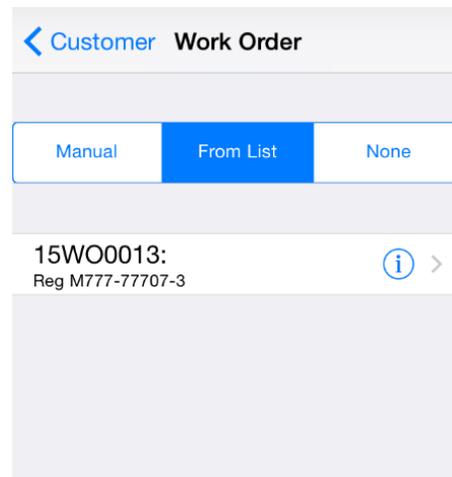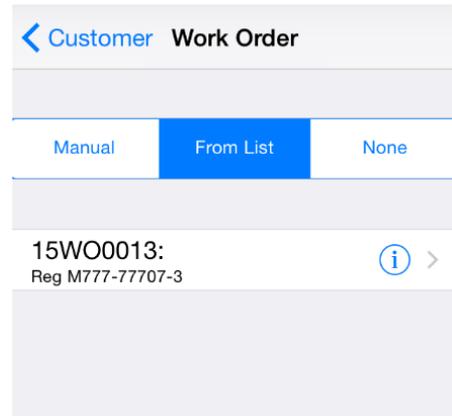
Receive the Items

- By selecting a work order the Receive Screen will appear.

Back	Receive	Complete

Use Scanner ⬤   **QuickScan** ⬤

Location

Item Number

Receive All Remaining

Remaining Items (3)

(0of1)-1231231234-test ⓘ

(0of1)-1231231235-test ⓘ

(0of1)-1231231236-test ⓘ

Recently Received	Remaining

- To view details about the inventory item before receiving tap on the blue information icon next to each item.

‹ Receive

Line Item Details

15WO0728: Ken
Work Order Number

(0 of 1)-1231231234-test

test
Serial Number:

Driver Exceptions

- From Remaining tab on the Receive Screen view all items that have not yet been brought into the warehouse.
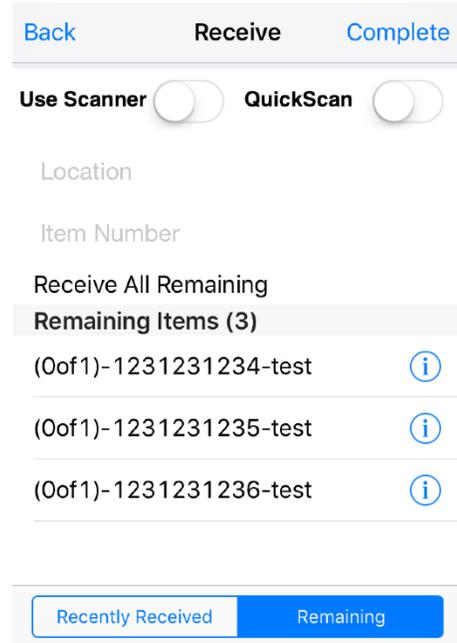
- Type or scan the Location in the Location field. This will be the physical location where the items will be stored within the warehouse.
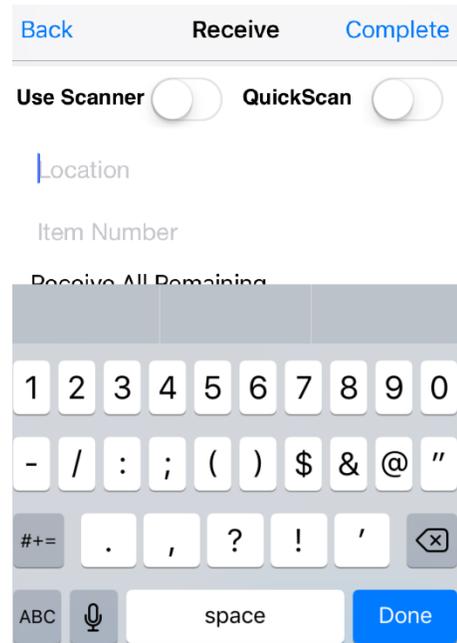
- On the Receive screen the following options are available for bringing items into the warehouse:
  - **Tap on an Item**: A pop up confirming this is the item to be received will appear**.**
  - **Scan the inventory tag:** Use either the Socket Mobile or an Infinite Peripherals Bluetooth scanner to scan the inventory tag.
  - **Receive All Remaining:** Receive all items into the selected location.
  - ********HHG Customer Work Orders****** Type in the last 3 digits of the Inventory Tag:** This will receive each individual piece for HHG customers
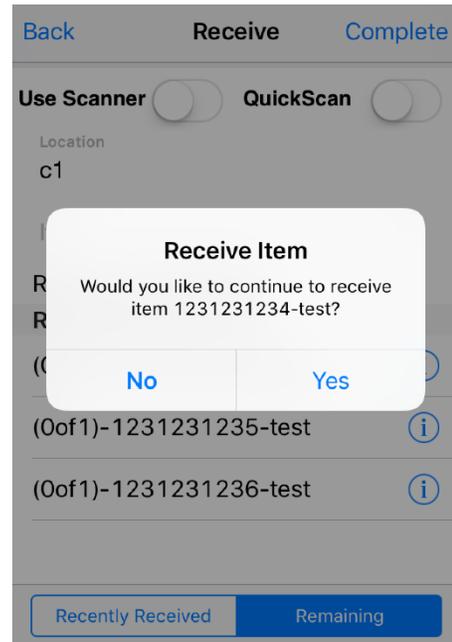
- The items that have been received can be viewed by tapping on the Recently Received Tab in the bottom left-hand corner.
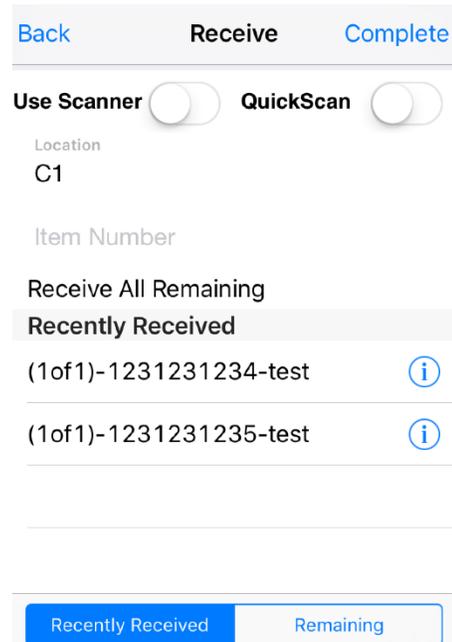
Enter Warehouse Exceptions

- Enter Exceptions for the items or view Driver Exceptions on the In screen.

- Tap on the No Warehouse Exceptions field.

- The Damage Screen appears. Any noted exceptions coming into the warehouse can now be entered.

- When done entering exceptions tap on the Done button in the upper right-hand corner to go back to the Receive Screen.

Add an image

- On the In Screen tap Manage Photos.

- The options appear to:
  - **View/Edit Photos**: Manage the photos already associated with this item.
  - **Take a New Picture:** Add a new image using the device's camera.
  - **Add Existing Photo**: Add an image already in the devices camera roll.

Submit the Transactions

- When all the items have been received tap the Complete Button in the upper right-hand corner on the Receive screen to submit all the transactions to Windfall.

- This completes the process for bringing in a shipment using the Windfall Mobile Pro Application. The items will be processed through Windfall and now show in Inventory for the customer.

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