# Windfall Mobile Pro-Shipping Items out with a Work Order

# **Select Activity**

• From the Activities Screen tap Inventory Out.

• The Work Order Screen appears.

# Select a Work Order

- On the Work Order Screen tap From List.
- Tap on work order listed.

Logout	Activities	
Inventory In		>
Inventory Mo	ove	>
Inventory Mo	ove Update	>
Inventory Ou	it	>
Inventory Ou	t Update	>
Vault Move		>
Vault Out		>
Pallet Move		>

Summary Data Transfer Setup

Customer	Work Order	Next	
Manual	From List	None	

Work Order Number





# **Enter Delivery Out Information**

- Tap on Select Location Out Type.
- Enter the Location Out in the field at the top of the screen labeled Location Out.
- Select the Location Out Type and tap Continue.

# **Deliver the Inventory Items**

- On the Deliver screen the following options are available for shipping out items:
  - **Tap on an Item**: A pop up confirming this is the item to be delivered will appear.
  - Scan the inventory tag: Use either the Socket Mobile or an Infinite Peripherals Bluetooth scanner to scan the inventory tag.
  - **Deliver All Remaining:** Deliver all items into the selected destination.

K Work Order	Continue
LOCATION OUT	
Location Out	
Test	
LOCATION OUT TYPE	
3rd Party Carrier	
Bill of Lading	
Customer Location	~
Customer Pickup	
Disposal	
Miscellaneous	

Back	Deliver	Complete
Use Scanner	Quick	Scan
Location Out TEST		
Item Numbe	r	
Deliver All Re	emaining	
Remaining It	tems (3)	
(0of1)-2005	642591-Ch	air (i)
(0of1)-2005	642592-Ch	air (i)
(0of1)-2005	642593-Ch	air (i)

**Recently Delivered** 

emaining



• The Deliver Item pop-up appears. Tap Yes to continue to the Out Screen.

- The Out Screen appears. Tap Continue in the upper right-hand corner to continue delivering the remaining items.
- The item delivered is now shown in the Recently Delivered tab.

#### **Complete the delivery**

- The Deliver Screen appears. When all the items have been delivered tap the Complete button in the upper right-hand corner to submit all the transactions to Windfall.
- The Work Order Screen appears.
- This completes the process for moving a shipment out of the warehouse using the Windfall Mobile Pro Application.



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