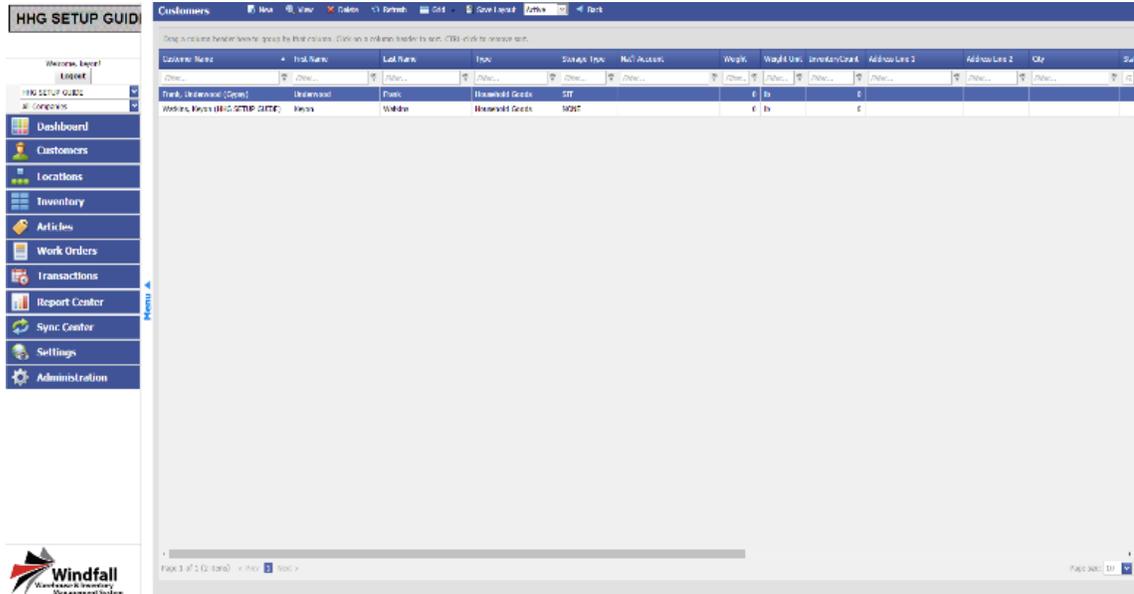


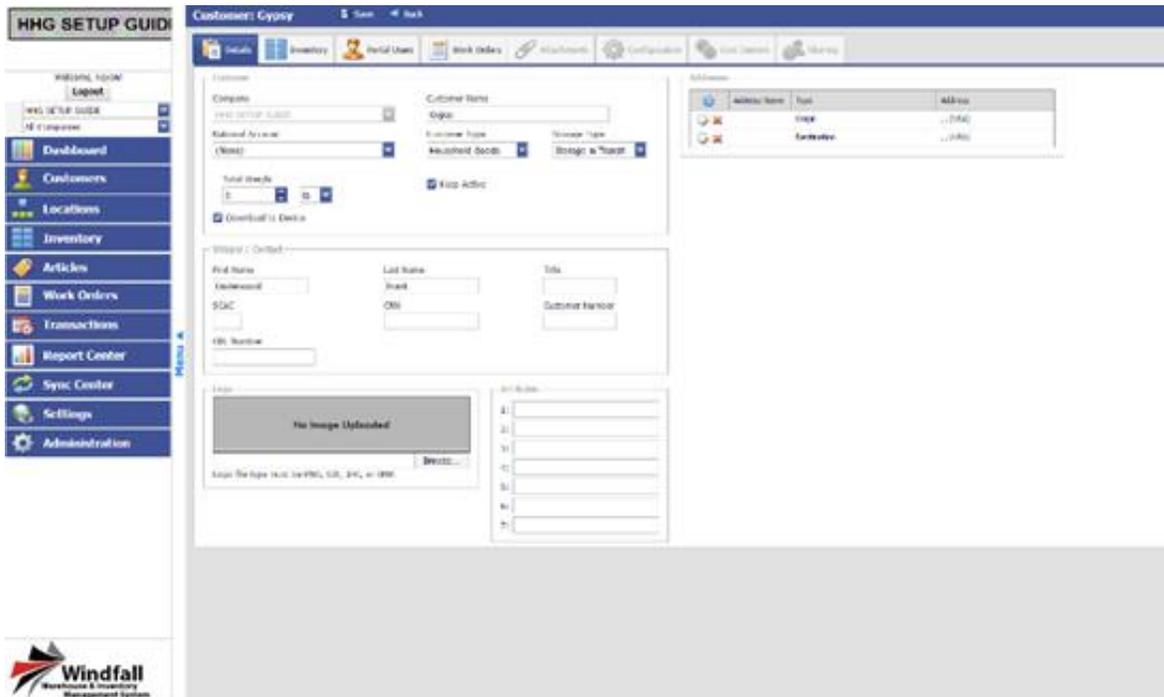
HHG Process – Receiving Inventory from an Inbound Work Order

1. Open the Inbound Work Order

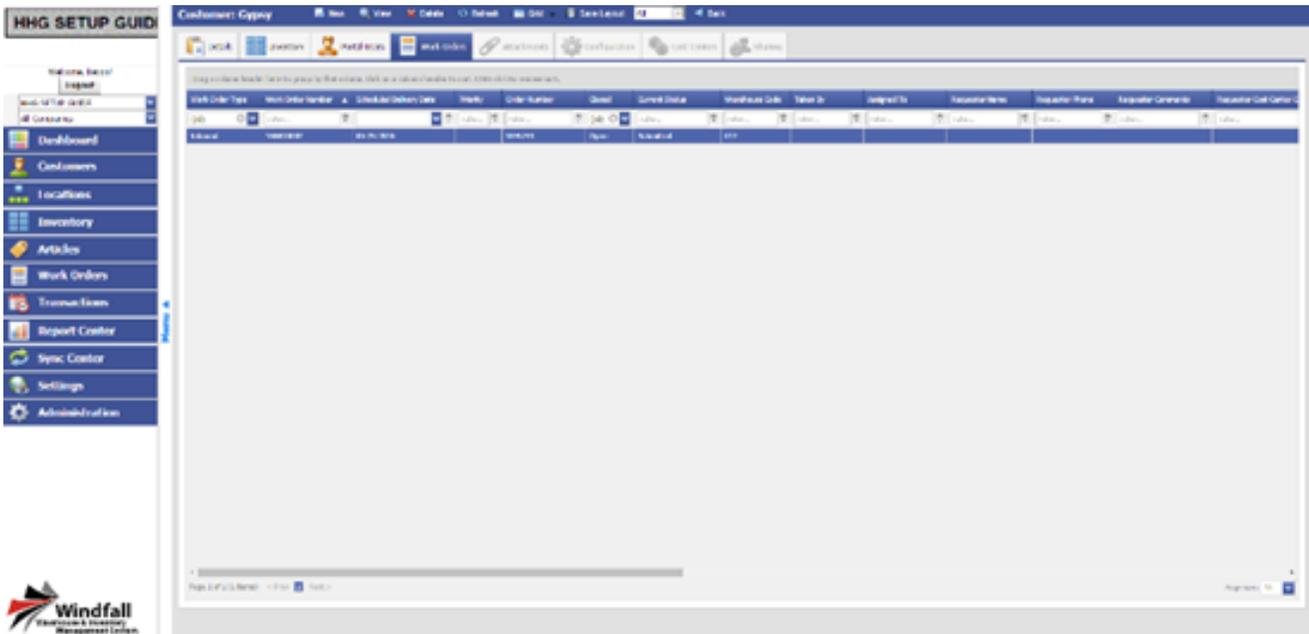
- a. Click on the Customer icon on the Dashboard. The customer List screen will appear displaying all customers.



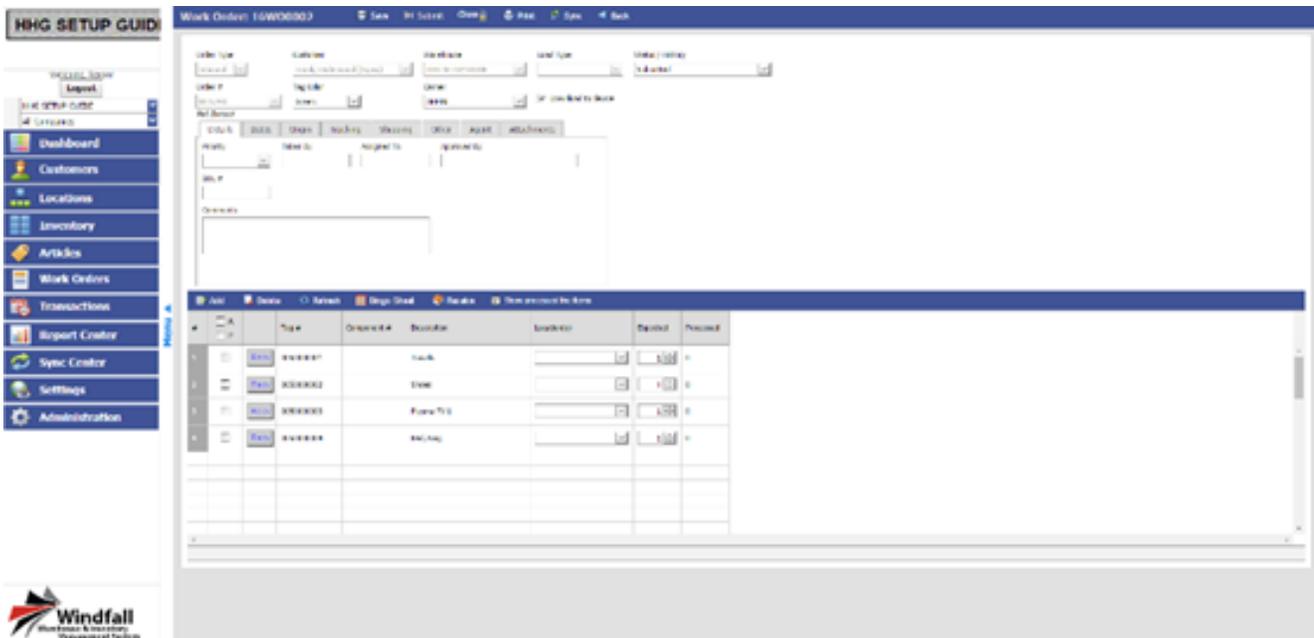
- b. From the Customer Listing screen double click on the Customer to open the Customer Detail screen.



- c. Click on the Work Orders tab to open the work orders for this specific Customer.
- d. From the Work Orders tab all available work orders will be displayed. In this case an Inbound Work Order was created when the order was imported from Fast Track.



- e. Double click on the selected Inbound Work Order to open it.



3 Options for Receiving Items on the Work Order

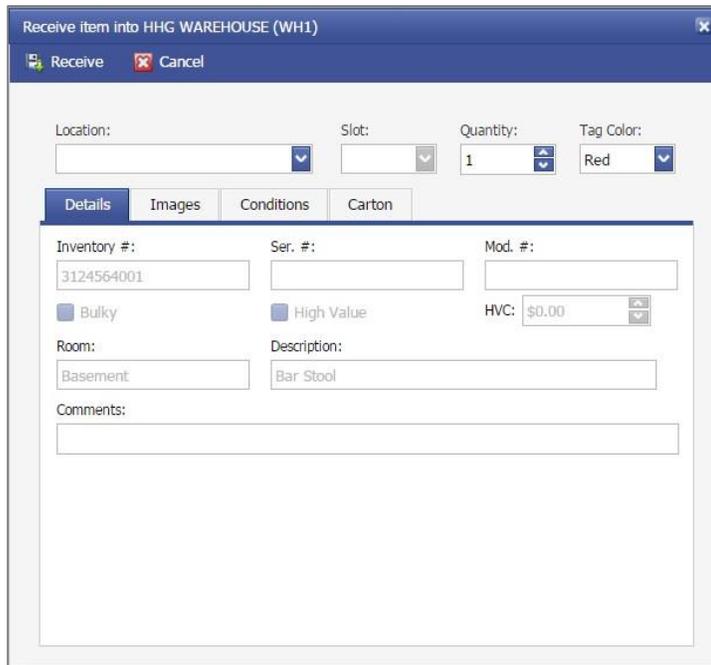
- **Bingo Sheet**

- From the selected Inbound Work Order screen click on the Bingo Sheet button.
- Items in yellow have not yet been received.
- Items in green have already been received
- Items with a blue * (Star) have driver conditions associated with them.
- Click the item number once to mark it ready to be received.
- Click the item number twice to view the item information and Driver Exceptions. Warehouse conditions can also be added from this screen.
- Enter a Location and click the Save button in the upper left-hand corner.
- Click Exit when done checking off items.
- The items received via the digital bingo sheet will now be grayed out on the Inbound Work Order signifying they have been processed.



- **Receive Button**

- Click the **Receive** button to the left of the line item.
- The Receive Item screen will appear with any previous information captured by the Driver. (Model/Serial #, Description, Comments, Driver Exceptions)



Receive item into HHG WAREHOUSE (WH1)

Receive Cancel

Location: Slot: Quantity: Tag Color:

1 Red

Details Images Conditions Carton

Inventory #: Ser. #: Mod. #:

3124564001

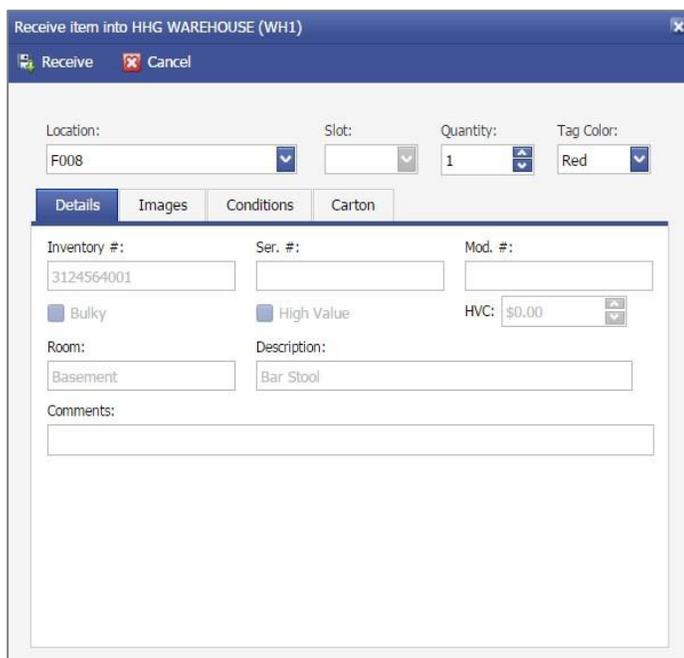
Bulky High Value HVC: \$0.00

Room: Description:

Basement Bar Stool

Comments:

- Select a Location by clicking the drop down arrow



Receive item into HHG WAREHOUSE (WH1)

Receive Cancel

Location: Slot: Quantity: Tag Color:

F008 1 Red

Details Images Conditions Carton

Inventory #: Ser. #: Mod. #:

3124564001

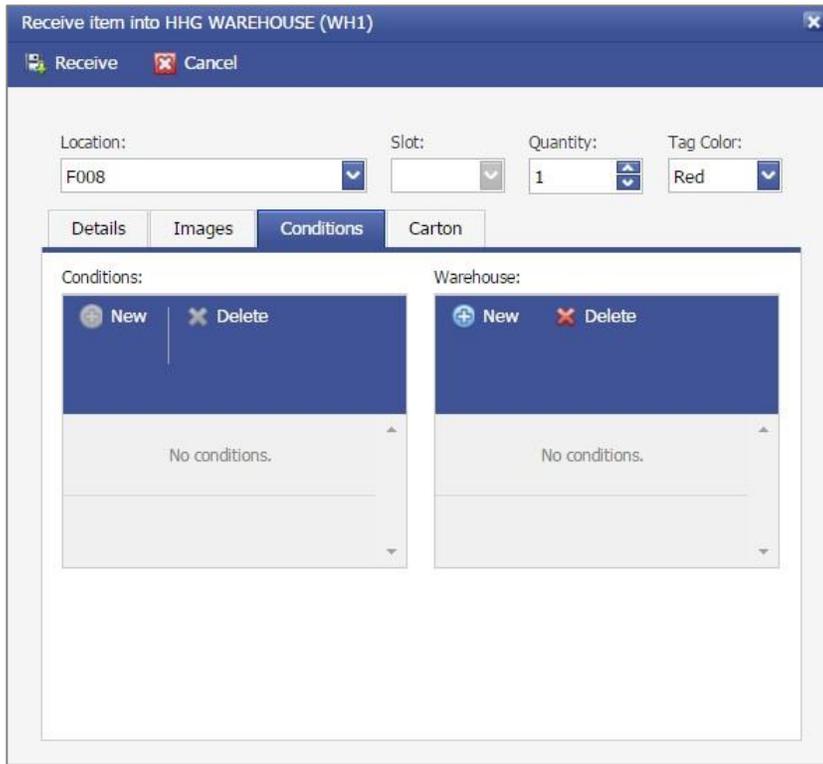
Bulky High Value HVC: \$0.00

Room: Description:

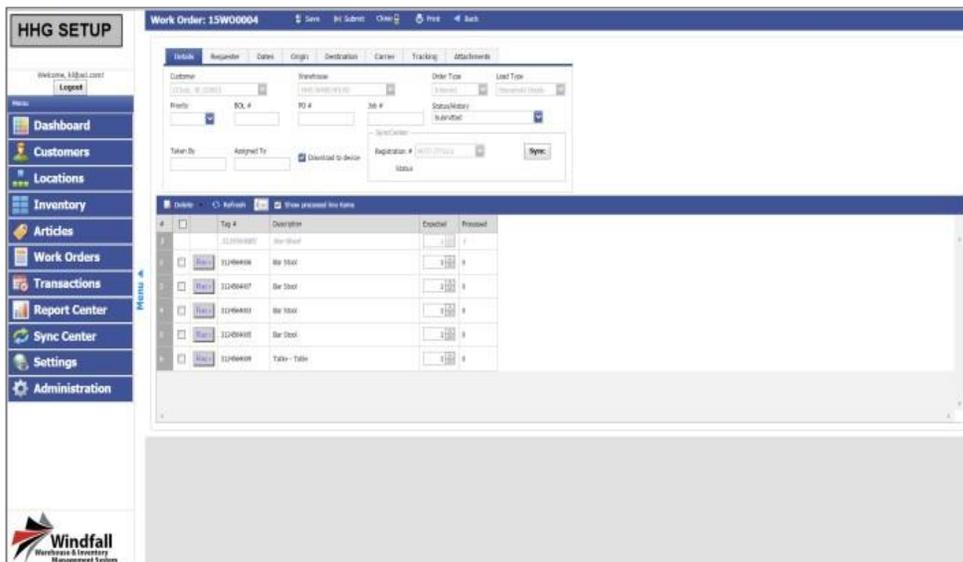
Basement Bar Stool

Comments:

- Additional warehouse exceptions can be added by clicking on the Conditions tab.
- Once a location and optional details have been added click the Save button to receive the item.

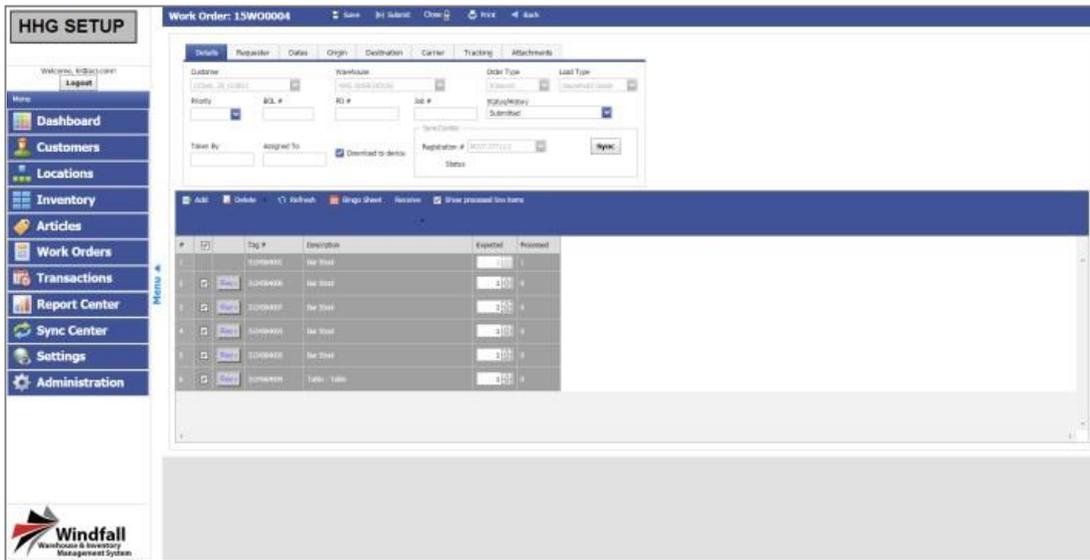


- The Work Order screen will display and the item received will now be grayed out showing it has been processed and received.



- **Receive ALL/Selected**

- On the Inbound Work Order Check the box next to the items to receive the selected items at once.
- Once checked click the Receive button next to the Bingo Sheet Icon.
- The option to Receive Selected or Receive All will appear.
- Click Receive Selected



- The Receive screen will appear requiring Location to be inserted for the selected items.
- Add the Location and Save.



- A pop up confirming the items have been received will appear.
- Select Yes or No to close the Work Order.



***Note: To Receive All follow the steps above except do not select any items. Click on the Receive button and select Receive All. The same receive screen as above will appear requiring a Location. When selecting Receive all the items on the Inbound Work Order will be assigned to the at location within the warehouse.**