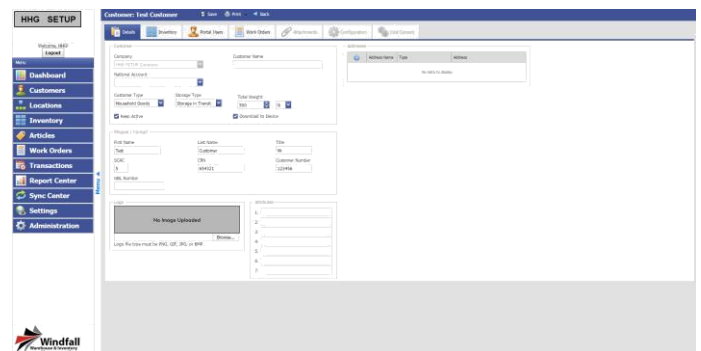
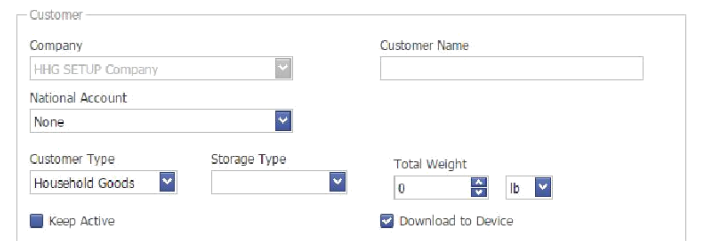
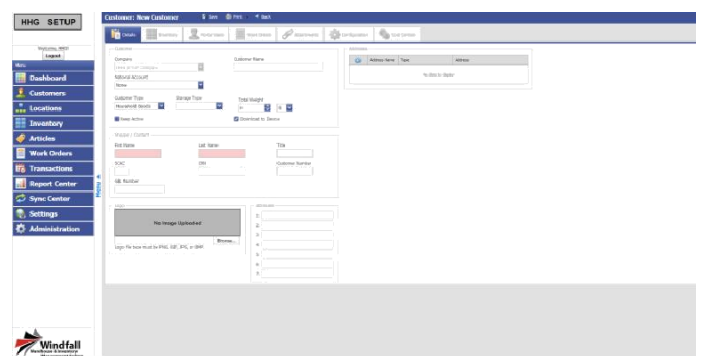
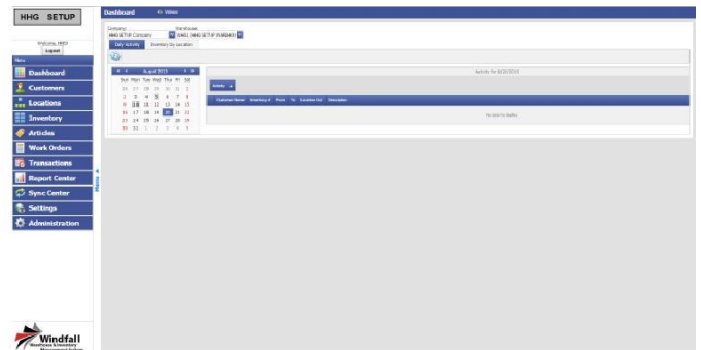


## Create the Customer

- From the Windfall Dashboard click on the Customers Button.
- The Customer List screen will appear. Click the New button to add a new customer.
- Type in the Shipper first and last name fields.
- Select Customer Type: Household Goods
- Select the Storage Type.
  - Military Permanent Storage
  - Military Storage in Transit
  - Permanent Storage
  - Storage in Transit
- Enter any additional information needed.
- Click Save.

## Add Inventory and Assign to Vault

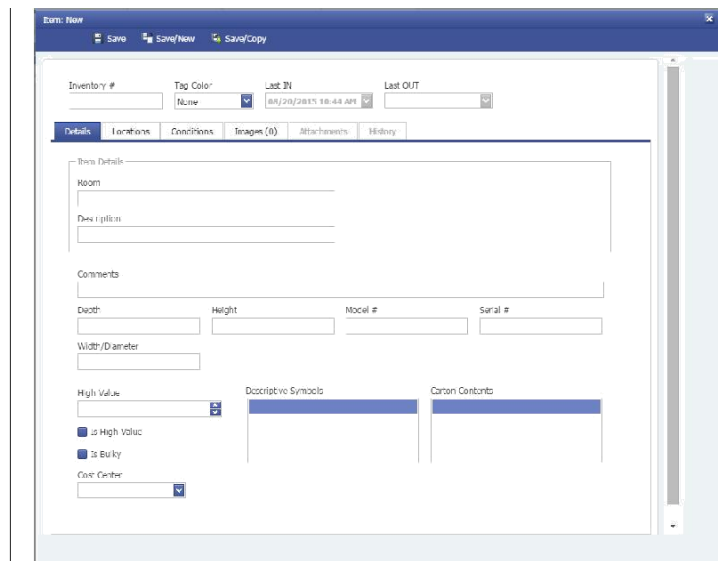
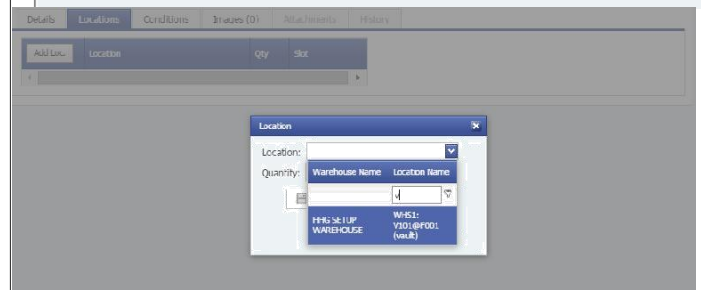
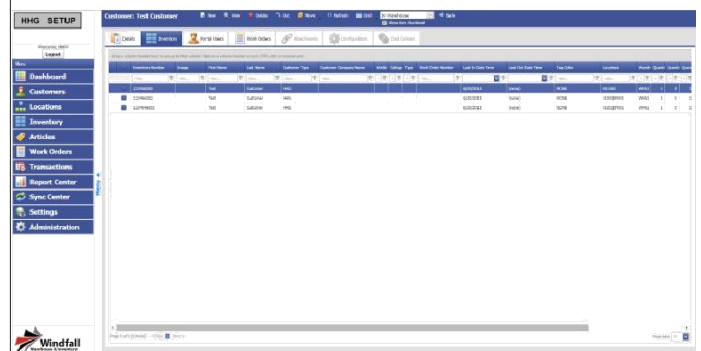
- From the Customer Detail screen click on the Inventory Tab.
- From the Inventory Tab click the New button.



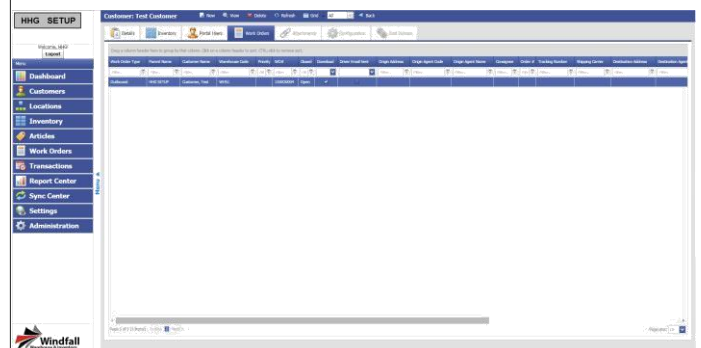
- Enter the Details of the item: In this case enter the inventory tag number, description, and any additional item details that are necessary.
- Click on the Locations tab.
- Select Add Loc. Button and select the location and quantity. This would be the vault that will be assigned to this customer.
- Click Save in the Location box.
- Click the save button to save the inventory item.
- Exit out of new inventory pop-up. The inventory screen will appear again with the item listed.
- Continue this process until all vaults are entered and any additional items being stored are entered and located.
- In this example the test customer has vaults V101-V102 and also a Sofa in Rack 01A01 assigned to them.

## Moving Inventory Out

- Once the inventory is ready to go out click on the Work Orders Tab.

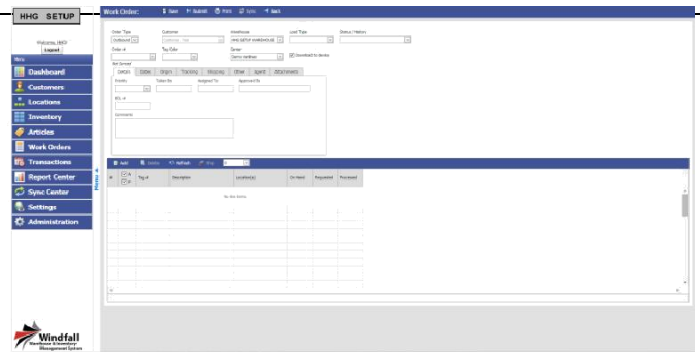




Item	Location	Quantity	Date
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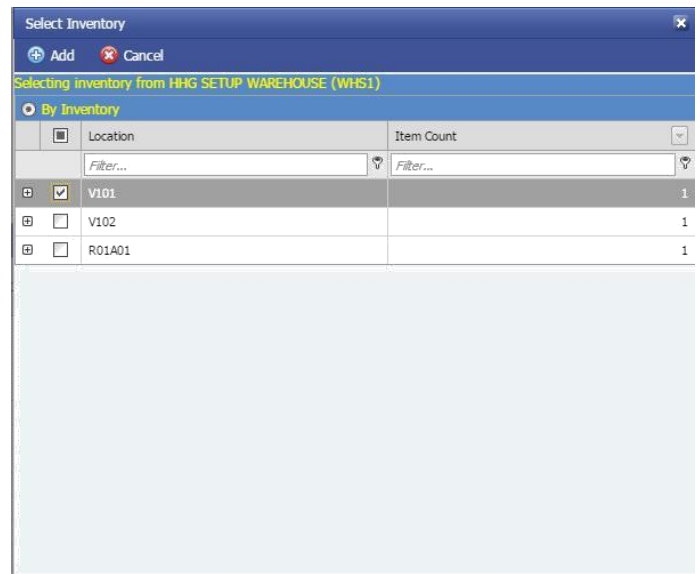


Item	Location	Quantity	Date
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- Click the New button to create a new Outbound Work Order.
- Click the Add button and select by location to add the customer's locations to the outbound work order.
- Check the check boxes next to the locations that are to be shipped out of the warehouse or check the check all box at the top to select all of the customer's locations.
- Once the locations have been checked click Add.
- The locations will be added to the outbound work order.
- Click Save to save the outbound work order.
- Click the submit button to submit Work Order, when it is fully submitted it will close the Work order screen, select the work order again.
- The Ship buttons will now be active.
- Check the boxes next to the line items on the work order that will be shipped out of the warehouse or check the box at the top of the list to select all or select by the page.
- Click the Ship button.

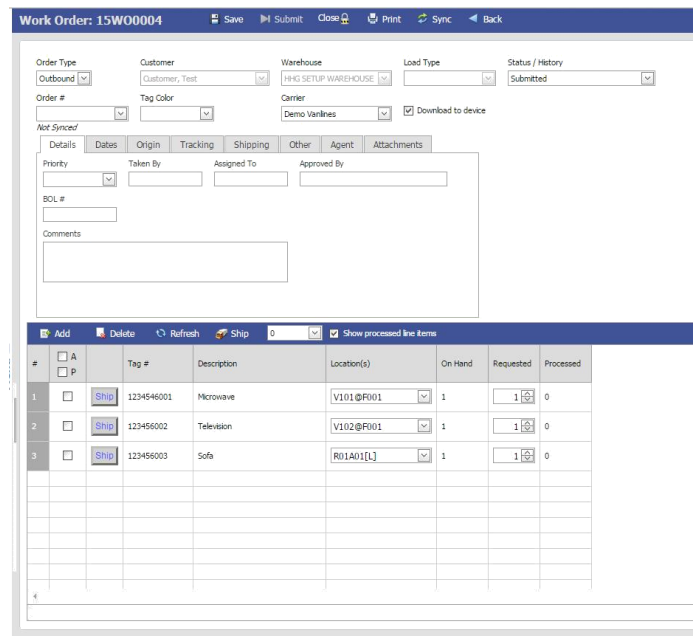


The screenshot shows the 'HHG SETUP' interface for creating a new Work Order. The left sidebar contains navigation links: Dashboard, Customers, Locations, Articles, Work Orders, Transactions, Report Center, Sync Center, Settings, and Administration. The main area is titled 'Work Order' and includes fields for Order Type (Outbound), Customer (Customer, Test), Warehouse (HHG SETUP WAREHOUSE), Load Type, Status/History (Submitted), Order #, Tag Color, Carrier (Demo Vanlines), and a checkbox for 'Download to device'. Below these are tabs for Details, Dates, Origin, Tracking, Shipping, Other, Agent, and Attachments. The 'Details' tab is active, showing fields for Priority, Taken By, Assigned To, Approved By, BOL #, and Comments.



The screenshot shows the 'Select Inventory' dialog box. It has 'Add' and 'Cancel' buttons. The title is 'Selecting inventory from HHG SETUP WAREHOUSE (WHS1)'. There are two radio buttons: 'By Inventory' (selected) and 'By Location'. Below is a table with columns 'Location' and 'Item Count'. The table has three rows: V101, V102, and R01A01, each with an item count of 1. There are filter boxes for both columns.

Location	Item Count
V101	1
V102	1
R01A01	1



The screenshot shows the 'Work Order: 15W00004' screen. It has buttons for Save, Submit, Close, Print, Sync, and Back. The top section contains fields for Order Type (Outbound), Customer (Customer, Test), Warehouse (HHG SETUP WAREHOUSE), Load Type, Status/History (Submitted), Order #, Tag Color, Carrier (Demo Vanlines), and a checkbox for 'Download to device'. Below these are tabs for Details, Dates, Origin, Tracking, Shipping, Other, Agent, and Attachments. The 'Details' tab is active, showing fields for Priority, Taken By, Assigned To, Approved By, BOL #, and Comments. At the bottom is a table with columns: #, Tag #, Description, Location(s), On Hand, Requested, and Processed. The table has three rows: 1, 2, and 3, each with a 'Ship' button next to the 'On Hand' column.

#	Tag #	Description	Location(s)	On Hand	Requested	Processed
1	1234546001	Microwave	V101@R001	1	1	0
2	1234546002	Television	V102@R001	1	1	0
3	1234546003	Sofa	R01A01[L]	1	1	0

- The option to ship selected or ship all appears.
- Click either option depending on the selection.
- The Ship Selected items or Ship All window will appear depending on which option was selected from the Ship button.
- Select the Out Location Type from the drop down menu. Enter the Physical Location.
- Click Ship Selected or Ship All.
- If all of the items were selected to ship out of the warehouse save and close the Work order.

Add   Delete   Refresh   Ship 0   Show processed line items									
#	<input type="checkbox"/> A <input type="checkbox"/> P	Tag #	De	<div> Selected All </div>	Location(s)	On Hand	Requested	Processed	
1	<input checked="" type="checkbox"/>	123456001	Microwave		V101@F001	1	1	0	
2	<input type="checkbox"/>	123456002	Television		V102@F001	1	1	0	
3	<input type="checkbox"/>	123456003	Sofa		R01/A01[L]	1	1	0	

Ship All Items

Ship   Cancel

Are you sure you want to ship all remaining line items?

Out Location Type:

Physical Location:

3rd Party Carrier  
Bill of Lading  
Customer Location  
Customer Pickup  
Disposal  
Miscellaneous  
Not Found