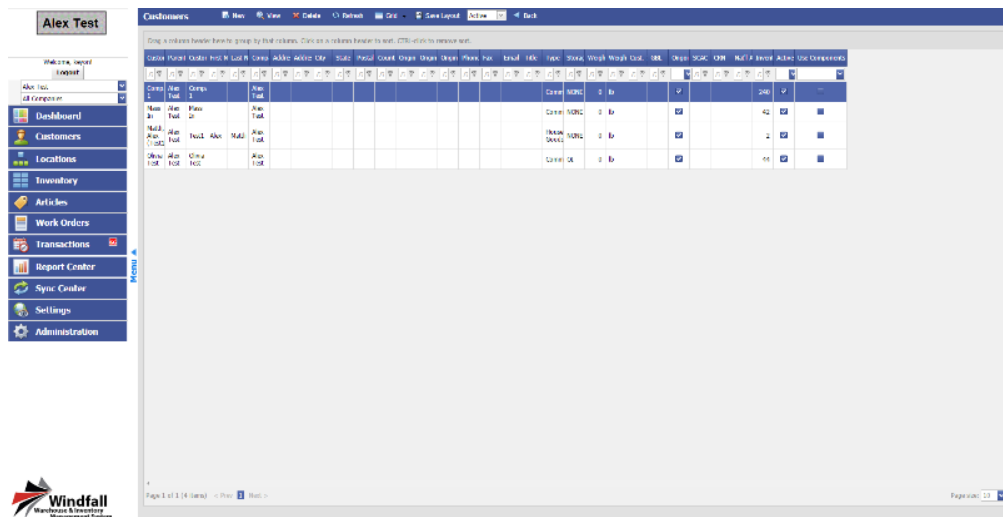


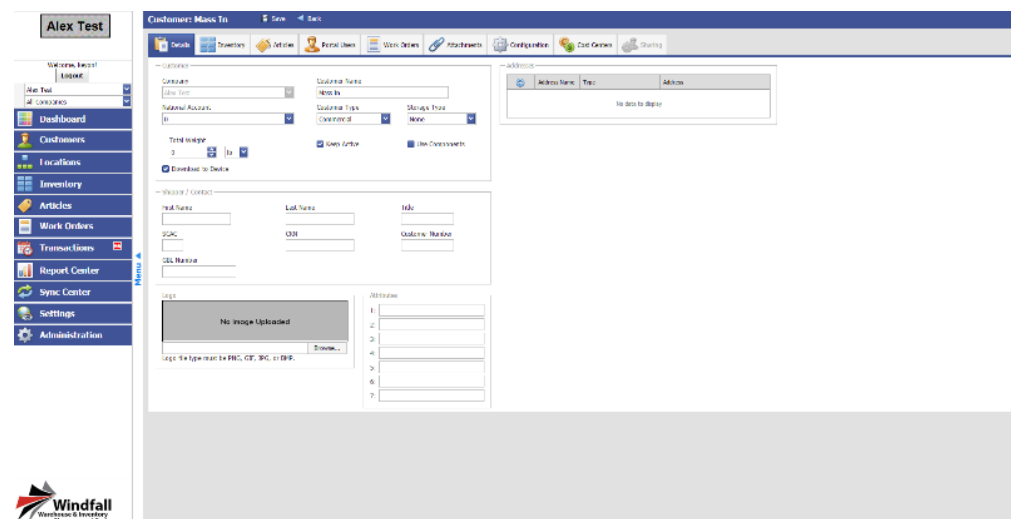
HHG Process – Creating Outbound Work Orders

• Creating the Outbound Work Order

- Click on the Customer icon on the Dashboard. The customer List screen will appear displaying all customers.
- From the Customer Listing screen double click on the Customer to open the Customer Detail screen.



- Click on the Work Orders tab to open the work orders for this specific customer.



- © Copyright 2016 Asset Controls Inc

- **Add items to the Work Order**
 - Click the Add New icon.
 - Select either:
 - **By Inventory Number:** List all inventory items for the selected customer
 - **By Location:** List all the locations in which the inventory is for the selected customer
 - When finished selecting click the Add button to add the items to the Outbound Work Order.
 - The added items will now be displayed in the line item section of the Work Order.
 - Save the work order by clicking the save button.
 - Once the outbound work order has been completed click the Submit Button to move the work order to a submitted status.

Select Inventory

Add

Cancel

Selecting inventory from Alex Test (AT16)

By Inventory

By Article

	Location	Item Count
	Filter...	Filter...
<div> <div></div> <div></div> </div>	FDOCK	26

Select Item

Add

Cancel

Selecting inventory from Alex Test (AT16)

Drag a column header here to group by that column

Qty	Inventory #	Article	Description
Filter...	Filter...	Filter...	Filter...
<input type="text"/>	791	ARTICLE 1	ARTICLE 1
<input type="text"/>	793	ARTICLE 1	ARTICLE 1
<input type="text"/>	794	ARTICLE 1	ARTICLE 1
<input type="text"/>	795	ARTICLE 1	ARTICLE 1
<input type="text"/>	796	ARTICLE 1	ARTICLE 1
<input type="text"/>	8/NA/1		

< Prev

1 2 3

Next >

Page size:

10