HHG – Shipping Items out of Windfall Manually



## HHG Process – Shipping Items out of Windfall Manually

### • Open 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.

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• Click on the Work Orders tab to open the work orders for this specific Customer.

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- From the Work Orders tab all available work orders will be displayed. In this case there will be both the original Inbound Work Order and the previously created Outbound Work Order.
- Click on the outbound work order.

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#### • <u>Two Options for Manually shipping items out</u>

- Ship Selected
  - From the Work Order check the box next to each item that will be shipped out of the warehouse. If shipping all there is no need to check each box. Simply move to the next option.

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Click the Ship button on the Work Order Toolbar and select Ship Selected.



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Ship Select	ted Items		×
🍓 Ship	😢 Cancel		
	Are you sure you want	t to ship the selected line items?	
Out Loca	tion Type:	Physical Location:	
	~		

 The Ship selected Screen will appear. Enter the location out information as well as the Physical Location. Depending on what the Out Location Type is set to will determine what the Physical Location is. (Ex. Out Loc. Type: Customer Pickup, Physical Location: Jon Smith picked Up)

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- Click Ship Selected.
- The item will process and show as greyed out on the work order.

#### • Ship All

Click the Check box to select all of the items on the Outbound Work Order



Click Ship All

hip All It	ems	×
👌 Ship	Cancel	
1	Are you sure you want to ship all remaining line items?	
Out Loca	ation Type: Physical Location:	
_		

- The Ship all message box will appear.
- Select the Location Out information.
- All Items will be processed and the Next step is Close the work order by selecting Close in the top tool bar.

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Wait a minute					~	
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 After selecting Close you will be presented with a screen in which you can Process and Close the work order or Close Work Order

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 Once the work order is processed and closed the process is complete and the status will update to closed and the Close icon will now say Re-Open.

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