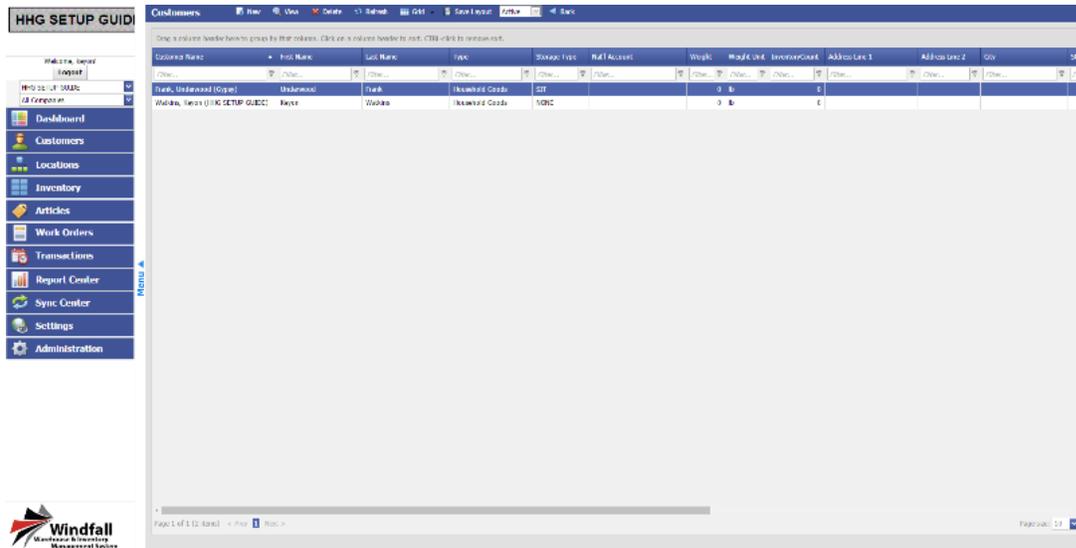## HHG Process – Shipping Items out of Windfall Manually

- **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.

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

HHG – Shipping Items out of Windfall Manually
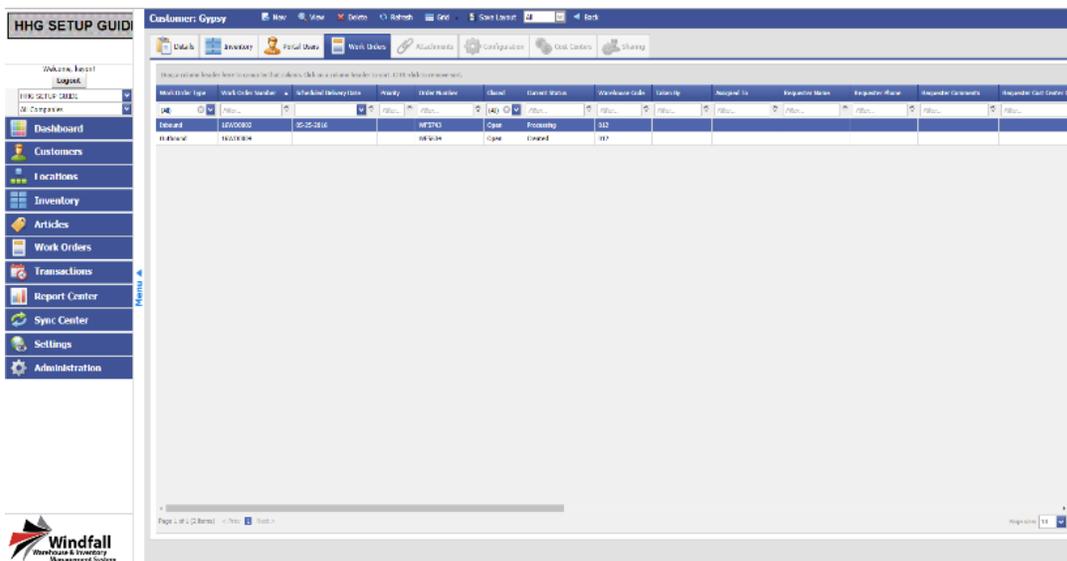
o From the Work Orders tab all available work orders will be displayed. In this case there will be both the original Inbound Work Order and the previously created Outbound Work Order.

o Click on the outbound work order.
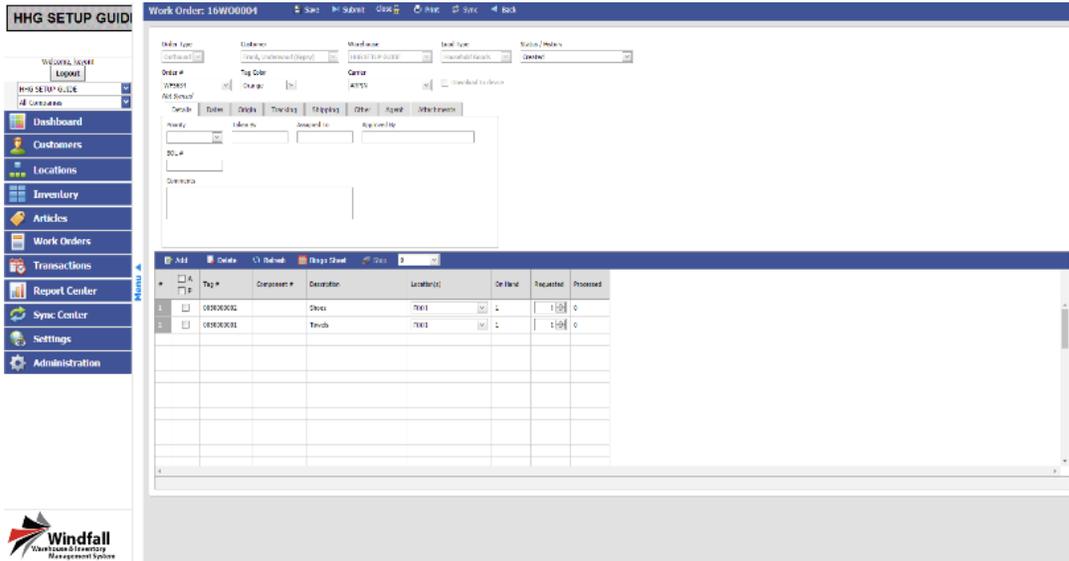
- **Two Options for Manually shipping items out**
  - **Ship Selected**
    - From the Work Order check the box next to each item that will be shipped out of the warehouse. If shipping all there is no need to check each box. Simply move to the next option.
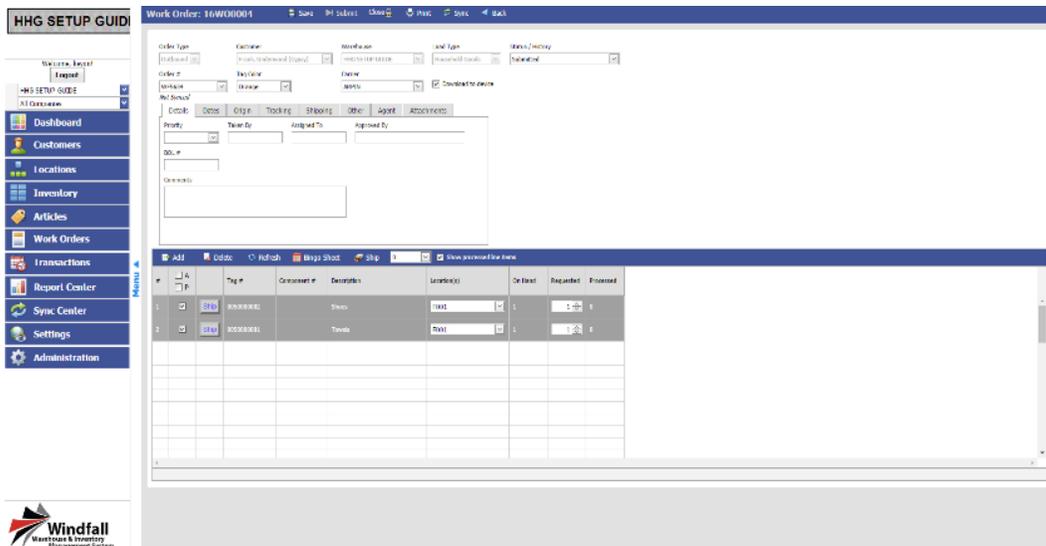
  - Click the Ship button on the Work Order Toolbar and select Ship Selected.

HHG – Shipping Items out of Windfall Manually

Ship Selected Items

🌐 Ship   ❌ Cancel

ℹ️   Are you sure you want to ship the selected line items?

Out Location 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)

📄 Add   🗑 Delete ▾   🔄 Refresh   📋 Bingo Sheet   📦 Ship ▾   0 ▾   ☑ Show processed line items

#	☐ A ☐ P		Tag #	Component #	Description	Location(s)	On Hand	Requested	Processed
1			0050000002		Shoes	▾	0	1 ▲▼	1
2	☐	Ship	0050000001		Towels	F001 ▾	1	1 ▲▼	0

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

o **Ship All**
  - Click the Check box to select all of the items on the Outbound Work Order

# HHG – Shipping Items out of Windfall Manually
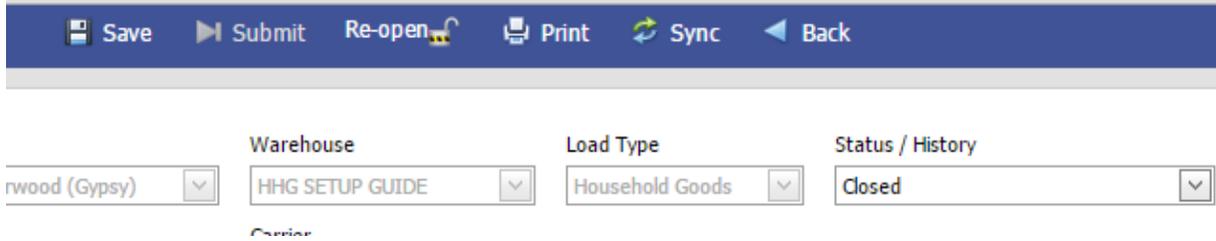
- Click Ship All
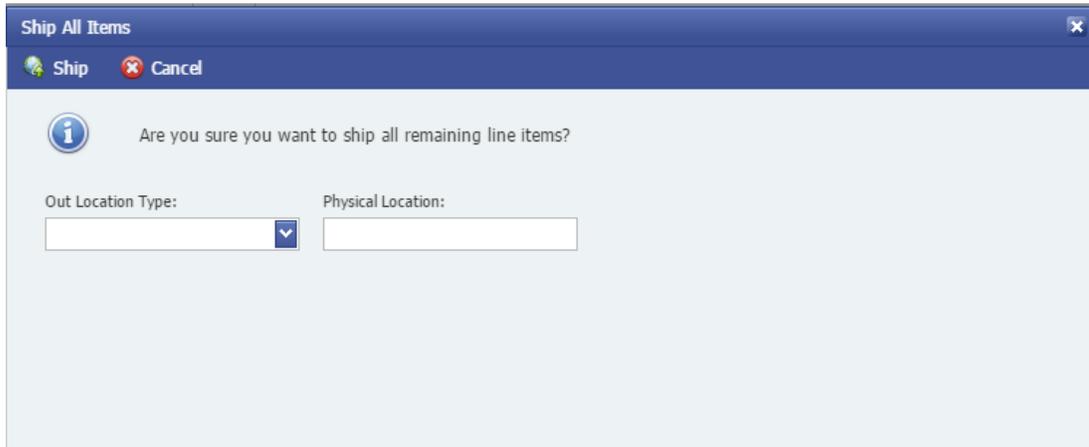
- The Ship all message box will appear.
- Select the Location Out information.
- All Items will be processed and the Next step is Close the work order by selecting **Close** in the top tool bar.
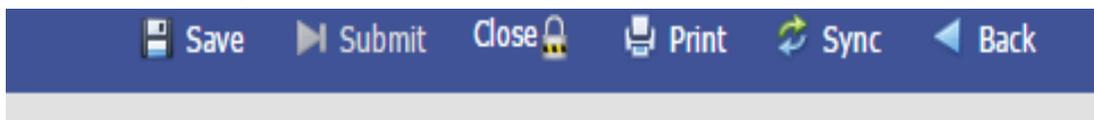
- After selecting **Close** you will be presented with a screen in which you can **Process and Close** the work order or **Close Work Order**
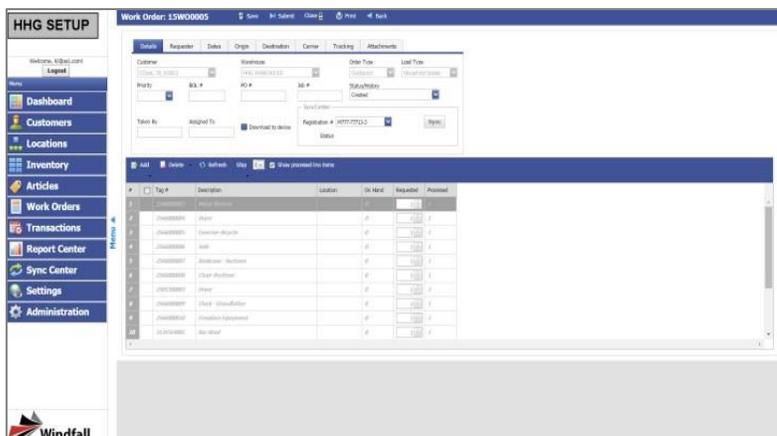
- Once the work order is processed and closed the process is complete and the status will update to closed and the **Close** icon will now say **Re-Open.**

| 💾 Save | ▶ Submit | Re-open 🔓 | 🖨 Print | ⟳ Sync | ◀ Back |

Warehouse	Load Type	Status / History
rwood (Gypsy) ▾	HHG SETUP GUIDE ▾	Household Goods ▾	Closed ▾

Carrier