



Return an Individual Item

Overview

The Warehouse Management module Individual Item Return process provides the ability to return a serially managed item when the issued member is not known. The member returning the item does not need to be the member that had the item issued. The returned item is removed from the issued member's Outstanding Items.

Navigation

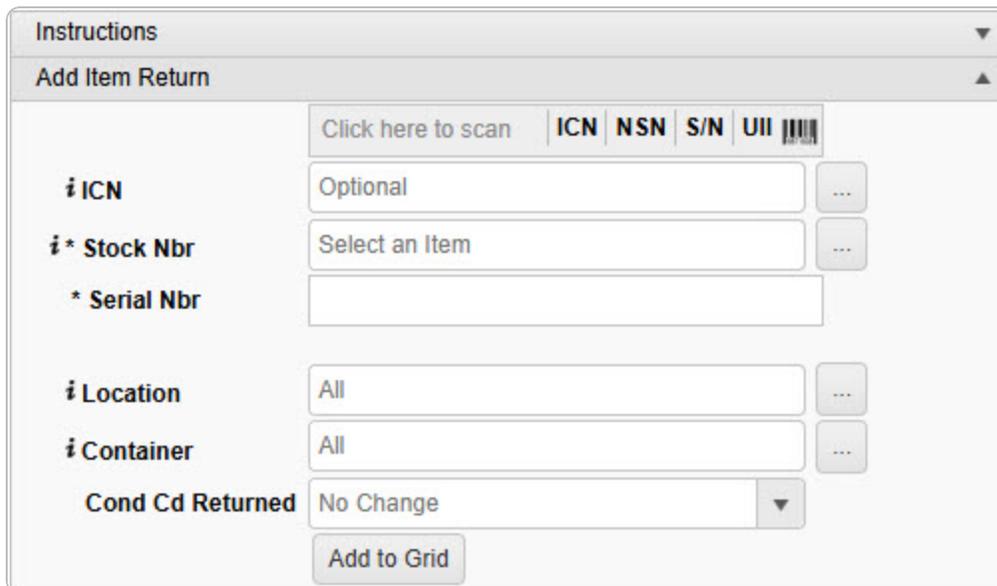
MATERIEL MGMT > Individual > Item Return > Individual Item Return

Procedures

Process an Individual Item Return

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Add Item Return screen, perform one of the following:



The screenshot shows a software window titled "Add Item Return" with the following fields and controls:

- Instructions**: A dropdown menu.
- Add Item Return**: A title bar with up and down arrows.
- Click here to scan**: A button.
- ICN | NSN | S/N | UII**: A row of input fields with a barcode icon.
- i ICN**: A required field with "Optional" text and a dropdown arrow.
- i * Stock Nbr**: A required field with "Select an Item" text and a dropdown arrow.
- * Serial Nbr**: A required field.
- i Location**: A required field with "All" text and a dropdown arrow.
- i Container**: A required field with "All" text and a dropdown arrow.
- Cond Cd Returned**: A dropdown menu with "No Change" selected.
- Add to Grid**: A button.





EITHER

- A. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*
- B. *The STOCK NBR automatically populates.*
- C. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

OR

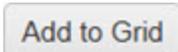
- A. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- B. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

2. **Then** choose one of the following:

- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

OR

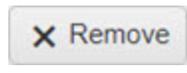
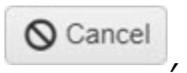
- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*

3. Select . *The item appears below in the Item Return Grid.*

Item Return	Grid Options	Remove	Cancel	Sign & Return	Return					
<input type="checkbox"/> All	Stock Nbr ↑	Item Description	Serial Nbr	ICN	Member ↓	Cond Cd Returned	Location	Container	Location Status	Freeze Location
<input type="checkbox"/>	8470015207370	SAPI ENHANCED INSERTS SMALL ARMS SM	C304790	A000000000007241181	IRSIK, ARIELLE L	A	SHORT		ACTIVE	No
Selected 0/1	Page 1 of 1		50 Items per page		1 - 1 of 1 Items					

4. Repeat Steps 1-4 if multiple items are returned.

Remove an item from the Item Return Grid

- A. Select next to the desired entry. *The Item Return is highlighted, and*  ,  ,  , and  *become available.*
- B. Select  . *The entry is removed from the Item Return Grid.*





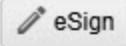
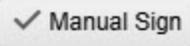
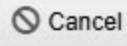
Complete All of the Returned Items of a Single Member

- A. Select . The **Item Return Electronic Signature** pop-up window appears.

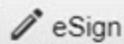


Item Return Electronic Signature [X]

I acknowledge that I have returned all listed equipment that was previously issued to me.

 eSign  Manual Sign  Cancel

- B. Choose one of the two signature methods:

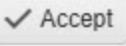
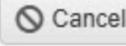


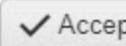
displays the Signature Pad Form pop-up window.



Signature Pad Form (ver eSign 1.0) [X]

[Large empty signature pad area]

 Accept  Clear  Cancel

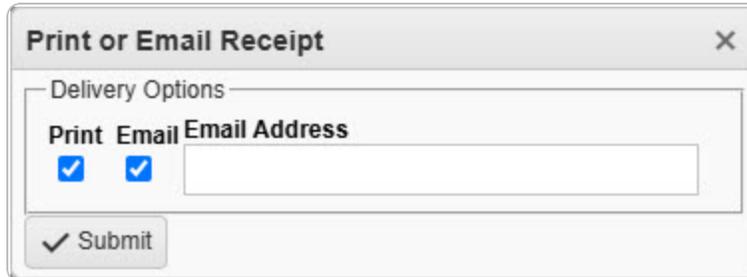
- Have the authorized personnel use either the mouse or the stylus to sign the Signature Pad.
- Select either:
 -  **Accept** to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
 -  **Clear** to erase the signature and reattempt.
 -  **Cancel** to close the window and return to the previous page.





Manual Sign

displays the Print or Email Receipt pop-up window.

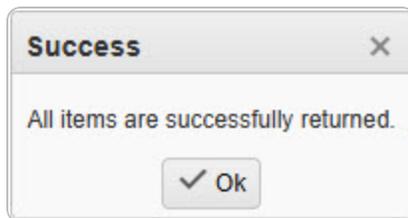


The window is titled "Print or Email Receipt" and has a close button (X) in the top right corner. It contains a section for "Delivery Options" with three columns: "Print", "Email", and "Email Address". Under "Print" and "Email", there are checkboxes, both of which are checked. To the right of the "Email" checkbox is a text input field. At the bottom of the window is a "Submit" button with a checkmark icon.

- Click to select Print. *The DW Form 12I is set to print at the local printer.*
- Click to select Email. *The Email Address field appears. Enter the appropriate address to send the DW Form 12I.*
- Select Submit . *The forms are sent to the appropriate places and the pop-up window closes.*

Complete All of the Returned Items of Multiple Members

- Select the next to the desired entry. *The Item Return is highlighted, and Remove , Cancel , Sign & Return , and Return become available.*
- Select Return . *The entries are returned, removed from the Item Return Grid, and the **Success** pop-up window appears.*



The window is titled "Success" and has a close button (X) in the top right corner. It contains the text "All items are successfully returned." and an "Ok" button with a checkmark icon at the bottom.

Helpful Tip



If the member has a valid email address in the Member Profile, ELMS automatically emails the member an alert that the issued item has been returned.

