



Return an Individual Item

Overview

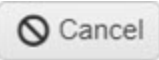
The Warehouse Management module Individual Item Return process provides the ability to return a serially managed item when the issued member is not known. The member returning the item does not need to be the member that had the item issued. The returned item is removed from the issued member's Outstanding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

Navigation

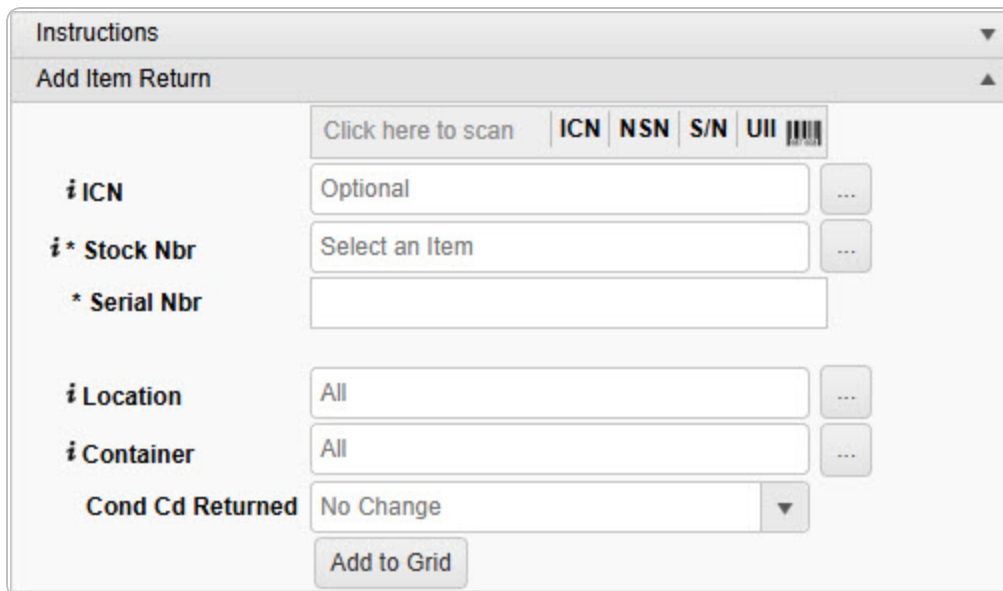
MATERIEL MGMT > Individual > Item Return > Individual Item Return

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" under the "Instructions" header. It contains several input fields and a button:

- ICN: Optional (with a "Click here to scan" link and a barcode icon)
- Stock Nbr: Select an Item (with a dropdown arrow)
- Serial Nbr: (empty text box)
- Location: All (with a dropdown arrow)
- Container: All (with a dropdown arrow)
- Cond Cd Returned: No Change (with a dropdown arrow)
- Bottom button: Add to Grid









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

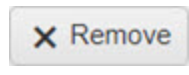

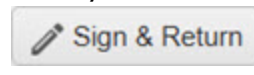
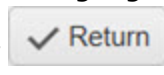

- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*

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 | A0000000000007241181 | IRSIK, ARIELLE L | A | SORT | | 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.*





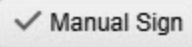

Complete All of the Returned Items of a Single Member

- 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:



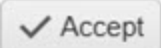


displays the Signature Pad Form pop-up window.



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.

- a. Click to select Print. *The DW Form 121 is set to print at the local printer.*
- b. Click to select Email. *The Email Address field appears. Enter the appropriate address to send the DW Form 121.*


- c. Select Submit . *The forms are sent to the appropriate places and the pop-up window closes.*

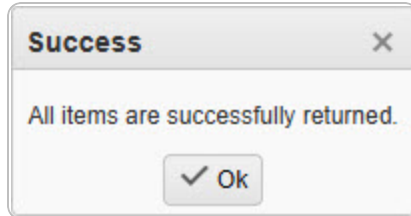
Complete All of the Returned Items of Multiple Members

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





- B. Select . The entries are returned, removed from the Item Return Grid, and the **Success** pop-up window appears.



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.

