

WAREHOUSE ISSUING PARTS

Provides guidance for how to search and issue parts to a Resource after the part has been requested, and how to remove items from being on hold using the On The Go! application.

DIRECTIONS:

1

From the **On The Go! (OTG!) Home Screen** click on the **Inventory Items** screen.

eCIFM® On The Go!

My Tasks | **Timesheets**

11 due today | 11 over due | 1 recently completed | 0 hours today | 0 hours this week | + create time entry

Assets | **Inventory Items**

5 on active tasks | 1 on task with warrant | 14 on hold | 49 inventory items | 24 purchases to receive

Pinned

2

On the **Issue Inventory Items** screen, **Search** the Work Task that needs an item issued to. Click the Work Task.

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All Lookup Tasks

Search...

R #WT-1040309	Preventive
Chicago Campus - Levy Mayer Hall WT-1040309 - PM Schedule Zone 6 Carpenter-Levy Mayer Hall -	
09/09/2020	Completed
R #WT-1040358	Preventive
Chicago Campus - Lurie Research WT-1040358 - PM Schedule Zone 6 Carpenter-Lurie Resear -	
09/09/2020	Completed
R #WT-1040403	Preventive
Chicago Campus - 345 E Superior St WT-1040403 - PM Schedule Zone 6 Carpenter-345 East Superior -	
09/09/2020	Completed



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DIRECTIONS:

3

Select the type of transition

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Adjustment Transaction X

ITEM NAME
P005338 - EVELEC: LAMP, CFL 26W 4100K 4-PIN
GRAINGER# 1PGY7 MFR# GE# 97613,
F26DBX/841/ECO4P

INVENTORY IMAGE

LOCATION
Northwestern Facilities - EVELEC
B303-1

UNIT PRICE USD BARCODE
\$6.12 USD

ADJUSTMENT TYPE*
Assign To Task

Issue Item

TASK*
#WT-1277898 WT-1277898 - POWER, LOCATE UTILITIES FOR JULIE. X

Evanston Campus

ASSIGNMENT QUANTITY
- 10 each +

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Scan or enter the part number. Click search

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Inventory Items Refresh Close Bell Menu

ON HOLD ALL

All

005338 X Search Barcode

P005338 - CHCENTRAL: LAMP, FLUORESCENT, 4 PIN 26W; F26DBX/841/ECO4P GE# 97613
Mfr Part# F26DBX/841/ECO4P
Northwestern Facilities - CHCENTRAL
3002-10
Available: 0 On Hold: 0

P005338 - EVELEC Consumable
P005338 - EVELEC: LAMP, CFL 26W 4100K 4-PIN GRAINGER# 1PGY7 MFR# GE# 97613,
F26DBX/841/ECO4P
Northwestern Facilities - EVELEC
B303-1
Available: 20 On Hold: 0

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DIRECTIONS:

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Select the Resource to receive item. Resources listed will be those assigned to the task with pending inventory.

Adjustment Transaction

Issue Inventory Item

Select the resource who is receiving the inventory item.

Inventory Item	Available	Requested	Task
P005338 - EVELEC P005338 - EVELEC: LAMP, CFL 26W 4100K 4-PIN GRAINGER# 1PGY7 MFR# GE# 97613, F26DBX/841/ECO4P Northwestern Facilities - EVELEC B303-1	20.00	10.00	#WT-1277898 WT-1042494 - SWO000442 - LOCATE UTILITIES FOR JULIE. Building Charge PM Schedule (Re creating WT per Christine's request. See notes and documents for the email) Elbe, Jeffrey S, Emanuel, Joshua J, Gallegos, Kathleen Teresa, Logan, Donte D, Lott, DaRon A, Niedzwiedz, Michael, Perkins, Jonathan M

Resource

- E Elbe, Jeffrey S
- E Emanuel, Joshua J
- G Gallegos, Kathleen Teresa

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To search for a Resource not listed, scroll down to **All Resources** or use a wildcard search to located desired Resource.

All Resources

Search...

Abbott, James Paul Northwestern	Employee
Abdi, Diana Northwestern	Employee
Abdykairov, Talant Northwestern	Employee
Abrams, Jessica S Facilities Operations	Employee
Acevedo, Marissa Monique Northwestern	Employee
Achey, Jake Northwestern	Employee
Adams, Steven Northwestern	Employee
Affeldt, Michael S	Employee

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DIRECTIONS:

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Select a **Resource** to issue the item by clicking the radio button, and click **Issue**.

Adjustment Transaction

Issue Inventory Item

Select the resource who is receiving the inventory item.

Inventory Item	Available	Requested	Task
<input checked="" type="checkbox"/> P005338 - EVELEC P005338 - EVELEC: LAMP, CFL 26W 4100K 4-PIN GRAINGER# 1PGY7 MFR# GE# 97613, F26DBX/841/ECO4P Northwestern Facilities - EVELEC B303-1	20.00	10.00	#WT-1277898 WT-1042494 - SW0000442 - LOCATE UTILITIES FOR JULIE. Building Charge PM Schedule (Re creating WT per Christine's request. See notes and documents for the email) Elbe,Jeffrey S, Emanuel,Joshua J, Gallegos,Kathleen Teresa, Logan,Donte D, Lott,DaRon A, Niedzwiedz,Michael, Perkins,Jonathan M

Resource

E Elbe,Jeffrey S

E Emanuel,Joshua J

G Gallegos,Kathleen Teresa

L Logan,Donte D

L Lott,DaRon A

N Niedzwiedz,Michael

ISSUE

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DIRECTIONS:

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To release an item that is currently on hold from the Home Page click on the **On Hold Inventory Items** screen.

The screenshot shows the eCIFM On The Go dashboard with the following data:

My Tasks			Timesheets		
11 due today	11 over due	1 recently completed	0 hours today	0 hours this week	+ create time entry
Assets		Inventory Items			
5 on active tasks	1 on task with warranties	14 on hold	49 inventory items	24 purchases to receive	

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Locate the item by following steps 1–4 from above. Before issuing an item to a Resource, a hold must be removed. Click **Release Hold**. Once the hold has been successfully released, proceed with issuing the item to the desired Resource from in step 2-4.

The 'Process Hold' dialog box displays the following information:

- ITEM NAME:** HP10 - Black Ink Cartridge - C4844A
- LOCATION:** Watson Warehouse Supplies
- UNIT PRICE:** 40.94 USD
- INVENTORY IMAGE:**

<input type="checkbox"/> Inventory Item	Available	Requested	Task
<input type="checkbox"/> INVITEM 1000022 HP10 - Black Ink Cartridge - C4844A Watson Warehouse Supplies	1.00	1.00	#1036050 Floor check Ben Working, Victor Vendor

Buttons: CANCEL, **RELEASE HOLD**

▼ TIP & TRICKS

Select one or many holds for that specific inventory item at once and select an action to release the hold.