TNCRN Inventory Management Quick Guide – Shipping

This guide identifies the steps for logging in and shipping inventory through Ship To Dock.

1. Enter **Employee Number**. Press "Enter."
   Enter **Password**. Press "Enter."

2. **Enter CO/WH.** If needed, use the ↓ and ↑ keys to highlight and select a Warehouse. Press "Enter."

3. **Login Type** = No Machine. Press "Enter."

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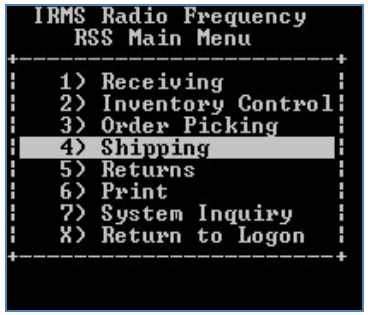
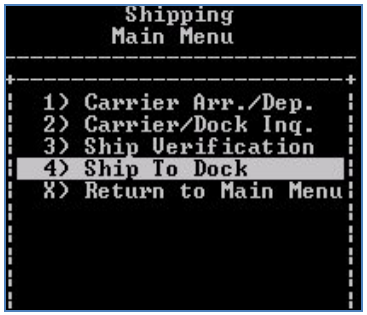
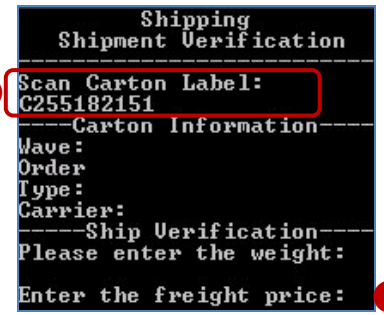




Navigate Menus

4. Select **Option 4 – Shipping**.
   Select **Option 4 – Ship to Dock**.

5



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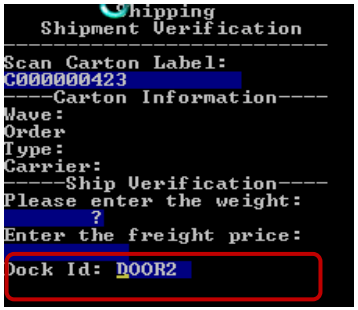

Scan Carton

5. **Order: Scan Carton Label:** Scan/enter a Carton ID for the Order and press "Enter."

6. **Dock ID:** If the Dock is already filled in, just press "Enter" to accept. If not, Enter DOOR2 and press "Enter.

7. Repeat from Step **5** to scan all Cartons for the Order.