



Interagency Cache Logistics  
Inventory Program

# Summer Foundational Training 2026

Interagency Cache Logistics Inventory Program

06/08/2026 – 06/12/2026

# Introduction

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***“A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent” - Douglas MacArthur***

# Let's Get Started!





I swear the whole training is not gifs...but we tried...



# Topics and Agenda

Each Day's Topics	Monday	Tuesday	Wednesday	Thursday	Friday
Info & Hands on Training	Introduction to ICLIP	<u>Managing Kits</u>	Issues: Incident, Dispatch, and Customer Orders	Returns	Reports
Tips	Searching for Inventory	<u>Dekitting</u>		Work Orders	Ad-hoc Moves
	Labels			Q&A and Other Topics	Resources

**Purpose**

**Goal**

**Audience**

**Overview of  
ICLIP and  
Workflows**

**Hands-on  
Practice**

**Tips and  
Tricks**

**Foundational  
Training for  
ICLIP**

# Foundational Training Expectations, Agenda & Outcomes

## Expectations from You

- Valid login to IROC Practice
- You have watched the prerequisite videos on Navigating the DMT, EAW, and Portal.

## Today's Agenda

- Module #1: Introduction to ICLIP
- Module #2: Searching for Inventory
- Module #3: Labels

## Outcomes

At the end of this lesson, you should be able to:

- Have a foundational understanding of ICLIP's three core areas and their key capabilities
- Understand how to navigate through your Stockroom to locate and manage inventory items
- Use Labels

**Module #1**  
**Introduction to ICLIP**



# General ICLIP Resources and Links

## ICLIP Knowledge

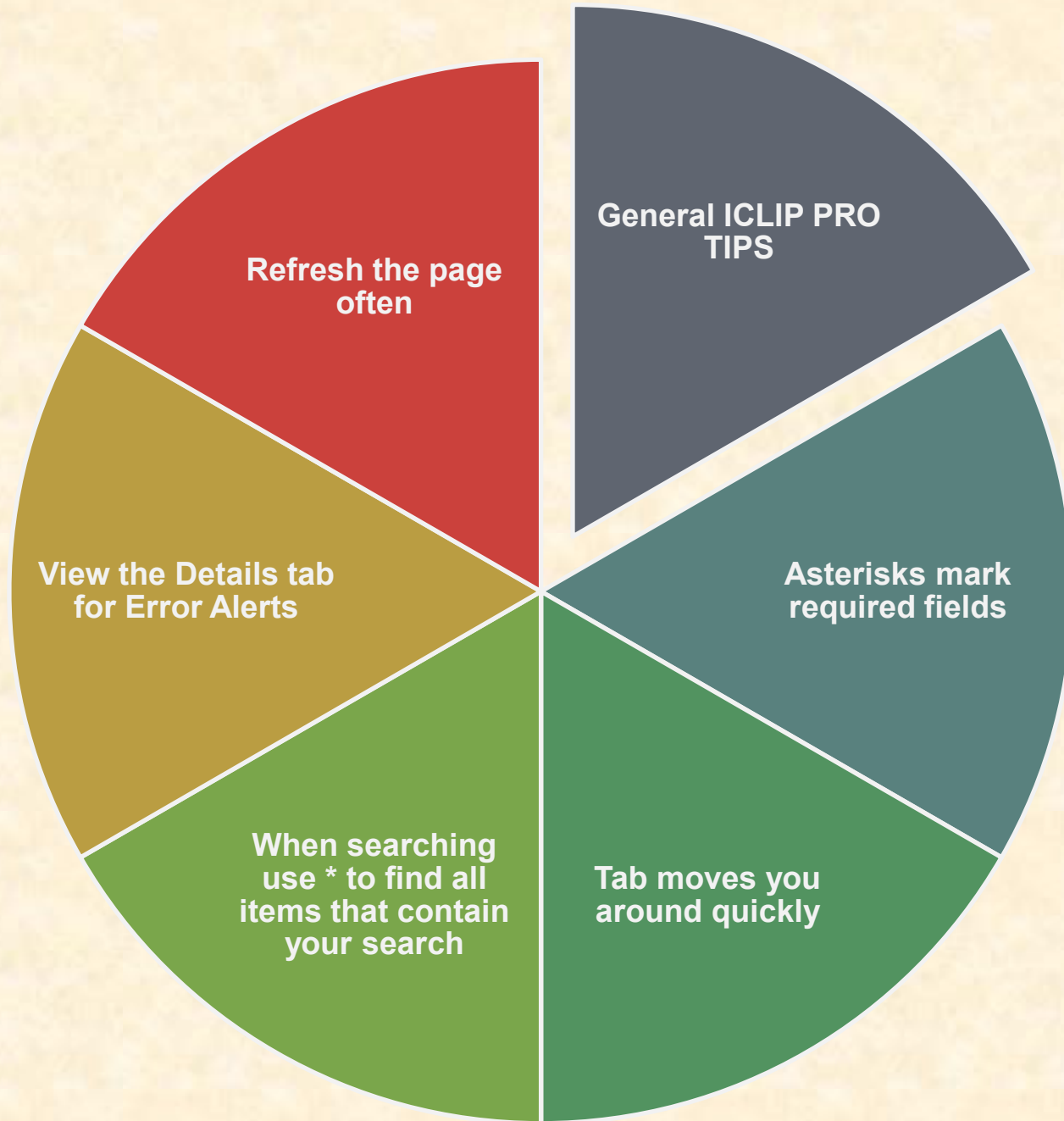
- Knowledge Articles (KBA's)
- Release Notes
- Known Issues

## Wildfire.gov

- Change Management Committee information
- Knowledge Articles (KBA's)
- Release Notes & Monthly Newsletters
- Videos
- General User Support

## IIA Helpdesk

- Users can call, email, or chat with helpdesk agents to submit tickets
- Flowchart for contacting the Help Desk



# Three Main Areas of ICLIP

**#1 Enterprise Asset Workspace (EAW)**

Mostly used for:

- Cache Users
- Daily Operations

**#2 DMT**

Mostly used for:

- Cache Users
- Requesting C2C
- Creating Locations and Stockroom Configuration
- ICBS Billing Information Report
- User Roles and Security

**#3 Portal**

Mostly used for:

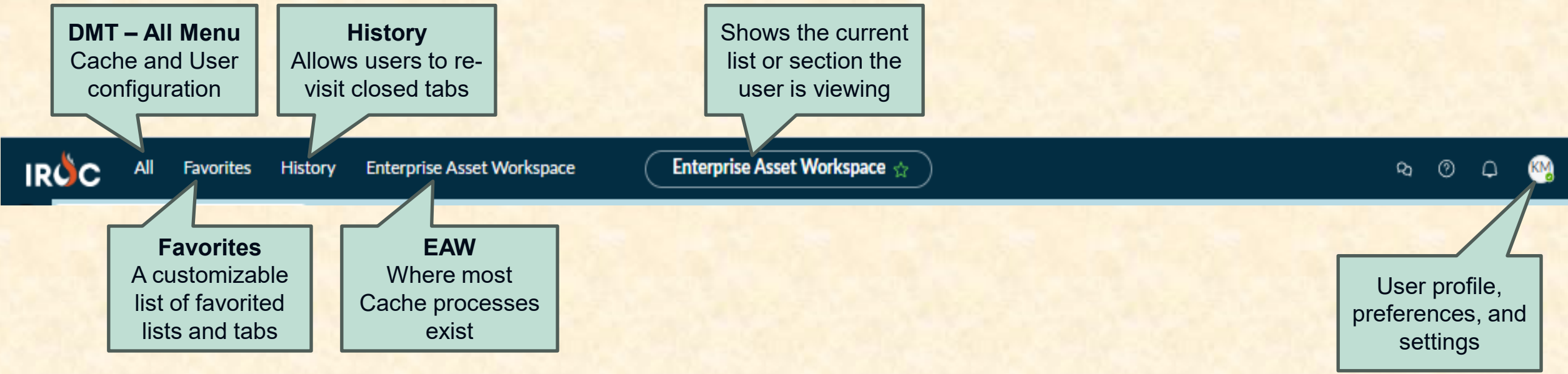
- Other Orders
- Incident orders by ORDM and Cache Users

**Incident Order**  
Ordering Manager request for Cache Items

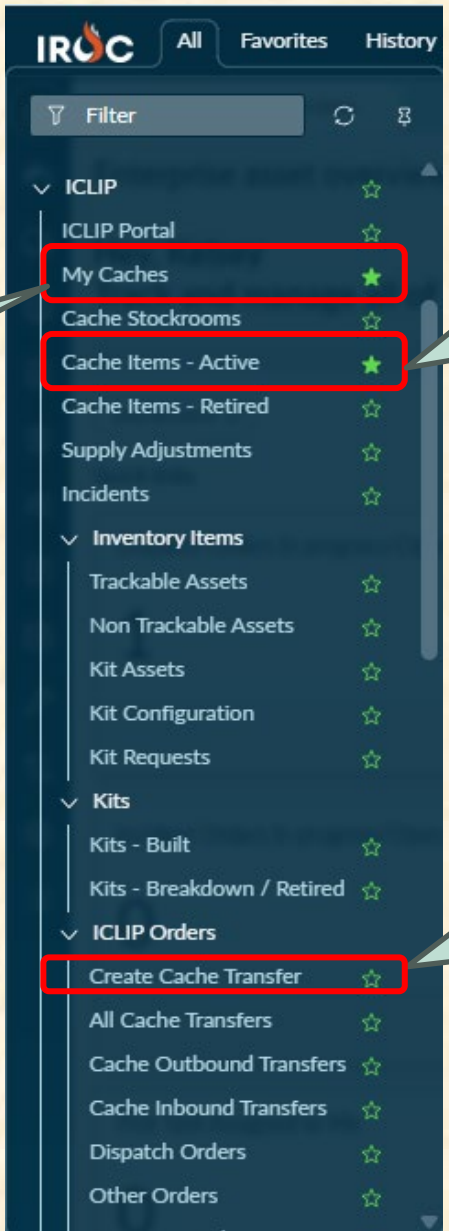
**Other Order**  
Customer request for cache items

**Knowledge Base**  
Browse and search for articles, rate feedback

# Navigating in the DMT: Using and Understanding the Banner



# Navigating in the DMT: Using the All Menu



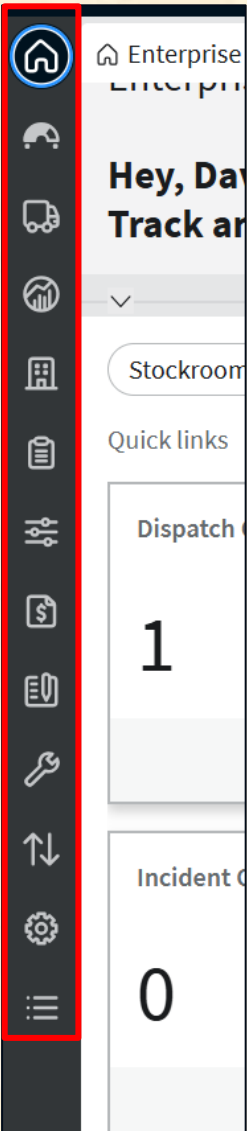
“My Caches” is where you can change your Cache when going on assignment

“Cache Items – Active” is a complete list of all active NFES items

“Create Cache Transfer” is where all C2C Transfers are generated

**Note:**  
Most Cache processes will be done in the EAW

# Navigating in the EAW: Using the Enterprise Asset Workspace Menu

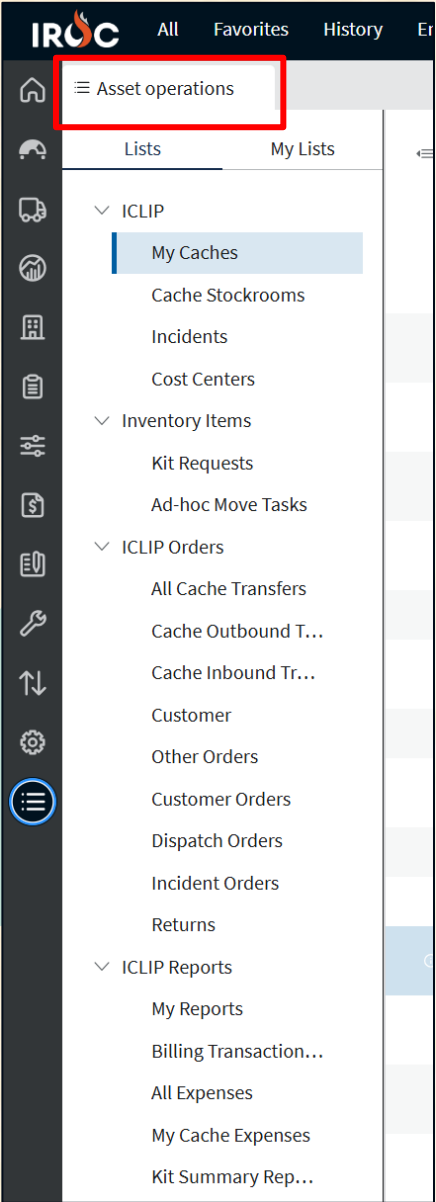


The Navigation Menu, which runs down the left side of the page, provides access to individual workspaces within the EAW.

Hover over an icon in the list to see the name of the workspace it opens.  
*The icons available to you may vary based on your role.*

- **Enterprise Asset Overview (home icon)** - This overview dashboard provides quick links to asset information in a single location.
- **ICLIP Portal (truck icon)** - Provides a direct link to open the ICLIP Portal in a new tab in your browser.
- **Inventory (building icon)** - This dashboard shows information related to locations, stockrooms, stock rules, transfer orders, locations, and more.
- **Enterprise Asset Estate (clipboard icon)** - This dashboard allows you to monitor and manage all asset requests, see all Cache Trackable Assets, and Inventory Adjustments in your Stockroom.
- **Procurement (money icon)** - This dashboard shows information related to purchase orders.
- **Asset Operations (bulleted list icon)** - This workspace provides lists of all Cache Stockrooms, Incidents, inventory items, orders, and more.

Click an icon in the list to open the related view in the main part of the page.



# Navigating in the EAW: Using the Enterprise Asset Overview Dashboard

This workspace provides an overview of all asset activities in a single location. Click a tile to view the related list of information.

**Example:** Click Dispatch Orders In Progress/Open to open a list of all in-progress dispatch orders in a new workspace tab.

Quick links

Dispatch Orders In progress/Open 1	Customer Orders In progress/Open 0	Shipping Cache Outbound In progress/Open 1	Purchase Orders In progress/Open 0
Incident Orders In progress/Open 0	Other Orders In progress/Open 5	Requesting Cache Inbound In progress/Open 0	Kit Request In progress/Open 0
Pick Task Assigned to Me 0	Pick Task Unassigned 125		

From the list view that opens:

- Review the information.
- Click a link in the first column to open the related record.

Enterprise asset overview    ORD0001427 - ... x |

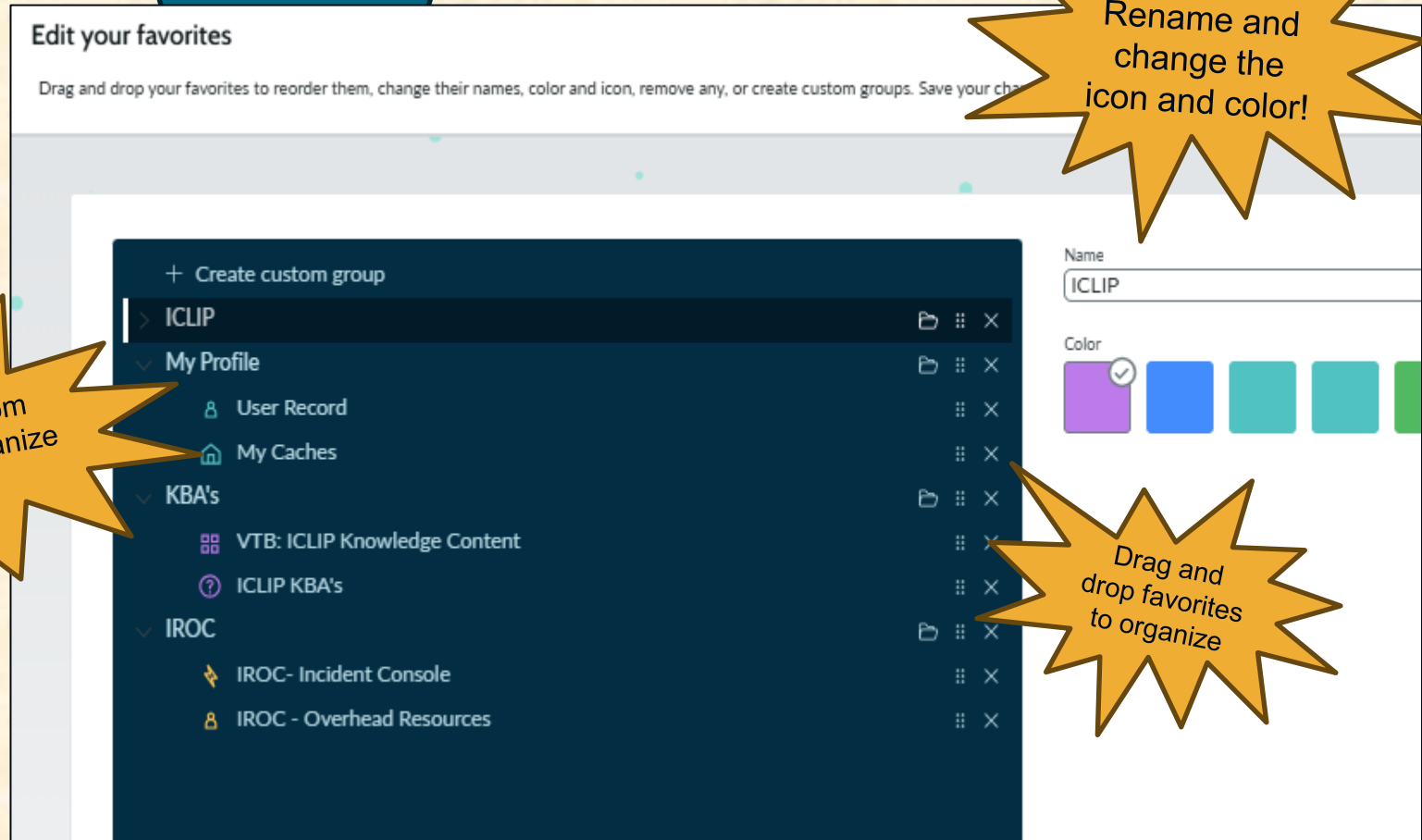
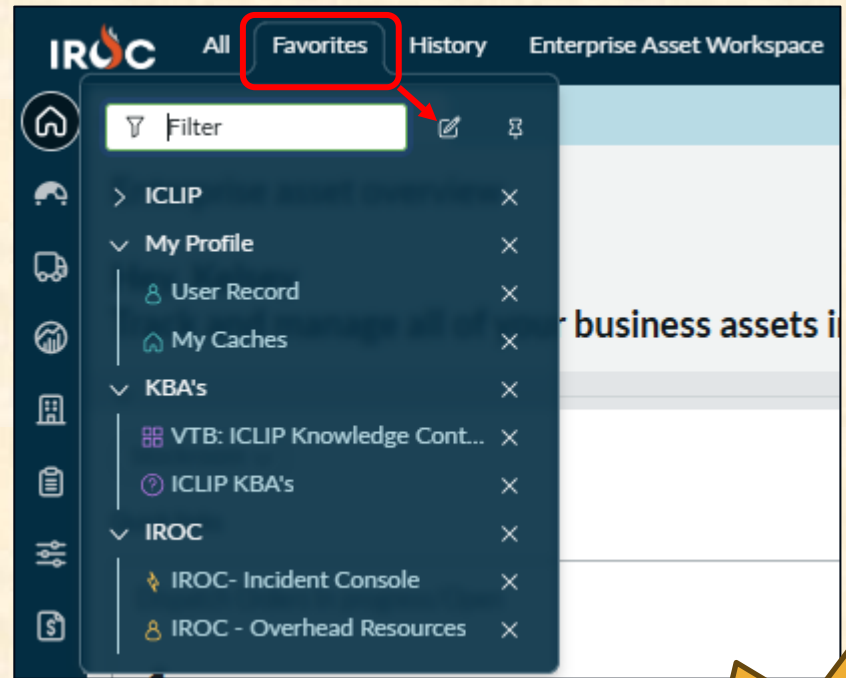
← Back

Dispatch Orders In progress/Open 28  
Last refreshed just now

Display Name	Incident	Filling cache
ORD0001427 - Dispatch request 1	Goat Creek - CD	CORMK - Rocky Mountain Area Incident Support Cache
ORD0001415 - MM - Demo end of paper week	MM - Demo Incident	CORMK - Rocky Mountain Area Incident Support Cache
ORD0001409 - MM - end of paper	MM - testing demo fin codes	CORMK - Rocky Mountain Area

# Navigating in the EAW: Creating and Managing Favorites

Users can create groups for their favorites, rename them and change their icons and colors

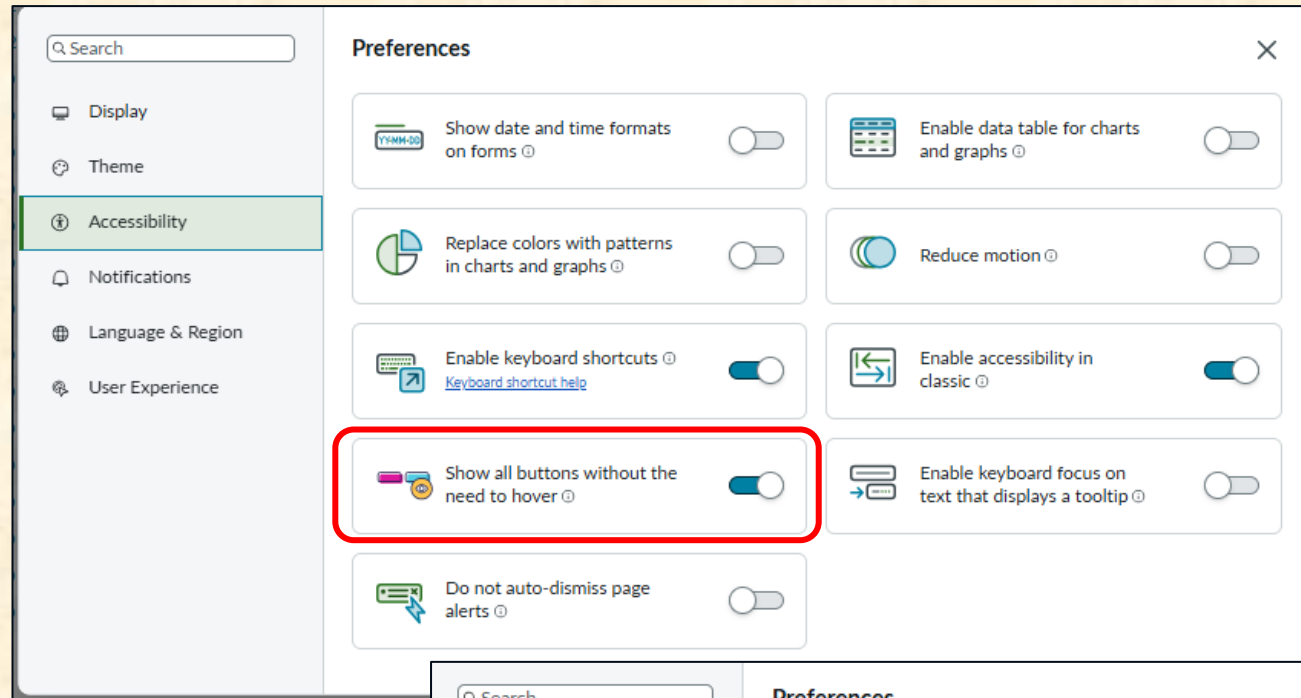
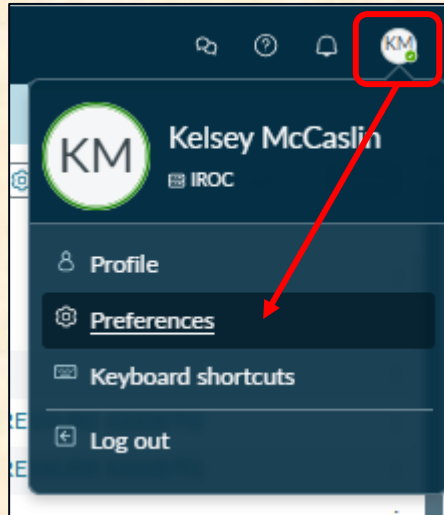


Rename and change the icon and color!

Create custom groups to organize favorites

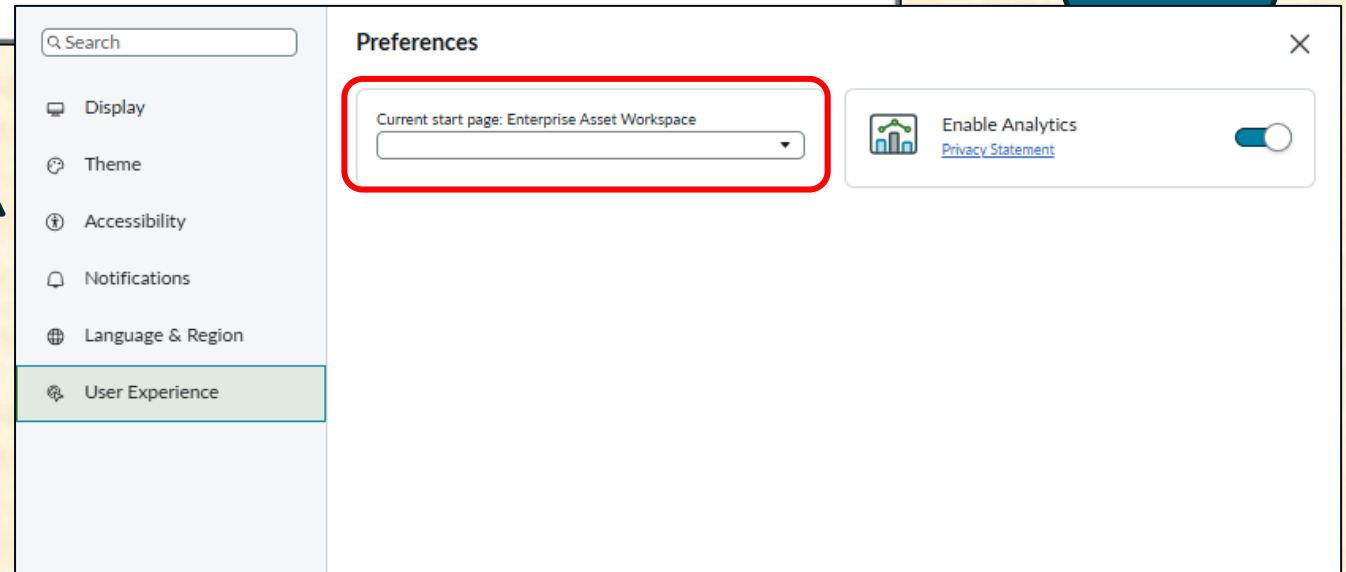
Be sure to "Save" when finished!

# Navigating in the EAW: Using the Banner – User Preferences

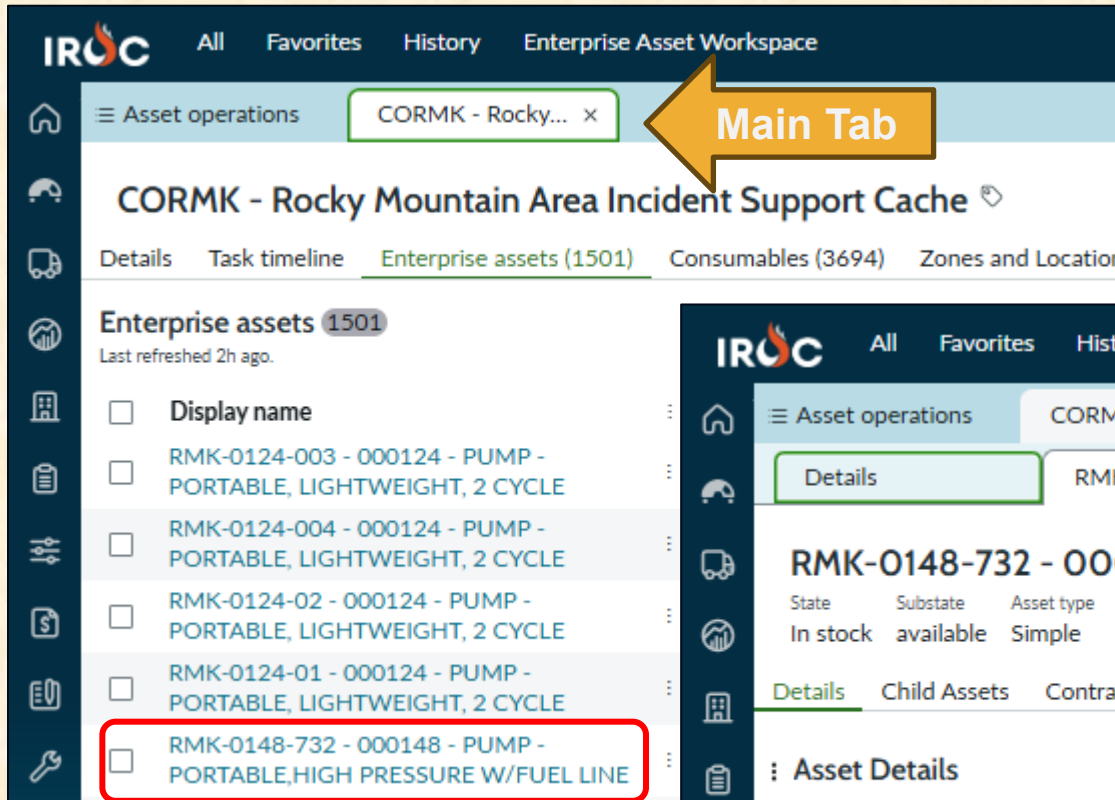


This will default the users landing page after logging in

This makes using "quick filters" easier



# Navigating in the Workspace: Understanding Tabs



Asset operations CORMK - Rocky... x

## CORMK - Rocky Mountain Area Incident Support Cache

Details Task timeline Enterprise assets (1501) Consumables (3694) Zones and Location

### Enterprise assets 1501

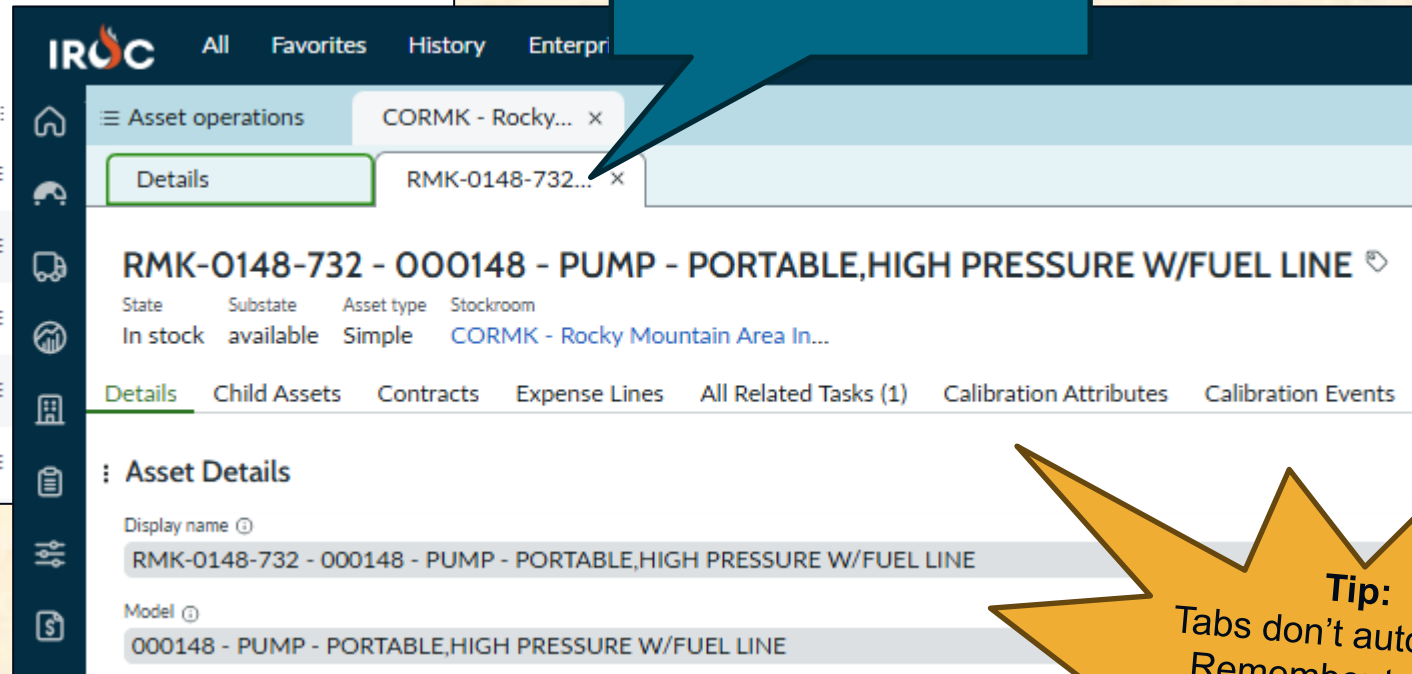
Last refreshed 2h ago.

- Display name
- RMK-0124-003 - 000124 - PUMP - PORTABLE, LIGHTWEIGHT, 2 CYCLE
- RMK-0124-004 - 000124 - PUMP - PORTABLE, LIGHTWEIGHT, 2 CYCLE
- RMK-0124-02 - 000124 - PUMP - PORTABLE, LIGHTWEIGHT, 2 CYCLE
- RMK-0124-01 - 000124 - PUMP - PORTABLE, LIGHTWEIGHT, 2 CYCLE
- RMK-0148-732 - 000148 - PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE

Clicking on this record...

Main Tab

...opens a new sub-level tab beneath the original



Asset operations CORMK - Rocky... x

Details RMK-0148-732... x

## RMK-0148-732 - 000148 - PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE

State Substate Asset type Stockroom  
In stock available Simple CORMK - Rocky Mountain Area In...

Details Child Assets Contracts Expense Lines All Related Tasks (1) Calibration Attributes Calibration Events

### Asset Details

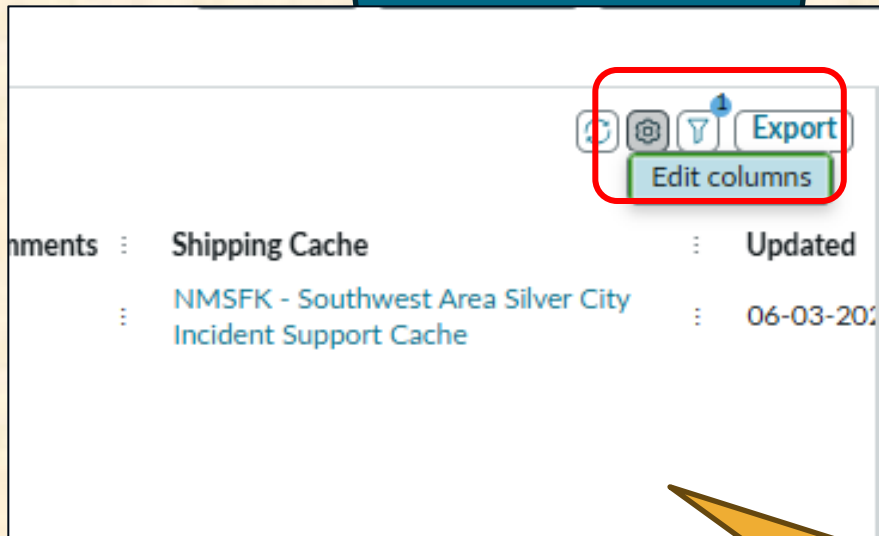
Display name ⓘ  
RMK-0148-732 - 000148 - PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE

Model ⓘ  
000148 - PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE

**Tip:**  
Tabs don't auto-close.  
Remember to close tabs when you're finished!

# Navigating in the Workspace: Editing Columns

When editing columns, you can also rearrange them – just drag and drop where you want them to go!



Any list allows you to easily edit columns, both in the DMT and the EAW

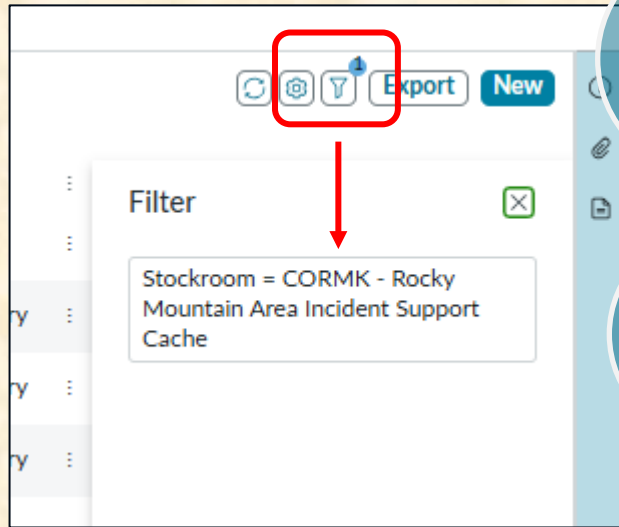
- Click the settings wheel in the upper right corner of any list
- Add or remove columns as needed

Do *not* change the first column – this dictates what record opens and where information is pulled from

Edits made to columns automatically save

# Navigating in the Workspace: Using Filters

## Using and Viewing Advanced Filters



Navigate to the "Filter" symbol in the upper right side of any list

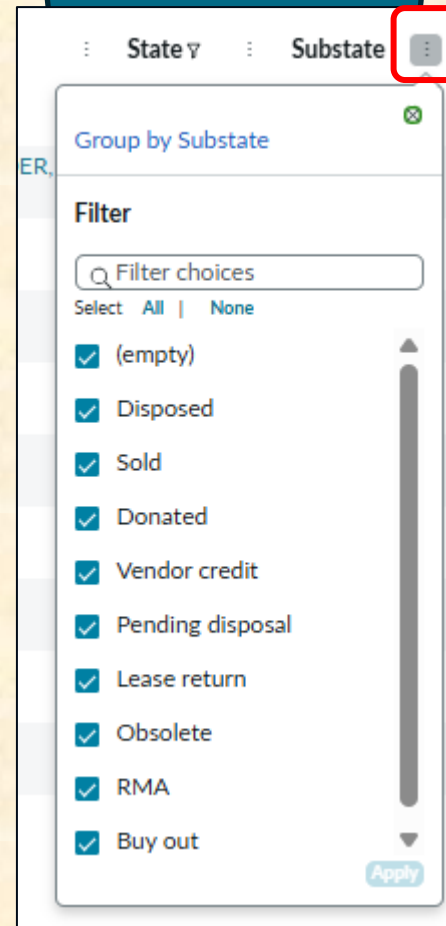
Filters applied to the list will show here

Remove filters by clicking the "x" to the right of each applied filter

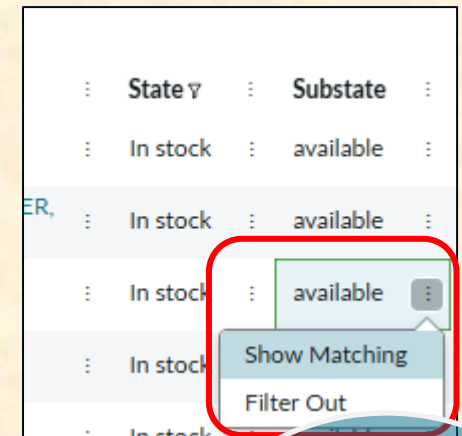


Users can edit filters or restore defaults

Click the three dots next to each column header to add or remove filters for that column



## Using quick filters:



Click the three dots on any list item to easily "show matching" or "filter out" search results

# Navigating in the Workspace: Using Tags in Lists

Tags help customize how you track and organize your cases individually or as a group. When working with a group, coordinate to ensure consistency of the names and use of tags, i.e., spelling and capitalization.

1. Add the Tags column to a relevant Workspace list.

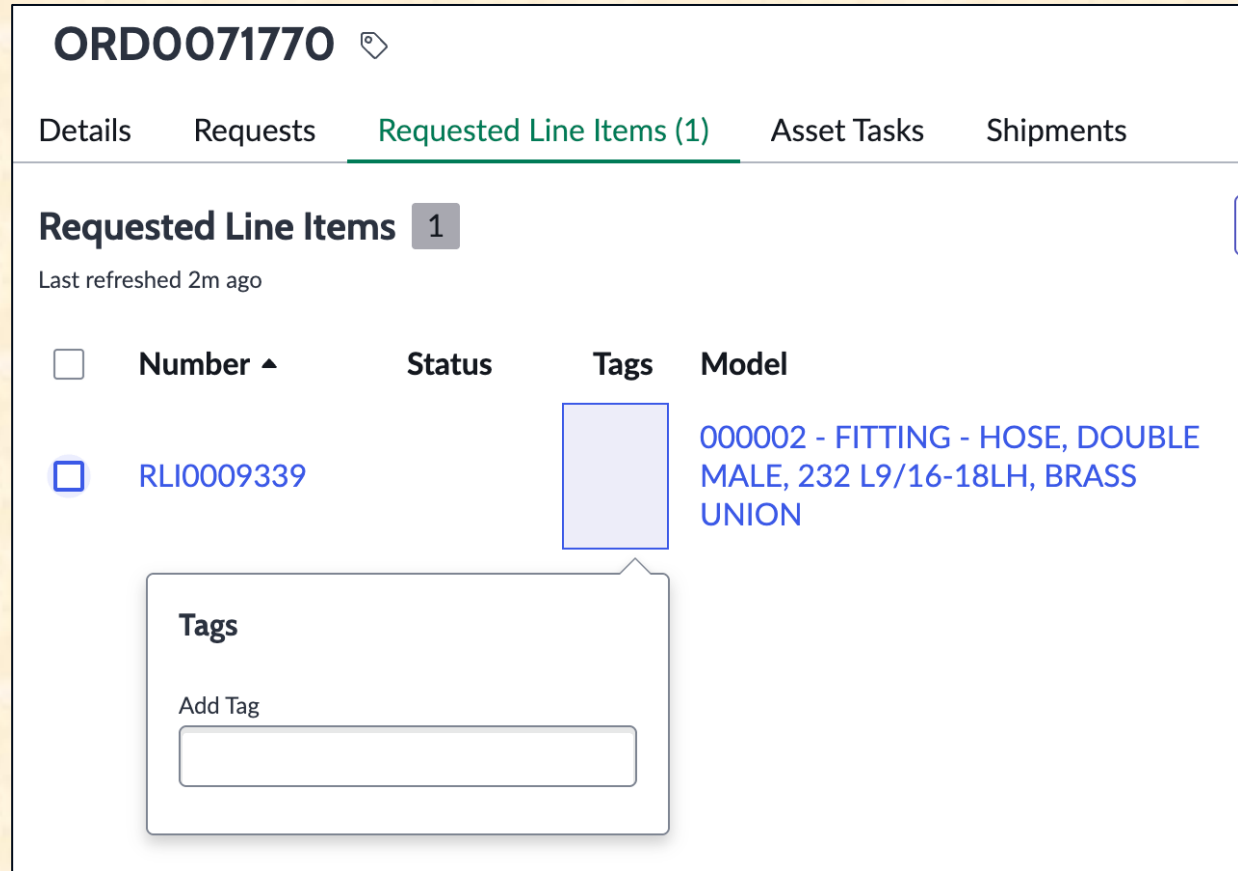
*Example:* Incident Orders list

2. In the list, Double-click the **Tag** cell in the Tag column for the line item you want to tag.

3. Type in the name of the desired tag.

*As you type, a list of recent tags will appear in a drop-down.*

4. Choose the applicable tag from the list of options or press Enter to create a new tag.



The screenshot displays the ICLIP workspace interface for a specific case, identified by the ID 'ORD0071770'. The main navigation tabs include 'Details', 'Requests', 'Requested Line Items (1)', 'Asset Tasks', and 'Shipments'. The 'Requested Line Items (1)' tab is currently active, showing a list of items. The list has a header with columns for 'Number', 'Status', 'Tags', and 'Model'. A single item is listed with the ID 'RLI0009339' and the model description '000002 - FITTING - HOSE, DOUBLE MALE, 232 L9/16-18LH, BRASS UNION'. A light blue box highlights the 'Tags' column for this item, and a dropdown menu is open below it. The dropdown menu is titled 'Tags' and contains an 'Add Tag' label and an empty text input field for creating a new tag.

Number	Status	Tags	Model
RLI0009339			000002 - FITTING - HOSE, DOUBLE MALE, 232 L9/16-18LH, BRASS UNION

# Using Tags

## Example: Ticket Placed

Use the 'Needs ticket' or 'Ticket Placed' tag to notify others that an issue has been identified with the order and is actively being reviewed by the Help Desk.

RET0022657	needs ticket x	Confirmed	BRIDGE (OR-MAF-025245)	(empty)	RFI AR	ORLGK - La Grande Incident Support Cache	06-01-2026 11:08:19	aritchie
						ORLGK - La Grande Incident Support		

# Using Tags

## Example: Tags for the Fulfillment Process, Continued

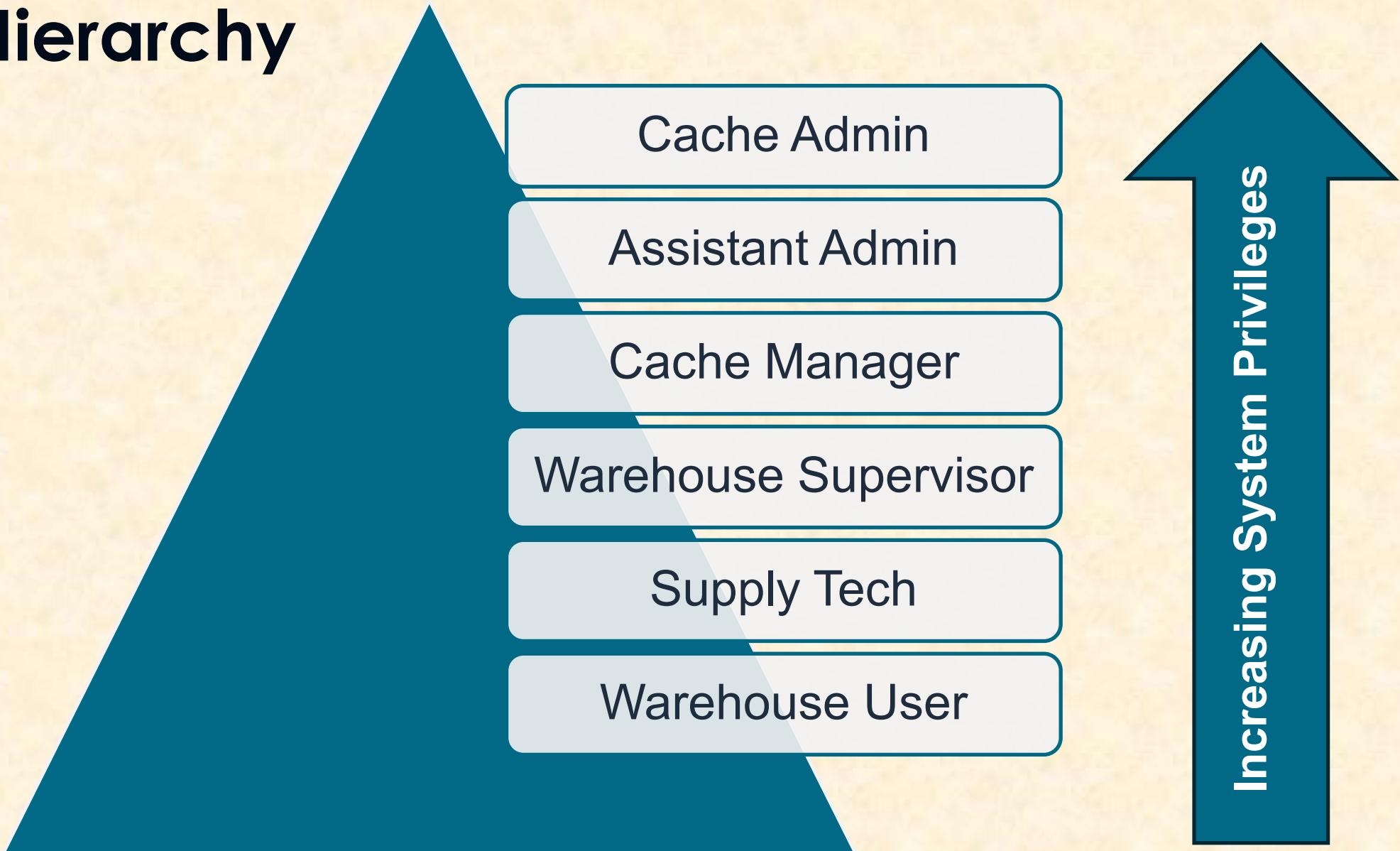
Apply the appropriate tags within your Cache to communicate where a specific order is in the workflow.

### For Example:

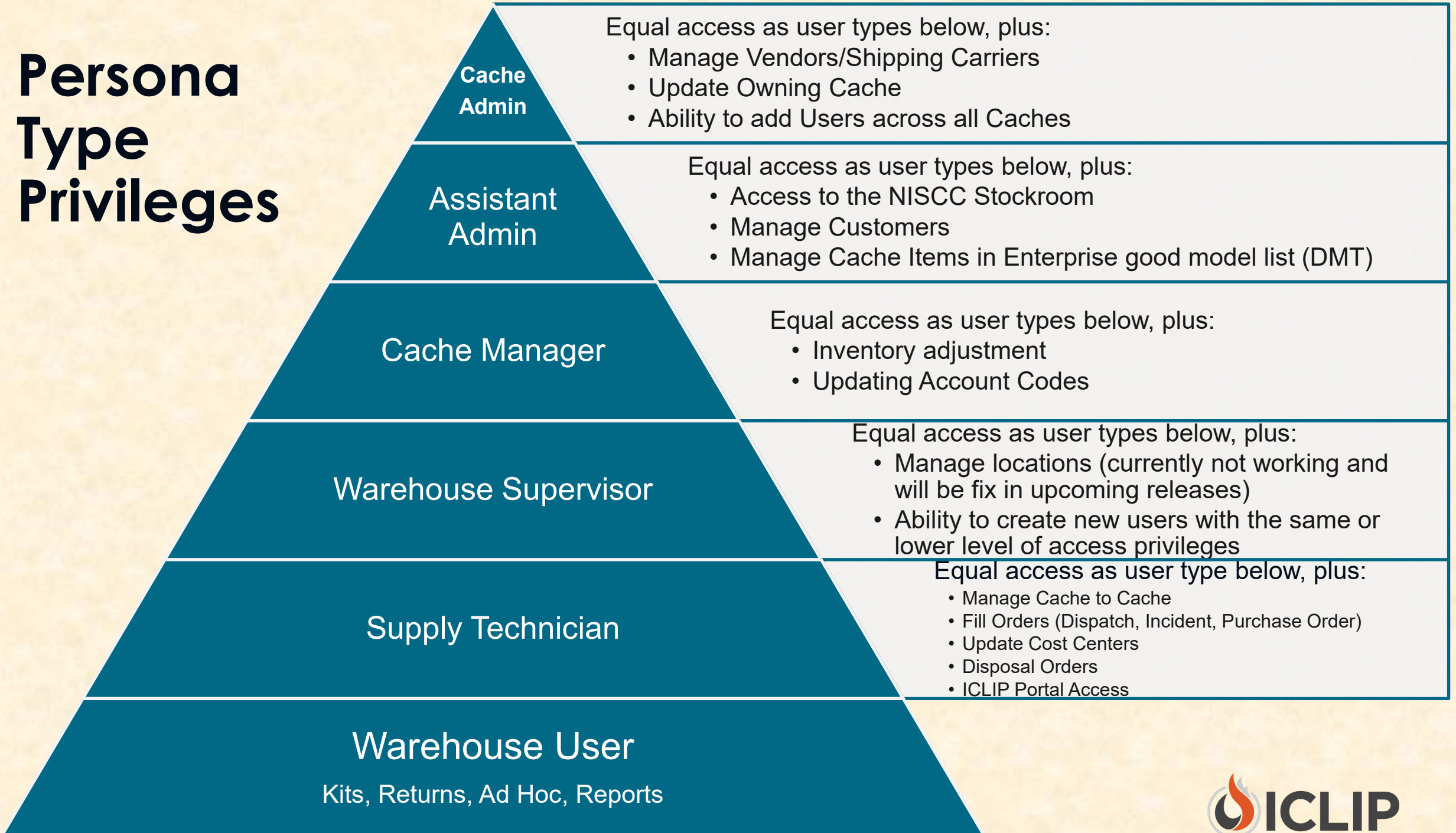
1. A Cache Manager can mark a new order with the 'In review' tag while they determine if the necessary inventory is in stock and available.
2. Next, the Cache Manager determines that the inventory required is available and updates the tag to 'Ready to process,' alerting others that the order can be fulfilled.
3. Finally, an individual on the floor marks the order with the 'On the floor' tag, to indicate that the order is being processed.

Display Name	Tags	Status	Incident	Needed By Date	Need By Time 24h	Incident contact
ORD0019100 - ODF Helitack Presason Order 6.4.26	Ready to Process X	Submitted	2026 ODF SEVERITY & SPA (OR-952S-026018)	06-09-2026	1200	Ross Huffman: 971-701-1800
ORD0019085 - Pomeroy	On the floor X	Confirmed	Pomeroy Misc ABC (OR-UMF-000012)	06-08-2026	1200	24 Hour Phone (OR-BMC): (541) 963-7171
ORD0017802 - PAF SIL Order 1		Shipped	2026 PAF RX SIL (ID-PAF-260004)	05-07-2026	1200	Brian Gillespie: 208-670-1693

# Role Hierarchy



# Persona Type Privileges



## **Module #2**

# **Searching for Inventory**



# Inventory Search: Expectation, Agenda, and Outcomes

## Training Session

### Expectations

- Understanding how to efficiently search for inventory in your Cache Stockroom.

### Agenda

This training will cover the following:

- Searching for Inventory
- Enterprise assets
- Consumables

### Outcomes

At the end of this section, you should be able to:

- Quickly search for inventory
- Viewing record details for consumables and trackables

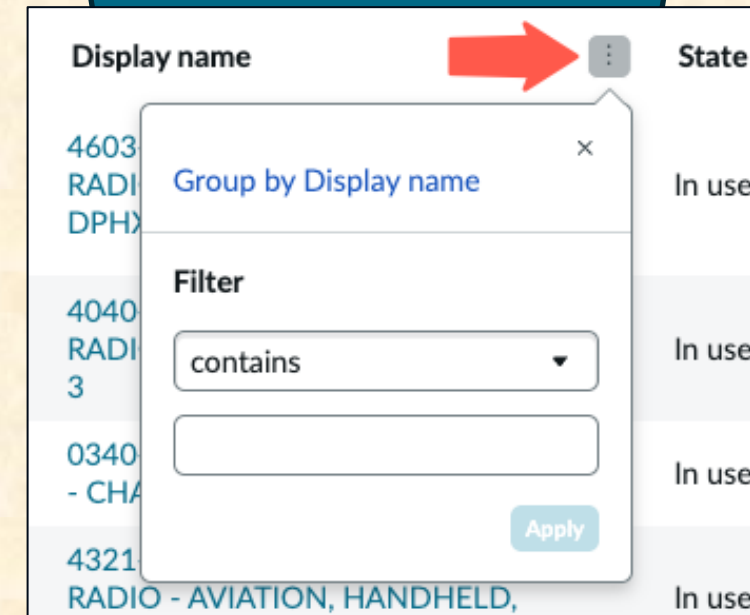
# Searching for Inventory: How Do You Efficiently Search For Items?

**Model filter** in the Inventory Module (Building) Icon.

**Enterprise Assets** tab in your Cache Stockroom record

## Pro-tip:

- Familiarize yourself with the filter (three vertical dots) available next to each column name in each list.



The screenshot shows a table with columns 'Display name' and 'State'. A red arrow points to a three-dot menu icon next to the 'Display name' header. A dropdown menu is open, showing options to 'Group by Display name' and a 'Filter' section with a dropdown menu set to 'contains' and an 'Apply' button. The table rows include items like '4603 RADIO - DPHX', '4040 RADIO 3', '0340 - CHA', and '4321 RADIO - AVIATION, HANDHELD,'.

Display name	State
4603 RADIO - DPHX	In use
4040 RADIO 3	In use
0340 - CHA	In use
4321 RADIO - AVIATION, HANDHELD,	In use

# Searching for Inventory: Searching with the Model Filter

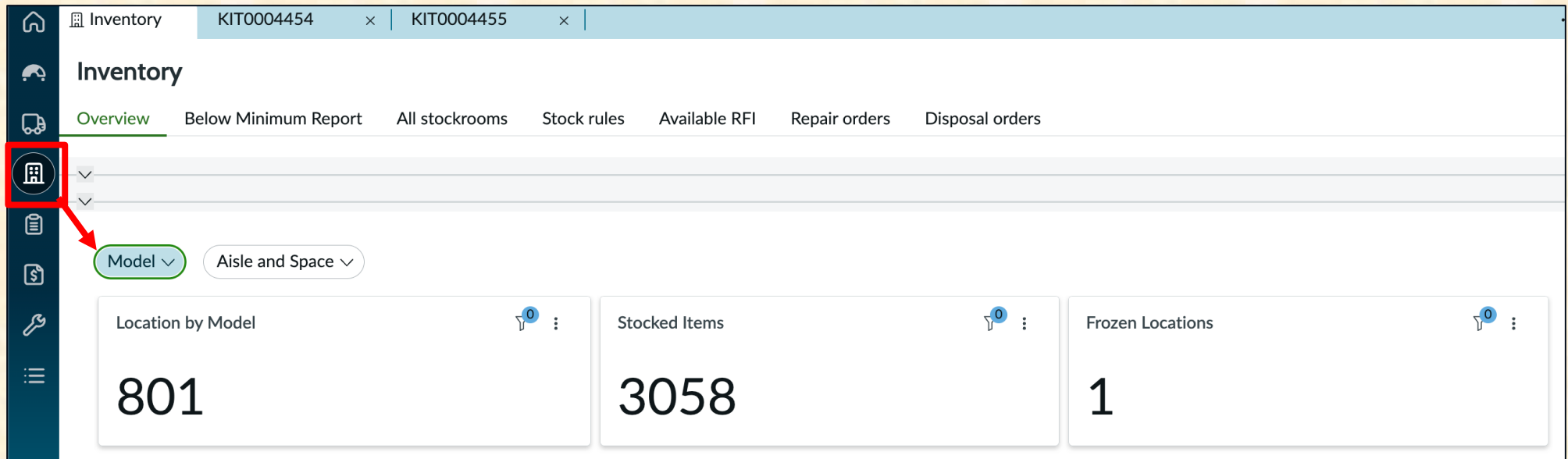
**Model filter** in the Inventory Module (Building) Icon.

## Use Cases:

- **Model filter:** Use this filter to search for inventory quantity and location in your Cache.

## Pro-tip:

- The asterisk search function is not required in the Search bar for the Model filter. The system will search for any model that contains the term you search for.



The screenshot shows the Inventory Module interface. The top navigation bar includes a home icon, the 'Inventory' title, and two active tabs for 'KIT0004454' and 'KIT0004455'. Below the navigation bar, the 'Inventory' section is active, with sub-tabs for 'Overview', 'Below Minimum Report', 'All stockrooms', 'Stock rules', 'Available RFI', 'Repair orders', and 'Disposal orders'. A vertical sidebar on the left contains several icons, with the 'Building' icon (a square with a grid) highlighted by a red box and a red arrow pointing to a 'Model' dropdown menu. The main content area displays three summary cards: 'Location by Model' with a value of 801, 'Stocked Items' with a value of 3058, and 'Frozen Locations' with a value of 1. Each card has a search icon and a notification badge with the number 0.

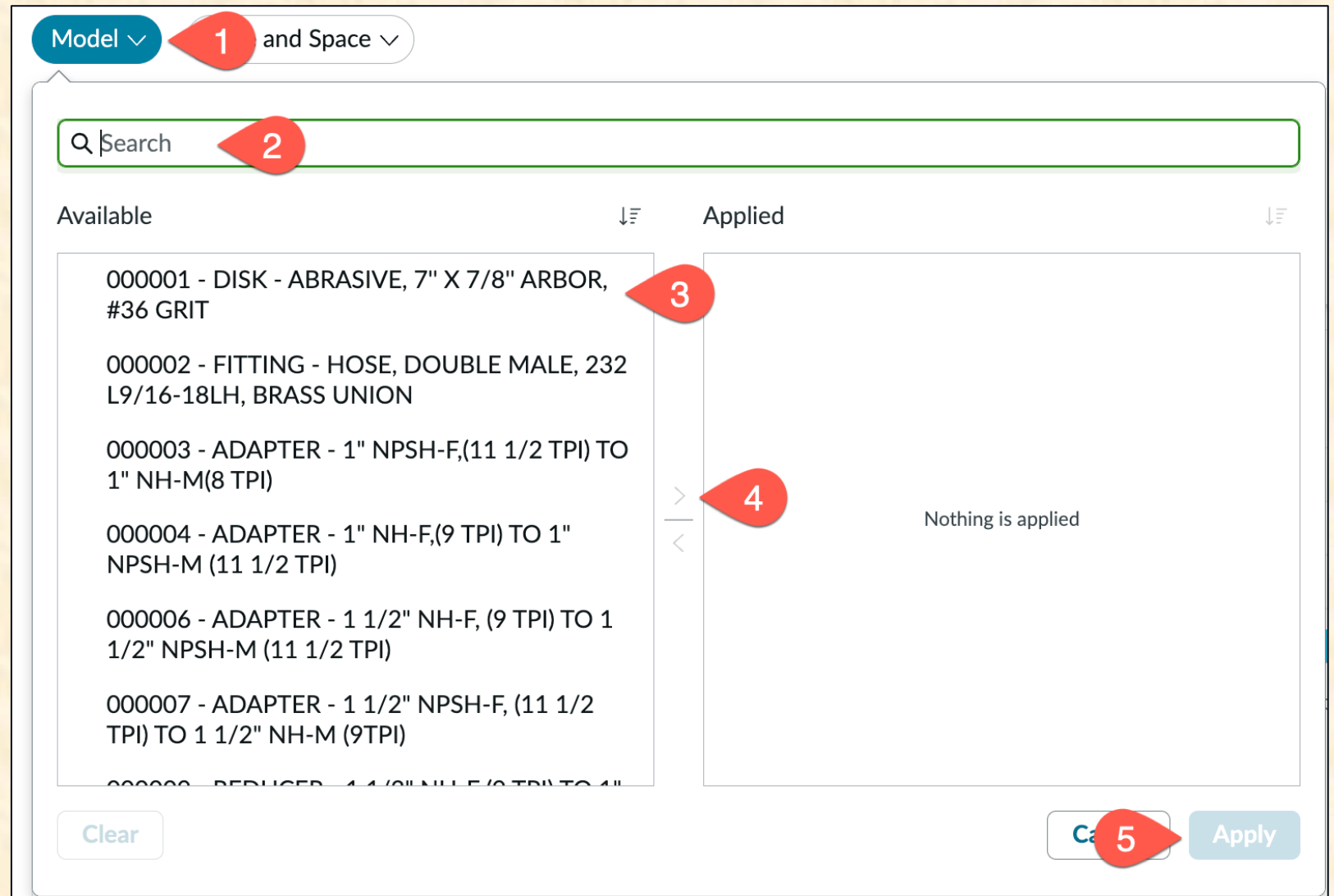
Next slide: How to use the Model filter...



# Searching for Inventory: Searching with the Model Filter, Continued

**Model filter** in the Inventory Module (Building) Icon.

1. Click the **Model** filter to access the search function.
2. Search for an item.
3. Select an item from the **Available** list.
4. Click the right-pointing arrow to add the items to the **Applied** list on the right.  
*Or double-click on the item on the Available list to move it to the Applied list.*
5. Click **Apply**.



The screenshot shows a search interface with the following elements:

- 1**: A blue button labeled "Model" with a dropdown arrow.
- 2**: A search input field with a magnifying glass icon and the text "Search".
- 3**: A list of items under the "Available" heading, including:
  - 000001 - DISK - ABRASIVE, 7" X 7/8" ARBOR, #36 GRIT
  - 000002 - FITTING - HOSE, DOUBLE MALE, 232 L9/16-18LH, BRASS UNION
  - 000003 - ADAPTER - 1" NPSH-F,(11 1/2 TPI) TO 1" NH-M(8 TPI)
  - 000004 - ADAPTER - 1" NH-F,(9 TPI) TO 1" NPSH-M (11 1/2 TPI)
  - 000006 - ADAPTER - 1 1/2" NH-F, (9 TPI) TO 1 1/2" NPSH-M (11 1/2 TPI)
  - 000007 - ADAPTER - 1 1/2" NPSH-F, (11 1/2 TPI) TO 1 1/2" NH-M (9TPI)
- 4**: A right-pointing arrow between the "Available" and "Applied" lists.
- 5**: A blue button labeled "Apply" at the bottom right.

The "Applied" list is currently empty and contains the text "Nothing is applied".

**Next slide:** Understanding the search results...

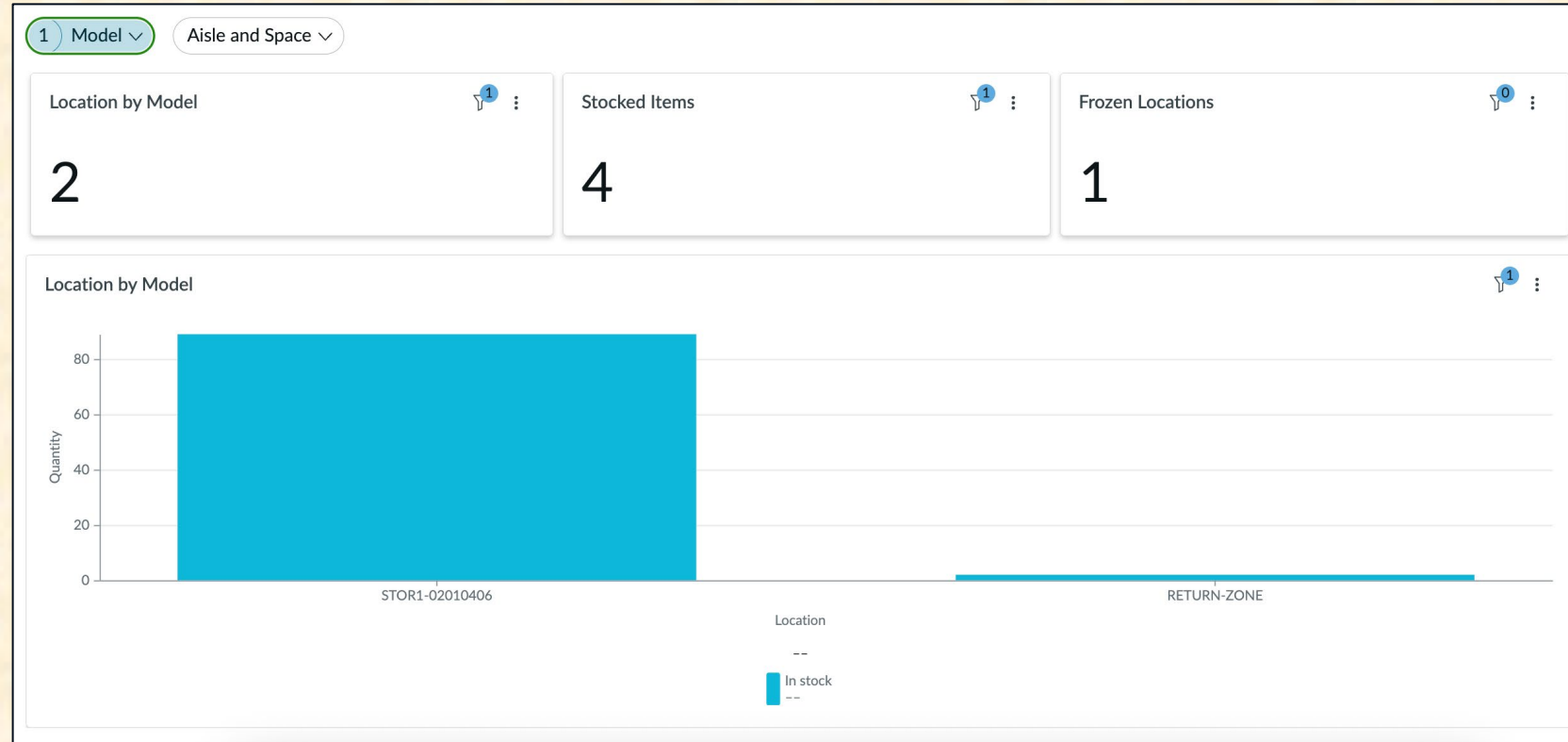


# Searching for Inventory: Searching with the Model Filter, Continued

**Model filter** in the Inventory Module (Building) Icon.

Using the search results, you can perform several functions:

- Click the number in the **Location by Model**, **Stock Items**, or **Frozen Locations** tiles to access a list view of the related data for all models selected.
- Hover over each bar in the bar graph to receive a pop-up with a number of in stock items at that location.
- Click on a bar in the bar graph to access a list view of the items at that location.



# Searching for Inventory: Searching with the Model Filter, Continued



Select **Location by Model** to view quantities across all locations along with their current state. Then apply a filter to exclude any items whose state is 'Consumed.'

Location by Model 10

Last refreshed just now.

Display name ^	State ▾	Substate	Model ▾	Quantity	Unit of measure	Aisle and space	Location
000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	Consumed		000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	10	Each	(empty)	2026 PAF RX SIL
000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	Consumed		000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	25	Each	(empty)	2026 MAF LARGE FIRE SUPPORT
000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	In stock	Pending repair	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	81	Each	RETURN-ZONE	ORLGK - La Grande Incident Support Cache
000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	In stock	On hold	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	4	Each	RETURN-ZONE	ORLGK - La Grande Incident Support Cache

Location by Model 3

Last refreshed just now.

Display name ^	State ▾	Substate	Model ▾	Quantity	Unit of measure	Aisle and space	Location
000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	In stock	Pending repair	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	81	Each	RETURN-ZONE	ORLGK - La Grande Incident Support Cache
000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	In stock	On hold	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	4	Each	RETURN-ZONE	ORLGK - La Grande Incident Support Cache
000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	In stock	Available	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	5,195	Each	STOR1-13030202	ORLGK - La Grande Incident Support Cache

# Searching for Inventory: How should you use a Consumable record?

## Navigation Path:

Workspace → Inventory module → Click the Model filter

## Then:

Add an item → Search → View results and select a Consumable record

## Work Notes

- Use work notes in the Activity Panel of the record.

## Kit Packing Report

- Click the Kit Packing Report button to generate and view all items within the Kit.

# Cache Stockroom: Call out – Duplicate Consumable Records



### Important:

If you encounter two non trackable records on the Consumables list that are identical and under the same location, please submit a ticket with the Help Desk. The Help Desk will merge the two records.

### Example:

<input type="checkbox"/>	Aisle and space	Display name ^	Model category	State ∇	Substate	Quantity	Total value	Process ID
<input type="checkbox"/>	STOR1-03030101	000115 - HOSE - SUCTION, 1 1/2" NH X 10', RUBBER, RCKR LUG COUPL,9 NSHT/IN	Hose	In stock	Available	6	\$1,282.20	Returned Line Items: RTL00723
<input type="checkbox"/>	STOR1-03030101	000115 - HOSE - SUCTION, 1 1/2" NH X 10', RUBBER, RCKR LUG COUPL,9 NSHT/IN	Hose	In stock	Available	11	\$2,355.65	

# Searching for Inventory: Searching for Trackables

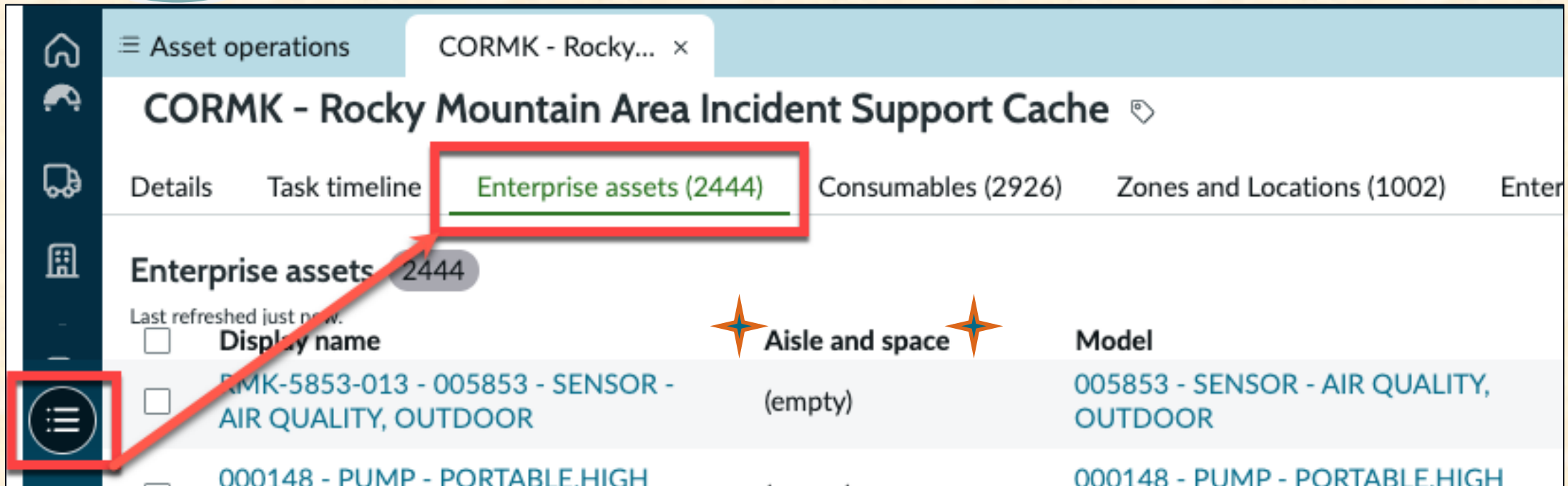
Enterprise Assets tab in your Cache Stockroom record in the Workspace

## Use Cases:

- **Enterprise Assets Tab:** Search for trackables in your Cache Stockroom.

## ✦ Pro-tip:

- Add the **Aisle & Space** column to the Enterprise Asset list.



Asset operations CORMK - Rocky... x

### CORMK - Rocky Mountain Area Incident Support Cache

Details Task timeline **Enterprise assets (2444)** Consumables (2926) Zones and Locations (1002) Enter

Enterprise assets 2444

Last refreshed just now.

<input type="checkbox"/>	Display name	✦ Aisle and space ✦	Model
<input type="checkbox"/>	RMK-5853-013 - 005853 - SENSOR - AIR QUALITY, OUTDOOR	(empty)	005853 - SENSOR - AIR QUALITY, OUTDOOR
<input type="checkbox"/>	000148 - PUMP - PORTABLE.HIGH		000148 - PUMP - PORTABLE.HIGH

# Searching for Inventory: How should you use a Trackable's record?

## Navigation Path:

Workspace → Asset Operations → Cache Stockroom

## Then:

Select your cache → Open Enterprise Assets → Select an item

## Serial Numbers

- Update the serial number when building trackable kits (to edit the serial, number you must be a Supply Tech or higher).

## Work Notes

- Add work notes in the Activity Panel to include expiration dates or information pertinent to a Return. Additionally, Mechanics can track specific issues with a Work Order.

## Kit Packing Report

- Click the Kit Packing Report to generate and view all items within the Kit.

## Child Assets

- Viewing child assets within a kit, like a Cache Van, to ensure all trackables are accurate

# Module #3

## Labels



# Labels

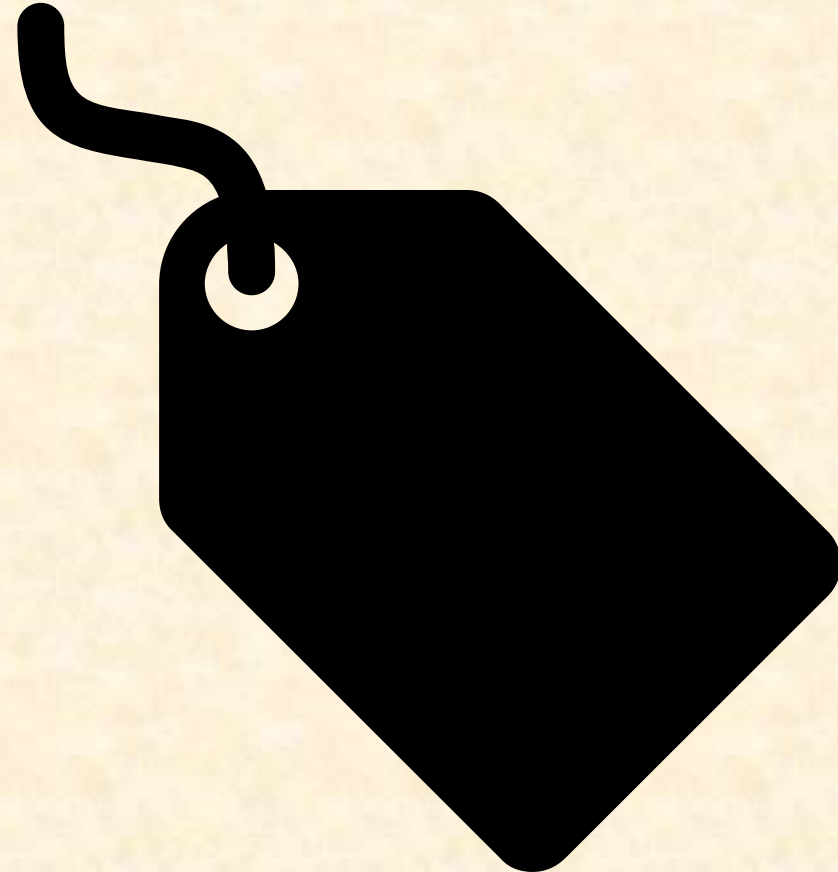
## Overview & Learning Objectives

### What is a Label?

- Labels identify the contents of a box, including the item type, quantity, and any trackable assets contained inside. They help team members quickly determine what is in a box without opening it.
- Labels should be placed on the outside of the box, typically centered on all four sides, to ensure they are easily visible from any direction.

### You will learn how to:

- Navigate to different Labels in the EAW
- Create Labels
- How to print Labels
- Understand how Labels can be useful



# Printing Labels: Print Item Labels for Labeling Kits, Cartons, Individual Items, Packages, and so Forth

Two ways to print Item labels:

## Printing Item Labels:

**EAW > Inventory icon**

Search by model

Open model record

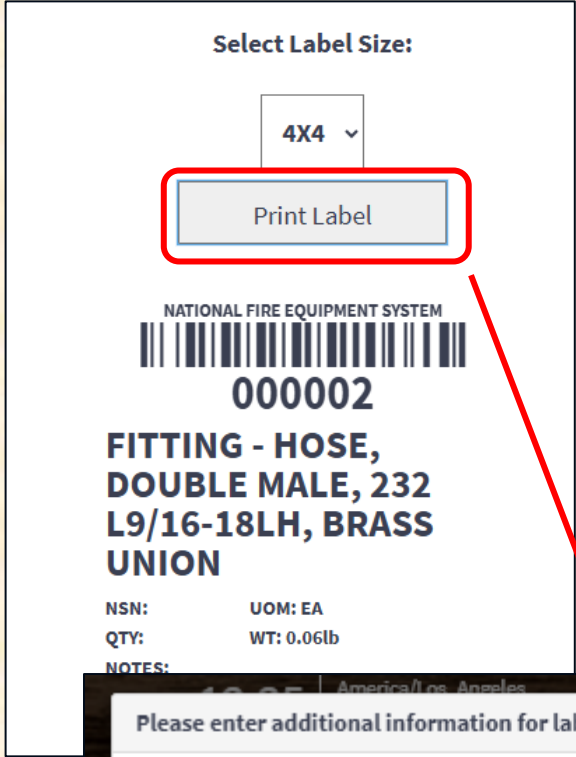
Print using the "Create Label" button

**DMT > Cache Items - Active**

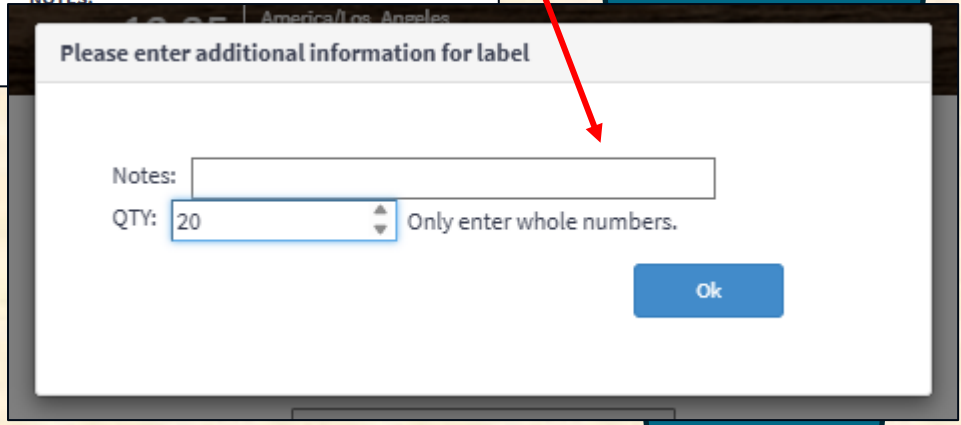
Search item by NFES

Open item record

Print using the "Create Label" button



Enter the Quantity per box or package and click "ok"



# Printing Labels: Print Trackable Item Labels for Labeling Kits, Cartons, and Individual Items

Two ways to print trackable item labels

## Printing Trackable Item Labels:

### EAW > Asset Operations

Cache Stockrooms

Enterprise Assets Tab

Search the Trackable Asset and open the record

Print using the Create Label button

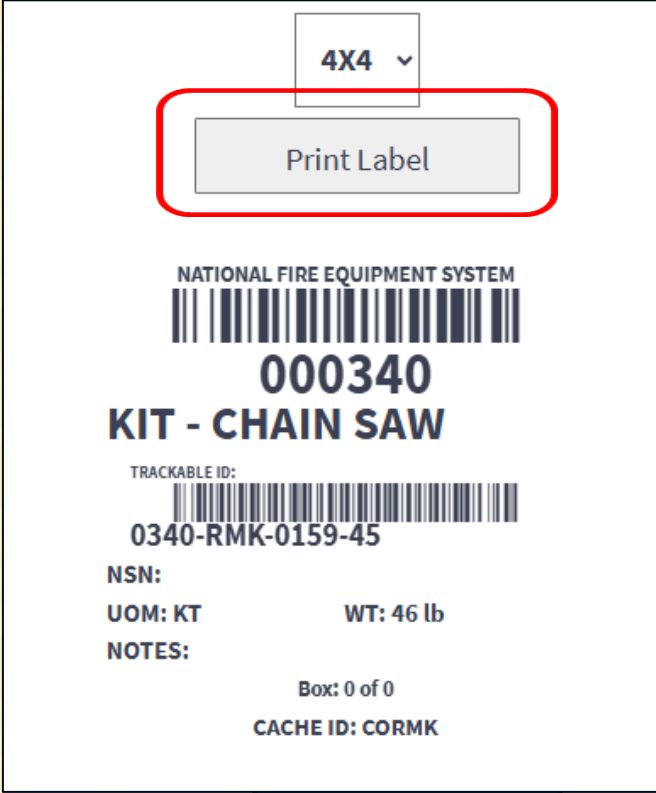
### EAW > Kit Request

If building trackable kits:

Open each Asset record on the kit request

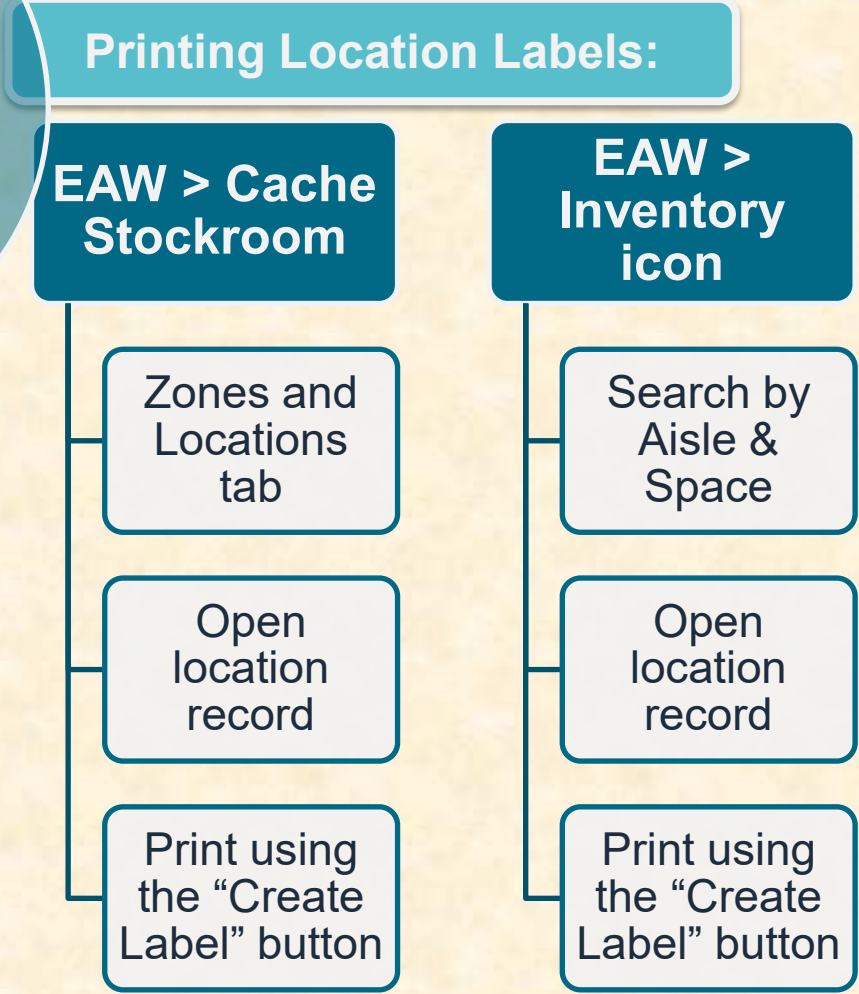
Print using the Create Label button

Click the "Print Label" button



# Printing Labels: Print Item Labels for Cache Locations

Two ways to print Location labels:



**Tip:** Ensure the correct size label is selected under Chrome print settings

Click the "Print Label" button

The screenshot shows a printer interface with a 'Print Label' button highlighted by a red box. Below the button is a barcode and the text 'B1-04'. A blue arrow points to the 'Print Label' button from the text 'Click the "Print Label" button'.

# Printing Labels: Print Incident Labels

Incident Labels can be used to label backhaul or orders going out

## Printing Incident Labels:

### EAW > Asset Operations

Open the Incident List

Search the Incident and open the Incident Record

Print using the "Create Label" button


Currently, users are unable to print labels for Other Orders

Select YOUR agency financial code and click "Print Label"

Print Label

FS ACCT CODE:     OVERRIDE CODE:   
BLM ACCT CODE:     OTHER ACCT CODE:

**INCIDENT NUMBER:**  
2025-IDMIS-000456



**INCIDENT NAME:**  
YELLOWSTONE

**YEAR:**  
FS ACCT CODE: PNS63R25  
OVERRIDE CODE: 1532

# Knowledge Check

## Navigating ICLIP, Persona Privileges, & Stockrooms

### Question 1

What does NFES stand for?

### Question 2

If you needed to look up an item but didn't know the NFES number, how would you search it?

### Question 3

Can you figure out how to view your user profile and make sure its set in the right time zone?

### Question 4

How do you print a label for Mark 3 (NFES 0148)?

### Question 5

What does 'DMT' stand for?



Interagency Cache Logistics  
Inventory Program

# Summer Foundational Training 2026

Interagency Cache Logistics Inventory Program

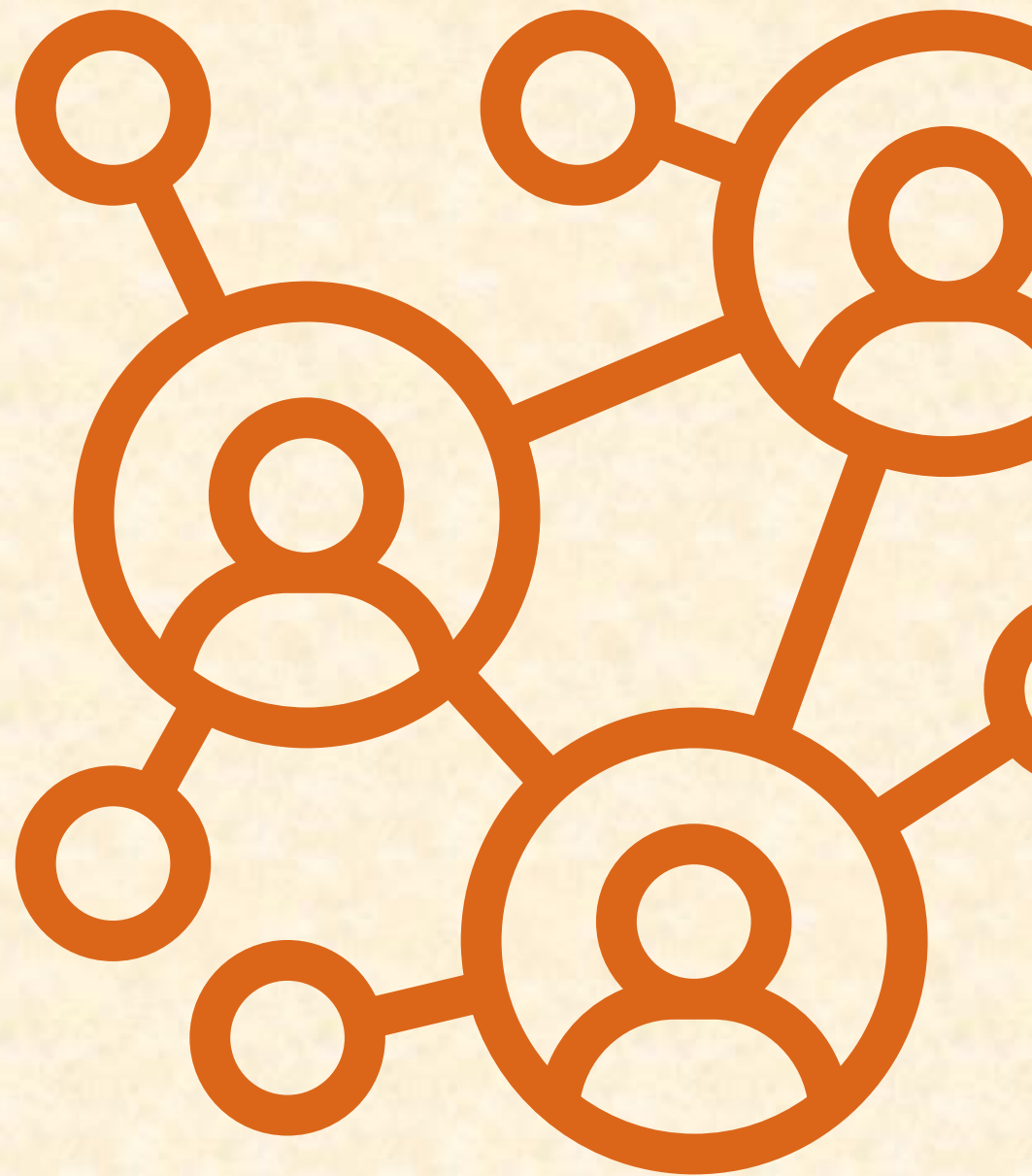
06/09/2026

# Topics and Agenda

Each Day's Topics	Monday	Tuesday	Wednesday	Thursday	Friday
Info & Hands on Training	Introduction to ICLIP	<u>Managing Kits</u>	Issues: Incident, Dispatch, and Customer Orders	Returns	Reports
Tips	Searching for Inventory	<u>Dekitting</u>		Work Orders	Ad-hoc Moves
	Labels				Q&A and Other Topics
					Resources

**Module #4**

**Managing Kits**



# Managing Kit Requests

## Overview & Learning Objectives

### What are Kit Requests?

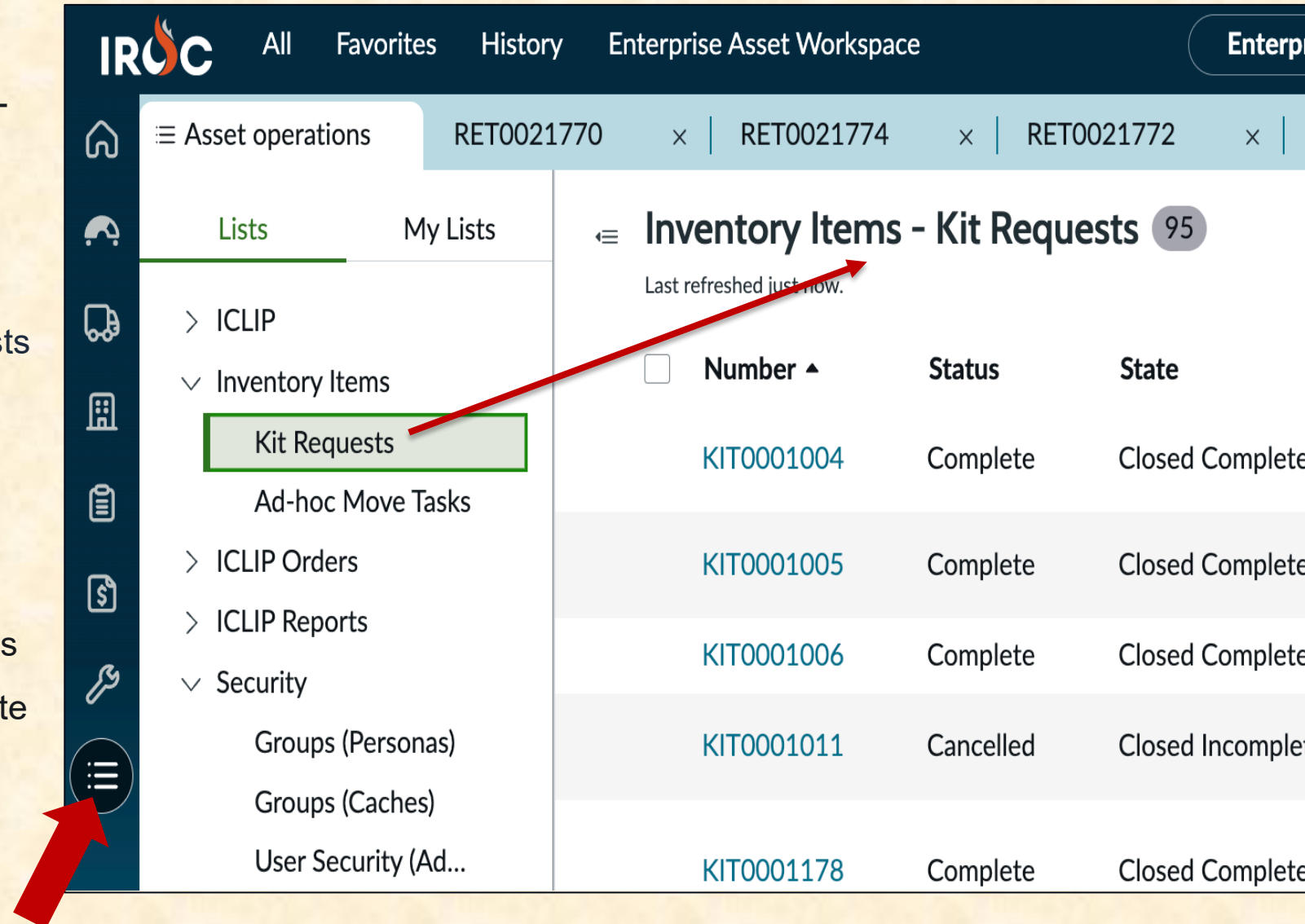
- **Build Kit** — assemble components into a pre-configured kit

### Navigation Path:

- Workspace → Asset Operations → Kit Requests (Under Inventory items)

### You will learn how to:

- Build a Kit in the EAW
- Manage pick tasks and attach trackable assets
- Generate batch sheets, close pick tasks, create asset tags
- Complete put away tasks
- Cancel a kit request



The screenshot shows the IROC Enterprise Asset Workspace interface. The top navigation bar includes the IROC logo, 'All', 'Favorites', 'History', and 'Enterprise Asset Workspace'. Below this, there are tabs for 'Asset operations' and three active sessions: 'RET0021770', 'RET0021774', and 'RET0021772'. The left sidebar contains a navigation menu with icons for Home, Dashboard, ICLIP, Inventory Items, Kit Requests, Ad-hoc Move Tasks, ICLIP Orders, ICLIP Reports, Security, Groups (Personas), Groups (Caches), and User Security (Ad...). The 'Kit Requests' item is highlighted with a green box, and a red arrow points to it from the right. The main content area displays 'Inventory Items - Kit Requests' with a notification 'Last refreshed just now.' and a table of data. A red arrow also points to the 'Inventory Items - Kit Requests' header. At the bottom left of the sidebar, a red arrow points to the hamburger menu icon.

Number ▲	Status	State
KIT0001004	Complete	Closed Complete
KIT0001005	Complete	Closed Complete
KIT0001006	Complete	Closed Complete
KIT0001011	Cancelled	Closed Incomplete
KIT0001178	Complete	Closed Complete

# Managing Kit Requests



## Reviewing the Kit Summary Report

If the Kit Summary Report indicates that the available quantity of a required item is insufficient, complete the following steps:

1. Review the Kit Summary report to confirm current inventory levels.
2. Identify any items with quantities below the required level.
3. For any shortages, contact the individual responsible for inventory management to obtain the needed items or initiate a purchase request.
4. Verify that all required items are acquired before proceeding.

**Example:** Kit '000340 - KIT – Chain Saw' requires several components in addition to a chain saw., however, the Kit Summary Report is sorted by 'Component Qty Short' providing an overview of what's missing. .

### KIT SUMMARY REPORT

CACHE ID: ORLGK  
KIT ID: 000340  
KIT DESCRIPTION: KIT - CHAIN SAW  
QUANTITY REQUESTED: 1  
SORTED BY: **COMPONENT QTY SHORT**  
DATE: Jun 04, 2026

KIT ID	DESCRIPTION	QTY AVL TO BUILD	QTY RFI	QTY DUE IN	QTY SHORT	MIN QTY	MAX QTY	COMPONENT ITEM	DESCRIPTION	QTY ALLOCATED	QTY IN KIT	QTY REQUIRED	RFI QTY AVL TO PICK	QTY DUE IN	QTY SHORT	MIN QTY	MAX QTY
000340	KIT - CHAIN SAW	0	30	0	1	9	36	000159	CHAINSAW - 20" TO 24" BAR W/GUARD	0	1	1	0	0	1	0	0
								000342	KIT - CHAIN SAW TOOL ROLL	0	1	1	0	0	1	0	0
									CHAIN SAW 20-24 OR 21								

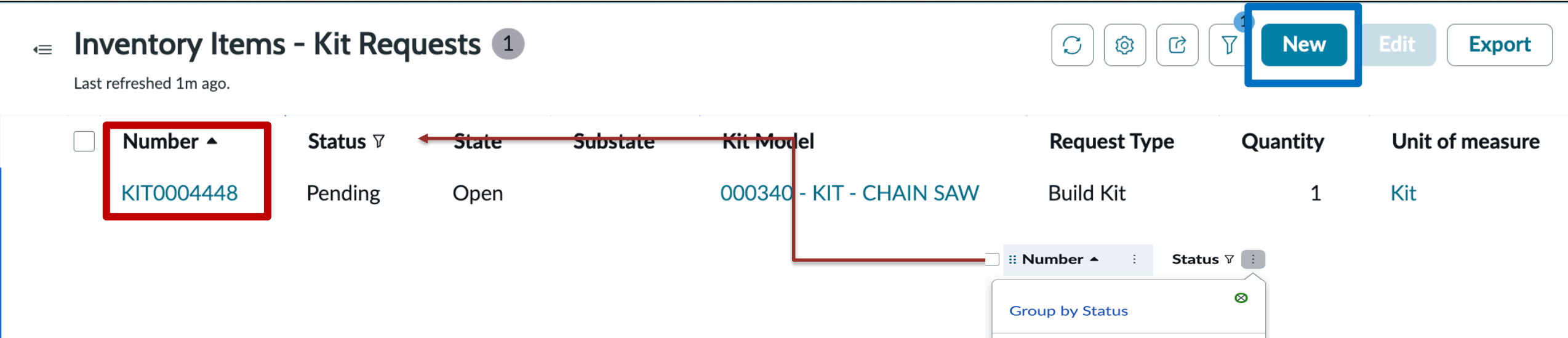
**Note:** The system will provide an error with the missing components.

⊗ There are not enough components assigned to this model to generate a kit. Missing components: 004309, 004489, 004652, 004682, 004180, 004342, 004326, 004683, 004659, 004685, 008272, 004303, 004305, 004648, 004171, 004333, 004308, 004464, 004676, 004690, 004651, 004684

Show less ▲

# Managing Kit Requests

Accessing Kit Requests – Create a new request or access an existing kit request



Inventory Items - Kit Requests 1

Last refreshed 1m ago.

Refresh Settings Copy Filter New Edit Export

	Number ▲	Status ▾	State	Substate	Kit Model	Request Type	Quantity	Unit of measure
<input type="checkbox"/>	<a href="#">KIT0004448</a>	Pending	Open		000340 - KIT - CHAIN SAW	Build Kit	1	Kit

Group by Status

Filter

Select All | None

- (empty)
- Pending
- Work in Progress
- Complete
- Pending Cancel
- Breaking Down
- Broken Down
- Cancelled
- Awaiting Put Away

Remove filter Apply

1. In the EAW, open the **Asset Operations** list and click **Kit Requests**.
2. From this view, you can review all information in the list or choose one of the following actions:
  - **Create a new kit request:** Click **New** in the upper right.
  - **Access an existing kit request:** Click the link in the **Number** column to open the record.

**Tip:** Click the three vertical dots to access the filter for a specific column.

# Building a Kit: When to use the various 'VAS' locations

## VAS MAIN

VAS MAIN is the **primary** work area used for kit-building activities.

### **This location is typically where:**

- Inventory is staged for standard kit assembly
- Some dekitting activities are performed
- Components are organized and prepared for daily VAS operations

In most cases, the majority of kit-building work will originate from VAS MAIN.

# Building a Kit: When to use the various 'VAS' locations

## VAS-2 / VAS-3

VAS-2 and VAS-3 are used for larger or more complex kit-building projects that require additional space and organization.

These locations are commonly used when building large kits, such as Cache Vans, which may contain more than 94 individual items.

### Using VAS-2 or VAS-3 helps:

- Keep large-scale projects separate from standard VAS MAIN operations
- Prevent congestion in the primary work area
- Improve organization and workflow efficiency for high-volume builds

Large kits should be built in VAS-2 or VAS-3 whenever possible to maintain operational flow within VAS MAIN.

# Hands On Practice – Module #4 – Kit Request

For this exercise, we will guide you through the Kit Request process. Please choose a non-trackable kit to build throughout the first walkthrough.

Additionally, we will do a second exercise on how to build a trackable kit. For the trackable kit example, we will use kit 000340.

**Non-Trackable Kit options:**

Models: 000760,  
000970, or  
000260

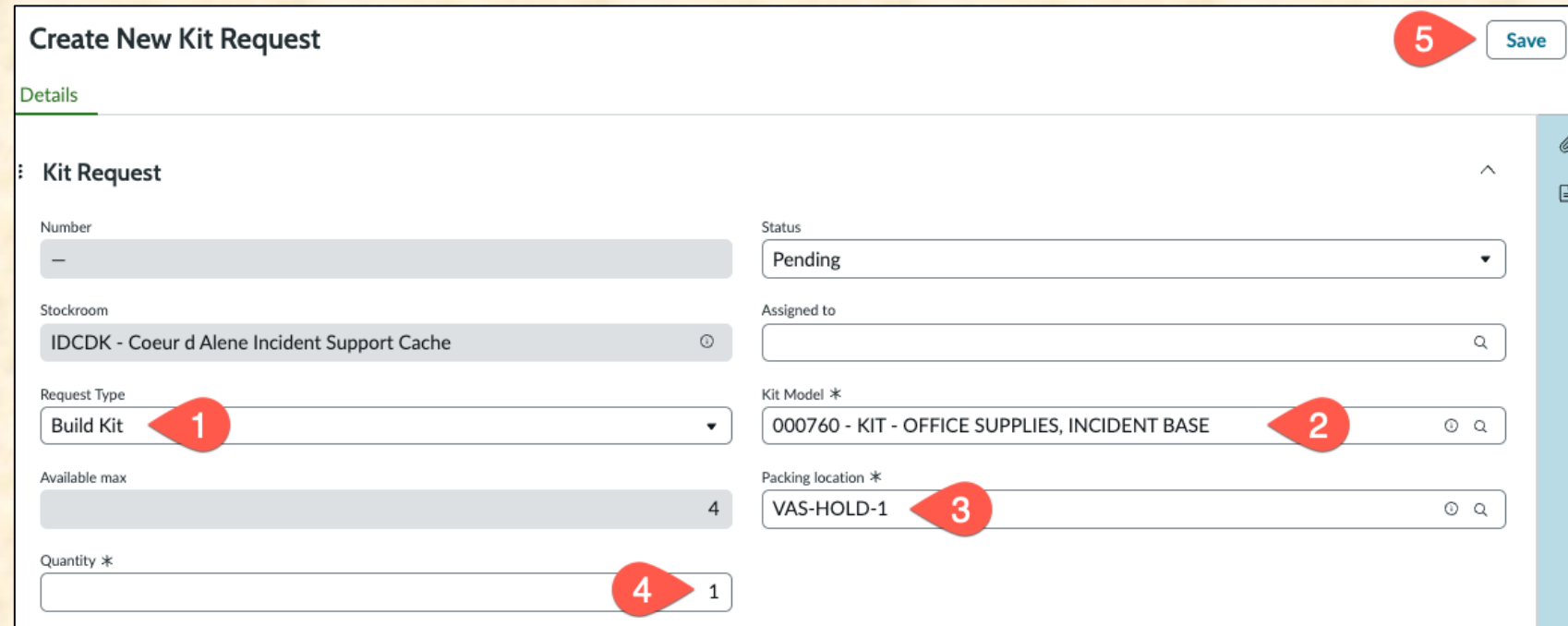
**Trackable Kit options:**

Model: 000340

# Managing Kit Requests (Non-Trackable Kit)

## Creating a Kit Request

1. Select **Build Kit** from the **Request Type** drop-down field.
2. For **Kit Model\*** start typing in the field and select from the available options.  
*Start your search with an asterisk to see all items that match.*
3. Select a **Packing location\***.
4. Enter a **Quantity\*** that doesn't exceed the Available max.
5. Click **Save**.



The screenshot shows the 'Create New Kit Request' form with the following fields and values:

- Number:** -
- Status:** Pending
- Stockroom:** IDCCK - Coeur d Alene Incident Support Cache
- Assigned to:** (empty)
- Request Type:** Build Kit (marked with a red callout 1)
- Kit Model \*:** 000760 - KIT - OFFICE SUPPLIES, INCIDENT BASE (marked with a red callout 2)
- Available max:** 4
- Packing location \*:** VAS-HOLD-1 (marked with a red callout 3)
- Quantity \*:** 1 (marked with a red callout 4)

A red callout 5 points to the 'Save' button in the top right corner.

### After Saving:

The Kit Request number appears at the top; Asset Pick Tasks auto-generate.

Steps are continued on the next slide.

# Managing Kit Requests (Non-Trackable Kit)

## Reviewing Pick Tasks

1. Click the **Asset pick tasks** tab to see all pick tasks related to a Kit Request.
2. Verify that each consumable item have a pick location visible for the task.

**Note:** The **Model type** column identifies trackable, consumable, or user-assembled items (not shown in the image).

KIT0001234
Start Work Save Generate Batch Sheet

Priority: 4 - Low State: Open

Asset pick tasks (10)

Assets

Asset pick tasks 10
Close Tasks New

Last refreshed just now

	Number	Task name	Model type	State	Model	Quantity	Pick location	Drop off location
<input type="checkbox"/>	ASTTASK0012314	Pick	Consumable	Open	000536 - BAG - FUEL BOTTLE	1	OF-01-0115	(empty)
<input type="checkbox"/>	ASTTASK0012313	Pick	Consumable	Open	007038 - WRENCH - SPARKPLUG 5/8" OR 3/4" PLUGS	1	STOR11-21010105	(empty)
<input type="checkbox"/>	ASTTASK0012312	Pick	Consumable	Open	007613 - OIL - SAE 10-30 WT	1	STOR11-14010203	(empty)
<input type="checkbox"/>	ASTTASK0012311	Pick	Consumable	Open	001535 - CONTAINER - 1 LITER, FUEL, ALUMINUM, RED FINISH	6	STOR1-13050401	(empty)
<input type="checkbox"/>	ASTTASK0012310	Pick	Trackable	Open	006000 - PUMP - PORTABLE, LIGHTWEIGHT, 4 CYCLE	1	(empty)	(empty)

Steps are continued on the next slides

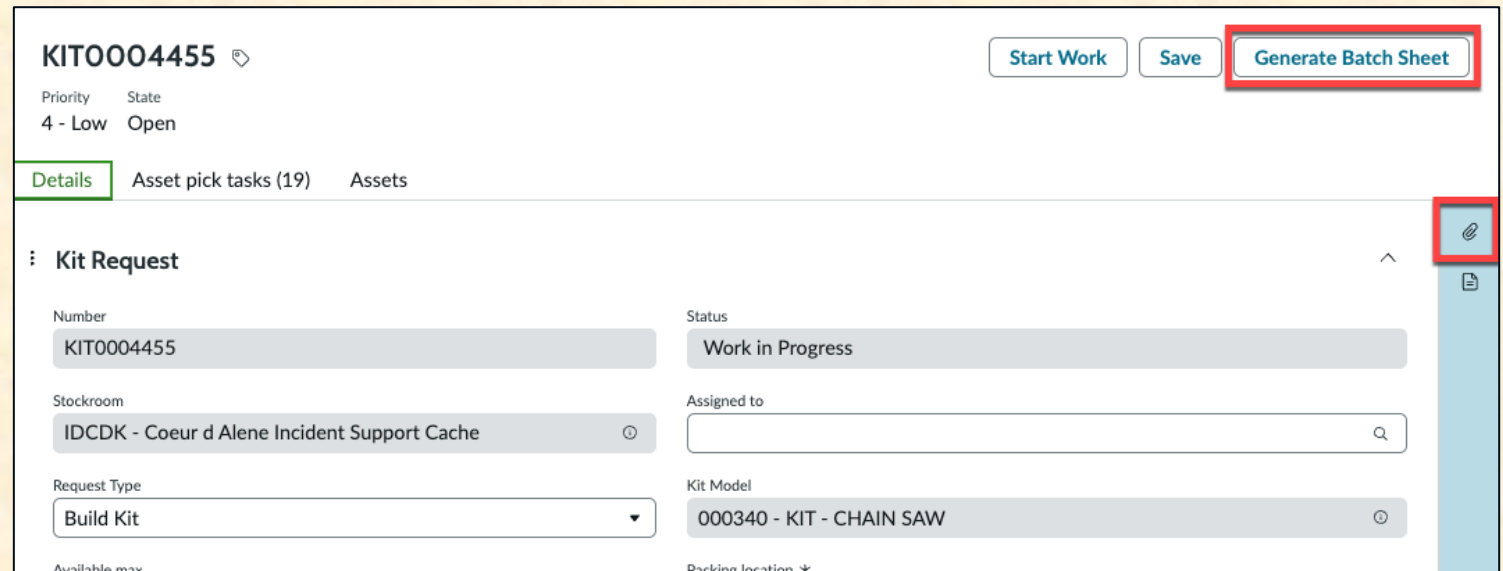
**Pro tip:** Ensure all tasks have been generated before starting. When task generation is complete, the top row of actions will appear, including Kit Packing Report, Start Work, and Cancel Kit Request. Continue to refresh until the buttons appear.


# Managing Kit Requests (Non-Trackable Kit)

## Generate the Batch Sheet

Generating a batch sheet is required before picking items from the shelves. Use the batch sheet to track the locations from which items are picked. If an item is stocked at a location other than the one indicated by the system, note the actual location on the batch sheet to help maintain accurate inventory records.

1. To generate a Batch Sheet, click the **Generate Batch Sheet** button once, then refresh your browser.
2. Click the paper clip icon, then click the batch sheet attachment that was generated.




KIT0004455 

Start Work Save **Generate Batch Sheet**

Priority State  
4 - Low Open

Details Asset pick tasks (19) Assets

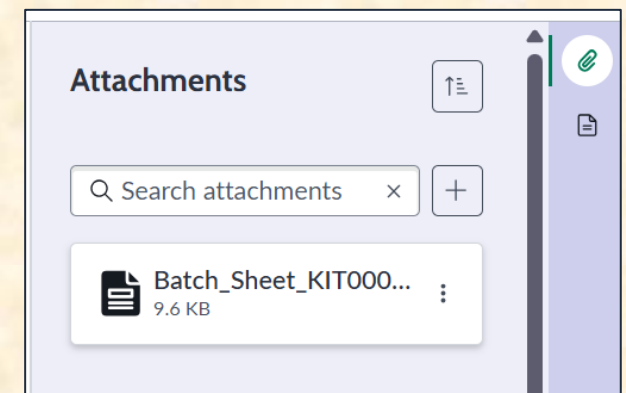
**Kit Request** 


Number: KIT0004455 Status: Work in Progress



Stockroom: IDCDK - Coeur d Alene Incident Support Cache Assigned to:



Request Type: Build Kit Kit Model: 000340 - KIT - CHAIN SAW

Available max: Packing location \*



Attachments 

 Batch\_Sheet\_KIT000...  
9.6 KB 

**Pro tip:** If the Kit doesn't have trackables, you can also print the Kit Packing Report and add it to the box.

# Managing Kit Requests (Non-Trackable Kit)

## Managing Large Quantities of Component Pick Tasks

**Note:** If you have more than 20 components for your selected kit model, the additional pick tasks will be generated on a second page.

<input checked="" type="checkbox"/>	Number ▾	Task name	Model type	State	Model	Quantity	Pick location
20 item(s) are selected. <a href="#">Select all 30 item(s) in this list</a>							
<input checked="" type="checkbox"/>	ASTTASK0012323	Pick	Consumable	Open	36" X 36" X 3/8"	2	STOR11-14020
<input checked="" type="checkbox"/>	ASTTASK0012322	Pick	Consumable	Open	000141 - PAIL - COLLAPSIBLE, W/CARRYING HANDLE	1	STOR11-13010
<input checked="" type="checkbox"/>	ASTTASK0012321	Pick	Consumable	Open	000542 - PLUG - SPARK,EQUIPMENT SPECIFIC	1	STOR11-11030
<input checked="" type="checkbox"/>	ASTTASK0012320	Pick	Consumable	Open	000318 - GOGGLES - CLEAR LENS,UVEX STEALTH MODEL ANSI Z87.1	2	STOR1-140102

Showing 1-20 of 30

← 1 2 →

# Managing Kit Requests (Non-Trackable Kit)

## Closing Pick Tasks

Once items have been picked and there is an asset for each related trackable pick task (if applicable), select the checkbox(es) for each and click **Close Tasks**.

**Note:** Click **Close Tasks** once, then let the system finish loading (can take up to *1 minute*). Then refresh your browser.

**KIT0004458**

Priority: 4 - Low   State: Open

Details   Asset pick tasks (19)   Assets

**Asset pick tasks** 19

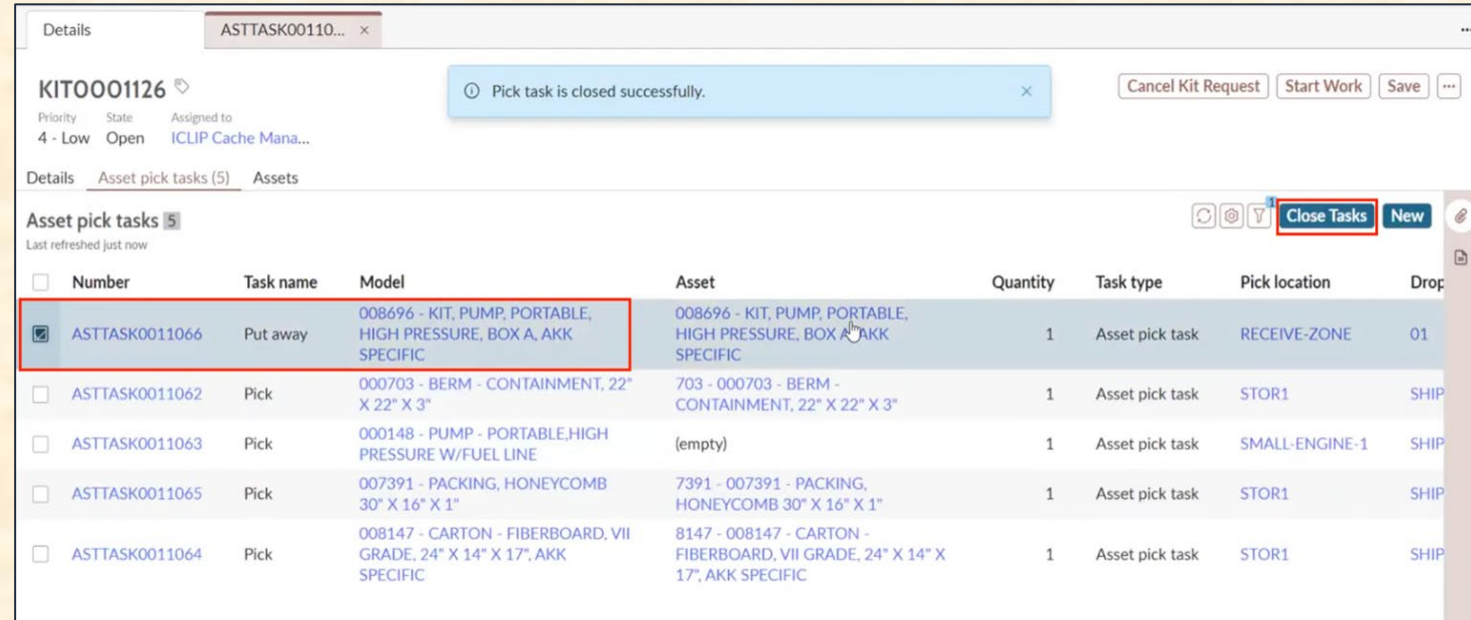
Last refreshed just now.

<input type="checkbox"/>	Number	Task name	State	Model type ▾	Model	Quantity	Unit of measure	Pick location	Drop off location	Assigned to
<input checked="" type="checkbox"/>	ASTTASK0516283	Pick	Open	Trackable	000159 - CHAINSAW - 20" TO 24" BAR W/GUARD	1	Each	SMALL-ENGINE-PUMPSHOP-01	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516282	Pick	Open	Consumable	000383 - AXE - 3-5 LB, 26" STRAIGHT HANDLE W/SHEATH	1	Each	B2-ANNEX2	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516296	Pick	Open	Consumable	000645 - CARTON - FIBERBOARD,42" X 13 1/2" X 14"	1	Each	B5-TRAILER PARK	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516297	Pick	Open	Consumable	000744 - PACKSACK - WATERPROOF, W/STRAPS	1	Each	STOR1-05010101	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516299	Pick	Open	Consumable	000515 - WEDGE - FELLING, 6"	2	Each	STOR1-02030306	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516291	Pick	Open	Consumable	001869 - OIL - BAR & CHAIN, 1 QT (.9L)	2	Quart	STOR4-06040101	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516300	Pick	Open	Consumable	002725 - WEDGE - PLASTIC, FELLING, 12" X 1-1/8" X 3 1/4"	2	Each	STOR1-02030201	VAS-HOLD-1	(empty)

# Managing Kit Requests (Non-Trackable Kit)

## Closing Put Away Tasks

1. In the Asset pick task tab, locate the Put away task under the Task name column (you may have to refresh the screen).  
*This task represents the kit with all related assets.*
2. The **Drop off location** column indicates the updated location.
3. Click the **checkbox** for the Put away task, and click **Close Tasks**.
4. The state of the Kit Request on the **Details** tab updates from 'Awaiting Put Away' to 'Complete,' indicating that all tasks have been completed and the kit request is closed.



Details ASTTASK00110... x

KIT0001126

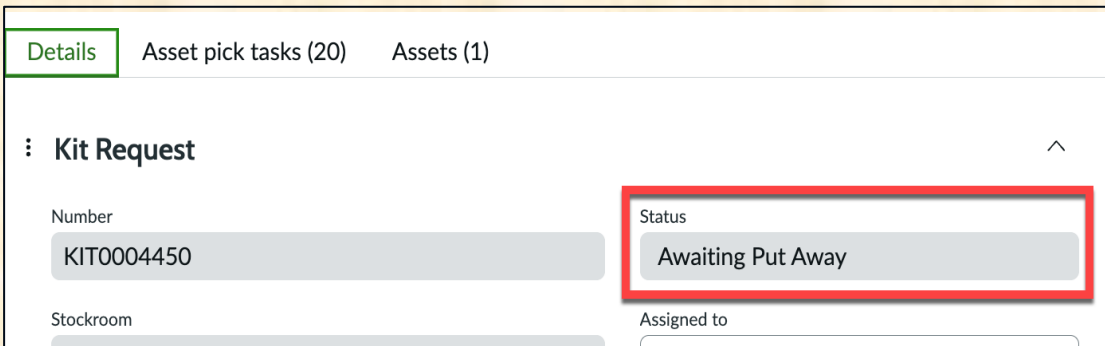
Priority: 4 - Low, State: Open, Assigned to: ICLIP Cache Mana...

Cancel Kit Request Start Work Save ...

Pick task is closed successfully.

Close Tasks New

Number	Task name	Model	Asset	Quantity	Task type	Pick location	Drop
<input checked="" type="checkbox"/>	ASTTASK0011066	Put away	008696 - KIT, PUMP, PORTABLE, HIGH PRESSURE, BOX A, AKK SPECIFIC	1	Asset pick task	RECEIVE-ZONE	01
<input type="checkbox"/>	ASTTASK0011062	Pick	000703 - BERM - CONTAINMENT, 22" X 22" X 3"	1	Asset pick task	STOR1	SHIP
<input type="checkbox"/>	ASTTASK0011063	Pick	000148 - PUMP - PORTABLE, HIGH PRESSURE W/FUEL LINE	1	Asset pick task	SMALL-ENGINE-1	SHIP
<input type="checkbox"/>	ASTTASK0011065	Pick	007391 - PACKING, HONEYCOMB 30" X 16" X 1"	1	Asset pick task	STOR1	SHIP
<input type="checkbox"/>	ASTTASK0011064	Pick	008147 - CARTON - FIBERBOARD, VII GRADE, 24" X 14" X 17", AKK SPECIFIC	1	Asset pick task	STOR1	SHIP



Details Asset pick tasks (20) Assets (1)

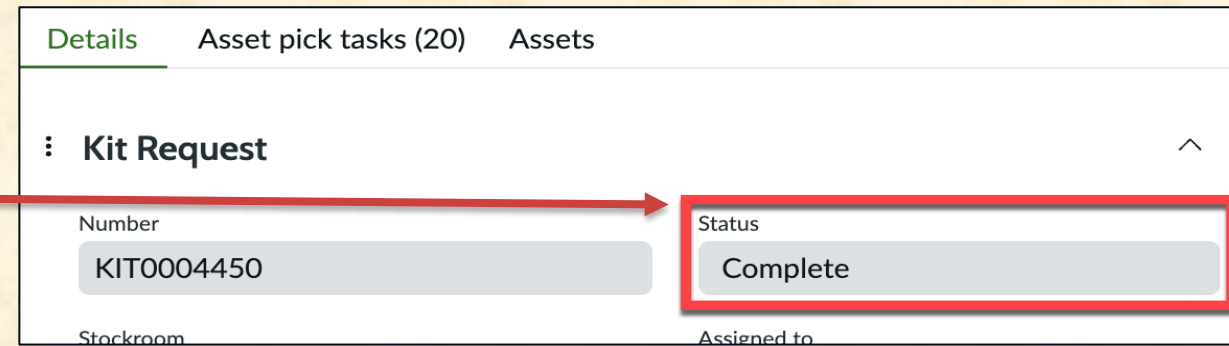
Kit Request

Number: KIT0004450

Status: Awaiting Put Away

Stockroom: [empty]

Assigned to: [empty]



Details Asset pick tasks (20) Assets

Kit Request

Number: KIT0004450

Status: Complete

Stockroom: [empty]

Assigned to: [empty]

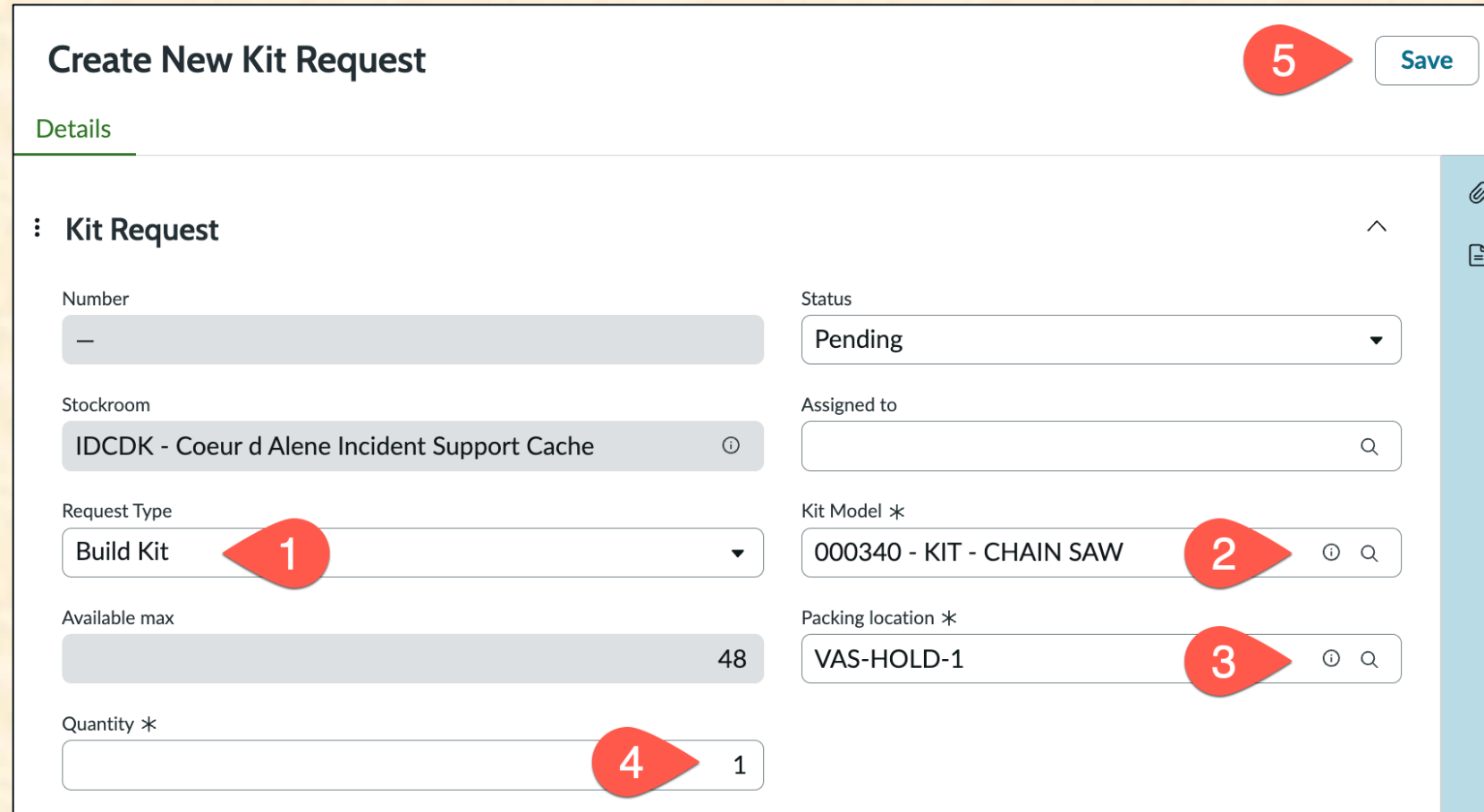
# Managing Kit Requests (Trackable Kit)

## Creating a Kit Request (000340)

1. Select **Build Kit** from the **Request Type** drop-down field.
2. For **Kit Model\*** start typing in the field and select from the available options.  
*Start your search with an asterisk to see all items that match.*
3. Select a **Packing location\***.
4. Enter a **Quantity\*** that doesn't exceed the Available max.
5. Click **Save**.

### After Saving:

The Kit Request number appears at the top; Asset Pick Tasks auto-generate.



The screenshot shows the 'Create New Kit Request' form with the following fields and callouts:

- 1**: Request Type dropdown menu set to 'Build Kit'.
- 2**: Kit Model \* search field containing '000340 - KIT - CHAIN SAW'.
- 3**: Packing location \* search field containing 'VAS-HOLD-1'.
- 4**: Quantity \* input field containing '1'.
- 5**: Save button in the top right corner.

Other visible fields include: Number (empty), Stockroom (IDCDK - Coeur d Alene Incident Support Cache), Status (Pending), Assigned to (empty), Available max (48), and a 'Details' tab.

Steps are continued on the next slide.

# Managing Kit Requests (Trackable Kit)

## Reviewing Pick Tasks

1. Click the **Asset pick tasks** tab to see all pick tasks related to a Kit Request.
2. Verify that each consumable item have a pick location visible for the task.

**Note:** The **Model type** column identifies trackable, consumable, or user-assembled items (not shown in the image).

KIT0001234
Start Work Save Generate Batch Sheet

Priority 4 - Low State Open

Asset pick tasks (10)

Assets

Asset pick tasks 10
Close Tasks New

Last refreshed just now

	Number	Task name	Model type	State	Model	Quantity	Pick location	Drop off loc
<input type="checkbox"/>	ASTTASK0012314	Pick	Consumable	Open	000536 - BAG - FUEL BOTTLE	1	OF-01-0115	(empty)
<input type="checkbox"/>	ASTTASK0012313	Pick	Consumable	Open	007038 - WRENCH - SPARKPLUG 5/8" OR 3/4" PLUGS	1	STOR11-21010105	(empty)
<input type="checkbox"/>	ASTTASK0012312	Pick	Consumable	Open	007613 - OIL - SAE 10-30 WT	1	STOR11-14010203	(empty)
<input type="checkbox"/>	ASTTASK0012311	Pick	Consumable	Open	001535 - CONTAINER - 1 LITER, FUEL, ALUMINUM, RED FINISH	6	STOR1-13050401	(empty)
<input type="checkbox"/>	ASTTASK0012310	Pick	Trackable	Open	006000 - PUMP - PORTABLE, LIGHTWEIGHT, 4 CYCLE	1	(empty)	(empty)

Steps are continued on the next slides

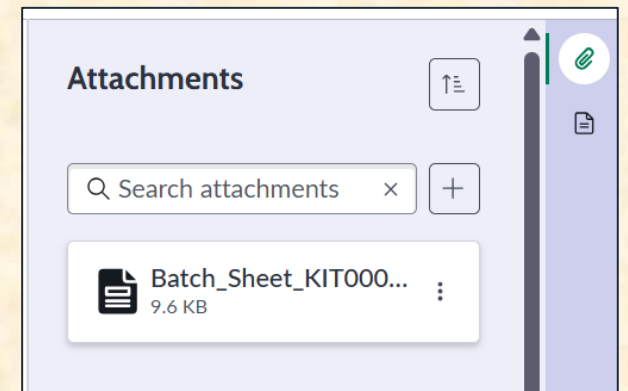
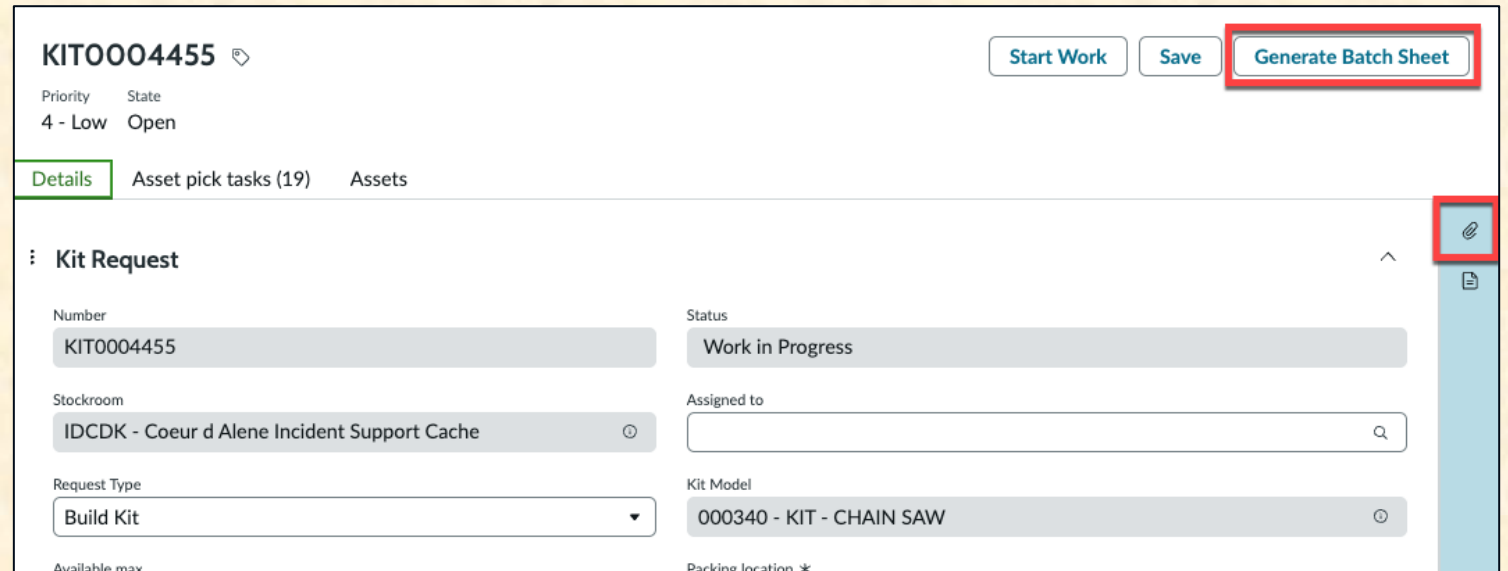
**Pro tip:** Ensure all tasks have been generated before starting. When task generation is complete, the top row of actions will appear, including Kit Packing Report, Start Work, and Cancel Kit Request. Continue to refresh until the buttons appear.

# Managing Kit Requests (Trackable Kit)

## Generate the Batch Sheet

Generating a batch sheet is required before picking items from the shelves. Use the batch sheet to track the locations from which items are picked. If an item is stocked at a location other than the one indicated by the system, note the actual location on the batch sheet to help maintain accurate inventory records.

1. To generate a Batch Sheet, click the **Generate Batch Sheet** button once, then refresh your browser.
2. Click the paper clip icon, then click the batch sheet attachment that was generated.



# Managing Kit Requests (Trackable Kit)

## Completing Trackable Asset and User Assembled Asset Tasks

1. Click the link in the **Number** column to open the trackable pick task.
2. Click the **Assets** tab.
3. In the upper right corner, click **Add assets**.

**Asset pick tasks** 19  
Last refreshed just now.

<input type="checkbox"/>	Number ▲	Task name	State	Model type	Model	Asset tag
<input type="checkbox"/>	<a href="#">ASTTASK0515725</a>	Pick	Open	Consumable	000383 - AXE - 3-5 LB, 26" STRAIGHT HANDLE W/SHEATH	
<input type="checkbox"/>	<a href="#">ASTTASK0515726</a>	Pick	Open	Trackable	000159 - CHAINSAW - 20" TO 24" BAR W/GUARD	

Steps are continued on the next slides.

Asset operations KIT0001169 x

Details ASTTASK00113... x

### Pick asset from inventory

Priority State  
4 - Low Open

Details **Assets** Expense Lines Time Worked

**Assets** 0  
Last refreshed just now

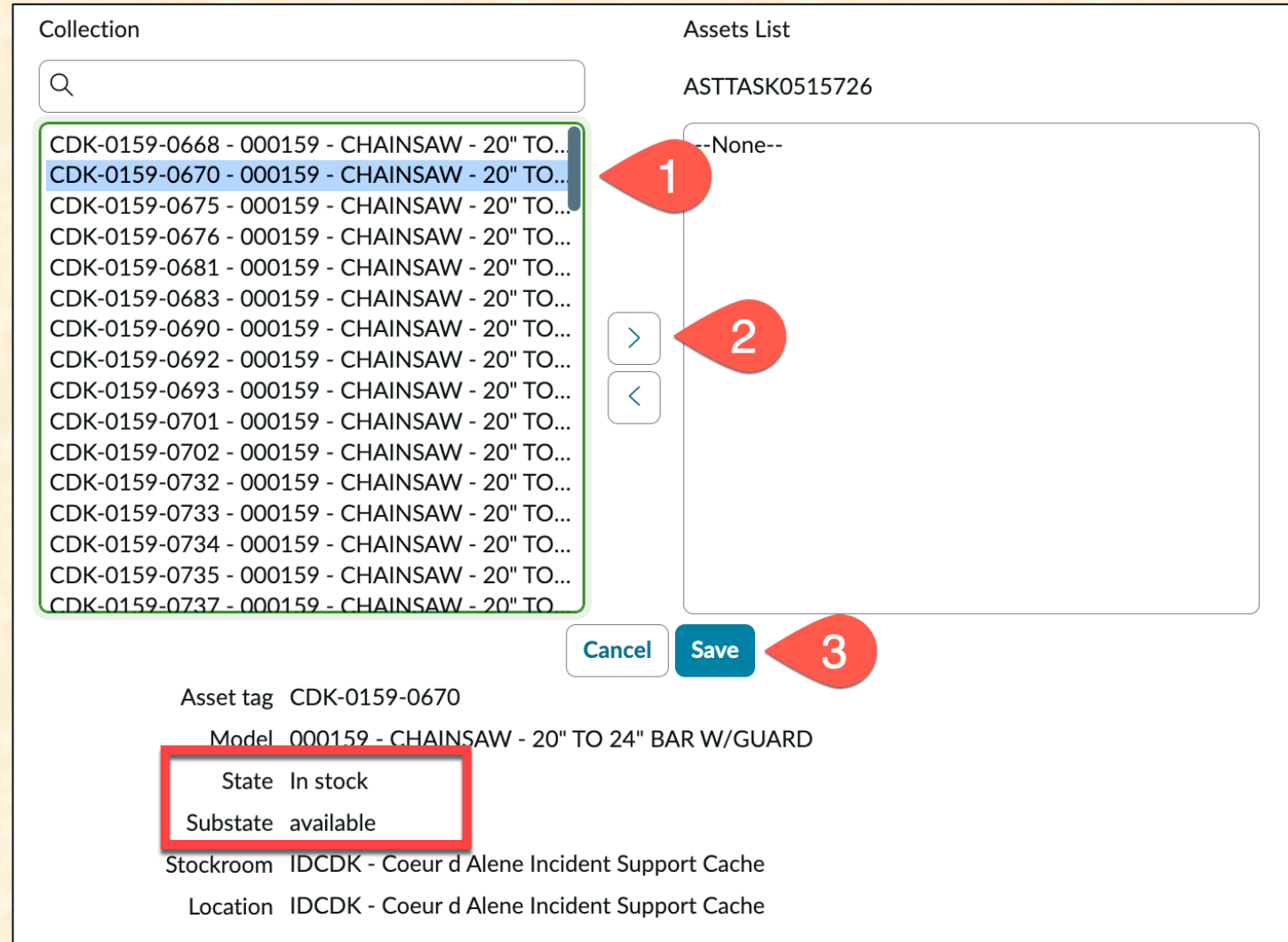
Assets	Parent	Stockroom	Aisle and space	Parent
--------	--------	-----------	-----------------	--------

# Managing Kit Requests (Trackable Kit)

## Adding Trackable and User Assembled Assets

1. Click one or more items in the **Collection** column on the left.  
*This list is automatically filtered and only lists models in stock and available for the selected stockroom and corresponding pick task Aisle & Space.*
2. Click the right-pointing arrow to add the items to the **Assets List** on the right.
3. When done, click **Save**.

The assets now appear in the **Assets** related list, and the number in parentheses indicates the total number of assets in the list.



The screenshot shows a web interface with two main panels: 'Collection' on the left and 'Assets List' on the right. The 'Collection' panel has a search bar and a list of 15 items, each with a unique ID and model name. The second item, 'CDK-0159-0670 - 000159 - CHAINSAW - 20" TO...', is highlighted in blue. A red callout '1' points to this item. Below the list are two arrows: a right-pointing arrow (callout '2') and a left-pointing arrow. The 'Assets List' panel shows the ID 'ASTTASK0515726' and a dropdown menu currently set to '--None--'. A red callout '3' points to a 'Save' button at the bottom right of the interface. Below the main panels, a summary of the selected asset is shown: 'Asset tag CDK-0159-0670', 'Model 000159 - CHAINSAW - 20" TO 24" BAR W/GUARD', 'State In stock', 'Substate available', 'Stockroom IDC DK - Coeur d Alene Incident Support Cache', and 'Location IDC DK - Coeur d Alene Incident Support Cache'. A red box highlights the 'State In stock' and 'Substate available' fields.

# Managing Kit Requests (Trackable Kit)

## Managing Large Quantities of Component Pick Tasks

**Note:** If you have more than 20 components for your selected kit model, the additional pick tasks will be generated on a second page.

<input checked="" type="checkbox"/>	Number ▾	Task name	Model type	State	Model	Quantity	Pick location
20 item(s) are selected. Select all 30 item(s) in this list							
<input checked="" type="checkbox"/>	ASTTASK0012323	Pick	Consumable	Open	36" X 36" X 3/8"	2	STOR11-14020
<input checked="" type="checkbox"/>	ASTTASK0012322	Pick	Consumable	Open	000141 - PAIL - COLLAPSIBLE, W/CARRYING HANDLE	1	STOR11-13010
<input checked="" type="checkbox"/>	ASTTASK0012321	Pick	Consumable	Open	000542 - PLUG - SPARK,EQUIPMENT SPECIFIC	1	STOR11-11030
<input checked="" type="checkbox"/>	ASTTASK0012320	Pick	Consumable	Open	000318 - GOGGLES - CLEAR LENS,UVEX STEALTH MODEL ANSI Z87.1	2	STOR1-140102

Showing 1-20 of 30

← 1 2 →

# Managing Kit Requests (Trackable Kit)

## Closing Pick Tasks

Once items have been picked and there is an asset for each related trackable pick task (if applicable), select the checkbox(es) for each and click **Close Tasks**.

**Note:** Click **Close Tasks** once, then let the system finish loading (can take up to *1 minute*). Then refresh your browser.

**KIT0004458**

Priority: 4 - Low   State: Open

Details   Asset pick tasks (19)   Assets

**Asset pick tasks** 19

Last refreshed just now.

<input type="checkbox"/>	Number	Task name	State	Model type	Model	Quantity	Unit of measure	Pick location	Drop off location	Assigned to
<input checked="" type="checkbox"/>	ASTTASK0516283	Pick	Open	Trackable	000159 - CHAINSAW - 20" TO 24" BAR W/GUARD	1	Each	SMALL-ENGINE-PUMPSHOP-01	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516282	Pick	Open	Consumable	000383 - AXE - 3-5 LB, 26" STRAIGHT HANDLE W/SHEATH	1	Each	B2-ANNEX2	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516296	Pick	Open	Consumable	000645 - CARTON - FIBERBOARD,42" X 13 1/2" X 14"	1	Each	B5-TRAILER PARK	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516297	Pick	Open	Consumable	000744 - PACKSACK - WATERPROOF, W/STRAPS	1	Each	STOR1-05010101	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516299	Pick	Open	Consumable	000515 - WEDGE - FELLING, 6"	2	Each	STOR1-02030306	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516291	Pick	Open	Consumable	001869 - OIL - BAR & CHAIN, 1 QT (.9L)	2	Quart	STOR4-06040101	VAS-HOLD-1	(empty)
<input checked="" type="checkbox"/>	ASTTASK0516300	Pick	Open	Consumable	002725 - WEDGE - PLASTIC, FELLING, 12" X 1-1/8" X 3 1/4"	2	Each	STOR1-02030201	VAS-HOLD-1	(empty)

# Managing Kit Requests (Trackable Kit)

## Generating Asset Tags & Kit Packing Reports

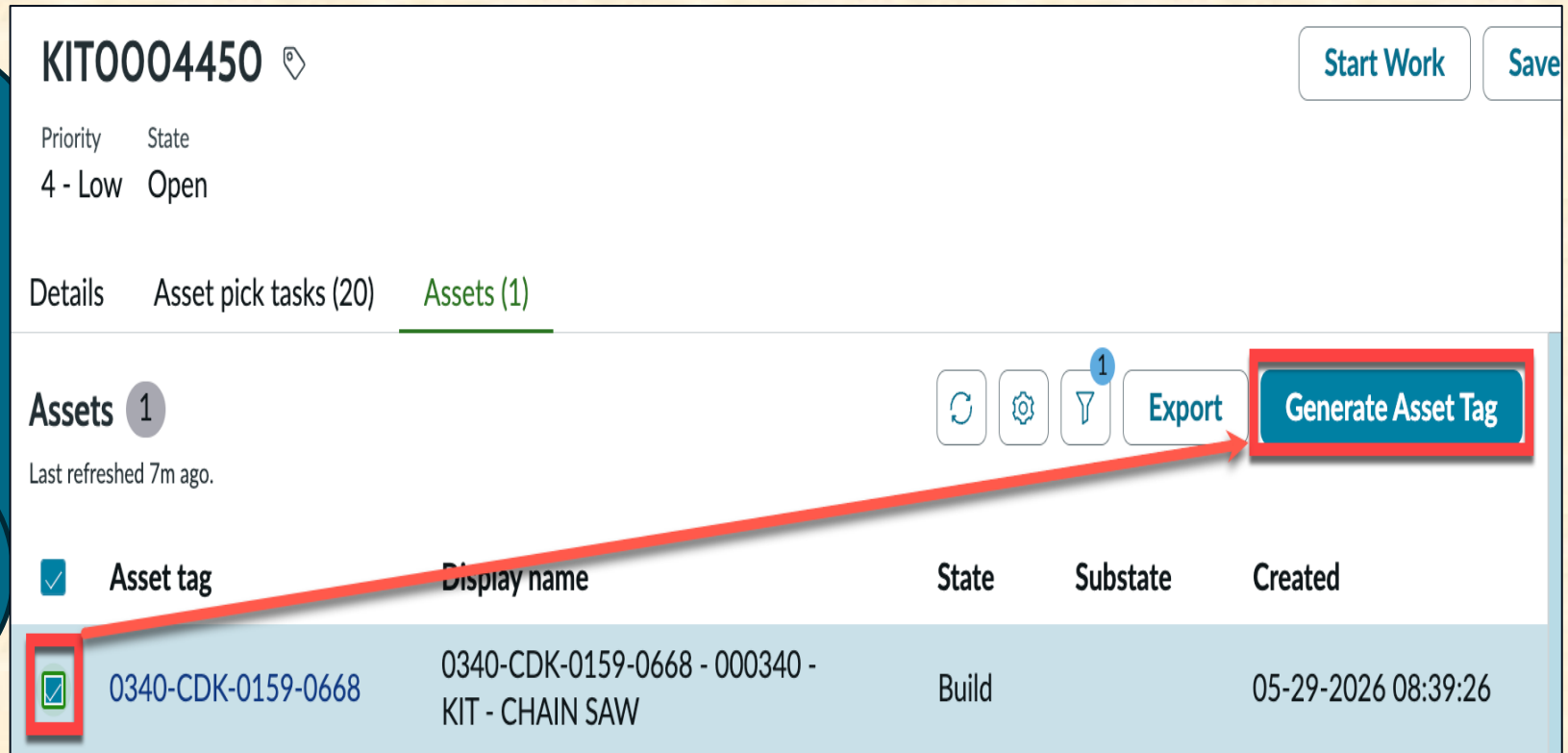
1. Click the **Asset** tab to see all assets associated with the Kit Request.
2. Generate an asset tag:
  - a) Click the checkbox next to each asset.
  - b) Click Generate Asset Tag.
3. From the Assets tab, click the link in the Asset tag column to open an asset.
4. Click the **Kit Packing Report** button.  
*Generate a Kit Packing Report for each trackable*

**Note:** When using this method, double-check that the kit's trackable ID (asset tag) adheres to the naming convention before you close the put away task.

### Naming Convention:

8606-RMK-6000-46

*parent NFES – cache – child NFES – unique ID*



KIT0004450 

Priority State  
4 - Low Open

Details Asset pick tasks (20) Assets (1)

Assets <sup>1</sup>

Last refreshed 7m ago.

Asset tag [Display name](#) State Substate Created

<input checked="" type="checkbox"/>	0340-CDK-0159-0668	0340-CDK-0159-0668 - 000340 - KIT - CHAIN SAW	Build	05-29-2026 08:39:26
-------------------------------------	--------------------	---	-------	---------------------

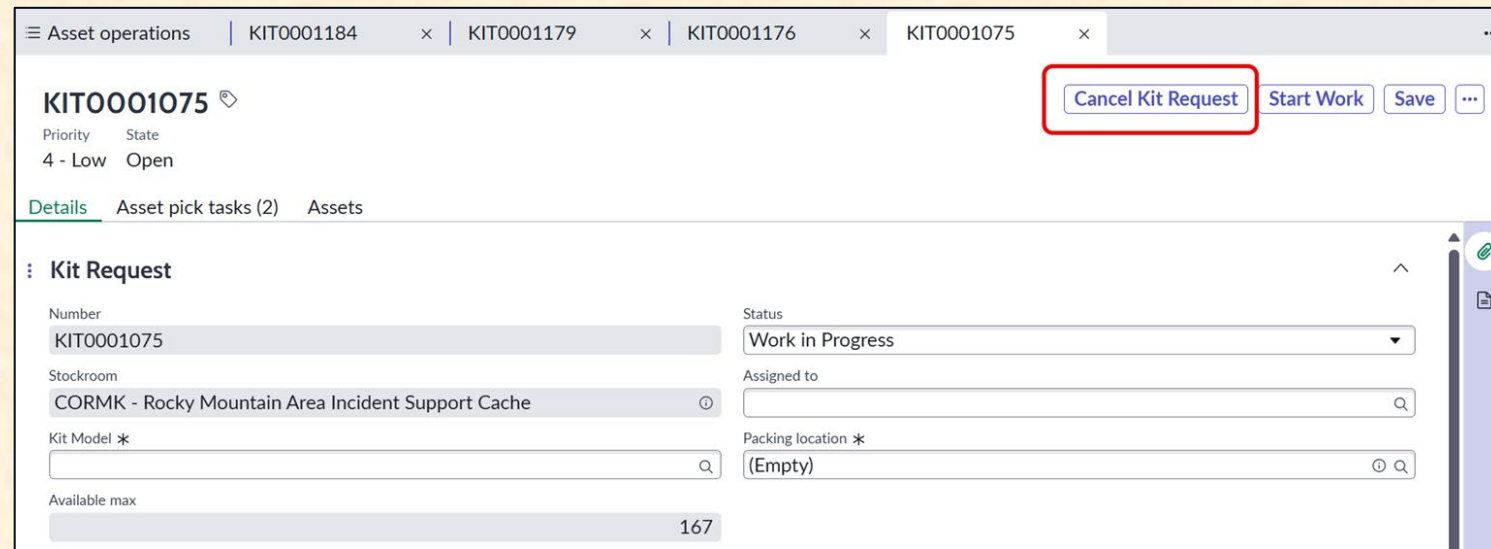


# Managing Kit Requests

## Canceling a Kit Request

1. Open the record in the Enterprise Asset Workspace.
2. Click **Cancel Kit Request**.
3. In the confirmation window, click **Cancel Kit Request** to confirm.

*The Kit Request state changes to 'Closed Incomplete.'*



The screenshot shows a web application interface for managing kit requests. At the top, there are tabs for 'Asset operations' and several kit request records: 'KIT0001184', 'KIT0001179', 'KIT0001176', and 'KIT0001075'. The 'KIT0001075' tab is active. Below the tabs, the record details for 'KIT0001075' are displayed. The priority is '4 - Low' and the state is 'Open'. There are three buttons: 'Cancel Kit Request' (highlighted with a red box), 'Start Work', and 'Save'. Below the buttons, there are tabs for 'Details', 'Asset pick tasks (2)', and 'Assets'. The 'Details' tab is selected, showing a 'Kit Request' section with the following fields: 'Number' (KIT0001075), 'Status' (Work in Progress), 'Stockroom' (CORMK - Rocky Mountain Area Incident Support Cache), 'Assigned to' (empty), 'Kit Model \*' (empty), 'Packing location \*' (Empty), and 'Available max' (167).

### IMPORTANT:

- You can cancel the kit request only if one remaining pick task remains open. After all pick tasks are closed, the kit request can no longer be canceled.
- Kits created using the VAS HOLD 1 or VAS HOLD 2 locations will not have a Cancel button available.

# Knowledge Check

## Kit Requests

### Question 1

The 'Available Max' field shows '0' when you try to create a kit. What does this mean?

### Question 2

When is the last point at which you can cancel a kit request?

### Question 3

How do you change the asset tag for a kit with multiple trackables?

## **Module #5**

### **Dekitting**



# Dekitting to Disassemble OR Update a Kit

## Overview & Learning Objectives

### What are Dekit Requests?

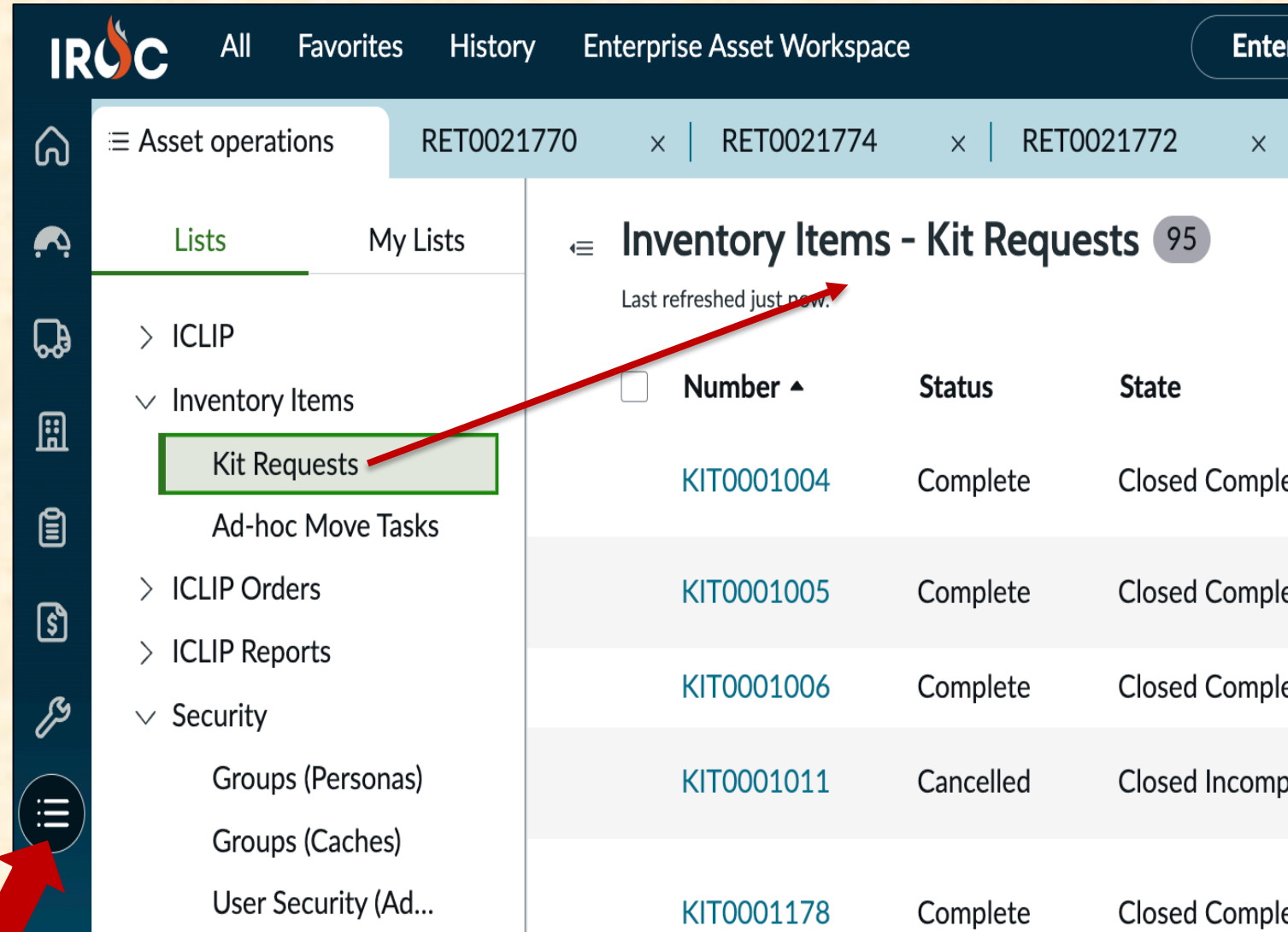
- Disassemble an existing kit back into components.
- OR is used to remove expired, damaged, or items that need to be repaired without breaking down the entire kit.

### Navigation Path:

- Workspace → Asset Operations → Kit Requests (Under Inventory items)

### You will learn how to:

- Create a dekit request in the EAW
- Manage pick tasks and attach trackable assets
- Generate batch sheets, close pick tasks,
- Complete put away tasks
- Cancel a dekit request
- Updating a Kit using VAS-Hold



The screenshot shows the IROC Enterprise Asset Workspace interface. The top navigation bar includes 'All', 'Favorites', 'History', and 'Enterprise Asset Workspace'. The main content area is divided into 'Asset operations' and 'My Lists'. The 'Asset operations' section is expanded to show 'Inventory Items', which is further expanded to show 'Kit Requests'. A red arrow points to the 'Kit Requests' item in the left sidebar. The main content area displays a table of 'Inventory Items - Kit Requests' with columns for 'Number', 'Status', and 'State'. The table contains several rows of data, including 'KIT0001004', 'KIT0001005', 'KIT0001006', 'KIT0001011', and 'KIT0001178'. A red arrow also points to the 'Inventory Items - Kit Requests' header in the main content area.

Number	Status	State
KIT0001004	Complete	Closed Complete
KIT0001005	Complete	Closed Complete
KIT0001006	Complete	Closed Complete
KIT0001011	Cancelled	Closed Incomplete
KIT0001178	Complete	Closed Complete

## VAS MAIN

VAS MAIN is the **primary** work area used for dekitting and kit-building activities.

**This location is typically where:**

- Inventory is staged for standard kit assembly
- Some dekitting activities are performed
- Components are organized and prepared for daily VAS operations

In most cases, the majority of kit-building work will originate from VAS MAIN.

## VAS HOLD 1 / VAS HOLD 2

VAS HOLD 1 and VAS HOLD 2 are primarily used for temporary storage during dekitting and **kit update activities**. These locations help separate inventory while annual pricing updates, kit revisions, or item substitutions are being processed.

### Common uses include:

- Holding inventory while kits are updated or reconfigured
- Staging items until replacement or newly added components are received
- Separating stock to stagger incoming inventory and workload
- Managing items awaiting updated pricing or approvals
- Holding kits or components affected by retest or expiration dates (for example, chainsaws requiring retesting)

These hold locations help prevent disruption to active VAS production areas while updates or delays are being resolved.

**Best Practice:** Use VAS HOLD when dekitting if you plan to update a kit. This sets the Substate of the items in the kit 'On hold' during the duration of the kit build, preventing items from being used.

# Managing Dekit Requests

## Updating a Kit vs Disassembling

### Option 1: Disassemble

This option disassembles the entire kit and places all items back in inventory.

#### To follow this path:

- Select **VAS MAIN** as your initial Packing location.

### Option 2: Update

This option lets you repair or replace specific items from a kit without placing the bulk of kit items in their assigned locations; instead, it puts the items into a temporary location.

#### To follow this path:

- Select **VAS HOLD** as your initial Packing location.

# Managing Dedit Requests

Accessing Dedit Requests – Create a new request or access an existing dedit request

Inventory Items - Kit Requests 1

Last refreshed 1m ago.

Buttons: Refresh, Settings, Copy, Filter, **New**, Edit, Export

	Number ▲	Status ▾	State	Substate	Kit Model	Request Type	Quantity	Unit of measure
<input type="checkbox"/>	<a href="#">KIT0004448</a>	Pending	Open		000340 - KIT - CHAIN SAW	Request Type	1	Kit

Filter menu (Group by Status):

- Select: All | None
- (empty)
- Pending
- Work in Progress
- Complete
- Pending Cancel
- Breaking Down
- Broken Down
- Cancelled
- Awaiting Put Away

Buttons: Remove filter, Apply

1. In the EAW, open the **Asset Operations** list and click **Kit Requests**.
2. From this view, you can review all information in the list or choose one of the following actions:
  - **Create a new dedit request:** Click **New** in the upper right.
  - **Access an existing dedit request:** Click the link in the **Number** column to open the record.

**Tip:** Click the three vertical dots to access the filter for a specific column.

# Hands On Practice – Module #5 – Deking

For this exercise, we will guide you through the dekitting process. Please choose a non-trackable kit for the first walkthrough.

Additionally, we will do a second exercise on how to dekit a trackable kit. For the trackable kit example, we will use kit 000340.

**Non-Trackable Kit options:**

Models: 000760,  
000970, 000260,  
or 000480

**Trackable Kit options:**

Model: 000340

# Managing Dekit Requests:

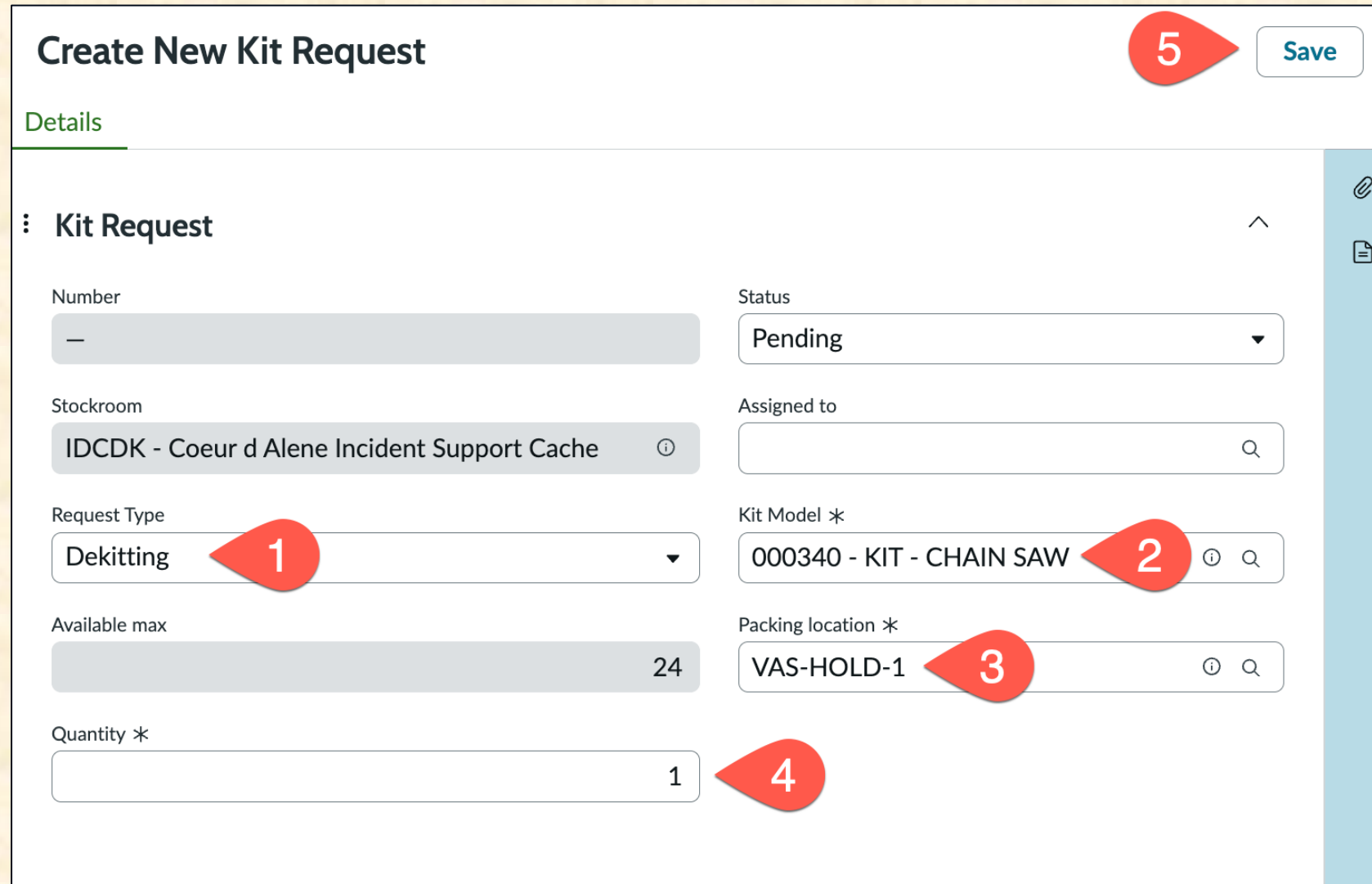
## Creating a Dekit Request

1. Select **Dekitting** from the **Request Type** drop-down field.
2. For **Kit Model\*** start typing in the field and select from the available options. *Start your search with an asterisk to see all items that match.*
3. Select a **Packing location\*** (Next slide explains the different options).
4. Enter a **Quantity\*** that doesn't exceed the Available max.
5. Click **Save**.

### After Saving:

The Dekit Request number appears at the top; Asset Pick Tasks auto-generate.

Steps are continued following the explanation of the different 'VAS' locations.



**Create New Kit Request** 5

**Details**

**Kit Request**

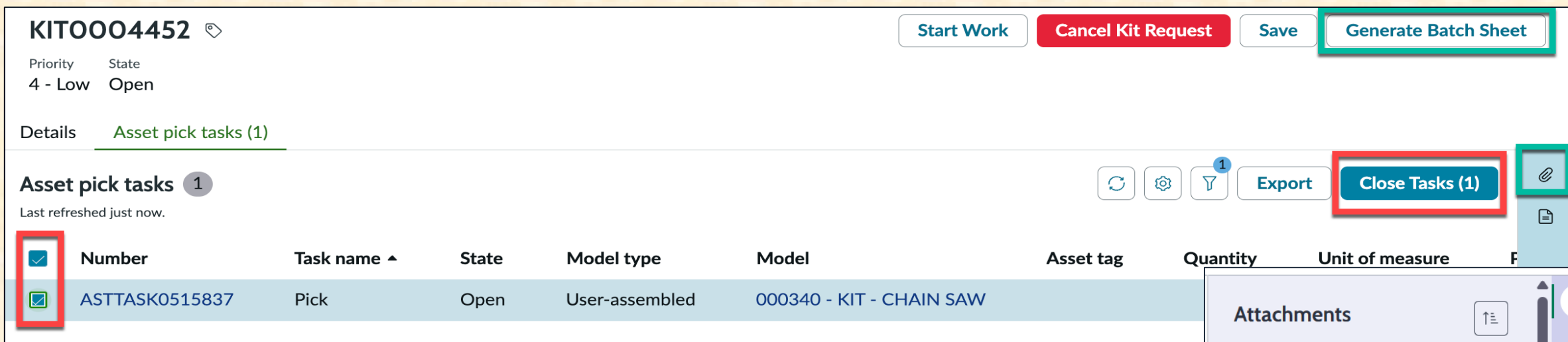
Number	—	Status	Pending
Stockroom	IDCDK - Coeur d Alene Incident Support Cache ⓘ	Assigned to	<input type="text"/>
Request Type	Dekitting <b>1</b>	Kit Model *	000340 - KIT - CHAIN SAW <b>2</b> ⓘ
Available max	24	Packing location *	VAS-HOLD-1 <b>3</b> ⓘ
Quantity *	<input type="text" value="1"/> <b>4</b>		


# Managing Dekit Requests

## Generating a Batch Sheet and Closing Pick Tasks

1. To generate a Batch Sheet before closing the pick tasks, click the **Generate Batch Sheet** button once, then refresh your browser.
2. Click the **paper clip** icon, then click the batch sheet attachment that was generated.
3. Select the checkbox(es) for each kit and click **Close Tasks**.

**Note:** Click **Close Tasks** once, then let the system finish loading (can take up to 1 *minute*). Then refresh your browser.







KIT0004452 

Priority: 4 - Low    State: Open


Start Work    Cancel Kit Request    Save    **Generate Batch Sheet**



Details    Asset pick tasks (1)



Asset pick tasks 1       1    Export    **Close Tasks (1)**    

Last refreshed just now.

<input checked="" type="checkbox"/>	Number	Task name ^	State	Model type	Model	Asset tag	Quantity	Unit of measure	F
<input checked="" type="checkbox"/>	ASTTASK0515837	Pick	Open	User-assembled	000340 - KIT - CHAIN SAW				

Attachments 

Search attachments   

 Batch\_Sheet\_KIT000... 9.6 KB 

 **Next...** Put away tasks for each RFI component of the kit will be generated.

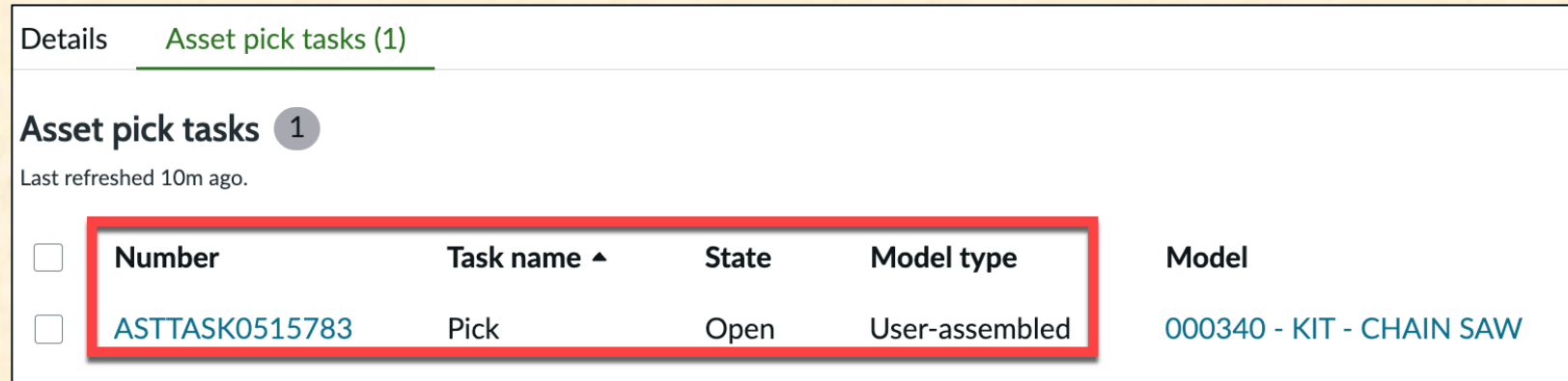
# Managing Dedit Requests

## Reviewing Pick Tasks – Adding Trackable and User Assembled Assets

1. In the **Asset Pick Tasks** tab, one pick task is displayed for each selected kit undergoing breakdown.
2. Click the link in the **Number** column to open the trackable pick task.
3. Click the **Assets** tab.
4. In the upper right corner, click **Add assets**.

**Note:** The **Model type** column identifies trackable, consumable, or user-assembled items (not shown in the image).

**Next:** Manually attach assets for Trackable and user-assembled (completed kits).

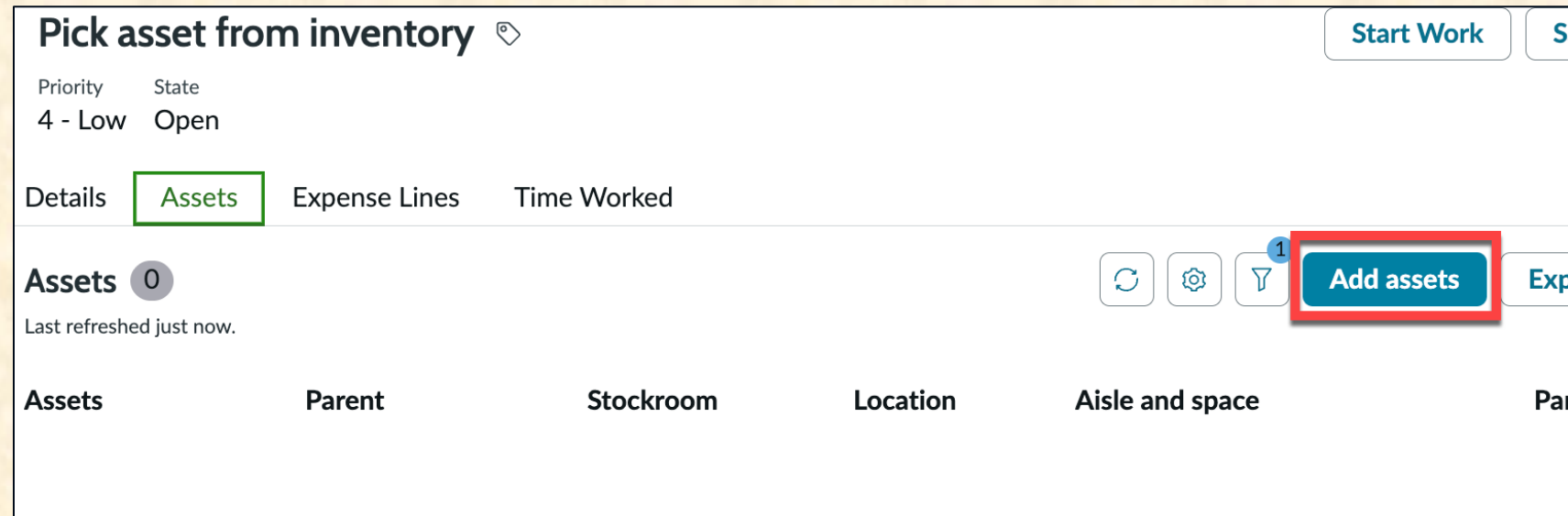



Details [Asset pick tasks \(1\)](#)

**Asset pick tasks** 1

Last refreshed 10m ago.

<input type="checkbox"/>	Number	Task name ^	State	Model type	Model
<input type="checkbox"/>	<a href="#">ASTTASK0515783</a>	Pick	Open	User-assembled	000340 - KIT - CHAIN SAW



**Pick asset from inventory** 

Priority: 4 - Low    State: Open

Details [Assets](#) Expense Lines Time Worked

**Assets** 0

Last refreshed just now.

Assets	Parent	Stockroom	Location	Aisle and space	Par
--------	--------	-----------	----------	-----------------	-----

Steps are continued on the next slides

# Managing Dedit Requests

## Adding Trackable and User Assembled Assets

1. Click one or more items in the **Collection** column on the left.  
*This list is automatically filtered and only lists models in stock and available for the selected stockroom.*
2. Click the right-pointing arrow to add the items to the **Assets List** on the right.
3. When done, click **Save**.

The assets now appear in the **Assets** related list, and the number in parentheses indicates the total number of assets in the list.

Collection

CDK-0159-0668 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0670 - 000159 - CHAINSAW - 20" TO... 1

CDK-0159-0675 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0676 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0681 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0683 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0690 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0692 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0693 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0701 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0702 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0732 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0733 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0734 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0735 - 000159 - CHAINSAW - 20" TO...

CDK-0159-0737 - 000159 - CHAINSAW - 20" TO...

Assets List

ASTTASK0515726

--None--

>
<

Cancel
Save 3

Asset tag CDK-0159-0670

Model 000159 - CHAINSAW - 20" TO 24" BAR W/GUARD

State In stock

Substate available

Stockroom IDC DK - Coeur d Alene Incident Support Cache

Location IDC DK - Coeur d Alene Incident Support Cache

# Updating a Kit, Continued

## Closing Put Away tasks

1. After adding the asset(s) for trackables, select the checkbox for each open Put away Task.
2. When done, click **Close Tasks**.

**KIT0004897** 
Kit Packing Report Generate Batch Sheet

Priority: 4 - Low   State: Closed Complete

Details   Asset pick tasks (13)

**Asset pick tasks** 13

Export
Close Tasks

Last refreshed just now.

<input type="checkbox"/>	Number	Task name	State	Trackable	Model	Asset tag	Quantity	Unit of measure	Pick location	Drop off location	Assigned to
<input type="checkbox"/>	ASTTASK0552181	Put away	Closed Complete	false	000262 - WRENCH - BOX, OPEN END, 10MM OFFSET, MARK 3, PACIFIC R-906		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552190	Put away	Closed Complete	false	000599 - PLUG - SPARK, MARK 3,14MM		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552187	Put away	Closed Complete	false <span style="background-color: #ccc; padding: 1px 2px;">false</span>	000714 - WRENCH - BALL POINT, HEX, L-KEY,6MM		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552189	Put away	Closed Complete	false <span style="font-size: x-small;">⋮</span>	001162 - CASE - PUMP, TOOL ROLL		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552186	Put away	Closed Complete	false	000256 - SCREWDRIVER - FLAT TIP, 2"		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552183	Put away	Closed Complete	false	000291 - PLIERS - SLIP JOINT 6" LONG		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552191	Put away	Closed Complete	false	000751 - PLUG - SPARK, PUMP, 18MM		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552192	Put away	Closed Complete	false	000875 - WRENCH - COMBINATION, SPARK PLUG, 14MM-18MM		1	Each	VAS-MAIN	B2-02	(empty)
<input type="checkbox"/>	ASTTASK0552188	Put away	Closed Complete	false	000620 - WRENCH - ADJUSTABLE, 8"		1	Each	VAS-MAIN	B2-02	(empty)

Steps are continued on the next slides

# Managing Dekit Requests: *Select an Option*

## Closing Put Away Tasks, Option 1 vs Option 2

### Option 1: Disassemble

Select this option if the initial Packing location was set to VAS MAIN.

#### To follow this path:

1. When using VAS MAIN, put away tasks are generated with Drop off locations based on size codes and the put away sequence.
2. Next, close all put away tasks



After closing all put away tasks the disassembly process is finished in the system.

### Option 2: Update

Select this option if the initial Packing location was set to VAS HOLD.

#### To follow this path:

- 1. Update the Drop off location of items you want to remove from the kit into their stock location or the repair location. The remaining assets remain in VAS to keep them in the kit.
- 2. Close all Put Away Tasks

Steps to update a kit continue on the next slides



# Updating a Kit, Continued

Once disassembly is complete, you can move on to rebuilding the kit with only the necessary updates, such as replacing one or two items rather than rebuilding the entire kit.

**Next Step:** Create a new kit request and select Build Kit as the Request Type.

- Select the same **Kit Model**, **Packing location**, and **Quantity** as the ORIGINAL kit that was disassembled.

## Create New Kit Request

5 Save

Details

**Kit Request**

Number:

Stockroom:

Request Type:

Available max:

Quantity \*:

Status:

Assigned to:

Kit Model \*:

Packing location \*:

Steps are continued on the next slides




# Updating a Kit, Continued

## Adding an Asset for each Trackable

The Kit Request will be generated with all Pick Tasks in a Closed Complete state, **EXCEPT** for the item(s) that require replacement. This occurs because the drop-off location was updated during the Put Away phase of the kit disassembly process.

1. If needed, update the **Pick location** for the Open task. *You can double click on the cell OR open the record to update the location.*
2. If replacing a trackable asset, click the link in the **Number** column to open the trackable Pick task.
  - If replacing only consumables, close the Pick task and skip slides 38 and 39.

**KIT0004453** 

Priority: 4 - Low    State: Open

Details    Asset pick tasks (19)    Assets

**Asset pick tasks** 19

Last refreshed 12m ago.

<input type="checkbox"/>	Number	Task name	State	Model type ▾	Model
<input type="checkbox"/>	<a href="#">ASTTASK0515882</a>	Pick	Closed Complete	User-assembled	000342 - KIT - CHAIN SAW TOOL ROLL
<input type="checkbox"/>	<a href="#">ASTTASK0515872</a>	Pick	Open	Trackable	000159 - CHAINSAW - 20" TO 24" BAR W/GUARD
<input type="checkbox"/>	<a href="#">ASTTASK0515889</a>	Pick	Closed Complete	Consumable	002725 - WEDGE - PLASTIC, FELLING, 12" X 1-1/8" X 3 1/4"
<input type="checkbox"/>	<a href="#">ASTTASK0515878</a>	Pick	Closed Complete	Consumable	000078 - CHAPS - PROTECTIVE, SUMMER WEIGHT, 36" LONG
<input type="checkbox"/>	<a href="#">ASTTASK0515879</a>	Pick	Closed Complete	Consumable	000741 - CONTAINER - FUEL/OIL, 2 COMPARTMENT

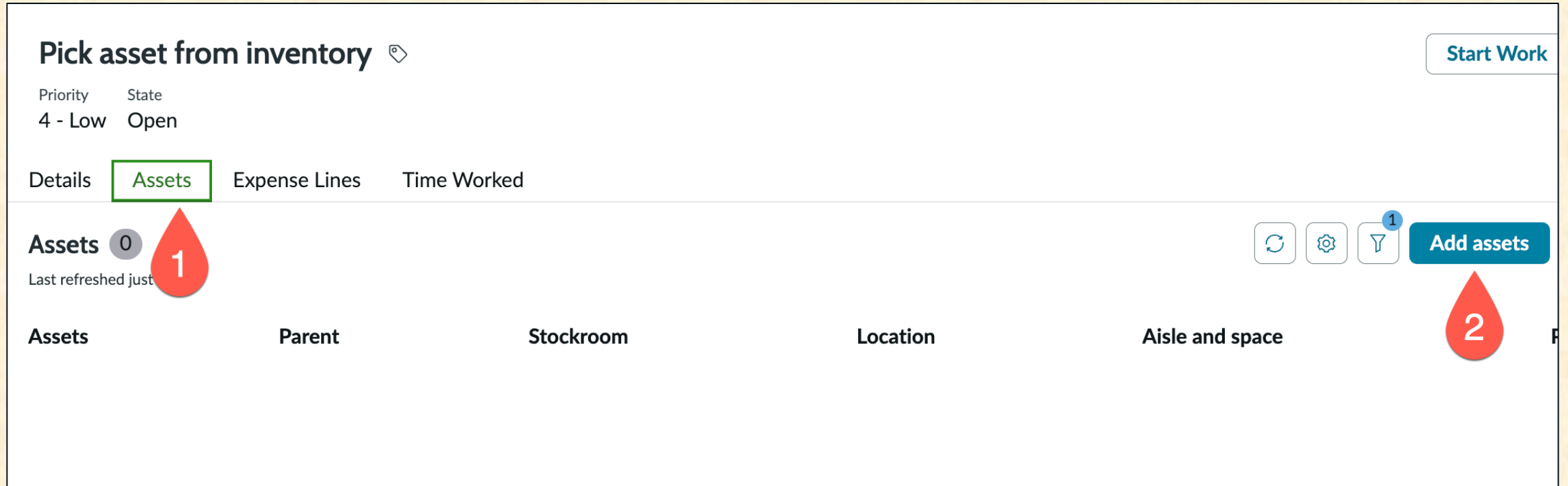



Steps are continued on the next slides.

# Updating a Kit, Continued

## Adding an Asset for each Trackable


1. In the trackable record, open the **Assets** tab.
2. In the upper right corner, click **Add assets**.







**Pick asset from inventory** 

Priority: 4 - Low    State: Open

Details   **Assets**   Expense Lines   Time Worked

**Assets** 0  Last refreshed just

   **Add assets** 

Assets	Parent	Stockroom	Location	Aisle and space	P
--------	--------	-----------	----------	-----------------	---



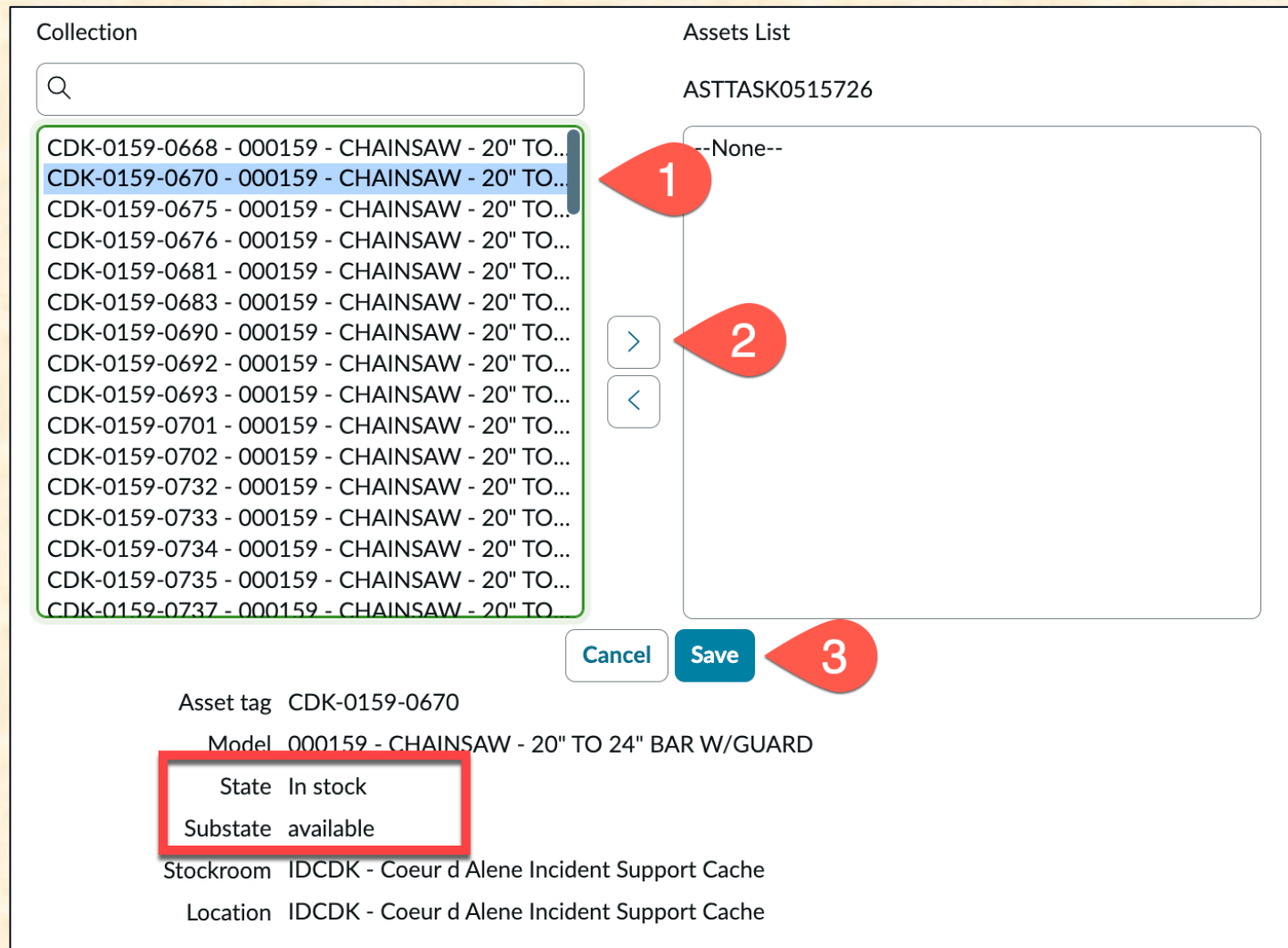
Steps are continued on the next slides

# Updating a Kit, Continued

## Adding Trackable and User Assembled Assets

1. Click one or more items in the **Collection** column on the left.  
*This list is automatically filtered and only lists models in stock and available for the selected stockroom.*
2. Click the right-pointing arrow to add the items to the **Assets List** on the right.
3. When done, click **Save**.

The assets now appear in the **Assets** related list, and the number in parentheses indicates the total number of assets in the list.



The screenshot shows a software interface with two main panels: 'Collection' on the left and 'Assets List' on the right. The 'Collection' panel has a search bar and a list of assets, each with a unique ID and description (e.g., 'CDK-0159-0668 - 000159 - CHAINSAW - 20" TO...'). A green box highlights the entire list, and a blue highlight is on the second item. A red callout '1' points to this list. Between the panels are two arrows: a right-pointing arrow (callout '2') and a left-pointing arrow. The 'Assets List' panel shows the ID 'ASTTASK0515726' and a dropdown menu currently set to '--None--'. A red callout '3' points to a 'Save' button at the bottom right. Below the main interface, a detailed view for the selected asset 'CDK-0159-0670' is shown, including its model, state ('In stock'), substate ('available'), stockroom, and location. A red box highlights the 'State' and 'Substate' fields.

Collection	Assets List
CDK-0159-0668 - 000159 - CHAINSAW - 20" TO...	ASTTASK0515726 --None--
CDK-0159-0670 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0675 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0676 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0681 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0683 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0690 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0692 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0693 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0701 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0702 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0732 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0733 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0734 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0735 - 000159 - CHAINSAW - 20" TO...	
CDK-0159-0737 - 000159 - CHAINSAW - 20" TO...	

Asset tag CDK-0159-0670  
Model 000159 - CHAINSAW - 20" TO 24" BAR W/GUARD  
State In stock  
Substate available  
Stockroom IDC DK - Coeur d Alene Incident Support Cache  
Location IDC DK - Coeur d Alene Incident Support Cache

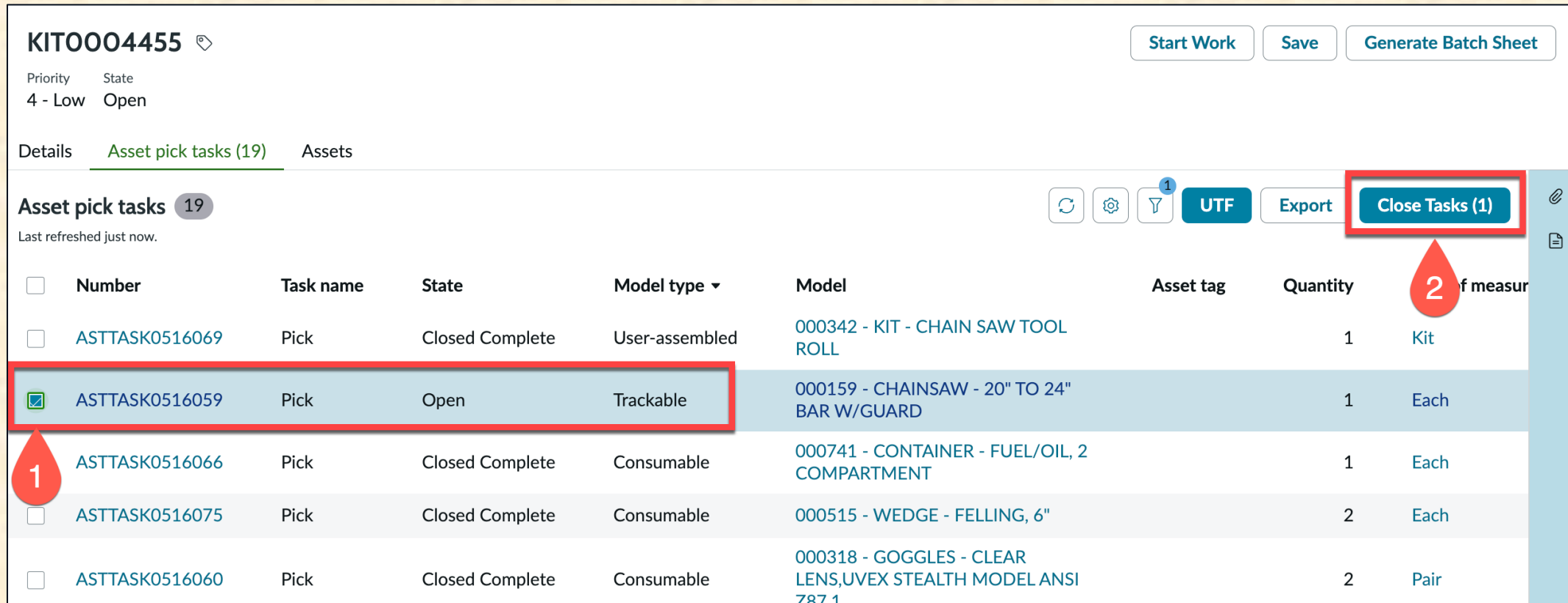



Steps are continued on the next slides

# Updating a Kit, Continued

## Closing Pick tasks

1. After adding the asset(s) for trackables, select the checkbox for each open Pick Task.
2. When done, click **Close Tasks**.



KIT0004455 

Priority 4 - Low State Open

Start Work Save Generate Batch Sheet

Details Asset pick tasks (19) Assets

Asset pick tasks 19

Last refreshed just now.

<input type="checkbox"/>	Number	Task name	State	Model type ▾	Model	Asset tag	Quantity	2 of measur
<input type="checkbox"/>	ASTTASK0516069	Pick	Closed Complete	User-assembled	000342 - KIT - CHAIN SAW TOOL ROLL		1	Kit
<input checked="" type="checkbox"/>	ASTTASK0516059	Pick	Open	Trackable	000159 - CHAINSAW - 20" TO 24" BAR W/GUARD		1	Each
<input checked="" type="checkbox"/>	ASTTASK0516066	Pick	Closed Complete	Consumable	000741 - CONTAINER - FUEL/OIL, 2 COMPARTMENT		1	Each
<input type="checkbox"/>	ASTTASK0516075	Pick	Closed Complete	Consumable	000515 - WEDGE - FELLING, 6"		2	Each
<input type="checkbox"/>	ASTTASK0516060	Pick	Closed Complete	Consumable	000318 - GOGGLES - CLEAR LENS,UVEX STEALTH MODEL ANSI 787.1		2	Pair



Steps are continued on the next slides




# Updating a Kit, Continued


## Adding/Updating Asset tags & closing Put away tasks

After closing the Pick task, refresh the Workspace. For this next step, a user-assembled Put away task will need to be completed.

1. If needed, update the Drop off location for open Put away tasks.  
*You can double click on the cell OR open the record to update the location.*
2.  Verify if the asset tag is correct  for each trackable.
3. Select the open task and click **Close Tasks**.

The Status of the request will be 'Complete.'

 **Pro-tip:** If updating multiple trackables (like a cache van), you can change the asset tag in the assets tab before you close the Put away task(s).

KIT0004453 

Priority State  
4 - Low Open

Details [Asset pick tasks \(20\)](#) Assets (1)

**Asset pick tasks** 20  
Last refreshed 7m ago.

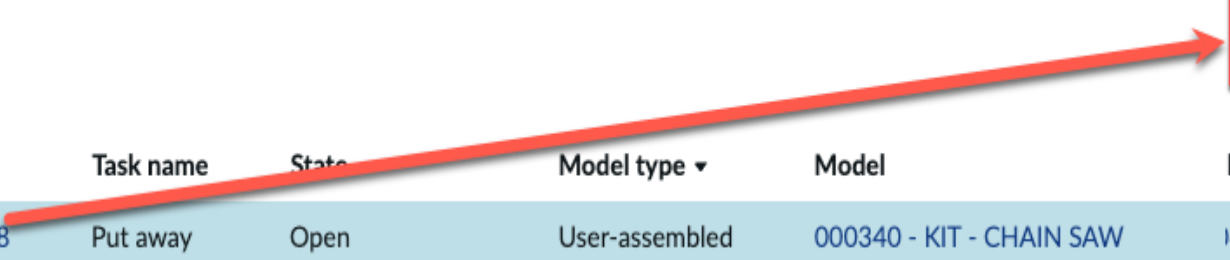
<input type="checkbox"/>	Number	Task name	State	Model type ▾	Model	Asset tag
<input type="checkbox"/>	ASTTASK0516018	Put away	Open	User-assembled	000340 - KIT - CHAIN SAW	0340-CDK-0159-0670
<input type="checkbox"/>	ASTTASK0515882	Pick	Closed Complete	User-assembled	000342 - KIT - CHAIN SAW TOOL ROLL	

Details [Asset pick tasks \(20\)](#) Assets (1)

**Asset pick tasks** 20  
Last refreshed 9m ago.

<input type="checkbox"/>	Number	Task name	State	Model type ▾	Model	location	Ass
<input checked="" type="checkbox"/>	ASTTASK0516018	Put away	Open	User-assembled	000340 - KIT - CHAIN SAW	16070201	(em

**Close Tasks (1)**



# Knowledge Check

## Dekitting

### Question 1

A kit has 3 expired items that need to be replaced. You do not want to disassemble the entire kit. What process would you use?

### Question 2

What does the acronym 'VAS' stand for?

### Question 3

What report can be run to ensure you have enough inventory to build a specific kit?



Interagency Cache Logistics  
Inventory Program

# Summer Foundational Training 2026

Interagency Cache Logistics Inventory Program

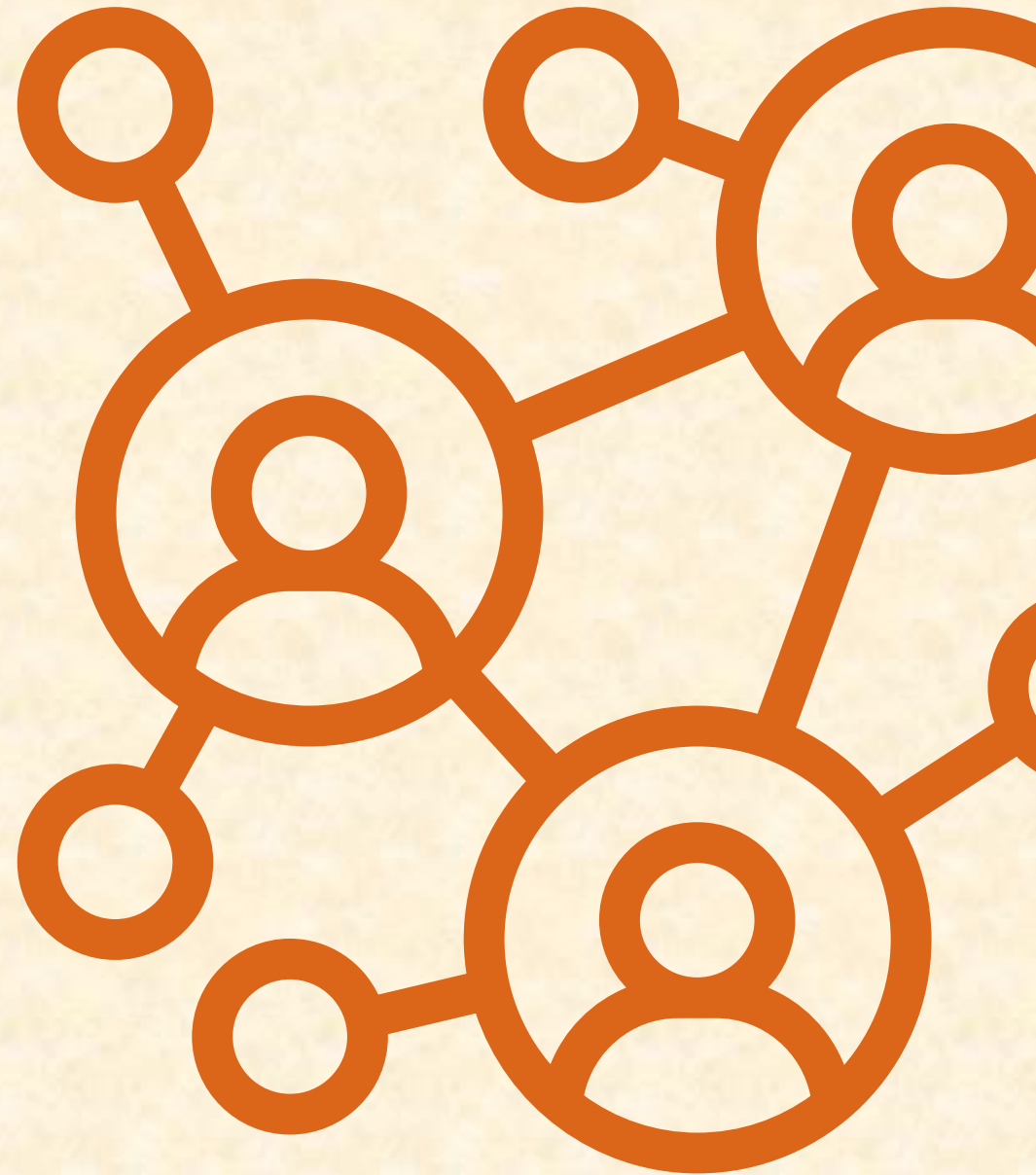
06/10/2026

# Topics and Agenda

Each Day's Topics	Monday	Tuesday	Wednesday	Thursday	Friday
Info & Hands on Training	Introduction to ICLIP	<u>Managing Kits</u>	Issues: Incident, Dispatch, and Customer Orders	Returns	Reports
Tips	Searching for Inventory	<u>Dekitting</u>		Work Orders	Ad-hoc Moves
	Labels				Q&A and Other Topics
					Resources

## **Module #6**

# **Issues: Incident. Dispatch, and Customer Orders**



# Submitting Incident Order

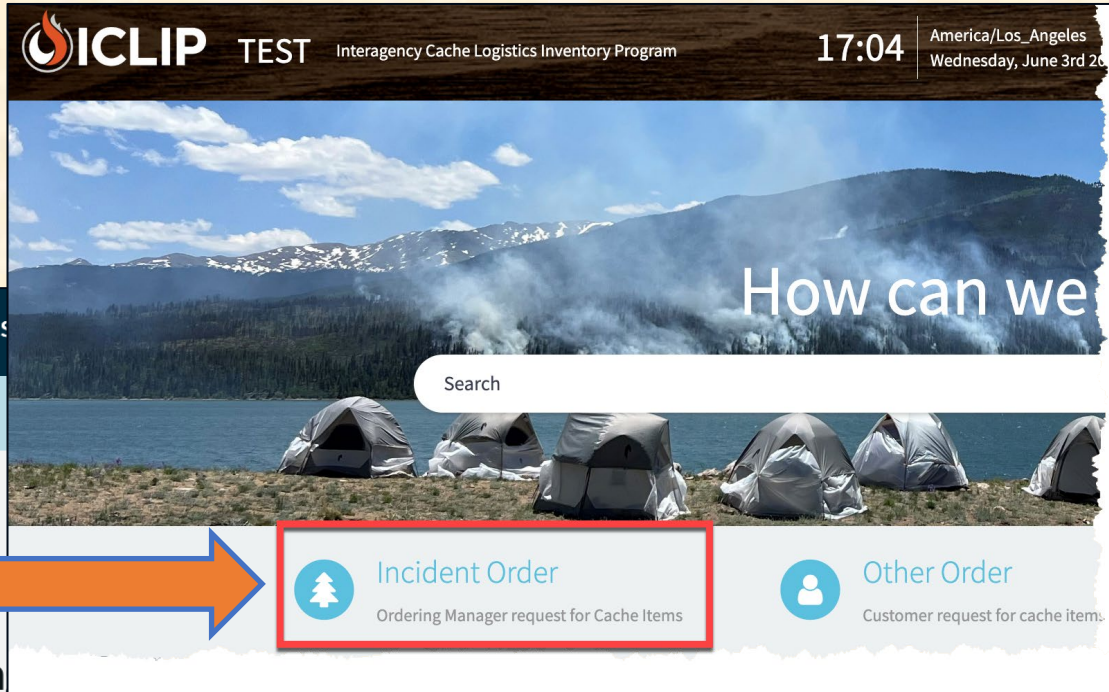
## Overview & Learning Objectives

### What is an Incident order?

- A supply request submitted by an Ordering Manager on behalf of an Incident
- Submitted through the ICLIP Portal (not the DMT)
- Fulfilled by the assigned cache

### Learning Objectives

- Navigate to and complete the Incident Order form in the ICLIP Portal
- Select the correct dispatch organization, incident, cache, and request block
- Choose and configure the appropriate shipping method
- Add catalog items using Quick Add or the category browser
- Submit the order



# Submitting Incident Orders: The Form

## Access & Complete the Form

1. From the EAW, click the ICLIP Portal module (truck icon).
2. In the ICLIP Portal, click **Incident Order**.
3. Select the Incident.  
*The Dispatch Organization field will autopopulate*
4. Select the Cache that will fulfill the request.
5. Select a Request Block.  
*S numbers can only be used once, even if unfilled.*
6. *Optionally*, select an Ordering Team.
7. Complete all additional required fields
  - Contact name · Needed by Date · Contact Phone · Needed by Time 24H · Needed by Time Zone · Shipping Method
8. *If needed*, click **Add attachments** to upload related documents.
9. When done, click **Submit**.

Home > Incident Order

### Incident Order

**Submit**

\* Indicates required

Dispatch organization

Incident

Cost Center

Cache

Request Block

Ordering Team

\* Contact Name

\* Needed by Date

\* Contact Phone

\* Needed by Time 24H

Contact Email

\* Needed By Time Zone

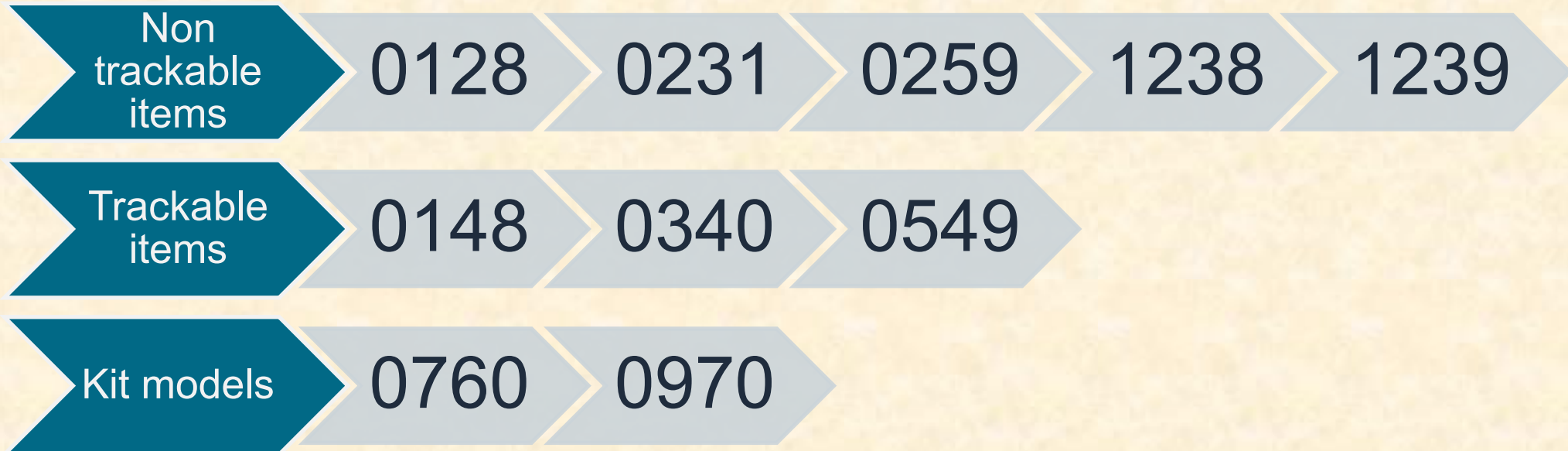
Required information

- Contact Name
- Contact Phone
- Needed by Date
- Needed by Time 24H
- Needed By Time Zone



# Hands On Practice – Module #6 – Submitting & Fulfilling Orders

The following items can be requested for each category in order to follow the hands-on practice walkthrough.



# Submitting Incident Orders: Adding Catalog Items

## Using the Quick Add Functionality

After submitting an Incident order, use the Quick Add functionality to quickly search and add catalog items to the order.

- 1. Use the Search bar to find an item.
- 2. Add a quantity.
- 3. Click **Add**.

You are adding items to incident order **ORD0017472** for incident **#1 Main CS**

Dispatch Organization	Incident	Incident Order
Grants Pass Unit Dispatch Center	#1 Main CS	ORD0017472
Incident	Need by Date	
#1 Main CS (OR-712S-000126)	06-10-2026	
Cache	Need by Time	
IDCDK - Coeur d Alene Incident Support Cache	0200	
Financial Code	Special Needs	

Quick Add

1   2 3

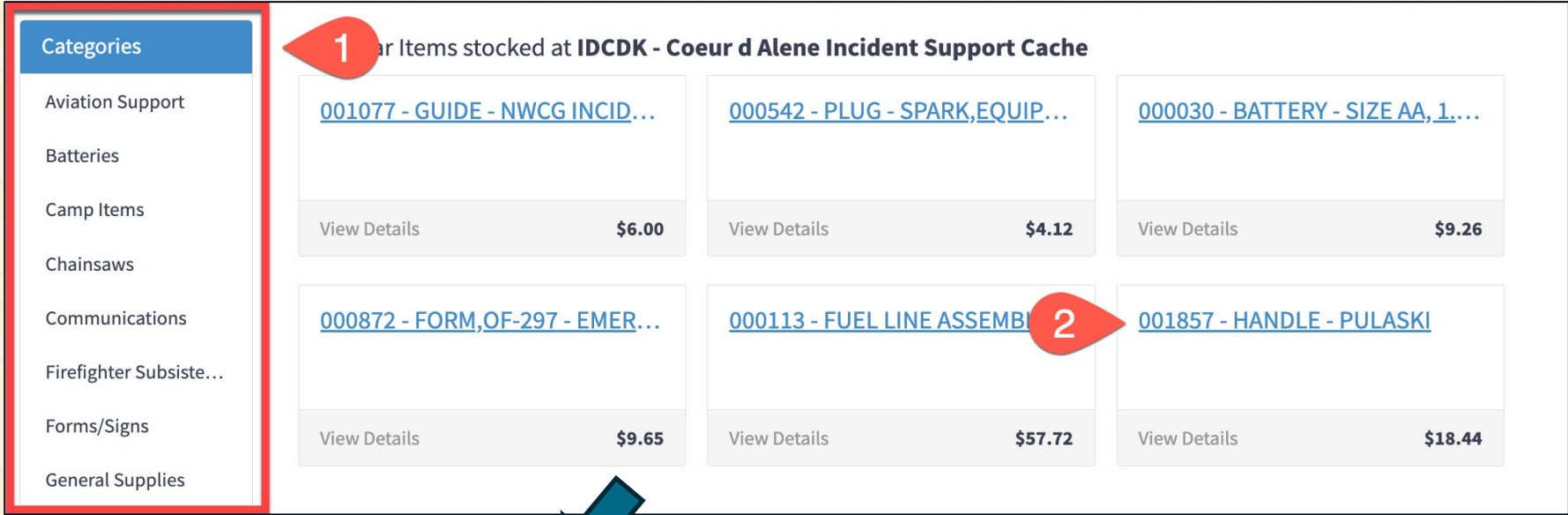


# Submitting Incident Orders: Adding Catalog Items

## Using the Catalog View

After submitting an Incident order, use the Catalog view to search and add catalog items to the order.

- 1. Select a Category.
- 2. Click an item.
- 3. Click **Add to cart**.  
*OR use the Quick Add functionality to add a quantity of more than 1*



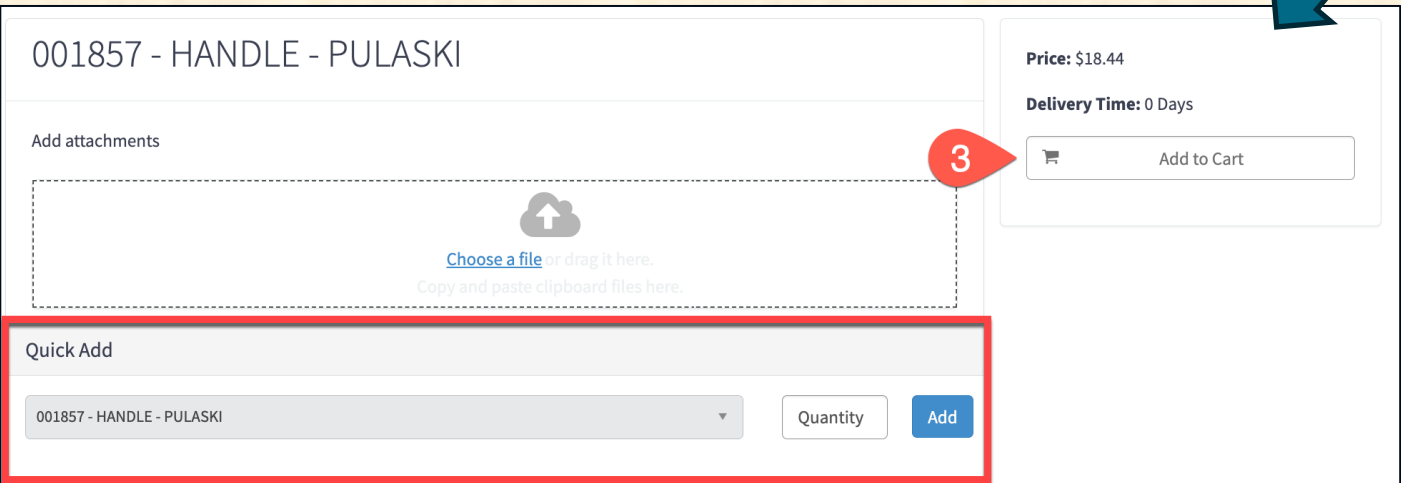
Categories

- Aviation Support
- Batteries
- Camp Items
- Chainsaws
- Communications
- Firefighter Subste...
- Forms/Signs
- General Supplies

1. Search for Items stocked at **IDCDK - Coeur d Alene Incident Support Cache**

<a href="#">001077 - GUIDE - NWCG INCID...</a> View Details \$6.00	<a href="#">000542 - PLUG - SPARK,EQUIP...</a> View Details \$4.12	<a href="#">000030 - BATTERY - SIZE AA, 1...</a> View Details \$9.26
<a href="#">000872 - FORM,OF-297 - EMER...</a> View Details \$9.65	<a href="#">000113 - FUEL LINE ASSEMBL</a> View Details \$57.72	<a href="#">001857 - HANDLE - PULASKI</a> View Details \$18.44

2. Click on the item **001857 - HANDLE - PULASKI**



001857 - HANDLE - PULASKI

Add attachments

Choose a file or drag it here.  
Copy and paste clipboard files here.

3. Click **Add to Cart**

Price: \$18.44  
Delivery Time: 0 Days

Add to Cart

Quick Add

001857 - HANDLE - PULASKI [Quantity] [Add]

# Submitting Incident Orders: Submitting your Cart



## Review and Submit your Cart

After adding catalog items, review and submit your cart to finalize your order.

- 1. Click **Cart** in the banner.  
*Verify the correct order is selected.*
- 2. Update items in the cart or add additional items using Quick Add.
- 3. When done, click **Review and Submit**.

You are adding items to incident order **ORD0017472** for incident **#1 Main CS**

Dispatch Organization: Grants Pass Unit Dispatch Center  
Incident: #1 Main CS  
Incident Order: ORD0017472  
Need by Date: 06-10-2026  
Cache: IDCDK - Coeur d Alene Incident Support Cache  
Need by Time: 0200

Quick Add

Continue Shopping Review and Submit

Item	UOM	Price	Quantity	Subtotal
001857 - HANDLE - PULASKI	Each	\$18.44	1	\$18.44

# Submitting Incident Orders: For Charging and Consuming Items



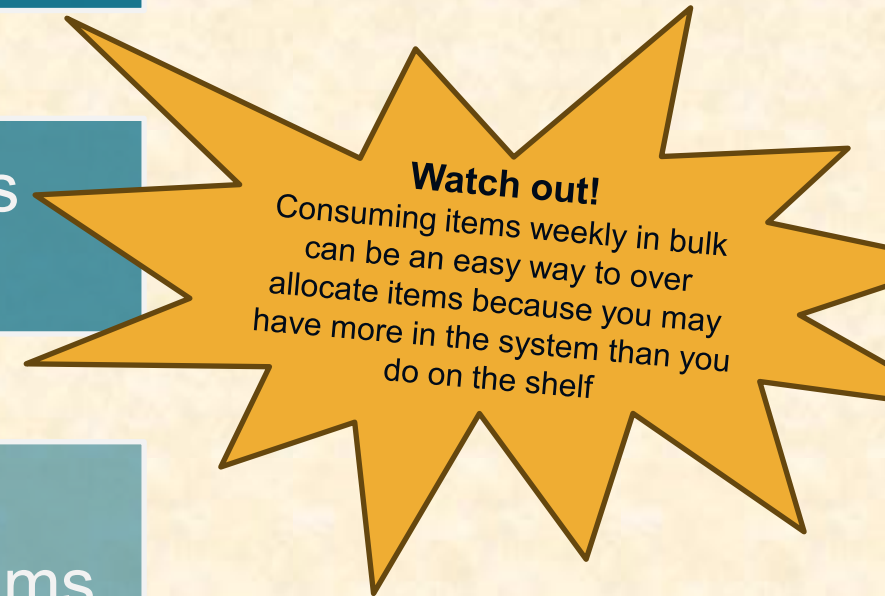
Forget to Consume cartons on a Return?



Prefer to Consume Cartons and Items daily or weekly in bulk?



Different Caches use different in-house processes for charging or consuming items.



# Submitting Other Orders (Customer Orders)

## Overview & Learning Objectives

### What is an Other order?

- An order submitted by the cache on behalf of a customer
- Submitted through the ICLIP Portal (not the DMT)
- Fulfilled by the assigned cache

### Learning Objectives

- Navigate to and complete the Other Order form in the ICLIP Portal
- Select the correct Other Order or create a new one and understand how to complete the form
- Choose and configure the appropriate shipping method
- Add catalog items using Quick Add or the category browser
- Review and submit the Request

The screenshot displays the ICLIP portal interface. At the top, the header includes the ICLIP logo, 'TEST' status, 'Interagency Cache Logistics Inventory Program', the time '17:29', and the location 'America/Los\_Angeles Wednesday, June 3rd 2026'. Below the header, the main navigation bar features 'IROC' and tabs for 'All', 'Favorites', and 'History'. A search bar is visible on the right. The left sidebar contains a vertical menu with icons for home, dashboard, and other functions. The main content area shows a 'Quick links' section with a card for 'Dispatch Orders In progress/Opened' displaying a large '0'. A red box highlights the 'Other Order' button in the bottom right corner, and an orange arrow points from the 'Enterprise asset overview' menu item to it.

# Submitting Other Orders: The Form

## Access & Complete the Form

1. From the EAW, click the ICLIP Portal module (truck icon).
2. In the ICLIP Portal, click **Other Order**.
3. Search for an existing Other Order or 'Create a new Other Order'. If creating a new order, complete the following:
  - a) Enter the **\*Other Order Description** (the name of the Order).
  - b) Enter a **\*Hosting Cache**.
  - c) Select a **\*Customer**.
  - d) Select a **Cost Center/Account** or 'Create a new cost center.'
    - If creating a new cost center, select the **\*Agency** and enter the corresponding information.

The screenshot shows the 'Other Order' form in the ICLIP portal. At the top, there is a breadcrumb 'Home > Other Order'. The main title is 'Other Order'. Below this, there is a section for 'Other Order' with a dropdown menu and a checked checkbox 'Create new Other Order'. The 'Other Order Details' section includes fields for '\* Other Order Description', '\* Hosting Cache', and '\* Customer', along with a checked checkbox '\* Create new cost center'. The 'New Cost Center Details' section features a dropdown for '\* Agency' with a search bar and a list of options: '-- None --', 'FS', 'BLM', and 'State'. On the right side, there is a 'Submit' button and a grid of red buttons for 'Agency', 'Filling Cache', 'Needed by Date', 'Customer Contact', 'Shipping Method', 'Location Name', 'Address 1', 'City', 'State', and 'Zip Code'.

# Submitting Other Orders: The Form

## Access & Complete the Form, Continued

1. Continue by entering the following 'Customer Order Details':
  - a) Filling Cache
  - b) Needed by Date
2. Select an existing Customer Contact or 'Create a new contact'. If creating a new contact, complete the following:
  - a) Contact Name
  - b) Contact First Name and Last Name
  - c) Contact Email
  - d) Contact Phone
3. Enter **Shipping Details** and a **Shipping Address**.
4. If needed, click **Add attachments** to upload related documents.
5. When done, click **Submit**.

**Customer Order Details**

\* Filling Cache

Shipping Account Code

\* Needed by Date

Customer PO Number

Special Needs

**Contact Details**

\* Customer Contact

Options

Create new contact

**Shipping Details**

\* Shipping Method

**Shipping Address**

\* Location Name

Street

Country

City

State

Zip Code

**Billing Details**

Same as shipping address

**Billing Address**

**Submit**

Other Order Description Customer Hosting Cache  
Needed by Date Customer Contact Shipping Method  
City State Zip Code

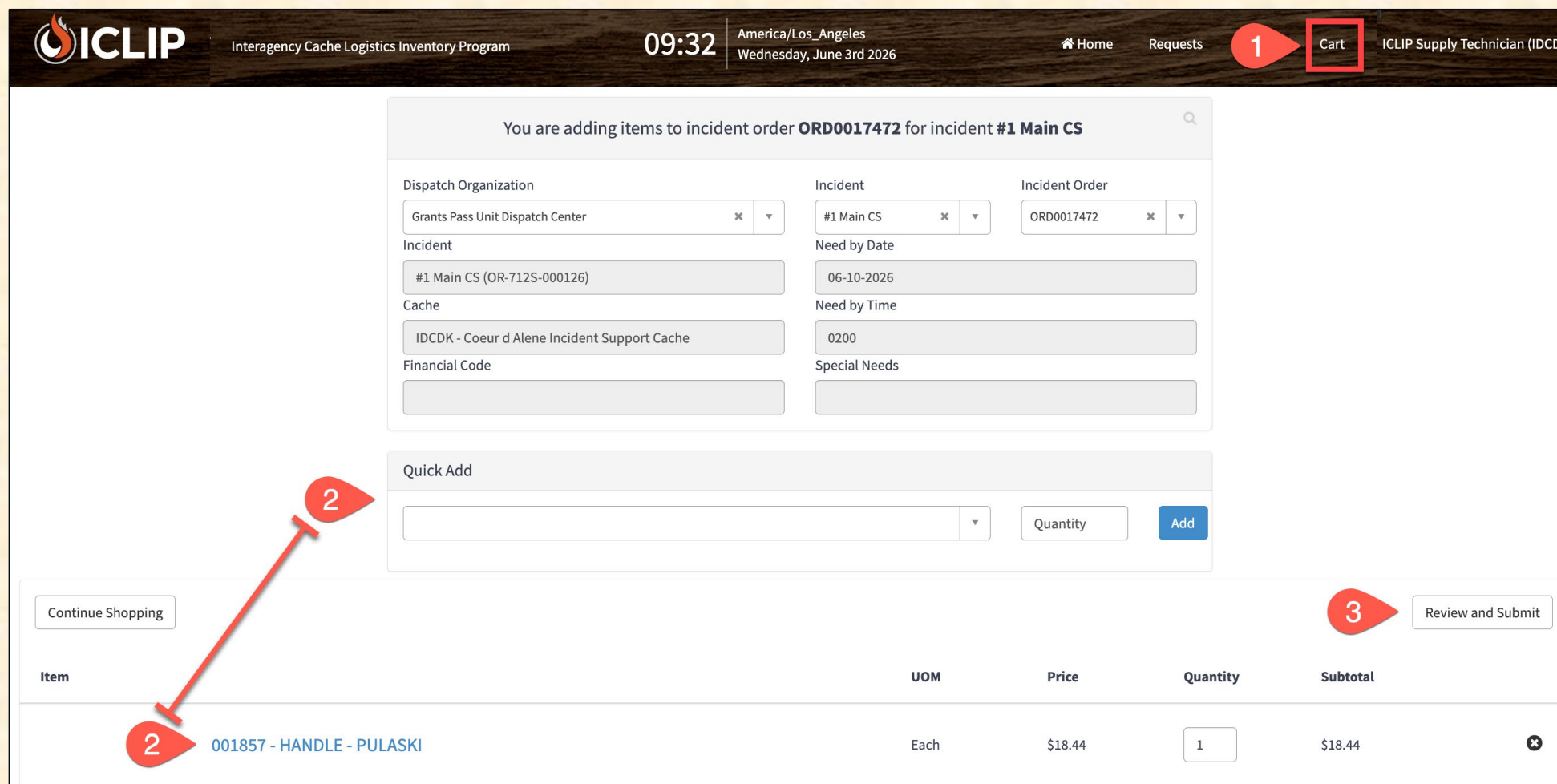
\* Address 1

# Submitting Other Orders: Submitting your Cart

Add Catalog items, Review and Submit your Cart

Adding Catalog items, reviewing, and submitting your cart follows the same progression as an Incident order. *Remember to use the Quick Add functionality to quickly search and add items. Then to submit the order:*

1. Click **Cart** in the banner.  
*Verify the correct order is selected.*
2. Update items in the cart or add additional items using Quick Add.
3. When done, click **Review and Submit**.



You are adding items to incident order **ORD0017472** for incident **#1 Main CS**

Dispatch Organization: Grants Pass Unit Dispatch Center

Incident: #1 Main CS

Incident Order: ORD0017472

Need by Date: 06-10-2026

Cache: IDCDK - Coeur d Alene Incident Support Cache

Need by Time: 0200

Financial Code:

Special Needs:

Quick Add

Continue Shopping

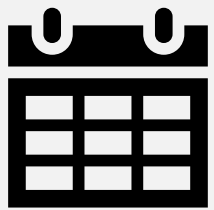
Review and Submit

Item	UOM	Price	Quantity	Subtotal
001857 - HANDLE - PULASKI	Each	\$18.44	1	\$18.44

## Submitting Other Orders: Internal Item Use/Stock Charge out



Can be used to charge out Warehouse items like gloves and other PPE for Refurb and Warehouse Use



**Tip:** It is best to start a new Warehouse Use Other Order every Fiscal Year for easier tracking

## Submitting Other Orders: Budget dollar purchases or Temporary Loan



District Budget Codes and Hard Dollar Purchases using an AD-700 Procurement Request Form



Publications and Training Materials through GBK to all Districts and the Public



Temporary Loans if a District has purchased FedMall or GSA items but they have not showed up yet and the items are needed ASAP

# Dispatch Orders

## Overview & Learning Objectives

What is a Dispatch order?

- An order submitted by a Dispatch Center to the Cache
- Submitted through IROC (not ICLIP)
- Fulfilled by the assigned cache

Learning Objectives

- Where to find Dispatch Orders when submitted
- How to fulfill a Dispatch Order

The screenshot displays the IROC Enterprise Asset Workspace interface. The top navigation bar includes 'All', 'Favorites', 'History', and 'Enterprise Asset Workspace'. The main content area is titled 'Asset operations' and is divided into 'Lists' and 'My Lists' tabs. The 'Lists' tab is active, showing a tree view of categories: 'ICLIP', 'Inventory Items', and 'ICLIP Orders'. Under 'ICLIP Orders', there are sub-items: 'All Cache Transfers', 'Cache Outbound ...', 'Cache Inbound Tr...', 'Customer', 'Other Orders', 'Customer Orders', 'Dispatch Orders', and 'Incident Orders'. The 'Dispatch Orders' item is highlighted with a green box. A red arrow points from this box to the 'ICLIP Orders - Dispatch Orders' section on the right, which shows a list of 354 orders. The list is titled 'ICLIP Orders - Dispatch Orders' with a count of 354 and a refresh status of 'Last refreshed just now.'. The table columns are 'Display Name', 'Status', and 'In'. The table contains several rows of order data, all with a status of 'Shipped'.

Display Name	Status	In
ORD0001260 - hose	Shipped	M
ORD0001279 - REDUCER	Shipped	M
ORD0001299 - 05.28.PM order	Shipped	M
ORD0001301 - Love Lane Resupply	Shipped	Lc
ORD0001350 - smith.05.29	Shipped	Sr
ORD0001351 - backpack pumps	Shipped	M
ORD0001420 - cache order -06/01/2025	Shipped	H

# Fulfilling Orders

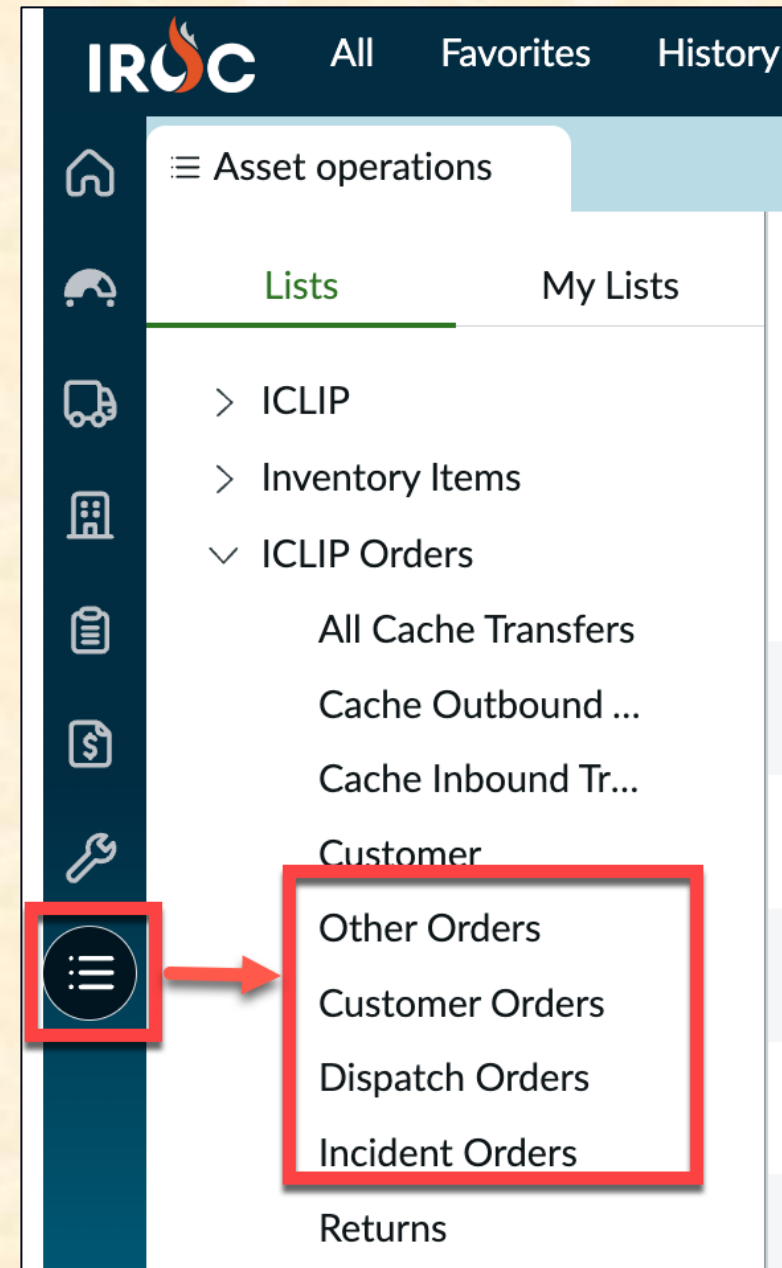
## Overview & Learning Objectives

### What is Order Fulfillment?

- The process of filling, picking, and shipping items for an approved order
- Covers Customer orders, Dispatch orders, and Incident orders
- All managed in the Enterprise Asset Workspace (EAW)

### Learning Objectives

- Navigate to and open orders in the EAW
- Fill requested line items and confirm the order
- Mark items as Unable to Fill (UTF) or forward to another cache
- Manage pick tasks and attach trackable assets
- Generate the Issue Report and confirm the shipment
- Cancel an order when necessary



The screenshot displays the IROC Asset operations interface. The top navigation bar includes the IROC logo and links for 'All', 'Favorites', and 'History'. The main content area is titled 'Asset operations' and is divided into 'Lists' and 'My Lists' tabs. Under the 'Lists' tab, there is a list of categories: '> ICLIP', '> Inventory Items', and 'v ICLIP Orders'. The 'ICLIP Orders' category is expanded, showing sub-items: 'All Cache Transfers', 'Cache Outbound ...', 'Cache Inbound Tr...', 'Customer', 'Other Orders', 'Customer Orders', 'Dispatch Orders', 'Incident Orders', and 'Returns'. A red box highlights the 'Other Orders' through 'Incident Orders' sub-items, and a red arrow points from a menu icon in the left sidebar to this highlighted area.

# Fulfilling Orders

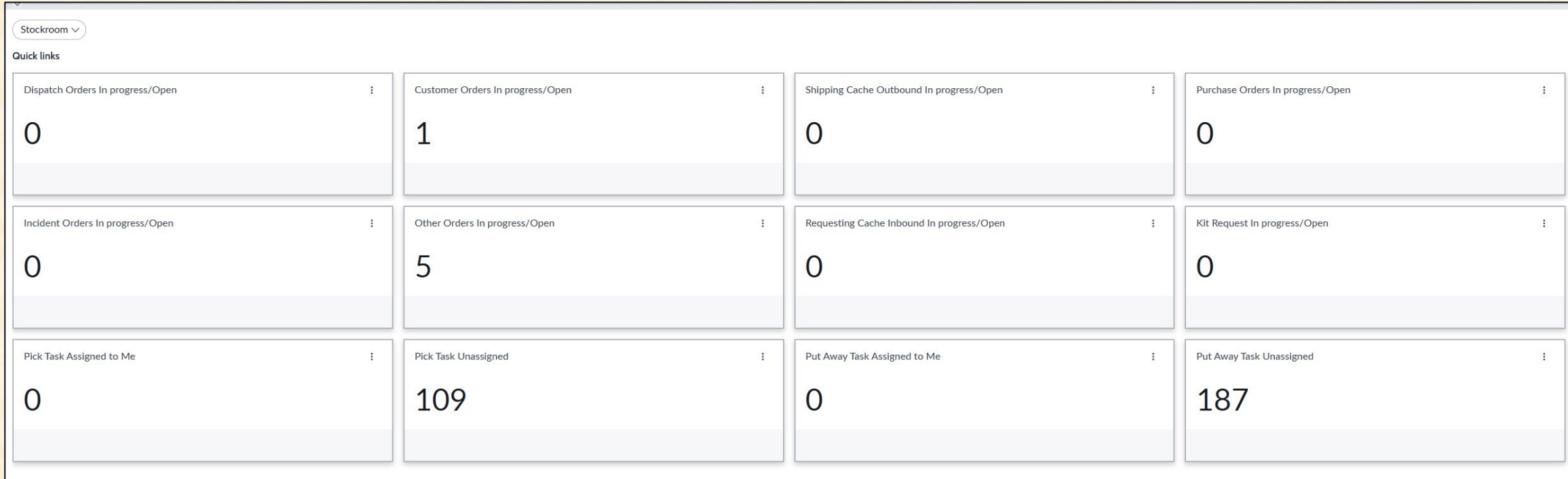
## Access & Open Orders

### Dispatch, Incident, and Customer Orders

- EAW → Enterprise Asset Overview

### Opening a Record

- Open a tile and then click a link in the Number column from the list



The screenshot shows a dashboard with a 'Stockroom' dropdown menu and a 'Quick links' section. Below this are 12 tiles arranged in a 3x4 grid, each displaying a category of orders and a count. Each tile has a vertical ellipsis menu icon on the right side.

Category	Count
Dispatch Orders In progress/Open	0
Customer Orders In progress/Open	1
Shipping Cache Outbound In progress/Open	0
Purchase Orders In progress/Open	0
Incident Orders In progress/Open	0
Other Orders In progress/Open	5
Requesting Cache Inbound In progress/Open	0
Kit Request In progress/Open	0
Pick Task Assigned to Me	0
Pick Task Unassigned	109
Put Away Task Assigned to Me	0
Put Away Task Unassigned	187

### Note:

- Do **NOT** click New. Use the ICLIP Portal to submit a new order.
- If a Cost Center banner appears, click the link to verify codes.

⊗Please [verify the cost center info](#) and make sure that the 'Financial Codes Verified' checkbox is checked.✕



Pro-tip: Remember to apply the '**Ticket Placed**' tag to indicate that a ticket has been submitted. This tag helps notify other team members of the issue's status and provides a way to track outstanding items.

# Fulfilling Orders


## Completing the Details Page Information











The Details page

1. Open the Details tab and enter the following information: Estimated Date, Time (24H), and Timezone

### ORD0017475

[Details](#) [Requests \(1\)](#) [Requested Line Items \(1\)](#) [Asset Tasks](#) [Shipments](#)

**Incident Order** 

Number	<input type="text" value="ORD0017475"/>	Needed By Date	<input type="text" value="06-03-2026"/> 
Incident	<input type="text" value="GURNSEY AV ANTELOPE"/> 	Need By Time 24h	<input type="text" value="0200"/>
Cost center	<input type="text" value="PN2354 (5522)"/>  	Needed By Time Zone	<input type="text" value="Atlantic"/> 
Filling cache	<input type="text" value="IDCDK - Coeur d Alene Incident Support Cache"/> 	Ordering Team	<input type="text" value="-- None --"/>
Request	<input type="text" value="REQ0038502"/> 	Status	<input type="text" value="Submitted"/>
Request Block	<input type="text" value="Cache Request Block [Supply 100000 - 189999]"/> 	Special needs	<input type="text" value="--"/>
Estimated Date *	<input type="text" value="MM-DD-YYYY"/> 	Cancel reason	<input type="text"/>
Estimated Time 24h *	<input type="text"/>	GM #	<input type="text" value="--"/>
Estimated Timezone *	<input type="text"/> 	Total Weight	

# Fulfilling Orders

## Filling Requested Line Items

1. Open the **Requested Line Items** tab
2. If needed, click **New** to add additional items
3. Double-click the **Issue Qty** cell and enter a quantity  
*Enter qty (≤ available RFI)*

**ORD0017474** 
Confirm Order
Save
Cancel Order

Details Reque **1** Requested Line Items (5) Asset Tasks Shipments

**Requested Line Items** 5 
Export
Fill
New **2**
UTF

Last refreshed 3m ago.

<input type="checkbox"/>	Number <sup>▲</sup>	Request Number	Status	Model	Requested Qty	Unit of measure	Issue Qty	UTF Qty	Available RFI
<input type="checkbox"/>	RLI0110525	S-100003	Unable to Fill	000017 - BAG - BURLAP, 14" X 26" SAND	1	Each		0	0
<input checked="" type="checkbox"/>	RLI0110526	S-100004	Filled	000124 - PUMP - PORTABLE, LIGHTWEIGHT, 2 CYCLE	1	Each	<b>3</b>	0	54
<input type="checkbox"/>	RLI0110527	S-100005	Unable to Fill	000002 - FITTING - HOSE, DOUBLE MALE, 232 L9/16-18LH, BRASS UNION	1	Each		0	0
<input type="checkbox"/>	RLI0110528		Unable to Fill	000002 - FITTING - HOSE, DOUBLE MALE, 232 L9/16-18LH, BRASS UNION	2	Each		0	0
<input type="checkbox"/>	RLI0110529		Partial Fill	000009 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NH-M (8 TPI)	2	Each	<b>3</b>	1	125

**Pro tip:** If you plan to fill all the requested items, you can check all the boxes and click the **Fill** button to issue everything at once.

# Fulfilling Orders

## Marking Items as Unable to Fill (UTF)

If you can not fulfill a request item, you can mark it as UTF. This functionality is available until the pick tasks are closed.

1. Select the checkbox next to the item.
2. Click **UTF**.  
*The Status updates to 'Unable to Fill'*

The screenshot shows the ICLIP interface for order ORD0017474. The 'Requested Line Items' tab is active, showing a table with 6 items. The first item, RLI0110530, is selected (checkbox checked). A red callout '1' points to the checkbox. A red callout '2' points to the 'UTF' button in the top right of the table. An arrow points from the 'Unable to Fill' status in the second row to the 'UTF' button in the first row.

ORD0017474

Confirm Order Save Cancel Order

Details Requests (3) Requested Line Items (6) Asset Tasks Shipments

Requested Line Items 6

Last refreshed 2m ago.

Number	Request Number	Status	Model	Requested Qty	Unit of measure	Issue Qty	UTF Qty	Available RFI
<input checked="" type="checkbox"/> RLI0110530			000020 - CONTAINER - 1 GL, CUBITAINER W/SMALL MOUTH	1	Box	0	0	21
<input type="checkbox"/> RLI0110530		Unable to Fill	000020 - CONTAINER - 1 GL, CUBITAINER W/SMALL MOUTH	1	Box	0	1	21

# Fulfilling Orders

## Forwarding Items

In certain circumstances, you can forward items to be filled by another Cache. Such as, when an incident has a high priority item they need, the original Cache doesn't stock, and another Cache can fill the item. Examples include radio items that are only stocked at certain Caches.

1. Update the Shipping Cache for the item.  
*Double-click the **Shipping Cache** and enter the new fulfilling cache*
2. Select the checkbox next to the item.
3. Click **Forward**.  
*The Status updates to 'Unable to Fill'*
4. Click **OK** in the pop-up stating 'Are you sure you want to forward the selected requested line items?'

ORD0017474

[Details](#) [Requests \(2\)](#) [Requested Line Items \(6\)](#) [Asset Tasks](#) [Shipments](#)

[Confirm Order](#) [Save](#) [Cancel Order](#)

**Requested Line Items** 6

Last refreshed 2m ago.


<input type="checkbox"/>	Number	Request Number	Status	Model	Requested Qty	Shipping Cache	Updated	Updated by
<input type="checkbox"/>	RLI0110526	S-100004	Filled	000124 - PUMP - PORTABLE, LIGHTWEIGHT, 2 CYCLE	1	IDCDK - Coeur d Alene Incident Support Cache	06-03-2026 11:49:41	iclip_supply_technician.idcdk
<input type="checkbox"/>	RLI0110527		Unable to Fill	000002 - FITTING - HOSE, DOUBLE MALE, 232 L9/16-18LH, BRASS UNION	1	IDCDK - Coeur d Alene Incident Support Cache	06-03-2026 12:04:29	iclip_supply_technician.idcdk
<input checked="" type="checkbox"/>	RLI0110528		Unable to Fill	000002 - FITTING - HOSE, DOUBLE MALE, 232 L9/16-18LH, BRASS UNION		IDCDK - Coeur d Alene Incident Support Cache	06-03-2026 11:42:59	iclip_supply_technician.idcdk

The forwarded items go to the new Shipping Cache selected for them to fill and send to the Incident.









# Fulfilling Orders

## Confirm Button & Generate Batch Sheet

1. Click **Confirm Order**
2. Click **Generate Batch Sheet**

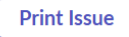


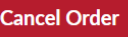
ORD0018861 


Details Requested Line Items (1) Asset Tasks Shipments

Requested Line Items **1** 













Last refreshed just now.

<input type="checkbox"/>	Number ^	Status	Model	Requested Qty	Unit of measure	Issue Qty	UTF Qty	Substitute Model	Available RFI	On Hold	On Order	Batch Comments	Estimate
<input type="checkbox"/>	RLI0117563	Filled	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	10	Each	10	0	(empty)	5,330	85	10		

ORD0018861 

Details Requested Line Items (1) Asset Tasks Shipments (1)

Requested Line Items **1** 





Last refreshed just now.


Number ^	Status	Model	Requested Qty	Unit of measure	Issue Qty	UTF Qty	Substitute Model	Available RFI	On Hold	On Order	Batch Comments	Estimated Co
RLI0117563	Filled	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	10	Each	10	0	(empty)	5,330	85	0		\$135.8

# Fulfilling Orders

## Adding Trackable Assets, if needed

After confirming the order, attach trackable assets to the order.

1. Open the **Asset Tasks** tab.
2. Click the link in the **Number** column to open the trackable pick task.
3. Click the **Assets** tab.
4. In the upper right corner, click **Add assets**.


ORD0017477 

Details Requests (3) Requested Lines (3) **Asset Tasks (3)** Shipments (1)

**Asset Tasks** 3

Last refreshed just now.

<input type="checkbox"/>	Number	Request Number	State	Trackable	Model
<input type="checkbox"/>	<a href="#">ASTTASK0516237</a>	S-100007	Open	false	00001 TPI) TO
<input type="checkbox"/>	<a href="#">ASTTASK0516238</a>	S-100008	Open	true	00012 LIGHT

**Pick asset from inventory** 





Start Work Save **Close Task**

Priority State  
4 - Low Open

Details **Assets** Lines

**Assets** 0

Last refreshed just now.

   **Add assets**  **New**

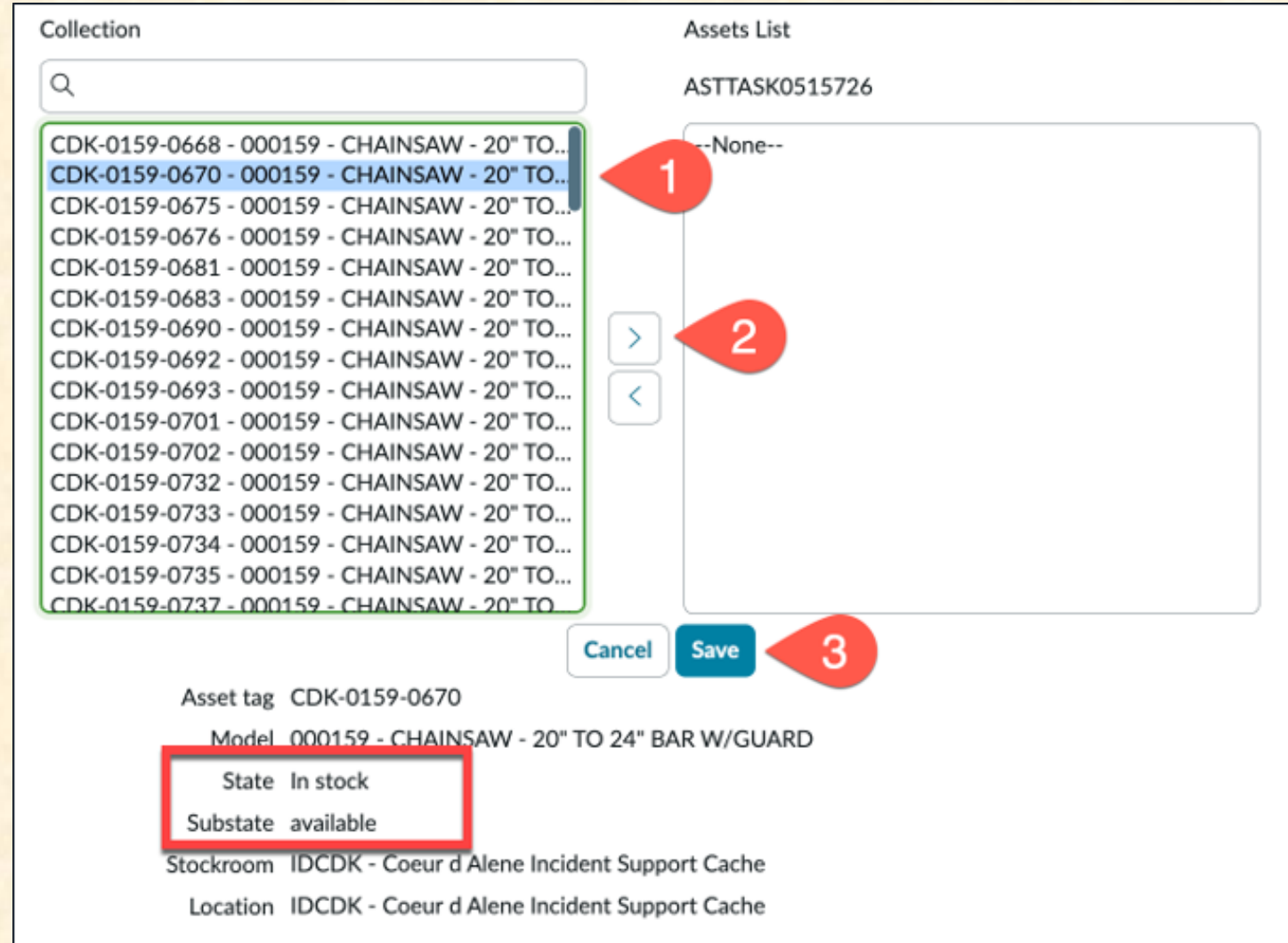
Assets Parent Parent

# Fulfilling Orders

## Adding Trackable Assets, continued

1. Click one or more items in the **Collection** column on the left.  
This list is automatically filtered and only *lists models in stock and available for the selected stockroom.*
2. Click the right-pointing arrow to add the items to the **Assets List** on the right.
3. When done, click **Save**.

The assets now appear in the **Assets** related list, and the number in parentheses indicates the total number of assets in the list.



The screenshot displays the ICLIP interface for adding assets. On the left, the 'Collection' column contains a list of assets, with one item selected. On the right, the 'Assets List' column shows the selected item being added. Red callouts 1, 2, and 3 highlight the selection, the right-pointing arrow, and the 'Save' button, respectively. Below the main interface, the details for the selected asset are shown, including the asset tag, model, state, substate, stockroom, and location.

Collection

Assets List

ASTTASK0515726

--None--

1

2

3

Cancel Save

Asset tag CDK-0159-0670  
Model 000159 - CHAINSAW - 20" TO 24" BAR W/GUARD  
State In stock  
Substate available  
Stockroom IDC DK - Coeur d Alene Incident Support Cache  
Location IDC DK - Coeur d Alene Incident Support Cache

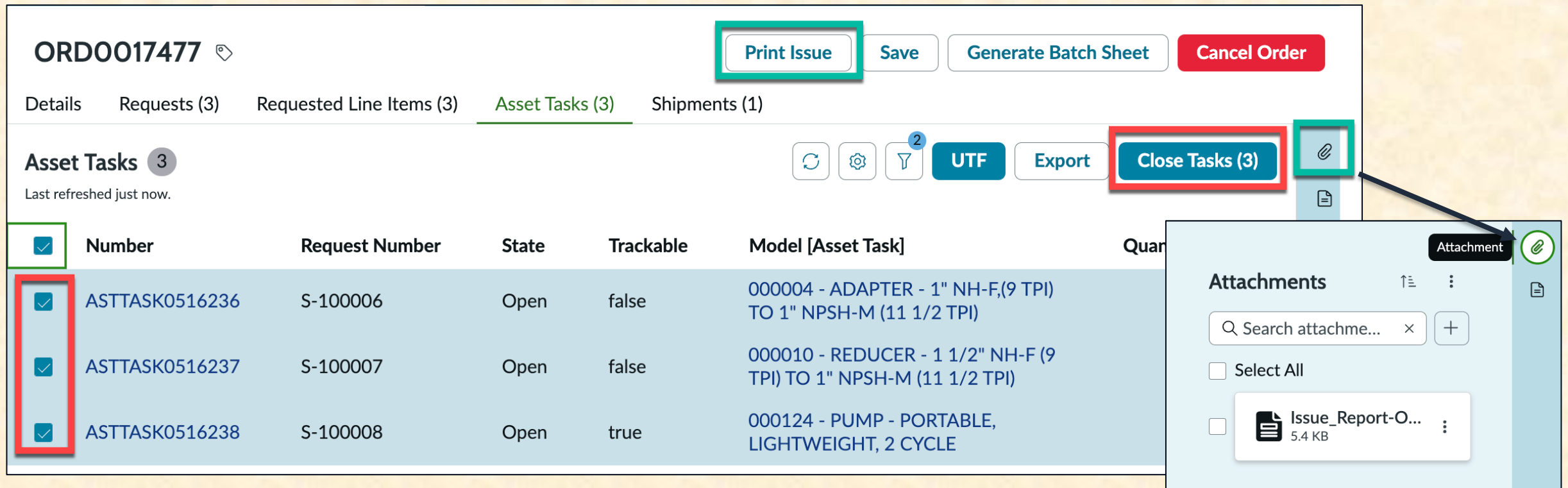
# Fulfilling Orders


## Generating an Issue Report and Closing Pick Tasks

Generate an Issue report before closing the pick tasks.

1. Click the **Print Issue** button once, then refresh your browser.
2. Click the paper clip icon, then click the Issue report attachment that was generated.
3. Select the checkbox(es) for each Pick task and click **Close Tasks**.

**Note:** Click **Close Tasks** once, then let the system finish loading (can take up to *1 minute*). Then refresh your browser.







**ORD0017477** 


**Print Issue** **Save** **Generate Batch Sheet** **Cancel Order**



Details Requests (3) Requested Line Items (3) **Asset Tasks (3)** Shipments (1)

**Asset Tasks** **3**  
Last refreshed just now.



   **UTF** **Export** **Close Tasks (3)** 

<input checked="" type="checkbox"/>	Number	Request Number	State	Trackable	Model [Asset Task]	Quan
<input checked="" type="checkbox"/>	ASTTASK0516236	S-100006	Open	false	000004 - ADAPTER - 1" NH-F,(9 TPI) TO 1" NPSH-M (11 1/2 TPI)	
<input checked="" type="checkbox"/>	ASTTASK0516237	S-100007	Open	false	000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	
<input checked="" type="checkbox"/>	ASTTASK0516238	S-100008	Open	true	000124 - PUMP - PORTABLE, LIGHTWEIGHT, 2 CYCLE	

**Attachments** 

Search attachme...  

Select All

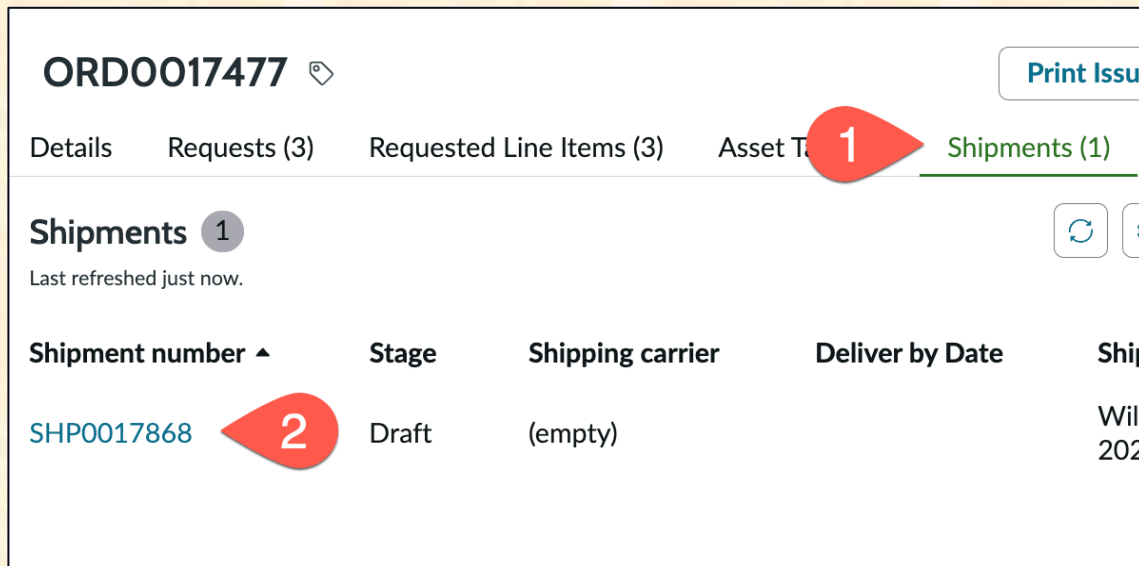
 Issue\_Report-O... 5.4 KB 

# Fulfilling Orders

## Confirm the Shipment

Lastly, complete the fulfillment process by confirming the shipment.

1. Open the **Shipments** tab.
2. Click the link in the **Shipment number** column.
3. In the Details tab of the Shipment record, select a **Deliver by Date\*** and click **OK**.
4. Select a Time Zone\*
5. Complete additional fields, such as Shipping carrier, as needed.
6. Click **Confirm Shipment**.

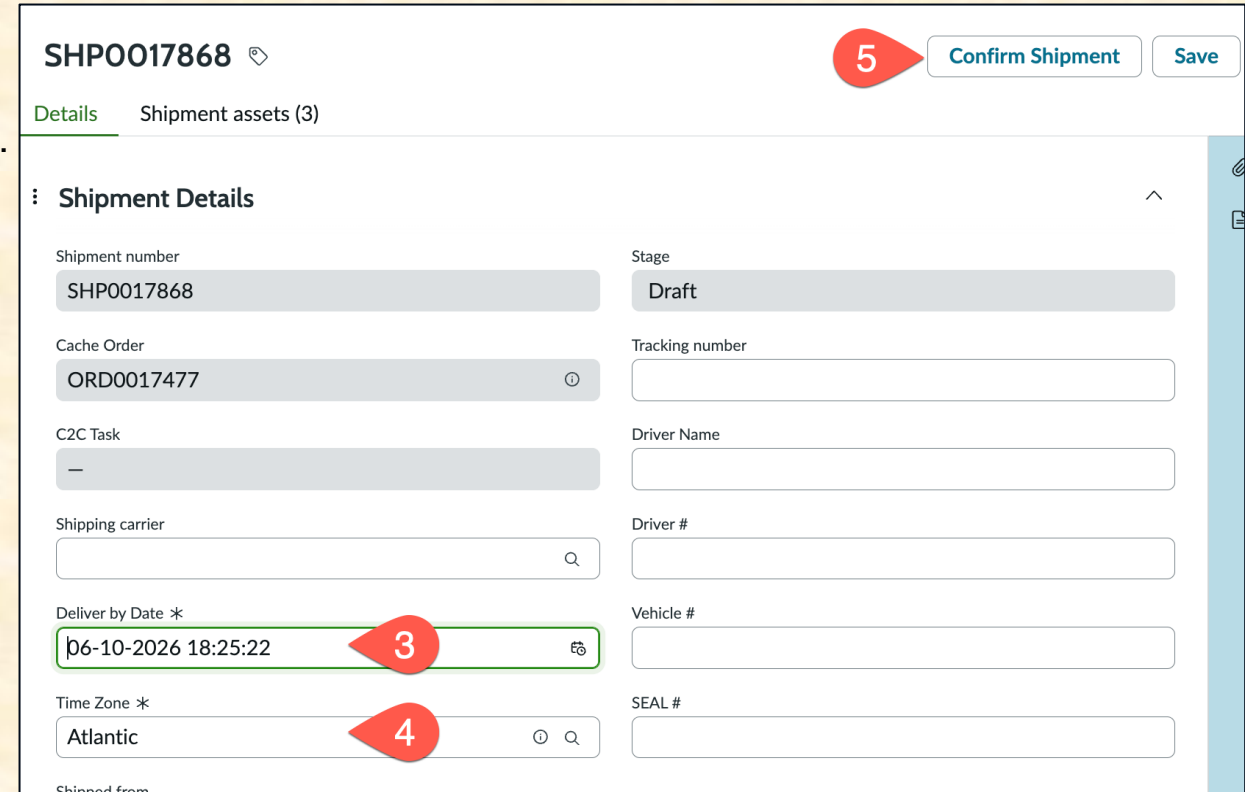


ORD0017477 Print Issue

Details Requests (3) Requested Line Items (3) Asset T **1** Shipments (1)

**Shipments** **1**  
Last refreshed just now.

Shipment number ▲	Stage	Shipping carrier	Deliver by Date	Ship
SHP0017868 <b>2</b>	Draft	(empty)		Will 202



SHP0017868 5 Confirm Shipment Save

Details Shipment assets (3)

**Shipment Details**

Shipment number: SHP0017868 Stage: Draft

Cache Order: ORD0017477 Tracking number:

C2C Task: - Driver Name:

Shipping carrier:  Driver #:

Deliver by Date \*: 06-10-2026 18:25:22 **3** Vehicle #:

Time Zone \*: Atlantic **4** SEAL #:

Shipped from:

7. Close the Shipment tab and refresh the Workspace.  
*The order status changes to Shipped in the Details tab of the order.*

# Knowledge Check

## Submitting and Fulfilling Orders

### Question 1

What does UTF stand for?

### Question 2

At what point would you forward a line on an order?

### Question 3

What should the final status of your order be?



Interagency Cache Logistics  
Inventory Program

# Summer Foundational Training 2026

Interagency Cache Logistics Inventory Program

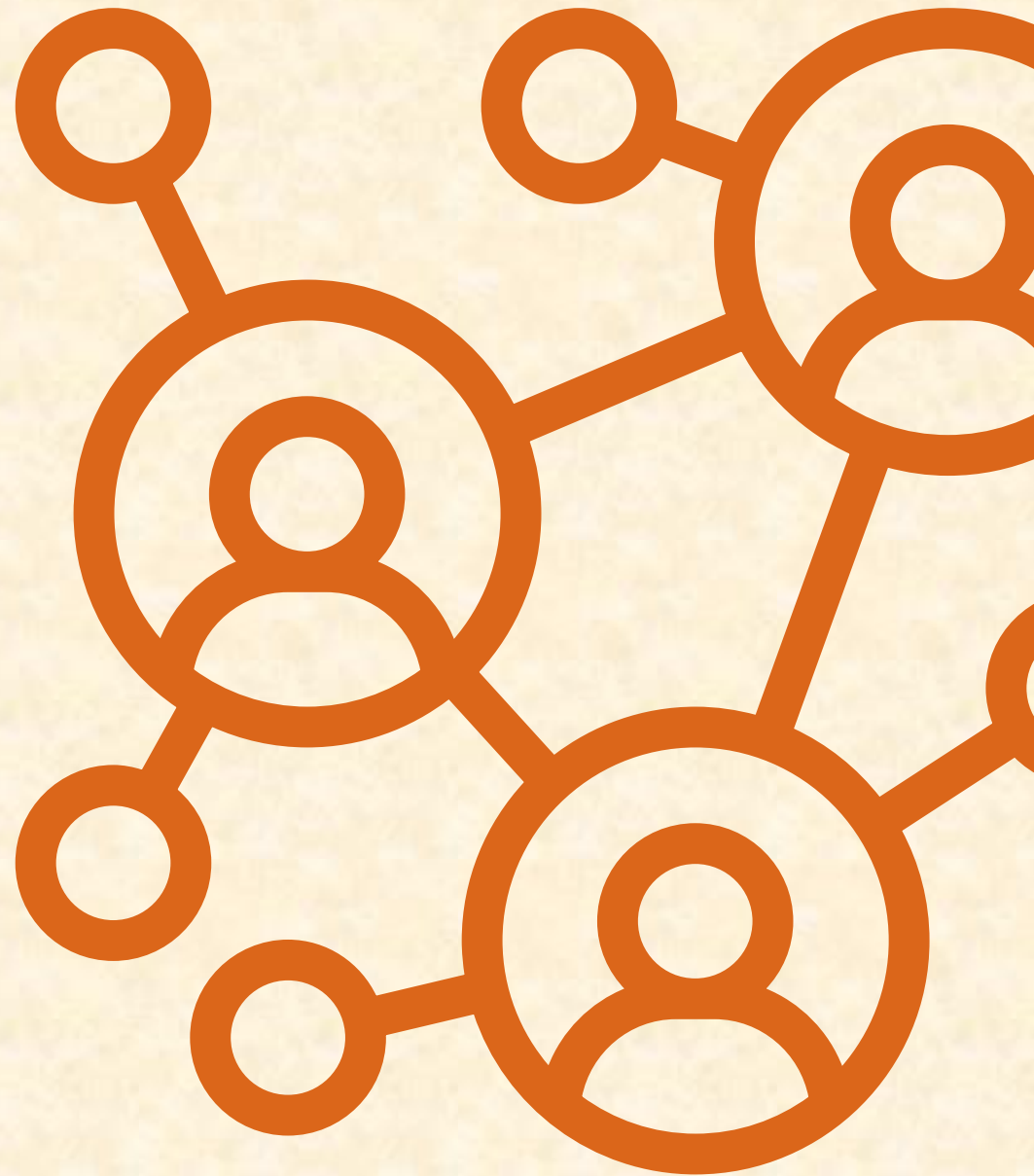
06/11/2026

# Topics and Agenda

Each Day's Topics	Monday	Tuesday	Wednesday	Thursday	Friday
Info & Hands on Training	Introduction to ICLIP	Managing Kits	<u>Issues:</u> <u>Incident,</u> <u>Dispatch, and</u> <u>Customer</u> <u>Orders</u>	Returns	Reports
Tips	Searching for Inventory	Dekitting		Work Orders	Ad-hoc Move
	Labels				Q&A and Other Topics
					Resources

# Module #7

## Returns



# Managing Returns

## Overview & Learning Objectives

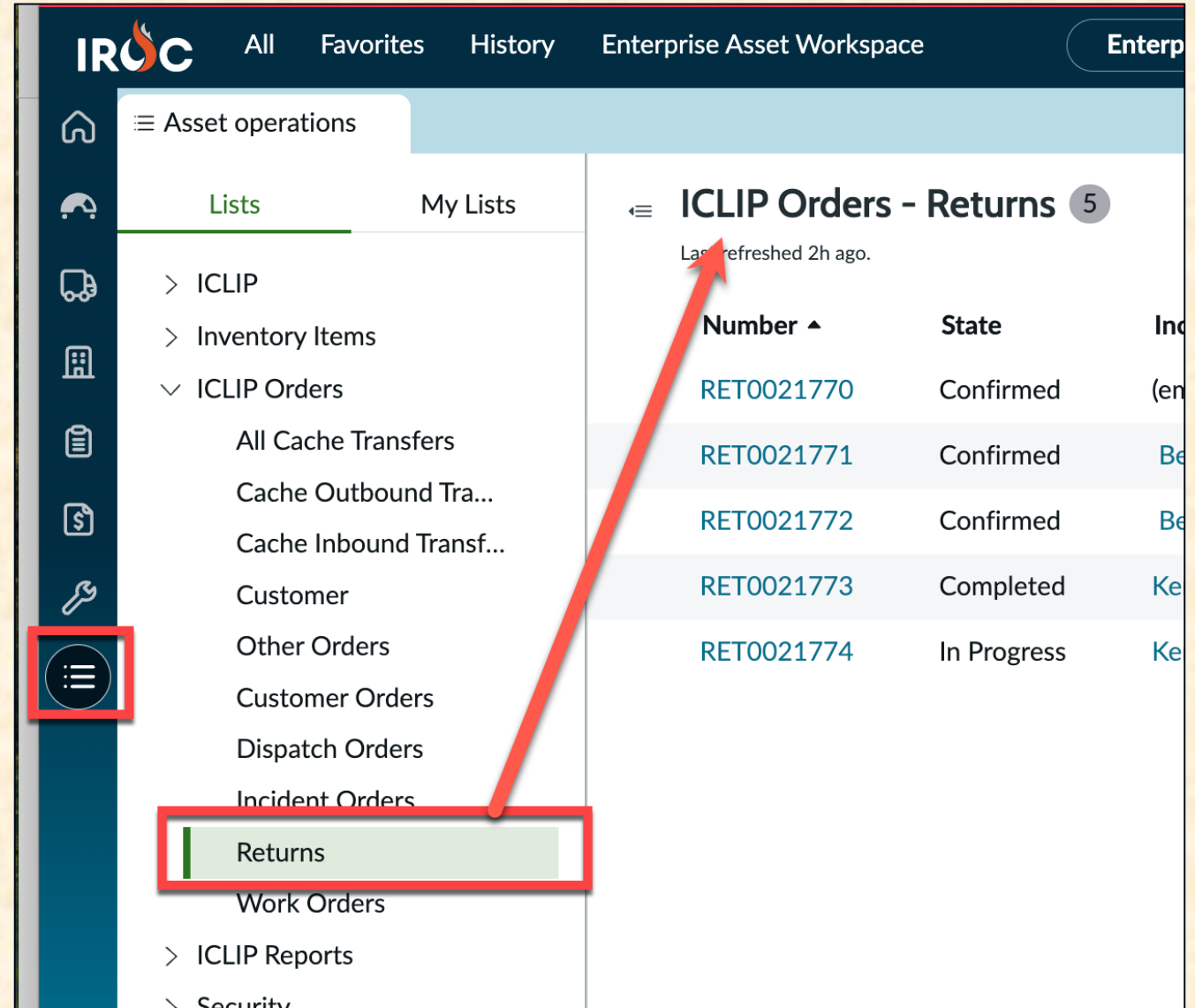
### What is a Return?

- Receiving items back from an Incident or Other Order
- Covers both trackable and consumables
- Items are assessed: RFI, Refurb RFI, or UNS

**Navigation Path:** EAW → Asset Operations → ICLIP Orders → Returns

### You will learn how to:

- Create a Return record and add assets with the correct condition
- Mark items refurbished and complete put away tasks
- Create carton tasks
- Export the Return Report
- Close the Return record



The screenshot displays the IROCC Enterprise Asset Workspace interface. The top navigation bar includes 'All', 'Favorites', 'History', and 'Enterprise Asset Workspace'. The left sidebar contains a menu with 'Asset operations' selected, and a sub-menu with 'ICLIP Orders' expanded. The 'Returns' option is highlighted in the sub-menu. A red box highlights the 'Returns' option in the sub-menu, and a red arrow points from it to the 'ICLIP Orders - Returns' page. The 'Returns' page shows a table with columns for 'Number', 'State', and 'Incident'. The table contains five rows of return records.

Number	State	Incident
RET0021770	Confirmed	(en)
RET0021771	Confirmed	Be
RET0021772	Confirmed	Be
RET0021773	Completed	Ke
RET0021774	In Progress	Ke

# Managing Returns: How to look up an Incident

## Navigation Path in EAW:

Workspace →  
Asset Operations →  
Incidents →  
Select Incident Record

### ICLIP Incident Record contains:

- ICLIP Incident Number and IROC Incident Number may be formatted differently
  - i.e., 2025-ORMAF-025245 vs OR-MAF-025245
- Cost Center
- Owning Cache

#### Tip:

Search using the IROC Incident field using Name or Number

## Navigation Path in EAW:

Workspace →  
Asset Operations →  
Incidents →  
Select Incident Record →  
Select IROC Incident Record (i)

### IROC Incident Record contains:

- Financial Codes
- Billing Organizations and Subdivisions
- Incident “Status” and “Activity”
- Default Cache

# Managing Returns: Asset Conditions

## Understanding the Three Return Conditions

### RFI (Ready for Issue)

Good, serviceable condition

Ready to reissue once put away closes

After you confirm the return, it immediately creates a putaway task.

### Refurb RFI (Refurbish, then Ready for Issue)

Needs servicing before reissue

Items that need to be repackaged

For bulk items (no individual repair charges) Example: tables, chairs, ice chest

Click Mark Refurbished before put away task is available

### UNS (Unserviceable)

Item not fit to return to inventory

Flagged for manual disposal **Note:** Create a Disposal Order for trackable UNS items.

No task is created for Unserviceable (UNS) items, but the system does create an expense line with a \$0 value.

# Hands On Practice – Module #8 – Returns

## Assets

Add to the return:

- NFES 1238, Refurb RFI - Qty 100
- NFES 1139, RFI – Qty 20
- NFES 0316, RFI - Qty 12
- NFES 0222, RFI - Qty 36
- NFES 2698, Refurb RFI – Qty 18
- NFES 1238, UNS - Qty 5
- NFES 0128, UNS - Qty 3
- NFES 0970, RFI - Qty 2

## Consumed Cartons

Add to the return:

- NFES 0823, Qty 2
- NFES 0453, Qty 2

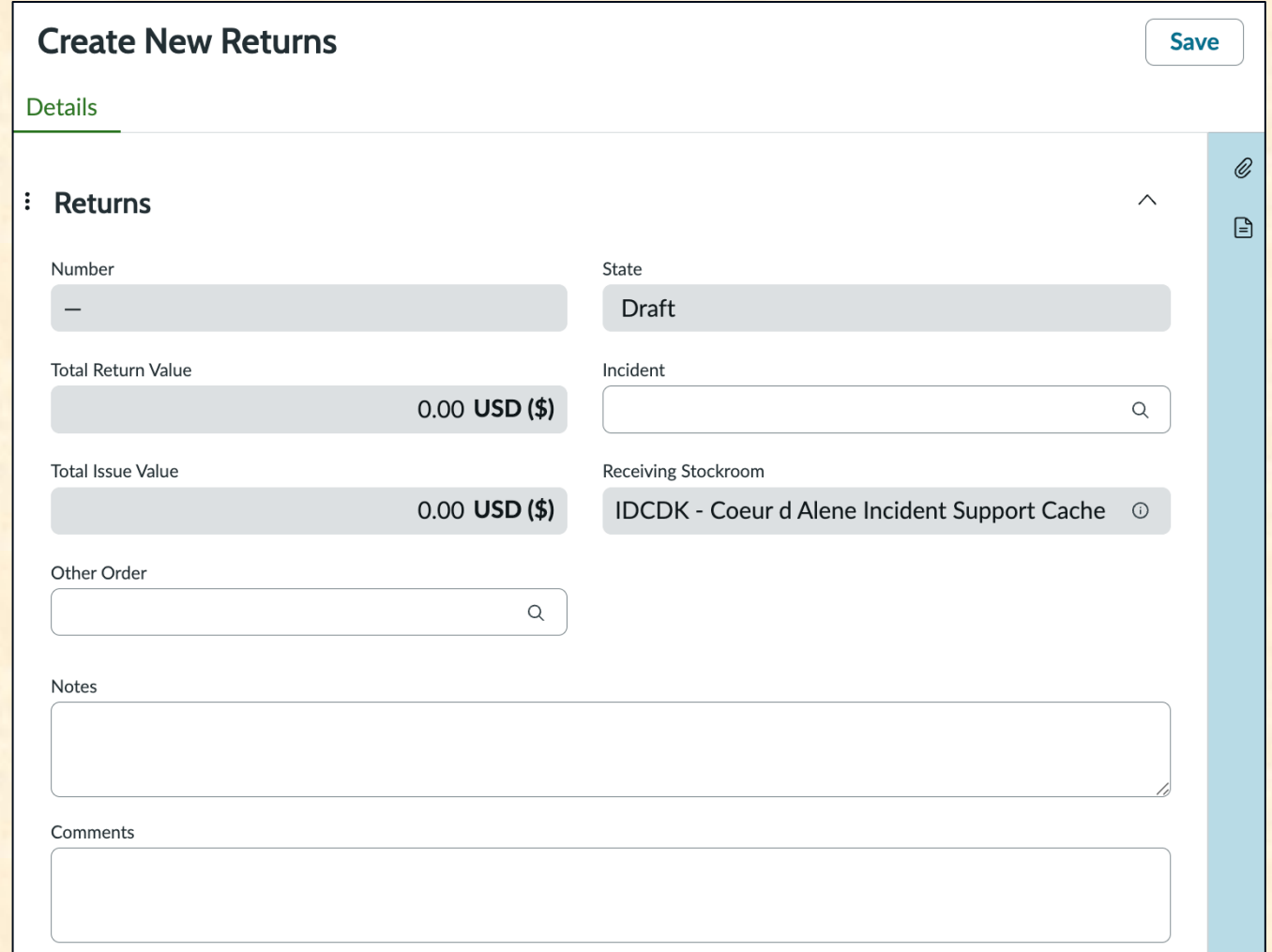
### Tip:

Be sure you click 'Consume Assets' to add cartons that are used – it's easy to accidentally add them as a returned asset

## Creating a Return Record

Important! Before creating a new Return, search the list for an existing Return for the order. All issued assets from the same order should be entered in a single Return record.

1. Complete the 'Create New Returns' form, enter an Incident order or Other Order
  - For **\*Incident**, start typing the Incident number or name to find and select an option from the list.
  - For **\*Other Order**, start typing the Other Order number to find and select an option from the list.
2. Verify the information in the prepopulated fields.
3. If needed, add:
  - **Notes:** these remain in the Notes box and can be updated/changed
  - **Comments:** these get placed into the Activity log each time you click Save
4. When done, click **Save**.

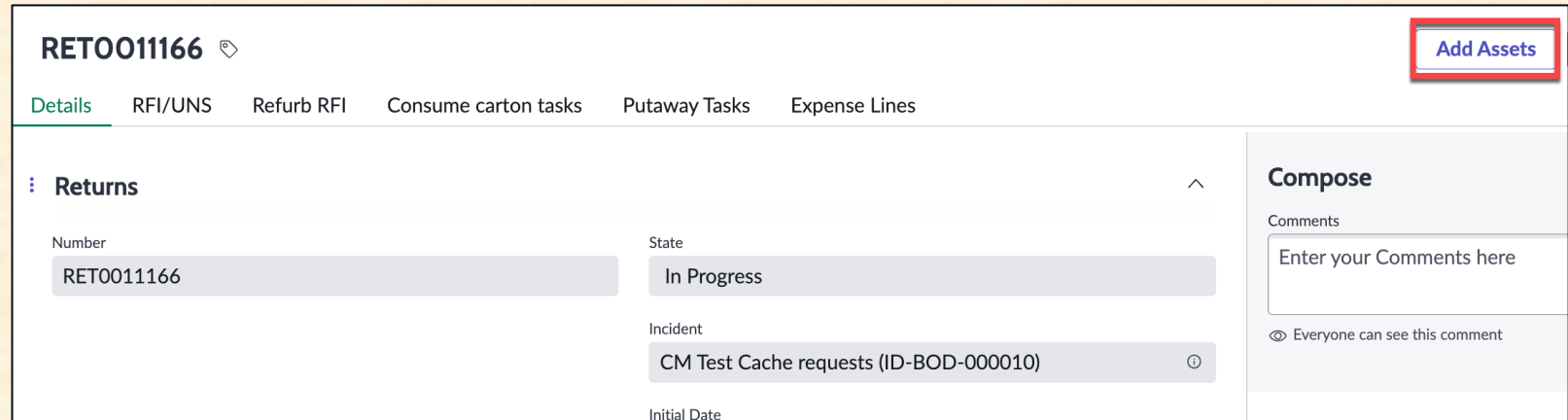


The screenshot shows the 'Create New Returns' form. At the top right is a 'Save' button. Below the title is a 'Details' section. The form contains several fields: 'Number' (with a dash), 'State' (set to 'Draft'), 'Total Return Value' (0.00 USD (\$)), 'Incident' (searchable), 'Total Issue Value' (0.00 USD (\$)), 'Receiving Stockroom' (IDCDK - Coeur d Alene Incident Support Cache), 'Other Order' (searchable), 'Notes' (text area), and 'Comments' (text area). A vertical sidebar on the right contains icons for editing and printing.

## Adding Assets

Learn how to add assets, such as trackables and non-trackables, to an existing Return.

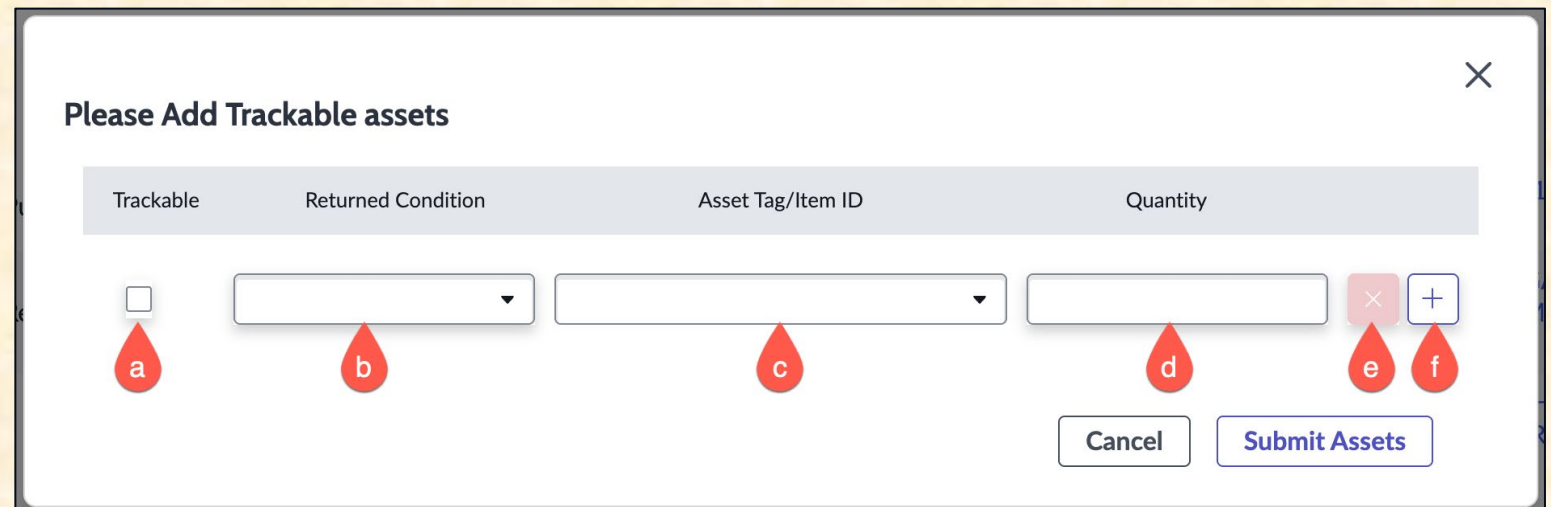
1. Click **Add Assets** in the upper right corner of a Return record
2. In the 'please add assets' pop-up window, complete the following:
  - a) Click the Trackable checkbox if adding a trackable asset.
  - b) Select a Returned Condition
  - c) Start typing in the Asset Tag/Item ID field to search and select an issued asset.
  - d) Add an amount for Quantity
  - e) Click the X icon to delete a line item
  - f) Click the Plus icon to add a new line item
3. When done, click **Submit**.



The screenshot shows the 'RET0011166' Return record page. In the top right corner, there is a red-bordered button labeled 'Add Assets'. Below the header, there are tabs for 'Details', 'RFI/UNS', 'Refurb RFI', 'Consume carton tasks', 'Putaway Tasks', and 'Expense Lines'. The 'Details' tab is active, showing the following information:

- Number: RET0011166
- State: In Progress
- Incident: CM Test Cache requests (ID-BOD-000010)
- Initial Date: (empty)

On the right side, there is a 'Compose' section with a text area for 'Comments' and a note that 'Everyone can see this comment'.



The screenshot shows the 'Please Add Trackable assets' pop-up window. It has a title bar with a close 'X' icon. The window contains a table with the following columns: 'Trackable', 'Returned Condition', 'Asset Tag/Item ID', and 'Quantity'. Below the table, there are several input fields and icons:

- A checkbox for 'Trackable' with a red teardrop 'a' below it.
- A dropdown menu for 'Returned Condition' with a red teardrop 'b' below it.
- A dropdown menu for 'Asset Tag/Item ID' with a red teardrop 'c' below it.
- A text input field for 'Quantity' with a red teardrop 'd' below it.
- A red 'X' icon for deleting a line item with a red teardrop 'e' below it.
- A blue '+' icon for adding a new line item with a red teardrop 'f' below it.

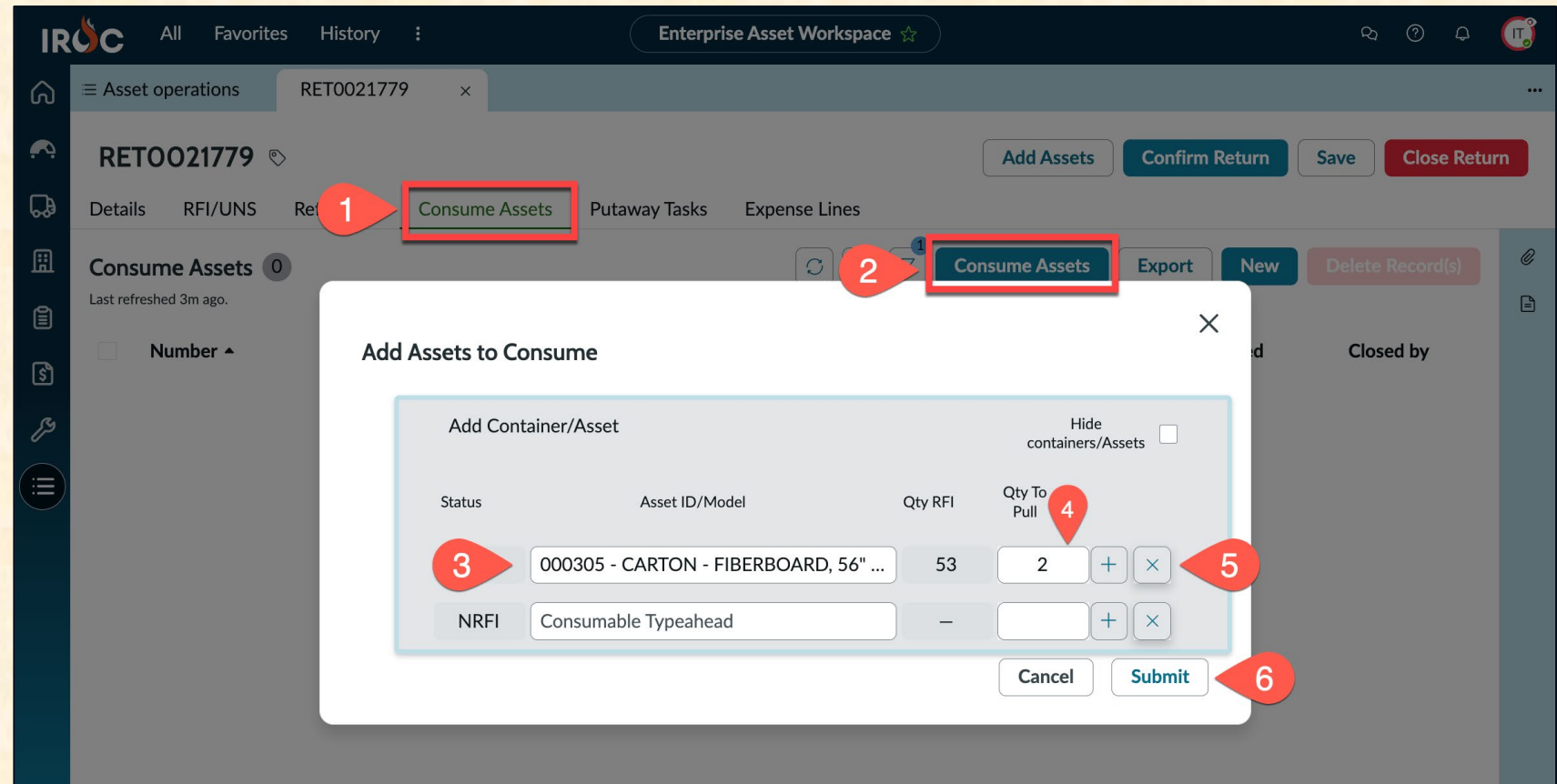
At the bottom right, there are two buttons: 'Cancel' and 'Submit Assets'.

## Consuming Cartons to the Return record

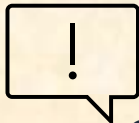
This process charges for cartons used during the Returns process. Cartons can be consumed for multiple items (no per-line-item charge needed)

**Note:** The User interface can vary depending on the instance in which this functionality is displayed due to current development.

1. Open the **Consume Assets** tab.
2. Click the **Consume Assets** button.
3. Start typing in the **Asset ID/Model** field and select a carton.
4. Enter the **Quantity to Pull**.
5. To add more cartons, click the plus icon. To remove a carton, click the X.
6. When done, click **Submit**.



Status	Asset ID/Model	Qty RFI	Qty To Pull
	000305 - CARTON - FIBERBOARD, 56" ...	53	2
NRFI	Consumable Typeahead	-	



Cartons can be added during any stage of the Returns process.

## Update or Delete Assets Before Confirming



Before confirming the return, verify the following information in the RFI, UNS, Refurb RFI, and Consume Assets tabs:

- Asset Condition
- Model
- Quantity

Additionally, you can delete an asset from the Record.

However, once the Return has been confirmed, these fields can no longer be modified.

### To update the Asset Condition, Model, or Quantity:

1. Double-click the cell for a specific Column and update the Data
2. OR, click the link in the **Number** column to open the record and update the associated field(s)

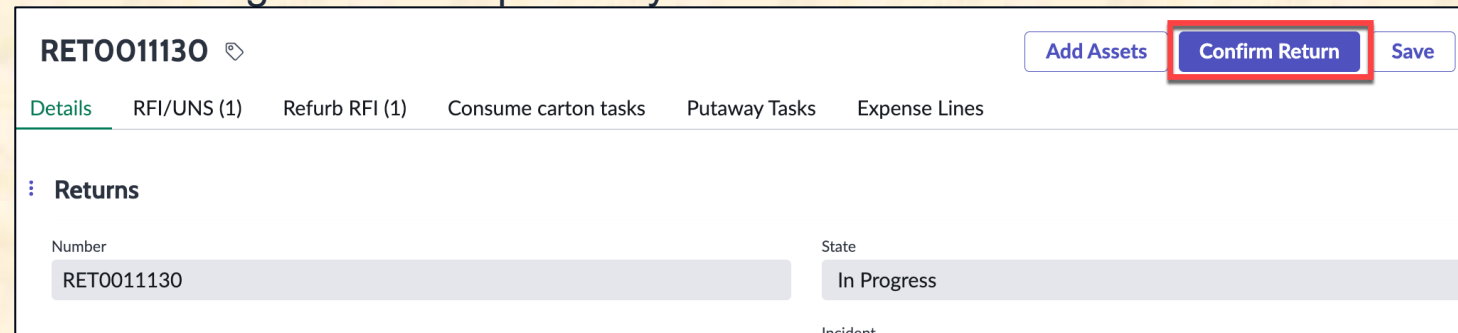
### To delete a trackable or non-trackable asset in the 'Ready' state:


1. From the **RFU/UNS** or **Refurb RFI** tab, click the link in the **Number** column to open the asset you want to delete
2. Click the three **horizontal dots** (next to the Save button) in the upper right corner
3. Click **Delete**
4. Click **OK** in the 'Confirmation' pop-up window

## Confirming Return and Marking Items Refurbished

Continue the process by confirming the Return and marking Refurb RFI items as refurbished. If an asset is still awaiting refurbishment, you can continue processing the remaining assets after clicking Confirm Return. Once the asset has been refurbished, at a later time, click Mark Refurbished to generate the put away task.

1. From the Return record, click **Confirm Return**
2. To mark an item as refurbished:
  - a) Open the **Refurb RFI** tab
  - b) Click the link in the **Number** column for an asset with an 'Awaiting Refurbishment' state
  - c) Click **Mark Refurbished**  
*The Asset condition updates from 'Refurb RFI' to RFI*



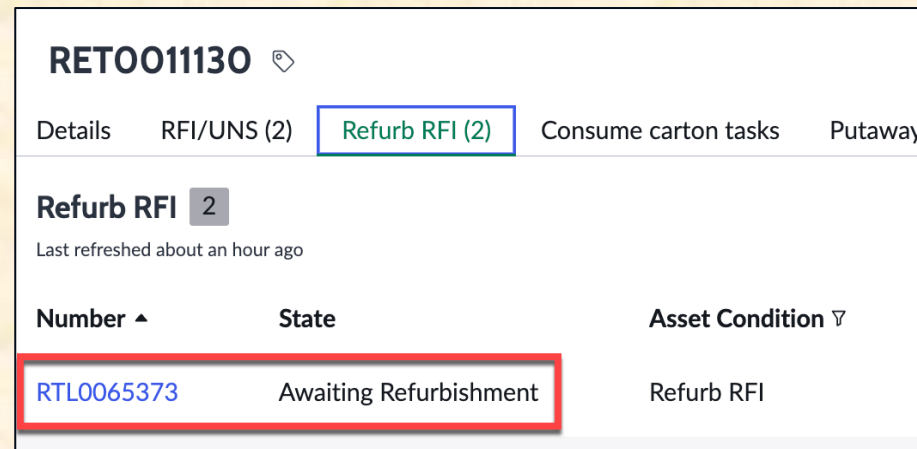
RET0011130 


[Add Assets](#) **Confirm Return** [Save](#)

[Details](#) [RFI/UNS \(1\)](#) [Refurb RFI \(1\)](#) [Consume carton tasks](#) [Putaway Tasks](#) [Expense Lines](#)

**Returns**

Number	State
<a href="#">RET0011130</a>	In Progress



RET0011130 

[Details](#) [RFI/UNS \(2\)](#) **Refurb RFI (2)** [Consume carton tasks](#) [Putaway](#)

**Refurb RFI** 2

Last refreshed about an hour ago

Number ▲	State	Asset Condition ▾
<a href="#">RTL0065373</a>	Awaiting Refurbishment	Refurb RFI

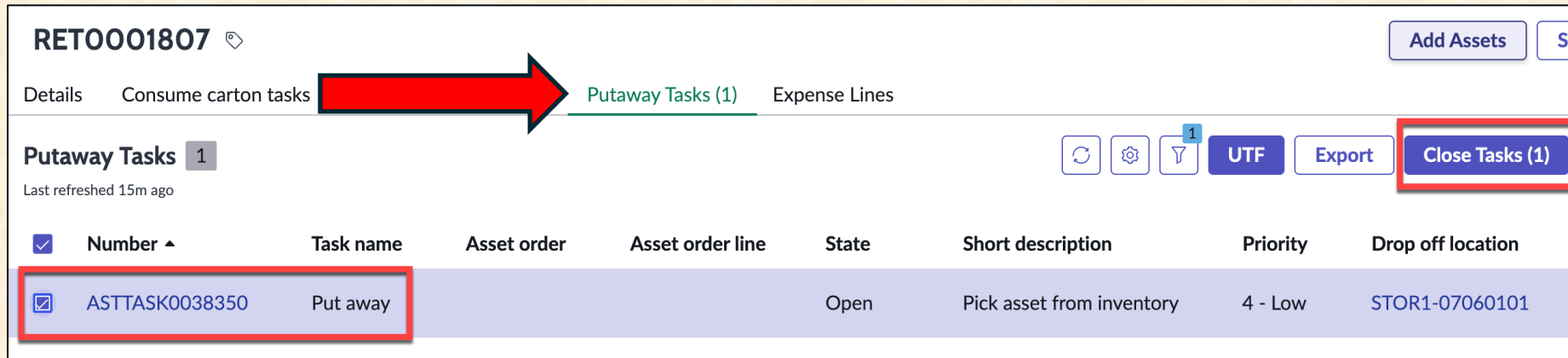
Priority State  
4 - Low Awaiting Refurbis...


[Details](#) [Asset pick tasks](#)

## Completing Put Away Tasks

Put away tasks are generated immediately after confirming the Return. Refurb RFI items will generate put away tasks automatically once the items are refurbished.

1. Open the **Putaway Tasks** tab.  
*If needed, click a link in the Number column to open the put away record and scroll down to read the task description.*
2. When tasks are complete, click the checkbox(es) for the put away tasks completed. Then click **Close Tasks**.



RET0001807 

Details Consume carton tasks **Putaway Tasks (1)** Expense Lines Add Assets Save

**Putaway Tasks** 1 UTF Export Close Tasks (1)

Last refreshed 15m ago

<input checked="" type="checkbox"/>	Number ^	Task name	Asset order	Asset order line	State	Short description	Priority	Drop off location
<input checked="" type="checkbox"/>	ASTTASK0038350	Put away			Open	Pick asset from inventory	4 - Low	STOR1-07060101

# Managing Returns



## Return Report

Export and format the Return Report.

1. From a Return record, open the **Details** tab
2. Click the three vertical dots next to Returns
3. Click **Export**

Returns Details Page 1

Report Title: Returns Details  
Run Date and Time: 06-10-2026 16:28:49 Pacific Daylight Time  
Run by: David Reilly  
Table name: x\_g\_fsf\_wms\_returns

Returns

Number:	RET0022618	State:	Confirmed
Total Return Value:	(\$67.90)	Incident:	BMDC Support (OR-WWF-000001)
Total Issue Value:	\$0.00	Incident Initial Date:	01-05-2026
Other Order:		Incident Cost center:	EK6J
Other Order Customer:		Receiving Stockroom:	ORLGGK - La Grande Incident Support Cache
Other Order Cost center:			

Notes:  
Comments:

Related List Title: Returned Line Items List  
Table name: x\_g\_fsf\_wms\_returned\_line\_items  
Query Condition: Return Parent = RET0022618 AND Asset Condition in (RFI, UNS)  
Sort Order: Number in ascending order

1 Returned Line Items

Number ▲	State	Asset Condition	Asset tag	Model	Quantity	Unit of measure
RTL0148149	Awaiting Put Away	RFI		000010 - REDUCER - 1 1/2" NH-F (9 TPI) TO 1" NPSH-M (11 1/2 TPI)	5	Each

Related List Title: Returned Line Items List  
Table name: x\_g\_fsf\_wms\_returned\_line\_items

Asset operations RET0021774 ×

### RET0021774

**Details** RFI/UNS (1) Refurb RFI (1) Consume A

**Returns**

More form options

Toggle Annotations Off/On

Reload form

Export

Copy URL

View >

0.00
0.00

# Managing Returns



## Expense Lines for a Return

View the Exported expense lines for a Return record.

1. From a Return record, open the **Expense lines** tab
2. Click **Export**
3. Select a **File Type** and **Delivery Type**
4. Click **Export**

Asset operations RET0021774

RET0021774

Add Assets Confirm Return Save Close Return

Details RFI/UNS (1) Refurb RFI (1) Consume Assets (2) Putaway Tasks Expense Lines

Expense Lines 0  
Last refreshed just now.

Review All Unreview All Export

	A	B	C	D	E	F	G	H	I	J	K	
1	Number	State	Category	Date	Model	Expensed asset	Quantity	Unit of measure	Cost	Amount	Created by	
2	EXP0983775	Processed	Issue	03-20-2026	008189 - CARTON - FIBERBOARD, 16" X 8" X 8"		16	Each	\$1.41	\$25.92	ebarry	
3	EXP0983768	Processed	Return	03-20-2026	000649 - COUPLER - QUICK, 3" FEMALE TO 3" MALE NPT THREAD		4	Each	\$30.84	-\$116.80	ebarry	
4	EXP0983766	Processed	Return	03-20-2026	007613 - OIL - SAE 10-30 WT		1	Quart	\$5.98	-\$5.87	ebarry	
5	EXP0983764	Processed	Return	03-20-2026	001016 - HOSE - GARDEN, SYNTHETIC, 3/4" NH X 50'		27	Length	\$32.31	-\$888.30	ebarry	
6	EXP0983762	Processed	Return	03-20-2026	000611 - GASKET - 3", FOR FEMALE QUICK COUPLER		9	Each	\$1.06	-\$9.63	ebarry	
7	EXP0983760	Processed	Return	03-20-2026	000538 - PIN - PANEL, HOLD DOWN, 8" LONG		1084	Each	\$0.89	-\$574.52	ebarry	
8	EXP0983759	Processed	Return	03-20-2026	000564 - FUNNEL - 1 QT (.9L), W/STRAINER		4	Each	\$7.57	-\$28.72	ebarry	
9	EXP0983758	Processed	Return	03-20-2026	000318 - GOGGLES - CLEAR LENS, UVEX STEALTH MODEL ANSI Z87.1		15	Pair	\$22.93	-\$330.30	ebarry	
10	EXP0983757	Processed	Return	03-20-2026	000394 - TIE WRAPS - ONE WAY, 15" - 17"		540	Each	\$0.08	-\$37.80	ebarry	
11	EXP0983756	Processed	Return	03-20-2026	001287 - SHEETING - PLASTIC, BLACK, 10' X 20'		3	Sheet	\$7.96	-\$19.29	ebarry	

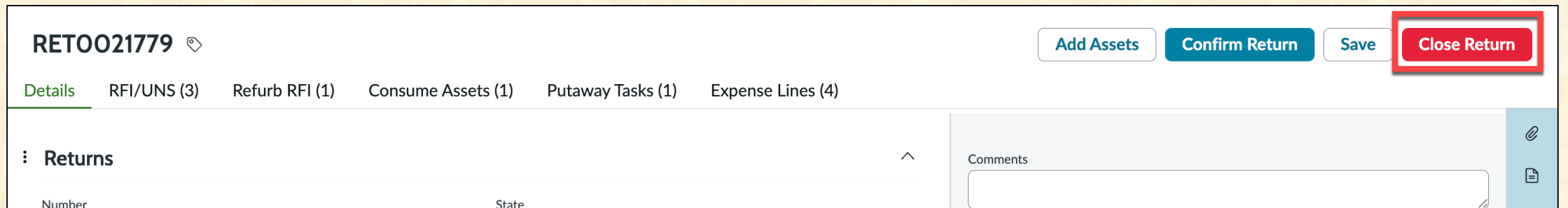
## Closing a Return Record

After a return is completed, you can close the Return record and change its status in the Details tab to "Completed."

**Important!** Return records can not be closed until all put away tasks or refurbished items are completed.

1. From the Asset Operations workspace, open the Returns list.
2. Click a link in the **Number** column to open a return.
3. In the upper right, click **Close Return**.

*You can not edit a Return record after a Return is closed.  
To reopen, click Reopen Return.*



The screenshot displays the ICLIP interface for a return record with ID RET0021779. The top right corner features four buttons: 'Add Assets', 'Confirm Return', 'Save', and 'Close Return'. The 'Close Return' button is highlighted with a red rectangular border. Below the buttons, a navigation bar shows tabs for 'Details', 'RFI/UNS (3)', 'Refurb RFI (1)', 'Consume Assets (1)', 'Putaway Tasks (1)', and 'Expense Lines (4)'. The main content area is titled ': Returns' and contains a table with columns for 'Number' and 'State'. A 'Comments' section is visible on the right side of the interface.

# Knowledge Check

## Managing Returns

### Question 1

How would you use the Refurb RFI condition?

### Question 2

How can you check the year of the Incident?

### Question 3

When I return an item UNS is the Incident charged for it?

# Module #8

## Work Orders



**\*Important\***

This training deck was created while the Work Order functionality is still in active development. The displayed information and screenshots will differ from the final functionality.

# Work Orders

## Overview & Learning Objectives

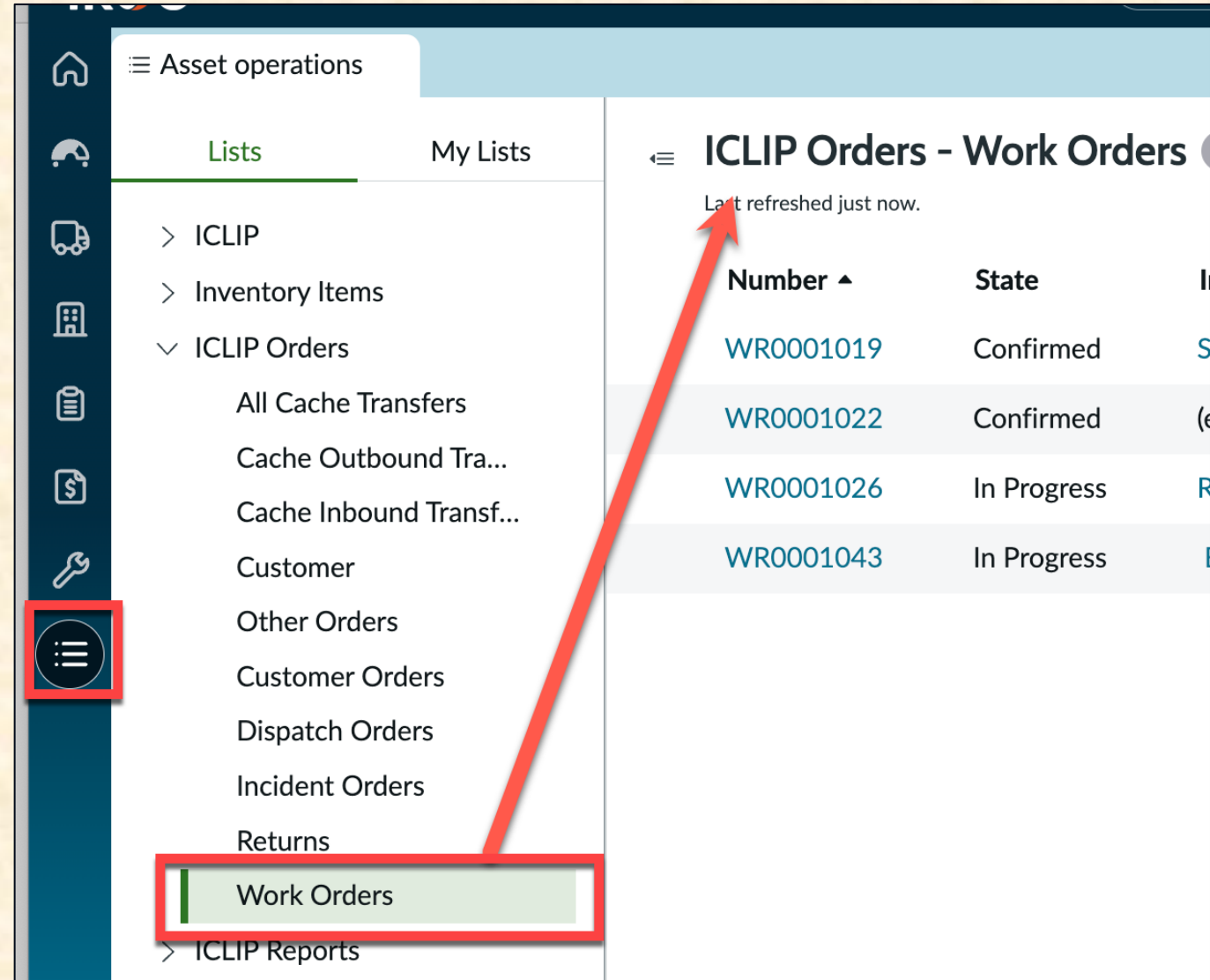
### What is a Work Order?

- A record used to track asset consumption and condition changes
  - Use to track assets that leave the site for refurbishment or require repairs that consume stock/inventory
- Tied to a specific incident or other order
- Managed in the EAW

**Navigation Path:** EAW → Asset Operations → ICLIP Orders → Work Orders

### You will learn how to:

- Navigate to Work Orders in the EAW
- Create a new Work Order linked to an incident or other order
- Verify that key fields auto-populate correctly
- Save the Work Order record



The screenshot displays the 'Asset operations' menu in the ICLIP system. The 'Lists' tab is active, and the 'ICLIP Orders' section is expanded. The 'Work Orders' option is highlighted in the left-hand menu. A red arrow points from the 'Work Orders' menu item to the 'ICLIP Orders - Work Orders' page, which shows a table of work orders. The table has columns for 'Number' and 'State'. The 'Work Orders' menu item is also highlighted with a red box.

Number	State
WR0001019	Confirmed
WR0001022	Confirmed
WR0001026	In Progress
WR0001043	In Progress

## Creating a Work Order

Create a Work Order to track and expense items used to repair items/trackables.

1. Click **New** in the Work Order list.
2. Complete the 'Create New Work Order' form, enter an Incident order or Other Order:
  - For **\*Incident**, start typing the Incident number or name to find and select an option from the list.
  - For **\*Other Order**, start typing the Other Order number to find and select an option from the list.
3. Verify the information in the prepopulated fields.
4. If needed, add:
  - **Notes:** these remain in the Notes box and can be updated/changed
  - **Comments:** these get placed into the Activity log each time you click Save
5. When done, click **Save**.

### Create New Work Order

Save

Details

**Work Order**

Number:

State:

Incident:

Receiving Stockroom:

Other Order:

Notes:

Comments:

# Work orders

Choose a Consumption Option

**Option 1:**  
Consume Assets  
(Work  
Order)/Consume  
Assets (WLI  
Consumable Asset)

This option lets you consume assets without tracking by the Work Line Item. Example, charge a single item.

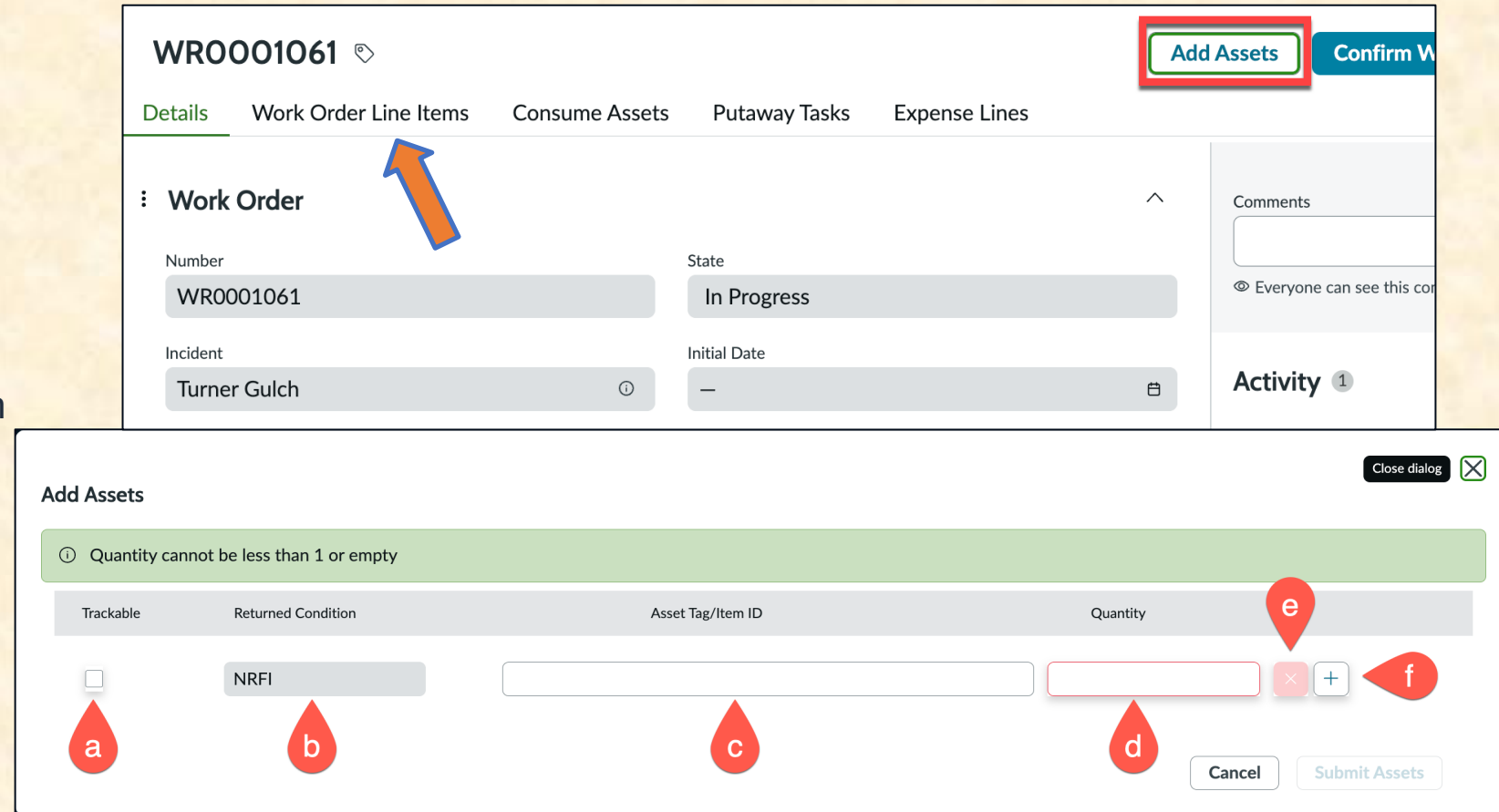
**Option 2:**  
Consume Assets  
(WLI  
Consumable Kit)

This option provides all the kit components in order to consume a specific item.

## Adding Assets

Learn how to add assets, such as trackables, to Work Order Line Items. Add items you will return; the condition will be NRFI.

1. Click **Add Assets** in the upper right corner of a Work order record
2. In the 'Add assets' pop-up window, complete the following:
  - a) Click the Trackable checkbox if adding a trackable asset.
  - b) Select a Returned Condition
  - c) Start typing in the Asset Tag/Item ID field to search and select an issued asset.
  - d) Add an amount for Quantity
  - e) Click the X icon to delete a line item
  - f) Click the Plus icon to add a new line item
3. When done, click **Submit**.



The screenshot displays the ICLIP interface for adding assets to a work order. The top section shows the work order record for 'WR0001061' with tabs for 'Details', 'Work Order Line Items', 'Consume Assets', 'Putaway Tasks', and 'Expense Lines'. The 'Add Assets' button is highlighted in a red box. The bottom section shows the 'Add Assets' pop-up window with the following fields and icons:

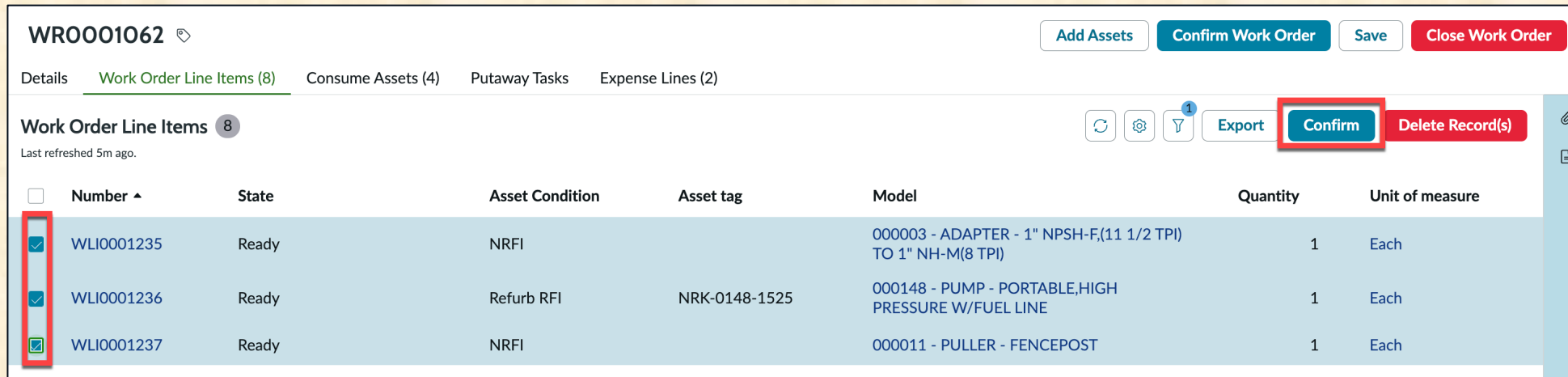
- Trackable:** A checkbox labeled 'a'.
- Returned Condition:** A dropdown menu showing 'NRFI' labeled 'b'.
- Asset Tag/Item ID:** A search field labeled 'c'.
- Quantity:** A numeric input field labeled 'd'.
- Delete:** A red 'X' icon labeled 'e'.
- Add:** A blue '+' icon labeled 'f'.

At the bottom of the pop-up window are 'Cancel' and 'Submit Assets' buttons. A green error message at the top of the pop-up window reads: 'Quantity cannot be less than 1 or empty'.

## Confirm Work Order Line Items (WLI)

Learn how to confirm work order line items and what to do next The **Confirm Work Order** button confirms all work order lines and all consumed assets. The **Confirm** button only confirms the specific items you have check-marked.

1. To confirm any WLI, check the checkbox and click **Confirm**  
*OR click Confirm Work Order to confirm all assets at once*
2. The following 'States' will update accordingly:
  - **NRFI**: Ready → Awaiting Refurbishment
  - **Refurb RFI**: Ready → Awaiting Put Away
  - **UNS**: Ready → Complete



WR0001062

Add Assets Confirm Work Order Save Close Work Order

Details Work Order Line Items (8) Consume Assets (4) Putaway Tasks Expense Lines (2)

Work Order Line Items 8

Last refreshed 5m ago.

<input type="checkbox"/>	Number ^	State	Asset Condition	Asset tag	Model	Quantity	Unit of measure
<input checked="" type="checkbox"/>	WLI0001235	Ready	NRFI		000003 - ADAPTER - 1" NPSH-F,(11 1/2 TPI) TO 1" NH-M(8 TPI)	1	Each
<input checked="" type="checkbox"/>	WLI0001236	Ready	Refurb RFI	NRK-0148-1525	000148 - PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	1	Each
<input checked="" type="checkbox"/>	WLI0001237	Ready	NRFI		000011 - PULLER - FENCEPOST	1	Each

Export Confirm Delete Record(s)

## Option 1: Consume Assets (Work Order)/Consume Assets (WLI Consumable Asset)

1. Open a Work Order record
2. Open the **Consume Assets** tab *OR* open a Work Order Line item and click the Consume asset tab.
3. Click the **Consume Assets** button.
4. Start typing in the **Asset ID/Model** field and select a n item.
5. Enter the **Quantity to Pull**.
6. To add more rows, click the plus icon. To remove a row, click the X.
7. When done, click **Submit**.
8. If you want to consume the asset(s), click the checkbox and click **Confirm**.  
*The State updates to 'Closed Complete' and expense lines are created.*

**Note:** Double-click the Asset Condition cell for WLI items and update from NRFI to Refurb RFI or UNS.

WR0001062

Details Work Order Line Items (8) **Consume Assets (4)** Putaway Tasks (1) Expense Lines (4)

Consume Assets 4

Last refreshed 3h ago.

Confirm **Consume Assets**

OR

Details **Work Order Line Items (9)** Consume Assets (4) Putaway Tasks (1)

Work Order Line Items 9

Last refreshed 2m ago.

<input type="checkbox"/> Number	State	Asset Condition
<input type="checkbox"/> WLI0001159	Awaiting Put Away	
<input type="checkbox"/> <b>WLI0001165</b>	Awaiting Refurbishment	
<input type="checkbox"/> WLI0001230	Awaiting Refurbishment	
<input type="checkbox"/> WLI0001231	Complete	
<input type="checkbox"/> WLI0001232	Awaiting Refurbishment	
<input type="checkbox"/> WLI0001235	Awaiting Refurbishment	
<input type="checkbox"/> WLI0001236	Awaiting Refurbishment	Refurb RFI
<input type="checkbox"/> WLI0001237	Awaiting Refurbishment	NRFI
<input type="checkbox"/> WLI0001241	Ready	NRFI

WLI0001165

Priority State  
4 - Low Awaiting Refurbishment

Details **Consume Assets (1)** Asset pick tasks

Consume Assets 1

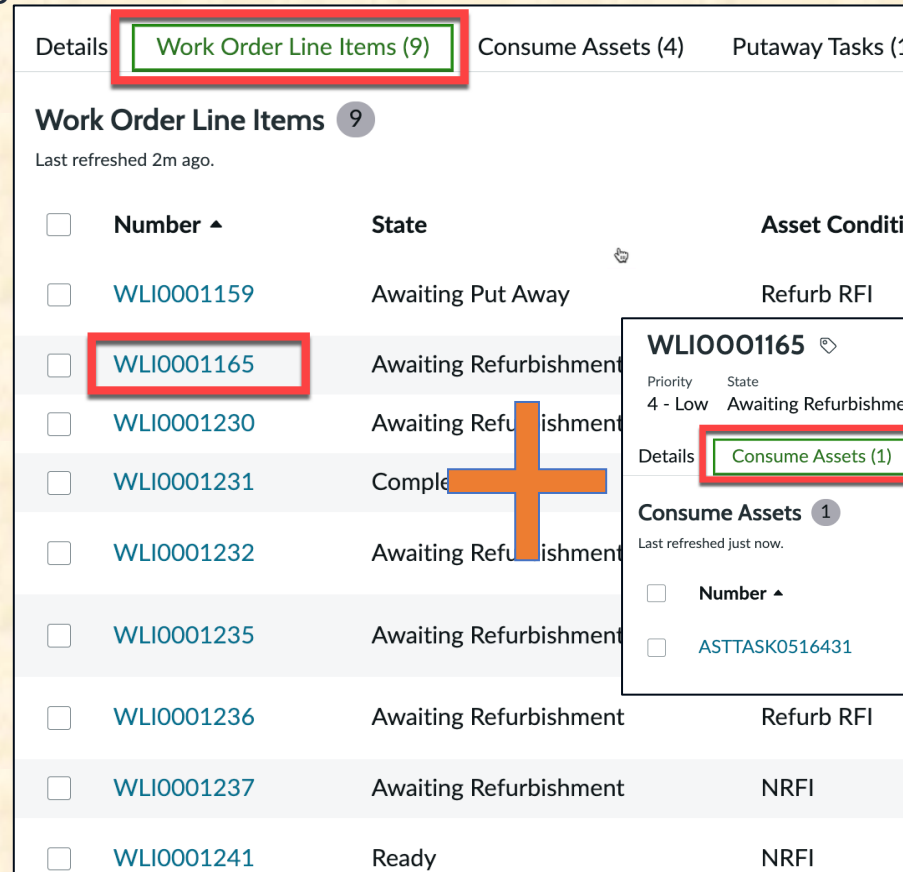
Last refreshed just now.

<input type="checkbox"/> Number	State	Model	Aisle and space
<input type="checkbox"/> ASTTASK0516431	Open	000007 - ADAPTER - 1 1/2" NPSH-F, (11 1/2 TPI) TO 1 1/2" NH-M (9TPI)	STOR1-07010204

## Option 2: Consume Assets (WLI Consumable Kit)

Learn how to consume assets that are directly tied to a specific Kit model.

1. Open a Work Order record
2. Open the **Work Order Line Items** tab
3. Open a Consumable Kit record from the list by clicking the link in the **Number** column.
4. Open the **Consume Assets** tab
5. Click the **Consume Assets** button.
6. Start typing in the **Asset ID/Model** field and select a Consumable.
7. Enter the **Quantity to Pull**.
8. To add more rows, click the plus icon. To remove a row, click the X.
9. When done, click **Submit**.

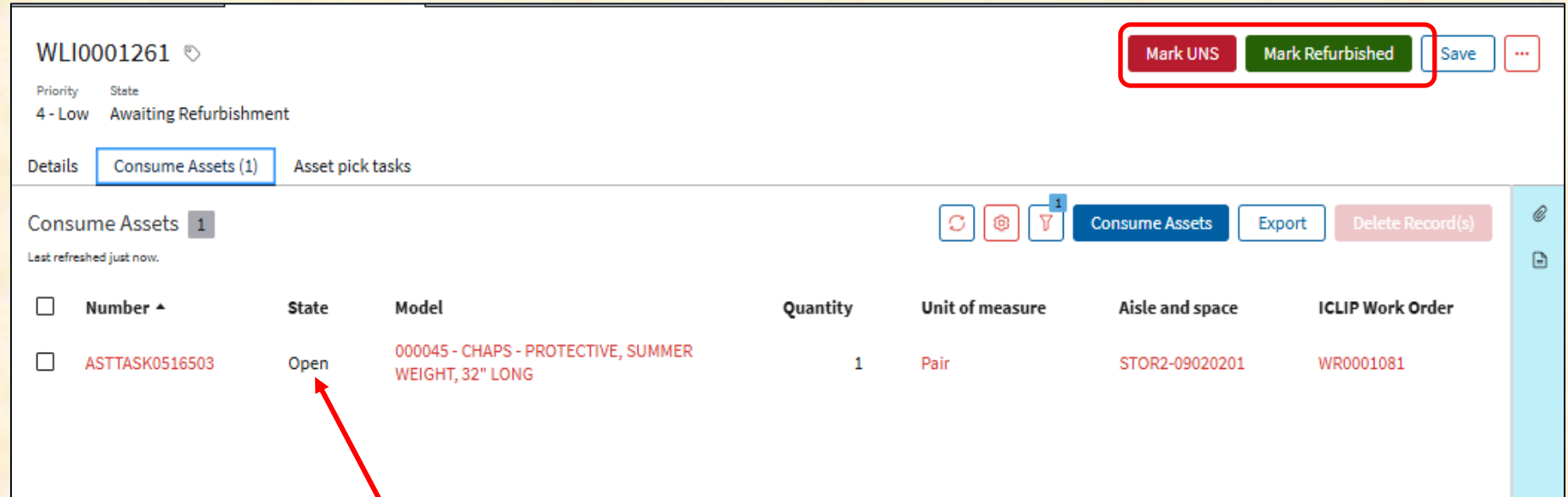



Number	State	Asset Condition
WLI0001159	Awaiting Put Away	Refurb RFI
WLI0001165	Awaiting Refurbishment	
WLI0001230	Awaiting Refurbishment	
WLI0001231	Completed	
WLI0001232	Awaiting Refurbishment	
WLI0001235	Awaiting Refurbishment	
WLI0001236	Awaiting Refurbishment	Refurb RFI
WLI0001237	Awaiting Refurbishment	NRFI
WLI0001241	Ready	NRFI

Number	State	Model	Aisle and space
ASTTASK0516431	Open	000007 - ADAPTER - 1 1/2" NPSH-F, (11 1/2 TPI) TO 1 1/2" NH-M (9TPI)	STOR1-07010204

## Mark items Refurbished or UNS




With items that are 'Awaiting Refurbishment,' you can continue to consume assets required in the repair and once complete click **Mark Refurbished** or **Mark UNS**.



WLI0001261 

Priority: 4 - Low    State: Awaiting Refurbishment

Details: **Consume Assets (1)**    Asset pick tasks

Consume Assets **1**       **Consume Assets**    **Export**    **Delete Record(s)**

Last refreshed just now.

<input type="checkbox"/>	Number ^	State	Model	Quantity	Unit of measure	Aisle and space	ICLIP Work Order
<input type="checkbox"/>	ASTTASK0516503	Open	000045 - CHAPS - PROTECTIVE, SUMMER WEIGHT, 32" LONG	1	Pair	STOR2-09020201	WR0001081


Once you 'Mark Refurbished' the Consume Asset tasks will move to a 'Closed' state

**Next...** Once the WLI are marked Refurbished a put away task will be created.

## Closing Put Away Tasks

Next, you can view and complete put away tasks after the items have been marked refurbished.

1. Open the **Put Away Tasks** tab
2. If needed, update the **Drop off location**
3. Select the applicable checkbox(es)
4. Click **Close Tasks**



WRO001062 

[Add Assets](#) [Confirm Work Order](#) [Save](#) [Close Work Order](#)

Details [Work Order Line Items \(8\)](#) [Consume A](#) **1** [Putaway Tasks \(1\)](#) [Expense Lines \(4\)](#)

**Putaway Tasks** **1**    **1** [UTF](#) [Export](#) [Close Tasks \(1\)](#)

Last refreshed 5m ago.

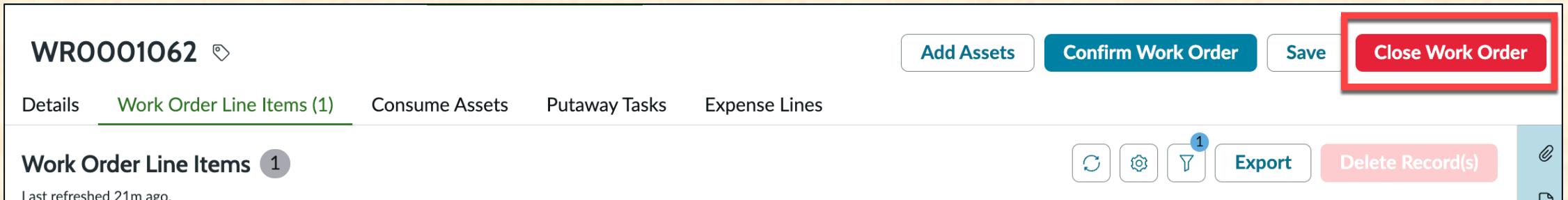
<input checked="" type="checkbox"/> <a href="#">Select record</a>	Number	State	Asset tag	Model	Quantity	Unit of measure	Pick location	Drop off location	Assigned to
<input checked="" type="checkbox"/>	ASTTASK0516433	Open	NRK-0148-1510	000148 - PUMP - PORTABLE,HIGH PRESSURE W/FUEL LINE	1	Each	RETURN-ZONE	STOR1-07050101	(empty)

## Closing a Work Order Record

After a Work Order is completed, you can close the record and change its status in the Details tab to "Completed."

**Important!** Work order records can not be closed until all tasks are completed.

1. From the Asset Operations workspace, open the Work Orders list.
2. Click a link in the **Number** column to open a return.
3. In the upper right, click Close Work Order.  
*You can not edit a Work Order record after a Work Order is closed.*



The screenshot shows the ICLIP interface for a specific work order record, WRO001062. The record ID is displayed at the top left. Below it, there are several tabs: 'Details', 'Work Order Line Items (1)', 'Consume Assets', 'Putaway Tasks', and 'Expense Lines'. The 'Work Order Line Items (1)' tab is currently selected. In the top right corner, there are four buttons: 'Add Assets', 'Confirm Work Order', 'Save', and 'Close Work Order'. The 'Close Work Order' button is highlighted with a red rectangular box. Below the tabs, there is a section for 'Work Order Line Items' with a notification badge showing '1'. To the right of this section, there are several icons: a refresh icon, a settings icon, a filter icon with a notification badge showing '1', an 'Export' button, and a 'Delete Record(s)' button. The bottom left corner of the interface shows the text 'Last refreshed 21m ago'.

# Hands On Practice Module #9 Work Orders

## Work Order Line Items Tab

- Add asset "NFES 0760" Qty 1 – Then consume 3 random assets within the Kit
- Add asset "NFES 1016" Qty 100
- Add asset "NFES 0231" Qty 57 – Then consume a Gasket 1 ½" within the WLI
- Add asset "NFES 0588" Qty 3 – Then consume NFES 0500 within the WLI
- Add asset "NFES 0579" Qty 8
- Add asset "NFES 0909" Qty 10 – Then consume NFES 0151 within the WLI

A  
N  
D

## Consume Assets Tab

- NFES 2007 / Carton for the NFES 0579
- NFES 2006 / Carton for the NFES 0760
- NFES 0823 / Carton for the NFES 1016

# Knowledge Check

## Question 1

How many places can you consume assets in the system?

## Question 2

What is the difference between using Refurb RFI in normal Returns and using a Work Order?

## Question 3

After you close a Work Order, can you reopen it?



Interagency Cache Logistics  
Inventory Program

# Summer Foundational Training 2026

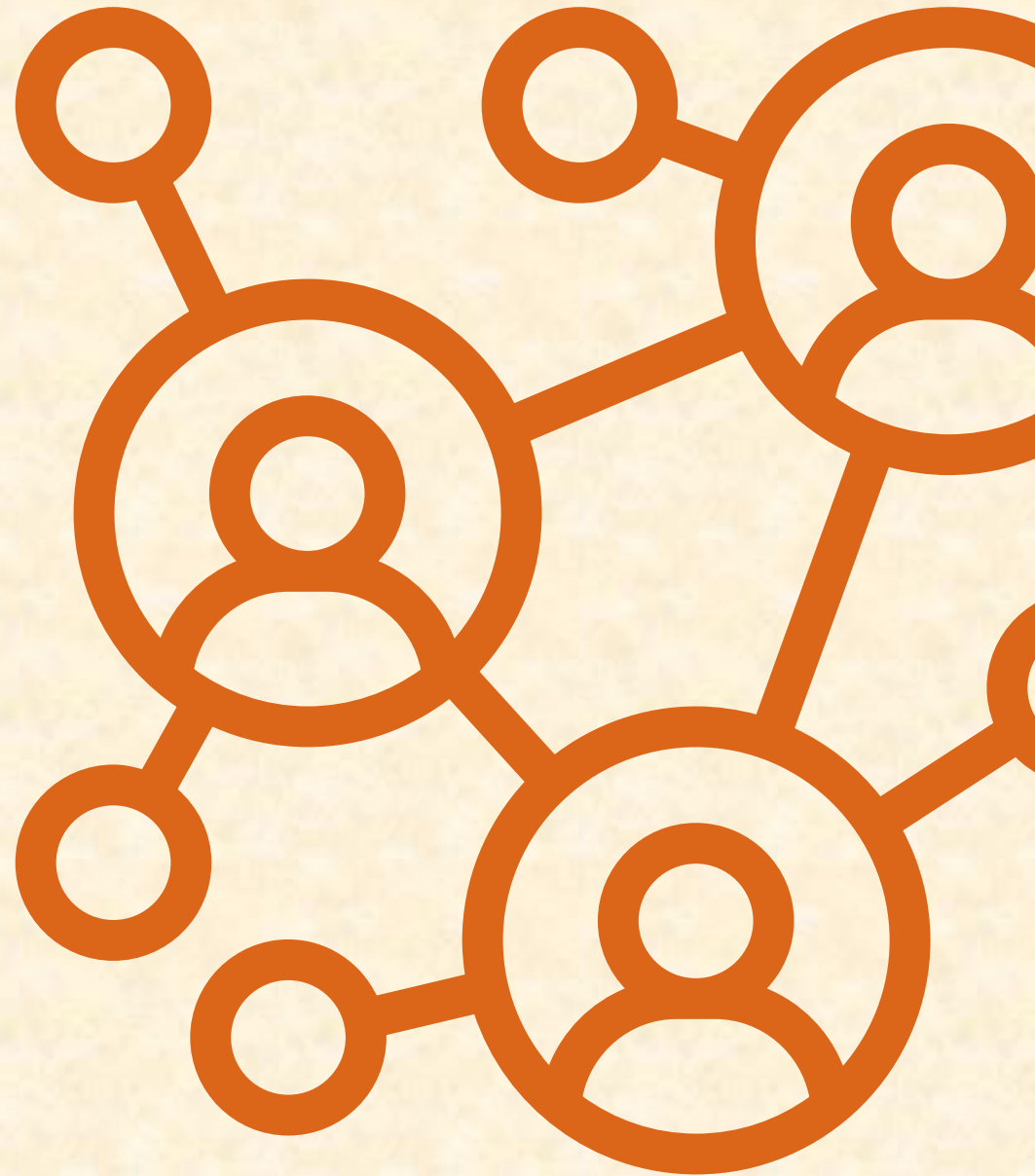
Interagency Cache Logistics Inventory Program

06/12/2026

# Topics and Agenda

Each Day's Topics	Monday	Tuesday	Wednesday	Thursday	Friday
Info & Hands on Training	Introduction to ICLIP	<u>Managing Kits</u>	Issues: Incident, Dispatch, and Customer Orders	Returns	Reports
Tips	Searching for Inventory	<u>Dekitting</u>		Work Orders	Ad-hoc Moves
	Labels			Q&A and Other Topics	Resources

# ICLIP Reports Module #9



# Reports: Expectations, Agenda, and Outcomes

## Training Session

### Expectations

- Understand prepopulated reports
- Review how to manage reports
- Understand how to use the Loss Use Summary Report

### Agenda

- Loss Use Summary Report
- Kit Summary Report
- Stock Status
- Custom Lists
  - Editing, Renaming, and Deleting Lists

### Outcomes

- Track inventory levels for ordering purposes
- Report on outstanding inventory for incidents and other orders
- Build custom lists for internal reports

# ICLIP Reports: Where do I find and run reports?

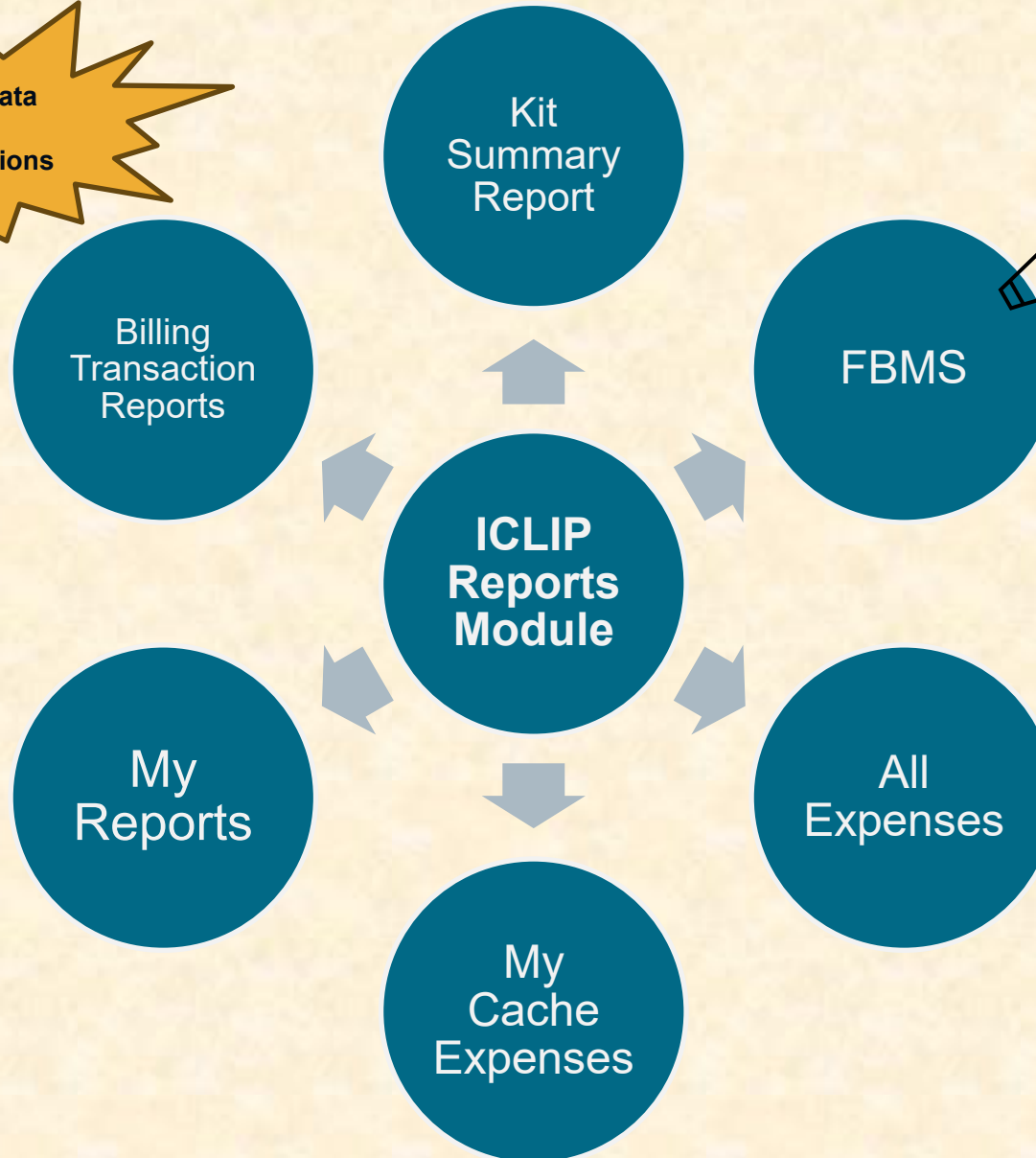
ICLIP Data and Transactions only

My Reports and Billing Transaction Reports both contain the same 3 Reports:

- Kit Summary
- Loss Use Summary
- Billing Information

My Reports are only reports *you* have run

Billing Transaction Reports are all reports run at *your Cache*



FBMS Reports are only available to BLM Caches!



**Tip:** Any ICLIP list can be exported into PDF or Excel format!

# ICLIP Reports: Loss Use Summary Report



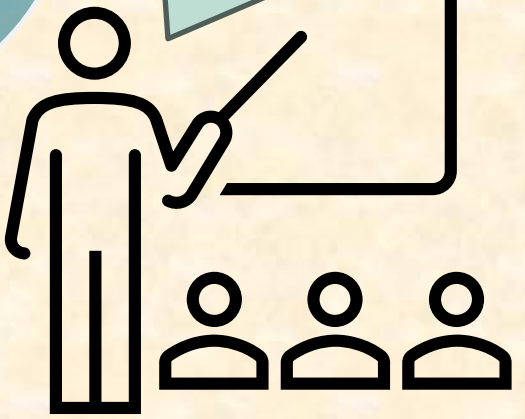
- Loss Use Reports are used to show all items issued and returned to an Incident or Other Order
- It is also a summary of all Trackable Assets issued, already returned, or getting refurbished for a specific Incident or Other Order
- It will report on the breakdown of dollar amounts still outstanding for Billing purposes

How to create and run a Loss Use Report:



Choose "Loss Use" as the Report Type

*Remember to select the correct year for the Incident/Other Order!*



**This report can be run for just your Cache transactions or ALL Cache transactions – but it is recommended to choose All Caches.**

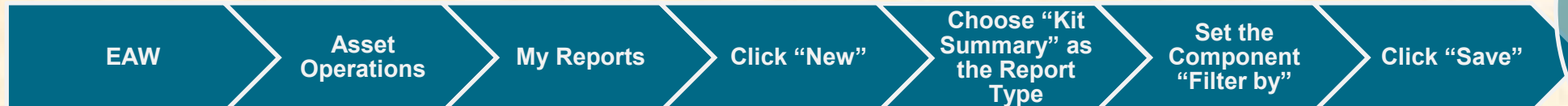
# ICLIP Reports: Kit Summary Report

Reports can be sorted two ways:

1. By Short Component – this will list all items you are short by *first*
2. By Component – this will display all NFES items in numerical order


Kit Summary Reports can show you inventory levels for a specific quantity of different kits – this can help when building kits or ordering components so that you can quickly see if you are short on any items!

How to create and run a Kit Summary Report:

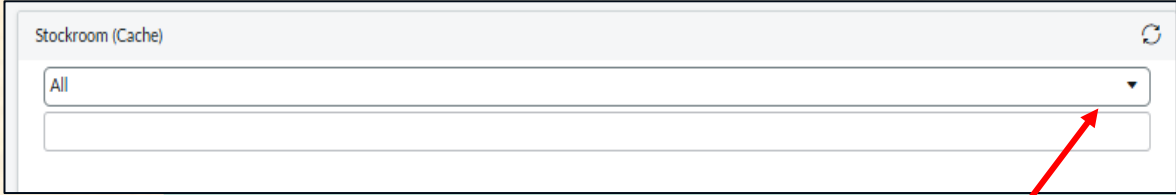
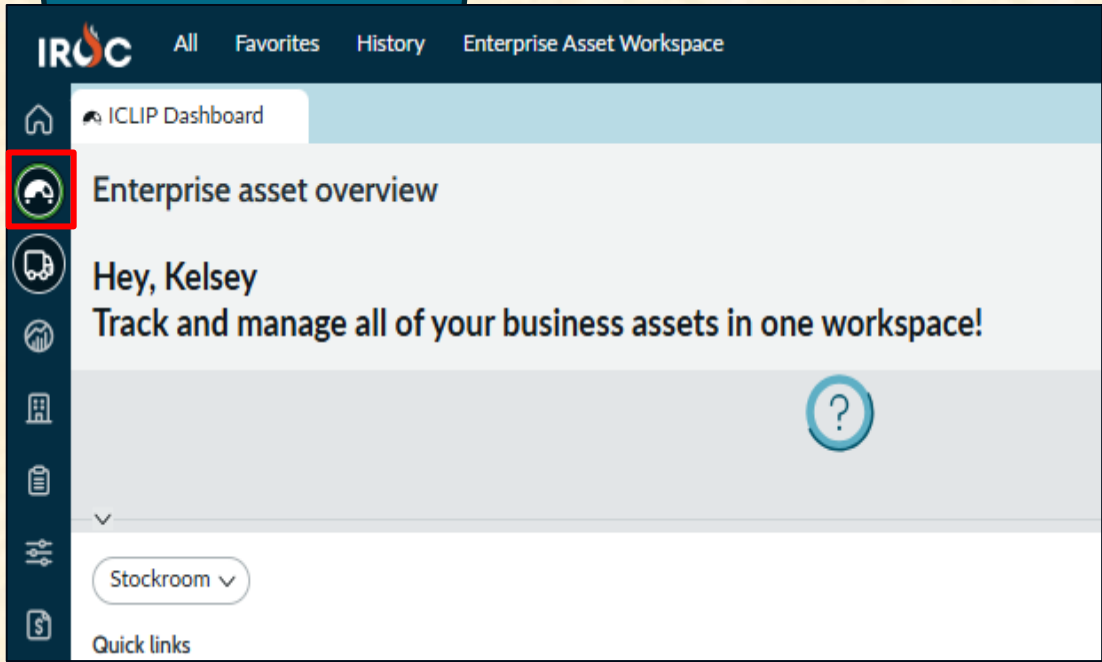


Click the “Select Kits” button to choose which kit(s) to run the report for

# ICLIP Reports: Stock Status Dashboard

 The Stock Status Dashboard is used for viewing current total stock levels, including incoming stock, components in kits, and items being processed.

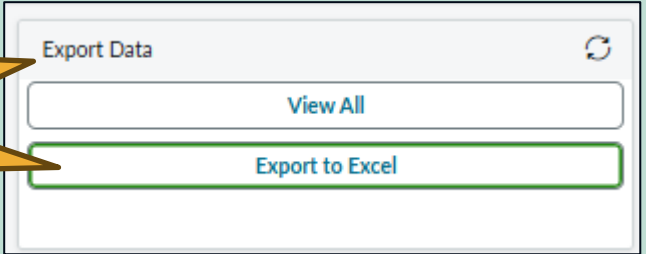
Click the "Dashboard" icon in the EAW



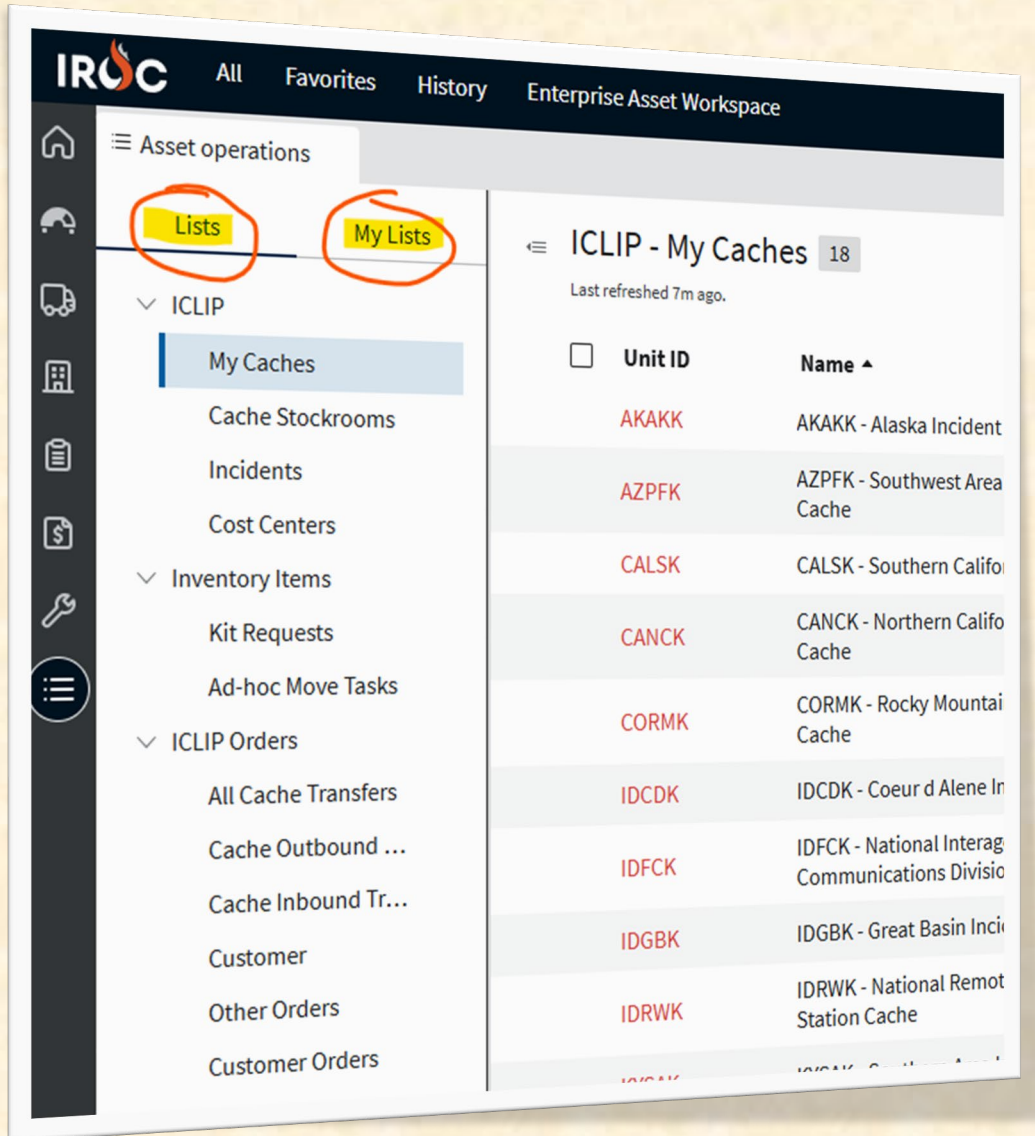
Use the dropdowns or start typing to select your Cache and the Items you would like to search for



Use the View All or Export buttons to see all column totals and put all the data into an excel spreadsheet



# ICLIP Reports: Custom Lists



Creating, Editing, and Deleting

Inventory by Zone Report

Kit Component List

Return Report

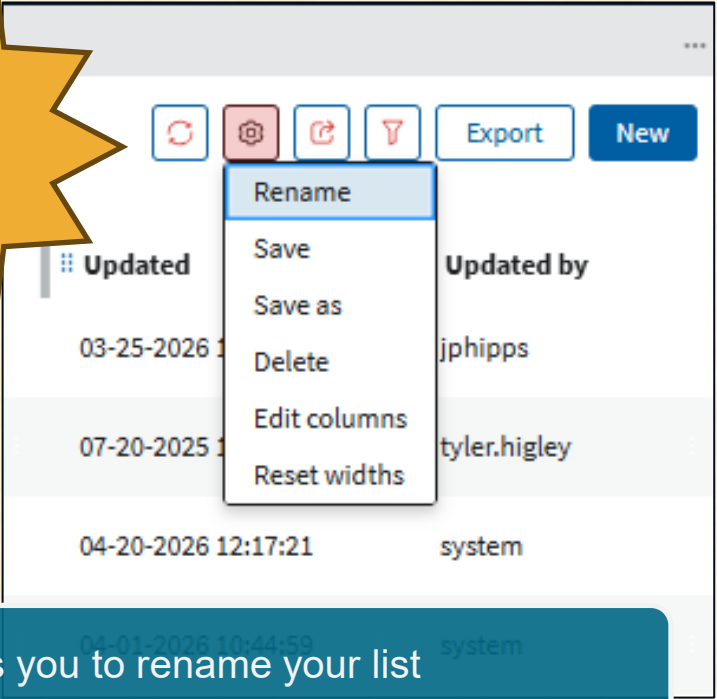


# My Lists: Custom Lists – Creating, Editing, and Deleting



Once you create custom lists, they will show up here

Make edits to a list with the Settings icon



Rename = allows you to rename your list

Save = save any edits you have made to the filters

Save As = duplicates the list and saves it as a new one

Delete = deletes the list from "My Lists"

Asset Operations

Create new list or organize current lists

# ICLIP Reports: Inventory by Zone Report

What is it good for?

Quick checks on specific zones  
(Overflow Zones)

Monitoring staging locations  
(Return-Zone, Receive-Zone)

Start Source = Asset (alm\_asset)

**New List**

You can create another version of an existing list or an entirely new one.

Start from existing Create your own

List Name \*  
Inventory by Zone

Select Source \*

- \*asset
- AI Model Digital Asset  
alm\_ai\_model\_digital\_asset
- AI Prompt Digital Asset  
alm\_ai\_prompt\_digital\_asset
- AI System Digital Asset  
alm\_ai\_system\_digital\_asset
- Asset  
alm\_asset**
- Asset attestation  
sn\_itam\_common\_asset\_attestation
- Asset attestation schedule  
sn\_itam\_common\_attestation\_schedule
- Asset Audits

Cancel Create



Steps are continued on the next slides

# Optimizing Column and Filter View for: Inventory by Zone Report



 Set filters to your Stockroom and which Zones or Aisle & Space(s) you want to see

Advanced view Close dialog

Conditions Sort by Show labels  Saved filters ▼

Field	Operator	Value		
Stockroom	is	CORMK - Rocky Mountain Area I Q	or and	↑
Substate	is	Available	or and	↑
Aisle and space > Display name	is	OF-01	or and	↑
In kit	is	false	or and	↑

Add condition set

Cancel Update

**TIP:**  
This Report can also easily show only the On-Hold items within your Stockroom by changing the Substate filter and clearing out the Aisle and Space filter!

# ICLIP Reports: Kit Contents Report

What is it good for?

Seeing what items go in specific kits

Seeing what kits a specific item goes in

Start Source = Model Component

**New List**

You can create another version of an existing list or an entirely new one.

Start from existing [Create your own](#)

List Name \*  
Kit Contents

Select Source \*

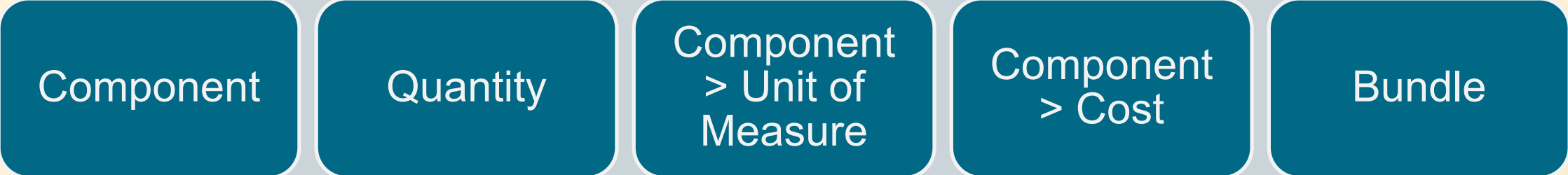
- \*component
- Hyper-V Resource Pool Component  
cldb\_ci\_hyper\_v\_rpool\_comp
- Hyper-V Storage Component  
cldb\_ci\_hyper\_v\_storage\_comp
- Hyper-V Virtual Network Component  
cldb\_ci\_hyper\_v\_network\_comp
- Model Component  
cldb\_m2m\_model\_component**
- Model Component Import Staging  
sn\_eam\_mc\_import\_row
- PAR Component  
par\_component
- PAR Component Filter

[Cancel](#) [Create](#)

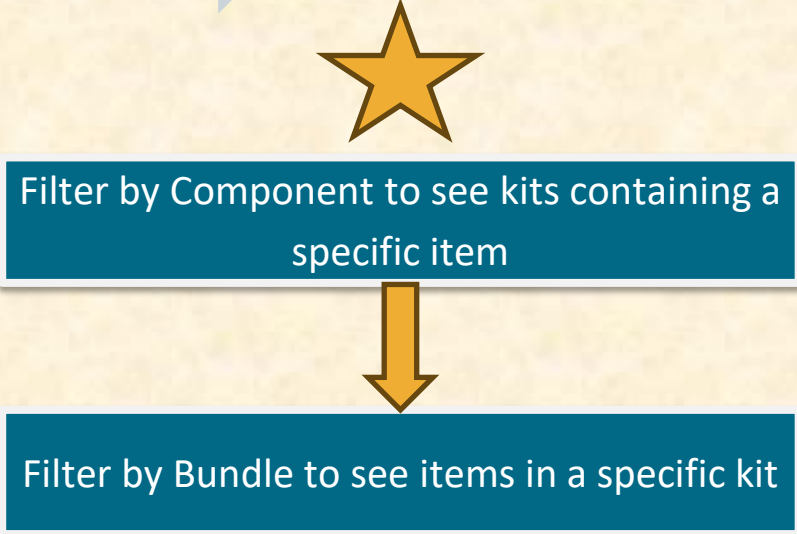


Steps are continued on the next slides

# Optimizing Column and Filter View for: Kit Contents Report



**Remember!**  
Bundle = Kit



**Hands On  
Practice**

**Creating  
Lists**

## In Production

Users create Custom Lists:

### Inventory by Zone – Overflow

Create your own > Asset  
Edit Columns and Filters  
Save your new Custom List!

### Kit Contents

Create your own > Model Components  
Edit Columns  
Search and Filter by Component or Bundle

# Knowledge Check

## Reporting

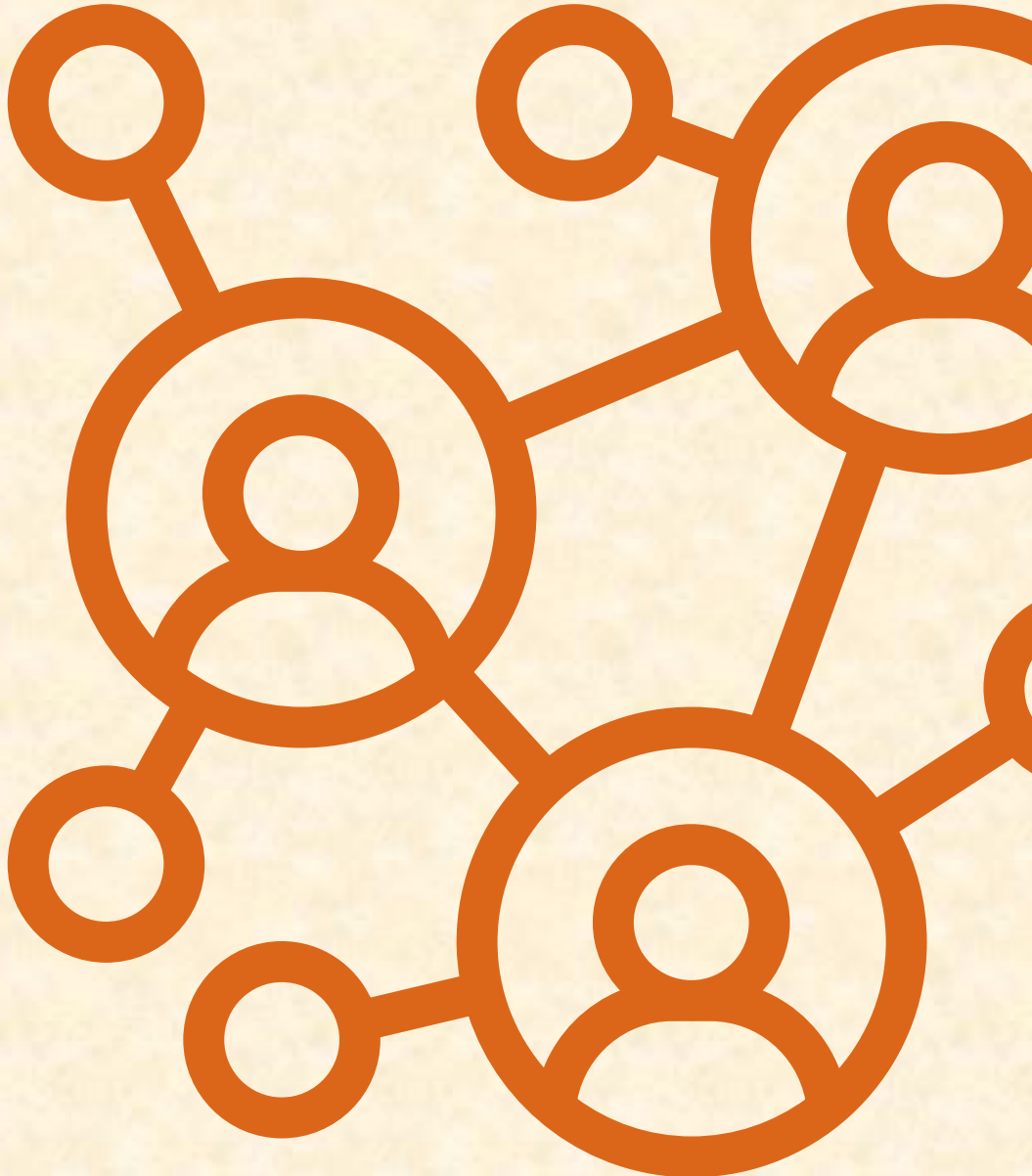
### Question 1

If you needed to see how many 001239 Hoses your Cache has issued this year how would you do that?

### Question 2

How can you see what items are still outstanding on an Incident or Other Order?

**Ad-hoc Moves  
Module #10**



# Ad-hoc Moves

## Overview & Learning Objectives

### What are Ad-hoc Moves?

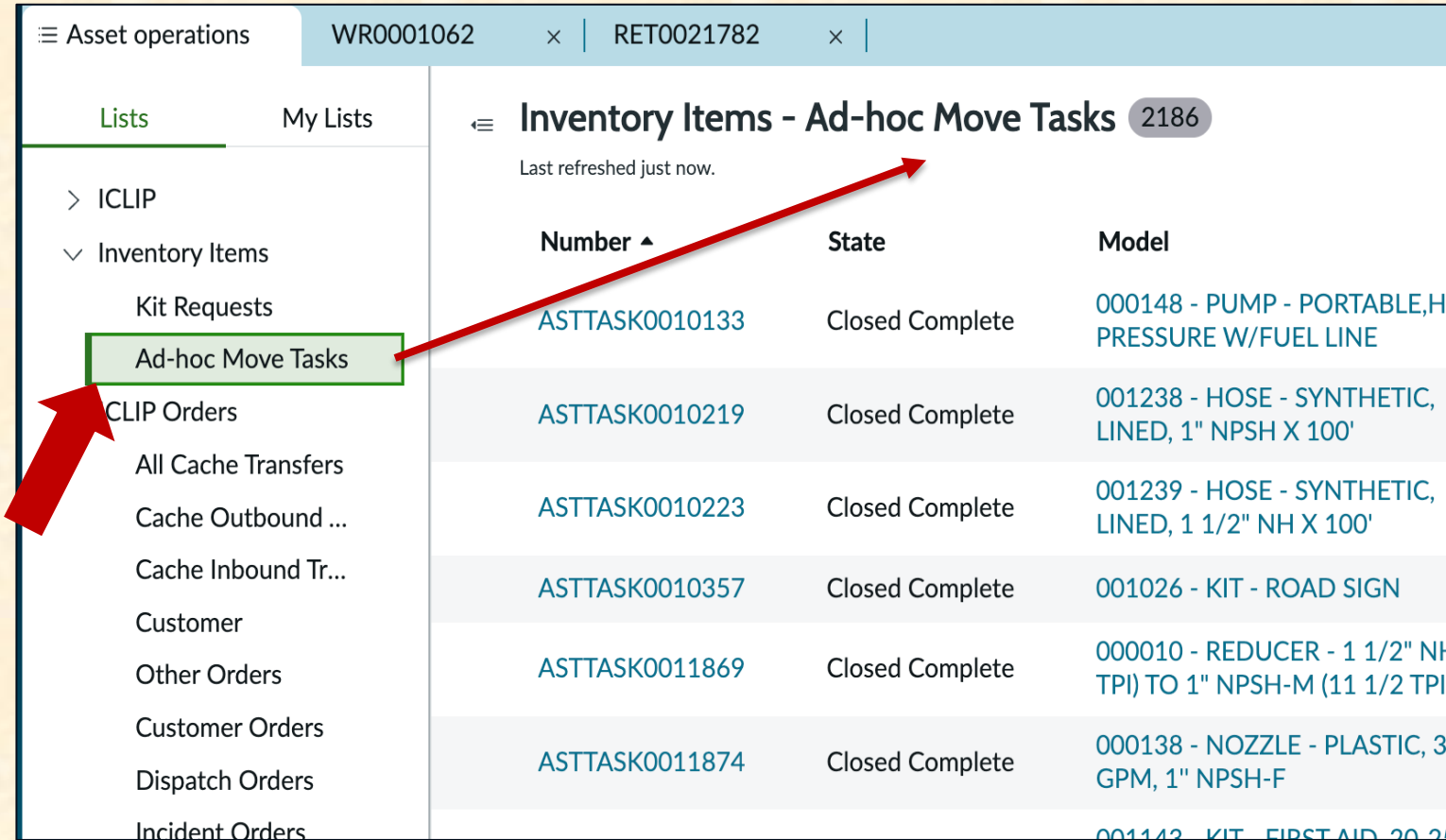
- Ad-hoc moves can rearrange items in your Stockroom, move items from a virtual location to a physical location, or move overflow items from one location to another with available capacity.

### Navigation Path:

- Workspace → Asset Operations → Ad-hoc Move (Under Inventory items)

### You will learn how to:

- Create an Ad-hoc move request
- Add trackable assets
- Complete associated 'Move' tasks

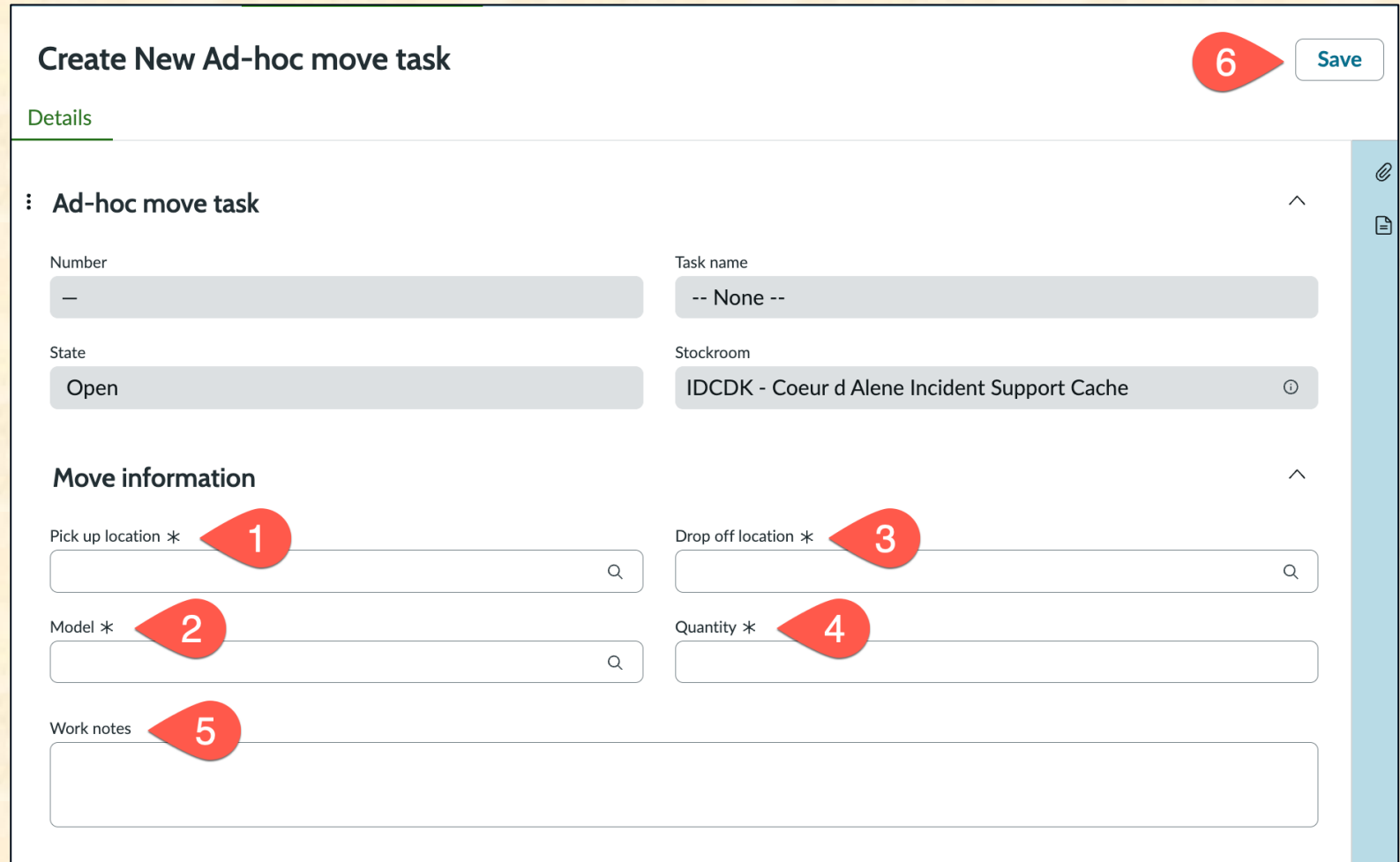


Number	State	Model
ASTTASK0010133	Closed Complete	000148 - PUMP - PORTABLE, HIGH PRESSURE W/FUEL LINE
ASTTASK0010219	Closed Complete	001238 - HOSE - SYNTHETIC, LINED, 1" NPSH X 100'
ASTTASK0010223	Closed Complete	001239 - HOSE - SYNTHETIC, LINED, 1 1/2" NH X 100'
ASTTASK0010357	Closed Complete	001026 - KIT - ROAD SIGN
ASTTASK0011869	Closed Complete	000010 - REDUCER - 1 1/2" NH (TPI) TO 1" NPSH-M (11 1/2 TPI)
ASTTASK0011874	Closed Complete	000138 - NOZZLE - PLASTIC, 3 GPM, 1" NPSH-F

## Creating an Ad-hoc move

Complete the 'Create New Ad-hoc move task' form as follows:

1. Select a **Pick up location\***  
*This dictates the models that can be chosen*
2. Enter the **Model\*** by searching and selecting from the drop-down menu.
3. Select a **Drop off location\***  
*Dictated by the chosen model, only dedicated locations for the selected model OR open staging locations can be chosen*
4. Enter the **Quantity\***
5. If needed, add:
  - **Work Notes:** Notes remain in the Notes box and can be updated/changed
6. When done, click **Save**

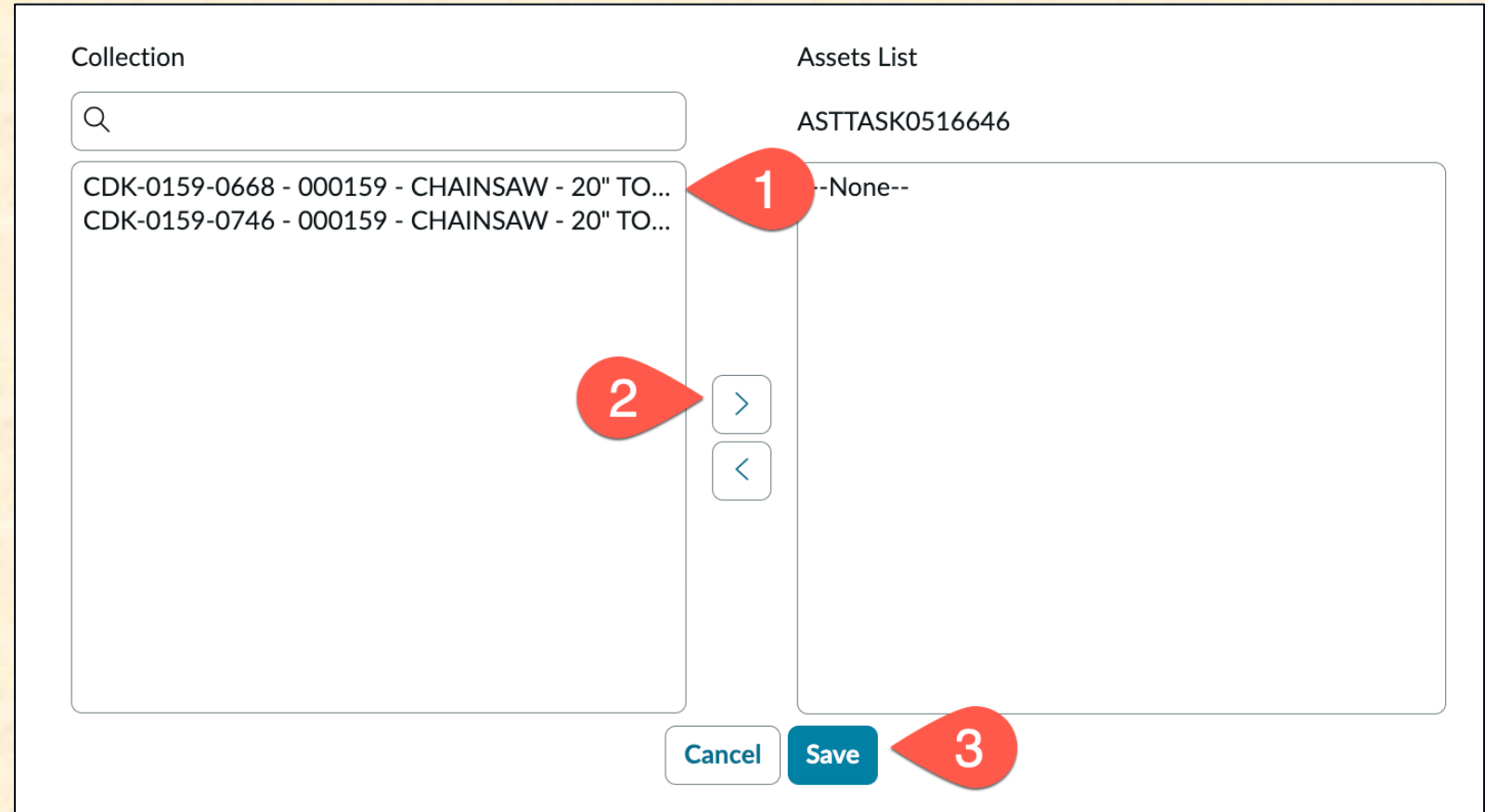


The screenshot shows the 'Create New Ad-hoc move task' form. At the top right, there is a 'Save' button with a red callout '6'. Below the title, there is a 'Details' section. The form contains several fields: 'Number' (with a red callout '1'), 'Task name' (with a red callout '2'), 'State' (with a red callout '3'), and 'Stockroom' (with a red callout '4'). Below these is a 'Move information' section with 'Pick up location \*' (red callout '1'), 'Drop off location \*' (red callout '3'), 'Model \*' (red callout '2'), and 'Quantity \*' (red callout '4'). At the bottom is a 'Work notes' field (red callout '5').

## Attaching Trackable Assets

If needed, attach trackable assets to the 'Move' task for the ad-hoc move.

1. From the Ad-hoc move record, open the **Asset pick tasks** tab
2. Click the link in the **Number** column to open the task
3. In the asset record, open the **Assets** tab
4. Click **Add assets**
5. Attach the asset:
  - a) Click one or more items in the **Collection** list on the left
  - b) Click the right-pointing arrow to add the items to the **Assets List** on the right
  - c) When done, click **Save**



The screenshot displays a user interface for attaching assets to a task. It is divided into two main sections: 'Collection' on the left and 'Assets List' on the right. The 'Collection' section features a search bar at the top and a list of assets below, including 'CDK-0159-0668 - 000159 - CHAINSAW - 20" TO...' and 'CDK-0159-0746 - 000159 - CHAINSAW - 20" TO...'. A red callout box with the number '1' points to the search bar. Below the list are two buttons: a right-pointing arrow (callout '2') and a left-pointing arrow. The 'Assets List' section shows the task ID 'ASTTASK0516646' and a dropdown menu currently set to '--None--'. At the bottom of the interface are 'Cancel' and 'Save' buttons, with a red callout box and the number '3' pointing to the 'Save' button.

## Closing Move Tasks

Once items have been moved successfully, you can close the open Move tasks.

1. From the Ad-hoc move record, open the **Asset pick tasks** tab
2. Check mark the box(es) for each Move task completed.
3. Click **Close Tasks**.
4. A banner appears stating 'Move task is closed successfully.' The **State** updates from 'Open' to 'Closed Complete.'

**Remember!**  
Ad-Hoc moves are a two-step process, you *must* close the pick task to finish the move

**ASTTASK0516645** 

Priority: 4 - Low    State: Open

Details    [Asset pick tasks \(1\)](#)

**Asset pick tasks** 1       1    **UTF**    **Export**    **Close Tasks (1)**

Last refreshed 2m ago.

<input checked="" type="checkbox"/>	Number	Task name	State	Model	Asset tag	Quantity	Unit of measure	Pick location	Drop off location
<input checked="" type="checkbox"/>	ASTTASK0516646	Move	Work in Progress	000159 - CHAINSAW - 20" TO 24" BAR W/GUARD		1	Each	OF-01	OF-04

# General ICLIP Resources and Links

## ICLIP Knowledge

- Knowledge Articles (KBA's)
- Release Notes
- Known Issues

## Wildfire.gov

- Change Management Committee information
- Knowledge Articles (KBA's)
- Release Notes & Monthly Newsletters
- Videos
- General User Support

## IIA Helpdesk

- Users can call, email, or chat with helpdesk agents to submit tickets
- Flowchart for contacting the Help Desk

# Contacting the Help Desk



To ensure your request is handled as quickly as possible, the Interagency Incident Applications (IIA) Help Desk uses an ICLIP-specific template designed to collect all necessary details.

## Required Information (All Requests)

The following information must be provided for every IIA Help Desk request:

- First and Last Name
- Current Call Back Number
- Current Cache
- Issue Summary (Brief description of the problem)

## Additional Information (If Available)

You must provide all pertinent information (include all that apply) from the following incident identifiers:

- Cache-to-Cache Record Number
- Customer/Other Record Order Number
- Incident Order Record Number
- Dispatch Order Record Number
- Return Record Number
- Line Item Number
- Asset Task Number
- NFES / Kit Number
- Asset Tag

# Q&A

1. What's the difference between an Incident order and a Dispatch order?
2. What's the difference between an Other order and an Incident order?
3. What's the difference between a Model name and a Display name?
4. Which functionalities can you complete on the iPad?
5. Why would an item be 'On Hold' status? What examples can you think of?
6. Why would an item be in 'Quantity due in' status? What examples can you think of?
7. Are you able to see the sub-kit items when consuming inventory for a kit on a Work order?

**What questions do you have about using ICLIP?**

