



Tennessee Department of Health
Receipt, Stage, Store (RSS)
Warehouse Taskforce

TNCRN Inventory Management

**QUALITY ASSURANCE
Step-By-Step & Quick Guides**

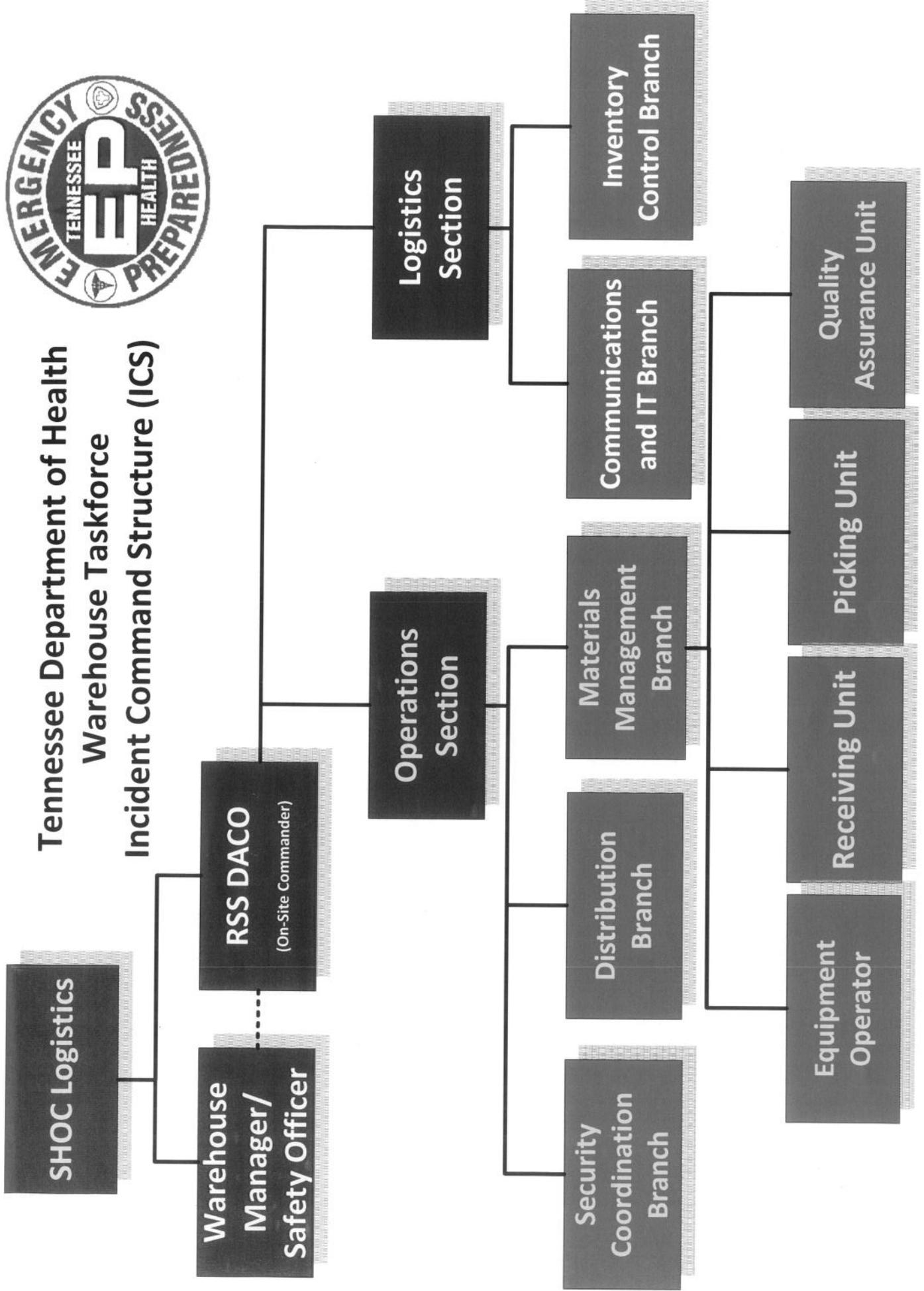
**Tennessee Department of Health - Strategic National Stockpile
 Receipt, Stage, Store (RSS) Warehouse :: Job Action Sheet
 Quality Assurance Unit**

Assigned location	Receipt, Stage, Store (RSS) Warehouse
Functional area	Operations
Reports to	Materials Management Branch Lead
Supervises	Quality Assurance support staff
Job description	Provide overall supervision and control over quality control inspection of shipments prepared for delivery
Equipment Needed	Kenwood Radio, TNCRN Inventory Management Handheld, Pallet Jack

Beginning of Shift Duties	<input type="checkbox"/> Sign-in/Check-in with Materials Management Branch Lead at RSS Warehouse <input type="checkbox"/> Ensure proper RSS identification <input type="checkbox"/> Receive briefing from Materials Management Branch Lead and ensure knowledge of incident <input type="checkbox"/> Review SNS Plan and job action sheets <input type="checkbox"/> Determine staffing needs (schedule/shifts) and acquire appropriate staff resources. Develop on-site staff assignments. <input type="checkbox"/> Brief direct reports to establish chain of command <ul style="list-style-type: none"> ○ Ensure all personnel are equipped for duty ○ Distribute job action sheets and documents to review <input type="checkbox"/> Provide briefing to Materials Management Branch Lead as needed <input type="checkbox"/> Conduct Just-In-Time Training to Quality Assurance staff as needed
Job Duties	<input type="checkbox"/> Identify and report safety issues <input type="checkbox"/> Acquire equipment and supplies required for RSS functions <input type="checkbox"/> Assist with receiving and storage of SNS materials as needed <input type="checkbox"/> Communicate with Inventory Control and Picking Unit to ensure that information listed on picking tickets and packing lists matches material accompanying the ticket prior to shipment from warehouse <input type="checkbox"/> Ensure outgoing pallets and materials are wrapped, secured and/or prepared for shipment <input type="checkbox"/> Supervise support staff. Conduct staff briefings as needed. <input type="checkbox"/> Make decisions and solve problems in the absence of or as directed by the RSS Materials Management Branch Lead <input type="checkbox"/> Keep RSS Materials Management Branch Lead informed of developments, progress, and problems
End of Shift Duties	<input type="checkbox"/> Brief incoming RSS Lead <input type="checkbox"/> Sign-out/Check-out with Materials Management Branch Lead <input type="checkbox"/> Return any RSS equipment and radios <input type="checkbox"/> Participate in After Action Review or Hotwash, as needed



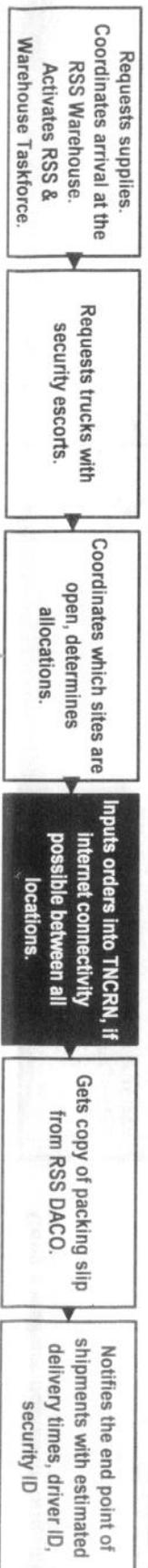
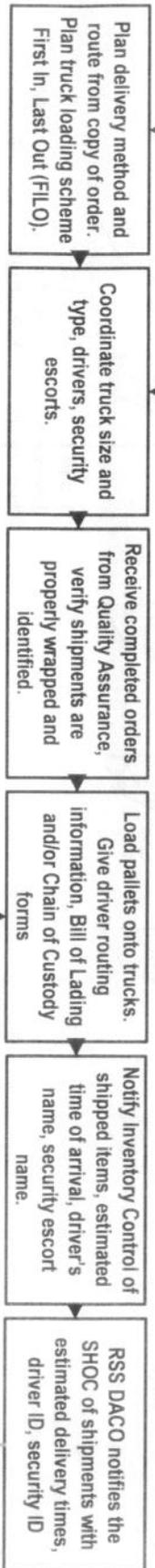
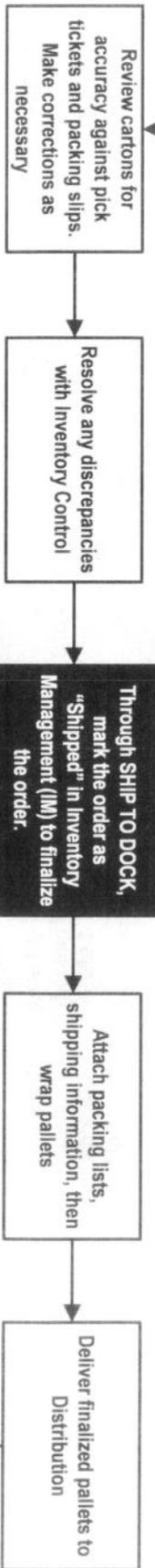
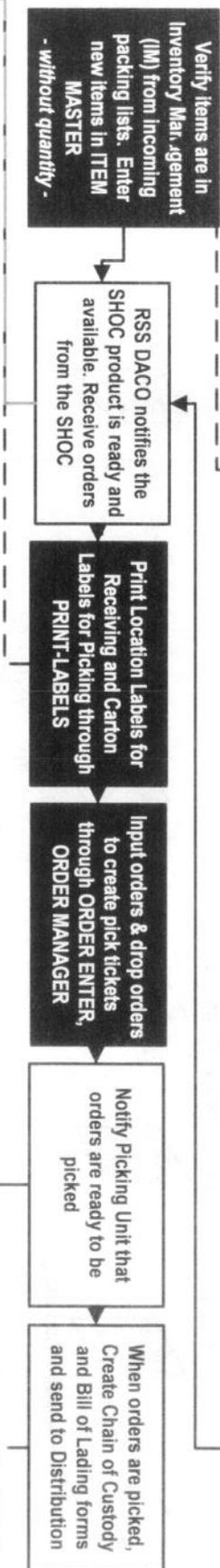
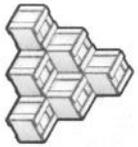
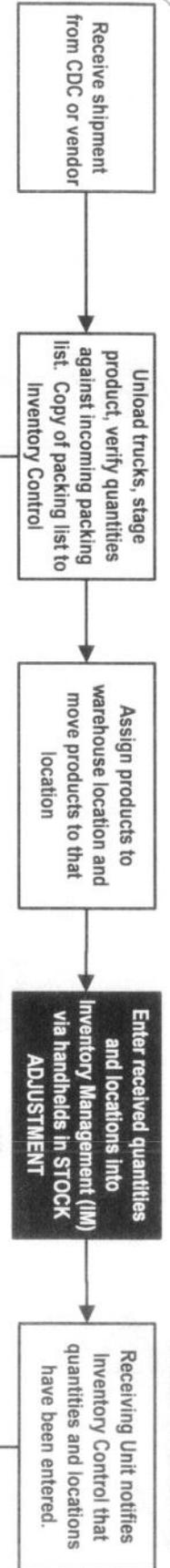
Tennessee Department of Health Warehouse Taskforce Incident Command Structure (ICS)





State of TN - RSS Warehouse Workflow update 10-28-13

Indicates item to be done in the TNCRN Inventory Management software



State Health Operations Center (SHOC)



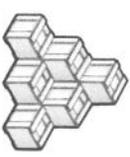
State of TN - RSS Warehouse Paperwork Flow update 02-28-13

KEY
Copy 1 = where document originates

ALL PAPERWORK GOES TO INVENTORY CONTROL AFTER FUNCTION IS COMPLETE.



- Incoming Packing Slip 1 of 3
- Incoming Chain of Custody (if needed) 1 of 1
- Incoming Bill of Lading (if needed) 1 of 1



- Incoming Packing Slip 2 of 3
- Inventory List 1 of 2
- Order 2 of 3



Carton Label 1&2 of 2



- Pick Ticket 2 of 3
- Pick Ticket 3 of 3



Order 3 of 3

- Packing List 2 of 3
- Packing List 3 of 3



Incoming Packing Slip 3 of 3

Inventory List 2 of 2

Order 1 of 3

Bill of Lading (if needed) 2 of 2

Chain of Custody from Packing Lists copies 2 to 6

Bill of Lading (if needed) 1 of 2

Chain of Custody from Packing Lists 1 of 6

Packing Labels 2 per carton/pallet

Routing Times & Directions 1 of 2

Truck Size & Type, Driver, Security Escort 1 of 2

Routing Times 2 of 2

Truck Size & Type, Driver, Security Escort 2 of 2



Incoming non-IM Document



Inventory Management (IM) System Document



Other non-IM Document

TNCRN Inventory Management Quick Guide – RF Login for Internet Connectivity

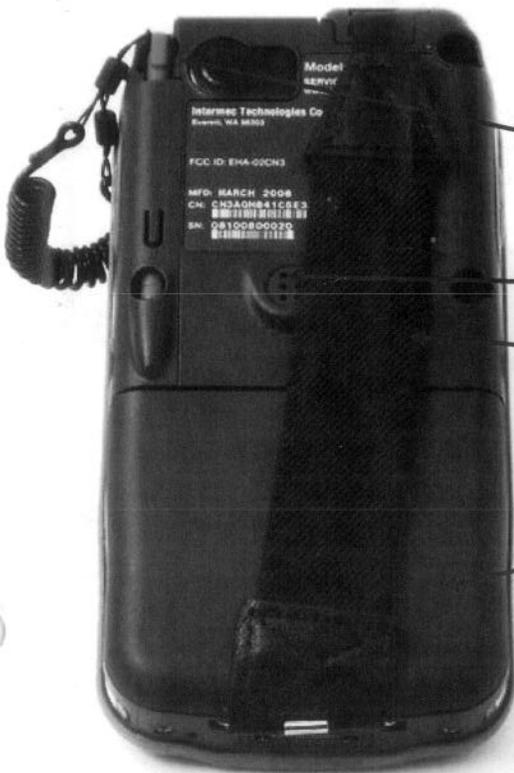
This quick guide shows how to navigate the RF (handheld) devices and steps for logging in where internet connectivity is available.



Front

Parts of the Device - Front

- Front Speaker
- LED Status Lights
- Touch Screen
- Scanner Button (blue)
- Power On/Off (yellow)
- Qwerty Keyboard
- Enter Key (blue)
- Volume Up/Down
(right side, blue buttons)
- Audio Record
(left side, blue buttons)

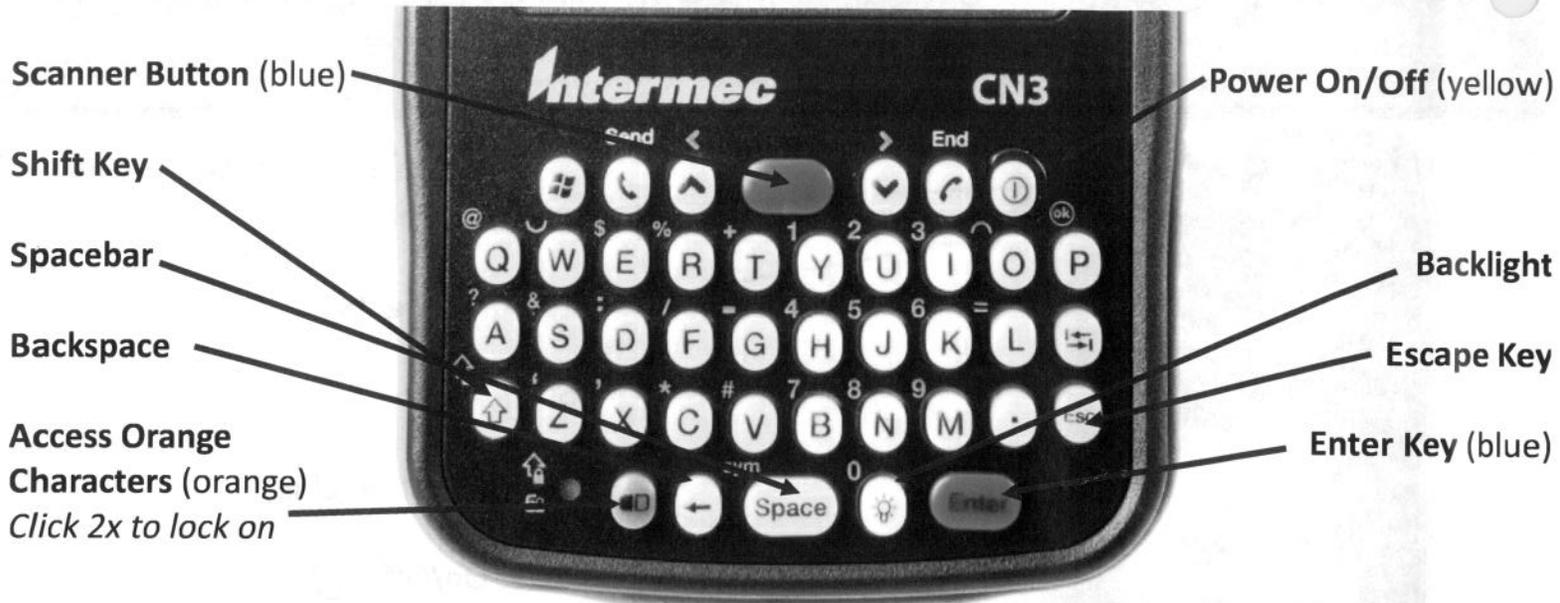


Back

Parts of the Device - Back

- Stylus
- Back Speaker
- Hand Strap
- Battery
- Battery Release Tab

Keyboard Close-Up



Screen Icons Defined



The battery is full.



The battery is low. You need to replace or charge the battery very soon.



The battery is charging.



The volume is turned off. To turn the volume back on, tap this icon and choose your setting.



The computer is connected to the network.



The computer is not connected to the network.



The 802.11b/g radio is connected to the wireless network.



The computer is connected through the USB port to your desktop PC.



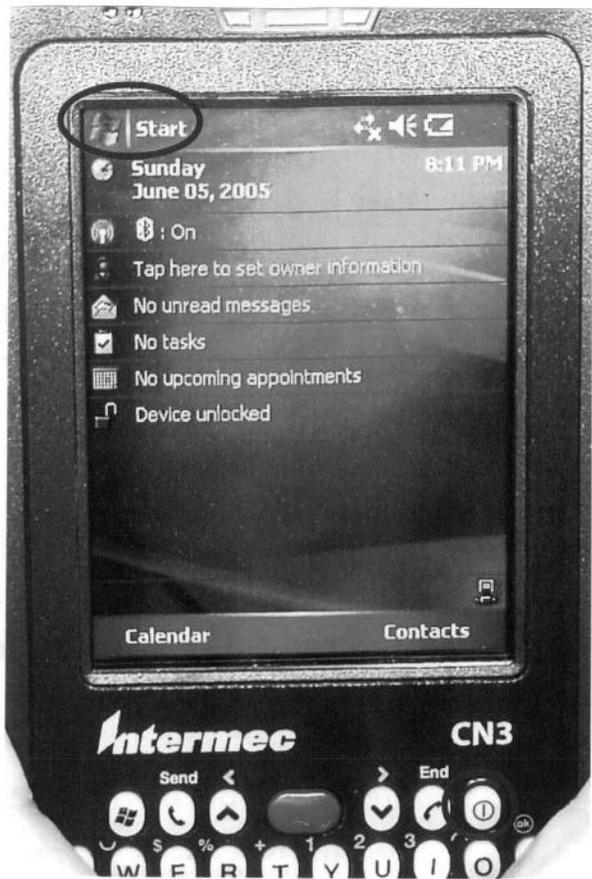
The iConnect application icon. Tap it to set up Ethernet or Wireless settings.

Start Menu

- 1 Press the yellow power button to turn on the RF Handheld device.

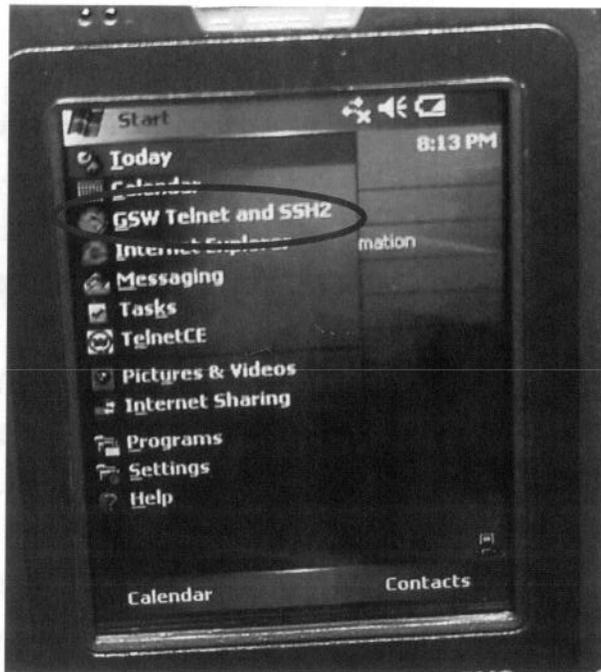
The unit runs Windows Mobile, so functionality is similar to a normal PC or laptop with a Windows operating system.

- 2 Tap the "Start" menu on the screen with the stylus or your finger.



Start Menu

- 3 Click "GSW Telnet and SSH2" from the Start menu.



Test or Production

You should now have the choice to select the Test or Production system.

Test is used for training, exercises or development.

Production is used during declared emergencies or for daily use.

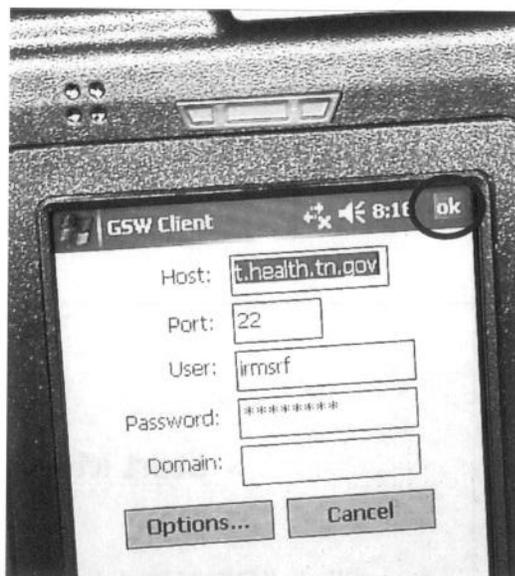


- 4 Double click the correct line.

Credential Information

This screen should be pre-configured with the handheld's credentials.

DO NOT ATTEMPT TO ENTER ANY INFORMATION ON THIS SCREEN.

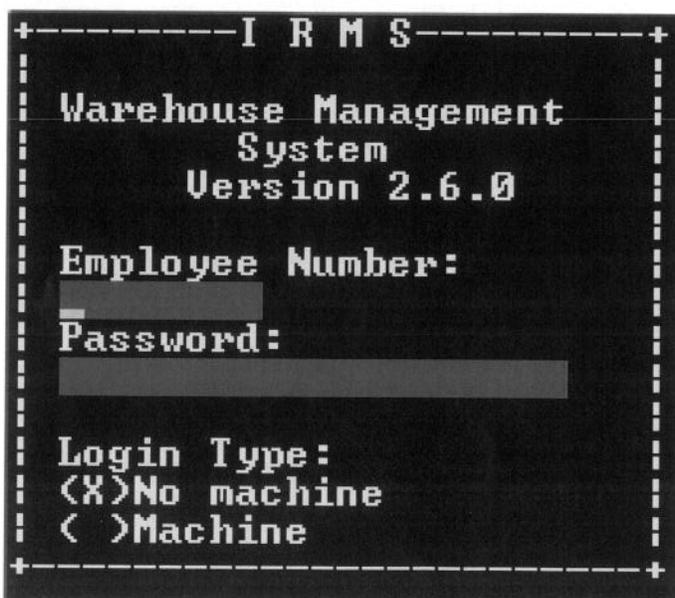


- 5 Click "OK" to continue.

It may take a moment to connect to the database.

Login to application

After the handhelds connect to the database, you will get the login screen.



- 6 Input your user name and password to login. Press the blue "Enter" key on the keypad for "No Machine".



TNCRN Inventory Management Quick Guide – Shipping

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

- 1 Enter Employee Number. Press "Enter."
Enter Password. Press "Enter."
- 2 Enter CO/WH. If needed, use the ↓ and ↑ keys to highlight and select a Warehouse. Press "Enter."
- 3 Login Type = No Machine. Press "Enter."

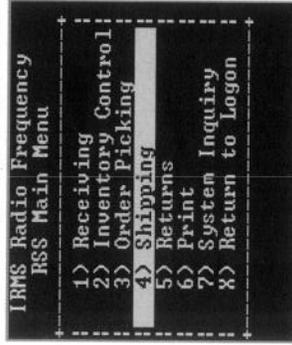


1



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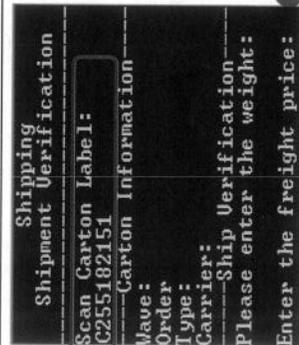
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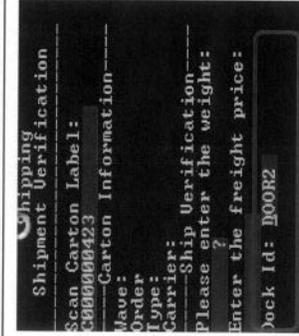
4



- Navigate Menus**
- 4 Select Option 4 – Shipping.
Select Option 4 – Ship to Dock.



5



Scan Carton

- 5 Order: Scan Carton Label: Scan/enter a Carton ID for the Order and press "Enter."
- 6 Dock ID: If the Dock is already filled in, just press "Enter" to accept. If not, Enter DOOR2 and press "Enter."
- 7 Repeat from Step 5 to scan all Cartons for the Order.

