

Lesson 12: Kitting and De-Kitting

In this lab students will create two kitting workorders (non trackable and trackable) and follow it through completion of the kit: The second part will involve de-kitting the non trackable kits that were built up.

Kitting:

1. Log in using your assigned User name and Password
2. On menu bar go into **VAS>Create Work Order**
3. Fill in the appropriate blocks on the work order. You will need to fill in:
 - Service Item Group - **KITTING**
 - Purpose - **STOCK**
4. Check the **“Release Immediately”** box
5. The Work Item Data fields need to be filled in as follows.
6. Enter the **Item ID (000970)** and tab through the subsequent screens.
7. Enter the number of kits to be built in **“Requested Quantity”** as 2.
8. Click on the **“Proceed”** button
9. After clicking the **“Proceed”** button you will be taken to the **“Create Work Order Screen.”**
10. On the **“Create Work Order”** screen click **Save**. Record your workorder number _____
11. The next screen that is seen, you will click on **“View Tasks.”**
12. The resulting screen will be the **“Task List”** screen.
13. You will see that on the **“Task List”** screen the items to build the kit are being moved from a storage location into V1-000001.
14. Click on the top box to select all and click on View Details **OR** click on the batch hyperlink.

Steps 15-16 are two different ways to complete the tasks – CHOOSE ONE

15. **IF** you clicked on the Batch Hyperlink – just click COMPLETE and then SAVE and all the move tasks will be completed
16. **IF** you put a check next the each item: The next screen that appears is the Task Detail screen. Complete and Save each task, then click on Close.
17. Task List appears showing all tasks completed. Click Close.
18. Work Order Details appears – click on Confirm.
19. You will notice that the JAVA (coffee cup) comes up
20. From the location dropdown menu select V1-000001
21. Enter in the quantity to be completed in the **“quantity to process field.”** And click on **Save**
22. The quantity completed has now changed to two. At this point a NFES label and packing list will automatically print for the number of kits that were built.

Now the kits need to be moved to storage:

1. From the VAS station screen click on the application **back button**
2. The resulting screen will be the Work Order Details screen>click on **View Tasks**
3. From the Task List screen put a checkmark next to the Task ID of the kit and click on view details or just click on the hyperlink
4. From the Task Detail screen click **Complete**
5. On the Complete Task screen click on **Save**

De-Kitting:

1. Log in using your assigned User Name and Password
2. On menu bar go into **VAS>Create Work Order**
3. Fill in the appropriate blocks on the work order. You will need to fill in
 - Service Item Group-**DEKITTING**
 - Purpose-**STOCK**
4. And check the “**Release Immediately**” box
5. The Work Item Data fields need to be filled in.
6. Enter the **Item ID** (000970) and tab through the subsequent screens.
7. Enter the number of kits to be de kitted in “**Requested Quantity**-2 or assigned number
8. Click on the “**Proceed**” button
9. After clicking the “Proceed” button you will be taken to the “Create Work Order Screen.”
10. On the “Create Work Order” screen click **Save**.
11. The next screen that is seen, you will click on “**View Tasks.**”
12. The resulting screen will be the “Task List” screen.
13. You will see that on the “Task List” screen the items to dekit are being moved from storage location to V1-000001. Click on the top check box to auto fill the check boxes in front of the move items. Click on View Details
14. The next screen that appears is the Task Detail screen.
15. On the Task Detail screen, the user will click on the **Complete** and **Save** screen for the assigned kit. After completing -**WRITE DOWN** the work order number. Click on Close twice.
16. Work Order Details reappears
17. The next step is to click on the **Confirm** button
18. You will notice that the JAVA (coffee cup) comes up
19. From the location dropdown menu select V1-000001
20. Enter in the quantity to be completed in the “**quantity to process field.**” And click on **Save**
21. This completes the de-kitting task

Now the kit items need to be moved to storage:

1. From the VAS station screen click on the application **Back Button**
2. The resulting screen will be the Work Order Details screen>click on **View Tasks**
3. From the Task List screen put a checkmark next to each of the components on the list that need to be moved to storage>click on **View Details**
4. From the Task Detail screen click **Complete** and **Save** for each of the component items.
5. Click on close **twice** when done

Kitting: Trackable Kit

1. Before starting this process query cache item 000148 and write down the trackable ID and storage location. You will be using the trackable items that you adjusted into inventory in a prior lesson.
2. Log in using your assigned User name and Password
3. On menu bar go into **VAS>Create Work Order**
4. Fill in the appropriate blocks on the work order. You will need to fill in:
 - Service Item Group - **KITTING**
 - Purpose - **STOCK**
5. Check the **“Release Immediately”** box
6. The Work Item Data fields need to be filled in as follows.
7. Enter the **Item ID** (000870) and tab through the subsequent screens.
8. Enter the number of kits to be built in **“Requested Quantity”** as 2.
9. Click on the “Proceed” button
10. After clicking the “Proceed” button you will be taken to the “Create Work Order Screen.”
11. On the “Create Work Order” screen click **Save**. Record your workorder number: _____
12. The next screen that is seen, you will click on **“View Tasks.”**
13. The resulting screen will be the “Task List” screen.
14. You will see that on the “Task List” screen the items to build the kit are being moved from a storage location into V1-000001.
15. Click on the top box to select all and click on View Details or click on the batch hyperlink.
16. The next screen that appears is the Task Detail or Batch Detail screen. Complete and Save each task if you did not use the batch process. You will need to enter the trackable id for cache item 000148 when prompted, then click on Close. (see supplemental sheet for your trackable ID’s)
17. Task List appears showing all tasks completed. Click Close.
18. Work Order Details appears – click on Confirm.
19. You will notice that the JAVA (coffee cup) comes up
20. From the location dropdown menu select V1-000001
21. Enter in the quantity to be completed in the **“quantity to process field”**. And click on **Save**
22. **When prompted enter the kit trackable ID number i.e. 0870-PFK-0148-001. Click on the tab key. The next prompt will be for the trackable ID number i.e. PFK-0148-001. Click on the tab key. For multiple quantities the kit trackable ID and trackable ID field will continue to display until all have been completed.**
23. The quantity completed has now changed to two. At this point a NFES label and packing list will automatically print for the number of kits that were built.

Now the kits need to be moved to storage:

1. From the VAS station screen click on the application **back button**
2. The resulting screen will be the Work Order Details screen>click on **View Tasks**
3. From the Task List screen put a checkmark next to the Task ID of the kit and click on view details or just click on the hyperlink
4. From the Task Detail screen click **Complete**
5. **When prompted enter the kit trackable ID number.** (May Default)
6. On the Complete Task screen click on **Save**

SUPPLEMENTAL LAB 12 – TRACKABLE ID'S

gbk1

GBK-0148-1211
GBK-0148-1214

gbk2

GBK-0148-1217
GBK-0148-1225

gbk3

GBK-0148-1227
GBK-0148-1237

gbk4

GBK-0148-1248
GBK-0148-1249

gbk5

GBK-0148-1260
GBK-0148-1271

gbk6

GBK-0148-1272
GBK-0148-1279

gbk7

GBK-0148-1287
GBK-0148-1288

gbk8

GBK-0148-1291
GBK-0148-1292

gbk9

GBK-0148-1627
GBK-0148-1628

gbk10

GBK-0148-1640
GBK-0148-1641

gbk11

GBK-0148-1101
GBK-0148-1103

gbk12

GBK-0148-1112
GBK-0148-1114

gbk13

GBK-0148-1119
GBK-0148-1125

gbk14

GBK-0148-1132

GBK-0148-1135

gbk15

GBK-0148-1140

GBK-0148-1141

gbk16

GBK-0148-1142

GBK-0148-1143

gbk17

GBK-0148-1300

GBK-0148-1614

gbk18

GBK-0148-1635

GBK-0148-1636

gbk19

GBK-0148-1145

GBK-0148-1146

gbk20

GBK-0148-1152

GBK-0148-1157

gbk21

GBK-0148-1159

GBK-0148-1160

gbk22

GBK-0148-1185

GBK-0148-1197

gbk23

GBK-0148-1202

GBK-0148-1204

gbk24

GBK-0148-1207

GBK-0148-1210

gbk25

GBK-0148-1621

GBK-0148-1626

gbk26

GBK-0148-1629

GBK-0148-1631

