

## Lesson 21: Refurbishment

In this lab you will learn to process a NRFI item in the Refurbishment console.

1. Sign in using your assigned User name and Password
2. On the menu bar, click on **Refurbishment>Master Work Order Console**
3. On the ensuing **Search Screen** enter the Master Work Order/Return Number>hit “search”
4. The next screen will be the “Work Order List Screen”
5. Either check the box next to the Work Order # and click on View Details or click on the hyperlink and you will be taken to the Master Work Order Details Screen.
6. Check the box next to the item to be refurbished and click on process refurb.
7. You will be taken to the **Process Refurbishment** page
8. Enter the number of items to be refurbished in the appropriate box and choose “Ready for Issue” in the Destination Inventory Status box.
9. If there are items to be used in the refurbishment process, enter these items into the item lines-click on the “+” under Refurb Lines. Note: Inventory for these items must be present in the refurb zone.
10. Click on “Process Refurbishment”
11. This completes the work order process for this particular line item.
12. Repeat steps 6-10 to process any other further works order items.
13. Non- RRP nodes - to move the item into storage, you will need to search for your task(s) in the move request console or the task console.
14. RRP nodes – move request will need to be initiated from the REFURB-RFI zone to the storage location.