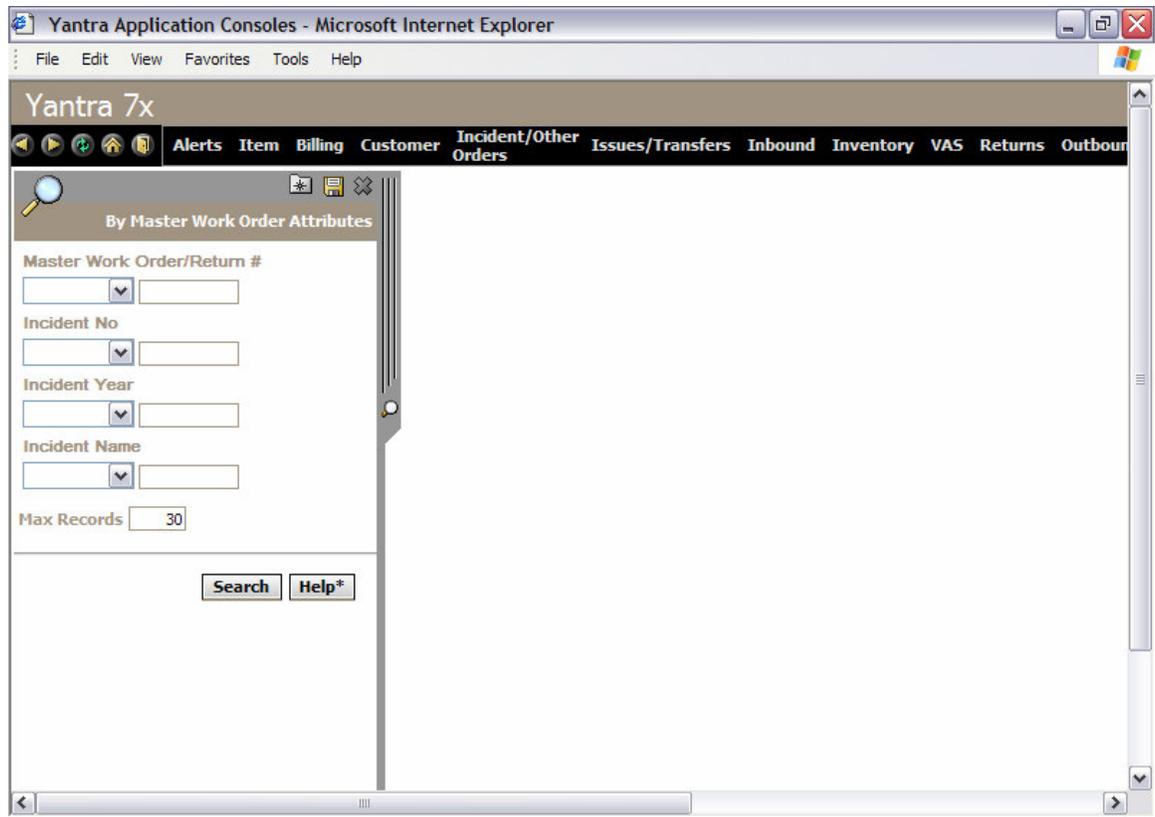


Refurbishing

Refurbishing is the process of taking returns and preparing them (cleaning, replacing parts of a kit, fixing) so that they can be restocked and made ready for issue.

1. Select **Refurbishment** from the main menu, and choose the Master Work Order Console option. ICBS displays the Master Work Order Attributes screen, seen below.

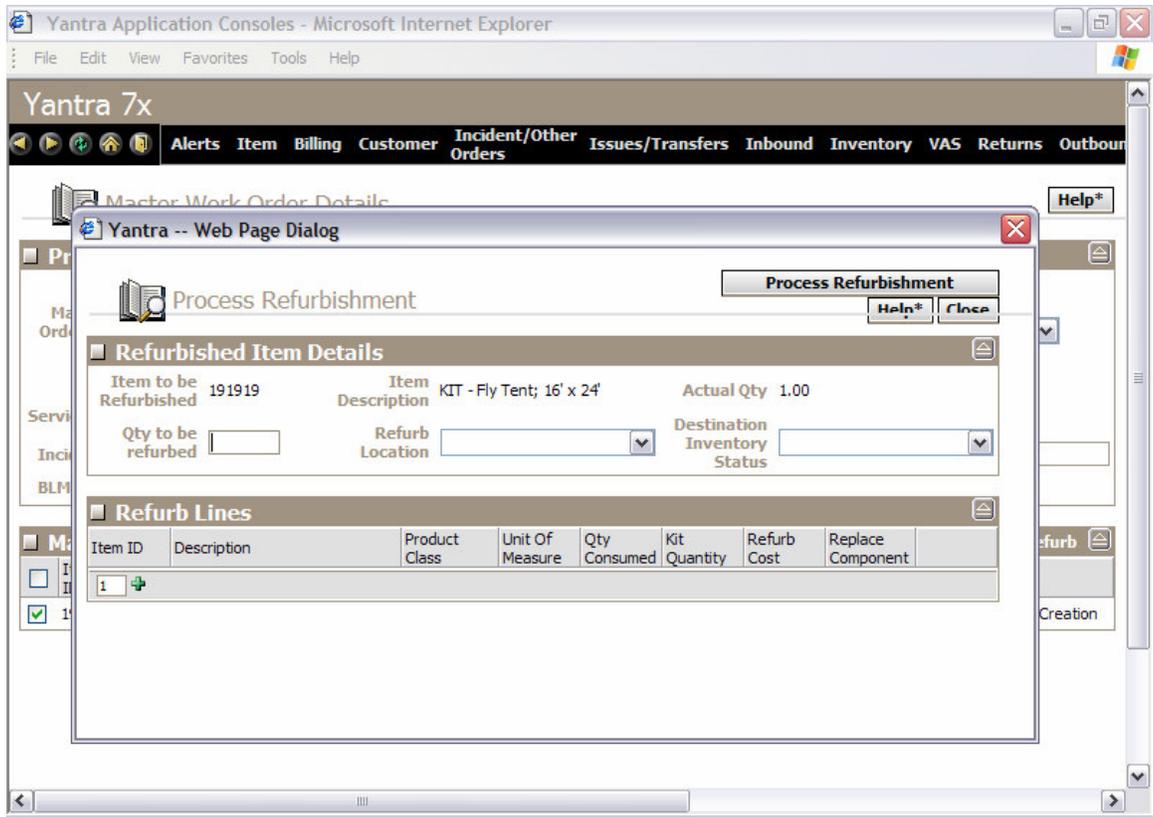


The screenshot shows a web browser window titled "Yantra Application Consoles - Microsoft Internet Explorer". The application interface is titled "Yantra 7x" and features a navigation menu with the following items: Alerts, Item, Billing, Customer, Incident/Other Orders, Issues/Transfers, Inbound, Inventory, VAS, Returns, and Outbound. The main content area is titled "By Master Work Order Attributes" and contains a search form with the following fields:

- Master Work Order/Return #: A dropdown menu and a text input field.
- Incident No: A dropdown menu and a text input field.
- Incident Year: A dropdown menu and a text input field.
- Incident Name: A dropdown menu and a text input field.
- Max Records: A text input field with the value "30".

At the bottom of the form, there are two buttons: "Search" and "Help*".

2. Enter the **Master Work Order number**, which you can get from the sheet of items awaiting refurbishment, and click the Search button. ICBS displays the Master Work Details screen.
3. Select the item or items you are refurbishing and click the **Process Refurb** button; ICBS displays the Process Refurbishment screen shown below.



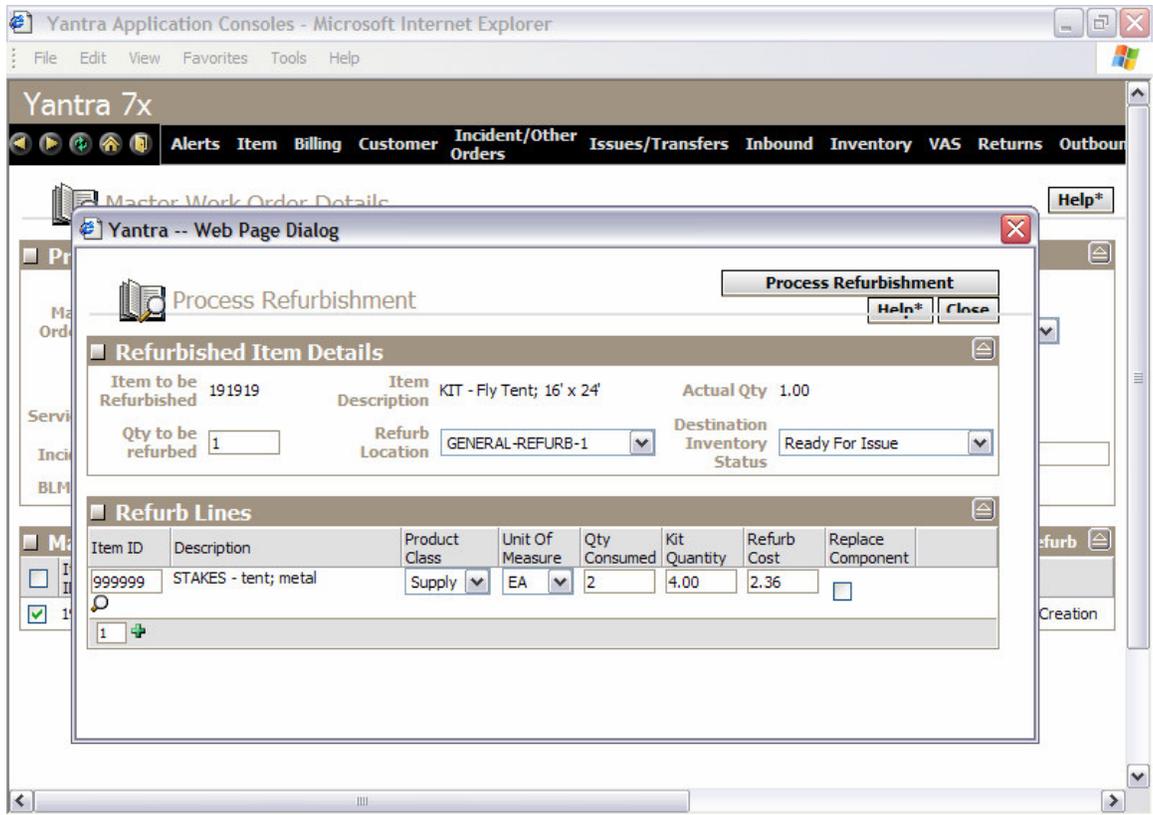
4. **Enter the quantity of items** to be refurbished in the Qty to be refurbished field then press the Tab key.
5. Select the location where refurbishment will happen from the **Refurb Location** drop-down menu.
6. Choose the status you want assigned to the items after they are refurbished (for example, if refurbished items are to be restocked and made available for the next incident, mark them as Ready For Issue).
7. Choose the next step:

Click **Process Refurbishment** if you are simply repairing, cleaning, or otherwise preparing items for restocking without adding items to it.

or

Click **Add Items (+)** if your refurbishment includes adding replacement items. For example, if you are refurbishing a first aid kit that needs gauze bandages replaced, you'd click Add Item and add the appropriate amount and type of gauze bandages.

8. Type the **Item ID** to add to the kit if Adding Items. For example, if you are refurbishing a tent kit that is missing 2 tent stakes, you would type the Item ID of the replacement tent stakes, then press Tab.



9. Click in the **Qty Consumed** field and type the quantity of replacement items. Note that the Kit Quantity number is automatically displayed by ICBS as the total quantity in a complete kit. So if there was only 1 tent stake in the kit and the Kit Quantity showed 4.00, you would need to add 3 tent stakes in Qty Consumed to show the kit fully refurbished for tent stakes.
10. Click **Process Refurbishment** to indicate to ICBS that the refurbishment is completed.