

## 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**









