Dekitting a Trackable Kit

DATE: 05/31/2011

To create a dekitting work order for a trackable kit

1 On the **VAS** menu, click **Create Work Order**.

2 On the **Create Work Order** screen, click the **Service Item Group** drop-down arrow, and then click to select **De Kitting**.

3 Click the **Purpose** drop-down arrow, and then click to select **Stock**.

Service Item ID is a required field, and will default to DEKITTING.

4 Click to select the **Release Immediately** check box.

5 Under **Work Order Item Data** in the **Item ID** text box, search for or type the trackable kit's **Item ID.**

6 In the **Requested Quantity** text box, type the **number of kits to be de-kitted**, and then click **Proceed**

7 On the **Create Work Order** screen, click **Save**

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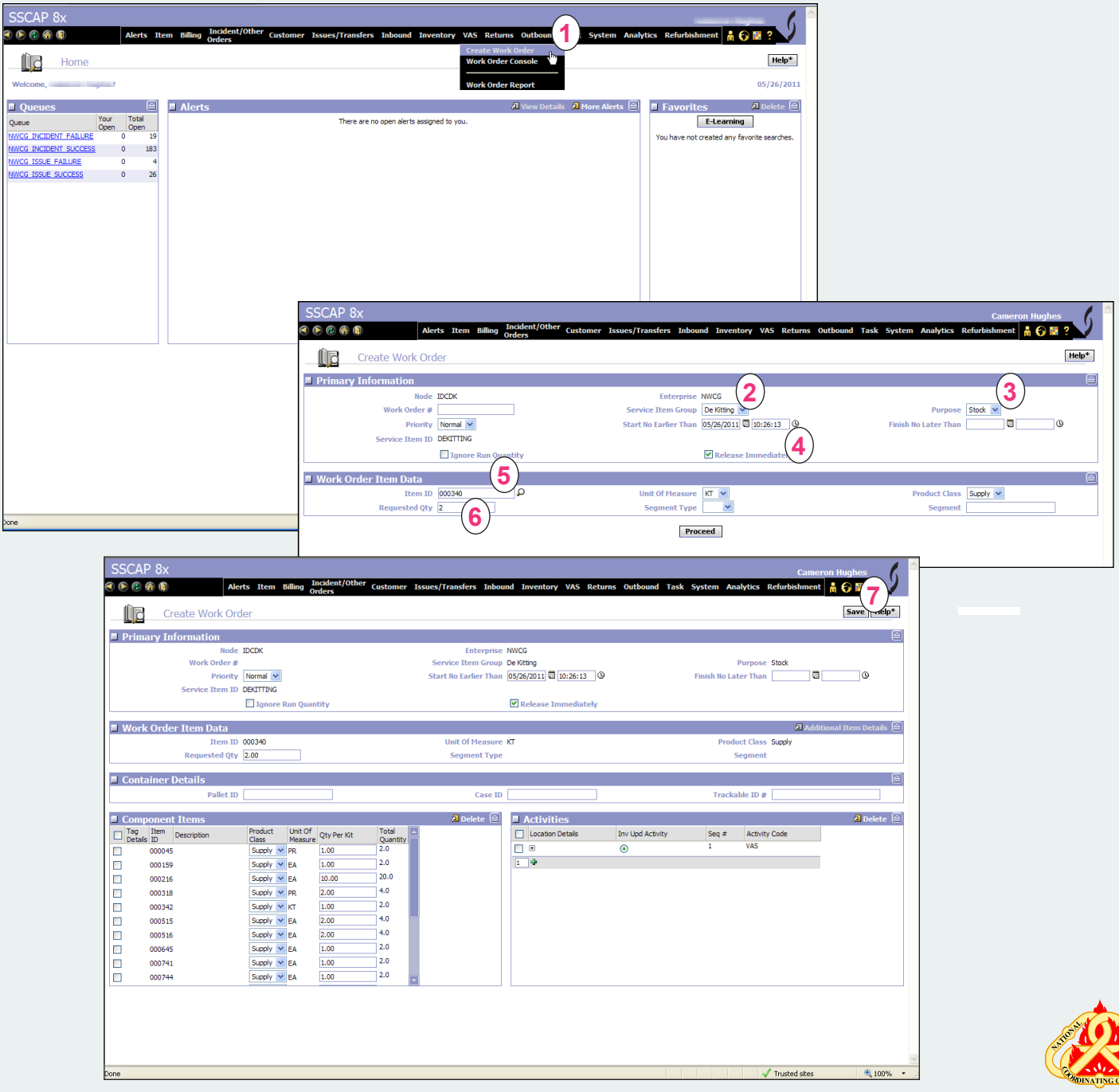
email: helpdesk@dms.nwcg.gov



Dekitting a Trackable Kit

DATE: ***05/31/2011***

To complete work order tasks for a trackable kit

1 On the **Work Order Details** screen, click **View Tasks**

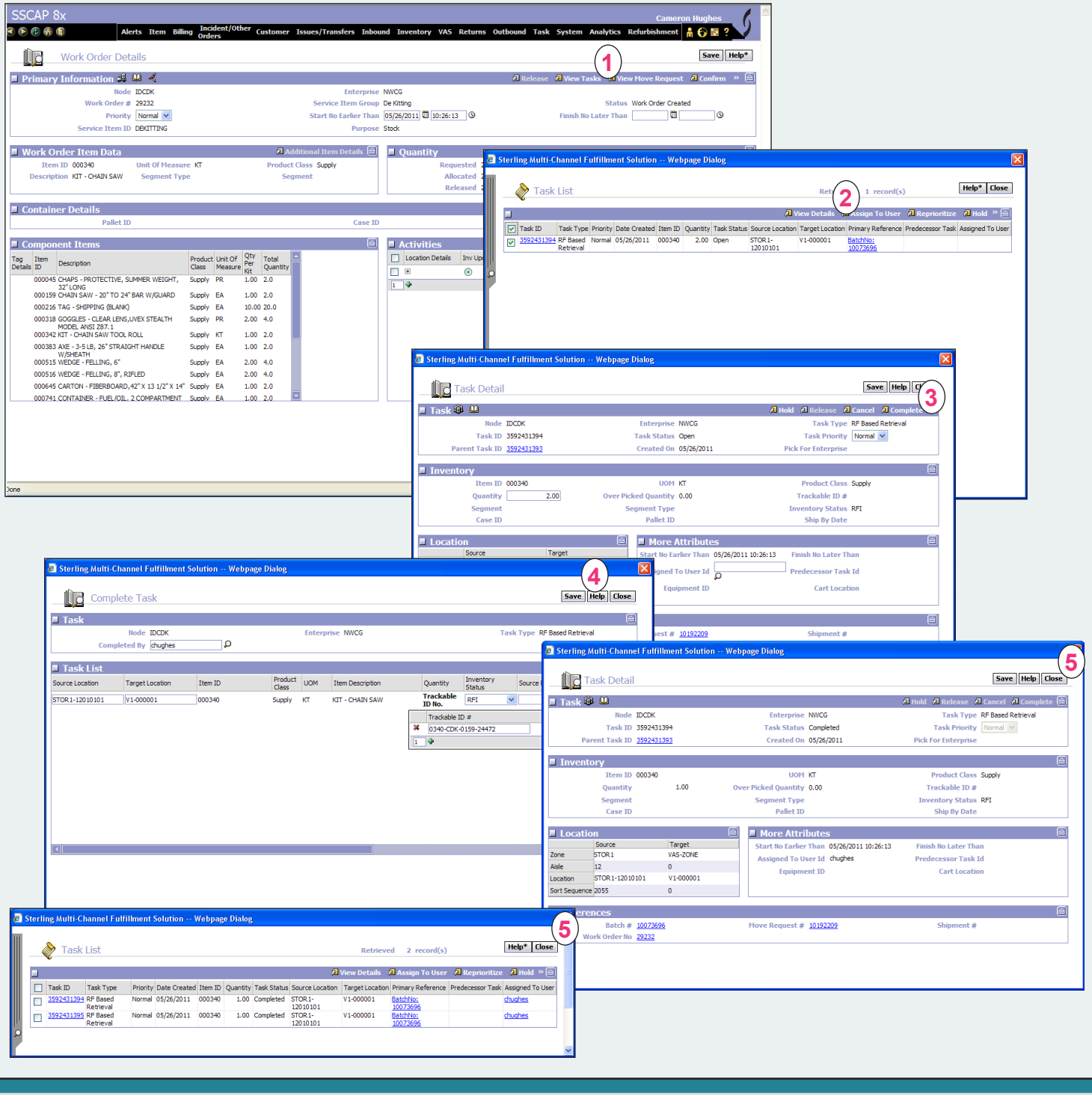
2 On the **Task List** dialog box, click to select the top **Task ID** check box, and then click **View Details** or click the **BatchNo** link to complete all move tasks at once.

A BatchNo link may not be available for all kits. This task explains how to complete move tasks for individual kit components.

3 For the first **task**, click **Complete**

4 On the **Complete Task** dialog box under **Trackable ID #**, click , type the **kit's trackable ID** in the text box, and then click **Save**

5 When all tasks are completed, click **Close** on the **Task Detail** screen, and then click **Close** on the **Task List** screen.



Dekitting a Trackable Kit

DATE: ***05/31/2011***

To complete and confirm the work order for a trackable kit

1 On the **Work Order Details** screen, click Confirm

The VAS Station screen displays after the JAVA coffee cup displays.

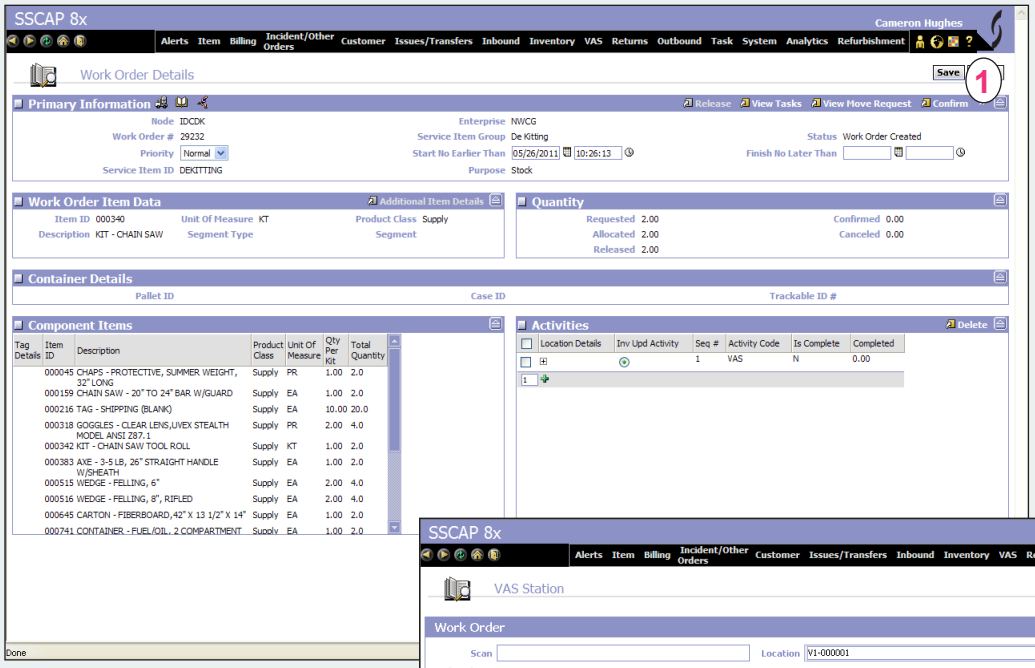
2 On the **VAS Station** screen, click the **Location** drop-down arrow, and then click to select **V1-000001**.

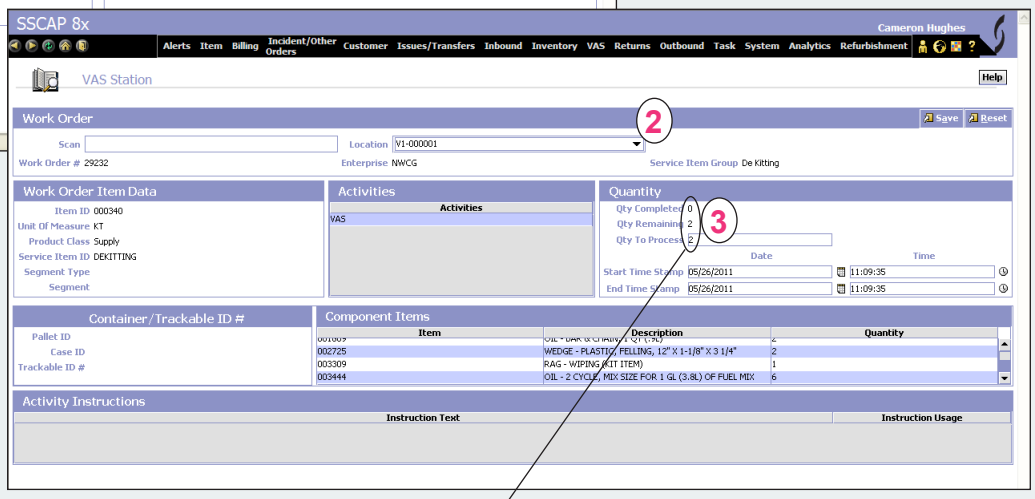
3 In the **Qty to Process** text box, type the **number of kit(s) to process**, and then click Save

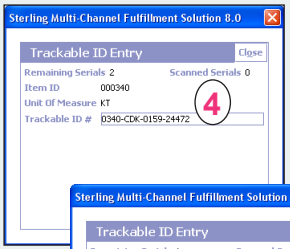
4 On the **Trackable ID Entry** dialog box in the ***first*** **Trackable ID #** text box, type the **kit's Trackable ID number**, and then press [TAB].

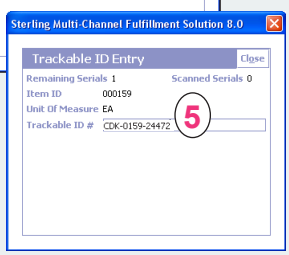
5 In the ***second*** **Trackable ID #** text box, type the **item's Trackable ID number**, and then press [TAB].

At this point, putaway tasks to move the kit components from V1 to storage are released to the scan guns.









The Qty Completed, Qty Remaining, and Qty to Process fields tell you how many kits have been de-kitted, how many are remaining, and how many more to process.

Dekitting a Trackable Kit

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To complete the putaway tasks for trackable kit

As a rule, this task is usually completed using the scan gun. Limit your use of the console for move tasks!

1 On the **VAS Station** screen, click ◀

2 On the **Work Order Details** screen, click View Move Request

3 On the **Move Request List** screen, click to select the **Task ID** of your choice, and then click View Tasks

4 On the **Task List** screen, click to select the **Task ID** of your choice, or click ▦ to complete all putaway tasks at once, and then click View Details

A Summary Task link may not be available for all tasks.

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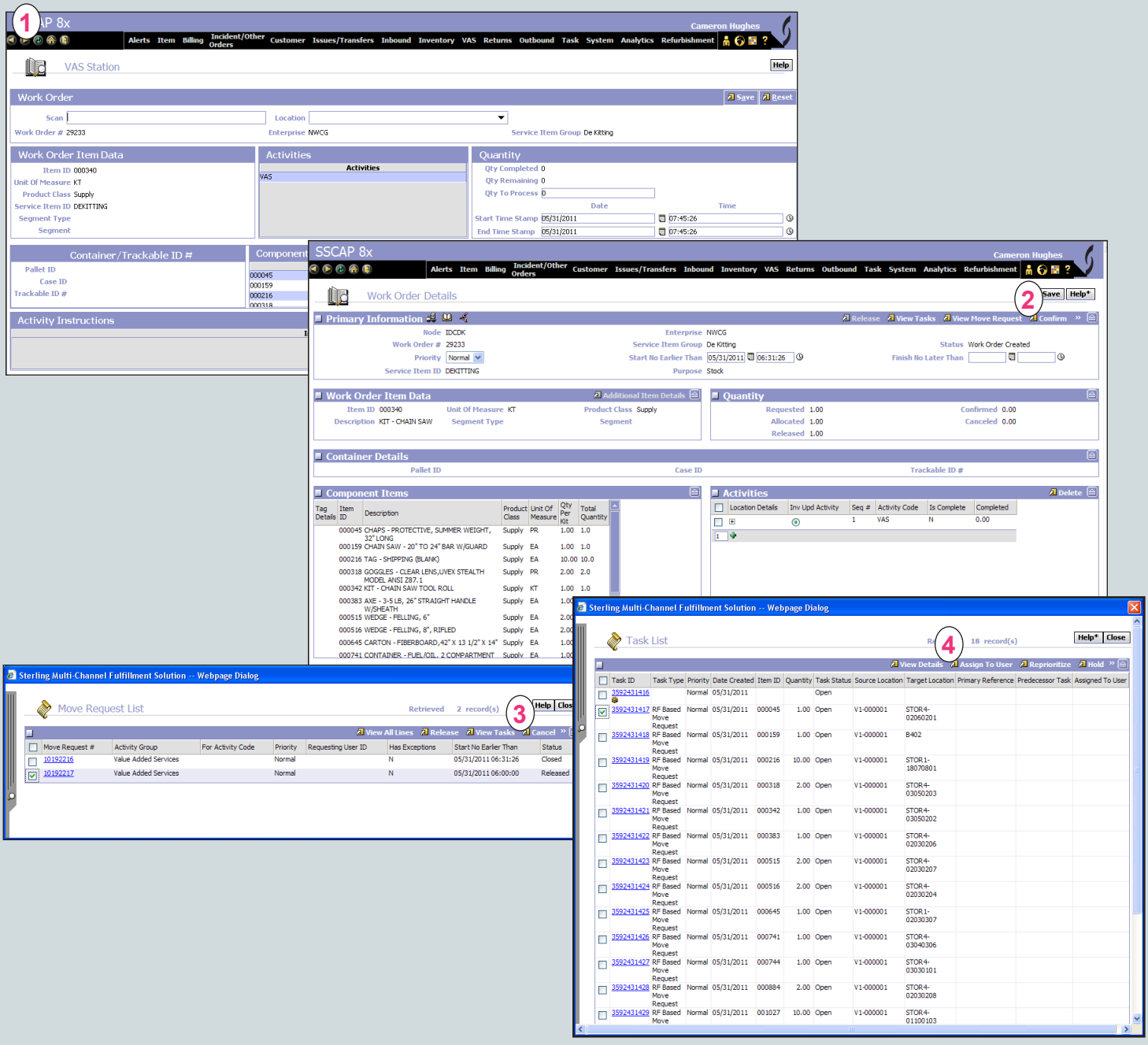
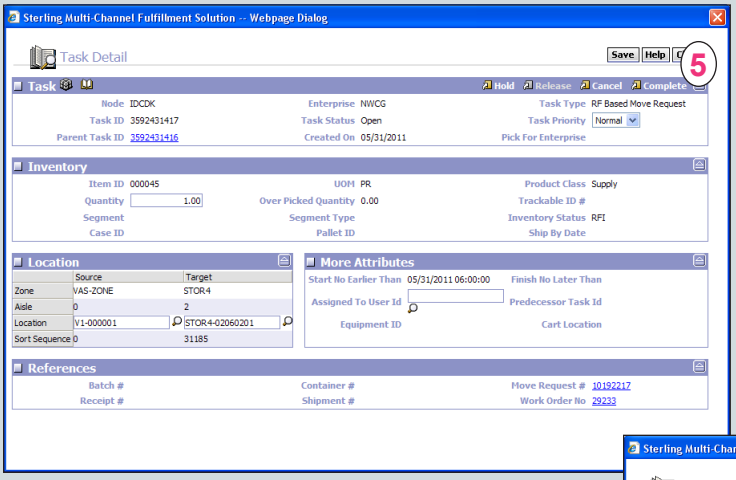
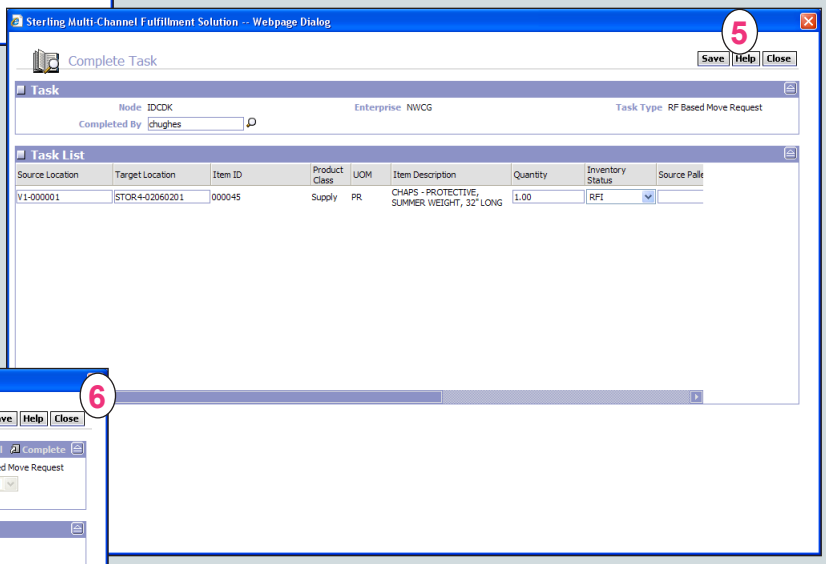
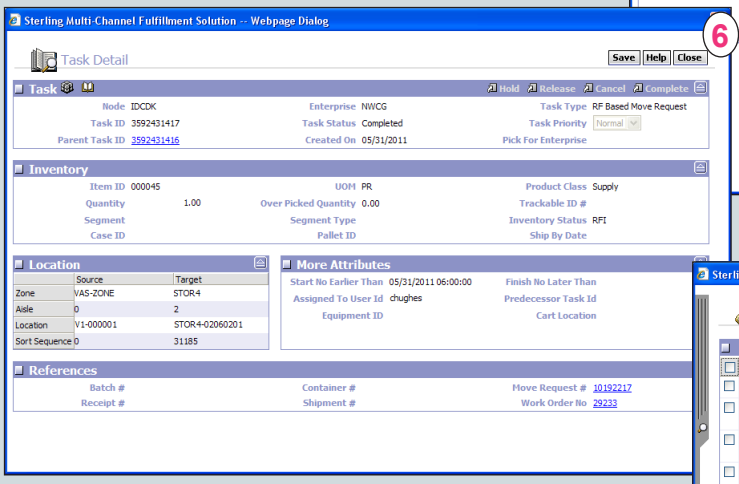
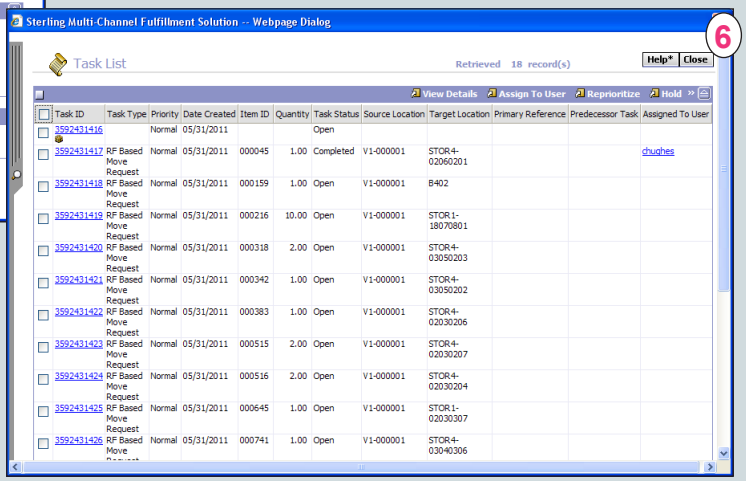


Dekitting a Trackable Kit

DATE: ***05/31/2011***

To complete the putaway tasks for trackable kit - *continued*

5 For each **task**, click Complete and then click Save

6 When all tasks are complete, click Close on the **Task Detail** screen, and then click Close on the **Move Request List** screen.

For more information about using the scan gun to move items to storage see the Quick Reference Card, "Completing Putaway Tasks for Inbound Orders."