



Refurbishing NFRI Items

DATE: 08/20/2009

To refurbish an NFRI Item

- 1 On the **Refurbishment** menu, click to select **Master Work Order Console**.
- 2 On the **Search** tab, search for the **work order** using one or more of the following criteria
 - Cache ID
 - Incident No
 - Incident Name
 - Master Work Order/Return #
 - Incident Year
 - order status.

Order status may be Open, Completed, Partially Completed, or All.
- 3 To increase the number of records to be searched, type **200** in the **Max Records** text box.
- 4 When finished completing the Search tab, click **Search**
- 5 On the **Work Order List** screen, perform one of the following
 - click the Master Work Order /Return # link
 - click the check box that corresponds to the work order of your choice, and then click **View Details**

- 6 On the **Master Work Order Details** screen, click the check box for the **Item ID to be refurbished**, and then click **Process Refurb**
- 7 On the **Process Refurbishment** dialog box, type the **number of items to be refurbished** in the **Qty to be refurbished** text box.
If there is only one item to be refurbished, skip this step!
- 8 Click the **Destination Inventory Status** drop-down arrow, and then click to select one of the following
 - Ready for Issue
 - Unserviceable - NWT
 - Unserviceable.
- 9 Under **Refurb Lines**, click **+** to add any additional items to be used in the refurbishment process.
Inventory for these items must be present in the refurb location.
- 10 When finished, click **Process Refurbishment** and then click **Close**

The screenshot displays the SSCAP 8x software interface. It shows a search filter for Master Work Order Attributes, a Work Order List table, a Master Work Order Details screen, and a Process Refurbishment dialog box. The dialog box includes fields for Item Description, Refurb Location, Destination Inventory Status, and a table for Refurb Lines.

Master Work Order/Return #	Cache ID	Incident/Other Order #	Incident Year	Incident Name	FS Account Code	Override Code	ELM Account Code	Other Account Code	Status
<input type="checkbox"/> CORMK000112	CORMK	WY-SHF-000101	2008	GUNBARREL	GZED13	0214			Awaiting Work Order Creation
<input type="checkbox"/> CORMK000114	CORMK	WY-SHF-000101	2008	GUNBARREL	GZED13	0214			Awaiting Work Order Creation
<input checked="" type="checkbox"/> CORMK000134	CORMK	WY-SHF-000101	2008	GUNBARREL	PZED13	0214			Awaiting Work Order Creation

Item ID	Description	Product Class	Unit Of Measure	Qty Consumed	Kit Quantity	Refurb Cost	Replace Component
+							

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To move the refurbished item into storage

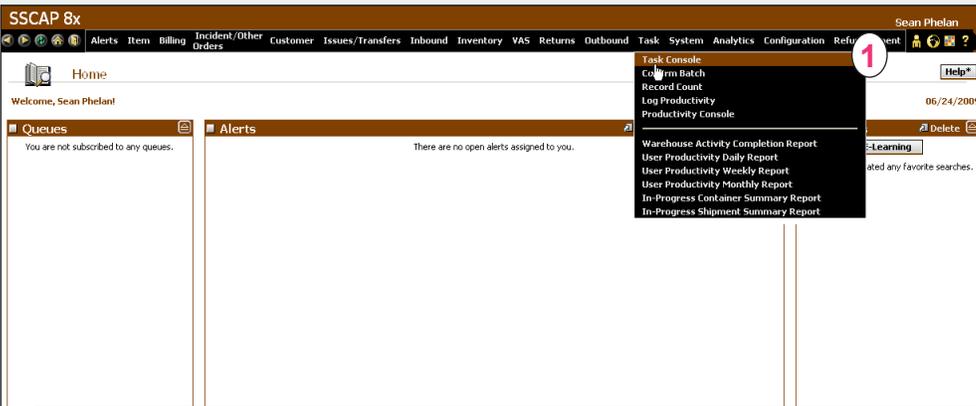
Move requests are automatically created for refurbished RFI items so that you may move them from the refurbishment zone to the storage location.

- 1 On the **Task** menu, click **Task Console**, and then search for the **move task** of your choice.
- 2 On the **Task List** screen, click to select the **Task ID(s)** of your choice, and then click **View Details**

- 3 On the **Task Detail** screen, click **Complete** and then click **Save** for each move task.

- 4 On the **Complete Task** dialog box, modify information as appropriate, click **Save** and then click **Close**

If you made no changes to the Complete Task screen, you do not need to click **Save**



For information about using the scan gun to move items to storage please refer to the task, "To putaway an inbound order;" on the quick reference guide, "Receiving Purchase Orders and Requisitions with the Scan Gun."

