

## Completing a Refurbishment Work Order

This documentation explains how to use the Master Work Order Console to complete a Refurbishment work order. “Refurb” is the process of taking returned NRFI (Not Ready for Issue) items and cleaning, repairing, and replacing missing kit components or other inventory (sheaths, handles, and so forth) so that items can be made RFI (Ready for Issue) and returned to stock for reuse.

### To Complete a Refurbishment Work Order:

1. On the main menu bar select **Refurbishment> Master Work Order Console**. The Search screen appears on the left.
2. Enter the **Master Work Order/Return** number and press **Enter** or click **Search**. The Work Order List panel appears.
3. Select the correct **Master Work Order/Return #** by clicking on the hyperlink, or putting a check mark in the box and clicking **View Details**. The **Master Work Order Lines** screen appears.
4. Check the box next to the item you want to refurbish and click **Process Refurb**. The **Refurbished Item Details Panel/Process Refurbishment** screen appears.
5. Enter the number of item you want to refurbish in **Qty to be Refurbed** and press **Tab** to **Destination Inventory Status**.
6. Choose the item disposition from the **Destination Inventory Status** drop-down menu. For example, Ready For Issues, Unserviceable, Unserviceable-NWT, and so forth.

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**Note:** Multiple Disposition Inventory Statuses for an item must be completed separately.

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7. If items have been used during the refurbishment process, complete these steps on the **Refurb Lines** panel before continuing:
  - a. Click the **+** (plus sign).
  - b. Enter the **Item Number** (Note: *Items being used for refurbishment must be located in the Refurbishment zone, this may require an AD-Hoc of the item prior to processing Refurb*).
  - c. Press **Tab**. The Description and Product Class auto populates.
  - d. Enter **QTY Consumed** and press **Tab**.
8. Click **Process Refurbishment**.

After clicking Process Refurbishment, putaway tasks have been created to return items to the storage locations.

Depending on if your cache is a RRP (Remote Return Process) or Non-RRP (Non-Remote Return Process) determines whether a system generated move task is created. For those caches that are RRP, no system generated task is created and an ad hoc

move is required to move the items from the refurb location to the appropriate storage location.