

Creating and Confirming a Kitting Work Order

This documentation explains how to create and confirm a Kitting Work Order.

To Create a Kitting Work Order:

1. On the main menu bar select **VAS > Create Work Order**. The Primary Information panel appears.
2. Select **Kitting** from the **Service Item Group** drop-down list.
3. Select **Stock** from the **Purpose** drop-down list.
4. Click **Release Immediately**.
5. Click **Print Report/Label** to print a packing report and box label if needed.
6. Navigate to the **Work Order Item Data** panel.
7. Enter the cache **Item ID** or look it up.
8. Press **Tab**. The **Unit of Measure**, **Product Class**, **Qty Avail to Build**, and **Requested Qty** fields auto-populate.
9. Click **Proceed**.
10. Navigate to the **Create Work Order** panel.
11. Review the information on the screen.
12. Click **Save**. The application generates the Work Order number. Write it down for future reference.
13. Move to the **Work Order Details** panel on the Console.
14. Click **View Tasks**. If you click **View Tasks** and no tasks are displayed, there are already sufficient materials at the VAS station The **Batch Detail** panel appears
15. Navigate to the **Task List** panel.
16. Click the **Batch Number** hyperlink or check the **Task ID** box and click **View Details**.
17. Click **Complete**.
18. Click **Save**
19. Click **OK**.
20. Click **Close** twice.

Note: Move task(s) have been generated and a batch sheet auto printed for the component items to be moved from the storage location to the VAS station. Move tasks should be completed using the scan gun. If necessary the move tasks can also be completed on the console.

To Confirm and Complete a Kitting Workorder – Non Trackable Kit:

Once the tasks have been completed on the scan gun, or console, the user will perform the following steps to confirm and complete the work order:

1. On the main menu bar select **VAS > Work Order Console**.
2. Enter the **Work Order #** and press **Enter**. For example, 36592.
3. Scroll to the bottom of the screen and click **Search**. The **Work Order** screen appears.
4. Click the hyperlink next to the appropriate work order. The **Work Order Details** screen appears.
5. Click **Confirm**.
6. If the **Security Warning** pop up screen appears, click **No**.
 - **Java Cup** appears on the **VAS Station Screen**.
 - If **Block potentially unsafe components** appears, click **Don't Block**.
 - If **Java Security Warning** screen appears, click **Cancel**.
 - If **Warning-Security** screen appears, click **No**.
7. On the **VAS Station** screen, select the drop-down list, scroll down and select **V1-000001**.
8. Enter **Qty to Process**. The quantity entered can be less than the original quantity. The Qty Remaining updates appropriately.
9. Click **Save**.
10. Move task(s) have been generated to putaway the kits to the appropriate storage location and should be completed using the scan gun. If appropriate, the move tasks can also be completed on the console.

To Confirm and Complete a Kitting Workorder –Trackable Kit:

Once the above steps 1-7 for Creating a Kitting workorder have completed, perform the following steps on the console to confirm and complete the work order:

1. On the main menu bar select **VAS > Work Order Console**.
2. Enter the **Work Order #** and press **Enter**. For example, 36592.
3. Scroll to the bottom of the screen and click **Search**. The **Work Order** screen appears.
4. Click the hyperlink next to the appropriate work order. The **Work Order Details** screen appears.
5. Click **Confirm**.
6. If the **Security Warning** pop up screen appears, click **No**.

- **Java Cup** appears on the **VAS Station Screen**.
 - If **Block potentially unsafe components** appears, click **Don't Block**.
 - If **Java Security Warning** screen appears, click **Cancel**.
 - If **Warning-Security** screen appears, click **No**.
7. On the **VAS Station** screen, select the drop-down list, scroll down and select **V1-000001**.
 8. Enter **Qty to Process**. The quantity entered can be less than the original quantity. The Qty Remaining updates appropriately.
 9. Enter the kit trackable ID in the **Trackable ID #** field and press **Tab**. The format for the Kit Trackable ID is ZZZZ (kit Cache item) – XXX (Cache ID) – NNNN Cache item number for trackable item in kit) – YYY, (Cache specified number) i.e.0870-NEK-0148-000254. The maximum length of a Kit Trackable ID is 20 characters.
 10. Enter the trackable ID of the kit trackable component in the **Trackable ID #** field, for example, NEK-0148-000254 and press **Tab**. The trackable ID must be valid in the database.

Move task(s) have been generated to putaway the kits to the appropriate storage location and should be completed using the scan gun. If necessary the move tasks can also be completed on the console.