

## Creating and Confirming De-Kitting Work Order

This documentation explains how to create, confirm, and complete a de-kitting work order for trackable and non-trackable kits.

### To Create a De-Kitting Work Order:

1. On main menu bar select **VAS > Create Work Order**. The Create Work Order screen appears.
2. Select **De-Kitting** from the **Service Item Group** drop-down list.
3. Select **STOCK** from the **Purpose** drop-down list.
4. Click the checkbox next to **Release Immediately**. Navigate to the **Work Order Item Data** panel.
5. Next to **Item ID**, enter the cache item or use the look up function and press **Tab**. The **Unit of Measure** and **Product Class** fields auto populate. Press **Tab** through both fields.
6. Enter the **Requested Qty** and press **Tab**.
7. Click **Proceed**.
8. To create the Work Order, review the information and click **Save**. For future reference, write down the **Work Order Number** that the system generated.

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**Note:** Move task(s) have been generated and a batch sheet auto printed to retrieve the kits and move them from the storage locations to the VAS station.

**Note:** If the user clicks **View Tasks** and no tasks display, there are already sufficient materials at the VAS station.

**Note:** Move tasks can be completed using either the scan gun, or on the console.

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9. When the remaining tasks on the console. Navigate to the **Work Order Details Panel**.
10. Click **View Tasks**.
11. Navigate to the **Task List** panel.
12. Click the **Batch Number** hyperlink, or check the **Task ID** checkbox, and click **View Details**. Review the details.
13. Navigate to the **Batch Detail** panel.
14. Click **Complete**. : If trackable kit is being de-kitted, enter trackable id by pressing the plus sign.
15. Click **Save**.
16. Click **OK**.
17. Click **Close** twice.

### To Confirm and Complete a De-Kitting Work Order – Non Trackable Kit:

1. On the main menu, select **VAS > Work Order Console**. The Work Order Console opens.
2. Enter the **Work Order #**. For example, work order number 36594.
3. Click **Enter** or scroll to the bottom of the screen and click **Search**. The **Work Order List** screen appears.
4. Click on the work order number hyperlink. The **Work Order Details** screen appears.
5. Click **Confirm**.
  - If a Security Warning pop-up appears, click **No**. Java Cup appears in the VAS Station screen.
  - If a Java Security Warning screen appears, click **Cancel**.
  - If a Warning Security screen appears, click **No**.
6. Navigate to the **VAS Station**.
7. Select the appropriate location from the drop-down menu. For example: V1-000001.
8. Enter the quantity of kits to process in **Qty to Process**. The quantity entered can be less than the original quantity. The system updates the Qty Remaining appropriately.
9. Click **Save**.

After saving the de-kitting work order, the system generates move task(s) for the kit components from the VAS station to the storage locations. These move tasks can be completed on the scan gun or console. If the kits are going to be rebuilt once any changes have been made, the console operator should:

- a. Click **Back**.
- b. Select **View Tasks**.
- c. Select all open tasks.
- d. Click the chevrons (>>).
- e. Click **Cancel** to cancel the putaway tasks to prevent having to move items to the shelf and then back to V1-000001. This way, the components will remain in V1-000001 for the subsequent kit build up. In **Reason Code**, select miscellaneous, add comment if needed

## To Confirm and Complete a De-Kitting Work Order –Trackable Kit:

After completing steps 1-15 to create and confirm a de-kitting work order:

1. On the main menu, select **VAS > Work Order Console**. The Work Order Console opens.
2. Enter the **Work Order #**. For example, works order number 36601.
3. Click **Enter** or scroll to the bottom of the screen and click **Search**. The **Work Order List** screen appears.
4. Click on the work order number hyperlink. The **Work Order Details** screen appears.
5. Click **Confirm**.
  - If a Security Warning pop-up appears, click **No**. Java Cup appears in the VAS Station screen.
  - If a Java Security Warning screen appears, click **Cancel**.
  - If a Warning Security screen appears, click **No**.
6. Navigate to the **VAS Station**.
7. Select the appropriate location from the drop-down menu and select **V1-000001**.
8. Enter the quantity of kits to process in **Qty to Process**. The quantity entered can be less than the original quantity. The system updates the Qty Remaining appropriately.
9. Click **Save**.
10. Enter the **kit Trackable ID** in the **Trackable ID #** field, for example, 0870-NEK-0148-000254, and press **Tab**.
11. Enter the **Trackable ID** of the kit trackable component in the **Trackable ID #** field, for example NEK-0148-000254, and press **Tab**.

After saving the de-kitting work order, the system generates move task(s) for the kit components from the VAS station to the storage locations. If the kits are going to be rebuilt once any changes have been made, the console operator should:

- a. Click **Back**.
- b. Select **View Tasks**.
- c. Select all open tasks.
- d. Click the chevrons (>>).
- e. Click **Cancel** to cancel the putaway tasks to prevent having to move items to the shelf and then back to V1-000001. This way, the components will remain in V1-000001 for the subsequent kit build up.

Once the De-Kitting Work Order move tasks are complete on the scan gun or console, the console operator performs these steps to confirm and complete the work order for trackable kit.