



WMS -Issuing to a Job

SOP 245

Revision A, 05/29/2018

Approved by: Don Stanton

PURPOSE: Use RF scanner to Issue Materials to a Job. Issuing is done by cycling through all the Parts listed in the Job, and selecting individual Lots and Quantities.

PROCESS STEPS:

1. Sign onto the scanner and choose the correct facility
2. Select Issue Job
3. Click Continue
4. Scan Master Batch Record barcode or enter Job number
5. Press ENT
6. If there is insufficient material for the Job, the system will ask whether you want to proceed or not.
 - a. Click **Yes** to issue material incrementally
 - b. Click **No** to go back and enter a different Job Number
7. Select Lot to issue:
8. **Scan the barcode label** to select a **Part Number** and **User Lot**
 - a. If you cannot scan a barcode label:
 - i. Select **Part Number** from the drop-down menu
 - ii. Click the **Lots** button to find the desired Lot
 - iii. Select the desired **User Lot** in the list, click **Choose**
 - iv. Highlight the **Location** in the list you're pulling this User Lot from, click **Choose**
 - v. Select which **System Lot** you're pulling from this Location in the list, click **Choose**
9. Enter the **Issuing** Quantity from that Lot
10. Push **ENT** on the scanner to select the next Lot to issue
11. Repeat these steps until you are done issuing Lots to this Job
12. **Save** (at any point) will bring up the confirmation screen
13. **Exit** cancels everything, with no issuing sent to DEACOM
14. Review confirmation screen (after clicking Save):
15. For "partial" issuing, the confirmation screen will ask if you still want to continue.
 - a. Click **Yes** to select destination Location for the issued Lots
 - b. Click **No** to go back to Part/Lot/Quantity selection
16. Select issue destination:
 - a. Check the 'Retain Location' box to keep everything where it is
 - b. Or un-check and **Scan Location Label**
 - c. Or manually select **New Loc Type** and **New Loc**
17. Click **Save** to submit issue selections to DEACOM
18. Once submitted, the only way to undo what you have issued is to 'De-issue Inventory'.
19. Click **OK** on the final confirmation screen
20. To undo one of your entries:
 - a. Select the Part Number for that entry from the drop-down
 - b. Click **Undo** to review what you have entered for that Part Number.
 - c. **All** button will check all the boxes
 - d. **(None)** button will uncheck all the boxes
 - e. Click **Apply** to remove the checked entries from this Job Issue

REVISIONS

Rev	Date	Change
I/R	03/19/2018	New
A	5/29/18	Change "job" to Master Batch Record in line 4



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