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WI-2303	Pre-Packaging Headlight Packages	1

1. Purpose:

1.1. This guide provides a step-by-step process for creating a lot of headlight packages. It covers everything from creating manufacturing orders to updating serial numbers and printing assembly orders.

2. Procedure:

2.1. Determine the Headlight Package to be pre-assembled.

    2.1.1. If necessary, refer to the Bill of Materials (BoM) for the Headlight Package to identify the products inside the device packaging.

2.2. Collect pre-folded product/device packaging, or fold enough packaging to pre-assemble small batches of the selected headlight packages.

    2.2.1. Do not fold the boxes closed to avoid slowing down the repackaging process.

    2.2.2. Only prepare enough boxes to fill the pre-assembly table next to the product shelf.

2.3. Lay out the boxes open on the pre-assembly table.

    2.3.1. Ensure the number of boxes fits comfortably on the pre-assembly table, leaving it to the discretion of the worker.

2.4. Start by placing all units of the first item (e.g., control cables) into every open box, then proceed to the next item on the BoM.

2.5. Repeat the process until all items are packed.

2.6. Once all packages have been pre-assembled, move to the computer station and begin working on the Manufacturing Order.

2.7. Navigate to [Manufacturing Orders](#) (MO).

2.8. Create a new Manufacturing Order.

    2.8.1. If continuing a pre-existing MO, resume from where it was left off.

2.9. Click 'CREATE'.

2.10. Search for 'Product' - e.g. Headlight Package.

2.11. Update the 'Quantity' to match the intended lot size.

2.12. Save and Confirm the Manufacturing Order to start.

2.13. Click "EDIT".

2.14. To work on one package at a time, update the 'Lot/Serial Number' to match the MO number at the top of the Manufacturing Order.

2.15. Once added, the quantity will automatically update to reflect 1 (if the number isn't update yet) of the total to be produced.

2.15.1. For the first Headlight Package in each lot, the value "-001" needs to be added manually.

2.16.

2.17.   Set the 'Mark as Done Date' to today's date.

2.18.   Grab the first pre-assembled package and confirm its contents before proceeding to update the serial numbers for the batteries and headlamps.

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2.19. Update the Serial Numbers for the batteries and headlamps

2.20. Review and check that every battery and headlamp has a serial number.

2.20.1. When adding 'Serial Numbers,' ensure that you 'Create' the number you entered. If the serial number already exists, lowercase the letter in the battery or headlight serial number.

2.20.2. You cannot validate a serial number that is already associated with another Manufacturing Order.

2.21. Click 'SAVE'.

2.22. If you are sure that the 'Serial Numbers' were newly created move on to Step 2.24.

2.23. If you are unsure if you created each 'Serial Number' as new values.

2.23.1. 'Validate' the MO first, the system will issue a pop up if the serials are already consumed, otherwise it will ask you to create a 'Backorder'.

2.23.2. Create the 'Backorder', this will move you to the next item in the lot.

2.23.3.   In order to return to the previous item in the lot, click on 'Backorders'.

2.23.4.   Expand 'Reno: Manufacturing'.

2.23.5.   Click on the item in the lot that was just validated.

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2.24.   Click 'Print'.

2.25.   Click 'Assembly Order (AO)'.

2.26. The first order must be validated before printing.
    2.26.1. Follow steps 2.23.1 through 2.23.4 to ensure the Lot value is correct for the first product in the lot.

2.27. The Assembly Order will print as below, make sure the LOT Value matches in the UDI field.

ProLUX Headlight Package: Best Value	
Contains	2x ProLUX Battery, 2x ProLUX Control Cable, Collar Clip, USB ProLUX Smarter Charger, Headlamp, Composite Filter, Hex Key #2
Intended Purpose	The ProLUX Headlight Package illuminates the oral cavity during dental exams and procedures for licensed dental professionals.
Composition	Aluminum, Stainless Steel, Lithium-Ion Battery, PCB, Fiber Board Electronics, Copper Wire, Copper Connections
S/N	24t3243, 24t2433, 3123A
LOT	22214-017
REF	PLX-B
UDI	(01)PendingProLUX(11)05092024(10)22214-017
(factory date symbol)	05/09/2024
(manufacturer symbol)	**LumaDent** 10437 Double R Blvd, Reno, NV 89421, USA ☎ +1 (775) 829-4488
EC REP	**Brilitas Pharmaceuticals EU OÜ** Pärnu mnt 139c, 11317 Tallinn, Estonia ☎ +372-5666-9989
CE ⚕ 🏠 ☀ 📖 10°C–30°C 30%–75% MD	
Made in the USA	

2.28. Once reviewed, place everything back into the packaging box, ensuring all contents are returned. Insert the printed label into the package, and then move the entire package to the sealing table.

2.29. If still on the first item in the lot, click on 'Backorders' and click on the newest product to continue.

2.30. Otherwise, click 'VALIDATE'

2.31. Click 'CREATE BACKORDER' to start the next package in the lot.

2.32.   Repeat Steps 2.11 through 2.31 until the last package in the batch is ready for sealing.

2.33.   Move to the sealing station, where all the pre-packaged headlight packages are ready to be sealed.

2.34.   Grab one package at a time and perform a quick visual inspection to ensure nothing is missing.

    2.34.1.   Verify that the serial numbers on the product label match the headlight and batteries inside the package.

2.35.   Weigh the package. In the work area, there is a visual reference for the expected weight range of the package.

    2.35.1.   If the package is within the expected range, proceed to sealing. If not, double-check the contents before moving forward.

    2.35.2.   Packages on the edge of the weight range should also be double-checked.

2.36.   Seal the inner device box with tape, then insert it into the product box.

    2.36.1.   Attach the label to the bottom of the box.

    2.36.2.   Close the box and seal it with tape.

2.37.   Repeat steps 2.33 through 2.36 for each package in the batch.

2.38.   Once all packages are sealed, move the completed headlight packages onto the storage shelf.

2.39.   Repeat the entire process for every batch until the lot is finished.

2.40.   For the last item in the lot, there 'VALIDATE' option will instead say 'MARK AS DONE'.

2.41. Click 'MARK AS DONE' to complete the lot.