



# Search for an Issued Inventory

## Overview


The Warehouse Management module Issued Inventory process provides the ability to audit inventory that is currently issued out from a warehouse. The Warehouse staff starts the audit by counting the outstanding inventory. They issue a DWForm20 to each individual or unit that has been issued items, and each responsible party performs their own inventory. When that is completed, they enter the totals on the form and return it to the requesting warehouse.

## Navigation

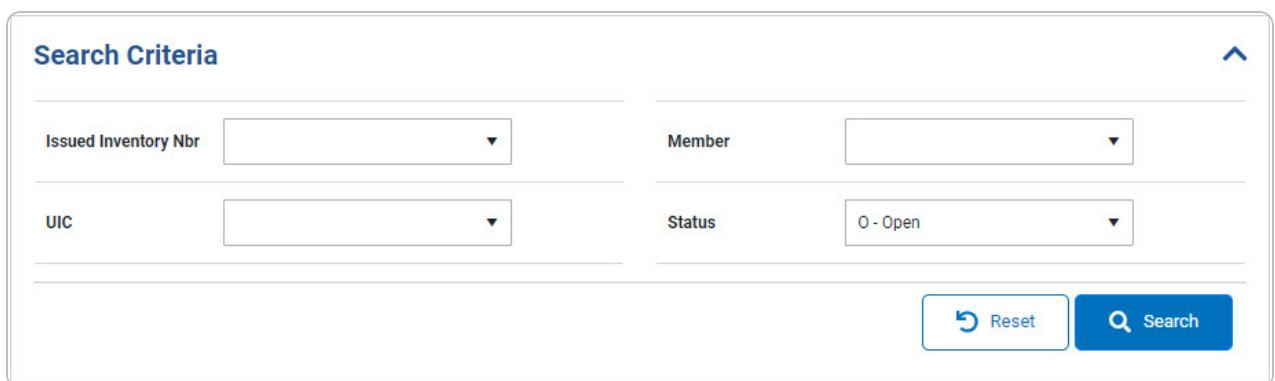
MATERIEL MGMT > Inventory > Issued > Issued Inventory page

## Procedures

### Search for an Issued Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.



The screenshot shows a 'Search Criteria' form with a title bar and a collapse icon. It contains four dropdown menus: 'Issued Inventory Nbr', 'Member', 'UIC', and 'Status'. The 'Status' dropdown is currently set to '0 - Open'. At the bottom right, there are two buttons: a 'Reset' button with a circular arrow icon and a 'Search' button with a magnifying glass icon.

2. Select . The results display in the Search Results grid.





## Help Reference Guide

**Search Results**


Options | + Add | Edit | Cancel | Print DW20 | Attachments

<input type="checkbox"/>	Issued Inventory Nbr	Attachments	Member	UIC	Created Dt/Tm	Status
<input type="checkbox"/>	46082OSS\$033120220001	--	--	11THBS - 11TH BOMB SQ	03/31/2022 10:24 AM	C - Completed
<input type="checkbox"/>	46082OSS\$042020220004	--	--	11THBS - 11TH BOMB SQ	04/20/2022 10:38 AM	C - Completed
<input type="checkbox"/>	46082OSS\$062120220001	--	--	11THBS - 11TH BOMB SQ	06/21/2022 10:43 AM	C - Completed
<input type="checkbox"/>	46082OSS\$082920220001	--	--	11THBS - 11TH BOMB SQ	08/29/2022 03:08 PM	O - Open



10 Items per page 1 - 4 of 4 items


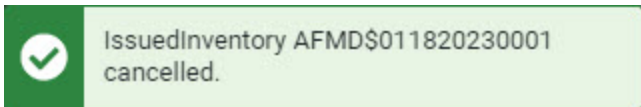
### Cancel a Issued Inventory

- Click ☐ to select the entry. *The Issued Inventory row is highlighted, and* , , , and  become available.
- Select . *The Cancel Issued Inventory pop-up window appears.*








Are you sure you wish to cancel this issued inventory?

- Select . *The*  *appears.*

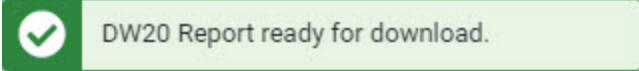
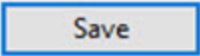
### Print a DWForm20

- Click ☐ to select the entry. *The Issued Inventory row is highlighted, and* , , , and  become available.
- Select . *The available forms for printing appear.*





## Help Reference Guide


- DW20 - All
  - DW20 - Updated
  - DW20 - Not Updated
  - DW20 - UI
3. Select the form for printing. *The Windows **Save As** pop-up window appears, with*  
*appearing at the bottom of the screen.*
  4. Choose the name and folder to download the form, and select it.
  5. Select . *The **Save As** pop-up window closes, and the PDF form is downloaded to the computer.*






# Add an Issued Inventory Header

## Navigation

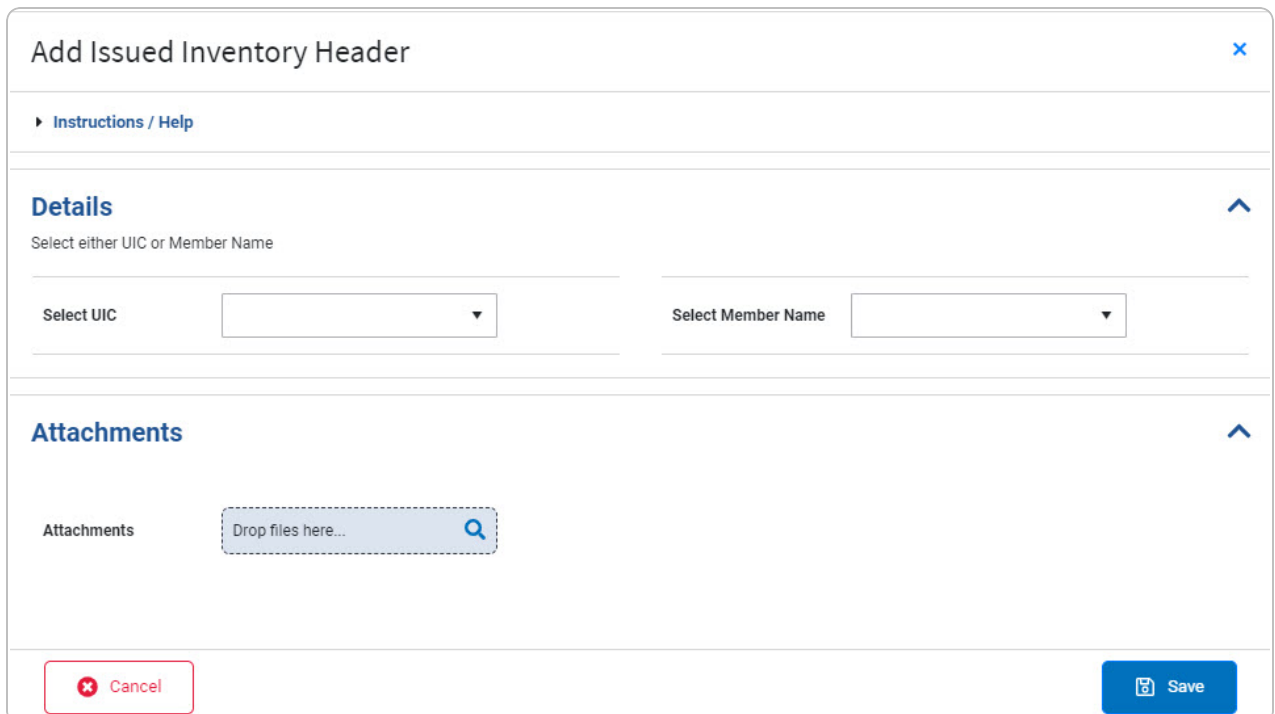
MATERIEL MGMT > Inventory > Issued >  > Add Issued Inventory Header slide-out window

## Procedures

### Add an Issued Inventory Header

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Issued Inventory Header** slide-out window appears.



The screenshot shows a slide-out window titled "Add Issued Inventory Header" with a close button (X) in the top right corner. Below the title is a link for "Instructions / Help". The window is divided into two main sections: "Details" and "Attachments".

**Details** section:

- Text: "Select either UIC or Member Name"
- Form fields: "Select UIC" and "Select Member Name", both with dropdown arrows.

**Attachments** section:

- Text: "Attachments"
- Form field: "Drop files here..." with a search icon (magnifying glass).

At the bottom of the window, there are two buttons: "Cancel" (with a red X icon) and "Save" (with a floppy disk icon).


2. Complete the Details grid.







- A. Use ▼ to select the Select UIC.  
**OR**
- B. Use ▼ to select the Select Member Name.
3. Complete the Attachments grid.

Drop files here...


- A. Select 

 Save

. Follow the **Add Attachments** procedure.
4. Select 

 Save

. The **Issued Inventory Details** page appears.






# Update the Issued Inventory Details

## Navigation

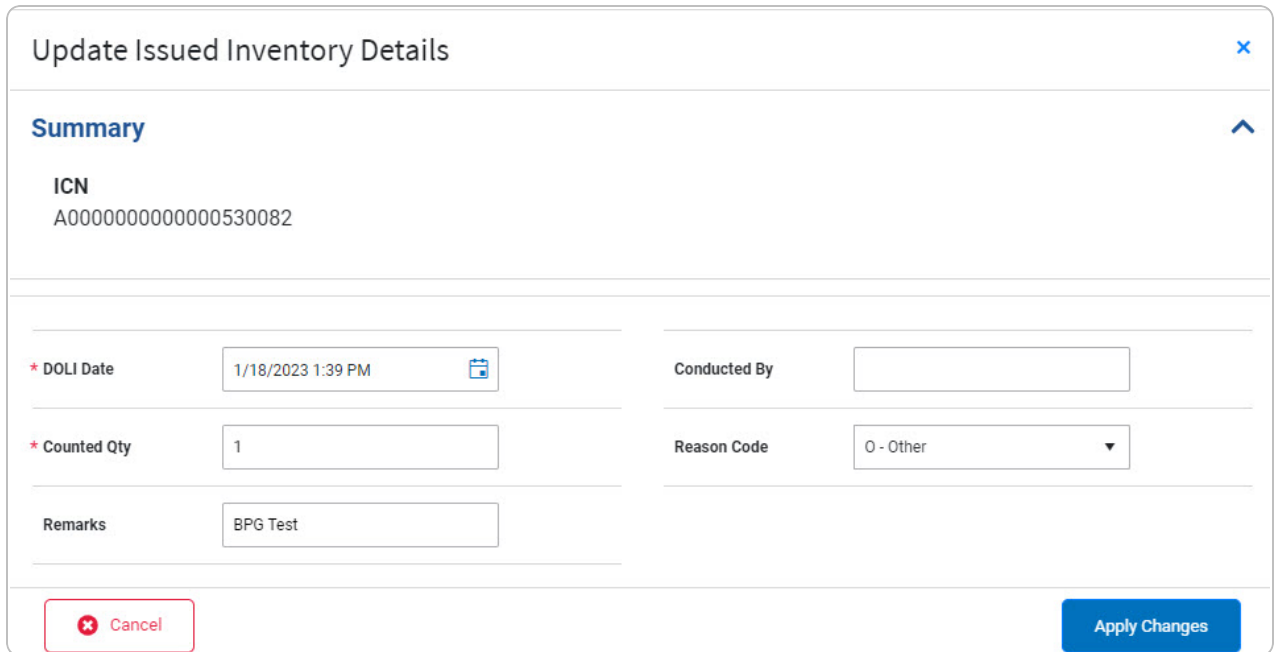
MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > Issued Inventory Details > ICN hyperlink > Update Issued Inventory Details slide-out window

## Procedures


### Update the Issued Inventory Details

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the ICN hyperlink. The **Update Issued Inventory Details** slide-out window appears.



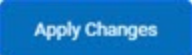

The screenshot shows a slide-out window titled "Update Issued Inventory Details" with a close button (X) in the top right corner. Below the title is a "Summary" section with an upward arrow. The summary displays the ICN "A0000000000000530082". Below the summary are three input fields: "DOLI Date" (with a calendar icon and the value "1/18/2023 1:39 PM"), "Counted Qty" (with the value "1"), and "Remarks" (with the value "BPG Test"). To the right of these fields are two more fields: "Conducted By" (an empty text box) and "Reason Code" (a dropdown menu showing "O - Other"). At the bottom left is a "Cancel" button with a red X icon, and at the bottom right is an "Apply Changes" button.

- A. Use  to select the DOLI Date, or enter the date (MM/DD/YYYY) in the field provided.
- B. Enter the Counted QTY in the field provided. *This is a 6 numeric character field.*





## Help Reference Guide

2. Select . The  Issued Inventory details saved. appears, and the revised information appears in the **Issued Inventory** grid.





## View the Issued Inventory Details

### Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > Issued Inventory Details page

### Procedures

#### View the Issued Inventory Details

Selecting [Back](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. The Details page appears from the Add page or the Edit page.
2. View the Summary panel.

Issued Inventory > Details

### Issued Inventory Details

#### Summary

Issued Inventory Nbr AFMD5011320230001	UIC JMN123 - CORUSCANT	Status A
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3. View the Issued Inventory panel.

Issued Inventory

ICN	Stock Nbr	Item Desc	Serial Nbr	Ordering Qty	Commodity Type	How Shd	Contract Qty	Contract Qty	Reason Cd	Remarks	Current Stock	Class Cd	Issued Warehouse
AFMD5011320230001	10001104404	LANCASHIRE BODST	1000000	1	ICE	---	---	---	---	---	1000000	A	COLUMBUS
AFMD5011320230001	10000000000	EPICORPHONE SUN	0004	1	ICE	---	---	---	---	---	1000000	A	COLUMBUS
AFMD5011320230001	10000000000	LANCASHIRE BODST	0002	1	ICE	---	---	---	---	---	1000000	A	COLUMBUS

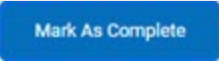
1 - 3 of 3 items

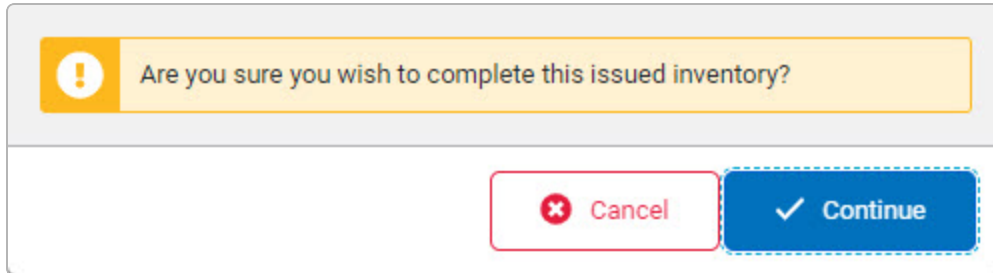
4. Select the ICN hyperlink. The **Update Issued Inventory Details** slide-out window appears.







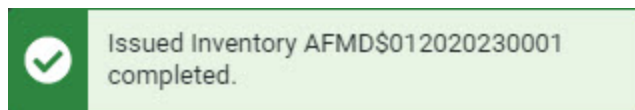
5. Select . The



A confirmation dialog box with a yellow header bar containing an exclamation mark icon and the text "Are you sure you wish to complete this issued inventory?". Below the header bar are two buttons: a red "Cancel" button with a red 'x' icon and a blue "Continue" button with a white checkmark icon.

appears.

6. Select . The



A green success message box with a white checkmark icon and the text "Issued Inventory AFMD\$012020230001 completed."

appears on the



***Search for an Issued Inventory*** page.






# Add an Attachment to an Issued Inventory

## Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS*  
>  (desired record) >  > Add/Edit Attachments slide-out window

## Procedures

### Attach a Document to a Record

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

- A. Click  to select the entry. The Issued Inventory row is highlighted, and , , , and  become available.
2. Select . The **Add/Edit Attachments** slide-out window appears.





## Help Reference Guide

### Add/Edit Attachments

✕

▸ [Instructions / Help](#)

#### Details


⤴

Issued Inventory Nbr	AFMDS011820230001	Member	YODA, GROGU (ABCDEFGHIJ)
Status	O - Open		

#### Attachments

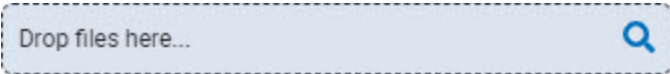
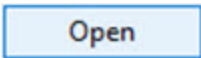
⤴

Attachments

Drop files here... 

✕ Cancel

3. Complete the Attachments grid.

- A. Select . The Windows **Choose File to Upload** pop-up window appears.
- B. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachments panel.





Add/Edit Attachments

[Instructions / Help](#)

Details

Issued Inventory Nbr

AFMD\$012020230002

UIC

JMN123 - CORUSCANT

Status

O - Open


Attachments

Attachments

Drop files here...

Puffin.png444.38 KB

Cancel

- C. Repeat Steps A - B to attach multiple documents.
4. Select . The **Add/Edit Attachments** slide-out window closes, and the file appears in the Attachments field of the Search Results grid.

