



Maintenance Issue

Overview

The Warehouse Management module Maintenance Issue process provides the ability to pick and issue requested supplies for maintenance activities, to update existing requests, to cancel requests for supplies from the Warehouse module, or to create a back-order request for supplies. Maintenance Issue Requests can be generated from the Warehouse module or from the M&U module.

Maintenance Issue requests have three different statuses:

- **RQ - Requested**
 - the request is initially created. Requests with a back-order remain in this status, but the status of Maintenance Issue Detail (STK NBRs) will display BO - Backorder Requested.
- **IS - Issued**
 - the request was signed with the Requested QTY matching the Picked QTY.
- **CN - Canceled**
 - the request has been canceled.

Maintenance Issue Requests generated from ELMS M&U cannot be canceled from ELMS Warehouse.

Navigation

MATERIEL MGMT > MAINT ISSUE > Maintenance Issue page

Procedures

Search Maintenance Issues

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.



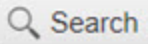


Help Reference Guide

Instructions

Search Criteria

Document Nbr	All	...	Work Order Nbr	All
Maint Activity	All	▼	Ordered By	All
Stock Nbr	All	...	Status	All Open
Requested Date From		📅 ⌚	Requested Date To	
Completed Date From		📅 ⌚	Completed Date To	
Asset Id/Mark For	All			

2. Select . The results appear in the Maintenance Issue Requests grid.

Maintenance Issue									
	Primary Attachment	Request Nbr	Status	Maintenance Activity	Work Order - Sub ID	Asset Id/Mark For	Requested Date	Expected Completion Date	
☐		WHCMi201814500004	RQ - Requested	GSA FAST MAINT	2017020600001		05/25/2018 11:04:32 AM		
☐		WHCMi201814500002	RQ - Requested	GSA FAST MAINT	2018012200001	DT1002000010	05/25/2018 9:47:35 AM		
☐		WHCMi201814500001	RQ - Requested	GSA FAST MAINT	2018012200001	DT1002000010	05/25/2018 9:38:05 AM		

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

Requested Stock Numbers

Select  next to the desired Maintenance Issue entry. The Requested Stock Nbrs Detail grid appears.

Maintenance Issue											
	Primary Attachment	Request Nbr	Status	Maintenance Activity	Work Order - Sub ID	Asset Id/Mark For	Requested Date	Expected Completion Date			
☐		WHCMi201814500004	RQ - Requested	GSA FAST MAINT	2017020600001		05/25/2018 11:04:32 AM				

Requested Stock Nbrs											
Sub Id	Stock Nbr	Item Desc	Requested Qty	Picked Qty	Unit Cost	Document Nbr	Suffix Cd	Expected Completion Date	Status	Cancelled Qty	Cancelled Qty Date
00	1005000179548	CATCH BOLT	1	0	\$0.00	HC100181451604			BO - Backorder Requested	0	

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Picked ICNs

Select  next to the desired Maintenance Issue entry. The Picked ICNs Detail grid appears.





Help Reference Guide

Maintenance Issue Grid Options + Add Edit Sign Print Receipt Cancel Attachments

☐ All	Primary Attachment	Request Nbr	Status	Maintenance Activity	Work Order - Sub ID	Asset Id/Mark For	Requested Date	Expected Completion Date
☐		WHCM12026090000001	RQ - Requested	M2 MAINT			03/31/2026 11:03:45 AM	
☐		WHCM12024226000001	RQ - Requested	FLC NOR MA			08/13/2024 2:17:48 PM	
☐		WHCM12022145000001	RQ - Requested	GSA FAST MAINT			05/25/2022 10:56:17 AM	

Requested **Picked**

ICNs Grid Options

Stock Nbr	Item Desc	ICN	Serial Nbr	Is Kit?	Location	Container	Cond Cd	Owning DoDAAC	Project Cd	Qty
Stock Nbr: 1005015257966										
1005015257966	PISTOL,9MM,SEMI/AUTO	B00000000000000274548		No	MLB01		A	HC1001		2

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

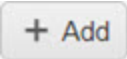
Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items





Add a Maintenance Issue

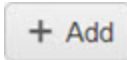
Navigation

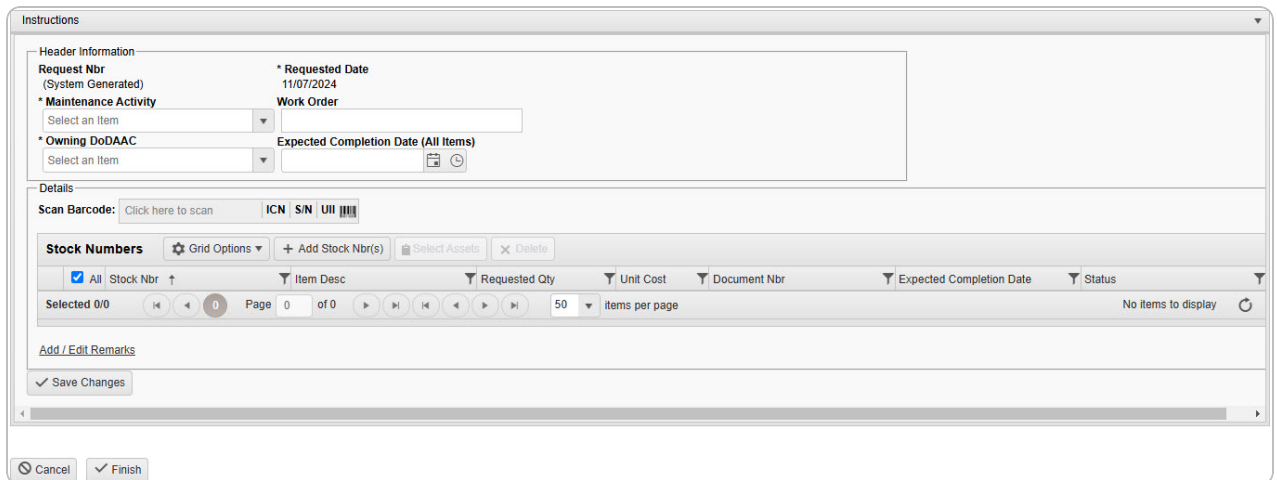
MATERIEL MGMT > MAINT ISSUE >  > Add a Maintenance Issue pop-up window

Procedures

Add a Maintenance Issue Request

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

1. Select . The **Add Request Header Information and Add Request Details** page opens.



The screenshot shows a pop-up window titled 'Instructions'. It contains two main sections: 'Header Information' and 'Details'.

Header Information:

- Request Nbr (System Generated):** 11/07/2024
- * Maintenance Activity:** Select an Item (dropdown menu)
- * Owning DoDAAC:** Select an Item (dropdown menu)
- Work Order:** (text input field)
- Expected Completion Date (All Items):** (calendar icon)

Details:

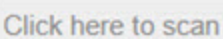
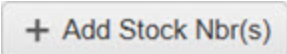
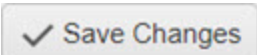
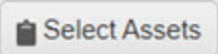
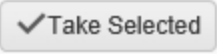
- Scan Barcode:** Click here to scan
- ICN S/N U/I** (barcode fields)
- Stock Numbers:** Grid with columns: Stock Nbr, Item Desc, Requested Qty, Unit Cost, Document Nbr, Expected Completion Date, Status.
- Grid Options:** Add Stock Nbr(s), Select Assets, Delete.
- Page:** 0 of 0
- Items per page:** 50
- No items to display** (message)
- Buttons:** Add / Edit Remarks, Save Changes, Cancel, Finish.

- A. Use  to select the Maintenance Activity.
- B. Use  to select the Owning DoDAAC.
- C. The Requested Date automatically populates and is not editable.





Help Reference Guide

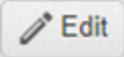
- Select  . Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- D. **OR**
- Select . The **Stock Nbr Browse** pop-up window appears, for manually adding assets to the maintenance issue record.
- E. Select . Items are saved to the Add Request Details section, and the status in the Stock Numbers grid changes to "RQ - Requested".
- F. Highlight the desired entry on the Stock Number grid and select . The **Inventory Selection** pop-up window appears to assign assets to the request.
- G. Select the ☐ on the left side of the desired entry to select the entire quantity.  appears.
- H. Click  to apply the selected assets to the request. The **Inventory Selection** window closes, and the status in the Stock Numbers grid changes to "PK - Picked".
- I. Repeat Steps E-G for each entry in the Stock Numbers grid.
2. Select . The page returns to the Maintenance Issue grid with the addition at the top and with a system-generated Request NBR.





Update a Maintenance Issue

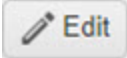
Navigation

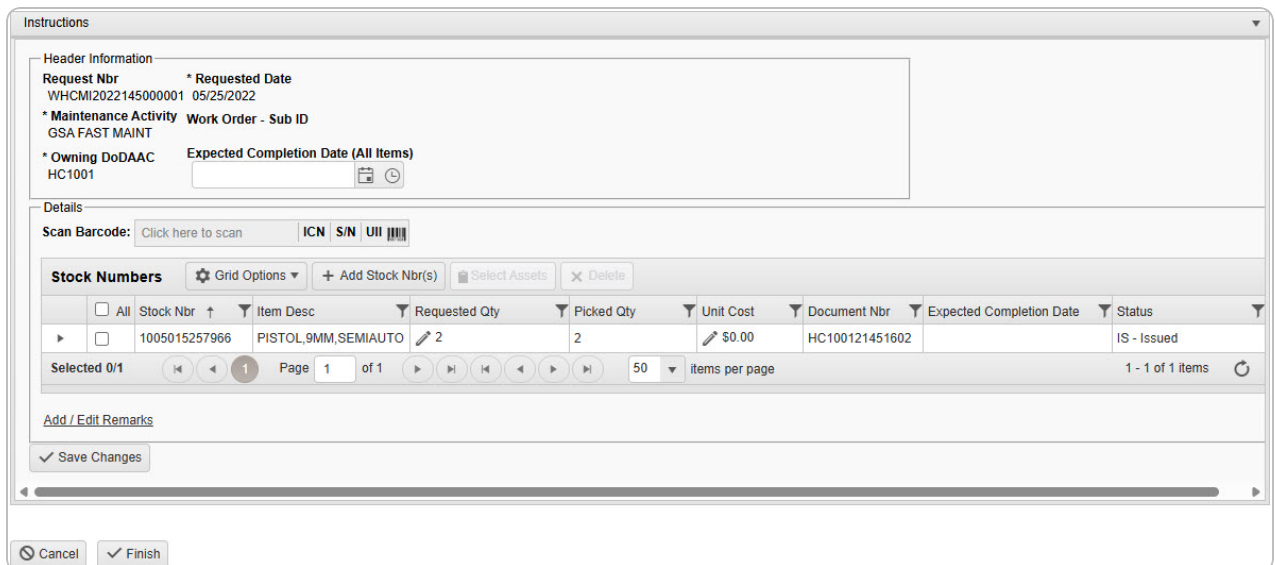
MATERIEL MGMT > MAINT ISSUE >  > Update a Maintenance Issue pop-up window

Procedures

Update a Maintenance Issue Request

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

1. Select ☐ next to the desired request.  appears.
2. Click  to update the desired request. The screen changes to the Request Header Information and Request Details sections.



Instructions

Header Information

Request Nbr: WHCM12022145000001 * Requested Date: 05/25/2022

* Maintenance Activity: GSA FAST MAINT Work Order - Sub ID

* Owning DoDAAC: HC1001 Expected Completion Date (All Items)

Details

Scan Barcode: Click here to scan ICN S/N UII

Stock Numbers	Grid Options	+ Add Stock Nbr(s)	Select Assets	Delete				
☐ All	Stock Nbr ↑	Item Desc	Requested Qty	Picked Qty	Unit Cost	Document Nbr	Expected Completion Date	Status
☐ 1005015257966		PISTOL,9MM,SEMAUTO	2	2	\$0.00	HC100121451602		IS - Issued

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Add / Edit Remarks

Save Changes

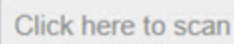
Cancel Finish

3. Use  to update the Expected Completion Date, or enter the data (MM/DD/YYYYHH:MM) in the field provided.



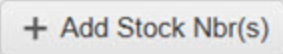


Help Reference Guide

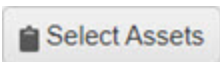
Select     . Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.

4.

OR

Select . The **Stock Nbr Browse** pop-up window appears, for manually adding assets to the maintenance issue record.

5. For entries with a status of "RQ - Requested" or "BO - Backorder Requested", perform the following:

- A. Highlight the desired entry on the Stock Number grid and select . The **Inventory Selection** pop-up window appears to assign assets to the request.
- B. Select the ☐ on the left side of the desired entry to select the entire quantity.  appears.
- C. Click  to apply the selected assets to the request. The **Inventory Selection** window closes, and the status in the Stock Numbers grid changes to "PK - Picked".

6. Select . The Maintenance Issue update is processed. ... The page returns to the Maintenance Issue grid with the addition at the top and with a system-generated Request NBR??

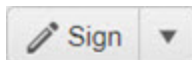




Sign a Maintenance Issue

Navigation

MATERIEL MGMT > MAINT ISSUE >



> Sign a Maintenance Issue pop-up window

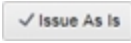
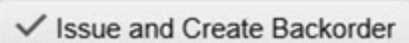
Procedures

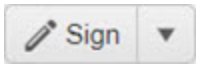
Sign a Maintenance Issue Request

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

Attention

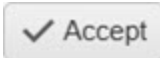
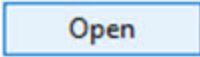


If the Requested QTY does not match the Picked QTY at the time of signing, a **Maintenance Issue Partially Picked** pop-up window appears. Select  to continue with the request as is, or select  to process the issue and create a backorder for the request. *The Record Detail Status changes to "BO - Backorder Requested".*

1. Select ☐ next to the desired request.  appears.
2. Select  from the Maintenance Issue grid. *There are three signing options appear for signing and completing the Maintenance Issue Request.*
 - Select Sign with Signature Pad to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*





- A. Use the stylus to sign the Signature Pad.
- Selecting  removes the signature to reattempt.
- B. Select  to confirm the signature.
- Select Manual Sign displays a **Print** dialog box for the DDForm 1150.pdf.
 -  puts the document into Adobe Reader. *Users can print the document from here.*
 -  saves the document for printing at a later time.

Note



Scan the manually signed document(s) and attach to the designated request. See **Attach a Document to a Maintenance Issue Request** procedure.

Upon completion of the signing procedure, the status of the request changes to "IS - Issued".





Cancel a Maintenance Issue

Navigation

MATERIEL MGMT > MAINT ISSUE >



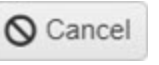
> Cancel a Maintenance Issue pop-up window

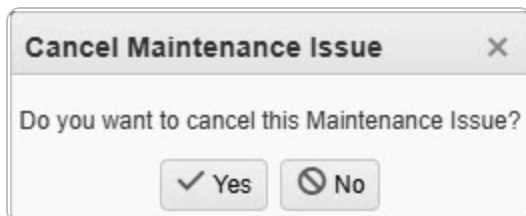
Procedures

Cancel a Maintenance Issue Request

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

1. Select ☐ next to the desired request.  appears.

2. Click . The **Cancel Maintenance Issue** pop-up window appears.



3. Select . The Maintenance Issue is canceled.

OR

Select . The pop-up window closes and returns to the **Maintenance Issue** page without any changes.





Attach a Document to a Maintenance Issue Record

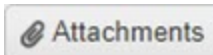
Navigation

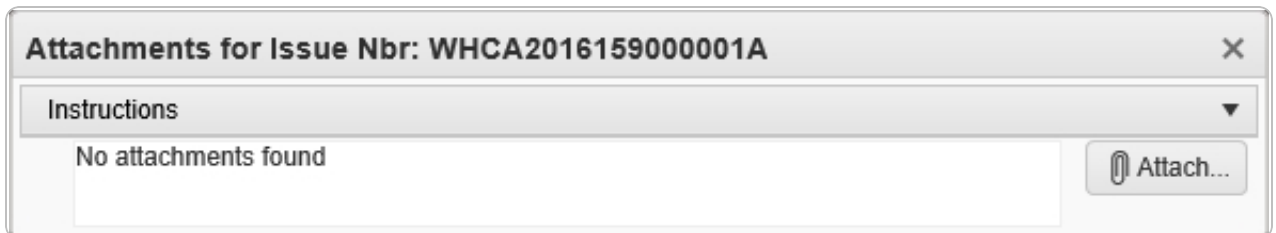
MATERIEL MGMT > MAINT ISSUE > Maintenance Issue >  > Attach a Document pop-up window

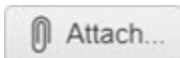
Procedures

Attach a Document to a Maintenance Issue Request

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

1. Select  to add any additional files to the record. The **Attachments for...** pop-up window appears.

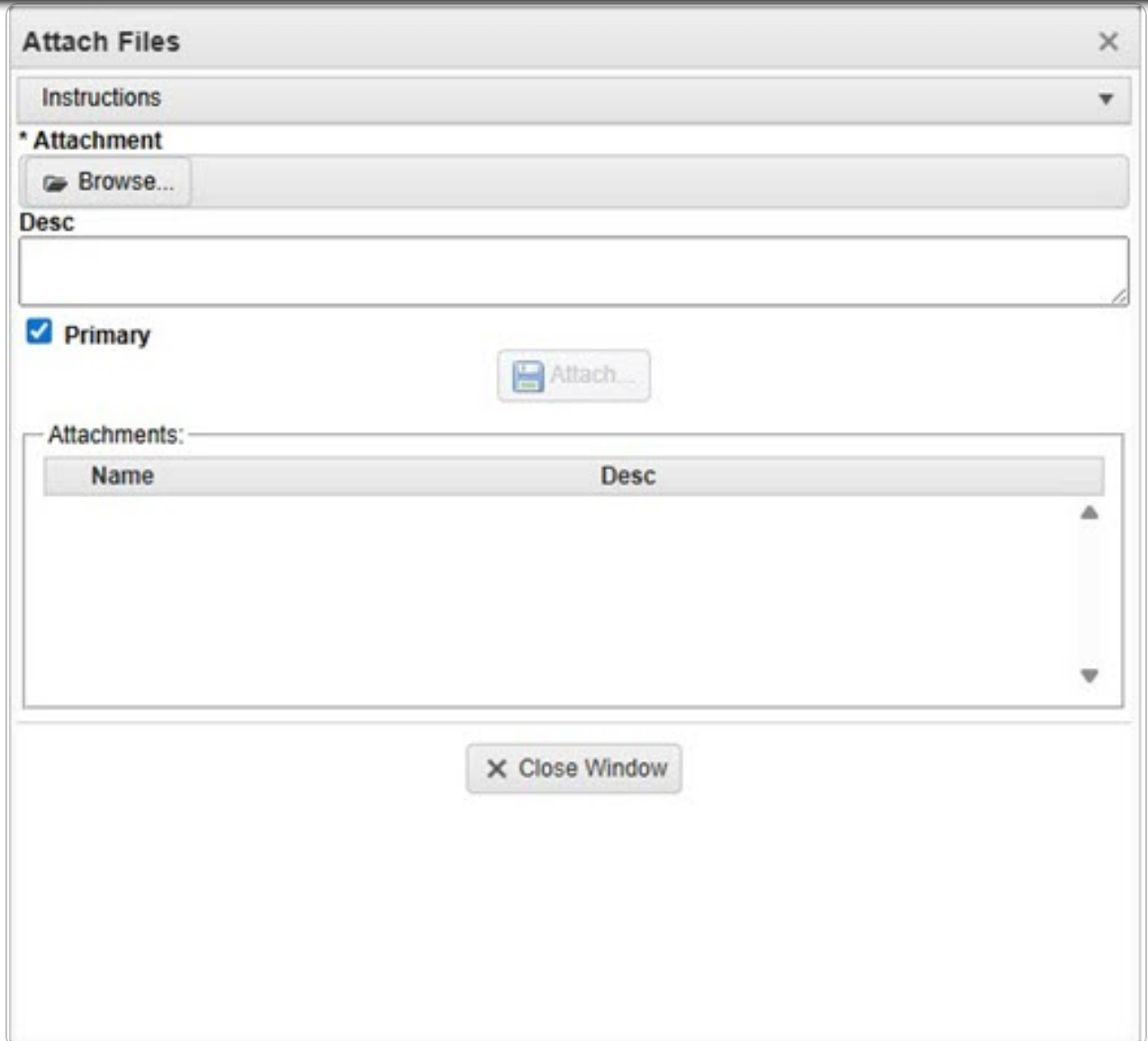


2. Select  to add any additional files to the record. The **Attach Files** pop-up window appears.

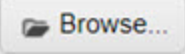
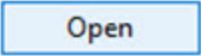




Help Reference Guide



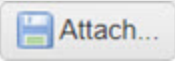
The screenshot shows a window titled "Attach Files" with a close button (X) in the top right corner. Inside the window, there is a section labeled "Instructions" with a dropdown arrow. Below this is a section labeled "* Attachment" containing a "Browse..." button. Underneath is a "Desc" label followed by a large text input field. A checkbox labeled "Primary" is checked. To the right of the checkbox is an "Attach..." button. Below these elements is a section labeled "Attachments:" which contains a table with two columns: "Name" and "Desc". The table is currently empty. At the bottom of the window is a "Close Window" button.

3. Select . The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
6. Enter a description of the file in the Desc field provided. *This is a 256 alphanumeric character field.*





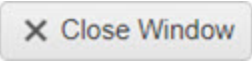
Help Reference Guide

7. Select . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Note



Select the  part of  to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

