



## Individual Issue

### Overview

The Warehouse Management module Individual Issue process provides the ability to search existing issues and begin the process of issuing equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned.

The Warehouse Module also offers Quick Issue. A Quick Issue allows members to pick their assets before an issue is created. Like shopping at a grocery store, members pick their assets and then bring them to the ELMS agent for issue. The agent scans the ICN barcodes with a ELMS supported tethered scanner, and the issue is complete.

### Navigation

Materiel MGMT > Individual > Issue > Individual Issue page

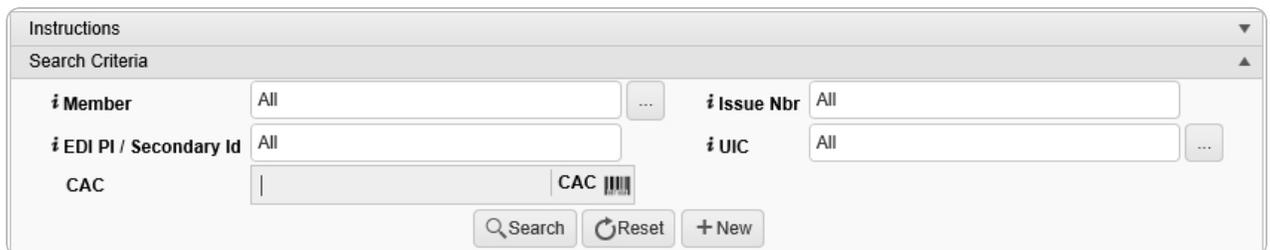
### Procedures

#### Search for An Individual Issue

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.

**Note**  
 If using a CAC, select the CAC field and scan the member's CAC with a ELMS supported tethered scanner. Otherwise, follow these steps:

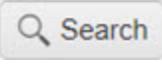
1. In the Search Criteria box, narrow the results by entering one of the following optional fields.



The screenshot shows a web interface for searching individual issues. It features a 'Search Criteria' section with several input fields: 'Member' (set to 'All'), 'EDI PI / Secondary Id' (set to 'All'), 'CAC' (with a barcode icon), 'Issue Nbr' (set to 'All'), and 'UIC' (set to 'All'). There are also 'Search', 'Reset', and '+ New' buttons at the bottom of the form.





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

Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
Groce	Pidge	P	ID12345678	JMN123	10/19/2017	WHCI2017292000001	01/05/2018	COLUMBUS	6	0	In Process
Kenobi	Obi-Wan	B	9632587415	JMN123	07/27/2016	WHCI2016299000004	01/03/2023	COLUMBUS	2	0	Picked
Solo	Han		9632587418	JMN123	08/08/2017	DWHI2017220000016		DISA MEADE	2	4	Issued
Jones	Indiana		ID87654508	J12345	08/08/2017	DWHI2017220000001		DISA MEADE	5	3	BackOrder

## Create a First-time Issue for a New Member (without a CAC)

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

1. Select  . The **Enter the EDI PI** pop-up window appears.

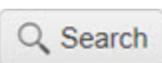
**Enter the EDIPI** ✕

Enter the EDIPI of the member for whom to add an Issue.

✓ OK
⊗ Cancel

2. Select  . The **Add Member Profile** pop-up window appears, with the **Browse Member Profile** pop-up window in the background.
3. Select  . The **Individual Issue** page appears..

## Create an Issue for an Existing Member (without a CAC)

1. Select  . The results display in the Individual Results grid.

Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
Groce	Pidge	P	ID12345678	JMN123	10/19/2017	WHCI2017292000001	01/05/2018	COLUMBUS	6	0	In Process
Kenobi	Obi-Wan	B	9632587415	JMN123	07/27/2016	WHCI2016299000004	01/03/2023	COLUMBUS	2	0	Picked
Solo	Han		9632587418	JMN123	08/08/2017	DWHI2017220000016		DISA MEADE	2	4	Issued
Jones	Indiana		ID87654508	J12345	08/08/2017	DWHI2017220000001		DISA MEADE	5	3	BackOrder

2. Select  next to the member's record. The **Individual Issue** page appears.





## Create an Issue From Scanning the Member's CAC

1. Select  . Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.

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

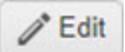
Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
Groce	Pidge	P	ID12345678	JMN123	10/19/2017	WHCI2017292000001	01/05/2018	COLUMBUS	6	0	In Process
Kenobi	Obi-Wan	B	9632587415	JMN123	07/27/2016	WHCI2016298000004	01/03/2023	COLUMBUS	2	0	Picked
Solo	Han		9632587418	JMN123	08/08/2017	DWHI2017220000016		DISA MEADE	2	4	Issued
Jones	Indiana		ID87654508	J12345	08/08/2017	DWHI2017220000001		DISA MEADE	5	3	BackOrder

3. Select  next to the member's record. The **Add an Individual Issue** screen appears.

## Update an Individual Issue

1. Select . The results display in the Individual Results grid.

Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
Groce	Pidge	P	ID12345678	JMN123	10/19/2017	WHCI2017292000001	01/05/2018	COLUMBUS	6	0	In Process
Kenobi	Obi-Wan	B	9632587415	JMN123	07/27/2016	WHCI2016298000004	01/03/2023	COLUMBUS	2	0	Picked
Solo	Han		9632587418	JMN123	08/08/2017	DWHI2017220000016		DISA MEADE	2	4	Issued
Jones	Indiana		ID87654508	J12345	08/08/2017	DWHI2017220000001		DISA MEADE	5	3	BackOrder

2. Select  next to the member's record. The **Add an Individual Issue** screen appears.





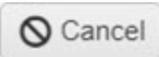
## Update a Member for an Individual Issue

### Navigation

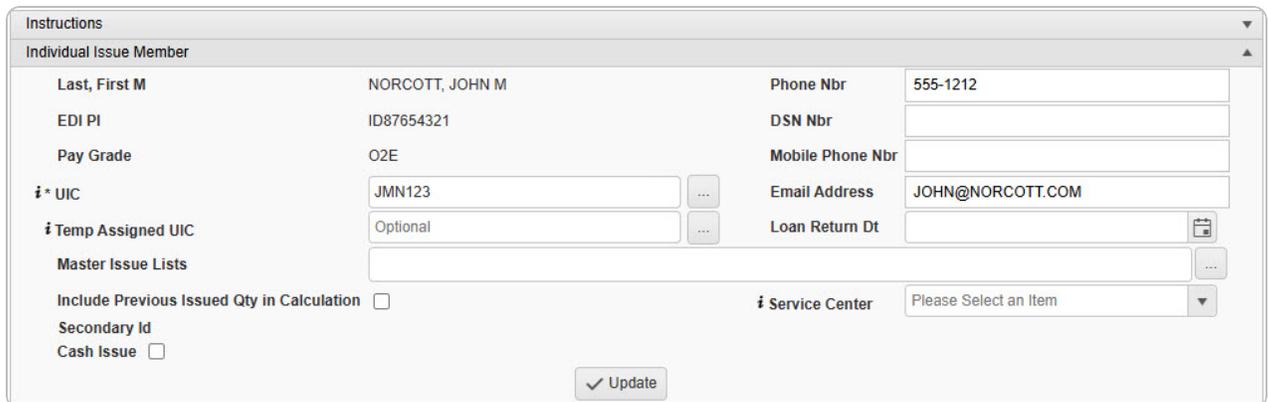
MATERIEL MGMT > Individual > Issue >  >  > Individual Issue Member page

### Procedures

#### Update a Member for an Issue

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 record. The **Individual Issue Member** page appears.



The screenshot shows a form titled "Individual Issue Member" with the following fields:

Last, First M	NORCOTT, JOHN M	Phone Nbr	555-1212
EDI PI	ID87654321	DSN Nbr	
Pay Grade	O2E	Mobile Phone Nbr	
* UIC	JMN123	Email Address	JOHN@NORCOTT.COM
Temp Assigned UIC	Optional	Loan Return Dt	
Master Issue Lists			
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	Service Center	Please Select an Item
Secondary Id			
Cash Issue	<input type="checkbox"/>		

At the bottom right of the form is an .

- A. Use  or  to assist with the UIC entry. This is a 6 alphanumeric character field.
2. Select . The **Add an Individual Issue** screen appears.





## Add an Individual Issue

### Navigation

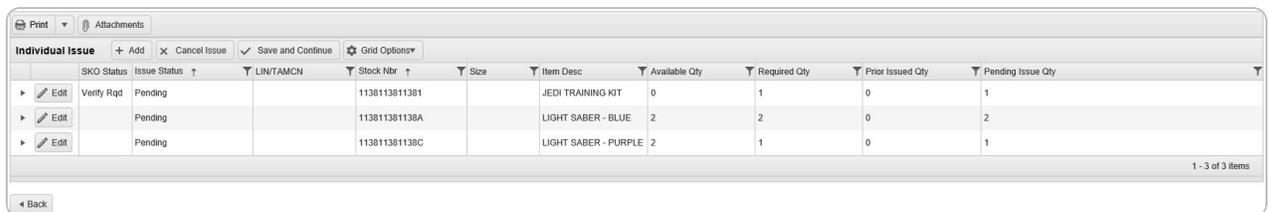
Materiel MGMT > Individual > Issue >  > Individual Issue Member page

### Procedures

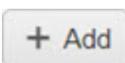
#### Process an Individual Issue

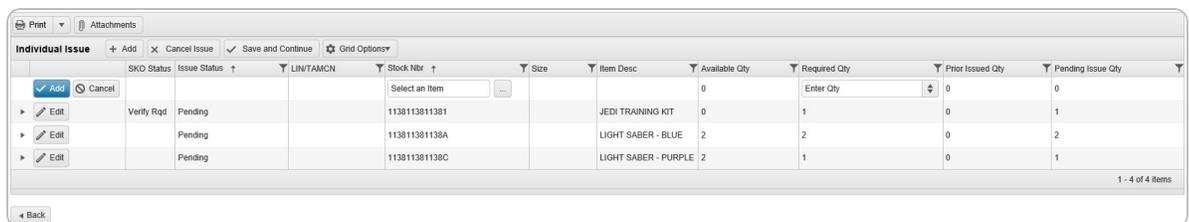
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Verify the information on the **Individual Issue Member** page.
2. Select . The Individual Issue grid appears.



SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Size	Item Desc	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
Verify Rqd	Pending		1138113811381		JEDI TRAINING KIT	0	1	0	1
	Pending		113811381138A		LIGHT SABER - BLUE	2	2	0	2
	Pending		113811381138C		LIGHT SABER - PURPLE	2	1	0	1

- A. Select . A new row appears at the top of the grid to add an asset to the issue.



SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Size	Item Desc	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
			Select an Item			0	Enter Qty	0	0
Verify Rqd	Pending		1138113811381		JEDI TRAINING KIT	0	1	0	1
	Pending		113811381138A		LIGHT SABER - BLUE	2	2	0	2
	Pending		113811381138C		LIGHT SABER - PURPLE	2	1	0	1

- B. Select  at the beginning of the row. The asset is added to the issue and highlighted in green.
- C. Repeat steps A and B until all desired assets are added.



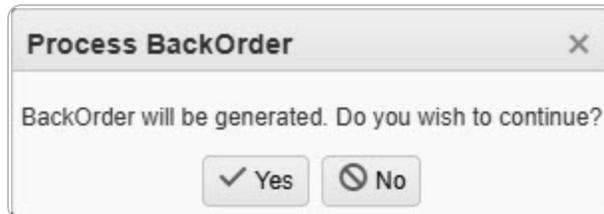


- D. For certain stock numbers,  appears in the Picked QTY column.
- E. Select . The **Individual Issue Electronic Signature** pop-up window appears.

### Note

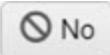


If there are items that are not available and need to be backordered, the **Process BackOrder** pop-up window appears first:



Process BackOrder [X]

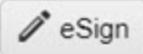
BackOrder will be generated. Do you wish to continue?

- Select . The backorder is confirmed, and continues on to the **Individual Issue Electronic Signature** pop-up window.
- Select . The backorder is denied and returns to the Individual Issue grid.



Individual Issue Electronic Signature [X]

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

-  displays the **Signature Pad Form** pop-up window.

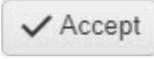
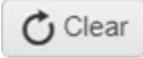
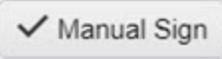


Signature Pad Form (ver eSign 1.0) [X]





## Help Reference Guide

1. Use either the mouse or the stylus to sign the Signature Pad.
2. Select either:
  -  to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
  -  to erase the signature and reattempt.
  -  to close the window and return to the previous page.
-  **displays the pop-up window of the document for printing with a Print dialog box.**





## Help Reference Guide

ISS NBR: HC100172791001  
  
 Bunny, Bugs , CIV  
 EDIPI: ID87654487

DT/TM PRINTED: 10/6/2017 4:07:22 PM  
 DT/TM ISSUED: 10/06/2017

**DEFENSE PROPERTY  
 ACCOUNTABILITY SYSTEM**  
 WAREHOUSE: COLUMBUS  
 INDIVIDUAL ISSUE RECEIPT  
 UIC: F00042 - ELEARNING

LIN/TAMCN	ITEM DESC	ICN	CAGE	MFR DT	ISSUE QTY	UNIT COST
STOCK NBR (SKO) IDN		COND CD	CNTRCT	EXP DT	RETURNABLE EXT COST	
SERIAL NBR		SIZE	LOT NBR			
		COLOR				
	GRAPPLING HOOK,COLL	B0000000000000260076			2	\$188.44
2040014990035		A			Yes	\$376.88
<b>GRAND TOTALS:</b>					<b>Items/Kits: 2</b>	<b>\$376.88</b>
					<b>Components: 0</b>	

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.



**SKO TYPE CODES**  
**MG:** MANAGED  
**UM:** UNMANAGED

DW FORM 04I, FEB 2016

For Official Use Only



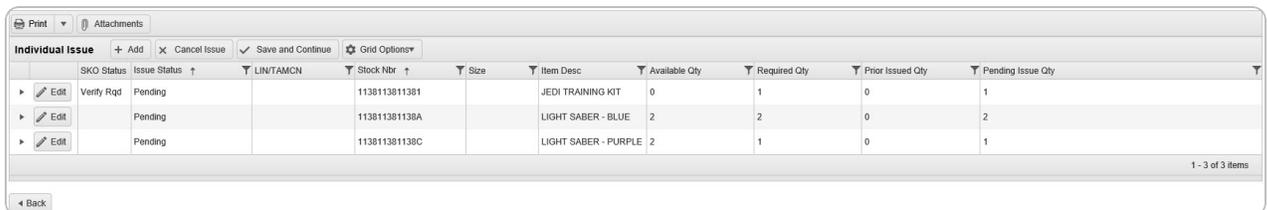


## Process a Quick Issue

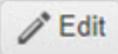
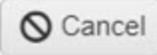
1. Verify the information on the **Individual Issue Member** page.
2. Select . The **Individual Issue** grid appears, and the status of the **Individual Issue** goes to "Picked".
3. Select  . Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
4. Select . The **Individual Issue Electronic Signature** pop-up window appears.

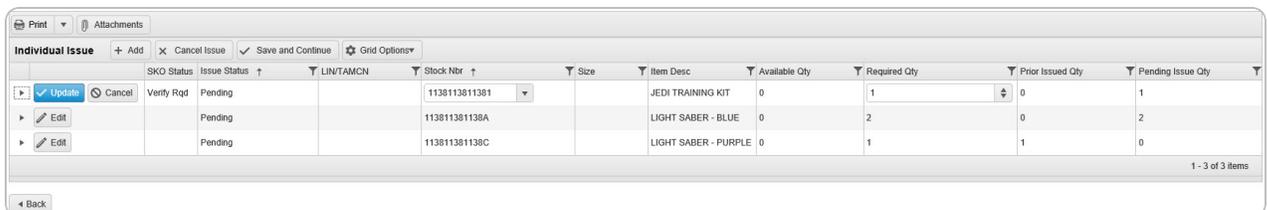
## Update an Asset in an Individual Issue

1. Select  next to the member's record. The **Add an Individual Issue** screen appears.



SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Size	Item Desc	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
Verify Rqd	Pending		1138113811381		JEDI TRAINING KIT	0	1	0	1
	Pending		113811381138A		LIGHT SABER - BLUE	2	2	0	2
	Pending		113811381138C		LIGHT SABER - PURPLE	2	1	0	1

2. Select  next to the item's record.  changes into  and .



SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Size	Item Desc	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
Verify Rqd	Pending		1138113811381		JEDI TRAINING KIT	0	1	0	1
	Pending		113811381138A		LIGHT SABER - BLUE	0	2	0	2
	Pending		113811381138C		LIGHT SABER - PURPLE	0	1	1	0

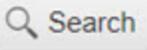
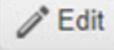
3. Select . The asset is revised and highlighted in green.





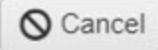
# Add Attachments to an Individual Issue

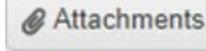
## Navigation

MATERIEL MGMT > Individual > Issue >  Search >  Edit >  Attachments  
> Attachments for Issue NBR pop-up window

## Procedures

### Attach a Document to an Issue

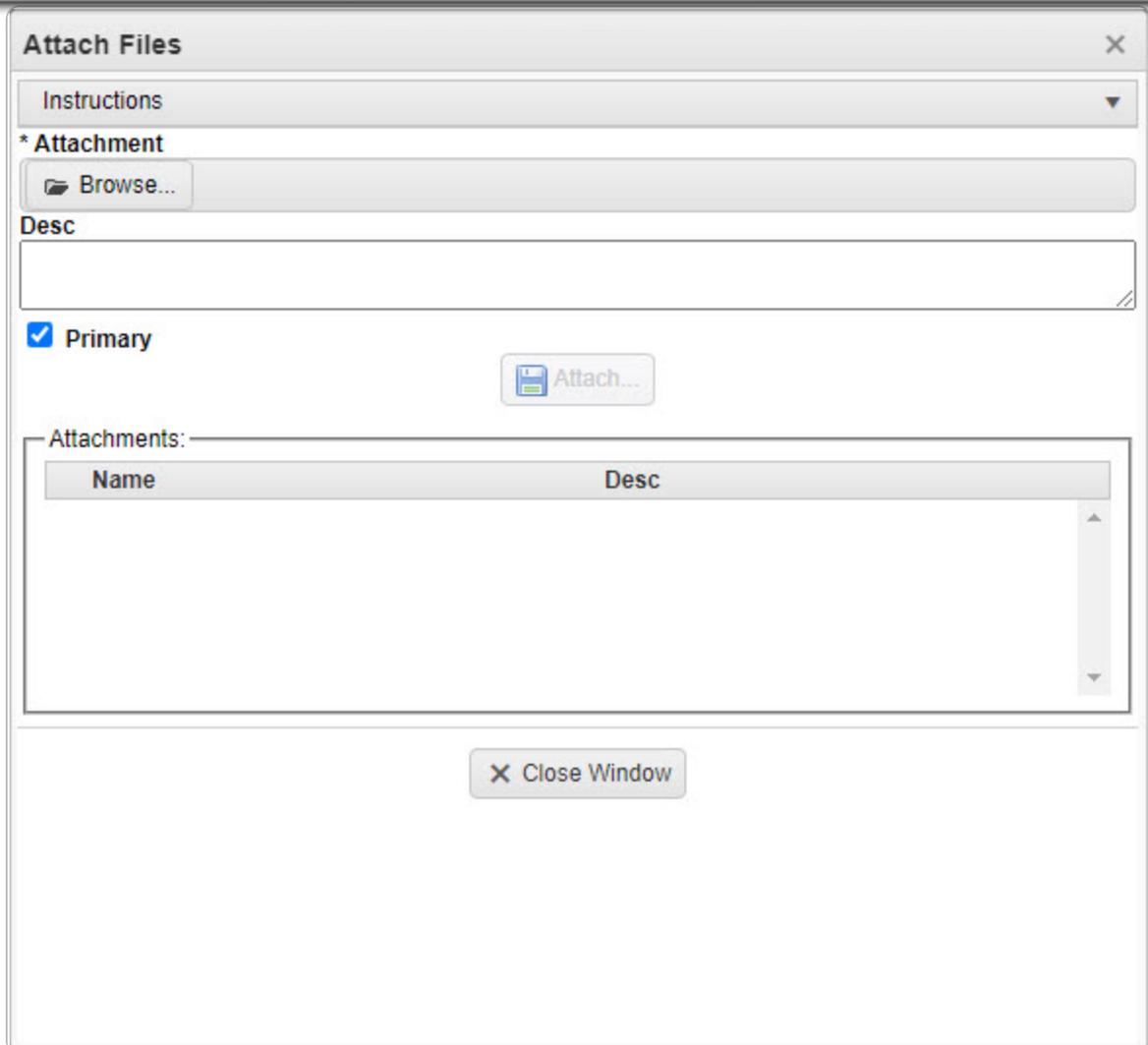
Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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



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





The screenshot shows a window titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section titled "\* Attachment" containing a "Browse..." button. Below that is a text input field labeled "Desc". A checked checkbox labeled "Primary" is followed by an "Attach..." button. At the bottom of the window is a "Close Window" button. In the center, there is a table with the heading "Attachments:" and two columns: "Name" and "Desc". The table is currently empty.

- A. Select  . The Windows **Choose File to Upload** pop-up window appears.
  - B. Select  . The file name appears in the bottom of the window.
  - C. Repeat Steps 2 - 6 to attach multiple documents.
3. Select  . The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.

