



Inventory Update – Manager

Overview

The Warehouse Management module Inventory Update – Manager process provides the ability to make changes to an Inventory record. Changes can either reflect informational changes over time or revise an asset’s data within the Logistics Program.

When Inventory Updates are submitted, there is no “Inventory Update” record, just a direct update / creation of Inventory Master Records and / or Container Records. A History record, however, is created to capture those change(s).

Navigation

MATERIEL MGMT > Inventory Update > Manager > Inventory Update page

Procedures

Search for a Manager Inventory Update


One or more of the Search Criteria fields can be entered to isolate the results. By default, all

Updates 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.

Instructions ▼

Search Criteria ▲

Click here to scan **ICN** **S/N** **LOC** **CON** 

LIN/TAMCN ...

Stock Nbr ...

Item Desc

Serial Nbr

Location ...

Container ...

Location Status ▼

Purpose Cd ▼

ICN ...

Cond Cd ▼

Reportable Commodity Type ▼

Owning DoDAAC ▼

Prj Cd ▼

GFM Contract Nbr ▼

Freeze Location ▼

Is Kit? ▼





Print Label Request

Print Labels

Printer Language

Label Size

Include RFID

Include Cond Cd

Label Type Qty

3. Choose either:

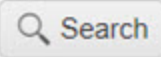
- A. to print the ICN label immediately.
- B. to produce a PDF version of the label and print it later.

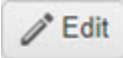




Update the Inventory Record – Manager


Navigation

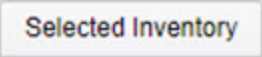
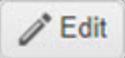
MATERIEL MGMT > Inventory Update > Manager >  Search > (desired records) >

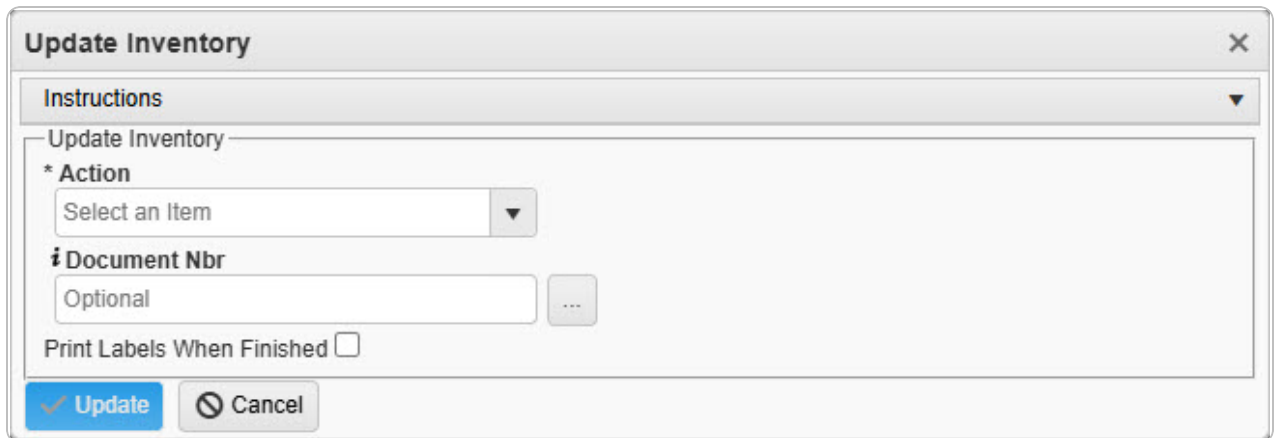
Selected Inventory Update tab > (desired record) >  Edit > Update Inventory pop-up window

Procedures

Update the Inventory Record – Manager

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

1. Click to select the desired entry. *The record(s) are highlighted.*
2. Select . *The Selected Inventory tab appears.*
3. Select . *The **Update Inventory** pop-up window appears.*



The screenshot shows a window titled "Update Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains the following fields and controls:

- A label "Update Inventory" followed by a horizontal line.
- A field labeled "* Action" with a dropdown menu showing "Select an Item".
- A field labeled "i Document Nbr" with a text input containing "Optional" and a small "..." button to its right.
- A checkbox labeled "Print Labels When Finished" which is currently unchecked.
- At the bottom, there are two buttons: a blue "Update" button with a checkmark icon and a grey "Cancel" button with a circle and slash icon.





- A. Use  to select the desired Action.

Move

Update Inventory

Instructions

Update Inventory

* Action
Move

To Location
002

To Purpose Cd
None

To Prj Cd
None

* Reason Cd
Select an Item

Document Nbr
Optional


To Cond Cd
A - Svcbl(w/o Qual)

To Container
Select an Item

Reason Desc

Print Labels When Finished

Edit Additional Info

- a. Use  to select the desired Reason Cd.





QTY Adjustment

Update Inventory
✕

Instructions

Update Inventory

* Action
Qty Adjustment

Errors	Qty	Adjusted Qty	Stock Nbr	Item Desc	Cond Cd	Purpose Cd	Owning DoDAAC	Serial Nbr	Location	Container	Prj Cd	GFM Contract Nbr
	1	1	003939688	TOOL	A - Svcb(w/o Qual)		M11RHM	01	002			

Page 0 of 0 50 items per page No items to display

* Reason Cd * Adj Reason Cd

Select an Item Select an Item



Reason Desc

Document Nbr

Optional

Print Labels When Finished

Edit Additional Info

- a. Use  to select the desired Reason Cd.
- b. Use  to select the desired Adj Reason Cd.





Item Data

Update Inventory

Instructions

Update Inventory

* Action
Item Data

To Owning DoDAAC
M11RHM

To Purpose Cd
None

To Prj Cd
None

* Reason Cd
Select an Item

To GFM Contract Nbr
Select an Item


To Cond Cd
A - Svcbl(w/o Qual)

Reason Desc

Document Nbr
Optional

Print Labels When Finished

Edit Additional Info

- a. Use  to select the desired Reason Cd.

GFM Contract Change

Update Inventory

Instructions

Update Inventory

* Action
GFM Contract Change

* To Owning DoDAAC
Select an Item

* Reason Cd
Select an Item



To GFM Contract Nbr
None

Reason Desc

Document Nbr
Optional









- a. Use  to select the desired To Owning DoDAAC.
- b. Use  to select the desired Reason Cd.

Re-Identification

ICN Details

- I. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*
 - a. Use  to select the desired Reason Cd.
4. Select  to process the transaction.






Add Attachments to an ICN


Navigation

Material MGMT > Inventory Update > *VARIOUS PROCEDURAL STEPS* > ICN Attachments pop-up window

Procedures

Attach a Document to an Inspection

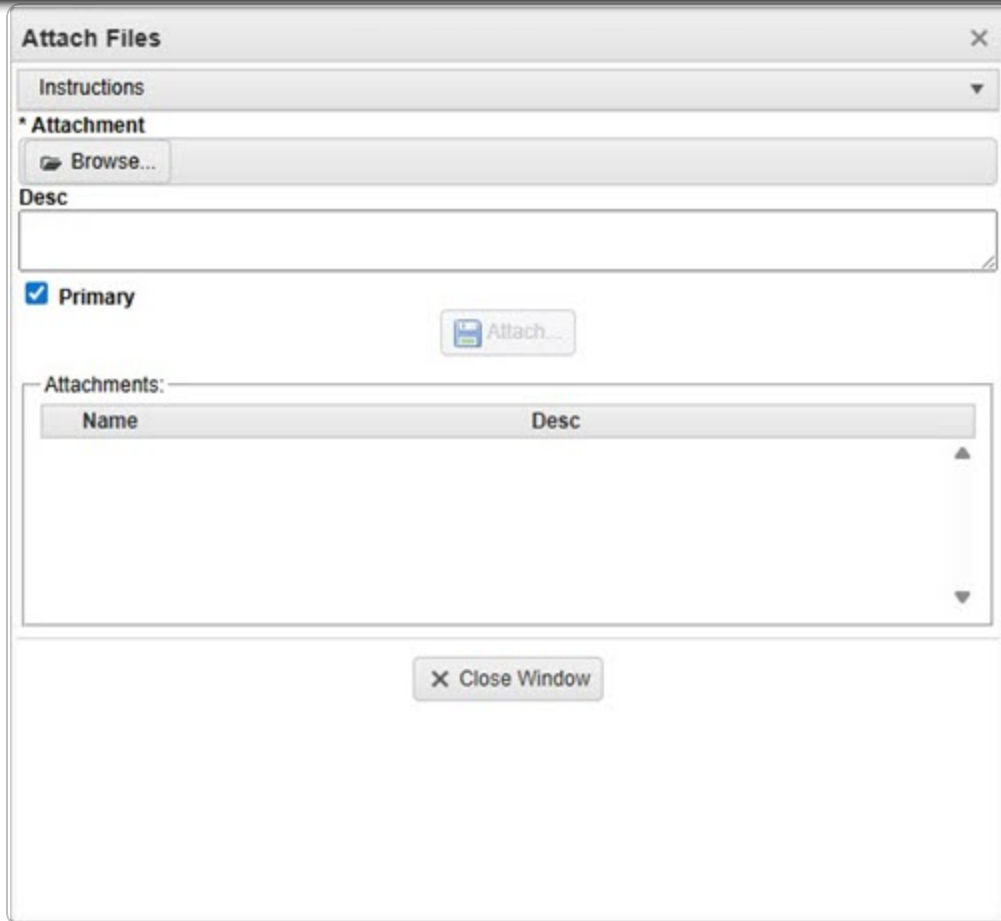
Selecting  at any point of this procedure removes all revisions and closes the page. **1** numbered steps are required.

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



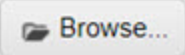

2. Select . The **Attach Files** pop-up window appears.



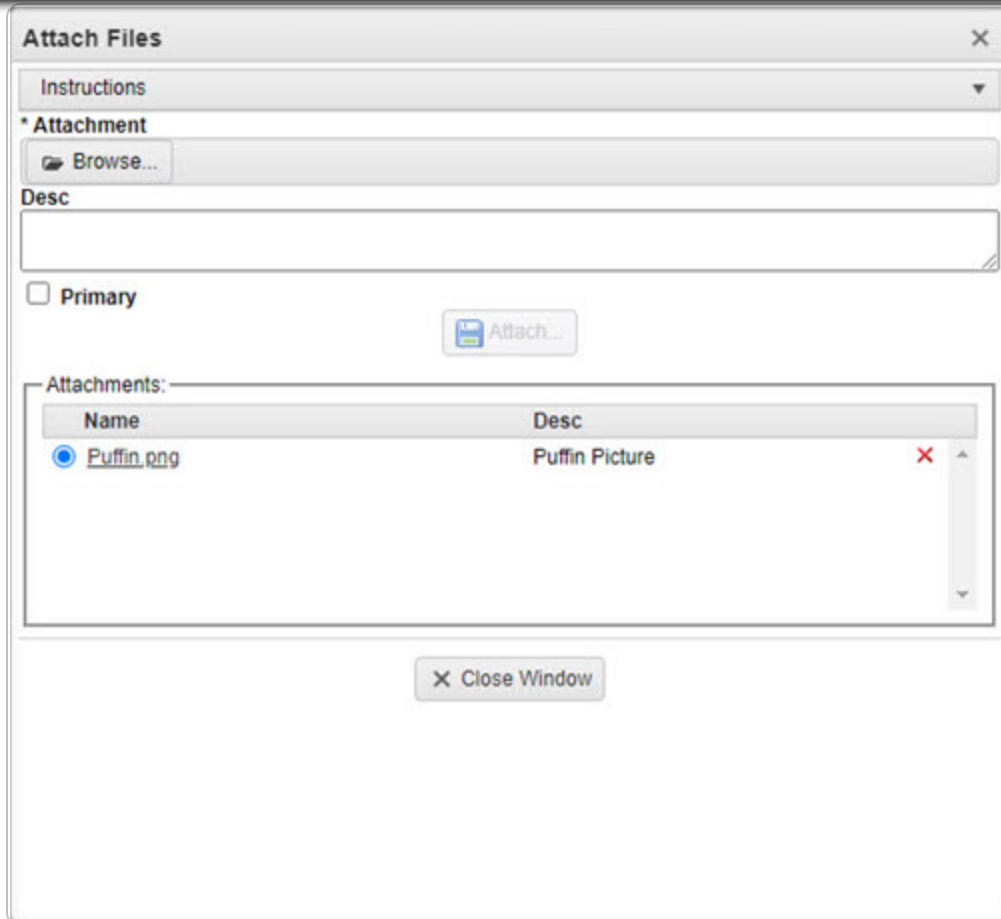


The screenshot shows a window titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section labeled "* Attachment" containing a "Browse..." button with a folder icon. Below that is a text input field labeled "Desc". A checked checkbox labeled "Primary" is followed by an "Attach..." button with a document icon. At the bottom of the window is a "Close Window" button.

Attachments:	
Name	Desc



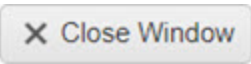
3. Select  . The Windows **Choose File to Upload** pop-up window appears.
4. Select  . The file name appears in the bottom of the window.





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 checkbox labeled "Primary" is present, with an "Attach..." button to its right. At the bottom of the window is a "Close Window" button. The main area of the window contains a table with the following content:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	X



5. Repeat Steps 2 - 4 to attach multiple documents.
6. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*
7. Select . *The **Attach Files** pop-up window closes, and the file appears in the Primary Attachment field of the Results grid.*






ICN Attachments ✕

Instructions ▼


 Puffin.png  ✕

 Attach...

