



Inventory Update – User

Overview

The Warehouse Management module Inventory Update - User process provides the ability to make changes to an Inventory record. These changes can revise an asset’s Warehouse Location or CONTAINER ID.

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 > User > Inventory Update page

Procedures

Search for a User 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

ICN ...

Cond Cd ▼

Reportable Commodity Type ▼

Owning DoDAAC ▼

Prj Cd ▼

GFM Contract Nbr ▼

Freeze Location ▼

‡ 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 ▼





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.





Updating the Inventory Record – User

Navigation

MATERIEL MGMT > Inventory Update > User >  Search > (desired records) > Selected Inventory Update tab >  Edit > Update Inventory pop-up window


Procedures

Update the Inventory Record – User

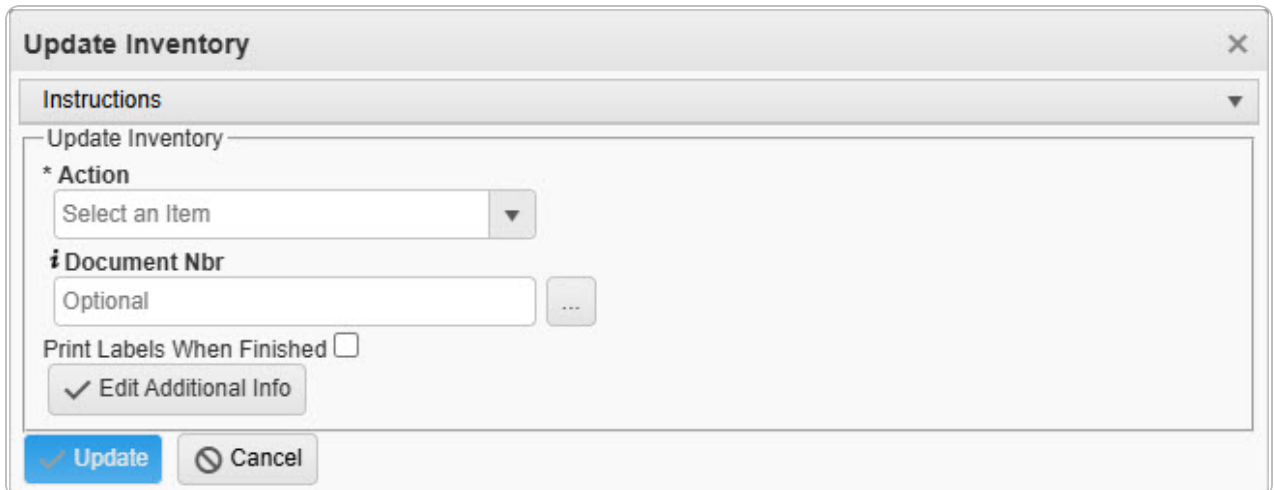
Helpful Tip



Not all fields are available or editable. There are numerous factors involved, including the management type, kind, and availability, of the inventory items.

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

1. Select  Edit . The **Update Inventory** pop-up window displays.




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:

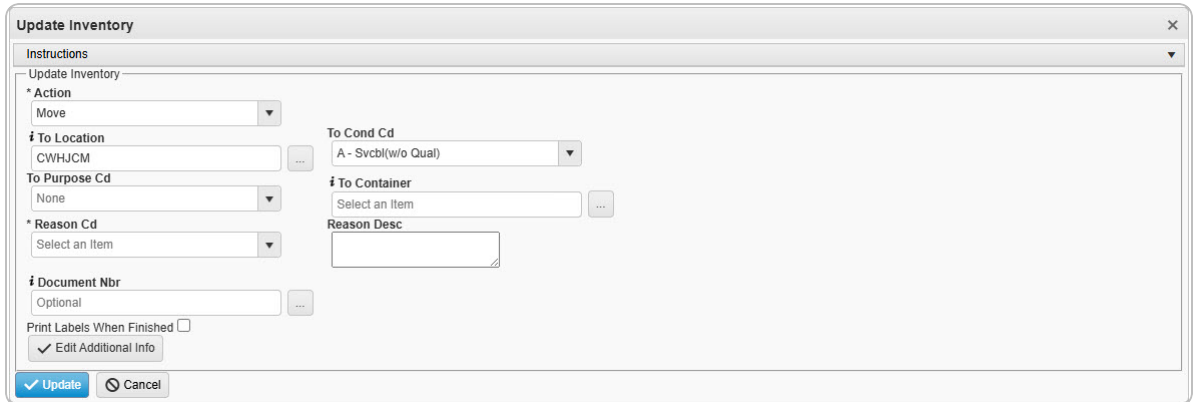
- A label "Update Inventory" followed by a horizontal line.
- A field labeled "* Action" with a dropdown menu showing "Select an Item".
- A field labeled "i Document Nbr" with the text "Optional" and a small "..." button to its right.
- A checkbox labeled "Print Labels When Finished" which is currently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


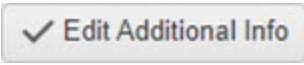





- A. Use  to select the Action.

Move



- a. Use  to select the Reason Cd.
- b. Select . The **Additional Info** pop-up window appears.
- c. Use  to select the To Cond Cd.
- d. Enter the Reason DESC in the field provided. *This is a 256 alphanumeric character field.*





QTY Adjustment

Update Inventory ✕

Instructions ▾

Update Inventory

* Action
 ▾

Errors	Qty	Adjusted Qty	Stock Nbr	Item Desc	Cond Cd	Purpose Cd	Owning DoDAAC	Serial Nbr	Location	C
23		23	1095011943343	M9 HOLSTER	H - Unsvcl(Condemned)		M67750		STAGEOUT	C
34		34	1095011943343	M9 HOLSTER	H - Unsvcl(Condemned)		M67750		3169STAGEOUT	C

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

* Reason Cd Reason Desc

▾

‡ Document Nbr

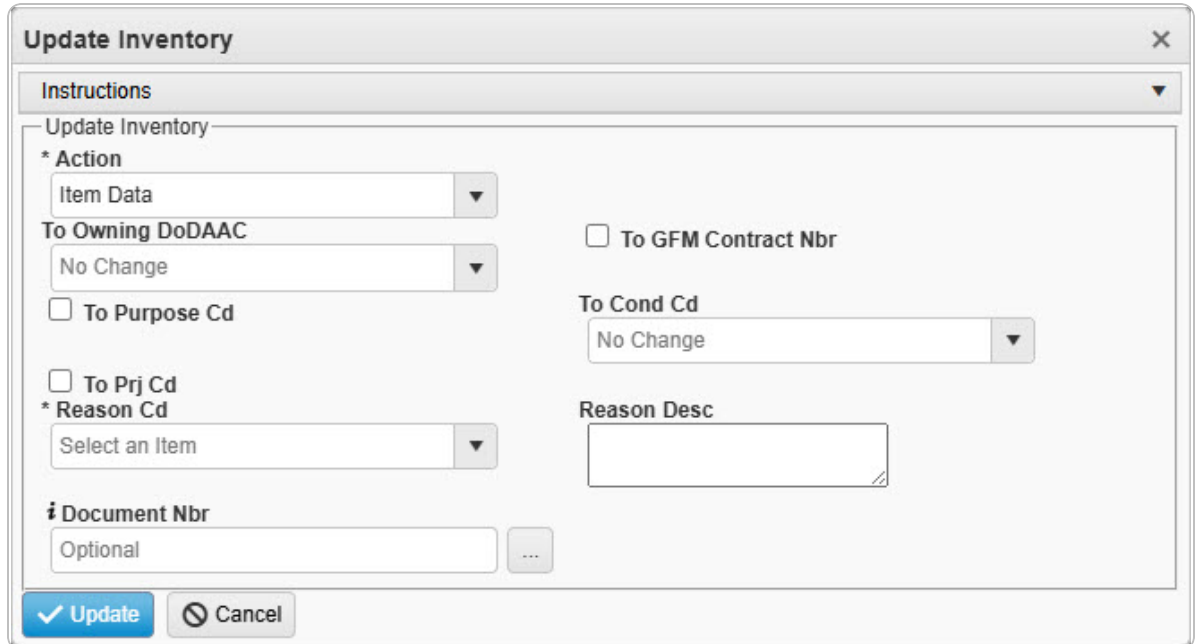
...

- a. Select in the Adjusted QTY column. *The Adjusted Qty field appears.*
 Use to choose the Adjusted QTY.
- b. Use to select the desired Reason Cd.
- c. Enter the Reason DESC in the field provided. *This is a 256 alphanumeric character field.*





Item Data



Update Inventory [X]

Instructions [v]

Update Inventory

* Action
Item Data [v]

To Owning DoDAAC
No Change [v]

To Purpose Cd

To Prj Cd

* Reason Cd
Select an Item [v]

To GFM Contract Nbr

To Cond Cd
No Change [v]

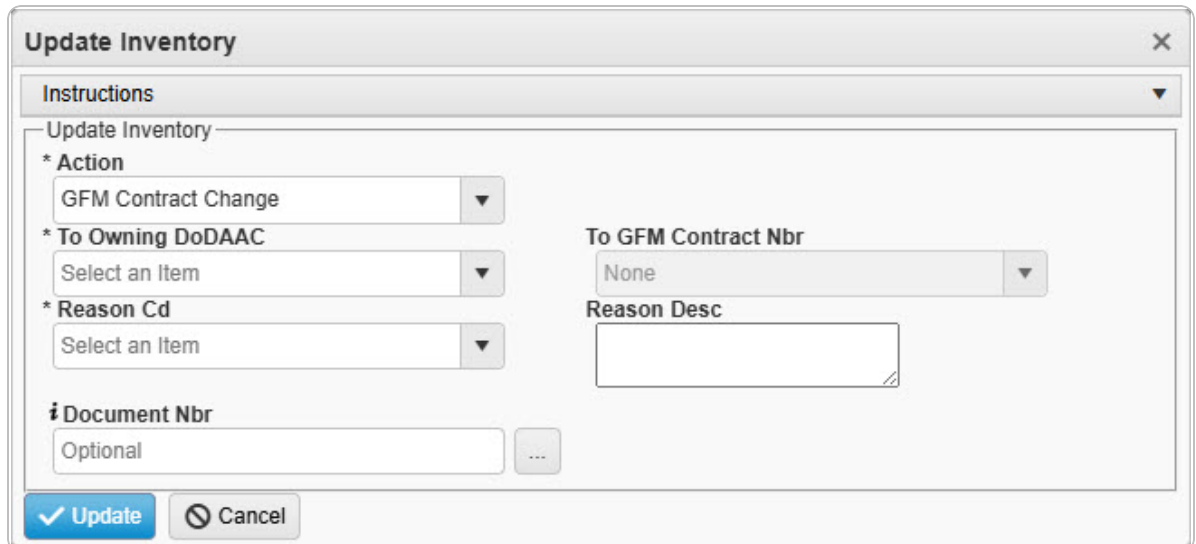
Reason Desc
[Text Area]

Document Nbr
Optional [Text] ...

[Update] [Cancel]

- a. Use [v] to select the desired Reason Cd.

GFM Contract Change



Update Inventory [X]

Instructions [v]

Update Inventory

* Action
GFM Contract Change [v]

* To Owning DoDAAC
Select an Item [v]

* Reason Cd
Select an Item [v]

To GFM Contract Nbr
None [v]



Reason Desc
[Text Area]

Document Nbr
Optional [Text] ...

[Update] [Cancel]





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

Re-Identification

Update Inventory

Instructions

Update Inventory

* Action
Re-Identification

Stock Nbr
All

ICN

ICN Details

! ICN
Optional

Serial Numbers

Serial Nbr
P05A30038

Secondary Serial Nbr

Mfr Fields

Mfr Contract
No Change

Mfr Lot
No Change

Mfr Dt
No Change

Owning DoDAAC
No Change





GFM Contract Nbr

* Reason Cd
Select an Item

Reason Desc

! Document Nbr
Optional

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.
- B. 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

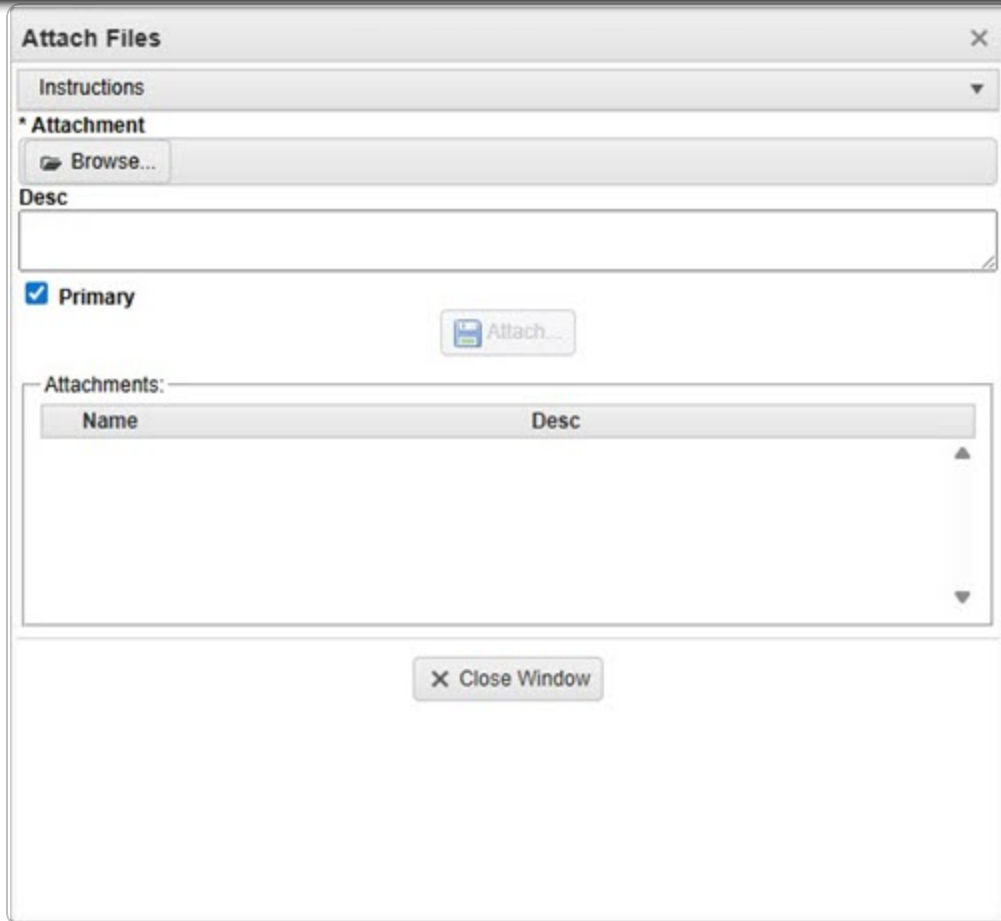
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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

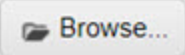



2. Select . *The **Attach Files** pop-up window appears.*

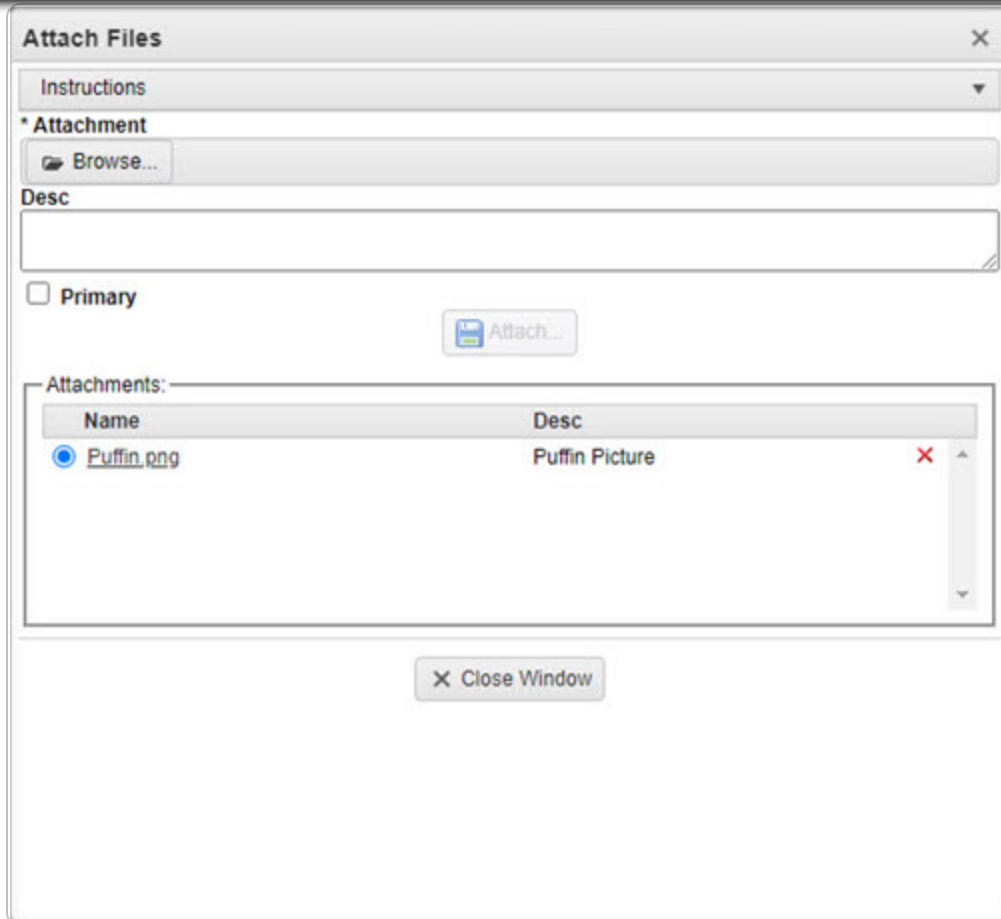




The screenshot shows a window titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section labeled "* Attachment" containing a "Browse..." button with a folder icon. Below that is a text input field labeled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

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



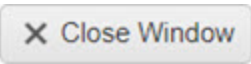




The screenshot shows a window titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section titled "* Attachment" containing a "Browse..." button. Below that is a text input field labeled "Desc". A checkbox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

Attachments:

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.*








Help Reference Guide

Attachments for Return Nbr: A01RU202214000001 ✕

Instructions ▼


 Puffin.png  ✕

 Attach...

