



## Personnel Overview

### Overview

The Warehouse Management module Personnel process provides the ability to create, update and delete warehouse personnel information, including Name, Job Title, Phone Number, and E-MAIL Address. Once added, personnel are associated to a Cost Center, which allows the assignment of specific tasks to individual workforce members.

### Navigation

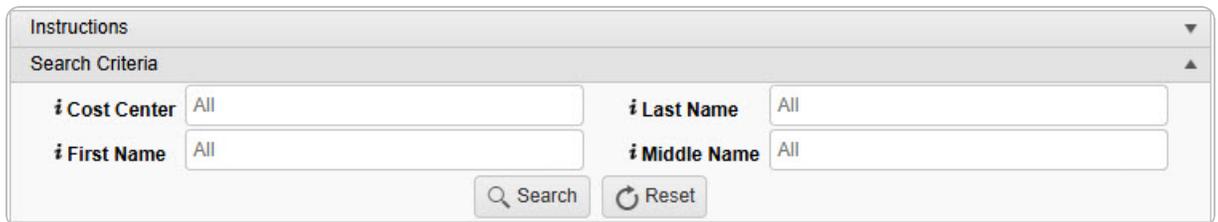
WAREHOUSE MGMT > Personnel > Personnel page

### Procedures

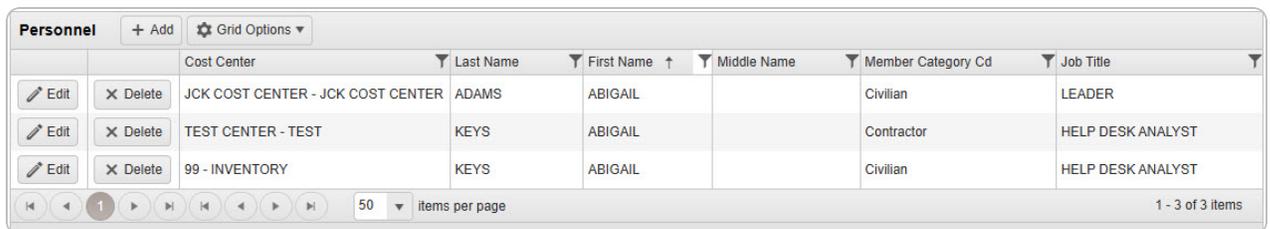
#### Search for Personnel Record

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.

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



- Click . The results appear in the Personnel grid.



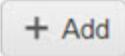
	Cost Center	Last Name	First Name	Middle Name	Member Category Cd	Job Title
	JCK COST CENTER - JCK COST CENTER	ADAMS	ABIGAIL		Civilian	LEADER
	TEST CENTER - TEST	KEYS	ABIGAIL		Contractor	HELP DESK ANALYST
	99 - INVENTORY	KEYS	ABIGAIL		Civilian	HELP DESK ANALYST





## Add a Personnel Record

### Navigation

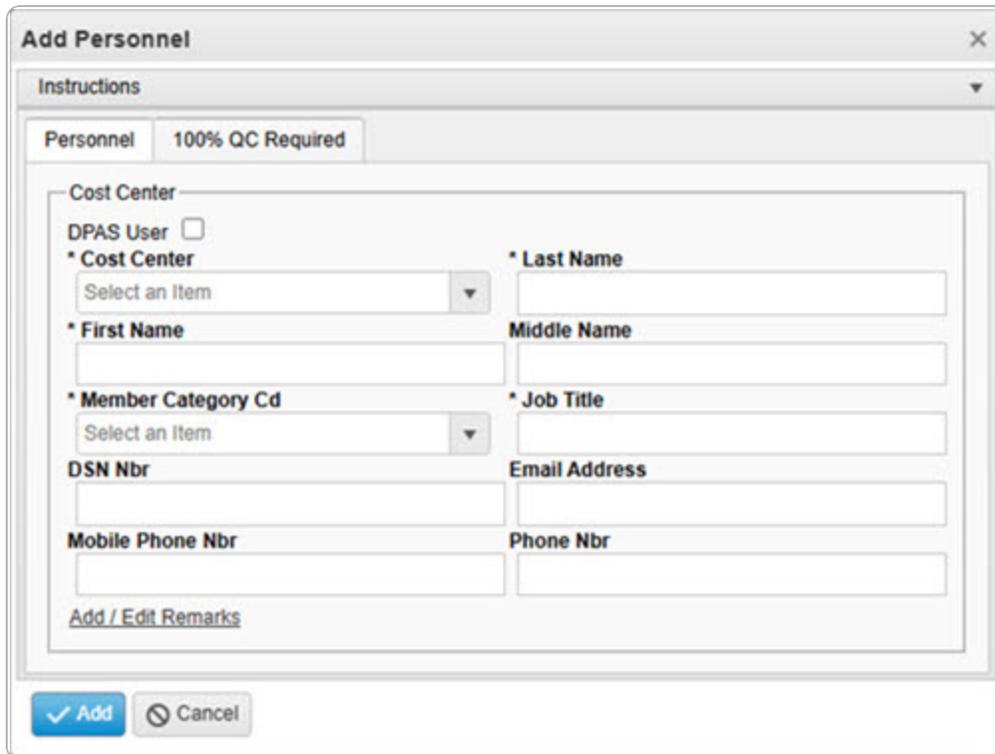
WAREHOUSE MGMT > Personnel >  > Add Personnel pop-up window

### Procedures

#### Add a Personnel Record

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

1. Select  to create a Personnel record. The **Add Personnel** pop-up window appears.



The screenshot shows a pop-up window titled "Add Personnel" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath, there are two tabs: "Personnel" (selected) and "100% QC Required". The main form area contains several fields:

- Cost Center**: A dropdown menu with "Select an Item" and a downward arrow.
- DPAS User**: A checkbox.
- \* Cost Center**: A text input field.
- \* Last Name**: A text input field.
- \* First Name**: A text input field.
- Middle Name**: A text input field.
- \* Member Category Cd**: A dropdown menu with "Select an Item" and a downward arrow.
- \* Job Title**: A text input field.
- DSN Nbr**: A text input field.
- Email Address**: A text input field.
- Mobile Phone Nbr**: A text input field.
- Phone Nbr**: A text input field.
- Add / Edit Remarks**: A text input field.

At the bottom of the window, there are two buttons: a blue "Add" button with a checkmark and a "Cancel" button with a circular arrow icon.





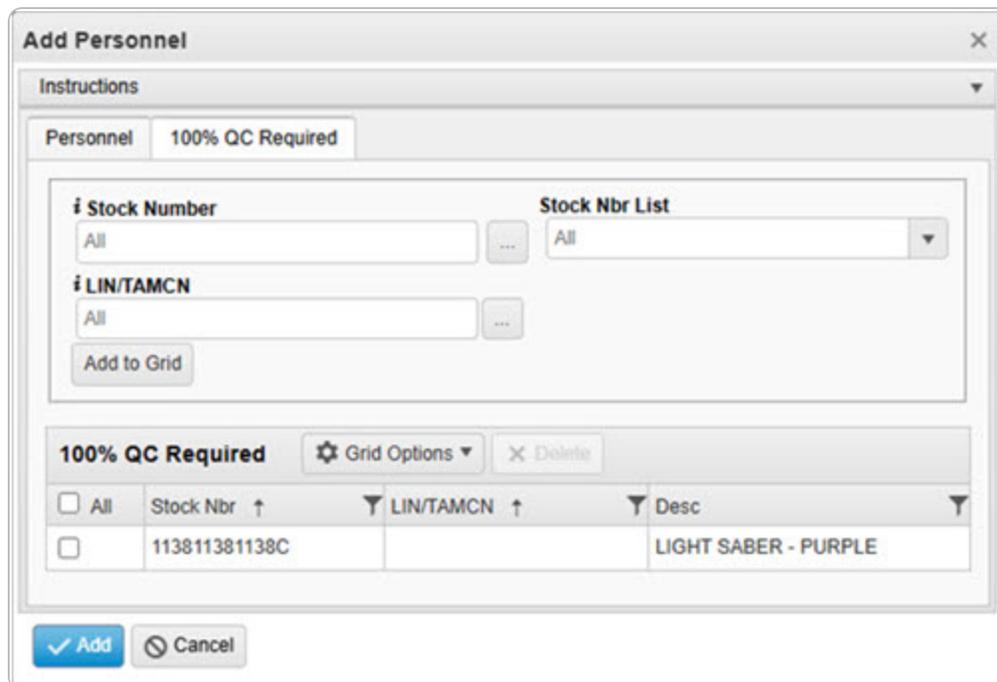
- A. Use  to select the Cost Center.
- B. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
- C. Use  to select the Member Category Cd.
- D. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- E. Enter the Job Title in the field provided. *This is a 50 alphanumeric character field.*

Select . *The new Personnel record appears in green at the top of the grid.*

2.

**OR**

Select the 100% QC Required Tab to continue adding information.



**Add Personnel**

Instructions

Personnel 100% QC Required

Stock Number: All Stock Nbr List: All

LIN/TAMCN: All

Add to Grid

100% QC Required Grid Options Delete

<input type="checkbox"/>	Stock Nbr ↑	LIN/TAMCN ↑	Desc ↓
<input type="checkbox"/>	113811381138C		LIGHT SABER - PURPLE

- 3. Select . *The new Personnel record appears in green at the top of the grid.*





## Update a Personnel Record

### Navigation

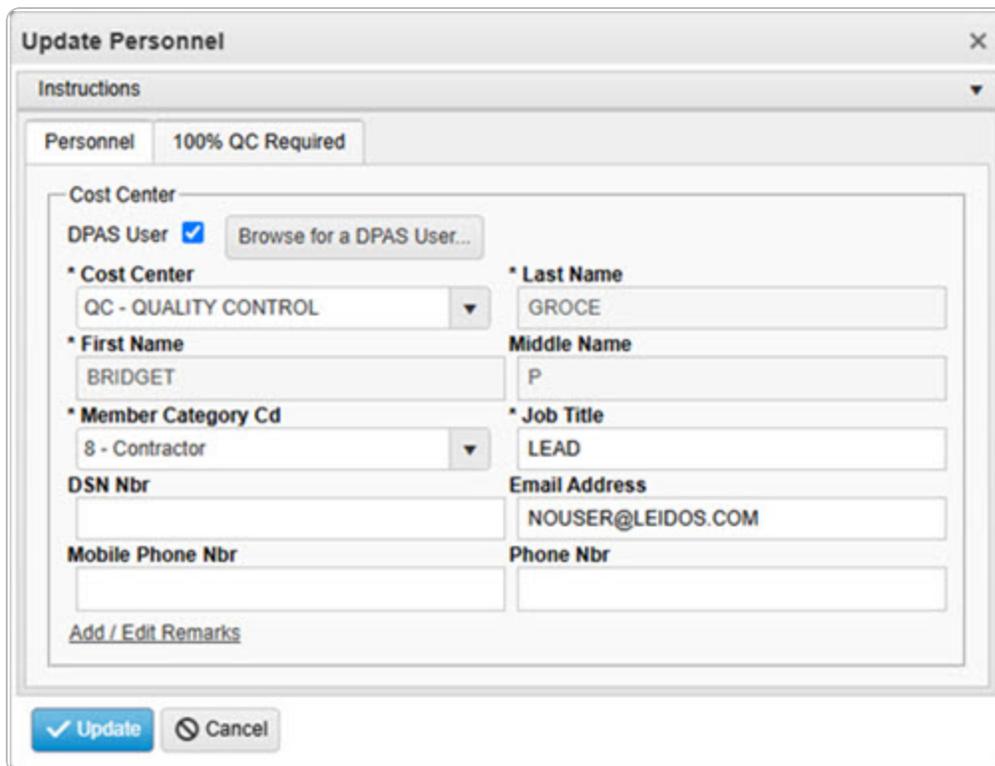
WAREHOUSE MGMT > Personnel >  > Update Personnel pop-up window

### Procedures

#### Update a Personnel Record

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

1. Select  to create a Personnel record. The **Update Personnel** pop-up window appears.



The screenshot shows a 'Update Personnel' dialog box with the following fields and options:

- Instructions:** Personnel, 100% QC Required
- Cost Center:** DPAS User  Browse for a DPAS User...
- \* Cost Center:** QC - QUALITY CONTROL
- \* Last Name:** GROCE
- \* First Name:** BRIDGET
- Middle Name:** P
- \* Member Category Cd:** 8 - Contractor
- \* Job Title:** LEAD
- DSN Nbr:** (empty)
- Email Address:** NOUSER@LEIDOS.COM
- Mobile Phone Nbr:** (empty)
- Phone Nbr:** (empty)
- Add / Edit Remarks:** (empty)
- Buttons:**





- A. Update the Cost Center, using  to select the desired type.
- B. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- C. Update the Member Category Cd, using  to select the desired code.
- D. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- E. Update the Job Title, entering the revised title in the field provided. *This is a 50 alphanumeric character field.*

Select . *The revised Personnel record appears at the top of the grid.*

2.

**OR**

Select the 100% QC Required Tab to continue revising information.

**Update Personnel**

Instructions

Personnel | **100% QC Required**

 **Stock Nbr List**    
  **LIN/TAMCN**

**100% QC Required**  Grid Options  Delete

<input type="checkbox"/> All	Stock Nbr ↑	LIN/TAMCN ↑	Desc ↓
<input type="checkbox"/>	1004014523094		RUBBER BALL
<input type="checkbox"/>	1005000179546		HANDLE ASSEMBLY,CHA

3. Select . *The revised Personnel record appears at the top of the grid.*





## Delete a Personnel Record

### Navigation

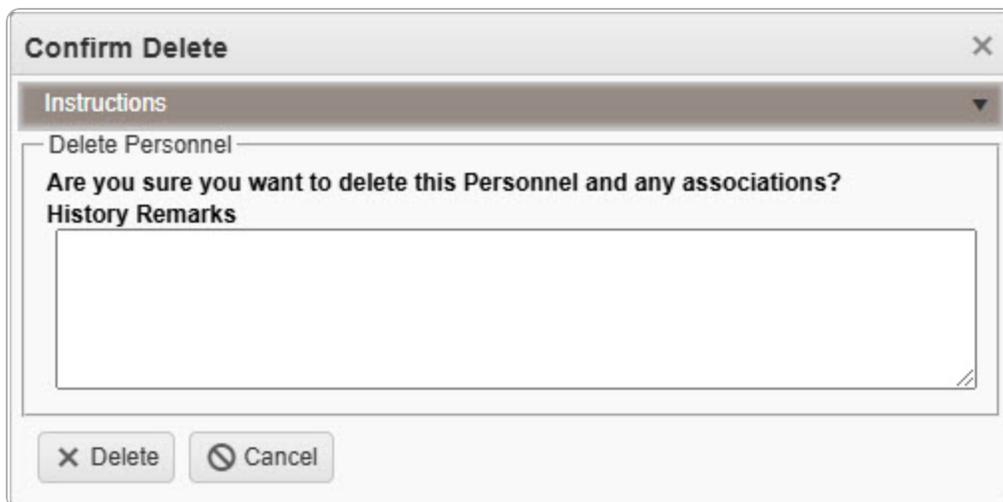
WAREHOUSE MGMT > Personnel >  > Confirm Delete (Delete Personnel) pop-up window

### Procedures

#### Delete a Personnel Record

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 entry. The **Confirm Delete (Delete Personnel)** pop-up window appears.



2. Select . The Personnel record is removed from the grid.

