



Add an Item Manager

Item Managers are DPAS Users assigned to a program who are responsible for executing requisitions for the materiel that is also associated to the program.

1. In the DPAS Materiel Management module, navigate to **Item Manager** from the **Master Data Mgmt** menu - The Search Results displays a list of all currently available Managers.
2. Select the **Add** button - The screen advances to **Add Program**.
3. Enter a Program Details information, consisting of the **Program Name**, **Program Description**, **Acquisition Reason Cd**, and Requisition Project Code(s) – **Rqn Prj Cds(s)**.
4. Enter the Program Manager information, if known, consisting of:

- A. First Name
- B. Last Name
- C. Phone Nbr
- D. Cell Phone Nbr
- E. DSN Nbr
- F. Fax Nbr
- G. Email Address
- H. Address Line 1
- I. Address Line 2
- J. City
- K. State
- L. Zip Cd
- M. Country

The screenshot shows the 'Add Program' form with the following fields and callouts:

- Callout 3:** Points to the 'Program Name' field containing 'Rifle Program' and the 'Acquisition Reason Cd' field containing 'A12'.
- Callout 4:** Points to the 'City' field containing 'Camp Hill'.
- Callout 5:** Points to the 'Save' button at the bottom right of the form.

Other visible fields include: Program Description (All parts and components for), Rqn Prj Cd(s) (B34), First Name (Robert), Last Name (Jones), Phone Nbr (717-555-1234), Cell Phone Nbr (717-555-6789), DSN Nbr (DSN Nbr), Fax Nbr (717-555-1111), Email Address (robert.jones@dod.mil), Address Line 1 (123 Main Street), Address Line 2 (Address Line 2), State (Pennsylvania), Zip Cd (17001), and Country (UNITED STATES OF AMERICA).

The **Browse** button is available to search for and to load information for a pre-loaded contact.

5. Select the **Save** button.
 Once the program is saved, the page will automatically navigate to the Program Edit page to allow for the association of Stock Numbers and Item Managers. The rest of the "Add an Item Manager" process continues within the "Item Manager: Program Edit" process.





Item Manager: Program Edit

The Edit phase allows for assignment of Stock Numbers and Item Managers to the program. Doing so restricts review and completion of Customer Requisitions for the Stock Numbers to the Item Managers identified.

1. In the DPAS Materiel Management module, navigate to **Item Manager** from the **Master Data Mgmt** menu – The Search Results displays a list of all currently available Item Managers.
2. Narrow the search for the Item Manager being updated by expanding the Search Criteria section and entering information of the desired Program into the fields.
3. Select the **Search** button – The Program displays at the top of the Search Results.
4. Select the **Check Box** adjacent to the Program and select the **Edit** button – The application advances to **Program Identifier** screen.
5. As needed, change the fields in the Program Details and Program Manager sections of the **Details** tab.
6. Select the **Stock Nbr** tab – The tab displays the Assigned grid with Stock Numbers associated with the program.
Those following the “Add an Item Manager” process continue here with the creation.

Search Results

Program	Program Name	Program Description	Acquisition
<input checked="" type="checkbox"/>	Communication	Program for upgrade to Communication equipment	12A
<input type="checkbox"/>	Generator Loan	Generator Loan	L
<input type="checkbox"/>	Generator Owned	Generator Owned Program	O

Program Details

Program Name: Communication
 Program Description: Program for upgrade to Communication equipment
 Acquisition Reason Cd: 12A
 Rqn Prj Cd(s): B34
 Program Status: Active

Program Manager

First Name: John
 Last Name: Smith
 Phone Nbr: 313-555-9876
 Cell Phone Nbr: 313-555-4321
 DSN Nbr: DSN Nbr
 Fax Nbr: Fax Nbr
 Email Address: john.smith@dod.mil
 Address Line 1: 1234 Front Street
 Address Line 2: Address Line 2
 City: Springfield
 State: Missouri
 Zip Cd: 55033
 Country: UNITED STATES OF A





Item Manager: Program Edit (cont'd)

7. To remove a Stock Number from the Assigned grid, select the **Check Box** adjacent to the desired Stock Number and select the **Remove From Program** button – The Stock Number disappears and is placed in the **Available Stock Nbrs** tab.
8. To assign a Stock Number to the Program, select the **Available Stock Nbrs** tab in the Stock Nbrs section – The Available grid displays all available stock numbers.
9. Select the **Check Box** adjacent to the desired Stock Number and select the **Assign To Program** button – The Stock Number disappears and is placed in the **Assigned Stock Nbrs** tab.
10. Select the **Item Managers** tab – The tab displays the Assigned Users grid.

Details | Stock Nbr | Item Managers | Action

Search Criteria

Stock Nbrs

Assigned Stock Nbrs | Available Stock Nbrs

Assigned | Grid Options | Remove From Program

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type	
<input checked="" type="checkbox"/>	HP-5250S-VRC	B - Part Nbr	L-BAND STICK ANTENNA	ED0505	Iowa	Material - Spares or Equipment
<input type="checkbox"/>	19-1360	B - Part Nbr	L-BAND STICK ANTENNA (LOW BAND)	ED0505	Iowa	Material - Spares or Equipment

Details | Stock Nbr | Item Managers | Action

Search Criteria

Stock Nbrs

Assigned Stock Nbrs | Available Stock Nbrs

Available | Grid Options | Assign To Program

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type	
<input type="checkbox"/>	P1020RDB-PB	B - Part Nbr	FREESCALE P1020/P1011 REF DESIGN BOARD	ED0505	Iowa	Material - Spares or Equipment
<input checked="" type="checkbox"/>	SE-S-L1L2	B - Part Nbr	NOVATEL RECEIVER	ED0505	Iowa	Material - Spares or Equipment
<input type="checkbox"/>	983-8456-200	B - Part Nbr	RED PROCESSOR TEST FIXTURE	ED0505	Iowa	Material - Spares or Equipment





Item Manager: Program Edit (cont'd)

11. To remove an Item Manager, select the **Check Box** adjacent to the desired User ID and select the **Remove From Program** button – The **Remove User** pop-up displays.
12. Select the **Remove From Program** button – The pop-up closes and the user is removed from the Assigned Users grid.
13. To add an Item Manager, select the **Assign** button – The **Assign User** pop-up displays.
14. Enter the User Id or use the **Browse** button to select the desired user.
15. Select the **Add** button – The User ID and information appear on the Assigned Users grid.
16. Select the **Details** tab – The Program Details and Program Manager sections appear.
17. Select the **Save** button – The application saves the work and returns to the **Item Manager** page.

The composite image illustrates the following steps:

- Step 11:** In the 'Assigned Users' grid, a checkbox is selected next to the user 'FTHOMAS, FREDDIE, THOMAS, noemail@mail.mil'. The 'Remove From Program' button is highlighted.
- Step 12:** The 'Remove User' pop-up dialog is shown with the 'Remove From Program' button highlighted.
- Step 13:** The 'Assign' button in the 'Assigned Users' grid is highlighted.
- Step 14:** The 'Assign User' pop-up dialog is shown with the 'User Id' field containing 'MALEYADMIN' and the 'Add' button highlighted.
- Step 15:** The 'Add' button in the 'Assign User' pop-up is highlighted.
- Step 16:** The 'Details' tab is selected in the top navigation bar.
- Step 17:** The 'Save' button is highlighted in the bottom right corner of the interface.





Item Manager: Program Deactivate

1. In the DPAS Matériel Management module, navigate to **Item Manager** from the **Master Data Mgmt** menu – The Search Results displays a list of all currently available Programs.
2. Narrow the search by expanding the Search Criteria section and entering information of the desired Program into the fields.
3. Select the **Search** button – The Program displays at the top of the Search Results.
4. Select the **Check Box** adjacent to the Program and select the **Edit** button – The application advances to **Program Identifier** screen.
5. Select the **Action** drop down button and choose Inactivate Program – The **Inactivate Program** pop-up displays.
6. Select the **Inactivate** button – The pop-up closes, and the **Program Status** field changes to Inactive.
7. Select the **Save** button to complete the transaction – The screen returns to the **Item Manager**, and the program is not visible.

The screenshot shows the 'Program Manager' interface. At the top, there are buttons for 'Grid Options', '+ Add', and 'Edit' (circled with a blue '4'). Below is a table of programs, with 'Rifle Program' selected and its checkbox also circled with a blue '4'. A pop-up window titled 'Inactivate Program' is open, showing a warning message and an 'Inactivate' button (circled with a blue '6'). The background form shows the 'Program Details' section with fields for 'Program Name', 'Program Description', 'Acquisition Reason Cd', 'Rqtn Prj Cd(s)', and 'Program Status' (currently 'Active'). An 'Action' dropdown menu is open, showing 'Inactivate Program' (circled with a blue '5'). At the bottom of the form, there are 'Reset' and 'Browse...' buttons, and a 'Save' button (circled with a blue '7').