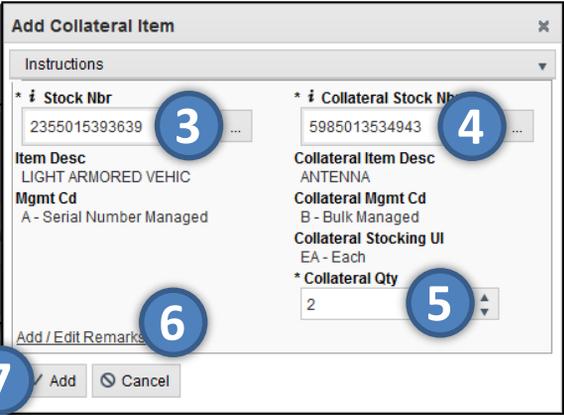
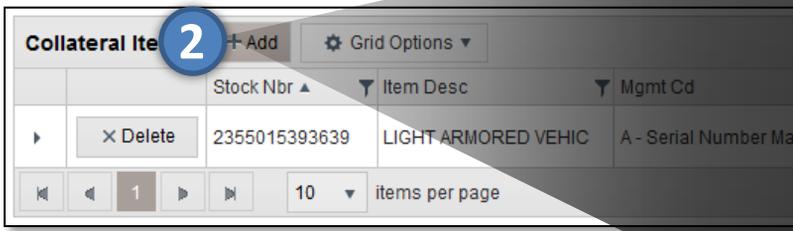




Adding Collateral Items

1. In the DPAS Warehouse Management module, navigate to **Collateral Item** from the **Catalog Mgmt** menu - The Results Grid displays a list of all currently available Collateral Items.
2. Select the **Add** button – The **Add Collateral Item** pop-up displays.

Collateral items are equipment which are associated with a Principle End Item (PEI). For example, when someone requests to be issued a Humvee, this process can be used to establish/view additional items which may be needed to accompany the PEI (such as box gear).



3. Enter, or browse for, the appropriate Stock Number using the **Stock Number Browse (...)** button.
4. Enter, or browse for, the Stock Number for the first collateral item using the **Collateral Stock Number Browse (...)**.
5. Enter or use the numeric control in the **Collateral Qty** field to indicate the specific number of items required.
6. Select the **Add / Edit Remarks** hyperlink to add optional **Remarks** and/or **History Remarks**.
7. Select the **Add** button – The initial Collateral item is added and the **Collateral Item Results Grid** page displays.

- The **Collateral Stock Nbr** cannot be the same as the **Stock Nbr**.
- The **Stock Nbr** and **Collateral Stock Nbr** must be on the Catalog prior to being available in the **Collateral Item** process.





Adding Additional Collateral Items

The first Collateral Item must be created prior to adding additional items.

To add additional Collateral Items:

1. Select the Expansion Arrow adjacent to the main Stock Number.
2. Select the **Add** button in the Sub Results Grid – A new row displays.
3. Select the **Browse (...)** button – The **Stock Nbr Browse** pop-up displays.
4. Choose the **Select** hyperlink for the **Stock Number** being added – The **Collateral Stock Nbr** information displays in the Sub Results Grid.
5. Enter or use the numeric control to adjust the **Collateral Qty**.
6. Repeat steps 2 through 5 to add additional Collateral Items.
7. Select the **Save Changes** button.

Stock Nbr Browse [X]

Instructions [v]

Search Criteria [^]

LIN/TAMCN Stock Nbr

Item Desc Size

Color Security Commodity Type

[Search] [Reset] [Cancel]

Stock Nbr [Grid Options v]

Select	LIN/TAMCN ^	Stock Nbr ^	Item Desc	Size	Color	Commodity Type ^
Select	477M	5985013534943	ANTENNA			VEHICLES
Select	477M	2355015393639	LIGHT ARMORED VEHIC			VEHICLES
Select	E09477M	2590219064332	REMOTE CONTROL,WINC			VEHICLES
Select	Y74965	5130002036447	SOCKET,SOCKET WRENC			VEHICLES
Select	Y85377	5120013551734	WRENCH,TORQUE			VEHICLES

[<] [1] [>] 10 items per page 1 - 5 of 5 items

Collateral Item [2] [Add] [Grid Options v]

	Stock Nbr ^	Item Desc	Mgmt Cd	Primary Attachment	Remarks
[X] Delete	2355015393639	LIGHT ARMORED VEHIC	A - Serial Number Managed		

[Grid Options v] [Add] [7] [Save Changes] [Cancel]

	Browse...	Collateral Stock Nbr ^	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
[X] Mark Deleted	[3]	590219064332	REMOTE CONTROL,WINC	B - Bulk Managed	EA - Each	1 [5]
[X] Mark Deleted		5985013534943	ANTENNA	B - Bulk Managed	EA - Each	2

[<] [1] [>] 5 items per page 1 - 2 of 2 items

[<] [1] [>] 10 items per page 1 - 1 of 1 items





Updating Collateral Items

1. In the DPAS Warehouse Management module, navigate to **Collateral Item** from the **Catalog Mgmt** menu - The Results Grid displays a list of all currently available Collateral Items.
2. Expand the Collateral Item grid by selecting the Expansion Arrow at the far left side – The Collateral Item expands.
3. Use the numeric control to modify the **Collateral Qty**.
4. Select the **Save Changes** button – The updated quantity displays in **Collateral Qty**.

Collateral Item + Add Grid Options

	Stock Nbr ▲	Item Desc ▼	Mgmt Cd ▼	Primary Attachment ▼	Remarks ▼
<input type="button" value="X Delete"/>	2355015393639	LIGHT ARMORED VEHIC	A - Serial Number Managed		

2

Grid Options + Add **4** Save Changes Cancel

	Browse...	Collateral Stock Nbr ▲ ▼	Collateral Item Desc ▼	Collateral Mgmt Cd ▼	Collateral Stocking UI ▼	Collateral Qty ▼
<input type="button" value="X Mark Deleted"/>		2590219064332	REMOTE CONTROL,WINC	B - Bulk Managed	EA - Each	<input type="text" value="1"/>
<input type="button" value="X Mark Deleted"/>		5120013551734	WRENCH,TORQUE	B - Bulk Managed	EA - Each	<input type="text" value="1"/>
<input type="button" value="X Mark Deleted"/>		5130002036447	SOCKET,SOCKET WRENC	B - Bulk Managed	EA - Each	<input type="text" value="2"/> 3
<input type="button" value="X Mark Deleted"/>		5985013534943	ANTENNA	B - Bulk Managed	EA - Each	<input type="text" value="2"/>

5 items per page 1 - 4 of 4 items

10 items per page 1 - 1 of 1 items





Deleting Collateral Items

1. In the DPAS Warehouse Management module, navigate to **Collateral Item** from the **Catalog Mgmt** menu - The Results Grid displays a list of all currently available Collateral Items.
2. Browse for, or enter, the **Stock Nbr** you are deleting in the **Search Criteria** area.
3. Select the **Search** button – The Stock Number specified displays in the Results Grid.
4. Select the Expansion Arrow adjacent to the displayed Stock Number - The Sub Results Grid displays all the Collateral Items for the Stock Number.
5. Select the **Mark Deleted** button for the Collateral Item being removed – The **Confirm Delete** pop-up displays.
6. Enter optional **History Remarks**.
7. Select the **Delete** button – The item is removed from the Sub Results Grid
8. Select the **Save Changes** button - The **Collateral Item** page displays and the record is removed from the grid.

Collateral Item + Add Grid Options

	Stock Nbr ▲	
4	2355015393639	X Delete
		Grid Options + Add 8 Save Char
		Browse... Collateral Stock
	25902190643	7 X Delete Cancel
	5120013551734	X Mark Deleted
	5130002036447	X Mark Deleted
5	5985013534943	X Mark Deleted

5 items per page

10 items per page

Confirm Delete X

Instructions

Delete Collateral Item

Are you sure you want to delete this Collateral Item?

History Remarks

6 NO LONGER REQUIRED

X Delete Cancel

