



DPAS Quick Reference Guide

Adding a Document Number Range

- In the DPAS Warehouse Management module, navigate to Document Nbr Range from the Warehouse Mgmt menu -Existing Doc Nbr Ranges display in the Results Grid.
- Select the Add button The Add Document Nbr Range pop-up displays.
- 3. Enter a range name in the **Range Desc** field.
- 4. Enter a Begin Serial Nbr.
- 5. Enter a End Serial Nbr.
- 6. Select a **Document Type** from the drop-down list.
- 7. Select the Add button to complete the process.

Document Number Range

- The Begin and End Serial Nbr fields are a minimum of one and a maximum of four digits
- Document Number Range Document Types cannot be duplicated within the Warehouse.

	_	DoDAAC Y	Range Desc	🕇 Begin Serial Nbr 🔺 🕇	End	Add Document Nbr Range
✓ Edit	×Delete	HC1001	RECEIVING	0001	099	Instructions
✓ Edit	×Delete	HC1001	UNIT ISSUE	1000	110	Add Range Split Range
✓ Edit	×Delete	HC1001	DISPOSITION	1101	130	Document Number Details
	×Delete	HC1001	MRO	1301	140	* DoDAAC HC1001
✓Edit	×Delete	HC1001	REPLENISHMENT	1401	150	* Range Desc
4 1	> N	10 v item	ns per page			
					_	* Begin Serial Nbr
						t Fad Seriel Nes
						* Document Type
						TF - Warehouse Transfer 🔹 🕤



DPAS Call Center 1-844-843-3727





DPAS Quick Reference Guide

Updating a Document Number Range

- 1. In the DPAS Warehouse Management module, navigate to **Document Nbr Range** from the **Warehouse Mgmt** menu Existing Doc Nbr Ranges display in the Results Grid.
- 2. Select the **Edit** button for the Document Number Range to update The **Update Document Nbr Range** page displays.

Document Number Range

The *MS-Miscellaneous* **Document Type** was created when the Warehouse was created. It has a default range of 9001 to 9999. The range can be edited if necessary but cannot be deleted.

3. Make any necessary changes and select the **Update** button.

	or Range	+ Add	Grid Options *								
		DoDAAC	Range Desc	Begin Se	rial Nbr 🔺 🍸	End Seri	al Nbr 🝸 🕻	Docum	ent Type		
Edit	×Delete	HC1001	RECEIVING	0001		0999	F	PO - Pu	rchase C	order	
Edit	×Delete	HC1001	UNIT ISSUE	1000		1100	-	li-Uni	lissue	_	
Fdit	× Delete	HC1001	DISPOSITION	1101	Update	Docum	ent Nbr	Rang	je	×	L
25.00	N Delete		1170	1201	Instruct	ions				٣	
# Edit	× Delete	HC1001	MRO	1301	Update	Range	Split Ra	ange			let
✓ Edit	× Delete	HC1001	REPLENISHMENT	1401	Docur	ment Nun	nber Detai	ils	_	•	I.
	PN	10 +	tems per page		DoDA	AC					ns
A 4			talle her hade		10.10	01					
				_	* Rang	01 ge Desc					F
				-	* Rang REC	01 ge Desc EIVING			^		f
					* Rang REC * Begi	01 ge Desc EIVING n Serial N	lbr		4 . V		ľ
				T	* Rang REC * Begi 000	01 ge Desc EIVING n Serial M 1	lbr				Ī
					* Begi 000 * End	01 ge Desc EIVING n Serial M 1 Serial Nb	lbr r		*		ľ
					HC10 * Rang REC * Begi 000 * End 099	01 ge Desc EIVING n Serial N 1 Serial Nb 9	lbr r		•		Ī
					* Begi 000 * End 099 Docur	01 ge Desc EIVING In Serial M 1 Serial Nb 9 ment Type	lbr r				



DPAS Call Center 1-844-843-3727





DPAS Quick Reference Guide

Splitting a Document Number Range

- In the DPAS Warehouse Management module, navigate to Document Nbr Range from the Warehouse Mgmt menu – Existing Doc Nbr Ranges display in the Results Grid.
- Select the Edit button for the Document Number Range to split- The Update Document Nbr Range pop-up displays.
- Select the Split Range tab from the Update Document Nbr Range pop-up.
- 4. Enter a New Range Description.
- 5. Enter a New Begin Serial Nbr.
- Select the Check Values button Displays the new Existing End Serial Nbr.
- 7. Select a New Document Type.

The existing range will be updated with these values:

Split Range

Update Document Nbr Range

Instructions Update Range

DoDAAC HC1001 Existing Range

Existing Range Desc

Existing Begin Serial Nbr

Existing End Serial Nbr

Existing Document Type PO - Purchase Order

RECEIVING

0001

0999

Update

8. Choose the **Update** button to create the new range.

New Range

New Range Desc

* New Begin Serial Nb

* New End Serial Nbr

New Document Type

Select an Item

0999

A new range will be added with the



Document Number Range

	Instructions	-	٣				
	Update Range	Split Range 3					
	Document Num DoDAAC HC1001	nber Details	*				
	* Range Desc						
	RECEIVING	2					
	* Begin Serial N	lbr					
	0001						
	* End Serial Nbr						
	0999						
	Document Type						
	PO-Purchase	e Order 🔍 🔻					
	y pdate C	Cancel					
	pdate C	SCancel					
values:	pdate C	SCancel					
values:	pdate C	9 Cançel					
values	pdate C	9 Cançel					
values: Values	6 pdate C	9 Cançel					
Values	6	9 Cançel					
values: Values	6	9 Cançel					
values Values	6	9 Cançel					
Values	6	9 Cançel					



⊘Cancel

DPAS Call Center 1-844-843-3727







Deleting a Document Number Range

- 1. In the DPAS Warehouse Management module, navigate to **Document Nbr Range** from the **Warehouse Mgmt** menu Existing Doc Nbr Ranges display in the Results Grid.
- 2. Select the **Delete** button from the Results Grid for the range to remove The **Confirm Delete** page displays.
- 3. Select the **Delete** button to confirm the record to be deleted.

ocument N	or Range	+ Add	Grid Options *			
		DoDAAC	Range Desc	Begin Serial Nbr 🔺 🍸	End Serial Nbr 🔻	Document Type
Edit	× Delete	HC1001	RECEIVING	0001	0999	PO - Purchase Order
In edit	× Delete	HC1001	UNIT ISSUE	1000	1100	UI - Unit Issue
₽Edit	× Delete	HC1001	DISPOSITION	1101	1300	DP - Disposition
✓ Edit	×Delete	HC1001	MRO	1301	1400	NA - Material Release Order
	× Delete	HC1001	REPLENISHMENT	1401	1500	

Confirm Dele	te	×
Instructions		*
Delete Docume Are you sure yo	nt Nbr Range www.ant to delete this Docume	ent Nbr Range?
X Delete	Q Cancel	



DPAS Call Center 1-844-843-3727