



## **Adding Master Issue Lists**

The **Master Issue List** represents all of the standard equipment which will be selected for issue to either an Individual or to a Unit Identification Code (UIC).

1. In the DPAS Warehouse Management module, navigate to the **Customer Mgmt > Master Issue List** menu - The Results Grid displays a list of all currently available Master Issue Lists.

- 2. Select the **Add** button A row in the grid opens.
- 3. Enter a description in the **Desc** field.
- 4. Select a type of issue from the Issue Type drop-down list.
- 5. Select an occupation from the **Occupation** drop-down list.
- 6. Select if the item is sized using the Sized drop-down list.
- 7. Select the type of commodity using the Security Commodity Type drop-down list.
- 8. Enter any optional remark in the **Remarks** and/or **History Remarks** fields.
- 9. Select the **Add** button The new record displays in the Results Grid.

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#### **Master Issue List**





# Adding LIN/TAMCNs

**LIN/TAMCN Details** identify all the LIN/TAMCNs which are associated with the Master Issue List.

- In the DPAS Warehouse Management module, navigate to the Customer Mgmt > Master Issue List menu - The Results Grid displays a list of all currently available Master Issue Lists.
- 2. Select the **Expansion Arrow** in the far left column of the **Master Issue List** The Master Issue List expands.
- 3. Select the **Add** button A row displays to browse for the LIN/TAMCN.
- 4. Use the **Browse...** button to search for the LIN/TAMCN to be added The selected record displays.
- 5. Repeat these steps for each of the LIN/TAMCNs being added.
- 6. Once complete, select the **Save Changes** button to process all LIN/TAMCNs.

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### **Adding Stock Numbers**

Only Stock numbers which do not have LIN/TAMCNs associated can be added in this process.

- In the DPAS Warehouse Management module, navigate to the Customer Mgmt > Master Issue List menu - The Results Grid displays a list of all currently available Master Issue Lists.
- Expand the Master Issue List by selecting the Expansion Arrow at the far left side – The Master Issue List expands.

Repeat Steps 2 through 4 to add additional Stock Numbers.

- 3. Select the **Stock Nbr** tab.
- 4. Select the Add button A row displays to browse for the Stock Number.
- 5. Selects the **Browse** button The **Stock Nbr Browse** pop-up displays.
- 6. Search for and choose the **Select** hyperlink for the Stock Number to be added The selected record displays.
- 7. Select the Save Changes button to process the Stock Number(s).

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**Master Issue List** 

# LIN/TAMCN/Stock Number Details

- In the DPAS Warehouse Management module, navigate to the Customer Mgmt > Master Issue List menu - The Results Grid displays a list of all currently available Master Issue Lists.
- 2. Expand the Master Issue List by selecting the Expansion Arrow at the far left side The Master Issue List expands.
- 3. Expand the LIN/TAMCN Details by selecting the Expansion Arrow at the far left side of the LIN/TAMCN The LIN/TAMCN Details expands displaying the associated Stock Nbrs.

Only the **Include** checkbox can be updated on these records. This checkbox indicates whether or not to include a specific Stock Number in the list.

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### **Deleting LIN/TAMCN Details**

- In the DPAS Warehouse Management module, navigate to the Customer Mgmt > Master Issue List menu - The Results Grid displays a list of all currently available Master Issue Lists.
- 2. Expand the Master Issue List which contains the LIN/TAMCN detail to remove.
- 3. Select the Mark Deleted button The Confirm Delete pop-up displays.
- 4. Select the **Delete** button The record is disabled.
- 5. Select the **Save Changes** button The record is removed from the Results Grid.

This will delete the LIN/TAMCN record and all its corresponding Stock Number details.

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Master Issue List

**DPAS Quick Reference Guide** 

# **Updating a Master Issue List**

- In the DPAS Warehouse Management module, navigate to the Customer Mgmt > Master Issue List menu - The Results Grid displays a list of all currently available Master Issue Lists.
- 2. Select the Edit button next to the record being updated.
- 3. Modify either the Description, Remarks or History Remarks fields.
- 4. Select the **Update** button.





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#### **Deleting a Master Issue List**

- In the DPAS Warehouse Management module, navigate to the Customer Mgmt > Master Issue List menu - The Results Grid displays a list of all currently available Master Issue Lists.
- Select the **Delete** button next to the Master Issue List to remove - The **Delete Master Issue List** pop-up displays.
- 3. Enter optional History Remarks.
- 4. Select the **Delete** button The Master Issue List is removed from the Results Grid.

# Master Issue List

A Master Issue List cannot be deleted if it is associated to a UIC within the UIC Issue Profile process. To disassociate the Master Issue List from a UIC, use the **UIC Issue Profile** process.

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