

DPAS Quick Reference Guide

Materiel Movement

Building a Pick Plan

1. In the DPAS Warehouse Management module, navigate to **Plan** from the **Materiel Mgmt** menu.

The **Materiel Movement Pick Plan** process provides the ability to create, initiate, cancel, and edit existing Pick requests, as well as assign personnel.

- 2. Select the Add button The Materiel Movement Plan page displays.
- 3. This screen provides the ability to add a Pick Plan Request.

Warehou	se: COLUMBUS Open War	ehouse Actions (Instructions		
Momt *	Materiel Mgmt AIT Mg	mt 🔻 Customer	Search Criteria		
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	Materiel Release Order		Pick Type All	•	
	Disposition		Pick Status All Open Statuses	*	Display Close
	Disposition		Cost Center All	*	Assigned To
	Warehouse Transfer			QSear	ch CReset
	Materiel Movement	Plan	2). •)
ment	Transportation	Pick	Materiel Movement Plan + Add 🌣	Grid Options*	
	QC/QA/Inspection		Pick Nbr T Pick Desc		
			4		

Instructions	
Pick Plan Header	
Pick Nbr	Pick Status
(Auto-Generated)	(Auto-Determined)
Pick Type	
IM - Internal Movement	Assigned To
	Ontenal
Optional *	De d Diet De DATes
· Priority	Rda Pick By Dt/Im
Enter a number (1-10)	
* What types of pick details should be added? S Stock Nbr Picks Inventory Picks Container Picks Next *	

O Cancel

Pick Plan procedure is embedded in other Warehouse processes such as: Unit Issue Set Kit Outfit Warehouse Transfer



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Adding a Stock Nbr Pick Plan Request

The **Pick Plan** defines the various parameters of the pick request.

- 1. Select a **Cost Center** (Optional, See bottom note). The **Cost Center**, although optional on this screen, becomes mandatory as the process goes along.
- 2. Select the **Assigned To** (Optional) dropdown to display all the **Personnel** assigned to that **Cost Center** to assign the pick request to an individual.
- 3. Choose the **Priority** of the **Pick Plan**, a number 1-10, to choose which **Pick Plan** will be worked and in what order. The lower the number, the higher the priority.
- 4. Choose the **Calendar** icon to select a date and the **Time** icon to select a time that the **Pick** request needs to be completed. If there is no deadline, leave this field blank.
- 5. Fill in the **Pick Desc** box to describe as much or as little of the plan as necessary.
- 6. Since this **Pick Plan** involves a **Stock Nbr**, leave the **Stock Nbr Picks** checked. This indicates that **Stock Nbr** details will be populated.
- 7. Double-Check all the details about the **Pick Plan**, then click the **Next** button.

If the **Cost Center** chosen to process the **Pick** is associated to a **Warehouse Ops** work type, the request is routed through the **Materiel Movement** Plan Pick process. If the **Cost Center** chosen to process the **Pick** is associated to a **Transportation** work type, the request will be routed through the **Transportation** Pick Plan process.



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Adding a Stock Nbr Pick Plan Request cont.

- 8. Select the **Add/Update Picks** button, which will open the **Inventory Selection** pop-up window.
- 9. Search the **Stock Number** needed for this pick request using whichever search parameters help filter the results.

	Inventory Selection	ı							×
	Instructions								•
	Search Criteria								
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	i Location	All				i Container	All		
	i Item Desc	All							
	Additional Search Filt	er Criteria							
	GFM Contract N	or All		•					
Instructions	Min Qty Rqd			\$		Cond Cd	All		*
SUCK INDI PICKS	Additional Info								
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Selected Stock Nbr Picks Change Destination Stock	Available Inventory	Selected Inventory							
	Total Qty	Stock Nbr Allocation Qty		Inve	entory A	llocation Qty		Available Qt	y 🔺
Destination: Check row(s) under "Change Destir	0	0		0				0	
Optional									*
To Location									
Optional .	✓ Take Selected								
✓ Clear Destination					_				
					_				
Q Cancel									



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Adding a Stock Nbr Pick Plan Request cont.

- 10. Once, the **Stock Number** has been found, click inside the **Selected Qty** field to increase the amount of the **Stock Number** you are planning to move.
- 11. Once the **Selected QTY** is correct, select the **Take Selected** button.

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i Loc	ation	All		i Conta	iner All					
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0	Selected Qty	▼ Qty	Reserved Qty	Y Available Qty	Y Stock Nbr	Item Desc	Cond Cd	T Location Id	T Container Id	T Owning
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	0	1	1	0	1005000179539	PAWL, AMMUNITION FEE	A	JCK STOCK LO	C	HC100
	0	1	1	0	1005000179539	PAWL, AMMUNITION FEE	A	FRONT DESK		HC100
8	0	1	1	0	1005000179539	PAWL, AMMUNITION FEE	A	NARNIA		HC100
	0	6	6	0	1005000179539	PAWL, AMMUNITION	A	12354		HC100
	0	1	1	0	1005000179539	PAWL, AMMUNITION	A	DOCK 42		HC100
	0	3	0	3	1005000179539	PAWL, AMMUNITION	A	2		HC100
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Adding a Stock Nbr Pick Plan Request cont.

- 12. Check the **Change Destination** box to plan where the asset will be moved.
- 13. Choose a **To Location Type** from the drop down that matches what type of location move you want to accomplish.
- 14. Choose a **To Location** by selecting the browse button.
- 15. Choose **Select** next to the Location that matches the movement type.

Add/Update P	icks								
Selected Stock NR	v Dicks								
Selected Stock Hi	Change De	stination		Stock Nb	r		T Cond		
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	Select 1F-A1		ILO CAGE	ILO CAGE			ue, 3 - Stock		
	Select 1F-A2		ILO CAGE			2 - Issue, 3 - Stock			
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(1	Select 2119		TRAINING ROO	M		2 - Iss	ue, 3 - Stock, 9 - II	ndiv Issue	

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Adding a Stock Nbr Pick Plan Request cont.

- 16. Once the location is selected, choose the **Set Destination** button to fill in the **To Location.**
- 17. Ensure the **To Location** is filled in with the desired location (Far Right column).
- 18. Choose the **Finish** button to complete the Stock Nbr Pick Plan.
- 19. Once the **Plan** is complete, the user will be directed back to the Materiel Movement Plan screen and can choose the **Pick** button to begin the Materiel Movement Pick process.

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-Stock Nbr	Picks							e		
Add/L	Jpdate Picks					T	To Location		T	1
Selected S	Stock Nbr Picks						2440			T
	Change Des	lination	Stock Nbr	▼ c			2119			
× Dele	ete 🕑		1005000179539	A						117
Destination To Location 3 - Stock To Location 2119	on: Check row(s) under "Change on Type con estination	e Destination" to apply	y destination changes to	o (optional						
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