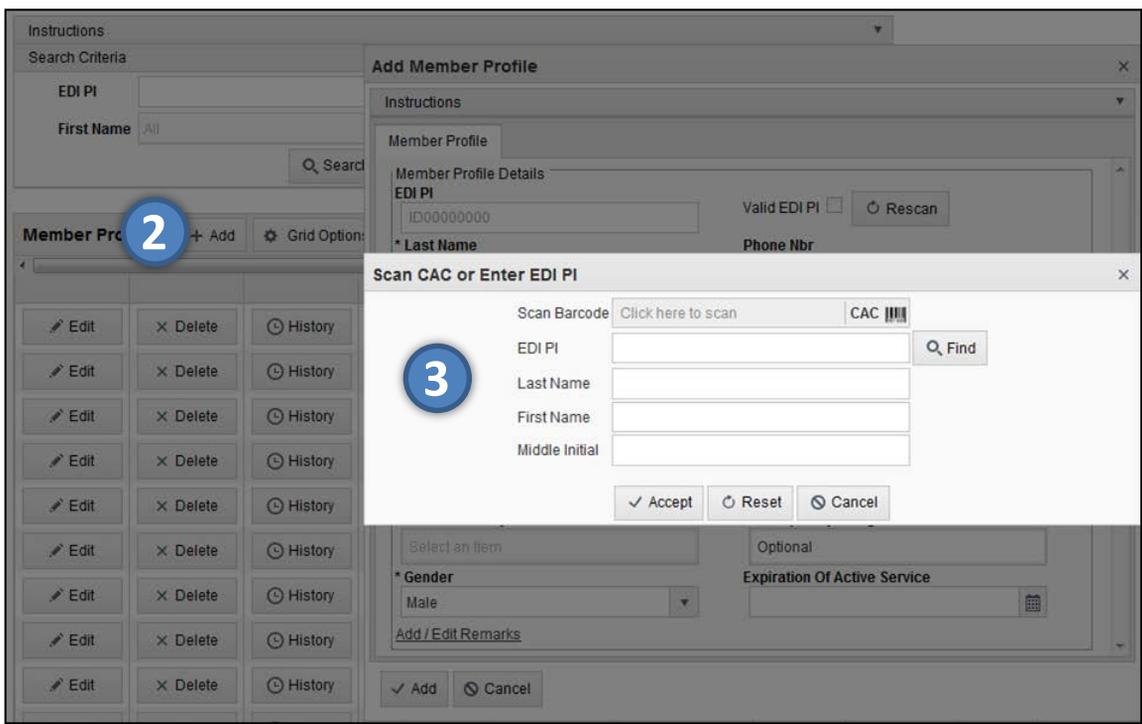




Adding a Member Profile

1. In the DPAS Warehouse Management module, navigate to **Member Profile** from the **Customer Mgmt** menu - The Results Grid displays a list of all currently available Member Profiles.
2. Select the **Add** button - The **Add Member Profile** pop-up displays with the **Scan CAC or Enter EDI PI** pop-up on top.
3. If the individual has a Common Access Card (CAC), scan the bar code on the CAC or enter the **EDI PI** number, if the individual does not have a CAC, select the **Cancel** button - The **Add Member Profile** pop-up displays.

Member Profiles allow a pre-registered user's Common Access Card (CAC) to access their member information. If the member is not pre-registered, a temporary Electronic Data Interchange Personal Identifier (EDI PI) will be created.



If the **EDI PI** number is manually entered, select the **Find** button to verify the EDI PI information exists. Choosing the **Accept** button will open the **Add Member Profile** pop-up with the individual's information populated.





Adding a Member Profile (Cont'd)

4. Enter the individual's **Last Name** if the **Cancel** button was previously selected.
5. Enter their **First Name** if the **Cancel** button was previously selected.
6. Select the individual's **Pay Grade** from the drop-down list.
7. Select their **Member Category Cd** from the drop-down list.
8. Enter their **Assigned UIC**.
9. Select their **Gender** from the drop-down list.
10. Enter the individual's **Expiration of Active Service** if available.
11. Select the **Add** button - The new Member Profile appears highlighted at the top of the Results Grid.

If Contractor was selected from the **Member Category Cd** drop-down list, the **Contract/Deliver Order** field is mandatory.

If the **Cancel** button was selected in error on the **Scan CAC or Enter EDI PI** pop-up, selecting the **Rescan** button will bring up the **Scan CAC or Enter EDI PI** pop-up again.

Add Member Profile [Close]

Instructions

Member Profile

Member Profile Details

EDI PI <input type="text" value="ID00000000"/>	Valid EDI PI <input type="checkbox"/> <input type="button" value="Rescan"/>
* Last Name 4 <input type="text" value="Bennet"/>	Phone Nbr <input type="text"/>
* First Name <input type="text" value="Alice"/>	DSN Nbr <input type="text"/>
Middle Initial <input type="text" value="T"/>	Mobile Phone Nbr <input type="text"/>
* Pay Grade <input type="text" value="34 - E6"/>	Email Address <input type="text"/>
* Member Category Cd <input type="text" value="3 - Civilian"/>	* Assigned UIC <input type="text" value="M54008"/>
† Contract/Dlvry Order <input type="text" value="Select an Item"/>	† Temporary Assigned UIC <input type="text" value="Optional"/>
* Gender <input type="text" value="Female"/>	Expiration Of Active Service <input type="text" value="10/31/2015"/>

Add / Edit Remarks

11





Updating a Member Profile

1. In the DPAS Warehouse Management module, navigate to **Member Profile** from the **Customer Mgmt** menu - The Results Grid displays a list of all currently available Member Profiles.
2. With the insertion point in the **EDI PI** field, enter the member's **EDI PI**. (You may also search by Last and First Name.)
3. Select the **Search** button.
4. Select the **Edit** button for the Member Profile to update - The **Update Member Profile** pop-up displays.
5. Change any available field value(s).
6. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
7. Select the **Update** button to save the changes - The updated Member Profile displays highlighted at the top of the Results Grid.

The **UIC** and **Temporarily Assigned UIC** must exist within the Warehouse to be valid entries.

Selecting the **Scan CAC** button allows the scanning for the member using their CAC.

Update Member Profile

Instructions

Member Profile

Member Profile Details

EDI PI
ID00000025

* Last Name
Bennet

* First Name
Alice

Middle Initial
T

* Pay Grade
34 - E6

* Member Category Cd
3 - Civilian

Contract/Dlvry Order
Select an Item

* Gender
Female

Replace ID with CAC

Phone Nbr

DSN Nbr

Mobile Phone Nbr

Email Address
ALICE.BENNET@DPAS.MIL

* Assigned UIC
M54008

* Temporary Assigned UIC
M04152

Expiration Of Active Service
10/31/2015

Add / Edit Remarks

Remarks

History Remarks
Updated Temporary Assigned UIC

Update Cancel

The **History** button on the **Member Profile** page can be used to view incremental changes to a profile.





Deleting a Member Profile

A Member Profile record cannot be deleted if an Individual Issue or UIC Custodian record exists.

1. In the DPAS Warehouse Management module, navigate to **Member Profile** from the **Customer Mgmt** menu - The Results Grid displays a list of all currently available Member Profiles.
2. Select the **Delete** button for the Member Profile to remove - The **Delete Member Profile** pop-up displays.
3. Enter optional **History Remarks**.
4. Select the **Delete** button – The Member Profile is removed from the Results Grid.

	Last Name ▲	First Name ▲	Middle Initial ▲	EDI PI	Valid EDI PI	Grade	Member Category Cd	Assigned UIC	Temporary Assigned UIC
	DOE,	JOHN	H.					1001	
	MOORE	ADAM	M.					1001	MC4301
	MATTLY	STEVE	G.					4301	

Confirm Delete

Instructions

Delete Member Profile

Are you sure you want to delete this Member Profile?

History Remarks

 Delete  Cancel