



Adding a Personnel Record

1. In the DPAS Warehouse Management module, navigate to **Personnel** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Personnel.
2. Select the **Add** button - The **Add Personnel** pop-up displays.
3. Select the **Cost Center**.
4. Enter the **Last Name**.
5. Enter the **First Name**.
6. Select a **Member Category Cd** from the drop-down list.
7. Enter the **Job Title**.
8. Enter optional information as needed.
9. Select the **Add** button - The new Personnel appears highlighted at the top of the Results Grid.

Personnel records are created to add and maintain information such as name, job title and contact information. Each individual is associated with a **Cost Center** to aid in tracking tasks assigned to individual workforce members.

The required **Cost Center** should be added in the **Cost Center** process prior to adding a **Personnel** record.



Add Personnel

Instructions

Personnel

<p>Cost Center <input type="checkbox"/></p> <p>DPAS User <input type="checkbox"/></p> <p>* Cost Center PK - PICK 3</p> <p>* First Name JON</p> <p>* Member Category Cd 3 - Civilian</p> <p>DSN Nbr 555-4321</p> <p>Mobile Phone Nbr 888-888-4321</p> <p>Add / Edit Remarks</p> <p>Remarks</p> <p>History Remarks NEW ASSIGNMENT</p>	<p>* Last Name DOENIN</p> <p>Middle Name</p> <p>* Job Title LOGISTICS COORDINATOR</p> <p>Email Address JDOENIN@MAIL.MIL</p> <p>Phone Nbr 202-555-5555</p>
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When the **DPAS User** checkbox is selected, a **Browse for a DPAS User** button displays. You can search for and select the hyperlink of a DPAS user to populate the **First Name** and **Last Name** fields, which saves time and increases accuracy.





Updating a Personnel Record

1. In the DPAS Warehouse Management module, navigate to **Personnel** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Personnel.
2. Enter the **Cost Center, Last Name, First Name** and/or **Middle Name** in the **Search Criteria** area to narrow your search.
3. Select the **Search** button.
4. Select the **Edit** button in the Results Grid for the Personnel to update - The **Update Personnel** 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 Personnel displays highlighted at the top of the Results Grid.

When the **DPAS User** browse is used to populate the user's name, the **First Name** and **Last Name** are not available for editing. To update the name you must uncheck the **DPAS User** checkbox OR select the browse button to retrieve another name.





Deleting a Personnel Record

1. In the DPAS Warehouse Management module, navigate to **Personnel** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Personnel.
2. Enter the **Cost Center**, **Last Name**, **First Name** and/or **Middle Name** in the **Search Criteria** area to narrow your search.
3. Select the **Search** button.
4. Select the **Delete** button for the Personnel to remove - The **Delete Personnel** pop-up displays.
5. Enter optional **History Remarks**.
6. Select the **Delete** button.

The screenshot shows the DPAS Personnel management interface. A 'Confirm Delete' dialog box is open, displaying the following content:

- Confirm Delete** (Title bar)
- Instructions** (Dropdown menu)
- Delete Personnel** (Section header)
- Are you sure you want to delete this Personnel?** (Text)
- History Remarks** (Section header)
- EMPLOYEE HAS RETIRED.** (Text in the History Remarks field)
- Delete** (Button)
- Cancel** (Button)

Numbered callouts in the image indicate the following steps:

- 4**: Points to the 'Delete' button in the background grid.
- 5**: Points to the 'History Remarks' text area in the dialog box.
- 6**: Points to the 'Delete' button in the dialog box.