DPAS Defense Property Accountability System

Adding a SKO Catalog Entry

1. In the DPAS Warehouse Management module, navigate to **SKO Catalog** from the **Catalog Mgmt** menu.

2. Select the **Add** button - A new SKO Catalog row displays.

3. Select the **Stock Nbr Browse (…)** button to find the Master Stock Number for the entry.

4. Choose the appropriate option from the **SKO Type** drop-down list. Valid selections are *SKO-Set Kit Outfit* and *CL-Component Lists*.

5. Enter any optional **Remarks.**

Select the **Verify Parts Rqd** (Verify Parts Required) to indicate all the parts are to be verified upon the return of the item. This checkbox is only available for component lists.

Only Stock Numbers which have a **SKO Type** of *SKO-Set Kit Outfit* will flag the Stock Number as a "*SKO Stock Nbr?*" on the **Characteristics** tab of the **Stock Number** process.

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DPAS Website
http://dpassupport.golearnportal.org

Adding Stock Numbers to a SKO Catalog Entry

6. Select the **Add** button – A Stock Number row displays.
7. Select the **Stock Nbr Browse (...)** button to select the first stock number to be included in the kit.
8. Change the **Required Qty** and/or the **Display Order** fields.
9. Repeat the steps until all stock numbers have been added.
10. Select the **Save Changes** button to update the items in the kit.
11. Select the **Add** button to the left of the **Print** checkbox.

The quantity entered determines how many of each stock number is required and the **Display Order** value controls the position the stock number appears in the list.

Select the **Print** checkbox to print a Pick List of the items in the kit.

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Updating a SKO Catalog Entry

1. In the DPAS Warehouse Management module, navigate to **SKO Catalog** from the **Catalog Mgmt** menu.
2. Select the **Edit** button for the record to update.
3. Browse for and select a new Master **Stock Number**.
4. Select the **Update** button.

			Print	Stock Nbr	Item Desc	SKO Type	Serially Managed	Verify Parts Rqd	Primary Attachment	Remarks
▶	✎ Edit	✕ Delete	☐	1005007162072	SUPPRESSOR,FLASH	Set Kit Outfit	Yes	N/A		
▶	✎ Edit	✕ Delete	☐	5840090007562	RADAR SET	Set Kit Outfit	Yes	N/A		
▶	✎ Edit	✕ Delete	☐	6545015392732	FIRST AID KIT,INDIV	Set Kit Outfit	Yes	N/A		
▶	✎ Edit	✕ Delete	☐	156001M618530	CANOPY KIT	Set Kit Outfit	No	N/A		
▶	✎ Edit	✕ Delete	☐	2355015393639	LIGHT ARMORED VEHIC	Set Kit Outfit	Yes	N/A		
▶	✎ Edit	✕ Delete	☐	2330001418050	TRAILER,CARGO	Set Kit Outfit	Yes	N/A		
▶	✎ Edit	✕ Delete	☐	6545001161410	FIRST AID KIT,GENER	Set Kit Outfit	Yes	N/A		
▶	✎ Edit	✕ Delete	☐	4240013703821	MASK,CHEMICAL-BIOLO	Component List	Yes	No		M-51 Gas Mask Assembly
▶	✎ Edit	✕ Delete	☐	100500M010001	WEAPONS KIT	Set Kit Outfit	Yes	N/A		

SKO Catalog | + Add | 🖶 Print Selected | ⚙ Grid Options ▼

10 items per page   1 - 9 of 9 items

				Stock Nbr	Item Desc	SKO Type				Remarks
▶	✎ Edit	✕ Delete	☐	2355015393639	LIGHT ARMORED VEHIC	Set Kit Outfit	Yes	N/A		
▶	✓ Update / ⊘ Cancel	✕ Delete	☐	2330001418...	TRAILER,CARGO	SKO - Set Kit Outfit ▼	Yes			STANDARD ISSUE
▶	✎ Edit	✕ Delete	☐	6545001161410	FIRST AID KIT,GENER	Set Kit Outfit	Yes	N/A		

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DPAS — Defense Property Accountability System

Deleting a Kit Item

1. In the DPAS Warehouse Management module, navigate to **SKO Catalog** from the **Catalog Mgmt** menu.
2. Select the Expansion Arrow to the left of the record.
3. Choose the **Mark Deleted** button for the record to be removed - The **Confirm Delete** pop-up displays.
4. Select the **Delete** button.
5. Select the **Save Changes** button.

It is important to select the **Save Changes** button to complete the removal of the record. Selecting the **Mark Deleted** button only flags it for deletion.

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Deleting a SKO Catalog Record

A SKO Master Stock Number cannot be removed if asset records exist.

1. In the DPAS Warehouse Management module, navigate to **SKO Catalog** from the **Catalog Mgmt** menu.
2. Select the **Delete** button for the SKO Catalog record to remove - The **Confirm Delete** pop-up displays.
3. Enter optional **History Remarks**.
4. Select the **Delete** button.

			Print	Stock Nbr	Item Desc	SKO Type	Serially Managed	Verify Parts Rqd	Primary Attachment	Remarks
▶	Edit	× Delete	☐	1005007162072	SUPPRESSOR,FLASH	Set Kit Outfit	Yes	N/A		
▶	Edit	× Delete	☐	5840090007562	RADAR SET	Set Kit Outfit	Yes	N/A		
▶	Edit	× Delete	☐	6545015392732	FIRST AID KIT,					
▶	Edit	× Delete	☐	156001M618530	CANOPY KIT					
▶	Edit	× Delete	☐	2355015393639	LIGHT ARMOR					
▶	Edit	× Delete	☐	2330001418050	TRAILER,CARG					
▶	Edit	× Delete	☐	6545001161410	FIRST AID					
▶	Edit	× Delete	☐	4240013703821	MASK,CHE					M-51 Gas Mask Assembly
▶	Edit	× Delete	☐	100500M010001	WEAPONS KIT	Set Kit Outfit	Yes	N/A		

Confirm Delete

Instructions ▼

Delete SKO Catalog
Are you sure you want to delete this SKO Catalog?
History Remarks
NO LONGER SUPPORTED

× Delete   ⊘ Cancel

1 - 9 of 9 items

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