



Approving a Unit Issue

The person in charge of the **Pick** process is notified once the request is approved so the request can be picked.

1. In the DPAS Warehouse module, navigate to **Approve** from the **Materiel Mgmt > Unit** menu path - The Results Grid displays a list of all currently available requests awaiting approval.
2. Locate the request to approve in the Results Grid.
3. Verify *Approve* displays in the drop-down list.
4. Select the **Go** button in the row to approve.
5. The **Unit Issue Request** page refreshes and the **Issue Status** is *Approved*. Now the request is prepared to have the items picked so they are ready for the Unit upon their arrival at the issue location.

Instructions

Search Criteria

Request Nbr

Select an Item

Document Nbr

Select an Item

UIC

Select an Item

UIC Custodian

Select an Item

Security Commodity Type

Select an Item

Deployment Location

Select an Item

Required Dt

Owning DoDAAC

Select an Item

Search

Reset

Unit Issue Request Header

Grid Options

	Request Nbr	Document Nbr	UIC	Security Commodity Type	UIC Custodian	Head Count	Required Dt	Owning DoDAAC	Issue Status	Est
<div>Approve</div> <div>3</div> <div>Go</div> <div>4</div>	UJ2014072000001	HC100140721000	M31301	VEHICLES	DOE, JOHN H.	10	3/13/2014 9:04:42 AM	HC1001	Initiated	

1

10 items per page

1 - 1 of 1 items

Unit Issue Request Header

Grid Options

	Request Nbr	Document Nbr	UIC	Security Commodity Type	UIC Custodian	Head Count	Required Dt	Owning DoDAAC	Issue Status	Est
<div>Approve</div> <div>Go</div>	WHCU2014072000001	HC100140721000	M31301	VEHICLES	DOE, JOHN H.	10	3/13/2014 9:04:42 AM	HC1001	Approved	5

1

10 items per page

1 - 1 of 1 items

