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.

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DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org