



Adding a Zone

The **Zone** process will only be available if the Warehouse is set to use Zones.

1. In the DPAS Warehouse Management module, navigate to **Zone** from the **Warehouse Mgmt** menu – The Results Grid displays a list of all currently available Zones.
2. Select the **Add** button – The **Add Zone** pop-up displays.
3. Select the **Facility** drop-down to locate a Facility.
4. Enter a **Zone Desc** (Description).
5. Enter a **Zone Id**.
6. To designate as a **Stock Zone** and/or **Issue Zone**, select its checkbox.
7. Select the **Add/Edit Remarks** hyperlink to add any remarks.
8. Select the **Add** button to process the transaction – The new Zone displays highlighted at the top of the Results Grid.

	Zone Id	Zone Desc	Facility Name	Stock Zone	Issue Zone	Remarks
Edit Delete	COMP3428	DRY STORAGE	COMPONENT STORAGE BUILDING	Yes		
Edit Delete	NW1212	Flammable Liquid Storage				
Edit Delete	MWREAST	Recreational Equipment				
Edit Delete	3A8942	Open Storage				
Edit Delete	SOUTH9425	SOUTH				
Edit Delete	FRIG	REFRIGERATED ZONE				
Edit Delete	W5450	Secure				

Zones may be identified as a **Stock Zone**, **Issue Zone**, both or neither.



Updating a Zone

Zones may not be duplicated in the same Facility.

1. In the DPAS Warehouse Management module, navigate to **Zone** from the **Warehouse Mgmt** menu – The Results Grid displays a list of all currently available Zones.
2. Narrow the search for the Zone being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Zone displays at the top of the Results Grid.
4. Select the **Edit** button for the Zone to update – The **Update Zone** pop-up displays.
5. Change data as needed.
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 Zone displays highlighted at the top of the Results Grid.

COLUMBUS

Zone + Add Grid Options

	Zone Id ▲	Zone Desc	Facility Name ▲	Stock Zone	Issue Zone	Remarks
Edit Delete	COMP3428	DRY STORAGE	COMPONENT STORAGE BUILDIN	Yes	Yes	
Edit Delete	NW1212					
Edit Delete	MWREAST					
Edit Delete	3A8942					
4 Edit Delete	SOUTH9425					
Edit Delete	FRIG					
Edit Delete	W5450					

10 items per page

Update Zone

Instructions

Zone

Zone Details

* Facility: 3 - POL STORAGE

* Zone Desc: SOUTH

Facility Desc: POL STORAGE

Stock Zone:

* Zone Id: SOUTH9425

Issue Zone:

Add / Edit Remarks

Remarks

History Remarks

ZONE CHANGED FROM STOCK ZONE TO ISSUE ZONE TO EXPAND ISSUE AREA.

7 Update Cancel



Deleting a Zone

A Zone cannot be removed if it is associated to a Location.

1. In the DPAS Warehouse Management module, navigate to **Zone** from the **Warehouse Mgmt** menu – The Results Grid displays a list of all currently available Zones.
2. Narrow the search for the Zone being removed by entering information into the Search Criteria area.
3. Select the **Search** button – The Zone displays at the top of the Results Grid.
4. Select the **Delete** button for the Zone to remove – The **Confirm Delete** pop-up displays.
5. Enter optional Remarks.
6. Select the **Delete** button – The Zone is removed from the Results Grid.

The screenshot shows the DPAS interface for managing zones. At the top, there is a search bar with the text 'COLUMBUS'. Below it, there are buttons for '+ Add' and 'Grid Options'. A table displays the following data:

Zone Id	Zone Desc	Facility Name	Stock Zone	Issue Zone	Remarks
MWREAST	Recreational Equipment Storage	MWR STORAGE	Yes	No	

Below the table, there are navigation controls and a '10 items per page' dropdown. A 'Confirm Delete' dialog box is open, showing the following text:

Confirm Delete

Instructions

Delete Zone

Are you sure you want to delete this Zone?

History Remarks

ZONE NO LONGER NEEDED.

At the bottom of the dialog box, there are 'Delete' and 'Cancel' buttons. A blue circle with the number '4' highlights the 'Delete' button in the table, and another blue circle with the number '6' highlights the 'Delete' button in the dialog box.