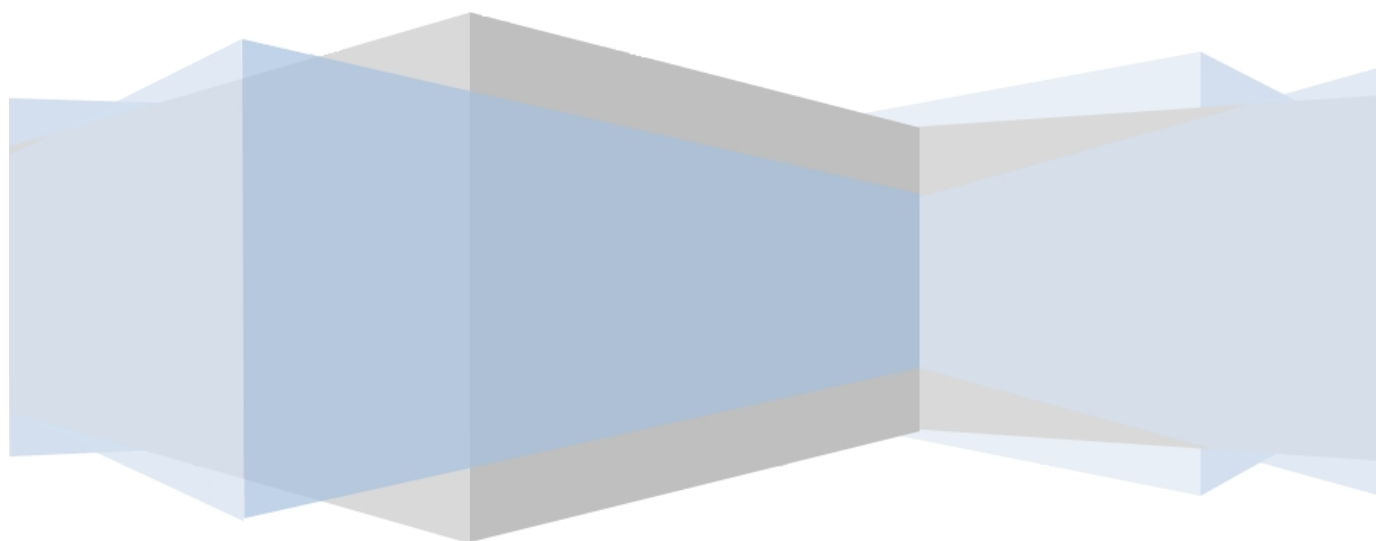


Warehouse Management

Defense Property Accountability System



Printed Manual

Version 03 Sep 2024



**ODASD (Logistics)
under A&S Sustainment**

— 1 —
— 03 Sep 2024 —

**DPAS Helpdesk
1-844-843-3727**



Welcome

Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) Help System.

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.

The DPAS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The DPAS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Overview — Warehouse Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Warehouse Management module.

The help topics provide assistance with managing equipment receipts, issues, and returns for individuals, units, and armories, in a warehouse environment.

In addition, relevant topics address managing both serialized and bulk equipment types, as well as providing restocking notifications when available stock reaches a minimum threshold.

Navigation

DPASWAREHOUSE MGMT Module > Any Process Page > Instructions > Help

Instructions

Select "Search" button to view Search Results page.
Select "Reset" button to clear data.
Select "Add" button to create a new record.
Select "Grid Options" button for additional actions.
Select "Edit" button to revise selected fields in record(s).
Select "Delete" button to remove record(s) from applicable tables.

Related Topics

- [Contact Us](#)
- [Warehouse Overview](#)
- [Warehouse Navigation Tips](#)



- Warehouse Navigation Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Topics
- Using DPAS Help Menus

Version 03 Sep 2024



Defense Property Accountability System (DPAS) WAREHOUSE MGMT Module Navigation

Overview

This page describes the primary features found on the Warehouse pages:

- Blue Menu Bar
- Red Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

Additional information about DPAS can be found at the DPAS Support Site.

Navigation


DPAS WAREHOUSE MGMT Module > Any Process Page > Instructions > Help



Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The item on the left side is:

- **DPAS logo**  —
Returns to the home page.


The items on the right side are:

- **Module Name** Warehouse Management —
Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.
- **Page Name** DPAS Warehousing Home Page —
Shows which page is currently open.

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:

- **User ID** User Id: —
Opens the User Dashboard . Shows the roles and permissions of the user.
- **Warehouse** Warehouse: —
Opens the Active Tier pop-up window. Shows the Warehouses available to the user.
- **Open Warehouse Actions** Open Warehouse Actions (1190)  —
Opens the Home page. Shows the opening lists that have the assignments for the user.

The items on the right side are:

- **Home** Home —
Opens the Home page.
- **Links** Links —
Opens a list of hyperlinks the Warehouse has made available to the users.
- **Contact Us** Contact Us —
Opens the DPAS Support Team Information, including phone #s and email addresses.
- **Log Out** Log Out —
Ends the DPAS session.



Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

1. Hover the mouse over a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*
2. Select a process from the drop-down list. *The Process page appears.*

Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Warehouse processes appears.*
2. Select a process from the drop-down list. *The Process page appears.*

OR

1. Start entering characters in the Process name in the Search field. *Using Intellisense, the Process names with those characters appear.*

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

2. Select a process from the drop-down list. *The Process page appears.*

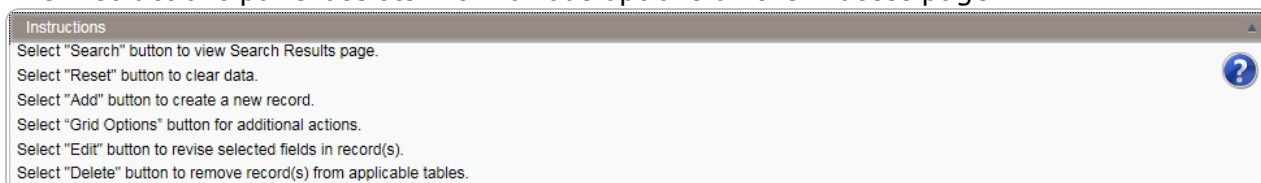
Instructions

At the top of each Process page is a collapsed Instructions panel.




View the Instructions


- Select the Instructions bar. The Instructions panel expands.
- The Instructions panel assists with various options on the Process page:



Help

Within the Instructions panel is the Help icon .


View the Help System

- Select . *The Help System opens in a separate tab.*
- The Help System is context-specific, and opens to the Overview topic for the current Process page.

Search Criteria


Most Warehouse Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*

Use the Search Criteria panel

1. Enter the available information in the fields.
2. Use the field assistance available:
 - Use the drop-down lists to select the field entry.
 - Start entering characters in the fields with .



Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

- Use  to open the Browse pop-up window.

3. Select  to perform the search, or select  to clear the fields.

Results Grid

Each Process page displays the corresponding data in a Results Grid.
 Each Results Grid has basic properties that are always the same.
Those include:

- **Title Bar** —



Shows the name of the Process and the overall Results Grid buttons.

- **Column Header** —



Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records** —

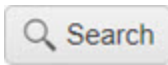

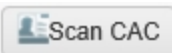


Shows the rows of data in the Results Grid. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.

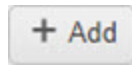

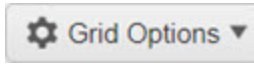
Standard Buttons

Each Warehouse process page has some basic buttons that are always the same.
Those include:

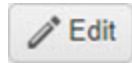



Search Criteria

- **Search**  —
Searches the data within the process results grid.
- **Reset**  —
Erases the entered fields and starts over.
- **Scan CAC**  —
Opens the pop-up window containing the CAC field, ready for the scanned information.

Results Grid

- **Add**  —
Creates a new record in the process results grid.
- **Import**  —
Adds bulk records to the process results grid.
- **Grid Options**  —
Changes the way information appears in the Results Grid. See Grid Options Overview for additional information.

Individual Records

- **Edit**  —
Revises a record in the process.
- **Delete**  —
Erases a record in the process.
- **History**  —
Opens the History pop-up window, and shows the past edits of the record in the process.
- **Labels**  —
Opens the Print Labels pop-up window, and prints the labels for that record in the process.



Related Topics

- Welcome
- Contact Us
- Warehouse Overview
- Warehouse Navigation Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Topics
- Using DPAS Help Menus



Defense Property Accountability System (DPAS) WAREHOUSE MGMT Module

Welcome to the Defense Property Accountability System (DPAS) WAREHOUSE MGMT Help System.

DPAS Summary

Welcome to the Defense Property Accountability System (DPAS) Help System.

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.

The DPAS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The DPAS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Warehouse Summary

The DPAS WAREHOUSE MGMT module is designed to provide a comprehensive solution to military storage and distribution needs.

From this module, the equipment life cycle is administered for both small, bulk-managed (like helmets) equipment, and large, serially-managed (like vehicles) equipment.

It is designed to manage warehouse environment assets (such as receipts, issues, and returns) for all individuals, armories, and units.

Warehouse Structure

The Warehouse module is set up in a hierarchy type model:



Logistics Program — created by the DPAS User Account Team

— Where the Warehouse Catalog is associated; all Warehouses under the same



Logistics Program can use the same Catalog.

Region — created by the DPAS User Account Team
— The second level of the structure.

Site — created by the DPAS User Account Team
— The level above Warehouses.

Warehouse — created by the DPAS User Account Team
— Where the users are associated.

Facility — created and maintained by DPAS USERS
— The highest level within a Warehouse. Can be associated to a Real Property Unique Identifier (RPUID). Some users can create, read, update, and delete them.

Zone — created and maintained by DPAS USERS
— The highest level within a Facility. Provides the capability to sub-divide a facility into smaller units. (Optional - must be established if the Auto-Recommendation Location Store feature is utilized.)

Location — created and maintained by DPAS USERS
— Identifies the position of assets by name, GPS coordinates, or Passive Radio Frequency Identification / Radio Frequency Identification (pRFID/RFID). Applies to both Containers (small items) and Larger Items (forklifts, vehicles. etc.).



Warehouse Key Functions

There are several key functions within the Warehouse:

- **My DPAS** — Information specific to the user
 - Account Info
 - Manage Lists
 - STOCK NBR Lists
 - LIN/TAMCN List
- **Catalog Management** — Different methods of managing all of the groups of materiel in the MM/ICP
 - LIN/TAMCN
 - STOCK NBR
 - Stock Item
 - Stock Item MIN/MAX
 - Collateral Item
 - Substitute STOCK NBR
 - SKO Catalog
 - Repair Parts Catalog
 - Commodity Type
 - Container Type
 - Size Category
 - Equipment Type
 - Shelf Life Extension
 - Inspection/Action
 - Manufacturer PART NBR
 - Pending Catalog
- **Materiel Management** — Different methods of managing individual assets
 - Receiving
 - Materiel Release Order
 - Customer Requisition
 - Disposition
 - Warehouse Transfer
 - Materiel Movement
 - Plan
 - Pick
 - Transportation



- Plan
 - Pick
 - QA/QC/Inspection
 - Inspection
 - Maintenance Issue
 - Individual
 - Issue
 - Return
 - Item Return
 - Reconciliation
 - Member Sales Review
 - Unit Issue
 - Request
 - Return
 - Reconciliation
 - Post-Post
 - Unit Transfer
 - Warehouse Issue
 - Inventory Update
 - Manager
 - UII/PRFID Assoc
 - Replenishment
 - Request
 - Review
 - Inventory
 - Physical
 - Issued
 - Project MGMT
 - Set Kit Outfit
 - Assemble
 - Disassemble
 - Bulk Update
 - Serial Update
 - Allocation Management
 - Inventory Adjustment Activity Review
- **AIT Management** — Different methods of managing Automatic Identification Technology



- Materiel Movement
- Materiel Movement (Planned)
- AIT Software Update
- Physical Inventory Resolution
- Physical Inventory
- UII/PRFID Assoc
- **Customer Management** — Different methods of managing layers of Users
 - UIC
 - UIC
 - Custodian
 - Authorization
 - Member Profile
 - Member Attribute
 - Master Issue List
- **Warehouse Management** — Different methods of managing layers of Warehouses
 - Facility
 - Location
 - Container
 - Location Condition Code Default
 - Stock Item Individual Issue Location
 - Cost Center
 - Personnel
 - PROJECT CD Range
 - DOCUMENT NBR Range
 - Scheduling
 - Appointments
 - Calendar MGMT
 - Appointment Queue
- **Master Data Management** — Different methods of managing layers above the Warehouse
 - Logistics Program
 - Region
 - Site
 - Warehouse
 - Contractor
 - Contract
 - Messaging



- My Message Subscriptions
- **Inquiries** — Searching for specific assets within the Warehouse
 - Catalog
 - Agency Catalog Inquiry
 - STOCK NBR Inquiry
 - Inventory
 - LIN/TAMCN Inventory
 - STOCK NBR Inventory
 - ICN Inventory
 - Expiring Items
 - Inventory Activity
 - Additional Info
 - Physical Inventory Reconciliation Results Inquiry
 - Issue/Return Activity
 - Unit Issue
 - Unit Issue Activity
 - Unit Issue Trend Analysis
 - Outstanding Items Inquiry
 - Member
 - Expiration of Service Outstanding Items Inquiry
 - Member Activity
 - Member Feedback
 - Member Size
 - Military Member Personnel
 - Document
 - DoDAAC
 - DLMS Transactions
 - Maintenance
 - Work Order
 - Work Plan
 - Issue
 - Quality Control / Inspection Results Inquiry
 - Appointment Inquiry
- **History Inquiries** — Searching for the historical entries regarding a specific item
 - LIN/TAMCN
 - Region
 - Site



- Warehouse
 - Location
 - UIC
 - UIC Custodian
 - Member Profile
 - Contractor
 - Contract
 - Master Issue List History View
- **Report Manager** — Different ways to render reports
 - View Reports
 - Schedule Reports
 - Real-Time Reports

Warehouse User

Warehouse is role-based, similar to all other DPAS modules.

User access is based on one or more roles, allowing for “need to know” and “separation of duty” access. In addition, a second level of security has been added through the use of Commodity Types. Warehouse users can only access equipment within their specified list(s) of assigned Commodity Types.

The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

- Welcome
- Contact Us
- Warehouse Navigation Tips
- Warehouse Navigation Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Topics
- Using DPAS Help Menus



User Dashboard

Overview

The Warehouse Management module User Dashboard provides the ability to validate users logging in to the Warehouse Management module. Access is controlled via PKI, through use of a Common Access Card (CAC). A log in and password is also used on an exception basis. Returning users are automatically logged into the Warehouse last accessed. If the Warehouse no longer exists, or this is an initial log in, a screen appears to allow the selection of a viable Warehouse.

Navigation

My DPAS > Account Info > User Dashboard page

Page Fields

The following fields display on the **User Dashboard** page. For more information on each field, select the appropriate hyperlink.

Instructions

User Dashboard

The table below provides the list of instructions.

Number	Value
--------	-------

Change Active Tier

The table below provides the list of instructions.

Number	Value
--------	-------

xxxx

Select an access level.

Red User Info Bar

User Id
Warehouse
Open Warehouse Actions

Change Active Tier

Search for Tier...

User Profile

User Id
IA Training Dt Lst
Days until IA Training Due
Phone Nbr
DSN Nbr
Email Address *

DPAS Access Tab

Level
Roles
Security Commodity Types

Training Status Tab

Curriculum Nbr
Curriculum Name
Curriculum Desc
Cmpltd Dt

(*) Asterisk identifies mandatory fields.




Procedures

DPAS Navigation Helpful Tips

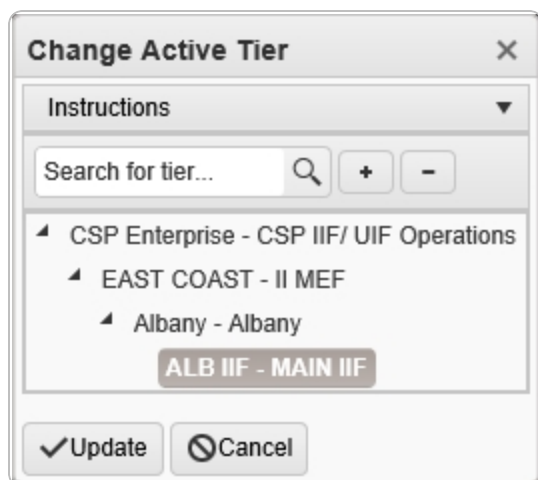




Click the following link to display Warehouse Navigation Tips.

Change the Active Tier

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Warehouse hyperlink. The **Change Active Tier** pop-up window appears, with the existing Warehouse highlighted.



2. Use  to select the different levels available to find the desired Warehouse.
3. Select . The **Change Active Tier** pop-up window closes, and the new Warehouse selection is saved.



View the User Profile

- Select Account Info. The **User Dashboard** page appears, open to the DPAS Access tab.

User Id: GROCEBP Warehouse: ALB IIF Open Warehouse Actions (11293)				Home Links Contact Us Log Out
MyDPAS Catalog Mgmt Materiel Mgmt AIT Mgmt Customer Mgmt Warehouse Mgmt Master Data Mgmt Inquiries History Inquiries Report Manager				
GROCE, PIDGE				
User Id	GROCEBP	Days until IA Training Due	365	
IA Training Dt Lst		DSN Nbr		
Phone Nbr				
* Email Address	nouser@LEIDOS.COM			

- The **USER ID** automatically populates and is not editable.
- The **IA Training DT LST** automatically populates and is not editable.
- The **Days until IA Training Due** automatically populates and is not editable.
- The **PHONE NBR** automatically populates and is not editable.
- The **DSN NBR** automatically populates and is not editable.
- The **E-MAIL Address** automatically populates and is not editable.

View the DPAS Access and Training Status

- Select the DPAS Access tab.

DPAS Access	Training Status
Level: CSP Enterprise->EAST COAST->Albany->ALB IIF - (Warehouse)	
Roles	Security Commodity Types
Armory Officer Materiel Control Officer Program Management Officer Responsible Officer Warehouse Officer	CBRN D - CBRN D CBRN OBSOL - OBSOLETE CBRN D EQUIPMENT COMPONENT - COMPONENTS CSP - CSP ICCE - ICCE ICCE OBSOL - OBSOLETE ICCE EQUIPMENT NAVY - NAVY EQUIPMENT REPAIR - REPAIR PARTS STAP - STAP STAP OBSOL - OBSOLETE STAP EQUIPMENT SUPPLIES - OPERATIONS SUPPORT ITEMS SWS CN - SWS CN SWS OBSOL - OBSOLETE SWS CN EQUIPMENT TRAINING - USE FOR TRAINING ONLY TEST1 323 - TEST 1 TEST2 323 - TEST 2 CSP 2 - CSP 2 CSP 3 - TEST LEIDOS - LEIDOS SUPPLIES

- The **Level** automatically populates and is not editable.
 - The **Roles** automatically populates and is not editable.
 - The **Security Commodity Types** automatically populates and is not editable.
- Select the Training Status tab.



DPAS Access Training Status

User Training

Grid Options

Curriculum Nbr	Curriculum Name	Curriculum Desc	Cmpltd Dt
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	Thu Jan 10 2019 15:04:34 GMT-0500 (Eastern Standard Time)
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	Thu Jan 10 2019 15:04:23 GMT-0500 (Eastern Standard Time)
DPAS9610	Materiel Control Officer	Training for Materiel Control Officer	Thu Jan 10 2019 15:04:10 GMT-0500 (Eastern Standard Time)
DPAS9410	ARMORY OFFICER	Training for Armory Officer	Thu Jan 10 2019 15:03:49 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	Thu Jan 10 2019 15:03:37 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	null
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	null
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	null
DPAS9410	ARMORY OFFICER	Training for Armory Officer	null
DPAS9610	Materiel Control Officer	Training for Materiel Control Officer	null

1

50

items per page

1 - 10 of 10 Items

- The CURRICULUM NBR automatically populates and is not editable.
- The Curriculum Name automatically populates and is not editable.
- The Curriculum Description automatically populates and is not editable.
- The CMLTD DT automatically populates and is not editable.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "."



(period) symbol, and at least 1 alphanumeric character.

Related Topics

- [DPAS Warehouse Overview](#)
- [DPAS Warehouse Navigation](#)
- [DPAS Warehouse Navigation Grid Options Overview](#)



Manage a Stock Number List

Overview

The Warehouse Management module Manage Stock Number Lists process provides the ability to create, update, and delete lists that are used for custom reporting. Stock Number Lists are managed and shared at different Enterprise Levels such as Logistics Program, Region, Site and Warehouse.

Sharing a Stock Number List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their lower levels do not have access.*
- If the list is not shared, it is accessible locally only to the list creator.

Attention



Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists

Page Fields

The following fields display on the **STOCK NBR List** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.



Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
498	Select "View" button to display the list's contents shared by another user.

Stock Number List Grid

Edit / View
 Delete
 List Nm
 Is Shared?
 Share Lvl
 Owning User Nm

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

View the Stock Number List




Select the STOCK NBR List menu item. *The STOCK NBR List grid appears.*



Stock Nbr List

+ Add

Grid Options

		List Nm	Is Shared?	Share Lvl	Owning User Nm
		123	Yes	Region	GROCEBP
		RS23	Yes	Logistics Program	MCCAULEYJC

1

50

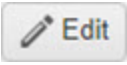
items per page

1 - 2 of 2 items

Add a Stock Number List

Select . The **Add Stock Nbr List** pop-up window appears.

Update a Stock Number List

Select  next to the desired STOCK NBR List. The **Edit Stock Nbr List** pop-up window appears.

Delete a Stock Number List

Select  next to the desired STOCK NBR List. The **Confirm Delete** pop-up window appears.

View a Stock Number List

Select  next to the desired STOCK NBR List. The **View Stock Nbr List** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



No Common Errors have been identified for this page.

Related Topics

- [Add a Stock Number List](#)
- [Update a Stock Number List](#)
- [Delete a Stock Number List](#)
- [View a Stock Number List](#)



Add a Stock Number List

Overview

The Stock Number List Add process provides the ability to create Stock Number Lists for custom reporting. This process also allows sharing at a selected level.

Attention



Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists >  > Add STOCK NBR List pop-up window

Page Fields

The following fields display on the **Add STOCK NBR List** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.



14	Select "Cancel" button to return to previous page.
495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Add Stock Number List Grid

List Nm *

Is Shared?

Share Lvl

Stock Nbrs


STOCK NBRs Grid

Stock Nbr

Item Desc

(*) Asterisk identifies mandatory fields.

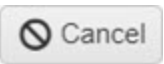
Procedures

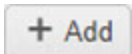


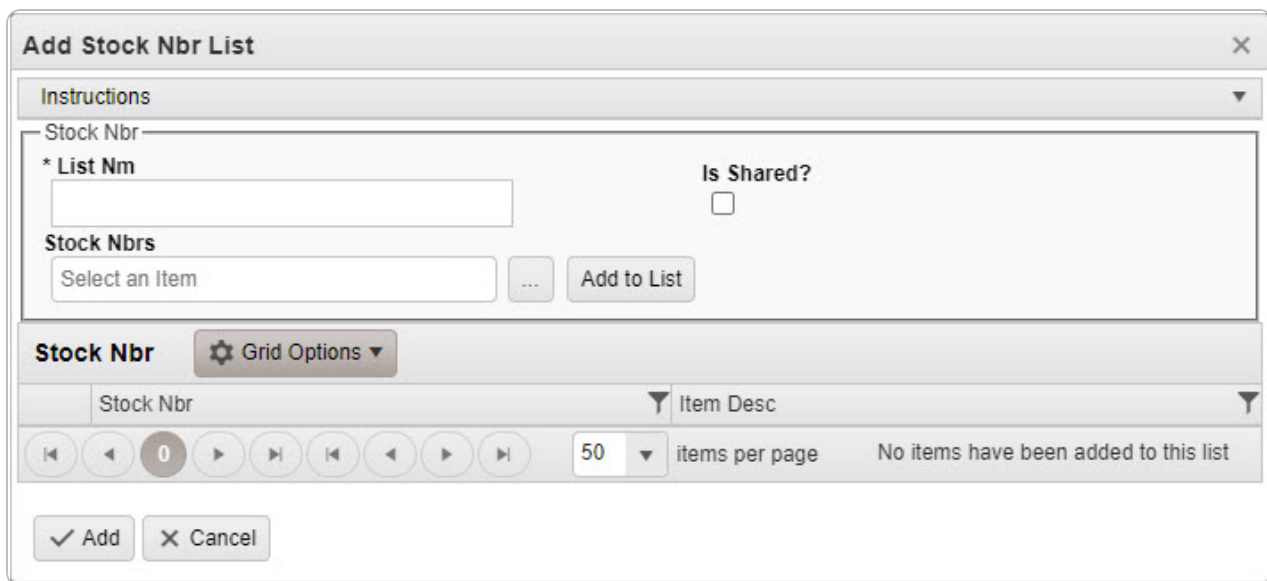
DPAS Navigation Helpful Tips


Click the following link to display Warehouse Navigation Tips.

Add a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  to create a STOCK NBR List. The **Add Stock NBR List** pop-up window appears.



- Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*
- Click 'Is Shared?' ☐. *This allows access to the STOCK NBR Lists. If 'Is Shared?' is selected (☒)*, use  to select the Share Lvl.



Add Stock Nbr List ✕

Instructions

Stock Nbr

*** List Nm**

Is Shared?

☒

Share Lvl

Select an Item
✕
▼

Stock Nbrs


...
Add to List

Stock Nbr

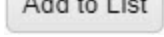
⚙️ Grid Options ▼

Stock Nbr	Item Desc
<div style="display: flex; align-items: center; justify-content: center;"> ⏪ ⏴ 0 ⏵ ⏩ </div> <div style="display: flex; align-items: center; justify-content: center; margin-top: 5px;"> 50 ▼ items per page </div>	
No items have been added to this list	

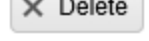
✓ Add
✕ Cancel

4. Enter the STOCK NBRs, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

5. Select  to add the STOCK NBR to the STOCK NBRs Grid. *The STOCK NBR appears in the grid provided.*
6. Repeat steps 4 and 5 to add more STOCK NBRs to the STOCK NBR Grid.

Delete a LIN/TAMCN

Select  next to the desired STOCK NBR. *The **Confirm DeleteStock NBR Delete** pop-up window appears.*

7. Select . *The **Add Stock NBR List** pop-up window closes, and the entry appears as a green row in the STOCK NBR List Grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: List NM.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics


- Manage a Stock Number List
- Update a Stock Number List
- Delete a Stock Number List
- View a Stock Number List

Update a Stock Number List

Overview

The Stock Number List Update process allows editing Stock Number Lists. This process also allows sharing at a selected level.

Attention

 Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists >  > Edit STOCK NBR List pop-up window

Page Fields

The following fields display on the **Edit STOCK NBR List** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).

14	Select "Cancel" button to return to previous page.
495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Edit STOCK NBR List

List Nm *

Is Shared?

Share Lvl

Stock Nbrs


STOCK NBRs Grid

Stock Nbr

Item Desc

(*) Asterisk identifies mandatory fields.


Procedures



DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired STOCK NBR List. The **Edit Stock NBR List** pop-up window appears.

Edit Stock Nbr List
✕

Instructions

Stock Nbr

*** List Nm**


Is Shared?



☐

Stock Nbrs

...

Stock Nbr

 **Grid Options** ▼

	Stock Nbr	Item Desc
	100500M010001	WEAPONS KIT
	1005013715639	SHOTGUN,12 GAGE,RIO

⏪ ⏴ 1 ⏵ ⏩

items per page

1 - 2 of 2 items

- Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*
- Verify the 'Is Shared?' contains the appropriate ☐ or ☒. *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' selected (☒)*, update the Share Lvl, using to select the desired level.



Edit Stock Nbr List ✕

Instructions ▾

Stock Nbr

*** List Nm**

Is Shared?

☒

Share Lvl

Region ▾

Stock Nbrs

Stock Nbr

⚙️ Grid Options ▾


	Stock Nbr	Item Desc
✕ Delete	100500M010001	WEAPONS KIT
✕ Delete	1005013715639	SHOTGUN,12 GAGE,RIO

⏪⏴1⏵⏩

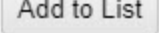
50 ▾

items per page

1 - 2 of 2 items

4. Update the STOCK NBRS, using  to browse for the revised number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

5. Select  to add the revised STOCK NBR to the STOCK NBR Grid. *The STOCK NBR appears in the grid provided.*
6. Repeat steps 4 and 5 to add more STOCK NBRS to the STOCK NBR Grid.

Delete a LIN/TAMCN

Select  next to the desired STOCK NBR. *The **Confirm DeleteStock NBR Delete** pop-up window appears.*

7. Select  **Update** . The **Edit STOCK NBR List** pop-up window closes, and the entry appears as a green row in the **STOCK NBR List Grid**.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: List NM.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Manage a Stock Number List
- Add a Stock Number List
- Delete a Stock Number List
- View a Stock Number List

Delete a Stock Number List

Overview

The Stock Number List Delete process allows the removal of Stock Number Lists no longer used for custom reporting.

Attention



Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists >  Delete > Confirm Delete STOCK NBR List Delete pop-up window

Page Fields

The following fields display on the **Confirm Delete Stock NBR List Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.



STOCK NBR List Delete Grid

Are you sure you want to delete this Stock Nbr List and any associations?


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired STOCK NBR List. The **Confirm Delete STOCK NBR List Delete** pop-up window appears.

Confirm Delete

Instructions


Delete Stock Nbr List
Are you sure you want to delete this Stock Nbr List and any associations?

Delete

Cancel

- Select  . The **Confirm Delete STOCK NBR List Delete** pop-up window closes, and the entry is removed from the STOCK NBR List Grid.

Delete a Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



- Select  next to the desired STOCK NBR. The **Confirm Delete STOCK NBR Delete** pop-up window appears.

Confirm Delete

Are you sure you want to delete 0001000000721 and any associations?

✓ Delete

⊘ Cancel

- Select . The **Confirm Delete STOCK NBR Delete** pop-up window closes, and the entry is removed from the STOCK NBR Grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Manage a Stock Number List
- Add a Stock Number List
- Update a Stock Number List
- View a Stock Number List

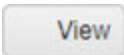


View a Stock Number List

Overview

The Stock Number List View process allows the viewing of Stock Number Lists added by another user and not available for editing or deleting.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists >  > View STOCK NBR List pop-up window

Page Fields

The following fields display on the **View STOCK NBR List** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

STOCK NBR Grid

Stock Nbr
Item Desc


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

View a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired STOCK NBR List. The **View STOCK NBR List** pop-up window appears.

View Stock Nbr List

Stock Nbr

Grid Options

Stock Nbr	Item Desc
1004014523094	RUBBER BALL
1005000179546	HANDLE ASSEMBLY,CHA

1

50

items per page

1 - 2 of 2 items

2. Select . The **VIEW STOCK NBR List** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



No Common Errors have been identified for this page.

Related Topics

- [Manage a Stock Number List](#)
- [Add a Stock Number List](#)
- [Update a Stock Number List](#)
- [Delete a Stock Number List](#)



Manage a LIN/TAMCN List

Overview

The Warehouse Management module Manage LIN/TAMCN Lists process provides the ability to create, update, and delete lists that are used for custom reporting. LIN/TAMCN Lists are managed and shared at different Enterprise Levels such as Logistics Program, Region, Site and Warehouse.

Sharing a LIN/TAMCN List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their lower levels do not have access.*
- If the list is not shared, it is accessible locally only to the list creator.

Attention



Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > LIN/TAMCN Lists

Page Fields

The following fields display on the **LIN/TAMCN List** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.



Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
498	Select "View" button to display the list's contents shared by another user.

LIN/TAMCN List Grid

Edit / View
 Delete
 List Nm
 Is Shared?
 Share Lvl
 Owning User Nm

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

View the LIN/TAMCN List




Select the LIN/TAMCN List menu item. *The LIN/TAMCN List grid appears.*



LIN/TAMCN List

+ Add

Grid Options

		List Nm	Is Shared?	Share Lvl	Owning User Nm
		BPG TEST	Yes	Region	BPGROCE
		TEST3	Yes	Logistics Program	NMLAW

1

50

items per page

1 - 2 of 2 items

Add a LIN/TAMCN List

Select  . The **Add LIN/TAMCN List** pop-up window appears.

Update a LIN/TAMCN List

Select  next to the desired LIN/TAMCN List. The **Edit LIN/TAMCN List** pop-up window appears.

Delete a LIN/TAMCN List

Select  next to the desired LIN/TAMCN List. The **Confirm Delete** pop-up window appears.

View a LIN/TAMCN List

Select  next to the desired LIN/TAMCN List. The **View LIN/TAMCN List** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



No Common Errors have been identified for this page.

Related Topics

- Add a LIN/TAMCN List
- Update a LIN/TAMCN List
- Delete a LIN/TAMCN List
- View a LIN/TAMCN List



Add a LIN/TAMCN List

Overview

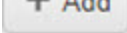
The LIN/TAMCN List Add process provides the ability to create LIN/TAMCN Lists for custom reporting. This process also allows sharing at a selected level.

Attention



Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > LIN/TAMCN Lists >  > Add LIN/TAMCN List pop-up window

Page Fields

The following fields display on the **Add LIN/TAMCN List** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.



14	Select "Cancel" button to return to previous page.
495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Add LIN/TAMCN List Grid

List Nm *

Is Shared?

Share Lvl

LIN/TAMCNs

LIN/TAMCN Grid

LIN/TAMCN

Item Desc

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips

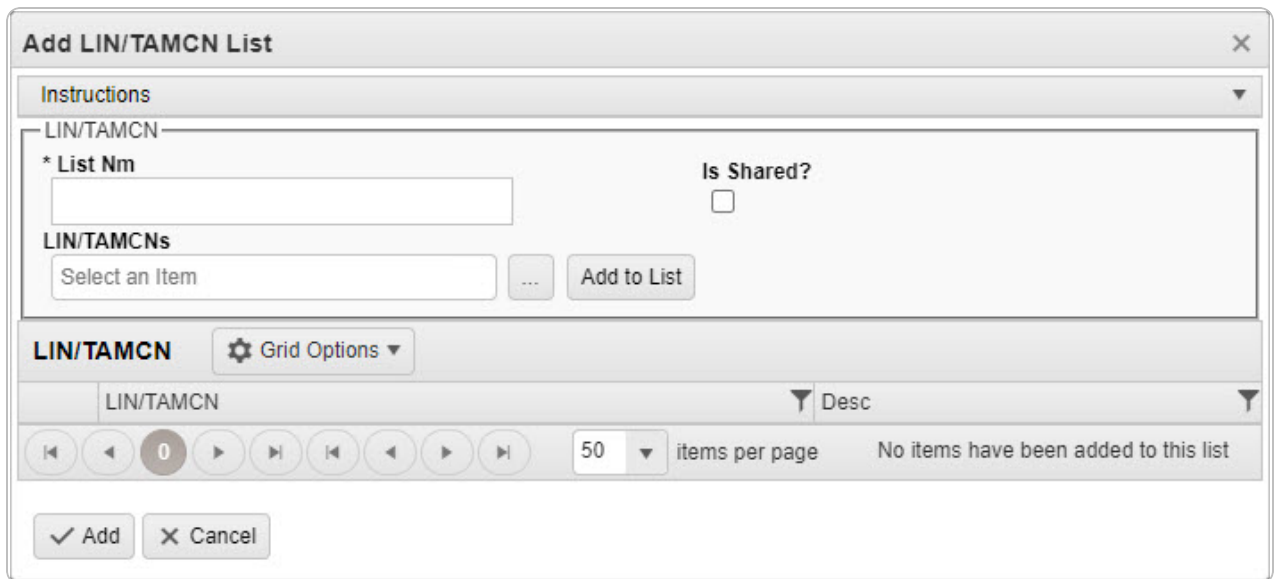



Click the following link to display Warehouse Navigation Tips.

Add a LIN/TAMCN List

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  **Add** to create a LIN/TAMCN List. The **Add LIN/TAMCN List** pop-up window appears.



- Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*
- Click 'Is Shared?' ☐. *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' is selected (☒) , use  to select the Share Lvl.*



Add LIN/TAMCN List ✕

Instructions

LIN/TAMCN

*** List Nm**

Is Shared?

☒

Share Lvl

Select an Item
▼


LIN/TAMCNs

...
Add to List

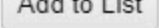
LIN/TAMCN ⚙ Grid Options ▼

LIN/TAMCN	Desc
<div style="display: flex; align-items: center; justify-content: center;"> ⏪ ⏴ 0 ⏵ ⏩ </div> <div style="display: flex; align-items: center; margin-top: 5px;"> 50 ▼ items per page No items have been added to this list </div>	

✓ Add
✕ Cancel

4. Enter the LIN/TAMCNs, or use  to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number/Table of Authorized Materiel Control Number Browse help

5. Select  to add the LIN/TAMCN to the LIN/TAMCN Grid. *The LIN/TAMCN appears in the grid provided.*



Add LIN/TAMCN List
✕

Instructions

LIN/TAMCN

*** List Nm**

Testing

Is Shared?

☒

Share Lvl

Region

LIN/TAMCNs

Select an Item

...

Add to List

LIN/TAMCN

⚙ Grid Options

	LIN/TAMCN	Desc
✕ Delete	0809224	W11 test
✕ Delete	809221	test for W11

0

◀ ▶ ⏪ ⏩ ⏴ ⏵

50

items per page


No items have been added to this list

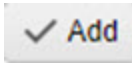
✓ Add

✕ Cancel

- Repeat steps 4 and 5 to add more LIN/TAMCNs to the LIN/TAMCN Grid.

Delete a LIN/TAMCN

Select  next to the desired LIN/TAMCN. The **Confirm Delete LIN/TAMCN Delete** pop-up window appears.

- Select . The **Add LIN/TAMCN List** pop-up window closes, and the entry appears as a green row in the LIN/TAMCN List Grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

ODASD (Logistics)
under A&S Sustainment

— 52 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: <i>List NM.</i>	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Manage a LIN/TAMCN List](#)
- [Update a LIN/TAMCN List](#)
- [Delete a LIN/TAMCN List](#)
- [View a LIN/TAMCN List](#)

Update a LIN/TAMCN List

Overview

The LIN/TAMCN List Update process allows editing LIN/TAMCN Lists. This process also allows sharing at a selected level.

Attention



Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > LIN/TAMCN Lists >  Edit > Edit LIN/TAMCN List pop-up window

Page Fields

The following fields display on the **Edit LIN/TAMCN List** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).



14	Select "Cancel" button to return to previous page.
495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Edit LIN/TAMCN List Grid

List Nm *

Is Shared?

Share Lvl

LIN/TAMCNs

LIN/TAMCN Grid


LIN/TAMCN

Item Desc

(*) Asterisk identifies mandatory fields.

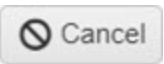
Procedures

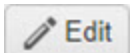
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a LIN/TAMCN List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired LIN/TAMCN List. The **Edit LIN/TAMCN List** pop-up window appears.

Edit LIN/TAMCN List ✕

Instructions

LIN/TAMCN

*** List Nm**

Is Shared?
☐

LIN/TAMCNs

LIN/TAMCN ⚙ Grid Options ▼

	LIN/TAMCN	Desc
✕ Delete	A00267G	rad
✕ Delete	A02422	TESTING OCT 14

items per page

1 - 2 of 2 items

- Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*
- Verify the 'Is Shared?' contains the appropriate ☐ or ☒. *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' selected (☒)*, update the Share Lvl, using to select the desired level.

Edit LIN/TAMCN List
✕

Instructions
▼

LIN/TAMCN
✕

*** List Nm**

BPG TEST

Is Shared?

☒

Share Lvl

Region

LIN/TAMCNs

Select an Item

...

Add to List

LIN/TAMCN

⚙️ Grid Options ▼

	LIN/TAMCN	Desc
✕ Delete	A00267G	rad
✕ Delete	A02422	TESTING OCT 14

⏪ ⏴ 1 ⏵ ⏩

50

items per page

1 - 2 of 2 items

✓ Update

✕ Cancel

4. Update the LIN/TAMCNs, using ... to browse for the revised identifier. *This is a 10 alpha-numeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

5. Select Add to List to add the revised LIN/TAMCN to the LIN/TAMCN Grid. *The LIN/TAMCN appears in the grid provided.*
6. Repeat steps 4 and 5 to add more LIN/TAMCNs to the LIN/TAMCN Grid.

Delete a LIN/TAMCN

Select ✕ Delete next to the desired LIN/TAMCN. *The **Confirm Delete LIN/TAMCN Delete** pop-up window appears.*



- Select . The **Edit LIN/TAMCN List** pop-up window closes, and the entry appears as a green row in the LIN/TAMCN List Grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: List NM.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Manage a LIN/TAMCN List
- Add a LIN/TAMCN List
- Delete a LIN/TAMCN List
- View a LIN/TAMCN List

Delete a LIN/TAMCN List

Overview

The LIN/TAMCN List Delete process allows the removal of LIN/TAMCN Lists no longer used for custom reporting.

Attention



Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > LIN/TAMCN Lists >

X Delete

 > Confirm Delete
LIN/TAMCNList Delete pop-up window

Page Fields

The following fields display on the **Confirm Delete LIN/TAMCN List Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.



LIN/TAMCN List Delete Grid

Are you sure you want to delete this LIN/TAMCN List and any associations?


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a LIN/TAMCN List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. Select  next to the desired LIN/TAMCN List. The **Confirm Delete LIN/TAMCN List Delete** pop-up window appears.

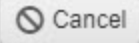
Confirm Delete

Instructions

Delete LIN/TAMCN List


Are you sure you want to delete this LIN/TAMCN List and any associations?





2. Select . The **Confirm Delete LIN/TAMCN List Delete** pop-up window closes, and the entry is removed from the LIN/TAMCN List Grid.

Delete a LIN/TAMCN

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select next to the desired LIN/TAMCN. The **Confirm Delete LIN/TAMCN Delete** pop-up window appears.

Confirm Delete
✕

Are you sure you want to delete 0001000000721 and any associations?

2. Select . The **Confirm Delete LIN/TAMCN Delete** pop-up window closes, and the entry is removed from the LIN/TAMCN Grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Manage a LIN/TAMCN List
- Add a LIN/TAMCN List
- Update a LIN/TAMCN List
- View a LIN/TAMCN List



View a LIN/TAMCN List

Overview

The LIN/TAMCN List View process allows the viewing of LIN/TAMCN Lists added by another user and not available for editing or deleting.

Navigation

My DPAS > Manage Lists > LIN/TAMCN Lists >

View

 > View LIN/TAMCN List pop-up window

Page Fields

The following fields display on the **View LIN/TAMCN List** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

LIN/TAMCN Grid

LIN/TAMCN
Item Desc

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View a LIN/TAMCN List

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select next to the desired LIN/TAMCN List. The **View LIN/TAMCN List** pop-up window appears.

View LIN/TAMCN List

Instructions

LIN/TAMCN

Grid Options

LIN/TAMCN	Desc
A02812	TEST
A10080	A10080

1

50

items per page

1 - 2 of 2 items

2. Select . The **View LIN/TAMCN List** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

No Common Errors have been identified for this page.

Related Topics

- Manage a LIN/TAMCN List
- Add a LIN/TAMCN List
- Update a LIN/TAMCN List
- Delete a LIN/TAMCN List





Collateral Item


Overview

The WAREHOUSE MGMT module Collateral Item process provides the ability to associate one or more collateral items with its Parent Item (STOCK NBR), which integrates into the responsibility of maintaining the User Catalog that is associated with the Logistics Program. The process views what items are associated with another item. For example, when someone requests to be issued skis, the warehouse clerk uses this process to view what collateral items may need to be issued to outfit the requester such as boots, poles, bindings, etc.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

CATALOG MGMT > Collateral Item > Collateral Item page

Page Fields

The following fields display on the **Collateral Item** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.
408	Enter at least one "Detail" row when a "Master" row is entered.
416	Select "Save Changes" button to process all changes made to Detail records

Search Criteria Grid

Stock Nbr

Collateral Stock Nbr

Item Desc

Collateral Item Desc

i

i

i

i

Collateral Item Grid

Stock Nbr

Item Desc

Mgmt Cd

Primary Attachment

Remarks

Optional

Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
Program Id

Collateral Stock Item Grid

Collateral Stock Nbr
Collateral Item Desc
Collateral Mgmt Cd
Collateral Stocking UI
Collateral Qty

Optional

Established By
Last Updated By
LIN/TAMCN
Program Id


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Collateral Item

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions



Search Criteria



Stock Nbr ...



Collateral Stock Nbr ...

Item Desc



Collateral Item Desc

- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Use  or  to assist with the COLLATERAL STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the COLLATERAL ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*


2. Select . *The Search Results are displayed in the Collateral Item grid.*

Collateral Item		+ Add		Grid Options					
		Stock Nbr	Item Desc	Mgmt Cd	Primary	Remarks			
▶		8465004313776	SKIS	A - Serial Number Managed					
▶		846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed					
		1		50		items per page	1 - 2 of 2 items		

Add a Collateral Item Record

Select . *The **Add Collateral Item** pop-up window appears.*

Update a COLLATERAL STOCK NBR

- Click  next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*



Collateral Item

+ Add

Grid Options

	Stock Nbr	Item Desc	Mgmt Cd	Primary ...	Remarks
<div>X Delete</div>	8465004313776	SKIS	A - Serial Number Managed		

+ Add

Save Changes

Cancel

Grid Options

	Browse...	Collateral Stock Nbr	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
<div>X Mark Deleted</div>		3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	<div>2</div>

1

50 items per page

1 - 1 of 1 items

<div>X Delete</div>	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed		
---------------------	---------------	----------------------	------------------	--	--

1

50 items per page

1 - 2 of 2 items

- Select

under the Collateral QTY column to change the quantity. *The field changes to allow an entry.*

Collateral Item

+ Add

Grid Options

	Stock Nbr	Item Desc	Mgmt Cd	Primary ...	Remarks
<div>X Delete</div>	8465004313776	SKIS	A - Serial Number Managed		

+ Add

Save Changes

Cancel

Grid Options

	Browse...	Collateral Stock Nbr	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
<div>X Mark Deleted</div>		3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	<div>2</div>

1

50 items per page

1 - 1 of 1 items

<div>X Delete</div>	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed		
---------------------	---------------	----------------------	------------------	--	--

1

50 items per page

1 - 2 of 2 items

- Enter or use

to choose the Collateral QTY.
- Select

Save Changes

. *The row is saved and becomes read-only.*

Delete a Collateral Item Record

- Select

X Delete

 . *The **Delete Collateral Item** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 — STOCK NBR cannot be the same as the Master STOCK NBR.	Invalid Entry. The COLLATERAL STOCK NBR cannot be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exists in the CATALOG STOCK NBR table for the Warehouse.

1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.

Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.

xxxx — Wild-card is not permitted.

Remove the wildcard (%).

Related Topics

- Add a Collateral Item
- Delete a Collateral Item




Add a Collateral Item

Overview

The Collateral Item Add process provides the ability to add one or more collateral items with its Parent Item (STOCK NBR).

Note

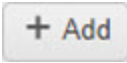


Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Collateral Item >  > Add Collateral Item pop-up window

Page Fields

The following fields display on the **Add Collateral Item** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.


21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Collateral Item

Stock Nbr *


Item Desc

Mgmt Cd

Collateral Stock Nbr *


Collateral Item Desc

Collateral Mgmt Cd

Collateral Stocking UI

Collateral Qty *

Add / Edit Remarks


Remarks

History Remarks

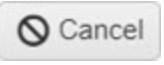
(*) Asterisk identifies mandatory fields.

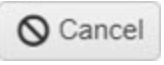
Procedures

DPAS Navigation Helpful Tips

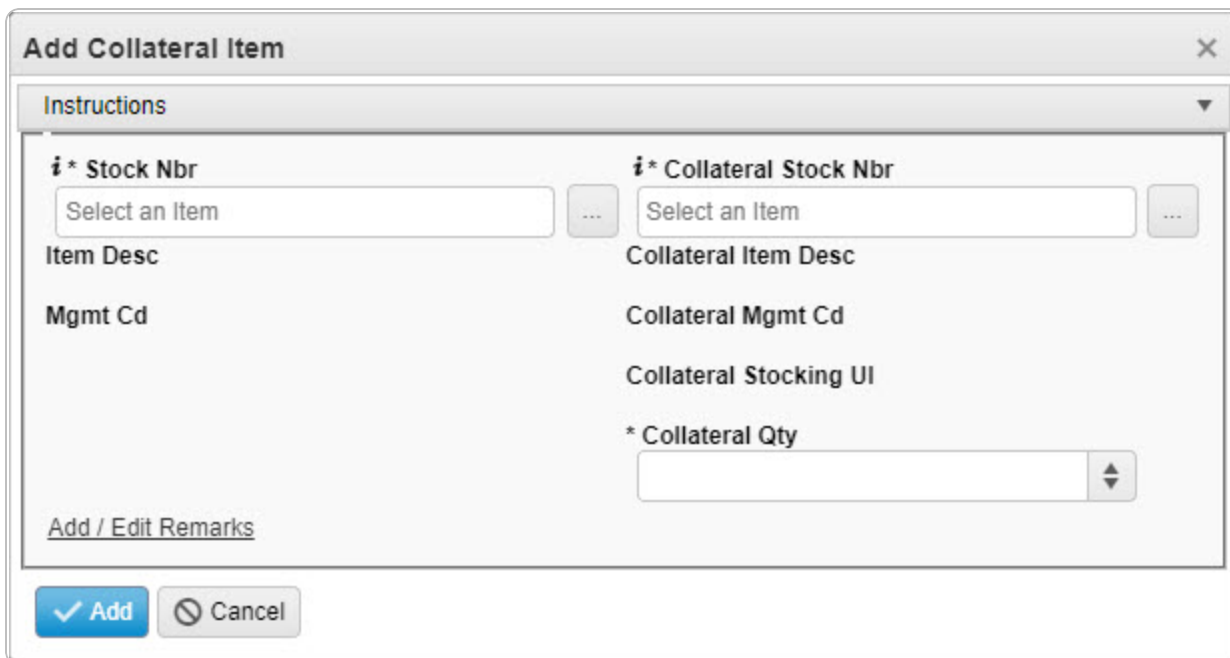

Click the following link to display Warehouse Navigation Tips.

Add a Collateral Item


Cancel




Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Collateral Item** pop-up window appears.






The "Add Collateral Item" window contains the following fields and controls:

- Instructions** (dropdown menu)
- * Stock Nbr**: Input field with "Select an Item" placeholder and a browse button (...).
- * Collateral Stock Nbr**: Input field with "Select an Item" placeholder and a browse button (...).
- Item Desc**: Text field.
- Collateral Item Desc**: Text field.
- Mgmt Cd**: Text field.
- Collateral Mgmt Cd**: Text field.
- Collateral Stocking UI**: Text field.
- * Collateral Qty**: Spinner control.
- Add / Edit Remarks**: Hyperlink at the bottom left.
- Buttons**: "Add" (blue checkmark) and "Cancel" (grey X) at the bottom.


2. Enter the STOCK NBR, or use  to browse for the entry. The *ITEM DESC* and *MGMT CD* automatically populate.
Stock Number Browse help
3. Enter the COLLATERAL STOCK NBR, or use  to browse for the entry. The *COLLATERAL ITEM DESC*, *COLLATERAL MGMT CD*, and *COLLATERAL STOCKING UI* automatically populate.
Stock Number Browse help
4. Enter or use  to choose the Collateral QTY.
5. Select the Add/Edit Remarks hyperlink. The *Remarks* and *History Remarks* fields appear.
 - A. Enter the Remarks in the field provided. This is a 1,024 alphanumeric character field.
 - B. Enter the History Remarks in the field provided. This is a 1,024 alphanumeric character field.






- Select . The new Collateral Item record is added to the top of the Collateral Item grid (highlighted in green).





Collateral Item						
<div> <div>+ Add</div> <div>Grid Options</div> </div>						
	Stock Nbr	Item Desc	Mgmt Cd	Primary	Remarks	
	6510014999285	WOUND PACK,HEMOSTATIC TREATMENT	B - Bulk Managed		BPG Test	
	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			
<div> <div>1</div> <div>50 items per page</div> <div>1 - 2 of 2 items</div> </div>						

Add a COLLATERAL STOCK NBR

- Click  next to the desired Collateral Item record. The record expands to display the COLLATERAL STOCK NBR entries.

Collateral Item						
<div> <div>+ Add</div> <div>Grid Options</div> </div>						
	Stock Nbr	Item Desc	Mgmt Cd	Primary	Remarks	
	8465004313776	SKIS	A - Serial Number Managed			
<div> <div>+ Add</div> <div>Save Changes</div> <div>Cancel</div> <div>Grid Options</div> </div>						
	Browse...	Collateral Stock Nbr	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
		3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	2
<div> <div>1</div> <div>50 items per page</div> <div>1 - 1 of 1 items</div> </div>						
	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			
<div> <div>1</div> <div>50 items per page</div> <div>1 - 2 of 2 items</div> </div>						

- Select . A new blank row appears, to insert a new entry.

Collateral Item						
<div> <div>+ Add</div> <div>Grid Options</div> </div>						
	Stock Nbr	Item Desc	Mgmt Cd	Primary	Remarks	
	8465004313776	SKIS	A - Serial Number Managed			
<div> <div>+ Add</div> <div>Save Changes</div> <div>Cancel</div> <div>Grid Options</div> </div>						
	Browse...	Collateral Stock Nbr	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
						1
		3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	2
<div> <div>1</div> <div>50 items per page</div> <div>1 - 2 of 2 items</div> </div>						
	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			
<div> <div>1</div> <div>50 items per page</div> <div>1 - 2 of 2 items</div> </div>						






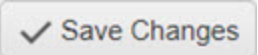
- Enter the COLLATERAL STOCK NBR, or use  to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

Note



If an incorrect COLLATERAL STOCK NBR is selected, use  again to browse and select the correct COLLATERAL STOCK NBR.

- Select  to change the default quantity in the Collateral QTY column. *Enter the new quantity, or use  to change the quantity.*
- Repeat steps 2 - 4 to add multiple entries.
- Select . *The row is saved and becomes read-only.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alpha-numeric field.



48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 — STOCK NBR cannot be the same as the Master STOCK NBR.	Invalid Entry. The COLLATERAL STOCK NBR cannot be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exist in the CATALOG STOCK NBR table for the Warehouse.
1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.
xxxx — Wild-card is not permitted.	Remove the wildcard (%).

Related Topics


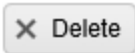
- [Collateral Item Overview](#)
- [Delete a Collateral Item](#)

Delete a Collateral Item

Overview

The Collateral Item Delete process provides the ability to remove a Collateral Item record or the Collateral Stock Number part of the Collateral Number.

Navigation

CATALOG MGMT > Collateral Item >  (desired record) >  > Confirm Delete
(Delete Collateral Item) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Collateral Item)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Confirm Delete (Delete Collateral Item)

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.



Confirm Delete (Delete Collateral Stock Number)

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Collateral Item)

History Remarks

Confirm Delete (Delete Collateral Stock Number)

History Remarks


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Collateral Item

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  The **Confirm Delete (Delete Collateral Item)** pop-up window appears.



X

Instructions ▾

Delete Collateral Item

Are you sure you want to delete this Collateral Item and any associations?


History Remarks

X Delete

⌂ Cancel

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select X Delete . *The Collateral Item is removed from the grid.*

Delete a COLLATERAL STOCK NBR

- Click  next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*

Collateral Item

+ Add
⚙ Grid Options ▾

	Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks ...	
X Delete	8465004313776	SKIS	A - Serial Number Managed			

+ Add
✓ Save Changes
⌂ Cancel
⚙ Grid Options ▾

Browse...

	Collateral Stock Nbr ↑	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
X Mark Deleted	3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	2

⏪
⏩
1
⏪
⏩
⏪
⏩

50 ▾ items per page

1 - 1 of 1 items

	Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks ...	
X Delete	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			

⏪
⏩
1
⏪
⏩
⏪
⏩

50 ▾ items per page

1 - 2 of 2 items

- Select X Mark Deleted . *The **Confirm Delete** pop-up window appears.*



×

Confirm Delete

Instructions

Delete Collateral Item

Are you sure you want to delete this Collateral Item and any associations?

History Remarks

× Delete
 ⌛ Cancel

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select × Delete . *The pop-up window closes and the entry is grayed out.*
5. Select ✓ Save Changes . *Entries marked for deletion are removed from the Collateral Item record.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.



xxxx - Wild-card is not permitted.

Remove the wildcard (%).

Related Topics

- Collateral Item Overview
- Add a Collateral Item



Commodity Type

Overview

The WAREHOUSE MGMT module Commodity Type process provides the ability to group Stock Numbers at the Enterprise Catalog level, while limiting user access to specific assets based upon the Commodity Type.

The Commodity Types are created from the Catalog menu and must be built before they can be used in defining Stock Numbers and establishing user access restrictions.

Navigation

CATALOG MGMT > Commodity Type > Commodity Type page

Page Fields

The following fields display on the **Commodity Type** page. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable

tables.

Commodity Type Grid

Edit
Delete
Commodity Type
Keep on original warehouse inventory on unit transfer?
Commodity Type Desc
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Remarks

Optional

Generate when Unit has an Open Physical Inventory?
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.













Helpful Tip



The Search Criteria Grid is *not available* on this page. The buttons in the Grid Display are used to search and filter for records.

Commodity Type
+ Add
Grid Options

	Commodity Type	Keep on original warehouse inventory on unit transfer?	Commodity Type Desc	Reporting Interval	Reporting Unit	Auto-Generate within Days	Date of Month	Remarks
	 BPG TEST 1	No	BPG TEST ONE	10	DAYS	20		
	 BPG TEST 2	Yes	BPG TEST TWO	6	MONTHS	20		BPG Test for over 50
	 BPG TEST 3	No	BPG TEST THREE	1	QUARTERS	2		
	 BPG TEST 4	Yes	BPG TEST FOUR	5	YEARS	10		BPG Test for over 50
	 BPG TEST 5	No	BPG TEST FIVE		SET-DATE		15	

1 2

50 items per page

1 - 50 of 69 items

Add a Commodity Type

Select . The **Add a Commodity Type** pop-up window appears.

Update a Commodity Type

Select . The **Update a Commodity Type** pop-up window appears.

Delete a Commodity Type

Select . The **Delete a Commodity Type** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Add a Commodity Type
- Update a Commodity Type
- Delete a Commodity Type

Add a Commodity Type

Overview

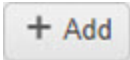
The Commodity Type Add process provides the ability to create new Commodity Types. The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note



The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type >  > Add Commodity Type pop-up window

Page Fields

The following fields display on the **Add a Commodity Type** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.



14

Select "Cancel" button to return to previous page.

Add Commodity Type

Commodity Type Tab

Commodity Type *

Commodity Type Desc *

Keep on original warehouse inventory on unit transfer?

Add / Edit Remarks

Remarks

History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit

Reporting Interval

Date of Month

Auto-Generate within Days

Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips




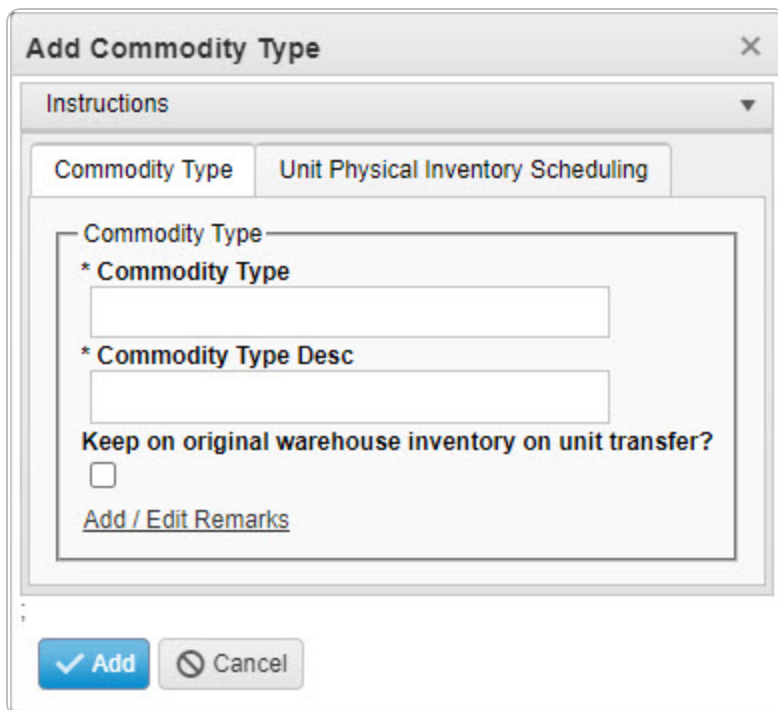
Click the following link to display Warehouse Navigation Tips.



Add a Commodity Type

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  **Add**. The **Add a Commodity Type** pop-up window appears, open to the **Commodity Type** tab.

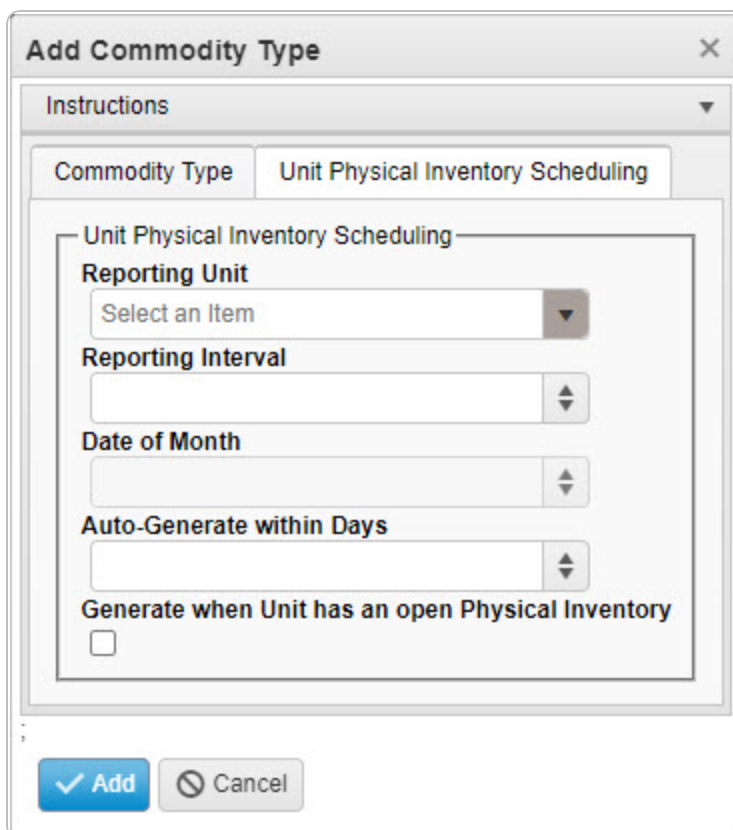






- Enter the Commodity Type in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Commodity Type DESC in the field provided. *This is a 125 alphanumeric character field.*
- Click ☐ to select the Keep on original warehouse inventory on unit transfer?. *This requires the unit transfer to stay in the same warehouse.*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*



- A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*







6. Select the Unit Physical Inventory Scheduling tab.



- 7. Use  to select the Reporting Unit.
- 8. Use  to choose the Reporting Interval.
- 9. Use  to choose the Date of Month.
- 10. Use  to choose the Auto-Generate within Days.
- 11. Click ☐ to select the Generate when Unit has an Open Physical Inventory. *This determines whether inventory requests are generated regardless of other open requests.*



12. Click  . The new Commodity Type appears in green at the top of the grid.

Commodity Type									
		Commodity Type	Keep on original warehouse inventory on unit transfer?	Commodity Type Desc	Reporting Interval	Reporting Unit	Auto-Generate within Days	Date of Month	Remarks
		JMN123	No	TEST FOR BNPG	6	MONTHS	5		BPG Test
		PG	No	PERSONAL GEAR	3	Months			TFS24735
		CBRN	Yes	CHEM BIO RAD NUC	3	MONTHS			TFS24735

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: <i>Commodity Type</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>COMMODITY TYPE DESC</i>.	
350 — Must be alpha-numeric with supported special characters \$, —, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.



161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Commodity Type Overview](#)
- [Update a Commodity Type](#)
- [Delete a Commodity Type](#)



Update a Commodity Type

Overview

The Commodity Type Update process allows editing of a Commodity Type record. The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note



The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type >  > Update Community Type pop-up window

Page Fields

The following fields are displayed on the **Update a Commodity Type** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).



14

Select "Cancel" button to return to previous page.

Update Commodity Type

Commodity Type Tab

Commodity Type *
Commodity Type Desc *
Keep on original warehouse inventory on unit transfer?
Add / Edit Remarks

Remarks
History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit
Reporting Interval
Auto-Generate within Days
Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures

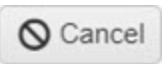
DPAS Navigation Helpful Tips

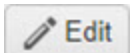
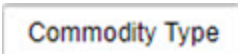


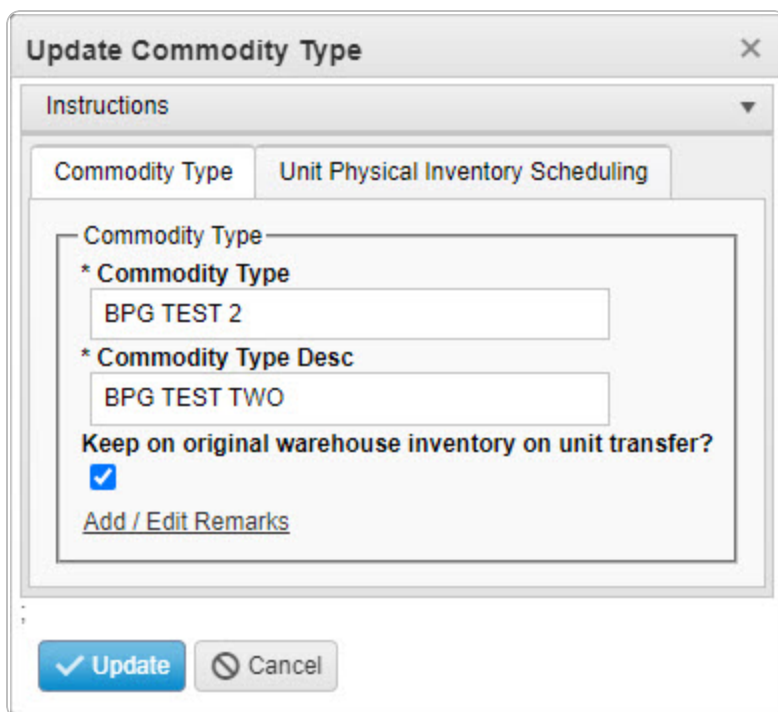
Click the following link to display Warehouse Navigation Tips.



Update a Commodity Type

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Update a Commodity Type** pop-up window appears, open to the  tab.

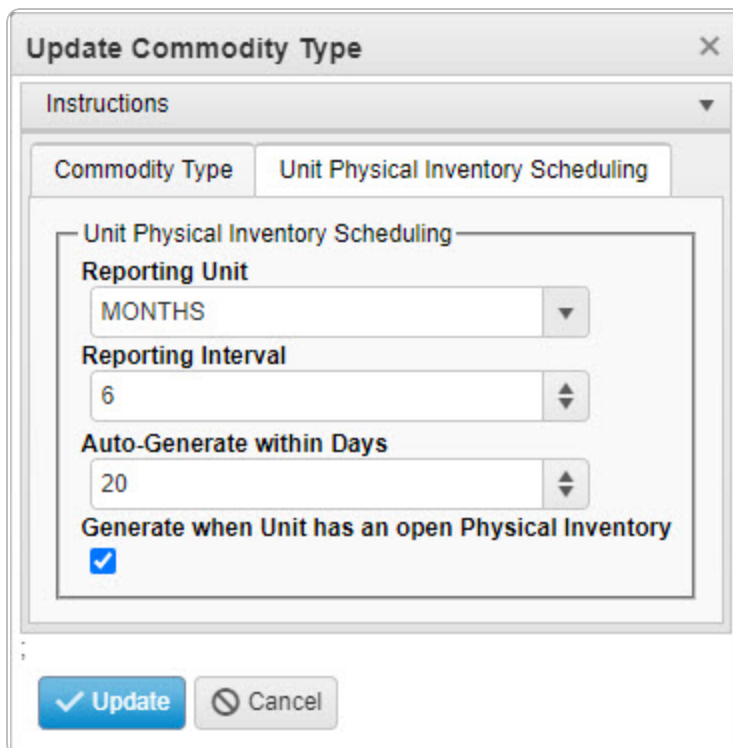





- Update the Commodity Type, entering the revised type in the field provided. *This is a 10 alphanumeric character field.*
- Update the Commodity Type DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
- Verify the Keep on original warehouse inventory on unit transfer? contains the appropriate ☐ or ☒. *This requires the unit transfer to stay in the same warehouse.*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*



- A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select the Unit Physical Inventory Scheduling tab.



7. Update the Reporting Unit, using  to select the desired measurement of time.
8. Update the Reporting Interval, using  to choose the revised time frame.
9. Update the Auto-Generate within Days, using  to choose the revised amount.
10. Verify the Generate when Unit has an Open Physical Inventory contains the appropriate ☐ or ☒. *This determines whether inventory requests are generated regardless of other open requests.*
11. Click ✓ Update. *The revised Commodity Type appears in green.*

Commodity Type		Commodity Type	Keep on original warehouse inventory on unit transfer?	Commodity Type Desc	Reporting Interval	Reporting Unit	Auto-Generate within Days	Date of Month	Remarks
		BPG TEST 1	No	BPG TEST ONE	10	DAYS	20		
		BPG TEST 2	Yes	BPG TEST TWO	6	MONTHS	20		BPG Test for over 50
		BPG TEST 3	No	BPG TEST THREE	1	QUARTERS	2		

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: <i>Commodity Type</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>COMMODITY TYPE DESC</i>.	
350 — Must be alpha-numeric with supported special characters \$, —, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.



<p>alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space.</p>	<p>Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>1035 — Update invalid. Commodity Type is associated with one or more Stock NBRs.</p>	<p>Invalid Edit. The Commodity Type cannot be updated when there is one or more STOCK NBRs attached to the Commodity Type. Remove the STOCK NBRs and try again.</p>
<p>1036 — Update invalid. Commodity Type is associated with one or more Users.</p>	<p>Invalid Edit. The Commodity Type cannot be updated when there is one or more Users attached to the Commodity Type. Remove the Users and try again.</p>

Related Topics

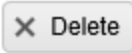
- [Commodity Type Overview](#)
- [Add a Commodity Type](#)
- [Delete a Commodity Type](#)

Delete a Commodity Type

Overview

The Commodity Type Delete process allows removal of a Commodity Type record.

Navigation

CATALOG MGMT > Commodity Type >  > Confirm Delete (Delete Commodity Type) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Commodity Type)** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Commodity Type)

History Remarks




Procedures

DPAS Navigation Helpful Tips

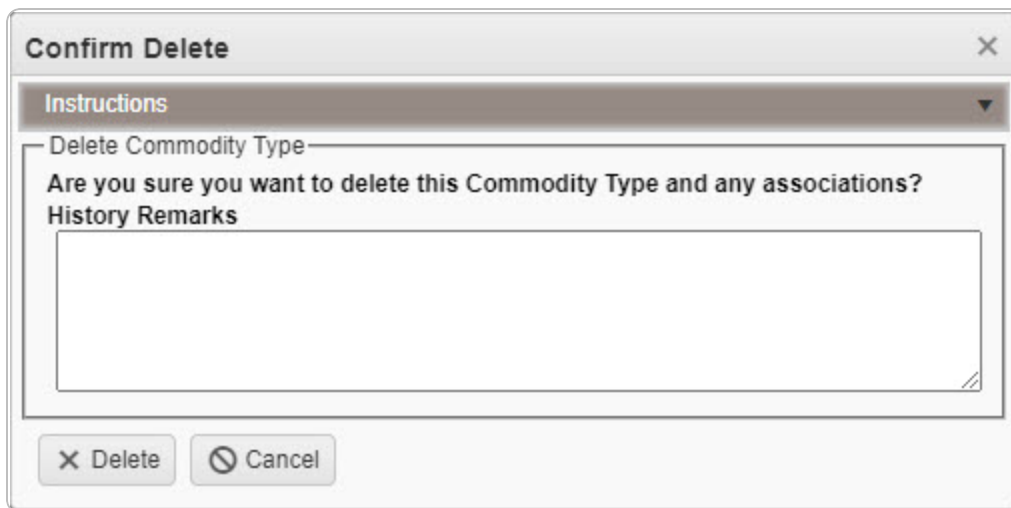


Click the following link to display Warehouse Navigation Tips.

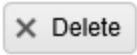
Delete a Commodity Type

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Confirm Delete (Delete Commodity Type)** pop-up window appears.



The image shows a 'Confirm Delete' dialog box. It has a title bar with a close button. Inside, there's a section titled 'Instructions' with a dropdown arrow. Below it, the text reads: 'Delete Commodity Type', 'Are you sure you want to delete this Commodity Type and any associations?', and 'History Remarks'. There is a large text input field for 'History Remarks'. At the bottom, there are two buttons: 'Delete' and 'Cancel'.

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Click . The Commodity Type is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
350 — Must be alpha-numeric with supported special characters \$, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, — , /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
1034 — Delete invalid. Commodity Type is associated with one or more Users.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more Users attached to the Commodity Type. Remove the Users and try again.
1033 — Delete invalid. Commodity Type is associated with one or more STOCK NBRs.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more STOCK NBRs attached to the Commodity Type. Remove the STOCK NBRs and try again.

Related Topics

- [Commodity Type Overview](#)
- [Add a Commodity Type](#)
- [Update a Commodity Type](#)

LIN/TAMCN Overview

Overview

The WAREHOUSE MGMT module Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) process provides the ability to associate individual stock numbers into product family groups within a catalog. They are also used with authorizations and stocking levels.

Navigation

CATALOG MGMT > LIN/TAMCN > LIN/TAMCN page

Page Fields

The following fields display on the **LIN/TAMCN** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the LIN/TAMCN Search Results page.
526	Select "Reset" to clear the LIN/TAMCN Search Criteria.
527	Select "Grid Options" for additional actions to perform on the LIN/TAMCN data.



528	Select "Add" to create a new LIN/TAMCN record.
529	Select "Edit" to update the selected LIN/TAMCN record(s).
530	Select "Delete" to remove the selected LIN/TAMCN record(s).
531	Select "Attachments" to add or view an attached document to the selected LIN/TAMCN record(s).

Search Criteria

LIN/TAMCN
 LIN/TAMCN Desc
 Size Category
 Status

LIN/TAMCN Results Grid

LIN/TAMCN
 LIN/TAMCN Desc
 Size Category
 Status
 Primary Attachment

Optional

Established By
 Established Dt/Tm
 Last Updated By
 Last Transaction Dt/Tm
 Program Id
 Remarks
 History Remarks




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a LIN/TAMCN Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.

Search Criteria ^

<p>LIN/TAMCN <input style="width: 150px;" type="text" value="All"/></p>	<p>LIN/TAMCN Desc <input style="width: 150px;" type="text"/></p>
<p>Size Category <input style="width: 150px;" type="text"/></p>	<p>Status <input style="width: 150px;" type="text" value="All"/></p>

Reset
 Search

- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*
- Enter the LIN/TAMCN DESC in the field provided. *This is a 64 alphanumeric character field.*
- Use to select the Status.

2. Select . *The Search Results appear.*



Search Results ^

Options ▾
+ Add
Edit
Delete
History
Attachments

	LIN/TAMCN	LIN/TAMCN Desc	Size Category	Status	Attachments
<input type="checkbox"/>	A02812	TEST	--	ACTIVE	--
<input type="checkbox"/>	A03195	TEST	--	ACTIVE	--
<input type="checkbox"/>	TEST8922	test	VG056 GAITER, BOOT C/W, C	ACTIVE	--

Selected 0/3

10 items per page
1 - 3 of 3 items

Add a LIN/TAMCN

Select + Add. The **Add a LIN/TAMCN** pop-up window appears.

Update a LIN/TAMCN



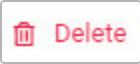
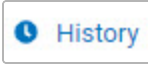


- Click ☐ to select the desired entry. The LIN/TAMCN row is highlighted, and Edit, Delete, History, and Attachments become available.
- Select Edit. The **Update a LIN/TAMCN** pop-up window appears.

Delete a LIN/TAMCN

- Click ☐ to select the desired entry. The LIN/TAMCN row is highlighted, and Edit, Delete, History, and Attachments become available.
- Select Delete. The **Delete a LIN/TAMCN** pop-up window appears.



View a LIN/TAMCN History

- Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and , , , and  become available.*
- Select . *The **LIN/TAMCN History** pop-up window appears.*

Add an Attachment to a LIN/TAMCN

- Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and , , , and  become available.*
- Select . *The **Add a LIN/TAMCN Attachment** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History



- Add a LIN/TAMCN Attachment

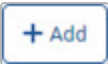


Add a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Add process provides the ability to create new LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN >  > Add LIN/TAMCN slide-out window

Page Fields

The following fields display on the **Add LIN/TAMCN** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

LIN/TAMCN Add

LIN/TAMCN *
LIN/TAMCN Desc *
Size Category
Status *
Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a LIN/TAMCN Record

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

- Select . The **Add LIN/TAMCN** pop-up window displays.

Add LIN/TAMCN
×

[▶ Instructions / Help](#)

LIN/TAMCN

* LIN/TAMCN

Size Category



* LIN/TAMCN Desc


* Status ACTIVE ▼

Remarks

Remarks


History Remarks

- Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help



3. Use to select the Size Category.
4. Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*
5. Use to select the Status.
6. Select the Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select  **Save**. *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.



<p>13 — Mandatory Entry: <i>LIN/TAMCN.</i></p>	
<p>13 — Mandatory Entry: <i>LIN/TAMCN DESC.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>2 — Invalid entry <i>LIN/TAMCN.</i></p>	<p>Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.</p>
<p>463 — LIN/TAMCN already exists, cannot process an "Add".</p>	<p>Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.</p>
<p>307 — DESC must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- [LIN/TAMCN Overview](#)
- [Update a LIN/TAMCN](#)
- [Delete a LIN/TAMCN](#)
- [View the LIN/TAMCN History](#)
- [Add an Attachment to a LIN/TAMCN Record](#)

Add Attachments to a LIN/TAMCN

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) Add Attachments process provides the ability to attach documents to the LIN/TAMCN.

Navigation

CATALOG MGMT > LIN/TAMCN > Search > ☐ (desired record) > [Attachments](#)
> LIN/TAMCN Attachments slide-out window

Page Fields

The following fields display on the **LIN/TAMCN Attachments** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Add Attachments

LIN/TAMCN
Description
Attachments


Procedures



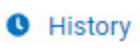


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a File to a LIN/TAMCN Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The LIN/TAMCN row is highlighted, and , , , and  become available.
2. Select . The **LIN/TAMCN Attachments** slide-out window appears.

LIN/TAMCN Attachments
×

▶ [Instructions / Help](#)

LIN/TAMCN	A02812	Description	TEST
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Attachments ^

Attachments


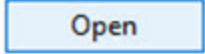

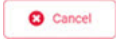


Drop files here...

🔍


✖ Cancel


- A. Verify the LIN/TAMCN.
- B. Verify the Description.
- C. Complete the Attachments grid.



- D. Use  to browse for the attachment. *The Windows **Choose File to Upload** pop-up window appears.*
- E. Choose the file to attach, and select it.
- F. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears under the .*
- G. Select  or . *The LIN/TAMCN Attachments slide-out window closes and the attached file () appears in the Attachments section. The number on the attached file image corresponds with the number of files attached.*

Remove an Attachment



- a. Select  next to the desired attachment. *The **Remove Attachment** pop-up window appears.*



Are you sure you wish to remove this attachment?

✕ Cancel

✓ Confirm

- b. Choose one of the following options:
 - Select . *The attachment is kept and the deletion is canceled.*
 - Select  to confirm the deletion. *The attachment is removed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History



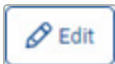


Update a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Update process allows editing of LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN >  Search >  (desired record) >  Edit > Edit LIN/TAMCN slide-out window

Page Fields

The following fields display on the **Edit LIN/TAMCN** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit LIN/TAMCN

LIN/TAMCN *
Size Category
LIN/TAMCN Desc *
Status *
Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.




Procedures







DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a LIN/TAMCN Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. The LIN/TAMCN row is highlighted, and , , , and  become available.
- Select . The **Edit LIN/TAMCN** slide-out window displays.

Edit LIN/TAMCN
×

[▶ Instructions / Help](#)

LIN/TAMCN CC001

Size Category



* LIN/TAMCN Desc Test

* Status ACTIVE ▼

Remarks




Remarks

History Remarks

 Cancel
 Save

- Verify the LIN/TAMCN.



4. Update the Size Category, using  to select the desired category.
5. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*
6. Update the Status, using  to select the desired state.
7. Select the Remarks panel. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . *The revised LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

<p>13 — Mandatory Entry: <i>LIN/TAMCN.</i></p>	
<p>13 — Mandatory Entry: <i>LIN/TAMCN DESC.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>2 — Invalid entry <i>LIN/TAMCN.</i></p>	<p>Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.</p>
<p>307 — DESC must be alpha-numeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- [LIN/TAMCN Overview](#)
- [Add a LIN/TAMCN](#)
- [Delete a LIN/TAMCN](#)
- [View the LIN/TAMCN History](#)
- [Add an Attachment to a LIN/TAMCN Record](#)

Delete a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Delete process allows removal of a LIN/TAMCN record.


Attention



A LIN/TAMCN **cannot** be deleted when:

- There are active Stock Number records utilizing that LIN/TAMCN
- There are active Authorization records utilizing that LIN/TAMCN
- There are active Master Issue Lists utilizing that LIN/TAMCN
- There are active Issue Line Item Records utilizing that LIN/TAMCN
- There are active Physical Inventory Records utilizing that LIN/TAMCN

Navigation

CATALOG MGMT > LIN/TAMCN >  >  (desired record) >  > Confirm Delete pop-up window

Page Fields

The following fields display on the **Confirm Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value




Confirm Delete

History Remarks


Procedures



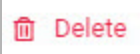
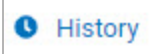


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a LIN/TAMCN

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and , , , and  become available.*
2. Select . *The **Confirm Delete** pop-up window appears.*

Delete LIN/TAMCN
×

► Instructions / Help



Warning:
Are you sure you want to delete this LIN/TAMCN?

LIN/TAMCN Information ^

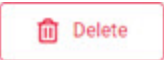
LIN/TAMCN 22344N	LIN/TAMCN Desc TEST
---	--

Remarks ^

History Remarks

3. *Verify the LIN/TAMCN.*
4. *Verify the LIN/TAMCN DESC.*

5. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
6. Select . *The LIN/TAMCN row is removed from the the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
457 — Cannot delete, LIN/TAMCN is associated with stock number.	Invalid Deletion. Locate any Stock Numbers that are associated with this LIN/TAMCN. Either revise the Stock Number record, or revise the LIN/TAMCN record.
667 — LIN/TAMCN is associated with AUTH RECORD (s); cannot delete.	Invalid Deletion. Locate any AUTH RECORD that is associated with this LIN/TAMCN. Either revise the AUTH RECORD, or revise the LIN/TAMCN record.

xxxx - LIN/TAMCN cannot be deleted. Physical inventory selection record(s) exist for this LIN/TAMCN.

Invalid Deletion. Locate any Physical inventory selection record(s) that are associated with this LIN/TAMCN. Either revise the Physical inventory selection record(s), or revise the LIN/TAMCN record.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record



View the LIN/TAMCN History

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) History process displays all of the previous transactions regarding a LIN/TAMCN Record.

Navigation

CATALOG MGMT > LIN/TAMCN > > (desired record) >
> LIN/TAMCN History slide-out window

Page Fields

The following fields display on the **LIN/TAMCN History** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

LIN/TAMCN History Grid

LIN/TAMCN
LIN/TAMCN Desc
Operation
Last Updated By
Last Transaction Dt/Tm
Size Category
Status


Procedures


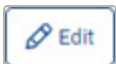



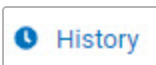
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.


View the LIN/TAMCN History

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and ,*
 **Delete**,  **History**, and  **Attachments** become available.
2. Select . *The **LIN/TAMCN History** slide-out window appears.*

LIN/TAMCN History
×

[▶ Instructions / Help](#)


Options ▾

LIN/TAMCN	LIN/TAMCN Desc	Operation	Last Updated By	Last Transaction Dt/Tm	Size Category	Status
CC001	Test	Added	CONNOLLYP1	04/01/2022 08:25 AM	--	ACTIVE

◀
1
▶

◀
10
▶

items per page

1 - 1 of 1 items

× Cancel

- A. *Verify the LIN/TAMCN.*
- B. *Verify the LIN/TAMCN DESC.*
- C. *Verify the Operation.*
- D. *Verify the Last Updated By.*



- E. *Verify the Last Transaction DT/TM.*
- F. *Verify the Size Category.*
- G. *Verify the Status.*

3. Select . The **LIN/TAMCN History** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- Add a LIN/TAMCN Attachment

Stock Number Overview

Overview

The Warehouse Management module Stock Number process provides the ability to add, update, or delete a stock number record in the catalog.

Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog. The Stock Item is unique to the warehouse.

There are three types of stock numbers identified by the STOCK ITEM CD:

- **A - NSN** (National Stock Number)
 - from FEDLOG or TDMS or other DoD lists.
- **J - MCN** (Management Control Number)
 - created at the local level, when an NSN does not exist for that asset.
- **B - PART NBR** (Part Number)
 - created by either the manufacturer or the local level.

The Warehouse Management module interfaces with the DoD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows the Warehouse Management module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the Warehouse module to access NSN data in the Marine Corps standard catalog information.

The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number > STOCK NBR page



Page Fields

The following fields display on the **STOCK NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Search Criteria Grid

Stock Nbr 



Item Desc 

LIN/TAMCN 

Stock Item Cd

Type Asset Cd

FSC 

Reportable Commodity Type

Mgmt Cd

Stock Number Grid Fields

Primary Attachment

Stock Nbr

Interface System Cd

Stock Item Cd

Item Desc

Mgmt Cd

LIN/TAMCN

FSC

CIIC

Type Asset Cd

Asset Category Cd

Shelf Life Cd

Security Commodity Type

Reportable Commodity Type

Prev Stock Nbr

IT Device Cd

Accounting Req Cd

NIIN Sts Cd

Optional

Using Svc Cd

Established By

Established Dt/Tm

Last Updated By

Last Transaction Dt/Tm

Program Id

Remarks


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.






Search for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.






Search Criteria ^

<p># Stock Nbr</p> <input type="text" value="All"/> 	<p># Item Desc</p> <input type="text" value="All"/>	<p># LIN/TAMCN</p> <input type="text" value="All"/> 
<p>Stock Item Cd</p> <input type="text" value="All"/> ▼	<p>Type Asset Cd</p> <input type="text" value="All"/> ▼	<p># FSC</p> <input type="text" value="All"/>
<p>Reportable Commodity Type</p> <input type="text" value="All"/> ▼	<p>Mgmt Cd</p> <input type="text" value="All"/> ▼	

- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
Internal Stock Number Browse help
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*



Line Item Number / Table of Authorized Materiel Control Number Browse help

- Use  to select the Stock Item Cd.
- Use  to select the Type Asset Cd.
- Enter the FSC, using  to assist with the entry. *This is a 4 alphanumeric character field.*
- Use  to select the Reportable Commodity Type.
- Use  to select the Mgmt Cd.

2. Select . *The results display in the Search Results grid.*

Search Results

123456789

123456789-123

123457

1234568

Primary Attribute	Stock Item ID	Marketplace Listing	Stock Item ID	Item Name	Winged Cat	UN/LOCODE	PIE	CNC	Type	Asset Category ID	Shed Lin Cat	Security Community Type	Reputable Community Type	Proc Stock Item	OT Service Cat	Accounting Reg Cat	NMR Status Cat	Using Doc Cat	Established By	Established On	Last Updated By	Last Transaction On	Program ID	Remarks			
<div><div>123456789</div><div>123456789-123</div><div>123457</div><div>1234568</div></div>	8	Part Name	SMS TEST PART 1	A	Serial Number Manager	0000	Wing Name	U	Unclassified	Operating Helicopter and supplies	B	Repair Parts & Components	Q	Non-Indemnifiable	TRANS-TRANSPORTATION	TRANS-TRANSPORTATION	N/A	Non-Applicable	Non-Indemnifiable	0.0475M	04/05/2022 11:03:40 AM	0.0475M	04/05/2022 11:03:40 AM	LP76761			
	8	Part Name	TEST PART2	A	Serial Number Manager	7020	Off Grid Part Code (EPC, CPE, L)	U	Unclassified	Operating Helicopter and supplies	B	Repair Parts & Components	Q	Non-Indemnifiable	Q	OPERATIONAL COMMUNALITIES	Q	OPERATIONAL COMMUNALITIES	N/A	Non-Applicable	Non-Indemnifiable	0.0475M	03/17/2022 02:14:49 AM	0.0475M	03/17/2022 02:14:49 AM	LP76761	
	8	Part Name	SMS TEST PART 2	A	Serial Number Manager	0000	Wing Name	U	Unclassified	Operating Helicopter and supplies	B	Repair Parts & Components	Q	Non-Indemnifiable	TRANS-TRANSPORTATION	TRANS-TRANSPORTATION	N/A	Non-Applicable	Non-Indemnifiable	0.0475M	04/05/2022 11:03:40 AM	0.0475M	04/05/2022 11:03:40 AM	LP76761			
	8	Part Name	TEST PART3	A	Serial Number Manager	0000	Wing Name	U	Unclassified	Operating Helicopter and supplies	B	Repair Parts & Components	Q	Non-Indemnifiable	TRANS-TRANSPORTATION	TRANS-TRANSPORTATION	N/A	Non-Applicable	Non-Indemnifiable	0.0475M	04/05/2022 11:03:40 AM	0.0475M	04/05/2022 11:03:40 AM	LP76761			

Selected 0 of 4

Page 1 of 1

123456789

123456789-123







123457

1234568

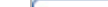
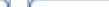


Add a Stock Number

Select . The **Add a Stock Number** page appears.

Update a Stock Number


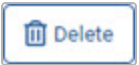



- Click  to select the desired entry. The *STOCK NBR* is highlighted, and   ,  , and  become available.
- Select  . The **Update a Stock Number** page appears.

Delete a Stock Number


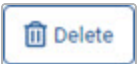



1. Click ☐ to select the desired entry. The *STOCK NBR* is highlighted, and , , , and  become available.

- Select . The **Delete a Stock Number** pop-up window appears.

Attach a Document to a Stock Number

- Click ☐ to select the desired entry. The *STOCK NBR* is highlighted, and , , , and  become available.
- Select . The **Add Attachments to a Stock Number** pop-up window appears.

Realign an External Catalog Stock Number

- Click ☐ to select the desired entry. The *STOCK NBR* is highlighted, and , , , and  become available.
- Select . The **External Catalog Realignment** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



Related Topics

- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number
- Stock Item Overview
- Substitute Stock Number Overview
- LIN/TAMCN Overview



Add a Stock Number

Overview

The Stock Number Add process provides the ability to create a new stock number in the catalog.

Helpful Tip



Each Stock Number is unique to a specific catalog within each logistics program. A Stock Number can only be cataloged one time for each Site Catalog Name.

There are two tabs on the page to create a new stock number record. The tabs are:

1. **DPAS**

— application specific information, which includes:

- **Catalog Source**
 - where the number assigned comes from within the Federal government
- **General**
 - additional details regarding the asset
- **Add / Edit Remarks**
 - text fields for additional information regarding the asset

2. **Warehouse**

— location specific information, which includes:

- **Warehouse**
 - location details for the asset
- **QC Inspection**
 - inspection type details for the asset

Note




The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within a SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.



- Condition Code**
 - additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number >

+ Add

 > Add STOCK NBR pop-up window

Page Fields

The following fields display on the **Add STOCK NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.



486

Select the "Finish" button to complete the process and save all data.

Catalog Source Panel

Stock Item Type *
Catalog Source *
Stock Number *
Item Desc *
FSC  *
NCB Cd * (For MCN Only)
Item Nbr * (For MCN Only)
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Reportable Commodity Type *
Catalog Item Desc
Gender
Color
Size
LIN/TAMCN
NIIN
NIIN Sts Cd
Type Asset Cd *
Asset Category Cd *
AAC
Mgmt Cd *
UII Rqd?
UI *
Unit Price *
Qty per Unit Pack
Stocking UI *
UI Conversion Factor *



Stocking UI Price
 Util Svc Life
 Util Measure Cd
 Managing Service Life in Months
 Managing Shelf Life Cd *
 Fdcry Deprn Mthd Cd *
 Yr Svc Life *
 Shelf Life Type
 Expiration SLC (Mos)
 CMC
 LCC *
 Chapter
 Sply Cat Mat Cd
 Mat Cat Cd
 DODIC
 ARC *
 IT Device Cd
 Dmil Cd *
 CIIC *
 CIC
 Class Cd
 Reportable Cd *
 Recover Cd *
 Precious Mtl Cd *
 Haz Mat Cd *
 ADPE ID Cd *
 Source of Supply RIC
 UIT Dsg
 Length (In)
 Width (In)
 Height (In)
 Unit Cube (Ft)
 Unit Weight (Lbs)
 Freight Description

Add Edit Remarks Panel

Remarks
 History Remarks

Warehouse Panel

Storage Requirement Cd *
Temperature Controlled Cd
Replenishment Start Dt
Replenishment Stop Dt
Stores Account Code
ERRC Designator
Secondary Serial Nbr Rqd?
CAGE Rqd?
Mfr Contract Rqd?
Mfr Lot Rqd?
Mfr Dt Rqd?
SKO Stock Nbr?
Returnable?
Consumable?
Expiration Dt?
Meter Rqd?
Hazardous?
Radiation?
Dehumidified?
Launderable?

QC/Inspection Panel

Inspection Type Name
Inspection Action
Inspection Dates Required

When Checked:

Active
Use For Issued
Schedule
Default Interval
Interval Unit
Default Notification Window (Days)

Downgrade to Cond Cd
Inspection Interval Type



Event Based Triggers

Received
Returned

Stock Number Inspections Grid

Inspection Type
Inspection Action
Inspection Schedule
Active?
Inspection Dates Required
Interval
Interval Unit
Compliance Date
Rescind Date
Auto Creation Win in Days
Use For Issued
Downgrade To Cond Cd
Event Triggers

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Add a Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The **Add Stock NBR** pop-up window appears, open to the DPAS tab.
2. Complete the Catalog Source panel.



DPAS
^

All fields marked with an asterisk are required.

Catalog Source
^

*** Stock Item Type**

A - NSN ▼

*** Catalog Source**

▼

*** Stock Number**

Q

*** Item Desc**

*** i FSC**

NCB Cd




▼




Item Nbr

Sequence Nbr

Cancel

Next >

- A. Use  to select the Stock Item Type.
- B. Use  to select the Catalog Source.
- C. Enter the STOCK NBR, or use  to assist with the entry. *This is a 15 alphanumeric character field.*

External Stock Number Browse help
- D. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- E. Enter the FSC, using  to assist with the entry. *This is a 4 numeric character field.*
- F. Use  to select the NCB Cd. *Mandatory For MCN Only*
- G. Enter the ITEM NBR in the field provided. *This is a 3 alphanumeric character field, and Mandatory For MCN Only.*
- H. Enter the Sequence NBR in the field provided. *This is a 25 numeric character field.*
- I. Select . The **General** and **Add / Edit Remarks** panels appear.



General
⬆

Prev Stock Number

* Security Commodity Type

Gender

LIN/TAMCN

Clear LIN/TAMCN

* Type Asset Cd

AAC

* UI

* Stocking UI

Util Service Life

* Reportable Commodity Type

Color

NIIN

* Asset Category Cd

* Mgmt Cd

* Unit Price

* UI Conversion Factor

Util Measure Cd

Catalog Item Desc

Size

NIIN Sts Cd

UII Rqd?

☐

Qty Per Unit Pack

Stocking UI Price

<p>* Managing Shelf Life Cd <input type="text" value="0: Non-deteriorative"/></p> <p>Shelf Life Type <input type="text"/></p> <p>CMC <input type="text" value="Select an Item"/></p> <p>Sply Cat Mat Cd <input type="text" value="Select an Item"/></p> <p>DODIC <input type="text"/></p> <p>IT Device Cd <input type="text" value="N/A - Non Applicable"/></p> <p>CIC <input type="text" value="0 - Not controlled items"/></p> <p>* Reportable Cd <input type="text" value="0 - Not Reportable"/></p> <p>* Haz Mat Cd <input type="text" value="ZZ - NOT DEFINED"/></p> <p>Source of Supply RIC <input type="text" value="B14"/></p>	<p>Imported Shelf Life Cd <input type="text" value="0 - Non-deteriorative"/></p> <p>Expiration SLC (mos) <input type="text"/></p> <p>* LCC <input type="text" value="* - N/A"/></p> <p>Mat Cat Cd <input type="text" value="ZZ200"/></p> <p>* ARC <input type="text" value="N - Nonexpendable"/></p> <p>* Dmil Cd <input type="text" value="D - MLI -Mutil (Make Unfit)"/></p> <p>Class Cd <input type="text" value="Select an Item"/></p> <p>* Recover Cd <input type="text" value="G - Not Defined"/></p> <p>* ADPE ID Cd <input type="text" value="0 - no ADP Components"/></p> <p>UIT Dsg <input type="text" value="Select an Item"/></p>	<p>* Fdcry Deprn Mthd Cd <input type="text" value="SL - Straight Line"/></p> <p>* Yr Service Life <input type="text" value="5"/></p> <p>Chapter <input type="text"/></p> <p>* CIIC <input type="text"/></p> <p>* Precious Mtl Cd <input type="text" value="U - Precious Metal type is unknow"/></p>
--	---	---

<p>Length (In) <input type="text"/></p> <p>Unit Cube (Ft) <input type="text"/></p>	<p>Width (In) <input type="text"/></p> <p>Unit Wt (Lbs) <input type="text" value="0.00"/></p>	<p>Height (In) <input type="text"/></p> <p>Freight Desc <input type="text" value="GUN BARRELS STEEL NOI IN BOXES"/></p>
--	---	---

Add/Edit Remarks

Remarks

Cancel
Next >

- a. *The PREV STOCK NBR automatically populates and is not editable.*
- b. Use to select the Security Commodity Type.
- c. Use to select the Reportable Commodity Type.
- d. *The Catalog ITEM DESC automatically populates and is not editable.*
- e. Use to select the Gender.
- f. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- g. Enter the Size the field provided. *This is a 15 alphanumeric character field.*
- h. Enter the LIN/TAMCN, or use to assist with the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help
- i. *The NIIN automatically populates and is not editable.*
- j. *The NIIN STS Cd automatically populates and is not editable.*
- k. Use to select the Type Asset Cd.
- l. Use to select the Asset Category Cd.
- m. Use to select the AAC.
- n. Use to select the Mgmt Cd.
- o. Click ☐ to select the UII RQD?. *This changes the UII field to required.*
- p. Use to select the UI.
- q. Use to choose the Unit Price.
- r. Use to select the Qty per Unit Pack.
- s. Use to select the Stocking UI.
- t. Use to choose the UI Conversion Factor.
- u. *The STOCKING UI Price automatically populates and is not editable.*
- v. Use to choose the UTIL SERVICE LIFE.

- w. Use to select the Util Measure Cd.
- x. Use to select the Managing Shelf Life Cd.
- y. Use to select the Fdcry Deprn Mthd Cd.
- z. Use to choose the YR SVC LIFE.
- aa. *The Shelf Life Type automatically populates and is not editable.*
- ab. Use to choose the Expiration SLC (mos).
- ac. Use to select the CMC.
- ad. Use to select the LCC.
- ae. *The Chapter automatically populates and is not editable.*
- af. Use to select the Sply Cat Mat Cd.
- ag. Enter the MAT CAT CD in the field provided. *This is a 5 alphanumeric character field.*
- ah. Enter the DoDIC in the field provided. *This is a 4 alphanumeric character field.*
- ai. Use to select the ARC.
- aj. Use to select the IT Device Cd.
- ak. Use to select the Dmil Cd.
- al. Use to select the CIIC. *This field is accessible only after a DMIL CD is chosen.*
- am. Use to select the CIC.
- an. Use to select the Class Cd.
- ao. Use to select the Reportable Cd.
- ap. Use to select the Recover Cd.
- aq. Use to select the Precious Mtl Cd.
- ar. Use to select the Haz Mat Cd.











- as. Use to select the ADPE ID Cd.
- at. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*
- au. Use to select the UIT Dsg.
- av. Use to choose the Length (In).
- aw. Use to choose the Width (In).
- ax. Use to choose the Height (In).
- ay. *The Unit Pack Cube (Ft) field automatically calculates once the previous four fields are populated.*
- az. Use to choose the Unit Pack Weight (Lbs).
- ba. Enter the Freight DESC in the field provided. *This is a 1024 alphanumeric character field.*
- bb. Complete the **Add/Edit Remarks** panel.
1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- bc. Select . The **Warehouse** and **QC Inspection** panels appear.



Warehouse ^

All fields marked with an asterisk are required.

<div style="margin-bottom: 10px;"> <p>* Storage Requirement Cd 3 - Inside or Outside ▼</p> </div> <div style="margin-bottom: 10px;"> <p>Replenishment Start Dt <input type="text" value=" "/> </p> </div> <div style="margin-bottom: 10px;"> <p>Stores Account Cd Select an Item ▼</p> </div> <div style="margin-bottom: 10px;"> <p>Secondary Serial Nbr Rqd? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Mfr Contract Rqd? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Mfr Dt Rqd? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Returnable? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Expiration Dt? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Hazardous? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Dehumidified? <input type="checkbox"/></p> </div>	<div style="margin-bottom: 10px;"> <p>Temperature Controlled Cd 1 - Not Applicable ▼</p> </div> <div style="margin-bottom: 10px;"> <p>Replenishment Stop Dt <input type="text"/> </p> </div> <div style="margin-bottom: 10px;"> <p>ERRC Designator Select an Item ▼</p> </div> <div style="margin-bottom: 10px;"> <p>CAGE Rqd? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Mfr Lot Rqd? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>SKO Stock Nbr? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Consumable? <input checked="" type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Meter Rqd? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Radiation? <input type="checkbox"/></p> </div> <div style="margin-bottom: 10px;"> <p>Launderable? <input type="checkbox"/></p> </div>
---	---

1. Use  to select the Storage Requirement Cd.
2. Use  to select the Temperature Controlled Cd.
3. Use  to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Use  to select the Replenishment Stop DT, or enter the date (MM/DD/YYYY) in the field provided.
5. Use  to select the Stores Account Code.
6. Use  to select the ERRC Designator.
7. Click ☐ to select the Secondary SERIAL NBR RQD?. *Checked includes it with the Stock Number.*
8. Click ☐ to select the CAGE RQD?. *Checked includes it with the Stock Number.*
9. Click ☐ to select the MFR CONTRACT RQD?. *Checked includes it with the Stock Number.*

10. Click ☐ to select the MFR LOT RQD?. *Checked includes it with the Stock Number.*
11. Click ☐ to select the MFR DATE RQD?. *Checked includes it with the Stock Number.*
12. Click ☐ to select the SKO STOCK NBR?. *Checked includes it with the Stock Number.*
13. Click ☐ to select the Returnable?. *Checked includes it with the Stock Number.*
14. Click ☐ to select the Consumable?. *Checked includes it with the Stock Number.*
15. Click ☐ to select the EXPIRATION DT?. *Checked includes it with the Stock Number.*
16. Click ☐ to select the Meter RQD?. *Checked includes it with the Stock Number.*
17. Click ☐ to select the Hazardous?. *Checked includes it with the Stock Number.*
18. Click ☐ to select the Radiation?. *Checked includes it with the Stock Number.*
19. Click ☐ to select the Dehumidified?. *Checked includes it with the Stock Number.*
20. Click ☐ to select the Launderable?. *Checked includes it with the Stock Number.*
21. Complete the **QC/Inspection** panel.



QC Inspection

All fields marked with an asterisk are required.

Inspection Type Name

Inspection Action

↓ Add to grid

Stock Nbr Inspections

X Delete

<input type="checkbox"/>	Inspection Ty...	Inspection Acti...	Inspection Schedu...	Activ...	Inspection Dates Requir...	Interv...	Interval U...	Utilization Interv...	Utilization U...
<input type="checkbox"/>	BPG TEST	OTHER	DEPLOYED	Yes	No				
<input type="checkbox"/>	BPG TEST	OTHER	STOCK	Yes	No				
<input type="checkbox"/>	BPG TEST	OTHER	STORAGE	Yes	No				

Cancel

Back

Finish

Note









The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within a SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.



Add an Inspection

- A. Use to select the Inspection Type Name.
- B. *The Inspection Action field automatically populates and is not editable.*
 - a. Click ☐ to select Inspection Dates Required. *The panel expands.*
 1. Click ☐ to select the Active schedule(s). *The schedule is required for that inspection.*
 2. Select Use For Issued. *The schedule is required for issued assets.*



3. *The Schedule automatically populates and is not editable.*
 4. Use  to choose the Default Interval.
 5. Use  to choose the Interval Unit.
 6. Use  to choose the Default Notification Window (Days).
- b. *The Downgrade To COND CD automatically populates and is not editable.*
 - c. *The Inspection Interval Type automatically populates and is not editable.*
 - d. Complete the **Event Based Triggers** panel.
 1. Click  to select Received. *The inspection is required when the asset is received.*
 2. Click  to select Returned. *The inspection is required when the asset is returned.*
- C. Select . *The Inspection appears in the Stock Number Inspections grid.*

Delete an Inspection




















- A. Click  to select the inspection entry.
 - B. Select . *The three scheduled inspection rows are deleted.*
22. Complete the **CONDITION CD** panel.
Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"

Helpful Tip




Percentage and Dollar values are an "Either / Or" choice; having an entry in one column clears the other column.
 The default setting is Condition "A" at 100% (disabling the Dollar amount).



- A. Use  to choose the SVCBL (W/O QUAL).
- B. Use  to choose the SVCBL (WITH QUAL).
- C. Use  to choose the SVCBL (PRI ISSUE).
- D. Use  to choose the SVCBL (TEST/MOD).
- E. Use  to choose the UNSVCBL (LIM RSTR).
- F. Use  to choose the UNSVCBL (REPBL).
- G. Use  to choose the UNSVCBL (INCOMP).
- H. Use  to choose the UNSVCBL (CONDEMNED).
- I. Use  to choose the SUSPNDD (IN STK).
- J. Use  to choose the SUSPNDD (RETURNS).
- K. Use  to choose the SUSPNDD (LITIGATION).
- L. Use  to choose the SUSPNDD (IN WORK).
- M. Use  to choose the SUSPNDD (AMMO EMER).
- N. Use  to choose the UNSVCBL (RECLAM).
- O. Use  to choose the SUSPNDD (QUAL DEF).
- P. Use  to choose the SUSPNDD (RECLAM-COND).
- Q. Use  to choose the UNSVCBL (SCRAP).
- R. Use  to choose the SVCBL (AMMO TRAIN).
- S. Use  to choose the UNSVCBL (WASTE MUNITION).

23.

Finish


. The new Stock Number appears in the Search Results grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: STOCK NBR.

13 — Mandatory Entry: ITEM DESC.

13 — Mandatory Entry: FSC.

13 — Mandatory Entry: STOCK ITEM CD.

13 — Mandatory Entry: TYPE ASSET CD.

13 — Mandatory Entry: MGMT CD.

Missing Entry. Enter the appropriate information in the desired field.

- 13 — Mandatory Entry: *Security Commodity Type.*
- 13 — Mandatory Entry: *Reportable Commodity Type.*
- 13 — Mandatory Entry: *ACC.*
- 13 — Mandatory Entry: *Unit Pack Price.*
- 13 — Mandatory Entry: *Managing Shelf Life Cd.*
- 13 — Mandatory Entry: *DMIL Cd.*
- 13 — Mandatory Entry: *CIIC.*
- 13 — Mandatory Entry: *Storage Requirement Cd.*
- 13 — Mandatory Entry: *UTIL SVC LIFE when UTIL MEASURE Cd is provided..*

Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.

13 — Mandatory Entry: *UTIL MEASURE CD* when *UTIL SVC LIFE* is provided..

92 — Entry must be numeric: *Unit Price*.

92 — Entry must be numeric: *YR SVC LIFE*.

92 — Entry must be numeric: *UTIL SVC LIFE*.

92 — Entry must be numeric: *Length*.

92 — Entry must be numeric: *Width*.



92 — Entry must be numeric: *Height*.

92 — Entry must be numeric: *Unit Weight*.

92 — Entry must be numeric: *Unit Cube*.

Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.



44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN  displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
488 — TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using  to assist with the entry. If it is not found, enter the number again.

253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.

Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

295 — First position must be alpha; positions 2 - 3 must be numeric.

Invalid Entry. The ITEM NBR field is not in the correct format. Enter a total of 3 characters in the correct format, where the **1st character** must be a **letter**, and the **2nd** and **3rd** must be **numbers**.

Related Topics

- Stock Number Overview
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number





Add Attachments to a Stock Number

Overview

The Stock Number Add Attachments process provides the ability to attach documents to the stock number in the catalog.

Navigation

CATALOG MGMT > Stock Number >  > ☐ (desired record) >  >
STOCK NBR Attachments pop-up window

Page Fields

The following fields display on the **STOCK NBR Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

STOCK NBR Attachments

Description

Procedures

DPAS Navigation Helpful Tips





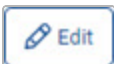
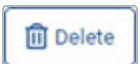



Click the following link to display Warehouse Navigation Tips.



Attach a Document to a Stock Number Record

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The *STOCK NBR* is highlighted, and , , , and  become available.
2. Select  to add any additional files to the record. The **STOCK NBR Attachments** pop-up window appears.

Stock Nbr Attachments
✕

[? Help](#)

Add Attachments

Attachment Browse

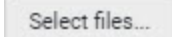
Description

If a description is added above it will be applied to all uploaded files.

Clear List

Upload

Close

3. Select  in the Attachment Browse field. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.




5. Select Open . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.
6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Upload . The file uploads and attaches to the Stock Number.
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select next to the main attachment. *The Attached Files panel appears.*

Stock Nbr Attachments
✕

Help

Attached Files
^



● Cake - Copy.docx*


JMN

Delete
Set Primary

Add Attachments
^

Attachment Browse

Select files...
✓ Done



Cake - Copy.docx

86.18 KB

Clear List

Description


JMN

If a description is added above it will be applied to all uploaded files.



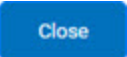
Upload

Close



10. Select . The attachment is marked as the main attachment to the stock number.

Remove an Attachment

- A. Select  next to the main attachment.
- B. Select . The attachment is removed permanently from the stock number.
11. Select . The **STOCK NBR Attachments** pop-up window closes, and the file appears in the Attachments field Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.



1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

Related Topics

- [Stock Number Overview](#)
- [Add a Stock Number](#)
- [Update a Stock Number](#)
- [Delete a Stock Number](#)
- [Realign a Stock Number](#)



Update a Stock Number

Overview

The Stock Number Update process allows editing a stock number in the catalog.

Attention



FEDLOG generated data is not editable during the Update process.

There are two tabs on the page to update a stock number record. The tabs are:

1. **DPAS**
 - application specific information, which includes:
 - **Catalog Source**
 - where the number assigned comes from within the Federal government
 - **General**
 - additional details regarding the asset
 - **Add / Edit Remarks**
 - text fields for additional information regarding the asset
2. **Warehouse**
 - location specific information, which includes:
 - **Warehouse**
 - location details for the asset
 - **QC Inspection**
 - inspection type details for the asset

Note




The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within a SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.



- Condition Code**
 - additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

Note





Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number >  > ☐ (desired record) >  > Modify STOCK NBR pop-up window

Page Fields

The following fields display on the **Modify Stock NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.



55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Catalog Source Panel

Stock Item Type *
 Catalog Source *
 Stock Number *
 Item Desc *
 FSC  *
 NCB Cd
 Item Nbr
 Sequence Nbr

General Panel

Prev Stock Nbr
 Security Commodity Type *
 Reportable Commodity Type *
 Catalog Item Desc
 UII Rqd?
 Gender
 Color
 Size
 LIN/TAMCN
 NIIN
 NIIN Sts Cd
 Type Asset Cd *
 Asset Category Cd *
 AAC
 Mgmt Cd *
 UI *
 Unit Price *

Qty per Unit Pack
 Stocking UI *
 UI Conversion Factor *
 Stocking UI Price
 Util Service Life
 Util Measure Cd
 Managing Shelf Life Cd *
 Fdcry Deprn Mthd Cd *
 Yr Svc Life *
 Shelf Life Type
 Expiration SLC (Mos)
 CMC
 LCC *
 Chapter
 Sply Cat Mat Cd
 Mat Cat Cd
 DODIC
 ARC *
 IT Device Cd
 Dmil Cd *
 CIIC *
 CIC
 Class Cd
 Reportable Cd *
 Recover Cd *
 Precious Mtl Cd *
 Haz Mat Cd *
 ADPE ID Cd *
 Source of Supply RIC
 UIT Dsg
 Length (In)
 Width (In)
 Height (In)
 Unit Cube (Ft)
 Unit Weight (Lbs)
 Freight Desc

Add Edit Remarks Panel

Remarks
 History Remarks

Warehouse Panel

Storage Requirement Cd *
Temperature Controlled Cd *
Replenishment Start Dt
Replenishment Stop Dt
Stores Account Code
ERRC Designator
Secondary Serial Nbr Rqd?
CAGE Rqd?
Mfr Contract Rqd?
Mfr Lot Rqd?
Mfr Dt Rqd?
SKO Stock Nbr?
Returnable?
Consumable?
Expiration Dt?
Meter Rqd?
Hazardous?
Radiation?
Dehumidified?
Launderable?

QC/Inspection Panel

Inspection Type Name
Inspection Action
Inspection Dates Required

When Checked:

Active
Use For Issued
Schedule
Default Interval
Interval Unit
Default Notification Window (Days)

Downgrade to Cond Cd
Inspection Interval Type



Event Based Triggers

Received
Returned

Stock Number Inspections Grid

Inspection Type
Inspection Action
Inspection Schedule
Active?
Inspection Dates Required
Interval
Interval Unit
Compliance Date
Rescind Date
Auto Creation Win in Days
Use For Issued
Downgrade To Cond Cd
Event Triggers

Condition Code Valuations

Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"

Svcbl (w/o Qual)
Svcbl (With Qual)
Svcbl (Pri Issue)
Svcbl (Test/Mod)
Unsvcbl (Lim Rstr)
Unsvcbl (Repbl)
Unsvcbl (Incomp)
Unsvcbl (Condemned)
Suspndd (in Stk)
Suspndd (Returns)
Suspndd (Litigation)
Suspndd (in Work)
Suspndd (Ammo Emer)
Unsvcbl (Reclam)
Suspndd (Qual Def)
Suspndd (Reclam-Cond)
Unsvcbl (Scrap)
Svcbl (Ammo Train)



UnsvcbI (Waste Munition)

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips








Click the following link to display Warehouse Navigation Tips.

Update a Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. The **STOCK NBR** is highlighted, and , , , and  become available.
2. Select . The **Modify STOCK NBR** pop-up window appears.

DPAS
⬆

All fields marked with an asterisk are required.

Catalog Source
⬆

<p><small>* Stock Item Type</small></p> <div style="border: 1px solid #ccc; padding: 2px;">A - NSN</div>	<p><small>* Catalog Source</small></p> <div style="border: 1px solid #ccc; padding: 2px;">FLIS</div>	<p><small>* Stock Number</small></p> <div style="border: 1px solid #ccc; padding: 2px;">8470015814806 🔍</div>
<p><small>* Item Desc</small></p> <div style="border: 1px solid #ccc; padding: 2px;">VEST,TACTICAL MODUL</div>	<p><small>* FSC</small></p> <div style="border: 1px solid #ccc; padding: 2px;">8470 - Armor, Personal</div>	
<p><small>NCB Cd</small></p> <div style="border: 1px solid #ccc; padding: 2px;">⌵</div>	<p><small>Item Nbr</small></p> <div style="border: 1px solid #ccc; padding: 2px;"></div>	<p><small>Sequence Nbr</small></p> <div style="border: 1px solid #ccc; padding: 2px;"></div>



- A. *Verify the Stock Item Type.*
- B. *Verify the Catalog Source.*
- C. *Verify the STOCK NBR.*
- D. *Verify the ITEM DESC.*
- E. *Verify the FSC.*
- F. *Verify the NCB Cd.*
- G. *Verify the ITEM NBR.*
- H. *Verify the Sequence NBR.*

General
⬆

Prev Stock Number

*** Security Commodity Type**

CNTR GEAR - CONTRACTOR X ▼

*** Reportable Commodity Type**

CNTR GEAR - CONTRACTOR X ▼

Catalog Item Desc

VEST,TACTICAL MODUL

Gender

Select an Item ▼

Color

Size

MEDIUM

LIN/TAMCN

C00592E 🔍

Clear LIN/TAMCN

NIIN

015814806

NIIN Sts Cd

*** Type Asset Cd**

G - Gen PP&E ▼

*** Asset Category Cd**

T - Equip -All Other ▼

AAC

W - Rstrct Requistg Spcl Instr ▼

*** Mgmt Cd**

A - Serial Number Managed ▼

*** UI**

EA - Each X ▼

*** Unit Price**

621.28 ▲▼

*** Stocking UI**

EA - Each X ▼

*** UI Conversion Factor**

1.00 ▲▼

Util Service Life

▲▼

Util Measure Cd

Select an Item ▼

UII Rqd?

☐

Qty Per Unit Pack

0 - NO QUP ▼

Stocking UI Price

\$621.28




<div><div>* Managing Shelf Life Cd</div><div>0: Non-deteriorative</div></div> <div><div>Shelf Life Type</div><div>0 - No Shelf Life</div></div> <div><div>CMC</div><div>Select an Item</div></div> <div><div>Sply Cat Mat Cd</div><div>Select an Item</div></div> <div><div>DODIC</div><div></div></div> <div><div>IT Device Cd</div><div>N/A - Non Applicable</div></div> <div><div>CIC</div><div>0 - Not controlled items</div></div> <div><div>* Reportable Cd</div><div>0 - Not Reportable</div></div> <div><div>* Haz Mat Cd</div><div>ZZ - NOT DEFINED</div></div> <div><div>Source of Supply RIC</div><div>SMS</div></div>	<div><div>Imported Shelf Life Cd</div><div>0: Non-deteriorative</div></div> <div><div>Expiration SLC (mos)</div><div></div></div> <div><div>* LCC</div><div>* - N/A</div></div> <div><div>Mat Cat Cd</div><div></div></div> <div><div>* ARC</div><div>N - Nonexpendable</div></div> <div><div>* Dmil Cd</div><div>D - MLI -Mutil (Make Unfit)</div></div> <div><div>Class Cd</div><div>Select an Item</div></div> <div><div>* Recover Cd</div><div>Z - Nonprbl Itm</div></div> <div><div>* ADPE ID Cd</div><div>0 - no ADP Components</div></div> <div><div>UIT Dsg</div><div>Select an Item</div></div>	<div><div>* Fdcry Deprn Mthd Cd</div><div>SL - Straight Line</div></div> <div><div>* Yr Service Life</div><div>5</div></div> <div><div>Chapter</div><div></div></div> <div><div>* CIIC</div><div>V - Indvl Clothing & Equip</div></div> <div><div>* Precious Mtl Cd</div><div>A - Item does not contain Precioi</div></div>
<div><div>Length (In)</div><div></div></div> <div><div>Unit Cube (Ft)</div><div>0</div></div>	<div><div>Width (In)</div><div></div></div> <div><div>Unit Wt (Lbs)</div><div>0.00</div></div>	<div><div>Height (In)</div><div></div></div> <div><div>Freight Desc</div><div>ARMORED APRONS/CURTAINS/MA*</div></div>
<div><div>Add/Edit Remarks</div><div>Remarks</div><div></div></div>		
<div><div>Cancel</div><div>Next</div><div>Finish</div></div>		


- A. *Verify the PREV STOCK NBR.*
- B. Update the Security Commodity Type, using to select the desired type.
- C. Update the Reportable Commodity Type, using to select the desired type.
- D. *Verify the Catalog ITEM DESC.*
- E. Verify the UII RQD? contains the appropriate ☐ or ☒. *This determines if the UII field is required.*
- F. Update the Gender, using to select the desired value.
- G. Update the Color, entering the revised shade in the field provided. *This is a 15 alpha-numeric character field.*
- H. Update the Size, entering the revised value in the field provided. *This is a 15 alpha-numeric character field.*
- I. Update the LIN/TAMCN, using to browse for the revised identifier. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help
- J. *Verify the NIIN.*
- K. *Verify the NIIN STS CD.*
- L. *Verify the TYPE ASSET CD.*
- M. *Verify the Asset Category CD.*
- N. Update the AAC, using to select the desired code.
- O. Update the Mgmt Cd, using to select the desired code.
- P. *Verify the UI.*
- Q. *Verify the Unit Price.*
- R. *Verify the QTY per Unit Pack.*
- S. Update the Stocking UI, using to select the desired unit.
- T. *Verify the UI Conversion Factor.*
- U. *Verify the STOCKING UI Price.*
- V. Update the UTIL SERVICE LIFE, using to choose the revised amount.
- W. Update the Util Measure Cd, using to select the desired code.

- X.** *Verify the Managing Shelf Life CD.*
- Y.** Update the Fdcry Deprn Mthd Cd, using to select the desired code.
- Z.** Update the YR SVC LIFE, using to choose the revised amount.
- AA.** *Verify the Shelf Life Type.*
- AB.** Update the Expiration SLC (mos), using to choose the revised amount.
- AC.** Update the CMC, using to select the desired code.
- AD.** Update the LCC, using to select the desired code.
- AE.** *Verify the Chapter.*
- AF.** Update the Sply Cat Mat Cd, using to select the desired code.
- AG.** Update the MAT CAT CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*
- AH.** Update the DoDIC, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*
- AI.** *Verify the ARC.*
- AJ.** *Verify the IT DEVICE CD.*
- AK.** *Verify the DMIL CD.*
- AL.** *Verify the CIIC.*
- AM.** *Verify the CIC.*
- AN.** Update the Class Cd, using to select the desired code.
- AO.** *Verify the REPORTABLE CD.*
- AP.** *Verify the RECOVER CD.*
- AQ.** *Verify the PRECIOUS MTL CD.*
- AR.** *Verify the HAZ MAT CD.*
- AS.** *Verify the ADPE ID CD.*
- AT.** *Verify the Source of Supply RIC.*
- AU.** Update the UIT Dsg, using to select the desired code.
- AV.** Update the Length (In), using to choose the revised amount.
- AW.** Update the Width (In), using to choose the revised amount.




- AX. Update the Height (In), using  to choose the revised amount.
- AY. *Verify the Unit Pack Cube (Ft).*
- AZ. *Verify the Unit Pack Weight (Lbs).*
- BA. Update the Freight DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*
- BB. Complete the **Add/Edit Remarks** panel.
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select  to complete updating the stock number. *The **Modify STOCK NBR** pop-up window closes, and the revised stock number is at the top of the Search Results grid, highlighted in green.*

BC.

OR

Select . *The **Warehouse** and **QC Inspection** panels appear.*

Warehouse

^

All fields marked with an asterisk are required.

<div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> * Storage Requirement Cd <div style="border: 1px solid #ccc; padding: 2px 5px;">3 - Inside or Outside</div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Replenishment Start Dt <div style="border: 1px solid #ccc; padding: 2px 5px;">3/17/2022</div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Stores Account Cd <div style="border: 1px solid #ccc; padding: 2px 5px;">2 - Secondary Item</div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Secondary Serial Nbr Rqd? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Mfr Contract Rqd? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Mfr Dt Rqd? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Returnable? <input checked="" type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Expiration Dt? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Hazardous? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Dehumidified? <input type="checkbox"/> </div> </div>	<div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Temperature Controlled Cd <div style="border: 1px solid #ccc; padding: 2px 5px;">1 - Not Applicable</div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Replenishment Stop Dt <div style="border: 1px solid #ccc; padding: 2px 5px;"></div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> ERRC Designator <div style="border: 1px solid #ccc; padding: 2px 5px;">Select an Item</div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> CAGE Rqd? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Mfr Lot Rqd? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> SKO Stock Nbr? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Consumable? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Meter Rqd? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Radiation? <input type="checkbox"/> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Launderable? <input type="checkbox"/> </div> </div>
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- a. Update the Storage Requirement Cd, using to select the desired code.
- b. *Verify the Temperature Controlled Cd.*
- c. Update the Replenishment START DT, using or entering the date (MM/DD/YYYY) in the field provided.
- d. Update the Replenishment Stop DT, using or entering the date (MM/DD/YYYY) in the field provided.
- e. *Verify the Stores Account Code.*
- f. Update the ERRC Designator, using to select the desired code.
- g. Verify the Secondary SERIAL NBR RQD? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- h. Verify the CAGE RQD? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- i. Verify the MFR CONTRACT RQD? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- j. Verify the MFR LOT RQD? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- k. Verify the MFR DATE RQD? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- l. Verify the SKO STOCK NBR? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- m. Verify the Returnable? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- n. Verify the Consumable? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- o. Verify the EXPIRATION DT? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- p. Verify the Meter RQD? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- q. Verify the Hazardous? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*



- r. Verify the Radiation? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- s. Verify the Dehumidified? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- t. Verify the Launderable? contains the appropriate ☐ or ☒. *Checked includes it with the Stock Number.*
- u. Complete the **QC/Inspection** panel.

QC Inspection

All fields marked with an asterisk are required.



Inspection Type Name

Inspection Action

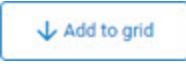
Stock Nbr Inspections

<input type="checkbox"/>	Inspection Ty...	Inspection Acti...	Inspection Schedu...	Activ...	Inspection Dates Requir...	Interv...	Interval U...	Utilization Interv...	Utilization U...
<input type="checkbox"/>	BPG TEST	OTHER	DEPLOYED	<input checked="" type="checkbox"/> Yes	Yes	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	BPG TEST	OTHER	STOCK	<input checked="" type="checkbox"/> Yes	Yes	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	BPG TEST	OTHER	STORAGE	<input checked="" type="checkbox"/> Yes	Yes	<input type="text"/>	<input type="text"/>		

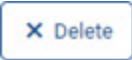
Add an Inspection

1. Update the Inspection Type Name, using to select the desired code.
2. *Verify the Inspection Action.*
 - A. Click ☐ to select Inspection Dates Required. *The panel expands.*
 - a. Verify the Active schedule(s) contains the appropriate ☐ or ☒. *The schedule is required for that inspection.*
 - b. Verify the Use For Issued contains the appropriate ☐ or ☒. *When checked, the schedule is required for issued assets.*
 - c. *Verify the Schedule.*



- d. Update the Default Interval, using to choose the revised amount.
 - e. Update the Interval Unit, using to choose the revised amount.
 - f. Update the Default Notification Window (Days), using to choose the revised amount.
- B. *Verify the Downgrade To COND CD.*
 - C. *Verify the Inspection Interval Type.*
 - D. Complete the **Event Based Triggers** panel.
 1. Verify the Received contains the appropriate ☐ or ☒. *The inspection is required when the asset is received.*
 2. Verify the Returned contains the appropriate ☐ or ☒. *The inspection is required when the asset is returned.*
3. Select . *The Inspection appears in the Stock Number Inspections grid.*

Delete an Inspection

1. Click ☐ to select the inspection entry.
 2. Select . *The three scheduled inspection rows are deleted.*
- BD. Complete the **CONDITION CD** panel.
- Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"*

















Helpful Tip




Percentage and Dollar values are an "Either / Or" choice; having an entry in one column clears the other column.
The default setting is Condition "A" at 100% (disabling the Dollar amount).

- a. Update the SVCBL (W/O QUAL), using to choose the revised amount.
- b. Update the SVCBL (WITH QUAL), using to choose the revised amount.
- c. Update the SVCBL (PRI ISSUE), using to choose the revised amount.



- d. Update the SVCBL (TEST/MOD), using  to choose the revised amount.
- e. Update the UNSVCBL (LIM RSTR), using  to choose the revised amount.
- f. Update the UNSVCBL (REPBL), using  to choose the revised amount.
- g. Update the UNSVCBL (INCOMP), using  to choose the revised amount.
- h. Update the UNSVCBL (CONDEMNED), using  to choose the revised amount.
- i. Update the SUSPNDD (IN STK), using  to choose the revised amount.
- j. Update the SUSPNDD (RETURNS), using  to choose the revised amount.
- k. Update the SUSPNDD (LITIGATION), using  to choose the revised amount.
- l. Update the SUSPNDD (IN WORK), using  to choose the revised amount.
- m. Update the SUSPNDD (AMMO EMER), using  to choose the revised amount.
- n. Update the UNSVCBL (RECLAM), using  to choose the revised amount.
- o. Update the SUSPNDD (QUAL DEF), using  to choose the revised amount.
- p. Update the SUSPNDD (RECLAM-COND), using  to choose the revised amount.
- q. Update the UNSVCBL (SCRAP), using  to choose the revised amount.
- r. Update the SVCBL (AMMO TRAIN), using  to choose the revised amount.
- s. Update the UNSVCBL (WASTE MUNITION), using  to choose the revised amount.

3. Select . *The revised Stock Number appears in the Search Results grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: <i>STOCK NBR.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>ITEM DESC.</i>	
13 — Mandatory Entry: <i>FSC.</i>	
13 — Mandatory Entry: <i>STOCK ITEM CD.</i>	
13 — Mandatory Entry: <i>TYPE ASSET CD.</i>	
13 — Mandatory Entry: <i>MGMT CD.</i>	
13 — Mandatory Entry: <i>Security Commodity Type.</i>	

13 — Mandatory Entry:
Reportable Commodity
Type.

13 — Mandatory Entry: ***ACC.***

13 — Mandatory Entry: ***Unit***
Pack Price.

13 — Mandatory Entry:
Managing Shelf Life Cd.

13 — Mandatory Entry: ***DMIL***
Cd.

13 — Mandatory Entry:
CIIC.

13 — Mandatory Entry: ***Stor-***
age Requirement Cd.

13 — Mandatory Entry: ***UTIL***
SVC LIFE when UTIL
MEASURE Cd is provided..

13 — Mandatory Entry: ***UTIL***
MEASURE Cd when UTIL SVC
LIFE is provided..

Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE Cd is entered, the other is mandatory.



92 — Entry must be numeric: *Unit Price*.

92 — Entry must be numeric: *YR SVC LIFE*.

92 — Entry must be numeric: *UTIL SVC LIFE*.

92 — Entry must be numeric: *Length*.

92 — Entry must be numeric: *Width*.

92 — Entry must be numeric: *Height*.

92 — Entry must be numeric: *Unit Weight*.


92 — Entry must be numeric: *Unit Cube*.

44 — Input date must be <= system date.

Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.



18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN <input type="text" value="..."/> displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
252 — Must remove assets on hand to change the MGMT CD.	Invalid Entry. The STOCK NBR must not have any assets available in order to change the MGMT CD. Remove the assets first to continue.
488 — TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using  to assist with the entry. If it is not found, enter the number again.

253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.

Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

Related Topics

- [Stock Number Overview](#)
- [Add a Stock Number](#)
- [Delete a Stock Number](#)
- [Add an Attachment to a Stock Number](#)
- [Realign a Stock Number](#)



Delete a Stock Number

Overview



The Stock Number Delete process allows removal of a stock number record from the catalog.

Attention



A Stock Number record **cannot be deleted** if the record is associated with any equipment records.

Navigation

CATALOG MGMT > Stock Number >  > ☐ (desired record) >  > Confirm Delete (Delete STOCK NBR) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Stock NBR)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Confirm Delete (Delete Stock NBR)

History Remarks



Procedures


DPAS Navigation Helpful Tips





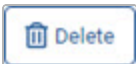


Click the following link to display Warehouse Navigation Tips.

Delete a Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

- Click ☐ to select the desired entry. The **STOCK NBR** is highlighted, and , , , and  become available.
- Select . The **Confirm Delete (Delete STOCK NBR)** pop-up window appears.

Confirm Delete

Help

Are you sure you want to delete this Stock Nbr?


History Remarks

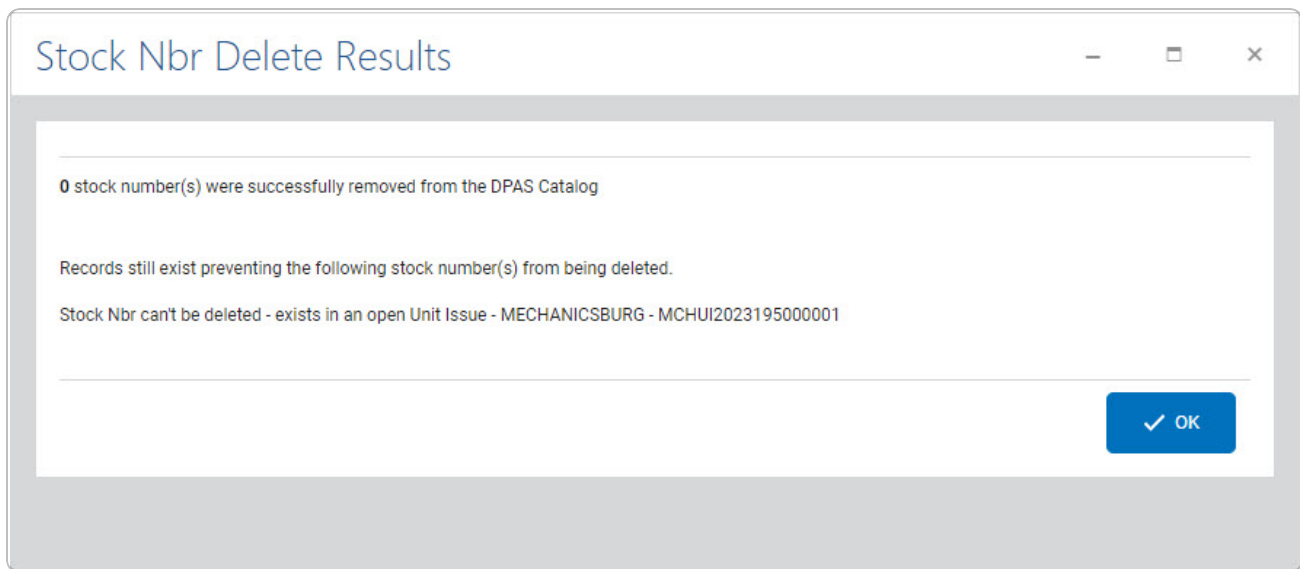
Cancel

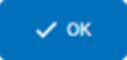
Delete

- Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*



- Select . The **STOCK NBR Delete Results** pop-up window appears, stating which record(s) have failed, and which ones are removed from the database.



- Select . The deleted record(s) are removed from the **STOCK NBR** grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
162 — STOCK NBR cannot be deleted. Document record (s) exist for this Stock NBR.	Invalid deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
162 — STOCK NBR cannot be	

deleted. *Document Transaction record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *ICN record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Inventory Request record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Issue Line Item record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Location CONDITION Cd Default record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Master Issue List record(s)* exist for this STOCK NBR.



162 — STOCK NBR cannot be deleted. *Pick Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Quality Control Header record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Return Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Return Stage record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Disassemble record(s)* exist for this STOCK NBR.



162 — STOCK NBR cannot be deleted. *SKO Header record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Planning record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Stock Item record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Unit Issue Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Unit Outstanding Items record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Unit Post Detail record(s)* exist for this STOCK NBR.



162 — STOCK NBR cannot be deleted. *Unit Return Detail record(s)* exist for this STOCK NBR.

Related Topics

- [Stock Number Overview](#)
- [Add a Stock Number](#)
- [Update a Stock Number](#)
- [Add an Attachment to a Stock Number](#)
- [Realign a Stock Number](#)



Realign a Stock Number

Overview

The Stock Number Realign process allows a Catalog Update process of a stock number record.

Navigation

CATALOG MGMT > Stock Number >

Search

 > ☐ (desired record) >

Realign

 >
External Catalog Realignment pop-up window

Page Fields

The following fields display on the **External Catalog Realignment** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

External Catalog Realignment

Stock Number
Interface

Externally Sourced Stock Nbrs

Stock Nbr
Item Desc
Stock Item Cd
Interface
Using Svc Cd



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Realign a Stock Number

Selecting Cancel at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

- Click ☐ to select the desired entry. The *STOCK NBR* is highlighted, and Edit, Delete, Attachments, and Realign become available.
- Select Realign. The **External Catalog Realignment** pop-up window appears.

External Catalog Realignment
×

Stock Number:

Interface:

Externally Sourced Stock Nbrs ✓ Realign Stock Nbr

Stock Nbr	Item Desc	Stock Item ...	Interfa...	Using Svc Cd
<input type="checkbox"/> 8470015814806	USMC TACTICAL VEST	A - NSN	CL - FLIS	D - Lead Service (Military Service Activity) - 06 (Consumable)
<input type="checkbox"/> 8470015814806	USMC TACTICAL VEST	A - NSN	CL - FLIS	M - U.S. Marine Corps
<input type="checkbox"/> 8470015814806	USMC TACTICAL VEST	A - NSN	CL - FLIS	N - U.S. Navy
<input type="checkbox"/> 8470015814806	VEST,TACTICAL MODUL	A - NSN	CT - TDMS	
<input type="checkbox"/> 8470015814806	USMC TACTICAL VEST	A - NSN	CA - AESIP	A - U.S. Army
<input type="checkbox"/> 8470015814806	USMC TACTICAL VEST	A - NSN	CL - FLIS	I - Integrated Materiel Manager

Selected 0/6

<
1
>

items per page


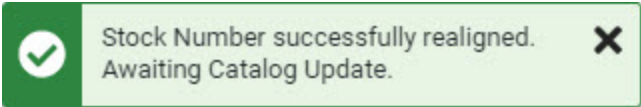
1 - 6 of 6 items

- Verify the *STOCK NBR*.
- Verify the *Interface*.



5. Click ☐ to select the desired entry. *The row is highlighted and becomes available.*



6. Select . *The*  *appears in the bottom right corner, the **External Catalog Realignment** pop-up window closes, and the revised Search Results row is highlighted in green, with the Interface System Cd showing the new interface.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Stock Number Overview
- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number




Stock Item

Overview

The WAREHOUSE MGMT module Stock Item process provides the ability to add, update, delete, and review the history of Stock Item records directly associated with a Warehouse within a specific Logistics Program. If a Warehouse contains multiple DoDAACs for Stock Numbers, then users can create a Stock Item with multiple entries for differing quantities. Stock Items records are created so that attributes specific to a Warehouse can be established. These attributes allow for the:

- Regulating of Stocking Quantity
- Enabling the ability to issue stock and prevent stock issues
- Managing of Replenishment Settings

Note

 All Stock Item records must be associated with a Catalog Stock NBR record with a matching Catalog Name in the Logistics Program.

Navigation

CATALOG MGMT > Stock Item > Stock Item page

Page Fields

The following fields display on the **Stock Item** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Reportable Commodity Type
 LIN/TAMCN
 Replenishment Source
 Freeze Cd
 Stock Nbr
 Item Desc
 DoDAAC

Stock Item Grid Fields

All
 Stock Nbr
 Item Desc
 LIN/TAMCN
 DoDAAC
 Freeze Cd
 Inv Segment Cd

Default Return Cond Cd

Optional

Replenishment Source
Replenishment Start Dt
Replenishment End Dt
Min Stock Qty
Max Stock Qty
Reorder Point
Min Order Qty
Max Order Qty
Lead-time Months Used
Net Consumption Months Used
Reorder Method
Min Safety Stock Pct
Max Safety Stock Pct
Avg Member Issue Qty
LIN/TAMCN Desc
Reportable Commodity Type
Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Print Label Request

Printer Language
Label Size
Label Type
Qty

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Search For a Stock Item



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  **Reset** at any point of this procedure returns all fields to the default "All" setting.




1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields: .


Instructions


Search Criteria

Reportable Commodity Type	<input type="text" value="All"/>	LIN/TAMCN	<input type="text" value="All"/>
Replenishment Source	<input type="text" value="All"/>	Freeze Cd	<input type="text" value="All"/>
Stock Nbr	<input type="text" value="All"/>	Item Desc	<input type="text" value="All"/>
DoDAAC	<input type="text" value="All"/>		

- Use  to select the Reportable Commodity Type.
- Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use  to select the Replenishment Source.
- Use  to select the Freeze Cd.
- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use  to select the DoDAAC.

2. Select  **Search** . The Results are displayed in the Stock Item grid.

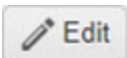
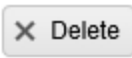
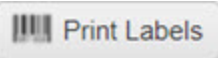
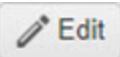


Stock Item							
<div> Grid Options + Add Edit Delete Print Labels </div>							
No Grouping							
<input type="checkbox"/> All	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC	Freeze Cd	Inv Segment Id	Default Return Cond Cd
<input type="checkbox"/>	1005000179547	PIN, FIRING		N00019	N - No Freeze	A - Inventory A Schedule	
<input type="checkbox"/>	041618SB001	GUITAR CASES		N00019	N - No Freeze	A - Inventory A Schedule	
<div> Selected 0/2 1 Page 1 of 1 50 Items per page 1 - 2 of 2 items </div>							

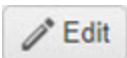
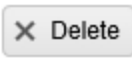
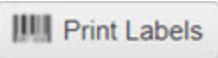
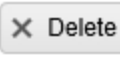
Add a Stock Item

Select . The **Add a Stock Item** pop-up window appears.



Update a Stock Item

- Click ☐ to select the desired entry. The Stock Item is highlighted, and , , and  become available.
- Select ☐ (desired record) > . The **Edit Stock Items** pop-up window appears.


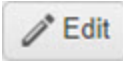

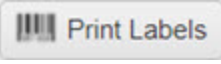
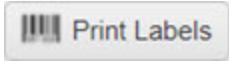
Delete a Stock Item

- Click ☐ to select the desired entry. The Stock Item is highlighted, and , , and  become available.
- Select ☐ (desired record) > . The **Delete a Stock Item** pop-up window appears.

Print Stock Item Labels

Selecting  at any point of this procedure returns all fields to the default setting. Selecting  removes all revisions and closes the pop-up window.



- Click  to select the desired entry. *The Stock Item is highlighted, and , , and  become available.*
- Select . *The **Print Label Request** pop-up window appears.*

Print Label Request

Print Labels

Printer Language

Select an Item

Label Size

Select an Item

Label Type

STK

Qty





1

Print

Download

Reset

Cancel

- Use  to select the Printer Language.
- Use  to select the Label Size.
- The Label Type automatically populates and is not editable.*
- Use  to choose the QTY.
- Select . *The labels are sent to the printer.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics


- Add a Stock Item
- Update a Stock Item
- Delete a Stock Item

Add a Stock Item

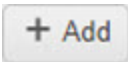
Overview

The Stock Item Add process provides the ability to create new Stock Item records directly associated with a Warehouse within a specific Logistics Program. When adding a Stock Item, access to the Security Commodity Type set is required when the Stock Number was added, or the Stock Number will not be available for selection. If a Warehouse contains multiple DoDAACs for Stock Numbers, then a single Stock Item with multiple replenishment plans of differing quantities is created.

Note

 All Stock Item records must be associated with a Catalog Stock NBR record with a matching Catalog Name in the Logistics Program.

Navigation

CATALOG MGMT > Stock Item >  > Add Stock Item pop-up window

Page Fields

The following fields display on the **Add Stock Item** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Item Grid

Stock Nbr *
DoDAACs *
Inv Segment Cd *
Freeze Cd *
Add / Edit Remarks

Remarks
History Remarks

Issue / Return Defaults Grid

Default Return Cond Cd

Replenishment Info Tab

Reorder Method
Replenishment Source
Replenishment Start Dt
Replenishment End Dt
Min Stock Qty
Max Stock Qty
Min Safety Stock Pct
Max Safety Stock Pct
Avg Member Issue Qty
Min Order Qty
Max Order Qty
Reorder Point

Lead-time Months Used
Net Consumption Months Used

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Add a Stock Item




Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Stock Item** pop-up window appears, open to the Stock Item tab.




2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

3. Enter the DoDAACs in the field provided. *This is a 6 alphanumeric character field.*
4. Use  to select the Inv Segment Cd.
5. Use  to select the Freeze Cd.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
7. Use  to select the Default Return Cond Cd.

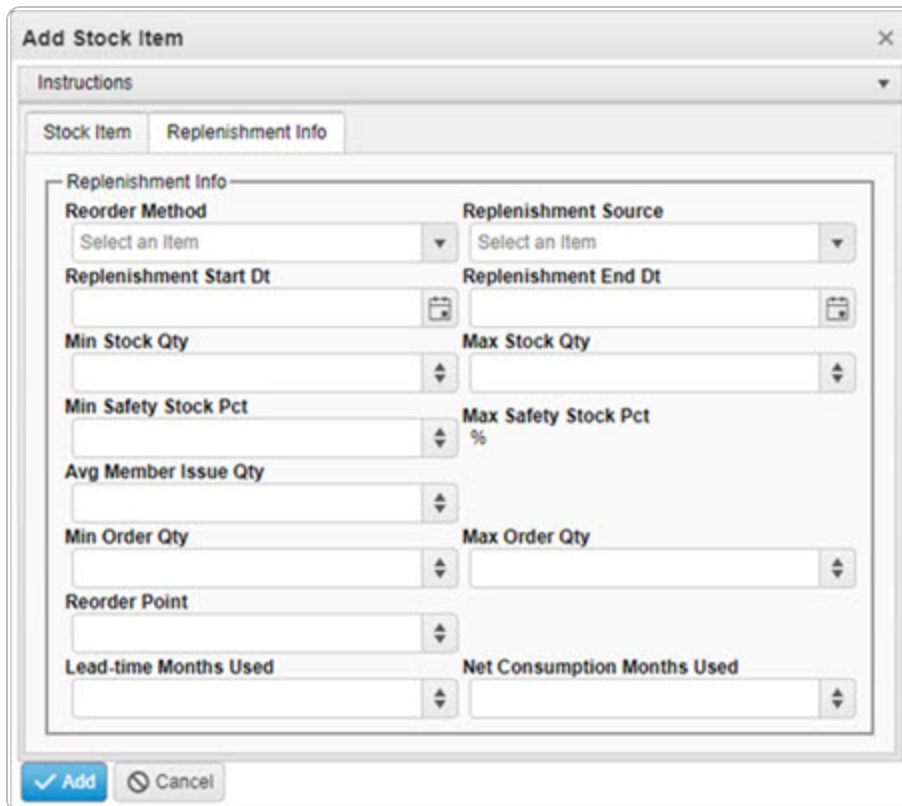


Select . The new Stock Item record is saved, and appears in the Stock Item results grid.

8.

OR





Select the Replenishment INFO tab to continue adding information.












The screenshot shows the 'Add Stock Item' dialog box with the 'Replenishment Info' tab selected. The dialog contains the following fields:


- Reorder Method:** A dropdown menu with 'Select an Item' as the current selection.
- Replenishment Source:** A dropdown menu with 'Select an Item' as the current selection.
- Replenishment Start Dt:** A date field with a calendar icon.
- Replenishment End Dt:** A date field with a calendar icon.
- Min Stock Qty:** A numeric field with up/down arrows.
- Max Stock Qty:** A numeric field with up/down arrows.
- Min Safety Stock Pct:** A numeric field with up/down arrows.
- Max Safety Stock Pct:** A numeric field with up/down arrows, followed by a '%' symbol.
- Avg Member Issue Qty:** A numeric field with up/down arrows.
- Min Order Qty:** A numeric field with up/down arrows.
- Max Order Qty:** A numeric field with up/down arrows.
- Reorder Point:** A numeric field with up/down arrows.
- Lead-time Months Used:** A numeric field with up/down arrows.
- Net Consumption Months Used:** A numeric field with up/down arrows.

At the bottom of the dialog are two buttons: a blue 'Add' button with a checkmark and a grey 'Cancel' button with a close icon.

- A. Use  to select the Reorder Method.
- B. Use  to select the Replenishment Source.
- C. Use  to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use  to select the Replenishment END DT, or enter the date (MM/DD/YYYY) in the field provided.



- E. Use  to choose the MIN STOCK QTY.
- F. Use  to choose the MAX STOCK QTY.
- G. Use  to choose the MIN Safety Stock PCT.
- H. *The MAX Safety Stock PCT automatically populates and is not editable.*
- I. Use  to choose the AVG Member Issue QTY.
- J. Use  to choose the MIN ORDER QTY.
- K. Use  to choose the MAX ORDER QTY.
- L. Use  to choose the Reorder Point.
- M. Use  to choose the Lead-time Months Used.
- N. Use  to choose the Net Consumption Months Used.

9. Select  . *The new Stock Item appears in green at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information

<p>Stock Number.</p>	
<p>13 — Mandatory Entry: DoDAACs.</p>	
<p>13 — Mandatory Entry: INV SEGMENT CD.</p>	in the desired field.
<p>13 — Mandatory Entry: FREEZE CD.</p>	
<p>185 — Record already exists.</p>	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
<p>1082 — MIN STOCK QTY cannot be < 0.</p>	
<p>1081 — MAX STOCK QTY cannot be < 0.</p>	
<p>1084 — MIN ORD QTY cannot be < 0.</p>	Missing Entry. Enter an amount that is greater than zero in the desired field.
<p>1083 — MAX ORD QTY cannot be < 0.</p>	

1085 — Reorder Point cannot be < 0.	
1095 — Reorder Point cannot be > Max Stock Qty.	Invalid Entry. The Reorder Point must be less than the Max Stock Qty. Re-enter the amount.
1086 — No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.
1079 — MAX STOCK QTY cannot be < MIN STOCK QTY.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.	Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.
1088 — Replenishment Start Date cannot be earlier than Current Date.	Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.

92 — Entry must be numeric.

Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters..

Related Topics

- [Stock Item Overview](#)
- [Edit a Stock Item](#)
- [Delete a Stock Item](#)

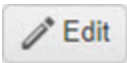


Update a Stock Item

Overview

The Stock Item Update process allows editing of Stock Item records that are directly associated with a specific Warehouse within a specific Logistics Program.

Navigation

CATALOG MGMT > Stock Item > ☐ (desired record) >  > Edit Stock Items pop-up window

Page Fields

The following fields display on the **Edit Stock Items** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Item Grid

Stock Nbr *
DoDAACs *
Inv Segment Cd *
Freeze Cd *
Add / Edit Remarks

Remarks
History Remarks

Issue / Return Defaults Grid

Default Return Cond Cd

Replenishment Info Tab

Reorder Method
Replenishment Source
Replenishment Start Dt
Replenishment End Dt
Min Stock Qty
Max Stock Qty
Min Safety Stock Pct
Max Safety Stock Pct
Avg Member Issue Qty
Min Order Qty
Max Order Qty
Reorder Point
Lead-time Months Used
Net Consumption Months Used

(*) Asterisk identifies mandatory fields.


Procedures


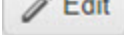
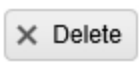
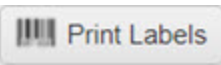
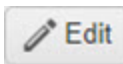
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Edit a Stock Item

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. The Stock Item is highlighted, and , , and  become available.
- Select . The **Edit Stock Items** pop-up window appears, open to the Stock Item tab.

X

Edit Stock Items

▼

Instructions

Stock Item
Replenishment Info

Stock Item

* Stock Nbr
8470014762519

* DoDAAC
ATL001

* Inv Segment Id

A - Inventory A Schedule ▼

* Freeze Cd


N - No Freeze ▼


[Add / Edit Remarks](#)

Issue / Return Defaults



Default Return Cond Cd


B - Svcbl(With Qual) ▼

 Update

 Cancel



3. Verify the *STOCK NBR.*
4. Verify the *DoDAAC.*
5. Update the Inv Segment Cd, using  to select the desired code.
6. Update the Freeze Cd, using  to select the desired code.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
8. Update the Default Return Cond Cd.

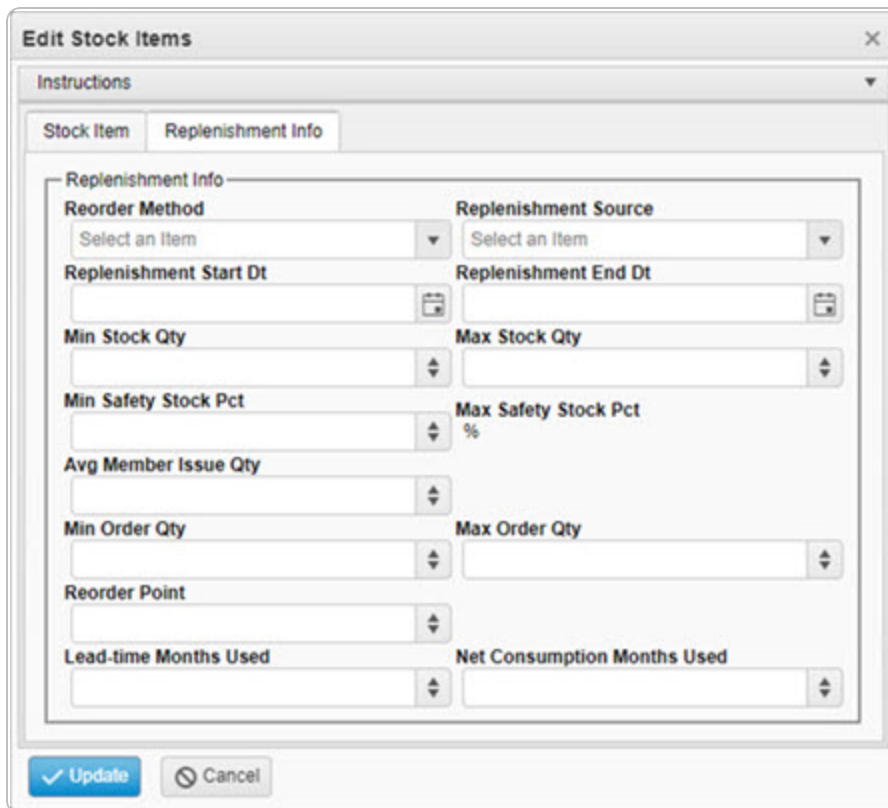
Select . *The revised Stock Item record is saved, and reflected in the Stock Item grid.*

9.

OR

Select the Replenishment INFO tab to continue revising the information.



















The screenshot shows the 'Edit Stock Items' dialog box with the 'Replenishment Info' tab selected. The dialog contains the following fields and controls:

- Reorder Method:** A dropdown menu with 'Select an Item' as the current selection.
- Replenishment Source:** A dropdown menu with 'Select an Item' as the current selection.
- Replenishment Start Dt:** A date field with a calendar icon.
- Replenishment End Dt:** A date field with a calendar icon.
- Min Stock Qty:** A spinner control.
- Max Stock Qty:** A spinner control.
- Min Safety Stock Pct:** A spinner control.
- Max Safety Stock Pct:** A spinner control with a '%' symbol next to it.
- Avg Member Issue Qty:** A spinner control.
- Min Order Qty:** A spinner control.
- Max Order Qty:** A spinner control.
- Reorder Point:** A spinner control.
- Lead-time Months Used:** A spinner control.
- Net Consumption Months Used:** A spinner control.

At the bottom of the dialog are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with an 'X' icon).

- A. Update the Reorder Method, using  to select the desired type.
- B. Update the Replenishment Source, using  to select the desired kind.
- C. Update the Replenishment START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- D. Update the Replenishment END DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- E. Update the MIN STOCK QTY, using  to choose the revised quantity.
- F. Update the MAX STOCK QTY, using  to choose the revised quantity.
- G. Update the MIN Safety Stock PCT, using  to choose the revised percentage.
- H. *Verify the MAX Safety Stock PCT.*
- I. Update the AVG Member Issue QTY, using  to choose the revised quantity.



- J. Update the MIN ORDER QTY, using  to choose the revised quantity.
 - K. Update the MAX ORDER QTY, using  to choose the revised quantity.
 - L. Update the Reorder Point, using  to choose the revised amount.
 - M. Update the Lead-time Months Used, using  to choose the revised time frame.
 - N. Update the Net Consumption Months Used, using  to choose the revised amount.
10. Select . *The revised Stock Item appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Stock Number.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: DoDAACs.	
13 — Mandatory Entry: INV SEGMENT CD.	

13 — Mandatory Entry: FREEZE CD.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1082 — MIN STOCK QTY cannot be < 0.	
1081 — MAX STOCK QTY cannot be < 0.	
1084 — MIN ORD QTY cannot be < 0.	
1083 — MAX ORD QTY cannot be < 0.	
1085 — Reorder Point cannot be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.
1095 — Reorder Point cannot be > Max Stock Qty.	
1086 — No Parent Warehouse exists for this Warehouse. Cannot select	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.

Warehouse Transfer as the Replenishment Source.	
1079 — MAX STOCK QTY cannot be < MIN STOCK QTY.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.	Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.
1088 — Replenishment Start Date cannot be earlier than Current Date.	Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters..

Related Topics

- [Stock Item Overview](#)
- [Add a Stock Item](#)
- [Delete a Stock Item](#)

Delete a Stock Item

Overview

The Stock Item Delete process allows the removal of a Stock Item record from the Warehouse in which the Stock Item record is associated.

In order for the record to be deleted, the Stock Item record must meet two criteria:

- Not have any Inventory Master records with a STOCK NBR quantity greater than '0'.
- Not have any open "Due In" records for the associated STOCK NBR.

It is important to remember that other Warehouses may use the selected Stock Item. This process deletes the record from the logged into Warehouse at the time.

Navigation

Catalog MGMT > Stock Item > ☐ (desired record) >  > Delete Stock Item pop-up window

Page Fields

The following fields display on the **Delete Stock Item** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.



Delete Stock Item

History Remarks

Procedures


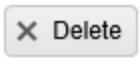
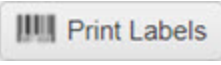
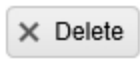
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Stock Item

Selecting  at any point of this procedure removes all revisions and closes the page.

- Click ☐ to select the desired entry. The Stock Item is highlighted, and , , and  become available.
- Select . The **Delete Stock Item** pop-up window appears.

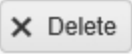

Delete Stock Item
✕

Instructions
▼

Delete Stock Item

Are you sure you want to delete this Stock Item?

History Remarks

 Delete
 Cancel

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character*



field.

4. Select

X Delete

 . The Stock Item is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
1051 — Stock Item has associated Inventory Master Records. Cannot Delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Inventory Master Records associated with it, or if there is any materiel attached to the associated Inventory Master Records. Review the Stock Item again, and remove any remaining associated Inventory Master Records so the Stock Item can be deleted.
2143 — Stock Item has associated Due In records. Cannot delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Open Due In Records associated with it. Review the Stock Item again, and remove any remaining associated Due In Records so the Stock Item can be deleted.

Related Topics

- [Stock Item Overview](#)
- [Add a Stock Item](#)
- [Update a Stock Item](#)




Calculate the MIN/MAX Quantity for a Stock Item

Overview

The Stock Item Calculate process allows calculating the minimum/maximum amounts of the Stock Item quantity.

Navigation

CATALOG MGMT > Stock Item MIN/MAX >  > Calculate MIN/MAX STOCK QTY pop-up window

Page Fields

The following fields display on the **Calculate MIN/MAX STOCK QTY** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
517	Select "Calculate MIN/MAX STOCK QTY" button to create a new record.
383	Select Cancel button to return to Search Results page.



Calculate MIN/MAX STOCK QTY (Safety Stock Quantities) AND (Calculation Parameters)

Min Safety Stock Pct
 Max Safety Stock Pct *
 Tier Level *

Logistics Program *
 Region *
 Site *
 Warehouse *

Reportable Commodity Type 
 DoDAAC 
 LIN/TAMCN List
 LIN/TAMCN(s)
 Stock Nbr List
 Stock Nbr(s)

Calculate MIN/MAX STOCK QTY (Safety Stock Quantities)

Min Safety Stock Pct
 Max Safety Stock Pct *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Calculate the Min/Max Quantities for All Stock Items



Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  **Calculate Min/Max Stock Qty**. The **Calculate MIN/MAX STOCK QTY** pop-up window appears.

Calculate Min/Max Stock Qty ✕

Instructions

Safety Stock Quantities

Min Safety Stock Pct

*** Max Safety Stock Pct**

Calculation Parameters

*** Tier Level**

Select an Item ▼

*** Reportable Commodity Type**

All ▼

*** DoDAAC**

All

LIN/TAMCN List


All ▼


LIN/TAMCN(s)




Stock Nbr List

All ▼


Stock Nbr(s)

 **Calculate**

 **Cancel**

2. Enter the Safety Stock Quantities.
 1. Use  to choose the MIN Safety Stock PCT.
 2. Use  to choose the MAX Safety Stock PCT.
3. Enter the Calculation Parameters.
 1. Use  to select the Tier Level. *The tier selection appears as a new field.*

Choose:

Use  to select the Logistics Program.

Calculation Parameters

*** Tier Level**

Logistics Program ▼

*** Logistics Program**

A.


OR




Use  to select the Region.

Calculation Parameters

*** Tier Level**

Region 

*** Region**




OR


Use  to select the Site.

Calculation Parameters

*** Tier Level**

Site 

*** Site**




OR


Use  to select the Warehouse.







Calculation Parameters

*** Tier Level**

Warehouse 

*** Warehouse**



2. Use  or  to select the Reportable Commodity Type.
 3. Enter the DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
 4. Use  to select the LIN/TAMCN List.
 5. Enter the LIN/TAMCN(s) in the field provided. *This is a 10 alphanumeric character field.*
 6. Use  to select the Stock Nbr List.
 7. Enter the STOCK NBR(s) in the field provided. *This is a 15 alphanumeric character field.*
4. Select  **Calculate** . *The pop-up window closes. Depending upon the amount of changes, either the new amounts appear in the entry's corresponding columns, or an alert appears.*





Alert

Due to the large amount of data, the calculations have been sent to a background job. You will be notified by email when the job is complete.

✓ OK

Calculate the MIN/MAX Quantity for a Specific Stock Item

- Click  to select the entry. *The Stock Item record is highlighted.*
- Select  **Calculate Min/Max Stock Qty**. *The **Calculate MIN/MAX STOCK QTY** pop-up window appears.*

Calculate Min/Max Stock Qty

Instructions




Safety Stock Quantities

Min Safety Stock Pct

* Max Safety Stock Pct

Calculate

Cancel

- Use  to choose the MIN Safety Stock PCT.
- Use  to choose the MAX Safety Stock PCT.
- Select  **Calculate**. *The pop-up window closes, and the new amounts appear in the record's corresponding columns.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: <i>MAX Safety Stock Pct.</i>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
13 — Mandatory Entry: <i>Tier Level.</i>	
13 — Mandatory Entry: <i>Tier Selection.</i>	

Related Topics

- [Stock Item Min / Max](#)

Update the Stock Item MIN/MAX

Overview

The Warehouse Management module Stock Item MIN/MAX process provides the ability to calculate, edit, approve, or deny the Minimum and Maximum Stock Item levels within an individual Warehouse, Site, Region, or Logistics Program.

Note



Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Item MIN/MAX > Stock Item MIN/MAX Update page

Page Fields

The following fields display on the **Stock Item MIN/MAX Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
376	When available, select Search button to view Search Results page.



13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
519	Select "Approve" button to approve proposed changes to selected record(s).
520	Select "Approve All" button to approve proposed changes to all records.
521	Select "Cancel" button to cancel proposed changes to selected records(s).
522	Select "Cancel All" button to cancel proposed changes to all records.

Enterprise Rollup Grid


Logistics Program
Group By
Region
Site
Warehouse





Search Criteria Grid


Status


Reportable Commodity Type

LIN/TAMCN 

LIN/TAMCN Desc 

Stock Nbr 

Item Desc 

DoDAAC 

Stock Item MIN / MAX Update Grid Fields

All

Status

Warehouse

DoDAAC

Stock Nbr

Item Desc

LIN/TAMCN

LIN/TAMCN Desc

Size

Min Stock Qty

Min Safety Stock Pct

Proposed Min Stock Qty

Max Stock Qty

Max Safety Stock Pct

Proposed Max Stock Qty

Optional

Size Category

Reportable Commodity Type

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Remarks


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search For a Stock Item

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.








Instructions

Enterprise Rollup

Search Criteria


Status	P - Pending		Reportable Commodity Type	All
# LIN/TAMCN	All	...	# LIN/TAMCN Desc	All
# Stock Nbr	All	...	# Item Desc	All
# DoDAAC	All			

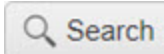
 Search
  Reset



- Use  to select the Status.
- Use  to select the Reportable Commodity Type.
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
- Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 64 alphanumeric character field.*
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*

2. Select . *The Search Results are displayed in the Stock Item Min / Max Update grid.*


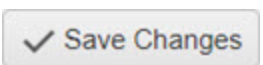


Stock Item Min/Max Update													
<div> Grid Options Save Changes Cancel Calculate Min/Max Stock Qty Approve Deny </div>													
No Grouping	All	Status	Warehouse	DoDAAC	Stock Nbr	Item Desc	LIN/TAMCN	LIN/TAMCN Desc	Size	Min Stock Qty	Min Safety Stock Pct	Proposed Min Stock Qty	Proposed Max Stock Qty
	<input type="checkbox"/>	A - Approved	4508 2 OSS	FB4608	1005000337672	RIFLE 5.56 MILLIMETER					1%	 0	
	<input type="checkbox"/>	A - Approved	4508 2 OSS	FB4608	1015000833028	TRAINING EQUIPMENT				500	1%	 0	1000

Selected 0/2
Page 1 of 1
50 items per page
1 - 2 of 2 items


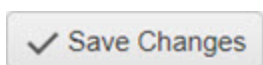

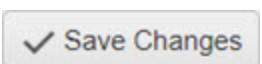
Update the MIN/MAX for a Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*

Enter a Proposed MIN STOCK QTY


- A. Click . *The cell becomes an editable field.*
- B. Enter the Proposed MIN STOCK QTY for that Stock Item. The  and  become available.
- C. Select . *The revised amount is saved and the field becomes read-only.*

Enter a Proposed MAX STOCK QTY

- A. Click . *The cell becomes an editable field.*
- B. Enter the Proposed MAX STOCK QTY for that Stock Item. The  and  become available.
- C. Select . *The revised amount is saved and the field becomes read-only.*

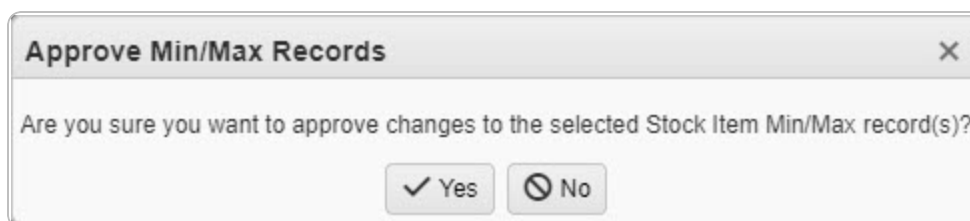


Calculate the MIN/MAX for a Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*
2. Select . *The **Calculate Min/Max Stock Qty** pop-up window appears.*

Approve the MIN/MAX Quantity for a single Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*
2. Select . *The Approve menu appears.*
3. Select . *The **Approve MIN/MAX Records** pop-up window appears.*

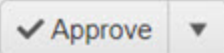
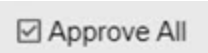


4. Select .  appears while the record is moved from Pending to Approved.

OR

4. Select . *The **Approve MIN/MAX Records** pop-up window closes and the record remains in Pending.*

Approve the MIN/MAX Quantity for all Pending Stock Items

1. Select . *The Approve menu appears.*
2. Select . *The **Approve MIN/MAX Records** pop-up window appears.*



Approve Min/Max Records
✕

Are you sure you want to approve changes to the selected Stock Item Min/Max record(s)?

Select .

✓ Records successfully approved. ✕

 appears while all of the Stock Item records are moved from Pending to Approved.

3.

OR

Select . The **Approve MIN/MAX Records** pop-up window closes and all of the Stock Item records remain in Pending.

Deny the MIN/MAX Quantity for a single Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*

2. Select . *The Deny menu appears.*

3. Select . The **Deny MIN/MAX Records** pop-up window appears.

Deny Min/Max Records
✕

Are you sure you want to deny the selected Stock Item Min/Max record(s)?

Select .

✓ Records successfully denied. ✕

 appears while the record is moved from Pending to Denied.

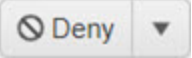

4.

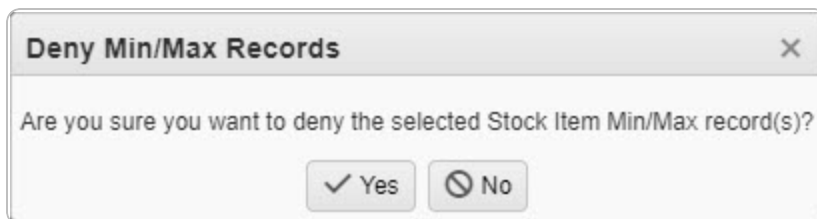
OR



Select . The **Deny MIN/MAX Records** pop-up window closes and the record remains in Pending.

Deny the MIN/MAX Quantity for all Pending Stock Items

- Select . The Deny menu appears.
- Select . The **Deny MIN/MAX Records** pop-up window appears.



Select .  appears while all of the Stock Item records are moved from Pending to Denied.

- OR

Select . The **Deny MIN/MAX Records** pop-up window closes and all of the Stock Item records remain in Pending.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Calculate the Min/Max for the Stock Qty





Collateral Item

Overview


The WAREHOUSE MGMT module Collateral Item process provides the ability to associate one or more collateral items with its Parent Item (STOCK NBR), which integrates into the responsibility of maintaining the User Catalog that is associated with the Logistics Program. The process views what items are associated with another item. For example, when someone requests to be issued skis, the warehouse clerk uses this process to view what collateral items may need to be issued to outfit the requester such as boots, poles, bindings, etc.

Note



Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

CATALOG MGMT > Collateral Item > Collateral Item page

Page Fields

The following fields display on the **Collateral Item** page. For more information on each field, select the appropriate hyperlink.





Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.
408	Enter at least one "Detail" row when a "Master" row is entered.
416	Select "Save Changes" button to process all changes made to Detail records

Search Criteria Grid

Stock Nbr 
Collateral Stock Nbr 
Item Desc 
Collateral Item Desc 

Collateral Item Grid

Stock Nbr
Item Desc
Mgmt Cd
Primary Attachment
Remarks



Optional

Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
Program Id

Collateral Stock Item Grid

Collateral Stock Nbr
Collateral Item Desc
Collateral Mgmt Cd
Collateral Stocking UI
Collateral Qty

Optional

Established By
Last Updated By
LIN/TAMCN
Program Id


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Collateral Item

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions

Search Criteria

i Stock Nbr

i Collateral Stock Nbr

i Item Desc

i Collateral Item Desc

- Use **i** or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
- Use **i** or to assist with the COLLATERAL STOCK NBR entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
- Enter the ITEM DESC, using **i** to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the COLLATERAL ITEM DESC, using **i** to assist with the entry. *This is a 256 alphanumeric character field.*

2. Select . The Search Results are displayed in the Collateral Item grid.

Collateral Item		+ Add		Grid Options					
		Stock Nbr	Item Desc	Mgmt Cd	Primary ...	Remarks			
▶	<input type="button" value="X Delete"/>	8465004313776	SKIS	A - Serial Number Managed					
▶	<input type="button" value="X Delete"/>	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed					
		1		50		items per page	1 - 2 of 2 items		

Add a Collateral Item Record

Select . The **Add Collateral Item** pop-up window appears.

Update a COLLATERAL STOCK NBR

1. Click ▶ next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*



Collateral Item

+ Add

Grid Options

	Stock Nbr	Item Desc	Mgmt Cd	Primary ...	Remarks
<div>X Delete</div>	8465004313776	SKIS	A - Serial Number Managed		

+ Add

Save Changes

Cancel

Grid Options

	Browse...	Collateral Stock Nbr	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
<div>X Mark Deleted</div>		3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	<div>2</div>

1

50 items per page


1 - 1 of 1 items

<div>X Delete</div>	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed		
---------------------	---------------	----------------------	------------------	--	--

1

50 items per page

1 - 2 of 2 items

- Select  under the Collateral QTY column to change the quantity. *The field changes to allow an entry.*

Collateral Item

+ Add

Grid Options

	Stock Nbr	Item Desc	Mgmt Cd	Primary ...	Remarks
<div>X Delete</div>	8465004313776	SKIS	A - Serial Number Managed		

+ Add

Save Changes

Cancel

Grid Options

	Browse...	Collateral Stock Nbr	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
<div>X Mark Deleted</div>		3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	<div>2</div>

1

50 items per page


1 - 1 of 1 items

<div>X Delete</div>	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed		
---------------------	---------------	----------------------	------------------	--	--

1

50 items per page

1 - 2 of 2 items

- Enter or use  to choose the Collateral QTY.
- Select

Save Changes

. *The row is saved and becomes read-only.*

Delete a Collateral Item Record

Select

X Delete

. *The **Delete Collateral Item** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 — STOCK NBR cannot be the same as the Master STOCK NBR.	Invalid Entry. The COLLATERAL STOCK NBR cannot be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exists in the CATALOG STOCK NBR table for the Warehouse.

1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.

Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.

xxxx — Wild-card is not permitted.

Remove the wildcard (%).

Related Topics

- Add a Collateral Item
- Delete a Collateral Item






Add a Collateral Item

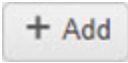
Overview

The Collateral Item Add process provides the ability to add one or more collateral items with its Parent Item (STOCK NBR).

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

CATALOG MGMT > Collateral Item >  > Add Collateral Item pop-up window

Page Fields

The following fields display on the **Add Collateral Item** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Collateral Item

Stock Nbr *

Item Desc

Mgmt Cd

Collateral Stock Nbr *

Collateral Item Desc

Collateral Mgmt Cd

Collateral Stocking UI

Collateral Qty *


Add / Edit Remarks

Remarks

History Remarks

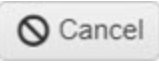
(*) Asterisk identifies mandatory fields.

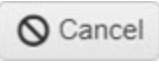
Procedures



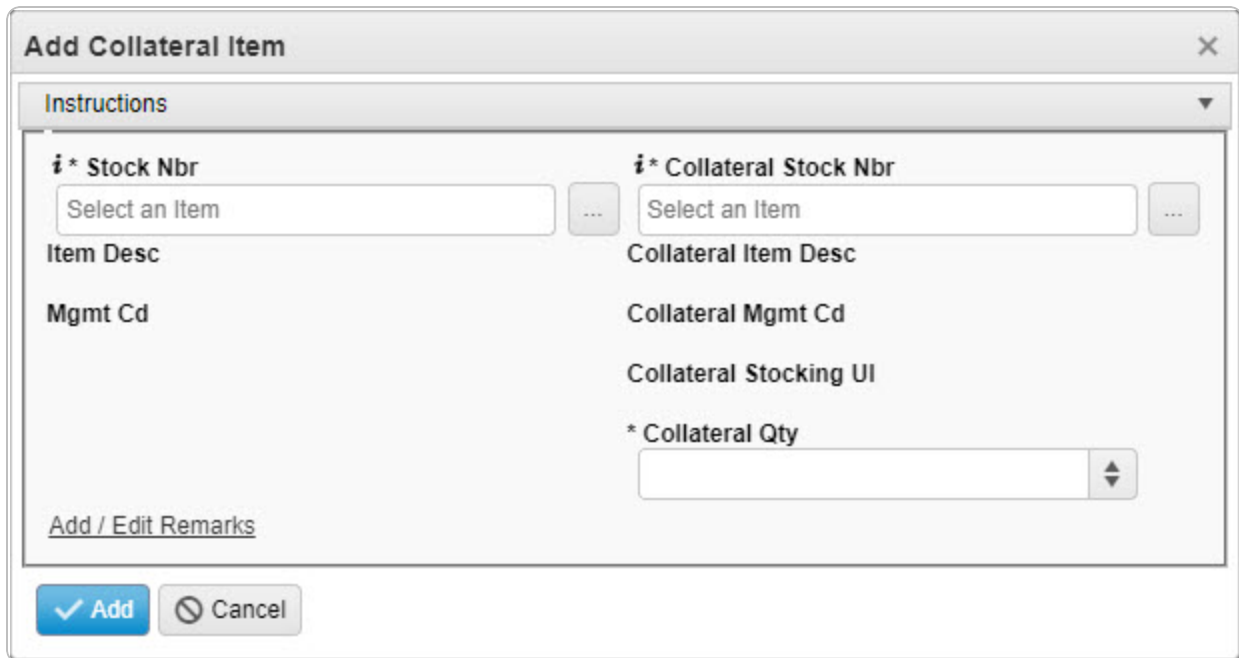
DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Add a Collateral Item






Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Collateral Item** pop-up window appears.




The "Add Collateral Item" window contains the following fields and controls:

- Instructions** (dropdown menu)
- * Stock Nbr**: Input field with "Select an Item" placeholder and a browse button (...).
- * Collateral Stock Nbr**: Input field with "Select an Item" placeholder and a browse button (...).
- Item Desc**: Text area.
- Collateral Item Desc**: Text area.
- Mgmt Cd**: Text area.
- Collateral Mgmt Cd**: Text area.
- Collateral Stocking UI**: Text area.
- * Collateral Qty**: Spinner control.
- Add / Edit Remarks**: Hyperlink at the bottom left.
- Buttons**: "Add" (blue checkmark) and "Cancel" (grey X) at the bottom.


2. Enter the STOCK NBR, or use  to browse for the entry. The *ITEM DESC* and *MGMT CD* automatically populate.
 Stock Number Browse help
3. Enter the COLLATERAL STOCK NBR, or use  to browse for the entry. The *COLLATERAL ITEM DESC*, *COLLATERAL MGMT CD*, and *COLLATERAL STOCKING UI* automatically populate.
 Stock Number Browse help
4. Enter or use  to choose the Collateral QTY.
5. Select the Add/Edit Remarks hyperlink. The *Remarks* and *History Remarks* fields appear.
 - A. Enter the Remarks in the field provided. This is a 1,024 alphanumeric character field.
 - B. Enter the History Remarks in the field provided. This is a 1,024 alphanumeric character field.



6. Select . The new Collateral Item record is added to the top of the Collateral Item grid (highlighted in green).

Collateral Item						
	Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks	
	6510014999285	WOUND PACK,HEMOSTATIC TREATMENT	B - Bulk Managed		BPG Test	
	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			
<div> 1 50 items per page </div> <div>1 - 2 of 2 items</div>						

Add a COLLATERAL STOCK NBR

1. Click  next to the desired Collateral Item record. The record expands to display the COLLATERAL STOCK NBR entries.

Collateral Item

2. Select . A new blank row appears, to insert a new entry.

Collateral Item

+ Add

Grid Options

	Stock Nbr	Item Desc	Mgmt Cd	Primary	Remarks
<div>X Delete</div>	8465004313776	SKIS	A - Serial Number Managed		

+ Add

Save Changes

Cancel

Grid Options

	Browse	Collateral Stock Nbr	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
<div>X Mark Deleted</div>	<div>...</div>					<div><div></div>1</div>
<div>X Mark Deleted</div>		3040004037879	SHOE.SKIS	A - Serial Number Managed	EA - Each	<div><div></div>2</div>

1

50

Items per page

X Delete

846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed		
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1

50

Items per page

1 - 2 of 2 items






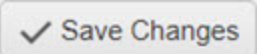
- Enter the COLLATERAL STOCK NBR, or use  to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

Note



If an incorrect COLLATERAL STOCK NBR is selected, use  again to browse and select the correct COLLATERAL STOCK NBR.

- Select  to change the default quantity in the Collateral QTY column. *Enter the new quantity, or use  to change the quantity.*
- Repeat steps 2 - 4 to add multiple entries.
- Select . *The row is saved and becomes read-only.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alpha-numeric field.



48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 — STOCK NBR cannot be the same as the Master STOCK NBR.	Invalid Entry. The COLLATERAL STOCK NBR cannot be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exist in the CATALOG STOCK NBR table for the Warehouse.
1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.
xxxx — Wild-card is not permitted.	Remove the wildcard (%).

Related Topics



- [Collateral Item Overview](#)
- [Delete a Collateral Item](#)

Delete a Collateral Item

Overview

The Collateral Item Delete process provides the ability to remove a Collateral Item record or the Collateral Stock Number part of the Collateral Number.

Navigation

CATALOG MGMT > Collateral Item >  (desired record) >  > Confirm Delete
(Delete Collateral Item) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Collateral Item)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Confirm Delete (Delete Collateral Item)

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.



Confirm Delete (Delete Collateral Stock Number)

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Collateral Item)

History Remarks

Confirm Delete (Delete Collateral Stock Number)

History Remarks

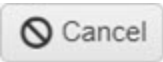
Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Collateral Item

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  The **Confirm Delete (Delete Collateral Item)** pop-up window appears.



×

Instructions

Delete Collateral Item


Are you sure you want to delete this Collateral Item and any associations?

History Remarks

✕ Delete
⌛ Cancel

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select ✕ Delete . *The Collateral Item is removed from the grid.*

Delete a COLLATERAL STOCK NBR

- Click  next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*

Collateral Item

+ Add
⚙ Grid Options

	Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks	
✕ Delete	8465004313776	SKIS	A - Serial Number Managed			

+ Add
✓ Save Changes
⌛ Cancel
⚙ Grid Options

	Browse...	Collateral Stock Nbr ↑	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
✕ Mark Deleted		3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	2

⏪
⏩
1

50 items per page

1 - 1 of 1 items

✕ Delete

	Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks	
✕ Delete	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			

1

⏪
⏩
1

50 items per page

1 - 2 of 2 items

- Select ✕ Mark Deleted . *The **Confirm Delete** pop-up window appears.*



Confirm Delete
✕

Instructions
▼

Delete Collateral Item

Are you sure you want to delete this Collateral Item and any associations?

History Remarks

✕ Delete
⌛ Cancel

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select ✕ Delete . *The pop-up window closes and the entry is grayed out.*

5. Select ✓ Save Changes . *Entries marked for deletion are removed from the Collateral Item record.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

xxxx - Wild-card is not permitted.

Remove the wildcard (%).

Related Topics

- [Collateral Item Overview](#)
- [Add a Collateral Item](#)





SUBSTITUTE STOCK NBR


Overview

The Warehouse Management module Substitute Stock Number process provides the ability to establish a stock number substitute program. The process can be used to cross reference one or more substitute stock numbers that can replace with some or all the capabilities of the substituted item.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

CATALOG MGMT > SUBSTITUTE STOCK NBR > SUBSTITUTE STOCK NBR page

Page Fields

The following fields display on the **SUBSTITUTE STOCK NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.


13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Stock Nbr

Item Desc

LIN/TAMCN





SUBSTITUTE STOCK NBR Grid

Stock Nbr

Item Desc

Optional

Primary Attachment

Color

Reportable Commodity Type

Height (In)

Length (In)

LIN/TAMCN

LIN/TAMCN Desc

Mgmt Cd

Size

Stocking UI

UI

Unit Price

Weight (Lbs)

Width (In)

SUBSTITUTE STOCK NBR Detail Grid

Edit

Delete

Substitute Stock Nbr

Substitute Item Desc

Compatibility %

Optional

Primary Attachment

Established By

Established Dt/Tm

Last Transaction Dt/Tm

Last Updated By

Program Id

Substitute Color

Substitute Commodity Type

Substitute Height (In)

Substitute Length (In)

Substitute LIN/TAMCN

Substitute LIN/TAMCN Desc

Substitute Mgmt Cd

Substitute Size

Substitute Stocking UI

Substitute UI

Substitute Price

Substitute Weight (Lbs)

Substitute Width (In)

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips

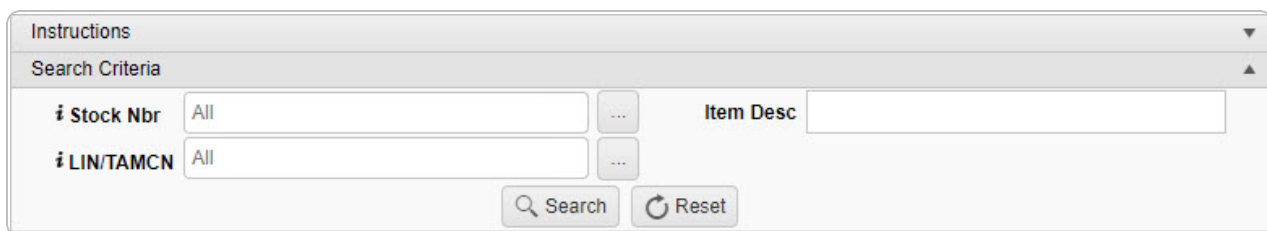




Click the following link to display Warehouse Navigation Tips.



Search for a SUBSTITUTE STOCK NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

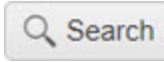
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

2. Select . *The Search Results are displayed in the SUBSTITUTE STOCK NBR grid.*


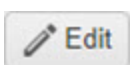


Substitute Stock Nbr		+ Add	Grid Options ▾
Stock Nbr ↑	Item Desc		
▶ 113811381138A	LIGHT SABER - BLUE		
▶ 113811381138B	LIGHT SABER - GREEN		
▶ 113811381138C	LIGHT SABER - PURPLE		
<div> <div>◀ ▶</div> <div>1</div> <div>◀ ▶</div> <div>◀ ▶</div> <div>◀ ▶</div> </div>		50	items per page
		1 - 3 of 3 items	



Add a SUBSTITUTE STOCK NBR

Select . The **Add a Substitute Stock Nbr** pop-up window appears.

Update a SUBSTITUTE STOCK NBR

1. Select  next to the desired STOCK NBR.
2. Select . The **Update a Substitute Stock Nbr** pop-up window appears.

Delete a SUBSTITUTE STOCK NBR

1. Select  next to the desired STOCK NBR.
2. Select . The **Delete a Substitute Stock Nbr** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Substitute Stock Number
- Update a Substitute Stock Number
- Delete a Substitute Stock Number





Add a SUBSTITUTE STOCK NBR

Overview


The SUBSTITUTE STOCK NBR Add process provides the ability to create new STOCK NBR Substitute programs. The process is used to cross reference one or more Substitute Stock Numbers that can work with some or all the capabilities of the item being substituted.

Note

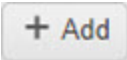


Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

CATALOG MGMT > SUBSTITUTE STOCK NBR >  > Add SUBSTITUTE STOCK NBR pop-up window

Page Fields

The following fields display on the **Add SUBSTITUTE STOCK NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
446	Enter Compatibility % as a whole number between 0 to 100 either by inserting in textbox or clicking up/down scrolling.

SUBSTITUTE STOCK NBR

Stock Nbr  *

Item Desc
 LIN/TAMCN
 LIN/TAMCN Desc
 Color
 Size
 Length (In)
 Width (In)
 Height (In)
 Weight (Lbs)
 Attachments

Substitute Stock Nbr  *

Substitute Item Desc
 Substitute LIN/TAMCN
 Substitute LIN/TAMCN Desc
 Substitute Color
 Substitute Size
 Substitute Length (In)
 Substitute Width (In)
 Substitute Height (In)
 Substitute Weight (Lbs)
 Attachments

Compatibility % *
 Inverse Compatibility % *
 Add / Edit Remarks

Remarks
 History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips

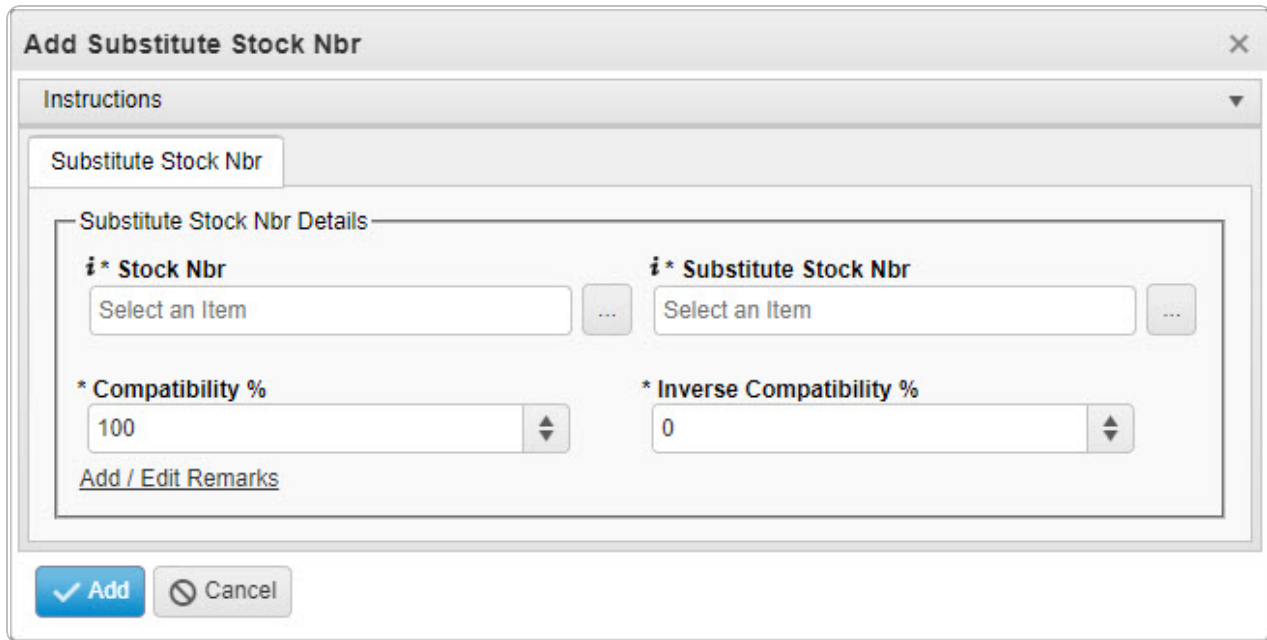




Click the following link to display Warehouse Navigation Tips.

Add a Substitute Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Add SUBSTITUTE STOCK NBR** pop-up window appears.



- Use  or  to assist with the REPLACEMENT STOCK NBR entry. This is a 15 alpha-numeric character field. When the field is entered, additional fields appear.

Stock Number Browse help



Add Substitute Stock Nbr

Instructions

Substitute Stock Nbr

Substitute Stock Nbr Details

i * Stock Nbr

113811381138A

i * Substitute Stock Nbr

Select an Item

Item Desc
LIGHT SABER - BLUE

LIN/TAMCN	LIN/TAMCN Desc
Color	Size
Length (In)	Width (In)
10	3
Height (In)	Weight (Lbs)
3	3

Attachments
No attachments found

*** Compatibility %**

100

*** Inverse Compatibility %**



0

[Add / Edit Remarks](#)

✓ Add

⊘ Cancel

- A. *The ITEM DESC automatically populates and is not editable.*
- B. *The LIN/TAMCN automatically populates and is not editable.*
- C. *The LIN/TAMCN DESC automatically populates and is not editable.*
- D. *The Color automatically populates and is not editable.*
- E. *The Size automatically populates and is not editable.*
- F. *The Length (IN) automatically populates and is not editable.*
- G. *The Width (IN) automatically populates and is not editable.*
- H. *The Height (IN) automatically populates and is not editable.*

- I. The Weight (LBS) automatically populates and is not editable.
 - J. The Attachments Viewer automatically populates and is not editable.
3. Use  or  to assist with the SUBSTITUTE STOCK NBR entry. This is a 15 alphanumeric character field. When the field is entered, additional fields appear.

Substitute Stock Number Browse help

Add Substitute Stock Nbr
✕

Instructions ▼

Substitute Stock Nbr




Substitute Stock Nbr Details

<div style="margin-bottom: 5px;"> * Stock Nbr <input type="text" value="113811381138A"/> </div> <div style="margin-bottom: 5px;"> Item Desc LIGHT SABER - BLUE </div> <div style="margin-bottom: 5px;"> LIN/TAMCN LIN/TAMCN Desc </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Color Length (In) 10 Height (In) 3 </div> <div style="width: 45%;"> Size Width (In) 3 Weight (Lbs) 3 </div> </div> <div style="margin-bottom: 5px;"> Attachments No attachments found </div> <div style="margin-top: 10px;"> * Compatibility % <input type="text" value="100"/> </div>	<div style="margin-bottom: 5px;"> * Substitute Stock Nbr <input type="text" value="113811381138C"/> </div> <div style="margin-bottom: 5px;"> Substitute Item Desc LIGHT SABER - PURPLE </div> <div style="margin-bottom: 5px;"> Substitute LIN/TAMCN Substitute LIN/TAMCN Desc </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Substitute Color Substitute Length (In) 10 Substitute Height (In) 3 </div> <div style="width: 45%;"> Substitute Size Substitute Width (In) 3 Substitute Weight (Lbs) 3 </div> </div> <div style="margin-bottom: 5px;"> Substitute Attachments No attachments found </div> <div style="margin-top: 10px;"> * Inverse Compatibility % <input type="text" value="0"/> </div>
--	---

[Add / Edit Remarks](#)

✓ Add
✕ Cancel

- A. The Substitute ITEM DESC automatically populates and is not editable.
- B. The Substitute LIN/TAMCN automatically populates and is not editable.
- C. The Substitute LIN/TAMCN DESC automatically populates and is not editable.

- D. *The Substitute Color automatically populates and is not editable.*
 - E. *The Substitute Size automatically populates and is not editable.*
 - F. *The Substitute Length (IN) automatically populates and is not editable.*
 - G. *The Substitute Width (IN) automatically populates and is not editable.*
 - H. *The Substitute Height (IN) automatically populates and is not editable.*
 - I. *The Substitute Weight (LBS) automatically populates and is not editable.*
 - J. *The Attachments Viewer automatically populates and is not editable.*
4. Use  to choose the COMPATABILITY %.
 5. Use  to choose the INVERSE COMPATIBILITY %.
 6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 7. Select . *The new SUBSTITUTE STOCK NBR appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following



ported special character(s) \$, — , /, #, &, comma, period, and space.	permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: STOCK NBR / SUBSTITUTE STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN  displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
1150 — STOCK NBR and SUBSTITUTE STOCK NBR can- not be same.	Invalid Entry. The STOCK NBR and SUBSTITUTE STOCK NBR are the same STOCK NBR. Re-enter the SUBSTITUTE STOCK NBR.
1151 — STOCK NBR / SUBSTITUTE STOCK NBR cross reference already exist.	Invalid Entry. STOCK NBR / SUBSTITUTE STOCK NBR cross reference and STOCK NBR and SUBSTITUTE STOCK NBR combination already exists. Re-enter the SUBSTITUTE STOCK NBR.
116 — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Num- ber. If it is not found, enter the number again.
xxxx — Compatibility Per- centage should be smaller	Invalid Entry. Compatibility Percentage should be smaller than or equal to 100.

than or equal to 100.	
xxxx — Inverse Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Inverse Compatibility Percentage should be smaller than or equal to 100.

Related Topics


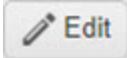
- [Substitute Stock Number](#)
- [Update a Substitute Stock Number](#)
- [Delete a Substitute Stock Number](#)

Update a SUBSTITUTE STOCK NBR

Overview

The SUBSTITUTE STOCK NBR Update process allows editing of STOCK NBR Substitute programs. The process is used to cross reference one or more Substitute Stock Numbers that can work with some or all the capabilities of the item being substituted.

Navigation

CATALOG MGMT > SUBSTITUTE STOCK NBR >  (desired record) >  > Update
SUBSTITUTE STOCK NBR pop-up window

Page Fields

The following fields display on the **Update SUBSTITUTE STOCK NBR** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
446	Enter Compatibility % as a whole number between 0 to 100



either by inserting in textbox or clicking up/down scrolling.

SUBSTITUTE STOCK NBR

- Stock Nbr
- Substitute Stock Nbr
- Item Desc
- Substitute Item Desc
- LIN/TAMCN
- LIN/TAMCN Description
- Substitute LIN/TAMCN
- Substitute LIN/TAMCN Desc
- Color
- Size
- Substitute Color
- Substitute Size
- Length (In)
- Width (In)
- Substitute Length (In)
- Substitute Width (In)
- Height (In)
- Weight (lbs)
- Substitute Height (In)
- Substitute Weight (Lbs)
- Attachments
- Attachments
- Compatibility % *
- Inverse Compatibility % *
- Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.


Procedures



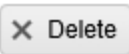
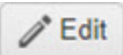
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Substitute Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired STOCK NBR. The *SUBSTITUTE STOCK NBR* grid appears, and  and  are available.
2. Select . The **Update SUBSTITUTE STOCK NBR** pop-up window appears.



Update Substitute Stock Nbr
✕

Instructions

Substitute Stock Nbr

Substitute Stock Nbr Details

Stock Nbr
113811381138A

Item Desc
LIGHT SABER - BLUE

LIN/TAMCN **LIN/TAMCN Desc**

Color **Size**

Length (In) **Width (In)**
10 3

Height (In) **Weight (Lbs)**
3 3

Attachments
No attachments found

*** Compatibility %**
100

[Add / Edit Remarks](#)

Substitute Stock Nbr
113811381138B

Substitute Item Desc
LIGHT SABER - GREEN

Substitute LIN/TAMCN **Substitute LIN/TAMCN Desc**

Substitute Color **Substitute Size**

Substitute Length (In) **Substitute Width (In)**
10 3




Substitute Height (In) **Substitute Weight (Lbs)**
3 3

Attachments
No attachments found

*** Inverse Compatibility %**
100

✓ Update
⊗ Cancel

- A. *Verify the STOCK NBR.*
- B. *Verify the SUBSTITUTE STOCK NBR.*
- C. *Verify the ITEM DESC.*
- D. *Verify the Substitute ITEM DESC.*
- E. *Verify the LIN/TAMCN.*
- F. *Verify the LIN/TAMCN DESC.*
- G. *Verify the Substitute LIN/TAMCN.*
- H. *Verify the Substitute LIN/TAMCN DESC.*
- I. *Verify the Color.*

- J. *Verify the Size.*
 - K. *Verify the Substitute Color.*
 - L. *Verify the Substitute Size.*
 - M. *Verify the Length (IN).*
 - N. *Verify the Width (IN).*
 - O. *Verify the Substitute Length (IN).*
 - P. *Verify the Substitute Width (IN).*
 - Q. *Verify the Height (IN).*
 - R. *Verify the Weight (LBS).*
 - S. *Verify the Substitute Height (IN).*
 - T. *Verify the Substitute Weight (LBS).*
 - U. *Verify the Attachments within the STOCK NBR Viewer.*
 - V. *Verify the Attachments within the SUBSTITUTE STOCK NBR Viewer.*
3. Update the COMPATABILITY %, using  to choose a revised percentage.
 4. Update the INVERSE COMPATIBILITY %, using  to choose a revised percentage.
 5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 6. Select . *The revised SUBSTITUTE STOCK NBR appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.


161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: STOCK NBR / SUBSTITUTE STOCK NBR.

Missing Entry. Enter the appropriate information in the desired field.

487 — LIN/TAMCN record must be established.

Invalid Entry. LIN/TAMCN  displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.

1150 — STOCK NBR and SUBSTITUTE STOCK NBR cannot be same.

Invalid Entry. The STOCK NBR and SUBSTITUTE STOCK NBR are the same STOCK NBR. Re-enter the SUBSTITUTE STOCK NBR.

1151 — STOCK NBR / SUBSTITUTE STOCK NBR cross reference already

Invalid Entry. STOCK NBR / SUBSTITUTE STOCK NBR cross reference and STOCK NBR and SUBSTITUTE STOCK NBR combination already



exist.	exists. Re-enter the SUBSTITUTE STOCK NBR.
116 — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number. If it is not found, enter the number again.
xxxx — Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Compatibility Percentage should be smaller than or equal to 100.
xxxx — Inverse Compatibility Percentage should be smaller than or equal to 100 Increase value Decrease value.	Invalid Entry. Inverse Compatibility Percentage should be smaller than or equal to 100 Increase value Decrease value.

Related Topics


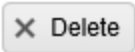
- [Substitute Stock Number](#)
- [Add a Substitute Stock Number](#)
- [Delete a Substitute Stock Number](#)

Delete a SUBSTITUTE STOCK NBR

Overview

The SUBSTITUTE STOCK NBR Delete process allows removal of the selected Substitute Stock Number record.

Navigation

CATALOG MGMT > SUBSTITUE STOCK NBR >  (desired record) >  > Confirm Delete (Delete SUBSTITUTE STOCK NBR) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete SUBSTITUTE STOCK NBR)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete SUBSTITUTE STOCK NBR)

History Remarks


Procedures


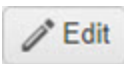
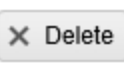

DPAS Navigation Helpful Tips

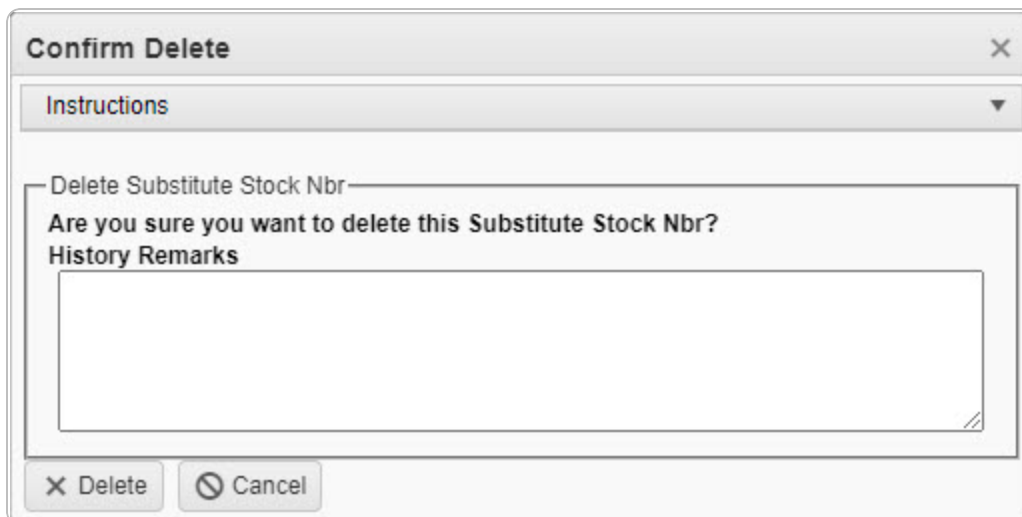


Click the following link to display Warehouse Navigation Tips.


Delete a Substitute Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired STOCK NBR. The *SUBSTITUTE STOCK NBR* grid appears, and  and  are available.
- Select . The **Confirm Delete (Delete SUBSTITUTE STOCK NBR)** pop-up window appears.



The image shows a 'Confirm Delete' dialog box. It has a title bar with a close button. Below the title bar is a section labeled 'Instructions' with a dropdown arrow. The main content area contains the text 'Delete Substitute Stock Nbr' followed by the question 'Are you sure you want to delete this Substitute Stock Nbr?'. Below this is a text area labeled 'History Remarks'. At the bottom of the dialog are two buttons: 'Delete' and 'Cancel'.

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . The *SUBSTITUTE STOCK NBR* is removed from the grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Substitute Stock Number
- Add a Substitute Stock Number
- Update a Substitute Stock Number



SKO Catalog

Overview

The WAREHOUSE MGMT module SKO Catalog process provides the ability to create and manage custom Sets, Kits, and Outfits (SKOs) records within an Enterprise Catalog. SKO records are commonly referred to as "Kits". Kits are identified by a stock number, which is set up first in the Stock Number Catalog. Once created, the Kit's stock number is used within the SKO Catalog process as the Kit Header. The SKO record includes the components that make up the kit as well as the stock number that identifies the kit as a whole. Users can also determine how to manage the kit within the warehouse once it is assembled. Once the SKO has been established using the SKO Catalog, the SKO Assemble process is used to assemble the kits as they are needed.

Navigation

CATALOG MGMT > SKO Catalog > SKO Catalog page

Page Fields

The following fields display on the **SKO Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.

17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
488	To print, first check the box for the desired row(s), then select the print button.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.
408	Enter at least one "Detail" row when a "Master" row is entered.
416	Select "Save Changes" button to process all changes made to Detail records
14	Select "Cancel" button to return to previous page.
169	Click "Thumbnail" to enlarge.

Search Criteria

Stock Nbr
Item Desc
SKO Type
Serially Managed

SKO Catalog Grid

Details



Edit
Delete
Print
Stock Nbr
Item Desc
SKO Type
Serially Managed
Comp of Kit
Return As Kit
Verify Parts Return
Verify Parts Issue
Store Components Together
Nbr Kits In Progress
Primary Attachment
Remarks

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

SKO Component Grid

Stock Nbr
LIN/TAMCN
Item Desc
Stocking UI
Managed Shelf Life Type
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit
Rqd For Complete Kit?
Serially Managed
Required Qty
Display Order




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search For a SKO Entry

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Instructions


Search Criteria



Stock Nbr

SKO Type

Item Desc

Serially Managed

- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use  to select SKO Type.
- Use  to select Serially Managed.

- Select . The Search Results are displayed in the SKO Catalog grid.

SKO Catalog												
	Print	Stock Nbr	Item Desc	SKO Type	Serially Managed	Comp of Kit	Return As Kit	Verify Parts Return	Verify Parts Issue	Store Components Together	Nbr Kits In Progress	Primary ...
<input type="checkbox"/>	<input type="checkbox"/>	2355015393639	LIGHT ARMORED VEHIC	Managed	Yes	Yes	Yes	No	No	Yes	1	
<input type="checkbox"/>	<input type="checkbox"/>	113811381138C	LIGHT SABER - PURPLE	Managed	Yes	No	Yes	No	No	Yes	0	



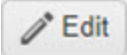
View the SKO Catalog Record Details

Select  next to the desired SKO Catalog record. *The SKO Component Details grid appears.*

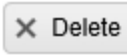
Add a SKO Catalog Record

Select  at the top of the SKO Catalog Grid. *The **Add SKO Catalog** pop-up window appears.*

Update a SKO Catalog Record

Select  next to the desired SKO Catalog record. *The **Update SKO Catalog** pop-up window appears.*

Delete a SKO Catalog Record

Select  next to the desired SKO Catalog record. *The **Confirm Delete** pop-up window appears.*

Print SKO Catalog Details

The DW Form 08 provides details on the selected SKO Catalog record.

1. Click  to select the desired SKO Catalog record. A  appears.

2. Select . The  appears.


3.  appears. *The Windows **Save As** pop-up window appears at the same time.*

4. Select . *The form is saved and ready for printing.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using  to assist with the entry.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a SKO Catalog
- Update a SKO Catalog

- Delete a SKO Catalog

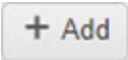


Add a SKO Catalog

Overview

The SKO Catalog Add provides the ability to create new Kit records. The procedure begins by assigning a Stock Number as the Kit Header. From there, associate either LIN/TAMCN items or other stock numbers as SKO components. The Add SKO Catalog process is used to define the overall name of the SKO and details what pieces of equipment are included. Once created, the Set Kit Outfit Assemble process (accessed from the MATERIEL MGMT menu) can be used to assemble the kits as they are needed.

Navigation

CATALOG MGMT > SKO Catalog >  > Add SKO Catalog pop-up window

Page Fields

The following fields display on the **Add SKO Catalog** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.



Add SKO Catalog

Stock Nbr *
Item Desc
Comp of Kit
SKO Type *
Return As Kit
Verify Parts Return
Verify Parts Issue
Store Components Together

SKO Components List

Edit
Mark Deleted
Stock Nbr
LIN/TAMCN
Item Desc
Stocking UI
Managed Shelf Life Type
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit
Rqd For Complete Kit?
Required Qty
Display Order

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



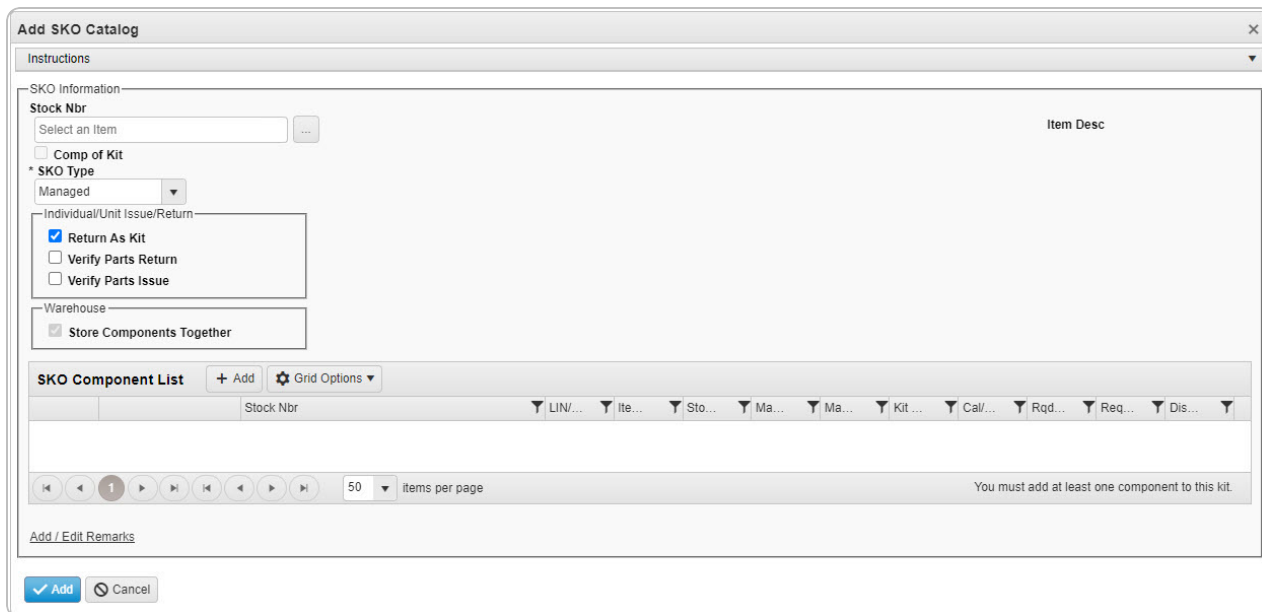
Click the following link to display Warehouse Navigation Tips.





Add a SKO Catalog Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.




1. Select . The **Add SKO Catalog** pop-up window appears.




2. Enter the **STOCK NBR**, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

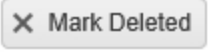
Stock Number Browse help
3. *The **ITEM DESC** automatically populates once the **STOCK NBR** is entered, and is not editable.*
4. Click ☐ to select the **COMP of Kit**. *This designates the stock number as an independent component of the kit. Unchecked means the Stock Number of the Kit Header is not an independent item and only exists when the kit components are assembled.*
5. Use  to select the **SKO Type**.
6. Click ☐ to select the **Return As Kit**. *This designates the kit returns to the warehouse as assembled inventory.*

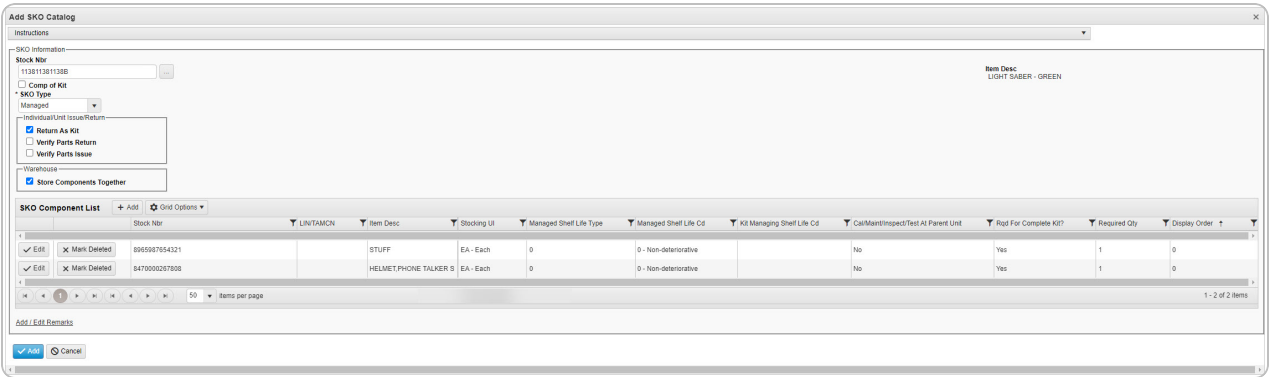


7. Click  to select the Verify Parts Return. *This requires that the components of the kit are verified by authorized personnel upon return to the warehouse.*
8. Click  to select the Verify Parts Issue. *The components of the kit are verified by authorized personnel upon issue from the warehouse.*
9. Click  to select the Store Components Together. *This requires that the components of the kit are stored in the same location as the kit.*

10. Select  to add an item to the SKO Component List.


OR

Select  in front of the SKO Component record to remove it from the SKO Component List. The Confirm Delete — Delete SKO Detail pop-up window appears.



The screenshot shows the 'Add SKO Catalog' window. It includes a 'Stock Nbr' field with a browse button, a 'Comp of Kit' dropdown, and checkboxes for 'Return As Kit', 'Verify Parts Return', and 'Verify Parts Issue'. Below these is the 'SKO Component List' table with columns: Stock Nbr, LIN/TAMCN, Item Desc, Stocking UI, Managed Shelf Life Type, Managed Shelf Life Cd, Kit Managing Shelf Life Cd, Can/Hand/Inspect/Test At Parent Unit, Rpt For Complete KIT, Required Qty, and Display Order. The table contains two rows of data. At the bottom are 'Add', 'Edit', and 'Cancel' buttons.


	Stock Nbr	LIN/TAMCN	Item Desc	Stocking UI	Managed Shelf Life Type	Managed Shelf Life Cd	Kit Managing Shelf Life Cd	Can/Hand/Inspect/Test At Parent Unit	Rpt For Complete KIT	Required Qty	Display Order
<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Mark Deleted 89598754321		STUFF	EA- Each	0	0 - Non-deteriorative		No	Yes	1	0
<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Mark Deleted 84700026788		HELMET PHONE TALKER S	EA- Each	0	0 - Non-deteriorative		No	Yes	1	0

Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

A.


OR

Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help


The ITEM DESC automatically populates.


Attention




Once a LIN/TAMCN component is added, the LIN/TAMCN field for that record includes the *Exclude STOCK NBRS* hyperlink.

Selecting this hyperlink displays the **Include/Exclude Stock NBRS** pop-up window. The window displays all stock numbers associated to this LIN/TAMCN and allows for excluding specific stock numbers from being assembled into the kit.

To exclude a specific stock number, deselect the Include  of the desired entry.


Select  to complete the transaction.

- B. Click ☐ to select the CAL/MAINT/INSPECT/TEST at Parent Unit. *This ignores the stock number's interval value.*

C. Click  to deselect the RQD for Complete Kit. *This designates the component as an optional component.*


D. Enter the Required QTY in the field provided. *This is a 25 numeric character field.*

E. Enter the Display Order in the field provided. *This is a 9 numeric character field.*

F. Select  in front of the SKO Component record. *The new SKO Component record appears in the grid.*


G. Repeat Steps A-F to add more components to the SKO Component List.
11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
12. Select . *The **Add SKO Catalog** pop-up window closes, and the new SKO appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using  to assist with the entry.
82 — STOCK NBR must be alphanumeric with valid special character(s) \$, —, /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re—enter the number.

185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [SKO Catalog Overview](#)
- [Edit a SKO Catalog](#)
- [Delete a SKO Catalog](#)

Delete a SKO Catalog

Overview

The SKO Catalog Delete process allows removal of a SKO record from the Catalog. In order to delete a SKO record, the system cannot have the record in a status of "Assembly Pending", meaning that the SKO kit assembly must be completed prior to deleting the record. If a SKO record exists in inventory, the SKO cannot be deleted.

Navigation

CATALOG MGMT > SKO Catalog >  > Confirm Delete (Delete SKO Catalog) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete SKO Catalog)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete SKO Catalog)

History Remarks



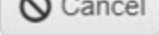
Procedures

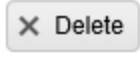
DPAS Navigation Helpful Tips

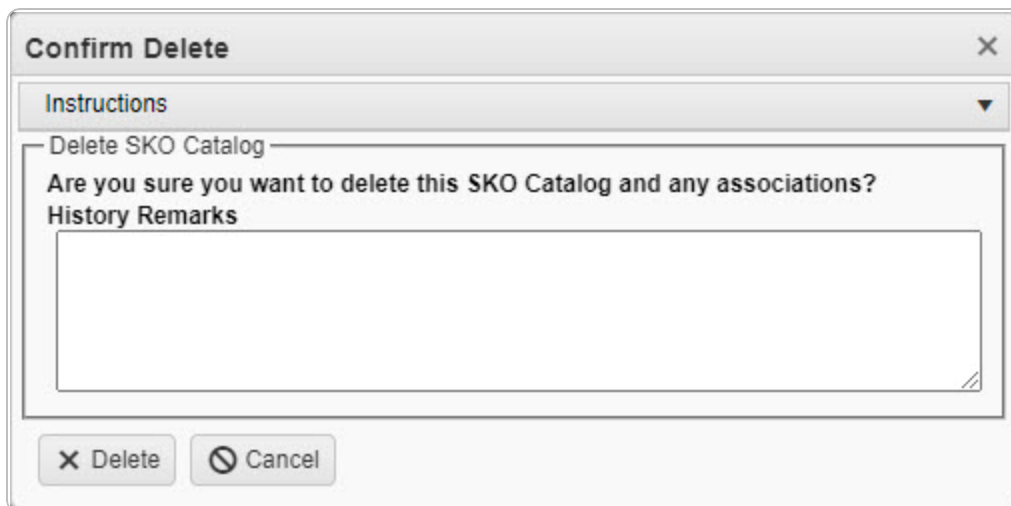


Click the following link to display Warehouse Navigation Tips.

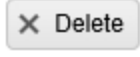
Delete a SKO Catalog:

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  on the row of the desired SKO Catalog. The **Confirm Delete (Delete SKO Catalog)** pop-up window appears.



The image shows a 'Confirm Delete' dialog box. It has a title bar with a close button. Below the title bar is a section labeled 'Instructions' with a dropdown arrow. The main content area contains the text 'Delete SKO Catalog' followed by 'Are you sure you want to delete this SKO Catalog and any associations?' and 'History Remarks' above a large text input field. At the bottom are 'Delete' and 'Cancel' buttons.

2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . The **Confirm Delete (Delete SKO Catalog)** pop-up window closes, and the SKO is removed from the grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
162 — STOCK NBR cannot be deleted. Asset record(s) exists.	Invalid Deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
1161 — A build record already exists for this catalog. The stock number cannot be modified or deleted.	Invalid Entry. STOCK NBR currently exists in the SKO Build, and cannot be modified or deleted. Revise the SKO Catalog record, and try again.
xxxx — SKO Catalog record cannot be deleted. Assembly Pending Records exist for this SKO Catalog record.	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with Assembly Pending records. Review the SKO Catalog record again, and either complete the kit, or remove it from the Assembly Pending record so the SKO Catalog record can be



	deleted.
xxxx — SKO Catalog record cannot be deleted. Inventory or verified transactions exist for Stock NBR ####. Please remove them or contact DPAS Help Desk to resolve inventory.	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with inventory or a verified transaction for the Stock NBR. Review the SKO Catalog record again, and remove any remaining associated inventory or transactions so the SKO Catalog record can be deleted. If this does not work, Contact the DPAS Call Center.

Related Topics

- [SKO Catalog Overview](#)
- [Add a SKO Catalog](#)
- [Update a SKO Catalog](#)

Update a SKO Catalog

Overview


The SKO Catalog Update process allows editing of SKO Catalog records. This includes modifying certain aspects of the Kit Header, adding new components to the SKO Component List, editing existing components, or deleting components. Also, any records with an "Assembly Pending" status cannot be updated until after the assembly is complete.

Attention



Once a SKO Catalog record has been added to the SKO Catalog results grid, the Header Stock Number and SKO Type can not be changed. If this information is inaccurate, the SKO Catalog record needs to be deleted and then re-added with the proper information.

Navigation

CATALOG MGMT > SKO Catalog >  > Update SKOCatalog pop-up window

Page Fields

The following fields display on the **Update SKO Catalog** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



- | | |
|----|--|
| 18 | Select "Update" button to process transaction(s). |
| 14 | Select "Cancel" button to return to previous page. |

Update SKO Catalog

Stock Nbr
 Item Desc
 Comp of Kit
 SKO Type *
 Return As Kit
 Verify Parts Return
 Verify Parts Issue
 Store Components Together

SKO Components List

Edit
 Mark Deleted
 Stock Nbr
 LIN/TAMCN
 Item Desc
 Stocking UI
 Managed Shelf Life Type
 Managed Shelf Life Cd
 Kit Managing Shelf Life Cd
 Cal/Maint/Inspect/Test At Parent Unit
 Rqd For Complete Kit?
 Required Qty
 Display Order

(*) Asterisk identifies mandatory fields.



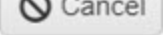
Procedures

DPAS Navigation Helpful Tips

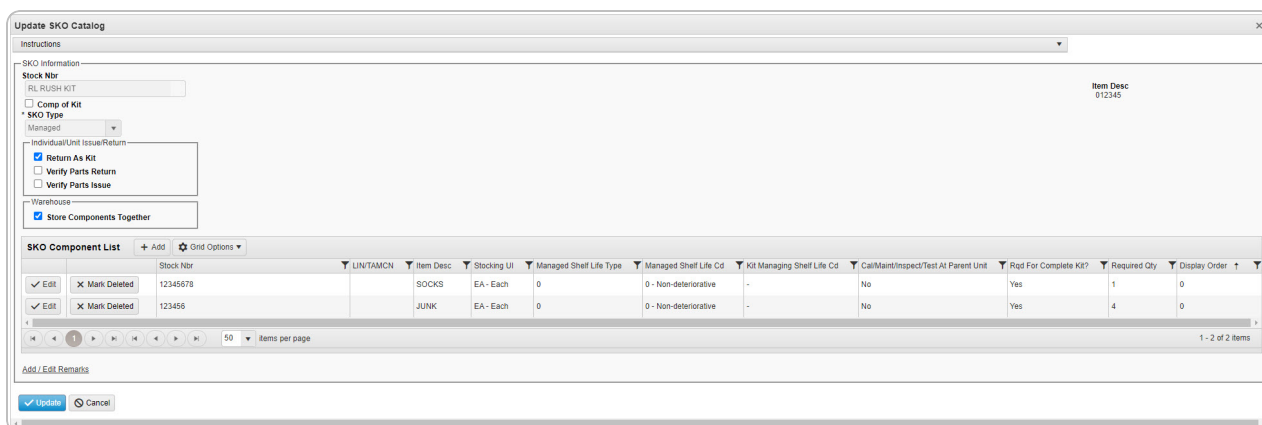


Click the following link to display Warehouse Navigation Tips.

Update a SKO Catalog Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired SKO Catalog record. The **Update SKO Catalog** pop-up window appears.



Stock Nbr	Item Desc	EA	Managed Shelf Life Type	Managed Shelf Life Cd	Kit Managing Shelf Life Cd	Call/Maint/Inspect/Test At Parent Unit	Rqd For Complete Kit?	Required Qty	Display Order
12345678	SOCKS	EA - Each	0	0 - Non-deteriorative	-	No	Yes	1	0
123456	JUNK	EA - Each	0	0 - Non-deteriorative	-	No	Yes	4	0

- Verify the **STOCK NBR**.
- Verify the **ITEM DESC**.
- Verify the **COMP** of Kit.
- Verify the **SKO Type**.
- Verify the Return As Kit contains the appropriate ☐ or ☒. This designates the kit returns to the warehouse as assembled inventory. Leaving this unchecked indicates that the kit is disassembled and returned as individual components upon return.
- Verify the Verify Parts Return contains the appropriate ☐ or ☒. This requires that the components of the kit are verified by authorized personnel upon return to the



warehouse. Leaving this unchecked indicates that this is optional.


- G. Verify the Verify Parts Issue contains the appropriate ☐ or ☒. The components of the kit are verified by authorized personnel upon issue from the warehouse. Leaving this unchecked indicates that this is optional.


- H. Verify the Store Components Together.

Select  to add an item to the SKO Component List.

I.

OR


Select  in front of the SKO Component record to remove it from the SKO Component List. The Confirm Delete — Delete SKO Detail pop-up window appears.

Enter the STOCK NBR, or use  to browse for the entry. This is a 15 alphanumeric character field.

Stock Number Browse help
ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

a.

OR

Enter the LIN/TAMCN(s), or use  to browse for the entry. This is a 10 alphanumeric character field.

Line Item Number / Table of Authorized Materiel Control Number Browse help
The ITEM DESC automatically populates.


Attention







Once a LIN/TAMCN component is added, the LIN/TAMCN field for that record includes the *Exclude STOCK NBR* hyperlink. Selecting this hyperlink displays the **Include/Exclude Stock NBRs** pop-up window.




The window displays all stock numbers associated to this LIN/TAMCN and allows for excluding specific stock numbers from being assembled into the kit.

To exclude a specific stock number, deselect the Include  of the desired entry.

Select  to complete the transaction.

- b. Click ☐ to select the CAL/MAINT/INSPECT/TEST at Parent Unit. *This ignores the stock number's interval value. Calibration, maintenance, inspection, and/or testing defaults to the kit header stock number. Leaving this unchecked indicates the stock number's original value manages this interval.*
- c. Click  to deselect the RQD for Complete Kit. *This designates the component as an optional component. Leaving this checked indicates that the component needs to be assembled into the kit in order to for the kit to be considered complete.*
- d. Enter the Required QTY in the field provided. *This is a 25 numeric character field.*
- e. Enter the Display Order in the field provided. *This is a 9 numeric character field.*
- f. Select  in front of the SKO Component record. *The new SKO Component record appears in the grid.*
- g. Repeat Steps A-F to add more components to the SKO Component List.
- J. Select  to update the desired SKO Component record.

Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alpha-numeric character field.*


Stock Number Browse help

ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

a.





OR



Enter the LIN/TAMCN(s), or use  to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help


The ITEM DESC automatically populates.

- b. Verify the CAL/MAINT/INSPECT/TEST at Parent Unit contains the appropriate ☐ or . *This ignores the stock number's interval value.*
 - c. Verify the RQD for Complete Kit contains the appropriate ☐ or . *This designates the component as an optional component.*
 - d. Update the Required QTY, entering the revised amount in the field provided. *This is a 25 numeric character field.*
 - e. Update the Display Order, entering the revised order in the field provided. *This is a 9 numeric character field.*
 - f. Select  in front of the SKO Component record. *The revised SKO Component record appears in the grid.*
- K. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . *The **Update SKO Catalog** pop-up window closes, and the revised SKO appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.</p>	<p>Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using  to assist with the entry.</p>
<p>xxxx — Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>

Related Topics


- [SKO Catalog Overview](#)
- [Add a SKO Catalog](#)
- [Delete a SKO Catalog](#)

Repair Parts Catalog Overview

Overview

The Warehouse Management module Repair Parts Catalog process provides the ability to create, edit, and remove Repair Parts lists for individual Stock Numbers, as well as the details within the parts lists.

Note



Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Repair Parts Catalog > Repair Parts page

Page Fields

The following fields display on the **Repair Parts** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

End Item Search Criteria

- Stock Nbr

Item Desc

FSC

LIN/TAMCN

Reportable Commodity Type

Type Asset Cd

Stock Item Cd

Mgmt Cd
- i

i

i

i

i

i

Repair Part Search Criteria

- Repair Part Stock Nbr

Repair Part Item Desc

Repair Part Model / Part Nbr

Repair Parts Catalog Grid

- All

Stock Nbr

Item Desc

FSC

LIN/TAMCN

Reportable Commodity Type

Type Asset Cd
Stock Item Cd
Mgmt Cd

Optional

Last Updated By
Last Transaction Dt/Tm
Established By
Established Dt/Tm
Remarks
Mfr Model Nbr
Mfr Part Nbr

Repair Parts Detail Grid

Mark Deleted
Stock Nbr
Item Desc
Mfr Part Nbr
Mfr Model Nbr
Qty


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Repair Part

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions

Search Criteria



End Item Search Criteria






# Stock Nbr	<input type="text" value="All"/>	...	# Item Desc	<input type="text" value="All"/>	...
# FSC	<input type="text" value="All"/>	▼	# LIN/TAMCN	<input type="text" value="All"/>	...
# Reportable Commodity Type	<input type="text" value="All"/>	▼	Type Asset Cd	<input type="text" value="All"/>	▼
# Stock Item Cd	<input type="text" value="All"/>	▼	Mgmt Cd	<input type="text" value="All"/>	▼







Repair Part Search Criteria

# Repair Part Stock Nbr	<input type="text" value="All"/>	...	# Repair Part Item Desc	<input type="text" value="All"/>
Repair Part Model / Part Nbr	<input type="text"/>			

End Item Search Criteria

- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  or  to select the FSC. *This is a 4 alphanumeric character field.*
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*


Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use  or  to select the Reportable Commodity Type.
- Use  to select the Type Asset Cd.
- Use  or  to select the Stock Item Cd.
- Use  to select the Mgmt Cd.




Repair Part Search Criteria

- Use  or  to assist with the Repair Part STOCK NBR entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

- Enter the Repair Part ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Repair Part Model/PART NBR in the field provided. *This is a 5 or 6 alpha-numeric character field.*

- Select . *The Search Results are displayed in the Repair Parts Catalog grid.*

<input type="checkbox"/> All	Stock Nbr	Item Desc	FSC	LIN/TAMCN	Reportable Commodity Type	Type Asset Cd	Stock Item Cd	Mgmt Cd
<input type="checkbox"/>	1005000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM	CRU001	GENERAL - Security Commodity Type	H - Heritage	A - NSN	A - Serial Number Managed
<input type="checkbox"/>	1005005703855	PARTS KIT,GUN	1005 - Guns, through 30MM		GENERAL - Security Commodity Type	M - Military Equipment	A - NSN	A - Serial Number Managed
<input type="checkbox"/>	1005009337672	RIFLE,5.56 MILLIMETER	1005 - Guns, through 30MM		GENERAL - Security Commodity Type	M - Military Equipment	A - NSN	A - Serial Number Managed
<input type="checkbox"/>	RPR1222987	FAN	9999 - Misc Items		GENERAL - Security Commodity Type	G - Gen PP&E	J - MCN	A - Serial Number Managed


Selected 0/4 Page 1 of 1 50 items per page 1 - 4 of 4 items

Add a Repair Part

- Select . *The **Add a Repair Part** record appears.*

<input type="checkbox"/> All	Stock Nbr	Item Desc	FSC	LIN/TAMCN	Reportable Commodity Type	Type Asset Cd	Stock Item Cd	Mgmt Cd
<input checked="" type="checkbox"/>	<input type="text" value="Select an Item"/>							
<input type="checkbox"/>	1005000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM	CRU001	GENERAL - Security Commodity Type	H - Heritage	A - NSN	A - Serial Number Managed
<input type="checkbox"/>	1005005703855	PARTS KIT,GUN	1005 - Guns, through 30MM		GENERAL - Security Commodity Type	M - Military Equipment	A - NSN	A - Serial Number Managed
<input type="checkbox"/>	1005009337672	RIFLE,5.56 MILLIMETER	1005 - Guns, through 30MM		GENERAL - Security Commodity Type	M - Military Equipment	A - NSN	A - Serial Number Managed
<input type="checkbox"/>	RPR1222987	FAN	9999 - Misc Items		GENERAL - Security Commodity Type	G - Gen PP&E	J - MCN	A - Serial Number Managed

Selected 0/5 Page 1 of 1 50 items per page 1 - 5 of 5 items

- Enter the STOCK NBR, or use  to assist with the number entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

- The rest of the fields automatically populate.*



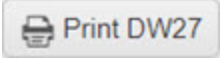
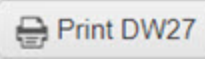
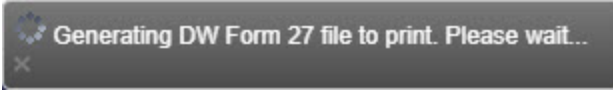
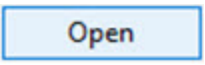
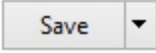
- Select . *The record becomes green and read-only.*



Delete a Repair Parts Catalog

- Click  to select the entry. *The Repair Parts row is highlighted, and  and  become available.*
- Select . *The **Delete Repair Parts Catalog** pop-up window appears.*

Print the DW27 Repair Parts List

- Click  to select the entry. *The Repair Parts row is highlighted, and  and  become available.*
- Select . *The  appears in the bottom right corner while the form is generating.*
- The Windows **PC Downloads** pop-up window appears. Choose whether to:*
 -  has the PDF document appear, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.

Edit the Repair Parts Details Grid

- Select . *The Repair Parts Grid appears.*

1005009337672
RIFLE, 5.56 MILLIMETER
1005 - Guns, through 30MM
GENERAL - Security Commodity Type
M - Military Equipment
A - NSN
A - Serial Number Managed

Repair Parts

Grid Options
+ Add
✓ Save Changes
✕ Cancel

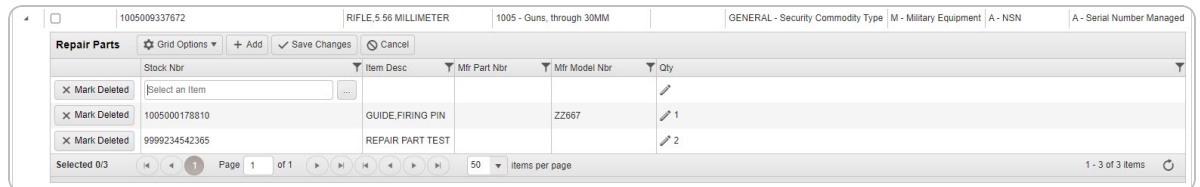
	Stock Nbr	Item Desc	Mfr Part Nbr	Mfr Model Nbr	Qty
✕ Mark Deleted	1005000178810	GUIDE, FIRING PIN		ZZ667	1
✕ Mark Deleted	9999234542365	REPAIR PART TEST			2

Selected 0/2
Page 1 of 1
50 Items per page
1 - 2 of 2 items



Add a Part


- A. Select . A new record becomes available.





The screenshot shows the 'Repair Parts' table with the following data:

Stock Nbr	Item Desc	Mfr Part Nbr	Mfr Model Nbr	Qty
[Select an item]				
1005000178810	GUIDE, FIRING PIN		ZZ967	1
9999234542365	REPAIR PART TEST			2

Page 1 of 1, 50 items per page, 1 - 3 of 3 items.

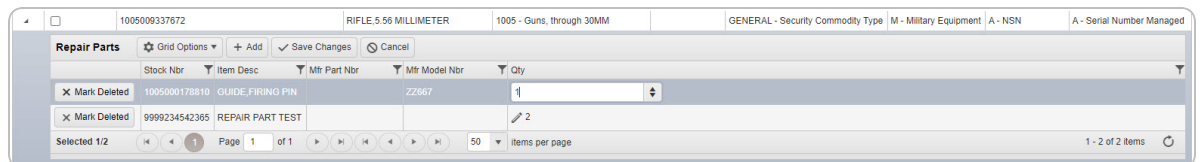
- B. Enter the STOCK NBR, or use  to assist with the number entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

- C. Select  in the QTY field. *The field becomes editable.*
- D. Update the QTY, using  to choose the revised amount.
- E. Click outside the field. *The field returns to read-only.*

Change a Quantity

- A. Select  in the QTY field. *The field becomes editable.*



The screenshot shows the 'Repair Parts' table with the following data:

Stock Nbr	Item Desc	Mfr Part Nbr	Mfr Model Nbr	Qty
1005000178810	GUIDE, FIRING PIN		ZZ967	1
9999234542365	REPAIR PART TEST			2

Page 1 of 1, 50 items per page, 1 - 2 of 2 items.

- B. Update the QTY, using  to choose the revised amount.
- C. Click outside the field. *The field returns to read-only.*

Remove a Part

- A. Select . *The row becomes read-only.*



The screenshot shows the 'Repair Parts' table with the following data:

Stock Nbr	Item Desc	Mfr Part Nbr	Mfr Model Nbr	Qty
1005000178810	GUIDE, FIRING PIN		ZZ967	1
9999234542365	REPAIR PART TEST			2

Page 1 of 1, 50 items per page, 1 - 2 of 2 items.



2. Select .

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Delete a Repair Part](#)



Delete a Repair Parts Catalog

Overview

The Repair Parts Catalog Delete process allows removal of a Repair Parts Catalog.

Navigation

CATALOG MGMT > Repair Parts Catalog > ☐ (desired record) > > Delete Repair Parts Catalog pop-up window

Page Fields

The following fields display on the **Delete Repair Parts Catalog** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Repair Parts Catalog Grid

History Remarks




Procedures

DPAS Navigation Helpful Tips

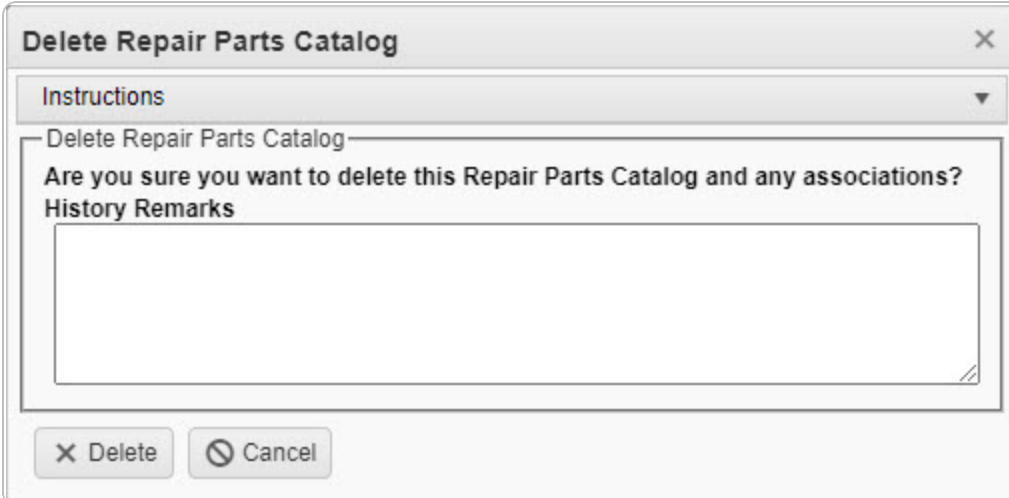


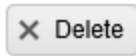
Click the following link to display Warehouse Navigation Tips.

Delete a Repair Parts Catalog

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Delete Repair Parts Catalog** pop-up window appears.



- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . The Repair Parts Catalog is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Repair Parts Catalog](#)



Commodity Type

Overview

The WAREHOUSE MGMT module Commodity Type process provides the ability to group Stock Numbers at the Enterprise Catalog level, while limiting user access to specific assets based upon the Commodity Type.

The Commodity Types are created from the Catalog menu and must be built before they can be used in defining Stock Numbers and establishing user access restrictions.

Navigation

CATALOG MGMT > Commodity Type > Commodity Type page

Page Fields

The following fields display on the **Commodity Type** page. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable



tables.

Commodity Type Grid

Edit
Delete
Commodity Type
Keep on original warehouse inventory on unit transfer?
Commodity Type Desc
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Remarks

Optional

Generate when Unit has an Open Physical Inventory?
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Helpful Tip



The Search Criteria Grid is *not available* on this page. The buttons in the Grid Display are used to search and filter for records.

Commodity Type + Add Grid Options

	Commodity Type	Keep on original warehouse inventory on unit transfer?	Commodity Type Desc	Reporting Interval	Reporting Unit	Auto-Generate within Days	Date of Month	Remarks
	BPG TEST 1	No	BPG TEST ONE	10	DAYS	20		
	BPG TEST 2	Yes	BPG TEST TWO	6	MONTHS	20		BPG Test for over 50
	BPG TEST 3	No	BPG TEST THREE	1	QUARTERS	2		
	BPG TEST 4	Yes	BPG TEST FOUR	5	YEARS	10		BPG Test for over 50
	BPG TEST 5	No	BPG TEST FIVE		SET-DATE		15	

50 items per page
 1 - 50 of 69 items

Add a Commodity Type

Select . The **Add a Commodity Type** pop-up window appears.

Update a Commodity Type

Select . The **Update a Commodity Type** pop-up window appears.

Delete a Commodity Type

Select . The **Delete a Commodity Type** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.

access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Add a Commodity Type
- Update a Commodity Type
- Delete a Commodity Type



Add a Commodity Type

Overview

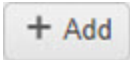
The Commodity Type Add process provides the ability to create new Commodity Types. The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note



The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type >  > Add Commodity Type pop-up window

Page Fields

The following fields display on the **Add a Commodity Type** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.



14

Select "Cancel" button to return to previous page.

Add Commodity Type

Commodity Type Tab

Commodity Type *

Commodity Type Desc *

Keep on original warehouse inventory on unit transfer?

Add / Edit Remarks

Remarks

History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit

Reporting Interval

Date of Month

Auto-Generate within Days

Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips




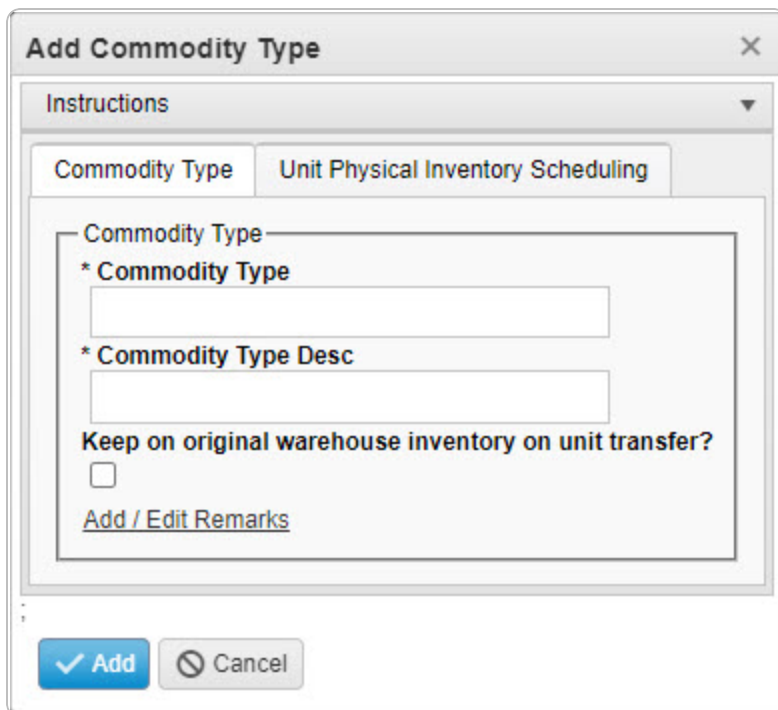
Click the following link to display Warehouse Navigation Tips.



Add a Commodity Type

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Add**. The **Add a Commodity Type** pop-up window appears, open to the **Commodity Type** tab.

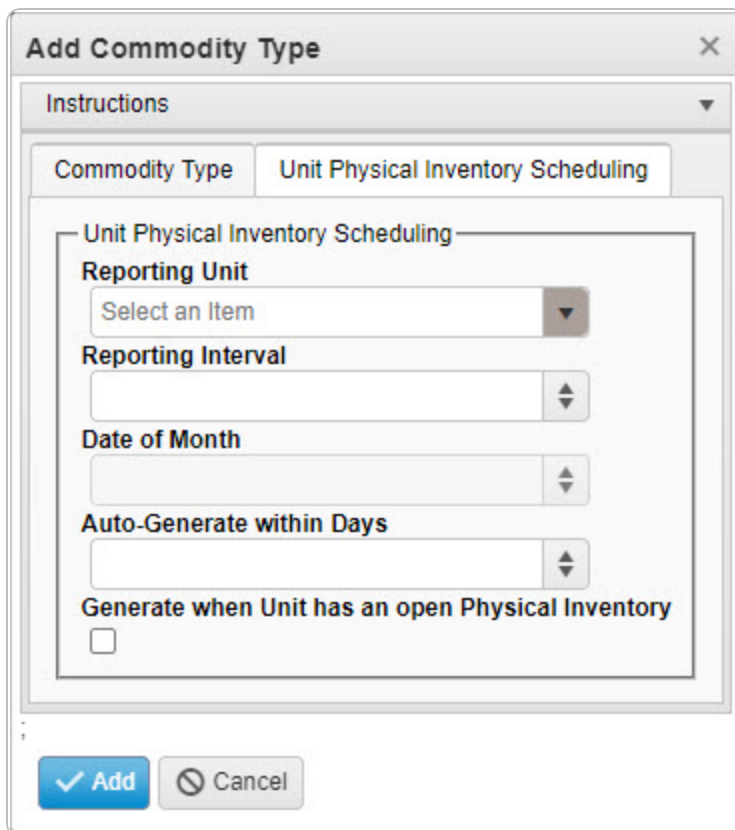






2. Enter the Commodity Type in the field provided. *This is a 10 alphanumeric character field.*
3. Enter the Commodity Type DESC in the field provided. *This is a 125 alphanumeric character field.*
4. Click ☐ to select the Keep on original warehouse inventory on unit transfer?. *This requires the unit transfer to stay in the same warehouse.*
5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*



- A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select the Unit Physical Inventory Scheduling tab.



7. Use  to select the Reporting Unit.
8. Use  to choose the Reporting Interval.
9. Use  to choose the Date of Month.
10. Use  to choose the Auto-Generate within Days.
11. Click ☐ to select the Generate when Unit has an Open Physical Inventory. *This determines whether inventory requests are generated regardless of other open requests.*



12. Click  . The new Commodity Type appears in green at the top of the grid.

Commodity Type									
		Commodity Type	Keep on original warehouse inventory on unit transfer?	Commodity Type Desc	Reporting Interval	Reporting Unit	Auto-Generate within Days	Date of Month	Remarks
		JMN123	No	TEST FOR BNPG	6	MONTHS	5		BPG Test
		PG	No	PERSONAL GEAR	3	Months			TFS24735
		CBRN	Yes	CHEM BIO RAD NUC	3	MONTHS			TFS24735

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: <i>Commodity Type</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>COMMODITY TYPE DESC</i>.	
350 — Must be alpha-numeric with supported special characters \$, —, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.



161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Commodity Type Overview](#)
- [Update a Commodity Type](#)
- [Delete a Commodity Type](#)

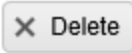


Delete a Commodity Type

Overview

The Commodity Type Delete process allows removal of a Commodity Type record.

Navigation

CATALOG MGMT > Commodity Type >  > Confirm Delete (Delete Commodity Type) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Commodity Type)** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Commodity Type)

History Remarks




Procedures

DPAS Navigation Helpful Tips

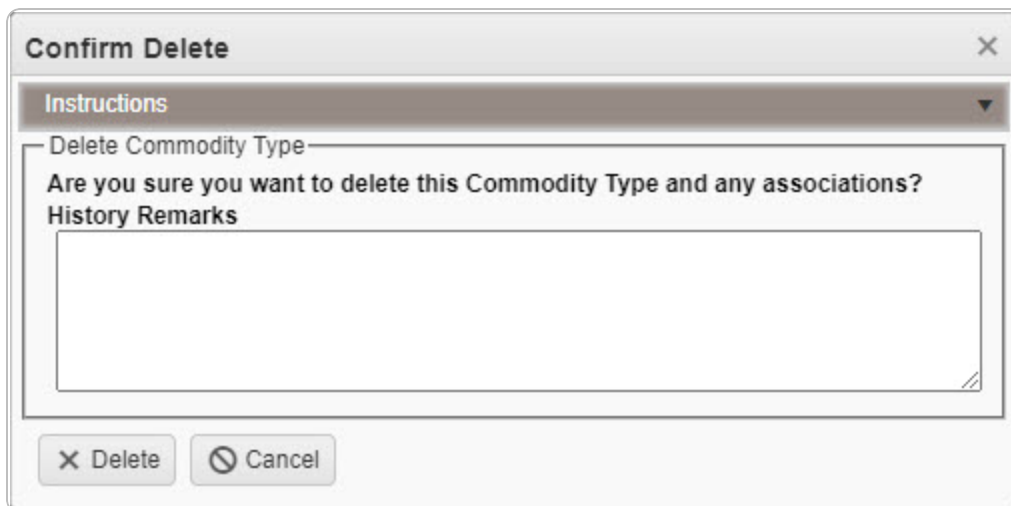


Click the following link to display Warehouse Navigation Tips.

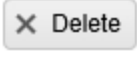
Delete a Commodity Type

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Confirm Delete (Delete Commodity Type)** pop-up window appears.



The image shows a 'Confirm Delete' dialog box. It has a title bar with 'Confirm Delete' and a close button. Below the title bar is a section labeled 'Instructions' with a dropdown arrow. The main content area contains the text: 'Delete Commodity Type', 'Are you sure you want to delete this Commodity Type and any associations?', and 'History Remarks' followed by a large text input field. At the bottom of the dialog are two buttons: 'Delete' and 'Cancel'.

2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Click . The Commodity Type is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
350 — Must be alpha-numeric with supported special characters \$, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, — , /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
1034 — Delete invalid. Commodity Type is associated with one or more Users.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more Users attached to the Commodity Type. Remove the Users and try again.
1033 — Delete invalid. Commodity Type is associated with one or more STOCK NBRs.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more STOCK NBRs attached to the Commodity Type. Remove the STOCK NBRs and try again.

Related Topics

- [Commodity Type Overview](#)
- [Add a Commodity Type](#)
- [Update a Commodity Type](#)

Update a Commodity Type

Overview

The Commodity Type Update process allows editing of a Commodity Type record. The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note



The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type >  Edit > Update Community Type pop-up window

Page Fields

The following fields are displayed on the **Update a Commodity Type** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).



14

Select "Cancel" button to return to previous page.

Update Commodity Type

Commodity Type Tab

Commodity Type *

Commodity Type Desc *

Keep on original warehouse inventory on unit transfer?

Add / Edit Remarks

Remarks

History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit

Reporting Interval

Auto-Generate within Days

Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures

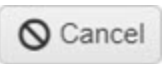
DPAS Navigation Helpful Tips



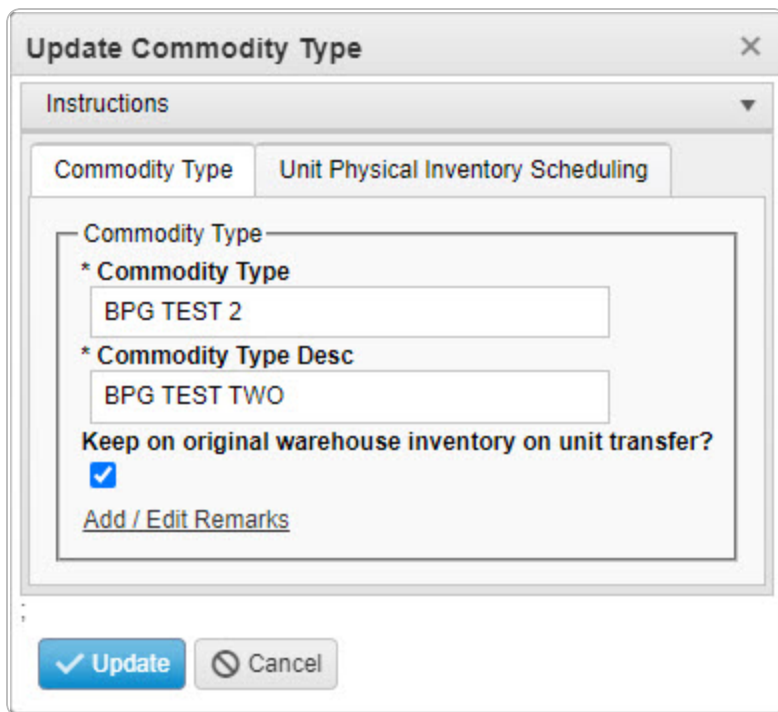
Click the following link to display Warehouse Navigation Tips.



Update a Commodity Type

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Update a Commodity Type** pop-up window appears, open to the  tab.

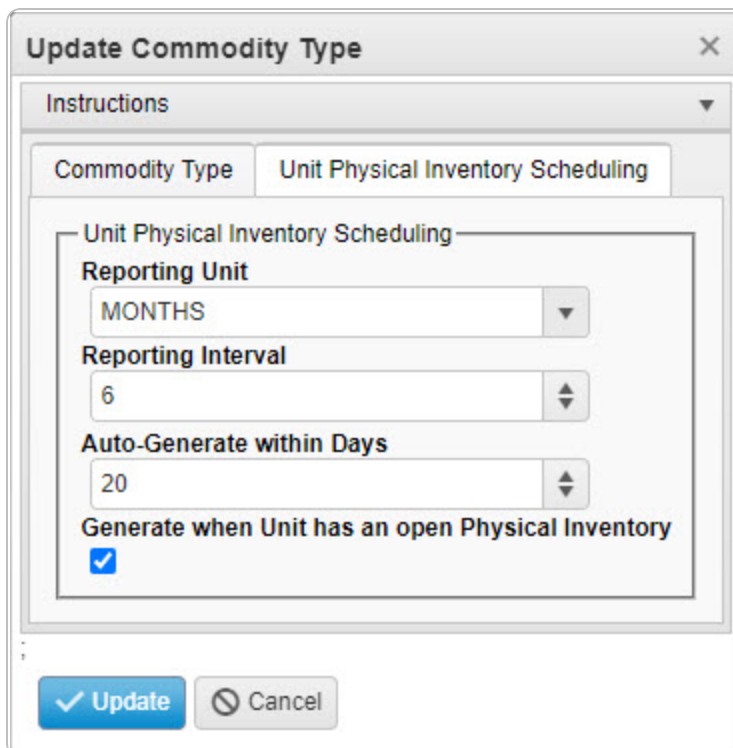





- Update the Commodity Type, entering the revised type in the field provided. *This is a 10 alphanumeric character field.*
- Update the Commodity Type DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
- Verify the Keep on original warehouse inventory on unit transfer? contains the appropriate ☐ or ☒. *This requires the unit transfer to stay in the same warehouse.*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*



- A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select the Unit Physical Inventory Scheduling tab.



7. Update the Reporting Unit, using  to select the desired measurement of time.
8. Update the Reporting Interval, using  to choose the revised time frame.
9. Update the Auto-Generate within Days, using  to choose the revised amount.
10. Verify the Generate when Unit has an Open Physical Inventory contains the appropriate ☐ or ☒. *This determines whether inventory requests are generated regardless of other open requests.*
11. Click ✓ Update. *The revised Commodity Type appears in green.*



Commodity Type		Commodity Type	Keep on original warehouse inventory on unit transfer?	Commodity Type Desc	Reporting Interval	Reporting Unit	Auto-Generate within Days	Date of Month	Remarks
		BPG TEST 1	No	BPG TEST ONE	10	DAYS	20		
		BPG TEST 2	Yes	BPG TEST TWO	6	MONTHS	20		BPG Test for over 50
		BPG TEST 3	No	BPG TEST THREE	1	QUARTERS	2		

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: <i>Commodity Type</i>.	
13 — Mandatory Entry: <i>COMMODITY TYPE DESC.</i>	Missing Entry. Enter the appropriate information in the desired field.
350 — Must be alphanumeric with supported special characters \$, —, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.



alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space.	Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1035 — Update invalid. Commodity Type is associated with one or more Stock NBRs.	Invalid Edit. The Commodity Type cannot be updated when there is one or more STOCK NBRs attached to the Commodity Type. Remove the STOCK NBRs and try again.
1036 — Update invalid. Commodity Type is associated with one or more Users.	Invalid Edit. The Commodity Type cannot be updated when there is one or more Users attached to the Commodity Type. Remove the Users and try again.

Related Topics

- [Commodity Type Overview](#)
- [Add a Commodity Type](#)
- [Delete a Commodity Type](#)




Container Type

Overview

The WAREHOUSE MGMT module Container Type process provides the ability to define a container's specific use and how each type behaves while it is stowed. Container information, such as the quantity of items, dimensions, and volume of the container, is part of the record. A Container Type must be built before they can be used in defining individual Containers.

Note



Containers are created to store bulk or serialized inventory items. A container can be assigned a location in a warehouse, a storage yard, aboard transportation, or in the field. Both **bulk** and **serialized items** can be stored in one or more containers. A container can contain one or more stock numbers. There are non-expendable, expendable and durable container types. Warehousing operations spend a great deal of money procuring durable containers, so they must be tracked as an asset. A container may or may not have a serial number and/or UII, but in essence becomes serialized with the assignment of a CONTAINER ID.

Navigation

CATALOG MGMT > Container Type > Container Type page

Page Fields

The following fields display on the **Container Type** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Container Type

Stock Nbr

Permanent

Container Type Desc

Status

Serial CtId

Container Type Grid

Container Type

Container Type Desc

Stock Nbr

Permanent

Serial CtId

Length (In)

Width (In)

Height (In)

Tare Wt (Lbs)

Capacity (Lbs)

Capacity (Cu Ft)

Capacity (Qty)

Status


Procedures

Helpful Tip

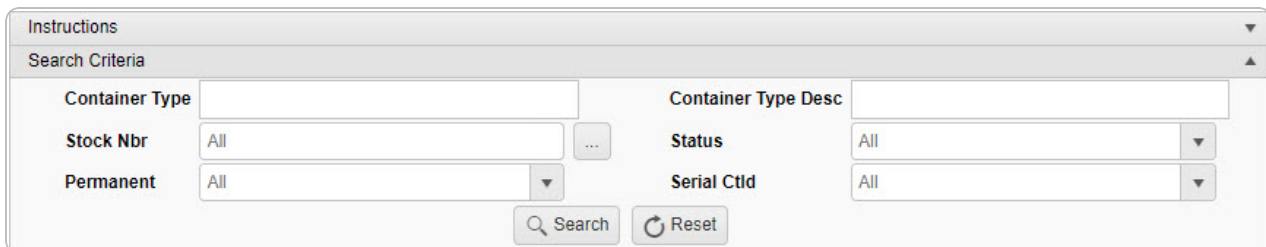


Select the following link to display Warehouse Navigation Tips.

Search for a Container Type





One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

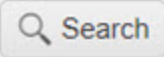










The screenshot shows a 'Search Criteria' form with the following fields and controls:

- Container Type**: A text input field.
- Container Type Desc**: A text input field.
- Stock Nbr**: A text input field with a browse button (three dots) to its right.
- Permanent**: A dropdown menu currently set to 'All'.
- Status**: A dropdown menu currently set to 'All'.
- Serial Ctld**: A dropdown menu currently set to 'All'.
- Search**: A button with a magnifying glass icon.
- Reset**: A button with a circular arrow icon.

- Enter the Container Type in the field provided. *This is a 20 alphanumeric character field.*
- Enter the STOCK NBR or use  to browse for the entry. *This is a 15 alphanumeric character field.*
 - Stock Number Browse help
- Use  to select the Permanent.
- Enter the CONTAINER TYPE DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use  to select the Status.
- Use  to select the Serial Ctld.



2. Select  . The Search Results are displayed in the Container Type grid.

Container Type													
Container Type	Container Type Desc	Stock Nbr	Permanent	Serial Ctd	Length (in)	Width (in)	Height (in)	Tare Wt (Lbs)	Capacity (Lbs)	Capacity (Cu Ft)	Capacity (Qty)	Status	
  ARK OF THE COVENANT	BOX OF GOLD		Yes	No	36.00	24.00	30.00	100.00	30.00	15.00	0	ACTIVE	
  BOX 1	WH BOX		Yes	No	0.00	0.00	0.00	0.00	0.00	0.00	0	ACTIVE	
  HAAAAAEEEEE	BOX	1005000179540	Yes	Yes	11.00	15.00	10.00	20.00	20.00	0.95	1	ACTIVE	
  WIRE	WIRE BOX		Yes	No	0.00	0.00	0.00	0.00	0.00	0.00	0	ACTIVE	

Add a Container Type

- Select  . The **Add a Container Type** page appears.

Update a Container Type

- Select  . The **Update a Container Type** page appears.

Delete a Container Type

- Select  . The **Delete a Container Type** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Add a Container Type](#)
- [Update a Container Type](#)
- [Delete a Container Type](#)

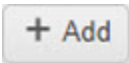


Add a Container Type

Overview

The Container Type Add process provides the ability to create new Container Type. Container Types define a container's specific use and how each type behaves while it is stowed. Container information, such as the quantity of items, dimensions, and volume of the container, is part of the record.

Navigation

CATALOG MGMT > Container Type >  > Container Type Add pop-up window

Page Fields

The following fields display on the **Container Type Add** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Container Type

Container Type *
Permanent
Status *
Length (In)
Height (In)
Capacity (Lbs)
Capacity (Qty)
Container Type Desc *
Stock Nbr
Serial Ctld
Width (In)
Tare Wt (Lbs)
Capacity (Cu Ft)
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

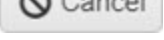
Procedures

Helpful Tip



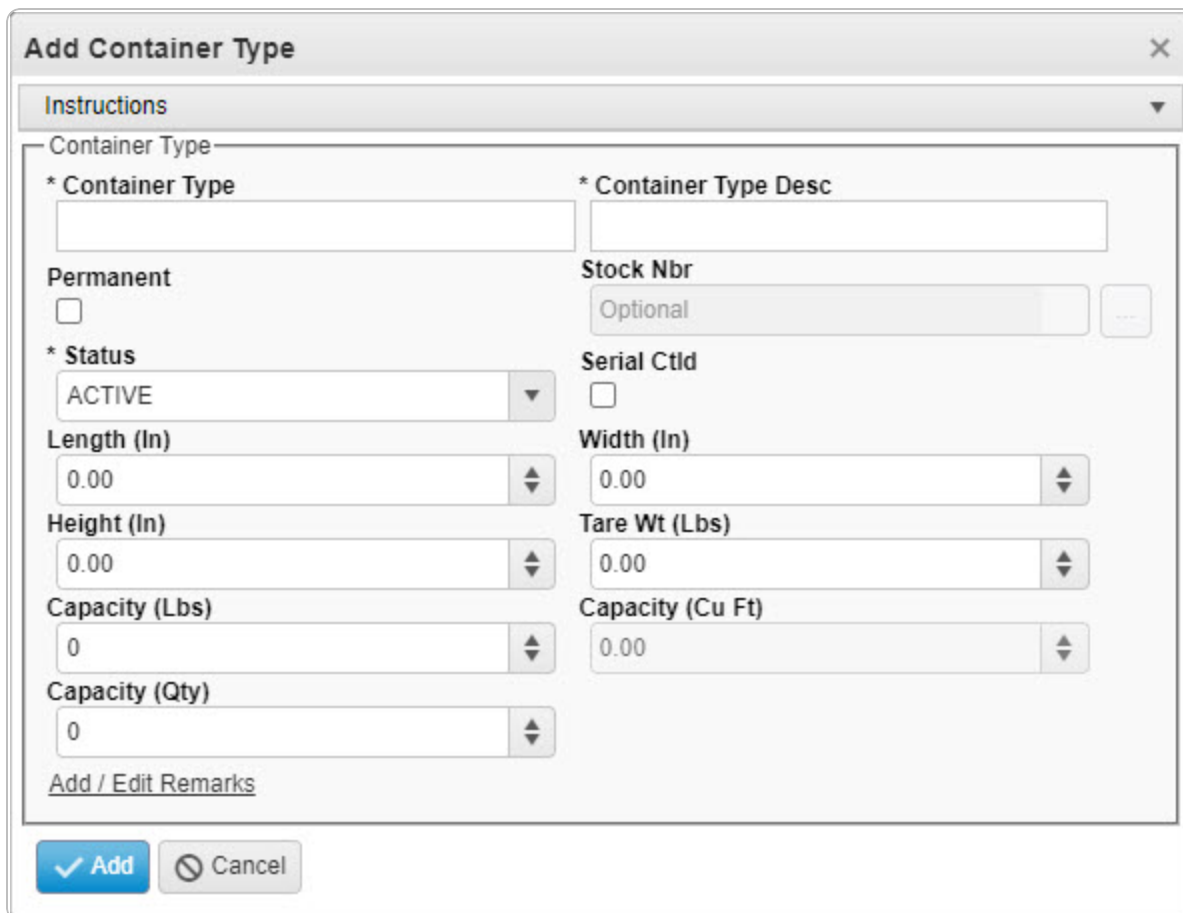
Select the following link to display Warehouse Navigation Tips.

Add a Container Type

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.








1. Select . The **Add a Container Type** pop-up window appears.







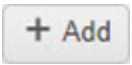
The "Add Container Type" window contains the following fields and controls:











- Instructions** (dropdown menu)
- * Container Type** (text input field)
- * Container Type Desc** (text input field)
- Permanent** (checkbox)
- Stock Nbr** (text input field with "Optional" label and a small button)
- * Status** (dropdown menu, currently showing "ACTIVE")
- Serial Ctlid** (checkbox)
- Length (In)** (spin box, currently 0.00)
- Width (In)** (spin box, currently 0.00)
- Height (In)** (spin box, currently 0.00)
- Tare Wt (Lbs)** (spin box, currently 0.00)
- Capacity (Lbs)** (spin box, currently 0)
- Capacity (Cu Ft)** (spin box, currently 0.00)
- Capacity (Qty)** (spin box, currently 0)
- Add / Edit Remarks** (text input field)
- Buttons:** "Add" (with checkmark) and "Cancel" (with X)

2. Enter the Container Type in the field provided. *This is a 20 alphanumeric character field.*
3. Click ☐ to select the Permanent. *When checked, the Container Type is Permanent.*
4. Use  to select the Status.
5. Use  to choose the Length (IN).
6. Use  to choose the Height (IN).
7. Use  to choose the Capacity (LBS).
8. Use  to choose the Capacity (QTY).



9. Enter the CONTAINER TYPE DESC in the field provided. *This is a 125 alphanumeric character field.*
10. Enter the STOCK NBR or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
11. Click ☐ to select the Serial CTLD. *When checked, the Container Type is controlled by serial numbers.*
12. Use  to choose the Width (IN).
13. Use  to choose the Tare WT (LBS).
14. Use  to choose the Capacity (CU FT).
15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. Select . *The new Container Type appears in green at the top of the grid.*

Container Type														
<div> <div>+ Add</div> <div>Grid Options</div> </div>														
Container Type		Container Type Desc	Stock Nbr	Permanent	Serial Ctd	Length (in)	Width (in)	Height (in)	Tare Wt (Lbs)	Capacity (Lbs)	Capacity (Cu Ft)	Capacity (Qty)	Status	
		BPG	BPG TEST	113811381138A	Yes	No	60.00	2.00	2.00	0.25	100.00	0.14	100	ACTIVE
		20 FEET CONTAINER	HATCH BOX CONTAINER		No	No	20.00	200.00	8.00	0.00	0.00	18.52	0	ACTIVE
		4ININERS	LEGEND		No	No	0.00	0.00	0.00	0.00	0.00	0.00	0	ACTIVE
		ARK OF THE COVENANT	BOX OF GOLD		Yes	No	36.00	24.00	30.00	100.00	30.00	15.00	0	ACTIVE
		BARREL	WHISKEY BARREL		No	No	0.00	0.00	0.00	0.00	0.00	0.00	0	ACTIVE

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



13 — Mandatory Entry: <i>Container Type.</i>	
13 — Mandatory Entry: <i>CONTAINER TYPE DESC.</i>	
13 — Mandatory Entry: <i>Status.</i>	
13 — Mandatory Entry: <i>Permanent.</i>	
13 — Mandatory Entry: <i>SERIAL CLTD.</i>	
350 — Must be alpha-numeric with supported special characters \$, —, /, #, &, comma, period, and space.	Missing Entry. Enter the appropriate information in the desired field.
1006 — Wildcard not permitted for Add.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
1001 — Container Type	Invalid Entry. Check for a Wildcard character in the Container Type. Re-enter the Container Type field.
	Container Type entered already exists. Re-enter a

<p>already exists, cannot process an 'Add'.</p>	<p>new Container Type up to 20 characters, with supported special character(s) \$, -, /, #, &, comma, period and space.</p>
<p>1148 — Serial Number Controlled cannot be changed to 'Yes' as current container records assigned this container type exist that do not contain serial numbers.</p>	<p>Serial Number Controlled cannot be changed to Yes as current Container Records exist that do not contain Serial Numbers with this Container Type.</p>
<p>1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.</p>	<p>Container Type cannot be deactivated. Container (s) exist with this Container Type. Verify record selected.</p>
<p>161 — Remarks must be alphanumeric with supported special character (s) \$, — , /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics


- [Container Type Overview](#)
- [Update a Container Type](#)
- [Delete a Container Type](#)

Delete a Container Type


Overview

The Container Type Delete process allows removal of a Container Type record.

Attention

 You cannot delete a Container Type if there are associated Container records.

Navigation

CATALOG MGMT > Container Type>  > Confirm Delete (Delete Container Type) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Container Type)** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Container Type)

History Remarks


Procedures

DPAS Navigation Helpful Tips

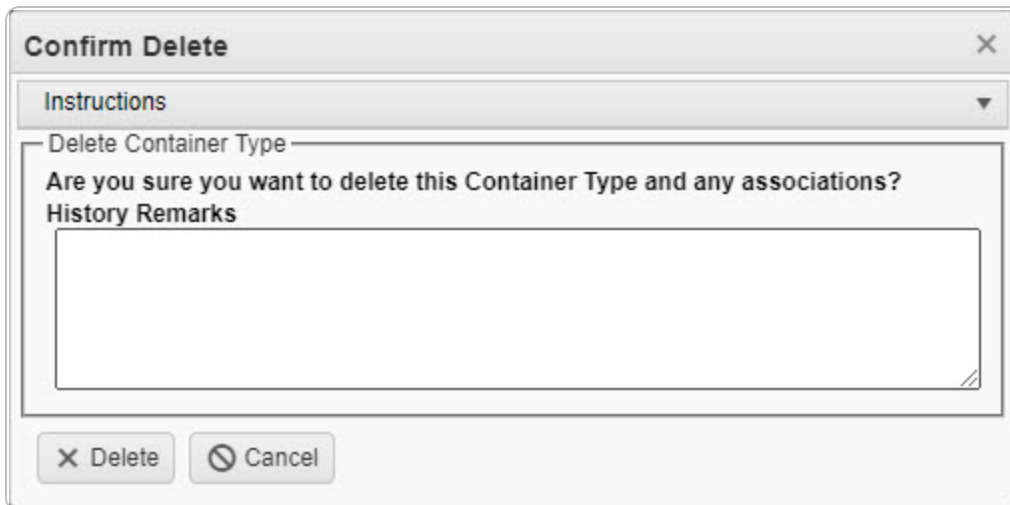



Click the following link to display Warehouse Navigation Tips.

Delete a Container Type

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Confirm Delete (Delete Container Type)** pop-up window appears.



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Click . The Container Type is removed from the grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.	Invalid Deactivation. The Container Type cannot be deactivated if there are any active containers still associated with it. Review the Container Type again, and remove any remaining associated information so the Container Type can be deleted.
1002 — Container Type cannot be deleted. Container (s) exist for this container type.	Invalid Deletion. The Container Type cannot be deleted if there are any containers still associated with it. Review the Container Type again, and remove any remaining associated information so the Container Type can be deleted.

Related Topics

- [Container Type Overview](#)
- [Add a Container Type](#)
- [Update a Container Type](#)

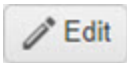


Update a Container Type

Overview

The Container Type Update process allows editing of a Container Type. Container Types define a container's specific use and how each type behaves while it is stowed. Container information, such as the quantity of items, dimensions, and volume of the container, is part of the record.

Navigation

CATALOG MGMT > Container Type >  > Update Container Type pop-up window

Page Fields

The following fields display on the **Update Container Type** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Container Type

Container Type *



Permanent
 Status *
 Length (In)
 Height (In)
 Capacity (Lbs)
 Capacity (Qty)
 Container Type Desc *
 Stock Nbr
 Serial Ctld
 Width (In)
 Tare Wt (Lbs)
 Capacity (Cu Ft)
 Add / Edit Remarks

Remarks
 History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

Helpful Tip



Select the following link to display Warehouse Navigation Tips.

Update a Container Type



Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Helpful Tips



- The Container Type value cannot be changed. If the Container Type was created in error, it must be deleted and the correct Container Type added.
- The Permanent and STOCK NBR cannot be changed if it has an associated container.



- The SERIAL CLTD can be unchecked even if Container records exist with the associated Container Type, however; it cannot be checked if Container records exist with an associated Container Type and if there is at least one Container record where the SERIAL NBR value is blank/null.
- The Status cannot be changed from Active to Inactive if the Container Type is associated with a Container.

1. Select  . The **Update a Container Type** pop-up window appears.

Update Container Type
✕

Instructions

*** Container Type**

Permanent

☒

*** Status**

ACTIVE
▼

Length (In)

60.00
⬆ ⬇ ⬆

Height (In)

2.00
⬆ ⬇ ⬆

Capacity (Lbs)

100
⬆ ⬇ ⬆

Capacity (Qty)

100
⬆ ⬇ ⬆

[Add / Edit Remarks](#)

*** Container Type Desc**

Stock Nbr

113811381138A
...

Serial Ctlid

☐

Width (In)

2.00
⬆ ⬇ ⬆

Tare Wt (Lbs)



0.25
⬆ ⬇ ⬆

Capacity (Cu Ft)






0.14
⬆ ⬇ ⬆


✓ Update

✕ Cancel






2. Update the Container Type, entering the revised kind in the field provided. *This is a 20 alphanumeric character field.*
3. Verify the Permanent contains the appropriate  or  . *When checked, the Container Type is Permanent.*













4. Update the Status, using  to select the desired status.
5. Update the Length (IN), using  to choose the revised amount.
6. Update the Height (IN), using  to choose the revised amount.
7. Update the Capacity (LBS), using  to choose the revised amount.
8. Update the Capacity (QTY), using  to choose the revised amount.
9. Update the CONTAINER TYPE DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*

10. Update the STOCK NBR, using  to browse for the revised identifier. *This is a 15 alphanumeric character field.*

Stock Number Browse help

11. Verify the Serial CTLD contains the appropriate  or . *When checked, the Container Type is controlled by serial numbers.*
12. Update the Width (IN), using  to choose the revised amount.
13. Update the Tare WT (LBS), using  to choose the revised amount.
14. Update the Capacity (CU FT), using  to choose the revised amount.
15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

16. Select  *The revised Container Type appears in green.*

Container Type														
<div><div>+ Add</div><div>Grid Options</div></div>														
	Container Type	Container Type Desc	Stock Nbr	Permanent	Serial Ctd	Length (in)	Width (in)	Height (in)	Tare Wt (Lbs)	Capacity (Lbs)	Capacity (Cu Ft)	Capacity (Qty)	Status	
	 Delete	BOEING 747	AIRCRAFT		No	No	1,000.00	500.00	750.00	40,000.00	20,000.00	217,013.89	0	ACTIVE
	 Delete	BOX1	CARDBOARD BOX1		No	No	0.00	0.00	0.00	0.00	0.00	0	0	ACTIVE
	 Delete	BPG	BPG TEST	11381138138A	Yes	No	40.00	1.00	1.00	0.25	100.00	0.02	100	ACTIVE
	 Delete	BULK1	EQUIPMENT		No	No	0.00	0.00	0.00	0.00	0.00	0	0	ACTIVE
	 Delete	CARBONITE	FROZEN CARBONITE		No	No	96.00	48.00	144.00	2,000.00	2,500.00	384.00	1	ACTIVE

1

2

3



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: Container Type.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: CONTAINER TYPE DESC.	
13 — Mandatory Entry: Status.	
13 — Mandatory Entry: Permanent.	
13 — Mandatory Entry: SERIAL CLTD.	
350 — Must be alpha-numeric with supported special characters \$, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, — , /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.

<p>1006 — Wildcard not permitted for Add.</p>	<p>Invalid Entry. Check for a Wildcard character in the Container Type. Re-enter the Container Type field.</p>
<p>1001 — Container Type already exists, cannot process an 'Add'.</p>	<p>Container Type entered already exists. Re-enter a new Container Type up to 20 characters, with supported special character(s) \$, -, /, #, &, comma, period and space.</p>
<p>1148 — Serial Number Controlled cannot be changed to 'Yes' as current container records assigned this container type exist that do not contain serial numbers.</p>	<p>Serial Number Controlled cannot be changed to Yes as current Container Records exist that do not contain Serial Numbers with this Container Type.</p>
<p>1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.</p>	<p>Container Type cannot be deactivated. Container (s) exist with this Container Type. Verify record selected.</p>
<p>161 — Remarks must be alphanumeric with supported special character (s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- [Container Type Overview](#)
- [Add a Container Type](#)
- [Delete a Container Type](#)



Size Category

Overview

The WAREHOUSE MGMT module Size Category process provides the ability to add, update and delete a Size Category. Each item of gear that is issued in more than one size is classified under a size category.

Note



An example of a **Size Category** that could be added is **Boots, HW**. The Description of **Boots, HW** might be entered as **BOOTS, HOT WEATHER**. The Size Category will appear on the individual issue screen and be associated with a Line Item Number/Table of Authorized Materiel Control Number (LIN/TAMCN).

Navigation

CATALOG MGMT > Size Category > Size Category page

Page Fields

The following fields display on the **Size Category** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.



17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
525	Select "Search" to refresh the {0} Search Results.
526	Select "Reset" to clear the {0} Search Criteria.

Search Criteria

Size Category
Size Category Desc

Search Results


Size Category
Size Category Desc

Optional


Established By
Established By Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

DPAS Navigation Helpful Tips


Click the following link to display Warehouse Navigation Tips.

Search a Size Category

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Search Criteria ^

Size Category

Size Category Desc

↶ Reset
🔍 Search

- Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Size Category Desc in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select . *The Search Results are displayed in the Size Category grid.*

Search Results ^

🔧 Options ▾
+ Add
✎ Edit
🗑 Delete

	Size Category		Size Category Desc	
<input type="checkbox"/>	HIKING BOOTS	:	FOOTWEAR	:

Selected 0/1

⏪
⏴
⏵
⏩

10 items per page

1 - 1 of 1 items

Add a Size Category

Select . The **Add a Size Category** slide-out window appears.



Update a Size Category

Select . The **Update a Size Category** slide-out window appears.

Delete a Size Category

Select . The **Delete a Size Category** slide-out window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Size Category
- Update a Size Category
- Delete a Size Category



Add a Size Category

Overview

The Size Category Add process provides the ability to create new Size Categories. Each item of gear that is issued in more than one size is classified under a size category.

Navigation

CATALOG MGMT > Size Category >  > Add a Size Category slide-out window

Page Fields

The following fields display on the **Add a Size Category** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add a Size Category

Size Category
Remarks
Size Category Desc




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Size Category

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add a Size Category** slide-out window appears.



Add Size Category
×


[▶ Instructions / Help](#)

Size Category

Size Category Desc

Remarks

- A. Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*
 - B. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - C. Enter the SIZE CATEGORY DESC in the field provided. *This is a 1,024 alphanumeric character field.*
2. Select . The new Size Category record is saved, and appears in the search results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics


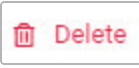
- [Size Category Overview](#)
- [Update a Size Category](#)
- [Delete a Size Category](#)

Delete a Size Category

Overview

The Size Category Delete process allows removal of a Size Category.

Navigation

CATALOG MGMT > Size Category >  (desired record) >  Delete > Delete Size Category slide-out window

Page Fields

The following fields display on the **Delete a Size Category** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
87	Select "Delete" for delete action.
14	Select "Cancel" button to return to previous page.

Delete a Size Category

Size Category
Remarks
Size Category Desc




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Size Category

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Delete a Size Category** slide-out window appears.

Delete Size Category

Instructions / Help

Size Category

BPG A

Remarks

BPG Test A

Size Category Desc

BPG Test A

Cancel

Delete

- Verify the Size Category.
- Update the Remarks, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
- Verify the **SIZE CATEGORY DESC**.

- Select . The deleted Size Category record is removed from the search results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics


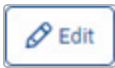
- [Size Category Overview](#)
- [Add a Size Category](#)
- [Update a Size Category](#)

Update a Size Category

Overview

The Size Category Update process allows editing of the Size Category.

Navigation

CATALOG MGMT > Size Category >  (desired record) >  > Edit Size Category slide-out window

Page Fields

The following fields display on the **Update a Size Category** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update a Size Category

Size Category
Remarks
Size Category Desc




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Size Category

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update a Size Category** slide-out window appears.



Edit Size Category
×


[▶ Instructions / Help](#)

Size Category

Size Category Desc

Remarks

- A. Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*
 - B. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - C. Enter the SIZE CATEGORY DESC in the field provided. *This is a 1,024 alphanumeric character field.*
2. Select . The revised Size Category record is saved, and appears in the search results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
<p>185 — Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- [Size Category Overview](#)
- [Add a Size Category](#)
- [Delete a Size Category](#)

Equipment Type

Overview

The WAREHOUSE MGMT module Equipment Type process provides the ability to add, update, or delete an equipment type in the catalog. The Equipment Type associates the personnel's sizes and issued assets to their Member Profile.

Navigation

CATALOG MGMT > Equipment Type > Equipment Type page

Page Fields

The following fields display on the **Equipment Type** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.



17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid


Equipment Type
Desc

Equipment Type Grid Fields

All
Equipment Type
Desc


Optional
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks

Procedures



DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Search for an Equipment Type

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to

the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Instructions

Search Criteria

Equipment Type

Desc

- Enter the Equipment Type in the field provided.
- Enter the Desc in the field provided.

2. Select to begin the query. *Results display in the Equipment Type Grid below.*

Equipment Type

Grid Options

Add

Edit

Delete

<input type="checkbox"/>	All	Equipment Type	Desc
<input type="checkbox"/>		Vehicle	Vehicle Kit
<input type="checkbox"/>		BPG Test	BPG Test
<input type="checkbox"/>		Combat Vest	Combat Vest

Selected

1

Page

1

of 1

50


items per page

1 - 9 of 9 items

Add an Equipment Type


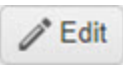

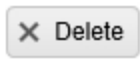
Select . The **Add Equipment Type** pop-up window appears.

Update an Equipment Type

1. Click ☐ next to the desired entry.  appears, and and become available.
2. Select . The **Update Equipment Type** pop-up window appears.



Delete an Equipment Type

- Click ☐ next to the desired entry.  appears, and  and  become available.
- Select . Either the **Delete Equipment Type** pop-up window or the **Confirm Delete** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Equipment Type
- Update an Equipment Type
- Delete an Equipment Type

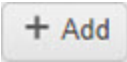


Add an Equipment Type

Overview

The Equipment Type Add process provides the ability to create a new equipment type in the catalog.

Navigation

CATALOG MGMT > Equipment Type >  > Add Equipment Type pop-up window

Page Fields

The following fields display on the **Add Equipment Type** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Equipment Type Tab

Equipment Type *
Desc *



Add / Edit Remarks

Remarks

History Remarks

Required Equipment Tab

All

Stock Nbr

Item Description

Additional Attributes Tab

Attribute Name

Data Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

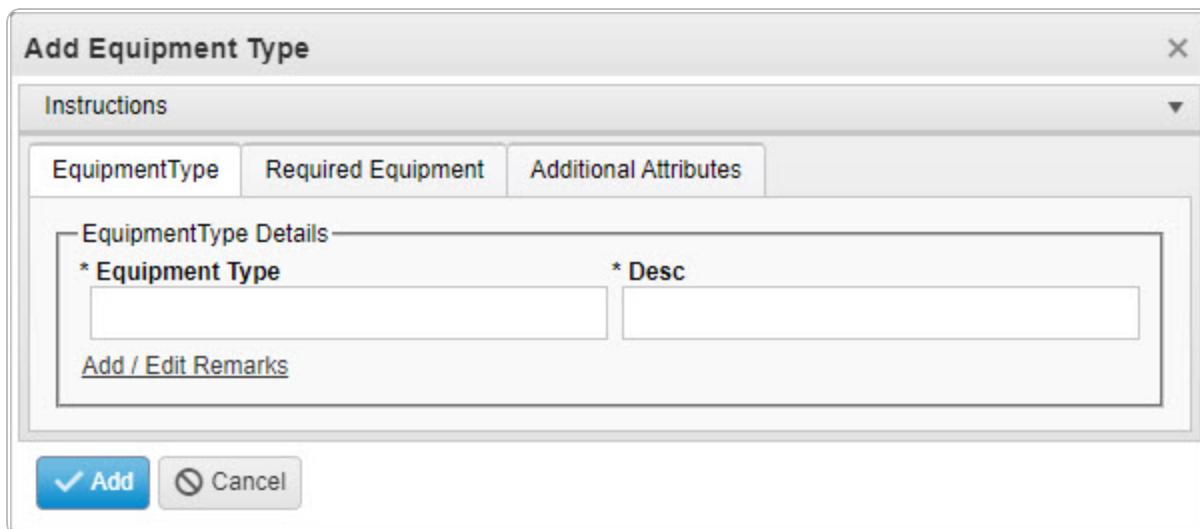
Add an Equipment Type



Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **Add Equipment Type** pop-up window displays.



2. Complete the Equipment Type Tab.
 - A. Enter the Equipment Type in the field provided.
 - B. Enter the DESC in the field provided.
 - C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. **Select the Required Equipment Tab.**



- A. Select  . A new entry appears in the SKO Headers grid.

Add Equipment Type

Instructions


EquipmentType
Required Equipment
Additional Attributes

Sko Headers
Grid Options
+ Add
X Delete

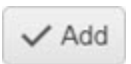
<input checked="" type="checkbox"/> All	Stock Nbr	Item Description
<input checked="" type="checkbox"/> Add	<input type="text" value="Select an Item"/>	
<input type="checkbox"/> Cancel		

Selected 1/1
Page 0 of 0
50 items per page
No items to display

Add
Cancel

- B. Enter the STOCK NBR, or use  to browse for the entry. *Only associated SKO catalog stock numbers are permitted.*

Stock Number Browse help

- C. Select  . The Item Description automatically populates in the grid.
- D. Repeat Steps A - C to add more STOCK NBRS.

Attention



A SKO can only be assigned to a single equipment type. If a SKO is assigned to a second equipment type, it is removed from the first equipment type automatically.

4. Select the Additional Attributes Tab.



×

Instructions

EquipmentType

Required Equipment

Additional Attributes

Attribute Name

Select an Item

▼

Data Type



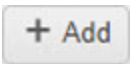

Select an Item

▼

+ Add

✓ Add

⊘ Cancel

- A. Use  to select an existing Attribute Name.
 - B. Use  to select the Data Type.
 - C. Select . *The Attribute appears in the Attributes section below.*
 - D. Repeat Steps A - C to add more Attributes.
5. Select . *The new Equipment Type appears in green at the top of the grid.*

Equipment Type

Grid Options

+ Add

Edit

Delete

All

Equipment Type

Desc

BPG Test 2

BPG Test 2

Vehicle

Vehicle Kit

BPG Test

BPG Test

Combat Vest

Combat Vest

Selected1

Page1 of 1

50


items per page

1 - 10 of 10 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Equipment Type.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: DESC.	
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using  to assist with the entry.
xxxx — Attribute Attribute Name already exists with data type Data Type.	Invalid entry. The Attribute Name was already used for this Equipment Type, and cannot be used again with a different Data Type. Enter a different Attribute Name.

xxxx — Equipment Type of type: *Equipment Type Name* already exists in catalog.

Invalid Entry. The Equipment Type Name and DESC entered for the Equipment Type already exists. Check the information again, and re-enter the value.

Related Topics

- [Equipment Type Overview](#)
- [Update an Equipment Type](#)
- [Delete an Equipment Type](#)



Delete an Equipment Type

Overview

The Equipment Type Delete process allows removal of an equipment type record from the catalog.

Navigation

CATALOG MGMT > Equipment Type > ☐ (desired record) > > Confirm Delete
or Delete Equipment Type pop-up window

Page Fields

The following fields display on the **Delete Equipment Type** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Equipment Type

History Remarks

(*) Asterisk identifies mandatory fields.




Procedures


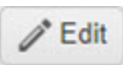
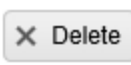

DPAS Navigation Helpful Tips

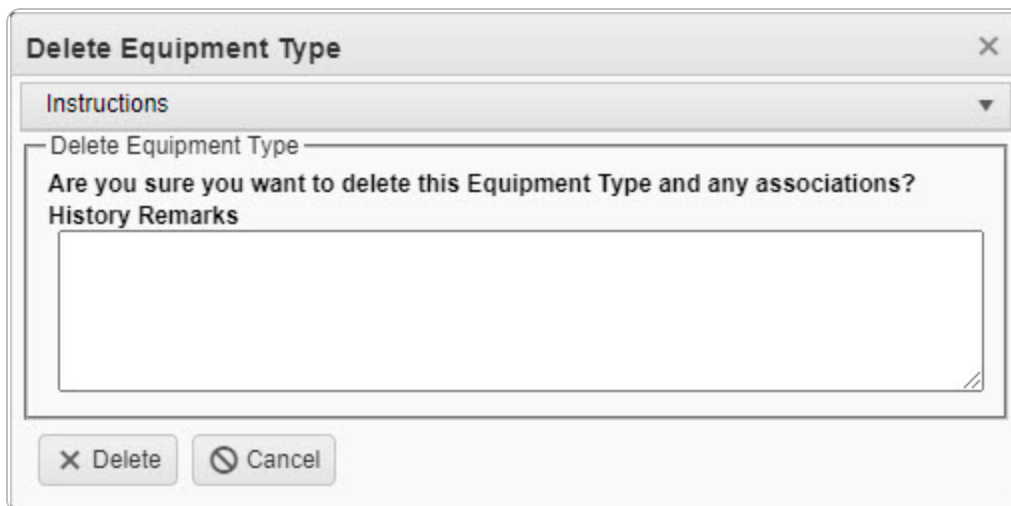


Click the following link to display Warehouse Navigation Tips.

Delete an Equipment Type


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ next to the desired entry.  appears, and  and  become available.
2. Select .



The dialog box titled "Delete Equipment Type" contains the following elements:

- Instructions** (dropdown menu)
- Delete Equipment Type** (section header)
- Are you sure you want to delete this Equipment Type and any associations?** (confirmation message)
- History Remarks** (text area for input)
- Delete** and **Cancel** buttons at the bottom.

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select  to process the transaction.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Equipment Type Overview](#)
- [Add an Equipment Type](#)
- [Update an Equipment Type](#)




Update an Equipment Type

Overview

The Equipment Type Update process allows editing an equipment type in the catalog.

Navigation

CATALOG MGMT > Equipment Type > ☐ (desired record) >  Edit > Update Equipment Type pop-up window

Page Fields

The following fields display on the **Update Equipment Type** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Equipment Type Tab

Equipment Type *
Desc *



Add / Edit Remarks

Remarks

History Remarks

Required Equipment Tab

Stock Nbr

Item Description

Additional Attributes Tab

Attribute Name

Data Type

Attributes

(*) Asterisk identifies mandatory fields.

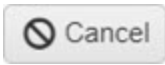
Procedures


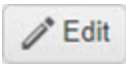
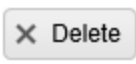
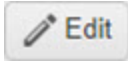
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update an Equipment Type

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click ☐ next to the desired entry.  appears, and  and  become available.
- Select . The **Update Equipment Type** pop-up window displays.



Update Equipment Type ✕

Instructions ▾

EquipmentType

Required Equipment

Additional Attributes

EquipmentType Details

<p>* Equipment Type</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">BPG Test</div>	<p>* Desc</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">BPG Test</div>
<p>Add / Edit Remarks</p>	

✓ Update

⊘ Cancel

3. Update the Equipment Type Tab.
 - A. Update the Equipment Type, entering the revised type in the field provided.
 - B. Update the DESC, entering the revised description in the field provided.
 - C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. **Select the Required Equipment Tab.**

Attention



An SKO can be added or deleted from the SKO Headers grid, it cannot be modified.



Update Equipment Type
✕

Instructions

EquipmentType
Required Equipment
Additional Attributes

Sko Headers
⚙ Grid Options
+ Add
✕ Delete

<input type="checkbox"/>	Stock Nbr	Item Description
<input type="checkbox"/>	1080014572956	CAMOUFLAGE NET SYST

Selected 0/1

⏪
⏩
1
Page 1 of 1
⏪
⏩
⏪
⏩

50
items per page

1 - 1 of 1 items
🔄

✓ Update
⊗ Cancel

Add an SKO

- A. Select + Add. A new entry appears in the SKO Headers grid.

Update Equipment Type
✕

Instructions

EquipmentType
Required Equipment
Additional Attributes

Sko Headers
⚙ Grid Options
+ Add
✕ Delete

<input type="checkbox"/>	Stock Nbr	Item Description
<input checked="" type="checkbox"/>	<div style="display: flex; align-items: center;"> ✓ Add <div style="border: 1px solid gray; padding: 2px; flex-grow: 1;">Select an Item</div> ... </div>	
<input type="checkbox"/>	1080014572956	CAMOUFLAGE NET SYST

Selected 1/2

⏪
⏩
1
Page 1 of 1
⏪
⏩
⏪
⏩

50
items per page

1 - 2 of 2 items
🔄

✓ Update
⊗ Cancel


- B. Enter the STOCK NBR, or use ... to browse for the entry. *Only associated SKO catalog stock numbers are permitted.*

Stock Number Browse help

- C. Select ✓ Add. The Item Description automatically populates in the grid.
- D. Repeat Steps A - C to add more STOCK NBRs.



Note



An SKO can only be assigned to a single equipment type. If an SKO is assigned to a second equipment type, it is removed from the first equipment type automatically.

Remove an SKO

- A. Click ☐ next to the desired entry.  appears, and

X Delete

 becomes available.

Update Equipment Type X

Instructions

EquipmentType

Required Equipment

Additional Attributes

Sko Headers

⚙ Grid Options
+ Add
X Delete

	Stock Nbr	Item Description
<input checked="" type="checkbox"/>	1080014572956	CAMOUFLAGE NET SYST

Selected 1/1

⏪
⏴
1
⏵
⏩

Page 1 of 1

⏪
⏴
⏵
⏩

50 items per page

1 - 1 of 1 items 🔄

✓ Update
⊗ Cancel

- B. Select

X Delete

. The *STOCK NBR* entry is removed.

5. Select the Additional Attributes Tab.

Add an Attribute

✕

Add Equipment Type

Instructions ▼

EquipmentType

Required Equipment

Additional Attributes

Attribute Name

Data Type

Select an Item

▼




Select an Item

▼

+ Add

✓ Add

✕ Cancel

- A. Use  to select an existing Attribute Name.
- B. Use  to select the Data Type.
- C. Select . *The Attribute appears in the Attributes section below.*
- D. Repeat Steps A - C to add more Attributes.

Edit the Data Type of an Attribute

Update the Data Type, using  to select the desired type.

Remove an Attribute


Click  next to the desired Attribute. *The Attribute is removed.*

6. Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Equipment Type.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: DESC.	
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using  to assist with the entry.
xxxx — Attribute Attribute Name already exists with data type Data Type.	Invalid entry. The Attribute Name was already used for this Equipment Type, and cannot be used again with a different Data Type. Enter a different Attribute Name.

xxxx — Equipment Type of type: *Equipment Type Name* already exists in catalog.

Invalid Entry. The Equipment Type Name and DESC entered for the Equipment Type already exists. Check the information again, and re-enter the value.

Related Topics

- [Equipment Type Overview](#)
- [Add an Equipment Type](#)
- [Delete an Equipment Type](#)



Shelf Life Extension Overview

Overview

The WAREHOUSE MGMT module Shelf Life Extension process provides the ability to input and maintain records of Shelf Life Extension Notifications that have been officially received based on Shelf Life Extension testing on specific Shelf Life managed items. These records are used in a background process to:

- Update expiration dates on Inventory Control Number records
- Update Condition Codes on Inventory Master records
- Validate allowable Condition Codes that can be selected during the Receiving, Unit Returns, Individual Returns, and Warehouse Transfer (receipts) processes
- Determine the applicable Expiration Date value when an Inventory Control Number record is created

Shelf Life Extension Notifications / Shelf Life Failed Testing Notifications are typically obtained from one or more of the following official sources:

- Joint Acquisition CBRN Knowledge System (J.A.C.K.S.)
- Joint Equipment Assessment Program (JEAP)
- Joint Program Executive Office for Chemical and Biological Defense (JPEO – CBD)
- DoD Shelf-Life Extension System (SLES)
- U.S. Army testing laboratories
- U.S. Army Research, Development and Engineering Command (REDCOM)
- Naval Messages
- Other Official Agency or Program Office Notifications

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Shelf Life Extension > Shelf Life Extension page



Page Fields

The following fields display on the **Shelf Life Extension** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Shelf Life Extension Search Criteria

LIN/TAMCN 

Stock Nbr 

Mfr Contract 

Mfr Lot 



Mfr Date From
Mfr Date To
Extended Flg
Failed Flg

Shelf Life Extension Grid

Edit
Delete
Labels
LIN/TAMCN
Stock Nbr
Mfr Contract
Mfr Lot
Mfr Dt
Expiration Dt
Last Test Dt
Extended Flg
Failed Flg
Override Cond Cd
Inspected By
Established Dt/Tm
Last Transaction Dt/Tm
Established By
Last Updated By

Print Shelf Life Extension Labels

Printer Language
Label Size
Label Type
Qty

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Search for an Shelf Life Extension

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions





Search Criteria

<div style="display: flex; margin-bottom: 5px;"> # LIN/TAMCN <input style="width: 80%;" type="text" value="All"/> ... </div> <div style="display: flex; margin-bottom: 5px;"> # Mfr Contract <input style="width: 80%;" type="text" value="All"/> </div> <div style="display: flex; margin-bottom: 5px;"> Mfr Dt From <input style="width: 80%;" type="text"/> 📅 </div> <div style="display: flex; margin-bottom: 5px;"> Extended Flg <div style="border: 1px solid #ccc; padding: 2px 5px;">All</div> ▼ </div>	<div style="display: flex; margin-bottom: 5px;"> # Stock Nbr <input style="width: 80%;" type="text" value="All"/> ... </div> <div style="display: flex; margin-bottom: 5px;"> # Mfr Lot <input style="width: 80%;" type="text" value="All"/> </div> <div style="display: flex; margin-bottom: 5px;"> Mfr Dt To <input style="width: 80%;" type="text" value="6/11/2024"/> 📅 </div> <div style="display: flex; margin-bottom: 5px;"> Failed Flg <div style="border: 1px solid #ccc; padding: 2px 5px;">All</div> ▼ </div>
---	--



🔍 Search
🔄 Reset

- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the MFR CONTRACT, using  to assist with the entry. *This is a 13 alphanumeric character field.*
- Enter the MFR LOT, using  to assist with the entry. *This is a 20 alphanumeric character field.*
- Use  to select the MFR DT From, or enter the date MM/DD/YYYY in the field provided.
- Use  to select the MFR DT To, or enter the date MM/DD/YYYY in the field provided.



- Use  to select the Extended Flg.
- Use  to select the Failed Flg.

2. Click . The Search Results are displayed in the Shelf Life Extension grid.

		UN/TAMCN	Stock Nbr	Min Contract	Min Lot	Min Dt	Expiration Dt	Last Test Dt	Extended Flg	Failed Flg	Override Cond Cd	Inspected By	Established Dt/Tm	Last Transaction Dt/Tm	Established By	Last Updated By
			C23062F	8415014445893	SP010001DNA45	BL030506938	05/01/2006	05/31/2016	Yes	No		JACKS	11/02/2015 2:30:16 PM	04/02/2016 9:25:43 AM	rust	Y_GILLETTE/J1 TFS29063
			C23062F	8415014445893	SP010001DNA45	BL100506942	05/01/2006	05/31/2016	Yes	No		JACKS	11/02/2015 2:30:16 PM	04/02/2016 9:25:43 AM	rust	Y_GILLETTE/J1 TFS29063
			C23062F	8415014445893	SP010001DNA45	BL080506939	05/01/2006	05/31/2016	Yes	No		JACKS	11/02/2015 2:30:16 PM	04/02/2016 9:25:43 AM	rust	Y_GILLETTE/J1 TFS29063
			C23062F	8415014445893	SP010001DNA45	BL050506938	05/01/2006	05/31/2016	Yes	No		JACKS	11/02/2015 2:30:16 PM	04/02/2016 9:25:43 AM	rust	Y_GILLETTE/J1 TFS29063
			C23062F	8415014445893	SP010001DNA45	BL080506940	05/01/2006	05/31/2016	Yes	No		JACKS	11/02/2015 2:30:16 PM	04/02/2016 9:25:43 AM	rust	Y_GILLETTE/J1 TFS29063

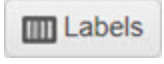
Add a Shelf Life Extension

Select . The **Add Shelf Life Extension** pop-up window appears.

Update a Shelf Life Extension

Select . The **Update Shelf Life Extension** pop-up window appears.

Print Shelf Life Extension Labels

- Select  next to the desired record. The **Print Label Request** pop-up window appears.



Print Label Request
✕

Print Labels

Printer Language

Label Size

Label Type

SHF

Select an Item ▼




Select an Item ▼


Qty

1

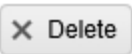
▲
▼

Print
Download
↻ Reset
⊘ Cancel

- A. Use  to select the Printer Language.
- B. Use  to select the Label Size.
- C. *The Label Type automatically populates and is not editable.*
- D. Use  to choose the Qty.

2. Select  to complete the transaction.

Delete a Shelf Life Extension

Select . The **Confirm Delete** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

ODASD (Logistics)
under A&S Sustainment

— 395 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

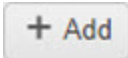
- Add a Shelf Life Extension
- Update a Shelf Life Extension
- Delete a Shelf Life Extension

Add a Shelf Life Extension

Overview

The Add a Shelf Life Extension process provides the ability to create Shelf Life Extension records.

Navigation

CATALOG MGMT > Shelf Life Extension >  > Add Shelf Life Extension pop-up window

Page Fields

The following fields display on the **Add Shelf Life Extension** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
456	Enter a LIN/TAMCN or STOCK NBR. If a LIN/TAMCN record is added records will be created for all associated STOCK NBRs.



457	Enter the Official Source of the Extension Notification in the 'Inspected By' field.
132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Add Shelf Life Extension

LIN/TAMCN
 Stock Nbr
 Mfr Contract
 Mfr Lot
 Mfr Dt *
 Expiration Dt *
 Last Test Dt
 Inspected By *
 Extended Flg
 Failed Flg

(*) Asterisk identifies mandatory fields.


Procedures

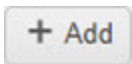
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Shelf Life Extension

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to create a Shelf Life Extension record. The **Add Shelf Life Extension** pop-up window displays.

Add Shelf Life Extension
✕



Instructions

Shelf Life Extension

LIN/TAMCN <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select an Item</div> <div style="text-align: center;">...</div>	Stock Nbr <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select an Item</div> <div style="text-align: center;">...</div>
Mfr Contract <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	Mfr Lot <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
* Mfr Dt <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">6/01/2024</div> <div style="text-align: center;">📅</div>	* Expiration Dt <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">6/01/2024</div> <div style="text-align: center;">📅</div>
Last Test Dt <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="text-align: center;">📅</div>	* Inspected By <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
Extended Flg <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Yes</div> <div style="text-align: center;">▼</div>	Failed Flg <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">No</div> <div style="text-align: center;">▼</div>

✓ Add

✕ Cancel



- A. Use  or  to assist with the LIN/TAMCN entry. This is a 10 alphanumeric character field.



Line Item Number / Table of Authorized Materiel Control Number Browse help
OR

- B. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*





Stock Number Browse help

- C. Enter the MFR CONTRACT in the field provided. *This is a 13 alphanumeric character field.*
- D. Enter the MFR LOT in the field provided. *This is a 20 alphanumeric character field.*
- E. Use  to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided. *The default date is set to the system date.*
- F. Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided. *The default date is set to the system date.*

Note



The **Expiration Date** is sometimes listed on the official Shelf Life Extension Notification as the **Next Test Date**.

- G. Use  to select the Last Test DT, or enter the date (MM/DD/YYYY) in the field provided.
- H. Enter the Inspected By in the field provided. *This is a 15 alphanumeric character field.*
- I. Use  to select the Extended Flg. *The default is set to Yes.*
- J. Use  to select the Failed Flg. *The default is set to No.*
2. Select . *The new Shelf Life Extension record is green and appears at the top of the Shelf Life Extension Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1164 — An existing record shows this Lot FAILED. Cannot add a record, if this Lot did not fail, update the existing record.	Invalid Entry. There is an existing Shelf Life Extension record for Stock Number selected. Double-check the existing record.
13 — Mandatory Entry: <i>LIN / TAMCN or STOCK NBR.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Inspected By.</i>	
13 — Mandatory Entry: <i>MFR LOT.</i>	
13 — Mandatory Entry: <i>Expiration Date.</i>	
1165 — MFR DATE cannot be >= the Current Date.	Invalid Date Entry. The System Date must be before the MFR DATE. Enter a valid date.
1166 — Expiration Date entered cannot be less than	Invalid Date Entry. Calculated Expiration Date must be after the Expiration Date, based on the

the MFR DATE selected.	MFR DATE selected. Enter a valid date.
1167 — Record already exists with an Expiration Date of {0}. If the Expiration Date was revised, update existing record.	Invalid Entry. There is an existing Shelf Life Extension record that matches the Shelf Life Extension record being added. Double-check the existing record.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
2094 — Must be alphanumeric with supported special characters \$, —, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Shelf Life Extension Overview](#)
- [Update a Shelf Life Extension](#)
- [Delete a Shelf Life Extension](#)

Delete a Shelf Life Extension

Overview

The Delete a Shelf Life Extension process allows removal of Shelf Life Extension records.

Helpful Tip



If a Shelf Life Extension record has a previous record stored in the application's History table, the early record can be restored. The Reset feature allows users to restore a previously created Shelf Life Extension record. This option is only available when a record has been stored in the History table.

Navigation

CATALOG MGMT > Shelf Life Extension>  > Confirm Delete pop-up window

Page Fields

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
455	When deleting a record you can restore a previous record (if



available) by selecting the 'Reset' Button.


Procedures


DPAS Navigation Helpful Tips

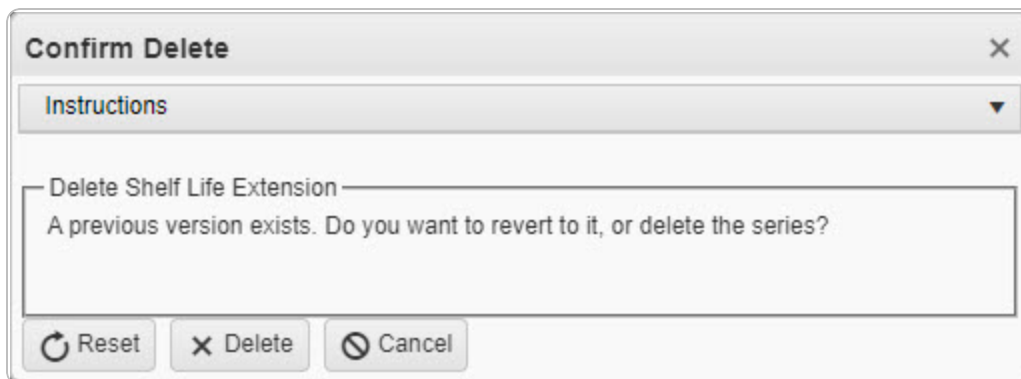


Click the following link to display Warehouse Navigation Tips.


Delete a Shelf Life Extension

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  Delete next the desired record. One of two possible **Confirm Delete** pop-up windows appear.



The dialog box is titled "Confirm Delete" and has a close button (X) in the top right corner. It contains a section labeled "Instructions" with a dropdown arrow. Below this, the text reads: "Delete Shelf Life Extension — A previous version exists. Do you want to revert to it, or delete the series?". At the bottom, there are three buttons: "Reset" (with a circular arrow icon), "Delete" (with an X icon), and "Cancel" (with a circle and slash icon).

- Select  Reset. The previously created record is restored.
- OR**



Confirm Delete

Instructions

Delete Shelf Life Extension

Are you sure you want to delete this Shelf Life Extension Record?

Delete

Cancel

- Delete

. The record is removed.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics


- Shelf Life Extension Overview
- Add a Shelf Life Extension
- Update a Shelf Life Extension

Update a Shelf Life Extension

Overview

The Update Shelf Life Extension process allows editing of a Shelf Life Extension record.

Navigation

CATALOG MGMT > Shelf Life Extension >  > Update Shelf Life Extension pop-up window

Page Fields

The following fields display on the **Update Shelf Life Extension** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
456	Enter a LIN/TAMCN or STOCK NBR. If a LIN/TAMCN record is added records will be created for all associated STOCK NBRs.




457	Enter the Official Source of the Extension Notification in the 'Inspected By' field.
132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Update Shelf Life Extension

Stock Nbr
 Mfr Contract
 Mfr Lot
 Mfr Dt
 Expiration Dt *
 Last Test Dt
 Inspected By *
 Extended Flg
 Failed Flg

(*) Asterisk identifies mandatory fields.


Procedures



DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Shelf Life Extension

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update Shelf Life Extension** pop-up window displays.

Update Shelf Life Extension
✕


Instructions

Shelf Life Extension


Stock Nbr

Mfr Contract

*** Mfr Dt**


Last Test Dt

Extended Flg


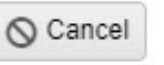
Mfr Lot


*** Expiration Dt**


*** Inspected By**

Failed Flg

- A. Verify the *STOCK NBR*.
- B. Verify the *MFR CONTRACT*.
- C. Verify the *MFR LOT*.
- D.** Verify the *MFR DT*.
- E.** Verify the *EXPIRATION DT*.
- F. Update the Last Test DT, using  or entering the date (MM/DD/YYYY) in the field provided.



- G. Update the Inspected By, entering the revised personnel in the field provided.
- H. *Verify the Extended FLG.*
- I. Update the Failed Flg, using  to select the desired flag.

2. Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: <i>Inspected By.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Expiration Date.</i>	
1166 — Expiration Date entered cannot be less than the MFR DATE selected.	Invalid Date Entry. Calculated Expiration Date must be after the Expiration Date, based on the MFR DATE selected. Enter a valid date.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
2094 — Must be alpha-numeric with supported special characters \$, —, /, #,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",

&, ;, (,), comma, period, and space.	numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Shelf Life Extension Overview](#)
- [Add a Shelf Life Extension](#)
- [Delete a Shelf Life Extension](#)




Inspection Type / Action

Overview

The WAREHOUSE MGMT module Inspection Type / Action Process provides the ability to create and manage Inspection Type records used in conjunction with QC/QA/Inspection process. Inspection Types outline the condition of items, the frequency of inspections, and the different result statuses of the inspection. Also, Inspection Types can be assigned to Stock Number records for consistent management.

Note



The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within an SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.

Navigation

CATALOG MGMT > Inspection / Action > Inspection Type page

Page Fields

The following fields display on the **Inspection Type / Action** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Inspection Type Name
 Default Interval
 Deployed
 One-Time
 Inspection Action
 Inspection Interval Unit
 Downgrade To Cond Cd

Inspection Grid

All
 Inspection Type Name
 Event Triggers
 Inspection Action
 Downgrade To Cond Cd
 Read Only Inspection
 One-Time
 Compliance Date
 Rescind Date

Optional

- Program Id
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By
- Remarks


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Inspection Type Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- 1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Instructions

Search Criteria

Inspection Type Name

Default Interval

Deployed

All

One-Time

All

Inspection Action

All

Inspection Interval Unit



All

Downgrade To Cond Cd




All

Search

Reset

- Enter the Inspection Type Name in the field provided. *This is a 50 alphanumeric character field.*
- Use  to select the Inspection Action.
- Enter the Default Interval in the field provided. *This is a 4 numeric character field.*
- Use  to select the Inspection Interval Unit.



- Use  to select the Deployed.
- Use  to select the Downgrade To Cond Cd.
- Use  to select the One-Time.

2. Click . The results display in the Inspection Search Results grid.

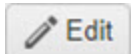

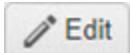
Inspection Grid Options + Add Edit X Delete								
<input type="checkbox"/> All	Inspection Type Name	Event Triggers	Inspection Action	Downgrade To Cond Cd	Read Only Inspection	One-Time	Compliance Date	Rescind Date
<input type="checkbox"/>	TEST		TEST		Yes	No		
<input type="checkbox"/>	BENCH TEST		TEST	E	No	No		
<input type="checkbox"/>	ECM POWER QUALITY		TEST		No	No		
<input type="checkbox"/>	INSPECTION		TEST		Yes	No		
<input type="checkbox"/>	TRAINING		TEST		No	No		
<input type="checkbox"/>	MASK FIT TESTING	Received	TEST	J	No	No		
<input type="checkbox"/>	PRE KESSEL RUN		TEST		No	No		

Selected 0/7
Page 1 of 1
50 items per page
1 - 7 of 7 items

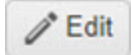
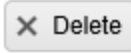
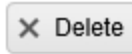
Add an Inspection Type Record

Select . The **Add Inspection** pop-up window appears.

Update an Inspection Type Record

- Click ☐ to select the desired entry. The *Inspection Type* is highlighted, and  and  become available.
- Select . The **Update Inspection** pop-up window appears.

Delete an Inspection Type Record

- Click ☐ to select the desired entry. The *Inspection Type* is highlighted, and  and  become available.
- Select . The **Delete Inspection** pop-up window appears.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Inspection / Action
- Delete an Inspection Result
- Update an Inspection / Action
- Delete an Inspection / Action



Add an Inspection Type / Action

Overview

The Inspection Type/Action Add process provides the ability to create and manage Inspection Type records. They outline the condition of items, the frequency of inspections, and the different result statuses of the inspection. Inspection Types are assigned to Stock Number records for the QC/QA/Inspection process.

Navigation

CATALOG MGMT > Inspection/Action >  > Add Inspection pop-up window

Page Fields

The following fields display on the **Add Inspection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Inspection Type Tab

Inspection Type Name *

Inspection Action

Interval

Active

Schedule Type

Use for Issues

Default Interval

Inspection Interval Unit

Default Notification Window

Event Triggers

Received

Returned

One-Time

Compliance Date

Rescind Date

Downgrade To Cond Cd

Add / Edit Remarks

Remarks

History Remarks

Inspection Results Tab

Inspection Result Code

Inspection Result Description

Display Order

(*) Asterisk identifies mandatory fields.




Procedures

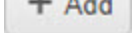
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add an Inspection Type Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  to create an Inspection record. The **Add Inspection** pop-up window appears.

Add Inspection

Instructions

Inspection Type

Inspection Results

Inspection Type Details

* Inspection Type Name

Inspection Action

Select an Item

Inspection Interval

☒ Interval ☐ One-Time

Active	Schedule Type	Use For Issues	Default Interval	Inspection Interval Unit	Default Notification Window (in Days)
<input checked="" type="checkbox"/>	STOCK	<input type="radio"/>			
<input checked="" type="checkbox"/>	DEPLOYED	<input checked="" type="radio"/>			
<input checked="" type="checkbox"/>	STORAGE	<input type="radio"/>			



Downgrade To Cond Cd


Do not Downgrade

Event Triggers

☐ Received
☐ Returned

[Add / Edit Remarks](#)

- Enter the Inspection Type Name in the field provided. *This is a 50 alphanumeric character field.*
- Use  to select the Inspection Action.



4. Select ☐ Interval if the inspection is recurring. *The fields appear to enter the recurring Inspection information.*
 - A. Click ☐ in the Active column. *This selects the desired Scheduled Type.*
 - B. *The Schedule Types automatically populate and are not editable.*
 - C. Select ☐ Use For Issues for the desired Schedule Type. *This determines which one to use for issued inspections.*
 - D. *The Default Interval automatically populates and is not editable.*
 - E. *The Inspection Interval Unit automatically populates and is not editable.*
 - F. *The Default Notification Window automatically populates and is not editable.*
 - G. Use to select the Downgrade To Cond Cd.
 - H. Click ☐ to select Received. *The inspection is required when the asset is received.*
 - I. Click ☐ to select Returned. *The inspection is required when the asset is returned.*
 - J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select ☐ One-Time if the inspection is done only once. *The fields appear to enter the single Inspection information.*



Add Inspection ✕

Instructions ▼

Inspection Type

Inspection Results

Inspection Type Details

*** Inspection Type Name**

Inspection Action

Select an Item ▼

Inspection Interval

☐ Interval ☒ One-Time

Compliance Date

Rescind Date

Downgrade To Cond Cd

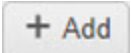
Do not Downgrade ▼

[Add / Edit Remarks](#)

✓ Add

✕ Cancel

- A. Use to select the Compliance Date, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use to select the Rescind Date, or enter the date (MM/DD/YYYY) in the field provided.
 - C. Use to select the Downgrade To Cond Cd.
 - D. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select the Inspection Results tab.

- A. Select  to add an Inspection Result Code. *An empty entry appears in the Inspection Result grid.*

Add Inspection ✕

Instructions

Inspection Type
Inspection Results

Inspection Result
Grid Options ▾
+ Add
Edit
✕ Delete

<input type="checkbox"/>	Inspection Result Code	Inspection Result Description	Display Order
<input type="checkbox"/>			0


Selected 0/1

⏪
⏩
1
Page 1 of 1
⏪
⏩

50
items per page

1 - 1 of 1 items
🔄

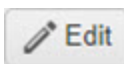
✓ Add
⊗ Cancel

- B. Use  to select the Inspection Result Code.
- C. Enter the Inspection Result Description in the field provided. *This is a 50 alpha-numeric character field.*
- D. Enter the Display Order in the field provided. *This is a 50 numeric character field.*

Helpful Tip



To update the Inspection Result entry:

1. Highlight the row.
2. Select .
3. Revise the entry, using steps B through D above.

Helpful Tip



To remove the Inspection Result entry:

1. Highlight the row.
2. Select . *The **Delete Inspection Result** pop-up window appears.*



7. Select Add . The pop-up window closes, and the new Inspection Type appears in the Search Results grid in green.

Inspection Grid Options + Add Edit Delete								
<input type="checkbox"/> All	Inspection Type Name	Event Triggers	Inspection Action	Downgrade To Cond Cd	Read Only Inspection	One-Time	Compliance Date	Rescind Date
<input checked="" type="checkbox"/>	BPG TEST 10	Received	TEST		No	No		
<input type="checkbox"/>	TEST		TEST		Yes	No		
<input type="checkbox"/>	BENCH TEST		TEST	E	No	No		
<input type="checkbox"/>	ECM POWER QUALITY		TEST		No	No		
<input type="checkbox"/>	INSPECTION		TEST		Yes	No		
<input type="checkbox"/>	TRAINING		TEST		No	No		
<input type="checkbox"/>	MASK FIT TESTING	Received	TEST	J	No	No		
<input type="checkbox"/>	PRE KESSEL RUN		TEST		No	No		

Selected 0/8
Page 1 of 1
50 items per page
1 - 8 of 8 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Inspection Type Name.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Inspection Action.	
185 — Record already	Invalid Entry. The field entered is already in the



exists.	system. Check the information again, and re— enter the record.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Inspection / Action Overview](#)
- [Delete an Inspection Result](#)
- [Update an Inspection / Action](#)
- [Delete an Inspection / Action](#)



Delete an Inspection Type / Action

Overview

The Inspection Type/Action Delete process allows the removal of an Inspection Type record from the associated Warehouse.

In order for the record to be deleted, the Inspection Type record cannot have an open action (a QC/QA/Inspection request) assigned to it, or stock number associated to it.

Navigation

CATALOG MGMT > Inspection/Action > ☐ (desired record) >

X Delete

 > Delete Inspection pop-up window

Page Fields

The following fields display on the **Delete Inspection** pop-up window. For more information on each field, select the appropriate hyperlink.

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Inspection

History Remarks


Procedures


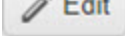
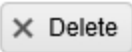
DPAS Navigation Helpful Tips



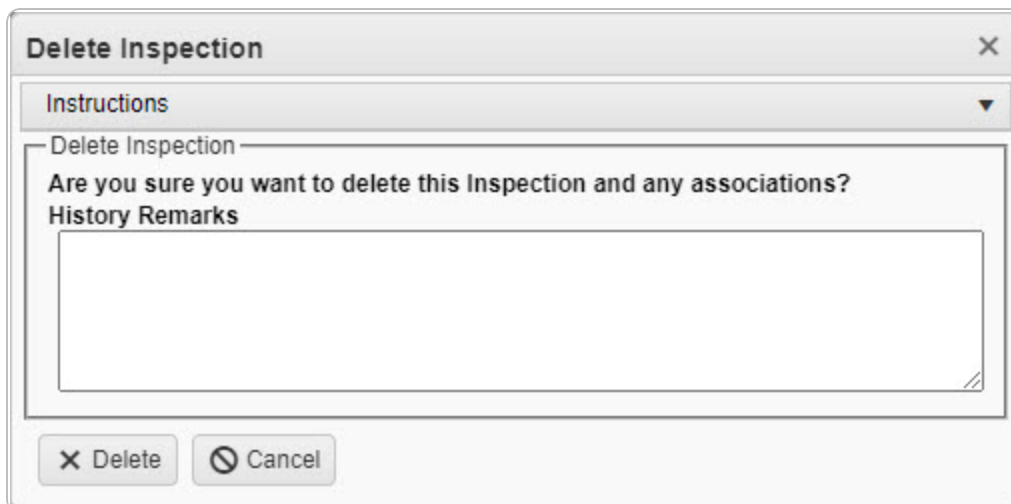
Click the following link to display Warehouse Navigation Tips.

Delete an Inspection Type

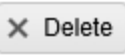
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Inspection Type is highlighted, and  and  become available.*

2. Select . *The **Delete Inspection** pop-up window appears.*



The screenshot shows a 'Delete Inspection' dialog box. It has a title bar with a close button. Below the title bar is a tab labeled 'Instructions'. The main content area contains the text 'Delete Inspection' followed by the question 'Are you sure you want to delete this Inspection and any associations?'. Below this is a text area labeled 'History Remarks'. At the bottom of the dialog are two buttons: 'Delete' and 'Cancel'.

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select . *The Inspection Type is removed from the grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2127 — Cannot delete, Inspection Type is in use.	Invalid Deletion. Locate any Stock Numbers that are associated to this Inspection Type. Either revise the Stock Number record, or revise the Inspection Type record.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Inspection/Action Overview](#)
- [Add an Inspection/Action](#)
- [Delete an Inspection Result](#)
- [Update an Inspection/Action](#)

Update an Inspection Type / Action

Overview

The Inspection Type/Action Update process allows editing of Inspection Type records.

Navigation

CATALOG MGMT > Inspection/Action > ☐ (desired record) >  > Update Inspection pop-up window

Page Fields

The following fields display on the **Update Inspection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.



Inspection Type Tab

Inspection Type Name *

Inspection Action

Interval

Active

Schedule Type

Use for Issues

Default Interval

Inspection Interval Unit

Default Notification Window

Event Triggers

Received

Returned

One-Time

Compliance Date

Rescind Date

Downgrade To Cond Cd

Add / Edit Remarks

Remarks

History Remarks

Inspection Results Tab

Inspection Result Code

Inspection Result Description

Display Order

(*) Asterisk identifies mandatory fields.




Procedures


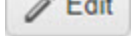
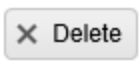
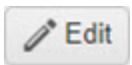
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update an Inspection Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. *The Inspection Type is highlighted, and  and  become available.*
- Select . *The **Update Inspection** pop-up window appears.*

Update Inspection

✕

Instructions

Inspection Type

Inspection Results

Inspection Type Details

*** Inspection Type Name**

Inspection Action

TEST

Inspection Interval

☒ Interval ☐ One-Time

Active	Schedule Type	Use For Issues	Default Interval	Inspection Interval Unit	Default Notification Window (in Days)
<input checked="" type="checkbox"/>	DEPLOYED	<input checked="" type="radio"/>			
<input checked="" type="checkbox"/>	STOCK	<input type="radio"/>			
<input checked="" type="checkbox"/>	STORAGE	<input type="radio"/>			


Downgrade To Cond Cd


Do not Downgrade

Event Triggers





☒ Received
 ☐ Returned

[Add / Edit Remarks](#)







3. Update the Inspection Type Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
4. Update the Inspection Action, using to select the desired type.
5. Verify the  Interval fields. *The fields are for entering the recurring Inspection information.*
 - A. Verify the Active column contains the appropriate ☒ or ☐. *This selects the desired Scheduled Type.*
 - B. *Verify the Schedule Types.*
 - C. Verify the Use For Issues contains the appropriate  or  for the desired Schedule Type. *This determines which one to use for issued inspections.*
 - D. *Verify the Default Interval.*
 - E. *Verify the Inspection Interval Unit.*
 - F. *Verify the Default Notification Window.*
 - G. Update the Downgrade To Cond Cd, using to select the desired code.
 - H. Verify Received contains the appropriate ☒ or ☐. *The inspection is required when the asset is received.*
 - I. Verify Returned contains the appropriate ☒ or ☐. *The inspection is required when the asset is returned.*
 - J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Verify the  One-Time fields. *The fields are for entering the single Inspection information.*



Update Inspection

Instructions

Inspection Type

Inspection Results

Inspection Type Details

*** Inspection Type Name**

Inspection Action

OTHER
▼

Inspection Interval

☐ Interval ☒ One-Time

Compliance Date

📅

Rescind Date

📅




Downgrade To Cond Cd

A - Svcbl(w/o Qual)
▼

[Add / Edit Remarks](#)

✓ Update

⊘ Cancel

- A. Update the Compliance Date, using  or entering the date (MM/DD/YYYY) in the field provided.
 - B. Update the Rescind Date, using  or entering the date (MM/DD/YYYY) in the field provided.
 - C. Update the Downgrade To Cond Cd, using  to select the desired code.
 - D. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the Inspection Results tab.

Update Inspection ✕

Instructions

Inspection Type

Inspection Results

Inspection Result

⚙ Grid Options

+ Add

✎ Edit

✕ Delete

<input type="checkbox"/>	Inspection Result Code	Inspection Result Description	Display Order
<input type="checkbox"/>	CP	BPG TEST COMPLETED	1

Selected 0/1

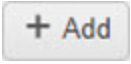

⏪ ⏩ 1 Page 1 of 1

50 items per page

1 - 1 of 1 items

✓ Update

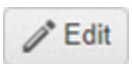
⊗ Cancel

- A. Select  to add an Inspection Result Code. *An empty entry appears in the Inspection Result grid.*
- B. Use  to select the Inspection Result Code.
- C. Enter the Inspection Result Description in the field provided. *This is a 50 alpha-numeric character field.*
- D. Enter the Display Order in the field provided. *This is a 50 numeric character field.*

Helpful Tip



To update the Inspection Result entry:

1. Highlight the row.
2. Select .
3. Revise the entry, using steps B through D above.


Helpful Tip



To remove the Inspection Result entry:

1. Highlight the row.
2. Select . *The **Delete Inspection Result** pop-up window appears.*



8. Select  . The pop-up window closes, and the revised Inspection Type appears in the Search Results grid in green.

Inspection Grid Options + Add Edit Delete								
<input type="checkbox"/> All	Inspection Type Name	Event Triggers	Inspection Action	Downgrade To Cond Cd	Read Only Inspection	One-Time	Compliance Date	Rescind Date
<input type="checkbox"/>	TEST		TEST		Yes	No		
<input type="checkbox"/>	BENCH TEST		TEST	E	No	No		
<input type="checkbox"/>	ECM POWER QUALITY		TEST		No	No		
<input type="checkbox"/>	INSPECTION		TEST		Yes	No		
<input type="checkbox"/>	TRAINING		TEST		No	No		
<input type="checkbox"/>	MASK FIT TESTING	Received	TEST	J	No	No		
<input type="checkbox"/>	PRE KESSEL RUN		TEST		No	No		
<input checked="" type="checkbox"/>	BPG TEST 10	Received	TEST		No	No		
Selected 0/8 Page 1 of 1 50 items per page 1 - 8 of 8 items								

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Inspection Type Name.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Inspection Action.	
185 — Record already	Invalid Entry. The field entered is already in the



exists.

system. Check the information again, and re—
enter the record.

Related Topics

- [Inspection/Action Overview](#)
- [Add an Inspection/Action](#)
- [Delete an Inspection Result](#)
- [Delete an Inspection / Action](#)



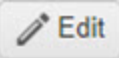
Delete the Inspection Result

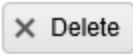
Overview

The Inspection Result Delete process allows removal of an Inspection Result record that has either not yet been added or is being edited.

Navigation

CATALOG MGMT > Inspection/Action > *VARIOUS PROCEDURAL STEPS* > ☐ (desired record)

>  > Update Inspection > Inspection Results Tab > ☐ (desired record) >

 > Delete Inspection Result pop-up window

Page Fields

The following fields display on the **Delete Inspection Result** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Inspection Result

History Remarks


Procedures


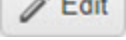
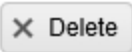
DPAS Navigation Helpful Tips



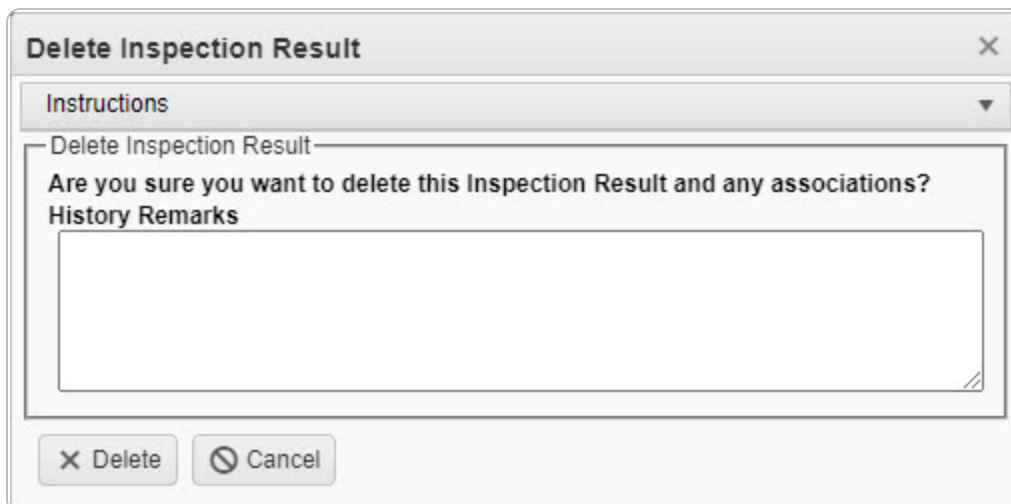
Click the following link to display Warehouse Navigation Tips.


Delete an Inspection Result

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The *Inspection Result* is highlighted, and  and  become available.

2. Select . The **Delete Inspection Result** pop-up window appears.



3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select . The *Inspection Result* is removed from the grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Inspection / Action Overview](#)
- [Add an Inspection / Action](#)
- [Update an Inspection / Action](#)
- [Delete an Inspection / Action](#)

MANUFACTURER PART NBR Overview

Overview

The WAREHOUSE MGMT module Manufacturer Part Number process provides the ability to have a central reference to the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This process must have the stock number already existing in the catalog.

Navigation

CATALOG MGMT > MANUFACTURER PART NBR > MANUFACTURER PART NBR page

Page Fields

The following fields display on the **MANUFACTURER PART NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the MANUFACTURER PART NBR Search Results.
526	Select "Reset" to clear the MANUFACTURER PART NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the MANUFACTURER PART NBR data.



528	Select "Add" to create a new MANUFACTURER PART NBR record.
529	Select "Edit" to update the selected MANUFACTURER PART NBR record(s).
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).

Search Criteria Grid

Stock Nbr
Item Desc
Mfr Name
CAGE Cd
Mfr Part Nbr
FAST Reportable
Mfr Model Nbr
Non Accountable
UPC

Search Results Grid

All
Stock Nbr
Item Desc
CAGE Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
UPC

Optional

Active
Contract License Managed
Established By

Established Dt/Tm
FAST Reportable
History Remarks
Last Transaction Dt/Tm
Last Updated By
Non Accountable
Product Service Code
Program Id
Remarks
SNaP—IT Desc
SNaP—IT Id
Software Catalog Name
Software Management Type Code
System Name

Procedures

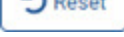
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a MANUFACTURER PART NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all


results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Search Criteria
⬆

<div style="margin-bottom: 5px;">Stock Nbr <input style="width: 150px;" type="text" value=""/></div> <div style="margin-bottom: 5px;">Mfr Name <input style="width: 120px;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Mfr Part Nbr <input style="width: 120px;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Mfr Model Nbr <input style="width: 120px;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">UPC <input style="width: 120px;" type="text" value="All"/></div>	<div style="margin-bottom: 5px;">Item Desc <input style="width: 120px;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">CAGE Cd <input style="width: 120px;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">FAST Reportable <input style="width: 120px;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Non Accountable <input style="width: 120px;" type="text" value="All"/></div>
--	---

- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Use  to select the FAST Reportable.
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use  to select the Non Accountable.
- Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*

2. Select . The results appear in the Search Results Grid below.



Search Results

Options

+

 Add

Edit

Delete

	Stock Nbr	Item Desc	CAGE Cd	Mfr Name	Mfr Model Nbr	Mfr Part Nbr	UPC
<input type="checkbox"/>	1680016648462	ROUTER	-	cisco	-	12345	-
<input type="checkbox"/>	2050005062252	INSERTCABLE	-	Test 1	tester 2	12345	-
<input type="checkbox"/>	CKC123456789000	POWER STRIP	03MB3	DELL	PRECISION 7710	12345	-
<input type="checkbox"/>	1005000000061	MACHINE GUN,7.62 MILLIMETER	12345	AMERICAN DISTRIBUTORS	-	12345	-

Selected 0/4

<

>

10





Items per page

1 - 4 of 4 Items





Add a MANUFACTURER PART NBR

Select . The **Add Manufacturer Part Nbr** slide-out window appears.

Update a MANUFACTURER PART NBR

- Click  to select the entry. The **MANUFACTURER PART NBR** row is highlighted, and  and  become available.
- Select . The **Update Manufacturer Part Nbr** slide-out window appears.

Delete a MANUFACTURER PART NBR

- Click  to select the entry. The **MANUFACTURER PART NBR** row is highlighted, and  and  become available.
- Select . The **Delete Manufacturer Part Nbr** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number



Add a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Add process provides the ability to create new Manufacturer Part Numbers. These reference the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

CATALOG MGMT > MFR PART NBR >  > Add MANUFACTURER PART NBR slide-out window

Page Fields

The following fields display on the **Add MANUFACTURER PART NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE Cd, see https://cage.dla.mil .
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining

	POS must = alphanumeric except I and O.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *

Item Desc

Mfr Name *

Mfr Model Nbr

Mfr Part Nbr

CAGE Cd

UPC

FAST Reportable

Status

Non Accountable

Remarks Grid

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.






Add a MANUFACTURER PART NBR

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Add MANUFACTURER PART NBR** slide-out window appears.

Manufacturer Information

⬆

<div style="margin-bottom: 10px;"> * Stock Nbr <input style="width: 150px;" type="text"/>  </div> <div style="margin-bottom: 10px;"> * Mfr Name <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 10px;"> Mfr Part Nbr <input style="width: 150px;" type="text"/>  </div> <div style="margin-bottom: 10px;"> UPC <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 10px;"> Status ACTIVE ▼ </div>	<div style="margin-bottom: 10px;"> Item Desc <div style="background-color: #f0f0f0; height: 20px; width: 150px;"></div> </div> <div style="margin-bottom: 10px;"> Mfr Model Nbr <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 10px;"> CAGE Cd <input style="width: 150px;" type="text"/>  </div> <div style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <input type="checkbox"/> FAST Reportable </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Non Accountable </div> </div>
---	--


Remarks

⬆

Remarks <div style="border: 1px solid #ccc; height: 40px; width: 150px; margin-top: 5px;"></div>	History Remarks <div style="border: 1px solid #ccc; height: 40px; width: 150px; margin-top: 5px;"></div>
--	--


✖ Cancel

💾 Save


- A. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- B. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*






- C. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- D. Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- E. Enter the MFR PART NBR, or use  to browse for the entry. *This is a 35 alphanumeric character field.*

External Manufacturer Part Number Browse help

- F. Enter the CAGE CD, or use  in the field provided. *This is a 5 alphanumeric character field.*

CAGE Cd Browse help

- G. Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*
- H. Click  to select the FAST Reportable. *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*
- I. Use  to select the Status.
- J. Click  to select the Non Accountable. *This means the Manufacturer Part Number is Non Accountable.*
- K. *Enter the information in the Remarks panel.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- 2. Select . *The new Manufacturer Part Number appears at the top of the Search Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: STOCK NBR.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 — Mandatory Entry: MFR NAME.</p>	
<p>204 — Invalid CAGE / NCAGE Cd. Refer to Instruction Text.</p>	<p>Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The 1st and 5th must be numeric, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE Cd, enter a total of 5 characters. The 1st character is alphanumeric. When the 1st character is numeric, the 5th character must be alphabetic (but not "I"; "O"; or "X"). When the <i>1st character is alphabetic</i> (but not "O"), the <i>5th character must be numeric</i>. When</p>

the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number



Delete a MANUFACTURER PART NBR

Overview

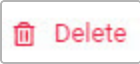
The MANUFACTURER PART NBR Delete process allows removal of a selected MFR PART NBR record.

Attention



A MFR PART NBR record **cannot be deleted** if the record is associated with any asset records.

Navigation

CATALOG MGMT > MFR PART NBR >  > Delete MANUFACTURER PART NBR pop-up window

Page Fields

The following fields display on the **Delete MANUFACTURER PART NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).
14	Select "Cancel" button to return to previous page.



Manufacturer Information Grid


Stock Nbr
Item Desc
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Remarks Grid


History Remarks

Procedures

DPAS Navigation Helpful Tips

 Click the following link to display Warehouse Navigation Tips.

Delete a MFR PART NBR

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Delete MANUFACTURER PART NBR** pop-up window appears.

Delete Manufacturer Part Nbr
×

[Instructions / Help](#)



Warning:
Are you sure you want to delete this Manufacturer Part Nbr?

Manufacturer Information


Stock Nbr	1005000037493	Item Desc	REVOLVER,CALIBER .38
Mfr Name	COLT	Mfr Model Nbr	VERYFAR
Mfr Part Nbr	THROWSROCKS	CAGE Cd	

Remarks

History Remarks

 Delete
 Cancel

1. Verify the **STOCK NBR**.
2. Verify the **ITEM DESC**.
3. Verify the **MFR NAME**.
4. Verify the **MFR MODEL NBR**.
5. Verify the **MFR PART NBR**.
6. Verify the **CAGE CD**.
7. Enter the information in the **Remarks** panel.
 - a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select . The Manufacturer Part Number is removed from the Search Results Grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2159 — Cannot delete Manufacturer record with active Software Licenses.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to any assets with current licenses. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2417 — Cannot delete a Manufacturer Record associated to a Stock Number that is Stock Item Type = 'B.'	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to a Stock Number that is Stock Item Type B – PART NBR. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2418 — Manufacturer Part Number cannot be Deleted. {0} Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to an Asset Master, Due-In, CIP Asset, or a File Reference. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2419 — Manufacturer Part	Contact the DPAS Call Center

**Number was not Deleted.
Contact the DPAS CALL
CENTER.**

Related Topics

- Manufacturer Part Number
- Add a Manufacturer Part Number
- Update a Manufacturer Part Number



Update a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Update process allows editing Manufacturer Part Number data referencing the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

CATALOG MGMT > MFR PART NBR >  > Edit MANUFACTURER PART NBR slide-out window

Page Fields

The following fields display on the **Edit MANUFACTURER PART NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE CD, see https://cage.dla.mil .
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining

	POS must = alphanumeric except I and O.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *
Mfr Name *
Mfr Part Nbr
UPC
Status
Item Desc
Mfr Model Nbr
CAGE Cd
FAST Reportable
Non Accountable

Remarks Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Update a MANUFACTURER PART NBR

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Edit MANUFACTURER PART NBR** slide-out window appears.

Manufacturer Information

⬆

<div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>* Stock Nbr</div> <div>*</div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px;">1005015472624</div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>* Mfr Name</div> <div></div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px;">CONN1018</div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>Mfr Part Nbr</div> <div></div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">[87t6r5te5y67</div> <div style="margin-left: 5px; color: #0070c0; font-size: 1.2em;">🔍</div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>UPC</div> <div></div> </div> <div style="border: 1px solid #ccc; height: 20px;"></div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>Status</div> <div></div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px;">ACTIVE ▼</div> </div>	<div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>Item Desc</div> <div></div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px;">ADAPTER RAIL, WEAPON MOUNTED</div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>Mfr Model Nbr</div> <div></div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px;">iugfty7uytdh</div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>CAGE Cd</div> <div></div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">12666</div> <div style="margin-left: 5px; color: #0070c0; font-size: 1.2em;">🔍</div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div></div> <div> <input type="checkbox"/> FAST Reportable </div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div></div> <div> <input type="checkbox"/> Non Accountable </div> </div> </div>
--	--

Remarks








⬆

<div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>Remarks</div> <div></div> </div> <div style="border: 1px solid #ccc; height: 40px;"></div> </div>	<div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>History Remarks</div> <div></div> </div> <div style="border: 1px solid #ccc; height: 40px;"></div> </div>
---	---

✖ Cancel

💾 Save

- A.** Verify the *STOCK NBR*.
- B.** Verify the *ITEM DESC*.
- C.** Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*
- D.** Update the MFR MODEL NBR, entering the revised identifier in the field provided. *This is a 48 alphanumeric character field.*

- E. Update the MFR PART NBR, using  to browse for the revised identifier. *This is a 35 alphanumeric character field.*
 - External Manufacturer Part Number Browse help
 - F. Update the CAGE Cd, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*
 - G. Update the UPC, entering the revised code in the field provided. *This is a 6 - 12 numeric character field.*
 - H. Verify the FAST Reportable contains the appropriate  or . *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*
 - I. Update the Status, using  to select the desired activity level.
 - J. Verify the Non Accountable contains the appropriate  or . *This means the Manufacturer Part Number is Non Accountable.*
 - K. Enter the information in the Remarks panel.
 - a. Update the Remarks, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select  Save. *The revised Manufacturer Part Number appears at the top of the Search Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search



security access.	again.
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: STOCK NBR.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 — Mandatory Entry: MFR NAME.</p>	
<p>204 — Invalid CAGE/ NCAGE Cd. Refer to Instruction Text.</p>	<p>Invalid Characters or Format Entered in the CAGE / NCAGE Cd field.</p> <p>For the CAGE Cd, enter a total of 5 characters. The 1st and 5th must be numeric, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.</p> <p>For the NCAGE Cd, enter a total of 5 characters. The 1st character is alphanumeric. When the 1st character is numeric, the 5th character must be alphabetic (but not "I"; "O"; or "X"). When the <i>1st character is alphabetic</i> (but not "O"), the <i>5th character must be numeric</i>. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")</p>

Related Topics

- Manufacturer Part Number
- Add a Manufacturer Part Number
- Delete a Manufacturer Part Number



Pending Catalog Overview

Overview

The Warehouse Management module Pending Catalog process provides the ability to process catalog records which are arriving from outside sources. These catalog records have a Status Code of Catalog Pending (CP) or Manufacturer Pending (MP) or have missing or incomplete information on the receiving Agency's Catalog. The records are awaiting Stock Number or Manufacturer Data to record on the Due-In Table. Once the record is completed, it has a Status Code of Catalog Complete (CC).

Navigation

CATALOG MGMT > PNDG CATALOG > Pending Catalog Search Criteria page

Page Fields

The following fields display on the **Pending Catalog Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Pending Catalog Transactions Search Results.
526	Select "Reset" to clear the Pending Catalog Transactions Search Criteria.



527	Select "Grid Options" for additional actions to perform on the Pending Catalog Transactions data.
528	Select "Add" to create a new Pending Catalog Transactions record.
529	Select "Edit" to update the selected Pending Catalog Transactions record(s).
530	Select "Delete" to remove the selected Pending Catalog Transactions record(s).
531	Select "Attachments" to add or view an attached document to the selected Pending Catalog Transactions record(s).
132	To search for CAGE CD, see https://cage.dla.mil .
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr
Item Desc



Doc Nbr

Status

Manufacturer Pending
Catalog Pending

Search Results Grid

All
Doc Nbr
Stock Nbr
Item Desc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd
Status
Non Actbl


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search For A Pending Catalog Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one of the following optional fields:.



Search Criteria ^





Stock Nbr

Doc Nbr

Item Desc

Status
☐ Manufacturer Pending (MP)
☐ Catalog Pending (CP)

↺ Reset
🔍 Search

- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the DOC NBR in the field provided. *This is a 15 alphanumeric character field.*
- Choose the Status:
 - Click  to select the Manufacturer Pending (MP). *The slider changes to  and the Search includes records with a Status of MP.*
 - Click  to select the Catalog Pending (CP). *The slider changes to  and the Search includes records with a Status of CP.*

- Select 🔍 Search. *The results display in the Search Results grid.*

Search Results ^

🔍 Grid Options ▾
✎ Fix Selected

<input type="checkbox"/>	Doc Nbr	Stock Nbr	Item Desc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd	Status	Non-Actbl
<input type="checkbox"/>	182DJK54ADPAS	0	DESCRIPTION		stock			MP	Yes
<input type="checkbox"/>	Y4222112C0184	929108004	Terminal, Multiplex, Cryptographic					MP	Yes

Selected 0/2

⏪
1
⏩

10 Items per page

1 - 2 of 2 items

Update the Pending Catalog Record

- Click ☐ to select the desired entry. *The DOC NBR record is highlighted, and becomes available.*
- Either:



- Select  .


OR

- Select the Doc NBR hyperlink.

3. The **Doc Nbr** slide-out window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2244 — Manufacturer information is not cataloged with stock number information in local catalog.	Invalid Entry.  was clicked before completing the entry. Enter the Manufacturer Part Number and re-enter the information.
2416 —Manufacturer Record already exists for this Stock Number. Only one manufacturer record can exist when Stock Item Type = 'B.'	Invalid Entry. A second manufacturer record cannot be added to a Stock Number Type = B. Double-check the information and re-enter the record.

Related Topics




- Pending Catalog - Fix Selected

Fix the Selected Pending Catalog

Overview

The Pending Catalog Fix Selected process allows editing of a Catalog record.

Navigation

CATALOG MGMT > PNDG CATALOG >  >  (desired record) >  >
DOC NBR slide-out window

Page Fields

The following fields display on the **Pending Catalog Doc NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Doc Nbr

Stock Number Information Grid

Stock Nbr
Item Desc

Manufacturer Information Grid

Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Process a Record

- Click  to select the desired entry. *The **DOC NBR** record is highlighted, and becomes available.*

 Fix Selected

Search Results

Grid Options

Fix Selected

<input type="checkbox"/>	Doc Nbr	Stock Nbr	Item Desc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd	Status	Non-Actbl
<input checked="" type="checkbox"/>	W38GNV13C0624	05MX3360512001	MONITOR COLOR 17 IN					CP	Yes
<input type="checkbox"/>	W38GNV13C0624	05MX3360512001	MONITOR COLOR 17 IN	FN MANUFACTURING, LLC				CP	Yes

Selected 1/2


<

1

>

10 items per page

1 - 2 of 2 items

- Either:
 - Select  Fix Selected.
 - OR**
 - Select the **DOC NBR** hyperlink.
- The **Doc Nbr** slide-out window appears.



Doc Nbr: W38GNV13C0624
✕

Stock Number Information

<div style="display: flex; justify-content: space-between; align-items: center;"> Stock Nbr <div style="border: 1px solid #ccc; padding: 2px 5px;">05MX3360512001</div> 🔍 </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> Item Desc <div style="border: 1px solid #ccc; padding: 2px 5px;">MONITOR COLOR 17 IN</div> </div>
--	--

Manufacturer Information

<div style="display: flex; justify-content: space-between; align-items: center;"> Mfr Name <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> Mfr Model Nbr <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> Mfr Part Nbr <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> 🔍 </div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> CAGE Cd <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> </div>

Cancel

Save


- A. Update the STOCK NBR, using 🔍 to browse for the revised identifier. *This is a 15 alphanumeric character field.*

Internal Stock Number Browse help
- B. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*
- C. Update the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- D. Update the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- E. Update the MFR PART NBR, using 🔍 to browse for the revised number. *This is a 35 alphanumeric character field.*

Internal Manufacturer Part Number Browse help
- F. Update the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
4. Select Save. *Status Code CP records are upgraded to MP; Status Code MP records are upgraded to CC.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
363 — Selected rows must have matching STOCK NBRs and STS CDs.	Invalid Selection. The STATUS CD must be either Manufacturer Pending (MP) or Catalog Pending (CP), not both. Re-select entries so that they have the same STATUS CD.
364 — Selected rows must have like ITEM DESC and STS CDs.	Invalid Selection. The STATUS CD must be either Manufacturer Pending (MP) or Catalog Pending (CP), not both. Re-select entries so that they have the same STATUS CD.
2244 — Manufacturer information is not cataloged with stock number information in local catalog.	Invalid Entry.  was clicked before completing the entry. Enter the Manufacturer Part Number and re-enter the information.
2416 — Manufacturer Record already exists for this Stock Number. Only one manufacturer record can exist when Stock Item Type = 'B.'	Invalid Entry. A second manufacturer record cannot be added to a Stock Number Type = B. Double-check the information and re-enter the record.

Related Topics

- Pending Catalog Transactions



Receiving

Overview


The Warehouse Management module Receiving process provides the ability to accept items into a Warehouse. Warehouse personnel can use the automated "wizard" to receive the materiel, process from a due-in record, or create a new receipt record with noted discrepancies. This process tracks the overall receiving status to meet the DoD objective of marking every unique item with a Unique Item Identifier (UII), and also establishes the Inventory Control Number (ICN) for the equipment.

If items are canceled or marked discrepant at any time during the receiving process for a Warehouse Transfer, both the losing and gaining warehouses must negotiate how to handle the inventory adjustments.

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Receiving > Receiving page

Page Fields




The following fields display on the **Receiving** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Search Criteria Grid

Document Nbr
Stock Nbr 
Document Type
Item Desc 
Document Status
Requisition Prj Cd
Serial Number
Shipment Ref Nbr 

Documents Grid

Edit
Status
Document Nbr
Stock Nbr
Item Desc
From Warehouse
Document Type



Reportable Commodity Type
Ordered Qty
Received Qty
Verified Qty
Accepted Qty
Discrepant Qty
Canceled Qty
Due In Qty
Document Container Id

Optional

Work Order
Document Ref Nbr
Security Commodity Type
Shipment Reference Nbr
GFM Contract Nbr
Document Sub Type
Manually Generated
ARC
Calibration Cd
CIC
CIIC
CLIN
Cntr/PO Nbr
Color
Reportable Commodity Type Desc
Security Commodity Type Desc
Conversion Factor
Demand Cd
Dist Cd
Dlvry Ord Nbr
Dmil Cd
Document Id
Document Status
Document Unit Price
Established Dt/Tm
Established By
Est Dlvry Dt
Fund Cd
Haz Mat Cd
Hazardous



Height (in)
Last Transaction Dt/Tm
Last Updated By
Length (in)
LIN/TAMCN
LIN/TAMCN Desc
Logistics Program
Media Status Cd
Mgmt Cd
Program Id
Precious Mtl Cd
Priority Cd
Qty per Unit Pack
Rqd Dlvry Dt
Recovered Cd
Region
Remarks
Reportable Cd
Requisition Prj Cd
Shelf Life Cd
Signal Cd
Site
Size
Source of Supply RIC
Stock Item Cd
Stores Account Cd
Supp Address
To Warehouse
Type Asset Cd
Stocking UI
UI
Unit Cube (Ft)
Stocking Unit Price
Unit Weight (lbs)
Width (in)

Document Details Grid

Stock Nbr
Document Transaction Status
Last Updated By

Cond Cd
Transaction Qty
Suffix Cd
Prj Cd

Transaction Details Grid

Stock Nbr
ICN
Serial Nbr
Cond Cd
Suffix Cd
Location Id
Container ID
Prj Cd
Owning DoDAAC
GFM Contract Nbr
Transaction Qty
Document Transaction Status
Discrepant Reason
Work Order Nbr
Last Updated By
Last Transaction Dt/Tm

Optional

UII
UII Status
Mfr CAGE
Mfr Contract
Mfr Lot Nbr
Mfr Dt
Shelf Life Expiration Dt
Received By
Received Dt
Verified By
Verified Dt
Accepted By
Accepted Dt




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Receiving Document


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.




1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Instructions


Search Criteria

<div style="margin-bottom: 5px;">Document Nbr <input style="width: 90%;" type="text"/></div> <div style="margin-bottom: 5px;">Document Type All</div> <div style="margin-bottom: 5px;">Document Status O - Open</div> <div style="margin-bottom: 5px;">Serial Number <input style="width: 90%;" type="text"/></div>	<div style="margin-bottom: 5px;"># Stock Nbr All ...</div> <div style="margin-bottom: 5px;"># Item Desc All</div> <div style="margin-bottom: 5px;">Requisition Prj Cd </div> <div style="margin-bottom: 5px;"># Shipment Ref Nbr All</div>
---	---


Search
 Reset
+ Add

- Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Use ▼ to select the desired Document Type.
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use ▼ to select the desired Document Status.
- Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*



- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Shipment REF NBR, using  to assist with the entry. *This is a 15 alphanumeric character field.*

2. Select . *The results display in the Documents grid.*

Documents														
	Status	Document Nbr	Stock Nbr	Item Desc	From Warehouse	Document Type	Reportable Commodity Type	Ordered Qty	Received Qty	Verified Qty	Accepted Qty	Discrepant Qty	Cancelled Qty	Due In Qty
		HC100193091501	1138113811381	JEDI TRAINING KIT	COLUMBUS	TF - Warehouse Transfer	FIELD GEAR	1	0	0	0	0	0	1


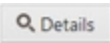

Add a Receiving Document

- Select . The **Add Documents** pop-up window appears.

Update a Receiving Document

- Select . The **Update Documents** pop-up window appears.

View the Transaction Details

1. Select  next to the desired document. *The row expands to show the Document Details Grid.*
2. Select  next to the desired item. *The **Transaction Details** pop-up window appears.*
3. Click  in the top right corner to close the **Transaction Details** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Receiving Document
- Update a Receiving Document
- Add Attachments to a Receiving Document



Add a Receiving Document

Overview

The Receiving Add process provides the ability to create new documents and accept new items into a Warehouse. The new materiel is recorded into the Warehouse system through the "I Want To..." wizard.

Attention



In the Verification screen are many fields that are user-defined. They occur between the SERIAL NBR and the COND CD fields.

They are not explained here, but are mentioned as "User-Defined Fields".

There are four types of documents to create:

- **Create Due In**
 - When a warehouse runs out of inventory and requires notification of the order
- **Receive / Accept**
 - When a warehouse receives the requested inventory correctly, without previously creating a Due In
- **Manage Discrepancies**
 - When a warehouse receives the requested inventory incorrectly (incorrect quantity, incorrect condition code, etc.), without previously creating a Due In
- **Miscellaneous Add**
 - When a warehouse needs to correct the existing inventory data

Note



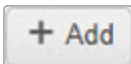
Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.



Navigation

MATERIEL MGMT > Receiving >  > Add Documents pop-up window

Page Fields

The following fields display on the **Add Documents** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Page 1

I Want To... *
Document Type *
Document Sub Type *
Scan 1348 (2D Barcode)



Page 2

Stock Nbr  *
Item Desc
Cont/PO Nbr (Purchase Order)
CLIN (Purchase Order)
Document Nbr
Suffix Cd (Receive, Manage, & Misc)
Ordered Qty *
UI
Document Unit Price *
Owning DoDAAC *
GFM Contract Nbr
Est Dlvry Dt
Rqd Dlvry Dt
Requisition Prj Cd
Document Ref Nbr
Scan 1348 Box 26
Add / Edit Remarks

Remarks
History Remarks



Page 3

(MILSTRIP)

Source of Supply RIC (conditional)
Media Status Cd
Demand Cd
Supp Address
Signal Cd
Priority Cd
Dist Cd
Acq Adv Cd
Fund Cd



(Create Serial PO)

Stock Nbr 
ICN 
Suffix Cd
Serial Nbr
User-Defined Fields
Cond Cd

Ordered Items Grid

All
Stock Nbr
Serial Nbr
Cond Cd
Suffix Cd
Mfr CAGE
Mfr Dt
Mfr Lot Nbr
Mfr Contract
Secondary Serial Nbr
Container Id
Verified By
Verified Dt
Qty

Optional


UII
Meter Reading
In Service Dt
UII Status
Shelf Life Expiration Dt

Show Items In QC
Print Labels When Finished

(Receive PO & TE & Misc)

Received By *
Received Dt *
Received Qty *
Suffix Cd



Location Id  *
Previously Received Qty
Due In Qty

(Manage PO & TE)

Stock Nbr  *
Discrepant Reason
ICN 
Suffix Cd
Serial Nbr
User-Defined Fields
Cond Cd *
Received Qty *

Page 4

Create MILSTRIP

Stock Nbr 
ICN 
Suffix Cd
Serial Nbr
User-Defined Fields
Cond Cd
Auto Verify Bulk Components
Inspections Required

Ordered Items Grid

All
Stock Nbr
Serial Nbr
Cond Cd
Suffix Cd
Mfr CAGE
Mfr Dt
Mfr Lot Nbr
Mfr Contract
Secondary Serial Nbr


Container Id
Verified By
Verified Dt
Qty

Optional




UII
Meter Reading
In Service Dt
UII Status
Shelf Life Expiration Dt

Show Items In QC
Print Labels When Finished

(Receive MILSTRIP)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id  *
Previously Received Qty
Due In Qty

(Receive PO & TE & Misc)

Stock Nbr  *
Qty to Verify
ICN 
Suffix Cd
Serial Nbr (Serial)
User-Defined Fields
Cond Cd *
Container ID 
Verified Qty * (Bulk)
Verified By *
Verified Dt *





Verified Items Grid

Stock Nbr
 Serial Nbr
 Cond Cd
 Suffix Cd
 Mfr CAGE
 Mfr Dt
 Mfr Lot Nbr
 Mfr Contract
 Secondary Serial Nbr
 Container Id
 Verified By
 Verified Dt
 Qty
 Send to QC
 Status

Optional




Shelf Life Expiration Dt
 UII Status
 UII
 Meter Reading
 In Service Dt
 Inspections Required?
 ICN

(Manage MILSTRIP)

Stock Nbr  *
 Discrepant Reason *
 ICN 
 Suffix Cd
 Serial Nbr *
User-Defined Fields
 Cond Cd *
 Received Qty *

Page 5

(Receive MILSTRIP)

Stock Nbr  *
Qty to Verify
ICN 
Suffix Cd
User-Defined Fields
Cond Cd *
Container ID 
Verified Qty * (Bulk)
Verified By *
Verified Dt *

(Receive PO & TE & Misc)

Accepted By *
Accepted Dt *

Page 6

(Receive MILSTRIP)

Accepted By *
Accepted Dt *

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

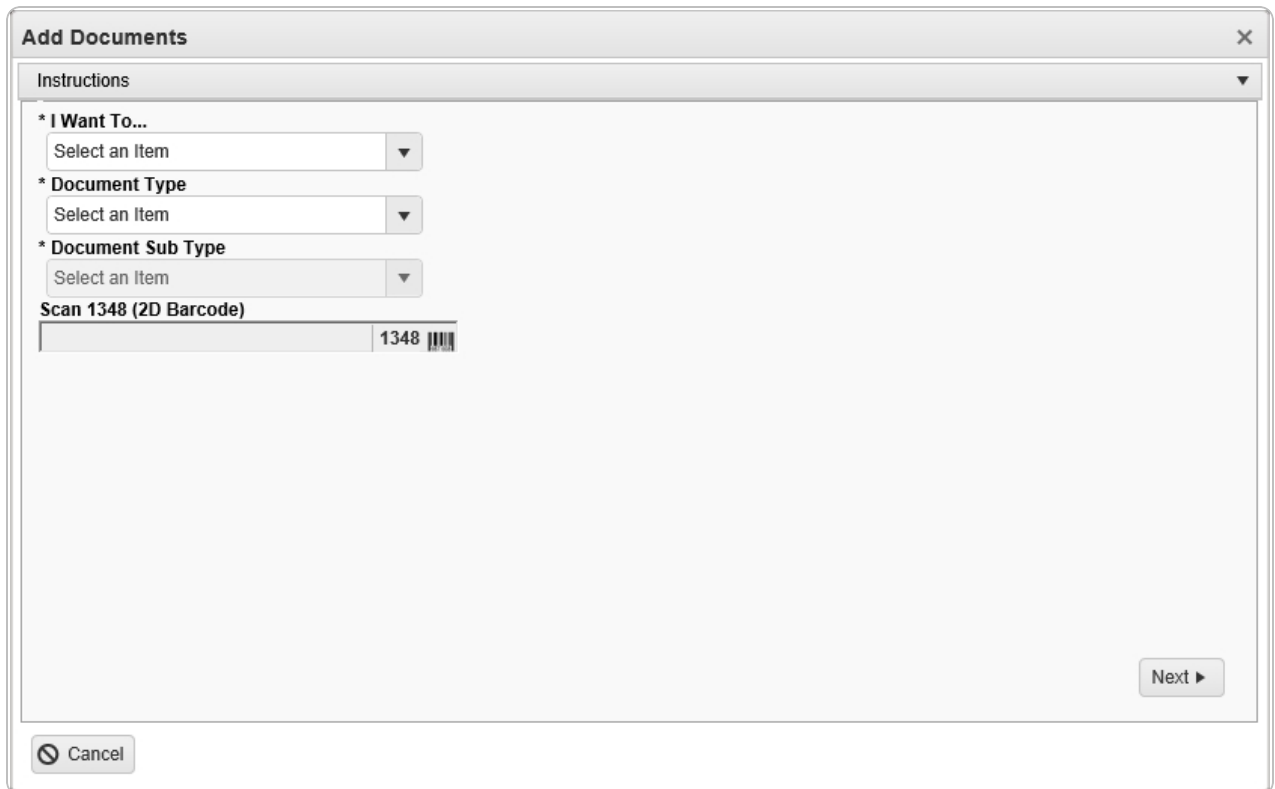
Create a Due In





Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.




1. Select . The **Add Documents Page 1** pop-up window displays.

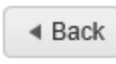


2. Using  in the I Want To... field, select Create Due In.
3. Using  in the Document Type field, select the kind of receiving document (due-in) required. The choices include:



- **MR - MILSTRIP Requisition**







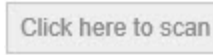



- A. Using  in the Document Sub Type field, select the kind of requisition document required.

- B. Select . The **Add Documents Page 2** pop-up window displays.


Selecting  at any point after this step returns to the previous page, and does not delete any field entries.



- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alpha-numeric character field.*

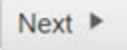
Stock Number Browse help
- b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
- c. *The DOCUMENT NBR field automatically generates, once the document is finished.*
- d. Use  to choose the correct Ordered QTY.
- e. *The UI field automatically populates, once the STOCK NBR is entered.*
- f. Use  to confirm the correct Document Unit Price.
- g. Use  to confirm the desired Owning DoDAAC.
- h. *If available, Use  to select the desired GFM Contract Nbr.*
- i. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- j. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- k. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- l. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*
- m. Select    . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- n. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*









Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

0.

OR

Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

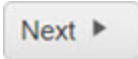
1. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field. **Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***
2. Use  to confirm the desired Media Status Cd.
3. Use  to select the desired Demand Cd.
4. Enter the SUPP Address in the field provided. *This is a 35 alphanumeric character field.*
5. Use  to select the desired Signal Cd.
6. Use  to select the desired Priority Cd.
7. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*
8. Use  to select the desired Acq Adv Cd.
9. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*



Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

10.

OR



Select  to continue adding information. The **Add Documents Page 4** pop-up window displays **only for Serial items**.

- A.** Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*



Stock Number Browse help

- B.** Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*


Inventory Control Number Browse help


- C.** *The Suffix Cd field automatically populates, and is not editable.*
- D.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- E.** *Any User-Defined Fields appear here.*

- F.** Update the Cond Cd, using  to select the desired code.


- G.** Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

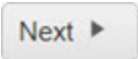
- H.** Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- I.** Update the Verified DT field by using  to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.


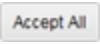

- J.** Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- K.** Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
- L.** Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*




- M. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

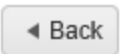
Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT field by using  to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
- c. Select . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

• PO - Purchase Order

- A. Using  in the Document Sub Type field, select the kind of requisition document required:

- B. Select . *The **Add Documents Page 2** pop-up window displays.*







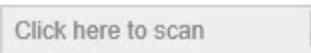


Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

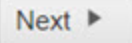
- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help



- b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
- c. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*


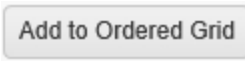


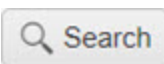
- d. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*
 - e. *The DOCUMENT NBR field automatically generates, once the document is finished.*
 - f. Use  to choose the correct Ordered QTY.
 - g. *The UI field automatically populates, once the STOCK NBR is entered.*
 - h. Use  to choose the correct Document Unit Price.
 - i. Use  to select the desired Owning DoDAAC.
 - j. *If available, Use  to select the desired GFM Contract Nbr.*
 - k. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - l. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - m. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
 - n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*
 - o. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
 - p. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- q.
- OR**

Select  to continue adding information. The **Add Documents Page 3** pop-up window displays **only for Serial items**.

1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
2. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
3. *The Suffix CD field automatically populates, and is not editable.*
4. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using  to select the desired code.
7. Select  to apply this item to the document. *The ordered asset appears in the Ordered Items grid.*
8. Use the DPAS supported tethered scanner to scan the DPAS generated ICN bar-code, serial number barcode, or UII associated with the asset. *The SERIAL NBR Search automatically populates.*
9. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alphanumeric character field.*

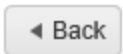
Select . *Any ordered items with that serial number appears.*
10. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
11. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*


- **TE - Transfer From External**



A. The Document Sub Type field is shaded and cannot be edited.

B. Select . The **Add Documents Page 2** pop-up window displays.


Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help


b. The ITEM DESC field automatically populates, once the STOCK NBR is entered.

c. The DOCUMENT NBR field automatically generates, once the document is finished.


d. Use  to choose the correct Ordered QTY.


e. The UI field automatically populates, once the STOCK NBR is entered.

f. Use  to choose the correct Document Unit Price.

g. Use  to select the desired Owning DoDAAC.

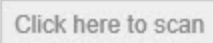



h. If available, Use  to select the desired GFM Contract Nbr.

i. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

j. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.


k. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

l. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*


m. Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.

n. Select the Add/Edit Remarks hyperlink. The Remarks and History Remarks fields appear.



1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- o. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Receive / Accept

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Documents Page 1** pop-up window displays.


Add Documents ✕

Instructions ▼

*** I Want To...**
 ▼

*** Document Type**
 ▼

*** Document Sub Type**
 ▼

Scan 1348 (2D Barcode)
 



2. Using in the I Want To... field, select Receive / Accept.
3. Using in the Document Type field, select the kind of receiving document required. The choices include:

- **MR - MILSTRIP Requisition**

- A. Using in the Document Sub Type field, select the kind of receiving document required.

- B. Select . The **Add Documents Page 2** pop-up window displays.

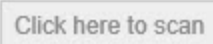







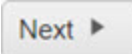
Selecting at any point after this step returns to the previous page, and does not delete any field entries.

- a. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help



- b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
- c. *The DOCUMENT NBR field automatically generates, once the document is finished.*
- d. Use to select the desired Suffix Cd.
- e. Use to choose the correct Ordered QTY.
- f. *The UI field automatically populates, once the STOCK NBR is entered.*
- g. Use to choose the correct Document Unit Price.
- h. Use to select the desired Owning DoDAAC.
 - i. *If available, Use to select the desired GFM Contract Nbr.*
 - j. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - k. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*



- m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*
- n. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- p. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*
 1. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*
 2. Use  to select the desired Media Status Cd.
 3. Use  to select the desired Demand Cd.
 4. Enter the SUPP Address in the field provided. *This is a 35 alphanumeric character field.*
 5. Use  to select the desired Signal Cd.
 6. Use  to select the desired Priority Cd.
 7. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*
 8. Use  to select the desired Acq Adv Cd.
 9. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
10. Select  to continue adding information. *The **Add Documents Page 4** pop-up window displays.*
 - A. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*




- B. Update the Received DT by using  or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- C. Update the Received QTY field by using  to choose the correct quantity.
- D. *The Suffix Cd field automatically populates, and is not editable.*

- E. Use  or  to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*

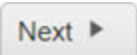
Location Browse help



- F. *The Previously Received QTY field automatically populates, and is not editable.*
- G. *The Due In QTY field automatically populates, and is not editable.*

Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

H.



OR

Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help




- b. *The QTY to Verify field automatically populates, and is not editable.*

- c. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*





Inventory Control Number Browse help


- d. *The Suffix Cd field automatically populates, and is not editable.*
- e. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- f. *Any User-Defined Fields appear here.*



- g. Update the Cond Cd, using  to select the desired code.
- h. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

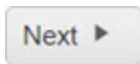
Container Identification Browse help



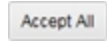
- i. Update the Verified QTY field by using  to choose the correct quantity.
Only displays when the item is Bulk managed.
- j. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- k. Update the Verified DT field by using   to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- I. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- J. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
- K. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*


L.

OR


Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*

- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT field by using   to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select . *The status in the grid changes from Verified to Accepted.*

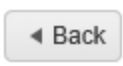


- d. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

• PO - Purchase Order







- A. Using  in the Document Sub Type field, select the kind of receiving document required.

- B. Select . *The **Add Documents Page 2** pop-up window displays.*


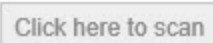



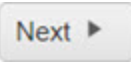




Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help


- b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
- c. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*
- d. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*
- e. *The DOCUMENT NBR field automatically generates, once the document is finished.*
- f. Use  to select the desired Suffix Cd.
- g. Use  to choose the correct Ordered QTY.
- h. *The UI field automatically populates, once the STOCK NBR is entered.*
- i. Use  to choose the correct Document Unit Price.
- j. Use  to select the desired Owning DoDAAC.
- k. *If available,* Use  to select the desired GFM Contract Nbr.
- l. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.



- m. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- n. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- o. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*
- p. Select     . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- r. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*
 1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
 2. Update the Received DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 3. Update the Received QTY field by using  to choose the correct quantity.
 4. *The Suffix CD field automatically populates, and is not editable.*
 5. Use  or  to assist with the Location ID entry. *This is a 15 alphanumeric character field.*

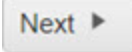
Location Browse help
 6. *The Previously Received QTY field automatically populates, and is not editable.*
 7. *The Due In QTY field automatically populates, and is not editable.*







Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*




8.



OR

Select  to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- B. *The QTY to Verify field automatically populates, and is not editable.*
- C. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*


Inventory Control Number Browse help
- D. *The Suffix Cd field automatically populates, and is not editable.*
- E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. *Any User-Defined Fields appear here.*
- G. Update the Cond Cd, using  to select the desired code.
- H. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*




Container Identification Browse help
- I. Update the Verified QTY field by using  to choose the correct quantity. **Only displays when the item is Bulk managed.**
- J. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- K. Update the Verified DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.



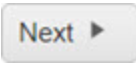
- L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- M. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
- N. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
- O. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

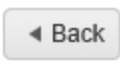
OR

Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

• TE - Transfer From External








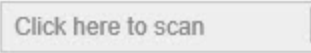

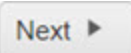
- A. *The Document Sub Type field is shaded and cannot be edited.*
- B. Select . *The **Add Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.





- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help


- b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
- c. *The DOCUMENT NBR field automatically generates, once the document is finished.*
- d. Use  to select the desired Suffix Cd.
- e. Use  to choose the correct Ordered QTY.
- f. *The UI field automatically populates, once the STOCK NBR is entered.*
- g. Use  to choose the Document Unit Price.
- h. Use  to select the desired Owning DoDAAC.
- i. *If available, Use  to select the desired GFM Contract Nbr.*
- j. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- k. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*
- n. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- p. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Update the Received By, entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
2. Update the Received DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Update the Received QTY field by using  to choose the correct quantity.
4. *The Suffix CD field automatically populates, and is not editable.*
5. Use  or  to assist with the Location ID entry. *This is a 15 alphanumeric character field.*

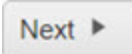
Location Browse help



6. *The Previously Received QTY field automatically populates, and is not editable.*
7. *The Due In QTY field automatically populates, and is not editable.*

Select  to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

8.



OR

Select  to continue adding information. The **Add Documents Page 4** pop-up window displays.

- A. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help


- B. *The QTY to Verify field automatically populates, and is not editable.*

- C. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help



- D. *The Suffix CD field automatically populates, and is not editable.*





- E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. *Any User-Defined Fields appear here.*
- G. Update the Cond Cd, using  to select the desired code.

- H. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

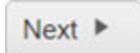
Container Identification Browse help


- I. Update the Verified QTY field by using  to choose the correct quantity. **Only displays when the item is Bulk managed.**
- J. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- K. Update the Verified DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

- L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- M. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
- N. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*



- O. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR


Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

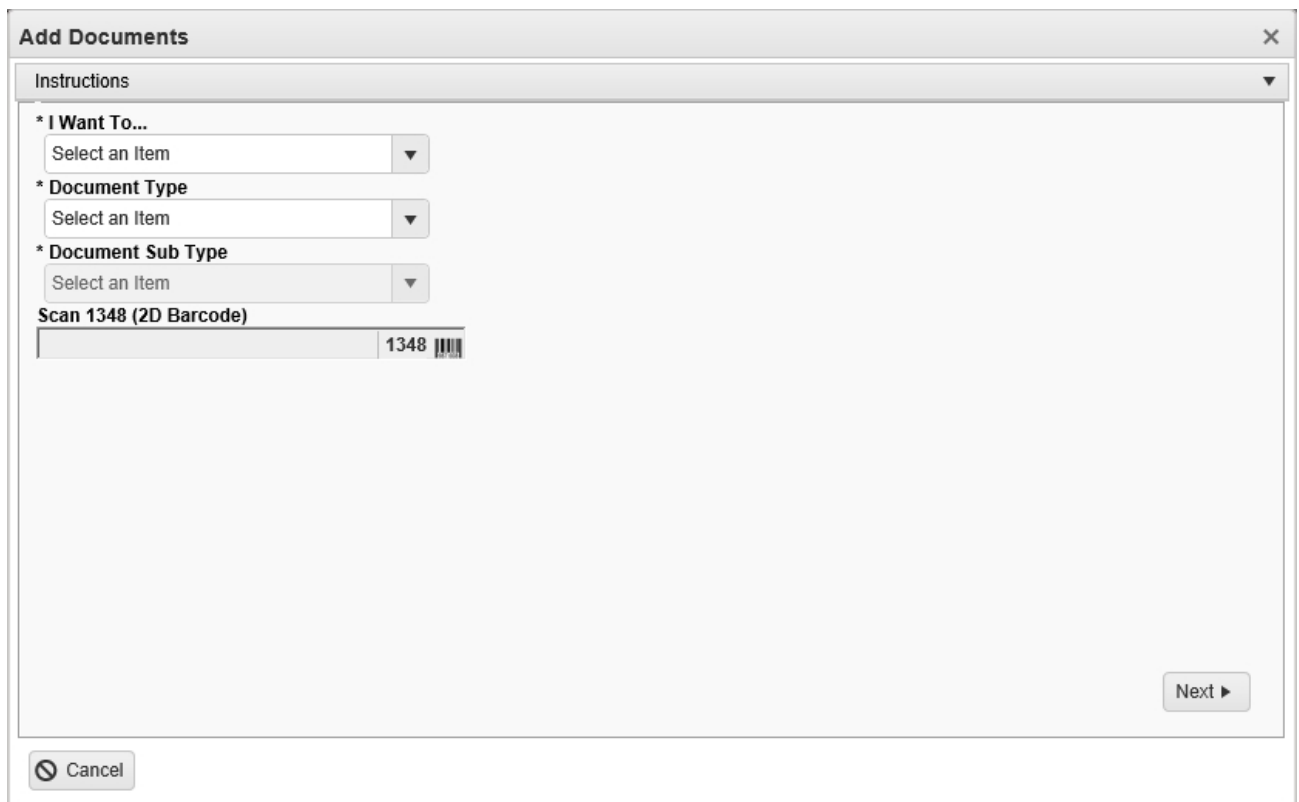



- c. Select . The status in the grid changes from Verified to Accepted.
- d. Select  to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

Manage Discrepancies

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Documents Page 1** pop-up window displays.




2. Using  in the I Want To... field, select Manage Discrepancies.

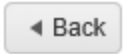


3. Using  in the Document Type field, select the kind of discrepancy document required. The choices include:

- **MR - MILSTRIP Requisition**








- A. Using  in the Document Sub Type field, select the kind of discrepancy document required.

- B. Select . The **Add Documents Page 2** pop-up window displays.

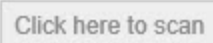

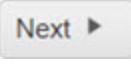





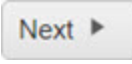
Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help




- b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
- c. *The DOCUMENT NBR field automatically generates, once the document is finished.*
- d. Use  to select the desired Suffix Cd.
- e. Use  to choose the correct Ordered QTY.
- f. *The UI field automatically populates, once the STOCK NBR is entered.*
- g. Use  to choose the Document Unit Price.
- h. Use  to select the desired Owning DoDAAC.
 - i. *If available, Use  to select the desired GFM Contract Nbr.*
 - j. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - k. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*



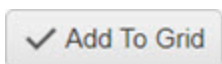



- m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*
- n. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- p. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*
1. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*
 2. Use  to select the desired Media Status Cd.
 3. Use  to select the desired Demand Cd.
 4. Enter the SUPP Address in the field provided. *This is a 35 alphanumeric character field.*
 5. Use  to select the desired Signal Cd.
 6. Use  to select the desired Priority Cd.
 7. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*
 8. Use  to select the desired Acq Adv Cd.
 9. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
10. Select  to continue adding information. *The **Add Documents Page 4** pop-up window displays.*


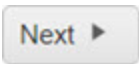


- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- B. Use  to select the desired Discrepant Reason.
- C. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*



Inventory Control Number Browse help
- D. Enter the Suffix CD in the field provided.
- E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. *Any User-Defined Fields appear here.*
- G. Update the Cond Cd, using  to select the desired code.
- H. Update the Received QTY field by using  to choose the correct quantity.
- I. Select . *The received and verified asset appears in the Verified Items grid.*
- J. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*








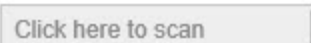

• Purchase Order

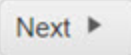


- A. Using  in the Document Sub Type field, select the kind of discrepancy document required.
- B. Select . *The **Add Documents Page 2** pop-up window displays.*




Selecting  at any point after this step returns to the previous page, and does not delete any field entries.



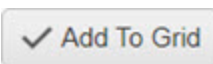



- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
- c. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*
- d. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*
- e. *The DOCUMENT NBR field automatically generates, once the document is finished.*
- f. Use  to select the desired Suffix Cd.
- g. Use  to choose the correct Ordered QTY.
- h. *The UI field automatically populates, once the STOCK NBR is entered.*
- i. Use  to choose the Document Unit Price.
- j. Use  to select the desired Owning DoDAAC.
- k. *If available, Use  to select the desired GFM Contract Nbr.*
- l. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- m. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- n. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- o. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*
- p. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- r. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*
1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 2. Use  to select the desired Discrepant Reason.
 3. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

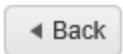
Inventory Control Number Browse help
 4. Update the Suffix CD field by entering the correct code in the field provided.
 5. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
 6. *Any User-Defined Fields appear here.*
 7. Update the Cond Cd, using  to select the desired code.
 8. Update the Received QTY field by using  to choose the correct quantity.
 9. Select . *The received and verified asset appears in the Verified Items grid.*
 10. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **Transfer From External**



A. The Document Sub Type field is shaded and cannot be edited.

B. Select . The **Add Documents Page 2** pop-up window displays.


Selecting  at any point after this step returns to the previous page, and does not delete any field entries.


a. Use  or  to assist with the STOCK NBR entry. This is a 15 alphanumeric character field.

Stock Number Browse help


b. The ITEM DESC field automatically populates, once the STOCK NBR is entered.


c. The DOCUMENT NBR field automatically generates, once the document is finished.

d. Use  to select the desired Suffix Cd.


e. Use  to choose the correct Ordered QTY.


f. The UI field automatically populates, once the STOCK NBR is entered.

g. If the Document Unit Price field does not automatically populate, use  to choose the correct price.

h. Use  to select the desired Owning DoDAAC.

i. If available, Use  to select the desired GFM Contract Nbr.

j. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

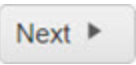


l. Enter the Requisition PRJ CD in the field provided. This is a 3 alphanumeric character field.




m. Enter the DOCUMENT REF NBR in the field provided. This is a 15 alphanumeric character field.



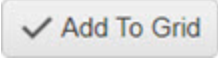

n. Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII



associated with the asset to automatically add it to the grid.

- o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- p. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*
 1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*


Stock Number Browse help
 2. Use  to select the desired Discrepant Reason.
 3. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
 4. Update the Suffix CD field by entering the correct code in the field provided.
 5. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
 6. *Any User-Defined Fields appear here.*
 7. Update the Cond Cd, using  to select the desired code.
 8. Update the Received QTY, using  to choose the revised amount.
 9. Select . *The received and verified asset appears in the Verified Items grid.*
 10. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents*

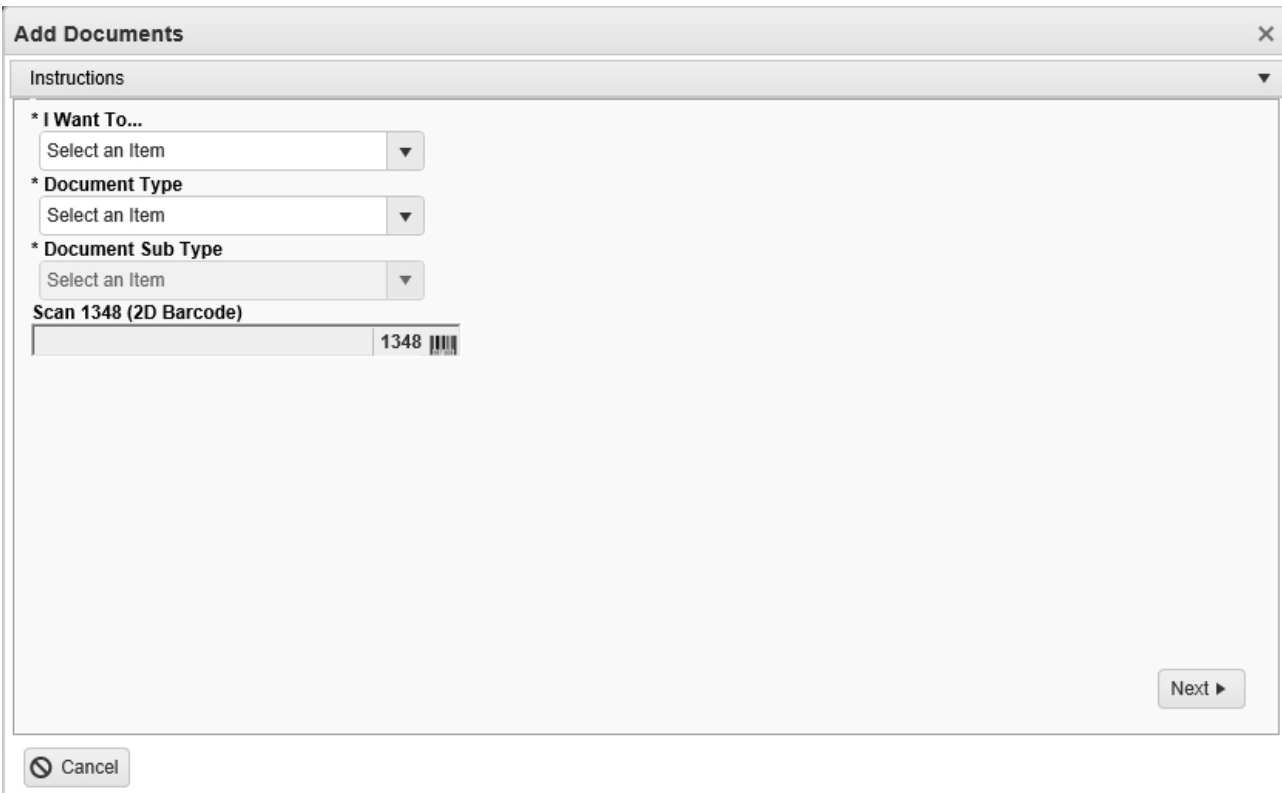





grid, highlighted in green.

Create Miscellaneous Items

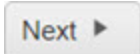


Selecting  at any point of this procedure removes all revisions and closes the window. **Bold** numbered steps are required.










- A. Select . The **Add Documents Page 1** pop-up window displays.



- B. Using  in the I Want To... field, select Miscellaneous Add.
- C. Using  in the Document Type field, select the MA - Miscellaneous Add document.
- D. Using  in the Document Sub Type field, select the kind of miscellaneous document required.

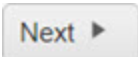






- E. Select . The **Add Documents Page 2** pop-up window displays.
- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - b. The *ITEM DESC* field automatically populates, once the *STOCK NBR* is entered.
 - c. The *DOCUMENT NBR* field automatically generates, once the document is finished.
 - d. Use  to select the desired Suffix Cd.
 - e. Use  to choose the correct Ordered QTY.
 - f. The *UI* field automatically populates, once the *STOCK NBR* is entered.
 - g. Use  to choose the correct Document Unit Price.
 - h. Use  to select the desired Owning DoDAAC.
 - i. If available, Use  to select the desired GFM Contract Nbr.
 - j. Use  to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - k. Use  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
 - m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*
 - n. Select  . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
 - o. Select the Add/Edit Remarks hyperlink. The Remarks and History Remarks fields appear.
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*




2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

p. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*


1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
2. Update the Received DT, using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Update the Received QTY, using  to choose the revised amount.
4. *The Suffix Cd field automatically populates, and is not editable.*
5. Use  or  to assist with the Location ID entry. *This is a 15 alphanumeric character field.*

Location Browse help

6. *The Previously Received QTY field automatically populates, and is not editable.*
7. *The Due In QTY field automatically populates, and is not editable.*

8. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR



Select  to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*


Stock Number Browse help

- B. *The QTY to Verify field automatically populates, and is not editable.*




- C. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*


Inventory Control Number Browse help


- D. *The Suffix Cd field automatically populates, and is not editable.*
- E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. *Any User-Defined Fields appear here.*
- G. Update the Cond Cd, using  to select the desired code.

- H. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

- I. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- J. Update the Verified DT, using  or entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

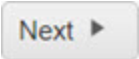
- K. Select . *The received and verified asset appears in the Verified Items grid.*
- L. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
- M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*




Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

N.

OR



Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

- A. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- B. Update the Accepted DT, using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- C. Select . *The status in the grid changes from Verified to Accepted.*
- D. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

350 — Must be alpha-numeric with supported special characters \$, —, /, #, &, comma, period, and space.

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

2113 — Document cannot be closed until the Expected QTY = Accepted QTY + ship short discrepancies or until all non - ship short discrepancies are resolved.

Invalid Entry. The document is not able to be Canceled or Closed. Check for any items that have been received but not yet verified and accepted.

13 - Mandatory entry: *I Want To....*

13 - Mandatory entry: *Document Type.*

13 - Mandatory entry: *Document Sub Type.*

Missing Entry. Enter the appropriate information in the desired field.

13 - Mandatory entry: *Stock Number.*

13 - Mandatory entry: *Order QTY.*



13 - Mandatory entry: <i>Own- ing DODAAC.</i>	
13 - Mandatory entry: <i>Docu- ment Unit Price.</i>	
14 — Doc NBR already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.
2034 — The Stock Number on the Document Trans- action records must be the same or a valid substitute of the Stock Number on the Document.	Invalid Entry. The Stock Number must either match the current Document, or be a valid Sub-stitute. Re-enter the Stock Number.
1108 — Stock NBR must be a Stock Item for this Ware- house.	Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the ware-house, and re-enter the number.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
2049 — Estimated Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the cur-rent date. Re-enter the date.

2050 — Required Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the system (current) date. Re-enter the date.
492 — Invalid CLIN. First 2 - POS must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
2041 - Invalid UII STATUS CD, UII exists.	Invalid Entry. The UII STATUS CD is not "R" and the UII is not blank. Re-scan the UII.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1168 - Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
513 - LAST MAINT DT must be = or < System Date.	Invalid Date Entry. The LAST MAINT DT must be either the system date or earlier. Re-enter the date.

<p>2114 — Expected QTY for each item must be >= the Received QTY for that item.</p>	<p>Invalid Entry. The Received Quantity must be the same or smaller than the Expected Quantity. Enter a valid number.</p>
<p>2099 — Received QTY must be >= Verified QTY for Each Suffix in the Document.</p>	<p>Invalid Entry. The Verified Quantity must be the same or smaller than the Received Quantity. Enter a valid number.</p>
<p>2032 — Received QTY must be >= Verified QTY.</p>	<p>Invalid Entry. The Accepted Quantity must be the same or smaller than the Verified Quantity. Enter a valid number.</p>
<p>2033 — Verified QTY must be >= Accepted QTY.</p>	<p>Invalid Entry. When a document is being received, it is not yet accepted. Therefore there cannot be an entry in the Accepted By field. Delete that entry.</p>
<p>1113 — Accepted By must be blank when Receiving.</p>	<p>Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.</p>
<p>195 — SERIAL NBR contains invalid special characters.</p>	<p>Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.</p>
<p>117 — STOCK NBR SERIAL NBR combination already exists.</p>	

553 - CONTRACT NBR consists of 13 POS: POS 1-6 = DoDAAC, pos 7-8 and 10-13 numeric, pos 9 alpha and DoDAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10-13 must be numbers.
1055 - Value must be an Integer.	Invalid Entry. The field must be numeric. Re-enter the field.
1152 - To generate a Document Number, you must first add a Document Number Range.	Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.
2096 — The Owing DoDAAC does not exist in the DoDAAF.	Invalid Entry. The Address Code of the owner of the warehouse is not in the Address File. Re-enter the DoDAAC.
xxxx — Cannot insert multiple items with the same serial number.	Invalid Entry. The item entered is the same as one already on the grid. Re-enter the Serial Number.
2040 — Verify at least one item to proceed.	Invalid Entry. There are no items in the Verified Items grid. Verify at least one item to proceed.
xxxx — Source of Supply must contain a valid RIC.	Invalid Entry. There has to be a correct RIC for the listed Source of Supply. Re-enter the Source of Supply.

xxxx — At least one of the following fields is required to add an ordered item: UII, SERIAL NBR, LOT NBR.

Invalid Entry. There are missing fields in the Ordered Items grid. Enter at least one of the listed items to proceed.

xxxx — This item is not a stock item for this Owning DoDAAC. Items cannot be verified or accepted until they are added as stock items.

Invalid Entry. This STOCK NBR is not a valid Stock Item within this DoDAAC. Re-enter the STOCK NBR.

Related Topics

- [Receiving Document Overview](#)
- [Update a Receiving Document](#)
- [Add Attachments to a Receiving Document](#)

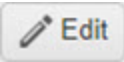
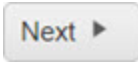
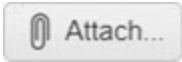


Add Attachments to a Receiving Record

Overview

The Receiving Add Attachments process provides the ability to attach documents to the receiving record.

Navigation

MATERIEL MGMT > Receiving >  > Update Documents > Manage Attachments >  >  > Attach Documents — Document pop-up window

Page Fields

The following fields display on the **Attach Documents — Document** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Documents — Document

Attachment
Desc
Primary
Name
Desc


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Receiving Record

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Attach...** to add any additional files to the record. The **Attach Documents — Document** pop-up window appears.



Attach Documents - Document
✕

Instructions
▼

*** Attachment**

Browse...

Desc

☒ Primary



Attach...

Attachments:


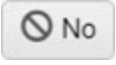


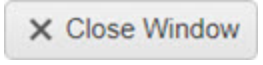
Name	Desc

✕ Close Window

2. Select **Browse...** . The Windows **Choose File to Upload** pop-up window appears.
3. Choose the file to attach, and select it.
4. Select **Open** . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
5. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*
6. Select **Attach...** . The file name appears in the bottom of the window.
7. Repeat Steps 2 - 6 to attach multiple documents.

8. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
 - B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
 - C. Select  to complete the process. *The document is removed.*
9. Select . *The **Attach Documents — Document** pop-up window closes, and the file appears in the Attachments field of the **Update Documents** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following



<p>ported special character(s) \$, — , / , #, &, comma, period, and space, and max length of 256.</p>	<p>permitted special characters: \$, — , / , #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics

- Receiving Document Overview
- Add a Receiving Document
- Update a Receiving Document

Update a Receiving Document

Overview

The Receiving Update process allows editing of documents and items into a Warehouse. The Warehouse Clerk can use the automated "wizard" to revise the information about the materiel.

Attention



In the Verification screen are many fields that are user-defined. They occur between the SERIAL NBR and the COND CD fields.


They are not explained here, but are mentioned as "User-Defined Fields".

There are six ways to edit each of the four types of documents:

- **Edit Document Information**
 - Make revisions to the receiving document's details.
- **Receive / Accept**
 - A warehouse receives the requested inventory correctly.
- **Manage Discrepancies**
 - A warehouse receives the requested inventory incorrectly (incorrect quantity, incorrect condition code, etc.).
- **Cancel Document**
 - The document was entered, but is no longer needed.
- **Close Document**
 - One amount of inventory was requested, but a different (lesser) amount was received. The document is complete, with no additional inventory received against it.
- **Manage Attachments**
 - A warehouse needs to attach a file to the document, for further explanation.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.



This is identified by a lowercase italic **i** preceding the field name.

Navigation

MATERIEL MGMT > Receiving >  > Update Documents pop-up window

Page Fields

The following fields display on the **Update Documents** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.


Page 1

I Want To... *



Document Type *
Document Sub Type *
Scan 1348 (2D Barcode)

Page 2

Stock Nbr  *
Item Desc
Cont/PO Nbr (Purchase Order)
CLIN (Purchase Order)
Document Nbr
Suffix Cd (Receive, Manage, & Misc)
Ordered Qty *
UI
Document Unit Price *
Owning DoDAAC *
GFM Contract Nbr
Est Dlvry Dt
Rqd Dlvry Dt
Requisition Prj Cd
Document Ref Nbr
Scan 1348 Box 26
Add / Edit Remarks

Remarks
History Remarks

Page 3

(MILSTRIP)

Source of Supply RIC (conditional)
Media Status Cd
Demand Cd
Supp Address
Signal Cd
Priority Cd
Dist Cd
Acq Adv Cd



Fund Cd

(PO & TE & Misc Receive / Accept)

Received By *

Received Dt *

Received Qty *

Suffix Cd

Location Id  *

Previously Received Qty

Due In Qty

(PO & TE & Misc Manage Discrepancies)

Stock Nbr  *

Discrepant Reason *

ICN 

Suffix Cd

Cond Cd *

Received Qty *

Page 4

(MILSTRIP Receive / Accept)

Received By *

Received Dt *

Received Qty *

Suffix Cd

Location Id  *


Previously Received Qty

Due In Qty

(MILSTRIP Manage Discrepancies)

Stock Nbr  *

Discrepant Reason *

ICN 

Suffix Cd


User-Defined Fields

Cond Cd *




Received Qty *

(PO & TE & Misc Receive / Accept)

Stock Nbr  *

Qty to Verify


ICN 

Suffix Cd

Serial Nbr (Serial)

User-Defined Fields

Cond Cd *

Container ID 


Verified Qty * (Bulk)

Verified By *


Verified Dt *

Page 5

(MILSTRIP Receive / Accept)

Stock Nbr  *

Qty to Verify


ICN 

Suffix Cd

Serial Nbr (Serial)

User-Defined Fields

Cond Cd *

Container ID 

Verified Qty * (Bulk)

Verified By *

Verified Dt *

(PO & TE & Misc)

Accepted By *

Accepted Dt *



Page 6

(MILSTRIP)

Accepted By *

Accepted Dt *

(*) Asterisk identifies mandatory fields.


Procedures

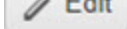
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update Document Information

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Edit** next to the desired Document record. The **Update Documents Page 1** pop-up window displays.




Update Documents ✕


Instructions ▼

*** I Want To...**
 ▼

*** Document Type**
 ▼


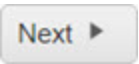


*** Document Sub Type**
 ▼

Scan 1348 (2D Barcode)
 






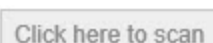


2. Using  in the I Want To... field, select Edit Document Information.
The Document Type field is shaded and cannot be changed from the document type of the chosen record.

3. There are 4 types of documents to edit:

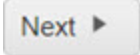
- **MR - MILSTRIP Requisition**







- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*
 - a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - b. Verify the ITEM DESC.


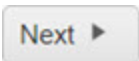


- c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
 - d. Update the Ordered QTY, using  to choose the revised amount.
 - e. *Verify the UI.*
 - f. Update the Document Unit Price, using  to choose the revised price.
 - g. Update the Owning DoDAAC, using  to select the desired code.
 - h. *Verify the GFM CONTRACT NBR.*
 - i. Update the EST DLVRY DT, using  or entering the date (MM/DD/YYYY) in the field provided.
 - j. Update the RQD DLVRY DT, using  or entering the date (MM/DD/YYYY) in the field provided.
 - k. Update the Requisition Prj Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - l. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
 - m. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
 - n. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- o. **OR**



Select  to continue adding information. The **Update Documents Page 3** pop-up window displays.






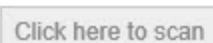

1. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field. **Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***
2. Update the Media Status Cd, using  to select the correct code.
3. Update the Demand Cd, using  to select the correct code.
4. Update the SUPP Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
5. Update the Signal Cd, using  to select the correct code.
6. Update the Priority Cd, using  to select the correct code.
7. Update the Dist Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
8. Update the Acq Adv Cd, using  to select the correct code.
9. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
10. Select  to update the document. The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.

• PO - Purchase Order


- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . The **Update Documents Page 2** pop-up window displays.
 - a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - b. Verify the ITEM DESC.



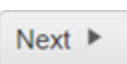
- c. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*
- d. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*
- e. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- f. Update the Ordered QTY, using  to choose the revised amount.
- g. *Verify the UI.*
- h. Update the Document Unit Price, using  to choose the revised price.
- i. Update the Owning DoDAAC, using  to select the desired code.
- j. *Verify the GFM CONTRACT NBR.*
- k. Update the EST DLVRY DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- l. Update the RQD DLVRY DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- m. Update the Requisition Prj CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- o. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- p. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*








Select  to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

q.

OR


Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
2. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Update the Received QTY, using  to choose the revised amount.
4. *Verify the Suffix CD.*
5. Update the LOCATION ID, using  or  to assist with the revised identifier. *This is a 15 alphanumeric character field.*
Location Browse help
6. *Verify the Previously Received QTY.*
7. *Verify the Due In QTY.*

Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*



8.

OR


Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



- A. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
Stock Number Browse help
- B. *Verify the QTY to Verify.*









- C. Update the ICN, using  or  to assist with the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

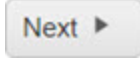
- D. *Verify the Suffix CD.*
- E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. *Any User-Defined Fields appear here.*
- G. Update the Cond Cd, using  to select the desired code.

- H. Update the CONTAINER ID, using  or  to assist with the revised entry. *This is a 20 alphanumeric character field.*




Container Identification Browse help

- I. Update the Verified QTY field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
- J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- K. Update the Verified DT by using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- M. Click  to select the Print Labels When Finished. *This specifies that labels are required.*
- N. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

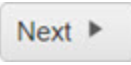


OR






Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*



- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

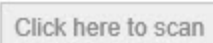

• TE - Transfer From External


- A. *The Document Sub Type field is shaded and cannot be edited.*
- B. Select . *The **Update Documents Page 2** pop-up window displays.*
 - a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - b. *Verify the ITEM DESC.*
 - c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
 - d. Update the Ordered QTY, using  to choose the revised amount.
 - e. *Verify the UI.*
 - f. Update the Document Unit Price, using  to choose the revised price.
 - g. Update the Owning DoDAAC, using  to select the desired code.
 - h. *Verify the GFM CONTRACT NBR.*
 - i. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
 - j. Update the RQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.



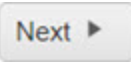
- k. Update the Requisition Prj CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- l. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*





- m. Select  . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- n. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select  to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

o.

OR


Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

- 1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
- 2. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- 3. Update the Received QTY, using  to choose the revised amount.
- 4. *Verify the Suffix CD.*
- 5. Update the LOCATION ID, using  or  to assist with the revised place. *This is a 15 alphanumeric character field.*

Location Browse help
- 6. *Verify the Previously Received QTY.*

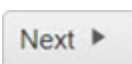











7. Verify the Due In QTY.

Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*



8.

OR

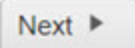
Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*


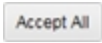

- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- B. Verify the QTY to Verify.
- C. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
- D. Verify the Suffix CD.
- E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. Any User-Defined Fields appear here.
- G. Update the Cond Cd, using  to select the desired code.
- H. Update the CONTAINER ID, using  or  to enter the revised identifier. *This is a 20 alphanumeric character field.*
- I. Update the Verified QTY field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
- J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- K. Update the Verified DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.







- L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
- N. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR






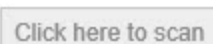


Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*

- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*


• MA - Miscellaneous Add

- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*
- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
 - b. Verify the ITEM DESC.
 - c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

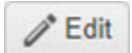


- d. Update the Ordered QTY, using  to choose the revised amount.
- e. *Verify the UI.*
- f. Update the Document Unit Price, using  to choose the revised price.
- g. Update the Owning DoDAAC, using  to select the desired code.
- h. *Verify the GFM CONTRACT NBR.*
- i. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- j. Update the RQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- k. Update the Requisition Prj CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- l. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- m. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- n. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- o. Select  to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

Update a Receive / Accept Document

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  next to the desired Document record. The **Update Documents Page 1** pop-up window displays.


Update Documents ✕


Instructions ▼

*** I Want To...**
 ▼

*** Document Type**
 ▼


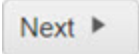
*** Document Sub Type**
 ▼

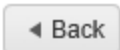
Scan 1348 (2D Barcode)
 









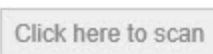



2. Using  in the I Want To... field, select Receive / Accept.
The Document Type field is shaded, and cannot be changed from the document type of the chosen record.

3. There are 4 types of documents to edit:







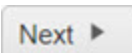


- **MR - MILSTRIP Requisition**

- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . The **Update Documents Page 2** pop-up window displays.



Selecting  at any point after this step returns to the previous page, and does not delete any field entries.


- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- b. Verify the ITEM DESC.
- c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- d. Update the Suffix Cd, using  to select the desired code.
- e. Update the Ordered QTY, using  to choose the revised amount.
- f. Verify the UI.
- g. Update the Document Unit Price, using  to choose the revised price.
- h. Update the Owning DoDAAC, using  to select the desired code.
 - i. Verify the GFM CONTRACT NBR.
- j. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- k. Update the RQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
 - l. Update the Requisition Prj Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- n. Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- o. Select the Add/Edit Remarks hyperlink. The Remarks and History Remarks fields appear.
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- p. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*
1. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field. **Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***
 2. Update the Media Status Cd, using  to select the correct code.
 3. Update the Demand Cd, using  to select the correct code.
 4. Update the SUPP Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
 5. Update the Signal Cd, using  to select the correct code.
 6. Update the Priority Cd, using  to select the correct code.
 7. Update the Dist Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 8. Update the Acq Adv Cd, using  to select the correct code.
 9. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
10. Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*
- A. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
 - B. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - C. Update the Received QTY, using  to choose the revised amount.
 - D. *Verify the Suffix Cd.*

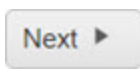










- E. Update the Location ID, using  or  to enter the revised identifier. *This is a 15 alphanumeric character field.*
- F. Verify the Previously Received QTY.
- G. Verify the Due In QTY.

Select  to process the document. The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.




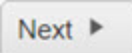

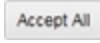

H.

OR



Select  to continue adding information. The **Update Documents Page 5** pop-up window displays.

- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- B. Verify the QTY to Verify.
- C. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
- D. Verify the Suffix Cd.
- E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. Any User-Defined Fields appear here.
- G. Update the Cond Cd, using  to select the desired code.
- H. Update the CONTAINER ID, using  or  to enter the revised identifier. *This is a 20 alphanumeric character field.*
- I. Update the Verified QTY field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
- J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*











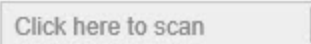




- K. Update the Verified DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
 - M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
 - N. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- OR**
- Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*
- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
 - b. Update the Accepted DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - c. Select . *The status in the grid changes from Verified to Accepted.*
 - d. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*







• PO - Purchase Order

- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.








- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- b. Verify the ITEM DESC.
- c. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*
- d. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*
- e. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- f. Update the Suffix Cd, using  to select the desired code.
- g. Update the Ordered QTY, using  to choose the revised amount.
- h. Verify the UI.
- i. Update the Document Unit Price by using  to choose the correct price.
- j. Update the Owning DoDAAC, using  to select the desired code.
- k. Verify the GFM CONTRACT NBR.
- l. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- m. Update the REQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- n. Update the Requisition Prj Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- o. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- p. Select   ICN  S/N  UII . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- q. Select the Add/Edit Remarks hyperlink. The Remarks and History Remarks fields appear.








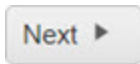

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- r. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*
1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
 2. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 3. Update the Received QTY, using  to choose the revised amount.
 4. *Verify the Suffix CD.*
 5. Update the Location ID, using  or  to enter the revised identifier. *This is a 15 alphanumeric character field.*
 6. *Verify the Previously Received QTY.*
 7. *Verify the Due In QTY.*
- Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

8.



OR

- Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*
- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
 - B. *Verify the QTY to Verify.*
 - C. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*



- D. Verify the Suffix CD.
 - E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
 - F. Any User-Defined Fields appear here.
 - G. Update the Cond Cd, using  to select the desired code.
 - H. Update the CONTAINER ID, using  or  to enter the revised identifier. *This is a 20 alphanumeric character field.*
 - I. Update the Verified QTY field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
 - J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
 - K. Update the Verified DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
 - M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
 - N. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- OR**
- Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*
- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
 - b. Update the Accepted DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.











- c. Select . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

• TE - Transfer From External

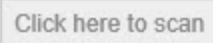

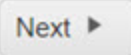





A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select . *The **Update Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- b. *Verify the ITEM DESC.*
- c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- d. Update the Suffix Cd, using  to select the desired code.
- e. Update the Ordered QTY, using  to choose the revised amount.
- f. *Verify the UI.*
- g. Update the Document Unit Price, using  to choose the revised price.
- h. Update the Owning DoDAAC, using  to select the desired code.
 - i. *Verify the GFM CONTRACT NBR.*
- j. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- k. Update the REQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- l. Update the Requisition Prj Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

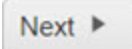














- m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- n. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- p. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*
1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
 2. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 3. Update the Received QTY, using  to choose the revised amount.
 4. *Verify the Suffix CD.*
 5. Update the Location ID, using  or  to enter the revised identifier. *This is a 15 alphanumeric character field.*
 6. *Verify the Previously Received QTY.*
 7. *Verify the Due In QTY.*
- Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

8.

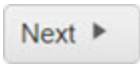
OR






Select  to continue adding information. The **Update Documents Page 4** pop-up window displays.


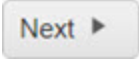
- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
 - B. Verify the QTY to Verify.
 - C. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
 - D. Verify the Suffix CD.
 - E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
 - F. Any User-Defined Fields appear here.
 - G. Update the Cond Cd, using  to select the desired code.
 - H. Update the CONTAINER ID, using  or  to enter the revised identifier. *This is a 20 alphanumeric character field.*
 - I. Update the Verified QTY field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
 - J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
 - K. Update the Verified DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
 - M. Click  to select the Print Labels When Finished. *This specifies that labels are required.*
- Select  to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.
- N.

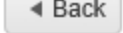
OR







Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*

- A. Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.
- B. Update the Accepted DT by using  to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- C. Select . *The status in the grid changes from Verified to Accepted.*
- D. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*



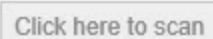






• MA - Miscellaneous Add

- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.


- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- b. Verify the ITEM DESC.
- c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- d. Update the Suffix Cd, using  to select the desired code.
- e. Update the Ordered QTY, using  to choose the revised amount.
- f. Verify the UI.
- g. Update the Document Unit Price, using  to choose the revised price.
- h. Update the Owning DoDAAC, using  to select the desired code.



- i. Verify the GFM CONTRACT NBR.
- j. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- k. Update the REQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- l. Update the Requisition Prj CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- n. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- p. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*
 1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
 2. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
 3. Update the Received QTY, using  to choose the revised amount.
 4. Verify the Suffix CD.
 5. Update the Location ID, using  or  to enter the revised identifier. *This is a 15 alphanumeric character field.*
 6. Verify the Previously Received QTY.

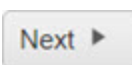











7. Verify the Due In QTY.

Select  to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.


8.


OR

Select  to continue adding information. The **Update Documents Page 4** pop-up window displays.

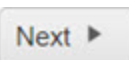
- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- B. Verify the QTY to Verify.
- C. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
- D. Verify the Suffix CD.
- E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- F. Any User-Defined Fields appear here.
- G. Update the Cond Cd, using  to select the desired code.
- H. Update the CONTAINER ID, using  or  to enter the revised identifier. *This is a 20 alphanumeric character field.*
- I. Update the Verified QTY field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
- J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- K. Update the Verified DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.






- L. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*


- Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*
- N.

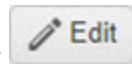
OR

Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*

- A. Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.
- B. Update the Accepted DT by using  to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- C. Select . *The status in the grid changes from Verified to Accepted.*
- D. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

Update a Manage Discrepancies Document

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*




Update Documents ✕


Instructions ▼

*** I Want To...**
 ▼


*** Document Type**
 ▼


*** Document Sub Type**
 ▼

Scan 1348 (2D Barcode)
 

2. Using  in the I Want To... field, select Manage Discrepancies.
The Document Type field is shaded, and cannot be changed from the document type of the chosen record.
3. There are 4 types of documents to edit:









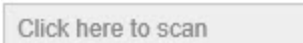



- **MR - MILSTRIP Requisition**

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.


A. Update the Document Sub Type, using  to select the desired code.

B. Select . The **Update Documents Page 2** pop-up window displays.



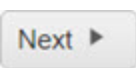
- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- b. Verify the ITEM DESC.
- c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- d. Update the Suffix Cd, using  to select the desired code.
- e. Update the Ordered QTY, using  to choose the revised amount.
- f. Verify the UI.
- g. Update the Document Unit Price, using  to choose the revised price.
- h. Update the Owning DoDAAC, using  to select the desired code.
 - i. Verify the GFM CONTRACT NBR.
- j. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- k. Update the REQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- l. Update the Requisition Prj CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- n. Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*









Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p.

OR

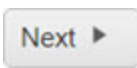
Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field. **Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***
2. Update the Media Status Cd, using  to select the correct code.
3. Update the Demand Cd, using  to select the correct code.
4. Update the SUPP Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
5. Update the Signal Cd, using  to select the correct code.
6. Update the Priority Cd, using  to select the correct code.
7. Update the Dist Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
8. Update the Acq Adv Cd, using  to select the correct code.
9. Update the FUND Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*










Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

10.


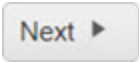
OR

Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*





1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
4. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using  to select the desired code.
7. Update the Received QTY field by using  to choose the revised amount.
8. Select . *The incorrect asset appears in the Discrepancies grid.*
9. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*







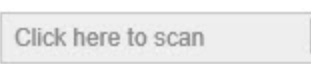




• PO - Purchase Order

- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*

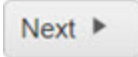
Selecting  at any point after this step returns to the previous page, and does not delete any field entries.








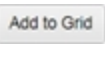

- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- b. *Verify the ITEM DESC.*
- c. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*
- d. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*



- e. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- f. Update the Suffix Cd, using  to select the desired code.
- g. Update the Ordered QTY, using  to choose the revised amount.
- h. *Verify the UI.*
- i. Update the Document Unit Price by using  to choose the correct price.
- j. Update the Owning DoDAAC, using  to select the desired code.
- k. *Verify the GFM CONTRACT NBR.*
- l. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- m. Update the REQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
- n. Update the Requisition Prj Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- o. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- p. Select    . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- r. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

OR




Select  to continue adding information. The **Update Documents Page 3** pop-up window displays.

1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
4. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using  to select the desired code.
7. Update the Received QTY field by using  to choose the revised amount.
8. Select . *The incorrect asset appears in the Discrepancies grid.*
9. Select  to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.






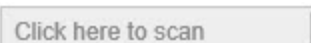


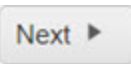
• TE - Transfer From External








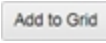

A. The Document Sub Type field is shaded and cannot be edited.

B. Select . The **Update Documents Page 2** pop-up window displays.


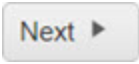




- a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- b. Verify the ITEM DESC.
- c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
- d. Update the Suffix Cd, using  to select the desired code.







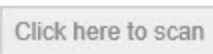


- e. Update the Ordered QTY, using  to choose the revised amount.
 - f. *Verify the UI.*
 - g. Update the Document Unit Price, using  to choose the revised price.
 - h. Update the Owning DoDAAC, using  to select the desired code.
 - i. *Verify the GFM CONTRACT NBR.*
 - j. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
 - k. Update the REQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
 - l. Update the Requisition Prj CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
 - n. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
 - o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- p. **OR**
- Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
4. Update the Suffix Cd, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using  to select the desired code.
7. Update the Received QTY field by using  to choose the revised amount.
8. Select . *The incorrect asset appears in the Discrepancies grid.*
9. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

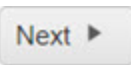
• MA - Miscellaneous Add



- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*
 - a. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
 - b. *Verify the ITEM DESC.*
 - c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
 - d. Update the Suffix Cd, using  to select the desired code.
 - e. Update the Ordered QTY, using  to choose the revised amount.
 - f. *Verify the UI.*








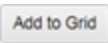

- g. Update the Document Unit Price, using  to choose the revised price.
- h. Update the Owning DoDAAC, using  to select the desired code.
 - i. *Verify the GFM CONTRACT NBR.*
 - j. Update the EST DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
 - k. Update the REQD DLVRY DT by using  or entering the date (MM/DD/YYYY) in the field provided.
 - l. Update the Requisition Prj CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
 - n. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
 - o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p. **OR**


Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

 1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*




2. Use  to select the desired Discrepant Reason.
3. Update the ICN, using  or  to enter the revised number. *This is a 20 alphanumeric character field.*
4. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using  to select the desired code.
7. Update the Received QTY field by using  to choose the revised amount.
8. Select . *The incorrect asset appears in the Discrepancies grid.*
9. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

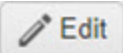
Cancel / Close a Document

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Note



The I Want To... menu shows *Cancel Document* when the Document Status shows a green checkmark . It shows *Close Document* when there is no icon for the Document Status.

1. Select  next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*




Update Documents ✕



Instructions ▼

*** I Want To...**
 ▼


*** Document Type**
 ▼

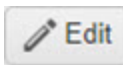
*** Document Sub Type**
 ▼

Scan 1348 (2D Barcode)
 

2. Using  in the I Want To... field, select Cancel / Close Document.
3. Select  to complete the document. *The **Update Documents** pop-up window closes, and the Document is removed from the grid.*

Manage Attachments

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*




Update Documents ✕



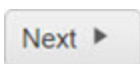
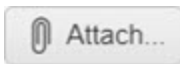
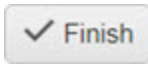
Instructions ▼

*** I Want To...**
 ▼

*** Document Type**
 ▼

*** Document Sub Type**
 ▼

Scan 1348 (2D Barcode)
 

2. Use  in the I Want To... field to select Manage Attachments.
3. *The Document Type field is shaded, and cannot be changed from the document type of the chosen record.*
4. Update the Document Sub Type, using  to select the desired code.
5. Select . *The **Update Documents Page 2** pop-up window displays, with the list of completed Attachments in the field.*
6. Select  to continue adding attachments. *The **Attach Documents — Document** pop-up window displays.*
7. Select  to process the attachments. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
2113 — Document cannot be closed until the Expected QTY= Accepted QTY+ ship short discrepancies or until all non - ship short discrepancies are resolved.	Invalid Entry. The document is not able to be Canceled or Closed. Check for any items that have been received but not yet verified and accepted.
13 - Mandatory entry: <i>I Want To....</i>	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory entry: <i>Docu-</i>	

<p><i>ment Type.</i></p>	
<p>13 - Mandatory entry: <i>Document Sub Type.</i></p>	
<p>13 - Mandatory entry: <i>Stock Number.</i></p>	
<p>13 - Mandatory entry: <i>Order QTY.</i></p>	
<p>13 - Mandatory entry: <i>Own- ing DODAAC.</i></p>	
<p>13 - Mandatory entry: <i>Docu- ment Unit Price.</i></p>	
<p>14 — Doc NBR already exists.</p>	<p>Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.</p>
<p>2034 — The Stock Number on the Document Trans- action records must be the same or a valid substitute of the Stock Number on the Document.</p>	<p>Invalid Entry. The Stock Number must either match the current Document, or be a valid Sub- stitute. Re-enter the Stock Number.</p>
<p>1108 — Stock NBR must be a Stock Item for this Ware- house.</p>	<p>Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the ware- house, and re-enter the number.</p>

48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
2049 — Estimated Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the current date. Re-enter the date.
2096 — The Owing DoDAAC does not exist in the DoDAAF.	Invalid Entry. The Address Code of the owner of the warehouse is not in the Address File. Re-enter the DoDAAC.
2050 — Required Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the system (current) date. Re-enter the date.
492 — Invalid CLIN. First 2 - pos must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
2041 - Invalid UII STATUS Cd, UII exists.	Invalid Entry. The UII STATUS Cd is not "R" and the UII is not blank. Re-scan the UII.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.

1168 - Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
513 - LAST MAINT DT must be = or < System Date.	Invalid Date Entry. The LAST MAINT DT must be either the system date or earlier. Re-enter the date.
2114 — Expected QTY for each item must be >= the Received QTY for that item.	Invalid Entry. The Received Quantity must be the same or smaller than the Expected Quantity. Enter a valid number.
2099 — Received QTY must be >= Verified QTY for Each Suffix in the Document.	Invalid Entry. The Verified Quantity must be the same or smaller than the Received Quantity. Enter a valid number.
2032 — Received QTY must be >= Verified QTY.	
2033 — Verified QTY must be >= Accepted QTY.	Invalid Entry. The Accepted Quantity must be the same or smaller than the Verified Quantity. Enter a valid number.
1113 — Accepted By must be blank when Receiving.	Invalid Entry. When a document is being received, it is not yet accepted. Therefore there

	cannot be an entry in the Accepted By field. Delete that entry.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
117 — STOCK NBRSERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.
553 - CONTRACT NBR consists of 13 POS: POS 1-6 = DoDAAC, POS 7-8 and 10-13 numeric, POS 9 alpha and DoDAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10-13 must be numbers.
xxxx - Cannot insert multiple items with the same serial number.	Invalid Entry. The item entered is the same as one already on the grid. Re-enter the Serial Number.
1055 - Value must be an Integer.	Invalid Entry. The field must be numeric. Re-enter the field.
xxxx - Verify at least one transaction to proceed.	Invalid Entry. There are no items in the Verified Items grid. Verify at least one item to proceed.

1152 - To generate a Document Number, you must first add a Document Number Range.

Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.

Related Topics

- [Receiving Document Overview](#)
- [Add a Receiving Document](#)
- [Add Attachments to a Receiving Document](#)





Material Release Order

Overview


The Warehouse Management module Material Release Order (MRO) process provides the ability to create, edit, or remove a materiel movement plan, materiel movement pick, transportation plan, and a transportation pick. This process also sends materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and releases it to the new location. Materiel Release Orders (MROs) are Due Out orders. Orders being issued must be assigned to the DoDAAC used in the Owning DoDAAC. The MROs can be added either manually in DPAS by Warehouse Personnel, or through an interface from an Inventory Control Point (ICP) / External Item Manager. *No matter the method of the MRO addition, it is always processed the same way.*

Note



Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Materiel Release Order > Materiel Release Order page

Page Fields

The following fields display on the **Materiel Release Order** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Document Nbr 
Stock Nbr 
Doc Status Cd
Doc Stage Cd
Print Status
Shipped Dt From
Shipped Dt To

Materiel Release Order Grid

Edit
Delete
Message Log



Message Log Pop-Up Window

Doc Nbr
Suffix Cd
Message To RIC
Message To DoDAAC
Qty
Stock Nbr
Cond Cd
Unit of Issue
Unit Price
Purpose Cd
DIC
Media Status Cd
Demand Cd
Shipping Address
Supplemental Address
Signal Cd
Fund Cd
Dist Cd
Requisition Prj Cd
Priority Cd
Reqd Dlvry Dt
Special Instructions
Advice Cd
Contract PO Nbr
Contract Line Item Nbr
Dlvry Order Nbr
Expected Dlvry Dt
Planned Issue Dt
Estimated Shipping Dt
Shipment Hold Cd
Shipment Hold Desc
Status Cd
Remarks
History Remarks
Program Id
Established Dt/Tm
Last Transaction Dt/Tm
Error Messages



Create Picks
Print 1348
Issue Type Cd
Doc Type Cd
RDD
Priority Cd
Doc Nbr
Suffix Cd
Stock Nbr
Doc Stage Cd
Item Desc
UOI
Expected Qty
Denied Qty
Owning DoDAAC
Cond Cd
Shipping Address (DoDAAC or MAPAC)
Ship To Address Type
TMO RIC
TAC
TAC Address
Remarks

Optional

Doc Status Cd
Primary Attachment
Released By
Released To
Released Dt
Advice Cd
Special Instructions
DIC
Dist Cd
Established By
Established By Dt/Tm
Fund Cd
Last Transaction Dt/Tm
Last Updated By
Manually Created
Media Status Cd
Purpose Cd



Requisition Prj Cd
Originating RIC
Signal Cd
Color
Unit Price

Materiel Release Order Details Grid

All
Pick Nbr
Suffix Cd
Collateral?
Status Cd
Pick Hdr Status
Pick Detail Status
QC Status
Maintenance Status Cd
Stock Nbr
Item Desc
Stocking UOI
ICN
Serial Nbr
Qty
Cond Cd
Owning DoDAAC
Project Cd
Quality Control Nbr
Work Order Request Id
Shipped By
Shipped Dt/Tm
TCN
Transportation Method
Additional Info
Remarks

Optional

Bill of Lading
Tracking Nbr
Established By
Established Dt/Tm
Last Transaction Dt/Tm

Last Updated By
Mgmt Cd
Program Id
Unit Price
GFM Contract Nbr


Procedures

DPAS Navigation Helpful Tips

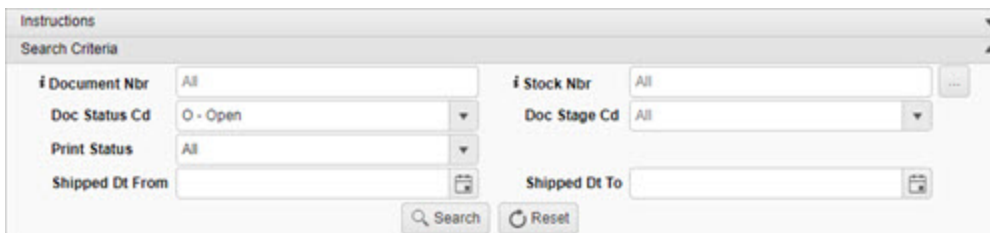








Click the following link to display Warehouse Navigation Tips.

Search for a Materiel Release Order



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the DOCUMENT NBR, using  to assist with the entry. *This is a 14 alpha-numeric character field.*
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Use  to select the Doc Status Cd.
- Use  to select the Doc Stage Cd.
- Use  to select the Print Status.



- Use  to select the SHIPPED DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the SHIPPED DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  . The results display in the Materiel Release Order grid.

Material Release Order																										
+ Add Print 1508 + Add Options ...																										
Print 1508 Issue Type: CD																										
Doc Type CD + RSD + Priority CD + Doc No + Subj: CD Stock Item + Doc Stage CD Item Desc + UOI Expected Qty Delivered Qty Current Delivered Core CD Shipping Address (DDAG or MAFAC) Ship To Address Type FMG TAG TAG Address Remarks																										
+ DD - Test and Evaluation Issue NA - Material Release Order 15 HC1087721300 000000007500 PK - Picking WATER PURIFICATION ST 1 0 HC1081 A																										

Add a Materiel Release Order

Select  . The **Add Materiel Release Order** pop-up window appears.

Update a Materiel Release Order

Select  . The **Update Materiel Release Order** pop-up window appears.

Delete a Materiel Release Order

Select  . The **Delete Materiel Release Order** pop-up window appears.

View the Message Log

1. Select  . The **MRO Message Log** pop-up window appears.

Helpful Tip




Manually entered MROs also display this pop-up window. However, no information is available, regardless of prior transactions processed on the order.

2. Select  . The **MRO Message Log** pop-up window closes.



Pick a Materiel Release Order

Select . A *Pick Plan* is automatically created for the MRO.

View the Materiel Release Order Pick

1. Select  next to the record with the created pick. *The MRO Details Results grid opens.*



2. Select . *The **Pick Plan** pop-up window appears.*
Select the Pick Nbr hyperlink. *The **Materiel Movement Plan** page appears.*

3. **OR**


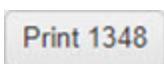
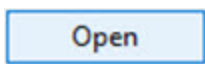
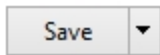
Click . *The **Pick Plan** pop-up window closes.*

Print or Save a DD 1348

Helpful Tip



When the DD Form 1348-1A – Issue Release / Receipt Document is available for an MRO request, a checkbox appears in the Print 1348 column of the Results Grid. The Print 1348 checkbox is pre-checked when the MRO **has** been picked and the DD Form 1348-1A **has not** been printed.

1. Select ☐ in the **Print 1348** column of the desired Materiel Release Order. A  appears.
2. Select . *A toast appears while the form is generating.*
3. *The Windows **PC Downloads** pop-up window appears. Choose whether to:*
 -  has the PDF document appear, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Add a Materiel Release Order
- Update a Materiel Release Order
- Delete a Materiel Release Order
- Add Attachments to a Materiel Release Order



Add a Materiel Release Order

Overview

The Materiel Release Order (MRO) Add process provides the ability to create a new materiel movement plan, materiel movement pick, transportation plan, and a transportation pick; as well as send materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and be released to the new location.

Navigation

MATERIEL MGMT > Materiel Release Order >  > Add Materiel Release Order pop-up window

Page Fields

The following fields display on the **Add Materiel Release Order** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Document Tab

Issue Type Cd
Doc Status Cd *
Doc Stage Cd *
Doc Nbr
Suffix Cd
Stock Nbr *
Expected Qty *
Originating DoDAAC *
Originating RIC
Cond Cd *
Requisition Prj Cd
Color
RDD
Special Instructions
Add / Edit Remarks

Remarks
History Remarks

Destination Tab

Ship To Address Type *
Shipping Address (DoDAAC or MAPAC) *
TAC Address
Address Line 1
Address Line 2
Address Line 3
City
State/Province
Postal Cd
Country

Advice Cd Tab

Advice Cd
Collateral Requested
Main Item



Partial Shipment

Additional Cds Tab

Media Status Cd
Signal Cd
Priority Cd
Demand Cd
Purpose Cd
Order Instructions
Fund Cd
Dist Cd

Process Flow Tab

Requires M&U
Requires QC
Prep for Shipment Cd 
Cost Center

Process Flow Grid

Stock Nbr
Qty
Owning DoDAAC
Project Cd
Cond Cd
Suffix Cd
Collateral?
Pick From Loc
ICN
Serial Nbr
Additional Info
Dest Loc Type
Pick Nbr
Pick Detail Status
Assigned Picker
Pick Desc
Pick Priority
Pick Must Be Done By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

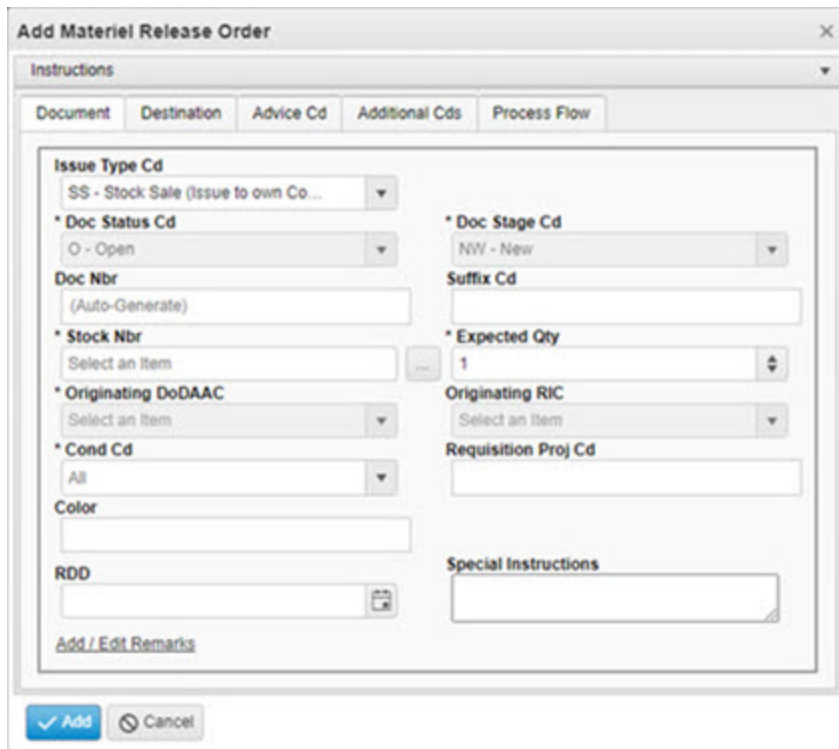


Click the following link to display Warehouse Navigation Tips.

Add an MRO

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Add Materiel Release Order** pop-up window displays, open to the Document tab.
2. **Complete the Document tab.**










The screenshot shows the 'Add Materiel Release Order' window with the 'Document' tab selected. The form contains the following fields:

- Issue Type Cd:** SS - Stock Sale (Issue to own Co...)
- * Doc Status Cd:** O - Open
- * Doc Stage Cd:** NW - New
- Doc Nbr:** (Auto-Generate)
- * Stock Nbr:** Select an Item
- * Expected Qty:** 1
- * Originating DoDAAC:** Select an Item
- Originating RIC:** Select an Item
- * Cond Cd:** All
- Requisition Proj Cd:**
- Color:**
- RDD:**
- Special Instructions:**
- Add / Edit Remarks:**

At the bottom, there are 'Add' and 'Cancel' buttons.



- A. Use  to select the Issue Type Cd.
- B. *The DOC STATUS CD automatically populates and is not editable.*
- C. *The DOC STAGE CD automatically populates and is not editable.*
- D. *The DOC NBR field automatically generates once the procedure is finished.*
- E. Enter the SUFFIX CD in the field provided. *This is a 1 alphanumeric character field.*
- F. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 numeric character field. The Originating DoDAAC field becomes editable.*
- G. Use  to choose the EXPECTED QTY.
- H. Use  to select the Originating DoDAAC. *The Originating RIC field becomes editable.*
- I. Use  to select the Originating RIC.
- J. Use  to select the Cond Cd.
- K. Enter the REQUISITION PROJ CD in the field provided. *This is a 3 alphanumeric character field.*
- L. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- M. Use  to select the RDD, or enter the date (MM/DD/YYYY) in the field provided.
- N. Enter Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*
- O. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select the Destination tab.



Add Materiel Release Order

Instructions

Document
Destination
Advice Cd
Additional Cds
Process Flow

*** Ship To Address Type**

Select an Item

Shipping Address (DoDAAC or MAPAC)

Address Line 1

Address Line 2

Address Line 3

City

State/Province

Optional



Postal Cd

Country

Select an Item

✓ Add

⊗ Cancel

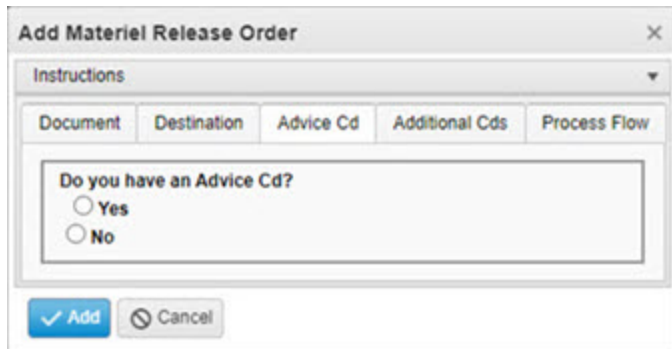
- A. Use  to select the Ship To Address Type. For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.
 - a. Enter the DoDAAC or MAPAC in the Shipping Address field provided. Available addresses populate in the TAC Address field.
 - b. Select the desired address. The address populates in the fields below.
- B. Enter the Address Line 1 in the field provided. This is a 35 alphanumeric character field.
- C. Enter the Address Line 2 in the field provided. This is a 35 alphanumeric character field.
- D. Enter the Address Line 3 in the field provided. This is a 35 alphanumeric character field.
- E. Enter the City in the field provided. This is a 35 alphanumeric character field.
- F. Use  to select the State / Province.



G. Enter the POSTAL CD in the field provided. *This is a 10 alphanumeric character field.*

H. Use to select the Country.

4. Select the Advice Cd tab.



Choose ☐ to answer the Do you have an ADVICE CD? field.

- Yes
 - Use to select the Advice Cd.
 - The full text appears in the text box below. Continue on to Step 5.
- No
 - Choose ☐ to answer the Is collateral requested? field.
 - Yes
 - Choose ☐ to answer the Is main item needed? field.
 - Click the radio button. Continue on to Step 5.
 - No
 - Choose ☐ to answer the Is partial shipment allowed? field.
 - Click the radio button. Continue on to Step 5.

5. Select the Additional Codes tab.



Add Materiel Release Order ✕

Instructions ▾

Document
Destination
Advice Cd
Additional Cds
Process Flow

Media Status Cd
Optional ▾

Priority Cd
Optional ▾

Purpose Cd
Optional ▾

Fund Cd

Signal Cd
Optional ▾

Demand Cd
Optional ▾

Order Instructions

Dist Cd

✓ Add
✕ Cancel

- A. Use ▾ to select the Media Status Cd.
- B. Use ▾ to select the Signal Cd.
- C. Use ▾ to select the Priority Cd.
- D. Use ▾ to select the Demand Cd.
- E. Use ▾ to select the Purpose Cd.
- F. Enter the Order Instructions in the field provided. *This is a 250 alphanumeric character field.*
- G. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- H. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*

6. Select the Process Flow tab.



Add Materiel Release Order

Instructions

Document Destination Advice Cd Additional Cds Process Flow

Requires M&U Requires QC

☒ ☐


Prep For Shipment Cd

Optional

Cost Center

Optional

Stock ... Qty Ownin... Project... GFM C... Cond Cd Suffix Cd Collate... Pick Fr... ICN Serial ... Additio... Dest L... Pick Nbr Pick D... Assign... Pick D... Pick Pr... Pick m...

- A. Click ☐ to select the Requires M&U field. *The record is sent to M&U, and the PREP FOR SHIPMENT Cd field appears.*
- B. Click ☒ to de-select the Requires QC field. *This removes the check (☐) and does not create a QC Request.*
- C. Use  or to assist with the Prep for Shipment Cd entry.
- D. Use to select the Cost Center.
- E. **Update the Process Flow grid.**

- a. Select next to the asset. *The following fields become editable.*





Stock Nbr	Qty	Owning DoDAAC	Project Cd	GFM Contract Nbr	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info	Dest Loc Type	Pick Nbr	Pick Detail Status	Assigned Picker	Pick Desc	Pick Priority	Pick must be done by
<input checked="" type="button" value="Update"/>	6850009857166	1	HC1001		A		No		<input type="text" value="Select Assets"/>									
<input type="button" value="Cancel"/>	6850009857166	0	HC1001		A		No											

1 - 2 of 2 items

- b. **Select an ICN**

1. Select . *The **Inventory Selection** pop-up window appears, and the available ICNs appear below in the Inventory Selection Grid.*
2. Click ☐ next to the record(s).
3. Select . *The pop-up window closes, and the ICN field populates with the selected assets.*
- c. Enter the Assigned Picker in the field provided. *This is a 1024 alphanumeric character field.*



- d. Use  to choose the Pick Priority. *This is a 1 numeric character field.*
 - e. Use  to select the Pick Must Be Done By, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
 - f. Select . *The asset is updated, and the row becomes static.*
7. Select . *The **Add Materiel Release Order** pop-up window closes, and the MRO is completed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..



<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>419 — DoDAAC entry must be 6-pos alphanumeric except for alpha I or O.</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>185 — Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.</p>
<p>2051 — A Collateral Item must be added for Stock Nbr xxx.</p>	<p>Invalid Entry. The MRO requires a collateral issue. Fix the stock number, then edit the MRO.</p>

Related Topics

- [Materiel Release Order Overview](#)
- [Update a Materiel Release Order](#)
- [Add Attachments to a Materiel Release Order](#)

- Delete a Materiel Release Order

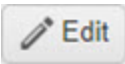


Add Attachments to a Materiel Release Order

Overview

The Materiel Release Order (MRO) Add Attachments process provides the ability to attach documents to the MRO.

Navigation

MATERIEL MGMT > Materiel Release Order >  > Update Materiel Release Order > Document Tab >  > Attachments pop-up window

Page Fields

The following fields display on the **Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments

Attachment *
Desc
Primary
Name
Desc

(*) Asterisk identifies mandatory fields.


Procedures

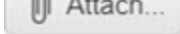
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a Document to an MRO

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to add any additional files to the record. The **Attachments** pop-up window appears.



Attachments

Instructions

* Attachment

Browse...

Desc

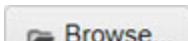
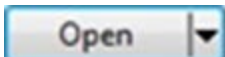
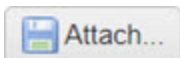
Primary

Attach...

Attachments:

Name	Desc
------	------

Close Window

2. Select . The Windows **Choose File to Upload** pop-up window appears.
3. Choose the file to attach, and select it.
4. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . The file name appears in the bottom of the window.

Attachments

Instructions

* Attachment

Browse...

Desc



☐ Primary

Attach...




Attachments:

Name	Desc
<input checked="" type="radio"/> ErrorTablesComparison.xlsx	BPG Test

Close Window

7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select the  part of   next to the desired document. *The **Delete Attachment** pop-up window appears.*




Delete Attachment

Are you sure you want to delete this attachment?

☒ Yes
☐ No




- B. Choose one of the following options:



- Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select . *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note



Select the  part of   to save the attachment directly to the computer. Follow the prompts to download the attachment.

9. Select . *The **Attachments** pop-up window closes, and the attachment (s) appears in the Attachments field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of



<p>period, and space, and max length of 256.</p>	<p>256. Special characters like ! or @ are prohibited.</p>
<p>349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics

- [Materiel Release Order Overview](#)
- [Add a Materiel Release Order](#)
- [Update a Materiel Release Order](#)
- [Delete a Materiel Release Order](#)

Delete a Materiel Release Order

Overview


The Materiel Release Order (MRO) Delete process allows removal of a Materiel Release Order.

Helpful Tip



A manually added MRO **can be deleted** so long as the MRO has *not yet* shipped (reached the SH status). However, an MRO **cannot be deleted** if it was added through an interface from an ICP / External Item Manager.

Navigation

MATERIEL MGMT > Materiel Release Order >  > Confirm Delete (Delete Materiel Release Order and ALL associated transactions) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Materiel Release Order and ALL associated transactions)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable

tables.

Confirm Delete (Delete Materiel Release Order and ALL associated transactions)

History Remarks


Procedures

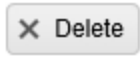
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Materiel Release Order

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Delete** next to the desired entry. The **Confirm Delete (Delete Materiel Release Order and ALL associated transactions)** pop-up window appears.

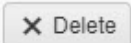
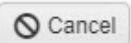
Confirm Delete
✕


Instructions

Delete Materiel Release Order and ALL associated transactions

Are you sure you want to delete this Materiel Release Order and ALL associated transactions and any associations?

History Remarks

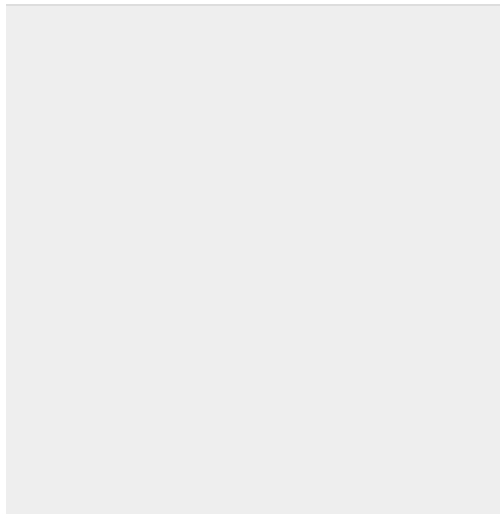
 **Delete**
 **Cancel**

2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Click  . *The Materiel Release Order is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
2092 — MRO cannot be deleted.	Invalid Deletion. An MRO cannot be deleted if it was received through an interface from an ICP / External Item Manager. Check the MRO again, and if it is from the ICP, contact them to delete the MRO.
	Invalid Deletion. An MRO cannot be deleted if it



is not in certain stages.

If the MRO is in the NW (New); RR (Ready for Release); RE (Released); or CN (Canceled) statuses, it can be deleted.

If the MRO is in the PK (Picking); QC (Quality Control); MN (M&U); or SH (Shipped) statuses, it cannot be deleted.

To delete the MRO at the PK, QC, or MN status, cancel that process first. Return the item back to the storage location. Then the MRO can be deleted.

Related Topics

- [Materiel Release Order Overview](#)
- [Add a Materiel Release Order](#)
- [Update a Materiel Release Order](#)
- [Add Attachments to a Materiel Release Order](#)

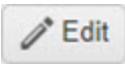


Update a Materiel Release Order

Overview

The Materiel Release Order (MRO) Update process allows editing of a materiel movement plan, materiel movement pick, transportation plan, and a transportation pick; as well as send materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and be released to the new location.

Navigation

MATERIEL MGMT > Materiel Release Order >  > Update Materiel Release Order pop-up window

Page Fields

The following fields display on the **Update Materiel Release Order** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Document Tab

All Statuses

Issue Type Cd
Doc Status Cd *
Doc Stage Cd *

RR - Ready For Release and CN - Cancelled Document Stage Codes

☐ Release

Released By *
Released To *
Released Dt *

RE - Released and SH - Shipped Document Stage Codes

☐ Release

Released By *
Released To *
Released Dt *

☐ Ship

TCN *
Transportation Method *
Shipped By *
Shipped Dt *

PS - Partially Shipped Document Stage Codes

☐ Release

Released By *
Released To *
Released Dt *

Doc Nbr *



Suffix Cd
Stock Nbr *
Expected Qty *
Originating DoDAAC *
Originating RIC
Cond Cd *
Requisition Prj Cd
Color
RDD
Special Instructions
Attachments
Add / Edit Remarks

Remarks
History Remarks

Destination Tab

Ship To Address Type *
Shipping Address (DoDAAC or MAPAC) *
TAC Address
Address Line 1
Address Line 2
Address Line 3
City
State/Province
Postal Cd
Country

Advice Code Tab

Advice Cd

Additional Codes Tab

Media Status Cd
Signal Cd
Priority Cd
Demand Cd
Purpose Cd
Order Instructions




Fund Cd

Dist Cd

Process Flow Tab

Requires M&U

Requires QC

Prep for Shipment Cd 

Cost Ctr

Process Flow Grid

Stock Nbr
Qty
Owning DoDAAC
Project Cd
Cond Cd
Suffix Cd
Collateral?
Pick From Loc
ICN
Serial Nbr
Additional Info
Dest Loc Type
Pick Nbr
Pick Detail Status
Assigned Picker
Pick Desc
Pick Priority
Pick Must Be Done By

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



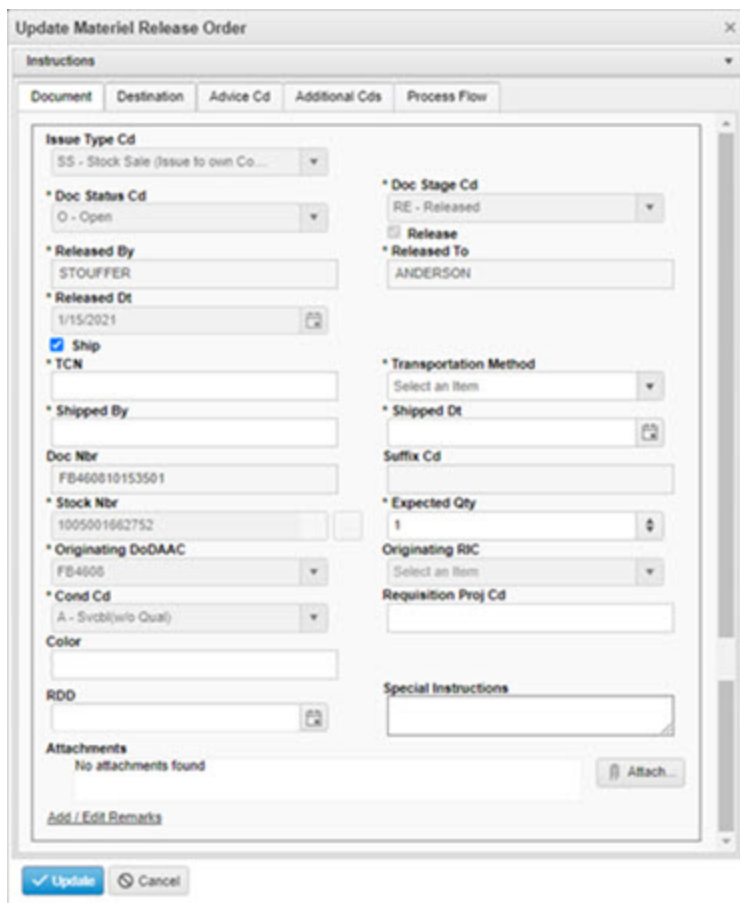
Click the following link to display Warehouse Navigation Tips.



Update an MRO

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired MRO record. The **Update Materiel Release Order** pop-up window displays.
2. **Update the Document tab.**



Update Materiel Release Order

Instructions

Document | Destination | Advice Cd | Additional Cds | Process Flow

Issue Type Cd
 SS - Stock Sale (Issue to own Co...)

*** Doc Status Cd**
 O - Open

*** Released By**
 STOUFFER

*** Released Dt**
 1/15/2021

☒ **Ship**

*** TCN**

*** Shipped By**

Doc Nbr
 FB460810153501

*** Stock Nbr**
 1005001662752

*** Originating DoDAAC**
 FB4608

*** Cond Cd**
 A - Svcbl(w/o Qual)

Color

RDD

Attachments
 No attachments found

*** Doc Stage Cd**
 RE - Released

☒ **Release**

*** Released To**
 ANDERSON

*** Transportation Method**
 Select an item

*** Shipped Dt**

Suffix Cd


*** Expected Qty**
 1

Originating RDC
 Select an item





Requisition Proj Cd

Special Instructions



Update **Cancel**

- A. Update the Issue Type Cd, using  to select the desired code.
- B. Verify the Doc Status Cd.



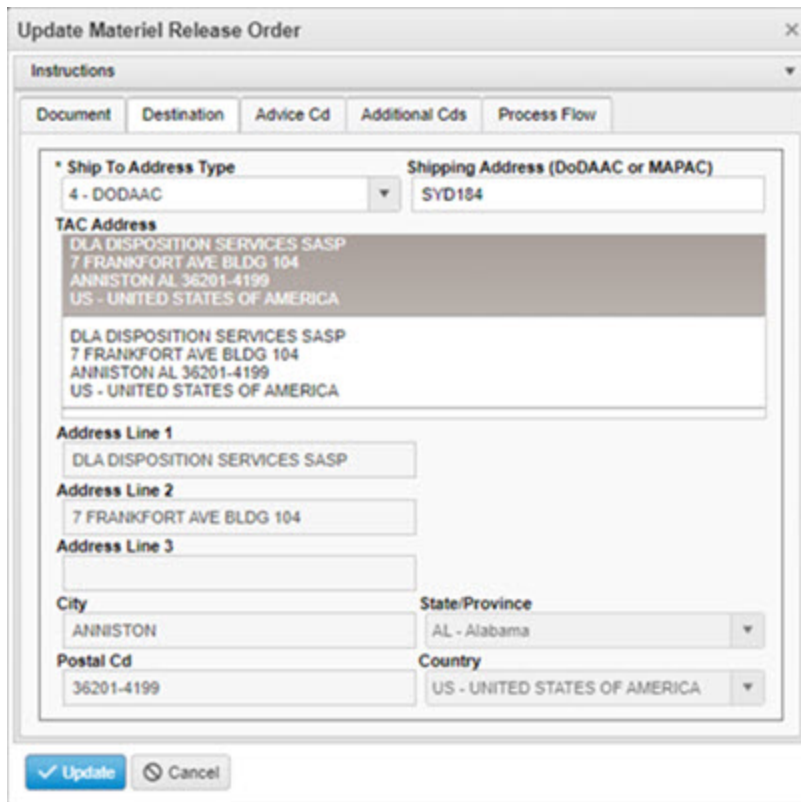
- C.** Verify the Doc Stage Cd.
- D.** Verify the Release contains the appropriate ☐ or ☒. Once the MRO Status reaches RR (Ready for Release), the Release checkbox appears. Once the Release checkbox is checked, additional fields appear.
 - a.** Enter the Released By in the field provided. This is a 250 alphanumeric character field.
 - b.** Enter the Released To in the field provided. This is a 250 alphanumeric character field.
 - c.** Use  to select the RELEASED DT, or enter the date (MM/DD/YYYY) in the field provided.
- E.** Verify the Ship contains the appropriate ☐ or ☒. Once the MRO Status reaches RE (Released), the Ship checkbox appears. Once the Ship checkbox is checked, additional fields appear.
 - a.** Enter the TCN in the field provided. This is a 17 alphanumeric character field.
 - b.** Use  to select the Transportation Method.
 - c.** Enter the Shipped By in the field provided. This is a 250 alphanumeric character field.
 - d.** Use  to select the SHIPPED DT, or enter the date (MM/DD/YYYY) in the field provided.
- F.** Update the DOC NBR, entering the revised number in the field provided. This is a 14 alphanumeric character field. Once the DOC STAGE CD reaches RE - Released, DOC NBR is no longer editable.
- G.** Verify the SUFFIX CD.
- H.** Verify the STOCK NBR.
- I.** Update the EXPECTED QTY, using  to choose the revised quantity.
- J.** Verify the Originating DoDAAC.
- K.** Verify the Originating RIC.
- L.** Verify the Cond Cd.
- M.** Update the REQUISITION PROJ CD, entering the revised code in the field provided. This is a 3 alphanumeric character field.




- N. Update the Color, entering the revised value in the field provided. *This is a 15 alphanumeric character field.*
- O. Update the RDD, using  or entering the date (MM/DD/YYYY) in the field provided.
- P. Update the Special Instructions, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- Q. Select . The **Attachments** pop-up window appears to add any additional files to the record.
- R. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select the Destination tab.





- A. Update the Ship To Address Type, using  to select the desired type. For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.
For MAPAC or DoDAAC
 - a. Enter the DoDAAC or MAPAC in the Shipping Address field provided. Available addresses populate in the TAC Address field.
 - b. Select the address. The address populates in the fields below.
- B. Update the Address Line 1, entering the revised address in the field provided. This is a 35 alphanumeric character field.
- C. Update the Address Line 2, entering the revised address in the field provided. This is a 35 alphanumeric character field.
- D. Update the Address Line 3, entering the revised address in the field provided. This is a 35 alphanumeric character field.
- E. Update the City, entering the revised city in the field provided. This is a 35 alphanumeric character field.



- F. Update the State / Province, using to select desired state.
- G. Update the POSTAL CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- H. Update the Country, using to select the desired country.

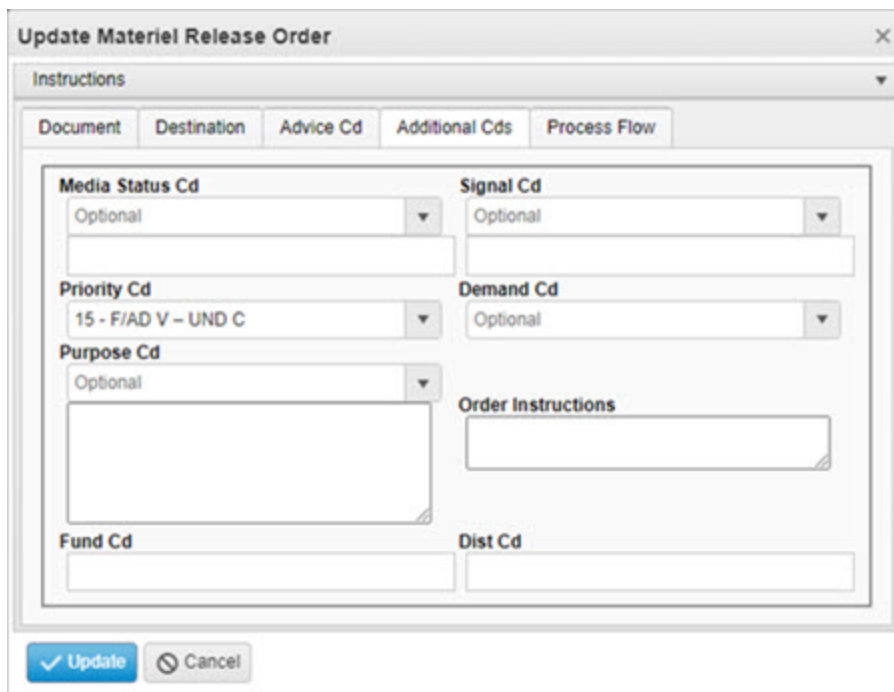
4. **Select the Advice Cd tab.**






The screenshot shows a dialog box titled "Update Materiel Release Order" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with five tabs: "Document", "Destination", "Advice Cd", "Additional Cds", and "Process Flow". The "Advice Cd" tab is currently selected. Inside this tab, there is a text area labeled "Advice Cd" containing the text: "4A - Quantity requested is required to fill an initial issue of an authorized allowance /controlled item as approved by the Commandant of". Above the text area is a dropdown menu showing "4A - Quantity requested is required...". At the bottom of the dialog box are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

Verify the *ADVICE CD*.

5. **Select the Additional Codes tab.**





- A. Update the Media Status Cd, using  to select the desired code.
 - B. Update the Signal Cd, using  to select the desired code.
 - C. Update the Priority Cd, using  to select the desired code.
 - D. Update the Demand Cd, using  to select the desired code.
 - E. Update the Purpose Cd, using  to select the desired code.
 - F. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*
 - G. Update the DIST CD, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*
6. **Select the Process Flow tab.**



Update Materiel Release Order

Instructions

Document

Destination

Advice Cd

Additional Cds

Process Flow

Requires M&U ☐

Requires QC ☒

Cost Center

	Stock Nbr	Qty	Owning DoDAAC	Project Cd	GFM Contract Nbr	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info	Dest Loc Type	Pick Nbr	Pick Detail Status	Assi
	6850009857166	1	HC1001			A		No								
	6850009857166	0	HC1001			A		No								

1 - 2 of 2 items

Update
 Cancel

- A. Verify the Requires M&U field contains the appropriate or . When selected, the record is sent to M&U, and the *PREP FOR SHIPMENT CD* field appears.
- B. Verify the Requires QC field contains the appropriate or . When selected, a QC Request is created.
- C. Update the Prep for Shipment Cd, using or to select the desired code.
- D. Update the Cost Center, using to select the desired identifier.
- E. **Update the Process Flow grid**





- a. Select next to the asset.

	Stock Nbr	Qty	Owning DoDAAC	Project Cd	GFM Contract Nbr	Cond Cd	Suffix Cd	Collateral?	Pick From Loc	ICN	Serial Nbr	Additional Info	Dest Loc Type	Pick Nbr	Pick Detail Status	Assigned Picker	Pick Desc	Pick Priority	Pick must be done by
	6850009857166	1	HC1001			A		No											
	6850009857166	0	HC1001			A		No											

1 - 2 of 2 items

- b. **Select an ICN**

1. Select to open the **Inventory Selection** pop-up window. *The available ICNs appear below in the Inventory Selection Grid.*
2. Click next to the record(s).
3. Select . *The pop-up window closes, and the ICN field populates with the selected assets.*

- c. Update the Assigned Picker, entering the revised personnel in the field provided. *This is a 1024 alphanumeric character field.*
 - d. Update the Pick Priority, using  to choose the revised number. *This is a 1 numeric character field.*
 - e. Update the Pick Must Be Done By, using  or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
 - f. Select  *The asset is updated, and the row becomes static.*
7. Select . The **Update Materiel Release Order** pop-up window closes, and the revised MRO is completed.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



<p>18 — Date format should be MM/DD/YYYY with valid month/day combination.</p>	<p>Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>419 — DoDAAC entry must be 6-pos alphanumeric except for alpha I or O.</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>185 — Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.</p>
<p>2051 — A Collateral Item must be added for Stock Nbr xxx.</p>	<p>Invalid Entry. The MRO requires a collateral issue. Fix the stock number, then edit the MRO.</p>

Related Topics

- [Materiel Release Order Overview](#)
- [Add a Materiel Release Order](#)
- [Delete a Materiel Release Order](#)
- [Add Attachments to a Materiel Release Order](#)



Disposition

Overview

The Warehouse Management module Disposition process provides the ability to create, edit, and cancel Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need.

There are varying levels of approval:

- Requested
- Warehouse Manager (1st level of approval)
- COR (2nd level of approval)
- Disposed

Navigation

MATERIEL MGMT > Disposition > Disposition page

Page Fields

The following fields display on the **Disposition** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

Disposition Type
Dt From
Stock Nbr
Document Nbr
LIN/TAMCN
Disposition Status
Dt To
DTID Number
Item Desc
LIN/TAMCN Desc

Disposition Grid

Document Nbr



Attachments
DTID Number
Stock Nbr
Item Desc
Disposition Type
Disposition Status
Disposition Qty
Container ID

Optional

ARC
Catalog Shelf Life Cd
CIC
Color
Demand Cd
Disposal Dt
Disposition Reason
Disposition Ref Number
Dmil Cd
Document Id
Established By
Established Dt/Tm
Fund Cd
Haz Mat Cd
Issue UI
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
LIN/TAMCN Desc
Managed Shelf Life Cd
Media Status Cd
Mgmt Cd
Precious Mtl Cd
Primary Attachment
Priority Cd
Program Id
Qty per Unit Pack
Recover Cd
Remarks
Reportable Cd
Reportable Commodity Type



Reportable Commodity Type Desc
Reqd Dlvry Dt
RIC From
Security Commodity Type
Security Commodity Type Desc
Signal Cd
Size
Source of Supply
Stock Item Cd
Stores Account Cd
Supp Address
Type Asset Cd
UI
Unit Price
Warehouse To

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Disposition




One or more of the Search Criteria fields can be entered to isolate the results. By default, all



results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.




1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



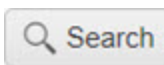


Search Criteria ^

<div style="margin-bottom: 10px;">Disposition Type All ▼</div> <div style="margin-bottom: 10px;">Dt From month/day/year </div> <div style="margin-bottom: 10px;">Stock Nbr </div> <div style="margin-bottom: 10px;">Document Number All</div> <div style="margin-bottom: 10px;">LIN/TAMCN All</div>	<div style="margin-bottom: 10px;">Disposition Status All ▼</div> <div style="margin-bottom: 10px;">Dt To month/day/year </div> <div style="margin-bottom: 10px;">DTID Nbr All</div> <div style="margin-bottom: 10px;">Item Desc All</div> <div style="margin-bottom: 10px;">LIN/TAMCN Desc All</div>
---	---

 Reset
 Search

- Use  to select the Disposition Type.
 - Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
 - Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Use  to select the Disposition Status.
 - Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
 - Enter the DTID NBR in the field provided. *This is a 14 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*
2. Select  . The results display in the Disposition grid.

Search Results

Options

+ Add

Edit

Approve

Cancel

Dispose

Attachments

Print Forms

	Document Nbr	Attachments	DTID Nbr	Stock Nbr	Item Desc	Disposition Type	Disposition Status	Disposition Qty	Container ID
<input checked="" type="checkbox"/>	M9836482274000	--	--	8465011150026	CANTEEN, WATER	E - Excess	Z - EXCESS - REQUEST	5	--
<input type="checkbox"/>	M9836480124001	--	--	8465015987693	PACK, USMC, SYSTEM, ASSEMBLED	T - Warehouse Turn-In	J - WAREHOUSE TURN-IN - SHIPPED	59	--
<input type="checkbox"/>	M9836472414004	--	--	8415015811037	SHIRT, IWCS, W/D MARPAT F/R, S/R	E - Excess	AC - EXCESS - COR APPROVED	5	--
<input type="checkbox"/>	M9836471144000	--	--	8465011150026	CANTEEN, WATER	E - Excess	AC - EXCESS - COR APPROVED	2	--

Selected 0/4

<

>

10 items per page

1 - 4 of 4 items

Add a Disposition

Select . The **Add Disposition** slide-out window appears.

Edit a Disposition

Select . The **Edit Disposition** slide-out window appears.

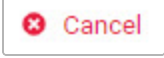
Approve a Disposition


Select . The **Approve Disposition** slide-out window appears.




Cancel a Disposition


- Click  to select the desired entry. *The Disposition row is highlighted, and , , , and  become available.*

- Select . *The*



Are you sure you want to cancel the selected disposition(s)?

 Cancel

 Confirm

appears.

- Select . *The Disposition record is removed from the results.*

Dispose of a Disposition


- Select . *The **Dispose Disposition** slide-out window appears.*

Add an Attachment to a Disposition

- Select . *The **Attach Documents - Disposition** pop-up window appears.*

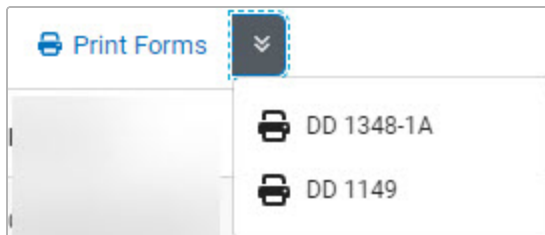
Print a Disposition

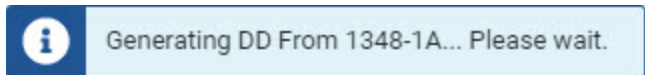
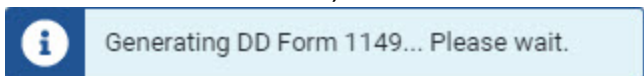
The DD Form 1348-1A provides details on the selected Disposition record.

- Select . *Select the main button to automatically save the DD Form 1348-1A. Select the down arrow to choose which form to print.*



- Select . Choose which form to save:



- Once the form is clicked, either the  or the  appears.

- Once that pop-up disappears, the  or the  appears, and the Windows **Choose File to Upload** pop-up window appears.

- Select . The form is saved and ready for printing.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

xxxx — Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Disposition
- Edit a Disposition
- Add an Attachment to a Disposition
- Approve a Disposition
- Dispose of a Disposition



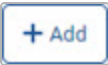
Add a Disposition

Overview

The Disposition Add process provides the ability to create new Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in DPAS, such as Issue or SKO. There are two disposition types:

- Local Disposals**
 - Disposed of via incinerator or trash
- Excess**
 - Sent to DLA Disposition Services for disposal or redistribution

Navigation

MATERIEL MGMT > Disposition >  > Add Disposition slide-out window

Page Fields

The following fields display on the **Add Disposition** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
563	Select "Save" button to save the current selection.

7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.
574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Add Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Add Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Disposition

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Add Disposition** slide-out window appears.

Add Disposition

[Instructions / Help](#)

Details

Materiel

Cancel

Save

2. Open the Details panel.



Add Disposition

✕

[▶ Instructions / Help](#)

Details ^

Document Nbr

System generated if empty

DTID Nbr

* Disposition Type

▼

* Disposition Reason

▼

Excess/Unusable Dt

3/14/2024

📅

Remarks


Materiel v


✕ Cancel



💾 Save

- A. Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
OR
 Leave the DOCUMENT NBR empty. *The DOCUMENT NBR automatically populates.*
- B. Enter the DTID NBR in the field provided. *This is a 14 alphanumeric character field.*
- C. Use ▼ to select the desired Disposition Type.

L — Local Disposal:

Details 

Document Nbr	<input type="text"/>	System generated if empty
DTID Nbr	<input type="text"/>	
* Disposition Type	<input type="text" value="L - Local Disposal"/>	▼
* Disposition Reason	<input type="text"/>	▼
Excess/Unusable Dt	<input type="text" value="3/19/2024"/>	
Remarks	<input type="text"/>	

- Use  to select the Disposition Reason.
- Use  to select the Excess/Unusable DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*



E — Excess:

Details
^

Document Nbr

System generated if empty

DTID Nbr

* Disposition Type

E - Excess ▼


* Disposition Reason

▼


* Disposition Activity

▼





Available Dt

month/day/year 

Excess/Unusable Dt

3/19/2024 

Remarks

- a. Use  to select the Disposition Reason.
- b. Use  to select the Disposition Activity.
- c. Use  to select the AVAIL DT, or enter the date (MM/DD/YYYY) in the field provided.
- d. Use  to select the Excess/Unusable DT, or enter the date (MM/DD/YYYY) in the field provided.
- e. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Open the Materiel panel.



×

Add Disposition

▶ Instructions / Help

Details

Materiel

⚙ Options ▾
+ Add
✎ Edit
🗑 Delete

☐ ▾	ICN	Stock Nbr	Item Desc	Serial Nbr	Qty	Container
i No Data						

Selected 0/0
◀ ◂ ◃ ▶
10 ▾ items per page
0 - 0 of 0 items

Container ID

🔍

✖ Cancel
💾 Save

- A. Select + Add. The **Inventory Select Browse** pop-up window appears.
- B. Verify the materiel entries.
- C. Enter the CONTAINER ID, or use 🔍 to browse for the entry. This is a 20 alpha-numeric character field.

Container Id Browse help

4. Select 💾 Save. The
✔
Disposition was successfully added.
 appears, with the new disposition record at the top of the results in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: <i>Disposition Type</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Disposition Reason</i>.	
13 — Mandatory Entry: <i>DPSL DT</i>.	
13 — Mandatory Entry: <i>Disposal Activity</i>.	
13 — Mandatory Entry: <i>RIC From</i>.	
13 — Mandatory Entry:	

AVAIL DT.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 — Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1158 — You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.
xxxx — You must choose either a stock number or a container.	Invalid Entry. Either the CONTAINER ID or the STOCK NBR must be entered - Not Both . Choose one and delete the other.

Related Topics

- [Disposition Overview](#)
- [Edit a Disposition](#)
- [Add an Attachment to a Disposition](#)
- [Approve a Disposition](#)
- [Dispose of a Disposition](#)






Add Attachments to a Disposition Record

Overview

The Disposition Add Attachments process provides the ability to attach documents to the disposition record.

Navigation

MATERIEL MGMT > Disposition >  >  (desired record) > 

> Add / Edit Attachments slide-out window

Page Fields

The following fields display on the **Add / Edit Attachments** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
550	Select "Browse" to Add an Attachment.
383	Select Cancel button to return to Search Results page.

Add / Edit Attachments

Details

Doc Nbr
Type



Stock Nbr

Status

Attachments

Attachments


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Disposition Record

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.



- Select . The **Add / Edit Attachments** slide-out window appears.

Add/Edit Attachments
✕


▸ [Instructions / Help](#)

Details ^


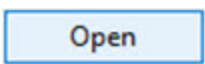

<div style="display: flex; justify-content: space-between;"> Doc Nbr M9836482274000 </div>	<div style="display: flex; justify-content: space-between;"> Stock Nbr 8465011150026 </div>
<div style="display: flex; justify-content: space-between;"> Type E - Excess </div>	<div style="display: flex; justify-content: space-between;"> Status Z - EXCESS - REQUEST </div>


Attachments ^

Attachments


Drop files here... 


✕ Cancel

- Verify the *DOC NBR*.
- Verify the *Type*.
- Verify the *STOCK NBR*.
- Verify the *Status*.
- Use  to browse for the attachment. The Windows **Choose File to Upload** pop-up window appears.
- Choose the file to attach, and select it.
- Select . The **Choose File to Upload** pop-up window closes, and the file name appears next to the .


2. Select  at the top left of the slide-out. *The **Add / Edit Attachments** slide-out closes, and the files are attached to the record.*


Remove an Attachment



- A. Select  next to the desired attachment. *The **Remove Attachment** pop-up window appears.*



Are you sure you wish to remove this attachment?

 Cancel

 Confirm

- B. Choose one of the following options:
 - Select  . *The attachment is kept and the deletion is canceled.*
 - Select  to confirm the deletion. *The attachment is removed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following



<p>ported special character(s) \$, — , /, #, &, comma, period, and space.</p>	<p>permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics



- [Disposition Overview](#)
- [Add a Disposition](#)
- [Edit a Disposition](#)
- [Approve a Disposition](#)
- [Dispose of a Disposition](#)

Approve a Disposition

Overview

The Disposition Approve process provides the ability to approve Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in DPAS, such as Issue or SKO.

Navigation

MATERIEL MGMT > Disposition >  (desired record) >  > Approve Disposition slide-out window

Page Fields

The following fields display on the **Approve Disposition** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
563	Select "Save" button to save the current selection.
7	Select "Update" to continue process.



562	Select "Cancel" to return to the previous page.
574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Approve Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Approve Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID

Approval Grid

Status Dt
Description
Approver's Name
Comment
Status

Approval Entry

Status *
Comment

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Approve a Disposition

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.



1. Select . The **Approve Disposition** slide-out window appears.

Approve Disposition

Instructions / Help

Details

Materiel

Approval

Cancel

Approve

2. Open the Details panel.



Approve Disposition

×

[▶ Instructions / Help](#)

Details ^

Document Nbr

System generated if empty

DTID Nbr

* Disposition Type

* Disposition Reason

Excess/Unusable Dt

Remarks

Materiel v

Approval v

✖ Cancel

✔ Approve

3. *Verify the DOCUMENT NBR.*
4. *Verify the DTID NBR.*
5. *Verify the Disposition Type.*

L - Local Disposal

Details

Document Nbr

LD071740391209

System generated if empty

DTID Nbr

* Disposition Type

L - Local Disposal

* Disposition Reason

15 - Obsolete

Excess/Unusable Dt

2/8/2024

Remarks

- A. *Verify the Disposition Reason.*
- B. *Verify the Excess/Unusable DT.*
- C. *Verify the Remarks.*



E -Excess

Details
^

Document Nbr

System generated if empty

DTID Nbr

* Disposition Type

* Disposition Reason

* Disposition Activity

Available Dt

📅

Excess/Unusable Dt

📅

Remarks

- A. *Verify the Disposition Reason.*
- B. *Verify the Disposal Activity.*
- C. *Verify the AVAIL DT.*
- D. *Verify the Excess/Unusable DT.*
- E. *Verify the Remarks.*
6. Open the Materiel panel.


Approve Disposition



✕

[▶ Instructions / Help](#)

Details ▼


Materiel ▲

 Options ▼

+ Add
 Edit
 Delete

	ICN	Stock Nbr	Item Desc	Serial Nbr	Qty	Container
<input type="checkbox"/>	B00000000000007009879	8465011150026	CANTEEN, WATER	--	5	--

Selected 0/1 ⏮ ⏪ ⏩ ⏭

Container ID 

Approval ▼

✕ Cancel

✓ Approve

- A. *Verify the Disposition record(s).*
7. Open the Approval panel.

Approve Disposition
✕

[▶ Instructions / Help](#)

Details
▼

Materiel
▼

Approval
▲

🔧 Options ▼

Status Dt	Description	Approver's Name	Comment	Status
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: #007bff; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">i</div> <div style="margin-left: 10px;">No Data</div> </div>				

* Status


Approved ▼

Comment

✕ Cancel

✓ Approve

- A. Update the Status, using ▼ to select the desired status.
- B. Enter the Comment in the field provided. *This is a 250 alphanumeric character field.*




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— 656 —

— 03 Sep 2024 —

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C. *The Approval grid changes.*

Approval

Options

Status Dt	Description	Approver's Name	Comment	Status
03/20/2024 05:49 PM	Warehouse Manager Approval	PIDGE GROCE	--	Approved

* Status

Approved

Comment

Cancel

Approve

8. Select

Approve

 . *The Disposition record changes status in the results.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &,

\$, — , / , # , & , comma, period, and space.	comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: <i>Disposition Type</i>.	
13 — Mandatory Entry: <i>Disposition Reason</i>.	
13 — Mandatory Entry: <i>DSPSL DT</i>.	
13 — Mandatory Entry: <i>Disposal Activity</i>.	
13 — Mandatory Entry: <i>AVAIL DT</i>.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 — Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not per-	Invalid Entry. The wild-card character (%) is not

mitted.	allowed. Remove the (%) and enter a valid entry.
1158 — You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.
xxxx — You must choose either a stock number or a container.	Invalid Entry. Either the CONTAINER ID or the STOCK NBR must be entered - Not Both . Choose one and delete the other.

Related Topics



- [Disposition Overview](#)
- [Add a Disposition](#)
- [Edit a Disposition](#)
- [Add an Attachment to a Disposition](#)
- [Dispose of a Disposition](#)

Edit a Disposition

Overview

The Disposition Update process allows editing of Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in DPAS, such as Issue or SKO.

Navigation

MATERIEL MGMT > Disposition >  (desired record) >  > Edit Disposition slide-out window

Page Fields

The following fields display on the **Edit Disposition** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
563	Select "Save" button to save the current selection.
7	Select "Update" to continue process.

562	Select "Cancel" to return to the previous page.
574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Edit Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Edit Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Edit a Disposition

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Edit Disposition** slide-out window displays.

Edit Disposition

[Instructions / Help](#)

Details

Materiel

Cancel

Update

2. Open the Details panel.



Edit Disposition
✕

[▶ Instructions / Help](#)

Details ^

Document Nbr

LD071740391209

System generated if empty

DTID Nbr

* Disposition Type

L - Local Disposal ▼

* Disposition Reason

15 - Obsolete ▼

Excess/Unusable Dt

2/8/2024

📅

Remarks

Materiel v

✕ Cancel



✓ Update

3. *Verify the DOCUMENT NBR.*
4. *Update the DTID NBR, entering the revised identifier in the field provided. This is a 14 alphanumeric character field.*
5. *Verify the Disposition Type.*

L - Local Disposal

Details

Document Nbr	LD071740391209
	System generated if empty
DTID Nbr	
* Disposition Type	L - Local Disposal
* Disposition Reason	15 - Obsolete
Excess/Unusable Dt	2/8/2024
Remarks	

- A. Update the Disposition Reason, using  to select the desired explanation.
- B. Update the Excess/Unusable DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*



E -Excess

Details
↑

Document Nbr

System generated if empty

DTID Nbr

* Disposition Type

* Disposition Reason

* Disposition Activity

Available Dt

Excess/Unusable Dt

Remarks

- A.** Update the Disposition Reason, using to select the desired explanation.
 - B.** Update the Disposal Activity, using to select the desired placement.
 - C.** Update the AVAIL DT, using or entering the date (MM/DD/YYYY) in the field provided.
 - D.** Update the Excess/Unusable DT, using or entering the date (MM/DD/YYYY) in the field provided.
 - E.** Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
- 6.** Open the Materiel panel.



✕

▶ [Instructions / Help](#)

Details ▼

Materiel ▲

Options ▾
+ Add
Edit
Delete







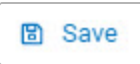



☐	ICN	Stock Nbr	Item Desc	Serial Nbr	Qty	Container
☐	B0000000000007009879	8465011150026	CANTEEN, WATER	--	5	--

Selected 0/1
◀ ▶

Container ID

🔍

✕ Cancel
✓ Update

- A. Click  to select the desired entry. *The Disposition row is highlighted, and , , and  become available.*
- B. Select . *The QTY field becomes editable, and the  changes to .*
- C. Update the QTY, using  to choose the revised amount.
- D. Select . *The QTY field becomes read only, and the Disposition QTY is updated.*
- E. Update the CONTAINER ID, using  to browse for the revised identifier. *This is a 20 alphanumeric character field.*

Container Id Browse help

7. Select ✓ Update . The ✓ Disposition was successfully updated. appears, with the revised disposition record in the results in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: <i>Disposition Type</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Disposition Reason</i>.	
13 — Mandatory Entry: <i>DSPSL DT</i>.	

13 — Mandatory Entry: <i>Disposal Activity</i>.	
13 — Mandatory Entry: <i>RIC From</i>.	
13 — Mandatory Entry: <i>AVAIL DT</i>.	
1177 — Date must be \geq System Date and \leq System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
xxxx — Selected Quantity exceeds the Initial Selected Quantity.	Invalid Entry. The original quantity is less than the entered quantity. Enter a lower number.
1158 — You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.

1176 — At least one item must be selected for disposition.

Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.

Related Topics

- Disposition Overview
- Add a Disposition
- Add an Attachment to a Disposition
- Approve a Disposition
- Dispose of a Disposition





Dispose of a Disposition

Overview

The Disposition Dispose process allows shipping of Disposition assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in DPAS, such as Issue or SKO.

Navigation

MATERIEL MGMT > Disposition >  (desired record) >  > Dispose Disposition slide-out window

Page Fields

The following fields display on the **Dispose Disposition** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
563	Select "Save" button to save the current selection.
7	Select "Update" to continue process.



562	Select "Cancel" to return to the previous page.
574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Dispose Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Dispose Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID



Dispose Disposition Approval Grid

Status Dt
Description
Approver's Name
Comment
Status

Approval Entry

Status *
Comment

Dispose Disposition Shipment Details

Mode of Shipment
Shipped Dt
Transportation Control Nbr
SCAC
Carrier Tracking Nbr

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Dispose of a Disposition

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.



1. Select . The **Dispose Disposition** slide-out window displays.

Dispose Disposition

Instructions / Help

Details

Materiel

Approval

Shipment Details

Cancel

Dispose

2. Open the Details panel.



Dispose Disposition

✕

[▶ Instructions / Help](#)

Details ^

Document Nbr

LD071740391211

System generated if empty

DTID Nbr

* Disposition Type

L - Local Disposal ▼

* Disposition Reason

14 - Damaged ▼

Excess/Unusable Dt

2/8/2024

📅

Remarks

Materiel v

Approval v

Shipment Details v

✕ Cancel

🗑️ Dispose

3. *Verify the DOCUMENT NBR.*
4. *Verify the DTID NBR.*
5. *Verify the Disposition Type.*

L - Local Disposal

Details

Document Nbr

LD071740391211

System generated if empty

DTID Nbr

* Disposition Type

L - Local Disposal

* Disposition Reason

14 - Damaged

Excess/Unusable Dt

2/8/2024

Remarks

- A. *Verify the Disposition Reason.*
- B. *Verify the Excess/Unusable DT.*
- C. *Verify the Remarks.*



E -Excess

Details
^

Document Nbr

System generated if empty

DTID Nbr

* Disposition Type

* Disposition Reason

* Disposition Activity

Available Dt

📅

Excess/Unusable Dt

📅

Remarks

- A. *Verify the Disposition Reason.*
- B. *Verify the Disposal Activity.*
- C. *Verify the AVAIL DT.*
- D. *Verify the Excess/Unusable DT.*
- E. *Verify the Remarks.*
6. Open the Materiel panel.



Dispose Disposition
✕

[▶ Instructions / Help](#)

Details
▼

Materiel
▲

⚙ Options ▼

+ Add
✎ Edit
🗑 Delete

☐ ▼	ICN	:	Stock Nbr	:	Item Desc	:	Serial Nbr	:	Qty	:	Container
☐	B0000000000007009879	:	8465011150026	:	CANTEEN, WATER	:	--	:	2	:	--

Selected 0/1

⏪
⏩
⏴
⏵

10
▼
items per page

1 - 1 of 1 items

Container ID

🔍


Approval
▼

Shipment Details
▼

✕ Cancel

🗑 Dispose

- A. *Verify the Disposition record(s).*
7. Open the Approval panel.




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Dispose Disposition

Instructions / Help

Details

Materiel

Approval

Options

Status Dt	Description	Approver's Name	Comment	Status
04/24/2017 11:11 AM	Warehouse Manager Approval		--	Approved
04/24/2017 11:11 AM	COR Approval		--	Approved

* Status

Approved

Comment

Shipment Details

Cancel

Dispose

- A. Verify the Status.

B. Verify the Comment.
8. Open the Shipment Details panel.

Dispose Disposition
✕

[▶ Instructions / Help](#)

Details
▼

Materiel
▼

Approval
▼

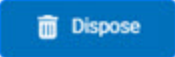

Shipment Details
▲

Mode of Shipment	<div style="border: 1px solid #ccc; padding: 2px 5px;">CE - BEARER, WALK-THRU (CUS* ▼</div>
Shipped Dt	<div style="border: 1px solid #ccc; padding: 2px 5px;">3/21/2024 </div>
Transportation Control Nbr	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
SCAC	<div style="border: 1px solid #ccc; padding: 2px 5px;">▼</div>
Carrier Tracking Nbr	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

✕ Cancel

Dispose

- A. Use to select the Mode of Shipment.
- B. Use to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Enter the Transportation Control NBR in the field provided. *This is a 17 alphanumeric character field.*
- D. Use to select the SCAC.
- E. Enter the Carrier Tracking NBR in the field provided. *This is a 50 alphanumeric character field.*

- Select  **Dispose** . The  appears, with the Disposition record removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: <i>Disposition Type</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Disposition Reason</i>.	
13 — Mandatory Entry: <i>DSPSL DT</i>.	

13 — Mandatory Entry: <i>Disposal Activity</i>.	
13 — Mandatory Entry: <i>AVAIL DT</i>.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 — Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1158 — You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.

xxxx — You must choose either a stock number or a container.

Invalid Entry. Either the CONTAINER ID or the STOCK NBR must be entered - **Not Both**. Choose one and delete the other.

Related Topics

- [Disposition Overview](#)
- [Add a Disposition](#)
- [Edit a Disposition](#)
- [Add an Attachment to a Disposition](#)
- [Approve a Disposition](#)



Warehouse Transfer

Overview

The Warehouse Management module Warehouse Transfer process provides the ability to identify and transfer materiel from one warehouse to another within the same Logistics Program. Transfers between warehouses that are not within the same Logistics Program must be accomplished using the Materiel Release Order process.

The Warehouse Transfer process is an integrated part of asset replenishment between two Warehouses in a Logistics Program. This process can be triggered when items are identified for replenishment and the stock item indicates Transfer as the method of replenishment from the Requesting warehouse. The Requesting warehouse must have a Parent Warehouse specified in the MASTER DATA MGMT > Warehouse menu option. Also, the Stock Item(s) must have Replenishment Source set to W - Warehouse Transfer. The Supplying Warehouse can approve or deny requests and manage the approval and shipment of the requested items. Included in this process is the ability to initiate a transfer from the Supplying Warehouse.

Supplying Warehouses have several options when handling requests from Requesting Warehouses:

- **Full Allocation**
 - All the requested items are designated for delivery to the requesting warehouse
- **Partial Allocation**
 - Partial delivery of requested equipment or a back-order occurs because the on-hand quantity is insufficient to meet the request
- **Denial of Transfer**
 - None of the assets will be delivered

This process is not used for inter-Warehouse movement of equipment.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.



Navigation

MATERIEL MGMT > Warehouse Transfer > Warehouse Transfer page

Page Fields

The following fields display on the **Warehouse Transfer** page. For more information on each field, select the appropriate hyperlink.

Instructions


The table below provides the list of instructions.


Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select "Ship" button to mark a document as shipped.
xxxx	Select "Print 1348" button to print form DD1348.



Search Criteria Grid

Document Nbr


Stock Nbr 

Item Desc 

Warehouse To

Reportable Commodity Type

Document Status

Shipment Ref Nbr 

Warehouse Transfer Request Grid

All

To Warehouse

Document Nbr

Shipment Ref Nbr

Stock Nbr

Item Desc

Ordered Qty

Approved Qty

Denied Qty

BackOrder Qty

Shipped Qty

Processing Status

Optional

LIN/TAMCN

Container ID

Priority Cd

Document Status

Security Commodity Type

Reportable Commodity Type

Document Type

Mgmt Cd

Stocking UI

Stocking Unit Price

Last Transaction Dt/Tm

Last Updated By

Established By

Established Dt/Tm

Expanded Request Grid

Document Transaction Status
Last Updated By
Serial Nbr
Cond Cd
Transaction Qty
Mfr CAGE
Mfr Contract
Mfr Lot Nbr
Mfr Dt
Suffix Cd
Pick Nbr
Pick Status
ICN

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Warehouse Transfer

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions

Search Criteria

Document Nbr

...

Item Desc

All

Reportable Commodity Type

All

Shipment Ref Nbr

All

Stock Nbr

All

...

Warehouse To


All



Document Status






O - Open

Search

Reset

- Enter the Document NBR, or use  to browse for the entry. *This is a 14 alpha-numeric character field.*

Document Number Browse help
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  to select the Warehouse To.
- Use  to select the Reportable Commodity Type.
- Use  to select the Document Status field.
- Enter the Shipment REF NBR, using  to assist with the entry. *This is a 14 alpha-numeric character field.*

2. Select  . The results display in the Warehouse Transfer grid.

Warehouse Transfer

Grid Options

+

Add

↶

Ship

↶

Cancel

Print Forms

<input type="checkbox"/>	All To Warehouse	Document Nbr	Shipment Ref Nbr	Stock Nbr	Item Desc	Ordered Qty	Approved Qty	Denied Qty	BackOrder Qty	Shipped Qty	Processing Status
<input type="checkbox"/>	GTAK 307 OSF	FB460881502500		1005011231456	TRAINING KITS	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460881922501	FB460881922500	8475013411985	MSU-19P	2	0	0	0	2	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460882692500	FB460882692500	1234COL56789	COLLATERAL ITEM	5	5	0	0	0	In Process
<input type="checkbox"/>	GTAK 307 OSF	FB460890492500	FB460890492500	8475013283468	COVERALLS, CHEMICAL PROTECTIVE	1	1	0	0	0	In Process
<input type="checkbox"/>	GTAK 307 OSF	FB460891572501	FB460891572500	1015000833028	TRAINING EQUIPMENT	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460891762500		8475013411985	MSU-19P	1	1	0	0	0	In Process
<input type="checkbox"/>	GTAK 307 OSF	FB460892062501	FB460892062500	1234COL56789	COLLATERAL ITEM	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460892422502	FB460892422501	100501T010002	TEST KIT	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460892422503	FB460892422501	8475013283468	COVERALLS, CHEMICAL PROTECTIVE	2	0	0	0	2	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460892822500		66343456245	SS INSP CHANGE	2	0	0	0	2	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460892832500		1005009337672	RIFLE, 5.56 MILLIMETER	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460892952500		1005009337672	RIFLE, 5.56 MILLIMETER	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460891042501		1660010528959	MSU-13P MASK	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460891902500		100501T010002	TEST KIT	1	1	0	0	0	In Process
<input type="checkbox"/>	GTAK 307 OSF	FB460890082500		100501182640	PISTOL, 9 MILLIMETER, SEMI-AUTOMATIC	1	0	0	0	1	Shipped
<input type="checkbox"/>	GTAK 307 OSF	FB460890082501		100501182640	PISTOL, 9 MILLIMETER, SEMI-AUTOMATIC	1	0	0	0	1	Shipped

Selected 0/16

Page 1 of 1

50 Items per page

1 - 16 of 16 items

- Click  next to the desired Request record to expand and display the Request details.

Document Transaction Status	Last Updated By	Serial Nbr	Cond Cd	Transaction Qty	Mfr CAGE	Mfr Contract	Mfr Lot Nbr	Mfr Dt	Suffix Cd	Pick Nbr	Pick Status	ICN
IN TRANSIT	SMELTZERJ		J	54								B000000000007004315

50 items per page 1 - 1 of 1 items

Approve a Warehouse Transfer Request



- Click  next to the desired Request record to expand and display the Request details.

<input checked="" type="checkbox"/>	NCR TBS	M983XZ91362000		8415015674423	UNDERSHIRT, COLD WEATHER FR MD	5	0	0	0	0	Pending	
Document Transaction Status	Last Updated By	Serial Nbr	Cond Cd	Transaction Qty	Mfr CAGE	Mfr Contract	Mfr Lot Nbr	Mfr Dt	Suffix Cd	Pick Nbr	Pick Status	ICN
PENDING	CHROBINS		A	5								

50 items per page 1 - 1 of 1 items

- Select . *The Warehouse Transfer Approval pop-up window appears.*


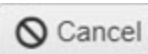
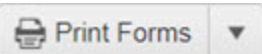
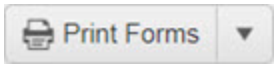
Deny a Warehouse Transfer Request

- Click  on the left of the Request record to expand and display the Request details.
- Select . *The Warehouse Transfer Approval pop-up window appears.*

Add a Warehouse Transfer Request

- Select . *The **Add Warehouse Transfer** pop-window appears.*

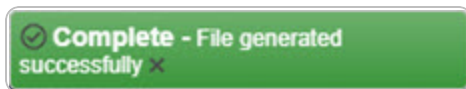
Print a Warehouse Transfer Document

- Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and , , and  become available.*
- Select .
- Select the form to print: **DD Form 1348** or **DD Form 1149**.



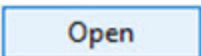
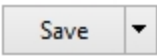
appears in the right hand corner. When generating is complete,





appears.

4. A pop-up window appears after generating the form. *Choose whether to:*

-  has the PDF document appear, and is printable from here.
-  saves the PDF document, and is printable at a later time.

Cancel a Warehouse Transfer Request

- Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* , , and  *become available.*
- Select . *The **Cancel Warehouse Transfer** pop-up window appears.*

Ship a Warehouse Transfer Request

- Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* , , and  *become available.*
- Select . *The **Ship Warehouse Transfer** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try



ity access.	the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

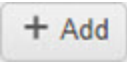
- Add a Warehouse Transfer
- Approve or Deny a Warehouse Transfer
- Ship a Warehouse Transfer
- Cancel a Warehouse Transfer
- Warehouse Overview
- Stock Item Overview
- Pick Plan Overview
- Materiel Release Order Overview

Add a Warehouse Transfer

Overview

The Warehouse Transfer Add process provides the ability to create a new Warehouse Transfer Record.

Navigation

MATERIEL MGMT > Warehouse Transfer >  > Add Warehouse Transfer pop-up window

Page Fields

The following fields display on the **Add Warehouse Transfer** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Warehouse Transfer Grid

To Warehouse *

Expected Delivery Date *
 Owning DoDAAC *
 Remarks

Inventory Items Grid

All
 Stock Nbr
 Item Desc
 ICN
 Serial Nbr
 Shelf Life Remaining
 Qty
 Available Qty
 Location
 Container
 Owning DoDAAC
 GFM Contract Nbr
 Prj Cd
 Cond Cd

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Warehouse Transfer Request



Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **Add Warehouse Transfer** pop-window appears.


Add Warehouse Transfer ✕



Instructions

*** To Warehouse**
 ▼

*** Owning DoDAAC**
 ▼





Remarks

*** Expected Delivery Date**






Inventory Items  

<input type="checkbox"/> All	Stoc...	Item...	ICN	Seri...	Shel...	Qty	Avail...	Loca...	Cont...	Own...	GFM...	Prj Cd	Con...


Selected





1






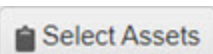
Page 1 of 1

50 items per page
No items to display

Container ID
 

 Add
 Cancel

- A. Use  to select the To Warehouse.
- B. Use  to select the Expected Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Owning DoDAAC.
- D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
- E. Click . The **Inventory Selection** pop-window appears.

Note



Select Assets **OR** a CONTAINER ID for a single transaction. Selecting both options are not available for a single transaction.

- F. Enter the CONTAINER ID, or use  to browse for the entry. *This is a 20 alpha-*




numeric character field.

Container Identification Browse help

2. Select . The **Add Warehouse Transfer** pop-window closes, and the record appears at the top of the Warehouse Transfer Request grid, highlighted in green with a Processing status of "In Process".

Note

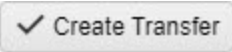
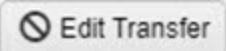


Confirm
×


Stock Numbers: 4240015124434 contain components that are not stored together with kit and will be shipped from the associated locations.
Do you want to create the transfer anyway?

✓ Create Transfer
⊘ Edit Transfer

appears if the selected components are not stored together.

- Select . The **Add Warehouse Transfer** pop-window closes, and the record appears at the top of the Warehouse Transfer Request grid, highlighted in green.
- Select . The **Add Warehouse Transfer** pop-window appears.

Note




Confirm
×


Stock Numbers: 0001000064317 are not stocked at receiving warehouse for this owning Dodaac.
Do you want to create the transfer anyway?

✓ Create Transfer
⊘ Edit Transfer



appears if the selected stock numbers are not stocked at the receiving warehouse for the specific DoDAAC.

-  Create Transfer

. The **Add Warehouse Transfer** pop-window closes, and the record appears at the top of the Warehouse Transfer Request grid, highlighted in green.
-  Edit Transfer

. The **Add Warehouse Transfer** pop-window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

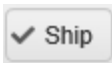
- Warehouse Transfer Overview
- Approve or Deny a Warehouse Transfer
- Ship a Warehouse Transfer
- Cancel a Warehouse Transfer

Ship a Warehouse Transfer

Overview

The Warehouse Transfer Ship process provides the ability to initiate the shipping of the items listed.

Navigation

MATERIEL MGMT > Warehouse Transfer > ☐ (desired record) >  > Ship Warehouse Transfer pop-up window

Page Fields

The following fields display on the **Ship Warehouse Transfer** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Choose a shipment location or container for the Warehouse Transfer via the browse control.
14	Select "Cancel" button to return to previous page.

Ship Document

Ship In Location or Container *
New Location / New Container



(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

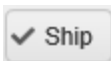
Ship a Warehouse Transfer

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. The Warehouse Transfer record is highlighted, and

, , and  become available.

Note



becomes available when the Process Status is "In Process".

2. Select . The **Ship Warehouse Transfer** pop-up window appears.

Ship Warehouse Transfer

Instructions



Ship Document

* Ship in Location or Container

Location

New Location

Select an Item





- A. Use to select the Ship In Location or Container. *Depending upon the selection, the following field changes.*

Helpful Tip



If the selected transfer is apart of a container shipment,

This Warehouse Transfer is part of a container shipment. Shipping this Warehouse Transfer will ship all Warehouse Transfers associated with the container.

appears instead of the Ship In Location or Container field.

Enter the New Location, or use to browse for the entry. *This is a 15 alpha-numeric character field.*
 Location Browse help

B.

OR

Enter the New Container, or use to browse for the entry. *This is a 20 alpha-numeric character field.*
 Container Identification Browse help

3. Select ☒ Ship . The **Ship Warehouse Transfer** pop-up window closes. The Processing Status for the request changes to "Shipped" and the Document Transaction Status changes to "IN TRANSIT".

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



<p>have the appropriate security access.</p>	<p>access. Enter different Search Criteria and try the Search again.</p>
<p>1120 — Entered 'APPROVED QTY' and 'BackOrder QTY' is < 'Requested QTY' and will become a Partial transfer. Click Yes to continue and Cancel to close and return.</p>	<p>Invalid Entry. The Requested QTY must be more than the APPROVED QTY and BackOrder QTY combined. Either select Yes for a Partial Transfer or Cancel to fix the numbers.</p>
<p>1121 — Entered 'APPROVED QTY' and 'BackOrder QTY' exceed 'AVAIL QTY' and will initiate a Backorder in excess of that ordered. Click Yes to continue and Cancel to close and return.</p>	<p>Invalid Entry. The AVAIL QTY must be more than the APPROVED QTY and BackOrder QTY combined. Either select Yes for a Backorder or Cancel to fix the numbers.</p>

Related Topics


- [Warehouse Transfer Overview](#)
- [Add a Warehouse Transfer](#)
- [Approve or Deny a Warehouse Transfer](#)
- [Cancel a Warehouse Transfer](#)


Print a Warehouse Transfer

Overview


The Warehouse Transfer Print process provides the ability to print shipping forms.

Note





Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Warehouse Transfer > ☐ (desired record) >

 Print Forms 

 >

Warehouse Transfer Print page

Page Fields

The following fields display on the **Warehouse Transfer Print** page. For more information on each field, select the appropriate hyperlink.




Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select "Ship" button to mark a document as shipped.
xxxx	Select "Print 1348" button to print form DD1348.

Search Criteria Grid

- Document Nbr
- Stock Nbr 
- Item Desc 
- Warehouse To
- Reportable Commodity Type
- Document Status
- Shipment Ref Nbr 

Warehouse Transfer Request Grid

- All
- To Warehouse
- Document Nbr
- Shipment Ref Nbr
- Stock Nbr
- Item Desc
- Ordered Qty

Approved Qty
Denied Qty
BackOrder Qty
Shipped Qty
Processing Status

Optional

LIN/TAMCN
Container ID
Priority Cd
Document Status
Security Commodity Type
Reportable Commodity Type
Document Type
Mgmt Cd
Stocking UI
Stocking Unit Price
Last Transaction Dt/Tm
Last Updated By
Established By
Established Dt/Tm

Expanded Request Grid

Document Transaction Status
Last Updated By
Cond Cd
Transaction Qty
Suffix Cd
Pick Nbr
Pick Status

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips

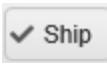
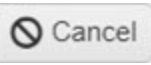
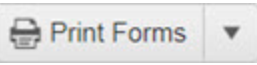
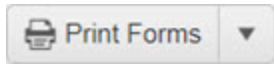


Click the following link to display Warehouse Navigation Tips.



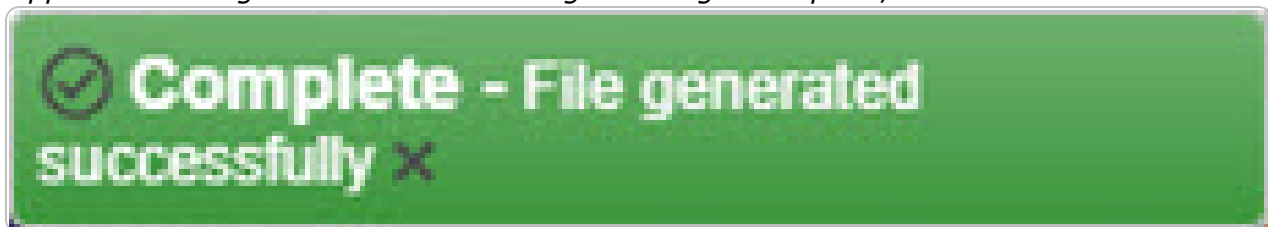
Print a Warehouse Transfer

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

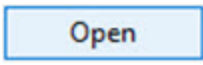

- Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and*  ,  , and  become available.
- Select .
- Select the form to print: **DD Form 1348** or **DD Form 1149**.



appears in the right hand corner. When generating is complete,



appears.

- A pop-up window appears after generating the form. *Choose whether to:*
 -  has the PDF document appear, and is printable from here.
 -  saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Warehouse Transfer Overview
- Add a Warehouse Transfer
- Ship a Warehouse Transfer




Cancel a Warehouse Transfer

Overview

The Warehouse Transfer Cancel process provides the ability to cancel a warehouse transfer.

Navigation

MATERIEL MGMT > Warehouse Transfer > ☐ (desired record) >  > Cancel Warehouse Transfer or Cancel Container Warehouse Transfer pop-up window

Page Fields

The following fields display on the **Cancel Warehouse Transfer** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Cancel Grid

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Cancel a Warehouse Transfer

- Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and*

✓ Ship

⊘ Cancel


Print Forms

▼

become available.

- Select

⊘ Cancel

. *The **Cancel Warehouse Transfer** pop-up window appears.*

Cancel Warehouse Transfer

Do you want to cancel this Warehouse Transfer?

✓ Yes

⊘ No

Cancel Container Warehouse Transfer

This Warehouse Transfer is part of a container shipment. Cancelling this Warehouse Transfer will cancel all Warehouse Transfers associated with the container.

Do you want to cancel this Warehouse Transfer?

✓ Yes

⊘ No

- Select

✓ Yes

. *The selected Warehouse Transfer is removed from the Warehouse Transfer grid on the **Warehouse Transfer Search** page.*
- Select

⊘ No

. *The Warehouse Transfer grid appears on the **Warehouse Transfer Search** page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



have the appropriate security access.

access. Enter different Search Criteria and try the Search again.

Related Topics

- Warehouse Transfer Overview
- Add a Warehouse Transfer
- Approve or Deny a Warehouse Transfer
- Ship a Warehouse Transfer



Material Movement Plan

Overview

The Material Movement Pick Plan process provides the ability to create, initiate, cancel, and edit existing Pick requests, as well as assign personnel. Pick Plan requests identify what assets are moved and where they are moved .

Also, the Pick Plan procedure is embedded in other Warehouse processes such as:

- Unit Issue
- Set Kit Outfit
- Warehouse Transfer

The Material Movement procedure is divided into two processes:

- **Plan**
 - Used to identify specific items to pick
- **Pick**
 - Records what was physically moved based on the Pick Plan

Note




Pick Selections can be performed on Automatic Identification Technology (AIT) devices (PDCDs). Any picks which have been previously downloaded to an AIT device cannot be edited via the online Pick process because they have been assigned to be performed from the scanner. Once they have been completed on the scanner, the information is then uploaded back to the Warehouse Management Module and the Plan closed.

Allocated assets already reserved by the picking process of another pick plan can not be selected into a current pick plan.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.



This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement> Plan > Materiel Movement Plan page

Page Fields

The following fields display on the Pick Plan page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

- Pick Nbr *i*
- Pick Desc *i*
- Pick Type
- Pick Status
- Display Closed Statuses
- Cost Center
- Assigned To

Search Results Grid

- Pick Nbr
- Pick Desc
- Stock Nbr Picks
- Inventory Picks
- Container Picks
- Pick Type
- Pick Status
- Cost Center
- Assigned To
- Priority
- Rqd Pick By Dt/Tm

Optional

- Program Id
- Established Dt/Tm
- Established By

Last Transaction Dt/Tm

Last Updated By

Stock Nbr Picks Section

Stock Nbr

Item Desc

Mgmt Code

Include Pick

Status

Location

Container

Cond Cd

Requested Qty

Planned Qty

To Location

To Container

To Location Type

Owning DoDAAC

Prj Cd

Inv Type

Optional

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Inventory Picks Sections

ICN

Stock Nbr

Item Desc

Serial Nbr

Pick Order

Status

Location

Container

Cond Cd

Requested Qty




Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Container Picks Section

Container  *
Change Destination
To Location Type
To Location

(*) Asterisk identifies mandatory fields.

Procedures

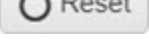
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.





Search for a Pick Plan


One or more of the Search Criteria fields can be entered to isolate the results. By default, all

"Open" records are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



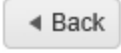
- Enter the desired number in the PICK NBR in the field provided.
- Enter a description of the Pick in the PICK DESC field.
- Use  to select the desired Pick Type.
- Use  to select the desired status in the Pick Status field.
- Select the Display Closed Statuses ☐ to display records with a "Closed" status.
- Use  to select the desired Cost Center in the field provided.
- If a Cost Center is assigned, use  to select the desired personnel in the Assigned To field.

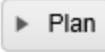
2. Click  to display search results in the Materiel Movement Plan grid.

Add a Pick Plan Record

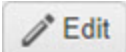
- Select  to advance to the Add Pick Plan page.


Update a Pick Plan Record

Selecting  closes the procedure, and returns to the **Materiel Movement Plan** page, without any changes.






1. Select  next to the desired record. The screen advances to the **Materiel Movement Plan Details** page.
2. Perform one or more of the following:

Update the Pick Plan Selected Section

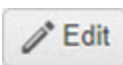






- A. Select  in the Pick Plan Selected section. The panel changes, and certain fields become editable.

Selecting  from this point on removes the new entries and closes the window.



- B. Verify or revise the Cost Center field. If it is not correct, review and use  to modify the Cost Center if necessary.
- C. Review and use  to adjust the Priority number. *This is a mandatory field.*
- D. Use  to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*
- E. Use  or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TMRqd Pick by Dt field. *Entry must be greater than today's date.*
- F. Describe the Pick record in the Pick DESC field. This field is a mandatory. *Users can enter up to 1024 alphanumeric characters in the field provided.*
- G. Select  to process the transaction .

Update STOCK NBRs Picks

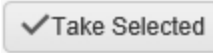
- A. Select  next to the desired entry. The Update STOCK NBRs Picks pop-up window appears.
 Selecting  from this point on removes the new entries and closes the pop-up window.
- B. Enter the Location, or use  to browse for the entry.
- C. Enter the Container, or use  to browse for the entry.
- D. If the Location contains multiple Location Type CDs, use  to assign the Location Type CDs.
- E. Select  to process the transaction.
- F. Click  to assign assets to the pick record. *This step is mandatory if the STOCK NBR is Bulk Managed.*
 - A. The **Inventory Selection** pop-up window appears.
 - B. Choose the option:



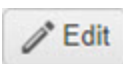
A. Click ☐ to select all assets from a single entry.

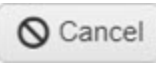
OR

B. Place the cursor in the Selected Quantity field, and enter the desired number to take from the entry.


C. Select  to apply the selected assets to the pick record. The pop-up window closes, and the selected assets are assigned to the record.


Update an Inventory Pick

A. Select  next to the desired entry. The **Update Inventory Picks** pop-up window appears.

Selecting  from this point on removes the new entries and closes the pop-up window.

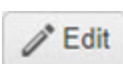
B. Enter the Location, or use  to browse for the entry.


C. Enter the Container, or use  to browse for the entry.

D. If the Location contains multiple Location Type CDs, use  to assign the Location Type CDs.


E. Select  to process the transaction.

Update Container Picks

A. Select  next to the desired entry. The **Update Container Picks** pop-up window appears.

Selecting  from this point on removes the new entries and closes the pop-up window.

B. Enter the Location, or use  to browse for the entry.



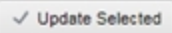
C. If the Location contains multiple Location Type CDs, use  to assign the Location Type CDs.



- D. Select  to process the transaction.

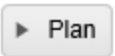
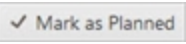
Attention



When dealing with multiple entries from multiple locations, users can perform a Mass Edit. Select the desired entries by checking ☐ for each entry in the grid (use the "All" ☐ at the top to select all). To assign entries to one location or container, use  to browse and select a location in the To Location field, or use  to browse and select a container in the To Container field. Users may also manually enter the location or container in the respective fields. Once the data is entered, select  to process the request.

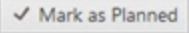
3. Select  to return to the **Manage Plan** page.

Initiate a Pick Plan



1. Select  next to the desired record.
2. Insure the desired location or container is assigned in the To Location or To Container field.
3. Click . The **Continue to Next Status** pop-up window appears.

Attention

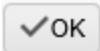


When selecting , no further edits to the picks are allowed. In order to proceed, the Pick Plan must satisfy the following rules:

- All stock number picks for serialized stock numbers must have a "From" location or container specified (but not both). These stock number picks optionally may be converted into inventory picks, instead.
- All stock number picks for bulk stock numbers must be converted to inventory picks.


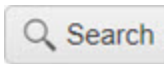
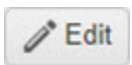

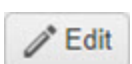





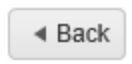
4. Select  to complete the process or  to return to the **Plan Detail** page. *If "Yes" is selected, the pop-up window disappears and the **Pick Updated** pop-up window appears.*



5. Click  to confirm. The pop-up window closes and the main page returns to the **Materiel Movement Plan** page. *The status of the Pick Plan is now "PL - Pick Planned".*

Edit a Pick Plan


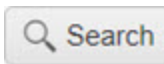
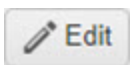

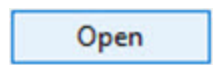
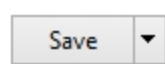


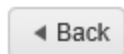
The system allows users to edit the Pick Plan Selected section of Pick Plan Records with a status of "PK - Full", "PT - Partial Pick", or "PL - Pick Planned".

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A  appears.
2. Select  to display search results in the Materiel Movement Plan grid.
3. Select  next to the desired record. *The **Materiel Movement Plan Details** page appears.*
Selecting  from this point on removes the new entries and closes the window.
4. Select  in the Pick Plan Selected section.
5. Review and use  to modify the Cost Center.
6. Review and use  to adjust the Priority number. *This is a mandatory field.*
7. Use  to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*
8. Use  or enter a date and time (MM/DD/YYYYHH:MM) in the Rqd Pick by Dt field. *Entry must be greater than today's date.*
9. Describe the Pick record in the Pick DESC field. *This field is a mandatory.*
10. Select  to process the transaction.
11. Choose  to return to the **Materiel Movement Plan** page.

Print a Pick Plan List



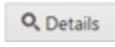
If a Pick Plan record has a status of "PL - Pick Planned", users can print the **Pick List** report.



1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A  appears.
2. Select  to display search results in the Materiel Movement Plan grid.
3. Select  next to the desired record to advance to the **Materiel Movement Plan Details** page.
4. Click . A dialog box appears at the bottom of the window with the following options:
 -  puts the document into Adobe Reader. Users can print from here.
 -  allows users to save the document and print at a later time.
 -  closes the dialog box and returns users to the **Plan Detail** page. Users can also press the  on the right to close the dialog box.
5. Choose  to return to the **Materiel Movement Plan** page.

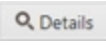
Display the Pick Plan Details

The system allows users to view the details of Pick Plan Records with a status of "CP - Complete, Full Pick" or "CN - Cancelled".

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A  appears.
2. Select  to display search results in the Materiel Movement Plan grid.
3. Select  next to the desired record to display the Details page.

Note



The  displays the read only details of the Pick Plan. The screen shows the Pick Plan Selected section and the current inventory picks along with the status of the pick. The page has four sections:



- **Pick Plan Selected Section**

shows the Details of the Pick Plan including the Pick Number, Pick Description, Pick Type, Pick Status, Priority, Assigned To, Cost Center, and Required Pick By Date. It also includes a summation of the request types (Stock Number and Inventory).

- **STOCK NBRS Picks Grid Section** (soft picks)


specifies the Stock Number, Condition Code, Owning DODAAC, and Project Code of the assets being picked. This type of pick does not correlate to a specific item in the warehouse.

- **Inventory Picks Grid Section** (hard picks)


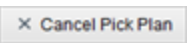



specifies the ICN, Condition Code, Owning DODAAC, Project code and Location/Container of the assets being picked. This type of pick correlates directly to a specific item in the warehouse.

- **Container Picks Grid Section** (hard picks)

specifies the Container ID. This type of pick correlates directly to a specific container within the warehouse.

4. Choose  to return to the previous page.

Cancel a Pick Plan

1. Select  next to the desired record to advance to the **Materiel Movement Plan Details** page.
2. Select  between the Pick Plan Selected and Inventory Picks sections. The **Cancel Pick Plan** pop-up window appears.
3. Click  to cancel the Pick Plan or  to return to the **Materiel Movement Plan Details** page.
4. Select  to confirm. The pop-up window closes, and the main page returns to the **Materiel Movement Plan** page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
xxxx - For a Receipt-Stow Pick Type, you must first create one of the following Location Types: Stock, Individual Issue, or Issue.	Invalid Entry. The Warehouse does not contain the appropriate location types. Contact the Warehouse Manager to create location types of "3 – Stock" or "9 - Individual Issue" or "2 – Issue", then re-enter the Pick.
13 - Mandatory Entry: Cost	Missing Entry. Enter the appropriate information

Center.	
13 - Mandatory Entry: <i>PICK</i> <i>DESC.</i>	in the desired field.
13 - Mandatory Entry: <i>Pri-</i> <i>ority.</i>	

Related Topics

- Add a Materiel Movement Plan
- Materiel Movement Pick


Material Movement Plan Add

Overview


The Material Movement Pick Plan Add process provides the ability to add a Pick Plan Request. These requests designate what assets are to be moved and where. Allocated assets already reserved by the picking process of another Pick Plan can not be selected into the current Pick Plan being generated.

Note

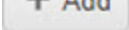


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Plan >  > Materiel Movement Plan page

Page Fields

The following fields display on the Pick Plan Add page. For more information on each field, select the appropriate hyperlink.

Pick Planning tab

Pick Nbr (Auto-Generated)
Pick Status (Auto-Determined)
Pick Type
Cost Center
Assigned To
Priority *
Rqd Pick by Dt
Pick Desc *
What type of picks should be added? *



Stock Nbr Picks
Inventory Picks
Container Picks

Stock Nbr Picks Section

Stock Nbr
Item Desc
Mgmt Code
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inventory Picks Sections

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd




Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Container Picks Section

Container  *
Change Destination
To Location Type
To Location

(*) Asterisk identifies a mandatory field


Procedures

DPAS Navigation Helpful Tips

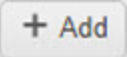





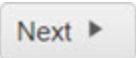


Click the following link to display Warehouse Navigation Tips.

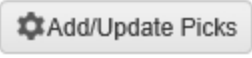
To Add a Pick Plan Record


Selecting  closes the add procedure and is not added to the Materiel Movement Plan results grid.



1. Select  . The page advances to display the **Pick Plan Header** panel.
2. Use  to select a desired Cost Center if necessary in the field provided.
3. Use  to select a desired personnel if necessary in the Assigned To field.
4. Enter a value (1-10) or use  to enter the Priority number. *This is a mandatory field.*
5. Use  or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TM field. *Entry must be greater than today's date.*
6. Describe the request along with instructions in the PICK DESC field. This field is a mandatory. *Users can enter up to 1024 alphanumeric characters in the field provided.*
7. Deselect  to remove the desired type from the listed types of pick details. At least one type is mandatory. *By default, all types are selected for the request.*
 - **Stock Nbr Picks**
 - **Inventory Picks**
 - **Container Picks**
8. Select  to continue. *The first Pick Details type selected appears.*

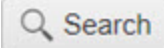



STOCK NBR PICKS

1. Select  to enter items into the Selected STOCK NBR Picks. The **Inventory Selection** pop-up window appears.
 - A. Users can narrow results by selecting fields in the Search Criteria section.

Selecting  at any point of this procedure returns all fields to the default "All" setting.


 - STOCK NBR
 - MIN QTY RQD
 - Location
 - COND CD
 - Additional INFO




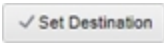


- B. Select  to view the results in the Inventory Selection grid.
- C. Select ☐ next to the desired entry to choose the entire quantity.  appears. *If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use  to adjust the quantity for selection.*
- D. Repeat steps A-C if moving more than one STOCK NBR.
- E. Click  to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the request.

Note



If an entry is selected in error, select  to remove the entry from the Selected STOCK NBR Picks.

2. Select ☐ of the desired entries to change the destination check row(s) under "Change Destination" to apply destination changes.
3. Use  in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use  to browse for the entry. *This is a 25 alpha-numeric character field.*
Location Browse help
5. Enter the To Container, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
Container Identification Browse help
6. Select  to apply the destination changes in the Selected STOCK NBR Picks grid.

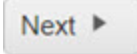
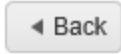

Attention






If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").


7. Choose one of the following options:

-  to continue to the next step
-  to return to the previous step
-  to complete the process and save all items

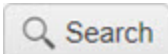
Inventory Picks

1. Select  to add items to the Selected Inventory Picks. The **Inventory Selection** window appears.




A. Users can narrow results by selecting fields in the Search Criteria section.

Selecting  at any point of this procedure returns all fields to the default "All" setting.

- STOCK NBR
- ICN
- MIN QTY RQD
- Location
- COND CD
- SERIAL NBR
- MFR CAGE
- MFR CONTRACTNBR
- MFR LOTNBR
- MFR DATE
- Additional INFO


B. Select  to view the results in the Inventory Selection grid.




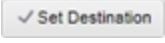


- C. Select ☐ next to the desired entry to choose the entire quantity.  appears. *If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use  to adjust the quantity for selection.*
- D. If moving more than one inventory item, repeat steps A-C.
- E. Click  to add the inventory to the request. The **Inventory Selection** pop-up window closes, and the inventory quantity is added to the request.

Note



If an entry is selected in error, select  to remove the entry from the Selected Inventory Picks.

2. Select ☐ of the desired entries to change the destination.
3. Use  in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
Location Browse help
5. Enter the To Container, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
Container Identification Browse help
6. Select  to apply the destination changes.

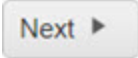
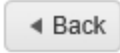
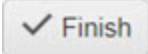
Attention




If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:



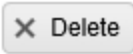
-  to continue to the next step
-  to return to the previous step
-  to complete the process and save all items





Container Picks

1. Enter the To Container, or use  to browse for the entry.
2. Select to add the Container to the Container Picks.

Note



If an entry is selected in error, select  to remove the entry from the Selected Inventory Picks.

3. If moving more than one container, repeat steps 1 and 2.
4. Select  of the desired entries to change the destination.
5. Use  in the To Location Type field to assign a type of location.
6. Enter the To Location field, or use  to browse for the entry. *This is a 25 alpha-numeric character field.*
Location Browse help
7. Select  to apply the destination changes.

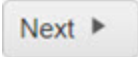
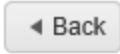

Attention



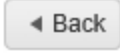

If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

8. Choose one of the following options:



-  to continue to the next step
-  to return to the previous step
-  to complete the process and save all items

Review and Finish

1. Review the Pick Plan and associated details on the Pick Plan Header tab, STOCK NBR Picks tab, Inventory Picks tab, and Container Picks tab.
2. Choose one of the following options:
 -  to return to the previous step
 -  to complete the process and save all items
9. Once the review of the pick type details is completed, the screen returns to the Materiel Movement Pick screen. The new Pick Plan record appears at the top of the Materiel Movement Pick grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following



ported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.	permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
13 - Mandatory Entry: <i>Cost Center</i> .	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: <i>PICK DESC</i> .	
13 - Mandatory Entry: <i>Pri- ority</i> .	

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick

Update a Materiel Movement Container Pick

Overview

The Materiel Movement Container Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

Note

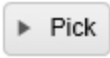
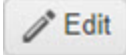


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record) >  Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Container Picks** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.



18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Container Picks

Container

To Location 

Status

To Location Type

(*) Asterisk identifies mandatory fields.


Procedures

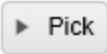
DPAS Navigation Helpful Tips

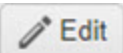


Click the following link to display Warehouse Navigation Tips.



Update Container Picks


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- 

Select next to the desired record. The **Materiel Movement Pick Details** page appears.
- 

Select next to the desired entry. The **Update Container Picks** pop-up window appears.
- Verify the Container.

- Update the To Location field, using  or  to assist with the revised location. *This is a 25 alphanumeric character field.*

Location Browse help
- Verify the Status.
- Verify the To Location Type.
- Select . The **Update Container Picks** pop-up window closes, and the revised Pick appears in the Container Picks grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Materiel Movement Plan](#)
- [Materiel Movement Pick](#)
- [Add a Materiel Movement Plan](#)
- [Materiel Movement Closed Pick Details](#)
- [Materiel Movement Open Pick Details](#)
- [Update Stock Nbr Picks](#)
- [Update Inventory Picks](#)





Update a Materiel Movement Inventory Pick

Overview


The Materiel Movement Inventory Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

Note

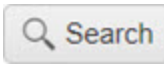




Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record) >  Edit (desired record) > Update Inventory Picks pop-up window


Page Fields

The following fields display on the **Update Inventory Picks** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



ODASD (Logistics)


under A&S Sustainment

— 735 —

— 03 Sep 2024 —



DPAS Helpdesk

1-844-843-3727



18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Inventory Picks

ICN
 Serial Nbr
 Stock Nbr
 Cond Cd
 Location
 Container
 Owning DoDAAC
 Prj Cd
 Requested Qty *
 Planned Qty *
 Status
 Picked Qty *
 To Location 
 To Container 
 To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

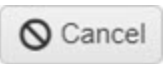
DPAS Navigation Helpful Tips










Click the following link to display Warehouse Navigation Tips.



Update Inventory Picks

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired record. The **Materiel Movement Pick Details** page appears.
2. Select  next to the desired entry. The **Update Inventory Picks** pop-up window appears.
3. Verify the ICN.
4. Verify the SERIAL NBR.
5. Verify the STOCK NBR.
6. Verify the COND CD.
7. Verify the Location.
8. Verify the Container.
9. Verify the OWNING DoDAAC.
10. Verify the PRJ CD.
- 11.** Verify the Requested QTY.
- 12.** Verify the Planned QTY.
13. Verify the Status.
- 14.** Update the Picked QTY field, using  to choose the revised amount.
15. Update the To Location field, using  or  to assist with the revised location. *This is a 25 alphanumeric character field.*
Location Browse help
16. Update the To Container field, using  or  to assist with the revised identification. *This is a 25 alphanumeric character field.*
Container Identification Browse help
17. Verify the To Location Type.



18. Select  . The **Update Inventory Picks** pop-up window closes, and the revised Pick appears in the Inventory Picks grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details

- Update Stock Nbr Picks
- Update Container Picks



Matériel Movement Pick

Overview

The Warehouse Management module Matériel Movement Pick process provides the ability to manage the pick planning, allocation, and picking of assets in a Pick Plan record. The process tracks in the system what is physically picked from the warehouse, when the pick plan is executed, and where the assets are located upon completion of the Pick record.

Note



A Pick Plan is downloadable to an Automatic Identification Technology (AIT) hand held device (scanner).

The AIT device performs picks and automatically records the items as they are being picked, temporarily marking the items as in-transit while the pick is happening, and then marking them as moved to their final destinations when completed.

The hand held Picking application attempts to close the pick plan when it is completed. Any picks that were previously downloaded to an AIT device are not editable on the computer prior to syncing, because the picks are still on the hand held device.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Matériel Movement > Pick > Matériel Movement Pick page

Page Fields

The following fields display on the **Matériel Movement Pick** page. For more information on each field, select the appropriate hyperlink.





Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
471	Select "Pick" button to edit the details of the Pick Plan.
470	Select "Details" button to view a read only screen of the Pick Plan.

Search Criteria Grid

Pick Nbr 

Pick Desc 

Pick Type

Pick Status

Display Closed Statuses

Cost Center

Assigned To

Search Results Grid

Pick

Pick Nbr

Pick Desc

Stock Nbr Picks
Inventory Picks
Container Picks
Pick Type
Pick Status
Cost Center
Assigned To
Priority
Rqd Pick By Dt/Tm

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Materiel Movement Pick Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions ▼

Search Criteria ▲

i Pick Nbr

Pick Type







Pick Status

Cost Center


i Pick Desc


Display Closed Statuses ☐

Assigned To

- Enter the PICK NBR, using  to assist with the entry. *This is a 17 alphanumeric character field.*
- Enter the PICK DESC, using  to assist with the entry. *This is a 1,024 alphanumeric character field.*
- Use  to select the Pick Type.
- Use  to select the Pick Status.
- Click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
- Use  to select the Cost Center. *Once the Cost Center is selected, Assigned To becomes available.*
- Use  to select the Assigned To.

2. Select . *The results display in the Materiel Movement Pick grid.*

Materiel Movement Pick									
+ Add Grid Options									
Pick Nbr	Pick Desc	Stock Nbr	Inventory Picks	Container Picks	Pick Type	Pick Status	Cost Center	Assigned To	Priority
 Pick	A01P2020233000001	BPG Test	0	0	1	IM - Internal Movement	PL - Pick Planned	SWISSCHEESE - NEVER ENOUGH CHEESE...	10


50 items per page



1 - 1 of 1 items

Add a Materiel Movement Pick Record


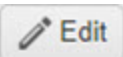
Select . *The **Add a Materiel Movement Pick** page appears.*




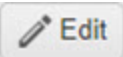
Display a Closed Materiel Movement Pick Details

1. In the Search Criteria, click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
2. Select . *The results display in the Materiel Movement Pick grid.*
3. Select  next to the desired record. *The **Materiel Movement Closed Pick Details** page appears.*


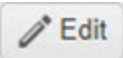
Update STOCK NBR Picks

1. Select  next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select  next to the desired entry. *The **Update Stock Nbr Picks** pop-up window appears.*

Update Inventory Picks


1. Select  next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select  next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*

Update Container Picks


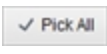

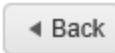
1. Select  next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select  next to the desired entry. *The **Update Container Picks** pop-up window appears.*




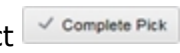

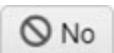
Mass Update the To Location / To Container

1. Select  next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Determine which entries require a mass movement..

Initiate a Materiel Movement Pick

1. Select  next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Click . *The **Pick Updated** pop-up window appears.*
3. Select . *The pop-up window closes, and the status of applicable entries change to "PK - Full Pick".*
4. Choose  to return to the previous page.


Complete a Materiel Movement Pick

1. Select  next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select . *The **Continue to Next Status** pop-up window appears.*
3. Click  to complete the Pick, or  to close the window and return to the **Materiel Movement Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.

Attention




If all assets are not selected in the Materiel Movement Pick record (i.e. the Picked QTY for an entry is zero and the entry status is "NP - Not Picked"), the **Continue to Next**



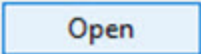
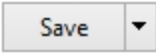

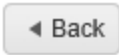
Status pop-up window states that selecting  designates the record with a "Complete - Partially Picked" status. In cases where partial picks are not allowed, the pick item




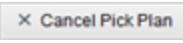



should be excluded from the pick prior to completing the pick.

4. Select . The pop-up window closes and returns to the **Materiel Movement Pick** page.

Print a Materiel Movement Pick List

1. Select  next to the desired record. The **Materiel Movement Open Pick Details** page appears.
2. Click . A dialog box appears at the bottom of the window with the following options:
-  has the PDF document appear, and is printable from here.
 -  saves the PDF document, and is printable at a later time.
 -  closes the dialog box and returns to the **Pick Detail** page.
3. Choose  to return to previous page.

Cancel a Materiel Movement Pick

1. Select  next to the desired record. The **Materiel Movement Open Pick Details** page appears.
2. Select . The **Cancel Pick Plan** pop-up window appears.
3. Click  to cancel the Pick, or  to close the pop-up window and return to the **Materiel Movement Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.
4. Select . The pop-up window closes and returns to the **Materiel Movement Pick** page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
xxxx - Cannot complete the pick for pick nbr "{0}", because the pick plan contains open stock nbr picks.	Invalid Entry. The pick cannot be completed. Fix the open picks and try again.

Related Topics

- Materiel Movement Plan
- Add a Materiel Movement Plan

- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks





Add a Materiel Movement Pick


Overview

The Materiel Movement Pick Add process provides the ability to create a Pick Plan record.

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick >  > Add a Materiel Movement Pick page

Page Fields

The following fields display on the **Add a Materiel Movement Pick** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Pick Plan Header

- Pick Nbr
- Pick Status
- Pick Type
- Cost Center
- Assigned To
- Priority *
- Rqd Pick By Dt/Tm
- Pick Desc *
- Stock Nbr Picks
- Inventory Picks
- Container Picks

Stock Nbr Picks

Add / Update Picks

Selected Stock Nbr Picks

- Change Destination
- Stock Nbr
- Cond Cd
- Owning DoDAAC
- Prj Cd
- Location

Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Inventory Picks

Add / Update Picks

Selected Inventory Nbr Picks

Change Destination
Stock Nbr
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Container Picks

Container  *

Container Picks

Change Destination



Container
To Location Type
To Location

Destination

To Location Type
To Location

Review and Finalize

Pick Plan Header Tab

Pick Nbr
Pick Status
Pick Type
Cost Center
Assigned To
Priority
Rqd Pick By Dt/Tm
Pick Desc

Stock Nbr Picks Tab

Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Inventory Picks Tab

ICN
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty



To Location Type
 To Location
 To Container

Container Picks

Container
 To Location Type
 To Location


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Materiel Movement Pick Record


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  to add a request. The **Materiel Movement Pick Add** pop-up window appears.






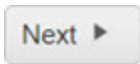
Instructions

Pick Plan Header


<p>Pick Nbr (Auto-Generated)</p> <p>Pick Type IM - Internal Movement</p> <p>Cost Center Optional ▼</p> <p>* Priority Enter a number (1-10) ▼</p> <p>* Pick Desc <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div></p> <p>* What types of pick details should be added?</p> <p><input checked="" type="checkbox"/> Stock Nbr Picks</p> <p><input checked="" type="checkbox"/> Inventory Picks</p> <p><input checked="" type="checkbox"/> Container Picks</p> <p>Next ▶</p>	<p>Pick Status (Auto-Determined)</p> <p>Assigned To Optional ▼</p> <p>Rqd Pick By Dt/Tm <div style="border: 1px solid #ccc; width: 100%; height: 20px; position: relative;"> 📅 ⌚ </div></p>
---	--






2. The **PICK NBR** automatically populates and is not editable.
3. The **Pick Status** automatically populates and is not editable.
4. The **Pick Type** automatically populates and is not editable.
5. Use  to select the Cost Center.
6. Use  to select the Assigned To.
7. Use  to choose the Priority.
8. Use  to select the RQD PICK BY DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
9. Enter the Pick DESC in the field provided. *This is a 1024 alphanumeric character field.*
10. Deselect  to remove the desired type from the listed types of pick details. *By default, all types are selected for the request. At least **one** type is mandatory.*
11. Select  to continue. *The first Pick Details type selected appears.*

Stock NBR Picks


- A. Select . The **Inventory Selection** pop-up window appears.
- B. The selected **STOCK NBRs** appear in the **Selected STOCK NBR Picks** grid.

Instructions

Stock Nbr Picks



Selected Stock Nbr Picks

	<input type="checkbox"/> Change Destination	Stock Nbr	Cond Cd	Owning DoDAAC	Prj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
 Delete	<input type="checkbox"/>	113811381138B	A	N00022		ACB-2 COMMS		3			

Destination: Check row(s) under "Change Destination" to apply destination changes to (optional).




To Location Type


Optional

To Container

Optional

☒ Clear Destination

 Back
 Next
 Finish

 Cancel

- C. Repeat step A to add more **STOCK NBRs** to the grid.

Note





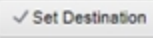


Select



to remove an incorrect STOCK NBR entry from the grid.

Change the Destination of a STOCK NBR

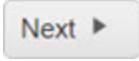
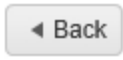

- Click  to select the STOCK NBR. *The remaining fields are changed to active.*
- Use  to select the To Location Type.
- Enter the To Location field, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
Location Browse help
- Enter the To Container, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
Container Identification Browse help
- Select . *The fields return to read only, and the revisions are added to the Selected STOCK NBR Picks grid.*

Attention




If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

D. Choose one of the following options:

- Select . *The next step appears.*
- Select . *The previous step appears.*
- Select . *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*




Inventory Picks

- A. Select . The **Inventory Selection** pop-up window appears.
- B. The selected inventory appears in the Selected Inventory Picks grid.

Instructions

Inventory Picks



Selected Inventory Picks

X Delete	<input type="checkbox"/> Change Destination	Stock Nbr	ICN	Serial Nbr	Cond Cd	Owning DoDAAC	Prj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
X	<input type="checkbox"/>	113811381138C	A0000000000000530081	PURPLE-2	A	N00022		ACB-2 COMMS		1			

Destination: Check row(s) under "Change Destination" to apply destination changes to (optional).

To Location Type: Optional

To Location: Optional ...

To Container: Optional ...

☒ Clear Destination

Back
Next
Finish

Cancel

- C. Repeat step A to add more Inventories to the grid.

Note





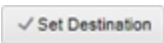


Select



to remove any incorrect inventory entry from the grid.

Change the Destination of Inventory

- a. Click  to select the Inventory. The remaining fields are changed to active.
- b. Use  to select the To Location Type.
- c. Enter the To Location field, or use  to browse for the entry. This is a 25 alphanumeric character field.
Location Browse help
- d. Enter the To Container, or use  to browse for the entry. This is a 25 alphanumeric character field.
Container Identification Browse help
- e. Select . The fields return to read only, and the revisions are added to the Selected Inventory Picks grid.

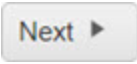
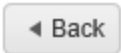
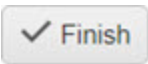


Attention



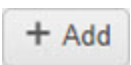


If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

D. Choose one of the following options:

- Select  . The next step appears.
- Select  . The previous step appears.
- Select  . The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.


Container Picks


- A. Use  or  to assist with the Container entry. This is a 25 alphanumeric character field.
- B. Select  . The Container appears in the Container Picks grid.


Instructions

Container Picks

*** Container**






	<input checked="" type="checkbox"/> Change Destination	Container	To Location Type	To Location
	<input checked="" type="checkbox"/>	COL00000000000000097		


Destination: Check row(s) under "Change Destination" to apply destination changes to (optional).


To Location Type





☒ Clear Destination


To Location












C. If moving more than one container, repeat steps 1 and 2.



Note




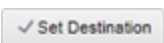


If an entry is selected in error, select

 **Delete**

to remove the entry from the Container Picks.

Change the Destination of a Container

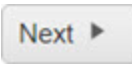
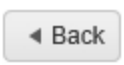

- Click  to select the Container. *The remaining fields are changed to active.*
- Use  to select the To Location Type.
- Enter the To Location field, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
Location Browse help
- Select . *The fields return to read only, and the revisions are added to the Container Picks grid.*

Attention



If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

D. Choose one of the following options:

- Select . *The next step appears.*
- Select . *The previous step appears.*
- Select . *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*



Review and Finish

A. Review the Pick Plan using the following tabs:

Instructions

Review and Finalize

Review the Pick Plan and associated details and click "Finish" to create and plan the Pick.

Pick Plan Header

Stock Nbr Picks

Inventory Picks

Container Picks

Pick Nbr
(Auto-Generated)

Pick Type
IM - Internal Movement

Cost Center

*** Priority**
10

*** Pick Desc**
BPG Test

Pick Status
(Auto-Determined)

Assigned To

Rqd Pick By Dt/Tm
10/30/2020

◀ Back
✓ Finish

⊘ Cancel

a. Pick Plan Header

1. *Verify the PICK NBR.*
2. *Verify the Pick Status.*
3. *Verify the Pick Type.*
4. *Verify the Cost Center.*
5. *Verify the Assigned To.*
6. *Verify the Priority.*
7. *Verify the RQD PICK BY DT/TM.*
8. *Verify the Pick DESC.*

b. Stock NBR Picks

1. *Verify the STOCK NBR.*
2. *Verify the COND CD.*
3. *Verify the Owning DoDAAC.*
4. *Verify the Location.*
5. *Verify the Container.*
6. *Verify the Requested QTY.*



7. *Verify the To Location Type.*
8. *Verify the To Location.*
9. *Verify the To Container.*

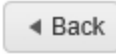

C. Inventory Picks

1. *Verify the ICN.*
2. *Verify the COND CD.*
3. *Verify the Owning DoDAAC.*
4. *Verify the PRJ CD.*
5. *Verify the Location.*
6. *Verify the Container.*
7. *Verify the Requested QTY.*
8. *Verify the To Location Type.*
9. *Verify the To Location.*
10. *Verify the To Container.*

d. Container Picks

1. *Verify the Container.*
2. *Verify the To Location Type.*
3. *Verify the To Location.*

B. Choose one of the following options:

- Select  . *The previous step appears.*
- Select  . *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*

12. *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Attempted to create one or more STOCK NBR picks with a requested qty that exceeds the available qty.	Invalid Entry. There is not enough of the STOCK NBR chosen to fill the pick amount. Choose a different STOCK NBR.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks




View the Materiel Movement Pick Details — for Closed Picks

Overview

The Materiel Movement Pick Details provides the ability to view the details of the read-only Pick Plan record.

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > ☐ Display Closed Statuses >

> > Materiel Movement Pick Details — for Closed Picks page

Page Fields

The following fields display on the **Materiel Movement Pick Details — for Closed Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
55	Use "Back" button to return to previous page.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.

Pick Plan Selected

Pick Nbr
 Cost Center
 Priority *
 Pick Status
 Assigned To
 Rqd Pick By Dt/Tm
 Pick Type
 Pick Desc *

Stock Nbr Picks Grid

Select Items
 Stock Nbr
 Item Desc
 Mgmt Cd
 Include Pick
 Status
 Location
 Container
 Cond Cd
 Requested Qty
 Planned Qty
 To Location
 To Container

To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Inventory Picks Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By
GFM Contract Nbr



Container Picks Grid

Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

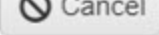
Procedures



DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Display a Closed Materiel Movement Pick Details

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Search Criteria, click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
2. Select . *The results display in the Materiel Movement Pick grid.*
3. Select  next to the desired record. *The Materiel Movement Pick Details page appears.*



Instructions

Pick Plan Selected

Pick Nbr NCLP20233000002	Cost Center CST1 - RECEIVING AND ISSUE	* Priority 10
Pick Status P1 - Pick Plan Created	Assigned To ATHEY, FAITH	Rqd Pick By Dt/Tm N/A
Pick Type IM - Internal Movement		
* Pick Desc BFG Test		

◀ Back

Stock Nbr Picks Grid Options

Stock Nbr	Item Desc	Mgmt Cd	Include Pick	Status	Location	Container	Cond Cd	Requested Qty	Planned Qty	To Location	To Container	To Location Type	Owning DoDAAC	Pj Cd	Inv Type
113811381138A	LIGHT SABER - BLUE	Managed	Yes	NP - Not Picked	ACB-2 COMMS		A - Svcb(w/o Qual)	2	2				N00022		End Item

1 - 1 of 1 Items

Inventory Picks Grid Options

ICN	Stock Nbr	Item Desc	Serial Nbr	Pick Order	Status	Location	Container	Cond Cd	Requested Qty	Planned Qty	To Location	To Container	To Location Type	Owning DoDAAC	Pj Cd	Inv Type	Parent ICN
A0000000000000530071	113811381138B	LIGHT SABER - GREEN	GREEN-2	0	NP - Not Picked	ACB-2 COMMS		A - Svcb(w/o Qual)	1	1				N00022		End Item	

1 - 1 of 1 Items

Container Picks Grid Options

Status	Container	To Location	To Location Type
NP - Not Picked	COL00000000000000000000		6 - Repair

1 - 1 of 1 Items

4. View the Pick Plan Selected Panel.
 - A. Verify the *PICK NBR*.
 - B. Verify the *COST CENTER*.
 - C. Verify the *PRIORITY*.
 - D. Verify the *PICK STATUS*.
 - E. Verify the *ASSIGNED TO*.
 - F. Verify the *RQD PICK BY DT/TM*.
 - G. Verify the *PICK TYPE*.
 - H. Verify the *PICK DESC*.

Note

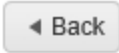
The Pick Plan selected determines the results grids available.

There may be one grid showing, two grids showing, or all three grids showing.

5. View the Stock Nbr Picks Grid.
 - A. Verify the *SELECT ITEMS*.
 - B. Verify the *STOCK NBR*.
 - C. Verify the *ITEM DESC*.
 - D. Verify the *MGMT CD*.
 - E. Verify the *INCLUDE PICK*.
 - F. Verify the *STATUS*.
 - G. Verify the *LOCATION*.

- H. *Verify the Container.*
 - I. *Verify the COND CD.*
 - J. *Verify the REQUESTED QTY.*
 - K. *Verify the Planned Qty.*
 - L. *Verify the To Location.*
 - M. *Verify the To Container.*
 - N. *Verify the To Location Type.*
 - O. *Verify the OWNING DoDAAC.*
 - P. *Verify the PRJ CD.*
 - Q. *Verify the INV TYPE.*
 - R. View the optional grid columns.
 - a. *Verify the Program ID.*
 - b. *Verify the ESTABLISHED DT/TM.*
 - c. *Verify the ESTABLISHED BY.*
 - d. *Verify the Last Transaction DT/TM.*
 - e. *Verify the LAST UPDATED BY.*
6. View the Inventory Picks Grid.
- A. *Verify the ICN.*
 - B. *Verify the STOCK NBR.*
 - C. *Verify the ITEM DESC.*
 - D. *Verify the Serial Nbr.*
 - E. *Verify the Pick Order.*
 - F. *Verify the Status.*
 - G. *Verify the Location.*
 - H. *Verify the Container.*
 - I. *Verify the COND CD.*
 - J. *Verify the REQUESTED QTY.*
 - K. *Verify the Planned Qty.*
 - L. *Verify the To Location.*



- M. *Verify the To Container.*
- N. *Verify the To Location Type.*
- O. *Verify the OWNING DoDAAC.*
- P. *Verify the PRJ CD.*
- Q. *Verify the INV TYPE.*
- R. *Verify the Parent ICN.*
- S. View the optional grid columns.
 - a. *Verify the Program ID.*
 - b. *Verify the ESTABLISHED DT/TM.*
 - c. *Verify the ESTABLISHED BY.*
 - d. *Verify the Last Transaction DT/TM.*
 - e. *Verify the LAST UPDATED BY.*
 - f. *Verify the GFM CONTRACT NBR.*
- 7. View the Container Picks Grid.
 - A. *Verify the Status.*
 - B. *Verify the Container.*
 - C. *Verify the To Location.*
 - D. *Verify the To Location Type.*
 - E. View the optional grid columns.
 - a. *Verify the Program ID.*
 - b. *Verify the ESTABLISHED DT/TM.*
 - c. *Verify the ESTABLISHED BY.*
 - d. *Verify the Last Transaction DT/TM.*
 - e. *Verify the LAST UPDATED BY.*
- 8. Choose  to return to the previous page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics


- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks

View the Materiel Movement Pick Details — for Open Picks

Overview

The Materiel Movement Pick Details provides the ability to view the details of the read-only Pick Plan record.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record) > Materiel Movement Pick Details — for Open Picks page

Page Fields

The following fields display on the **Materiel Movement Pick Details — for Open Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update"

	to repopulate grid.
55	Use "Back" button to return to previous page.
461	Select "Complete Pick" to update the status to the next appropriate status.
462	Select "Cancel Pick Plan" to cancel the current Pick Plan and free up any allocations reserved by the Pick Plan.
463	"Select Assets" will allow you to select specific inventory records and quantities to include in the pick.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.
xxx	To assign multiple picks to a common destination, select the desired pick(s) using the checkbox (or All) and enter the destination using the mass edit To Location/ To Container.

Pick Plan Selected

Pick Nbr
 Cost Center
 Priority *
 Pick Status
 Assigned To
 Rqd Pick By Dt/Tm
 Pick Type

Pick Desc *

Stock Nbr Picks Grid

Select Items
Stock Nbr
Item Desc
Mgmt Cd
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Inventory Picks Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty



Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By
GFM Contract Nbr



Container Picks Grid

Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Mass Edit Location or Container

To Location 
To Container 

(*) Asterisk identifies mandatory fields.


Procedures

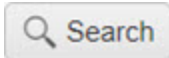
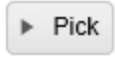
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Display an Open Materiel Movement Pick Details

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The results display in the Materiel Movement Pick grid.
2. Select  next to the desired record. The **Materiel Movement Pick Details — for Open Picks** page appears.
3. View the Pick Plan Selected Panel.
 - A. Verify the **PICK NBR**.
 - B. Verify the Cost Center.
 - C.** Verify the Priority.
 - D. Verify the Pick Status.
 - E. Verify the Assigned To.
 - F. Verify the RQD PICK BY DT/TM.
 - G. Verify the Pick Type.
 - H.** Verify the PICK DESC.

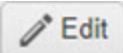
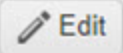


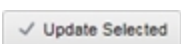
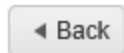
Note



The Pick Plan selected determines the results grids available.
There may be one grid showing, two grids showing, or all three grids showing.

4. In the STOCK NBR Picks panel, select  next to the desired entry. The **Update Stock Nbr Picks** pop-up window appears.



5. In the Inventory Picks panel, select  next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*
6. In the Container Picks panel, select  next to the desired entry. *The **Update Container Picks** pop-up window appears.*
7. Determine which entries require a mass movement.
 - A. Click ☐ to select the desired entry(ies) in the respective grids. *To select all entries in the grid, click ☐ All at the top of the grid.*
 - B. Choose one or both of the following steps:
 - a. Update the To Location field, using  to browse for the revised location.
Location Browse help
OR
 - b. Update the To Container, using  to browse for the revised ID.
Container Identification Browse help
 - C. Select . *The new destination appears in the respective grids.*
8. Choose  to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

xxxx - Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Closed Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks





Update a Materiel Movement Stock Number Pick

Overview


The Materiel Movement Stock Number Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record) >  Edit (desired record) > Update STOCK NBR Picks pop-up window

Page Fields

The following fields display on the **Update Stock NBR Picks** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update STOCK NBR Picks

Stock Nbr

Cond Cd

Location

Container

Owning DoDAAC


Prj Cd


Requested Qty *

Planned Qty *

Status

Include Pick

To Location 


To Container 

To Location Type


(*) Asterisk identifies mandatory fields.


Procedures


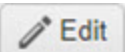

DPAS Navigation Helpful Tips


Click the following link to display Warehouse Navigation Tips.

Update STOCK NBR Picks








Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired record. The **Materiel Movement Pick Details** page appears.
2. Select  next to the desired entry. The **Update Stock NBR Picks** pop-up window appears.
3. Verify the **STOCK NBR**.
4. Verify the **COND CD**.
5. Verify the **Location**.
6. Verify the **Container**.
7. Verify the **OWNING DoDAAC**.
8. Verify the **PRJ CD**.
9. Verify the **Requested QTY**.
10. Verify the **Planned QTY**.
11. Verify the **Status**.
12. Verify the Include Pick contains the appropriate ☐ or . This determines if the stock number is part of this pick.

Attention



Selecting  after deselecting the "Include Pick" decreases the "Planned QTY" to zero. The entry is no longer part of the pick. The Pick record cannot be reverted back to before the edit was made.

13. Update the To Location field, using  or  to assist with the revised location. This is a 25 alphanumeric character field.
Location Browse help
14. Update the To Container field, using  or  to assist with the revised identification. This is a 25 alphanumeric character field.
Container Identification Browse help
15. Verify the To Location Type.



16. Select  . The **Update Stock NBR Picks** pop-up window closes, and the revised Pick appears in the **STOCK NBR Picks** grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details



- Update Inventory Picks
- Update Container Picks



Transportation Pick Plan

Overview

The Transportation Pick Plan process provides the ability to create, initiate, cancel, and edit existing requests, as well as assign personnel. This process manages requests that require special handling equipment and / or personnel with specific certification, by assigning Cost Centers associated with the "Transportation" Work Type. Transportation Pick Plan Requests are formal, managed actions that are non-typical warehouse actions.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Transportation > Plan > Transportation Plan page

Page Fields

The following fields display on the **Transportation Plan** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Pick Nbr *i*
Pick Desc *i*
Pick Type
Pick Status
Display Closed Statuses
Cost Center
Assigned To



Transportation Planning Grid

Pick Nbr
Pick Desc
Stock Nbr Picks
Inventory Picks
Container Picks
Pick Type
Pick Status
Cost Center
Assigned To
Priority
Rqd Pick by Dt/Tm

Optional

Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Program Id

(*) Asterisk identifies a mandatory field

Procedures

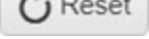
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Transportation Pick Plan

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

"Open" records are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the desired number in the PICK NBR in the field provided.
- Enter a description of the Pick in the PICK DESC field.
- Use to select the desired Pick Type.
- Use to select the desired status in the Pick Status field.
- Select the Display Closed Statuses ☐ to display records with a "Closed" status.
- Use to select the desired Cost Center in the field provided.
- If a Cost Center is assigned, use to select the desired personnel in the Assigned To field.

2. Click to display search results in the Materiel Movement Plan grid.

Add a Transportation Pick Plan Record

- Select to advance to the Add Transportation Plan page.

Update a Transportation Pick Plan Record

Selecting closes the edit procedure without any changes.

1. Select next to the desired record. The screen advances to the **Transportation Plan Details** page.
2. Perform one or more of the following:

Update the Pick Plan Selected Panel

- A. Select in the Pick Plan Selected panel. The panel expands for editing.


Selecting from this point on removes the new entries and closes the pop-up window.






- B. Review and use to modify the Cost Center.



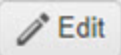
Attention








If the Cost Center is removed by clicking  and the changes are saved, the record no longer registers as a Transportation Plan Record. It now registers as a Materiel Movement Plan Record.

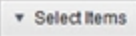


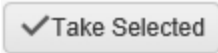
- C. Review and use  to adjust the Priority number. *This is a mandatory field.*
- D. Use  to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*
- E. Use  or enter a date and time (MM/DD/YYYY HH:MM) in the Rqd Pick by Dt field. *Entry must be greater than today's date.*
- F. Describe the Pick record in the Pick DESC field. *This is a mandatory 1024 alpha-numeric character field. The following permitted supported special characters: \$, -, /, #, &, comma, period, and space are also allowed.*
- G. Select  to process the transaction or  to undo changes.

Update STOCK NBR Picks

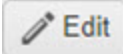
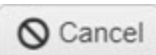




- A. Select  next to the desired entry. The **Update STOCK NBR Picks** pop-up window appears.

Selecting  from this point on removes the new entries and closes the pop-up window.
- B. Enter the Location, or use  to browse for the entry.
- C. Enter the Container, or use  to browse for the entry.
- D. If the Location contains multiple Location Type CDs, use  to assign the Location Type CDs.
- E. Select  to process the transaction.




- F. Click  to assign assets to the pick record. *This step is mandatory if the STOCK NBR is Bulk Managed.*
- A. The **Inventory Selection** pop-up window appears.
- B. Choose either:
- A. Click  to select all assets from a single entry.
- OR**
- B. Select  in the Selected Quantity field, and enter the desired number to take from the entry.
- C. Select  to apply the selected assets to the pick record. The pop-up window closes. The selected assets are assigned to the record.


Update an Inventory Pick




- A. Select  next to the desired entry. The **Update Inventory Picks** pop-up window appears.
- Selecting  from this point on removes the new entries and closes the pop-up window.
- B. Enter the To Location, or use  to browse for the entry.
- C. Enter the Container, or use  to browse for the entry.
- D. If the Location contains multiple Location Type CD, use  to assign the Location Type CD.
- E. Select  to process the transaction.

Update Container Picks

- A. Select  next to the desired entry. The **Update Container Picks** pop-up window appears.






Selecting  from this point on removes the new entries and closes the window.

- B. Enter the To Location, or use  to browse for the entry.
- C. If the Location contains multiple Location Type Cd, use  to assign the Location Type Cd.
- D. Select  to process the transaction.



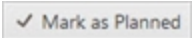
Attention



When dealing with multiple entries from multiple locations, users can perform a Mass Edit. Select the desired entries by checking ☐ individually, or use the "All" ☐ at the top of the grid to select all the entries. To assign entries to one location or container, use  to browse and select a location in the To Location field, or use  to browse and select a container in the To Container field. Users may also manually enter the location or container in the respective fields. Once the data is entered, select  to process the request.

- 3. Select  to return to the **Transportation Plan Records** page.

Initiate a Transportation Pick Plan

- 1. Select  next to the desired record. The screen advances to the **Transportation Plan Details** page. Select  to the left of the desired record.
- 2. Insure the desired location or container is assigned in the To Location or To Container field.
- 3. Click . The **Continue to Next Status** pop-up window appears.



Attention



When selecting , no further edits to the picks are allowed. In order to proceed, the Pick Plan must satisfy the following rules:

- All stock number picks for serialized stock numbers must have a "From" location or container specified (but not both). These stock number picks optionally may be converted into inventory picks, instead.
- All stock number picks for bulk stock numbers must be converted to inventory picks.

4. Select to complete the process, or to close the window and return to the **Transport Detail** page. If "Yes" is selected, the pop-up window disappears and the **Pick Updated** pop-up window appears.
5. Click to confirm. The pop-up window closes and the **Transportation Plan** page returns. *The status of the Transportation Pick Plan is now "PL - Pick Planned".*

Edit a Transportation Pick Plan


The system allows users to edit the Pick Plan Selected section of Transportation Plan Records with a status of "PK - Full", "PT - Partial Pick", or "PL - Pick Planned".





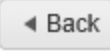
1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A ☒ appears.
2. Select to display search results in the Transportation Plan grid.
3. Select next to the desired record to advance to the **Transportation Plan Details** page.
Selecting from this point on removes the new entries and closes the window.
4. Select in the **Pick Plan Selected** section.
5. Review and use to modify the Cost Center.



Attention



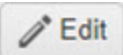

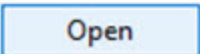
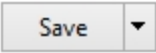


If the Cost Center is removed by clicking  and the changes saved, the record no longer registers as a Transportation Plan Record. It now registers as a Materiel Movement Plan Record.


6. Verify the default Priority number. Review and use  to adjust the Priority number. *This is a mandatory field.*
7. Use  to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*
8. Use  or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TM field. *Entry must be greater than today's date.*
9. Describe the Pick record in the Pick DESC field. *This field is mandatory.*
10. Select  to process the transaction.
11. Choose  to return to previous page.


Print a Transportation Pick Plan List

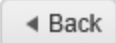
If a Transportation Pick Plan record has a status of "PL - Pick Planned", users can print the **Pick List** report.

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A  appears.
2. Select  to display search results in the Transportation Plan grid.
3. Select  next to the desired record to advance to the **Transport Detail** page.
4. Click . A dialog box appears at the bottom of the window with the following options:
 -  puts the document into Adobe Reader. Users can print from here.
 -  allows users to save the document and print at a later time.




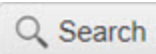
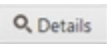
-  **Cancel** closes the dialog box and returns users to the **Transport Detail** page.

Users can also press the  on the right to close the dialog box.

5. Choose  to return to the previous page.

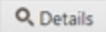
Display a Transportation Plan Details

The system allows users to view the details of Transportation Plan Records with a status of "CP - Complete, Full Pick", "AT - Awaiting Transportation", or "CN - Cancelled".

- In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A  appears.
- Select  to display search results in the Transportation Plan grid.
- Select  next to the desired record to display the Details page.

Note

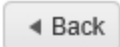


The  displays the read only details of the Transportation Plan. The screen shows the Pick Plan Selected section and the current inventory picks along with the status of the pick. The page has four sections:




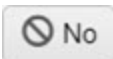

- Pick Plan Selected Section**
 shows the Details of the Pick Plan including the Pick Number, Pick Description, Pick Type, Pick Status, Priority, Assigned To, Cost Center, and Required Pick By Date. It also includes a summation of the request types (Stock Number and Inventory).
- STOCK NBRs Picks Grid Section** (soft picks)
 specifies the Stock Number, Condition Code, Owning DODAAC, and Project Code of the assets being picked. This type of pick does not correlate to a specific item in the warehouse.
- Inventory Picks Grid Section** (hard picks)
 specifies the ICN, Condition Code, Owning DODAAC, Project code and Location/Container of the assets being picked. This type of pick correlates directly to a specific item in the warehouse.
- Container Picks Grid Section** (hard picks)



specifies the Container ID. This type of pick correlates directly to a specific container within the warehouse.

- Choose  to return to the previous page.

Cancel a Transportation Pick Plan

- Select  next to the desired record to advance to the **Transportation Plan Details** page.
- Select  between the Pick Plan Selected and Inventory Picks sections. The **Cancel Pick Plan** pop-up window appears.
- Click  to cancel the Pick Plan or  to close the window and return to the **Transportation Plan Details** page. "Yes" generates the **Pick Updated** pop-up window.
- Select  to confirm. The pop-up window closes, and the main page returns to the **Transportation Plan** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.



alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.

Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

xxxx - Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Transportation Plan
- Cost Center



Transportation Pick Plan Add

Overview

Transportation Pick Plan Add process provides the ability to add a Transportation Pick Plan Request. These requests are formal managed actions that are non-typical warehouse actions and require special handling equipment and / or personnel with specific certification.

Note

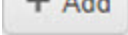


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Transportation > Plan >  > Transportation Pick Plan page

Page Fields

The following fields display on the Pick Plan Add page. For more information on each field, select the appropriate hyperlink.

Pick Planning tab

Pick Nbr (Auto-Generated)
Pick Status (Auto-Determined)
Pick Type
Cost Center
Assigned To
Priority *
Rqd Pick by Dt
Pick Desc *
What type of picks should be added? *
Stock Nbr Picks



Inventory Picks
Container Picks

Stock Nbr Picks Section

Stock Nbr
Item Desc
Mgmt Code
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DODAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inventory Picks Sections

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty




Planned Qty
To Location
To Container
To Location Type
Owning DODAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Container Picks Section

Container  *
Change Destination
To Location Type
To Location

(*) Asterisk identifies a mandatory field


Procedures

DPAS Navigation Helpful Tips

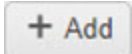








Click the following link to display Warehouse Navigation Tips.


To Add a Transportation Request:


Selecting  closes the add procedure. The request is not added to the Transportation Plan results grid.



1. Select . The **Pick Plan Header** panel appears.
2. Use  to select the desired Cost Center in the field provided. *This field is mandatory.*
3. Use  to select the desired personnel in the Assigned To field.
4. Enter a value (1-10) or use  to enter the Priority number. *This is a mandatory field.*
5. Use  or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TM field. *Entry must be greater than today's date.*
6. Describe the request along with instructions in the Pick DESC field. This field is a mandatory. *Users can enter up to 1024 alphanumeric characters in the field provided.*
7. Deselect  to remove the desired type from the listed types of pick details. At least one type is mandatory. *By default, all types are selected for the request.*
 - **Stock Nbr Picks**
 - **Inventory Picks**
 - **Container Picks**
8. Select  to continue. *The first Pick Details type selected appears.*

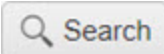



STOCK NBR PICKS

1. Select  to enter items into the Selected STOCK NBR Picks. The **Inventory Selection** window appears.
 - A. Users can narrow results by selecting fields in the Search Criteria section.

Selecting  at any point of this procedure returns all fields to the default "All" setting.


 - STOCK NBR
 - MIN QTY RQD
 - Location
 - COND CD
 - Additional INFO




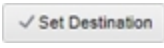


- B. Select  to view the results in the Inventory Selection grid.
- C. Select ☐ next to the desired entry to choose the entire quantity.  appears. *If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use  to adjust the quantity for selection.*
- D. Repeat steps A-C if moving more than one STOCK NBR.
- E. Click  to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the request.

Note



If an entry is selected in error, select  to remove the entry from the Selected STOCK NBR Picks.

2. Select ☐ of the desired entries to change the destination check row(s) under "Change Destination" to apply destination changes.
3. Use  in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use  to browse for the entry. *This is a 25 alpha-numeric character field.*
[Location Browse help](#)
5. Enter the To Container, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
[Container Identification Browse help](#)
6. Select  to apply the destination changes.

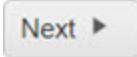
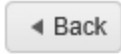

Attention




If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").


7. Choose one of the following options:

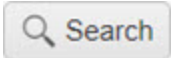




-  to continue to the next step
-  to return to the previous step
-  to complete the process and save all items

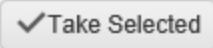
Inventory Picks

1. Select  to add items to the Selected Inventory Picks. The **Inventory Selection** window appears.
 - A. Users can narrow results by selecting fields in the Search Criteria section.

Selecting  at any point of this procedure returns all fields to the default "All" setting.


 - STOCK NBR
 - ICN
 - MIN QTY RQD
 - Location
 - COND CD
 - SERIAL NBR
 - MFR CAGE
 - MFR CONTRACTNBR
 - MFR LOTNBR
 - MFR DATE
 - Additional INFO
 - B. Select  to view the results in the Inventory Selection grid.
 - C. Select ☐ next to the desired entry to choose the entire quantity.  appears. *If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use  to adjust the quantity for selection.*
 - D. If moving more than one inventory item, repeat steps A-C.








- E. Click  to add the inventory to the request. The **Inventory Selection** pop-up window closes, and the quantity is added to the request.

Note



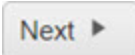
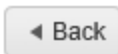

If an entry is selected in error, select  to remove the entry from the Selected Inventory Picks.

2. Select  of the desired entries to change the destination check row(s) under "Change Destination" to apply destination changes.
3. Use  in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use  to browse for the entry. *This is a 25 alpha-numeric character field.*
Location Browse help
5. Enter the To Container, or use  to browse for the entry. *This is a 25 alphanumeric character field.*
Container Identification Browse help
6. Select  to apply the destination changes.

Attention




If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
 -  to continue to the next step
 -  to return to the previous step
 -  to complete the process and save all items







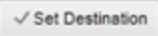
Container Picks

1. Enter the Container, or use  to browse for the entry.
2. Select to add the Container to the Container Picks.

Note



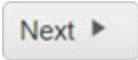
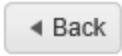

If an entry is selected in error, select  to remove the entry from the Selected Inventory Picks.

3. If moving more than one container, repeat steps 1 and 2.
4. Select  of the desired entries to change the destination check row(s) under "Change Destination" to apply destination changes.
5. Use  in the To Location Type field to assign a type of location.
6. Enter the To Location field, or use  to browse for the entry. *This is a 25 alpha-numeric character field.*
Location Browse help
7. Select  to apply the destination changes.

Attention

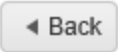



If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

8. Choose one of the following options:
 -  to continue to the next step
 -  to return to the previous step
 -  to complete the process and save all items



Review and Finish

1. Review the Pick Plan and associated details on the Pick Plan Header tab, Stock NBR Picks tab, Inventory Picks tab, and Container Picks tab.
2. Choose one of the following options:
 -  **Back** to return to the previous step
 -  **Finish** to complete the process and save all items
9. Upon completion of the pick type details and review, the screen returns to the Transportation Pick screen. The new Pick Plan record appears at the top of the Transportation Pick grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
13 - Mandatory Entry: <i>Cost Center</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: <i>PICK DESC</i>.	
13 - Mandatory Entry: <i>Pri- ority</i>.	

Related Topics

- Transportation Plan
- Transportation Pick

Transportation Pick

Overview

The Transportation Pick process provides the ability to manage the pick planning, allocation, and picking of assets in a Transportation Plan record. The process tracks in the system what is physically picked from the warehouse, when the pick plan is executed, which Cost Center is responsible, and where the assets are located upon completion of the Pick record.


Note



A Transportation Pick Plan can be downloaded to an Automatic Identification Technology (AIT) hand held device (scanners). The AIT device performs picks and automatically records the items as they are being picked, temporarily marking the items as in-transit while the pick is happening, and then marking them as moved to their final destinations when completed. Both the online and the hand held Picking application attempt to close the pick plan when complete. Any picks that have been previously downloaded to an AIT device cannot be edited online, because they have been assigned to be performed from the hand held device.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation



MATERIEL MGMT > Transportation > Pick > Transportation Pick page

Page Fields

The following fields display on the Transportation Pick page. For more information on each field, select the appropriate hyperlink.



Search Criteria Grid

Pick Nbr 
Pick Desc 
Pick Type
Pick Status
Display Closed Statuses
Cost Center
Assigned To

Search Results Grid

Pick Nbr
Pick Desc
Stock Nbr Picks
Inventory Picks
Container Picks
Pick Type
Pick Status
Cost Center
Assigned To
Priority
Rqd Pick By Dt / Tm

Optional

Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips





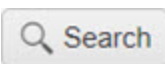


Click the following link to display Warehouse Navigation Tips.

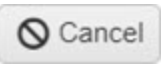


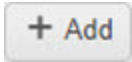

Search for a Transportation Pick Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all "Open" records are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:
 - Enter the desired number in the PICK NBR in the field provided.
 - Enter a description of the Pick in the PICK DESC field.
 - Use  to select the desired Pick Type.
 - Use  to select the desired status in the Pick Status field.
 - Select the Display Closed Statuses ☐ to display records with a "Closed" status.
 - Use  to select the desired Cost Center in the field provided.
 - If a Cost Center is assigned, use  to select the desired personnel in the Assigned To field.
2. Click  to display search results in the Materiel Movement Pick grid.

Add a Transportation Pick Record

Selecting  closes the procedure, and returns to the **Transportation Pick** page without any changes. The request is not added to the Transportation Pick results grid.

1. Select  to add a request. The **Transportation Pick Add** page appears.
2. Use  to select the desired Cost Center in the field provided.





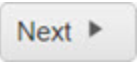
Attention




Although this field is optional, a Cost Center of the "Transport" type must be selected in order for the Request to register as a Transportation Pick Plan record when completed. If a




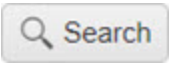
Cost Center other than "Transport" is selected, the Request registers as a Materiel Movement Pick Plan record when completed.

3. Use  to select the desired personnel in the Assigned To field.
4. Enter a value (1-10) or use  to enter the Priority number. *This is a mandatory field.*
5. Use  or enter a date and time (MM/DD/YYYYHH:MM) in the Rqd Pick by Dt field. *Entry must be greater than today's date.*
6. Describe the request along with instructions in the Pick DESC field. This field is a mandatory. *Users can enter up to 1024 alphanumeric characters in the field provided.*
7. Deselect  to remove the desired type from the listed types of pick details. At least one type is mandatory. *By default, all types are selected for the request.*
 - **Stock Nbr Picks**
 - **Inventory Picks**
 - **Container Picks**
8. Select  to continue. *The first Pick Details type selected appears.*



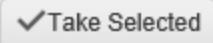
STOCK NBR Picks

1. Select  to enter items into the Selected STOCK NBR Picks. The **Inventory Selection** window appears.
 - A. Users can narrow results by selecting fields in the Search Criteria section.

Selecting  at any point of this procedure returns all fields to the default "All" setting.


 - STOCK NBR
 - MIN QTY RQD
 - Location
 - COND CD
 - Additional INFO
 - B. Select  to view the results in the Inventory Selection grid.




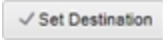


- C. Select ☐ next to the desired entry to choose the entire quantity.  appears. *If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use  to adjust the quantity for selection.*
- D. Repeat steps A-C if moving more than one STOCK NBR.
- E. Click  to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the request.

Note



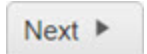


If an entry is selected in error, select  to remove the entry from the Selected STOCK NBR Picks.

2. Select ☐ of the desired entries to change the destination check row(s) under "Change Destination" to apply destination changes.
3. Use  in the To Location Type field to assign a type of location.
4. Enter the To Location, or use  to browse for the entry.
5. Enter the To Container, or use  to browse for the entry.
6. Select  to apply the destination changes.

Attention





If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

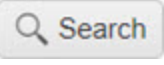



7. Choose one of the following options:
 -  to continue to the next step
 -  to return to the previous step
 -  to complete the process and save all items



Inventory Picks

1. Select  to add items to the Selected Inventory Picks. The **Inventory Selection** pop-up window appears.
 - A. Users can narrow results by selecting fields in the Search Criteria section.


Selecting  at any point of this procedure returns all fields to the default "All" setting.





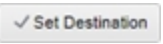
 - STOCK NBR
 - ICN
 - MIN QTY RQD
 - Location
 - COND CD
 - SERIAL NBR
 - MFR CAGE
 - MFR CONTRACTNBR
 - MFR LOTNBR
 - MFR DATE
 - Additional INFO
 - B. Select  to view the results in the Inventory Selection grid.
 - C. Select ☐ on the left side of the desired entry to choose the entire quantity. 
If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use  to adjust the quantity for selection.
 - D. If moving more than one inventory item, repeat steps A-C.
 - E. Click  to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the request.



Note



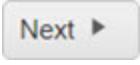
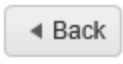
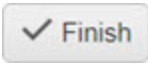
If an entry is selected in error, select  to remove the entry from the Selected Inventory Picks.

2. Select  of the desired entries to change the destination check row(s) under "Change Destination" to apply destination changes.
3. Use  in the To Location Type field to assign a type of location.
4. Enter the To Location, or use  to browse for the entry.
5. Enter the To Container, or use  to browse for the entry.
6. Select  to apply the destination changes.


Attention



If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
 -  to continue to the next step
 -  to return to the previous step
 -  to complete the process and save all items

Container Picks

1. Enter the Container, or use  to browse for the entry.
2. Select to add the Container to the Container Picks.

Note





If an entry is selected in error, select

X Delete

to remove the entry from the Selected Inventory Picks.

3. If moving more than one container, repeat steps 1 and 2.
4. Select ☐ of the desired entries to change the destination.
5. Use in the To Location Type field to assign a type of location.
6. Enter the To Location, or use to browse for the entry.
7. Select to apply the destination changes.

Attention



If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

8. Choose one of the following options:
 - to continue to the next step
 - to return to the previous step
 - to complete the process and save all items

Review and Finish



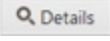
1. Review the Pick Plan and associated details on the Pick Plan Header tab, Stock NBRPicks tab, Inventory Picks tab, and Container Picks tab.
2. Choose one of the following options:
 - to return to the previous step
 - to complete the process and save all items
9. Upon completion of the pick type details and review, the screen returns to the Transportation Pick screen. The new Pick Plan record appears at the top of the Transportation



Pick grid.


Display a Transportation Pick Details

The system allows users to view the details of Transportation Pick Records with a status of "CP - Complete, Full Pick" or "CN - Cancelled".


1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A  appears.
2. Select  to display search results in the Transportation Pick grid.
3. Select  next to the desired record to display the Details page.

Note





The  displays the read only details of the Pick Plan. The screen shows the Pick Plan Selected section and the current inventory picks along with the status of the pick. The page has four sections:

- **Pick Plan Selected Section**
shows the Details of the Pick Plan including the Pick Number, Pick Description, Pick Type, Pick Status, Priority, Assigned To, Cost Center, and Required Pick By Date. It also includes a summation of the request types (Stock Number and Inventory).
- **STOCK NBRs Picks Grid Section** (soft picks)
specifies the Stock Number, Condition Code, Owning DODAAC, and Project Code of the assets being picked. This type of pick does not correlate to a specific item in the warehouse.
- **Inventory Picks Grid Section** (hard picks)
specifies the ICN, Condition Code, Owning DODAAC, Project code and Location/Container of the assets being picked. This type of pick correlates directly to a specific item in the warehouse.
- **Container Picks Grid Section** (hard picks)
specifies the Container ID. This type of pick correlates directly to a specific container within the warehouse.

4. Choose  to return to previous page.



Update Stock Nbr Picks


1. Select  next to the desired record to advance to the **Transportation Pick Details** page.
2. Choose  next to the desired entry to update an entry's destination. The **Update Stock Nbr Picks** pop-up window appears.







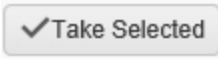

Selecting  from this point on removes the new entries and closes the pop-up window.

3. To remove the record from the pick, uncheck  in the "Include Pick" field.

Attention



Selecting  after deselecting the "Include Pick" decreases the "Planned QTY" to zero. The entry is no longer part of the pick. The Pick record cannot be reverted back to before the edit was made.

4. Update the To Location, or use  to browse for the revised place.
5. Update the To Container, or use  to browse for the revised place.
6. Select  to process the transaction. The **Update Stock Nbr Picks** pop-up window closes.
7. Choose  to select specific inventory records and quantities to include in the pick. The **Inventory Selection** pop-up window appears.
8. Select ☐ next to the desired entry to choose the entire quantity.  appears.
If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use  to adjust the quantity for selection.
9. Click  to process the transaction. Selecting  in the top right corner of the window closes the window without applying the edits.



Attention




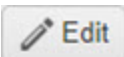
✓ Take Selected


When a specific quantity of inventory is selected, and is chosen, the Requested QTY and Planned QTY on the current Stock Nbr Pick record is reduced accordingly. A record is created (or merged to an existing matching record) under Inventory Picks with the ICN, Condition Code, Owning DODAAC, PRJ CD, Location/Container, and Quantity chosen.

10. Choose  to return to the previous page.


Update Inventory Picks


1. Select  next to the desired record to advance to the **Transportation Pick Details** page.


2. Choose  next to the desired entry to update an entry's destination. The **Update Inventory Picks** pop-up window appears.

Selecting  from this point on removes the new entries and closes the pop-up window.


3. Enter the To Location, or use  to browse for the entry.

4. Enter the To Container, or use  to browse for the entry.

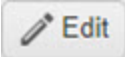
5. Select  to process the transaction. The **Update Inventory Picks** pop-up window closes.


6. Choose  to return to previous page.



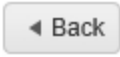
Update Container Picks

1. Select  next to the desired record to advance to the **Transportation Pick Details** page.






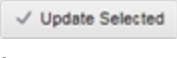
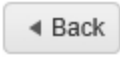
2. Choose  next to the desired entry to update an entry's destination. The **Update Container Picks** pop-up window appears.

Selecting  from this point on removes the new entries and closes the pop-up window.

3. Update the To Location, or use  to browse for the revised place.
4. Select  to process the transaction. The **Update Inventory Picks** pop-up window closes.
5. Choose  to return to the previous page.

Mass Update the To Location / To Container

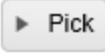
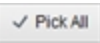

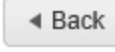
The Mass Edit Location or Container section of the **Transportation Pick Details** page allows users to change the destination of the Pick record.

1. Select  next to the desired record to advance to the **Transportation Pick Details** page.
2. Click ☐ of the desired entry or entries in the grid. *To select all entries in the grid, click ☐ All at the top of the grid.*
3. Choose one or both of the following steps:
 - Enter the To Location, or use  to browse for the entry.
 - OR**
 - Enter the To Container, or use  to browse for the entry.
4. Select  to process the transaction. The new destination appears in the respective grid section.
5. Choose  to return to previous page.



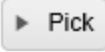
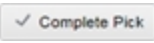

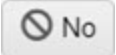
Initiate a Transportation Pick

With all Pick entries properly assigned a destination, this procedure acknowledges the items have been picked from their current locations or containers.

1. Select  on the left of the desired record to advance to the **Transportation Pick Details** page.
2. Click  to process the transaction. The **Pick Updated** pop-up window appears.
3. Click . The pop-up window closes, and the status of applicable entries changes to "PK - Full Pick".
4. Choose  to return to the previous page.

Complete a Transportation Pick

This procedure acknowledges that the items from a Pick record have moved to their new location and / or container.

1. Select  next to the desired record to advance to the **Transportation Pick Details** page.
2. Select  to complete the process. The **Continue to Next Status** pop-up window appears.
3. Click  to complete the Pick or  to return to the **Transportation Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.

Attention




If all assets are not selected in the Transportation Pick record (i.e. the Picked QTY for an entry is zero and the entry status is "NP - Not Picked"), the **Continue to Next Status** pop-up



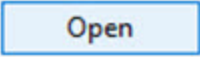
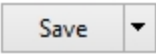


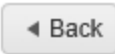
window states that selecting  designates the record with a "Complete - Partially




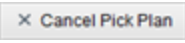

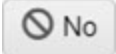
Picked" status. In cases where partial picks are not allowed, the pick item should be excluded from the pick prior to completing the pick.

4. Select  to confirm. The pop-up window closes and the main page returns to the **Transportation Pick** page.


Print a Transportation Pick List

1. Select  next to the desired record to advance to the **Transportation Pick Details** page.
2. Click . A dialog box appears at the bottom of the window with the following options
 -  puts the document into Adobe Reader. Users can print from here.
 -  allows users to save the document and print at a later time.
 -  closes the dialog box and returns users to the **Transport Pick Detail** page. Users can also press the  on the right to close the dialog box.
3. Choose  to return to previous page.

Cancel a Transportation Pick

1. Select  next to the desired record to advance to the **Transportation Pick Details** page.
2. Select  to remove the Transportation Pick. The **Cancel Pick Plan** pop-up window appears.
3. Click  to cancel the Pick or  to return to the **Transportation Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.



- Select  to confirm. The pop-up window closes and the main page returns to the **Transportation Pick** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Add a Transportation Plan




Add a Quality Control / Quality Assurance / Inspection

Overview

The QC/QA/Inspection Add process provides the ability to create QC/QA/Inspection Requests.

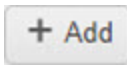
Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Materiel MGMT > QC/QA/Inspection > QC/QA/Inspection page >  > Add QC/QA/Inspection Results pop-up window

Page Fields

The following fields display on the **Add QC/QA/Inspection Results** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.


21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.


Add QC/QA/Inspection Results

- Stock Nbr  *

Inspection Type *

Cost Center  *

Document Nbr 

Personnel 

QC/QA Inspector (depending upon the Inspection Type)

Instructions

Planned Start Dt

Select Inventory

Scan Barcode

Select from Issued Items

Select Inventory

- All

ICN

Serial Nbr

Location

Container

Cond Cd

Owning DoDAAC

Prj Cd

Qty
- Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies a mandatory field.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.


Add a QC/Inspection Request

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

- Select . The **Add QC/QA/Inspection Results** pop-up window appears.

Add QC/QA/Inspection Results
✕

Instructions

#* Stock Nbr
 

#* Cost Center


Personnel

Instructions


Select Inventory



Select from Issued Items
☐

*** Inspection Type**


Document Nbr
 

Planned Start Dt



Scan Barcode
 



Select Inventory  

<input checked="" type="checkbox"/> All	ICN	Serial Nbr	Location	Container	Cond Cd	Owning Do...	Prj Cd	Qty
Selected 0/0								






◀ ▶ 0 Page 0 of 0 ◀ ▶ ◀ ▶ ◀ ▶ 50 items per page No items to display 







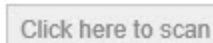



[Add / Edit Remarks](#)

- Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
 Stock Number Browse help

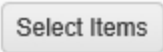


3. Use  to select the Inspection Type. *Depending upon the type, the QC/QA Inspector field appears.*
4. Use  to select the Cost Center, or enter the center name, using  to assist with the entry. *This is an 25 alphanumeric character field.*
5. Use  or  to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

Document Number Browse help
6. Use  to select the Personnel, or enter the name, using  to assist with the entry. *This is an 25 alphanumeric character field.*
7. Use  to select the QC/QA Inspector, or enter the name, using  to assist with the entry. *This is a 150 alphanumeric character field.*
8. Enter the Instructions in the field provided. *This is a 1024 alphanumeric character field.*
9. Use  to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Select . *The **Inventory Selection Browse** pop-up window appears.*
11. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
12. Click  to select the Select from Issued Items. *This marks whether to include assets that are already out in the field (checked) or only assets currently in the warehouse (unchecked).*
13. Click the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select . *The **Add QC/QA/Inspection Results** pop-up window closes, and the new record appears at the top of the QC/QA/Inspection Results Grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - No items selected for Quality Control	Missing Entry. No items are selected. Select  and choose an item.
48 - QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
13 - Mandatory Entry: Cost Center.	Missing Entry. Enter the appropriate information in the desired field.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
xxxx - Entry must be >= System Date/Time.	Invalid Date Entry. The Planned Start Dt must be either the system (current) date or later. Re-enter the date and time.

161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

xxxx - Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [QC/QA/Inspection Overview](#)
- [Add an Attachment to an QC/QA/Inspection](#)
- [Update a QC/QA/Inspection](#)



Add Attachments to a QC/QA/Inspection

Overview

The QC/QA/Inspection Add Attachments process provides the ability to attach documents to the inspection.

Navigation

Materiel MGMT > QC/QA/Inspection > *VARIOUS PROCEDURAL STEPS* > Attach Documents
- Quality Control Header pop-up window

Page Fields

The following fields display on the **Attach Documents - Quality Control Header** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Documents - Quality Control Header

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Files

Thumbnails
 Attach

Attach Documents - Quality Control Header

Attachment
 Desc
 Primary
 Name
 Desc


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Quality Control Header

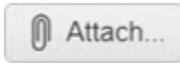
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  **Attachments** to add any additional files to the record. The **Attach Files** pop-up window appears.



The **Attach Files** pop-up window is shown. It has a title bar with a close button (X). Below the title bar is a section labeled **Instructions** with a dropdown arrow. The main area of the window displays "No attachments found" in a text box. To the right of this text box is a button with a paperclip icon and the text "Attach...".

2. Select  to add any additional files to the record. The **Attach Documents – Quality Control Header** pop-up window appears.



Attach Documents - Quality Control Header

Instructions

* Attachment

Browse...

Desc

☒ Primary



Attach...

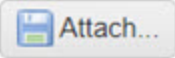


Attachments:

Name



Desc

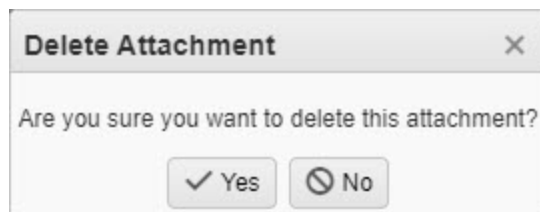
X Close Window




3. Select . The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*

7. Select . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment



- A. Select the  part of  next to the desired document. *The **Delete Attachment** pop-up window appears.*

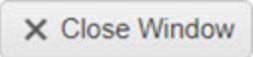


- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select . *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note



Select the  part of  to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select . *The **Attach Documents — Quality Control Header** pop-up window closes, and the file appears in the Primary Attachment field of the Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size	Invalid File Size. The file size is too large.

exceeds the maximum of 1MB. The selected file size is {x}.

Reduce the file size and attach the file again.

Related Topics

- [QC/QA/Inspection Overview](#)
- [Add a QC/QA/Inspection](#)
- [Update a QC/QA/Inspection](#)





Quality Control / Quality Assurance / Inspection

Overview


The Warehouse Management module QC/QA/Inspection Process provides the ability to create and manage QC/QA/Inspection Requests. Requests can come from other Warehouse processes, or they can be created from the QC/Inspection page. After a request is created and/or managed, the QC/QA/Inspection Manager assigns the request to a Cost Center and possibly to an individual to perform the task.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Materiel MGMT > QC/QA/Inspection > QC/QA/Inspection page

Page Fields

The following fields display on the **QC/QA/Inspection** page. For more information on each field, select the appropriate hyperlink.

Instructions


The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.


Search Criteria Grid

Scan Barcode


QC/QA/Inspection Nbr 

ICN

QC/QA/Inspection Status

Stock Nbr 

Cost Center

Document Nbr 

Reportable Commodity Type

Personnel

Serial Nbr

Inspection Type

Post M&U

Location

QC/QA/Inspection Assoc Nbr

QC/QA/Inspection Results Grid

All

Work Order

Primary Attachment
Status
QC/QA/Inspection Status
QC/QA/Inspection Nbr
Inspection Type
Post M&U
QC/QA/Inspection Assoc Nbr
Document Nbr
Stock Nbr
Item Desc
End Item Qty
Component Qty
Cost Center
QC/QA Inspector
Personnel
Planned Start Dt

Optional

History Remarks
Instructions
Receipt Dt/Tm
Receipt Type
Remarks
Reportable Commodity Type
Security Commodity Type
Work End Dt
Work Start Dt
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

QC/QA/Inspection Details Grid

Detail Status
ICN
Serial Nbr
Qty
Cond Cd
Preservation Lvl



Work Order Nbr
Location
Container
Result
Last Insp Dt
Next Insp Dt
Inspected By
Remarks

Assign a Request

Cost Center *
Personnel
Planned Start Dt
Instructions

Complete QC/QA/Inspection

Work Start Dt
Work End Dt
Remarks
Instructions

QC/QA/Inspection Details

All
Stock Nbr
Item Desc
Serial Nbr
Cond Cd
Bulk Kit Id
Location
Inspection Interval
Container
Owning DoDAAC
Prj Cd
Qty
Result
ICN
Last Insp Dt
Next Insp Dt
Send To M&U



Preservation Lvl
Meter Reading
Percent Utilization
Inspected By
Manufactured Dt
Manufacturer Contract
Manufacturer Lot
Shelf Life Expiration Dt
Secondary Serial Nbr
In Service Dt
Service Life Expiration Dt



Optional

LIN/TAMCN
Inv Type
Parent ICN
Parent Stock Nbr
Special Instructions

Apply Changes To Details

Inspection Result *
Special Instructions
Inspected By
Cond Cd

Split QC/QA/Inspection Details

QC Result
QC Split Amount
Cond Cd 
Location 
Last {Insp Type} Dt *
Next {Insp Type} Dt *




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a QC/QA/Inspection Request


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.




Instructions

Search Criteria











[Click here to scan](#)

ICN S/N NSN 


<p>QC/QA/Inspection Nbr <input type="text" value="All"/></p> <p>QC/QA/Inspection Status <input type="text" value="All Open"/></p> <p>Cost Center <input type="text" value="All"/></p> <p>Reportable Commodity Type <input type="text" value="All"/></p> <p>Serial Nbr <input type="text" value=""/></p> <p>Post M&U <input type="text" value="All"/></p> <p>QC/QA/Inspection Assoc Nbr <input type="text" value="All"/></p>	<p>ICN <input type="text" value=""/></p> <p>Stock Nbr <input type="text" value="All"/></p> <p>Document Nbr <input type="text" value="All"/></p> <p>Personnel <input type="text" value="All"/></p> <p>Inspection Type <input type="text" value="All"/></p> <p>Location <input type="text" value="All"/></p>	<p>ICN <input type="text" value=""/></p> <p>Stock Nbr <input type="text" value="All"/></p> <p>Document Nbr <input type="text" value="All"/></p> <p>Personnel <input type="text" value="All"/></p> <p>Inspection Type <input type="text" value="All"/></p> <p>Location <input type="text" value="All"/></p>
--	--	--

- Select [Click here to scan](#) ICN S/N UII . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- Enter the QC/QA/Inspection NBR, using  to assist with the entry. This is a 20 alphanumeric character field.
- Enter the ICN in the field provided. This is a 20 alphanumeric character field.
- Use  to select the QC/QA/Inspection Status.



- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Stock Number Browse help
- Use  to select the Cost Center.
- Enter the DOCUMENT NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- Use  to select the Reportable Commodity Type.
- Use  to select the Personnel.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  to select the Inspection Type.
- Use  to select the Post M&U.
- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

- Enter the QC/QA/Inspection ASSOC NBR, using  to assist with the entry. *This is a 20 alphanumeric character field.*

2. Select  **Search**. *The results display in the QC/QA/Inspection Results grid.*

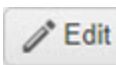
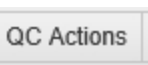

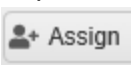
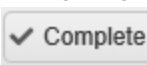




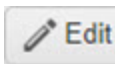
QC/QA/Inspection Results																
Grid Options																
Add Edit QC Actions QA Assign Complete Cancel Attachments Print Selected Print Inspection Due Labels																
<input type="checkbox"/> All	Work Order	Primary Attachment	Status	QC/QA/Inspection Status	QC/QA/Inspection Nbr	Inspection Type	Post M&U?	QC/QA/Inspection Assoc Nbr	Document Nbr	Stock Nbr	Item Desc	End Item Qty	Component Qty	Cost Center	QC/QA Inspector	Personnel
<input type="checkbox"/>				N - New	QCA0107152020000001	QUALITY ASSURANCE	No	QCA0107152020000001		100501T010002	TEST KIT	3	9	BLAH	AREALLYLONGLA	SCHMOE
<input type="checkbox"/>				N - New	QCA0107082020000003	KIT ASSEMBLE	No	QCA0107082020000003		100501T010002	TEST KIT	1	3		AREALLYLONGFIRST	JOE
Detail Status ICN Serial Nbr Qty Cond Cd Preservation Lvl Work Order Nbr Location Container Result Last Insp Dt Next Insp Dt Inspected By Remarks																
<input type="checkbox"/>	N - NEW	A0000000000007991808	7A675435758742F588A1EF48BC4737	1	G					STORAGE						
Page 1 of 1 50 items per page																
Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items																

Add a QC/QA/Inspection Request

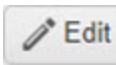


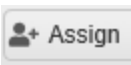





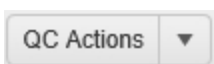
Select  **Add**. The **Add QC / QA / Inspection Results** pop-up window appears.

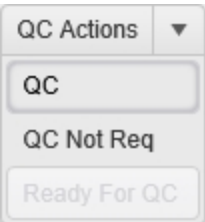



Update a QC/QA/Inspection Request

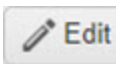
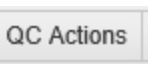

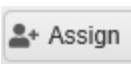
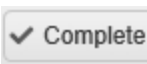




- Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted,* and , , , , , , , , and  become available.
- Select . *The **Update QC / QA / Inspection Results** pop-up window appears.*

Perform a QC

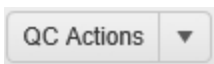
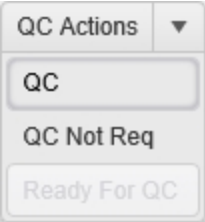
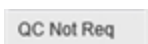
- Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted,* and , , , , , , , , and  become available.
- Select . *The menu opens*


- Select . *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

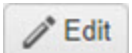


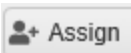
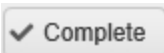
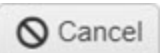

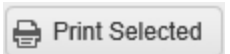

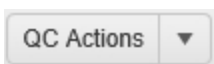
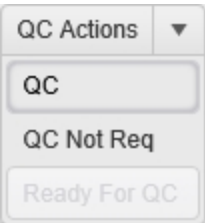
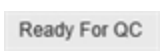
Mark a record as Not Requiring a QC

- Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted,* and , , , , , , , , and  become available.

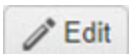


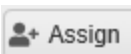
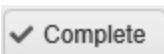







2. Select . The menu opens .
3. Select . The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.

Mark a record as Ready for a QC


1. Click ☐ to select the desired QC/QA/Inspection. The QC/QA/Inspection is highlighted, and , , , , , , , , and  become available.
2. Select . The menu opens .
3. Select . The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.

Perform a QA

1. Click ☐ to select the desired QC/QA/Inspection. The QC/QA/Inspection is highlighted, and , , , , , , , , and  become available.
2. Select . The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.

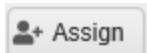



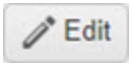


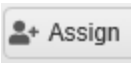
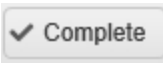
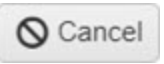




Assign a QC/QA/Inspection Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Note



The  button only appears when the QC/QA/Inspection Completion Status is **N-New** or **R-Released**.

- Click  to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted,* and , , , , , , , , and  become available.
- Select . *The **Assign** pop-up window appears.*

×


*** Cost Center**

Select an Item ▼

Personnel

Optional ▼




Planned Start Dt



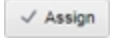
Instructions

✓ Assign

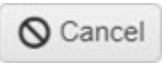
⊗ Cancel


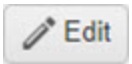



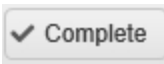
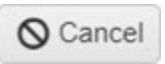

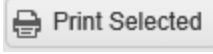
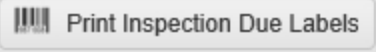
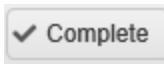
- Use  to select the Cost Center.
- Use  to select the Personnel.
- Use  to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.



6. Enter the Instructions in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . The **Assign** pop-up window closes and the QC/QA/Inspection Status changes to either L- Relook or R-Released.

Complete a QC/QA/Inspection Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired QC/QA/Inspection. The QC/QA/Inspection is highlighted, and , , , , , , , , and  become available.
2. Select . The **Complete QC/QA/Inspection** pop-up window appears.

Complete QC/QA/Inspection


Work Start Dt
7/17/2020 12:18 PM

Remarks

Work End Dt
7/17/2020 12:18 PM

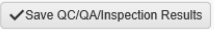
Instructions


Attachments
No attachments found






QC/QA/Inspection Details

Stock Nbr	Item Desc	Serial Nbr	Cond...	Bulk Kit Id	Location	Inspection Interval	Container	Owning DoDAAC	Proj Cd	Qty	Result	ICN
6850013578456	DECONTAMINATION KIT, M295	JES50002	G		NIKI TEST	STOCK		FB4608		1		A0000000

 Save QC/QA/Inspection Results

 Mark QC/QA/Inspection Request as Complete

 Close

3. Use  to select the Work START DT, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
4. Use  to select the Work END DT, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
5. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*


6. The Instructions automatically populate and are not editable.


7. Attach a document to the QC/QA/Inspection record.


Select . The **Attach Documents - Quality Control Header** pop-up window appears.

8. Select . The **Split QC/QA/Inspection Details** pop-up window appears.

A. Use  to select the QC Result.

B. Use  to choose the QC Split Amount.

C. Use  to select the Cond Cd.

D. Select . The record is divided into two records - one with the specified amount and the other with the rest of the original amount.



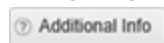


9. Select Collateral.

10. Select . The **SKO Inventory Management** pop-up window appears.


11. Select .

12. Select .

13. Print labels for QC/QA/Inspection items.

A. Click ☐ to select the desired QC/QA/Inspection Detail. The QC/QA/Inspection Detail is highlighted, and , Collateral, , , , and  become available.

B. Select . The **Print Label Request** pop-up window appears.


C. Use  to select the Printer Language.

D. Use  to select the Label Size.

E. Click ☐ to select Include RFID.


F. Verify the Label Type.



G. Use  to choose the QTY.

H. Select . The **Windows Print** pop-up window appears.

I. Select . The **Windows Print** pop-up window closes, and the labels print out from the specified printer.

14. Click  to select the desired QC/QA/Inspection Detail record. The **Apply Changes to Details** panel appears.

Complete QC/QA/Inspection

Work Start Dt

7/17/2020 12:18 PM

Work End Dt

7/17/2020 12:18 PM

Remarks

Instructions

Attachments

No attachments found

Attach...

QC/QA/Inspection Details

Grid Options

Split

Collateral

Manage SKO

Additional Info

Print

Print Labels

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Bulk Kit Id	Location	Inspection Interval	Container	Owning DoDAA
<input checked="" type="checkbox"/>	6850013578456	DECONTAMINATION KIT, M295	JES50002	G		NIKI TEST	STOCK		FB4608
<input type="checkbox"/>	4240013611319	CANISTER, C2A1		J		Intransit	STOCK		FB4608
<input type="checkbox"/>	4240015482264	HOOD, CHEMICAL M50		A		Intransit	STOCK		FB4608
<input type="checkbox"/>	4240015482264	HOOD, CHEMICAL M50		A		NIKI TEST	STOCK		FB4608
<input type="checkbox"/>	6760015268524	CASE, PELICAN 1610		A		Intransit	STOCK		FB4608
<input type="checkbox"/>	1660010528859	MBU-13/P MASK	0D906DC7243344CB9E60EEDED6FD2C	A		NIKI TEST	STOCK		FB4608
<input type="checkbox"/>	4240013388894	FILTER UNIT, GAS-PARTICULATE CQU7P BLOWER	5	A		Intransit	STOCK		FB4608

Apply Changes to Details

* Inspection Result

Select an Item

Special Instructions

Inspected By

Select an Item

Cond Cd

No Change

Location

No Change

* Last 18 MONTH INSP Dt

* Next 18 MONTH INSP Dt







Apply

Save QC/QA/Inspection Results




Mark QC/QA/Inspection Request as Complete

Close




- A. Use  to select the Inspection Result.
- B. Enter the Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*
- C. Use  to select the Inspected By.
- D. Use  to select the Cond Cd, or enter the code, using  to assist with the entry. *This is a 1 alphanumeric character field.*
- E. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

- F. Use  to select the Last {Inspection Type} DT for each inspection type listed, or enter the date (MM/DD/YYYY) in the field provided.
- G. Use  to select the Next {Inspection Type} DT for each inspection type listed, or enter the date (MM/DD/YYYY) in the field provided.
- H. Select . *The updated information is reflected in the Details record.*

15. Choose one of the following options:

- Select . *The record is saved and the rows in QC/Inspection Detail grid are updated with the Next Inspection DT and the QC Results. The request status remains as is.*

Attention



When a QC/Inspection Request is generated from the Receiving process, there are two possible outcomes:

- If a detail record passes, then an acceptance receipt is sent back to the Receiving record. The item(s) is placed into inventory and the Receiving record is completed.
- If a detail record fails, then a discrepancy is sent back and attached to the Receiving record.

See Receiving for further information.

OR



ODASD (Logistics)
under A&S Sustainment

— 845 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727



- Select . The request status is changed to Complete.

Cancel a QC/QA/Inspection Request

Canceling a QC/Inspection record cancels the QC/Inspection Request while retaining the records information (for future use).

1. Click ☐ to select the desired QC/QA/Inspection. The QC/QA/Inspection is highlighted, and , , , , , , , , and become available.

2. Select . The **Confirm Cancel** pop-up window appears.

Select . The QC/QA/Inspection is canceled.

3.

OR

Select . The pop-up window closes and returns to the **QC/QA/Inspection** page without any changes.

Print QC/QA/Inspection Reports

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


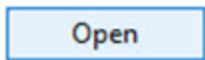
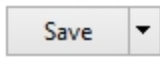
1. Click ☐ to select the desired QC/QA/Inspection. The QC/QA/Inspection is highlighted, and , , , , , , , , and become available.

2. Select . The **Print Form** pop-up window appears.

3. Choose ☐ for the desired form:



- DW Form 15 — Quality Control Inspection
- DD Form 1348 — (MRO QC Types Only)


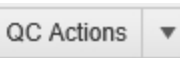

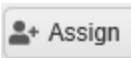
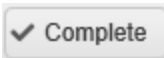


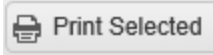
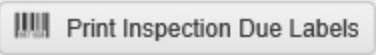
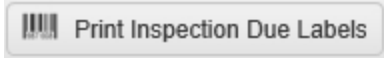




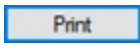
4. Select  .
5. A pop-up window appears after generating the desired form. *Choose whether to:*
 -  has the PDF document appear, and is printable from here.
 -  saves the PDF document, and is printable at a later time.

Note



Scan the signed document to attach it to the record.

Print Labels for QC/QA/Inspection items

- A. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* , , , , , , , , and  become available.
- B. Select  . *The **Print Label Request** pop-up window appears.*
- C. Use  to select the Printer Language.
- D. Use  to select the Label Size.
- E. *Verify the Label Type.*
- F. Use  to choose the QTY.
- G. Click ☐ to select the desired Inspection Label. *The type of inspection checked is the type of label printed.*
- H. Select  . *The **Windows Print** pop-up window appears.*
- I. Select  . *The **Windows Print** pop-up window closes, and the labels print out from the specified printer.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics


- Add a QC/QA/Inspection
- Add an Attachment to an QC/QA/Inspection
- Update a QC/QA/Inspection

Update a Quality Control / Quality Assurance / Inspection

Overview

The QC/QA/Inspection Update process allows editing of QC/QA/Inspection records.

Note

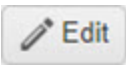


Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Materiel MGMT > QC/QA/Inspection >

Edit
> Update QC/Inspection pop-up window

Page Fields

The following fields display on the **Update QC/QA/Inspection Results** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.


21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.


Update QC/QA/Inspection Results

Stock Nbr  *

Inspection Type *

Cost Center  *

Document Nbr 

Personnel 

QC/QA Inspector (depending upon the Inspection Type)

Instructions

Planned Start Dt

Select Inventory (depending upon the Inspection Status)

Scan Barcode

Select from Issued Items (depending upon the Inspection Status)

Select Inventory

All

ICN

Serial Nbr

Location

Container

Cond Cd

Owning DoDAAC

Prj Cd

Qty

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies a mandatory field.

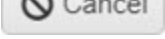
Procedures


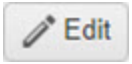


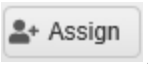
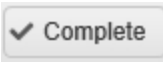
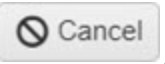

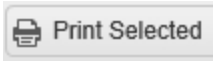
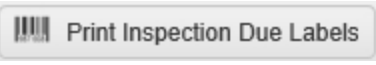
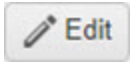
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a QC/Inspection Request

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

- Click  to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted,*
and , , , , , ,
, , and  become available.
- Select . The **Update QC/Inspection** pop-up window appears.

Update QC/QA/Inspection Results

Instructions

* Stock Nbr

6850013578456

...

* Cost Center

BLAH - BLDG LEASING AND HANDI

▼

* Personnel

Optional

▼

Instructions

▼

Select Inventory

Select Items

Select from Issued Items

☐

Select Inventory

Grid Options

Remove

☐ All	ICN	Serial Nbr	Location	Container	Cond Cd	Owning DoDAAC	Prj Cd	Qty
☐	A0000000000007933257	A0000000000007933257	NIKI TEST		D	FB4608		1

Selected 0/1

◀◀ 1 Page 1 of 1 ▶▶

50 items per page

1 - 1 of 1 items

* Inspection Type

18 MONTH INSP

▼

* Document Nbr

Optional

...

Planned Start Dt

📅

Scan Barcode

Click here to scan



ICN






Add / Edit Remarks






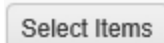
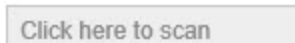





Update

Cancel




3. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
4. Update the Inspection Type, using  to select the desired type.
5. Update the Cost Center, using  to select the desired name, or enter the revised name, using  to assist with the entry. *This is an 25 alphanumeric character field.*
6. Update the DOCUMENT NBR, using  or  to assist with the revised number. *This is a 14 alphanumeric character field.*

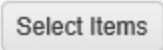
Document Number Browse help
7. Update the Personnel, using  to select the desired name, or enter the revised name, using  to assist with the entry. *This is an 25 alphanumeric character field.*
8. Update the QC/QA Inspector, using  to select the desired name, or enter the name, using  to assist with the entry. *This is a 150 alphanumeric character field.*
9. Update the Instructions, entering the revised directions in the field provided. *This is a 1024 alphanumeric character field.*
10. Use  to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Select . The **Inventory Selection Browse** pop-up window appears.
12. Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
13. Verify the Select from Issued Items contains the appropriate  or . *This marks whether to include assets that are already out in the field (checked) or only assets currently in the warehouse (unchecked).*
14. Click the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

15. Select . The **Update QC/QA/Inspection Results** pop-up window closes, and the edited record appears in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - No items selected for Quality Control.	Missing Entry. No items are selected. Select  and choose an item.
48 - QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
13 - Mandatory Entry: Cost Center.	Missing Entry. Enter the appropriate information in the desired field.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..



<p>xxxx - Entry must be > = System Date/Time.</p>	<p>Invalid Date Entry. The Planned Start Dt must be either the system (current) date or later. Re-enter the date and time.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>xxxx - Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>

Related Topics

- [QC/QA/Inspection Overview](#)
- [Add a QC/QA/Inspection](#)
- [Add an Attachment to an QC/QA/Inspection](#)

Add Attachments to a Inspection

Overview

The Inspection Add Attachments process provides the ability to attach documents to the inspection.

Navigation

Materiel MGMT > Inspection > *VARIOUS PROCEDURAL STEPS* > Inspection Attachments pop-up window

Page Fields

The following fields display on the **Inspection Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Inspection Attachments

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.



Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Inspection Attachments

Thumbnails
 Attach

Attach Files

Attachment
 Desc
 Primary
 Name
 Desc


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Inspection

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  **Attachments** to add any additional files to the record. *The **Inspection Attachments** pop-up window appears.*



2. Select . *The **Attach Files** pop-up window appears.*



Attach Files
✕


Instructions
▼

*** Attachment**

📁 Browse...

Desc



☒ Primary

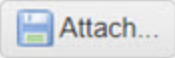


 Attach...

Attachments:





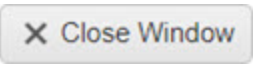
Name	Desc

✕ Close Window

3. Select  Browse.... The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select  Open. The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*

7. Select . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
 - B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
 - C. Select  to complete the process. *The document is removed.*
10. Select . *The **Attach Files** pop-up window closes, and the file appears in the Primary Attachment field of the Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics

- [Inspection](#)
- [Inspect an Inventory](#)
- [Add Additional Fields to an Inspection](#)

Add Additional Fields to an Inspection

Overview

The Inspection Additional Fields process provides the ability to insert more fields into an inspection.

Note

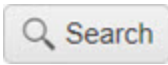


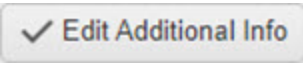


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Materiel MGMT > Inspection >  >  (desired record) > Selected Inventory
 Inspections >  (desired record) >  > Additional Fields pop-up window

Page Fields

The following fields display on the **Additional Fields** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------



xxxx	Additional Info fields are used to specify information not included in the edit screen.
xxxx	New fields may be selected from the Add Field dropdown.

Additional Info

Add Field

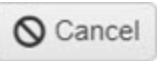
Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a QC/Inspection Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Additional Fields** pop-up window appears.

Additional Fields

Instructions

Additional Info fields are used to specify information not included in the edit screen.
New fields may be selected from the Add Field dropdown.


Additional Info

Add Field:
All

Update

Cancel



2. Use  to select the Add Field. *The options are specific to the inspections associated with the accessed user ID.*
3. *The option becomes a field to enter information about that field.*


Additional Fields

✕

Instructions

Additional Info fields are used to specify information not included in the edit screen.
New fields may be selected from the Add Field dropdown.


Additional Info


Add Field: All 


✕ * Software Version


✕ * Color


GREEN


✕ 





 Update

 Cancel

4. Enter any additional information in the field provided. *This can be different types of fields, so enter the information however the method.*
5. Select . *The **Additional Fields** pop-up window closes, and the new fields appear when the forms are printed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.

entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Inspection
- Inspect an Inventory
- Add an Attachment to an Inspection





Inspection


Overview

The Warehouse Management module Inspection Process provides the ability to view and inspect inspections associated to the inventory’s STOCK NBR.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Materiel MGMT > Inspection > Inspection page

Page Fields

The following fields display on the **Inspection** page. For more information on each field, select the appropriate hyperlink.

Instructions










The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

412

Select "Grid Options" button for additional actions.

Search Criteria Grid

Scan Barcode
LIN/TAMCN 
Location 
Issued
LIN/TAMCN Desc 
Container 
Issued UIC 
Stock Nbr 
Cond Cd
Issued Member 
Item Desc 
Owning DoDAAC
Due Before
Serial Nbr
Reportable Commodity Type
Due Before
ICN 
GFM Contract Nbr
Facility
Prj Cd
Inspection Type

Available Inventory Inspections Results Grid

All
Primary Attachment
Status
Issued
Next Insp Dt



Inspection Type
Stock Nbr
Item Desc
Kit?
Cond Cd
ICN
Serial Nbr
Location
Container
Freeze Location
Location Status
Alloc Qty
Issued Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

CAGE Cd
Expiration Dt
Shelf Life Expiration Dt
Expiration SLC (Mos)
Extended Flg
Facility
Facility Name and Nbr
Failed Flg
FSC
Hazmat Cd
Last Cal Dt
Inspected By
Last Insp Dt
Last Maint Dt
Last Test Dt
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Issued Member
Member



Next Cal Dt
 Next Maint Dt
 Next Test Dt
 NIIN
 Issued UIC
 Reportable Commodity Type
 Secondary Serial Nbr
 Security Commodity Type
 Service Life Expiration Dt
 Service Life Remaining
 Size
 Stocking UI
 Stocking Unit Price
 UII
 Meter Reading
 Utilization Measure Code
 Percent Utilization
 LIN/TAMCN
 LIN/TAMCN Desc
 Location Schedule Type
 Program Id
 Established Dt/Tm
 Established By
 Last Transaction Dt/Tm
 Last Updated By

Selected Inventory Inspections Results Grid

All
 Primary Attachment
 Status
 Issued
 Next Insp Dt
 Inspection Type
 Stock Nbr
 Item Desc
 Kit?
 Kit Serial Number
 Cond Cd
 ICN
 Serial Nbr

Location
Container
Freeze Location
Location Status
Alloc Qty
Issued Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr
Parent ICN

Optional

CAGE Cd
Expiration Dt
Shelf Life Expiration Dt
Expiration SLC (Mos)
Extended Flg
Facility
Facility Name and Nbr
Failed Flg
FSC
Hazmat Cd
Last Cal Dt
Inspected By
Last Insp Dt
Last Maint Dt
Last Test Dt
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Issued Member
Member
Next Cal Dt
Next Maint Dt
Next Test Dt
NIIN
Issued UIC
Reportable Commodity Type



Secondary Serial Nbr
Security Commodity Type
Service Life Expiration Dt
Service Life Remaining
Size
Stocking UI
Stocking Unit Price
UII
Meter Reading
Utilization Measure Code
Percent Utilization
LIN/TAMCN
LIN/TAMCN Desc
Location Schedule Type
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inventory Inspection Information

Inspection
Type
Interval Name
Active
Interval
Interval Unit
Last Inspection Date
Next Inspection Date
Inspected By
Inspection Utilization
Utilization Interval

Print DW-28 -Inspections Due - Print Options

Group By
Report Format
Paginate Group(s)



Print Label Request

Printer Language
Label Size
Include RFID

ICN Labels

Include Cond Cd

Label Type
Qty

Inspection Due Labels

Select Inspection Labels

Expiring Items Labels

Kit Contents
DOM
DOI
DOE
LOT#
SER#

Print Form

Remarks
Print Inspection Activity Data Collection Grid
Print Additional Info

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Inspection

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting







at any point of this procedure returns all fields to the default "All" setting.

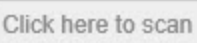











1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions




Search Criteria





Click here to scan 





ICN S/N LOC CON 





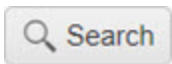
- Select   . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- Use  or  to assist with the LIN/TAMCN entry. This is a 10 alphanumeric character field.
Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use  or  to assist with the Location entry. This is a 20 alphanumeric character field.
Location Browse help
- Use  to select Issued.
- Enter the LIN/TAMCN DESC, using  to assist with the entry. This is a 1,024 alphanumeric character field.
- Use  or  to assist with the Container entry. This is a 20 alphanumeric character field.
Container Id Browse help
- Use  or  to assist with the Issued UIC entry. This is a 6 alphanumeric character field.
UIC Browse help

- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - Use  to select Cond Cd.
 - Use  or  to assist with the Issued Member entry. *This is a 50 alphanumeric character field.*

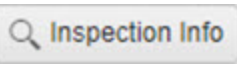
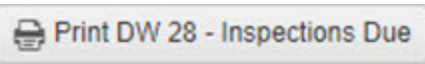
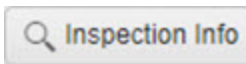
Member Profile Browse
 - Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
 - Use  to select the Owning DoDAAC.
 - Use  or  to assist with the Assigned Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - Use  to select the Reportable Commodity Type.
 - Use  to select the Due Before, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
 - Use  to select the GFM Contract Nbr.
 - Use  to select the Facility.
 - Use  to select the Prj Cd.
 - Use  to select the Inspection Type.
2. Select . *The results display in the Available Inventory Inspections Results grid.*

Available Inventory Inspections										Selected Inventory Inspections										Print DW 28 - Inspections Due																			
Available Inventory Inspections										Selected Inventory Inspections										Print DW 28 - Inspections Due																			
Primary Attachment										Status	Issued	Next Insp Dt	Inspection Type	Stock Nbr	Item Desc	ASPT	Card Cde	ICH	Serial Nbr	Location	Container	Freeze Location	Location Status	Abstr Qty	Issued Qty	Avail Qty	Closing DtdAAC	Pty Cde	QPM Contract Nbr										
<input type="checkbox"/>											No	12/02/2021	30 DAY ADPS	1005000098870	SHOTGUN, 12 GAUGE	No	A - Switzer's Gun	8030000000000705358						0	1	0	FB400												
<input type="checkbox"/>										<input checked="" type="checkbox"/>	Yes	12/02/2021	30 DAY ADPS	1005000098870	SHOTGUN, 12 GAUGE	No	A - Switzer's Gun	8030000000000705358						0	1	0	FB400												
<input type="checkbox"/>										<input checked="" type="checkbox"/>	Yes	12/02/2021	30 DAY ADPS	1005000098870	SHOTGUN, 12 GAUGE	No	A - Switzer's Gun	8030000000000705358						0	1	0	FB400												
Selected 63										Page 1 of 1										10 Items per page										1 - 3 of 3 Items									

View the Inventory Inspection Information





- Click ☐ to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and  and  become available.*
- Select . *The Inventory Inspection Information pop-up window appears.*

Inventory Inspection Information										
Inspection	Type	Interval Name	Active	Interval	Interval Unit	Last Inspection Date	Next Inspection Date	Inspected By	Inspection Utilization	Utilization Interval
18 MONTH INSP	INSPECTION	STOCK	Yes	18	Months	08/16/2016	02/16/2018	BACKGROUNDUSER		
GADELL QC	QUALITY CONTROL	STOCK	Yes							

- The Inspection automatically populates and is not editable.*
- The Type automatically populates and is not editable.*
- The Interval Name automatically populates and is not editable.*
- The Active automatically populates and is not editable.*
- The Interval automatically populates and is not editable.*
- The Interval Unit automatically populates and is not editable.*
- The Last Inspection Date automatically populates and is not editable.*
- The Next Inspection Date automatically populates and is not editable.*
- The Inspected By automatically populates and is not editable.*
- The Inspection Utilization automatically populates and is not editable.*
- The Utilization Interval automatically populates and is not editable.*

Print a DW-28 Inspections Due Report

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Click  to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and*  *and*  *become available.*
2. Select  . *The Print DW-28 -Inspections Due - Print Options pop-up window appears.*

Print DW 28 - Inspections Due - Print Options

Group By


LIN/TAMCN Desc


Report Format


PDF





Paginate Group(s)

☒




Print

Reset

Cancel


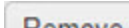
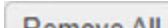
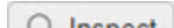
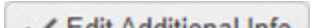
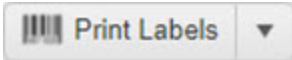


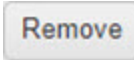
- Use  to select the Group By.
- Use  to select the Report Format.
- Click  to select the Paginate Group(s). *This determines if the groups if inspections identified above should be on separate pages.*
- Select . *The report appears in the format chosen, ready to print from that software.*

View the Selected Inventory Inspections Results Grid


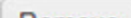
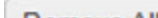
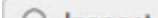





- Click  to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and*  *and*  *become available.*
- Select the Selected Inventory Inspections Tab. *The Selected Inventory Inspections Results grid appears.*

[illegible]

Remove a Single Selected Inspection


1. Click  to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and*  ,  ,  ,  ,  ,  and  become available.
2. Select  . *The Selected Inventory Inspection is deleted from the Selected Inventory Inspections grid.*

Remove Multiple Selected Inspections




- Click  to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* , , , , ,  and  become available.
- Select . *The Selected Inventory Inspection grid is emptied.*

Note



 Removing inspections from the Selected Inventory Inspection grid does not remove them from the Available Inventory Inspection grid. If a Selected inspection is removed accidentally, go back to the Available Inventory Inspections grid and select the desired inspection again.

Perform an Inspection

- Click  to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and*  *and*  *become available.*
- Select the Selected Inventory Inspections Tab. *The Selected Inventory Inspections Results grid appears.*

Available Inventory Inspections

Selected Inventory Inspections

Selected Inventory Inspections

Old Options

Remove All

Inspect

✓ 230 Inspected

100

First

Previous

No Grouping

Alt	Primary Abctment	Status	Bound	Next Insp Dt	Inspection Type	Stock Hdr	Item Desc	4371	Kit Serial Number	Card Ct	ICN	Serial Nr	Location	Container	Process Location	Location Status	Alloc Qty	Issued Qty	Avail Qty	Owning Org/AAIC	Pty Ct	QMS Contract No	Parent ICN
		X	Yes	12/02/2021	30 DAY INSPS	100000000810	PHOTOGRAPH DASH			A. Bredius Gant	00000000000007050068		0	1	0					PH0808			

Selected 01

Page 1 of 1




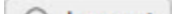





50

Items per page

50

Items per page

1 - 1 of 1 Items




3. Click  to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* , , , , ,  and  become available.
4. Select . The **Inspect Selected Inventory** page appears.

Note




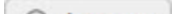
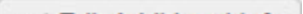






 To inspect the selected inventory, the ALLOC QTY must be more than zero. Make certain the ALLOC QTY is at least 1.

Edit Additional Inspection Information


- Click  to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and*  *and*  *become available.*
- Select the Selected Inventory Inspections Tab. *The Selected Inventory Inspections Results grid appears.*

[illegible]


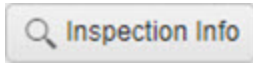
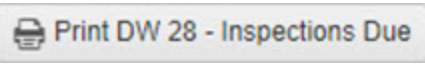
3. Click  to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* , , , , ,  and  become available.
4. Select . The **Additional Fields** pop-up window appears.

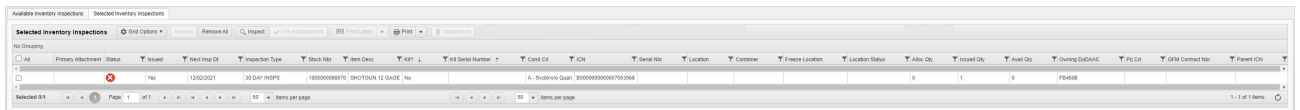
Print Inventory Labels


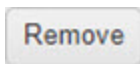
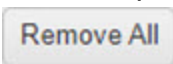
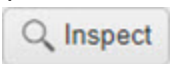
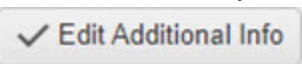
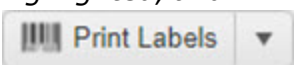
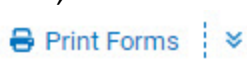



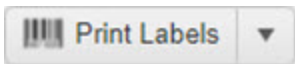
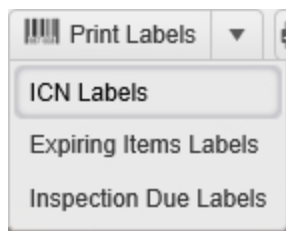
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



- Click  to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and  and  become available.*
- Select the Selected Inventory Inspections Tab. *The Selected Inventory Inspections Results grid appears.*



- Click  to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and , , , , , , and  become available.*

- Select .  appears.



ICN Labels

- A. Select . The **Print Label Request** pop-up window appears.

X

Print Label Request

Print Labels

Printer Language

Label Size

Include RFID

Include Cond Cd

Label Type

ICN

Select an Item

J - 3.00 X 2.00

☐

☒

Qty

1

Print

Download

↺ Reset

⊗ Cancel


B. Use  to select the Printer Language.

C. Use  to select the Label Size.

D. Click ☐ to select Include RFID. *This includes the radio frequency on the label.*

E. Click ☐ to select Include COND CD. *This includes the code on the label.*

F. *The Label Type automatically populates and is not editable.*

G. Use  to choose the QTY.

H. Choose either:

-  to print the ICN label immediately.
-  to produce a PDF version of the label and print it later.

ODASD (Logistics)
under A&S Sustainment

— 879 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727

Expiring Items Labels

- A. Select **Expiring Items Labels**. The label automatically prints out.

[illegible]

Inspection Due Labels

- A. Select . The **Print Label Request** pop-up window appears.

X

Print Labels

Printer Language

Label Size

Label Type

INS

Select an Item ▼

Select an Item ▼

Qty

1

▲
▼

Select Inspection Labels

☐ All

☐ COSIS

☐ MAINTENANCE

☐ TEST






☐ CALIBRATION

Print

Download


Reset


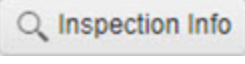

Cancel

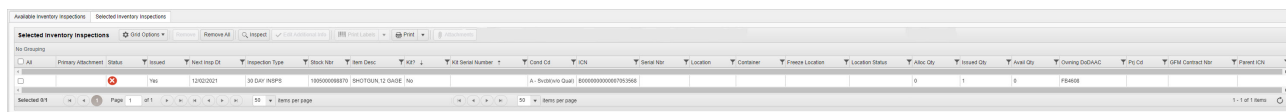
- B. Use  to select the Printer Language.
- C. Use  to select the Label Size.
- D. The Label Type automatically populates and is not editable.
- E. Use  to choose the QTY.
- F. Click ☐ to select the desired Inspection Labels. More than one selection is available.
- G. Choose either:
- a.  to print the ICN label immediately.
 - b.  to produce a PDF version of the label and print it later.




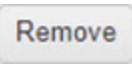
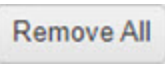

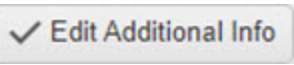
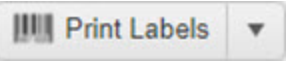


Print Inventory Inspection Reports

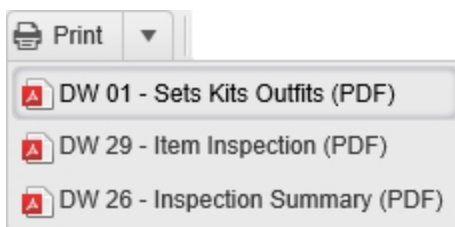
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


- Click  to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and  and  become available.*
- Select the Selected Inventory Inspections Tab. *The Selected Inventory Inspections Results grid appears.*



Id	Primary Object	Status	Issued	Next Insp Dt	Inspection Type	Stock Mtr	Item Desc	Kit	Kit Serial Number	Cost Ctl	ICN	Serial Mtr	Location	Container	Previous Location	Location Status	Alloc Qty	Issued Qty	Avail Qty	Issuing DDAAC	Prs Ctl	QRM Control Mtr	Previous ICN
1		Yes	12/02/2021	30 DAY INSPE	100000000070	SHOTGUN 12 GAUGE	Yes			A - Durable Qual	800000000007002000						0	1	0	PERASE			

- Click  to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and , , , , , , and  become available.*



- Select  .
- Choose the desired form:
 - DW Form 01 — SKO Kit Assembly Instructions form
 - DW Form 29 — Item Inspection form
 - DW Form 26 — Inspection Summary form

*The **Print Form** pop-up window appears.*



Print Form
✕

Enter the remarks you would like to include:

Print
 Cancel

☐ Print Inspection Activity Data Collection Grid
 ☐ Print Additional Info

6. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Click ☐ to select the Print Inspection Activity Data Collection Grid. *This shows a grid for manual inventory inspections on the form.*
8. Click ☐ to select the Print Additional Info. *This shows any fields that were added from **Additional Fields** on the form.*
9. Select **Print**. *The report appears in the format chosen, ready to print from that software.*

Add Attachments

1. Click ☐ to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and **Inspection Info** and **Print DW 28 - Inspections Due** become available.*
2. Select the Selected Inventory Inspections Tab. *The Selected Inventory Inspections Results grid appears.*

Available Inventory Inspections														
Selected Inventory Inspections														
No Grouping	Id	Primary Object	Status	Issued	Next Insp Dt	Inspection Type	Stock Mbr	Item Desc	Alt	Alt Serial Number	Cost Ctl	ICN	Serial Mbr	Location
	1			Yes	12/02/2021	30 DAY INSPE	10000000000	SHOTGUN 12 GAUGE	Yes					
										A - BROWNV	Quan	000000000000000000		

3. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and **Remove**, **Remove All**, **Inspect**, **Edit Additional Info**, **Print Labels**, **Print Forms** and **Attachments** become available.*
4. Select **Attachments**. *The **Add Attachments** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Inspect an Inventory
- Add an Attachment to an Inspection
- Add Additional Fields to an Inspection





Inspect a Selected Inventory

Overview


The Inspection process provides the ability to create an inspection for a selected STOCK NBR inventory.

Note

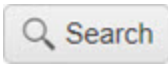


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.


The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Materiel MGMT > Inspection > 

> ☐ (desired record) > Selected Inventory

Inspections > ☐ (desired record) > 

> Inspect Selected Inventory page

Page Fields

The following fields display on the **Inspect Selected Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

14


Select "Cancel" button to return to previous page.

Inspection Results Tab

Inspections

Cost Center
Personnel
Last Inspection
Next Inspection
Inspection Result
Remarks

Condition Code and Document Number Panel

Cond Cd
Document Nbr 

Utilization and End Item Remarks Panel

Meter Reading
Increase By
Replace
Remarks

Selected Inventory Grid

All
Stock Nbr
Item Desc
ICN
Serial Nbr
Meter Reading
Percent Utilization
Remarks



Repair Parts Tab

Repair Parts Panel

Stock Number
Item Desc
Mfr Part Nbr
Total Repairable Qty
Cond Code
Location
Requested Qty
Selected Qty

Bill of Materiel

Stock Number
Item Desc
Serial Nbr
Mfr Part Nbr
Qty
ICN
Returnable
Return ICN
Return Serial Nbr
Return Location
Return Container
Cond Cd

(*) Asterisk identifies a mandatory field.

Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.



Inspect a Selected Inventory

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

- Select . The **Inspect Selected Inventory** page appears.

Note



To inspect the selected inventory, the ALLOC QTY must be more than zero. Make certain the ALLOC QTY is at least 1.

- The Inspections panel is at the top of the Inspection Results tab. *The contents of this panel depends upon the amount and type of previous inspections.*




Inspections - Stock Schedule

Selected inventory inspections for schedule: Stock



COSIS
▼

Cost Center	<input type="text"/>	Personnel	<input type="text"/>
Last COSIS Inspection	<input type="text"/>	Next COSIS Inspection	<input type="text"/>
Inspection Result	<input type="text"/>	Remarks	<div style="border: 1px solid #ccc; height: 40px;"></div>

Associated Inventory

- Use  to select the Cost Center.
- Use  to select the Personnel.
- Use  to select the Last {inspection type} Inspection, or enter the date (MM/DD/YYYY) in the field provided.



- D. Use  to select the Next {inspection type} Inspection, or enter the date (MM/DD/YYYY) in the field provided.
- E. Use  to select the Inspection Result.
- F. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Note



Select

Associated Inventory

to view the stock numbers that are affected by this inspection.


- G. Repeat these steps for however many inspection panels exist. *The Condition Code and Document Number panel is next.*



Condition Code and Document Number ▼

Enter condition code and/or document number:

Cond Cd

A - Svcbl(w/o Qual) ▼

 **Document Nbr**

- a. Use  to select the Cond Cd.
- b. Enter the DOCUMENT NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- c. *The Utilization and End Item Remarks panel is next.*



Utilization and End Item Remarks

Enter utilization and/or remarks:

Meter Reading

☒ Increase By
☐ Replace

Remarks

Stock Nbr	Item Desc	ICN	Serial Nbr	Meter Reading	Percent Utilization	Remarks
09	HAND GLOVES	A0000000000000438024	159879			

Page 1 of 1
50 items per page
1 - 1 of 1 items

1. Use to select the Meter Reading.
2. Select ☒ for either Increase By *OR* Replace.
The radio buttons apply to the Meter Reading field.

Note



The Increase By radio button takes the amount entered in the Meter Reading field and adds it to the existing amount in the selected grid row.

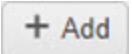

The Replace radio button takes the amount entered in the Meter Reading field and puts it into the selected grid row, erasing the previous amount.

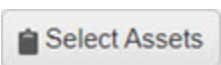
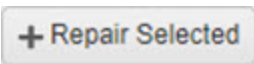
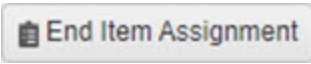
3. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . *The Meter Reading and Remarks cells are updated in the selected row.*
5. Select the Repair Parts tab. *The Repair Parts Tab appears.*
6. The Repair Parts panel is at the top of the Repair Parts tab. *The grid starts out empty.*

Repair Parts

Stock Number	Item Desc	Mfr Part Nbr	Total Repairable Qty	Cond Code	Location	Requested Qty	Selected Qty
6850013578456	DECONTAMINATION KIT, M295		0	G - Unsvcb(Incomp)		1	1



- A. Select  . A new row appears.
- B. Enter the Stock Number, or use  to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help
- C. Select  . The **Inventory Selection** pop-up window appears. Choose an asset, and it appears in the Bill of Materiel grid.
- D. Select  . The item in the Bill of Materiel grid is used to repair the item, and is removed from the grid.
- E. Select  . The Assign Repair Parts pop-up window appears, showing the details of the part used to fix the original item.

Assign Repair Part(s) ✕

Repair Part Assignment

Grid Options

Click here to scan

ICN S/N

End Item Stock Nbr	End Item Desc	End Item ICN	End Item Serial Nbr	Status
113811381138A	LIGHT SABER - BLUE	A0000000000000530078	BLUE-4	

⏪ ⏩ 1 Page 1 of 1 ⏪ ⏩



50 items per page

1 - 1 of 1 items 🔄




Complete

- F. The Bill of Materiel panel is next.

Stock Number	Item Desc	Serial Nbr	Mfr Part Nbr	Qty	ICN	Returnable	Return ICN	Return Serial Nbr	Return Location	Return Container	Cond Cd
<input type="checkbox"/> 6850013578456	DECONTAMINATION KIT, M295	A00000000000002163920		1	A00000000000002163920	<input checked="" type="checkbox"/>					

- a. Select the desired Bill of Materiel record. *The record is highlighted.*
- b. Click ☐ to select the Returnable. *This is for those items that can be returned, not that are disposable.*
- c. Select  in the Return ICN column. *The Return ICN field appears. This is a 20 alphanumeric character field.*
- d. Select  in the Return Location column. *The Return Location field appears. This is a 20 alphanumeric character field.*



- e. Select  in the Return Container column. *The Return Container field appears. This is a 20 alphanumeric character field.*
- f. Select  in the COND CD column. *The COND CD drop-down field appears. Use  to select the Cond Cd.*

Select Complete. *The Inventory page closes, and the inspection appears in the Selected Inventory Inspections grid.*

3.

OR

Select Complete and View QC. *The Inventory page closes, and the inspection appears in the **QC / QA / Inspection Results** grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
1153 — The 'To CONDITION Cd' value selected is not an allowable value.	Invalid Entry. The CONDITION Cd does not match the allowed values. Choose a different CONDITION Cd.
18 — Date format should be MM/DD/YYYY with valid	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter



month/day combination.	the date..
161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Inspection](#)
- [Add an Attachment to an Inspection](#)
- [Add Additional Fields to an Inspection](#)

Maintenance Issue

Overview

The Warehouse Management module Maintenance Issue process provides the ability to pick and issue requested supplies for maintenance activities, to update existing requests, to cancel requests for supplies from the Warehouse module, or to create a back-order request for supplies. Maintenance Issue Requests can be generated from the Warehouse module or from the M&U module.


Maintenance Issue requests have three different statuses:

- **RQ - Requested**
 - the request is initially created. Requests with a back-order remain in this status, but the status of Maintenance Issue Detail (STK NBRs) will display BO - Backorder Requested.
- **IS - Issued**
 - the request was signed with the Requested QTY matching the Picked QTY.
- **CN - Canceled**
 - the request has been canceled.

Maintenance Issue Requests generated from DPAS M&U cannot be canceled from DPAS Warehouse.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE > Maintenance Issue page

Page Fields

The following fields display on the **Maintenance Issue** page. For more information on each field, select the appropriate hyperlink.



Maintenance Issue Search Criteria

Document Nbr 
Work Order Nbr 
Maint Activity 
Ordered By 
Stock Nbr 
Status 
Requested Date From 
Requested Date To 
Completed Date From 
Completed Date To 

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks



Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

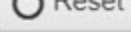
DPAS Navigation Helpful Tips






Click the following link to display Warehouse Navigation Tips.











Search Maintenance Issues


One or more of the Search Criteria fields can be entered to isolate the results. By default, all

"Open" status Maintenance Issue Requests are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
 - Use  or  to assist with the Document NBR entry.
 - Enter the Work Order NBR, using  to assist with the entry.



- Use  to select the Maint Activity, or use  to assist with the entry.
- Enter the Ordered By, using  to assist with the entry.
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Use  to select the Status.
- Use  to enter the Requested Date From or enter the data (MM/DD/YYYYHH:MM) in the field provided.
- Use  to enter the Requested Date To or enter the data (MM/DD/YYYYHH:MM) in the field provided.
- Use  to enter the Completed Date From or enter the data (MM/DD/YYYYHH:MM) in the field provided.
- Use  to enter the Completed Date To or enter the data (MM/DD/YYYYHH:MM) in the field provided.

2. Select  to view the results in the Maintenance Issue Requests grid.

Add a Maintenance Issue Request

Select  to display the **Add a Maintenance Issue Request** pop-up window.

Update a Maintenance Issue Request

Select  to display the **Update a Maintenance Issue Request** pop-up window.

Sign a Maintenance Issue Request

Select  to display the **Sign a Maintenance Issue Request** menu.




Attach a Document to a Maintenance Issue Request

Select  **Attachments** to display the **Attach a Document** pop-up window.

Cancel a Maintenance Issue Request

Note



Maintenance Issue Requests generated from DPAS M&U **cannot** be canceled from DPAS Warehouse.

Select  **Cancel** to display the **Cancel a Maintenance Issue Request** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

xxxx — Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick



Add a Maintenance Issue

Overview


The Maintenance Issue Add process provides the ability to pick and issue requested supplies for maintenance activities.

Maintenance Issue requests have three different statuses:

- **RQ - Requested**
 - the request is initially created. Requests with a back-order remain in this status, but the status of Maintenance Issue Detail (STK NBRs) will display BO - Backorder Requested.
- **IS - Issued**
 - the request was signed with the Requested QTY matching the Picked QTY.
- **CN - Canceled**
 - the request has been canceled.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE >  > Add a Maintenance Issue pop-up window

Page Fields

The following fields display on the **Add a Maintenance Issue** pop-up window. For more information on each field, select the appropriate hyperlink.

Header Information

Request Nbr
Requested Date *



Maintenance Activity *
Work Order
Owning DoDAAC *
Expected Completion Date

Details

Stock Nbr
Item Desc
Requested Qty
Document Nbr
Expected Completion Date
Status
Add / Edit Remarks

Remarks
History Remarks

Optional

Established By
Established Dt/Tm
Remarks
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures


DPAS Navigation Helpful Tips



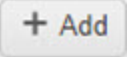



Click the following link to display Warehouse Navigation Tips.

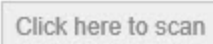

Add a Maintenance Issue Request



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





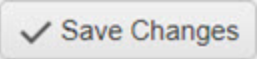
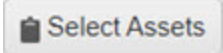
1. Select . The **Add Request Header Information and Add Request Details** page opens.
2. The Request Nbr automatically populates and is not editable.
3. The Requested Date automatically populates and is not editable.
4. Use  to select the Maintenance Activity.
5. Enter the Work Order in the field provided.
6. Use  to select the Owning DoDAAC.
7. Use  to enter an Expected Completion Date, or enter the date (MM/DD/YYYY HH:MM) in the field provided.

Select  . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.


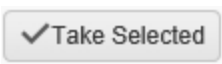

8.

OR

Select . The **Stock Nbr Browse** pop-up window appears, to manually add assets to the maintenance issue record.

9. Select the ☐ next to the desired entry to select the entire quantity.  appears.
If selecting less than the entire quantity, click the  on the desired entry and manually enter the quantity in the field provided.
10. Click the Add / Edit Remarks hyperlink. The Remarks and History Remarks fields appear.
 - a. Enter the Remarks in the field provided. This is a 1024 alphanumeric character field.
 - b. Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.
11. Select  to save items to the Add Request Details section. Status in the Stock Numbers grid changes to "RQ - Requested".
12. Highlight the desired entry on the Stock Number grid and select  to assign assets to the request. The **Inventory Selection** pop-up window appears.



13. Select the ☐ on the left side of the desired entry to select the entire quantity.  appears.
14. Click  to apply the selected assets to the request. *The **Inventory Selection** window closes, and the status in the Stock Numbers grid changes to "PK - Picked".*
15. Repeat Steps 11-14 for each entry in the Stock Numbers grid.
16. Select  to process the transaction. *The page returns to the Maintenance Issue grid with the addition at the top and with a system-generated Request NBR.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.



Related Topics

- Maintenance Issue Request Overview
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick



Attach a Document to a Maintenance Issue Record

Overview

The Maintenance Issue Attach a Document process provides the ability to have a document become a part of the record.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE > Maintenance Issue > [Attachments](#) > Attach a Document pop-up window


Page Fields

The following fields display on the **Maintenance Issue** page. For more information on each field, select the appropriate hyperlink.

Maintenance Issue Search Criteria

Document Nbr *i*
Work Order Nbr *i*
Maint Activity *i*
Ordered By *i*
Stock Nbr *i*
Status *i*
Requested Date From *i*



Requested Date To 

Completed Date From 

Completed Date To 

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks



Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

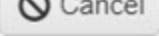
Procedures



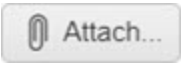
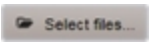

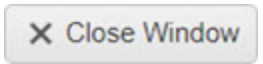

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.


Attach a Document to a Maintenance Issue Request








Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select ☐ next to the desired request.  appears.
2. Select  **Attachments** on the top of the Maintenance Issue grid. The **Attachments For...** pop-up window appears.
3. Click . A second **Attach Files** pop-up window appears.
4. Click  to search for and select the desired file to attach.
5. Enter a description of the file in the Description field. *This allows a max of 1024 alpha-numeric characters.*
6. If adding more than one file, highlight the designated file and check the Primary ☐. *The highlighted file is primary on the list of attachments.*
7. Select . The attachment appears in the Attachments field below. *If attaching more than one file, repeat Steps 3-5.*
8. Select  when finished. The first **Attach Files** window now displays the attached files.
9. Click  in the top, right corner to close the window and return to the Maintenance Issue grid.



Note



To delete an attachment, select the  or   next to the desired file. A prompt appears to delete the attachment. Selecting  deletes the file. Selecting  keeps the file attached. Also, Users can change the primary attachment by selecting the  next to the desired attachment. An alert notifies users that the selected file is now the primary attachment. Click  to close the alert.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick



Cancel a Maintenance Issue

Overview

The Maintenance Issue Cancel process provides the ability to cancel requests for supplies from the Warehouse module.

Maintenance Issue Requests generated from DPAS M&U cannot be canceled from DPAS Warehouse.

Note



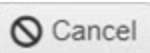
Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE >



> Cancel a Maintenance Issue pop-up window

Page Fields

The following fields display on the **Cancel a Maintenance Issue** pop-up window. For more information on each field, select the appropriate hyperlink.

Maintenance Issue Search Criteria

Document Nbr *i*


Work Order Nbr *i*


Maint Activity *i*


Ordered By *i*


Stock Nbr *i*




Status 

Requested Date From 

Requested Date To 

Completed Date From 

Completed Date To 

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status



Optional

Established By
 Established Dt/Tm
 History Remarks
 Last Transaction Dt/Tm
 Last Updated By
 Program Id
 Remarks


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.




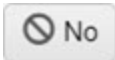

Cancel a Maintenance Issue Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Note



Maintenance Issue Requests generated from DPAS M&U cannot be canceled from DPAS Warehouse.

- Select ☐ next to the desired request.  appears.
- Click . The **Cancel Maintenance Issue** pop-up window appears.
- Select  to complete canceling the request, or select  to return to the previous page. Users can also press the  on the right to close the dialog box.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Maintenance Issue Request Overview](#)
- [Add a Maintenance Issue Request](#)
- [Update a Maintenance Issue Request](#)
- [Attach a Document to a Maintenance Issue Request](#)
- [Sign a Maintenance Issue Request](#)
- [Stock Number Overview](#)
- [Materiel Movement Plan](#)
- [Materiel Movement Pick](#)

Sign a Maintenance Issue

Overview

The Maintenance Issue process provides the ability to sign and complete a Maintenance Issue transaction.

Note



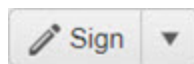
Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE >



> Sign a Maintenance Issue pop-up window

Page Fields

The following fields display on the **Sign a Maintenance Issue** pop-up window. For more information on each field, select the appropriate hyperlink.

Maintenance Issue Search Criteria

Document Nbr *i*

Work Order Nbr *i*

Maint Activity *i*


Ordered By *i*


Stock Nbr *i*


Status *i*

Requested Date From *i*



Requested Date To 

Completed Date From 

Completed Date To 

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks



Last Transaction Dt/Tm
 Last Updated By
 Program Id
 Remarks

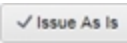
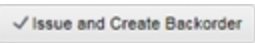

Procedures


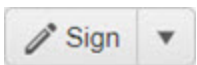




Sign a Maintenance Issue Request

Upon completion of the signing procedure, the status of the request changes to "IS - Issued".

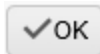








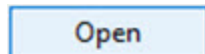
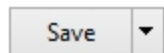
Attention





If the Requested QTY does not match the Picked QTY at the time of signing, a **Maintenance Issue Partially Picked** pop-up window appears. Select  to continue with the request as is, or select  to process the issue and create a backorder for the request (the Record Detail Status changes to "BO - Backorder Requested"). Selecting  closes the window and returns to the previous page.

1. Select ☐ next to the desired request.  appears.
2. Select  from the Maintenance Issue grid. Three signing options appear for signing and completing the Maintenance Issue Request. Selecting the  or the  in the top right of any pop-up window closes that window and returns the user to the previous window.
 - Select eSign to display the **Insert CAC** pop-up window.
 1. Insert the CAC. *Please wait several seconds for the reader to recognize the card.*
 2. Select  to continue. The **Windows Security - Select a Certificate** pop-up window appears.
 3. Select the appropriate certificate and click . The **ActivClient Login** pop-up window appears.




4. Enter the CAC Personal Identification Number in the PIN field and click  . The **eSign Complete** pop-window appears.
 - If the *PIN* is entered incorrectly, select  and reattempt by clicking  .
 - If the *PIN* is entered incorrectly three times, the CAC locks. *Contact an administrator to unlock it.*
5. Select  and the **Windows Security - Select a Certificate** pop-up window appears.
6. Select the desired certificate and click  . The signature page appears in a new browser window along with the **Print** dialog box.
7. Select  to print the certificate.
- Select Sign with Signature Pad to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*
 1. Use the stylus to sign the Signature Pad.
 2. Select  to confirm the signature.
 - Selecting  removes the signature to reattempt.
 - Selecting  closes the window and returns to the previous page.
- Select Manual Sign to display a **Print** dialog box for the DDForm 1150.pdf. Users have the following options:
 -  puts the document into Adobe Reader. *Users can print the document from here.*
 -  saves the document for printing at a later time.



-  **Cancel** or  closes the dialog box and returns users to the **Main-tenance Issue** page.

Note


Users can scan the manually signed document(s) and attach to the designated request. See **Attach a Document to a Maintenance Issue Request** procedure.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick



Update a Maintenance Issue

Overview

The Maintenance Issue Update process provides the ability to edit existing requests.

Note



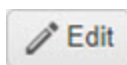
Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE >



> Update a Maintenance Issue pop-up window

Page Fields

The following fields display on the **Update a Maintenance Issue** pop-up window. For more information on each field, select the appropriate hyperlink.

Maintenance Issue Search Criteria

Document Nbr *i*

Work Order Nbr *i*

Maint Activity *i*

Ordered By *i*

Stock Nbr *i*


Status *i*

Requested Date From *i*

Requested Date To *i*



Completed Date From 

Completed Date To 

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm



Last Updated By
Program Id
Remarks


Procedures


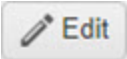

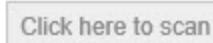



DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

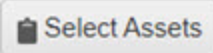
Update a Maintenance Issue Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


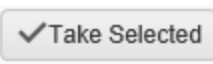

1. Select ☐ next to the desired request.  appears.
2. Click  to update the desired request. The screen changes to the Request Header Information and Request Details sections.
3. Use  to update the Expected Completion Date, or enter the data (MM/DD/YYYYHH:MM) in the field provided.
4. Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.

OR

Select . The **Stock Nbr Browse** pop-up window appears, to manually add assets to the maintenance issue record.

5. For entries with a status of "RQ - Requested" or "BO - Backorder Requested", perform the following:
 - A. Highlight the desired entry on the Stock Number grid and select  to assign assets to the request. The **Inventory Selection** pop-up window appears.



- B. Select ☐ next to the desired entry to select the entire quantity.  appears.
- C. Click  to apply the selected assets to the request. The **Inventory Selection** window closes. *Status in the Stock Numbers grid changes to "PK - Picked".*.
6. Select  to process the update.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.



Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick



Individual Issue

Overview

The Warehouse Management module Individual Issue process provides the ability to search existing issues and begin the process of issuing equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned.

Helpful Tip



A member's CAC can streamline the Individual Issue process.

When the member first arrives, scanning the CAC performs the search automatically.


If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Individual Issue.

Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Individual Issue.


The Warehouse Module also offers Quick Issue. A Quick Issue allows members to pick their assets before an issue is created. Like shopping at a grocery store, members pick their assets and then bring them to the DPAS agent for issue. The agent scans the ICN barcodes with a DPAS supported tethered scanner, and the issue is complete.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Materiel MGMT > Individual > Issue > Individual Issue page



Page Fields

The following fields display on the **Individual Issue** page. For more information on each field, select the appropriate hyperlink.

Instructions




The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.

Search Criteria

Member 



Issue Nbr 
EDI PI 
UIC 
CAC

Individual Issue Grid

Attachments
New / Edit
View
Last Name
First Name
Middle Initial
EDI PI
UIC
Last Issue Dt
Last Issue Nbr
Loan Return Dt
Last Warehouse
Stock Number Qty
Total Qty
Status

Optional

Secondary Id
Class Year
Duty Status
Valid CAC
Pay Grade
Expiration of Active Service

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Search for An Individual Issue

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Note










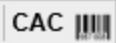
If using a CAC, select the CAC field and scan the member's CAC with a DPAS supported tethered scanner. Otherwise, follow these steps:

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

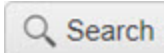
Instructions

Search Criteria

i Member	<input type="text" value="All"/>	...	i Issue Nbr	<input type="text" value="All"/>
i EDI PI / Secondary Id	<input type="text" value="All"/>		i UIC	<input type="text" value="All"/>
CAC	<input type="text" value=""/>			


- Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*
Member Profile Browse help
- Enter the Issue NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- Enter the EDI PI, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- Select  . *Using the DPAS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*



2. Select  . The results display in the Individual Results grid.

Individual													Grid Options

Create a First-time Issue for a New Member (without a CAC)

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Note





Before creating an issue, perform a search for the member (Last Name, First Name) to ensure the system does not show a record.

1. Select  . The **Enter the EDI PI** pop-up window appears.

Enter the EDIPI ✕



Enter the EDIPI of the member for whom to add an Issue.


✓ OK
✕ Cancel

2. Select  . The **Add Member Profile** pop-up window appears, with the **Browse Member Profile** pop-up window in the background.
3. Enter the member information.
4. Select  . The **Individual Issue** page appears..



Create an Issue for an Existing Member (without a CAC)

- Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*
Member Profile Browse help


- Select . The results display in the Individual Results grid.

Individual												
	Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	Groce	Pidge	P	ID12345678	JMN123	10/19/2017	WHC12017262000001	01/05/2018	COLUMBUS	6	0	In Process
	Kenobi	Obi-Wan	B	9632587415	JMN123	07/27/2016	WHC12016209000004	01/03/2023	COLUMBUS	2	0	Picked
	Solo	Han		9632587418	JMN123	08/08/2017	DWH12017220000016		DISA MEADE	2	4	Issued
	Jones	Indiana		ID87654508	J12345	08/08/2017	DWH12017220000001		DISA MEADE	5	3	BackOrder


- Select  next to the member's record. The **Individual Issue** page appears.

Create an Issue From Scanning the Member's CAC

- Select  . Using the DPAS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.


- Select . The results display in the Individual Results grid.

Individual												
	Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	Groce	Pidge	P	ID12345678	JMN123	10/19/2017	WHC12017262000001	01/05/2018	COLUMBUS	6	0	In Process
	Kenobi	Obi-Wan	B	9632587415	JMN123	07/27/2016	WHC12016209000004	01/03/2023	COLUMBUS	2	0	Picked
	Solo	Han		9632587418	JMN123	08/08/2017	DWH12017220000016		DISA MEADE	2	4	Issued
	Jones	Indiana		ID87654508	J12345	08/08/2017	DWH12017220000001		DISA MEADE	5	3	BackOrder


- Select  next to the member's record. The **Add an Individual Issue** screen appears.



Update an Individual Issue

- Select  . The results display in the Individual Results grid.

Individual											
Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
Groce	Pidge	P	ID12345678	JMN123	10/19/2017	WHC12017292000001	01/05/2018	COLUMBUS	6	0	In Process
Kenobi	Obi-Wan	B	9632587415	JMN123	07/27/2016	WHC12016209000004	01/03/2023	COLUMBUS	2	0	Picked
Solo	Han		9632587418	JMN123	08/08/2017	DWH12017220000016		DISA MEADE	2	4	Issued
Jones	Indiana		ID87654508	J12345	08/08/2017	DWH12017220000001		DISA MEADE	5	3	BackOrder

- Select  next to the member's record. The **Add an Individual Issue** screen appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Add Member Profile
- Master Issue List





Add an Individual Issue


Overview

The Individual Issue Add process provides the ability to create an issue of equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned.

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Materiel MGMT > Individual > Issue >  > Individual Issue Member page

Page Fields

The following fields display on the **Individual Issue Member** page. For more information on each field, select the appropriate hyperlink.



Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

427	Select 'Add' to initiate a new Individual issue.
422	Select 'Save and Continue' to transition to next status during Individ Issue.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.
458	Select 'Print' to print Pick List and Individual Issue Receipt.
426	Some action buttons below will become active as Individual Issue progresses.
437	Delete is not a valid option – change value to zero to adjust as option.
428	Click 'Select Assets' button to manually select inventory by serial number.
489	Use 'Scan ICN' control to select inventory by scanning ICN bar-code.
429	"Alert" highlights situations that need user attention.
445	Warehouse QTY excludes Issue LOCQTY, Required QTY may be changed from initiate to picked status.

Individual Issue Member

- Last, First M
- EDI PI
- Pay Grade
- UIC  *
- Temp Assigned UIC 
- Master Issue Lists
- Include Previous Issued Qty in Calculation
- Secondary Id
- Cash Issue
- Phone Nbr
- DSN Nbr
- Mobile Phone Nbr
- Email Address
- Loan Return Dt
- Class Year
- Duty Status

Individual Issue Grid

- SKO Status
- Issue Status
- LIN/TAMCN
- Stock Nbr
- Size
- Item Desc
- Available Qty
- Required Qty
- Prior Issued Qty
- Pending Issue Qty

Optional

- Color
- Mgmt Cd
- Picked Quantity
- Issued Qty
- BackOrder Qty
- Established Dt/Tm

Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Process an Individual Issue





Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Verify the information on the **Individual Issue Member** page.

Note



Click  in the Master Issue List field to search and add desired lists. If a Master Issue List contains sized items, the Size Categories subsection appears in the Individual Issue Member section. Use  for each item to select appropriate size.

Master Issue List Browse help



2. Select **Update**. The Individual Issue grid appears.

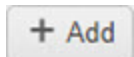
Print Attachments

Individual Issue + Add X Cancel Issue ✓ Save and Continue ⚙ Grid Options▼

	SKO Status	Issue Status	LIN/TAMCH	Stock Nbr	Size	Item Desc	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
▶ Edit	Verify Rqd	Pending		1138113811381		JEDI TRAINING KIT	0	1	0	1
▶ Edit		Pending		113811381138A		LIGHT SABER - BLUE	2	2	0	2
▶ Edit		Pending		113811381138C		LIGHT SABER - PURPLE	2	1	0	1

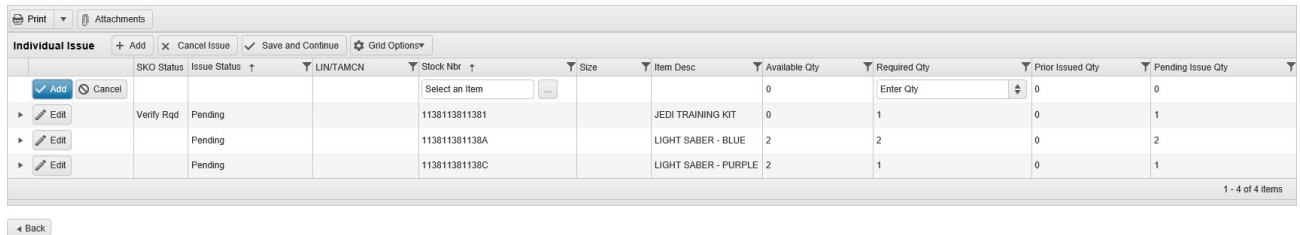
1 - 3 of 3 Items

◀ Back




3. Select **Add**. A new row appears at the top of the grid to add an asset to the issue.



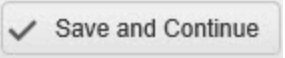


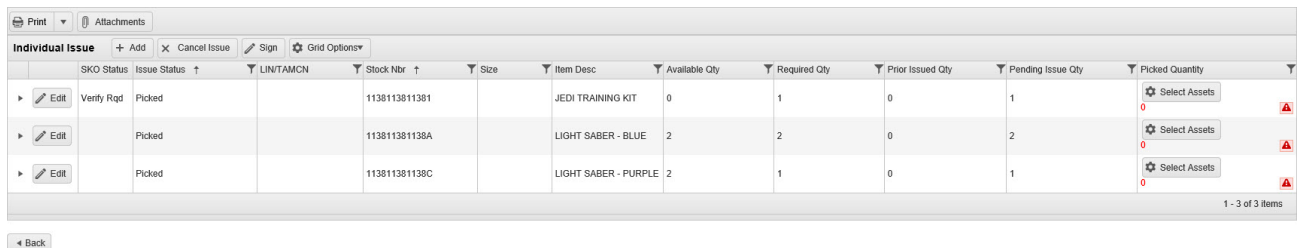





SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Size	Item Desc	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
Verify Rqd	Pending		1138113811381		JEDI TRAINING KIT	0	1	0	1
	Pending		113811381138A		LIGHT SABER - BLUE	2	2	0	2
	Pending		113811381138C		LIGHT SABER - PURPLE	2	1	0	1

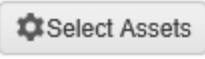


4. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

5. Use the  to choose the REQUIRED QTY.
6. Select  at the beginning of the row. *The asset is added to the issue and highlighted in green.*
7. Repeat steps 3 through 6 until all desired assets are added.
8. Select . *The items save and the grid fields change.*


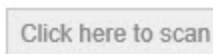




SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Size	Item Desc	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty	Picked Quantity
Verify Rqd	Picked		1138113811381		JEDI TRAINING KIT	0	1	0	1	
	Picked		113811381138A		LIGHT SABER - BLUE	2	2	0	2	
	Picked		113811381138C		LIGHT SABER - PURPLE	2	1	0	1	

9. For certain stock numbers,  appears in the Picked QTY column. *The **Inventory Selection** pop-up window appears.*
10. Select . *The **Individual Issue Electronic Signature** pop-up window appears.*
11. Select . *The available forms for printing appear.*
- DW Form 02 — Pick List (PDF)
 - DW Form 04I — Return Receipt (HTML)
 - DW Form 04I — Return Receipt (HTML)

- DW Form 05I — Outstanding Returnable Items
- DW Form 05T — Outstanding Returnable Loans

Process a Quick Issue

1. Verify the information on the **Individual Issue Member** page.
2. Select . *The Individual Issue grid appears, and the status of the Individual Issue goes to "Picked".*
3. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
4. Repeat step 3 for all assets.
5. Select . *The **Individual Issue Electronic Signature** pop-up window appears.*

Signing an Individual Issue




There are two options to sign and complete the Individual Issue.

Individual Issue Electronic Signature ×


I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.







-  displays the **Insert CAC** pop-up window. *Please wait several seconds for the reader to recognize the card.*
 1. Select  to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*
 2. Select the appropriate certificate.
 3. Select . *The **ActivClient Login** pop-up window appears.*





4. Have the member enter the CAC PIN and click . The **eSign Complete** pop-window appears.

Note



- If the PIN is entered incorrectly, select  and reattempt by clicking .
- If the PIN is entered incorrectly three times, the CAC permissions are locked out of the DPAS system.

-  displays the document pop-up window.

Select . The document prints, and the member needs to manually sign the document.

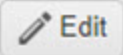
Note

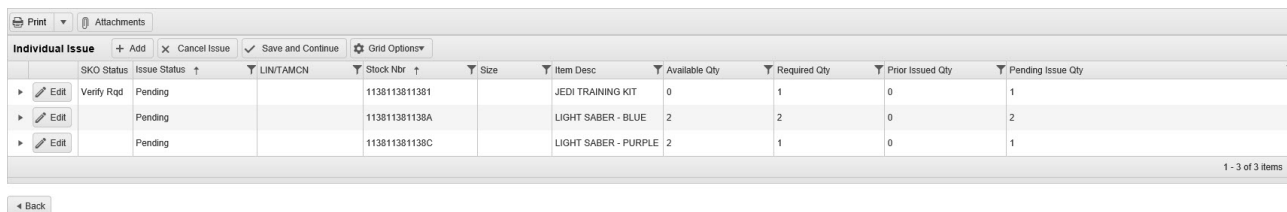






Once the document is signed, scan it in and attach it to the issue, using **Add Attachment to Individual Issue**.

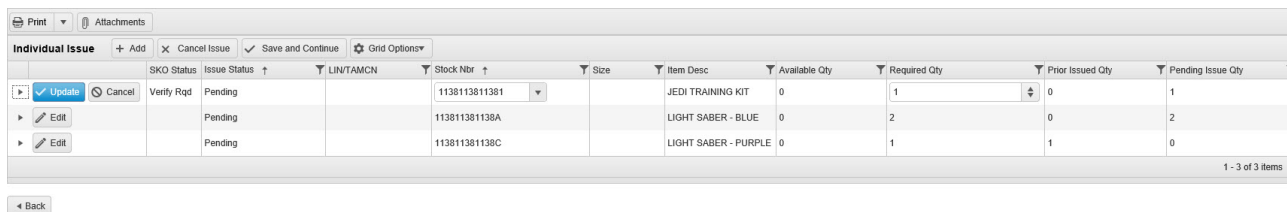



Update an Asset in an Individual Issue



- Select  next to the member's record. *The **Add an Individual Issue** screen appears.*



- Select  next to the item's record.  changes into  and .



- Update the STOCK NBR, using  to browse for the revised identifier. *This is a 15 alpha-numeric character field.*

Stock Number Browse help
- Update the REQUIRED QTY, using  to choose the revised amount.
- Select . *The asset is revised and highlighted in green.*

Attach a Document to an Issue

- Select . *The **Add Attachment to Individual Issue** pop-up window appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Your access has been denied. No active Member Profile was found for the EDI PI. If you believe this is in error, verify your URL. If the URL is correct, contact your issuing facility for assistance.	This error appears when the CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the <i>eSign</i> feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Add Member Profile
- Master Issue List

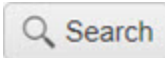



Update a Member for an Individual Issue

Overview

The Individual Issue Member process provides the ability to edit a member.

Navigation

MATERIEL MGMT > Individual > Issue >  >  > Individual Issue Member page

Page Fields

The following fields display on the **Individual Issue Member** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
427	Select 'Add' to initiate a new Individual issue.
422	Select 'Save and Continue' to transition to next status during Individ Issue.
412	Select "Grid Options" button for additional actions.






55	Use "Back" button to return to previous page.
458	Select 'Print' to print Pick List and Individual Issue Receipt.
426	Some action buttons below will become active as Individual Issue progresses.
437	Delete is not a valid option – change value to zero to adjust as option.
428	Click 'Select Assets' button to manually select inventory by serial number.
489	Use 'Scan ICN' control to select inventory by scanning ICN bar-code.
429	"Alert" highlights situations that need user attention.
445	Warehouse QTY excludes Issue LOC QTY, Required QTY may be changed from initiate to picked status.

Individual Issue Member

Last, First M
 Phone Nbr
 EDI PI
 DSN Nbr
 Pay Grade
 Mobile Phone Nbr



UIC  *
 Email Address
 Temp Assigned UIC 
 Loan Return Dt
 Master Issue Lists
 Include Previous Issued Qty in Calculation
 Service Center 
 Secondary Id
 Cash Issue
 Class Year
 Duty Status


Procedures

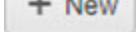
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.







Update a Member for an Issue


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired record. The **Individual Issue Member** page appears.









Instructions

Individual Issue Member

Last, First M	Yoda, Grogu	Phone Nbr	5551212
EDI PI	ABCDEFGHJI	DSN Nbr	
Pay Grade	ACAD	Mobile Phone Nbr	
 * UIC	JMN123 	Email Address	
 Temp Assigned UIC	Optional 	Loan Return Dt	
Master Issue Lists	<div style="border: 1px solid #ccc; height: 15px;"></div> 		
Include Previous Issued Qty in Calculation	<input type="checkbox"/>		
Secondary Id			
Cash Issue	<input type="checkbox"/>		
Class Year	2030	Duty Status	





2. *The Last, First M automatically populates and is not editable.*
3. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
4. *The EDI PI automatically populates and is not editable.*
5. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*
6. *The Pay Grade automatically populates and is not editable.*
7. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
8. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
9. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*
10. Use  or  to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
11. Use  to select the Loan RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.
12. Enter the Master Issue List, or use  to browse for the entry. *This is a 250 alphanumeric character field.*
Master Issue List Browse help
13. Click  to select the Include Previous Issued Qty in Calculation. *Anything already issued to the member is added to the newly issued items.*
14. *The Secondary Id automatically populates and is not editable.*
15. Enter the Service Center, using  to assist with the entry. *This is a 100 alphanumeric character field.*

Note



The Service Center field is only used when the Warehouse utilizes the Appointment Scheduler option in the Calendar Management menu item.



16. Click ☐ to select the Cash Issue. *The inventory is excluded from the Member Sales Review page, and the transactions are not billed to the member.*
17. *The Class Year automatically populates and is not editable.*
18. *The Duty Status automatically populates and is not editable.*

Note



The Class Year and Duty Status fields are only used when the Member attends the Air Force Academy and has a Pay Grade is "ACAD – Cadet", "PREP – Prep", or "STAFF – Perm party".

19. Select . *The **Add an Individual Issue** screen appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: UIC.	Missing Entry. Enter the appropriate information



in the desired field.

Related Topics

- [Individual Issue](#)
- [Add an Individual Issue](#)
- [Add an Attachment to an Individual Issue](#)



Add Attachments to an Individual Issue

Overview

The Individual Issue Add Attachments process provides the ability to attach documents to the issue of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Individual > Issue >  Search >  Edit >  Attachments

> Attachments for Issue NBR pop-up window

Page Fields

The following fields display on the **Attachments for Issue NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for Issue NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.



Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Issue NBR


Attachments

Attach Files

Attachment
Desc
Primary
Name
Desc


Procedures


DPAS Navigation Helpful Tips



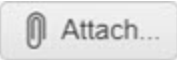
Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Issue

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Attachments** to add any additional files to the record. The **Attachments for Issue Nbr** pop-up window appears.



2. Select  to add any additional files to the record. The **Attach Files** pop-up window appears.



Attach Files
✕


Instructions

*** Attachment**

📁 Browse...

Desc

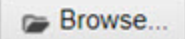
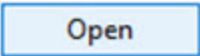
☒ Primary

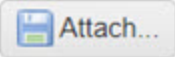


 Attach...

Attachments:





Name	Desc

✕ Close Window

3. Select . The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*



7. Select  . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*

Note



Select the  part of  to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select  . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics

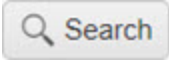
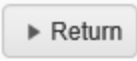
- Individual Issue
- Individual Issue Member
- Add an Individual Issue

Add an Individual Return

Overview

The Individual Return Add process provides the ability to create a new returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

Navigation

Materiel MGMT > Individual > Return >  Search >  Return > Individual Return page

Page Fields

The following fields display on the **Individual Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.
481	Select Sign button to allow member to enter electronic /manual signature and complete return.


482	Select Split button to credit member with a return item that differs from issued item.
483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.
485	Select "All" check-box to select / deselect all check-boxes.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.

Individual Return Member

Last, First M

EDI PI

Pay Grade

UIC * 

Temp Assigned UIC 

Service Center * 

Secondary Id

Master Issue Lists

Phone Nbr

DSN Nbr

Mobile Phone Nbr

Email Address

Display *



Exists

Return Number
Status
Scan Barcode

Individual Return Grid

All
Edit
All Missing / Damaged
SKO Status
Exchange
Loan Return Dt
Stock Nbr
Item Desc
Size
ICN
Mfr Serial Nbr
Cond Cd
Location Id
Container Id
Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.
Not Ret. Reason Cd
Not Ret. Remarks

Optional

LIN/TAMCN
Color
UII
Mfr Lot Nbr
Mfr Dt
Mfr Contract




Procedures


DPAS Navigation Helpful Tips






Click the following link to display Warehouse Navigation Tips.

Add an Individual Return for Items Issued to a Member


Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Return** next to the member's record. The **Add an Individual Return** screen appears.
2. Review the Individual Return Member panel.

Instructions			
Individual Return Member			
Last, First M	Djarin, Din	Phone Nbr	(800) 555-1212
EDI PI	ABC123DEF4	DSN Nbr	
Pay Grade	ACAD	Mobile Phone Nbr	
 UIC	JMN123 - CORUSCANT	Email Address	
 Temp Assigned UIC			
Secondary Id	MANDOLORAN		
Class Year	2025	Duty Status	
 Edit			

- A. The Last, First M automatically populates and is not editable.
- B. The PHONE NBR automatically populates and is not editable.
- C. The EDI PI automatically populates and is not editable.
- D. The DSN NBR automatically populates and is not editable.
- E. The Pay Grade automatically populates and is not editable.
- F. The Mobile PHONE NBR automatically populates and is not editable.
- G. The UIC automatically populates and is not editable.
- H. The E-MAIL Address automatically populates and is not editable.



- I. *The TEMP ASSIGNED UIC automatically populates and is not editable.*
- J. *The Secondary ID automatically populates and is not editable.*
- K. *The Class Year automatically populates and is not editable.*
- L. *The Duty Status automatically populates and is not editable.*
- M. If any of these fields are not correct, select . *Some of the fields become editable.*

Instructions ▼

Individual Return Member ▲

Last, First M	Djarin, Din	Phone Nbr	(800) 555-1212
EDI PI	ABC123DEF4	DSN Nbr	
Pay Grade	ACAD	Mobile Phone Nbr	
i * UIC	JMN123	Email Address	
i Temp Assigned UIC	Optional		
Secondary Id	MANDOLORAN		
Class Year	2025		

Duty Status

- a. *The Last, First M automatically populates and is not editable.*
- b. *Enter the PHONE NBR in the field provided. This is a 25 alphanumeric character field.*
- c. *The EDI PI automatically populates and is not editable.*
- d. *Enter the DSN NBR in the field provided. This is a 20 alphanumeric character field.*
- e. *The Pay Grade automatically populates and is not editable.*
- f. *Enter the Mobile PHONE NBR in the field provided. This is a 25 alphanumeric character field.*
- g. *The UIC automatically populates and is not editable.*
- h. *Enter the E-MAIL Address in the field provided. This is a 65 alphanumeric character field.*
- i. *The TEMP ASSIGNED UIC automatically populates and is not editable.*
- j. *The Secondary ID automatically populates and is not editable.*
- k. *The Class Year automatically populates and is not editable.*

l. The Duty Status automatically populates and is not editable.

m. Select . The editable fields close, and the revised information is saved.

Return Nbr: NCLR2021020000001

Status: Initiated

Scan Barcode:

Click here to scan

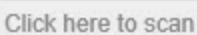

ICN

S/N

UII

3. The RETURN NBR automatically populates and is not editable.

4. The Status automatically populates and is not editable.

5. Select  . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.

Print Attachments

Individual Return

All (0/1)

Missing/Damaged

Missing/Damaged

SKO Status

Exchange

Loan Return Dt

Stock Nbr

Item Desc

Size

ICN

Mfr Serial Nbr

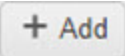
1

50 items per page

Back

Nbr	Cond Cd	Location Id	Container Id	Owning DoDAAC	Qty Rqd	Qty Issued	Qty Returning	Qty Not Ret.	Not Ret. Reason Cd	Not Ret. Remarks
	A - Svcb(w/o Qual)			N00022	0	0	1	0		

1 - 1 of 1 items

6. Select . A new row opens, with some of the fields open for editing.

Print Attachments

Individual Return

All (0/2)

Missing/Damaged

Missing/Damaged

SKO Status

Exchange

Loan Return Dt

Stock Nbr

Item Desc

Size

ICN

Mfr Serial Nbr

1

50 items per page

Back


Nbr	Cond Cd	Location Id	Container Id	Owning DoDAAC	Qty Rqd	Qty Issued	Qty Returning	Qty Not Ret.	Not Ret. Reason Cd	Not Ret. Remarks
	Select an Item	Optional (If G)	Optional (If Loc set)	Select an Item	0	0	1	0	RL - Return Later	
	A - Svcb(w/o Qual)			N00022	0	0	1	0		
	A - Svcb(w/o Qual)			N00022	0	0	1	0		

1 - 3 of 3 items




7. Leave alone until the other fields are populated.
8. The *SKO Status* automatically populates and is not editable.
9. The *Exchange* automatically populates and is not editable.
10. The *Loan Return Date* automatically populates and is not editable.
11. Enter the *STOCK NBR*, or use to browse for the identifier. *This is a 15 alphanumeric character field.*
Stock Number Browse help
12. The *ITEM DESC* automatically populates and is not editable.
13. The *Size* automatically populates and is not editable.
14. Enter the *ICN*, or use to browse for the revised number. *This is a 20 alphanumeric character field.*
Inventory Control Number Browse help
15. The *MFR SERIAL NBR* automatically populates and is not editable.
16. Use to select the *Cond Cd*.
17. Enter the *LOCATION ID*, or use to browse for the place. *This is a 20 alphanumeric character field.*
Location Browse help
18. Enter the *CONTAINER ID*, or use to browse for the place. *This is a 25 alphanumeric character field.*
Container Identification Browse help
19. Use to select the *Owning DoDAAC*.
20. The *QTY RQD* automatically populates and is not editable.
21. The *QTY ISSUED* automatically populates and is not editable.
22. Use to choose the *QTY RETURNING*.
23. Use to choose the *QTY NOT RET..* *When this is above 0, the next field becomes editable.*



24. Use  to select the Not Ret. Reason Cd.

Note




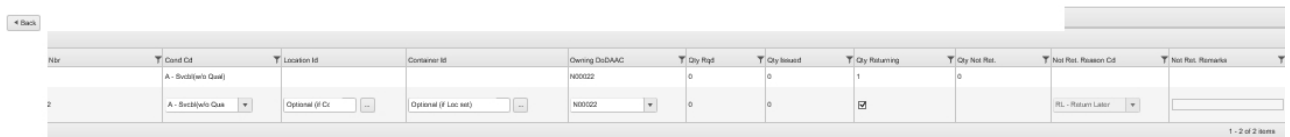
If the item cannot be returned for whatever reason, either choose "MD - Missing/Damaged Gear Statement" **OR** select . They both do the same thing.


25. Enter the NOT RET. REMARKS in the field provided. *This is a 1,024 alphanumeric character field.*

26. Select . *The new Individual Return Item appears in green at the top of the grid.*

Update an Individual Return for Items Issued to a Member

1. Select . *The row opens, with some of the fields open for editing.*

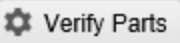

2. Select . *The NOT RET. REASON Cd field changes to "MD - Missing/Damaged Gear Statement".*
3. *Verify the SKO Status.*

Note



If the item is a single asset, the field is blank.



If the item is a kit, the  button appears. Select  to open the SKO Inventory Management Browse pop-up window.

4. Select . The **Exchange Browse** pop-up window appears.

Note








Once the exchange is completed, the Exchange cell changes from  to

Reason: DM - Damaged





. Once the return is completed, the new asset is issued.

5. Verify the Loan Return Date.
6. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
7. Verify the ITEM DESC.
8. Verify the Size.
9. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*
 Inventory Control Number Browse help
10. Verify the MFR SERIAL NBR.
11. Update the Cond Cd, using  to select the desired code.
12. Update the LOCATION ID, using  to browse for the revised place. *This is a 20 alphanumeric character field.*
 Location Browse help
13. Update the CONTAINER ID, using  to browse for the revised place. *This is a 25 alphanumeric character field.*
 Container Identification Browse help



14. Update the Owning DoDAAC, using to select the desired code.
15. *Verify the QTY RQD.*
16. *Verify the QTY ISSUED.*
17. Update the QTY RETURNING, using to choose the revised amount.
18. Update the QTY NOT RET., using to choose the revised amount.
19. Update the Not Ret. Reason Cd, using to select the desired code.
20. Update the NOT RET. REMARKS, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
21. Select . *The revised Individual Return Item appears in green at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Individual Return — Criteria
- Add an Attachment to an Individual Return

Add Attachments to an Individual Return

Overview

The Individual Return Add Attachments process provides the ability to attach documents to the return of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Individual > Return >

Search

 >

Return

 >

Attachments

> Attachments for Return NBR pop-up window

Page Fields

The following fields display on the **Attachments for Return NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for Return NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.



Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Return NBR


Attachments

Attach Files

Attachment *
 Desc
 Primary
 Name
 Desc


(*) Asterisk identifies mandatory fields.


Procedures


DPAS Navigation Helpful Tips

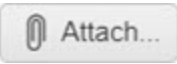
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Return

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Attachments** to add any additional files to the record. The **Attachments for Return NBR** pop-up window appears.



2. Select  to add any additional files to the record. The **Attach Files** pop-up window appears.



Attach Files
✕


Instructions

*** Attachment**

📁 Browse...

Desc



☒ Primary

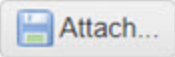


 Attach...

Attachments:





Name	Desc

✕ Close Window

3. Select  Browse.... The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select  Open. The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*



7. Select  . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*

Note



Select the  part of  to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select  . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Return NBR** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics


- Search for an Individual Return — Criteria
- Add an Individual Return

Individual Return by Member

Overview

The Warehouse Management module Individual Return by Member process provides the ability to create or edit returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

Note



Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Materiel MGMT> Individual > Individual Return Member page

Page Fields

The following fields display on the **Individual Return Member** page. For more information on each field, select the appropriate hyperlink.


Instructions


The table below provides the list of instructions.


Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

420	Select "Scan CAC" to use CAC data for search.
412	Select "Grid Options" button for additional actions.

Search Criteria

Member 

EDI PI / Secondary Id 

UIC 

CAC

Individual Return Member Grid

Attachment
Return
View
Last Name
First Name
Middle Initial
EDI PI
Pay Grade
UIC
Last Issue Dt
Last Issue Nbr
Last Warehouse
Return Status

Optional

Secondary Id
Class Year
Duty Status
Expiration of Active Service

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for An Individual Return by Member

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Note





If using a CAC, select the CAC field and scan the member's CAC with a DPAS supported tethered scanner. Otherwise, follow these steps:




- In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Instructions

Search Criteria

i Member	<input type="text" value="All"/>	...	i EDI PI / Secondary Id	<input type="text" value="All"/>
i UIC	<input type="text" value="All"/>	...	CAC	<input type="button" value="Click here to scan"/> <input style="margin-left: 10px;" type="button" value="CAC"/>

- Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*






Member Profile Browse help
- Enter the EDI PI or Secondary ID, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help




- Select  . Using the DPAS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.

2. Click . The results display in the Individual Return Member grid.

Individual Return Member Grid Options											
		Last Name ↑	First Name ↑	Middle Initial	EDI PI ↑	Pay Grade	UIC	Last Issue Dt	Last Issue Nbr	Last Warehouse	Return Status
	Return	Groce	Pidge	P	ID12345678	O2E	JMN123	10/19/2017	WHCI2017292000001	COLUMBUS	Initiated
	Return 	Solo	Han		9632587418	E8	JMN123			DISA MEADE	Returned
	Return 	Yoda	Master		ID87654458	O3E	JMN123			COLUMBUS	Returned

50 items per page 1 - 3 of 3 items

Create a First-time Return for a New Member (without a CAC)

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Note



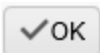
Before creating a Return, perform a search for the member (Last Name, First Name) to insure the system does not show a record.

1. Select . The **Enter the EDI PI** pop-up window appears.


Enter the EDIPI
✕

Enter the EDIPI of the member for whom to add a Return...



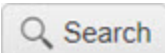
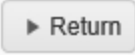
✓ OK
✕ Cancel

2. Click . The **Add Member Profile** pop-up window appears, with the **Browse Member Profile** pop-up window in the background.
3. Enter the member information (see Add Member Profile).



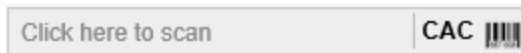
- Select  to add member's information to the system. The **Add an Individual Return** screen appears.

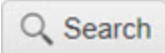
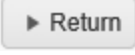
Create a Return for an Existing Member (without a CAC)

- Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*
Member Profile Browse help
- Click . *The results display in the Individual Return Member grid.*
- Select  next to the member's record. The **Add an Individual Return** screen appears.

Create a Return From Scanning the Member's CAC

- Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*



- Click . *The results display in the Individual Return Member grid.*
- Select  next to the member's record. The **Add an Individual Return** screen appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria



search criteria or you do not have the appropriate security access.

entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Individual Return
- Add an Attachment to an Individual Return





Return an Individual Item

Overview


The Warehouse Management module Individual Item Return process provides the ability to return a serially managed item when the issued member is not known. The member returning the item does not need to be the member that had the item issued. The returned item is removed from the issued member's Outstanding Items.

Note



Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Individual > Item Return> Individual Item Return

Page Fields

The following fields display on the **Individual Item Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21

Select "Add" button to create a new record.

Add Item Return

ICN 

Stock Nbr  *

Serial Nbr *

Location 

Container 

Cond Cd Returned

Item Return Grid

Stock Nbr

Item Description

Serial Nbr

ICN

Member

Cond Cd Returned

Location

Container

Optional

Owning DoDAAC

UIC

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Process an Individual Item Return



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Helpful Tip



The Individual Item Return process provides the ability to scan the DPAS generated ICN barcode, serial number barcode, or UII with a USB Tethered Scanner. Ensure the cursor is in the Scan Barcode field. Scanning the barcode queries all records associated.

1. In the Add Item Return box, perform one of the following:

- A. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

- B. *The STOCK NBR automatically populates.*

- C. *The SERIAL NBR automatically populates.*



OR

- A. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- B. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*



2. Choose one of the following:

- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*



Location Browse help

OR


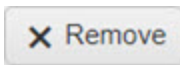


- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*




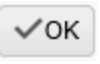

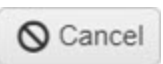

Container Identification Browse help

3. Use  to select the Cond Cd Returned.
4. Select . *The item appears below in the Item Return Grid.*
5. Repeat Steps 1-4 if multiple items are returned.




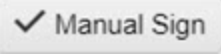


Remove an item from the Item Return Grid

- A. Select the ☐ next to the desired entry.  appears.
- B. Select . *The entry is removed from the Item Return Grid.*


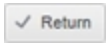
Complete Returned Items of a Single Member

- A. Select . *The **Item Return Electronic Signature** pop-up window appears.*
- B. Choose one of the two signature methods:
 -  **displays the Insert CAC pop-up window.**
 - a. Insert the member's CAC. *Please wait several seconds for the reader to recognize the card.*
 - b. Select  to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*
 - c. Select the appropriate certificate and click . *The **ActivClient Login** pop-up window appears.*
 - d. Have the member enter the CAC Personal Identification Number in the PIN field.
 - e. Click . *The **eSign Complete** pop-window appears.*
 - If the PIN is entered incorrectly, select  and reattempt by clicking .



- If the *PIN* is entered incorrectly three times, the CAC permissions are locked out of the DPAS system.
- f. Select . The **Windows Security - Select a Certificate** pop-up window appears.
- g. Select the desired certificate and click . The signature page appears in a new browser window along with the **Print** dialog box.
- h. Select  to print the certificate.
-  displays the pop-up window of the document for printing and a **Print** dialog box.
 - a. Select  to print the document. The **Print** pop-up window closes.
 - b. The member manually signs the printed document.
 - c. Select  in the top right corner of the document pop-up window.

Complete Returned Items of Multiple Members

- A. Select the ☐ next to the desired entries.  appears.
- B. Select . The entries are returned and removed from the Item Return Grid.

Helpful Tip



If the member has a valid email address in the Member Profile, DPAS automatically emails the member an alert that the issued item has been returned.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



13 - Mandatory Entry: STOCK NBR	
13 - Mandatory Entry: SERIAL NBR	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: Location or Container	
xxxx - Item exists at [Site]. Please contact [Person's Name] at [Email Address]	Invalid Entry. The item entered already exists in the inventory. Duplicate items are not allowed. Re-confirm STOCK NBR, SERIAL NBR, or ICN and re-enter the data.
xxxx - Outstanding record could not be found.	Invalid Entry. The item cannot be returned because it has not been issued. Re-confirm STOCK NBR, SERIAL NBR, or ICN and re-enter the data.
xxxx - Cannot return multiple items with the same serial number.	Invalid Entry. The Serial Number already exists in the inventory, and cannot be duplicated. Re-confirm SERIAL NBR and re-enter the data.

Related Topics

- [Individual Issue Overview](#)
- [Individual Return Overview](#)

Individual Reconciliation

Overview

The Warehouse Management module Individual Reconciliation process provides the ability to reconcile outstanding Individual Issues on a monthly, quarterly, or yearly basis. The Responsible Officer (RO) can either perform the reconciliation in real-time, or use the DW Form 20I for manual entry.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > Individual Reconciliation page

Page Fields

The following fields display on the **Individual Reconciliation** page. For more information on each field, select the appropriate hyperlink.

Instructions


The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.



13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Member 

UIC 

Reconciliation Status

EDI PI

Last Reconciliation (From)

Last Reconciliation (To)

Reconciliation Due (From)

Reconciliation Due (To)

Individual Reconciliation Grid

Primary Attachment

Last Name

First Name

Middle Initial

EDI PI

UIC

Reconciliation Status

Last Reconciliation Dt/Tm

Form Signed Date

Reconciliation Due Dt

Days Since Reconciled
Override Reason

Optional

Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks
History Remarks


Procedures







DPAS Navigation Helpful Tips






Click the following link to display Warehouse Navigation Tips.

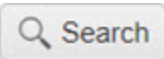
Search for an Individual Reconciliation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:
 - Use  or  to assist with the Member entry. *This is a 25 alphanumeric character field.*
 - Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
 - Use  to select the Reconciliation Status.
 - Enter the EDI PI in the field provided. *This is a 10 alphanumeric character field.*
 - Use  to select the Last Reconciliation (From), or enter the date (MM/DD/YYYY) in the field provided.




- Use  to select the Last Reconciliation (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.

2. Select  to display the search results.


Add an Individual Reconciliation

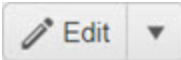
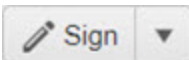

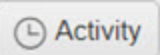


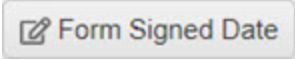
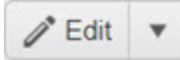

Select  to display the **Add Individual Reconciliations** pop-up window.

Update an Individual Reconciliation

Select ☐ (desired record) >  to display the **Edit** menu.

Cancel an Individual Reconciliation

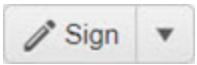
Selecting  at any point of this procedure removes all revisions and closes the pop-up window.

- Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
- Select . *The **Edit** drop-down menu appears.*
- Select . *The **Cancel Reconciliation** pop-up window appears.*

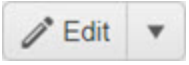
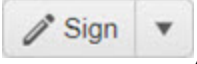

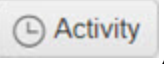

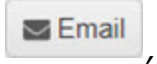
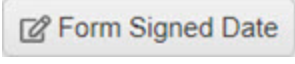

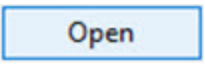
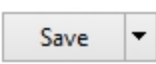


4. Select ☒ Yes . The Reconciliation is removed, and a green **Reconciliation successfully canceled** pop-up window appears.

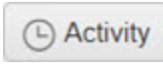
Sign an Individual Reconciliation

Select ☐ (desired record) >  to display the **Sign** menu.

Print a Form for an Individual Reconciliation


1. Click ☐ to select the desired entry. The Reconciliation is highlighted, and , , , , , , and  become available.
2. Select  . The **Print** drop-down menu appears.
3. Select the desired form:
 - DW Form 12I — Individual Return Receipt
 - DW Form 04I — Individual Issue Receipt
 - DW Form 05I — Individual Returnable Items
 - DW Form 20I — Individual Physical Inventory Report
4. A pop-up window appears after generating the desired form. Choose whether to:
 -  has the PDF document appear, and is printable from here.
 -  saves the PDF document, and is printable at a later time.

View the Individual Reconciliation Activity


Select ☐ (desired record) >  to display the **Individual Reconciliation Activity** pop-up window.




Attach a File to an Individual Reconciliation

Select ☐ (desired record) >  **Attachments** to display the **Reconciliation Attachments For:** pop-up window.

Email an Individual Reconciliation Record

Select ☐ (desired record) >  **Email** to display the **Send Email Notification** pop-up window.

Date the Signing of an Individual Reconciliation Record

Select ☐ (desired record) >  **Form Signed Date** to display the **Inventory Form Signed Date** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation



- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record
- Individual Issue Overview
- Individual Return Overview
- Item Return Overview




View the Individual Reconciliation Activity

Overview

The Individual Reconciliation Activity View process allows viewing the reconciliation details for a transaction.

Note

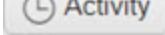


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation >  > Individual Reconciliation Activity pop-up window

Page Fields

The following fields display on the **Individual Reconciliation Activity** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions




The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.



13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria

Inquiry Type *
 Issue / Return Type
 EDI PI 
 Member 
 UIC 
 Reportable Commodity Type
 Issue / Return Nbr

Issue / Return Activity Grid

Issue Type
 Issued Dt
 Issue Nbr
 EDI PI
 Member / Custodian
 UIC
 LIN/TAMCN
 Stock Nbr
 Item Desc
 Item Designator Nbr
 Size
 Color
 Serial Nbr
 Qty Issued
 Qty Outstanding
 Unit Price
 Condition Cd

Optional

ICN
Returnable?
Reportable Commodity Type
Logistics Program
Region
Site
Warehouse
CAGE
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Lot Nbr
Mfr Dt
Pay Grade
Program ID
UII

Issue / Return Detail Grid

Return Type
Returned Dt
Return Nbr
EDI PI
Member / Custodian
UIC
LIN/TAMCN
Stock Nbr
Item Desc
Item Designator Nbr
Size
Color
Serial Nbr
Qty Returned
Qty Not Ret.
Unit Price
Condition Cd



ICN
Not Ret. Reason Cd

Optional

Reportable Commodity Type
CAGE
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Lot Nbr
Mfr Dt
Pay Grade
Program ID
UII

(*) Asterisk identifies mandatory fields.


Procedures

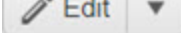
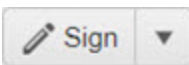

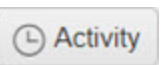

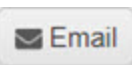
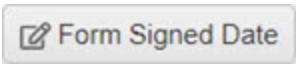
DPAS Navigation Helpful Tips



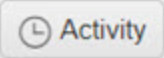








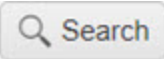

Click the following link to display Warehouse Navigation Tips.

Search for an Individual Reconciliation Activity

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting. **Bold** steps are required.

- Click ☐ to select the desired entry. The Reconciliation is highlighted, and , , , , , , and  become available.



2. Select . The **Individual Reconciliation Activity** pop-up window appears.
3. In the Search Criteria box, narrow the results by entering one or more of the following fields:
 - Update the Inquiry Type, using  to select the desired type.
 - Update the Issue / Return Type, using  to select the desired type.
 - Update the EDI PI, using  to assist with the revised identifier. *This is a 10 alphanumeric character field.*
 - Update the Member, using  or  to assist with the revised name. *This is a 25 alphanumeric character field.*
 - Update the UIC, using  or  to assist with the revised code. *This is a 6 alphanumeric character field.*
 - Use  to select the Reportable Commodity Type.
 - Update the Issue / Return Nbr, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*
4. Select  to display the search results.
5. Select  when finished reviewing the Reconciliation Activity. The window closes and returns to the **Individual Reconciliation** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria



search criteria or you do not have the appropriate security access.

entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record






Add an Individual Reconciliation

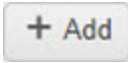
Overview

The Individual Reconciliation Add process provides the ability to create new reconciliations regarding individual issues.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation >  > Add Individual Reconciliations pop-up window

Page Fields

The following fields display on the **Add Individual Reconciliations** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Add Individual Reconciliations

Member 

(*) Asterisk identifies mandatory fields.


Procedures

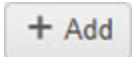


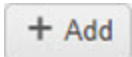
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add an Individual Reconciliation

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Add Individual Reconciliations** pop-up window appears.
- Use  or  to assist with the Member entry. This is a 50 alphanumeric character field.
Member Profile Browse help
- Select  to create the new reconciliation. The **Add Individual Reconciliations** pop-up window closes, and the new Reconciliation record appears in the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria



search criteria or you do not have the appropriate security access.

entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

xxxx - There are reconciliations already in process for the given member.

Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics

- Individual Reconciliation Overview
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record



Attach a File to an Individual Reconciliation

Overview

The Individual Reconciliation Add Attachments process provides the ability to attach documents to the reconciliation information for an individual issue.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > [Attachments](#) > Reconciliation Attachments pop-up window

Page Fields

The following fields display on the **Reconciliation Attachments for Member NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Reconciliation Attachments for Member NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.


Reconciliation Attachments for Member NBR

Attachments

Attach Files

Attachment
 Desc
 Primary
 Name
 Desc


Procedures



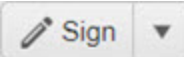

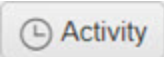





DPAS Navigation Helpful Tips


Click the following link to display Warehouse Navigation Tips.


Attach a File to an Individual Reconciliation


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. The Reconciliation is highlighted, and , , , , , , and  become available.

- Select . The **Reconciliation Attachments for Member NBR** pop-up window appears.

Reconciliation Attachments for Member: ROACH, BERRY (ID87654586) 

Instructions 

No attachments found 

- Select . The **Attach Files** pop-up window appears.



Attach Files

Instructions

* Attachment

Browse...

Desc


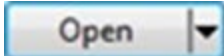
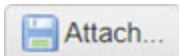
Primary



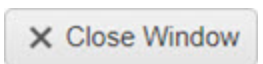
Attach...

Attachments:





Name	Desc
------	------

Close Window

4. Select . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the file to attach, and select it.
6. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . The file name appears in the bottom file list.



9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Select . *The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for Member NBR** pop-up window.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*

Note



Select the  part of  to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . *The **Reconciliation Attachments for Member NBR** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of {max size} for this file type. "Attachment" file size is {file size}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {file size}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics

- [Individual Reconciliation Overview](#)
- [Add Individual Reconciliations](#)

- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

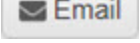


E-MAIL an Individual Reconciliation Record

Overview

The Individual Reconciliation E-MAIL process provides the ability to send the DW Form 20I to the address associated with the member, regarding the reconciliation of that member's individual issues.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) >  Email > Send E-MAIL Notification pop-up window

Page Fields

The following fields display on the **Send E-MAIL Notification** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Send E-MAIL Notification

Email Address

Procedures


DPAS Navigation Helpful Tips


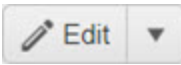
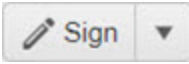
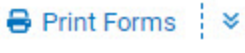
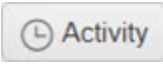

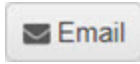
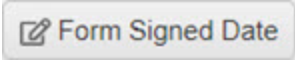
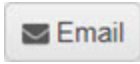


Click the following link to display Warehouse Navigation Tips.



Send E-MAIL Notification for an Individual Reconciliation

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Click  to select the desired entry. The Reconciliation is highlighted, and , , , , , , and  become available.
2. Select . The **Send E-MAIL Notification** pop-up window appears.

If there **are no** email addresses available:

Note



The Send Email Notification pop-up window shows "Please enter an email address and click send. To save an address to this Individual's account, please navigate to the Member Profile page."

Enter the E-MAIL address in the field provided.


If there **are** email addresses available:

Note



The Send Email Notification pop-up window shows "It may take up to 15 minutes for email notifications to be received. Only POCs with a valid email address, listed below, will receive a notification."

Verify the E-MAIL address.

3. Select  to send the new email. The **Send E-MAIL Notification** pop-up window closes, and the Reconciliation Status changes to E - Emailed.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Date the Signing of an Individual Reconciliation Record




Date the Signing of an Individual Reconciliation Form

Overview

The Individual Reconciliation Form Signing Date process provides the ability to assign a specific date to one or more manually signed form(s).

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) >  Form Signed Date > Inventory Form Signed Date pop-up window

Page Fields

The following fields display on the **Inventory Form Signed Date** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Inventory Form Signed Date


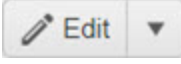
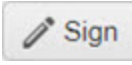

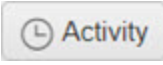

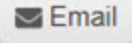
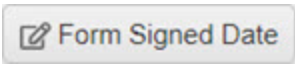



Signed Date

Procedures

 Click the following link to display Warehouse Navigation Tips.

Specify the Signed Date for an Individual Reconciliation

Bold numbered steps are required.

- Click  to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
- Select . *The **Inventory Form Signed Date** pop-up window appears.*
- Use  to select the Signed Date, or enter the date (MM/DD/YYYY) in the field provided.
Select . *The **Confirm Form Signed Date & Manual Reconcile** pop-up window appears.*

Note



The Signed Date is applied as the "Form Signed Date" to the selected Individual Issue, and is considered Reconciled on the current (system) date.
The Reconciliation Status changes to R - Reconciled.

4.

OR

- Select . *The **Confirm Signed Date** pop-up window appears.*

Note



The Signed Date is applied as the "Form Signed Date" to the selected Individual Issue.
The Reconciliation Status **does not** change.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
Please enter a valid date no greater than today.	Invalid Date Entry. The date must be either the system (current) date or before. Re-enter the date.

Related Topics

- [Individual Reconciliation Overview](#)
- [Add Individual Reconciliations](#)
- [Update an Individual Reconciliation](#)
- [Update the Return Details of an Individual Reconciliation](#)
- [Update the Post-Post Details of an Individual Reconciliation](#)
- [Sign an Individual Reconciliation](#)
- [View the Individual Reconciliation Activity](#)
- [Attach a File to an Individual Reconciliation](#)
- [Email an Individual Reconciliation Record](#)

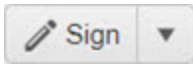


Sign an Individual Reconciliation

Overview

The Individual Reconciliation Signing process provides the ability to sign the appropriate form for the reconciliation.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) >  >
 Sign Individual Reconciliation drop-down menu

Page Fields

The following fields display on the **Sign Individual Reconciliation** drop-down menu. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Sign Individual Reconciliation

Signed Date

Procedures


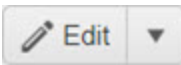
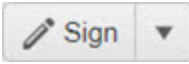

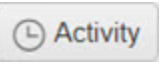

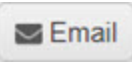
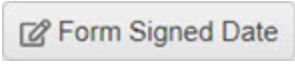
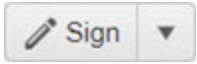


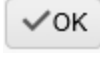





DPAS Navigation Helpful Tips





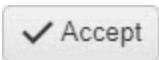
Click the following link to display Warehouse Navigation Tips.



Specify the Signed Date for an Individual Reconciliation

1. Click  to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The Sign drop down menu appears.*
3. Select .
 - A. *The **Insert CAC** pop-up window appears.*
 - B. *Insert the custodian's CAC. Wait several seconds for the reader to recognize the card.*
 - C. Select  to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*
 - D. Select the appropriate certificate and click . *The **ActivClient Login** pop-up window appears.*
 - E. The custodian enters the CAC Personal Identification Number in the PIN field and clicks . *The eSign Complete pop-window appears.*
 - *If the PIN is entered incorrectly, select*  *and reattempt by clicking* .
 - *If the PIN is entered incorrectly three times, the CAC locks.*
 - F. Select . *The **Windows Security - Select a Certificate** pop-up window appears.*
 - G. Select the desired certificate and click . *The signature page appears in a new browser window along with the **Print** dialog box.*





- H. Select  to print the certificate.
4. Select  .
- A. *The Signature Pad Form window appears. An authorized Signature Pad must be connected to continue with this process.*
- B. Authorized personnel uses the stylus to sign the Signature Pad.
- C. Select  to confirm the signature. *The pop-up window closes, and the DW 12 generates for printing.*

Helpful Tip



When using the authorized Signature Pad, the following options are available:

- Select  to erase the signature and reattempt.
- Select  to close the window and return to the previous page.

5. Select  .
- The Individual Reconciliation Record status automatically changes to Reconciled.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



xxxx - Please enter a valid date no greater than today.

Invalid Date Entry. The date must be either the system (current) date or before. Re-enter the date.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record



Update an Individual Reconciliation

Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

Note

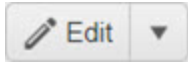


Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) >  > Edit Individual Reconciliation drop-down menu

Page Fields

The following fields display on the **Edit Individual Reconciliation** drop-down menu and the subsequent pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Edit >


Header

(Reconciliation Header)

UIC

Member

Last Reconciliation Dt/Tm

Reconciliation Due Dt

Override Reconciliation Due Date

Form Signed Date

Add / Edit Remarks


Remarks


History Remarks

Edit >


Post-Post Details

(Reconciliation Post-Post Details)

Stock Nbr 

ICN 

Serial Nbr

Post-Post Items Results Grid

Qty

Stock Nbr

Item Desc

Mgmt Cd

Size

ICN

Serial Nbr

Mfr Dt

CAGE Cd

Mfr Contract Nbr

Mfr Lot Nbr

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Add Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks
History Remarks

Update Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips


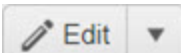
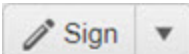

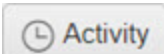



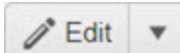
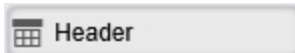


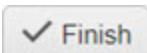


Click the following link to display Warehouse Navigation Tips.



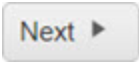
Update an Individual Reconciliation

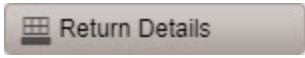


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Reconciliation is highlighted, and , , , , , , and  become available.*
 2. Select . *The Edit drop-down menu appears.*
 3. Select . *The **Reconciliation Header** pop-up window appears.*
 - A. *Verify the UIC.*
 - B. *Verify the Member.*
 - C. *Verify the Last Reconciliation DT/TM.*
 - D. *Verify the Reconciliation DUE DT.*
 - E. Use  to select the Override Reconciliation Due Date, or enter the date (MM/DD/YYYY) in the field provided.
 - F. Use  to select the Form Signed Date, or enter the date (MM/DD/YYYY) in the field provided.
 - G. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. *Update the Remarks, entering the revised comments in the field provided. This is a 1024 alphanumeric character field.*
 - b. *Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.*
- Select  to process the header. *The **Reconciliation Header** pop-up window closes, and the revised Reconciliation remains highlighted.*
- H.



OR

Select  to continue adding information. The **Reconciliation Return Details** pop-up window appears.

4. Select . The **Reconciliation Return Details** pop-up window appears.
5. Select . The **Reconciliation Post-Post Details** pop-up window appears.
6. Select  to process the reconciliation. The pop-up window closes, and the revised Reconciliation remains highlighted.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation

- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record





Update an Individual Reconciliation — Post-Post Details


Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.


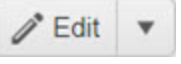
Note


 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation >  (desired record) >  > Edit

Individual Reconciliation drop-down menu >  > Individual Reconciliation Post-Post Details page

Page Fields


The following fields display on the **Individual Reconciliation Post-Post Details** drop-down menu and the subsequent pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
513	The maximum file size is 1MB.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.

Edit >

 Post-Post Details

(Reconciliation Post-Post Details)

Stock Nbr 

ICN 

Serial Nbr

Post-Post Items Results Grid

Qty
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
Mfr Dt



CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Add Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks




Remarks
History Remarks

Update Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks
History Remarks

Individual Reconciliation Activity

Inquiry Type *
Issue / Return Type
From Dt *
To Dt
EDI PI 
Member 
UIC 



Reportable Commodity Type

Stock Nbr 

Item Desc

Issue / Return Nbr

(*) Asterisk identifies mandatory fields.


Procedures


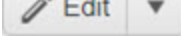
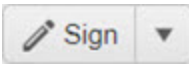




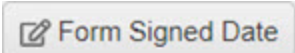
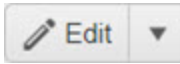
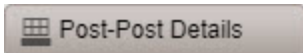
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update the Individual Reconciliation Post-Post Details

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The Edit drop-down menu appears.*
3. Select . *The **Reconciliation Post-Post Details** pop-up window appears.*

One or more of the Search Criteria fields can be entered to isolate the results. By



default, all results are displayed. Selecting  *at any point of this procedure returns all fields to the default "All" setting.*

- A. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

B. Select  to display the search results.

Select . The **Add Post-Post Items** pop-up window appears.

C.

OR


Click  to select the desired entry. *The Post-Post record is highlighted, and*

, ,  , and  become available.

- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- The ICN field automatically populates and is not editable.*

- Use  to choose the QTY.



- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*


 - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*





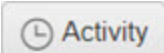



 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

 - Select . The **Add Post-Post Items** pop-up window closes, and the new item appears at the top of the grid, highlighted in green.









- a. Select . The **Update Post-Post Items** pop-up window appears.
- b. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*




Stock Number Browse help
- c. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*

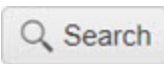
Inventory Control Number Browse help
- d. Update the QTY, using  to choose the revised amount.
- e. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- f. Select . The **Update Post-Post Items** pop-up window closes, and the edited item appears at the top of the grid, highlighted in green.
- a. Select . The **Delete Selected** pop-up window appears.
- b. Select . The **Delete Selected** pop-up window closes, and the item is removed from the grid.
- a. Select . The **Individual Reconciliation Activity** pop-up window appears.
- b. Use  to select the Inquiry Type.
- c. Use  to select the Issue / Return Type.
- d. Use  to select the From DT, or enter the date (MM/DD/YYYY) in the field provided.



- e. Use  to select the To DT, or enter the date (MM/DD/YYYY) in the field provided.
- f. Enter the EDI PI, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- g. Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse help
- h. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help
- i. Use  to select the Reportable Commodity Type.
- j. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- k. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- l. Enter the Issue / RETURN NBR in the field provided. *This is a 10 alphanumeric character field.*
- m. Select . *The search results display for the **Reconciliation Activity** page.*

4. Select  to process the reconciliation. *The **Reconciliation Post-Post Details** pop-up window closes, and the revised Reconciliation remains highlighted.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics


- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record


Update an Individual Reconciliation — Return Details

Overview


The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

Note


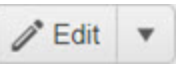


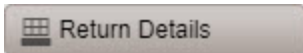
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The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation >  (desired record) >  Edit > Edit

Individual Reconciliation drop-down menu >  Return Details > Individual Reconciliation Return Details page


Page Fields

The following fields display on the **Individual Reconciliation Return Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------



ODASD (Logistics)


under A&S Sustainment

— 1028 —

— 03 Sep 2024 —


DPAS Helpdesk

1-844-843-3727



479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.
481	Select Sign button to allow member to enter electronic /manual signature and complete return.
482	Select Split button to credit member with a return item that differs from issued item.
483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.
485	Select "All" checkbox to select/deselect all checkboxes.
412	Select "Grid Options" button for additional actions.
55	Select "Back" to return to previous page.

Edit >

 Return Details

(Reconciliation Return Details)

Last, First M
Phone Nbr
EDI PI





ODASD (Logistics)
under A&S Sustainment

— 1029 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727



DSN Nbr
Pay Grade
Mobile Phone Nbr
UIC 
Email Address
Temp Assigned UIC 

Exists

Return Nbr
Status
Scan Barcode

Individual Return Grid

Edit
Split
All Missing / Damaged
SKO Status
Exchange
Loan Return Dt
Stock Nbr
Item Desc
Size
ICN
Mfr Serial Nbr
Cond Cd
Location Id
Container Id
Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.
Not Ret. Reason Cd
Not Ret. Remarks

Optional

LIN/TAMCN
Color
UUI



(*) Asterisk identifies mandatory fields.


Procedures


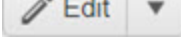
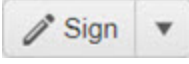

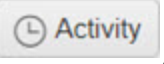

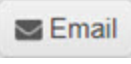

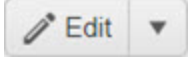
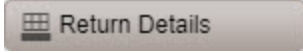
DPAS Navigation Helpful Tips



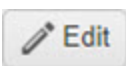
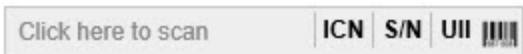


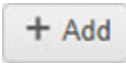

Click the following link to display Warehouse Navigation Tips.


Update the Individual Reconciliation Return Details

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The Edit drop-down menu appears.*
3. Select . *The **Reconciliation Return Details** pop-up window appears.*
4. *Verify the Individual Return Member panel.*
 - A. *Verify the Last Name, First Name, and Middle Initial of the Member.*
 - B. *Verify the PHONE NBR.*
 - C. *Verify the EDI PI.*
 - D. *Verify the DSN NBR.*
 - E. *Verify the Pay Grade.*
 - F. *Verify the Mobile PHONE NBR.*
 - G. *Verify the UIC.*
 - H. *Verify the E-MAIL Address.*
 - I. *Verify the TEMP ASSIGNED UIC.*










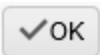


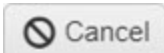



- J. Select  to revise certain fields. *These fields become editable:*
- a. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - b. Update the DSN NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - c. Update the Mobile PHONE NBR, entering the revised number in the field provided. *This is a 23 alphanumeric character field.*
 - d. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
- K. Verify the RETURN NBR.
- L. Verify the Status.
- M. Select  to scan the returned asset's barcode.
- N. Select  . *The available forms for printing appear.*
- DW Form 12I — Return Receipt (HTML)
 - DW Form 12I — Return Receipt (PDF)
 - DW Form 05I — Outstanding Returnable Items
 - DW Form 05T — Outstanding Returnable Loans
- O. Select  . *The **Attachments** pop-up window appears.*
5. Verify all of the information in the Individual Return Grid.
- A. Select  . *A new row appears in the Individual Return grid.*
- a. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*




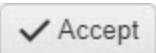
Stock Number Browse help
 - b. Enter the ICN, or use  to browse for the entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help



- c. Use  to select the Cond Cd.
 - d. Enter the Location ID, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
 - Location Browse help
 - e. Use  to select the Owing DoDAAC.
 - f. Use  to choose the QTY Returning.
 - g. Use  to choose the QTY NOT RET.
 - h. Select  to create the new return.
- B. Click  to select the desired entry.
- C. Select . The **Individual Return Electronic Signature** pop-up window appears.
- Select .
 - a. The **Insert CAC** pop-up window appears.
 - b. Insert the custodian's CAC. Wait several seconds for the reader to recognize the card.
 - c. Select  to continue. The **Windows Security - Select a Certificate** pop-up window appears.
 - d. Select the appropriate certificate and click . The **ActivClient Login** pop-up window appears.
 - e. The custodian enters the CAC Personal Identification Number in the PIN field and clicks . The **eSign Complete** pop-window appears.
 - If the PIN is entered incorrectly, select  and reattempt by clicking .





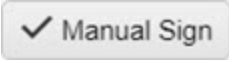
- If the PIN is entered incorrectly three times, the CAC locks.
- f. Select . The **Windows Security - Select a Certificate** pop-up window appears.
- g. Select the desired certificate and click . The signature page appears in a new browser window along with the **Print** dialog box.
- h. Select  to print the certificate.
- Select Sig Pad Sign
 - a. The *Signature Pad Form* window appears. An authorized Signature Pad must be connected to continue with this process.
 - b. Authorized personnel uses the stylus to sign the Signature Pad.
 - c. Select  to confirm the signature. The pop-up window closes, and the DW Form 12I (PDF) generates for printing.

Helpful Tip



When using the authorized Signature Pad, the following options are available:

- Select  to erase the signature and reattempt.
- Select  **Cancel** to close the window and return to the previous page.

- Select .
The Adobe Acrobat Reader window appears with the DW Form 12I (HTML) available for printing.



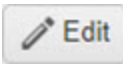










Note




Scan the signed document to attach it to the record.

OR




- D. Select . The **Cancel Return** pop-up window appears.
- Select . The return is removed from the Individual Return grid.
6. Verify the Individual Return records.
- A. Select  to revise certain fields. These fields become editable:
- a. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
Stock Number Browse help
 - b. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*
Inventory Control Number Browse help
 - c. Update the Cond Cd, using  to select the desired code.
 - d. Update the Location ID, using  to browse for the revised identification. *This is a 15 alphanumeric character field.*
Location Browse help
 - e. Update the Owning DoDAAC, using  to select the desired code. *This is a 6 alphanumeric character field.*
 - f. Update the QTY Returning, using  to choose the revised amount.
 - g. Update the QTY NOT RET., using  to choose the revised amount.
 - h. Select  to save the return.
- B. Select  to break the SKO into individual pieces. *The row becomes two rows, with the bottom row remaining the same as the original, and the top row becoming editable:*
- a. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
Stock Number Browse help



- b. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

- c. Update the Cond Cd, using  to select the desired code.

- d. Update the Location ID, using  to browse for the revised identification. *This is a 15 alphanumeric character field.*


Location Browse help

- e. Update the Owning DoDAAC, using  to select the desired code. *This is a 6 alphanumeric character field.*

- f. Update the QTY Returning, using  to choose the revised amount.

- g. Update the QTY NOT RET., using  to choose the revised amount.

- h. Select  to save the new return.

- C. Select . *The QTY NOT RET. automatically changes to 1, and the Not RET. REASON CD automatically changes to RL - Return Later.*

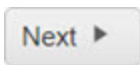
- D. Select . *The **SKO Inventory Management** pop-up window appears.*

- E. Select Exchange.

Select  to process the details. *The **Reconciliation Return Details** pop-up window closes, and the revised Reconciliation remains highlighted.*

7.

OR

Select  to continue adding information. *The **Reconciliation Update Post-Post Details** pop-up window appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.
xxxx - STOCK NBR: <STOCK NBR> - ICN: <ICN> - You must choose either a Location or Container.	Invalid Entry. The Return does not have a Location or Container assigned to it. Choose a Location or a Container for the Return, and click Sign again.
xxxx - An error occurred validating the return.	Invalid Entry. The Return could not be signed and validated. Double-check the return and click Sign again.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation

- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record





Unit Issue Request

Overview


The Warehouse Management module Unit Issue Request process provides the ability to request materiel for an entire unit. During this process, the Unit Custodian can select specific assets, DPAS can plan the picks, and both can create a pick plan. After the requested materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Request > Unit Issue Request page

Page Fields

The following fields display on the **Unit Issue Request** page. For more information on each field, select the appropriate hyperlink.





Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

- Request Nbr 
- Document Nbr 
- UIC 
- UIC Custodian (RO) 
- Requested Dt
- Issue Status

Unit Issue Request Grid

- All
- Alerts
- Primary Attachment
- Requested Dt/Tm
- UIC
- UIC Account
- UIC Custodian (RO)
- Issue Status
- Request Nbr

Pick Nbr
Document Nbr
Head Count
Est Return Dt
Include Outstanding Qty?
Staging Required?
Allowable Cond Cds
Cost Center
Personnel
Staging Location
Location Status
Frozen Location
Unit Deploying?
Owning DoDAAC

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Print Forms

DW Form 04U (HTML)
DW Form 04U (PDF)
DW Form 4US (HTML)
DW Form 4US (PDF)
DW Form 05UA
DW Form 05UC
DD Form 1348-1A

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.







Search for a Unit Issue Request

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions	
Search Criteria	
i Request Nbr	All
i Document Nbr	All
i UIC	All ...
i UIC Custodian (RO)	All ...
Requested Dt	Issue Status
	All Open ▼
🔍 Search	↻ Reset

- Enter the Request NBR, using  to assist with the entry. *This is an 18 alphanumeric character field.*
- Enter the DOCUMENT NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help

- Use  or  to assist with the UIC Custodian (RO) entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

- Use  to select the Requested DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Issue Status.



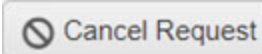
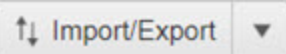



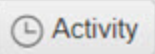


2. Select . The **Unit Issue Request Search Results** appears.

[illegible]

Add a Unit Issue Request

Select . The **Add a Unit Issue Request** page appears.


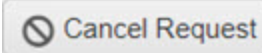
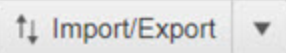


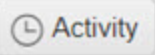
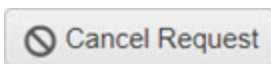
Update a Unit Issue Request

- Click ☐ to select the entry. The Request is highlighted, and , , , , , , , , and  become available.
- Select . The **Update a Unit Issue Request** page appears.

Delete a Unit Issue Request

- Click ☐ to select the entry. The Request is highlighted, and , , , , , , , , and  become available.
- Select . The **Delete a Unit Issue Request** page appears.

Cancel a Unit Issue Request

- Click ☐ to select the entry. The Request is highlighted, and , , , , , , , , and  become available.
- Select . The **Cancel Request** pop-up window appears.



Cancel Request
✕

Do you want to cancel this Unit Issue Request?

✓ Yes
⊘ No

3. Select ✓ Yes. The Unit Issue Request record is removed from the results grid.

Import or Export a Unit Issue Request

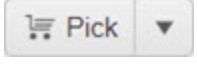
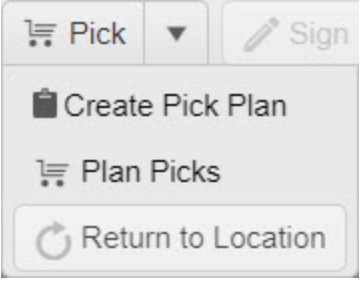

1. Click ☐ to select the entry. The Request is highlighted, and ✕ Delete, ✎ Edit ▼, ⊘ Cancel Request, ↕ Import/Export ▼, 🛒 Pick ▼, ✎ Sign ▼, 🖨 Print Forms ▼, 🕒 Activity, and 📎 Attachments become available.
2. Select ↕ Import/Export ▼. The **Import / Export a Unit Issue Request** page appears.

Generate a Pick


Selecting ⊘ Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



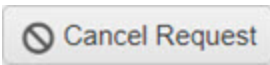
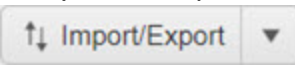
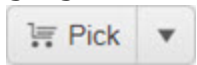
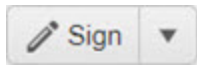

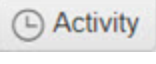

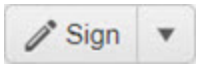
1. Click ☐ to select the entry. The Request is highlighted, and ✕ Delete, ✎ Edit ▼, ⊘ Cancel Request, ↕ Import/Export ▼, 🛒 Pick ▼, ✎ Sign ▼, 🖨 Print Forms ▼, 🕒 Activity, and 📎 Attachments become available.



2. Select . The **Pick** menu  appears.
3. Choose . The **Create Pick Plan** pop-up window appears.

Signing a Unit Issue Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the entry. The Request is highlighted, and , , , , , , , , and  become available.
2. Select . Choose one of the following signing options:

Note



If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.



Edit Custodian
✕

A custodian must be selected to sign for this issue. Please select one to continue.



i Custodian


Select an Item

...

✓ Update

✕ Cancel

1. Use  or  to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile help
2. Select . *The Custodian appears in the grid.*

- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.

Signature Pad Form (ver eSign 1.0)
✕

✓ Accept

↺ Clear

✕ Cancel

- b. Select . The **Print or Email Receipt** pop-window appears.


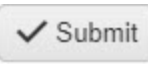
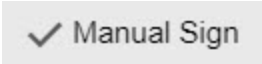


Print or Email Receipt
✕

Delivery Options

Print
Email

☒
☐

✓ Submit

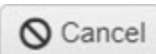
- c. Select the delivery option. The  appears in the appropriate option.
 - d. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.
- B. Select . The **Print** pop-up window appears.
- A. Select . The document is sent for printing.
 - B. The custodian signs the printed document.
 - C. Click  in the top right corner of the window. The **Print** pop-up window closes.

Note




Scan the manually signed document(s) and attach to the issue in DPAS.

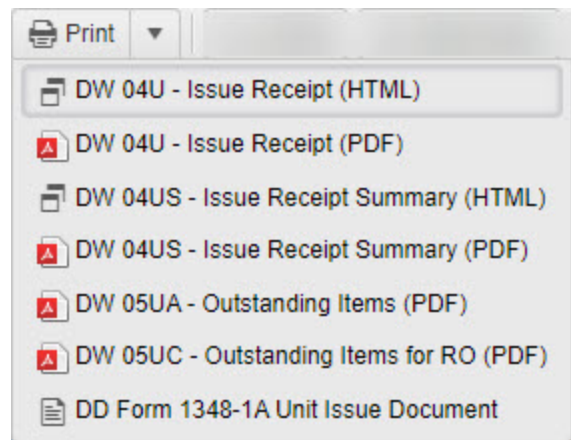
Print From an Unit Issue Request


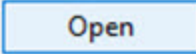
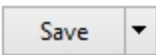
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The Request is highlighted, and , , , , , , , , and  become available.



- Click  **Print Forms** . The **Print** drop down appears.



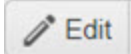
- Click the form for printing.  appears in the bottom right corner while the form is generating.
- The Windows **PC Downloads** pop-up window appears. Choose whether to:
 -  has the PDF document appear, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.

View a Unit Issue Activity

- Click ☐ to select the entry. The **Request** is highlighted, and , , , , , ,  **Print Forms** , , and  **Attachments** become available.
- Select  . The **Unit Issue Activity** pop-up window appears.





Add an Attachment to a Unit Issue Request

- Click ☐ to select the entry. *The Request is highlighted, and*   ,  ,  ,  ,  ,  ,  , and  become available.
- Select  . *The **Add an Attachment to a Unit Issue Request** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — STOCK NBR Picks - Selected location type does not exist in this warehouse: 2 - Issue.	Invalid Entry. The Staging Location chosen does not exist in this Warehouse. Enter a new location to put the completed pick, either by using  , or by using  to assist with the entry.

Related Topics

- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request



- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer






Add a Unit Issue Request

Overview

The Unit Issue Request Add process provides the ability to request materiel for an entire unit. During this process, the Unit Custodian can select specific assets, DPAScan plan the picks, and both can create a pick plan. After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry. This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Request >  > Add a Unit Issue Request page

Page Fields

The following fields display on the **Unit Issue Request Add** page. For more information on each field, select the appropriate hyperlink.




Instructions

The table below provides the list of instructions.

Number	Value
--------	-------




24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Unit Issue Request Grid

Request Nbr
Head Count *
UIC  *
UIC Custodian (RO)  *
Service Center  *
Master Issue List
Requested Dt/Tm *
Est Return Dt
Unit Deploying?
Include Outstanding Qty?
Owning DoDAAC *
Staging Required?
Allowable Cond Cds *
Add / Edit Remarks

Remarks
History Remarks

Pick Request Grid

Cost Center 
Personnel 
Staging Location 

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Unit Issue Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **Unit Issue Request** page displays.

Instructions

Unit Issue Request

Request Nbr

* UIC

* Service Center

* Requested Dt/Tm
4/13/2022 3:20 PM

Unit Deploying?
☐

* Owning DoDAAC
HC1001

* Head Count
1

* UIC Custodian (RO)

Master Issue List

Est Return Dt

Include Outstanding Qty?
☐

Staging Required?
☒

* Allowable Cond Cds

☐ All

☒ A - Svcbl(w/o Qual)

☒ B - Svcbl(With Qual)

☒ C - Svcbl(Pri Issue)

☒ D - Svcbl(Test/Mod)

☐ E - Unsvcb(Lim Rstr)

☐ F - Unsvcb(Repbl)

☐ G - Unsvcb(Incomp)

☐ H - Unsvcb(Condemned)

☐ I - Suspndd(In Stk)

☐ K - Suspndd>Returns)

☐ L - Suspndd(Litigation)

☐ M - Suspndd(In Work)

☐ N - Suspndd(Ammo Emer)

☐ P - Unsvcb(Reclam)

☐ Q - Suspndd(Qual Def)

☐ R - Suspndd(Reclam-Cond)

☐ S - Unsvcb(Scrap)

☐ T - Svcbl(Ammo Train)

☐ V - Unsvcb(Waste Munition)

☐ X - Suspended (Repair Decision Delayed)




[Add / Edit Remarks](#)

Pick Request

Cost Center


Personnel

Staging Location


















2. Enter the Request NBR in the field provided. *This is a 35 alphanumeric character field.*






Note





If the Request NBR field is left blank, it is auto-populated.


3. Use  to choose the correct Head Count.
4. Use  or  to assist with the UIC entry. *After entering the UIC, the UIC Custodian (RO) field becomes active.*
UIC Browse help
5. Use  or  to assist with the UIC Custodian (RO) entry. *This is a 6 alphanumeric character field.*
UIC Browse help
6. Use  or  to select the Service Center.

7. Use  or  to assist with the pre-existing Master Issue List. *This is a 250 alphanumeric character field.*
Master Issue List Browse help
 8. Verify the auto-generated Requested DT/TM field. If it is not correct, use the   to correct the Requested DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
 9. Use the  to select the EST Return DT, or enter the date (MM/DD/YYYY) in the field provided.
 10. Click ☐ to select the Unit Deploying? *The field is checked if the unit is deploying.*
 11. Click ☐ to select the Include Outstanding QTY? *The field is checked if the number of Outstanding Items are included in the request.*
 12. Use  to select the Owning DoDAAC.
 13. Click ☐ to select the Staging Required? *The field is checked if the requested materiel needs to be stored, waiting to issue the materiel to the unit.*
 14. Click ☐ to select the applicable Allowable COND CD: *The first four check boxes are selected by default.*
- Attention**

 Once completed, the Allowable Condition Codes selected *cannot be removed*. Additional codes can be selected when editing the record.
15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 16. Use  or  to select the Cost Center. *After entering or selecting the Cost Center, the Personnel field becomes active.*
 17. Use  or  to select the Personnel, or use a hand-held device to perform the pick.



18. Use  or  to assist with the Staging Location entry. *This is a 15 alphanumeric character field.*

Location Browse help
19. Click . The **Add** page closes, and the Unit Issue Request Results Grid appears, with the new request in the top row.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: <i>Head Count</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>UIC</i>.	
13 — Mandatory Entry: <i>UIC Custodian (RO)</i>.	
13 — Mandatory Entry: <i>Service Center</i>.	
13 — Mandatory Entry: <i>Requested DT/TM</i>.	
13 — Mandatory Entry:	



OWNING DoDAAC.

**13 — Mandatory Entry:
Allowable COND CD.**

Related Topics

- Unit Issue Request Overview
- Add an Attachment to a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer



Update a Unit Issue Request


Overview

The Unit Issue Request Update process allows editing of a request for materiel for an entire unit. During this process, the Unit Custodian can revise specific assets, DPAS can plan the picks, and then can create a new pick plan.


After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Request >  (desired record) >  Edit > Edit a Unit Issue Request page

Page Fields

The following fields display on the **Unit Issue Request Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.



Edit the Header


Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.


Edit the Detail


Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Unit Issue Request Grid

Request Nbr
Head Count *

UIC  *

UIC Custodian (RO)  *

Service Center  *

Master Issue List

Requested Dt/Tm *

Est Return Dt

Unit Deploying?

Include Outstanding Qty?

Owning DoDAAC *

Staging Required?


Allowable Cond Cds *


Add / Edit Remarks


Remarks

History Remarks

Pick Request Grid

Cost Center 

Personnel 

Staging Location 

Unit Issue Header Grid

Unit Issue Request Grid

Request Nbr

Head Count

Allowable Cond Cds

UIC

UIC Custodian (RO)

Issue Status

Requested Dt/Tm

Est Return Dt

Document Nbr

Unit Deploying?

Include Outstanding Qty?

Owning DoDAAC
Remarks
Staging Required?

Pick Request Grid

Cost Center
Personnel
Staging Location
Pick Nbr

Unit Issue Details Grid

LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
Requested Cond Cds
Requested Qty
MIL Qty
Selected Qty

Inv Qtys Grid

On Hand Qty
Alloc Qty
Avail Qty

Optional

On Hand Qty
Alloc Qty
Avail Qty
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

LIN/TAMCN Details Grid

ICN
 Serial Nbr
 Location
 Location Status
 Frozen Location
 Container
 Cond Cd
 Owning DoDAAC
 Project Cd
 Returnable?
 Qty
 Kit Verified?

(*) Asterisk identifies mandatory fields.


Procedures


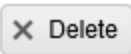
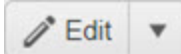
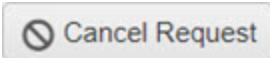

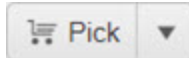
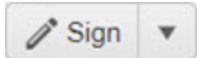

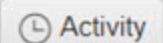



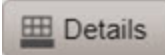
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Edit a Unit Issue Request

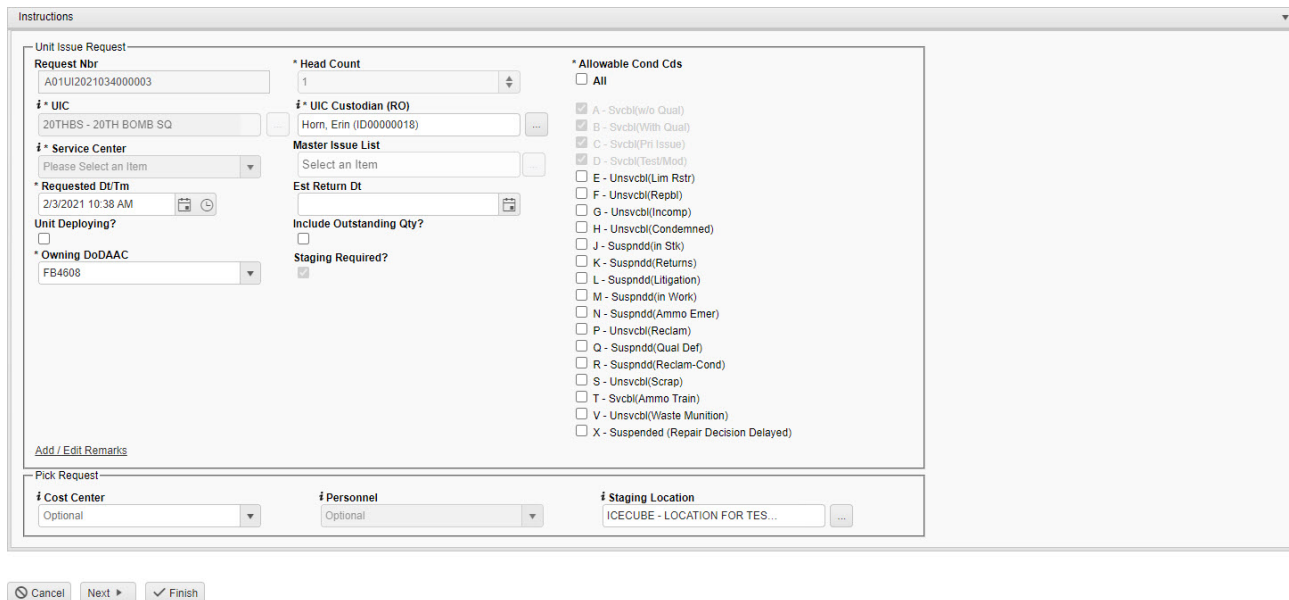
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the entry. *The Request is highlighted, and* , , , , , , , , and  become available.
- Select .
- Choose what to edit: either , or .



Edit The Header







- Click  **Header**. The **Unit Issue Request** page displays.



The screenshot shows the 'Unit Issue Request' form with the following fields and options:

- Request Nbr:** A01UI2021034000003
- * Head Count:** 1
- * Allowable Cond Cds:**
 - ☐ All
 - ☒ A - Svcb(w/o Qual)
 - ☒ B - Svcb(With Qual)
 - ☒ C - Svcb(Pri Issue)
 - ☒ D - Svcb(Test/Mod)
 - ☐ E - Unsvcb(Lim Rstr)
 - ☐ F - Unsvcb(Repbl)
 - ☐ G - Unsvcb(Incomp)
 - ☐ H - Unsvcb(Condemned)
 - ☐ J - Suspndd(In Stk)
 - ☐ K - Suspndd(Returns)
 - ☐ L - Suspndd(Litigation)
 - ☐ M - Suspndd(In Work)
 - ☐ N - Suspndd(Ammo Emer)
 - ☐ P - Unsvcb(Reclam)
 - ☐ Q - Suspndd(Qual Def)
 - ☐ R - Suspndd(Reclam-Cond)
 - ☐ S - Unsvcb(Scrap)
 - ☐ T - Svcb(Ammo Train)
 - ☐ V - Unsvcb(Waste Munition)
 - ☐ X - Suspended (Repair Decision Delayed)
- * UIC:** 20THBS - 20TH BOMB SQ
- * UIC Custodian (RO):** Horn, Erin (ID00000018)
- * Service Center:** Please Select an Item
- Master Issue List:** Select an Item
- * Requested Dt/Tm:** 2/3/2021 10:38 AM
- Unit Deploying?** ☐
- * Owning DoDAAC:** FB4608
- Est Return Dt:**
- Include Outstanding Qty?** ☐
- Staging Required?** ☒
- Add / Edit Remarks:**
- Pick Request:**
 - * Cost Center:** Optional
 - * Personnel:** Optional
 - * Staging Location:** ICECUBE - LOCATION FOR TES...

Buttons: Cancel, Next, Finish

- Verify the Request NBR.
- Verify the Head Count.
- Verify the UIC.
- Update the UIC Custodian (RO), using  or  to assist with the revised custodian.
UIC Browse help
- Verify the Service Center.
- Update the Master Issue List, using  or  to assist with the revised list.
Master Issue List Browse help
- Update the Requested DT/TM, using  or entering the date (MM/DD/YYYY) in the field provided.
- Update the EST Return DT, using  or entering the date (MM/DD/YYYY) in the field provided.






10. Verify the Unit Deploying? contains the appropriate ☒ or ☐ . *The field is checked if the unit is deploying.*
11. Verify the Include Outstanding QTY? contains the appropriate ☒ or ☐ . *The field is checked if the number of Outstanding Items are included in the request.*
12. Update the Owning DoDAAC, using to select the desired code.
13. Verify the Staging Required? contains the appropriate ☒ or ☐ . *The field is checked if the requested materiel needs to be stored, waiting to issue the materiel to the unit.*
14. Verify the Allowable COND CDs contains the appropriate ☒ or ☐ .

Attention



Once completed, the Allowable Condition Codes selected *cannot be removed*. Additional codes can be selected when editing the record.

15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. Update the Cost Center, using  or to select the desired code. *After entering or selecting the Cost Center, the Personnel field becomes active.*
17. Update the Personnel, using either a hand-held device to perform the pick, or using  or to select the desired name.
18. Update the Staging Location, using  or to assist with the entry.
Location Browse help
19. Select . The **Unit Issue Header Details** page displays.





Instructions

Unit Issue Header

Unit Issue Request

Request Nbr	WHCU2016193000001	Head Count	5	Allowable Cond Cds	A,B,C,D
Unit	M07170 - VM 717	Unit Custodian (RO)	WARD, HINES (D00000019)	Issue Status	IP - In-Process
Requested Dt/Tm	2016-07-11T09:37:56-04:00	Est Return Dt	N/A	Document Nbr	HC100161931000
Unit Deploying?	No	Include Outstanding Qty?	No	Owning DoDAAC	HC1001
Remarks	N/A	Staging Required?	Yes		

Pick Request

Cost Center	PK - PICK	Personnel Nbr	N/A
Staging Location	LC123	Pick Nbr	


Unit Issue Details

Grid Options: Add, Delete, Select Assets, Process Changes, Cancel Request, Import/Export, Pick, Sign, Print, Activity, Attachments, Inv Qrys


LIN/TAMCN	Stock Nbr	Item Desc	Mgmt Cd	Reportable Commodity Type	Size	Requested Cond Cds	Requested Qty	MIL Qty	Selected Qty
LIN/TAMCN: N/A									
	1005000179547	PIN FIRING	A - Serial Number Managed	SI - STOCK ITEMS		A,B,C,D	5	0	5
	1005000179551	HAMMER FIRING, SMALL	A - Serial Number Managed	SI - STOCK ITEMS		A,B,C,D	5	0	5
	1005000340034	SPRING ASSEMBLY	B - Bulk Managed	SI - STOCK ITEMS		A,B,C,D	5	0	5
<p>Components: Verify, Remove</p> <p>All: ICN, Serial Nbr, Location, Location Status, Frozen Location, Container, Cond Cd, Owning DoDAAC, Project Cd, Returnable?, Qty, Kit Verified?</p> <p>B0000000000000251763 JCK STOCK LOC 2 - ACTIVE No A - Serial Number Managed HC1001 Yes 5 No</p> <p>Selected 1/1 Page 1 of 1 50 Items per page 1 - 1 of 1 items</p>									
	8105090002725	POUCH	B - Bulk Managed	FIELD GEAR - FIELD GEAR		A,B,C,D	5	5	5
	8115014508593	BOX, WOODEN	B - Bulk Managed	FIELD GEAR - FIELD GEAR		A,B,C,D	5	5	0
LIN/TAMCN: C01372F									

Selected 1/6 Page 1 of 1 50 Items per page Requested Qty: 5 MIL Qty: 0 Selected Qty: 5 1 - 6 of 6 items

Cancel Back Finish

20. Select  on the left of the desired LIN/TAMCN row. The details regarding the Assets within the Unit Issue appear.


View the Asset Details

Select  on the left of the desired Assets row. The details regarding the Stock Items within the Assets appear.

View the SKO Components

Select  **Components**. The **SKO Inventory Management Browse** pop-up window appears.

Verify the SKO Components

Click  **Verify**. The SKO information is double-checked for completeness.

Remove the Stock Item

Click  **Remove**. The Stock Item is deleted from the Asset.





ODASD (Logistics)
 under A&S Sustainment

— 1065 —
 — 03 Sep 2024 —

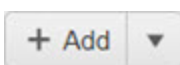
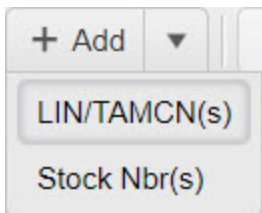
DPAS Helpdesk
 1-844-843-3727




Edit the Individual Fields

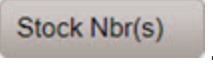
Select  in the applicable field to immediately edit that entry. The  appears only in fields that allow editing.

Add an Asset

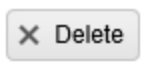
Select . The  appears.

- Click . The **LIN / TAMCN Browse** pop-up window appears.

OR

Click . The **Stock Nbr Browse** pop-up window appears.

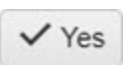
Delete an Asset

Select . The **Delete Selected** pop-up window appears.


Delete Selected ✕

Do you want to delete the selected data?

✓ Yes
⊘ No

- Click . The Asset is removed from the Unit Issue.

OR

Click . The **Delete Selected** pop-up window closes, returning to the Details page.



Select the Assets

Select  . The **Inventory Selection Browse** pop-up window appears.

Cancel the Issue

Select  . The **Cancel Request** pop-up window opens.


Cancel Request
✕

Do you want to cancel this Unit Issue Request?

✓ Yes
⊘ No

- Click  . The entire order is canceled.

OR

Click  . The **Cancel Request** pop-up window closes, returning to the Details page.


View the Issue's Activity


Select  . The **Unit Issue Activity** pop-up window appears.

View the Issue's Attachments

Select  . The **Add an Attachment to a Unit Issue Request** pop-up window appears.

View the Inventory Quantities

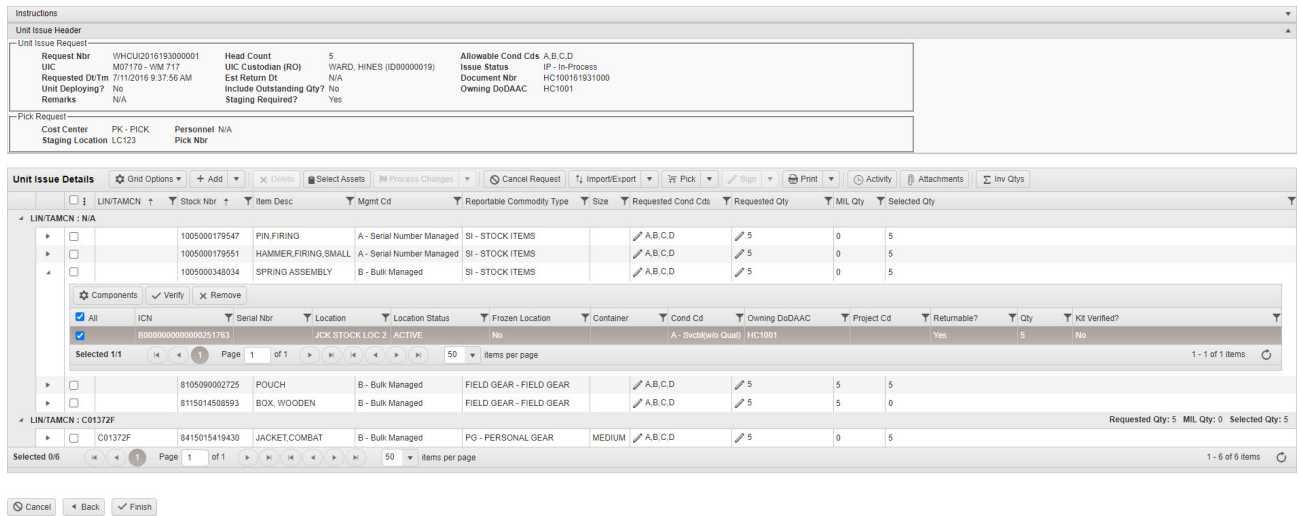
Select  . Extra columns appear in the grid, containing additional warehouse inventory amounts.


- Select  . The **Update** page closes, and the Unit Issue Request Results Grid appears, with the revised request in the top row.




Edit the Details

- Click . The **Unit Issue Details** page displays.



- Select  on the left of the desired LIN/TAMCN row. The details regarding the Assets within the Unit Issue appear.

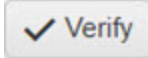
View the Asset Details

Select  on the left of the desired Assets row. The details regarding the Stock Items within the Assets appear.

View the SKO Components

Select . The **SKO Inventory Management Browse** pop-up window appears.

Verify the SKO Components



Click . The SKO information is double-checked for completeness.



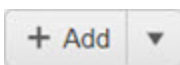
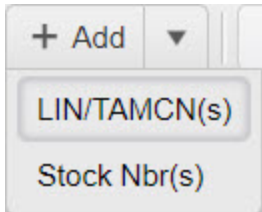
Remove the Stock Item

Click . *The Stock Item is deleted from the Asset.*

Edit the Individual Fields

Select  in the applicable field to immediately edit that entry. The  appears only in fields that allow editing.

Add an Asset

Select . The  appears.

- Click . The **LIN / TAMCN Browse** pop-up window appears.

OR

Click . The **Stock Nbr Browse** pop-up window appears.

Delete an Asset

Select . The **Delete Selected** pop-up window appears.

Delete Selected
✕

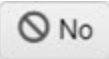
Do you want to delete the selected data?

✓ Yes
⊘ No

- Click . *The Asset is removed from the Unit Issue.*

OR




Click . The **Delete Selected** pop-up window closes, returning to the Details page.

Select the Assets

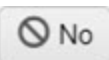
Select . The **Inventory Selection Browse** pop-up window appears.

Cancel the Issue

Select . The **Cancel Request** pop-up window opens.

- Click . The entire order is canceled.

OR

Click . The **Cancel Request** pop-up window closes, returning to the Details page.

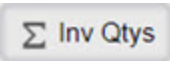
View the Issue's Activity


Select . The **Unit Issue Activity** pop-up window appears.

View the Issue's Attachments

Select . The **Add an Attachment to a Unit Issue Request** pop-up window appears.

View the Inventory Quantities

Select . Extra columns appear in the grid, containing additional warehouse inventory amounts.

- Select . The **Update** page closes, and the Unit Issue Request Results Grid appears, with the revised request in the top row.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Unit Issue Request Overview](#)
- [Add a Unit Issue Request](#)
- [Add an Attachment to a Unit Issue Request](#)
- [Import / Export a Unit Issue Request](#)
- [Delete a Unit Issue Request](#)



Delete a Unit Issue Request

Overview

The Unit Issue Request Delete process allows removal of a request for an entire unit.

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > > Delete Unit Issue Request pop-up window

Page Fields

The following fields display on the **Delete Unit Issue Request** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Unit Issue Request Grid

History Remarks




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Unit Issue Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the entry. The Request is highlighted, and , , , , , , , , and  become available.
- Select . The **Delete Unit Issue Request** pop-up window appears.

Delete Unit Issue Request
✕


Instructions

Delete Unit Issue Request

Are you sure you want to delete this Unit Issue Request and any associations?

History Remarks

✕ Delete
⊞ Cancel

- Enter comments in the History Remarks field. This is a 1024 alphanumeric character field.
- Select . The pop-up window closes and the Request is removed.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- [Unit Issue Request Overview](#)
- [Add a Unit Issue Request](#)
- [Add an Attachment to a Unit Issue Request](#)
- [Update a Unit Issue Request](#)
- [Import / Export a Unit Issue Request](#)
- [Unit Issue Return](#)
- [Unit Issue Reconciliation](#)
- [Unit Issue Post-Post](#)
- [Unit Transfer](#)

Import / Export a Unit Issue Request

Overview

The Unit Issue Request Import / Export process provides the ability to create large requests and upload the information, or get a large request downloaded. After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Attention



The import process supports **only** Excel files:
.xls and **.xlsx**

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) >

↑↓ Import/Export

▼

>

Import the Tally Sheet / Export the Unit Issue Request pop-up windows

Page Fields

The following fields display on the **Import the Tally Sheet / Export the Unit Issue Request** pop-up windows. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions for Import Tally Sheet.


Number	Value
XXXX	Unit Issue Request Import supports only these file types: xls;



	xlsx.
500	Select "Browse" to select a file and select "Analyze".
501	Select "Analyze" to view the import data. When finished, click "Import".
478	Select "Close" to return to previous page.

- Export the Unit Issue Request Grid
- Edit the Tally Sheet Grid
- Import Tally Sheet Grid

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Export a Unit Issue Request's Master Issue List Spreadsheet

- Click ☐ to select the entry. *The Request is highlighted, and*

X Delete

Edit

,

Cancel Request

,

Import/Export

,

Pick

,

Sign

,

Print Forms

,

Activity

, and

Attachments

become available.

2. Select . The  appears.
3. Select . The **File Download** toast appears, and the Windows **Save As** pop-up window appears.
4. Decide where on the computer to save the exported Master Issue List spreadsheet.

Note



The exported Master Issue List spreadsheet is also known as a Tally Sheet. The two names are used interchangeably.

5. Select . The Master Issue List spreadsheet is saved to the computer, ready to use.

Edit the Tally Sheet

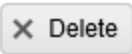
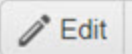
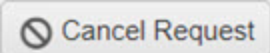
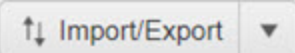



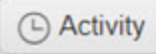

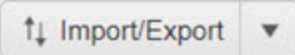
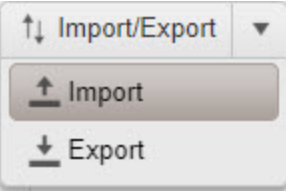
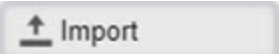
1. Open the Master Issue List spreadsheet from the saved folder on the computer. The Master Issue List spreadsheet opens in the appropriate program.

A01UI2021034000003								
TAMCN	NOMENCLATURE	SIZE	*NSN	MIL QTY	AUTH QTY	COND CD	REQ QTY	RO INITIALS
N/A	STOCK ITEMS							
N/A	SHOTGUN,12 GAGE		1005000098870	0		A,B,C,D	1	
						SUBTOTAL	1	
N/A	ADDITIONAL STOCK ITEMS							

2. Enter the revised amounts in the REQ QTY column. The Subtotal cell automatically adds the amounts entered in the REQ QTY column.
3. Save the revised Tally Sheet. Return to DPAS.



Import a Tally Sheet

1. Click ☐ to select the entry. *The Request is highlighted, and*   ,  ,  ,  ,  ,  ,  , and  become available.
2. Select  . *The*  *appears.*
3. Select  . *The **Import Tally Sheet** pop-up window appears.*



Import Tally Sheet

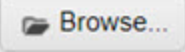
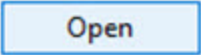
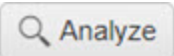
Instructions

Document File

Browse...

Analyze Import Export

Close Window

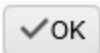
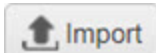
4. Select . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the edited spreadsheet to attach, and select it.
6. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Select . The **Result** pop-up appears, with the outcome of the review.

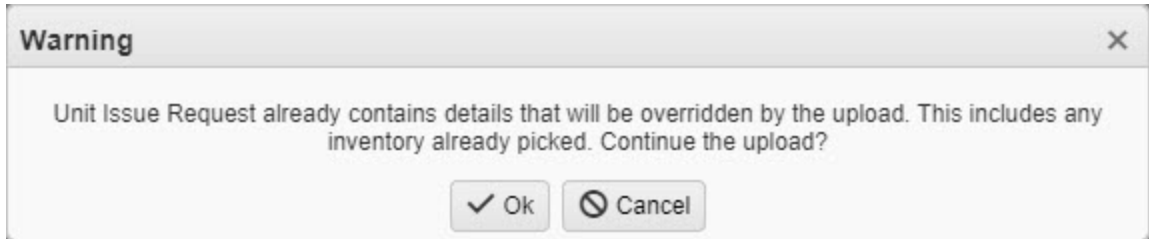
Result


1 records ready to be imported.

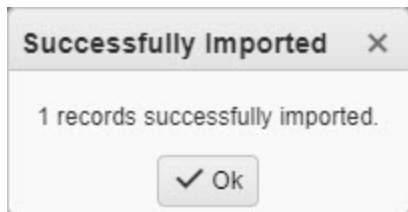
OK



8. Click  . The **Result** pop-up closes.
9. Select  . A **Warning** pop-up window appears.



10. Click  . The **Warning** pop-up window closes, and the **Successfully Imported** pop-up window appears.



11. Click  . Both the **Import Tally Sheet** and the **Successfully Imported** pop-up windows close.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



xxxx — Invalid columns found.	Invalid entry. The spreadsheet file is not ready for import, it contains extra information that cannot be imported into the Request. Delete the extra columns and try the Import process again.
xxxx — No data found to be imported.	Invalid entry. The spreadsheet file is not ready for import, it does not contain any quantity information. Enter the quantity information in the spreadsheet and try the Import again.

Related Topics

- [Unit Issue Request Overview](#)
- [Add a Unit Issue Request](#)
- [Add an Attachment to a Unit Issue Request](#)
- [Delete a Unit Issue Request](#)
- [Update a Unit Issue Request](#)
- [Master Issue List](#)



Add an Attachment to a Unit Issue Request

Overview

The Unit Issue Request Add Attachments process provides the ability to attach documents to the materiel request for an entire unit.

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > [Attachments](#) > Unit Issue Request Add Attachments pop-up window

Page Fields

The following fields display on the **Unit Issue Request Add Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Attachments for Request NBR

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.



Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Request NBR Grid

Thumbnails
 Attach

Attach Files Grid

Attachment *
 Desc
 Primary

Attachments

Name
 Desc


Procedures


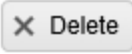

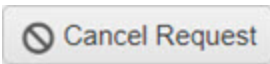
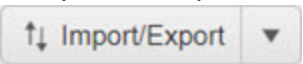
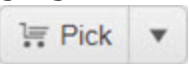
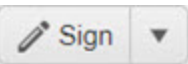




DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add an Attachment to a Unit Issue Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the entry. The Request is highlighted, and , , , , , , , , and  become available.
- Select . The **Attachments for Request NBR** pop-up window appears.

Attachments for Request Nbr: NCLUI2020254000001
✕

Instructions ▾

No attachments found



- Select . The **Attach Files** pop-up window appears.



Attach Files

Instructions

* Attachment

Browse...

Desc

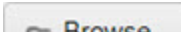
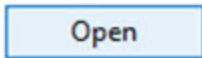
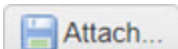
Primary

Attach...

Attachments:

Name	Desc
------	------

Close Window

- Select . The Windows **Choose File to Upload** pop-up window appears.
- Choose the file to attach, and select it.
- Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
- Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Select . The file name appears in the bottom file list.

×

Attach Files

Instructions

* Attachment

📁

Browse...

Desc

☐

Primary

📎



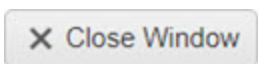
Attach...

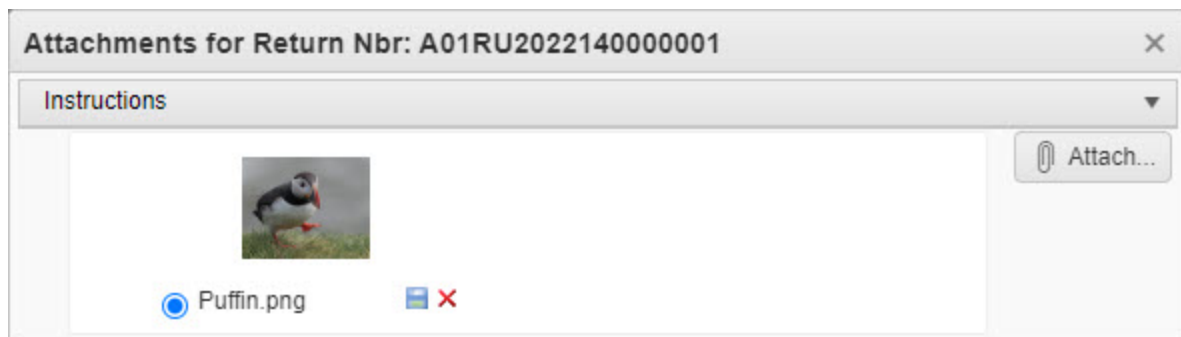
Attachments:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	×




×

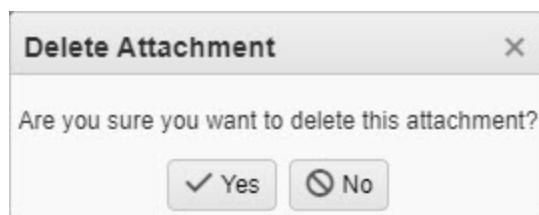
Close Window

9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Select . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*





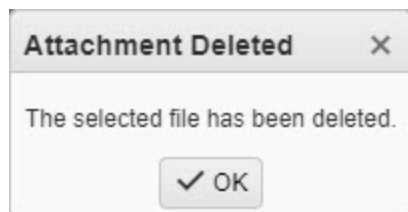
Remove an Attachment

- A. Select the  part of   next to the desired document. *The **Delete Attachment** pop-up window appears.*



- B. Choose one of the following options:


- Select  to cancel the deletion.
- Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*






- C. Select . *The **Delete Attachment** pop-up window closes, and the document is removed.*



Note



Select the  part of   to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . The **Attachments for Request NBR** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size	Invalid File Size. The file size is too large.

exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- [Unit Issue Request Overview](#)
- [Add a Unit Issue Request](#)
- [Update a Unit Issue Request](#)
- [Import / Export a Unit Issue Request](#)
- [Delete a Unit Issue Request](#)
- [Unit Issue Return](#)
- [Unit Issue Reconciliation](#)
- [Unit Issue Post-Post](#)
- [Unit Transfer](#)




Unit Issue Return

Overview

The Warehouse Management module Unit Issue Return process provides the ability to return items to a warehouse issued to a unit, to update outstanding items, to add items to an outstanding issue list, to verify SKOs, to add attachments to a return, and to print return forms.

Note

 Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Return > Unit Issue Return page

Page Fields

The following fields display on the **Unit Issue Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

UIC Info	
Number	Value
522	Select "Cancel All" button to cancel proposed changes to all records.

24	(*) Asterisk identifies mandatory fields.
511	Select from the Enterprise Rollup Criteria to view DLMS transactions at the specified enterprise level.
512	Select "Apply" button to view transactions based on the Enterprise Rollup Criteria.
521	Select "Cancel" button to cancel proposed changes to selected records(s).
515	A signature pad is required for Sign with Signature Pad.

Search Criteria




Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
512	Select "Apply" button to view transactions based on the Enterprise Rollup Criteria.

513	The maximum file size is 1MB.
519	Select "Approve" button to approve proposed changes to selected record(s).
520	Select "Approve All" button to approve proposed changes to all records.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.
569	Select Return All to return all of the items based on the Search Criteria field selection.

UIC Info Grid

UIC *
 Custodian
 CAC
 Service Center

Search Criteria Grid

Stock Nbr 
 ICN 
 Serial Nbr
 Item Description 
 Scan Barcode
 Reportable Commodity Type
 Current Warehouse Only



Outstanding Items Grid

Issued Qty
Outstanding Qty
Unprocessed Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Remarks
Secondary Serial Number

Optional

Inv Type
Is Kit
Is Managed Kit
Parent Stock Nbr
Primary Attachment
Parent ICN
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By



Program Id

Pending Return Items Grid

Issued Qty
Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Remarks

Optional

Inv Type
Kit Verified?
Components Returning
Is Managed Kit
Parent Stock Nbr
Primary Attachment
Parent ICN
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By



Program Id

Print Forms

DW Form 12 (HTML)
 DW Form 12 (PDF)
 DW Form 05UA (PDF)
 DW Form 05UC (PDF)

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Initiate a Unit Issue Return


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the UIC Info box, narrow the results by entering one of the following optional fields:.

Instructions


UIC Info



i * UIC ...

CAC 

i Custodian ...

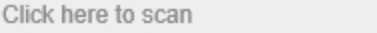



*** Service Center** Please Select an Item ▼

Go 

- Use  or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*
 UIC Browse help
- Use  or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*








Member Profile Browse

- Select  . Using the DPAS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.
 - Use  to select the Service Center.
2. Select . The Search Criteria appears.

Instructions

Search Criteria

<p># Stock Nbr <input style="width: 150px;" type="text" value="All"/> </p> <p>Serial Nbr <input style="width: 150px;" type="text"/></p> <p>Scan Barcode <input style="width: 150px;" type="text"/>  ICN S/N UII</p> <p>Current Warehouse Only <input checked="" type="checkbox"/></p>	<p># ICN <input style="width: 150px;" type="text" value="All"/> </p> <p># Item Description <input style="width: 150px;" type="text" value="All"/></p> <p>Reportable Commodity Type <input style="width: 150px;" type="text" value="All"/></p>
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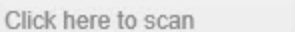




 

3. Use  or  to assist with the STOCK NBR entry. This is a 15 alphanumeric character field.


Stock Number Browse help

4. Use  or  to assist with the ICN entry. This is a 20 alphanumeric character field.

Inventory Control Number Browse help

5. Enter the SERIAL NBR in the field provided. This is a 30 alphanumeric character field.
6. Enter the Item Description, using  to assist with the entry. This is a 1024 alphanumeric character field.
7. Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
8. Use  to select the Reportable Commodity Type.
9. Click ☒ to select the Current Warehouse Only. This ensures the specified Warehouse is used, instead of all the Warehouses in the Site.



10. Select . *The Unit Issue Return Items Search Results – Outstanding Tab and Pending Tab – appears.*

Outstanding

[illegible]

Note



The buttons on top of the Outstanding grid and Pending grid are different. The steps below contain the buttons for the Outstanding grid, but use the layout of the Pending grid.






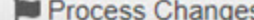



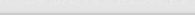
Pending

[illegible]

Add a Unit Issue Return

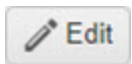
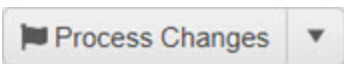

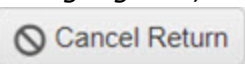
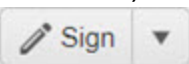

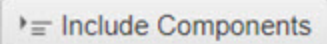
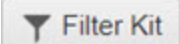


- Select . The **Add a Unit Issue Return** page appears.

Edit a Unit Issue Return

1. Click  to select the entry(s). *The Return is highlighted, and*
-  ,  ,  ,  ,
-  ,  ,  ,  , and
-  become available.

- Select . The **Update a Unit Issue Return** page appears.


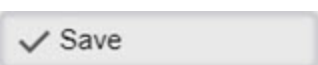
Update a Unit Issue Return Item

- Click ☐ to select the entry(s). The Return is highlighted, and , , , , , , , , , and  become available.
- Select either the RETURNING QTY or NOT RETURNING QTY field on the entry *Depending On What Requires The Update*.
- Use to enter the quantity.
If the amount returning is less than the ISSUED QTY, the remaining quantity must be entered in the NOT RETURNING QTY field.

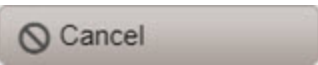
Attention



When a quantity is entered in the Not Returning QTY, the system requires a reason for the items not returned. Use to select the Not Ret. Reason Cd.

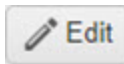
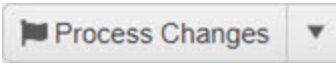

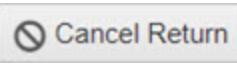
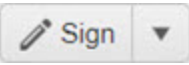


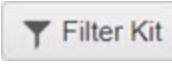
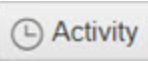

- Use of  to choose an option:
 - Click . The entry updates and moves to the Pending tab.

OR

- Click . The updates are removed from the entry.





Verify a Kit

- Click ☐ to select the entry(s). *The Return is highlighted, and* , , , , , , , , , and  become available.

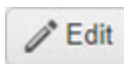
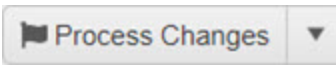

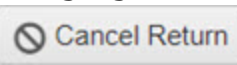
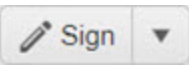


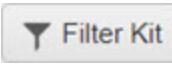
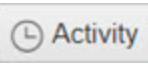

Helpful Tip



Select  to view the components of a selected item. Toggling this button displays the columns INV TYPE, Is Kit, Is Managed Kit, and PARENT STOCK NBR.

- Enter the number of items to return in the Returning QTY field.
- Select . *The SKO is ready to be signed.*

Cancel a Unit Issue Return

- Click ☐ to select the entry(s). *The Return is highlighted, and* , , , , , , , , , and  become available.

- Select . *The **Cancel Return** pop-up window appears.*

Cancel Return
✕



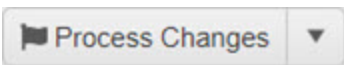

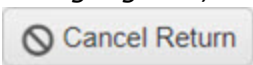
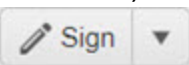


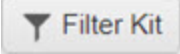
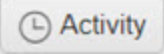

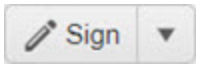
Do you want to cancel this Unit Return?

☒ Yes
☐ No



3. Select . *The Unit Issue Return record is removed from the results grid.*

Signing a Unit Issue Return

1. Click  to select the entry(s). *The Return is highlighted, and* , , , , , , , , , and  become available.
2. Select . *Choose one of the following signing options:*

Note



If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.

Edit Custodian
×



A custodian must be selected to sign for this issue. Please select one to continue.


i
Custodian

...

✓ Update

⊘ Cancel

1. Use  or  to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

[Member Profile help](#)
2. Select . *The Custodian appears in the grid.*

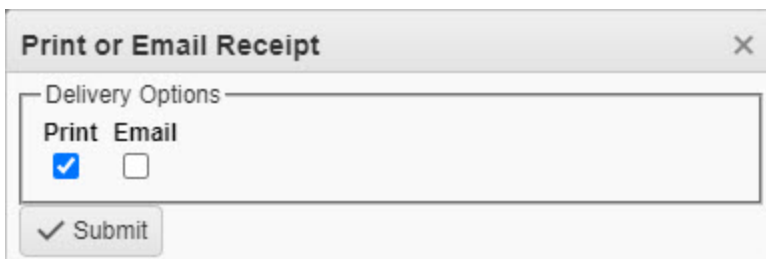


- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.


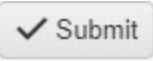


The image shows a pop-up window titled "Signature Pad Form (ver eSign 1.0)". It contains a large, empty rectangular box for creating a signature. Below the box are three buttons: "Accept" (with a checkmark icon), "Clear" (with a circular arrow icon), and "Cancel" (with a circle and slash icon).



- b. Select . The **Print or Email Receipt** pop-window appears.



The image shows a pop-up window titled "Print or Email Receipt". It has a section labeled "Delivery Options" with two radio buttons: "Print" (which is selected with a blue checkmark) and "Email". Below these options is a "Submit" button with a checkmark icon.

- c. Select the delivery option. The  appears in the appropriate option.
- d. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.

- B. Select . The **Print** pop-up window appears.

- A. Select . The document is sent for printing.
- B. The custodian signs the printed document.
- C. Click  in the top right corner of the window. The **Print** pop-up window closes.

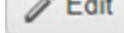
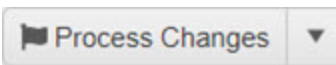

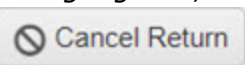
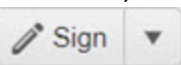


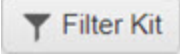
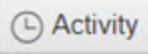



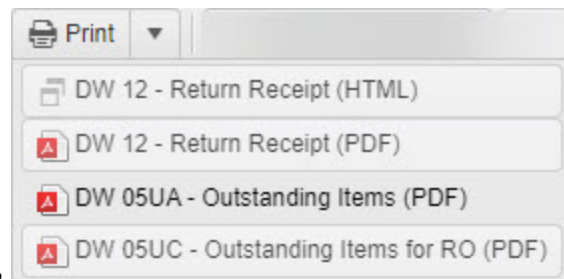
Note



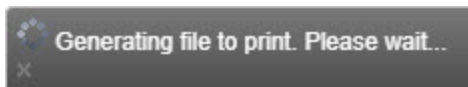
Scan the manually signed document(s) and attach to the issue in DPAS.

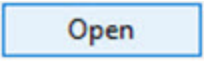
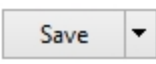
Print From an Unit Issue Return

- Click ☐ to select the entry(s). *The Return is highlighted, and* , , , , , , , , , and  become available.



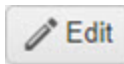
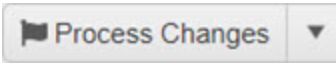

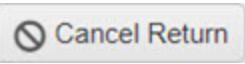
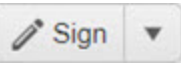

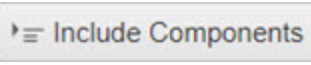
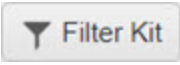
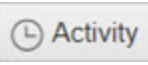

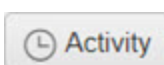
- Select . *The Print drop down appears.*



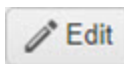
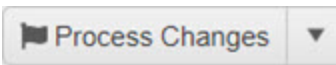

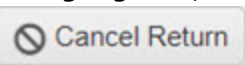
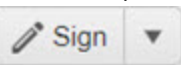

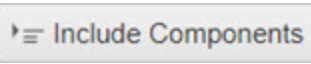
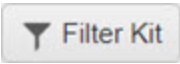
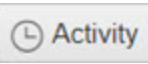


- Click the form for printing. *appears in the bottom right corner while the form is generating.*
- The Windows **PC Downloads** pop-up window appears. Choose whether to:
 -  has the PDF document appear, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.



View Unit Issue Activity

- Click ☐ to select the entry(s). *The Return is highlighted, and* , , , , , , , , , and  become available.
- Select . The **Unit Issue Activity** pop-up window appears.

Attach a Document to a Unit Issue Return Record

- Click ☐ to select the entry(s). *The Return is highlighted, and* , , , , , , , , , and  become available.
- Select . The **Add an Attachment to a Unit Issue Return** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

<p>search criteria or you do not have the appropriate security access.</p>	<p>entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: <i>STOCK NBR.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>xxxx — No UIC selected. Please select a UIC to continue.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>xxxx — Access has been denied. No active Member Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.</p>	<p>Invalid Common Access Card (CAC). The CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the <i>eSign</i> feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.</p>

Related Topics

- Add a Unit Issue Return
- Add an Attachment to a Unit Issue Return
- Update a Unit Issue Return

- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer



Add Details to a Unit Issue Return

Overview

The Unit Issue Return Add Details process provides the ability to create a new return for the Unit.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Return >  >  > Add Details to a Unit Issue Return page

Page Fields

The following fields display on the **Add Details to a Unit Issue Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Add Details Panel

Stock Nbr *



Item Desc
ICN *
Serial Nbr
Location
Container
Cond Cd *
Owning DoDAAC

Quantities Panel

Returning Qty *
Not Returning Qty *
Not Ret. Reason Cd
Apply to Outstanding Item

Return Items Panel

Working Return Items Grid

Stock Nbr
 Item Desc
 ICN
 Serial Nbr
 CAGE Cd
 Mfr Contract Nbr
 Mfr Dt
 Mfr Lot Nbr
 Cond Cd
 Owning DoDAAC
 Location
 Container
 Location Status
 Frozen Location
 Returning Qty
 Not Returning Qty
 Not Ret. Reason Cd

Optional

Consumable?

Add / Edit Remarks



Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.


Add an Item to the Unit Issue Return


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Details** page appears, with three distinct panels.
2. Start with the Details panel:

Add Details


<div style="border: 1px solid #ccc; padding: 2px;">Details</div> <div style="padding: 5px;"> <p>* Stock Nbr <input style="width: 90%;" type="text"/></p> <p>* ICN <input style="width: 90%;" type="text"/></p> <p>Location <input style="width: 90%;" type="text"/></p> <p>* Cont Ctl <input style="width: 90%;" type="text"/></p> </div>	<div style="padding: 5px;"> <p>Item Desc <input style="width: 95%;" type="text"/></p> <p>Serial Nbr <input style="width: 95%;" type="text"/></p> <p>Container <input style="width: 95%;" type="text"/></p> <p>Owning DoDAAC <input style="width: 95%;" type="text"/></p> </div>
---	---

- A. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*


Stock Number Browse help
- B. *The ITEM DESC automatically populates and is not editable.*
- C. Enter the ICN, or use  to browse for the number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
- D. *The SERIAL NBR automatically populates and is not editable.*



- E. Enter the Location, or use  to browse for the place. *This field is required if Container is not set.*

Location Browse help

- F. Enter the Container, or use  to browse for the place. *This field is required if Location is not set.*

Container Identification Browse help


- G.** Use  to select the Cond Cd.


- H.** Use  to select the Owning DoDAAC. *This field is required if the item is not being returned.*

3. Continue with the Quantities Panel:

Quantities * Returning Qty <input type="text" value="0"/>		Not Ret. Reason Cd <input type="text" value="RL - Return Later"/>
* Not Returning Qty <input type="text" value="0"/>		
Apply to Outstanding Item <input type="checkbox"/>		

- A.** Use  to enter the RETURNING QTY.

- B.** Use  to enter the NOT RETURNING QTY.

- C.** Use  to select the Not Ret. Reason Cd.

- D. Click ☐ to select the Apply to Outstanding Item. *Check this if the item being returned is a greater quantity of what was issued.*

4. Complete with the Return Items Panel:

Return Items

☒ Add To Grid

Working Return Items

☒ Grid Options
 ☒ X Delete
 ☒ Return All
 ☐ Not Return All
 Components

Stock Nbr	Item Desc	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Dt	Mfr Lot Nbr	Cond Cd	Owning DOA/C	Location	Container	Location Status	Frozen Location	Returning Qty	Not Returning Qty
041518JOP002	PIZZA		B00000000000000000273793						A - Svch/Info Qual		BPG123			2	0

Selected 0/1
 Page 1 of 1
 50 Items per page

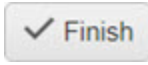
Add / Edit Remarks

- A. Select . The entry appears in the Working Return Items grid.

- B. Repeat steps 2 through 4 for multiple items.



- C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select . *The page closes and returns to **Unit Issue Return**. The item(s) appears on the appropriate tab.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: ICN.	
13 — Mandatory Entry: COND Cd.	
13 — Mandatory Entry:	



OWNING DoDAAC.	
13 — Mandatory Entry: RETURNING QTY.	
13 — Mandatory Entry: NOT RETURNING QTY.	
13 — Mandatory Entry: NOT RET. REASON CD.	
xxxx — A serial managed item may not have a Quantity > 0 and Not Returning Quantity > 0 when adding to the working return items grid.	Invalid Entry. The quantity cannot be over 0 for a serially managed item. Re-enter the appropriate quantity.
xxxx — Either Quantity or Not Returning Quantity must be > 0 to add to the working return items grid.	Invalid Entry. The quantity must be over 0. Re-enter the appropriate quantity.
xxxx — An ICN must be selected when adding to the working return items grid.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Unit Issue Return
- Add an Attachment to a Unit Issue Return
- Update a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer






Update Details to a Unit Issue Return

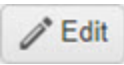
Overview

The Unit Issue Return Update Details process provides the ability to update an existing return for the Unit.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Return > ☐ (desired record(s)) >  > Edit Details to a Unit Issue Return page

Page Fields

The following fields display on the **Edit Details to a Unit Issue Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Edit Single Item

Edit Details Panel

Original Stock Nbr
Original Item Desc
Stock Nbr *
Item Desc
ICN *
Serial Nbr
Location
Container
Cond Cd *
Owning DoDAAC

Quantities Panel

Unprocessed Qty
Returning Qty *
Not Returning Qty *
Not Ret. Reason Cd

Return Items Panel

Working Return Items Grid

Stock Nbr
Item Desc
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Returning Qty
Not Returning Qty



Not Ret. Reason Cd

Optional

Consumable?

Add / Edit Remarks

Remarks

History Remarks

Edit Multiple Items

Batch Edit Details Panel

Stock Nbr

Item Desc

ICN

Serial Nbr

Location

Container

Cond Cd

Owning DoDAAC

Unprocessed Qty

Return Qty Options

Add / Edit Remarks

Remarks

History Remarks

Verify Kit

Return / Not Return Components Grid

Not Ret. Reason Cd

Stock Nbr

Item Desc

ICN

Outstanding Qty

Unprocessed Qty

Returning Qty



Not Returning Qty

Optional

Parent Stock Nbr
 Consumable?
 Parent ICN
 Serial Nbr
 CAGE Cd
 Mfr Contract Nbr
 Mfr Dt
 Mfr Lot Nbr

(*) Asterisk identifies mandatory fields.


Procedures

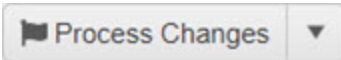

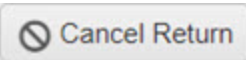
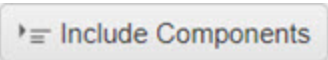
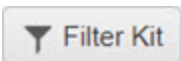
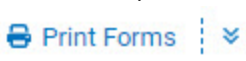
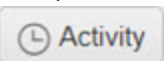

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update Item(s) in the Unit Issue Return

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click ☐ to select the entry(s). *The Return is highlighted, and* , , , , , , , , and  become available.

Edit a Single Item

- Select . *The **Edit Details** page appears, with three distinct panels.*
- Start with the Details panel:



Edit Details

<p>Details</p> <p>Original Stock Nbr 2320010478753</p> <p>* Stock Nbr 2320010478753 <input type="text"/></p> <p>* ICN A000000000000009207 <input type="text"/></p> <p>Location (Optional (if Cont set)) <input type="text"/></p> <p>* Cond Cd A - Swch(w/o Qual) <input type="text"/></p>	<p>Original Item Desc TRUCK TRACTOR</p> <p>Item Desc TRUCK TRACTOR</p> <p>Serial Nbr VIN95214730</p> <p>Container (Optional (if Loc set)) <input type="text"/></p> <p>Owning DoDAAC HC1001 <input type="text"/></p>
--	---

- a. Verify the Original *STOCK NBR*.
- b. Verify the Original *ITEM DESC*.
- c. Update the *STOCK NBR*, using to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- d. Verify the *ITEM DESC*.
- e. Update the *ICN*, using to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
- f. Verify the *SERIAL NBR*.
- g. Update the *Location*, using to browse for the revised place. *This field is required if Container is not set.*




Location Browse help
- h. Update the *Container*, using to browse for the revised place. *This field is required if Location is not set.*

Container Identification Browse help
- i. Update the *Cond Cd*, using to select the desired code.
- j. Update the *Owning DoDAAC*, using to select the desired code. *This field is required if the item is not being returned.*

C. Continue with the Quantities Panel:

<p>Quantities</p> <p>Unprocessed Qty: 1</p> <p>* Returning Qty <input type="text"/></p> <p>* Not Returning Qty <input type="text"/></p>	<p>Not Ret. Reason Cd RL - Return Later <input type="text"/></p>
--	--



- A. *Verify the Unprocessed QTY.*
 - B. Update the RETURNING QTY, using  to choose the revised amount.
 - C. Update the NOT RETURNING QTY, using  to choose the revised amount.
 - D. Update the Not Ret. Reason Cd, using  to select the desired code.
- D. Complete with the Return Items Panel:

Return Items

✓ Add To Grid

Working Return Items



Grid Options: X Delete ✓ Update ID ✗ Not Return All Components

Stock Nbr	Item Desc	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Dt	Mfr Lot Nbr	Card Cd	Oaming Dx/DAC	Location	Container	Location Status	Frozen Location	Returning Qty	Not Returning Qty
3230010478753	TRUCK TRACTOR	A0000000000000000000207	VW980514730					A - Svcd(Intr Qual)	HC1001					1	0



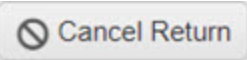
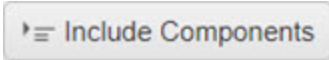


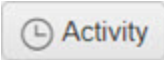

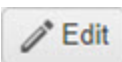
Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Add / Edit Remarks

Cancel Finish

- A. Select . *The entry appears in the Working Return Items grid.*
- B. Repeat steps 2 through 4 for multiple items.
- C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- E. Select . *The page closes and returns to **Unit Issue Return**. The item(s) appears on the appropriate tab.*

Edit Multiple Items

- A. Click  to select the entries. *The Returns are highlighted, and*  ,
-  ,  ,  ,  ,  , and
-  *become available.*
- B. Select  . The **Batch Edit Details** page appears.

Batch Edit Details

<p>Stock Nbr 1005009337672</p> <p>ICN Various</p> <p>Location <input type="text" value="Optional (if Cont set)"/> <input style="float: right;" type="button" value="..."/></p> <p>* Cond Cd Multiple existing values for Cond Cd. Set all to: <input type="text" value="Select an Item"/> <input style="float: right;" type="button" value="▼"/></p>	<p>Item Desc RIFLE,5.56 MILLIMETER</p> <p>Serial Nbr Various</p> <p>Container <input type="text" value="Optional (if Loc set)"/> <input style="float: right;" type="button" value="..."/></p> <p>Owning DoDAAC <input type="text" value="FB4608"/> <input style="float: right;" type="button" value="▼"/></p>
--	---

Unprocessed Qty: 1

Return Qty Options
☒ No Change
 ☐ Return All
 ☐ Return None

[Add / Edit Remarks](#)

- C. The *STOCK NBR* automatically populates and is not editable.
- D. The *ITEM DESC* automatically populates and is not editable.
- E. The *ICN* automatically populates and is not editable.
- F. The *SERIAL NBR* automatically populates and is not editable.
- G. Enter the Location, or use to browse for the entry. *This field is required if Container is not set.*

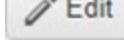
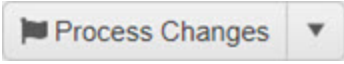

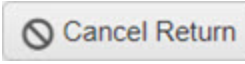
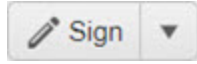

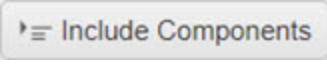
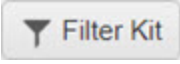
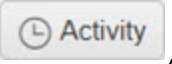

Location Browse help
- H. Enter the Container, or use to browse for the entry. *This field is required if Location is not set.*

Container Identification Browse help
- I. Use to select the Cond Cd. *This field is required if the item is being returned.*
- J. Use to select the Owning DODAAC. *This field is required if the item is not being returned.*



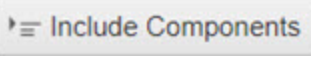
- K. The Unprocessed QTY automatically populates and is not editable.
- L. Select one of the radio buttons in the Return QTY Options field.
- ☐ No Change No change to the Issued, Outstanding, or Unprocessed quantities.
 - ☐ Return All All Outstanding quantities are returned and moved to the Pending tab upon completion.
 - ☐ Return None No Outstanding quantities are returned, and the NOT RET. REASON CD field appears.
- A. Use to select the Not Ret. Reason Cd.
- M. Select the Add/Edit Remarks hyperlink. The Remarks and History Remarks fields appear.
- a. Update the Remarks, entering the revised comments in the field provided. This is a 1024 alphanumeric character field.
 - b. Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.
- N. Select . The page returns to the **Unit Issue Return**. The returning item(s) appears on the Pending tab.

Verify a Kit

- Click ☐ to select the entry(s). The Return is highlighted, and , , , , , , , , , and  become available.

Helpful Tip










Select  to view the components of a selected item. Toggling this button displays the columns INV TYPE, Is Kit, Is Managed Kit, and PARENT STOCK NBR.







2. Select  . The **Edit Details** page appears, with three distinct panels.
3. Start with the Details panel:



Edit Details




<p><small>Details</small></p> <p>Original Stock Nbr 2320010478753</p> <p>* Stock Nbr 2320010478753 </p> <p>* ICN A0000000000000000000207 </p> <p>Location Optional (if Cont set) </p> <p>* Cond Cd A - Svcblwto Qual </p>	<p>Original Item Desc TRUCK TRACTOR</p> <p>Item Desc TRUCK TRACTOR</p> <p>Serial Nbr VIN95214730</p> <p>Container Optional (if Loc set) </p> <p>Owning DoDAAC HC1001 </p>
---	---

- A. Verify the Original **STOCK NBR**.
 - B. Verify the Original **ITEM DESC**.
 - C. Update the **STOCK NBR**, using  to browse for the revised number. *This is a 15 alphanumeric character field.*


 - D. Verify the **ITEM DESC**.
 - E. Update the **ICN**, using  to browse for the revised number. *This is a 20 alphanumeric character field.*


 - F. Verify the **SERIAL NBR**.
 - G. Update the **Location**, using  to browse for the revised place. *This field is required if Container is not set.*


 - H. Update the **Container**, using  to browse for the revised place. *This field is required if Location is not set.*


 - I. Update the **Cond Cd**, using  to select the desired code.
 - J. Update the **Owning DoDAAC**, using  to select the desired code. *This field is required if the item is not being returned.*
4. Continue with the Quantities Panel:



Quantities

Unprocessed Qty: 1

* Returning Qty




0

* Not Returning Qty

0

Not Ret. Reason Cd

RL - Return Later

- A. *Verify the Unprocessed QTY.*
 - B. Update the RETURNING QTY, using  to choose the revised amount.
 - C. Update the NOT RETURNING QTY, using  to choose the revised amount.
 - D. Update the Not Ret. Reason Cd, using  to select the desired code.
5. Complete with the Return Items Panel:

Return Items

☒ Add to Grid

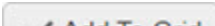

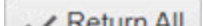
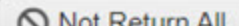

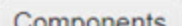
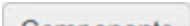
Working Return Items

☒ Grid Options
 ☒ Return All
 ☐ Not Return All
 Components

Stock Nbr ↑	Item Desc	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Dt	Mfr Lot Nbr	Cond Cd	Owning DxDAAC	Location	Container	Location Status	Frozen Location	Returning Qty	Not Returning Qty
2320019478753	TRUCK TRACTOR	A0000000000000000009207	VIN985214730						A - Svcd(Excl Qual)	HC1001				1	0

Selected 0/1
 Page 1 of 1
 50 Items per page
 1 - 1 of 1 items

Add / Edit Remarks

- A. Select . The entry appears in the Working Return Items grid.
- B. Check ☐ on the desired item in the Working Return Items grid. The entry is highlighted, and , ,  , and  become available.
- C. Select . The **Return / Not Return Components** pop-up window displays.

Return/Not Return Components

Components

Grid Options

Return All

Not Return All

	Not Ret. Reason Cdt	Stock Nbr	Item Desc	ICN	Outstanding Qty	Unprocessed Qty	Returning Qty	Not Returning Qty
<input type="radio"/> No Change <input type="radio"/> Return <input type="radio"/> Not Return		1660013296877	FILTER, EMERGENCY OXYGEN	<input type="text" value="Select an item"/>	1	1	0	0
<input type="radio"/> No Change <input type="radio"/> Return <input type="radio"/> Not Return		4210015142397	COVERALL,NOMEX	<input type="text" value="Select an item"/>	1	1	0	0

Selected 0/2

1

Page 1 of 1


50 items per page



1 - 2 of 2 items


Update


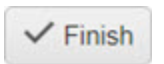
Cancel

* Clicking update will mark the current kit(s) being updated as Verified.

- D. Choose the appropriate status for each item listed. The three status options are:
-  No Change *No change to the Issued, Outstanding, or Unprocessed quantities.*

-  Return All *All Outstanding quantities are returned and moved to the Pending tab upon completion.*
-  Return None *No Outstanding quantities are returned, and the NOT RET. REASON CD field appears.*

A. Use  to select the Not Ret. Reason Cd.

6. Select  to confirm. *The **Return/Not Return Components** pop-up window closes.*
7. Select . *The page returns to the **Unit Issue Return**. The returning item(s) appears on the Pending tab.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: ICN.	
13 — Mandatory Entry: COND CD.	
13 — Mandatory Entry:	



OWNING DoDAAC.

**13 — Mandatory Entry:
RETURNING QTY.**

**13 — Mandatory Entry: *NOT*
RETURNING QTY.**

**13 — Mandatory Entry: *NOT*
RET. REASON CD.**

Related Topics

- Unit Issue Return
- Add a Unit Issue Return
- Add an Attachment to a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer



Add an Attachment to a Unit Issue Return

Overview

The Unit Issue Return Add Attachments process provides the ability to attach documents to returned items to a warehouse.

Navigation

MATERIEL MGMT > Unit Issue > Return > ☐ (desired record) >  **Attachments** > Attachments for Return NBR pop-up window

Page Fields

The following fields display on the **Attachments for Return NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Attachments for Request NBR

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Return NBR

Thumbnails
 Attach

Attach Files

Attachment *
 Desc
 Primary

Attachments

Name
 Desc


Procedures

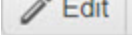
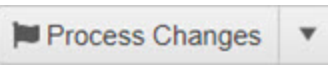

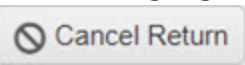

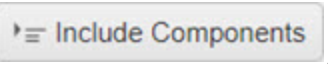
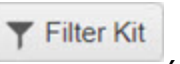
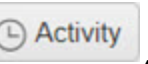

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add an Attachment to a Unit Issue Return record

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select ☐ next to the desired record. The Return is highlighted, and  **Edit** ,  **Process Changes** ,  **Verify Kit** ,  **Cancel Return** ,  **Stock Nbr Rollup** ,  **Include Components** ,  **Filter Kit** ,  **Activity** , and  **Attachments** become available.

- Select  **Attachments** . The **Attachments for Return Nbr** pop-up window appears.

Attachments for Return Nbr: A01RU2022140000001
×

Instructions

No attachments found

 **Attach...**

- Select  **Attach...** . The **Attach Files** pop-up window appears.



Attach Files

Instructions

* Attachment

Browse...

Desc

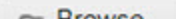
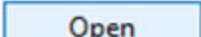

Primary

Attach...

Attachments:

Name	Desc
------	------

Close Window

4. Select . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the file to attach, and select it.
6. Click . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . The file name appears in the bottom file list.

×

Instructions
▼

*** Attachment**

Browse...

Desc

☐ Primary

Attach...

Attachments:

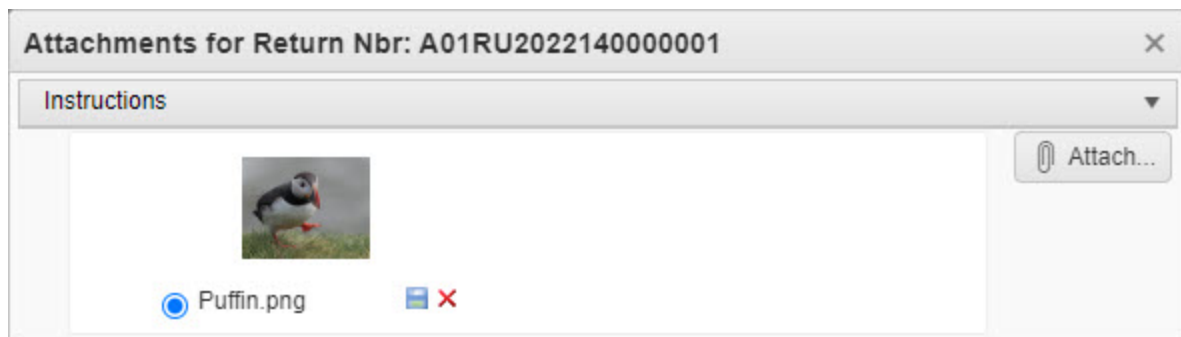
Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	×

× Close Window




9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Click

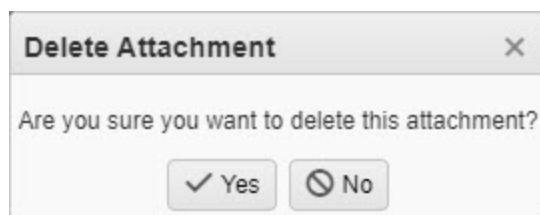
× Close Window

. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.*





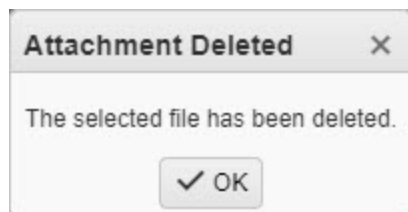
Remove an Attachment

- A. Select the  part of   next to the desired document. The **Delete Attachment** pop-up window appears.



- B. Choose one of the following options:


- Select  to cancel the deletion.
- Select  to confirm the deletion. The **Attachment Deleted** pop-up window appears.






- C. Select . The **Delete Attachment** pop-up window closes, and the document is removed.



Note



Select the  part of   to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . The **Attachments for Return NBR** pop-up window closes and returns to the **Unit Issue Return** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.

1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

Related Topics

- Unit Issue Return
- Add a Unit Issue Return
- Update a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer




Unit Issue Reconciliation

Overview

The Warehouse Management module Unit Issue Reconciliation process provides the ability to reconcile outstanding unit issues with responsible officers on a time-incremented basis. From here it is possible to edit reconciliations, add items to a reconciliation, add attachments, export forms, sign verified reconciliations, and cancel a reconciliation. Reconciliation edits are made at the Header, Return Details and Post-Post Details levels. Editing the Header allows changes to the UIC Custodian or overrides to the reconciliation due date. Editing the Details allows adding items or changing item details such as returning stock number quantities, ICN, Location or Container. At the Post-Post Details level, editing allows adding items to a selected reconciliation request.

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry. This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Reconciliation > Unit Reconciliation page

Page Fields



The following fields display on the **Unit Reconciliation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

UIC 
 UIC Custodian (RO) 
 Reportable Commodity Type
 Reconciliation Status
 Last Reconciliation (From)
 Last Reconciliation (To)
 Reconciliation Due (From)
 Reconciliation Due (To)

Unit Reconciliation Grid

All
 Primary Attachment
 UIC
 Reportable Commodity Type Desc




UIC Custodian (RO)
 Reconciliation Status
 Last Reconciliation Dt/Tm
 Reconciliation Due Dt
 Days Since Reconciled
 Form Signed Date
 Override Reason

Optional

Established By
 Established Dt/Tm
 History Remarks
 Last Transaction Dt/Tm
 Last Updated By
 Program Id
 Remarks


Procedures



DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Reconciliation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Instructions











Search Criteria

<div> <div>UIC</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">All</div> <div style="margin-left: 5px;">...</div> </div>	<div> <div>UIC Custodian (RO)</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">All</div> <div style="margin-left: 5px;">...</div> </div>
<div>Reportable Commodity Type</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">All</div> <div style="margin-left: 5px;">▼</div>	

 Reconciliation Status All Open ▼ |

🔍 Search

↺ Reset

- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- Use  or  to assist with the UIC Custodian (RO) entry. *This is a 50 alphanumeric character field.*
Member Profile Browse
- Use  to select the Reportable Commodity Type.
- Use  to select the Reconciliation Status.
- Use  to select the Last Reconciliation (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Last Reconciliation (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.

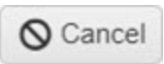
2. Select  **Search** . *The Unit Issue Reconciliation Search Results appears.*

Unit Reconciliation										
No Grouping										
<input type="checkbox"/> All	Primary Attachment	UIC	Reportable Commodity Type Desc	UIC Custodian (RO)	Reconciliation Status	Last Reconciliation Dt/Tm	Reconciliation Due Dt	Days Since Reconciled	Form Signed Date	Override Reason
<input type="checkbox"/>		R77777 - TRAIN UIC	FIELD GEAR - FIELD GEAR		P - Printed			N/A	09/03/2019	
<input type="checkbox"/>		R77777 - TRAIN UIC	CNTR GEAR - CONTRACTOR GEAR		P - Printed			N/A		
<input type="checkbox"/>		ABC123 - TRAINING UIC	FIELD GEAR - FIELD GEAR		P - Printed			N/A		
<input type="checkbox"/>		DC8911 - CSSD	AF COM - AF COMMODITY	SCHALL, DAN (ID87654321)	P - Printed	08/15/2018 4:11:38 PM		1342 Days		
<input type="checkbox"/>		ML8815 - MICHELLES UNIT	FIELD GEAR - FIELD GEAR		P - Printed			N/A		
<input type="checkbox"/>		HC1001 - UNIT ISSUE 1	PG - PERSONAL GEAR	Microkovic, Brock (ID00000002)	P - Printed		07/01/2016	N/A		
<input type="checkbox"/>		LAP547 - TRAINING LAP	SI - STOCK ITEMS	Upchurch, Nancy B (ID87654408)	P - Printed		01/01/2017	N/A		
<input type="checkbox"/>		123456 - TEAM GIANTS	SI - STOCK ITEMS	Baker, Gregory (1234456789)	P - Printed		01/01/2017	N/A		
<input checked="" type="checkbox"/>		123456 - TEAM GIANTS	FIELD GEAR - FIELD GEAR	Up, Getty (ID87654425)	P - Printed		01/01/2017	N/A		
<input type="checkbox"/>		F00042 - E-LEARNING - WAREHOUSE TRAINING	CBRN - CHEM BIO RAD NUC	DAVIS, DEANGELA M (1381145162)	P - Printed		06/30/2017	N/A		

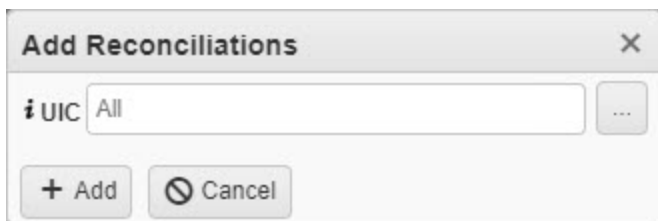
Selected 0/10 Page 1 of 1 50 items per page 1 - 10 of 10 items





Add a Unit Issue Reconciliation


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

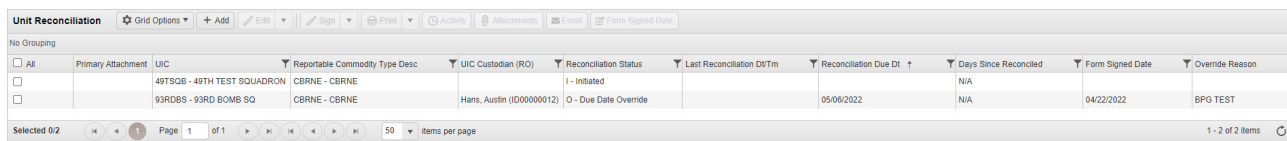
- Select . The **Add Reconciliations** pop-up window appears.



The screenshot shows a pop-up window titled "Add Reconciliations" with a close button (X) in the top right corner. Inside the window, there is a label "UIC" followed by a text input field containing the word "All" and a dropdown arrow button. At the bottom of the window, there are two buttons: "+ Add" and "Cancel".

- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help


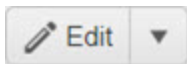
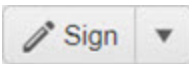

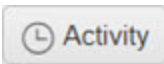

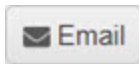
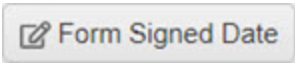
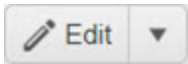
- Select . The **Add Reconciliations** pop-up window closes, and the new Unit Issue Reconciliation appears at the top of the Search Results grid.



The screenshot shows a table titled "Unit Reconciliation" with various action buttons at the top: Grid Options, + Add, Edit, Sign, Print, Activity, Attachments, Email, and Form Signed Date. The table has columns for checkboxes, Primary Attachment, UIC, Reportable Commodity Type Desc, UIC Custodian (RO), Reconciliation Status, Last Reconciliation DtTm, Reconciliation Due Dt, Days Since Reconciled, Form Signed Date, and Override Reason. Two rows of data are visible. The bottom of the grid shows "Selected 0/2", pagination controls, "Page 1 of 1", "50 Items per page", and "1 - 2 of 2 Items".

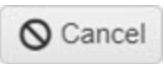
	Primary Attachment	UIC	Reportable Commodity Type Desc	UIC Custodian (RO)	Reconciliation Status	Last Reconciliation DtTm	Reconciliation Due Dt	Days Since Reconciled	Form Signed Date	Override Reason
<input type="checkbox"/>		49TSOB - 49TH TEST SQUADRON	CBRNE - CBRNE		1 - Initiated			N/A		
<input type="checkbox"/>		93RDBS - 93RD BOMB SQ	CBRNE - CBRNE	Hans, Austin (ID00000012)	0 - Due Date Override		05/06/2022	N/A	04/22/2022	BPG TEST


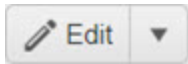
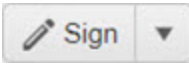

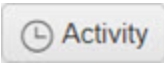

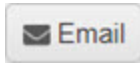
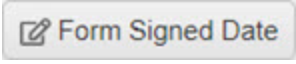
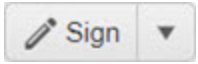
Edit the Unit Issue Reconciliation Request

- Click  to select the entry. The Reconciliation is highlighted, and , , , , , , and  become available.
- Select . The **Edit a Unit Issue Reconciliation** page appears.



Signing a Unit Issue Reconciliation

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the entry. *The Reconciliation is highlighted, and , , , , , , and  become available.*
2. Select . Choose one of the following signing options:

Note



If a Custodian has not been assigned at the time of signing, the **No Primary Custodian (RO)** pop-up window appears.



Update the UIC by entering a POC using the UIC Update procedure.

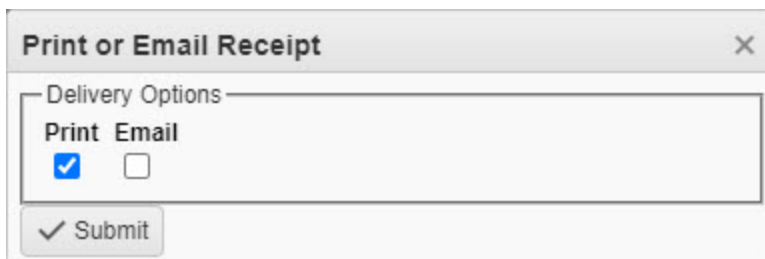


- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.





The window titled "Signature Pad Form (ver eSign 1.0)" contains a large empty rectangular box for creating a signature. At the bottom, there are three buttons: "Accept" (with a checkmark icon), "Clear" (with a circular arrow icon), and "Cancel" (with a circle and slash icon).



- b. Select . The **Print or Email Receipt** pop-window appears.



The window titled "Print or Email Receipt" has a "Delivery Options" section with two radio buttons: "Print" (which is selected with a blue checkmark) and "Email". Below this section is a "Submit" button with a checkmark icon.

- c. Select the delivery option. The  appears in the appropriate option.
- d. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.

- B. Select . The **Print** pop-up window appears.

- A. Select . The document is sent for printing.
- B. The custodian signs the printed document.
- C. Click  in the top right corner of the window. The **Print** pop-up window closes.

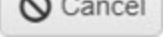


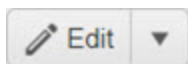
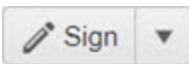

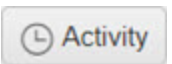

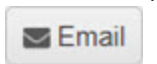
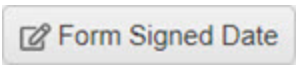
Note

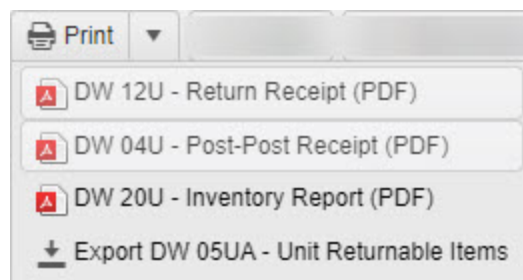


Scan the manually signed document(s) and attach to the issue in DPAS.

Print From an Unit Issue Request

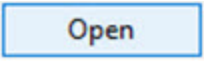
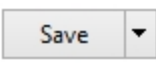
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click ☐ to select the entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.




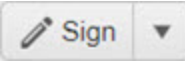

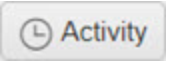

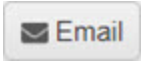
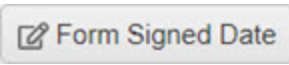
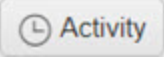
- Click . *The Print drop down appears.*



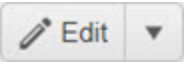
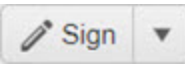

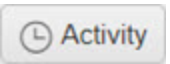


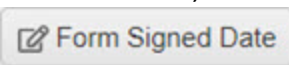

- Click the form for printing. *appears in the bottom right corner while the form is generating.*
- The Windows **PC Downloads** pop-up window appears. Choose whether to:
 -  has the PDF document appear, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.




View Reconciliation Activity


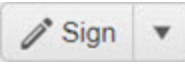

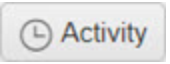

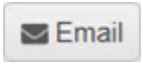
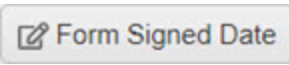
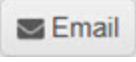
1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The **Unit Issue Activity** pop-up window appears.*

Add an Attachment to a Reconciliation

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The **Add an Attachment to a Unit Issue Reconciliation** pop-up window appears.*

Email a Reconciliation

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The **Send Email Notification** pop-up window appears.*



Send Email Notification
✕

It may take up to 15 minutes for email notifications to be received.
Only POCs with a valid email address, listed below, will receive a notification.

1. CHUCK.NORRIS@DOD.MIL

✓ Send
⊗ Cancel

3. Select ✓ Send . The email sends, and arrives up to 15 minutes later.

Signed Date of the Inventory Form

Selecting ⊗ Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the entry. The Reconciliation is highlighted, and ✎ Edit , ✎ Sign , 🖨 Print Forms , 🕒 Activity , 📎 Attachments , ✉ Email , and 📅 Form Signed Date become available.

2. Select 📅 Form Signed Date . The **Inventory Form Signed Date** pop-up window appears.

Inventory Form Signed Date
✕

Please enter the date the individuals signed the actual forms for these selected records.

📅
✓ Apply & Reconcile
📅 Apply

3. Use 📅 to select the date the Inventory Form was signed, or enter the date (MM/DD/YYYY) in the field provided.
4. Select ✓ Apply & Reconcile . The **Confirm Form Signed Date & Manual Reconcile** pop-up appears.



Confirm Form Signed Date & Manual Reconcile ✕


This action will apply 4/25/2022 as the form signed date and reconcile the selected records as manually signed today, Mon Apr 25 2022. These dates cannot be changed after this step.

OR

Select . The **Confirm Form Signed Date** pop-up window appears.

Confirm Form Signed Date ✕

This action will apply 4/25/2022 as the form signed date. Applied date cannot be changed after this step.

5. Select . The pop-up window closes, and the date is applied to the reconciliation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &,



<p>\$, — , / , # , & , comma, period, and space, and max length of 256.</p>	<p>comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: <i>UIC</i>.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>xxxx — Access has been denied. No active Member Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.</p>	<p>Invalid entry. This error appears when the CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the <i>eSign</i> feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.</p>

Related Topics

- Add an Attachment to the Unit Issue Reconciliation
- Update a Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer

Update a Unit Issue Reconciliation

Overview

The Unit Issue Reconciliation Update process allows editing of a reconciliation for materiel for an entire unit.

Note

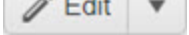


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Reconciliation > ☐ (desired record) >  > Edit a Unit Issue Reconciliation page

Page Fields

The following fields display on the **Edit a Unit Issue Reconciliation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Edit the Header

Number	Value
--------	-------



24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Reconciliation Return Details

Number	Value
522	Select "Cancel All" button to cancel proposed changes to all records.
24	(*) Asterisk identifies mandatory fields.
511	Select from the Enterprise Rollup Criteria to view DMLS transactions at the specified enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
521	Select "Cancel" button to cancel proposed changes to selected records(s).



515

A signature pad is required for Sign with Signature Pad.

Reconciliation Return Details Search Criteria

Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
513	The maximum file size is 1MB.
519	Select "Approve" button to approve proposed changes to selected record(s).
520	Select "Approve All" button to approve proposed changes to all records.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.



569

Select Return All to return all of the items based on the Search Criteria field selection.

Reconciliation Header



UIC
UIC Custodian (RO)
Last Reconciliation Dt/Tm
Reconciliation Due Dt
Override Reconciliation Due Date

Override Reason

Form Signed Date
Add / Edit Remarks

Remarks
History Remarks

Reconciliation Return Details

UIC  *
Custodian 
CAC
Service Center *

Reconciliation Return Details Search Criteria

Stock Nbr 
ICN 
Serial Nbr
Item Description 
Scan Barcode
Reportable Commodity Type



Current Warehouse Only

Outstanding Items

Outstanding Qty
Issued Qty
Unprocessed Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Remarks
Secondary Serial Number

Pending Items

Issued Qty
Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type



Size
 ICN
 Serial Nbr
 CAGE Cd
 Mfr Contract Nbr
 Mfr Dt
 Mfr Lot Nbr
 Cond Cd
 Owning DoDAAC
 Location
 Container
 Location Status
 Frozen Location
 Remarks

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips

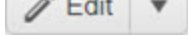
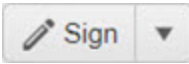
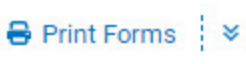
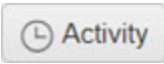

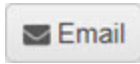
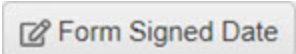


Click the following link to display Warehouse Navigation Tips.

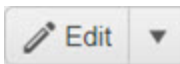
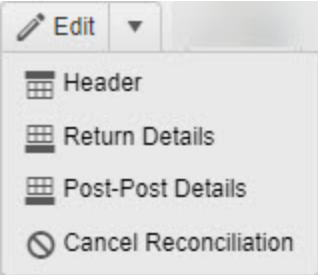
Edit the Unit Issue Reconciliation Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Edit Header Information

- Click ☐ to select the entry. The Reconciliation is highlighted, and , , , , , , and  become available.





2. Select . The  appears.



3. Select . The **Reconciliation Header** page appears.


Instructions

Unit Reconciliation


UIC	UIC Custodian (RO)		
R77777 - TRAIN UIC			
Last Reconciliation Dt/Tm	Reconciliation Due Dt	Override Reconciliation Due Date	Form Signed Date
05/06/2022			9/3/2019 

[Add / Edit Remarks](#)


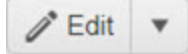
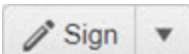

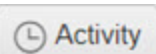


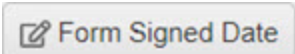
4. The UIC automatically populates and is not editable.
5. The UIC Custodian (RO) automatically populates and is not editable.
6. The Last Reconciliation DT/TM automatically populates and is not editable.
7. The Reconciliation DUE DT automatically populates and is not editable.
8. Use  to select the Override Reconciliation Due Date, or enter the date (MM/DD/YYYY) in the field provided. *Entry in this field opens the Override Reason field.*
 - A. Enter the Override Reason in field provided. *This is an 20 alphanumeric character field.*
9. The Form Signed Date automatically populates and is not editable.
10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*


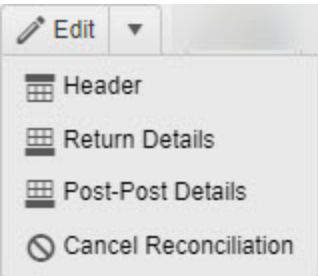


11. Select . The screen returns to the Unit Reconciliation grid screen, with the updated record highlighted.
- OR

Select . The **Reconciliation Return Details** page appears.

Edit Return Details

1. Click  to select the entry. The Reconciliation is highlighted, and , , , , , , and  become available.


2. Select . The  appears.

3. Select . The **Reconciliation Return Details** page appears.

Instructions

UIC Info

*** UIC** ...



CAC CAC 

*** Custodian** ...

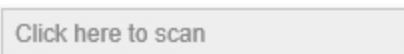



*** Service Center**

-
4. The UIC automatically populates and is not editable.











5. Use  or  to assist with the Custodian entry. *This is a 50 alphanumeric character field.*






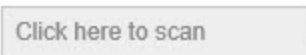

Member Profile Browse



6. Select  . *Using the DPAS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*
7. Use  to select the Service Center.
8. Select . *The Search Criteria appears.*

Instructions ▼

Search Criteria ▲

<p> Stock Nbr <input style="width: 150px;" type="text" value="All"/> </p> <p>Serial Nbr <input style="width: 150px;" type="text"/></p> <p>Scan Barcode <input style="width: 150px;" type="text"/> </p> <p>Current Warehouse Only <input checked="" type="checkbox"/></p>	<p> ICN <input style="width: 150px;" type="text" value="All"/> </p> <p> Item Description <input style="width: 150px;" type="text" value="All"/></p> <p>Reportable Commodity Type <input style="width: 150px;" type="text" value="All"/> ▼</p>	<p> Search  Reset</p>
---	--	---

9. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Stock Number Browse help
10. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*
- Inventory Control Number Browse help
11. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
12. Enter the Item Description, using  to assist with the entry. *This is a 1024 alphanumeric character field.*
13. Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
14. *The Reportable Commodity Type automatically populates and is not editable.*

- Click  to select the Current Warehouse Only. *This ensures the specified Warehouse is used, instead of all the Warehouses in the Site.*
- Select . *The Unit Issue Reconciliation Details Search Results — Outstanding Tab and Pending Tab — appears.*

Outstanding Tab

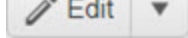
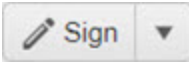

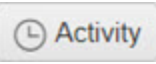

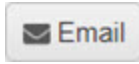
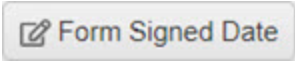
[illegible]

Pending Tab

Pending Return Items																						
Issued On	Outstanding On	Issuing On	Not Returning On	Not Ret Reason	Block Mar	Item Desc	Supplier Cat	Reportable Commodity Type	Size	ICH	Serial Mar	CAUSE CD	IRIR Contract Mar	IRIR ID	IRIR Lot/Kit	Control CD	Issuing Disb/ACC	Location	Container	Location Status	Final Location	Remarks
1/9	9	1				199999939832 STOCK SHIR SHOULDER	Supplier Number Manager				A9899999999999747	19C0275AC32CHV048E4C8CH94MP					A - System (Good)	T03413	004	ACTIVE	No	



Edit Unit Reconciliation Post-Post Details


- Click ☐ to select the entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.

- Select . *The*  *appears.*
- Select . *The **Reconciliation Post-Post Details** page appears.*

Instructions

UIC Info

i * UIC ...

CAC 

i UIC Custodian (RO) ...

- Select . *The Search Criteria appears.*

Instructions

Search Criteria

i Stock Nbr ...


Serial Nbr

i ICN ...

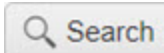
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help

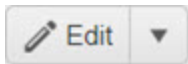
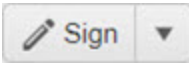




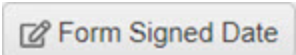
- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

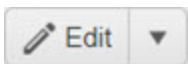
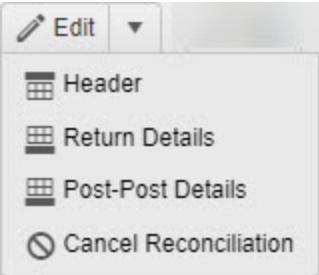
Inventory Control Number Browse help

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Select . *The Unit Issue Reconciliation Post-Post Search Results appears.*

Post-Post Items											
<div> Grid Options + Add ✎ Edit ✕ Delete 🖨 Print 🕒 Activity </div>											
<input type="checkbox"/>	Qty	Primary Attachment	Stock Nbr	Item Desc	Mgmt Cd	Size	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Lot Nbr
<input type="checkbox"/>	1		1005001170334	REPAIR KIT,FIRING	A - Serial Number Managed		A00000000000000641062	KIT1104			
Selected 0/1 ⏪ ⏩ 1 Page 1 of 1 ⏪ ⏩ 50 Items per page 1 - 1 of 1 Items											

Cancel a Reconciliation

- Click ☐ to select the entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.

- Select . *The*  *appears.*

- Select . *The **Cancel Reconciliation** pop-up window appears.*

Cancel Reconciliation ✕

Do you want to cancel this Unit Reconciliation?

✓ Yes
⊘ No

- Select . *The Unit Issue Reconciliation record is removed from the results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Unit Issue Reconciliation
- Add an Attachment to the Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer



Add an Attachment to a Unit Issue Reconciliation

Overview

The Unit Issue Reconciliation Add Attachments process provides the ability to attach documents to the reconciliations as they are being completed.

Navigation

MATERIEL MGMT > Unit Issue > Reconciliation > ☐ (desired record) > [Attachments](#) > Reconciliation Attachments for UIC / Commodity pop-up window

Page Fields

The following fields display on the **Reconciliation Attachments for UIC / Commodity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Reconciliation Attachments for UIC

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

The table below provides the list of instructions.



Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Reconciliation Attachments for UIC / Commodity

Attachments

Attach Files

Attachment *
Desc
Primary

Attachments

Name
Desc

Procedures


DPAS Navigation Helpful Tips


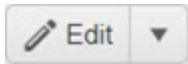
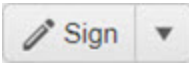

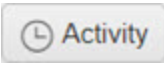

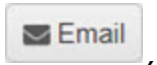
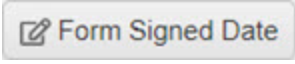



Click the following link to display Warehouse Navigation Tips.



Add an Attachment to a Unit Issue Reconciliation

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the entry. The Reconciliation is highlighted, and , , , , , , and  become available.
- Select . The **Reconciliation Attachments for UIC: / Commodity:** pop-up window appears.

Reconciliation Attachments for UIC: R42270 / Commodity: ICE
×

Instructions ▼

No attachments found



- Select . The **Attach Files** pop-up window appears.



Attach Files
✕

Instructions

*** Attachment**

📁 Browse...

Desc

☒ **Primary**

📎 Attach...

Attachments:

Name	Desc

✕ Close Window

4. Select 📁 Browse... . The Windows **Choose File to Upload** pop-up window appears..
5. Choose the file to attach, and select it.
6. Select Open . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select 📎 Attach... . The file name appears in the bottom file list.

Attach Files
✕


Instructions

*** Attachment**

📁 Browse...

Desc



☐ Primary

 Attach...

Attachments:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	✕

✕ Close Window




9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Select

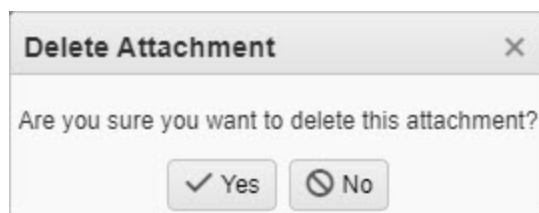
✕ Close Window

. *The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for UIC: / Commodity:** pop-up window.*





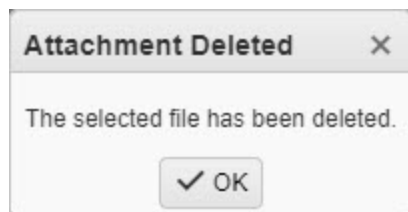
Remove an Attachment

- A. Select the  part of   next to the desired document. *The **Delete Attachment** pop-up window appears.*



- B. Choose one of the following options:


- Select  to cancel the deletion.
- Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*






- C. Select . *The **Delete Attachment** pop-up window closes, and the document is removed.*



Note



Select the  part of   to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . The **Reconciliation Attachments for UIC: / Commodity:** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.

1004 — Attachment file size exceeds the maximum of {max size} for this file type. "Attachment" file size is {file size}.

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {file size}.

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

Related Topics

- Unit Issue Reconciliation
- Update a Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer






Unit Issue Post-Post

Overview

The Warehouse Module Unit Issue Post-Post process provides the ability to add an item to a Unit Issue list without issuing the materiel. This accounts for items that are issued to a unit but do not appear on the unit's outstanding issue list. The process also allows editing and deleting entries, viewing details, adding attachments, printing forms, and canceling a Unit Issue Post-Post request.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Post-Post > Unit Issue Post-Post page

Page Fields

The following fields display on the **Unit Issue Post-Post** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

UIC Info	
Number	Value


522	Select "Cancel All" button to cancel proposed changes to all records.
24	(*) Asterisk identifies mandatory fields.
511	Select from the Enterprise Rollup Criteria to view DLMS transactions at the specified enterprise level.
512	Select "Apply" button to view transactions based on the Enterprise Rollup Criteria.
521	Select "Cancel" button to cancel proposed changes to selected records(s).
515	A signature pad is required for Sign with Signature Pad.


Search Criteria

Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).

513	The maximum file size is 1MB.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.


UIC Info Grid


UIC  *

UIC Custodian (RO) 

CAC

Search Criteria Grid

Stock Nbr 

ICN 

Serial Nbr

Post-Post Items Grid

All

Qty

Primary Attachment

Stock Nbr

Item Desc

Mgmt Cd

Size

ICN

Serial Nbr

CAGE Cd

Mfr Contract Nbr

Mfr Lot Nbr

Mfr Dt

Optional

Established By
 Established Dt/Tm
 History Remarks
 Last Transaction Dt/Tm
 Last Updated By
 Program Id
 Remarks

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Post-Post


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  Reset at any point of this procedure returns all fields to the default "All" setting.

- In the UIC Info box, narrow the results by entering one of the following optional fields:.





Instructions

UIC Info



i* UIC ...

CAC CAC 

i UIC Custodian (RO) ...

- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
 UIC Browse help
- Use  or  to assist with the UIC Custodian (RO) entry. *This is a 50 alphanumeric character field.*
 Member Profile Browse



- Select Click here to scan CAC . Using the DPAS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.
- 2. Select Go . The Search Criteria appears.

Instructions

Search Criteria

i Stock Nbr All ...

Serial Nbr

i ICN All ...

 Search
 Reset

- 3. Use **i** or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- 4. Use **i** or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*


Inventory Control Number Browse help

- 5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

- 6. Select  Search. The Unit Issue Post-Post Search Results appears.

Post-Post Items											
Grid Options + Add Edit Delete Cancel Post-Post Sign Print Activity Attachments											
<input type="checkbox"/>	All	Qty	Primary Attachment	Stock Nbr	Item Desc	Mgmt Cd	Size	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr
<input type="checkbox"/>	1			1005000699358	SAFETY,SMALL ARMS	A - Serial Number Managed					
<input type="checkbox"/>	1			8415015419430	JACKET,COMBAT	B - Bulk Managed	MEDIUM	B000000000000000008458			
Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items											

Add a Unit Issue Post-Post

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **Add Post-Post Items** pop-up window appears.

Add Post-Post Items
✕

*** Stock Nbr**

Select an Item
...

ICN

All
...


*** Qty**

1
⬆ ⬇ ⬆

Add / Edit Remarks


✓ Add

⊘ Cancel

2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

Note



For Serialized items, the SERIAL NBR field appears.

Add Post-Post Items
✕

*** Stock Nbr**

113811381138A
...

ICN

All
...

Serial Nbr

*** Qty**

1
⬆ ⬇ ⬆

Add / Edit Remarks

✓ Add

⊘ Cancel

ODASD (Logistics)
under A&S Sustainment

— 1171 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727

For Bulk items, the QTY field remains.

Add Post-Post Items
✕

*** Stock Nbr**

041618JOP001

...

ICN

B0000000000000271916

...

*** Qty**

1

↑
↓

Add / Edit Remarks

✓ Add

✕ Cancel

3. Enter the ICN, or use

...

 to browse for the entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

4. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

Note



For Serialized items, if either the ICN or the SERIAL NBR fields are entered, the QTY field is removed.

Add Post-Post Items
✕

*** Stock Nbr**

113811381138A

...

ICN

A0000000000000264290

...

Serial Nbr



LIGHT12

Add / Edit Remarks


✓ Add

✕ Cancel



5. Use  to enter the QTY.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . *The **Add Post-Post Items** pop-up window closes, and the entry appears at the top of the Post-Post Items grid in green.*

Update a Serialized Unit Issue Post-Post

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the entry(s). *The Post-Post is highlighted, and , , , , , , and  become available.*
2. Select . *The **Update Post-Post Items** pop-up window appears.*

Update Post-Post Items
✕

*** Stock Nbr**

113811381138A

...

ICN

A0000000000000264290

...

Serial Nbr


LIGHT12


Add / Edit Remarks


✓ Update

✕ Cancel



3. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help
4. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
5. Verify the SERIAL NBR.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . *The pop-up window closes with the entry updated.*

Update a Bulk Unit Issue Post-Post

Selecting  at any point of this procedure removes all field entries and closes the window. **Bold** numbered steps are required.

1. Click  to select the entry(s). *The Post-Post is highlighted, and*   ,  ,  ,  ,  , and  become available.
2. Select . *The **Update Post-Post Items** pop-up window appears.*



Update Post-Post Items [X]

* Stock Nbr
041618JOP001 [...]

ICN
B0000000000000271916 [...]

* Qty
1 [Up/Down]

[Add / Edit Remarks](#)

[✓ Update] [Cancel]

3. Update the STOCK NBR, using [...] to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

4. Update the ICN, using [...] to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

5. Update the QTY, using [Up/Down] to choose the new quantity.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select [✓ Update]. *The pop-up window closes with the entry updated.*



Delete a Post-Post Item

- Click ☐ to select the entry(s). *The Post-Post is highlighted, and*   ,     , and  *become available.*

- Select  . *The **Delete Selected** dialog box appears.*

Delete Selected
×

Do you want to delete the selected data?

✓ Yes
⊗ No

- Select  . *The pop-up window closes and the Post-Post is removed.*

Cancel a Unit Issue Post-Post Record

- Click ☐ to select the entry(s). *The Post-Post is highlighted, and*   ,     , and  *become available.*

- Select  . *The **Cancel Post-Post** pop-up window appears.*

Cancel Post-Post
×

Do you want to cancel this Unit Post-Post?

✓ Yes
⊗ No

- Select  . *The pop-up window closes and the Post-Post is cancelled.*

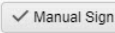



Signing a Unit Issue Post-Post Record

- Click ☐ to select the entry(s). *The Post-Post is highlighted, and*   ,     , and  **Attachments** become available.
- Select  . The **Unit Post-Post Signature Options** pop-up window appears.

Unit Post-Post Signature Options ✕

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

- Choose one of the following signing options:

Note



If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.

Edit Custodian ✕



A custodian must be selected to sign for this Post-Post. Please select one to continue.


i UIC Custodian (RO)

Select an Item

...




- Use  or  to assist with the UIC Custodian (RO) entry. *This is a 50 alpha-numeric character field.*

Member Profile help
- Select  . *The Custodian appears in the grid.*

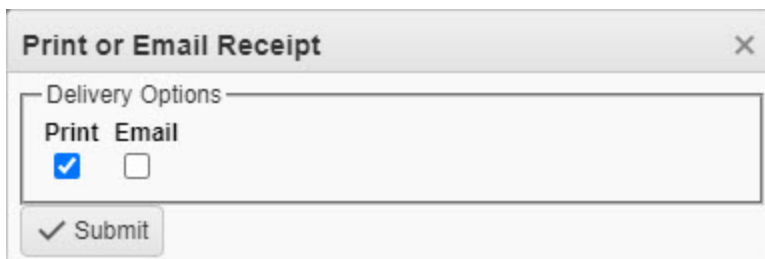


- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.





The window titled "Signature Pad Form (ver eSign 1.0)" contains a large empty rectangular box for creating a signature. At the bottom, there are three buttons: "Accept" with a checkmark icon, "Clear" with a circular arrow icon, and "Cancel" with a circle and slash icon.



- b. Select . The **Print or Email Receipt** pop-window appears.



The window titled "Print or Email Receipt" has a "Delivery Options" section with two radio buttons: "Print" (which is selected with a blue checkmark) and "Email". Below this section is a "Submit" button with a checkmark icon.

- c. Select the delivery option. The  appears in the appropriate option.
- d. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.

- B. Select . The **Print** pop-up window appears.

- A. Select . The document is sent for printing.
- B. The custodian signs the printed document.
- C. Click  in the top right corner of the window. The **Print** pop-up window closes.



Note

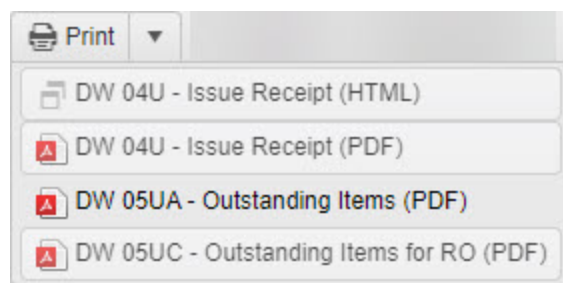


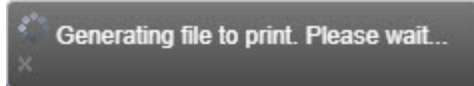
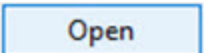

Scan the manually signed document(s) and attach to the issue in DPAS.

Print From an Unit Issue Post-Post Record

- Click ☐ to select the entry(s). *The Post-Post is highlighted, and*   ,  ,  ,  ,  , and  become available.

- Click  . *The Print drop down appears.*



- Click the form for printing.  appears in the bottom right corner while the form is generating.
- The Windows **PC Downloads** pop-up window appears. Choose whether to:
 -  has the PDF document appear, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.



View Unit Issue Activity

- Click ☐ to select the entry(s). *The Post-Post is highlighted, and*   ,  ,  ,  ,  , and  *become available.*
- Select  . *The **Unit Issue Activity** pop-up window appears.*

Add an Attachment to a Unit Issue Post-Post Record

- Click ☐ to select the entry(s). *The Post-Post is highlighted, and*   ,  ,  ,  ,  , and  *become available.*
- Select  . *The **Add an Attachment to a Unit Issue Post-Post** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: STOCK NBR.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>xxxx — No UICselected. Please select a UICto continue.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>xxxx — Access has been denied. No active Member Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.</p>	<p>Invalid Common Access Card (CAC). The CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the <i>eSign</i> feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.</p>

Related Topics


- [Add an Attachment to a Unit Issue Post-Post](#)
- [Unit Issue Request](#)
- [Unit Issue Return](#)
- [Unit Issue Reconciliation](#)
- [Unit Transfer](#)

Add an Attachment to a Unit Issue Post-Post

Overview

The Unit Issue Post-Post Add Attachments process provides the ability to attach documents to the item added to a Unit Issue list without issuing the materiel.

Navigation

MATERIEL MGMT > Unit Issue > Post-Post > ☐ (desired record) >  Attachments > Attachments for Request NBR pop-up window

Page Fields

The following fields display on the **Attachments for Request NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Attachments for Request NBR

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Request NBR Grid

Thumbnails

Attach

Attach Files Grid

Attachment *

Desc

Primary

Attachments Grid

Name

Desc


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add an Attachment to a Unit Issue Post-Post record

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the entry. The Post-Post item is highlighted, and  **Edit** ,  **Delete** ,  **Cancel Request** ,  **Sign** ,  **Print Forms** ,  **Activity** , and  **Attachments** become available.
- Select  **Attachments** . The **Attachments for Request NBR** pop-up window appears.

Attachments for Request Nbr: NCLUI2020254000001
✕

Instructions
▼

No attachments found

 **Attach...**

- Select  **Attach...** . The **Attach Files** pop-up window appears.



Attach Files

Instructions

* Attachment

Browse...

Desc


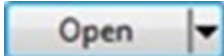

Primary

Attach...

Attachments:

Name	Desc
------	------

Close Window

4. Select . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the file to attach, and select it.
6. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . The file name appears in the bottom file list.

×

Attach Files

Instructions

* Attachment

📁

Browse...

Desc

☐

Primary

📎




Attach...

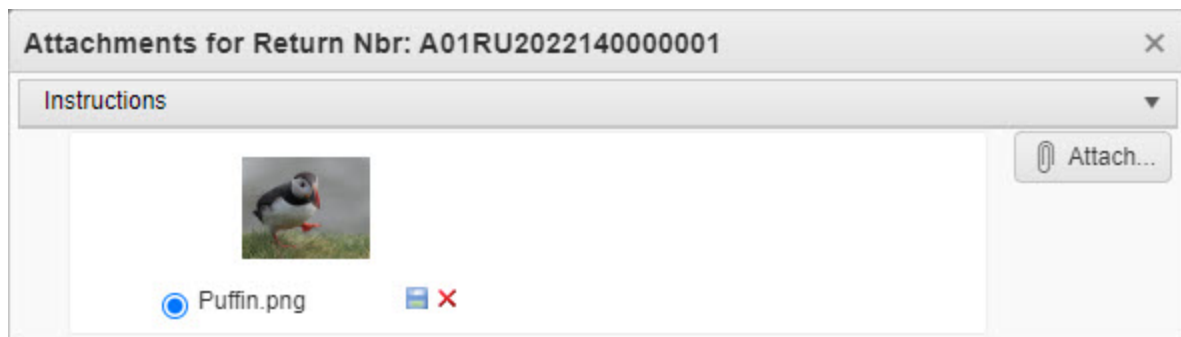
Attachments:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	×




×

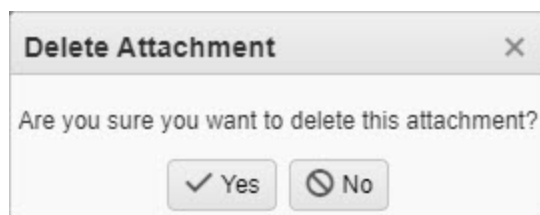
Close Window

9. Repeat Steps 2 - 6 to attach multiple documents.
10. Select the  in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Click . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.*





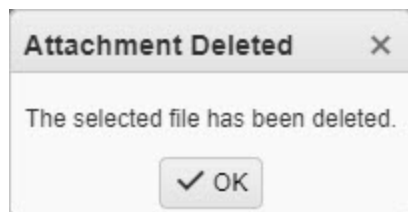
Remove an Attachment

- A. Select the  part of   next to the desired document. The **Delete Attachment** pop-up window appears.



- B. Choose one of the following options:


- Select  to cancel the deletion.
- Select  to confirm the deletion. The **Attachment Deleted** pop-up window appears.






- C. Select . The **Delete Attachment** pop-up window closes, and the document is removed.



Note



Select the  part of   to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . The **Attachments for Request NBR** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size	Invalid File Size. The file size is too large.

exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics




- Unit Issue Post-Post
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Transfer

Unit Transfer

Overview

The Warehouse Management Module Unit Transfer process provides the ability to transfer accountability of issued materiel from one unit to another unit, unit / account, or individual. The process also allows viewing and creating Unit Transfer records.

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer page

Page Fields

The following fields display on the **Unit Transfer** page. For more information on each field, select the appropriate hyperlink.





Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.

Search Criteria Grid

Transfer Number
To Individual
From UIC 
To UIC 
From Custodian 
To Custodian 
Reportable Commodity Type

Search Results Grid

All
Transfer Number
Primary Attachment
From UIC
From Account
From Custodian
To UIC

To Account
To Custodian
Reportable Commodity Type
To Individual
Transfer Dt

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Remarks

Unit Transfer Search Results Details Grid

ICN
Item Description
Outstanding Qty
Owning DoDAAC
Serial Nbr
Stock Nbr

Print Forms

DW Form 4U (HTML)
DW Form 4U (PDF)
DW Form 4I (HTML)
DW Form 4I (PDF)
DW Form 12U (HTML)
DW Form 12U (PDF)

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Search for a Unit Transfer



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  Reset at any point of this procedure returns all fields to the default "All" setting.



1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions



Search Criteria

Transfer Number	<input type="text"/>	To Individual	<input type="text"/>
# From UIC	<input type="text" value="All"/> ...	# To UIC	<input type="text" value="All"/> ...
# From Custodian	<input type="text" value="All"/> ...	# To Custodian	<input type="text" value="All"/> ...
Reportable Commodity Type	<input type="text" value="All"/>		

- Enter the Transfer Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the To Individual in the field provided. *This is a 100 alphanumeric character field.*
- Use  or  to assist with the From UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help
- Use  or  to assist with the To UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help
- Use  or  to assist with the From Custodian entry. *This is a 50 alphanumeric character field.*





Member Profile Browse
- Use  or  to assist with the To Custodian entry. *This is a 50 alphanumeric character field.*






Member Profile Browse

- Use to select the Reportable Commodity Type.

2. Select . The **Unit Issue Transfer Search Results** appears.

Unit Transfer												Grid Options ▾	+ Add	Attachments	Print Forms ▾
	Transfer Number	Primary Attachment	From UIC	From Account	From Custodian	To UIC	To Account	To Custodian	Reportable Commodity Type	To Individual	Transfer Dt ↓				
▶	<input type="checkbox"/> HC100172911000		JMN123 - CORUSCANT		Groce, Pidge P - ID12345678	CLE001 - ASGARD		Odinson, Loki - ID87654441	PG - PERSONAL GEAR		10/18/2017 10:03:26 AM				
▶	<input type="checkbox"/> HC100172991003		JMN123 - CORUSCANT		Groce, Pidge P - ID12345678	CLE001 - ASGARD		Odinson, Thor - ID87654392	PG - PERSONAL GEAR		10/16/2017 12:09:04 PM				
▶	<input type="checkbox"/> HC100172991002		JMN123 - CORUSCANT		Groce, Pidge P - ID12345678				PG - PERSONAL GEAR	Groce, Pidge P - ID12345678	10/16/2017 11:55:46 AM				
▶	<input type="checkbox"/> HC100172991000		JMN123 - CORUSCANT		Groce, Pidge P - ID12345678	F00042 - ELEARNING		Roberts, Bartholomew - ID000000042	PG - PERSONAL GEAR		10/16/2017 11:16:55 AM				
Selected 0/4												Page 1 of 1	50	Items per page	1 of 4 Items

View the Unit Issue Transfer Details

- Click  to select the entry. *The Transfer item is highlighted, and  become available.*
- Select . *The **Details Grid** appears.*

[illegible]



Close the Unit Issue Transfer Details

- Select . The **Details Grid** closes.

Add a Unit Transfer

- Select . The **Add a Unit Transfer** pop-up window appears.


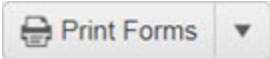
Add an Attachment to a Unit Transfer

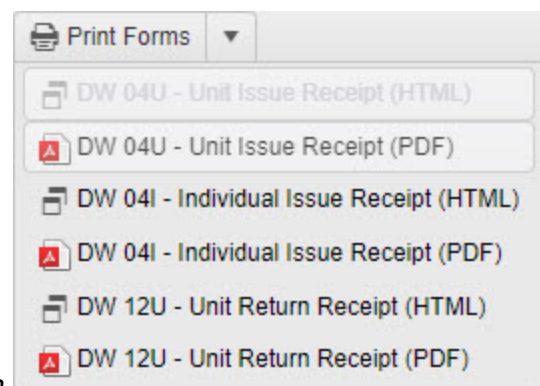
1. Click  to select the entry. *The Transfer item is highlighted, and*  *become available.*

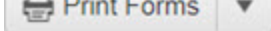


- Select  **Attachments** . The **Attach Files** pop-up window appears.

Print a Form for a Unit Transfer

- Click ☐ to select the entry. The **Transfer** item is highlighted, and  **Attachments** and  become available.




- Select  . The **Print** drop down appears.
- Click the form for printing. The **Print or Email Receipt** pop-window appears.

Print or Email Receipt ✕

Delivery Options

Print
Email

☒
☐

- Select the delivery option. The ☒ appears in the appropriate option.
- Click  . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — To generate a new Unit Transfer, you must first add a Document Number Range.	Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.

Related Topics

- Add a Unit Transfer
- Attach a File to a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post



Add a Unit Transfer

Overview

The Unit Transfer Add process provides the ability to create a new Unit Transfer record.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer >

+ Add

 > Add Unit Transfer pop-up window

Page Fields

The following fields display on the **Add Unit Transfer** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Cancel" button to cancel proposed changes to selected records(s).
515	A signature pad is required for Sign with Signature Pad.

Transfer From Grid

From UIC *

Reportable Commodity Type *
From Custodian *

Transfer To Grid

To UIC
To Custodian
To Individual

Outstanding Items Grid

All
Stock Nbr
Item Description
Serial Nbr
Owning DoDAAC
Kit?
Outstanding Qty
Cond Cd

Optional Grid

ICN

Selected Items Grid

All
Stock Nbr
Item Description
Serial Nbr
Owning DoDAAC
Outstanding Qty
Transfer Qty
Cond Cd

Optional Grid

ICN

(*) Asterisk identifies mandatory fields.



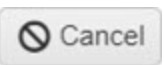
Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Unit Transfer

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Add Unit Transfer** pop-up window appears.

Add Unit Transfer ✕

Instructions

Transfer From

* From UIC Select an Item

* Reportable Commodity Type Select an Item

* From Custodian

Transfer To

To UIC All

To Custodian All

OR

To Individual Select an Item ...



Outstanding Items Selected Items

Outstanding Items ⚙️ Grid Options ✓ Select

☐ All	Stock Nbr ↑	Item Description	Serial Nbr ↑	Owning DoDAAC	Kit?	Outstanding Qty	Cond Cd

Selected ⏪ ⏩ 1 Page 1 of 1 ⏪ ⏩ 50 items per page No items to display

Sign and Finish Cancel

- Complete the Transfer From panel:
 - Use  to select the From UIC.
 - Use  to select the Reportable Commodity Type.



Note



If the From UIC chosen **does not** have a Primary Custodian for the chosen Reportable Commodity Type, the **No Primary Custodian** pop-up window appears.

No Primary Custodian
✕

There is no Primary Custodian set up for the selected UIC and Commodity Type. A Transfer cannot be completed.

✓ OK

Click to close the window and return to the **Add Unit Transfer** window. Choose a different combination that has a Primary Custodian assigned.

- C.** *The From Custodian field automatically populates once the previous two fields are entered, and the available materiel appears in the Outstanding Items grid.*

3. Complete the Transfer To panel:

- A. Use to select the To UIC.

AND

- B. Use to select the To Custodian.

OR

- A. Enter the To Individual, or use to browse for the entry. *This is a 50 alpha-numeric character field.*

Member Profile Browse help

4. Click ☐ to select the asset. *The Stock Number record is highlighted and becomes available.*

✓ Select



Outstanding Items
Selected Items

Outstanding Items

<input checked="" type="checkbox"/>	Stock Nbr	Item Description	Serial Nbr	Owning DoDAAC	Kit?	Outstanding Qty	Cond Cd
<input checked="" type="checkbox"/>	4240001675622	KIT, DRIVER SAFETY		N68869		1	A

Grid Options ▼ ✓ Select

Selected 1/1

◀
◁
1
▶
▶▶

Page 1 of 1

50
▼
items per page

1 - 1 of 1 items

- ✓ Select

✓ Item(s) moved to Selected Tab ✕
5. Click ✓ Select. *appears while the asset is removed from the Outstanding Items grid and appears in the Selected Items grid.*

Outstanding Items
Selected Items

Selected Items

<input type="checkbox"/>	Stock Nbr	Item Description	Serial Nbr	Owning DoDAAC	Outstanding Qty	Transfer Qty	Cond Cd
<input type="checkbox"/>	4240001675622	KIT, DRIVER SAFETY		N68869	1		A

Grid Options ▼ ✕ Remove

Selected 0/1

◀
◁
1
▶
▶▶

Page 1 of 1

50
▼
items per page

1 - 1 of 1 items

6. Repeat steps 4 and 5 until the Selected Items grid contains all the desired assets for transferring.
7. Select in the Transfer QTY field. *The field becomes editable to revise the transferring quantity.*
8. Select ✍ Sign and Finish. *The **Unit Transfer Signature Options** pop-up window appears.*

Unit Transfer Signature Options

✕

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

✍ eSign
✓ Manual Sign
⌛ Cancel

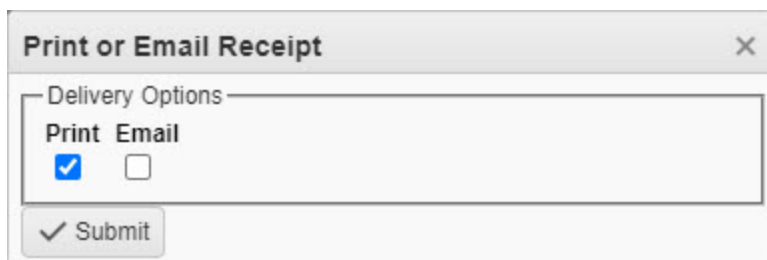
9. Select ✍ eSign. *The **Signature Pad Form** pop-up window appears.*

- A. Create a signature in the box using the mouse.



A screenshot of a web browser window titled "Signature Pad Form (ver eSign 1.0)". It features a large, empty rectangular box for creating a signature. Below the box are three buttons: "Accept" with a checkmark icon, "Clear" with a circular arrow icon, and "Cancel" with a circle and slash icon.

- B. Select . The **Print or Email Receipt** pop-window appears.



A screenshot of a pop-up window titled "Print or Email Receipt". It has a "Delivery Options" section with two radio buttons: "Print" (which is selected with a blue checkmark) and "Email". Below the options is a "Submit" button with a checkmark icon.


- C. Select the delivery option. The  appears in the appropriate option.

- D. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.

10. Select . The **Print** pop-up window appears.

- A. Select . The document is sent for printing.

- B. Sign the printed document.

- C. Click  in the top right corner of the window. The **Print** pop-up window closes.

Note



Scan the manually signed document(s) and attach to the transfer in DPAS.






11. Select . *The new Unit Transfer record is saved.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: <i>From UIC.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory entry: <i>Reportable Commodity Type.</i>	
13 — Mandatory entry: <i>From Custodian.</i>	
xxxx — Either To UIC / Custodian or To Individual must be specified.	Missing Entry. Either the To Individual field must be entered, or both of the To UIC and the To Custodian fields must be entered. Use <input type="button" value="▼"/> to select the desired recipient.

<p>xxxx — There is no Primary Custodian set up for the selected UIC and Commodity Type. A Transfer cannot be completed.</p>	<p>Invalid Entry. The Commodity Type and UIC combination do not have a Primary Custodian. Select a different Commodity Type and UIC combination that has at least one Primary Custodian assigned to it.</p>
<p>xxxx — Error getting Primary Custodian info.</p>	<p>There was an issue retrieving the information from the server. Contact the DPAS Call Center.</p>
<p>xxxx — At least one item must be selected to transfer.</p>	<p>Missing Entry.  was selected before moving the asset(s) to the Selected Items grid. Make sure there is at least one asset in the Selected Items grid before clicking .</p>
<p>xxxx — Transfer must be to a UIC / Custodian or an Individual Member, not both.</p>	<p>Invalid Entry. Either the To Individual field must be entered, OR both the To UIC and the To Custodian fields must be entered, NOT all three. Remove one of the recipient fields.</p>
<p>xxxx — To and From Custodian cannot be the same.</p>	<p>Invalid Entry. The Transfer From UIC / Custodian entered matches the Transfer To UIC / Custodian. Choose a different UIC / Custodian.</p>
<p>xxxx — Selected Custodian is not valid for the UIC and Commodity Type.</p>	<p>Invalid Entry. The Commodity Type and UIC combination are not owned by the chosen Custodian. Select a different Commodity Type and</p>

	UIC combination, or choose a Primary Custodian assigned to the current combination.
xxxx — Outstanding Inventory Item not found.	Invalid Entry. The asset does not exist in the UIC. Use  to search for an existing asset.

Related Topics

- Unit Transfer
- Attach a File to a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post






Add an Attachment to a Unit Transfer

Overview

The Unit Transfer Attachment process provides the ability to have a file become a permanent part of a Unit Transfer record.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer >  Search >  (desired record) >  Attachments > Attach Files pop-up window

Page Fields

The following fields display on the **Attach Files** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.



Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Files Grid

Thumbnails
 Attach

Attach Files Grid

Attachment *
 Desc
 Primary

Attachments Grid

Name
 Desc




Procedures



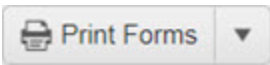
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add an Attachment to a Unit Issue Transfer record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the entry. The Transfer item is highlighted, and  and  become available.

- Select . The **Attach Files** pop-up window appears.



The "Attach Files" pop-up window has a title bar with a close button (X). Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main area of the window displays the text "No attachments found". On the right side of the window, there is a button with a paperclip icon and the text "Attach...".

- Select . The **Attach Files** pop-up window appears.



Attach Files

Instructions

* Attachment

Browse...

Desc


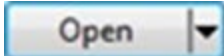
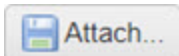
Primary

Attach...

Attachments:

Name	Desc
------	------

Close Window

4. Select . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the file to attach, and select it.
6. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment list.
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . The file name appears in the bottom file list.

Attach Files
✕


Instructions
▼

*** Attachment**

📁 Browse...

Desc

☐ Primary

 Attach...

Attachments:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	✕




✕ Close Window

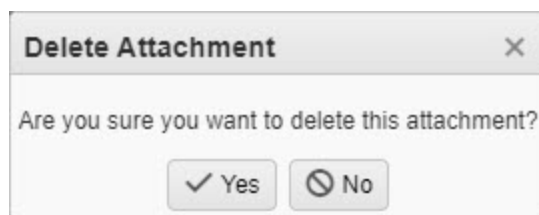
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ☐ in the Primary column. *The designated attachment, ☒, is the Primary Attachment.*







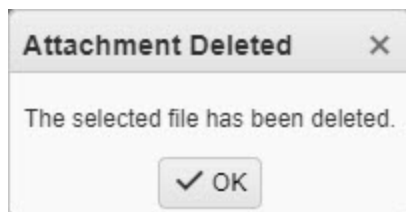
Remove an Attachment

- A. Select the  part of   next to the desired document. The **Delete Attachment** pop-up window appears.



- B. Choose one of the following options:


- Select  to cancel the deletion.
- Select  to confirm the deletion. The **Attachment Deleted** pop-up window appears.






- C. Select . The **Delete Attachment** pop-up window closes, and the document is removed.



Note



Select the  part of   to save the attachment directly to the computer. Follow the prompts to download the attachment.

11. Select . The **Attach Files** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size	Invalid File Size. The file size is too large.

exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Unit Transfer
- Add a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post




Armory Issue Process

Overview

The Armory Issue Process provides the ability to process an issue of specific equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Materiel MGMT > Armory > Issue > Armory Issue page

Page Fields

The following fields display on the **Armory Issue** page. For more information on each field, select the appropriate hyperlink.




Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.
420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.

Individual Issue Member Grid

Last, First, M
 Phone Nbr
 EDI PI
 DSN Nbr
 Pay Grade
 Mobile Phone Nbr
 UIC  *
 Email Address
 Temp Assigned UIC 
 Loan Return Dt
 Master Issue Lists
 Include Previous Issued Qty in Calculation
 Service Center 
 Secondary ID
 Cash Issue



Armory Issue Member Grid

Last, First, M


Phone Nbr

EDI PI


DSN Nbr

Pay Grade

Mobile Phone Nbr


UIC  *

Email Address

Temp Assigned UIC 

Loan Return Dt

Include Previous Issued Qty in Calculation

Service Center 

Secondary ID

Cash Issue

Class Year

Duty Status

Armory Issue Grid

Issue Nbr (Located above the grid)

Status (Located above the grid)

Scan Barcode (Located above the grid)

Edit

SKO Status

Issue Status

LIN/TAMCN

Stock Nbr

Item Desc

Size

Available Qty

Required Qty

Prior Issued Qty

Pending Issue Qty

Picked Quantity

Issued Qty

BackOrder Qty

Grid Optional

Color
Mgmt Cd
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips




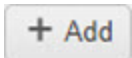

Click the following link to display Warehouse Navigation Tips.

Process an Armory Issue

Note





Whether this is a first-time issue, an issue to a new or pre-existing member, or an issue from scanning the CAC, this procedure continues the processing of an Armory Issue.

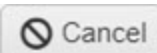
1. In the Individual Issue Member section, verify that the member's information is correct and make necessary updates. *While the UIC is required and assigned during the Add Member Profile procedure, it can be reassigned here. The UIC determines applicable Master Issue Lists.*
2. Click  . The Armory Issue grid appears. *If a Master Issue List is added, each associated stock number displays on the Armory Issue grid.*
3. Select  to add an asset to the issue. The entry appears at the top of the grid.
4. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help



5. Use  to enter a count in the Required Qty field or manually enter the number in the field provided.

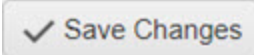
6. Click  at the beginning of the row. The asset is added to the issue and highlighted in green.

Selecting  removes the added entry from the Armory Issue grid.

7. **For a Re-Issue:**

A. Click  to expand the Stock Number selection.

B. Check the Issue ☐ to re-issue the same asset. A  appears.

C. Select  to assign the serially managed asset to the issue.

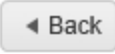

8. Repeat steps 3 through 7 until all desired assets are added.

9. Click  and select DW 02 - Pick List.

At this point, the member picks the items from the Armory Issue. The member returns when finished to verify quantities picked to quantities assigned. Any deficiencies are recorded in the Picked Quantity column.

Helpful Tip

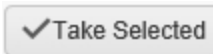


Use  to return to the Armory Grid while the member conducts the pick if there is other business to attend to. Select  on the Armory Issue entry to return to the Armory Issue Grid of the member and proceed with the issue procedure.

10. Complete the following steps for serially managed assets.

A. Click  in the Picked QTY column. The **Inventory Selection** pop-up window appears.


B. Check ☐ in the Select All column next to the desired inventory. The Selected QTY column updates and displays the new quantity.

C. Select . The count updates in the Picked Quantity column of the item.



Note



For issues with managed and serialized SKO stock numbers, "Not Verified (expand to verify)" may appear in the SKO Status column. Click  at the

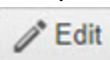
beginning of the row. Select



to verify the individual items, or select

[Verify All] to verify all items. Users also have the option to expand the All SKO Details

section, click






. Select



to complete.

- D. Repeat steps 'A' through 'C' for each  button on the Armory Issue grid.


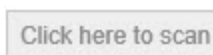

11. Click  in the **Armory Issue** grid. The **Armory Issue Electronic Signature** pop-up window appears.

Note: Any deficiencies produces a **Process BackOrder** dialog box. Select  to generate the BackOrder and continue. Select  to return to the Armory Issue page.


The Armory Issue is complete.

Process a Quick Issue


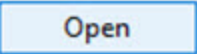
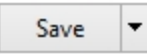


Follow these steps to complete the Quick Issue process. Users scan the selected items using the DPAS supported tethered scanner.

- From the Individual Issue Member section, verify member information.
- Leave the Master Issue List field blank, and select . The Armory Issue grid appears, and the status of the Armory Issue goes to "Picked".
- Select  . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.*
- Repeat steps 3 and 4 for all assets.




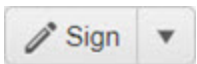




- Click  in the **Armory Issue** section. The **Armory Issue Electronic Signature** pop-up window appears.

Print From an Armory Issue

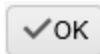





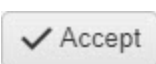





- Click  and select the document to print. A dialog box appears at the bottom of the window asking whether to Open or Save the document.
- Users have the following options:
 -  puts the document into Adobe Reader. Users can print from here.
 -  allows users to save the document and print at a later time.
 -  closes the dialog box and returns users to the Armory Issue page. Users can also press  on the right to close the dialog box.

Sign an Armory Issue

Upon completion of the signing procedure, the status of the request changes to "IS - Issued".

- Select ☐ next to the desired request. A  appears.
- Select  from the Armory Issue grid. Three signing options appear for signing and completing the Armory Issue. Selecting  or  in the top right of any pop-up window closes that window and returns the user to the previous window.
 - Select eSign to display the **Insert CAC** pop-up window.
 - Insert the CAC. *Please wait several seconds for the reader to recognize the card.*
 - Select  to continue. The **Windows Security - Select a Certificate** pop-up window appears.
 - Select the appropriate certificate and click . The **ActivClient Login** pop-up window appears.



4. Enter the CAC Personal Identification Number in the PIN field and click  . The **eSign Complete** pop-window appears.
 - If the *PIN* is entered incorrectly, select  and reattempt by clicking  .
 - If the *PIN* is entered incorrectly three times, the CAC locks. *Contact an administrator to unlock it.*
5. Select  and the **Windows Security - Select a Certificate** pop-up window appears.
6. Select the desired certificate and click  . The signature page appears in a new browser window along with the **Print** dialog box.
7. Select  to print the certificate.
- Select Sign with Signature Pad to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*
 1. Use the stylus to sign the Signature Pad.
 2. Select  to confirm the signature.
 - Selecting  removes the signature to reattempt.
 - Selecting  closes the window and returns to the previous page.
- Select Manual Sign to display a pop-up window of the document for printing and a **Print** dialog box:
 1. Select  to print the document and have the member manually sign the printed document.
 2. Selecting  closes the **Print** dialog window. *The document window remains for printing,  appears in the top left corner, or for closing,*



appears in the top right corner.

Note

Users can scan the manually signed document(s) and attach to the designated request. See Attach a Document to an Issue procedure.

Attach a Document to an Issue

Select **Attachments** . The **Add Attachment to Armory Issue** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics




- Armory Issue Search
- Add an Attachment to an Armory Issue
- Add a Member Profile

Add an Attachment to an Armory Issue

Overview

The Armory Issue Add Attachments process provides the ability to attach documents to the issue of specific equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Armory > Issue >  Search >  Edit >  Attachments > Attachments for Issue NBR pop-up window

Page Fields

The following fields display on the **Attachments for Issue NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for Issue NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Issue NBR

Thumbnails
 Attach

Attach Files

Attachment
 Desc
 Primary
 Name
 Desc


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Issue

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  **Attachments** to add any additional files to the record. *The **Attachments for Issue Nbr** pop-up window appears.*

Attachments for Issue Nbr: WHCA2016159000001A ×

Instructions ▼

No attachments found

 **Attach...**

2. Select  **Attach...** . *The **Attach Files** pop-up window appears.*



Attach Files

Instructions

* Attachment

Browse...

Desc



Primary




Attach...

Attachments:


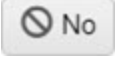


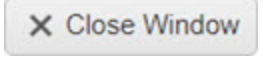
Name	Desc
------	------

Close Window

3. Select . The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.

6. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*
10. Select . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics

- [Armory Issue Search](#)
- [Armory Issue](#)
- [Add a Member Profile](#)

Armory Issue Overview

Overview

The Warehouse Management module Armory Issue process provides the ability to search existing issues and to begin the process of issuing equipment and gear.

The Armory Issue process is a form of the Individual Issue process, and it is specifically designed for use in an Armory environment, or any environment where it is important for a member to be issued the exact same piece of inventory on a consistent basis. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

Helpful Tip



A member's CAC can streamline the Armory Issue process. When the member first arrives, scanning the CAC performs the search automatically. If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Armory Issue. Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Armory Issue.

The Armory Issue process uses six different statuses, or phases, to track the progress of an issue:


- **Issued —**
A completed issue; All assets have been assigned to the member.
- **Canceled —**
An issue has been initiated, but is no longer needed.
- **Exchange —**
An issue where the member has exchanged previously issued assets.
- **In Process —**
An issue has been initiated, but no assets have been picked.
- **Picked —**
The member has picked assets and the user has recorded what was picked; If all assets



are picked, the Sign procedure moves the issue to Issued status;Iif some assets are not picked, the Sign procedure moves the issue to Backorder.

- Backorder —**
Following the Picked status, an issue where some assets were not available for issue.

Note

 Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic *i* preceding the field name.

Navigation

Materiel MGMT > Armory > Issue > Armory Issue page

Page Fields

The following fields display on the **Armory Issue** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Armory Search Criteria


Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.


420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.


Enter the EDI PI


Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Member 

Issue Nbr 

EDI PI 

UIC 

CAC

Armory Search Results Grid

Attachments
Edit / New
View
Last Name
First Name
Middle Initial
EDI PI
UIC
Last Issue Dt
Last Issue Nbr
Loan Return Dt
Last Warehouse
Stock Number Qty
Total Qty
Status

Optional

Secondary ID
Class Year
Duty Status
Valid CAC
Pay Grade
Expiration of Active Service

Enter the EDI PI

Enter the EDI PI of the member for whom to add an Issue

Procedures


DPAS Navigation Helpful Tips



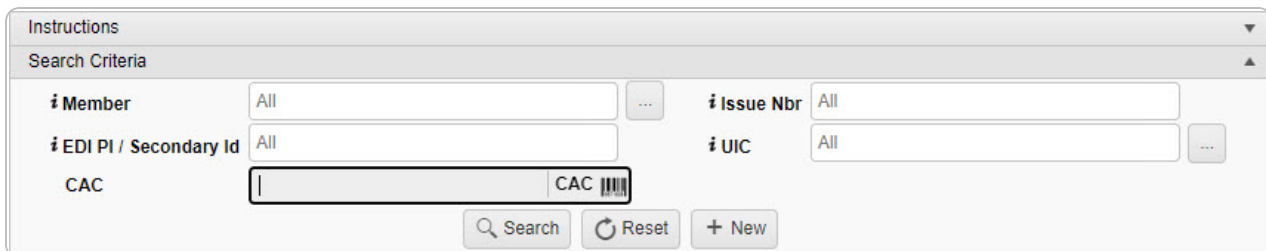
Click the following link to display Warehouse Navigation Tips.









Search for An Armory Issue

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  **Reset** at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use  or  to assist with the Member entry. *This is a 25 alphanumeric character field.*
Member Profile Browse Help
- Enter the Issue NBR, using  to assist with the entry. *This is a 14 numeric character field.*
- Enter the EDI PI / Secondary ID, using  to assist with the entry. *This is a 10 numeric character field.*
- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse Help

Helpful Tip



If using a CAC, select the **CAC** field and scan the member's CAC.

2. Click  **Search**. The results display in the Armory Search Results Grid.



Armory													
Grid Options													
	Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status	
+ New	GOGGINS	WALTON		ID67654400	HC1001	07/27/2016	WHCA2016209000006		COLUMBUS	1	0	Cancelled	
+ New	BOLES	CHRISTIAN	A	1005471857	M31301	02/15/2018	WHCA2018046000001		COLUMBUS	0		Cancelled	
+ New	BOYMAN	MICHELLE		1530288346	F00042	12/21/2017	WHCA2017355000001		COLUMBUS	1	1	Issued	
Edit	BARTON	CLINT	H	6547893211	CLE003	06/09/2016	WHCA2016159000001		COLUMBUS	1	0	BackOrder	
+ New	TEED	JOSHUA		ID00000098	R55752	05/14/2019	WHCA2019134000001		COLUMBUS	1	0	Cancelled	
	RACKHAM	JACK		ID65842359	M06041	08/24/2016	WHCA2016237000004		COLUMBUS	1	0	Picked	
+ New	BONNY	ANNE		ID35589742	M07170	03/03/2017	WHCA2017062000002		COLUMBUS	1	0	Cancelled	
	GROCE	PIDGE	P	ID12345678	JMN123	05/27/2016	WHCA2016148000001		COLUMBUS	0		Picked	
	BROWN	BRAD		ID00000017	M31301	06/08/2016	WHCA2016160000003		COLUMBUS	0		Picked	
	ROMANOFF	NATASHA		1357924680	CLE004	06/09/2016	WHCA2016161000007		COLUMBUS	0		Picked	

Create an Issue or Re-Issue for an Existing Member (without a CAC)

- Follow the above Search instructions.
- Select + New next to the member's issue. *The **Armory Issue Process** page appears.*

Create a First-time Issue for a New Member (without a CAC)

Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Note



Before creating an issue, perform a search for the member (Last Name, First Name) to insure the system does not show a record.

- Select + New in the Search Criteria section. *The **Enter the EDI PI** pop-up window appears.*



Enter the EDIPI
✕

Instructions

Enter the EDIPI of the member for whom to add an Issue.

✓ OK
✕ Cancel



2. Select  . The **Add a Member Profile** pop-up window appears.
3. Select  . The **Armory Issue Process** page appears.


Create an Issue or Re-Issue From Scanning the Member's CAC

Note



Whether the member is new to the system, had previous issues, or is a first-time issue, scanning the CAC automatically advances the system to the appropriate function.


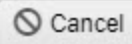
1. Scan the member's CAC.
 - If the member is not in the system:



- A. Select  in the Search Criteria section. The **Enter the EDI PI** pop-up window appears.




Enter the EDIPI
✕


Instructions

Enter the EDIPI of the member for whom to add an Issue.

- B. Select  . The **Add a Member Profile** pop-up window appears.
- C. Select  . The **Armory Issue Process** page appears.
- If the member is in the system with previous issues:
 - A. The member's results display in the Armory Search Results Grid.


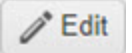

Armory												
Grid Options												
	Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	BARTON	CLINT	H	6547893211	CLE003	06/09/2016	WHCA2016159000001		COLUMBUS	1	0	BackOrder
 	BARTON	CLINT	H	6547893211	CLE003	08/24/2016	WHCA2016237000003		COLUMBUS	1	0	Picked



50 items per page

1 - 38 of 38 items



- a. Select  . The **Armory Issue Process** page appears, open to the Issued section.
 - b. Select  . The **Armory Issue Process** page appears, open to the Picked, Backorder, or In Process section.
 - c. Select  . The **Armory Issue Process** page appears, open to the Entry section.
- If the member is in the system with no previous issues:
The **Armory Issue Process** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Issue Process
- Add an Attachment to an Armory Issue
- Add a Member Profile



Armory Return

Overview

Armory gear is returned to the warehouse by service members, civilians, foreign military members and contractors. In order to close out an issue, each returnable item must be returned to a Warehouse within the Logistics Program.

You will be able to scan an individual's CAC card or enter the members name to search for their member profile record which will be used to display a list of issue records. The issue records will only be displayed if they contain an issue quantity greater than zero, and will be grouped by commodity type and by warehouse. You can select the appropriate issue list to display the issued items.

Navigation

Materiel MGMT > Armory > Return Page

Page Fields

The following fields display on the Armory Returns page. For more information on each field, select the appropriate hyperlink.

Armory Returns Transfer Grid

Last Name
First Name
Middle Initial
EDI PI
Pay Grade
UIC
Last Issue Dt
Last Issue Nbr
Last Warehouse
Return Status
Expiration Of Active Service

(*) Asterisk identifies mandatory fields.



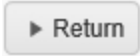





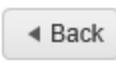
Procedures

DPAS Navigation Helpful Tips


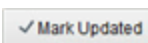


Click the following link to display Warehouse Navigation Tips.

Process an Armory Return

1. Select  to return stock numbers or  to view returned stock numbers.
2. Member information must be updated before a return can be processed.
3. Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
UIC Browse help
4. Enter the Temp Assigned UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
UIC Browse help
5. Enter the PHONE NBR, DSN NBR and Mobile PHONE NBR are optional. Field format is 25 alphanumeric characters and will allow "-", ".", "+", "(", and "x" to identify extension.
6. Enter the E-mail Address is an optional field. The format consist of a minimum of an alphanumeric character before an @ symbol then at least one character followed by a period followed by at least one alphanumeric character.
7. Enter the Master Issue List, or use  to browse for the entry.
Master Issue List Browse help
8. Select  to continue.
9. To change the member select .
10. By default the All check box is selected which will return all items issued to the member. Remove the check mark if member is returning specific items.
11. Check mark the stock number the member is returning or scan the barcode of the item being returned.


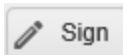

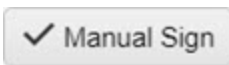



12. Select  update the available fields:.
 - STOCK NBR
 - ICN
 - COND Cd
 - Location ID
 - Container ID
 - PRJ Cd
 - Owning DODAAC
 - QTY Returned
 - QTY Not RET.
 - Not RET. Reason Cd
 - Not RET. Remarks.
11. Select  to continue processing the Armory Return.

Helpful Tip



If no updates are made select  as  and  will return you to the Armory Return Search Criteria page.

11. Select  to add a stock number not included in the original issue that the member is returning,  to display the Armory Return Electronic Signature pop-up.
12. If you have two CAC readers and are able to scan the member's CAC select , otherwise select  to save the Armory Return, or  to return to the Armory Return.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Return Search
- Add an Attachment to an Armory Return



Add Attachments to an Armory Return

Overview

The Armory Return Add Attachments process provides the ability to attach documents to the return of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Armory > Return >  Search >  Edit >  Attachments
> Attachments for Return NBR pop-up window

Page Fields

The following fields display on the **Attachments for Return NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Attachments for Return NBR

Attachments

Attach Files

Desc
Primary
Name
Desc

Procedures


DPAS Navigation Helpful Tips


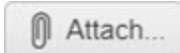
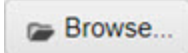
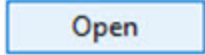
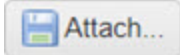




Click the following link to display Warehouse Navigation Tips.


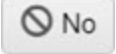



Attach a Document to an Return


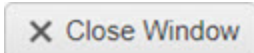
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to add any additional files to the record. The **Attachments for Return NBR** pop-up window appears.
2. Select  to add any additional files to the record. The **Attach Files** pop-up window appears.
3. Select . The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
6. Enter a description of the file in the DESC field provided. This is a 1024 alphanumeric character field.
7. Select . The file name appears in the bottom of the window.
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired  in the Primary column. The designated attachment, , is the Primary Attachment.

Remove an Attachment

- A. Select  next to the desired document. The **Delete Attachment** pop-up window appears.
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. The **Attachment Deleted** pop-up window appears.



- C. Select  to complete the process. *The document is removed.*
10. Select . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Return NBR** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

is (size).	
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- [Armory Return Search](#)
- [Armory Return](#)

Armory Return Search

Overview

Armory gear is returned to the warehouse by service members, civilians, foreign military members and contractors. In order to close out an issue, each returnable item must be returned to a Warehouse within the Logistics Program.

You will be able to scan an individual's CAC card or enter the members name to search for their member profile record which will be used to display a list of issue records. The issue records will only be displayed if they contain an issue quantity greater than zero, and will be grouped by commodity type and by warehouse. You can select the appropriate issue list to display the issued items.

Navigation

Materiel MGMT > Armory > Return > Search Page

Page Fields

The following fields display on the Armory Return Search page. For more information on each field, select the appropriate hyperlink.

Armory Returns Search Criteria

Member
EDI PI
UIC
CAC=

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



To Search for An Armory Return:

1. Scan a Common Access Card (CAC) into the CAC field and the Last Name, First Name, Middle Initial fields will populate. If you do not have a CAC to scan enter the Electronic Data Interchange Personal Identifier (EDI PI) and the return(s) for that individual will be displayed.
2. To filter the number of rows returned without a CAC or EDI PI enter a Member or UIC or use and click .

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Return
- Add an Attachment to an Armory Return



Warehouse Issue

Overview

The Warehouse Management module Warehouse Issue process provides the ability to issue assets immediately out of a warehouse's inventory. Warehouse Issue records are assigned to a Cost Center that can function like a commercial Point of Sale. Containers can be issued with all assets within the Container assigned to the Cost Center. The process also provides Backorder tracking to monitor inventory replenishment.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Warehouse Issue > Warehouse Issue Search page

Page Fields

The following fields display on the **Warehouse Issue Search** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Status

Document Nbr *i*

Requested Dt From

Completed Dt From

Cost Center

Owning DoDAAC

Stock Nbr *i*

Requested Dt To



Completed Dt To

Warehouse Issue Grid

All
Primary Attachment
Request Nbr
Status
Issue DoDAAC
UIC (Property Accountability)
Requested Dt
Expected Completion Dt
Completed Dt

Optional

Owning DoDAAC
Cost Center
Fund Cd
Disposal Authority Cd
Reason for Disposal Cd
Issue Mgmt Cd
Issue Type
Priority Cd
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks
Warehouse Id

Warehouse Issue Record - Asset(s) Requested

Stock Nbr
Item Desc
Mgmt Cd
UI
Requested Qty
Picked Qty
Document Nbr

Expected Completion Dt
Status

Optional

- ARC
- Color
- CIIC
- CIC
- Dmil Cd
- Gender
- Haz Mat Cd
- Item Designator Nbr
- LIN/TAMCN
- LIN/TAMCN Desc
- Precious Mtl Cd
- Stores Account Cd
- Established By
- Established Dt/Tm
- Last Transaction Dt/Tm
- Last Updated By
- Program Id
- Remarks

Warehouse Issue Record - Asset(s) Picked

- Stock Nbr
- Item Desc
- ICN
- Serial Nbr
- Is Kit?
- Location
- Container
- Location Status
- Freeze Location
- Cond Cd
- Owning DoDAAC
- Project Cd
- Qty

Optional

- Mfr Dt

CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr
GFM Contract Nbr


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search Warehouse Issue Records






One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting  at any point of this procedure returns fields to the default "All" setting.

- In the Search Criteria section, narrow the results by entering one of the following optional fields:.






Instructions

Search Criteria



<div style="margin-bottom: 5px;">Status ▼</div> <div style="margin-bottom: 5px;"># Document Nbr <input style="width: 100%;" type="text"/> ...</div> <div style="margin-bottom: 5px;">Requested Dt From <input style="width: 100%;" type="text"/> 📅 ⌚</div> <div style="margin-bottom: 5px;">Completed Dt From <input style="width: 100%;" type="text"/> 📅 ⌚</div> <div style="margin-bottom: 5px;">Cost Center ▼</div>	<div style="margin-bottom: 5px;">Owning DoDAAC ▼</div> <div style="margin-bottom: 5px;"># Stock Nbr <input style="width: 100%;" type="text"/> ...</div> <div style="margin-bottom: 5px;">Requested Dt To <input style="width: 100%;" type="text"/> 📅 ⌚</div> <div style="margin-bottom: 5px;">Completed Dt To <input style="width: 100%;" type="text"/> 📅 ⌚</div>
---	---


- Use  to select the Status.
- Use  or  to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*
Document Number Browse help
- Use   to select the REQUESTED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.



- Use  to select the COMPLETED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
- Use  to select the Cost Center.
- Use  to select the Owning DoDAAC.
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help


- Use  to select the REQUESTED DT TO, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
- Use  to select the COMPLETED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

2. Select  **Search** . Results display below in the Warehouse Issue Results Grid.

Warehouse Issue									
<div> Grid Options Add Edit Cancel Backorder Sign Print Attachments </div>									
<input type="checkbox"/> All	Primary ...	Request Nbr	Status	Issue DoDAAC	UIC (Property Accountability)	Requested Dt	Expected Completion Dt	Completed Dt	
<input type="checkbox"/>		MCHWI2024025000018	RQ - Requested	N82219		01/25/2024 2:23:11 PM			
<input type="checkbox"/>		MCHWI2024025000015	RQ - Requested	N82219		01/25/2024 2:08:31 PM			
<input type="checkbox"/>		MCHWI2024025000011	RQ - Requested	N82219		01/25/2024 2:05:37 PM			
<div> Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items </div>									

Helpful Tip



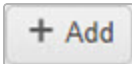
To view the asset(s) assigned within a Warehouse Issue record, click  on the left side of the entry. The entry expands with the Requested and Picked tabs providing information.

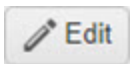
Add a Warehouse Issue Record

Select  **Add** . The **Warehouse Issue Add** page appears.


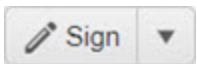
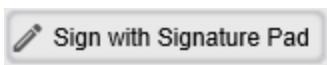
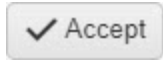


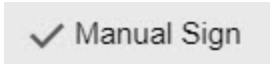


Update a Warehouse Issue Record

- Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and*  *, and become available.*

- Select  to advance to the **Warehouse Issue Update** page.

Sign a Warehouse Issue Record

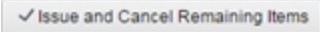

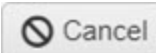
- Select ☐ next to the desired record.  appears.
- Select . Choose either:
 - Select  to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*
 - Have the authorized personnel use the stylus to sign the Signature Pad.
 - Select either:
 -  to confirm the signature. *The pop-up window closes, and the DD FORM 1149 generates for printing.*
 -  to erase the signature and reattempt.
 -  to close the window and return to the previous page.
 - Select  to have the authorized personnel sign the DD FORM 1149. *The Adobe Acrobat Reader window appears with the form available for printing.*

Attention


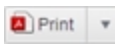


If all assets are not selected, the **Issue Partially Picked** pop-up window appears. Choose one of the following options:



-  continues with the Sign procedure. Unselected assets are canceled.
-  continues with the Sign procedure. Unselected assets are placed in a Backorder status.
-  stops the Sign procedure. The pop-up window closes and returns to the **Warehouse Issue** page.




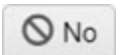
Print a Warehouse Issue Record

1. Select ☐ next to the desired record.  appears.
2. Select  to choose the available documents for printing. *The Adobe Acrobat Reader window appears with the document available for printing.*


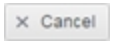
Attach a Document to a Warehouse Issue Record

Select  **Attachments** to open the **Attachments for Request Nbr** pop-up window.

Backorder a Warehouse Issue Record

1. Select ☐ next to the desired record.  appears.
2. Select . *The **Warehouse Issue Backorder** pop-up window appears.*
3. Choose one of two options:
 -  issues the Backorder request.
 -  cancels the request and closes the pop-up window.

Cancel a Warehouse Issue Record

1. Select ☐ next to the desired record.  appears.
2. Select . *The **Warehouse Issue Backorder** pop-up window appears.*
3. Choose one of two options:



- ☒ Yes
cancels the issue and changes the record's Status to "CN - Cancelled".
- ☐ No
keeps the record's Status as is and closes the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Invalid value entered.	Invalid Characters Entered in the field. Enter alphanumeric characters.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re-enter the Date (To).

Related Topics

- Add a Warehouse Issue Record
- Update a Warehouse Issue Record



Add a Warehouse Issue Record

Overview

The Warehouse Issue Add process provides the ability to create an issue record and assign it to a Cost Center. Assets selected are immediately taken out of the warehouse's inventory.

Navigation

MATERIEL MGMT > Warehouse Issue >  > Warehouse Issue Add page

Page Fields

The following fields display on the **Warehouse Issue Add** page. For more information on each field, select the appropriate hyperlink.

Issue Request Info

Request Nbr
Requested Dt
Issue Type *
Issue DoDAAC *
Fund Cd *
Owning DoDAAC *
Cost Center *
Priority Cd
Mgmt Cd
Disposal Authority Cd
Reason for Disposal Cd
Expected Completion Dt (All Items)

Catalog / Inventory Selection

Scan Barcode
Stock Number
Item Desc
Mgmt Cd
Requested Qty




Picked Qty
 Document Nbr
 Expected Completion Dt
 Status

Optional

Established By
 Established Dt/Tm
 Remarks
 History Remarks
 Last Transaction Dt/Tm
 Last Updated By
 Program Id
 Add / Edit Remarks

(*) Asterisk identifies mandatory fields.


Procedures

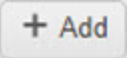










DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Warehouse Issue Record

Selecting  **Cancel** at any point of this procedure removes all field entries and closes the window. **Bold** numbered steps are required.

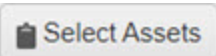


- Select  to advance to the **Warehouse Issue Add** page.
- The *REQUEST NBR* field automatically generates, once the document is finished..
- The *REQUESTED DT* field automatically populates, and is not editable.
- Use  to select the Issue Type.
 If the "BI - DLA Disposition Services Issue" Issue Type is selected, the *DISPOSAL AUTHORITY CD* and *REASON FOR DISPOSAL CD* fields are available for input.
- Enter the *ISSUE DoDAAC* in the field provided.
- Enter the *FUND CD* in the field provided.

7. Use  to select the Owning DoDAAC.
8. Use  to select the Cost Center.
9. Use  to select the Priority Cd.
10. Use  to select the Mgmt Cd.
11. Use  to select the Disposal Authority Cd.
12. Use  to select the Reason for Disposal Cd.
13. Use  to select the EXPECTED COMPLETION DT (All Items), or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
14. Add the Asset(s) to the Catalog / Inventory Selection Grid.


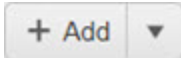
Helpful Tip



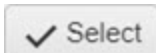
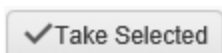
If all desired items for the Warehouse Issue Record are located within the same container, DPAS allows selecting the entire container.

- a. Select . The **Inventory Selection** pop-up window appears.
- b. Click the Available Containers tab to display containers.
- c. Select ☐ next to the desired container.  displays contents of the container.
- d. Select , and the pop-up window closes.

Items within the Container are listed on the Catalog / Inventory Selection Grid with the corresponding Requested and Picked quantities.

- A. Select  of  to choose:
 - "Add Stock Nbr"
 - a. An entry appears in the grid below with the cursor in the Stock Number field.



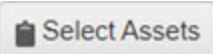



- b. Enter the Stock Number in the field provided.
- "Browse Stock Nbr(s)"
 - a. The **Stock Nbr Browse** pop-up window appears.
 - b. Click  next to the desired Stock Number.
 - c. Click . The pop-up window closes, and the selected Stock Number appears on the Selection grid.

Helpful Tip



The Warehouse Issue process provides the ability to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. Ensure the cursor is in the Scan Barcode field located above the Catalog / Inventory Selection grid. Scanning the barcode adds the asset automatically to the top of the grid.


- B. Select  in the REQUESTED QTY. The cursor appears in the field.
- C. Use  to choose the REQUESTED QTY. The default quantity is "1".
- D. Click . The **Inventory Selection** pop-up window appears.
- E. Select  next to the desired inventory. The selected inventory appears on the Selected Inventory tab.


Attention






If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory

is chosen, select  on the Selected Inventory tab to remove the selection.


- F. Select . The pop-up window closes, and the PICKED QTY displays the selected quantity.

To view the selected inventory, click the  on the left side of the entry. The entry expands to display the ICN of the selected inventory.




- G. Select  in the EXPECTED COMPLETION DT. *The cursor appears in the field.*
- H. Use   to select the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
- I. Repeat Steps A - F for multiple Stock Numbers.


Attention



If an entry is made in error, select ☐ next to the incorrect entry, and select

 Delete

. The entry is removed from the Catalog / Inventory Selection grid.

- 15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 16. Select  . The **Warehouse Issue Add** page closes, and the new record appears at the top of the Warehouse Issue Results Grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 – Mandatory Entry: Issue Type.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: ISSUE DoDAAC.	

<p>13 — Mandatory Entry: <i>FUND CD.</i></p>	
<p>13 — Mandatory Entry: <i>OWNING DoDAAC.</i></p>	
<p>13 — Mandatory Entry: <i>Cost Center.</i></p>	
<p>2136 — FUND CD must be 2 positions, A - Z and/or 0 - 9.</p>	<p>Invalid Entry. The FUND CD is a 2-position alphanumeric entry. Type the FUND CD again.</p>
<p>xxxx — Invalid value entered.</p>	<p>Invalid Characters entered in the field. Enter alphanumeric characters.</p>
<p>xxxx — REQUESTED QTY must be > 0</p>	<p>Invalid Entry. The quantity must be 1 or larger. Enter a valid number.</p>
<p>350 — Must be alphanumeric with supported special characters \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- Warehouse Issue Overview
- Update a Warehouse Issue Record



Add an Attachment to a Warehouse Issue

Overview

The Warehouse Issue Add Attachments process provides the ability to attach documents to the issue records for a warehouse.

Navigation

MATERIEL MGMT > Warehouse Issue > ☐ (desired record) > [Attachments](#) > Attachments for Request NBR pop-up window

Page Fields

The following fields display on the **Attachments for Request NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for Request NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.



Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Request NBR


Thumbnails
 Attach

Attach Files

Attachment
 Desc
 Primary
 Name
 Desc

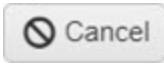
Procedures

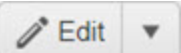

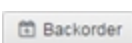



DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Warehouse Issue Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select ☐ next to the desired record. *The Issue is highlighted, and*   ,  ,  ,  , and  become available.

2. Select  . The **Attachments for Request Nbr** pop-up window appears.

Attachments for Request Nbr: NCLUI2020254000001
×

Instructions
▼

No attachments found



3. Select  . The **Attach Files** pop-up window appears.



Attach Files
✕


Instructions

*** Attachment**

📁 Browse...

Desc


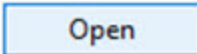

☒ Primary



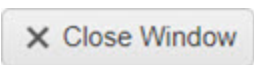
 Attach...

Attachments:






Name	Desc

✕ Close Window

4. Select  Browse... . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the file to attach, and select it.
6. Click  Open . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Enter the DESC in the field provided. This is a 1024 alphanumeric character field.
8. Select  Attach... . The file name appears in the bottom file list.

9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Click . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*
12. Select . *The **Attachments for Request NBR** pop-up window closes and returns to the **Warehouse Issue** page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics

- [Warehouse Issue Overview](#)
- [Add a Warehouse Issue Record](#)
- [Update a Warehouse Issue Record](#)

Update a Warehouse Issue Record

Overview

The Warehouse Issue Update process provides the ability to edit an issue record. Stock Number items can be added to existing Warehouse Issue Records.

Navigation

MATERIEL MGMT > Warehouse Issue >  Edit > Warehouse Issue Update page

Page Fields

The following fields display on the **Warehouse Issue Update** page. For more information on each field, select the appropriate hyperlink.

Issue Request Info

Request Nbr
Requested Dt
Issue Type
Issue DoDAAC
Fund Cd
Owning DoDAAC
Cost Center
Priority Cd
Mgmt Cd
Disposal Authority Cd
Reason for Disposal Cd
Expected Completion Dt

Catalog / Inventory Selection

Stock Number
Item Desc
Mgmt Cd
Requested Qty
Picked Qty



Document Nbr
Expected Completion Dt
Status


Optional

Established By
Established Dt/Tm
Remarks
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id

Add / Edit Remarks

Remarks
History Remarks


Procedures


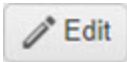





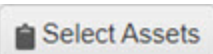
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Warehouse Issue Record

Selecting  **Cancel** at any point of this procedure removes all field entries and closes the window. **Bold** numbered steps are required.

1. Select ☐ next to the desired record.  appears.
2. Select  to advance to the **Warehouse Issue Update** page.
3. The following fields are read-only and cannot be edited.:
- REQUEST NBR
 - REQUESTED DT
 - Issue Type
 - ISSUE DoDAAC




- *FUND CD*
 - *OWNING DoDAAC*
 - *Cost Center*
 - *PRIORITY CD*
 - *MGMT CD*
 - *DISPOSAL AUTHORITY CD*
 - *REASON FOR DISPOSAL CD*
4. Use  to change the EXPECTED COMPLETION DT (All Items), or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
 5. Update an entry on the Catalog / Inventory Selection Grid.
 - A. Select  in the REQUESTED QTY. *The cursor appears in the field.*
 - B. Use  to modify the REQUESTED QTY.
 - C. Click  to add more assets. *The **Inventory Selection** pop-up window appears.*
 - D. Select ☐ next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

Attention




If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory

is chosen, select  on the Selected Inventory tab to remove the selection.

- E. Select . *The pop-up window closes, and the PICKED QTY displays the selected quantity.*
To view the selected inventory, click the  on the left side of the entry. The entry expands to display the ICN of the selected inventory.
- F. Select  in the EXPECTED COMPLETION DT. *The cursor appears in the field.*

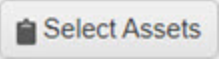

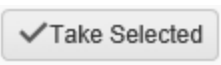


- G. Use  to change the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
6. Add an Item to the Catalog / Inventory Selection Grid.


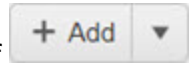


Helpful Tip



If all desired items for the Warehouse Issue Record are located within the same container, DPAS allows selecting the entire container.

- a. Select . The **Inventory Selection** pop-up window appears.
- b. Click the Available Containers tab to display containers.
- c. Select ☐ next to the desired container.  displays contents of the container.
- d. Select , and the pop-up window closes.

Items within the Container are listed on the Catalog / Inventory Selection Grid with the corresponding Requested and Picked quantities.



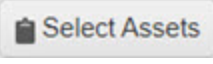

- A. Select  of  to add an asset to the Warehouse Issue Record. Choose the Add options:
- "Add Stock Nbr"
 - a. An entry appears in the grid below with the cursor in the Stock Number field.
 - b. Enter the Stock Number in the field provided.
 - "Browse Stock Nbr(s)"
 - a. The **Stock Nbr Browse** pop-up window appears.
 - b. Click  next to the desired Stock Number.
 - c. Click . The pop-up window closes, and the selected Stock Number appears on the Selection grid.



Helpful Tip








The Warehouse Issue process provides the ability to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. Ensure the cursor is in the Scan Barcode field located above the Catalog / Inventory Selection grid. Scanning the barcode adds the asset automatically to the top of the grid.

- B. Select  in the REQUESTED QTY. *The cursor appears in the field.*
- C. Use  to choose the REQUESTED QTY. *The default quantity is "1".*
- D. Click . *The **Inventory Selection** pop-up window appears.*
- E. Select  next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

Attention




If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory is chosen, select  on the Selected Inventory tab to remove the selection.


- F. Select . *The pop-up window closes, and the PICKED QTY displays the selected quantity.*
To view the selected inventory, click the  on the left side of the entry. The entry expands to display the ICN of the selected inventory.
- G. Select  in the EXPECTED COMPLETION DT. *The cursor appears in the field.*
- H. Use  to select the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
- I. Repeat Steps A - F for multiple assets.



Attention




If an entry is made in error, select ☐ next to the incorrect entry, and select

 Delete

. The entry is removed from the Catalog / Inventory Selection grid.

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select

 Finish

. *The **Warehouse Issue Add** page closes, and the new record appears at the top of the Warehouse Issue Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Invalid value entered.	Invalid Characters entered in the field. Enter alphanumeric characters.
xxxx - REQUESTED QTY must be > 0	Invalid Entry. The quantity must be 1 or larger. Enter a valid number.
350 — Must be alphanumeric with supported special characters \$, —, /, #, &, comma, period, and	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol-

space.

lowing permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Warehouse Issue Overview
- Add a Warehouse Issue Record



Inventory Update — ICN

Overview

The Warehouse Management module Inventory Update — ICN process provides the ability to make changes to an ICN record. Changes can either reflect informational changes over time or revise an asset's data within the Logistics Program.

When ICN Updates are submitted, there is no "ICN Update" record, just a direct update / creation of ICN Master Records and / or Container Records. A History record, however, is created to capture those change(s).

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > ICN > ICN Update page

Page Fields

The following fields display on the **ICN Update** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

ICN *i*
LIN/TAMCN *i*
Stock Nbr *i*
Item Desc *i*
Serial Nbr *i*



ICN Update Grid

LIN/TAMCN
Stock Nbr
Item Desc
Kit?
ICN
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt
Expiration Dt
Serial Nbr
Secondary Serial Nbr
Asset Id

Optional:

Shelf Life Expiration Dt
Service Life Expiration Date
Service Life Remaining
Shelf Life Remaining
Extended Flg
Failed Flg
Insp By
In Service Dt
Last Cal Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Meter Reading
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
Deferred Cal Dt
Deferred Cal Mo
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm



Last Updated By


Procedures









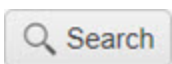
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an ICN Update

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Updates are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
 - Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*
Inventory Control Number Browse help
 - Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
Line Item Number / Table of Authorized Materiel Control Number Browse help
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
 - Enter the ITEM DESC, using  to assist with the entry. *This is a 1024 alphanumeric character field.*
 - Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 alphanumeric character field.*
2. Select  to begin the query. *Results display in the ICN Update Grid below.*




View the Kit Components

When an ICN asset is an SKO, the kit components are viewable.



1. Select the Yes hyperlink in the Kit? field. The **Kit Items** pop-up window displays.
2. The following fields are automatically populated and are not editable:
 - STOCK NBR
 - ITEM DESC
 - ICN Select + next to the ICN field.





The **ICN Details** panel appears, automatically populated and not editable.

- SERIAL NBR
- ASSET ID

- Select  **Labels** to print new labels.

The **Print Label Request** pop-up window appears.

Selecting  **Reset** at any point of this procedure returns all fields to the default setting, whereas  **Cancel** removes all revisions and closes the pop-up window.

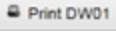
- A. Use  to select the desired Printer Language.
The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.
- B. Use  to select the desired Label Size.
The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.
- C. Select ☐ to include the RFID information on the label.
- D. Use  to choose the correct quantity of labels to print.
- E. Select  to complete the label printing.


- Current Location



- Current Container
- COND CD
- Owning DoDAAC


The components within the kit are viewable in the Kit Details Grid below.

3. Select  to print the Kit information.

The **Print Form** pop-up window appears. Selecting  removes all revisions and closes the pop-up window.

- A. Enter the Remarks to include in the form. *This is a 1024 alphanumeric character field..*

- B. Select . The DW01 form prints.

4. Select  to close the pop-up window.

Update an ICN Inventory Record

Select  to display the **Update ICN** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
115 - ASSET ID already exists.	Invalid Entry. The ASSET ID matches an existing ASSET ID for the same STOCK NBR asso-



	ciated to the ICN. Re-enter the ASSET ID.
13 - Mandatory Entry: <i>Last CAL DT.</i>	<div>Missing Entry. Enter the appropriate information in the desired field.</div>
13 - Mandatory Entry: <i>Last INSP DT.</i>	
13 - Mandatory Entry: <i>LAST MAINT DT.</i>	
13 - Mandatory Entry: <i>Last Test DT.</i>	
13 - Mandatory Entry: <i>Meter Reading.</i>	
13 - Mandatory Entry: <i>MFR CAGE.</i>	
13 - Mandatory Entry: <i>MFR CONTRACT NBR.</i>	
13 - Mandatory Entry: <i>MFR DATE.</i>	
13 - Mandatory Entry: <i>MFR</i>	

LOT NBR.	
13 - Mandatory Entry: Next INSP DT.	
13 - Mandatory Entry: Next MAINT DT.	
13 - Mandatory Entry: Next Test DT.	
187 - Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.
117 - STOCK NBR/SERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.

Related Topics

- Update the ICN Inventory Record
- Inventory Update — Manager
- Update the Manager Inventory Record
- Inventory Update — User
- Update the User Inventory Record

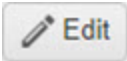
Update the ICN Inventory Record

Overview

The Inventory Update — ICN Update process allows editing available fields within the ICN record.

Not all ICN records display the same fields across all records.

Navigation

MATERIEL MGMT > Inventory Update > ICN >  > Update ICN pop-up window

Page Fields

The following fields display on the **Update ICN** pop-up window. For more information on each field, select the appropriate hyperlink.

Update ICN

ICN (Read Only)
Asset Id
Serial Nbr * (Serial)

Additional Info

Add Field

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

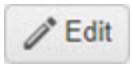
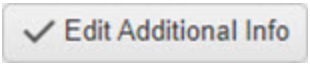



Click the following link to display Warehouse Navigation Tips.



Update the ICN Record

Selecting  at any point of this procedure removes all revisions and closes the window.

1. Select  next to the desired ICN record. The **Update ICN** pop-up window displays.
2. The ICN field automatically populates, and is not editable.
3. Verify or revise the ASSET ID, entering the correct ASSET ID in the field provided.
If this is a Serialized Asset, these additional fields are available. If this is a Bulk Asset, no additional fields are available.
 - A. Verify or revise the SERIAL NBR, entering the correct SERIAL NBR in the field provided.
 - B. Verify or revise any remaining fields provided.
- C. Select  at the bottom left corner of the pop-up window.
The **Additional Info** pop-up window appears.
 - a. Use  to select any desired Add Field entries.
The options are specific to the preset entries associated with the Stock Number. See Stock Number for further information.

Helpful Tip



Multiple entries are allowed, and listed beneath the Add Field: field.

If an entry is mistakenly added, select  next to the entry to remove it.

- b. Select  to process the extra fields.
4. Select  to process the transaction.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
115 - ASSET ID already exists.	Invalid Entry. The ASSET ID matches an existing ASSET ID for the same STOCK NBR associated to the ICN. Re-enter the ASSET ID.
187 - Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.
117 - STOCK NBR/SERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.

Related Topics

- Inventory Update — ICN
- Inventory Update — Manager
- Update the Manager Inventory Record
- Inventory Update — User
- Update the User Inventory Record


Inventory Update — Manager


Overview

The Warehouse Management module Inventory Update — Manager process provides the ability to make changes to an Inventory record. Changes can either reflect informational changes over time or revise an asset’s data within the Logistics Program.


When Inventory Updates are submitted, there is no “Inventory Update” record, just a direct update / creation of Inventory Master Records and / or Container Records. A History record, however, is created to capture those change(s).

Note



Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > Manager > Inventory Update page

Page Fields

The following fields display on the **Inventory Update — Manager** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select the Yes hyperlink in the Kit column to perform a Kit Update.

Search Criteria

LIN/TAMCN

Stock Nbr

Item Desc

Serial Nbr

Location

Container

Location Status

ICN

Cond Cd

Reportable Commodity Type

Owning DoDAAC

Prj Cd

GFM Contract Nbr

Freeze Location

Inventory Update Grid

All

Primary Attachment
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Kit?
Cond Cd
ICN
Serial Nbr
Location
Container
Location Status
Freeze Location
On Hand Qty
Hard Alloc Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

CAGE Cd
Class Cd
Expiration Dt
Shelf Life Expiration Dt
Expiration SLC (Mos)
Extended Flg
Facility
Failed Flg
FSC
Gender
Haz Mat Cd
Last Cal Dt
Inspected By
In Service Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt



Mfr Lot Nbr
Mgmt Cd
Member
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
NIIN
Reportable Commodity Type
Secondary Serial Nbr
Security Commodity Type
Service Life Expiration Dt
Service Life Remaining
Size
Stocking UI
Stocking Unit Price
Storage Requirement Cd
Temperature Controlled Cd
UII
Meter Reading
Utilization Measure Code
Percent Utilization
Asset ID
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Selected Inventory Grid

All
Errors
Primary Attachment
Stock Nbr
Item Desc
Cond Cd
ICN
Serial Nbr
Location
Container



Location Status
Freeze Location
On Hand Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

Inspected By
Meter Reading
Utilization Measure Code
Percent Utilization
Secondary Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr
UII Status Cd
UII
Mfr Dt
Shelf Life Expiration Dt
In Service Dt

Procedures

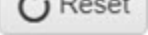
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Manager Inventory Update

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

Updates are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.





Instructions

Search Criteria

Click here to scan


ICN S/N LOC CON 


LIN/TAMCN 

Stock Nbr 


Item Desc

Serial Nbr

Location 

Container 

Location Status

ICN 

Cond Cd



Reportable Commodity Type

Owning DoDAAC

Prj Cd

GFM Contract Nbr




Freeze Location

- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*



Line Item Number / Table of Authorized Materiel Control Number Browse help

- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*




Stock Number Browse help

- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help







- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

- Use  to select the desired Location Status.
- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help






- Use  to select the desired Cond Cd.
- Use  to select the desired Reportable Commodity Type.
- Use  to select the desired Owning DoDAAC.
- Use  to select the desired Prj Cd.
- Use  to select the desired GFM Contract Nbr.
- Use  to select the desired Freeze Location.

2. Select  to begin the query. *Results display in the Inventory Update Grid below.*

[illegible]

Update a Manager Inventory Record

1. Click  to select the desired entry. *The record(s) are highlighted.*
2. Select . *The Selected Inventory tab appears.*
3. Select . *The **Update Inventory** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: REASON CD.	Missing Entry. Enter the appropriate information in the desired field.
1154 - The 'To Container' selected does not allow Mixed STOCK NBRs.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 - The 'To Container' selected does not allow Mixed CONDITION CDs.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 - The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Update the Manager Inventory Record
- Inventory Update — ICN
- Update the ICN Inventory Record
- Inventory Update — User

- Update the User Inventory Record





Update the Inventory Record — Manager

Overview


The Inventory Update — Manager process allows updating an asset's Warehouse Location, CONTAINER ID, or other characteristics. Depending upon the inspection type(s) associated to the Stock Number of the asset, different sets of 3 fields (Last Date, Next Date, and Inspected By) for each inspection type appear. The names change as the inspection type changes, but the idea remains the same.

Note

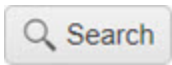
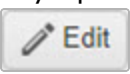


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > Manager >  > Inventory Update > Selected Inventory tab >  > Update Inventory pop-up window


Page Fields

The following fields display on the **Update Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value



ODASD (Logistics)


under A&S Sustainment

— 1294 —

— 03 Sep 2024 —

DPAS Helpdesk

1-844-843-3727






24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Inventory

Action *

Move

- Qty to Move
- To Cond Cd *
- To Prj Cd
- Reason Cd *
- Document Nbr 
- Print Labels When Finished
- To Location 
- To Container 
- Reason Desc

Qty Adjustment


- Qty *
- Reason Cd *
- Document Nbr 
- Print Labels When Finished
- Reason Desc
- Adj Reason Cd *

Item Data

- To Owning DoDAAC *
- To Prj Cd
- Reason Cd *

Document Nbr 
Print Labels When Finished
To GFM Contract Number
To Cond Cd *
Qty To Change
Reason Desc

GFM Contract Change

To Owning DoDAAC *
Qty to Change
Reason Cd *
Document Nbr 
Print Labels When Finished
To GFM Contract Number
Reason Desc

Inspection Change

Re-Identification

Stock Nbr

ICN Panel


ICN Details

ICN 

Serial Numbers

Serial Nbr
Secondary Serial Nbr

Other

Asset Id
Owning DoDAAC
Qty To Change
Reason Cd *
Document Nbr 
Print Labels When Finished




GFM Contract Nbr

Reason Desc

Serial Stock Nbr Change

Stock Nbr

ICN Details


ICN 

Serial Nbr

Secondary Serial Nbr

Asset Id

Reason Cd *

Document Nbr 

Print Labels When Finished

Reason Desc

To Stock Nbr *

To ICN *

Cond Cd

Location

Container

Last Inspection Date(s) * (Serial)

Next Inspection Date(s) * (Serial)

Inspected By (Serial)

On Hand Qty *

To Qty *

Prj Cd

Add / Edit Remarks

Remarks

History Remarks

Additional Info

Add Field

ICN Details

Serial Nbr * (Serial)

Mfr Contract * (Bulk)

Mfr Lot Nbr * (Bulk)

Mfr Dt * (Bulk)
Asset Id

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



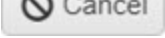
Click the following link to display Warehouse Navigation Tips.

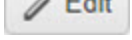
Update the Inventory Record — Manager

Helpful Tip




Not all fields are available or editable. There are numerous factors involved, including the management type, kind, and availability, of the inventory items.


Selecting  **Cancel** at any point of this procedure removes all revisions and closes the window. **Bold** numbered steps are required.

1. Select  **Edit** next to the desired Inventory record. The **Update Inventory** pop-up window displays.
2. The following fields are automatically populated and are not editable:
 - STOCK NBR
 - ICN
 - COND CD
 - Location
 - Container
 - ON HAND QTY
 - Owning DoDAAC
 - PRJ CD

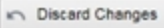




3. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help



4. Update the To ICN field, using  to browse for the revised number. *Select the + next to the To **ICN** field.*

Inventory Control Number Browse help
The **ICN Details** panel appears.

Selecting  at any point of this procedure removes all new information and closes the panel.

- *If this is a Serialized Asset, this field appears:*
Verify or revise the SERIAL NBR, entering the correct SERIAL NBR in the field provided.
- *If this is a Bulk Asset, these fields appear:*
 - Verify or revise the MFR CONTRACT, entering the correct MFR CONTRACT in the field provided.
 - Verify or revise the MFR LOT NBR, entering the correct MFR LOT NBR in the field provided.
 - Verify or revise the MFR DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- Verify or revise the ASSET ID, entering the correct ASSET ID in the field provided.
- Select  Labels to print new labels.




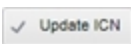





The **Print Label Request** pop-up window appears.



Selecting  at any point of this procedure returns all fields to the default setting, whereas  removes all revisions and closes the pop-up window.

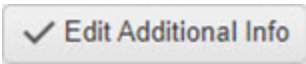
- A. Use  to select the desired Printer Language.

The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.




- B. Use  to select the desired Label Size.
The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.
 - C. Select ☐ to include the RFID information on the label.
 - D. Use  to choose the correct quantity of labels to print.
 - E. Select  to complete the label printing.
 - Select  to process the information.
5. Verify or revise the To COND CD, using  to select the desired To COND CD.
 - A — SVCBL (W/O QUAL)
 - B — SVCBL (WITH QUAL)
 - C — SVCBL (PRI ISSUE)
 - D — SVCBL (TEST/MOD)
 - E — UNSVCBL (LIM RSTR)
 - F — UNSVCBL (REPBL)
 - G — UNSVCBL (INCOMP)
 - H — UNSVCBL (CONDEMNED)
 - J — SUSPNDD (IN STK)
 - K — SUSPNDD (RETURNS)
 - L — SUSPNDD (LITIGATION)
 - M — SUSPNDD (IN WORK)
 - N — SUSPNDD (AMMO EMER)
 - P — UNSVCBL (RECLAM)
 - R — SUSPNDD (RECLAM-COND)
 - S — UNSVCBL (SCRAP)
6. Update the To Location, using  or  to assist with the revised place. *This is a 20 alpha-numeric character field.*
 Location Browse help
7. Update the To Container, using  or  to assist with the revised ID. *This is a 20 alpha-numeric character field.*
 Container Identification Browse help
If this is a Serialized Asset, these additional fields are available. If this is a Bulk Asset, no additional fields are available.

- A. Verify or revise the Last DT for each inspection type listed, using  or entering the date (MM/DD/YYYY) in the field(s) provided.
- B. Verify or revise the Next DT for each inspection type listed, using  or entering the date (MM/DD/YYYY) in the field(s) provided.
- C. Verify or revise the personnel name(s) in the Inspected By field(s), entering the correct personnel name(s) in the Inspected By field(s).

- D. Select  at the bottom left corner of the pop-up window.

The **Additional Info** pop-up window appears.

- a. Use  to select any desired Add Field entries.

The options are specific to the preset entries associated with the Stock Number. See Stock Number for further information.





Helpful Tip



Multiple entries are allowed, and listed beneath the Add Field: field.



If an entry is mistakenly added, select  next to the entry to remove it.

- b. Select  to process the extra fields.

8. Verify or revise the To QTY field, using  to select the desired To QTY.
9. Verify or revise the To Owning DoDAAC, using  to select the desired To Owning DoDAAC.
The options are specific to the Logistics Program associated with the accessed user ID. See Logistics Program for further information.
10. Verify or revise the To PRJ CD, using  to select the desired To PRJ CD.
The options are specific to the Warehouse associated with the accessed user ID. See Project Code for further information.
11. Verify or revise the REASON CD, using  select the desired REASON CD.
 - AOD - Authorized Owning DODAAC Change
 - CC - Container Change



- CCA - Cycle Count Adjustment
- CCC - Condition Cd Change
- CLM - Container Location Move
- CON - Consolidation
- FIL - Found In Location
- IRN - Inventory Reconciliation
- LM - Location Move
- LOT - Lot Change
- PIC - Placed in Container
- PRJ - Authorized Project Code Change
- QAD - Qty Adjustment
- RFC - Removed from Container
- SER - Serial Number Change
- STK - Stock Number Change
- SVY - Survey
- UII - UII Change

12. Verify or revise the DOCUMENT NBR, using  to browse for the correct DOCUMENT NBR.
Document Number Browse help
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: REASON CD.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: To Quantity.	
1191 — Serialized stock cannot have a quantity > 1.	Invalid Entry. The STOCK NBR is Serial Number Managed, and the To Quantity cannot be greater than 1. Re-enter the STOCK NBR.
1154 — The 'To Container' selected does not allow Mixed STOCK NBRs.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 — The 'To Container' selected does not allow Mixed CONDITION CDs.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.

1156 — The 'To Container' selected does not allow Mixed Lots.

Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Inventory Update — Manager
- Inventory Update — ICN
- Update the ICN Inventory Record
- Inventory Update — User
- Update the User Inventory Record



Inventory Update — User

Overview

The Warehouse Management module Inventory Update — User process provides the ability to make changes to an Inventory record. These changes can revise an asset's Warehouse Location or CONTAINER ID.

When Inventory Updates are submitted, there is no "Inventory Update" record, just a direct update / creation of Inventory Master Records and / or Container Records. A History record, however, is created to capture those change(s).

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > User > Inventory Update page

Page Fields

The following fields display on the **Inventory Update — User** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Reportable Commodity Type

LIN/TAMCN *i*

Stock Nbr *i*


Cond Cd

Location *i*

Serial Nbr



ICN 

Container 

Owning DoDAAC

Prj Cd

Inventory Update Grid

Reportable Commodity Type

LIN/TAMCN

LIN/TAMCN Desc

Stock Nbr

Item Desc

Kit?

Cond Cd

ICN

Serial Nbr

Location

Container

On Hand Qty

Hard Alloc Qty

Avail Qty

Owning DoDAAC

Prj Cd

Optional:

Security Commodity Type

Member

ARC

CAGE Cd

Calibration Interval

CIC

CIIC

Class Cd

CMC

Color

Dmil Cd

Expiration Dt

Shelf Life Expiration Dt

Expiration SLC (Mos)

Extended Flg



Facility
Failed Flg
FSC
Gender
Haz Mat Cd
Height (In)
Insp By
Last Cal Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Length (In)
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
NIIN
Precious Mtl Cd
Qty per Unit Pack
Recoverability Cd
Reportable Item Cd
Returnable?
RFID
Secondary Serial Nbr
Service Life Expiration Date
Service Life Remaining
Size
SKO Stock Nbr
Source of Supply
Stock Item Cd
Stocking UI
Stocking Unit Price
Storage Requirement Cd
Stores Account Cd
Temperature Controlled Cd
UI Conversion Factor



UII
 UII Rqd?
 Unit Cube (Ft)
 UI
 Unit Price
 Unit Weight (Lbs)
 Warehouse
 Width (In)
 Program Id
 Established Dt/Tm
 Established By
 Last Transaction Dt/Tm
 Last Updated By

Procedures

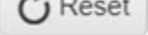
DPAS Navigation Helpful Tips








Click the following link to display Warehouse Navigation Tips.

Search for a User Inventory Update




One or more of the Search Criteria fields can be entered to isolate the results. By default, all

Updates are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



1. In the Search Criteria box, narrow the results by entering one of the following optional fields:
 - Use  to select the desired Reportable Commodity Type.
 - Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*





Stock Number Browse help

- Use  to select the desired Cond Cd.
- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*



Location Browse help

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

- Use  to select the desired Owning DoDAAC.
- Use  to select the desired Prj Cd.

- Select  to begin the query. *Results display in the Inventory Update Grid below.*

Update a User Inventory Record

Select  to display the **Update Inventory** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>13 - Mandatory Entry: REASON CD.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>1154 - The 'To Container' selected does not allow Mixed STOCK NBRs.</p>	<p>Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.</p>
<p>1155 - The 'To Container' selected does not allow Mixed CONDITION CDs.</p>	<p>Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.</p>
<p>1156 - The 'To Container' selected does not allow Mixed Lots.</p>	<p>Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.</p>

Related Topics

- Update the User Inventory Record
- Inventory Update — ICN
- Update the ICN Inventory Record

- Inventory Update — Manager
- Update the Manager Inventory Record



Updating the Inventory Record — User

Overview

The Inventory Update — User process allows editing an asset's Warehouse Location or CONTAINER ID.

Depending upon the inspection type(s) associated to the Stock Number of the asset, different sets of 3 fields (Last Date, Next Date, and Inspected By) for each inspection type appear. The names change as the inspection type changes, but the idea remains the same.

Note



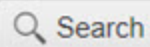
Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

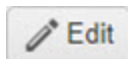
This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > User >



> Inventory Update page >



> Update Inventory pop-up window

Page Fields

The following fields display on the **Update Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Inventory

Stock Nbr

To Stock Nbr *

ICN

To ICN *

Cond Cd

To Cond Cd *



Location

To Location 

Container

To Container 

Last Inspection Date(s) * (Serial)

Next Inspection Date(s) * (Serial)

Inspected By (Serial)

On Hand Qty *

To Qty *

Owning DoDAAC

To Owning DoDAAC *

Prj Cd

To Prj Cd

Reason Cd *

Document Nbr

Add / Edit Remarks

Remarks

History Remarks

Additional Info

Add Field

To ICN Details

Serial Nbr * (Serial)

Mfr Contract * (Bulk)

Mfr Lot Nbr * (Bulk)

Mfr Dt * (Bulk)

Asset Id

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.





Update the Inventory Record — User

Helpful Tip



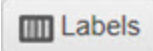
Not all fields are available or editable. There are numerous factors involved, including the management type, kind, and availability, of the inventory items.


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. Select  next to the desired Inventory record. The **Update Inventory** pop-up window displays.
2. The following fields are automatically populated and are not editable:
 - STOCK NBR
 - To STOCK NBR
 - ICN
 - To ICN Select + next to the To **ICN** field.

The **ICN Details** panel appears.

A. Depending upon the STOCK NBR, different fields are viewable, but not editable.


- B. Select  to print new labels. The **Print Label Request** pop-up window appears.

Selecting  at any point of this procedure returns all fields to the default setting, whereas  removes all revisions and closes the pop-up window.


- C. Use  to select the desired Printer Language.

The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.





D. Use  to select the desired Label Size.
The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.

E. Select  to include the RFID information on the label.

F. Use  to choose the correct quantity of labels to print.



G. Select  to complete the label printing.

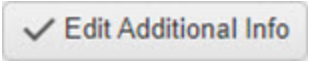
- COND CD
- To COND CD
- Location
- Container
- ON HAND QTY
- Owning DoDAAC
- To Owning DoDAAC
- PRJ CD
- To PRJ CD

3. Update the To Location, using  or  to assist with the revised place.


4. Update the To Container, using  or  to assist with the revised ID.

If this is a Serialized Asset, these additional fields are available. If this is a Bulk Asset, no additional fields are available.

- A. Verify or revise the Last DT for each inspection type listed, using  or entering the date (MM/DD/YYYY) in the field(s) provided.
- B. Verify or revise the Next DT for each inspection type listed, using  or entering the date (MM/DD/YYYY) in the field(s) provided.
- C. Verify or revise the personnel name(s) in the Inspected By field(s), entering the correct personnel name(s) in the Inspected By field(s).

D. Select  at the bottom left corner of the pop-up window.
*The **Additional Info** pop-up window appears.*



- a. Use  to select any desired Add Field entries.

The options are specific to the preset entries associated with the Stock Number. See Stock Number for further information.



Helpful Tip





Multiple entries are allowed, and listed beneath the Add Field: field.

If an entry is mistakenly added, select  next to the entry to remove it.

- b. Select  to process the extra fields.

5. Verify or revise the To QTY field, using  to choose the correct To QTY.
6. Verify or revise the REASON CD, using  to select the desired REASON CD.
- AOD - Authorized Owning DODAAC Change
 - CC - Container Change
 - CCA - Cycle Count Adjustment
 - CCC - Condition Cd Change
 - CLM - Container Location Move
 - CON - Consolidation
 - FIL - Found In Location
 - IRN - Inventory Reconciliation
 - LM - Location Move
 - LOT - Lot Change
 - PIC - Placed in Container
 - PRJ - Authorized Project Code Change
 - QAD - Qty Adjustment
 - RFC - Removed from Container
 - SER - Serial Number Change
 - STK - Stock Number Change
 - SVY - Survey



- UII - UII Change
7. Verify the default DOCUMENT NBR, using  to browse for the correct DOCUMENT NBR.
 8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 9. Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: REASON CD.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: To Quantity.	
1191 - Serialized stock cannot have a quantity > 1.	Invalid Entry. The STOCK NBR is Serial Number Managed, and the To Quantity cannot be greater



	than 1. Re-enter the STOCK NBR.
1154 - The 'To Container' selected does not allow Mixed STOCK NBRs.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 - The 'To Container' selected does not allow Mixed CONDITION CDs.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 - The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Inventory Update — User
- Inventory Update — ICN
- Update the ICN Inventory Record
- Inventory Update — Manager
- Update the Manager Inventory Record

Replenishment Request

Overview

The Warehouse Management module Replenishment Request process provides the ability to manually submit a request to replenish **commodity types for an entire site or region** (as opposed to the Replenishment Review process, which is for *stock numbers for a specific warehouse*). Usually DPAS automatically generates replenishment requests, based on current inventory levels. If an upcoming need presents itself before the usual lead time, however, this process makes it possible to order the affected commodity type in preparation for that need.

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment Request page


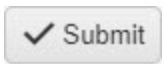
Page Fields

The following field displays on the Replenishment Request page. For more information on the field, select the hyperlink.

Security Commodity Type

Procedures

Request the Replenishment of a Commodity Type

1. Use  to select the Security Commodity Type that needs replenishment.
2. Select . ***The calculation occurs in the background.***
3. *The statement "Replenishment calculations have been run (Elapsed Time: HH:MM:SS)" appears when the calculation is completed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
xxxx - Please select a Reportable Commodity Type.	Missing Entry. Security Commodity Type cannot be left empty. Make a selection from the drop-down list.

Related Topics

- [Replenishment Review Overview](#)
- [Add a Replenishment For Review](#)
- [Update a Replenishment For Review](#)
- [Delete a Replenishment For Review](#)



Add a Replenishment For Review


Overview

The Add a Replenishment for Review process provides the ability to create a Warehouse Replenishment record.

There are three tabs that require information:


- Warehouse Replenishment
- STOCK NBR Info
- MILSTRIP Data

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment >  >
Add Warehouse Replenishment pop-up window

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Page Fields

The following fields display on the Add Warehouse Replenishment pop-up window. For more information on each field, select the appropriate hyperlink.

Warehouse Replenishment tab

Order Status Cd

Owning DODAAC  *

Stock Nbr  *

Item Desc



Source Cd *
Warehouse From (Warehouse Transfer Only)
Rqstd Qty *
Requested Cond Cd *
Pending Approved Qty *
Unit of Issue Quantity
Avail Qty *
Last Approved
Calculated Qty
Due In Qty
Document Nbr
Days Supply *
Transaction Amount *
Min Ord Qty
Rqd Dlvry Dt *
Max Ord Qty
Add / Edit Remarks

Stock Nbr Info tab

LIN/TAMCN
LIN/TAMCN Desc
UI
Stocking UI
RIC
Unit Price *
Size
Color




MILSTRIP Data tab








Signal Cd
Demand Cd
Priority Cd
Doc Id Cd
Media Status Cd
Dist Cd
Fund Cd
Prj Cd
Advice Cd
Supp Address

(*) Asterisk identifies mandatory fields.



Procedures

Add a Warehouse Replenishment Record

Selecting  at any point of this procedure removes all revisions and closes the window.

1. Select . The **Add Warehouse Replenishment** pop-up window displays, with the Warehouse Replenishment tab open.
2. Enter the mandatory fields:
 - Use  to select the desired Owning DODAAC.
 - Use  or  to assist with the STOCK NBR entry.
 - Use  in the SOURCE CD field to select the kind of replenishment required:
 - R — Requisition
 - W — Warehouse Transfer
 - Use  to choose the correct RQSTD QTY.
 - Use  to select the desired Requested COND CD.



- The Pending *APPROVED QTY*; *AVAIL QTY*; *Days Supply*; and *Transaction Amount* fields automatically populate, and are not editable.
 - Use  to select the *RQD DLVRY DT*, or enter the date (MM/DD/YYYY) in the field provided.
3. Enter the optional fields:
- The *Order STATUS CD* field automatically populates with "PN - Pending", and is not editable.
 - The *ITEM DESC* field automatically populates, once the *STOCK NBR* is entered.
 - If the *SOURCE CD* field is W — Warehouse Transfer, the *Warehouse From* field appears. Use  to select from which Warehouse to pull the replenishment.
 - The *Unit of Issue Quantity*; *Last Approved*; *Calculated QTY*; *Due In QTY*; *DOCUMENT NBR*; *MIN ORD QTY*; and *MAX ORD QTY* fields automatically populate, and are not editable.
 - Select the *Add/Edit Remarks* hyperlink. The *Remarks* and *History Remarks* fields appear.
 - Enter the *Remarks* in the field provided. This is a 1024 alphanumeric character field.
 - Enter the *History Remarks* in the field provided. This is a 1024 alphanumeric character field.


Select  to process the record. The **Add Warehouse Replenishment** pop-up window closes, and the new *Replenishment* record is at the top of the *Warehouse Replenishment* grid, highlighted in green.

4.

OR

Select the *STOCK NBR Info* tab to continue adding information.

1. The fields on the *STOCK NBR Info* tab are automatically populated, and cannot be edited.

Select  to process the record. The **Add Warehouse Replenishment** pop-up window closes, and the new *Replenishment* record is at the top of the *Warehouse Replenishment* grid, highlighted in green.






2.



OR

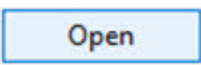
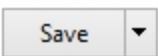
Select the MILSTRIP tab to continue adding information.


1. Enter the fields as necessary:

- Use  to select the desired Signal CD.
- Enter the Demand CD in the field provided.
- Use  to select the desired Priority CD.
- Enter the DOC ID CD in the field provided.
- Use  to select the desired Media STATUS CD.
- Enter the DIST CD in the field provided.
- Enter the FUND CD in the field provided.
- Use  to select the desired PRJ CD.
- Use  to select the desired ADVICE CD.
- Enter the SUPP Address in the field provided.

2. Select .

3. A pop-up window appears after generating the DW Form 10. *Choose whether to:*

-  has the PDF document appear, and is printable from here.
-  saves the PDF document, and is printable at a later time.

4. Select  to process the record. *The **Add Warehouse Replenishment** pop-up window closes, and the new Replenishment record is at the top of the Warehouse Replenishment grid, highlighted in green.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - STOCK NBR Replenishment Stop Date entered and active.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
2025 - Other Replenishment Orders in queue for review. Click Yes to continue or Cancel to close and return.	Invalid Entry. The warehouse replenishment request already exists, and the status is currently either 'Pending' or 'Under Review'. Re-enter the STOCK NBR.
2026 - Available QTY has changed +/- 10% from ini-	Invalid Entry. The quantity previously approved is over a 10% difference than the amount cur-

**tial amount reviewed. Click
Yes to continue or Cancel to
close and return.**

rently entered. Re-enter the quantity.

Related Topics

- Replenishment Review Overview
- Update a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview




Delete a Replenishment For Review

Overview

The Delete a Replenishment for Review process allows removal of a Warehouse Replenishment record.

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment >  >
Confirm Delete (Delete Warehouse Replenishment) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete Warehouse Replenishment) pop-up window. For more information on each field, select the appropriate hyperlink.

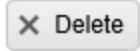
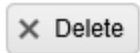
Confirm Delete (Delete Warehouse Replenishment)

History Remarks

Procedures

Delete a Warehouse Replenishment Record

Selecting  at any point of this procedure deletes all entries and closes the window.

- Select  next to the desired record. The **Confirm Delete (Delete Warehouse Replenishment)** pop-up window displays.
- Enter comments in the History Remarks field. This is a 1024 alphanumeric character field. Use alphanumeric characters along with approved special characters, "\$", "-", "/", "#", "&", comma, semicolon, period, and space to provide desired comments.
- Select  to process the transaction.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Replenishment cannot be deleted once it has been approved.	Invalid Deletion. A Warehouse Replenishment record cannot be deleted if the status is "AP - Approved" and the MILSTRIP data is compiled and transmitted. Cancel this deletion, close the requisition Doc NBR and Due In QTY, and enter 'Requisition to be closed by Receiving' in the History Remarks.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Replenishment Review Overview](#)
- [Add a Replenishment For Review](#)
- [Update a Replenishment For Review](#)
- [Replenishment Request Overview](#)



Update a Replenishment For Review

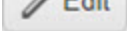
Overview

The Update a Replenishment for Review process allows updating a Warehouse Replenishment record.

There are three tabs that require information:


- Warehouse Replenishment
- STOCK NBR Info
- MILSTRIP Data

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment >  >
Update Warehouse Replenishment pop-up window

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Page Fields

The following fields display on the Update Warehouse Replenishment pop-up window. For more information on each field, select the appropriate hyperlink.

Warehouse Replenishment tab

Order Status Cd

Owning DODAAC  *

Stock Nbr  *

Item Desc



Source Cd *
Warehouse From (Warehouse Transfer Only)
Rqstd Qty *
Requested Cond Cd *
Pending Approved Qty *
Approved Qty *
Unit of Issue Quantity
Avail Qty *
Last Approved
Calculated Qty
Due In Qty
Document Nbr
Days Supply *
Transaction Amount *
Min Ord Qty
Rqd Dlvry Dt *
Max Ord Qty
Add / Edit Remarks

Stock Nbr Info tab

LIN/TAMCN
LIN/TAMCN Desc
UI
Stocking UI
RIC
Unit Price *
Size
Color

MILSTRIP Data tab

Signal Cd
Demand Cd
Priority Cd
Doc Id Cd
Media Status Cd
Dist Cd
Fund Cd
Prj Cd
Advice Cd




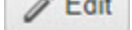






Supp Address

(*) Asterisk identifies mandatory fields.

Procedures

Update a Warehouse Replenishment Record

Selecting  at any point of this procedure removes all revisions and closes the window.

1. Select  next to the desired record. *The **Update Warehouse Replenishment** pop-up window displays, with the Warehouse Replenishment tab open.*
2. Verify or revise the *editable* mandatory fields:
 - Update the STOCK NBR, using  or  to enter the revised number.
 - Verify the default Requested COND CD field. If it is not correct, use  to select the desired Requested COND CD.
 - Verify the default APPROVED QTY field. If it is not correct, use  to choose the correct APPROVED QTY.
 - Verify the default RQD DLVRY DT field. If it is not correct, use the  to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
3. The rest of the mandatory fields are automatically populated.
4. Verify or revise the *editable* optional fields:
 - Verify the default Warehouse From field (if the SOURCE CD field is W — Warehouse Transfer). If it is not correct, use  to select the desired Warehouse to pull the replenishment.
 - Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*



- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. The rest of the optional fields are automatically populated.

Select  to process the record. *The **Update Warehouse Replenishment** pop-up window closes, and the edited Replenishment record is highlighted in green.*

6.

OR

Select the STOCK NBR Info tab to continue viewing information.

1. *The fields on the STOCK NBR Info tab are automatically populated, and cannot be edited.*




Select  to process the record. *The **Update Warehouse Replenishment** pop-up window closes, and the edited Replenishment record is highlighted in green.*

2.




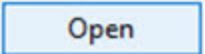


OR

Select the MILSTRIP tab to continue editing information.

1. Verify or revise the fields as necessary:

- Verify the default Signal CD field. If it is not correct, use  to select the desired Signal CD.
- Verify the default Demand CD field. If it is not correct, enter the Demand CD in the field provided.
- Verify the default Priority CD field. If it is not correct, use  to select the desired Priority CD.
- Verify the default DOC ID CD field. If it is not correct, enter the DOC ID CD in the field provided.
- Verify the default Media STATUS CD field. If it is not correct, use  to select the desired Media STATUS CD.
- Verify the default DIST CD field. If it is not correct, enter the DIST CD in the field provided.
- Verify the default FUND CD field. If it is not correct, enter the FUND CD in the field provided.



- Verify the default PRJ CD field. If it is not correct, use  to select the desired PRJ CD.
 - Verify the default ADVICE CD field. If it is not correct, use  to select the desired ADVICE CD.
 - Verify the default SUPP Address field. If it is not correct, enter the SUPP Address in the field provided.
2. Select  .
3. A pop-up window appears after generating the DW Form 10. *Choose whether to:*
-  has the PDF document appear, and is printable from here.
 -  saves the PDF document, and is printable at a later time.
4. Select  to process the record. *The **Update Warehouse Replenishment** pop-up window closes, and the edited Replenishment record is highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following

<p>ported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.</p>	<p>permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>1184 - Stock Number Replenishment Stop Date entered and active. Click 'Yes' to continue with order.</p>	<p>Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.</p>
<p>2025 - Other Replenishment Orders in queue for review. Click Yes to continue or Cancel to close and return.</p>	<p>Invalid Entry. The warehouse replenishment request already exists, and the status is currently either 'Pending' or 'Under Review'. Re-enter the STOCK NBR.</p>
<p>2026 - Available QTY has changed +/- 10% from initial amount reviewed. Click Yes to continue or Cancel to close and return.</p>	<p>Invalid Entry. The quantity previously approved is over a 10% difference than the amount currently entered. Re-enter the quantity.</p>
<p>xxxx - Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>

Related Topics

- [Replenishment Review Overview](#)
- [Add a Replenishment For Review](#)
- [Delete a Replenishment For Review](#)
- [Replenishment Request Overview](#)

Replenishment Review Overview

Overview


The Warehouse Management module Replenishment Review / Approve / Disapprove process provides the ability to manage *stock levels for a specific warehouse* (as opposed to *commodity types for an entire site or region*). When a warehouse receives a request for replenishment, the appropriate warehouse personnel receive a notification on the DPAS Warehousing Home Page. Those personnel are able to review the request, and either approve or disapprove it.

Navigation


MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment Review Approve / Disapprove page

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.



The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Page Fields

The following fields display on the Warehouse Replenishment Review Approve / Disapprove page. For more information on each field, select the appropriate hyperlink.

Replenishment Search Criteria Grid

Stock Nbr 
LIN/TAMCN 
Status
Reportable Commodity Type
Replenishment Source
Estbd Dt From
Estbd Dt To



Warehouse Replenishment Grid

Reference Nbr
Stock Nbr
Item Desc
Rqstd Qty
Pending Approved Qty
Approved Qty
Avail Qty
Transaction Amount
Source
Order Status
Due In Status
Rqd Dlvry Dt
Last Approved

Optional

Size
Color
Order Status Cd
Due In Status Cd
Approval Dt
Catalog Repln Start Dt
Catalog Repln End Dt
Days Supply
Doc Nbr
Due In Qty
Generation Method
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
LIN/TAMCN Desc
Max Ord Qty
Max Stock Qty
Mgmt Cd
Min Ord Qty
Min Stock Qty
Owning DoDAAC



Pgm Id
Remarks
Reorder Method
Reorder Point Qty
Stocking UI
Stocking Unit Price
UI
Unit Price
Warehouse Repln Start Dt
Warehouse Repln End Dt
Warehouse From
Advice Cd
Dist Cd
Fund Cd
Priority Cd
Signal Cd
Demand Cd
Doc Id Cd
Media Status Cd
Prj Cd
Supplementary Address
RIC

Warehouse Replenishment Record Detail Grid

Approval Level
Qty to Approve
User Id
Approval Dt/Tm
Approved?

Procedures


DPAS Navigation Helpful Tips








Click the following link to display Warehouse Navigation Tips.






Search for a Replenishment Record


One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

- Use  or  to assist with the STOCK NBR entry.
- Enter the LIN/TAMCN, using  to assist with the entry.
- Use  to select the desired Status
 - PN - Pending
 - UR - Under Review
 - AP - Approved
 - DN - Denied
 - ER - External Review
 - PU - Pending Update
 - PC - Pending Cancel
 - CN - Cancelled
- Use  to select the desired Reportable Commodity Type (including, but not limited to)
 - PG - PERSONAL GEAR
 - CBRN - CHEM BIO RAD NUC
 - VEHICLES - TRANSPORT VEHICLES
 - SI - STOCK ITEMS
 - FIELD GEAR - FIELD GEAR
 - FOOTWEAR - FOOTWEAR
 - CNTR GEAR - CONTRACTOR GEAR



- ICE - ICE
- GVG - GOVERNMENT GEAR
- Use  to select the desired Replenishment Source
 - R - Requisition
 - W - Warehouse Transfer
- Use  to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the ESTBD DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  . The results appear in the Warehouse Replenishment results grid.

Add a Replenishment Record

Select  to display the Add a Replenishment Review Approval / Disapproval page.

Update a Replenishment Record

Select  to display the Update a Replenishment Review Approval / Disapproval page.

Approve a Replenishment Record

1. Select  . *The Detail Grid for that record opens.*
2. Select  .

If there are more approvals necessary:

- *The Approved? field changes to Yes.*
- *The User Id field changes to the latest user.*
- *The Approval DT/TM field changes to the current date and time.*
- *The next level of approval appears below that row.*


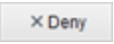


If there are no more approvals necessary:

- *The entire record changes to Approved Status.*
- *The record is removed from the grid.*

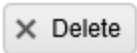
To see the completed record, perform another search with "AP - Approved" in the Status field.

Deny a Replenishment Record

1. Select  . *The Detail Grid for that record opens.*
2. Select  .
3. *The Approved? field changes to No.*
4. *The entire record changes to Denied.*
5. *The record is removed from the grid.*

To see the completed record, perform another search with "DN - Denied" in the Status field.

Delete a Replenishment Record

Select  to display the Delete a Replenishment Review Approval / Disapproval page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

2024 - Established DT From must be <= Established DT To.

Invalid Date Entry. The ESTBD DT To field must be after or the same as the ESTBD DT FROM field. Re-enter the date.

Related Topics

- Add a Replenishment For Review
- Update a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview



Physical Inventory

Overview

The Warehouse Management module Physical Inventory process provides the ability to manage, conduct, and reconcile physical inventory in a warehouse. This process maintains an accurate counts of equipment, shortages, and deficiencies.

Managing a physical inventory includes creating, updating, deleting, and canceling a physical inventory request.

Conducting the physical inventory is completed either manually or with a DPAS supported tethered scanner (AIT).


Reconciling the physical inventory reports any discrepancies between the inventory that was counted and the system expectation of the inventory quantities. This way a decision is made about what to do about overages and shortages discovered in an inventory.

The physical inventory types include:

- All STOCK NBRs within a Warehouse
- All STOCK NBRs within a Facility(s)
- All STOCK NBRs within a Zone(s)
- All STOCK NBRs within a Location(s)
- All STOCK NBRs associated with a specific Inventory Segment Code
- Any subset (or combination of subsets) of criteria within a Warehouse or Facility by:
 - Reportable Commodity Type(s) (or 'All' Reportable Commodity Types)
 - LIN/TAMCN(s) (or 'All' LIN/TAMCNs)
 - STOCK NBR(s) (or 'All' STOCK NBRs)
 - CONDITION CD(s) (or 'All' CONDITION CDs)
 - Location(s) (or 'All' Locations)
 - CONTAINER ID(s) (or 'All'/'No' CONTAINER IDs)
 - Owning DoDAAC(s) (or 'All' Owning DoDAACs)
 - PRJ CD(s) (or 'All' PRJ CDs)

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.



This is identified by a lowercase italic **i** preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > Manage Physical Inventory page

Page Fields

The following fields display on the **Manage Physical Inventory** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Physical Inv Nbr **i**
Facility/Facilities
Reportable Commodity Type(s)
Physical Inv Status
Inv Release Type
Cost Center
Scheduled Start Dt From
Scheduled Start Dt To
Expected Completion Dt From
Expected Completion Dt To
Display All Statuses

Manage Physical Inventory

Physical Inv Nbr
ICP Physical Inv Nbr
Stock Nbr(s)
Facility/Facilities
Zone(s)
Location
Reportable Commodity Type(s)
Condition Cd(s)
Inv Type
Inv Execution Type
Inv Segment Cd
Cost Center



Inv Release Type
Scheduled Start Dt
Expected Completion Dt
Physical Inv Status
Personnel

Optional

Interface System Code
Logistics Program
Request Type
Region
Site
Warehouse
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Manage Physical Inventory – Details Grid

Physical Inv Nbr
Stock Nbr(s)
Sequence Nbr
Personnel
Owning DoDAAC
Prj Cd
Physical Inv Status


Procedures

DPAS Navigation Helpful Tips











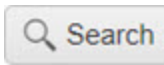
Click the following link to display Warehouse Navigation Tips.

Search for a Physical Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Inventories are displayed. Selecting  at any point of this procedure returns all fields



to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
 - Enter the Physical INV NBR, using  to assist with the entry.
 - Select the Facility / Facilities field to choose the desired facility/facilities from the list.
 - Select the Reportable Commodity Type(s) field to choose the desired type(s) from the list.
 - Use  to select the Physical Inv Status.
 - Use  to select the Inv Release Type.
 - Use  to select the Cost Ctr.
 - Use  to select the Scheduled START DT From date, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the Scheduled START DT To date, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the Expected Completion DT From date, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the Expected Completion DT To date, or enter the date (MM/DD/YYYY) in the field provided.
 - Select the Display All Statuses ☐ to view all records.
2. Select  to display results in the grid below.

Add an Inventory

Select  to display the **Add Physical Inventory** pop-up window.




Update an Inventory

Select  to display the **Update Physical Inventory** pop-up window.



Assign a Physical Inventory to Personnel


Selecting  at any point of this procedure removes all revisions and closes the pop-up window.

1. Select  to the left of the desired inventory.
2. Select . The **Assign Physical Inventory** pop-up window displays.
3. The **COST CTR** field is read only and cannot be edited.
4. Use  to select the Personnel.


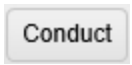
Note



The only personnel displayed are associated with the assigned Cost Center. If the desired personnel are not available for selection, either affiliate the personnel with the listed Cost Center, or recreate the Inventory record with a different Cost Center.

5. Select  to complete the transaction. The **Assign Physical Inventory** pop-up window closes, and the assigned personnel is listed.

Conduct an Inventory



1. Select  next to the desired inventory record. The **Manage Physical Inventory – Details Grid** appears.
2. Select  to display the **Conduct Physical Inventory** pop-up window.

Cancel a Physical Inventory

Select  to display the **Cancel Physical Inventory** pop-up window.



Reconcile an Inventory

1. Select  next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
2. Select  to display the **Reconcile Physical Inventory** pop-up window.

Delete an Inventory

Select  to display the **Delete Physical Inventory** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory



Add a Physical Inventory

Overview

The Physical Inventory Add process provides the ability to create a physical count of all assets in a warehouse. The inventory is recorded into the Warehouse system through the "Inventory..." wizard.

There are many distinct aspects of a physical inventory:

Three types (methods of counting):

- **PIV** – Physical Inventory Visible
 - The personnel conducting the inventory *can* reference the on hand quantity from the Warehouse
- **PIB** – Physical Inventory Blind
 - The personnel conducting the inventory *cannot* reference the on hand quantity from the Warehouse
- **SVY** – Survey
 - The personnel conducting the inventory is totally outside the Physical Inventory process

Two executions (ways to count):

- **MAN** – Manual Inventory
 - The personnel conducting the inventory is using a pad and paper
- **AIT** – AIT Inventory
 - The personnel conducting the inventory is using a PDCD

Three modes (what to count):

- **SEG** – Inventory Segment Code
 - Sorts by Segment Codes (assigned to Stock Item entries at the Stock Number level)
- **STK** – Stock Number
 - Sorts by a specific LIN/TAMCN, STOCK NBR, Facility, Zone, Location and/or CONTAINER ID
- **Loc** – Location
 - Sorts by a specific Facility, Zone, Location and/or CONTAINER ID



Note

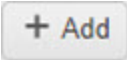


Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory >  > Add Physical Inventory pop-up window

Page Fields

The following fields display on the **Add Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.



17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.


Add Physical Inventory

Inv Type *
 Inv Execution Type *
 Inv Mode *



Page 1a Inventory Segment Code

Inv Segment Cd

Page 1a Stock Number

LIN/TAMCN 
 Stock Nbr(s)

Page 2

Facility/Facilities
 Zone(s)
 Location 
 Container ID 

Page 3

Condition Cd(s)
 Owning DoDAAC
 Prj Cd
 Reportable Commodity Type(s)

Page 4

Inv Release Type *
 Scheduled Start Dt
 Expected Completion Dt
 Add / Edit Remarks

Page 5

Cost Center
Split into multiple inventories?
Split Count *
Personnel

(*) Asterisk identifies mandatory fields.


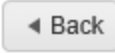
Procedures

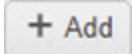



DPAS Navigation Helpful Tips



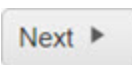

Click the following link to display Warehouse Navigation Tips.

Add a Physical Inventory — Visible

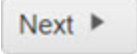




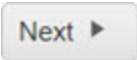


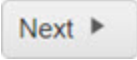



Selecting  at any point of this procedure removes all entries and closes the pop-up window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select . The **Add Physical Inventory** pop-up window displays.
3. Use  to select PIV in the INV TYPE field.
4. Use  to select the Inv Execution Type.
5. Use  to select the Inv Mode:

- **SEG - Inv Segment Cd**

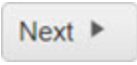


- A. Select  to advance to the next page.
- B. Use  to select the Inv Segment Cd.



- C. Select  to advance to the next page.
- D. Select the Facility / Facilities field, and choose the desired facility from the list.
- E. Select the Zone(s) field, and choose the desired zone from the list.
- F. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*
Location Browse help
- G. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*
Container Identification Browse help
- H. Select  to advance to the next page.
- I. Select the Cond Cd(s) field, and choose the desired code from the list.
- J. Use  to select the Owning DoDAAC.
- K. Use  to select the Prj Cd.
- L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.
- M. Select  to advance to the next page.
- N. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- O. Use  to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.
- P. Use  to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.





- Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

- R. Select  to advance to the next page.
- S. Use  to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- T. Use  to answer the Split into multiple inventories? question.

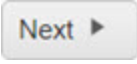



Attention








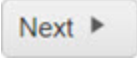


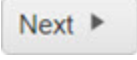



When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

- U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*
- V. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

• STK - Stock Nbr

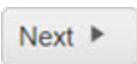
- A. Select  to advance to the next page.
- B. Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
- C. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*





- D. Select  to advance to the next page.
- E. Select the Facility / Facilities field, and choose the desired facility from the list.
- F. Select the Zone(s) field, and choose the desired zone from the list.
- G. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*
 Location Browse help
- H. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*
 Container Identification Browse help
- I. Select  to advance to the next page.
- J. Select the Cond Cd(s) field, and choose the desired code from the list.
- K. Use  to select the Owning DoDAAC.
- L. Use  to select the Prj Cd.
- M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.
- N. Select  to advance to the next page.
- O. Use  to select the Inv Release Type.
 - *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
 - *When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.*
- P. Use  to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Q. Use  to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.



- R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*


S. Select  to advance to the next page.

T. Use  to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use  to answer the Split into multiple inventories? question.

Attention

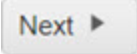


When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select . *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

• LOC - Location

A. Select  to advance to the next page.



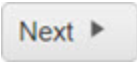



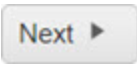


B. Select the Facility / Facilities field, and choose the desired facility from the list.

C. Select the Zone(s) field, and choose the desired zone from the list.

D. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*


Location Browse help




- E. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*
Container Identification Browse help
- F. Select  to advance to the next page.
- G. Use  to select the Inv Release Type.
 - When "PLN - Planned Only" is selected, the *SCHEDULED START DT* and *EXPECTED COMPLETION DT* fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the *EXPECTED COMPLETION DT* field cannot be entered.
- H. Use  to select the *SCHEDULED START DT*, or enter the date (MM/DD/YYYY) in the field provided.
- I. Use  to select the *EXPECTED COMPLETION DT*, or enter the date (MM/DD/YYYY) in the field provided.
- J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
 - a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- K. Select  to advance to the next page.
- L. Use  to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- M. Use  to answer the Split into multiple inventories? question.

Attention

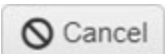
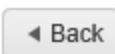


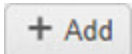



When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.



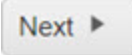

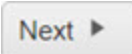


- N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*
- O. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

Add a Physical Inventory — Blind

Selecting  at any point of this procedure removes all entries and closes the pop-up window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.






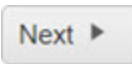



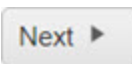
1. Select . The **Add Physical Inventory** pop-up window displays. All fields are mandatory.
2. Use  to select PIB in the INV TYPE field.
3. Use  to select the Inv Execution Type.
4. Use  to select the Inv Mode:

• SEG - Inv Segment Cd

- A. Select  to advance to the next page.
- B. Use  to select the Inv Segment Cd.
- C. Select  to advance to the next page.
- D. Select the Facility / Facilities field, and choose the desired facility from the list.
- E. Select the Zone(s) field, and choose the desired zone from the list.
- F. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help



- G. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*
- Container Identification Browse help
- H. Select  to advance to the next page.
- I. Select the Cond Cd(s) field, and choose the desired code from the list.
- J. Use  to select the Owning DoDAAC.
- K. Use  to select the Prj Cd.
- L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.
- M. Select  to advance to the next page.
- N. Use  to select the Inv Release Type.
- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
 - *When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.*
- O. Use  to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.
- P. Use  to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- R. Select  to advance to the next page.



- S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- T. Use to answer the Split into multiple inventories? question.

Attention



When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.






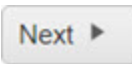



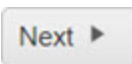
- U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*
- V. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

• STK - Stock Nbr

- A. Select to advance to the next page.
- B. Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
- C. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*
- D. Select to advance to the next page.
- E. Select the Facility / Facilities field, and choose the desired facility from the list.
- F. Select the Zone(s) field, and choose the desired zone from the list.
- G. Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help



- H. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*
- Container Identification Browse help
- I. Select  to advance to the next page.
- J. Select the Cond Cd(s) field, and choose the desired code from the list.
- K. Use  to select the Owning DoDAAC.
- L. Use  to select the Prj Cd.
- M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.
- N. Select  to advance to the next page.
- O. Use  to select the Inv Release Type.
- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
 - *When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.*
- P. Use  to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Q. Use  to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.
- R. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- S. Select  to advance to the next page.



- T. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- U. Use to answer the Split into multiple inventories? question.

Attention





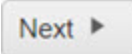


When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

- V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*
- W. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

• LOC - Location


- A. Select to advance to the next page.
- B. Select the Facility / Facilities field, and choose the desired facility from the list.
- C. Select the Zone(s) field, and choose the desired zone from the list.
- D. Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*
 Location Browse help
- E. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*
 Container Identification Browse help
- F. Select to advance to the next page.
- G. Use to select the Inv Release Type.




- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- H. Use  to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.
- I. Use  to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.
- J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- K. Select  to advance to the next page.
- L. Use  to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- M. Use  to answer the Split into multiple inventories? question.

Attention


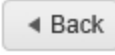


When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

- N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*
- O. Select . *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*




Add a Physical Inventory – Survey

Selecting  at any point of this procedure removes all entries and closes the pop-up window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.

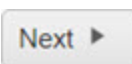
1. Select . The **Add Physical Inventory** pop-up window displays. All fields are mandatory.

2. Use  to select SVY in the INV TYPE field.

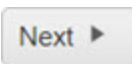
3. Use  to select the Inv Execution Type.

4. Use  to select the Inv Mode:

- **SEG - Inv Segment Cd**

A. Select  to advance to the next page.

B. Use  to select the Inv Segment Cd.

C. Select  to advance to the next page.

D. Select the Facility / Facilities field, and choose the desired facility from the list.

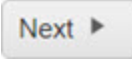
E. Select the Zone(s) field, and choose the desired zone from the list.

F. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

G. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

H. Select  to advance to the next page.

I. Select the Cond Cd(s) field, and choose the desired code from the list.




- J. Use to select the Owning DoDAAC.
- K. Use to select the Prj Cd.
- L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.
- M. Select to advance to the next page.
- N. Use to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- O. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.
- P. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- R. Select to advance to the next page.
- S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- T. Use to answer the Split into multiple inventories? question.

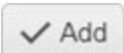
Attention



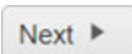




When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

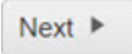
V. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

• STK - Stock Nbr

A. Select  to advance to the next page.

B. Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

C. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

D. Select  to advance to the next page.

E. Select the Facility / Facilities field, and choose the desired facility from the list.

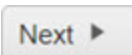
F. Select the Zone(s) field, and choose the desired zone from the list.

G. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

H. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Select  to advance to the next page.




- J. Select the Cond Cd(s) field, and choose the desired code from the list.
- K. Use to select the Owning DoDAAC.
- L. Use to select the Prj Cd.
- M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.
- N. Select to advance to the next page.
- O. Use to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the *SCHEDULED START DT* and *EXPECTED COMPLETION DT* fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the *EXPECTED COMPLETION DT* field cannot be entered.
- P. Use to select the *SCHEDULED START DT*, or enter the date (MM/DD/YYYY) in the field provided.
- Q. Use to select the *EXPECTED COMPLETION DT*, or enter the date (MM/DD/YYYY) in the field provided.
- R. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- S. Select to advance to the next page.
- T. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- U. Use to answer the Split into multiple inventories? question.



Attention

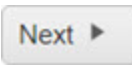




When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

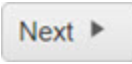

• LOC - Location

- A. Select  to advance to the next page.
- B. Select the Facility / Facilities field, and choose the desired facility from the list.
- C. Select the Zone(s) field, and choose the desired zone from the list.
- D. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*



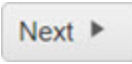


Location Browse help

- E. Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help


- F. Select  to advance to the next page.
- G. Use  to select the Inv Release Type.
 - When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.




- H. Use  to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.
- I. Use  to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.
- J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- K. Select  to advance to the next page.
- L. Use  to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- M. Use  to answer the Split into multiple inventories? question.

Attention




When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

- N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*
- O. Select . *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.
xxxx — If an INV SEGMENT Cd value is selected, none of the following fields can be selected: Facility / Facilities, Zone(s), Commodity Type (s), LIN/TAMCN, Stock NBR, or Location	Invalid Entry. When choosing the "SEG - INV SEGMENT Cd" option, the fields on Page 2 must remain empty. Remove the information in those fields, and select  again.

Related Topics

- Physical Inventory Overview
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Cancel a Physical Inventory


Overview

The Physical Inventory Cancel process allows removal of a Physical Inventory record, while keeping the record available for later use.

Canceling a record is **only available** for inventories with the following statuses:

- ORL – Open - Released
- OIP – Open - In Process
- OUR – Open - Unreconciled

Navigation

MATERIEL MGMT > Physical Inventory >  > Cancel Physical Inventory pop-up window

Page Fields

The following fields display on the **Cancel Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Cancel Physical Inventory

History Remarks

Procedures

DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.



Cancel a Physical Inventory

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
- Select  **Cancel** next to the desired entry. The **Cancel Physical Inventory** pop-up window displays.
- Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- Select  **Submit** to process the cancellation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Delete a Physical Inventory



Conduct a Physical Inventory

Overview


The Conduct a Physical Inventory process provides the ability to complete an inventory. The Warehouse personnel have three methods of counting:

- Printing out the inventory, writing the quantity of each item, and entering the information into DPAS afterwards.
- Using a laptop or tablet to enter the inventory directly into the pop-up window.
- Using a DPAS supported tethered scanner (AIT) to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with each asset in the inventory.

These results produce a report of overages and shortages.

Note


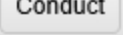


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory >  >  > Conduct Physical Inventory pop-up window

Page Fields

The following fields display on the **Conduct Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Physical Inventory Information

Physical Inventory Nbr
Sequence Nbr



Physical Inv Status
Personnel
Owning DoDAAC
Prj Cd

Inventoried Items

Apply All
Stock Nbr
Item Desc
Serial Nbr
Location Id
Container Id
Cond Cd
ICN
Expected Qty
Inventoried Qty
Count Dt/Tm
Remarks
History Remarks



Optional

Owning DoDAAC
Prj Cd
Mfr Dt
Mfr CAGE
Mfr Contract
Mfr Lot
GFM Contract Nbr
Delivery Order Nbr
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Changes

Change Inventoried Qty
Change Count Dt/Tm

Add Inventoried Items

Stock Nbr *
ICN *
Location Id 
Container Id 
Cond Cd *
Inventoried Qty *
Count Dt/Tm *
Owning DoDAAC *
Prj Cd
Add / Edit Remarks
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.


Conduct an Inventory

Selecting  at any point of this procedure removes all entries and closes the pop-up window. **Bold** numbered steps are mandatory.

Attention

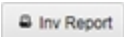


If the asset is unavailable, enter a quantity of 0 (Zero). Leaving any mandatory field blank creates an error message.

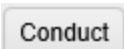







1. Select  next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
2. Choose a method to conduct an inventory:



• Using A Printed (Paper) Report

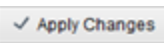
- A. Select  .
- B. DPAS automatically generates the **Physical Inventory Report** PDF document to print.
- C. Write the information in the spaces provided.
- D. Proceed to "Using DPAS on a Computer" to enter data.

• Using DPAS on a Computer

- A. Select  . The **Conduct Physical Inventory** pop-up window appears.
- B. Select  in the INVENTORIED QTY field of the desired entry. The field becomes editable.
- C. Use  to choose the amount, or enter the amount in the field provided.
- D. Select  in the COUNT DT/TM. The field becomes editable.
- E. Use   to select the date and time, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
- F. Select  in the Remarks field. The field changes to an editable field.
- G. Enter any immediate comments in this field. This is a 1024 alphanumeric character field.
- H. Select  in the History Remarks field. The field changes to an editable field.
- I. Enter any previous comments in this field. This is a 1024 alphanumeric character field.

Helpful Tip




To record multiple entries, select the Apply All ☐ . At the bottom of the Inventoried Items grid, enter the CHANGE INVENTORIED QTY and CHANGE COUNT DT/TM fields. Select  .


- J. Repeat steps B - I for all entries in the Inventoried Items Grid.



Note



Select  often during the process, to ensure the data is not lost before the inventory is completed. The **Records Saved** pop-up window

appears. Select  to close the pop-up window and return to the **Conduct Physical Inventory** window.

• **Using an AIT**

From the DPAS supported tethered scanner (AIT):

- A. Download the Physical Inventory record(s) from the computer to the handheld device (AIT).
- B. Scan the assets in the inventory.
- C. Upload the Physical Inventory record(s) from the AIT to the computer.

For more information regarding AIT use, see AIT Overview.

3. **For an asset not on the list, add it by:**

When an asset is found that is not on the inventory list, it must be documented.

On the Printed Report

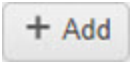
A. **Record any information available regarding the unexpected asset:**


- STOCK NBR
- Description
- ICN
- Location ID
- CONTAINER ID
- COND CD
- INV QTY
- COUNT DT/TM
- Owning DoDAAC
- PRJ CD

- B. Proceed to DPAS to enter the information.




On the Inventoried Items Grid


- A. Select . The **Add Inventoried Items** pop-up window displays.


- B. Enter the STOCK NBR, or use  to browse for the entry. *The ICN field becomes available once the STOCK NBR field is populated.*


Stock Number Browse help


- C. Enter the ICN, or use  to browse for the entry. *This is a 20 alphanumeric character field.*



Inventory Control Number Browse help

- D. Use  to select the Cond Cd(s).



- E. Use  to choose the desired INVENTORIED QTY.

- F. Use  to select the COUNT DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.


- G. Use  to select the Owning DoDAAC.

- H. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

- I. Use  or  to assist with the CONTAINER ID entry.

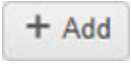
Container Identification Browse help

- J. Use  to select the Prj Cd.

- K. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

- L. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

- M. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

- N. Select  to process the transaction.



On the AIT


From the DPAS supported tethered scanner (AIT):

1. If a barcode is scanned and not recognized:
 - A. If the asset **exists** elsewhere in the catalog, The **Unexpected asset. Include in inventory?** pop-up window appears.
 - Select to open the **Unknown Asset** pop-up window

OR

 - Select to ignore the asset and continue with the inventory
 - B. If the asset **does not exist** elsewhere in the catalog, The **Unknown asset. Add to inventory?** pop-up window appears.
 - Select to open the **Unknown Asset** pop-up window

OR

 - to ignore the asset and continue with the inventory
2. If there is no barcode:
 - A. Select  in the system tray. The **Unknown Asset** pop-up window appears.
 - a. Enter a Description in the field. (This is a 50 alphanumeric character field.)
 - b. Enter the Serial Number in the field (the Quantity defaults to 1 and is not editable).

OR

Enter the Quantity in the field (the Serial Number is disabled and is not editable).

 - c. Select . The **Unknown Asset** pop-up window closes, and the **Conduct PI** screen re-appears.
3. Upload the Physical Inventory record(s) from the AIT to the computer.
For more information regarding AIT use, see AIT Overview.
4. Select to process all updates. The **Conduct Physical Inventory** pop-up window closes, and the completed inventory is highlighted in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: <i>COND CD.</i>	Missing Entry. Enter the appropriate information in the fields.
13 — Mandatory Entry: <i>Count DT/TM.</i>	
13 — Mandatory Entry: <i>ICN.</i>	
13 — Mandatory Entry: <i>Inventoried QTY.</i>	
13 — Mandatory Entry: <i>Location or Container ID.</i>	
13 — Mandatory Entry: <i>STOCK NBR.</i>	

xxxx — Count DT/TM must be > the Release Date	Invalid Date Entry. The Release Date must be earlier than the Count DT/TM. Re-enter the date.
xxxx — Record already exists. Update the Inventoried QTY on the existing record.	Invalid Entry. The newly added inventoried item is a duplicate. Find the existing entry and update that inventory record.
xxxx - The record entered should not be included in this Physical Inventory.	Invalid Entry. The newly added inventoried item does not meet the criteria for this Physical Inventory. Delete the item from this inventory record.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory
- AIT Overview



Delete a Physical Inventory

Overview

The Physical Inventory Delete process allows removal of a Physical Inventory record, removing the record completely. Once deleted, the record cannot be recovered.

Navigation

MATERIEL MGMT > Physical Inventory >  > Confirm Delete (Delete Physical Inventory) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Physical Inventory)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Physical Inventory)

History Remarks


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.

Delete a Physical Inventory

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.



2. Select  next to the desired entry. *The **Confirm Delete** pop-up window appears.*
3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select  . *The pop-up window closes and the record is removed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory



Reconcile a Physical Inventory

Overview

The Reconcile a Physical Inventory process reviews an inventory for any anomalies after it was conducted. A Physical Inventory Reconcile record only contains assets that have an overage or shortage. If the inventory was correct (all assets had the expected inventory quantity, with no overages or shortages), the Physical Inventory Status goes directly to "CRC - Closed Reconciled."

The reconciliation results and their accompanying recommendations are consolidated into the **Physical Inventory Reconciliation Report**. Management then determines the proper course of action for overages and shortages that resulted from the report.

The reconciliation recommendations include:

- If the discrepancy is an Overage:
 - **II** – Increase Inventory
 - the larger quantity is correct; update the inventory to reflect the new quantity.
 - **NA** – No Action Taken
 - leave both quantities; there is a reason for the discrepancy.
 - **RC** – Recount
 - both quantities are questionable; perform a new Physical Inventory for this Stock Number.
- If the discrepancy is a Shortage:
 - **DI** – Decrease Inventory
 - the smaller quantity is correct; update the inventory to reflect the new quantity.
 - **RC** – Recount
 - both quantities are questionable; perform a new Physical Inventory for this Stock Number.
 - **RS** – Report of Survey
 - an official report specifically for that ICN, that details the investigation conducted regarding exactly how much was lost and the reasons behind the loss.
 - **SL** – Suspected Loss
 - a loss has occurred, and an investigation is underway to discover what happened.



Attention



After an inventory is finished and is clicked, does not appear immediately.

The Physical Inventory Reconciliation background process needs to run before a reconciliation can occur. This occurs every fifteen minutes.

At that point appears.

Navigation

MATERIEL MGMT > Physical Inventory > > Reconcile Physical Inventory pop-up window

Page Fields

The following fields display on the **Reconcile Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Physical Inventory Information

Physical Inventory Nbr
Sequence Nbr
Physical Inv Status
Personnel
Owning DoDAAC
Prj Cd

Discrepant Inventory Items

Stock Nbr
Item Desc
Serial Nbr
Location Id
Container Id
Cond Cd
Inventory Control Number
Expected Qty
Inventoried Qty
Discrepancy Type



Action to Take

Optional

Owning DoDAAC
Prj Cd
Mfr Dt
Mfr CAGE
Mfr Contract
Mfr Lot
Discrepancy Qty
Discrepancy Cost
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Analyze Inventory Discrepancy

Stock Nbr
Mgmt Cd
Inventory Control Nbr
Location Id
Container Id
Zone Id
Facility
Qty
Cond Cd
Owning DoDAAC
Prj Cd
Last Updated Dt

Procedures


DPAS Navigation Helpful Tips








Click the following link to display Warehouse Navigation Tips.



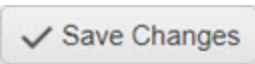

Reconcile an Inventory


Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired inventory record. The **Manage Physical Inventory – Details Grid** appears.
3. Select . The **Reconcile Physical Inventory** pop-up window displays.
4. Select  next to the desired Stock Number. The **Analyze Inventory Discrepancy** pop-up window displays, showing the history of that asset.
5. Select  when the discrepancy is found and understood. The **Analyze Inventory Discrepancy** pop-up window closes.
6. Use  to select the Action to Take.

Helpful Tip



To insure that data is not lost before the reconciliation is completed for all items listed, select  often. The Records Saved pop-up window appears. Select  to close the window and continue with the reconciliation.

7. Repeat steps 4 through 6 for each asset in the Discrepant Inventory Items grid.
8. Select . The **Reconcile Physical Inventory** pop-up window closes.

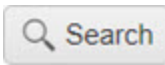
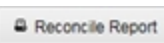
Note




The choices selected in the Actions To Take drop-down **are not** automatically completed. They are suggestions for management to use when making decisions. Print a Reconciliation Report, and use that to update the inventory manually.

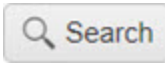


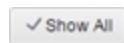
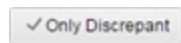


Generate a Reconciliation Summary Report

- Use  to find the desired Inventory Number.
- Select .
- DPAS automatically generates the **Physical Inventory Reconciliation Report - Summary** PDF document to print.

Generate a Reconciliation Detail Report

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Use  to find the desired Inventory Number.
- Select  next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
- Select . *The **Records to Show** pop-up window appears.*
- Choose whether to:
 -  generates the report with all entries from the record listed.
 -  generates the report with only entries that are identified as discrepant.
- DPAS automatically generates the **Physical Inventory Reconciliation Report - Details** PDF document to print.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



xxxx — An 'Action to Take' value must be selected on each record before the Complete Reconciliation Button can be selected.

Missing Entry. At least one of the STOCK NBRS does not have an entry in the Action to Take field. Find the missing entries, choose the Action to Take, and save the changes.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory



Update a Physical Inventory

Overview

The Physical Inventory Update process allows editing a physical count of all assets in a warehouse. The inventory is revised in the Warehouse system through the "Inventory..." wizard.

Attention



The Edit button is **only available** for inventories with the following statuses:

- OPD - Open - Planned
- OSC - Open - Scheduled

There are many distinct aspects of a physical inventory:

Three types (methods of counting):

- **PIV** – Physical Inventory Visible
 - The personnel conducting the inventory *can* reference the on hand quantity from the Warehouse
- **PIB** – Physical Inventory Blind
 - The personnel conducting the inventory *cannot* reference the on hand quantity from the Warehouse
- **SVY** – Survey
 - The personnel conducting the inventory is totally outside the Physical Inventory process

Two executions (ways to count):

- **MAN** – Manual Inventory
 - The personnel conducting the inventory is using a pad and paper
- **AIT** – AIT Inventory
 - The personnel conducting the inventory is using a PDCD



Three modes (what to count):

- **SEG** – Inventory Segment Code
 - Sorts by Segment Codes (assigned to Stock Item entries at the Stock Number level)
- **STK** – Stock Number
 - Sorts by a specific LIN/TAMCN, STOCK NBR, Facility, Zone, Location and/or CONTAINER ID
- **Loc** – Location
 - Sorts by a specific Facility, Zone, Location and/or CONTAINER ID

Note

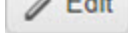


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory >  > Update Physical Inventory pop-up window

Page Fields

The following fields display on the **Update Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Physical Inventory

Inv Type *
Inv Execution Type *
Inv Mode *

Page 1a Inventory Segment Code

Inv Segment Cd

Page 1a Stock Number

LIN/TAMCN *i*



Stock Nbr(s)

Page 2

Facility/Facilities

Zone(s)

Location Id 

Container Id 

Page 3

Condition Cd(s)

Owning DoDAAC

Prj Cd

Reportable Commodity Type(s)

Page 4

Physical Inv Nbr

Inv Release Type *

Scheduled Start Dt

Expected Completion Dt

Add / Edit Remarks

Remarks

History Remarks

Page 5

Cost Center

Split into multiple inventories?

Split Count *

Personnel

(*) Asterisk identifies mandatory fields.

Procedures


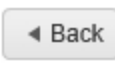
DPAS Navigation Helpful Tips

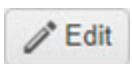





Click the following link to display Warehouse Navigation Tips.

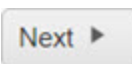

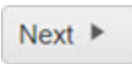






Update a Physical Inventory — Visible

Selecting  at any point of this procedure removes all entries and closes the pop-up window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired record. The **Update Physical Inventory** pop-up window displays.
3. Verify that PIV is in the INV TYPE field. If not, use  to select PIV.
4. Update the Inv Execution Type, using  to select the desired type.
5. Use  to update the Inv Mode:

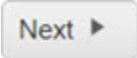


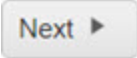



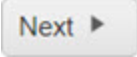

- **SEG - Inv Segment Cd**

- A. Select  to advance to the next page.
- B. Update the Inv Segment Cd, using  to select desired code.
- C. Select  to advance to the next page.
- D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.
- F. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help
- G. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*




Container Identification Browse help

- H. Select  to advance to the next page.
- I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.
- J. Update the Owning DoDAAC, using  to select the desired code.
- K. Update the Prj Cd, using  to select the desired code.
- L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.
- M. Select  to advance to the next page.
- N. Update the Inv Release Type, using  to select the desired type.
- PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- O. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- P. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- R. Select  to advance to the next page.
- S. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR -*





Scheduled Auto Release."

- T. Use  to answer the Split into multiple inventories? question.

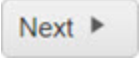






Attention



When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.



- U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- V. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

• STK - Stock Nbr

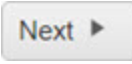


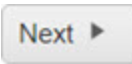



- A. Select  to advance to the next page.
- B. Update the LIN/TAMCN, using  or  to assist with the revised number. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
- C. Update the STOCK NBR, using  to browse for the entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- D. Select  to advance to the next page.
- E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.
- G. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*



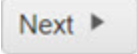


Location Browse help

- H. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help


- I. Select  to advance to the next page.
- J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.
- K. Update the Owning DoDAAC, using  to select the desired code.
- L. Update the Prj Cd, using  to select the desired code.
- M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.
- N. Select  to advance to the next page.
- O. Update the Inv Release Type, using  to select the desired type.
 - PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- P. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- Q. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*




- S. Select  to advance to the next page.
- T. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- U. Use  to answer the Split into multiple inventories? question.

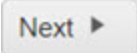




Attention



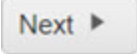



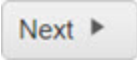


When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

- V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- W. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

• LOC - Location


- A. Select  to advance to the next page.
- B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.
- D. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*
Location Browse help
- E. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*
Container Identification Browse help




- F. Select  to advance to the next page.
- G. Update the Inv Release Type, using  to select the desired type.
- PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- H. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- I. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- K. Select  to advance to the next page.
- L. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- M. Use  to answer the Split into multiple inventories? question.

Attention


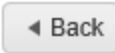


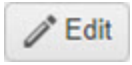



When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.



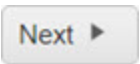

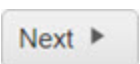
- N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- O. Select  **Update**. The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

Update a Physical Inventory — Blind





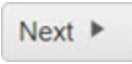


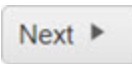



Selecting  at any point of this procedure removes all entries and closes the pop-up window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired record. The **Update Physical Inventory** pop-up window displays.
3. Verify that PIB is in the INV TYPE field. If not, use  to select PIB.
4. Update the Inv Execution Type, using  to select the desired type.
5. Update the Inv Mode, using  to select the desired mode.

• SEG - Inv Segment Cd

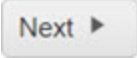


- A. Select  to advance to the next page.
- B. Update the Inv Segment Cd, using  to select desired code.
- C. Select  to advance to the next page.
- D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.



- F. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*
 Location Browse help
- G. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*
 Container Identification Browse help
- H. Select  to advance to the next page.
- I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.
- J. Update the Owning DoDAAC, using  to select the desired code.
- K. Update the Prj Cd, using  to select the desired code.
- L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.
- M. Select  to advance to the next page.
- N. Update the Inv Release Type, using  to select the desired type.
- PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- O. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- P. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*





- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
- b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

- R. Select  to advance to the next page.
- S. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- T. Use  to answer the Split into multiple inventories? question.

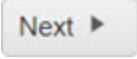



Attention






When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.



- U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- V. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

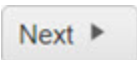


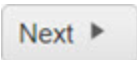


• STK - Stock Nbr


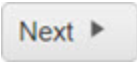


- A. Select  to advance to the next page.
- B. Update the LIN/TAMCN, using  or  to assist with the revised number. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
- C. Update the STOCK NBR, using  to browse for the entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help



- D. Select  to advance to the next page.
- E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.
- G. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*


Location Browse help
- H. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*


Container Identification Browse help
- I. Select  to advance to the next page.
- J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.
- K. Update the Owning DoDAAC, using  to select the desired code.
- L. Update the Prj Cd, using  to select the desired code.
- M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.
- N. Select  to advance to the next page.
- O. Update the Inv Release Type, using  to select the desired type.
 - PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- P. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.

- Q. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- S. Select  to advance to the next page.
- T. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- U. Use  to answer the Split into multiple inventories? question.

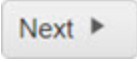
Attention







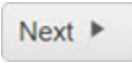



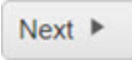


When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

- V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- W. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

• **LOC - Location**

- A. Select  to advance to the next page.
- B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.





- D. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*
Location Browse help
- E. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*
Container Identification Browse help
- F. Select  to advance to the next page.
- G. Update the Inv Release Type, using  to select the desired type.
- PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- H. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- I. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- K. Select  to advance to the next page.
- L. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- M. Use  to answer the Split into multiple inventories? question.



Attention

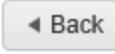






When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

- N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- O. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

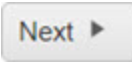

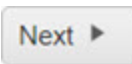
Update a Physical Inventory — Survey

Selecting  at any point of this procedure removes all entries and closes the pop-up



window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.



1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired record. The **Update Physical Inventory** pop-up window displays.
3. Verify that SVY is in the INV TYPE field. If not, use  to select SVY.
4. Update the Inv Execution Type, using  to select the revised type.
5. Update the INV Mode, using  to select the revised mode.

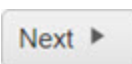


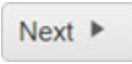


• SEG - Inv Segment Cd


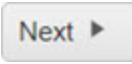


- A. Select  to advance to the next page.
- B. Update the Inv Segment Cd, using  to select desired code.
- C. Select  to advance to the next page.



- D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.
- F. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*


Location Browse help
- G. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*


Container Identification Browse help
- H. Select  to advance to the next page.
- I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.
- J. Update the Owning DoDAAC, using  to select the desired code.
- K. Update the Prj Cd, using  to select the desired code.
- L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.
- M. Select  to advance to the next page.
- N. Update the Inv Release Type, using  to select the desired type.
 - PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- O. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.

- P. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
 - a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- R. Select  to advance to the next page.
- S. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- T. Use  to answer the Split into multiple inventories? question.

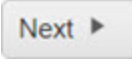


Attention



When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

- U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- V. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

• STK - Stock Nbr

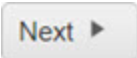


- A. Select  to advance to the next page.
- B. Update the LIN/TAMCN, using  or  to assist with the revised number. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help





- C. Update the STOCK NBR, using  to browse for the entry. *This is a 15 alphanumeric character field.*

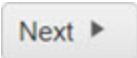




Stock Number Browse help

- D. Select  to advance to the next page.
- E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.
- G. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*



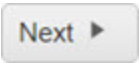


Location Browse help

- H. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help


- I. Select  to advance to the next page.
- J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.
- K. Update the Owning DoDAAC, using  to select the desired code.
- L. Update the Prj Cd, using  to select the desired code.
- M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.
- N. Select  to advance to the next page.
- O. Update the Inv Release Type, using  to select the desired type.
- PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)




- IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- P. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- Q. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- S. Select  to advance to the next page.
- T. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- U. Use  to answer the Split into multiple inventories? question.

Attention

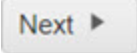




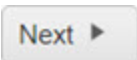





When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.

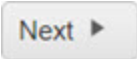


- V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- W. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

• LOC - Location




- A. Select  to advance to the next page.
- B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.
- C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.
- D. Update the Location, using  or  to assist with the revised Location. *This is a 20 alphanumeric character field.*
Location Browse help
- E. Update the CONTAINER ID, using  or  to assist with the revised ID. *This is a 20 alphanumeric character field.*
Container Identification Browse help
- F. Select  to advance to the next page.
- G. Update the Inv Release Type, using  to select the desired type.
- PLN - Planned Only (*The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*)
 - IRL - Immediate Release (*The EXPECTED COMPLETION DT field cannot be entered.*)
 - SAR - Scheduled Auto-Release
- H. Update the SCHEDULED START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- I. Update the EXPECTED COMPLETION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*
- a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*
 - b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*




- K. Select  to advance to the next page.
- L. Update the Cost Ctr, using  to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*
- M. Use  to answer the Split into multiple inventories? question.

Attention



When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use  in the Split Count field to choose how many times the inventory is split.


- N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*
- O. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate inform-



	ation in the fields.
xxxx — If an INV SEGMENT Cd value is selected, none of the following fields can be selected: Facility / Facilities, Zone(s), Commodity Type (s), LIN/TAMCN, Stock NBR, or Location	Invalid Entry. When choosing the "SEG - INV SEGMENT Cd" option, the fields on Page 2 must remain empty. Remove the information in those fields, and select  again.


Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory



Add an Attachment to an Issued Inventory

Overview

The Issued Inventory Add Attachments process provides the ability to attach documents to an Issued Inventory audit.

NoteThe fields in the Details grid reflect the responsible party for the audit. The field changes between Member or UIC accordingly.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS*
>  (desired record) >  [Attachments](#) > Add/Edit Attachments slide-out window

Page Fields

The following fields display on the **Add/Edit Attachments** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
7	Select "Update" to continue process.

Details Grid

Issued Inventory Nbr
Status
Member OR UIC

Attachments Grid

Attachment Browse


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the entry. The *Issued Inventory* row is highlighted, and , , , and  become available.
- Select . The **Add/Edit Attachments** slide-out window appears.



Add/Edit Attachments
✕

[▶ Instructions / Help](#)

Details ^

<div style="display: flex; justify-content: space-between;"> Issued Inventory Nbr <div style="border: 1px solid #ccc; padding: 2px 5px;">AFMD\$011820230001</div> </div>	<div style="display: flex; justify-content: space-between;"> Member <div style="border: 1px solid #ccc; padding: 2px 5px;">YODA, GROGU (ABCDEFGHIJ)</div> </div>
<div style="display: flex; justify-content: space-between;"> Status <div style="border: 1px solid #ccc; padding: 2px 5px;">O - Open</div> </div>	

Attachments ^

Attachments

Drop files here...
🔍

✕ Cancel

3. Complete the Details grid.
 - A. *Verify the Issued Inventory NBR.*
 - B. *Verify the Status.*
 - C. *Verify the Member **or** UIC.*
4. Complete the Attachments grid.
 - A. Select

Drop files here...
🔍

 . The Windows **Choose File to Upload** pop-up window appears.
 - B. Choose the file to attach, and select it.
 - C. Select

Open

 . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachments panel.

×

▶ [Instructions / Help](#)

Details ^

<div style="display: flex; justify-content: space-between;"> Issued Inventory Nbr AFMD\$012020230002 </div>	<div style="display: flex; justify-content: space-between;"> UIC JMN123 - CORUSCANT </div>
<div style="display: flex; justify-content: space-between;"> Status O - Open </div>	

Attachments ^

Attachments

Drop files here...

🔍

Puffin.png
444.38 KB
🗑

✖ Cancel

D. Repeat Steps A - B to attach multiple documents.

Remove an Attachment


- a. Select . The **Delete** pop-up window appears.

!


Are you sure you wish to remove this attachment?

✖ Cancel

✓ Confirm

- b. Select . The attachment is removed from the Issued Inventory record.



5. Select  . The **Add/Edit Attachments** slide-out window closes, and the file appears in the Attachments field of the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of {x} for this file type. "Attachment" file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.

Invalid File Size. The file size is too large.
Reduce the file size and attach the file again.

Related Topics

- Search for an Issued Inventory
- Add an Issued Inventory
- View the Issued Inventory Details
- Update the Issued Inventory Details



Search for an Issued Inventory

Overview

The Warehouse Management module Issued Inventory process provides the ability to audit inventory that is currently issued out from a warehouse. The Warehouse staff starts the audit by counting the outstanding inventory. They issue a DWForm20 to each individual or unit that has been issued items, and each responsible party performs their own inventory. When that is completed, they enter the totals on the form and return it to the requesting warehouse.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory page

Page Fields

The following fields display on the **Issued Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search Criteria Grid

Issued Inventory Nbr
UIC
Member
Status

Search Results Grid


Issued Inventory Nbr
Attachments

Member
 UIC
 Created Dt/Tm
 Status

Optional

Last Updated By
 Last Updated Dt/Tm


Procedures



DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Issued Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Search Criteria

Issued Inventory Nbr

Member

UIC

Status

O - Open

Reset

Search

- Use ▼ to select the Issued Inventory Nbr .
- Use ▼ to select the UIC.

- Use ▼ to select the Member.
- Use ▼ to select the Status.

2. Select . The results display in the Search Results grid.

Search Results

Options ▼
+ Add
Edit
Cancel
Print DW20 ▼
Attachments

<input type="checkbox"/>	Issued Inventory Nbr	Attachments	Member	UIC	Created Dt/Tm	Status
<input type="checkbox"/>	46082OSS033120220001	--	--	11THBS - 11TH BOMB SQ	03/31/2022 10:24 AM	C - Completed
<input type="checkbox"/>	46082OSS0420220004	--	--	11THBS - 11TH BOMB SQ	04/20/2022 10:38 AM	C - Completed
<input type="checkbox"/>	46082OSS062120220001	--	--	11THBS - 11TH BOMB SQ	06/21/2022 10:43 AM	C - Completed
<input type="checkbox"/>	46082OSS082920220001	--	--	11THBS - 11TH BOMB SQ	08/29/2022 03:08 PM	O - Open

1
10 items per page

1 - 4 of 4 items

Add an Issued Inventory

Select . The **Add Issued Inventory Header** slide-out window appears.

Update an Issued Inventory


- Click ☐ to select the entry. The *Issued Inventory* row is highlighted, and , , , and  become available.
- Select . The **Issued Inventory Details** page appears.

Cancel a Issued Inventory

- Click ☐ to select the entry. The *Issued Inventory* row is highlighted, and , , , and  become available.



2. Select . The *Cancel Issued Inventory* pop-up window appears.





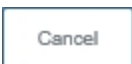



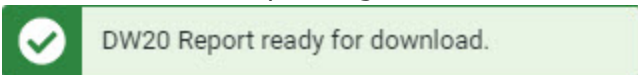
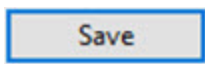
Are you sure you wish to cancel this issued inventory?

✕ Cancel

✓ Continue




3. Select . The  appears.

Print a DWForm20

1. Click  to select the entry. The *Issued Inventory* row is highlighted, and , , , and  become available.
2. Select . The available forms for printing appear.
 - DW20 - All
 - DW20 - Updated
 - DW20 - Not Updated
 - DW20 - UI
3. Select the form for printing. The *Windows **Save As*** pop-up window appears, with  appearing at the bottom of the screen.
4. Choose the name and folder to download the form, and select it.
5. Select . The ***Save As*** pop-up window closes, and the PDF form is downloaded to the computer.



Add an Attachment to an Issued Inventory

- Click  to select the entry. *The Issued Inventory row is highlighted, and , , , and  become available.*
- Select . The **Add Attachments** slide-out window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Issued Inventory
- View the Issued Inventory Details
- Update the Issued Inventory Details
- Add an Attachment to an Issued Inventory

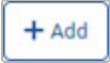


Add an Issued Inventory Header

Overview

The Issued Inventory Add process provides the ability to create an issued inventory audit for either a single member or an entire unit. When the audit is created, all outstanding items for the selected member or UIC are included, and a unique control number is assigned to the audit. The DWForm20 Outstanding Inventory Report is printed for the audit and sent to the member or UIC custodian.

Navigation

MATERIEL MGMT > Inventory > Issued >  > Add Issued Inventory Header slide-out window

Page Fields

The following fields display on the **Add Issued Inventory Header** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
7	Select "Update" to continue process.

Details Grid

Select UIC

Select Member Name

Attachments Grid

Attachment Browse


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add an Issued Inventory Header

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Add Issued Inventory Header** slide-out window appears.

Add Issued Inventory Header

[Instructions / Help](#)

Details

Select either UIC or Member Name

Select UIC

Select Member Name

Attachments

Attachments

Drop files here...

Cancel

Save



2. Complete the Details grid.
 - A. Use ▼ to select the Select UIC.
 - OR**
 - B. Use ▼ to select the Select Member Name.

3. Complete the Attachments grid.

- A. Select . Follow the **Add Attachments** procedure.

4. Select . The **Issued Inventory Details** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Please make a selection.	Missing Entry. Enter one of the two options.

Related Topics

- Search for an Issued Inventory
- View the Issued Inventory Details
- Update the Issued Inventory Details
- Add an Attachment to an Issued Inventory



View the Issued Inventory Details

Overview

The Issued Inventory Details process is view only and displays the audit inventory that is currently issued out from a warehouse.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > Issued Inventory Details page

Page Fields

The following fields display on the **Issued Inventory Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Summary Grid

Issued Inventory Nbr
Member OR UIC
Status

Issued Inventory Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Outstanding Qty



Commodity Type
 New DOLI
 Conducted By
 Counted Qty
 Reason Cd
 Remarks
 Current DOLI
 Cond Cd
 Issued Warehouse

Optional

Created By
 Created Dt/Tm
 Last Updated By
 Last Updated Dt/Tm

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

View the Issued Inventory Details

[Back](#)

Selecting [Back](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. The Details page appears from the Add page or the Edit page.
2. View the Summary panel:.

Issued Inventory > Details

Issued Inventory Details

Summary

Issued Inventory Nbr	UIC	Status
AFMDS011320230001	JMN123 - CORUSCANT	-

- A. Verify the Issued Inventory NBR.
- B. Verify the Member **or** UIC.




- C. *Verify the Status.*
View the Issued Inventory panel:


[illegible]


4. Select the ICN hyperlink. The **Update Issued Inventory Details** slide-out window appears.

5. Select Mark As Complete. The


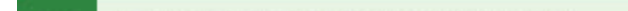


Are you sure you wish to complete this issued inventory?

 Cancel

 Continue

appears.

6. Select . The  appears on the ***Search for an Issued Inventory*** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Issued Inventory
- Add an Issued Inventory
- Update the Issued Inventory Details
- Add an Attachment to an Issued Inventory



Update the Issued Inventory Details

Overview

The Issued Inventory Details Update process allows editing of the audit inventory that is currently issued out from a warehouse.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > Issued Inventory Details > ICN hyperlink > Update Issued Inventory Details slide-out window

Page Fields

The following fields display on the **Update Issued Inventory Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Summary Grid

ICN

Update Issued Inventory Grid

DOLI Date *
Counted Qty *
Remarks
Conducted By
Reason Code



(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update the Issued Inventory Details


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the ICN hyperlink. The **Update Issued Inventory Details** slide-out window appears.

Update Issued Inventory Details
✕

Summary
^

ICN
A0000000000000530082


* DOLI Date 


* Counted Qty

Remarks

Conducted By

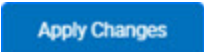
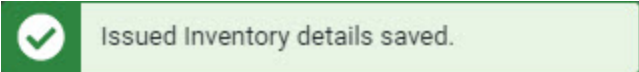
Reason Code


Apply Changes

- A. Verify the ICN.
- B. Use  to select the DOLI Date, or enter the date (MM/DD/YYYY) in the field provided.
- C. Enter the Counted QTY in the field provided. *This is a 6 numeric character field.*



- D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- E. Enter the Conducted By in the field provided. *This is a 25 alphanumeric character field.*
- F. Use ▼ to select the Reason Code.

2. Select . The  appears, and the revised information appears in the **Issued Inventory** grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: DOLI Date.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Counted QTY.	

Related Topics

- Search for an Issued Inventory
- Add an Issued Inventory
- View the Issued Inventory Details
- Add an Attachment to an Issued Inventory

Project Management

Overview

The Warehouse Management module Project Management process provides the ability to create, edit, and delete project plans supporting the warehousing operation. Project Codes separate inventory into groups, and track the source of funding for equipment. This allows a single stock number to be funded by different sources and still have the appropriate group of inventory tracked.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Project MGMT > Project MGMT page

Page Fields

The following fields display on the **Project Management** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

Prj Cd
Prj Desc
Prj Status
Prj Type

Project Results Grid

Prj Cd
Prj Desc



Prj Type
Prj Status
Planned Start Dt
Actual Start Dt
Planned End Dt
Actual End Dt

Optional:

Primary Attachment
Actual Cost
Established By
Established Dt/Tm
Est Prj Cost
Job Order Nbr
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks
Logistics Program
Region
Site
Warehouse


Procedures

DPAS Navigation Helpful Tips






Click the following link to display Warehouse Navigation Tips.


Search for a Project

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Project Plans are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

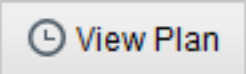

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.




- Use  to select the desired PRJ CD.
- Enter the PRJ DESC in the field provided.
- Use  to select the desired PRJ STATUS:
 - Open
 - Closed
 - Cancelled
- Use  to select the desired PRJ TYPE:
 - SL3 - SL3/Other
 - REB - Reimbursable
 - ICP - ICP
 - OTH - Other
 - SKO - Sets Kits Outfits

2. Select  to begin the query. Results display in the Project Grid below.


View a Plan for an Existing Project

1. Select . The **View Project Plan** pop-up window appears.
2. All of the fields are available for viewing only.
3. Select  to close the pop-up window and return to the **Project Management** page.

Add a New Project

Select  to display the Add a Project Plan page.

Edit a Project


Select  to display the Edit a Project Plan page.



Start Generating a Plan for an Existing Project

Select  to display the Start Using a Project Plan page.

Delete a Project

Select  to display the Delete a Project Plan page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alpha-	Invalid Entry. The characters entered in the field



<p>numeric with supported special characters \$, -, /, #, &, ;, (,), comma, period, and space.</p>	<p>include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>92 — Entry must be numeric.</p>	<p>Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.</p>
<p>802 — Numeric field exceeds total number of characters allowed.</p>	<p>Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.</p>
<p>18 — Date format should be MM/DD/YYYY with valid month/day combination.</p>	<p>Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..</p>
<p>1193 — Planned START DT must be within 60 days (Past or Future) from today's date.</p>	<p>Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.</p>
<p>1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.</p>	<p>Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.</p>

<p>1195 — END DT must be <= 1 year from either Planned or Actual START DT.</p>	<p>Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.</p>
<p>44 — Input date must be <= system date.</p>	<p>Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.</p>
<p>1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>13 — Mandatory Entry: Planned START DT.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>

13 — Mandatory Entry: <i>PRJ DESC.</i>	
13 — Mandatory Entry: <i>PRJ TYPE.</i>	
13 — Mandatory Entry: <i>PRJ STATUS.</i>	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no PRJ CD Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available PRJ CDs in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open PRJ CD already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered PRJ CD has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the

been established.	Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- [Add a Project Management Plan](#)
- [Update a Project Management Plan](#)
- [Add an Attachment to a Project Management Plan](#)
- [Delete a Project Management Plan](#)
- [Start Using a Project Management Plan](#)




Add a Project Management Plan

Overview


The Add a Project Management Plan process provides the ability to create project plans to support the warehousing operation.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Project MGMT >  > Add Project pop-up window

Page Fields

The following fields display on the **Add Project** pop-up window. For more information on each field, select the appropriate hyperlink.

Project Tab

Prj Cd
Generate Prj Cd
Prj Desc *
Prj Type *
Prj Status *
Qty
Est Prj Cost
Actual Cost
Planned Start Dt *
Actual Start Dt
Planned End Dt



Add / Edit Remarks

Project POC tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
ZIP Cd
Add / Edit Remarks

(*) Asterisk identifies mandatory fields.

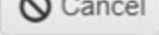
Procedures

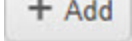

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.


Add a Project




Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Project** pop-up window displays, with the Project Tab open.
2. Enter the mandatory fields:
 - A. Enter the PRJ DESC in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Using  in the PRJ TYPE field, select the kind of project being added:
 - SL3 - SL3/Other
 - REB - Reimbursable





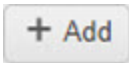
- ICP - ICP
 - OTH - Other
 - SKO - Sets Kits Outfits
- C. The **PRJ STATUS** field is shaded, and cannot be changed from **OP - Open**.
- D. Use  to select the Planned **START DT**, or enter the date (MM/DD/YYYY) in the field provided.
3. Enter the optional fields:
- A. Enter the **PRJ CD** in the field provided. *This is a 3 alphanumeric character field.*
- Attention**



If the **PRJ CD** is not known, select the **Generate PRJ CD** check box to create a new **PRJ CD**.
- B. Use  to choose the correct **QTY**.
- C. Enter the **EST PRJ COST** in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
- D. Enter the **Actual Cost** in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
- E. Use  to select the **Actual Start DT**, or enter the date (MM/DD/YYYY) in the field provided.
- F. Use  to select the **Planned End DT**, or enter the date (MM/DD/YYYY) in the field provided.
- G. Select the **Add/Edit Remarks** hyperlink. *The **Remarks** and **History Remarks** fields appear.*
- a. Enter the **Remarks** in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the **History Remarks** in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the **Project POC** tab:
- A. Enter the **Contact Point** in the field provided. *This is a 25 alphanumeric character field.*



- B. Use  to select the Country code. *This field is mandatory when the address is entered.*
- C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field, and is mandatory when the address is entered.*
- I. Enter the E-mail Address. *This is an 80 alphanumeric character field.*
- J. Use  to select the State code. *This field is mandatory when an address is entered and the country code is set to United States.*
- K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field, and is mandatory when the address is entered.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select  to complete the new project plan.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>2059 — Unable to find project plan.</p>	<p>Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.</p>
<p>2094 — Must be alphanumeric with supported special characters \$, -, /, #, &, ;, (,), comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>92 — Entry must be numeric.</p>	<p>Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.</p>
<p>802 — Numeric field exceeds total number of</p>	<p>Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of</p>

characters allowed.	characters to continue.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1193 — Planned START DT must be within 60 days (Past or Future) from today's date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>13 — Mandatory Entry: <i>Planned START DT.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 — Mandatory Entry: <i>PRJ DESC.</i></p>	
<p>13 — Mandatory Entry: <i>PRJ TYPE.</i></p>	
<p>13 — Mandatory Entry: <i>PRJ STATUS.</i></p>	
<p>2018 — To generate a Project Code, you must first add a Project Code Range.</p>	<p>Invalid Entry. There is no PRJ CD Range defined for the current Warehouse. Enter a Project Code Range.</p>

2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available PRJ CDs in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open PRJ CD already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered PRJ CD has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

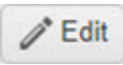
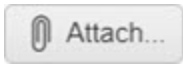
- [Project Management Overview](#)
- [Update a Project Management Plan](#)
- [Add an Attachment to a Project Management Plan](#)
- [Delete a Project Management Plan](#)
- [Start Using a Project Management Plan](#)

Add an Attachment to a Project Management Plan

Overview

The Project Management Plan Add Attachment process provides the ability to attach documents to the Project.

Navigation

MATERIEL MGMT > Project MGMT >  > Update Project >  Attach...
> Attachment Uploader pop-up window

Page Fields

The following fields display on the **Attachment Uploader** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachment Uploader

Attachment
Desc
Primary
Name
Desc


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Project Management Plan

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Attach...** to add any additional files to the record. The **Attachment Uploader** pop-up window appears.



Attachment Uploader

Instructions

* Attachment

Browse...

Desc


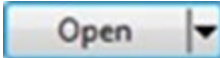



☒ Primary

Attach...





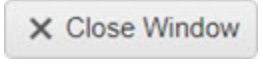
Attachments:

Name	Desc
------	------

Close Window

- Select . The Windows **Choose File to Upload** pop-up window appears.
- Choose the file to attach, and select it.
- Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
- Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Select . The file name appears in the bottom of the window.
- Repeat Steps 2 - 6 to attach multiple documents.
- Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
 - B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
 - C. Select  to complete the process. *The document is removed.*
9. Select . *The **Attachment Uploader** pop-up window closes, and the attachment(s) appears in the Attachments field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are pro-



length of 256.	hibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics


- [Project Management Overview](#)
- [Add a Project Management Plan](#)
- [Update a Project Management Plan](#)
- [Delete a Project Management Plan](#)
- [Start Using a Project Management Plan](#)

Delete a Project Management Plan

Overview

The Delete a Project Management Plan process allows removal of project plans that have not been approved and are no longer required.

Navigation

MATERIEL MGMT > Project MGMT >  > Confirm Delete (Delete Project) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Project)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Project)

History Remarks


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Project Plan

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired entry. The **Confirm Delete (Delete Project)** pop-up window appears.
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*



- Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Project Management Overview
- Add a Project Management Plan
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Start Using a Project Management Plan



Start Creating a Project Management Plan

Overview

The Start Creating a Project Management Plan process provides the ability to create a project plan, supporting the warehousing operation.

Note

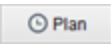


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Project MGMT >  > Create Project Plan pop-up window

Page Fields

The following fields display on the **Create Project Plan** pop-up window. For more information on each field, select the appropriate hyperlink.

Create a Project Plan

Page 1 - Plan Selection Criteria

Stock Nbr *i* *

Owning DoDAAC *i*
Warehouse(s)

Page 2 - Plan Selection Criteria

Stock Nbr
Prj Cd
Planned Start Dt
Warehouse(s)



Issued Qty
Assembled Qty
On Hand Qty
Scheduled to Assemble Qty
Rqd Qty *

Page 3 - Kit Information

Prj Cd
EA Kit Cost
Rqd Qty
Total Kit Cost
Planned Start Dt
Stock Nbr
Owning DoDAAC
Total Order Cost
Estimated

(*) Asterisk identifies mandatory fields.

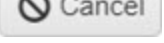
Procedures

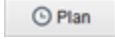



DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Start Creating a Project Plan

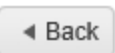
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. Select  next to the desired record. The **Create Project Plan** pop-up window appears, showing "Page 1 - Plan Selection Criteria".
2. Use  or  to assist with the STOCK NBR entry.
3. Verify the default Owning DoDAAC field. If it is not correct, use  to select the correct Owning DoDAAC.



4. Verify the default Warehouse(s). If it is not correct, click in the Warehouse(s) field to show a drop-down list of available warehouses, and select a Warehouse from this list.

5. Select . The **Create Project Plan** pop-up window changes, showing "Page 2 - Plan Selection Criteria".

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

6. Use  to choose the correct RQD QTY.

7. All of the other fields automatically populate, and are not editable.



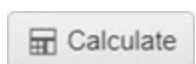
8. Select . The **Create Project Plan** pop-up window changes, showing "Page 3 - Kit Information".


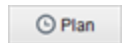
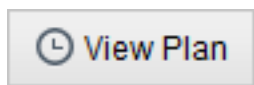
9. Review all the fields, ensuring the prices are correct and viable.

Helpful Tip



If the information *is not* correct and viable:

1. Use  to choose the correct RQD QTY.
2. Select  in the Order Qty field to revise the amount of each item in the kit.
3. Select  to update the totals.
4. Repeat these steps until the prices are correct and viable.

10. Select  to process the transaction. The **Create Project Plan** pop-up window closes, and  changes to  next to the started project plan.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special characters \$, — , / , # , & , ; , (,) , comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, — , / , # , & , ; , (,) , comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
802 — Numeric field	Invalid Entry. The EST PRJ COST field contains

exceeds total number of characters allowed.	too many characters. Reduce the number of characters to continue.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1193 — Planned START DT must be within 60 days (Past or Future) from today's date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>13 — Mandatory Entry: <i>Planned START DT.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 — Mandatory Entry: <i>PRJ DESC.</i></p>	
<p>13 — Mandatory Entry: <i>PRJ TYPE.</i></p>	
<p>13 — Mandatory Entry: <i>PRJ STATUS.</i></p>	
<p>2018 — To generate a Project Code, you must first add a Project Code Range.</p>	<p>Invalid Entry. There is no PRJ CD Range defined for the current Warehouse. Enter a Project Code Range.</p>

<p>2023 — There are no more Project Codes available in this range. Select a different range.</p>	<p>Invalid Entry. There are no more available PRJ CDs in the specified range for the current Warehouse. Enter a larger Project Code Range.</p>
<p>1196 — An open PRJ CD already exists for this warehouse.</p>	<p>Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.</p>
<p>2039 — This project has not been closed long enough for re-use.</p>	<p>Invalid Entry. The entered PRJ CD has not been closed for at least 18 months. Select an open Project Code.</p>
<p>2027 — Project cannot be closed. SKO Plan has not been established.</p>	<p>Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.</p>
<p>2028 — Project cannot be closed. Not all kits have been built.</p>	<p>Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.</p>

Related Topics

- [Project Management Overview](#)
- [Add a Project Management Plan](#)
- [Update a Project Management Plan](#)
- [Add an Attachment to a Project Management Plan](#)
- [Delete a Project Management Plan](#)

Update a Project Management Plan

Overview

The Update a Project Management Plan process allows updating project plans that support the warehousing operation.

Navigation

MATERIEL MGMT > Project MGMT >  > Update Project pop-up window

Page Fields

The following fields display on the **Update Project** pop-up window. For more information on each field, select the appropriate hyperlink.

Project Tab

Prj Cd
Prj Desc *
Prj Type *
Prj Status *
Qty
Est Prj Cost
Actual Cost
Planned Start Dt *
Actual Start Dt
Planned End Dt
Actual End Dt
Attachment
Add / Edit Remarks

Project POC tab

Contact Point
Country
Phone Nbr
Address Line 1



DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

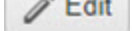

DPAS Navigation Helpful Tips










Click the following link to display Warehouse Navigation Tips.

Update a Project Plan


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update Project** pop-up window displays.
2. Verify the default mandatory fields:
 - A. Verify the default PRJ DESC in the field provided. *This is a 1024 alphanumeric character field.*
 - B. *The PRJ TYPE field is shaded and cannot be changed.*
 - C. Verify the default PRJ STATUS. If it is not correct, use  to select the correct PRJ STATUS:
 - OP - Open
 - CL - Closed
 - CN - Cancelled



- D. Verify the default Planned START DT field. If it is not correct, use  to select the correct Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Verify the default optional fields:
 - A. *The PRJ CD field is shaded and cannot be changed.*
 - B. Verify the default QTY field. If it is not correct, use  to choose the correct QTY.
 - C. Verify the default EST PRJ COST in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
 - D. Verify the default Actual Cost in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
 - E. Verify the default Actual Start DT field. If it is not correct, use  to select the correct Actual Start DT, or enter the date (MM/DD/YYYY) in the field provided.
 - F. Verify the default Planned End DT field. If it is not correct, use  to select the correct Planned End DT, or enter the date (MM/DD/YYYY) in the field provided.
 - G. Use  to select the Actual End DT, or enter the date (MM/DD/YYYY) in the field provided.
 - H. Select  to open the **Attachment Uploader** pop-up window.
 - I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Project POC tab:
 - A. Verify the default Contact Point in the field provided. *This is a 25 alphanumeric character field.*
 - B. Verify the default Country Code. If it is not correct, use  to select the correct Country code. *This field is mandatory when the address is entered.*
 - C. Verify the default PHONE NBR in the field provided. *This is a 25 numeric character field.*



- D. Verify the default Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Verify the default DSN NBR in the field provided. *This is a 25 numeric character field.*
- F. Verify the default Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Verify the default FAX NBR in the field provided. *This is a 25 numeric character field.*
- H. Verify the default City in the field provided. *This is a 25 alphanumeric character field, and is mandatory when the address is entered.*
- I. Verify the default E-mail Address. *This is an 80 alphanumeric character field.*
- J. Verify the default State code. If it is not correct, use  to select the correct State code. *This field is mandatory when an address is entered and the country code is set to United States.*
- K. Verify the default ZIP CD in the field provided. *This is a 10 numeric character field, and is mandatory when the address is entered.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select  to complete the revisions to the project plan.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



<p>have the appropriate security access.</p>	<p>access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>2059 — Unable to find project plan.</p>	<p>Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.</p>
<p>2094 — Must be alphanumeric with supported special characters \$, -, /, #, &, ;, (,), comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>92 — Entry must be numeric.</p>	<p>Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.</p>
<p>802 — Numeric field exceeds total number of characters allowed.</p>	<p>Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.</p>

<p>18 — Date format should be MM/DD/YYYY with valid month/day combination.</p>	<p>Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..</p>
<p>1193 — Planned START DT must be within 60 days (Past or Future) from today's date.</p>	<p>Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.</p>
<p>1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.</p>	<p>Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.</p>
<p>1195 — END DT must be <= 1 year from either Planned or Actual START DT.</p>	<p>Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.</p>
<p>44 - Input date must be <= system date.</p>	<p>Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.</p>
<p>1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min-</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following</p>

imum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.	permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: <i>Planned START DT.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>PRJ DESC.</i>	
13 — Mandatory Entry: <i>PRJ TYPE.</i>	
13 — Mandatory Entry: <i>PRJ STATUS.</i>	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no PRJ CD Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more	Invalid Entry. There are no more available PRJ

Project Codes available in this range. Select a different range.	CDs in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open PRJ CD already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered PRJ CD has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- [Project Management Overview](#)
- [Add a Project Management Plan](#)
- [Add an Attachment to a Project Management Plan](#)
- [Delete a Project Management Plan](#)
- [Start Using a Project Management Plan](#)

SKO Assemble

Overview

The Warehouse Management module Sets, Kits, and Outfits (SKO) Assemble process provides the ability to create, edit, and cancel Kit Assemble Requests (records), as well as assign specific items to a kit, assemble kits, track the overall progress of requests, assign a kit assembly to a dedicated location or container, initiate a pick, and print relevant forms for the SKO.

The mandatory kit assembly prerequisites:

- Catalog the Stock Numbers for each of the components and the complete kit
- Create a SKO Catalog record for the complete kit that contains its components
- Create a Stock Item record for the complete kit and each component
- Receive and accept the components into the Warehouse


The two kit assembly methods (depending upon the size of the locations involved):

- **Pick Planning and Pick Process** *requires picking the component inventory prior to assembly*
 - Initiating a pick sends the request to collect components for assembly. Prior to creating the pick request, knowing the stock numbers of each of the components are required to assemble the kit. Once components have been picked and are ready to assemble, the Pick Status Rollup changes to "Complete, Full Pick". Kits with this status only can be assembled.
- **Immediate Assembly** *does not require picking the component inventory prior to assembly*
 - For Serially Managed SKOs, this skips the Pick Plan and Pick processes, and the kit is immediately assembled. This method is most useful when the components are stored in the same location as where the kit is stored.

When a Kit Assembly Request is initiated through the Project Management process, the PRJ CD displays in the Kit Assemble grid.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.



The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Assemble > SKO Assemble page

Page Fields

The following fields display on the **SKO Assemble** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Stock Nbr *i*

Member *i*

Prj Cd

Kit Type

Kit Assemble Grid

Edit

Initiate

Print

Prj Cd

Stock Nbr

Item Desc

Plan Status Rollup

Serially Managed

Required Qty

Assembled Qty

Remaining Qty

Qty In QC

Qty Passed QC

Remarks

Attainment (%)



Optional

Security Commodity Type Desc
Reportable Commodity Type Desc
LIN/TAMCN
LIN/TAMCN Desc
GFM Contract Nbr
Shelf Life Cd
Stock Item Cd
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Created By Pick

Pick Status
Kit QC Status
Pick Nbr
Qty Full
Qty Partial
Member

Created By Assemble

ICN
Serial Nbr
Current Qty
Prj Cd
Owning DoDAAC
GFM Contract Nbr
SKO Build Status
Cond Cd
Member

Pick Kits

Stock Nbr
Item Desc
Required Qty
Assembled Qty
Picked Qty



Remaining Qty To Be Picked

Kit Inventory Destination

Kit Assemble Qty *
Owning DoDAAC *
Cond Cd *
Pick Plan Location
Pick Plan Container
Prj Cd

Kit Details Grid

Stock Nbr
LIN/TAMCN
Item Desc
Required Qty
Rqd For Complete Kit?
Size Category

Kit Assemble

Stock Nbr *
Item Desc
ICN *

ICN Details

Serial Nbr
Asset ID

New Location
New Container
Cond Cd
Owning DoDAAC *
GFM Contract Nbr
Prj Cd

Kit Details Grid

Stock Nbr
LIN/TAMCN
Item Desc
Required Qty
Rqd For Complete Kit?



Kit Item Detail Status



Optional

Size Category
Stocking UI
Serially Managed
Prev Sel Qty
ICN Qty
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit

Kit Assembly

Stock Nbr
Required Qty
Assembled Qty
Remaining Qty
Full Planned Pick Qty
Partial Planned Pick Qty
Owning DoDAAC
Cond Cd
Prj Cd
GFM Contract Nbr

Kit Assembly Information

Kit Assembly Location 
Kit Assembly Container 
Require QC
Complete As Is
QC Remarks

Kit Assembly Completed

Kit ICN
Item ICN
Stock Nbr
Item Desc
Serial Nbr

(*) Asterisk identifies mandatory fields.




Procedures







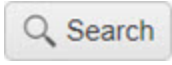
DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Search For a SKO Assemble Record

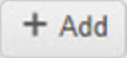



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
 - Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*
Member Profile Browse help
 - Use  to select the Prj Cd.
 - Use  to select the Kit Type.
- Select . The results display in the Kit Assemble grid below.

Add a SKO Assemble Record

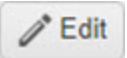

Selecting  at any point of this procedure removes all revisions and removes the grid row.




1. Select . A blank entry appears at the top of the grid.
2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
3. The ITEM DESC field automatically populates once the STOCK NBR is entered.
4. The Serially Managed field automatically populates once the STOCK NBR is entered.
5. Use  to choose the Required QTY.
6. The Assembled QTY field automatically populates and is not editable.
7. The Remaining QTY field automatically populates and is not editable.
8. The QTY in QC field automatically populates and is not editable.
9. The QTY Passed QC field automatically populates and is not editable.
10. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
11. The Attainment (%) field automatically populates and is not editable.
12. Click  to complete the transaction.

Update a SKO Assemble Record


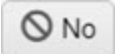
Selecting  at any point of this procedure removes all revisions and closes the grid row.

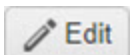


1. Select  next to the desired SKO Assemble Record. *The entry expands.*
2. Verify the STOCK NBR.
3. Verify the ITEM DESC.
4. Verify the Serially Managed field.
5. Update the Required QTY, using  to choose the revised quantity.
6. Verify the Assembled QTY.
7. Verify the Remaining QTY.
8. Verify the QTY in QC.



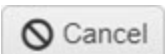
9. Verify the QTY Passed QC.
10. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
11. Verify the Attainment (%).
12. Update the History Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
13. Click  to complete the transaction.

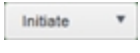
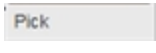
Delete a SKO Assemble Record

Selecting  or  at any point of this procedure removes all revisions and closes the grid row.






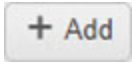
1. Select  next to the desired SKO Assemble Record. *The entry expands.*
2. Reduce the Required QTY to '0'.
3. Select . The **Confirm Cancel SKO Build** pop-up window appears.
4. Select  to remove the record.

Initiate a Pick for a SKO Assemble Record

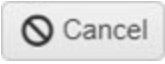
Selecting  at any point of this procedure removes any revisions and returns to the Kit Assemble grid. **Bold** numbered steps are required.


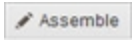
1. Select . *The Initiate drop-down menu appears.*
2. Select . The **Pick Kits** pop-up window appears.
3. Verify the STOCK NBR.
4. Verify the ITEM DESC.
5. Verify the Required QTY.
6. Verify the Assembled QTY.
7. Verify the Picked QTY.



8. Verify the Remaining QTY To Be Picked.
 9. Use  to choose the Kit Assemble QTY field. *This field is only editable for serially managed SKO Assemble Records when more than 1 is required.*
 10. Use  to select the Owning DoDAAC.
 11. Use  to select the Cond Cd.
- Enter the Pick Plan Location, or use  to browse for the entry. *This is a 20 alphanumeric character field.*
 Location Browse help
12. **OR**
- Enter the Pick Plan Container, or use  to browse for the entry. *This is a 20 alphanumeric character field.*
 Container Identification Browse help
13. Verify the PRJ CD, if available.
 14. Select  to complete the transaction. *The grid row expands, with "Pick Plan Created" in the Plan Status Rollup field, and the PICK NBR linked to the Materiel Movement Plan.*

Assemble a SKO Assemble Record (Pick NBR)

Selecting  at any point of this procedure removes any revisions and closes the pop-up window. **Bold** numbered steps are required.

1. Select  next to the desired record. The **Created By Pick** sub-grid appears.
2. Select . The **Kit Assembly** pop-up window appears, open to the **Kit Assembly** tab.

Note





 Assemble

is only available when the Plan Status is "Complete, Full Pick."

3. Verify the STOCK NBR.





4. Verify the Required QTY.
5. Verify the Assembled QTY.
6. Verify the Remaining QTY.
7. Verify the Full Planned Pick QTY.
8. Verify the Partial Planned Pick QTY.
9. Verify the Owning DoDAAC.
10. Verify the COND CD.
11. Verify the PRJ CD.
12. Verify the GFM CONTRACT NBR.

Use  or  to assist with the Kit Assembly Location entry. *This is a 20 alphanumeric character field.*


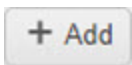
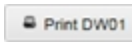
Location Browse help

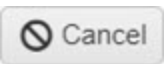
13.

OR



Use  or  to assist with the Kit Assembly Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help


14. Click  to de-select the Require QC. *This removes the check (☐) and does not create a QC Request.*
15. Click ☐ to select the Complete As Is. *This indicates the Kit needs to ship even if it is incomplete.*
16. Select the QC Remarks field to enter any additional information. *This is a 1024 alphanumeric character field.*
17. Select  to complete the assembly. *The **Kit Assembly** tab closes, and the **Kit Creation Completed** tab opens, with the Kit and Item ICN fields populated.*
18. Select . *The **Print Form** pop-up window appears.*

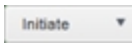


Selecting  at any point of this procedure removes all revisions and closes the window.



- A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- B. Select . *The DW Form 01 "Kit Assembly Instructions" prints.*
19. Select . *The **Kit Assembly** pop-up window closes, with "Assembled" in the Plan Status Rollup field.*

Assemble a SKO Assemble Record (Assemble)


Selecting  at any point of this procedure removes any revisions and returns to the Kit Assemble grid. **Bold** numbered steps are required.

1. Select . *The Initiate drop-down menu appears.*
2. Select . *The **Kit Assemble** pop-up window appears.*
3. *Verify the STOCK NBR.*
4. *Verify the ITEM DESC.*
5. Enter the ICN, or use  to browse for the entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

If there is no ICN for this Kit, enter the ICN.

Scan the barcode

1. Select the  field.
2. Use the DPAS supported tethered scanner to scan:
 - DPAS generated ICN barcode
 - Serial Number barcode
 - UII barcode

Type the information

Select  to remove updates and remove the ICN Details section.



1. Select . *The ICN Details panel displays.*
2. Enter the SERIAL NBR in the field provided.




3. Enter the ASSET ID in the field provided.

4. Select  to complete the entry.

If the Kit includes sized components, an extra field appears.


Use  or  to assist with the Member entry. *The size automatically updates.*
Member Profile Browse help

Once the ICN is entered, two additional fields appear.

Enter the New Location, or use  to browse for the entry. *This is a 20 alphanumeric character field.*

Location Browse help

OR

Enter the New Container, or use  to browse for the entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

6. Verify any Inspection fields that appear.

7. *Verify the COND CD.*

8. Use the  to select the Owing DoDAAC.


9. *Verify the GFM CONTRACT NBR.*

10. *Verify the PRJ CD.*

11. For each asset in The Kit Details grid:


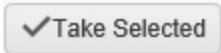
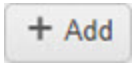


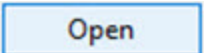
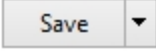
A. Select .

If there is no LIN/TAMCN, the Inventory Selection pop-up window appears.

Click  next to the desired asset in the Inventory Selection grid. *The Selected Quantity field changes to the quantity required.*




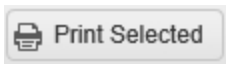
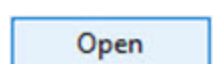

If there is a LIN/TAMCN, the *Inventory Selection By LIN/TAMCN* pop-up window appears.

- a. Select  next to the desired STOCK NBR. *The **Inventory Selection** pop-up window appears.*
- b. Click ☐ next to the desired asset. *The Selected Quantity field changes to the quantity required.*
- B. Select . *The **Inventory Selection** pop-up window closes, and the asset appears in the grid below the stock number in the updated **Kit Assemble** pop-up window.*
- C. Repeat for each asset in the Kit Details grid.
12. Verify the Require QC contains the appropriate ☒ or ☐. *Default is ☒ to **create** a QC Request.*
13. Enter the QC Remarks in the field provided for the QC department. *This is a 1024 alphanumeric character field.*
14. Select  to complete the assembly. *The **Print Form** pop-up window appears.*
Selecting  does not print the form.
15. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. Select . *The **Print** pop-up window for the DW Form 01 appears.*
17. Choose one of the following options:
 -  generates a PDF document, and can be printed from here.
 -  saves the document, and can be printed at a later time.

Print SKO Assemble Details

Selecting  at any point of this procedure removes any revisions and closes the pop-up window.



1. Click ☐ in the Print column of the desired SKO Assemble Record.  appears.
2. Select .
3. A pop-up window appears after generating the DW Form 08. *Choose whether to:*
 -  has the PDF document appear, and is printable from here.
 -  saves the PDF document, and is printable at a later time.


Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



13 - Mandatory Entry: <i>ICN</i> .	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: <i>Kit Assemble QTY</i> .	
13 - Mandatory Entry: <i>Own-ing DoDAAC</i> .	
13 - Mandatory Entry: <i>STOCK NBR</i> .	
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.
2098 - REQ QTY for Project Kits cannot be increased.	Invalid Entry. The Required QTY for this project is at the maximum. Re-enter the REQ QTY field.
1145 - REQ QTY cannot be < Assembled QTY.	Invalid Entry. The Assembled QTY must be less than the REQ QTY. Enter a valid number.
2132 - Kits set to Comp of Kit cannot be built within the SKO Build program.	Invalid Entry. The STOCK NBR entered is not a complete kit, but a component of a complete kit. Enter a new Stock Number.
xxxx - Invalid value entered for STOCK NBR.	Invalid STOCK NBR Entered. The STOCK NBR must be a managed kit. Type the STOCK NBR

	to assist with the entry.
1108 - Stock NBR must be a Stock Item for this Warehouse.	Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the warehouse, and re-enter the number.
1162 - Invalid value entered for Stock NBR. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must already exist in the SKO Header Table. Type the STOCK NBR again, using  to assist with the entry.
1006 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Bulk Update
- SKO Disassemble
- SKO Serial Update
- Project Management
- Materiel Movement Plan

SKO Bulk Update

Overview

The SKO Bulk Update process allows updating to bulk kits by removing and replacing components needed to complete the kit. This feature is useful when the full quantities were not picked.

Navigation

Materiel MGMT > Set Kit Outfit > Bulk Update> Sets Kits Outfits page

Page Elements

The following fields display on the SKO Bulk Update page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Kit Location
Kit Container
Bulk Id

Kit Update Dialog Box

All page elements on the **Kit Update** dialog box, including the available columns, are defined below.

After clicking the **Expand** arrow (▶) in the first column on the grid, the sub grid appears, as shown in this example.

View-only fields	
Stock Nbr	Master Stock Number for the kit.

Item Desc	Short description of the Master Stock Number.
Serial Nbr	Value used to identify the serially managed Master Stock Number, if applicable.
ICN/Label button	Inventory Control Number for the Master Stock Number. Click Label to print labels.
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Member (not shown)	Member associated with the kit, if applicable. Not shown if no member is associated with the kit.
Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Add (not shown)	Click to access the Inventory Selection dialog box, where

	you can add a replacement component. Only shown when a component is needed.
Stock Nbr	Stock number for the component.
Add button	Click to access Inventory Selection dialog box, where you can add a replacement component.
LIN/TAMCN	The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) used for designating a family of stock numbers for a component.
Item Desc	Short description of the component.
Required Qty	Number of components required.
Rqd for Complete Kit?	Yes if the component is required for a complete kit. No if it is not required for a complete kit.
Kit Item Detail Status	Component status. Completed, Not Started, <<what are the other options?>>
Other columns, not shown unless selected from Grid Options	
Cal/Maint/Inspect/Test At Parent Unit	<p>Calibration/Maintenance/Inspection/Test at Parent Unit. Either Yes or No, indicating if the associated components respective dates are the same as the header/end item and will be calibrated, maintained, inspected, and/or tested in tandem with the header/end item.</p> <p>No indicates that the associated component can have different calibration, maintenance, inspection, and/or test</p>

	dates than the header (or parent). No does not mean the components dates will differ entirely, it just means that they can be different.
Icon Qty	Inventory Control Number quantity. <<define...>>
Kit Managing Shelf Life Cd	Identifies when a specific stock number is added to a specific kit in the Sets, Kits, and Outfits (SKO) Catalog. If a code is shown, it indicates that the shelf life of the specific stock number is different from the shelf life recorded on the stock number catalog. If no code is shown, the shelf life on the associated component is no different than what is defined in the stock number catalog.
Managed Shelf Life Cd	A code identifying the period of time beginning with the date of manufacture/cure/assembly/pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection/test/restoration/disposal action.
Prev Sel Qty	
Serially Managed	Yes or No indicator for the SKO to determine if it is uniquely tracked, controlled or managed in maintenance, repair and/or supply by means of its serial number.
Size Category	Identifies a category for each item of gear that can be issued in more than one size. The size category will be associated with a LIN/TAMCN.

Stocking UI	Identifies standard unit by which an item is issued or ordered by a two digit code.
Sub-grid button and columns (appears after clicking the Expand arrow ►)	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Remove	Click to remove component from the kit. After clicking Remove , the Add button appears.
ICN	Inventory Control Number for the Master Stock Number.
Serial Nbr	Value used to identify the serially managed component.
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Current Container	Container where the component is stored. <<Is this correct?>>
New Qty	New number of components allocated for the kit. <<Is this correct?>>
New Location	Location where the component will be stored. << Is this correct?>>

New Container	Container where the component will be stored. <<Is this correct?>>
Action to Take	Action to take in order to complete the kit. <<Is this correct?>>
Size	
SKO Build Status	
Sub-grid - other columns, not shown unless selected from Grid Options	
Color	Color of component, if available.
Completed Kit Condition Code	
Install Date	
Item Desc	Short description of the Master Stock Number.
Member	Member associated with the kit, if available.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Prj Cd	Project Code
Req'd Qty	Required Quantity

UII	<p>Unique Item Identifier. A UII is a set of data elements marked on an item that is globally unique and unambiguous. The UII is never changed and the mark is permanent through the life of the product. An asset identifier (bar code) is an example of a UII. For items that are serialized within the enterprise identifier, the UII data set includes the data elements of enterprise identifier and a unique serial number. For items that are serialized within the part, lot or batch number within the enterprise identifier, the UII data set includes the data elements of enterprise identifier, the original part, lot or batch number, and the serial number.</p>
Fields and buttons under sub-grid	
Require QC	Select this check box to send the kit to Quality Control. Not shown for kits that have failed QC Inspection.
QC Remarks	If sending to Quality Control, enter comments here, if desired. Not shown for kits that have failed QC Inspection.
Update	Click to save your changes.
Cancel	Click to close the Kit Update dialog box without saving your changes.
Print DW01	Click to print a DW Form 01. The Print Form dialog box appears. Enter any remarks you want to include in the field and then click Print .



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a SKO Bulk Update Record

1. In the **Search Criteria** section, enter a Kit Location, or use  to browse for the entry. *Required if not selecting a Kit Container.*
2. Enter a kit container in the **Kit Container**, or use  to browse for the entry. *Required if not selecting a Kit Location.*
3. Enter an ID in the **Bulk Id** field, or click **Browse (...)** to search for an ID. *Required.*
4. Click **Continue**. The **Kit Update** dialog box appears.

Add a Component to Complete a Kit

1. Access the **Kit Update** dialog box for the record you want to work with.
2. On the **Kit Details** grid, click **Add**. The **Inventory Selection** dialog box appears.
3. Select the check box for the component you want to select and then click **Take Selected**.
4. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
5. Enter quality control remarks in the **QC Remarks** field, if desired.
6. Click **Update**.

Print a SKO ICN Label

Follow these steps to print an Inventory Control Number (ICN) label for a kit.

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click **Label**. The **Print Label Request** dialog box appears.



3. Select an option from the **Printer Language** list.
4. Select an option from the **Label Size** list.
5. Select the **Include RFID** check box to include Radio Frequency Identification (RFID) encoding (requires a specific printer).
6. Enter the number of labels to print in the **Qty** field.
7. Click **Print**. *The **Print** dialog box appears.*
8. Click **Print**.

Print a DW01 Form

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click **Print DW01**. *The **Print Form** dialog box appears.*
3. Enter any remarks you would like to include in the field and then click **Print**. *The **File Download** dialog box appears.*
4. Click **Open**. *The form opens in Adobe Reader.*
5. Click the **Print file** button on the toolbar or select **Print** from the **File** menu.

Related Topics

- SKO Assemble
- SKO Disassemble
- SKO Serial Update



SKO Disassemble

Overview

The Warehouse Management module Sets, Kits, and Outfits (SKO) Disassemble process provides the ability to return some or all components of a SKO to inventory (deciding which locations or containers serve as destinations), add an Inventory Control Number (ICN), send kit components to Quality Control, or update condition codes.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble > SKO Disassemble page

Page Fields

The following fields display on the **SKO Disassemble** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Stock Nbr *i*
Item Desc *i*
Planned Start Date
Planned End Date
Status
Include Closed
Included Serial Nbrs



SKO Disassemble Grid

Stock Nbr
Item Desc
SKO Type
Included Serial Nbrs
Cost Center
Assigned To
Planned Start Date
Planned End Date
Disassemble Location
Status
Total Kits to Disassemble
Kits Partially Disassembled
Kits Fully Disassembled

Optional



Pick Nbr
Actual Start Date
Actual End Date
Program Id
Established Dt/Tm
Established By
Last Updated By
Last Transaction Dt/Tm

Disassemble Header

Stock Nbr
Item Desc
SKO Type
Status
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location



Search Criteria

Cond Cd
Prj Cd
Location 
Container 
Serial Nbr

Kit Headers Grid

Qty
Stock Nbr
ICN
Cond Cd
Mgmt Cd
Serial Nbr
Owning DoDAAC
Prj Cd
Location
Container
Member Name
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract
CAGE Cd
Mfr Dt
Size
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Kit Details Grid

Qty
Stock Nbr



Item Desc
Mgmt Cd
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Location
Container
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract Nbr
CAGE Cd
Mfr Dt
Size

(*) Asterisk identifies mandatory fields.


Procedures




DPAS Navigation Helpful Tips







Click the following link to display Warehouse Navigation Tips.

Search for a SKO Disassemble Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 - Enter the ITEM DESC, using  to assist with the entry.




- Use  to select the Planned Start Date, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Planned End Date, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the desired Status.
- Click ☐ to select Include Closed.  appears, and includes CP - Complete or CN - Cancelled records.
- Enter the Included SERIAL NBRs in the field provided.

2. Select  Search . The results display in the SKO Disassemble grid below.


Add a SKO Disassemble Record

Select  Add to display the **Add SKO Disassemble** pop-up window.

Update a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select  Edit to display the **Update SKO Disassemble** page.

Complete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select  Edit to display the **Update SKO Disassemble** page.

Cancel a SKO Disassemble Record

Note



A SKO Disassemble record can **only** be canceled if the Status is **IP - In Progress**. If the status is anything else, the record cannot be canceled.



1. Select ☐ next to the desired SKO Disassemble Record. X Cancel becomes active.
2. Select X Cancel to process the transaction.

Delete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select X Delete to display the **Delete SKO Disassemble** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2133 - ICN is missing from one or more selected components. Please supply a valid ICN for each component being removed from the kit.	Invalid Disassemble. A SKO must have all the assets identified with an ICN before returning them to Inventory. Use ... to assist with the ICN of the asset.

Related Topics

- Add a SKO Disassemble Record
- Update a SKO Disassemble Record
- Delete a SKO Disassemble Record

- SKO Assemble
- SKO Bulk Update
- SKO Serial Update
- Materiel Movement Pick



Add a SKO Disassemble Record

Overview

The SKO Disassemble Add process provides the ability to create new disassemble records. Searching for and selecting the STOCK NBR for the SKO is mandatory for the record creation.

Note

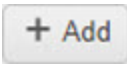


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble >  > Add SKO Disassemble pop-up window

Page Fields

The following fields display on the **Add SKO Disassemble** pop-up window. For more information on each field, select the appropriate hyperlink.

Add SKO Disassemble

Stock Nbr *
Item Desc
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location



Add SKO Disassemble Grid

Qty
ICN
Serial Nbr
Cond Cd
Location
Container

Inventory Selection

Scan Barcode
GFM Contract Nbr
Stock Nbr
ICN
Min Qty Rqd
Location
Cond Cd
Serial Nbr
Mfr Cage
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt
Additional Info

Available Inventory Grid

Total Qty
Stock Nbr Allocation Qty
Inventory Allocation Qty
Available Qty

Selected Inventory Grid

Selected Qty
Qty
ICN
Stock Nbr
Serial Nbr
Shelf Life Remaining



Shelf Life Expiration Dt
Cond Cd
Owning DoDAAC
Prj Cd
Container ID
GFM Contract Nbr

(*) Asterisk identifies mandatory fields.


Procedures


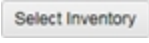




DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a SKO Disassemble Record


Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Add SKO Disassemble** pop-up window displays.
2. Click . The **Inventory Selection** pop-up window appears.
3. The **STOCK NBR** field automatically populates once the Inventory is entered.
4. The **ITEM DESC** field automatically populates once the Inventory is entered.
5. Use  to select the Planned Start Date, or enter the date (MM/DD/YYYY) in the field provided.
6. Use  to select the Planned End Date, or enter the date (MM/DD/YYYY) in the field provided.
7. Use  to select the Cost Center. The **Assigned To** field becomes editable.
8. Enter the Assigned To personnel in the field provided.
9. Enter the Disassemble Location, or use  to browse for the entry.


Location Browse help



Note



If a Disassemble Location is not selected, the kit is expected to be disassembled in its current location.

10. Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: <i>STOCK NBR.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: <i>ICN.</i>	
13 - Mandatory Entry: <i>SERIAL NBR.</i>	
13 - Mandatory Entry: <i>COST CTR</i>	

Related Topics

- SKO Disassemble Overview
- Update a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update



Delete a SKO Disassemble Record

Overview

The SKO Disassemble Delete process allows removal of disassemble records.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble > ☐ > > Delete SKO Disassemble pop-up window

Page Fields

The following fields display on the **Delete SKO Disassemble** pop-up window. For more information on each field, select the appropriate hyperlink.

Delete SKO Disassemble

History Remarks

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

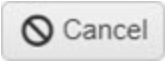




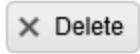
Delete a SKO Disassemble Record

Note



A SKO Disassemble record can **only** be deleted if the Status is **NS - Not Started**. If the status is anything else, the record cannot be deleted.

Selecting  at any point of this procedure removes all revisions and closes the pop-up window.

- Select ☐ next to the desired SKO Disassemble Record.  becomes active.
- Select . The **Delete SKO Disassemble** pop-up window appears.
- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- SKO Disassemble Overview
- Add a SKO Disassemble Record
- Update a SKO Disassemble Record



- SKO Assemble
- SKO Bulk Update
- SKO Serial Update



Update a SKO Disassemble Record

Overview

The SKO Disassemble Update process allows editing of disassemble records. Editable fields are updated independently of any other edit screen actions.

Note

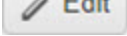


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble >  > SKO Disassemble Header page

Page Fields



The following fields display on the **SKO Disassemble Header** page. For more information on each field, select the appropriate hyperlink.

Disassemble Header

Stock Nbr *
Item Desc
SKO Type
Status
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location



Search Criteria

Cond Cd
Prj Cd
Location 
Container 
Serial Nbr

Kit Headers Grid

Qty
Stock Nbr
ICN
Cond Cd
Mgmt Cd
Serial Nbr
Owning DoDAAC
Prj Cd
Location
Container
Member Name
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract
CAGE Cd
Mfr Dt
Size
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Kit Details Grid

Qty
Stock Nbr

Item Desc
Mgmt Cd
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Location
Container
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract Nbr
CAGE Cd
Mfr Dt
Size

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



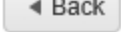
Click the following link to display Warehouse Navigation Tips.

Update a SKO Disassemble Record Header

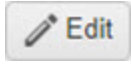
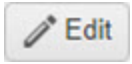




Note




A SKO Disassemble record is editable if the Status is **NS - Not Started** or **IP - In Progress**. If the status is anything else, the record cannot be updated.




Selecting  **Back** at any point of this procedure removes all revisions and returns to the SKO Disassemble page.



1. Select ☐ next to the desired SKO Disassemble Record.  becomes active.
2. Select . The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.
3. Verify the fields in the Disassemble Header panel.
 - Verify the *STOCK NBR.*
 - Verify the *ITEM DESC.*
 - Verify the *SKO Type.*
 - Verify the *Status.*
 - Update the Planned Start Date, using  or entering the date (MM/DD/YYYY) in the field provided.
 - Update the Planned End Date, using  or entering the date (MM/DD/YYYY) in the field provided.
 - Update the Cost Center, using  to select the desired center.
 - Update the Assigned To, entering the revised personnel in the field provided.
 - Update the Disassemble Location, using  to browse for the revised place. *This is a 20 alphanumeric character field.*




Location Browse help
4. Verify the fields in the Kit Details grid. Any field with  is editable.

Update a Condition Code

- A. Select  in the COND CD field.  appears.
- B. Update the Cond Cd, using  to select the desired code.
- C. Click outside the field. The COND CD saves, and the field returns to read only.






Update a Location

- A. Select  in the Location field.  appears.
- B. Update the Location, using  to browse for the revised place. *This is a 20 alphanumeric character field.*

Location Browse help

Update a Container

- A. Select  in the Container field.  appears.
- B. Update the Container, using  to browse for the revised place. *This is a 20 alphanumeric character field.*

Container Identification Browse help


Add an ICN

Note




For Serial managed kits, the ICNs are not editable.

For Bulk managed kits, any existing ICN is not editable. If there is no existing ICN, one must be entered.

Update the ICN, using  to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

5. Select  to process the transaction.

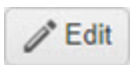
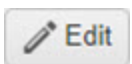
Disassemble a SKO

Note



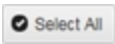


A SKO can be disassembled if the Status is **NS - Not Started** or **IP - In Progress**. If the status is anything else, the SKO cannot be disassembled.



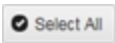


1. Select ☐ next to the desired SKO Disassemble Record.  becomes active.
2. Select . The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.

Serial Kits

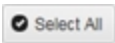


Return All Components for All SKOs Shown

- A. Select . All  become ☐, or vice versa.
- B. Verify all check-boxes are .

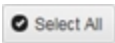


Return All Components for 1 SKO

- A. Select . All  become ☐, or vice versa.
- B. Select ☐ next to the desired Kit Header record. Only the components of that kit have ☐ become .

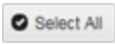


Return a single component in a serial SKO

- A. Select . All  become ☐, or vice versa.
- B. Select ☐ next to the desired component in the Kit Details record. Only that component has ☐ become .


Return multiple components in a serial SKO

- A. Select . All  become ☐, or vice versa.
- B. Select ☐ next to the desired components in the Kit Details record. Only those components have ☐ become .

Send all SKO components to Quality Control

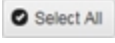

- A. Select . All  become ☐, or vice versa.
- B. Select ☐ next to the desired Kit Header record. Only the components of that kit have ☐ become .



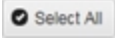


- C. Select ☐ in the Send to QC column of the Kit Header record. *Ensure the Send to QC column has .*

Bulk Kits

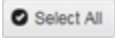



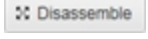
Return All Components for All SKOs Shown

- A. Select . All  amounts toggle between the total amount and 0.
- B. Verify all amounts are the total amount.

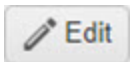

Return All Components for 1 SKO

- A. Select . All  amounts toggle between the total amount and 0.
- B. Use  in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*

Send all SKO components to Quality Control

- A. Select . All  amounts toggle between the total amount and 0.
- B. Use  in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*
- C. Select ☐ in the Send to QC column of the Kit Header record. *Ensure the Send to QC column has .*
3. Select . *The status changes, and the **SKO Disassemble** main page appears.*

Complete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.  becomes active.
2. Select . *The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.*



Serial Kits

- A. Select ☒ Select All . All ☒ become ☐ , or vice versa.
- B. Select ☐ next to the desired Kit Header record. *Only the components of that kit have* ☐ become ☒.

Bulk Kits

- A. Select ☒ Select All . All amounts toggle between the total amount and 0.
 - B. Use in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*
3. Select ☒ Complete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: COST CTR.	



Related Topics

- SKO Disassemble Overview
- Add a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update



SKO Serial Update

Overview

In DPAS, you can use the Set Kit Outfit (SKO) Serial Update process to update Serial kits by moving, removing, and replacing components that are needed to complete a kit. You can also completely disassemble a kit, if needed. This process is useful when the full quantities of components were not picked, or if the kit failed Quality Control inspection.

Navigation

Materiel MGMT > Set Kit Outfit > Serial Update > Sets Kits Outfits page

Page Elements

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

The **Sets Kits Outfits** (Serial Update) page contains the fields and buttons described below. Required fields are marked with an asterisk (*).

Sets Kits Outfits (Serial Update) Search Criteria

To search for all SKO serial update records, leave the default search field options and click **Search**. See the table below for other search options.

Stock Nbr	Enter the STOCK NBR, or use  to browse for the entry.
Item Desc	Enter a description of the Master Stock Number or leave the default option of All .
Member	Enter the ID of the member or click Browse (...) to search for a mem-



	ber, or leave the default option of All .
Show Completed	Select to display only kits with a SKO Build status of "Completed."
Serial Nbr	Enter the serial number for the kit.
Search	Click to perform a search.
Reset	

Kit Update Grid

All page elements on the **Kit Update** grid, including the available columns, are defined below.

Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Stock Nbr	Stock number for the component.
Item Desc	Short description of the component.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>

Sub-grid buttons and columns (appears after clicking the Expand arrow ►)

Disassemble Kits	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Update	Click to access the Update Serial Kit dialog box, where you can update kit details.
Print DW01	Click to print a DW Form 01. The Print Form dialog box appears. Enter any remarks you want to include in the field and then click Print .
Disassemble	Click to disassemble the kit. A confirmation dialog box appears. Click Yes .
ICN	Enter the ICN, or use  to browse for the entry.
Serial Nbr	Value used to identify the serially managed Master Stock Number.
Current Qty	Number of kits that are fully or partially assembled.
Prj Cd	Project Code. Number assigned to the project the kit is associated to (if a project was created).
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
SKO Build	Status of the SKO assembly process.



Status	
Cond Cd	Condition Code. Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Member	Member associated with the kit.
Sub-grid - other columns, not shown unless selected from Grid Options	
Currently Allocated	
Currently In QC	
Established By	ID of user who created the SKO record.
Established Dt/Tm	Date and time the SKO record was created.
Last Transaction Dt/Tm	Date and time stamp of the last transaction for the SKO record.
Last Updated By	ID of the user who last updated the SKO record.
Program Id	DPAS warehouse process name.

Update Serial Kit dialog box

After clicking Update on the Kit Update grid, the Update Serial Kit dialog box appears. From this dialog box, you can add, remove, or move items from a kit that already exist in inventory. You can also update kits that were returned from QC and did not pass inspection.

All page elements, including the available columns, are defined below.



View-only fields

Stock Nbr	Master Stock Number for the kit.
Item Desc	Short description of the Master Stock Number.
Serial Nbr	Value used to identify the serially managed Master Stock Number, if applicable.
ICN/Label button	Inventory Control Number for the Master Stock Number. Click Label to print labels.
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Member (not shown)	Member associated with the kit, if applicable. Not shown if no member is associated with the kit.

Button on top row of Kit Details grid

Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
--------------	--

Columns shown by default on Kit Details grid



Expand arrow	Click to view the individual components in the kit.
Add (not shown)	Click to access the Inventory Selection dialog box, where you can add a replacement component. Only shown when a component is needed.
Stock Nbr	Stock number for the component.
LIN/TAMCN	The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) used for designating a family of stock numbers for a component.
Item Desc	Short description of the component.
Required Qty	Number of components required.
Rqd for Complete Kit?	Yes if the component is required for a complete kit. No if it is not required for a complete kit.
Kit Item Detail Status	Component status. Completed, Not Started, <<what are the other options?>>
Sub-grid button and columns (appears after clicking the Expand arrow ►)	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Remove	Click to remove component from the kit. After clicking Remove , the Add button appears.
ICN	Enter the <div style="border: 1px solid #ccc; padding: 2px 10px;"> </div> , or use <div style="border: 1px solid #ccc; padding: 2px 10px;">...</div> to browse for the entry.

Serial Nbr	Value used to identify the serially managed component.
Cond Cd	Condition Code. Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Current Container	Container where the component is stored. <<Is this correct?>>
New Qty	New number of components allocated for the kit. <<Is this correct?>>
New Location	Location where the component will be stored. << Is this correct?>>
New Container	Container where the component will be stored. <<Is this correct?>>
Action to Take	Action to take in order to complete the kit. <<Is this correct?>>
Size	
SKO Build Status	
Sub-grid - other columns, not shown unless selected from Grid Options	
Currently Allocated	
Currently In QC	

Established By	ID of user who created the SKO record.
Established Dt/Tm	Date and time the SKO record was created.
Last Trans- action Dt/Tm	Date and time stamp of the last transaction for the SKO record.
Last Updated By	ID of the user who last updated the SKO record.
Program Id	DPAS warehouse process name.
Fields and buttons under sub-grid	
Require QC	Select this check box to send the kit to Quality Control. Not shown for kits that have failed QC Inspection.
QC Remarks	If sending to Quality Control, enter comments here, if desired. Not shown for kits that have failed QC Inspection.
Update	Click to save your changes.
Cancel	Click to close the Kit Update dialog box without saving your changes.
Print DW01	Click to print a DW Form 01. The Print Form dialog box appears. Enter any remarks you want to include in the field and then click Print .
Disassemble	Click to disassemble the kit. A confirmation dialog box appears. Click Yes .


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Search for a SKO Serial Update Record

1. In the **Search Criteria** section, enter a stock number in the **Stock Nbr** field or  to search for a stock number, or leave the default option of **All**.
2. Enter an item description in the **Item Desc** field, or leave the default option of **All**.
3. Enter the member name in the **Member** field or click **Browse (...)** to search for a member, or leave the default option of **All**.
4. Select the **Show Completed** check box to display kits with a SKO build status of "Completed."
5. Enter a serial number in the **Serial Nbr** field, or leave the default option of **All**.
6. Click **Search**.

Update an Incomplete Kit

1. Search for the record you want to update.
2. On the **Kit Update** grid, click the **Expand** arrow  to display more details.
3. Click **Update** for the kit you want to update. *The **Update Serial Kit** dialog box appears.*
4. On the **Kit Details** grid, click **Add** to add an inventory item to the kit. *The **Inventory Selection** dialog box appears.*
5. Select the check box for the inventory item you want to select and then click **Take Selected**. *The **Update Serial Kit** dialog box appears.*
6. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
7. Enter quality control remarks in the **QC Remarks** field, if desired.
8. Click **Update**.



Disassemble a Kit

1. Search for the record you want to update.
2. On the **Kit Update** grid, click the **Expand** arrow ► to display more details.
3. Select the **Disassemble** check box for the kit and then click **Disassemble Kits**. *The **Disassemble Kits** confirmation dialog box appears.*
4. Click **Yes**.

Note: You can also disassemble a kit from the **Update Serial Kit** page. On the **Kit Update** grid, click the expand arrow. Click **Update**, click **Disassemble**, and then click **Yes**.

Replace Component to Pass QC

1. Search for the SKO record you want to update. For this procedure, select the **Show Completed** check box.
2. On the **Kit Update** grid, click the **Expand** arrow ► to display more details.
3. Click **Update**. *The **Update Serial Kit** dialog box appears.*
4. On the **Kit Details** grid, click **Add** to replace the failed component. *The **Inventory Selection** page appears.*
5. Select the check box for the inventory item you want to select and then click **Take Selected**.
6. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
7. Enter quality control remarks in the **QC Remarks** field, if desired.
8. Click **Update**.

Print a SKO ICN Label

Follow these steps to print an Inventory Control Number (ICN) label for a kit.

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click the **Expand** arrow ► to display more details.
3. Click **Update**. *The **Update Serial Kit** dialog box appears.*



4. Click **Label**. *The **Print Label Request** dialog box appears.*
5. Select an option from the **Printer Language** list.
6. Select an option from the **Label Size** list.
7. Select the **Include RFID** check box to include Radio Frequency Identification (RFID) encoding (requires a specific printer).
8. Enter the number of labels to print in the **Qty** field.
9. Click **Print**. *The **Print** dialog box appears.*
10. Click **Print**.

Print a DW01 Form

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click the **Expand** arrow ► to view more details.
3. Click **Print DW01**. *The **Print Form** dialog box appears.*
4. Enter any remarks you would like to include in the field and then click **Print**. *The **File Download** dialog box appears.*
5. Click **Open**. *The form opens in Adobe Reader.*
6. Click the **Print file** button on the toolbar or select **Print** from the **File** menu.

Related Topics

- SKO Assemble
- SKO Disassemble
- SKO Bulk Update



Allocation Management

Overview


The Warehouse Management module Allocation Management process provides the ability to view the allocations that exist against assets within the warehouse.

Allocations are defined in two ways:


- Soft Allocations - Allocations at the Stock Number, Condition Code, Owning DODAAC, and Project Code. *Example: Pick any truck from the parking lot.*
- Hard Allocations - Allocations against a specific inventory master records as selected in the Pick Planning process or in the Pick Process. *Example: Pick only the truck with VIN: ABC123 from the parking lot.*

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Materiel MGMT > Allocation MGMT > Allocation MGMT page

Page Fields

The following fields display on the **Allocation Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value



12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
5	Select "Hyperlink" to view details for specific record.

Search Criteria

- Stock Nbr

i
- Cond Cd
- ICN

i
- Serial Nbr

i
- Owning DODAAC

i
- Prj Cd
- Allocation Desc

i

Search Results Grid

Stock Nbr
Item Desc
Cond Cd
Mgmt Cd
Owning DoDAAC
Prj Cd
Soft Alloc Qty
Hard Alloc Qty
Total Alloc Qty

Optional

Inv Type

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Allocation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



Instructions

Search Criteria

i Stock Nbr

...

i ICN

...

i Owning DoDAAC

i Alloc Desc

Cond Cd

▼

i Serial Nbr

Prj Cd

▼

- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Use ▼ to select the Cond Cd.
- Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
- Enter the SERIAL NBR, using i to assist with the entry. *This is a 30 alphanumeric character field.*
- Enter the Owning DoDAAC, using i to assist with the entry.
- Use ▼ to select the Prj Cd.
- Enter the Allocation DESC, using i to assist with the entry.

2. Select . *The results display in the Allocations grid.*

Allocations Grid Options ▼								
Stock Nbr ↑	Item Desc	Cond Cd	Mgmt Cd	Owning DoDAAC ↑	Prj Cd ↑	Soft Alloc Qty	Hard Alloc Qty	Total Alloc Qty
99991013TEST867	SER STOCK IN ALL TRAIN WH	A - Svcb(w/o Qual)	A - Serial Number Managed	LDS717		0	2	2
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ ▶ 🔍 1 🔍 ▶ ▶▶ 50 items per page 1 - 1 of 1 items </div>								

View Allocation Details

Select the SOFT ALLOC QTY or HARD ALLOC QTY hyperlink to view the allocation details.
*The **Allocation Detail** pop-up displays.*



Allocation Details

Hard Allocations

Grid Options

Stock Nbr	Item Desc	Cond Cd	Owning DoDAAC	Prj Cd	ICN	Serial Nbr	Alloc Desc	Hard Alloc Qty	Date Added
99991013TEST867	SER STOCK IN ALL TRAIN WH	A	LDST17		A0000000000001135484	F2DEEF1DDD494912B4A430B2E16923	Allocations for In Transit, Document Nbr - LD071741700400	1	06/18/2024 2:15:58 PM
99991013TEST867	SER STOCK IN ALL TRAIN WH	A	LDST17		A0000000000001135485	C210F8940263440EA56C4E97B76E39	Allocations for Disposition, Document Nbr - LD071741701201	1	06/18/2024 2:28:29 PM

50

items per page

1 - 2 of 2 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma , period , and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma , period , and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

No Related Topics

Inventory Adjustment Activity Review Overview

Overview

The Warehouse Management module Inventory Adjustment Activity Review process provides the ability to print, upload, sign, email, and download Inventory Adjustment Reports. The report is a daily summary of gains and losses for a specific warehouse, and must be retained for 2 years.

Navigation

MATERIEL MGMT > Inventory Adjustment Activity Review > Inventory Adjustment Activity Review page

Page Fields

The following fields display on the **Inventory Adjustment Activity Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Search Criteria Grid

Date From
Report Status
Date To

Search Results Grid

Date
Report Status
Remarks




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Inventory Adjustment Report


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Search Criteria


Date From

month/day/year




Date To


month/day/year






Report Status

▼

 Reset

 Search

- Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Report Status.
- Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . The **Inventory Adjustment Activity Review — Results** page



appears.

Search Results ^

Options ▾
Print
Upload
Sign ▾

	Date	Report Status	Remarks
<input type="checkbox"/>	Tue May 24 2022	Unsigned	--
<input type="checkbox"/>	Tue May 24 2022	Unsigned	--
<input type="checkbox"/>	Wed May 25 2022	Unsigned	--

Selected 0/3

 < > 10 items per page

1 - 3 of 3 items

Download an Inventory Report

- Select the Date hyperlink. *The Windows **Save As** pop-up window appears.*
- Select Save. *The **Save As** pop-up window closes, and the PDF file is saved.*

Print an Inventory Report

- Click ☐ to select the desired entry. *The report row is highlighted, and Print, Upload, and Sign ▾ become available.*
- Select Print. *The Windows **Save As** pop-up window appears.*
- Select Save. *The **Save As** pop-up window closes, and the PDF file is saved, ready to be printed later.*

Upload an Inventory Report


- Click ☐ to select the desired entry. *The report row is highlighted, and Print, Upload, and Sign ▾ become available.*





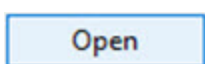

2. Select . The **Upload Inventory Adjustment Activity Report** pop-up window appears.

Upload Inventory Adjustment Activity Report

Attachments


Drop files here... 




3. Use  to browse for the attachment. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears below the .

Upload Inventory Adjustment Activity Report

Attachments


Drop files here... 

5212022_InventoryAdjustmentReport...




Clear






Upload


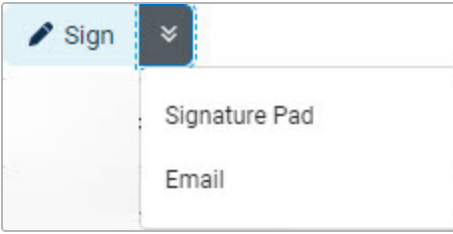




6. Select . The **Upload Inventory Adjustment Activity Report** pop-up window closes, and the report is uploaded to the system.

Sign an Inventory Report

1. Click  to select the desired entry. The report row is highlighted, and , , and  become available.
2. Select . Select the main button to automatically open the Signature Pad. Select the down arrow to choose how to sign the report.

3. Select . Choose which way to sign: 

Signature Pad

- A. Select Signature Pad. The **Sign Inventory Adjustment Activity Report** pop-up window appears.

Sign Inventory Adjustment Activity Report
×

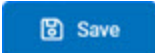
Cancel

Clear

Save

- B. Use the mouse to sign within the box.



- C. Select . The Report Status changed from Unsigned to Signed, and the Remarks now show the date and the User Id of the signer.

Email

- A. Select Email. The **Email Receipt** pop-up window appears.



Email Receipt
×

* Email Address

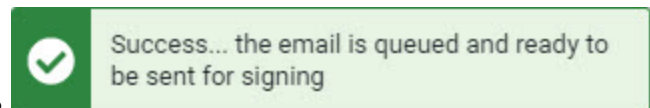
✕ Cancel

Send

- B. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

- C. Select . The  appears.

- D. Once that pop-up disappears, the



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

xxxx — Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics



AIT Scanner

Overview

The Warehouse Management module AIT Update Scanner process provides the ability to download and install the Software on supported Portable Data Collection Devices (PDCDs).

Navigation

AIT MGMT ???

Page Fields

The following fields display on the AIT Software Update page. For more information on each field, select the appropriate hyperlink.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Download the Software

Transfer the .CAB file from the desktop to the My Computer directory in the PDCD.

Do Not Sync the Scanner

Port 1026

Must be on Main Screen to update software

Change Display Mixed Content if Unsafe Content pop up appears

Common Errors

No common errors have been identified for this page

Related Topics

- Update the AIT Software



Update the AIT Software

Overview

The AIT Software Update process provides the ability to download the Software and install it on supported Portable Data Collection Devices (PDCDs). This downloads the selected software update files to the desktop for installation on the PDCD.

Navigation

AIT MGMT > AIT Software Update

Page Fields

The following fields display on the AIT Software Update page. For more information on each field, select the appropriate hyperlink.

Software Version


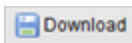
Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Download the Software

1. Use  to select the desired Software Version.
2. Select . *The chosen software version downloads to the computer.*
3. Transfer the .CAB file from the desktop to the My Computer directory in the PDCD.

Common Errors

No Common Errors available for this process



Related Topics

- [AIT Scanner Overview](#)



AIT Update Scanner

Overview

The AIT Update Scanner process provides the ability to download and install the Software on supported Portable Data Collection Devices (PDCDs).

Navigation

AIT MGMT

Page Fields

The following fields display on the AIT Software Update page. For more information on each field, select the appropriate hyperlink.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Download the Software

Transfer the .CAB file from the desktop to the My Computer directory in the PDCD.

Do Not Sync the Scanner

Port 1026

Must be on Main Screen to update software

Change Display Mixed Content if Unsafe Content pop up appears

Common Errors

No common errors have been identified for this page

Related Topics

AIT Software Update





UIC


Overview

The Warehouse Management module Unit Identification Code (UIC) process provides the ability to add, update, and delete UIC records. UICs are used to identify the organization that materiel is issued to with the expected return of the materiel once the deployment purpose of the Unit has been satisfied. The UIC is also be used to associate members who are individually issued materiel.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Customer MGMT > UIC > UIC page

Page Fields

The following fields display on the **UIC** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

UIC 

UIC Grid Fields

Edit
 Delete
 History
 UIC
 UIC Name
 Account Name
 Parent UIC
 Status
 Organization Size
 Owning DoDAAC
 Contact Point

Optional

Logistics Program Name
 Warehouse Name
 Phone Number



DSN Number
Fax Number
E-Mail Address
Address Line 1
Address Line 2
City
State
Zip Code
Country
Remarks


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a UIC

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Enter the UIC/Account Name, using  to assist with entry. *This is a 6 alphanumeric character field.*

Instructions

Search Criteria

i UIC

All

Search

Reset

2. Select Search. Results appear in the Search Results grid.

UIC									
+ Add ⚙ Grid Options									
	UIC ↑	UIC Name	Account Name	Parent UIC ↑	Status	Organization Size	Owning DoDAAC	Contact Point	
✎ Edit	✕ Delete	🕒 History	JMN123	CORUSCANT		ACTIVE			Pidge

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⏩

1

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⏪

⏩

50 items per page

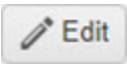
1 - 1 of 1 items



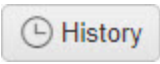
Add a UIC Record

Select  **Add**. The **Add UIC** pop-up window appears.

Update a UIC Record

Select  **Edit** next to the desired record. The **Update UIC** pop-up window appears.

View a UIC Record History

Select  **History** next to the desired record. The **UIC History** pop-up window appears.

Delete a UIC Record

Select  **Delete** next to the desired record. The **Confirm Delete** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.



Related Topics

- [Add a UIC](#)
- [Update a UIC](#)
- [Delete a UIC](#)




Add a UIC

Overview


The Unit Identification Code (UIC) Add process provides the ability to create new UIC records.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Customer MGMT > UIC > UIC >  > Add UIC pop-up window

Page Fields

The following fields display on the **Add UIC** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.



14

Select "Cancel" button to return to previous page.

UIC Tab

UIC *
Organization Size
UIC Name *
Account Name
Parent UIC 
Warehouse Name *
Owning DoDAAC
Status
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
Zip Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.



Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a UIC

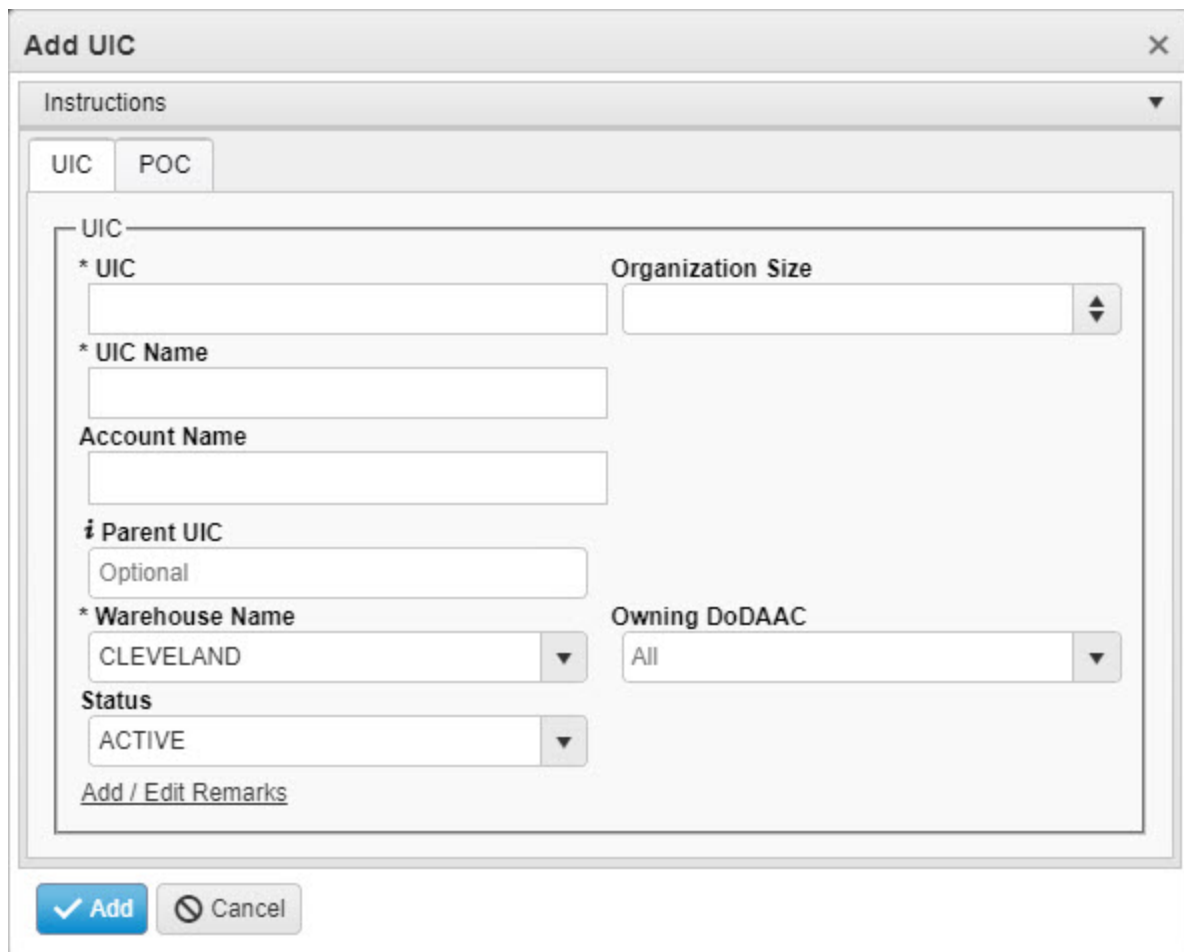


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





- Select . The **Add UIC** pop-up window appears.

On the UIC Tab



The **Add UIC** window contains the following fields and controls:

- Instructions:** A dropdown menu.
- UIC / POC:** Two tabs, with **UIC** currently selected.
- * UIC:** A text input field.
- Organization Size:** A dropdown menu.
- * UIC Name:** A text input field.
- Account Name:** A text input field.
- i Parent UIC:** A text input field with an information icon.
- * Warehouse Name:** A dropdown menu with "CLEVELAND" selected.
- Owning DoDAAC:** A dropdown menu with "All" selected.
- Status:** A dropdown menu with "ACTIVE" selected.
- Add / Edit Remarks:** A link at the bottom of the form area.
- Buttons:** "Add" (with a checkmark) and "Cancel" (with a circle and slash) at the bottom.

- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Use  to choose the Organization Size.
- Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Account Name in the field provided. *This is a 25 alphanumeric character field.*
- Enter the Parent UIC, using  to assist with entry. *This is a 6 alphanumeric character field.*



- F. Use to select the Warehouse Name.
- G. Use to select the Owning DoDAAC.
- H. Use to select the Status.
- I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

On the POC Tab

Add UIC

✕

Instructions

▼

UIC

POC

POC Details

<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Contact Point</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Phone Nbr</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">DSN Nbr</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Fax Nbr</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Email Address</div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Country * - N/A ▼</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Address Line 1</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Address Line 2</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">City</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">State * - State Code Not Applicable ▼</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Zip Cd</div>
--	---

[Add / Edit Remarks](#)

✓ Add

✕ Cancel



- A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*
- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*
- F. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*
- J. Use to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select . *The new UIC appears in green at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



<p>have the appropriate security access.</p>	<p>access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>xxxx — Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>80 — UIC must be A — Z and/or 0 — 9.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like \$, ! or @ are prohibited.</p>
<p>xxxx - UIC already exists.</p>	<p>Invalid Entry. The UIC cannot already exist. Double-check the code and re-enter.</p>

1012 — UIC already exists, update status to active to re-activate.	Invalid Entry. The UIC already exists but is inactive. Find the UIC and change the status to active.
1010 — Parent UIC must exist on UIC table as an Active UIC.	Invalid Entry. The Parent UIC must exist. Double-check the code and re-enter.
1031 — The Parent UIC is invalid for this UIC. The Parent UIC is a child within this UIC's hierarchy.	Invalid Entry. The Parent UIC is associated with a UIC that has this UIC as its Parent UIC. Double-check the code and re-enter.

Related Topics

- [UIC Overview](#)
- [Update a UIC](#)
- [Delete a UIC](#)




Update a UIC

Overview


The Unit Identification Code (UIC) Update process allows editing of UIC records.

Note

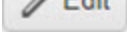


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Customer MGMT > UIC > UIC >  > Add UIC pop-up window

Page Fields

The following fields display on the Add UIC pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).



14

Select "Cancel" button to return to previous page.

UIC Tab

UIC *
Organization Size
UIC Name *
Account Name
Parent UIC 
Warehouse Name *
Owning DoDAAC
Status
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
Zip Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.



Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a UIC

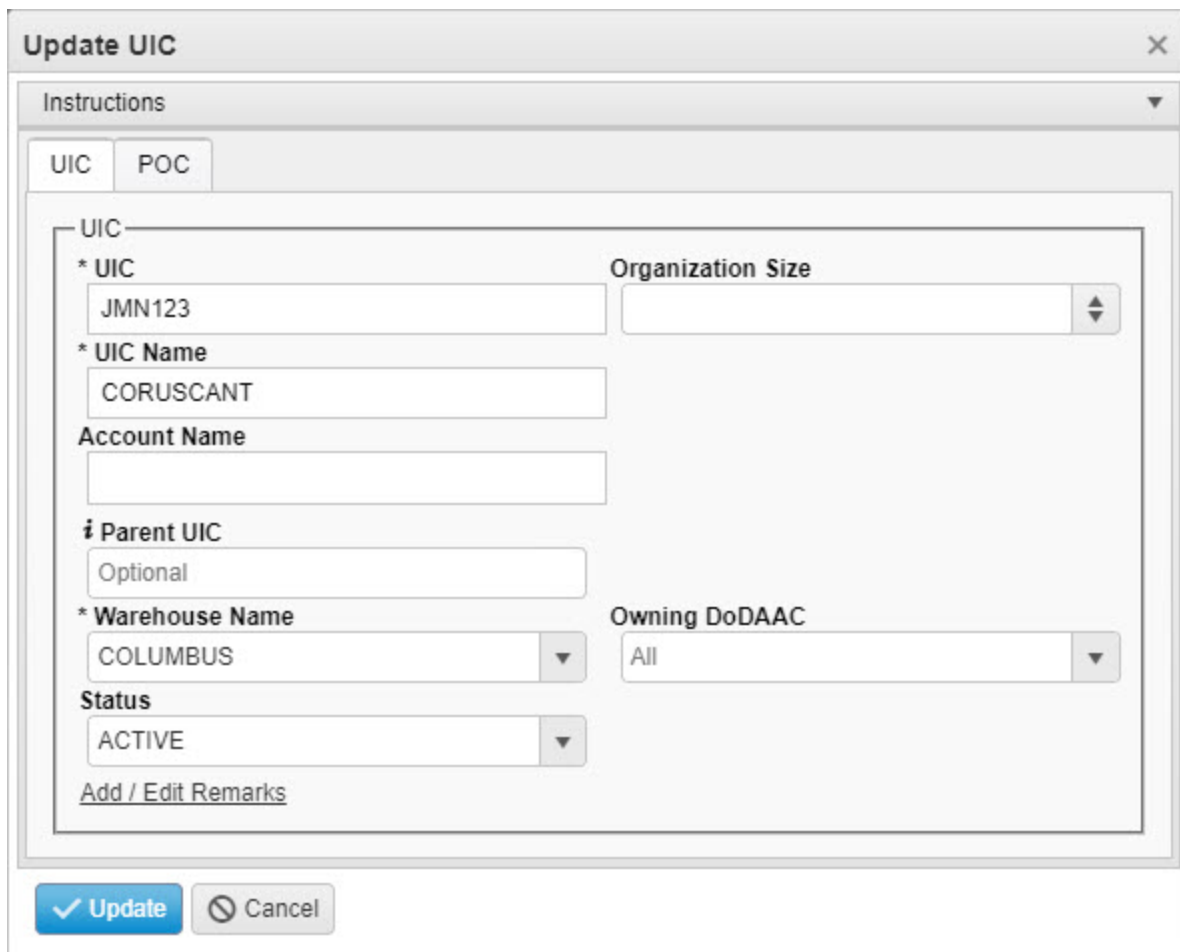


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.




1. Select  **Edit**. The **Update UIC** pop-up window appears.

On the UIC Tab







The **Update UIC** window contains the following fields and controls:

- Instructions** (dropdown menu)
- UIC** and **POC** tabs
- UIC** section:
 - * UIC**: Text field containing **JMN123**
 - * UIC Name**: Text field containing **CORUSCANT**
 - Account Name**: Text field
 - Parent UIC**: Text field containing **Optional**
 - * Warehouse Name**: Dropdown menu containing **COLUMBUS**
 - Status**: Dropdown menu containing **ACTIVE**
 - Add / Edit Remarks**: Link
- Organization Size**: Spinner control
- Owning DoDAAC**: Dropdown menu containing **All**
- Buttons**: **Update** (with checkmark) and **Cancel** (with X)

- A. Update the UIC, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*
- B. Update the Organization Size, using  to choose the revised amount.
- C. Update the UIC Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- D. Update the Account Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*



- E. Update the Parent UIC, using  to assist with the revised code. *This is a 6 alphanumeric character field.*
- F. Update the Warehouse Name, using  to select the desired name.
- G. Update the Owning DoDAAC, using  to select the desired DoDAAC.
- H. Update the Status, using  to select the desired state.
- I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*



On the POC Tab

Update UIC

✕

Instructions

UIC

POC

POC Details


<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Contact Point</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Pidge</div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Country</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">US - UNITED STATES OF AMERICA ▼</div>
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Phone Nbr</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Address Line 1</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div>
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">DSN Nbr</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Address Line 2</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div>
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Fax Nbr</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">City</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div>
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Email Address</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"></div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">State</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">PA - Pennsylvania ▼</div>
	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Zip Cd</div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">17055</div>

[Add / Edit Remarks](#)

✓ Update

✕ Cancel

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- B. Update the Country, using ▼ to select the desired place.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address 1, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

- F. Update the Address 2, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - J. Update the State, using to select the desired place.
 - K. Update the ZIP Cd, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . *The revised UIC appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>xxxx — Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>80 — UIC must be A — Z and/or 0 — 9.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like \$, ! or @ are prohibited.</p>
<p>xxxx - UIC already exists.</p>	<p>Invalid Entry. The UIC cannot already exist. Double-check the code and re-enter.</p>
<p>1012 — UIC already exists, update status to active to</p>	<p>Invalid Entry. The UIC already exists but is inactive. Find the UIC and change the status to active.</p>

re-activate.	ive.
1010 — Parent UIC must exist on UIC table as an Active UIC.	Invalid Entry. The Parent UIC must exist. Double-check the code and re-enter.
1031 — The Parent UIC is invalid for this UIC. The Parent UIC is a child within this UIC's hierarchy.	Invalid Entry. The Parent UIC is associated with a UIC has that has this UIC as its Parent UIC. Double-check the code and re-enter.

Related Topics

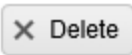
- [UIC Overview](#)
- [Add a UIC](#)
- [Delete a UIC](#)

Delete a UIC

Overview

The Delete a UIC process allows removal of a UIC record. A UIC record cannot be deleted if there are any Issue records associated with it.

Navigation

Customer MGMT > UIC > UIC >  > Confirm Delete (Delete UIC) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete UIC)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete UIC)

History Remarks




Procedures

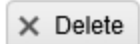
DPAS Navigation Helpful Tips

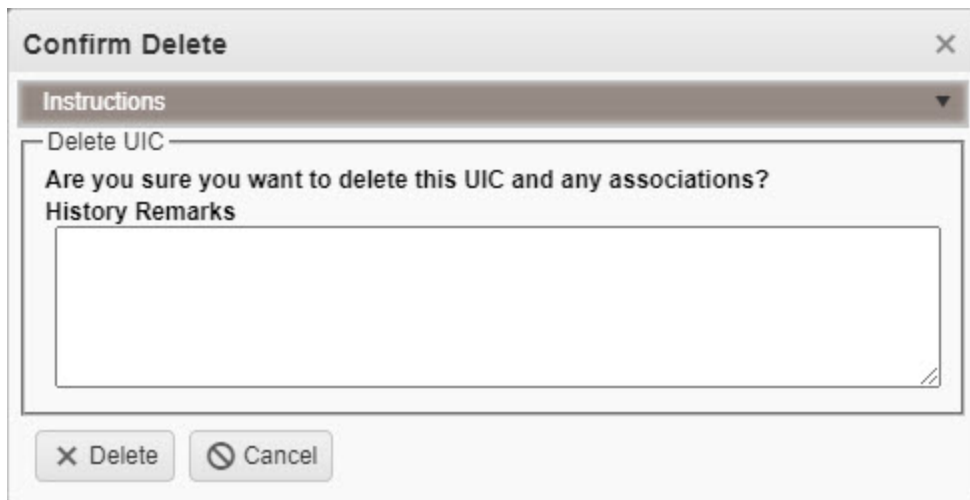



Click the following link to display Warehouse Navigation Tips.

Delete a UIC

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired record. The **Confirm Delete (Delete UIC)** pop-up window appears.



- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . The UIC is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
1025 — Cannot Delete, Member(s) and/or Custodian(s) are associated with this UIC.	Invalid Deletion. The UIC record cannot be deleted if there is any open Member Profile or UIC Custodian still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
1026 — Cannot Delete, UIC is a Parent UIC.	Invalid Deletion. The UIC record cannot be deleted if the UIC exists as a Parent UIC. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. Issue Header record(s) exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Issue Header Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.

<p>xxxx — Unit Identification Code cannot be deleted. <i>Return Header record(s)</i> exist for this Unit Identification Code.</p>	<p>Invalid Deletion. The UIC record cannot be deleted if there is any open Return Header Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.</p>
<p>xxxx — Unit Identification Code cannot be deleted. <i>UIC Authorization record(s)</i> exist for this Unit Identification Code.</p>	<p>Invalid Deletion. The UIC record cannot be deleted if there is any open Authorization Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.</p>
<p>xxxx — Unit Identification Code cannot be deleted. <i>UIC Issue Profile record(s)</i> exist for this Unit Identification Code.</p>	<p>Invalid Deletion. The UIC record cannot be deleted if there is any open Issue Profile Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.</p>
<p>xxxx — Unit Identification Code cannot be deleted. <i>Unit Identification Code Custodian record(s)</i> exist for this Unit Identification Code.</p>	<p>Invalid Deletion. The UIC record cannot be deleted if there is any open UIC Custodian Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.</p>
<p>xxxx — Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>

Related Topics

- [UIC Overview](#)
- [Add a UIC](#)
- [Update a UIC](#)



Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks

Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm



Last Updated By


Procedures





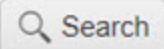
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Authorization


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:
 - Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
 - Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
Line Item Number / Table of Authorized Materiel Control Number Browse help
 - Enter the LIN/TAMCN DESC in the field provided.
2. Select  to display search results in the Authorization Grid.

Add an Authorization


Select  to display the **Add Authorization** pop-up window.

Update an Authorization

Select  next to the desired record to display the **Update Authorization** pop-up window.



Delete an Authorization

Select  **Delete** next to the desired record to display the **Confirm Delete Delete LIN/TAMCN Authorization** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization



Add an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.



Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Search Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks


Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm




Last Updated By


Procedures





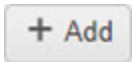

DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Add an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Enter the UIC, using  to assist with the entry. *This is a 6 alphanumeric character field.*

UIC Browse help
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help
- Enter the Authorized Quantity.
- Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", (comma), "." (period), and " " (space).
- Select  to create the Authorization or  to clear all entries and return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 - No record(s) match search criteria or you do not have the appropriate security access.

Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.

xxxx - Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Add an Authorization](#)
- [Update an Authorization](#)
- [Delete an Authorization](#)



Delete an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Search Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks


Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm



Last Updated By


Procedures

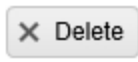



DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
2. Select  to process the delete action or  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Add an Authorization](#)
- [Update an Authorization](#)
- [Delete an Authorization](#)



Update an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Search Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks


Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm




Last Updated By



Procedures



DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Update an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Once the Authorization record has been created only the Authorization Quantity, Remarks, and History Remarks may be updated.
- Select  to process the transaction or  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Add an Authorization](#)
- [Update an Authorization](#)
- [Delete an Authorization](#)



UIC Custodian

Overview

The Warehouse Management module Unit Identification Code (UIC) Custodian process provides the ability to add, update, and delete UIC Custodians records.

The UIC Custodian accepts, issues, and manages materiel transfers for the unit. The assignment is provided to a primary and alternate within the unit. Within DPAS, the UIC manages all unit roles, assignments, and data. The UIC Custodian at the unit level is known as the unit Responsible Officer (RO). DPAS provides for UIC Custodians (primary and alternate) by commodity type.

A UIC is not required to have a Custodian associated with it. Prior to the unit having an "Unit Issue", the UIC must have a primary custodian for the commodity type of the unit issue established. The primary custodian cannot not be removed until all accounts of outstanding gear has been cleared.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > UIC Custodian page

Page Fields

The following fields display on the **UIC Custodian** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC Name *i*

Custodian *i*



Custodian Type
Reportable Commodity Type

UIC Custodian Grid Fields

Primary Attachment
UIC
UIC Name
UIC Account Name
Custodian
Custodian Type
Reportable Commodity Type
Reportable Commodity Type Desc
Remarks

Optional

Warehouse
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

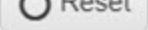
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.







Search for a UIC Custodian

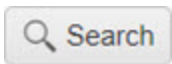
One or more of the Search Criteria fields can be entered to isolate the results. By default, all

records are displayed. Selecting  at any point of this procedure returns fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



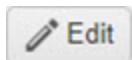
- Use  or  to assist with the UIC entry.
- Use  or  to assist with the Custodian entry.
- Use  to select the Custodian Type.
- Use  to select the Reportable Commodity Type.

2. Select  to display search results in the UIC Custodian Grid.

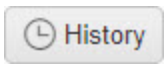

Add a UIC Custodian Record

Select  to open the **Add UIC Custodian** pop-up window.


Update a UIC Custodian Record

Select  next to the desired record to open the **Update UIC Custodian** pop-up window.

View a UIC Custodian Record History

1. Select  next to the desired record to open the **History** pop-up window.
2. Select  to close the pop-up window and return to the UIC Custodian page.

Delete a UIC Custodian Record

Select  next to the desired record to open the **Confirm Delete** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian


Add a UIC Custodian

Overview

The UIC Custodian Add process provides the ability to create a new record. Duplicate UIC Custodians cannot be processed.

Note

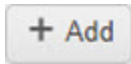


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.



Navigation

CUSTOMER MGMT > UIC > Custodian >  > Add UIC Custodian pop-up window

Page Fields

The following fields display on the **Add UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Add UIC Custodian

UIC * 
UIC Name
UIC Account Name
Reportable Commodity Type *
Custodian * 
Custodian Type *
Warehouse *
Add / Edit Remarks

Remarks



History Remarks

(*) Asterisk identifies mandatory fields.

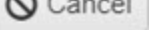
Procedures










DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a UIC Custodian

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to open the **Add UIC Custodian** pop-up window.
2. Use  or  to assist with the UIC field entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. Use  to select the Reportable Commodity Type.
4. Use  or  to assist with the Custodian field entry.
5. Use  to select the Custodian Type.
6. Use  to select the Warehouse.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select  to process the transaction. *The **Add UIC Custodian** pop-up window closes, and the new custodian appears at the top of the grid, highlighted in green.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: <i>UIC</i>	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: <i>Reportable Commodity Type</i>.	
Mandatory Entry: <i>UIC Custodian</i>.	
Mandatory Entry: <i>Custodian Type</i>.	
Mandatory Entry: <i>Warehouse</i>.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter data.
Custodian must be a member of the UIC to which they are assigned.	

<p>1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.</p>	<p>Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.</p>
<p>Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.</p>	<p>Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the Custodian.</p>
<p>Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type</p>	<p>Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the Custodian.</p>
<p>Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>

Related Topics



- [UIC Custodian Overview](#)
- [Update a UIC Custodian](#)
- [Add an Attachment to a UIC Custodian](#)
- [Delete a UIC Custodian](#)

Add an Attachment to a UIC Custodian

Overview

The UIC Custodian Add Attachment process provides the ability to attach documents to the UIC Custodian records.

Navigation

CUSTOMER MGMT > UIC > Custodian >  > Update UIC Custodian >  Attach...
> Attach Documents — UIC Custodian pop-up window

Page Fields

The following fields display on the **Attach Documents — UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Attach Documents — UIC Custodian

Desc
Primary
Name
Desc


Procedures

DPAS Navigation Helpful Tips



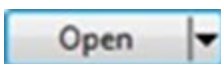
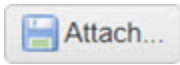




Click the following link to display Warehouse Navigation Tips.


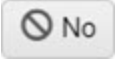


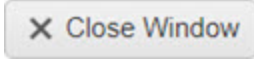
Attach a Document to a UIC Custodian

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  to add any additional files to the record. *The **Attach Documents – UIC Custodian** pop-up window appears.*
2. Select . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*
9. Select . *The **Attach Documents – UIC Custodian** pop-up window closes, and the attachment(s) appears in the Attachments field.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

1MB. The selected file size is {x}.

Related Topics

- [UIC Custodian Overview](#)
- [Add a UIC Custodian](#)
- [Update a UIC Custodian](#)
- [Delete a UIC Custodian](#)




Delete a UIC Custodian

Overview

The UIC Custodian Delete process allows removal of a UIC Custodian record. A UIC Custodian record cannot be deleted if any Issue records are associated with it.

Navigation

Customer MGMT > UIC > Custodian >  > Confirm Delete (Delete UIC Custodian) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete UIC Custodian) pop-up window. For more information on each field, select the appropriate hyperlink.

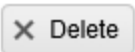

Confirm Delete (Delete UIC Custodian)

History Remarks

Procedures

Delete a UIC Custodian

Selecting  at any point of this procedure removes all revisions and closes the pop-up window.

1. Select  next to the desired record. The **Confirm Delete (Delete UIC Custodian)** pop-up window appears.
2. Enter comments in the History Remarks field. This is a 1024 alphanumeric character field.
3. Select  to process the transaction.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Remarks must be alpha-numeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
UIC should have at least one primary custodian before any alternate custodian. Deleting primary custodian would remove all alternate custodian as well. Click OK to continue or Cancel to return and change primary custodian for the UIC.	Invalid Deletion. The UIC Custodian record cannot be deleted if there is any open Member Profile, Unit Issue, UIC, or if the UIC Custodian exists as a primary UIC Custodian. Review the UIC Custodian again, and remove any remaining associated information so the UIC Custodian can be deleted.
Error Deleting UIC Custodian, there are records associated with this contact.	
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [UIC Custodian Overview](#)
- [Add a UIC Custodian](#)
- [Update a UIC Custodian](#)
- [Add an Attachment to a UIC Custodian](#)




Update a UIC Custodian

Overview


The UIC Custodian Update process allows editing of UIC Custodian records. Users can also attach documents to the UIC Custodian record.

Note

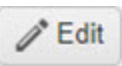


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.



Navigation

CUSTOMER MGMT > UIC > Custodian >  > Update UIC Custodian pop-up window

Page Fields

The following fields display on the **Update UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Update UIC Custodian

UIC * 
UIC Name
UIC Account Name
Reportable Commodity Type
Custodian * 
Custodian Type
Warehouse *
Attachments
Add / Edit Remarks



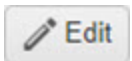




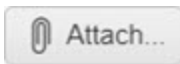
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

Update a UIC Custodian

Selecting  **Cancel** at any point of this procedure deletes all entries and closes the window. **Bold** numbered steps are required.

1. Select  **Edit** to open the **Update UIC Custodian** pop-up window.
2. Update the UIC by selecting  to assist with the correct entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. *The following fields are read-only and cannot be edited:*
 - UIC Name
 - UIC Account Name
 - Reportable Commodity Type
4. Update the Custodian field, using  or  to assist.
5. *The Custodian Type is read-only and cannot be edited.*
6. Use  to modify the Warehouse.
7. Select  **Attach...** to open the **Attach Documents — UIC Custodian** pop-up window.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric char-*



acter field.

- Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: <i>UIC</i>.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: <i>Reportable Commodity Type</i>.	
Mandatory Entry: <i>UIC Custodian</i>.	
Mandatory Entry: <i>Custodian Type</i>.	
Mandatory Entry: <i>Warehouse</i>.	

Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter the data.
Error: Changing UIC Custodian is not allowed when there are records associated with assigned custodian.	Invalid Entry. The selected Custodian is not a member of the has Commodity Types assigned, and cannot be changed. Check the information again, and re-enter the data.
1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the data.
Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the data.
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is

not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [UIC Custodian Overview](#)
- [Add a UIC Custodian](#)
- [Add an Attachment to a UIC Custodian](#)
- [Delete a UIC Custodian](#)



Issue Profile

Overview

The Issue Profile process allows you to add, update and delete an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Master Issue Lists are associated to a UIC within the UIC Issue Profile table. Multiple Master Issue Lists can be associated with a single UIC.

The UIC Issue List association table will be used during the UIC Issue request and Individual Issue request process to determine the applicable Master Issue Lists for a UIC in order to specify what Assets can be issued to a Unit or Individual.

Navigation

Customer Mgmt > UIC > Issue Profile page

Page Fields

The following fields display on the Issue Profile Search Criteria page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
Master Issue List
Security Commodity Type
Issue Type
Occupation
Sized
Deployment Location

UIC Issue Profile Grid

UIC
Deployment Location
Master Issue List



Security Commodity Type
Issue Type
Occupation
Sized
Start Date
End Date
Program ID
Last Transaction Dt Tm
Last Updated By
Establish By
Establish By Dt Tm
Remarks





Procedures

DPAS Navigation Helpful Tips







Click the following link to display Warehouse Navigation Tips.

To Search for an UIC Issue Profile:


1. To eliminate the number of rows returned from the database, you can select a criteria from . Selecting  Search without a search criteria returns all rows from the database.
2. Select  Search to display the Search Results or  Reset to clear all data entered and remain on Search Criteria.

To Add, Update or Delete an UIC Issue Profile:

1. The  Grid Options displays default filters and columns. It is recommended you select the Columns to Show/Hide All to display all fields for the process.
2. Select  Add to create a new UIC Issue Profile.
2. To modify an UIC Issue Profile select  Edit or  Delete to remove the record.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	A Unit Identification Code (UIC), Commodity Type, or Occupation was selected that does not have a master issue list header.

Related Topics

- Issue Profile Add
- Issue Profile Update
- Issue Profile Delete



Issue Profile Add

Overview

The Issue Profile Add pop up allows you to complete the fields required to create a new Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Attention



It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt > UIC > Issue Profile > Add page

Page Fields

The following fields display on the Issue Profile Add pop up. For more information on each field, select the appropriate hyperlink.





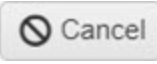
- *UIC
- *Deployment Location
- *Master Issue List
- Start Date
- End Date
- Remarks

(*) Asterisk identifies mandatory fields.




Procedures

To Add an UIC Issue Profile:

1. Enter an UIC or select  to search for a valid record.
2. Select a Deployment Location from .
3. Enter the first three characters of the Master Issue List and the intellisense will display options for you. You can also choose  to find a Master Issue list.
4. You have the option to enter a Start Date and End Date.
5. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alpha-betic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", "." (comma), "." (period), and " " (space).
6. Select  to create the UIC Issue Profile or  to clear all entries and return to the UIC Issue Profile Search Results.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Record already exists.	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date.	Entry must be > (Greater Than) Current Date.



End Dt must be > Start Dt.	Entry must be > (Greater Than) Start Date.

Related Topics

- [Issue Profile](#)
- [Issue Profile Update](#)
- [Issue Profile Delete](#)

Issue Profile Delete

Overview

On the Confirm Delete Pop up you can remove a selected Issue Profile record.

Attention



It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt> UIC > Issue Profile> Issue Profile Delete page

Page Fields

The following fields display on the Issue Profile Delete page. For more information on each field, select the appropriate hyperlink.

History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

To Delete an UIC Issue Profile:

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

2. Select  Delete to process the delete action or  Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  **Instructions** located at the top left of the page for



additional assistance.

Error	Solution
Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space."	History Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

Related Topics

- [Issue Profile](#)
- [Issue Profile Add](#)
- [Issue Profile Update](#)



Issue Profile Update

Overview

The Issue Profile Update process allows you to modify an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Navigation

Customer Mgmt > UIC > Issue Profile> Update page

Page Fields

The following fields display on the Issue Profile Update page. For more information on each field, select the appropriate hyperlink.

- *UIC
- *Deployment Location
- *Master Issue List
- Start Date
- End Date
- Remarks

(*) Asterisk identifies mandatory fields.

Procedures




To Update an UIC Issue Profile:

Helpful Tip




Once the Issue Profile is associated with a Unit Identification Code (UIC), Deployment Location, and Master Issue List you are only able to modify the End Date and Remarks.



1. Enter an End Date that is less than the Start Date. Select  or enter the Replenishment End Date in the format of MM/DD/YYYY.
2. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", (comma), "." (period), and " " (space).
3. Select  to process the transaction or  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Record already exists	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date	Entry must be > (Greater Than) Current Date.
End Dt must be > Start Dt	Entry must be > (Greater Than) Start Date.

Related Topics

- Issue Profile
- Issue Profile Add
- Issue Profile Delete



UIC Custodian

Overview

The Warehouse Management module Unit Identification Code (UIC) Custodian process provides the ability to add, update, and delete UIC Custodians records.

The UIC Custodian accepts, issues, and manages materiel transfers for the unit. The assignment is provided to a primary and alternate within the unit. Within DPAS, the UIC manages all unit roles, assignments, and data. The UIC Custodian at the unit level is known as the unit Responsible Officer (RO). DPAS provides for UIC Custodians (primary and alternate) by commodity type.

A UIC is not required to have a Custodian associated with it. Prior to the unit having an "Unit Issue", the UIC must have a primary custodian for the commodity type of the unit issue established. The primary custodian cannot not be removed until all accounts of outstanding gear has been cleared.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > UIC Custodian page

Page Fields

The following fields display on the **UIC Custodian** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC Name *i*

Custodian *i*



Custodian Type
Reportable Commodity Type

UIC Custodian Grid Fields

Primary Attachment
UIC
UIC Name
UIC Account Name
Custodian
Custodian Type
Reportable Commodity Type
Reportable Commodity Type Desc
Remarks

Optional

Warehouse
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

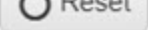
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.







Search for a UIC Custodian

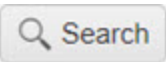
One or more of the Search Criteria fields can be entered to isolate the results. By default, all

records are displayed. Selecting  at any point of this procedure returns fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



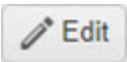
- Use  or  to assist with the UIC entry.
- Use  or  to assist with the Custodian entry.
- Use  to select the Custodian Type.
- Use  to select the Reportable Commodity Type.

2. Select  to display search results in the UIC Custodian Grid.

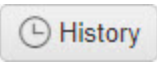

Add a UIC Custodian Record

Select  to open the **Add UIC Custodian** pop-up window.

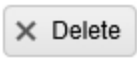
Update a UIC Custodian Record

Select  next to the desired record to open the **Update UIC Custodian** pop-up window.

View a UIC Custodian Record History

1. Select  next to the desired record to open the **History** pop-up window.
2. Select  to close the pop-up window and return to the UIC Custodian page.

Delete a UIC Custodian Record

Select  next to the desired record to open the **Confirm Delete** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Add a UIC Custodian

Overview

The UIC Custodian Add process provides the ability to create a new record. Duplicate UIC Custodians cannot be processed.

Note

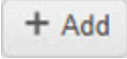


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian >  > Add UIC Custodian pop-up window

Page Fields

The following fields display on the **Add UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Add UIC Custodian

UIC * *i*
UIC Name
UIC Account Name
Reportable Commodity Type *
Custodian * *i*
Custodian Type *
Warehouse *
Add / Edit Remarks

Remarks



History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

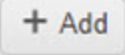








DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a UIC Custodian

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to open the **Add UIC Custodian** pop-up window.
2. Use  or  to assist with the UIC field entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. Use  to select the Reportable Commodity Type.
4. Use  or  to assist with the Custodian field entry.
5. Use  to select the Custodian Type.
6. Use  to select the Warehouse.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select  to process the transaction. *The **Add UIC Custodian** pop-up window closes, and the new custodian appears at the top of the grid, highlighted in green.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: <i>UIC</i>	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: <i>Reportable Commodity Type</i>.	
Mandatory Entry: <i>UIC Custodian</i>.	
Mandatory Entry: <i>Custodian Type</i>.	
Mandatory Entry: <i>Warehouse</i>.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter data.
Custodian must be a member of the UIC to which they are assigned.	

<p>1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.</p>	<p>Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.</p>
<p>Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.</p>	<p>Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the Custodian.</p>
<p>Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type</p>	<p>Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the Custodian.</p>
<p>Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>

Related Topics

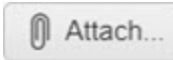
- [UIC Custodian Overview](#)
- [Update a UIC Custodian](#)
- [Add an Attachment to a UIC Custodian](#)
- [Delete a UIC Custodian](#)

Add an Attachment to a UIC Custodian

Overview

The UIC Custodian Add Attachment process provides the ability to attach documents to the UIC Custodian records.

Navigation

CUSTOMER MGMT > UIC > Custodian >  > Update UIC Custodian >  Attach...
> Attach Documents — UIC Custodian pop-up window

Page Fields

The following fields display on the **Attach Documents — UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Attach Documents — UIC Custodian

Desc
Primary
Name
Desc


Procedures

DPAS Navigation Helpful Tips


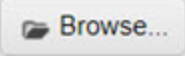

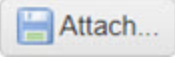




Click the following link to display Warehouse Navigation Tips.


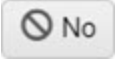



Attach a Document to a UIC Custodian

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  to add any additional files to the record. *The **Attach Documents – UIC Custodian** pop-up window appears.*
2. Select . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*
9. Select . *The **Attach Documents – UIC Custodian** pop-up window closes, and the attachment(s) appears in the Attachments field.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.



1MB. The selected file size is {x}.

Related Topics

- [UIC Custodian Overview](#)
- [Add a UIC Custodian](#)
- [Update a UIC Custodian](#)
- [Delete a UIC Custodian](#)




Delete a UIC Custodian

Overview

The UIC Custodian Delete process allows removal of a UIC Custodian record. A UIC Custodian record cannot be deleted if any Issue records are associated with it.

Navigation

Customer MGMT > UIC > Custodian >  > Confirm Delete (Delete UIC Custodian) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete UIC Custodian) pop-up window. For more information on each field, select the appropriate hyperlink.



Confirm Delete (Delete UIC Custodian)

History Remarks

Procedures

Delete a UIC Custodian

Selecting  at any point of this procedure removes all revisions and closes the pop-up window.

1. Select  next to the desired record. The **Confirm Delete (Delete UIC Custodian)** pop-up window appears.
2. Enter comments in the History Remarks field. This is a 1024 alphanumeric character field.
3. Select  to process the transaction.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Remarks must be alpha-numeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
UIC should have at least one primary custodian before any alternate custodian. Deleting primary custodian would remove all alternate custodian as well. Click OK to continue or Cancel to return and change primary custodian for the UIC.	Invalid Deletion. The UIC Custodian record cannot be deleted if there is any open Member Profile, Unit Issue, UIC, or if the UIC Custodian exists as a primary UIC Custodian. Review the UIC Custodian again, and remove any remaining associated information so the UIC Custodian can be deleted.
Error Deleting UIC Custodian, there are records associated with this contact.	
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [UIC Custodian Overview](#)
- [Add a UIC Custodian](#)
- [Update a UIC Custodian](#)
- [Add an Attachment to a UIC Custodian](#)




Update a UIC Custodian

Overview


The UIC Custodian Update process allows editing of UIC Custodian records. Users can also attach documents to the UIC Custodian record.

Note

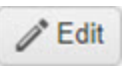


Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.



Navigation

CUSTOMER MGMT > UIC > Custodian >  > Update UIC Custodian pop-up window

Page Fields

The following fields display on the **Update UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Update UIC Custodian

UIC * 
UIC Name
UIC Account Name
Reportable Commodity Type
Custodian * 
Custodian Type
Warehouse *
Attachments
Add / Edit Remarks




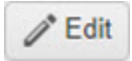




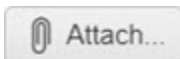
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

Update a UIC Custodian

Selecting  at any point of this procedure deletes all entries and closes the window. **Bold** numbered steps are required.

1. Select  to open the **Update UIC Custodian** pop-up window.
2. Update the UIC by selecting  to assist with the correct entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. *The following fields are read-only and cannot be edited:*
 - UIC Name
 - UIC Account Name
 - Reportable Commodity Type
4. Update the Custodian field, using  or  to assist.
5. *The Custodian Type is read-only and cannot be edited.*
6. Use  to modify the Warehouse.
7. Select  to open the **Attach Documents — UIC Custodian** pop-up window.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric char-*



acter field.

- Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: UIC.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: Reportable Commodity Type.	
Mandatory Entry: UIC Custodian.	
Mandatory Entry: Custodian Type.	
Mandatory Entry: Warehouse.	



Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter the data.
Error: Changing UIC Custodian is not allowed when there are records associated with assigned custodian.	Invalid Entry. The selected Custodian is not a member of the has Commodity Types assigned, and cannot be changed. Check the information again, and re-enter the data.
1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the data.
Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the data.
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is

not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [UIC Custodian Overview](#)
- [Add a UIC Custodian](#)
- [Add an Attachment to a UIC Custodian](#)
- [Delete a UIC Custodian](#)



Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.



Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks

Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm



Last Updated By


Procedures






DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Authorization

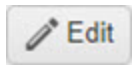
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one of the following optional fields:
 - Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
 - Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
Line Item Number / Table of Authorized Materiel Control Number Browse help
 - Enter the LIN/TAMCN DESC in the field provided.
- Select  to display search results in the Authorization Grid.

Add an Authorization


Select  to display the **Add Authorization** pop-up window.

Update an Authorization

Select  next to the desired record to display the **Update Authorization** pop-up window.



Delete an Authorization

Select  **Delete** next to the desired record to display the **Confirm Delete Delete LIN/TAMCN Authorization** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization



Add an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.



Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Search Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks


Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm



Last Updated By


Procedures






DPAS Navigation Helpful Tips

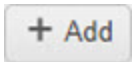

Click the following link to display Warehouse Navigation Tips.

Add an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Enter the UIC, using  to assist with the entry. *This is a 6 alphanumeric character field.*

UIC Browse help
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help
- Enter the Authorized Quantity.
- Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", (comma), "." (period), and " " (space).
- Select  to create the Authorization or  to clear all entries and return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 - No record(s) match search criteria or you do not have the appropriate security access.

Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.

xxxx - Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Add an Authorization](#)
- [Update an Authorization](#)
- [Delete an Authorization](#)



Delete an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.



Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Search Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks


Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm




Last Updated By

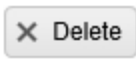

Procedures



Click the following link to display Warehouse Navigation Tips.

Delete an Authorization

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
2. Select  **Delete** to process the delete action or  **Cancel** to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Add an Authorization](#)
- [Update an Authorization](#)
- [Delete an Authorization](#)



Update an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.



Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC 
LIN TAMCN 
LIN TAMCN Desc

Authorization Search Results Grid

UIC
UIC Name
LIN TAMCN
LIN TAMCN Desc
Authorized Quantity
Remarks

Optional


History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm



Last Updated By


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.

Update an Authorization

Selecting  *at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Once the Authorization record has been created only the Authorization Quantity, Remarks, and History Remarks may be updated.

2. Select  to process the transaction or  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Add an Authorization](#)
- [Update an Authorization](#)
- [Delete an Authorization](#)



Issue Profile

Overview

The Issue Profile process allows you to add, update and delete an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Master Issue Lists are associated to a UIC within the UIC Issue Profile table. Multiple Master Issue Lists can be associated with a single UIC.

The UIC Issue List association table will be used during the UIC Issue request and Individual Issue request process to determine the applicable Master Issue Lists for a UIC in order to specify what Assets can be issued to a Unit or Individual.

Navigation

Customer Mgmt > UIC > Issue Profile page

Page Fields

The following fields display on the Issue Profile Search Criteria page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
Master Issue List
Security Commodity Type
Issue Type
Occupation
Sized
Deployment Location

UIC Issue Profile Grid

UIC
Deployment Location
Master Issue List



Security Commodity Type
Issue Type
Occupation
Sized
Start Date
End Date
Program ID
Last Transaction Dt Tm
Last Updated By
Establish By
Establish By Dt Tm
Remarks





Procedures

DPAS Navigation Helpful Tips







Click the following link to display Warehouse Navigation Tips.

To Search for an UIC Issue Profile:


1. To eliminate the number of rows returned from the database, you can select a criteria from . Selecting  Search without a search criteria returns all rows from the database.
2. Select  Search to display the Search Results or  Reset to clear all data entered and remain on Search Criteria.

To Add, Update or Delete an UIC Issue Profile:

1. The  Grid Options displays default filters and columns. It is recommended you select the Columns to Show/Hide All to display all fields for the process.
2. Select  Add to create a new UIC Issue Profile.
2. To modify an UIC Issue Profile select  Edit or  Delete to remove the record.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  **Instructions** located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	A Unit Identification Code (UIC), Commodity Type, or Occupation was selected that does not have a master issue list header.

Related Topics

- Issue Profile Add
- Issue Profile Update
- Issue Profile Delete



Issue Profile Add

Overview

The Issue Profile Add pop up allows you to complete the fields required to create a new Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Attention



It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt > UIC > Issue Profile > Add page

Page Fields

The following fields display on the Issue Profile Add pop up. For more information on each field, select the appropriate hyperlink.






- *UIC
- *Deployment Location
- *Master Issue List
- Start Date
- End Date
- Remarks

(*) Asterisk identifies mandatory fields.




Procedures

To Add an UIC Issue Profile:

1. Enter an UIC or select  to search for a valid record.
2. Select a Deployment Location from .
3. Enter the first three characters of the Master Issue List and the intellisense will display options for you. You can also choose  to find a Master Issue list.
4. You have the option to enter a Start Date and End Date.
5. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", "." (comma), "." (period), and " " (space).
6. Select  to create the UIC Issue Profile or  to clear all entries and return to the UIC Issue Profile Search Results.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Record already exists.	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date.	Entry must be > (Greater Than) Current Date.



End Dt must be > Start Dt.	Entry must be > (Greater Than) Start Date.

Related Topics

- [Issue Profile](#)
- [Issue Profile Update](#)
- [Issue Profile Delete](#)

Issue Profile Delete

Overview

On the Confirm Delete Pop up you can remove a selected Issue Profile record.

Attention



It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt> UIC > Issue Profile> Issue Profile Delete page

Page Fields

The following fields display on the Issue Profile Delete page. For more information on each field, select the appropriate hyperlink.

History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

To Delete an UIC Issue Profile:

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

2. Select  Delete to process the delete action or  Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  Instructions located at the top left of the page for



additional assistance.

Error	Solution
Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space."	History Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

Related Topics

- [Issue Profile](#)
- [Issue Profile Add](#)
- [Issue Profile Update](#)



Issue Profile Update

Overview

The Issue Profile Update process allows you to modify an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Navigation

Customer Mgmt > UIC > Issue Profile> Update page

Page Fields

The following fields display on the Issue Profile Update page. For more information on each field, select the appropriate hyperlink.

- *UIC
- *Deployment Location
- *Master Issue List
- Start Date
- End Date
- Remarks

(*) Asterisk identifies mandatory fields.

Procedures




To Update an UIC Issue Profile:

Helpful Tip




Once the Issue Profile is associated with a Unit Identification Code (UIC), Deployment Location, and Master Issue List you are only able to modify the End Date and Remarks.



1. Enter an End Date that is less than the Start Date. Select  or enter the Replenishment End Date in the format of MM/DD/YYYY.
2. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", (comma), "." (period), and " " (space).
3. Select  to process the transaction or  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use  **Instructions** located at the top left of the page for additional assistance.

Error	Solution
Record already exists	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date	Entry must be > (Greater Than) Current Date.
End Dt must be > Start Dt	Entry must be > (Greater Than) Start Date.

Related Topics

- Issue Profile
- Issue Profile Add
- Issue Profile Delete



Member Profile

Overview

The Warehouse Management module Member Profile process provides the ability to create, update, or delete a detailed service member record. The Member Profile record contains the information necessary to conduct Armory, Individual, and Unit Issues. The profiles are accessed with either a Common Access Card (CAC), or a temporary Electronic Data Interchange Personal Identifier (EDI PI). Once the profile is created, the supporting data is added and revised to reflect that member's information.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Customer MGMT > Member Profile > Member Profile page

Page Fields

The following fields display on the **Member Profile** page and **Scan CAC or Enter EDI PI** pop-up window. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

EDI PI

Last Name *i*

First Name

Scan CAC or Enter EDI PI

Scan Barcode

EDI PI



Last Name
First Name
Middle Initial

Member Profile Grid Fields

Last Name
First Name
Middle Initial
EDI PI
Valid EDI PI
Grade
Member Category Cd
Assigned UIC
Temporary Assigned UIC
Active

Optional

Contract / Dlvry Order
Gender
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Expiration of Active Service
Remarks
Logistics Program
Interface System Cd
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.





Search for a Member Profile

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


1. In the Search Criteria box, narrow the results by either:

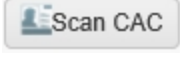


Entering the fields manually

- Enter the EDI PI into the field provided.
- Enter the Last Name, using  to assist with the entry.
- Use  to select the First Name.

OR

Scanning the personnel's CAC

Selecting  at any point of this procedure removes all revisions and closes the pop-up window. **Bold** numbered steps are required.

- A. Select . The **Scan CAC or Enter EDI PI** pop-up window displays.
- B. Scan the CAC's barcode with a USB Tethered Scanner.
If the scan is successful, the pop-up window closes. The EDI PI and Last Name fields display the CAC's information.
If the scan is **not** successful, proceed to Step C.
- C. Enter the EDI PI in the field provided.
- D. Select . The Last Name, First Name, and Middle Initial automatically populate.
- E. Select . The pop-up window closes. The EDI PI and Last Name fields display the CAC's information.

2. Select  to display the search results.

Add a Member Profile

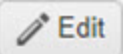
Select  to display the **Add Member Profile** pop-up window.




Import Member Profiles

Select  to display the **Member Import** pop-up window.

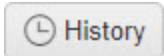
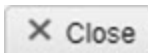
Update a Member Profile

Select  next to the desired member to display the **Update Member Profile** pop-up window.

Delete a Member Profile

Select  next to the desired member to display the **Confirm Delete (Delete Member Profile)** pop-up window.

View the Member Profile History

- Select  next to the desired member. *The **History** pop-up window appears.*
- Select  to return to the Member Profile results grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>1068 — Common Access Card is not valid, select Cancel.</p>	<p>Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.</p>
<p>1125 — EDI PI does not exist in DPAS, select Reset and scan the PDF417 bar code on front of CAC or select Cancel to generate a system ID.</p>	<p>Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 bar-code located on the front of the CAC.</p> <p>OR</p> <p>Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.</p>
<p>1127 - Enter 10 character EDI PI and select Find or scan a CAC.</p>	<p>Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using  to assist with the entry.
xxxx — Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using  to assist with the entry.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
xxxx — Member Profile cannot be deleted. <i>Individual or Unit Issue record(s)</i> exist for this Member Profile.	Invalid deletion. A Member Profile record cannot be deleted if there is any Issue, UIC, SKO, or sizing information still associated to that member. Review the Member Profile again, and remove any remaining associated information so the Member Profile can be deleted.
xxxx — Member Profile cannot be deleted. <i>Location record(s)</i> exist for this Mem-	

ber Profile.

xxxx — Member Profile cannot be deleted. *Member Sizing record(s)* exist for this Member Profile.

xxxx — Member Profile cannot be deleted. *Individual or Unit Return record(s)* exist for this Member Profile.

xxxx — Member Profile cannot be deleted. *UIC Custodian record(s)* exist for this Member Profile.

xxxx — Member Profile cannot be deleted. *SKO Build Header record(s)* exist for this Member Profile.

xxxx — Member Profile cannot be deleted. *SKO Planning Pick record(s)* exist for this Member Profile.



Related Topics

- Add a Member Profile
- Import a Member Profile
- Update a Member Profile
- Delete a Member Profile
- UIC Overview
- Master Issue List Overview



Add a Member Profile

Overview

The Member Profile Add process provides the ability to create a new service member record in the Warehouse Management module.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Customer MGMT > Member Profile >  > Add Member Profile pop-up window > Scan CAC or Enter EDI PI pop-up window

Page Fields

The following fields display on the **Add Member Profile** and **Scan CAC or Enter EDI PI** pop-up windows. For more information on each field, select the appropriate hyperlink.

Scan CAC or Enter EDI PI

Scan Barcode
EDI PI
Last Name
First Name
Middle Initial

Add Member Profile

EDI PI *
Valid EDI PI



Last Name *

Phone Nbr

First Name *

DSN Nbr

Middle Initial


Mobile Phone Nbr


Pay Grade *

Email Address

Member Category Cd *

Assigned UIC  *

Contract / Dlvry Order 

Temporary Assigned UIC 

Gender *

Expiration of Active Service

Add / Edit Remarks

Remarks

History Remarks

Size Categories Tab

Size Category

Size Categories

Member Attributes Tab

Group Name

Attribute Name

Type

Group Section

Equipment Types Tab

Equipment Type Tabs

Attributes

Attributes Grid Fields

SKO Stock Nbr

SKO Item Desc



ICN
Serial Nbr
SKO Build Status
LIN/TAMCN
Qty
Size Cat
Size Cat Desc
Size
Kit Qty
Kit Size
Stock Nbr

(*) Asterisk identifies mandatory fields.


Procedures

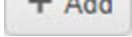
DPAS Navigation Helpful Tips

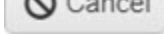


Click the following link to display Warehouse Navigation Tips.

Add a Member Profile Using a CAC

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Member Profile** and **Scan CAC or Enter EDI PI** pop-up windows appear.
2. Scan the CAC's barcode with a USB Tethered Scanner.
*If the scan is successful, the pop-up window closes. The EDI PI, Last Name, First Name, and Middle Initial fields automatically populate on the **Add Member Profile** pop-up window.*








*If the scan is **not** successful, select  to enter the fields manually. The pop-up window closes.*




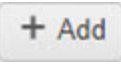

Helpful Tip



If **Cancel** is selected on the **Scan CAC or Enter EDI PI** pop-up window, selecting **Rescan** on the **Add Member Profile** pop-up window opens the **Scan CAC or Enter EDI PI** pop-up window again.

3. Finish completing the Member Profile tab.
 - A. *Verify the EDI PI.*
 - B. *Verify the Last Name.*
 - C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*
 - D. *Verify the First Name.*
 - E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*
 - F. *Verify the Middle Initial.*
 - G. Enter the MOBILE PHONE NBR in the field provided. *This is a 25 numeric character field.*
 - H. Use  to select the Pay Grade.
 - I. Enter the E-mail Address in the field provided. *This is an 80 alphanumeric character field.*
 - J. Use  to select a Member Category Cd.
 - K. Enter the Assigned UIC, using  to assist with the entry.
 - L. Enter the Contract / DLVRY Order, using  to assist with the entry. *This field is mandatory if "Contractor" is selected as the Member Category Cd.*
 - M. Enter the Temporary Assigned UIC, using  to assist with the entry.
 - N. Use  to select the Gender.
 - O. Use  to select the Expiration of Active Service, or enter the date (MM/DD/YYYY) in the field provided.
 - P. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*




- a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Size Categories tab.
 - A. Use  to select the Size Category.
 - B. Select . *The Size Category appears below in the Size Category section.*
 - C. Use  to select the member's Size.
 - D. Repeat steps A-C to enter multiple Size Categories and Sizes.
5. Select the Member Attributes tab.

Enter the Group Name in the field provided.



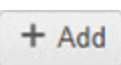
 - A.

OR

Use  to select an existing Group Name.

Enter the Attribute Name in the field provided.
 - B.


OR

Use  to select an Attribute Name.
 - C. Use  to select a Type.
 - D. Select . *The attribute appears below in the Member Attributes section.*
 - E. Repeat Steps A-D to enter multiple Member Attributes.
6. Select the Equipment Types tab.

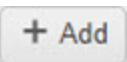
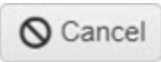






Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

 - A. Select the desired Equipment Type vertical tab.
 - B. Enter the appropriate information based on the Attribute and Data Type used.



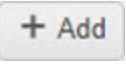




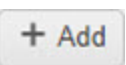


7. Select  to process the transaction.

Add a Member Profile Manually

1. Select . The **Add Member Profile** and **Scan CAC or Enter EDI PI** pop-up windows appear.
2. Select . The **Scan CAC or Enter EDI PI** pop-up window closes. On the **Add Member Profile** pop-up window, a system generated EDI PI automatically populates in the field provided.
3. Complete the Member Profile tab.
 - A. Enter the EDI PI in the field provided. *This is a 10 alphanumeric character field.*
 - B. Enter the Last Name in the field provided. *This is a 20 alphanumeric character field.*
 - C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*
 - D. Enter the First Name in the field provided. *This is a 10 alphanumeric character field.*
 - E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*
 - F. Enter the Middle Initial in the field provided. *This is a 1 alphanumeric character field.*
 - G. Enter the MOBILE PHONE NBR in the field provided. *This is a 25 numeric character field.*
 - H. Use  to select the Pay Grade.
 - I. Enter the E-mail Address in the field provided. *This is an 80 alphanumeric character field.*
 - J. Use  to select a Member Category Cd.
 - K. Enter the Assigned UIC, using  to assist with the entry.
 - L. Enter the Contract / DLVRY Order information, using  to assist with the entry. *This field is mandatory if the Member Category Cd is "Contractor".*
 - M. Enter the Temporary Assigned UIC, using  to assist with the entry.
 - N. Use  to select a Gender.




- O. Use  to select the Expiration of Active Service, or enter the date (MM/DD/YYYY) in the field provided.
- P. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Size Categories tab.
- A. Use  to select a Size Category.
 - B. Select . *The Size Category appears below in the Size Category section.*
 - C. Use  to select the member's Size.
 - D. Repeat steps A-C to enter multiple Size Categories and Sizes.
5. Select the Member Attributes tab.
- Enter the Group Name in the field provided.
- A.
- OR**
- Use  to select an existing Group Name.
- Enter the Attribute Name in the field provided.
- B.
- OR**
- Use  to select an Attribute Name.
- C. Use  to select a Type.
- D. Select . *The attribute appears below in the Member Attributes section.*
- E. Repeat Steps A-D to enter multiple Member Attributes.
6. Select the Equipment Types tab.



Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

- A. Select the desired Equipment Type vertical tab.
- B. Enter the appropriate information based on the Attribute and Data Type used.



7. Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1068 — Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 — EDI PI does not exist in DPAS, select Reset and scan the PDF417 bar	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 barcode located on the front of the CAC.



code on front of CAC or select Cancel to generate a system ID.	<p>OR</p> <p>Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.</p>
1127 — Enter 10 character EDI PI and select Find or scan a CAC.	<p>Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.</p>
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
323 — E-Mail Address structure is incorrect.	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
xxxx — Invalid value entered for Assigned UIC.	<p>Invalid Assigned UIC entered. Type the UIC again, using  to assist with the entry.</p>
xxxx — Invalid value entered for Temporary Assigned UIC.	<p>Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using  to assist with the entry.</p>

18 — Date format should be MM/DD/YYYY with valid month/day combination.

Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

895 — Date entered must be >= System Date.

Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- [Member Profile Overview](#)
- [Import a Member Profile](#)
- [Update a Member Profile](#)
- [Delete a Member Profile](#)



Delete a Member Profile

Overview

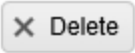
The Member Profile Delete process allows the removal of a service member record from the Warehouse Management module.

Attention



A Member Profile record **cannot be deleted** if the profile is associated with an Issue, UIC, or SKO.

Navigation

Customer MGMT > Member Profile >  Delete > Confirm Delete (Delete Member Profile) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Member Profile)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Member Profile)

History Remarks

Procedures

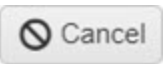
DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.



Delete a Member Profile

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired record. The **Confirm Delete (Delete Member Profile)** pop-up window appears.
- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



xxxx — Member Profile cannot be deleted. Individual or Unit Issue record(s) exist for this Member Profile.

xxxx — Member Profile cannot be deleted. Location record(s) exist for this Member Profile.

xxxx — Member Profile cannot be deleted. Individual or Unit Return record(s) exist for this Member Profile.

xxxx — Member Profile cannot be deleted. UIC Custodian record(s) exist for this Member Profile.

xxxx — Member Profile cannot be deleted. SKO Build Header record(s) exist for this Member Profile.

xxxx — Member Profile cannot be deleted. SKO Planning Pick record(s) exist for this Member Profile.

Invalid deletion. A Member Profile record cannot be deleted if there is any Issue, UIC, SKO, or sizing information still associated to that member. Review the Member Profile again, and remove any remaining associated information so the Member Profile can be deleted.



Related Topics

- [Member Profile Overview](#)
- [Add a Member Profile](#)
- [Import a Member Profile](#)
- [Update a Member Profile](#)



Import a Member Profile

Overview

The Member Profile Import process provides the ability to bring many new service member records at one time into the Warehouse Management module.

Attention



The import process supports **only** Excel files:
.xls and **.xlsx**

Navigation

Customer MGMT > Member Profile >  > Member Import pop-up window

Page Fields

No Page Fields available for this process

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

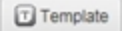
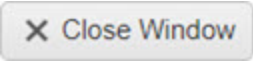
Import a Member Profile


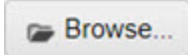
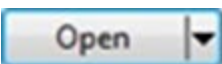
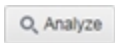

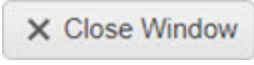


Helpful Tip



If the information *is not* ready to be imported:



1. Select  to download a pre-formatted Excel spreadsheet.
2. Transfer the existing information into the new spreadsheet, conforming to the new layout.
3. Save the spreadsheet.
4. Select .
5. Return to the first step in the **Import a Member Profile** procedure.

1. Select . The **Member Import** pop-up window appears.
2. Select . The Windows **Choose File to Upload** pop-up window appears.
3. Choose the file to attach, and select it.
4. Click . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
5. Select . The screen dims and the cursor becomes a wait symbol.
6. The **Result** pop-up window appears, with the analyzed results in **Bold**.
7. Select .
If there are errors:
 - A. The **Import Error** grid appears, containing only the error rows. *The descriptions appear in the last column available.*
 - B. Select .
 - C. Return to the spreadsheet, fix the errors, and save.
 - D. Return to the first step in the **Import a Member Profile** procedure.
8. Select . The **Successfully Imported** pop-up window appears.
9. Select . The pop-up windows close. The imported profiles are entered into the system.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - The Field Assigned UIC Must Be A String With Length Between 0 And 6.	Invalid Assigned UIC. The amount of alpha-numeric characters is incorrect. Enter the correct number of characters.
3 - UIC Record Must Be Established On The UIC Table.	Invalid Assigned UIC. The entry does not exist in the system. Enter an existing UIC.
xxxx - Contract Number Is Required For Contractor Member Category.	Invalid Contract Number. The Contractor's contract number is missing or invalid. Enter a valid contract number.
xxxx - An Error Occurred When Looking Up The Contract Number.	
xxxx - Member Already Exists In System By EDIPI.	Invalid entry. Import new users only. Remove the user row from the spreadsheet, or use Edit to revise existing users.
xxxx - The Gender Field Is Required.	Missing Entry. Enter the gender of the user.

Related Topics

- Member Profile Overview
- Add a Member Profile
- Edit a Member Profile
- Delete a Member Profile




Update a Member Profile

Overview


The Member Profile Update process allows the editing of a service member record in the Warehouse Management module.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Customer MGMT > Member Profile >  Edit > Update Member Profile pop-up window

Page Fields

The following fields display on the **Update Member Profile** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Member Profile

EDI PI *
Valid EDI PI
Last Name *
Phone Nbr
First Name *
DSN Nbr
Middle Initial
Mobile Phone Nbr
Pay Grade *
Email Address
Member Category Cd *



Assigned UIC  *

Contract / Dlvry Order 

Temporary Assigned UIC 

Gender *

Expiration of Active Service

Add / Edit Remarks

Remarks

History Remarks

Size Category Tab

Size Category

Size Categories

Member Attributes Tab

Group Name

Attribute Name

Type

Group Section

Equipment Types Tab

Equipment Type Tabs

Attributes

Attributes Grid Fields

SKO Stock Nbr

SKO Item Desc

ICN

Serial Nbr

SKO Build Status

LIN/TAMCN

Qty

Size Cat

Size Cat Desc

Size

Kit Qty

Kit Size
Stock Nbr

(*) Asterisk identifies mandatory fields.


Procedures

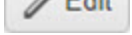

DPAS Navigation Helpful Tips







Click the following link to display Warehouse Navigation Tips.

Update a CAC Scanned Member Profile


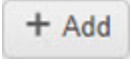

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update Member Profile** pop-up window appears.
2. Update the Member Profile tab.
 - A.** Verify the EDI PI.
 - B.** Verify the Last Name.
 - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
 - D.** Verify the First Name.
 - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
 - F. Verify the Middle Initial.
 - G. Update the MOBILE PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
 - H.** Update the Pay Grade, using  to select the desired grade.
 - I. Update the E-mail Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
 - J.** Verify the Member Category Cd.




- K. Update the Assigned UIC, using  to assist with the revised code.
 - L. *Verify the Contract / DLVRY Order.*
 - M. Update the Temporary Assigned UIC, using  to assist with the revised code.
 - N. Update the Gender, using  to select the desired gender.
 - O. Update the Expiration of Active Service, using  or entering the date (MM/DD/YYYY) in the field provided.
 - P. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select the Size Categories tab.


Add a Size Category

- A. Use  to select a Size Category.
- B. Select . *The Size Category appears below in the Size Category section.*
- C. Use  to select the member's Size.
- D. Repeat steps A-C to enter multiple Size Categories and Sizes.

Update a Member's Size

- Update the member's Size, using  to select the desired size.
4. Select the Member Attributes tab.

Add a Member Attribute


- A. Enter the Group Name in the field provided.
- OR**
- Use  to select an existing Group Name.




Enter the Attribute Name in the field provided.

B.

OR

Use  to select an Attribute Name.

C. Use  to select a Type.

D. Select . *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to enter multiple Member Attributes.

Update an Attribute

Update the Attribute, revising the information in the Type field.

Remove an Attribute

Select  next to the desired entry to delete it from the Member Attribute section.

5. Select the Equipment Types tab.


Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

A. Select the desired Equipment Type vertical tab.

B. Enter the appropriate information based on the Attribute and Data Type used.

6. Select  to process the transaction.


Update a Manually Entered Member Profile

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . *The **Update Member Profile** pop-up window appears.*


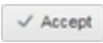






2. Update the Member Profile tab.

A. Update the EDI PI, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*


B. Click  to select the Replace ID with CAC. *The **Scan CAC or Enter EDI PI** pop-up window appears.*




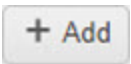

- a. Scan the CAC's barcode with a USB Tethered Scanner.
*If the scan is successful, the pop-up window closes. The EDI PI, Last Name, First Name, and Middle Initial fields automatically populate on the **Add Member Profile** pop-up window.*

*If the scan is **not** successful, select  to enter the fields manually. The pop-up window closes.*
- b. Select . The pop-up window closes. The EDI PI, Last Name, First Name, and Middle Initial fields display the CAC's information.
- C. Update the Last Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*
- D. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
- E. Update the First Name, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
- F. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
- G. Update the Middle Initial, entering the revised letter in the field provided. *This is a 1 alphanumeric character field.*
- H. Update the MOBILE PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
- I. Update the Pay Grade, using  to select the desired grade.
- J. Update the E-mail Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
- K. Update the Member Category Cd, using  to select the desired code.
- L. Update the Assigned UIC, using  to assist with the revised code.
- M. Update the Contract / DLVRY Order, using  to assist with the revised order. *This field is mandatory if the Member Category Cd is "Contractor".*
- N. Update the Temporary Assigned UIC, using  to assist with the revised code.
- O. Update the Gender, using  to select the desired gender.




- P. Update the Expiration of Active Service, using  or entering the date (MM/DD/YYYY) in the field provided.
- Q. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select the Size Categories tab.




Add a Size Category

- A. Use  to select a Size Category.
- B. Select . *The Size Category appears below in the Size Category section.*
- C. Use  to select the member's Size.
- D. Repeat steps A-C to enter multiple Size Categories and Sizes.

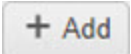
Update a Size Category

- Update the member's Size, using  to select the desired size.
4. Select the Member Attributes tab.

Add a Member Attribute

- Enter the Group Name in the field provided.
- A.
- OR**
- Use  to select an existing Group Name.
- Enter the Attribute Name in the field provided.
- B.
- OR**
- Use  to select an Attribute Name.
- C. Use  to select a Type.





- D. Select . *The attribute appears below in the Member Attributes section.*
- E. Repeat Steps A-D to enter multiple Member Attributes.

Update a Member Attribute

Update the Attribute, revising the information in the Type field.

Remove a Member Attribute

- Select  next to the desired entry to delete it from the Member Attribute section.
5. Select the Equipment Types tab.
Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.
 - A. Select the desired Equipment Type vertical tab.
 - B. Enter the appropriate information based on the Attribute and Data Type used.
 6. Select  to process the transaction.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma,	161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.



period, and space, and max length of 256.	
1068 - Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 - EDI PI does not exist in DPAS, select Reset and scan the PDF417 bar code on front of CAC or select Cancel to generate a system ID.	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 bar-code located on the front of the CAC. OR Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.
1127 - Enter 10 character EDI PI and select Find or scan a CAC.	Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.
761 - PHONE NBR, DSN NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7-pos, with supported special characters(s) -, +, (), x, period and space.	Invalid characters entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address struc-	Invalid E-Mail Format Entered. Enter a minimum

ture is incorrect.	of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx - Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using  to assist with the entry.
xxxx - Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using  to assist with the entry.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- [Member Profile Overview](#)
- [Add a Member Profile](#)
- [Import a Member Profile](#)
- [Delete a Member Profile](#)

Master Issue List

Overview

The Master Issue List feature provides users with the ability to manage a list of records (Header, LIN/TAMCN Detail, and Stock Number Detail), which are directly associated with a specific Logistics Program and Catalog.

A Master Issue List represents all of the standard assets which are selected for issuing to the Armory, the Individual or to the Unit within a Unit Identification Code (UIC). These assets are recorded as items in the details section of each list. The details section of each Master Issue List contains a tab for the items and another tab for the Assigned UIC. With one or more Master Issue Lists selected, users can export the list(s) to a spreadsheet or print a DW Form 03 - Master Issue List.

There are different Master Issue Lists depending upon the intended use of the list. For example, a Master Issue List can be specifically created for the standard issue of:

- Sized Assets to all Members
- Non-sized Assets to all Members
- Assets Issued to Unit Custodians / Responsible Officers (ROs) for a UIC (by commodity)

For Individual Members:

- An individual is associated with one or more Master Issue Lists.
- During the Individual Issue process, the Master Issue List(s) associated with the Member's UIC specifies the standard collection(s) of assets that a Member is issued.

For Unit UICs:

- A UIC is assigned one or more Master Issue Lists (typically based on the asset's Commodity Type).
- During the Unit Issue process, the Master Issue List(s) specifies the collection of applicable assets in which a UIC Custodian(s)/Responsible Officer (RO) can request for issuing (typically differentiated by Commodity Type for the specific Unit UIC Custodian or the Custodian's Designate).

Navigation

Customer Mgmt > Master Issue List > Master Issue List page



Page Fields

The following fields display on the Master Issue List page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Desc
Issue Type
UIC

Add / Update Grid

Desc
Issue Type *
Occupation *
Sized *
Commodity Type *
Remarks
History Remarks
Established By
Established By Dt Tm
Last Updated By
Last Transaction Dt Tm

Master Issue List LIN/TAMCN

LIN/TAMCN *
LIN/TAMCN Desc *
Qty *

Master Issue List Stock Nbr

Stock Nbr
Item Desc
Size
Color

(*) Asterisk identifies mandatory fields.



Procedures

DPAS Navigation Helpful Tips


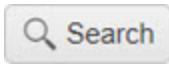


Click the following link to display Warehouse Navigation Tips.


Search for a Master Issue List

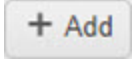

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

Master Issue Lists are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


1. Enter the description of the Master Issue List in the DESC field.
2. Use  to select the desired Issue Type.
3. Enter the desired UIC in the UIC field.
4. Select  to display the search results.

Add a Master Issue List

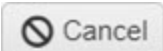
Selecting  at any point of this procedure removes all revisions.

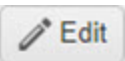


1. Select  to display a new list entry at the top of the grid.
2. Enter a description in the DESC field. *This mandatory field allows up to 100 alphanumeric characters.*
3. Use  to select the desired Issue Type. Options are:
 - A - Armory Issue
 - I - Individual Issue
 - U - Unit Issue
4. Enter information in the Remarks field. *Enter up to 1024 alphanumeric characters.*



- Select  to process the transaction. *When the addition is successful, the new entry displays at the top of the **Search Results Grid**, highlighted in green.*

Edit a Master Issue List


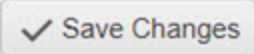
Selecting  at any point of this procedure removes all revisions.

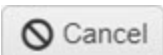
- Select  next to the desired Master Issue List.
- Enter a description in the DESC field. *This mandatory field allows up to 100 alphanumeric characters.*
- Use  to select the desired Issue Type. Options are:
 - A - Armory Issue
 - I - Individual Issue
 - U - Unit Issue
- Enter information in the Remarks field. *Enter up to 1024 alphanumeric characters.*
- Select  to process the updates.


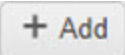
Add, Update, or Delete a Detail (LIN/TAMCN and/or Stock Number) of a Master Issue List

Note





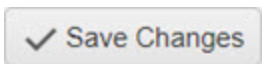
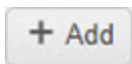

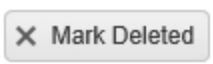
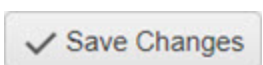


When an asset is added or updated to a detail, a red triangle, , appears in the top left corner of the modified grid. Select  to add changes to the detail.

Selecting  at any point of this procedure removes all revisions.


- Select  next to the desired Master Issue List to view any details already there.
- Select  to create a new detail entry.
- Choose one of the following to add an asset to the detail:



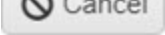
- Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*
 - Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*
4. Select  to edit the QTY. Use to choose the correct QTY.
 5. Select  to edit the Occupation and choose from the Occupation .
 6. *Size Category, Size, and Color are contingent upon the stock item.* When applicable they can be selected by using  to edit and to select an option.
 7. Select  to save the changes,  to add another row, or  to return to main grid.
 8. To delete the record, select  to process the action.
 9. Select the Assign UICs tab.
 10. Manage UICs is an optional field. Enter the UIC(s) the Master Issue List will be available for or use Manage UICs to search for and select a valid record.
 11. Select  to process all pending changes.

Helpful Tip






To display the associated **Stock Numbers** of the LIN/TAMCN record, select  of the desired record. Users are only allowed to update the Include ☐ on these records. This checkbox indicates whether or not you want to include a specific Stock Number in the list.

Print a Master Issue List




Selecting  at any point of this procedure removes all revisions and closes the pop-up window.





1. Select the ☐ to the left of the DESC field of the desired Master Issue List. A check mark () appears.
2. Select  at the top of the Search Results Grid. The **Print DW Form 03 - Master Issue List** window appears.
3. Select the format to print. Options are:
 - Portable Document Format (PDF)
 - Excel Spreadsheet
 - Word Document
4. Select  to print.





Helpful Tip



Users can select which items to print from the Master Issue List. Select the  on the Header entry, and the details expand. By default, all items are selected () in the **Included** grid. De-select those not for printing and continue with the Print Process. (NOTE: If Master Issue List items have multiple **Stock Numbers**, users can choose which entries to print by selecting the  next to the item and performing the same de-selection.)

Export a Master Issue List

Selecting  or the  in the top right of any pop-up window closes the window and returns to the previous screen.




1. Select the ☐ to the left of the DESC field of the desired Master Issue List. A check mark () appears.
2. Select  at the top of the Search Results Grid. The **Head Count** pop-up window appears.
3. Use  to enter the head count, or type the number in the field provided.
4. Select  to process the transaction.
5. The "Save Menu" appears at the bottom of the browser. Choose whether to:



- to open and view the spreadsheet
- to select to Save, to Save As, or to Save and open

Helpful Tip



Users can select which items to export from the Master Issue List. Select the  on the Header entry, and the details expands. By default, all items are selected () in the **Included** grid. De-select those not for exporting and continue with the Export Process. (NOTE: If Master Issue List items have multiple **Stock Numbers**, users can choose which entries to export by selecting the  next to the item and performing the same de-selection.)

Delete a Master Issue List

Select next to the desired Master Issue List. See Delete a Master Issue List.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



13 - Mandatory Entry: <i>DESC.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: <i>Class.</i>	
13 - Mandatory Entry: <i>COMMODITY TYPE ID.</i>	
13 - Mandatory Entry: <i>Issue Type.</i>	
13 - Mandatory Entry: <i>Sized.</i>	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Delete a Master Issue List](#)

Delete a Master Issue List

Overview

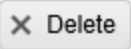
The Delete a Master Issue List process allows the removal of a Master Issue List, a detail from a Master Issue List, and/or an Assigned UIC from a Master Issue List.

Attention



A Master Issue List record **cannot be deleted** if there are any UICs assigned to it.

Navigation

Customer Mgmt > Master Issue List >  Delete > Confirm Delete (Delete Master Issue List) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete Master Issue List) pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Master Issue List)

History Remarks


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.


Delete a Master Issue List




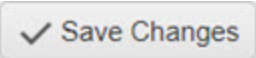
Selecting  Cancel at any point of this procedure removes all revisions and closes the pop-up window.



1. Select  next to the desired Master Issue List Header. The **Confirm Delete (Delete Master Issue List)** pop-up window appears.
2. Enter the History Remarks to provide an explanation. *This is a 1024 alphanumeric character (along with approved special characters, "\$", "-", "/", "#", "&", comma, semicolon, period, and space) field.*
3. Select  to remove the record.



Delete a Detail from a Master Issue List

Selecting  at any point of this procedure removes all revisions and closes the pop-up window.

1. Select  of the desired Master Issue List. *The list expands the details.*
2. Select  next to the desired item. The **Confirm Delete (Delete Master Issue List)** pop-up window appears.
3. Select  to remove the detail. *The item selected for deletion fades on the Item Listing grid.*
4. Select  to save changes and remove deletion(s).


Delete an Assigned UIC from a Master Issue List

Selecting  at any point of this procedure removes all revisions and closes the pop-up window.


1. Select  of the desired Master Issue List. *The list expands the details.*
2. Select the "Assigned UICs" tab. The **Assigned UICs** tab window appears.
3. Select  to remove the desired UIC.



Note



In the event that a UIC is inadvertently deleted, return to the "Assigned UICs" tab of

the desired Master Issue List. Select  to search the Browse UIC window and

select UICs.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx - Master Issue List Header cannot be deleted. UIC Issue Profile record(s) exist for this Master Issue List Header.	Invalid Deletion. A Master Issue List header cannot be deleted if there is any open UIC still associated to that header. Review the Master Issue List header again, and remove any remaining associated UIC(s) so the Master Issue List Header can be deleted.

Related Topics

- Master Issue List Overview



Facility

Overview

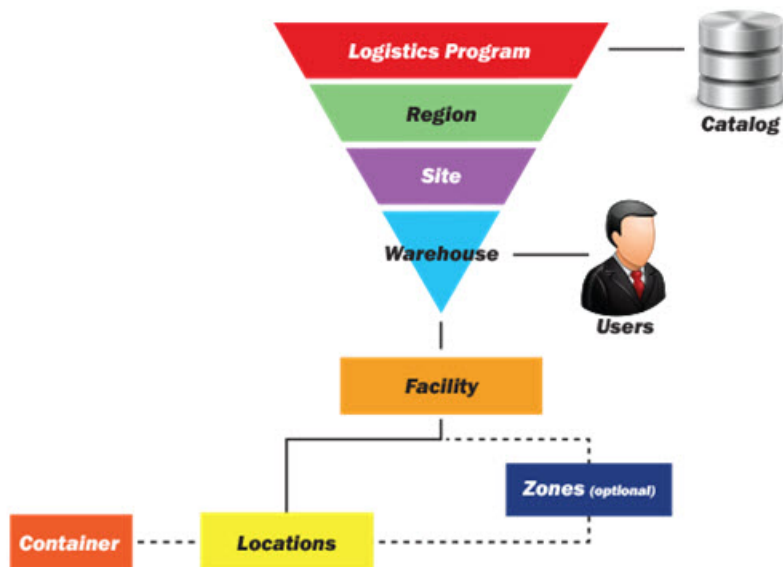
The Warehouse Management Module Facility process is the highest level within a Warehouse. It provides the capability to define the capacity of a facility.

Facilities are primarily intended to be physical Real Property with the capability to associate it to a Real Property Unique Identifier (RPUID), allowing for the identification of the Installation, Site, etc. where the facility is located. While it is intended to be real property, Defense Property Accountability System (DPAS) will provide the capability for a Facility to be Non-Real Property, such as a Trailer or Military Van Container (MILVAN), which might be used to forward supply a Unit rather than the Unit coming to a physical location to obtain the required supplies and material. Inside the trailer, you could then identify Locations/Containers as they would with real property.

A Facility may or may not have Zones. Zones are intended to provide the capability to sub-divide a facility into smaller units. Zones must be established if the warehouse intends to utilize the Auto-Recommendation Location Store feature.

The Facility is the 5th tier within the warehouse tree and the first tier within what RPS UID is defining as the working level within the Warehouse application. The Logistics Program (1st tier), Region (2nd Tier), Site (3rd Tier), Warehouse (4th Tier), Location (below). There is no security at the Facility level. The access is managed at the Warehouse level.





Navigation

WAREHOUSE MGMT > Facility > Facility page

Page Fields

The following fields display on the **Facility** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.



21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Real Property
Land Acq/Tract ID
Facility Nbr
Facility Alias

Search Results Grid

Edit
Delete
Facility Name
Real Property
Facility Nbr
Land Acq/Tract Id
Facility Alias
Facility Desc
RPUID
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-mail Address

Optional

Percentage Occupied
Capacity-Sq Ft
Capacity-Cu Ft
Capacity-Ceiling Ht
Nbr of Floors
Active
Remarks
Address Line 1
Address Line 2
City
State
Country
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Facility

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



Instructions

Search Criteria

Real Property: All ▼

Land Acq/Tract ID:

Facility Nbr:

Facility Alias:

Search
Reset

- Use ▼ to select the Real Property.
- Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*
- Enter the Facility NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the Facility Alias in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. The results appear in the Facility results grid.

4608 2 OSS
+ Add
Grid Options*

Facility	Facility Name	Real Property	Facility Nbr	Land Acq Tract Id	Facility Alias	Facility Desc	RPUID	Contact Point	Phone Nbr	DSN Nbr	Fax Nbr	Email Address
Edit	X Delete	AFE64	No	AFE64								

1 - 1 of 1 items

Add a Facility

Select + Add. The **Add a Facility** pop-up window appears.

Update a Facility

Select Edit. The **Update a Facility** pop-up window appears.

Delete a Facility

Select X Delete. The **Delete a Facility** pop-up window appears.

Display the Zone Landing page

Select the desired Facility Name hyperlink. The **Zone Overview** page appears.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
999 — FACILITY NBR and LAND ACQ TRACK ID. Cannot both contain values.	Invalid Entry. Both Facility NBR and LAND ACQ TRACK ID fields contain values. Remove one of the fields to continue.

Related Topics

- Add a Facility
- Update a Facility
- Delete a Facility

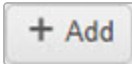


Add a Facility

Overview

The Facility Add process provides the ability to create a Facility within a Warehouse. They must be built before they can be used in assigning Zones.

Navigation

WAREHOUSE MGMT > Facility >  > Add Facility pop-up window

Page Fields

The following fields display on the **Add Facility** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Facility - Facility Tab

Real Property
Installation Nbr *



RPSUID *
Facility Nbr/Land Acq Tract Id *
Facility Name *
Facility Desc
Percentage Occupied *
Capacity-Sq Ft *
Capacity-Ceiling Ht *
Installation Name
Site Name
RPUID
Facility Alias
Nbr of Floors *
Capacity-Cu Ft *
Active
Add / Edit Remarks

Remarks
History Remarks

Add Facility - POC tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.



Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Facility



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



Add Facility

✕

Instructions ▾

Facility

POC

Facility

Real Property
(Check if real property) ☒

*** Installation Nbr**

Installation Name

*** RPSUID**

Site Name

*** Facility Nbr / Land Acq Tract Id**

 /

RPUID

*** Facility Name**

Facility Alias

Facility Desc

*** Nbr of Floors**

*** Percentage Occupied**

*** Capacity-Cu Ft**

*** Capacity-Sq Ft**

Active
(Check if active) ☒

*** Capacity-Ceiling Ht**

Add / Edit Remarks

✓ Add

✕ Cancel

1. Click ☐ to select the Real Property. *This defines the Facility as a separate piece of property.*

Helpful Tip




If Real Property ☒ is unchecked; Installation Number, Installation Name, RPUID, RPSUID, Site Name and LAND ACQ TRACK ID will not display.

2. Enter the Installation NBR, or use to browse for the entry. *This is a 5 alphanumeric character field.*
Installation Browse help
3. Enter the RPSUID, or use to browse for the entry. *This is a 5 alphanumeric character field.*
Site Browse help
4. Enter the Facility NBR / LAND ACQ TRACT ID, or use to browse for the entry. *This is a 20 and 25 alphanumeric character field.*
Asset Browse help
5. Enter the Facility Name in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the Facility DESC in the field provided. *This is a 30 alphanumeric character field.*
7. Use to choose the Percentage Occupied.
8. Use to choose the Capacity - Sq Ft.
9. Use to choose the Capacity - Ceiling HT.
10. *The Installation Name automatically populates and is not editable.*
11. *The Site Name automatically populates and is not editable.*
12. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*
13. Enter the Facility Alias in the field provided. *This is a 3 alphanumeric character field.*
14. Use to choose the NBR of Floors.
15. Use to choose the Capacity - Cu Ft.
16. Click ☐ to select Active. *This defines the Facility is already occupied.*



17. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

18. Select . *The new Facility appears in green at the top of the grid.*

OR

Select the POC Tab to continue adding information.

Add Facility ✕

Instructions ▼


Facility


POC

POC Details




Contact Point <input style="width: 95%;" type="text"/>	Country <div style="border: 1px solid #ccc; padding: 2px;">* - N/A ▼</div>
Phone Nbr <input style="width: 95%;" type="text"/>	Address Line 1 <input style="width: 95%;" type="text"/>
DSN Nbr <input style="width: 95%;" type="text"/>	Address Line 2 <input style="width: 95%;" type="text"/>
Fax Nbr <input style="width: 95%;" type="text"/>	City <input style="width: 95%;" type="text"/>
Email Address <input style="width: 95%;" type="text"/>	State <div style="border: 1px solid #ccc; padding: 2px;">* - State Code Not Applicable ▼</div>
	Zip Cd <input style="width: 95%;" type="text"/>

[Add / Edit Remarks](#)







1. Enter the Contact Point. *This is a 25 alphanumeric character field.*
2. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*
3. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*
4. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*
5. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*
6. Use  to select the Country.
7. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*
8. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*
9. Enter the City in the field provided. *This is a 22 numeric character field.*
10. Use  to select the State.
11. Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
12. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. Select . *The new Facility appears in green at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>1006 — Wildcard not permitted for Add.</p>	<p>Invalid Entry. Check for wildcard in Facility NBRand LAND ACQ TRACK ID.</p>
<p>13 — Mandatory Entry: <i>Installation NBR.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>Missing Entry. Enter the appropriate information in the desired field.</p>	
<p>13 — Mandatory Entry: <i>Facility NBR.</i></p>	
<p>13 — Mandatory Entry: <i>Facility Name.</i></p>	

<p>13 — Mandatory Entry: <i>Percentage Occupied.</i></p>	
<p>13 — Mandatory Entry: <i>NBR of Floors.</i></p>	
<p>13 — Mandatory Entry: <i>Capacity - Sq Ft.</i></p>	
<p>13 — Mandatory Entry: <i>Capacity - Cu Ft.</i></p>	
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>350 — Must be alphanumeric with supported special characters \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>323 — E-Mail Address struc-</p>	<p>Invalid E-Mail Format Entered. Enter a minimum</p>

ture is incorrect.	of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

Related Topics

- Facility
- Update a Facility
- Delete a Facility

Delete a Facility

Overview

The Facility Delete process allows the removal of a facility within a Warehouse.

Navigation

WAREHOUSE MGMT > Facility >  > Confirm Delete (Delete Facility) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Facility)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Facility)

History Remarks

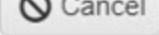
Procedures

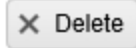
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Facility

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired entry. The **Confirm Delete (Delete Facility)** pop-up window appears.



Confirm Delete
✕


Instructions ▼

Delete Facility

Are you sure you want to delete this Facility?

History Remarks

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . The Facility is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
995 — Delete action invalid. The Facility is associated with one or more Zones or Locations.	Invalid Deletion. The Facility record cannot be deleted if there is any open Zones or Locations still associated with it. Review the Facility again, and remove any remaining associated information so the Facility can be deleted.

Related Topics

- Facility
- Add a Facility
- Update a Facility

Update a Facility

Overview

The Facility Update process allows editing facilities that are within the desired Warehouse.

Navigation

WAREHOUSE MGMT > Facility>  > Update Facility pop-up window

Page Fields

The following fields display on the **Update Facility** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Facility - Facility Tab

Real Property
Installation Nbr *
RPSUID *



Facility Nbr/Land Acq Tract Id *
Facility Name *
Facility Desc
Percentage Occupied *
Capacity-Sq Ft *
Capacity-Ceiling Ht *
Installation Name
Site Name
RPUID
Facility Alias
Nbr of Floors *
Capacity-Cu Ft *
Active
Add / Edit Remarks

Remarks
History Remarks

Update Facility - POC tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.



Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Facility



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



Update Facility

Instructions

Facility

POC

Facility

Real Property

(Check if real property) ☒

* Installation Nbr

...

Installation Name

* RPSUID

...

Site Name

* Facility Nbr
/ Land Acq Tract Id

/

...

* Facility Name

RPUID

Facility Desc

Facility Alias

* Percentage Occupied

...

* Nbr of Floors

...

* Capacity-Sq Ft

...

* Capacity-Cu Ft

...

* Capacity-Ceiling Ht

...

Active

(Check if active) ☒

Add / Edit Remarks

1. Verify the Real Property contains the appropriate ☒ or ☐. *This defines the Facility as a separate piece of property.*






Helpful Tip



If Real Property ☒ is unchecked; Installation Number, Installation Name, RPUID, RPSUID, Site Name and LAND ACQ TRACK ID will not display.

2. Update the Installation NBR, using to browse for the revised amount. *This is a 5 alpha-numeric character field.*
Installation Browse help
3. Update the RPSUID, using to browse for the revised identifier. *This is a 5 alpha-numeric character field.*
Site Browse help
4. Update the Facility NBR / LAND ACQ TRACT ID, using to browse for the revised information. *This is a 20 and 25 alphanumeric character field.*
Asset Browse help
5. Update the Facility Name, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
6. Update the Facility DESC, entering the revised explanation in the field provided. *This is a 30 alphanumeric character field.*
7. Update the Percentage Occupied, using to choose the revised percentage.
8. Update the Capacity - SQ FT, using to choose the revised size.
9. Update the Capacity - Ceiling HT, using to choose the revised size.
10. *Verify the Installation Name.*
11. *Verify the Site Name.*
12. Update the RPUID, entering the revised identifier in the field provided. *This is an 18 alphanumeric character field.*
13. Update the Facility Alias, entering the revised name in the field provided. *This is a 3 alphanumeric character field.*



14. Update the NBR of Floors, using  to choose the revised amount.
 15. Update the Capacity - CU FT, using  to choose the revised size.
 16. Verify the Active contains the appropriate  or . *This defines the Facility is already occupied.*
 17. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 18. Select . *The revised Facility appears at the top of the grid.*
- OR**
- Select the POC Tab to continue revising information.



✕

Update Facility

Instructions ▼

Facility

POC

POC Details


<p>Contact Point</p> <input style="width: 95%;" type="text"/>	<p>Country</p> <div style="border: 1px solid #ccc; padding: 2px;">* - N/A ▼</div>
<p>Phone Nbr</p> <input style="width: 95%;" type="text"/>	<p>Address Line 1</p> <input style="width: 95%;" type="text"/>
<p>DSN Nbr</p> <input style="width: 95%;" type="text"/>	<p>Address Line 2</p> <input style="width: 95%;" type="text"/>
<p>Fax Nbr</p> <input style="width: 95%;" type="text"/>	<p>City</p> <input style="width: 95%;" type="text"/>
<p>Email Address</p> <input style="width: 95%;" type="text"/>	<p>State</p> <div style="border: 1px solid #ccc; padding: 2px;">* - State Code Not Applicable ▼</div>
	<p>Zip Cd</p> <input style="width: 95%;" type="text"/>

[Add / Edit Remarks](#)

✓ Update

✕ Cancel

1. Update the Contact Point. *This is a 25 alphanumeric character field.*
2. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
3. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
4. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
5. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
6. Update the Country, using ▼ to select the desired code.

7. Update the Address Line 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
8. Update the Address Line 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
9. Update the City, entering the revised place in the field provided. *This is a 22 numeric character field.*
10. Update the State, using to select the desired code.
11. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 numeric character field.*
12. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. Select . *The revised Facility appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.



<p>alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.</p>	<p>Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>1006 — Wildcard not permitted for Add.</p>	<p>Invalid Entry. Check for wildcard in Facility NBrand LAND ACQ TRACK ID.</p>
<p>13 — Mandatory Entry: <i>Installation NBR.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>Missing Entry. Enter the appropriate information in the desired field.</p>	
<p>13 — Mandatory Entry: <i>Facility NBR.</i></p>	
<p>13 — Mandatory Entry: <i>Facility Name.</i></p>	
<p>13 — Mandatory Entry: <i>Percentage Occupied.</i></p>	
<p>13 — Mandatory Entry: <i>NBR of Floors.</i></p>	

13 — Mandatory Entry: <i>Capacity - Sq Ft.</i>	
13 — Mandatory Entry: <i>Capacity - Cu Ft.</i>	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
350 — Must be alphanumeric with supported special characters \$, —, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
187 — Record already exists	Invalid Entry. A field is entered that already

for data entered.

exists. Check the information again, and re-enter the field.

Related Topics

- [Facility](#)
- [Add a Facility](#)
- [Delete a Facility](#)

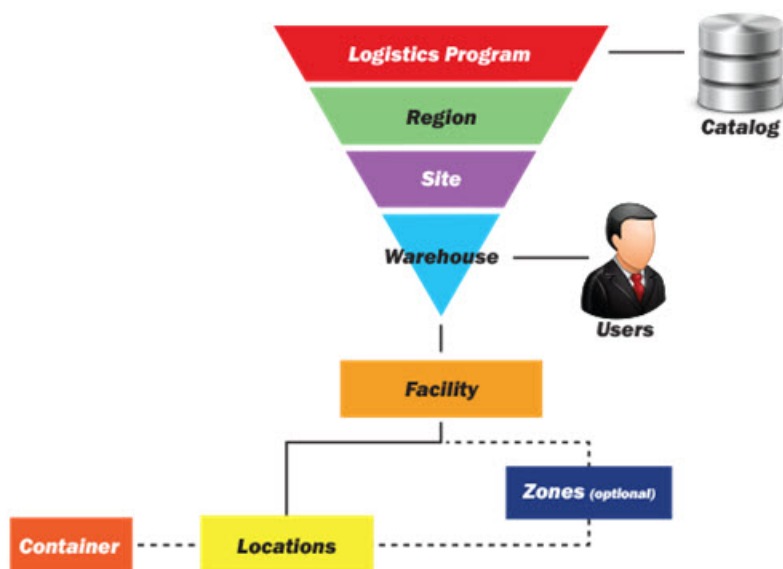


Zone

Overview

The Warehouse Management Module Zone process enable the user to auto-select storage locations from receipts within a facility. The use of Zones is optional unless you want use the auto-select feature. Zones can be made mandatory when creating Locations within a Facility. Zones are defined as either Stock Zone or Issue Zone.

A facility may or may not have Zones. Zones are intended to provide the capability to sub-divide a facility into smaller units. Zones must be established if the warehouse intends to utilize the Auto-Recommendation Location Store feature.



Navigation

WAREHOUSE MGMT > Zone > Zone page

Page Fields

The following fields display on the **Zone** page. For more information on each field, select the appropriate hyperlink.



Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Zone

Zone Id
Zone Desc
Facility Name
Stock Zone
Issue Zone
Remarks

Optional

Facility
Land Acq Tract Id
Facility Desc
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Instructions ▼

4608 2 OSS

Zone

+ Add

⚙ Grid Options ▼

	Zone Id ↑	Zone Desc	Facility Name ↑	Stock Zone	Issue Zone	Remarks
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">✎ Edit</div> <div>✕ Delete</div> </div>	AFE64	NoZoneDescription	AFE64	Yes	Yes	

1

50 items per page

1 - 1 of 1 items

◀ Back

Add a Zone

Select . The **Add a Zone** pop-up window appears.

Update a Zone

Select . The **Update a Zone** pop-up window appears.

Delete a Zone

Select . The **Delete a Zone** pop-up window appears.

Display the Location Landing page

Select the desired Zone ID hyperlink. The **Location Overview** page appears.

Display the Facility Landing page

Select . The **Facility Overview** page appears.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Zone
- Update a Zone
- Delete a Zone

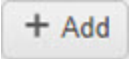


Add a Zone

Overview

The Zone Add process provides the ability to create a Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone >  > Add Zone pop-up window

Page Fields

The following fields display on the **Add Zone** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Zone

Facility *
Zone Desc *
Facility Desc

Stock Zone
Zone Id *
Issue Zone
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Zone



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



Add Zone
✕

Instructions

Zone

Zone Details

*** Facility**

Select an Item
▼

Facility Desc

*** Zone Id**

[Add / Edit Remarks](#)

*** Zone Desc**

Stock Zone



☒


Issue Zone

☐

✓ Add

✕ Cancel


1. Use  to select the Facility.
2. Enter the Zone Desc in the field provided. *This is a 125 alphanumeric character field.*
3. *The Facility Desc is populated and displayed only when when a Facility is selected.*
4. Click ☐ to select the Stock Zone. *This defines the Zone as appropriate to contain Stock.*
5. Enter Zone Id in the field provided. *This is 10 alphanumeric character field.*
6. Click ☐ to select the Issue Zone. *This defines the Zone as appropriate for Issuing.*
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . *The new Zone appears in green at the top of the grid.*



ODASD (Logistics)
under A&S Sustainment

— 1744 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: <i>Facility</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Zone DESC</i>.	
13 — Mandatory Entry: <i>Zone ID</i>.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—

enter the field.

Related Topics

- [Zone](#)
- [Update a Zone](#)
- [Delete a Zone](#)



Delete a Zone

Overview

The Zone Delete process allows the removal of a Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone >  > Confirm Delete (Delete Zone) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Zone)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Zone)

History Remarks




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Zone

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



Confirm Delete

Instructions

Delete Zone
Are you sure you want to delete this Zone?
History Remarks

X Delete

Cancel

- Select  . The **Confirm Delete (Delete Zone)** pop-up window appears.
- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  . The Zone is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>1007 — Delete invalid. Zone is associated with one or more Locations.</p>	<p>Invalid Deletion. The Zone is associated with one or more Locations. Review the Zone record again, and remove any remaining associated information so the Zone can be deleted.</p>

Related Topics

- Zone
- Add a Zone
- Update a Zone

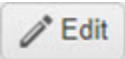


Update a Zone

Overview

The Zone Update process allows editing of Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone > 

> Update Zone pop-up window

Page Fields

The following fields display on the **Update Zone** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Zone

Facility *

Zone Desc *

Facility Desc

Stock Zone
Zone Id *
Issue Zone
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Zone



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



Update Zone ✕

Instructions ▾

Zone

Zone Details

*** Facility**

AFE64 - AFE64 ▾

Facility Desc

*** Zone Id**

AFE64

[Add / Edit Remarks](#)

*** Zone Desc**

NoZoneDescription

Stock Zone
☒

Issue Zone
☒

✓ Update

✕ Cancel

1. Update the Facility, using to select the desired place.
2. Update the Zone DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
3. *The Facility DESC is populated and displayed only when a Facility is selected.*
4. Verify the Stock Zone contains the appropriate ☒ or ☐. *This defines the Zone as appropriate to contain Stock.*
5. Update the Zone ID, entering the revised description in the field provided. *This is a 10 alphanumeric character field.*
6. Verify the Issue Zone contains the appropriate ☒ or ☐. *This defines the Zone as appropriate for Issuing.*
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select  . *The revised Zone appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Facility.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Zone DESC.	
13 — Mandatory Entry: Zone	

<i>ID.</i>	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- [Zone](#)
- [Add a Zone](#)
- [Delete a Zone](#)



Location


Overview


The Warehouse Management Module Location process provides the ability to view the locations assigned to a warehouse. This provides users the capability to add, update, and delete locations inside the desired warehouse.

Locations can be used to identify the position of assets by: name, GPS coordinates, Passive Radio Frequency Identification/ Radio Frequency Identification (pRFID/RFID), Tag Number, and XYZ coordinates for pRFID management. Items such as forklifts can also be defined as Locations to support asset tracking during transport. Containers can be assigned a Location, so when the Location of a container is changed, all assets within the Container change their Locations as well.


The option to print a Location label is available within the Location process.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

WAREHOUSE MGMT > Location > Location page

Page Fields




The following fields display on the Location page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
453	Select "Labels" button to print location label(s).

Search Criteria Grid

Facility Nbr
Location Id 
Location Type Cd
Location Status
Location Desc 
Member 
Freeze Location

Search Results Grid

Edit



Delete
History
Labels
Print
Primary Attachment
Location Id
Location Desc
Location Type Cd
Pick Order
Facility Nbr
Parent Location Id
Location Status
Freeze Location
Member
Floor
Bay
Aisle
Row
Rack
Inspection Schedule

Optional

Hazardous
Dehumidified
Temperature Controlled
Outdoor
GPS Longitude
GPS Latitude
RFID Coordinates
Weight Capacity
Cube Capacity
Height
Length
Width
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By



Print Label Request

Printer Language
Label Size
Include RFID
Label Type
Qty


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Location




One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria panel, narrow the results by entering one of the following optional fields:.

Instructions






Search Criteria

Facility Nbr	<input type="text" value="All"/>		Location Desc	<input type="text" value="All"/>
Location Id	<input type="text" value="All"/>	<input style="width: 20px;" type="button" value="..."/>	Member	<input type="text" value="All"/>
Location Type Cd	<input type="text"/>			
Location Status	<input type="text" value="ACTIVE"/>		Freeze Location	<input type="text" value="All"/>





- Use  to select the Facility Nbr.
- Use  or  to assist with the LOCATION ID entry. *This is a 20 alphanumeric character field.*

Location Browse help
- Enter the Location TYPE CD in the field provided. *This is a 2 numeric character field.*



- Use  to select the Location Status.
- Enter the Location DESC, using  to assist with the entry. *This is a 250 alpha-numeric character field.*
- Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*
- Member Profile Browse help
- Use  to select the Freeze Location.

2. Select . *The results appear in the Location Search Results grid.*

NCR IE																	
Location		+ Add		Print Selection		Grid Options											
								Print	Primary	Location Id	Location Desc	Location Type Ctl	Pick Order	Facility Nbr	Parent Location Id	Location Status	Freeze Location
																	
										BLDG0211-PE02B	JSLIST UNIV CAMO TROUSER S/S	3- Stock		2011		ACTIVE	No
										BLDG0211-PE02C	JSLIST UNIV CAMO TROUSER M/S	3- Stock		2011		ACTIVE	No
										BLDG0211-PE02D	JSLIST UNIV CAMO TROUSER M/R	3- Stock		2011		ACTIVE	No
										BLDG0211-PE02E	JSLIST UNIV CAMO TROUSER M/L	3- Stock		2011		ACTIVE	No
										BLDG0211-PE02F	JSLIST UNIV CAMO TROUSER L/R	3- Stock		2011		ACTIVE	No
										BLDG0211-PE02G	JSLIST UNIV CAMO TROUSER L/L	3- Stock		2011		ACTIVE	No
										BLDG0211-PE02H	JSLIST UNIV CAMO TROUSER X/LR	3- Stock		2011		ACTIVE	No
1 - 7 of 7 items																	

Add a Location

- Select . The **Add a Location** pop-up window appears.

Update a Location

- Select . The **Update a Location** pop-up window appears.

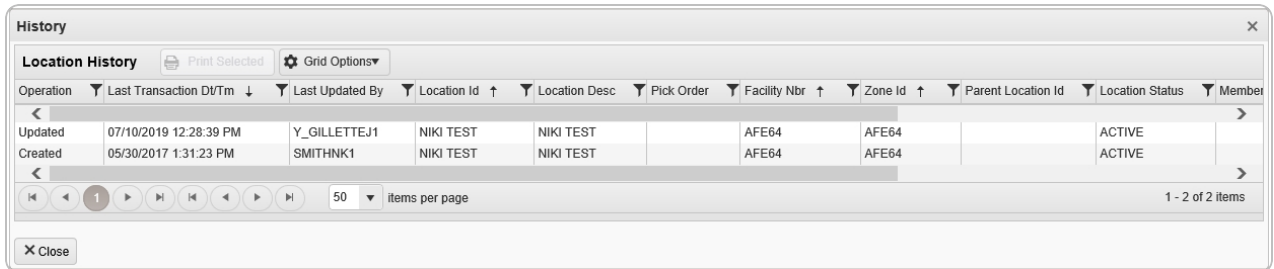
Delete a Location

- Select . The **Delete a Location** pop-up window appears.



Display the Location History

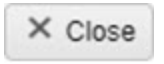
- Select . The **Location History** pop-up window appears.



The **Location History** pop-up window displays a table of location history. The table has the following columns: Operation, Last Transaction DV/Tm, Last Updated By, Location Id, Location Desc, Pick Order, Facility Nbr, Zone Id, Parent Location Id, Location Status, and Member. The table contains two rows of data:

Operation	Last Transaction DV/Tm	Last Updated By	Location Id	Location Desc	Pick Order	Facility Nbr	Zone Id	Parent Location Id	Location Status	Member
Updated	07/10/2019 12:28:39 PM	Y_GILLETTEJ1	NIKI TEST	NIKI TEST		AFE64	AFE64		ACTIVE	
Created	05/30/2017 1:31:23 PM	SMITHNK1	NIKI TEST	NIKI TEST		AFE64	AFE64		ACTIVE	

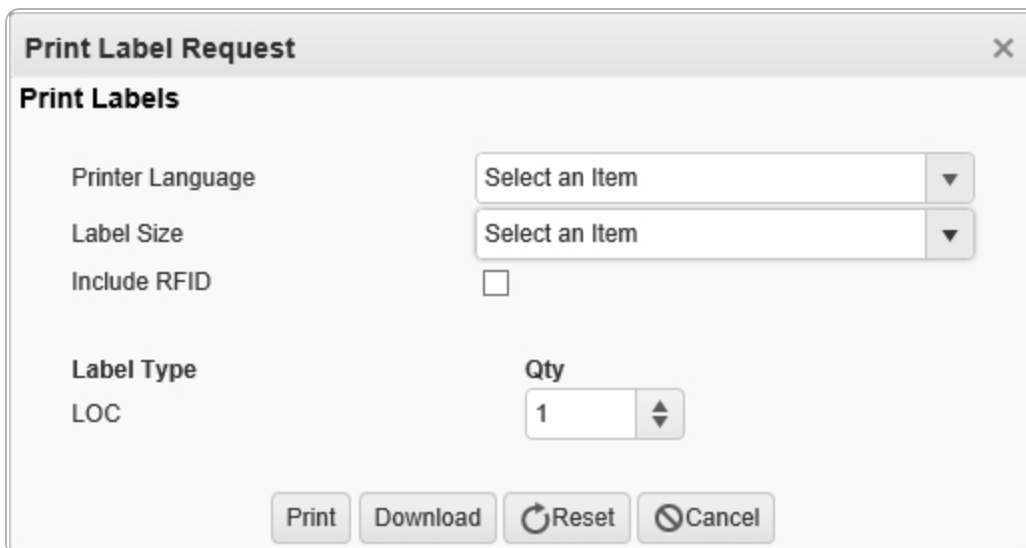
At the bottom of the window, there are navigation buttons (Previous, First, Second, Third, Next, Last) and a dropdown menu for 'items per page' set to 50. A 'Close' button is located at the bottom left.

- Select  to return to the previous page.

Print Labels


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Print Label Request** pop-up window appears.







The **Print Label Request** pop-up window contains the following fields and buttons:

- Printer Language:** A dropdown menu with 'Select an Item'.
- Label Size:** A dropdown menu with 'Select an Item'.
- Include RFID:** A checkbox.
- Label Type:** A dropdown menu with 'LOC' selected.
- Qty:** A numeric input field with '1' and a spinner.
- Buttons:** Print, Download, Reset, and Cancel.

- Use  to select the Printer Language.



- Use  to select the Label Size.
- Click  to select the Include RFID. *This defines if the Location uses RFID.*
- The Label Type automatically populates and is not editable.*
- Use  to choose the QTY of labels to print.
- Select . *The labels print at the specified printer.*

Display the Facility Landing page

- Select  to display the Facility Landing page.

Attention



This process displays the Facility Landing page. From here, users can Add, Edit, Delete and view Facility Name Record(s).

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2094 — Must be alpha-numeric with supported special characters \$, -, /, #, &,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",



;; (,), comma, period, and space.	numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
xxxx — Location ID already exists, cannot process an Add.	A Location ID is entered that already exists.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1000 — Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.
161 — Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &,

\$, — , / , # , & , comma, period, and space, and max length of 256.

comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

922 — Location has associated inventory and cannot be deleted.

Invalid Deletion. A Location cannot be deleted if there is any open Inventory still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.

Related Topics

- Add a Location
- Update a Location
- Add an Attachment to a Location
- Delete a Location
- Facility

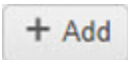


Add a Location

Overview

The Add a Location process provides the ability to create new locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location >  > Add Location pop-up window

Page Fields

The following fields display on the **Add Location** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
454	Select "Attach" button to add an attachment.



Add Location

Location Id *
Location Desc *
Location Type Cd *
Member (available if Location Type Cd set to "Member")
Bay
Row
Rack
Dehumidified
Outdoor
GPS Latitude
Weight Capacity
Height
Width
Freeze Location
Inspection Schedule *
Facility Nbr *
Pick Order
Floor
Aisle
Hazardous
Temperature Controlled
GPS Longitude
RFID Coordinates
Cube Capacity
Length
Location Status
Parent Location Id 
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.



Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Location



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **Add Location** pop-up window appears.



Add Location

Instructions

Location

Location Details

* Location Id

* Location Desc

* Location Type Cd

Select an Item

Bay

Row

Rack

Dehumidified

☐

Outdoor

☐

GPS Latitude

Weight Capacity

Height

Width

Freeze Location

☐

* Inspection Schedule

STOCK

* Facility Nbr

Select an Item

Pick Order

Floor

Aisle

Hazardous

☐

Temperature Controlled

Optional

GPS Longitude

RFID Coordinates

Cube Capacity

Length

Location Status

Active ☒

Parent Location Id









Optional

[Add / Edit Remarks](#)





✓ Add

⊗ Cancel



2. Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*
3. Enter the Location DESC in the field provided. *This is a 250 alphanumeric character field.*
4. Select the Location Type Cd field to choose the kind of location from the list.
5. Enter the Member, or use  to browse for the entry. *This 50 alphanumeric character field is only available when the Location Type Cd is 14 - Member.*
Member Profile Browse help
6. Enter the Bay in the field provided. *This is a 10 alphanumeric character field.*
7. Enter the Row in the field provided. *This is a 10 alphanumeric character field.*
8. Enter the Rack in the field provided. *This is a 10 alphanumeric character field.*
9. Click ☐ to select Dehumidified. *This defines if the location is designed to reduce the level of humidity for materiel.*
10. Click ☐ to select Outdoor. *This defines if the location is set aside for materiel being stored outdoors.*
11. Enter the GPS Latitude in the field provided. *This is a 10 alphanumeric character field.*
12. Use  to choose the Weight Capacity.
13. Use  to choose the Height (in inches).
14. Use  to choose the Width (in inches).
15. Click ☐ to select Freeze Location. *This defines if the location is restricted from moving materiel in and out of the location.*
16. Use  to select the Inspection Schedule.
17. Use  to select the Facility Nbr.
18. Use  to choose the Pick Order.
19. Enter the Floor in the field provided. *This is a 10 alphanumeric character field.*
20. Enter the Aisle in the field provided. *This is a 10 alphanumeric character field.*
21. Click ☐ to select Hazardous. *This defines if the location is set aside for dangerous materiel.*
22. Use  to select the Temperature Controlled.



23. Enter the GPS Longitude in the field provided. *This is a 10 alphanumeric character field.*
24. Enter the RFID Coordinates in the field provided. *This is a 10 alphanumeric character field.*
25. Use  to choose the Cube Capacity.
26. Use  to choose the Length (in inches).
27. Click ☐ to select Location Status. *This is checked and set to Active by default. Uncheck to define this location as inactive.*
28. Enter the Parent Location Id, using  to assist with the entry. *This is a 15 alphanumeric character field.*
29. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
30. Select . *The new Location appears in green at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &,

\$, — , / , # , & , comma, period, and space, and max length of 256.	comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
xxxx — Location ID already exists, cannot process an Add.	A Location ID is entered that already exists.
xxxx — If Location Type CD is Member the location must not be any other type.	Deselect any Location Type CD other than Member to add this location.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1000 — Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- [Location Overview](#)
- [Update a Location](#)
- [Add an Attachment to a Location](#)
- [Delete a Location](#)



Delete a Location

Overview

The Location Delete process allows the removal of a Location within a Warehouse. Locations are deletable only when there are no assets assigned to the location.

Navigation

Warehouse MGMT > Location >  > Confirm Delete (Delete Location) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Location)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Location)

History Remarks




Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Location

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired entry. The **Confirm Delete (Delete Location)** pop-up window appears.

✕

Confirm Delete

Instructions ▾


Delete Location

Are you sure you want to delete this Location and any associations?

History Remarks

✕ Delete

⊞ Cancel

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  . The Location is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Location cannot be deleted. <i>Document Transaction</i> record(s) exist for this Location.	Invalid Deletion. A Location cannot be deleted if there is any open Document Transaction, Inventory Master, Issue Detail, Stock Number Condition Code, Pick Stock Number Detail, or Return Detail information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
xxxx — Location cannot be deleted. <i>Inventory Master</i> record(s) exist for this Location.	
xxxx — Location cannot be deleted. <i>Issue Detail</i> record(s) exist for this Location.	
xxxx — Location cannot be deleted. <i>Location Stock</i>	

Number Condition Code
Default record(s) exist for
this Location.

xxxx — Location cannot be
deleted. Pick Stock Number
Detail record(s) exist for
this Location.

xxxx — Location cannot be
deleted. Return Detail
record(s) exist for this Loca-
tion.

Related Topics

- [Location Overview](#)
- [Add a Location](#)
- [Update a Location](#)
- [Add an Attachment to a Location](#)

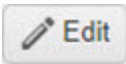


Update a Location

Overview

The Location Update process allows editing locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location >  > Update Location pop-up window

Page Fields

The following fields display on the **Update Location** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
454	Select "Attach" button to add an attachment.



Update Location

Location Id *
Facility Nbr *
Location Desc *
Zone Id * (available when Zones are configured in Logistics Program)
Location Type Cd *
Pick Order
Member (available if Location Type Cd set to "Member")
Bay
Floor
Row
Aisle
Rack
Dehumidified
Hazardous
Outdoor
Temperature Controlled
GPS Latitude
GPS Longitude
Weight Capacity
RFID Coordinates
Height
Cube Capacity
Width
Length
Freeze Location
Location Status
Inspection Schedule *
Parent Location Id 
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.




Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Location

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Edit** next to the desired location. The **Update Location** pop-up window appears.



Update Location

Instructions

Location

Location Details

* Location Id

123

* Location Desc

LOCATION 123

* Location Type Cd

3 - Stock X

Bay

Row

Rack

Dehumidified

☐

Outdoor

☐

GPS Latitude

Weight Capacity

Height

Width


Freeze Location

☐

* Inspection Schedule

STOCK

Attachments



☒ Puffin.png ☐ X

Add / Edit Remarks

* Facility Nbr

AFE64 - AFE64

Zone Id

Select an Item

Pick Order

Floor

Aisle

Hazardous

☐

Temperature Controlled

Optional

GPS Longitude

RFID Coordinates

Cube Capacity

Length

Location Status

Active ☒

i Parent Location Id

Optional

Attach...

Update Cancel












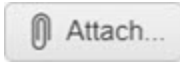

2. Update the Location ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
3. Update the Facility Nbr, using to select the desired number.
4. Update the Location DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
5. Update the Zone Id, using to select the desired identifier. *Available only if Zones are configured for the Warehouse.*
6. Update the Location Type Cd by either:
Add a location by selecting the field and choosing additional kinds of locations.

OR

Delete by selecting the on the kind of location.

7. Update the Pick Order, using to choose the revised order.
8. Update the Bay, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
9. Update the Floor, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
10. Update the Row, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
11. Update the Aisle, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
12. Update the Rack, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
13. Verify the Dehumidified contains the appropriate ☒ or ☐. *This defines if the location is designed to reduce the level of humidity for materiel.*
14. Verify the Hazardous contains the appropriate ☒ or ☐. *This defines if the location is set aside for dangerous materiel.*
15. Verify the Outdoor contains the appropriate ☒ or ☐. *This defines if the location is set aside for materiel being stored outdoors.*
16. Update the Temperature Controlled, using to select the desired code.



17. Update the GPS Latitude, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
18. Update the GPS Longitude, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
19. Update the Weight Capacity, using  to choose the revised amount.
20. Update the RFID Coordinates, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
21. Update the Height (in inches), using  to choose the revised amount.
22. Update the Cube Capacity, using  to choose the revised amount.
23. Update the Width (in inches), using  to choose the revised amount.
24. Update the Length (in inches), using  to choose the revised amount.
25. Verify the Freeze Location contains the appropriate  or . *This defines if the location is restricted from moving materiel in and out of the location.*
26. Verify the Location Status contains the appropriate  or . *This is checked and set to Active by default. Uncheck to define this location as inactive.*
27. Update the Inspection Schedule, using  to select the desired schedule.
28. Update the Parent Location ID, using  to assist with the revised identifier. *This is a 15 alphanumeric character field.*
29. Verify the Attachment thumbnails in the Attachments field.
30. Select . The **Add an Attachment — Location** pop-up window appears.
31. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
32. Select . *The revised Location appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
1178 — This location is set as the Individual Issue Location for one or more stock items; the type cannot be changed.	Invalid Entry. The Location Type field cannot be changed from Individual Issue; there are associated stock numbers there. Re-enter the Location Type.
1129 — The location pick order must be unique within the warehouse.	Invalid Entry. The Pick Order already exists in the warehouse. Check the Pick Order again, and re-enter the field.
xxxx — The maximum allow-	Invalid Entry. One or more entries have

able character limit has been exceeded.	exceeded the maximum allowable characters of 10. Re-enter the field.
187 — Record already exists for data entered.	Invalid Entry. A Location ID is entered that already exists. Check the ID again, and re-enter the field.
xxxx — The Location Type of Member cannot be selected with any other Location Type.	Invalid Entry. Deselect any Location Type CD other than Member to update this location.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1000 — Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- [Location Overview](#)
- [Add an Attachment to a Location](#)
- [Add a Location](#)

- Delete a Location

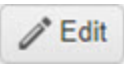
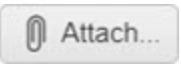


Add an Attachment to a Location

Overview

The Location Add Attachment process provides the ability to attach documents to the locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location >  Edit > Update Location >  Attach... > Attach Documents — Location pop-up window

Page Fields

The following fields display on the **Attach Documents - Location** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attach Documents - Location

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Documents - Location

Attachment
Desc
Primary
Name
Desc


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Location

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Attach...** to add any additional files to the record. The **Attach Documents — Location** pop-up window appears.



Attach Documents - Location
✕


Instructions
▼

*** Attachment**

📁 Browse...

Desc

☒ **Primary**


 **Attach...**

Attachments:

Name	Desc

✕ Close Window


2. Select 📁 Browse... . The Windows **Choose File to Upload** pop-up window appears.
3. Choose the file to attach, and select it.
4. Select Open ▼ . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.




ODASD (Logistics)
under A&S Sustainment

— 1788 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727



5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . *The file name appears in the bottom of the window.*

Attach Documents - Location

Instructions

* Attachment

Browse...

Desc



☐ Primary

Attach...




Attachments:

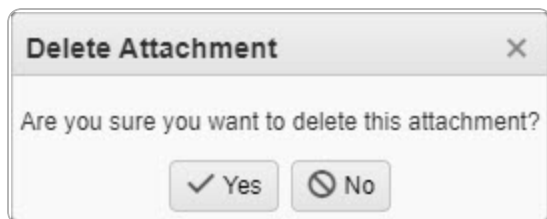
Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	X



Close Window

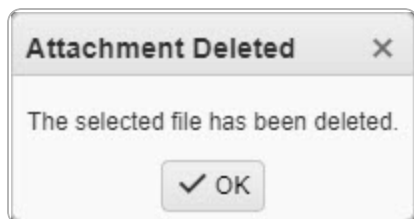
- Repeat Steps 2 - 6 to attach multiple documents.
- Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*



Remove an Attachment

- A. Select the  part of   next to the desired document. The **Delete Attachment** pop-up window appears.



- B. Choose one of the following options:
- Select  to cancel the deletion.
 - Select  to confirm the deletion. The **Attachment Deleted** pop-up window appears.



- C. Select . The **Delete Attachment** pop-up window closes, and the document is removed.
9. Select . The **Attach Documents — Location** pop-up window closes, and the attachment(s) appears in the Attachments field.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- [Location Overview](#)
- [Add a Location](#)
- [Update a Location](#)
- [Delete a Location](#)



Container Overview


Overview


The Warehouse Management module Container process provides the ability to add, update, delete, view, and print a Container record that is directly associated with a specific warehouse or facility location within a specific logistics program.

Containers are created using a specific container type and are created based on parameters designated within the selected container type. Containers can be permanent (durable) non-expendable or non-permanent expendable.


Additionally, some containers require serial number tracking, while others do not. In DPAS, each new container created within a facility is assigned a unique CONTAINER ID if one is not entered.

Note



Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

WAREHOUSE MGMT > Container > Container page

Page Fields





The following fields display on the **Container** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
528	Select "Add" to create a new STOCK NBR record.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
434	Select "Print Labels" button to print Container Label(s).

Container Search Criteria

- Container ID 
- Container Desc
- Container Type
- Stock Nbr 
- Serial Nbr 
- Location 

Container Grid

- Primary Attachment
- Warehouse

Container Id
Container Desc
Container Type
Stock Nbr
End Item Qty
Permanent
Serial Nbr
Mixed Stock Nbr
Mixed Cond
Mixed Lots
Zone
Location
Active

Optional

Logistics Program
Region
Site
Length
Width
Height
Wt Capacity (Lbs)
Cubes
Facility
Remarks
History Remarks
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Container Details

Container Id
Location
Max
Current
% Capacity
Qty
Weight
Cube



Content Details Grid

Stock Nbr
Item Desc
Cond Cd
Prj Cd
Owning DoDAAC
On Hand Qty

Optional

CAGE Cd
CIC
CIIC
Haz Mat Cd
LIN/TAMCN
LIN/TAMCN Desc
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Serial Nbr
UII

Move Containers

To Location *

Print Label Request

Printer Language
Label Size
Include RFID
Label Type
Qty

(*) Asterisk identifies a mandatory field.




Procedures

DPAS Navigation Helpful Tips

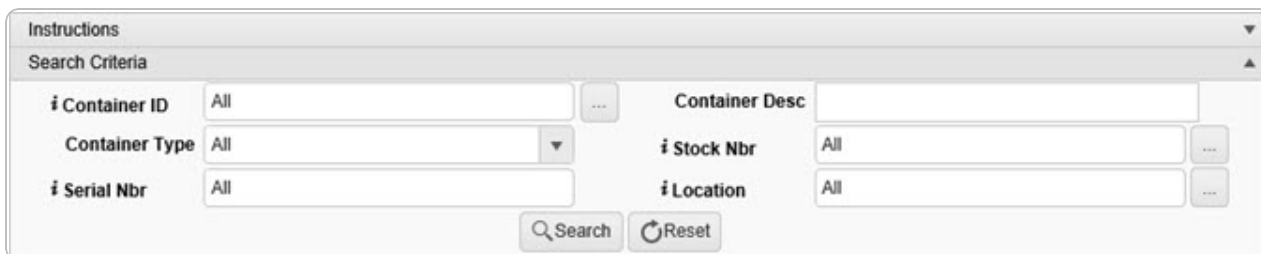








Click the following link to display Warehouse Navigation Tips.

Search for a Container



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use  or  to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*
Container Identifier Browse help
- Enter the Container DESC in the field provided. *This is a 1,024 alphanumeric character field.*
- Use  to select the Container Type.
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
- Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 numeric character field.*



- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

- Click . *The results appear in the Container grid.*

Container																
<div><div><div><div><div><div></div><div>Grid Options</div></div><div><div></div><div>+</div><div>Add</div></div><div><div></div><div>✎</div><div>Edit</div></div><div><div></div><div>✕</div><div>Delete</div></div><div><div></div><div>↔</div><div>Move</div></div><div><div></div><div>🏷️</div><div>Labels</div></div><div><div></div><div>📎</div><div>Attachments</div></div></div></div><div><div>All</div><div>Primary Attachment</div><div>Contents</div><div>Warehouse</div><div>Container Id</div><div>Container Desc</div><div>Container Type</div><div>Stock Nbr</div><div>End Item Qty</div><div>Serial Nbr</div><div>Mixed Stock Nbr</div><div>Mixed Cond</div><div>Mixed Lts</div><div>Zone</div><div>Location</div><div>Location Status</div><div>Freeze Location</div><div>Container Type Active</div></div></div></div>																
<input type="checkbox"/>	<div><div></div><div>View</div></div>	4808 2 OSS	AFE0000000000000000002	NECC UNIFORM	UPS BOX	2		Yes	Yes	Yes	AFE84	C - CHEM SECTION	ACTIVE	No	ACTIVE	
<input checked="" type="checkbox"/>	<div><div></div><div>View</div></div>	4808 2 OSS	DAVILA	DAVILA ISSUE	UPS BOX	5		Yes	Yes	Yes	AFE84	DAVILA-ROBERT	ACTIVE	No	ACTIVE	
<input type="checkbox"/>	<div><div></div><div>View</div></div>	4808 2 OSS	TESTCON	TESTCON	UPS BOX	2		Yes	Yes	Yes	AFE84	KOOLCUBE - ITS A REALLY NEAT CUBICLE	ACTIVE	No	ACTIVE	
<input type="checkbox"/>	<div><div></div><div>View</div></div>	4808 2 OSS	AFE00000000000000000012	CONTAINER TESTING	UPS BOX	0		Yes	Yes	Yes	AFE84	KOOLCUBE - LOCATION FOR TESTING THE FREEZE LOCATION FUNCTIONS	ACTIVE	No	ACTIVE	

Selected 1/4

Page 1 of 1

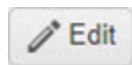


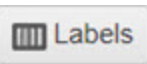

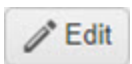
50 Items per page

1 - 4 of 4 items

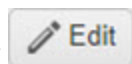

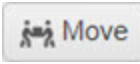
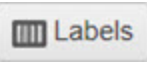


Add a Container Record

- Select . *The **Add Container** pop-up window appears.*

Update a Container Record

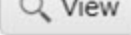
- Click ☐ to select the entry. *The Request is highlighted, and*      *become available.*
- Select . *The **Update Container** pop-up window appears.*

Delete a Container Record

- Click ☐ to select the entry. *The Request is highlighted, and*      *become available.*
- Select . *The **Delete Container** pop-up window appears.*



View Container Details

- Select  in the desired Container record row. The **Container Details** pop-up window appears.

Container Details

✕

Container Id: JMS - JMS TEST

Location: A02D - STOCK - A02D


Capacity Detail

	Max	Current	% Capacity
Qty	20	361	1805.00%
Weight	0.00	0.00	N/A
Cube	0.00	0.00	N/A

Content Details

⚙ Grid Options ▾

Stock Nbr ↑ ▾	Item Desc ▾	Cond Cd ↑ ▾	Prj Cd ↑ ▾	Owning DoDAAC ↑ ▾	On Hand Qty ▾
4030001875263	STAKE, ROLL	A - Svcbl(w/o Qual)		M67750	97
4030001875263	STAKE, ROLL	D - Svcbl(Test/Mod)		M67750	3
4230014669095	SORBENT DECON SYSTEM, M100	J - Suspndd(in Stk)		M67750	103
4240003779401	WATERPROOFING BAG	F - Unsvcb(Repbl)		M67750	156
4240013703821	MASK, M40A1 (SMALL)	A - Svcbl(w/o Qual)		M67750	1
4240015124431	MASK, M50 (SMALL)	A - Svcbl(w/o Qual)		M67750	1



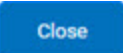
50








items per page

1 - 6 of 6 items

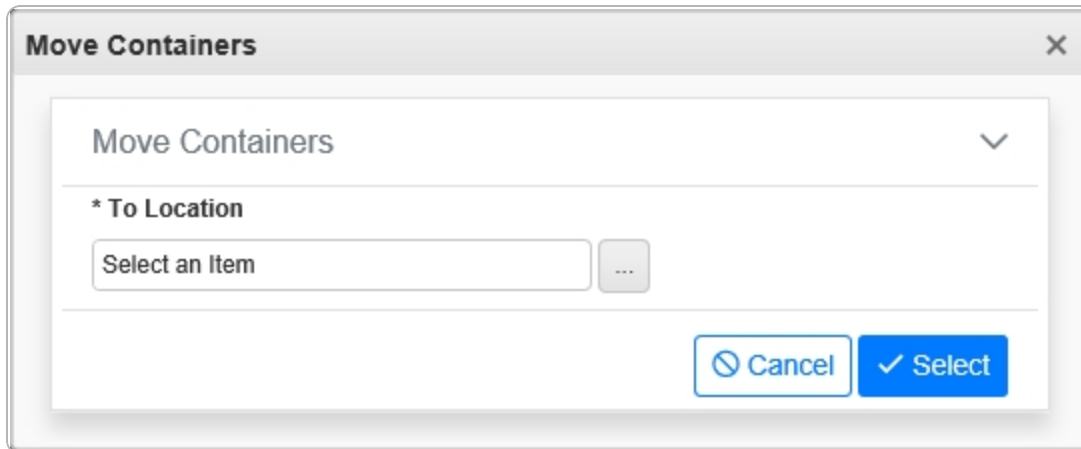
- Click . The **Container Details** pop-up window closes.

Move a Container


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. The Container is highlighted, and , , , , and  become available.
- Select . The **Move Containers** pop-up window appears.







The dialog box is titled "Move Containers" and has a close button (X) in the top right corner. Inside the dialog, there is a section titled "Move Containers" with a dropdown arrow. Below this is a label "* To Location" followed by a text input field containing "Select an Item" and a browse button (three dots). At the bottom right of the dialog are two buttons: "Cancel" and "Select".




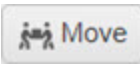
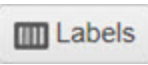

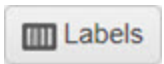
- Enter the To Location, or use  to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

- Select . *The Container appears in green, with a revised Location, at the top of the grid.*

Print a Container Label

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. *The Container is highlighted, and* , , , , and  become available.
- Select . *The **Print Label Request** pop-up window appears.*



Print Label Request

Print Labels

Printer Language

Select an Item

Label Size

J - 3.00 X 2.00

Include RFID

☐

Label Type

CON

Qty






1

Print

Download

Reset

Cancel

- Use  to select the Printer Language.
- Use  to select the Label Size.
- Click ☐ to select the Include RFID. *The labels are now able to be used in identifying the location.*
- The Label Type automatically populates and is not editable.*
- Use  to choose the QTY of labels to print.
- Select . The **Windows Print** pop-up window appears.
- Select . The Label prints from the selected printer, and the **Windows Print** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

xxxx — Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Container
- Update a Container
- Delete a Container
- Attach a File to a Container Record



Add a Container

Overview

The Container Add process provides the ability to create new container records that are directly associated with a specific warehouse or facility location within a specific logistics program.

Note

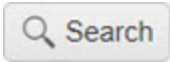


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

WAREHOUSE MGMT > Container >  Search >  Add > Add Container pop-up window

Page Fields

The following fields display on the **Add Container** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.


Add Container

Container Id

Container Type *

Container Desc *

Serial Nbr

Location  *

Mixed Stock Nbr

Mixed Cond

Mixed Lots

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies a mandatory field.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

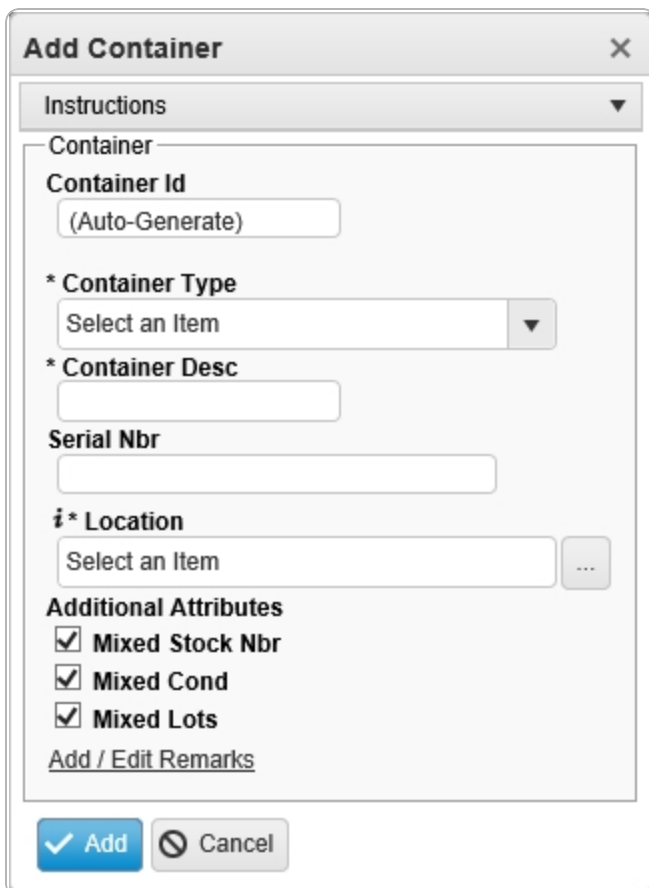
Add a Container



Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **Add Container** pop-up window appears.



The **Add Container** window contains the following fields and options:


- Instructions** (dropdown menu)
- Container** section:
 - Container Id**: (Auto-Generate) text field
 - * Container Type**: Select an Item dropdown menu
 - * Container Desc**: Text field
 - Serial Nbr**: Text field
 - i * Location**: Select an Item dropdown menu with a browse button (...)
- Additional Attributes**:
 - ☒ Mixed Stock Nbr
 - ☒ Mixed Cond
 - ☒ Mixed Lots
 - [Add / Edit Remarks](#)
- Buttons: and

2. Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*










Attention



Leaving the CONTAINER ID field blank generates a system-generated CONTAINER ID upon completing the Add process. The CONTAINER ID can be revised later through the Update a Container process.

3. Use  to select the Container Type.
4. Enter the Container DESC in the field provided. *This is a 1,024 alphanumeric character field.*
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*



6. Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*
Location Browse help
7. Verify the Mixed STOCK NBR contains the appropriate  or . *This indicates that the inventory within the Container can have different Stock Numbers.*
8. Verify the Mixed COND contains the appropriate  or . *This indicates that the inventory within the Container can have different Condition Codes.*
9. Verify the Mixed Lots contains the appropriate  or . *This indicates that the inventory within the Container can have different Lot Numbers.*
10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
11. Select . *The new Container appears in green at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
350 — Must be alphanumeric with supported special characters \$, — , /, #, &, comma, period, and	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",



space.	numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics




- [Container Overview](#)
- [Update a Container](#)
- [Delete a Container](#)
- [Attach a File to a Container Record](#)

Delete a Container

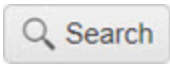

Overview

The Container Delete process allows removal of a Container record that is directly associated with a specific Warehouse within a specific Logistics Program. A Container record cannot be deleted if assets are stored in the container, nor can it be deleted if the Container record is a Parent Container for other Container records.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

WAREHOUSE MGMT > Container >  > ☐ (desired record) >  >
Delete Container pop-up window

Page Fields

The following fields display on the **Delete Container** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Container

History Remarks


Procedures


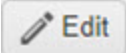
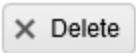

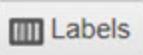

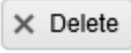
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Container

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. *The Container is highlighted, and , , , , and  become available.*
- Select . *The **Delete Container** pop-up window appears.*



Delete Container

✕

Instructions ▼

Delete Container

Are you sure you want to delete this Container?

History Remarks

✕ Delete

⊞ Cancel

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select

✕ Delete

 . *The Container is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
1021 — Container cannot be	Invalid Deletion. Cannot attempt to delete a Con-

Deleted. Container is associated with one or more On Hand Inventory Master Records.	tainer record in which there are associated Inventory Master Records with a QTY greater than 0. Review the Container again, and remove any remaining associated information so the Container can be deleted.
1041 — Container cannot be Deleted. Container is a Parent Container for other existing Containers.	Invalid Deletion. Cannot attempt to delete a Container record in which the Container record itself is a Parent Container on other Container records. Review the Container again, and remove any remaining associated information so the Container can be deleted.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Container Overview](#)
- [Add a Container](#)
- [Update a Container](#)
- [Attach a File to a Container Record](#)

Update a Container

Overview

The Container Update process allows editing of a container record that is directly associated with a specific warehouse or facility location within a specific logistics program.

Note

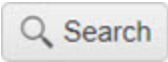
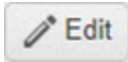


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

WAREHOUSE MGMT > Container >  > ☐ (desired record) >  > Update Container pop-up window

Page Fields

The following fields display on the **Update Container** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.


Update Container

- Container Id

Container Type *

Container Desc *

Serial Nbr

Location  *

Mixed Stock Nbr

Mixed Cond

Mixed Lots

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies a mandatory field.

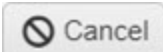
Procedures

DPAS Navigation Helpful Tips






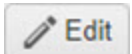


Click the following link to display Warehouse Navigation Tips.

Update a Container



Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click ☐ to select the desired entry. *The Container is highlighted, and* , , , , and  become available.
- Select . *The **Update Container** pop-up window appears.*

Update Container
✕

Instructions ▼

Container
Container Id

*** Container Type**

STORAGE
▼

*** Container Desc**

Serial Nbr

i * Location

...

Additional Attributes

☒ Mixed Stock Nbr

☒ Mixed Cond

☒ Mixed Lots

[Add / Edit Remarks](#)

✓ Update

⊘ Cancel




- Update the CONTAINER ID, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*

Attention












Leaving the CONTAINER ID field blank generates a system-generated CONTAINER ID upon completing the Update process. The CONTAINER ID can be revised again through the Update process.

4. Update the Container Type, using  to select the desired kind.
5. Update the Container DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
6. Update the SERIAL NBR, entering the revised description in the field provided. *This is a 30 alphanumeric character field.*
7. Update the Location, using  or  to assist with the revised place. *This is a 20 alphanumeric character field.*

Location Browse help

8. Verify the Mixed STOCK NBR contains the appropriate  or . *This indicates that the inventory within the Container can have different Stock Numbers.*
9. Verify the Mixed COND contains the appropriate  or . *This indicates that the inventory within the Container can have different Condition Codes.*
10. Verify the Mixed Lots contains the appropriate  or . *This indicates that the inventory within the Container can have different Lot Numbers.*
11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
12. Select . *The revised Container is saved, and reflected in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
350 — Must be alphanumeric with supported special characters \$, —, /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
1016 — The Mixed Condition Code value cannot be changed to No as multiple Condition Codes (within the same Stock Number) exist within this Container.	Invalid Entry. The value cannot be changed from Yes to No if the Container Detail record is associated with (contains) multiple Condition Codes (within the same Stock Number). Enter the Mixed Condition Code value again.
1017 — The Mixed Lots value cannot be changed to No as multiple Lots (within the same Stock Number)	Invalid Entry. The value cannot be changed from Yes to No if the Container Detail record is associated with (contains) multiple Lots (within the same Stock Number). Enter the Mixed Lots

exist within this Container.	value again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Container Overview](#)
- [Add a Container](#)
- [Delete a Container](#)
- [Attach a File to a Container Record](#)



Location Condition Code Default

Overview

The Location Condition Code Default provides a method to set the default Location for a specific LIN/TAMCN Stock Number and Condition Code combination to be used during return processes.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Location Condition Code Default page

Page Fields

The following fields display on the **Location Condition Code Default** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

Facility
Default Location
LIN/TAMCN
Stock Nbr
Location Type
Cond Cd
Default Container

Search Results Grid

Facility
Location Type Cd
LIN/TAMCN
Stock Nbr
Item Desc
Cond Cd
Default Location
Default Container

Remarks
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Location Condition Code Default

1. You can select one or more of the search options available in the Search Criteria grid to display a Location. You can use Facility, LIN/TAMCN or STOCK NBR fields to help eliminate the number of rows.
2. Choose the Facility to make a selection.

Attention

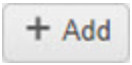
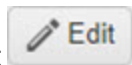
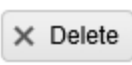



A Facility must be selected before an Issue Location can be chosen.

3. Enter the Default Location, or use to browse for the entry.
4. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*
5. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*
6. Select to display Search Results page or to clear data.



Add, Update or Delete a Location Condition Code Default

1. Select  to display the Location Condition Code Default Add page and create a record.
2. To update the Location Condition Code Default, select  or  to remove the record.
3. Choose  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Location Condition Code Default Add
- Location Condition Code Default Update
- Location Condition Code Default Delete



Add a Location Condition Code Default

Overview

The purpose of this process is to provide you the capability to add Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Add page

Page Fields

The following fields display on the Location Condition Code Default Add page. For more information on each field, select the appropriate hyperlink.

Location Condition Code Default Add Pop-up:

- *LIN/TAMCN
- *Location Type Cd
- *Stock Nbr
- *Cond Cd
- *Default Location
- *Default Container
- Remarks
- History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Add a Location Condition Code Default

1. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

2. Choose the Location Type Cd .

3. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

Helpful Tip



- A Stock Number or LIN/TAMCN can be assigned a Location Condition Code Default.
- When Default Location is selected the Default Container will become inactive for entry.
- Selection of Default Container will automatically populate the location of the Container in the Default Location.
- Location Type Cd does not include the Individual Issue Type Code. This is a special Type with its own process to define Location settings.

4. Choose the COND Cd .

5. Enter the Default Location, or use to browse for the entry. *This field is disabled until a code is selected from the Location Type Cd.*

Location Browse help

6. Enter the Default Container, or use to browse for the entry.



Container Identification Browse help

Note



The LIN/TAMCN, Location Type Cd, STOCK NBR, COND Cd, Default Location and the Default Container fields are mandatory.



7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Choose  to process the transaction or  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: LIN/TAMCN.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: Location Type Cd.	



<p>13 - Mandatory Entry: <i>STOCK NBR.</i></p>	
<p>13 - Mandatory Entry: <i>COND CD.</i></p>	
<p>13 - Mandatory Entry: <i>Default Location.</i></p>	
<p>13 - Mandatory Entry: <i>Default Container.</i></p>	
<p>185 — Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.</p>
<p>xxxx - Cannot Update. Inventory Master Records exist for <i>STOCK NBRs</i> with this <i>LIN/TAMCN</i> or for this <i>STOCK NBR</i> in this Condition Code in this Location.</p>	<p>Invalid Entry. Attempt to update either a Location LIN/TAMCN Condition Cd Default record or a Location Stock Number Condition Code Default record and there are Inventory Master Records that exist (where the quantity value is greater than 0.</p>

Related Topics

- Location Condition Code Default
- Location Condition Code Default Update
- Location Condition Code Default Delete

Location Condition Code Default Delete

Overview

The purpose of this process is to provide you the capability to delete Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Delete page

Page Fields

The following fields display on the Location Condition Code Default Delete page. For more information on each field, select the appropriate hyperlink.

[History Remarks](#)

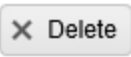

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Location Condition Code Default

1. Enter Remarks in the History Remarks field. The Remarks and/or History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", "." (comma), "." (period) and " " (space).
2. Select  **Delete** to process the transaction or  **Cancel** to return to previous page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: <i>History Remarks</i>.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Location Condition Code Default
- Location Condition Code Default Add
- Location Condition Code Default Update



Location Condition Code Default Update

Overview

The purpose of this process is to provide you the capability to update Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Update page

Page Fields

The following fields display on the Location Condition Code Default Update page. For more information on each field, select the appropriate hyperlink.

Location Condition Code Default Add Pop-up:

- *LIN/TAMCN
- *Location Type Cd
- *Stock Nbr
- *Cond Cd
- *Default Location
- *Default Container
- Remarks
- History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Update a Location Condition Code Default

1. The LIN/TAMCN is display only.

Attention








The LIN/TAMCN, Location Type CD, STOCK NBR, COND CD, Default Location and the Default Container fields are mandatory.

2. The Location Type CD is display only.

Helpful Tip



The Location Type CD is disabled in the update process and cannot be changed.

3. The STOCK NBR is display only.
4. To modify the COND CD, select .
5. Enter the Default Location, or use  to browse for the entry.
Location Browse help
6. Enter the Default Container, or use  to browse for the entry.
Container Identification Browse help
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Choose  to process the transaction or  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: LIN/TAMCN.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: Location Type Cd.	
13 - Mandatory Entry: STOCK NBR.	
13 - Mandatory Entry: COND Cd.	
13 - Mandatory Entry: Default Location.	

13 - Mandatory Entry: Default Container.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx - Cannot Update. Inventory Master Records exist for STOCK NBRS with this LIN/TAMCN or for this STOCK NBR in this Condition Code in this Location.	Invalid Entry. Attempt to update either a Location LIN/TAMCN Condition Cd Default record or a Location Stock Number Condition Code Default record and there are Inventory Master Records that exist (where the quantity value is greater than 0).

Related Topics

- Location Condition Code Default
- Location Condition Code Default Add
- Location Condition Code Default Delete

Stock Item Individual Issue Location

Overview

Stock Item Individual Issue Location contains settings which manage stocking levels and a replenishment method. This is required as part of the setup for Individual Issues. Only locations configured using this process will be available to stock items available in Individual Issue. The Stock Item Issue Location process is used to establish the:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

The Individual Issue process is designed to issue equipment for an individual's personal use. Once issued, they are responsible for the equipment until it is returned. There are many steps which have to be completed prior to equipment being issued to a member:

- Commodity Type
- Receiving of Equipment
- Master Issue List
- UIC
- Deployment Location
- UIC Issue Profile
- Member Profile


An individual is issued equipment based on the Unit Identification Code (UIC) they are assigned to, the Commodity Type and the Deployment Location. Additional equipment may be added to the Master Issue List associated with the deployment as warranted. Once the necessary equipment has been identified, it can be picked and then verified by a Warehouse user.

Member's have their own website they can access to view their outstanding issues. This site is separate from the Warehouse Management Module and does not require a Warehouse login. They will use their Common Access Card (UIC) to log into the site.

When a member no longer needs some or all of the issued equipment, they return it using the Individual Return process. This process reconciles the equipment they are supposed to have



with the equipment they currently possess. If a member is only returning a portion of an issued type of equipment, the process allows for a partial return. If they are returning equipment which was not listed, the additional equipment can be added to the return. Accounts can be cleared under special circumstances such as Missing in Action (MIA), Wounded in Action (WIA) or Killed in Action (KIA). The inventory levels within the Warehouse will be adjusted accordingly to the items returned.



Helpful Tip

To issue a Stock Item to an individual, you must create an Individual Stock Item Individual Issue Location under Warehouse MGMT after adding the Stock Item to the catalog.

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location > Stock Item Individual Issue Location page

Page Fields

The following fields display on the **Stock Item Individual Issue Location** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
440	A Facility must be selected before an Issue Location can be selected.

Search Criteria Grid

Facility
Stock Nbr
Issue Location
Cond Cd

Stock Item Individual Issue Location Grid

Facility
Stock Nbr
Item Desc
Cond Cd
Location Type Cd
Issue Location
UI
Min Stock Qty
Replenishment Qty
Min Shelf Life
Remarks
Program Id
Established By Dt Tm
Established By
Last Transaction Dt/Tm
Last Updated By



(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Stock Item Individual Issue Location


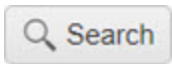

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Select the Facility  and make a selection.


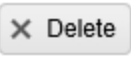

Attention



A Facility must be selected before an Issue Location can be chosen.

2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
3. Choose  to display search results or  to clear data.

To Add, Update or Delete a Stock Item Individual Issue Location:

1. Select  to modify the record or  to remove.
2. Choose  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Item Individual Issue Location Add
- Stock Item Individual Issue Location Update
- Stock Item Individual Issue Location Delete



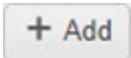
Add a Stock Item Individual Issue Location

Overview

The Stock Item Issue Location Add process is used to establish the:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location >  > Add Stock Item Individual Issue Location pop-up window

Page Fields

The following fields display on the **Add Stock Item Individual Issue Location** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.



14

Select "Cancel" button to return to previous page.

Add Stock Item Individual Issue Location

Stock Nbr  *

Min Stock Qty *

Issue Location  *

Min Shelf Life

Replenishment Qty *

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.


Procedures


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Add a Stock Item Individual Issue Location

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
2. Enter or choose the MIN STOCK QTY  to make a selection.



- Enter the Issue Location, or use to browse for the entry.
Location Browse help

Helpful Tip
The Issue Location is filtered to only return Individual Issue type Locations.

- Enter the MIN SHELF LIFE or select to make a selection.
- Select or enter Replenishment QTY.This sets the quantity when the location is restocked. The default is 0.
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The new Stock Item Individual Issue Location appears in green at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space, and max length of 256.	Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
1098 - Cannot Delete. Stock Items exist in this Individual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Stock Item Individual Issue Location
- Stock Item Individual Issue Location Update
- Stock Item Individual Issue Location Delete

Delete a Stock Item Individual Issue Location

Overview

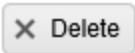
On the Confirm Delete Pop up you can delete a selected Stock Item Individual Issue Location record.

Attention



Cannot Delete. Stock Items exist in this Individual Issue Location.

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location >  > Confirm Delete
(Delete Stock Item Individual Issue Location) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Stock Item Individual Issue Location)** pop-up window. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.



Confirm Delete (Delete Stock Item Individual Issue Location)

History Remarks


Procedures

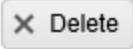
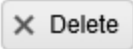
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Stock Item Individual Issue Location

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Confirm Delete (Delete Stock Item Individual Issue Location)** pop-up window appears.
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . The Stock Item Individual Issue Location is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of



<p>period, and space, and max length of 256.</p>	<p>256. Special characters like ! or @ are prohibited.</p>
<p>13 - Mandatory Entry: <i>History Remarks.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>1098 - Cannot Delete. Stock Items exist in this Individual Issue Location.</p>	<p>Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.</p>

Related Topics

- Stock Item Individual Issue Location
- Stock Item Individual Issue Location Add
- Stock Item Individual Issue Location Update

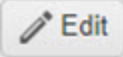
Update a Stock Item Individual Issue Location

Overview

The Stock Item Issue Location Update process is used to update the:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location >  > Update Stock Item Individual Issue Location pop-up window

Page Fields

The following fields display on the **Update Stock Item Individual Issue Location** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).



14

Select "Cancel" button to return to previous page.

Update Stock Item Individual Issue Location

Stock Nbr  *

Min Stock Qty *

Issue Location  *

Min Shelf Life

Replenishment Qty *

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.


Procedures



DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Stock Item Individual Issue Location

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. The STOCK NBR is display only.
2. Enter the MIN STOCK QTY or select  to make a selection.
3. Update the Issue Location, using  to browse for the entry.
Location Browse help



Helpful Tip
The Issue Location is filtered to only return Individual Issue type Locations.

- Enter the MIN SHELF LIFE or select to make a selection.
- Select or enter Replenishment QTY.This sets the quantity when the location is restocked.
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The revised Stock Item Individual Issue Location appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following

ported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.	permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
1098 - Cannot Delete. Stock Items exist in this Indi- vidual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Stock Item Individual Issue Location
- Stock Item Individual Issue Location Add
- Stock Item Individual Issue Location Delete

Cost Center

Overview

The Warehouse Management module Cost Center process provides the ability to create, update, or delete Cost Center records. A Cost Center is used to associate work load within a warehouse to an organization. When the Cost Center is created, personnel are assigned as a means of grouping workers to perform specific duties. In addition, a Cost Center can have an Effective Start Date and/or End Date.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

WAREHOUSE MGMT > Cost Center> Cost Center page

Page Fields

The following fields display on the **Cost Center** page. For more information on each field, select the appropriate hyperlink.

Instructions


The table below provides the list of instructions.


Number	Value
12	Select "Search" button to view Search Results page.



13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Cost Center 

Cost Center Desc 

Freeze Status

Work Type

Cost Center Grid

Edit

Delete

Cost Center

Cost Center Desc

Freeze Status

Work Type

Optional

End Dt

Established By

Established Dt/Tm

Last Transaction Dt/Tm

Last Updated By
Logistics Program
Program Id
Region
Remarks
Site
Start Dt
Warehouse Name


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Cost Center

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

Instructions

Search Criteria

i Cost Center

All

i Cost Center Desc

All

Freeze Status



No

Work Type



All

Search

Reset

- Enter the Cost Center, using  to assist with the entry. *This is a 25 numeric character field.*
- Enter the Cost Center DESC, using  to assist with the entry. *This is a 1,024 alphanumeric character field.*













- Use  to select the Freeze Status.
- Use  to select the Work Type.

2. Click . The results appear in the Container grid.

Cost Center

+ Add

Grid Options

		Cost Center	Cost Center Desc	Freeze Status	Work Types
		BLAH	BLDG LEASING AND HANDLING	No	IN - Inventory, QC - Quality Control, TR - Transportation, WH - Warehouse Ops
		15L32ZULU	15TH LOGISTICS 32 Z INSPECTION DIVISION	No	IN - Inventory, QC - Quality Control, WH - Warehouse Ops
		43TRANSPORT	43 TRANSPORT DIVISION	No	IN - Inventory, QC - Quality Control, TR - Transportation, WH - Warehouse Ops
		ISSUANCE	POST ISSUE CENTER	No	CU - Customer, IN - Inventory, QC - Quality Control, WH - Warehouse Ops
		SWISSCHEESE	NEVER ENOUGH CHEESE...	No	WH - Warehouse Ops

1

50

items per page

1 - 5 of 5 items

Add a Cost Center Record

Select . The **Add Cost Center** pop-up window appears.

Update a Cost Center Record

Select  next to the desired record. The **Update Cost Center** pop-up window appears.

Delete a Cost Center Record

Select  next to the desired record. The **Confirm Delete** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

xxxx — Wild-card is not permitted.

Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Cost Center
- Update a Cost Center
- Delete a Cost Center

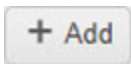


Add a Cost Center

Overview

The Cost Center Add process provides the ability to create a Cost Center record. A Cost Center associates the work load within a warehouse to an organization. When the Cost Center is created, personnel are assigned as a means of grouping workers to perform specific duties. In addition, a Cost Center can have an Effective Start Date and/or End Date.

Navigation

WAREHOUSE MGMT > Cost Center >  > Add Cost Center pop-up window

Page Fields

The following fields display on the **Add Cost Center** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.



Add Cost Center Grid

Cost Center *
Cost Center Desc *
Freeze Status
Work Types *
Start Dt *
End Dt
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips

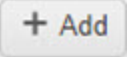


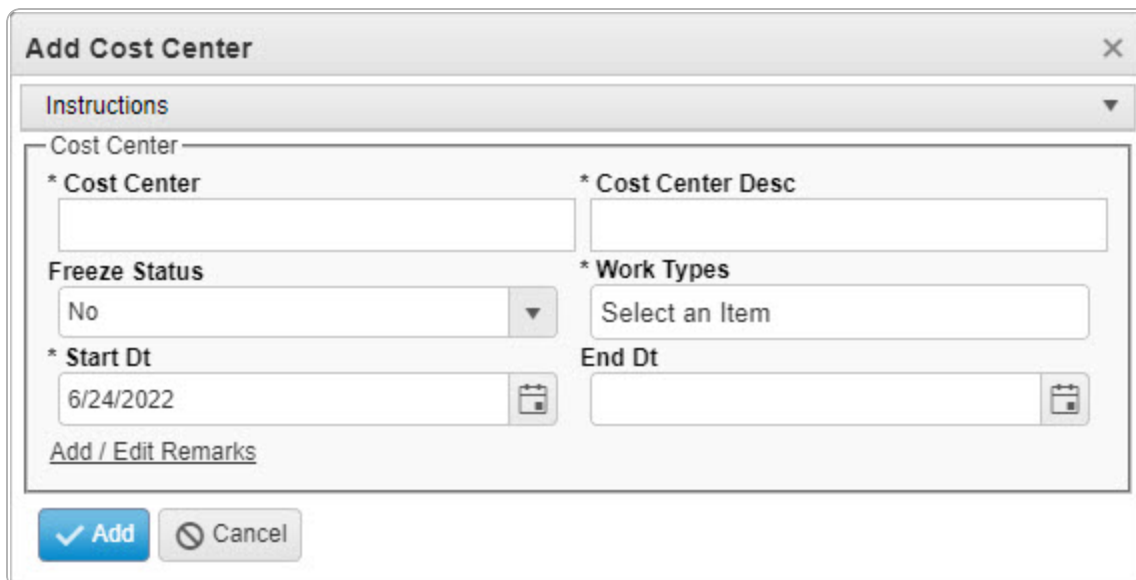
Click the following link to display Warehouse Navigation Tips.





Add a Cost Center

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



- Select  to create a Cost Center. *The **Add Cost Center** pop-up window appears.*



- Enter the Cost Center in the field provided. *This is a 25 numeric character field.*
- Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*
- Use  to select the Freeze Status.
- Select the Work Types field to choose the kind of work from the list.
- Use  to select the Start DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The **Add Cost Center** pop-up window closes, and the new Cost Center appears at the top of the Search Results grid highlighted in green.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
350 — Must be alphanumeric with supported special characters \$, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, — , /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Cost Center.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Cost Center DESC.	
xxxx — Cost Center DESC field contains invalid special	Invalid Characters entered in the Cost Center DESC field. Enter alphanumeric characters, or



characters.	the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
1027 — The Member’s Expiration of Active Service (EAS) must be > = Today to proceed.	Invalid Date Entry. The End Date must be after today's date. Re-enter the date.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1199 — START DT must be < END DT.	Invalid Date Entry. The End Date must be after the Start Date. Re-enter the date.
xxxx — Date must be > = Today.	Invalid Date Entry. The End Date must be after today's date. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- [Cost Center Overview](#)
- [Update a Cost Center](#)
- [Delete a Cost Center](#)



Delete a Cost Center

Overview

The Cost Center Delete process allows removal of a Cost Center record that is directly associated with a specific Warehouse / Facility within a specific Logistics Program. A Cost Center cannot be deleted if it is associated with a task or project. Also, a Cost Center record cannot be deleted if personnel are assigned to the record.

Navigation

WAREHOUSE MGMT > Cost Center >  > Confirm Delete (Delete Cost Center) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Cost Center)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Cost Center) Grid

History Remarks


Procedures

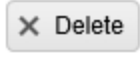
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Cost Center

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next the desired record. The **Confirm Delete (Delete Cost Center)** pop-up window appears.

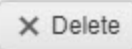

Confirm Delete
✕

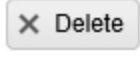
Instructions

Delete Cost Center

Are you sure you want to delete this Cost Center and any associations?

History Remarks

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  . The pop-up window closes and the Cost Center is removed.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Unable to delete since Cost Center associated to active group, task or projects.	Validate that the Cost Center is not actively assigned to any associated task or project. Also, validate that no assigned personnel are associated to a Cost Center function.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

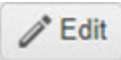
- [Cost Center Overview](#)
- [Add a Cost Center](#)
- [Update a Cost Center](#)

Update a Cost Center

Overview

The Cost Center Update process allows editing to a Cost Center record. A Cost Center is used to associate work loads within a warehouse to an organization.

Navigation

WAREHOUSE MGMT > Cost Center >  > Update Cost Center pop-up window

Page Fields

The following fields display on the **Update Cost Center** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Cost Center Grid

Cost Center *
Cost Center Desc *



Freeze Status
Work Types *
Start Dt *
End Dt
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

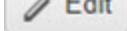
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Cost Center

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Edit** next to the desired record. The **Update Cost Center** pop-up window appears.



Update Cost Center ✕

Instructions ▾

*** Cost Center**

*** Cost Center Desc**

Freeze Status

No ▾

*** Work Types**

WH - Warehouse Ops ✕

*** Start Dt**

6/24/2022

End Dt

[Add / Edit Remarks](#)

✓ Update
⊘ Cancel

2. Verify the Cost Center.
3. Update the Cost Center DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
4. Update the Freeze Status, using ▾ to select the desired kind.
5. Update the Work Types field by either:
 - A. Add a kind of work by selecting the field and choosing additional work types.

OR

 - B. Delete by selecting ✕ on the work types entry.
6. Update the Start DT, using or entering the date (MM/DD/YYYY) in the field provided.
7. Update the End DT, using or entering the date (MM/DD/YYYY) in the field provided.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

9. Select  . *The revised Cost Center appears at the top of the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Cost Center.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Work Types.	
13 — Mandatory Entry: Cost Center DESC.	
xxxx — Cost Center DESC field contains invalid special characters.	Invalid Characters entered in the Cost Center DESC field. Enter alphanumeric characters, or the following permitted special characters: \$, —,



	<p>/, #, &, comma, period, and space. Special characters like ! or @ are not permitted.</p>
<p>350 — Must be alphanumeric with supported special characters \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>185 — Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.</p>
<p>18 — Date format should be MM/DD/YYYY with valid month/day combination.</p>	<p>Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..</p>
<p>1199 — START DT must be <END DT.</p>	<p>Invalid Date Entry. The End Date must be after the Start Date. Re-enter the date.</p>
<p>xxxx — Date must be >= Today.</p>	<p>Invalid Date Entry. The End Date must be after today's date. Re-enter the date.</p>
<p>xxxx — Wild-card is not permitted.</p>	<p>Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.</p>

Related Topics

- [Cost Center Overview](#)
- [Add a Cost Center](#)
- [Delete a Cost Center](#)



Personnel

Overview

The purpose of this process is to provide you the capability to add, update and delete warehouse personnel information including name, job title, phone number and Email.

Once added, personnel can be associated to a Cost Center which allows the assignment of specific tasks to individual workforce members.

Personnel who also are DPAS users are able to quickly view assigned tasks using the Dashboard section of the DPAS Warehousing Homepage.

Navigation

WAREHOUSE MGMT > Personnel > Personnel page

Page Fields

The following fields display on the Personnel page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

Cost Center
Last Name
First Name
Middle Name

Personnel Grid

Cost Center
Last Name
First Name
Member Category Cd
Job Title
DSN Nbr
Email Address
Established By Dt/Tm
Established By



History Remarks
Last Tran Dt/Tm
Last Updtd By
Mobile Phone Nbr
Pgm Id
Phone Nbr
Remarks
User Id

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for Personnel Record

1. You can select one or more of the search options available in the Search Criteria grid to display a record. You can use **Cost Center**, **Last Name**, **First Name** or **Middle Name** to help eliminate the number of rows.

Note





INTELLISENSE: Some text entry fields provide intellisense(i) which provides auto selection of previous selections. These fields are marked with a lower case i, and will display a selectable list based on your input. When the cursor is placed in these fields, the field border will display darker than the other fields. Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine your search. Select a value from the list when you can identify the value you are looking for.

1. Select  to display Search Results page or  to clear data.

To Add, Update and Delete Personnel Record:

1. Select  to display the Personnel Add page.



2. Choose  to update or  to remove the record.

3. Select  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Personnel Add
- Personnel Update
- Personnel Delete



Personnel Add

Overview

The purpose of this process is to provide you the capability to add warehouse personnel information including name, job title, phone number and Email.

Navigation

WAREHOUSE MGMT > Personnel > Add page

Page Fields

The following fields display on the Personnel Add page. For more information on each field, select the appropriate hyperlink.

Personnel tab

- DPAS User
- *Cost Center
- *Last Name
- *First Name
- Middle Name
- *Member Category Cd
- *Job Title
- DSN Nbr
- Email Address
- Mobile Phone Nbr
- Phone Nbr
- Remarks
- History Remarks

(*) Asterisk identifies mandatory fields.



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add Personnel Record

1. Choose the DPAS USER checkbox, if the person is a DPAS user. The User browse window displays. Choose Select to populate Last Name, First Name and/or Middle Name fields.

Note



The Cost Center, Last Name, First Name, Member Category CD and Job Title are mandatory fields.

2. Select the Cost Center .
3. Enter the Last Name, First Name and/or Middle Name only if not selected by the DPAS User checkbox. These fields are 50-position alphanumeric characters.
4. Choose one of the options from the Member Category CD .
5. The Job Title must be entered and is a 50-position alphanumeric characters.
6. Enter a DSN NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
7. Enter an Email Address using alphanumeric characters with a length up to 80 characters.
8. Enter a number for the Mobile PHONE NBR and PHONE NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
9. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
10. Choose to process the transaction or to return to previous page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: <i>Cost Center</i>.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: <i>Last Name</i>.	
13 - Mandatory Entry: <i>First Name</i>.	
13 - Mandatory Entry: <i>Member Category Cd</i>.	

<p>13 - Mandatory Entry: <i>Job Title.</i></p>	
<p>185 — Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.</p>
<p>761 - PHONE NBR, DSN, FAX NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7 - pos, with supported special characters(s) - , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>

Related Topics

- Personnel
- Personnel Update
- Personnel Delete

Personnel Delete

Overview

The purpose of this process is to provide you the capability to delete warehouse personnel information including name, job title, phone number and Email.

Navigation

WAREHOUSE MGMT > Personnel > Delete page

Page Fields

The following fields display on the Personnel Delete page. For more information on each field, select the appropriate hyperlink.

History Remarks

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Personnel

1. Enter remarks in the History Remarks field. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "\$", "-", "/", "#", "&", ",", (comma), "." (period) and " " (space).

2. Select to process the transaction or to return to previous page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: <i>History Remarks</i>.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Personnel
- Personnel Add
- Personnel Update



Personnel Update

Overview

The purpose of this process is to provide you the capability to update warehouse personnel information including name, job title, phone number and Email.

Navigation

WAREHOUSE MGMT > Personnel > Update page

Page Fields

The following fields display on the Personnel Update page. For more information on each field, select the appropriate hyperlink.

Personnel tab:

DPAS User
*Cost Center
*Last Name
*First Name
Middle Name
*Member Category Cd
*Job Title
DSN Nbr
Email Address
Mobile Phone Nbr
Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update Personnel

1. Choose the DPAS USER check box, if the person is a DPAS user. The User browse window displays. Choose Select to populate Last Name, First Name and/or Middle Name fields.

Note



The Cost Center, Last Name, First Name, Member Category Cd and Job Title are mandatory fields.

2. Select the Cost Center .
3. Enter the Last Name, First Name and/or Middle Name only if not selected by the DPAS User checkbox. These fields are 50-position alphanumeric characters.
4. Choose one of the options from the Member Category Cd .
5. The Job Title field must be entered and is a 50-position alphanumeric characters.
6. Enter a DSN NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
7. Enter an Email Address using alphanumeric characters with a length up to 80 characters.
8. Enter a number for the Mobile PHONE NBR and PHONE NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
9. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
10. Choose to process the transaction or to return to previous page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: Cost Center.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: Last Name.	
13 - Mandatory Entry: First Name.	
13 - Mandatory Entry: Mem-	

ber Category Cd.	
13 - Mandatory Entry: Job Title.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
761 - PHONE NBR, DSN, FAX NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7 - pos, with supported special characters(s) - , +, (), x, period and space.	Invalid Characters Entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: - , + , x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

- Personnel
- Personnel Add
- Personnel Delete

Project Code Range

Overview

The Project Code Range is used to automatically generate the next available project code in sequence using the project code generator background process. For the processes that require a project code to be generated, you select the Project Code Range and the generator will determine the next project code.

A project code is a 3 character code. You to define the first character of the range, from A-Z or 0-9, and then the format of the remaining 2 characters. Project Code Ranges are established per Warehouse.

Once one of the 36 values has been used it can no longer be used to define another Project Code Range for that warehouse. After determining the starting value of the Project Code Range, you then be prompted to select what types of values (Alpha, Numeric or Alpha-Numeric) comprises the two remaining positions of the Project Code Range. At least one range must be established prior to generating project codes.

Navigation

WAREHOUSE MGMT > Project Code Range > Project Code Range page

Page Fields

The following fields display on the Project Code Range page. For more information on each field, select the appropriate hyperlink.

Search Results Grid

1st Position
2nd Position
3rd Position
Last Prj Cd Assigned
Desc
Active
Estbd By
Estbd By Dt/Tm
Last Tran Dt/Tm
Last Updtd By



Pgm Id

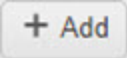

Procedures

DPAS Navigation Helpful Tips

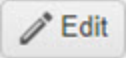
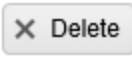



Click the following link to display Warehouse Navigation Tips.

To Add a Project Code Range:

- Select  to display the Project Code Range Add page and add a new record.
- Choose  to return to previous page.

To Update or Delete a Project Code Range:

- To modify the Project Code Range, choose  or  to remove the record.
- Choose  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



Related Topics

- Project Code Range Add
- Project Code Range Update
- Project Code Range Delete



Project Code Range Add

Overview

The purpose of this process is to provide you with an interactive add process for establishment of a Project Code Range. A project code is a 3 character code. You to define the first character of the range, from A-Z or 0-9, and then the format of the remaining 2 characters. Project Code Ranges are established per Warehouse.

Navigation

WAREHOUSE MGMT > Project Code Range > Project Code Range > Add page

Page Fields

The following fields display on the Project Code Range Add page. For more information on each field, select the appropriate hyperlink.

Project Code Range Add tab:

- *1st Position
- *2nd Position
- *3rd Position
- *Last Prj Cd Assigned
- *Desc
- *Active

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Add a Project Code Range

1. Enter a value in 1st position. The value must be alphanumeric characters (A-Z or 0-9).
2. Select for the 2nd position . Your options are: "Alpha-Numeric", "Alpha" or "Numeric".
3. Choose for the 3rd position. Your options are: "Alpha-Numeric", "Alpha" or "Numeric".
4. Enter a value for the LAST PRJ CD Assigned. The entered value must be alphanumeric and match the format defined by 1st Position, 2nd Position and 3rd Position.

Attention



Position 1 must be the same as 1st position, position 2 must be Numeric (0-9) when 2nd position is defined as numeric, A-Z and when 2nd position is defined as Alpha and (0-9, A-Z) when 2nd position is defined as Alpha-Numeric.

5. Enter the DESC. Entry is 30-position and must be alphanumeric characters.
6. Choose an option from the Active . The default is "Yes".
7. Select to process the transaction or to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Mandatory Entry	(*) Asterisk identifies mandatory fields.
350 — Must be alpha-numeric with supported special characters \$, — , /, #, &, comma, period, and	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol-



space.	lowing permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
A Project Code starting with 1st Position Field Value, already exists.	Verify that the 1st Position has not been used for a project range for the current warehouse.
Invalid format (Project Cd Range).	Verify that the value for the Last Project Code Assigned matches the format of the Project Code Range of the current record.

Related Topics

- Project Code Range
- Project Code Range Update
- Project Code Range Delete

Project Code Range Delete

Overview

The purpose of this process is to provide you capability to delete a Project Code Range.

Navigation

WAREHOUSE MGMT > Project Code Range > Delete page

Page Fields

The following fields display on the Project Code Range Delete page. For more information on each field, select the appropriate hyperlink.



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Project Code Range

1. Select  to process the transaction.
2.  to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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No common errors have been identified for this process.

Related Topics

- Project Code Range
- Project Code Range Add
- Project Code Range Update



Project Code Range Update

Overview

The purpose of this process is to provide you with an interactive add process for establishment of a Project Code Range. A project code is a 3 character code. You to define the first character of the range, from A-Z or 0-9, and then the format of the remaining 2 characters. Project Code Ranges are established per Warehouse.

Navigation

WAREHOUSE MGMT > Project Code Range > Project Code Range > Update page

Page Fields

The following fields display on the Project Code Range Update page. For more information on each field, select the appropriate hyperlink.

Project Code Range Update tab:

- *1st Position
- *2nd Position
- *3rd Position
- *Last Prj Cd Assigned
- *Desc
- *Active

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Update a Project Code Range

1. Enter a value in the 1st position to modify. The value must be alphanumeric characters (A-Z or 0-9).
2. Select for the 2nd position . Your options are: "Alpha-Numeric", "Alpha" or "Numeric".
3. Choose for the 3rd position. Your options are: "Alpha-Numeric", "Alpha" or "Numeric".
4. Enter a value for the LAST PRJ CD Assigned. The entered value must be alphanumeric characters and match the format defined by 1st Position, 2nd Position and 3rd Position.

Attention



Position 1 must be the same as 1st position, position 2 must be Numeric (0-9) when 2nd position is defined as numeric, A-Z and when 2nd position is defined as Alpha and (0-9, A-Z) when 2nd position is defined as Alpha-Numeric.

5. Enter the DESC. Entry is 30-position and must be alphanumeric characters.
6. Choose an option from the Active .
7. Select to process the transaction or to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Mandatory Entry	(*) Asterisk identifies mandatory fields.
350 — Must be alphanumeric with supported special characters \$, — , /, #,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",



&, comma, period, and space.	numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
A Project Code starting with 1st Position Field Value, already exists.	Verify that the 1st Position has not been used for a project range for the current warehouse.
Invalid format (Project Cd Range).	Verify that the value for the Last Project Code Assigned matches the format of the Project Code Range of the current record.

Related Topics

- Project Code Range
- Project Code Range Add
- Project Code Range Delete

Document Number Range

Overview

The Warehouse Management module Document Number Range process provides the ability to add, update or delete a range of serial numbers for a specific Warehouse. These ranges are to be used for automatic assignment of document numbers. The Document Number Assignment Table is read to determine whether the Department of Defense Activity Address Code (DODAAC)\Commercial and Government Entity (CAGE) Code and range exist. If record does not exist on table, you can establish a new range of document numbers. If Document Number range exists, the capability of deleting the record or changing specific data pertinent to Doc Nbr Range exists. This process also allows updates to be made to Begin Serial Nbr, End Serial Nbr, Description and the Document Type of an existing Document Number Range record. The system will check Document Number Range Table to preclude overlapping of serial numbers. Each warehouse can be associated with one DODAAC for requisitioning. One basic document number range must be established prior to assigning document numbers.

Note



When a Warehouse is added a MS-Miscellaneous document number range of 9001-9999 is automatically created and can be viewed under the Document Nbr Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added but the range of 9001-9999 can be edited.

Navigation

WAREHOUSE MGMT > Document Number Range > Document Number Range page

Page Fields

The following fields display on the **Document Number Range** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.



Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Results Grid

DoDAAC
Range Desc
Begin Serial Nbr
End Serial Nbr
Document Type

Optional

Document Dt
Established By
Established Dt/Tm
Last Serial Nbr Assigned
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Add a Document Number Range

Select  **Add**. The **Add Document Nbr Range** pop-up window appears.

Update a Document Number Range

Select  **Edit**. The **Update Document Nbr Range** pop-up window appears.

Delete a Document Number Range

Select  **Delete**. The **Confirm Delete** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range



Add a Document Number Range

Overview

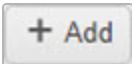
The Document Number Range Add process provides the ability to create a range of serial numbers for a specific Warehouse. When the Document Number is required, it is in the following format: Department of Defense Activity Address Code (DODAAC) + Julian Date + Serial Number. The serial number is determined when the Document Number range is established. Creating the Document Number range allows you to create automated document numbers. Document Number ranges can be from 1 to 9999 and must not overlap.

Note



When a Warehouse is added a MS-Miscellaneous document number range of 9001-9999 is automatically created and can be viewed under the Document NBR Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added but the range of 9001-9999 can be edited.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range >  > Add DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Add DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------



24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
411	Select 'Check Values' button to verify that the range will be split correctly.

Add Range tab

DoDAAC *
Range Desc *
Begin Serial Nbr *
End Serial Nbr *
Document Type *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

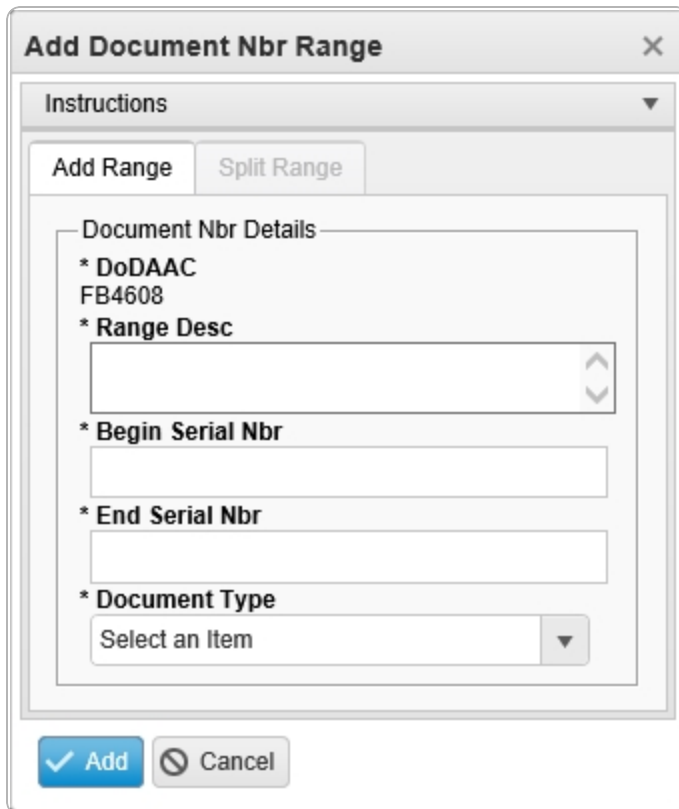
Add a DOCUMENT NBR Range





Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select . The **Add DOCUMENT NBR Range** pop-up window appears.



2. The DoDAAC automatically populates and is not editable.
3. Enter the Range DESC in the field provided. *This is a 125 alphanumeric character field.*
4. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
5. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*
6. Use  to select the Document Type.
7. Select . The **Add DOCUMENT NBR Range** pop-up window closes, and the new record appears at the top of the DOCUMENT NBR Range Grid in green.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: Range DESC.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Begin SERIAL NBR.	
13 — Mandatory Entry: End SERIAL NBR.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
194 — Entry must be > zero.	Missing Entry. The Begin Serial Number and End Serial Number fields must be greater than 0. Enter the missing fields.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be less than the End SERIAL NBR. Re-enter the fields to continue.
491 — SERIAL NBR(s)	Invalid Entry. The Doc NBR Range table cannot

already exist(s) within a range on Doc NBR Range table.	already contain the new SERIAL NBR(s). Re-enter the SERIAL NBR.
1115 – The Document Type provided was already assigned a range.	Invalid Entry. The Document Type selected already exists in a range for the selected DODAAC. Re-enter the Document Type.

Related Topics


- Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

Delete a Document Number Range

Overview

The Document Number Range Delete process allows removal of a range of serial numbers for a specific Warehouse.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range >  > Confirm Delete (Delete DOCUMENT NBR Range) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete DOCUMENT NBR Range)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete DOCUMENT NBR Range)




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Document Number Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **Confirm Delete** pop-up window appears.

Confirm Delete

Instructions

Delete Document Nbr Range
Are you sure you want to delete this Document Nbr Range?

Delete

Cancel

- Select . The **DOCUMENT NBR Range** is removed from the grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this process.	



Related Topics

- Document Number Range
- Add a Document Number Range
- Update a Document Number Range



Update a Document Number Range

Overview

The Document Number Range Update process allows editing of a range of serial numbers for a specific Warehouse. The Update Pop up page will have two tabs. The Update Range tab that will allow you to update an existing range and a Split Range tab that will allow you to split an existing document number range into two ranges.

Note



When a Warehouse is added a MS-Miscellaneous document number range of 9001-9999 is automatically created and can be viewed under the Document NBR Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added but the range of 9001-9999 can be edited.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range >  Edit

> Update DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Update DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
409	Use the 'Update Range' tab to update the existing range.
410	Use the 'Split Range' tab to split the existing range into two consecutive ranges.
411	Select 'Check Values' button to verify that the range will be split correctly.

Update Range tab

DoDAAC *
 Range Desc *
 Begin Serial Nbr *
 End Serial Nbr *
 Document Type *

Split Range Tab

DoDAAC

Existing Range Panel

Existing Range Desc
 Existing Begin Serial Nbr
 Existing End Serial Nbr
 Existing Document Type

New Range Panel

New Range Desc *
 New Begin Serial Nbr *



New End Serial Nbr *
New Document Type *

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Update a Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update DOCUMENT NBR Range** pop-up window appears, open to the Update Range tab.



2. Verify the DoDAAC.
3. Update the Range DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*
4. Update the Begin SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*
5. Update the End SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*
6. Update the Document Type, using  to select the desired kind.
7. Select the Split Range Tab. *The Update Range tab closes and the Split Range tab opens.*



Update Document Nbr Range
✕

Instructions

Update Range

Split Range

DoDAAC

FB4608

Existing Range

The existing range will be updated with these values:

Existing Range Desc
BPG TEST

Existing Begin Serial Nbr
7000

Existing End Serial Nbr
7999

Existing Document Type
WI - Warehouse Issue

New Range

A new range will be added with these values:

* New Range Desc

* New Begin Serial Nbr

☒ Check Values

* New End Serial Nbr
7999






New Document Type

Required

✓ Update

⊘ Cancel

8. *Verify the DoDAAC.*
9. *Verify the Existing Range DESC.*
10. *Verify the Existing Begin SERIAL NBR.*
11. *Verify the Existing End SERIAL NBR.*
12. *Verify the Existing Document Type.*

13. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*
14. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
15. Select . The  to the right of the Existing End SERIAL NBR field changes to a .
16. Verify the New End SERIAL NBR.
17. Update the New Document Type, using  to select the desired kind.
18. Select . The **Update DOCUMENT NBR Range** pop-up window closes, and the edited and new records appear in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: Range DESC.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Begin SERIAL NBR.	
13 — Mandatory Entry: End SERIAL NBR.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

<p>194 — Entry must be > zero.</p>	<p>Missing Entry. The Begin Serial Number and End Serial Number fields must be greater than 0. Enter the missing fields.</p>
<p>163 — End SERIAL NBR must be > Begin SERIAL NBR.</p>	<p>Invalid Entry. The Begin SERIAL NBR must be less than the End SERIAL NBR. Re-enter the fields to continue.</p>
<p>491 — SERIAL NBR(s) already exist(s) within a range on Doc NBR Range table.</p>	<p>Invalid Entry. The Doc NBR Range table cannot already contain the new SERIAL NBR(s). Re-enter the SERIAL NBR.</p>
<p>1115 — The Document Type provided was already assigned a range.</p>	<p>Invalid Entry. The Document Type selected already exists in a range for the selected DODAAC. Re-enter the Document Type.</p>

Related Topics

- [Document Number Range](#)
- [Add a Document Number Range](#)
- [Delete a Document Number Range](#)

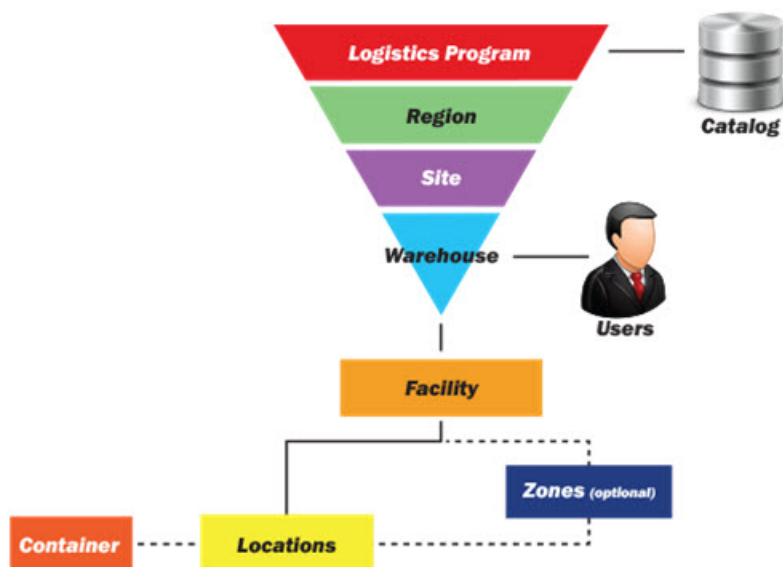
Logistics Program

Overview

The Warehouse Management module Logistics Program process begins to create a logical structure for the warehousing resources. The Logistics process:

- Inquire about available Logistics Program
- Update a Logistics Program

The diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team. Facilities are created and maintained by DPAS users. The Warehouse Catalog (where the Warehouse's stock number information is stored) is associated at the Logistics Program Level (the highest level of the pyramid). This allows all Warehouses under the Logistics Program to share a common Catalog. Users are associated at the Warehouse level. Users are assigned roles according to the needed access in each Warehouse. Users may have access to multiple Warehouses.



Once created by the Warehouse Management Module User Account Management team, an inquiry can be viewed to find what Logistics Programs are available and which can be updated depending on what your role allows.

Navigation

MASTER DATA MGMT > Logistics Program > Logistics Program page

Page Fields

The following fields display on the **Logistics Program** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Logistics Program Grid

Logistics Program Name
 Logistics Program Desc
 Contact Point
 Phone Nbr
 DSN Nbr
 Fax Nbr
 Email Address

Optional

Catalog Name Cd
 Container ID Prefix
 Cond Cd
 Document Type
 Address Line 1
 Address Line 2

City
State
Zip Cd
Country
Program ID
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Inquiry a Logistics Program


On the Logistics Program page you have several options to search, filter and display results. By default, you will see all of the Logistics Program(s) you have access to.


1. Select the Logistics Program Name hyperlink to update a Region.
2. To display the Logistics Program, choose  on the left side of the page to view the top of the warehouse structure.

Navigate the Logistics Program Hierarchy

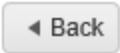
Helpful Tip



A structural listing in grey on the left side of the page with the , can be used to drill down to view subsequent portions of the Warehouse structure. You can also select the Region Name hyperlink to view the Regions associated with the selected Logistics Program. To return to the Logistics Program

page, you can choose the  at the bottom of the page.



1. Select **Home** to display the Logistics Program grid.
2. To display the Region grid, choose the Logistics Program Name hyperlink.
3. Select the Region Name hyperlink to display the Site grid.
4. To display the Warehouse grid, choose the Site Name hyperlink.
5. To return to the previous page, select  .

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Region
- Site
- Warehouse
- Facility
- Location
- Container

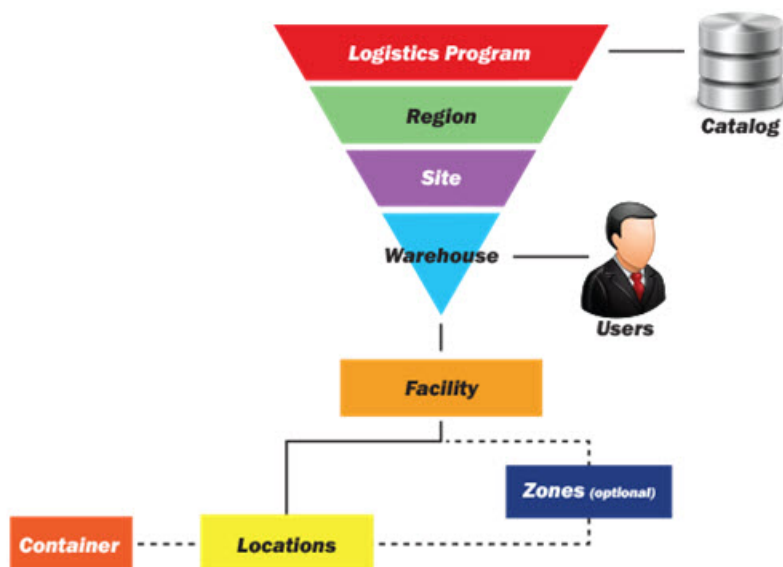


Region

Overview

The Warehouse Management module Region process provides the ability to group Sites within a Logistics Program.

The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team.



Once created by the Warehouse Management Module User Account Management team, an inquiry finds what Regions are available and which are editable, depending on what the role allows.

Navigation

MASTER DATA MGMT > Region > Region page



Page Fields

The following fields display on the **Region** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Region Grid

Region Name
 Region Desc
 Contact Point
 Phone Nbr
 DSN Nbr
 Fax Nbr
 Email Address

Optional

Logistics Program
 Address Line 1
 Address Line 2
 City
 State
 Zip Cd
 Country
 Program ID
 Established By Dt/Tm
 Established By



Last Transaction Dt/Tm

Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Region

Select . The **Update a Region** pop-up window appears.

View the History of a Region

Select . The **Region History** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Logistics Program
- View the History for a Region



- Update a Region
- Site
- Warehouse
- Facility
- Location
- Container

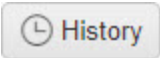


View a Region History

Overview

The Region History process allows viewing the past revisions to the Region record.

Navigation

MASTER DATA MGMT > Region >  > Region History pop-up window

Page Fields

The following fields display on the **Region History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Region History

Operation
Last Transaction Dt/Tm
Last Updated By
Region Name
Region Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr



Email Address

Optional

Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country
Remarks
History Remarks
Program ID
Established By Dt/Tm
Established By

(*) Asterisk identifies mandatory fields.


Procedures

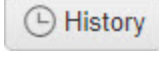
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

View the History of a Region Record

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **History**. The **Region History** pop-up window displays.
2. Verify the Operation.
3. Verify the Last Transaction DT/TM.
4. Verify the Last Updated By.
5. Verify the Region Name.
6. Verify the Region DESC.
7. Verify the Contact Point.



8. *Verify the PHONE NBR.*
9. *Verify the DSN NBR.*
10. *Verify the FAX NBR.*
11. *Verify the E-MAIL Address.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [Region](#)
- [Update a Region](#)




Update a Region

Overview

The Region Update process allows editing of a Region and POC Details information.

Navigation

MASTER DATA MGMT > Region >  > Update Region pop-up window

Page Fields

The following fields display on the **Update Region** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Region Details Tab

Logistics Program *
Region Name *
Region Description *



Add / Edit Remarks

Remarks

History Remarks

POC Details Tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

Zip Code

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

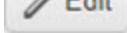
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Region

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update Region** pop-up window displays, with the Region Tab available.



2. Verify the Logistics Program.
3. Update the Region Name, entering the revised name in the field provided. *This is a 15 alphanumeric field.*
4. Update the Region DESC, entering the revised information in the field provided. *This is a 125 alphanumeric field.*
5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select the **POC** tab.
 - A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - B. Update the Country, using to select the desired code.
 - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*



- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select . *The revised Region appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s)	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space.



— , +, (), x, period and space.	Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Region](#)
- [View the History for a Region](#)

Site

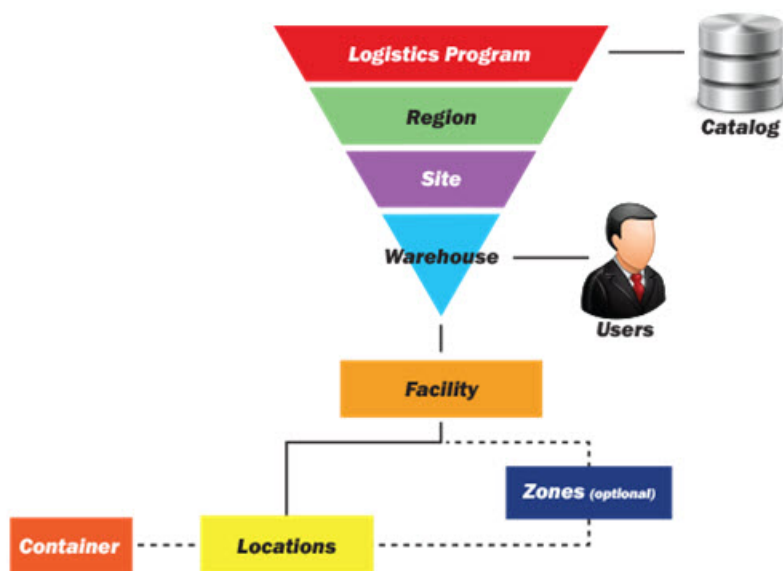
Overview

The Warehouse Management module Site process provides the ability to group Warehouses within a Region.

Sites are part of the logical structure for warehousing resources. The Logistics Programs begins to create a logical structure for the warehousing resources.

The following diagram illustrates the hierarchy defining the Warehouse Management Module.

The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team.



Once created by the DPAS User Account Management team, an inquiry finds what Sites are available and which are editable, depending on what the role allows.

Navigation

MASTER DATA MGMT > Site > Site page



Page Fields

The following fields display on the **Site** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Site

Site Name
Site Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address

Optional

Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country
Program ID
Established By Dt/Tm
Established By



Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures



DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Update a Site

Select  . The **Update a Site** pop-up window appears.

View the History of a Site

Select  . The **Site History** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Logistics Program
- Region

- Update a Site
- View the History of a Site
- Warehouse
- Facility
- Location
- Container

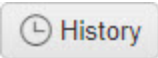


View a Site History

Overview

The Site History process allows viewing the past revisions to the Site record.

Navigation

MASTER DATA MGMT > Site >  > Site History pop-up window

Page Fields

The following fields display on the **Site History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Region History

Operation
Last Transaction Dt/Tm
Last Updated By
Site Name
Site Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr



Email Address

Optional

Region
Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country
Remarks
History Remarks
Program ID
Established By Dt/Tm
Established By

(*) Asterisk identifies mandatory fields.

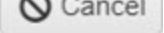
Procedures

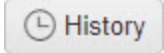
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

View the History of a Site Record

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **History**. The **Site History** pop-up window displays.
2. Verify the Operation.
3. Verify the Last Transaction DT/TM.
4. Verify the Last Updated By.
5. Verify the Site Name.
6. Verify the Site DESC.



7. *Verify the Contact Point.*
8. *Verify the PHONE NBR.*
9. *Verify the DSN NBR.*
10. *Verify the FAX NBR.*
11. *Verify the E-MAIL Address.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [Site](#)
- [Update a Site](#)

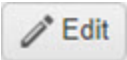


Update a Site

Overview

The Site Update process allows editing of Site Details and Point of Contact (POC) Details information.

Navigation

MASTER DATA MGMT > Site >  > Update Site pop-up window

Page Fields

The following fields display on the **Update Site** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Site Details Tab

Logistics Program *
Region *



Site Name *
Site Desc *
Add / Edit Remarks

Remarks
History Remarks

POC Details Tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
Email Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



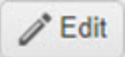


Click the following link to display Warehouse Navigation Tips.

Update a Site




Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  **Edit**. The **Update Site** pop-up window displays, with the Site Tab available.
2. Verify the Logistics Program.
3. Update the Region, using  to select the desired place.
4. Update the Site Name, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
5. Update the Site DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the **POC** tab.
 - A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - B. Update the Country, using  to select the desired code.
 - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*



- J. Update the State, using  to select the desired code.
- K. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select . *The revised Site appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX	Invalid Characters Entered in the Phone Nbr /



<p>Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and space.</p>	<p>DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: –, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

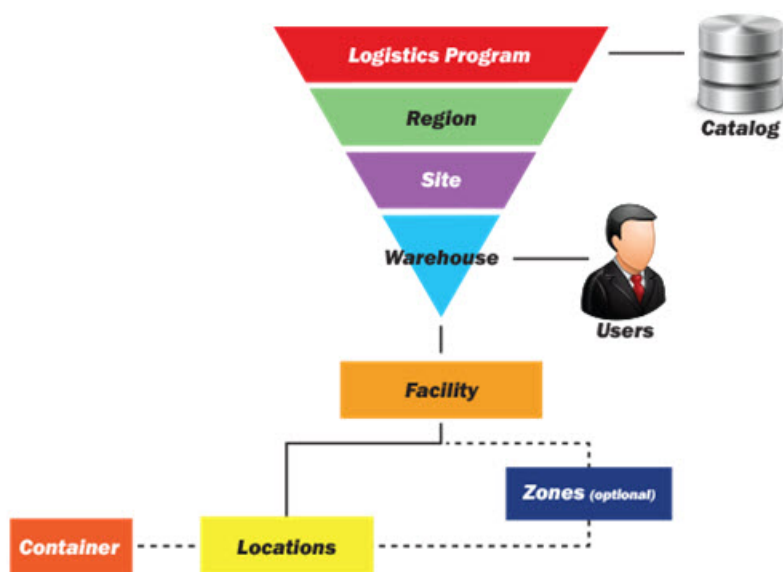
Related Topics

- [Site](#)
- [View the History of a Site](#)

Warehouse

Overview

The Warehouse Management module Warehouse process resides at the bottom of the 4-tier Warehouse tree structure, below site, region and logistics program. The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team.



Navigation

MASTER DATA MGMT > Warehouse > Warehouse page

Page Fields

The following fields display on the **Warehouse** page. For more information on each field, select the appropriate hyperlink.



Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Warehouse Grid

- Warehouse Name
- Warehouse Desc
- Warehouse Prefix
- Reporting Interval
- Reporting Unit
- Auto-Generate within Days
- Date of Month
- Generate when Individual has an open Physical Inventory

Optional

- Site Name
- Region Name
- Logistics Program Name
- Banner Cd
- Warehouse DoDAAC
- RIC
- Uses Zones?
- Days Before EAS Alert
- Allow Multiple Stock Numbers
- Uses QC Processes?
- Redistribution System Interface
- Financial System Interface
- Warehouse Type Desc

Warehouse Category Desc
Contract Nbr
Default Printer Type
Default Label Size
Maintenance Activity Desc
Parent Warehouse
Receiving DoDAACs
Individual Return Displays
Active?
Program ID
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Warehouse POC Fields

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Address Line 1
Address Line 2
City
State
Zip Code
Country

COR POC Fields

COR POC Contact Point
COR POC Phone Number
COR POC DSN Number
COR POC Fax Number
COR POC Email Address
COR POC Address Line 1
COR POC Address Line 2
COR POC City
COR POC State Code
COR POC Zip Code



COR POC Country Code

Laundry POC Fields

Laundry POC Contact Point
Laundry POC Phone Number
Laundry POC DSN Number
Laundry POC Fax Number
Laundry POC Email Address
Laundry POC Address Line 1
Laundry POC Address Line 2
Laundry POC City
Laundry POC State Code
Laundry POC Zip Code
Laundry POC Country Code

X-Ray POC Fields

Xray POC Contact Point
Xray POC Phone Number
Xray POC DSN Number
Xray POC Fax Number
Xray POC Email Address
Xray POC Address Line 1
Xray POC Address Line 2
Xray POC City
Xray POC State Code
Xray POC Zip Code
Xray POC Country Code

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Update a Warehouse

Select . The **Update a Warehouse** pop-up window appears.



View the History of a Warehouse

Select  **History**. The **Warehouse History** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Logistics Program
- Region
- Site
- Update a Warehouse
- View the History of a Warehouse
- Facility
- Location
- Container

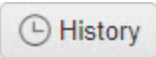


View a Warehouse History

Overview

The Warehouse History process allows viewing the past revisions to the Warehouse record.

Navigation

MASTER DATA MGMT > Warehouse >  > Warehouse History pop-up window

Page Fields

The following fields display on the **Warehouse History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Warehouse History

- Operation
- Last Transaction Dt/Tm
- Last Updated By
- Warehouse Name
- Warehouse Desc
- Site Name
- Region Name
- Logistics Program Name
- Banner Cd

Warehouse DoDAAC
RIC
Uses Zones?
Days Before EAS Alert
Allow Multiple Stock Numbers
Redistribution System Interface
Financial System Interface
Warehouse Type Description
Warehouse Category Description
Contract Nbr
Default Printer Type
Default Label Size
Maintenance Activity Desc
Parent Warehouse
Receiving DoDAACs
History Individual Return Display Option
Active?
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Generate when Individual has an open Physical Inventory

Optional

Program ID
Established By Dt/Tm
Established By

POC Contact Point

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Address Line 1
Address Line 2
City
State
Zip Cd



Country

COR POC Contact Point

COR POC Contact Point
COR POC Phone Number
COR POC DSN Number
COR POC Fax Number
COR POC E-Mail Address
COR POC Address Line 1
COR POC Address Line 2
COR POC City
COR POC State Code
COR POC Zip Code
COR POC Country Code

XRy POC Contact Point

XRy POC Contact Point
XRy POC Phone Number
XRy POC DSN Number
XRy POC Fax Number
XRy POC E-Mail Address
XRy POC Address Line 1
XRy POC Address Line 2
XRy POC City
XRy POC State Code
XRy POC Zip Code
XRy POC Country Code

Laundry POC Contact Point

Laundry POC Contact Point
Laundry POC Phone Number
Laundry POC DSN Number
Laundry POC Fax Number
Laundry POC E-Mail Address
Laundry POC Address Line 1



Laundry POC Address Line 2
Laundry POC City
Laundry POC State Code
Laundry POC Zip Code
Laundry POC Country Code

(*) Asterisk identifies mandatory fields.


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

View the History of a Warehouse Record

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **History**. The **Warehouse History** pop-up window displays.
2. Verify the Operation.
3. Verify the Last Transaction DT/TM.
4. Verify the Last Updated By.
5. Verify the Warehouse Name.
6. Verify the Warehouse DESC.
7. Verify the Site Name.
8. Verify the Region Name.
9. Verify the Logistics Program Name.
10. Verify the Banner Cd.
11. Verify the Warehouse DoDAAC.
12. Verify the RIC.
13. Verify the Uses Zones?
14. Verify the Days Before EAS Alert.



15. *Verify the Allow Multiple STOCK NBRs.*
16. *Verify the Redistribution System Interface.*
17. *Verify the Financial System Interface.*
18. *Verify the Warehouse Type DESC.*
19. *Verify the Warehouse Category DESC.*
20. *Verify the CONTRACT NBR.*
21. *Verify the Default Printer Type.*
22. *Verify the Default Label Size.*
23. *Verify the Maintenance Activity DESC.*
24. *Verify the Parent Warehouse.*
25. *Verify the Receiving DoDAACs.*
26. *Verify the History Individual Return Display Option.*
27. *Verify the Active?*
28. *Verify the Reporting Interval.*
29. *Verify the Reporting Unit.*
30. *Verify the Auto-Generate within Days.*
31. *Verify the Date of Month.*
32. *Verify the Generate when Individual has an open Physical Inventory.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Warehouse
- Update a Warehouse

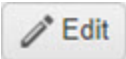


Update a Warehouse

Overview

The Warehouse Update process allows editing of Warehouse, DoDAAC, and TMO details.

Navigation

MASTER DATA MGMT > Warehouse >  > Update Warehouse pop-up window

Page Fields

The following fields display on the **Update Warehouse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".



Warehouse Tab

Site *
Default Printer Type
Warehouse Prefix *
Default Label Size
Warehouse Name *
Days Before EAS Alert *
Warehouse Desc *
Maintenance Activity
Banner Cd *
Banner Cd Display Desc *
Warehouse DoDAAC *
Warehouse Category *
RIC
Parent Warehouse
Individual Return Displays *
Warehouse Type *
Allow Multiple Stock Numbers
Contract
Uses Zones?
Uses QC Processes?
Receiving DoDAACs *
Add / Edit Remarks

Remarks
History Remarks

Managed DoDAACs

Owning DoDAAC
Item Manager
Item Management
ICP DoDAAC
ICP RIC
Default?
GFM Contract Nbr

Optional

Established By



Established By Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program ID
Remarks

TMOs

TMO RIC
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
EMail
Address Line 1
Address Line 2
City
State
Zip
Country
Default?

Optional

Established By
Established By Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program ID
Remarks

POC Info

Warehouse tab

Contact Point
Country
Phone Number
Address Line 1
DSN Number



Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

COR POC tab

Contact Point
Country
Phone Number
Address Line 1
DSN Number
Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

Laundry POC tab

Contact Point
Country
Phone Number
Address Line 1
DSN Number
Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks



Remarks
History Remarks

XRay POC tab

Contact Point
Country
Phone Number
Address Line 1
DSN Number
Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

Scheduling and Notifications

Reporting Unit
Reporting Interval
Date of Month
Auto-Generate within Days
Generate when Individual has an open Physical Inventory
Past Due Receipt Notification
Days Past Estimated Delivery Date

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips

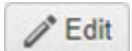











Click the following link to display Warehouse Navigation Tips.




Update a Warehouse

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  **Edit**. The **Update Warehouse** pop-up window displays, with the Warehouse Tab available.
2. Verify the Site.
3. Update the Default Printer Type, using  to select the desired printer.
4. Update the Warehouse Prefix, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*
5. Update the Default Label Size, using  to select the desired size.
6. Update the Warehouse Name, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
7. Update the Days Before EAS Alert, using  to choose the revised amount.
8. Update the Warehouse Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
9. Update the Maintenance Activity, using  to select the desired activity.
10. Update the Banner Cd, using  to select the desired code.
11. Update the Banner Cd Display Desc, using  to select the desired information.
12. Update the Warehouse DoDAAC, entering the revised information in the field provided. *This is a 6 alphanumeric character field.*
13. Update the Warehouse Category, using  to select the desired type.
14. Update the RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
15. Update the Parent Warehouse, using  to select the desired warehouse.
16. Update the Individual Return Displays, using  to select the desired information.

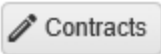


17. Update the Warehouse Type, using to select the desired type.
18. Verify the Allow Multiple STOCK NBRs contains the appropriate ☐ or ☒. *This determines if the STOCK NBR needs to be one single identifier or multiple identifiers.*
19. Update the Contract, using to select the desired number.
20. Verify the Uses Zones? contains the appropriate ☐ or ☒. *This determines if Zones are used in this warehouse.*
21. Verify the Uses QC Processes? contains the appropriate ☐ or ☒. *This determines if the warehouse has Quality Control processes in place.*
22. Update the Receiving DoDAACs, entering the revised information in the field provided. *This is a 6 alphanumeric character field.*
23. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*


- Select  to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*
- 24.

OR

Select the Managed DoDAACs tab. *The **Managed DoDAACs** tab appears.*

- A. Verify the Owning DoDAAC column entry.
- B. Verify the Item Manager column entry.
- C. Verify the Item Management column entry.
- D. Verify the ICP DoDAAC column entry.
- E. Verify the ICP RIC column entry.
- F. Verify the Default? column entry contains the appropriate ☐ or ☒.
- G. Select the  in the GFM CONTRACT NBR column to choose the contract associated with this warehouse.






Select  to complete updating the warehouse. The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.

H.

OR

Select the TMOs tab. The **TMOs** tab appears.


- a. Verify the TMO RIC column entry.
- b. Verify the Contact Point column entry.
- c. Verify the PHONE NBR column entry.
- d. Verify the DSN NBR column entry.
- e. Verify the FAX NBR column entry.
- f. Verify the E-MAIL column entry.
- g. Verify the Address Line 1 column entry.
- h. Verify the Address Line 2 column entry.
- i. Verify the City column entry.
- j. Verify the State column entry.
- k. Verify the ZIP Cd column entry.
- l. Verify the County column entry.
- m. Verify the Default? column entry contains the appropriate  or .

Select  to complete updating the warehouse. The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.

n.

OR



Select the POC Info tab. The **POC Details** tab appears.

1. Select the Warehouse tab.
 - A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - B. Update the Country, using  to select the desired code.



- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select the COR tab.
- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - B. Update the Country, using to select the desired code.
 - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*




- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using  to select the desired code.
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select the Laundry tab.
- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - B. Update the Country, using  to select the desired code.
 - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*



- G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the X-Ray tab.
- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - B. Update the Country, using to select the desired code.
 - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*



- I. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- J. Update the State, using to select the desired code.
- K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select  to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*



5.

OR

Select the Scheduling and Notifications tab. *The **Scheduling and Notifications Details** tab appears.*

- A. Update the Reporting Unit, using to select the desired time frame.
- B. Update the Reporting Interval, using to choose the revised time.
- C. Update the Auto-Generate Within Days, using to choose the revised amount of days.
- D. Verify the Generate when Individual has an open Physical Inventory contains the appropriate ☐ or ☒. *This determines if the inventory is automatically created when there is an open inventory.*
- E. Verify the Past Due Receipt Notification contains the appropriate ☐ or ☒. *This determines if an overdue notification is automatically generated.*



- F. Update the Days Past Estimated Delivery Date, using  to choose the revised time.
- G. Select  to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.




Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
761 - PHONE NBR, DSN NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7-pos, with supported special characters(s) -, +, (), x, period and space.	Invalid Characters Entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Contractor

Overview

The Warehouse Management module Contractor process provides the ability to add, update or delete Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

MASTER DATA MGMT > Contractor > Contractor page

Page Fields

The following fields display on the **Contractor** page. For more information on each field, select the appropriate hyperlink.


Instructions


The table below provides the list of instructions.


Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.


14	Select "Cancel" button to return to previous page.
132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

CAGE Cd 

DoDAAC 

Corporation Name 

Division Name 

Contractor Grid

All

Corporation Name

Division Name

CAGE Cd

DoDAAC

Optional

Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Contractor Remarks
Contact Point
Country
Address Line 1
Address Line 2
City
State
Zip Cd
Phone Nbr
DSN Nbr
Email Address
Fax Nbr
POC Remarks


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Contractor

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Contractors are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
 - Enter the Logistics Program in the field provided.
 - Enter the CAGE CD, using  to assist with the entry.



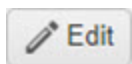
- Enter the DoDAAC, using  to assist with the entry.

2. Select  to display the search results.


Add a New Contractor

Select  to display the Add a Contractor page.

Update a Contractor

Select  to display the Update a Contractor page.

Delete a Contractor

Select  to display the Delete a Contractor page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Contractor
- Update a Contractor
- Delete a Contractor

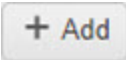


Add a Contractor

Overview

The Add a Contractor process provides the ability to create new Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Navigation

MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

Page Fields

The following fields display on the **Add Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE Cd, see https://cage.dla.mil .



161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *

DoDAAC

Corporation Name *

Division Name

Add / Edit Remarks

Remarks

History Remarks

POC tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

E-Mail Address

State

ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

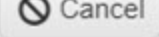
Procedures

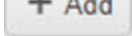
DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.


Add a Contractor

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Contractor** pop-up window displays, with the Contractor Tab available.
2. Enter the CAGE CD in the field provided. *This is a 5 character field. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.*
3. Enter the DoDAAC in the field provided. *This is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.*
4. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*
5. Enter the Division Name in the field provided. *This is a 25 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the **POC** tab.



- A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*
- B. Use  to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the E-mail Address. *This is an 80 alphanumeric character field.*
- J. Use  to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>185 — Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.</p>
<p>13 — Mandatory Entry: CAGE Cd.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>204 — Invalid CAGE / NCAGE Cd. Refer to Instruction Text.</p>	<p>Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The 1st and 5th must be numeric, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE Cd, enter a total of 5 characters. The 1st character is alphanumeric. When the 1st character is numeric, the 5th character must be alphabetic (but not "I"; "O"; or "X").</p>

	<p>When the <i>1st character is alphabetic</i> (but not "O"), the <i>5th character must be numeric</i>. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")</p>
<p>419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>

Related Topics

- [Contractor Overview](#)
- [Update a Contractor](#)
- [Delete a Contractor](#)

Delete a Contractor

Overview

The Delete a Contractor process allows removal of a Contractor Record. The Contractor Record is stored at the Logistics Program level, so this deletes the record throughout the warehouses.

Navigation

MASTER DATA MGMT > Contractor >  > Confirm Delete (Delete Contractor) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Contractor)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Contractor)

History Remarks




Procedures

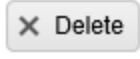
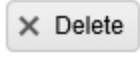
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Contractor

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select  next to the desired entry. The **Confirm Delete (Delete Contractor)** pop-up window appears.
- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following



ported special character(s) \$, — , / , # , & , comma, period, and space.	permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
545 — Open contracts exists, cannot delete selec- ted Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still asso- ciated to that Contractor. Review the Contractor record again, and remove any remaining asso- ciated information so the Contractor can be deleted.

Related Topics

- Contractor Overview
- Add a Contractor
- Edit a Contractor

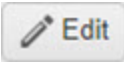


Update a Contractor

Overview

The Update a Contractor process allows editing Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Navigation

MASTER DATA MGMT > Contractor >  > Update Contractor pop-up window

Page Fields

The following fields display on the **Update Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE Cd, see https://cage.dla.mil .



161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *
 DoDAAC
 Corporation Name *
 Division Name
 Add / Edit Remarks

Remarks
 History Remarks

POC tab

Contact Point
 Country
 Phone Nbr
 Address Line 1
 DSN Nbr
 Address Line 2
 Fax Nbr
 City
 E-Mail Address
 State

ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

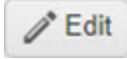
DPAS Navigation Helpful Tips






Click the following link to display Warehouse Navigation Tips.

Update a Contractor

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update Contractor** pop-up window displays, with the Contractor Tab available.
2. Update the CAGE Cd, entering the revised code in the field provided. *This is a 5 character field. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.*
3. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric entry, but not "I"; "O"; or special characters.*
4. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
5. Update the Division Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*



7. Select the **POC** tab.
- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - B. Update the Country, using  to select the desired code.
 - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using  to select the desired code.
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . *The revised Contractor appears in the grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
13 — Mandatory Entry: CAGE Cd.	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE Cd. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The 1st and 5th must be numeric , and the remaining characters may be any mixture of

	<p>alphanumeric characters, but not "I"; "O"; or special characters.</p> <p>For the NCAGE CD, enter a total of 5 characters. The 1st character is alphanumeric. When the 1st character is numeric, the 5th character must be alphabetic (but not "I"; "O"; or "X"). When the <i>1st character is alphabetic</i> (but not "O"), the <i>5th character must be numeric</i>. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")</p>
<p>419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>

Related Topics

- Contractor Overview
- Add a Contractor
- Delete a Contractor

Contract

Overview

The Warehouse Management module Contract process provides the ability to view, add, update, or delete Contract information.

Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added.

The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > Contract page

Page Fields

The following fields display on the **Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.



132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr
 GFM Contractor Name
 Dlvry Order Nbr
 Contract Desc
 Contract Type Cd
 Start Dt
 Expiration Dt

Contract Results Grid

GFM Contractor Name
 Contract Type Cd
 Contract Nbr
 Non-DoD Contract Nbr
 Dlvry Order Nbr
 Contract Desc
 Start Dt
 Expiration Dt

Optional

Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd



Country

Property Admin POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Remarks

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By


Procedures

DPAS Navigation Helpful Tips







Click the following link to display Warehouse Navigation Tips.

Search for a Contract

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


1. In the Search Criteria box, narrow the results by entering one of the following optional fields:
 - Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*




- Use  to select the GFM Contractor Name.
- Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
- Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
- Use  to select the Contract Type Cd.
- Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  to display the search results.


Add a New Contract

Select  to display the **Add a Contract** page.

Update a Contract

Select ☐ (desired record) >  to display the **Update a Contract** page.

Delete a Contract


Select ☐ (desired record) >  to display the **Delete a Contract** page.

Copy a Contract

Select ☐ (desired record) >  to display the **Copy a Contract** page.




Add Attachments to a Contract

Select ☐ (desired record) >  **Attachments** to display the **Add Attachments to a Contract** page.

View the History for a Contract

Select ☐ (desired record) >  **History** to display the **History for Contract** page.

View the Contractor Associated with a Contract

Select  to display the **Contractor** page, listing out the contractors associated with this Division.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

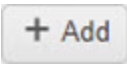


Add a Contract

Overview

The Contract Add process provides the ability to create new contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract >  > Add Contract pop-up window

Page Fields

The following fields display on the **Add Contract** page. For more information on each field, select the appropriate hyperlink.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr



Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City



Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips

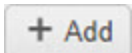







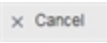
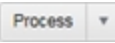
Click the following link to display Warehouse Navigation Tips.

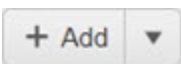


Add a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

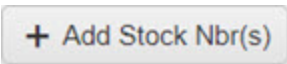
1. Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.
2. Use  to select the Contract Type Cd.
3. Use  to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
7. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Click  to select Manage STOCK NBRs. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

Selecting  from  at any point of this procedure removes the Stock Numbers from the grid.


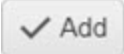
- A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*
- B. Select . *The Add drop-down menu appears.*

Add an Individual Stock NBR

Selecting  at any point of this procedure removes the row.

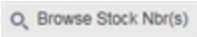

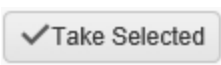



- a. Select . *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*




- b. Enter the STOCK NBR, or use  to browse for the entry.
- c. Click away from the STOCK NBR field.
- d. Select . *The new row is highlighted in green.*

Add Multiple STOCK NBRs

Selecting  at any point of this procedure closes the pop-up window.

- a. Select . *The **STOCK NBR Browse** pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*
 - b. Select  in the desired STOCK NBR rows. *The rows dim when selected.*
 - c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRs results grid.*
 - d. Select . *The **STOCK NBR Browse** pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*
 - C. Select . *The Process drop-down menu appears.*
 - D. Select  to commit the stock numbers to the contract.
 - E. Select . *The new Contract record is saved, and appears in the Contract results grid.*
10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*




Select . *The new Contract record is saved, and appears in the Contract results grid.*

11.

OR



Select the POC Tab. *The tab opens to the Contract POC Details section.*




- A. Enter the information in the Contract POC Details section.
- Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
 - Use  to select the Country.
 - Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the City in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
 - Use  to select the State.
 - Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - Select . *The new Contract record is saved, and appears in the Contract results grid.*

OR

B.



Select the Admin POC Details section.




- a. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- c. Use  to select the Country.
- d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- k. Use  to select the State.
- l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- n. Select . *The new Contract record is saved, and appears in the Contract results grid.*

OR

C.



Select the Issuing POC Details section.




- a. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- c. Use  to select the Country.
- d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- k. Use  to select the State.
- l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- n. Select . *The new Contract record is saved, and appears in the Contract results grid.*

OR

D.



Select the Property Admin POC Details section.

- a. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- b. Use  to select the Country.
- c. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- d. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- e. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- f. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- g. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- h. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- i. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- j. Use  to select the State.
- k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- m. Select . *The new Contract record is saved, and appears in the Contract results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: CONTRACT TYPE CD.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: Contractor.	
13 - Mandatory Entry: CONTRACT NBR.	
419 - DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics


- [Contract Overview](#)
- [Update a Contract](#)
- [Delete a Contract](#)
- [Copy a Contract](#)
- [Add Attachments to a Contract](#)
- [View the History for a Contract](#)

Add Attachments to a Contract

Overview

The Contract Add Attachments process provides the ability to attach documents to the contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) >  Attachments > Attachments for CONTRACT NBR pop-up window

Page Fields

The following fields display on the **Attachments for CONTRACT NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for CONTRACT NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.



Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for CONTRACT NBR

Thumbnails

Attach

Attach Files

Attachment

Desc

Primary

Name

Desc


Procedures


DPAS Navigation Helpful Tips

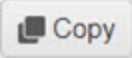
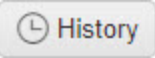


Click the following link to display Warehouse Navigation Tips.

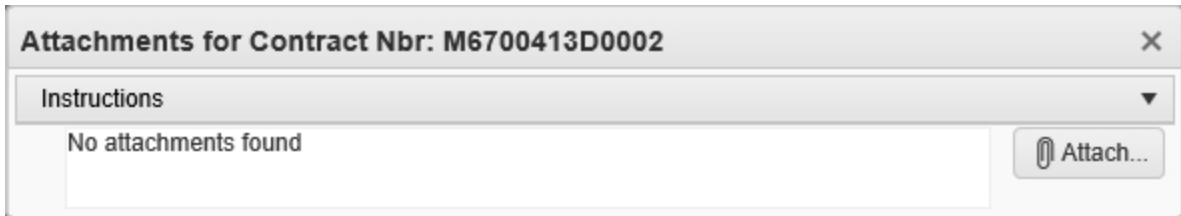
Attach a Document to a Contract


Cancel

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Contract is highlighted, and*   ,  ,  , and  become available.

2. Select  . The **Attachments for CONTRACT NBR** pop-up window appears.



3. Select  . The **Attach Files** pop-up window appears.



Attach Files

Instructions

* Attachment

Browse...

Desc


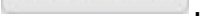

Primary



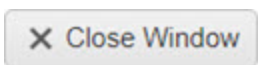
Attach...

Attachments:


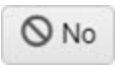



Name	Desc
------	------

Close Window

- Select . The Windows **Choose File to Upload** pop-up window appears.
- Choose the file to attach, and select it.
- Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
- Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Select . The file name appears in the bottom file list.

9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Select . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for CONTRACT NBR** pop-up window.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*
12. Select . *The **Attachments for CONTRACT NBR** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of <max size> for this file type. "Attachment" file size is <file size>.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is <file size>.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>

Related Topics


- [Contract Overview](#)
- [Add a Contract](#)
- [Update a Contract](#)
- [Delete a Contract](#)
- [Copy a Contract](#)
- [View the History for a Contract](#)

Copy a Contract

Overview

The Contract Copy process provides the ability to duplicate all the values in a contract, including POC and stock number associations. The DLVY ORDER NBR, START DT, and EXPIRATION DT fields are not duplicated and expect entries.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) >  Copy > Add Contract pop-up window

Page Fields

The following fields display on the **Add Contract** page. For more information on each field, select the appropriate hyperlink.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks



POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC



Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.




Procedures


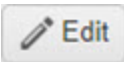
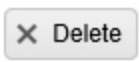
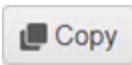

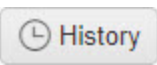
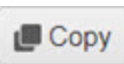





DPAS Navigation Helpful Tips



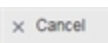

Click the following link to display PA Navigation Tips.

Copy a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Contract is highlighted, and , , , , and  become available.*
2. Select . *The **Add Contract** pop-up window displays, with the Contract Info Tab available.*
3. Update the Contract Type Cd, using  to select the desired code.
4. Update the Contractor, using  to select the desired company.
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
7. Enter the new DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
8. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Click  to select Manage STOCK NBRs. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*



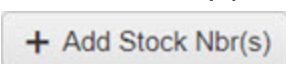
Selecting  from  at any point of this procedure removes the Stock Numbers from the grid.

A. Select the Stock Numbers tab. The tab opens to the Associated Stock Numbers results grid.

B. Select . The Add drop-down menu appears.

Add an Individual STOCK NBR

Selecting  at any point of this procedure removes the row.

a. Select . The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.

b. Enter the STOCK NBR, or use  to browse for the entry.

c. Click away from the STOCK NBR field.

d. Select . The new row is highlighted in green.

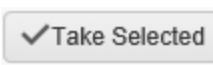
Add Multiple STOCK NBRS

Selecting  at any point of this procedure closes the pop-up window.

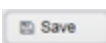
a. Select . The **STOCK NBR Browse** pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.

b. Select  in the desired STOCK NBR rows. The rows dim when selected.


c. Click the Selected Tab. The chosen stock numbers appear in the Selected STOCK NBRS results grid.


d. Select . The **STOCK NBR Browse** pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.

C. Select . The Process drop-down menu appears.

D. Select  to commit the stock numbers to the contract.




- E. Select . *The copied Contract record is saved, and appears in the Contract results grid.*
11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*



- Select . *The copied Contract record is saved, and appears in the Contract results grid.*
- 12.

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

- A. Verify the information in the Contract POC Details section.
- Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - Update the Country, using  to select the desired code.
 - Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*




- j. Update the State, using  to select the desired code.
- k. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- m. Select . *The copied Contract record is saved, and appears in the Contract results grid.*



OR

B.

Verify the information in the Admin POC Details section.

- a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- c. Update the Country, using  to select the desired code.
- d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*




- j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- k. Update the State, using  to select the desired code.
- l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- n. Select . *The copied Contract record is saved, and appears in the Contract results grid.*



OR

C.

Verify the information in the Issuing POC Details section.

- a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- c. Update the Country, using  to select the desired code.
- d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*




- i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- k. Update the State, using  to select the desired code.
- l. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- n. Select . *The copied Contract record is saved, and appears in the Contract results grid.*



OR

D.

Verify the information in the Property Admin POC Details section.

- a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- b. Update the Country, using  to select the desired code.
- c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*



- h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- j. Update the State, using  to select the desired code.
- k. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- m. Select . *The copied Contract record is saved, and appears in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Contract Overview](#)
- [Add a Contract](#)

- Update a Contract
- Delete a Contract
- Add Attachments to a Contract
- View the History for a Contract

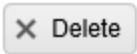


Delete a Contract

Overview

The Contract Delete process allows removal of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) >  > Delete Contract pop-up window

Page Fields

The following fields display on the **Delete Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Delete Contract

History Remarks


Procedures

DPAS Navigation Helpful Tips




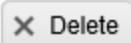
Click the following link to display Warehouse Navigation Tips.

Delete a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click ☐ to select the desired entry. *The Contract is highlighted, and , , , , and  become available.*



2. Select  . The **Delete Contract** pop-up window appears.
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select  to remove the Contract record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
546 - Contract cannot be deleted. Stock Number(s) exists.	Invalid Deletion. A Contract record cannot be deleted if there are any Stock Numbers, RSAs, or Warranty's still associated to that Contract. Review the Contract record again, and remove any remaining associated information so the Contract can be deleted.
993 - Contract cannot be deleted. Contract is associated with one or more	



RSAs.

498 - Contract cannot be deleted. Warranty record(s) exists.

Related Topics

- [Contract Overview](#)
- [Add a Contract](#)
- [Update a Contract](#)
- [Copy a Contract](#)
- [Add Attachments to a Contract](#)
- [View the History for a Contract](#)

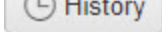


View the Contract History

Overview

The Contract History process displays all of the previous transactions regarding a Contract Record. The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) >  > History for
CONTRACT NBR pop-up window

Page Fields

The following fields display on the **History for CONTRACT NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Contract History Grid

Operation
Last Transaction Dt/Tm
Last Updated By
GFM Contractor Name
Contract Type Cd
Contract Nbr
Non-DOD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

Contact Point



Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Property Admin POC

Contact Point
Phone Nbr



DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Remarks
Program Id
Established Dt/Tm
Established By


Procedures


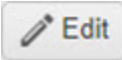
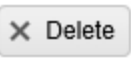
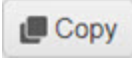

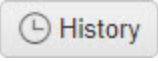
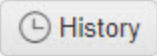
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.


View the Contract History

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired entry. The Contract is highlighted, and , , , , and  become available.
- Select  next to the desired entry. The **History for CONTRACT NBR** pop-up window appears.
- The information regarding the contract record automatically populates and is not editable.
 - Verify the Operation.
 - Verify the Last Transaction DT/TM.
 - Verify the Last Updated By.



- D. *Verify the GFM CONTRACTOR NAME.*
- E. *Verify the CONTRACT TYPE CD.*
- F. *Verify the CONTRACT NBR.*
- G. *Verify the NON-DOD CONTRACT NBR.*
- H. *Verify the DLVY ORD NBR.*
- I. *Verify the CONTRACT DESC.*
- J. *Verify the START DT.*
- K. *Verify the EXPIRATION DT.*

4. Select  to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Contract Overview
- Add a Contract

- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract




Update a Contract

Overview

The Contract Update process allows editing of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) >  > Update Contract pop-up window

Page Fields

The following fields display on the **Update Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Attachments
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country



Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr



City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips


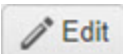

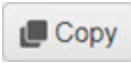

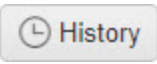
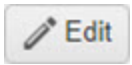







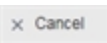

Click the following link to display Warehouse Navigation Tips.

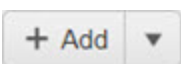


Update a Contract

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Contract is highlighted, and , , ,  Attachments, and  become available.*
2. Select . *The **Update Contract** pop-up window displays, with the Contract Info Tab available.*
3. Update the Contract Type Cd, using  to select the desired code.
4. *Verify the Contractor.*
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
7. Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 4 alphanumeric character field.*
8. Update the START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
9. Update the EXPIRATION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
10. Verify the Manage STOCK NBRs contains the appropriate  or . *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

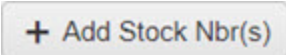


Selecting  from  at any point of this procedure removes the Stock Numbers from the grid.

 - Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*
 - Select . *The Add drop-down menu appears.*



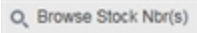
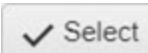
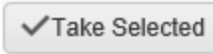
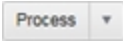


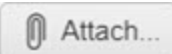
Add an Individual STOCK NBR

Selecting  at any point of this procedure removes the row.

- a. Select . The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.
- b. Enter the STOCK NBR, or use  to browse for the entry.
- c. Click away from the STOCK NBR field.
- d. Select . The new row is highlighted in green.

Add Multiple STOCK NBRS

Selecting  at any point of this procedure closes the pop-up window.

- a. Select . The **STOCK NBR Browse** pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.
 - b. Select  in the desired STOCK NBR rows. The rows dim when selected.
 - c. Click the Selected Tab. The chosen stock numbers appear in the Selected STOCK NBRS results grid.
 - d. Select . The **STOCK NBR Browse** pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.
 - C. Select . The Process drop-down menu appears.
 - D. Select  to commit the stock numbers to the contract.
 - E. Select . The revised Contract record is saved, and in the Contract results grid.
11. Update the Attachments, using  to choose the revised files. The **Attach Documents - Contract** pop-up window appears.
 12. Select the Add/Edit Remarks hyperlink. The Remarks and History Remarks fields appear.





- A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select . *The revised Contract record is saved, and in the Contract results grid.*

13.

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

- A. Verify the information in the Contract POC Details section.
 - a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
 - b. Update the Country, using  to select the desired code.
 - c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - j. Update the State, using  to select the desired code.
 - k. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*





1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- m. Select . *The revised Contract record is saved, and in the Contract results grid.*


OR

B.

Verify the information in the Admin POC Details section.

- a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- c. Update the Country, using  to select the desired code.
- d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- k. Update the State, using  to select the desired code.
- l. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*





- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- n. Select . *The revised Contract record is saved, and in the Contract results grid.*


OR

C.

Verify the information in the Issuing POC Details section.

- a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- c. Update the Country, using  to select the desired code.
- d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- k. Update the State, using  to select the desired code.





- l. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- n. Select . *The revised Contract record is saved, and in the Contract results grid.*


OR

D.

Verify the information in the Property Admin POC Details section.

- a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- b. Update the Country, using  to select the desired code.
- c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- j. Update the State, using  to select the desired code.



- k. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- m. Select . *The revised Contract record is saved, and in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , & , comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: CONTRACT TYPE CD.	Missing Entry. Enter the appropriate information in the desired field.

<p>13 - Mandatory Entry: CONTRACT NBR.</p>	
<p>349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 - Attachment file size exceeds the maximum of <max size> for this file type. "Attachment" file size is <file size>.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 - Attachment file size exceeds the maximum of 1MB. The selected file size is <file size>.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>419 - DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>

323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 - ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Contract Overview](#)
- [Add a Contract](#)
- [Delete a Contract](#)
- [Copy a Contract](#)
- [Add Attachments to a Contract](#)
- [View the History for a Contract](#)



My Message Subscriptions

Overview

The Warehouse Management module Message Subscriptions process is to provide the ability to add, update and delete My Message Subscriptions. The messages displayed in this process are limited to the individual Warehouse member.

Messages are sent when a user sets up a subscription to a process in DPAS. The user subscribes to one or more message types, which triggers a message when actions are taken in that process.

For example, if a user is subscribed to the disposition message type and an action is taken in disposition, the user would receive an email message.

Navigation

MASTER DATA MGMT > Messaging > My Message Subscriptions page

Page Fields

The following fields display on the **My Message Subscriptions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.

17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Message Subscriptions

Msg Type
Name
Msg Dlvry Method

Optional

Warehouse

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Message Subscription

Select . The **Add a Message Subscription** pop-up window opens.

Update a Message Subscription

Select . The **Update a Message Subscription** pop-up window opens.

Delete a Message Subscription

Select . The **Delete a Message Subscription** pop-up window opens.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [Add a Message Subscription](#)
- [Update a Message Subscription](#)
- [Delete a Message Subscription](#)



Add a Message Subscription

Overview

The Message Subscriptions Add process provides the ability to create a new message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging >  > Add Message Subscriptions pop-up window

Page Fields

The following fields display on the **Add Message Subscriptions** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Message Subscription

Msg Dlvry Method *
 Msg Type *

(*) Asterisk identifies mandatory fields.


Procedures




DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Add a Message Subscriptions

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Use  to select the Msg Dlvry Method.
- Use  to select the Msg Type.
- Select . The new message subscription is saved, and appears in the Message Subscriptions results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	



Related Topics

- [My Message Subscription](#)
- [Update a Message Subscription](#)
- [Delete a Message Subscription](#)



Update a Message Subscriptions

Overview

The Message Subscriptions Update process allows editing of a message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging >  > Update Message Subscriptions pop-up window

Page Fields

The following fields display on the **Update Message Subscriptions** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Message Subscription

Msg Dlvry Method *

Msg Type *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Message Subscription

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Update the Msg Dlvry Method, using to select the desired method.
- Update the Msg Type, using to select the desired type.
- Select . The revised message subscription is saved, and appears in the Message Subscriptions results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

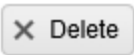
- My Message Subscription
- Add a Message Subscription
- Delete a Message Subscription

Delete a Message Subscription

Overview

The Message Subscriptions Delete process allows removal of a message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging >  > Delete Message Subscriptions pop-up window

Page Fields

The following fields display on the **Delete Message Subscriptions** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Message Subscriptions)

History Remarks


Procedures

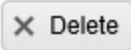

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Delete a Message Subscription

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired entry. The **Confirm Delete (Delete Message Subscriptions)** pop-up window appears.
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . The message subscription is removed.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- My Message Subscription
- Add a Message Subscription
- Update a Message Subscription






Search for an Agency Catalog

Overview

The Warehouse module Agency Catalog Inquiry process provides the ability to inquire about specific assets by Agency Catalog.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Inventory > Agency Catalog Inventory > Agency Catalog Inquiry page

Page Fields

The following fields display on the **Agency Catalog Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Catalog Selection

AEMM
FLIS

Search Criteria Grid

NIIN
CAGE Cd
Stock Nbr
Mfr Part Nbr
Item Desc
Mfr Name
Using Service Cd
Mfr Model Nbr
FSC
Source Of Supply
UPC

Search Results Grid

Stock Nbr
NIIN
Item Desc
FSC
CAGE Code
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source Of Supply
UPC
Using Service Cd

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program ID
Remarks

(*) Asterisk identifies mandatory fields.




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Agency Catalog

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Catalog section, choose which catalog to search.

Catalog Selection


Catalog Selection

☐ AEMM

☐ FLIS

✓ Continue

- Select ☐ AEMM if the desired stock number is in that catalog. *The AEMM opens and is searchable.*
- Select ☐ FLIS if the desired stock number is in that catalog. *The FLIS opens and is searchable.*

2. Select . *The Search Criteria grid appears.*
3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.



Search Criteria ^

NIIN <input style="width: 90%;" type="text"/>	CAGE Cd <input style="width: 90%;" type="text"/>
Stock Nbr <input style="width: 90%;" type="text"/>	Mfr Part Nbr <input style="width: 90%;" type="text"/>
Item Desc <input style="width: 90%;" type="text"/>	Mfr Name <input style="width: 90%;" type="text"/>
Using Service Cd <input style="width: 90%;" type="text"/> ▼	Mfr Model Nbr <input style="width: 90%;" type="text"/>
FSC <input style="width: 90%;" type="text"/>	Source Of Supply <input style="width: 90%;" type="text"/>
	UPC <input style="width: 90%;" type="text"/>

- Enter the NIIN in the field provided. *This is a 7 numeric character field.*
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Use to select the Using Service Cd.
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the Source Of Supply in the field provided. *This is a 3 alphanumeric character*

field.

- Enter the UPC in the field provided. *This is a 12 numeric character field.*

4. Select . Results appear in the Search Results grid.

Search Results

Grid Options

Stock Nbr	NIIN	Item Desc	FSC	CAGE Code	Mfr Part Nbr	Mfr Name	Mfr Model Nbr	Source Of Supply	UPC	Using Service Code
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		D - Lead Service (Military Service Activity) - 06 (Consumable)
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		N - U.S. Navy
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		I - Integrated Materiel Manager
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		F - U.S. Air Force

10

Items per page

1 - 4 of 4 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>

Related Topics




- No Related Topics available for this topic

Search for a STOCK NBR

Overview

The Warehouse module STOCK NBR Inquiry process provides the ability to inquire about specific assets by STOCK NBR.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Inventory > STOCK NBR Inventory > STOCK NBR Inventory Inquiry page

Page Fields

The following fields display on the **STOCK NBR Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.

527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Search Criteria Grid

Stock Nbr
 Type Asset Cd
 Item Desc
 FSC
 LIN/TAMCN
 Reportable Commodity Type
 Stock Item Cd
 Mgmt Cd

Search Results Grid

Stock Nbr
 Stock Item Cd
 Item Desc
 Mgmt Cd
 LIN/TAMCN
 FSC
 CIIC
 Type Asset Cd

Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

AAC
ADP Equipment Id
Air Force Budget Cd
Air Force Fund Cd
Air Force Mgmt Agt Cd
Authorization Cd
CAGE required
CIC
CMC
Calibration Cd
Catalog Item Desc
Catalog LIN TAMCN
Class Cd
Color
Commodity Mgmt Cd
Consumable
DODIC
Dehumidified
Demil Cd
ERRC Designator Code
Equipment Group Cd
Equivalence
Established By
Established Dt/Tm
Fiduciary Depreciation Method
Freight Desc
Gender
Hazardous
Hazardous Materiel Cd
Height (In)
History Remarks



I&S Indicator
I&S jump to code
I&S order of use code
Imported Shelf Life Cd
Interface System Cd
Is Kit
Item Designator Nbr
Last Transaction Dt/Tm
Launderable
Length (In)
Logistics Control code
Lst Updtd By
MOE rule code
Managing Svc Life Months
Mat category Code
Meter Required
Mfr Contract Required
Mfr Dt Required
Mfr Lot Required
Min Percent Util
NIIN
Obj Percent Util
Override expiration date flg
Precious Metal Cd
Program ID
Qty per Pack Cd
Radiation
Recover Cd
Related NSN
Remarks
Replenishment Start Dt
Replenishment Stop Dt
Reportable Item Control Cd
Returnable?
Secondary Serial Nbr Rqd
Shelf life expiration months
Size
Source of Supply
Stocking UI Price
Stocking Unit of Issue Cd
Storage Requirement Cd



Stores Account Cd
Supply Category Materiel Cd
Temperature Control Code
UI Conversion Factor
UII Required
UIT dsg code
Unit Cube (Ft)
Unit Of Issue
Unit Price
Util Measure Cd
Util Svc Life
Width (In)
Year Svc Life

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a STOCK NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.



Search Criteria ^

<div style="margin-bottom: 10px;"> Stock Nbr <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; justify-content: space-between; align-items: center;"> All 🔍 </div> </div> <div style="margin-bottom: 10px;"> Item Desc <div style="border: 1px solid #ccc; padding: 2px 10px;"> All </div> </div> <div style="margin-bottom: 10px;"> LIN/TAMCN <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; justify-content: space-between; align-items: center;"> All 🔍 </div> </div> <div> Stock Item Cd <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; justify-content: space-between; align-items: center;"> All ▼ </div> </div>	<div style="margin-bottom: 10px;"> Type Asset Cd <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; justify-content: space-between; align-items: center;"> All ▼ </div> </div> <div style="margin-bottom: 10px;"> FSC <div style="border: 1px solid #ccc; padding: 2px 10px;"> All </div> </div> <div style="margin-bottom: 10px;"> Reportable Commodity Type <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; justify-content: space-between; align-items: center;"> All ▼ </div> </div> <div> Mgmt Cd <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; justify-content: space-between; align-items: center;"> All ▼ </div> </div>
---	---

↺ Reset

🔍 Search

- Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - Use ▼ to select the Type Asset Cd.
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the FSC in the field provided. *This is a 4 numeric character field.*
 - Enter the LIN/TAMCN, or use 🔍 to browse for the entry. *This is a 10 alphanumeric character field.*

LIN / TAMCN Browse help
 - Use ▼ to select the Reportable Commodity Type.
 - Use ▼ to select the Stock Item Cd.
 - Use ▼ to select the Mgmt Cd.
2. Select 🔍 Search. *Results appear in the Search Results grid.*

Search Results

Grid Options

Stock No	Stock Item C	Interface System C	Item Desc	Mgmt C	LIN/TAMCN	PSC	CNC	Type Asset C	Asset Category C	Shelf Life C	Security Commodity Type	Reportable Commodity Type	Proc Stock No	IT device code	Accounting Req C	NM status code
100000007403	A-NON	CP-FELOS	REVOUCALIBER 38	A-Serial Number Managed	1005-Quia, through 30MM	4-Low Severity Cat IV	M-Military Equipment	A-Fighters/Offics Aircraft	0	GEAR ISSUE-GEAR ISSUE	GEAR ISSUE-GEAR ISSUE	N/A	N-Nonoperable	5		
100000007404	A-NON	CP-FELOS	REVOUCALIBER 38	B-Bulk Manager	1005-Quia, through 30MM	4-Low Severity Cat IV	M-Military Equipment	E-Surface Combat	0	ARM-ARM	ARM-ARM	N/A	N-Nonoperable	5		
100000009007	A-NON	CL-FLS	REVOUCALIBER 38 SPECIAL	A-Serial Number Managed	1005-Quia, through 30MM	4-Low Severity Cat IV	M-Military Equipment	D-Other MI Equip	0	ARMORY SER-ARMORY SERIAL	ARMORY SER-ARMORY SERIAL	N/A	N-Nonoperable	5		

1-3 of 3 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number Overview
- LIN/TAMCN Browse
- Stock Number Browse



Search for Additional Info


Overview

The Warehouse module Additional Info Inquiry process provides the ability to inquire about the flex field data entered for serialized assets.

With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Inventory > Additional Info > Additional Info Inquiry page

Page Fields

The following fields display on the **Additional Info Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.




13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
 Region
 Site
 Warehouse

Search Criteria Grid

Stock Nbr(s) 
 Flex Field(s) 
 Stock Nbr Lists
 Item Desc 
 LIN/TAMCN 
 Serial Nbr
 LIN/TAMCN Desc 

Additional Info Results Grid

LIN/TAMCN
 LIN/TAMCN Desc
 Stock Nbr
 Item Desc
 Serial Nbr
 ICN
 Flex Field
 Additional Info
 Issued?
 Location
 Container

Warehouse

Optional

Cond Cd


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.



Search for Additional Info

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  Reset at any point of this procedure returns all fields to the default "All" setting.




- In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.

Instructions ▼			
Enterprise Rollup ▼			
Search Criteria ▲			
# Stock Nbr(s)	<input style="width: 95%;" type="text"/>	...	# Flex Field(s) <input style="width: 95%;" type="text"/>
Stock Nbr Lists	All ▼		
# Item Desc	All		# LIN/TAMCN All ...
Serial Nbr	<input style="width: 95%;" type="text"/>		# LIN/TAMCN Desc All
<input type="button" value="Search"/> <input type="button" value="Reset"/>			


- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the Flex Field(s), using  to assist with the entry. *This is a 100 alphanumeric character field.*
- Use  to select the Stock Nbr Lists.



- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*


Line Item Number / Table of Authorized Materiel Control Number Browse help

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 64 alphanumeric character field.*

2. Select  . Results appear in the Additional Info Results grid.

Additional Info Results											
No Grouping											
LIN/TAMCN	LIN/TAMCN Desc	Stock Nbr	Item Desc	Serial Nbr	ICN	Flex Field	Additional Info	Issued?	Location	Container	Warehouse
		1138113811381	JEDI TRAINING KIT	YODA-1	A0000000000000530087	Color	GREEN	No	ACB-2 COMMS		CLEVELAND
Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items											

Isolate Additional Info Inquiry Results

Isolating the Additional Info Search Results can be found in the Enterprise Rollup feature. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

Instructions

Enterprise Rollup

Logistics Program

Select an LP

Region

All

Site

All



Warehouse

All



Apply

Reset

Search Criteria

- Use  to select the Logistics Program.
- Use  to select the Region.



- Use  to select the Site.
- Use  to select the Warehouse.

2. Select . *Results appear in the Additional Info Results Grid.*

Additional Info Results

No Grouping

LIN/TAMCN	LIN/TAMCN Desc	Stock Nbr	Item Desc	Serial Nbr	ICN	Flex Field	Additional Info	Issued?	Location	Container	Warehouse
		1138113811381	JEDI TRAINING KIT	YODA-1	A0000000000000530087	Color	GREEN	No	ACB-2 COMMS		CLEVELAND

Selected 0/1

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview




Search for an Expiring Items Inventory

Overview

The Warehouse module Expiring Items Inventory Inquiry process provides the ability to inquire about specific assets by Expiration Date. With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Inventory > Expiring Items > Expiring Items Inventory Inquiry page

Page Fields

The following fields display on the **Expiring Items Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.








491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
 Region
 Site
 Warehouse

Search Criteria Grid

LIN/TAMCN 
 Reportable Commodity Type
 Stock Nbr 
 Item Desc 
 Location 
 Container 
 Owning DoDAAC 
 Prj Cd
 Mfr Contract Nbr
 Mfr Lot Nbr
 GFM Contract Nbr

Expiring Before *
Show Components

Expiring Items Inquiry Grid

Inv Type
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
ICN
Serial Nbr
Kit?
Parent ICN
Parent Serial Nbr
Mfr Dt
Expiration Dt
In Service Dt
Managing Shelf Life Cd
Expiration SLC (Mos)
On Hand Qty
Alloc Qty
Issued Qty
Total Qty
Replenishment Start Dt
Replenishment End Dt
Unit Price
Owning DoDAAC
Reportable Commodity Type
Mgmt Cd
Prj Cd
GFM Contract Nbr
Mfr Lot Nbr
Mfr Contract Nbr
Location
Container
Logistics Program
Region
Site
Warehouse



Optional

Cond Cd
Delivery Order Nbr
Division Name
Extended Flg
Issued Price
GFM Contractor DoDAAC
GFM Contractor Name
GFM CAGE Cd
Non DoD Contract Nbr
GFM Contract Start Dt
GFM Contract End Dt
ERRC Designator
ARC
CAGE Cd
CIC
CIIC
Class Cd
CMC
Color
Dmil Cd
FSC
Gender
Hazmat Cd
Item Designator Nbr
Kit is Managed?
Height (In)
Length (In)
Last IUID Registry Verify
Meter Reading
NIIN
Nbr of Attempts
Precious Metal Cd
Qty per Unit Pack
Returnable?
Security Commodity Type
Shelf Life Expiration Dt
Service Life Expiration Date
Size
Source of Supply



Stock Item Cd
Stocking UI
Stocking UI Price
Storage Requirement Cd
Stores Account Cd
UI Conversion Factor
UII
UII Rqd?
UII Status Cd
UII Verify Status Cd
Unit Cube (Ft)
UI
Unit Weight (Lbs)
Width (In)
Member
Last Cal Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
Deferred Cal Dt
Deferred Cal Mo
Failed Flg
Program Id
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Search for an Expiring Items Inventory


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



- In the Search Criteria section, narrow the results by entering one or more of the following optional fields: .

Instructions


Enterprise Rollup

Search Criteria


<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> # LIN/TAMCN <input style="width: 80%;" type="text" value="All"/> ... </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> # Stock Nbr <input style="width: 80%;" type="text" value="All"/> ... </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> # Location <input style="width: 80%;" type="text" value="All"/> ... </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> # Owning DoDAAC <input style="width: 80%;" type="text" value="All"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Mfr Contract Nbr <input style="width: 80%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> GFM Contract Nbr <input style="width: 80%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Show Components <input checked="" type="checkbox"/> </div>	<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Reportable Commodity Type <input style="width: 80%;" type="text" value="All"/> ▼ </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> # Item Desc <input style="width: 80%;" type="text" value="All"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> # Container <input style="width: 80%;" type="text" value="All"/> ... </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Prj Cd <input style="width: 80%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Mfr Lot Nbr <input style="width: 80%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> * Expiring Before <input style="width: 80%;" type="text" value="4/26/2025"/>  </div>
--	--



- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

- Use  to select the Reportable Commodity Type.
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*






Stock Number Browse help

- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*

- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help



- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*
Container Identification Browse help
- Enter the Owning DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 numeric character field.*
- Enter the GFM Contract Number in the field provided. *This is a 13 alphanumeric character field.*
- Use  to select Expiring Before, or enter the date (MM/DD/YYYY) in the field provided.
- Click  to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

2. Select  Search. Results appear in the Expiring Items Inquiry grid.

[illegible]

Isolate Expiring Items Inventory Inquiry Results

Isolating the Expiring Items Search Results can be found in the Enterprise Rollup feature. Select-

 at any point of this procedure returns all fields to the default "All" setting.

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

Instructions

Enterprise Rollup

Logistics Program

Select an LP

Region

All

Site

All





Warehouse

All

✓ Apply

↺ Reset

Search Criteria

- Use  to select the Logistics Program.
- Use  to select the Region.
- Use  to select the Site.
- Use  to select the Warehouse.

2. Select . Results appear in the Expiring Items Inquiry Grid.

[illegible]

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *Expiring Before*.

Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview





Search for an ICN Inventory

Overview


The Warehouse module ICN Inventory Inquiry process provides the ability to inquire about specific assets by ICN.

With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Inventory > ICN Inventory > ICN Inventory Inquiry page

Page Fields

The following fields display on the **ICN Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
 Region
 Site
 Warehouse

Search Criteria Grid

LIN/TAMCN ⓘ
 LIN/TAMCN Desc ⓘ
 LIN/TAMCN List
 Stock Nbr ⓘ
 Item Desc ⓘ
 Stock Nbr List
 Reportable Commodity Type
 Mgmt Cd
 Location ⓘ
 Container ⓘ
 ICN ⓘ

Serial Nbr

i

UII

i

Member

i

Show Components

ICN QTY Grid

Inv Type

LIN/TAMCN

LIN/TAMCN Desc

Stock Nbr

Item Desc

Kit?

Kit is Managed?

Parent ICN

Parent Serial Nbr

ICN

Serial Nbr

Location

Container

Mgmt Cd

Reportable Commodity Type

Cond Cd

Owning DoDAAC

Prj Cd

On Hand Qty

Alloc Qty

Issued Qty

Issued Price

Total Qty

Total Price

Expiration Dt

In Service Dt

UII

UII Status Cd

UII Verify Status Cd

Nbr of Attempts

Last IUID Registry Verify

Extended Flg

Logistics Program
Region
Site
Warehouse
Date of Last Inventory
Secondary Serial Nbr

Optional

Item Designator Nbr
Inv Loc
Inv Method
Inv Input Type
Inv Ref Nbr
Delivery Order Nbr
Division Name
GFM Contract Nbr
GFM Contractor DoDAAC
GFM Contractor Name
GFM CAGE Cd
Non DoD Contract Nbr
GFM Contract End Dt
ERRC Designator
ARC
CAGE Cd
CIC
CIIC
Class Cd
CMC
Color
Dmil Cd
Shelf Life Expiration Dt
Expiration SLC (Mos)
FSC
Gender
Hazmat Cd
Height (In)
Length (In)
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr



NIIN
Precious Metal Cd
Qty per Unit Pack
Returnable?
Security Commodity Type
Service Life Expiration Date
Size
Source of Supply
Stock Item Cd
Stocking UI
Stocking UI Price
Storage Requirement Cd
Stores Account Cd
UI Conversion Factor
UII Rqd?
Unit Cube (Ft)
UI
Unit Price
Unit Weight (Lbs)
Width (In)
Member
Last Cal Dt
Inspected By
Last Insp Dt
Last Maint Dt
Last Test Dt
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
Deferred Cal Dt
Deferred Cal Mo
Failed Flg
Meter Reading
Utilization Measure Cd
Percent Utilization
Asset Id
Facility
Program Id
Established Dt/Tm
Established By



Last Transaction Dt/Tm

Last Updated By

Inspection Info

Inspection

Type

Interval Name

Active

Interval

Interval Unit

Next Inspection Date

Inspected By

Inspection Utilization

Utilization Interval

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an ICN Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.



Instructions





Enterprise Rollup

Search Criteria





<div style="margin-bottom: 5px;"># LIN/TAMCN <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">LIN/TAMCN List <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># Stock Nbr <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Stock Nbr List <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Reportable Commodity Type <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># Location <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># ICN <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># UII <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Show Components <input type="checkbox"/></div>	<div style="margin-bottom: 5px;"># LIN/TAMCN Desc <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># Item Desc <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Mgmt Cd <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># Container <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># Serial Nbr <input style="border: 1px solid #ccc;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># Member <input style="border: 1px solid #ccc;" type="text" value="All"/></div>
--	--

- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*



Line Item Number / Table of Authorized Materiel Control Number Browse help

- Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 64 alphanumeric character field.*
- Use  to select the LIN/TAMCN List.
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help

- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  to select the Stock Nbr List.
- Use  to select the Reportable Commodity Type.
- Use  to select the Mgmt Cd.





- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*





Location Browse help

- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

- Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 alphanumeric character field.*
- Enter the UII, using  to assist with the entry. *This is a 50 alphanumeric character field.*
- Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse help

- Click ☐ to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

2. Select . Results appear in the ICN QTY grid.

BIBLIOGRAPHIC INFORMATION		AUTHOR INFORMATION		EDITORIAL INFORMATION		PUBLICATION INFORMATION		CITATION INFORMATION		ABSTRACT INFORMATION		KEYWORD INFORMATION		FUNDING INFORMATION		SUPPLEMENT INFORMATION		OTHER INFORMATION	
Field	Value	Field	Value	Field	Value	Field	Value	Field	Value	Field	Value	Field	Value	Field	Value	Field	Value	Field	Value
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
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1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
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1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
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1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
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1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006	7	1007	8	1008	9	1009	10	1010
1	1001	2	1002	3	1003	4	1004	5	1005	6	1006								

Isolate ICN Results

Isolating the ICN Search Results can be found in the Enterprise Rollup feature. Selecting

 *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.



Instructions

Enterprise Rollup

Logistics Program

Select an LP

Region

All

Site

All





Warehouse


All

✓ Apply

↺ Reset

Search Criteria

- Use  to select the Logistics Program.
- Use  to select the Region.
- Use  to select the Site.
- Use  to select the Warehouse.

2. Select . Results appear in the ICN QTY grid.

[illegible]

View an Inventory Inspection Information

1. Select . The **Inventory Inspection Information** pop-up window appears.

Inventory Inspection Information											
Inspection	Type	Interval Name	Active	Interval	Interval Unit	Last Inspection Date	Next Inspection Date	Inspected By	Inspection Utilization	Utilization Interval	
30 DAY INSPS	INSPECTION	STOCK	Yes			02/15/2021	03/17/2021	CONNOLLYP1			

1

- *Verify the Inspection.*
- *Verify the Type.*
- *Verify the Interval Name.*
- *Verify the Active.*
- *Verify the Interval.*
- *Verify the Interval Unit.*

- *Verify the Last Inspection Date.*
- *Verify the Next Inspection Date.*
- *Verify the Inspected By.*
- *Verify the Inspection Utilization.*
- *Verify the Utilization Interval.*

2. Select . The **Inventory Inspection Information** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [ICN Overview](#)
- [LIN/TAMCN Overview](#)
- [Stock Number Overview](#)



Search for an Inventory Activity

Overview

The Warehouse module Inventory Activity Inquiry process provides the ability to inquire about Inventory Master Records within an individual Warehouse, using either Inventory Changes or Inventory Actions.

Note



Both Inventory Change and Inventory Actions require background jobs to complete before viewing. Expect latency in viewing the information.

With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Inventory > Inventory Activity > Inventory Activity Inquiry page

Page Fields

The following fields display on the **Inventory Activity Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.




Number	Value
12	Select "Search" button to view Search Results page.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Inventory Changes Search Criteria Grid

From Dt *
To Dt *
User Id 
Reason Cd
Source of Change
Changed Field
FSC
Reportable Commodity Type



LIN/TAMCN

Stock Nbr

Location

Container

ICN

Serial Nbr

Document Nbr

UII

Show Components

Inventory Actions Search Criteria Grid

From Dt *

To Dt *

User Id

ICN

Stock Nbr

Serial Nbr

Source of Change

UII

Inventory Changes Results Grid

Last Transaction Dt/Tm

Last Updated By

Source of Change

Changed Field

Changed From

Changed To

Changed Qty

Extended Price

Reason Cd

Reason Desc

LIN/TAMCN Desc

Stock Nbr

Item Desc

ICN
Serial Nbr
Facility
Location
Container
Qty
Warehouse DoDAAC
Recover Cd
Location Type Cd

Optional

Asset ID
Cond Cd
Document Nbr
ERRC Designator
Expiration Date
Extended Flg
Failed Flg
FSC
Stores Account Cd
Transaction Id
In Service Dt
Inv Type
LIN/TAMCN
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Managing Shelf Life Cd
Meter Reading
Owning DoDAAC
Prj Cd
Parent Stock Nbr
Parent ICN
Parent Serial Nbr
Program Id
Reportable Commodity Type
Secondary Serial Nbr
Service Life Expiration Dt
Shelf Life Expiration Dt
Shelf Life Type



Type Asset Cd
UII
Unit Price
Zone
Last Cal Dt
Next Cal Dt
Last Insp Dt
Next Insp Dt
Last Maint Dt
Next Maint Dt
Last Test Dt
Next Test Dt
Warehouse
Site
Region
Logistics Program
GFM Contract Nbr
Delivery Order Nbr

Inventory Actions Results Grid

Current Inventory Control Nbr Information

Inventory Control Number
Serial Nbr
Mfr Contract Nbr
Mfr Lot Nbr
Secondary Serial Nbr
Mfr Dt
UII

Inventory Actions Grid

Source of Change
Transaction Dt/Tm
Personnel
Transaction Desc

(*) Asterisk identifies mandatory fields.




Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Inventory Activity Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Inventory Changes



- In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Inventory Changes
Inventory Actions















Instructions

Enterprise Rollup



Search Criteria

<p>* From Dt <input type="text" value="5/5/2021"/> </p> <p># User Id <input type="text" value="All"/></p> <p>Source of Change <input type="text" value="All"/> ▼</p> <p>FSC <input type="text" value="All"/> ▼</p> <p># LIN/TAMCN <input type="text" value="All"/></p> <p># Location <input type="text" value="All"/></p> <p># ICN <input type="text" value="All"/> ...</p> <p>Document Nbr <input type="text"/></p> <p>Show Components <input type="checkbox"/></p>	<p>* To Dt <input type="text" value="5/12/2021"/> </p> <p>Reason Cd <input type="text" value=""/> x ▼</p> <p>Changed Field <input type="text" value="All"/> ▼</p> <p>Reportable Commodity Type <input type="text" value="All"/> ▼</p> <p># Stock Nbr <input type="text" value="All"/></p> <p># Container <input type="text" value="All"/></p> <p># Serial Nbr <input type="text" value="All"/></p> <p># Ull <input type="text" value="All"/></p>
--	---




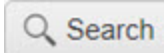


- A. Use  to select From DT, or enter the date (MM/DD/YYYY) in the field provided.
- B. Use  to select To DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Enter the USER ID, using  to assist with the entry. *This is an 8 alphanumeric character field.*
- D. Use  to select the Reason Cd.
- E. Use  to select the Source of Change.
- F. Use  to select the Changed Field.
- G. Use  to select the FSC.
- H. Use  to select the Reportable Commodity Type.
- I. Enter the LIN/TAMCN, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- J. Enter the STOCK NBR, using  to assist with the entry. *This is a 15 alphanumeric character field.*
- K. Enter the Location, using  to assist with the entry. *This is a 20 alphanumeric character field.*
- L. Enter the Container, using  to assist with the entry. *This is a 20 alphanumeric character field.*
- M. Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

- N. Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 alphanumeric character field.*
- O. Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
- P. Enter the UII, using  to assist with the entry. *This is a 50 alphanumeric character field.*



- F. Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 alphanumeric character field.*
 - G. Use  to select the Source of Change.
 - H. Enter the UII, using  to assist with the entry. *This is a 50 alphanumeric character field.*
2. Select . *Results appear in the Current Inventory Control Nbr Information panel and the Inventory Actions results grid.*

Current Inventory Control Nbr Information:			
Inventory Control Nbr:	A0000000000008065901	Serial Nbr:	RIF000105
Mfr Contract Nbr:		Mfr Lot Nbr:	
Secondary Serial Nbr:		Mfr Dt:	
UII:		Asset ID:	
		CAGE Cd:	
		Meter Reading:	
		UII Status Cd:	

AND

Inventory Actions Grid Options			
Source Of Change	Transaction D/Tm	Updated By	Transaction Desc
QC/QA/Inspection	Thu May 06 2021 17:57:08 GMT-0400 (Eastern Daylight Time)	ANASTOSG	QC/QA/Inspection Nbr QCA0105062021000006 of type INSPECTION QUALITY CONTROL completed. Result(s) of PS - 799 NO DEFECT. Cond Cd updated to C. Last INSPECTION QUALITY CONTROL insp updated to 12/5/2018.
Inspection	Thu May 06 2021 15:51:45 GMT-0400 (Eastern Daylight Time)	TEEDJP	QC/QA/Inspection Nbr QCA0105062021000001 of type TCTO HARNESS completed. Result(s) of CP - COMPLETED. Last TCTO HARNESS insp updated to 12/5/2018.

Selected 0/2
Page 1 of 1
50 items per page
1 - 2 of 2 items

Isolate Inventory Activity Inquiry Results

Isolating the Inventory Activity Search Results can be found in the Enterprise Rollup feature.

Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.



Instructions

Enterprise Rollup

Logistics Program

Select an LP

▼

Region

All

▼

Site

All

▼

Warehouse

All

▼

✓ Apply

↺ Reset

Search Criteria

- Use to select the Logistics Program.
- Use to select the Region.
- Use to select the Site.
- Use to select the Warehouse.

2. Select . Results appear in either one of the Inventory Activity Inquiry Grid.

Inventory Changes		Grid Options																					
Last Transaction Dt/Tm	Last Updated By	Source of Change	Changed Field	Changed From	Changed To	Changed Qty	Extended Price	Reason Cd	Reason Desc	LINTAMCN Desc	Stock Nbr	Item Desc	ICN	Serial Nbr	Facility	Location	Container	Qty	Warehouse Dtd/AC	Recover Cd	Location Type Cd		
05/11/2021 4:09:01 PM	ANASTORG	Individual Reconciliation	Qty	0	1	1	\$5.00	IR - Individual Returns	Return Nbr: A01R2019317000003		1005011231456	TRAINING KITS	A0000000000007991505	A0968846FC4342BC93AF221E08DBF5	STOCK			1	FB4608	G - Not Defined	3 - Stock		
05/11/2021 4:09:01 PM	ANASTORG	Individual Reconciliation	Cond Cd	G - Unsrbcl(Incomp)	H - Unsrbcl(Condemned)	1	\$5.00	IR - Individual Returns	Return Nbr: A01R2019317000003		1005011231456	TRAINING KITS	A0000000000007991505	A0968846FC4342BC93AF221E08DBF5	STOCK			1	FB4608	G - Not Defined	3 - Stock		
05/11/2021 4:09:01 PM	ANASTORG	Individual Reconciliation	Container	A0E000000000000000000000		1	\$5.00	IR - Individual Returns	Return Nbr: A01R2019317000003		1005011231456	TRAINING KITS	A0000000000007991505	A0968846FC4342BC93AF221E08DBF5	STOCK			1	FB4608	G - Not Defined	3 - Stock		
05/11/2021 4:09:01 PM	ANASTORG	Individual Reconciliation	Location		STOCK	-1	(\$5.00)	IR - Individual Returns	Return Nbr: A01R2019317000003		1005011231456	TRAINING KITS	A0000000000007991505	A0968846FC4342BC93AF221E08DBF5	STOCK			1	FB4608	G - Not Defined	3 - Stock		
Selected 0/4		Page 1 of 1 50 Items per page 1 - 4 of 4 Items																					

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria



search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: <i>From DT.</i>	
13 — Mandatory Entry: <i>To DT.</i>	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- [LIN/TAMCN Overview](#)
- [Stock Number Overview](#)
- [ICN Inventory Update Overview](#)



Search for a LIN/TAMCN Inventory

Overview

The Warehouse Management module LIN/TAMCN Inventory Inquiry process provides the ability to inquire about specific assets by LIN/TAMCN. With the Enterprise Rollup feature, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Navigation

Inquiries > Inventory > LIN/TAMCN Inventory > LIN/TAMCN Inventory page

Page Fields

The following fields display on the **LIN / TAMCN Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.



Number	Value
12	Select "Search" button to view Search Results page.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.

493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
 Group By
 Region
 Site
 Warehouse

Search Criteria Grid

LIN/TAMCN 
 LIN/TAMCN Desc 

LIN/TAMCN QTY Grid

LIN/TAMCN
 LIN/TAMCN Desc
 Cond Cd
 Owning DoDAAC
 Prj Cd
 Qty
 Logistics Program
 Region
 Site
 Warehouse


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a LIN/TAMCN Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria section, narrow the results by entering one of the following optional fields:.

Instructions



Enterprise Rollup

Search Criteria


ⓘ LIN/TAMCN

...

ⓘ LIN/TAMCN Desc

- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

- Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 64 alphanumeric character field.*

- Select . *Results appear in the LIN/TAMCN QTY grid.*

All LIN/TAMCN									
LIN/TAMCN Qty	Grid Options								
LIN/TAMCN	LIN/TAMCN Desc	Cond Cd	Owning DoDAAC	Pj Cd	Qty	Logistics Program	Region	Site	Warehouse
CC0001	COVERALLS, CHEMICAL PROTECTIVE	A - Svcb(w/o Qual)	FB4608		301	AFERMS	AFEFAGSC	AFEFAGSC2OSS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE	A - Svcb(w/o Qual)	JM1083		7	AFERMS	AFEFAGSC	AFEFAGSC2OSS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE	C - Svcb(Pri Issue)	FB4608		1	AFERMS	AFEFAGSC	AFEFAGSC2OSS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE	G - Unsrvbl(Incomp)	FB4608		1	AFERMS	AFEFAGSC	AFEFAGSC2OSS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE	J - Suspndt(n SIK)	FB4608		22	AFERMS	AFEFAGSC	AFEFAGSC2OSS	4608 2 OSS



Isolate LIN/TAMCN Results

Isolating the LIN/TAMCN Search Results can be found in the Enterprise Rollup feature. Select-

ing  at any point of this procedure returns all fields to the default "All" setting.

- In the Enterprise Rollup section, narrow the results by entering one of the following optional fields:.

Instructions

Enterprise Rollup

Logistics Program

Select an LP

▼

Group By

All

▼

Region

All

▼

Site

All

▼

Warehouse






All

▼


✓ Apply

↺ Reset

Search Criteria

- Use  to select the Logistics Program.
- Use  to select the Group By.
- Use  to select the Region.
- Use  to select the Site.
- Use  to select the Warehouse.

- Select . Results appear in the LIN/TAMCN QTY grid.

All LIN/TAMCN									
LIN/TAMCN Qty 									
LIN/TAMCN	LIN/TAMCN Desc	Cond Cd	Owning DoDAAC	Pri Cd	Qty	Logistics Program	Region	Site	Warehouse
CC0001	COVERALLS, CHEMICAL PROTECTIVE A - Svcbl(w/o Qual)		FB4608		301	AFERMS	AFEFOSG	AFEFOSG20SS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE A - Svcbl(w/o Qual)		JB4103		7	AFERMS	AFEFOSG	AFEFOSG20SS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE C - Svcbl(PW Issue)		FB4608		1	AFERMS	AFEFOSG	AFEFOSG20SS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE G - Unsvcdt(Incomp)		FB4608		1	AFERMS	AFEFOSG	AFEFOSG20SS	4608 2 OSS
CC0001	COVERALLS, CHEMICAL PROTECTIVE J - Suspndt(In Slt)		FB4608		22	AFERMS	AFEFOSG	AFEFOSG20SS	4608 2 OSS



View Stock Numbers Associated With a LIN/TAMCN

Attention



This procedure is not available if Enterprise Rollup is used.

Select the desired LIN/TAMCN hyperlink. The **Stock Nbr Inventory Inquiry** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview




Search for the Physical Inventory Reconciliation Results

Overview

The Warehouse module Additional Info Inquiry process provides the ability to inquire about completed Physical Inventory transactions. With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry. This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Inventory > Physical Inventory Reconciliation Results Inquiry> Physical Inventory Reconciliation Results Inquiry page

Page Fields

The following fields display on the **Physical Inventory Reconciliation Results Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.





Number	Value
--------	-------

12	Select "Search" button to view Search Results page.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Search Criteria Grid

Physical Inv Nbr 
LIN/TAMCN 
Stock Nbr 
Item Desc 
From Count Dt *
To Count Dt

Physical Inventory Reconciliation Results Grid

Logistics Program
 Region
 Site
 Warehouse
 LIN/TAMCN
 Stock Nbr
 Item Desc
 CIIC
 Physical Inv Nbr
 Expected Qty
 Counted Qty
 Discrepant Qty
 Discrepant Value
 Counted Dt/Tm
 Counted By
 Reconciliation Dt/Tm
 Action Taken
 Reconcilier
 Document Nbr

Optional

ICN
 Serial Nbr
 Cond Cd
 Owning DoDAAC
 Location
 Container
 Prj Cd
 GFM Contract Nbr
 Warehouse DoDAAC
 Physical Inv Established Dt/Tm
 UI
 Unit Price
 Physical Inv Status

(*) Asterisk identifies mandatory fields.


Procedures


DPAS Navigation Helpful Tips



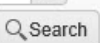

Click the following link to display Warehouse Navigation Tips.




Search for Physical Inventory Reconciliation Results



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.




Instructions				▼
Enterprise Rollup				▼
Search Criteria				▲
# Physical Inv Nbr	<input type="text" value="All"/>	# LIN/TAMCN	<input type="text" value="All"/>	...
# Stock Nbr	<input type="text" value="All"/>	# Item Desc	<input type="text" value="All"/>	
* From Count Dt	<input type="text" value=""/>	To Count Dt	<input type="text" value=""/>	
 Search		 Reset		

- A. Enter the Physical INV NBR, using  to assist with the entry. *This is a 32 alpha-numeric character field.*
- B. Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help
- C. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help



- D. Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- E. Use  to select From Count DT, or enter the date (MM/DD/YYYY) in the field provided.
- F. Use  to select To Count DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . *Results appear in the Physical Inventory Reconciliation Results grid.*

Physical Inventory Reconciliation Results															Grid Options			
Logistics Program	Region	Site	Warehouse	UNITABCH	Stock Mtr	Item Desc	CHC	Physical Inv Mtr	Expected Qty	Counted Qty	Discrepant Qty	Discrepant Value	Counted DT/Tr	Counted By	Reconciliation DT/Tr	Action Taken	Reconciler	Document Mtr
AFPMNS	AFPMNS	AFPMNS	AFPMNS	4008 2 OSS	10001110240	PISTOL 9 MILLIMETER SEMI-AUTOMATIC	4 - Low Brandy Cal IV	AFPMNS20200601531	1	0	-1	(\$36.00)	10/22/2020 8:06:31 AM	KPETERSON	10/22/2020 8:21:41 AM	RC - Recount	KPETERSON	
AFPMNS	AFPMNS	AFPMNS	4008 2 OSS	12000000070	COLLATERAL ITEM	0 - Connected Supply	0 - Connected Supply	AFPMNS20200601531	2	0	-2	(\$200.00)	10/22/2020 8:06:31 AM	KPETERSON	10/22/2020 8:21:41 AM	RP - Review of Inventory	KPETERSON	
AFPMNS	AFPMNS	AFPMNS	4008 2 OSS	99999999999	GENERIC ITEM	0 - Un-identified	0 - Un-identified	AFPMNS20200601531	1	0	-1	(\$1.00)	10/22/2020 8:06:31 AM	KPETERSON	10/22/2020 8:21:41 AM	SL - Suspected Loss	KPETERSON	
Selected 63																		
Page 1 of 1																		
50 Rows per page																		
1 - 3 of 3 Rows																		

- Select ✓ Apply . Results appear in the Physical Inventory Reconciliation Results Grid.

Physical Inventory Reconciliation Results														
Logistics Program	Region	Site	Warehouse	LIN/TAMCN	Stock Nbr	Item Desc	CIC	Physical Inv Nbr	Expected Qty	Counted Qty	Discrepant Qty	Discrepant Value	Counted DTTM	Counted By
AFPMIS	AFPMIS	AFPMIS	AFPMIS	468 2 OSS	10801110340	PISTOL 9 MILLIMETER SEMI-AUTOMATIC	4 - Low Ready Cal IV	AFPMIS20200901531	1	0	-1	(\$636.00)	10/22/2020 8:06:31 AM	KPETERSON
AFPMIS	AFPMIS	AFPMIS	AFPMIS	468 2 OSS	123456789	COLLATERAL ITEM	Y - Committed Equip Parts	AFPMIS20200901531	2	0	-2	(\$200.00)	10/22/2020 8:06:31 AM	KPETERSON
AFPMIS	AFPMIS	AFPMIS	AFPMIS	468 2 OSS	99999999999	GENERIC ITEM	U - Unaccounted	AFPMIS20200901531	1	0	-1	(\$1.00)	10/22/2020 8:06:31 AM	KPETERSON

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Physical Inventory Overview
- LIN/TAMCN Overview
- Stock Number Overview





Search for a STOCK NBR Inventory


Overview

The Warehouse module STOCK NBR Inventory Inquiry process provides the ability to inquire about specific assets by STOCK NBR. With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Inventory > STOCK NBR Inventory > STOCK NBR Inventory Inquiry page

Page Fields

The following fields display on the **STOCK NBR Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
 Group By
 Region
 Site
 Warehouse

Search Criteria Grid

LIN/TAMCN ⓘ
 LIN/TAMCN Desc ⓘ
 LIN/TAMCN List
 Stock Nbr ⓘ
 Item Desc ⓘ
 Stock Nbr List
 Reportable Commodity Type

Mgmt Cd
Show Components
Show Due Ins

STOCK NBR QTY Grid

Inv Type
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Parent Stock Nbr
Mgmt Cd
Reportable Commodity Type
Cond Cd
Owning DoDAAC
Prj Cd
On Hand Qty
Alloc Qty
Issued Qty
Total Qty
Due In Qty
Logistics Program
Region
Site
Warehouse

Optional

Item Designator Nbr
ARC
CIC
Class Cd
CMC
Color
Dmil Cd
Expiration SLC (Mos)
FSC
Gender
Hazmat Cd
Height (In)
Length (In)



Managing Shelf Life Cd
NIIN
Precious Metal Cd
Qty per Unit Pack
Returnable?
Security Commodity Type
Size
Source of Supply
Stocking UI
Stocking UI Price
Stock Item Cd
Storage Requirement Cd
Stores Account Cd
UI
UI Conversion Factor
Unit Cube (Ft)
Unit Price
Unit Weight (Lbs)
Width (In)

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a STOCK NBR Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.



Instructions



Enterprise Rollup



Search Criteria

# LIN/TAMCN	<input type="text" value="All"/>	...	# LIN/TAMCN Desc	<input type="text" value="All"/>
LIN/TAMCN List	<input type="text" value="All"/>	▼		
# Stock Nbr	<input type="text" value="All"/>	...	# Item Desc	<input type="text" value="All"/>
Stock Nbr List	<input type="text" value="All"/>	▼		
Reportable Commodity Type	<input type="text" value="All"/>	▼	Mgmt Cd	<input type="text" value="All"/>
Show Components				<input type="checkbox"/>
				Show Due Ins
				<input type="checkbox"/>





- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

- Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 64 alphanumeric character field.*
- Use  to select the LIN/TAMCN List.

- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  to select the Stock Nbr List.
- Use  to select the Reportable Commodity Type.
- Use  to select the Mgmt Cd.
- Click ☐ to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*
- Click ☐ to select the Show Due Ins field. *Results display any stock numbers identified by a requisitioner as due in to complete a requisition when selected.*

2. Select  . Results appear in the STOCK NBR QTY grid.

ALL LINTAMCN												
Stock Nbr Qty		Grid Options										
Inv Type	LINTAMCN	LINTAMCN Desc	Stock Nbr	Item Desc	Parent Stock Nbr	Mgmt Cd	Reportable Commodity Type	Cond Cd	Owning DoDAAC	Pty Cd	On Hand Qty	Alloc Qty
End Item	HC0001	HOOD, CHEMICAL-BIOLOGICAL MASK	1005000170810	GUIDE, FIRING PIN		B - Bulk Managed	GENERAL - Security Commodity Type	A - Svcsbl(w/o Qual)	FB4608		6	6
End Item			1005010794136	HOLDER, AMMO TRAY		B - Bulk Managed	GENERAL - Security Commodity Type	A - Svcsbl(w/o Qual)	FB4608		10	0
End Item			6135009857845	BATTERY, NONRECHARGEABLE		B - Bulk Managed	GENERAL - Security Commodity Type	A - Svcsbl(w/o Qual)	FB4608		12	0
End Item			6135009857845	BATTERY, NONRECHARGEABLE		B - Bulk Managed	GENERAL - Security Commodity Type	H - Unsvcsbl(Condemned)	FB4608		98	2
End Item			SL12345	SHELF LIFE MANAGED ITEM		B - Bulk Managed	GENERAL - Security Commodity Type	H - Unsvcsbl(Condemned)	FB4608		2	0
<div>1 50 Items per page 1 - 5 of 5 Items</div>												

Isolate STOCK NBR Results

Isolating the STOCK NBR Search Results can be found in the Enterprise Rollup feature. Selecting



at any point of this procedure returns all fields to the default "All" setting.

- In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

Instructions

Enterprise Rollup

Logistics Program Select an LP

Region All

Site All

Warehouse All

Group By All

✓ Apply
↺ Reset

Search Criteria

- Use to select the Logistics Program.
- Use to select the Group By.
- Use to select the Region.
- Use to select the Site.
- Use to select the Warehouse.

- Select . Results appear in the STOCK NBR QTY grid.

ALL LINTAMCN												
Stock Nbr Qty		Grid Options										
Inv Type	LINTAMCN	LINTAMCN Desc	Stock Nbr	Item Desc	Parent Stock Nbr	Mgmt Cd	Reportable Commodity Type	Cond Cd	Owning DoDAAC	Pty Cd	On Hand Qty	Alloc Qty
End Item	HC0001	HOOD, CHEMICAL-BIOLOGICAL MASK	1005000170810	GUIDE, FIRING PIN		B - Bulk Managed	GENERAL - Security Commodity Type	A - Svcsbl(w/o Qual)	FB4608		6	6
End Item			1005010794136	HOLDER, AMMO TRAY		B - Bulk Managed	GENERAL - Security Commodity Type	A - Svcsbl(w/o Qual)	FB4608		10	0
End Item			6135009857845	BATTERY, NONRECHARGEABLE		B - Bulk Managed	GENERAL - Security Commodity Type	A - Svcsbl(w/o Qual)	FB4608		12	0
End Item			6135009857845	BATTERY, NONRECHARGEABLE		B - Bulk Managed	GENERAL - Security Commodity Type	H - Unsvcl(Condemned)	FB4608		98	2
End Item			SL12345	SHELF LIFE MANAGED ITEM		B - Bulk Managed	GENERAL - Security Commodity Type	H - Unsvcl(Condemned)	FB4608		2	0
<div>1 - 5 of 5 Items</div>												



View ICNs Associated With a STOCK NBR

Attention



This procedure is not available if Enterprise Rollup is used.

Select the desired STOCK NBR hyperlink. The **ICN Inventory Inquiry** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number Overview
- LIN/TAMCN Browse
- Stock Number Browse




Search for an Individual Issue / Return

Overview

The Warehouse module Individual Issue / Return Inquiry process provides the ability to inquire about current and historical individual issues and returns for data associated with recovery, storage, requisitioning, maintenance and management of issued commodities.

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Issue / Return Activity

Page Fields

The following fields display on the **Issue / Return Activity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.





412

Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Group By
Region
Site
Warehouse

Search Criteria

Inquiry Type *
Issue / Return Type
From Dt *
To Dt
EDI PI 
Member 
UIC 
Reportable Commodity Type
Stock Nbr 
Item Desc
Issue / Return Nbr
Only Outstanding Items

Issue / Return Activity Search Results

Issue Type
Issued Dt
Issue Nbr
EDI PI
Member / Custodian
UIC
LIN/TAMCN
Stock Nbr



Item Desc
Item Designator Nbr
Size
Color
Serial Nbr
Qty Issued
Qty Outstanding
Unit Price
Condition Cd
ICN
Returnable?
Reportable Commodity Type
Logistics Program
Region
Site
Warehouse

Optional

Expiration of Active Service
CAGE Cd
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Lst Updated By
Lot Nbr
Mfr Dt
Pay Grade
Program ID
UII
Secondary Id
Class Year
Duty Status

(*) Asterisk identifies mandatory fields.




Procedures


DPAS Navigation Helpful Tips






Click the following link to display Warehouse Navigation Tips.






Search for an Individual Issue / Return

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Instructions			
Enterprise Rollup			
Search Criteria			
* Inquiry Type	Issues with Return Details	Issue/Return Type	All
* From Dt		To Dt	
# EDIPI	All	# Member	All
# UIC	All	Reportable Commodity Type	All
# Stock Nbr	All	Item Desc	
Issue/Return Nbr		Only Outstanding Items	<input type="checkbox"/>
 Search  Reset  Scan CAC			

- A. Use  to select the Inquiry Type.
- B. Use  to select the Issue / Return Type.
- C. Use  to select From DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use  to select To DT, or enter the date (MM/DD/YYYY) in the field provided.
- E. Enter the EDI PI, using  to assist with the entry. *This is a 10 alphanumeric character field.*



- F. Use  or  to assist with the Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse help

- G. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*


UIC Browse help

- H. Use  to select the Reportable Commodity Type.

- I. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*


Stock Number Browse help

- J. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- K. Enter the Issue / Return Nbr in the field provided. *This is a 14 alphanumeric character field.*
- L. Click ☐ to select the Only Outstanding Items field. *Results display Individual Issues with an amount in the QTY Outstanding field.*

2. Select . Results appear in the Search Results grid.

New Activity		Job Options																						
Activity	Job	Issued 21	Issue Mz	EDP	Standard Calculation	T-Code	UNIT/MONTH	Start Mz	Run Desc	Run Description Mz	T-Set	Code	Serial Mz	T-Qty Issued	T-Qty Chk/Deleted	Unit Price	Variable Cst	T-CK	T-Released?	Transferable Commodity Type	Logistics Program	Region	Title	Warehouse
+	Individual Invoice	15/12/2021 11:58 AM	AF1021121000000	076733249	Automatic, Actual X	275985 1119 3048 53	195500026705	ROD_CLEANING						1	0	\$0.85	A_Schedule/Qual	000000000000703582	No	CERNE	AFERMS	AFERAFSC	AFERAFSC000	4589 2 005
+	Individual Invoice	15/12/2021 12:14 PM	AF1021121000000	000000005	BILL-LED, TRACTY	1119 3048 53	195500026705	ROD_CLEANING						1	0	\$0.85	A_Schedule/Qual	000000000000703582	No	CERNE	AFERMS	AFERAFSC	AFERAFSC000	4589 2 005
+	Individual Invoice	15/12/2021 12:14 PM	AF1021121000000	000000005	BILL-LED, TRACTY	1119 3048 53	195500026705	ROD_CLEANING						1	0	\$0.85	A_Schedule/Qual	000000000000703582	No	CERNE	AFERMS	AFERAFSC	AFERAFSC000	4589 2 005
+	Individual Invoice	15/12/2021 12:36 PM	AF1021121000000	000000000	Any, Standard	1119 3048 53	195500000000	RUF_LIN	DECELRATEANALOGUEHUB151002EFA					1	0	\$0.81	O_Undercharge	000000000000021040	Yes	CERNE	AFERMS	AFERAFSC	AFERAFSC000	4589 2 005
+	Individual Invoice	15/12/2021 04:51 PM	AF1021121000000	067633249	Automatic, Actual X	275985 1119 3048 53	195500013776	RPL_L14 REL-DECELR						1	1	\$30.00	F_Underbilled	000000000000703585	Yes	GENERAL	AFERMS	AFERAFSC	AFERAFSC000	
+ - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668																								

Isolate Individual Issue / Return Results

Isolating the Individual Issue / Return Search Results can be found in the Enterprise Rollup feature. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.



Instructions

Enterprise Rollup

Logistics Program

Select an LP

Region

All

Site

All

Warehouse

All






Group By

All

✓ Apply

↻ Reset

Search Criteria

- Use  to select the Logistics Program.
- Use  to select the Group By.
- Use  to select the Region.
- Use  to select the Site.
- Use  to select the Warehouse.

2. Select . Results appear in the Issue / Return Activity Search Results grid.

New Release Activity																								
All Options																								
Issue Type	Issued At	Issue Mile	EDP	Member/Contributor	LOC	Target/Actual	Stock Mile	Item Desc	Item Description Mile	Yr Mile	Yr Cost	Total Mile	Qty Issued	Qty Onhand	Unit Price	Variable Cst	Yr Cn	Released?	Replenish Currently	Type	Logistics Program	Region	Site	Warehouse
+	Individual Issue	16/12/2021 1:04:48 PM	AF0202112000000	97613268	Antoine, Anne K	201965-1014 (C&B) 50	1900000700	ROD, CLEANING					1	0	\$0.01	A - Switch-On	80000000000701502	No	CERNE	AFERNIS	AFEGAD	AFEGADSC03		400 2 005
+	Individual Issue	16/12/2021 17:24:00 PM	AF0202112000000	00000000	BALLARD, TRACEY	1119 (C&B) 50	1900000700	ROD, CLEANING					1	0	\$0.01	A - Switch-On	80000000000701502	No	CERNE	AFERNIS	AFEGAD	AFEGADSC03		400 2 005
+	Individual Issue	16/12/2021 17:24:00 PM	AF0202112000000	00000000	BALLARD, TRACEY	1119 (C&B) 50	1900000700	ROD, CLEANING					5	0	\$0.01	A - Switch-On	80000000000701502	No	CERNE	AFERNIS	AFEGAD	AFEGADSC03		400 2 005
+	Individual Issue	16/12/2021 18:26:48	AF0202112000000	00000000	Amey, Gordon	117965-1014 (C&B) 50	1900000800	ROT LUN					1	0	\$0.01	C - Used (In-house)	80000000000002190	Yes	CERNE	AFERNIS	AFEGAD	AFEGADSC03		400 2 005
+	Individual Issue	16/12/2021 19:41:00	AF0202112000000	97613268	Antoine, Anne K	201965-1014 (C&B) 50	1900000700	ROD, CLEANING					1	1	\$30.00	F - Used (In-house)	80000000000001890	Yes	GENERAL	AFERNIS	AFEGAD	AFEGADSC03		1-100 2 005
50 Items on page																								
1-100 2 005																								

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.

access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Member Profile Browse
- UIC Browse
- Stock Number Browse




Search for a Member Activity

Overview

The Warehouse module Individual Issue / Return Inquiry process provides the ability to inquire about what was issued to a member / custodian, and show them where they signed for items, and what items they signed for.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Member Activity

Page Fields

The following fields display on the **Member Activity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

412

Select "Grid Options" button for additional actions.

Search Criteria

CAC

Inquiry Type

UIC  *

Member / Custodian  *

Issue Nbr 

Return Nbr 

Dt From

Dt To

Member Activity Search Results

All

Last Transaction Dt/Tm

Primary Attachment

Inquiry Type

UIC

UIC Account

Member

Issue Nbr

Issue Dt

Issue Type

End Item Qty Issued

Return Nbr

Return Dt

End Item Qty Returned

Is Post Post

Is Reconciliation

Warehouse

Optional

Temp UIC



Secondary Id
Class Year
Duty Status
Established By
Established Dt/Tm
Last Updated By
Program ID
Remarks

Issue Details

SKO Type Cd
Inv Type
Stock Nbr
Parent Stock Nbr
ICN
Parent ICN
LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
ICN
Serial Nbr
Mfr Contract Nbr
Qty Issued
Qty Returned
Qty Not Returned

Optional

Size
CAGE Cd
Mfr Dt
Mfr Lot Nbr
CAGE Cd
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.




Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Member Activity




One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Instructions


Search Criteria

CAC	Click here to scan	CAC 	Inquiry Type	All 
i * UIC	All	...	i * Member/Custodian	
i Issue Nbr	All		i Return Nbr	All
Dt From			Dt To	



 

- A. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*



Click here to scan

CAC 





- B. Use  to select the Inquiry Type.


- C. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help



- D. Use  or  to assist with the Member / Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile Browse help

- E. Enter the Issue NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- F. Enter the Return NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- G. Use  to select DT From, or enter the date (MM/DD/YYYY) in the field provided.
- H. Use  to select DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . Results appear in the Search Results grid.

Member Activity																
<input type="checkbox"/> All	Last Transaction D/Tm	Primary Attachment	Inquiry Type	UC ↑	UC Account	Member ↑	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt ↑	End Item Qty Returned	Is Post Post	Is Reconciliation	Warehouse	
<div>✖ <input type="checkbox"/> 02/09/2021 10:59:22 AM <div>XX</div></div>																

[View the Issue Details](#)

- Select . *The Issue Details grid appears.*

IDN9Z021 10:59:22 AM

Individual

JWHJL3 - CORUSANT

Tyda, Gregg (ABCDEFGLH)

NCLD021040000002

IDN9Z021 10:59:22 AM | 3

FQHLX

NCLD021040000001

IDN9Z021 10:59:22 AM | 3

No

No

CLEVELAND

Individual Issue Details

Grid Options

SNO	Type	In Type +	Stock Mkt +	Parent Stock Mkt	ICN	Parent ICN	LIN/TABCN	Stock Mkt +	Item Desc.	Mgmt Ct	Repeatable Commodity Type	ICN	Serial Mkt +	MM Contact Nxt	Qty Issued +	Qty Returned +	Qty Net Returned +
	End Item	-	113B113B113A	AAD000000000000307S	-	-	-	113B113B113A	LIGHT SABER - BLUE	A - Serial Number Managed	-	AAD0000000000000307S	BLUE-1	-	1		
	End Item	-	113B113B113C	AAD0000000000000307G	-	-	-	113B113B113C	LIGHT SABER - BLUE	A - Serial Number Managed	-	AAD0000000000000307G	BLUE-2	-	1		
	End Item	-	113B113B113C	AAD0000000000000308Z	-	-	-	113B113B113C	LIGHT SABER - PURPLE	A - Serial Number Managed	-	AAD0000000000000308Z	PURPLE-1	-	1		

<

Selected 83

Page 1 of 1

50 items per page

1 - 3 of 3 Items

Print the Forms

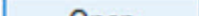

1. Select ☐ next to the desired request. A ☒ appears, and [Print Forms](#) is active.

Member Activity																
<input type="checkbox"/> All	Last Transaction Dt/Tm	Primary Attachment	Inquiry Type	UIC ↑	UIC Account	Member ↑	Issue Nbr	Issue Dt ↑	End Item Qty Issued	Return Nbr	Return Dt ↑	End Item Qty Returned				
<input checked="" type="checkbox"/>	02/69/2021 10:59:22 AM	Individual	JMH-123 - CORUSCANT			Yoda, Grgo (AB-CDEF-GH-IJ)	NCLD821040000002	02/69/2021 10:59:22 AM	3							

Selected 1/1 Page 1 of 1 50 items per page 1 - 1 of 1 Items

2. Select **Print Forms** . A list of forms available to print appears.

Member Activity		Grid Options▼	Print ▼	Unit Issue Activity
<input checked="" type="checkbox"/>	All	Last Transaction Dt/Tm	Individual/Armory Forms	
<				
>	<input checked="" type="checkbox"/>	02/09/2021 10:59:22 AM	DW 04I - Issue Receipt (PDF) DW 05I - Outstanding Returnable Items (PDF) DW 05T - Outstanding Returnable Loans (PDF) DW 12I - Return Receipt (PDF)	
<				
Selected 1/1		1 Page	Unit Forms	
			DW 04U - Issue Receipt (PDF) DD Form 1348-1A Unit Issue Document DW 05UA - Outstanding Items (PDF) DW 05UC - Outstanding Items for RO (PDF) DW 12U - Return Receipt (PDF)	

3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
 -  opens the PDF document, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.

the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue






Search for a Unit Issue Activity

Overview

The Unit Issue Activity Inquiry process provides the ability to view activities of Unit Issue records. The process explores and provides details of Request, Issue, Post-Post, Reconciliation, Transfers, and Return records for UICs within the Logistics Program. Records can be isolated by UIC or by Custodian.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Unit Issue > Unit Issue Activity page

Page Fields

The following fields display on the **Unit Issue Activity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Request, Return, Reconciliation, Post-Post, and ICNs Issued/Returned

Number	Value
--------	-------

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Transfer

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.



17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.

UIC Info

UIC

i

Custodian

i

CAC

Request Tab

Search Criteria

Request Nbr

i

Document Nbr

i

Dt From

Dt To

Unit Issue Request Grid

All

Last Transaction Dt/Tm

Primary Attachment

Issued Dt/Tm

Requested Dt/Tm

UIC

UIC Custodian (RO)

Issue Status

Request Nbr

Pick Nbr
Document Nbr
Head Count
Est Return Dt
Include Outstanding Qty?
Allowable Cond Cds
Cost Center
Personnel
Staging Location
Unit Deploying?

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Request Details

All
Primary Attachment
LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Size
Unit Price
Requested Cond Cds
Requested Qty
MIL Qty
Unit Outstanding Qty

Optional


Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id



Remarks

Return Tab

Search Criteria

Return Number 
Warehouse
Dt From
Dt To

Unit Return Grid

All
Last Transaction Dt/Tm
Primary Attachment
UIC
UIC Custodian (RO)
Return Number
Return Status
Warehouse

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Return details

All
Primary Attachment
Issued Qty
Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Is Kit
Stock Nbr



Item Desc
Reportable Commodity Type
Size
Unit Price
ICN
Serial Nbr
CAGE cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Location
Container
Remarks

Optional

Inv Type
Parent Stock Nbr
Primary Attachment
Parent ICN
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Reconciliation Tab

Search Criteria

Reportable Commodity Type
Last Reconciliation (From)
Last Reconciliation (To)
Reconciliation Due (From)
Reconciliation Due (To)
Dt From
Dt To



Unit Reconciliation Grid


All
Last Transaction Dt/Tm
Primary Attachment
UIC
Reportable Commodity Type Desc
UIC Custodian (RO)
Reconciliation Status
Last Reconciliation Dt/Tm
Reconciliation Due Dt
Override Reason

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Post-Post Tab

Search Criteria

Request Nbr 
Warehouse
Dt From
Dt To

Unit Post-Post Grid

All
Last Transaction Dt/Tm
Primary Attachment
UIC
UIC Custodian (RO)
Request Nbr
Post-Post Status



Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Post-Post Details

All
Qty
Primary Attachment
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
CAGE cd
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt

Optional


Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks


Transfer Tab


Search Criteria


Transfer Number
To Individual



From UIC 

To UIC 

From Custodian 

To Custodian 

Reportable Commodity Type

Unit Transfer Grid

All

Transfer Number

Primary Attachment

From UIC

From Account

From Custodian

To UIC

To Account

To Custodian

Reportable Commodity Type

To Individual

Transfer Dt

Optional

Established By

Established Dt/Tm

History Remarks

Last Transaction Dt/Tm

Last Updated By

Program Id

Remarks

Transfer Details

ICN

Item Description

Outstanding Qty





Owning DoDAAC

Serial Number

Stock Nbr

ICNs Issued / Returned Tab

Search Criteria

Request Nbr 
Return Number 
Stock Nbr 
Management Cd
ICN 
Serial Number
Dt From
Dt To

ICNs Issued / Returned Grid

Last Transaction Dt/Tm
UIC
UIC Custodian (RO)
Stock Nbr
Item Desc
Mgmt Cd
ICN
Serial Nbr
Document Number
Issue Warehouse
Request Nbr
Issued Dt/Tm
Iss Qty
Return Warehouse
Return Nbr
Returned Dt/Tm
Ret Qty
Not Ret Qty

Optional

Inv Type
LIN/TAMCN



Is Kit?
 Is Post-Post?
 Ret as End Item?
 New Parent ICN
 Not Ret Reason
 Established By
 Established Dt/Tm
 History Remarks
 Last Updated By
 Program Id
 Remarks


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Activity

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  Reset at any point of this procedure returns all fields to the default "All" setting.

- In the UIC Info section, choose which UIC or Custodian to search.





UIC Info ▲

i UIC ...



i Custodian ...

CAC

CAC 

- Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
 UIC Browse help
- Use  or  to assist with the Custodian entry. *This is a 50 alphanumeric character field.*
 Member Profile help



- Select Click here to scan CAC  . Using the DPAS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.
- 2. Select Go  . The Search Criteria grid appears.
- 3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.


Request Tab

Request
Return
Reconciliation
Post-Post
Transfer
ICNs Issued/Returned


Instructions



Search Criteria






Request Nbr All

Dt From 

Document Nbr All

Dt To 

 Search
 Reset

- Enter the Request NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- Enter the Document NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select  Search . Results appear in the Search Results grid.

Unit Issue Request																													
* Grid Options																													
▼																													
<input type="checkbox"/> All	Last Transaction Dt/Tm	▼	Primary	Issued Dt/Tm	Requested Dt/Tm	UIC	UIC Custodian (RO)	Issue Status	Request Nbr	▼	Pick Nbr	▼	Document Nbr	▼	Head Count	▼	Est Return Cds	▼	Include Outstanding Qty?	▼	Allowable Cond Cds	▼	Cost Center	▼	Personnel	▼	Staging Location	▼	Unit Deploying?
<input type="checkbox"/>	04/06/2021 4:17:10 PM			04/06/2021 4:17:10 PM	04/06/2021 4:11:19 PM	11TH BOMB SQ	Anderson, Dylan (4523452352)	IS - Issued	A01U0201096000002				FB460810962801		1		No				A,B,C,D,E,F,G,H,J,K,L		BLAH - BLDG LEASING AND HANDLING		MOORMAN, MATTHEW		ISSUE		No
<input type="checkbox"/>	04/06/2021 4:12:42 PM			04/06/2021 4:12:42 PM	04/06/2021 4:07:13 PM	11TH BOMB SQ	Avey, Brandon (0000000000)	IS - Issued	A01U0201096000001				FB460810962800		1		No				A,B,C,D,E,F,G,H,J,K,L		15L32ZULU - 15TH LOGISTICS 32 Z INSPECTION DIVISION		STOUFFER, BARRY S		STORAGE		No
<input type="checkbox"/>	04/05/2021 1:12:14 PM			04/05/2021 1:12:14 PM	04/05/2021 11:50:01 AM	9302SG BOMB SQ	STOUFFER, BARRY (0000000000)	IS - Issued	A01U0201095000001				FB460810952800		1		No				A,B,C,D								No
Selected 03																													
Page 1 of 1																													
50 Items per page																													
1 - 3 of 3 Items																													



Return Tab

Request
Return
Reconciliation
Post-Post
Transfer
ICNs Issued/Returned

Instructions





Search Criteria

Return Number

Dt From

Warehouse

Dt To

- Enter the Request NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- Enter the Warehouse in the field provided. *This is a 50 alphanumeric character field.*
- Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select . *Results appear in the Search Results grid.*

Unit Return								
Grid Options Print								
<input type="checkbox"/> All	Last Transaction Dt/Tm	Primary Attachment	UIC	UIC Custodian (RO)	Return Nbr	Return Status	Warehouse	
<input type="checkbox"/>	04/05/2021 1:20:57 PM		93RDBS - 93RD BOMB SQ	STOUFFER, BARRY (ID00000035)	A01RU2019240000001	C - Closed	AFE	
<input type="checkbox"/>	02/03/2021 1:35:45 PM		20THBS - 20TH BOMB SQ	Horn, Erin (ID00000018)	A01RU2021034000002	CR - Closed by Reconciliation	AFE	
<input type="checkbox"/>	02/03/2021 1:27:26 PM		20THBS - 20TH BOMB SQ	Horn, Erin (ID00000018)	A01RU2021034000001	C - Closed	AFE	
Selected 0/3								
Page 1 of 1 50 items per page 1 - 3 of 3 items								

Reconciliation Tab

Request
Return
Reconciliation
Post-Post
Transfer
ICNs Issued/Returned

Instructions

Search Criteria

Reportable Commodity Type

Last Reconciliation (From)

Reconciliation Due (From)








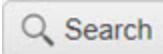
Dt From

Last Reconciliation (To)

Reconciliation Due (To)

Dt To



- Use  to select the Reportable Commodity Type.
- Use  to select the Last Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Last Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select  . Results appear in the Search Results grid.

Unit Reconciliation Grid Options Print									
<input type="checkbox"/> All	Last Transaction Dt/Tm	Primary Attachment	UIC	Reportable Commodity Type Desc	UIC Custodian (RO)	Reconciliation Status	Last Reconciliation Dt/Tm	Reconciliation Due Dt	Override Reason
<input type="checkbox"/>	04/06/2021 10:47:08 AM		11THBS - 11TH BOMB SQ	CBRNE - CBRNE	Davila, Robert (ID00000004)	R - Reconciled	04/06/2021 10:47:08 AM		
<input type="checkbox"/>	02/03/2021 1:35:45 PM		20THBS - 20TH BOMB SQ	GENERAL - Security Commodity Type	Horn, Erin (ID00000018)	R - Reconciled	02/03/2021 1:35:45 PM		
<input type="checkbox"/>	02/03/2021 1:35:04 PM		20THBS - 20TH BOMB SQ	GENERAL - Security Commodity Type	Horn, Erin (ID00000018)	R - Reconciled	02/03/2021 1:35:04 PM		
Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items									

Post-Post Tab

Request
Return
Reconciliation
Post-Post
Transfer
ICNs Issued/Returned

Instructions


Search Criteria



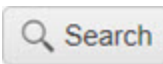
Request Nbr

Warehouse

Dt From

Dt To

- Enter the Request NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- Enter the Warehouse in the field provided. *This is a 50 alphanumeric character field.*

- Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select  . Results appear in the Search Results grid.

Unit Post-Post								Grid Options	Print	
<input type="checkbox"/> All	Last Transaction Dt/Tm	Primary Attachment	UIC	UIC Custodian (RO)	Request Nbr	Post-Post Status				
<input type="checkbox"/>	02/03/2021 10:51:43 AM		20THBS - 20TH BOMB SQ	Horn, Erin (ID00000018)	A01UI2018255000001	C - Closed				
<input type="checkbox"/>	01/21/2021 2:37:11 PM		11THBS - 11TH BOMB SQ	Davila, Robert (ID00000004)	A01UI2021021000003	CR - Closed by Reconciliation				
<input type="checkbox"/>	01/20/2021 10:27:55 AM		11THBS - 11TH BOMB SQ	Anderson, Dylan (4523452352)	A01UI2021020000005	C - Closed				
<input type="checkbox"/>	01/20/2021 10:22:17 AM		11THBS - 11TH BOMB SQ	WINKELBAUER, MATTHEW D (1141897400)	A01UI2019030000005	CR - Closed by Reconciliation				
<input type="checkbox"/>	01/20/2021 10:20:53 AM		11THBS - 11TH BOMB SQ	WINKELBAUER, MATTHEW D (1141897400)	A01UI2021020000004	CR - Closed by Reconciliation				
Selected 0/5										
Page 1 of 1				50 items per page		1 - 5 of 5 items				

Transfer Tab

Request
Return
Reconciliation
Post-Post
Transfer
ICNs Issued/Returned

Instructions
Search Criteria

Transfer Number

To Individual





From UIC

To UIC






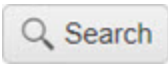
From Custodian

To Custodian

Reportable Commodity Type






- Enter the Transfer Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the To Individual in the field provided. *This is a 50 alphanumeric character field.*
- Use  or  to assist with the From UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- Use  or  to assist with the To UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help








- Use  or  to assist with the From Custodian entry. *This is a 50 alphanumeric character field.*
Member Profile help
- Use  or  to assist with the To Custodian entry. *This is a 50 alphanumeric character field.*
Member Profile help
- Use  to select the Reportable Commodity Type.
- Select . *Results appear in the Search Results grid.*





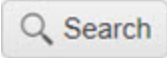
Unit Transfer	Grid Options	Print										
<input type="checkbox"/> All	Transfer Number	Primary Attachment	From UIC	From Account	From Custodian	To UIC	To Account	To Custodian	Reportable Commodity Type	To Individual	Transfer Dt	
<input type="checkbox"/>	FB460810202801		11THBS - 11TH BOMB SQ		Davila, Robert - ID000000004				CBRNE - CBRNE	peterson, kristina - 0000000125	01/20/2021 8:43:27 AM	
Selected 0/1			Page 1 of 1			50 items per page			1 - 1 of 1 Items			

ICNs Issued / Returned Tab

Request	Return	Reconciliation	Post-Post	Transfer	ICNs Issued/Returned
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Instructions</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Search Criteria</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>i Request Nbr <input style="width: 90%;" type="text" value="All"/></p> <p>i Stock Nbr <input style="width: 90%;" type="text" value="All"/> </p> <p>i ICN <input style="width: 90%;" type="text" value="All"/> </p> <p>Dt From <input style="width: 90%;" type="text"/> </p> </div> <div style="width: 45%;"> <p>i Return Nbr <input style="width: 90%;" type="text" value="All"/></p> <p>Management Cd <input style="width: 90%;" type="text" value="All"/> </p> <p>Serial Nbr <input style="width: 90%;" type="text"/></p> <p>Dt To <input style="width: 90%;" type="text"/> </p> </div> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Search"/> <input type="button" value="Reset"/> </div> </div>					

- Enter the Request NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- Enter the Return NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
- Use  to select the Management Cd.



- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*
Inventory Control Number Browse help
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select . *Results appear in the Search Results grid.*

[illegible]

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics



- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Unit Issue Trend Analysis


Overview

The Unit Issue Trend Analysis Inquiry process provides the ability to view the metrics on the Unit Issue process.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Unit Issue > Unit Issue Trend Analysis page

Page Fields

The following fields display on the **Unit Issue Trend Analysis** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
xxxx	Select "Calculate" button to view Calculate Results page.
13	Select "Reset" button to clear data.

412

Select "Grid Options" button for additional actions.

Search Criteria

Logistics Program 

Warehouse 

Start Date

End Date

Unit Issue Trend Analysis Inquiry Grid

Logistics Program

Issue Count

Head Count

New

In Process

Picking

Partially Staged

Fully Staged

Total

Unit Issue Trend Analysis Inquiry (Warehouse)

Warehouse

Issue Count

Head Count

New

In Process

Picking

Partially Staged

Fully Staged

Total

Unit Issue Trend Analysis Inquiry (Detail)

Request Nbr

Head Count

Created Date



Issued Date
New
In Process
Picking
Partially Staged
Fully Staged
Total


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Trend Analysis

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  Reset at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.


Instructions

Search Criteria





i Logistics Program

Start Date 

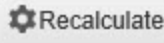
i Warehouse


End Date 

 Recalculate
 Reset

- Enter the Logistics Program , using  to assist with the entry. *This is a 50 alpha-numeric character field.*
- Enter the Warehouse , using  to assist with the entry. *This is a 50 alphanumeric character field.*
- Use  to select Start Date, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select End Date, or enter the date (MM/DD/YYYY) in the field provided.



2. Select  . Results appear in the Search Results grid.

Unit Issue Trend Analysis Inquiry										Grid Options▼
Logistics Program ↑		Issue Count	Head Count	New	In Process	Picking	Partially Staged	Fully Staged	Total	
▶ CO-LEARN		159	5	00:08:31:54	02:06:00:13	01:04:49:13	00:00:00:29	03:10:42:30	07:06:04:19	
<div>◀◀ 1 Page 1 of 1 ▶▶▶</div>										

3. Select  . The Warehouse Results Grid appears.

Unit Issue Trend Analysis Inquiry

Grid Options

Logistics Program	Issue Count	Head Count	New	In Process	Picking	Partially Staged	Fully Staged	Total
CO-LEARN	159	5	00:08:31:54	02:06:00:13	01:04:49:13	00:00:00:29	03:10:42:30	07:06:04:19

Unit Issue Trend Analysis Inquiry (Warehouse)

Grid Options

Warehouse	Issue Count	Head Count	New	In Process	Picking	Partially Staged	Fully Staged	Total
▶ ATLANTA	26	2	00:01:29:58	00:01:39:27	00:00:01:54	00:00:00:41	00:10:12:41	00:13:24:41
▶ CLEVELAND	12	1	00:00:19:53	00:00:04:26	00:00:02:43	00:00:00:00	04:16:12:12	04:16:39:14
▶ COLUMBUS	78	3	00:16:26:30	04:13:21:57	02:10:23:22	00:00:00:29	06:02:46:04	13:18:58:22
▶ DISA MEADE	14	5	00:00:18:45	00:00:19:11	00:00:06:17	00:00:00:47	00:00:03:44	00:00:48:44
▶ MIAMI	1	1	00:00:01:46	00:00:03:08	00:00:00:21	00:00:00:00	00:00:00:55	00:00:06:10
▶ TAMPA	28	14	00:00:57:13	00:00:16:10	00:00:54:02	00:00:00:21	00:03:12:39	00:05:20:25

1

Page 1 of 1

50 items per page

1 - 6 of 6 items

1

Page 1 of 1

50 items per page

1 - 1 of 1 items

4. Select  . The Detail Results Grid appears.

Unit Issue Trend Analysis Inquiry (Warehouse)

Grid Options

Warehouse	Issue Count	Head Count	New	In Process	Picking	Partially Staged	Fully Staged	Total
▶ ATLANTA	26	2	00:01:29:58	00:01:39:27	00:00:01:54	00:00:00:41	00:10:12:41	00:13:24:41
▶ CLEVELAND	12	1	00:00:19:53	00:00:04:26	00:00:02:43	00:00:00:00	04:16:12:12	04:16:39:14
▶ COLUMBUS	78	3	00:16:26:30	04:13:21:57	02:10:23:22	00:00:00:29	06:02:46:04	13:18:58:22
▶ DISA MEADE	14	5	00:00:18:45	00:00:19:11	00:00:06:17	00:00:00:47	00:00:03:44	00:00:48:44
▶ MIAMI	1	1	00:00:01:46	00:00:03:08	00:00:00:21	00:00:00:00	00:00:00:55	00:00:06:10

Unit Issue Trend Analysis Inquiry (Detail)

Grid Options

Request Nbr	Head Count	Created Date	Issued Date	New	In Process	Picking	Partially Staged	Fully Staged	Total
MIAUI2019042000001	1	02/11/2019 12:43:08 PM	02/11/2019 12:47:08 PM	00:00:01:46	00:00:03:08	00:00:00:21	00:00:00:00	00:00:00:55	00:00:06:10

◀◀1▶▶

Page 1 of 1

◀▶◀▶◀▶◀▶

50 items per page

1 - 1 of 1 items

▶ TAMPA	28	14	00:00:57:13	00:00:16:10	00:00:54:02	00:00:00:21	00:03:12:39	00:05:20:25
---------	----	----	-------------	-------------	-------------	-------------	-------------	-------------

◀◀1▶▶

Page 1 of 1

◀▶◀▶◀▶◀▶

50 items per page

1 - 6 of 6 items



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Unit Issue Activity Inquiry](#)
- [Unit Issue Request Overview](#)
- [Unit Return Overview](#)
- [Unit Issue Reconciliation Overview](#)






Search for a Unit Issue Outstanding Item

Overview

The Unit Issue Outstanding Items Inquiry process provides the ability to view outstanding issued materiel for a given UIC, a specific asset, and identify the asset holder.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Unit Issue > Outstanding Items Inquiry page

Page Fields

The following fields display on the **Outstanding Items Inquiry** page. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.


412	Select "Grid Options" button for additional actions.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
132	To search for CAGE CD, see https://cage.dla.mil .
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".


Search Criteria Grid

UIC / Account Name 

Owning DoDAAC

Reportable Commodity Type

Custodian 

Stock Nbr 

Item Desc

ICN 

Serial Nbr 

Include All Warehouses

Outstanding Items Inquiry Results Grid

All
UIC
Account Name
Reportable Commodity
Custodian
Stock Nbr
Item Desc
Kit?
Size
ICN
Serial Nbr
Issued Qty
Outstanding Qty
Cond Cd
Unit Price
Extended Price
Mfg Contract
Mfg Date
Mfg Lot
Owning DoDAAC
Secondary Serial Number
Estimated Return Date


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for an Outstanding Item

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.









- In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.



Instructions



Search Criteria


<div style="margin-bottom: 5px;"># UIC/Account Name <input style="width: 100%;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Reportable Commodity Type <input style="width: 100%;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># Stock Nbr <input style="width: 100%;" type="text" value="All"/></div> <div style="margin-bottom: 5px;"># ICN <input style="width: 100%;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Include All Warehouses <input type="checkbox"/></div>	...	<div style="margin-bottom: 5px;">Owning DoDAAC <input style="width: 100%;" type="text" value="Select an Item"/></div> <div style="margin-bottom: 5px;"># Custodian <input style="width: 100%;" type="text" value="All"/></div> <div style="margin-bottom: 5px;">Item Desc <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;"># Serial Nbr <input style="width: 100%;" type="text" value="All"/></div>	...
---	-----	---	-----

- Use  or  to assist with the UIC/Account Name entry. *This is a 6 alphanumeric character field.*

UIC Browse help
- Use  to select the Owning DoDAAC.
- Use  to select the Reportable Commodity Type.
- Use  or  to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile help
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
- Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 alphanumeric character field.*
- Click ☐ to select the Include All Warehouses field. *Results display all warehouses in the UIC when selected.*



Search

Outstanding Items Inquiry															Grid Options		Print																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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<input type="checkbox"/> All	Unit	Account Name	Reportable Commodity	Customize	Stock Item	Item Description	Kit	Box	ICN	Serial Num	Issued Qty	Outstanding Qty	Card Ctl	Unit Price	Extended Price	Mfg Contract	Mfg Date	Mfg Lot	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256	1257	1258	1259	1260	1261	1262	1263	1264	1265	1266	1267	1268	1269	1270	1271	1272	1273	1274	1275	1276	1277	1278	1279	1280	1281	1282	1283	1284	1285	1286	1287	1288	1289	1290	1291	1292	1293	1294	1295	1296	1297	1298	1299	1300	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316	1317	1318	1319	1320	1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	1332	1333	1334	1335	1336	1337	1338	1339	1340	1341	1342	1343	1344	1345	1346	1347	1348	1349	1350	1351	1352	1353	1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	1365	1366	1367	1368	1369	1370	1371	1372	1373	1374	1375	1376	1377	1378	1379	1380	1381	1382	1383	1384	1385	1386	1387	1388	1389	1390	1391	1392	1393	1394	1395	1396	1397	1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408	1409	1410	1411	1412	1413	1414	1415	1416	1417	1418	1419	1420	1421	1422	1423	1424	1425	1426	1427	1428	1429	1430	1431	1432	1433	1434	1435	1436	1437	1438	1439	1440	1441	1442	1443	1444	1445	1446	1447	1448	1449	1450	1451	1452	1453	1454	1455	1456	1457	1458	1459	1460	1461	1462	1463	1464	1465	1466	1467	1468	1469	1470	1471	1472	1473	1474	1475	1476	1477	1

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics


- Unit Issue Activity Inquiry
- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Member Activity

Overview

The Warehouse module Individual Issue / Return Inquiry process provides the ability to inquire about what was issued to a member / custodian, and show them where they signed for items, and what items they signed for.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Member Activity

Page Fields

The following fields display on the **Member Activity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

412

Select "Grid Options" button for additional actions.

Search Criteria

CAC

Inquiry Type

UIC  *

Member / Custodian  *

Issue Nbr 

Return Nbr 

Dt From

Dt To

Member Activity Search Results

All

Last Transaction Dt/Tm

Primary Attachment

Inquiry Type

UIC

UIC Account

Member

Issue Nbr

Issue Dt

Issue Type

End Item Qty Issued

Return Nbr

Return Dt

End Item Qty Returned

Is Post Post

Is Reconciliation

Warehouse

Optional

Temp UIC



Secondary Id
Class Year
Duty Status
Established By
Established Dt/Tm
Last Updated By
Program ID
Remarks

Issue Details

SKO Type Cd
Inv Type
Stock Nbr
Parent Stock Nbr
ICN
Parent ICN
LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
ICN
Serial Nbr
Mfr Contract Nbr
Qty Issued
Qty Returned
Qty Not Returned

Optional

Size
CAGE Cd
Mfr Dt
Mfr Lot Nbr
CAGE Cd
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.




Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Member Activity






One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.


Instructions

Search Criteria



CAC	Click here to scan	CAC 	Inquiry Type	All 
i * UIC	All	...	i * Member/Custodian	<input type="text"/>
i Issue Nbr	All		i Return Nbr	All
Dt From	<input type="text"/>		Dt To	<input type="text"/>
 Search  Reset				

- A. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*



Click here to scan

CAC 





- B. Use  to select the Inquiry Type.

- C. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
 UIC Browse help



- D. Use  or  to assist with the Member / Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile Browse help

- E. Enter the Issue NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- F. Enter the Return NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- G. Use  to select DT From, or enter the date (MM/DD/YYYY) in the field provided.
- H. Use  to select DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . Results appear in the Search Results grid.

Member Activity																
	Grid Options	Print	Link Issue Activity													
<input type="checkbox"/>	All	Last Transaction Dt/Tm	Primary Attachment	Injury Type	UIC ↑	UIC Account	Member ↑	Issue Nbr	Issue Dt ↓	End Item Qty Issued	Return Nbr	Return Dt ↑	End Item Qty Returned	Is Post Paid	Is Reconciliation	Warehouse
# <input type="checkbox"/>		02/09/2021 10:59:22 AM														

[View the Issue Details](#)

- Select . *The Issue Details grid appears.*

	62096201 10:59:22 AM		Individual	AJN123 - CURRICANT	You, Orgs [ARCEDEF-GH4] NCLD021048000002	62096201 10:59:22 AM	3	FPGA2	NCLD021048000002	62096201 10:59:22 AM	3	No	No	CLEVELAND
--	----------------------	--	------------	--------------------	--	----------------------	---	-------	------------------	----------------------	---	----	----	-----------


Individual Issue Details

[View Options](#)

SNO	Type Cat	In Type	Stock No.	Parent Stock No.	ICN	Parent ICN	LIN TAGCN	Stock No.	Item Desc.	Mgmt Cat	Reportable Commodity Type	ICN	Serial No.	Mt Contract No.	Qty Issued	Qty Returned	Qty Not Returned
		End Item	1138113B1A		A000000000000000030075			1138113B1BA	LGHT SABER - BLUE	A - Serial Number Managed		A000000000000000030075	BLUE-1		1		
		End Item	1138113B1B		A000000000000000030076			1138113B1BB	LGHT SABER - BLUE	A - Serial Number Managed		A000000000000000030076	BLUE-2		1		
		End Item	1138113B1C		A000000000000000030082			1138113B1BC	LGHT SABER - PURPLE	A - Serial Number Managed		A000000000000000030082	PURPLE-1		1		

Selected BG
Page 1 of 1
50 items per page
1 - 3 of 3 Items

Print the Forms

1. Select ☐ next to the desired request. A  appears, and is active.

Member Activity											
<input type="checkbox"/> All Last Transaction D/Tm Primary Attachment Inquiry Type UIC ↑ UIC Account Member ↑ Issue Nbr Issue Dt ↑ End Item Qty Issued Return Nbr Return Dt ↓ End Item Qty Returned Is											
<input checked="" type="checkbox"/>	02/09/2021 10:59:22 AM		Individual	JMN123 - CORUSCANT	Yoda, Grgu (ABCDEFGHIJH)	NCL002104000002	02/09/2021 10:59:22 AM	3			

Selected 1/1 Page 1 of 1 50 Items per page 1 - 1 of 1 items

2. Select **Print Forms** . A list of forms available to print appears.

Member Activity

Grid Options

Print

Unit Issue Activity

☒ All

Last Transaction Dt/Tm

<

>

☒

<

02/09/2021 10:59:22 AM

Selected 1/1

<<

<

1

>

>>

Page

Individual/Armory Forms

DW 04I - Issue Receipt (PDF)

DW 05I - Outstanding Returnable Items (PDF)

DW 05T - Outstanding Returnable Loans (PDF)

DW 12I - Return Receipt (PDF)

Unit Forms

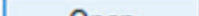

DW 04U - Issue Receipt (PDF)

DD Form 1348-1A Unit Issue Document

DW 05UA - Outstanding Items (PDF)

DW 05UC - Outstanding Items for RO (PDF)

DW 12U - Return Receipt (PDF)

3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
 -  opens the PDF document, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.

the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue



Search for a Member Size

Overview

The Warehouse module Member Size Inquiry process provides the ability to inquire about ???.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Member Size

Page Fields

The following fields display on the **Member Size** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.






492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
 Region
 Site
 Warehouse

Search Criteria

Member 
 UIC 
 EDI PI 
 CAC

Member Size Inquiry Search Results

Last Name
 First Name
 Middle Initial
 EDI PI
 UIC
 Size Category

Size

Optional

Warehouse
Site
Region
Logistics Program
Last Updated By
Last Transaction Dt/Tm
Established By
Established Dt/Tm
Program ID


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Search for a Member Size



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Instructions

Search Criteria

CAC	Click here to scan	CAC 	Inquiry Type	All
* UIC	All	...	* Member/Custodian	
Issue Nbr	All		Return Nbr	All
Dt From			Dt To	














- Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*



Click here to scan

CAC 

- B. Use  to select the Inquiry Type.
 - C. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
 - D. Use  or  to assist with the Member / Custodian entry. *This is a 50 alphanumeric character field.*
Member Profile Browse help
 - E. Enter the Issue NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
 - F. Enter the Return NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
 - G. Use  to select DT From, or enter the date (MM/DD/YYYY) in the field provided.
 - H. Use  to select DT To, or enter the date (MM/DD/YYYY) in the field provided.
2. Select  **Search** . Results appear in the Search Results grid.



Member Activity													
Alt	Last Transaction DTM	Primary Attachment	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Paid
<input type="checkbox"/>	02/09/2021 10:59:22 AM		Individual	JMN123 - CORUSCANT		Yoda, Grogg (ABICDEFQHU)	NCL12021040000002	02/09/2021 10:59:22 AM	3				No

View the Issue Details

Select  . The Issue Details grid appears.

Individual Issue Details													
Alt	Last Transaction DTM	Primary Attachment	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Paid
<input type="checkbox"/>	02/09/2021 10:59:22 AM		Individual	JMN123 - CORUSCANT		Yoda, Grogg (ABICDEFQHU)	NCL12021040000002	02/09/2021 10:59:22 AM	3				No

Print the Forms

1. Select ☐ next to the desired request. A  appears, and  **Print Forms** is active.



ODASD (Logistics)
under A&S Sustainment

— 2161 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727





Member Activity									
<input checked="" type="checkbox"/> All	Last Transaction Dt/Tm	Primary Attachment	Inquiry Type	UIC	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr
<input checked="" type="checkbox"/>	02/09/2021 10:59:22 AM		Individual	JMNT23 - CORUSCANT	Yoda, Ganga (ABCDEF0123)	NCL2021040000002	02/09/2021 10:59:22 AM	3	

Selected 1/1 Page 1 of 1 50 Items per page 1 - 1 of 1 Items

2. Select **Print Forms** . A list of forms available to print appears.

Member Activity Grid Options Print Unit Issue Activity

☒ All Last Transaction Dt/Tm

☒ 02/09/2021 10:59:22 AM

Selected 1/1 Page 1

Individual/Armory Forms

- DW 04I - Issue Receipt (PDF)
- DW 05I - Outstanding Returnable Items (PDF)
- DW 05T - Outstanding Returnable Loans (PDF)
- DW 12I - Return Receipt (PDF)

Unit Forms

- DW 04U - Issue Receipt (PDF)
- DD Form 1348-1A Unit Issue Document
- DW 05UA - Outstanding Items (PDF)
- DW 05UC - Outstanding Items for RO (PDF)
- DW 12U - Return Receipt (PDF)

3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
- Open** opens the PDF document, and is immediately printable.
 - Save** saves the PDF document, and is printable at a later time.

Isolate Additional Info Inquiry Results

Isolating the Additional Info Search Results can be found in the Enterprise Rollup feature. Selecting **Reset** at any point of this procedure returns all fields to the default "All" setting.



- In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

Instructions

Enterprise Rollup

Logistics Program

Select an LP

Region

All

Site

All





Warehouse


All

✓Apply

↺Reset

Search Criteria

- Use  to select the Logistics Program.
- Use  to select the Region.
- Use  to select the Site.
- Use  to select the Warehouse.

- Select . Results appear in the Additional Info Results Grid.

Additional Info Results

Grid Options

No Grouping

LIN/TAMCN	LIN/TAMCN Desc	Stock Nbr	Item Desc	Serial Nbr	ICN	Flex Field	Additional Info	Issued?	Location	Container	Warehouse
		1138113811381	JEDI TRAINING KIT	YODA-1	A00000000000000530087	Color	GREEN	No	ACB-2 COMMS		CLEVELAND

Selected 0/1

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 — No record(s) match search criteria or you do not have the appropriate secur-</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try</p>

ity access.

the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue





Search for a Military Member Personnel

Overview


The Warehouse module Military Member Personnel Inquiry process provides the ability to inquire about details that might not be available in the Member Profile process.

Note



Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Military Member Personnel

Page Fields

The following fields display on the **Military Member Personnel** page. For more information on each field, select the appropriate hyperlink.


Instructions


The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

412	Select "Grid Options" button for additional actions.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.

Search Criteria

EDI PI 

Last Name 

First Name

Military Member Personnel Search Results

EDI PI

Last Name

First Name

Middle Initial

Grade

Component Cd

Assigned UIC

Expiration of Active Service

Optional

Duty Status

Email Address

FAP Reporting Unit Code

Fut Monitored Cmd Cd

Fut Reporting Unit Cd

Gender

Interface System Cd

Last Transaction Dt/Tm

Phone Nbr

Present Unit Joined Dt

Record Status

Res Component Cd

Res Exp Current Contract
 Res Record Status
 Res Reporting Unit Cd
 Res Unit Join Dt
 Strength Category
 Temporary Assigned UIC


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Military Member Personnel

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Enter the fields manually

- In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Instructions ▼

Search Criteria ▲

i EDI PI

First Name

i Last Name

- Enter the EDI PI, using **i** to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the Last Name, using **i** to assist with the entry. *This is a 50 alphanumeric character field.*
- Use to select the First Name.



- Search

- Print Forms



Member Activity
Grid Options▼
Print ▼
Unit Issue Activity

☒ All

Last Transaction Dt/Tm

<		
▶	<input checked="" type="checkbox"/>	02/09/2021 10:59:22 AM
<		

Selected 1/1

⏮
⏪
1
⏩
⏭

Page

Individual/Armory Forms

DW 04I - Issue Receipt (PDF)

DW 05I - Outstanding Returnable Items (PDF)

DW 05T - Outstanding Returnable Loans (PDF)

DW 12I - Return Receipt (PDF)

Unit Forms

DW 04U - Issue Receipt (PDF)

DD Form 1348-1A Unit Issue Document

DW 05UA - Outstanding Items (PDF)

DW 05UC - Outstanding Items for RO (PDF)

DW 12U - Return Receipt (PDF)

3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
 - Open opens the PDF document, and is immediately printable.
 - Save ▼ saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.

the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- Individual Issue
- Unit Issue
- Transfer Issue






Search for a Military Member Personnel

Overview

The Warehouse module Military Member Personnel Inquiry process provides the ability to inquire about details that might not be available in the Member Profile process.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Military Member Personnel

Page Fields

The following fields display on the **Military Member Personnel** page. For more information on each field, select the appropriate hyperlink.


Instructions


The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

412	Select "Grid Options" button for additional actions.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.

Search Criteria

EDI PI 

Last Name 

First Name

Military Member Personnel Search Results

EDI PI

Last Name

First Name

Middle Initial

Grade

Component Cd

Assigned UIC

Expiration of Active Service

Optional

Duty Status

Email Address

FAP Reporting Unit Code

Fut Monitored Cmd Cd

Fut Reporting Unit Cd

Gender

Interface System Cd

Last Transaction Dt/Tm

Phone Nbr

Present Unit Joined Dt

Record Status

Res Component Cd

Res Exp Current Contract
 Res Record Status
 Res Reporting Unit Cd
 Res Unit Join Dt
 Strength Category
 Temporary Assigned UIC


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Military Member Personnel

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Enter the fields manually

- In the Search Criteria section, narrow the results by entering one or more of the following fields:.




Instructions

Search Criteria

i EDI PI

First Name

i Last Name

- Enter the EDI PI, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the Last Name, using  to assist with the entry. *This is a 50 alphanumeric character field.*
- Use  to select the First Name.



- Search

- Print Forms

Member Activity
Grid Options▼
Print ▼
Unit Issue Activity

☒ All

Last Transaction Dt/Tm

<		
▶	<input checked="" type="checkbox"/>	02/09/2021 10:59:22 AM
<		

Selected 1/1

⏮
⏪
1
⏩
⏭

Page

Individual/Armory Forms

- DW 04I - Issue Receipt (PDF)
- DW 05I - Outstanding Returnable Items (PDF)
- DW 05T - Outstanding Returnable Loans (PDF)
- DW 12I - Return Receipt (PDF)

Unit Forms

- DW 04U - Issue Receipt (PDF)
- DD Form 1348-1A Unit Issue Document
- DW 05UA - Outstanding Items (PDF)
- DW 05UC - Outstanding Items for RO (PDF)
- DW 12U - Return Receipt (PDF)

3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
 - opens the PDF document, and is immediately printable.
 - saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.

the Search again.

Related Topics


- Member Profile
- Member Profile Browse
- Individual Issue
- Unit Issue
- Transfer Issue




Search for a Member Size


Overview

The Warehouse module Member Size Inquiry process provides the ability to inquire about ???.

Note

Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Inquiries > Member Size

Page Fields

The following fields display on the **Member Size** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.




Number	Value
12	Select "Search" button to view Search Results page.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.

492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Search Criteria

Member 
UIC 
EDI PI 
CAC

Member Size Inquiry Search Results

Last Name
First Name
Middle Initial
EDI PI
UIC
Size Category

Size

Optional

Warehouse
 Site
 Region
 Logistics Program
 Last Updated By
 Last Transaction Dt/Tm
 Established By
 Established Dt/Tm
 Program ID


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.



Search for a Member Size



One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Instructions

Search Criteria

CAC	Click here to scan	CAC 	Inquiry Type	All
# * UIC	All	...	# * Member/Custodian	
# Issue Nbr	All		# Return Nbr	All
Dt From			Dt To	













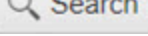
- Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*



Click here to scan

CAC 

- B. Use  to select the Inquiry Type.
- C. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- D. Use  or  to assist with the Member / Custodian entry. *This is a 50 alphanumeric character field.*
Member Profile Browse help
- E. Enter the Issue NBR, using  to assist with the entry. *This is a 14 alphanumeric character field.*
- F. Enter the Return NBR, using  to assist with the entry. *This is a 18 alphanumeric character field.*
- G. Use  to select DT From, or enter the date (MM/DD/YYYY) in the field provided.
- H. Use  to select DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  **Search**. Results appear in the Search Results grid.



Member Activity													
Alt	Last Transaction DTM	Primary Attachment	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Paid
<input type="checkbox"/>	02/09/2021 10:59:22 AM		Individual	JMN123 - CORUSCANT		Yoda, Grogg (ABICDEFQHU)	NCL12021040000002	02/09/2021 10:59:22 AM	3				No

View the Issue Details

- Select . The Issue Details grid appears.

Individual Issue Details													
Alt	Last Transaction DTM	Primary Attachment	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Paid
<input type="checkbox"/>	02/09/2021 10:59:22 AM		Individual	JMN123 - CORUSCANT		Yoda, Grogg (ABICDEFQHU)	NCL12021040000002	02/09/2021 10:59:22 AM	3				No

Print the Forms

1. Select ☐ next to the desired request. A  appears, and  **Print Forms** is active.



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— 03 Sep 2024 —

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Member Activity									
<input checked="" type="checkbox"/> All	Last Transaction Dt/Tm	Primary Attachment	Inquiry Type	UIC	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr
<input checked="" type="checkbox"/>	02/09/2021 10:59:22 AM		Individual	JMNT23 - CORUSCANT	Yoda, Ganga (ABCDGHIJ)	NCL202104000002	02/09/2021 10:59:22 AM	3	

2. Select  **Print Forms** . A list of forms available to print appears.

Member Activity

☒ All Last Transaction Dt/Tm

02/09/2021 10:59:22 AM

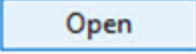
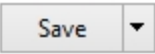
Selected 1/1 Page 1 of 1

Individual/Armory Forms


- DW 04I - Issue Receipt (PDF)
- DW 05I - Outstanding Returnable Items (PDF)
- DW 05T - Outstanding Returnable Loans (PDF)
- DW 12I - Return Receipt (PDF)

Unit Forms

- DW 04U - Issue Receipt (PDF)
- DD Form 1348-1A Unit Issue Document
- DW 05UA - Outstanding Items (PDF)
- DW 05UC - Outstanding Items for RO (PDF)
- DW 12U - Return Receipt (PDF)

3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
-  **Open** opens the PDF document, and is immediately printable.
 -  **Save** saves the PDF document, and is printable at a later time.

Isolate Additional Info Inquiry Results

Isolating the Additional Info Search Results can be found in the Enterprise Rollup feature. Selecting  at any point of this procedure returns all fields to the default "All" setting.



- In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

Instructions

Enterprise Rollup

Logistics Program

Select an LP

Region

All

Site

All





Warehouse


All

✓Apply

↺Reset

Search Criteria

- Use  to select the Logistics Program.
- Use  to select the Region.
- Use  to select the Site.
- Use  to select the Warehouse.

- Select . Results appear in the Additional Info Results Grid.

Additional Info Results

Grid Options

No Grouping

LIN/TAMCN	LIN/TAMCN Desc	Stock Nbr	Item Desc	Serial Nbr	ICN	Flex Field	Additional Info	Issued?	Location	Container	Warehouse
		1138113811381	JEDI TRAINING KIT	YODA-1	A0000000000000530087	Color	GREEN	No	ACB-2 COMMS		CLEVELAND

Selected 0/1

1

Page 1 of 1

50 items per page

1 - 1 of 1 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 — No record(s) match search criteria or you do not have the appropriate secur-</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try</p>

ity access.

the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue



Search for a Money Value Gain Loss

Overview

The Warehouse Management module Money Value Gain Loss Inquiry process provides the ability to view the dollar value of gains and losses in warehouses resulting from physical inventories. The returned inquiry is exported into a Money Value Gain Loss Notice PDF for signature and uploaded/stored for a retention period of two years.

Navigation

Inquiries > Money Value Gain Loss Inquiry > Money Value Gain Loss Inquiry page

Page Fields

The following fields display on the **Money Value Gain Loss Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
589	Select "Enterprise Rollup" to modify the default tier selection.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
590	Select "Report History" to add or view an uploaded Money Value Gain Loss (MVGL) Notice.



412	Select "Grid Options" button for additional actions.
591	Select "MVGL Notice" to export the results into a Notice for signatures.

Create Report Tab

Enterprise Rollup Panel

Logistics Program
Region
Site
Warehouse

Search Criteria Panel

From Date *
To Date *
Document Number
Stock Number
Item Desc
Serial Nbr
Status Adj Reason Cd
Reason Cd
Physical Inventory Number

Search Results Panel

Region
Warehouse DoDAAC
Warehouse
947I DIC
947I SARC
DPAS Reason Code
Physical Inventory Nbr
LIN/TAMCN
Stock Nbr

Item Description
Transaction Dt/Tm
Document Number
Suffix Cd
Changed Qty
Unit Price
Extended Price
Stores Acct Cd
Controlled Item Cd
Condition Cd

Optional

CIIC
DPAS Reason Code Description
From Qty
Hazardous Materiel Cd
ICN
Last Updated By
LP
Owning DoDAAC
Precious Metal Cd
Program Id
Serial Number
Site
To Qty
UII
Unit of Issue Cd

Report History Tab

Upload Report Panel

File Desc
Attachment

Search Criteria Panel

File Name
File Description
Established Dt/Tm



Search Results Panel

File Name
File Desc
Established Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Money Value Gain Loss Inquiry — Create Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed.

Selecting  at any point of this procedure returns all fields to the default setting. **Bold** numbered steps are required.

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Create Report
Report History



Enterprise Rollup
▼

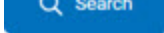
Search Criteria
^

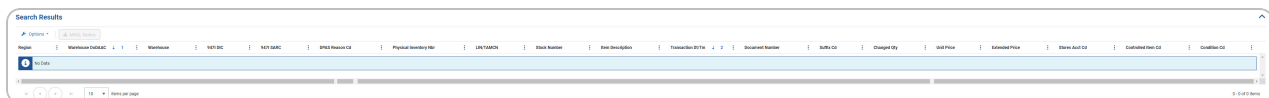
* From Date	<input type="text" value="month/day/year"/>	📅	Item Desc	<input type="text"/>
* To Date	<input type="text" value="month/day/year"/>	📅	Serial Nbr	<input type="text"/>
Document Number	<input type="text"/>		Status Adj Reason Cd	<input type="text" value="Select An Item"/>
Stock Number	<input type="text"/>		Reason Cd	<input type="text" value="All"/>
			Physical Inventory Number	<input type="text"/>


↺ Reset
🔍 Search



- A. Use  to select the From Date, or enter the date MM/DD/YYYY in the field provided.
- B. Use  to select the To Date, or enter the date MM/DD/YYYY in the field provided.
- C. Enter the Document Number in the field provided. *This is a 15 alphanumeric character field.*
- D. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- F. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- G. Enter the Status Adj Reason Cd in the field provided. *This is a 2 alphanumeric character field.*
- H. Use the field to select the Reason Cd.
- I. Enter the Physical Inventory Number in the field provided. *This is a 32 alphanumeric character field.*

2. Select . Results appear in the Search Results grid.



3. Select . A snapshot of the Money Value Gain Loss data appears in a PDF template for signature.



Search for a Money Value Gain Loss Inquiry — Report History

1. Select the Report History Tab.

Create Report
Report History

Upload Report

* File Desc

2048 characters remaining

Attachment

Drop files here...

File Description must be at least 6 characters

Cancel

Search Criteria

Search Results

Options Edit Delete

File Name

File Desc


Established Dt/Tm

No Data

Selected 0/0

10 items per page

0 - 0 of 0 items

2. Enter the File DESC in the field provided. *This is a 2048 alphanumeric character field.*
3. Use  to browse for the Attachment. *The selected attachment appears underneath.*

Attachment Browse help

Upload Report

* File Desc

Test 23

2041 characters remaining

Attachment

Drop files here...

Test Attachment File.docx

Clear


Upload

Cancel



ODASD (Logistics)
under A&S Sustainment

— 2189 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727

4. Select  .

Test Attachment File.docx

 appears. Select  and the file is deleted from the Upload Report.
5. Select


Clear

 . The selected file is cleared from the Upload Report.
6. Select

Upload


 . The selected file is uploaded.
7. In the Search Criteria section, narrow the results by entering one or more of the following fields:.

Search Criteria ^

File Name <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>		Established Dt / Tm <div style="border: 1px solid #ccc; width: 100%; padding: 2px 5px;">month/day/year</div> 
File Description <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>		

↺ Reset

🔍 Search

- A. Enter the File Name in the field provided. *This is a 250 alphanumeric character field.*
 - B. Enter the File Description in the field provided. *This is a 2048 alphanumeric character field.*
 - C. Use  to select the Established DT/TM, or enter the date MM/DD/YYYY in the field provided.
8. Select

🔍 Search

 . Results appear in the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
xxxx — A date range is required for this inquiry.	Invalid Entry. A date range is missing. Add a date range and re-try the inquiry.
xxxx — To Date must be greater than or equal to the From Date.	Invalid Entry. The To Date must be more than or equal to the From Date. Re-try the inquiry.

Related Topics

- Inventory Update Management
- Receiving

DPAS Warehouse Inquiries

Overview

The Inquiry process provides you with the ability to inquire against specific topics within the DPAS Warehouse application. You can create customized inquiries based on your search criteria for a warehouse topic.

Navigation

Inquiries > Inquiry Selections Available > Inquiry Page

Page Fields

The following fields display on the Inquiries page. For more information on each field, select the appropriate hyperlink.


Page fields vary based upon type of Inquiry selected.

(*) Asterisk identifies mandatory fields.

|

Procedures

To Create an Inquiry:

1. On the Inquiry page the following information provides detailed instruction to utilize the options to create an Inquiry. The following are basic functions you can use to navigate the page:
 - **Instruction Text**
 - **Intellisense** 
 - **Grid Options**
 - **Filter Options**
 - **Number of Pages**



- INSTRUCTION TEXT:** Each process has an Instructions area which can be expanded and collapsed by selecting the Instructions title bar. These instructions can help with using the various options on the page. It is recommended you always expand your **Instruction Drop Down** text to display helpful information. The default display is collapsed.

Helpful Tip



The Instructions provide a link for the DPAS Warehouse on-line help by clicking the



Instructions

Select "Search" button to view Search Results page.

Select "Reset" button to clear data.

Select "Add" button to create a new record.

Select "Grid Options" button for additional actions.

Select "Edit" button to revise selected fields in record(s).

Select "Delete" button to remove record(s) from applicable tables.

- INTELLISENSE:** Some text entry fields provide intellisense(i) which provides auto selection of previous selections. These fields are marked with a lower case i, and will display a selectable list based on your input. When the cursor is placed in these fields, the field border will display darker than the other fields. Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine your search. Select a value from the list when you can identify the value you are looking for.

Search Criteria

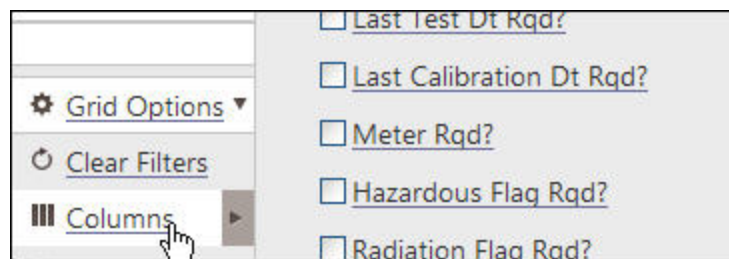
Stock Nbr	<input type="text"/>	...	Item Desc	<input type="text"/>
i FSC	<input type="text" value="Select an Item"/>		i LIN TAMCN	<input type="text" value="Select an Item"/>
i Commodity Type Id	<input type="text" value="Select an Item"/>		i Type Asset Cd	<input type="text" value="Select an Item"/>
i Stock Item Cd	<input type="text" value="Select an Item"/>		i Mgmt Cd	<input type="text" value="Select an Item"/>



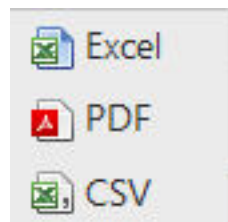
4. **GRID OPTIONS:** The Grid Options provides you with several options to manage your results and how you can display your results.

Clear Filters - clears all filter selections and returns to default grid

Columns - allows user to display/hide columns - **IMPORTANT!** to ensure all columns are displayed if not sure



Export - export data into three different formats



- **Excel** Data is formatted in an Excel spreadsheet where data can be arranged, sorted and analyzed
- **PDF** - Data is displayed in an Adobe Portable Document Format which cannot be changed
- **CSV** - Data is displayed in a comma separated value file. Used for large amounts of data and can be used in Excel or a database application

My Queries - Inquiries saved by you for future use

5. **FILTER ICON:** To help you search you can select the Filter icon (). Make a selection from the drop down list for "Show items with value that" equal the type of filter you want to use for your search. The page display changes the criteria to your selection. Enter your filter criteria and select the Filter button.



Show items with value that:

Is equal to

And

Is equal to

Filter

Clear

6. **Number of Pages:** To change the number of rows to display on the page, select the Items per page drop-down at the bottom of the page. The default display is 10. The bottom right of the page displays the total number of records. The arrows or numbered buttons are used to move from page to page on the Search Results grid.

◀

◀

1

2

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9

10

...

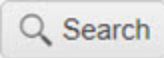

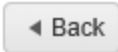
▶

▶

10

▼

items per page

7. Select  to view your search results or  to clear data on the page.
8. To return to the previous page, select  .

Attention



Additional information about Additional information about DPAS can be found at the DPAS Support Site.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

No related topics have been identified for this topic.



View Reports

Overview

The Warehouse Management module Report Manager View Reports process provides the ability to view current and previous versions of reports that were submitted by the individual user and authorized shared reports.

Navigation

Report Manager > View Reports > Report Manager page

Page Fields

The following fields display on the **View Reports Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
47	Select "Rpt Name" hyperlink to view current (and previous) versions of a specific report.

Search Criteria Grid

Report Name



Report Category
Report Type
Report Status
Private / Shared
Report / Form

Scheduled Reports Grid

Download
Is Private
Rpt Format
Rpt Name
Rpt Category
File Size
Scheduled Dt
Entered Dt
Completed Dt
Established By
Rpt Status
Remarks

Report Details

Parameter
Value


Procedures

DPAS Navigation Helpful Tips









Click the following link to display Warehouse Navigation Tips.

Search for a Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Use  to select the Report Name.
- Use  to select the Report Category.
- Use  to select the Report Type.
- Use  to select the Report Status.
- Use  to select the Private / Shared.
- Use  to select the Report / Form.

2. Select  to display the search results.

View an Existing Report

1. Select the RPT ID hyperlink.
2. Follow the prompts provided by the computer. *The report opens outside of DPAS.*

View Scheduled Reports

Select . *The **Schedule Reports** tab appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



Related Topics

- [Schedule Reports](#)
- [Real Time Reports](#)
- [Schedule ICP Reports](#)
- [View ICP Reports](#)



Schedule Reports

Overview

The Warehouse Management module Report Manager Schedule Reports process provides the ability to arrange for a pre-determined report to run at a specific date and time.

Navigation

Report Manager > Schedule Reports > Report Manager page

Page Fields

The following fields display on the **Scheduled Reports Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
47	Select "Rpt Name" hyperlink to view current (and previous) versions of a specific report.

Search Criteria Grid

Report Category
Report Type



Report / Form

Report Definitions Grid

Rpt Id
Rpt Name
Rpt Type
Rpt Category

Report Parameters

Submit / Schedule

Export File Format *
Schedule Dt/Tm
Sharing
Remarks

(*) Asterisk identifies mandatory fields.


Procedures



DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search for a Report/Form to Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
 - Use  to select the Report Category.
 - Use  to select the Report Type.




- Use  to select the Report / Form.




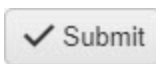

2. Select  to display the search results.

View an Existing Report

Select . The **View Reports** tab appears.

Select Report Definitions

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the RPT ID hyperlink. Two additional panels appear beneath the Report Definitions panel.
2. Enter the fields in the Report Parameters panel. The fields depend upon the report chosen.
3. Enter the fields in the Submit / Schedule panel.
 - A. Use  to select the Export File Format.
 - B. Use  to select the Schedule DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - C. Use  to select Sharing.
 - D. Enter the Remarks in the field. This is a 1024 alphanumeric character field.
4. Select . The **Reporting Schedule Results** pop-up window appears.
5. Select . The **Reporting Schedule Results** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [View Reports](#)
- [Real Time Reports](#)
- [Schedule ICP Reports](#)
- [View ICP Reports](#)



Real-Time Reports

Overview

The Warehouse Management module Report Manager Real-Time Report process provides the ability to run a specified list of reports on demand.

Navigation

Report Manager > Real-Time Reports > Real-Time Reports page

Page Fields

The following fields display on the **Real-Time Reports** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria

Report Name



Real-Time Report Results Grid

Report Name
Desc

Report Results Grid


Procedures

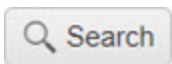
DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Search For a Real-Time Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields: .
 - Enter the Report Name in the field provided. *This is a 25 alphanumeric character field.*
2. Select  to display the search results.

Execute a Real-Time Report

Select . The Search Results panel collapses, and the Report Results panel opens.

Export a Real-Time Report

Select **Grid Options**. The Grid Options menu opens. Follow the instructions from this help topic.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [View Reports](#)
- [Schedule Reports](#)
- [Schedule ICP Reports](#)
- [View ICP Reports](#)



Browse for a Real Property Asset

Overview

The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility NBR or LAND ACQ TRACT IDS.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Asset Browse pop-up window

Page Fields

The following fields display on the **Asset Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Asset Browse Search Criteria

RPSUID
Asset Code
Land Acq Tract Id
Fac Nbr
Facility Name

Asset Browse Results Grid

Select
RPUID
Fac Nbr
Facility Name
Land Acq Tract Id


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

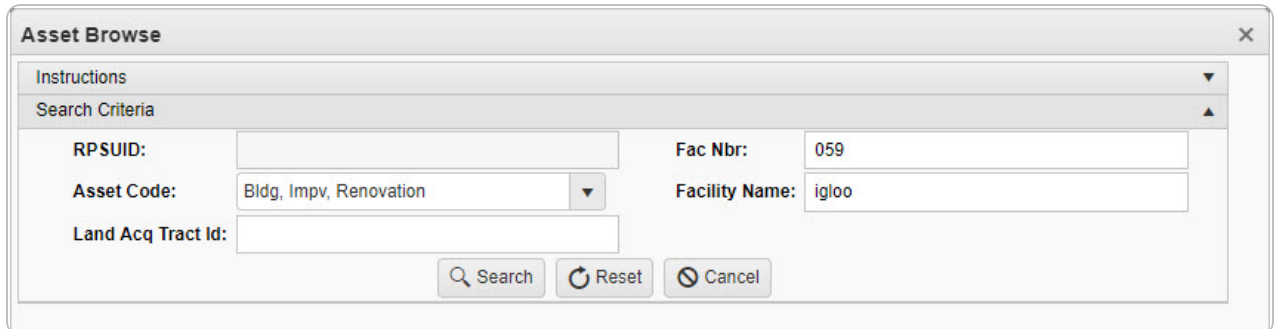
Browse for an Asset

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


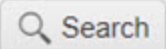


1. Select . The **Asset Browse** pop-up window appears.



The **Asset Browse** window contains the following fields and controls:

- Instructions**: A tab at the top of the window.
- Search Criteria**: A section containing several input fields:
 - RPSUID**: A text input field.
 - Asset Code**: A dropdown menu with the selected value "Bldg, Impv, Renovation".
 - Land Acq Tract Id**: A text input field.
 - Fac Nbr**: A text input field with the value "059".
 - Facility Name**: A text input field with the value "igloo".
- Buttons**: Three buttons at the bottom right: "Search" (with a magnifying glass icon), "Reset" (with a circular arrow icon), and "Cancel" (with a circle and X icon).

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
- The RPSUID automatically populates and is not editable.
 - Use  to select the Asset Code.
 - Enter the LAND ACQ TRACT ID in the field provided. This is a 25 alphanumeric character field.
 - Enter the FAC NBR in the field provided. This is a 20 alphanumeric character field.
 - Enter the Facility Name in the field provided. This is a 30 numeric character field.
3. Select . Results display in the Assets Grid below.



Asset Browse
✕

Instructions

Search Criteria

RPSUID:
Asset Code: Bldg, Impv, Renovation ▼
Land Acq Tract Id:

Fac Nbr:
Facility Name:

Assets
⚙ Grid Options ▼

Select	RPUID ↑ ▼	Fac Nbr ▼	Facility Name ▼	Land Acq Tract ID ▼
Select	204023	11059	42180 - IGLOO STR DEPOT	
Select	243455	3059	42280 - IGLOO STORAGE, INSTALLATION	
Select	353614	12059	42180 - IGLOO STR DEPOT	
Select	364832	P0059	IGLOO STORAGE	
Select	443612	2059	STOR, IGLOO	
Select	457529	37059	STOR, IGLOO	
Select	497954	11059	STOR, IGLOO	

50 items per page

1 - 7 of 7 items

4. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



Related Topics

- Facility



Browse for a CONTAINER ID

Overview

The CONTAINER ID Browse pop-up window allows searching for Containers in the specified Warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > CONTAINER ID Browse pop-up window

Page Fields

The following fields display on the **CONTAINER ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record




21	Select "Add" button to create a new record.
434	Select "Print Labels" button to print Container Label(s).

CONTAINER ID Search Criteria


Container Id

Location 

Stock Nbr 

Owning DoDAAC

Freeze Location

Container Type 

Cond Cd

Capacity Avail (Qty)

Location Status

CONTAINER ID Browse Results Grid

Labels

Select

Contents

Container Id

Container Type

Container Desc

Location

Location Status

Freeze Location

Capacity Avail (Qty)

Optional

Capacity (Qty)

Facility

Full % (Qty)

Mixed Cond

Mixed Lots

Mixed Stock Nbr
Remarks
Serial Nbr
Stock Nbr
Zone

Print Label Request

Printer Language
Label Size
Label Type
Qty


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

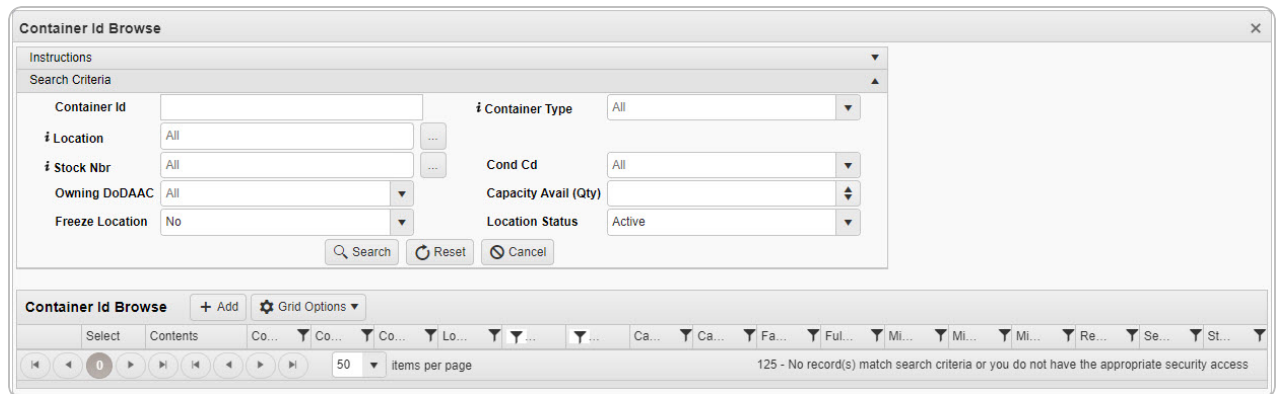
Browse for a CONTAINER ID

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  Reset at any point of this procedure returns all fields to the default "All" setting.

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



- Select . The **CONTAINER ID Browse** pop-up window appears.



Container Id Browse

Instructions

Search Criteria

Container Id

Location

Stock Nbr

Owing DoDAAC

Freeze Location

Container Type

Cond Cd

Capacity Avail (Qty)

Location Status



Search Reset Cancel



Container Id Browse + Add Grid Options








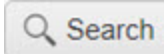
Select Contents Co... Co... Co... Lo... Y... Y... Y... Ca... Ca... Fa... Ful... Mi... Mi... Mi... Re... Se... St...

50 items per page

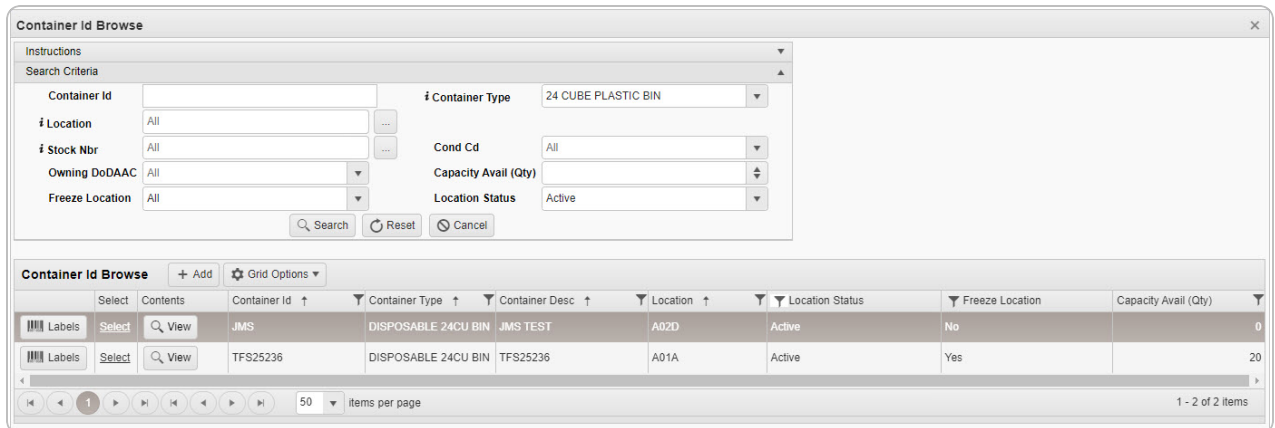
125 - No record(s) match search criteria or you do not have the appropriate security access

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*
 - Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
 - Use  to select the Owing DoDAAC.
 - Use  to select the Freeze Location.
 - Use  to select the Container Type, using  to assist with the entry.
 - Use  to select the Cond Cd.
 - Use  to choose the Capacity Avail (Qty).
 - Use  to select the Location Status.
- Select  to begin the query. Results display in the CONTAINER ID Grid below.





The **Container Id Browse** window contains search criteria and a results table.

Search Criteria:

- Container Id:
- # Container Type: 24 CUBE PLASTIC BIN
- # Location: All
- # Stock Nbr: All
- Owning DoDAAC: All
- Freeze Location: All
- Cond Cd: All
- Capacity Avail (Qty):
- Location Status: Active

Buttons: Search, Reset, Cancel


Container Id Browse Table:

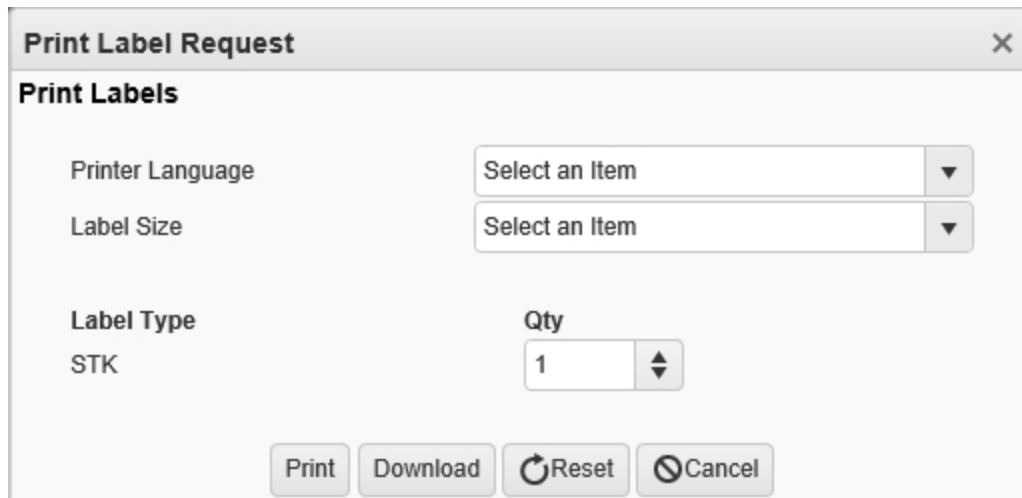
Select	Contents	Container Id	Container Type	Container Desc	Location	Location Status	Freeze Location	Capacity Avail (Qty)
Select	View	JMS	DISPOSABLE 24CU BIN	JMS TEST	A02D	Active	No	0
Select	View	TFS25236	DISPOSABLE 24CU BIN	TFS25236	A01A	Active	Yes	20

Page 1 of 2 items. 50 items per page.

- Choose the **Select** hyperlink next to the desired CONTAINER ID. *The pop-up window closes and the selected Container appears in the previous screen.*

Print Container Labels

- Select  **Labels** next to the desired container. *The **Print Label Request** pop-up window appears.*



Print Label Request

Print Labels



Printer Language:

Label Size:



Label Type: STK

Qty:


Buttons: Print, Download, Reset, Cancel

- Use  to select the Printer Language.
- Use  to select the Label Size.
- The Label Type automatically populates and is not editable.



5. Use  to choose the QTY.
6. Select  to send the labels to the printer.

View Container Details

1. Select  in the desired Container record row. *The **Container Details** pop-up window appears.*

Container Details
✕

Container Id: JMS - JMS TEST

Location: A02D - STOCK - A02D

Capacity Detail

	Max	Current	% Capacity
Qty	20	361	1805.00%
Weight	0.00	0.00	N/A
Cube	0.00	0.00	N/A

Content Details ⚙️ Grid Options ▼

Stock Nbr ↑ ▼	Item Desc	Cond Cd ↑ ▼	Prj Cd ↑ ▼	Owning DoDAAC ↑ ▼	On Hand Qty
4030001875263	STAKE, ROLL	A - SvcbI(w/o Qual)		M67750	97
4030001875263	STAKE, ROLL	D - SvcbI(Test/Mod)		M67750	3
4230014669095	SORBENT DECON SYSTEM, M100	J - Suspndd(in Stk)		M67750	103
4240003779401	WATERPROOFING BAG	F - UnsvcbI(Repl)		M67750	156
4240013703821	MASK, M40A1 (SMALL)	A - SvcbI(w/o Qual)		M67750	1
4240015124431	MASK, M50 (SMALL)	A - SvcbI(w/o Qual)		M67750	1

⏪ ⏩ 1 ⏪ ⏩

50 items per page

1 - 6 of 6 items

2. Click . *The **Container Details** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Container
- Disposition
- Expiring Items Inquiry
- ICN Inventory Inquiry
- Individual Item Return
- Individual Return
- Inventory Update - Manager
- Inventory Update - User
- Inspection
- Location Condition Code Default
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Return
- Warehouse Transfer



Browse for a Contract Number

Overview

The Contract Number Browse pop-up window allows searching for stored contract numbers in the DPAS catalog.

Navigation

DPAS > *VARIOUS PROCEDURAL STEPS* >  > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Contract Browse

GFM Contract Nbr
Contractor
Dlvry Order Nbr
Contract Desc
Contract Type Cd
Start Dt
Expiration Dt

Contract Results Grid

GFM Contract Nbr
Non-DoD Contract Nbr
Contract Desc
Contractor
Contract Type Cd
Dlvry Order Nbr
Start Dt
Expiration Dt


Procedures

DPAS Navigation Helpful Tips



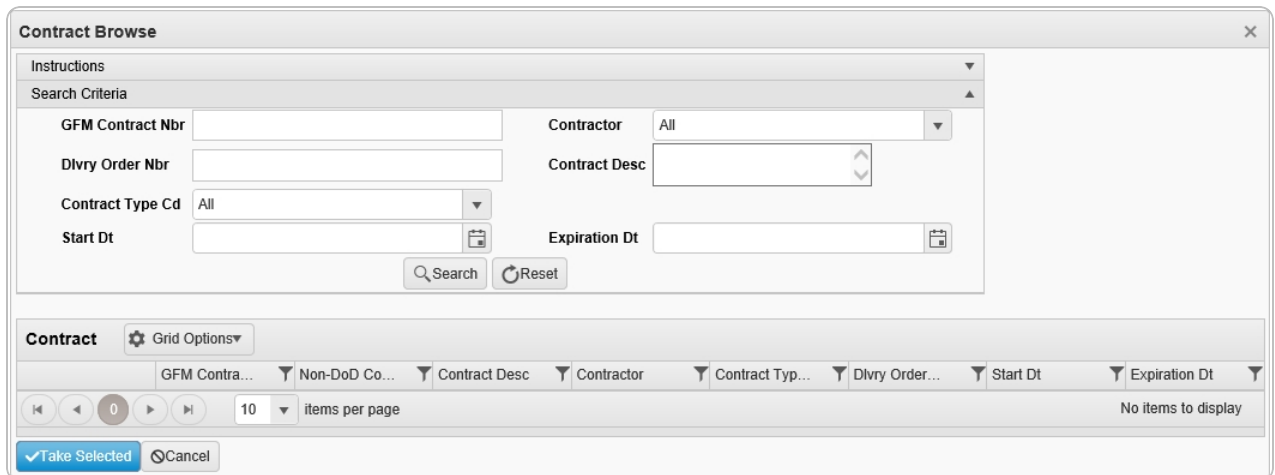
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Browse for a Contract Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





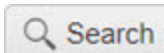


- Select . The **Contract Browse** pop-up window appears.



The **Contract Browse** window contains the following sections:

- Instructions:** A dropdown menu.
- Search Criteria:**
 - GFM Contract Nbr: Text input field.
 - Contractor: Dropdown menu (currently set to 'All').
 - Divry Order Nbr: Text input field.
 - Contract Desc: Text input field with a vertical scrollbar.
 - Contract Type Cd: Dropdown menu (currently set to 'All').
 - Start Dt: Date picker icon.
 - Expiration Dt: Date picker icon.
 - Buttons: Search (magnifying glass icon), Reset (circular arrow icon).
- Contract Results Grid:**
 - Grid Options: Gear icon.
 - Columns: GFM Contra..., Non-DoD Co..., Contract Desc, Contractor, Contract Typ..., Divry Order..., Start Dt, Expiration Dt.
 - Navigation: Previous, Next, First, Last, and a page indicator showing '0'.
 - Items per page: Dropdown menu set to '10'.
 - Status: 'No items to display'.
 - Buttons: Take Selected (checkmark icon), Cancel (X icon).

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Use  to select the Contractor.
 - Enter the DLVY ORDER NBR in the field provided. *This is a 11 alphanumeric character field.*
 - Enter the Contract DESC in the field provided. *This is a 1,024 alphanumeric character field.*
 - Use  to select the Contract Type Cd.
 - Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Select  to begin the query. Results display in the Contract Results Grid below.



Contract Browse

Instructions

Search Criteria

GFM Contract Nbr

Divry Order Nbr

Contract Type Cd

Start Dt

Contractor

Contract Desc

Expiration Dt

Search

Reset

Contract

Grid Options

	GFM Contract Nbr	Non-DoD Contract Nbr	Contract Desc	Contractor	Contract Type Cd	Divry Order Nbr	Start Dt	Expiration
<input type="checkbox"/>	N0002428B6799		Trial B BPG	BPG12 BPG LLC/BPG DIV-A2	D	1234	8/1/2017	8/1/2018
<input type="checkbox"/>	N0002498A7654		Trial BPG	FAKE1 FAKE LLC/MADE UP DIVISION	D		7/7/2017	7/13/2018

10

items per page

Take Selected

Cancel

1 - 2 of 2 items

- Click ☐ to select the desired contract. *The Contract record is highlighted.*
- Select

Take Selected

. *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics


- ICP Management
- SKO Disassemble
- Inventory Selection


Create a Pick Plan

Overview


The Warehouse Management module Create Pick Plan process provides the ability to create new allocations and distribute them.

Note





Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* >  Pick ▼ >

 Create Pick Plan
 > Create Pick Plan pop-up window

Page Fields

The following fields display on the **Create Pick Plan** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.




21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Create Pick Plan

Cost Center

Staging Location

Personnel


Procedures

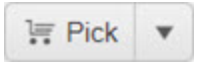

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Create a Pick Plan

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- Select ☐ next to the desired request.
- Select . The Pick Menu appears.
- Select . The **Create Pick Plan** pop-up window appears.



Create Pick Plan

Instructions

Pick Information

i Cost Center

Optional

i Personnel

Optional





i Staging Location




Select an Item

...

✓ Create Pick

⊘ Cancel

4. Use  to select the Cost Center, or use  to assist with the entry. *This is a 25 alphanumeric character field.*
5. Use  or  to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

Location Browse help
6. Use  to select the Personnel, or use  to assist with the entry. *This is a 150 alphanumeric character field.*
7. Select . *The new system-generated pick number appears in the Pick NBR column.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.

access. Enter different Search Criteria and try the Search again.

Related Topics

- [Unit Issue Request Overview](#)



Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for documents in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > DOCUMENT
NBR Browse pop-up window

Page Fields

The following fields display on the **DOCUMENT NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



110

DOC NBR range must be established before processing.

Search Criteria

Document Nbr

Status

Stock Nbr 

DOCUMENT NBR Results Grid

Select

Document Nbr

Stock Nbr

Item Desc

From Warehouse

To Warehouse

Document Type

Ordered Qty


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Browse for a Document Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



- Select . The **DOCUMENT NBR Browse** pop-up window appears.

Document Nbr Browse ✕

Instructions ▼


Search Criteria ▲

Document Nbr

Status All ▼

i Stock Nbr All ...

🔍 Search
🔄 Reset
❌ Cancel

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the Document NBR in the field provided. *This is a 14 alphanumeric character field.*
 - Use ▼ to select the Status.
 - Use  or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Select 🔍 Search. Results display in the **DOCUMENT NBR Grid**.

Document Nbr

⚙️ Grid Options ▼

Select	Document Nbr	Stock Nbr	Item Desc	From Warehouse	To Warehouse	Document Type	Ordered
Select	LD071732990006	00000001	EQUIPMENT		MECHANICSBURG	PO - Purchase Order	2
Select	LD071740380441	1005000179547	PIN,FIRING	MECHANICSBURG	TAMPA	TF - Warehouse Transfer	1
Select	LD071731360005	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	100
Select	LD071731360015	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	65
Select	LD071731360019	5965000017591	CUSHION,EAR		MECHANICSBURG	PO - Purchase Order	100
Select	LD071731370006	4130000815947	FILTER ELEMENT,AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1
Select	LD071731370008	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	20
Select	LD071731430202	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
Select	LD071731430203	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
Select	LD071731430020	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	PO - Purchase Order	1
Select	LD071731370013	4130000815947	FILTER ELEMENT,AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1

⏪ ⏴ 1 ⏵ ⏩

50 items per page

1 - 17 of 17 items

- Choose the Select hyperlink next to the desired DOCUMENT NBR. The **DOCUMENT NBR Browse** pop-up window closes and the selected DOCUMENT NBR appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
58 — Doc NBR Range must be established for your UIC. Select Doc NBR Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics


- Warehouse Transfer
- Warehouse Issue
- Inventory Update - Manager
- QA / QC / Inspection (both Add and Update)




Browse for an Exchange


Overview

The Exchange Browse pop-up window allows searching for replacement assets in the DPAS catalog.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Exchange Browse pop-up window

Page Fields

The following fields display on the **Exchange Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Exchange

Replacement Stock Nbr  *

Exchange Reason *

Replacement Inventory *

Stock Nbr

LIN/TAMCN
Color
Item Desc
Size

Replacement Items

ICN
Quantity
Serial Nbr
Cond Cd
Location Id
Container Id


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Select  . The **Exchange Browse** pop-up window appears.

Exchange
✕

i * Replacement Stock Nbr

Select an Item

...



*** Exchange Reason**

Select an Item

▼

+ Add

✕ Cancel

2. Use  or  to assist with the REPLACEMENT STOCK NBR entry. This is a 15 alpha-numeric character field. When the field is entered, additional fields appear.

Stock Number Browse help

Exchange
✕

i * Replacement Stock Nbr

1015000833028

...

*** Replacement Inventory**

⚙ Select Assets

*** Exchange Reason**

Select an Item



▼

Stock Nbr
▲

LIN/TAMCN	Item Desc
	TRAINING EQUIPMENT
Color	Size

+ Add

✕ Cancel

3. Select  . The **Inventory Selection Browse** pop-up window appears. When the field is entered, additional fields appear.
4. Use  to select the Exchange Reason.

Exchange
✕

*** Replacement Stock Nbr**

*** Replacement Inventory**

Select Assets

*** Exchange Reason**

Damaged
✕
▼

Stock Nbr

LIN/TAMCN	Item Desc
Color	Size
TRAINING EQUIPMENT	

Replacement Items

ICN	Quantity	Serial Nbr	Cond Cd	Location Id	Container Id
A00000000000002387894	1	10000000000001	F	KOOLCUBE	

Add
 Cancel

5. Select **Add** . The Exchange cell changes from **Exchange** to **Reason: DM - Damaged** , and the replacement asset is ready to be exchanged. Once the return is completed, the new asset is issued.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.

the Search again.

Related Topics

- [Add an Individual Return](#)

Browse for an External Stock Number

Overview

The External Stock Number Browse pop-up window allows searching for assets outside the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > External STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **External STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.



529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

External STOCK NBR Browse

Select Interface
 Stock Nbr
 Item Desc
 FSC
 NIIN
 Stock Item Type
 USC
 Manufacturer Name
 Manufacturer Part Number
 Model Number
 CAGE Code



Stock NBR Results Grid

Select
USC
Item Desc
Manufacturer Part Number
FSC
NIIN
ARC
Recover Cd
Dmil Cd

Optional

Manufacturer Part Number
Model Number
CAGE Code


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Browse for an External Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.






1. Select . The **External Stock NBR Browse** pop-up window appears.

Search Criteria ^

<div style="margin-bottom: 10px;"> Select Interface AESIP ▼ </div> <div style="margin-bottom: 10px;"> Stock Nbr All </div> <div style="margin-bottom: 10px;"> Item Desc All </div> <div style="margin-bottom: 10px;"> FSC All </div> <div style="margin-bottom: 10px;"> NIIN All </div>	<div style="margin-bottom: 10px;"> Stock Item Type A - NSN ▼ </div> <div style="margin-bottom: 10px;"> USC All ▼ </div> <div style="margin-bottom: 10px;"> Manufacturer Name All </div> <div style="margin-bottom: 10px;"> Manufacturer Part Number All </div> <div style="margin-bottom: 10px;"> Model Number All </div> <div style="margin-bottom: 10px;"> CAGE Code All </div>
--	---

↶ Reset
🔍 Search

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use  to select the Select Interface.
 - Use  to select the Stock Item Type.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Use  to select the USC.
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
 - Enter the FSC in the field provided. *This is a 4 numeric character field.*



- Enter the Manufacturer Part Number in the field provided. *This is a 36 alphanumeric character field.*
- Enter the NIIN in the field provided. *This is a 9 numeric character field.*
- Enter the Model Number in the field provided. *This is a 20 alphanumeric character field.*
- Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*

3. Select  to begin the query. *Results display in the STOCK NBR Grid below.*

Search Results

Grid Options

Stock Number	USC	Item Desc	Manufact...	FSC	NIIN	ARC	Recover ...	Dmil Cd
<input type="checkbox"/> 2010013788884	A - U.S. Army	GEARCASE AND BEARING ASSEMBLY		2010	013788884			B
<input type="checkbox"/> 2010014644304	A - U.S. Army	GEARCASE AND BEARIN		2010	014644304			A
<input type="checkbox"/> 2805009222265	A - U.S. Army	GEARCASE AND BEARIN		2805	009222265			A

Selected 0/3

<

1

>


10

Items per page

1 - 3 of 3 items

Cancel

Select

4. Click ☐ to select the desired STOCK NBR. *The record is highlighted.*
5. Select . *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return



- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location



Browse for an Inventory Control Number (ICN)

Overview

The Inventory Control Number (ICN) Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > ICN Browse pop-up window

Page Fields

The following fields display on the **ICN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

ICN Browse

Scan Barcode
ICN 
Mfr Contract Nbr
Mfr Lot Nbr
Shelf Life Expiration Dt
Mfr CAGE 
Mfr Dt
Serial Nbr 
Stock Nbr

ICN Results Grid

Select
Labels
ICN
Stock Nbr
Item Desc
In Service Dt
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt
Shelf Life Expiration Dt
Serial Nbr


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.


Browse for an Inventory Control Number (ICN)

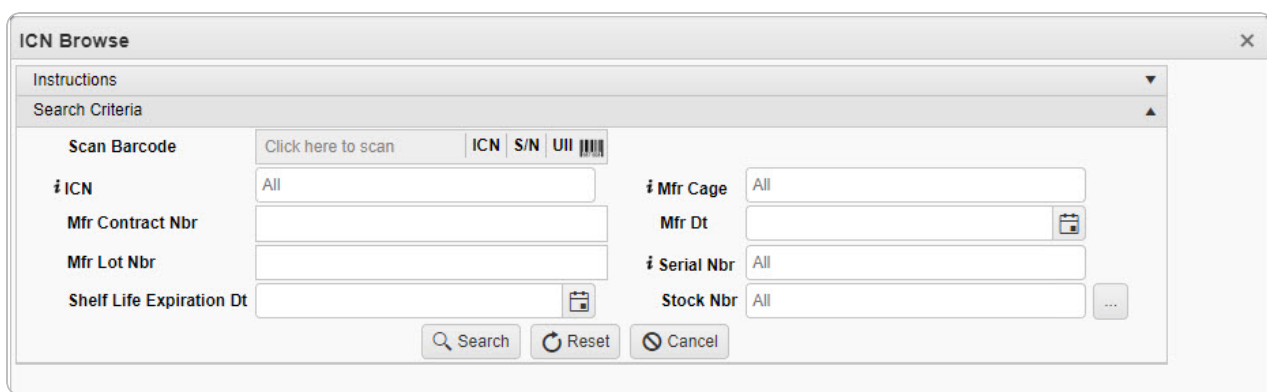
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to



the default "All" setting.

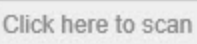







Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **ICN Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.





The ICN Browse window contains the following fields and controls:

- Instructions:** A dropdown menu.
- Search Criteria:**
 - Scan Barcode:** A button labeled "Click here to scan" and three radio buttons for "ICN", "S/N", and "UII".
 - # ICN:** A text input field with a value of "All".
 - Mfr Contract Nbr:** A text input field.
 - Mfr Lot Nbr:** A text input field.
 - Shelf Life Expiration Dt:** A date picker icon.
 - # Mfr Cage:** A text input field with a value of "All".
 - Mfr Dt:** A date picker icon.
 - # Serial Nbr:** A text input field with a value of "All".
 - Stock Nbr:** A text input field with a value of "All" and a "More" button.
- Buttons:** Search, Reset, and Cancel.

- Select    . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- Enter the ICN, using  to assist with the entry. This is a 20 alphanumeric character field.
- Enter the MFR CAGE, using  to assist with the entry. This is a 5 numeric character field.
- Enter the MFR CONTRACT NBR in the field provided. This is a 50 alphanumeric character field.
- Use  to select the MFR DATE, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the MFR LOT NBR in the field provided. This is a 50 alphanumeric character field.
- Enter the SERIAL NBR, using  to assist with the entry. This is a 20 alphanumeric character field.



- Use  to select the Shelf Life Expiration DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

3. Select  to begin the query. *Results display in the ICN Browse Grid below.*

ICN Browse Grid Options										
Select	ICN	Stock Nbr	Item Desc	In Service Dt	Mfr Cage	Mfr Contract Nbr	Mfr Lot Nbr	Mfr Dt	Shelf Life Expiration Dt	Serial Nbr
Select 	A0000000000001075122	01020304	01020304							A0000000000001075122
Select 	A0000000000001076118	01020304	01020304							1234
Select 	A0000000000001076130	01020304	01020304							1235

1 - 3 of 3 items

4. Choose the Select hyperlink next to the desired ICN. *The pop-up window closes and the selected ICN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Allocation Management
- Inventory Update - ICN
- Individual Item Return
- Individual Return



- Inspection
- Inventory Selection
- Inventory Update - Manager
- Physical Inventory
- Receiving
- Individual Reconciliation
- SKO Assemble
- SKO Disassemble
- Unit Issue Activity Inquiry
- Inventory Update - User



Browse for a Real Property Installation

Overview

The Real Property Installation Browse pop-up window allows searching for installations in the specified physical area.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Installation Browse pop-up window

Page Fields

The following fields display on the **Installation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Installation Search Criteria

Country
ZIP Code
State

Installation Browse Results Grid

Select
Instl Nbr
Instl Name
Instl Svc Cd
Instl Close Dt


Procedures


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for an Installation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Installation Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



✕

Instructions ▾

Search Criteria ▲

Country: US - UNITED STATES OF AMERICA ▾ *

Zip Cd:

State: All ▾

🔍 Search
↺ Reset
⌛ Cancel

- Use ▾ to select the Country.
- Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
- Use ▾ to select the State.

3. Select 🔍 Search . Results display in the Installation Grid below.

Installations ⚙️ Grid Options ▾				
Select	Instl Nbr ↑	Instl Name	Instl Svc Cd	Instl Close Dt
Select	66155	DoD USMEPCOM	USACE	
Select	70132	Independent Duty Housing Program	USACE	
Select	82387	Joint Recruiting Program	USACE	
Select	N32414	NAVSUPPACT MECHANICSBURG PA	NAVACT	

⏪ ⏩ 1 ⏪ ⏩
50 items per page
1 - 4 of 4 items

4. Choose the Select hyperlink next to the desired Installation. *The pop-up window closes and the selected Installation appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.

the Search again.

Related Topics

- Facility

Browse for an Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Internal STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **Internal STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.



529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Internal STOCK NBR Browse

Stock Item Type

A - NSN

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

B - Part Nbr

Stock Nbr
LIN/TAMCN
CAGE Cd
Mfr Model Nbr



Item Desc
Reportable Commodity Type
Mfr Name
Mfr Part Nbr

J - MCN

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

I - Intangible

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

L - Local

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

Stock NBR Results Grid

Select
Stock Nbr
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

Established By
Established Date Time
Lst Updtd By
Lst Tran Dt Tm
Program Id
Remarks


Procedures


DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Internal Stock NBR Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
3. Use  to select the Stock Item Type.



A - NSN

Search Criteria

<div style="margin-bottom: 5px;">Stock Item Type A - NSN</div> <div style="margin-bottom: 5px;">Stock Nbr All</div> <div style="margin-bottom: 5px;">LIN/TAMCN All</div>	<div style="margin-bottom: 5px;">Item Desc All</div> <div style="margin-bottom: 5px;">Reportable Commodity Type All</div>
--	---

Reset
Search

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- D. Use ▼ to select the Reportable Commodity Type.

B - Part Nbr

Search Criteria

<div style="margin-bottom: 5px;">Stock Item Type B - Part Nbr</div> <div style="margin-bottom: 5px;">Stock Nbr All</div> <div style="margin-bottom: 5px;">LIN/TAMCN All</div> <div style="margin-bottom: 5px;">CAGE Cd All</div> <div style="margin-bottom: 5px;">Mfr Model Nbr All</div>	<div style="margin-bottom: 5px;">Item Desc All</div> <div style="margin-bottom: 5px;">Reportable Commodity Type All</div> <div style="margin-bottom: 5px;">Mfr Name All</div> <div style="margin-bottom: 5px;">Mfr Part Nbr All</div>
---	---

Reset
Search

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*
- D. Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- F. Use ▼ to select the Reportable Commodity Type.
- G. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*



- H. Enter the MFR PART NBR in the field provided. *This is a 36 alphanumeric character field.*

J - MCN

Search Criteria
⬆

Stock Item Type	<input type="text" value="J - MCN"/>	Item Desc	<input type="text" value="All"/>
Stock Nbr	<input type="text" value="All"/>	Reportable Commodity Type	<input type="text" value="All"/>
LIN/TAMCN	<input type="text" value="All"/>		

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- D. Use to select the Reportable Commodity Type.

I - Intangible

Search Criteria
⬆

Stock Item Type	<input type="text" value="I - Intangible"/>	Item Desc	<input type="text" value="All"/>
Stock Nbr	<input type="text" value="All"/>	Reportable Commodity Type	<input type="text" value="All"/>
LIN/TAMCN	<input type="text" value="All"/>		

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- D. Use to select the Reportable Commodity Type.



L - Local

Search Criteria

Stock Item Type: L - Local

Stock Nbr: All

LIN/TAMCN: All

Item Desc: All

Reportable Commodity Type: All

Reset
Search

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - D. Use ▼ to select the Reportable Commodity Type.
4. Select Search to begin the query. *Results display in the STOCK NBR Grid below.*

Search Results

Stock Nbr	Stock Item Cd	Item Desc	Mgmt Cd	LIN/TAMCN	FISC	CNC	Type Asset Cd	Shelf Life Cd	Security Commodity Type	Reportable Com...	Prev Stock Nbr	IT Device Cd	Accounting Req...	NIN Status Cd
491002228754	A - NDN	BORING MACHINE/ENGINE CYLINDER	A - Serial Number Managed		4910 - Mtl Vncl & Rpr Shop Special Equip	U - Unclassified	M - Military Equipment	0 - Non-deteriorative	OTHER - OTHER	OTHER - OTHER		N/A - Non Applicable	N - Nonrespendable	0
491004739361	A - NDN	BORING MACHINE/ENGINE CYLINDER	A - Serial Number Managed		4910 - Mtl Vncl & Rpr Shop Special Equip	U - Unclassified	M - Military Equipment	0 - Non-deteriorative	OTHER - OTHER	OTHER - OTHER		N/A - Non Applicable	N - Nonrespendable	0

Selected: 0/2
1-2 of 2 items

Cancel
Select

5. Click to select the desired STOCK NBR. *The record is highlighted.*
6. Select Select. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return



- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location



Browse for an Inventory Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Inventory Selection pop-up window

Page Fields

The following fields display on the **Inventory Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.



36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Edit "Selected Qty" to move inventory to Selected Inventory grid.
xxxx	Click "Take Selected" to retrieve all Selected Inventory records.

Search Criteria Grid

Required to Search

Scan Barcode
 Stock Nbr
 ICN
 Serial Nbr
 Location
 Container
 Item Desc

Advanced Search

GFM Contract Nbr
 Owning DoDAAC
 Min Qty Rqd
 Cond Cd
 Location Status
 Freeze Location
 Mfr CAGE
 Mfr Contract Nbr
 Mfr Lot Nbr
 Mfr Dt
 Additional Info

Available Inventory

Total Qty
Stock Nbr Allocation Qty
Inventory Allocation Qty
Available Qty

Inventory Selection

Selected Qty
Qty
Reserved Qty
Available Qty
ICN
Stock Nbr
Item Desc
Serial Nbr
Shelf Life Expiration Dt
Service Life Expiration Dt
Expiration Dt
Mfr Dt
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Part Nbr
Cond Cd
Location Id
Location Status
Freeze Location
Container ID
Owning DoDAAC
Prj Cd
Additional Info

Optional

Contract / Dlvry Ord Nbr
Meter Reading
Utilization Measure Code
Percent Utilization
Additional Info



Selected Inventory

Selected Qty
Qty
ICN
Stock Nbr
Item Desc
Serial Nbr
Shelf Life Remaining
Shelf Life Expiration Dt
Cond Cd
Location Id
Owning DoDAAC
Prj Cd
Container ID
Location Status
Freeze Location
GFM Contract Nbr


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Select Item(s) from Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.




- Select . The **Inventory Selection** pop-up window appears.

Inventory Selection ✕

Instructions ▼

Search Criteria ▲

At least one of the fields in the section below is required to search for assets

Scan Barcode Click here to scan ICN S/N UII LOC 

ICN All ...

Location All ...

Item Desc All

Stock Nbr All ...

Serial Nbr All ...

Container All ...

Additional Search Filter Criteria

GFM Contract Nbr All ▼ ...

Min Qty Rqd 0 ▲▼

Location Status ACTIVE ▼

Mfr Cage All

Mfr Lot Nbr All

Additional Info

Cond Cd All ▼

Freeze Location All ▼

Mfr Contract Nbr All

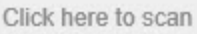



Mfr Dt 📅

🔍 Search
↺ Reset
⛔ Cancel














Available Inventory
Selected Inventory

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
0	0	0	0

✓ Take Selected

- In the Search Criteria box, narrow the results by entering one or more of the following fields:
 - Select  ICN S/N UII . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
 - Use  or  to assist with the STOCK NBR entry. This is a 15 alphanumeric character field.

Stock Number Browse help

- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*
Inventory Control Number Browse help
- Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*
Location Browse help
- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*
Container Identification Browse help
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  or  to select the desired GFM Contract Nbr.
Contract Number Browse help
- Use  to choose the correct MIN QTY RQD.
- Use  to select the Cond Cd.
- Enter the MFR CAGE in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use  to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Additional INFO in the field provided. *This is a 250 alphanumeric character field.*

3. Select . *The results display in the Inventory Selection grid.*

Available InventorySelected Inventory

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318

Inventory Selection

Grid Options

<input type="checkbox"/> All	Selected Qty	Qty	Reserved Qty	Available Qty	ICN	Stock Nbr	Item Desc	Serial Nbr	Shelf Life Expiration Dt	Service Life Expiration Date
<input checked="" type="checkbox"/>	0	266	0	266	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	46	0	46	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	2	0	2	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	2	0	2	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	1	0	1	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	1	0	1	B0000000000007005621	8465016007887	HYDRATION POUCH			


Total: 318

50 items per page

1 - 6 of 6 items

Take Selected

Review the Available Inventory

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.




- The **Total QTY** automatically populates and is not editable.
- The **STOCK NBR Allocation QTY** automatically populates and is not editable.
- The **Inventory Allocation QTY** automatically populates and is not editable.
- The **Available QTY** automatically populates and is not editable.

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318


Helpful Tip

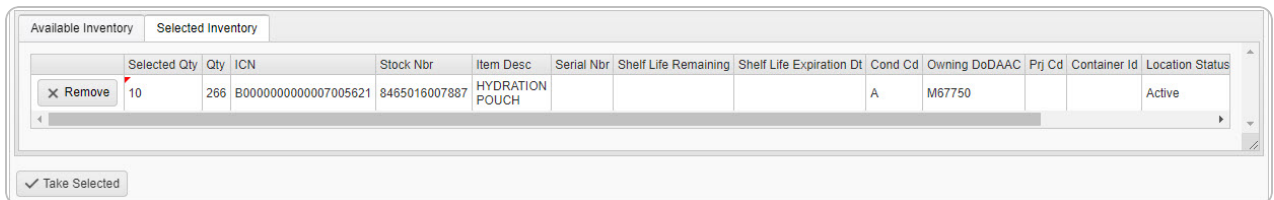


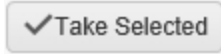
The above numbers show how much inventory is in the warehouse. Use these numbers to determine how much to take from each specified Location in the Inventory Selection grid.

- Choose which row to select for the amount of inventory required.
- Select . The **Selected QTY** cell changes from the  to the .



7. Use  to choose the correct Selected QTY. Repeat until the amount required is completed.
8. Select the Selected Inventory tab.



9. Review the amounts in the Selected QTY column.
10. Select . The **Inventory Selection** pop-up window closes, and the chosen amounts of inventory appear in the screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
1116 — Scanned or entered numbers could not be validated.	Invalid Entry. The scanned barcode has an unknown prefix. Scan a corrected barcode.
xxxx - You cannot pick more than the required amount.	Invalid Entry. The amount of items required for the pick must be less than the amount of items



	requested for the pick. Re-enter the amount to be picked.
xxxx - You require <x> but you have only picked <y>. Are you sure you want to continue?	Invalid Entry. The amount of items that was picked is less than the amount that is required. Re-enter the amount of items to pick.
xxxx - All selected assets must be associated to the same Contract / Delivery Order Number.	Invalid Entry. The items chosen are from different Contract Numbers / Delivery Order Numbers. Re-enter the items so they are from the same Contract or Delivery Order number.

Related Topics

- Contract Number Browse
- Exchange Browse
- ICN Browse
- Inspection
- Materiel Movement Pick
- QC / QA / Inspection
- Assemble an SKO
- Individual Issue
- Individual Return
- Maintenance Issue
- Materiel Release Order (MRO)
- Pick Plan
- Unit Issue
- Warehouse Transfer

Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse pop-up window allows searching for LIN/TAMCNs in the FEDLOG catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > LIN/TAMCN Browse pop-up window

Page Fields



The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

LIN/TAMCN Search Criteria

LIN/TAMCN 
LIN/TAMCN Desc 
Size Category

LIN/TAMCN Browse Results Grid

Select
LIN/TAMCN
LIN/TAMCN Desc
Size Category

Optional

Catalog Name Cd


Procedures


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a LIN/TAMCN

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **LIN/TAMCN Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



LIN/TAMCN Browse

Instructions

Search Criteria

i LIN/TAMCN All




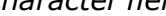
i LIN/TAMCN Desc All

Size Category All

Search

Reset

Cancel

- Enter the LIN/TAMCN, using  to assist with the entry. *This is a 10 alphanumeric character field.*
 - Use  to select the Size Category.
 - Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 1,024 alphanumeric character field.*
3. Select  to begin the query. *Results display in the LIN/TAMCN Grid below.*

LIN/TAMCN ⚙️ Grid Options ▾			
Select	LIN/TAMCN ↑ ▾	LIN/TAMCN Desc ▾	Size Category ▾
Select	A00037G	ALARM SET,ANTI-INTR	BOOTS, CW
Select	A00102G	TACTICAL EXPLOITATI	BOOTS, CW
Select	D00137K	TRUCK,TRACTOR,ARMOR	BOOTS, CW
Select	V41602F	BOOTS,EXTREME COLD	BOOTS, CW
<div> ⏪ ⏴ 1 ⏵ ⏩ ⏪ ⏴ 50 ▾ items per page 1 - 4 of 4 items </div>			

4. Choose the Select hyperlink next to the desired LIN/TAMCN. *The pop-up window closes and the selected LIN/TAMCN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Physical Inventory

Warehouse

- Shelf Life Extension
- SKO Catalog
- Stock Item
- Substitute Stock Number
- Master Issue List
- Authorization
- LIN/TAMCN Inventory Inquiry
- Stock Nbr Inventory Inquiry
- Disposition
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Physical Inventory
- Location Condition Code Default



Browse for a Location

Overview

The Location Browse pop-up window allows searching for Locations in the specified Warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Location Browse pop-up window

Page Fields



The following fields display on the **Location Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Location Search Criteria

Facility Nbr 
Location Id 
Location Type
Dehumidified
Outdoor
Freeze Location
Location Desc 
Location Status
Temperature Controlled
Hazardous

Location Browse Results Grid

Select
Location Id
Location Desc
Location Type Cd
Freeze Location
Location Status
Facility Nbr
Parent Location Id
Floor
Bay
Aisle
Row
Rack
Inspection Schedule

Optional

Hazardous
Dehumidified
Temperature Controlled
Outdoor
GPS Longitude
GPS Latitude
RFID Coordinates
Weight Capacity



Cube Capacity
Height
Length
Width


Procedures

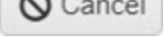
DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Location Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Location Browse ✕

Instructions ▼

Search Criteria ▲

Facility Nbr ▼

Location Id ▼

Location Type ▼

Dehumidified ▼

Outdoor ▼




Freeze Location ▼

Location Desc ▼




Location Status ▼

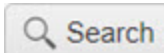
Temperature Controlled ▼

Hazardous ▼

Issue ✕
 Search
 Reset
 Cancel



- Use to select the Facility Nbr, or use  to assist with the entry.
- Enter the Location ID, using  to assist with the entry. *This is a 15 alphanumeric character field.*
- Enter the Location Type by selecting the field and choosing at least one type.
- Use to select if the location is Dehumidified.
- Use to select if the location is Outdoor.
- Use to select if this is a Freeze Location.
- Enter the Location DESC, using  to assist with the entry. *This is a 250 alphanumeric character field.*
- Use to select the Location Status.
- Use to select if the location is Temperature Controlled.
- Use to select if the location is Hazardous.

3. Select  to begin the query. *Results display in the Location Grid below.*

Location Browse Grid Options											
Select	Location Id	Location Desc	Location Type Cd	Freeze Location	Location Status	Facility Nbr	Parent Location Id	Floor	Bay	Aisle	Row
Select	HALLJ	COMPUTER ACCESSORIES	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	80004					
Select	ROSIE2	ROSIE2	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001					
Select	SHAWNEE 849	SHAWNEE 849	2 - Issue, 3 - Stock, 7 - Sort, 8 - Intransit	No	ACTIVE	MECH001		1	5	10	1
Select	STACEY'S SPOT 123	SECURE MOBILE DEVICES	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit, 11 - Return, 12 - Dispose	No	ACTIVE	MECH001		1	4	3	2
Select	TED LASSO	POSITIVITY	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001		1	1	1	1
Select	THE GOOD PLACE	TED DANKON	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001					

4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Return
- Individual Item Return
- Individual Reconciliation
- Inventory Update - Manager
- Inventory Update - User
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- QA / QC / Inspection
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Request
- Unit Issue Return
- Warehouse Transfer
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location



Browse for a Master Issue List

Overview

The Master Issue List Browse pop-up window allows searching for Master Issue Lists in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Master Issue List Browse pop-up window

Page Fields

The following fields display on the **Master Issue List Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.



xxxx	Click "Select" to move a Master Issue List to the Selected list.
36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Click "Take Selected" to retrieve all Selected records and exit the browse.

Master Issue List Search Criteria

Desc
i

Issue Type
i

Available Master Issue List Results Grid

Select

Desc

Issue Type

Optional

Remarks

Established By

Established Dt/Tm

Last Updated By

Last Transaction Dt/Tm

Available Master Issue List Details Grid

LIN/TAMCN

Stock Nbr

Item Desc

Kit?

Qty

Occupation

Size Category
Size
Color

Optional

Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm


Procedures

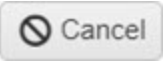
DPAS Navigation Helpful Tips




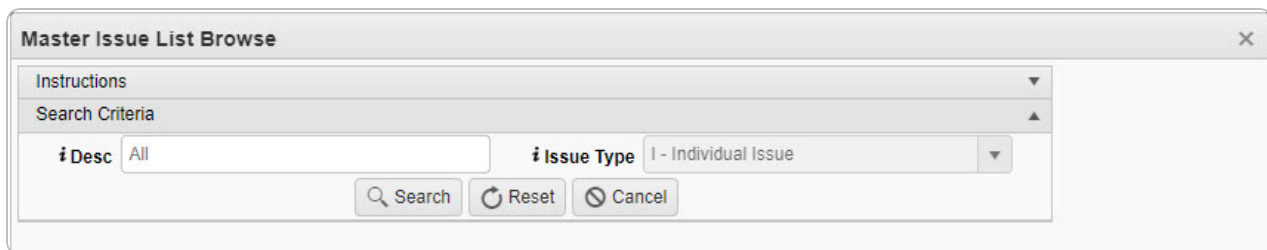
Click the following link to display Warehouse Navigation Tips.


Browse for a Master Issue List

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

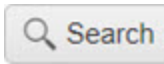
1. Select . The **Master Issue List Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the DESC, using  to assist with the entry. *This is a 250 alphanumeric character field.*



- Use  to select the Issue Type, or use  to assist with the entry.

3. Select  to begin the query. *Results display in the Available MILs Grid of the Available Tab.*

Available
Selected
✕

Available MILs

		Desc	Issue Type
▶	✓ Select	Going on a trip	I - Individual Issue
▶	✓ Select	Going somewhere	I - Individual Issue

Grid Options ▼

◀
1
▶


◀◀
▶▶

◀◀◀
▶▶▶

items per page

1 - 2 of 2 items

✓ Take Selected

Choose  next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4.

OR

Select . *The assets within the MIL appear in the Details grid, and are not editable.*



Available

Selected

Available MILs

Grid Options

	Desc	Issue Type
<div> Select </div>	Going on a trip	I - Individual Issue

Grid Options

LIN/TAMCN	Stock Nbr	Item Desc	Kit?	Qty	Occupation	Size Category	Size	Color
	8410012231488	COAT,WOMAN S	No	1	Officer		MEDIUM	
	1005005140216	LEVER,LOCK-RELEASE	No	2				
C03402F		SOCKS	No	5				

50 items per page


1 - 3 of 3 items

<div> Select </div>	Going somewhere	I - Individual Issue

50 items per page

1 - 2 of 2 items

Take Selected

5. Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*
6. Select . *The pop-up window closes and the selected MIL appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Issue
- Armory Return
- Individual Issue
- Individual Return
- Unit Issue Request



Browse for a Member Profile

Overview

The Member Profile Browse pop-up window allows searching for members associated with the current Logistics Program.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Browse Member Profile pop-up window

Page Fields

The following fields display on the **Browse Member Profile** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions


The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Member Search Criteria

EDI PI

First Name 

Last Name 

Show Active

Member Profile Results Grid

Select

Last Name

First Name

Middle Initial

EDI PI

Valid EDI PI

Grade

Member Category Cd

Assigned UIC

Temporary Assigned UIC

Optional

Fit Preference

Phone Nbr

DSN Nbr

Mobile Phone Nbr

Email Address

Assigned UIC

Temporary Assigned UIC

Expiration of Service

Remarks

Logistics Program

Interface System Cd

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Member


Procedures


DPAS Navigation Helpful Tips




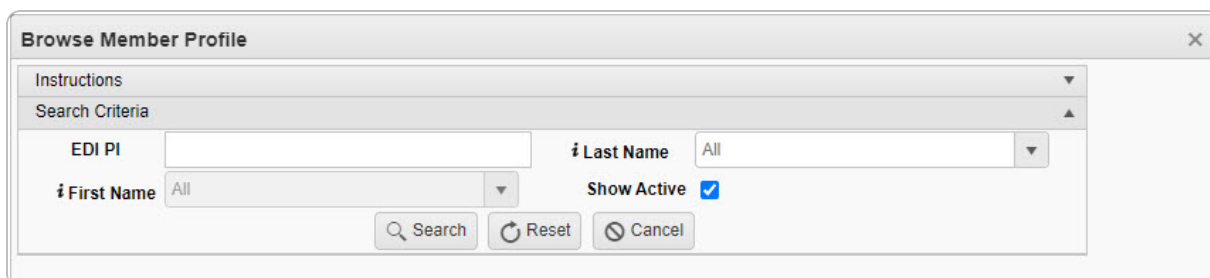
Click the following link to display Warehouse Navigation Tips.






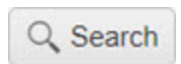
Browse for a Member Profile

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Browse Member Profile** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the EDI PI in the field provided. *This is a 10 numeric character field.*
 - Use  to select the First Name, or use  to assist with the entry.
 - Use  to select the Last Name, or use  to assist with the entry.
 - Click  to select the Show Active. *This ensures that only active members are displayed.*
3. Select . Results display in the Member Profile Grid below.



Member Profile									
Select	Last Name	First Name	Middle Initial	EDIPI	Valid EDIPI	Grade	Member Category Cd	Assigned UIC	Temporary Assigned UIC
Select	BAGGINS	BILBO		ID87655002	No	CIV	USN	000001	
Select	BAGGINS	BILBO		ID87655003	No	CIV	USN	000001	
Select	BAGGINS	FRODO		ID87654774	No	E3	Civilian	000001	

- Choose the Select hyperlink next to the desired Member. *The pop-up window closes and the selected Member Profile appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Issue
- Individual Return
- Individual Reconciliation
- Inspection
- Location
- SKO Assemble
- Unit Issue Request
- Unit Issue Return



Browse for a Remote Storage Activity (RSA)

Overview

The Remote Storage Activity (RSA) Browse pop-up window allows searching for RSAs within the DoDAAC.

Navigation

DPAS Materiel Management Module > *VARIOUS PROCEDURAL STEPS* >  > RSA Browse pop-up window

Page Fields

The following fields display on the **RSA Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

RSA Browse Results Grid

Select
CICP/RSA Name
DoDAAC
RIC



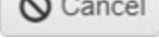
Procedures


DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Browse for an RSA

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **RSA Browse** pop-up window appears, with the list of CICP / RSA names and the encompassing DoDAAC.

RSA Browse
✕

RSA
⚙️ Grid Options▼

	CICP/RSA Name	DoDAAC	RIC
<input type="checkbox"/>	CENTER COMMS	CMMCEN	
<input type="checkbox"/>	MCT-1 COMMS	CMMCT1	
<input type="checkbox"/>	MCT-2 COMMS	CMMCT2	
<input type="checkbox"/>	NSWG-1 COMMS	CMMG01	
<input type="checkbox"/>	NSWG-2 COMMS	CMMG02	
<input type="checkbox"/>	NSWG-3 COMMS	CMMG03	
<input type="checkbox"/>	NSWG-4 COMMS	CMMG04	
<input type="checkbox"/>	NSWG-10 COMMS	CMMG10	
<input type="checkbox"/>	NSWG-11 COMMS	CMMG11	
<input type="checkbox"/>	WARCOM COMMS	CMMWCM	

⏪
⏴
1
⏵
⏩

10 items per page


1 - 10 of 12 items

✓ Take Selected
✕ Cancel

- Click ☐ to select the desired RSA. The record is highlighted.



- Select



. The pop-up window closes and the selected CICP / RSA appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Physical Inventory
- Intransit Viewer



Browse for a Real Property Site

Overview

The Real Property Site Browse pop-up window allows searching for Sites in the specified Installation.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Site Browse pop-up window

Page Fields

The following fields display on the **Site Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Site Search Criteria

Installation Nbr
Site Name

Site Browse Results Grid

Select
Site Name
RPSUID


Procedures

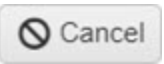
DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Site

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Site Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Site Browse
✕

Instructions

Search Criteria

Installation Nbr:

Site Name:




- The Installation NBR automatically populates and is not editable.
- Enter the Site Name in the field provided. *This is a 20 alphanumeric character field.*

3. Select  to begin the query. *Results display in the Site Grid below.*

Sites
⚙ Grid Options ▼

Select	Site Name ↑	RPSUID
Select	NAVOPSPCEN BALTIMORE MD	617
Select	NAVOPSPCEN BUFFALO NY	1309



50 items per page

1 - 2 of 2 items

4. Choose the Select hyperlink next to the desired Real Property Site. *The pop-up window closes and the selected Site appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility

Browse for an SKO Inventory

Overview

The Sets Kits Outfits (SKO) Inventory Management Browse pop-up window allows verification of the components of a serialized kit.

Navigation


DPAS WAREHOUSE MGMT Module > *VARIOUS PROCEDURAL STEPS* >  >
SKO Inventory Management pop-up window

Page Fields




The following fields display on the **SKO Inventory Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select a Stock Nbr to update the associated component.
xxxx	Disabled header Stock Nbrs are also components within the kit and may be edited at the detail level.
xxxx	Components with  are items that are valid.



xxxx	Components with  are items that are incomplete or unverified.
xxxx	Components with  contain changes that have not been applied.
xxxx	Components with  are valid, incomplete, unverified or contain changes that have not been applied.
xxxx	Select the "Update" button to apply changes to the selected component.
xxxx	Select the "Reset" button to revert changes to the selected component.
xxxx	Select the "Finish" button to accepted all changes to the SKO inventory items and close the popup.
xxxx	Select the "Cancel" button to discard all changes made and close the popup.

SKO Inventory Management

[View Attachments](#)

All Components Grid

Select

LIN/TAMCN

Stock Nbr

Item Desc

Part Nbr
ICN
Serial Nbr
Cond Cd
Qty Issued
Qty Returning
Replaced Qty
Qty Not Ret.
Not Ret. Reason Cd
Verified

Optional

LIN/TAMCN Desc
Parent Stock Nbr
Parent ICN
Serialized
Required
Owning DoDAAC
Project Cd
Location
Container
Catalog Qty
Manufacturer Dt
Manufacturer Lot
Manufacturer Contract
Shelf Life Expiration Dt
Secondary Serial Nbr

Component Details Panel

Catalog Panel

Stock Nbr
Item Desc
Serialized
Required for Complete Kit

Inventory Panel

ICN *



ICN Details Panel

Serial Nbrs
Asset ID

Cond Cd *

Return Details Panel

Qty Issued
Qty Returning
Qty Not Returning
Not Ret. Reason Cd

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Verify the SKO



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



- Select  . The **SKO Inventory Management** pop-up window appears.

View Attachment(s)


?

All Components


Grid Options

✓ Verify


✗ Unverify


 Catalog

Click here to scan

ICN 

		LIN/TAMCN	Stock Nbr ↑	Item Desc	Part Nbr	ICN ↑	Serial Nbr	Cond Cd	Qty Issued	Qty R
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	V00232B	8340016208552	TENT, ARTIC, 15 MAN		B0000000000007004961		D	20	20
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016276265	FRAME, TENT					1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016276269	FLY, TENT					1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016276270	FLY, TENT					1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016276272	TENT LINER					1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016278209	REPAIR KIT, TENTAGE					1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016278409	TENT LINER					1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016278419	BAG, TENT FRAME PART					1	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016278959	TENT SECTION					1	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8340016279094	GROUND ANCHOR KIT					0	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>		5120015538742	MALLET, WOOD					0	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8105015320444	STAKE BAG ESS 305					0	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340015333992	STAKE, HOLD-DOWN TEN					0	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340015639937	12 INCH ALUMINIUM STAKE					0	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>		8340016340386	FRAME SECTION, TENT					1	1





- Select the View Attachments hyperlink to view any information relevant to this SKO.
- Click ☐ to select the desired entry. The SKO record is highlighted, and the Component Details panel appears beneath the All Components grid.
- Verify the Catalog panel.

Component Details

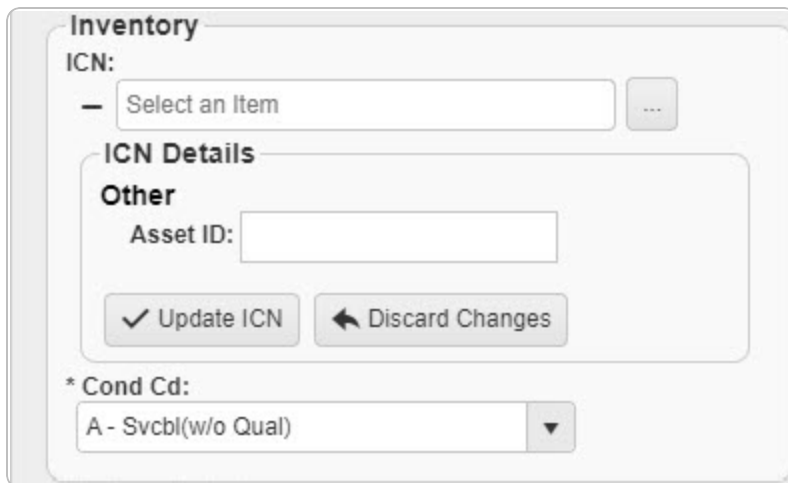
Catalog
Stock Nbr:
8340016276269
Item Desc:
FLY, TENT
Serialized:
No
Required for Complete Kit:
Yes

ODASD (Logistics)
under A&S Sustainment



— 2300 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727

- A. *Verify the STOCK NBR.*
 - B. *Verify the ITEM DESC.*
 - C. *Verify the Serialized field.*
 - D. *Verify the Required for Complete Kit field.*
5. *Verify the Inventory panel.*



The screenshot shows the 'Inventory' panel. It contains an 'ICN:' label followed by a dropdown menu with 'Select an Item' and a browse button (three dots). Below this is the 'ICN Details' section, which includes an 'Other' subsection with an 'Asset ID:' label and a text input field. At the bottom of the 'ICN Details' section are two buttons: 'Update ICN' (with a checkmark icon) and 'Discard Changes' (with a left arrow icon). Below the 'ICN Details' section is a '* Cond Cd:' label followed by a dropdown menu showing 'A - Svcbl(w/o Qual)'.

- A. Update the ICN, using  to browse for the revised number. *This is a 20 alpha-numeric character field.*
Inventory Control Number Browse help
 - B. *Verify the Other details, like the ASSET ID.*
 - C. Update the Cond Cd, using  to select the desired code.
6. *Verify the Return Details panel.*














Return Details

Qty Issued:
1

Qty Returning: Qty Not Returning:

Not Ret Reason Cd	Qty Not Returning
RL - Return Later	0 <input style="width: 50px;" type="text"/>
CA - Command Authorized Loss	0 <input style="width: 50px;" type="text"/>
HA - HAZMAT/BIOMAT Damage	0 <input style="width: 50px;" type="text"/>
KI - KIA/MIA/WIA LOSS	0 <input style="width: 50px;" type="text"/>
LT - Left in Theatre	0 <input style="width: 50px;" type="text"/>
MD - Missing/Damaged Gear Statement	0 <input style="width: 50px;" type="text"/>
RD - Returned Different Size/Serial Nbr	0 <input style="width: 50px;" type="text"/>
N6 - MDGS NAVMAC 6	0 <input style="width: 50px;" type="text"/>
CN - Consumed	0 <input style="width: 50px;" type="text"/>
RE - Returned Outside DPAS	0 <input style="width: 50px;" type="text"/>
GA - FLIPL DD-FORM 200/Govt Authorized	0 <input style="width: 50px;" type="text"/>
GR - FLIPL DD-FORM 200/Govt Reimbursed	0 <input style="width: 50px;" type="text"/>
PD - Paid	0 <input style="width: 50px;" type="text"/>


- A. *Verify the QTY ISSUED.*
- B. Update the QTY RETURNING, using to choose the revised quantity.
- C. *Verify the QTY Not Returning.*
For each asset not being returned, specify the QTY Not Returning for each NOT RET REASON CD .
 - a. Update the QTY RETURNING for RL — Return Later, using to choose the revised quantity.
 - b. Update the QTY RETURNING for CA — Command Authorized Loss, using to choose the revised quantity.

- c. Update the QTY RETURNING for HA — HAZMAT/BIOMAT Damage, using  to choose the revised quantity.
 - d. Update the QTY RETURNING for KI — KIA/MIA/WIA LOSS, using  to choose the revised quantity.
 - e. Update the QTY RETURNING for LT — Left in Theatre, using  to choose the revised quantity.
 - f. Update the QTY RETURNING for MD — Missing/Damaged Gear Statement, using  to choose the revised quantity.
 - g. Update the QTY RETURNING for RD — Returned Different Size/SERIAL NBR, using  to choose the revised quantity.
 - h. Update the QTY RETURNING for N6 — MDGS NAVMAC 6, using  to choose the revised quantity.
 - i. Update the QTY RETURNING for CN — Consumed, using  to choose the revised quantity.
 - j. Update the QTY RETURNING for RE — Returned Outside DPAS, using  to choose the revised quantity.
 - k. Update the QTY RETURNING for GA — FLIPL DD-FORM 200 /Govt Authorized, using  to choose the revised quantity.
 - l. Update the QTY RETURNING for GR — FLIPL DD-FORM 200 /Govt Reimbursed, using  to choose the revised quantity.
7. *Verify all of the information in the Individual Return Grid.*
 8. *Verify the Individual Return records.*
 9. Select . The **SKO Inventory Management** pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
xxxx — COND CD <COND CD> is invalid. (Item: ITEM DESC)	Invalid Entry. The STOCK NBR listed does not use the entered COND CD. Use  to choose the appropriate COND CD, and click Verify.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.

Related Topics

- Assemble an SKO
- Update an SKO (Bulk)
- Disassemble an SKO Overview
- QA / QC / Inspection
- Update an SKO (Serial)
- Update an Individual Reconciliation — Return Details
- Individual Return

Browse for a Stock Number — Warehouse

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.



Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Stock NBR Browse

LIN/TAMCN 
Item Desc 
Color
Stock Nbr
Size
Reportable Commodity Type

Stock NBR Results Grid

Select
LIN/TAMCN
Stock Nbr
Item Desc
Size
Color
Reportable Commodity Type

Optional

Security Commodity Type
LIN/TAMCN Desc
Mgmt Cd


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **STOCK NBR Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Stock Nbr Browse
✕

Instructions

Search Criteria

LIN/TAMCN

Item Desc

Color

Stock Nbr

Size




Reportable Commodity Type


All

Search

Reset

Cancel

- Enter the LIN/TAMCN, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Size in the field provided. *This is a 50 alphanumeric character field.*
- Use  to select the Reportable Commodity Type.

3. Select  to begin the query. *Results display in the STOCK NBR Grid below.*

Stock Nbr
 Grid Options ▼

Select	LIN/TAMCN	Stock Nbr	Item Desc	Size	Color	Reportable Commodity Type
Select		000V81000000900	CPU REBUILD-686/200 EXO EVEREX			SUPPLIES
Select		000V81000000988	CPU REBUILD-686/200 EXO EVEREX			SUPPLIES
Select		000V81000000999	CPU REBUILD-686/200 EXO EVEREX			SUPPLIES


50

 items per page

1 - 3 of 3 items

Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*


4. **OR**



ODASD (Logistics)
under A&S Sustainment

— 2307 —
— 03 Sep 2024 —

DPAS Helpdesk
1-844-843-3727



Choose the Stock Nbr hyperlink. The **Substitute Stock Number Browse** pop-up window displays.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>

Related Topics

MM/ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number

- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location




Browse for a Substitute Stock Number

Overview

The Substitute Stock Number Browse pop-up window allows searching for replacement assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse > STOCK NBR hyperlink > Browse Substitute Stock Numbers pop-up window

Page Fields

The following fields display on the **Browse Substitute Stock Numbers** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
433	Click "Select" button to choose a record.

Substitute STOCK NBR Results Grid

- Select
- Compatibility %
- Substitute Stock Nbr
- Substitute Item Desc
- Stock Item (Y/N)
- Substitute Color
- Substitute Size

Substitute Stocking UI
Substitute Price

Optional

Substitute LIN/TAMCN
Substitute Length (In)
Substitute Width (In)
Substitute Height (In)
Substitute Weight (Lbs)
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Browse for a Substitute Stock Number



Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Browse Substitute Stock NBR** pop-up window appears, with the list of replacement stock numbers available.

Browse Substitute Stock Numbers

Instructions

Substitute Stock Nbr

Grid Options

Select	Compatibility %	Substitute Stock Nbr	Substitute Item Desc	Stock Item (Y/N)	Substitute Color	Substitute Size	Substitute Stocking UI	Substitute Price
Select	100	113811381138C	LIGHT SABER - PURPLE	Yes			EA	\$1,000.00
Select	100	113811381138B	LIGHT SABER - GREEN	Yes			EA	\$1,000.00

1

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items per page

1 - 2 of 2 items

2. Choose the Select hyperlink next to the desired Substitute STOCK NBR. *The pop-up window closes and the selected Substitute STOCK NBR appears in the previous screen.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number Browse
- Stock Number
- Add a Substitute Stock Number



Browse for a Unit Identification Code (UIC)

Overview

The Unit Identification Code (UIC) Browse pop-up window allows searching for units that contain members.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



UIC Browse

UIC

UIC Results Grid

Select
UIC
UIC Name
Parent UIC
Logistics Program Name
Warehouse Name
Status


Procedures


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Unit Identification Code (UIC)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **UIC Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



×

Browse

Instructions ▼

Search Criteria ▲

UIC

🔍 Search
↺ Reset
⌛ Cancel

- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
3. Select 🔍 Search . *Results display in the Browse UIC Grid below.*

Browse UIC
⚙️ Grid Options ▼

Select	UIC	UIC Name	Parent UIC	Logistics Program Name	Warehouse Name	Status
Select	CLE001	ASGARD		CO-LEARN	COLUMBUS	ACTIVE
Select	CLE003	TEAM CAP	CLE001	CO-LEARN	COLUMBUS	ACTIVE
Select	CLE004	TEAM IRON	CLE001	CO-LEARN	COLUMBUS	ACTIVE

⏪
⏴
1
⏵
⏩

50

items per page

1 - 3 of 3 items

4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Inspection
- Individual Issue



Browse for a User

Overview

The User Browse pop-up window allows searching for a USER ID within the module.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > User Browse pop-up window

Page Fields

The following fields display on the **User Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

User Browse Grid

User Id
First Name
Last Name
Phone Nbr
Email Address

Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.



Browse for a User

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Select . The **User Browse** pop-up window appears.

User Browse

User Browse

Grid Options

	User ID	First Name	Last Name	Phone Number	Email Address
<input type="checkbox"/>	PAKETERSON	PRISTINA	KETERSON		NOREPLY@LEIDOS.COM
<input type="checkbox"/>	MILLERA8	ANDREW	MILLER		noreply@leidos.com
<input type="checkbox"/>	CROUSEL	LISA	CROUSE		
<input type="checkbox"/>	GRETZK3	KEVIN	GRETZ		
<input type="checkbox"/>	BPGROCE	PIDGE	GROCE		

1



50

items per page

1 - 37 of 37 items

Take Selected

Cancel

- Click  to select the User. The User record is highlighted.
- Click . The **User Browse** pop-up window closes and the selected name appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Item Manager Overview](#)



Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.



Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.



Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

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Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.

Such communications and work product are private and confidential.

See User Agreement for details.



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For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations. All links are provided consistent with the Mission of the Defense Property Accountability System (DPAS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.





Contact Us

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