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
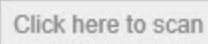
Procedures

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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.*

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.

ICN Browse	✕
Instructions	▼
Search Criteria	▲

Scan Barcode	Click here to scan	ICN S/N UII ‖‖‖		
i ICN	All	i Mfr Cage	All	
Mfr Contract Nbr		Mfr Dt		🗓
Mfr Lot Nbr		i Serial Nbr	All	
Shelf Life Expiration Dt		🗓 Stock Nbr	All	[...]

🔍 Search   ↻ Reset   ⊘ Cancel

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- 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 ICN, using i to assist with the entry. *This is a 20 alphanumeric character field.*

- Enter the MFR CAGE, using i 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 i 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.*

3. Select [Q Search] 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	||| Labels	A000000000001075122	01020304	01020304						A000000000001075122
Select	||| Labels	A000000000001076118	01020304	01020304						1234
Select	||| Labels	A000000000001076130	01020304	01020304						1235

|◄ ◄ 1 ► ►| |◄ ◄ ► ►| 50 ▾ items per page   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.*