



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

Procedures


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 <input style="width: 90%;" type="text"/>	Member <input style="width: 90%;" type="text"/>
UIC <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text" value="0 - Open"/>

- Select . The results display in the Search Results grid.



Search Results

Options | + Add | Edit | Cancel | Print DW20 | Attachments

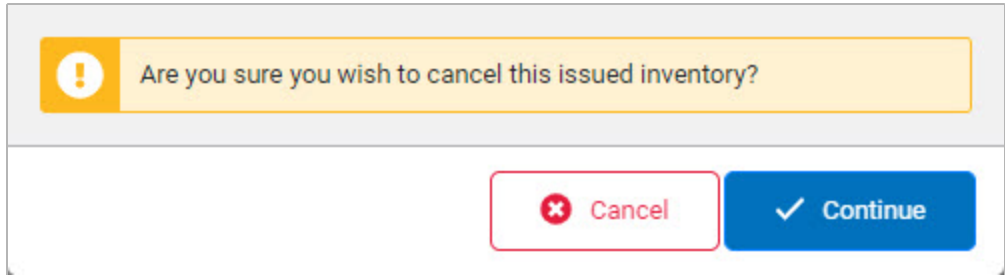
Issued Inventory Nbr	Attachments	Member	UIC	Created Dt/Tm	Status
46082OSS033120220001	--	--	11THBS - 11TH BOMB SQ	03/31/2022 10:24 AM	C - Completed
46082OSS042022020004	--	--	11THBS - 11TH BOMB SQ	04/20/2022 10:38 AM	C - Completed
46082OSS062120220001	--	--	11THBS - 11TH BOMB SQ	06/21/2022 10:43 AM	C - Completed
46082OSS082920220001	--	--	11THBS - 11TH BOMB SQ	08/29/2022 03:08 PM	O - Open


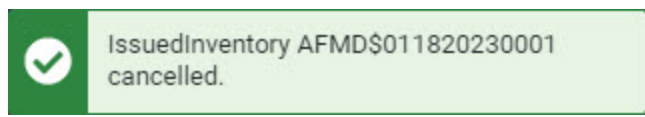
10 items per page | 1 - 4 of 4 items

Cancel a Issued Inventory



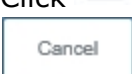

1. Click  to select the entry. *The Issued Inventory row is highlighted, and , , , and  become available.*


2. Select . *The Cancel Issued Inventory pop-up window appears.*



3. Select . *The  appears.*

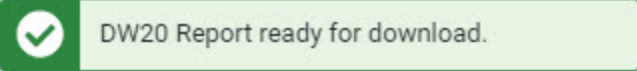
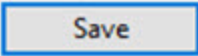
Print a DWForm20

1. Click  to select the entry. *The Issued Inventory row is highlighted, and , , , and  become available.*

2. Select . *The available forms for printing appear.*



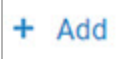
Help Reference Guide

- 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 Issued Inventory Header

Navigation

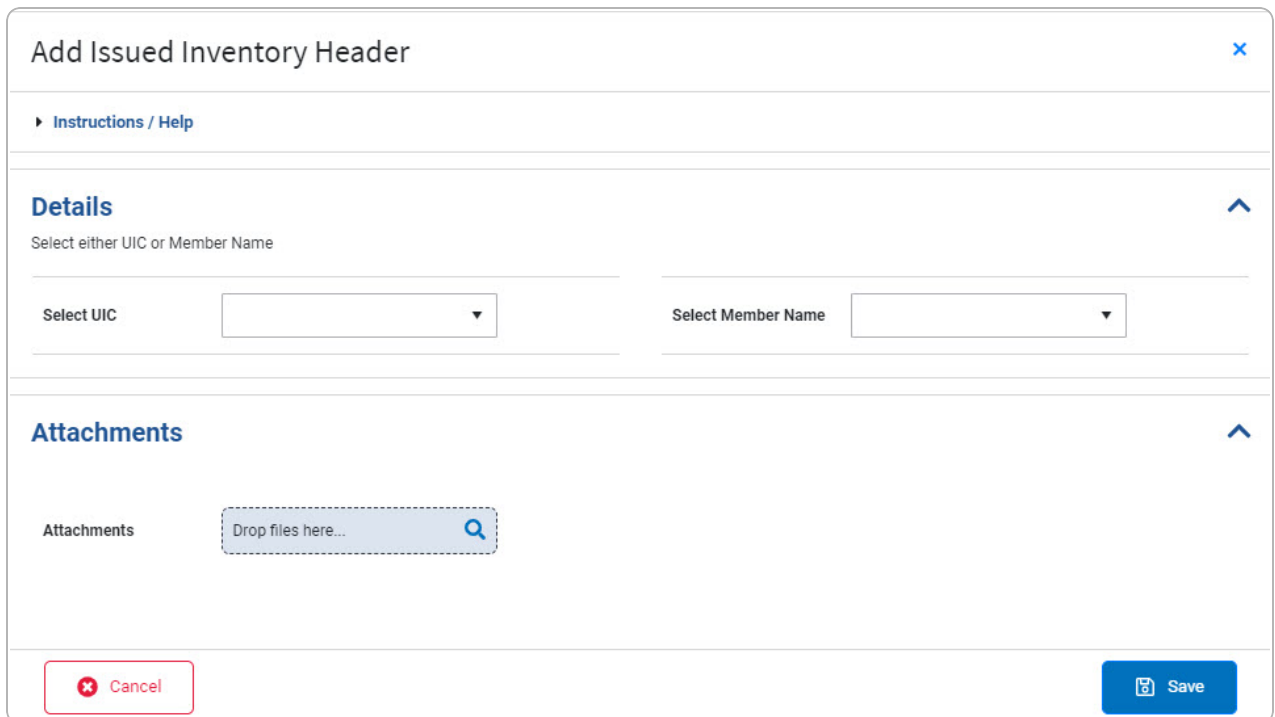
MATERIEL MGMT > Inventory > Issued >  > Add Issued Inventory Header slide-out window

Procedures

Add an Issued Inventory Header

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



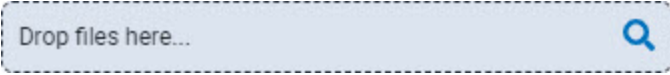

1. Select . The **Add Issued Inventory Header** slide-out window appears.



2. Complete the Details grid.



Help Reference Guide

- 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.






Update the Issued Inventory Details

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > Issued Inventory Details > ICN hyperlink > Update Issued Inventory Details slide-out window.

Procedures

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

<p>* DOLI Date <input style="width: 80%;" type="text" value="1/18/2023 1:39 PM"/> </p>	<p>Conducted By <input style="width: 80%;" type="text"/></p>
<p>* Counted Qty <input style="width: 80%;" type="text" value="1"/></p>	<p>Reason Code <input style="width: 80%;" type="text" value="0 - Other"/></p>
<p>Remarks <input style="width: 90%;" type="text" value="BPG Test"/></p>	


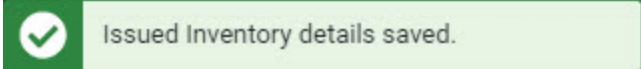
 Cancel
Apply Changes

- A. Use  to select the DOLI Date, or enter the date (MM/DD/YYYY) in the field provided.
- B. Enter the Counted QTY in the field provided. *This is a 6 numeric character field.*





Help Reference Guide

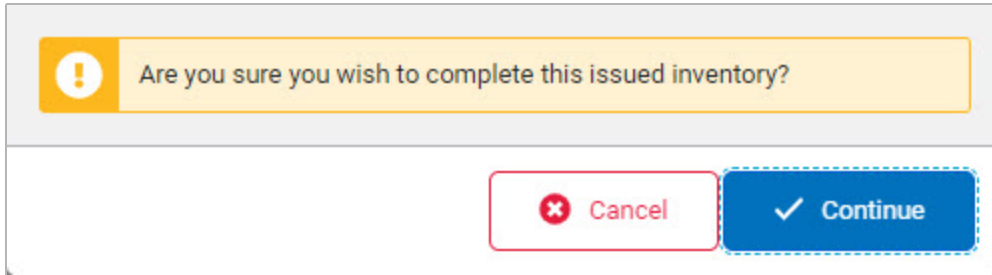
2. Select . The  appears, and the revised information appears in the **Issued Inventory** grid.







Help Reference Guide

5. Select . The

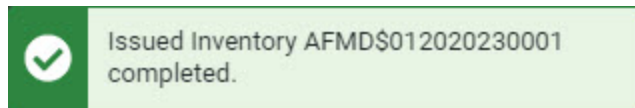



Are you sure you wish to complete this issued inventory?

appears.

6. Select . The



 Issued Inventory AFMDS012020230001 completed.

appears on the


Search for an Issued Inventory page.






Add an Attachment to an Issued Inventory

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS*
 > (desired record) >  Attachments > Add/Edit Attachments slide-out window

Procedures

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.





Help Reference Guide

Add/Edit Attachments
✕

▶ [Instructions / Help](#)

Details ^

Issued Inventory Nbr AFMDS011820230001	Member YODA, GROGU (ABCDEFGHIJ)
Status 0 - Open	

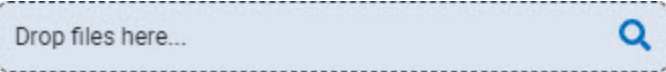
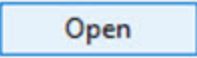
Attachments ^

Attachments

Drop files here...
🔍

✕ Cancel

3. Complete the Attachments grid.

- A. Select . The Windows **Choose File to Upload** pop-up window appears.
- B. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachments panel.



Add/Edit Attachments
✕

▶ [Instructions / Help](#)

Details ^

Issued Inventory Nbr	AFMDS012020230002		UIC	JMN123 - CORUSCANT
Status	0 - Open			

Attachments ^

Attachments Drop files here...

Puffin.png	444.38 KB	
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✕ Cancel

- C. Repeat Steps A - B to attach multiple documents.
4. Select ✕. The **Add/Edit Attachments** slide-out window closes, and the file appears in the Attachments field of the Search Results grid.