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.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists

Procedures

View the Stock Number List

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

		List Nm	Is Shared?	Share Lvl	Owning User Nm
✎ Edit	✕ Delete	123	Yes	Region	GROCEBP
View		RS23	Yes	Logistics Program	MCCAULEYJC

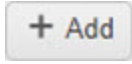Stock Nbr List　+ Add　⚙ Grid Options ▼

|◀ ◀ 1 ▶ ▶| |◀ ◀ ▶ ▶|　50 ▼ items per page　　1 - 2 of 2 items

Add a Stock Number List

Navigation

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

Procedures

Add a Stock Number List

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

1. Select [+ Add] to create a STOCK NBR List. *The* **Add STOCK NBR List** *pop-up window appears.*

2. Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*

3. 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**   │
│ [Select an Item   ] [...] [Add to List]   │
└──┘

Stock Nbr   ⚙ Grid Options ▼

Stock Nbr ▼	Item Desc ▼
⏮ ◀ 0 ▶ ⏭ ⏮ ◀ ▶ ⏭ 50 ▼ items per page	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.*

5. Select [Add to List] 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.
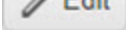
   Delete a LIN/TAMCN

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

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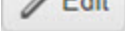
Update a Stock Number List

Navigation

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

Procedures

Update a Stock Number List

*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 STOCK NBR List. *The **Edit STOCK NBR List** pop-up window appears*.
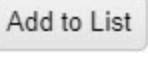
2. Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*

3. 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.*
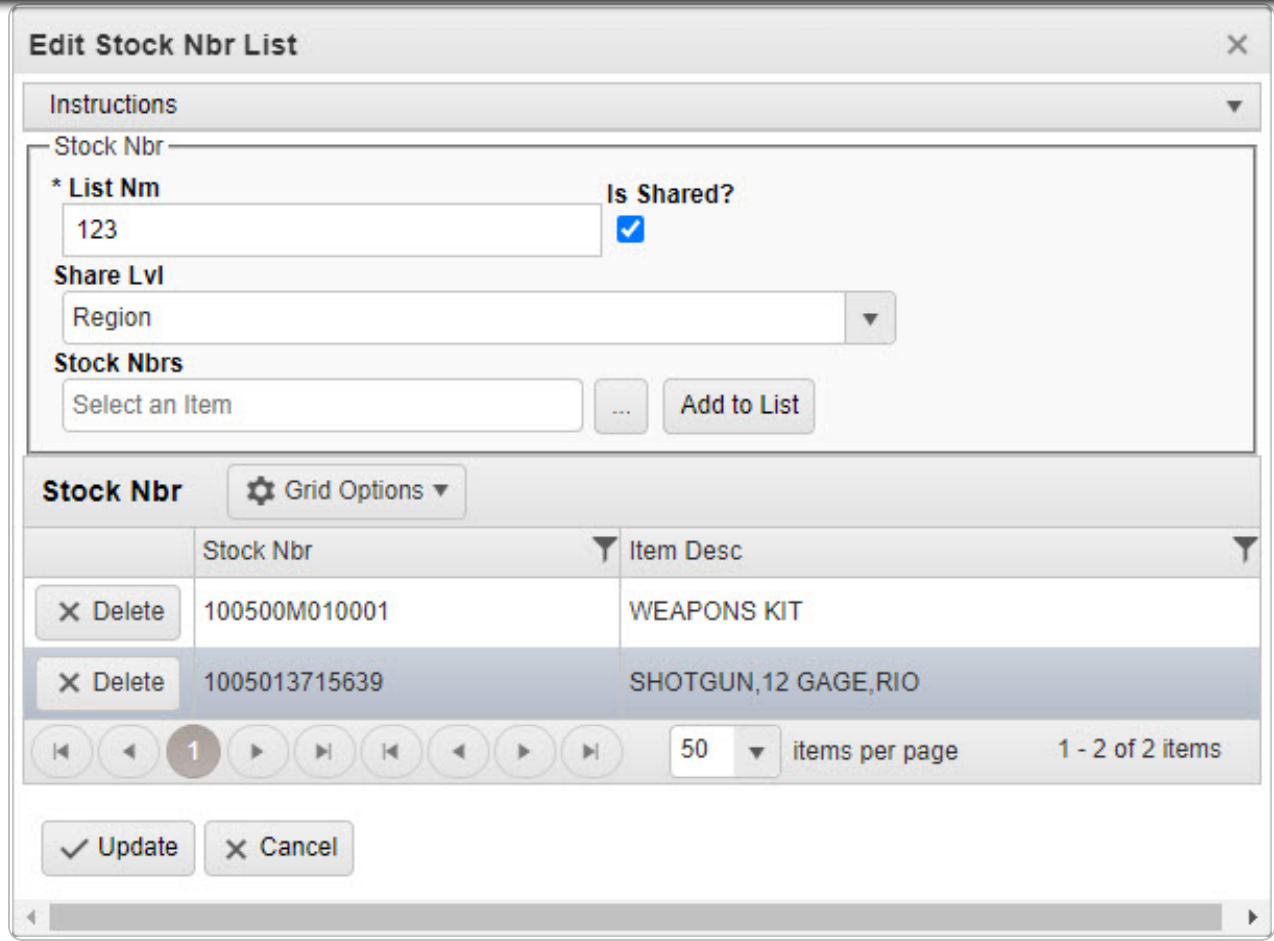
4. Update the STOCK NBRS, using [...] to browse for the revised number. *This is a 15 alpha-numeric character field.*

5. Select [Add to List] 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 [X Delete] next to the desired STOCK NBR. *The **Confirm Delete STOCK 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.*
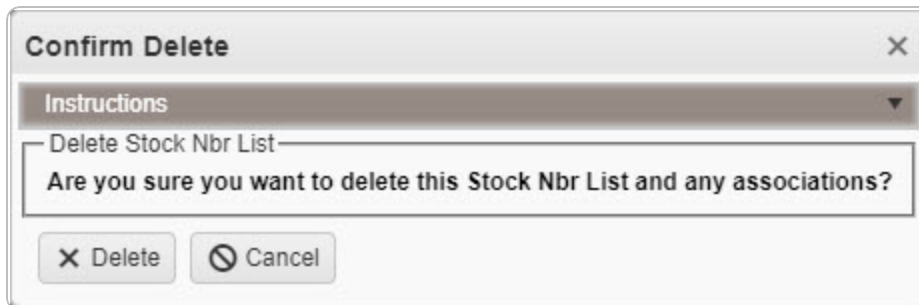
Delete a Stock Number List

Navigation

My DPAS > Manage Lists > Stock Nbr Lists > [✕ Delete] > Confirm Delete Stock Nbr List Delete pop-up window

Procedures

Delete a Stock Number List

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 Stock Nbr List. *The* **Confirm Delete Stock Nbr List Delete** *pop-up window appears.*

2. Select [✕ Delete]. *The* **Confirm Delete Stock Nbr List Delete** *pop-up window closes, and the entry is removed from the Stock Nbr List Grid.*
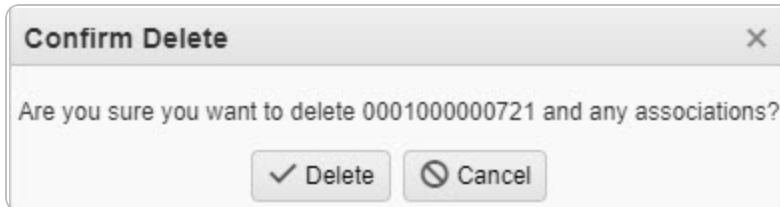
Delete a Stock Number

Selecting [⊘ 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 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]

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

View a Stock Number List

Navigation

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

Procedures

View a Stock Number List

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

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

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.*