



Item Manager Overview

Overview


The Materiel Management/Inventory Control Point module Item Manager process provides the ability to add or update a manager for the Program. A Program is created by creating a name, stock numbers, and an item manager.


Navigation

MASTER DATA MGMT > Item Manager > Item Manager page

Procedures

Search for an Item Manager

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. Open the Search Criteria box by selecting , and narrow the results by entering one or more of the following optional fields.

Search Criteria ▼

Program Name <input style="width: 90%;" type="text"/>	i Owning DoDAAC <input style="width: 90%;" type="text"/>
i Program Manager <input style="width: 90%;" type="text" value="All"/> ...	i Rqn Prj Cd <input style="width: 90%;" type="text"/>
Acquisition Reason Cd <input style="width: 90%;" type="text"/>	Show only Active Programs <input checked="" type="checkbox"/>
i Stock Nbr <input style="width: 90%;" type="text"/> ...	

↻ Reset
🔍 Search



2. Select . The Programs appear in the Search Results grid.

Search Results

Program Grid Options + Add Edit

<input type="checkbox"/>	Program Name ↑	Program Description	Acquisition Reason Cd	PM First Name	PM Last Name	PM Email	PM Phone	Rqn Prj Cd(s)
<input type="checkbox"/>	HJS ExtTest Program NP ICP	HJS ExtTest Program NP ICP						
<input type="checkbox"/>	REGRESSION TEST 20220324			PROGRAM	MANAGER			

Selected 0/2 Page 1 of 1 50 Items per page 1 - 2 of 2 items

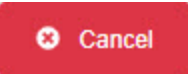
Add a Program Identifier

Navigation

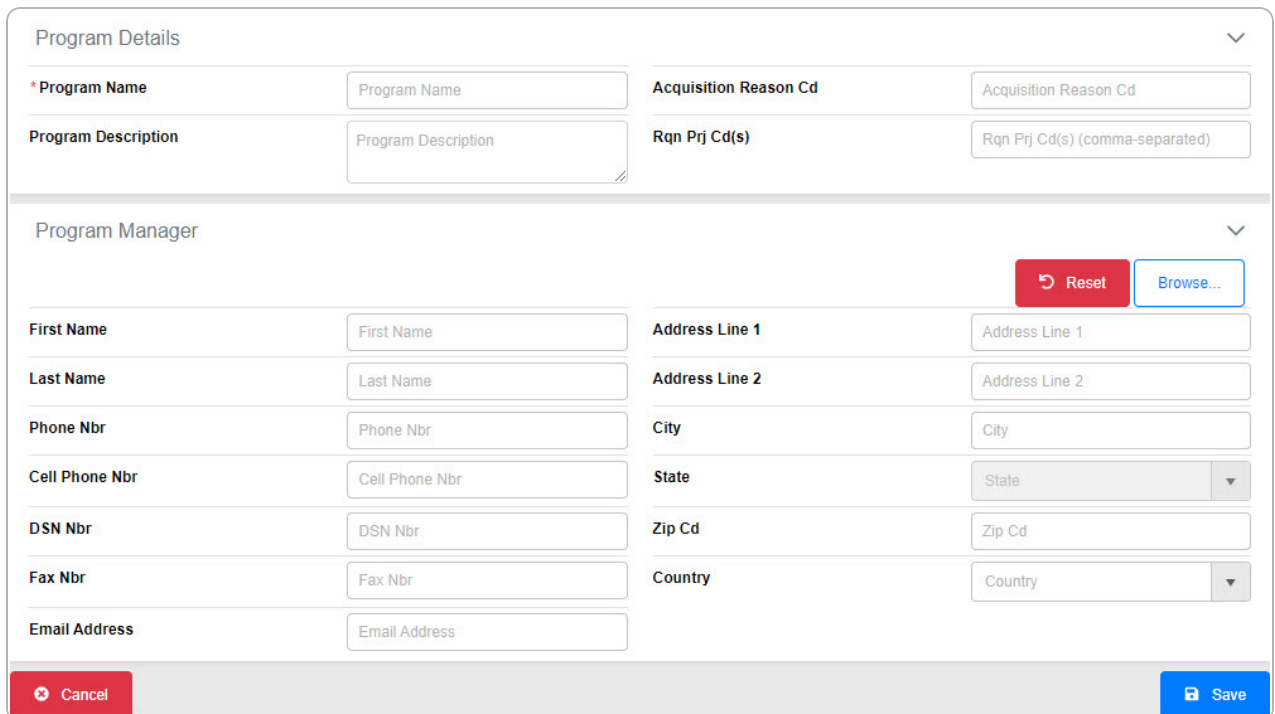
MASTER DATA MGMT > Item Manager >  > Add Program Identifier page

Procedures

Add a Program Identifier

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

1. Select . The **Add Program Identifier** page appears, open to the Details grid.



Program Details

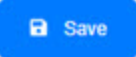
* Program Name	Program Name	Acquisition Reason Cd	Acquisition Reason Cd
Program Description	Program Description	Rqn Prj Cd(s)	Rqn Prj Cd(s) (comma-separated)

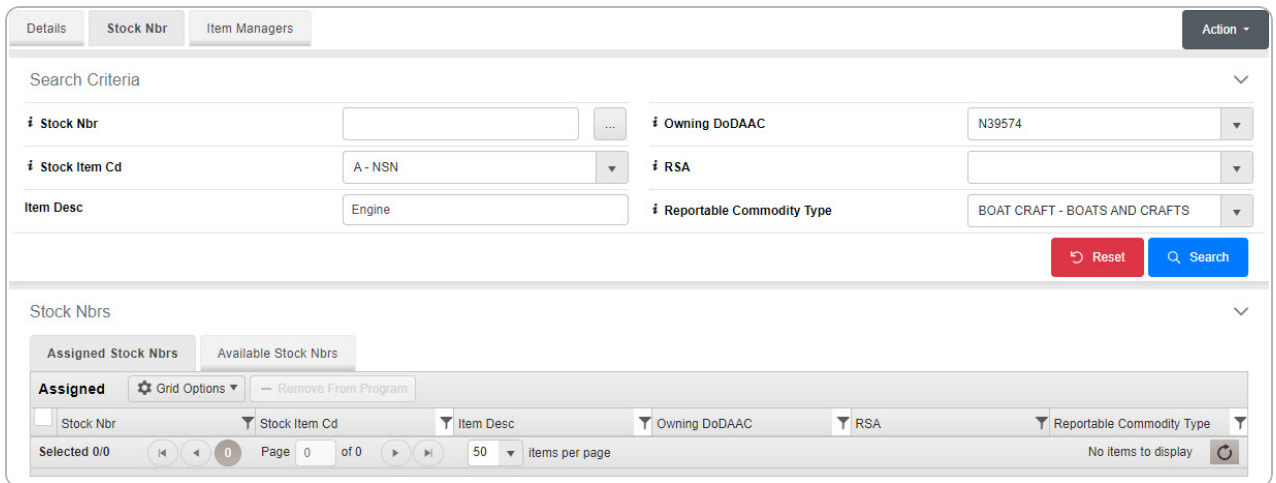
Program Manager

First Name	First Name	Address Line 1	Address Line 1
Last Name	Last Name	Address Line 2	Address Line 2
Phone Nbr	Phone Nbr	City	City
Cell Phone Nbr	Cell Phone Nbr	State	State
DSN Nbr	DSN Nbr	Zip Cd	Zip Cd
Fax Nbr	Fax Nbr	Country	Country
Email Address	Email Address		

Buttons: Cancel, Save, Reset, Browse...

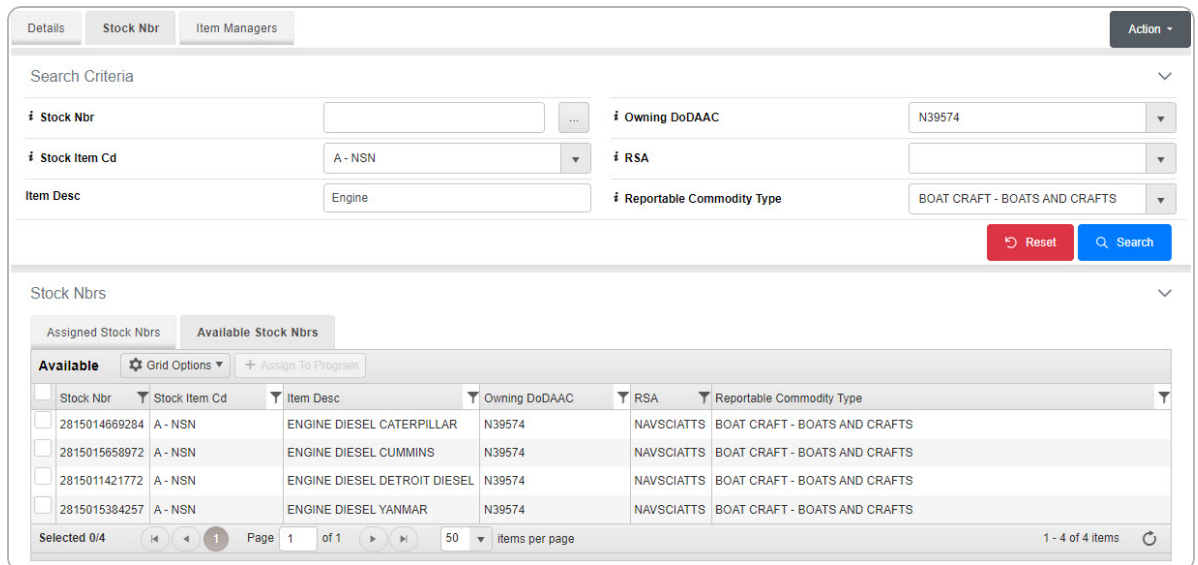
2. Complete the Program Details grid.

- A. Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
- 3. Complete the Program Manager grid.
- 4. Select . The **Add Program** page closes, and the **STOCK NBR** Tab page appears.



The screenshot shows the 'Stock Nbr' tab in the DPAS interface. The search criteria are: Stock Nbr (empty), Stock Item Cd (A - NSN), Item Desc (Engine), Owning DoDAAC (N39574), RSA (empty), and Reportable Commodity Type (BOAT CRAFT - BOATS AND CRAFTS). The 'Assigned Stock Nbrs' tab is active, but the grid is empty, displaying 'No items to display'.

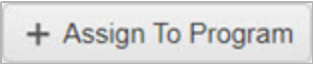
- A. Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*



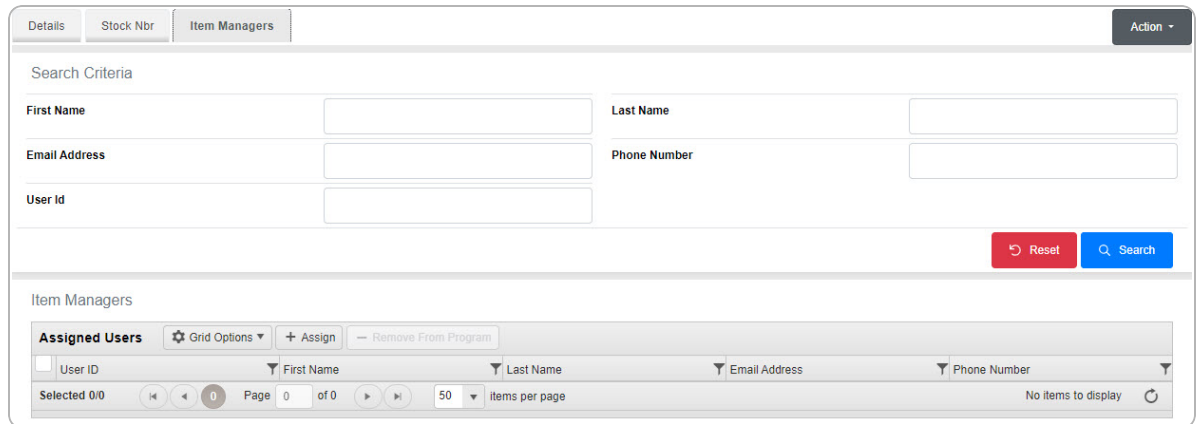
The screenshot shows the 'Available Stock Nbrs' tab active. The grid contains the following data:

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
<input type="checkbox"/> 2815014669284	A - NSN	ENGINE DIESEL CATERPILLAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815011421772	A - NSN	ENGINE DIESEL DETROIT DIESEL	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815015384257	A - NSN	ENGINE DIESEL YANMAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS

The grid shows 4 items, with 'Selected 0/4' and 'Page 1 of 1'.

- B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
- C. Click . *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*

D. Select the Item Managers tab. *The Search Criteria screen appears.*



Details | Stock Nbr | **Item Managers** | Action

Search Criteria

First Name Last Name

Email Address Phone Number

User Id

Reset Search

Item Managers

Assigned Users | Grid Options | + Assign | - Remove From Program

User ID	First Name	Last Name	Email Address	Phone Number
Selected 0/0 Page 0 of 0 50 items per page No items to display				

Select . *The **Assign User** pop-up window appears.*

E.

OR

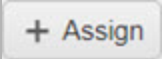
Select the All Programs hyperlink in the top left corner. *The **Item Manager Overview** page appears.*






Assign a User

Navigation

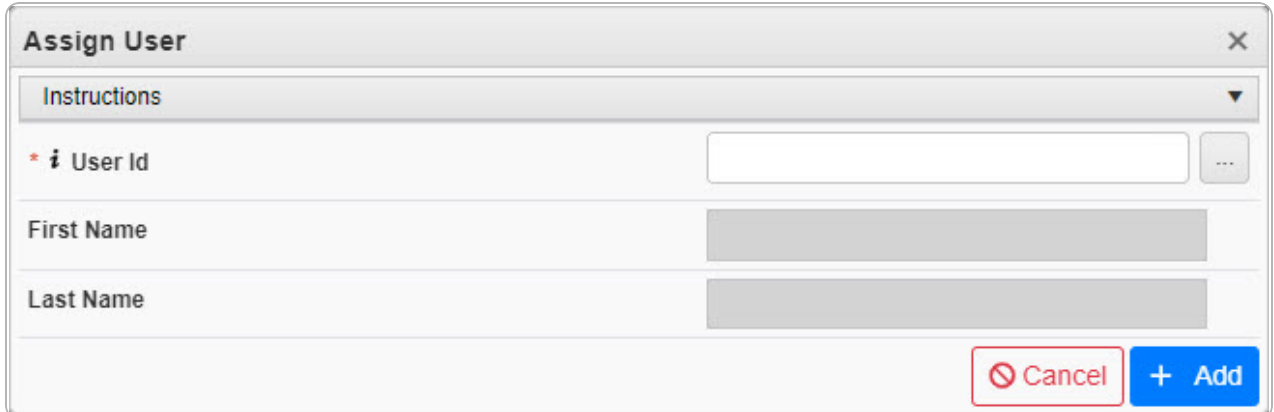
MASTER DATA MGMT > Item Manager >  >  > Add a Program Identifier
 Item Manager Tab >  > Assign User pop-up window



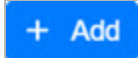
Procedures

Assign a User

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

1. Select . The **Assign User** pop-up window appears.



2. Use  or  to assist with the USER ID entry. This is an 8 alphanumeric character field.
3. Select . The **Assign User** pop-up window closes and the selected name appears in the Assigned Users grid.




Update a Program Identifier

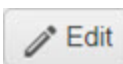
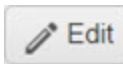
Navigation

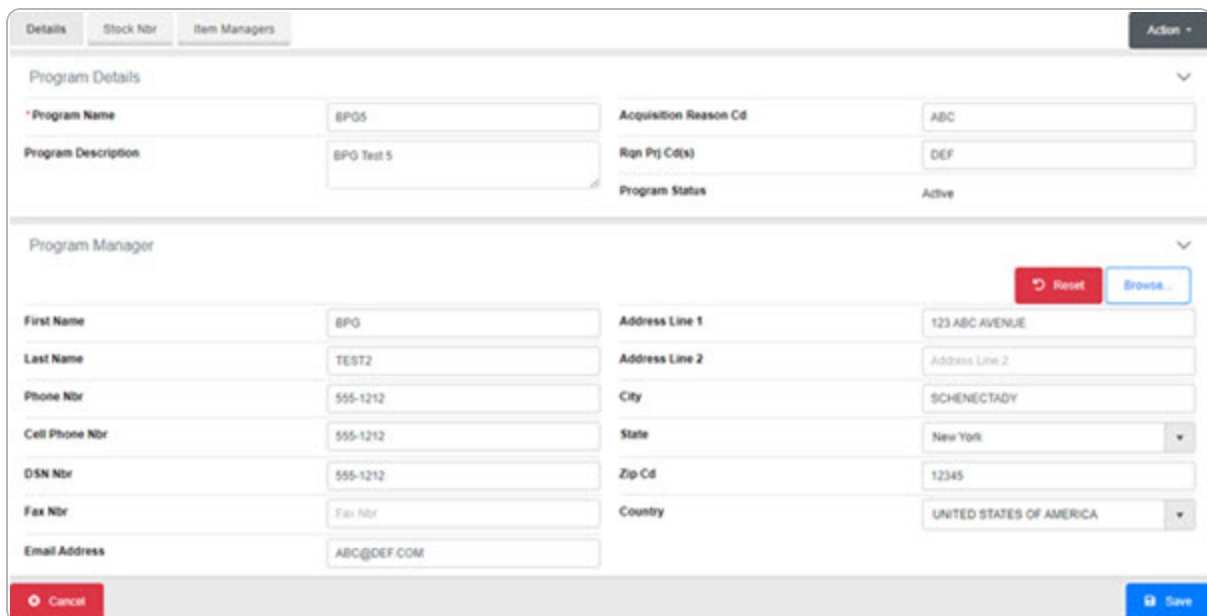
MASTER DATA MGMT > Item Manager > (desired record) >  Edit > Edit Program Identifier page

Procedures

Update a Program Identifier

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 record is highlighted, and  becomes available.*
2. Select . *The **Update a Program Identifier** page appears, open to the Details tab.*



3. Complete the Program Details grid.
 - A. Update the Program Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*
4. Complete the Program Manager grid.
5. Select the STOCK NBR Tab.

Details | **Stock Nbr** | Item Managers | Action

Search Criteria

Stock Nbr Owning DoDAAC
 Stock Item Cd RSA
 Item Desc Reportable Commodity Type

Reset Search

Stock Nbrs

Assigned Stock Nbrs | Available Stock Nbrs

Assigned Grid Options Remove From Program

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
<input type="checkbox"/> 2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815015384257	A - NSN	ENGINE DIESEL YANMAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

Add a Stock Number

- A. Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*
- B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
- C. Click . *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*

Delete a Stock Number

- A. Select the Assigned STOCK NBRs Tab. *The list of available stock numbers appears.*
 - B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
 - C. Click . *The highlighted STOCK NBRs are moved to the Available STOCK NBRs tab.*
6. Select the Item Managers tab.

Details | Stock Nbr | Item Managers Action ▾

Search Criteria

First Name Last Name

Email Address Phone Number

User Id

↺ Reset 🔍 Search

Item Managers

Assigned Users ⚙️ Grid Options ▾ + Assign — Remove From Program

<input type="checkbox"/>	User ID	First Name	Last Name	Email Address	Phone Number
<input type="checkbox"/>	BPGROCE	PIDGE	GROCE	bridget.p.groce@leidos.com	
<input type="checkbox"/>	PAKETERSON	PRISTINA	KETERSON	NOREPLY@LEIDOS.COM	

Selected 0/2 ⏪ ⏩ 1 Page 1 of 1 50 items per page 1 - 2 of 2 items 🔄

Add an Item Manager

- A. Select + Assign. The **Assign User** pop-up window appears.

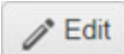
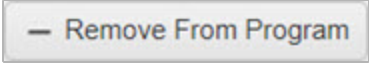
Delete an Item Manager

- A. Click next to the desired Item Manager. The **Item Managers** are highlighted.
- B. Click — Remove From Program. The **Remove User** pop-up window appears.
7. Select the All Programs hyperlink in the top left corner. The **Item Manager Overview** page appears.




Remove a User

Navigation

MASTER DATA MGMT > Item Manager > (desired record) >  > Edit Program > Item Managers Tab > (desired record) >  > Remove User pop-up window

Procedures

Remove a User

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

1. Select . The **Remove User** pop-up window appears.

×
Remove User

Instructions
▼

Are you sure you want to remove this user as an item manager?

✖ Cancel
— Remove From Program

2. Select . The **Remove User** pop-up window closes and the selected name is disassociated from the Assigned Users grid.

