Search for a Location Inventory Request — Criteria

Overview

The Property Accountability module Request Location Inventory process provides the ability to request a location inventory. The inventory is grouped by the physical location of assets. When an inventory is initialized, an Inventory Number is created to track the inventory from "cradle to grave" to help manage the inventory. This process is used for both manual and automated inventories.

Navigation

Inventory > Generate Inventory > Location > Request Location Inventory Search Criteria page

Procedures

Search for a Location Inventory Request — Criteria

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 panel, narrow the results by entering one or more of the following fields.

Search Criteria

*Type Action	Select an Item
Loc	
Next Initlzn Dt From	
Next Initlzn Dt To	

Reset   Search

- Use ⌄ to select the Type Action.

- Enter the LOC in the field provided. *This is a 20 alphanumeric character field.*

> **Note**
>
> ❓ Entering the Type Action and LOC fields and selecting [**Search**] bypasses the ***Request Location Inventory Search Results*** page and opens the ***Request Location Inventory Update*** page.

2. Select [**Search**]. *The* ***Request Location Inventory Search Results*** *page appears.*

Search for a Location Inventory Request — Results

Navigation

Inventory > Generate Inventory > Location > Search Criteria > **Search** > Request Location Inventory Search Results page

Procedures

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

Selecting **Deselect All** deselects the checked entries. Selecting **Select All** selects all present entries.

Select a Location Inventory Request

1. Select [Search]. *The **Request Location Inventory Search Results** page appears.*

Search Criteria

Type Action	Loc	Next Initlzn Dt From	Next Initlzn Dt To
Init Inventory and Gen Report	--	--	--

Search Results

Select		Last Inv Dt	Next Initlzn Dt
☐	067Y4		
☐	1111A		
☐	1KR41		
☐	3D135		
☐	3THN4		
☐	6F0G1		
☐	AAQNN		
☐	ABC		
☐	ALPABET		
☐	APMC1		

1 2 3 4

[Cancel] [Deselect All] [Select All] [Continue]

2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*

> **Helpful Tip**
>
> LAST INV DT and NEXT INIT DT do not display if there is no Location Inventory Plan for the UIC. Contact the Agency Coordinator if no plan exists for the UIC.

3. Select [Continue]. *The **Request Location Inventory Selected Rows** page appears.*

View the Location Inventory Request Selected Rows

Navigation

Inventory > Generate Inventory > Location > Search Criteria > [Search] > Search Results > ☐ (desired record) > [Continue] > Request Location Inventory Selected Rows page

Procedures

View the Location Inventory Request Selected Rows

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*

Selected Rows

Loc	Last Inv Dt	Next Initlzn Dt
ABC		
ALPABET		

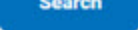[Cancel] [Continue]

1. Select [Continue]. *The **Request Location Inventory Update** page appears.*
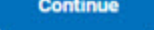
Update a Location Inventory Request

Navigation

Inventory > Generate Inventory > Location > Search Criteria > [Search] > *VARIOUS PROCEDURAL STEPS* > Request Location Inventory Update page

Procedures

Update a Location Inventory Request

1. Select [Continue]. *The **Request Location Inventory Update** page appears.*

    • Init Inventory and Gen Report

    A. Use ⌄ to select the Sort Seq.

    B. Use ⌄ to select the Group By.

    C. Update the SCHED CMPLTN DT, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

    • Init Inventory

Update

*Sched Compltn Dt		

Cancel   Submit

A.   Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

2.   Select Submit . *The Request Location Inventory Transaction Status page appears.*

Note

Inventory is now in *OIN (Open Initialized)* status.

ODASD (Logistics)
under A&S Sustainment

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