



# 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.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

#### Search Criteria

Issued Inventory Nbr	<input type="text"/>	Member	<input type="text"/>
UIC	<input type="text"/>	Status	0 - Open

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





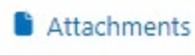
**Search Results**

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

Issued Inventory Nbr	Attachments	Member	UIC	Created Dt/Tm	Status
46082OSS\$033120220001	--	--	11THBS - 11TH BOMB SQ	03/31/2022 10:24 AM	C - Completed
46082OSS\$0420220004	--	--	11THBS - 11TH BOMB SQ	04/20/2022 10:38 AM	C - Completed
46082OSS\$062120220001	--	--	11THBS - 11TH BOMB SQ	06/21/2022 10:43 AM	C - Completed
46082OSS\$082920220001	--	--	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

- Click  to select the entry. *The Issued Inventory row is highlighted, and* , , , and  become available.
- Select . *The Cancel Issued Inventory pop-up window appears.*

 Are you sure you wish to cancel this issued inventory?

✖ Cancel

✔ Continue

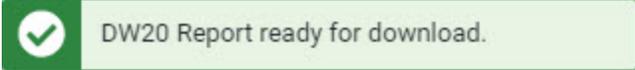
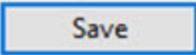
- Select . *The*  *appears.*

### Print a DWForm20

- Click  to select the entry. *The Issued Inventory row is highlighted, and* , , , and  become available.
- Select . *The available forms for printing appear.*





- 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

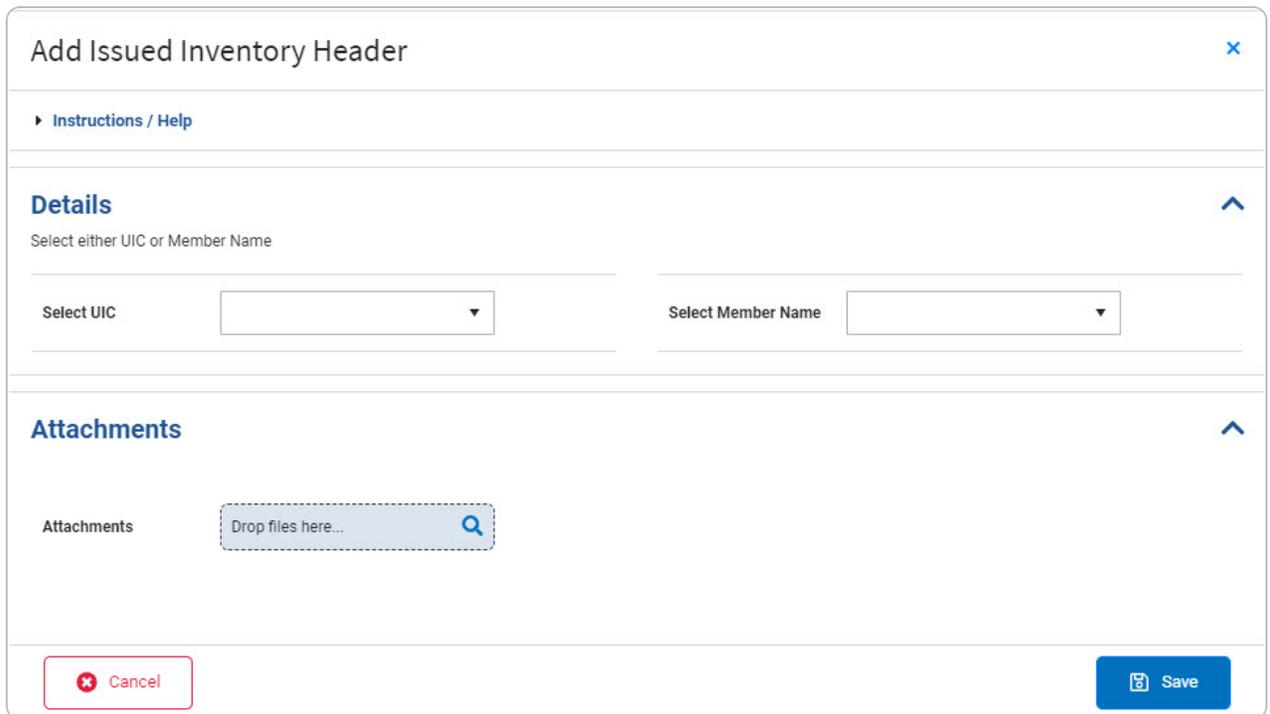
MATERIEL MGMT > Inventory > Issued >  > Add Issued Inventory Header slide-out window

### 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.



The screenshot shows a slide-out window titled "Add Issued Inventory Header" with a close button (X) in the top right corner. Below the title is a link for "Instructions / Help". The main content area is divided into two sections: "Details" and "Attachments".

**Details** section:

- Instruction: "Select either UIC or Member Name"
- Form fields: "Select UIC" and "Select Member Name", each with a dropdown arrow.

**Attachments** section:

- Label: "Attachments"
- Form field: "Drop files here..." with a search icon.

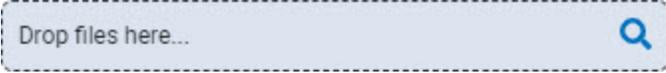
At the bottom of the window, there is a "Cancel" button (with a red X icon) on the left and a "Save" button (with a floppy disk icon) on the right.

2. Complete the Details grid.





- 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 ✕

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**Summary** ^

ICN  
A0000000000000530082

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

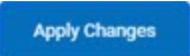
 

- A. Use  to select the DOLI Date, or enter the date (MM/DD/YYYY) in the field provided.
- B. Enter the Counted QTY in the field provided. *This is a 6 numeric character field.*





## Help Reference Guide

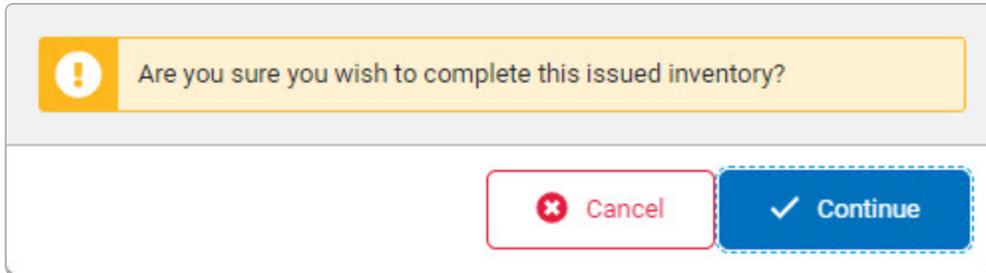
2. Select . The  appears, and the revised information appears in the **Issued Inventory** grid.







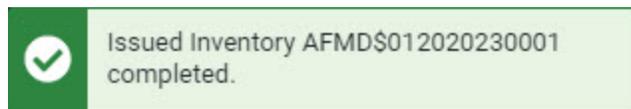
5. Select . The



A confirmation dialog box with a yellow header bar containing a warning icon and the text "Are you sure you wish to complete this issued inventory?". Below the header are two buttons: a red "Cancel" button with a red 'x' icon and a blue "Continue" button with a white checkmark icon. The "Continue" button is highlighted with a dashed blue border.

appears.

6. Select . The



A green success message box with a white checkmark icon and the text "Issued Inventory AFMD\$012020230001 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) >  > 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.

- A. Click  to select the entry. The *Issued Inventory* row is highlighted, and , , , and  become available.
2. Select . The **Add/Edit Attachments** slide-out window appears.





### Add/Edit Attachments ✕

▸ [Instructions / Help](#)

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#### Details ⤴

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

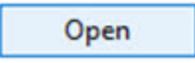
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#### Attachments ⤴

Attachments

✕ 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

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#### Details ⤴

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

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#### 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.

