



Unit Issue Post-Post

Overview

The Warehouse Module Unit Issue Post-Post process provides the ability to add an item to a Unit Issue list without issuing the materiel. This accounts for items that are issued to a unit but do not appear on the unit's outstanding issue list. The process also allows editing and deleting entries, viewing details, adding attachments, printing forms, and canceling a Unit Issue Post-Post request.

Navigation

MATERIEL MGMT > Unit Issue > Post-Post > Unit Issue Post-Post page

Procedures

Search for a Unit Issue Post-Post

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 UIC Info box, narrow the results by entering one of the following optional fields.



The screenshot shows a search criteria form with the following fields and controls:

- Instructions** (dropdown menu)
- UIC Info** (dropdown menu)
- i* UIC**: Input field with "All" selected and a dropdown arrow.
- i UIC Custodian (RO)**: Input field with "All" selected and a dropdown arrow.
- CAC**: Input field with a barcode icon to its right.
- Go** button with a right-pointing arrow.

2. Select . The Search Criteria appears.

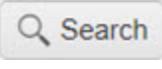


The screenshot shows the search criteria form after clicking the Go button. The fields and controls are:

- Instructions** (dropdown menu)
- Search Criteria** (dropdown menu)
- i Stock Nbr**: Input field with "All" selected and a dropdown arrow.
- i ICN**: Input field with "All" selected and a dropdown arrow.
- Serial Nbr**: Input field.
- Search** button with a magnifying glass icon.
- Reset** button with a circular arrow icon.



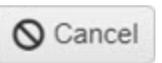


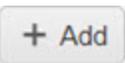
3. Select  . The *Unit Issue Post-Post Search Results* appears.

Qty	Primary Attachment	Stock Nbr	Item Desc	Mgmt Cd	Size	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Lot Nbr	Mfr Dt
1		1005000699358	SAFETY,SMALL ARMS	A - Serial Number Managed							
1		8415015419430	JACKET,COMBAT	B - Bulk Managed	MEDIUM	B0000000000000008458					

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

Add a Unit Issue Post-Post

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

1. Select  . The **Add Post-Post Items** pop-up window appears.

Add Post-Post Items [X]

* Stock Nbr
 ...

ICN
 ...

* Qty

Add / Edit Remarks

2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Note



For Serialized items, the SERIAL NBR field appears.





Add Post-Post Items ✕

* Stock Nbr
 ...

ICN
 ...

Serial Nbr

* Qty
 ▾

Add / Edit Remarks

For Bulk items, the QTY field remains.

Add Post-Post Items ✕

* Stock Nbr
 ...

ICN
 ...

* Qty
 ▾

Add / Edit Remarks

Note



For Serialized items, if either the ICN or the SERIAL NBR fields are entered, the QTY field is removed.





Add Post-Post Items
✕

* Stock Nbr
 ...

ICN
 ...

Serial Nbr

Add / Edit Remarks

✓ Add
⊘ Cancel

3. Use to enter the QTY.
4. Select . The **Add Post-Post Items** pop-up window closes, and the entry appears at the top of the Post-Post Items grid in green.

Update a Serialized Unit Issue Post-Post

1. Click to select the entry(s). *The Post-Post is highlighted, and Edit*, Delete, Cancel Post-Post, Sign, Print, Activity, and Attachments become available.
2. Select Edit. The **Update Post-Post Items** pop-up window appears.





Update Post-Post Items
✕

*** Stock Nbr**
 ...

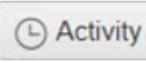
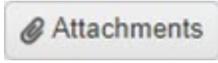
ICN
 ...

Serial Nbr

Add / Edit Remarks

3. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
4. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*
5. Select . *The pop-up window closes with the entry updated.*

Update a Bulk Unit Issue Post-Post

1. Click to select the entry(s). *The Post-Post is highlighted, and , , , , , , and  become available.*
2. Select . *The **Update Post-Post Items** pop-up window appears.*





Update Post-Post Items [X]

* Stock Nbr
041618JOP001 [...]

ICN
B0000000000000271916 [...]

* Qty
1 [▲▼]

Add / Edit Remarks

[✓ Update] [⊗ Cancel]

- Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*
- Update the ICN, using to browse for the revised number. *This is a 20 alphanumeric character field.*
- Update the QTY, using to choose the new quantity.
- Select . *The pop-up window closes with the entry updated.*

Delete a Post-Post Item

- Click to select the entry(s). *The Post-Post is highlighted, and Edit*, Delete, Cancel Post-Post, Sign, Print, Activity, and Attachments become available.
- Select . *The **Delete Selected** dialog box appears.*

Delete Selected [X]

Do you want to delete the selected data?

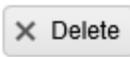
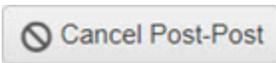
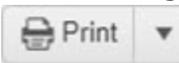
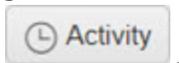
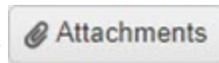
[✓ Yes] [⊗ No]





3. Select Yes . The pop-up window closes and the Post-Post is removed.

Cancel a Unit Issue Post-Post Record

1. Click to select the entry(s). The Post-Post is highlighted, and  Edit ,  Delete ,  Cancel Post-Post ,  Sign ▼ ,  Print ▼ ,  Activity , and  Attachments become available.

2. Select  Cancel Post-Post . The **Cancel Post-Post** pop-up window appears.



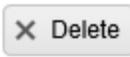
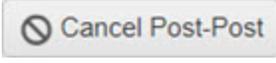
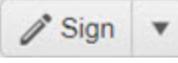
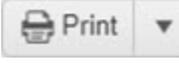
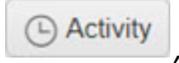
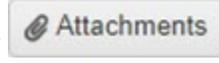
Cancel Post-Post

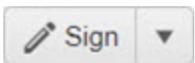
Do you want to cancel this Unit Post-Post?

Yes No

3. Select Yes . The pop-up window closes and the Post-Post is cancelled.

Signing a Unit Issue Post-Post Record

1. Click to select the entry(s). The Post-Post is highlighted, and  Edit ,  Delete ,  Cancel Post-Post ,  Sign ▼ ,  Print ▼ ,  Activity , and  Attachments become available.

2. Select  Sign ▼ . The **Unit Post-Post Signature Options** pop-up window appears.



Unit Post-Post Signature Options

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

 eSign Manual Sign Cancel

3. Choose one of the following signing options:





Note



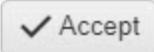
If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.



1. Use  or  to assist with the UIC Custodian (RO) entry. *This is a 50 alphanumeric character field.*
2. Select . *The Custodian appears in the grid.*

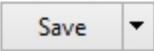
- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.



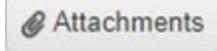
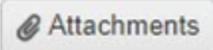
- b. Select . The **Print or Email Receipt** pop-window appears.





-  has the PDF document appear, and is immediately printable.
-  saves the PDF document, and is printable at a later time.

Add an Attachment to a Unit Issue Post-Post Record

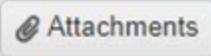
1. Click to select the entry(s). *The Post-Post is highlighted, and*  ,    , and  become available.
2. Select . The **Add an Attachment to a Unit Issue Post-Post** pop-up window appears.





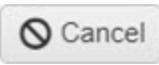
Add an Attachment to a Unit Issue Post-Post

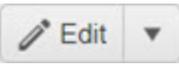
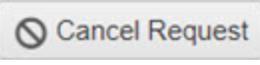
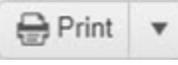
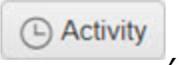
Navigation

MATERIEL MGMT > Unit Issue > Post-Post > (desired record) >  > Attachments for Request NBR pop-up window

Procedures

Add an Attachment to a Unit Issue Post-Post record

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

1. Click to select the entry. The Post-Post item is highlighted, and , , , , , , and  become available.

2. Select . The **Attachments for Request NBR** pop-up window appears.



3. Select . The **Attach Files** pop-up window appears.

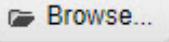




Attach Files ✕

Instructions ▼

*** Attachment**

 Browse...

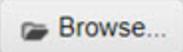
Desc

Primary  Attach...

Attachments:

Name	Desc
------	------

✕ Close Window

4. Select  . The Windows **Choose File to Upload** pop-up window appears.
5. Select  . The file name appears in the bottom file list.





Attach Files [X]

Instructions [v]

* Attachment

[Browse...]

Desc

[] Primary

[Attach...]

Attachments:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	[X]

[X Close Window]

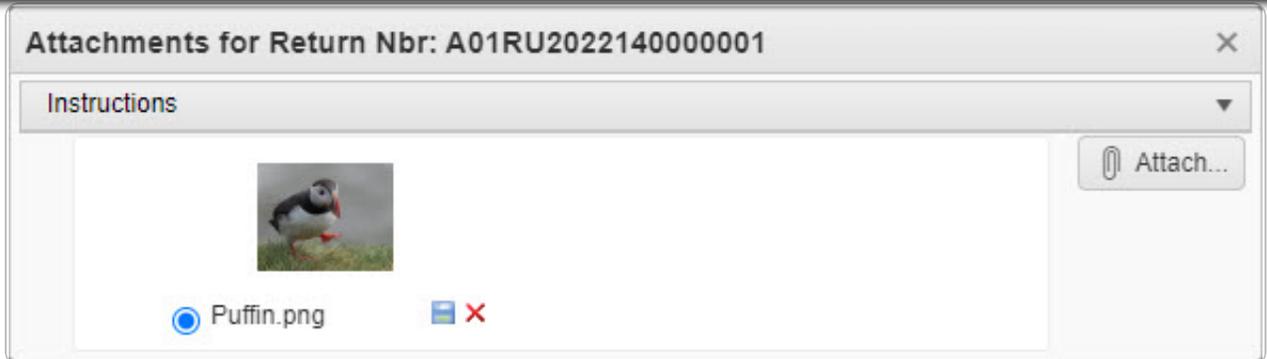
6. Repeat Steps 2 - 6 to attach multiple documents.

7. Click . The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.



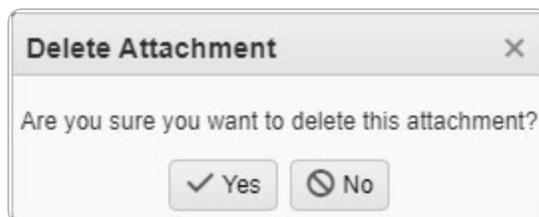


Help Reference Guide



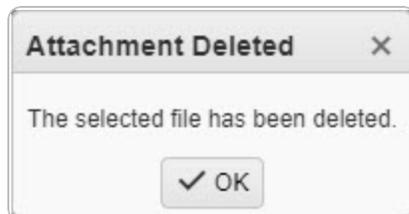
Remove an Attachment

- A. Select the  part of  next to the desired document. *The **Delete Attachment** pop-up window appears.*



- B. Choose one of the following options:

- Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



8. Select . *The **Attachments for Request NBR** pop-up window closes.*

