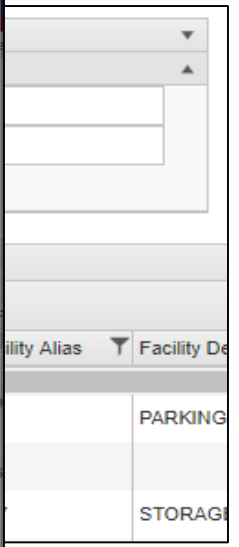
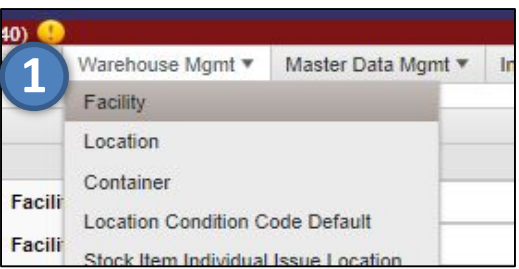




Adding a Facility

1. In the DPAS Warehouse Management module, navigate to **Facility** from the **Warehouse Mgmt** menu.
2. Select the **Add** button – The **Add Facility** pop-up displays.
3. This screen will allow the user to add a facility and a point of contact.

The **Facility** process is used to divide a Warehouse into smaller sections. These smaller sections can be used for Real and non-Real Property.





Adding a Facility- Facility Tab

1. Select the check-box under **Real Property** if the facility is adding Real Property (Buildings, Parking Lots, Runways etc.) otherwise, leave unchecked.
2. Click the **Installation Nbr Browse (...)** button to locate the **RPSUID**.
3. Select the **State** (Mandatory) and enter the **Zip Cd** (Optional).
4. Click the **Search** button to locate the **Installation**.

The screenshot shows two overlapping windows from the DPAS application. The 'Add Facility' window is in the background, and the 'Installation Browse' window is in the foreground. Blue circles with numbers 1 through 4 are placed over specific UI elements to indicate the steps in the process.

- 1**: Points to the 'Real Property' checkbox in the 'Add Facility' window.
- 2**: Points to the 'Installation Nbr Browse (...)' button in the 'Add Facility' window.
- 3**: Points to the 'State' dropdown menu in the 'Installation Browse' window.
- 4**: Points to the 'Search' button in the 'Installation Browse' window.

The 'Add Facility' window includes fields for 'Facility', 'POC', 'Real Property (Check if real property)', '* Installation Nbr', and '* RPSUID'. The 'Installation Browse' window includes search criteria for 'Country' (US - UNITED STATES OF AMERICA), 'Zip Cd' (43213), and 'State' (All). It also features a search grid with columns for 'Instl Nbr' and 'Instl Name', and a message at the bottom: '125 - No record(s) match search criteria'.



Adding a Facility- Facility Tab

5. Click the **Select** button to choose the **Installation**.
6. Verify the **Installation Name** loaded.
7. Click the **Select** button to choose the associated **RPSUID**.

Instructions

Search Criteria

Country: US - UNITED STATES OF AMERICA * State: OH - Ohio

Zip Cd:

Search Reset Cancel

Installations Grid Options

Select	Instl Nbr ↑	Instl Name	Instl Svc Cd	Instl Close Dt
Select	18081	Army Mission Support	USACE	
Select	20630	US Army Engineer District, Pittsburgh		
Select	27864	88th Regional Support Command		
Select	390NG	Ohio National Guard		
Select	39225	Defense Supply Center Columbus		
Select	39335	Joint System Manufacturing Center Lima		
Select	39430	Ravenna Training And Logistics Site		
Select	39747	Ravenna Army Ammunition Plant		

5

Site Browse

Instructions

Search Criteria

Installation Nbr: 39225 Site Name:

Search Reset Cancel

Grid Options

Select	Site Name ↑	RPSUID
Select	Defense Supply Center Columbus	4685

50 items per page 1 - 1 of 1 items

7

Instructions

Facility POC

Facility

Real Property
 (Check if real property)

* Installation Nbr: 39225 Installation Name: Defense Supply Center Columbus

* RPSUID: Site Name: **6**

* Facility Nbr:





Adding a Facility- POC Tab

8. Verify the **Site Name** field is populated.
9. Click the **Facility Nbr/Land Acq Tract Id Browse (...)** button to identify the facility.
10. Make the appropriate selection.

Add Facility

Instructions

Facility POC

Facility

Real Property
 (Check if real property)

* Installation Nbr: 39225 Installation Name: Defense Supply Center Columbus

* RPSUID: Site Name: Defense Supply Center Columbus

8

Asset Browse

Instructions

Search Criteria

RPSUID: Fac Nbr:

Asset Code: All Facility Name:

Land Acq Tract Id:

Search Reset Cancel

Assets

Grid Options

Select	RPUID	Fac Nbr	Facility Name	Land Acq Tract ID
Select	466247	5214	ZZ SUB STATION	

9

Add Facility

Instructions

Facility POC

Facility

Real Property
 (Check if real property)

* Installation Nbr: 39225 Installation Name: Defense Supply Center Columbus

* RPSUID: Site Name: Defense Supply Center Columbus

* Facility Nbr / Land Acq Tract Id: /

10





Adding a Facility- POC Tab

11. Enter the **Facility Name**.
12. Enter a **Facility Desc** (Description).
13. Enter a **Facility Alias** (Optional).
14. Enter the amount of **Percentage Occ**.
15. Enter the **Nbr of Floors**.
16. Enter the **Capacity-Sq Ft**.
17. Enter the **Capacity-Cu Ft**.
18. Enter the **Capacity-Ceiling Ht**.
19. Select the checkbox under **Active** if the Facility is active.
20. Click the **Add** button to complete the process.

The screenshot shows a web form for adding a facility. The fields are as follows:

- 11**: Facility Nbr / Land Acq Tract Id: 5214
- 12**: Facility Name: ZZ SUB STATION
- 13**: Facility Desc: ZZ SUB STATION
- 14**: Facility Alias: (empty)
- 15**: Percentage Occupied: 100
- 16**: Capacity-Sq Ft: 100
- 17**: Capacity-Cu Ft: 800
- 18**: Capacity-Ceiling Ht: 10
- 19**: RPUID: 466247
- 19**: Active (Check if active)

At the bottom, there is an **Add / Edit Remarks** field and two buttons: **Add** (with a checkmark icon) and **Cancel** (with a close icon).





Updating a Facility

When searching, a user cannot enter both **Facility Nbr** and **Land Acq Tract Id**.

* If a portion of a Facility needs to be shared or provided to another activity, then the Facility can be updated by going to the **Search Criteria** page, entering the **Facility Nbr**, and clicking **Edit** next to the Facility that needs to be updated.

Instructions

Search Criteria

* Real Property: Facility Nbr:

Land Acq/Tract ID: Facility Alias:

Camp Lejeune

Facility

	Facility Name	Real Property	Facility Number	Land Acq Tract Id	Facility Alias	Facility Description	RPUID	Contact Point
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	JOINT RECRUITING FACILITY	Yes	S-74		JRF	RECRUITING FACILITY	1016692	

10 items per page 1 - 1 of 1 items

1. Update the **Percentage Occupied** field.
2. Update the **Capacity-Sq Ft**.
3. Update the **Capacity-Cu Ft**.
4. Click **Update** to save the changes.

* Facility Nbr / Land Acq Tract Id: /

* Facility Name: RPUID:

Facility Desc: Facility Alias:

* Percentage Occupied: * Nbr of Floors:

* Capacity-Sq Ft: * Capacity-Cu Ft:

* Capacity-Ceiling Ht: Active (Check if active)

Add / Edit Remarks:





Deleting a Facility

A Facility cannot be removed if Zones or Locations are associated to it.

1. If a Facility is no longer in use, a user can remove the Facility by clicking the **Delete** button next to that Facility.
2. The **Confirm Delete** pop-up displays.
3. The user can enter an optional comment in **History Remarks** explaining the reason for deletion.
4. Click the **Delete** button to finish.

COLUMBUS

Facility + Add Grid Options

	Facility Name	Real Property	Facility Nbr	Land Acq Tract Id	Facility Alias	Facility Desc
Edit X Delete	ABRHAM	No	W900KK18C0016			ABRHAM
Edit X Delete	ARC	No	123456			
Edit X Delete	AVUN UNIT OPS - BLDG 1113	No	11133		7AS	AVUN UNIT OPS - BLDG 11133

