



Process an Inquiry

1. In the DPAS Warehouse Management module, navigate to the desired **Inquiry** from the **Inquiries** menu - The Results Grid displays a list of all items related to the inquiry.
2. Utilize the Enterprise Rollup Search Feature, this will provide a higher view of visibility amongst your agency's Logistics Program.
3. Select the **Apply** button – The requested Enterprise view will be applied to the Search Results grid.

Inquiries has several main types of requests:

- **Catalog Inquiry** – the Stock Number Catalog Inquiry will provide a list of all Logistic Program Stock Numbers.
- **Inventory Inquiries** – the inventory inquiries display inventory levels at the stock number level, LIN TAMCN level, ICN detailed level, etc.
- **Issue Return Activity** – this inquiry displays warehouse individual issue and return activities.
- **Unit Issue Inquiries** – these inquiries display warehouse unit issuing activity, trend analysis, and an inquiry on all unit outstanding inventory.
- **Maintenance Inquires** – these inquiries display Warehouse Maintenance Issue details, Maintenance & Utilization Work Orders and Work Plans.

Instructions

Enterprise Rollup

Logistics Program CO-LEARN - CO-LEARN WAREH... Group By All

Region CENTRAL - CENTRAL REGION

Site SOUTH C - SOUTHCENTRAL SITE

Warehouse All

✓ Apply Reset

Search Criteria

4. Narrow the search by entering information into the fields of the Search Criteria section.
5. Select the **Search** button – The requested items appear in the Search Results grid.



Customize an Inquiry

1. To customize the inquiry, place the mouse over **Grid Options** and slide down to **Columns** – The Column options appear to the right.
2. Select the **Checkbox(es)** to select or deselect the desired column header(s).
3. To print the inquiry, place the mouse over **Grid Options** and slide down to **Export**.
4. Select the desired format of the document – The requested document is downloaded to the user’s computer for viewing, saving, and printing.

Column headers can be dragged to the Grouping bar. When no column headers are in the bar, it states “No Grouping”. Placing column headers in the Grouping bar changes the layout and appearance of the inquiry.

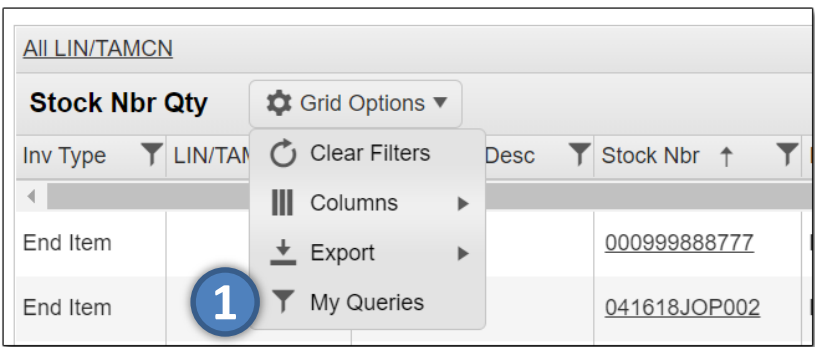
Stock Nbr	Managed DoDAAC	RSA	RSA DoDAAC	Cond Cd	Prj Cd	Stocking UI Price	MAC	Extended Price	Inventory Qty
1265015102314									
5895016202299	EB2096	Patrick	EB2096	A - Svcb(w/o Qual)		\$44,012.00	\$44,012.00		1
5895016576119	EB2096	Patrick	EB2096	A - Svcb(w/o Qual)		\$5,500.00	\$5,500.00		3
5930016246337	ED2096	Patrick	EB2096	A - Svcb(w/o Qual)		\$345.00	\$345.00		4
	ED2096	Patrick	EB2096	B - Svcb(With Qual)		\$2,295.00		\$2,295.00	3





Save a Customized Inquiry

1. To save the customized inquiry for future use or to save as your default grid view, place the mouse over **Grid Options** and slide down to **My Queries**.



2. Enter a name for customized inquiry in the **Query Name** textbox.
3. Select the **Is Shared?** checkbox if you wish to allow other warehouse users within your warehouse to utilize your customized inquiry.
4. Select the **Save My Query** button – The customized inquiry will appear in the grid.
5. Utilize the drop down within the grid to **Execute, Update, Delete, Share, or Make as your Default** grid view.
6. Select the desired action and select the **Go** button.

