



# Warehouse Management

# Role Request Form

## User Info:

<b>User's Last Name:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>	<b>Middle Initial:</b>	<input type="text"/>	<b>Suffix:</b>	<input type="text"/>
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<b>*User's EDIPI:</b>	<input type="text"/>	<small>*Only REQUIRED if [Signature of DPAS User] is not present.</small>
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Enter the Logistics Program and Select the Environment(s) Requested.

Logistics Program	Environment	Form Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Main Access Level:\*

Required\*

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
<input type="text"/>	All	All	All

I want to...	Role Selections	Security Commodity Types
<input type="text"/>	<input type="text"/>	All
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

## Second Access Level:

Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
<input type="text"/>	All	All	All

I want to...	Role Selections	Security Commodity Types
<input type="text"/>	<input type="text"/>	All
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

## Third Access Level:

Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
<input type="text"/>	All	All	All

I want to...	Role Selections	Security Commodity Types
<input type="text"/>	<input type="text"/>	All
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	





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## Fourth Access Level:

Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
	All	All	All

I want to...	Role Selections	Security Commodity Types
		All

## Fifth Access Level:

Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
	All	All	All

I want to...	Role Selections	Security Commodity Types
		All

## Additional Info:

<b>Additional Information:</b>	
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## Signatures:

\*User signature only required if EDIPI not listed above

<b>Signature of DPAS User:</b>		<b>Date:</b>	
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<b>Signature of Information Owner:</b>		<b>Date:</b>	
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## **DPAS Warehouse Management Roles Request Form Instructions**

All user access forms are located on the DPAS Support website at <http://dpasupport.golearnportal.org/>.  
Once on the page go to Support > Request Access > and then select Warehouse Management.

To view all available Roles and associated training, click the [View DPAS Roles Spreadsheet](#).

<b>User Name</b>	Required	<ul style="list-style-type: none"> <li>Enter in necessary fields.</li> </ul>
<b>User's EDIPI</b>	Optional	<ul style="list-style-type: none"> <li>Enter the User's EDIPI if the User's signature is not present.</li> </ul>
<b>Logistics Program</b>	Required	<ul style="list-style-type: none"> <li>Only one Logistic Program is permitted per form.</li> </ul>
<b>Environment</b>	Required	<ul style="list-style-type: none"> <li>One Environment must be selected from the drop-down menu.</li> </ul>
<b>Form Type</b>	Required	<ul style="list-style-type: none"> <li>Select the purpose of the form, to update or create a user's account.</li> </ul>
<b>Level of Access</b>	Required	<ul style="list-style-type: none"> <li><b>Level of Access will determine where the roles are assigned.</b></li> </ul>
<b>Region</b>	Required	<ul style="list-style-type: none"> <li>Enter the Region the user will need access to.</li> <li>If Level of Access is Logistic Program, then check the ALL checkbox for Regions in the Main Access Level.</li> <li>If Level of Access is Region, then enter a valid Logistic Program/Region combination.</li> <li>If multiple Regions are requested, use the remaining Access Level Sections.</li> </ul>
<b>Site</b>	Required	<ul style="list-style-type: none"> <li>Enter the Site the user will need access to.</li> <li>If Level of Access is Region or above, then check the ALL checkbox for Site and Warehouse.</li> <li>If Level of Access is Site, then enter a valid Region / Site combination in the corresponding fields.</li> <li>If multiple Sites are requested, use the remaining Access Level Sections.</li> </ul>
<b>Warehouse</b>	Required	<ul style="list-style-type: none"> <li>Enter the Warehouse the user will need access to.</li> <li>If Level of Access is Site or above, then check the ALL checkbox for Site/Warehouse.</li> <li>If Level of Access is Warehouse, then enter a valid Region/Site/Warehouse Combination.</li> <li>If multiple Warehouses are requested, use the remaining Access Level Sections.</li> </ul>
<b>Role Selections</b>	Required	<ul style="list-style-type: none"> <li>Select the desired roles from the drop-down menu and indicate Add or Delete.</li> <li>If more roles are required than boxes provided, use the remaining Access Level Sections.</li> </ul>
<b>Security Commodity Types</b>	Optional	<ul style="list-style-type: none"> <li>The ALL checkbox will automatically be checked as Default</li> <li>If individual Security Commodity Types need to be listed, uncheck the ALL checkbox and list all Commodity Types separated by commas.</li> </ul>
<b>Additional Information</b>	As needed	<ul style="list-style-type: none"> <li>Include any Additional Information that can assist with the Update process.</li> </ul>
<b>Signature of DPAS User &amp; Date</b>	Required	<ul style="list-style-type: none"> <li>Required if User's EDIPI is not present above.</li> <li>Include the digital signature with EDIPI # of the User who is requesting access to the DPAS System.</li> <li>Enter the date the form is digitally signed.</li> </ul>
<b>Signature of Information Owner &amp; Date</b>	Required	<ul style="list-style-type: none"> <li>Include the digital signature of the appointee responsible for approving access to the DPAS system. (i.e. Information Owner or Alternate Information Owner)</li> <li>Enter the date the form is digitally signed</li> </ul>

