

DPAS Warehouse Management Module Overview Webinar Transcript

Slide 1

Good afternoon and welcome to the DPAS Warehouse Management Module Overview Webinar! We will begin the webinar in approximately XX minutes.

Please notice on the left portion of your screen, you will see the File Sharing Pod. These files are available to download to your personal computer for later use.

The handouts include:

- This presentation in .pdf format
- An individual copy of the Warehouse Structure
- A Warehouse Structure Worksheet

You can download the files by:

1. Selecting the file and choosing the "Save to My Computer" button.
2. Select the "Click to Download" hyperlink.
3. Choose the Save button.
4. Choose a location to save the document.
5. Select the Save button.

Slide 2

Good afternoon and welcome to the DPAS Warehouse Management Module Overview Webinar! My name is Scott Milewski, one of your DPAS Subject Matter Experts. I will be presenting this webinar with the assistance of Melanie Griffith and Terry Hatcher, two more of your DPAS Warehouse Management Module SMEs. They will be answering your questions as you enter them into the Q&A Pod. It has been awhile since we have held DPAS webinars and we are happy to be able to present this information to you. Today we will be covering our newest DPAS module, the DPAS Warehouse Management Module.

Ground Rules

The **Topic Question and Answer Pod** is where you can submit questions about the presentation and the chat on the left is where you can let us know about any issues with the DCO space.

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The agenda for today gives us an overview of the Warehouse Management module. We will get a brief Introduction followed by a discussion on the structure of the WM module.

Next we will learn what the term “Equipment” means within the WM module.

The Catalog is an important piece of the WM module, similar to its purpose in the Property Accountability module.

Then we will begin looking at the key functions within the module itself.

The WM module has a wide variety of processes so we will continue on by discussing some additional functions.

We will look at how the WM module integrates with the DPAS Maintenance and Utilization module.

Next we will examine the available Automatic Identification Technology for the WM module.

We will finish with a brief discussion of the Reports and Inquiries within the WM module.

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Let’s first get an introduction to what the WM module is meant to do.

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One of the primary purposes of the WM module is to receive equipment onto the property book and issue that equipment out to individuals or units until such time that it is returned to the Warehouse.

The WM module can handle both serialized and bulk equipment. The module can even notify you when stock is low within the Warehouse and prompt you to reorder or replenish from another Warehouse based on minimum quantities

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Similar to all other DPAS modules, the WM module is Role-based. This means that the processes you have access to are dependent on the role or roles you have been assigned.

The WM module has gone a step further in defining your access to the various processes. The WM module uses a C.R.U.D. methodology, meaning in a single process, you may have full access: Create, Read (Inquiry), Update and Delete ability. Or you may only have Read access. This is different than the PA and M&U modules where if you have access to a process, you can do anything that process allows. An additional layer of security has also been added called Security Commodity Type. This is a grouping which defines what group can “view” the equipment in a given Security Commodity Type. For example, if you issue two type of equipment: weapons and personal gear. You may not want the people who issue personal gear to be able to issue weapons. You would assign the Stock Number for the weapons a Security Commodity Type of Weapons and then grant the weapons issuers that Commodity Type.

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This is an example of the Roles spreadsheet for the WM module. I do not expect you to be able to read all that it shows, but I did want you to get the idea that we have created a number of Roles already. If you begin to use the WM module and determine that you need a new roles created, we can assist you with that process.

Now that we have zoomed in a little on a portion of the spreadsheet, we can see how some have an “X” meaning they have full access and some only have an “R”. Notice how one of the Roles has an “RU” designation.

I would have placed a copy of this spreadsheet in the download pod, but I would like you to get use to visiting our Support Site to get the latest spreadsheet.

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Next we will look at how the WM module is structured.

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The inverted pyramid shown here describes the portion of the structure that is established during implementation of the WM module.

The Logistics program is the highest level and often represents your agency or division.

The Logistics Program can be divided into one or more Regions.

Those Regions can be divided into one or more Sites.

The Sites can be divided into one or more Warehouses.

Each of the first three levels are simply ways to organize your Warehouses.

Let's take a look at an example...

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At the top we have the Agency – The Logistics Program level

The Agency is divided into two Regions – CONUS and OCONUS

The Regions are divided into various Sites

Those Sites are further divided into Warehouses.

It is important to note that the Warehouse level is NOT the place where equipment is stored. Equipment is stored in Facilities, which are subdivisions of each Warehouse. There may be two Facilities under a Warehouse or just one, or more if you need them. It all depends on your needs.

There is a worksheet copy of this diagram located in the File Share pod if you would like to use it to begin to lay out your own structure.

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Now that we have seen the basic structure, we can continue to look at the portions of the structure you have direct control over.

We saw on the last slide that Warehouses are subdivided into Facilities. Facilities are often Real Property and will have an RPUID associated. This is not however a requirement.

Facilities may be subdivided into Zones. Zones are simply a way to create additional levels within the structure and are optional.

You must have Locations however. This is where equipment is placed within the Facility.

Facilities may be subdivided into Containers if you wish. The use of Containers is optional and can be used whenever the need arises unlike Zones which once set as an option, is required.

We can also look at how Stock Numbers are stored using this diagram. The Catalog, which is where all Stock Numbers are stored, is located at the Logistics Program level. This means that once a Stock Number is Cataloged, it is available to every Warehouse under the Logistics Program. We will focus more on this in a little bit.

An important consideration to developing your structure is the fact that Users are assigned at the Warehouse level. This means that a user assigned at the Warehouse will have their given Role for all Facilities under that Warehouse.

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Equipment is the term we use for the assets within a Warehouse/Facility.

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While the equipment is stored in a Facility, it is managed at the Warehouse level.

The WM module can handle both Bulk equipment such as helmets to serialized equipment such as vehicles or weapons.

To assist in managing your equipment, the WM module support Shelf Life Management.

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As mentioned earlier, the Catalog is where all Stock Numbers are stored.

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We have seen that the Catalog for the WM module is stored at the Logistics Program level. It is important that we understand what is being stored in the Catalog. Stock Numbers store the attributes of equipment. When a Stock number is Cataloged, its attributes are made available to all Warehouses.

The WM module can create three types of Stock Numbers: National Stock Numbers (NSNs), Management Control numbers (MCNs) and Part Numbers.

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Once a Stock Number has been cataloged, we must indicate the item will be stocked in a particular Warehouse using the Stock Item process.

The Stock Item process is where restocking/replenishment indicators are stored. This is where you set minimum stocking levels before replenishment is triggered.

Line Item Number (LIN)/Table of Authorized Materiel Control Numbers (TAMCN) are not necessarily used in the Warehouse as traditionally used. We use them as Group Identifiers (Ids). Like Stock Numbers can be group under a single LIN/TAMCN. For example, if we have mittens of different sizes. Each size of

mittens would have a different Stock Number. We would use a LIN/TAMCN to reference all of the mitten sizes. This way we can indicate in an issue that the member is to receive two pairs of the LIN/TMACN so we do not have to specify the exact Stock Number ahead of time.

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Key functions are the basic processes the WM module is designed to perform.

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The first process we will look at is Receiving.

There are a number of precedent processes which must be performed before a receipt can take place. Not all are mandatory for each receipt and not all need to be done for each receipt.

For Example, if the receipt isn't for a sized item, Size Category and possible LIN/TAMCN do not need to be entered.

If the Stock Number and Stock Item have already been established, you do not need to enter them again.

Once the precedent processes are complete, the process of receiving equipment into the Warehouse can begin.

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In the WM module, the Receipt process is not a single step, but rather a process flow.

A Receipt may flow through Pending > Received > Verified > Accepted, or be recorded as Discrepant or even Canceled.

During the Acceptance step of a receipt, an Inventory Control Number (ICN) is established. If the equipment is Bulk, all identical items will have the same ICN. For serialized items, each item will have a unique ICN.

To make it easier to label your equipment, you can print both ICN and Container labels from the Receiving process. The DD Form 1348-1A is also available.

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A useful feature within the WM module is the ability to create custom Sets, Kits and Outfits. This allows you to issue several pieces of equipment as a single item.

To help ensure kits are complete, the components can be verified on both issue and return.

The SKO process is divided into two parts:

- SKO Catalog – This is used to define what goes into a kit
- Set Kit Outfit – This is divided into three sub-processes
 - Assemble – This is one of the ways kits can be assembled and updated
 - Serial Update – Used to make corrections to serialized kits
 - Bulk Update – Used to correct bulk kits

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As the name implies, the Individual Issue process is designed to issue equipment to individual Warehouse Members.

There can be a number of steps needed prior to completing an Individual Issue, however, just like the Receiving Precedent steps, most need only be done once.

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When a Warehouse Member is issued equipment, it is based on the Unit Identification Code (UIC) they are assigned to and the Commodity Type of the equipment.

To make it easier to issue large amounts of equipment to people who are going to the same place or for similar missions, you can use Master issue Lists (MILs). This way a standard list of equipment can be issued without having to choose each piece individually at the time of the issue.

There is a Member's Site which allows individuals who have been issue equipment to use the Common Access Card (CAC) to log in and see what their outstanding issues.

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Once a Member is finished using their equipment they will return it to a Warehouse.

The return process reconciles what the Member is supposed to have with what they actually possess. This may result in missing equipment or even excess equipment. Both of which can be accommodated within the WM module.

Once an item is returned, inventory levels within the Warehouse are adjusted.

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The Unit Issue process is similar in concept to the Individual Issue process, but functions much differently.

A UIC Custodian is identified as the responsible officer for the Unit. They receive the equipment on behalf of the entire unit.

As with Individual Issue, there are a number of precedent steps which need to be completed.

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A Unit Issue is first Requested. This defines what the unit needs.

It must then be Approved.

Once Approved, it will go to the Materiel Movement process and be Picked and Staged for issue.

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A Unit Return is very similar to the Individual Return.

The following items can be returned:

- Issued Items – Items the Member was issued for their Unit
- Non-Matching Stock Numbers – If they return a Medium instead of a Large
- Non-Issued Items – These are items the UIC Custodian was not issued but they are now attempting to return. (As long as the Stock Number are managed within the Warehouse Catalog)

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Additional Functions are important functions of the WM module but may not be used by the majority of users or is a sub process.

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The Materiel Release Order (MRO) is a form of an issue for an item which is not expected to be returned.

There are two options for creating an MRO: from an External Item Manager such as the US Marine Corps Stock Control System (SCS) or Manually from within the process itself.

The MRO's Principle End Item (PEI) may have Collateral Items (Items that go with the PEI). These Collateral items are defined prior to the issue in the Collateral Item process.

The MRO process can use the Transportation process to direct the movement of equipment, the Quality Control process to ensure equipment is ready to ship and the Maintenance and Utilization module to have shipment preparation completed via an M&U Work Order.

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To move equipment around the Warehouse we use the Materiel Movement or "Pick" process. This identifies what will be moved and where it will be moved to.

This process is used by a number of other processes such as:

- Unit Issue
- Set Kit Outfit
- Warehouse Transfer

But can also be used as a stand-alone process to move and consolidate equipment across a Facility.

The Picks are divided into two processes:

- Materiel Movement Plan – Defines what is to be moved
- Materiel Movement Pick – Defines where the items were moved to once completed

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The Warehouse Transfer Process is a "Pull" process to replenish a Warehouse. This allows one Warehouse to request equipment from another Warehouse within the same Logistics Program to complete a Replenishment Request.

The “Push” process for moving equipment from one Warehouse to another is within the Disposition process.

The diagram show how A Request is created and Approved in the Gaining Warehouse, it is Approved and Picked and finally Shipped out of the Losing Warehouse. It finally moves to the Gaining Warehouse’s Receiving process.

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The inventory Update process is one of the most powerful processes in the WM module.

There are two different process types:

- Manager – Has full access to the process
- User – Can only make full quantity moves

The Manager can change:

- Stock Number
- ICN
- Condition Code
- Location/Container
- Quantity
- Owning DoDAAC
- Project Code

This is an easy way to update equipment locations without using the Pick process.

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One of the things every Warehouse needs to know is that they have accurate inventory counts. The WM module is here to help.

The WM module can perform three type of inventories:

- Inventory Segments
- Location
- Stock Number

Each of these inventory types can be perform either manually (Paper and Pencil) or using Automatic Identification Technology (AIT).

Once an inventory is completed, either manually or using AIT, it is reconciled within the WM module.

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There are going to be time when you will need to remove equipment from your inventory. This is what the Disposition process is for.

There are three disposal methods:

- Local Disposal – You will take care of its disposal by shredding or incinerating the items
- Excess – Items will be sent to DRMO/Disposition Services
- Warehouse Transfer – The equipment will be sent to another Warehouse with the same Logistics Program

Each disposal method may go through a series of steps (Approvals) depending on the disposal method.

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One of the benefits of using an application like DPAS is that it isn't just one module, but three. We will look at how the three modules interact and the benefits it gives to the WM module.

We are so excited about this integration, we are featuring it in our next webinar being held on March 25, 2015. Be sure to sign up on our Support Site right after this webinar is over.

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The beginning of the interrelationship between the WM module and the M&U module is the Quality Control process in the WM module. From this single module, many serialized items can be sent to the M&U module to have Work Orders created so various types of work can be done.

The Quality Control process is available from:

- Receiving
- Pick
- Set Kits Outfits

The last option listed, MRO, send its equipment directly to the M&U module without first sending them to the Quality Control process.

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There are currently three modules in the DPAS application:

- Property Accountability (PA) which tracks Accountable and Non-Accountable Durable Assets

- Maintenance and Utilization (M&U) module which tracks Work Orders and Dispatches
- Warehouse Management (WM) module which tracks Consumable and Durable Equipment

How do they interrelate? Let's look...

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The PA module can send assets to the M&U module so they can have Work Orders created, be Dispatched and have utilization recorded. No information is sent directly back to the PA module.

The WM module can send requests for equipment Work Orders to be created. Once a Work Order is set to Pending Complete, it is sent back to the WM module's Quality Control process so the work can be inspected and approved or rejected. If approved, the equipment moves on in its process flow. If it fails, the Work Order is reopened.

There are of course more details in the flow between the modules, but this gives you a high-level idea of the procedures.

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Some of the M&U processes used by the WM module:

- Work Plan – A description of the work to be completed
- Work Plan Details – The details of the work, tools, equipment to be completed
- Work Plan Associations – Associate Work Plan to a Stock Number and transfer attributes
- Work Orders – Work Orders are automatically created for equipment sent from the WM module
- Transportation Management – Request for equipment movement from the M&U module to the WM module

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The WM module uses several pieces of AIT. Let's take a look at what they are...

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A Portable Data Collection Device or PDCD/scanner can be used to complete several processes in the WM module. You can take the PDCD out into the Warehouse and complete:

- Material Movement/Picks
- Receipts

- Issues
- Returns
- Inventories
- Quality Control Inspections
- Transfers
- Shipments

The PDCD displayed is only one of several supported by the WM module. Please visit our Support website for more details.

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A tethered scanner connects to the computer via a USB connection. It has several uses such as:

- Scanning a Member's CAC
- Scanning barcodes on forms generated by the Warehouse
- Scanning serial Numbers from items received

Please visit our Support website for more details.

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To fully use the capabilities of the WM module and AIT, you should use the label printing ability of the WM module.

The WM module can print five different label types:

- Stock Number labels
- Location Id labels
- Container Id labels
- ICN labels
- Shelf Life Extension labels

The two sizes available are:

- 3" x 2"
- 4" x 6"

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A nice feature of the WM module is the option of electronic signatures.

There are two different types of electronic signatures available:

- eSign – Uses the External USB Card Reader to read the Member’s CAC and the External USB Numeric Keypad so they can enter their CAC PIN. This will result in a stored signature and will print the information block on the receipt.
- Signing with a Signature Pad – This process uses an electronic signature pad where the Member signs on the surface and the signature is transferred to the issuing/returning computer. The signature is printed on the receipt

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Once you have entered information and processed transactions, you will most likely want to get information back out of the system. This is where Reports and Inquiries come in.

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There are a limited number of predefined reports in the WM module. Several are for inventories; others are concerned with shipment planning and others. More Reports are added periodically as development time allows.

These Reports are configured to generate a specific data set. They do not allow for the selection of resulting fields.

Inquiries are available via two methods:

- From the Inquiries menu – These inquiries tend to encompass information not easily accessible from individual processes
- Within the process – The Results Grid in each process can be used as an inquiry to learn about the process-specific data. For example, if you want to know what Excess Dispositions you perform this month, you would use the Disposition process to inquire about the scenario.

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Let’s finish off by looking at some of the advantages of using the WM module.

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The benefits of using DPAS are:

- DoD Owned
- Web-enabled, no plug-ins required

- Hosting provided by the Program
- Application Security managed by the Program
- PKI-enabled
- Web-based training and Live/Recorded Webinars
- 24x7 Call Center Support and Context Sensitive Help
- Information Assurance (IA) Accredited with ATO in place
- Compliance with DoDI 5000.64 “Accountability and Management of DoD-Owned Equipment and Other Accountable Property”
- 100% compliant with SSAE 16 Standards

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Keep in mind, The DPAS Warehouse Management module is designed to provide a comprehensive solution to your storage and distribution needs.

From this single module, the lifecycle of equipment can be administered for small bulk-managed items to large serially-managed equipment.

It will handle your inventory from Receipt, to Issue. From Return through Disposal.

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We will not take any additional questions you may have.

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Please note we have new email addresses as our email migrated to the new DoD enterprise system.

Also, please note the DPAS Call Center number; we have the Option 1 which takes you directly to a DPAS agent.

Thank you for attending today’s webinar on DPAS Warehouse Management Module Overview!

We do have a series of polls we would like you to complete. These polls assist us in determining the value of the webinars and to determine which webinars to present in the future.

We are going to continue to take your questions for approximately 15 more minutes, but for those who need to drop offline, we wanted to let you know that this webinar has been recorded. It will be available along with the post-webinar report in approximately one week on the DPAS Support Website.

The upcoming webinars are:

DPAS M&U (Maintenance and Utilization) for Warehouse Management

Date: Wednesday, March 25, 2015

DPAS Property Accountability Disposition

Date: Wednesday, April 8, 2015

DPAS Property Accountability Inventory

Date: Wednesday, April 22, 2015

DPAS Warehouse Management Cataloging

Date: Wednesday, May 20, 2015

DPAS Warehouse Management Receiving

Date: Wednesday, June 3, 2015

Please visit our Support Site and sign up today!