

DPAS WAREHOUSE MANAGEMENT ROLES REQUEST FORM

Please refer to Page 3 for specific instructions on completing this form.

User Name:		Date:	
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Use the same line number in all areas to assign the proper access for the user

Indicate the appropriate Logistics Program and database.

Logistics Program	Production	Training	SAT

Indicate the appropriate Region, Site and Warehouse. If multiple Warehouses are needed, use lines 2-7.

Row	Region:	Site:	Warehouse:
1			
2			
3			
4			
5			
6			
7			

The Level of Access assigned below will drive the user's view when generating inquiries. If the user is assigned identical roles for multiple Warehouses it also determines what level the roles can be assigned to the account. If roles are added at the Logistics Program level, the user will be able to view all Regions, Sites and Warehouses under the requested Logistics Program. If the roles are added at the Warehouse level the user will be able to view the requested Warehouse only. If multiple Warehouses are needed use lines 2-7.

Level of Access				
Row	Logistics Program	Region	Site	Warehouse
1				
2				
3				
4				
5				
6				
7				

Use this section to indicate any commodity information the user requires. If multiple Warehouses are needed, use lines 2-7.

Row	Commodity Type	Commodity Type Description
1		
2		
3		
4		
5		
6		
7		

DPAS WAREHOUSE MANAGEMENT ROLES REQUEST FORM

Use the Role Pool below to determine what roles are required. Enter ALL required roles in the same line for each warehouse. Enter Add or Delete to indicate the action required.

Row	Names of Roles Required	Action Required (Add or Delete)
1		
2		
3		
4		
5		
6		
7		

Role Pool

<u>Worker Roles:</u>	<u>Approval Roles:</u>
9010 Warehouse Officer	DPAS9210 Material Identifier/Receiver
9020 Warehouse Administrator	DPAS9220 Quality Control Manager
9030 Program Management Officer	DPAS9225 Quality Inspector
9040 Program Management Admin	DPAS9230 Transportation Manager
9050 Regional Lead	DPAS9240 Supply Technician
9060 Regional QAS	DPAS9250 Physical Inventory Manager
9070 Regional Manager	DPAS9260 Warehouseman Without SKO
9080 Site Manager	DPAS9265 Warehouseman With SKO
9090 Stakeholder	DPAS9270 Project Planner
9100 Warehouse Specialist	DPAS9280 Material Manager
9110 Line Clerk	DPAS9290 Item Manager
9120 Logistics Clerk	DPAS9300 Warehouse Project Officer
9130 Cataloger	DPAS9310 Admin Reports
9140 Warehouse Clerk	WF Logistics Program Approval
9150 Regional Customer Assistant	WF Region Approval
9160 Responsible Officer	WF COR Approval
9170 Maintenance Clerk	WF Warehouse Manager Approval

Additional Information:	
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Signature of Information Owner:		Date:	
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Signature of CCB Member:		Date:	
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DPAS Warehouse Management Roles Request Form Instructions

*User Name	<ul style="list-style-type: none"> User's full name must be entered. Only one user is permitted per form.
*Date	<ul style="list-style-type: none"> Enter the date of the request.
*Logistics Program	<ul style="list-style-type: none"> Enter the Logistics Program the user will need access to.
Production	<ul style="list-style-type: none"> Enter an X if the user's access is for the Production database.
Training	<ul style="list-style-type: none"> Enter an X if the user's access is for the Training database.
SAT	<ul style="list-style-type: none"> Enter an X if the user's access is for the SAT database.
*Region	<ul style="list-style-type: none"> Enter the Region the user will need access to. If access to multiple Warehouses is needed, use lines 2-7.
*Site	<ul style="list-style-type: none"> Enter the Site the user will need access to. If access to multiple Warehouses is needed, use lines 2-7.
*Warehouse	<ul style="list-style-type: none"> Enter the Warehouse the user will need access to. If access to multiple Warehouses is needed, use lines 2-7.
*Level of Access	<ul style="list-style-type: none"> Used to indicate the users inquiry access level. If the user is permitted to see everything in the Logistics program, place an X in the Logistics Program field. If you want to limit the users view to a specific Warehouse, place an X in the Warehouse field. If access to multiple Warehouses is needed use lines 2-7.
*Commodity Type	<ul style="list-style-type: none"> Enter the Commodity Type the user will need access to. If more than one Commodity Type is required for the same Warehouse, enter all required in the same line number.
*Commodity Type Description	<ul style="list-style-type: none"> Enter the Commodity Type Description the user will need access to. If more than one Commodity Type Description is required for the same Warehouse, enter all required within the same line number.
*Name of Roles Required	<ul style="list-style-type: none"> Use the Role Pool on page 2 to determine the roles required. If more than one role is required for the same Warehouse, enter all required roles within the same line number.
*Action Required (Add/Delete)	<ul style="list-style-type: none"> Enter the action required for the associated line number. Enter Add to add a role to the users account. Enter Delete to remove a role from a user's existing account.
Additional Information	<ul style="list-style-type: none"> Use this section to provide additional comments or for clarification of the action being requested.
*Signature of Information Owner & Date	<ul style="list-style-type: none"> Enter the digital signature of the Information Owner (IO) or Alternate Information Owner (AIO) responsible for approving access to the DPAS application. Must match the name of the IO or AIO authorized by letter to sign the DD Form 2875. Enter the date the IO or AIO signed the form.
Signature of CCB Member & Date	<ul style="list-style-type: none"> Optional field.

Note: To see the roles, associated menu options and the training course numbers, please visit the DPAS support website at <http://dpassupport.golearnportal.org/>. Once on the page, go to Support>Request Access. Locate Step 2 – Get the most recent forms and download the Warehouse Roles spreadsheet.