

STANDARD OPERATING PROCEDURE

TITLE: TAKING PICTURES ON THE WEB

RESPONSIBILITY	STEP	ACTION
	1	Select an item of interest from daily receipts or from a customer request.
	2	Call Depot POC to get locations or go to DSS from the main menu , choose: COSIS Location transaction history 9c Input NIIN F8 to go forward F9 to go back
	3	If need be, schedule time to meet with POC to be escorted to warehouse.
	4	Find Location
	5	Have warehouseman pull material.
	6	Unpack material if required
	7	Find suitable setting for taking picture
	8	Take picture
	9	Get all pertinent information from material, such as part number, manufacturer, date on manufacturer and end use if known.
	10	Place material back in container if opened
	11	Complete the DEPOT Log before leaving the DEPOT.
	12	Go back to your computer and view pictures. Enhance if needed by darkening, lightening, etc.
	13	Log into FLIS Plus

STANDARD OPERATING PROCEDURE – (CONTINUATION SHEET)

RESPONSIBILITY	STEP	ACTION
	14	Go Add/Edit DTID
	15	Enter all pertinent information
	16	Click “enter” twice to save
	17	Then go to Add/Edit DTID Picture
	18	At top of page, click “Browse”
	19	Go to “A” drive and select the picture you want.
	20	Repeat from Step 17 to add additional pictures.

NOTE: For additional information on
FLIS Plus w/Photos, go to this link:

www.drms.dla.mil/special/periods/instructorguide39.ppt

NOTE: Use this criteria for taking pictures:

1. Use the GSA FSG List – 15, 23, 24, 28, 34, 38, 39, 42, 49, 51, 58, 61, 65, 66, 70, 71, 72, 84
2. Dollar amount only contributing factor
3. Pull High Dollar Value Items Received (udir1101). Report can be found in Access Reports (Narrow). The \$100,000.00 does not include circuit cards.
3. Customer Service
- 4, Use COMMON SENSE