



# Document Number Range Overview

## Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Document Number Range process provides the ability to add, update, or delete a range of serial numbers for documents. These number ranges are for assignment of document numbers, and each range is associated with a DoDAAC. The ranges can be from 0001 to 9999 and must not overlap. The Document Number is in the following format: DoDAAC + Julian Date + Serial Number.

## Navigation

MASTER DATA MGMT > DOCUMENT NBR Range > DOCUMENT NBR Range page

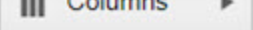
## Procedures

### View a DOCUMENT NBR Range

1. View the *DOCUMENT NBR Range* grid.

Document Nbr Range						Grid Options	+ Add	Edit	Delete
	DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type				
<input type="checkbox"/>	N00024	BPG TEST	1001	2000	MS - Miscellaneous				
<div> <span>1</span> of 1         </div>						<div> 50 items per page         </div>			

2. Select . The *Grid Options* expanded menu appears.

3. Select  to view the optional information in the Program Grid:

Document Nbr Range

Grid Options

+ Add

Edit

Delete

	DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type	Document Dt	Established By	Established Dt/Tm	Last Serial Nbr Assigned	Last Transaction Dt/Tm	Last Updated By	Program Id
<input type="checkbox"/>	N00024	BPG TEST	1001	2000	MS - Miscellaneous	12/15/2022	GROCEBP	12/15/2022 4:44:49 PM	1,000	12/15/2022 4:44:49 PM	GROCEBP	LPLGN03

1

Page 1 of 1

50 items per page


1 - 1 of 1 items






# Add a Document Number Range

## Navigation

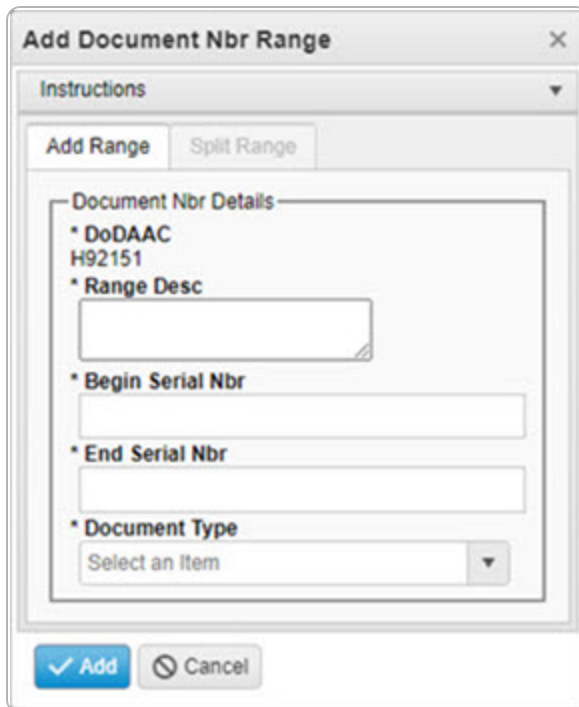
MASTER DATA MGMT > Document Number Range >  > Add DOCUMENT NBR Range pop-up window

## Procedures

### Add a DOCUMENT NBR Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add DOCUMENT NBR Range** pop-up window displays, with the Add Range Tab available.





The screenshot shows a pop-up window titled "Add Document Nbr Range". It has a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are two tabs: "Add Range" (which is selected) and "Split Range". The main area is titled "Document Nbr Details" and contains several fields: "\* DoDAAC" with the value "H92151", "\* Range Desc" with an empty text box, "\* Begin Serial Nbr" with an empty text box, "\* End Serial Nbr" with an empty text box, and "\* Document Type" with a dropdown menu showing "Select an item". At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a "Cancel" button with a circle and X.





## Help Reference Guide

2. The DoDAAC automatically populates and is not editable.
3. Enter the Range DESC in the field provided. *This is a 125 alphanumeric character field.*
4. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
5. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*
6. Use  to select the Document Type.
7. Select . The **Add DOCUMENT NBR Range** pop-up window closes, and the new DOCUMENT NBR Range record appears at the top of the grid in green.





# Update a Document Number Range


## Navigation


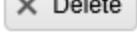
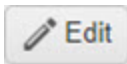
MASTER DATA MGMT > Document Number Range > ☐ (desired record) >  
> Update DOCUMENT NBR Range pop-up window

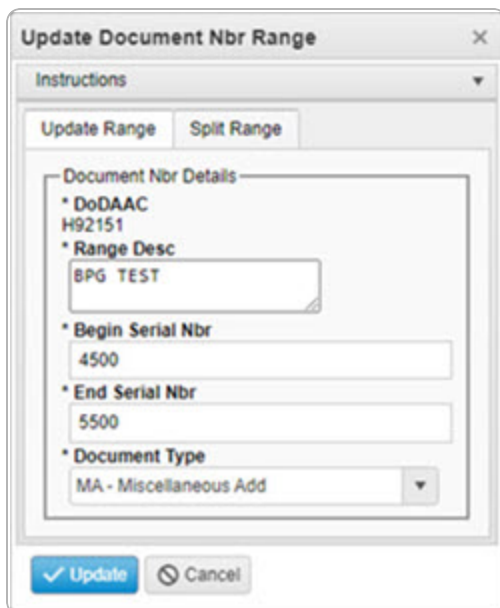


## Procedures


### Update a DOCUMENT NBR Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. *The record is highlighted, and  and  become available.*
2. Select . *The **Update DOCUMENT NBR Range** pop-up window displays, with the Update Range Tab available.*





3. Verify the DoDAAC.
4. Update the Range DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
5. Update the Begin SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*
6. Update the End SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*
7. Update the Document Type, using  to select the desired range type.
8. Select the Split Range tab.

Update Document Nbr Range

Instructions

Update Range

Split Range

DoDAAC

H92151

Existing Range

The existing range will be updated with these values:


Existing Range Desc

BPG TEST

Existing Begin Serial Nbr

4500

Existing End Serial Nbr

5500 

Existing Document Type

MA - Miscellaneous Add

New Range

A new range will be added with these values:

\* New Range Desc

\* New Begin Serial Nbr

✓ Check Values

\* New End Serial Nbr

5500

New Document Type

Optional

✓ Update

Cancel

### Note




These fields do not contain the original values entered during the Add a Document Number Range procedure. They reflect the updated information from the Update Range Tab.







### Attention



If there **is a conflict** between the existing and new ranges, a  appears after the Existing End SERIAL NBR field.

If there **is no conflict** between the existing and new ranges, a  appears after the Existing End SERIAL NBR field.

- A. Update the fields in the New Range panel:
  - a. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*
  - b. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
  - c. Verify the New End SERIAL NBR.
9. Select . The **Update DOCUMENT NBR Range** pop-up window closes, and the revised DOCUMENT NBR Range record appears at the top of the grid in green.






# Delete a Document Number Range


## Navigation




MASTER DATA MGMT > Document Number Range > ☐ (desired record) >  
> Delete DOCUMENT NBR Range pop-up window

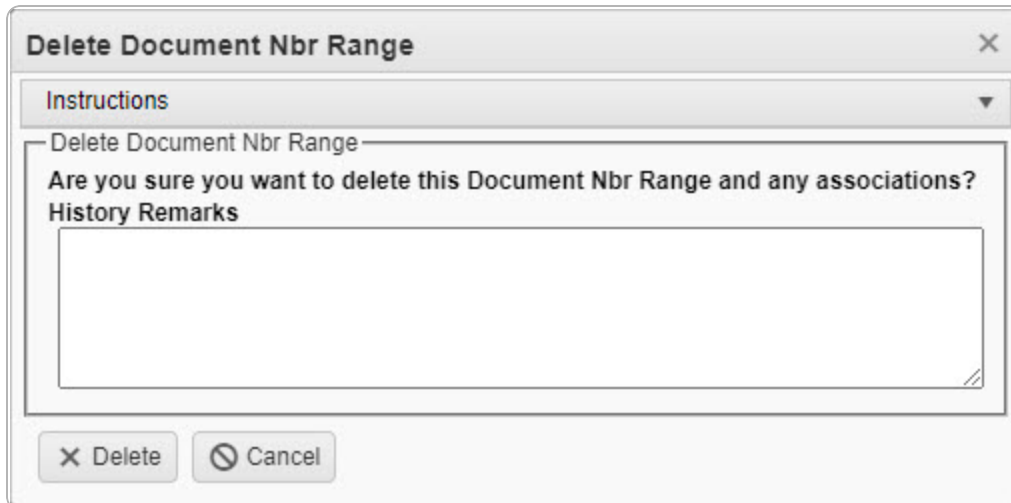
 Delete

## Procedures

### Delete a DOCUMENT NBR Range

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. The record is highlighted, and  Edit and  Delete become available.
2. Select  Delete. The **Delete DOCUMENT NBR Range** pop-up window displays.



3. Select  Delete. The **Delete DOCUMENT NBR Range** pop-up window closes, and the DOCUMENT NBR Range record is removed from the grid.

