



## 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.

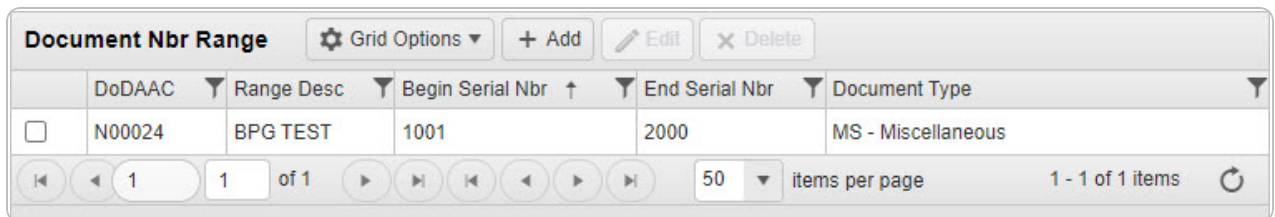
### Navigation

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

### Procedures

#### View a DOCUMENT NBR Range

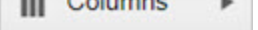
1. View the DOCUMENT NBR Range grid.

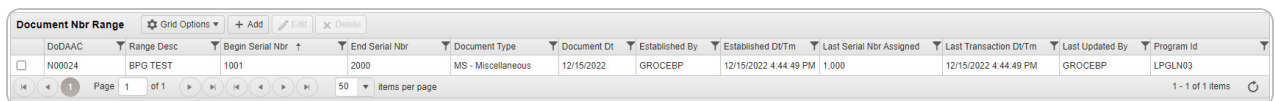


	DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type
<input type="checkbox"/>	N00024	BPG TEST	1001	2000	MS - Miscellaneous

Grid controls: Grid Options, + Add, Edit, Delete. Page 1 of 1, 50 items per page, 1 - 1 of 1 items.

2. Select . The Grid Options expanded menu appears.

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



	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	LPGLN03


Grid controls: Grid Options, + Add, Edit, Delete. Page 1 of 1, 50 items per page, 1 - 1 of 1 items.






## Add a Document Number Range

### Navigation

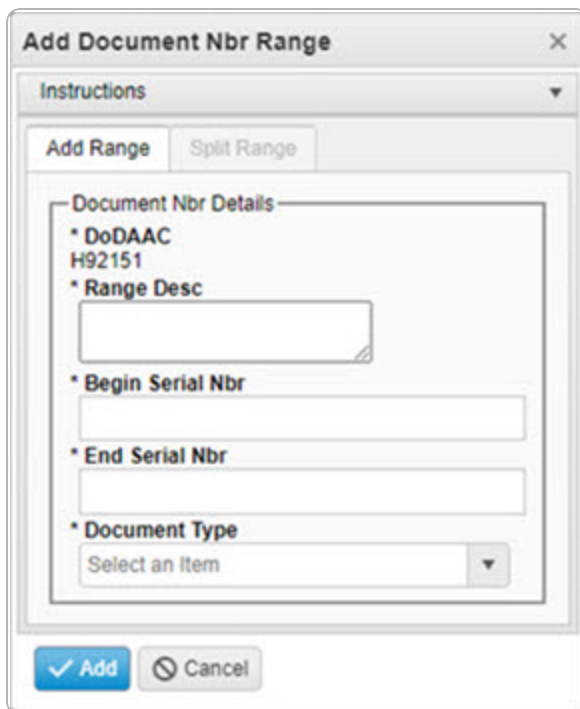
MASTER DATA MGMT > Document Number Range >  > Add DOCUMENT NBR Range pop-up window

### 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 window titled "Add Document Nbr Range" with 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 contains a "Document Nbr Details" section with the following fields:



- \* DoDAAC: H92151
- \* Range Desc: [Empty text box]
- \* Begin Serial Nbr: [Empty text box]
- \* End Serial Nbr: [Empty text box]
- \* Document Type: [Dropdown menu showing "Select an Item"]

At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash.





## 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.

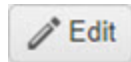




## Update a Document Number Range


### Navigation

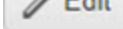
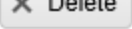

MASTER DATA MGMT > Document Number Range >  (desired record) >  
> Update DOCUMENT NBR Range pop-up window

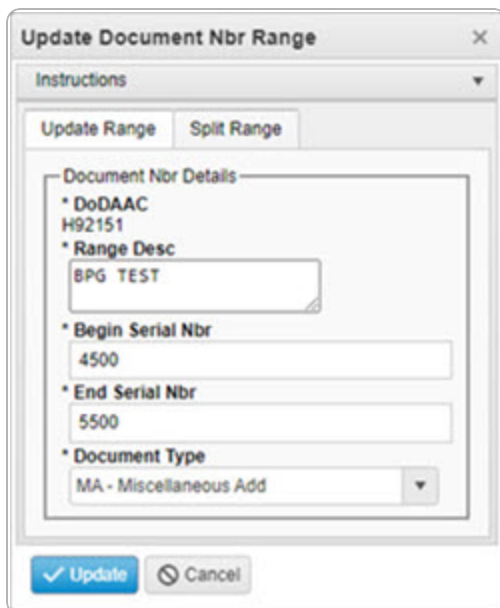


### Procedures


#### Update a DOCUMENT NBR Range

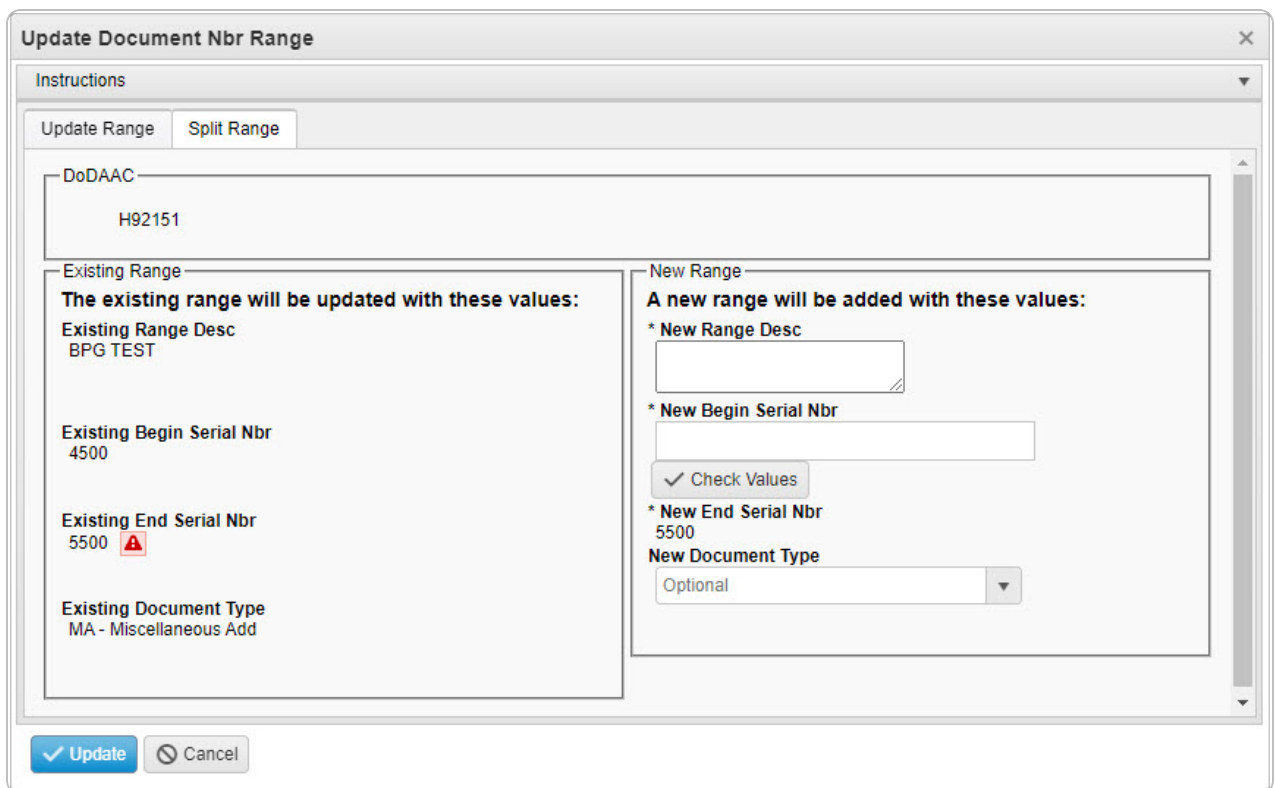
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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.



The screenshot shows a dialog box titled "Update Document Nbr Range" with a close button (X) in the top right corner. Below the title bar is an "Instructions" section with a dropdown arrow. There are two tabs: "Update Range" (selected) and "Split Range".

The "Update Range" tab contains the following fields:

- 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 

At the bottom of the dialog are two buttons: "Update" (with a checkmark) and "Cancel" (with a circle and slash).

### 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

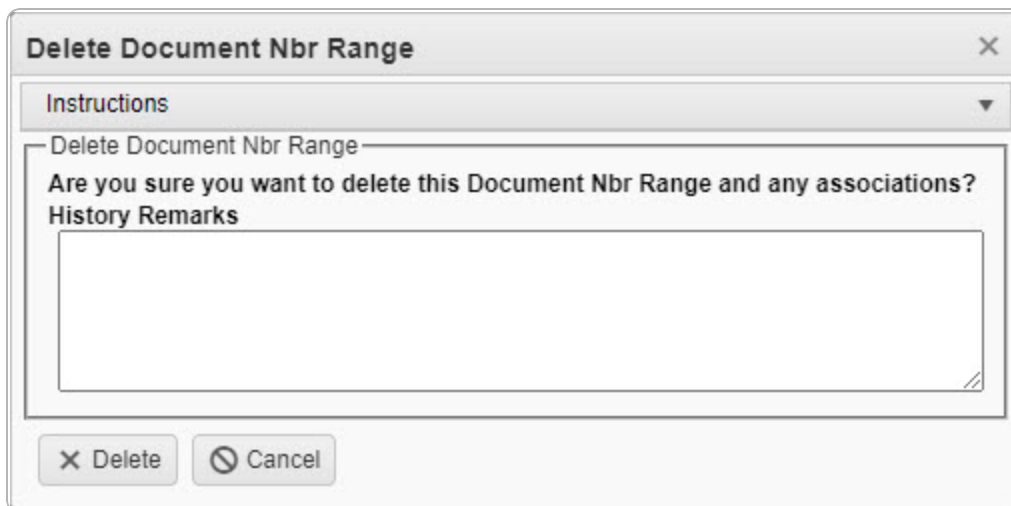
### Procedures

#### Delete 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 **Delete DOCUMENT NBR Range** pop-up window displays.*



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

