



Item Manager Overview

Overview


The Materiel Management/Inventory Control Point (MM/ICP) module Item Manager process provides the ability to add or update a manager for the Program. A Program is created by creating a name, stock numbers, and an item manager.


Navigation

MASTER DATA MGMT > Item Manager > Item Manager page

Procedures

Search for an Item Manager

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Open the Search Criteria box by selecting , and narrow the results by entering one or more of the following optional fields.

Search Criteria ▼

Program Name <input style="width: 90%;" type="text"/>	i Owning DoDAAC <input style="width: 90%;" type="text"/>
i Program Manager <input style="width: 90%;" type="text" value="All"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="..."/>	i Rqn Prj Cd <input style="width: 90%;" type="text"/>
Acquisition Reason Cd <input style="width: 90%;" type="text"/>	Show only Active Programs <input checked="" type="checkbox"/>
i Stock Nbr <input style="width: 90%;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="..."/>	





2. Select . The Programs appear in the Search Results grid.

Search Results ▼

Program ⚙ Grid Options ▼ + Add ✎ Edit

<input type="checkbox"/>	Program Name ↑	Program Description	Acquisition Reason Cd	PM First Name	PM Last Name	PM Email	PM Phone	Rqn Prj Cd(s)
<input type="checkbox"/>	HJS ExtTest Program NP ICP	HJS ExtTest Program NP ICP						
<input type="checkbox"/>	REGRESSION TEST 20220324			PROGRAM	MANAGER			

Selected 0/2 ⏪ ⏩ 1 Page 1 of 1 50 Items per page 1 - 2 of 2 items ↻





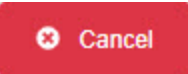
Add a Program Identifier

Navigation

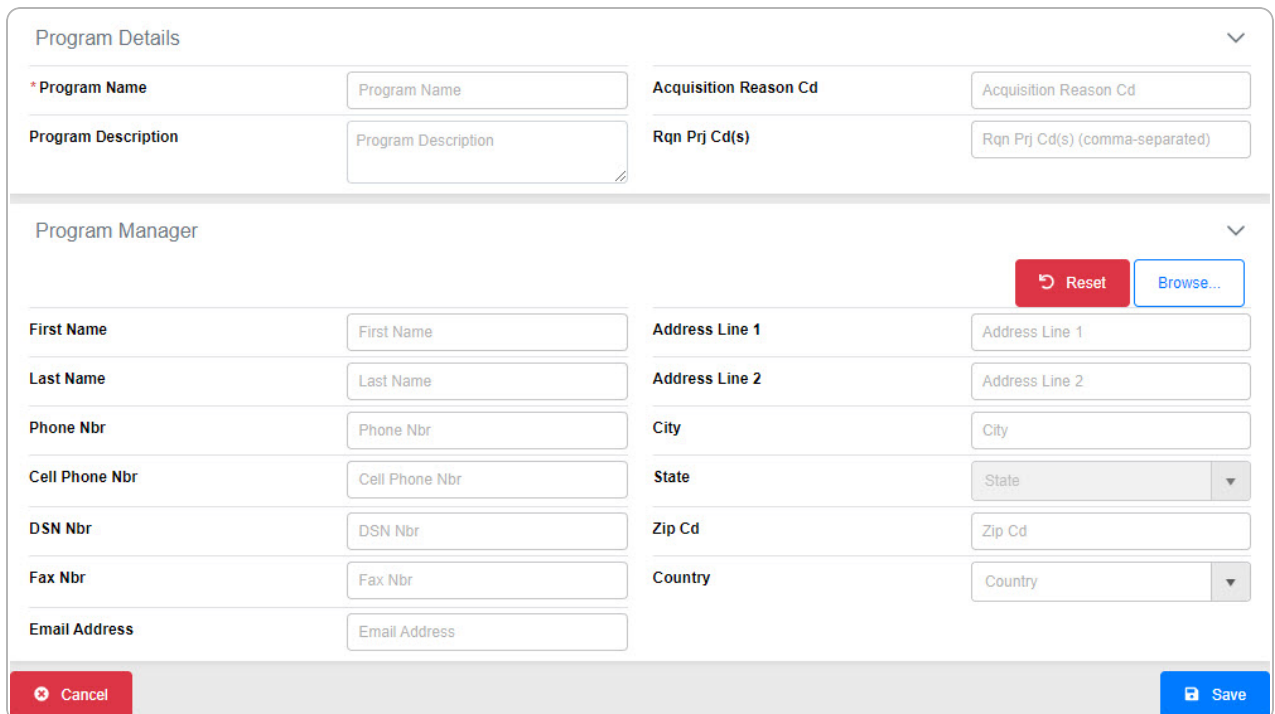
MASTER DATA MGMT > Item Manager >  > Add Program Identifier page

Procedures

Add a Program Identifier

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

1. Select . The **Add Program Identifier** page appears, open to the Details grid.





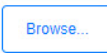
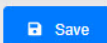
The screenshot shows a web form titled "Add Program Identifier" with two main sections: "Program Details" and "Program Manager".

Program Details section includes:

- * Program Name**: Text input field.
- Program Description**: Text input field.
- Acquisition Reason Cd**: Text input field.
- Rqn Prj Cd(s)**: Text input field.

Program Manager section includes:


- First Name**: Text input field.
- Last Name**: Text input field.
- Phone Nbr**: Text input field.
- Cell Phone Nbr**: Text input field.
- DSN Nbr**: Text input field.
- Fax Nbr**: Text input field.
- Email Address**: Text input field.
- Address Line 1**: Text input field.
- Address Line 2**: Text input field.
- City**: Text input field.
- State**: Dropdown menu.
- Zip Cd**: Text input field.
- Country**: Dropdown menu.

Buttons:  (bottom left),  (top right),  (top right),  (bottom right).

2. Complete the Program Details grid.





- A. Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
3. Complete the Program Manager grid.
4. Select  Save. *The **Add Program** page closes, and the **STOCK NBR Tab** page appears.*

Details | **Stock Nbr** | Item Managers | Action

Search Criteria

Stock Nbrs

Assigned Stock Nbrs | Available Stock Nbrs

Assigned

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
Selected 0/0					

Page 0 of 0 | 50 items per page | No items to display

- A. Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*

Details | **Stock Nbr** | Item Managers | Action

Search Criteria

Stock Nbrs

Assigned Stock Nbrs | Available Stock Nbrs

Available


Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
<input type="checkbox"/>	2815014669284	A - NSN	ENGINE DIESEL CATERPILLAR	N39574	NAVSCIATTS BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/>	2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/>	2815011421772	A - NSN	ENGINE DIESEL DETROIT DIESEL	N39574	NAVSCIATTS BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/>	2815015384257	A - NSN	ENGINE DIESEL YANMAR	N39574	NAVSCIATTS BOAT CRAFT - BOATS AND CRAFTS

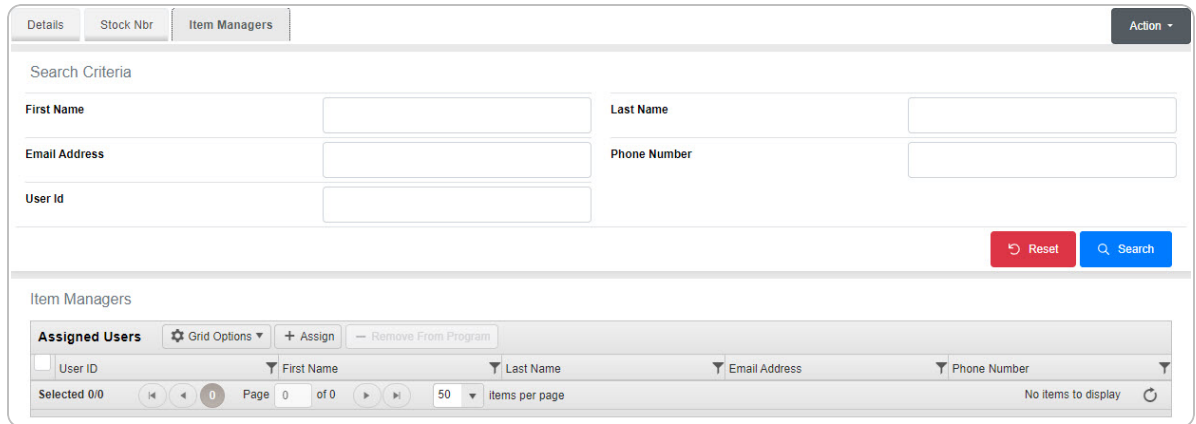
Selected 0/4 | Page 1 of 1 | 50 items per page | 1 - 4 of 4 Items

- B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*





- C. Click . *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*
- D. Select the Item Managers tab. *The Search Criteria screen appears.*



The screenshot shows the 'Item Managers' tab selected. At the top right is an 'Action' dropdown. Below is a 'Search Criteria' section with input fields for First Name, Last Name, Email Address, Phone Number, and User Id. At the bottom right of this section are 'Reset' and 'Search' buttons. Below the search criteria is an 'Item Managers' section with a table header for 'Assigned Users'. The table has columns for User ID, First Name, Last Name, Email Address, and Phone Number. Below the table is a pagination bar showing 'Selected 0/0', 'Page 0 of 0', and '50 items per page'. The status at the bottom right of the table is 'No items to display'.

- E. Select . *The **Assign User** pop-up window appears.*

OR


Select the All Programs hyperlink in the top left corner. *The **Item Manager Overview** page appears.*






Assign a User

Navigation

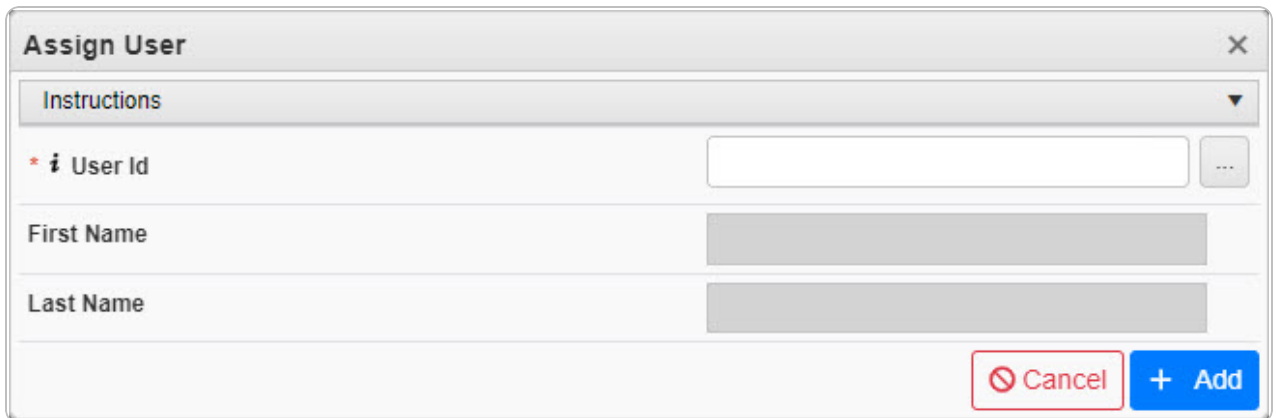
MASTER DATA MGMT > Item Manager >  >  > Add a Program Identifier Item Manager Tab >  > Assign User pop-up window




Procedures

Assign a User

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

1. Select . The **Assign User** pop-up window appears.



2. Use  or  to assist with the USER ID entry. This is an 8 alphanumeric character field.
3. Select . The **Assign User** pop-up window closes and the selected name appears in the Assigned Users grid.






Update a Program Identifier


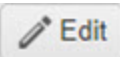
Navigation

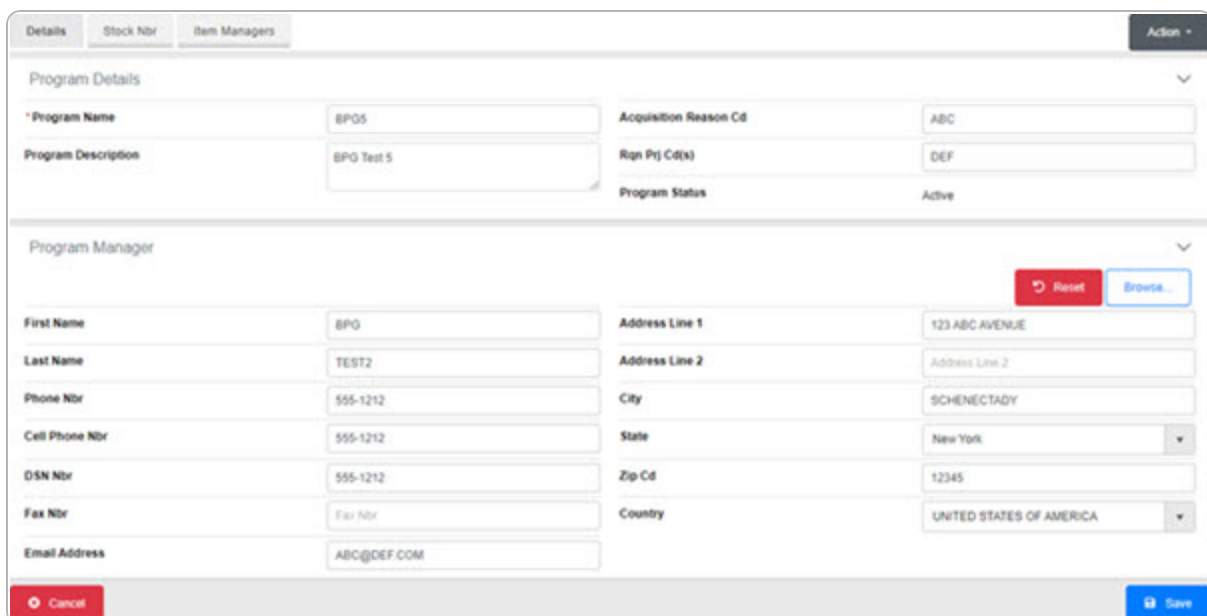
MASTER DATA MGMT > Item Manager > (desired record) >  > Edit Program Identifier page

Procedures

Update a Program Identifier

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  becomes available.*
2. Select . *The **Update a Program Identifier** page appears, open to the Details tab.*






3. Complete the Program Details grid.
 - A. Update the Program Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*
4. Complete the Program Manager grid.
5. Select the STOCK NBR Tab.

Details | **Stock Nbr** | Item Managers
Action ▾

Search Criteria ▾

# Stock Nbr <input type="text"/>	...	# Owning DoDAAC <input type="text"/>	▾	
# Stock Item Cd <input type="text"/>	▾	# RSA <input type="text"/>	▾	
Item Desc <input type="text"/>		# Reportable Commodity Type <input type="text"/>	▾	

↻ Reset
🔍 Search

Stock Nbrs ▾

Assigned Stock Nbrs | Available Stock Nbrs

Assigned
⚙ Grid Options ▾
⊖ Remove From Program

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
<input type="checkbox"/>	2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/>	2815015384257	A - NSN	ENGINE DIESEL YANMAR	N39574	NAVSCIATTS BOAT CRAFT - BOATS AND CRAFTS

Selected 0/2
Page 1 of 1
50 Items per page
1 - 2 of 2 items

Add a Stock Number

- A. Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*
- B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
- C. Click + Assign To Program. *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*

Delete a Stock Number

- A. Select the Assigned STOCK NBRs Tab. *The list of available stock numbers appears.*
 - B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
 - C. Click - Remove From Program. *The highlighted STOCK NBRs are moved to the Available STOCK NBRs tab.*
6. Select the Item Managers tab.





Details | Stock Nbr | **Item Managers**
Action ▾

Search Criteria

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email Address	<input type="text"/>	Phone Number	<input type="text"/>
User Id	<input type="text"/>		

↻ Reset
🔍 Search

Item Managers

Assigned Users
⚙ Grid Options ▾
+ Assign
- Remove From Program

☐	User ID	First Name	Last Name	Email Address	Phone Number
<input type="checkbox"/>	BPGROCE	PIDGE	GROCE	bridget.p.groce@leidos.com	
<input type="checkbox"/>	PAKETERSON	PRISTINA	KETERSON	NOREPLY@LEIDOS.COM	

Selected 0/2
Page 1 of 1
50 items per page
1 - 2 of 2 items

Add an Item Manager

- A. Select . The **Assign User** pop-up window appears.

Delete an Item Manager


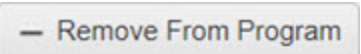
- A. Click next to the desired Item Manager. The **Item Managers** are highlighted.
- B. Click . The **Remove User** pop-up window appears.
7. Select the All Programs hyperlink in the top left corner. The **Item Manager Overview** page appears.






Remove a User

Navigation

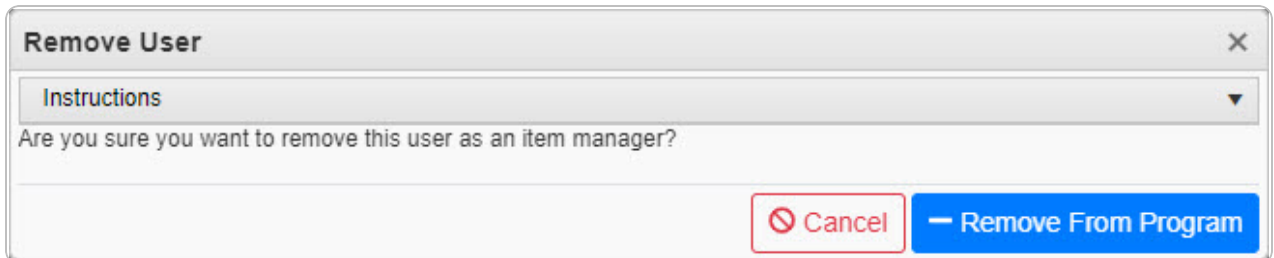
MASTER DATA MGMT > Item Manager > (desired record) >  > Edit Program > Item Managers Tab > (desired record) >  > Remove User pop-up window

Procedures

Remove a User

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

1. Select . The **Remove User** pop-up window appears.



2. Select . The **Remove User** pop-up window closes and the selected name is disassociated from the Assigned Users grid.

