



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

Program Manager

All

...

Acquisition Reason Cd

Stock Nbr

...

Owning DoDAAC

▼

Rqn Prj Cd

▼

Show only Active Programs

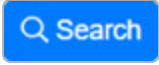
☒

Reset

Search





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

Search Results

Program  Grid Options  Add  Edit

☐	Program Name ↑	Program Description	Acquisition Reason Cd	PM First Name	PM Last Name	PM Email	PM Phone	Rqn Prj Cd(s)
☐	HJS ExtTest Program NP ICP	HJS ExtTest Program NP ICP						
☐	REGRESSION TEST 20220324			PROGRAM	MANAGER			

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





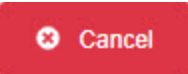
Add a Program Identifier

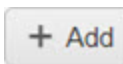
Navigation

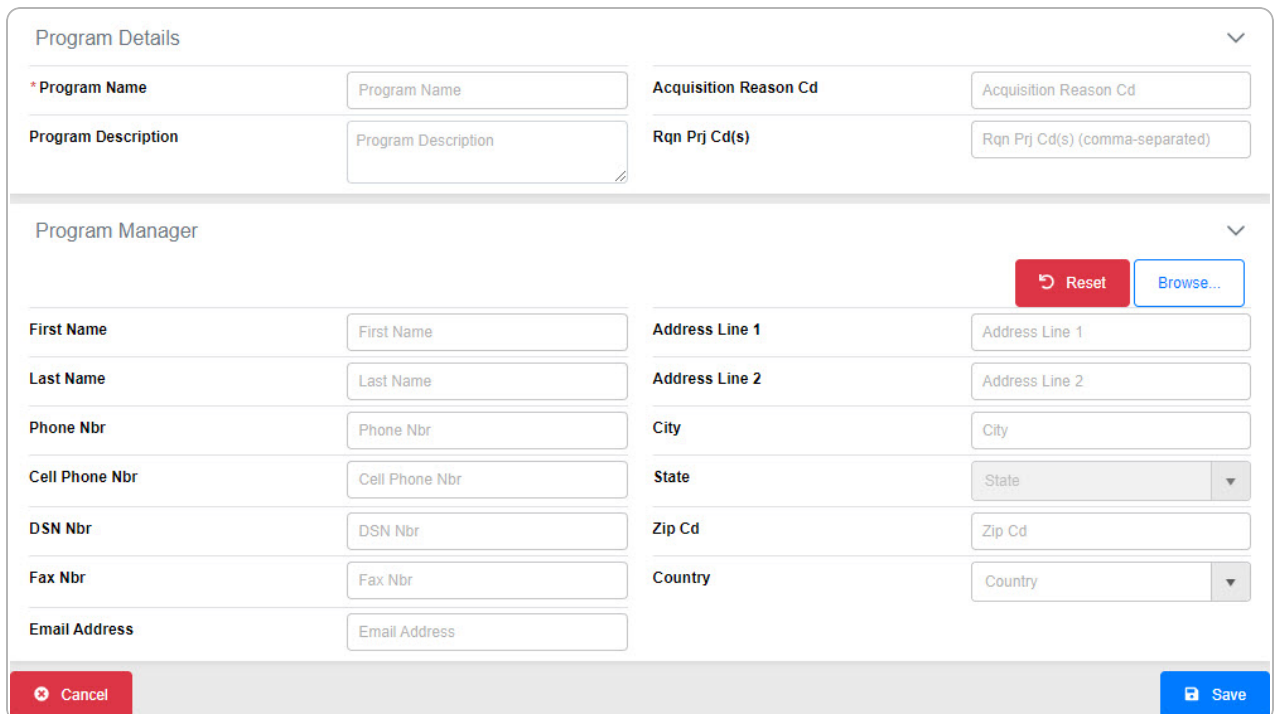
MASTER DATA MGMT > Item Manager >  > Add Program Identifier page

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.



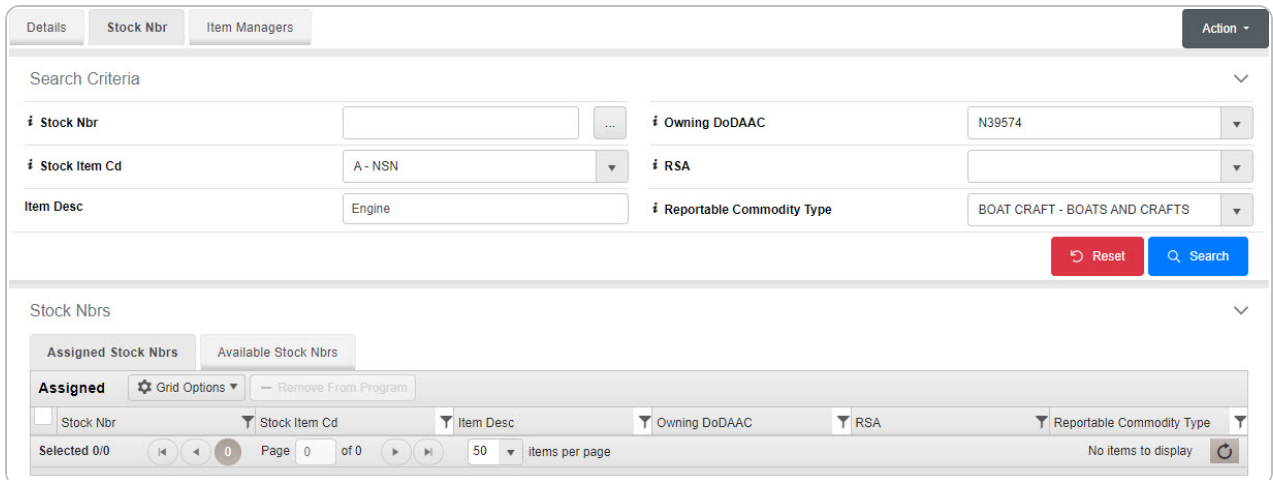
2. Complete the Program Details grid.



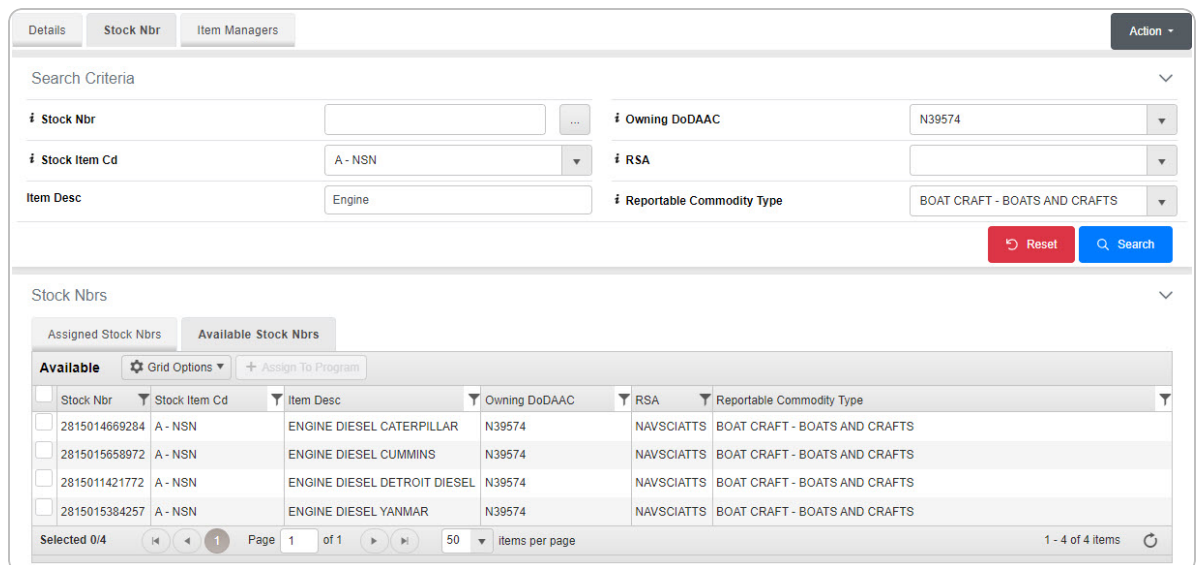


Help Reference Guide

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



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

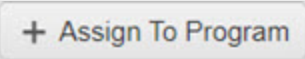


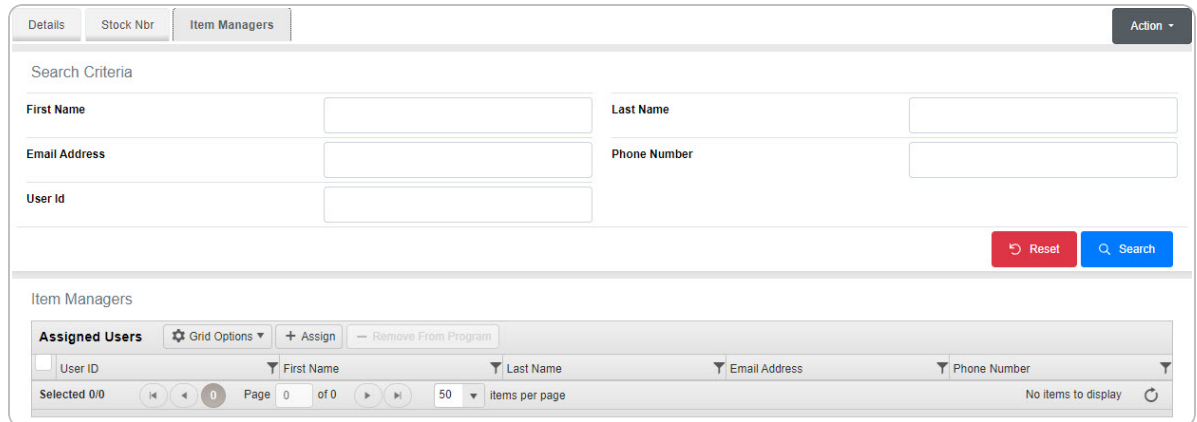
Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
2815014669284	A - NSN	ENGINE DIESEL CATERPILLAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
2815011421772	A - NSN	ENGINE DIESEL DETROIT DIESEL	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
2815015384257	A - NSN	ENGINE DIESEL YANMAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS

- 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.*



Details Stock Nbr Item Managers Action

Search Criteria

First Name Last Name

Email Address Phone Number

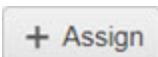
User Id

Reset Search

Item Managers

Assigned Users Grid Options + Assign - Remove From Program

User ID	First Name	Last Name	Email Address	Phone Number
Selected 0/0 Page 0 of 0 50 items per page No items to display				

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

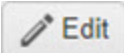
Select the All Programs hyperlink in the top left corner. *The **Item Manager Overview** page appears.*





Update a Program Identifier

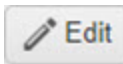
Navigation

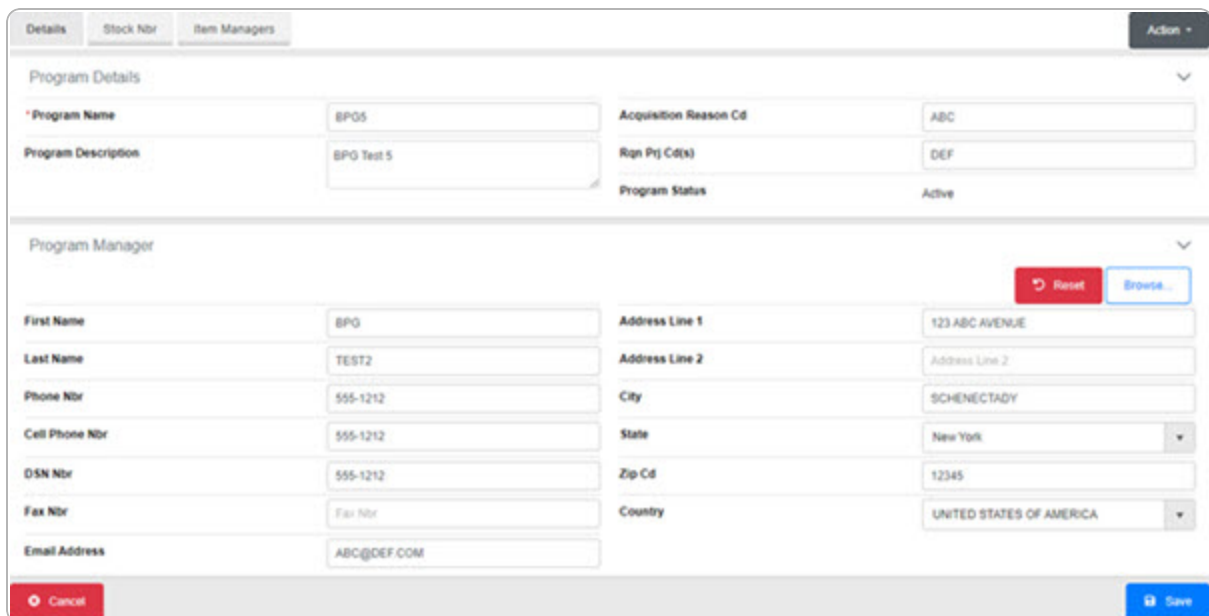
MASTER DATA MGMT > Item Manager > ☐ (desired record) >  Edit > Edit Program Identifier page

Procedures

Update a Program Identifier

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

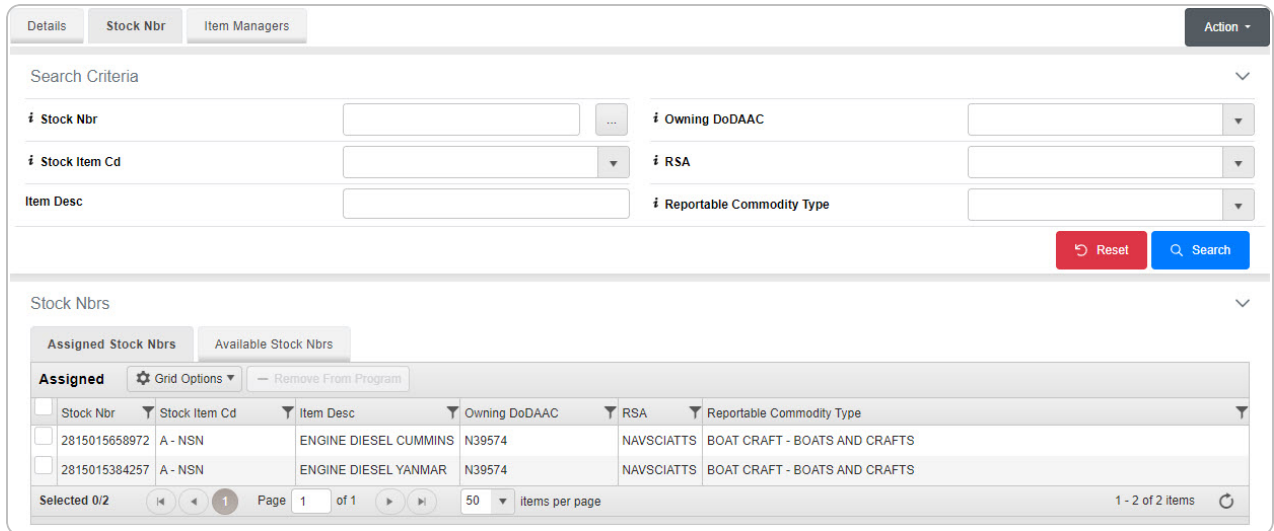
1. Click ☐ to select the desired entry. *The record is highlighted, and  becomes available.*
2. Select . *The **Update a Program Identifier** page appears, open to the Details tab.*






Help Reference Guide

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 # Owning DoDAAC

Stock Item Cd # RSA

Item Desc # Reportable Commodity Type

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
2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
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 . *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 . *The highlighted STOCK NBRs are moved to the Available STOCK NBRs tab.*
6. Select the Item Managers tab.





Help Reference Guide

Details
Stock Nbr
Item Managers
Action

Search Criteria

First Name

Last Name

Email Address

Phone Number

User Id

Reset
Search

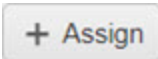
Item Managers

Assigned Users
Grid Options
+ Assign
- Remove From Program

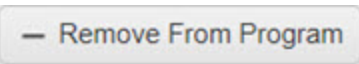
User ID	First Name	Last Name	Email Address	Phone Number
☐ BPGROCE	PIDGE	GROCE	bridget.p.groce@leidos.com	
☐ PAKETERSON	PRISTINA	KETERSON	NOREPLY@LEIDOS.COM	

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

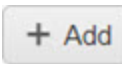
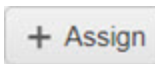
- A. Click  next to the desired Item Manager. The **Item Managers** are highlighted.
- B. Click . The **Remove User** pop-up window appears.
7. Select the All Programs hyperlink in the top left corner. The **Item Manager Overview** page appears.





Assign a User

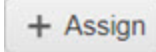
Navigation

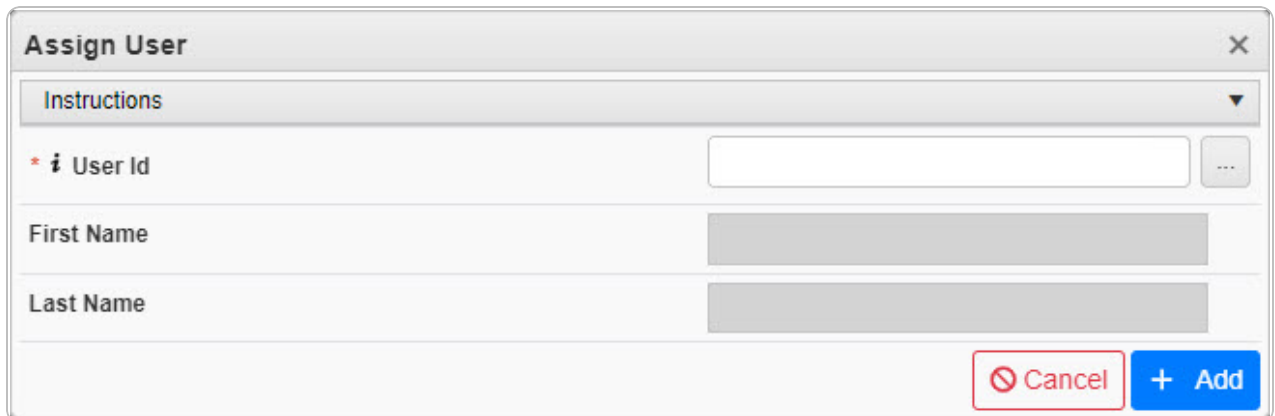
MASTER DATA MGMT > Item Manager >  >  > Add a Program Identifier Item Manager Tab >  > Assign User pop-up window

Procedures

Assign a User

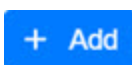
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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



The 'Assign User' pop-up window contains the following fields and controls:

- Instructions:** A dropdown menu.
- * i User Id:** A text input field with a help icon (i) and a search icon (...).
- First Name:** A text input field.
- Last Name:** A text input field.
- Buttons:** A red 'Cancel' button and a blue '+ Add' button.

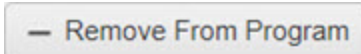
2. Use  or  to assist with the USER ID entry. This is an 8 alphanumeric character field.
3. Select . The **Assign User** pop-up window closes and the selected name appears in the Assigned Users grid.





Remove a User

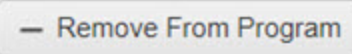
Navigation

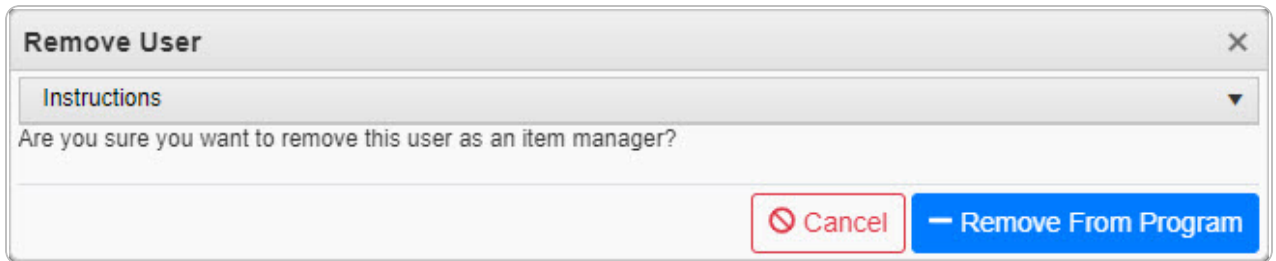
MASTER DATA MGMT > Item Manager > ☐ (desired record) >  > Edit Program >
Item Managers Tab > ☐ (desired record) >  > Remove User
pop-up window

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.

