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

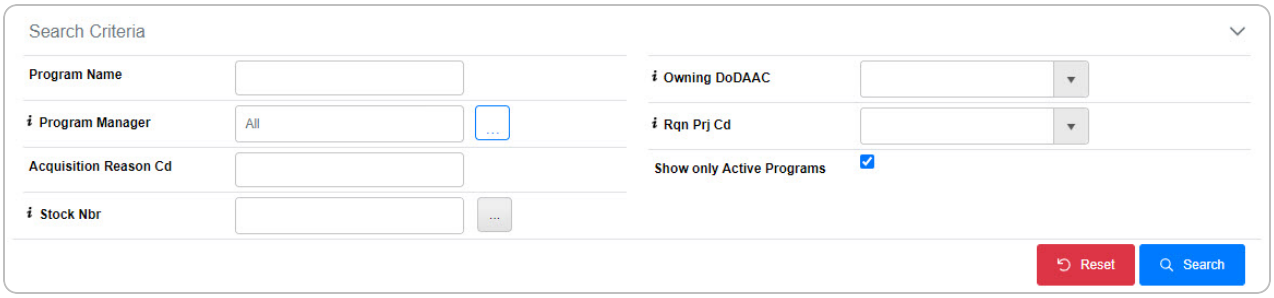
MASTER DATA MGMT > Item Manager > Item Manager page

Procedures

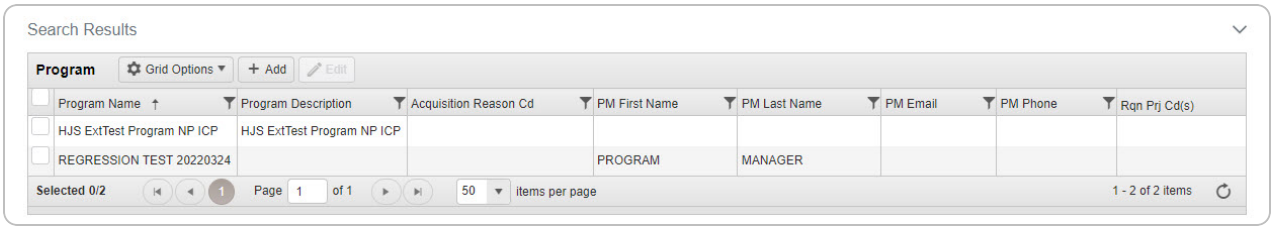
Search for an Item Manager

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.



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



Add a Program Identifier

Navigation

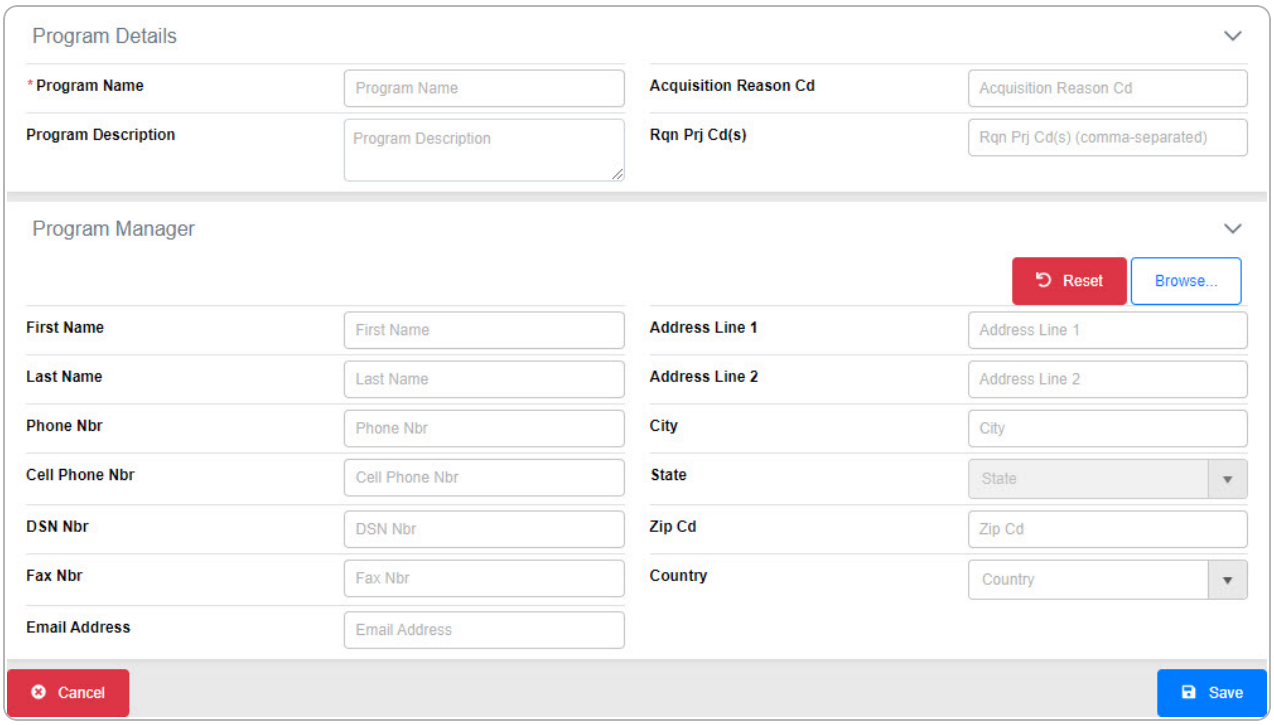
MASTER DATA MGMT > Item Manager > + Add > Add Program Identifier page

Procedures

Add a Program Identifier

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

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

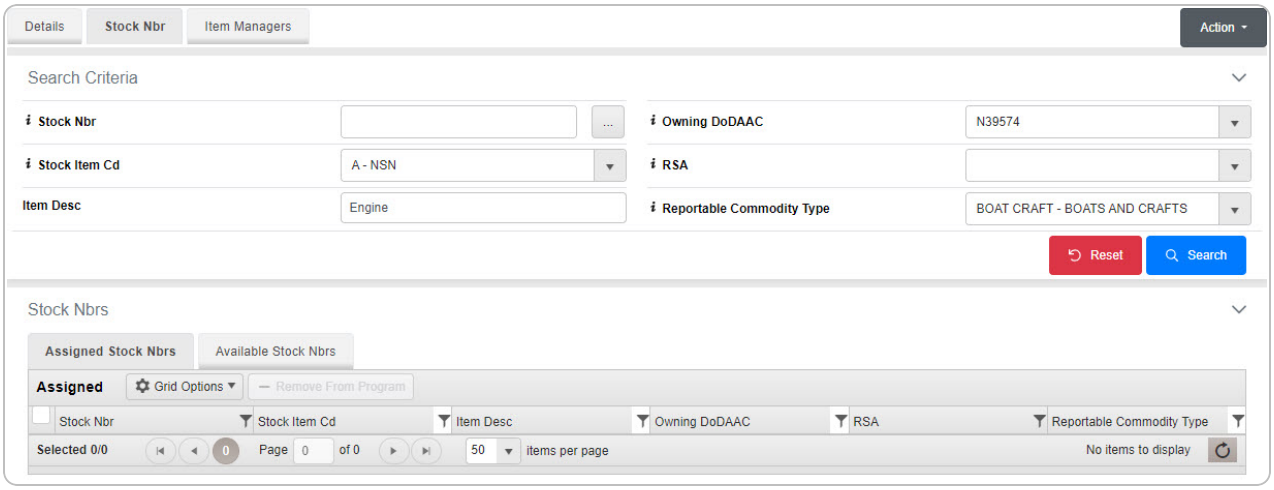


2. Complete the Program Details grid.

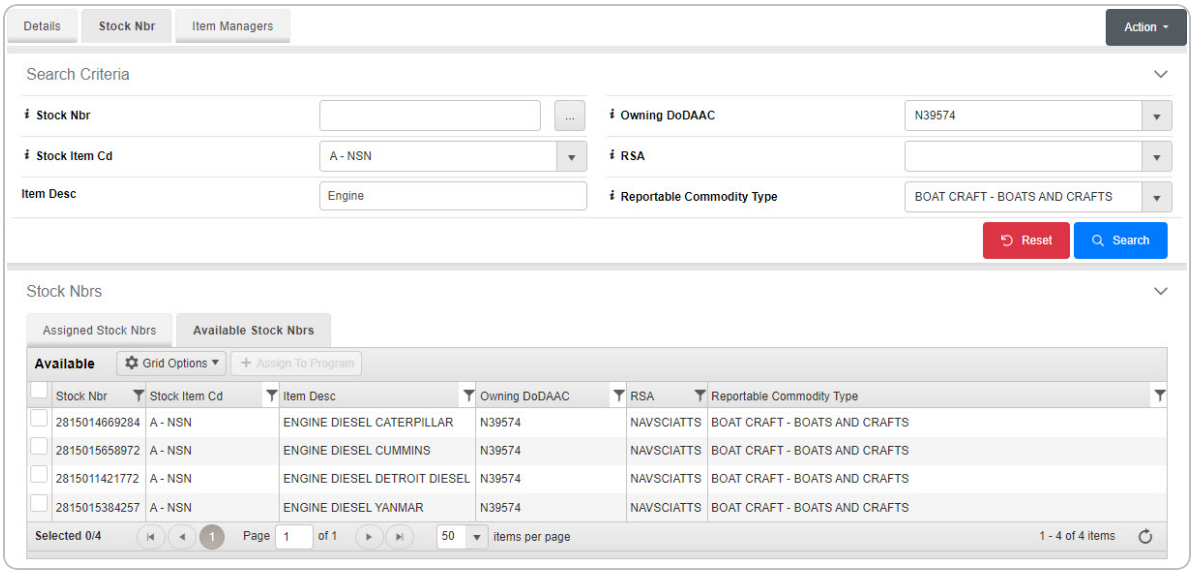
A. Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*

3. Complete the Program Manager grid.

4. Select Save. *The **Add Program** page closes, and the STOCK NBR Tab page appears.*



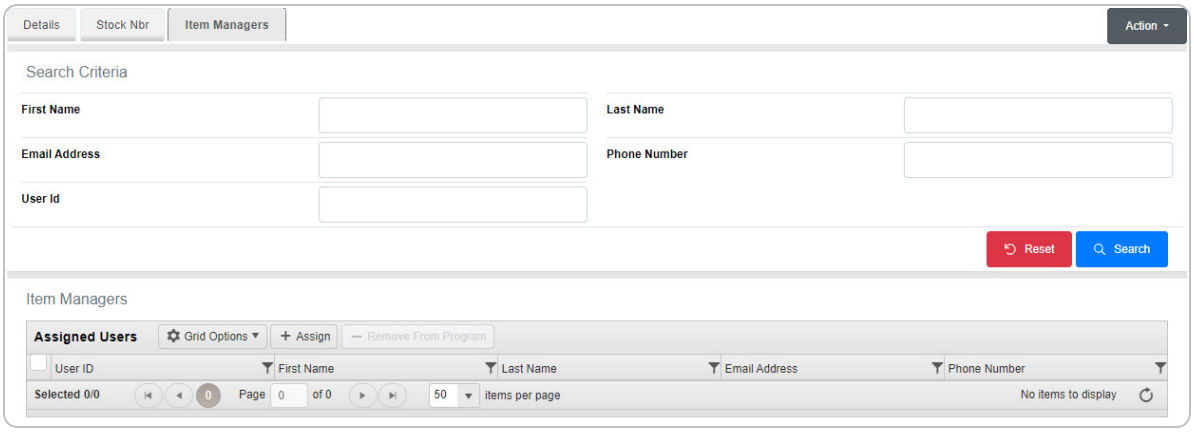
A. Select the Available STOCK NBRS Tab. *The list of available stock numbers appears.*



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.*

D. Select the Item Managers tab. *The Search Criteria screen appears.*



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

E.

OR

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

Update a Program Identifier

Navigation

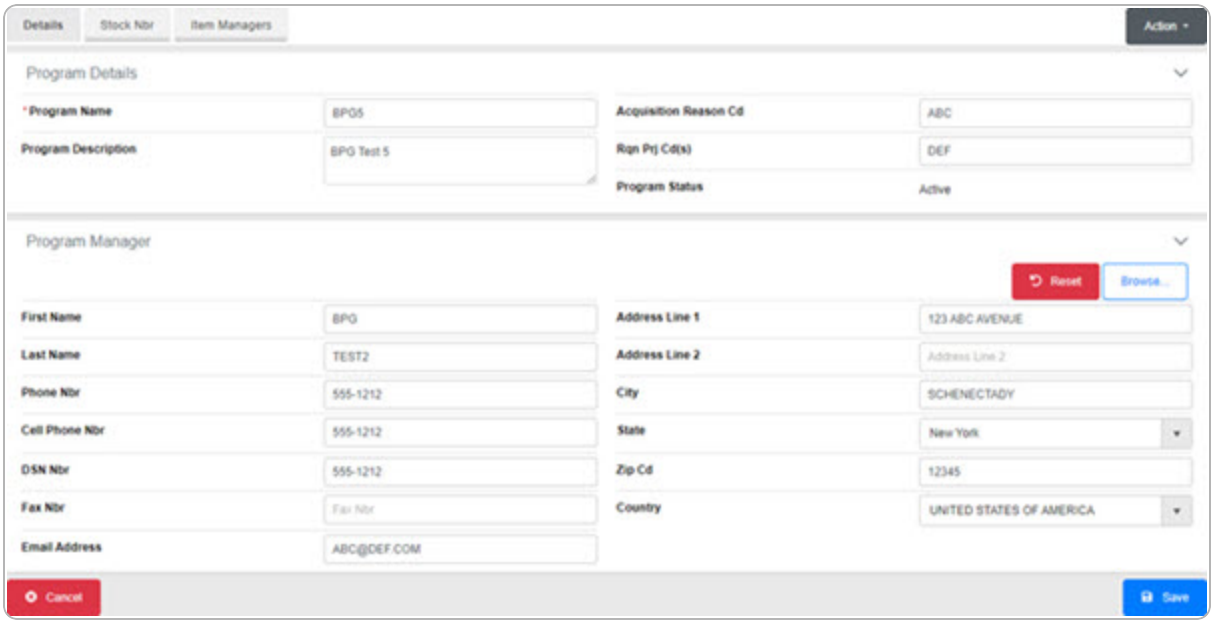
MASTER DATA MGMT > Item Manager > ☐ (desired record) > Edit > Edit Program Identifier page

Procedures

Update a Program Identifier

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

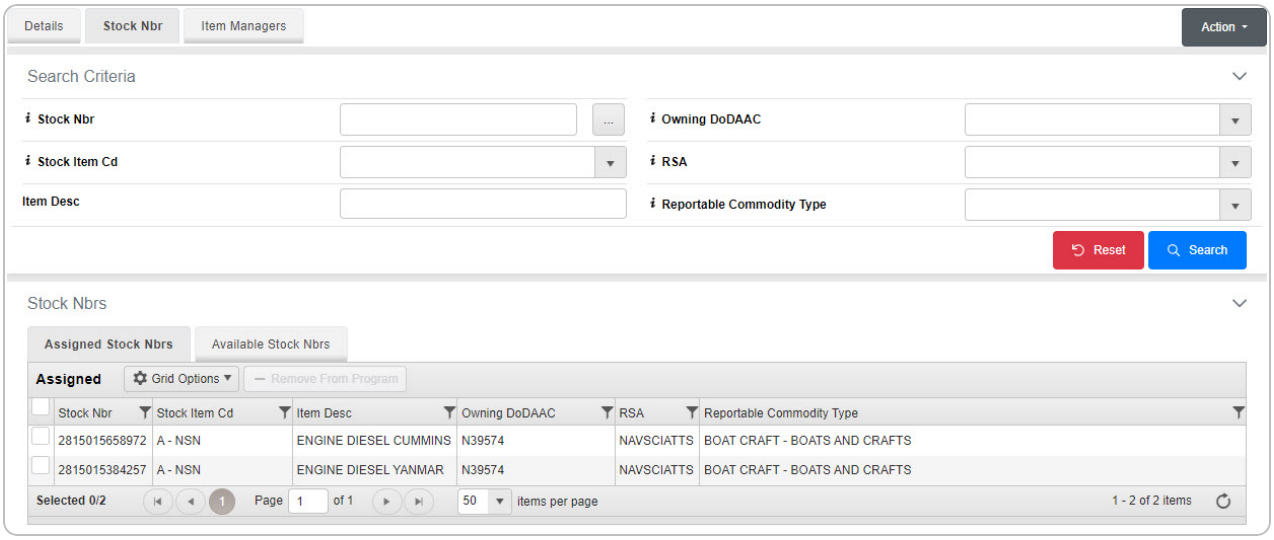


3. Complete the Program Details grid.

   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.



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.*

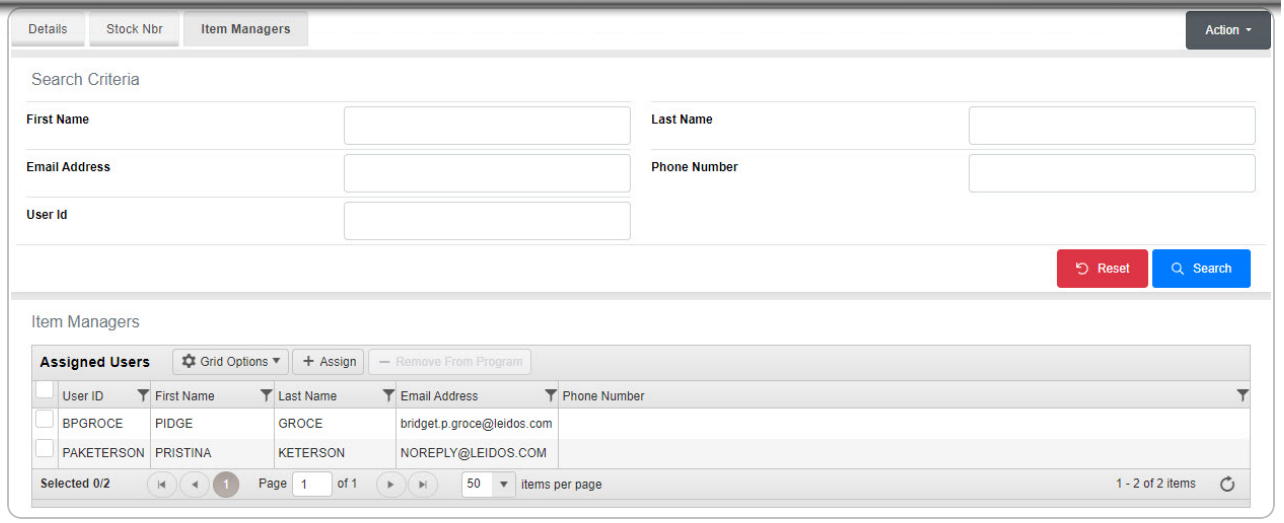
Delete a Stock Number

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.



Add an Item Manager

A. Select + Assign. *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 – Remove From Program. *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

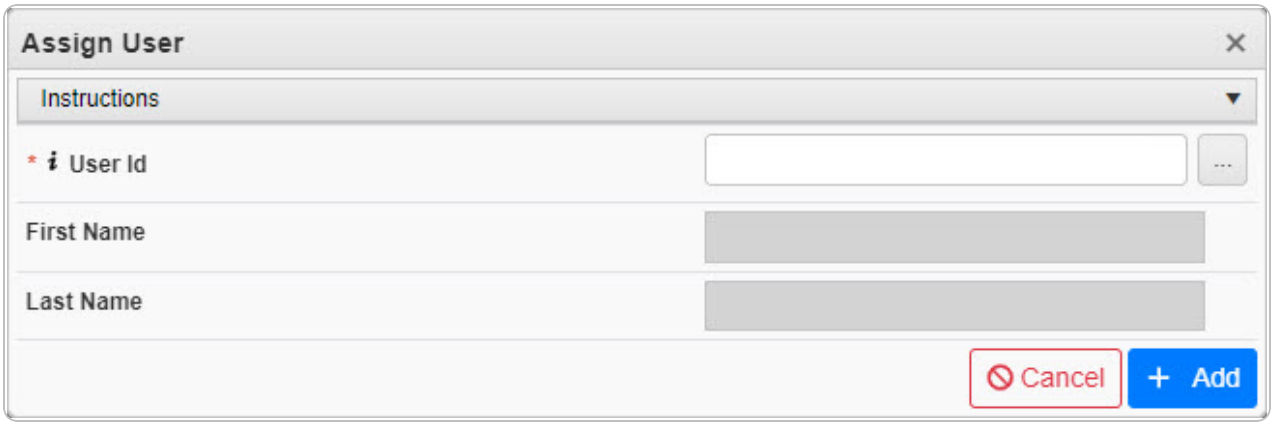
MASTER DATA MGMT > Item Manager > + Add > Save > Add a Program Identifier Item Manager Tab > + Assign > Assign User pop-up window

Procedures

Assign a User

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

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



2. Use i or ... to assist with the USER ID entry. *This is an 8 alphanumeric character field.*

3. Select + Add. *The* ***Assign User*** *pop-up window closes and the selected name appears in the Assigned Users grid.*

Remove a User

Navigation

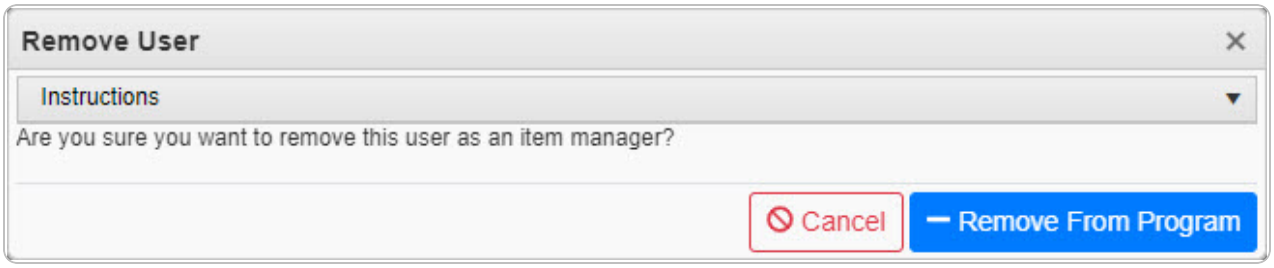
MASTER DATA MGMT > Item Manager > ☐ (desired record) > Edit > Edit Program > Item Managers Tab > ☐ (desired record) > Remove From Program > Remove User pop-up window

Procedures

Remove a User

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

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



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