



Search for an Authorization — Criteria

Overview

The Property Accountability module Authorization process provides the ability to maintain authorizations created in ELMS. Authorizations are maintained at the Unit Identification Code (UIC) / Stock Number level.

Navigation

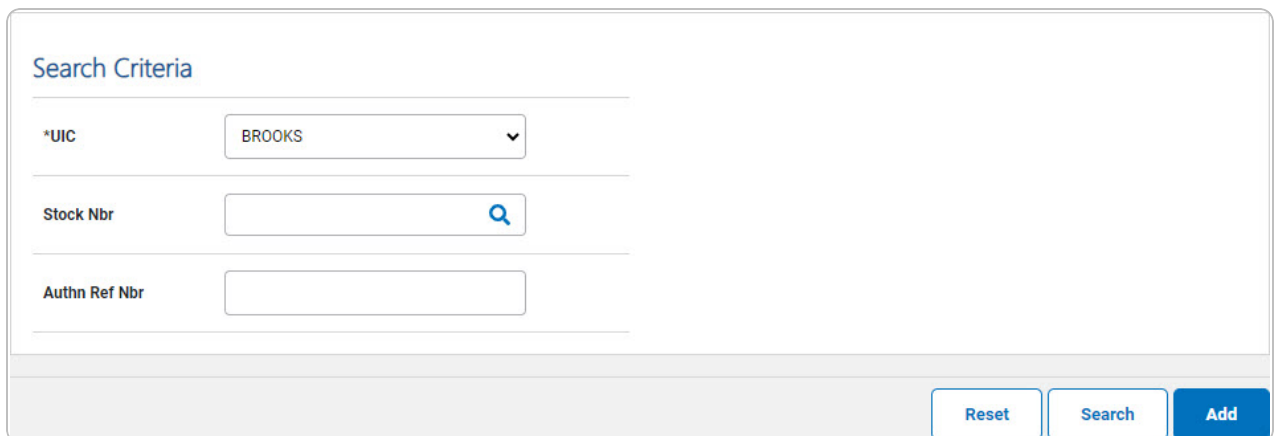
Asset Management > Authorization > Authorization Search Criteria page



Procedures

Search for an Authorization

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. In the Search Criteria panel, narrow the results by entering one or more of the following fields.



- A. Use  to select the UIC.
- B. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alpha-numeric character field.*





Help Reference Guide

- C. Enter the AUTHN REF NBR in the field provided. *This is a 15 alphanumeric character field.*
2. Select . The **Search for an Authorization — Results** page appears.

Search Criteria

UIC BROOKS	Stock Nbr --	Authn Ref Nbr ABC123
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Search Results

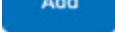
Select	Stock Nbr	Item Desc	Authn Type	Authn Qty	Rqstd Qty	On-Hand Qty	Authn Ref Nbr
<input type="checkbox"/>	0G8R078I	MONITOR 17 INCH	L	10	5	0	ABC123






Add an Authorization

Navigation

Asset Management > Authorization > Search Criteria >  > Add an Authorization page

Procedures

Add an Authorization

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

1. Select . The **Add an Authorization** page appears.

Add



*UIC	<input type="text" value="BROOKS"/>
*Stock Nbr	<input type="text"/>
Item Desc	<input type="text"/>
Authn Type	<input type="text"/>
Authn Ref Nbr	<input type="text"/>
Authn Qty	<input type="text" value="0"/>





Help Reference Guide

Rqstd Qty	<input type="text" value="0"/>
On-Hand Qty	
Remarks	<div></div>
History Remarks	<div></div>
<div>Cancel Reset Add</div>	

2. Use to select the UIC.
3. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*
4. Select . The **Authorization Transaction Status** page appears.





Select Authorization Rows

Navigation

Asset Management > Authorization > Search Criteria > > Search Results > ☐
(desired record) > > Authorization Selected Rows page

Procedures

View Authorization Record(s) Selected

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 record.
2. Select . The **Authorization Selected Rows** page appears.

Search Criteria

UIC BROOKS	Stock Nbr --	Authn Ref Nbr --
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Selected Rows

Stock Nbr	Item Desc	Authn Type	Authn Qty	Rqstd Qty	On-Hand Qty	Authn Ref Nbr
0000000TRISH	ANOTHER BIG LOCKER TR...	C			1	





Help Reference Guide

3. Select the Stock Number hyperlink. The **Authorizations Details** page appears.
OR

Select . The **Update an Authorization** page appears.





Update an Authorization

Navigation

Asset Management > Authorization > Search Criteria > > Search Results > (desired record) > > Selected Rows > > Update an Authorization page

Procedures

Update an Authorization

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

1. Select . The **Update an Authorization** page appears.

Update

*UIC	<input type="text" value="BROOKS"/>
*Stock Nbr	<input type="text" value="0005000738411"/>
Item Desc	GUN TYPE
Authn Type	L
Authn Ref Nbr	<input type="text"/>
* Authn Qty	<input type="text" value="0"/>





Help Reference Guide

* Rqstd Qty	<input type="text" value="0"/>
On-Hand Qty	1
Remarks	<input type="text"/>
History Remarks	<input type="text"/>

2. Update the UIC, using to select the desired code.
3. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alpha-numeric character field.*
4. Update the AUTHN QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*
5. Update the RQSTD QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*
6. Select . The **Authorization Transaction Status** page appears.





Delete an Authorization

Navigation

Asset Management > Authorization > Search Criteria > > Search Results > ☐
(desired record) > > Delete an Authorization page

Procedures

Delete an Authorization

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

1. Select . The **Delete an Authorization** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Search Criteria

UIC	Stock Nbr	Authn Ref Nbr
BROOKS	-	-

Delete

UIC	BROOKS
Stock Nbr	005111013402
Item Desc	ROCK GRANITE 6 TON 1





Help Reference Guide

Authn Type	
Authn Ref Nbr	
Authn Qty	
Rqstd Qty	
On-Hand Qty	2
Record Type	Virtual
Remarks	
History Remarks	<div></div>

[Cancel](#) [Delete](#)

2. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select [Delete](#). The **Authorization Transaction Status** page appears.





View the Authorization Details

Navigation

Asset Management > Authorization > Search Criteria > > Search Results > > Selected Rows > STOCK NBR hyperlink > Authorization Details page

Procedures

View the Details

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

1. Select the desired STOCK NBR hyperlink. The **View the Authorization Details** page appears.





Help Reference Guide

Details

UIC	BROOKS
Stock Nbr	0005000739411
Item Desc	TEST RIFLE
Authn Type	L
Authn Ref Nbr	
Authn Qty	
Rqstd Qty	
On-Hand Qty	25
Record Type	Virtual
Remarks	

Cancel

