



Search For a Custodian — Criteria

Overview

The Property Accountability module Custodian process provides the ability to manage individuals assigned as being responsible for property assets for a specific area. The Custodian Search Criteria page begins the process and provides means to search for existing Custodian Number records and create new records.

When creating a new Custodian Number record, be sure to adhere to the following rules:

- Use up to 6 alphanumeric characters for a MAJ CUSTODIAN NBR.
- Use up to 6 alphanumeric characters for a SUB CUSTODIAN NBR.
- Do not use with a space or special character.
- At least one character must be used.
- If LIN/TAMCN authorizations are available for the UIC, users have the option to assign/unassign Paragraph Numbers to the Custodian.
- A MAJ CUSTODIAN NBR must be created before a SUB CUSTODIAN NBR.
- When adding a MAJ CUSTODIAN NBR, select the Transfer Authority ☒ to grant the Custodian the authority to transfer items.

Navigation

Asset Management > Custodian > Search Criteria

Procedures

Search for an Existing Custodian

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. In the Search Criteria box, narrow the results by entering one of the following optional fields.





Help Reference Guide

Search Criteria

Maj Custodian Nbr	
Sub Custodian Nbr	

- Click . The **Custodian Search Results** page appears.

o





Add a Custodian

Navigation

Asset Management > Custodian > Search Criteria > > Custodian Add page

Procedures

Add a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR

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





1. Select . The **Custodian Add** page appears.

Basic

Maj Custodian Nbr	BPG123
Sub Custodian Nbr	
*Custodian Name	
Address 1	
Address 2	
City	
*State	Select an Item
*Zip Cd	
*Country Cd	US-UNITED STATES OF AMERICA
Phone Nbr	
DSN	
FAX Nbr	
E-Mail Address	





Help Reference Guide

Office Id

Office Name

Order Dt

Loc

Sub Loc

Transfer Authority

☐

Alt Custodian Name

Alt Phone Nbr

Alt Order Dt

Remarks

History Remarks

Cancel

Add





Help Reference Guide

2. Enter the Custodian Name in the field provided. *This is a 50 alphanumeric character field.*
3. Use  to select the State.
4. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
5. Use  to select the COUNTRY CD. *The default is set at "US-UNITED STATES OF AMERICA".*
6. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*
7. Select . The **Custodian Transaction Status** page appears.





Update a Custodian

Navigation

Asset Management > Custodian > Search Criteria > > Search Results page > Update hyperlink > Custodian Update page

Procedures

Update a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR

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





Help Reference Guide

1. Select the Update hyperlink. The **Custodian Update** page appears.

Basic	
Custodian Nbr	BPG123
*Custodian Name	PIDGE GROCE
Address 1	4530 LENA AVE
Address 2	
City	MECHANICSBURG
*State	PA-Pennsylvania ▼
*Zip Cd	17055
*Country Cd	US-UNITED STATES OF AMERICA ▼
Phone Nbr	(717) 555-1212
DSN	555-1212
FAX Nbr	
E-Mail Address	





Help Reference Guide

Office Id	
Office Name	
Order Dt	9/18/2023 
Loc	BPG123 
Sub Loc	
Transfer Authority	☒
Alt Custodian Name	
Alt Phone Nbr	
Alt Order Dt	
Remarks	BPG TEST
History Remarks	





Help Reference Guide

2. Update the Custodian Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
3. Update the State, using  to select the desired place.
4. Update the ZIP Cd, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*
5. Update the Country Cd, using  to select the desired place.
6. Verify the Transfer Authority contains the appropriate ☒ or ☐. *This grants authority to the Custodian.*
7. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*
8. Select . The **Custodian Transaction Status** page appears.





Add a Custodian Paragraph Number

Navigation

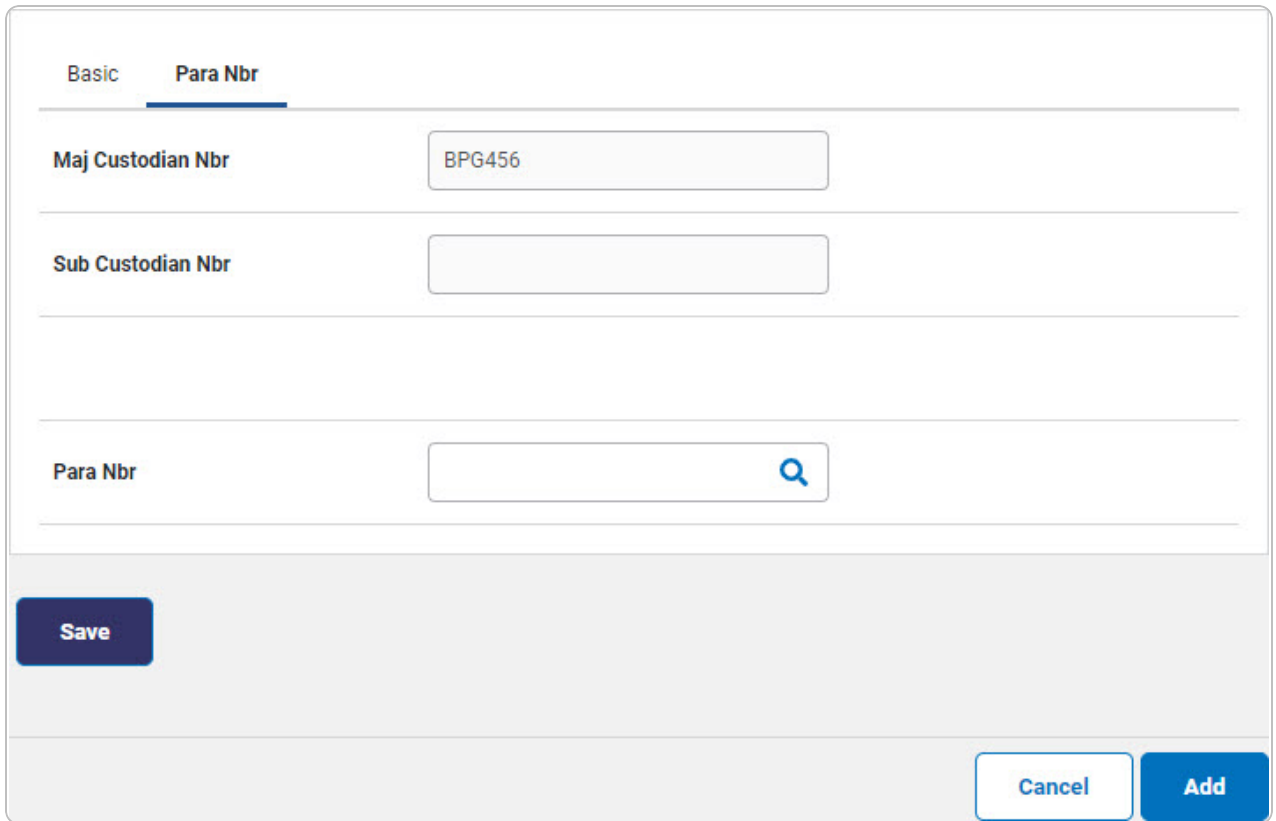
Asset Management > Custodian > Search Criteria > [Add](#) > Add Custodian page > PARA NBR tab > Paragraph Number page

Procedures

Add a Paragraph Number(s) to a Custodian

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select the PARA NBR tab. The **Custodian Paragraph Number** page appears.



Basic **Para Nbr**

Maj Custodian Nbr BPG456

Sub Custodian Nbr

Para Nbr

Save

Cancel Add





Help Reference Guide

2. Enter the PARA NBR, or use  to browse and select the desired number. *This is a 4 alpha-numeric character field.*
3. Select  to save the PARA NBR to the record. *The saved PARA NBR appears below.*
 -
4. Repeat Steps 2 and 3 to add more PARA NBR entries to the CUSTODIAN NBR record.
5. Select . The **Custodian Transaction Status** page appears.





Update a Custodian Paragraph Number

Navigation

Asset Management > Custodian > Search Criteria > > Search Results page > Update hyperlink > Custodian Update page > PARA NBR tab

Procedures

Update a Paragraph Number(s) for a Custodian

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





Help Reference Guide

1. Select the PARA NBR tab. The **Custodian Paragraph Number** page appears.

Basic

Para Nbr

Maj Custodian Nbr

BPG456

Sub Custodian Nbr

Para Nbr

Save

	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST

Cancel

Update

2. Enter the PARA NBR, or use  to browse and select the desired number. *This is a 4 alpha-numeric character field.*
3. Select  to save the PARA NBR to the record. *The saved PARA NBR appears below.*





Help Reference Guide

Basic

Para Nbr

Maj Custodian Nbr

BPG456

Sub Custodian Nbr

Para Nbr



Save

	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST
Remove	123B	BPG TEST

Cancel

Update

- Repeat Steps 2 and 3 to add more PARA NBR entries to the CUSTODIAN NBR record.
- Select

Update

. The **Custodian Transaction Status** page appears.





Delete a Custodian Paragraph Number

Navigation

Asset Management > Custodian > Search Criteria > > Search Results page > Update hyperlink > Custodian Update page > PARA NBR tab

Procedures

Delete a Paragraph Number(s) from a Custodian

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





Help Reference Guide

1. Select the PARA NBR tab. The **Custodian Paragraph Number** page appears.

Basic

Para Nbr

Maj Custodian Nbr

BPG456

Sub Custodian Nbr

Para Nbr

Q

Save

	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST
Remove	123B	BPG TEST

Cancel

Update

2. Select the Remove hyperlink. The *PARA NBR* is removed from the Custodian.





Help Reference Guide

Basic **Para Nbr**

Maj Custodian Nbr

Sub Custodian Nbr

Para Nbr 

Save

	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST

Cancel **Update**

- Repeat Step 2 to remove more PARA NBR entries.
- Select **Update**. The **Custodian Transaction Status** page appears.





Delete a Custodian

Navigation

Asset Management > Custodian > Search Criteria > > Search Results > Delete hyperlink > Custodian Delete page

Procedures

Delete a Custodian Record

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





Help Reference Guide

1. Select the Delete hyperlink. The **Custodian Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel
This will delete the Mjr Custodian and all the Sub Custodian(s)

Delete

Custodian Nbr	BPG123
*Custodian Name	PIDGE GROCE
Address 1	4530 LENA AVE
Address 2	
City	MECHANICSBURG
State	Pennsylvania
Zip Cd	17055





Help Reference Guide

Country Cd UNITED STATES OF AMERICA

Phone Nbr (717) 555-1212

DSN 555-1212

FAX Nbr

E-Mail Address

Office Id

Office Name

Order Dt 9/18/2023

Loc BPG123

Sub Loc





Help Reference Guide

Transfer Authority	☒
Alt Custodian Name	
Alt Phone Nbr	
Alt Order Dt	
Remarks	BPG TEST
History Remarks	

2. Verify the Custodian Name.
3. Verify the State.
4. Verify the ZIP Cd.
5. Verify the Country Cd.
6. Select . The **Custodian Transaction Status** page appears.

