



# Search for an Authorization – Criteria

## Overview

The Property Accountability module Authorization process provides the ability to add, update and delete assets to authorizations and to provide a link between the on-hand item and the authorization for the item.

An authorization, while optional, must be built for each asset. It can be built against an existing Line Item Number (LIN) or a Stock Number. An authorization consists of a Master Authorization record and a Detail Authorization record.

## Navigation

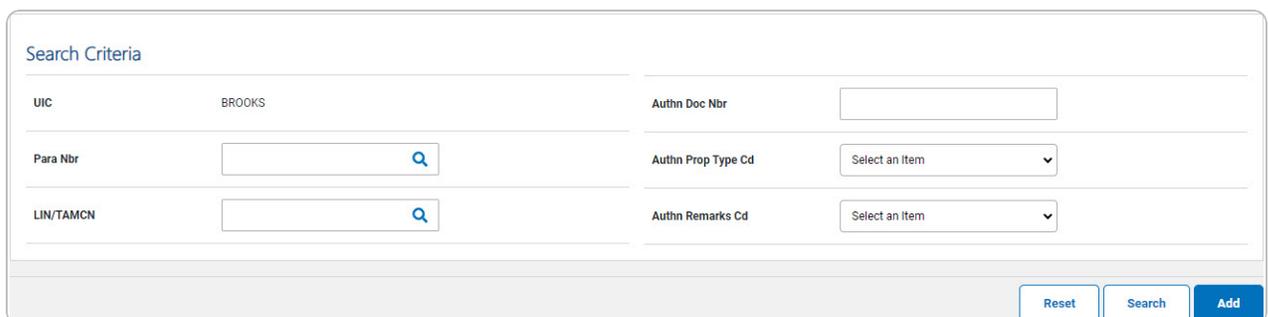
Authorizations > Authorization > Authorization Search Criteria page

## 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  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.



The screenshot shows a 'Search Criteria' panel with the following fields:

UIC	BROOKS	Authn Doc Nbr	<input type="text"/>
Para Nbr	<input type="text"/>	Authn Prop Type Cd	Select an Item
LIN/TAMCN	<input type="text"/>	Authn Remarks Cd	Select an Item

At the bottom right of the panel are three buttons: , , and .

2. The UIC automatically populates and is not editable.
3. Enter the PARA NBR, or use  to browse for the entry. This is a 4 alphanumeric character field.





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4. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*
5. Enter the AUTHN DOC NBR in the field provided. *This is a 20 alphanumeric character field.*
6. Use to select the Authn Prop Type Cd.
7. Use to select the Authn Remarks Cd.
8. Select  . *The **Search for an Authorization – Results** page appears.*

**Search Criteria**

UIC BROOKS	LIN/TAMCN --	Authn Prop Type Cd --
Para Nbr --	Authn Doc Nbr --	Authn Remarks Cd --

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**Search Results**

		Para Nbr	LIN/TAMCN	Authn Doc Nbr	Authn Prop Type Cd	Authn Remarks Cd	Authn Eff Dt	Authn Expr Dt	Req Qty	Aut Qty
<a href="#">Update</a>	<a href="#">Delete</a>	404 - TGROCE TEST PARA NBR	23456K	TDA56BROOKS	4 - TDA PROPERTY	109 - ARMY STRATEGIC MOBILITY PROGRAM SUPPORT EQUIPMENT (ASMP)	05/01/2017	05/31/2029	100	200
<a href="#">Update</a>	<a href="#">Delete</a>	404 - TGROCE TEST PARA NBR	23456K	TDA99BROOKS	4 - TDA PROPERTY	124 - RESERVED FOR FUTURE USE	05/01/2017	05/31/2020	200	200
<a href="#">Update</a>	<a href="#">Delete</a>	225 - HELP DESK	AA123A	TDA21BROOKS0225	4 - TDA PROPERTY	122 - EQUIPMENT OTHER THAN GENERAL PURPOSE AND PASSENGER CARRYING VEHICLES OR FACILITIES ENGINEERING OWNED BY DOD, GOCO	02/25/2021		2	2
<a href="#">Update</a>	<a href="#">Delete</a>		TDA9BROOKS	99999BROOKS	A - OTHER TYPES OF PROPERTY	000 - NO REMARKS (IF NO REMARKS ARE PASSED ON TAADS-R INPUT RECORD 000 APPEARS IN REMARKS FIELD)	06/15/2023	06/01/2029	9999	9999





# Add an Authorization

## Navigation

Authorizations > Authorization > Search Criteria >  > Authorization Add 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 **Authorization Add** page appears.

Add

UIC	BROOKS	*Authn Doc Nbr	<input type="text"/>
Tot Req Qty		*Authn Eff Dt	<input type="text"/> 
Para Nbr	<input type="text"/> 	Authn Expr Dt	<input type="text"/> 
Tot Aut Qty		*Req Qty	<input type="text" value="0"/>
*LIN/TAMCN	<input type="text"/> 	*Aut Qty	<input type="text" value="0"/>
*Authn Prop Type Cd	<input type="text" value="Select an Item"/> 	Remarks	<input type="text"/>
Authn Remarks Cd	<input type="text" value="Select an Item"/> 	History Remarks	<input type="text"/>

2. Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alphanumeric character field.*
3. Use  to select the Authn Prop Type Cd.
4. Enter the AUTHN DOC NBR in the field provided. *This is a 20 alphanumeric character field.*





## Help Reference Guide

5. Use  to select the AUTHN EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
6. Enter the REQ QTY in the field provided. *This is a 10 numeric character field.*
7. Enter the AUT QTY in the field provided. *This is a 10 numeric character field.*
8. Select . The **Authorization Transaction Status** page appears.





## Update an Authorization

### Navigation

Authorizations > Authorization > Search Criteria >  > Search Results > Update hyperlink > Authorization Update 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 hyperlink. The **Authorization Update** page appears.

Update

UIC	BROOKS	Authn Expr Dt	2/23/2024 
Tot Req Qty		*Req Qty	5
Para Nbr	<input type="text"/>	*Aut Qty	5
Tot Aut Qty		Remarks	<input type="text"/>
*LIN/TAMCN	AA123A 	History Remarks	<input type="text"/>
*Authn Prop Type Cd	8-ORGANIZATION PROPERTY(DEPLOYABLE)	Attachments	No Attachments Available
Authn Remarks Cd	602-TO ACCOMPANY TROOP (TAT) 	Add Attachment	<input type="button" value="Add Attachment"/>
*Authn Doc Nbr	MTEBROOKS5551212		
*Authn Eff Dt	2/20/2024 		

2. Update the LIN/TAMCN, using  to browse for the revised identifier. *This is a 10 alpha-numeric character field.*
3. Update the Authn Prop Type Cd, using  to select the desired code.





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4. Update the AUTHN DOC NBR, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*
5. Update the AUTHN EFF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
6. Update the REQ QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*
7. Update the AUT QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*
8. Select  to add any new attachments. *The **Attachment Add** page appears.*
9. Select . *The **Authorization Transaction Status** page appears.*





# Delete an Authorization

## Navigation

Authorizations > Authorization > Search Criteria >  > Search Results > Delete hyperlink > Authorization Delete 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 hyperlink. The **Authorization Delete** page appears.

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

Delete			
UIC	BROOKS	*Authn Doc Nbr	MTEBROOKS5551212
Tot Req Qty		*Authn Eff Dt	2/20/2024 
Para Nbr	<input type="text" value=""/>	Authn Expr Dt	2/23/2024 
Tot Aut Qty		*Req Qty	5
*LIN/TAMCN	AA123A	*Aut Qty	5
*Authn Prop Type Cd	8-ORGANIZATION PROPERTY(DEPLOYABLE)	Remarks	<input type="text" value=""/>
Authn Remarks Cd	602-TO ACCOMPANY TROOP (TAT)	History Remarks	<input type="text" value=""/>

2. Update the LIN/TAMCN, using  to browse for the revised identifier. *This is a 10 alpha-numeric character field.*
3. Verify the AUTHN PROP TYPE CD.
4. Verify the AUTHN DOC NBR.
5. Verify the AUTHN EFF DT.





6. Verify the REQ QTY.
7. Verify the AUT QTY.
8. Select . The **Authorization Transaction Status** page appears.

