



Search for a Stock Number/Selected Mass Change – Criteria

Overview

The Property Accountability module Stock Number Selected Mass Change process provides the ability to change the current existing Stock Number to a new Stock Number for all assets within the catalog. This process also updates certain data elements which cannot be changed in Stock Number Update.

Note



One reason to mass update the Stock Number may be to change from using a Management Control Number (MCN) to a National Stock Number (NSN).

Navigation

Catalog > Mass Updates > STOCK NBR > Stock Number/Selected Mass Change Search Criteria page



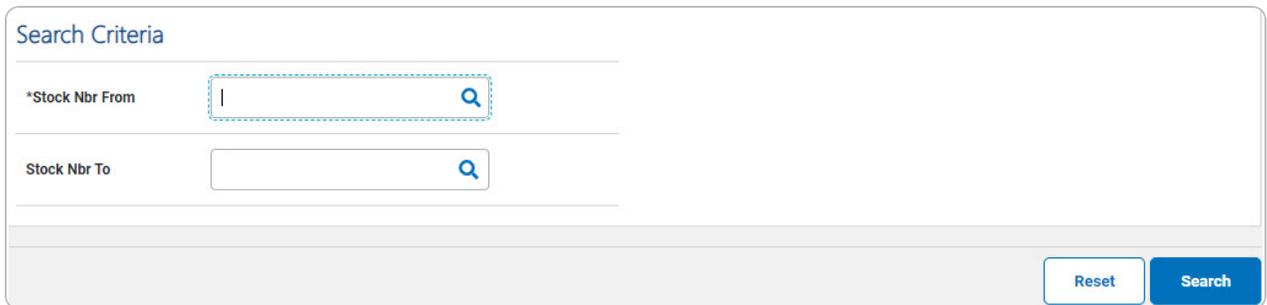


Procedures

Search for a Stock Number

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.



The screenshot shows a 'Search Criteria' form with two input fields: '*Stock Nbr From' and 'Stock Nbr To'. Each field has a search icon (magnifying glass) to its right. At the bottom right of the form are two buttons: 'Reset' and 'Search'.

- A. Enter the STOCK NBR FROM, or use  to browse for the entry. *This is a 15 alpha-numeric character field.*
2. Select . The **Stock Number/Selected Mass Change** page appears.





Update the Stock Number/Selected Mass Change

Navigation

Catalog > Mass Update > STOCK NBR > Search Criteria > > Stock Number/Selected Mass Change Update page

Procedures

Update the Stock Number/Selected Mass Change

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

1. Select . The **Stock Number/Selected Mass Change Update** page opens.

Stock Nbr From

Stock Nbr From 0FOH5PENTIUM	ECC --	CIIC 1-Hi Snsvity Cat I	Fdcry Deprn Mthd Cd SL
Stock Item Cd L-Local	Attribute(s) Template --	Type Dsg --	Maint Grp Id ZZ-Not Subject to Maint Mgmt
Type Asset Cd G-Gen PP&E	IT Device Cd 0153 -Laptp CPU 386	Util Svc Life 0	
ACC K-IT Equip	Dmil Cd C-MLI -Rmv/Dmil Instid Key Pnt	Util Measure Cd --	





Stock Nbr To

Stock Nbr To

Stock Item Cd

Type Asset Cd

ACC

ECC

Attribute(s) Template

IT Device Cd

Dmil Cd

CIIC

Type Dsg

Util Svc Life

Util Measure Cd

Fdcry Deprn Mthd Cd

Maint Grp Id

- A. Verify the **STOCK NBR FROM** grid.
 - B. Update the **STOCK NBR To** grid.
2. Select . The **Stock Number/Selected Mass Update Batch Submission** page appears.





View the Stock Number/Selected Mass Change Batch Submission

Navigation

Catalog > Mass Update > STOCK NBR > Search Criteria > > Stock Number/Selected Mass Update > > Batch Submission page

Procedures

View the Stock Number/Selected Mass Change Batch Submission

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

Select . The **Batch Submission** page appears.

Batch Submission

Your Transaction was Scheduled. It will be processed at a later time.

Scheduled Process Number	Schedule Process Status
14967	Submitted by User

