Registry Account

Overview

The Small Arms / Light Weapons Registry module Registry Account process provides the ability to view, create, edit, and remove accounts that are responsible for small arms and light weapons.
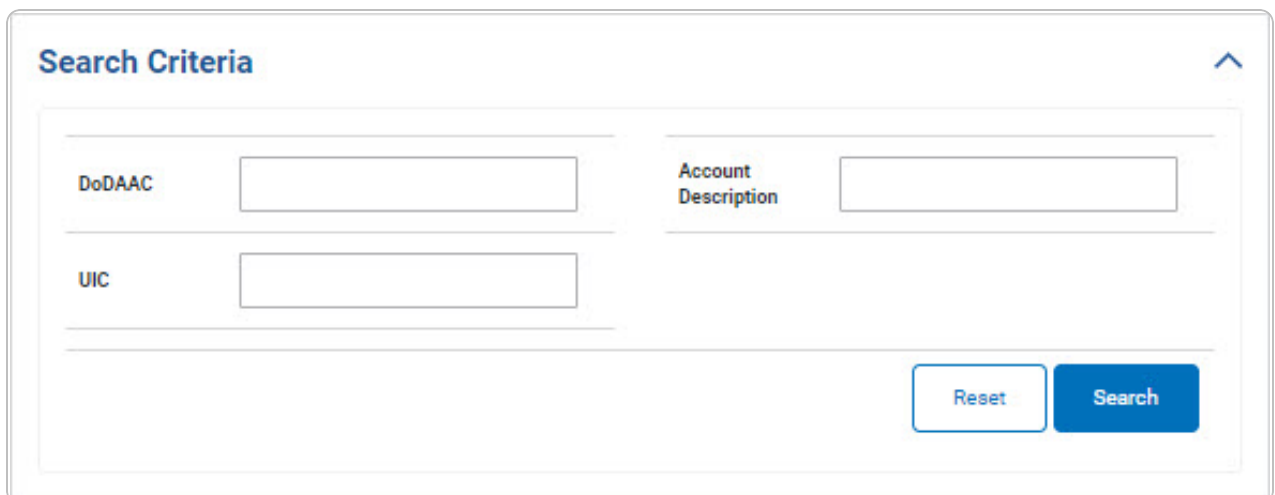
Navigation

Registry Mɢᴍᴛ > Account Mɢᴍᴛ > Registry Account Search Criteria page

Procedures

Search for a Registry Account

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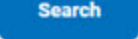
1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Search Criteria ⌃

DoDAAC	Account Description
UIC	

Reset   Search

2. Select [Search] . *The results appear in the **Registry Account Search Results** panel.*

Search Results [Add]

🔧 Grid Options ▾

DoDAAC	⋮	UIC	⋮	Account Description	⋮
SC0010		FE4664		No Description Found	
SEP928				No Description Found	
TEST01		TESTX2		No Description Found	
2YTA7D		KD0106		BETHESDA POLICE DEPT	
SYD184				DLA DISPOSITION SERVICES SASP	

|◁ ◁ ▷ ▷| 10 ▾   items per page   1 - 5 of 5 items

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Add a Registry Account

Navigation
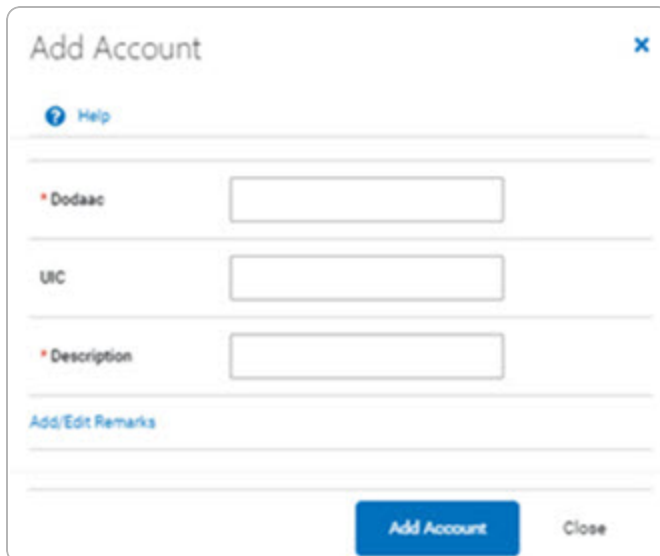
Registry Mɢᴍᴛ > Account Mɢᴍᴛ > | Add | > Add Registry Account slide-out window

Procedures

Add a Registry Account

Selecting either | Cancel | *or* ☒ *at any point of this procedure removes all revisions and closes the slider.* **Bold** *numbered steps are required.*

1. Select | Add |. *The* **Add Account** *slide-out window appears.*

2. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

3. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*

4. Select | Add Account |. *The* **Add Account** *slide-out window closes, and the* **Registry Account** *page displays the new information.*

Update a Registry Account

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details >
[Edit] > Registry Account Details Update page

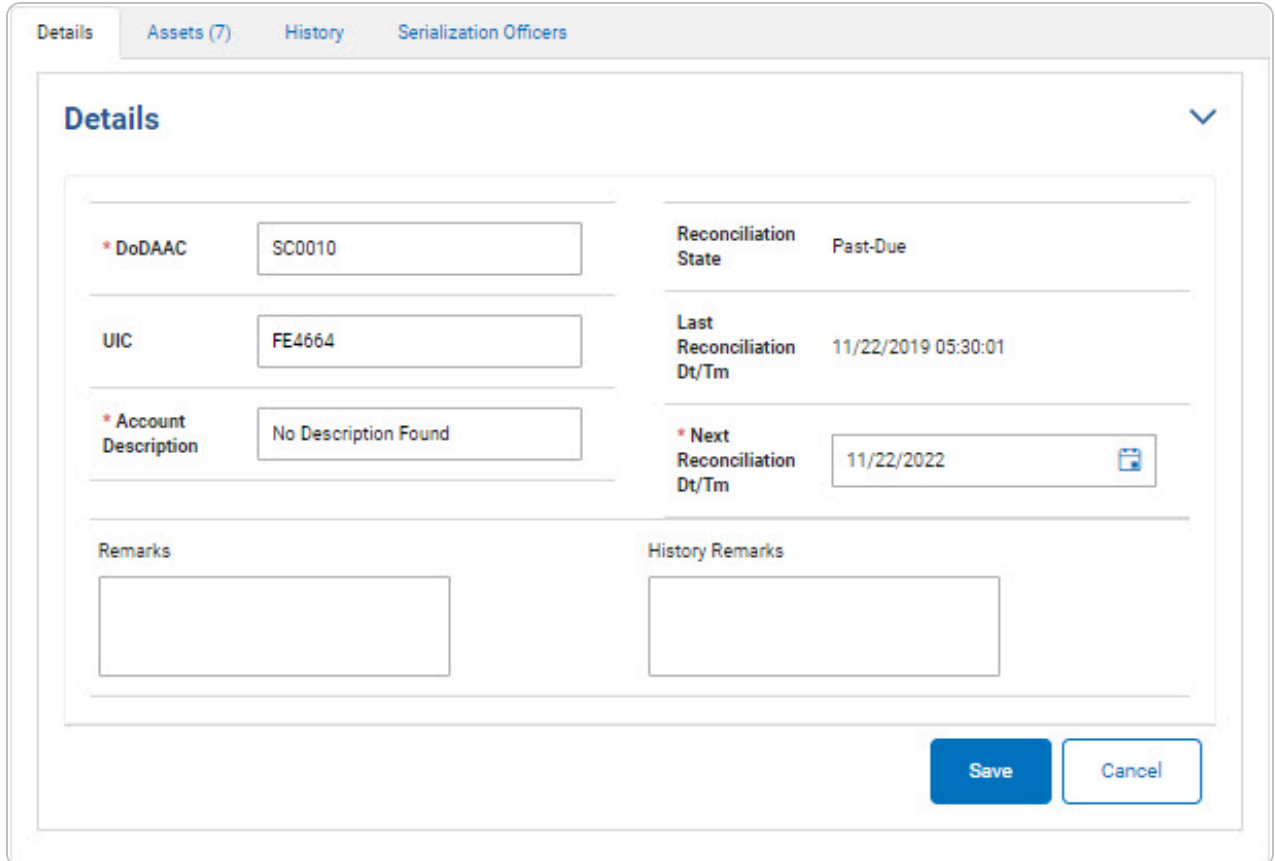## Procedures

Update a Registry Account

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

1. Select [Edit] . *The **Update a Registry Account** page appears.*

A. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

B. Update the Account Description, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

C. Update the Next Reconciliation DT/TM, using [icon] or entering the revised date (MM/DD/YYYY) in the field provided.

2. Select [Save] . *The fields close, and the revised information appears in the Details page.*
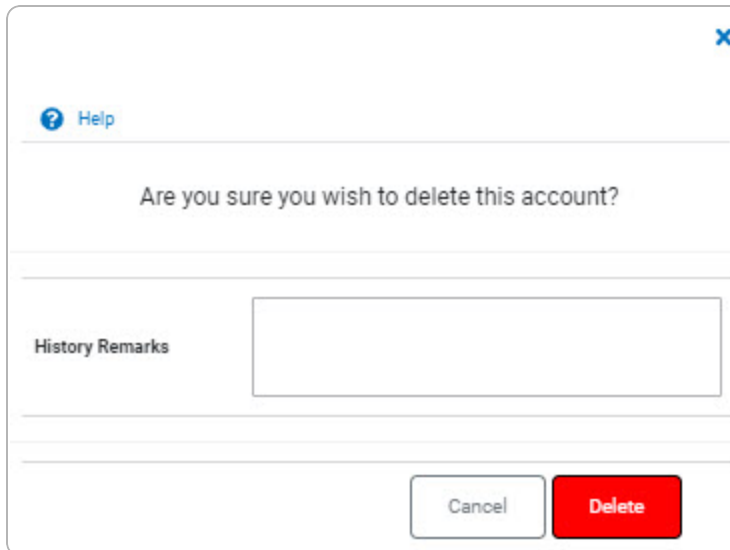
Delete a Registry Account

Navigation

Registry MGMT > Account MGMT > Search Criteria > DoDAAC hyperlink > [Delete] > Registry Account Delete slide-out window

Procedures

Delete a Registry Account

*Selecting either [Cancel] or [×] at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.*

1. Select the DoDAAC hyperlink. *The Registry Account Details page appears.*

2. Select [Delete]. *The Delete a Registry Account slide-out window appears.*

3. Select [Delete]. *The slide-out window closes, and the account is removed from the Search Results list.*
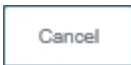
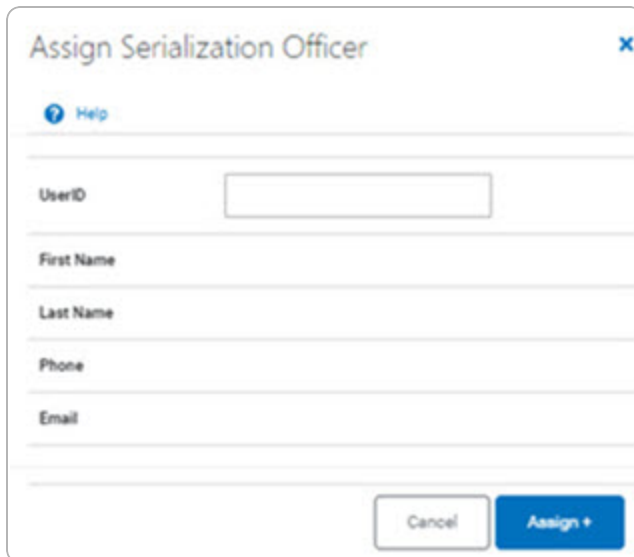# Assign a Registry Account Serialization Officer

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details > Serialization Officers tab > [Assign +] > Assign Serialization Officer slide-out window

Procedures

Assign a Serialization Officer

Selecting either [Cancel] or [✖] at any point of this procedure removes all revisions and closes the slider. **Bold** *numbered steps are required.*

1. Select [Assign +]. *The **Assign Serialization Officer** slide-out window appears.*

   Assign Serialization Officer ✖

   ❓ Help

   | UserID | [_____] |

   First Name

   Last Name

   Phone

   Email

   [Cancel] [Assign +]

2. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

3. Select [Assign +]. *The **Assign Serialization Officer** slide-out window closes, and the **Serialization Officers tab** page displays the new information.*

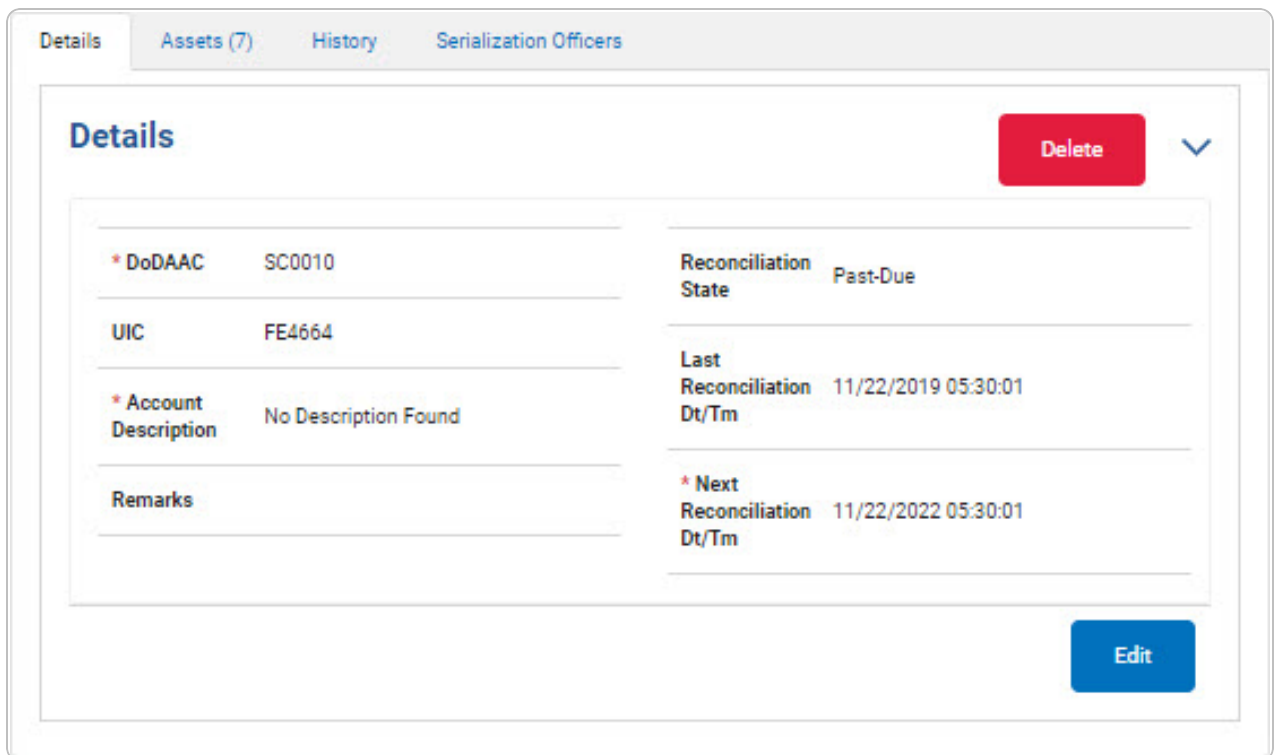# View the Details of a Registry Account

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details page

Procedures

View the Details of a Registry Account

Selecting either [Cancel] *or* [✕] *at any point of this procedure removes all revisions and closes the slider.* **Bold** *numbered steps are required.*

1. In the Search Results box, select the DoDAAC hyperlink. *The Details page appears.*

Select the Assets tab. *The Assets Tab page appears.*

2.

OR
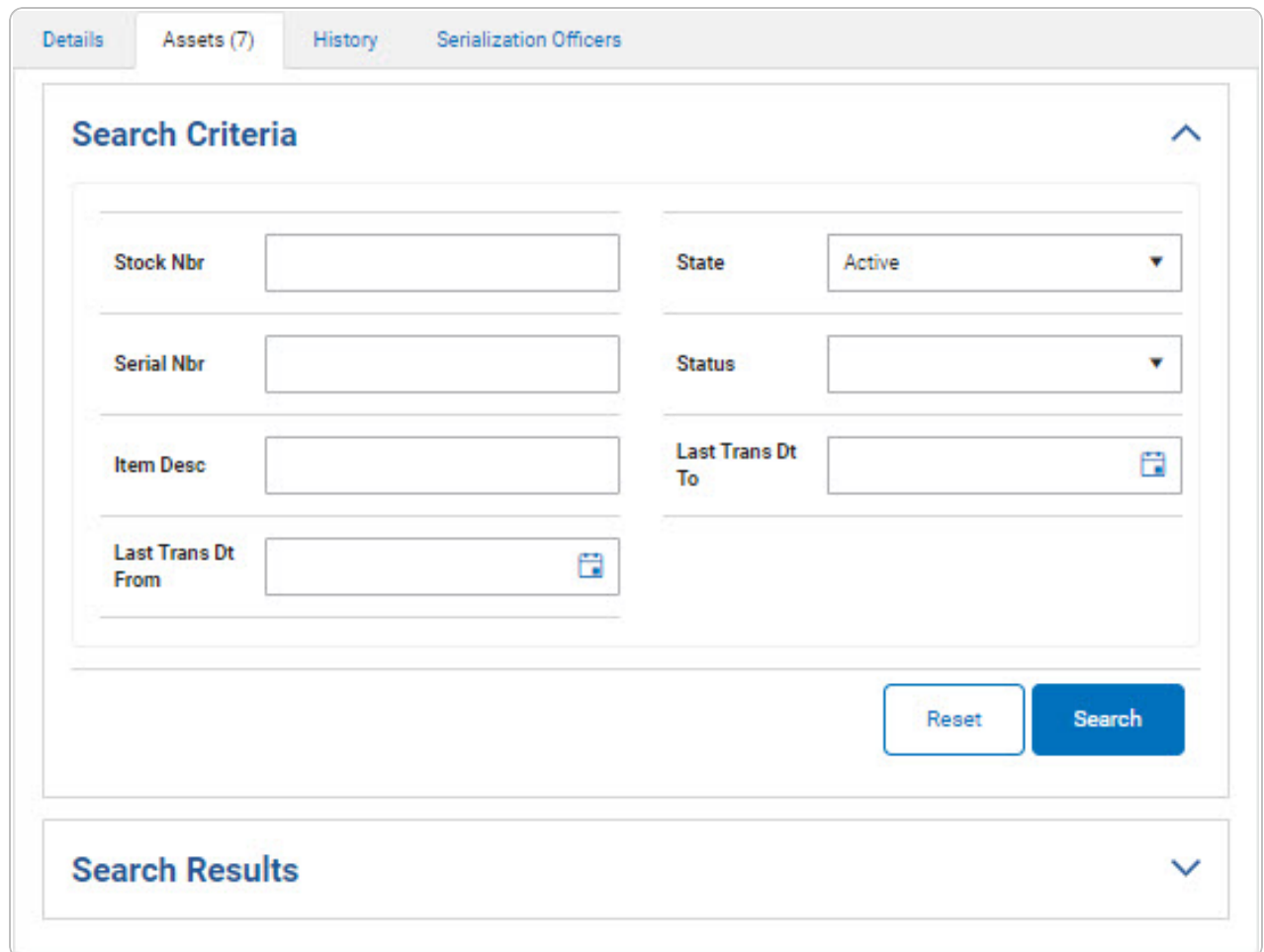
Select the Edit button. *The **Update a Registry Account** page appears.*

OR

Select the Delete button. *The **Delete a Registry Account** page appears.*

| Details | Assets (7) | History | Serialization Officers |
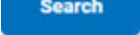
Search Criteria ∧

Stock Nbr		State	Active ▼
Serial Nbr		Status	▼
Item Desc		Last Trans Dt To	📅
Last Trans Dt From	📅		

Reset   Search

Search Results ∨

A.   Select **Search**. *The results display in the Search Results grid.*

3.   Select the History tab. *The History Tab page appears.*

4.   Select the Serialization Officers tab. *The Serialization Officers Tab page appears.*

A.   Select **Assign +**. *The **Assign a Serialization Officer** slide-out window appears.*