



# Registry Asset Management

## Overview

The Small Arms / Light Weapons Registry module Registry Asset Management process provides the ability to view, create, update, or delete assets within a registry.

## Navigation

Registry MGMT > Registry Asset MGMT > Registry Asset A/U/D page

## Procedures

### Search for a Registry Asset

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 optional fields.

### Search Criteria

Stock Nbr	<input type="text"/>	DoDAAC	<input type="text"/>
Serial Nbr	<input type="text"/>	State	Active <input type="button" value="v"/>
Item Desc	<input type="text"/>	Status	<input type="button" value="v"/>
Last Trans Dt From	<input type="text"/> <input type="button" value="calendar"/>	Last Trans Dt To	<input type="text"/> <input type="button" value="calendar"/>





2. Select . The results display in the Search Results grid.

**Search Results**
[Add Asset](#)
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🔍 Grid Options ▾

Stock Nbr	Serial Nbr	Item Desc	DoDAAC	State Cd	Status Cd	Last Trans Dt/Tm
1005000100240	<a href="#">KD021420S012</a>	RIFLE,CALIBER .30	FE1822	Active	In Transit	02/14/2020 10:53:00
1005000100240	<a href="#">S112219-01</a>	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	<a href="#">S112219-02</a>	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	<a href="#">S112219-03</a>	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	<a href="#">S112219-04</a>	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	<a href="#">S112219-05</a>	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:01
1005000100240	<a href="#">S112219-06</a>	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	<a href="#">S112219-07</a>	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	<a href="#">S112219-08</a>	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	<a href="#">S112219-09</a>	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01

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# Add a Registry Asset

## Navigation

Registry MGMT > Registry Asset MGMT >  > Add Registry Asset slider

## Procedures

### Add a Registry Asset

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





1. Select . The **Add Registry Asset** slider appears.

### Add Registry Asset ✕

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\* Receipt Method

---

\* Stock Nbr

---

\* Stock Item Code

---

\* Serial Nbr

---

Ull

---

\* Gaining DoDAAC

---

State

---

Status

---

\* Received Dt

---

Born On Dt

---

File Attachment

---

Add/Edit Remarks

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**Add Asset**

Close





2. Use  to select the Receipt Method.
3. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
4. Use  to select the Stock Item Code.
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the Gaining DODAAC in the field provided. *This is a 6 alphanumeric character field.*
7. Use  to select the Received DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Select . The **Add Registry Asset** slider closes, and the **Registry Asset** page displays the new information.





## Update a Registry Asset

### Navigation

Registry MGMT > Registry Asset MGMT > SERIAL NBR hyperlink >  > Registry Asset Update page

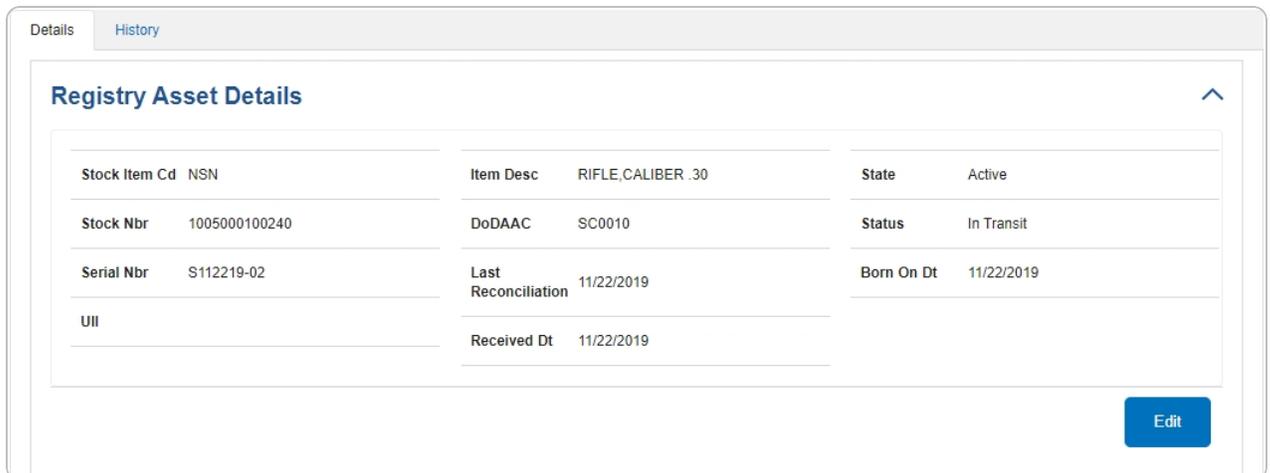
### Procedures

#### Update a Registry Asset

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select the SERIAL NBR hyperlink. *The Registry Asset page appears, with the Details tab open.*



The screenshot shows the 'Registry Asset Details' page with the 'Details' tab selected. The page contains a table with the following information:

Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
Ull		Received Dt	11/22/2019		

An 'Edit' button is located at the bottom right of the page.





- A. Select . *Two editable fields appear.*

### Registry Asset Details

Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
UII		Received Dt	11/22/2019		

File Attachment

History Remarks

- B. Select . *The fields disappear, and History tab displays the updated information.*





## View the Details of a Registry Asset

### Navigation

VARIOUS PROCEDURAL STEPS > SERIAL NBR hyperlink > Registry Asset Details page

### Procedures

#### View the Details of a Registry Asset

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select the SERIAL NBR hyperlink. *The Registry Asset page appears, with the Details tab open.*

Registry Asset Details					
Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
Ull		Received Dt	11/22/2019		

- A. View the information in the Shipment Information grid.

Doc Nbr	Suffix	Losing Activity	Gaining Activity	State	Status	Ship Notice	Receipt Ack	Shipped Dt	Receipt Dt	Follow-Up Dt	Last Trans Dt
SC001001280002		SC0010	SC0010	Open	Shipped			05/07/2020	05/07/2020 10:08:00		05/07/2020 10:08:00
SC001001919000		SC0010	FE4646	Open	Shipped			07/09/2020	07/09/2020 12:54:00		07/09/2020 12:54:00

Grid Options: 10 items per page | 1 - 2 of 2 items





# View a Registry Asset History

## Navigation

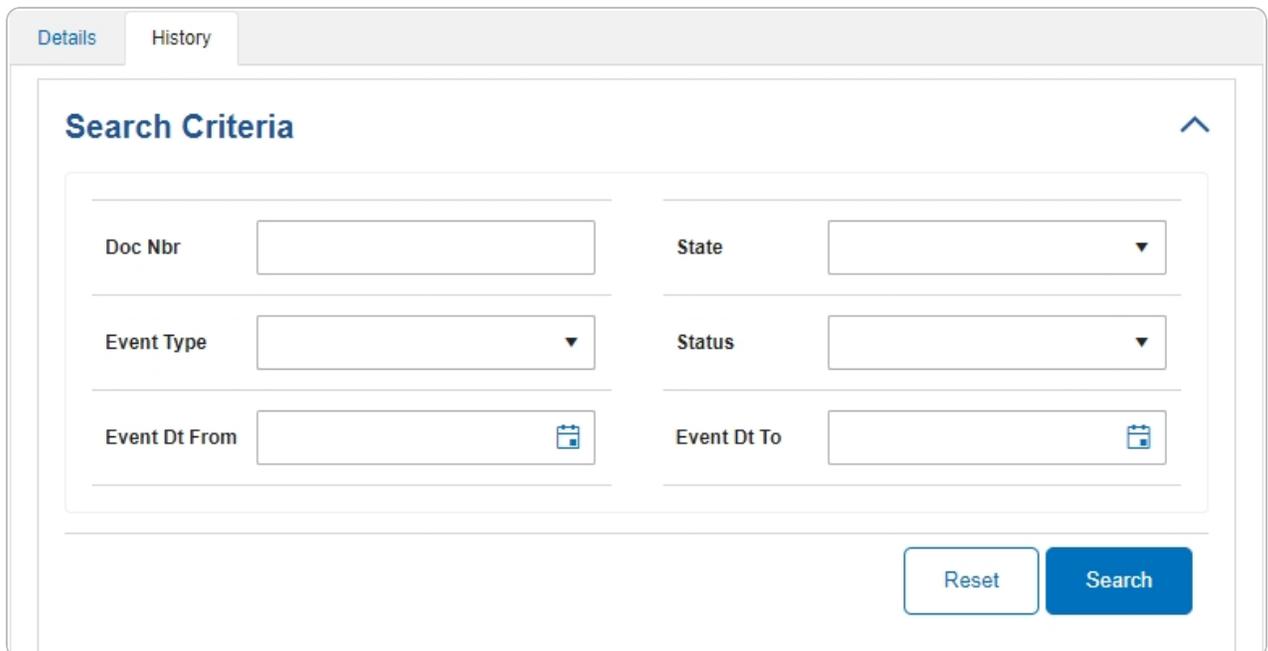
Registry MGMT > Registry Asset MGMT > SERIAL NBR hyperlink > History tab > Registry Asset History page

## Procedures

### View the Registry Asset History

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. Select the SERIAL NBR hyperlink. *The Registry Asset page appears, with the Details tab open.*
2. Select the History tab. *The Registry Asset page appears, with the History tab open.*



The screenshot shows a web interface with two tabs: "Details" and "History". The "History" tab is selected. Below the tabs is a "Search Criteria" section with a collapse icon. The search criteria are organized into two columns:

Doc Nbr	<input type="text"/>	State	<input type="text" value="▼"/>
Event Type	<input type="text" value="▼"/>	Status	<input type="text" value="▼"/>
Event Dt From	<input type="text" value="📅"/>	Event Dt To	<input type="text" value="📅"/>

At the bottom right of the search criteria section are two buttons: "Reset" and "Search".





- Select . The results display in the Search Results grid.

**Registry Asset History** ^

 Grid Options ▾

Event Dt/Tm ↓	State	Status	Doc Nbr	Suffix	Event Type	Reconciliation State	History Remarks	File Attachment
07/09/2020 12:54:00	Active	In Transit	SC001001919000		Shipment			
06/24/2020 11:57:09	Active	In Transit			Multi-Field Correction		BPG TRIAL	<a href="#">Red-Sunglasses.png</a>
05/07/2020 10:08:00	Active	In Transit	SC001001280002		Shipment			
11/22/2019 05:31:00	Active	Active			Product Registration	Reconciled		

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