Small Arms / Light Weapons Registry Management

Enterprise Logistics Management System

Printed Manual

Version 29 Dec 2025

Welcome

Overview — ELMS

Welcome to the Enterprise Logistics Management System (ELMS) Help System. The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system. It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.
The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Overview — Small Arms / Light Weapons Registry Help

This online help is designed to provide access to detailed information and instructions about accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.

Navigation

ELMS Small Arms / Light Weapons Registry Module > Any Process Page > Help > View DPAS Help

Related Topics

- Contact Us
- ELMS Registry Overview
- Registry Navigation Tips
- Registry Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Version 29 Dec 2025

Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Module

Welcome to the Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Help System.

ELMS Summary

Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.
It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.
The ELMSprogram office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMSPMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

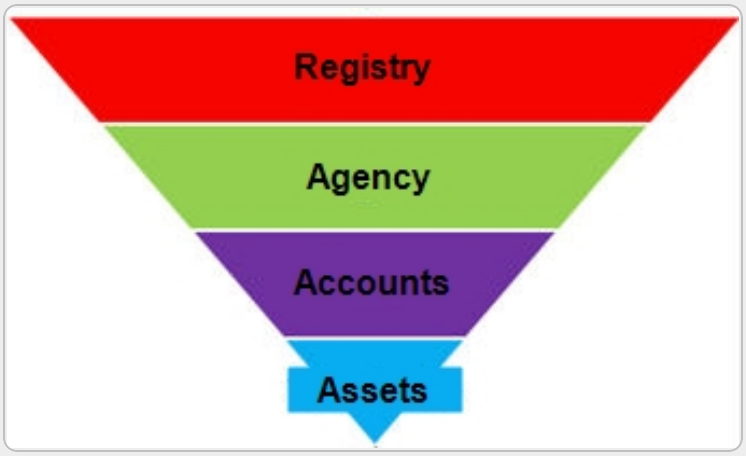
Registry Summary

The Small Arms / Light Weapons Registry module is designed to create accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.
There are three ways to enter and manage weapons:

- **Auto Add (ELMS Managed)**
  — The weapons are entered in either the PA or Warehouse modules.
- **Auto Add (Externally Managed)**
  — The weapons are entered through DLMS Transactions.
- **Manually Add**
  — The weapons are entered manually through the Registry module.

Registry Structure

The Registry module is set up in a hierarchy type model:



Registry — created by the ELMS User Account Team — Completes a MILSTRAP Policy Requirement; all Registry works together for the DoD.

Agency — created by the ELMS User Account Team — Air Force, SOCOM; the specified branch of the military.

Accounts — created by the ELMS User Account Team — DoDAACs; where the weapon physically resides.

Assets — created by the ELMS User Account Team — Includes the history, where it is now, and where it is being shipped, etc.

Registry Key Functions

The main parts of the Registry module include:

- Registry Management, which includes:
  - Registry Asset Management
  - Account Management
  - In-Transit Management
  - Account Reconciliation
  - DLMS Transactions

- Inquiries
  - Registry Asset History

- Report Manager
  - View Reports

Registry User

Registry is role-based, similar to all other ELMSmodules. Those roles include:

- **Registry Manager**— the all-encompassing role

- **Registry Administrator** — the utility role

- **Serialization Officer**— the role specific to a DoDAAC

- **Registry Inquiry** — the inquiry role

- **Agency Manager** — the most basic role

The security uses C.R.U.D. methodology:

- **Create**

- **Read (Inquiry)**

- **Update**

- **Delete**

Related Topics

- Welcome
- Contact Us
- Registry Navigation Tips
- Registry Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Module Navigation

Overview

This page describes the primary features found on the Registry pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

Additional information about ELMS can be found at the ELMS Support Site.

Navigation

ELMS Small Arms / Light Weapons Registry Module > Any Process Page >

>

Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The items on the left side are:

- **ELMS logo** **—** Returns to the home page.

- **Module Name** Registry —
  Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

The items on the right side are:

- **Element** Element Spt Equip 01 —
  Opens the Active Tier pop-up window. Shows the Forces available to the user.
- **User ID** User ID GROCEBP —
  Opens the Log Out menu item.

Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

1. Hover the mouse over a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*
2. Select a process from the drop-down list. *The Process page appears.*

Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Registry processes appears.*
2. Select a process from the drop-down list. *The Process page appears.*

OR

1. Start entering characters in the Process name in the Search field. *Using Intellisense, the Process names with those characters appear.*

> **Note**
> Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

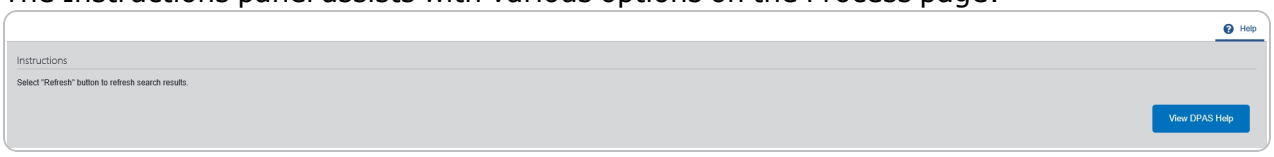
2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a collapsed Instructions panel.

View the Instructions

- Select Help. The Instructions panel expands.
- The Instructions panel assists with various options on the Process page:



Help

At the bottom right of the Instructions panel is the Help button View DPAS Help.

View the Help System

- Select View DPAS Help. *The Help System opens in a separate tab.*
- The Help System is context-specific, and opens to the Overview topic for the current Process page.

Search Criteria

Most Registry Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*

Use the Search Criteria panel

1. Enter the available information in the fields.

2. Use the field assistance available:

   - Use the drop-down to select the field entry.

   - Start entering characters in the fields with .

     Note
     Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.
     The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

   - Use to open the Browse pop-up window.

Select Search to perform the search, or select Reset to clear the fields.

Results Grid

Each Process page displays the corresponding data in a Results Grid.
Each Results Grid has basic properties that are always the same.

Those include:

- **Title Bar —**

  Grid Options + Add Delete Save Reset

  Shows the overall Results Grid buttons.

- **Column Header —**

Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records —**

Shows the rows of data in the Results Grid.

- **Bottom Scroll —**

Standard Buttons

Each Registry process page has some basic buttons that are always the same. *Those include:*

Search Criteria

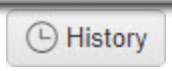
- **Search** [Search] —
  Searches the data within the process results grid.
- **Reset** [Reset] —
  Erases the entered fields and starts over.
- **Scan CAC** [Scan CAC] —
  Opens the pop-up window containing the CAC field, ready for the scanned information.

Results Grid

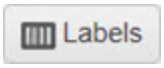
- **Add** [+ Add] —
  Creates a new record in the process results grid.
- **Grid Options** [Grid Options ▾] —
  Changes the way information appears in the Results Grid. See Grid Options Overview for additional information.

Individual Records

- **Edit** [Edit] —
  Revises a record in the process.
- **Delete** [Delete] —
  Erases a record in the process.

- **History** 

—
Opens the History pop-up window, and shows the past edits of the record in the process.

- **Labels** 

—
Opens the Print Labels pop-up window, and prints the labels for that record in the process.

Related Topics

- Welcome
- Contact Us
- ELMS Registry Overview
- Registry Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Module Grid Options

Overview

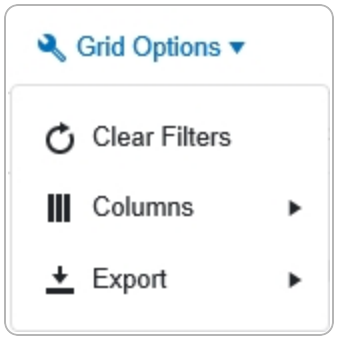
This page describes the features of the Grid Options within the Results Grid in the Small Arms / Light Weapons Registry Management module.

Navigation

ELMS Small Arms / Light Weapons Registry Module > Any Process Page > Results Grid > Title Bar > Grid Options

Grid Options

Select Grid Options. The Grid Options drop-down menu appears:



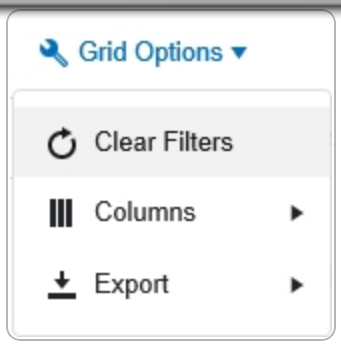
Note

The Export option **only appears** in the Inquiry menu items.

These options change the way information appears in the Results Grid. They include:

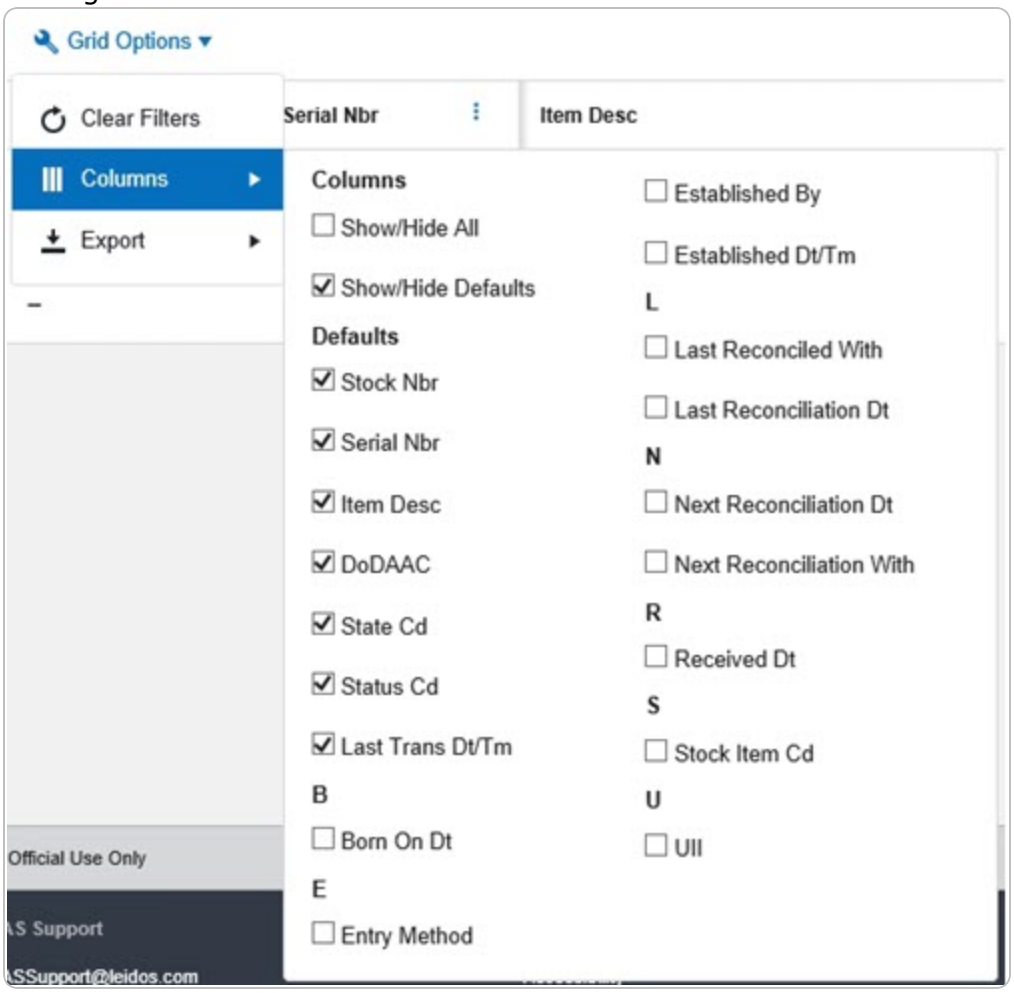
Clear Filters

Erases any filters used within the Results Grid columns.



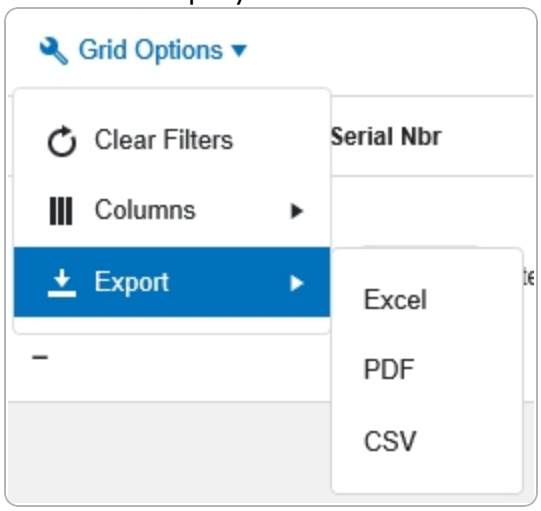
Columns

Changes what columns are viewed in the Results Grid.



Export

Saves the Inquiry Grid in a different format.



The format choices are:

- **Excel** - editable spreadsheet
- **PDF** (Portable Document Format) - non-editable document
- **CSV** (Comma Separated Values) - editable text

Related Topics

- Welcome
- Contact Us
- ELMS Registry Overview
- Registry Navigation Tips
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

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

Page Fields

The following fields display on the **Registry Asset A/U/D** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Search Criteria

Stock Nbr
DoDAAC
Serial Nbr
State
Item Desc
Status
Last Trans Dt From
Last Trans Dt To

Search Results Grid

Stock Nbr
Serial Nbr
Item Desc
DoDAAC
State Cd
Status Cd
Last Trans Dt/Tm

Optional

Stock Item Cd
Born On Dt
Received Dt
Last Reconciliation Dt
Last Reconciled With
Next Reconciliation Dt
Next Reconciliation With
UII
Entry Method
Established By
Established Dt/Tm

Procedures

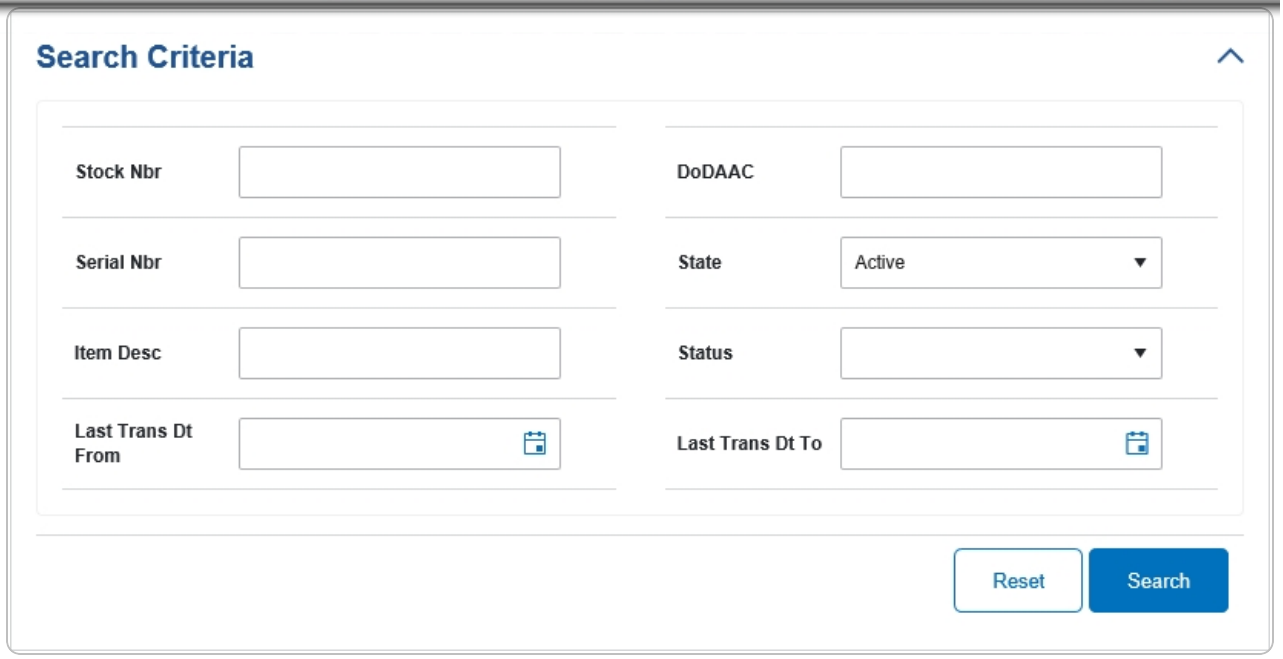
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a Registry Asset

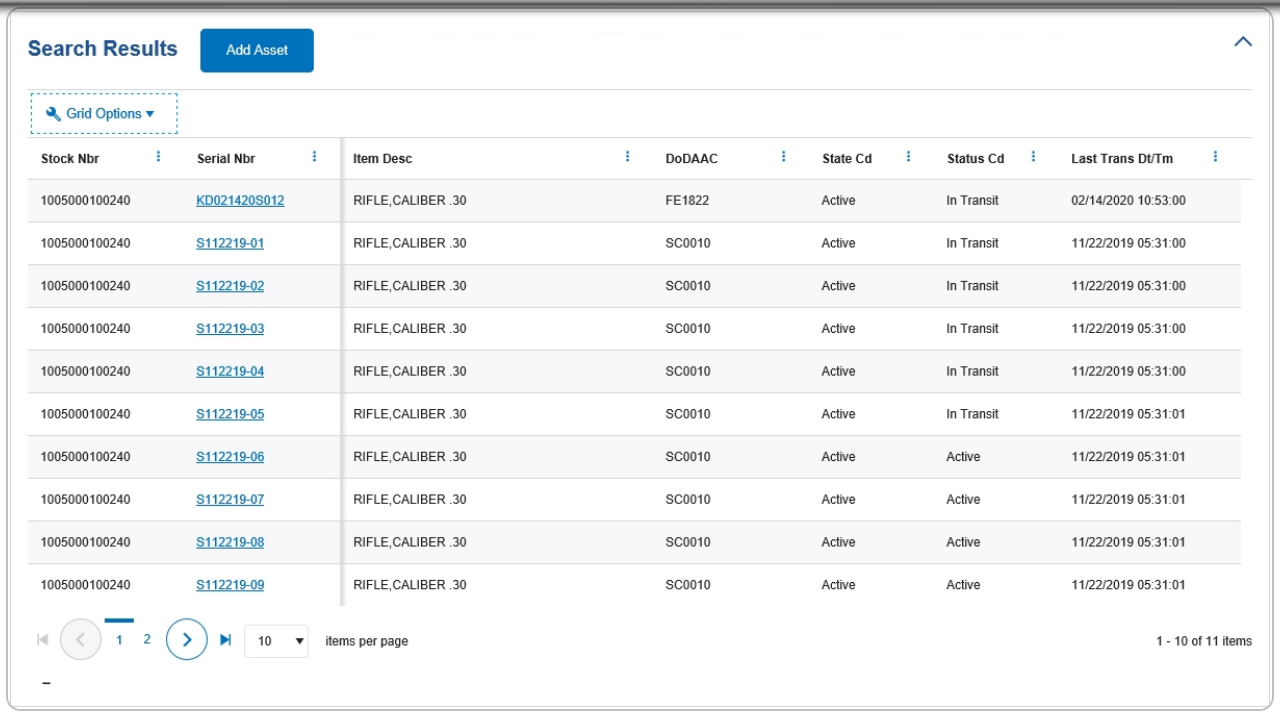
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the State.
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use to select the Status.
- Use to select the LAST TRANS DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the LAST TRANS DT To, or enter the date (MM/DD/YYYY) in the field provided.

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



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

Add a Registry Asset

Select Add Asset. *The **Add a Registry Asset** page appears.*

Update a Registry Asset

1. Select the desired record.
2. Select Edit. *The **Update the Registry Asset** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Entry Method*.	Missing Entry. Enter the appropriate information in the desired field. .
13 — Mandatory Entry: *Stock Item Cd*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Gaining DoDAAC / UIC*.	
13 — Mandatory Entry: *Serial Nbr*.	
13 — Mandatory Entry: *UII*.	
44 — Input date must be	Invalid Date Entry. The system date (Today's

<= system date.	Date) must be after or the same as the Input date. Re—enter the date.
6 — Entry must be 6 positions, A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter six alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
117 — STOCK NBRSERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re—enter the Stock Number or Serial Number.

Related Topics

- Add a Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset
- View the Registry Asset History
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview

Add a Registry Asset

Overview

The Registry Asset Add process provides the ability to create a new asset within a registry.

Navigation

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

Page Fields

The following fields display on the **Add Registry Asset** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Add Registry Asset

Receipt Method *
Stock Nbr *
Stock Item Code *
Serial Nbr *
UII
Gaining DoDAAC *
State
Status

Received Dt *
Born On Dt
File Attachment
Add/Edit Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

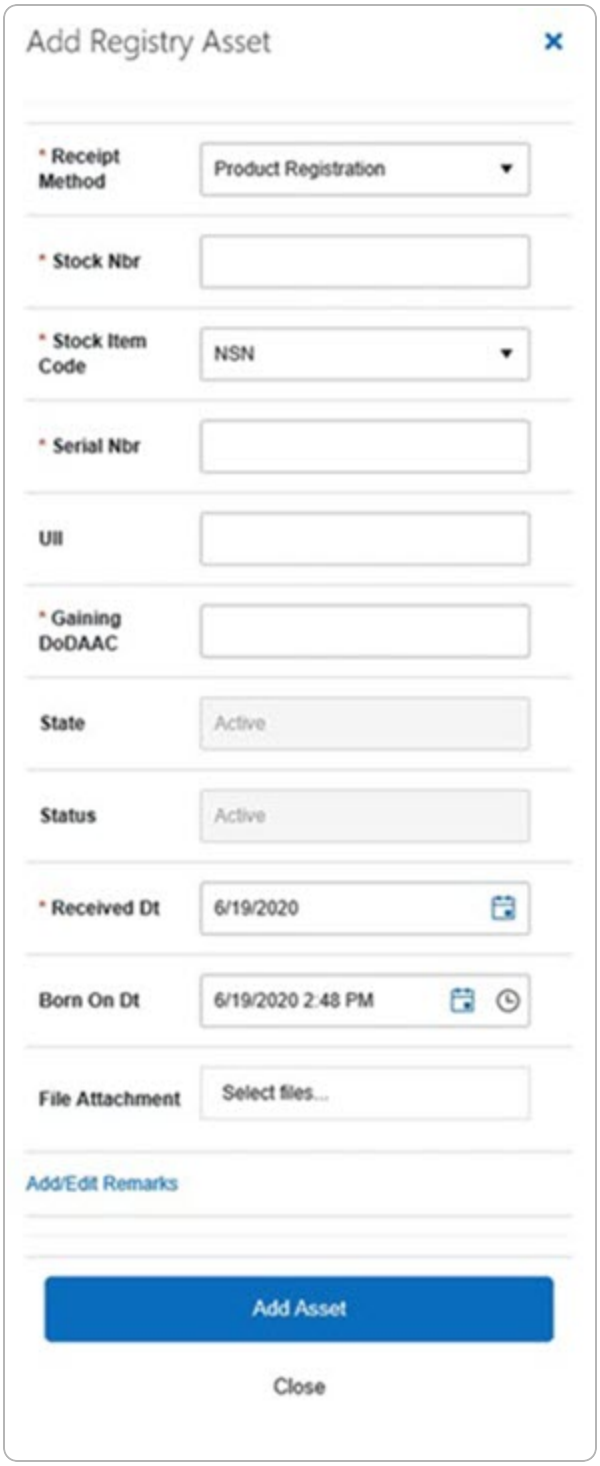
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Add a Registry Asset

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

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



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 UII in the field provided. *This is a 50 alphanumeric character field.*
7. Enter the Gaining DODAAC in the field provided. *This is a 6 alphanumeric character field.*
8. Use to select the State.
9. Use to select the Status.
10. Use to select the Received DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Use to select the Born On DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
12. Select the File Attachment field. *The **Choose File to Upload** pop-up window appears.*
    a. Choose the file to attach, and select it.
    b. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Attachment field.*
13. Select the Add / Edit Remarks hyperlink. *The History Remarks fields appears.*
    a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select Add Asset. *The **Add Registry Asset** slider closes, and the **Registry Asset** page displays the new information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Entry Method*.	Missing Entry. Enter the appropriate information in the desired field. .
13 — Mandatory Entry: *Stock Item Cd*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Gaining DoDAAC / UIC*.	
13 — Mandatory Entry: *Serial Nbr*.	
13 — Mandatory Entry: *UII*.	

44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
6 — Entry must be 6 positions, A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter six alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
117 — STOCK NBRSERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re—enter the Stock Number or Serial Number.

Related Topics

- Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset
- View the Registry Asset History

Update a Registry Asset

Overview

The Registry Asset Update process allows editing of a registry asset.

Navigation

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

Page Fields

The following fields display on the **Registry Asset Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Details Tab

Registry Asset Details

Stock Item Cd
Item Desc
State
Stock Nbr
DoDAAC
Status
Serial Nbr
Last Reconciliation
Born On Dt
UII
Received Dt

Edit

File Attachment
History Remarks

Procedures

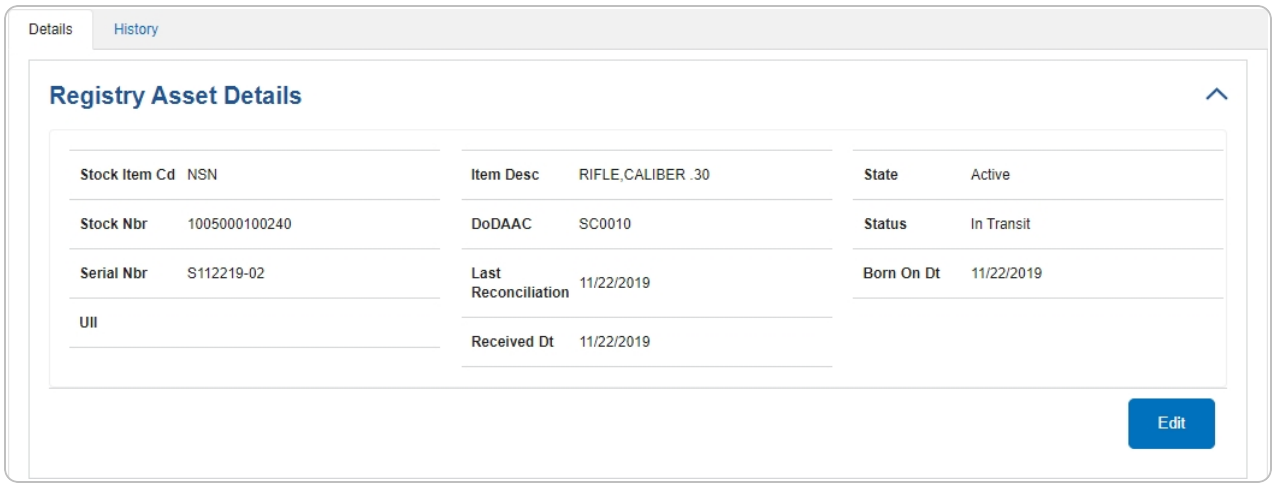
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Update a Registry Asset

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



A. *Verify the STOCK ITEM CD.*

B. *Verify the ITEM DESC.*

C. *Verify the State.*

D. *Verify the DODAAC.*

E. *Verify the Status.*

F. *Verify the SERIAL NBR.*

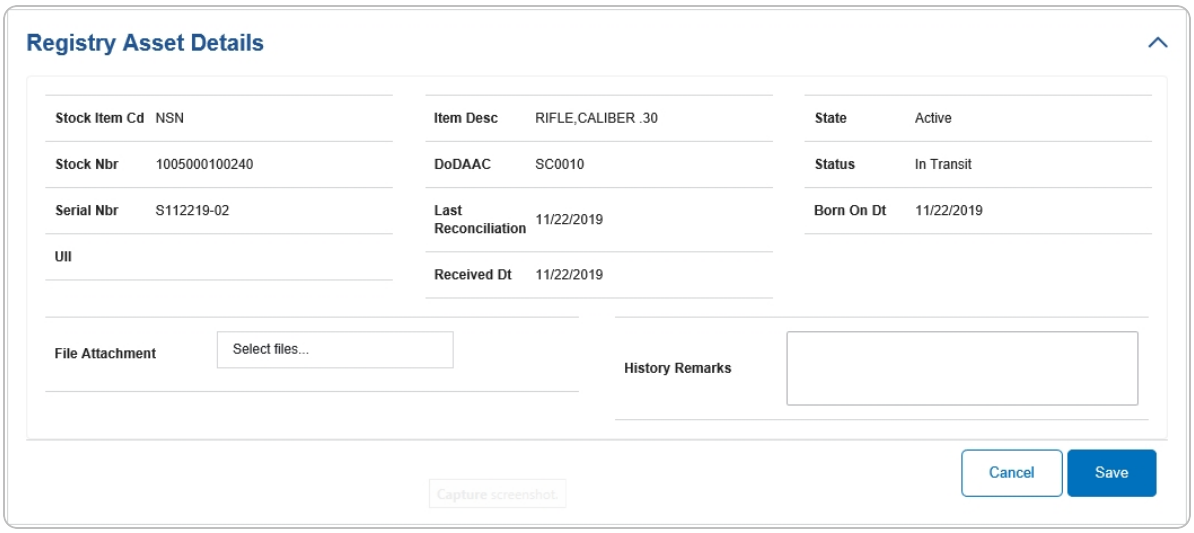
G. *Verify the Last Reconciliation.*

H. *Verify the Born On DT.*

I. *Verify the UII.*

J. *Verify the Received DT.*

K. Select Edit. *Two editable fields appear.*



L. Select the File Attachment field. *The **Choose File to Upload** pop-up window appears.*

   a. Choose the file to attach, and select it.

   b. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Attachment field.*

M. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

N. Select Save. *The fields disappear, and History tab displays the updated information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Asset
- Add the Registry Asset
- View the Details of a Registry Asset
- View the History of a Registry Asset

View the Details of a Registry Asset

Overview

The Registry Asset Details page is view only and displays the particular information of the asset, as well as the shipment information.

Navigation

Various Procedural Steps > Serial Nbr hyperlink > Registry Asset Details page

Page Fields

The following fields display on the **Registry Asset Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Registry Asset Details

Stock Item Cd
Item Desc
State
Stock Nbr
DoDAAC
Status
Serial Nbr
Last Reconciliation
Born On Dt
UII
Received Dt

Shipment Information

Doc Nbr
Suffix
Losing Activity
Gaining Activity
State
Status
Ship Notice
Receipt Ack
Shipped Dt
Receipt Dt
Follow-Up Dt
Last Trans Dt

Optional

CONUS / OCONUS
Estbd By
Estbd Dt/Tm

Procedures

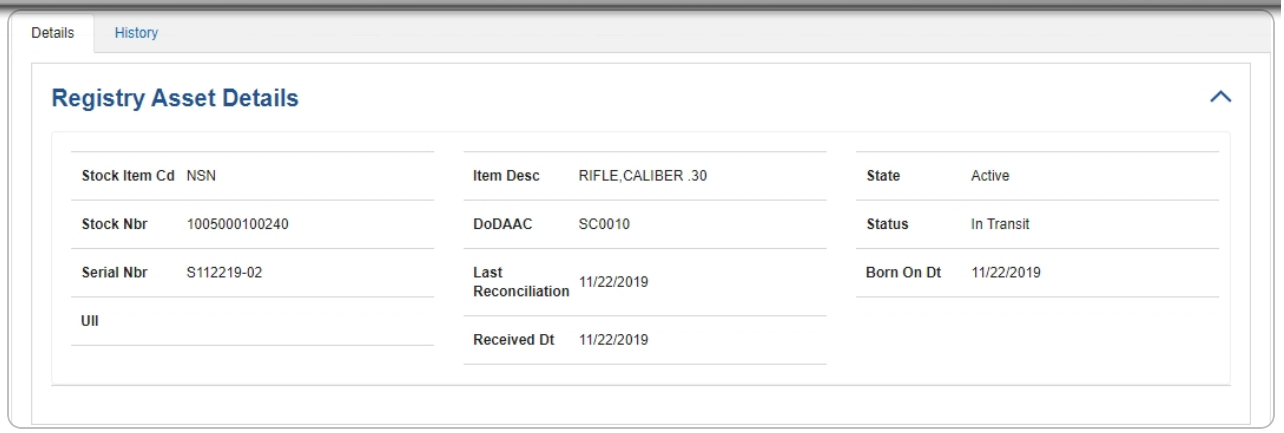
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

View the Details of a Registry Asset

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



A. *Verify the Stock Item Cd.*

B. *Verify the Item Desc.*

C. *Verify the State.*

D. *Verify the DoDAAC.*

E. *Verify the Status.*

F. *Verify the Serial Nbr.*

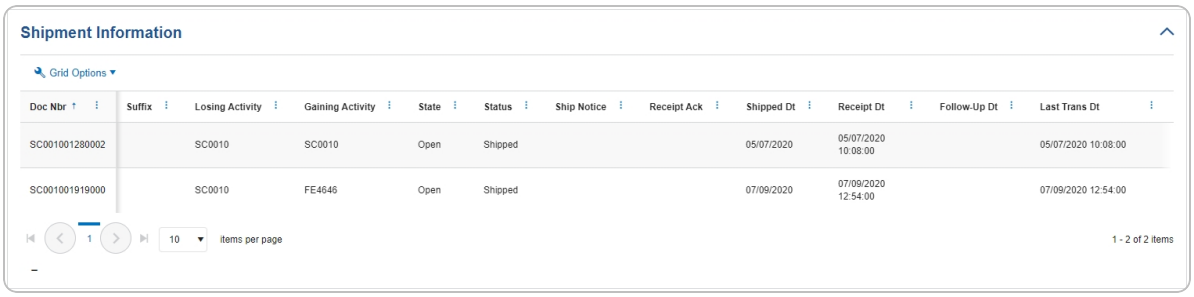
G. *Verify the Last Reconciliation.*

H. *Verify the Born On Dt.*

I. *Verify the UII.*

J. *Verify the Received Dt.*

K. View the information in the Shipment Information grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Registry Asset
- Add the Registry Asset
- Update the Registry Asset
- View the Registry Asset History

View a Registry Asset History

Overview

The Registry Asset History page displays where the asset has been since it was entered into the registry.

Navigation

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

Page Fields

The following fields display on the **Registry Asset History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Doc Nbr
State
Event Type
Status
Event Dt From
Event Dt To

Registry Asset History Results

Event Dt/Tm
State
Status
Doc Nbr

Suffix
Event Type
Reconciliation State
History Remarks
File Attachment

Optional

Original DoDAAC
New DoDAAC
Original Stock Number
New Stock Number
Original Serial Number
New Serial Number
Original UII
New UII
Losing Activity
Gaining Activity
Modified By

Procedures

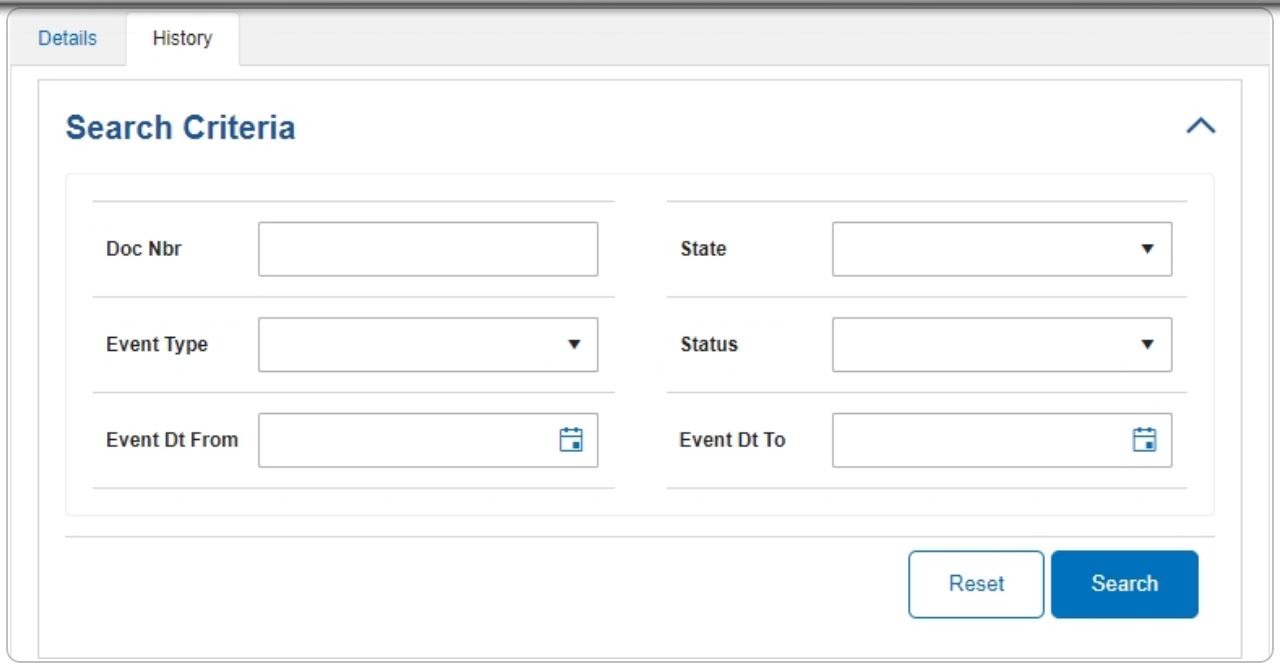
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

View the Registry Asset History

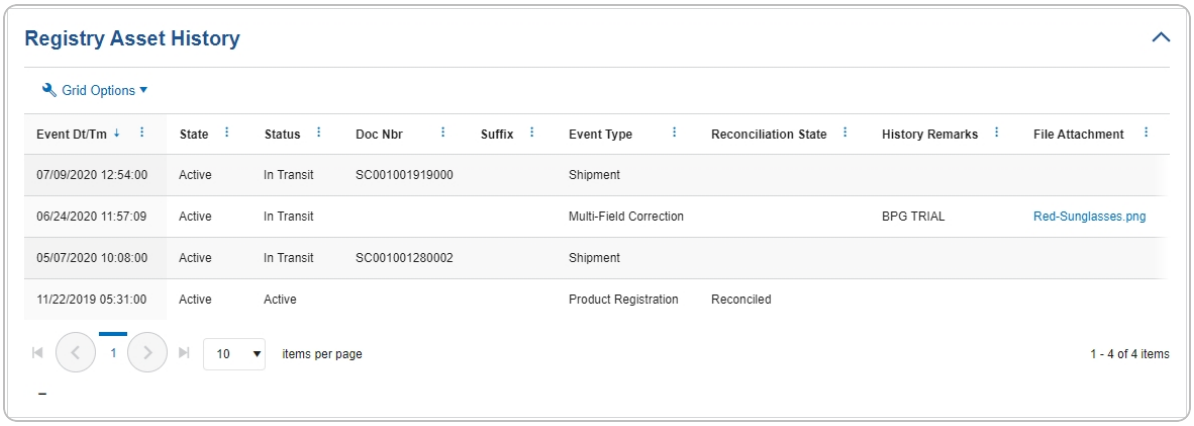
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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.*



- Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the State.
- Use to select the Event Type.
- Use to select the Status.
- Use to select the Event DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Event DT To, or enter the date (MM/DD/YYYY) in the field provided.

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



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Registry Asset
- Add the Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset

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 MGMT > Account MGMT > Registry Account Search Criteria page

Page Fields

The following fields display on the **Registry Account Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

DoDAAC
Account Description
UIC

Search Results Grid

DoDAAC
Account Description
UIC
Agency
Reconciliation State
Next Reconciliation Dt/Tm
Last Reconciliation Dt/Tm

Established By
Established Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

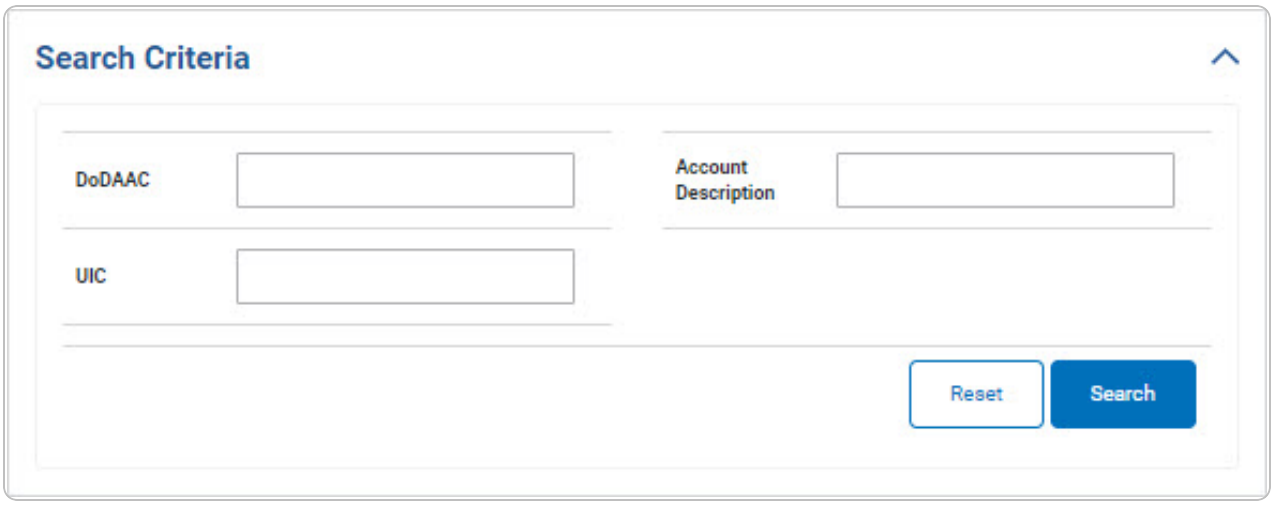
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a Registry Account

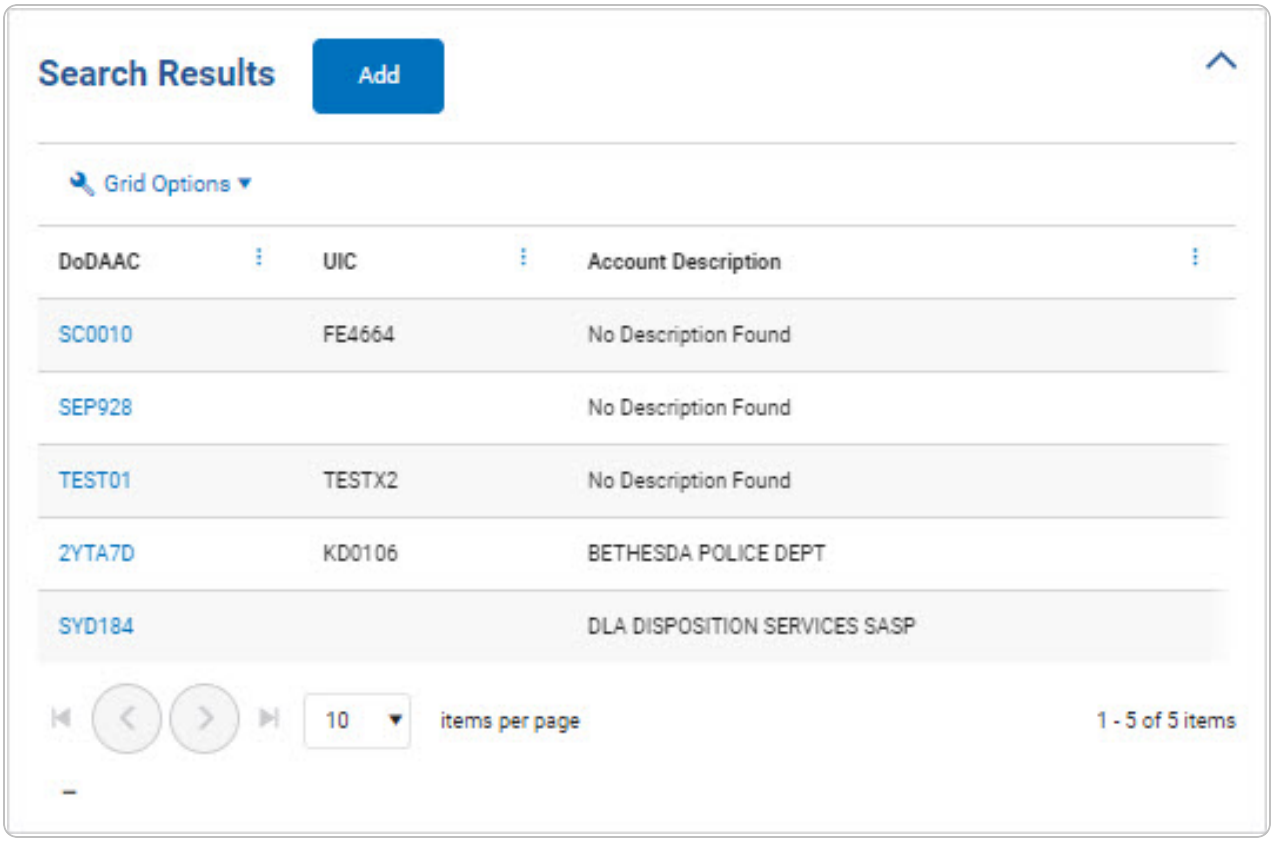
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

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



Add an Account

Select Add. *The* ***Add an Account*** *slide-out window appears.*

Update an Account

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

2. Select Edit. *The* ***Update a Registry Account*** *page appears.*

Delete an Account

1. Select the DoDAAC hyperlink. *The Registry Account Details page appears.*
2. Select Delete. *The **Delete a Registry Account** slide-out window appears.*

View the Account Details

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer

Add a Registry Account

Overview

The Registry Account Add process provides the ability to create a new asset within a registry.

Navigation

Registry MGMT > Account MGMT > Add > Add Registry Account slide-out window

Page Fields

The following fields display on the **Add Registry Account** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Registry Account Grid

DoDAAC *
UIC
Description *
Add / Edit Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

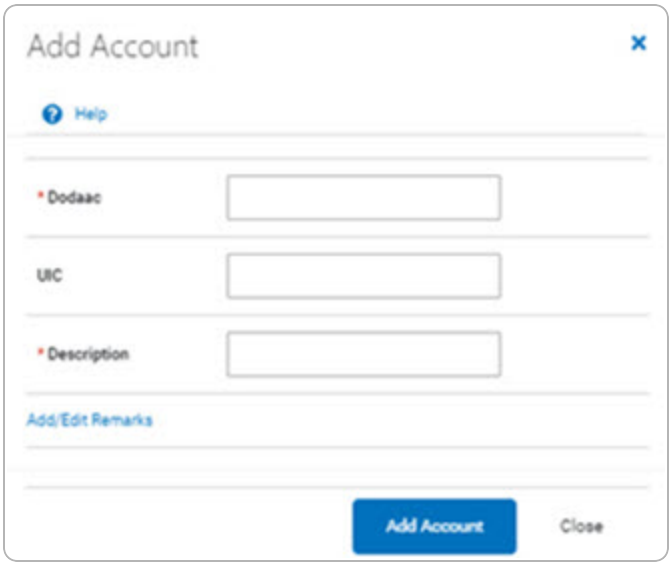
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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 UIC in the field provided. *This is a 6 alphanumeric character field.*

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

5. Select the Add / Edit Remarks hyperlink. *The History Remarks fields appears.*
   a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *DoDAAC*.	Missing Entry. Enter the appropriate information in the desired field. .
13 — Mandatory Entry: *Description*.	

Related Topics

- Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer

Assign a Registry Account Serialization Officer

Overview

The Registry Account Assign a Serialization Officer process provides the ability to place a person in charge of all the Registry Assets of one or more Accounts assigned to them within a registry.

Navigation

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

Page Fields

The following fields display on the **Assign Serialization Officer** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Assign Serialization Officer Grid

User Id
First Name
Last Name
Phone
Email

Procedures

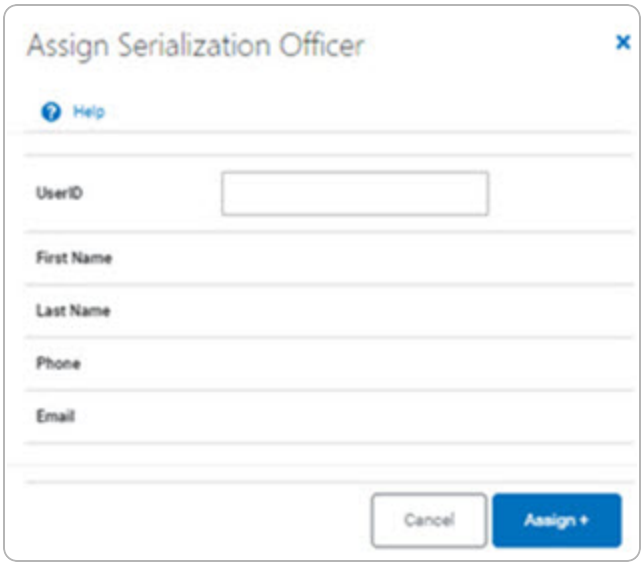
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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.*



2. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*
3. *The First Name automatically populates and is not editable.*
4. *The Last Name automatically populates and is not editable.*
5. *The Phone automatically populates and is not editable.*
6. *The Email automatically populates and is not editable.*
7. Select [Assign +]. *The* ***Assign Serialization Officer*** *slide-out window closes, and the* ***Serialization Officers tab*** *page displays the new information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *User ID*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Registry Account
- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account

Update a Registry Account

Overview

The Registry Account Update process allows editing of the accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > DODAAC hyperlink > Registry Account Details > Edit > Registry Account Details Update page

Page Fields

The following fields display on the **Registry Account Details Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Details Update

DoDAAC
Reconciliation State
UIC
Last Reconciliation Dt/Tm
Account Description
Next Reconciliation Dt/Tm
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

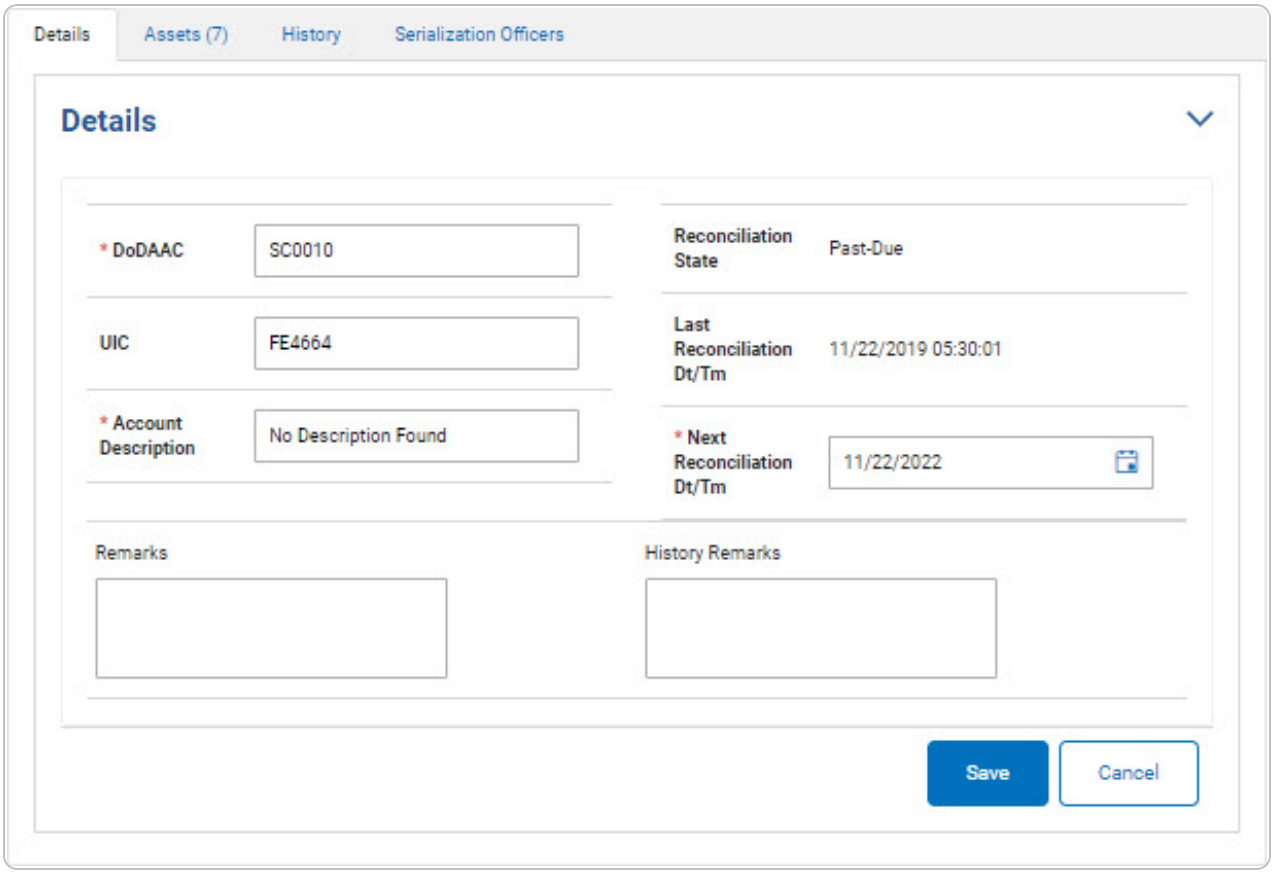
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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. *Verify the Reconciliation State.*

C. Update the UIC, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*

D. *Verify the Last Reconciliation DT/TM.*

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

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

G. Update the Remarks, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

H. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select Save. *The fields close, and the revised information appears in the Details page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Account
- Add a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account

- Assign a Serialization Officer

View the Details of a Registry Account

Overview

The Registry Account Details page is view only and displays all the available fields for the accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > DODAAC hyperlink > Registry Account Details page

Page Fields

The following fields display on the **Registry Account Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Details Tab

DoDAAC *
Reconciliation State
UIC
Last Reconciliation Dt/Tm
Account Description *
Next Reconciliation Dt/Tm *
Remarks

Assets Tab

Search Criteria Grid

Stock Nbr
State

Serial Nbr
Status
Item Desc
Last Trans Dt From
Last Trans Dt To

Search Results Grid

Stock Nbr
Serial Nbr
Item Desc
DoDAAC
Reconciliation State
State Cd
Status Cd
Last Trans Dt/Tm

Optional

Born On Dt
Received Dt
Last Reconciliation Dt
Last Reconciled With
Next Reconciliation Dt
Next Reconciliation With
UII
Entry Method
Established By
Established Dt/Tm

History Tab

Event Dt/Tm
Event Type
DoDAAC
UIC
Account Description
Reconciliation State
User Id
History Remarks
Established By
Established Dt/Tm

Optional

Last Reconciliation Dt/Tm

Next Reconciliation Dt/Tm
First Name
Last Name
Phone Number
Email

Serialization Officers

Serialization Officer Id
First Name
Last Name
Phone Number
Email
Established By
Established Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

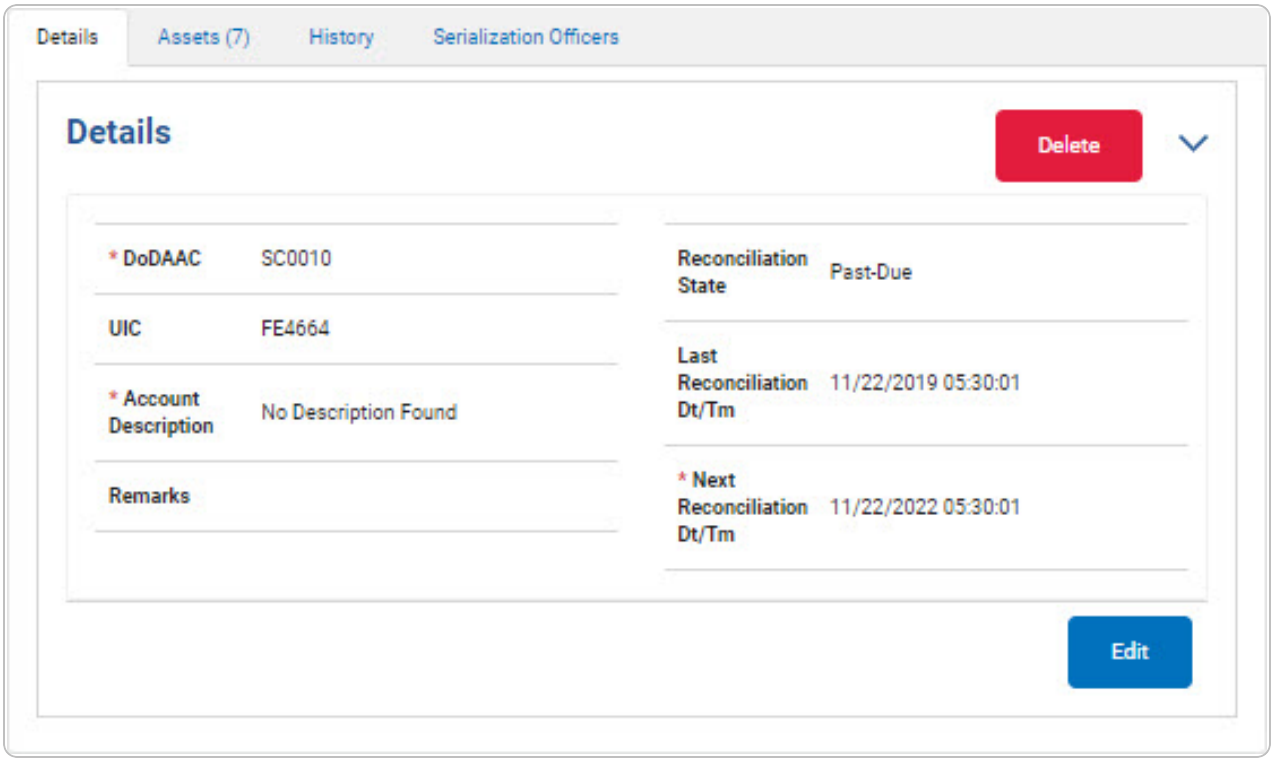
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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.*



2. Review the available fields:.
   - *The DoDAAC automatically populates and is not editable.*
   - *The Reconciliation State automatically populates and is not editable.*
   - *The UIC automatically populates and is not editable.*
   - *The Last Reconciliation Dt/Tm automatically populates and is not editable.*
   - *The Account Description automatically populates and is not editable.*
   - *The Next Reconciliation Dt/Tm automatically populates and is not editable.*
   - *The Remarks automatically populates and is not editable.*

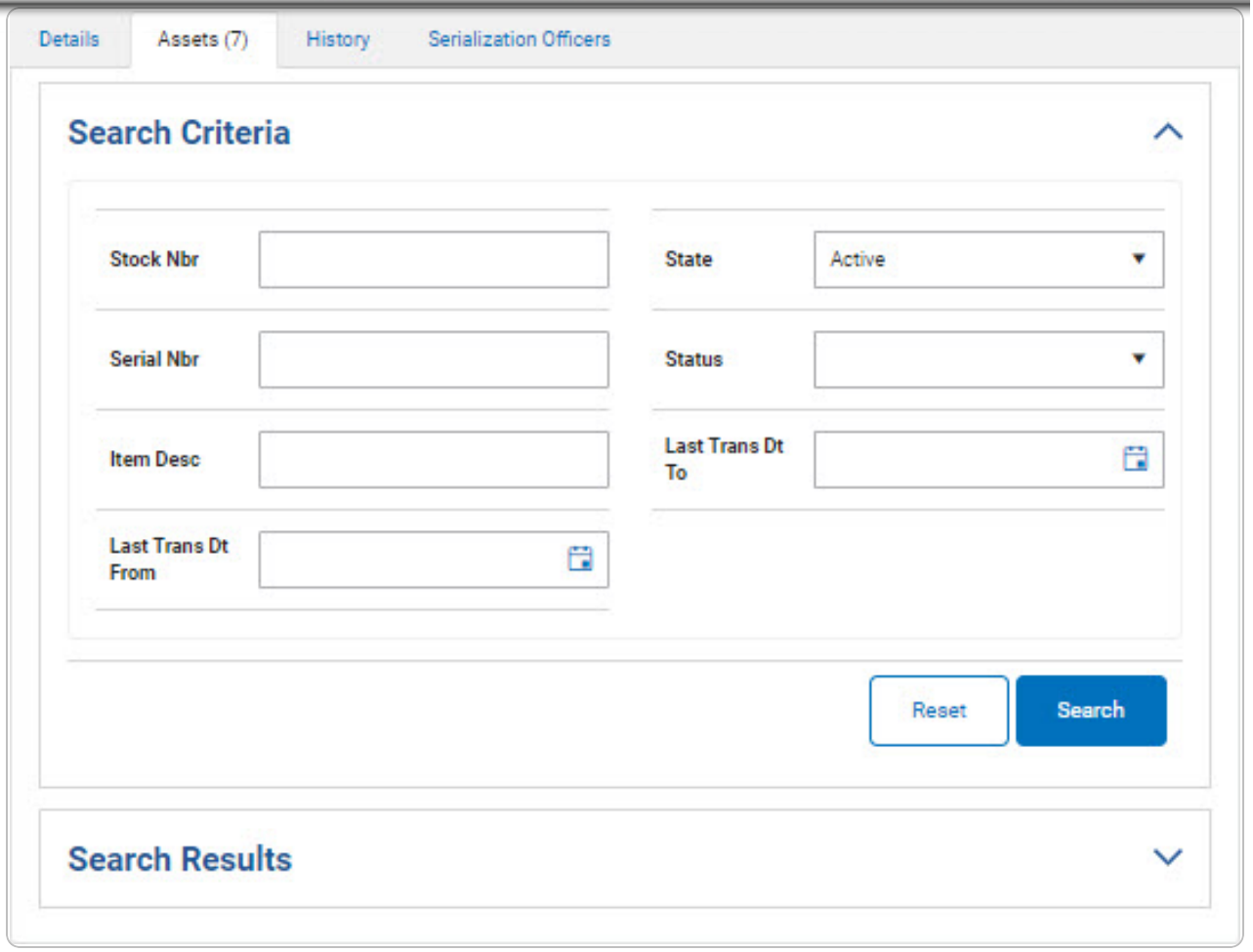
3. Select the Assets tab. *The Assets Tab page appears.*

   OR

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

   OR

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

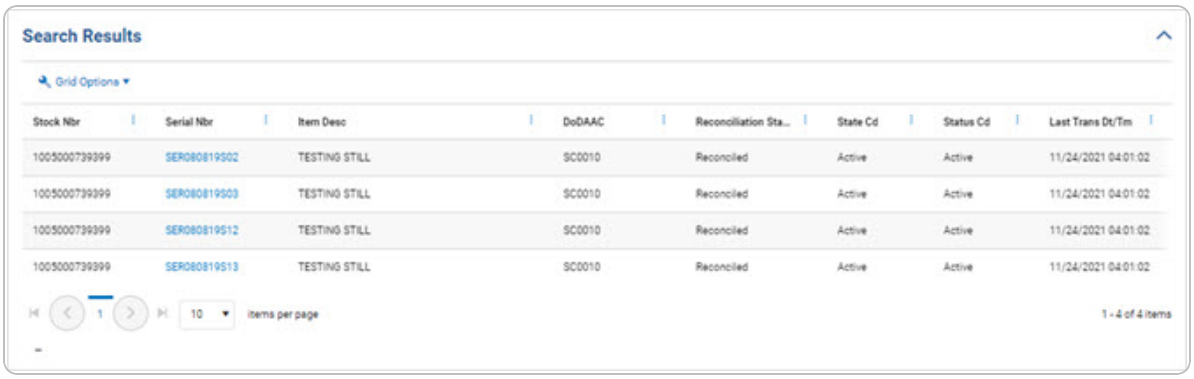


A. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the State.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the Status.
- Enter the ITEM DESC in the field provided. *This is a 250 alphanumeric character field.*

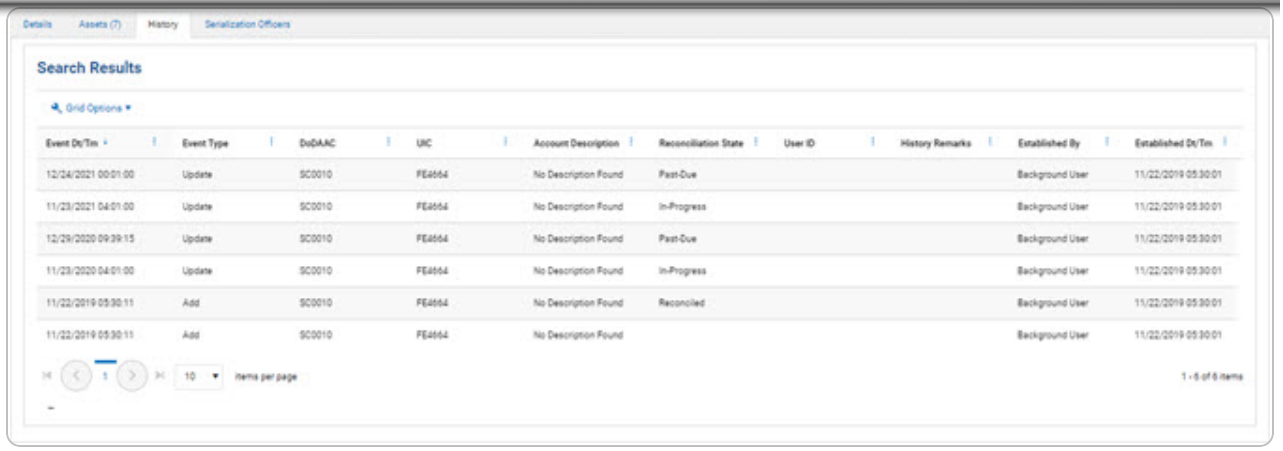
- Use to select the LAST TRANS DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the LAST TRANS DT FROM, or enter the date (MM/DD/YYYY) in the field provided.

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



- *The STOCK NBR automatically populates and is not editable.*
- *The SERIAL NBR automatically populates and is not editable.*
- *The ITEM DESC automatically populates and is not editable.*
- *The DODAAC automatically populates and is not editable.*
- *The Reconciliation State automatically populates and is not editable.*
- *The STATE CD automatically populates and is not editable.*
- *The STATUS CD automatically populates and is not editable.*
- *The Last Reconciliation DT/TM automatically populates and is not editable.*

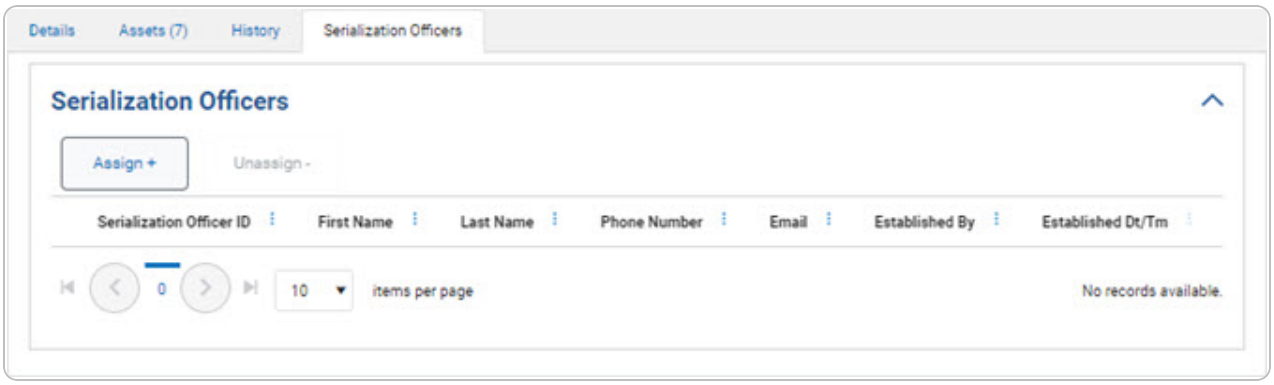
4. Select the History tab. *The History Tab page appears.*



A. Review the listed fields:.

- *The Event DT/TM automatically populates and is not editable.*
- *The Event Type automatically populates and is not editable.*
- *The DODAAC automatically populates and is not editable.*
- *The UIC automatically populates and is not editable.*
- *The Account Description automatically populates and is not editable.*
- *The Reconciliation State automatically populates and is not editable.*
- *The USER ID automatically populates and is not editable.*
- *The History Remarks automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*

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



A. Review the listed fields:

- *The Serialization Officer ID automatically populates and is not editable.*
- *The First Name automatically populates and is not editable.*
- *The Last Name automatically populates and is not editable.*
- *The Phone Number automatically populates and is not editable.*
- *The E-MAIL automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Account
- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- Assign a Serialization Officer

Delete a Registry Account

Overview

The Registry Account Delete process provides the ability to remove an account that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > Search Criteria > DODAAC hyperlink > Delete > Registry Account Delete slide-out window

Page Fields

The following fields display on the **Registry Account Delete** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete

History Remarks

Procedures

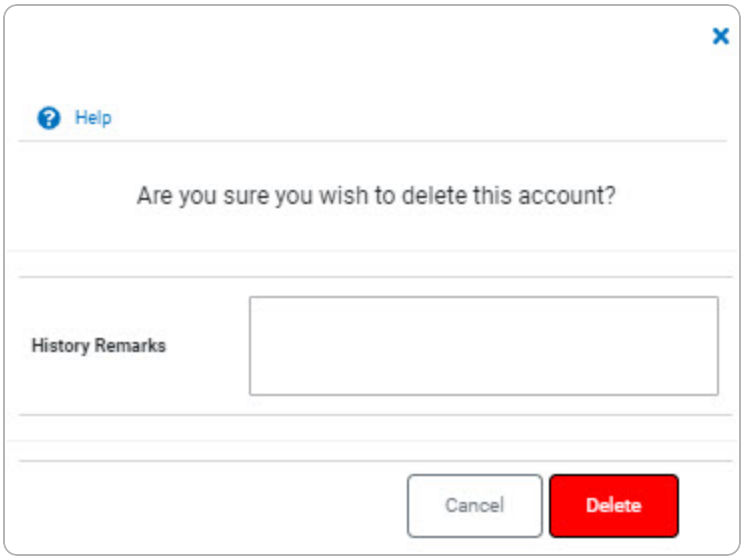
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The slide-out window closes, and the account is removed from the Search Results list.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Account
- Add a Registry Account
- Update a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer

Registry Account Reconciliation

Overview

The Small Arms / Light Weapons Registry module Registry Account Reconciliation process provides the ability to view the current Reconciliation State and upcoming Reconciliation Dates for all Accounts within the current Agency.

Navigation

Registry MGMT > Account Reconciliation > Account Reconciliation Search Criteria page

Page Fields

The following fields display on the **Account Reconciliation Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

DoDAAC
Stock Nbr
Account Description
Serial Nbr
Fr Last Reconciliation Dt
Fr Next Reconciliation Dt
To Last Reconciliation Dt
To Next Reconciliation Dt

Search Results

DoDAAC
Account Desc

Reconciliation State
Last Reconciliation Dt/Tm
Next Reconciliation Dt/Tm

Optional

UIC

Procedures

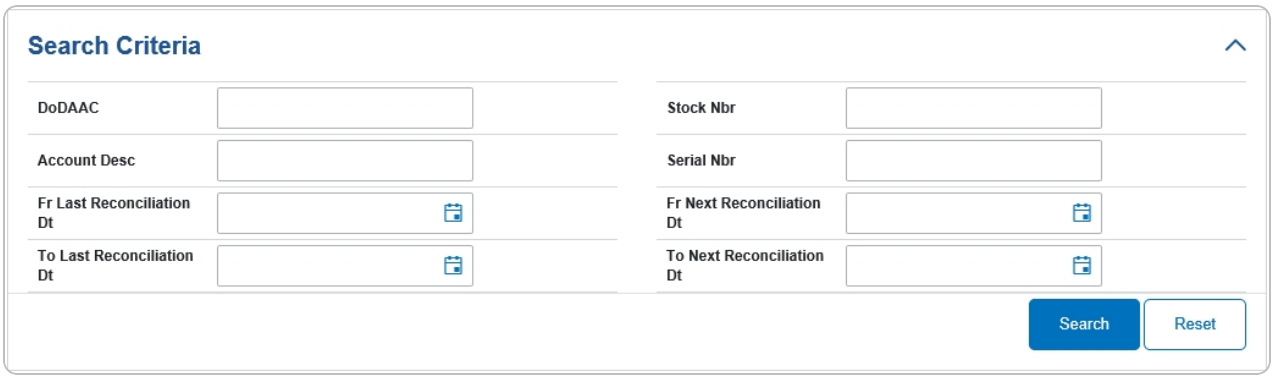
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for an Account Reconciliation

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.*

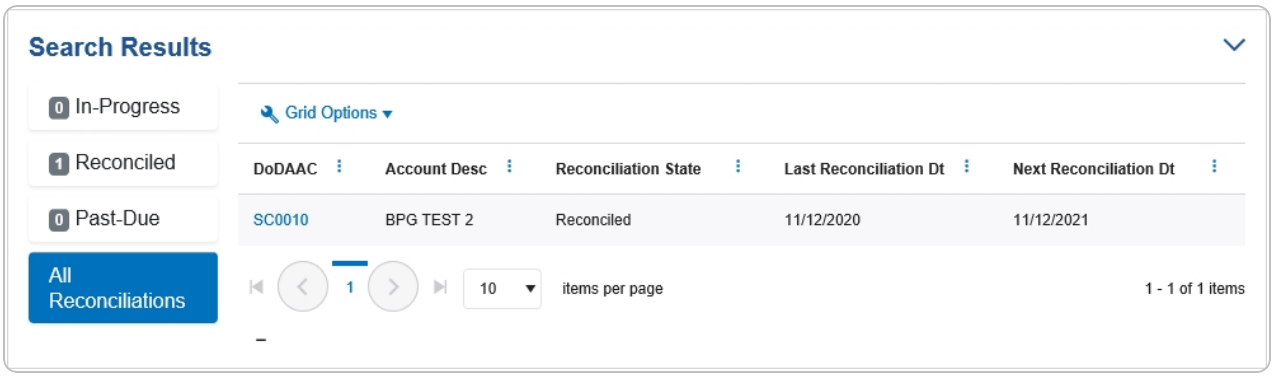
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Stock Nbr in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Serial Nbr in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the Fr Last Reconciliation Dt, or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the FR NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the TO LAST RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the TO NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.

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



View the DoDAAC Details

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Registry Asset
- Registry Account

Registry Asset History Inquiry

Overview

The Small Arms / Light Weapons Registry module Registry Asset History Inquiry process displays all the assets within a registry.

Navigation

Registry MGMT > Inquiries > Registry Asset History > Registry Asset History page

Page Fields

The following fields display on the **Registry Asset History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Agency
DoDAAC / UIC
Stock Nbr
State
Serial Nbr
Status
Doc Nbr
Event Type
Event Dt From
Event Dt To

Search Results Grid

Event Dt/Tm

Stock Nbr
Serial Nbr
State
Status
Event Type
Reconciliation State
History Remarks
File Attachment

Optional

Doc Nbr
Suffix
Original DoDAAC
New DoDAAC
Original Stock Number
New Stock Number
Original Serial Number
New Serial Number
Original UII
New UII
Losing Activity
Gaining Activity
Modified By

Procedures

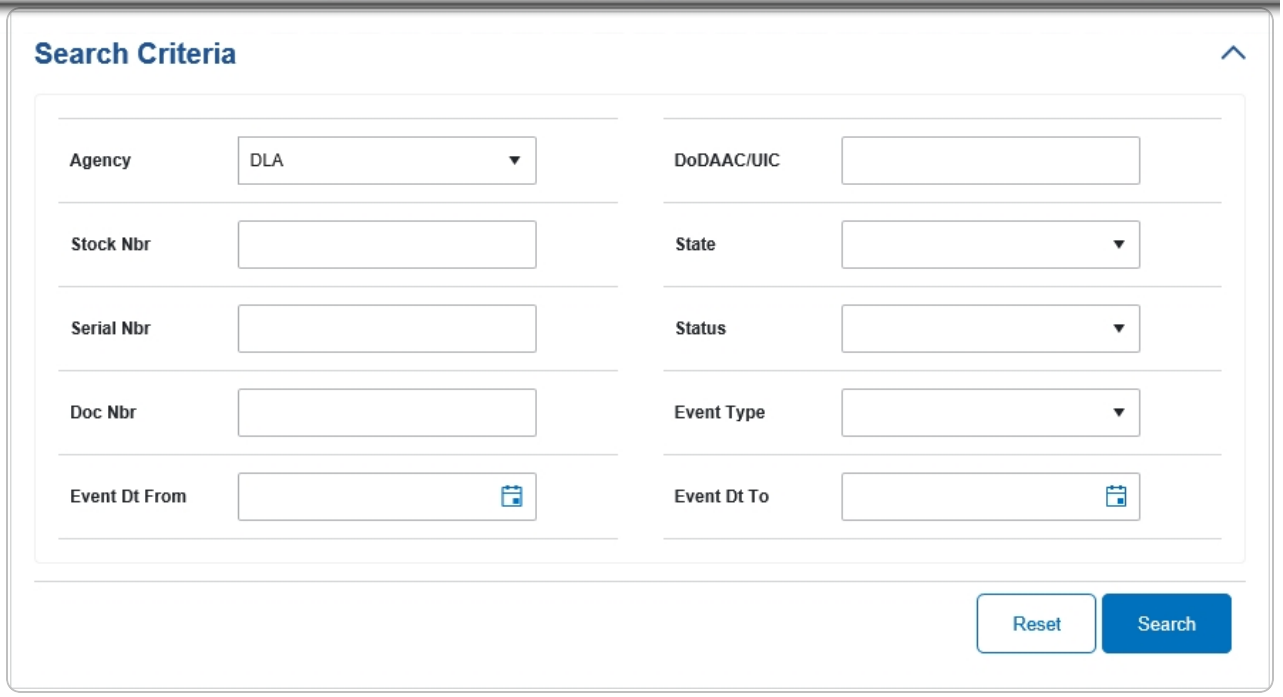
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a Registry Asset History

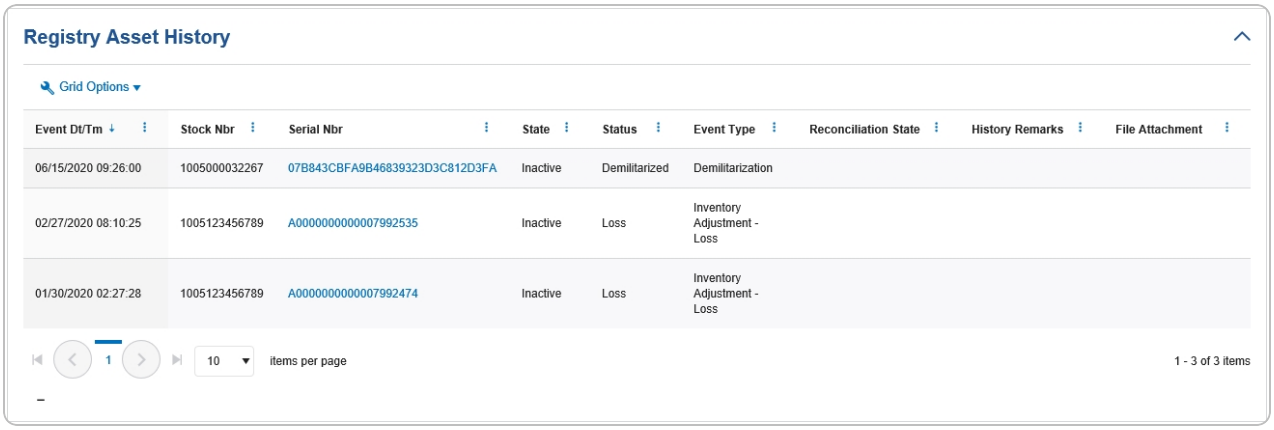
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Use to select the Agency.
- Enter the DoDAAC or UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Stock Nbr in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the State.
- Enter the Serial Nbr in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the Status.
- Enter the Doc Nbr in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the Event Type.
- Use to select the Event Dt From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Event Dt To, or enter the date (MM/DD/YYYY) in the field provided.

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



View a Registry Asset's Details

Select the SERIAL NBR hyperlink. *The **Registry Asset Details** page appears.*

View a Registry Asset's History

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Registry Asset
- View the Details of a Registry Asset
- View the History of a Registry Asset
- Registry Account
- Registry Account Reconciliation
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview

Registry Account History Inquiry

Overview

The Small Arms / Light Weapons Registry module Registry Account History Inquiry process displays all the Account history records for all associated agencies in the current Registry.

Navigation

Registry MGMT > Inquiries > Registry Account History > Registry Account History page

Page Fields

The following fields display on the **Registry Account History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Agency
UIC
DoDAAC
Account Description
Established By
Reconciliation State
Event Dt From
Event Dt To
Last Reconciliation Dt From
Last Reconciliation Dt To
Next Reconciliation Dt From
Next Reconciliation Dt To
Event Type

Search Results Grid

Current DoDAAC
Event Dt/Tm
Event Type
DoDAAC
UIC
Account Description
Reconciliation State
User Id
History Remarks
Established By

Optional

Agency
Established Dt/Tm
Last Reconciliation Dt/Tm
Next Reconciliation Dt/Tm
First Name
Last Name
Phone Number
Email

Procedures

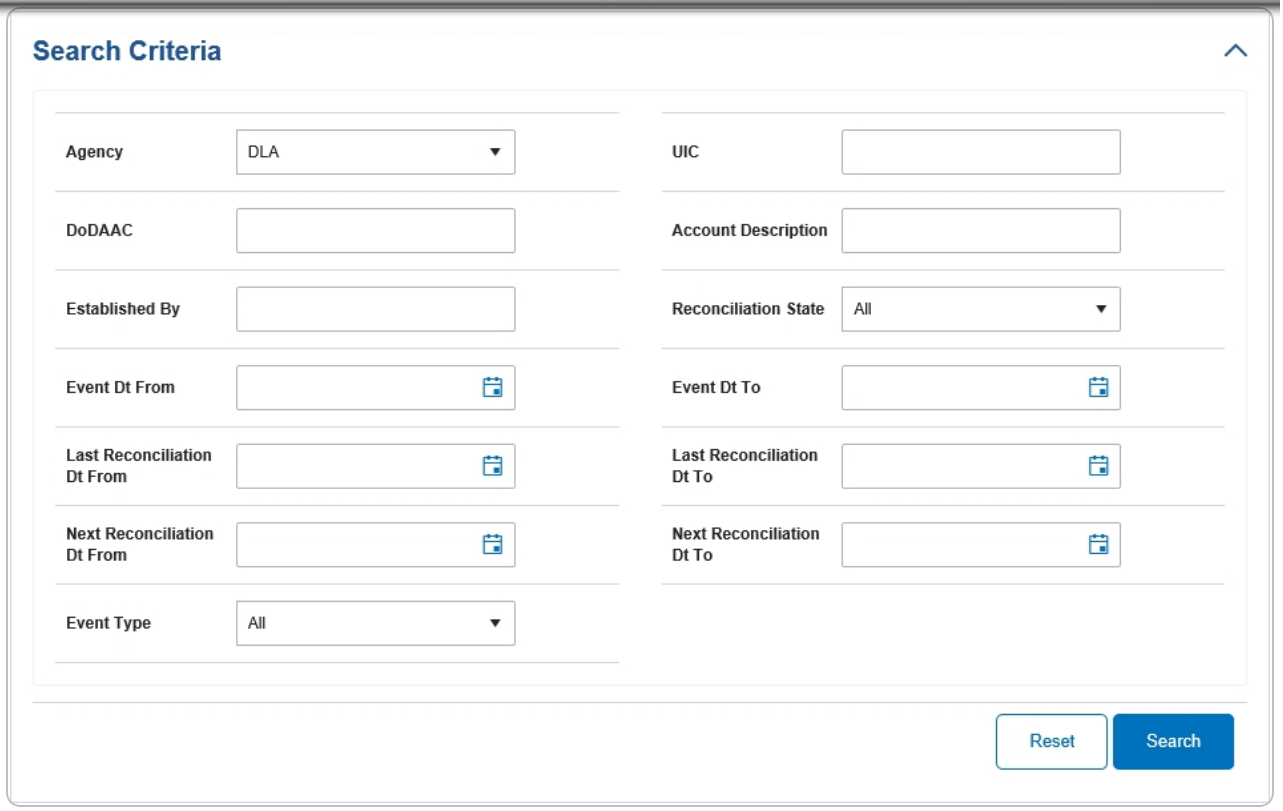
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a Registry Account History

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.*

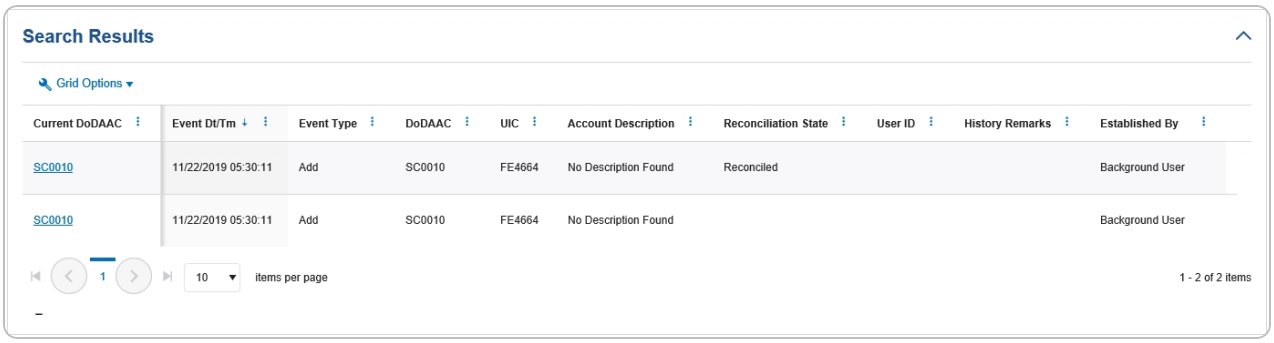
1. In the Search Criteria panel, narrow the results by entering one of the following optional fields:.



- Use to select the Agency.
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Established By in the field provided. *This is a 25 alphanumeric character field.*
- Use to select the Reconciliation State.
- Use to select the Event Dt From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Event Dt To, or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the LAST RECONCILIATION DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the LAST RECONCILIATION DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the NEXT RECONCILIATION DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the NEXT RECONCILIATION DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Event Type.

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



View a Registry Account's Details

Select the DODAAC hyperlink. *The **Registry Account Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Registry Account
- View the Details of a Registry Account
- Registry Account Reconciliation
- Registry Asset
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview

In-Transit Registry Assets Inquiry

Overview

The Small Arms / Light Weapons Registry module In-Transit Registry Assets Inquiry process displays records of transported weapons and where the weapons are in their journey from one place to another.

Note

For all In-Transit codes and their meanings, please refer to In-Transit States and Statuses.
For all Asset codes and their meanings, please refer to Asset States and Statuses.

Navigation

Registry MGMT > Inquiries > In-Transit MGMT > In-Transit Registry Assets page

Page Fields

The following fields display on the **In-Transit Registry Assets** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Agency
In-Transit State
Serial Number
Stock Number
Document Number
In-Transit Status
Gaining Activity

Losing Activity
Last Trans Dt From
Last Trans Dt To
Follow-Up Dt
Receipt Dt
Shipped Dt

Search Results Grid

Serial Nbr
Stock Nbr
Document Nbr
Asset Status
Asset State
In-Transit Status
In-Transit State
Gaining Activity
Losing Activity
Shipped Dt
Receipt Dt
Follow-Up Dt
Last Transaction Dt

Optional

Agency
Established Dt
Established By
CONUS / OCONUS

Procedures

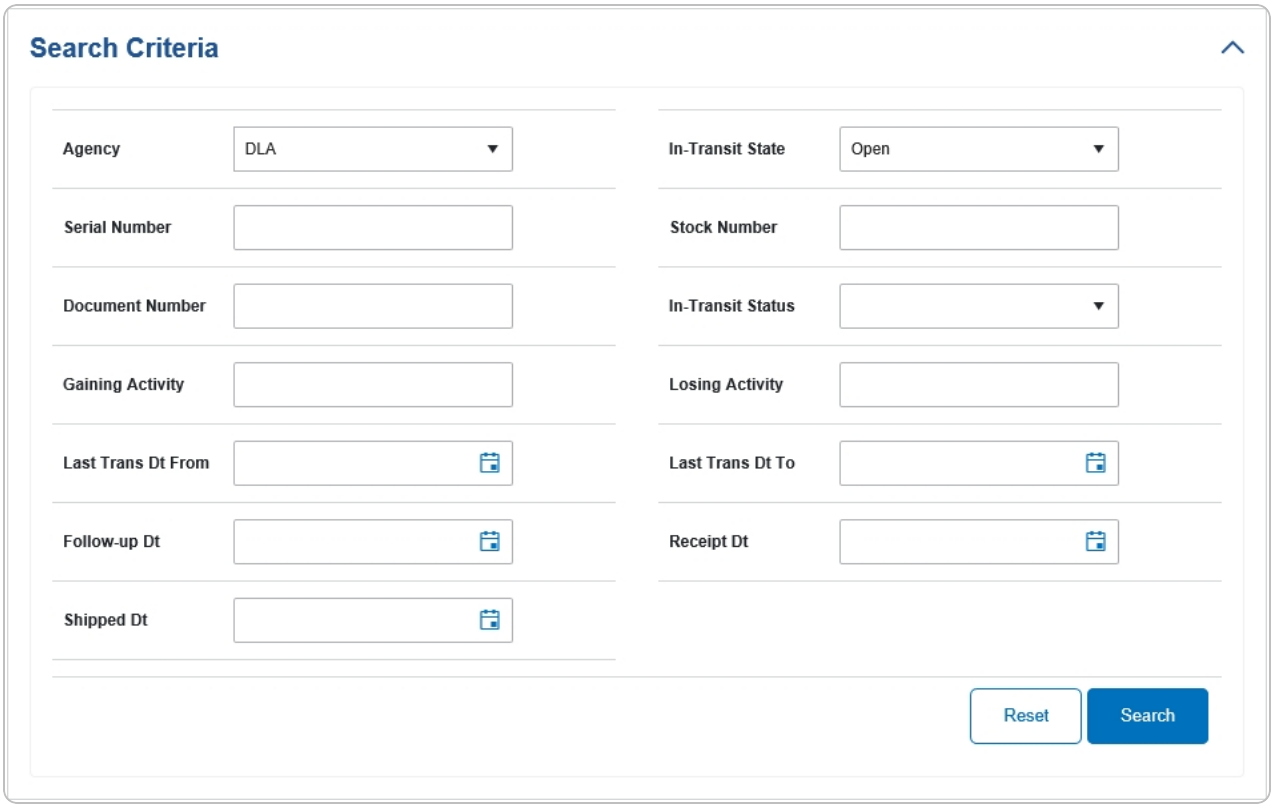
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for In-Transit Registry Assets

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.*

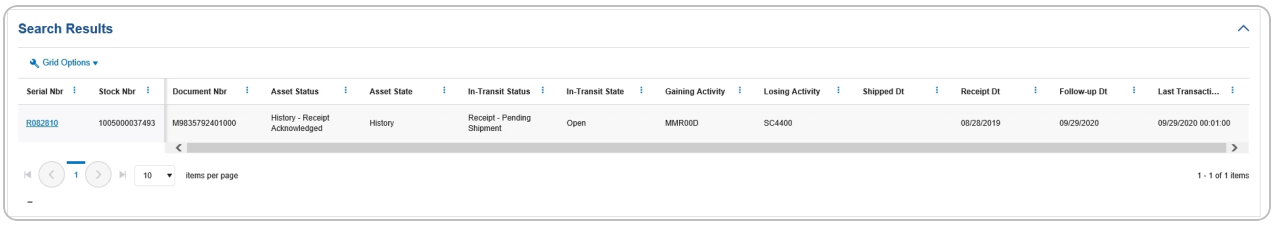
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:



- Use to select the Agency.
- Use to select the In-Transit State.
- Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the In-Transit Status.
- Enter the Gaining Activity in the field provided. *This is a 6 alphanumeric character field.*

- Enter the Losing Activity in the field provided. *This is a 6 alphanumeric character field.*
- Use to select the LAST TRANS DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the LAST TRANS DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Follow-Up DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the RECEIPT DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.

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



View a Registry Asset's Details

Select the SERIAL NBR hyperlink. *The **Registry Asset Details** page appears.*

View a Registry Asset's History

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Registry Asset
- Registry Account
- View the Details of a Registry Account
- Registry Account Reconciliation
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview

DLMS Transactions

Overview

The Small Arms / Light Weapons Registry module Defense Logistics Management Standards DLMS Transaction page displays all the incoming and outgoing DLMS transactions.

Navigation

Registry > DLMS Transactions > DLMS Transactions page

Page Fields

The following fields display on the **DLMS Transactions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Search Criteria Grid

Direction
DIC
Trans Set Type
Processed Dt/Tm From
Document Number
Processed Dt/Tm To
Stock Number

DLMS Transactions Grid

Direction

Processed Dt/Tm
Process Status
Doc Nbr
Suffix Cd
Stock Nbr
Set Type
Action Cd
Small Arms Transaction Code
Small Arms Error Code
DIC
Doc ID Desc
Message From
Message To

Optional

Supplementary Address
Error Message

Procedures

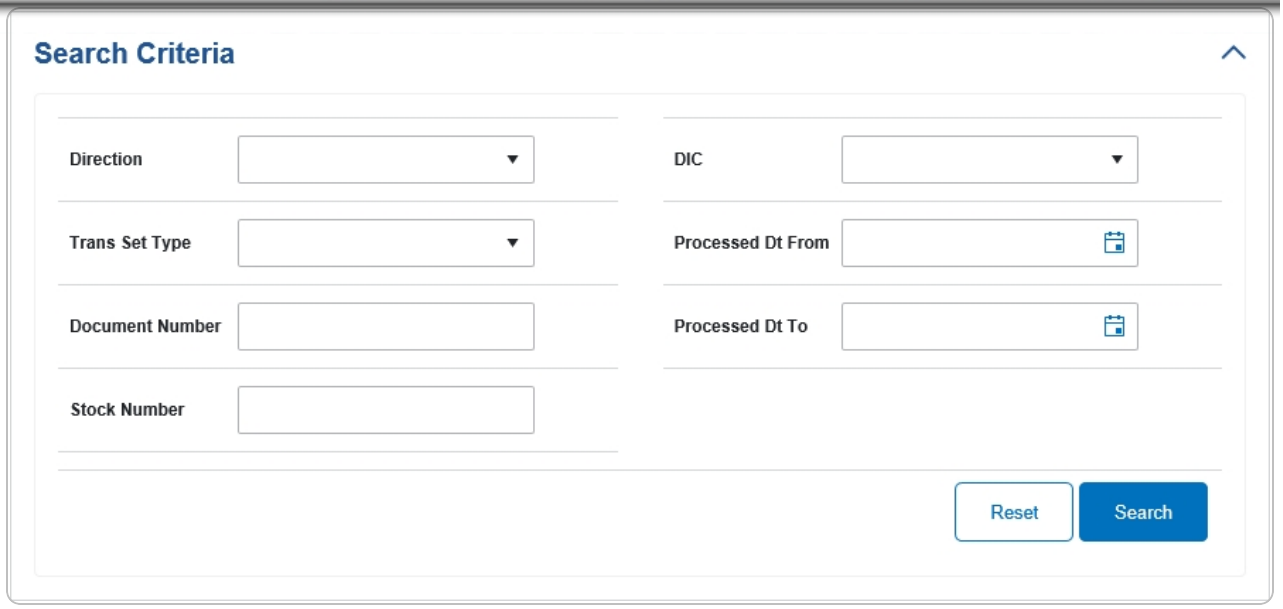
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a DLMS Transaction

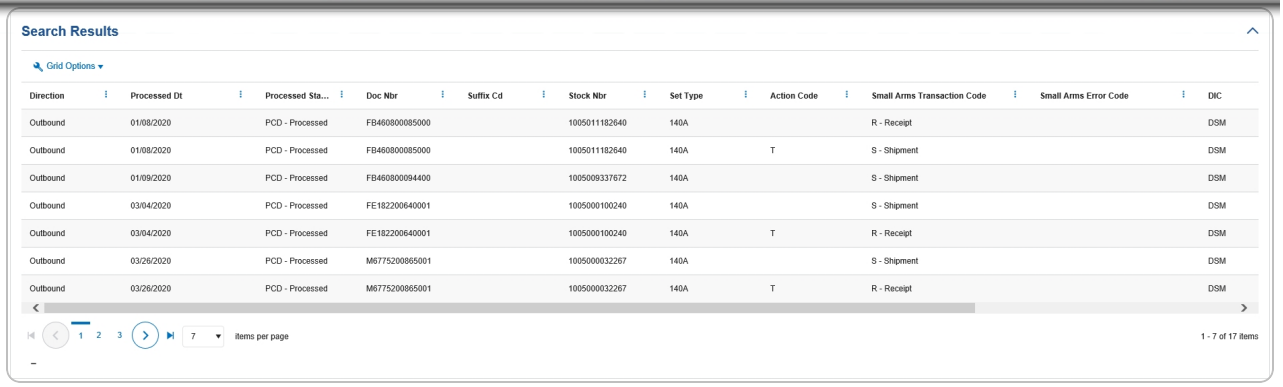
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Use to select the Direction.
- Use to select the DIC.
- Use to select the Trans Set Type.
- Use to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select Search. *The Search Results appear in the panel below.*



Search Results

Grid Options

Direction	Processed Dt	Processed Sta...	Doc Nbr	Suffix Cd	Stock Nbr	Set Type	Action Code	Small Arms Transaction Code	Small Arms Error Code	DIC
Outbound	01/08/2020	PCD - Processed	FB460800085000		1005011182640	140A		R - Receipt		DSM
Outbound	01/08/2020	PCD - Processed	FB460800085000		1005011182640	140A	T	S - Shipment		DSM
Outbound	01/09/2020	PCD - Processed	FB460800094400		1005009337672	140A		S - Shipment		DSM
Outbound	03/04/2020	PCD - Processed	FE182200640001		1005000100240	140A		S - Shipment		DSM
Outbound	03/04/2020	PCD - Processed	FE182200640001		1005000100240	140A	T	R - Receipt		DSM
Outbound	03/26/2020	PCD - Processed	M6775200865001		1005000032267	140A		S - Shipment		DSM
Outbound	03/26/2020	PCD - Processed	M6775200865001		1005000032267	140A	T	R - Receipt		DSM

1 2 3 7 items per page 1 - 7 of 17 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View the ICP DLMS Transaction

View Reports

Overview

The Small Arms / Light Weapons Registry module View Reports page displays all the available scheduled reports available for viewing.

Navigation

Reports Manager > View Reports > View Scheduled Reports page

Page Fields

The following fields display on the **View Scheduled Reports** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Report Name
Report Status
Report Format
Scheduled Dt
Completed Dt
Established By

Scheduled Reports

All
Report Id
Report Name
Format
Scheduled Dt

Completed Dt
Report Status

Procedures

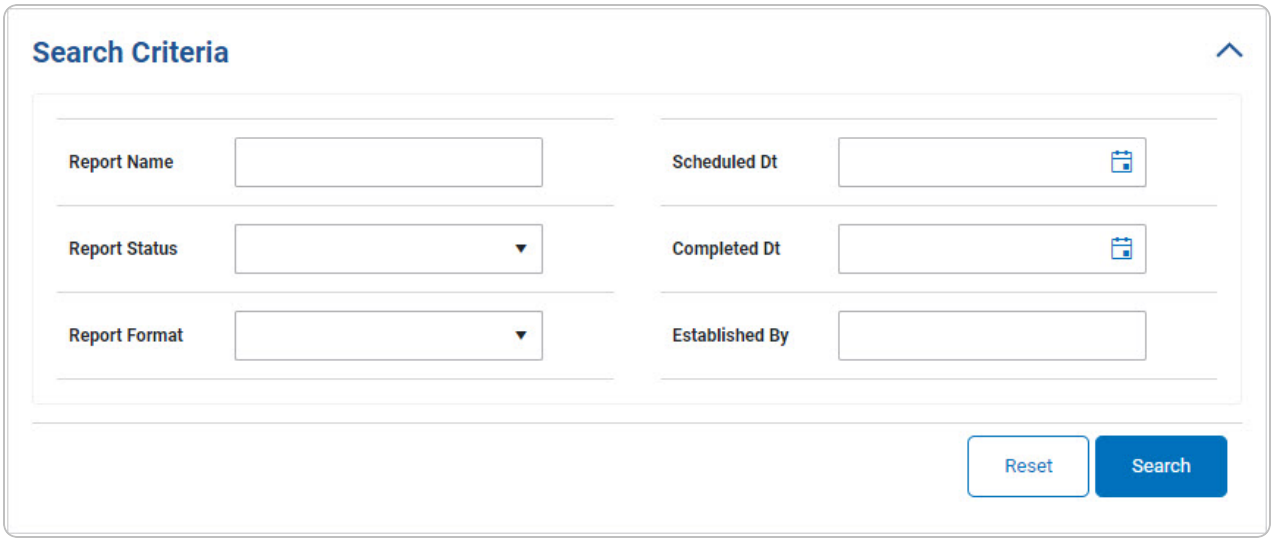
ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

View a Scheduled Report

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 panel, narrow the results by entering one of the following optional fields:.



- Enter the Report Name in the field provided. *This is a 60 alphanumeric character field.*
- Use to select the Report Category.
- Use to select the Report Status.

- Use to select the Report Format.
- Use to select the Scheduled Dt, or enter the date MM/DD/YYYY in the field provided.
- Use to select the Completed Dt, or enter the date MM/DD/YYYY in the field provided.
- Enter the Established By in the field provided. *This is a 25 alphanumeric character field.*

2. Select Search to display the search results.

Scheduled Reports | Grid Options | Delete | Print

All	Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks
☐	LPMAR04	Yes	Excel	CFO Accounting Detail Report	Accounting	31.9KB	03/30/2022 12:15:00 PM	03/30/2022 12:15:17 PM	03/30/2022 12:15:19 PM	BPGROCE	Complete	
☐	LPMAR03	Yes	Excel	CFO Report	Accounting	45KB	03/30/2022 12:13:00 PM	03/30/2022 12:15:00 PM	03/30/2022 12:15:57 PM	BPGROCE	Complete	
☐	LPMAR01	Yes	Excel	OM&S Trial Balance	Accounting	0B	03/30/2022 12:13:00 PM	03/30/2022 12:13:48 PM		BPGROCE	Error	BPG Test

Selected 0/3 | Page 1 of 1 | 50 items per page | 1 - 3 of 3 items

View an Existing Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*
2. Select Print. *The report is produced.*
3. Follow the prompts provided by the computer. *The report opens outside of ELMS.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

ELMS > *Various Procedural Steps* > (desired record) > Attachments > Attachments pop-up window

Page Fields

The following fields display on the **Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attachments

Attachment Browse
Description

Procedures

ELMS Navigation Helpful Tips

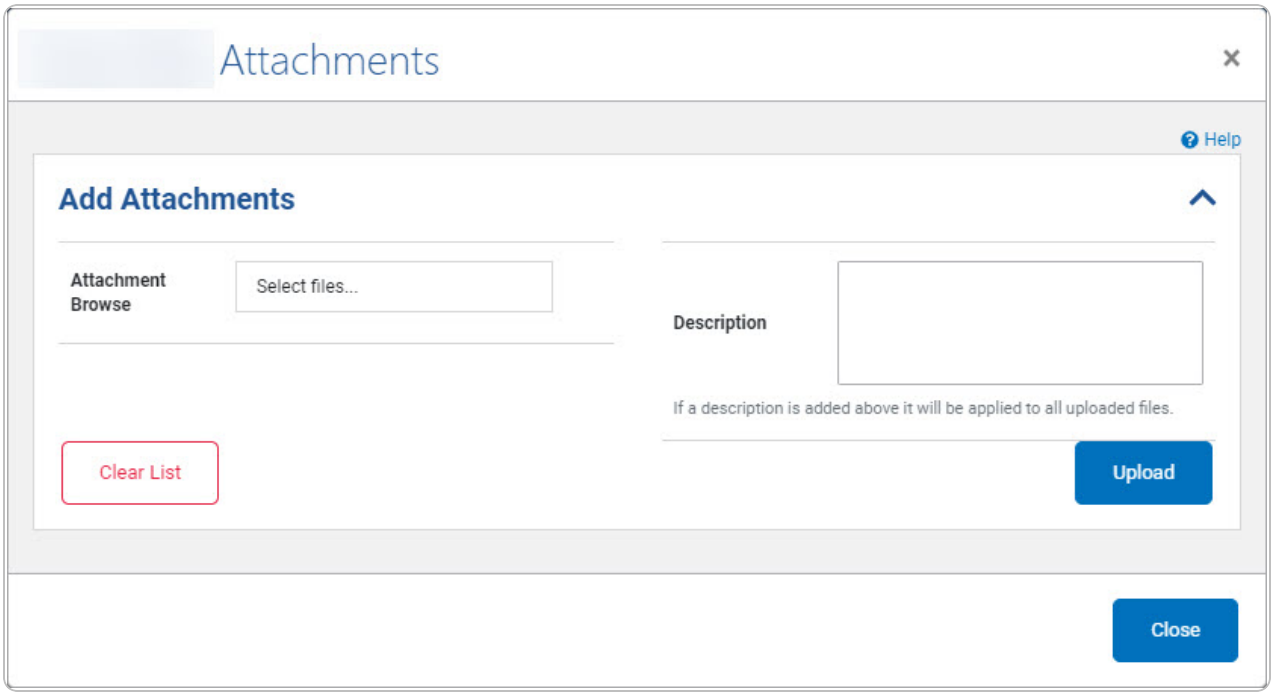
Click the following link to display ELMS Navigation Tips.

Attach a Document to a Record

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

1. Click to select the entry. *The record is highlighted, and* Attachments *becomes available.*

2. Select Attachments to add any additional files to the record. *The* ***Attachments*** *pop-up window appears.*



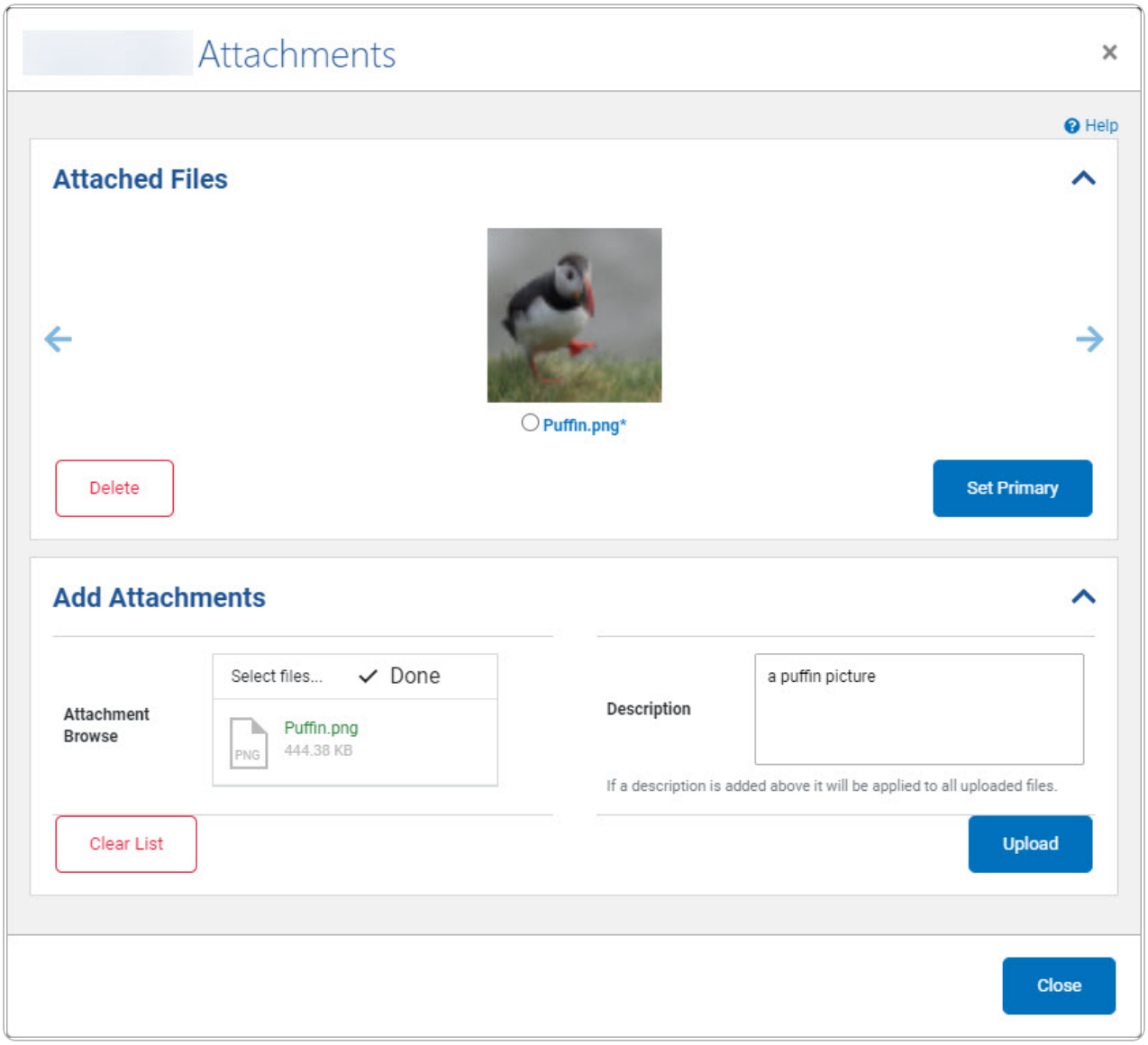
3. Select Select files... within the Attachment Browse field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

4. Choose the file to attach, and select it.

5. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the Attachment Browse panel.*

6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Upload. *The file uploads and appears in the Attached Files panel.*



8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select beneath the main attachment.
10. Select Set Primary. *The attachment is marked as the main attachment to the record.*

Remove an Attachment

A. Select ○ beneath the desired attachment.

B. Select [Delete]. *The attachment is removed permanently from the record.*

11. Select [Close]. *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

type. "Attachment" file size is (size).	
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Stock Number Overview
- SKO Catalog Overview

Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Site Id
Maint Activity
Stock Nbr
Item Description
Maint Group Id
Asset UIC
Serial Nbr
Equipment Pool Id
Cage Cd
LIN/TAMCN
Secondary Serial Number

Search Results Grid

Select
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

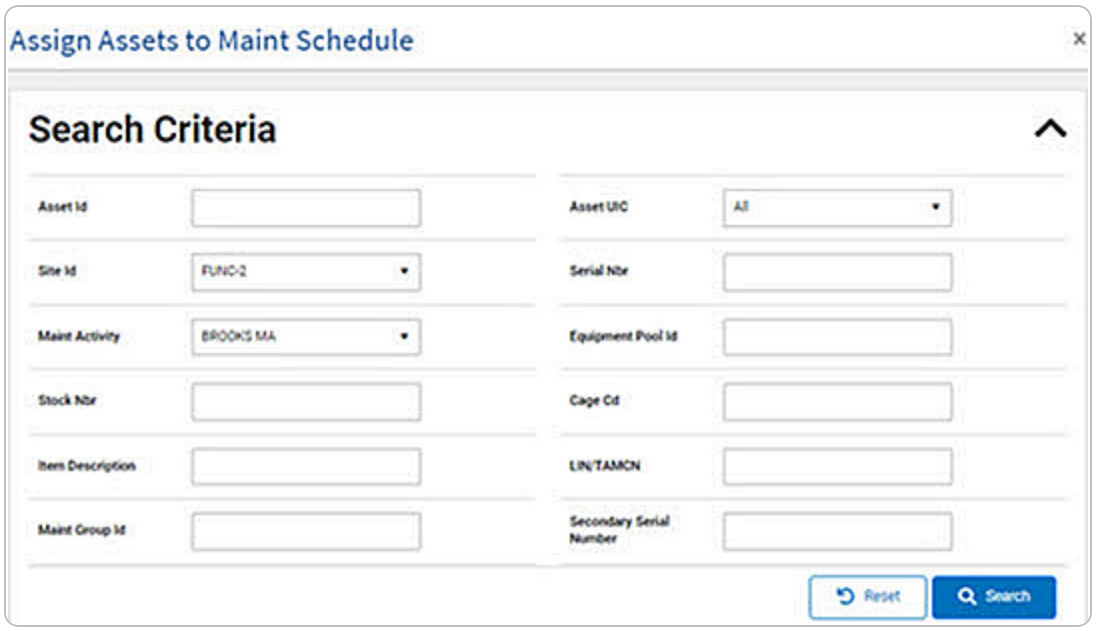
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

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.*

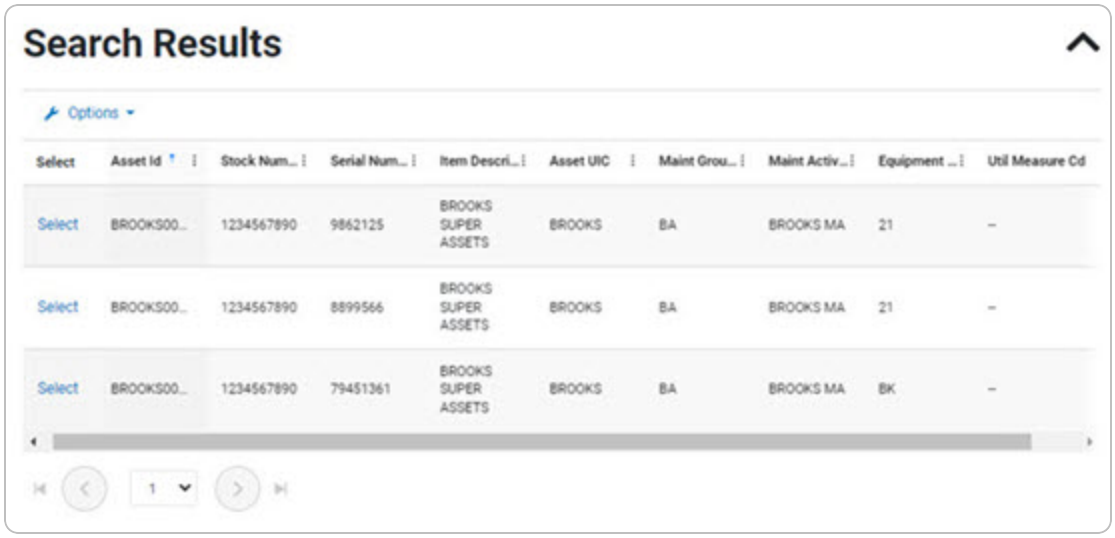
1. Select . *The* ***Assign Assets to MAINT SCHEDULE*** *pop-up window appears*.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Site Id.
   - Use to select the Maint Activity.
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
   - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*
   - Use to select the Asset UIC.
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
   - Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*

- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the Search Results Grid.*



4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID information appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Site Id
Maint Activity
Stock Nbr
Item Description
Maint Group Id
Asset UIC
Serial Nbr
Equipment Pool Id
Cage Cd
LIN/TAMCN
Secondary Serial Number

Search Results Grid

Available Tab

All
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

Selected Tab

Remove
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

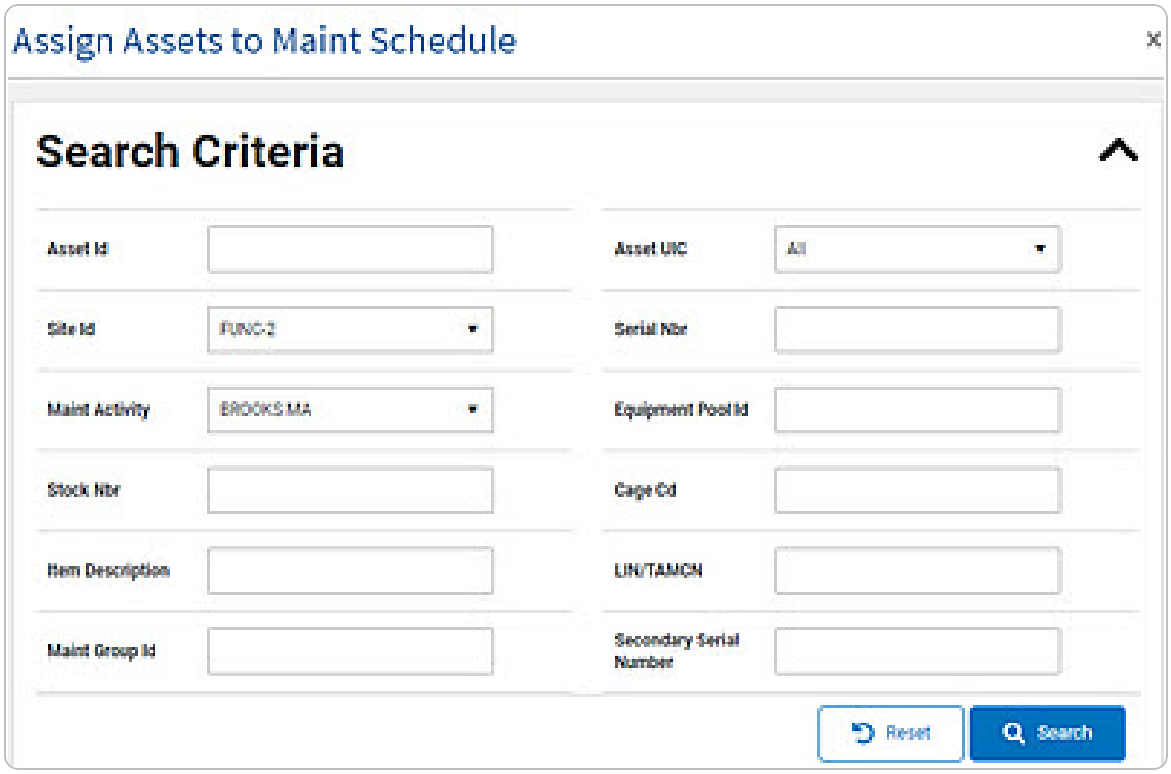
Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

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.*

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

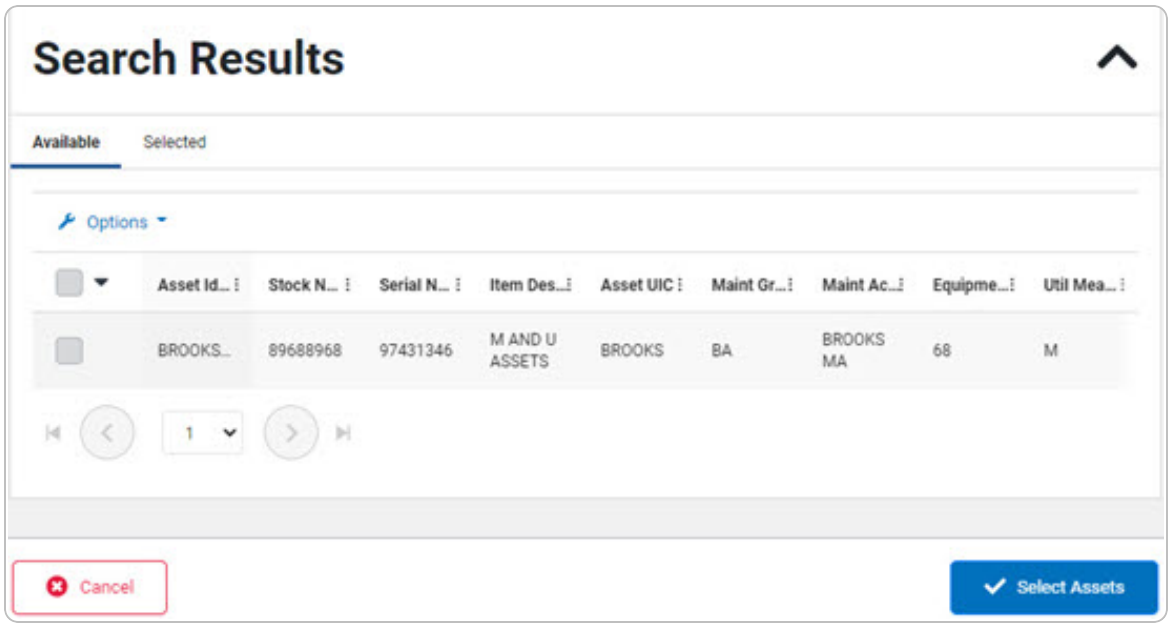
1. Select . *The* ***Assign Assets to MAINT SCHEDULE*** *pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Site Id.
   - Use to select the Maint Activity.
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
   - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*

- Use ▾ to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the Search Results Grid.*

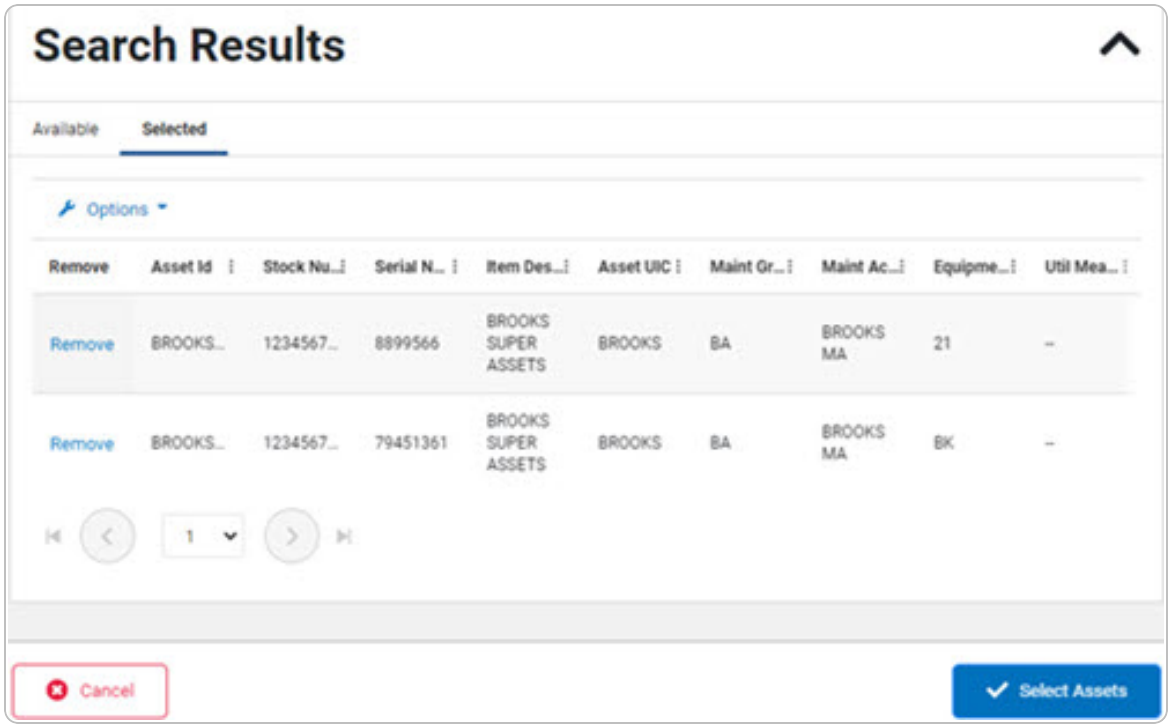


4. Click ☐ to select the ASSET ID. *The ASSET ID is selected and* ☑ *appears.*

   Select Select Assets. *The* ***Asset Assignment to Maintenance Schedule*** *pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5. **OR**

Select the Selected Tab. *The selected ASSET ID appears for verification.*



A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*

6. Select

. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMS Modules > *Various Procedural Steps* > > Asset Id Browse pop-up window

Page Fields

The following fields display on the **Asset Id Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Dispatched *
Equip Pool
Dispatched Cd
Dispatch Unavl Cd
Dispatch Ctgry
Sub Ctgry
Item Desc
Stock Nbr
Serial Nbr
Secondary Serial Number

Search Results Grid

Select
Asset Id
Item Desc
Utilization
Dispatch Ctgry
Sub Ctgry
Dispatch Cd
Dispatch Unavl Cd
Equip Pool
Stock Nbr
Serial Nbr
Secondary Serial Number
Actual Issue Dt/Tm
Est Return Dt/Tm
Lst Util Rptd Dt
Tot FY Util Qty
Nbr of Passengers
Nbr of Bags

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

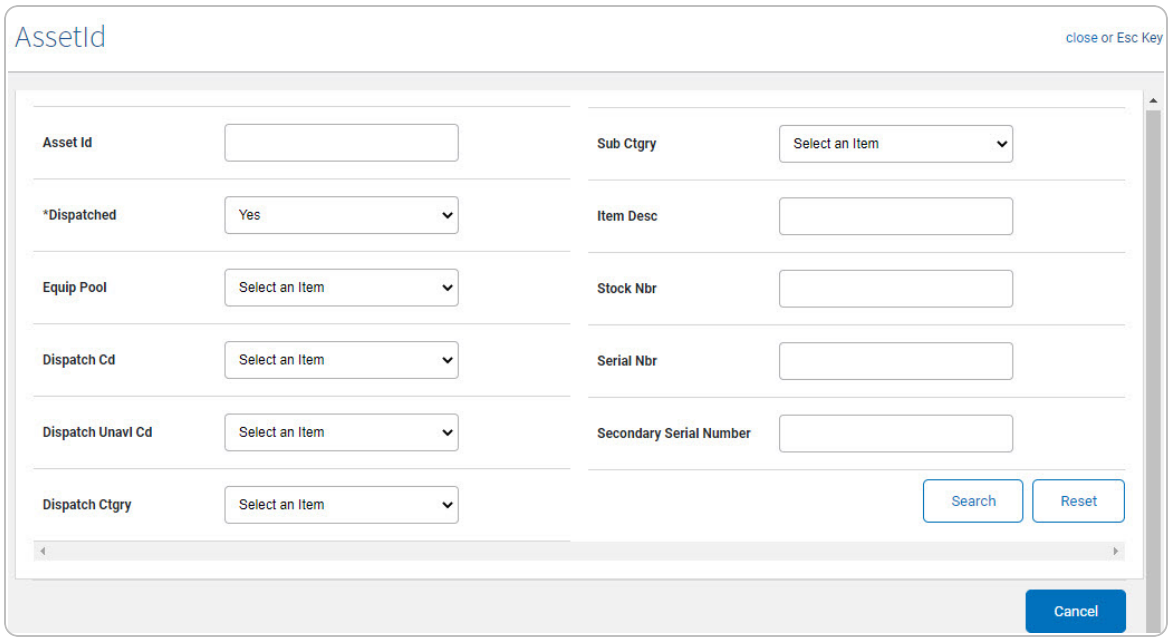
Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

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.*

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

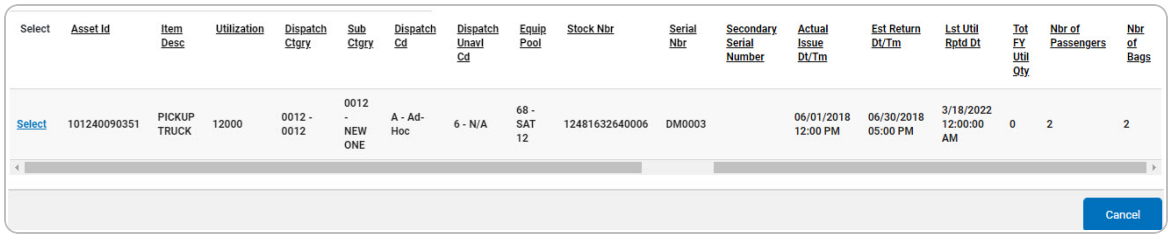
1. Select . *The **Asset Id Browse** pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Asset Id in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Dispatched.
   - Use to select the Equip Pool.
   - Use to select the Dispatched Cd.
   - Use to select the Dispatch Unavl Cd.
   - Use to select the Dispatch Ctgry.
   - Use to select the Sub Ctgry.
   - Enter the Item Desc in the field provided. *This is a 256 alphanumeric character field.*

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the ASSET ID Results Grid below.*



Select	Asset Id	Item Desc	Utilization	Dispatch Ctgry	Sub Ctgry	Dispatch Cd	Dispatch Unavl Cd	Equip Pool	Stock Nbr	Serial Nbr	Secondary Serial Number	Actual Issue Dt/Tm	Est Return Dt/Tm	Lst Util Rptd Dt	Tot FY Util Qty	Nbr of Passengers	Nbr of Bags
Select	101240090351	PICKUP TRUCK	12000	0012 - 0012	0012 - NEW ONE	A - Ad-Hoc	6 - N/A	68 - SAT 12	12481632640006	DM0003		06/01/2018 12:00 PM	06/30/2018 05:00 PM	3/18/2022 12:00:00 AM	0	2	2

Cancel

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DISPATCHED*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

M&U

- Dispatch

Browse for an Attribute Template

Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

Navigation

ELMS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* > > Attribute Template Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attribute Template Search Criteria Grid

ACC
Attribute Template Name
Attribute Template Desc

Attribute Template Results Grid

Select
Detail
Attribute Template Name

Detail Grid

Attribute Template Name

Attribute Template Desc

Procedures

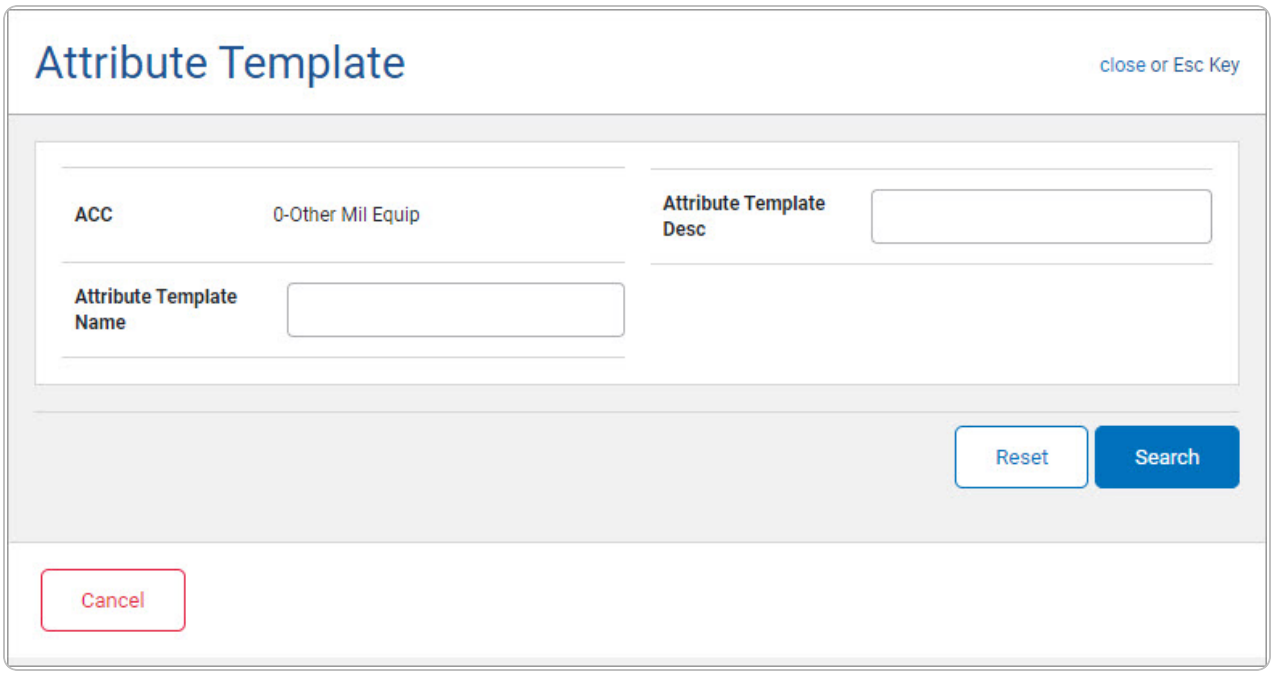
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

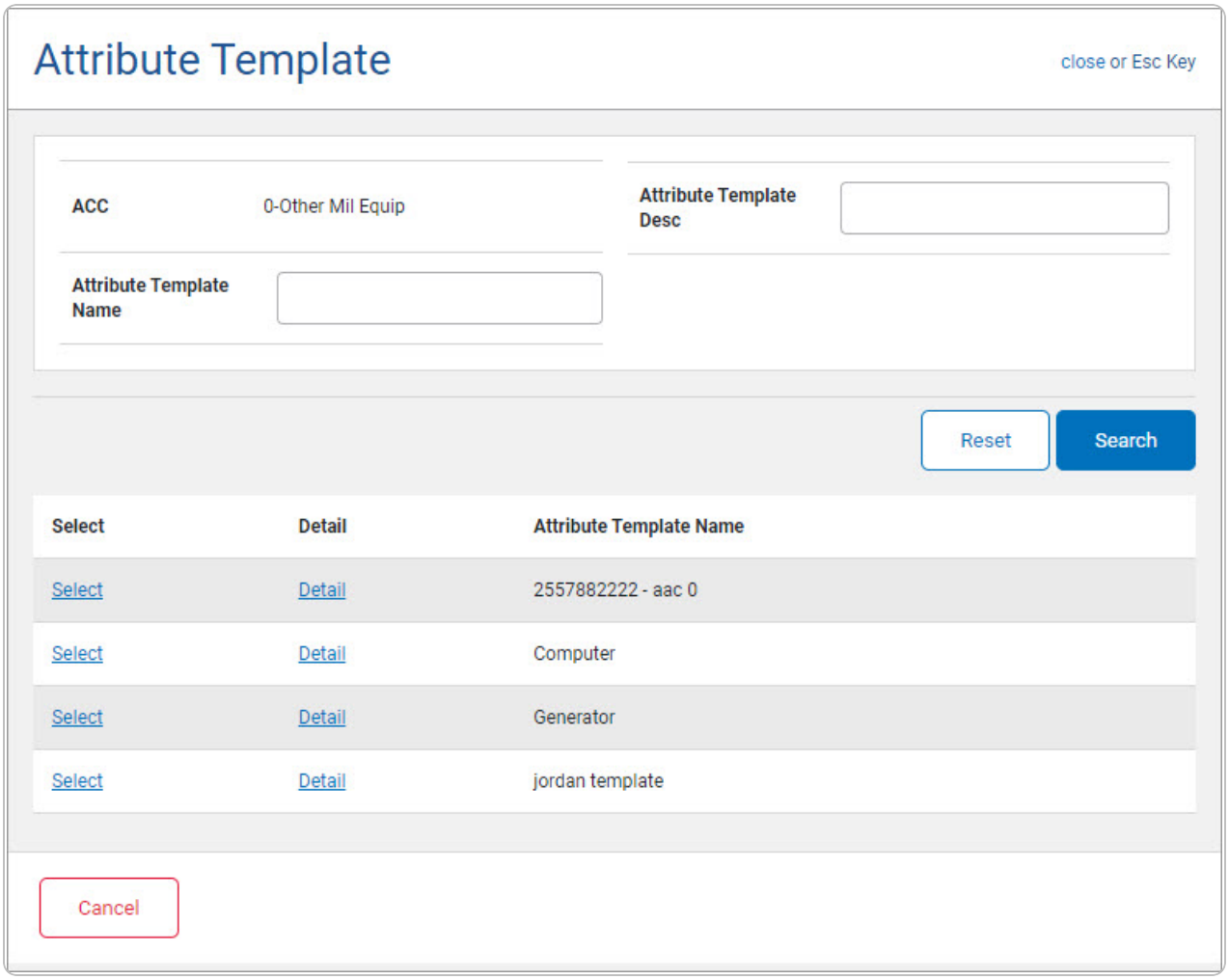
Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Select . *The **Attribute Template Browse** pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

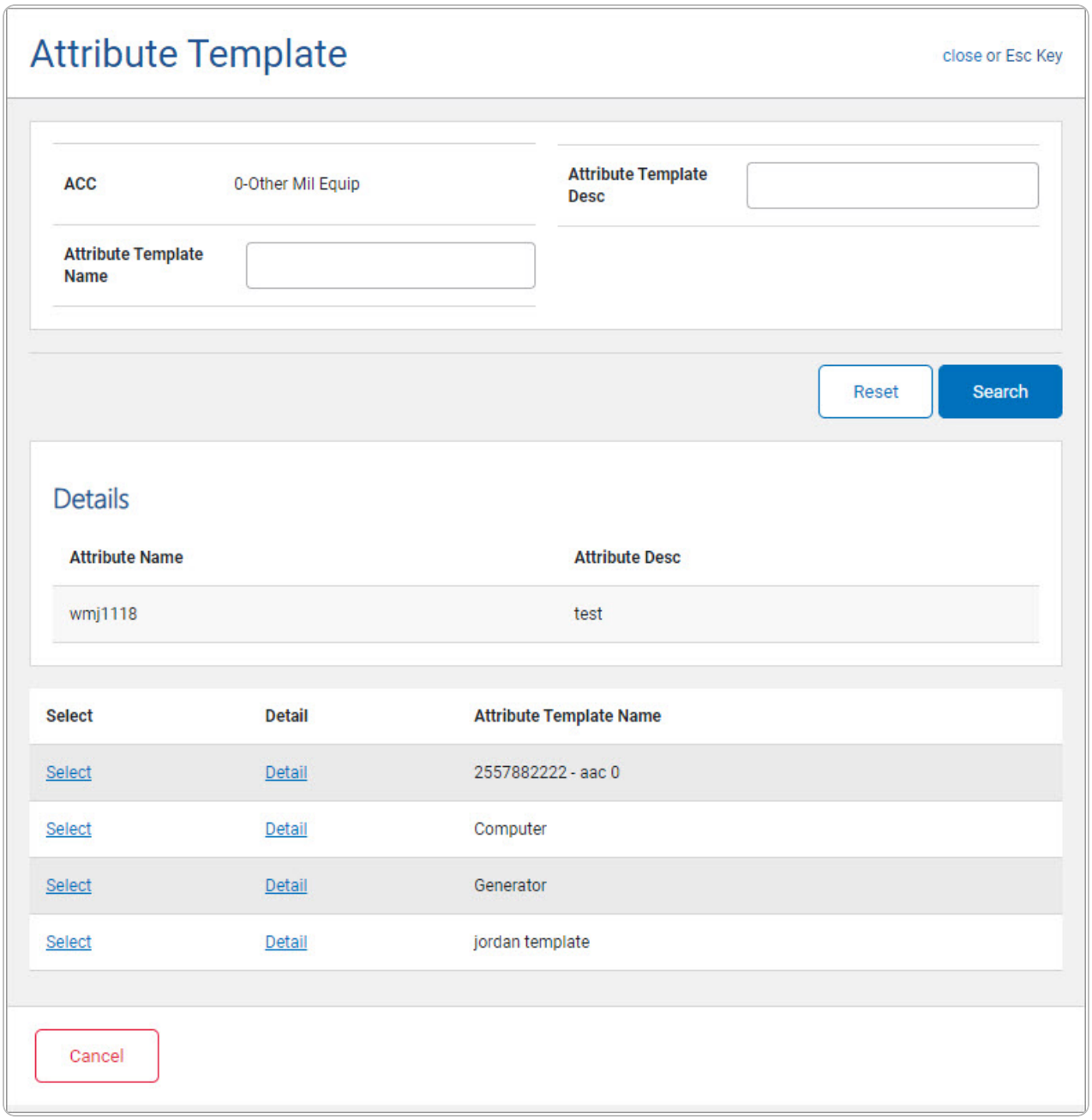


- *Verify the ACC.*
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*

3. Select Search. *The results appear in the* ***Attribute Template Search Results*** *grid.*



4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*



5. Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Stock Number Mass Change Search Criteria

Browse for an Authorization

Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > Authorization Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Authorization Search Criteria

Authorization Type
Authorization Id
Platform
Stock Number
UTC
Authorization Status

Authorization Results Grid

Select
Authorization Id
Authorization Desc

Platform

Procedures

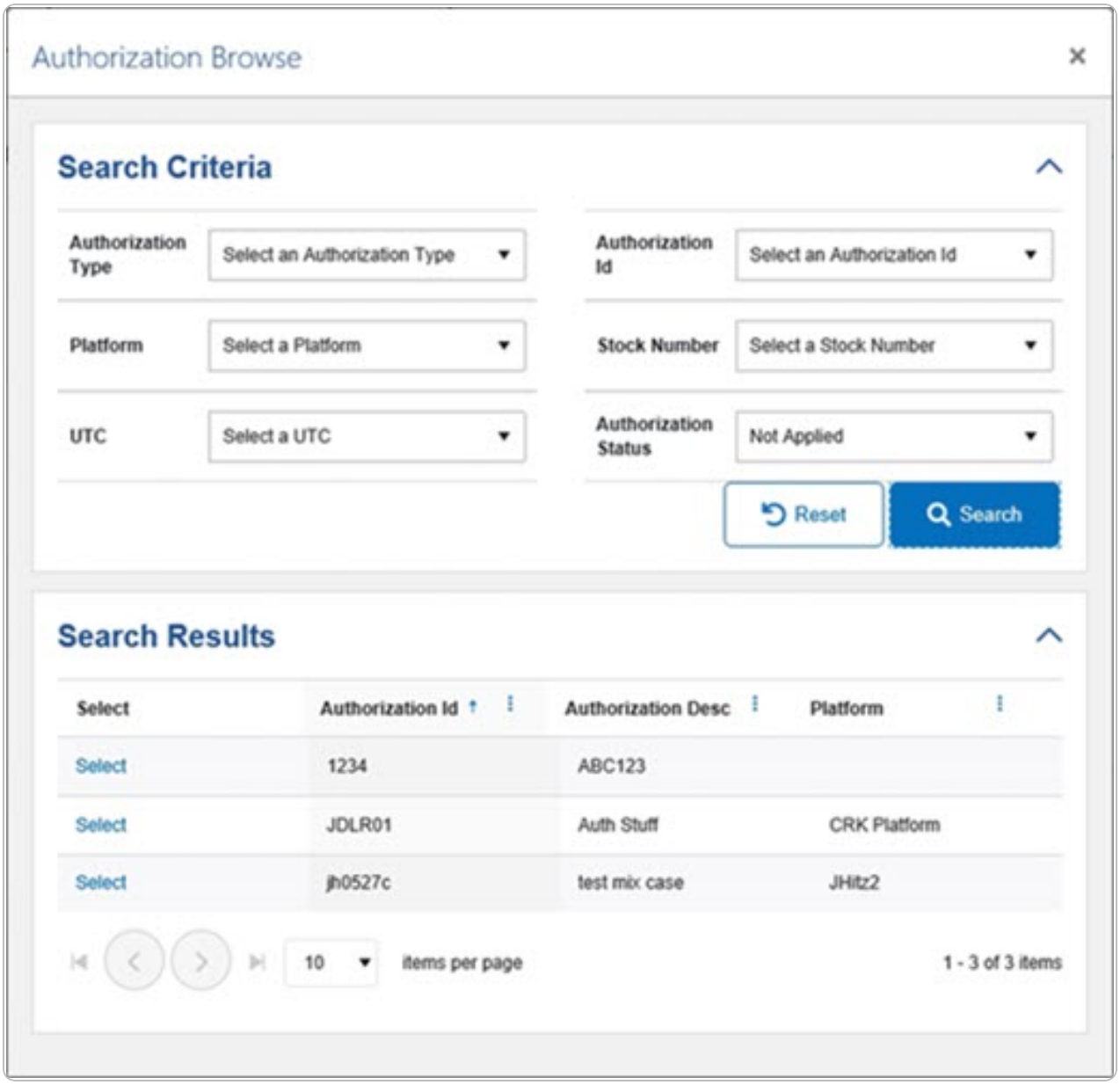
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse 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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select . *The **Authorization Browse** pop-up window appears*.



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

- Use to select the Authorization Type.
- Use to select the Authorization Id.

- Use ▾ to select the Platform.
- Use ▾ to select the Stock Number.
- Use ▾ to select the UTC.
- Use ▾ to select the Authorization Status.

3. Select Search. *The results appear in the* ***Authorization Search Results*** *grid.*
4. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details

Browse for a Contract Number

Overview

The Contract Number Browse process allows searching for stored contract numbers in the ELMScatalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Contract Use Cd
CAGE Cd
Contract Nbr

Search Results Grid

Select
Contract Nbr
Contractor Name

Procedures

ELMS Navigation Helpful Tips

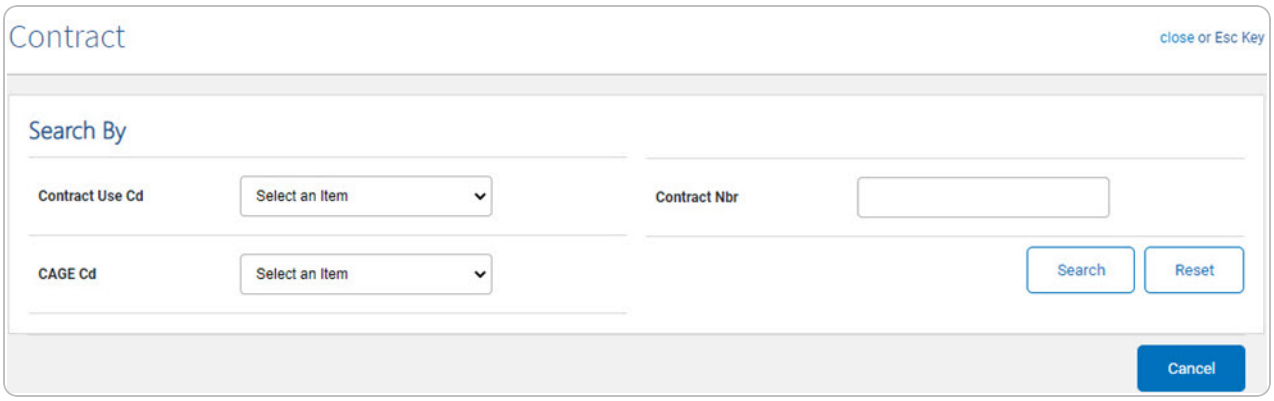
Click the following link to display ELMS Navigation Tips.

Browse for a Contract Number

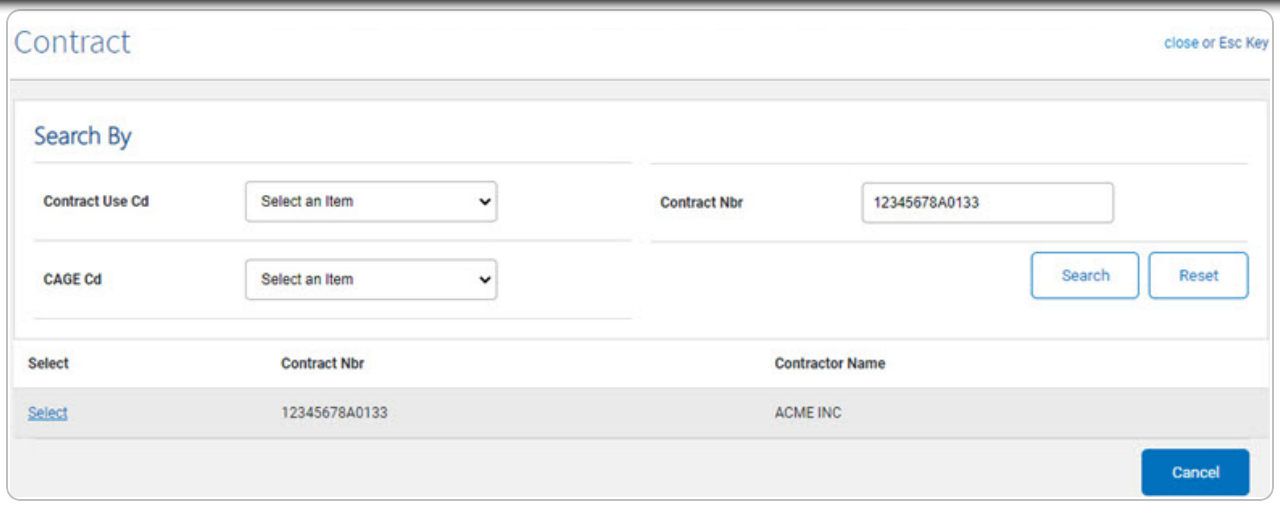
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select . *The* ***Contract Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Use to select the Contract Use Cd.
   - Use to select the CAGE Cd.
   - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
3. Select Search. *The results display in the Contract Search Results Grid below.*



4. Click the Select hyperlink next to the desired contract. *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Wrnty/Svc/Subscription - Terms/Cond

Browse for a Deferred Task/Parts

Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

Navigation

Maintenance > *Various Procedural Steps* > > Deferred Task/Parts pop-up window

Page Fields

The following fields display on the **Deferred Task/Parts** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for Deferred Task/Parts

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.*

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

***Bold** numbered steps are required.*

1. Select . *The **Deferred Task/Parts Browse** pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Use to select the Authorization Type.
   - Use to select the Authorization Id.
   - Use to select the Platform.
   - Use to select the Stock Number.
   - Use to select the UTC.
   - Use to select the Authorization Status.

3. Select Search. *The results appear in the **Authorization Search Results** grid.*
4. Select Take Selected. *The **Deferred Task/Parts Browse** pop-up window closes and the selected entry appears in the Parts panel.*
5. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Order

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details

Browse for a Dispatch ID

Overview

The Dispatch ID Browse pop-up window allows searching for dispatching assets in the ELMS catalog.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Dispatch ID Browse pop-up window

Page Fields

The following fields display on the **DISPATCH ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Dispatch Id
Dispatch Sts Cd
Dispatcher
Dispatched To
Equip Pool

Search Results Grid

Select
Dispatch Id
Dispatch Sts Cd
Dispatcher
Dispatched To

Dispatch Cd
Equip Pool
Asset Id
Serial Nbr
Secondary Serial Number
UII

Procedures

ELMS Navigation Helpful Tips

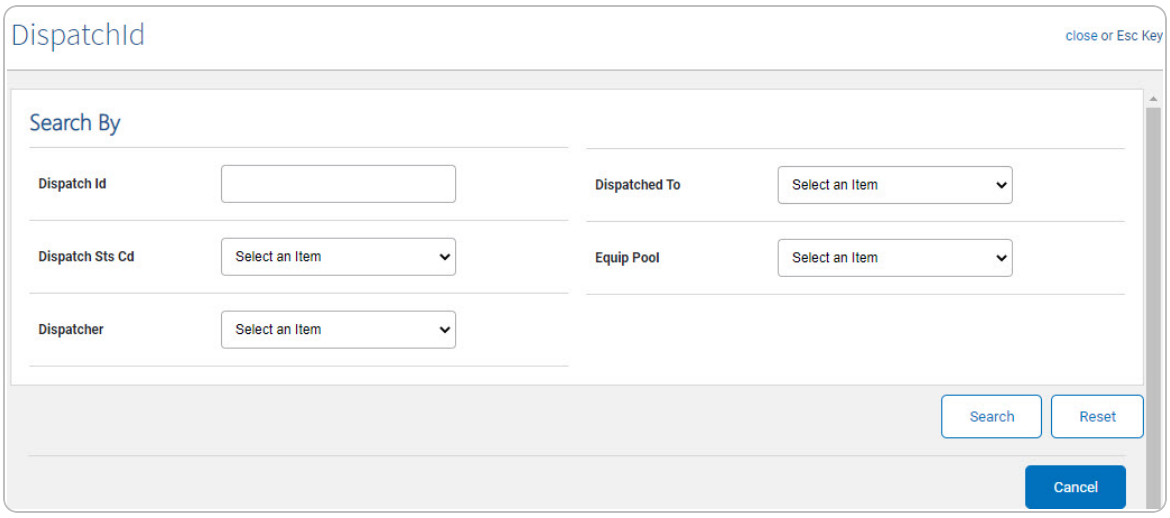
Click the following link to display ELMS Navigation Tips.

Browse for a Dispatch ID

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.*

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

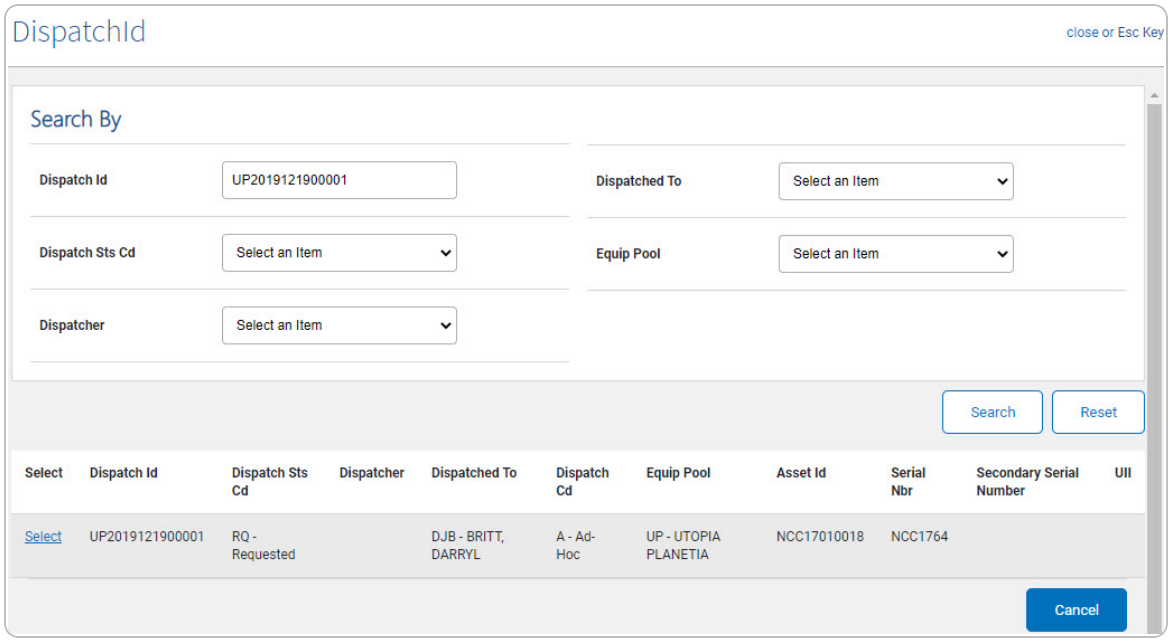
1. Select . *The* ***Dispatch ID Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.

- Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Dispatch Sts Cd.
- Use to select the Dispatcher.
- Use to select the Dispatched To.
- Use to select the Equip Pool.

3. Select Search. *The Search Results display in the Dispatch ID Grid below.*



4. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

- Dispatch

Browse for an Equipment Category Code (ECC)

Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

Navigation

ELMS eCatalog > *Various Procedural Steps* > > ECC Browse pop-up window

Page Fields

The following fields display on the **ECC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

ECC Search Criteria

Equipment Class Cd

ECC Results Grid

Equip Control Cd
Equip Control Desc
Equip Control Detailed Desc

Procedures

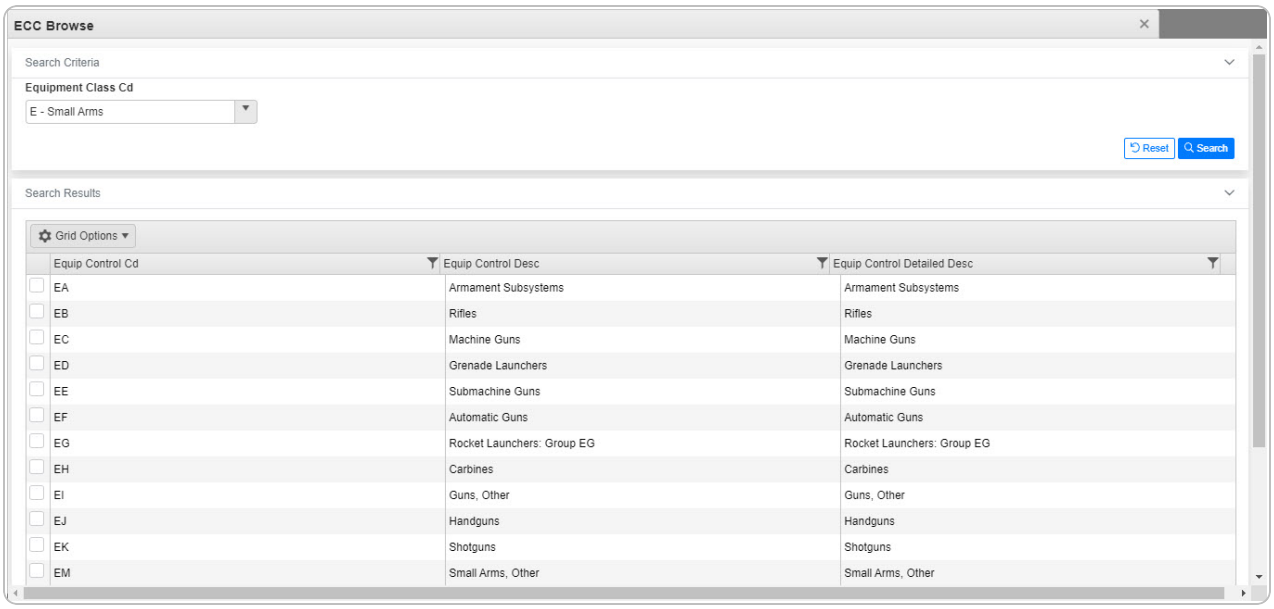
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an ECC

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. Select . *The **ECC Browse** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering the following:.
   - Use to select the Equipment Class Cd.
3. Select Search. *The results appear in the **ECC Search Results** grid.*
4. Click ☐ to select the Equip Control Cd. *This highlights the desired row.*
5. Select ✓ Select. *The desired Equipment Control Code appears in the ECC field in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Add a Stock Number

Browse for the External Manufacturer Part Number

Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

Navigation

ELMS Modules > *Various Procedural Steps* > > External Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **External Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Interface System
CAGE Cd
Mfr Part Nbr
Stock Nbr
Mfr Name
Mfr Model Nbr

Search Results Grid

Stock Nbr
Item Desc
Mfr Part Nbr

Mfr Name
Mfr Model Nbr
CAGE Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

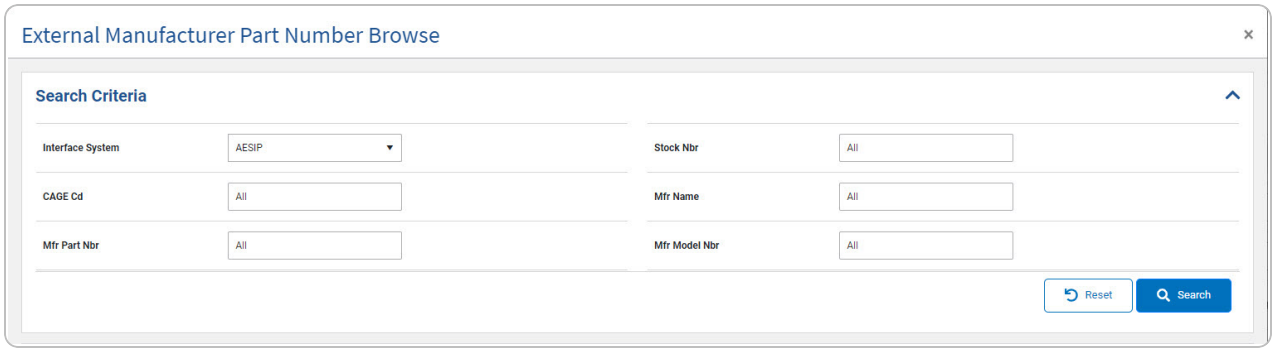
Browse for an External Manufacturer Part Number

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.*

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

Bold *numbered steps are required.*

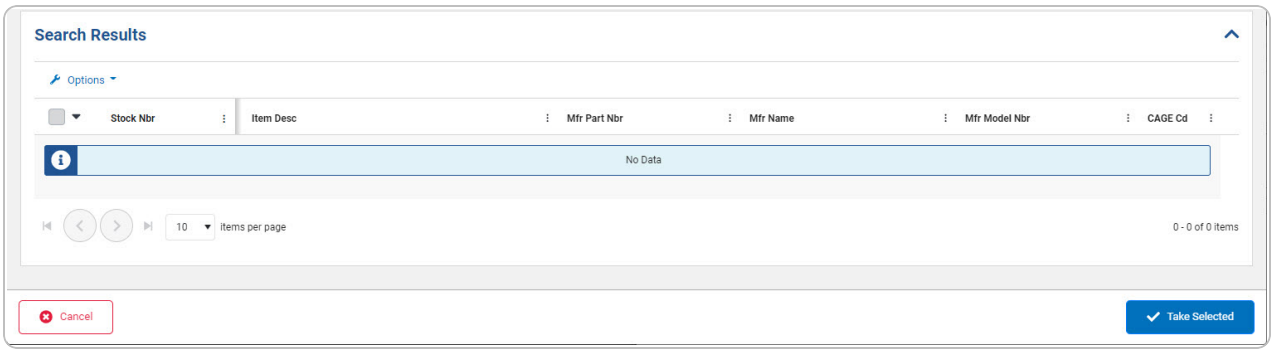
1. Select . *The* ***External Manufacturer Part Number Browse*** *pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Use to select the Interface System.
   - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select Search. *The results appear in the* ***External Manufacturer Part Number Search Results*** *grid.*



4. Click to select the External Manufacturer Part Number. *This highlights the desired row.*

5. Click Take Selected. *The desired External Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

Browse for the Internal Manufacturer Part Number

Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

Navigation

Catalog > *Various Procedural Steps* > > Internal Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Internal Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

CAGE Cd
Manufacturer Part Nbr
Stock Nbr
Manufacturer Name
Model Nbr

Search Results Grid

All
Stock Nbr
Manufacturer Part Nbr
Manufacturer Name
Model Nbr

CAGE Cd

Procedures

ELMS Navigation Helpful Tips

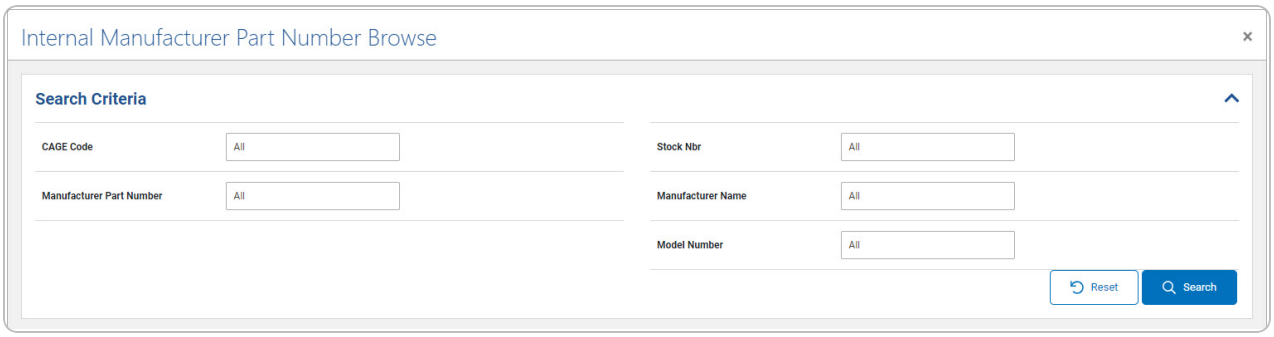
Click the following link to display ELMS Navigation Tips.

Browse for an Internal Manufacturer Part Number

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.*

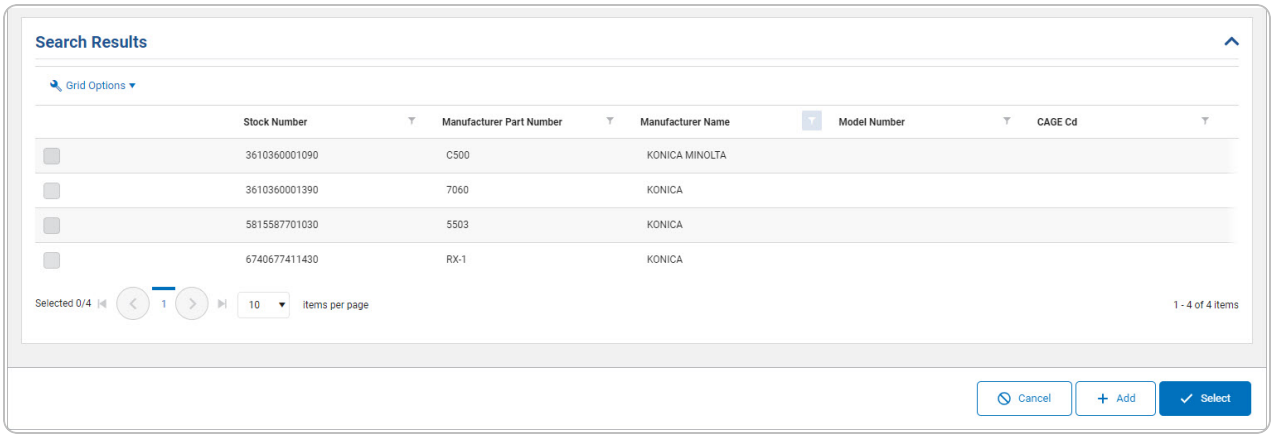
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Internal Manufacturer Part Number Browse*** *pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
   - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select Search. *The results appear in the* ***Internal Manufacturer Part Number Search Results*** *grid.*



4. Click to select the Internal Manufacturer Part Number. *This highlights the desired row.*

5. Click Select. *The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Add a Manufacturer Part Number

Select Add. *The* ***Add a Manufacturer Part Number*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Pending Catalog Transaction

Browse for Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

Navigation

ELMS Modules > *Various Procedural Steps* > > Internal Stock Number Browse pop-up window

Page Fields

The following fields display on the **Internal Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Stock Item Type
Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

Search Results Grid

Stock Number
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN

FSC
CIIC
Type Asset Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Status Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

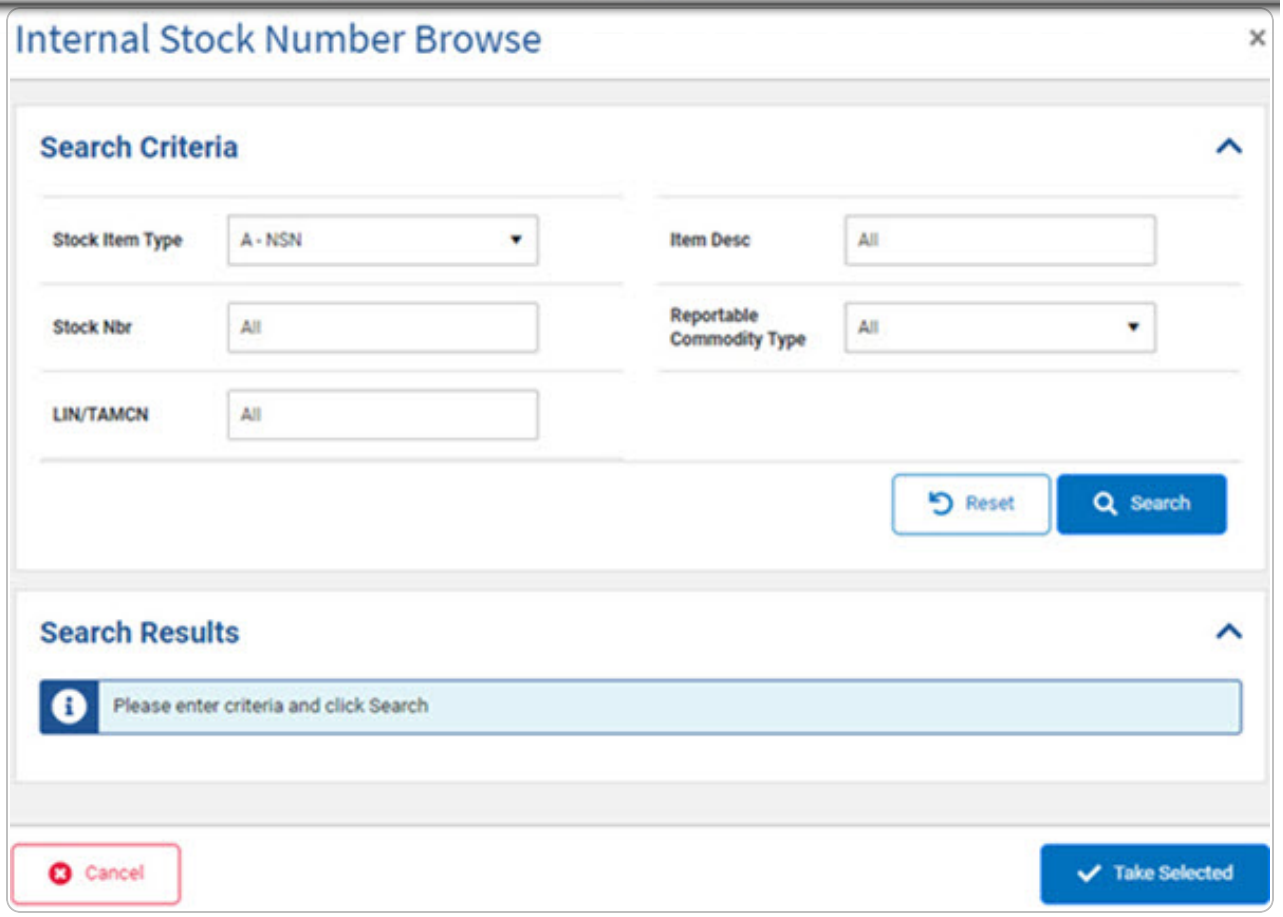
Browse for an Internal Stock Number

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.*

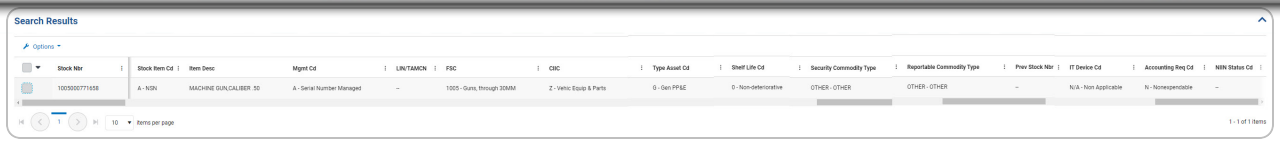
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

Bold *numbered steps are required.*

1. Use to browse for the Stock Number entry. *The* ***Internal Stock Number Browse*** *pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use ▾ to select the Reportable Commodity Type.
3. Select Search. *The results appear in the* ***Stock Number Results*** *grid.*



4. Click to select the Internal STOCK NBR.

5. Select Take Selected. *The **Internal Stock Number Browse** pop-up window closes and the selected STOCK NBR appears in the previous screen in the STOCK NBR field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr

Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Job Order Number Browse pop-up window

Page Fields

The following fields display on the **Job Order Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Job Order Nbr ID
Job Order Nbr Desc
Reimbursable
Effective Dt
End Dt

Search Results Grid

Select
Job Order Nbr ID
Job Order Nbr Desc
Effective Dt
End Dt

Procedures

ELMS Navigation Helpful Tips

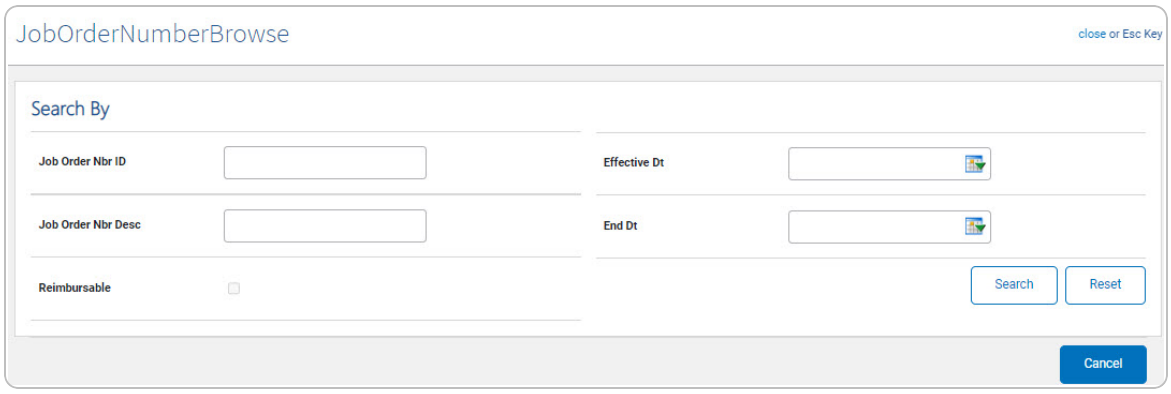
Click the following link to display ELMS Navigation Tips.

Browse for a Job Order Number

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.*

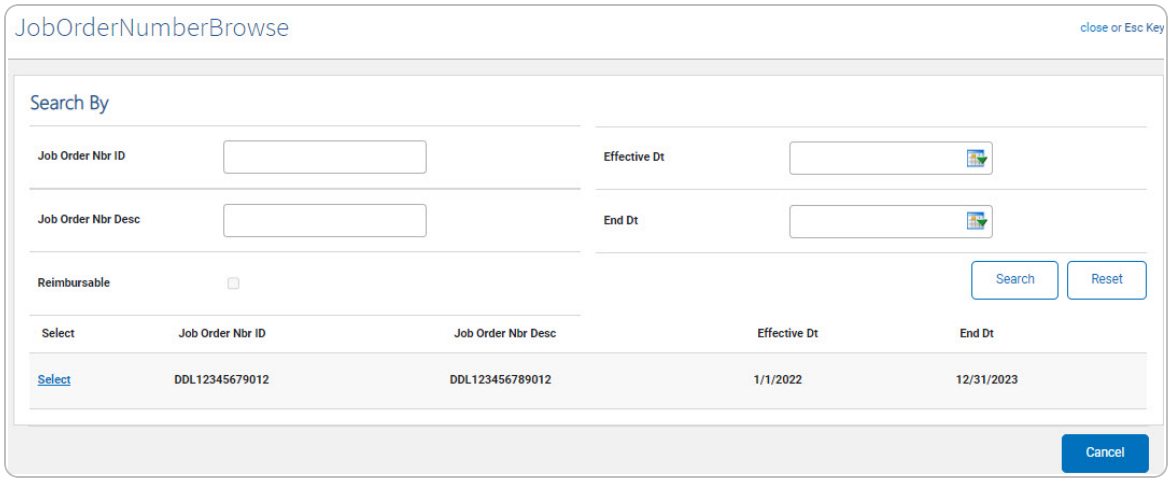
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Job Order Number Browse*** *pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
   - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alpha-numeric character field.*
   - *The Reimbursable automatically populates and is not editable.*
   - Use to select the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Select Search. *The Search Results display in the Job Order Number Grid below.*



4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up window closes and the selected Job Order Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Dispatch

Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

Search Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

Optional

Catalog Name Code

Procedures

ELMS Navigation Helpful Tips

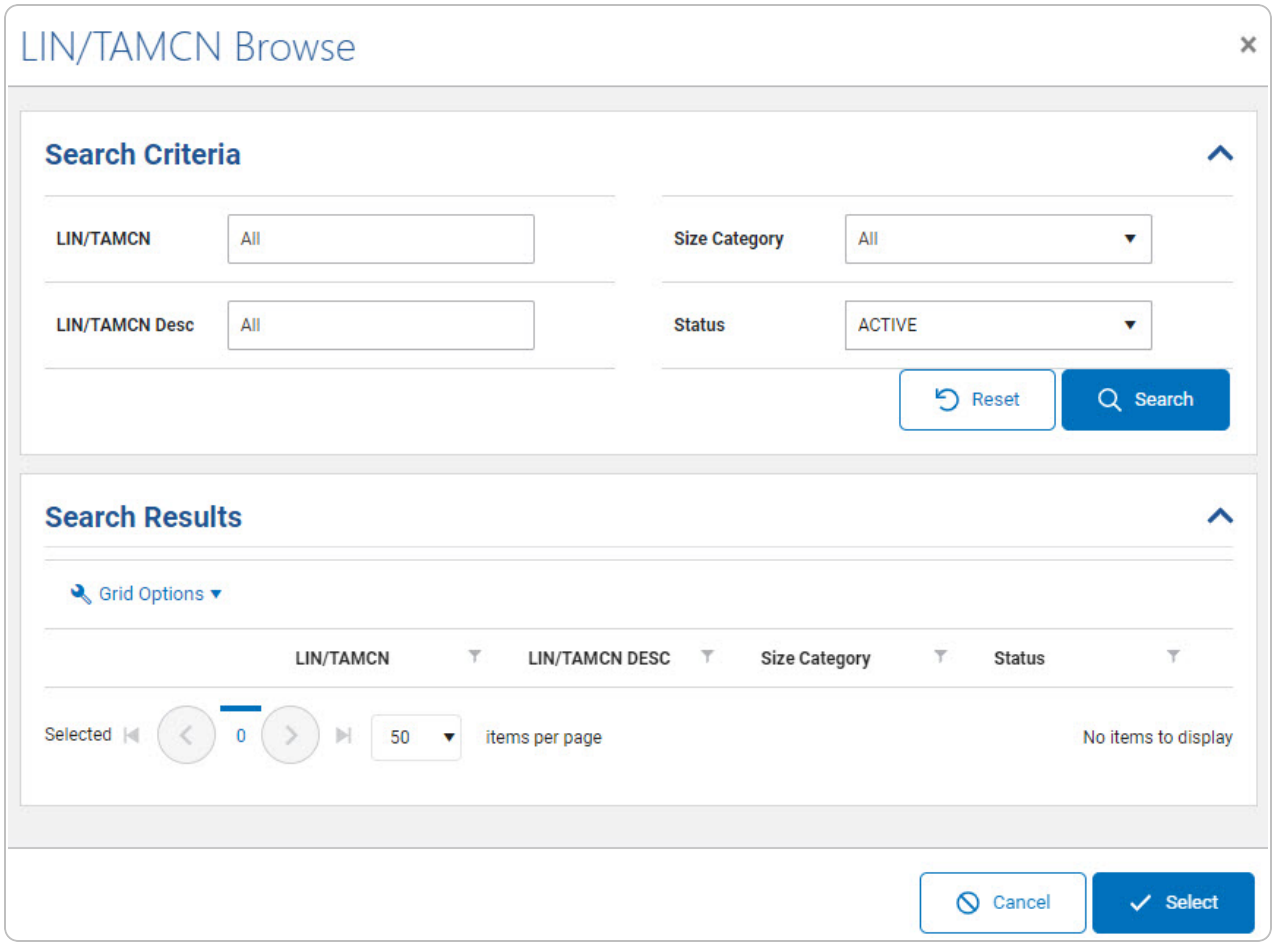
Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

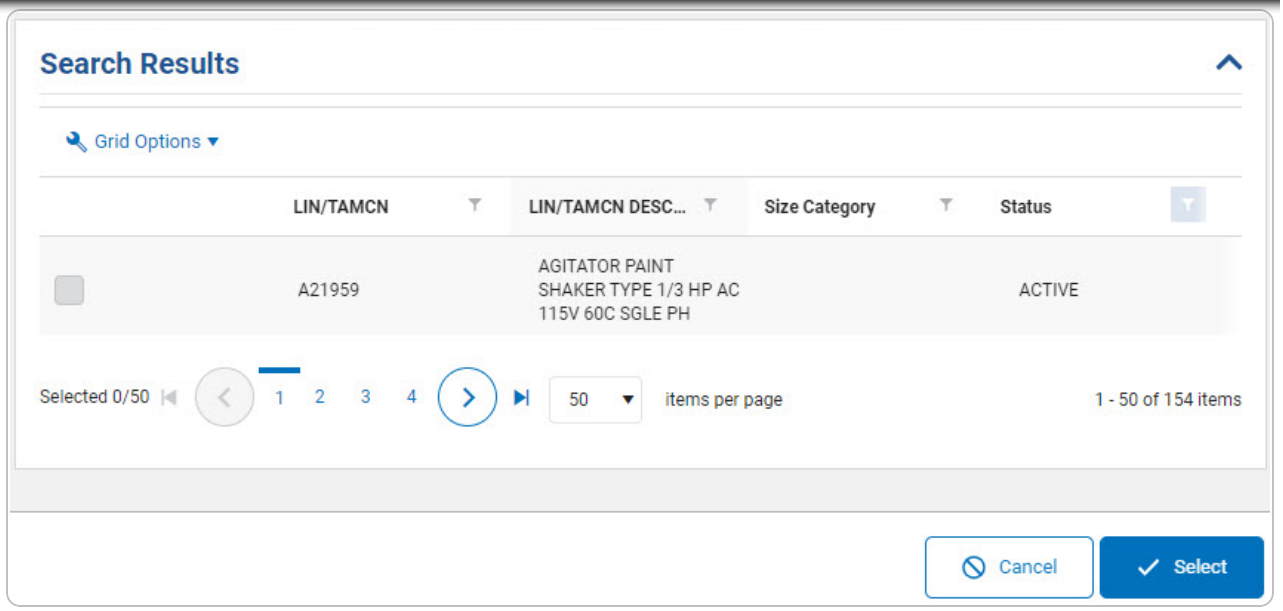
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select . *The* ***LIN/TAMCN Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*
   - Use ▾ to select the Size Category.
   - Use ▾ to select the Status.
3. Select Search. *The results display in the Search Results Grid below.*



4. Click to select the LIN/TAMCN. *This highlights the desired row.*

5. Click Select. *The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number

Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMS Modules > *Various Procedural Steps* > > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Schedule Id
Maint Schedule Name
Maint Schedule Desc
Work Plan Name
Maintenance Activity
Occurrence
Central Maint Sched

Search Results Grid

Select
Maint Sched Id
Maint Sched Name

Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

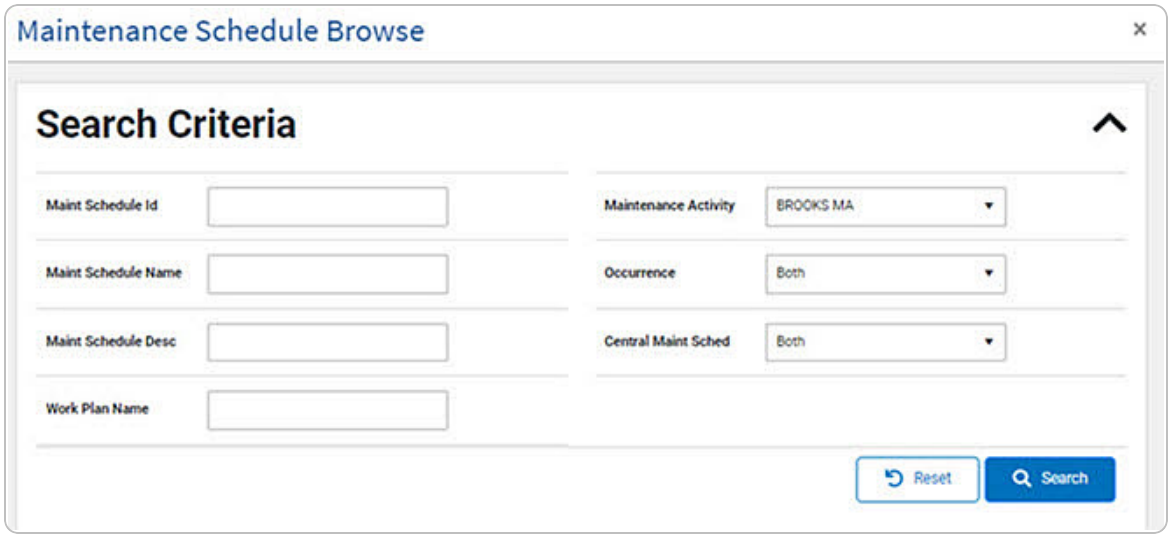
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

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.*

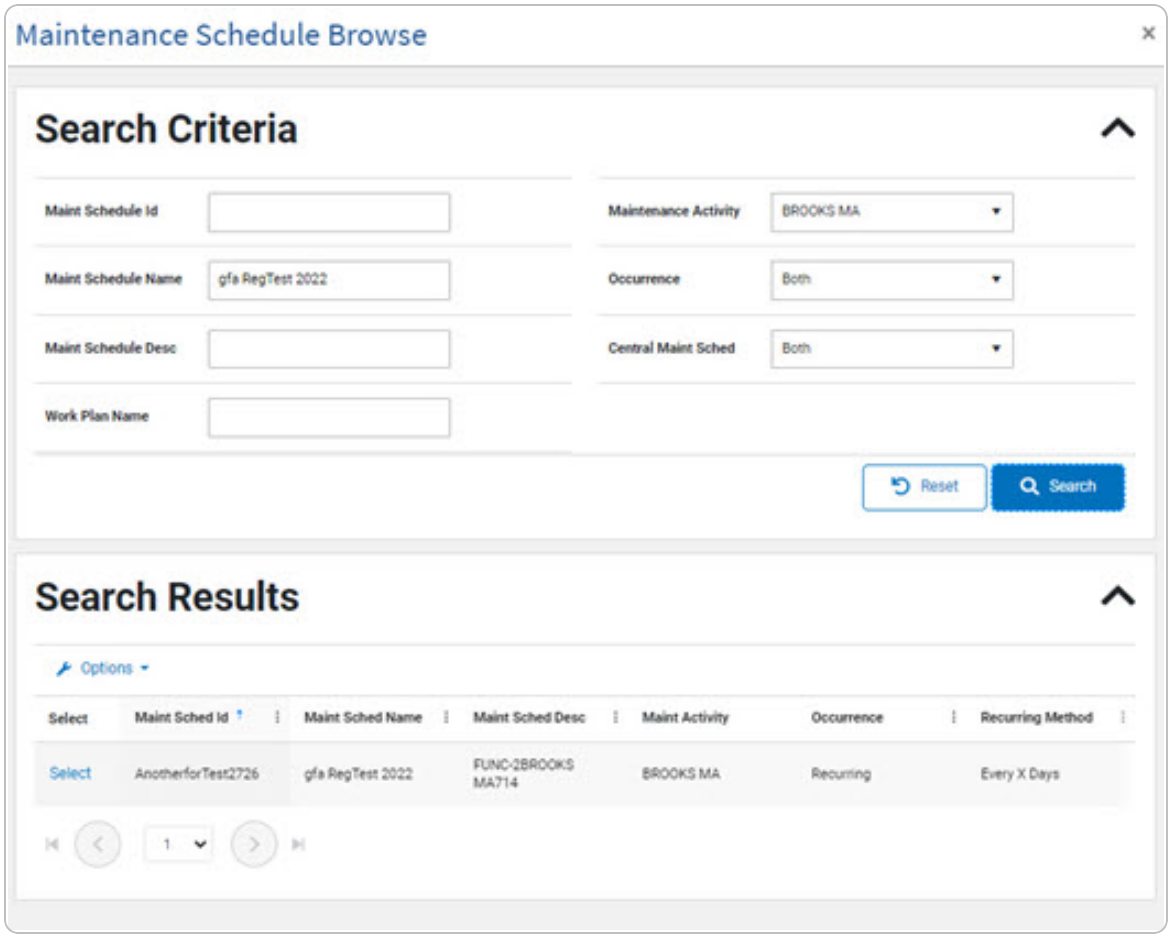
1. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields: .
   - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*

- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric character field.*
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use ▾ to select the Maintenance Activity.
- Use ▾ to select the Occurrence.
- Use ▾ to select the Central Maint Sched.

3. Select Search. *Results display in the Search Results Grid.*



4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. *The pop-up window closes and the selected MAINT SCHEDULE ID information appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance - Asset Assignment

Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMS Modules > *Various Procedural Steps* > > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Schedule Id
Maint Schedule Name
Maint Schedule Desc
Work Plan Name
Maintenance Activity
Occurrence
Central Maint Sched

Search Results Grid

Available Tab

Select

Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

Selected Tab

Remove
Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

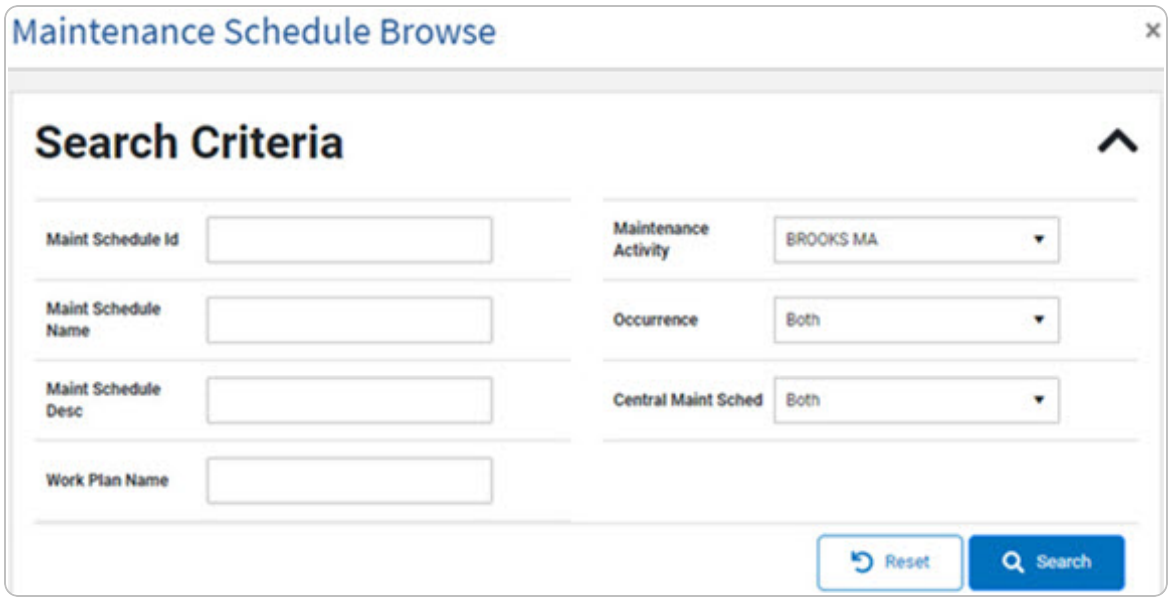
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

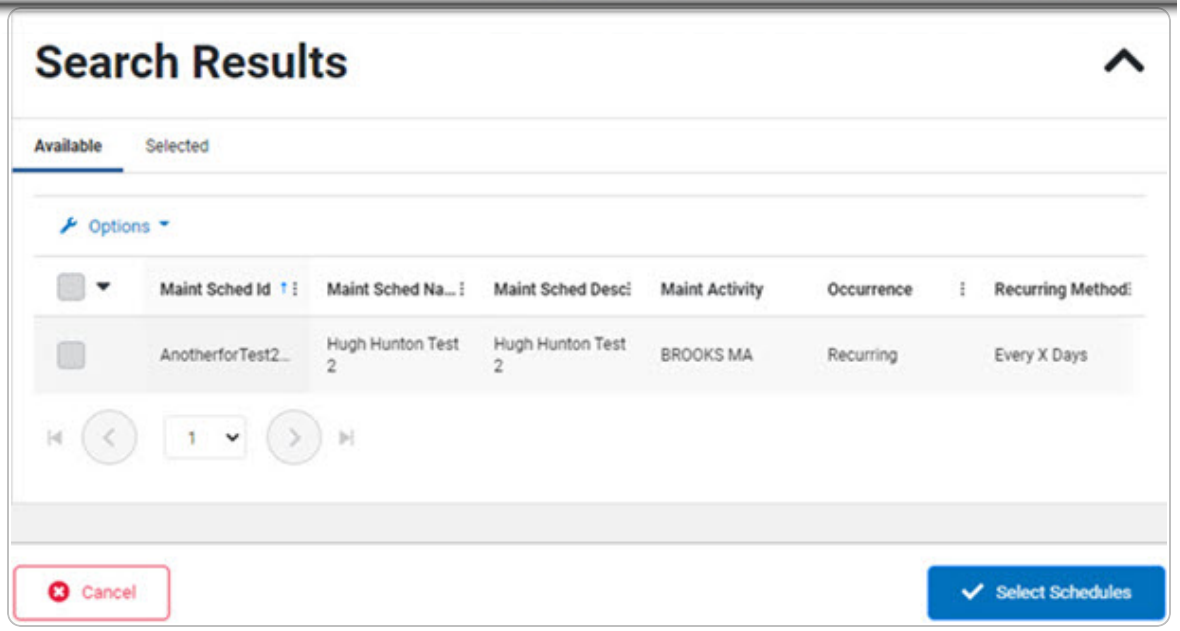
Browse for a Maintenance Schedule

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. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
   - Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
   - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
   - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
   - Use to select the Maintenance Activity.
   - Use to select the Occurrence.
   - Use to select the Central Maint Sched.
3. Select Search. *Results display in the Search Results Grid.*

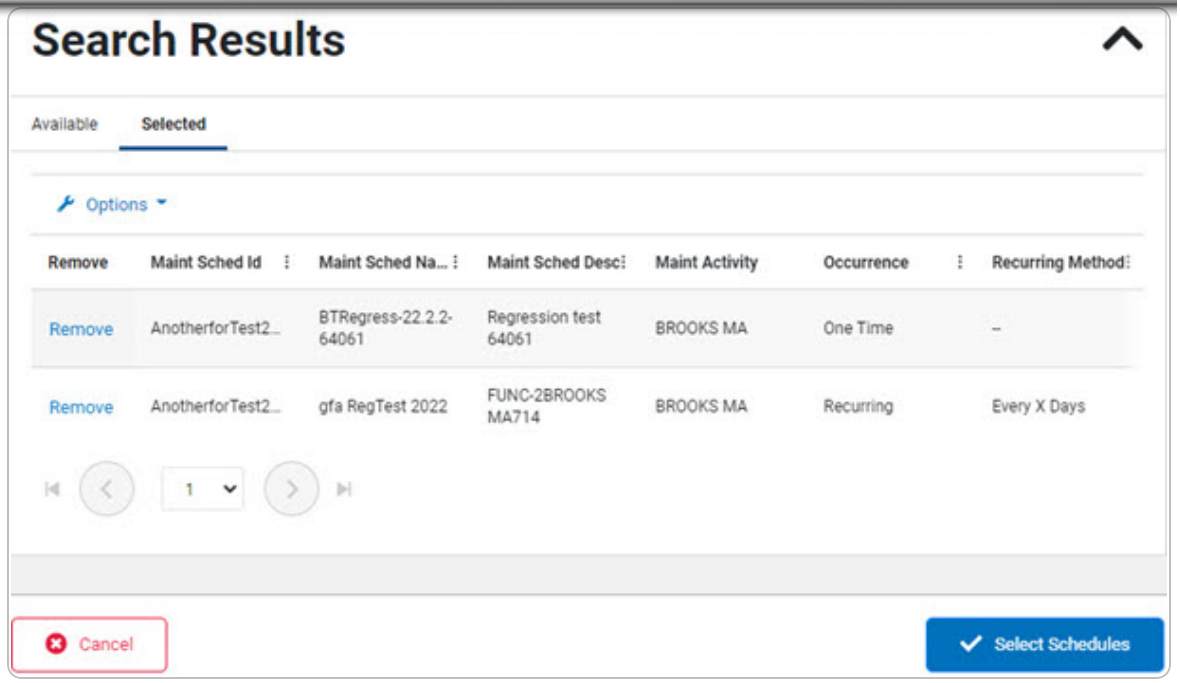


4. Click to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and appears.*

   Select Select Schedules. *The* ***Asset Assignment to Maintenance Schedule*** *pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5. **OR**

   Select the Selected Tab. *The selected MAINT SCHEDULE ID appears for verification.*



A. Select the Remove hyperlink. *The MAINT SCHEDULE ID is removed from the Selected Search Results grid.*

6. Select

. *The **Maintenance Schedule Browse** pop-up window closes and the selected MAINT SCHEDULE ID appears in the previous screen in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for a Manufacturer Part Number

Overview

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

Navigation

ELMS Modules > *Various Procedural Steps* > > Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Manufacturer Name
Manufacturer Model Number
Manufacturer Part Number

Search Results Grid

Manufacturer Name
Manufacturer Model Number
Manufacturer Part Number
CAGE Code
FAST Reportable

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

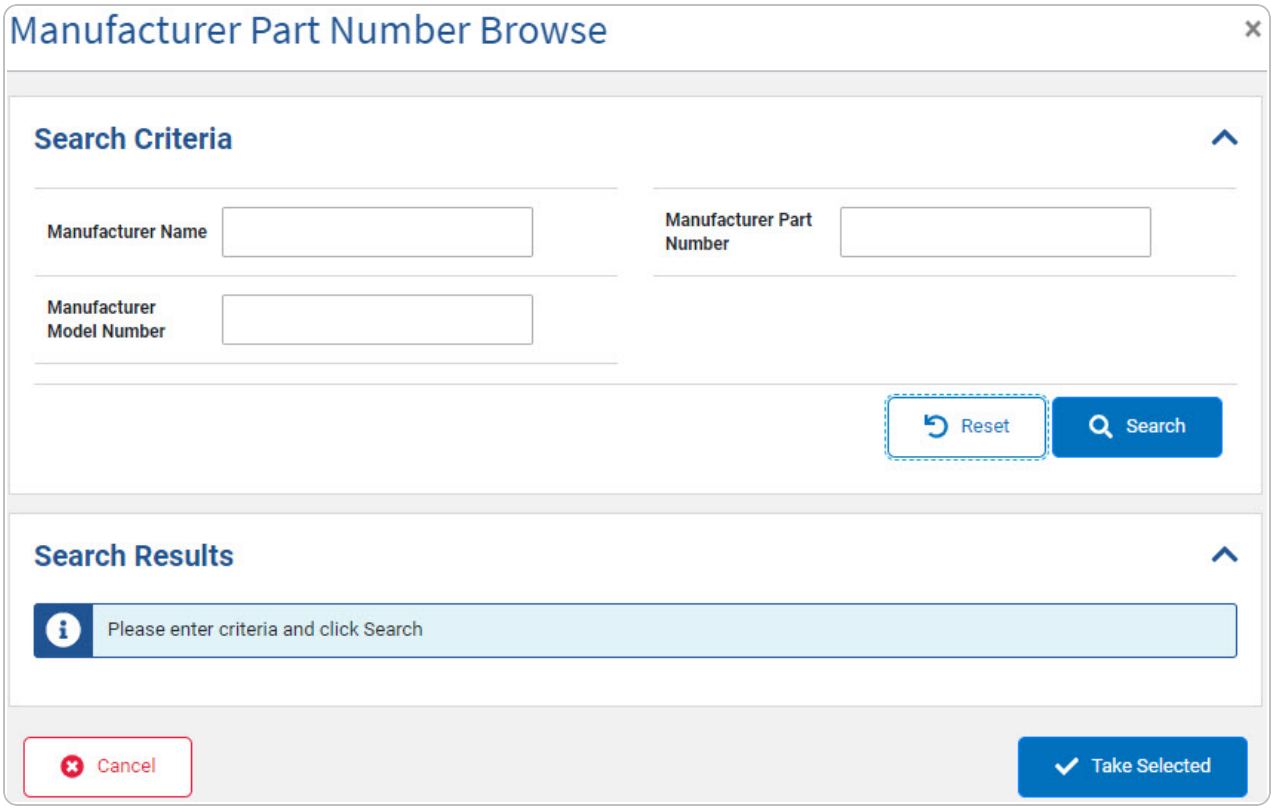
Browse for a Manufacturer Part Number

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.*

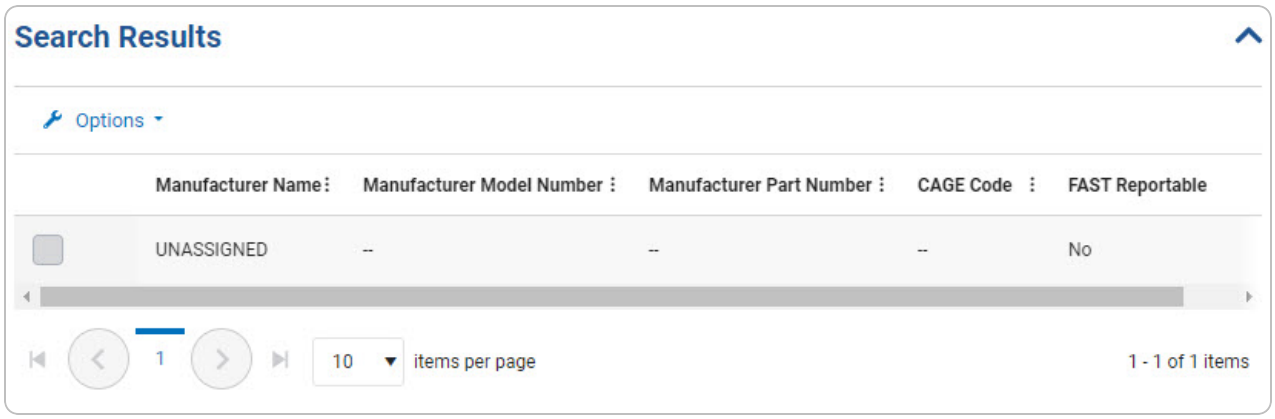
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

Bold *numbered steps are required.*

1. Use to browse for the Manufacturer Part Number. *The* ***Manufacturer Part Number Browse*** *pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
   - Enter the Manufacturer Model Number in the field provided. *This is a 48 alphanumeric character field.*
   - Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Manufacturer Part Number.
5. Select Take Selected. *The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Maintenance Asset Master

Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > *Various Procedural Steps* > Add Attachment > Maintenance Attachment Add page

Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Upload Grid

Contract Nbr
File Path *
Desc *
Primary

Temporary Attachments Grid

Remove
Desc
Size
Type

(*) Asterisk identifies mandatory fields.

Procedures

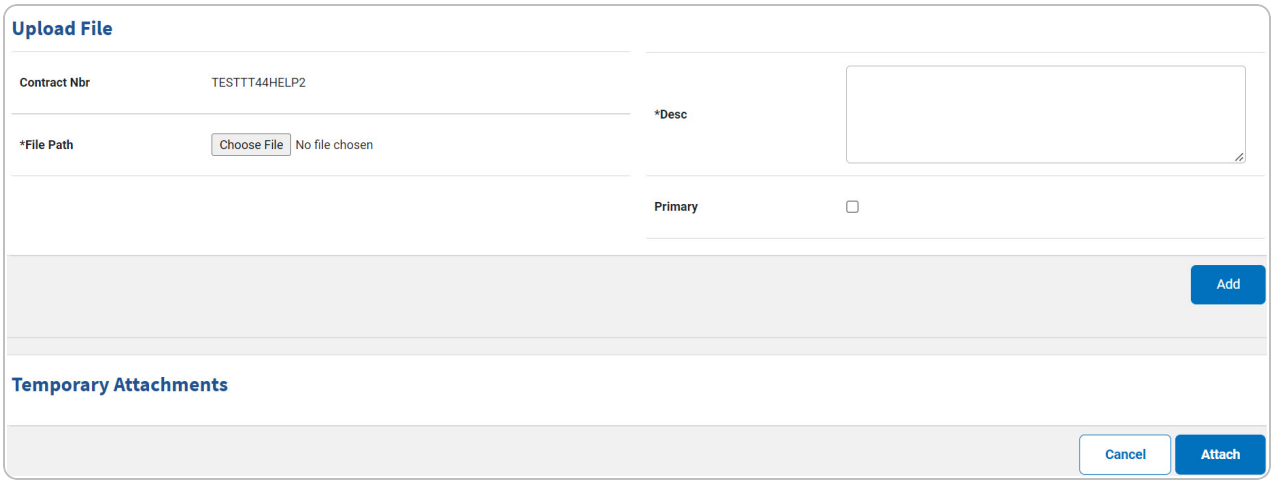
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Attachment

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

1. Select Add Attachment. *The* ***Add a Maintenance Attachment*** *page appears.*



A. *The* CONTRACT NBR *automatically populates and is not editable.*

B. Select Choose File in the File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

C. Choose the file to attach, and select it.

D. Select [Open]. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the File Name field.*

E. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

F. Click ☐ to select the Primary. *This indicates which attachment the system should open first if there are multiple documents.*

G. Select [Add]. *The file appears in the Temporary Attachments grid.*

H. Repeat Steps B-G to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the grid.*

2. Select [Attach]. *The Attachment appears in the previous page under the Attachment(s) field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *FILE*	Missing Entry. Enter the appropriate information

***PATH*.**	in the desired field.
13 — Mandatory Entry: *DESC*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

M&U

- Add a Contract
- Update a Contract

- View the Contract Attachment
- Delete a Contract

Browse for an Operator/Technician

Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Operator/Technician Browse pop-up window

Page Fields

The following fields display on the **Operator/Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Opr/Tech Cd
Team Id

Search Results Grid

Select
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name
Schedule
Start Time
End Time

Procedures

ELMS Navigation Helpful Tips

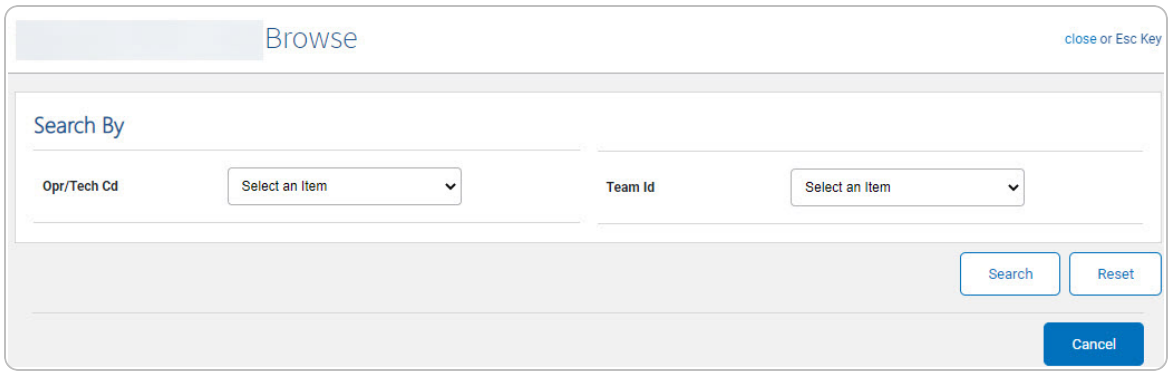
Click the following link to display ELMS Navigation Tips.

Browse for an Operator/Technician

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.*

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

1. Select . *The* ***Operator/Technician Browse*** *pop-up window appears.*



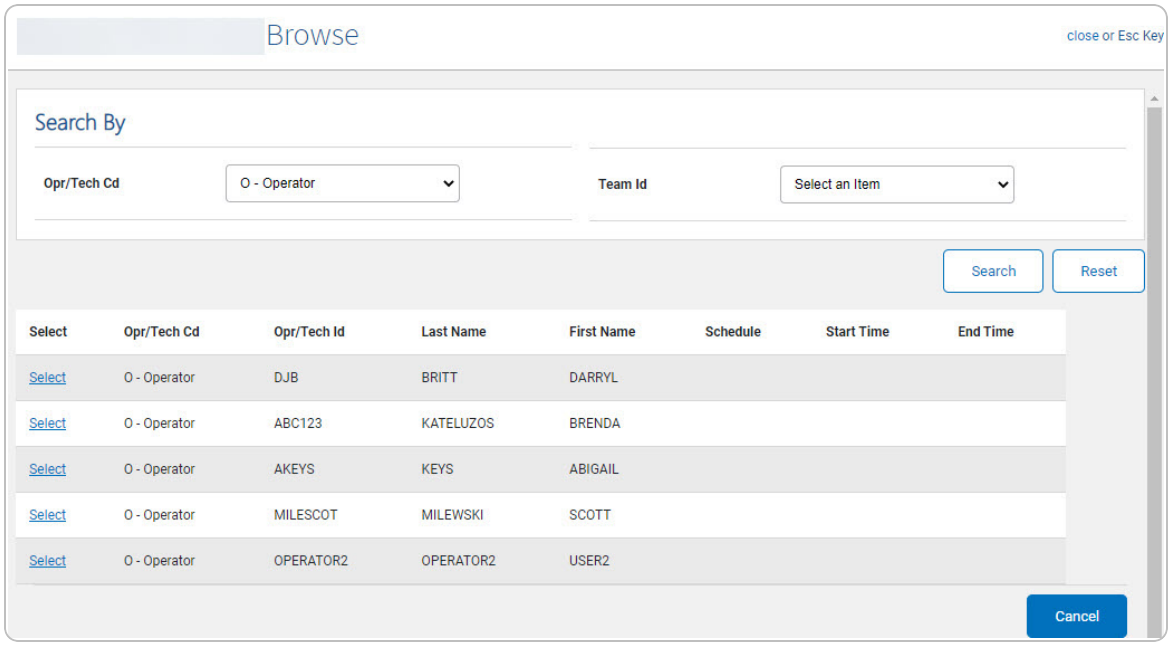
Note

The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.

- Use to select the Opr/Tech Cd.
- Use to select the Team Id.

3. Select Search. *The Search Results display in the Operator/Technician Grid below.*



4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Dispatch

Browse for an SRD

Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

Navigation

ELMS Modules > *Various Procedural Steps* > > SRD Browse pop-up window

Page Fields

The following fields display on the **SRD Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

SRD
MICAP
Equipment Designator
Nomenclature

Search Results Grid

All
SRD
MICAP
Equipment Designator
Nomenclature

Procedures

ELMS Navigation Helpful Tips

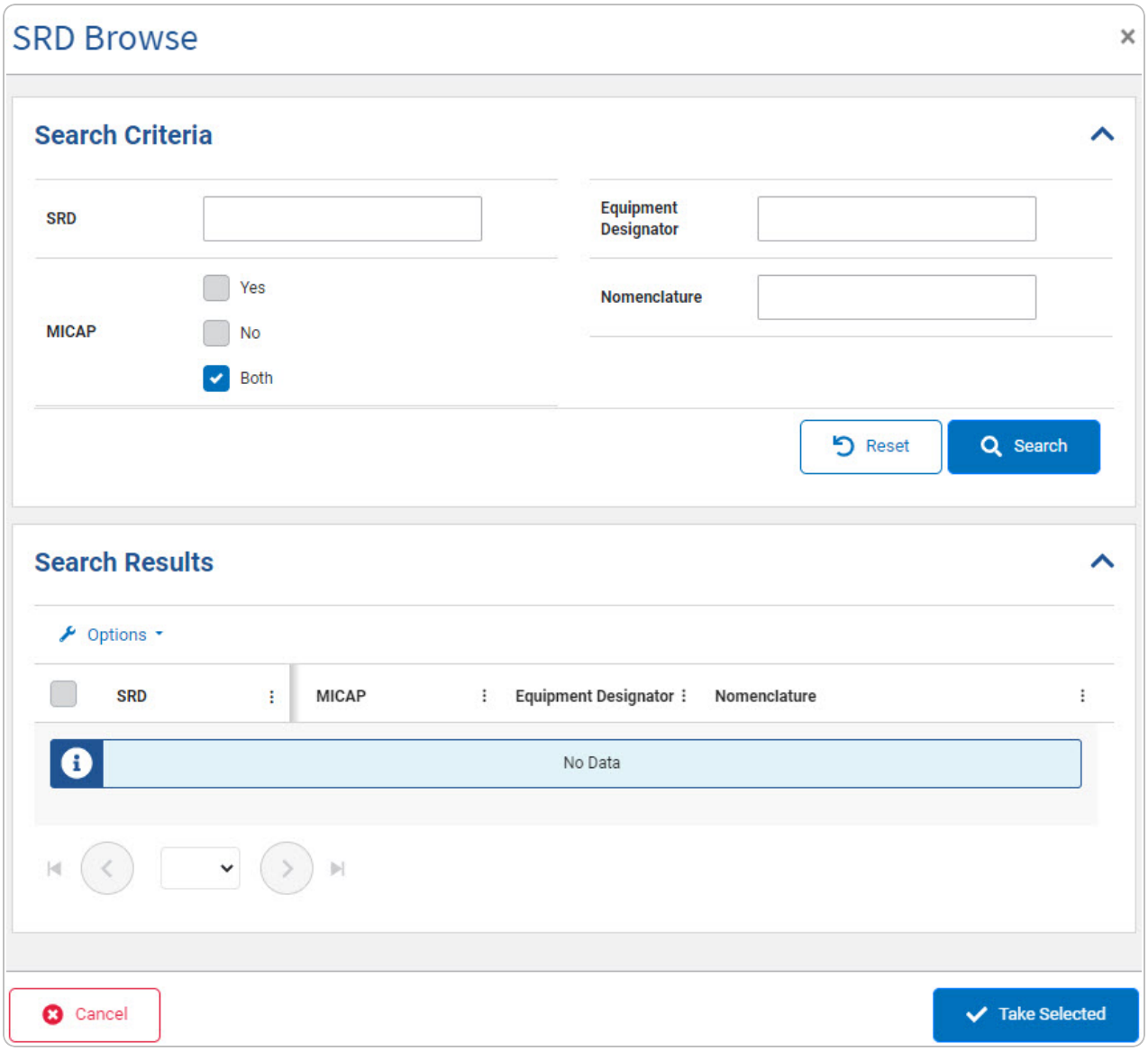
Click the following link to display ELMS Navigation Tips.

Browse for an SRD

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.*

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

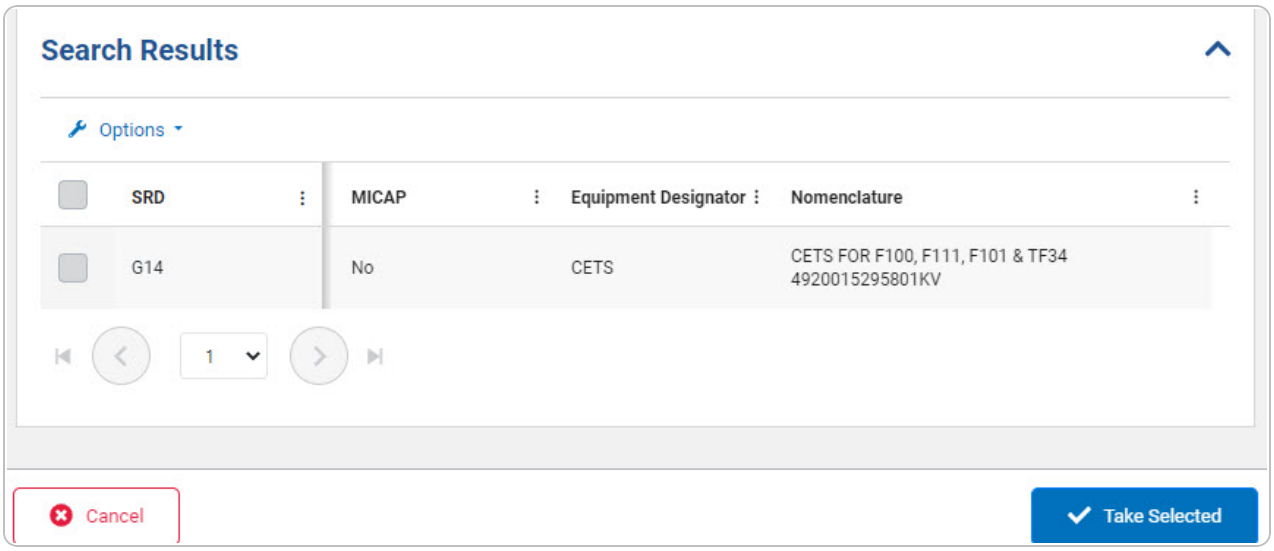
1. Use to browse for the SRD. *The **SRD Browse** pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the SRD in the field provided. *This is a 3 alphanumeric character field.*
   - Click to select the MICAP. *This determines the MICAP status that will appear in the search results grid. The default is Both.*

- Enter the Equipment Designator in the field provided. *This is an alphanumeric character field.*
- Enter the Nomenclature in the field provided. *This is an alphanumeric character field.*

3. Select [Search]. *The results appear in the **SRD Results** grid.*



4. Click [ ] to select the SRD.
5. Select [Take Selected]. *The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Requisition

Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
ECC
Owning DoDAAC

Ctlg Nm Cd
LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

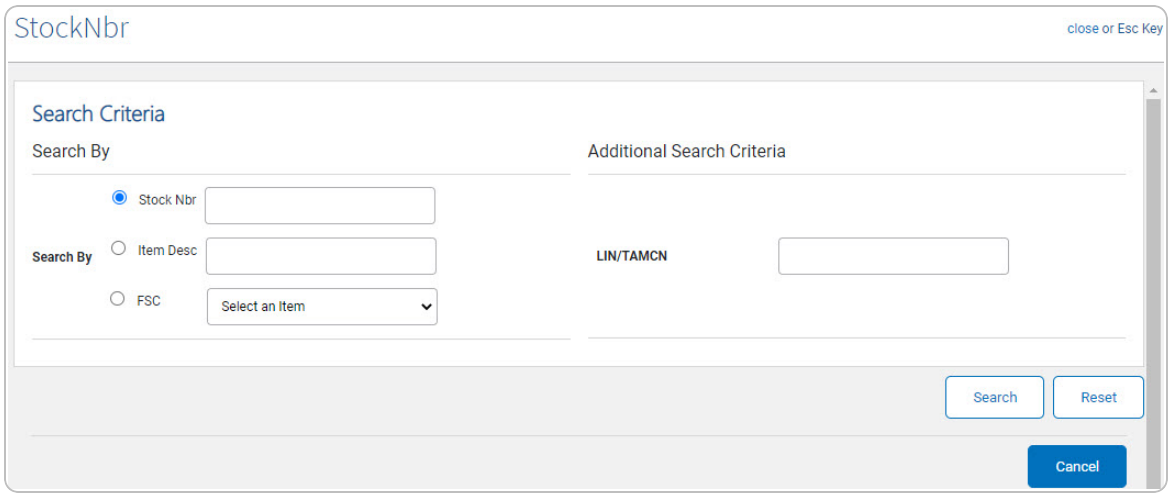
Click the following link to display ELMS Navigation Tips.

Browse for a Stock Nbr

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.*

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

1. Select . *The* ***Stock Nbr Browse*** *pop-up window appears.*



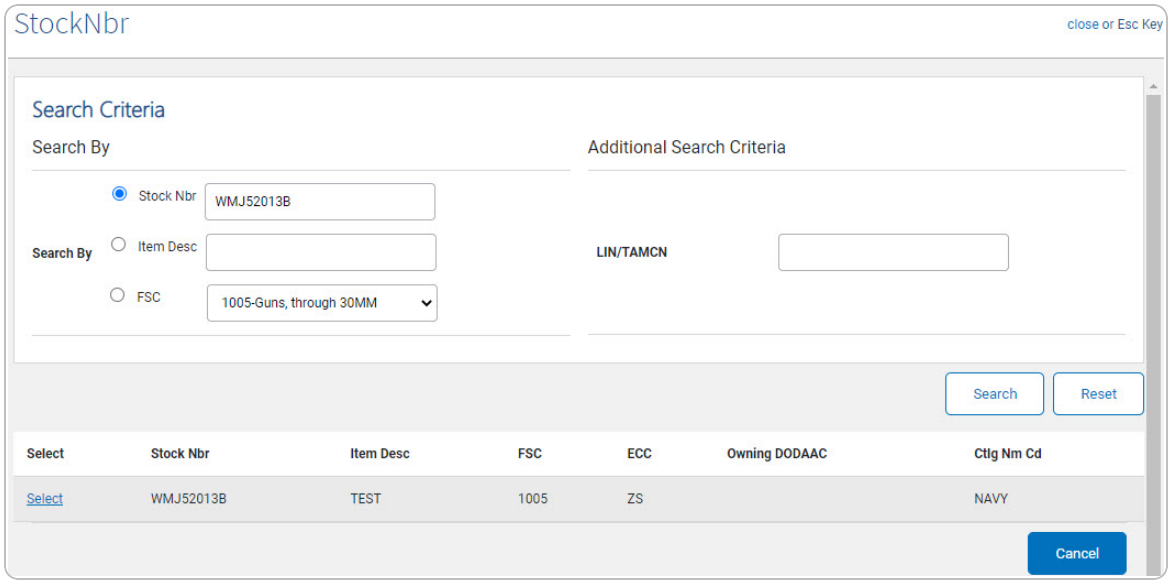
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

Note

Only choose one of the three options. Stock Nbr is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
128 - To perform search, Item Desc must be three positions.	Invalid Entry. The Item Desc field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Dispatch Rate

Browse for a Stock Number — Utilization

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
LIN/TAMCN
ECC

Util Measure Cd
Util Measure Desc
Util Meter

Procedures

ELMS Navigation Helpful Tips

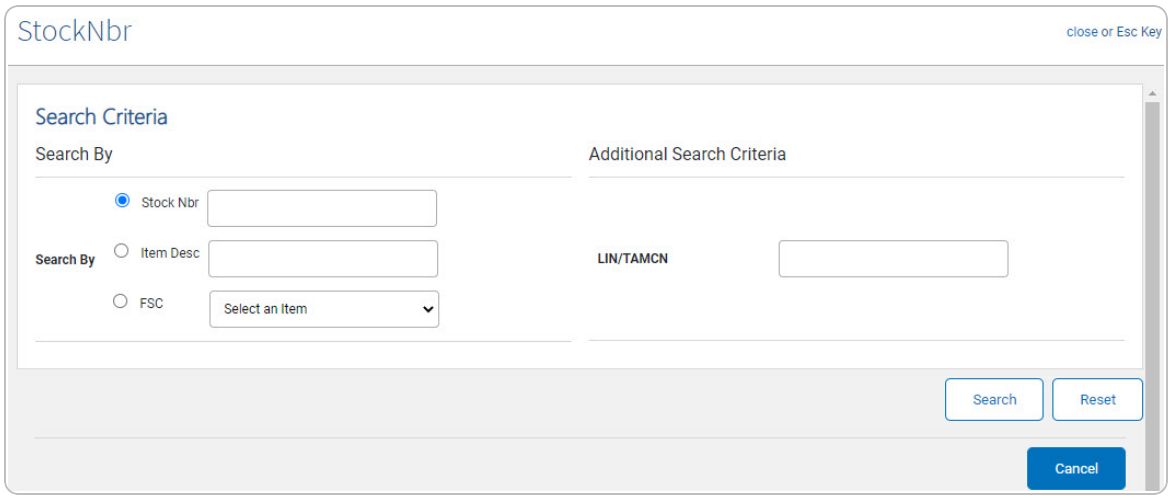
Click the following link to display ELMS Navigation Tips.

Browse for a Stock Nbr

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.*

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

1. Select . *The* ***Stock Nbr Browse*** *pop-up window appears.*



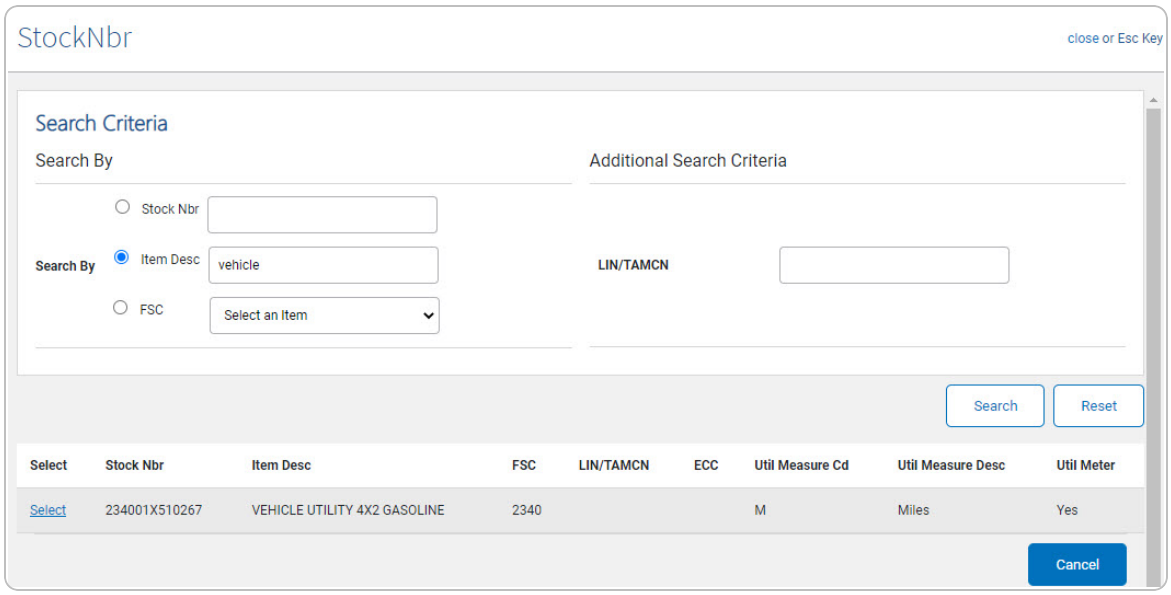
2. Select next to the desired Search By Criteria. *Depending upon what is chosen:*

Note

Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
128 - To perform search, Item Desc must be three positions.	Invalid Entry. The Item Desc field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Wrnty/Svc/Subscription — Asset Assoc

Browse for Stock Number — FSM

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > Stock Number Browse pop-up window

Page Fields

The following fields display on the **Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Search Criteria

Stock Number
LIN/TAMCN
Item Desc
FSC

Stock Number Results Grid

Stock Number
Item Description

Procedures

ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse 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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use to browse for the Stock Number entry. *The **Stock Number Browse** pop-up window displays.*

Stock Number Browse

Search Criteria

Stock Number

LIN/TAMCN

Item Desc

FSC 1005 - Guns, through 30MM

Reset Search

Search Results

	Stock Number	Item Description
Select	1005000032251	RIFLE,CALIBER .22
Select	1005000038646	LINK,CAM
Select	1005000100240	RIFLE,CALIBER .30
Select	1005000739399	TESTING STILL
Select	1005007265217	SHIM,TRUNNION BLOCK
Select	1005009193921	HOUSING ASSEMBLY GU
Select	1005011182640	PISTOL,9 MILLIMETER,SEMI-AUTOMATIC
Select	1005013197111	BARREL,AUTOMATIC GUN
Select	1005PDS192	MDFP

10 items per page

1 - 9 of 9 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use to select the FSC.
3. Select Search. *The results appear in the **Stock Number Results** grid.*
4. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan Detail - Parts

FSM

- Authorization Details
- Review Authorizations

Browse for a Technician

Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

Navigation

ELMS Modules > *Various Procedural Steps* > > Technician Browse pop-up window

Page Fields

The following fields display on the **Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Serial Nbr
Asset Id
Work Plan

Saved Information Grid

All
Select
Last Name
First Name
Assets Certs Missing

Procedures

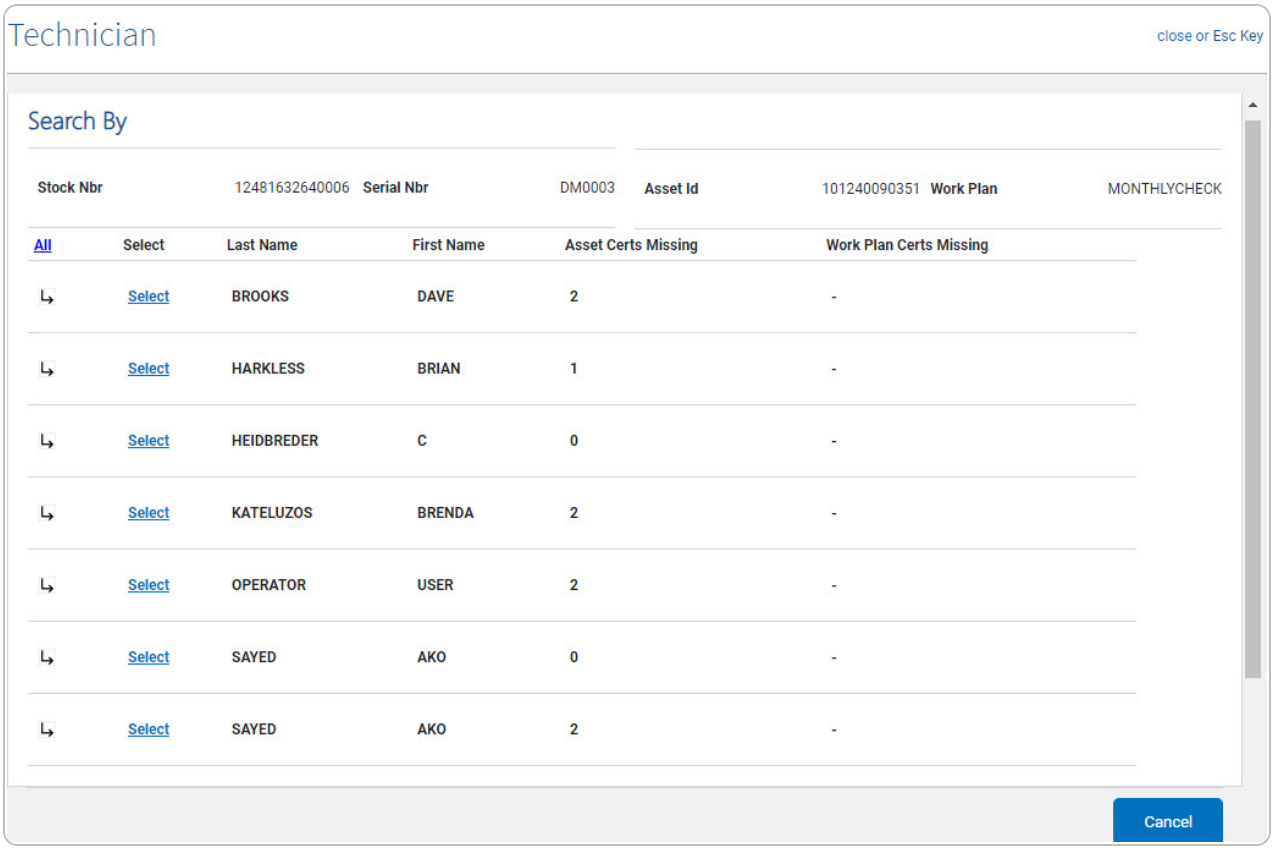
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Technician

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

1. Select . *The* ***Technician Browse*** *pop-up window appears.*



2. *Verify the* STOCK NBR.
3. *Verify the* SERIAL NBR.

4. *Verify the ASSET ID.*
5. *Verify the Work Plan.*
6. *Verify the Saved Information Grid of the desired Technician.*
   A. *Verify the Last Name.*
   B. *Verify the First Name.*
   C. *Verify the ASSET CERTS Missing.*
   D. *Verify the WORK PLAN CERTS Missing.*
7. Choose the Select hyperlink of the desired Technician. *The **Technician Browse** pop-up window closes and the selected name appears in the Primary Tech field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

Browse for the Type Designation

Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

Note

The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Type Designation Browse pop-up window

Page Fields

The following fields display on the **Type Designation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Type Designator
Acq Program
Type Dsg Group

Search Results Grid

Type Dsg

Type Dsg Group
Acq Program
Yrs Svc Life
Fdcry Deprn Method
Util Measure
Util Svc Life

Procedures

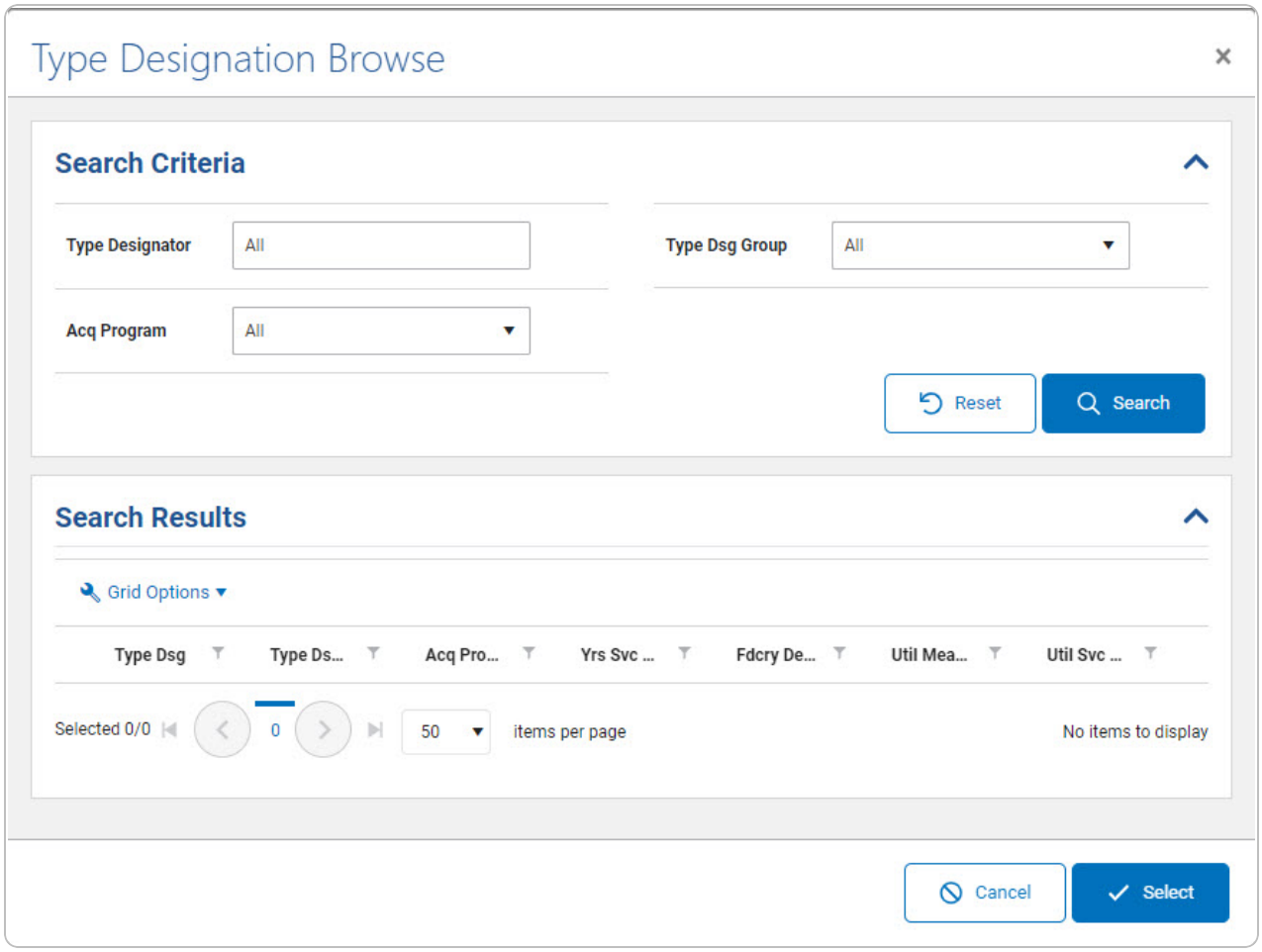
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

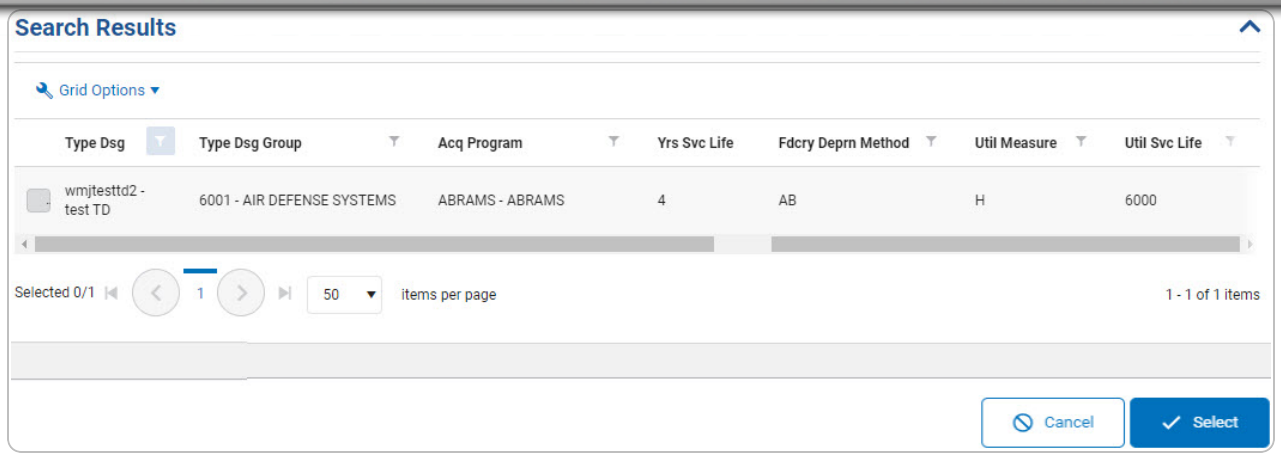
Browse for a Type Designation

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. Select . *The **Type Designation Browse** pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
   - Use to select the Acq Program.
   - Use to select the Type Dsg Group.
3. Select Search. *The results appear in the **Type Designation Search Results** grid.*



4. Click to select the Type Designation. *This highlights the desired row.*

5. Click Select. *The desired Type Designation appears in the TYPE DSG field in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
65 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria.	entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Stock Number

Browse for a Unit Identification Code (UIC)

Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC Search Criteria

Site Id
DoDAAC
Org Id
UIC
Major Command Code

UIC Results Grid

Select
UIC
Organization Id

Procedures

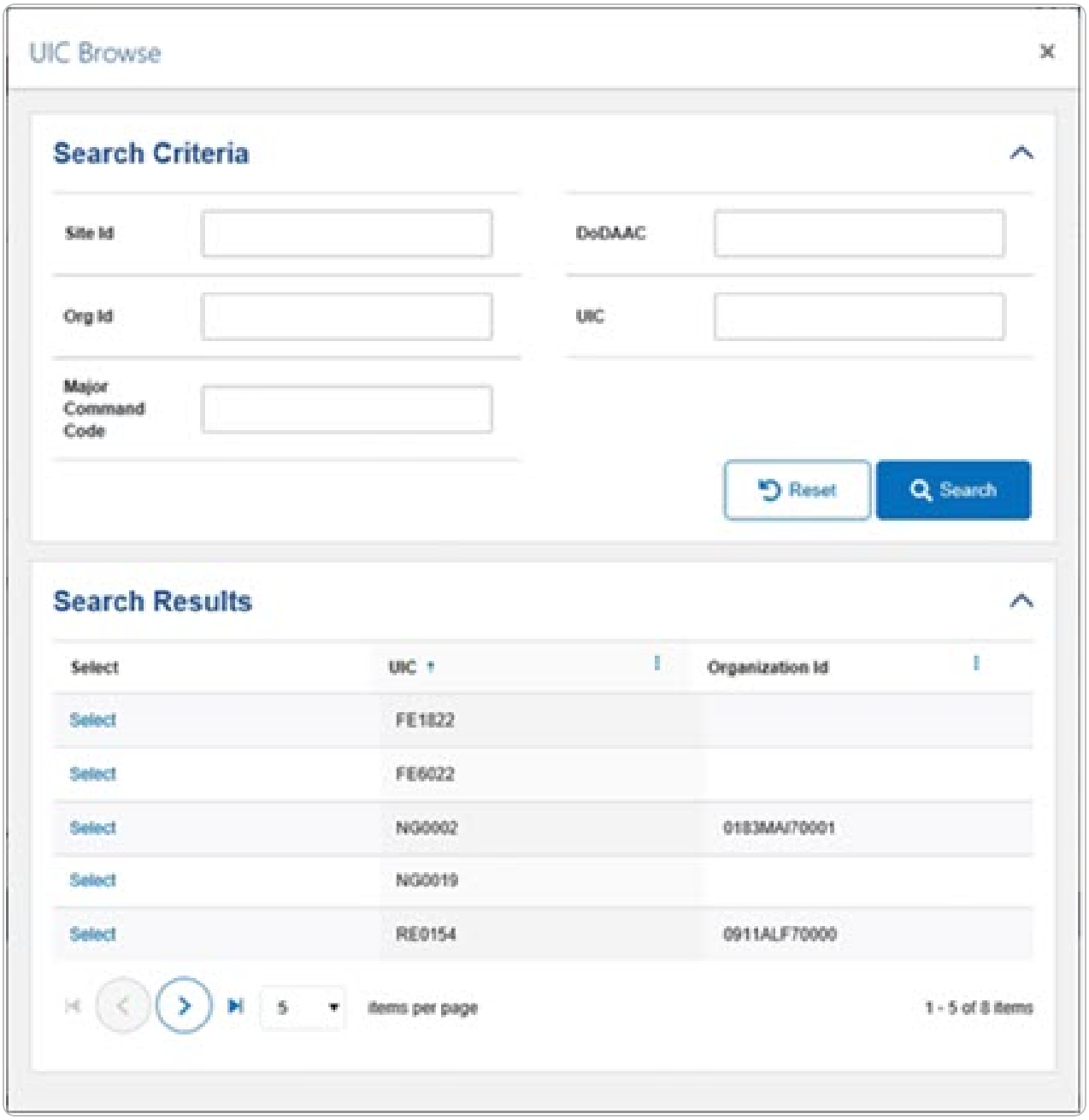
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a UIC

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. Select . *The **UIC Browse** pop-up window appears*.



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

- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*

3. Select Search. *The results appear in the **UIC Search Results** grid.*
4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization

Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

Navigation

ELMS Property Accountability Module > *Various Procedural Steps* > > UIC RP Installation Code Browse pop-up window

Page Fields

The following fields display on the **UIC RP Installation Code Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC RP Installation Code Search Criteria Grid

Component Code
Installation Code
Installation Name

UIC RP Installation Code Search Results Grid

Select
Installation Code
Component Code
Installation Name

Procedures

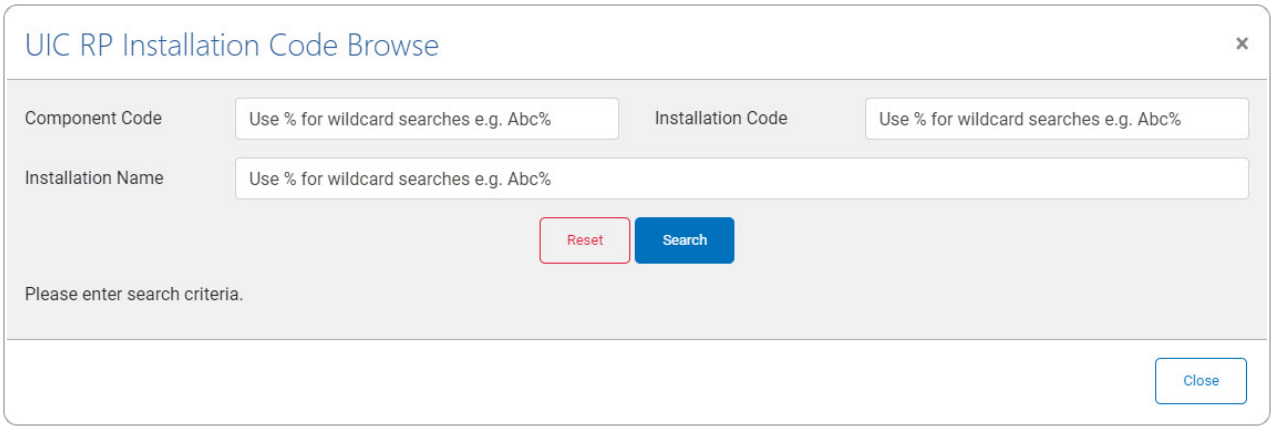
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

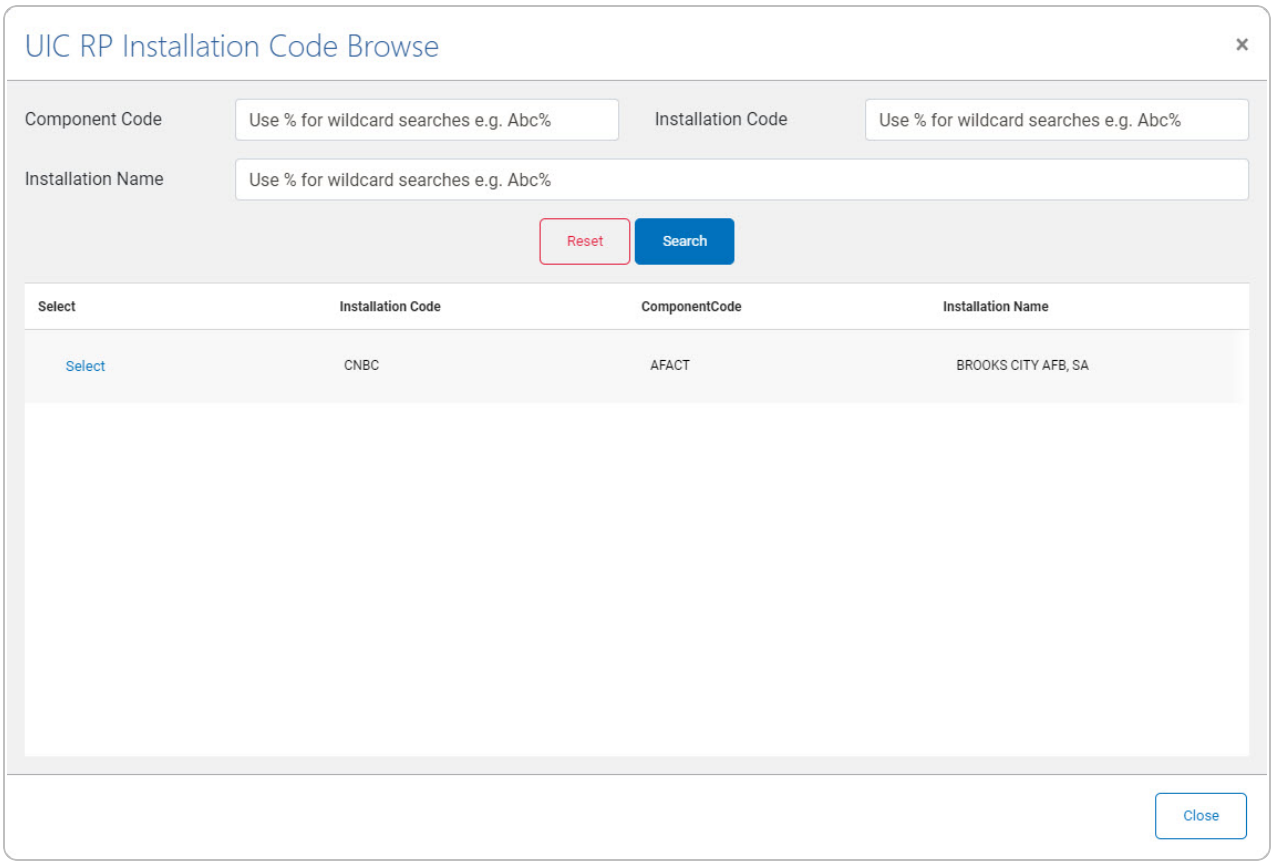
Browse for an Installation Code

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. Select . *The* ***UIC RP Installation Code Browse*** *pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
   - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
3. Select Search. *The results appear in the* ***Search Results*** *grid.*



4. Choose the Select hyperlink next to the desired Installation Code. *The pop-up window closes and the selected code appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC

Browse for a Warehouse Stock Number

Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

Navigation

ELMS M&U Module > *Various Procedural Steps* > > Warehouse Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Warehouse Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC

LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

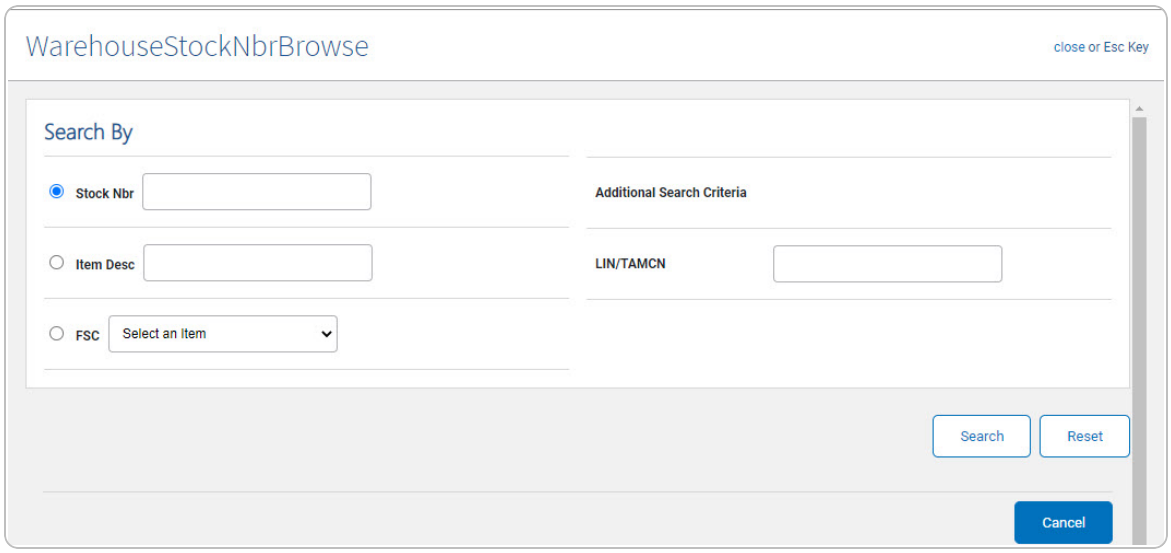
Click the following link to display M&U Navigation Tips.

Browse for a Warehouse Stock Number

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.*

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

1. Select . *The* ***Warehouse Stock Nbr Browse*** *pop-up window appears.*



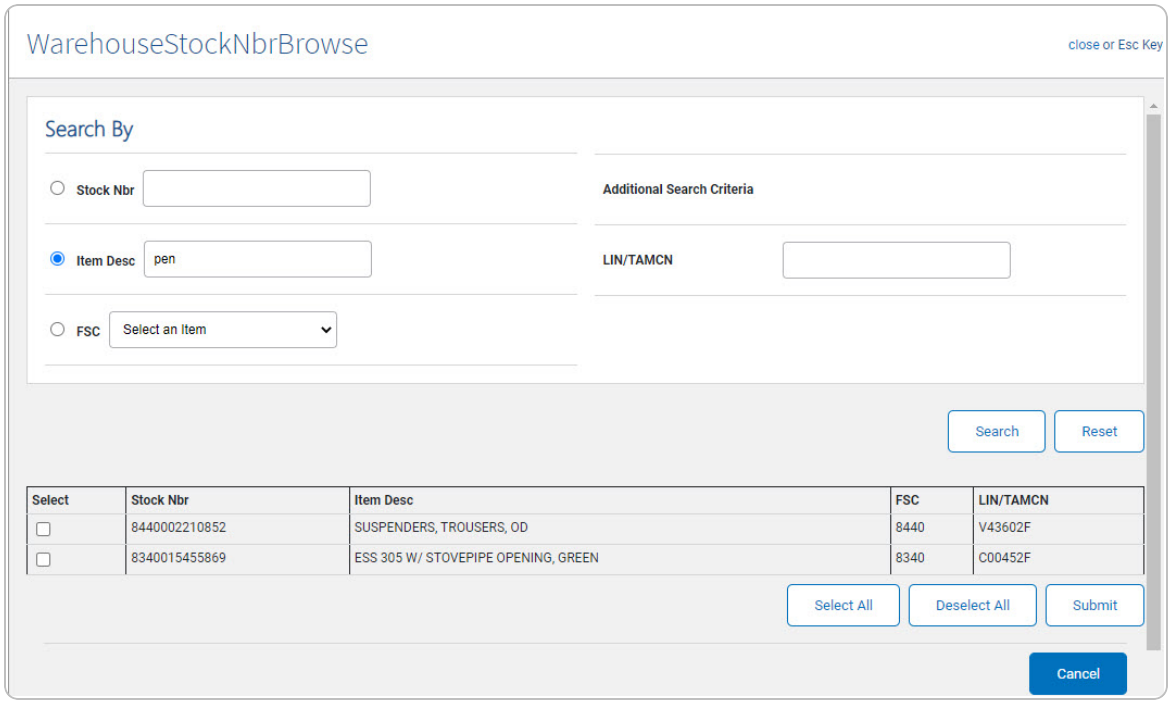
2. Select next to the desired Search By Criteria. *Depending upon what is chosen:*

Note

Only choose one of the three options. Stock Nbr is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the Warehouse STOCK NBR Grid below.*



5. Select ☐ next to the desired STOCK NBR.
6. Select Submit. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *LIN/TAMCN*.	
128 - To perform search, Item Desc must be three positions.	Invalid Entry. The Item Desc field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association

Browse for a Work Order

Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > *Various Procedural Steps* > > Work Order Browse pop-up window

Page Fields

The following fields display on the **Work Order Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order — Search By Grid

Work Order Id
Status Cd
Priority Cd
Estbd Dt From
Estbd Dt To
Asset Id
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Doc Nbr

Search Results Grid

Select
Work Order Id
Estbd Dt
Work Order Desc
Work Order Status
Work Order State
Priority Cd
Asset Id
Serial Nbr
Secondary Serial Number
UII
Item Desc
Doc Nbr

Procedures

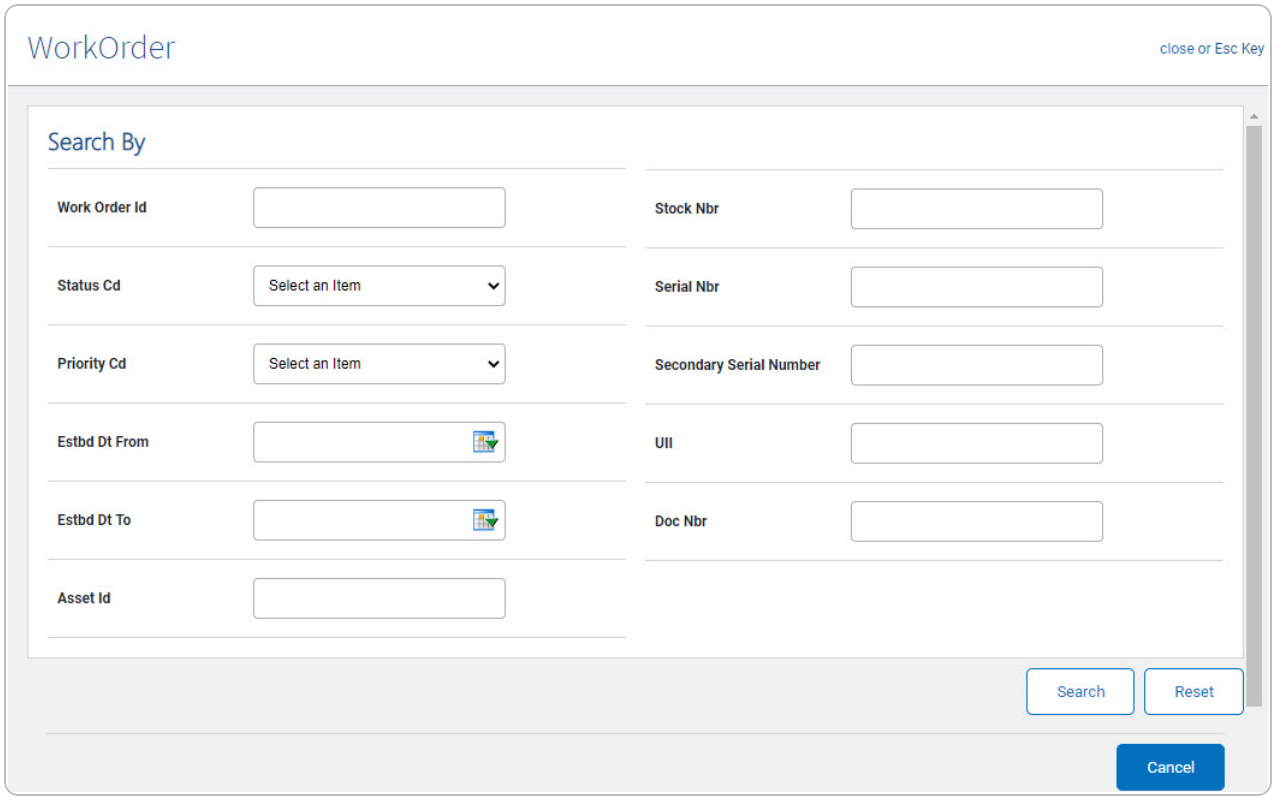
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Work Order

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. Select . *The **Work Order** pop-up window appears*.



Note

The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.

WorkOrderId

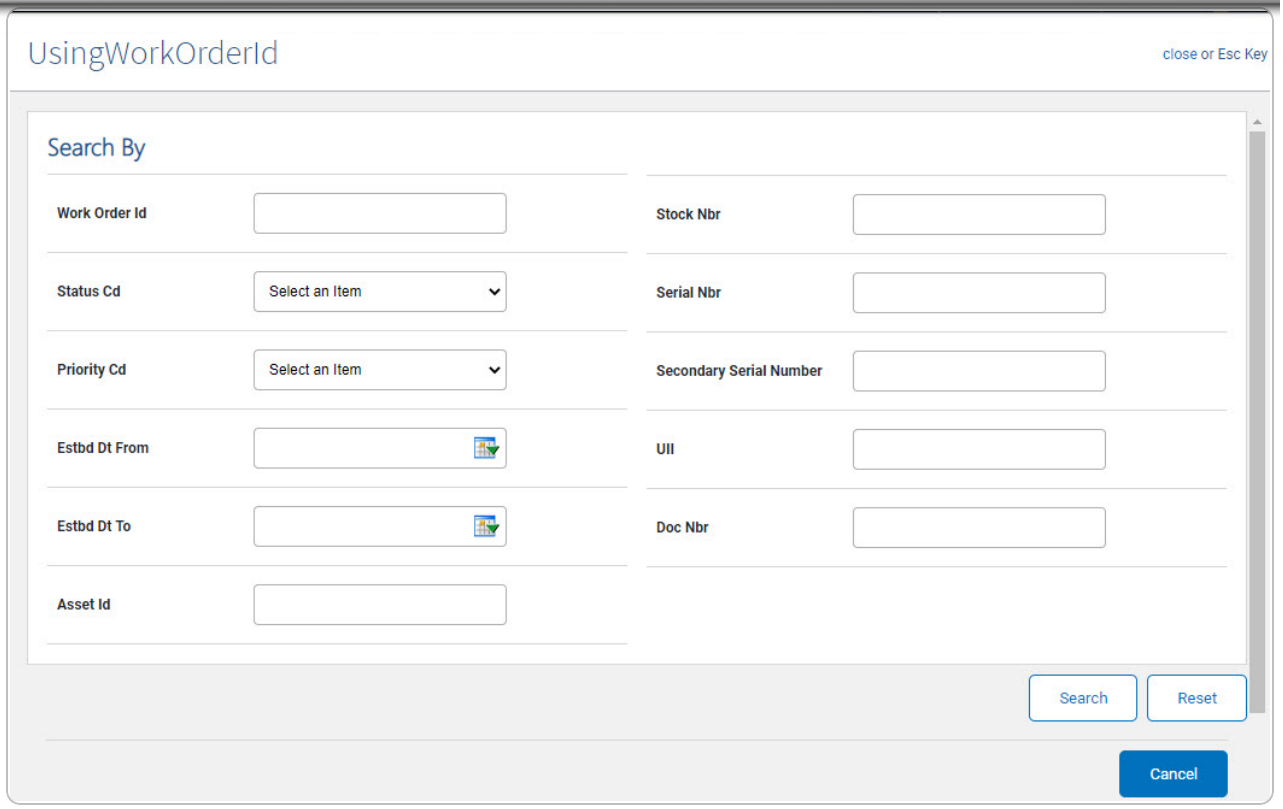
close or Esc Key

Search By

Work Order Id		Stock Nbr	
Status Cd	Select an Item	Serial Nbr	
Priority Cd	Select an Item	Secondary Serial Number	
Estbd Dt From		UII	
Estbd Dt To		Doc Nbr	
Asset Id			

Search Reset

Cancel



2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:.
   - Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
   - Use ⌄ to select the Status Cd.
   - Use ⌄ to select the Priority Cd.
   - Use to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.
   - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
   - Enter the STOCK NBR. *This is a 15 alphanumeric character field.*
   - Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
   - Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*

- Enter the UII. *This is a 50 alphanumeric character field.*
- Enter the DOC NBR. *This is a 14 alphanumeric character field.*

3. Select Search. *The results appear in the* ***Work Plan Search Results*** *grid.*

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
Select	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	2019091800005	9/18/2019		O-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	

Cancel

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
XXX — ESTBD DT FROM Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.

XXX — ESTBD DT TO Date cannot be < Current Date.	Invalid Date Entry. The Current Date cannot occur after the ESTBD DT TO Date. Re—enter the date.
408 — ASSET ID cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
682 — Invalid UII format. POS 1 — 50 must be alphanumeric with POS 1 — 6	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

mandatory.	
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.
94 — Select a record(s) to continue.	Missing Entry. [Continue] was clicked without any records selected. Click ☐ to select a record, then select [Continue].
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

Related Topics

Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Work Plan Browse pop-up window

Page Fields

The following fields display on the **Work Plan Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Plan Type Cd
Plan Name
Plan Selection

Search Results Grid

Select
Plan Id
Plan Type Cd
Plan Name
Plan Description
Activity Name

Procedures

ELMS Navigation Helpful Tips

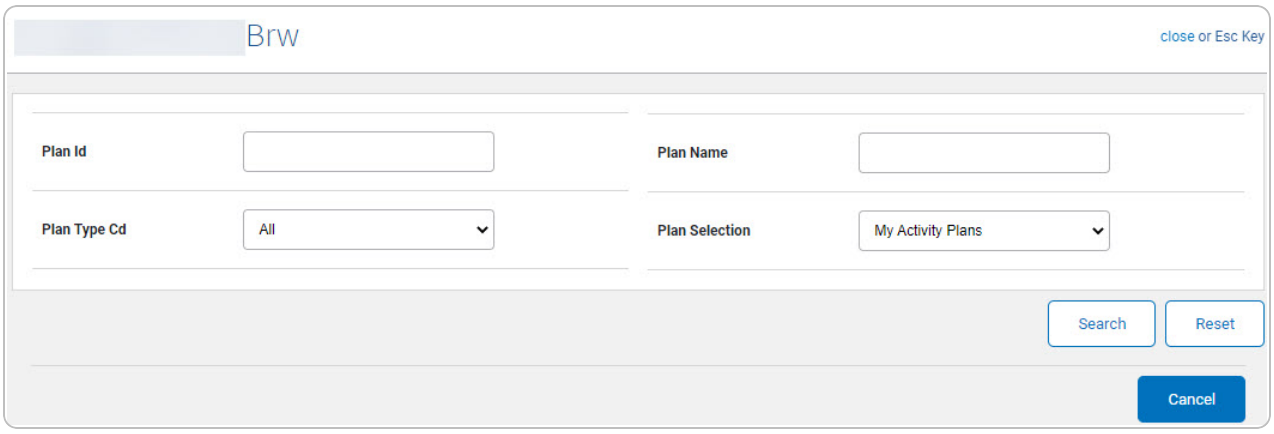
Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan

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.*

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

1. Select . *The* ***Work Plan Browse*** *pop-up window appears*.



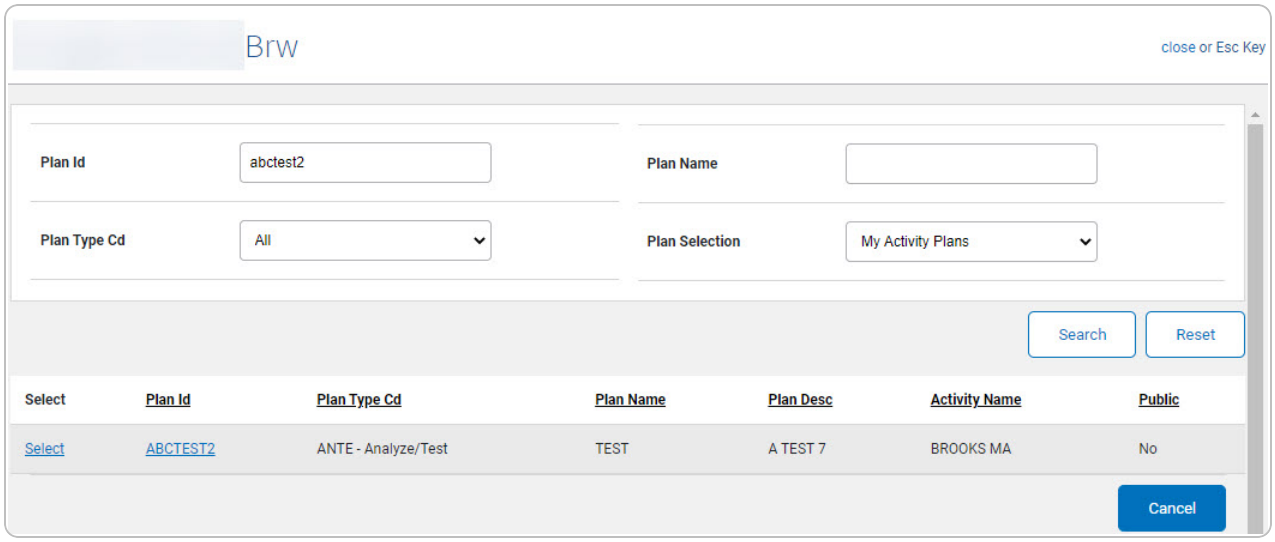
Note

This process is also used for Using Work Plan ID Browse.

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the PLAN ID *This is a 50 alphanumeric character field.*
   - Use to select the Plan Type Cd.

- Enter the Plan Name *This is a 50 alphanumeric character field.*
- Use ⌄ to select the Plan Selection.

3. Select Search. *The results appear in the* ***Work Plan Browse Search Results*** *grid.*



4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan

Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

ELMS Modules > *Various Procedural Steps* > + Add > Select Work Plans pop-up window

Page Fields

The following fields display on the **Select Work Plans** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Plan Type Cd
Plan Name
Maintenance Activity
Central Work Plan
Plan Selection

Search Results Grid

All
Plan Id
Plan Type

Plan Name
Plan Description
Maint Activity
Public
Central Work Plan

Procedures

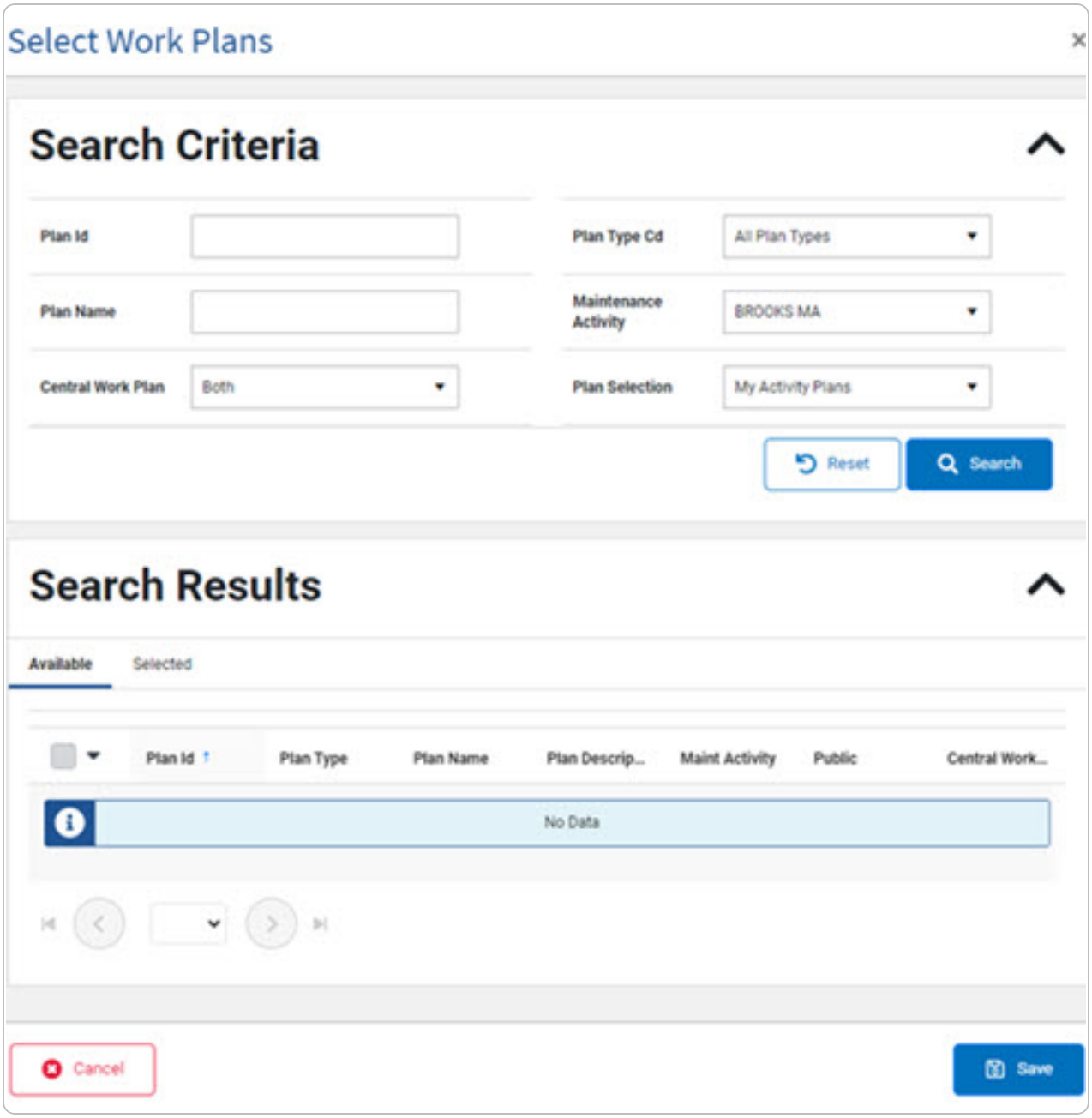
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan Identifier

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.*

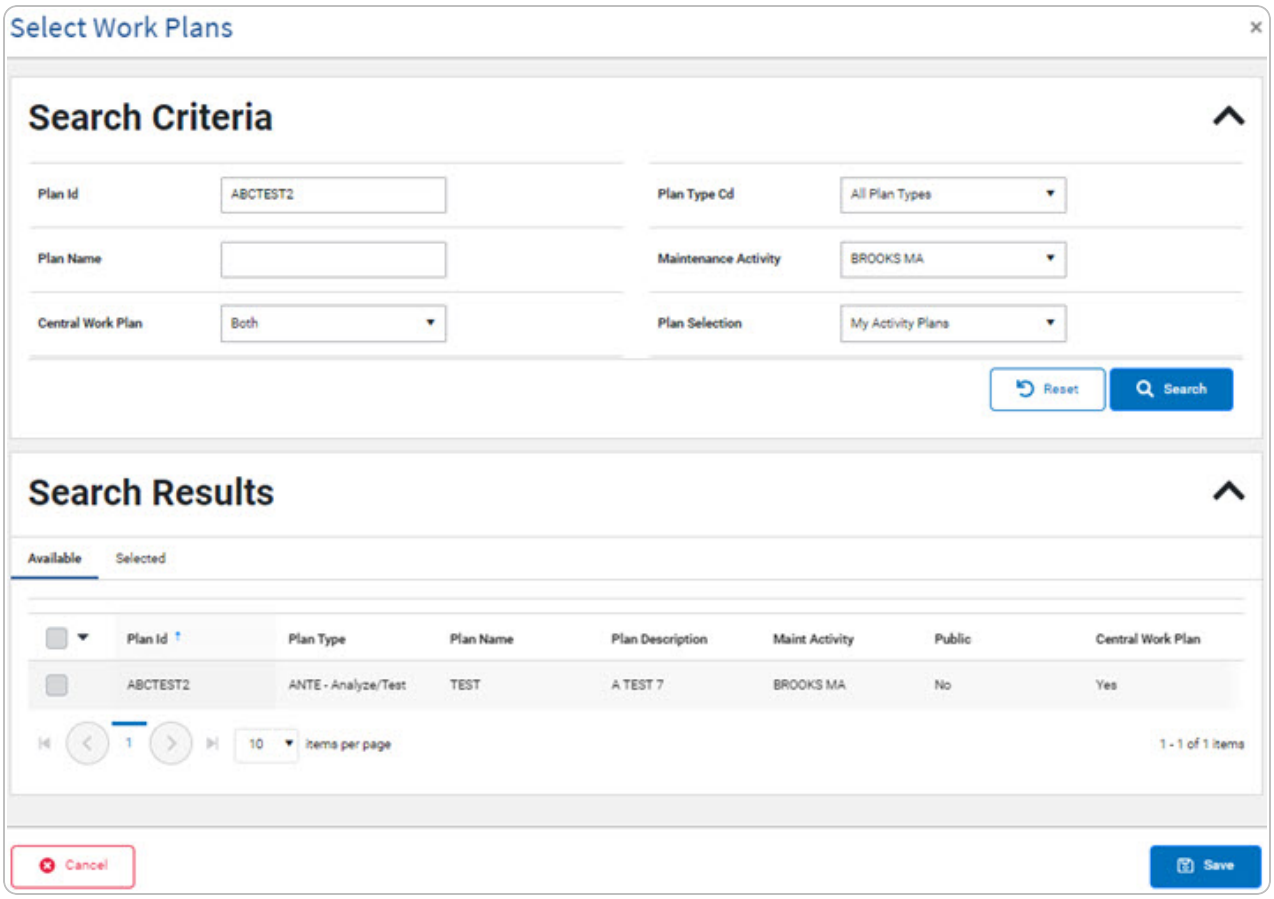
1. Select + Add. *The **Select Work Plans** pop-up window appears*.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- Enter the PLAN ID. *This is a 50 alphanumeric character field.*
- Enter the Plan Name. *This is a 50 alphanumeric character field.*
- Use ▾ to select the Central Work Plan.
- Use ▾ to select the Plan Type Cd.
- Use ▾ to select the Maintenance Activity.
- Use ▾ to select the Plan Selection.

3. Select Search. *The results appear in the* ***Work PLAN ID Search Results*** *grid under the Available tab.*

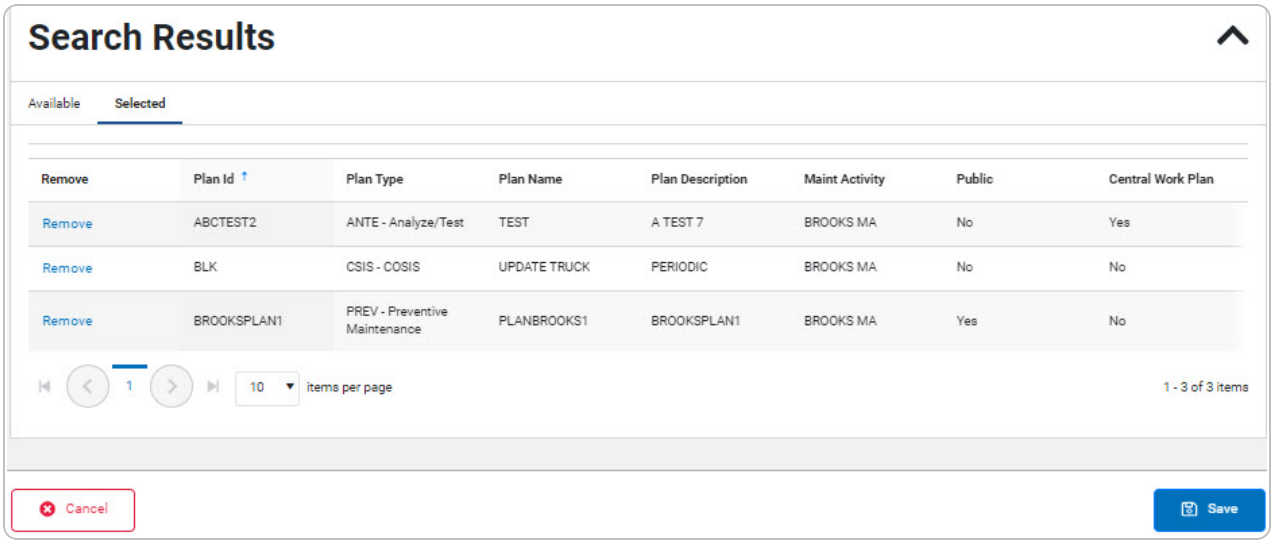


4. Click ☐ to select the PLAN ID.

5. Select Save. *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

OR

Select the Selected tab to view and remove the checked Work Plan Identifiers.



A. Select the Remove hyperlink. *The selected Work Plan Identifier is removed from the grid.*

B. Select Save. *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

M&U

- Schedule Preventive Maintenance

Accessibility

The pages on the Enterprise Logistics Management System (ELMS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

> The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
>
> At any time, the USG may inspect and seize data stored on this IS.
>
> Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
>
> This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.
>
> Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.
> Such communications and work product are private and confidential.
> See User Agreement for details.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations. All links are provided consistent with the Mission of the Enterprise Logistics Management System (ELMS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

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