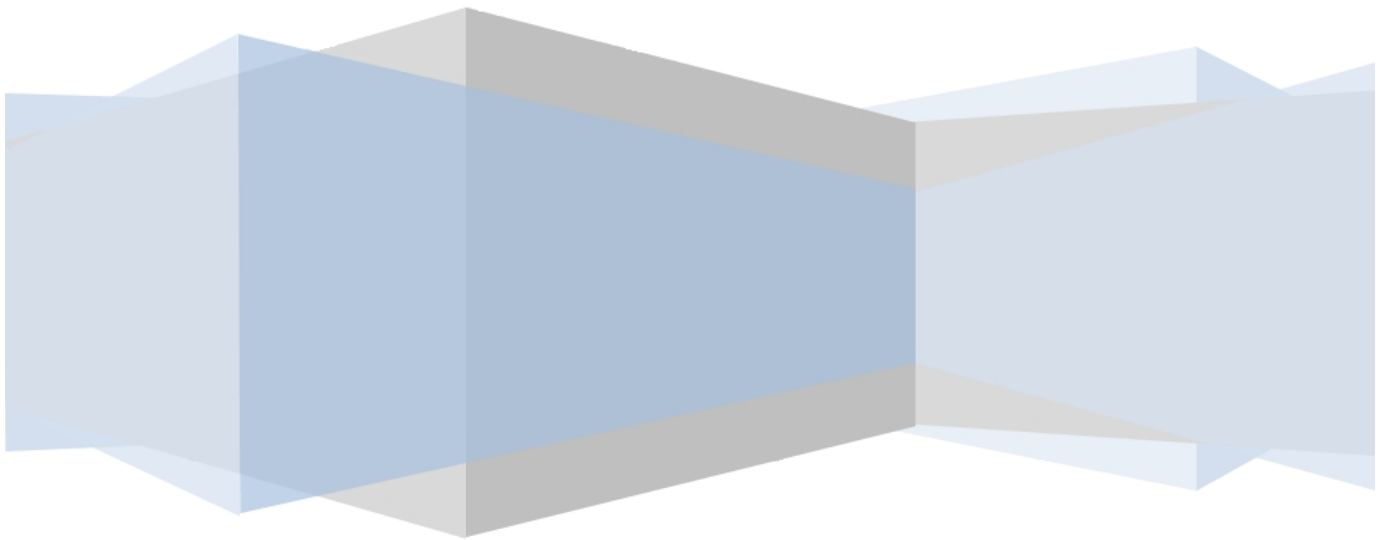




Small Arms / Light Weapons Registry Management

Enterprise Logistics Management System



Printed Manual

Version 30 Jul 2026





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 DoD Agencies and Military Services and non-DoD Agencies.

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 >



[View DPAS Help](#)

Instructions

Select "Refresh" button to refresh search results.

[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 30 Jul 2026





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 DoD Agencies and Military Services and non-DoD Agencies.

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.

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
 - Account Reconciliation
- Inquiries





- Registry Asset History
- Registry Account History
- In-Transit Management
- DLMS Transactions
- Report Manager
 - View Reports

Registry User

Registry is role-based, similar to all other ELMS modules. 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 >



>

[View DPAS Help](#)

Instructions

Select "Refresh" button to refresh search results.

[View DPAS Help](#)

Blue Menu Bar

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

The items on the left side are:

-  —
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.*



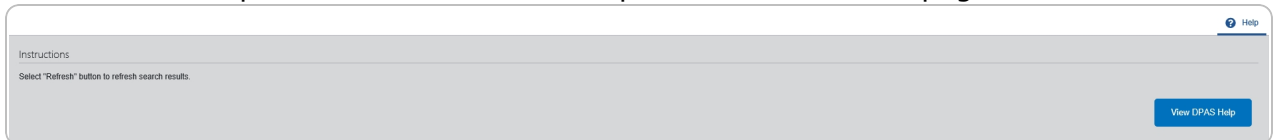


Instructions

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

View the Instructions

- Select . 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 . *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  to perform the search, or select  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 —**



Shows the overall Results Grid buttons.





Help Reference Guide

- **Column Header —**

☐	Stock Number ↑ ▾	Item Description ▾	Readiness Code ▾	UTC ▾	Justification ▾	Match Qty ▾	FReq Qty ▾	FAuth Qty ▾	Unit Edit
--------------------------	------------------	--------------------	------------------	-------	-----------------	-------------	------------	-------------	-----------

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

- **Individual Records —**

☐	5280000888555	GAGE SET	A			Off	20	30	On
--------------------------	---------------	----------	---	--	--	-----	----	----	----

Shows the rows of data in the Results Grid.

- **Bottom Scroll —**

⏪ ⏩ 1 2 3 4 5 ⏪ ⏩ 10 ▾ items per page 1 - 10 of 43 items

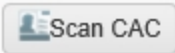




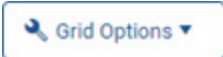
Standard Buttons

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

Search Criteria

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

Results Grid

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

Individual Records

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





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

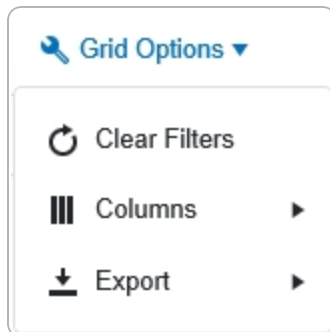
This page describes the features of the Grid Options within the Results Grid in the Small Arms / Light Weapons Registry Management module.

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.





Grid Options ▾

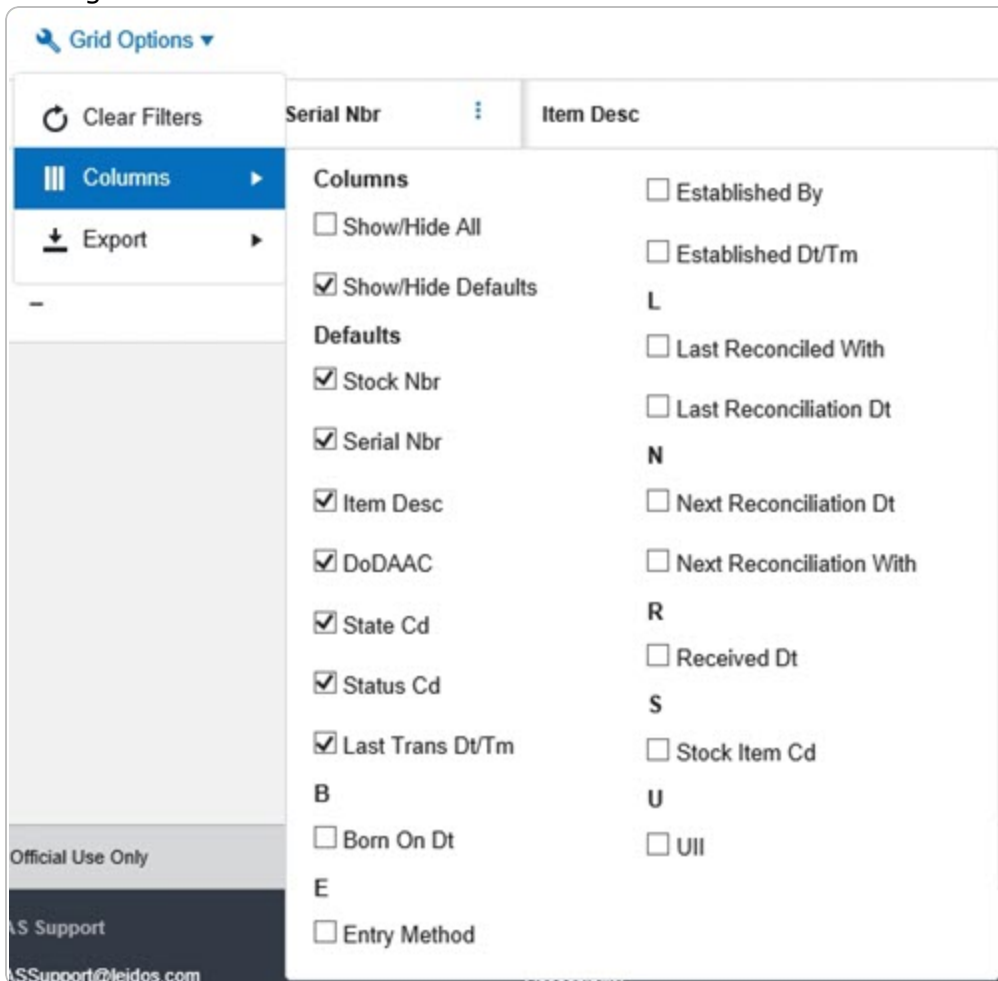
Clear Filters

Columns ▶

Export ▶

Columns

Changes what columns are viewed in the Results Grid.



The screenshot shows the 'Grid Options' menu with the 'Columns' option selected. The 'Columns' sub-menu is open, displaying a list of columns that can be shown or hidden. The columns are organized into sections: 'Columns', 'Defaults', 'B', 'E', 'L', 'N', 'R', 'S', 'U', and 'UII'. Each column has a checkbox next to it, indicating whether it is currently visible.

Section	Column Name	Visible (Checkbox)
Columns	Show/Hide All	☐
	Show/Hide Defaults	☒
Defaults	Stock Nbr	☒
	Serial Nbr	☒
	Item Desc	☒
	DoDAAC	☒
B	State Cd	☒
	Status Cd	☒
	Last Trans Dt/Tm	☒
	Born On Dt	☐
E	Entry Method	☐
	Established By	☐
L	Established Dt/Tm	☐
	Last Reconciled With	☐
N	Last Reconciliation Dt	☐
	Next Reconciliation Dt	☐
R	Next Reconciliation With	☐
	Received Dt	☐
S	Stock Item Cd	☐
	UII	☐

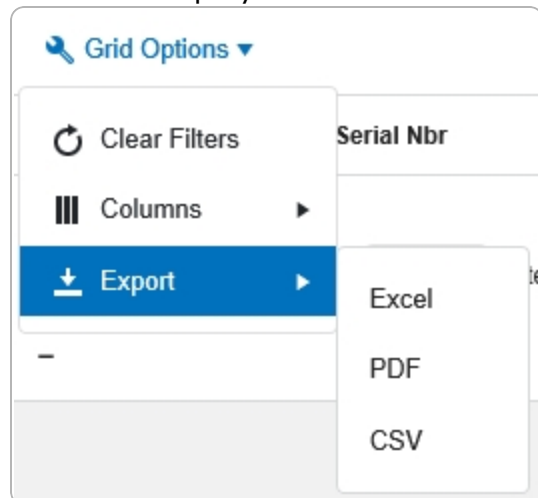
Official Use Only
S Support
SSupport@leidos.com





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.

Search Criteria Grid

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





Help Reference Guide

Search Criteria

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

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

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





Help Reference Guide

Search Results [Add Asset](#)

[Grid Options](#)

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

10 items per page 1 - 10 of 11 items

Add a Registry Asset

Select [Add Asset](#). The **Add a Registry Asset** page appears.

Update a Registry Asset

- Select the desired record.
- 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
-------	----------





Help Reference Guide

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.

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.

Missing Entry. Enter the appropriate information in the desired field. .

44 — Input date must be

Invalid Date Entry. The system date (Today's





Help Reference Guide

<= 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 NBR SERIAL 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.

Add Registry Asset Grid

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





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

Add Registry Asset

* Receipt Method

Product Registration

* Stock Nbr

* Stock Item Code

NSN

* Serial Nbr

Ull

* Gaining DoDAAC

State

Active

Status

Active

* Received Dt

6/19/2020

Born On Dt

6/19/2020 2:48 PM

File Attachment

Select files...

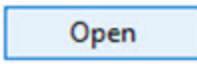
Add/Edit Remarks

Add Asset

Close





2. Use  to select the Receipt Method.
3. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
4. Use  to select the Stock Item Code.
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the 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 . *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 256 alphanumeric character field.*
14. Select . *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
-------	----------





Help Reference Guide

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.

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.

Missing Entry. Enter the appropriate information in the desired field. .

44 — Input date must be

Invalid Date Entry. The system date (Today's





Help Reference Guide

<= 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 NBR SERIAL 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 >  > 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.

Details Tab

Registry Asset Details

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



Remarks
History Remarks
File Attachment





Procedures

ELMS Navigation Helpful Tips



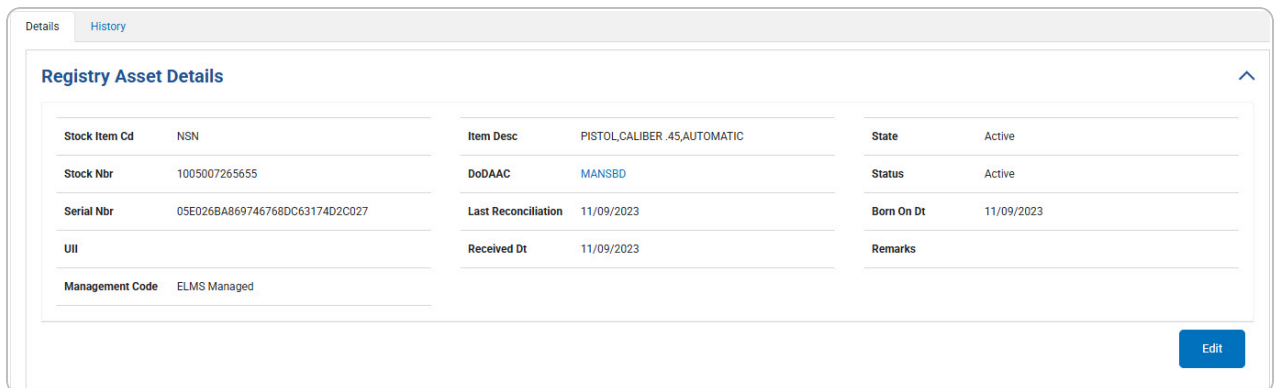
Click the following link to display Registry Navigation Tips.

Update a Registry Asset

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

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

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



The screenshot shows the 'Registry Asset Details' page with the 'Details' tab selected. The page contains several fields organized into three columns:

Registry Asset Details					
Stock Item Cd	NSN	Item Desc	PISTOL,CALIBER .45,AUTOMATIC	State	Active
Stock Nbr	1005007265655	DoDAAC	MANSBD	Status	Active
Serial Nbr	05E026BA869746768DC63174D2C027	Last Reconciliation	11/09/2023	Born On Dt	11/09/2023
UII		Received Dt	11/09/2023	Remarks	
Management Code	ELMS Managed				

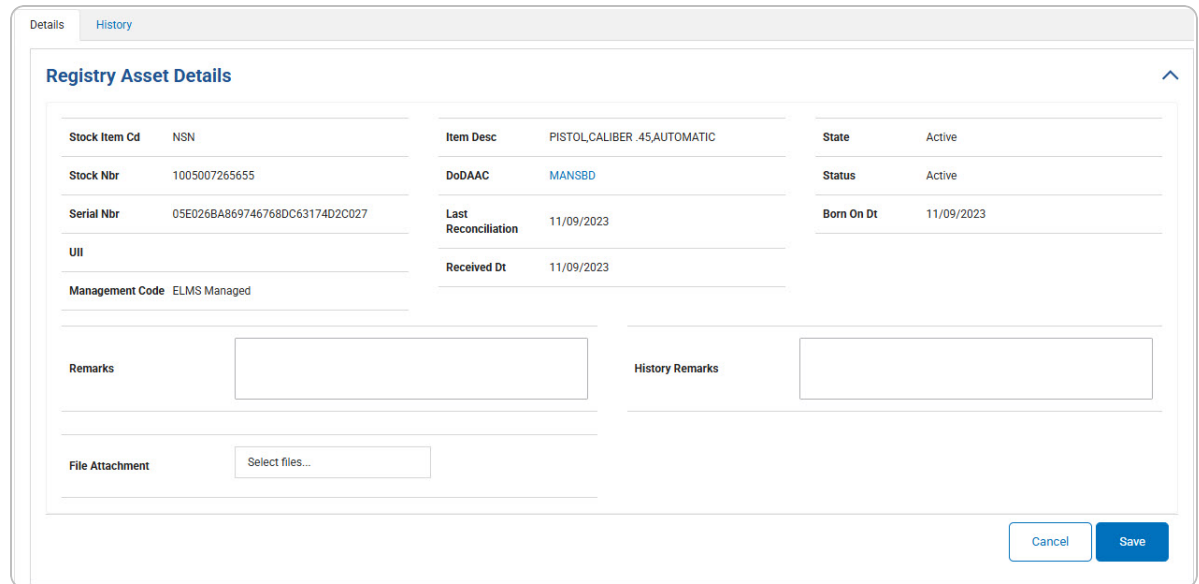
An 'Edit' button is located at the bottom right of the form.

- A. Verify the **STOCK ITEM CD**.
- B. Verify the **STOCK NBR**.
- C. Verify the **SERIAL NBR**.
- D. Verify the **UII**.
- E. Verify the **Management Code**.
- F. Verify the **ITEM DESC**.
- G. Verify the **DoDAAC**.
- H. Verify the **Last Reconciliation**.
- I. Verify the **Received DT**.
- J. Verify the **State**.
- K. Verify the **Status**.





- L. Verify the Born On DT.
- M. Verify the Remarks.
- N. Select . Three editable fields appear.

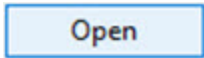


Details History

Registry Asset Details

Stock Item Cd	NSN	Item Desc	PISTOL,CALIBER .45,AUTOMATIC	State	Active
Stock Nbr	1005007265655	DoDAAC	MANSBD	Status	Active
Serial Nbr	05E026BA869746768DC63174D2C027	Last Reconciliation	11/09/2023	Born On Dt	11/09/2023
UII		Received Dt	11/09/2023		
Management Code	ELMS Managed				
Remarks			History Remarks		
File Attachment	Select files...				

Cancel Save

- O. 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 . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Attachment field.
- P. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*
- Q. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- R. Select . 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.

Registry Asset Details

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

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



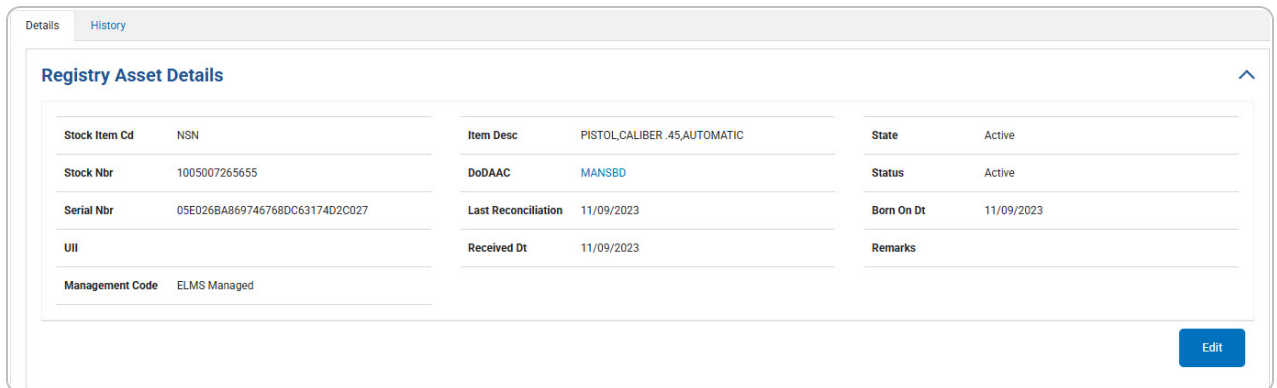
Click the following link to display Registry Navigation Tips.

View the Details of a Registry Asset

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

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

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



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

Stock Item Cd	NSN	Item Desc	PISTOL,CALIBER .45,AUTOMATIC	State	Active
Stock Nbr	1005007265655	DoDAAC	MANSBD	Status	Active
Serial Nbr	05E026BA869746768DC63174D2C027	Last Reconciliation	11/09/2023	Born On Dt	11/09/2023
UII		Received Dt	11/09/2023	Remarks	
Management Code	ELMS Managed				

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

- A. Verify the STOCK ITEM CD.
- B. Verify the STOCK NBR.
- C. Verify the SERIAL NBR.
- D. Verify the UII.





Help Reference Guide

- E. *Verify the Management Code.*
- F. *Verify the ITEM DESC.*
- G. *Verify the DoDAAC.*
- H. *Verify the Last Reconciliation.*
- I. *Verify the Received DT.*
- J. *Verify the State.*
- K. *Verify the Status.*
- L. *Verify the Born On DT.*
- M. *Verify the Remarks.*
- N. View the information in the Shipment Information grid.

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

Grid Options

1 10 items per page

1 - 2 of 2 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
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.

Search Criteria Grid

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

Registry Asset History Results Grid

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  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.*





Details History

Search Criteria

Doc Nbr

Event Type

Event Dt From

State

Status

Event Dt To

Reset Search

- 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 State.
- Use to select the Status.
- Use to select the Event DT To, or enter the date (MM/DD/YYYY) in the field provided.





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

Registry Asset History

Grid Options ▼

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

10 items per page 1 - 4 of 4 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

- 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.

Search Criteria Grid

DoDAAC
UIC
Account Description

Search Results Grid

DoDAAC
UIC
Account Description

Optional

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

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

Search Criteria

DoDAAC

Account Description

UIC

Reset

Search

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





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

Search Results





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



10
items per page

1 - 5 of 5 items

Add an Account

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

Update an Account

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





Delete an Account

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

Add Registry Account Grid

DoDAAC *
UIC
Description *
Add / Edit Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

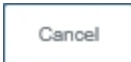
Procedures

ELMS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Add a Registry Account

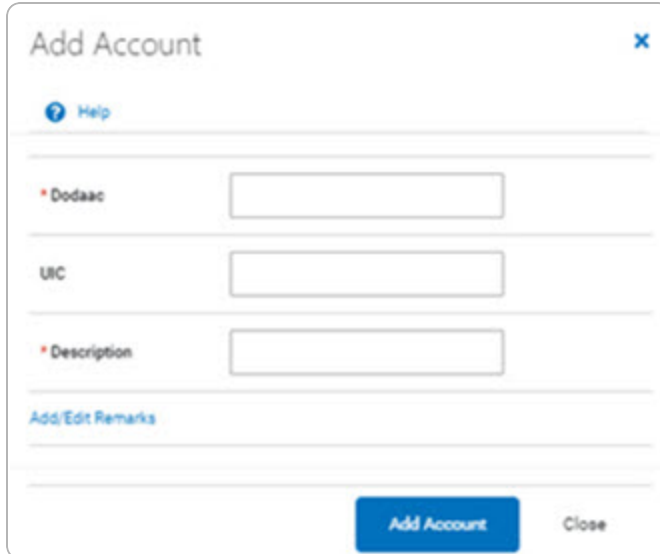
Selecting either  or  at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.





Help Reference Guide

1. Select . 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 256 alphanumeric character field.*
6. Select . 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 sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following





**ported special character(s)
\$, — , / , # , & , comma,
period, and space, and max
length of 256.**

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



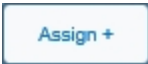


Assign a Registry Account Serialization Officer

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 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.

Assign Serialization Officer Grid

User Id
First Name
Last Name
Phone
Email

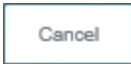
Procedures

ELMS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

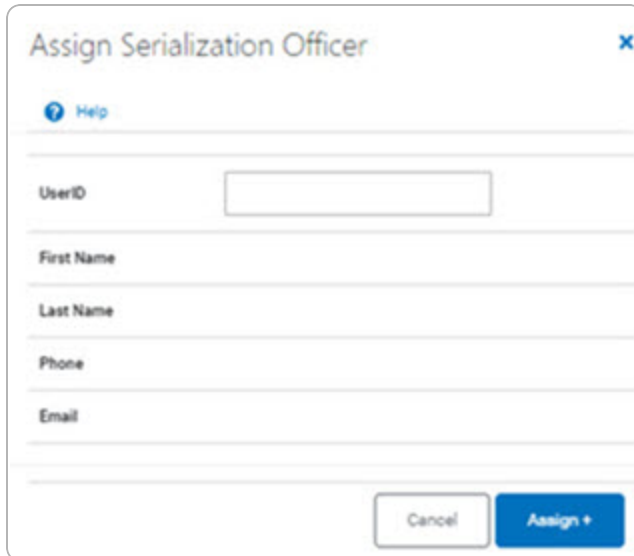
Assign a Serialization Officer

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





1. Select . 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 . 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.

Details Update Grid

DoDAAC *
UIC
Account Description *
Reconciliation State
Last Reconciliation Dt/Tm
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.

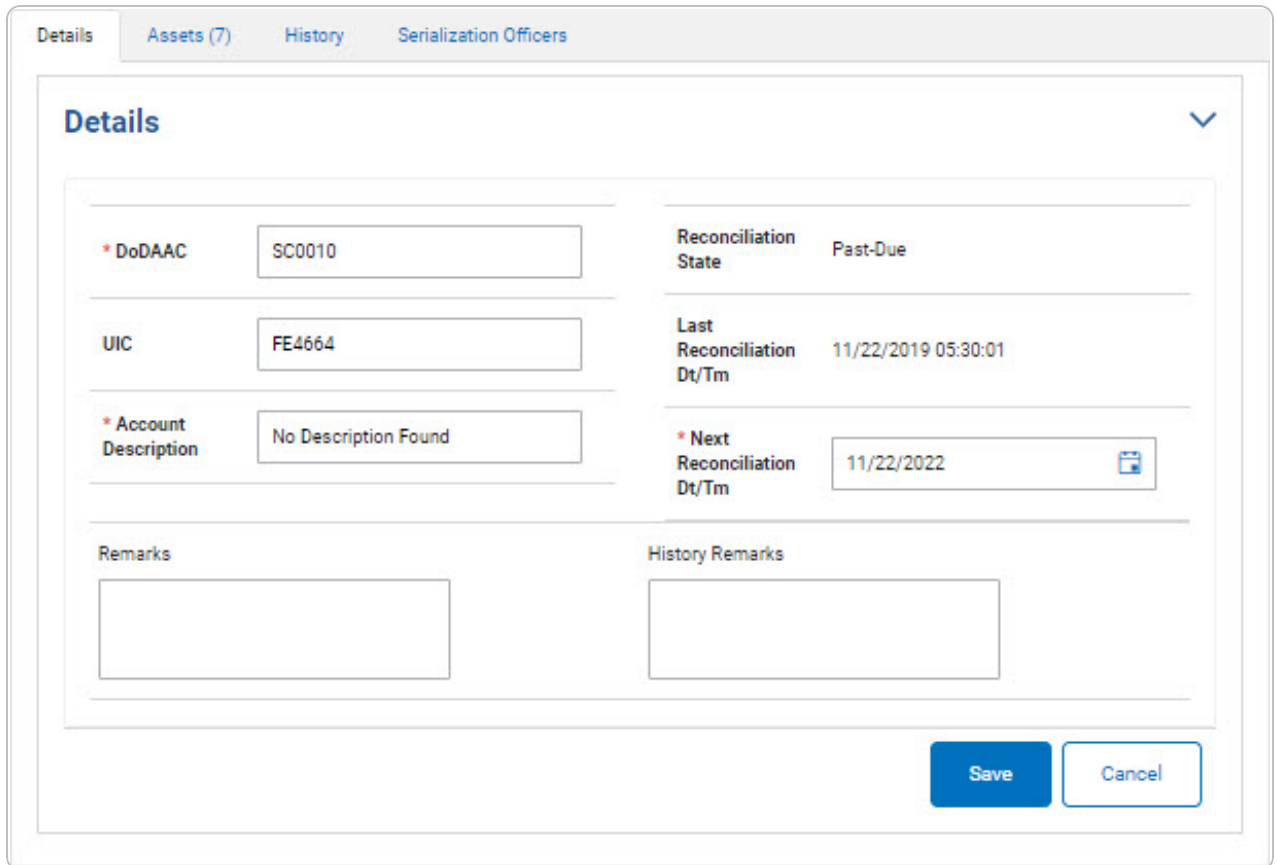




Update a Registry Account

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. Update the UIC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- C. Update the Account Description, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
- D. *Verify the Reconciliation State.*
- E. *Verify the Last Reconciliation Dt/Tm.*





- 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 256 alphanumeric character field.*
- H. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
2. Select . *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.

Details Tab

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

Assets Tab

Search Criteria Grid

Stock Nbr
Serial Nbr
Item Desc
Last Trans Dt From
State
Status
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.

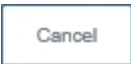
Procedures

ELMS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

View the Details of a Registry Account

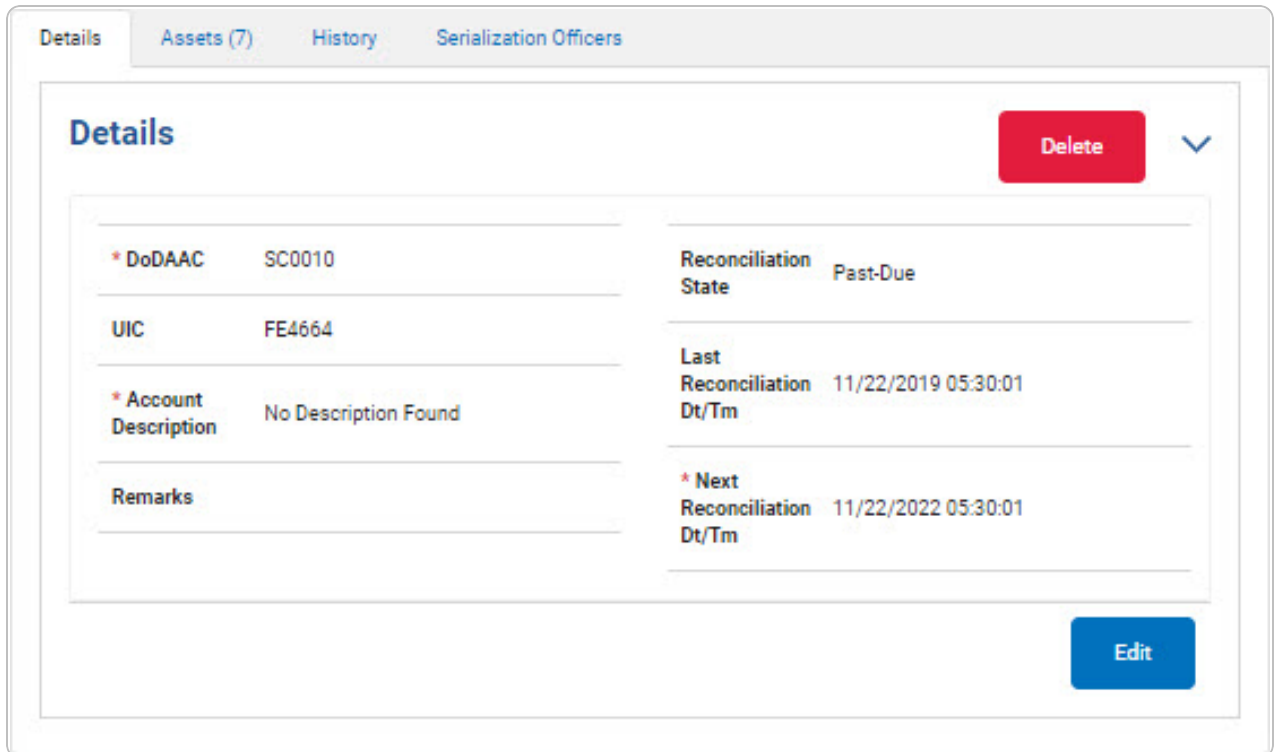
Selecting either  or  at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.





Help Reference Guide

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



The screenshot shows the 'Details' page for a DoDAAC account. The page has a header with tabs: 'Details' (selected), 'Assets (7)', 'History', and 'Serialization Officers'. Below the header, there is a 'Delete' button and a dropdown arrow. The main content area is divided into two columns. The left column contains fields for '* DoDAAC' (SC0010), 'UIC' (FE4664), '* Account Description' (No Description Found), and 'Remarks'. The right column contains fields for 'Reconciliation State' (Past-Due), 'Last Reconciliation Dt/Tm' (11/22/2019 05:30:01), and '* Next Reconciliation Dt/Tm' (11/22/2022 05:30:01). An 'Edit' button is located at the bottom right of the page.

2. Review the available fields:
 - *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 Remarks automatically populates and is not editable.*
 - *The Reconciliation State automatically populates and is not editable.*
 - *The Last Reconciliation DT/TM automatically populates and is not editable.*
 - *The Next Reconciliation DT/TM automatically populates and is not editable.*

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

- 3.

OR

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

OR

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





Help Reference Guide

Details Assets (7) History **Serialization Officers**

Search Criteria

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

Search Results

- 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.*
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 250 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 State.





Help Reference Guide

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

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

Search Results

 Grid Options

Stock Nbr	Serial Nbr	Item Desc	DoDAAC	Reconciliation Sta...	State Cd	Status Cd	Last Trans Dt/Tm
1005000739999	SER080819502	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739999	SER080819503	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739999	SER080819512	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739999	SER080819513	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02

1 - 4 of 4 items

- 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.

Search Results

 Grid Options

Event Dt/Tm	Event Type	DoDAAC	UIC	Account Description	Reconciliation State	User ID	History Remarks	Established By	Established Dt/Tm
12/24/2021 00:01:00	Update	SC0010	FE6664	No Description Found	Past-Due			Background User	11/22/2019 05:30:01
11/23/2021 04:01:00	Update	SC0010	FE6664	No Description Found	In-Progress			Background User	11/22/2019 05:30:01
12/29/2020 09:39:15	Update	SC0010	FE6664	No Description Found	Past-Due			Background User	11/22/2019 05:30:01
11/23/2020 04:01:00	Update	SC0010	FE6664	No Description Found	In-Progress			Background User	11/22/2019 05:30:01
11/22/2019 05:30:11	Add	SC0010	FE6664	No Description Found	Reconciled			Background User	11/22/2019 05:30:01
11/22/2019 05:30:11	Add	SC0010	FE6664	No Description Found				Background User	11/22/2019 05:30:01

1 - 6 of 6 items



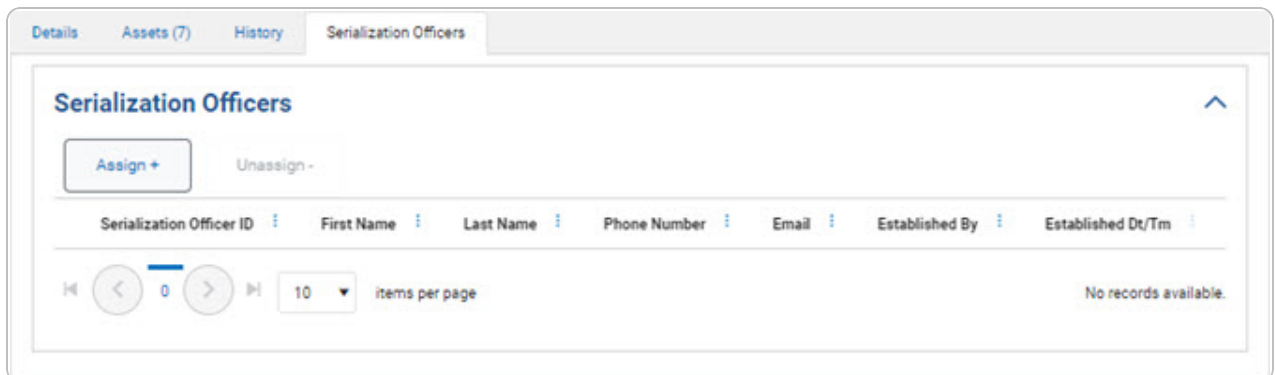


Help Reference Guide

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 . 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 >  > 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.

Delete Grid

History Remarks

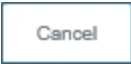
Procedures

ELMS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.

Delete a Registry Account

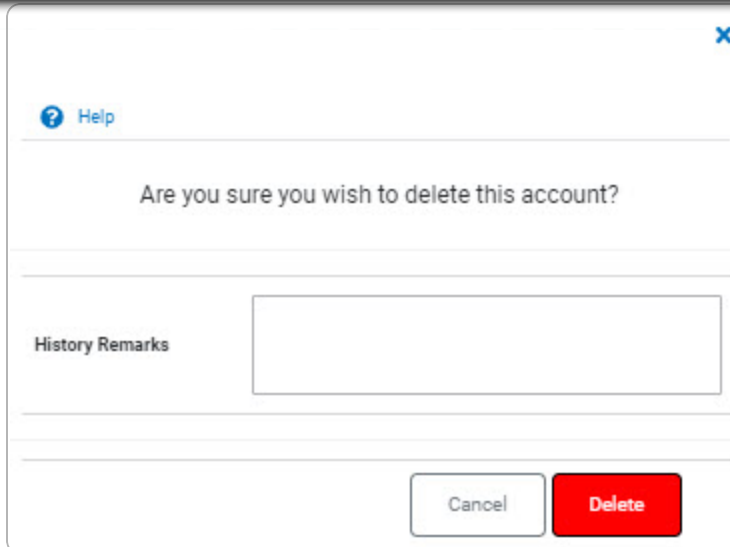
Selecting either  or  at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.

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





Help Reference Guide



3. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select . *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





Help Reference Guide

- 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.

Search Criteria Grid

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

Search Results Grid

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

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

Search Criteria

DoDAAC

Account Desc

Fr Last Reconciliation Dt

To Last Reconciliation Dt

Stock Nbr

Serial Nbr

Fr Next Reconciliation Dt

To Next Reconciliation Dt

Search

Reset

- 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.*
- Use  to select the FR LAST 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.
- 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.*





- Use  to select the FR NEXT 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 . The results appear in the **Registry Account Reconciliation Search Results** panel.

Search Results

0 In-Progress
1 Reconciled
0 Past-Due
All Reconciliations

Grid Options

DoDAAC	Account Desc	Reconciliation State	Last Reconciliation Dt	Next Reconciliation Dt
SC0010	BPG TEST 2	Reconciled	11/12/2020	11/12/2021

10 items per page
1 - 1 of 1 items

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.

Search Criteria Grid

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





Help Reference Guide

Search Criteria

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

- Use  to select the Agency.
- 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 DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use  to select the Event DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the DoDAAC or UIC in the field provided. *This is a 6 alphanumeric character field.*
- Use  to select the State.
- Use  to select the Status.
- Use  to select the Event Type.
- Use  to select the Event DT To, or enter the date (MM/DD/YYYY) in the field provided.

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





Help Reference Guide

Registry Asset History

Grid Options ▾

Event Dt/Tm	Stock Nbr	Serial Nbr	State	Status	Event Type	Reconciliation State	History Remarks	File Attachment
06/15/2020 09:26:00	1005000032267	07B843CBFA9B46839323D3C812D3FA	Inactive	Demilitarized	Demilitarization			
02/27/2020 08:10:25	1005123456789	A00000000000007992535	Inactive	Loss	Inventory Adjustment - Loss			
01/30/2020 02:27:28	1005123456789	A00000000000007992474	Inactive	Loss	Inventory Adjustment - Loss			

10 items per page

1 - 3 of 3 items

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





Help Reference Guide

- 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.

Search Criteria Grid

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

Search Results Grid

Current DoDAAC
Event Dt/Tm
Event Type
DoDAAC
UIC
Account Description
Reconciliation State





User Id
History Remarks
Established By
Established Dt/Tm

Optional

Agency
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  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:.





Help Reference Guide

Search Criteria

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

- Use  to select the Agency.
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Established By in the field provided. *This is a 25 alphanumeric character field.*
- Use  to select the Event DT From, 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 NEXT RECONCILIATION DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Event Type.
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*





Help Reference Guide

- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Use  to select the Reconciliation State.
- 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 To, 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.

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

Search Results										
										
Current DoDAAC	Event Dt/Tm	Event Type	DoDAAC	UIC	Account Description	Reconciliation State	User ID	History Remarks	Established By	
SC0010	11/22/2019 05:30:11	Add	SC0010	FE4664	No Description Found	Reconciled			Background User	
SC0010	11/22/2019 05:30:11	Add	SC0010	FE4664	No Description Found				Background User	
 1 - 2 of 2 items										

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.

Search Criteria Grid

Agency
Serial Number
Document Number
Gaining Activity
Last Trans Dt From
Follow-Up Dt
Shipped Dt
In-Transit State
Stock Number
In-Transit Status
Losing Activity
Last Trans Dt To
Receipt Dt





Search Results Grid

Serial Nbr
Stock Nbr
Document Nbr
Suffix Cd
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  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:





Help Reference Guide

Search Criteria

Agency	DLA	In-Transit State	Open
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			

- Use  to select the Agency.
- Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Enter the Gaining 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 Follow-Up 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.





Help Reference Guide

- Use  to select the In-Transit State.
- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Use  to select the In-Transit Status.
- Enter the Losing Activity in the field provided. *This is a 6 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 RECEIPT DT, or enter the date (MM/DD/YYYY) in the field provided.

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

Search Results											
Gold Options											
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
B082810	1005000037493	M9835792401000	History - Receipt Acknowledged	History	Receipt - Pending Shipment	Open	MMR00D	SC4400		08/28/2019	09/29/2020
1 - 1 of 1 items											

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 MGMT > Inquiries > 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.

Search Criteria Grid

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

DLMS Transactions Grid

All
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
Transaction Type Cd

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

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

Search Criteria

Direction

Trans Set Type

Document Number

Stock Number

DIC

Processed Dt From

Processed Dt To

Reset

Search





Help Reference Guide

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

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

Search Results

Direction	Processed Dt	Processed Status	Doc Nbr	Suffix Ctl	Stock Nbr	Set Type	Action Code	Small Arms Transaction Code	Small Arms Error Code	DIC	Doc Id Desc	Message From	Message To	Transaction Type Ctl
Outbound	02/09/2026	PCD - Processed	H921516099003		1005000037495	140A	T	R - Receipt		DSM	SA/LW Serial Nbr Cntrl	HRR	S9D	W4
Outbound	01/09/2026	PCD - Processed	H921516099003		1005000037495	140A		S - Shipment		DSM	SA/LW Serial Nbr Cntrl	HRR	S9D	W4
Outbound	10/26/2025	PCD - Processed	H9217152680001		1005016132301	140A	T	R - Receipt		DSM	SA/LW Serial Nbr Cntrl	HRR	S9D	W4
Outbound	09/25/2025	PCD - Processed	H9217152680001		1005016132301	140A		S - Shipment		DSM	SA/LW Serial Nbr Cntrl	HRR	S9D	W4
Outbound	04/10/2025	PCD - Processed	M6775211608000		1005000032267	140A	T	R - Receipt		DSM	SA/LW Serial Nbr Cntrl	FNL	S9D	W4

Selected 0/5 | 1 2 3 4 5 ... 5 items per page | 1 - 5 of 140 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 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

- View the ICP DLMS Transaction





Search for a User Profile Inquiry

Overview

The User Profile Inquiry Search process allows the searching and viewing of User Profile information.

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.

Navigation

User Review > User Profile Inquiry > User Profile Inquiry page

Page Fields

The following fields display on the **User Profile Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.





Help Reference Guide

419

Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.

xxxx

Include Roles, Include Tiers and Include Training checkboxes will not include deleted status when checked.

Search Criteria Grid

User Grid

User Id
EDIPI
Full Name
User Type
Created IO

Status Grid

Status
Date From
Date To

Application Grid

Application
Tier Level
Tier
Role
Include Roles
Include Tiers
Include Lower Tiers
Include Training

Search Results Grid

User Id
Full Name
Email
Active
Last Login Dt
Created IO





Suspended
Suspension Dt
Expired
Expiration Dt

Optional Grid

EDIPI
Application
Tier Name
Tier Level
Hierarchy
Role
Training Comp
LMS Training Course
Created IO
Phone
DSN Phone
Citizenship
Designation of Person
Training Required
WAWF User Id
Suspended
Suspension Dt
Expired
Expiration Dt
User Type
Program Id
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm
Remarks
History Remarks

Procedures

ELMS Navigation Helpful Tips



Click the following link to display Registry Navigation Tips.



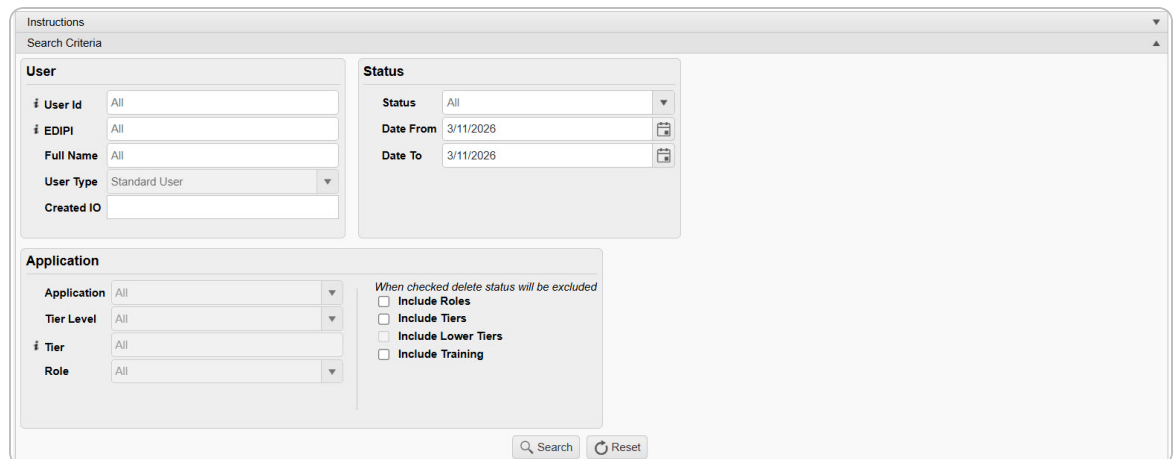


Search for a User Profile Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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



The screenshot shows the 'Search Criteria' form with the following sections:

- User:**
 - # User Id: All
 - # EDIPI: All
 - Full Name: All
 - User Type: Standard User (dropdown)
 - Created IO:
- Status:**
 - Status: All (dropdown)
 - Date From: 3/11/2026
 - Date To: 3/11/2026
- Application:**
 - Application: All (dropdown)
 - Tier Level: All (dropdown)
 - # Tier: All
 - Role: All (dropdown)
- When checked delete status will be excluded:**
 - ☐ Include Roles
 - ☐ Include Tiers
 - ☐ Include Lower Tiers
 - ☐ Include Training

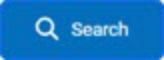
At the bottom of the form are 'Search' and 'Reset' buttons.

- Complete the User grid.
 - Enter the USER ID, using  to assist with the entry. This is a 8 alphanumeric character field.
 - Enter the EDI PI, using  to assist with the entry. This is a 10 numeric character field.
 - Enter the Full Name, using  to assist with the entry. This is a xx alphanumeric character field.
 - Use  to select the User Type.
 - Enter the Created IO, using  to assist with the entry. This is a xx alphanumeric character field.
- Complete the Status grid.





Help Reference Guide

- Use  to select the Status.
 - Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
 - *Complete the Application grid.*
 - Use  to select the Application.
 - Use  to select the Tier Level.
 - Enter the Tier, using  to assist with the entry.
 - Use  to select the Role.
 - Click ☐ to select the "When checked delete status will be excluded" field. *The check boxes selected will determine which Application fields become available.*
 - Click ☐ to select the Include Roles. *The Application and Role fields become available.*
 - Click ☐ to select the Include Tiers. *The Application, Tier Level, and Tier fields become available. The "Include Lower Tiers" check box becomes available to select.*
 - Click ☐ to select the Include Lower Tiers. *The Application, Tier Level, and Tier fields are available. The "Include Tiers" check box must also be selected.*
 - Click ☐ to select the Include Training. *The Application field becomes available.*
2. Select . The **User Profile Inquiry Results** display in the Search Results Grid below.





Help Reference Guide

User Information Inquiry Grid Options

No Grouping

User Id...	Full Na...	E...	Act...	Last Login...	Created...	Suspend...	Suspension...	Expir...	Expiration Dt
AHERMAN	HERMAN, ANITA	anita.he...	Yes	03/03/2026 9:32:59 AM		No		No	
BOOCKB	BOOCK, BRETT	BOOC...	Yes	03/10/2026 2:45:41 PM		No		No	
BOUTOTL	BOUTOT, LUKE	noreply...	Yes	03/11/2026 1:25:25 PM		No		No	
BOWENW	BOWEN, WILLIE	willie.w....	Yes	03/11/2026 1:04:21 PM		No		No	
BOWMANML	BOWMAN, MICHELLE	noreply...	Yes	03/11/2026 12:30:05 PM		No		No	
CBRUCE	BRUCE, CLARA	clara.br...	Yes	03/06/2026 7:59:29 AM		No		No	
CLEFAIVRE	LEFAIVRE, COURTNEY	Courtne...	Yes	02/25/2026 9:55:16 AM		No		No	
CMISNER	MISNER, CODY L	cody.mi...	Yes	03/09/2026 8:21:39 AM		No		No	
COSBORNE	OSBORNE, CAROLYN	carolyn...	Yes	03/10/2026 7:11:16 AM		No		No	
DHAYDEN	HAYDEN, DANIEL J	Daniel....	Yes	03/11/2026 8:04:30 AM		No		No	
DLACOVITCH	LACOVITCH, DOMINIC	dominic...	Yes	02/25/2026 8:17:02 AM		No		No	
DRICHARDS...	RICHARDS, DAVIN	davin.ri...	Yes	03/04/2026 7:23:28 AM		No		No	
EALLEN	ALLEN, EDGAR	Edgar.A...	Yes	02/25/2026 2:37:10 PM		No		No	
EASMITH	SMITH, EMILY	smithe...	Yes	02/27/2026 10:31:20 AM		No		No	
EESCOBEDO2	ESCOBEDO, EMILY	emily.e...	Yes	03/05/2026 8:10:24 AM		No		No	
ENCROSBY	CROSBY, EDWARD	edward...	Yes	03/07/2026 7:41:05 AM		No		No	
FORTUNES	FORTUNE, SHAUN	shaun.f...	Yes	03/04/2026 10:02:05 AM		No		No	
GLEICHMAN	GLEICHMAN, ...			03/09/2026					

Page 1 of 1 100 items per page 1 - 42 of 42 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 Reports

Overview

The Small Arms / Light Weapons Registry module View Reports process 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.

Search Criteria Grid

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

Scheduled Reports Grid

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  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:.

Search Criteria

Report Name

Scheduled Dt

Report Status

Completed Dt

Report Format

Established By

Reset

Search

- Enter the Report Name in the field provided. *This is a 60 alphanumeric character field.*
- 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  to display the search results.





Help Reference Guide

Report Search Results [Run Report](#)

Report ID	Report Name	Format	Scheduled Dt	Completed Dt	Report Status
10 Items per page No records available.					

Run an Existing Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*
2. Select [Run Report](#). *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

- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview





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 Grid

Attachment Browse
Description

Procedures

ELMS Navigation Helpful Tips

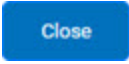


Click the following link to display ELMS Navigation Tips.

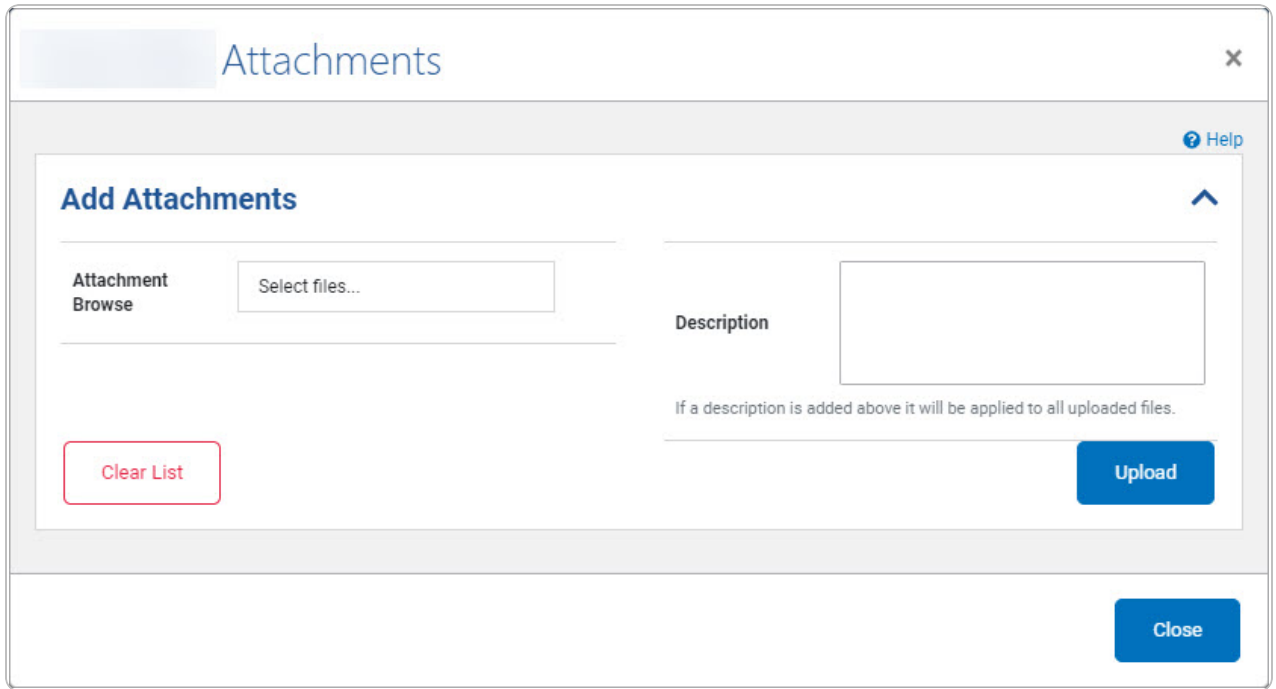


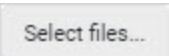
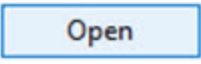


Attach a Document to a Record

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

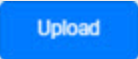
1. Click  to select the entry. The record is highlighted, and  becomes available.
2. Select  to add any additional files to the record. The **Attachments** pop-up window appears.

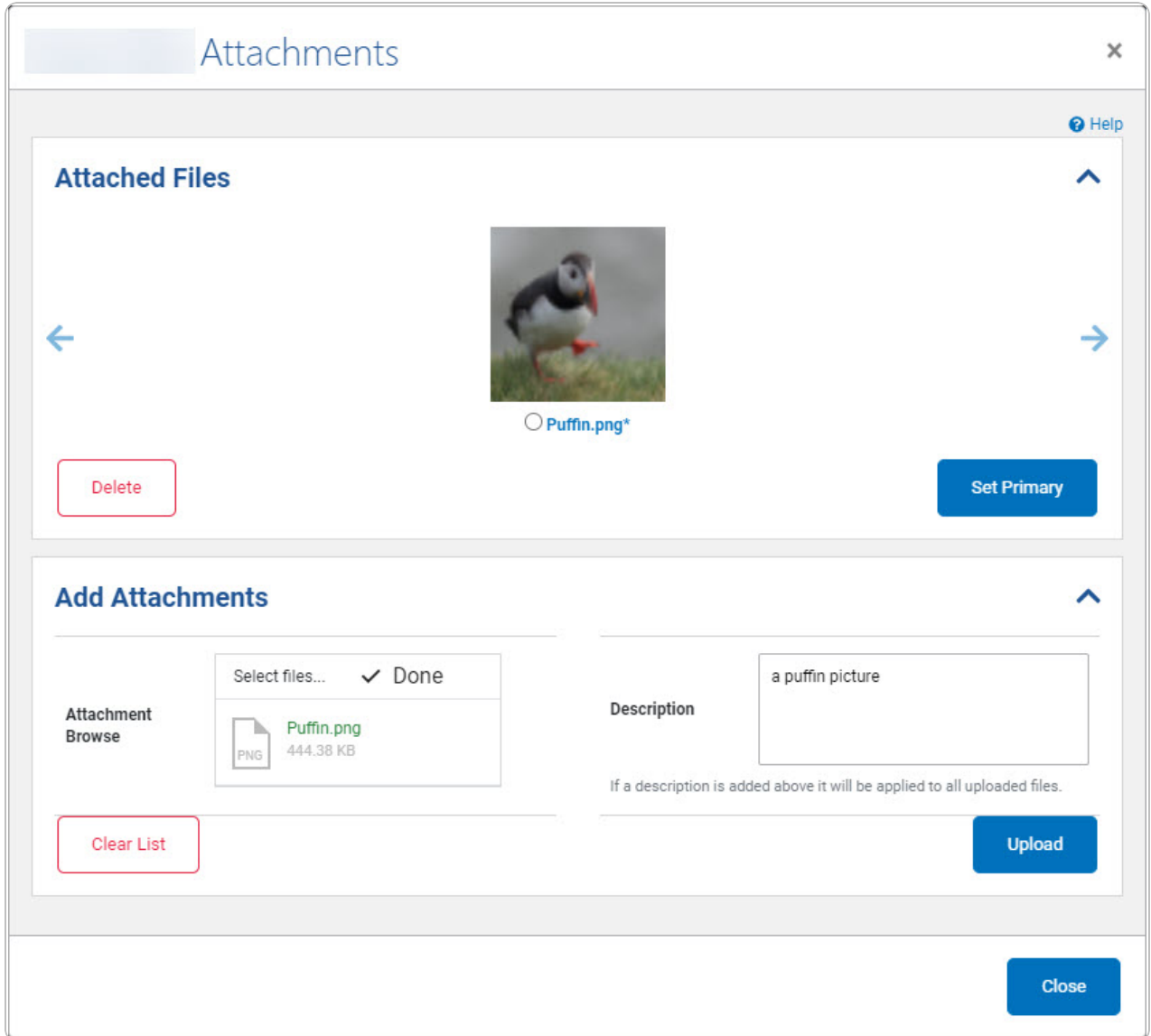


3. Select  within the Attachment Browse field. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.
6. Enter the Description in the field provided. This is a 256 alphanumeric character field.





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



The screenshot shows a modal window titled "Attachments" with a close button (X) in the top right corner. Inside the window, there are two main sections: "Attached Files" and "Add Attachments".

The "Attached Files" section contains a single file thumbnail of a puffin, labeled "Puffin.png*". Below the thumbnail are two buttons: "Delete" (outlined in red) and "Set Primary" (solid blue). Navigation arrows (left and right) are positioned on either side of the thumbnail.

The "Add Attachments" section has a sub-header and a "Help" link. It includes an "Attachment Browse" area with a "Select files..." button and a "Done" button. Below this, a file "Puffin.png" (444.38 KB) is listed. To the right is a "Description" text box containing "a puffin picture". Below the description is a note: "If a description is added above it will be applied to all uploaded files." At the bottom of this section are a "Clear List" button (outlined in red) and an "Upload" button (solid blue).

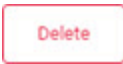
A "Close" button (solid blue) is located at the bottom right of the entire dialog box.

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





Remove an Attachment

- A. Select  beneath the desired attachment.
 - B. Select . *The attachment is removed permanently from the record.*
11. Select . *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.

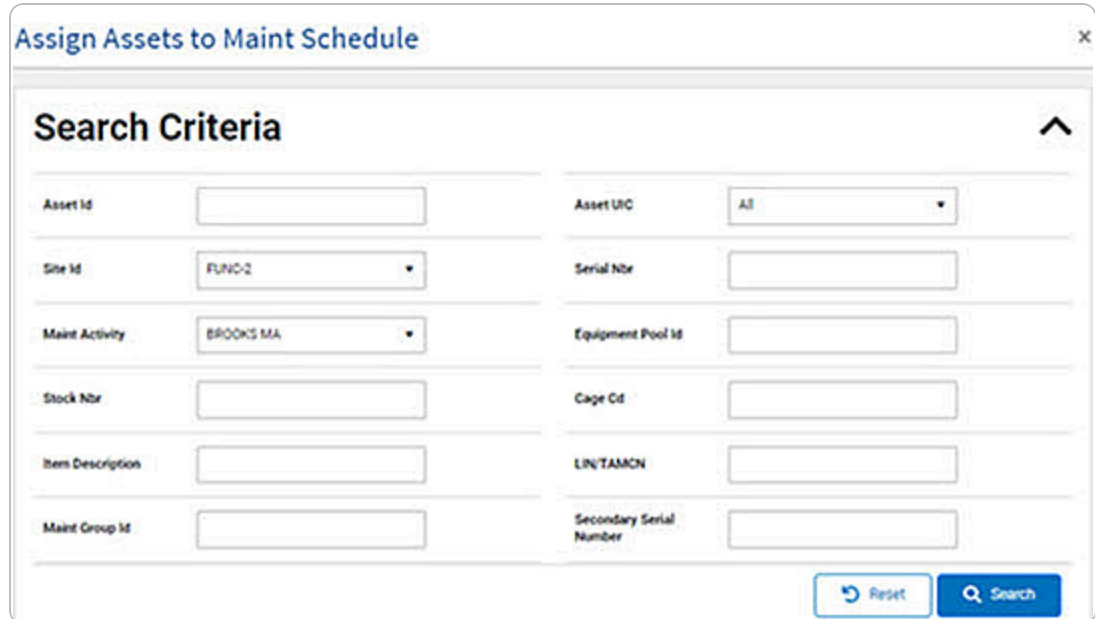
Assign Assets to a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  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.*





Help Reference Guide

- 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 . Results display in the Search Results Grid.

Search Results									
Options ▾									
Select	Asset Id	Stock Num	Serial Num	Item Descri	Asset UIC	Maint Grou	Maint Activ	Equipment	Util Measure Cd
Select	BROOKS00...	1234567890	9862125	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	—
Select	BROOKS00...	1234567890	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	—
Select	BROOKS00...	1234567890	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	—

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

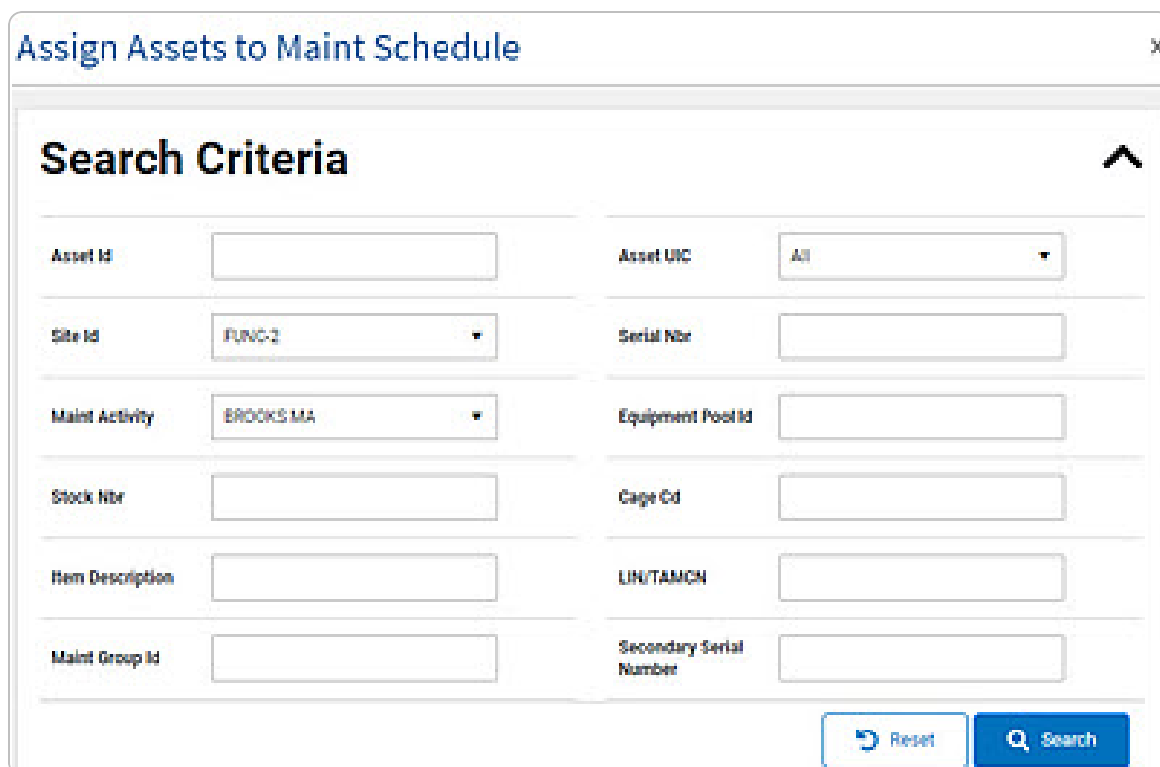




Help Reference Guide

Selecting  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.



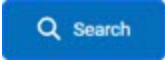
2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use ▼ to select the Site Id.
 - Use ▼ to select the Maint Activity.
 - Enter the STOCK NBR in the field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

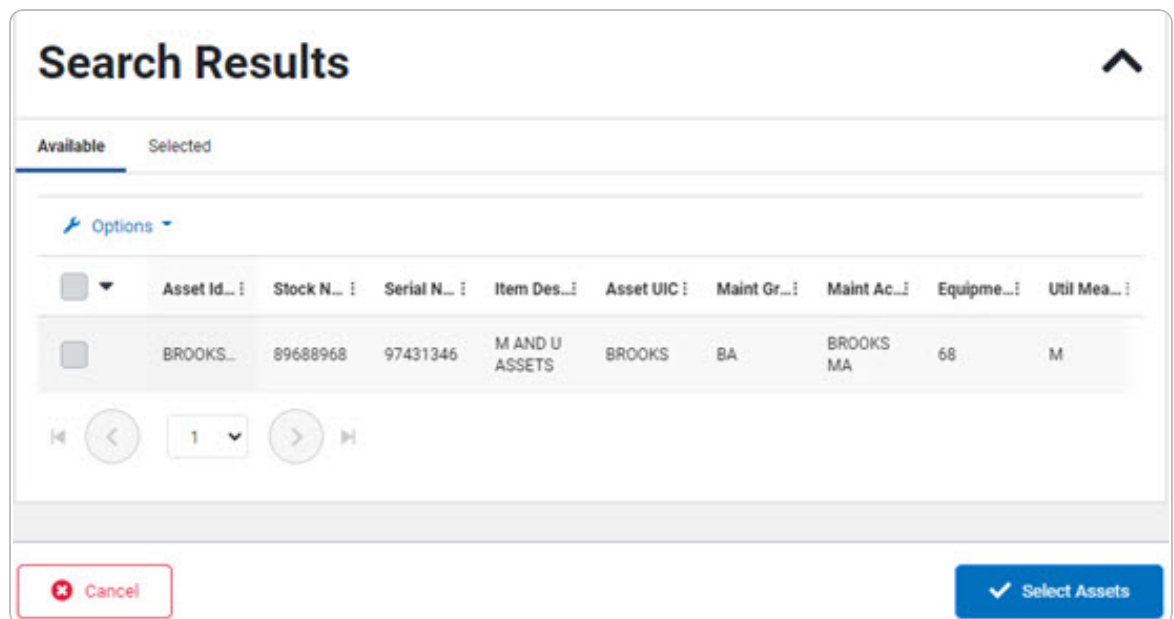




Help Reference Guide

- 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 . Results display in the Search Results Grid.



Search Results

Available Selected

Options

	Asset Id...	Stock N...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Util Mea...
☐	BROOKS...	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	M

1

Cancel Select Assets

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

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.

5.

OR





Help Reference Guide

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

Search Results

Available
Selected

Options

Remove	Asset Id	Stock Nu...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Utili Mea...
Remove	BROOKS...	1234567...	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Remove	BROOKS...	1234567...	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	--

1

Cancel
Select Assets

- 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

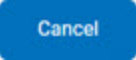
ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

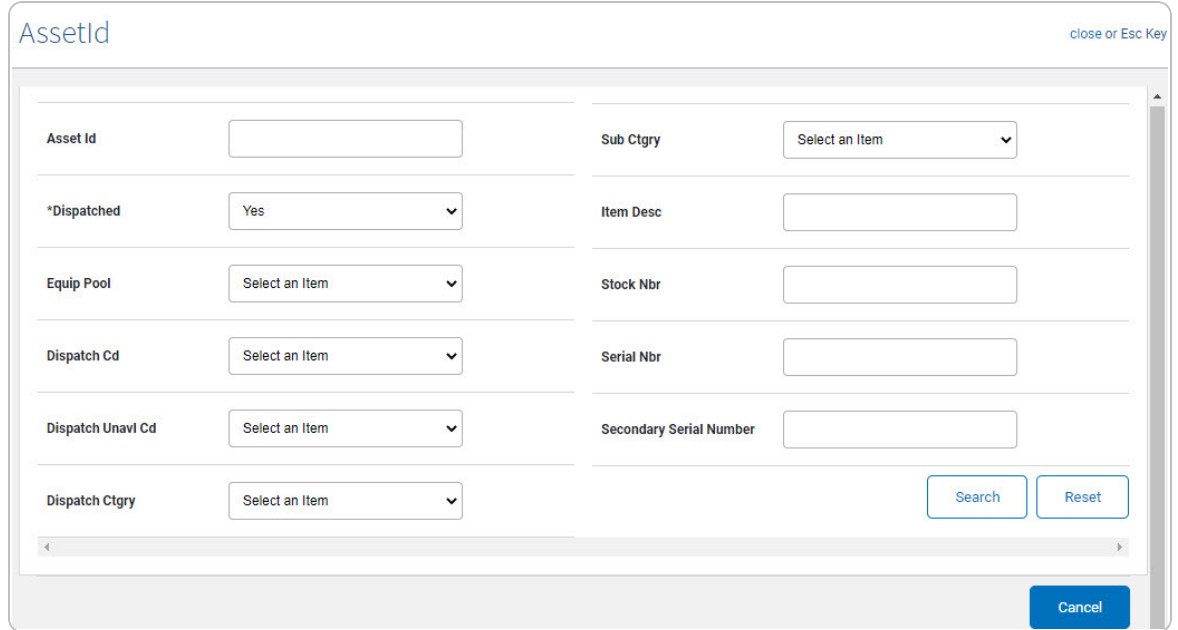
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  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 Ctgr.
 - Use  to select the Sub Ctgr.
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*





Help Reference Guide

- 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 Ctrgy	Sub Ctrgy	Dispatch Cd	Dispatch Unavl Cd	Equip Pool	Stock Nbr	Serial Nbr	Secondary Serial Number	Actual Issue Dt/Tm	Est Return Dt/Tm	Last 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

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: <i>DISPATCHED.</i>	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

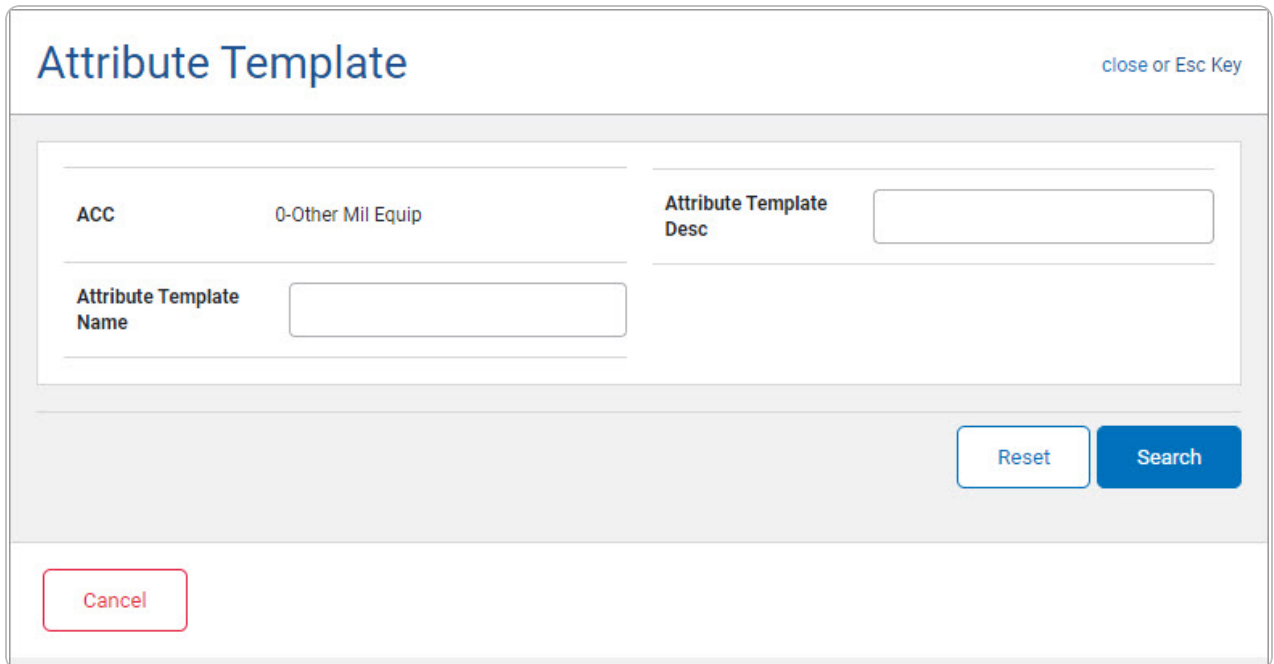


Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

Selecting  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:.



The screenshot shows the 'Attribute Template' pop-up window. It has a title bar with 'Attribute Template' and a 'close or Esc Key' button. The main area contains three input fields: 'ACC' with the value '0-Other Mil Equip', 'Attribute Template Name', and 'Attribute Template Desc'. At the bottom right are 'Reset' and 'Search' buttons. At the bottom left is a 'Cancel' button.

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

Attribute Template

close or Esc Key

ACC

0-Other Mil Equip

Attribute Template Desc

Attribute Template Name

Reset

Search

Select	Detail	Attribute Template Name
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	jordan template

Cancel

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





Attribute Template

close or Esc Key

ACC

0-Other Mil Equip

Attribute Template Desc

Attribute Template Name

Reset

Search

Details

Attribute Name	Attribute Desc
wmj1118	test

Select	Detail	Attribute Template Name
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	jordan template

Cancel

- 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 Grid

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





Help Reference Guide

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

Authorization Browse

×

Search Criteria

Authorization Type

Select an Authorization Type ▾

Platform

Select a Platform ▾

UTC

Select a UTC ▾

Authorization Id

Select an Authorization Id ▾

Stock Number

Select a Stock Number ▾

Authorization Status

Not Applied ▾

↺ Reset

🔍 Search

Search Results

Select	Authorization Id ↑	Authorization Desc	Platform
Select	1234	ABC123	
Select	JDLR01	Auth Stuff	CRK Platform
Select	jh0527c	test mix case	JHitz2

⏪

⏴

⏵

⏩

10 ▾

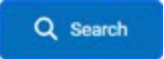
items per page

1 - 3 of 3 items

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 . 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 ELMS catalog.

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



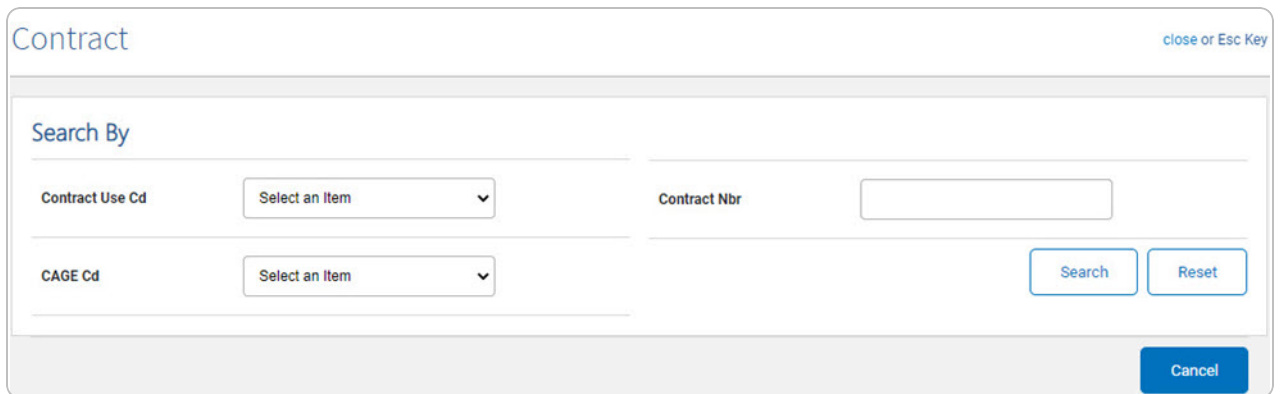
Click the following link to display ELMS Navigation Tips.

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.





Help Reference Guide

Contract
close or Esc Key

Search By

Contract Use Cd
Select an Item

Contract Nbr
12345678A0133

CAGE Cd
Select an Item

Search
Reset

Select	Contract Nbr	Contractor Name
Select	12345678A0133	ACME INC

Cancel

- 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



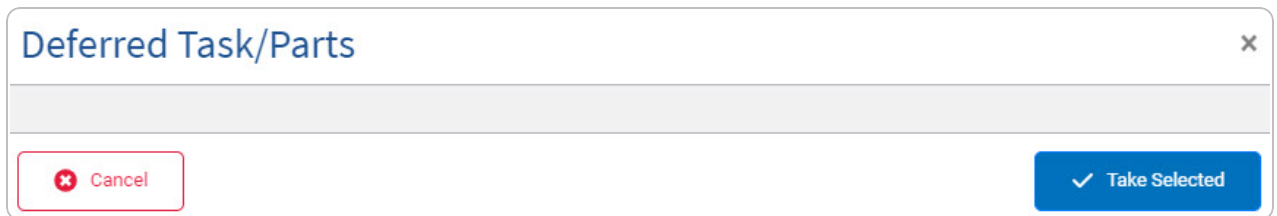
Click the following link to display ELMS Navigation Tips.

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

Selecting  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.

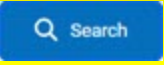


2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- 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 . The results appear in the **Authorization Search Results** grid.
4. Select . 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

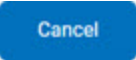
ELMS Navigation Helpful Tips



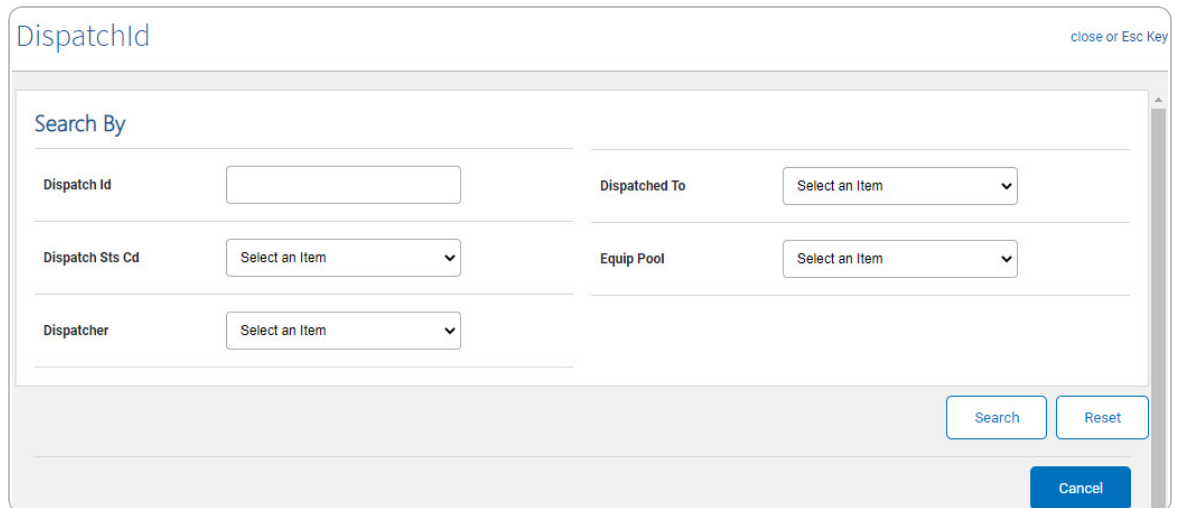
Click the following link to display ELMS Navigation Tips.

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

Selecting  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:.





Help Reference Guide

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

DispatchId
close or Esc Key

Search By

Dispatch Id

Dispatched To

Select an Item

Dispatch Sts Cd

Select an Item

Equip Pool

Select an Item

Dispatcher

Select an Item

Search

Reset

Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	Secondary Serial Number	UII
Select	UP2019121900001	RQ - Requested		DJB - BRITT, DARRYL	A - Ad-Hoc	UP - UTOPIA PLANETIA	NCC17010018	NCC1764		

Cancel

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.





Help Reference Guide

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 Grid

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.

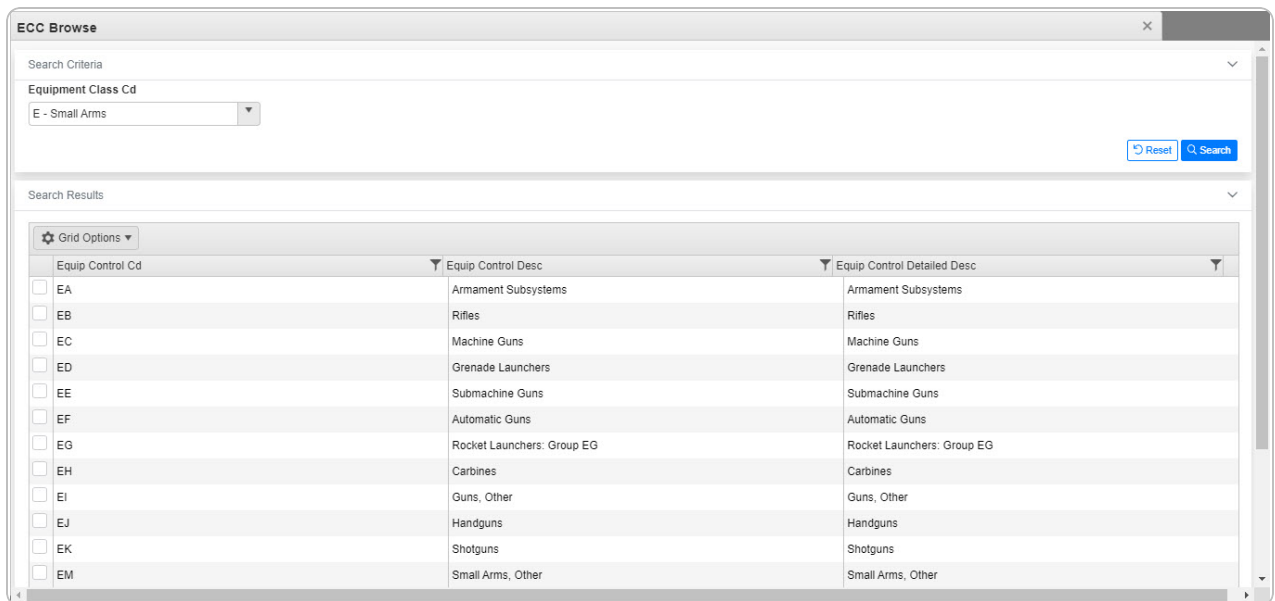




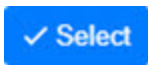
Browse for an ECC

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

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



Equip Control Cd	Equip Control Desc	Equip Control Detailed Desc
☐ EA	Armament Subsystems	Armament Subsystems
☐ EB	Rifles	Rifles
☐ EC	Machine Guns	Machine Guns
☐ ED	Grenade Launchers	Grenade Launchers
☐ EE	Submachine Guns	Submachine Guns
☐ EF	Automatic Guns	Automatic Guns
☐ EG	Rocket Launchers: Group EG	Rocket Launchers: Group EG
☐ EH	Carbines	Carbines
☐ EI	Guns, Other	Guns, Other
☐ EJ	Handguns	Handguns
☐ EK	Shotguns	Shotguns
☐ EM	Small Arms, Other	Small Arms, Other

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



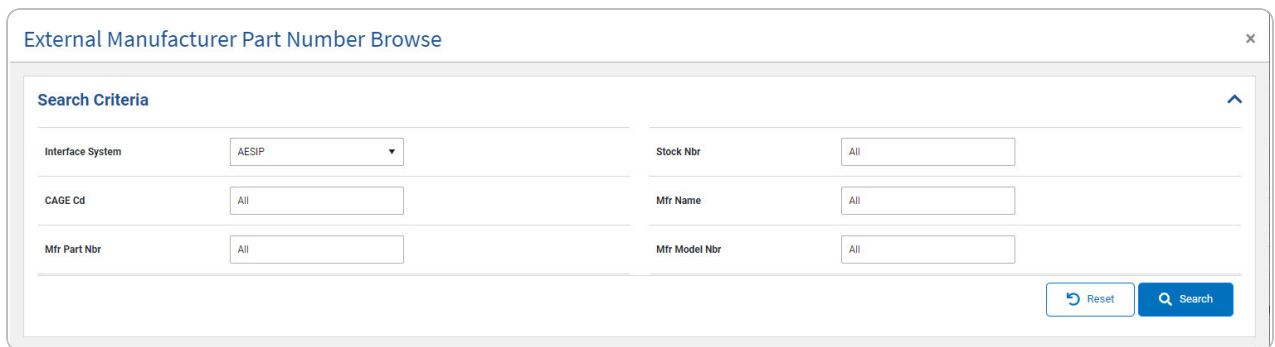
Click the following link to display ELMS Navigation Tips.

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

Selecting  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.



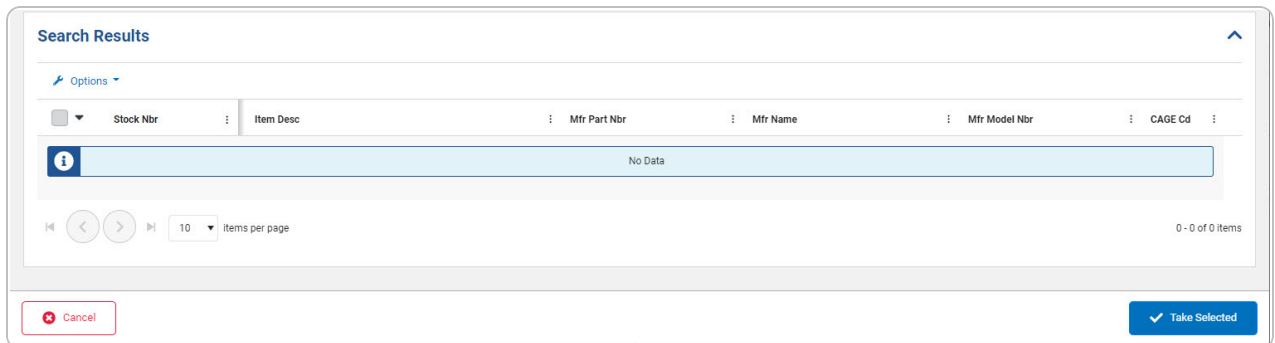
2. In the Search Criteria box, narrow the results by entering the following:.
 - Use ▼ to select the Interface System.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*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





Help Reference Guide

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



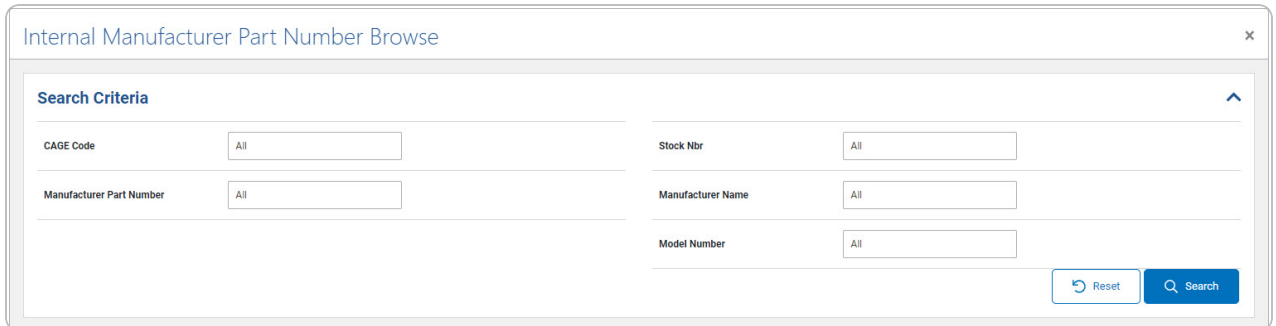
Click the following link to display ELMS Navigation Tips.

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

Selecting  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.

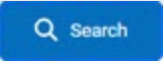


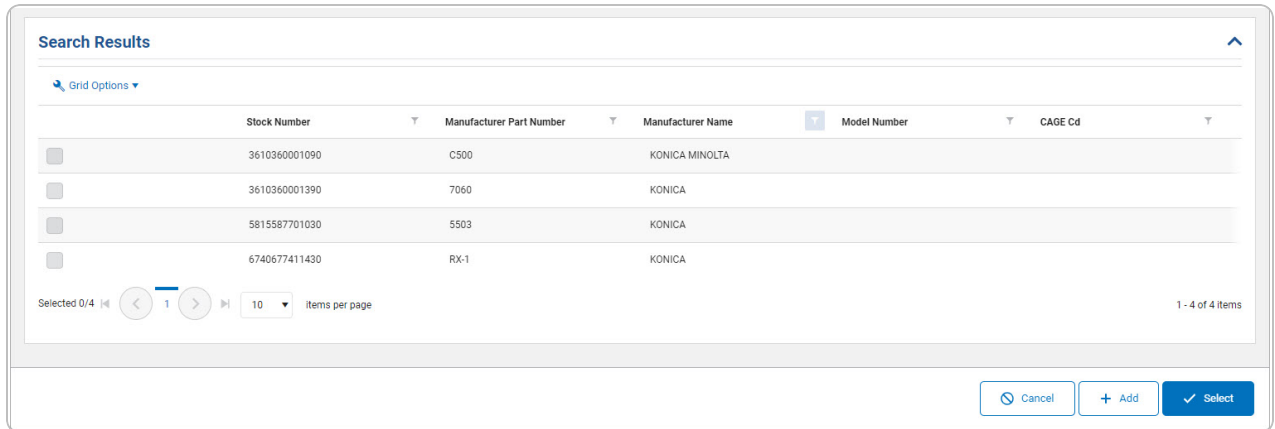
2. In the Search Criteria box, narrow the results by entering the following:.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field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





Help Reference Guide

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



	Stock Number	Manufacturer Part Number	Manufacturer Name	Model Number	CAGE Cd
☐	3610360001090	C500	KONICA MINOLTA		
☐	3610360001390	7060	KONICA		
☐	5815587701030	5503	KONICA		
☐	6740677411430	RX-1	KONICA		

Selected 0/4 | 1 | 10 | Items per page | 1 - 4 of 4 items

4. Click ☐ to select the Internal Manufacturer Part Number. This highlights the desired row.
5. Click . The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.

Add a Manufacturer Part Number

- Select . The **Pending Catalog Transactions Manufacturer Part Number Add** 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 Transactions





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

Selecting  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.





Help Reference Guide

Internal Stock Number Browse

Search Criteria

Stock Item Type

A - NSN

Item Desc

All

Stock Nbr

All

Reportable
Commodity Type

All

LIN/TAMCN

All

Reset

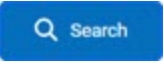
Search

Search Results

Please enter criteria and click Search

Cancel

Take Selected

- 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.
- Select . The results appear in the **Stock Number Results** grid.



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Search Results
Options

Stock Nbr	Stock Item Cd	Item Desc	Mgmt Cd	UNIT/AMON	FISC	CIC	Type Asset Cd	Shelf Life Cd	Security Commodity Type	Reportable Commodity Type	Proc Stock Nbr	IT Device Cd	Accounting Req Cd	Mkt Status Cd
100500771458	A - N2N	MACHINE GUN,CALIBER .50	A - Serial Number Managed	-	1005 - Guns, through 30MM	Z - VARIO Equip & Parts	G - Gun/PFGE	0 - Non-deteriorative	OTHER - OTHER	OTHER - OTHER	-	N/A - Non Applicable	N - Nonresponsible	-

1 - 1 of 1 items

4. Click  to select the Internal STOCK NBR.
5. Select . 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

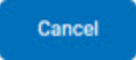
ELMS Navigation Helpful Tips



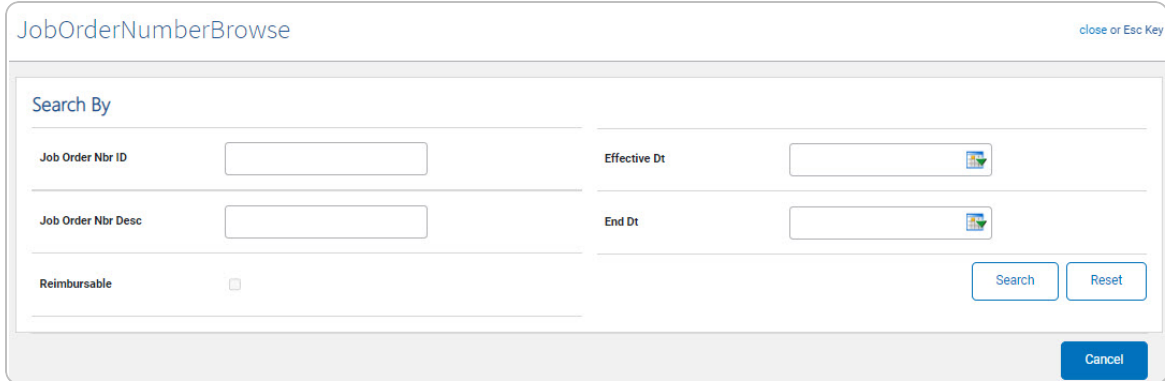
Click the following link to display ELMS Navigation Tips.

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

Selecting  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 alphanumeric 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.





Help Reference Guide

3. Select [Search](#). The Search Results display in the Job Order Number Grid below.

JobOrderNumberBrowse
close or Esc Key

Search By

Job Order Nbr ID

Effective Dt

Job Order Nbr Desc

End Dt

Reimbursable

☐

Search

Reset

Select	Job Order Nbr ID	Job Order Nbr Desc	Effective Dt	End Dt
Select	DDL12345679012	DDL123456789012	1/1/2022	12/31/2023

Cancel

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

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





Help Reference Guide

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

LIN/TAMCN Browse

Search Criteria

LIN/TAMCN

All

LIN/TAMCN Desc

All

Size Category

All

Status

ACTIVE

Reset

Search

Search Results

Grid Options

LIN/TAMCN

LIN/TAMCN DESC

Size Category

Status

Selected

<

0

>

50

items per page

No items to display

Cancel

Select

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 256 alphanumeric character field.*
 - Use ▼ to select the Size Category.
 - Use ▼ to select the Status.
3. Select . The results display in the Search Results Grid below.



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Help Reference Guide

Search Results

Grid Options

	LIN/TAMCN	LIN/TAMCN DESC...	Size Category	Status
☐	A21959	AGITATOR PAINT SHAKER TYPE 1/3 HP AC 115V 60C SGLE PH		ACTIVE

Selected 0/50

<
1
2
3
4
>

50 items per page

1 - 50 of 154 items

Cancel

Select

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

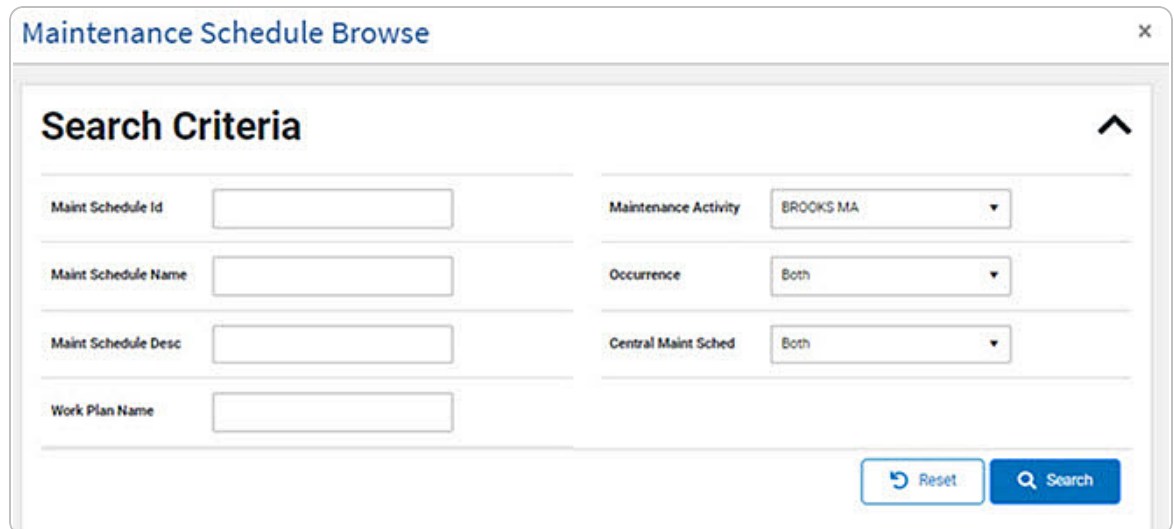


Click the following link to display ELMS Navigation Tips.

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

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



The screenshot shows a pop-up window titled "Maintenance Schedule Browse". Inside, there is a "Search Criteria" section with a grid of input fields. The fields are arranged in two columns. The left column contains: "Maint Schedule Id", "Maint Schedule Name", "Maint Schedule Desc", and "Work Plan Name". The right column contains: "Maintenance Activity" (with a dropdown menu showing "BROOKS MA"), "Occurrence" (with a dropdown menu showing "Both"), and "Central Maint Sched" (with a dropdown menu showing "Both"). At the bottom right of the grid, there are two buttons: "Reset" and "Search".

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.*





Help Reference Guide

- 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 . *Results display in the Search Results Grid.*

Maintenance Schedule Browse

Search Criteria

Maint Schedule Id

Maintenance Activity
BROOKS MA ▼

Maint Schedule Name
gfa RegTest 2022

Occurrence
Both ▼

Maint Schedule Desc

Central Maint Sched
Both ▼

Work Plan Name

Reset Search

Search Results

Options ▼

Select	Maint Sched Id	Maint Sched Name	Maint Sched Desc	Maint Activity	Occurrence	Recurring Method
Select	AnotherforTest2726	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days

1





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





Help Reference Guide

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

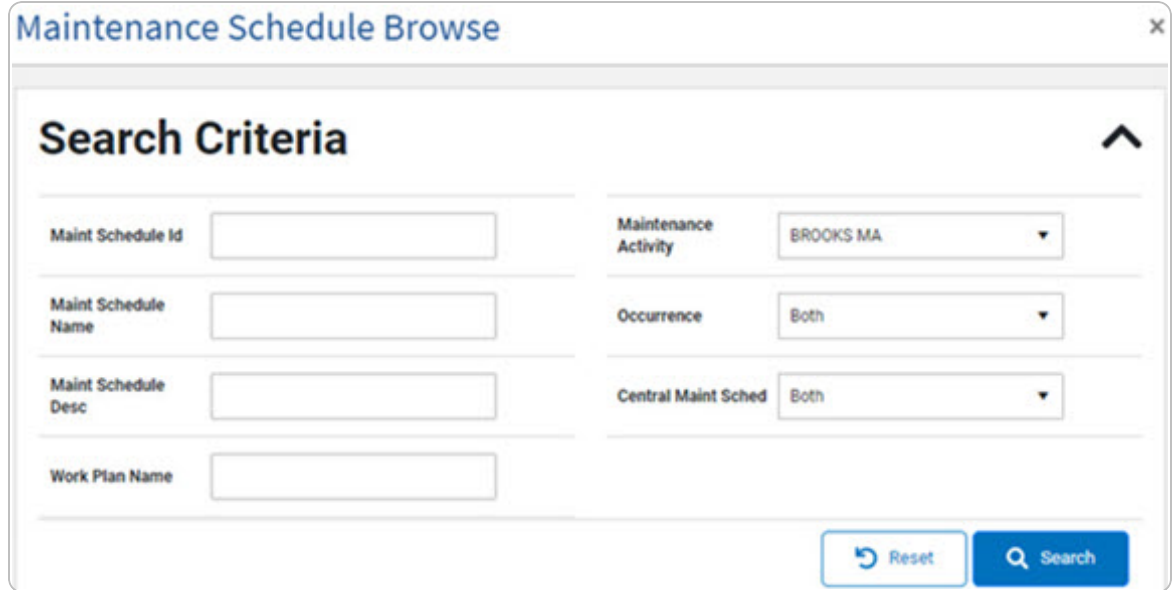
One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  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.





Help Reference Guide

Search Results

Available

Selected

Options

	Maint Sched Id	Maint Sched Na...	Maint Sched Desc:	Maint Activity	Occurrence	Recurring Method:
☐	AnotherforTest2...	Hugh Hunton Test 2	Hugh Hunton Test 2	BROOKS MA	Recurring	Every X Days

1

Cancel

Select Schedules

- 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.*

-

OR

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





Help Reference Guide

Search Results

Available **Selected**

 Options

Remove	Maint Sched Id	Maint Sched Na...	Maint Sched Desc	Maint Activity	Occurrence	Recurring Method
Remove	AnotherforTest2...	BTRegress-22.2.2-64061	Regression test 64061	BROOKS MA	One Time	-
Remove	AnotherforTest2...	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days




 Cancel

 Select Schedules

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



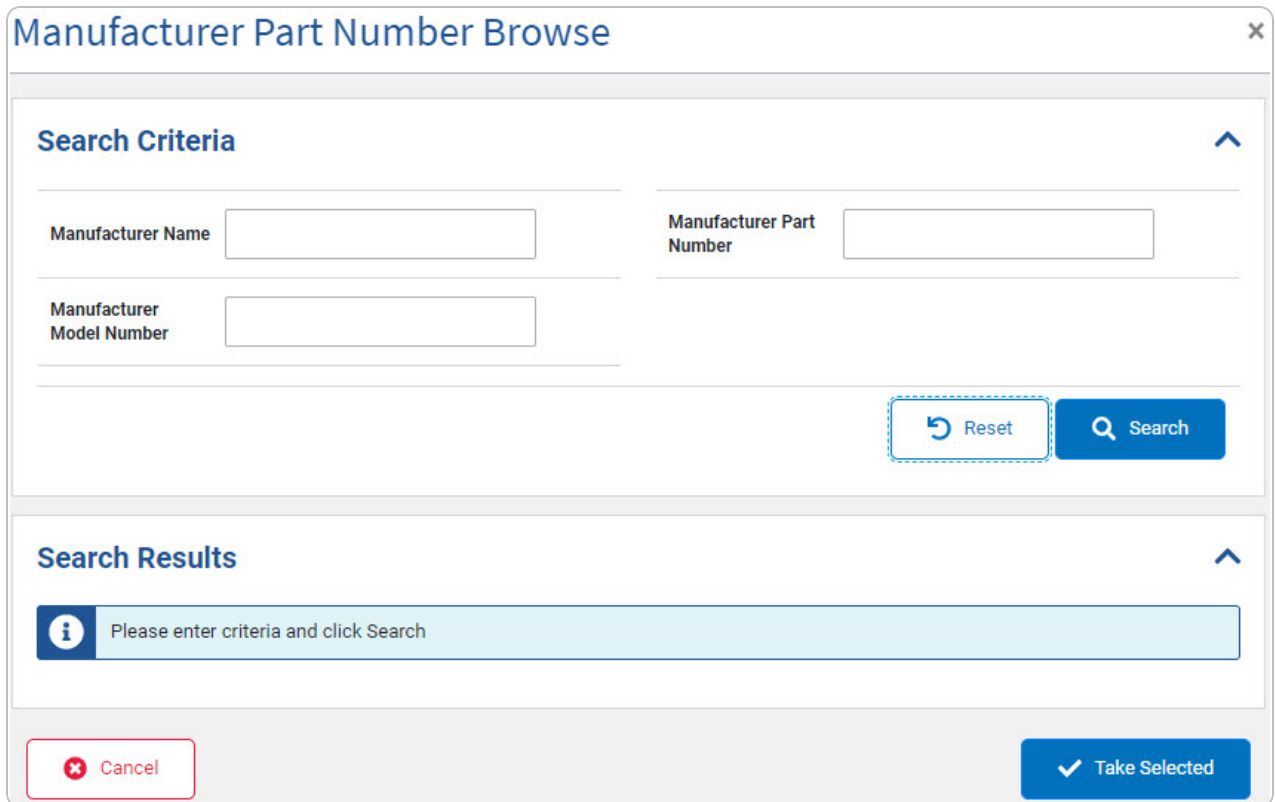
Click the following link to display ELMS Navigation Tips.

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

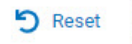
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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

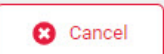
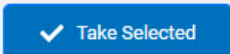


The screenshot shows a pop-up window titled "Manufacturer Part Number Browse" with a close button (X) in the top right corner. The window is divided into two main sections: "Search Criteria" and "Search Results".

Search Criteria section:

- Manufacturer Name:
- Manufacturer Part Number:
- Manufacturer Model Number:
- Buttons:  and 

Search Results section:

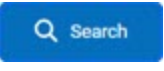
- Message:  Please enter criteria and click Search
- Buttons:  and 





Help Reference Guide

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 . *The results appear in the search results grid.*

Search Results

Options

	Manufacturer Name :	Manufacturer Model Number :	Manufacturer Part Number :	CAGE Code :	FAST Reportable
☐	UNASSIGNED	--	--	--	No

1

10 items per page

1 - 1 of 1 items

4. Click ☐ to select the Manufacturer Part Number.
5. Select . *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  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

- Select . The **Maintenance Attachment Add** page appears.

Upload File

Contract Nbr

TESTTT44HELP2

*File Path

Choose File

No file chosen

*Desc

Primary

☐

Add

Temporary Attachments

Cancel

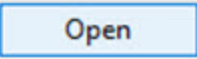
Attach

- The **CONTRACT NBR** automatically populates and is not editable.
- Select  in the File Path field. The Windows **Choose File to Upload** pop-up window appears.
- Choose the file to attach, and select it.





Help Reference Guide

- D. Select . 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 256 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 . The file appears in the Temporary Attachments grid.

Temporary Attachments			
	Desc	Size	Type
Remove	Document 4 Test	17.68KB	DOCX
Cancel Attach			

- 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 . 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





Help Reference Guide

PATH.	
13 — Mandatory Entry: DESC.	in the desired field.
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





Help Reference Guide

- 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

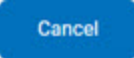
ELMS Navigation Helpful Tips



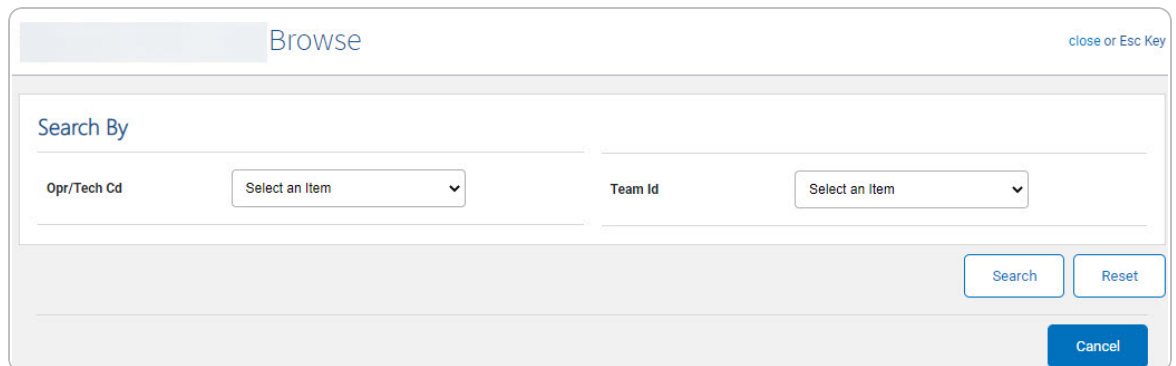
Click the following link to display ELMS Navigation Tips.

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

Selecting  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.



The screenshot shows a pop-up window titled "Browse" with a "close or Esc Key" link in the top right corner. Inside the window, there is a "Search By" section with two dropdown menus: "Opr/Tech Cd" and "Team Id", both currently set to "Select an Item". Below these are "Search" and "Reset" buttons. At the bottom right of the window is a "Cancel" button.

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.





Help Reference Guide

3. Select [Search](#). The Search Results display in the Operator/Technician Grid below.

Browse
close or Esc Key

Search By

Opr/Tech Cd O - Operator

Team Id Select an Item

[Search](#) [Reset](#)

Select	Opr/Tech Cd	Opr/Tech Id	Last Name	First Name	Schedule	Start Time	End Time
Select	O - Operator	DJB	BRITT	DARRYL			
Select	O - Operator	ABC123	KATELUZOS	BRENDA			
Select	O - Operator	AKEYS	KEYS	ABIGAIL			
Select	O - Operator	MILESCOT	MILEWSKI	SCOTT			
Select	O - Operator	OPERATOR2	OPERATOR2	USER2			

[Cancel](#)

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

Selecting  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.*

SRD Browse

Search Criteria

SRD

Equipment Designator

MICAP

☐ Yes
 ☐ No
 ☒ Both

Nomenclature

Reset

Search

Search Results

Options

☐ SRD
 ☐ MICAP
 ☐ Equipment Designator
 ☐ Nomenclature

No Data

◀

▶

Cancel

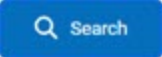
Take Selected

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.*





Help Reference Guide

- 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 . *The results appear in the **SRD Results** grid.*

Search Results

Options ▾

☐	SRD	:	MICAP	:	Equipment Designator	:	Nomenclature
☐	G14	:	No	:	CETS	:	CETS FOR F100, F111, F101 & TF34 4920015295801KV

⏪
⏩
1 ▾

✖ Cancel
✓ Take Selected

4. Click ☐ to select the SRD.
5. Select . *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



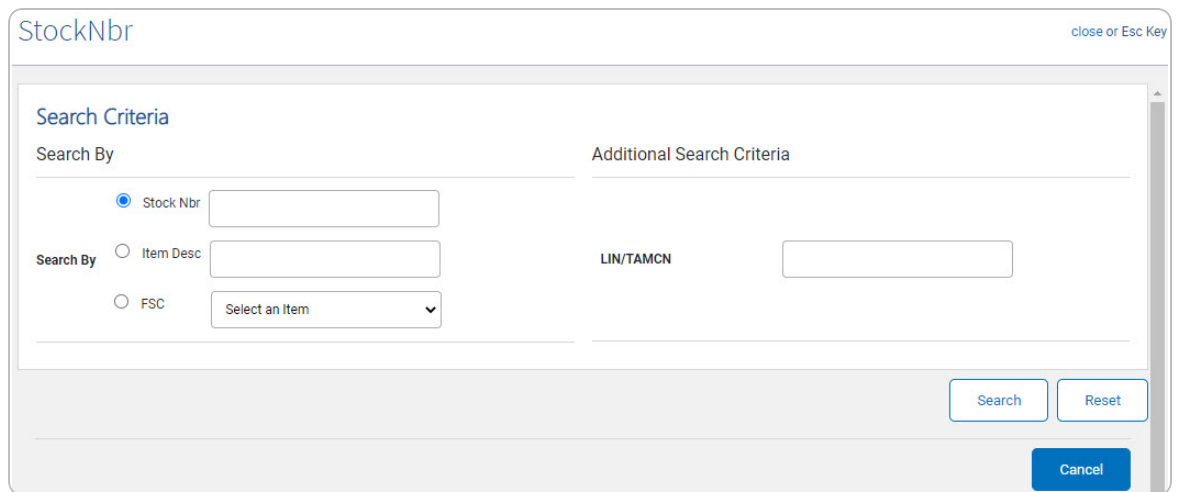
Click the following link to display ELMS Navigation Tips.

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

Selecting  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.





Help Reference Guide

- 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 256 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 . *The Search Results display in the STOCK NBR Grid below.*

StockNbr
close or Esc Key

Search Criteria

Search By

☒ Stock Nbr

☐ Item Desc

☐ FSC

Additional Search Criteria

LIN/TAMCN

Select	Stock Nbr	Item Desc	FSC	ECC	Owning DODAAC	Ctlg Nm Cd
Select	WMJ52013B	TEST	1005	ZS		NAVY

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.

13 — Mandatory Entry: ***ITEM***
DESC.

13 — Mandatory Entry: ***FSC.***

Missing Entry. Enter the appropriate information in the desired field.

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



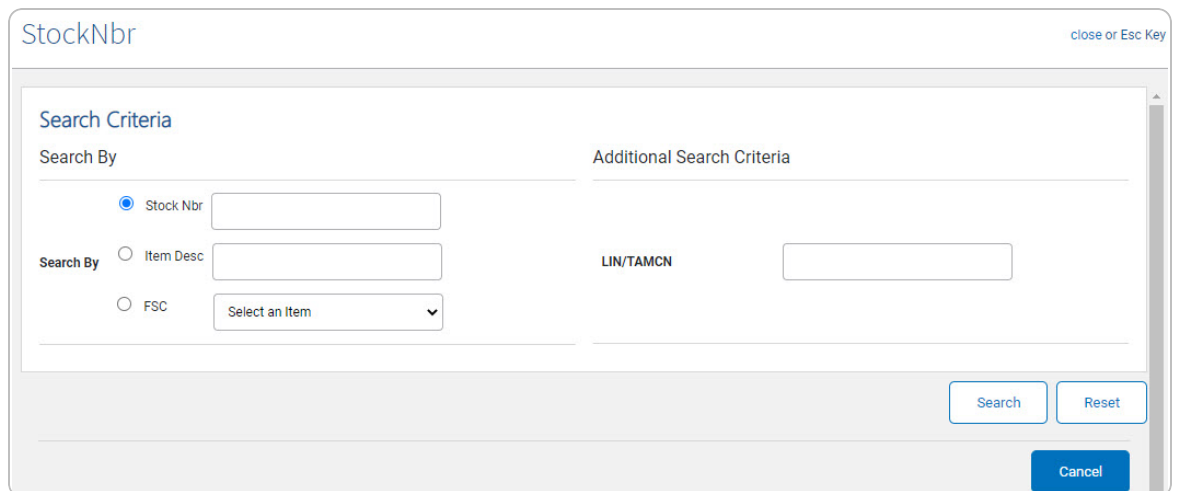
Click the following link to display ELMS Navigation Tips.

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:





Help Reference Guide

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 256 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 . *The Search Results display in the STOCK NBR Grid below.*

StockNbr close or Esc Key

Search Criteria

Search By

☐ Stock Nbr

☒ Item Desc

☐ FSC

Select an Item ▼

Additional Search Criteria

LIN/TAMCN

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN	ECC	Util Measure Cd	Util Measure Desc	Util Meter
Select	234001X510267	VEHICLE UTILITY 4X2 GASOLINE	2340			M	Miles	Yes

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.





Help Reference Guide

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  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.





Help Reference Guide

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 . *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





Work Plan Certs Missing

Procedures

ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

Browse for a Technician

Selecting  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.

Technician

close or Esc Key

Search By

Stock Nbr	12481632640006	Serial Nbr	DM0003	Asset Id	101240090351	Work Plan	MONTHLYCHECK
All	Select	Last Name	First Name	Asset Certs Missing	Work Plan Certs Missing		
	Select	BROOKS	DAVE	2	-		
	Select	HARKLESS	BRIAN	1	-		
	Select	HEIDBREDER	C	0	-		
	Select	KATELUZOS	BRENDA	2	-		
	Select	OPERATOR	USER	2	-		
	Select	SAYED	AKO	0	-		
	Select	SAYED	AKO	2	-		

Cancel

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.

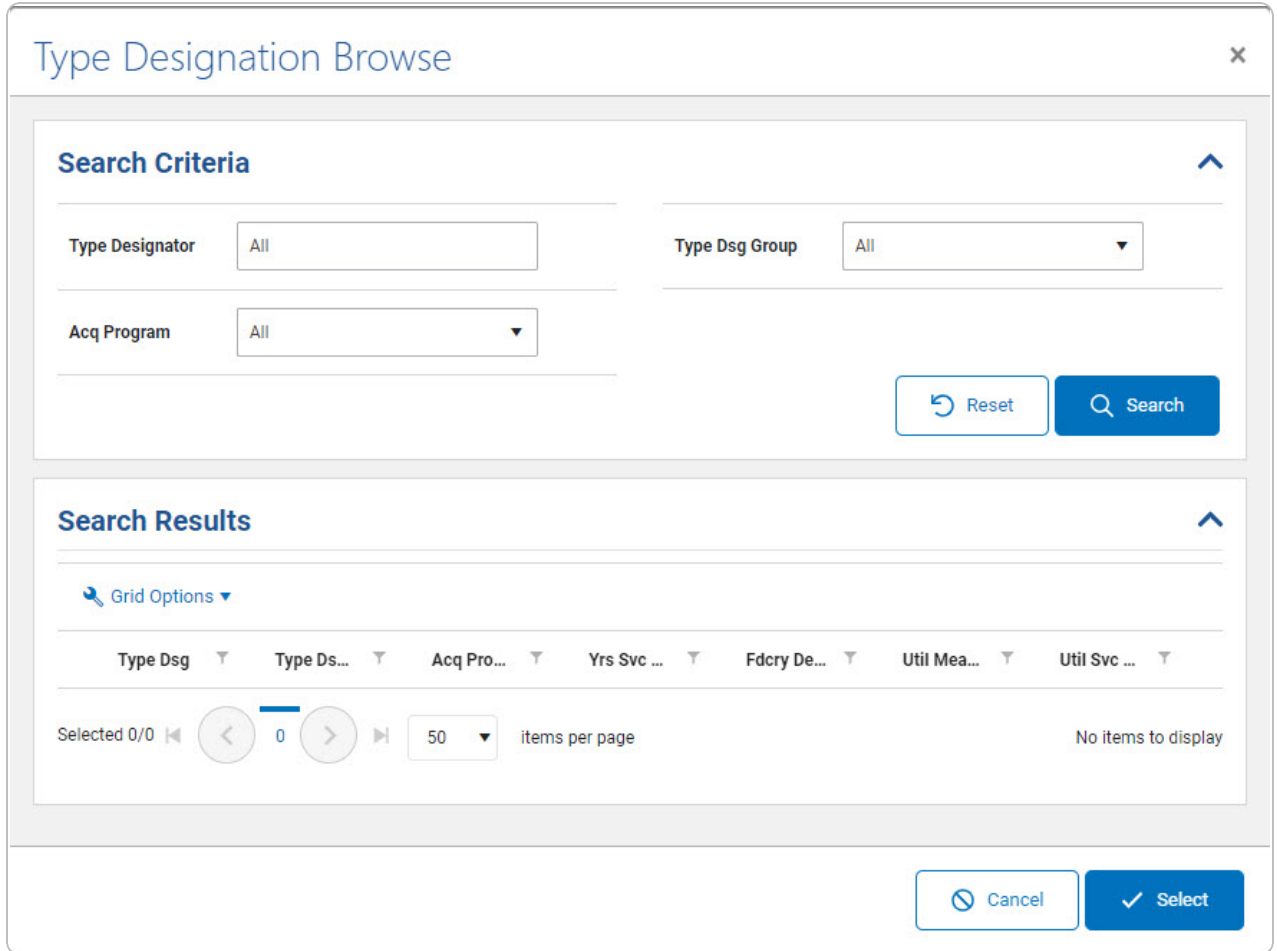
Browse for a Type Designation

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

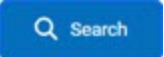




1. Select . The **Type Designation Browse** pop-up window appears.



The screenshot shows the 'Type Designation Browse' window. It has a title bar with a close button. The main content is divided into two sections: 'Search Criteria' and 'Search Results'. The 'Search Criteria' section contains three dropdown menus: 'Type Designator' (set to 'All'), 'Acq Program' (set to 'All'), and 'Type Dsg Group' (set to 'All'). There are 'Reset' and 'Search' buttons at the bottom right of this section. The 'Search Results' section has a 'Grid Options' dropdown and a table with columns: 'Type Dsg', 'Type Ds...', 'Acq Pro...', 'Yrs Svc ...', 'Fdcry De...', 'Util Mea...', and 'Util Svc ...'. Below the table is a pagination bar showing 'Selected 0/0', navigation arrows, a page number '0', a dropdown for '50 items per page', and the text 'No items to display'. At the bottom right of the window are 'Cancel' and 'Select' buttons.

2. In the Search Criteria box, narrow the results by entering the following:.
 - Enter the Type Designator in the field provided. *This is a 256 alphanumeric character field.*
 - Use ▼ to select the Acq Program.
 - Use ▼ to select the Type Dsg Group.
3. Select . The results appear in the **Type Designation Search Results** grid.





Help Reference Guide

Search Results

Grid Options

Type Dsg	Type Dsg Group	Acq Program	Yrs Svc Life	Fdcry Deprn Method	Util Measure	Util Svc Life
☐ wmjtesttd2 - test TD	6001 - AIR DEFENSE SYSTEMS	ABRAMS - ABRAMS	4	AB	H	6000

Selected 0/1
1
50 items per page
1 - 1 of 1 items

Cancel
Select

- Click ☐ to select the Type Designation. *This highlights the desired row.*
- Click . *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 Grid

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





Help Reference Guide

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

UIC Browse

Search Criteria

Site Id

DoDAAC

Org Id

UIC

Major Command Code

Reset

Search

Search Results

Select	UIC ↑	Organization Id
Select	FE1822	
Select	FE6022	
Select	NG0002	0183MA/70001
Select	NG0019	
Select	RE0154	0911ALF70000

◀

<

>

▶

5 items per page

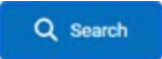
1 - 5 of 8 items

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





Help Reference Guide

- 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 . *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

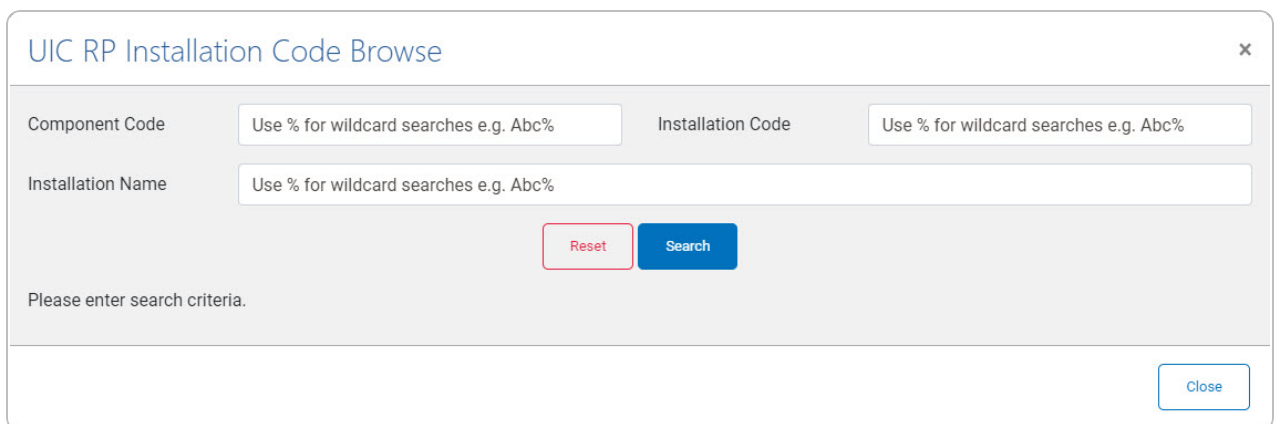


Click the following link to display PA Navigation Tips.

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  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.



The screenshot shows a pop-up window titled "UIC RP Installation Code Browse" with a close button (X) in the top right corner. Inside the window, there are three search criteria fields: "Component Code", "Installation Code", and "Installation Name". Each field has a placeholder text "Use % for wildcard searches e.g. Abc%". Below the fields are two buttons: "Reset" (outlined in red) and "Search" (solid blue). At the bottom left, there is a text prompt "Please enter search criteria." and at the bottom right, there is a "Close" button.

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 . The results appear in the **Search Results** grid.



UIC RP Installation Code Browse
✕

Component Code

Installation Name

Installation Code

Reset
Search

Select	Installation Code	ComponentCode	Installation Name
Select	CNBC	AFACT	BROOKS CITY AFB, SA

Close

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

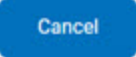
ELMS Navigation Helpful Tips



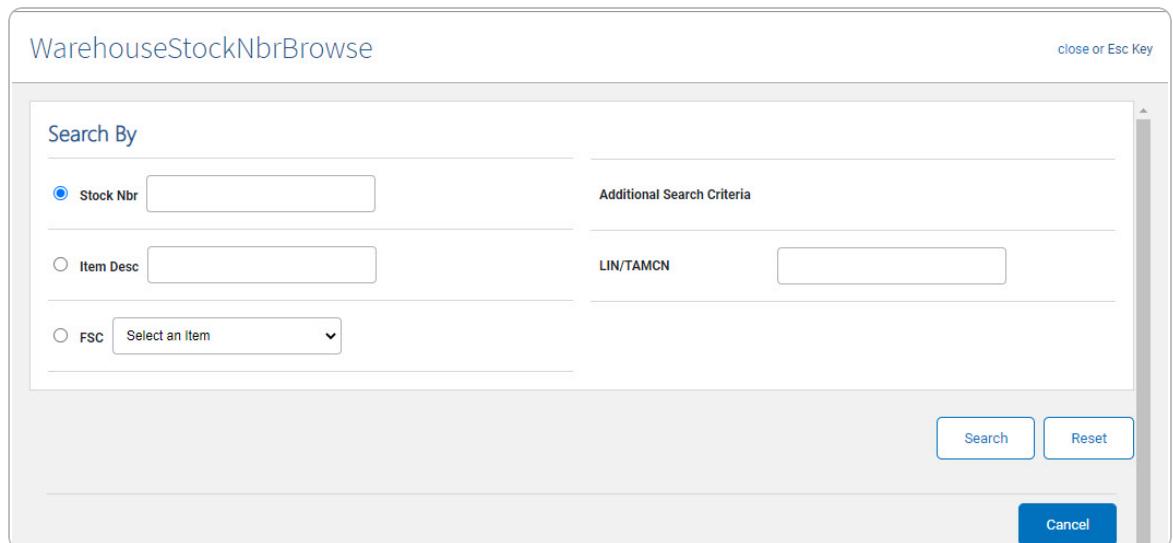
Click the following link to display M&U Navigation Tips.

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

Selecting  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.





Help Reference Guide

- 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 256 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 . *The Search Results display in the Warehouse STOCK NBR Grid below.*

WarehouseStockNbrBrowse close or Esc Key

Search By

☐ Stock Nbr

Additional Search Criteria

☒ Item Desc

LIN/TAMCN

☐ FSC

Select an Item ▼

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN
☐	8440002210852	SUSPENDERS, TROUSERS, OD	8440	V43602F
☐	8340015455869	ESS 305 W/ STOVEPIPE OPENING, GREEN	8340	C00452F

5. Select ☐ next to the desired STOCK NBR.
6. Select . *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: <i>STOCK NBR.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>ITEM DESC.</i>	
13 — Mandatory Entry: <i>FSC.</i>	
13 — Mandatory Entry: <i>LIN/TAMCN.</i>	
128 - To perform search, <i>ITEM DESC</i> must be three positions.	Invalid Entry. The <i>ITEM DESC</i> 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  at any point of this procedure returns all fields to the default "All" setting.





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

WorkOrder 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		Ull	
Estbd Dt To		Doc Nbr	
Asset Id			

Note



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





Help Reference Guide

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

Ull

Estbd Dt To

Doc Nbr

Asset Id

Search

Reset

Cancel





Help Reference Guide

UsingWorkOrderId
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			

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.*





Help Reference Guide

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





Help Reference Guide

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. was clicked without any records selected. Click ☐ to select a record, then select .

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





Public

Procedures

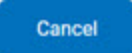
ELMS Navigation Helpful Tips



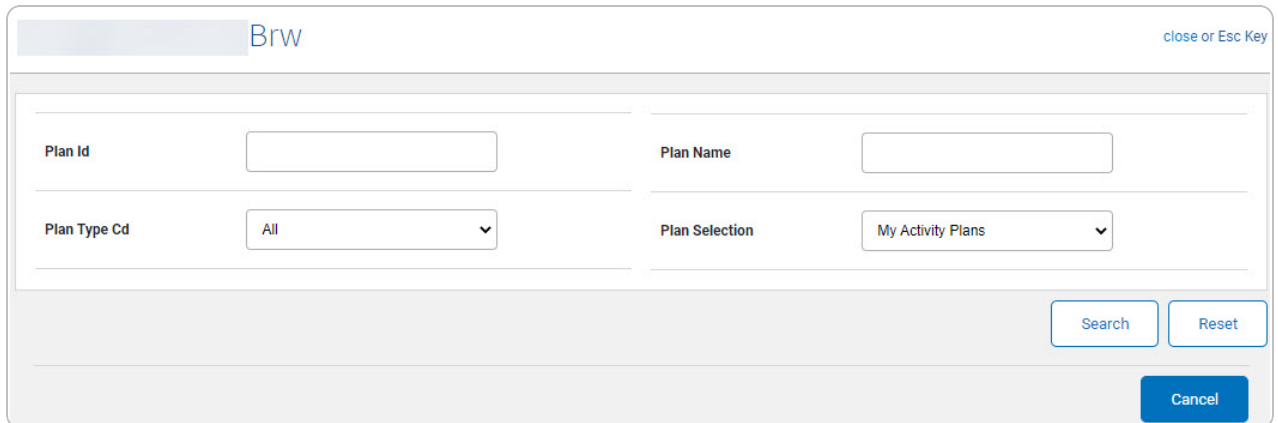
Click the following link to display ELMS Navigation Tips.

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

Selecting  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.

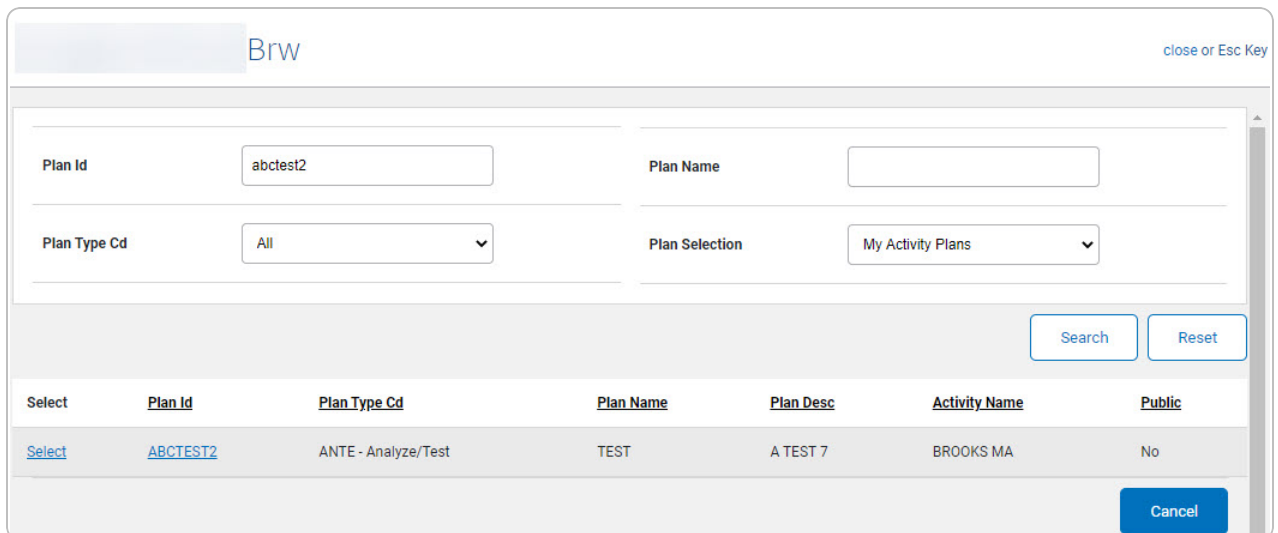
2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the PLAN ID *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Type Cd.





Help Reference Guide

- Enter the Plan Name *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Selection.
3. Select . *The results appear in the **Work Plan Browse Search Results** grid.*



Select	Plan Id	Plan Type Cd	Plan Name	Plan Desc	Activity Name	Public
Select	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No

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 Name
Central Work Plan
Plan Type Cd
Maintenance Activity
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

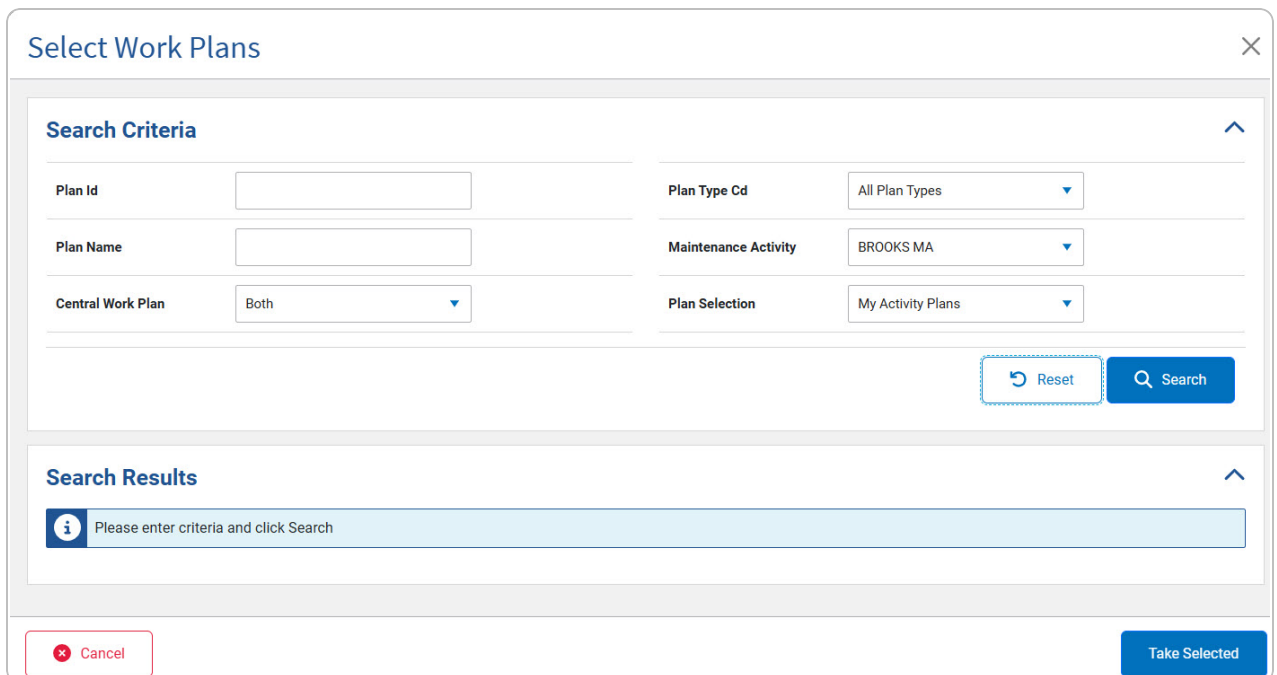


Click the following link to display ELMS Navigation Tips.

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

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



The screenshot shows the 'Select Work Plans' pop-up window. It has a title bar with a close button (X). The window is divided into two main sections: 'Search Criteria' and 'Search Results'. The 'Search Criteria' section contains a grid of input fields: 'Plan Id' (text box), 'Plan Name' (text box), 'Central Work Plan' (dropdown menu with 'Both' selected), 'Plan Type Cd' (dropdown menu with 'All Plan Types' selected), 'Maintenance Activity' (dropdown menu with 'BROOKS MA' selected), and 'Plan Selection' (dropdown menu with 'My Activity Plans' selected). Below the grid are 'Reset' and 'Search' buttons. The 'Search Results' section is currently empty, showing a message: 'Please enter criteria and click Search'. At the bottom of the window are 'Cancel' and 'Take Selected' buttons.

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





Help Reference Guide

- 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 . *The results appear in the **Work PLAN Id Search Results** grid under the Available tab.*





Help Reference Guide

×

Select Work Plans

Search Criteria

Plan Id

Plan Name

Central Work Plan

Both

Plan Type Cd

All Plan Types

Maintenance Activity

BROOKS MA

Plan Selection

My Activity Plans

Reset

Search

Search Results

Available

Selected

Options

	Plan Id	Plan Type	Plan Name	Plan Description
☐	20PTINSPECTION	PREV - Preventive Maintenance	20 POINT INSPECTION	20 POINT INSPECTION
☐	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7
☐	AKK012	ALGN - Alignment	AKKO SAYED	TESTING REGRESSION
☐	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC
☐	BROOKSPLAN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSPLAN1
☐	CALIBRATE1	CALB - Calibration	TIMTESTCALIBRATE	TIMG CALIBRATE TEST PLAN
☐	DPASANNUAL	PREV - Preventive Maintenance	DPAS ANNUAL	TEST PLAN DESC
☐	HELPTTEST	ANTE - Analyze/Test	HELP TEST	HELP TEST
☐	LOADTESTPCD	LDTT - Load Testing	LOAD TEST PCD	LOAD TEST
☐	MAINENGINEERING	MANT - Service/Maint	GEORDI LAFORGE	LOCATION OF WARP CORE 2

Selected 0/10

1

2

10 items per page

1 - 10 of 14 items

Cancel

Take Selected

4. Click ☐ to select the PLAN ID.

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

5.

OR



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 7/30/2026

230

ELMS Helpdesk
1-844-843-3727





Help Reference Guide

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

Search Results

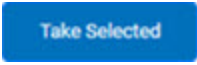
Available
Selected

Options

	Plan Id	Plan Type	Plan Name	Plan Description	Maint Activity	
☒	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	
☒	HELPTST	ANTE - Analyze/Test	HELP TEST	HELP TEST	BROOKS MA	

Selected 2/2
1
10 items per page
1 - 2 of 2 items

Cancel
Take Selected

- A. To deselect a Work PLAN ID, click . The selected Work Plan Identifier is removed from the grid.
- B. Select . 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 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

- 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.





Help Reference Guide

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

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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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