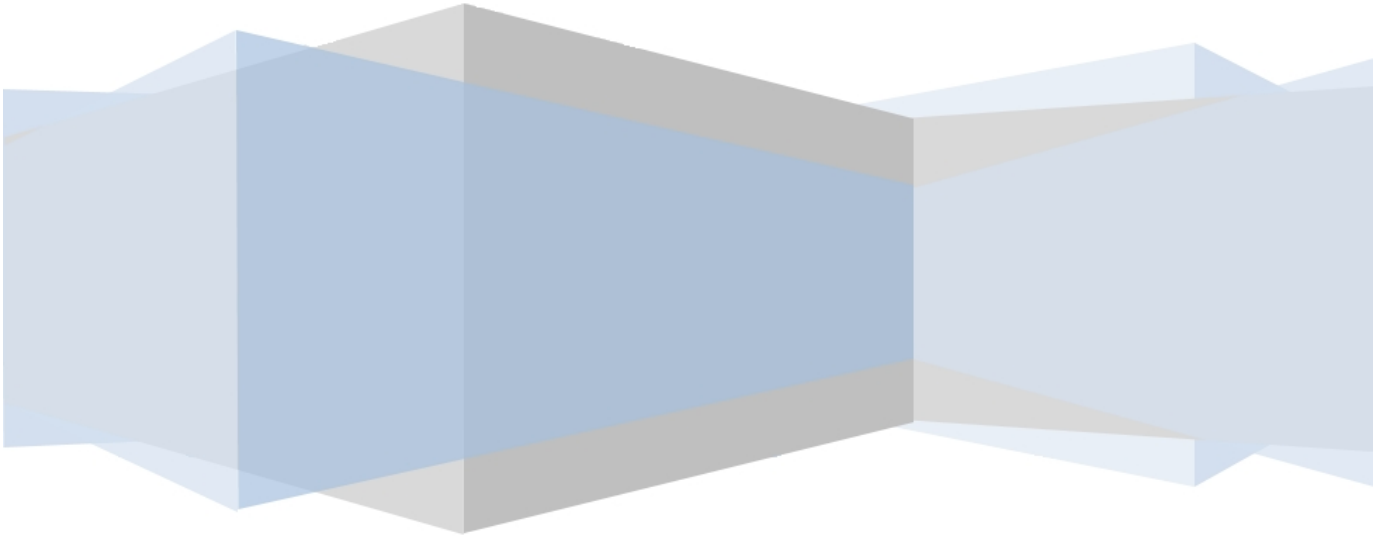
Warehouse Management

Enterprise Logistics Management System



Printed Manual

Version 29 Sep 2025

Welcome

Overview — ELMS

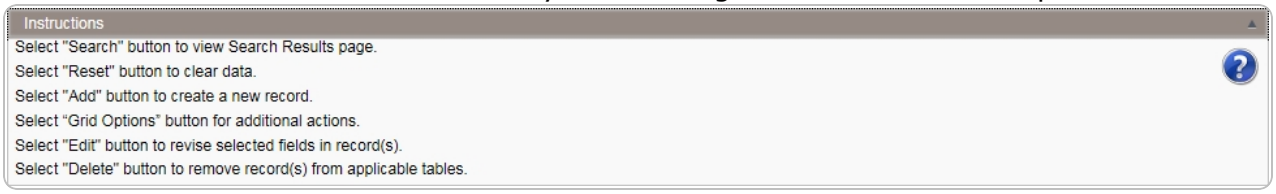
Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.
It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.
The ELMS program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

Overview — Warehouse Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Warehouse Management module.
The help topics provide assistance with managing equipment receipts, issues, and returns for individuals, units, and armories, in a warehouse environment.
In addition, relevant topics address managing both serialized and bulk equipment types, as well as providing restocking notifications when available stock reaches a minimum threshold.

Navigation

ELMS WAREHOUSE MGMT Module > Any Process Page > Instructions > Help



Related Topics

- Contact Us
- Warehouse Overview
- Warehouse Navigation Tips
- Warehouse Navigation Grid Options Overview
- Using ELMS Help Overview

- Using ELMS Help Topics
- Using ELMS Help Menus

Version 29 Sep 2025

Enterprise Logistics Management System (ELMS) WAREHOUSE MGMT Module Navigation

Overview

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

- Blue Menu Bar
- Red 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 WAREHOUSE MGMT Module > Any Process Page > Instructions > Help

Blue Menu Bar

The Blue Menu bar is at the very top of the page.
The item on the left side is:

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

The items on the right side are:

- **Module Name** Warehouse Management — Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.
- **Page Name** DPAS Warehousing Home Page — Shows which page is currently open.

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:

- **User ID** User Id: — Opens the User Dashboard . Shows the roles and permissions of the user.
- **Warehouse** Warehouse: — Opens the Active Tier pop-up window. Shows the Warehouses available to the user.
- **Open Warehouse Actions** Open Warehouse Actions — Opens the Home page. Shows the opening lists that have the assignments for the user.

The items on the right side are:

- **Home** Home — Opens the Home page.
- **Links** Links — Opens a list of hyperlinks the Warehouse has made available to the users.
- **Contact Us** Contact Us — Opens the ELMS Support Team Information, including phone #s and email addresses.
- **Log Out** Log Out — Ends the ELMS session.

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 Warehouse 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 bar. The Instructions panel expands.
- The Instructions panel assists with various options on the Process page:

Help

Within the Instructions panel is the Help icon .

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

Results Grid

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

- **Title Bar —**

Shows the name of the Process and the overall Results Grid buttons.

- **Column Header —**

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

- **Individual Records —**

Shows the rows of data in the Results Grid. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.

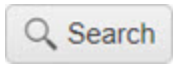
- **Bottom Scroll —**

Shows how many records of data are in the Results Grid, and a way to access the additional pages.

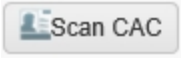
Standard Buttons

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

Search Criteria

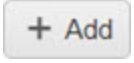
- **Search** 

—
Searches the data within the process results grid.
- **Reset**

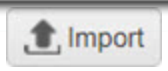
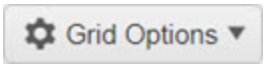
—
Erases the entered fields and starts over.
- **Scan CAC** 

—
Opens the pop-up window containing the CAC field, ready for the scanned information.

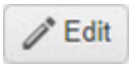
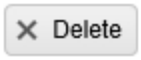
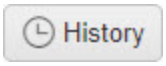
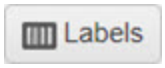
Results Grid

- **Add** 

—
Creates a new record in the process results grid.

- **Import**  —
  Adds bulk records to 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**  —
  Opens the History pop-up window, and shows the past edits of the record in the process.
- **Labels**  —
  Opens the Print Labels pop-up window, and prints the labels for that record in the process.

Related Topics

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

Enterprise Logistics Management System (ELMS) WAREHOUSE MGMT Module

Welcome to the Enterprise Logistics Management System (ELMS) WAREHOUSE MGMT Help System.

ELMS Summary

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

Warehouse Summary

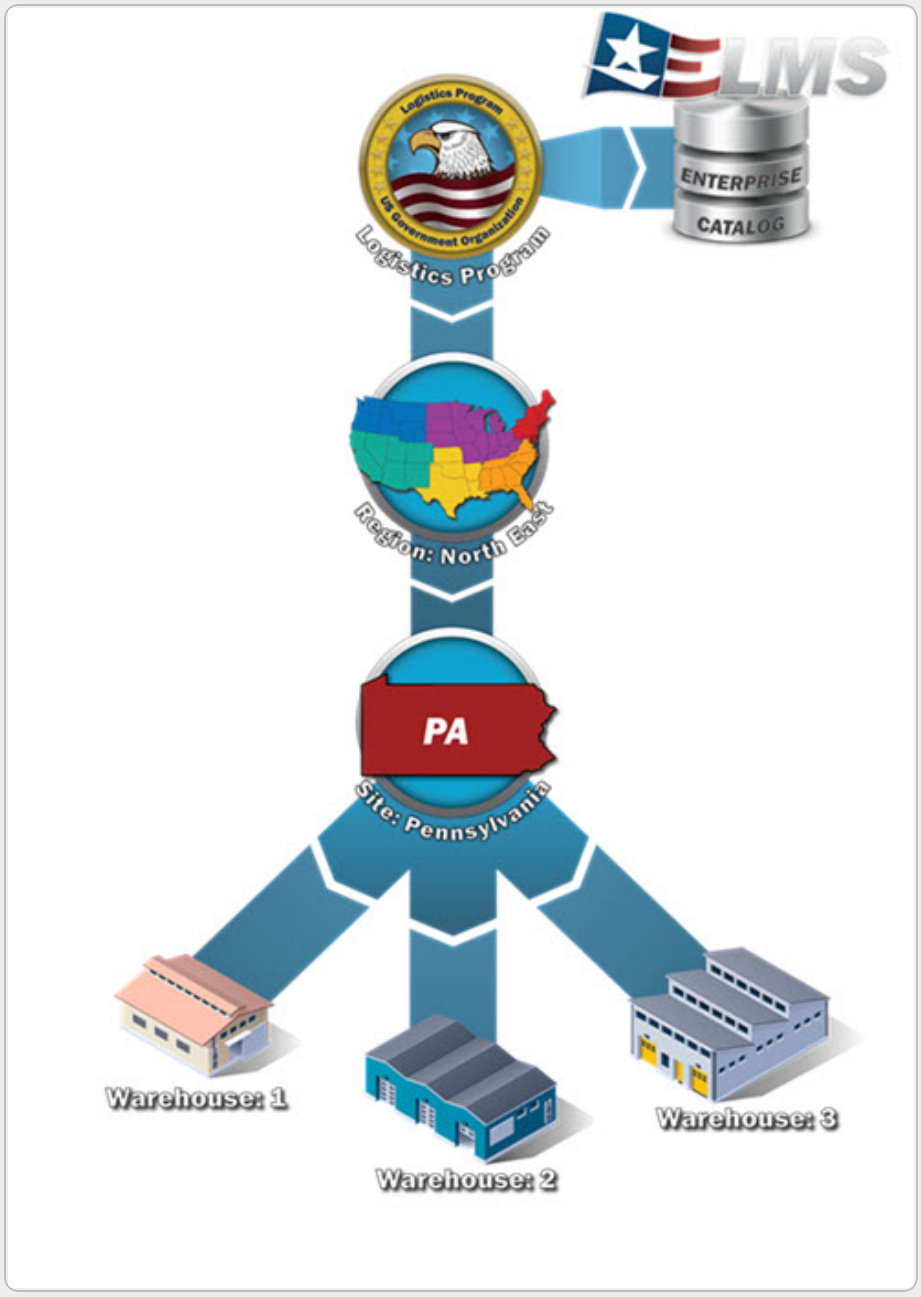
The ELMS WAREHOUSE MGMT module is designed to provide a comprehensive solution to military storage and distribution needs.
From this module, the equipment life cycle is administered for both small, bulk-managed (like helmets) equipment, and large, serially-managed (like vehicles) equipment.
It is designed to manage warehouse environment assets (such as receipts, issues, and returns) for all individuals, armories, and units.

Warehouse Structure

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

Note

This hierarchy concept can be structured however the organization's reporting requires.

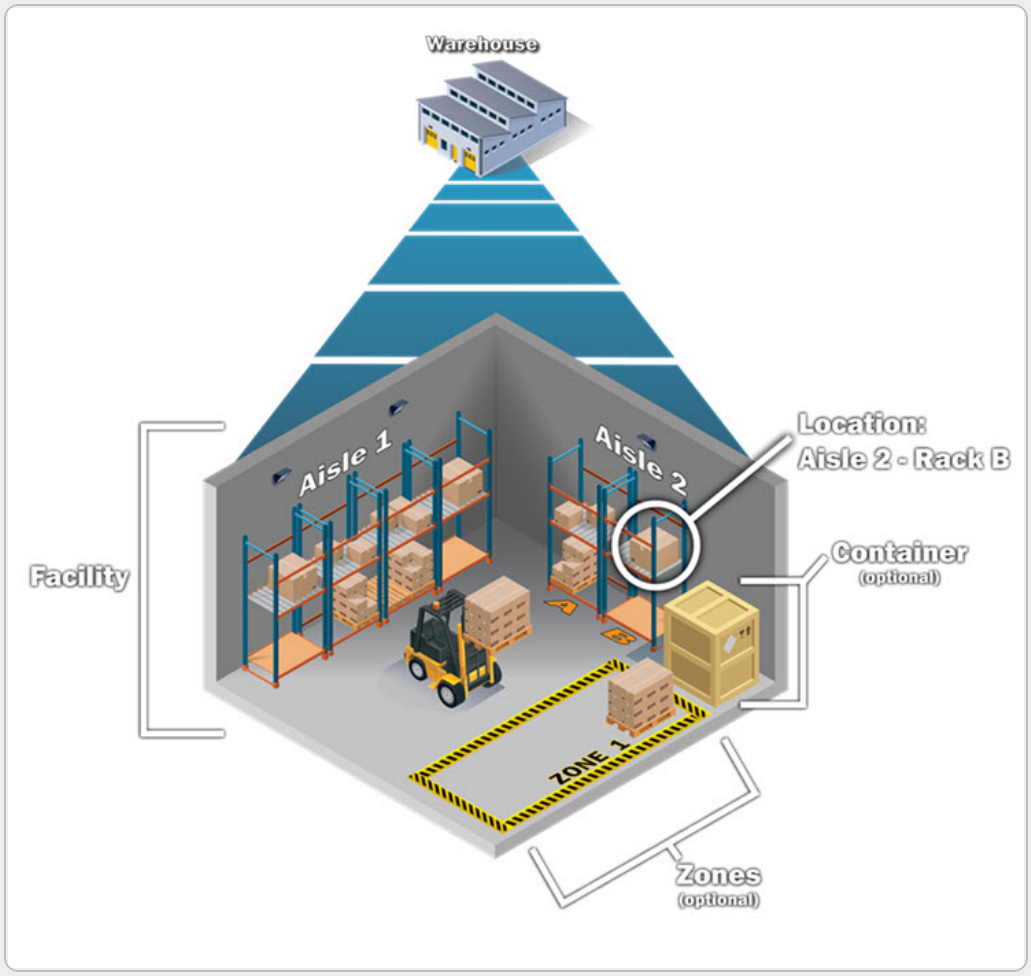

ELMS
ENTERPRISE
CATALOG
Logistics Program
Region: North East
PA
Site: Pennsylvania
Warehouse: 1
Warehouse: 2
Warehouse: 3

Logistics Program — created by the ELMS User Account Team; the highest level of the Tier Structure.
— Where the Enterprise Catalog is associated; all Warehouses under the same Logistics Program use the same Catalog.

Region — created by the ELMS User Account Team; the second level of the Tier structure.
— There can be one or many Regions per Logistics Program.

Site — created by the ELMS User Account Team; the third level of the Tier structure.
— There can be one or many Sites per Region.

Warehouse — created by the ELMS User Account Team; the fourth level of the Tier structure.
— There can be one or many Warehouses per Site.
Inventory is associated at the Warehouse level.
The top 3 layers of the structure act as a way to represent inventory data at different organizational levels, in addition to varying levels of ELMS access for the users.



Facility — created and maintained by ELMS USERS; the fifth level of the Tier structure. — The highest level within a Warehouse. There can be one or many Facilities per Warehouse.
It can be associated to a Real Property Unique Identifier (RPUID), or associated to non Real Property.

Zone — created and maintained by ELMS USERS; the sixth level of the Tier structure.
— The highest level within a Facility.
The Zones are optional, and provides the capability to sub-divide a facility into smaller units.

Location — created and maintained by ELMS USERS; the seventh level of the Tier structure.
— The highest level within a Zone.
The Locations are optional, and identifies the position of assets by name, GPS coordinates, or Passive Radio Frequency Identification / Radio Frequency Identification (pRFID/RFID).

Container — created and maintained by ELMS USERS; the eighth level of the Tier structure.
— The highest level within a Location.
The Containers are optional, and are placed within locations, thus taking on location information.

Warehouse Key Functions

There are several key functions within the Warehouse:

- **My ELMS** — Information specific to the user
  - Account Info
  - Manage Lists
    - STOCK NBR Lists
    - LIN/TAMCN List

- **Catalog Management** — Different methods of managing all of the groups of materiel in the Warehouse
  - LIN/TAMCN
  - STOCK NBR
  - Stock Item
  - Stock Item MIN/MAX

- Collateral Item
- Substitute STOCK NBR
- SKO Catalog
- Repair Parts Catalog
- Commodity Type
- Container Type
- Size Category
- Equipment Type
- Shelf Life Extension
- Inspection/Action
- Manufacturer PART NBR
- Pending Catalog

- **Materiel Management** — Different methods of managing individual assets
  - Receiving
  - Materiel Release Order
  - Disposition
  - Warehouse Transfer
  - Materiel Movement
    - Plan
    - Pick
  - Transportation
    - Plan
    - Pick
  - QC/QA/Inspection
  - Inspection
  - Maintenance Issue
  - Individual
    - Issue
    - Return
    - Item Return
    - Reconciliation
    - Member Sales Review
  - Unit Issue
    - Request
    - Return
    - Reconciliation
    - Post-Post
    - Unit Transfer
  - Warehouse Issue
  - Inventory Update

        - User
        - Manager
        - UII/pRFID Assoc
    - Replenishment
        - Request
        - Review
    - Inventory
        - Physical
        - Issued
    - Project Mgmt
    - Set Kit Outfit
        - Assemble
        - Disassemble
        - Bulk Update
        - Serial Update
    - Allocation Management
    - Inventory Adjustment Activity Review
    - Materiel Returns

- **AIT Management** — Different methods of managing Automatic Identification Technology
    - Materiel Movement
    - Materiel Movement (Planned)
    - Physical Inventory Resolution
    - Physical Inventory
    - UII/pRFID Assoc

- **Customer Management** — Different methods of managing layers of Users
    - UIC
        - UIC
        - Custodian
        - Authorization
    - Member Profile
    - Member Attribute
    - Master Issue List

- **Warehouse Management** — Different methods of managing layers of Warehouses
    - Facility
    - Location
    - Container
    - Location Condition Code Default
    - Stock Item Individual Issue Location

- Cost Center
- Personnel
- PROJECT CD Range
- DOCUMENT NBR Range
- Scheduling
  - Appointments
  - Calendar MGMT
  - Appointment Queue

- **Master Data Management** — Different methods of managing layers above the Warehouse
  - Logistics Program
  - Region
  - Site
  - Warehouse
  - Contractor
  - Contract
  - Messaging
    - My Message Subscriptions

- **Inquiries** — Searching for specific assets within the Warehouse
  - Catalog
    - Agency Catalog Inquiry
    - STOCK NBR Inquiry
  - Inventory
    - LIN/TAMCN Inventory
    - STOCK NBR Inventory
    - ICN Inventory
    - Expiring Items
    - Inventory Activity
    - Additional Info
    - Physical Inventory Reconciliation Results Inquiry
  - Issue/Return Activity
  - Unit Issue
    - Unit Issue Activity
    - Unit Issue Trend Analysis
    - Outstanding Items Inquiry
  - Member
    - Expiration of Service Outstanding Items Inquiry
    - Member Activity
    - Member Feedback

        - Member Size
        - Military Member Personnel
    - Document
    - DoDAAC
    - DLMS Transactions
    - Maintenance
        - Work Order
        - Work Plan
        - Issue
    - Quality Control / Inspection Results Inquiry
    - Appointment Inquiry
    - Money Value Gain Loss Inquiry

- **History Inquiries** — Searching for the historical entries regarding a specific item
    - LIN/TAMCN
    - Region
    - Site
    - Warehouse
    - Location
    - UIC
    - UIC Custodian
    - Member Profile
    - Contractor
    - Contract
    - Master Issue List History View

- **Report Manager** — Different ways to render reports
    - View Reports
    - Schedule Reports
    - Real-Time Reports

Warehouse User

Warehouse is role-based, similar to all other ELMS modules.
User access is based on one or more roles, allowing for "need to know" and "separation of duty" access. In addition, a second level of security has been added through the use of Commodity Types. Warehouse users can only access equipment within their specified list(s) of assigned Commodity Types.
The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

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

User Dashboard

Overview

The Warehouse Management module User Dashboard provides the ability to validate users logging in to the Warehouse Management module. Access is controlled via PKI, through use of a Common Access Card (CAC). A log in and password is also used on an exception basis. Returning users are automatically logged into the Warehouse last accessed. If the Warehouse no longer exists, or this is an initial log in, a screen appears to allow the selection of a viable Warehouse.

Navigation

My ELMS > Account Info > User Dashboard page

Page Fields

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

Instructions

User Dashboard

The table below provides the list of instructions.

Number	Value

Change Active Tier

The table below provides the list of instructions.

Number	Value
xxxx	Select an access level.

Red User Info Bar

User Id
Warehouse
Open Warehouse Actions

Change Active Tier

Search for Tier...

User Profile

User Id
IA Training Dt Lst
Days until IA Training Due
Phone Nbr
DSN Nbr
Email Address *

ELMS Access Tab

Level
Roles
Security Commodity Types

Training Status Tab

Curriculum Nbr
Curriculum Name
Curriculum Desc
Cmpltd Dt

(*) Asterisk identifies mandatory fields.

Procedures

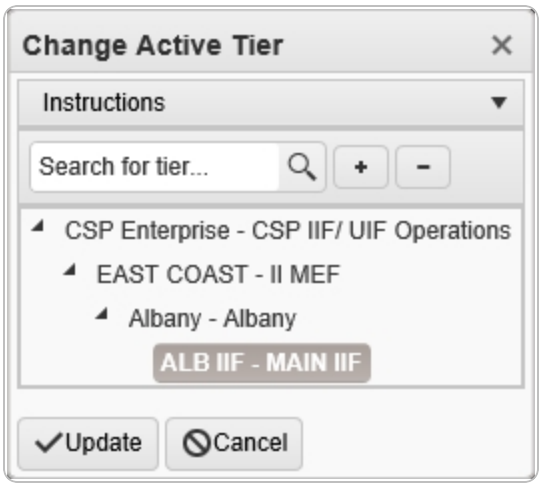
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Change the Active Tier

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

1. Select the Warehouse hyperlink. *The* ***Change Active Tier*** *pop-up window appears, with the existing Warehouse highlighted.*

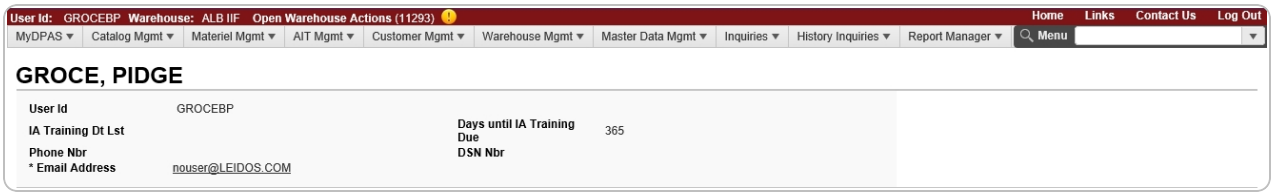


2. Use ▶ to select the different levels available to find the desired Warehouse.

3. Select Update. *The* ***Change Active Tier*** *pop-up window closes, and the new Warehouse selection is saved.*

View the User Profile

1. Select Account Info. *The* ***User Dashboard*** *page appears, open to the ELMS Access tab.*

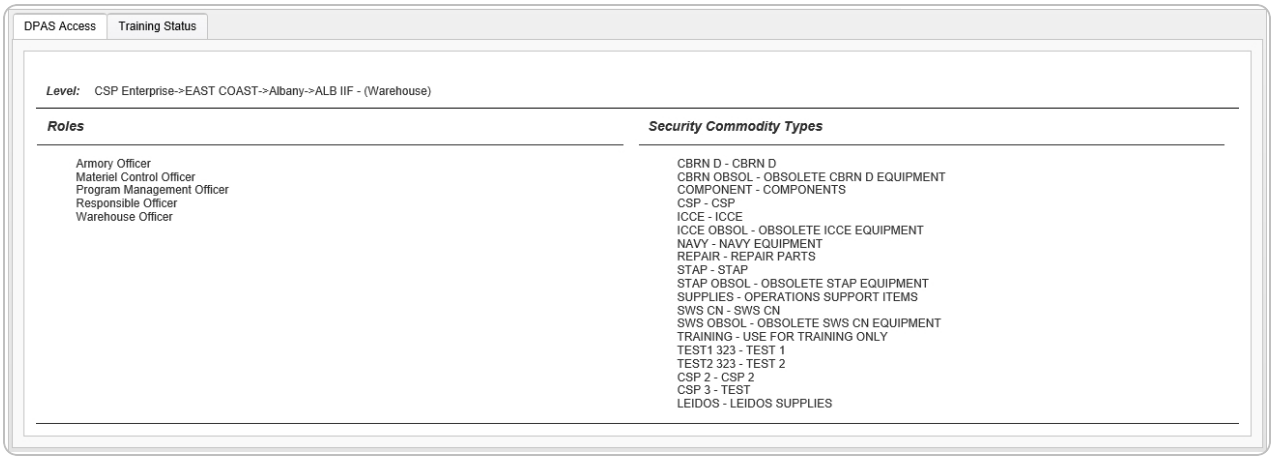


- *The USER ID automatically populates and is not editable.*
- *The IA Training DT LST automatically populates and is not editable.*
- *The Days until IA Training Due automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*

- *The DSN NBR automatically populates and is not editable.*
- *The E-MAIL Address automatically populates and is not editable.*

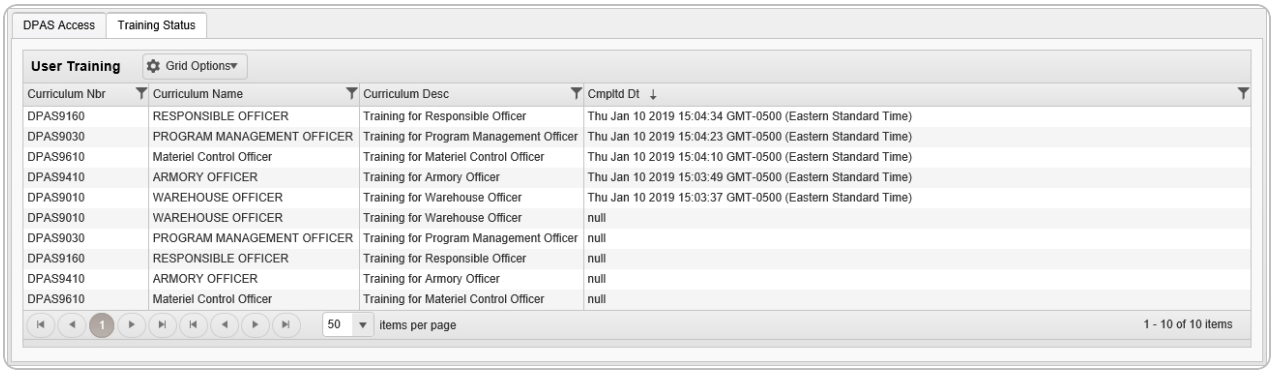
View the ELMS Access and Training Status

1. Select the ELMS Access tab.



- *The Level automatically populates and is not editable.*
- *The Roles automatically populates and is not editable.*
- *The Security Commodity Types automatically populates and is not editable.*

2. Select the Training Status tab.



- *The CURRICULUM NBR automatically populates and is not editable.*
- *The Curriculum Name automatically populates and is not editable.*
- *The Curriculum Description automatically populates and is not editable.*
- *The CMPLTD DT automatically populates and is not editable.*

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
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Related Topics

- ELMS Warehouse Overview
- ELMS Warehouse Navigation
- ELMS Warehouse Navigation Grid Options Overview

Manage a Stock Number List

Overview

The Warehouse Management module Manage Stock Number Lists process provides the ability to create, update, and delete lists that are used for custom reporting. Stock Number Lists are managed and shared at different Enterprise Levels such as Logistics Program, Region, Site and Warehouse.
Sharing a Stock Number List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their lower levels do not have access.*
- If the list is not shared, it is accessible locally only to the list creator.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > STOCK NBR Lists

Page Fields

The following fields display on the **STOCK NBR List** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
498	Select "View" button to display the list's contents shared by another user.

Stock Number List Grid

Edit / View
Delete
List Nm
Is Shared?
Share Lvl
Owning User Nm

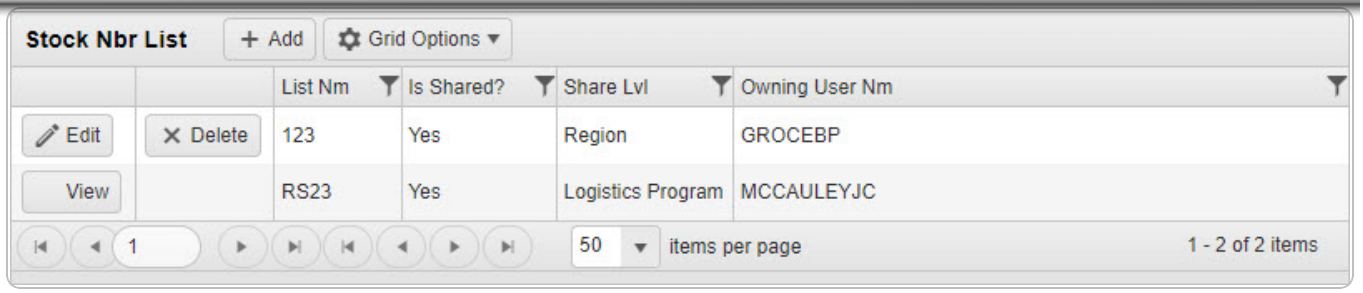
Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the Stock Number List

Select the STOCK NBR List menu item. *The STOCK NBR List grid appears.*



Add a Stock Number List

Select + Add. *The **Add Stock Nbr List** pop-up window appears.*

Update a Stock Number List

Select Edit next to the desired STOCK NBR List. *The **Edit Stock Nbr List** pop-up window appears.*

Delete a Stock Number List

Select Delete next to the desired STOCK NBR List. *The **Confirm Delete** pop-up window appears.*

View a Stock Number List

Select View next to the desired STOCK NBR List. *The **View Stock Nbr List** pop-up 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
No Common Errors have been identified for this page.	

Related Topics

- Add a Stock Number List
- Update a Stock Number List
- Delete a Stock Number List
- View a Stock Number List

Add a Stock Number List

Overview

The Stock Number List Add process provides the ability to create Stock Number Lists for custom reporting. This process also allows sharing at a selected level.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > STOCK NBR Lists > + Add > Add STOCK NBR List pop-up window

Page Fields

The following fields display on the **Add STOCK NBR List** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Add Stock Number List Grid

List Nm *
Is Shared?
Share Lvl
Stock Nbrs

STOCK NBRS Grid

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

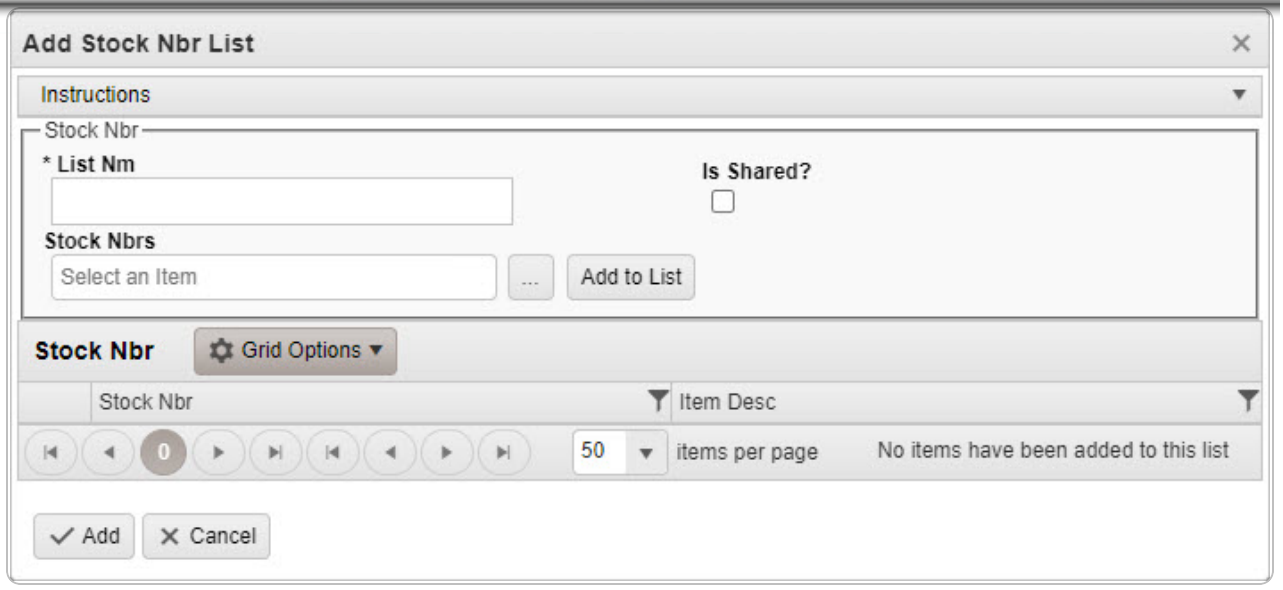
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Number List

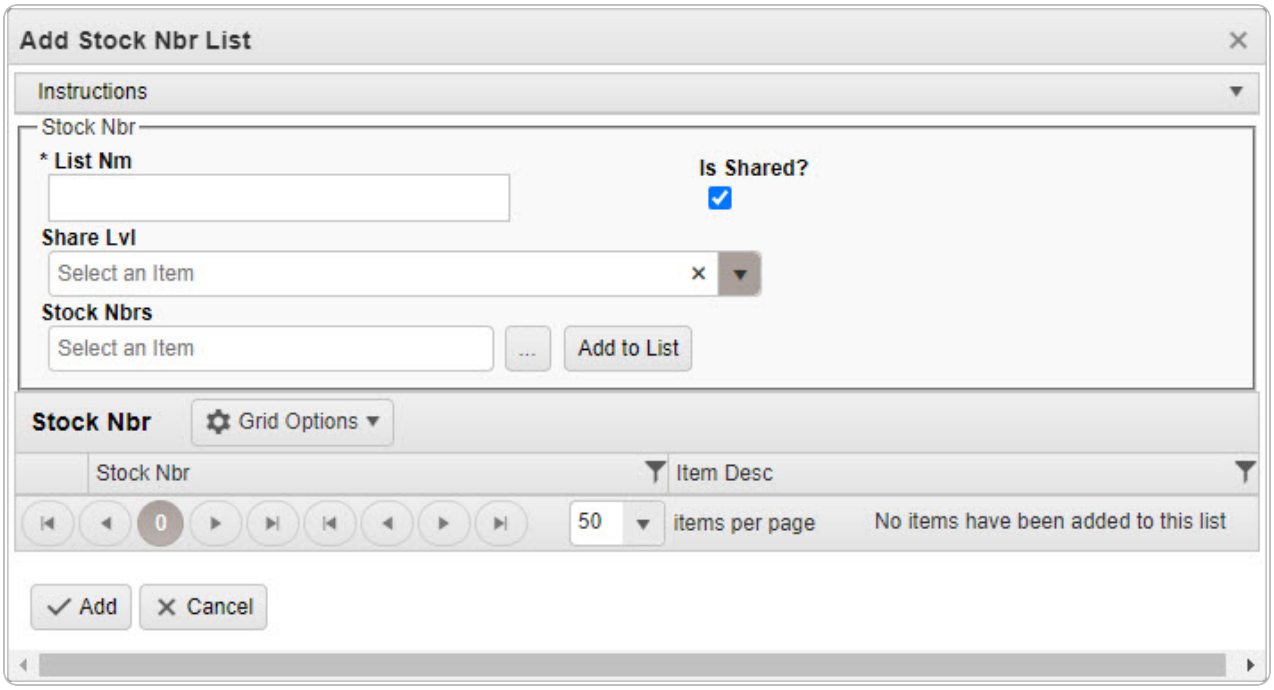
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add to create a STOCK NBR List. *The* ***Add STOCK NBR List*** *pop-up window appears.*



2. Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*

3. Click 'Is Shared?' ☐. *This allows access to the STOCK NBR Lists. If 'Is Shared?' is selected (☑), use ▼ to select the Share Lvl.*



4. Enter the STOCK NBRS, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

5. Select Add to List to add the STOCK NBR to the STOCK NBRS Grid. *The STOCK NBR appears in the grid provided.*
6. Repeat steps 4 and 5 to add more STOCK NBRS to the STOCK NBR Grid.

Delete a LIN/TAMCN

Select ✕ Delete next to the desired STOCK NBR. *The **Confirm DeleteSTOCK NBR Delete** pop-up window appears.*

7. Select ✓ Add. *The **Add STOCK NBR List** pop-up window closes, and the entry appears as a green row in the STOCK NBR List 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.
13 — Mandatory Entry: *List NM*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Manage a Stock Number List
- Update a Stock Number List
- Delete a Stock Number List
- View a Stock Number List

Update a Stock Number List

Overview

The Stock Number List Update process allows editing Stock Number Lists. This process also allows sharing at a selected level.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > STOCK NBR Lists > Edit > Edit STOCK NBR List pop-up window

Page Fields

The following fields display on the **Edit STOCK NBR List** 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.

495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Edit Stock Nbr List

List Nm *
Is Shared?
Share Lvl
Stock Nbrs

Stock Nbrs Grid

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

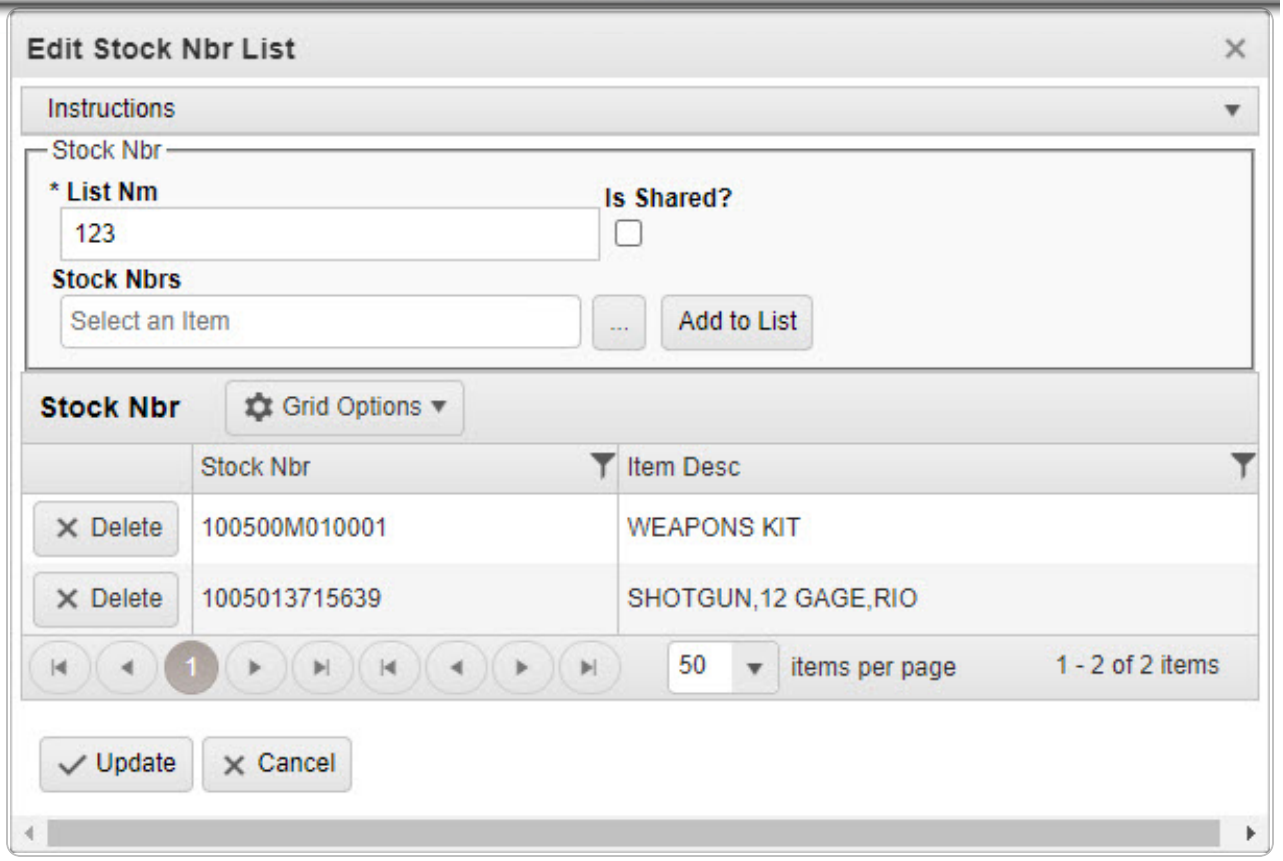
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Stock Number List

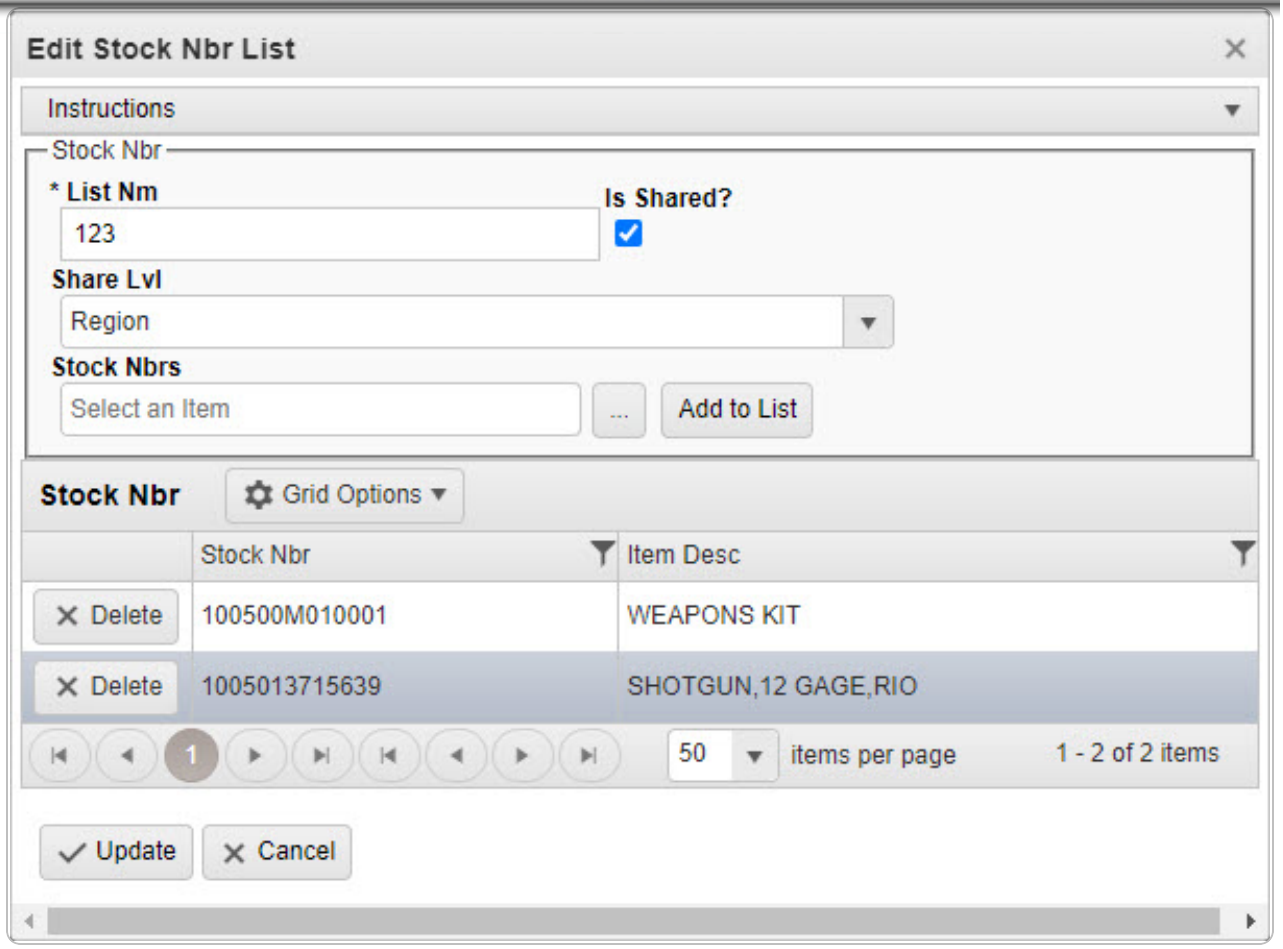
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit next to the desired Stock Nbr List. *The* ***Edit Stock Nbr List*** *pop-up window appears*.



2. Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*

3. Verify the 'Is Shared?' contains the appropriate ☐ or ☑. *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' selected (☑), update the Share Lvl, using ▼ to select the desired level.*



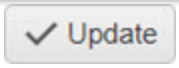
4. Update the STOCK NBRS, using ... to browse for the revised number. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help

5. Select Add to List to add the revised STOCK NBR to the STOCK NBR Grid. *The STOCK NBR appears in the grid provided.*
6. Repeat steps 4 and 5 to add more STOCK NBRS to the STOCK NBR Grid.

Delete a LIN/TAMCN

Select ✕ Delete next to the desired STOCK NBR. *The **Confirm DeleteSTOCK NBR Delete** pop-up window appears.*

7. Select 

. *The **Edit Stock Nbr List** pop-up window closes, and the entry appears as a green row in the Stock Nbr List 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.
13 — Mandatory Entry: *List Nm*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Manage a Stock Number List
- Add a Stock Number List
- Delete a Stock Number List
- View a Stock Number List

Delete a Stock Number List

Overview

The Stock Number List Delete process allows the removal of Stock Number Lists no longer used for custom reporting.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > STOCK NBR Lists > Delete > Confirm Delete STOCK NBR List Delete pop-up window

Page Fields

The following fields display on the **Confirm Delete STOCK NBR List Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

STOCK NBR List Delete Grid

Are you sure you want to delete this Stock Nbr List and any associations?

Procedures

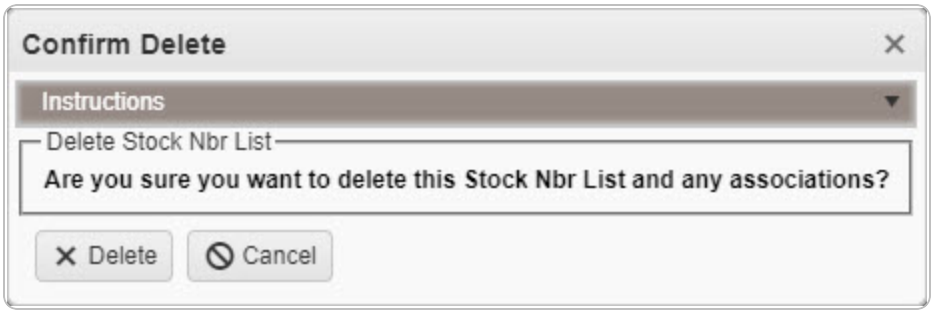
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Stock Number List

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

1. Select Delete next to the desired STOCK NBR List. *The* ***Confirm Delete STOCK NBR List Delete*** *pop-up window appears.*

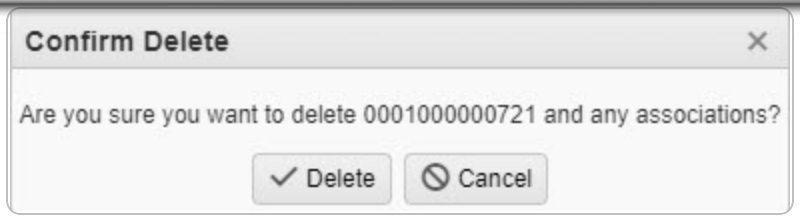


2. Select Delete. *The* ***Confirm Delete STOCK NBR List Delete*** *pop-up window closes, and the entry is removed from the STOCK NBR List Grid.*

Delete a Stock Number

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

1. Select Delete next to the desired STOCK NBR. *The* ***Confirm Delete STOCK NBR Delete*** *pop-up window appears.*



2. Select Delete. *The **Confirm Delete STOCK NBR Delete** pop-up window closes, and the entry is removed from the STOCK NBR 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

- Manage a Stock Number List
- Add a Stock Number List
- Update a Stock Number List
- View a Stock Number List

View a Stock Number List

Overview

The Stock Number List View process allows the viewing of Stock Number Lists added by another user and not available for editing or deleting.

Navigation

My ELMS > Manage Lists > STOCK NBR Lists > View > View STOCK NBR List pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

STOCK NBR Grid

Stock Nbr
Item Desc

Procedures

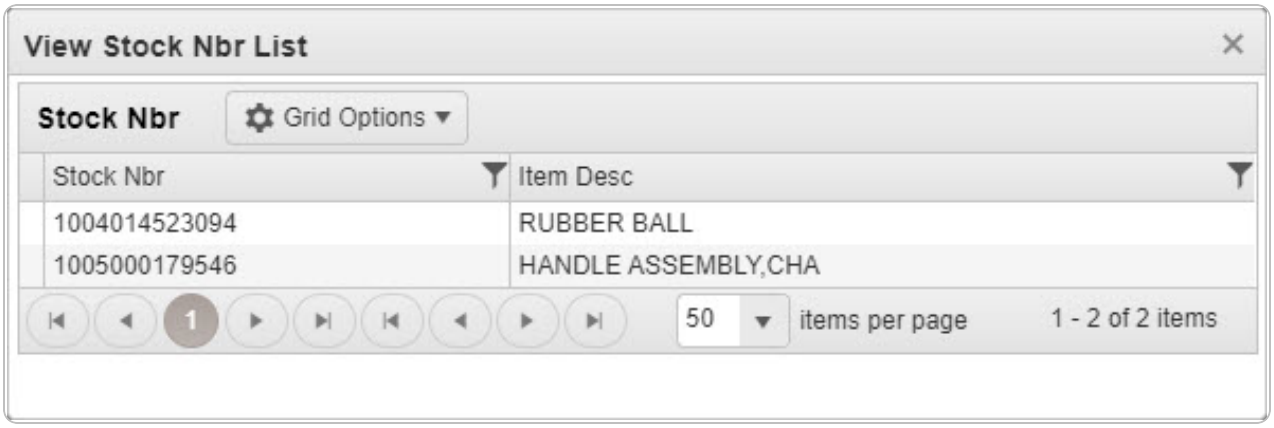
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View a Stock Number List

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

1. Select View next to the desired STOCK NBR List. *The* ***View STOCK NBR List*** *pop-up window appears.*



2. Select ✕. *The* ***VIEW STOCK NBR List*** *pop-up window closes.*

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

- Manage a Stock Number List
- Add a Stock Number List
- Update a Stock Number List
- Delete a Stock Number List

Manage a LIN/TAMCN List

Overview

The Warehouse Management module Manage LIN/TAMCN Lists process provides the ability to create, update, and delete lists that are used for custom reporting. LIN/TAMCN Lists are managed and shared at different Enterprise Levels such as Logistics Program, Region, Site and Warehouse.
Sharing a LIN/TAMCN List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their lower levels do not have access.*
- If the list is not shared, it is accessible locally only to the list creator.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > LIN/TAMCN Lists

Page Fields

The following fields display on the **LIN/TAMCN List** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
498	Select "View" button to display the list's contents shared by another user.

LIN/TAMCN List Grid

Edit / View
Delete
List Nm
Is Shared?
Share Lvl
Owning User Nm

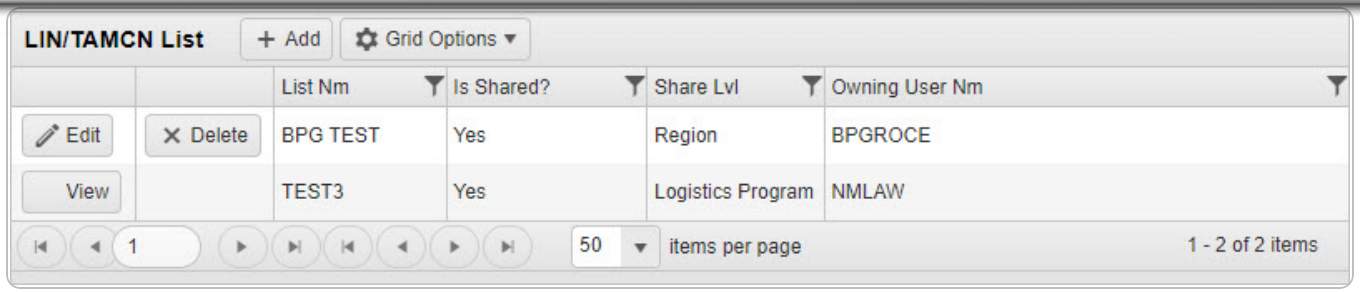
Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the LIN/TAMCN List

Select the LIN/TAMCN List menu item. *The LIN/TAMCN List grid appears.*



Add a LIN/TAMCN List

Select + Add. *The **Add LIN/TAMCN List** pop-up window appears.*

Update a LIN/TAMCN List

Select Edit next to the desired LIN/TAMCN List. *The **Edit LIN/TAMCN List** pop-up window appears.*

Delete a LIN/TAMCN List

Select Delete next to the desired LIN/TAMCN List. *The **Confirm Delete** pop-up window appears.*

View a LIN/TAMCN List

Select View next to the desired LIN/TAMCN List. *The **View LIN/TAMCN List** pop-up 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
No Common Errors have been identified for this page.	

Related Topics

- Add a LIN/TAMCN List
- Update a LIN/TAMCN List
- Delete a LIN/TAMCN List
- View a LIN/TAMCN List

Add a LIN/TAMCN List

Overview

The LIN/TAMCN List Add process provides the ability to create LIN/TAMCN Lists for custom reporting. This process also allows sharing at a selected level.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > LIN/TAMCN Lists > + Add > Add LIN/TAMCN List pop-up window

Page Fields

The following fields display on the **Add LIN/TAMCN List** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Add LIN/TAMCN List Grid

List Nm *
Is Shared?
Share Lvl
LIN/TAMCNs

LIN/TAMCN Grid

LIN/TAMCN
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

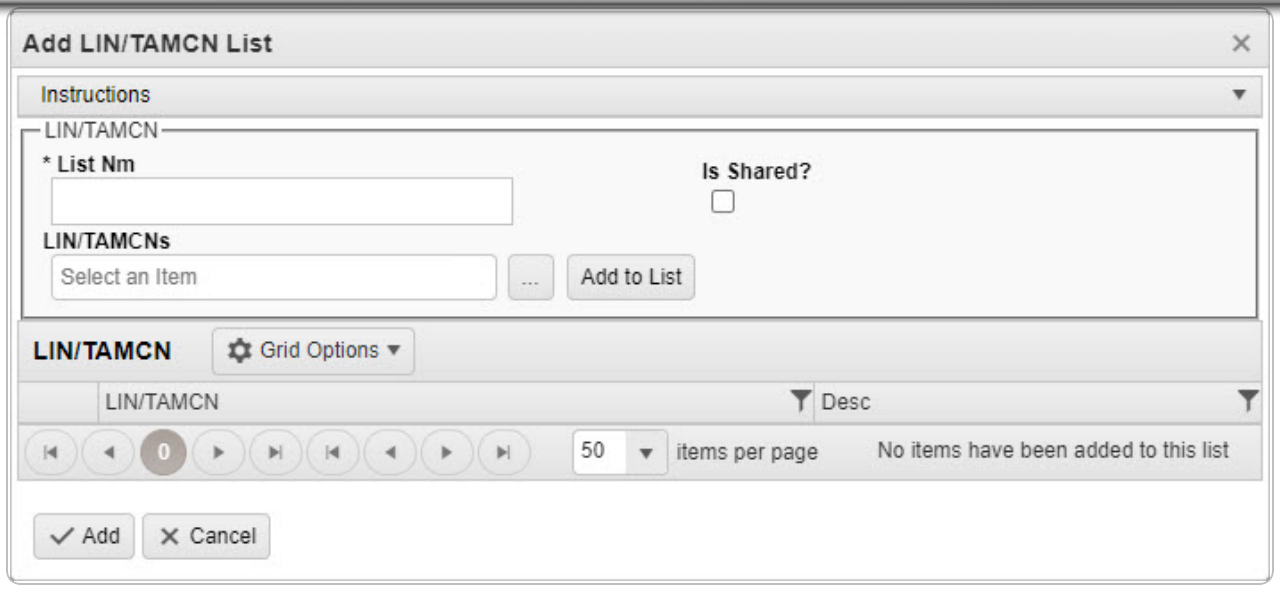
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a LIN/TAMCN List

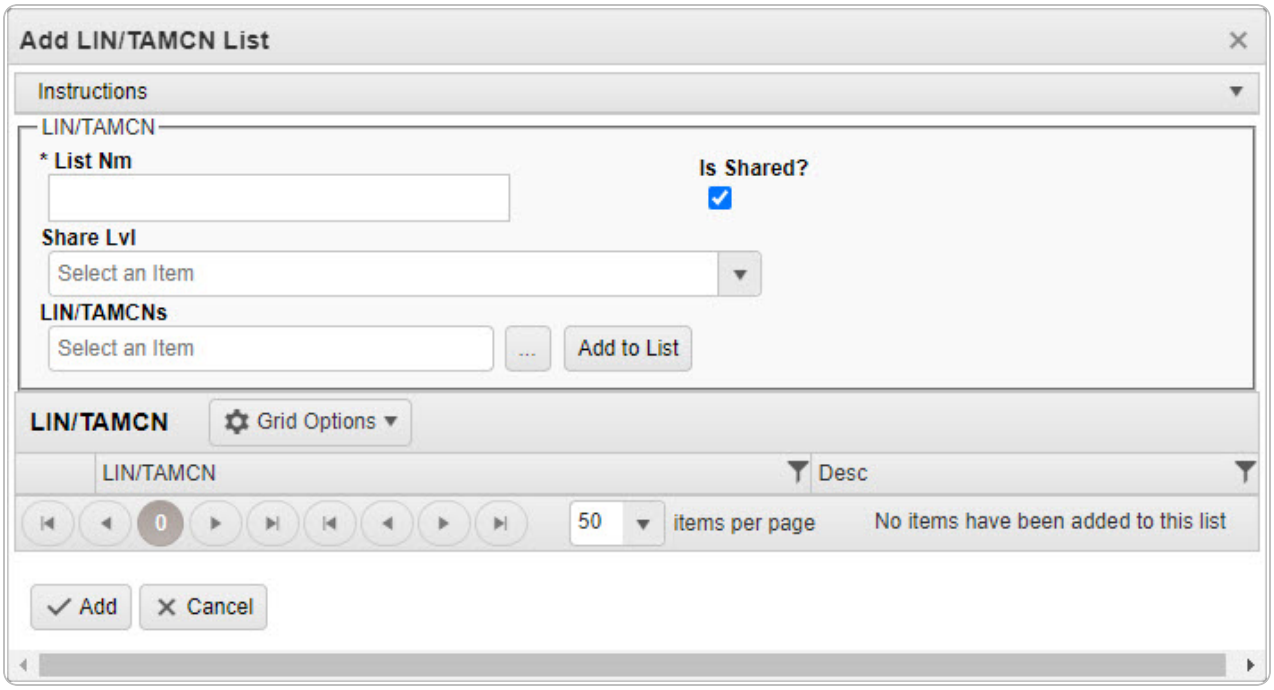
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add to create a LIN/TAMCN List. *The* ***Add LIN/TAMCN List*** *pop-up window appears.*



2. Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*

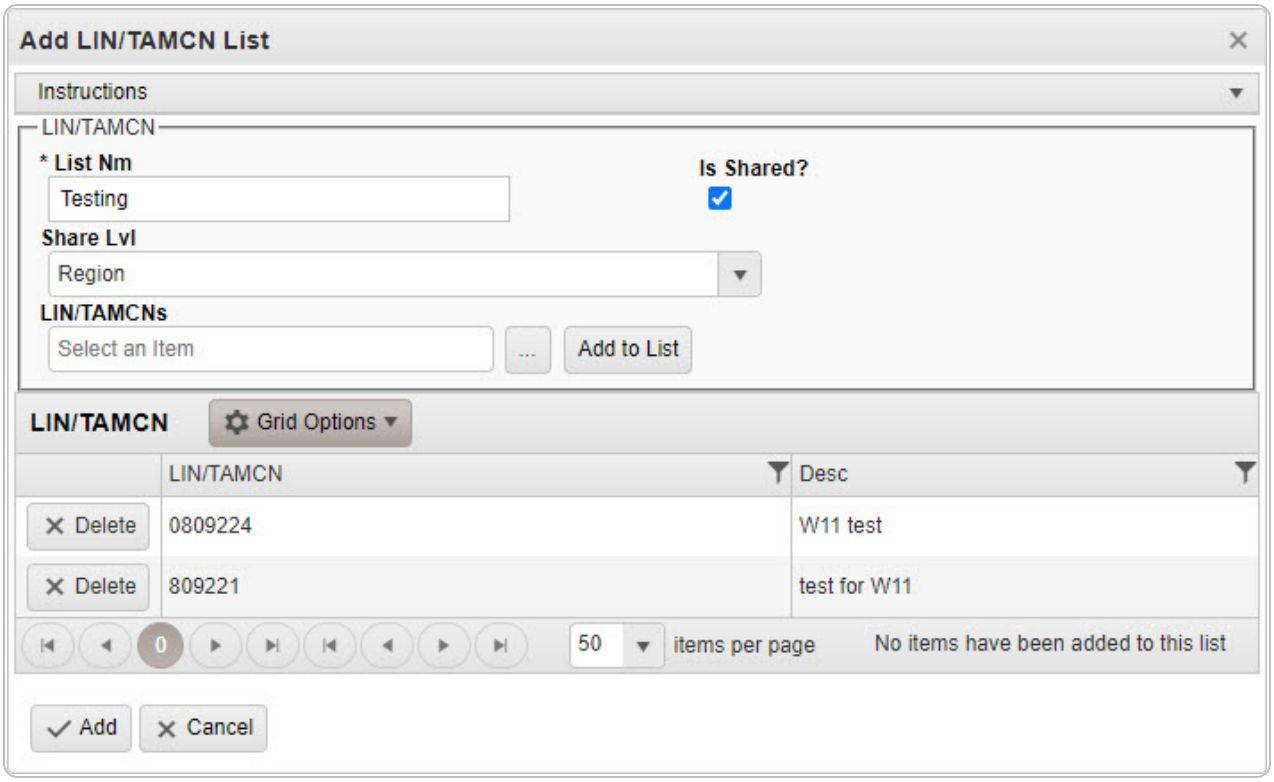
3. Click 'Is Shared?' ☐. *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' is selected (☑), use ▼ to select the Share Lvl.*



4. Enter the LIN/TAMCNs, or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

   Line Item Number/Table of Authorized Materiel Control Number Browse help

5. Select Add to List to add the LIN/TAMCN to the LIN/TAMCN Grid. *The LIN/TAMCN appears in the grid provided.*



6. Repeat steps 4 and 5 to add more LIN/TAMCNs to the LIN/TAMCN Grid.

Delete a LIN/TAMCN

Select Delete next to the desired LIN/TAMCN. *The **Confirm Delete LIN/TAMCN Delete** pop-up window appears.*

7. Select Add. *The **Add LIN/TAMCN List** pop-up window closes, and the entry appears as a green row in the LIN/TAMCN List 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.
13 — Mandatory Entry: *List Nm*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Manage a LIN/TAMCN List
- Update a LIN/TAMCN List
- Delete a LIN/TAMCN List
- View a LIN/TAMCN List

Update a LIN/TAMCN List

Overview

The LIN/TAMCN List Update process allows editing LIN/TAMCN Lists. This process also allows sharing at a selected level.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > LIN/TAMCN Lists > Edit > Edit LIN/TAMCN List pop-up window

Page Fields

The following fields display on the **Edit LIN/TAMCN List** 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.

495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Edit LIN/TAMCN List Grid

List Nm *
Is Shared?
Share Lvl
LIN/TAMCNs

LIN/TAMCN Grid

LIN/TAMCN
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

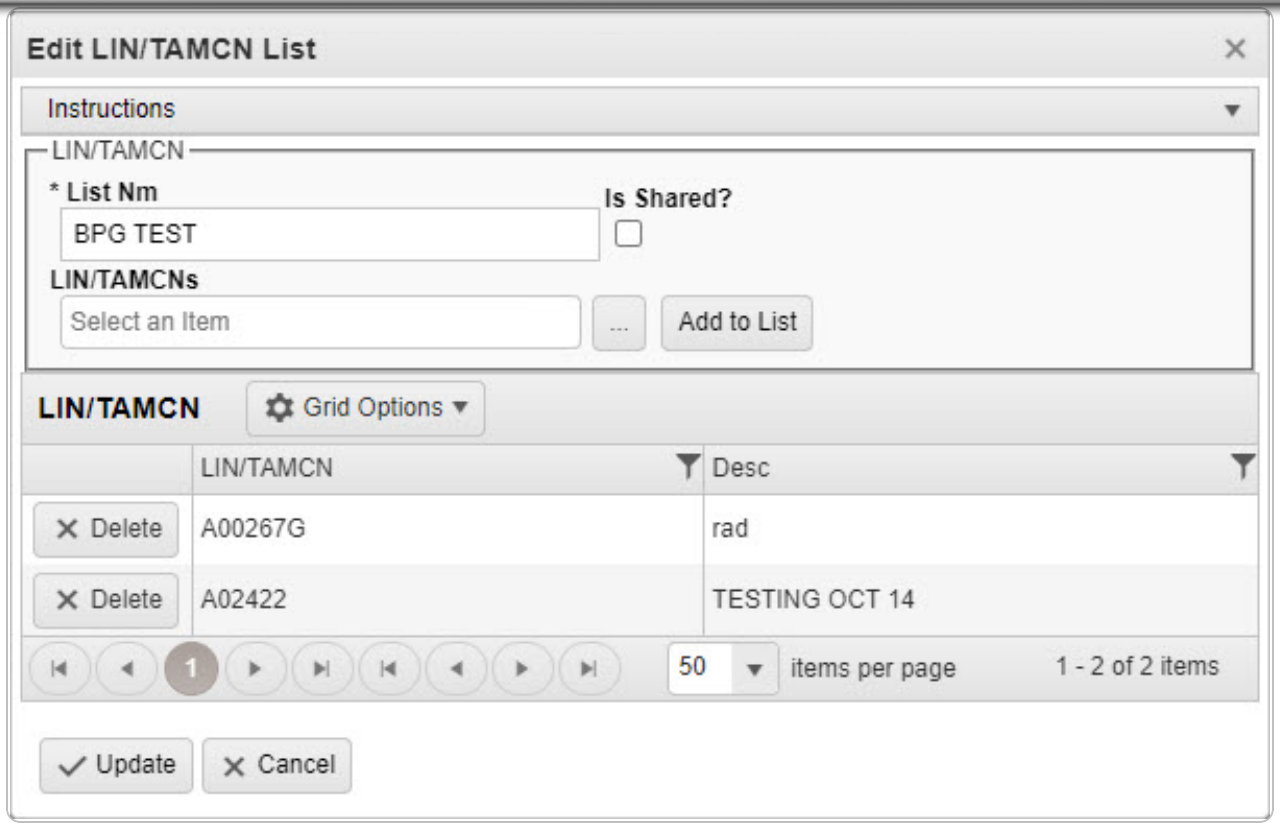
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a LIN/TAMCN List

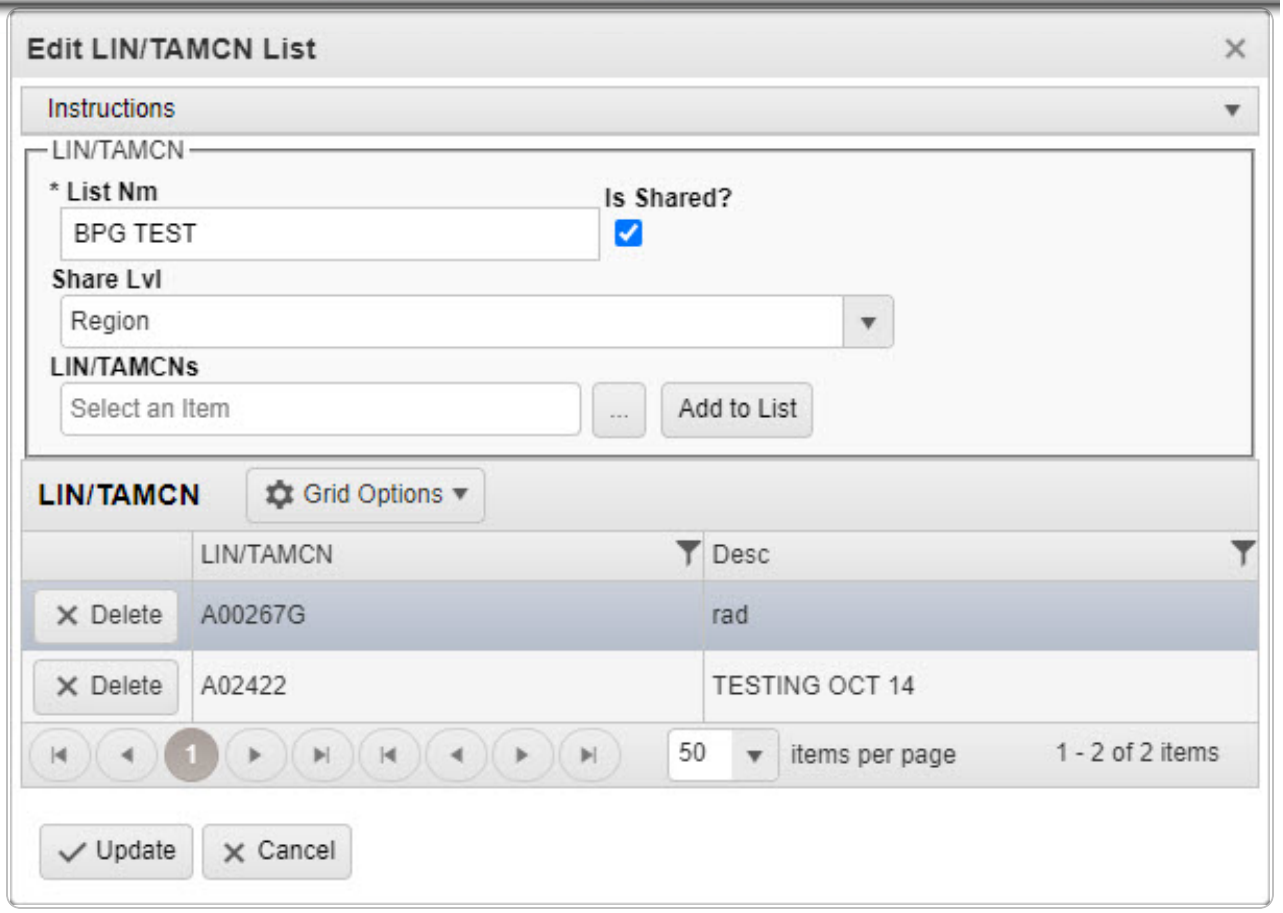
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit next to the desired LIN/TAMCN List. *The* ***Edit LIN/TAMCN List*** *pop-up window appears*.



2. Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*

3. Verify the 'Is Shared?' contains the appropriate ☐ or ☑. *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' selected (☑), update the Share Lvl, using ▼ to select the desired level.*



4. Update the LIN/TAMCNs, using [...] to browse for the revised identifier. *This is a 10 alphanumeric character field.*

   Line Item Number / Table of Authorized Materiel Control Number Browse help

5. Select [Add to List] to add the revised LIN/TAMCN to the LIN/TAMCN Grid. *The LIN/TAMCN appears in the grid provided.*
6. Repeat steps 4 and 5 to add more LIN/TAMCNs to the LIN/TAMCN Grid.

Delete a LIN/TAMCN

Select [Delete] next to the desired LIN/TAMCN. *The **Confirm Delete LIN/TAMCN Delete** pop-up window appears.*

7. Select [Update]. *The **Edit LIN/TAMCN List** pop-up window closes, and the entry appears as a green row in the LIN/TAMCN List 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.
13 — Mandatory Entry: *List Nm*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Manage a LIN/TAMCN List
- Add a LIN/TAMCN List
- Delete a LIN/TAMCN List
- View a LIN/TAMCN List

Delete a LIN/TAMCN List

Overview

The LIN/TAMCN List Delete process allows the removal of LIN/TAMCN Lists no longer used for custom reporting.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My ELMS > Manage Lists > LIN/TAMCN Lists > Delete > Confirm Delete LIN/TAMCNList Delete pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

LIN/TAMCN List Delete Grid

Are you sure you want to delete this LIN/TAMCN List and any associations?

Procedures

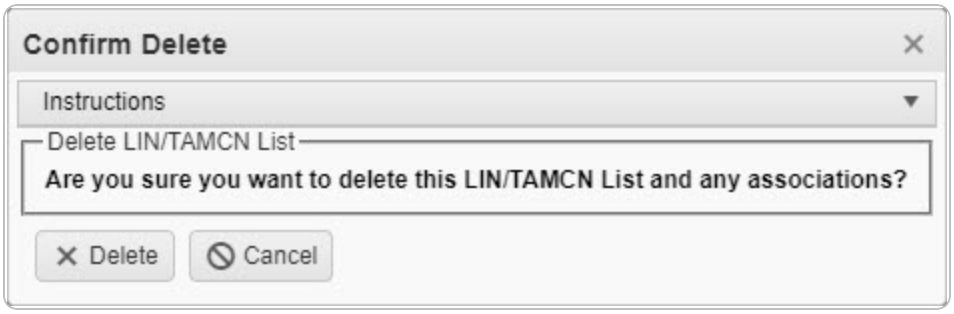
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a LIN/TAMCN List

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

1. Select Delete next to the desired LIN/TAMCN List. *The* ***Confirm Delete LIN/TAMCN List Delete*** *pop-up window appears.*

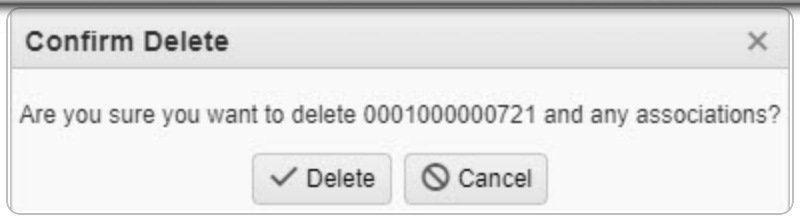


2. Select Delete. *The* ***Confirm Delete LIN/TAMCN List Delete*** *pop-up window closes, and the entry is removed from the LIN/TAMCN List Grid.*

Delete a LIN/TAMCN

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

1. Select Delete next to the desired LIN/TAMCN. *The* ***Confirm Delete LIN/TAMCN Delete*** *pop-up window appears.*



2. Select Delete. *The **Confirm Delete LIN/TAMCN Delete** pop-up window closes, and the entry is removed from the LIN/TAMCN 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

- Manage a LIN/TAMCN List
- Add a LIN/TAMCN List
- Update a LIN/TAMCN List
- View a LIN/TAMCN List

View a LIN/TAMCN List

Overview

The LIN/TAMCN List View process allows the viewing of LIN/TAMCN Lists added by another user and not available for editing or deleting.

Navigation

My ELMS > Manage Lists > LIN/TAMCN Lists > View > View LIN/TAMCN List pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

LIN/TAMCN Grid

LIN/TAMCN
Item Desc

Procedures

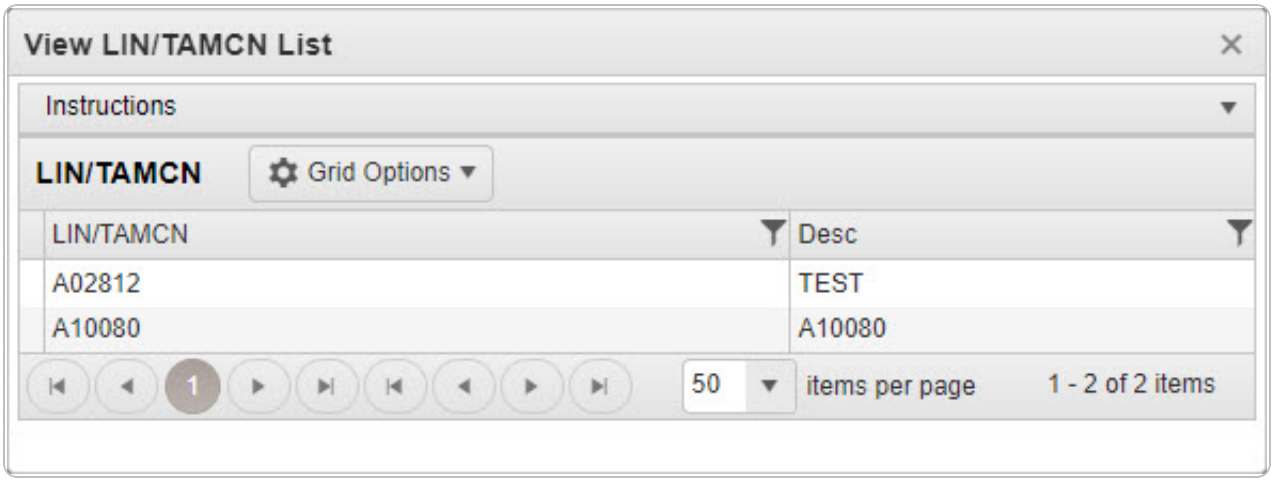
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View a LIN/TAMCN List

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

1. Select View next to the desired LIN/TAMCN List. *The* ***View LIN/TAMCN List*** *pop-up window appears.*



2. Select ×. *The* ***View LIN/TAMCN List*** *pop-up window closes.*

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

- Manage a LIN/TAMCN List
- Add a LIN/TAMCN List
- Update a LIN/TAMCN List

- Delete a LIN/TAMCN List

LIN/TAMCN Overview

Overview

The WAREHOUSE MGMT module Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) process provides the ability to associate individual stock numbers into product family groups within a catalog. They are also used with authorizations and stocking levels.

Navigation

CATALOG MGMT > LIN/TAMCN > LIN/TAMCN page

Page Fields

The following fields display on the **LIN/TAMCN** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the LIN/TAMCN Search Results page.
526	Select "Reset" to clear the LIN/TAMCN Search Criteria.
527	Select "Grid Options" for additional actions to perform on the LIN/TAMCN data.
528	Select "Add" to create a new LIN/TAMCN record.

529	Select "Edit" to update the selected LIN/TAMCN record(s).
530	Select "Delete" to remove the selected LIN/TAMCN record(s).
531	Select "Attachments" to add or view an attached document to the selected LIN/TAMCN record(s).

Search Criteria

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

LIN/TAMCN Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status
Primary Attachment

Optional

Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm
Program Id
Remarks
History Remarks

Procedures

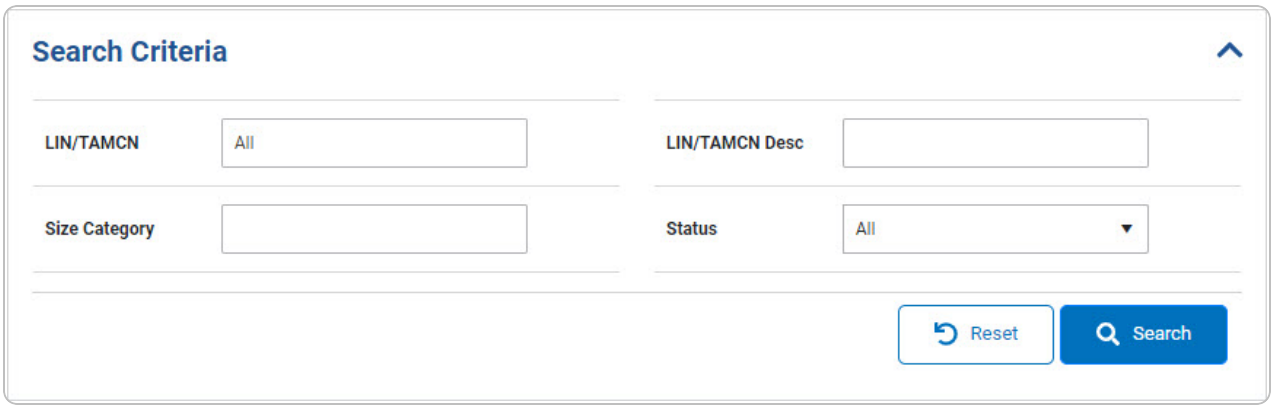
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a LIN/TAMCN Record

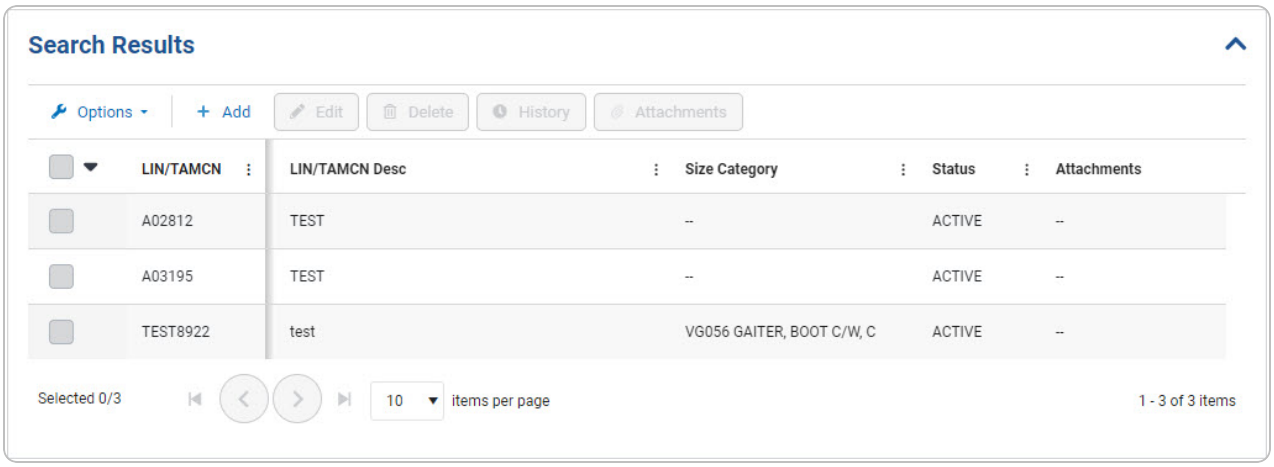
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*
   - Enter the LIN/TAMCN DESC in the field provided. *This is a 64 alphanumeric character field.*
   - Use ▼ to select the Status.

2. Select Search. *The Search Results appear.*



Add a LIN/TAMCN

Select + Add. *The **Add a LIN/TAMCN** pop-up window appears.*

Update a LIN/TAMCN

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Edit. *The **Update a LIN/TAMCN** pop-up window appears.*

Delete a LIN/TAMCN

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Delete. *The **Delete a LIN/TAMCN** pop-up window appears.*

View a LIN/TAMCN History

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select History. *The* ***LIN/TAMCN History*** *pop-up window appears.*

Add an Attachment to a LIN/TAMCN

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Attachments. *The* ***Add a LIN/TAMCN Attachment*** *pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add a LIN/TAMCN Attachment

Add a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Add process provides the ability to create new LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN > > Add LIN/TAMCN slide-out window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN Add

LIN/TAMCN *
LIN/TAMCN Desc *
Size Category
Status *
Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

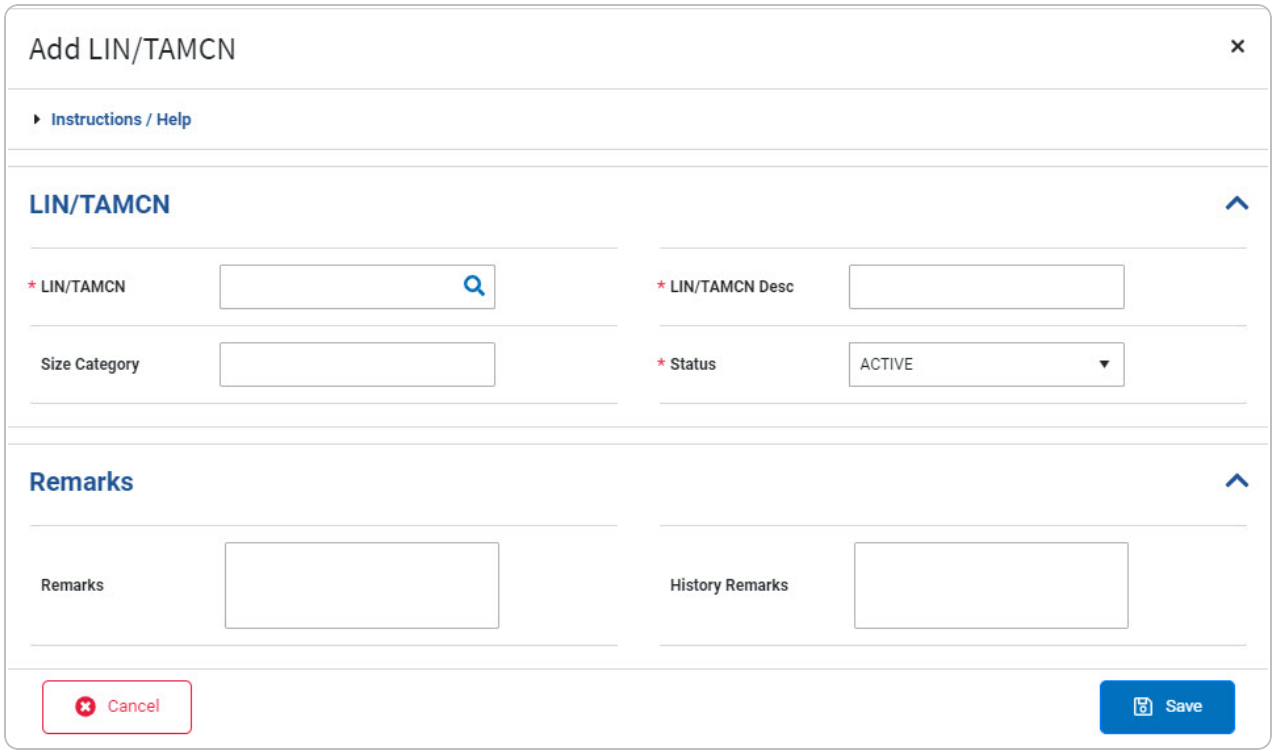
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a LIN/TAMCN Record

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

1. Select + Add. *The **Add LIN/TAMCN** pop-up window displays.*



2. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

3. Use to select the Size Category.

4. Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*
5. Use to select the Status.
6. Select the Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Save. *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN 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.
13 — Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *LIN/TAMCN DESC.*	
2 — Invalid entry *LIN/TAMCN*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
463 — LIN/TAMCN already exists, cannot process an "Add".	Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.
307 — DESC must be alpha-numeric with supported special character(s) $, - , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record

Update a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Update process allows editing of LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN > Search > (desired record) > Edit > Edit LIN/TAMCN slide-out window

Page Fields

The following fields display on the **Edit LIN/TAMCN** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit LIN/TAMCN

LIN/TAMCN *
Size Category
LIN/TAMCN Desc *
Status *
Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

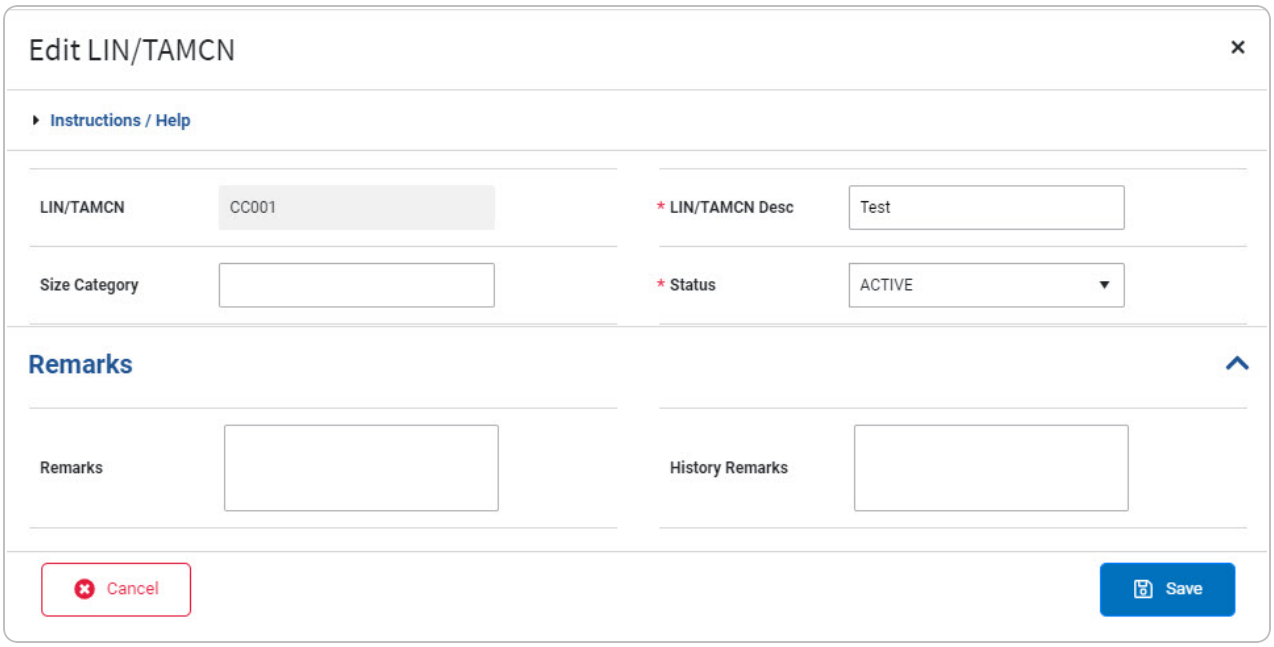
Click the following link to display Warehouse Navigation Tips.

Update a LIN/TAMCN Record

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

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*

2. Select Edit. *The* ***Edit LIN/TAMCN*** *slide-out window displays.*



3. *Verify the LIN/TAMCN.*

4. Update the Size Category, using ⌄ to select the desired category.

5. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*

6. Update the Status, using to select the desired state.

7. Select the Remarks panel. *The Remarks and History Remarks fields appear.*

   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

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

8. Select

. *The revised LIN/TAMCN record is saved, and appears in the LIN/TAMCN 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.
13 — Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *LIN/TAMCN DESC.*	
2 — Invalid entry *LIN/TAMCN*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
307 — DESC must be alpha-numeric with supported special character(s) $, - , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record

Delete a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Delete process allows removal of a LIN/TAMCN record.

Attention

A LIN/TAMCN **cannot** be deleted when:

- There are active Stock Number records utilizing that LIN/TAMCN
- There are active Authorization records utilizing that LIN/TAMCN
- There are active Master Issue Lists utilizing that LIN/TAMCN
- There are active Issue Line Item Records utilizing that LIN/TAMCN
- There are active Physical Inventory Records utilizing that LIN/TAMCN

Navigation

CATALOG MGMT > LIN/TAMCN > Search > (desired record) > Delete > Confirm Delete pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Confirm Delete

History Remarks

Procedures

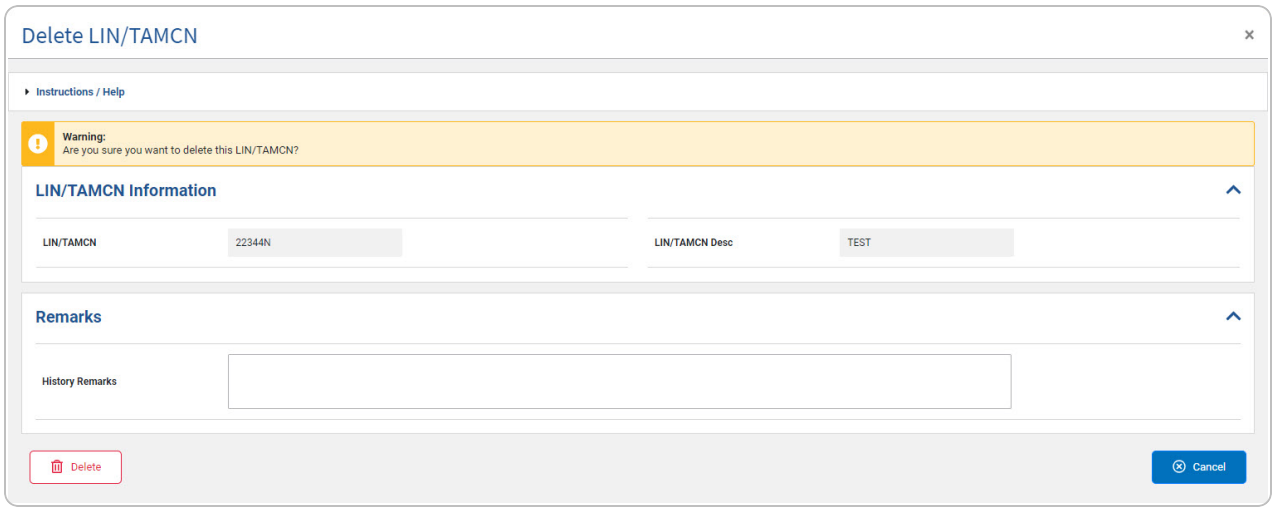
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a LIN/TAMCN

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

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Delete. *The* ***Confirm Delete*** *pop-up window appears.*



3. *Verify the LIN/TAMCN.*
4. *Verify the LIN/TAMCN DESC.*
5. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
6. Select Delete. *The LIN/TAMCN row is removed from the the LIN/TAMCN 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.
457 — Cannot delete, LIN/TAMCN is associated with stock number.	Invalid Deletion. Locate any Stock Numbers that are associated with this LIN/TAMCN. Either revise the Stock Number record, or revise the LIN/TAMCN record.
667 — LIN/TAMCN is associated with AUTH RECORD (s); cannot delete.	Invalid Deletion. Locate any AUTH RECORD that is associated with this LIN/TAMCN. Either revise the AUTH RECORD, or revise the LIN/TAMCN record.
xxxx - LIN/TAMCN cannot be deleted. Physical inventory selection record(s) exist for this LIN/TAMCN.	Invalid Deletion. Locate any Physical inventory selection record(s) that are associated with this LIN/TAMCN. Either revise the Physical inventory selection record(s), or revise the

	LIN/TAMCN record.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record

View the LIN/TAMCN History

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) History process displays all of the previous transactions regarding a LIN/TAMCN Record.

Navigation

CATALOG MGMT > LIN/TAMCN > Search > (desired record) > History > LIN/TAMCN History slide-out window

Page Fields

The following fields display on the **LIN/TAMCN History** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN History Grid

LIN/TAMCN
LIN/TAMCN Desc
Operation
Last Updated By
Last Transaction Dt/Tm
Size Category
Status

Procedures

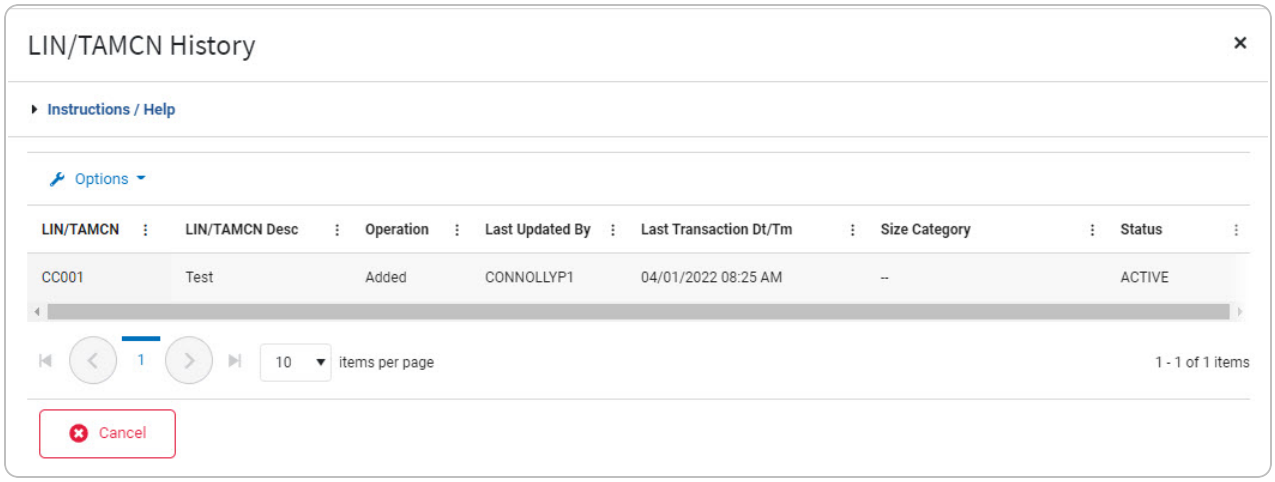
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the LIN/TAMCN History

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

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select History. *The* ***LIN/TAMCN History*** *slide-out window appears.*



A. *Verify the LIN/TAMCN.*
B. *Verify the LIN/TAMCN DESC.*
C. *Verify the Operation.*
D. *Verify the Last Updated By.*
E. *Verify the Last Transaction DT/TM.*

F. *Verify the Size Category.*

G. *Verify the Status.*

3. Select Cancel. *The **LIN/TAMCN History** pop-up window closes.*

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.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- Add a LIN/TAMCN Attachment

Add Attachments to a LIN/TAMCN

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) Add Attachments process provides the ability to attach documents to the LIN/TAMCN.

Navigation

CATALOG MGMT > LIN/TAMCN > Search > (desired record) > Attachments > LIN/TAMCN Attachments slide-out window

Page Fields

The following fields display on the **LIN/TAMCN Attachments** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Attachments

LIN/TAMCN
Description
Attachments

Procedures

ELMS Navigation Helpful Tips

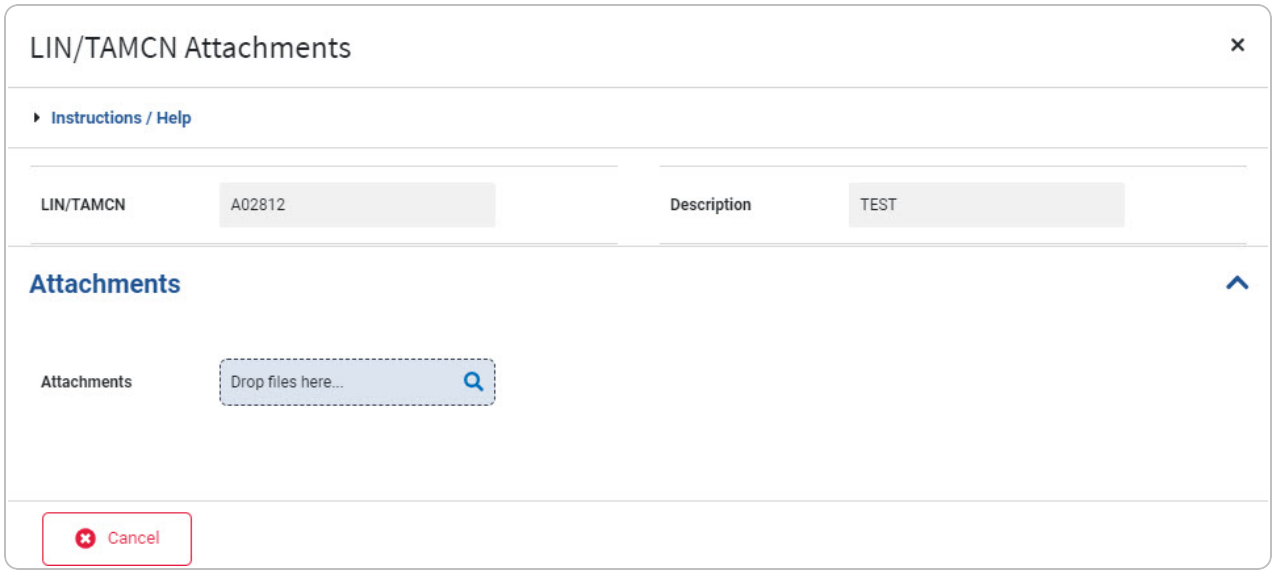
Click the following link to display Warehouse Navigation Tips.

Attach a File to a LIN/TAMCN Record

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

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*

2. Select Attachments. *The* ***LIN/TAMCN Attachments*** *slide-out window appears.*



A. *Verify the LIN/TAMCN.*

B. *Verify the Description.*

C. *Complete the Attachments grid.*

D. Use 🔍 to browse for the attachment. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

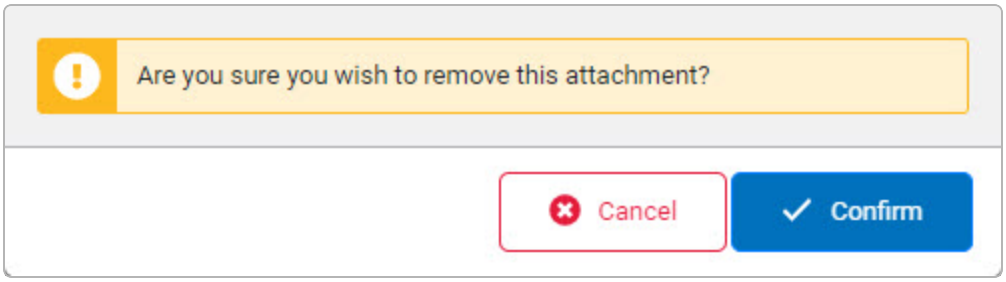
E. Choose the file to attach, and select it.

F. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears under the* 🔍.

G. Select Cancel or . *The LIN/TAMCN Attachments slide-out window closes and the attached file ( ) appears in the Attachments section. The number on the attached file image corresponds with the number of files attached.*

Remove an Attachment

a. Select next to the desired attachment. *The **Remove Attachment** pop-up window appears.*



b. Choose one of the following options:

- Select Cancel. *The attachment is kept and the deletion is canceled.*
- Select Confirm to confirm the deletion. *The attachment is removed.*

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 sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following

ported special character(s) $, — , /, #, &, comma, period, and space.	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 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

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History

Stock Number Overview

Overview

The Warehouse Management module Stock Number process provides the ability to add, update, or delete a stock number record in the catalog.
Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog. The Stock Item is unique to the warehouse.
There are three types of stock numbers identified by the STOCK ITEM CD:

- **A - NSN** (National Stock Number)
  — from FEDLOG or TDMS or other DOD lists.
- **J - MCN** (Management Control Number)
  — created at the local level, when an NSN does not exist for that asset.
- **B - PART NBR** (Part Number)
  — created by either the manufacturer or the local level.

The Warehouse Management module interfaces with the DOD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows the Warehouse Management module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the Warehouse module to access NSN data in the Marine Corps standard catalog information.
The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

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

CATALOG MGMT > Stock Number > STOCK NBR page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Search Criteria Grid

Stock Nbr
Item Desc
LIN/TAMCN
Stock Item Cd
Type Asset Cd
FSC
Reportable Commodity Type

Mgmt Cd

Stock Number Grid Fields

Primary Attachment
Stock Nbr
Interface System Cd
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

Using Svc Cd
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm
Program Id
Remarks

Procedures

ELMS Navigation Helpful Tips

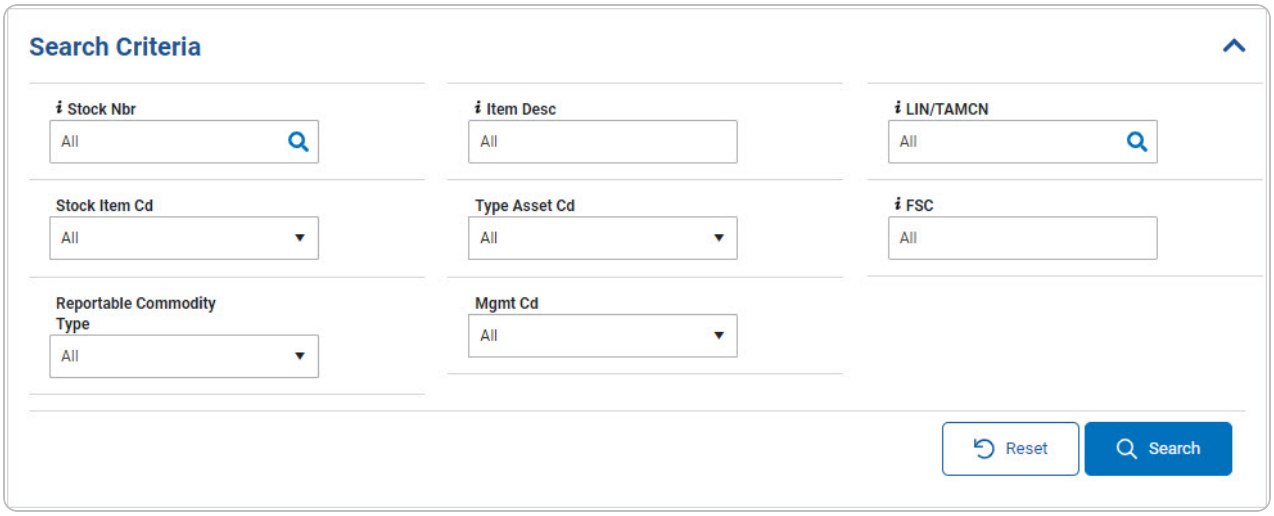
Click the following link to display Warehouse Navigation Tips.

Search for a Stock Number

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

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

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



- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Internal Stock Number Browse help

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help

- Use to select the Stock Item Cd.
- Use to select the Type Asset Cd.
- Enter the FSC, using to assist with the entry. *This is a 4 alphanumeric character field.*
- Use to select the Reportable Commodity Type.
- Use to select the Mgmt Cd.

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

Add a Stock Number

Select + Add. *The **Add a Stock Number** page appears.*

Update a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Edit. *The **Update a Stock Number** page appears.*

Delete a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Delete. *The **Delete a Stock Number** pop-up window appears.*

Attach a Document to a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Attachments. *The **Add Attachments to a Stock Number** pop-up window appears.*

Realign an External Catalog Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Realign. *The* ***External Catalog Realignment*** *pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number
- Stock Item Overview
- Substitute Stock Number Overview
- LIN/TAMCN Overview

Add a Stock Number

Overview

The Stock Number Add process provides the ability to create a new stock number in the catalog.

Helpful Tip

Each Stock Number is unique to a specific catalog within each logistics program. A Stock Number can only be cataloged one time for each Site Catalog Name.

There are two tabs on the page to create a new stock number record. The tabs are:

1. **ELMS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Warehouse**
   — location specific information, which includes:
   - **Warehouse**
     — location details for the asset
   - **QC Inspection**
     — inspection type details for the asset

     Note

     The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within a SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.
   - **Condition Code**

— additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

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

CATALOG MGMT > Stock Number > + Add > Add STOCK NBR pop-up window

Page Fields

The following fields display on the **Add STOCK NBR** 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.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Catalog Source Panel

Stock Item Type *
Catalog Source *
Stock Number *
Item Desc *
FSC *
NCB Cd * (For MCN Only)
Item Nbr * (For MCN Only)
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Reportable Commodity Type *
Catalog Item Desc
Gender
Color
Size
LIN/TAMCN
NIIN
NIIN Sts Cd
Type Asset Cd *
Asset Category Cd *
AAC
Mgmt Cd *
UII Rqd?
UI *
Unit Price *
Qty per Unit Pack
Stocking UI *
UI Conversion Factor *
Stocking UI Price
Util Svc Life
Util Measure Cd
Managing Service Life in Months
Managing Shelf Life Cd *
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Shelf Life Type
Expiration SLC (Mos)

CMC
LCC *
Chapter
Sply Cat Mat Cd
Mat Cat Cd
DODIC
ARC *
IT Device Cd
Dmil Cd *
CIIC *
CIC
Class Cd
Reportable Cd *
Recover Cd *
Precious Mtl Cd *
Haz Mat Cd *
ADPE ID Cd *
Source of Supply RIC
UIT Dsg
Length (In)
Width (In)
Height (In)
Unit Cube (Ft)
Unit Weight (Lbs)
Freight Description

Add Edit Remarks Panel

Remarks
History Remarks

Warehouse Panel

Storage Requirement Cd *
Temperature Controlled Cd
Replenishment Start Dt
Replenishment Stop Dt
Stores Account Code
ERRC Designator
Secondary Serial Nbr Rqd?
CAGE Rqd?
Mfr Contract Rqd?
Mfr Lot Rqd?

Mfr Dt Rqd?
SKO Stock Nbr?
Returnable?
Consumable?
Expiration Dt?
Meter Rqd?
Hazardous?
Radiation?
Dehumidified?
Launderable?

QC/Inspection Panel

Inspection Type Name
Inspection Action
Inspection Dates Required

When Checked:

Active
Use For Issued
Schedule
Default Interval
Interval Unit
Default Notification Window (Days)

Downgrade to Cond Cd
Inspection Interval Type

Event Based Triggers

Received
Returned

Stock Number Inspections Grid

Inspection Type
Inspection Action
Inspection Schedule
Active?
Inspection Dates Required
Interval
Interval Unit
Compliance Date
Rescind Date
Auto Creation Win in Days

Use For Issued
Downgrade To Cond Cd
Event Triggers

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

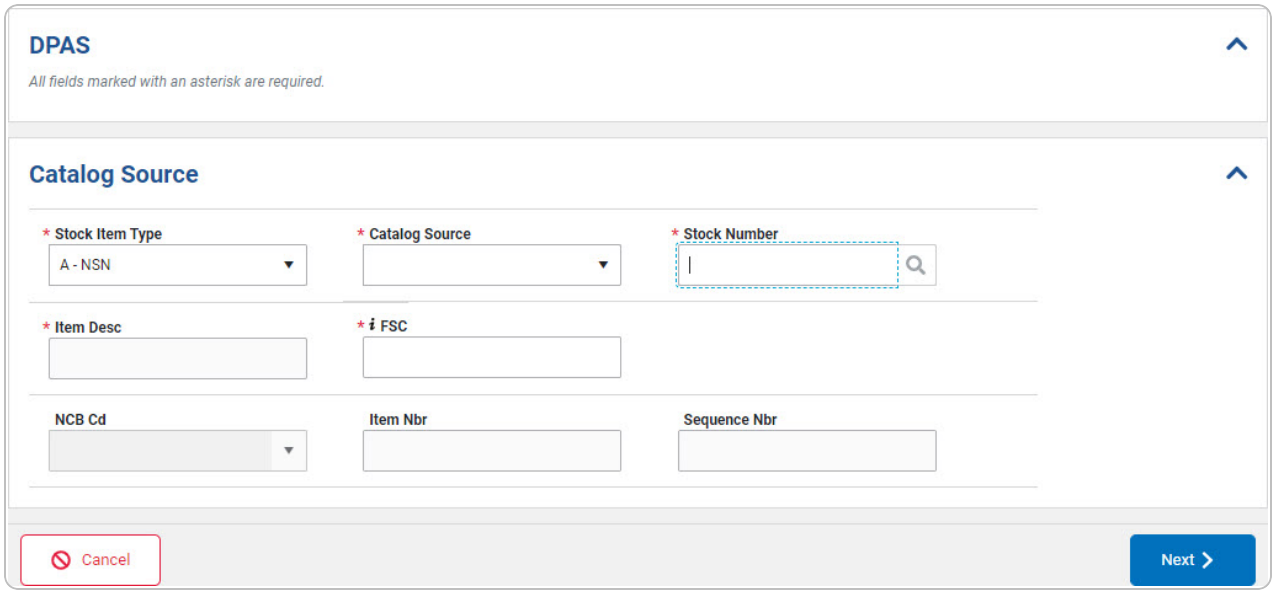
Click the following link to display Warehouse Navigation Tips.

Add a Stock Number

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

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

1. Select + Add. *The* ***Add Stock Nbr*** *pop-up window appears, open to the ELMS tab.*
2. Complete the Catalog Source panel.



A. Use ▾ to select the Stock Item Type.

B. Use ▾ to select the Catalog Source.

C. Enter the STOCK NBR, or use [🔍] to browse for the entry. *This is a 15 alphanumeric character field.*

External Stock Number Browse

D. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

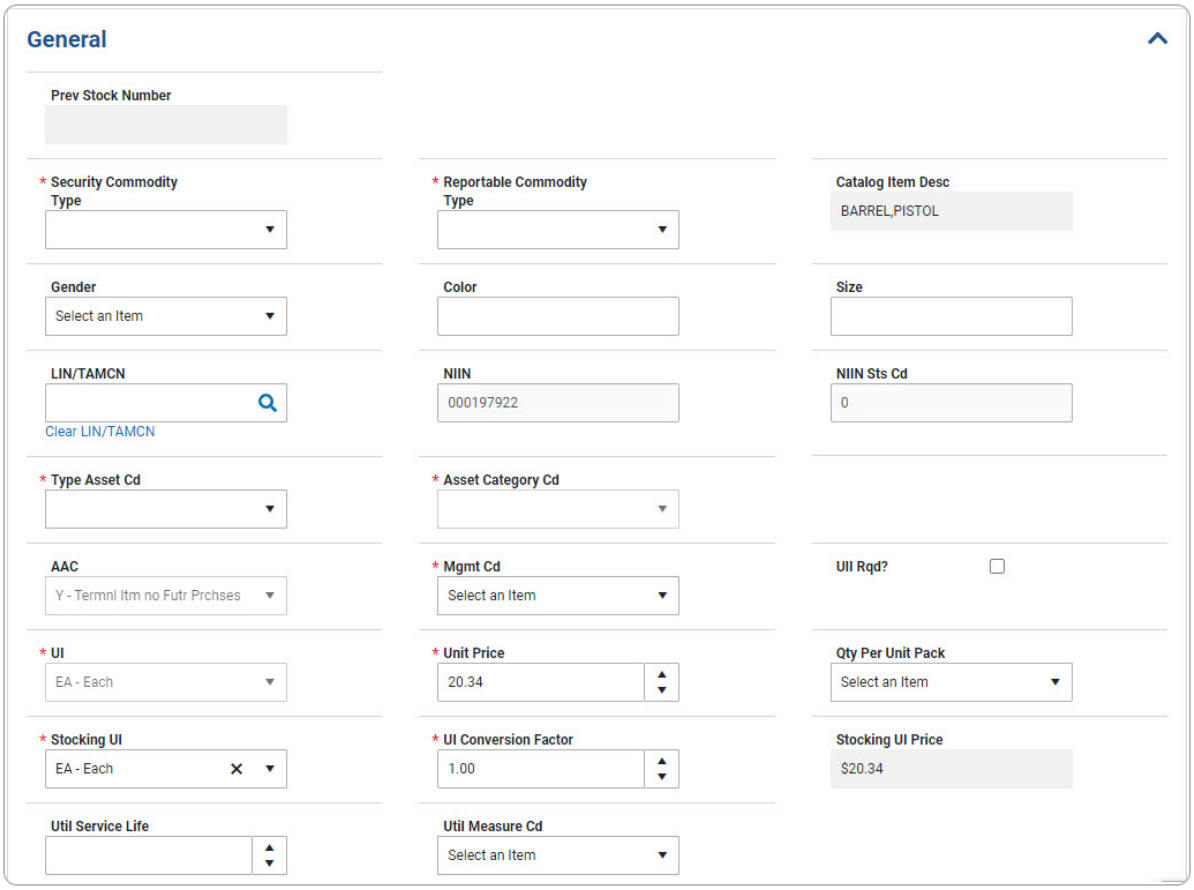
E. Enter the FSC, using [i] to assist with the entry. *This is a 4 numeric character field.*

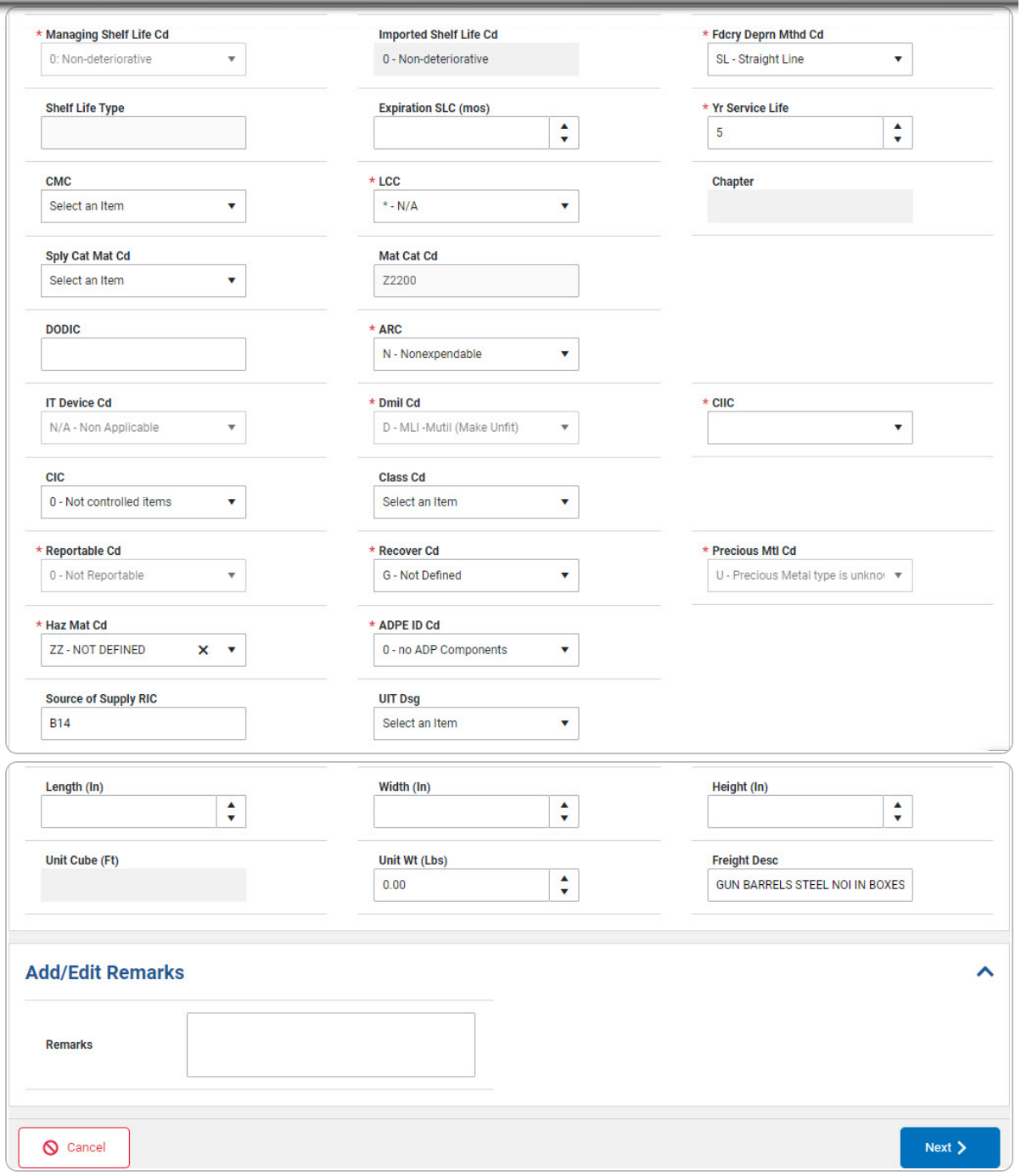
F. Use [▾] to select the NCB Cd. *Mandatory For MCN Only*

G. Enter the ITEM NBR in the field provided. *This is a 3 alphanumeric character field, and Mandatory For MCN Only.*

H. Enter the Sequence NBR in the field provided. *This is a 25 numeric character field.*

I. Select [Next >]. *The **General** and **Add / Edit Remarks** panels appear.*





a. *The PREV STOCK NBR automatically populates and is not editable.*

b. Use ▼ to select the Security Commodity Type.

c. Use to select the Reportable Commodity Type.

d. *The Catalog ITEM DESC automatically populates and is not editable.*

e. Use to select the Gender.

f. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

g. Enter the Size the field provided. *This is a 15 alphanumeric character field.*

h. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alpha-numeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

i. *The NIIN automatically populates and is not editable.*

j. *The NIIN STS CD automatically populates and is not editable.*

k. Use to select the Type Asset Cd.

l. Use to select the Asset Category Cd.

m. Use to select the AAC.

n. Use to select the Mgmt Cd.

o. Click to select the UII RQD?. *This changes the UII field to required.*

p. Use to select the UI.

q. Use to choose the Unit Price.

r. Use to select the Qty per Unit Pack.

s. Use to select the Stocking UI.

t. Use to choose the UI Conversion Factor.

u. *The STOCKING UI Price automatically populates and is not editable.*

v. Use to choose the UTIL SERVICE LIFE.

w. Use to select the Util Measure Cd.

x. Use to select the Managing Shelf Life Cd.

y. Use to select the Fdcry Deprn Mthd Cd.

z. Use to choose the YR SVC LIFE.

aa. *The Shelf Life Type automatically populates and is not editable.*

ab. Use to choose the Expiration SLC (mos).

ac. Use to select the CMC.

ad. Use to select the LCC.

ae. *The Chapter automatically populates and is not editable.*

af. Use to select the Sply Cat Mat Cd.

ag. Enter the MAT CAT CD in the field provided. *This is a 5 alphanumeric character field.*

ah. Enter the DODIC in the field provided. *This is a 4 alphanumeric character field.*

ai. Use to select the ARC.

aj. Use to select the IT Device Cd.

ak. Use to select the Dmil Cd.

al. Use to select the CIIC. *This field is accessible only after a DMIL CD is chosen.*

am. Use to select the CIC.

an. Use to select the Class Cd.

ao. Use to select the Reportable Cd.

ap. Use to select the Recover Cd.

aq. Use to select the Precious Mtl Cd.

ar. Use to select the Haz Mat Cd.

as. Use to select the ADPE ID Cd.

at. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*

au. Use to select the UIT Dsg.

av. Use to choose the Length (In).

aw. Use to choose the Width (In).

ax. Use to choose the Height (In).

ay. *The Unit Pack Cube (Ft) field automatically calculates once the previous four fields are populated.*

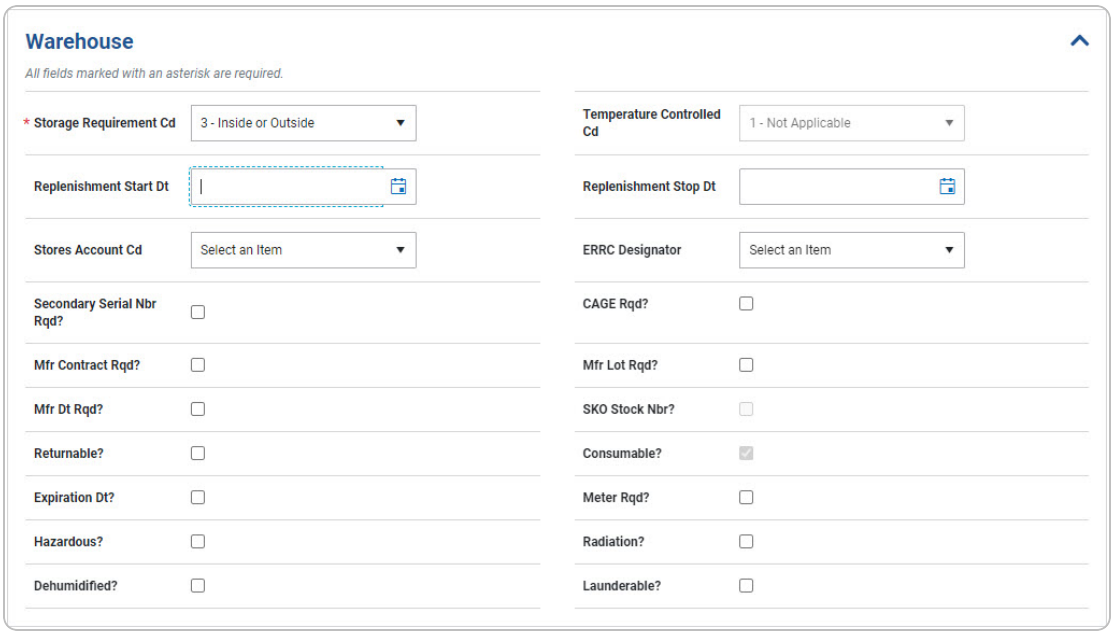
az. Use ⇕ to choose the Unit Pack Weight (Lbs).

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

bb. Complete the **Add/Edit Remarks** panel.

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

bc. Select Next >. *The **Warehouse** and **QC Inspection** panels appear.*



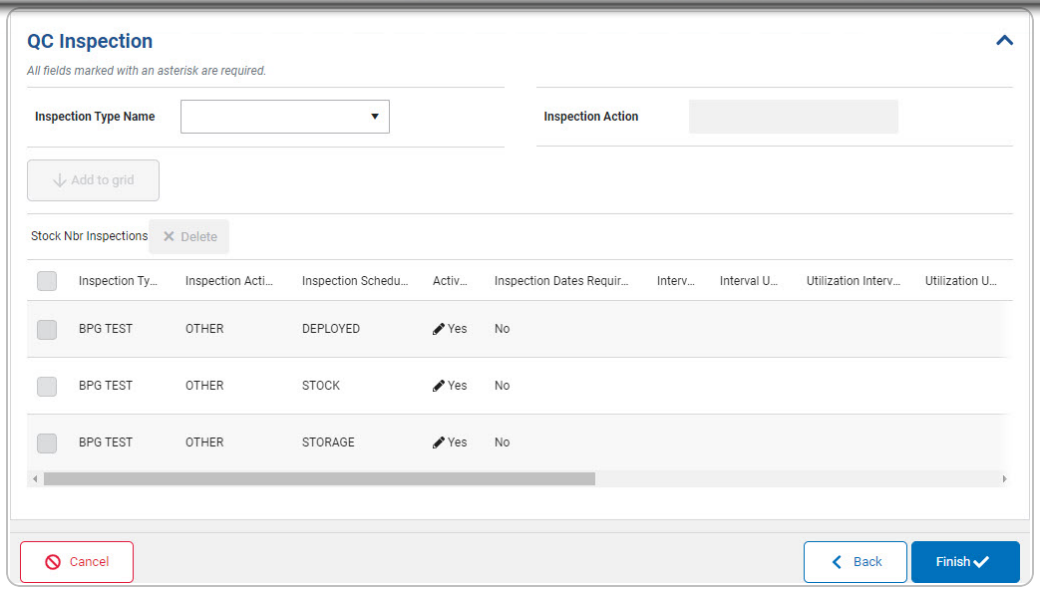
1. Use ▼ to select the Storage Requirement Cd.

2. Use ▼ to select the Temperature Controlled Cd.

3. Use 📅 to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.

4. Use 📅 to select the Replenishment Stop DT, or enter the date (MM/DD/YYYY) in the field provided.

5. Use ▾ to select the Stores Account Code.
6. Use ▾ to select the ERRC Designator.
7. Click ☐ to select the Secondary SERIAL NBR RQD?. *Checked includes it with the Stock Number.*
8. Click ☐ to select the CAGE RQD?. *Checked includes it with the Stock Number.*
9. Click ☐ to select the MFR CONTRACT RQD?. *Checked includes it with the Stock Number.*
10. Click ☐ to select the MFR LOT RQD?. *Checked includes it with the Stock Number.*
11. Click ☐ to select the MFR DATE RQD?. *Checked includes it with the Stock Number.*
12. Click ☐ to select the SKO STOCK NBR?. *Checked includes it with the Stock Number.*
13. Click ☐ to select the Returnable?. *Checked includes it with the Stock Number.*
14. Click ☐ to select the Consumable?. *Checked includes it with the Stock Number.*
15. Click ☐ to select the EXPIRATION DT?. *Checked includes it with the Stock Number.*
16. Click ☐ to select the Meter RQD?. *Checked includes it with the Stock Number.*
17. Click ☐ to select the Hazardous?. *Checked includes it with the Stock Number.*
18. Click ☐ to select the Radiation?. *Checked includes it with the Stock Number.*
19. Click ☐ to select the Dehumidified?. *Checked includes it with the Stock Number.*
20. Click ☐ to select the Launderable?. *Checked includes it with the Stock Number.*
21. Complete the **QC/Inspection** panel.



Note

The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within a SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.

Add an Inspection

A. Use ▾ to select the Inspection Type Name.

B. *The Inspection Action field automatically populates and is not editable.*

   a. Click ☐ to select Inspection Dates Required. *The panel expands.*

      1. Click ☐ to select the Active schedule(s). *The schedule is required for that inspection.*
      2. Select ○ Use For Issued. *The schedule is required for issued assets.*
      3. *The Schedule automatically populates and is not editable.*
      4. Use ⇕ to choose the Default Interval.

5. Use ⇕ to choose the Interval Unit.
6. Use ⇕ to choose the Default Notification Window (Days).

b. *The Downgrade To COND CD automatically populates and is not editable.*

c. *The Inspection Interval Type automatically populates and is not editable.*

d. Complete the **Event Based Triggers** panel.

1. Click ☐ to select Received. *The inspection is required when the asset is received.*
2. Click ☐ to select Returned. *The inspection is required when the asset is returned.*

C. Select ↓ Add to grid. *The Inspection appears in the Stock Number Inspections grid.*

Delete an Inspection

A. Click ☐ to select the inspection entry.

B. Select × Delete. *The three scheduled inspection rows are deleted.*

22. Complete the **CONDITION CD** panel.

Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"

Helpful Tip

Percentage and Dollar values are an "Either / Or" choice; having an entry in one column clears the other column.

The default setting is Condition "A" at 100% (disabling the Dollar amount).

A. Use ⇕ to choose the SVCBL (W/O QUAL).

B. Use ⇕ to choose the SVCBL (WITH QUAL).

C. Use ⇕ to choose the SVCBL (PRI ISSUE).

D. Use ⇕ to choose the SVCBL (TEST/MOD).

E. Use ⇕ to choose the UNSVCBL (LIM RSTR).

F. Use to choose the UNSVCBL (REPBL).

G. Use to choose the UNSVCBL (INCOMP).

H. Use to choose the UNSVCBL (CONDEMNED).

I. Use to choose the SUSPNDD (IN STK).

J. Use to choose the SUSPNDD (RETURNS).

K. Use to choose the SUSPNDD (LITIGATION).

L. Use to choose the SUSPNDD (IN WORK).

M. Use to choose the SUSPNDD (AMMO EMER).

N. Use to choose the UNSVCBL (RECLAM).

O. Use to choose the SUSPNDD (QUAL DEF).

P. Use to choose the SUSPNDD (RECLAM-COND).

Q. Use to choose the UNSVCBL (SCRAP).

R. Use to choose the SVCBL (AMMO TRAIN).

S. Use to choose the UNSVCBL (WASTE MUNITION).

23. Select Finish. *The new Stock Number appears in the Search Results grid in green.*

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 sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following

ported special character(s) $, — , /, #, &, comma, period, and space.	permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *STOCK ITEM CD*.	
13 — Mandatory Entry: *TYPE ASSET CD*.	
13 — Mandatory Entry: *MGMT CD*.	
13 — Mandatory Entry: *Security Commodity Type*.	
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *ACC*.	

13 — Mandatory Entry: *Unit Pack Price*.	
13 — Mandatory Entry: *Managing Shelf Life Cd*.	
13 — Mandatory Entry: *DMIL CD*.	
13 — Mandatory Entry: *CIIC*.	
13 — Mandatory Entry: *Storage Requirement Cd*.	
13 — Mandatory Entry: *UTIL SVC LIFE when UTIL MEASURE CD is provided.*.	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 — Mandatory Entry: *UTIL MEASURE CD when UTIL SVC LIFE is provided.*.	
92 — Entry must be numeric: *Unit Price*.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
92 — Entry must be numeric: *YR SVC LIFE*.	

92 — Entry must be numeric: *UTIL SVC LIFE*.	
92 — Entry must be numeric: *Length*.	
92 — Entry must be numeric: *Width*.	
92 — Entry must be numeric: *Height*.	
92 — Entry must be numeric: *Unit Weight*.	
92 — Entry must be numeric: *Unit Cube*.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
488 — TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using to assist with the entry. If it is not found, enter the number again.
253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.
295 — First position must be alpha; positions 2 - 3 must be numeric.	Invalid Entry. The ITEM NBR field is not in the correct format. Enter a total of 3 characters in the correct format, where the **1st character** must be a **letter**, and the **2nd** and **3rd** must be **numbers**.

Related Topics

- Stock Number Overview
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number

- Realign a Stock Number

Update a Stock Number

Overview

The Stock Number Update process allows editing a stock number in the catalog.

Attention

FEDLOG generated data is not editable during the Update process.

There are two tabs on the page to update a stock number record. The tabs are:

1. **ELMS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Warehouse**
   — location specific information, which includes:
   - **Warehouse**
     — location details for the asset
   - **QC Inspection**
     — inspection type details for the asset

     Note

     The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within a SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.
   - **Condition Code**
     — additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

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

CATALOG MGMT > Stock Number > Search > ☐ (desired record) > Edit > Modify STOCK NBR pop-up window

Page Fields

The following fields display on the **Modify STOCK NBR** 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.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Catalog Source Panel

Stock Item Type *
Catalog Source *
Stock Number *
Item Desc *
FSC *
NCB Cd
Item Nbr
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Reportable Commodity Type *
Catalog Item Desc
UII Rqd?
Gender
Color
Size
LIN/TAMCN
NIIN
NIIN Sts Cd
Type Asset Cd *
Asset Category Cd *
AAC
Mgmt Cd *
UI *
Unit Price *
Qty per Unit Pack
Stocking UI *
UI Conversion Factor *
Stocking UI Price
Util Service Life
Util Measure Cd
Managing Shelf Life Cd *
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Shelf Life Type
Expiration SLC (Mos)
CMC

LCC *
Chapter
Sply Cat Mat Cd
Mat Cat Cd
DODIC
ARC *
IT Device Cd
Dmil Cd *
CIIC *
CIC
Class Cd
Reportable Cd *
Recover Cd *
Precious Mtl Cd *
Haz Mat Cd *
ADPE ID Cd *
Source of Supply RIC
UIT Dsg
Length (In)
Width (In)
Height (In)
Unit Cube (Ft)
Unit Weight (Lbs)
Freight Desc

Add Edit Remarks Panel

Remarks
History Remarks

Warehouse Panel

Storage Requirement Cd *
Temperature Controlled Cd *
Replenishment Start Dt
Replenishment Stop Dt
Stores Account Code
ERRC Designator
Secondary Serial Nbr Rqd?
CAGE Rqd?
Mfr Contract Rqd?
Mfr Lot Rqd?
Mfr Dt Rqd?

SKO Stock Nbr?
Returnable?
Consumable?
Expiration Dt?
Meter Rqd?
Hazardous?
Radiation?
Dehumidified?
Launderable?

QC/Inspection Panel

Inspection Type Name
Inspection Action
Inspection Dates Required

When Checked:

Active
Use For Issued
Schedule
Default Interval
Interval Unit
Default Notification Window (Days)

Downgrade to Cond Cd
Inspection Interval Type

Event Based Triggers

Received
Returned

Stock Number Inspections Grid

Inspection Type
Inspection Action
Inspection Schedule
Active?
Inspection Dates Required
Interval
Interval Unit
Compliance Date
Rescind Date
Auto Creation Win in Days
Use For Issued

Downgrade To Cond Cd
Event Triggers

Condition Code Valuations

Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"

Svcbl (w/o Qual)
Svcbl (With Qual)
Svcbl (Pri Issue)
Svcbl (Test/Mod)
Unsvcbl (Lim Rstr)
Unsvcbl (Repbl)
Unsvcbl (Incomp)
Unsvcbl (Condemned)
Suspndd (in Stk)
Suspndd (Returns)
Suspndd (Litigation)
Suspndd (in Work)
Suspndd (Ammo Emer)
Unsvcbl (Reclam)
Suspndd (Qual Def)
Suspndd (Reclam-Cond)
Unsvcbl (Scrap)
Svcbl (Ammo Train)
Unsvcbl (Waste Munition)

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

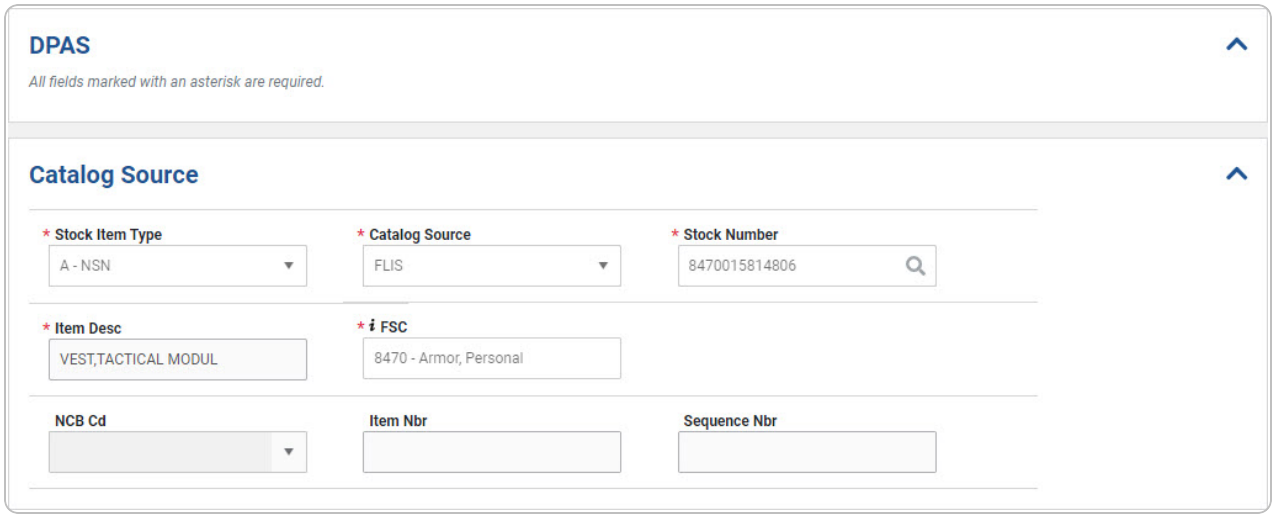
Update a Stock Number

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

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

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*

2. Select Edit. *The* ***Modify STOCK NBR*** *pop-up window appears.*



A. *Verify the Stock Item Type.*

B. *Verify the Catalog Source.*

C. *Verify the STOCK NBR.*

D. *Verify the ITEM DESC.*

E. *Verify the FSC.*

F. *Verify the NCB Cd.*

G. *Verify the ITEM NBR.*

H. *Verify the Sequence NBR.*

General

Prev Stock Number

* Security Commodity Type: CNTR GEAR - CONTRACTOR	* Reportable Commodity Type: CNTR GEAR - CONTRACTOR	Catalog Item Desc: VEST,TACTICAL MODUL
Gender: Select an Item	Color:	Size: MEDIUM
LIN/TAMCN: C00592E (Clear LIN/TAMCN)	NIIN: 015814806	NIIN Sts Cd:
* Type Asset Cd: G - Gen PP&E	* Asset Category Cd: T - Equip -All Other	
AAC: W - Rstrct Requistg Spcl Instr	* Mgmt Cd: A - Serial Number Managed	UII Rqd?
* UI: EA - Each	* Unit Price: 621.28	Qty Per Unit Pack: 0 - NO QUP
* Stocking UI: EA - Each	* UI Conversion Factor: 1.00	Stocking UI Price: $621.28
Util Service Life:	Util Measure Cd: Select an Item	

* Managing Shelf Life Cd: 0: Non-deteriorative	Imported Shelf Life Cd: 0: Non-deteriorative	* Fdcry Deprn Mthd Cd: SL - Straight Line
Shelf Life Type: 0 - No Shelf Life	Expiration SLC (mos):	* Yr Service Life: 5
CMC: Select an Item	* LCC: * - N/A	Chapter:
Sply Cat Mat Cd: Select an Item	Mat Cat Cd:	
DODIC:	* ARC: N - Nonexpendable	
IT Device Cd: N/A - Non Applicable	* Dmil Cd: D - MLI -Mutil (Make Unfit)	* CIIC: V - Indvl Clothing & Equip
CIC: 0 - Not controlled items	Class Cd: Select an Item	
* Reportable Cd: 0 - Not Reportable	* Recover Cd: Z - Nonrprbl Itm	* Precious Mtl Cd: A - Item does not contain Precio
* Haz Mat Cd: ZZ - NOT DEFINED	* ADPE ID Cd: 0 - no ADP Components	
Source of Supply RIC: SMS	UIT Dsg: Select an Item	

Length (In):	Width (In):	Height (In):
Unit Cube (Ft): 0	Unit Wt (Lbs): 0.00	Freight Desc: ARMORED APRONS/CURTAINS/MA

Add/Edit Remarks

Remarks:

Cancel | Next > | Finish

A. *Verify the PREV STOCK NBR.*

B. Update the Security Commodity Type, using to select the desired type.

C. Update the Reportable Commodity Type, using to select the desired type.

D. *Verify the Catalog ITEM DESC.*

E. Verify the UII RQD? contains the appropriate or . *This determines if the UII field is required.*

F. Update the Gender, using to select the desired value.

G. Update the Color, entering the revised shade in the field provided. *This is a 15 alpha-numeric character field.*

H. Update the Size, entering the revised value in the field provided. *This is a 15 alpha-numeric character field.*

I. Update the LIN/TAMCN, using to browse for the revised identifier. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

J. *Verify the NIIN.*

K. *Verify the NIIN STS CD.*

L. *Verify the TYPE ASSET CD.*

M. *Verify the Asset Category CD.*

N. Update the AAC, using to select the desired code.

O. Update the Mgmt Cd, using to select the desired code.

P. *Verify the UI.*

Q. *Verify the Unit Price.*

R. *Verify the QTY per Unit Pack.*

S. Update the Stocking UI, using to select the desired unit.

T. *Verify the UI Conversion Factor.*

U. *Verify the STOCKING UI Price.*

V. Update the UTIL SERVICE LIFE, using to choose the revised amount.

W. Update the Util Measure Cd, using to select the desired code.

X. *Verify the Managing Shelf Life CD.*

Y. Update the Fdcry Deprn Mthd Cd, using to select the desired code.

Z. Update the YR SVC LIFE, using to choose the revised amount.

AA. *Verify the Shelf Life Type.*

AB. Update the Expiration SLC (mos), using to choose the revised amount.

AC. Update the CMC, using to select the desired code.

AD. Update the LCC, using to select the desired code.

AE. *Verify the Chapter.*

AF. Update the Sply Cat Mat Cd, using to select the desired code.

AG. Update the MAT CAT CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

AH. Update the DODIC, entering the revised code in the field provided. *This is a 4 alpha-numeric character field.*

AI. *Verify the ARC.*

AJ. *Verify the IT DEVICE CD.*

AK. *Verify the DMIL CD.*

AL. *Verify the CIIC.*

AM. *Verify the CIC.*

AN. Update the Class Cd, using to select the desired code.

AO. *Verify the REPORTABLE CD.*

AP. *Verify the RECOVER CD.*

AQ. *Verify the PRECIOUS MTL CD.*

AR. *Verify the HAZ MAT CD.*

AS. *Verify the ADPE ID CD.*

AT. *Verify the Source of Supply RIC.*

AU. Update the UIT Dsg, using to select the desired code.

AV. Update the Length (In), using to choose the revised amount.

AW. Update the Width (In), using to choose the revised amount.

AX. Update the Height (In), using to choose the revised amount.

AY. *Verify the Unit Pack Cube (Ft).*

AZ. *Verify the Unit Pack Weight (Lbs).*

BA. Update the Freight DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

BB. Complete the **Add/Edit Remarks** panel.

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

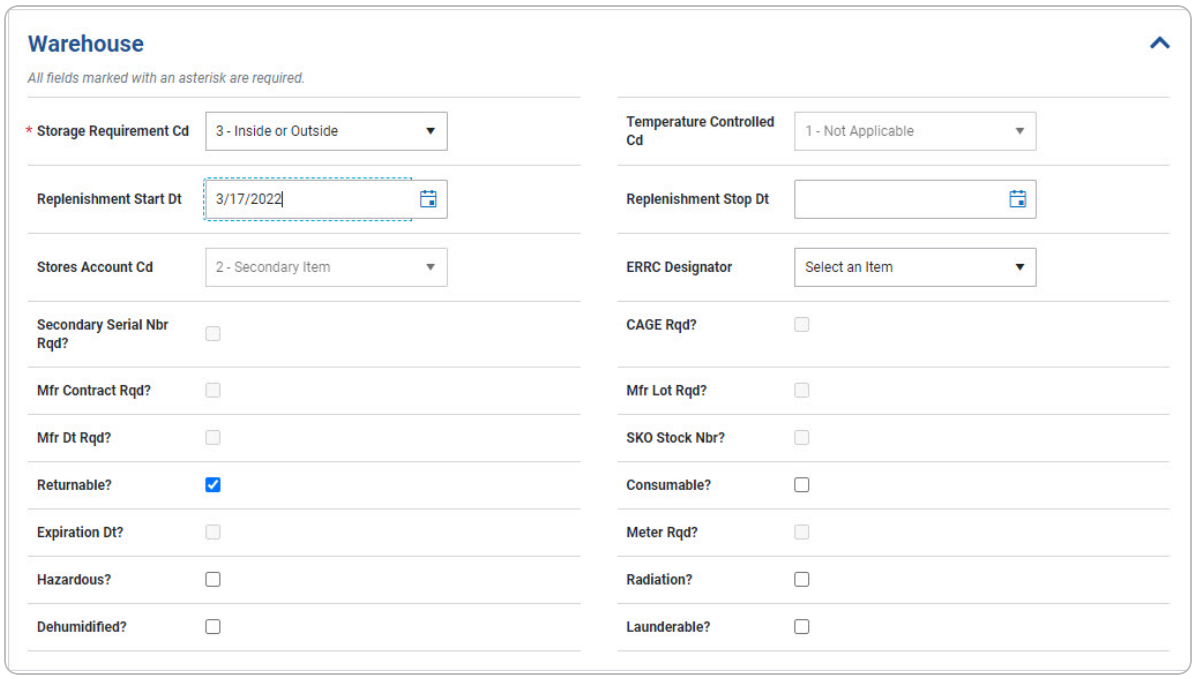
b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Finish to complete updating the stock number. *The **Modify STOCK NBR** pop-up window closes, and the revised stock number is at the top of the Search Results grid, highlighted in green.*

BC.

OR

Select Next. *The **Warehouse** and **QC Inspection** panels appear.*



a. Update the Storage Requirement Cd, using ▾ to select the desired code.

b. *Verify the Temperature Controlled CD.*

c. Update the Replenishment START DT, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the Replenishment Stop DT, using or entering the date (MM/DD/YYYY) in the field provided.

e. *Verify the Stores Account Code.*

f. Update the ERRC Designator, using to select the desired code.

g. Verify the Secondary SERIAL NBR RQD? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

h. Verify the CAGE RQD? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

i. Verify the MFR CONTRACT RQD? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

j. Verify the MFR LOT RQD? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

k. Verify the MFR DATE RQD? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

l. Verify the SKO STOCK NBR? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

m. Verify the Returnable? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

n. Verify the Consumable? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

o. Verify the EXPIRATION DT? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

p. Verify the Meter RQD? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

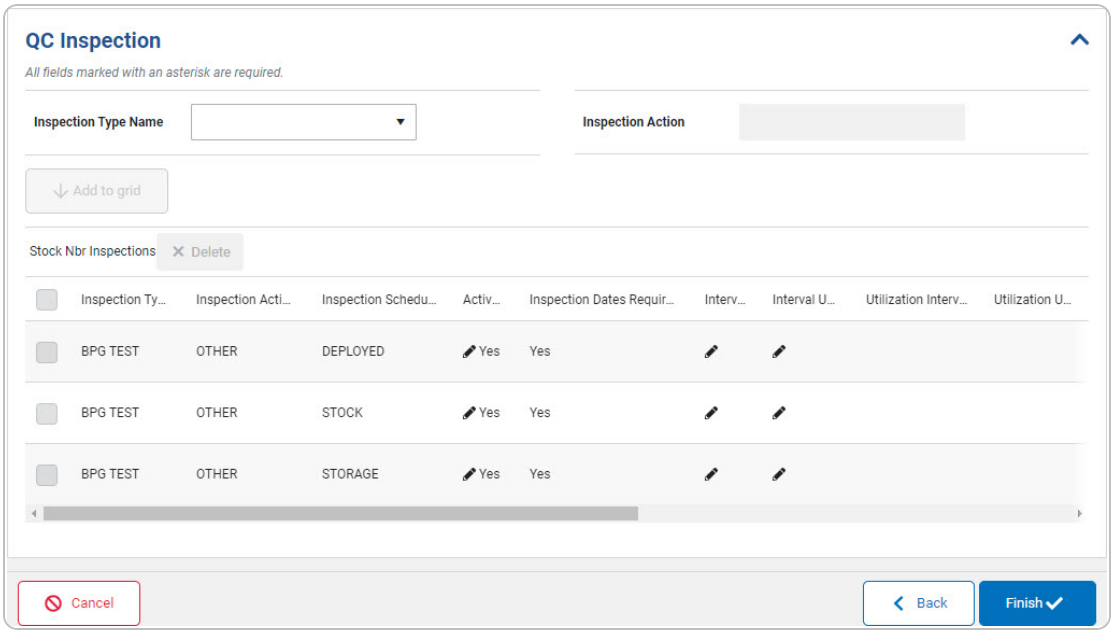
q. Verify the Hazardous? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

r. Verify the Radiation? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

s. Verify the Dehumidified? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

t. Verify the Launderable? contains the appropriate ☐ or ☑. *Checked includes it with the Stock Number.*

u. Complete the **QC/Inspection** panel.



Add an Inspection

1. Update the Inspection Type Name, using ▾ to select the desired code.
2. *Verify the Inspection Action.*

   A. Click ☐ to select Inspection Dates Required. *The panel expands.*

      a. Verify the Active schedule(s) contains the appropriate ☐ or ☑. *The schedule is required for that inspection.*

      b. Verify the Use For Issued contains the appropriate ○ or ◉. *When checked, the schedule is required for issued assets.*

      c. *Verify the Schedule.*

      d. Update the Default Interval, using ⇕ to choose the revised amount.

      e. Update the Interval Unit, using ⇕ to choose the revised amount.

f. Update the Default Notification Window (Days), using ⇕ to choose the revised amount.

B. *Verify the Downgrade To COND CD.*

C. *Verify the Inspection Interval Type.*

D. Complete the **Event Based Triggers** panel.

1. Verify the Received contains the appropriate ☐ or ☑. *The inspection is required when the asset is received.*

2. Verify the Returned contains the appropriate ☐ or ☑. *The inspection is required when the asset is returned.*

3. Select Add to grid. *The Inspection appears in the Stock Number Inspections grid.*

Delete an Inspection

1. Click ☐ to select the inspection entry.

2. Select Delete. *The three scheduled inspection rows are deleted.*

BD. Complete the **CONDITION CD** panel.

Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"

Helpful Tip

Percentage and Dollar values are an "Either / Or" choice; having an entry in one column clears the other column.
The default setting is Condition "A" at 100% (disabling the Dollar amount).

a. Update the SVCBL (W/O QUAL), using ⇕ to choose the revised amount.

b. Update the SVCBL (WITH QUAL), using ⇕ to choose the revised amount.

c. Update the SVCBL (PRI ISSUE), using ⇕ to choose the revised amount.

d. Update the SVCBL (TEST/MOD), using ⇕ to choose the revised amount.

e. Update the UNSVCBL (LIM RSTR), using ⇕ to choose the revised amount.

f. Update the UNSVCBL (REPBL), using ⇕ to choose the revised amount.

g. Update the UNSVCBL (INCOMP), using ⇕ to choose the revised amount.

h. Update the UNSVCBL (CONDEMNED), using ⇕ to choose the revised amount.

i. Update the SUSPNDD (IN STK), using ⇕ to choose the revised amount.

j. Update the SUSPNDD (RETURNS), using to choose the revised amount.
k. Update the SUSPNDD (LITIGATION), using to choose the revised amount.
l. Update the SUSPNDD (IN WORK), using to choose the revised amount.
m. Update the SUSPNDD (AMMO EMER), using to choose the revised amount.
n. Update the UNSVCBL (RECLAM), using to choose the revised amount.
o. Update the SUSPNDD (QUAL DEF), using to choose the revised amount.
p. Update the SUSPNDD (RECLAM-COND), using to choose the revised amount.
q. Update the UNSVCBL (SCRAP), using to choose the revised amount.
r. Update the SVCBL (AMMO TRAIN), using to choose the revised amount.
s. Update the UNSVCBL (WASTE MUNITION), using to choose the revised amount.

3. Select Finish. *The revised Stock Number appears in the Search Results grid in green.*

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.

13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *Stock Item Cd*.	
13 — Mandatory Entry: *Type Asset Cd*.	
13 — Mandatory Entry: *Mgmt Cd*.	
13 — Mandatory Entry: *Security Commodity Type*.	
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *Unit Pack Price*.	

13 — Mandatory Entry: *Managing Shelf Life Cd*.	
13 — Mandatory Entry: *DMIL CD*.	
13 — Mandatory Entry: *CIIC*.	
13 — Mandatory Entry: *Storage Requirement Cd*.	
13 — Mandatory Entry: *UTIL SVC LIFE when UTIL MEASURE CD is provided.*.	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 — Mandatory Entry: *UTIL MEASURE CD when UTIL SVC LIFE is provided.*.	
92 — Entry must be numeric: *Unit Price*.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
92 — Entry must be numeric: *YR SVC LIFE*.	
92 — Entry must be numeric: *UTIL SVC LIFE*.	

92 — Entry must be numeric: *Length*.	
92 — Entry must be numeric: *Width*.	
92 — Entry must be numeric: *Height*.	
92 — Entry must be numeric: *Unit Weight*.	
92 — Entry must be numeric: *Unit Cube*.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN ... displays the Line

	Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
252 — Must remove assets on hand to change the MGMT CD.	Invalid Entry. The STOCK NBR must not have any assets available in order to change the MGMT CD. Remove the assets first to continue.
488 — TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using i to assist with the entry. If it is not found, enter the number again.
253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

Related Topics

- Stock Number Overview
- Add a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number

Delete a Stock Number

Overview

The Stock Number Delete process allows removal of a stock number record from the catalog.

Attention

A Stock Number record **cannot be deleted** if the record is associated with any equipment records.

Navigation

CATALOG MGMT > Stock Number > Search > ☐ (desired record) > Delete > Confirm Delete (Delete STOCK NBR) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete STOCK NBR)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Confirm Delete (Delete STOCK NBR)

History Remarks

Procedures

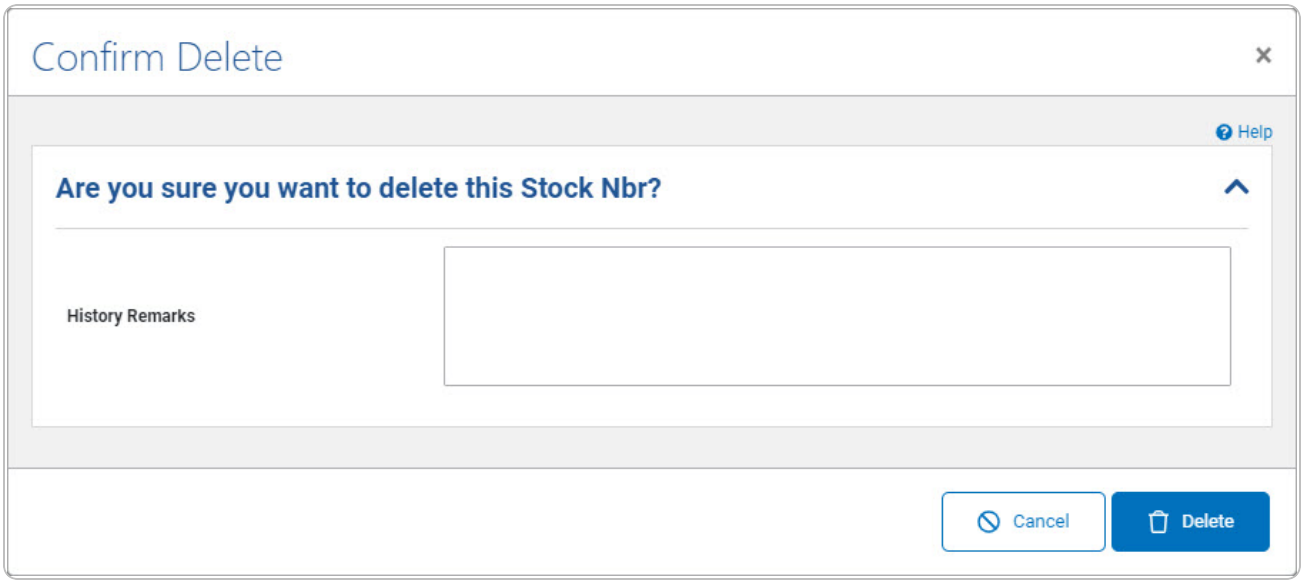
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

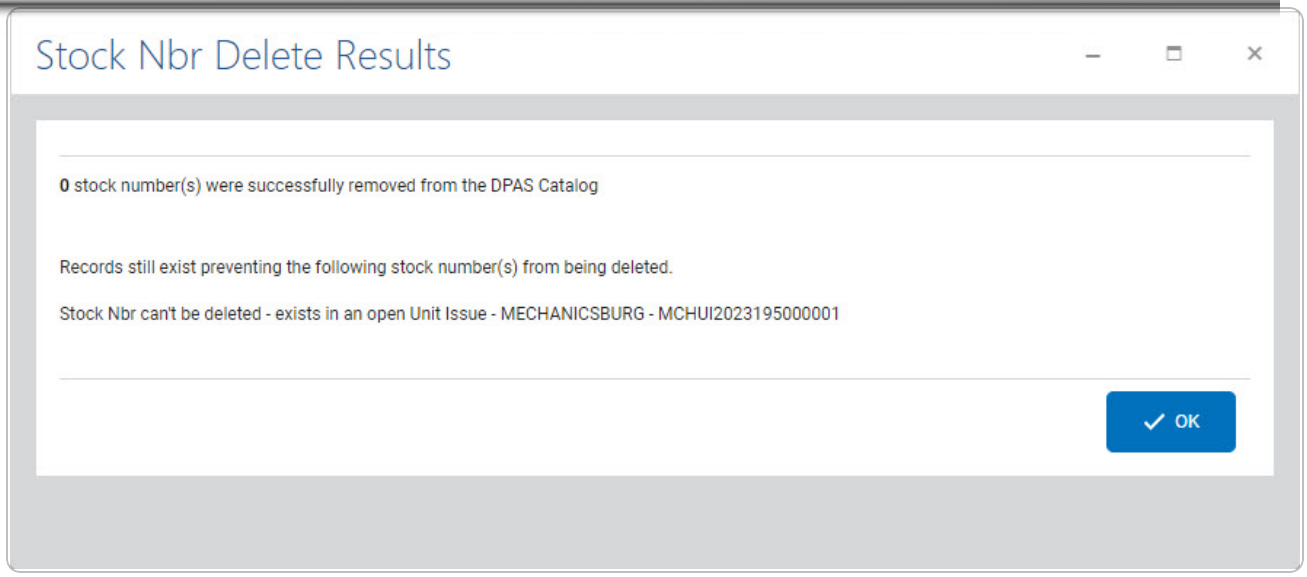
Delete a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Delete. *The* ***Confirm Delete (Delete STOCK NBR)*** *pop-up window appears.*



3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The* ***STOCK NBR Delete Results*** *pop-up window appears, stating which record(s) have failed, and which ones are removed from the database.*



5. Select . *The deleted record(s) are removed from the STOCK NBR 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
162 — STOCK NBR cannot be deleted. *Document record (s)* exist for this STOCK NBR.	Invalid deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
162 — STOCK NBR cannot be deleted. *Document Transaction record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be	

deleted. *ICN record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Inventory Request record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Issue Line Item record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Location CONDITION CD Default record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Master Issue List record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Pick Detail record (s)* exist for this STOCK NBR.	
**162 — STOCK NBR cannot be deleted. *Quality Control*	

Header record(s) **exist for this STOCK NBR.**	
162 — STOCK NBR cannot be deleted. *Return Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Return Stage record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Detail record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Disassemble record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Header record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Planning record(s)* exist for this	

STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Stock Item record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Issue Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Outstanding Items record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Post Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Return Detail record(s)* exist for this STOCK NBR.	

Related Topics

- Stock Number Overview
- Add a Stock Number
- Update a Stock Number

- Add an Attachment to a Stock Number
- Realign a Stock Number

Realign a Stock Number

Overview

The Stock Number Realign process allows a Catalog Update process of a stock number record.

Navigation

CATALOG MGMT > Stock Number > Search > ☐ (desired record) > Realign > External Catalog Realignment pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

External Catalog Realignment

Stock Number
Interface

Externally Sourced Stock Nbrs

Stock Nbr
Item Desc
Stock Item Cd
Interface
Using Svc Cd

Procedures

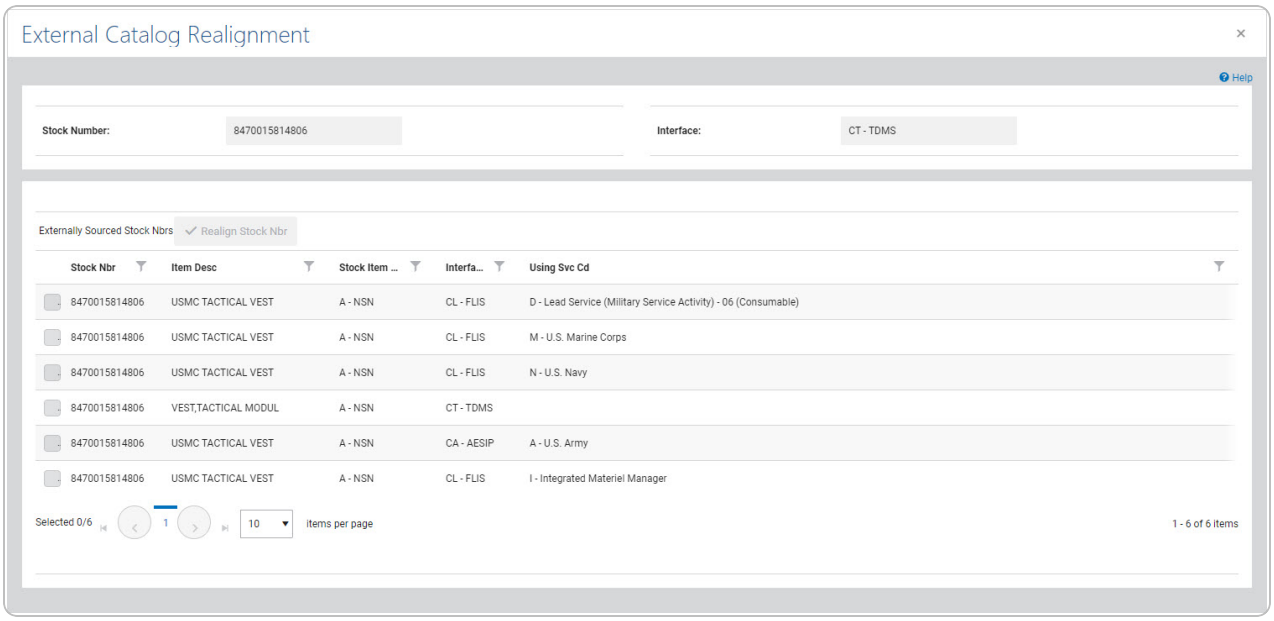
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Realign a Stock Number

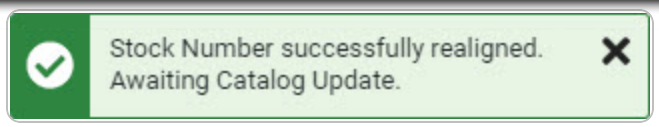
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Realign. *The* ***External Catalog Realignment*** *pop-up window appears.*



3. *Verify the STOCK NBR.*
4. *Verify the Interface.*
5. Click ☐ to select the desired entry. *The row is highlighted and* Realign Stock Nbr *becomes available.*

6. Select

. *The* 

appears in the bottom right corner, the ***External Catalog Realignment*** *pop-up window closes, and the revised Search Results row is highlighted in green, with the Interface System CD showing the new interface.*

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

- Stock Number Overview
- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number

Add Attachments to a Stock Number

Overview

The Stock Number Add Attachments process provides the ability to attach documents to the stock number in the catalog.

Navigation

CATALOG MGMT > Stock Number > Search > ☐ (desired record) > Attachments > STOCK NBR Attachments pop-up window

Page Fields

The following fields display on the **STOCK NBR 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

STOCK NBR Attachments

Description

Procedures

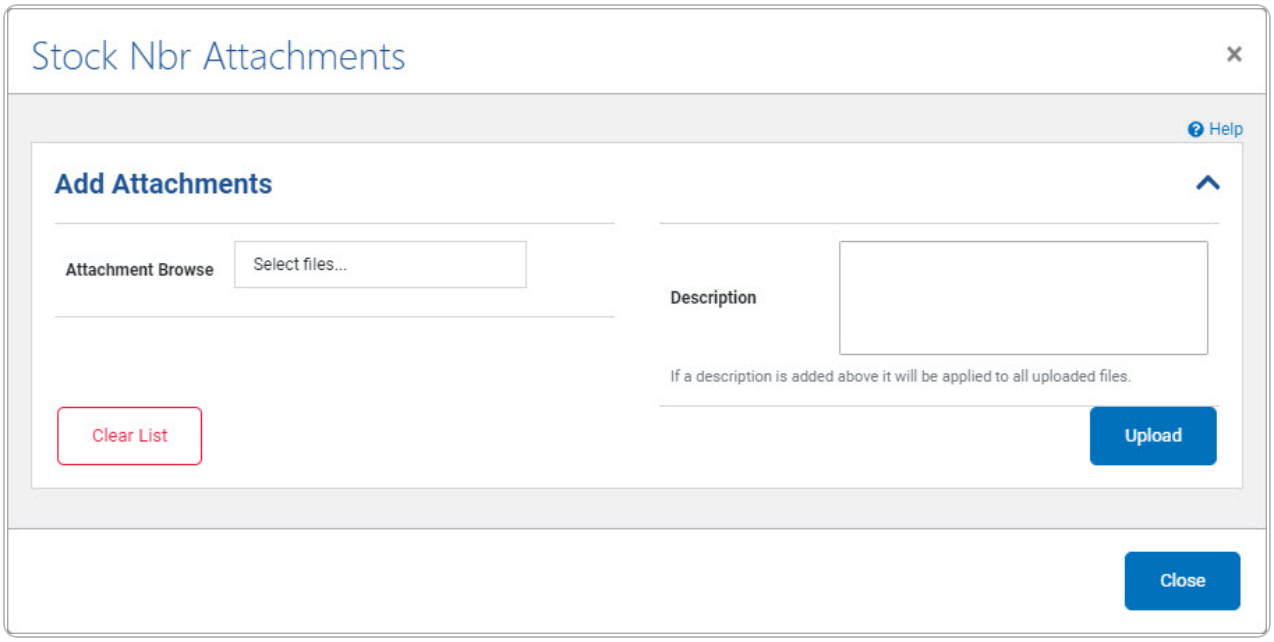
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Stock Number Record

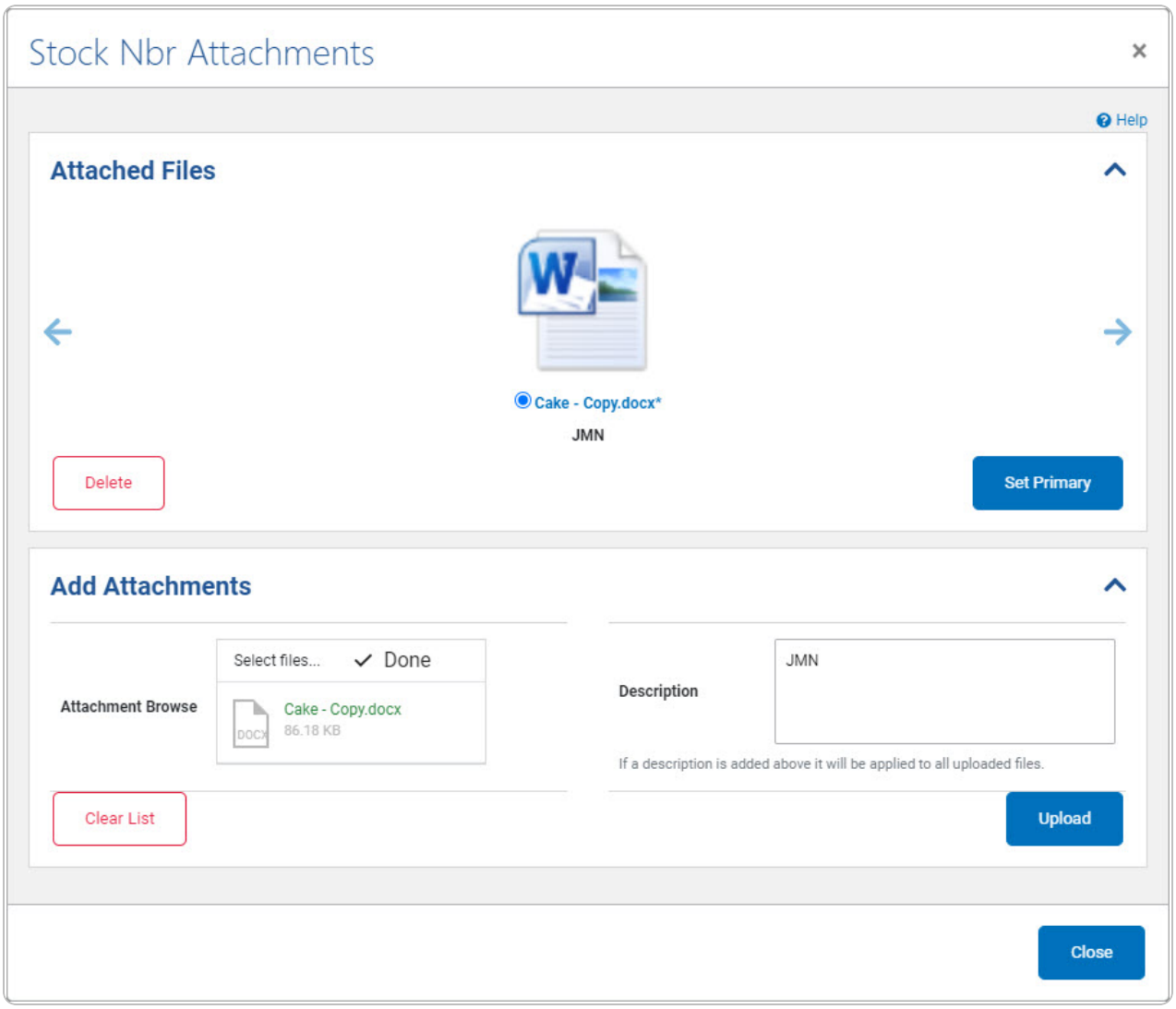
Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The* STOCK NBR *is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Attachments to add any additional files to the record. *The* ***STOCK NBR Attachments*** *pop-up window appears.*



3. Select Select files... in the Attachment Browse field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the Attachment Browse panel.*
6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Upload. *The file uploads and attaches to the Stock Number.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select ○ next to the main attachment. *The Attached Files panel appears.*



10. Select Set Primary. *The attachment is marked as the main attachment to the stock number.*

Remove an Attachment

A. Select ○ next to the main attachment.

B. Select Delete. *The attachment is removed permanently from the stock number.*

11. Select Close. *The **STOCK NBR Attachments** pop-up window closes, and the file appears in the Attachments field 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
- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Realign a Stock Number

Stock Item

Overview

The WAREHOUSE MGMT module Stock Item process provides the ability to add, update, delete, and review the history of Stock Item records directly associated with a Warehouse within a specific Logistics Program. If a Warehouse contains multiple DODAACs for Stock Numbers, then users can create a Stock Item with multiple entries for differing quantities.

Stock Items records are created so that attributes specific to a Warehouse can be established. These attributes allow for the:

- Regulating of Stocking Quantity
- Enabling the ability to issue stock and prevent stock issues
- Managing of Replenishment Settings

Note

All Stock Item records must be associated with a Catalog Stock NBR record with a matching Catalog Name in the Logistics Program.

Navigation

CATALOG MGMT > Stock Item > Stock Item page

Page Fields

The following fields display on the **Stock Item** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Reportable Commodity Type
LIN/TAMCN
Replenishment Source
Freeze Cd
Stock Nbr
Item Desc
DoDAAC

Stock Item Grid Fields

All
Stock Nbr
Item Desc
LIN/TAMCN
DoDAAC
Freeze Cd
Inv Segment Cd
Default Return Cond Cd

Optional

Replenishment Source
Replenishment Start Dt
Replenishment End Dt

Min Stock Qty
Max Stock Qty
Reorder Point
Min Order Qty
Max Order Qty
Lead-time Months Used
Net Consumption Months Used
Reorder Method
Min Safety Stock Pct
Max Safety Stock Pct
Avg Member Issue Qty
LIN/TAMCN Desc
Reportable Commodity Type
Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Print Label Request

Printer Language
Label Size
Label Type
Qty

Procedures

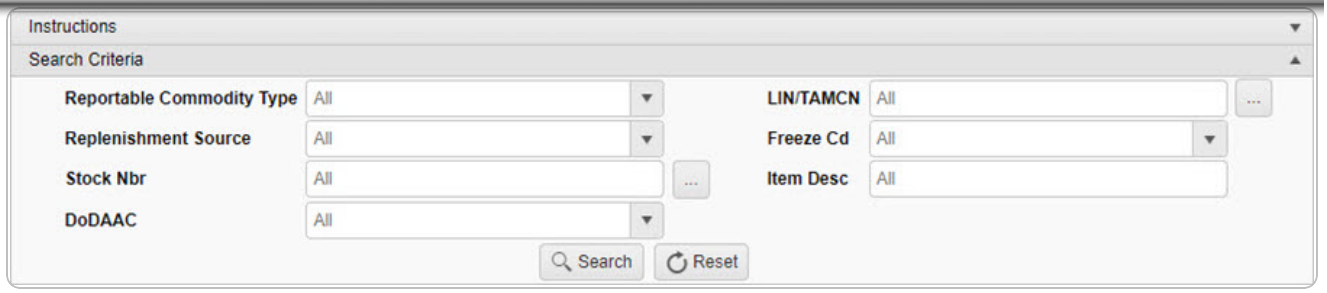
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a Stock Item

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

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

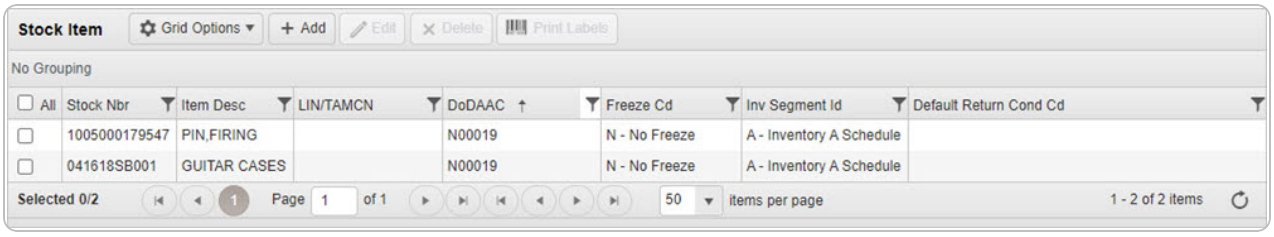


- Use ▼ to select the Reportable Commodity Type.
- Enter the LIN/TAMCN, or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use ▼ to select the Replenishment Source.
- Use ▼ to select the Freeze Cd.
- Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ▼ to select the DoDAAC.

2. Select Search. *The Results are displayed in the Stock Item grid.*



Add a Stock Item

Select + Add. *The **Add a Stock Item** pop-up window appears.*

Update a Stock Item

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, ✕ Delete, *and* Print Labels *become available.*
2. Select ☐ (desired record) > Edit. *The **Edit Stock Items** pop-up window appears.*

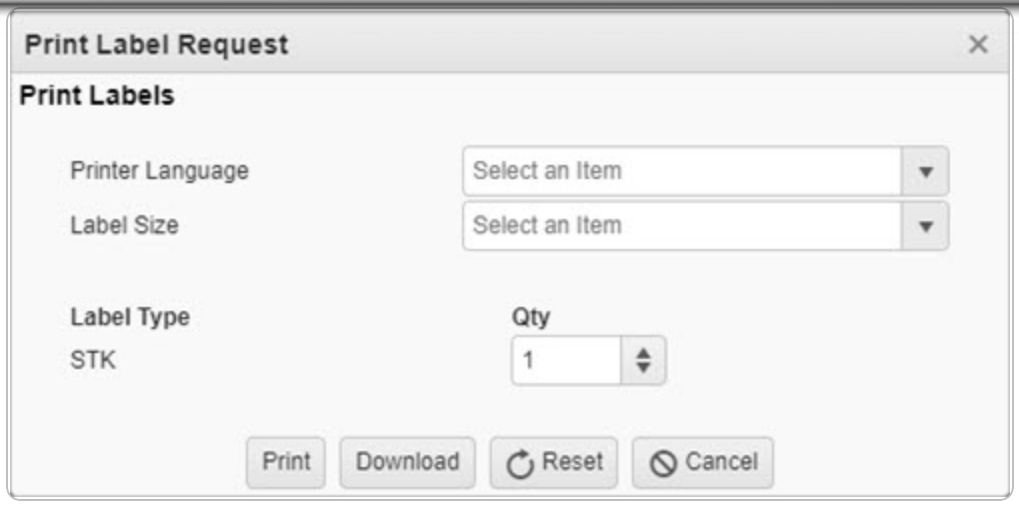
Delete a Stock Item

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, ✕ Delete, *and* Print Labels *become available.*
2. Select ☐ (desired record) > ✕ Delete. *The **Delete a Stock Item** pop-up window appears.*

Print Stock Item Labels

Selecting Reset *at any point of this procedure returns all fields to the default setting. Selecting* Cancel *removes all revisions and closes the pop-up window.*

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, ✕ Delete, *and* Print Labels *become available.*
2. Select Print Labels. *The **Print Label Request** pop-up window appears.*



3. Use ▼ to select the Printer Language.
4. Use ▼ to select the Label Size.
5. *The Label Type automatically populates and is not editable.*
6. Use ▲▼ to choose the QTY.
7. Select Print. *The labels are sent to the printer.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Stock Item
- Update a Stock Item
- Delete a Stock Item

Add a Stock Item

Overview

The Stock Item Add process provides the ability to create new Stock Item records directly associated with a Warehouse within a specific Logistics Program. When adding a Stock Item, access to the Security Commodity Type set is required when the Stock Number was added, or the Stock Number will not be available for selection. If a Warehouse contains multiple DoDAACs for Stock Numbers, then a single Stock Item with multiple replenishment plans of differing quantities is created.

Note

All Stock Item records must be associated with a Catalog Stock Nbr record with a matching Catalog Name in the Logistics Program.

Navigation

Catalog Mgmt > Stock Item > + Add > Add Stock Item pop-up window

Page Fields

The following fields display on the **Add Stock Item** 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.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Item Grid

Stock Nbr *
DoDAACs *
Inv Segment Cd *
Freeze Cd *
Add / Edit Remarks

Remarks
History Remarks

Issue / Return Defaults Grid

Default Return Cond Cd

Replenishment Info Tab

Reorder Method
Replenishment Source
Replenishment Start Dt
Replenishment End Dt
Min Stock Qty
Max Stock Qty
Min Safety Stock Pct
Max Safety Stock Pct
Avg Member Issue Qty
Min Order Qty
Max Order Qty
Reorder Point
Lead-time Months Used
Net Consumption Months Used

(*) Asterisk identifies mandatory fields.

Procedures

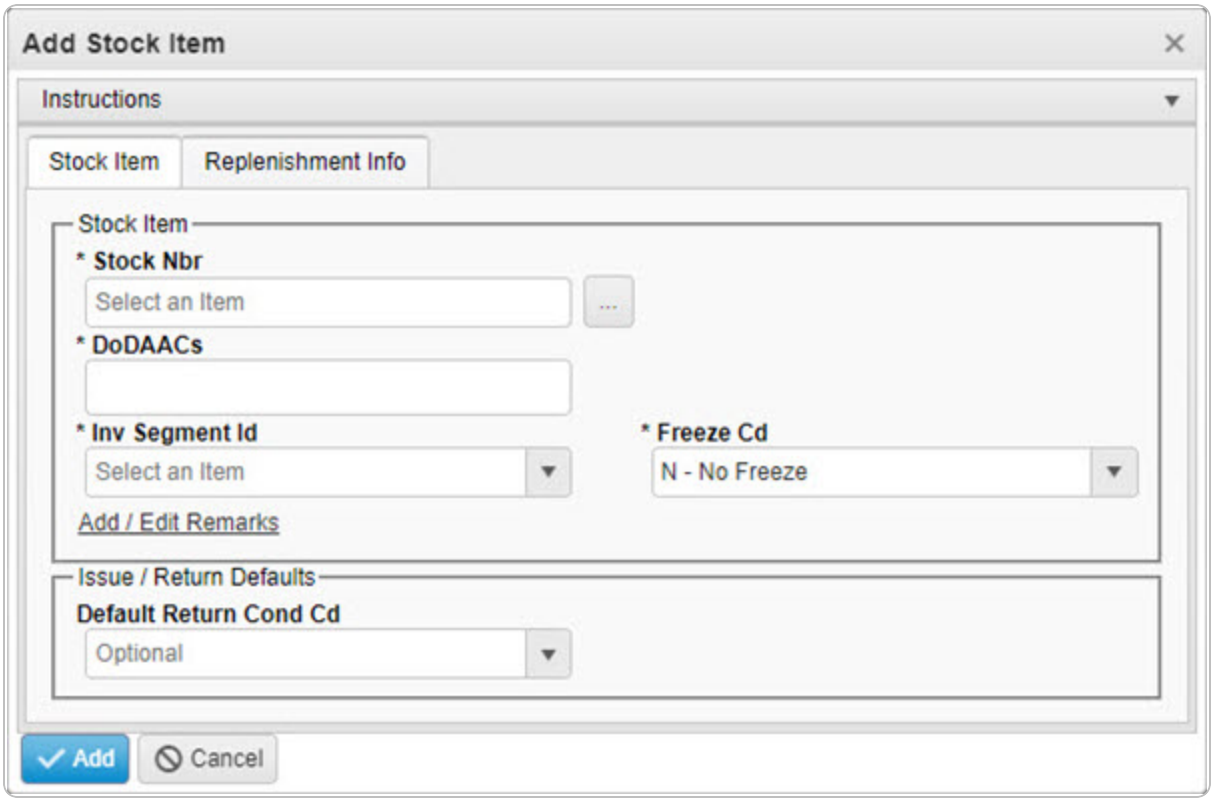
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Item

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

1. Select + Add. *The* ***Add Stock Item*** *pop-up window appears, open to the Stock Item tab.*



2. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

3. Enter the DoDAACs in the field provided. *This is a 6 alphanumeric character field.*

4. Use ▼ to select the Inv Segment Cd.

5. Use ▼ to select the Freeze Cd.

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

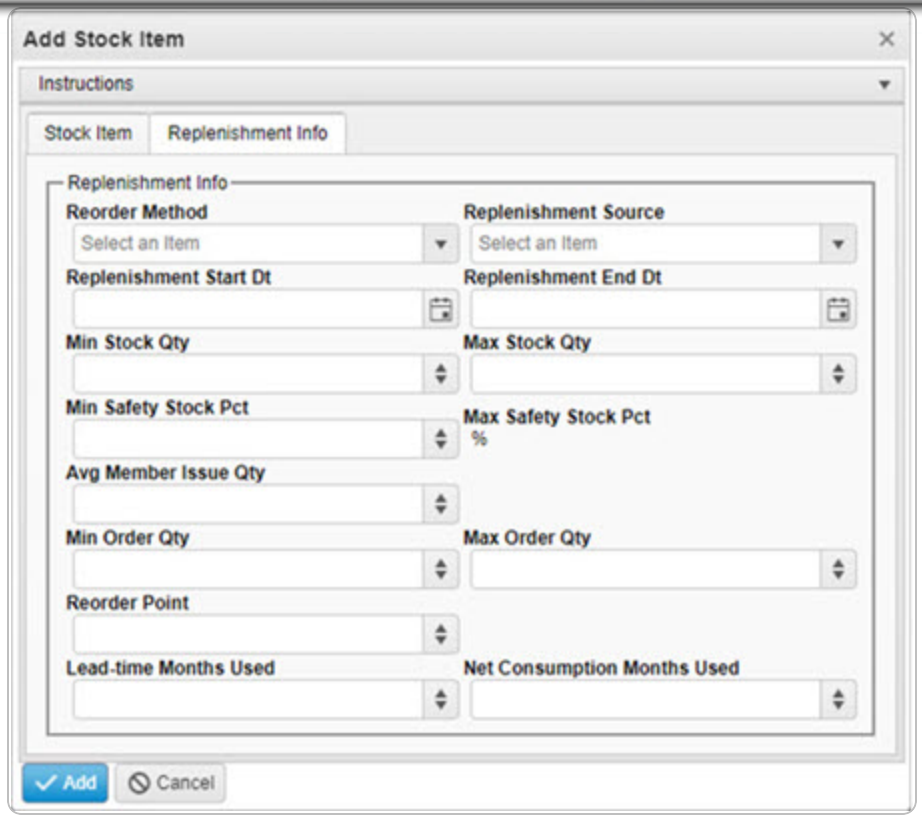
   B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

7. Use ▼ to select the Default Return Cond Cd.

   Select ✓ Add. *The new Stock Item record is saved, and appears in the Stock Item results grid.*

8. **OR**

   Select the Replenishment INFO tab to continue adding information.



A. Use ▼ to select the Reorder Method.

B. Use ▼ to select the Replenishment Source.

C. Use 📅 to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use 📅 to select the Replenishment END DT, or enter the date (MM/DD/YYYY) in the field provided.

E. Use ▲▼ to choose the MIN STOCK QTY.

F. Use ▲▼ to choose the MAX STOCK QTY.

G. Use ▲▼ to choose the MIN Safety Stock PCT.

H. *The MAX Safety Stock PCT automatically populates and is not editable.*

I. Use to choose the AVG Member Issue QTY.

J. Use to choose the MIN ORDER QTY.

K. Use to choose the MAX ORDER QTY.

L. Use to choose the Reorder Point.

M. Use to choose the Lead-time Months Used.

N. Use to choose the Net Consumption Months Used.

9. Select . *The new Stock Item appears in green at the top of the 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
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.
13 — Mandatory Entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DoDAACs*.	

13 — Mandatory Entry: *INV SEGMENT CD*.	
13 — Mandatory Entry: *FREEZE CD*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1082 — MIN STOCK QTY cannot be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.
1081 — MAX STOCK QTY cannot be < 0.	
1084 — MIN ORD QTY cannot be < 0.	
1083 — MAX ORD QTY cannot be < 0.	
1085 — Reorder Point cannot be < 0.	
1095 — Reorder Point cannot be > Max Stock Qty.	Invalid Entry. The Reorder Point must be less than the Max Stock Qty. Re-enter the amount.
1086 — No Parent Ware-	Invalid Entry. The Warehouse currently signed

house exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	in does not have Parent Warehouse. Choose a different Replenishment Source.
1079 — MAX STOCK QTY cannot be < MIN STOCK QTY.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.	Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.
1088 — Replenishment Start Date cannot be earlier than Current Date.	Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters..

Related Topics

- Stock Item Overview
- Edit a Stock Item
- Delete a Stock Item

Update a Stock Item

Overview

The Stock Item Update process allows editing of Stock Item records that are directly associated with a specific Warehouse within a specific Logistics Program.

Navigation

CATALOG MGMT > Stock Item > ☐ (desired record) > Edit > Edit Stock Items pop-up window

Page Fields

The following fields display on the **Edit Stock Items** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Item Grid

Stock Nbr *
DoDAACs *
Inv Segment Cd *
Freeze Cd *
Add / Edit Remarks

Remarks
History Remarks

Issue / Return Defaults Grid

Default Return Cond Cd

Replenishment Info Tab

Reorder Method
Replenishment Source
Replenishment Start Dt
Replenishment End Dt
Min Stock Qty
Max Stock Qty
Min Safety Stock Pct
Max Safety Stock Pct
Avg Member Issue Qty
Min Order Qty
Max Order Qty
Reorder Point
Lead-time Months Used
Net Consumption Months Used

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

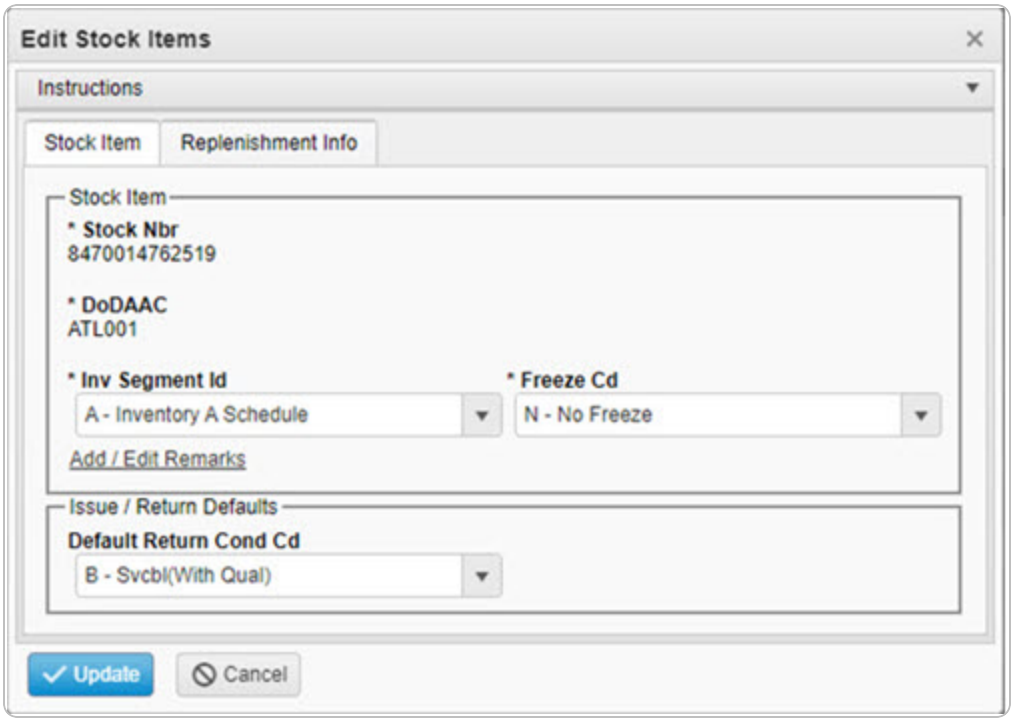
Click the following link to display Warehouse Navigation Tips.

Edit a Stock Item

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

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, Delete *, and* Print Labels *become available.*

2. Select Edit. *The* ***Edit Stock Items*** *pop-up window appears, open to the Stock Item tab.*



3. *Verify the* STOCK NBR.

4. *Verify the DoDAAC.*

5. Update the Inv Segment Cd, using ▼ to select the desired code.

6. Update the Freeze Cd, using ▼ to select the desired code.

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

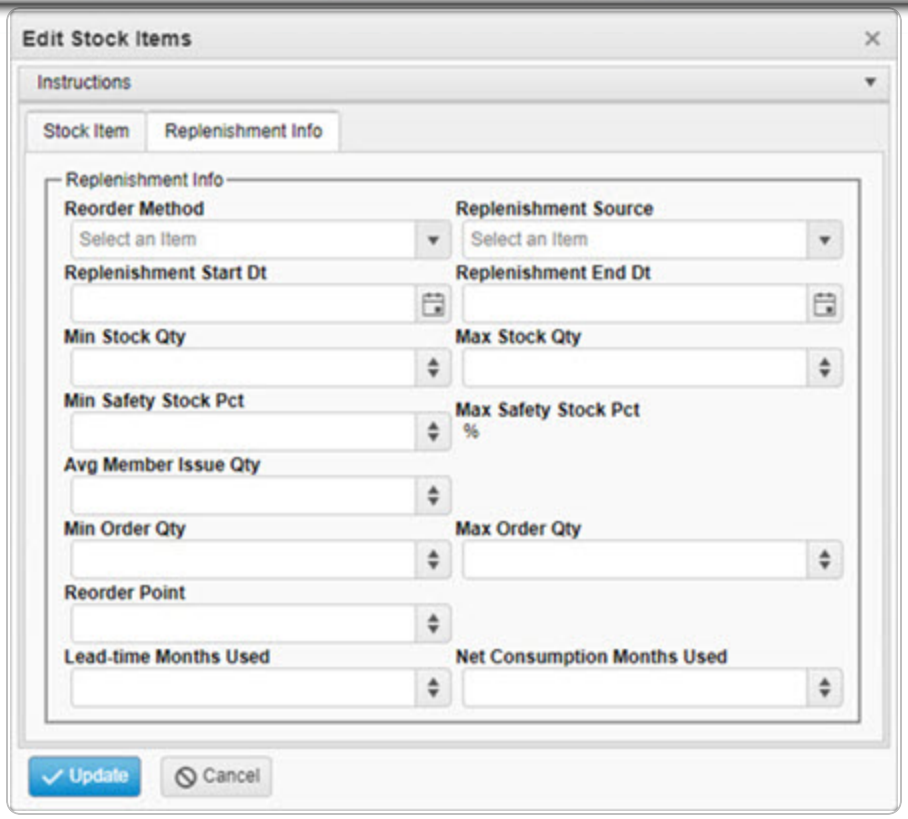
   B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

8. Update the Default Return Cond Cd.

   Select ✓ Update. *The revised Stock Item record is saved, and reflected in the Stock Item grid.*

9. **OR**

   Select the Replenishment INFO tab to continue revising the information.



A. Update the Reorder Method, using to select the desired type.

B. Update the Replenishment Source, using to select the desired kind.

C. Update the Replenishment START DT, using or entering the date (MM/DD/YYYY) in the field provided.

D. Update the Replenishment END DT, using or entering the date (MM/DD/YYYY) in the field provided.

E. Update the MIN STOCK QTY, using to choose the revised quantity.

F. Update the MAX STOCK QTY, using to choose the revised quantity.

G. Update the MIN Safety Stock PCT, using to choose the revised percentage.

H. *Verify the MAX Safety Stock PCT.*

I. Update the AVG Member Issue QTY, using to choose the revised quantity.

J. Update the MIN ORDER QTY, using to choose the revised quantity.

K. Update the MAX ORDER QTY, using to choose the revised quantity.

L. Update the Reorder Point, using to choose the revised amount.

M. Update the Lead-time Months Used, using to choose the revised time frame.

N. Update the Net Consumption Months Used, using to choose the revised amount.

10. Select

. *The revised Stock Item appears at the top of the 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
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.
13 — Mandatory Entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DoDAACs*.	

13 — Mandatory Entry: *INV SEGMENT CD*.	
13 — Mandatory Entry: *FREEZE CD*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1082 — MIN STOCK QTY cannot be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.
1081 — MAX STOCK QTY cannot be < 0.	
1084 — MIN ORD QTY cannot be < 0.	
1083 — MAX ORD QTY cannot be < 0.	
1085 — Reorder Point cannot be < 0.	
1095 — Reorder Point cannot be > Max Stock Qty.	Invalid Entry. The Reorder Point must be less than the Max Stock Qty. Re-enter the amount.
1086 — No Parent Ware-	Invalid Entry. The Warehouse currently signed

house exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	in does not have Parent Warehouse. Choose a different Replenishment Source.
1079 — MAX STOCK QTY cannot be < MIN STOCK QTY.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.	Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.
1088 — Replenishment Start Date cannot be earlier than Current Date.	Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters..

Related Topics

- Stock Item Overview
- Add a Stock Item
- Delete a Stock Item

Delete a Stock Item

Overview

The Stock Item Delete process allows the removal of a Stock Item record from the Warehouse in which the Stock Item record is associated.
In order for the record to be deleted, the Stock Item record must meet two criteria:

- Not have any Inventory Master records with a STOCK NBR quantity greater than '0'.
- Not have any open "Due In" records for the associated STOCK NBR.

It is important to remember that other Warehouses may use the selected Stock Item. This process deletes the record from the logged into Warehouse at the time.

Navigation

Catalog MGMT > Stock Item > ☐ (desired record) > ✕ Delete > Delete Stock Item pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Stock Item

History Remarks

Procedures

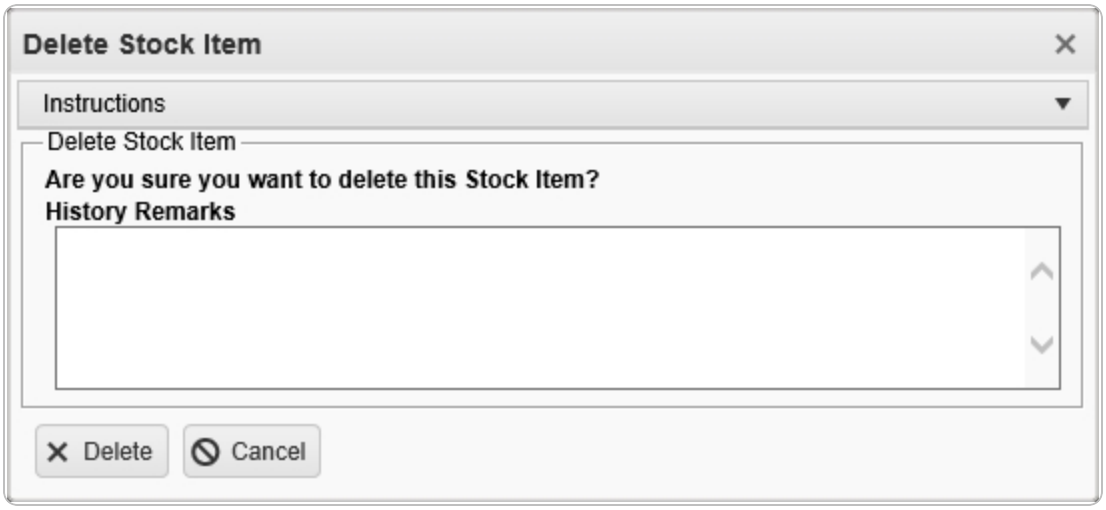
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Stock Item

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

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, Delete, *and* Print Labels *become available.*
2. Select Delete. *The* ***Delete Stock Item*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The Stock Item is removed from the 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
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.
1051 — Stock Item has associated Inventory Master Records. Cannot Delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Inventory Master Records associated with it, or if there is any materiel attached to the associated Inventory Master Records. Review the Stock Item again, and remove any remaining associated Inventory Master Records so the Stock Item can be deleted.
2143 — Stock Item has associated Due In records. Cannot delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Open Due In Records associated with it. Review the Stock Item again, and remove any remaining associated Due In Records so the Stock Item can be deleted.

Related Topics

- Stock Item Overview
- Add a Stock Item
- Update a Stock Item

Calculate the MIN/MAX Quantity for a Stock Item

Overview

The Stock Item Calculate process allows calculating the minimum/maximum amounts of the Stock Item quantity.

Navigation

CATALOG MGMT > Stock Item MIN/MAX > Calculate Min/Max Stock Qty > Calculate MIN/MAX STOCK QTY pop-up window

Page Fields

The following fields display on the **Calculate MIN/MAX STOCK QTY** 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.
517	Select "Calculate MIN/MAX STOCK QTY" button to create a new record.
383	Select Cancel button to return to Search Results page.

Calculate MIN/MAX STOCK QTY (Safety Stock Quantities) AND (Calculation Parameters)

Min Safety Stock Pct

Max Safety Stock Pct *
Tier Level *

Logistics Program *
Region *
Site *
Warehouse *

Reportable Commodity Type
DoDAAC
LIN/TAMCN List
LIN/TAMCN(s)
Stock Nbr List
Stock Nbr(s)

Calculate MIN/MAX STOCK QTY (Safety Stock Quantities)

Min Safety Stock Pct
Max Safety Stock Pct *

(*) Asterisk identifies mandatory fields.

Procedures

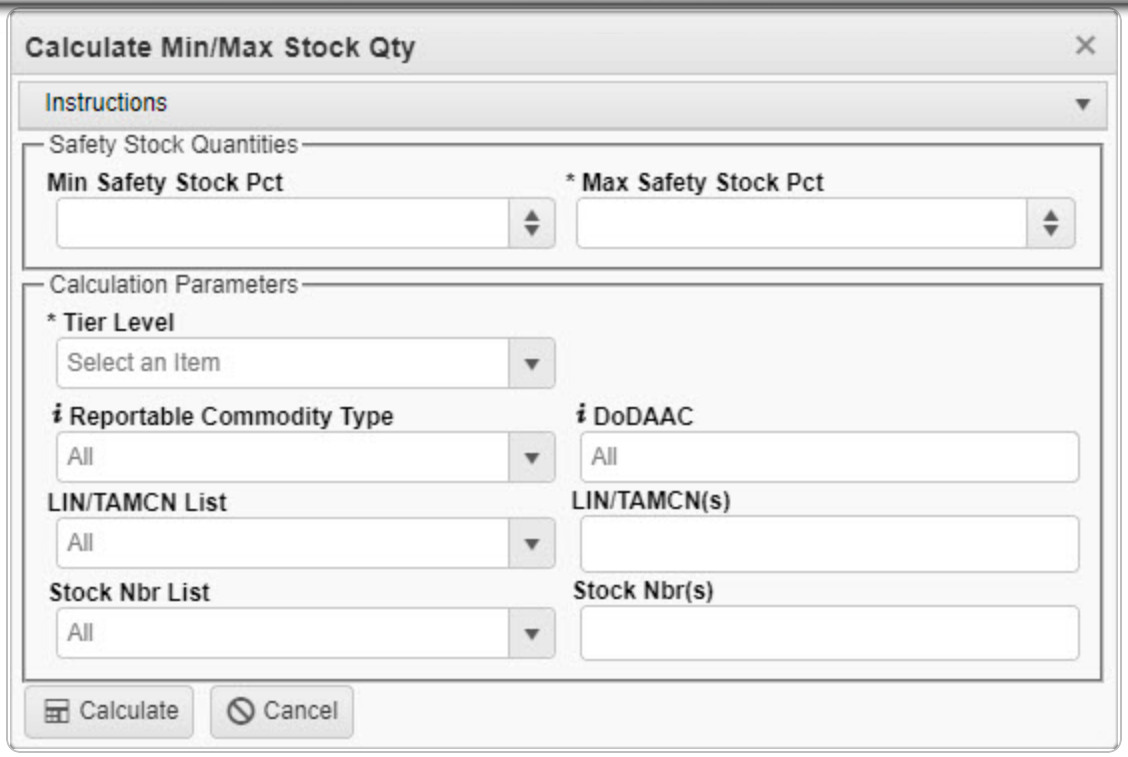
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Calculate the Min/Max Quantities for All Stock Items

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

1. Select Calculate Min/Max Stock Qty. *The* ***Calculate MIN/MAX STOCK QTY*** *pop-up window appears.*



2. Enter the Safety Stock Quantities.

   1. Use ▲▼ to choose the MIN Safety Stock PCT.

   2. Use ▲▼ to choose the MAX Safety Stock PCT.

3. Enter the Calculation Parameters.

   1. Use ▼ to select the Tier Level. *The tier selection appears as a new field.*

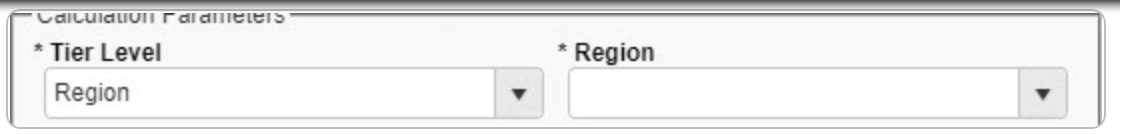
   Choose:

   Use ▼ to select the Logistics Program.

   A.

   OR

   Use ▼ to select the Region.



OR

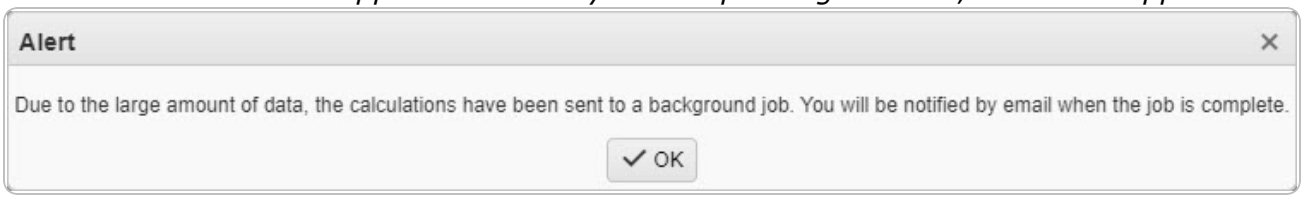
Use ▼ to select the Site.

OR

Use ▼ to select the Warehouse.

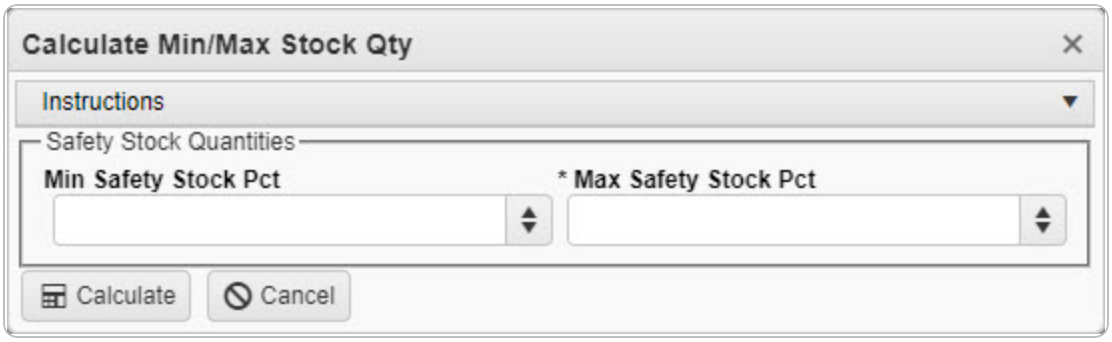
2. Use ℹ or ▼ to select the Reportable Commodity Type.
3. Enter the DoDAAC, using ℹ to assist with the entry. *This is a 6 alphanumeric character field.*
4. Use ▼ to select the LIN/TAMCN List.
5. Enter the LIN/TAMCN(s) in the field provided. *This is a 10 alphanumeric character field.*
6. Use ▼ to select the Stock Nbr List.
7. Enter the Stock Nbr(s) in the field provided. *This is a 15 alphanumeric character field.*

4. Select Calculate. *The pop-up window closes. Depending upon the amount of changes, either the new amounts appear in the entry's corresponding columns, or an alert appears.*



Calculate the MIN/MAX Quantity for a Specific Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*
2. Select Calculate Min/Max Stock Qty. *The **Calculate MIN/MAX STOCK QTY** pop-up window appears.*



3. Use ▲▼ to choose the MIN Safety Stock PCT.
4. Use ▲▼ to choose the MAX Safety Stock PCT.
5. Select Calculate. *The pop-up window closes, and the new amounts appear in the record's corresponding columns.*

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: *MAX Safety Stock PCT.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Tier Level*.	

13 — Mandatory Entry: *Tier Selection*.	

Related Topics

- Stock Item Min / Max

Update the Stock Item MIN/MAX

Overview

The Warehouse Management module Stock Item MIN/MAX process provides the ability to calculate, edit, approve, or deny the Minimum and Maximum Stock Item levels within an individual Warehouse, Site, Region, or Logistics Program.

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

CATALOG MGMT > Stock Item MIN/MAX > Stock Item MIN/MAX Update page

Page Fields

The following fields display on the **Stock Item MIN/MAX Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
376	When available, select Search button to view Search Results page.
13	Select "Reset" button to clear data.

412	Select "Grid Options" button for additional actions.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
519	Select "Approve" button to approve proposed changes to selected record(s).
520	Select "Approve All" button to approve proposed changes to all records.
521	Select "Cancel" button to cancel proposed changes to selected records(s).
522	Select "Cancel All" button to cancel proposed changes to all records.

Enterprise Rollup Grid

Logistics Program
Group By
Region
Site
Warehouse

Search Criteria Grid

Status
Reportable Commodity Type

LIN/TAMCN

LIN/TAMCN Desc

Stock Nbr

Item Desc

DoDAAC

Stock Item MIN/MAX Update Grid Fields

All
Status
Warehouse
DoDAAC
Stock Nbr
Item Desc
LIN/TAMCN
LIN/TAMCN Desc
Size
Min Stock Qty
Min Safety Stock Pct
Proposed Min Stock Qty
Max Stock Qty
Max Safety Stock Pct
Proposed Max Stock Qty

Optional

Size Category
Reportable Commodity Type
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks

Procedures

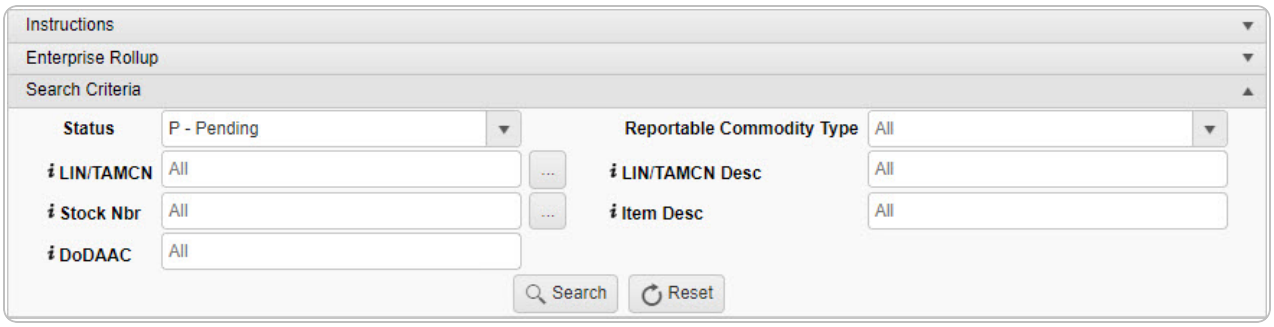
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a Stock Item

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

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

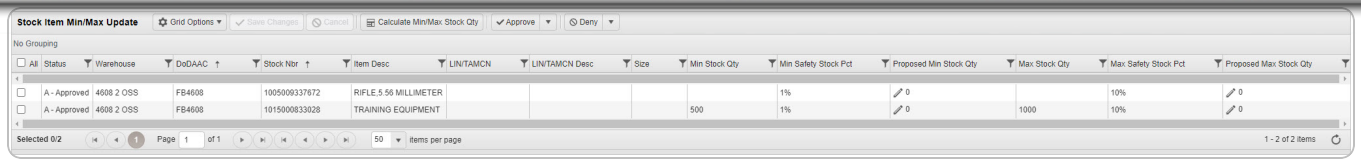


- Use ▼ to select the Status.
- Use ▼ to select the Reportable Commodity Type.
- Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help
- Enter the LIN/TAMCN DESC, using i to assist with the entry. *This is a 64 alphanumeric character field.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the DODAAC, using i to assist with the entry. *This is a 6 alphanumeric character field.*

2. Select Search. *The Search Results are displayed in the Stock Item Min / Max Update grid.*



Update the MIN/MAX for a Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*

Enter a Proposed MIN STOCK QTY

A. Click ✎ . *The cell becomes an editable field.*

B. Enter the Proposed MIN STOCK QTY for that Stock Item. *The* ✓ Save Changes *and* ⊘ Cancel *become available.*

C. Select ✓ Save Changes . *The revised amount is saved and the field becomes read-only.*

Enter a Proposed MAX STOCK QTY

A. Click ✎ . *The cell becomes an editable field.*

B. Enter the Proposed MAX STOCK QTY for that Stock Item. *The* ✓ Save Changes *and* ⊘ Cancel *become available.*

C. Select ✓ Save Changes . *The revised amount is saved and the field becomes read-only.*

Calculate the MIN/MAX for a Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*
2. Select ▦ Calculate Min/Max Stock Qty . *The **Calculate Min/Max Stock Qty** pop-up window appears.*

Approve the MIN/MAX Quantity for a single Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*
2. Select ✓ Approve ▼. *The Approve menu appears.*
3. Select ✓ Approve. *The **Approve MIN/MAX Records** pop-up window appears.*

Select ✓ Yes. ✓ Records successfully approved. ✕ *appears while the record is moved from Pending to Approved.*

4. **OR**

Select ⊘ No. *The **Approve MIN/MAX Records** pop-up window closes and the record remains in Pending.*

Approve the MIN/MAX Quantity for all Pending Stock Items

1. Select ✓ Approve ▼. *The Approve menu appears.*
2. Select ☑ Approve All. *The **Approve MIN/MAX Records** pop-up window appears.*

Select Yes. Records successfully approved. appears while all of the Stock Item records are moved from Pending to Approved.

3. **OR**

Select No. *The **Approve MIN/MAX Records** pop-up window closes and all of the Stock Item records remain in Pending.*

Deny the MIN/MAX Quantity for a single Stock Item

1. Click ☐ to select the entry. *The Stock Item record is highlighted.*
2. Select Deny. *The Deny menu appears.*
3. Select Deny. *The **Deny MIN/MAX Records** pop-up window appears.*

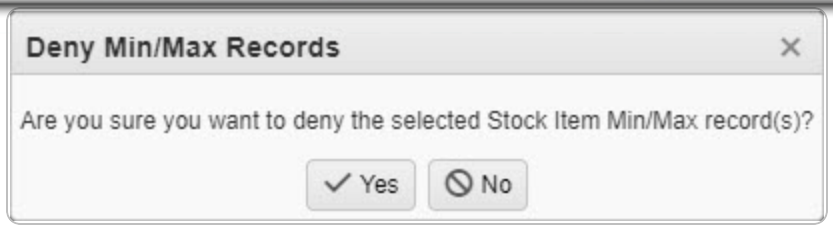
Select Yes. Records successfully denied. appears while the record is moved from Pending to Denied.

4. **OR**

Select No. *The **Deny MIN/MAX Records** pop-up window closes and the record remains in Pending.*

Deny the MIN/MAX Quantity for all Pending Stock Items

1. Select Deny. *The Deny menu appears.*
2. Select Deny All. *The **Deny MIN/MAX Records** pop-up window appears.*



Select Yes. Records successfully denied. appears while all of the Stock Item records are moved from Pending to Denied.

3. **OR**

Select No. *The **Deny MIN/MAX Records** pop-up window closes and all of the Stock Item records remain in Pending.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Calculate the Min/Max for the Stock Qty

Collateral Item

Overview

The WAREHOUSE MGMT module Collateral Item process provides the ability to associate one or more collateral items with its Parent Item (STOCK NBR), which integrates into the responsibility of maintaining the User Catalog that is associated with the Logistics Program.
The process views what items are associated with another item. For example, when someone requests to be issued skis, the warehouse clerk uses this process to view what collateral items may need to be issued to outfit the requester such as boots, poles, bindings, etc.

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

CATALOG MGMT > Collateral Item > Collateral Item page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.
408	Enter at least one "Detail" row when a "Master" row is entered.
416	Select "Save Changes" button to process all changes made to Detail records

Search Criteria Grid

Stock Nbr
Collateral Stock Nbr
Item Desc
Collateral Item Desc

Collateral Item Grid

Stock Nbr
Item Desc
Mgmt Cd
Primary Attachment
Remarks

Optional

Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
Program Id

Collateral Stock Item Grid

Collateral Stock Nbr
Collateral Item Desc
Collateral Mgmt Cd
Collateral Stocking UI
Collateral Qty

Optional

Established By
Last Updated By
LIN/TAMCN
Program Id

Procedures

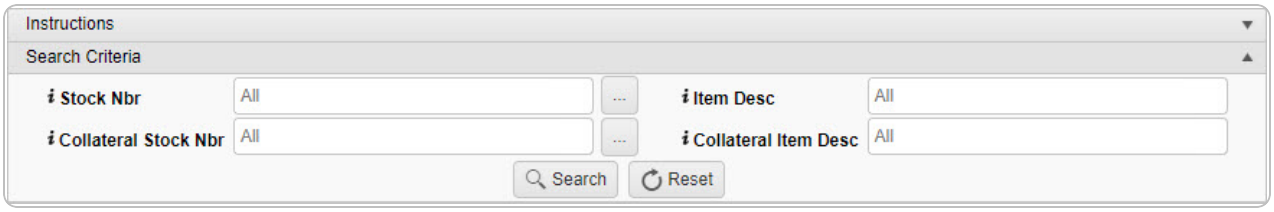
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Collateral Item

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

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



- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

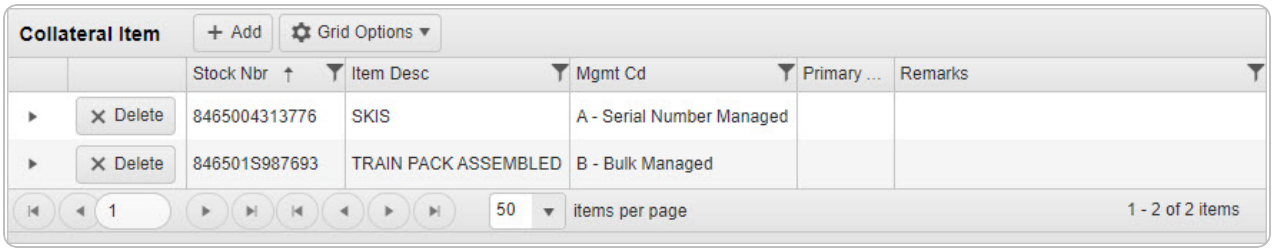
  Stock Number Browse

- Use or to assist with the COLLATERAL STOCK NBR entry. *This is a 15 alpha-numeric character field.*

  Stock Number Browse

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the COLLATERAL ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*

2. Select Search. *The Search Results are displayed in the Collateral Item grid.*

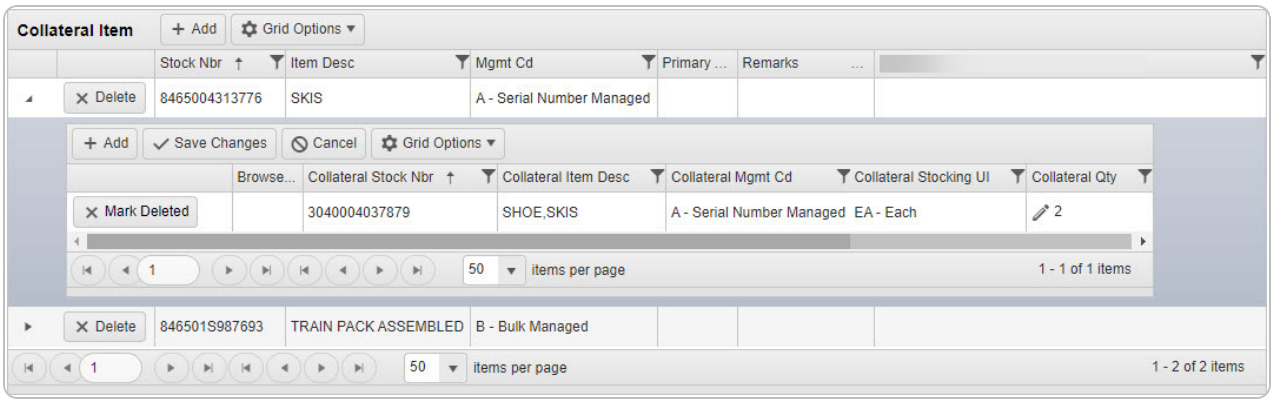


Add a Collateral Item Record

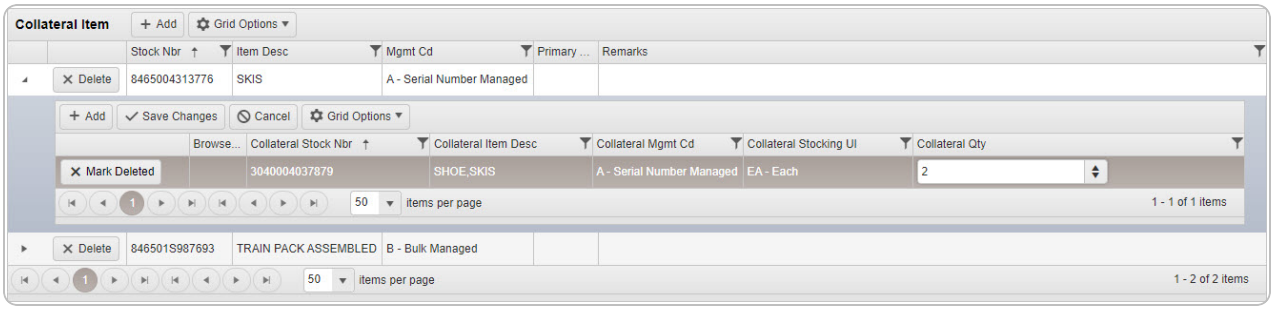
Select + Add. *The **Add Collateral Item** pop-up window appears.*

Update a COLLATERAL STOCK NBR

1. Click next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*



2. Select under the Collateral QTY column to change the quantity. *The field changes to allow an entry.*



3. Enter or use to choose the Collateral QTY.

4. Select Save Changes. *The row is saved and becomes read-only.*

Delete a Collateral Item Record

Select Delete. *The **Delete Collateral Item** pop-up 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
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)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &,

$, — , /, #, &, comma, period, and space.	comma, period, and space. Special characters like ! or @ are prohibited.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alpha-numeric field.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 — STOCK NBR cannot be the same as the Master STOCK NBR.	Invalid Entry. The COLLATERAL STOCK NBR cannot be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exists in the CATALOG STOCK NBR table for the Warehouse.
1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.
xxxx — Wild-card is not permitted.	Remove the wildcard (%).

Related Topics

- Add a Collateral Item
- Delete a Collateral Item

Add a Collateral Item

Overview

The Collateral Item Add process provides the ability to add one or more collateral items with its Parent Item (STOCK NBR).

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

CATALOG MGMT > Collateral Item > + Add > Add Collateral Item pop-up window

Page Fields

The following fields display on the **Add Collateral Item** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Collateral Item

Stock Nbr *
Item Desc
Mgmt Cd

Collateral Stock Nbr *
Collateral Item Desc
Collateral Mgmt Cd
Collateral Stocking UI
Collateral Qty *
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

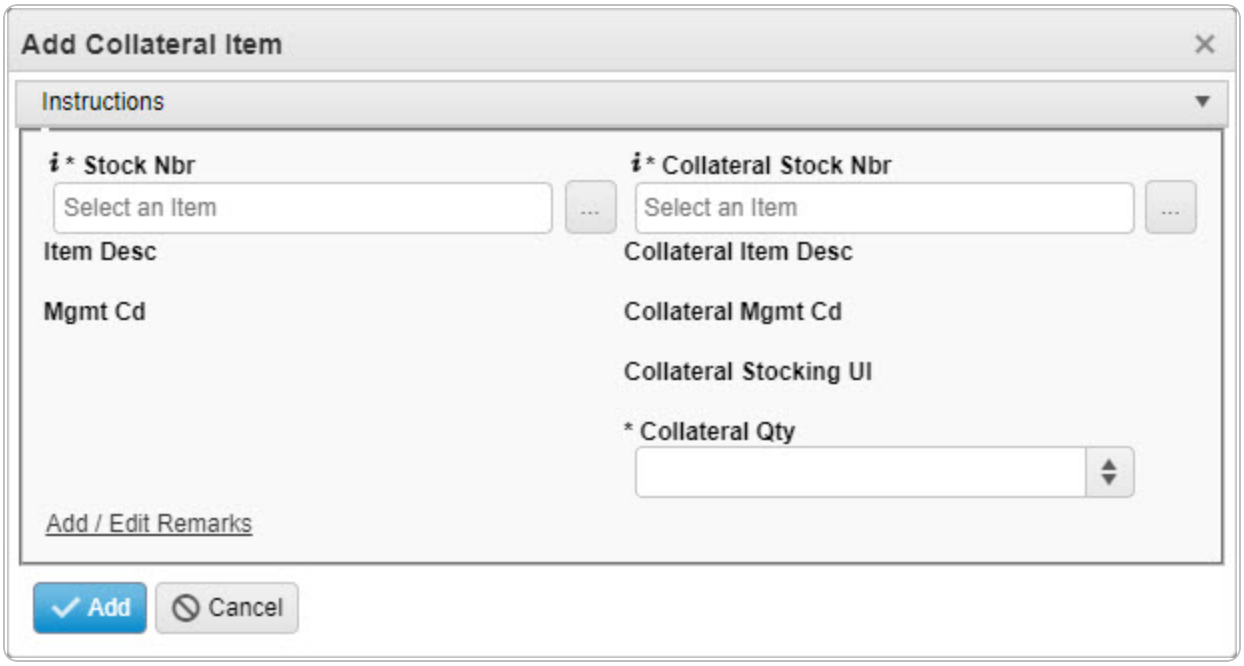
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Collateral Item

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

1. Select + Add. *The **Add Collateral Item** pop-up window appears.*



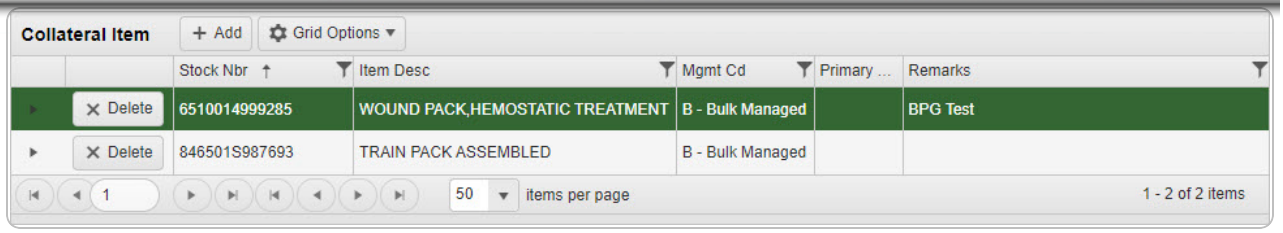
2. Enter the STOCK NBR, or use ... to browse for the entry. *The ITEM DESC and MGMT CD automatically populate.*

   Stock Number Browse help

3. Enter the COLLATERAL STOCK NBR, or use ... to browse for the entry. *The COLLATERAL ITEM DESC, COLLATERAL MGMT CD, and COLLATERAL STOCKING UI automatically populate.*

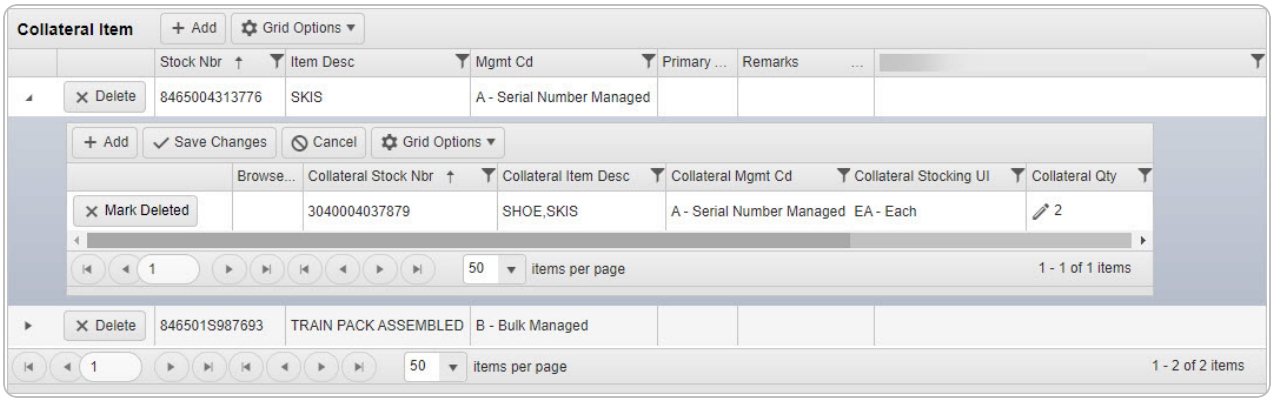
   Stock Number Browse help

4. Enter or use ▲▼ to choose the Collateral QTY.
5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
6. Select Add. *The new Collateral Item record is added to the top of the Collateral Item grid (highlighted in green).*

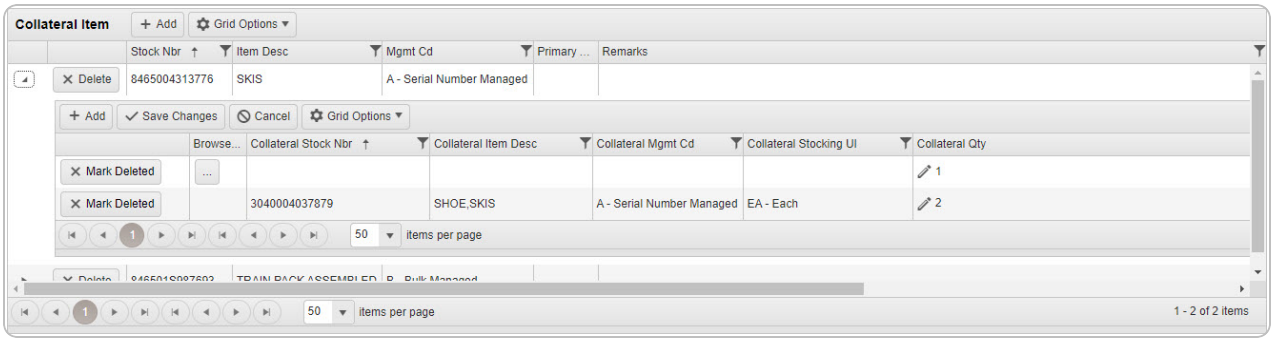


Add a Collateral Stock Nbr

1. Click ▶ next to the desired Collateral Item record. *The record expands to display the Collateral Stock Nbr entries.*



2. Select + Add. *A new blank row appears, to insert a new entry.*



3. Enter the Collateral Stock Nbr, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

Note

If an incorrect COLLATERAL STOCK NBR is selected, use ... again to browse and select the correct COLLATERAL STOCK NBR.

4. Select to change the default quantity in the Collateral QTY column. *Enter the new quantity, or use to change the quantity.*
5. Repeat steps 2 - 4 to add multiple entries.
6. Select Save Changes. *The row is saved and becomes read-only.*

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.	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.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 — STOCK NBR cannot	Invalid Entry. The COLLATERAL STOCK NBR can-

be the same as the Master STOCK NBR.	not be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exist in the CATALOG STOCK NBR table for the Warehouse.
1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.
xxxx — Wild-card is not permitted.	Remove the wildcard (%).

Related Topics

- Collateral Item Overview
- Delete a Collateral Item

Delete a Collateral Item

Overview

The Collateral Item Delete process provides the ability to remove a Collateral Item record or the Collateral Stock Number part of the Collateral Number.

Navigation

CATALOG MGMT > Collateral Item > ▸ (desired record) > ✕ Delete > Confirm Delete (Delete Collateral Item) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Collateral Item)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Confirm Delete (Delete Collateral Item)

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Collateral Stock Number)

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Collateral Item)

History Remarks

Confirm Delete (Delete Collateral Stock Number)

History Remarks

Procedures

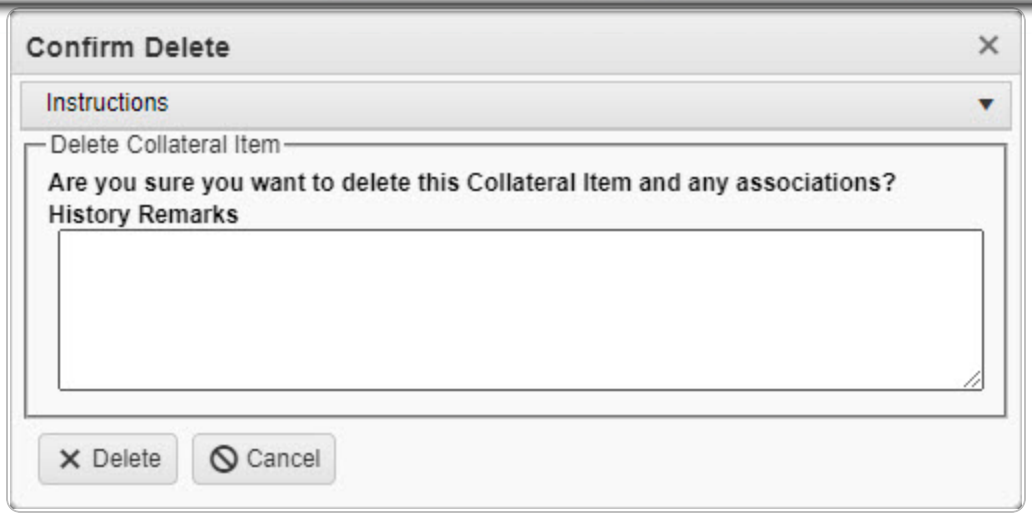
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Collateral Item

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

1. Select Delete *The* ***Confirm Delete (Delete Collateral Item)*** *pop-up window appears.*

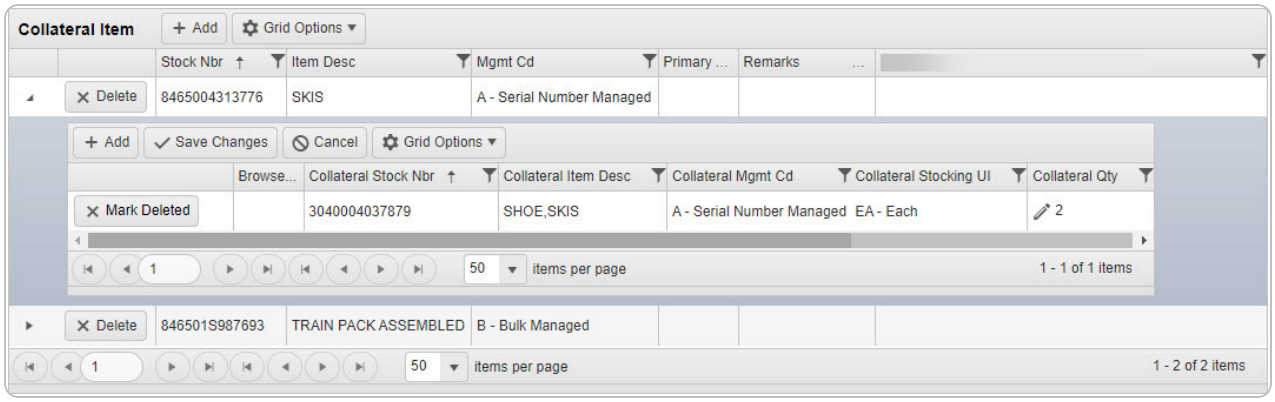


2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

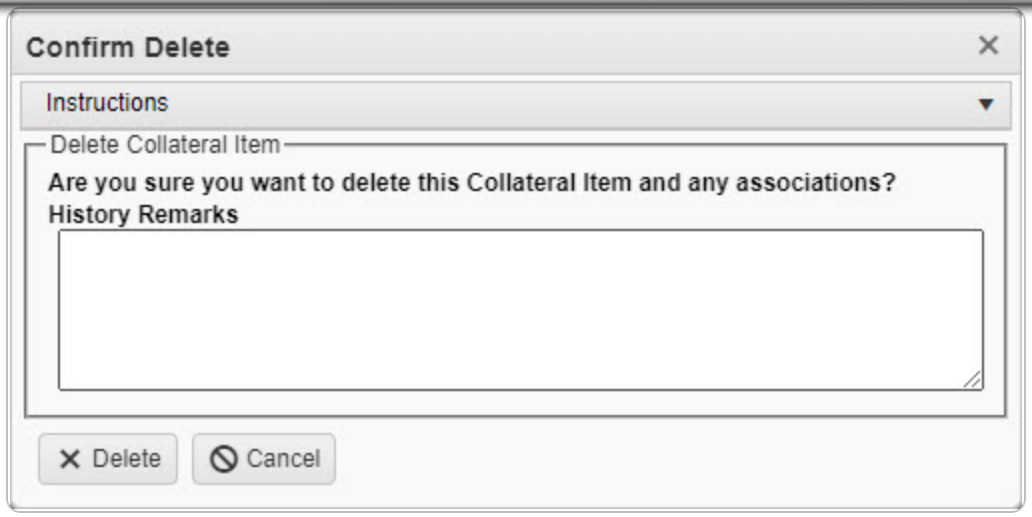
3. Select Delete. *The Collateral Item is removed from the grid.*

Delete a Collateral Stock Nbr

1. Click ▶ next to the desired Collateral Item record. *The record expands to display the Collateral Stock Nbr entries.*



2. Select Mark Deleted. *The **Confirm Delete** pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The pop-up window closes and the entry is grayed out.*
5. Select Save Changes. *Entries marked for deletion are removed from the Collateral Item record.*

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.	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.
xxxx - Wild-card is not per-	Remove the wildcard (%).

mitted.	

Related Topics

- Collateral Item Overview
- Add a Collateral Item

Substitute Stock Nbr

Overview

The Warehouse Management module Substitute Stock Number process provides the ability to establish a stock number substitute program. The process can be used to cross reference one or more substitute stock numbers that can replace with some or all the capabilities of the substituted item.

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

Catalog Mgmt > Substitute Stock Nbr > Substitute Stock Nbr page

Page Fields

The following fields display on the **Substitute Stock Nbr** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Stock Nbr
Item Desc
LIN/TAMCN

Substitute Stock Nbr Grid

Stock Nbr
Item Desc

Optional

Primary Attachment
Color
Reportable Commodity Type
Height (In)
Length (In)
LIN/TAMCN
LIN/TAMCN Desc
Mgmt Cd
Size
Stocking UI
UI
Unit Price
Weight (Lbs)
Width (In)

Substitute Stock Nbr Detail Grid

Edit

Delete
Substitute Stock Nbr
Substitute Item Desc
Compatibility %

Optional

Primary Attachment
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id
Substitute Color
Substitute Commodity Type
Substitute Height (In)
Substitute Length (In)
Substitute LIN/TAMCN
Substitute LIN/TAMCN Desc
Substitute Mgmt Cd
Substitute Size
Substitute Stocking UI
Substitute UI
Substitute Price
Substitute Weight (Lbs)
Substitute Width (In)

(*) Asterisk identifies mandatory fields.

Procedures

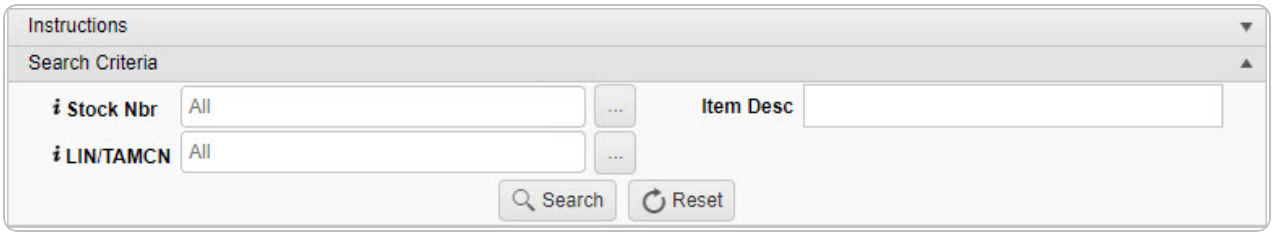
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Substitute 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.*

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



- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help

2. Select Search. *The Search Results are displayed in the SUBSTITUTE STOCK NBR grid.*

Add a SUBSTITUTE STOCK NBR

Select Add. *The **Add a Substitute Stock Nbr** pop-up window appears.*

Update a SUBSTITUTE STOCK NBR

1. Select next to the desired STOCK NBR.
2. Select Edit. *The **Update a Substitute Stock Nbr** pop-up window appears.*

Delete a Substitute Stock Nbr

1. Select ▸ next to the desired Stock Nbr.
2. Select × Delete. *The **Delete a Substitute Stock Nbr** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Substitute Stock Number
- Update a Substitute Stock Number
- Delete a Substitute Stock Number

Add a Substitute Stock Nbr

Overview

The Substitute Stock Nbr Add process provides the ability to create new Stock Nbr Substitute programs. The process is used to cross reference one or more Substitute Stock Numbers that can work with some or all the capabilities of the item being substituted.

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

Catalog Mgmt > Substitute Stock Nbr > + Add > Add Substitute Stock Nbr pop-up window

Page Fields

The following fields display on the **Add Substitute Stock Nbr** 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.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.
446	Enter Compatibility % as a whole number between 0 to 100 either by inserting in textbox or clicking up/down scrolling.

SUBSTITUTE STOCK NBR

Stock Nbr *

Item Desc
LIN/TAMCN
LIN/TAMCN Desc
Color
Size
Length (In)
Width (In)
Height (In)
Weight (Lbs)
Attachments

Substitute Stock Nbr *

Substitute Item Desc
Substitute LIN/TAMCN
Substitute LIN/TAMCN Desc
Substitute Color
Substitute Size
Substitute Length (In)
Substitute Width (In)
Substitute Height (In)
Substitute Weight (Lbs)
Attachments

Compatibility % *
Inverse Compatibility % *
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

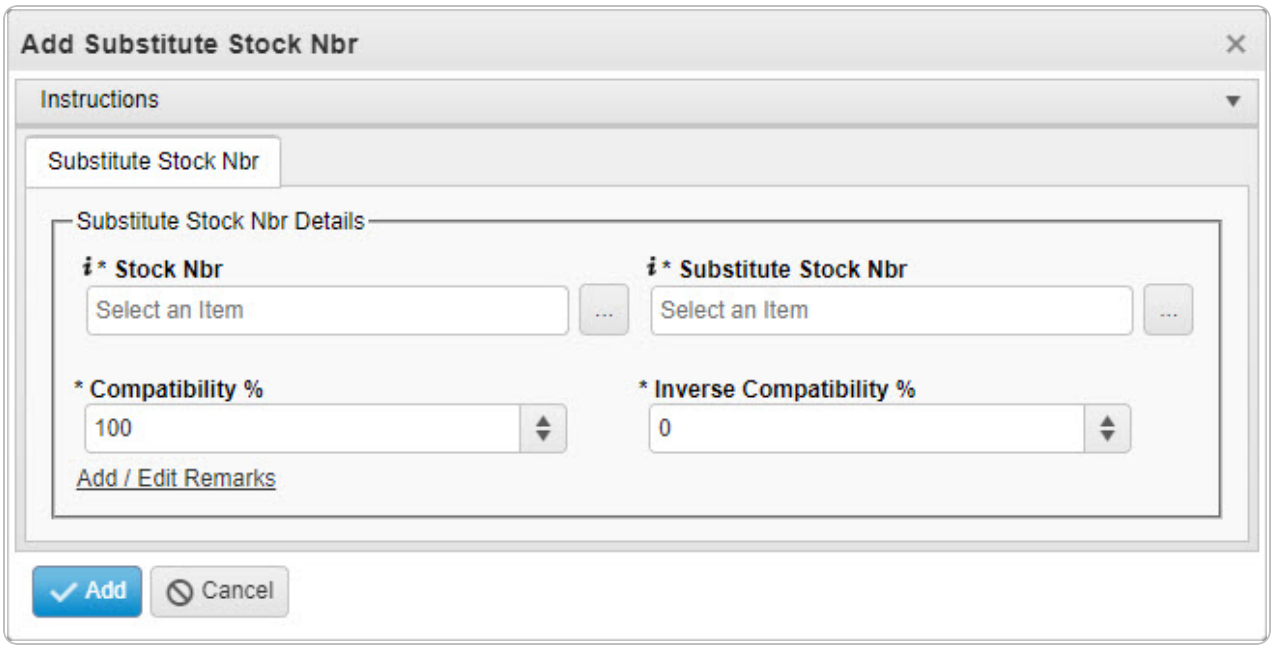
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Substitute Stock Number

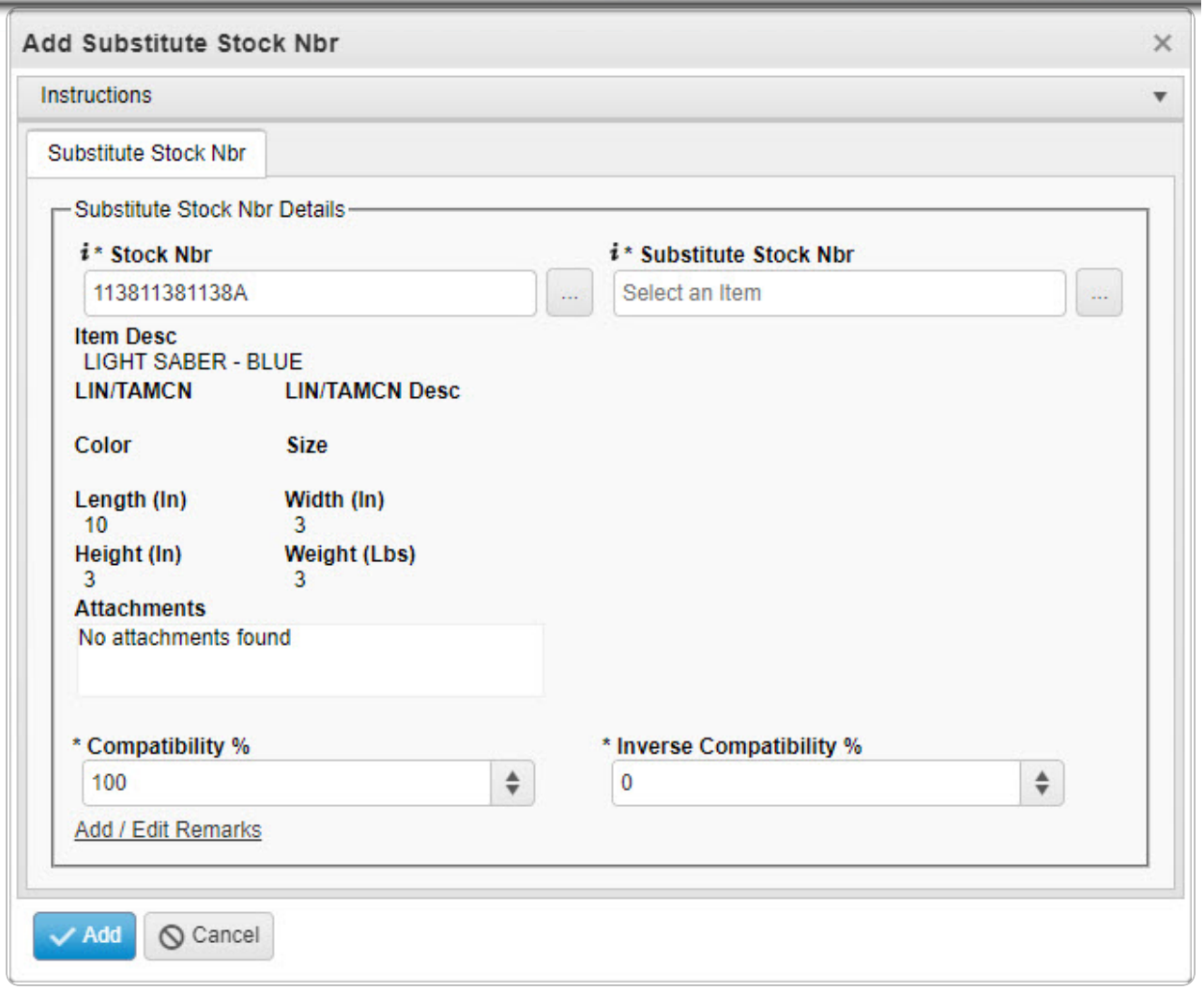
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Substitute Stock Nbr*** *pop-up window appears.*



2. Use i or ... to assist with the REPLACEMENT STOCK NBR entry. *This is a 15 alpha-numeric character field. When the field is entered, additional fields appear.*

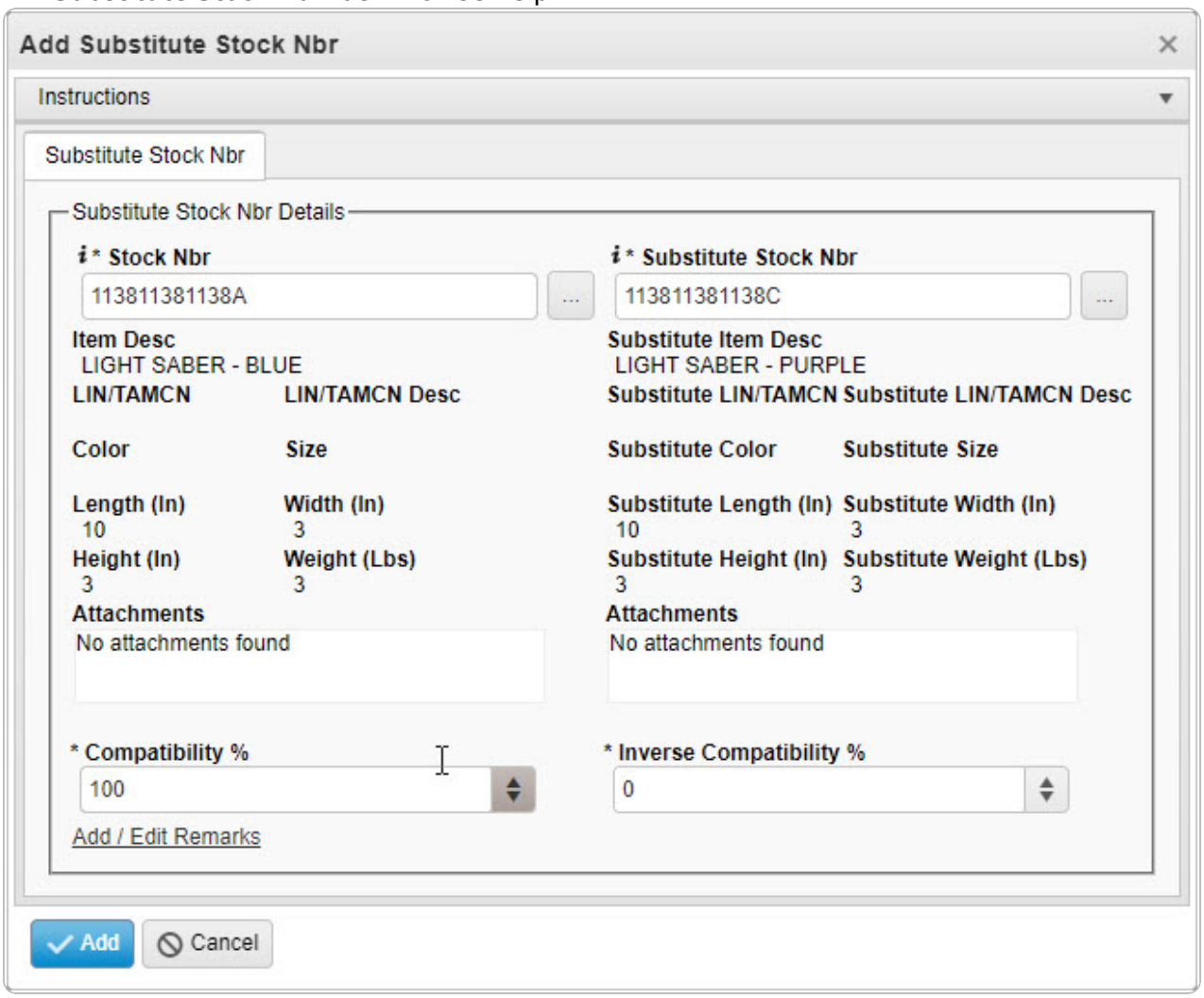
Stock Number Browse help



A. *The ITEM DESC automatically populates and is not editable.*
B. *The LIN/TAMCN automatically populates and is not editable.*
C. *The LIN/TAMCN DESC automatically populates and is not editable.*
D. *The Color automatically populates and is not editable.*
E. *The Size automatically populates and is not editable.*
F. *The Length (IN) automatically populates and is not editable.*
G. *The Width (IN) automatically populates and is not editable.*
H. *The Height (IN) automatically populates and is not editable.*
I. *The Weight (LBS) automatically populates and is not editable.*
J. *The Attachments Viewer automatically populates and is not editable.*

3. Use ℹ or ... to assist with the SUBSTITUTE STOCK NBR entry. *This is a 15 alphanumeric character field. When the field is entered, additional fields appear.*

Substitute Stock Number Browse help



A. *The Substitute ITEM DESC automatically populates and is not editable.*

B. *The Substitute LIN/TAMCN automatically populates and is not editable.*

C. *The Substitute LIN/TAMCN DESC automatically populates and is not editable.*

D. *The Substitute Color automatically populates and is not editable.*

E. *The Substitute Size automatically populates and is not editable.*

F. *The Substitute Length (IN) automatically populates and is not editable.*

G. *The Substitute Width (IN) automatically populates and is not editable.*

H. *The Substitute Height (IN) automatically populates and is not editable.*

I. *The Substitute Weight (LBS) automatically populates and is not editable.*

J. *The Attachments Viewer automatically populates and is not editable.*

4. Use to choose the COMPATABILITY %.

5. Use to choose the INVERSE COMPATIBILITY %.

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

7. Select

. *The new SUBSTITUTE STOCK NBR appears at the top of the 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.

13 — Mandatory Entry: STOCK NBR / SUBSTITUTE STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN ... displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
1150 — STOCK NBR and SUBSTITUTE STOCK NBR cannot be same.	Invalid Entry. The STOCK NBR and SUBSTITUTE STOCK NBR are the same STOCK NBR. Re-enter the SUBSTITUTE STOCK NBR.
1151 — STOCK NBR / SUBSTITUTE STOCK NBR cross reference already exist.	Invalid Entry. STOCK NBR / SUBSTITUTE STOCK NBR cross reference and STOCK NBR and SUBSTITUTE STOCK NBR combination already exists. Re-enter the SUBSTITUTE STOCK NBR.
116 — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number. If it is not found, enter the number again.
xxxx — Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Compatibility Percentage should be smaller than or equal to 100.
xxxx — Inverse Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Inverse Compatibility Percentage should be smaller than or equal to 100.

Related Topics

- Substitute Stock Number
- Update a Substitute Stock Number
- Delete a Substitute Stock Number

Update a Substitute Stock Nbr

Overview

The Substitute Stock Nbr Update process allows editing of Stock Nbr Substitute programs. The process is used to cross reference one or more Substitute Stock Numbers that can work with some or all the capabilities of the item being substituted.

Navigation

Catalog Mgmt > Substitute Stock Nbr > ▸ (desired record) > Edit > Update Substitute Stock Nbr pop-up window

Page Fields

The following fields display on the **Update Substitute Stock Nbr** pop-up window. For more information on each field, click 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.
446	Enter Compatibility % as a whole number between 0 to 100 either by inserting in textbox or clicking up/down scrolling.

Substitute Stock Nbr

Stock Nbr
Substitute Stock Nbr
Item Desc
Substitute Item Desc
LIN/TAMCN
LIN/TAMCN Description
Substitute LIN/TAMCN
Substitute LIN/TAMCN Desc
Color
Size
Substitute Color
Substitute Size
Length (In)
Width (In)
Substitute Length (In)
Substitute Width (In)
Height (In)
Weight (lbs)
Substitute Height (In)
Substitute Weight (Lbs)
Attachments
Attachments
Compatibility % *
Inverse Compatibility % *
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

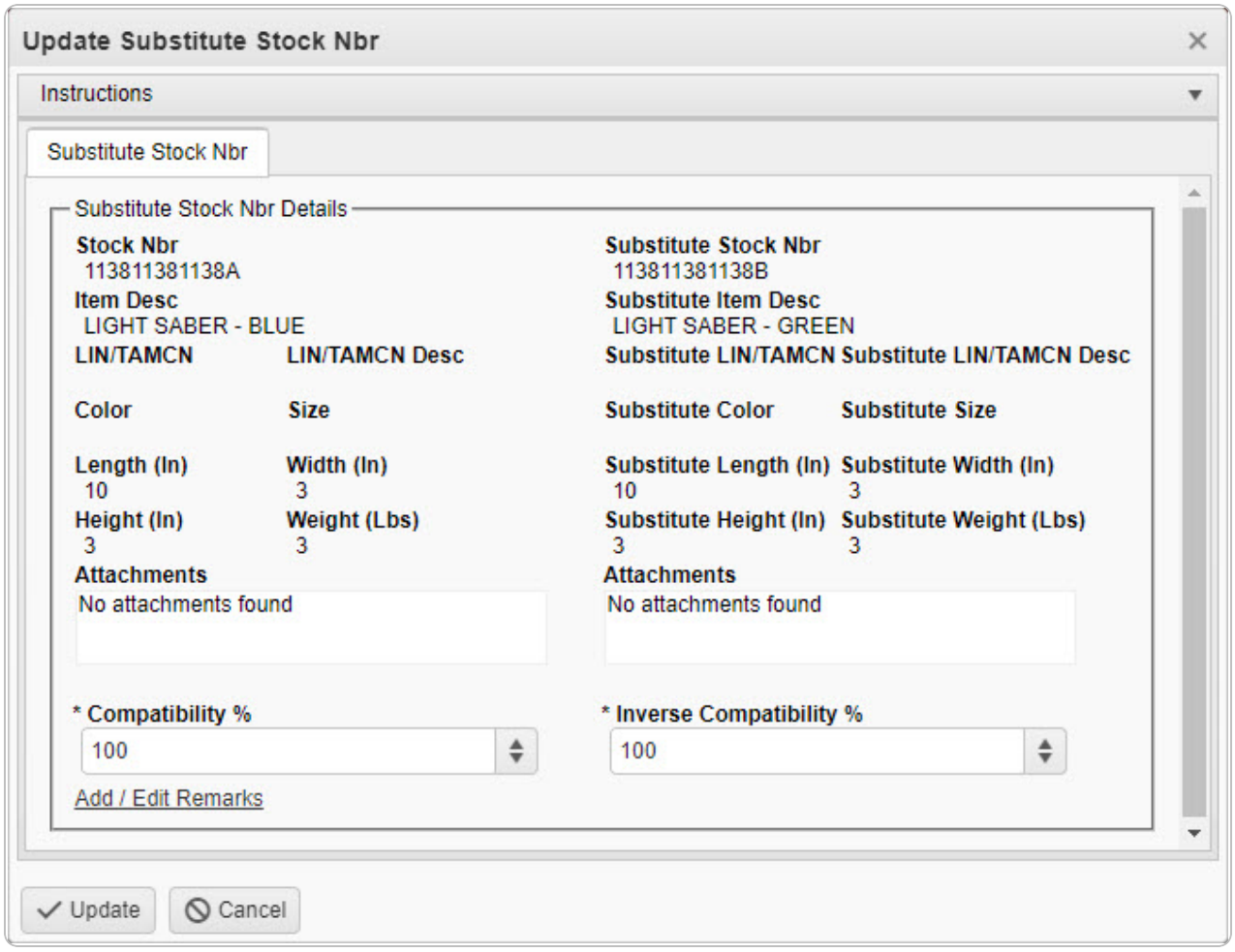
Click the following link to display Warehouse Navigation Tips.

Update a Substitute Stock Number

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

1. Click ▸ to select the desired STOCK NBR. *The SUBSTITUTE STOCK NBR grid appears, and* Edit *and* Delete *are available.*

2. Select Edit. *The* ***Update SUBSTITUTE STOCK NBR*** *pop-up window appears.*



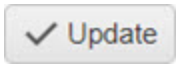
A. *Verify the STOCK NBR.*

B. *Verify the SUBSTITUTE STOCK NBR.*

C. *Verify the ITEM DESC.*
D. *Verify the Substitute ITEM DESC.*
E. *Verify the LIN/TAMCN.*
F. *Verify the LIN/TAMCN DESC.*
G. *Verify the Substitute LIN/TAMCN.*
H. *Verify the Substitute LIN/TAMCN DESC.*
I. *Verify the Color.*
J. *Verify the Size.*
K. *Verify the Substitute Color.*
L. *Verify the Substitute Size.*
M. *Verify the Length (IN).*
N. *Verify the Width (IN).*
O. *Verify the Substitute Length (IN).*
P. *Verify the Substitute Width (IN).*
Q. *Verify the Height (IN).*
R. *Verify the Weight (LBS).*
S. *Verify the Substitute Height (IN).*
T. *Verify the Substitute Weight (LBS).*
U. *Verify the Attachments within the STOCK NBR Viewer.*
V. *Verify the Attachments within the SUBSTITUTE STOCK NBR Viewer.*

3. Update the COMPATABILITY %, using to choose a revised percentage.

4. Update the INVERSE COMPATIBILITY %, using to choose a revised percentage.

5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select 

. *The revised SUBSTITUTE STOCK NBR appears in the 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.
13 — Mandatory Entry: STOCK NBR / SUBSTITUTE STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN ... displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
1150 — STOCK NBR and SUBSTITUTE STOCK NBR cannot be same.	Invalid Entry. The STOCK NBR and SUBSTITUTE STOCK NBR are the same STOCK NBR. Re-enter the SUBSTITUTE STOCK NBR.

1151 — STOCK NBR / SUBSTITUTE STOCK NBR cross reference already exist.	Invalid Entry. STOCK NBR / SUBSTITUTE STOCK NBR cross reference and STOCK NBR and SUBSTITUTE STOCK NBR combination already exists. Re-enter the SUBSTITUTE STOCK NBR.
116 — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number. If it is not found, enter the number again.
xxxx — Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Compatibility Percentage should be smaller than or equal to 100.
xxxx — Inverse Compatibility Percentage should be smaller than or equal to 100 Increase value Decrease value.	Invalid Entry. Inverse Compatibility Percentage should be smaller than or equal to 100 Increase value Decrease value.

Related Topics

- Substitute Stock Number
- Add a Substitute Stock Number
- Delete a Substitute Stock Number

Delete a Substitute Stock Nbr

Overview

The Substitute Stock Nbr Delete process allows removal of the selected Substitute Stock Number record.

Navigation

Catalog Mgmt > Substitue Stock Nbr > (desired record) > Delete > Confirm Delete (Delete Substitute Stock Nbr) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Substitute Stock Nbr)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Substitute Stock Nbr)

History Remarks

Procedures

ELMS Navigation Helpful Tips

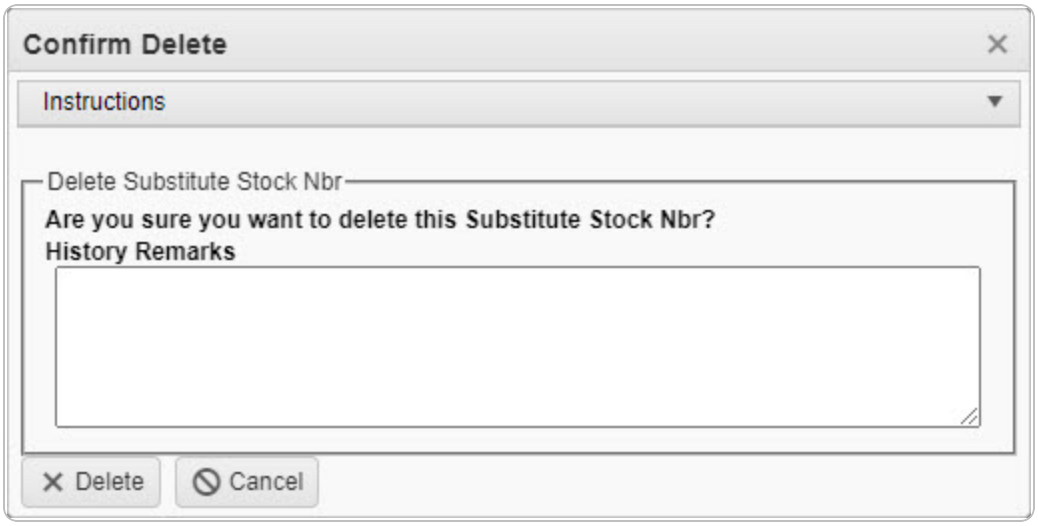
Click the following link to display Warehouse Navigation Tips.

Delete a Substitute Stock Number

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

1. Click ▸ to select the desired STOCK NBR. *The SUBSTITUTE STOCK NBR grid appears, and* Edit *and* Delete *are available.*

2. Select Delete . *The* ***Confirm Delete (Delete SUBSTITUTE STOCK NBR)*** *pop-up window appears.*



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

4. Select Delete . *The SUBSTITUTE STOCK NBR is removed from the 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
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.

Related Topics

- Substitute Stock Number
- Add a Substitute Stock Number
- Update a Substitute Stock Number

SKO Catalog

Overview

The WAREHOUSE MGMT module SKO Catalog process provides the ability to create and manage custom Sets, Kits, and Outfits (SKOs) records within an Enterprise Catalog. SKO records are commonly referred to as "Kits". Kits are identified by a stock number, which is set up first in the Stock Number Catalog. Once created, the Kit's stock number is used within the SKO Catalog process as the Kit Header. The SKO record includes the components that make up the kit as well as the stock number that identifies the kit as a whole. Users can also determine how to manage the kit within the warehouse once it is assembled.
Once the SKO has been established using the SKO Catalog, the SKO Assemble process is used to assemble the kits as they are needed.

Navigation

CATALOG MGMT > SKO Catalog > SKO Catalog page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

36	Select "Delete" button to remove record(s) from applicable tables.
488	To print, first check the box for the desired row(s), then select the print button.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.
408	Enter at least one "Detail" row when a "Master" row is entered.
416	Select "Save Changes" button to process all changes made to Detail records
14	Select "Cancel" button to return to previous page.
169	Click "Thumbnail" to enlarge.

Search Criteria

Stock Nbr
Item Desc
SKO Type
Serially Managed

SKO Catalog Grid

Details
Edit
Delete
Print
Stock Nbr
Item Desc

SKO Type
Serially Managed
Comp of Kit
Return As Kit
Verify Parts Return
Verify Parts Issue
Store Components Together
Nbr Kits In Progress
Primary Attachment
Remarks

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

SKO Component Grid

Stock Nbr
LIN/TAMCN
Item Desc
Stocking UI
Managed Shelf Life Type
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit
Rqd For Complete Kit?
Serially Managed
Required Qty
Display Order

Procedures

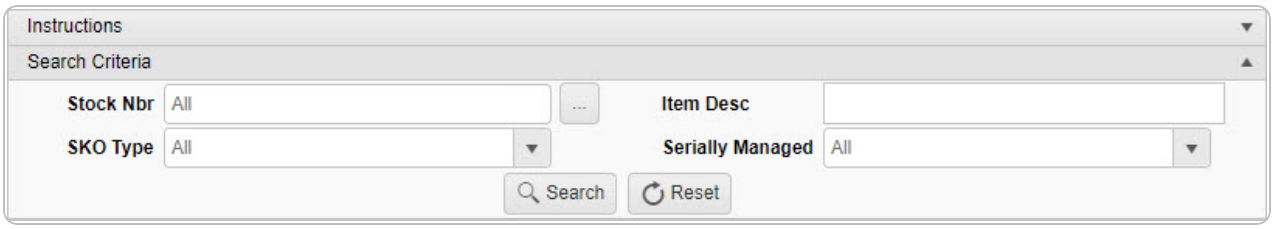
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a SKO Entry

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

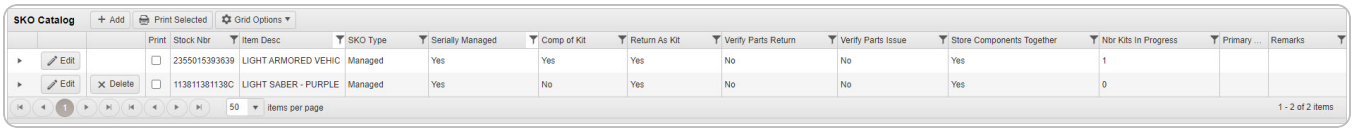
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ▼ to select SKO Type.
- Use ▼ to select Serially Managed.

2. Select Search. *The Search Results are displayed in the SKO Catalog grid.*



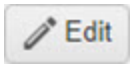
View the SKO Catalog Record Details

Select ▶ next to the desired SKO Catalog record. *The SKO Component Details grid appears.*

Add a SKO Catalog Record

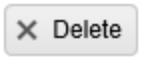
Select + Add at the top of the SKO Catalog Grid. *The **Add SKO Catalog** pop-up window appears.*

Update a SKO Catalog Record

Select 

next to the desired SKO Catalog record. *The **Update SKO Catalog** pop-up window appears.*

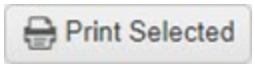
Delete a SKO Catalog Record

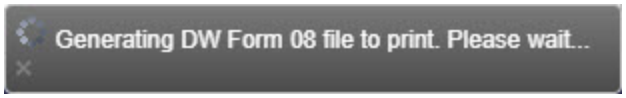
Select 

next to the desired SKO Catalog record. *The **Confirm Delete** pop-up window appears.*

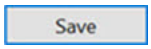
Print SKO Catalog Details

The DW Form 08 provides details on the selected SKO Catalog record.

1. Click ☐ to select the desired SKO Catalog record. *A ☑ appears.*
2. Select 

. *The* 

appears.
3.

appears. *The Windows **Save As** pop-up window appears at the same time.*
4. Select 

. *The form is saved and ready for printing.*

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.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using i to assist with the entry.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a SKO Catalog
- Update a SKO Catalog
- Delete a SKO Catalog

Add a SKO Catalog

Overview

The SKO Catalog Add provides the ability to create new Kit records. The procedure begins by assigning a Stock Number as the Kit Header. From there, associate either LIN/TAMCN items or other stock numbers as SKO components. The Add SKO Catalog process is used to define the overall name of the SKO and details what pieces of equipment are included.
Once created, the Set Kit Outfit Assemble process (accessed from the MATERIEL MGMT menu) can be used to assemble the kits as they are needed.

Navigation

CATALOG MGMT > SKO Catalog > + Add > Add SKO Catalog pop-up window

Page Fields

The following fields display on the **Add SKO Catalog** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add SKO Catalog

Stock Nbr *
Item Desc
Comp of Kit
SKO Type *
Return As Kit
Verify Parts Return
Verify Parts Issue
Store Components Together

SKO Components List

Edit
Mark Deleted
Stock Nbr
LIN/TAMCN
Item Desc
Stocking UI
Managed Shelf Life Type
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit
Rqd For Complete Kit?
Required Qty
Display Order

(*) Asterisk identifies mandatory fields.

Procedures

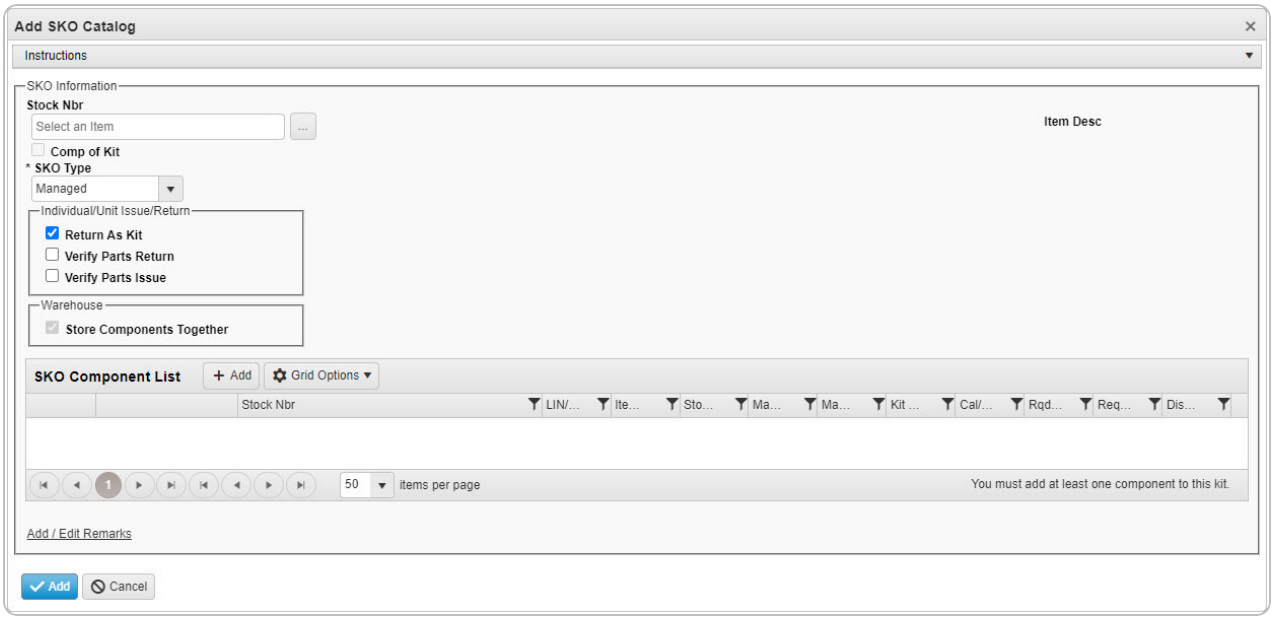
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a SKO Catalog Record

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

1. Select + Add. *The **Add SKO Catalog** pop-up window appears.*



2. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

3. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*

4. Click ☐ to select the COMP of Kit. *This designates the stock number as an independent component of the kit. Unchecked means the Stock Number of the Kit Header is not an independent item and only exists when the kit components are assembled.*

5. Use ▼ to select the SKO Type.

6. Click ☐ to select the Return As Kit. *This designates the kit returns to the warehouse as assembled inventory.*

7. Click ☐ to select the Verify Parts Return. *This requires that the components of the kit are verified by authorized personnel upon return to the warehouse.*

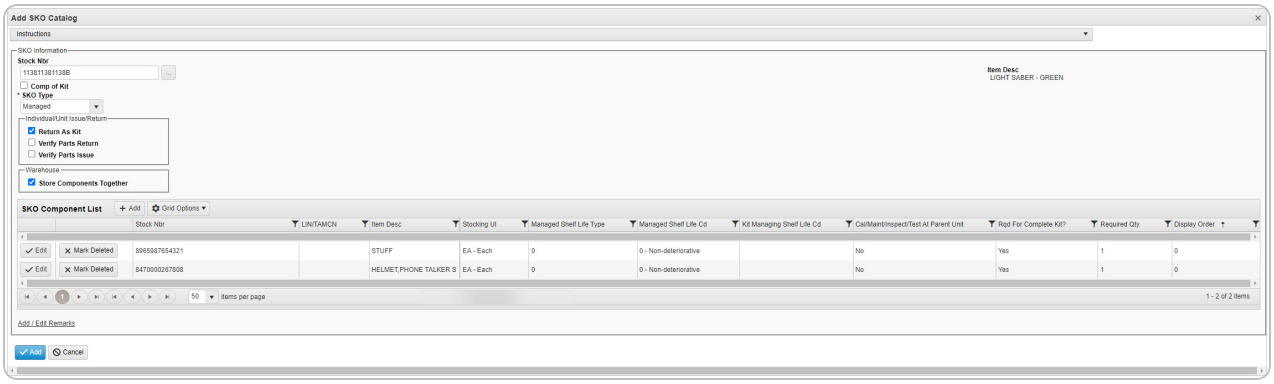
8. Click ☐ to select the Verify Parts Issue. *The components of the kit are verified by authorized personnel upon issue from the warehouse.*

9. Click ☐ to select the Store Components Together. *This requires that the components of the kit are stored in the same location as the kit.*

10. Select + Add to add an item to the SKO Component List.

OR

Select ✕ Mark Deleted *in front of the SKO Component record to remove it from the SKO Component List. The Confirm Delete — Delete SKO Detail pop-up window appears.*



Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

A. **OR**

Enter the LIN/TAMCN, or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

The ITEM DESC automatically populates.

Attention

Once a LIN/TAMCN component is added, the LIN/TAMCN field for that record includes the *Exclude STOCK NBRS* hyperlink.

Selecting this hyperlink displays the **Include/Exclude STOCK NBRS** pop-up window. The window displays all stock numbers associated to this LIN/TAMCN and allows for excluding specific stock numbers from being assembled into the kit.

To exclude a specific stock number, deselect the Include ☑ of the desired entry.

Select ✓ Update to complete the transaction.

B. Click ☐ to select the CAL/MAINT/INSPECT/TEST at Parent Unit. *This ignores the stock number's interval value.*

C. Click ☑ to deselect the RQD for Complete Kit. *This designates the component as an optional component.*

D. Enter the Required QTY in the field provided. *This is a 25 numeric character field.*

E. Enter the Display Order in the field provided. *This is a 9 numeric character field.*

F. Select ✓ Update in front of the SKO Component record. *The new SKO Component record appears in the grid.*

G. Repeat Steps A-F to add more components to the SKO Component List.

11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

12. Select ✓ Add. *The **Add SKO Catalog** pop-up window closes, and the new SKO appears in the 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.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using i to assist with the entry.
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.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re—enter the number.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1028 — STOCK NBR already exists on the detail. Remove and save detail	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.

record before proceeding.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Catalog Overview
- Edit a SKO Catalog
- Delete a SKO Catalog

Update a SKO Catalog

Overview

The SKO Catalog Update process allows editing of SKO Catalog records. This includes modifying certain aspects of the Kit Header, adding new components to the SKO Component List, editing existing components, or deleting components. Also, any records with an "Assembly Pending" status cannot be updated until after the assembly is complete.

Attention

Once a SKO Catalog record has been added to the SKO Catalog results grid, the Header Stock Number and SKO Type can not be changed. If this information is inaccurate, the SKO Catalog record needs to be deleted and then re-added with the proper information.

Navigation

CATALOG MGMT > SKO Catalog > Edit > Update SKOCatalog pop-up window

Page Fields

The following fields display on the **Update SKO Catalog** 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.

Update SKO Catalog

Stock Nbr
Item Desc
Comp of Kit
SKO Type *
Return As Kit
Verify Parts Return
Verify Parts Issue
Store Components Together

SKO Components List

Edit
Mark Deleted
Stock Nbr
LIN/TAMCN
Item Desc
Stocking UI
Managed Shelf Life Type
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit
Rqd For Complete Kit?
Required Qty
Display Order

(*) Asterisk identifies mandatory fields.

Procedures

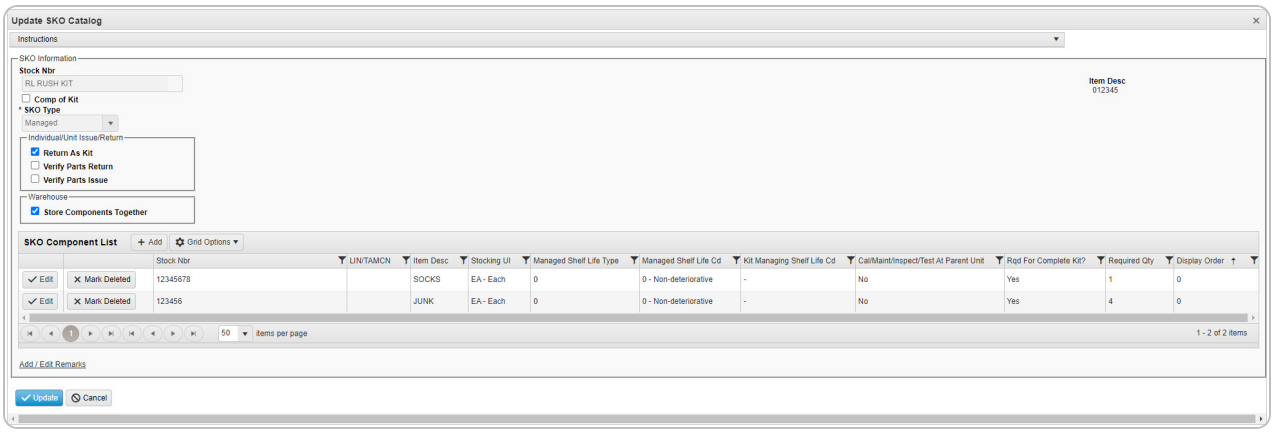
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a SKO Catalog Record

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

1. Select Edit next to the desired SKO Catalog record. *The* ***Update SKO Catalog*** *pop-up window appears.*



A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the COMP of Kit.*

D. *Verify the SKO Type.*

E. Verify the Return As Kit contains the appropriate ☐ or ☑. *This designates the kit returns to the warehouse as assembled inventory. Leaving this unchecked indicates that the kit is disassembled and returned as individual components upon return.*

F. Verify the Verify Parts Return contains the appropriate ☐ or ☑. *This requires that the components of the kit are verified by authorized personnel upon return to the warehouse. Leaving this unchecked indicates that this is optional.*

G. Verify the Verify Parts Issue contains the appropriate ☐ or ☑. *The components of the kit are verified by authorized personnel upon issue from the warehouse. Leaving this unchecked indicates that this is optional.*

H. *Verify the Store Components Together.*

I. Select + Add to add an item to the SKO Component List.

OR

Select ✕ Mark Deleted *in front of the SKO Component record to remove it from the SKO Component List. The Confirm Delete — Delete SKO Detail pop-up window appears.*

Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

a.

OR

Enter the LIN/TAMCN(s), or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

The ITEM DESC automatically populates.

Attention

Once a LIN/TAMCN component is added, the LIN/TAMCN field for that record includes the *Exclude STOCK NBRS*hyperlink.

Selecting this hyperlink displays the **Include/Exclude STOCK NBRS** pop-up window.

The window displays all stock numbers associated to this LIN/TAMCN and allows for excluding specific stock numbers from being assembled into the kit.

To exclude a specific stock number, deselect the Include ☑ of the desired entry.

Select ✓ Update to complete the transaction.

b. Click ☐ to select the CAL/MAINT/INSPECT/TEST at Parent Unit. *This ignores the stock number's interval value. Calibration, maintenance, inspection, and/or testing defaults to the kit header stock number. Leaving this unchecked indicates the stock number's original value manages this interval.*

c. Click ☑ to deselect the RQD for Complete Kit. *This designates the component as an optional component. Leaving this checked indicates that the component needs to be assembled into the kit in order to for the kit to be considered complete.*

d. Enter the Required QTY in the field provided. *This is a 25 numeric character field.*

e. Enter the Display Order in the field provided. *This is a 9 numeric character field.*

f. Select ✓ Update in front of the SKO Component record. *The new SKO Component record appears in the grid.*

g. Repeat Steps A-F to add more components to the SKO Component List.

J. Select ✓ Edit to update the desired SKO Component record.

Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

a.

OR

Enter the LIN/TAMCN(s), or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

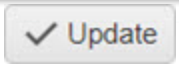
The ITEM DESC automatically populates.

b. Verify the CAL/MAINT/INSPECT/TEST at Parent Unit contains the appropriate ☐ or ☑. *This ignores the stock number's interval value.*

c. Verify the RQD for Complete Kit contains the appropriate ☐ or ☑. *This designates the component as an optional component.*

d. Update the Required QTY, entering the revised amount in the field provided. *This is a 25 numeric character field.*

e. Update the Display Order, entering the revised order in the field provided. *This is a 9 numeric character field.*

f. Select 

in front of the SKO Component record. *The revised SKO Component record appears in the grid.*

K. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

2. Select

. *The **Update SKO Catalog** pop-up window closes, and the revised SKO appears in the 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.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Num-	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using

ber with a valid Stock Item.	... to assist with the entry.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Catalog Overview
- Add a SKO Catalog
- Delete a SKO Catalog

Delete a SKO Catalog

Overview

The SKO Catalog Delete process allows removal of a SKO record from the Catalog. In order to delete a SKO record, the system cannot have the record in a status of "Assembly Pending", meaning that the SKO kit assembly must be completed prior to deleting the record.
If a SKO record exists in inventory, the SKO cannot be deleted.

Navigation

CATALOG MGMT > SKO Catalog > Delete > Confirm Delete (Delete SKO Catalog) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete SKO Catalog)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete SKO Catalog)

History Remarks

Procedures

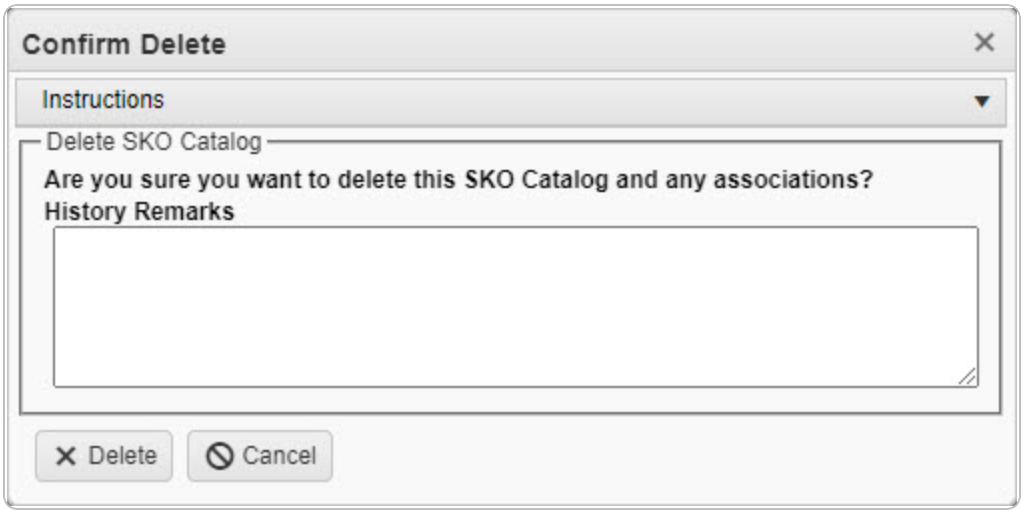
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a SKO Catalog:

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

1. Select Delete on the row of the desired SKO Catalog. *The* ***Confirm Delete (Delete SKO Catalog)*** *pop-up window appears.*



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

3. Select Delete. *The* ***Confirm Delete (Delete SKO Catalog)*** *pop-up window closes, and the SKO is removed from the 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
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.
162 — STOCK NBR cannot be deleted. Asset record(s) exists.	Invalid Deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
1161 — A build record already exists for this catalog. The stock number cannot be modified or deleted.	Invalid Entry. STOCK NBR currently exists in the SKO Build, and cannot be modified or deleted. Revise the SKO Catalog record, and try again.
xxxx — SKO Catalog record cannot be deleted. *Assembly Pending Records* exist for this SKO Catalog record.	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with Assembly Pending records. Review the SKO Catalog record again, and either complete the kit, or remove it from the Assembly Pending record so the SKO Catalog record can be deleted.
xxxx — SKO Catalog record cannot be deleted. Inventory or verified transactions exist for Stock NBR ####.	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with inventory or a verified transaction for the Stock NBR. Review the SKO Catalog record again, and

Please remove them or contact ELMS Help Desk to resolve inventory.	remove any remaining associated inventory or transactions so the SKO Catalog record can be deleted. If this does not work, Contact the ELMS Call Center.

Related Topics

- SKO Catalog Overview
- Add a SKO Catalog
- Update a SKO Catalog

Repair Parts Catalog Overview

Overview

The Warehouse Management module Repair Parts Catalog process provides the ability to create, edit, and remove Repair Parts lists for individual Stock Numbers, as well as the details within the parts lists.

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

CATALOG MGMT > Repair Parts Catalog > Repair Parts page

Page Fields

The following fields display on the **Repair Parts** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

End Item Search Criteria

Stock Nbr
Item Desc
FSC
LIN/TAMCN
Reportable Commodity Type
Type Asset Cd
Stock Item Cd
Mgmt Cd

Repair Part Search Criteria

Repair Part Stock Nbr
Repair Part Item Desc
Repair Part Model / Part Nbr

Repair Parts Catalog Grid

All
Stock Nbr
Item Desc
FSC
LIN/TAMCN
Reportable Commodity Type
Type Asset Cd
Stock Item Cd
Mgmt Cd

Optional

Last Updated By
Last Transaction Dt/Tm
Established By
Established Dt/Tm
Remarks
Mfr Model Nbr
Mfr Part Nbr

Repair Parts Detail Grid

Mark Deleted
Stock Nbr
Item Desc
Mfr Part Nbr
Mfr Model Nbr
Qty

Procedures

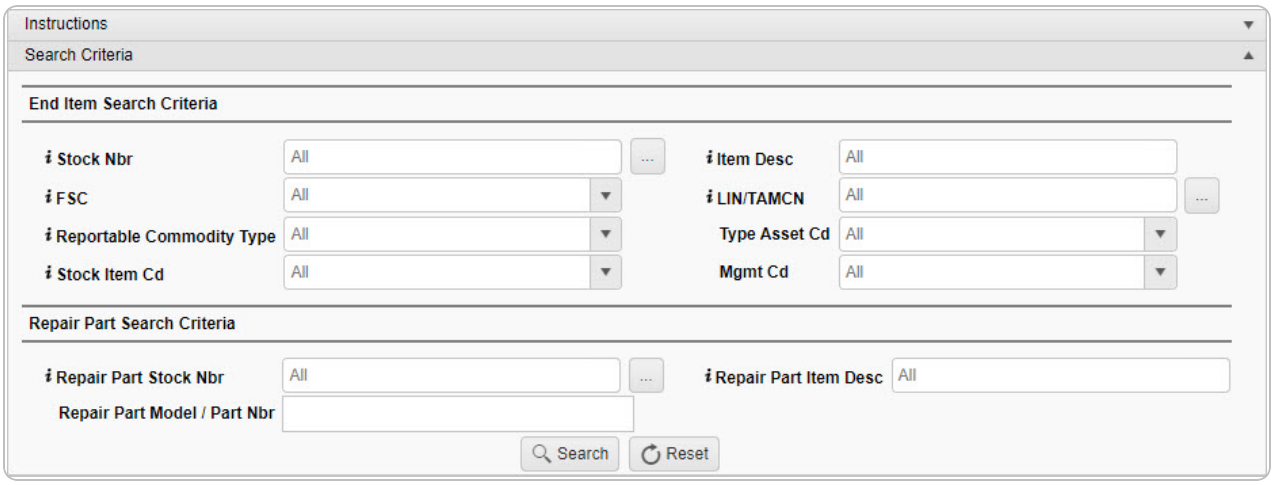
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Repair Part

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

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



End Item Search Criteria

- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to select the FSC. *This is a 4 alphanumeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use or to select the Reportable Commodity Type.
- Use to select the Type Asset Cd.
- Use or to select the Stock Item Cd.
- Use to select the Mgmt Cd.

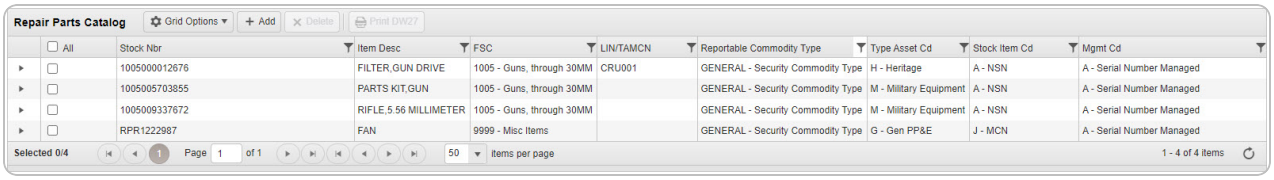
Repair Part Search Criteria

- Use ℹ or ... to assist with the Repair Part STOCK NBR entry. *This is a 15 alpha-numeric character field.*

  Stock Number Browse help

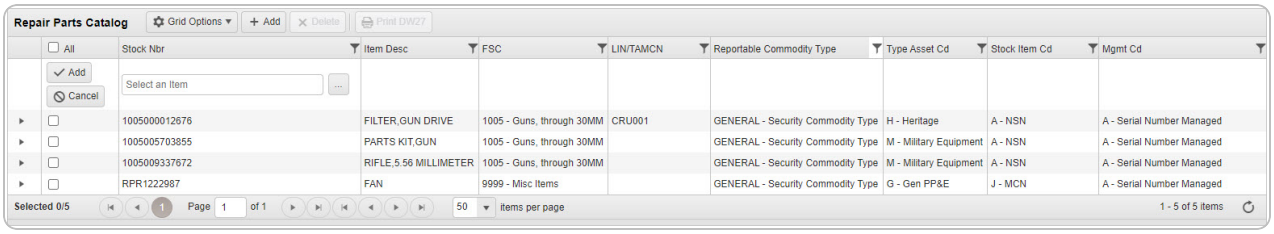
- Enter the Repair Part ITEM DESC, using ℹ to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Repair Part Model/PART NBR in the field provided. *This is a 5 or 6 alpha-numeric character field.*

2. Select Search. *The Search Results are displayed in the Repair Parts Catalog grid.*



Add a Repair Part

1. Select + Add. *The **Add a Repair Part** record appears.*



2. Enter the STOCK NBR, or use ... to assist with the number entry. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help
3. *The rest of the fields automatically populate.*
4. Select ✓ Add. *The record becomes green and read-only.*

Delete a Repair Parts Catalog

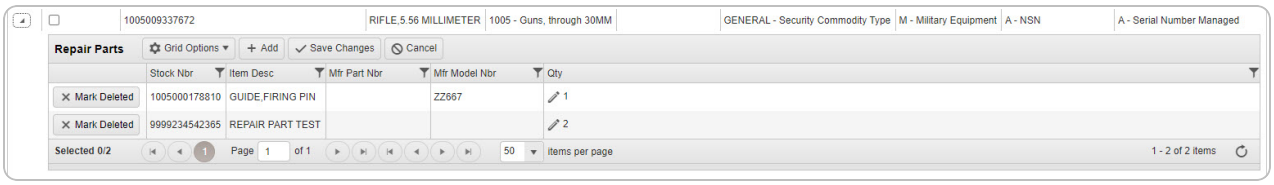
1. Click ☐ to select the entry. *The Repair Parts row is highlighted, and* [Delete] *and* [Print DW27] *become available.*
2. Select [Delete]. *The* ***Delete Repair Parts Catalog*** *pop-up window appears.*

Print the DW27 Repair Parts List

1. Click ☐ to select the entry. *The Repair Parts row is highlighted, and* [Delete] *and* [Print DW27] *become available.*
2. Select [Print DW27]. *The* [Generating DW Form 27 file to print. Please wait...] *appears in the bottom right corner while the form is generating.*
3. *The Windows* ***PC Downloads*** *pop-up window appears. Choose whether to:*
   - [Open] has the PDF document appear, and is immediately printable.
   - [Save ▾] saves the PDF document, and is printable at a later time.

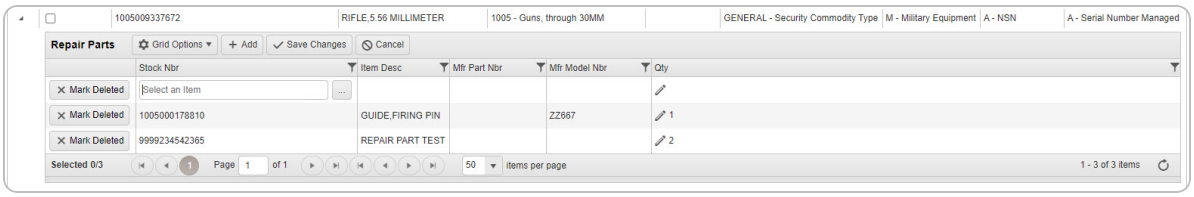
Edit the Repair Parts Details Grid

1. Select ▶. *The Repair Parts Grid appears.*



Add a Part

A. Select Add. *A new record becomes available.*



B. Enter the STOCK NBR, or use ... to assist with the number entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

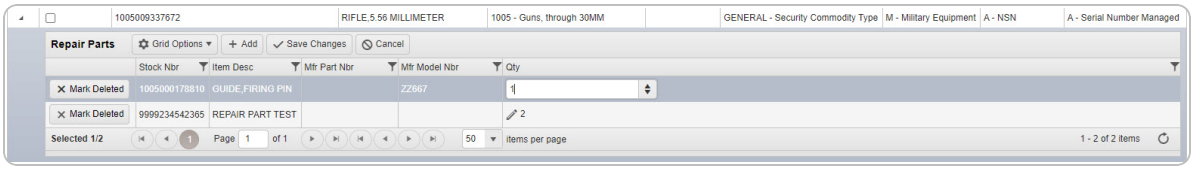
C. Select in the QTY field. *The field becomes editable.*

D. Update the QTY, using to choose the revised amount.

E. Click outside the field. *The field returns to read-only.*

Change a Quantity

A. Select in the QTY field. *The field becomes editable.*

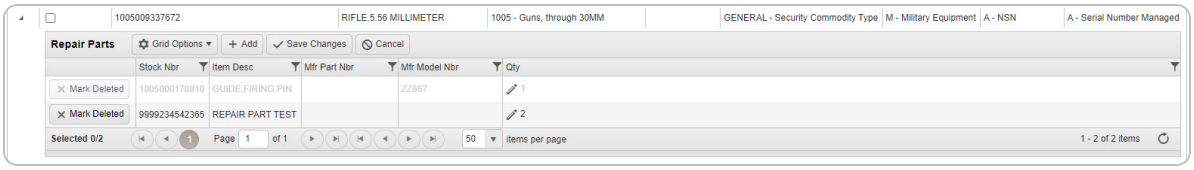


B. Update the QTY, using to choose the revised amount.

C. Click outside the field. *The field returns to read-only.*

Remove a Part

A. Select Mark Deleted. *The row becomes read-only.*



2. Select Save Changes.

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.

Related Topics

- Delete a Repair Part

Delete a Repair Parts Catalog

Overview

The Repair Parts Catalog Delete process allows removal of a Repair Parts Catalog.

Navigation

CATALOG MGMT > Repair Parts Catalog > ☐ (desired record) > ✕ Delete > Delete Repair Parts Catalog pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Repair Parts Catalog Grid

History Remarks

Procedures

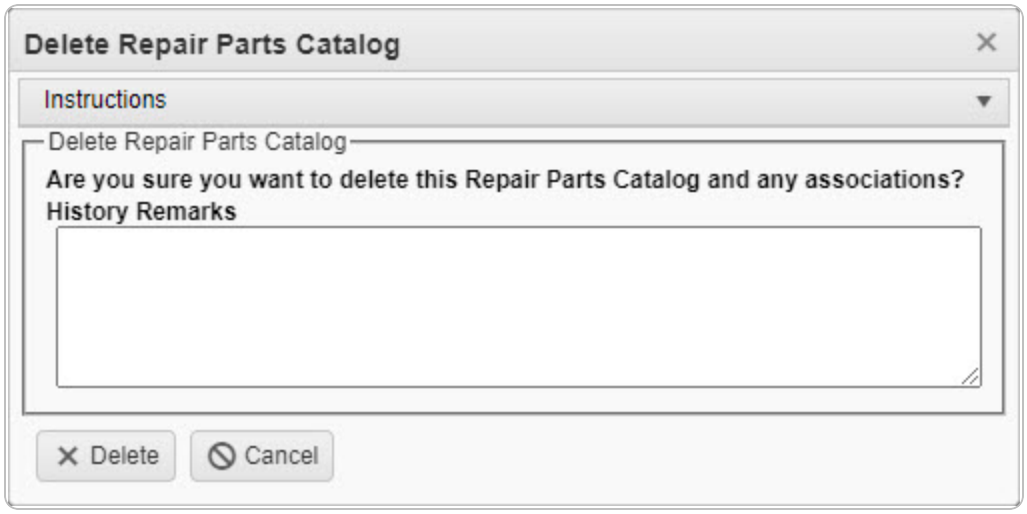
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Repair Parts Catalog

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

1. Select Delete *The* ***Delete Repair Parts Catalog*** *pop-up window appears.*



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

3. Select Delete. *The Repair Parts Catalog is removed from the 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

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Repair Parts Catalog

Commodity Type

Overview

The WAREHOUSE MGMT module Commodity Type process provides the ability to group Stock Numbers at the Enterprise Catalog level, while limiting user access to specific assets based upon the Commodity Type.
The Commodity Types are created from the Catalog menu and must be built before they can be used in defining Stock Numbers and establishing user access restrictions.

Navigation

CATALOG MGMT > Commodity Type > Commodity Type page

Page Fields

The following fields display on the **Commodity Type** page. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Commodity Type Grid

Edit
Delete
Commodity Type
Keep on original warehouse inventory on unit transfer?
Commodity Type Desc
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Remarks

Optional

Generate when Unit has an Open Physical Inventory?
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

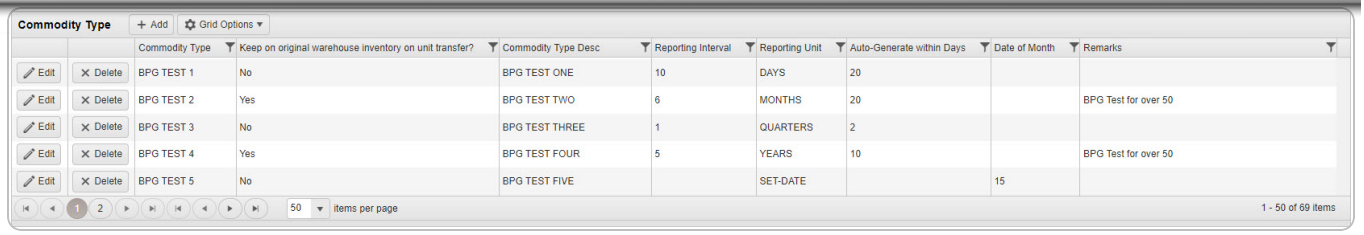
Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Helpful Tip

The Search Criteria Grid is *not available* on this page. The buttons in the Grid Display are used to search and filter for records.



Add a Commodity Type

Select + Add. *The **Add a Commodity Type** pop-up window appears.*

Update a Commodity Type

Select Edit. *The **Update a Commodity Type** pop-up window appears.*

Delete a Commodity Type

Select Delete. *The **Delete a Commodity Type** pop-up 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
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,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters

period, and space.	like ! or @ are prohibited.

Related Topics

- Add a Commodity Type
- Update a Commodity Type
- Delete a Commodity Type

Add a Commodity Type

Overview

The Commodity Type Add process provides the ability to create new Commodity Types. The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note

The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type > + Add > Add Commodity Type pop-up window

Page Fields

The following fields display on the **Add a Commodity Type** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Commodity Type

Commodity Type Tab

Commodity Type *
Commodity Type Desc *
Keep on original warehouse inventory on unit transfer?
Add / Edit Remarks

Remarks
History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit
Reporting Interval
Date of Month
Auto-Generate within Days
Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures

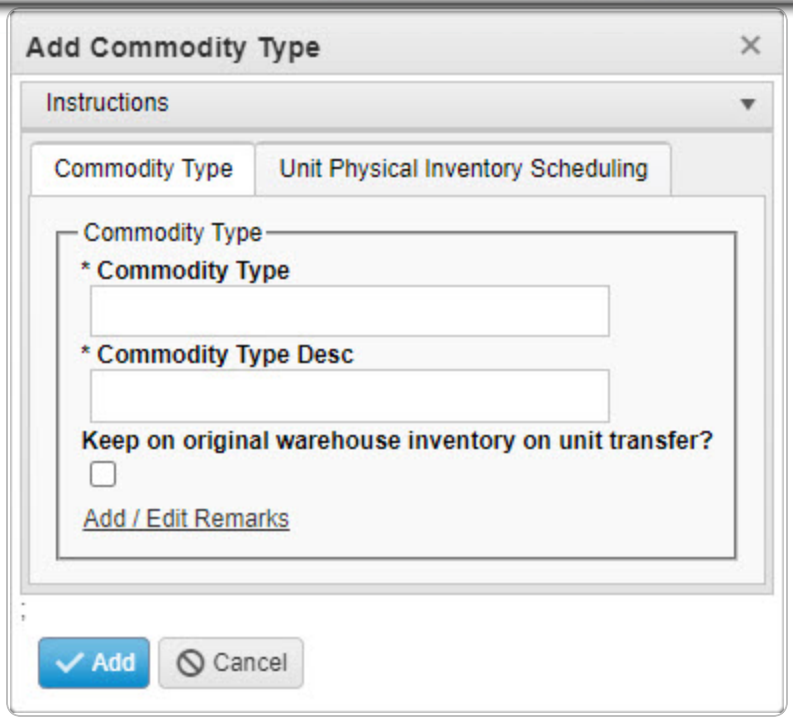
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Commodity Type

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

1. Select + Add. *The* ***Add a Commodity Type*** *pop-up window appears, open to the* Commodity Type *tab.*



2. Enter the Commodity Type in the field provided. *This is a 10 alphanumeric character field.*

3. Enter the Commodity Type DESC in the field provided. *This is a 125 alphanumeric character field.*

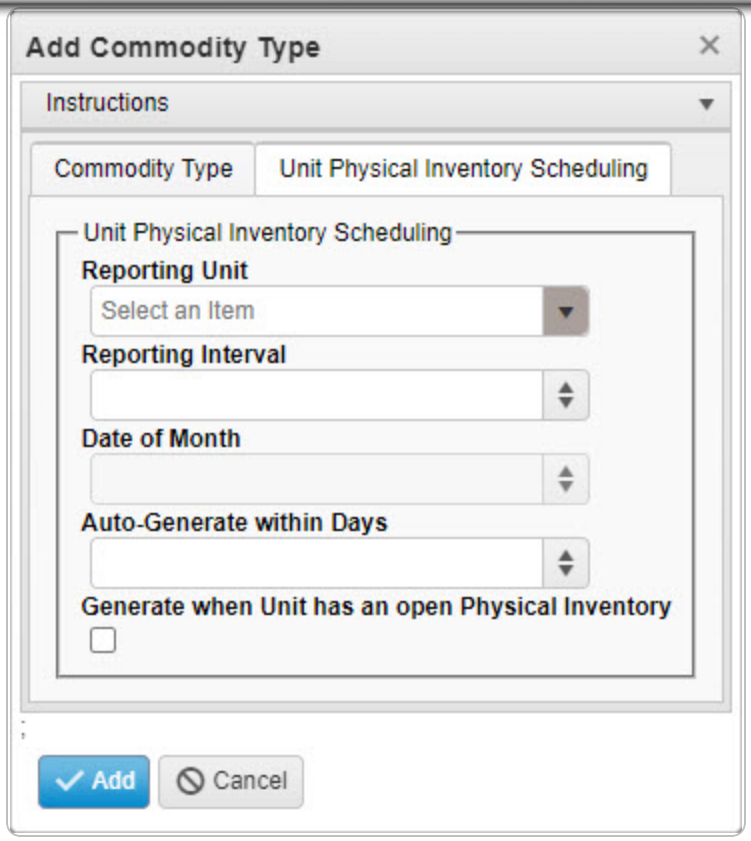
4. Click ☐ to select the Keep on original warehouse inventory on unit transfer?. *This requires the unit transfer to stay in the same warehouse.*

5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

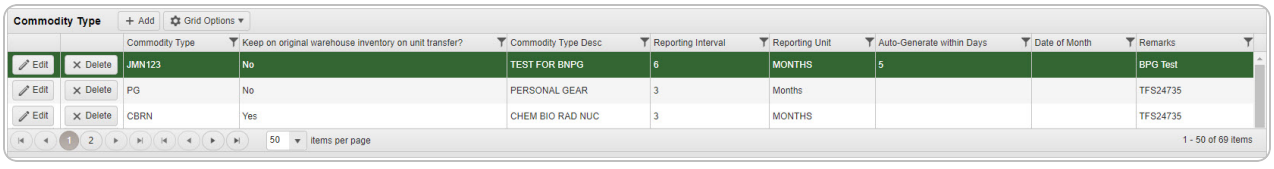
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

6. Select the Unit Physical Inventory Scheduling tab.



7. Use ▼ to select the Reporting Unit.
8. Use ▲▼ to choose the Reporting Interval.
9. Use ▲▼ to choose the Date of Month.
10. Use ▲▼ to choose the Auto-Generate within Days.
11. Click ☐ to select the Generate when Unit has an Open Physical Inventory. *This determines whether inventory requests are generated regardless of other open requests.*
12. Click Add. *The new Commodity Type appears in green at the top of the 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
13 — Mandatory Entry: *Commodity Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Commodity Type Desc*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the 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.

Related Topics

- Commodity Type Overview
- Update a Commodity Type
- Delete a Commodity Type

Update a Commodity Type

Overview

The Commodity Type Update process allows editing of a Commodity Type record.
The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note

The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type > Edit > Update Community Type pop-up window

Page Fields

The following fields are displayed on the **Update a Commodity Type** pop-up window. For more information on each field, click 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.

Update Commodity Type

Commodity Type Tab

Commodity Type *
Commodity Type Desc *
Keep on original warehouse inventory on unit transfer?
Add / Edit Remarks

Remarks
History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit
Reporting Interval
Auto-Generate within Days
Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures

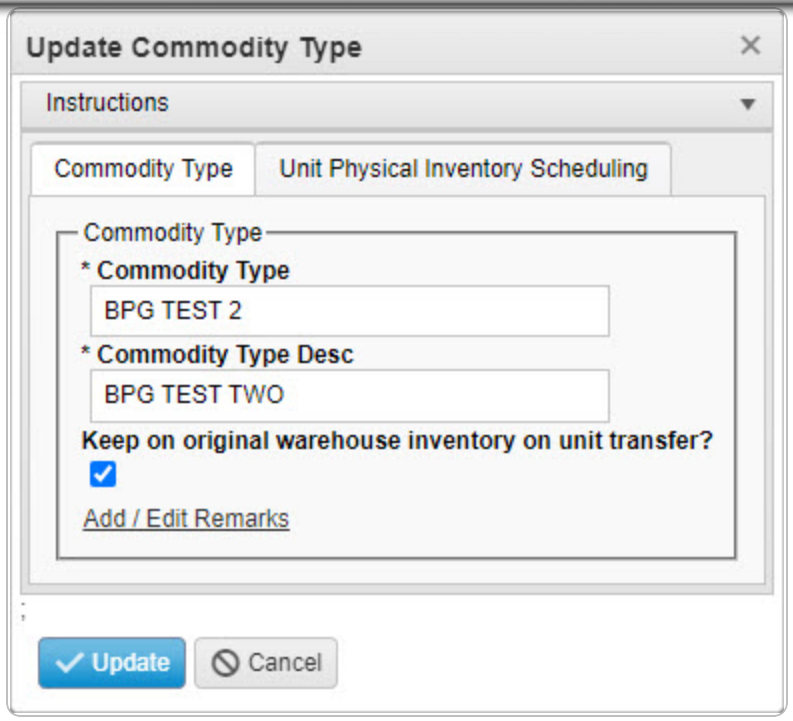
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Commodity Type

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

1. Select Edit. *The* ***Update a Commodity Type*** *pop-up window appears, open to the* Commodity Type *tab.*



2. Update the Commodity Type, entering the revised type in the field provided. *This is a 10 alphanumeric character field.*

3. Update the Commodity Type DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*

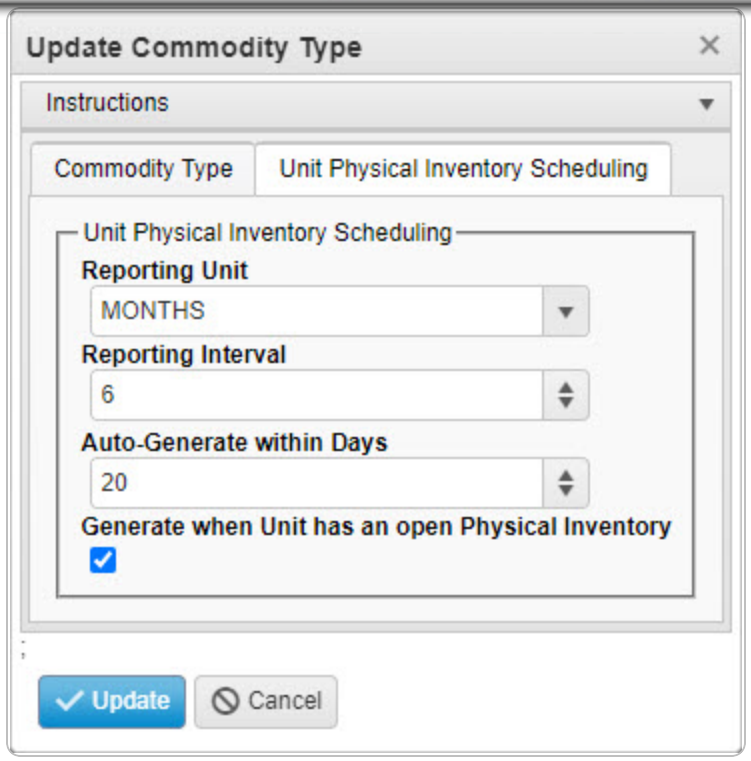
4. Verify the Keep on original warehouse inventory on unit transfer? contains the appropriate ☐ or ☑. *This requires the unit transfer to stay in the same warehouse.*

5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

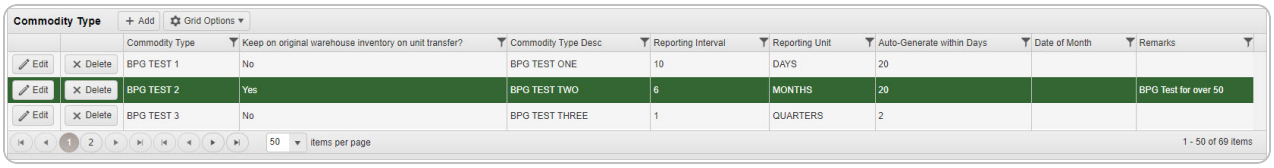
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

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

6. Select the Unit Physical Inventory Scheduling tab.



7. Update the Reporting Unit, using ▼ to select the desired measurement of time.
8. Update the Reporting Interval, using ▲▼ to choose the revised time frame.
9. Update the Auto-Generate within Days, using ▲▼ to choose the revised amount.
10. Verify the Generate when Unit has an Open Physical Inventory contains the appropriate ☐ or ☑. *This determines whether inventory requests are generated regardless of other open requests.*
11. Click Update. *The revised Commodity Type appears in green.*



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: *Commodity Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Commodity Type Desc*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the 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.
1035 — Update invalid. Com-	Invalid Edit. The Commodity Type cannot be

modity Type is associated with one or more STOCK NBRS.	updated when there is one or more STOCK NBRS attached to the Commodity Type. Remove the STOCK NBRS and try again.
1036 — Update invalid. Commodity Type is associated with one or more Users.	Invalid Edit. The Commodity Type cannot be updated when there is one or more Users attached to the Commodity Type. Remove the Users and try again.

Related Topics

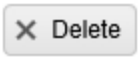
- Commodity Type Overview
- Add a Commodity Type
- Delete a Commodity Type

Delete a Commodity Type

Overview

The Commodity Type Delete process allows removal of a Commodity Type record.

Navigation

CATALOG MGMT > Commodity Type > 

> Confirm Delete (Delete Commodity Type) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Commodity Type)** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Commodity Type)

History Remarks

Procedures

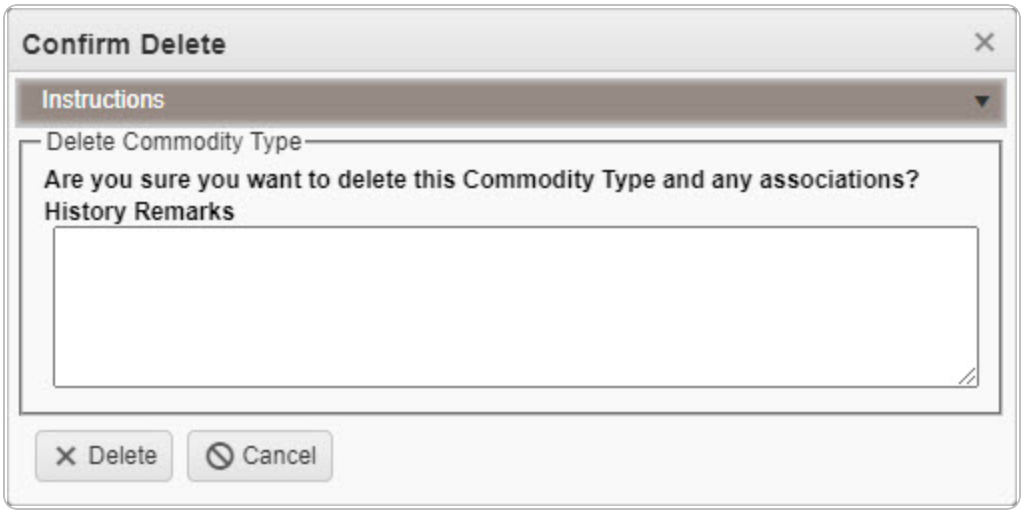
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Commodity Type

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

1. Select Delete. *The* ***Confirm Delete (Delete Commodity Type)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Click Delete. *The Commodity Type is removed from the 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
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
1034 — Delete invalid. Commodity Type is associated with one or more Users.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more Users attached to the Commodity Type. Remove the Users and try again.
1033 — Delete invalid. Commodity Type is associated with one or more STOCK NBRS.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more STOCK NBRS attached to the Commodity Type. Remove the STOCK NBRS and try again.

Related Topics

- Commodity Type Overview
- Add a Commodity Type
- Update a Commodity Type

Container Type

Overview

The WAREHOUSE MGMT module Container Type process provides the ability to define a container's specific use and how each type behaves while it is stowed. Container information, such as the quantity of items, dimensions, and volume of the container, is part of the record. A Container Type must be built before they can be used in defining individual Containers.

Note

Containers are created to store bulk or serialized inventory items. A container can be assigned a location in a warehouse, a storage yard, aboard transportation, or in the field. Both **bulk** and **serialized items** can be stored in one or more containers. A container can contain one or more stock numbers. There are non-expendable, expendable and durable container types. Warehousing operations spend a great deal of money procuring durable containers, so they must be tracked as an asset. A container may or may not have a serial number and/or UII, but in essence becomes serialized with the assignment of a CONTAINER ID.

Navigation

CATALOG MGMT > Container Type > Container Type page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Container Type
Stock Nbr
Permanent
Container Type Desc
Status
Serial Ctld

Container Type Grid

Container Type
Container Type Desc
Stock Nbr
Permanent
Serial Ctld
Length (In)
Width (In)
Height (In)
Tare Wt (Lbs)
Capacity (Lbs)
Capacity (Cu Ft)
Capacity (Qty)
Status

Procedures

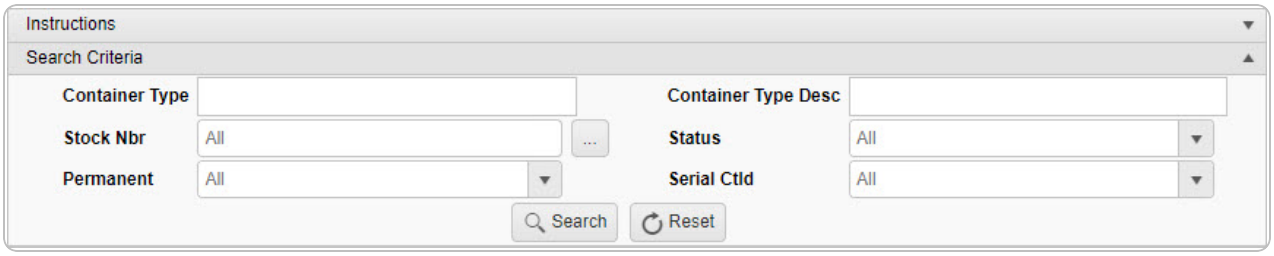
Helpful Tip

Select the following link to display Warehouse Navigation Tips.

Search for a Container Type

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

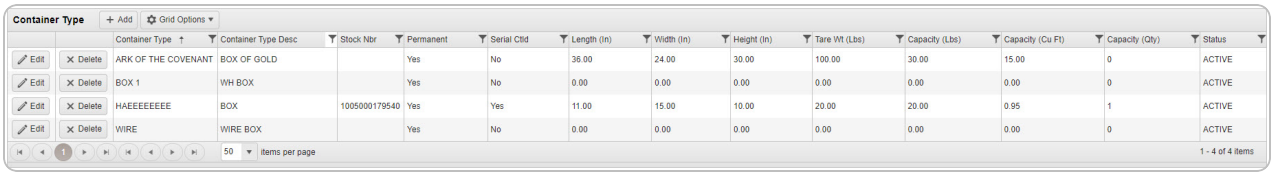
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the Container Type in the field provided. *This is a 20 alphanumeric character field.*
- Enter the STOCK NBR or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Use ▼ to select the Permanent.
- Enter the CONTAINER TYPE DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ▼ to select the Status.
- Use ▼ to select the Serial Ctld.

2. Select Search. *The Search Results are displayed in the Container Type grid.*



Add a Container Type

Select + Add. *The **Add a Container Type** page appears.*

Update a Container Type

Select Edit. *The **Update a Container Type** page appears.*

Delete a Container Type

Select Delete. *The **Delete a Container Type** 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

- Add a Container Type
- Update a Container Type

- Delete a Container Type

Add a Container Type

Overview

The Container Type Add process provides the ability to create new Container Type. Container Types define a container's specific use and how each type behaves while it is stowed. Container information, such as the quantity of items, dimensions, and volume of the container, is part of the record.

Navigation

CATALOG MGMT > Container Type > + Add > Container Type Add pop-up window

Page Fields

The following fields display on the **Container Type Add** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Container Type

Container Type *
Permanent

Status *
Length (In)
Height (In)
Capacity (Lbs)
Capacity (Qty)
Container Type Desc *
Stock Nbr
Serial Ctld
Width (In)
Tare Wt (Lbs)
Capacity (Cu Ft)
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

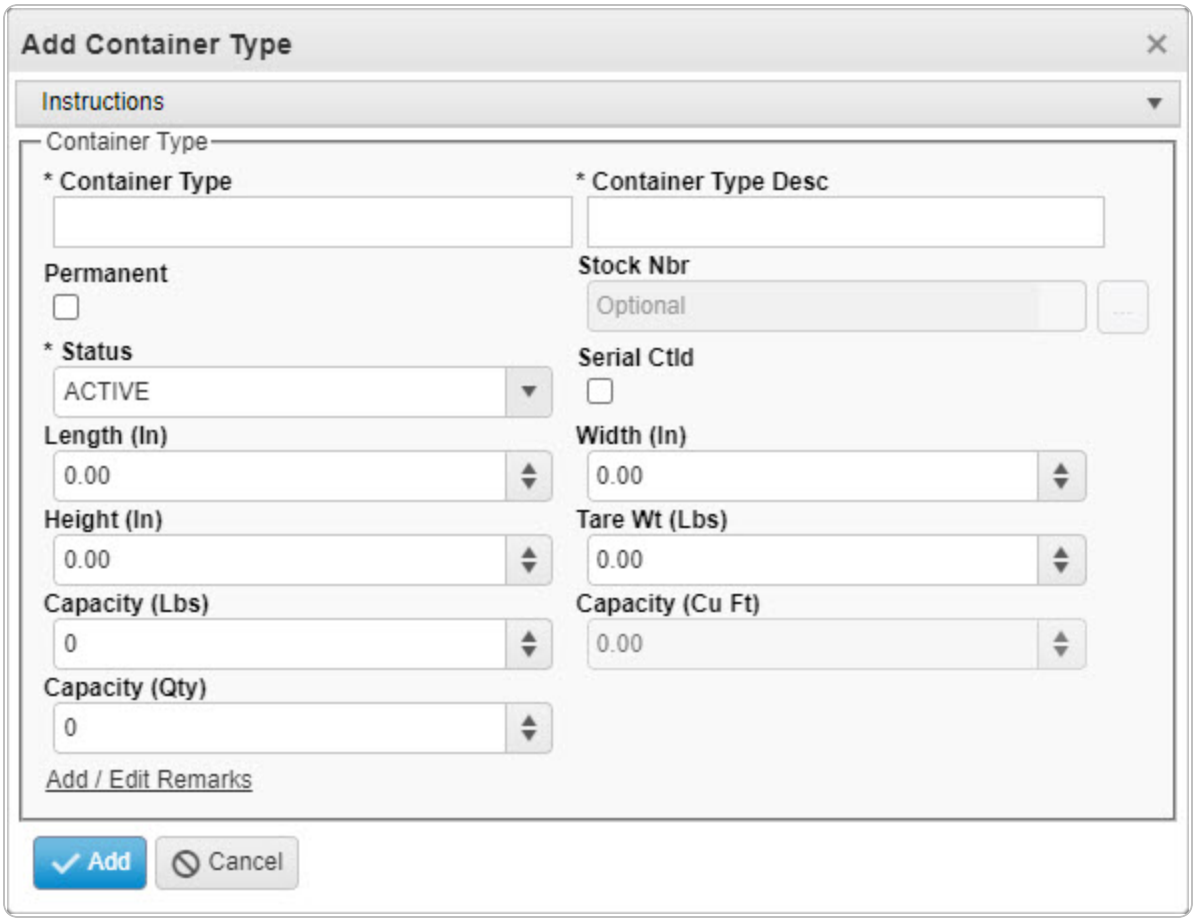
Helpful Tip

Select the following link to display Warehouse Navigation Tips.

Add a Container Type

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

1. Select + Add. *The **Add a Container Type** pop-up window appears.*



2. Enter the Container Type in the field provided. *This is a 20 alphanumeric character field.*

3. Click ☐ to select the Permanent. *When checked, the Container Type is Permanent.*

4. Use ▼ to select the Status.

5. Use ▲▼ to choose the Length (IN).

6. Use ▲▼ to choose the Height (IN).

7. Use ▲▼ to choose the Capacity (LBS).

8. Use ▲▼ to choose the Capacity (QTY).

9. Enter the CONTAINER TYPE DESC in the field provided. *This is a 125 alphanumeric character field.*

10. Enter the STOCK NBR or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

    Stock Number Browse help

11. Click ☐ to select the Serial CTLD. *When checked, the Container Type is controlled by serial numbers.*

12. Use ▲▼ to choose the Width (IN).

13. Use ▲▼ to choose the Tare WT (LBS).

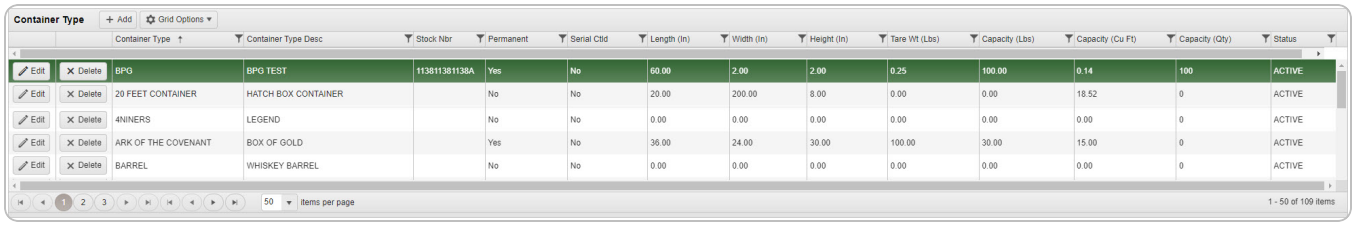
14. Use ▲▼ to choose the Capacity (CU FT).

15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

16. Select + Add. *The new Container Type appears in green at the top of the 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
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information in

***Container Type*.**	the desired field.
13 — Mandatory Entry: *Container Type Desc*.	
13 — Mandatory Entry: *Status*.	
13 — Mandatory Entry: *Permanent*.	
13 — Mandatory Entry: *Serial Cltd*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following per-mitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
1006 — Wildcard not per-mitted for Add.	Invalid Entry. Check for a Wildcard character in the Container Type. Re-enter the Container Type field.
1001 — Container Type already exists, cannot pro-cess an 'Add'.	Container Type entered already exists. Re-enter a new Container Type up to 20 characters, with sup-ported special character(s) $, -, /, #, &, comma, period and space.

1148 — Serial Number Controlled cannot be changed to 'Yes' as current container records assigned this container type exist that do not contain serial numbers.	Serial Number Controlled cannot be changed to **Yes** as current Container Records exist that do not contain Serial Numbers with this Container Type.
1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.	Container Type cannot be deactivated. Container (s) exist with this Container Type. Verify record selected.
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.

Related Topics

- Container Type Overview
- Update a Container Type
- Delete a Container Type

Update a Container Type

Overview

The Container Type Update process allows editing of a Container Type. Container Types define a container's specific use and how each type behaves while it is stowed. Container information, such as the quantity of items, dimensions, and volume of the container, is part of the record.

Navigation

CATALOG MGMT > Container Type > Edit > Update Container Type pop-up window

Page Fields

The following fields display on the **Update Container Type** 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.

Update Container Type

Container Type *
Permanent
Status *

Length (In)
Height (In)
Capacity (Lbs)
Capacity (Qty)
Container Type Desc *
Stock Nbr
Serial Ctld
Width (In)
Tare Wt (Lbs)
Capacity (Cu Ft)
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

Helpful Tip

Select the following link to display Warehouse Navigation Tips.

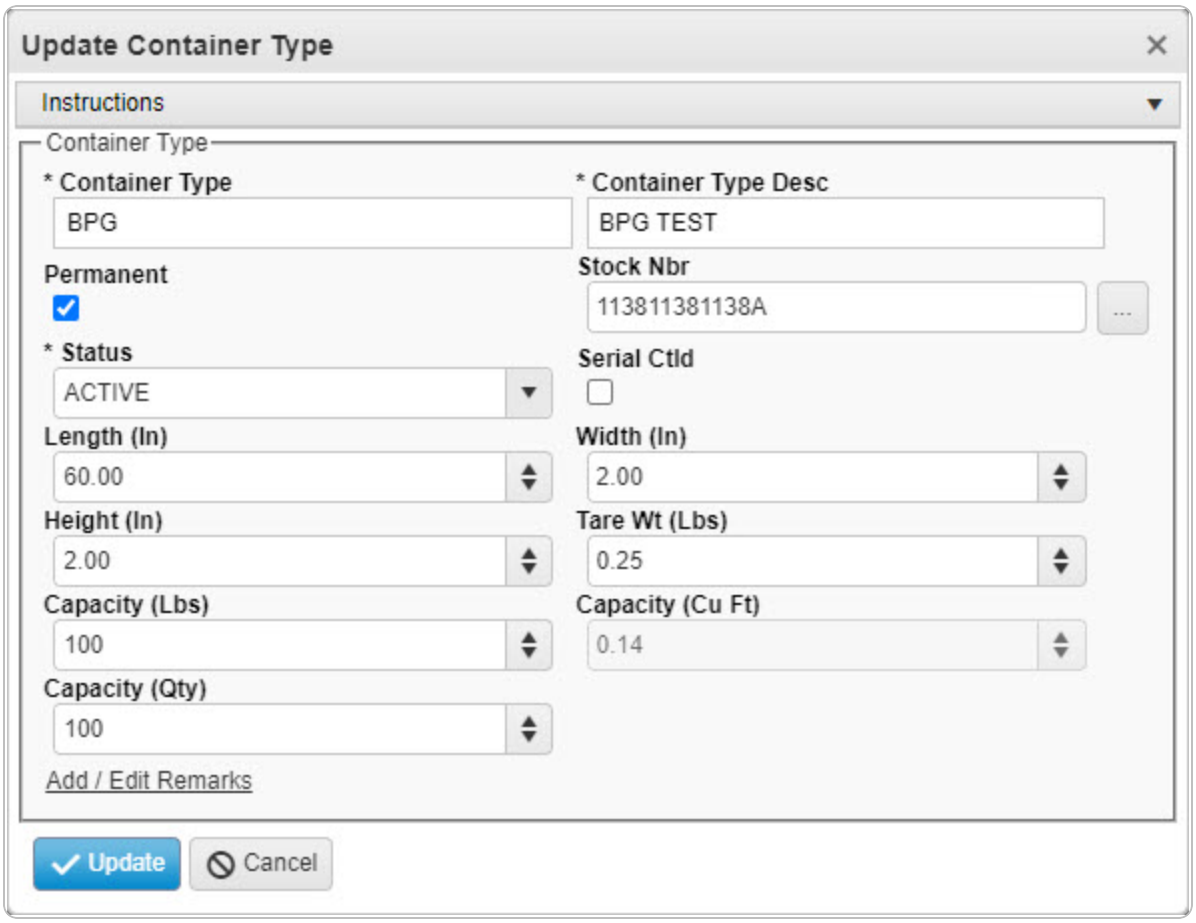
Update a Container Type

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

Helpful Tips

- The Container Type value cannot be changed. If the Container Type was created in error, it must be deleted and the correct Container Type added.
- The Permanent and STOCK NBR cannot be changed if it has an associated container.
- The SERIAL CLTD can be unchecked even if Container records exist with the associated Container Type, however; it cannot be checked if Container records exist with an associated Container Type and if there is at least one Container record where the SERIAL NBR value is blank/null.
- The Status cannot be changed from Active to Inactive if the Container Type is associated with a Container.

1. Select Edit. *The **Update a Container Type** pop-up window appears.*



2. Update the Container Type, entering the revised kind in the field provided. *This is a 20 alphanumeric character field.*

3. Verify the Permanent contains the appropriate ☑ or ☐. *When checked, the Container Type is Permanent.*

4. Update the Status, using ▼ to select the desired status.

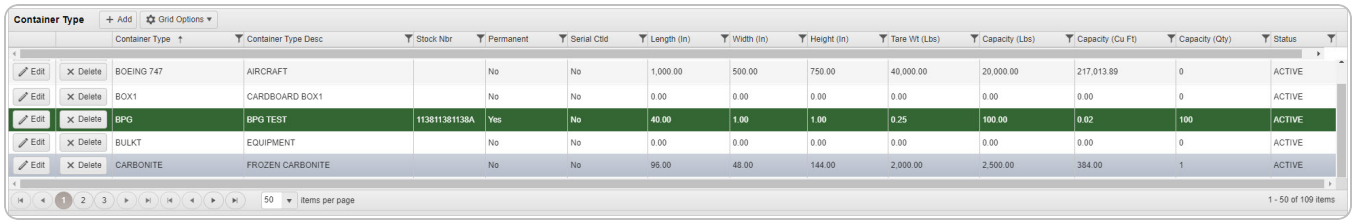
5. Update the Length (IN), using ▲▼ to choose the revised amount.

6. Update the Height (IN), using ▲▼ to choose the revised amount.

7. Update the Capacity (LBS), using ▲▼ to choose the revised amount.

8. Update the Capacity (QTY), using to choose the revised amount.
9. Update the CONTAINER TYPE DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
10. Update the STOCK NBR, using ... to browse for the revised identifier. *This is a 15 alpha-numeric character field.*

    Stock Number Browse help
11. Verify the Serial CTLD contains the appropriate ☑ or ☐. *When checked, the Container Type is controlled by serial numbers.*
12. Update the Width (IN), using to choose the revised amount.
13. Update the Tare WT (LBS), using to choose the revised amount.
14. Update the Capacity (CU FT), using to choose the revised amount.
15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. Select Update *The revised Container Type appears in green.*



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: *Container Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Container Type Desc*.	
13 — Mandatory Entry: *Status*.	
13 — Mandatory Entry: *Permanent*.	
13 — Mandatory Entry: *Serial Cltd*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
1006 — Wildcard not permitted for Add.	Invalid Entry. Check for a Wildcard character in the Container Type. Re-enter the Container Type field.
1001 — Container Type already exists, cannot pro-	Container Type entered already exists. Re-enter a new Container Type up to 20 characters, with sup-

cess an 'Add'.	ported special character(s) $, -, /, #, &, comma, period and space.
1148 — Serial Number Controlled cannot be changed to 'Yes' as current container records assigned this container type exist that do not contain serial numbers.	Serial Number Controlled cannot be changed to **Yes** as current Container Records exist that do not contain Serial Numbers with this Container Type.
1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.	Container Type cannot be deactivated. Container (s) exist with this Container Type. Verify record selected.
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.

Related Topics

- Container Type Overview
- Add a Container Type
- Delete a Container Type

Delete a Container Type

Overview

The Container Type Delete process allows removal of a Container Type record.

Attention

You cannot delete a Container Type if there are associated Container records.

Navigation

CATALOG MGMT > Container Type> Delete > Confirm Delete (Delete Container Type) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Container Type)** pop-up window. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Container Type)

History Remarks

Procedures

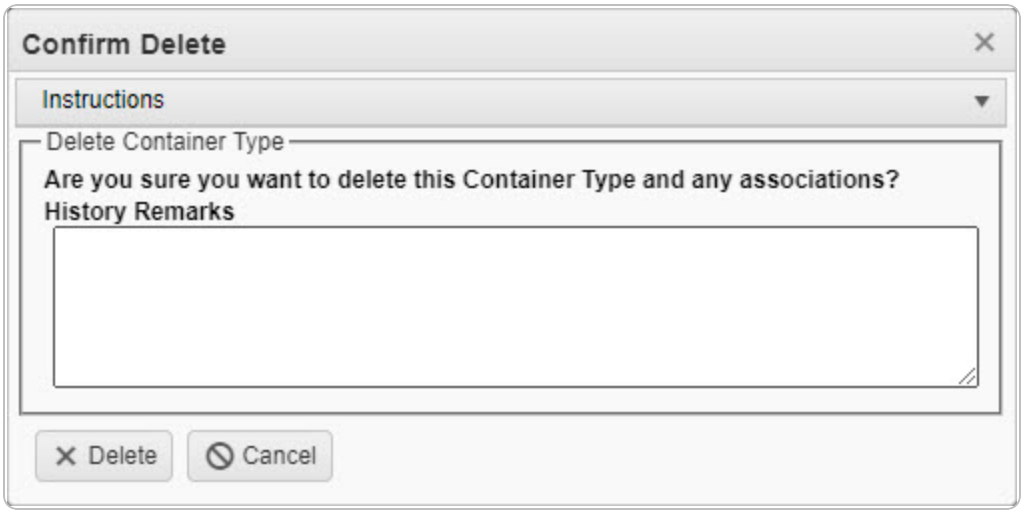
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Container Type

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

1. Select Delete. *The* ***Confirm Delete (Delete Container Type)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Click Delete. *The Container Type is removed from the 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
1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.	Invalid Deactivation. The Container Type cannot be deactivated if there are any active containers still associated with it. Review the Container Type again, and remove any remaining associated information so the Container Type can be deleted.
1002 — Container Type cannot be deleted. Container (s) exist for this container type.	Invalid Deletion. The Container Type cannot be deleted if there are any containers still associated with it. Review the Container Type again, and remove any remaining associated information so the Container Type can be deleted.

Related Topics

- Container Type Overview
- Add a Container Type
- Update a Container Type

Size Category

Overview

The WAREHOUSE MGMT module Size Category process provides the ability to add, update and delete a Size Category. Each item of gear that is issued in more than one size is classified under a size category.

Note

An example of a **Size Category** that could be added is **Boots, HW**. The Description of **Boots, HW** might be entered as **BOOTS, HOT WEATHER** . The Size Category will appear on the individual issue screen and be associated with a Line Item Number/Table of Authorized Materiel Control Number (LIN/TAMCN).

Navigation

CATALOG MGMT > Size Category > Size Category page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.

17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
525	Select "Search" to refresh the {0} Search Results.
526	Select "Reset" to clear the {0} Search Criteria.

Search Criteria

Size Category
Size Category Desc

Search Results

Size Category
Size Category Desc

Optional

Established By
Established By Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

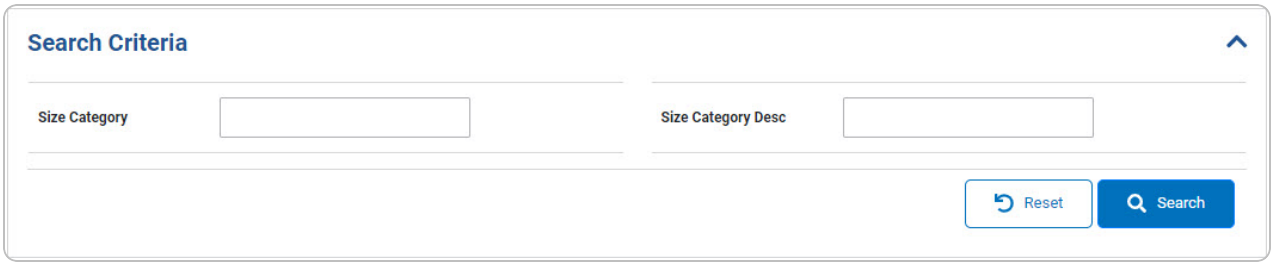
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search a Size Category

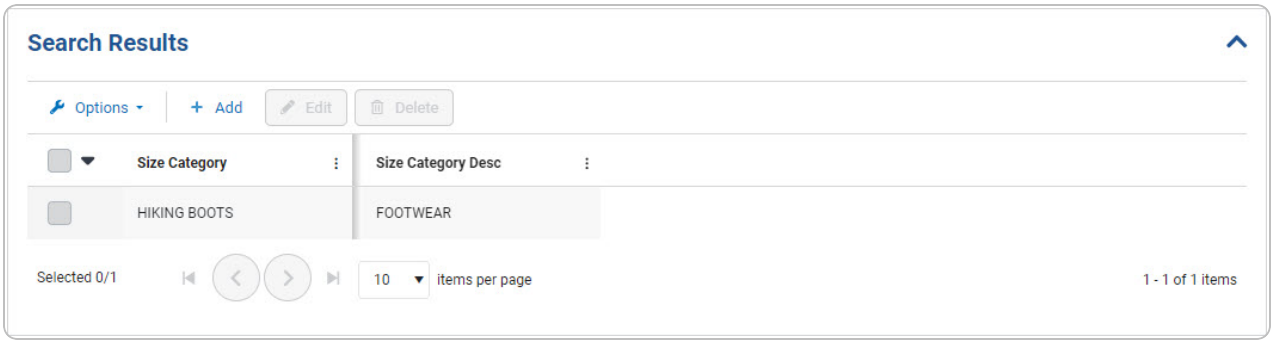
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



   - Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*
   - Enter the Size Category DESC in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select Search. *The Search Results are displayed in the Size Category grid.*



Add a Size Category

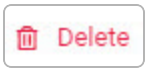
Select + Add. *The **Add a Size Category** slide-out window appears.*

Update a Size Category

Select

. *The **Update a Size Category** slide-out window appears.*

Delete a Size Category

Select 

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

Related Topics

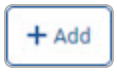
- Add a Size Category
- Update a Size Category
- Delete a Size Category

Add a Size Category

Overview

The Size Category Add process provides the ability to create new Size Categories. Each item of gear that is issued in more than one size is classified under a size category.

Navigation

CATALOG MGMT > Size Category > 

> Add a Size Category slide-out window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add a Size Category

Size Category
Remarks
Size Category Desc

Procedures

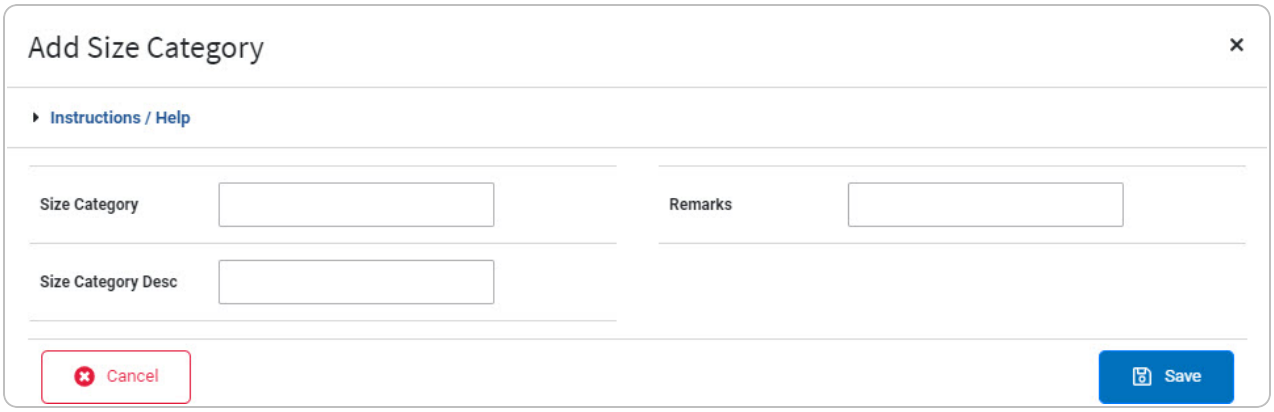
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Size Category

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

1. Select + Add. *The* ***Add a Size Category*** *slide-out window appears.*



   A. Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*

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

   C. Enter the SIZE CATEGORY DESC in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select Save. *The new Size Category record is saved, and appears 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
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
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.

Related Topics

- Size Category Overview
- Update a Size Category
- Delete a Size Category

Update a Size Category

Overview

The Size Category Update process allows editing of the Size Category.

Navigation

CATALOG MGMT > Size Category > (desired record) > Edit > Edit Size Category slide-out window

Page Fields

The following fields display on the **Update a Size Category** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update a Size Category

Size Category
Remarks
Size Category Desc

Procedures

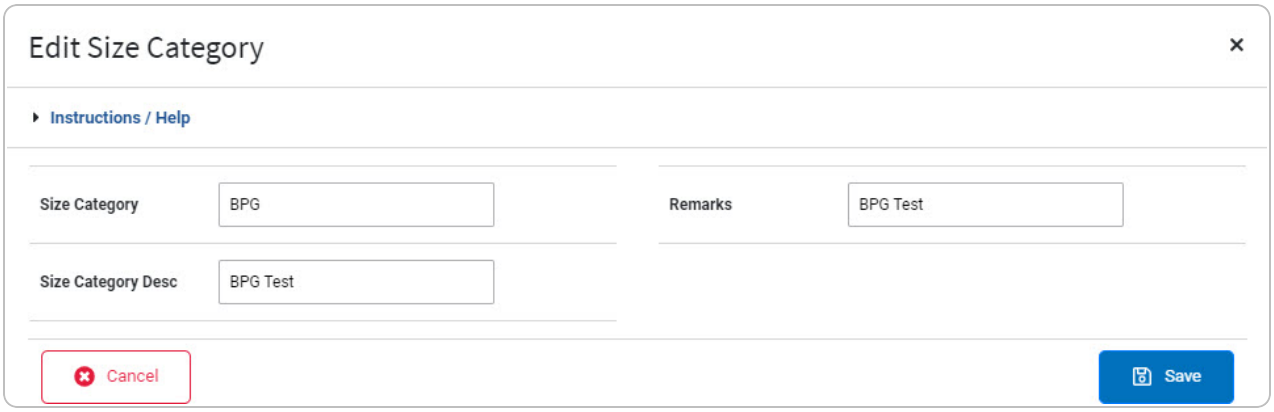
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Size Category

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

1. Select Edit. *The* ***Update a Size Category*** *slide-out window appears.*



   A. Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*

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

   C. Enter the SIZE CATEGORY DESC in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select Save. *The revised Size Category record is saved, and appears 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
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
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.

Related Topics

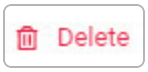
- Size Category Overview
- Add a Size Category
- Delete a Size Category

Delete a Size Category

Overview

The Size Category Delete process allows removal of a Size Category.

Navigation

CATALOG MGMT > Size Category > (desired record) > 

> Delete Size Category slide-out window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
87	Select "Delete" for delete action.
14	Select "Cancel" button to return to previous page.

Delete a Size Category

Size Category
Remarks
Size Category Desc

Procedures

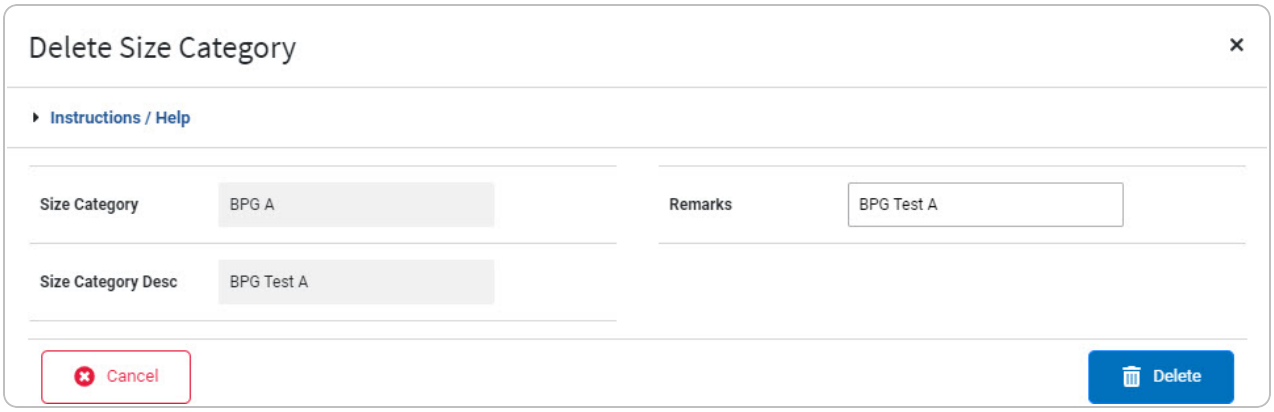
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Size Category

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

1. Select Delete. *The* ***Delete a Size Category*** *slide-out window appears.*



   A. *Verify the Size Category.*

   B. Update the Remarks, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

   C. *Verify the SIZE CATEGORY DESC.*

2. Select Delete. *The deleted Size Category record is removed from 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
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.

Related Topics

- Size Category Overview
- Add a Size Category
- Update a Size Category

Equipment Type

Overview

The WAREHOUSE MGMT module Equipment Type process provides the ability to add, update, or delete an equipment type in the catalog. The Equipment Type associates the personnel's sizes and issued assets to their Member Profile.

Navigation

CATALOG MGMT > Equipment Type > Equipment Type page

Page Fields

The following fields display on the **Equipment Type** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Equipment Type
Desc

Equipment Type Grid Fields

All
Equipment Type
Desc

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks

Procedures

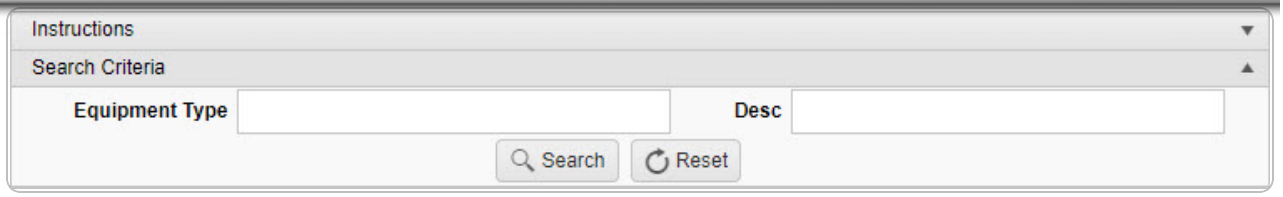
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Equipment Type

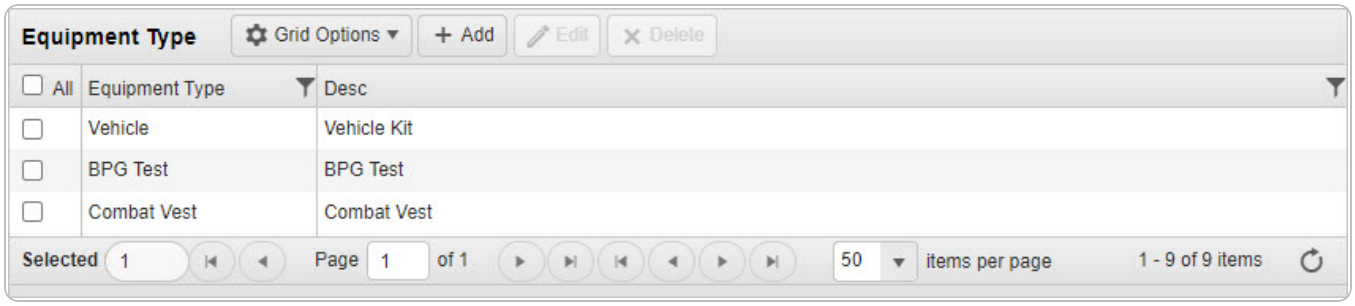
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the Equipment Type in the field provided.
- Enter the DESC in the field provided.

2. Select Search to begin the query. *Results display in the Equipment Type Grid below.*



Add an Equipment Type

Select Add. *The **Add Equipment Type** pop-up window appears.*

Update an Equipment Type

1. Click ☐ next to the desired entry. ☑ *appears, and* Edit *and* Delete *become available.*
2. Select Edit. *The **Update Equipment Type** pop-up window appears.*

Delete an Equipment Type

1. Click ☐ next to the desired entry. ☑ *appears, and* Edit *and* Delete *become available.*
2. Select Delete. *Either the **Delete Equipment Type** pop-up window or the **Confirm Delete** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Equipment Type
- Update an Equipment Type
- Delete an Equipment Type

Add an Equipment Type

Overview

The Equipment Type Add process provides the ability to create a new equipment type in the catalog.

Navigation

CATALOG MGMT > Equipment Type > + Add > Add Equipment Type pop-up window

Page Fields

The following fields display on the **Add Equipment Type** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Equipment Type Tab

Equipment Type *
Desc *
Add / Edit Remarks

Remarks
History Remarks

Required Equipment Tab

All
Stock Nbr
Item Description

Additional Attributes Tab

Attribute Name
Data Type

(*) Asterisk identifies mandatory fields.

Procedures

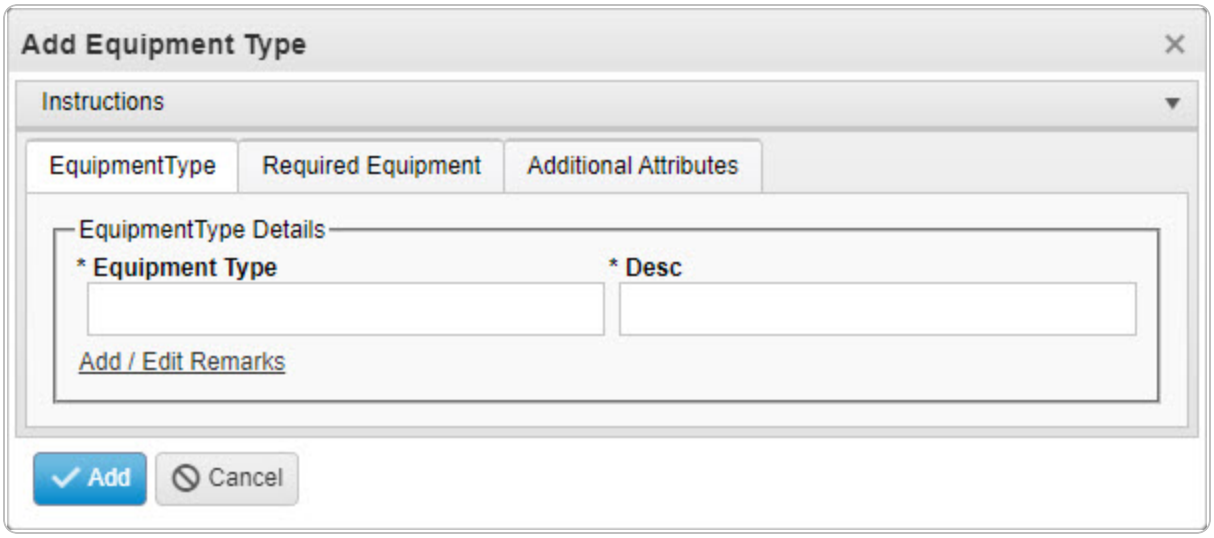
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Equipment Type

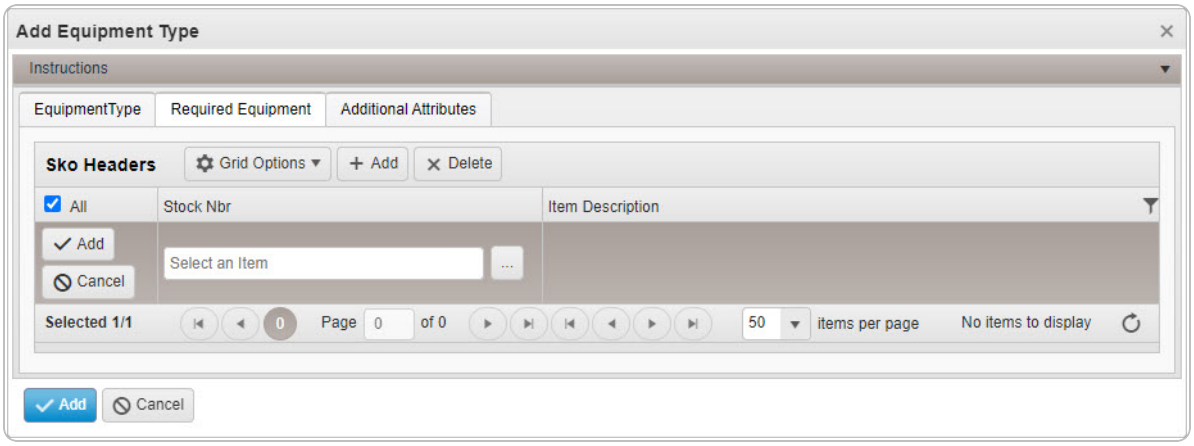
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The **Add Equipment Type** pop-up window displays.*



2. Complete the Equipment Type Tab.
   - **A.** Enter the Equipment Type in the field provided.
   - **B.** Enter the DESC in the field provided.
   - C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
     - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
     - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. **Select the Required Equipment Tab.**

A. Select + Add. *A new entry appears in the SKO Headers grid.*



B. Enter the STOCK NBR, or use ... to browse for the entry. *Only associated SKO catalog stock numbers are permitted.*

Stock Number Browse help

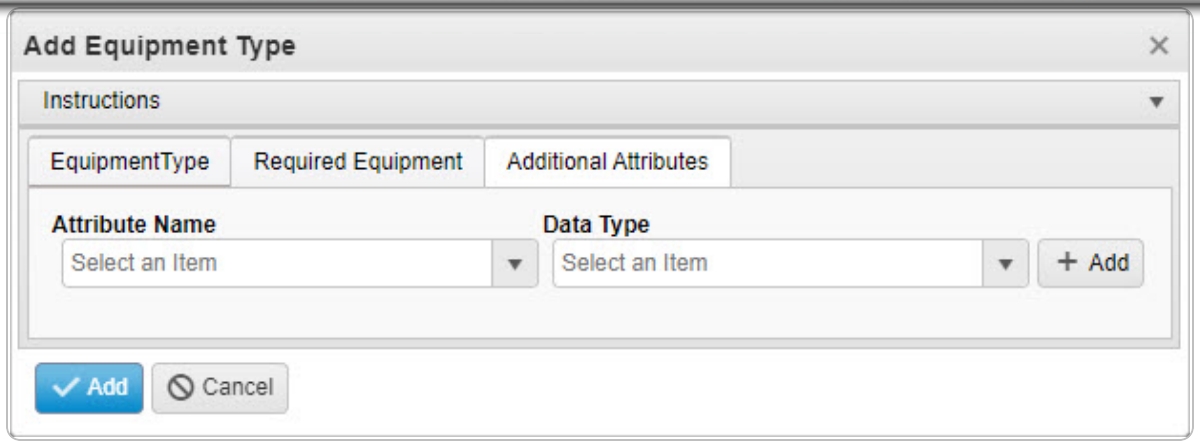
C. Select ✓ Add. *The Item Description automatically populates in the grid.*

D. Repeat Steps A - C to add more STOCK NBRS.

Attention

A SKO can only be assigned to a single equipment type. If a SKO is assigned to a second equipment type, it is removed from the first equipment type automatically.

4. **Select the Additional Attributes Tab.**



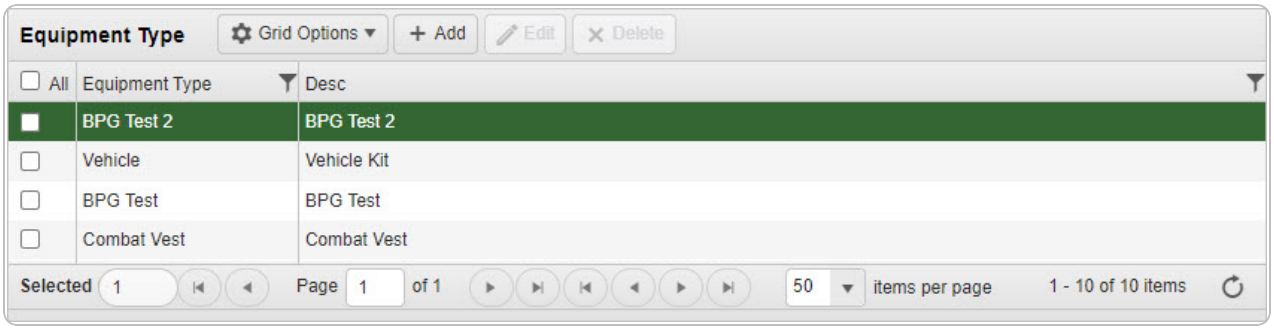
A. Use ▼ to select an existing Attribute Name.

B. Use ▼ to select the Data Type.

C. Select + Add. *The Attribute appears in the Attributes section below.*

D. Repeat Steps A - C to add more Attributes.

5. Select Add. *The new Equipment Type appears in green at the top of the 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.
13 — Mandatory Entry: *Equipment Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DESC*.	
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using ... to assist with the entry.
xxxx — Attribute *Attribute Name* already exists with data type *Data Type*.	Invalid entry. The Attribute Name was already used for this Equipment Type, and cannot be used again with a different Data Type. Enter a different Attribute Name.
xxxx — Equipment Type of type: *Equipment Type Name* already exists in catalog.	Invalid Entry. The Equipment Type Name and DESC entered for the Equipment Type already exists. Check the information again, and re-

	enter the value.

Related Topics

- Equipment Type Overview
- Update an Equipment Type
- Delete an Equipment Type

Update an Equipment Type

Overview

The Equipment Type Update process allows editing an equipment type in the catalog.

Navigation

CATALOG MGMT > Equipment Type > (desired record) > Edit > Update Equipment Type pop-up window

Page Fields

The following fields display on the **Update Equipment Type** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Equipment Type Tab

Equipment Type *
Desc *
Add / Edit Remarks

Remarks
History Remarks

Required Equipment Tab

Stock Nbr
Item Description

Additional Attributes Tab

Attribute Name
Data Type
Attributes

(*) Asterisk identifies mandatory fields.

Procedures

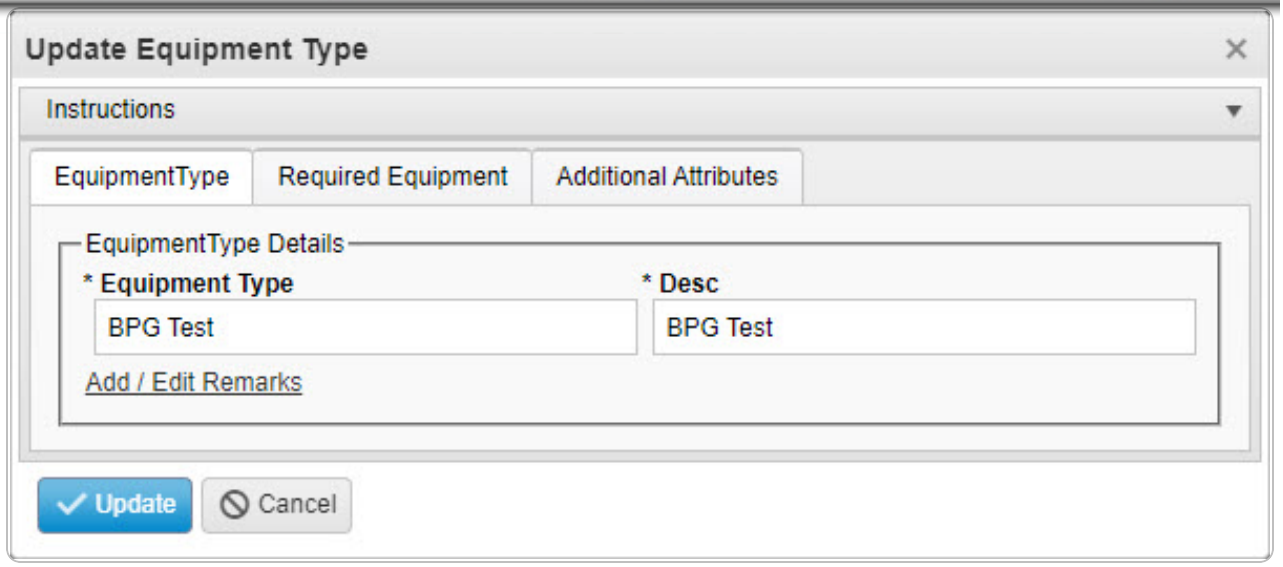
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Equipment Type

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

1. Click ☐ next to the desired entry. ☑ *appears, and* Edit *and* Delete *become available.*
2. Select Edit. *The* ***Update Equipment Type*** *pop-up window displays.*

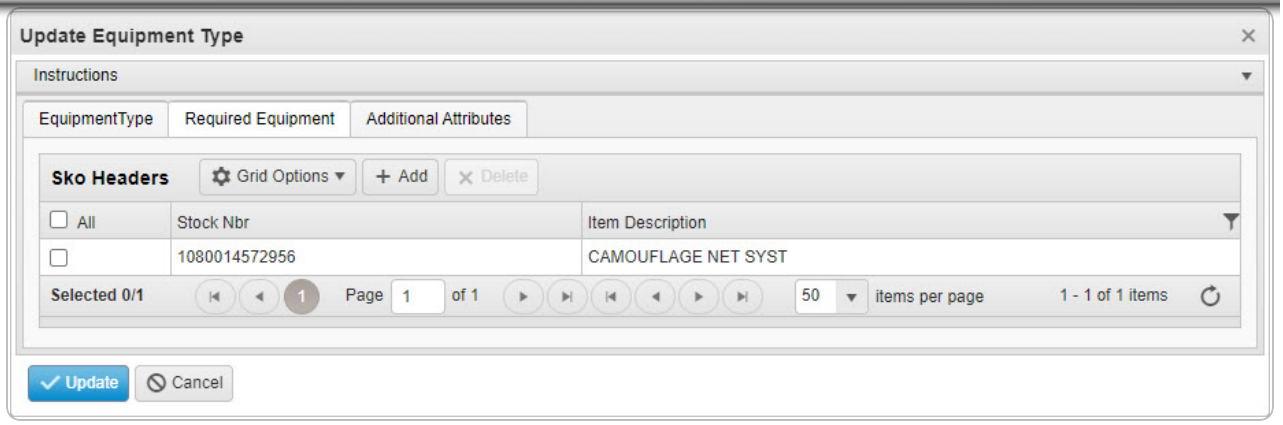


3. Update the Equipment Type Tab.
   - **A.** Update the Equipment Type, entering the revised type in the field provided.
   - **B.** Update the DESC, entering the revised description in the field provided.
   - C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
     - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
     - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. **Select the Required Equipment Tab.**

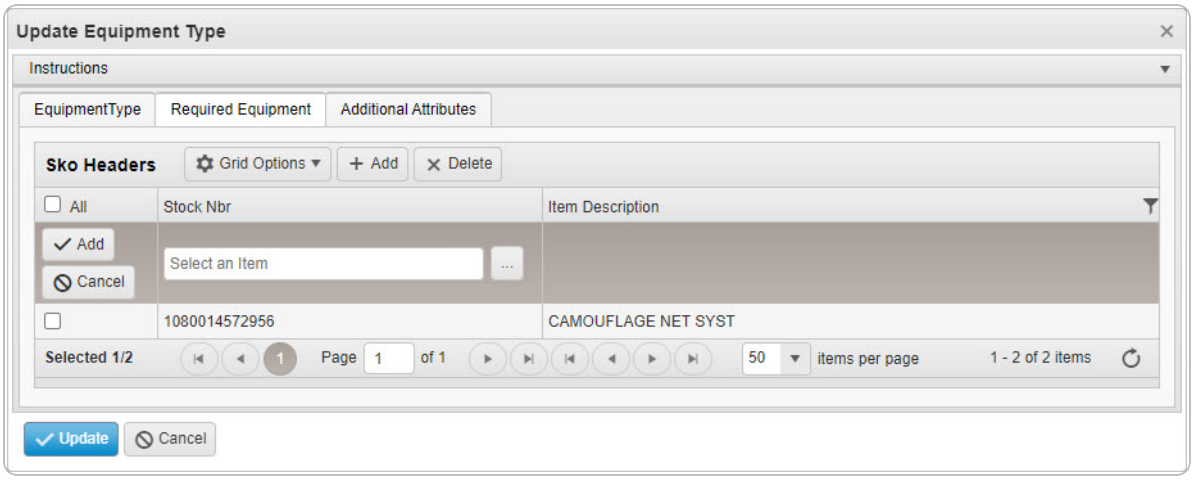
Attention

An SKO can be added or deleted from the SKO Headers grid, it cannot be modified.



Add an SKO

A. Select + Add. *A new entry appears in the SKO Headers grid.*



B. Enter the STOCK NBR, or use ... to browse for the entry. *Only associated SKO catalog stock numbers are permitted.*

Stock Number Browse help

C. Select ✓ Add. *The Item Description automatically populates in the grid.*

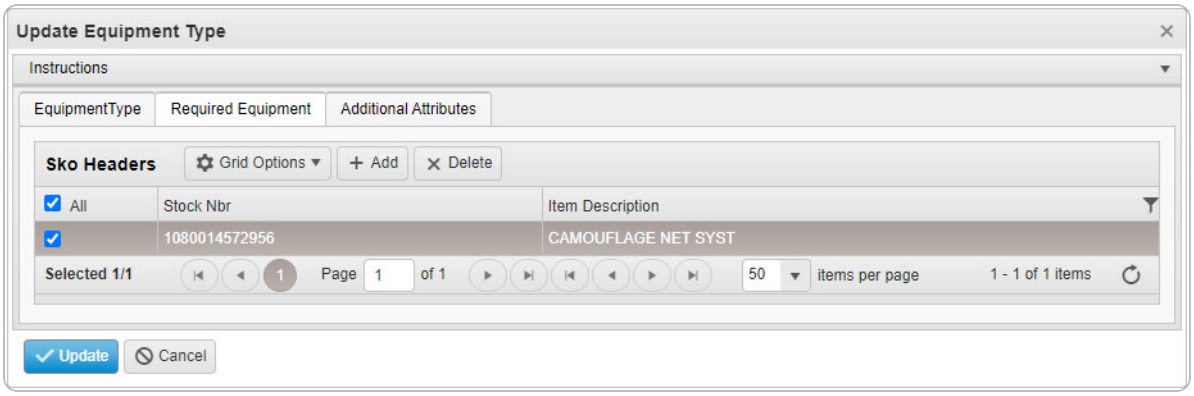
D. Repeat Steps A - C to add more STOCK NBRS.

Note

An SKO can only be assigned to a single equipment type. If an SKO is assigned to a second equipment type, it is removed from the first equipment type automatically.

Remove an SKO

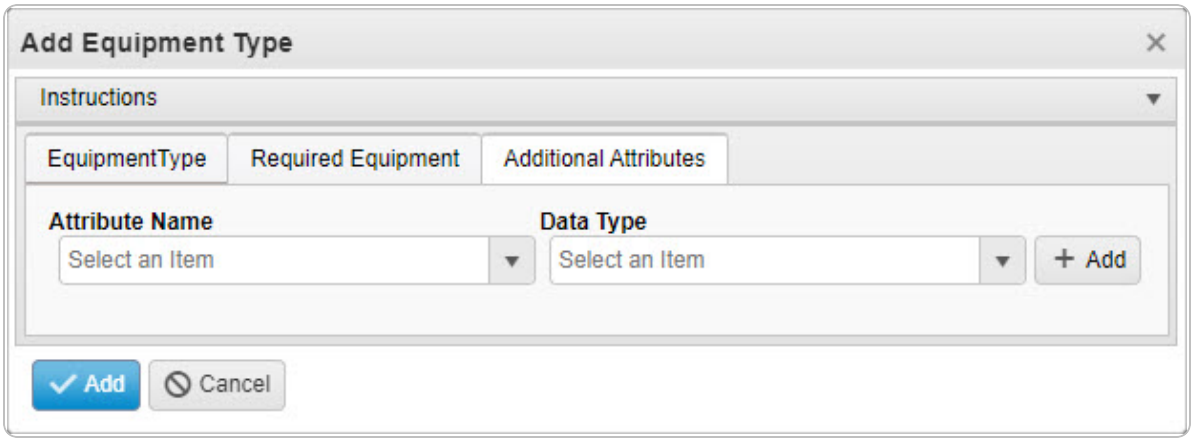
A. Click ☐ next to the desired entry. ☑ *appears, and* ✕ Delete *becomes available.*



B. Select ✕ Delete . *The STOCK NBR entry is removed.*

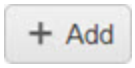
5. **Select the Additional Attributes Tab.**

Add an Attribute



A. Use ▼ to select an existing Attribute Name.

B. Use to select the Data Type.

C. Select  . *The Attribute appears in the Attributes section below.*

D. Repeat Steps A - C to add more Attributes.

Edit the Data Type of an Attribute

Update the Data Type, using to select the desired type.

Remove an Attribute

Click next to the desired Attribute. *The Attribute is removed.*

6. Select to process the transaction.

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.
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information

***Equipment Type*.**	in the desired field.
13 — Mandatory Entry: *DESC*.	
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using ... to assist with the entry.
xxxx — Attribute *Attribute Name* already exists with data type *Data Type*.	Invalid entry. The Attribute Name was already used for this Equipment Type, and cannot be used again with a different Data Type. Enter a different Attribute Name.
xxxx — Equipment Type of type: *Equipment Type Name* already exists in catalog.	Invalid Entry. The Equipment Type Name and DESC entered for the Equipment Type already exists. Check the information again, and re-enter the value.

Related Topics

- Equipment Type Overview
- Add an Equipment Type
- Delete an Equipment Type

Delete an Equipment Type

Overview

The Equipment Type Delete process allows removal of an equipment type record from the catalog.

Navigation

CATALOG MGMT > Equipment Type > (desired record) > Delete > Confirm Delete
or Delete Equipment Type pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Equipment Type

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

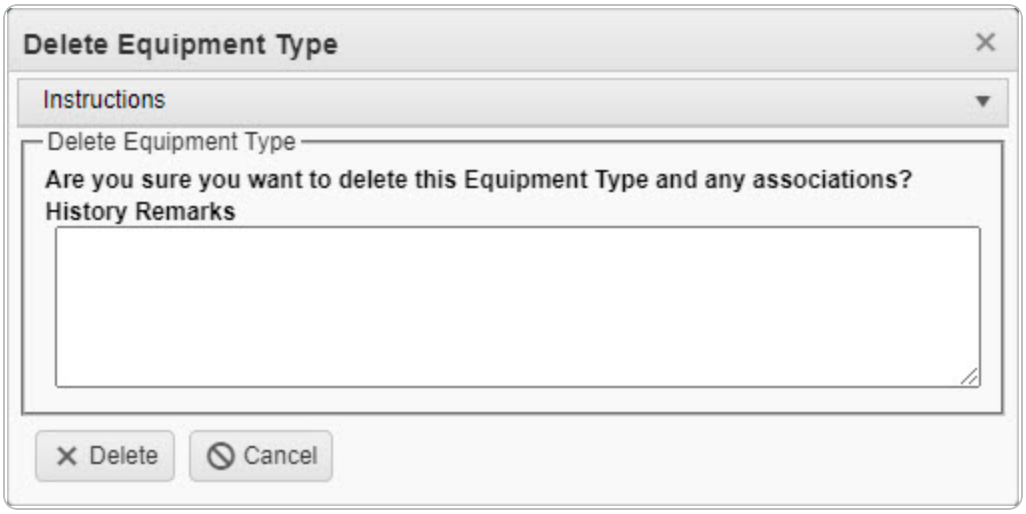
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Equipment Type

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

1. Click ☐ next to the desired entry. ☑ *appears, and* Edit *and* Delete *become available.*
2. Select Delete .



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete to process the transaction.

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.	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.

Related Topics

- Equipment Type Overview
- Add an Equipment Type
- Update an Equipment Type

Shelf Life Extension Overview

Overview

The WAREHOUSE MGMT module Shelf Life Extension process provides the ability to input and maintain records of Shelf Life Extension Notifications that have been officially received based on Shelf Life Extension testing on specific Shelf Life managed items. These records are used in a background process to:

- Update expiration dates on Inventory Control Number records
- Update Condition Codes on Inventory Master records
- Validate allowable Condition Codes that can be selected during the Receiving, Unit Returns, Individual Returns, and Warehouse Transfer (receipts) processes
- Determine the applicable Expiration Date value when an Inventory Control Number record is created

Shelf Life Extension Notifications / Shelf Life Failed Testing Notifications are typically obtained from one or more of the following official sources:

- Joint Acquisition CBRN Knowledge System (J.A.C.K.S.)
- Joint Equipment Assessment Program (JEAP)
- Joint Program Executive Office for Chemical and Biological Defense (JPEO – CBD)
- DoD Shelf-Life Extension System (SLES)
- U.S. Army testing laboratories
- U.S. Army Research, Development and Engineering Command (REDCOM)
- Naval Messages
- Other Official Agency or Program Office Notifications

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

CATALOG MGMT > Shelf Life Extension > Shelf Life Extension page

Page Fields

The following fields display on the **Shelf Life Extension** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Shelf Life Extension Search Criteria

LIN/TAMCN
Stock Nbr
Mfr Contract
Mfr Lot
Mfr Date From
Mfr Date To
Extended Flg
Failed Flg

Shelf Life Extension Grid

Edit
Delete
Labels
LIN/TAMCN
Stock Nbr
Mfr Contract
Mfr Lot
Mfr Dt
Expiration Dt
Last Test Dt
Extended Flg
Failed Flg
Override Cond Cd
Inspected By
Established Dt/Tm
Last Transaction Dt/Tm
Established By
Last Updated By

Print Shelf Life Extension Labels

Printer Language
Label Size
Label Type
Qty

Procedures

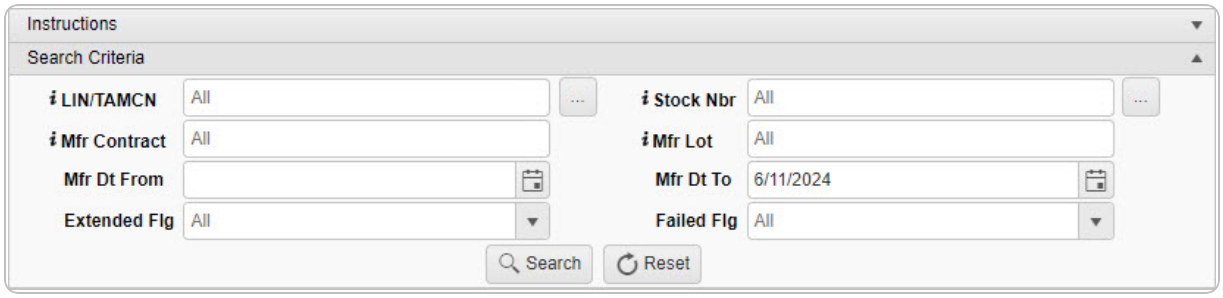
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Shelf Life Extension

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

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



- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help

- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Enter the MFR CONTRACT, using to assist with the entry. *This is a 13 alpha-numeric character field.*

- Enter the MFR LOT, using to assist with the entry. *This is a 20 alphanumeric character field.*

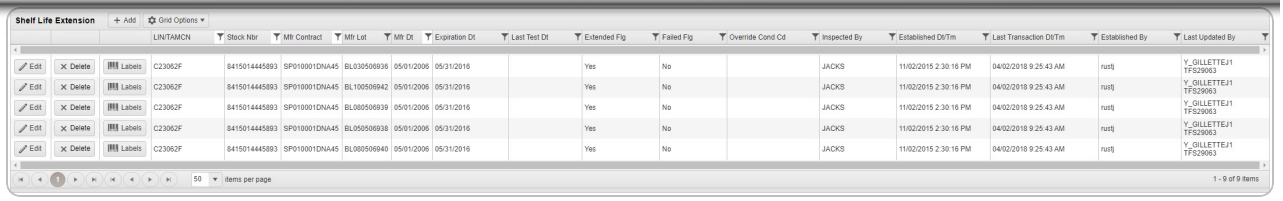
- Use to select the MFR DT From, or enter the date MM/DD/YYYY in the field provided.

- Use to select the MFR DT To, or enter the date MM/DD/YYYY in the field provided.

- Use to select the Extended Flg.

- Use to select the Failed Flg.

2. Click Search. *The Search Results are displayed in the Shelf Life Extension grid.*



Add a Shelf Life Extension

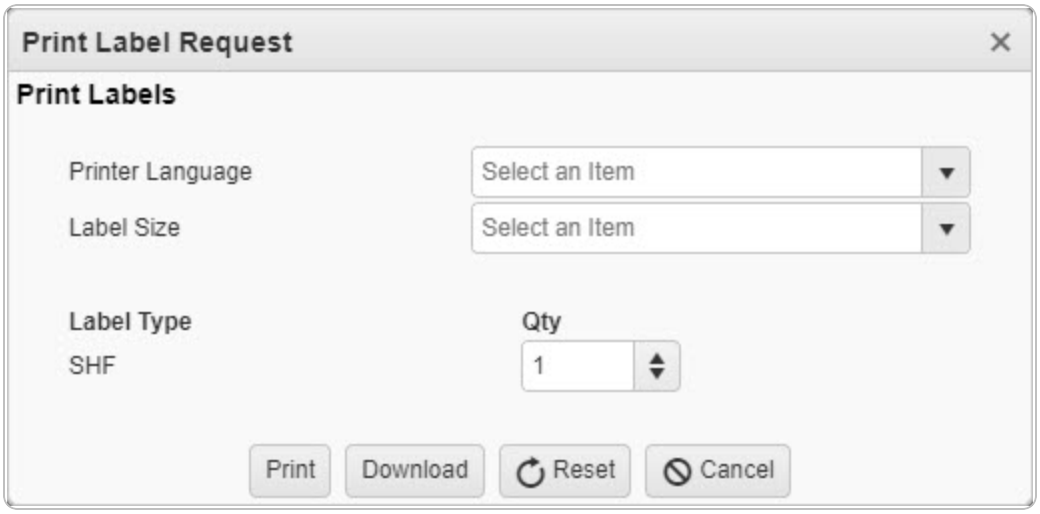
Select + Add. *The **Add Shelf Life Extension** pop-up window appears.*

Update a Shelf Life Extension

Select Edit. *The **Update Shelf Life Extension** pop-up window appears.*

Print Shelf Life Extension Labels

1. Select Labels next to the desired record. *The **Print Label Request** pop-up window appears.*



A. Use ▼ to select the Printer Language.

B. Use ▼ to select the Label Size.

C. *The Label Type automatically populates and is not editable.*

D. Use to choose the Qty.

2. Select Print to complete the transaction.

Delete a Shelf Life Extension

Select ✕ Delete. *The **Confirm Delete** pop-up 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
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Shelf Life Extension
- Update a Shelf Life Extension
- Delete a Shelf Life Extension

Add a Shelf Life Extension

Overview

The Add a Shelf Life Extension process provides the ability to create Shelf Life Extension records.

Navigation

CATALOG MGMT > Shelf Life Extension > + Add > Add Shelf Life Extension pop-up window

Page Fields

The following fields display on the **Add Shelf Life Extension** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
456	Enter a LIN/TAMCN or STOCK NBR. If a LIN/TAMCN record is added records will be created for all associated STOCK NBRS.
457	Enter the Official Source of the Extension Notification in the

	'Inspected By' field.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Add Shelf Life Extension

LIN/TAMCN
Stock Nbr
Mfr Contract
Mfr Lot
Mfr Dt *
Expiration Dt *
Last Test Dt
Inspected By *
Extended Flg
Failed Flg

(*) Asterisk identifies mandatory fields.

Procedures

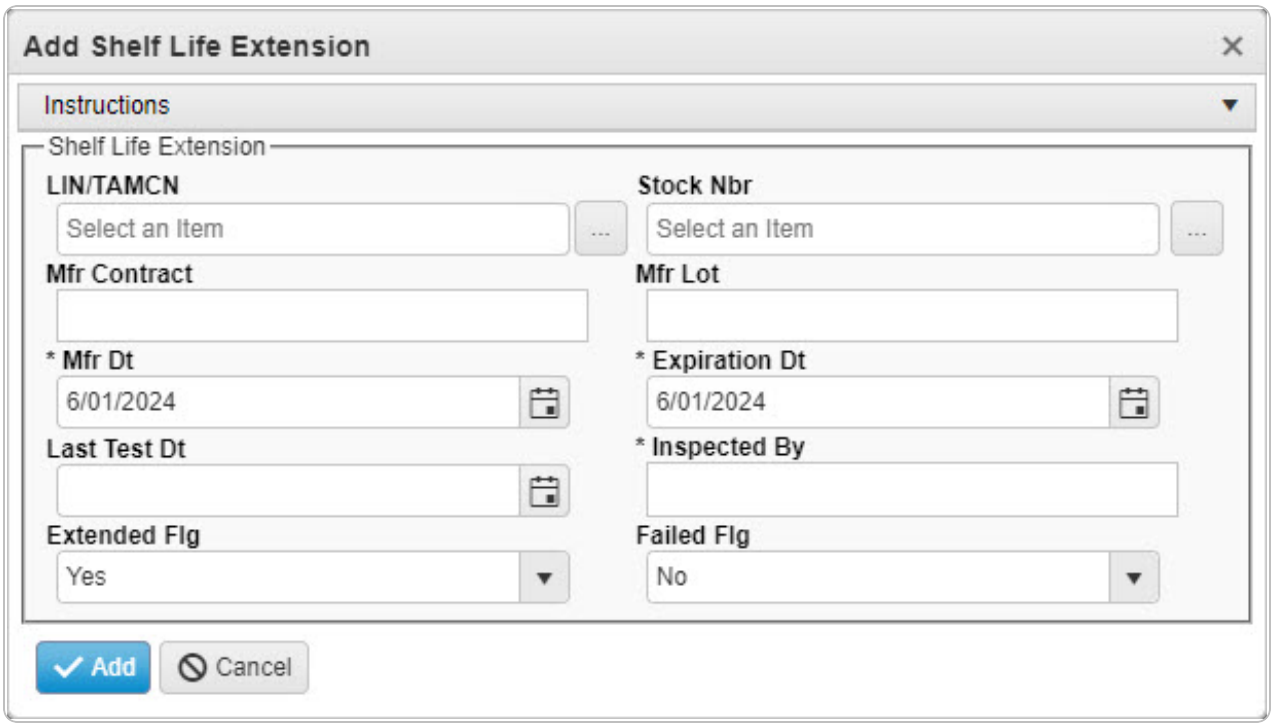
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Shelf Life Extension

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

1. Select + Add to create a Shelf Life Extension record. *The* ***Add Shelf Life Extension*** *pop-up window displays.*



A. Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

OR

B. Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

C. Enter the MFR CONTRACT in the field provided. *This is a 13 alphanumeric character field.*

D. Enter the MFR LOTin the field provided. *This is a 20 alphanumeric character field.*

E. Use to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided. *The default date is set to the system date.*

F. Use to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided. *The default date is set to the system date.*

Note

The **Expiration Date** is sometimes listed on the official Shelf Life Extension Notification as the **Next Test Date**.

G. Use to select the Last Test DT, or enter the date (MM/DD/YYYY) in the field provided.

H. Enter the Inspected By in the field provided. *This is a 15 alphanumeric character field.*

I. Use to select the Extended Flg. *The default is set to Yes.*

J. Use to select the Failed Flg. *The default is set to No*.

2. Select . *The new Shelf Life Extension record is green and appears at the top of the Shelf Life Extension 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
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

1164 — An existing record shows this Lot FAILED. Cannot add a record, if this Lot did not fail, update the existing record.	Invalid Entry. There is an existing Shelf Life Extension record for Stock Number selected. Double-check the existing record.
13 — Mandatory Entry: *LIN / TAMCN* or*STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Inspected By*.	
13 — Mandatory Entry: *MFR LOT*.	
13 — Mandatory Entry: *Expiration Date*.	
1165 — MFR DATE cannot be >= the Current Date.	Invalid Date Entry. The System Date must be before the MFR DATE. Enter a valid date.
1166 — Expiration Date entered cannot be less than the MFR DATE selected.	Invalid Date Entry. Calculated Expiration Date must be after the Expiration Date, based on the MFR DATE selected. Enter a valid date.
1167 — Record already exists with an Expiration Date of {0}. If the Expiration Date was revised, update existing record.	Invalid Entry. There is an existing Shelf Life Extension record that matches the Shelf Life Extension record being added. Double-check the existing record.

1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
2094 — Must be alphanumeric with supported special characters $, —, /, #, &, ;, (,), comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Shelf Life Extension Overview
- Update a Shelf Life Extension
- Delete a Shelf Life Extension

Update a Shelf Life Extension

Overview

The Update Shelf Life Extension process allows editing of a Shelf Life Extension record.

Navigation

CATALOG MGMT > Shelf Life Extension > Edit > Update Shelf Life Extension pop-up window

Page Fields

The following fields display on the **Update Shelf Life Extension** 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.
456	Enter a LIN/TAMCN or STOCK NBR. If a LIN/TAMCN record is added records will be created for all associated STOCK NBRS.
457	Enter the Official Source of the Extension Notification in the

	'Inspected By' field.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Update Shelf Life Extension

Stock Nbr
Mfr Contract
Mfr Lot
Mfr Dt
Expiration Dt *
Last Test Dt
Inspected By *
Extended Flg
Failed Flg

(*) Asterisk identifies mandatory fields.

Procedures

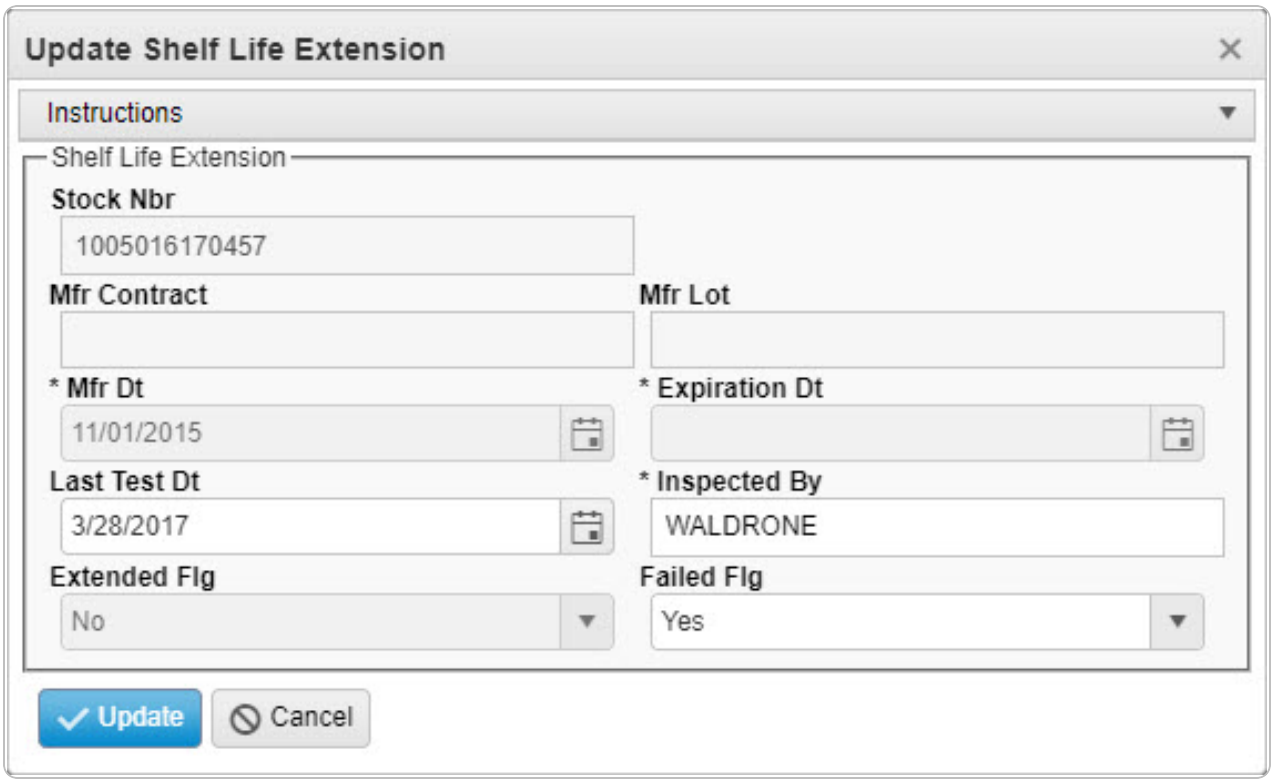
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Shelf Life Extension

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

1. Select Edit. *The* ***Update Shelf Life Extension*** *pop-up window displays.*



A. *Verify the STOCK NBR.*

B. *Verify the MFR CONTRACT.*

C. *Verify the MFR LOT.*

D. *Verify the MFR DT.*

E. *Verify the EXPIRATION DT.*

F. Update the Last Test DT, using or entering the date (MM/DD/YYYY) in the field provided.

G. Update the Inspected By, entering the revised personnel in the field provided.

H. *Verify the Extended FLG.*

I. Update the Failed Flg, using to select the desired flag.

2. Select to process the transaction.

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: *Inspected By*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Expiration Date*.	
1166 — Expiration Date entered cannot be less than the MFR DATE selected.	Invalid Date Entry. Calculated Expiration Date must be after the Expiration Date, based on the MFR DATE selected. Enter a valid date.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
2094 — Must be alphanumeric with supported special characters $, —, /, #, &, ;, (,), comma, period, and space.	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, period, and space. Special

	characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Shelf Life Extension Overview
- Add a Shelf Life Extension
- Delete a Shelf Life Extension

Delete a Shelf Life Extension

Overview

The Delete a Shelf Life Extension process allows removal of Shelf Life Extension records.

Helpful Tip

If a Shelf Life Extension record has a previous record stored in the application's History table, the early record can be restored. The Reset feature allows users to restore a previously created Shelf Life Extension record. This option is only available when a record has been stored in the History table.

Navigation

CATALOG MGMT > Shelf Life Extension> Delete > Confirm Delete pop-up window

Page Fields

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
455	When deleting a record you can restore a previous record (if available) by selecting the 'Reset' Button.

Procedures

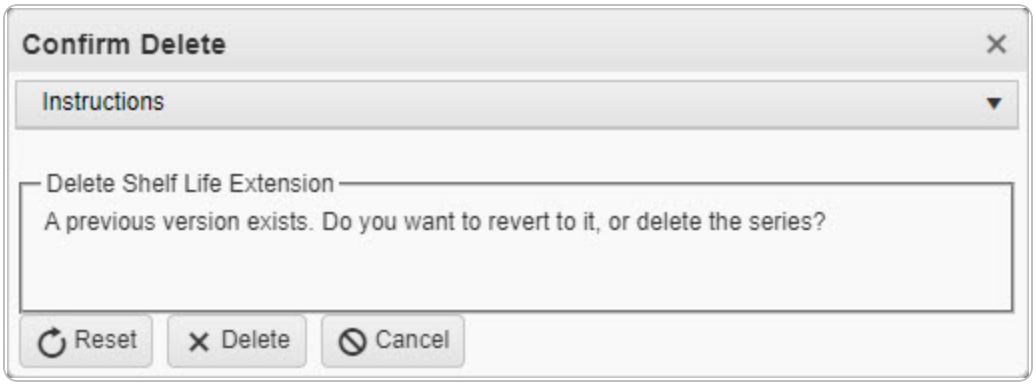
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Shelf Life Extension

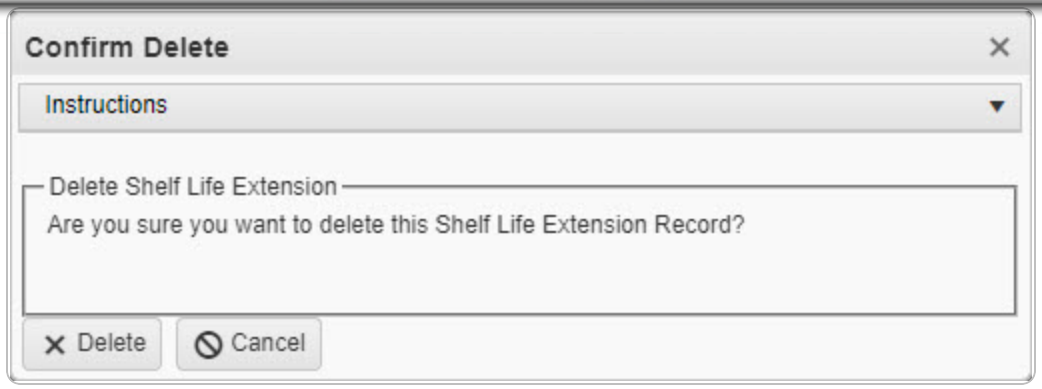
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next the desired record. *One of two possible* ***Confirm Delete*** *pop-up windows appear.*



- Select Reset. *The previously created record is restored.*

OR



- Select Delete. *The record is removed.*

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

- Shelf Life Extension Overview
- Add a Shelf Life Extension
- Update a Shelf Life Extension

Inspection Type / Action

Overview

The WAREHOUSE MGMT module Inspection Type / Action Process provides the ability to create and manage Inspection Type records used in conjunction with QC/QA/Inspection process. Inspection Types outline the condition of items, the frequency of inspections, and the different result statuses of the inspection. Also, Inspection Types can be assigned to Stock Number records for consistent management.

Note

The Inspection Type column of the Results may contain an entry of "C". The "C" an indicator that an inspection type on a component within an SKO is causing the SKO to be flagged as due for inspection. Even though the SKO itself may not be due for inspection, one of the components is, thereby rendering the Inspection Type as C and requiring the SKO to be due for inspection.

Navigation

CATALOG MGMT > Inspection / Action > Inspection Type page

Page Fields

The following fields display on the **Inspection Type / Action** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Inspection Type Name
Default Interval
Deployed
One-Time
Inspection Action
Inspection Interval Unit
Downgrade To Cond Cd

Inspection Grid

All
Inspection Type Name
Event Triggers
Inspection Action
Downgrade To Cond Cd
Read Only Inspection
One-Time
Compliance Date
Rescind Date

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm

Last Updated By
Remarks

Procedures

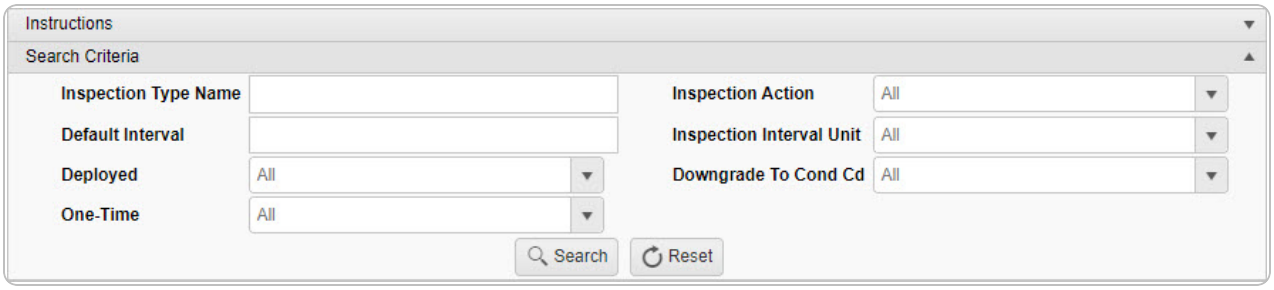
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Inspection Type Record

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

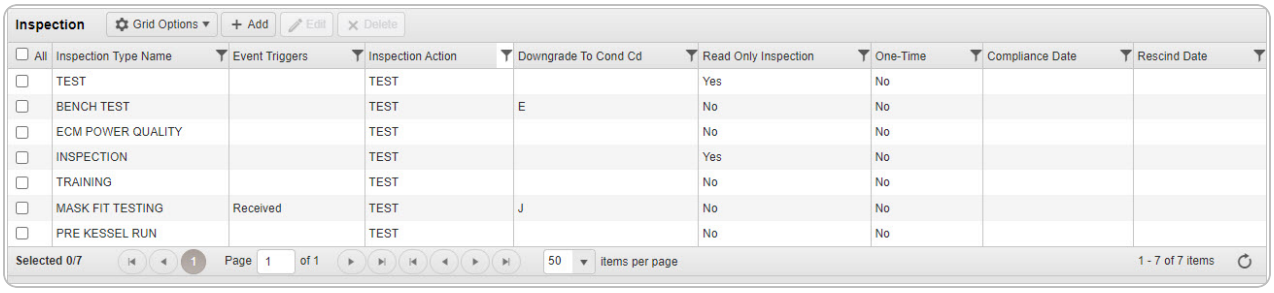
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the Inspection Type Name in the field provided. *This is a 50 alphanumeric character field.*
- Use to select the Inspection Action.
- Enter the Default Interval in the field provided. *This is a 4 numeric character field.*
- Use to select the Inspection Interval Unit.
- Use to select the Deployed.
- Use to select the Downgrade To Cond Cd.

- Use ▼ to select the One-Time.

2. Click Search. *The results display in the Inspection Search Results grid.*



Add an Inspection Type Record

Select + Add. *The **Add Inspection** pop-up window appears.*

Update an Inspection Type Record

1. Click ☐ to select the desired entry. *The Inspection Type is highlighted, and* Edit *and* ✕ Delete *become available.*
2. Select Edit. *The **Update Inspection** pop-up window appears.*

Delete an Inspection Type Record

1. Click ☐ to select the desired entry. *The Inspection Type is highlighted, and* Edit *and* ✕ Delete *become available.*
2. Select ✕ Delete. *The **Delete Inspection** pop-up 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
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Inspection / Action
- Delete an Inspection Result
- Update an Inspection / Action
- Delete an Inspection / Action

Add an Inspection Type / Action

Overview

The Inspection Type/Action Add process provides the ability to create and manage Inspection Type records. They outline the condition of items, the frequency of inspections, and the different result statuses of the inspection. Inspection Types are assigned to Stock Number records for the QC/QA/Inspection process.

Navigation

CATALOG MGMT > Inspection/Action > + Add > Add Inspection pop-up window

Page Fields

The following fields display on the **Add Inspection** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Inspection Type Tab

Inspection Type Name *
Inspection Action

Interval

- Active
- Schedule Type
- Use for Issues
- Default Interval
- Inspection Interval Unit
- Default Notification Window
- Event Triggers
  - Received
  - Returned

One-Time

- Compliance Date
- Rescind Date

Downgrade To Cond Cd
Add / Edit Remarks

- Remarks
- History Remarks

Inspection Results Tab

Inspection Result Code
Inspection Result Description
Display Order

(*) Asterisk identifies mandatory fields.

Procedures

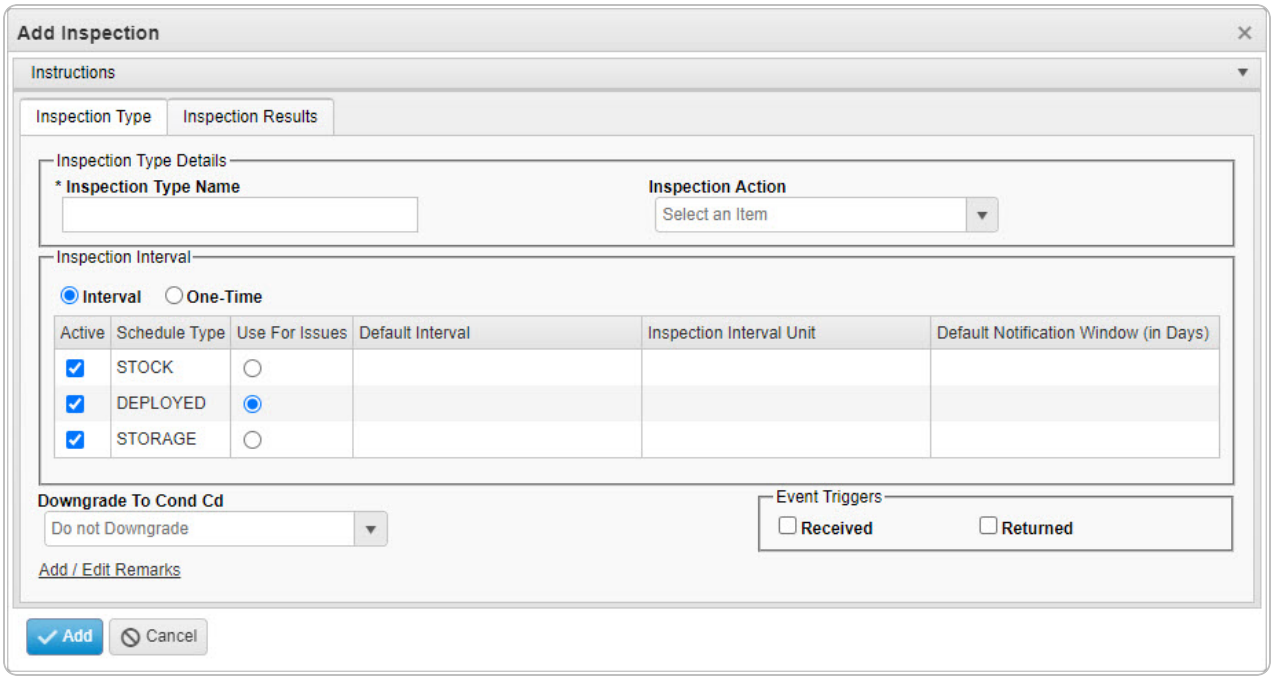
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Inspection Type Record

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

1. Select + Add to create an Inspection record. *The* ***Add Inspection*** *pop-up window appears.*



2. Enter the Inspection Type Name in the field provided. *This is a 50 alphanumeric character field.*

3. Use ▼ to select the Inspection Action.

4. Select ○ Interval if the inspection is recurring. *The fields appear to enter the recurring Inspection information.*

A. Click ☐ in the Active column. *This selects the desired Scheduled Type.*

B. *The Schedule Types automatically populate and are not editable.*

C. Select ○ Use For Issues for the desired Schedule Type. *This determines which one to use for issued inspections.*

D. *The Default Interval automatically populates and is not editable.*

E. *The Inspection Interval Unit automatically populates and is not editable.*

F. *The Default Notification Window automatically populates and is not editable.*

G. Use ▼ to select the Downgrade To Cond Cd.

H. Click ☐ to select Received. *The inspection is required when the asset is received.*

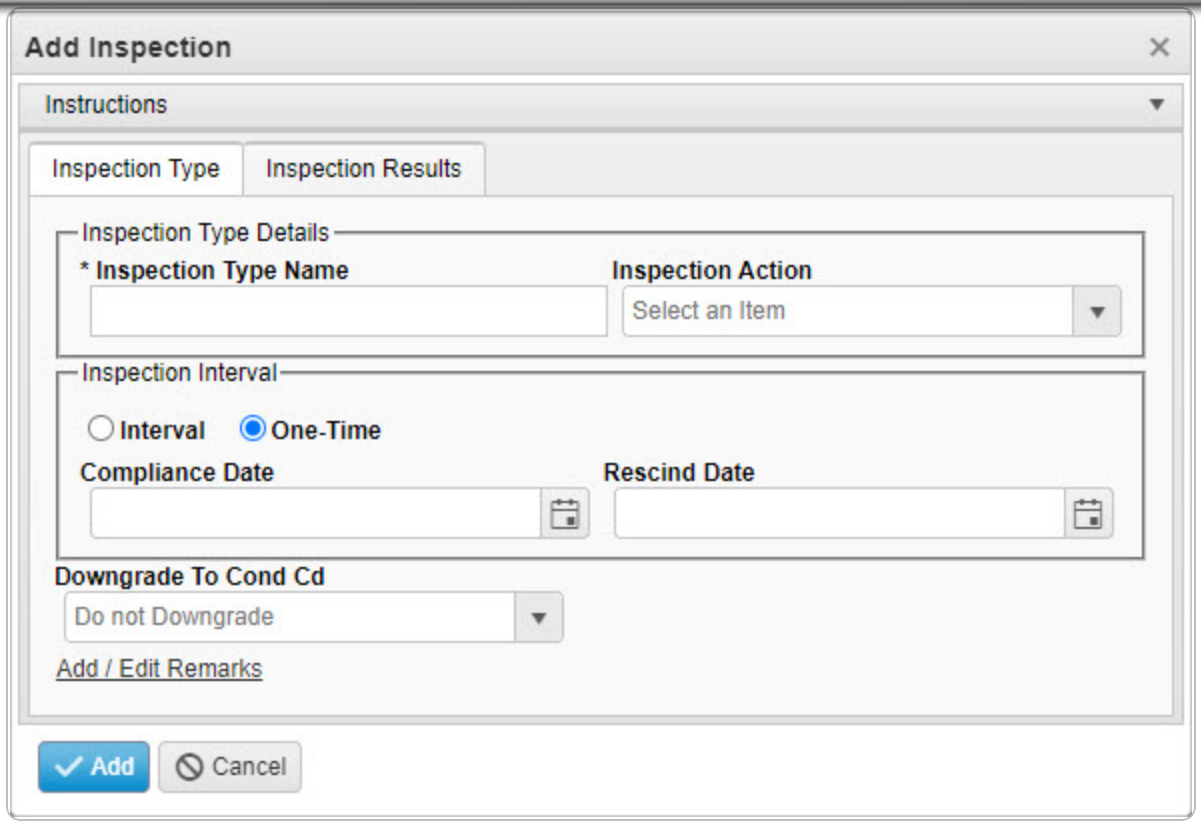
I. Click ☐ to select Returned. *The inspection is required when the asset is returned.*

J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

5. Select ○ One-Time if the inspection is done only once. *The fields appear to enter the single Inspection information.*



A. Use to select the Compliance Date, or enter the date (MM/DD/YYYY) in the field provided.

B. Use to select the Rescind Date, or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the Downgrade To Cond Cd.

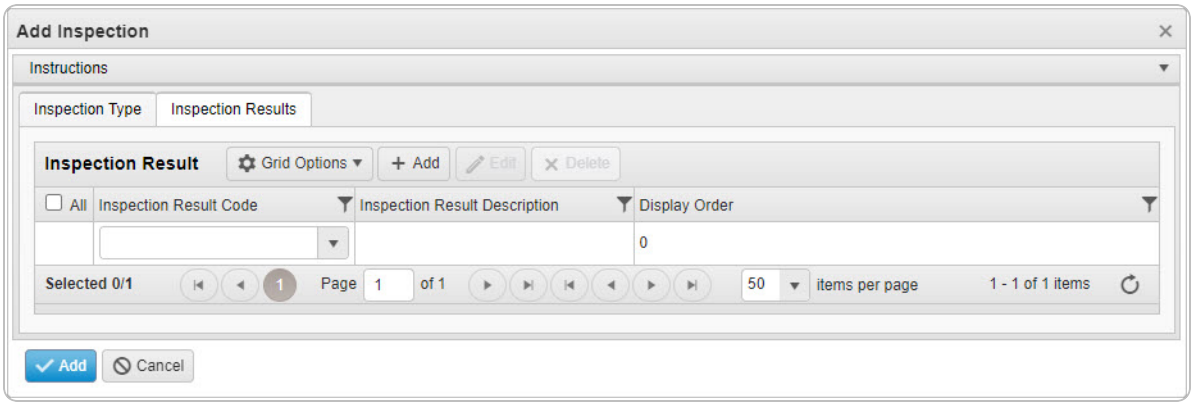
D. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

6. Select the Inspection Results tab.

A. Select + Add to add an Inspection Result Code. *An empty entry appears in the Inspection Result grid.*



B. Use ▼ to select the Inspection Result Code.

C. Enter the Inspection Result Description in the field provided. *This is a 50 alpha-numeric character field.*

D. Enter the Inspection Result Description in the field provided. *This is a 50 numeric character field.*

Helpful Tip

To update the Inspection Result entry:

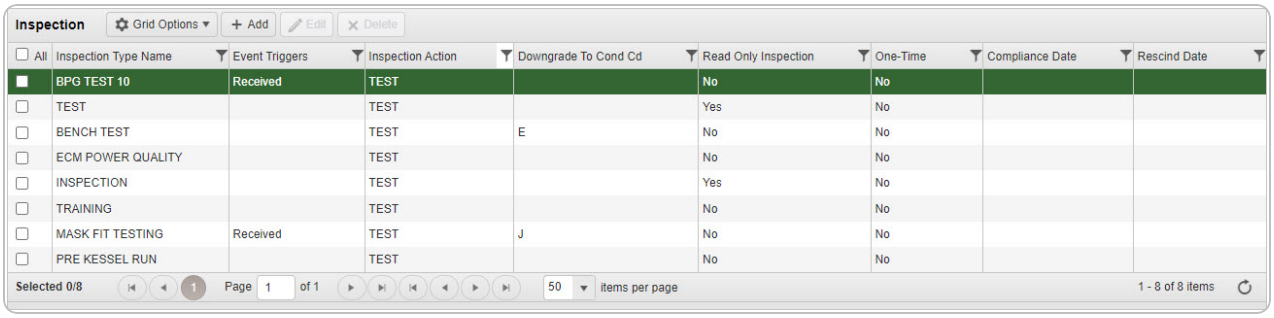
1. Highlight the row.
2. Select Edit.
3. Revise the entry, using steps B through D above.

Helpful Tip

To remove the Inspection Result entry:

1. Highlight the row.
2. Select Delete. *The **Delete Inspection Result** pop-up window appears.*

7. Select Add. *The pop-up window closes, and the new Inspection Type appears in the Search Results grid in green.*



All	Inspection Type Name	Event Triggers	Inspection Action	Downgrade To Cond Cd	Read Only Inspection	One-Time	Compliance Date	Rescind Date
☐	BPG TEST 10	Received	TEST		No	No		
☐	TEST		TEST		Yes	No		
☐	BENCH TEST		TEST	E	No	No		
☐	ECM POWER QUALITY		TEST		No	No		
☐	INSPECTION		TEST		Yes	No		
☐	TRAINING		TEST		No	No		
☐	MASK FIT TESTING	Received	TEST	J	No	No		
☐	PRE KESSEL RUN		TEST		No	No		

Selected 0/8 Page 1 of 1 50 items per page 1 - 8 of 8 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
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.
13 — Mandatory Entry: *Inspection Type Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Inspection Action*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Inspection / Action Overview
- Delete an Inspection Result
- Update an Inspection / Action
- Delete an Inspection / Action

Update an Inspection Type / Action

Overview

The Inspection Type/Action Update process allows editing of Inspection Type records.

Navigation

CATALOG MGMT > Inspection/Action > ☐ (desired record) > Edit > Update Inspection pop-up window

Page Fields

The following fields display on the **Update Inspection** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Inspection Type Tab

Inspection Type Name *
Inspection Action

Interval

Active
Schedule Type
Use for Issues
Default Interval
Inspection Interval Unit
Default Notification Window
Event Triggers

Received
Returned

One-Time

Compliance Date
Rescind Date

Downgrade To Cond Cd
Add / Edit Remarks

Remarks
History Remarks

Inspection Results Tab

Inspection Result Code
Inspection Result Description
Display Order

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

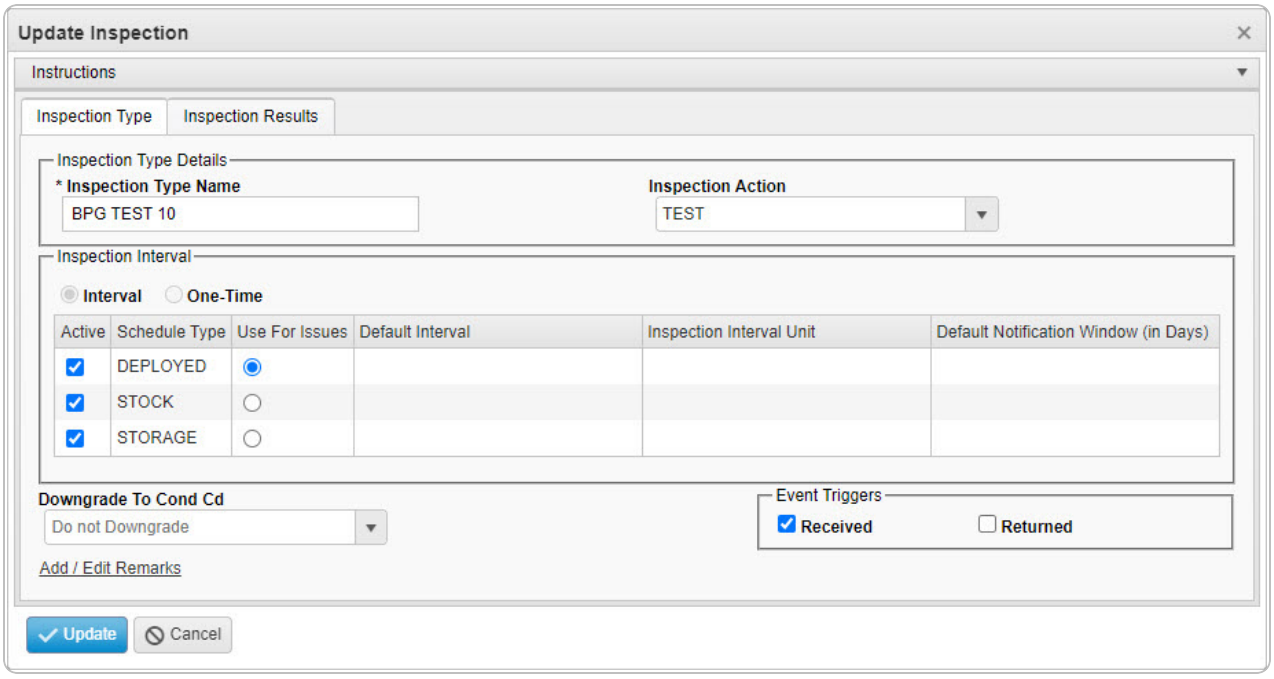
Click the following link to display Warehouse Navigation Tips.

Update an Inspection Record

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

1. Click ☐ to select the desired entry. *The Inspection Type is highlighted, and* Edit *and* Delete *become available.*

2. Select Edit. *The* ***Update Inspection*** *pop-up window appears.*



3. Update the Inspection Type Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

4. Update the Inspection Action, using ▼ to select the desired type.

5. Verify the ○ Interval fields. *The fields are for entering the recurring Inspection information.*

   A. Verify the Active column contains the appropriate ☑ or ☐. *This selects the desired Scheduled Type.*

   B. *Verify the Schedule Types.*

   C. Verify the Use For Issues contains the appropriate ◉ or ○ for the desired Schedule Type. *This determines which one to use for issued inspections.*

   D. *Verify the Default Interval.*

   E. *Verify the Inspection Interval Unit.*

F. *Verify the Default Notification Window.*

G. Update the Downgrade To Cond Cd, using ▼ to select the desired code.

H. Verify Received contains the appropriate ☑ or ☐. *The inspection is required when the asset is received.*

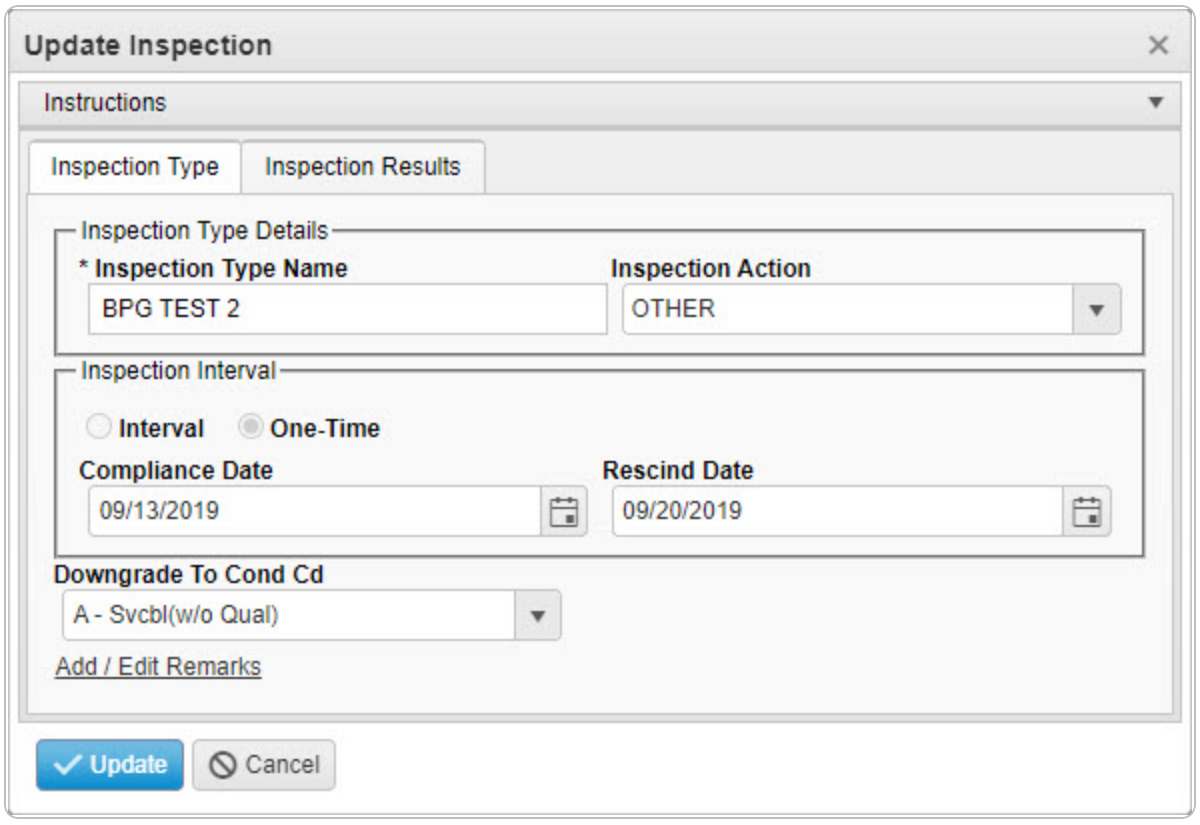
I. Verify Returned contains the appropriate ☑ or ☐. *The inspection is required when the asset is returned.*

J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

6. Verify the ○ One-Time fields. *The fields are for entering the single Inspection information.*



A. Update the Compliance Date, using or entering the date (MM/DD/YYYY) in the field provided.

B. Update the Rescind Date, using or entering the date (MM/DD/YYYY) in the field provided.

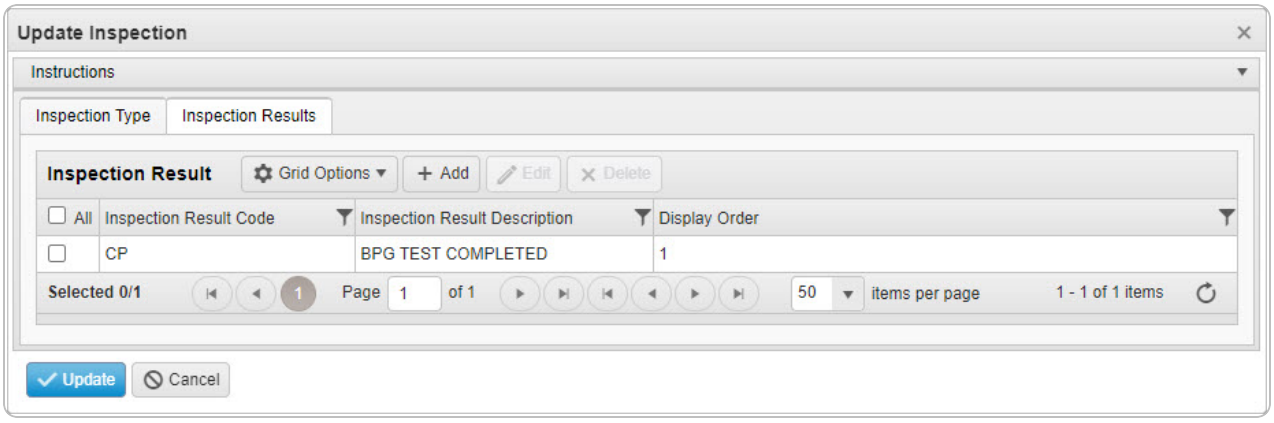
C. Update the Downgrade To Cond Cd, using to select the desired code.

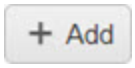
D. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

7. Select the Inspection Results tab.



A. Select  to add an Inspection Result Code. *An empty entry appears in the Inspection Result grid.*

B. Use to select the Inspection Result Code.

C. Enter the Inspection Result Description in the field provided. *This is a 50 alpha-numeric character field.*

D. Enter the Display Order in the field provided. *This is a 50 numeric character field.*

Helpful Tip

To update the Inspection Result entry:

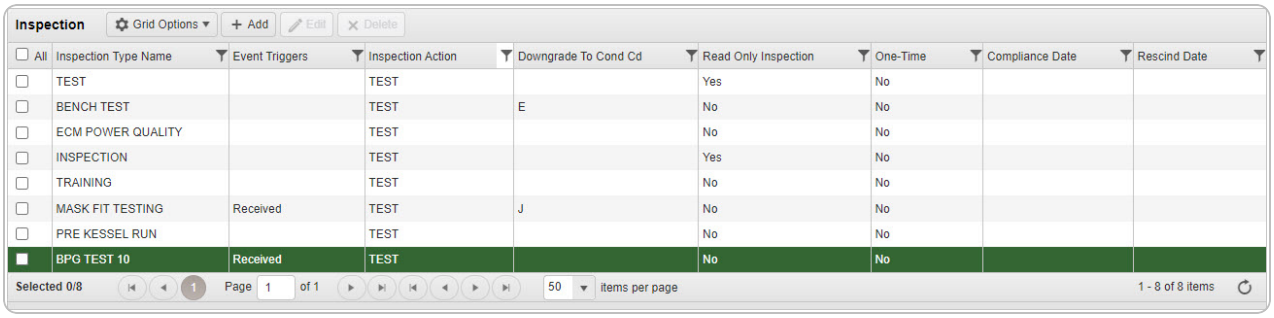
1. Highlight the row.
2. Select Edit.
3. Revise the entry, using steps B through D above.

Helpful Tip

To remove the Inspection Result entry:

1. Highlight the row.
2. Select Delete. *The **Delete Inspection Result** pop-up window appears.*

8. Select Update. *The pop-up window closes, and the revised Inspection Type appears in the Search Results grid in green.*



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.	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.
13 — Mandatory Entry: *Inspection Type Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Inspection Action*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Inspection/Action Overview
- Add an Inspection/Action
- Delete an Inspection Result
- Delete an Inspection / Action

Delete an Inspection Type / Action

Overview

The Inspection Type/Action Delete process allows the removal of an Inspection Type record from the associated Warehouse.
In order for the record to be deleted, the Inspection Type record cannot have an open action (a QC/QA/Inspection request) assigned to it, or stock number associated to it.

Navigation

CATALOG MGMT > Inspection/Action > ☐ (desired record) > ✕ Delete > Delete Inspection pop-up window

Page Fields

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

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Inspection

History Remarks

Procedures

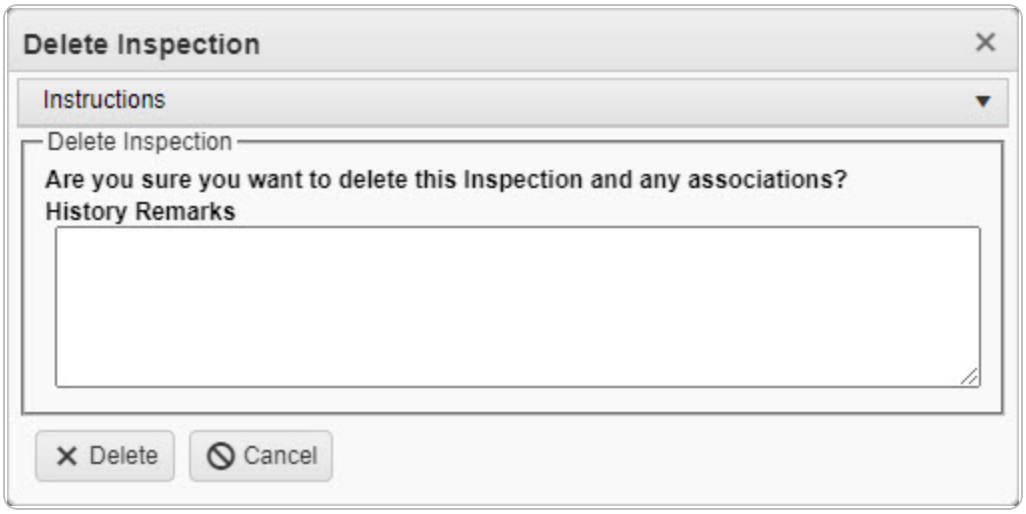
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Inspection Type

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

1. Click ☐ to select the desired entry. *The Inspection Type is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Delete Inspection*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select Delete. *The Inspection Type is removed from the 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
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.
2127 — Cannot delete, Inspection Type is in use.	Invalid Deletion. Locate any Stock Numbers that are associated to this Inspection Type. Either revise the Stock Number record, or revise the Inspection Type record.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Inspection/Action Overview
- Add an Inspection/Action
- Delete an Inspection Result
- Update an Inspection/Action

Delete the Inspection Result

Overview

The Inspection Result Delete process allows removal of an Inspection Result record that has either not yet been added or is being edited.

Navigation

CATALOG MGMT > Inspection/Action > *VARIOUS PROCEDURAL STEPS* > ☐ (desired record) > Edit > Update Inspection > Inspection Results Tab > ☐ (desired record) > Delete > Delete Inspection Result pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Inspection Result

History Remarks

Procedures

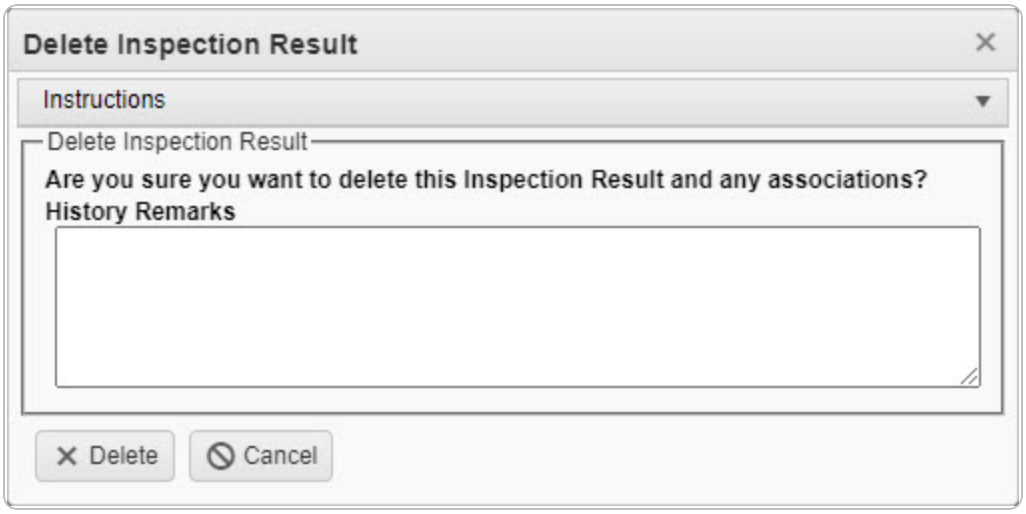
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Inspection Result

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

1. Click ☐ to select the desired entry. *The Inspection Result is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Delete Inspection Result*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select Delete. *The Inspection Result is removed from the 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
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Inspection / Action Overview
- Add an Inspection / Action
- Update an Inspection / Action
- Delete an Inspection / Action

Manufacturer Part Nbr Overview

Overview

The Warehouse Mgmt module Manufacturer Part Number process provides the ability to have a central reference to the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This process must have the stock number already existing in the catalog.

Navigation

Catalog Mgmt > Manufacturer Part Nbr > Manufacturer Part Nbr page

Page Fields

The following fields display on the **Manufacturer Part Nbr** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Manufacturer Part Nbr Search Results.
526	Select "Reset" to clear the Manufacturer Part Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Manufacturer Part Nbr data.
528	Select "Add" to create a new Manufacturer Part Nbr record.

529	Select "Edit" to update the selected MANUFACTURER PART NBR record(s).
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).

Search Criteria Grid

Stock Nbr
Item Desc
Mfr Name
CAGE Cd
Mfr Part Nbr
FAST Reportable
Mfr Model Nbr
Non Accountable
UPC

Search Results Grid

All
Stock Nbr
Item Desc
CAGE Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
UPC

Optional

Active
Contract License Managed
Established By
Established Dt/Tm
FAST Reportable
History Remarks
Last Transaction Dt/Tm
Last Updated By

Non Accountable
Product Service Code
Program Id
Remarks
SNaP—IT Desc
SNaP—IT Id
Software Catalog Name
Software Management Type Code
System Name

Procedures

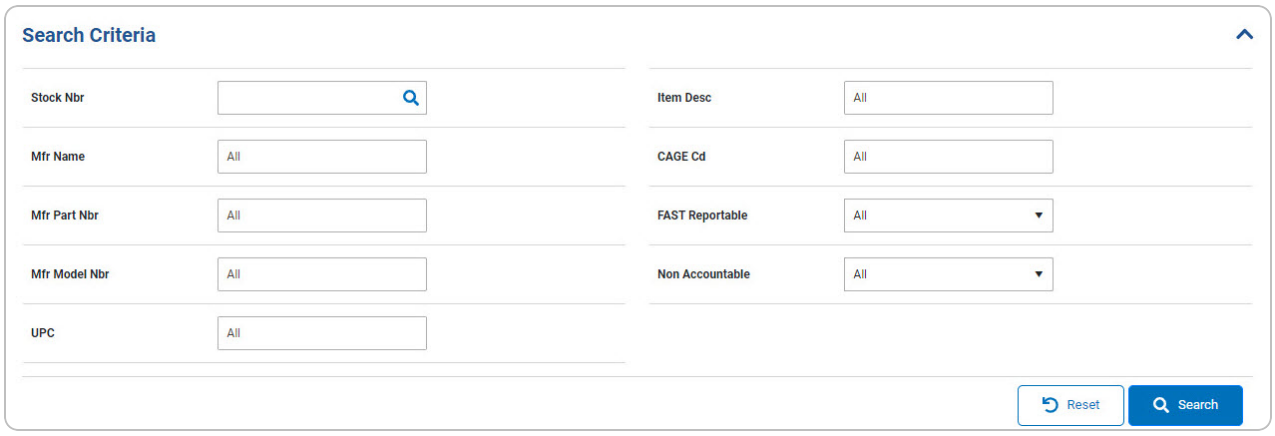
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Manufacturer Part 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.*

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

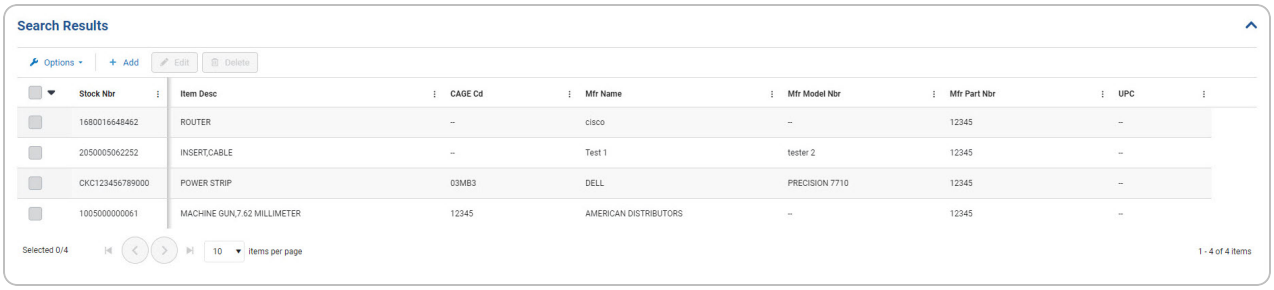


- Enter the Stock Nbr, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the CAGE CDin 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.*
- Use ▾ to select the FAST Reportable.
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use ▾ to select the Non Accountable.
- Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*

2. Select Search. *The results appear in the Search Results Grid below.*



Add a MANUFACTURER PART NBR

Select + Add. *The **Add Manufacturer Part Nbr** slide-out window appears.*

Update a MANUFACTURER PART NBR

1. Click ☐ to select the entry. *The MANUFACTURER PART NBR row is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The **Update Manufacturer Part Nbr** slide-out window appears.*

Delete a Manufacturer Part Nbr

1. Click to select the entry. *The Manufacturer Part Nbr row is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Delete Manufacturer Part Nbr*** *pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

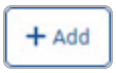
- Add a Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number

Add a Manufacturer Part Nbr

Overview

The Manufacturer Part Nbr Add process provides the ability to create new Manufacturer Part Numbers. These reference the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

Catalog Mgmt > Mfr Part Nbr > 

> Add Manufacturer Part Nbr slide-out window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE Cd, see https://cage.dla.mil.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *
Item Desc
Mfr Name *
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
UPC
FAST Reportable
Status
Non Accountable

Remarks Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

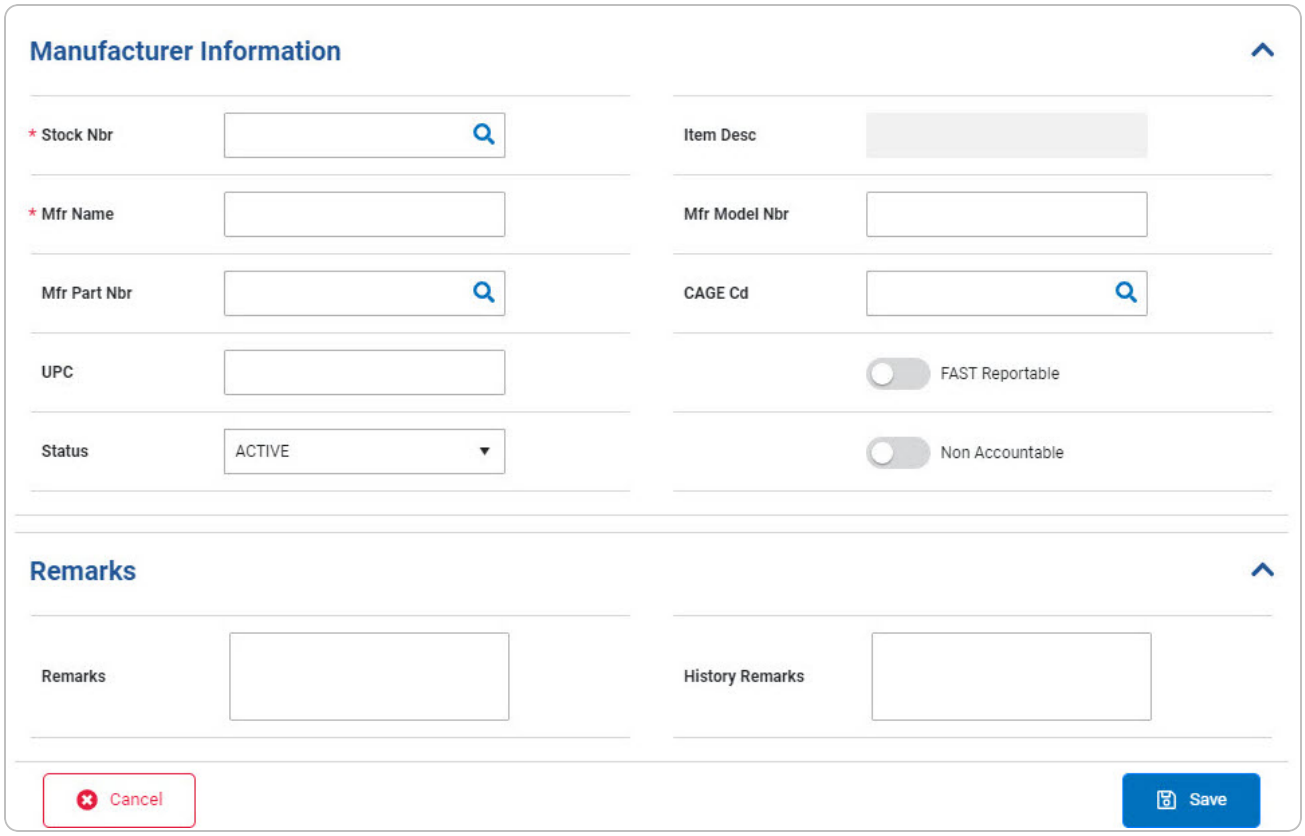
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a MANUFACTURER PART NBR

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

1. Select + Add. *The* ***Add Manufacturer Part Nbr*** *slide-out window appears.*



A. Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

B. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*

C. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

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

E. Enter the MFR PART NBR, or use 🔍 to browse for the entry. *This is a 35 alpha-numeric character field.*

External Manufacturer Part Number Browse

F. Enter the CAGE Cd, or use in the field provided. *This is a 5 alphanumeric character field.*

CAGE Cd Browse

G. Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*

H. Click to select the FAST Reportable. *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*

I. Use to select the Status.

J. Click to select the Non Accountable. *This means the Manufacturer Part Number is Non Accountable.*

K. *Enter the information in the Remarks panel.*

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

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

2. Select Save. *The new Manufacturer Part Number appears at the top 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 sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following

ported special character(s) $, — , /, #, &, comma, period, and space.	permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MFR NAME*.	
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number

Update a Manufacturer Part Nbr

Overview

The Manufacturer Part Nbr Update process allows editing Manufacturer Part Number data referencing the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

Catalog Mgmt > Mfr Part Nbr>

> Edit Manufacturer Part Nbr slide-out window

Page Fields

The following fields display on the **Edit Manufacturer Part Nbr** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE Cd, see https://cage.dla.mil.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *
Mfr Name *
Mfr Part Nbr
UPC
Status
Item Desc
Mfr Model Nbr
CAGE Cd
FAST Reportable
Non Accountable

Remarks Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

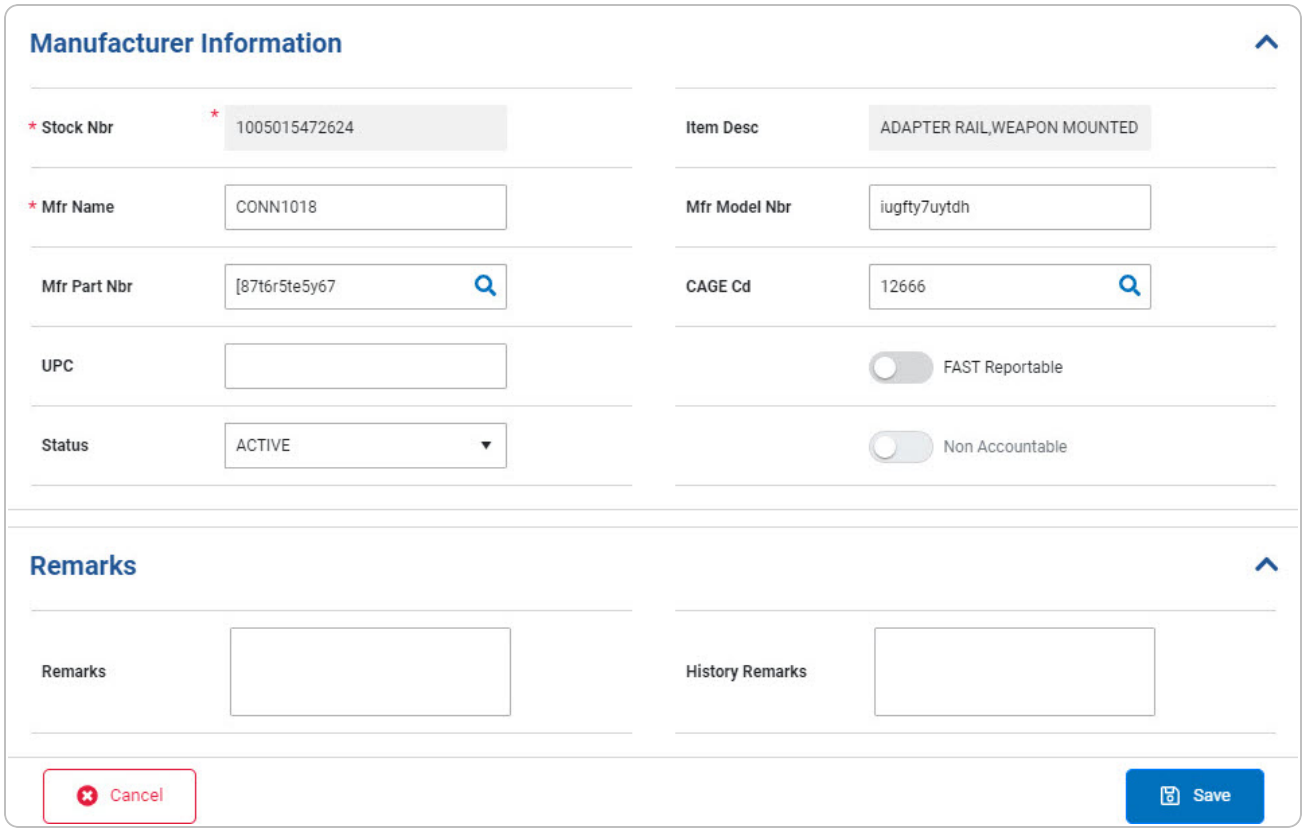
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a MANUFACTURER PART NBR

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

1. Select Edit. *The **Edit MANUFACTURER PART NBR** slide-out window appears.*



A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

D. Update the MFR MODEL NBR, entering the revised identifier in the field provided. *This is a 48 alphanumeric character field.*

E. Update the MFR PART NBR, using to browse for the revised identifier. *This is a 35 alphanumeric character field.*

External Manufacturer Part Number Browse

F. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

G. Update the UPC, entering the revised code in the field provided. *This is a 6 - 12 numeric character field.*

H. Verify the FAST Reportable contains the appropriate or . *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*

I. Update the Status, using to select the desired activity level.

J. Verify the Non Accountable contains the appropriate or . *This means the Manufacturer Part Number is Non Accountable.*

K. *Enter the information in the Remarks panel.*

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

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

2. Select Save. *The revised Manufacturer Part Number appears at the top 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.

13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MFR NAME*.	
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Manufacturer Part Number
- Add a Manufacturer Part Number
- Delete a Manufacturer Part Number

Delete a Manufacturer Part Nbr

Overview

The Manufacturer Part Nbr Delete process allows removal of a selected Mfr Part Nbr record.

Attention

A Mfr Part Nbr record **cannot be deleted** if the record is associated with any asset records.

Navigation

Catalog Mgmt > Mfr Part Nbr > Delete > Delete Manufacturer Part Nbr pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
530	Select "Delete" to remove the selected Manufacturer Part Nbr record(s).
14	Select "Cancel" button to return to previous page.

Manufacturer Information Grid

Stock Nbr
Item Desc
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Remarks Grid

History Remarks

Procedures

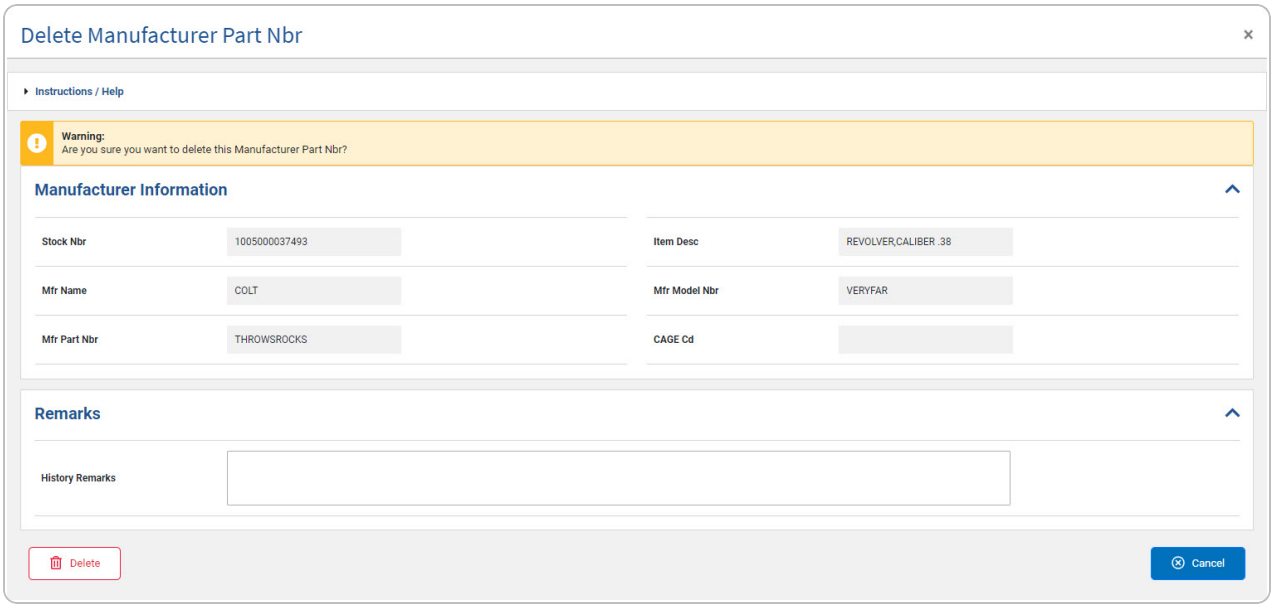
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Mfr Part Nbr

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

1. Select Delete. *The **Delete Manufacturer Part Nbr** pop-up window appears.*



1. *Verify the Stock Nbr.*

2. *Verify the Item Desc.*

3. *Verify the Mfr Name.*

4. *Verify the Mfr Model Nbr.*

5. *Verify the Mfr Part Nbr.*

6. *Verify the CAGE Cd.*

7. *Enter the information in the Remarks panel.*

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

2. Select Delete. *The Manufacturer Part Number is removed from 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
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.
2159 — Cannot delete Manufacturer record with active Software Licenses.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to any assets with current licenses. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2417 — Cannot delete a Manufacturer Record associated to a Stock Number that is Stock Item Type = 'B.'	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to a Stock Number that is Stock Item Type B – PART NBR. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2418 — Manufacturer Part Number cannot be Deleted. {0} Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to an Asset Master, Due-In, CIP Asset, or a File Reference. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2419 — Manufacturer Part Number was not Deleted. Contact the ELMS CALL	Contact the ELMS Call Center

CENTER.	

Related Topics

- Manufacturer Part Number
- Add a Manufacturer Part Number
- Update a Manufacturer Part Number

Pending Catalog Overview

Overview

The Warehouse Management module Pending Catalog process provides the ability to process catalog records which are arriving from outside sources. These catalog records have a Status Code of Catalog Pending (CP) or Manufacturer Pending (MP) or have missing or incomplete information on the receiving Agency's Catalog. The records are awaiting Stock Number or Manufacturer Data to record on the Due-In Table. Once the record is completed, it has a Status Code of Catalog Complete (CC).

Navigation

CATALOG MGMT > PNDG CATALOG > Pending Catalog Search Criteria page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Pending Catalog Transactions Search Results.
526	Select "Reset" to clear the Pending Catalog Transactions Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Pending Catalog Transactions data.

528	Select "Add" to create a new Pending Catalog Transactions record.
529	Select "Edit" to update the selected Pending Catalog Transactions record(s).
530	Select "Delete" to remove the selected Pending Catalog Transactions record(s).
531	Select "Attachments" to add or view an attached document to the selected Pending Catalog Transactions record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr
Item Desc
Doc Nbr

Status

Manufacturer Pending
Catalog Pending

Search Results Grid

All
Doc Nbr
Stock Nbr
Item Desc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd
Status
Non Actbl

Procedures

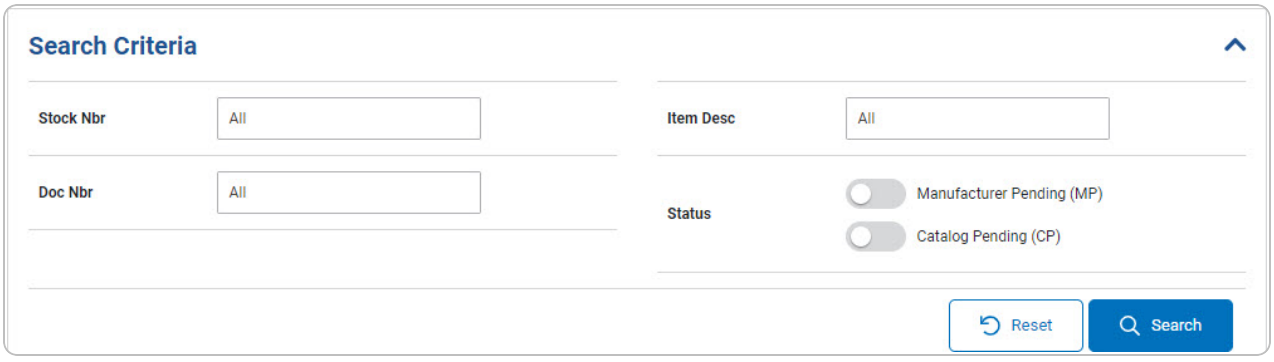
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For A Pending Catalog Transaction

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

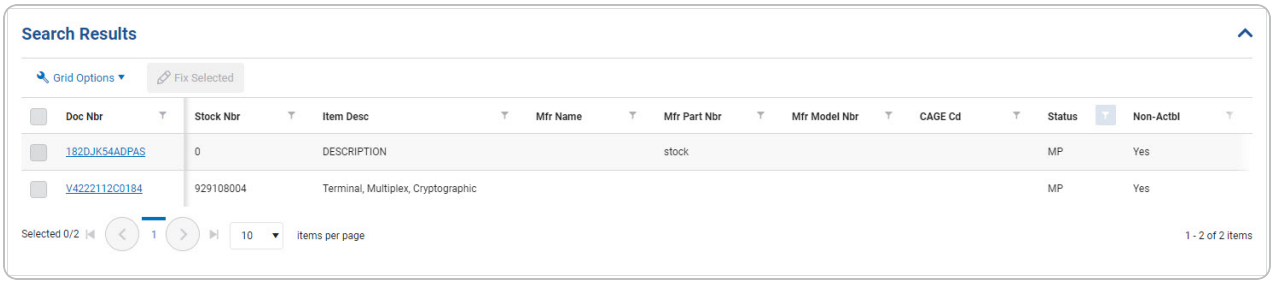
1. In the Search Criteria panel, narrow the results by entering one of the following optional fields:.



- Enter the Stock Number 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.*
- Enter the DOC NBR in the field provided. *This is a 15 alphanumeric character field.*
- Choose the Status:
  - Click to select the Manufacturer Pending (MP). *The slider changes to and the Search includes records with a Status of MP.*
  - Click to select the Catalog Pending (CP). *The slider changes to and the Search includes records with a Status of CP.*

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



Update the Pending Catalog Record

1. Click to select the desired entry. *The DOC NBR record is highlighted, and* Fix Selected *becomes available.*
2. Either:
   - Select Fix Selected.

   OR
   - Select the DOC NBR hyperlink.
3. *The **Doc Nbr** 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
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.
2244 — Manufacturer information is not cataloged with stock number information in local catalog.	Invalid Entry. was clicked before completing the entry. Enter the Manufacturer Part Number and re-enter the information.
2416 —Manufacturer Record already exists for this Stock Number. Only one manufacturer record can exist when Stock Item Type = 'B.'	Invalid Entry. A second manufacturer record cannot be added to a Stock Number Type = B. Double-check the information and re-enter the record.

Related Topics

- Pending Catalog - Fix Selected

Fix the Selected Pending Catalog

Overview

The Pending Catalog Fix Selected process allows editing of a Catalog record.

Navigation

CATALOG MGMT > PNDG CATALOG > Search > (desired record) > Fix Selected > DOC NBR slide-out window

Page Fields

The following fields display on the **Pending Catalog DOC NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Doc Nbr

Stock Number Information Grid

Stock Nbr
Item Desc

Manufacturer Information Grid

Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

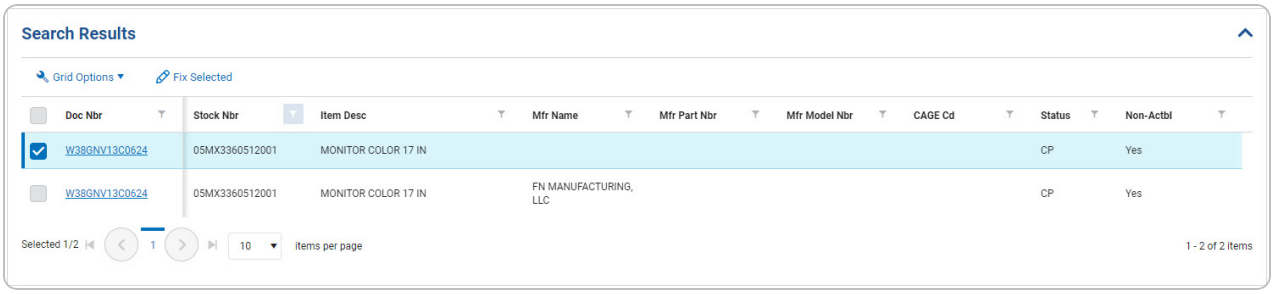
Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Process a Record

1. Click ☐ to select the desired entry. *The DOC NBR record is highlighted, and* Fix Selected *becomes available.*



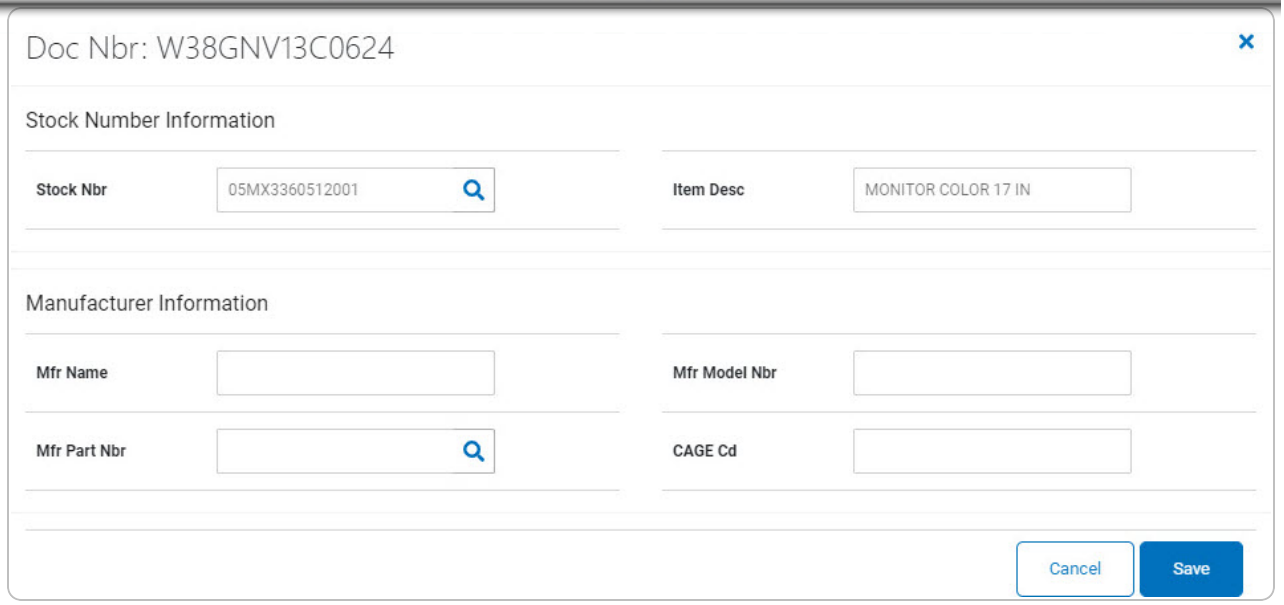
2. Either:

   - Select Fix Selected.

   OR

   - Select the DOC NBR hyperlink.

3. *The **Doc Nbr** slide-out window appears.*



A. Update the STOCK NBR, using to browse for the revised identifier. *This is a 15 alphanumeric character field.*

Internal Stock Number Browse help

B. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

C. Update the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

D. Update the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*

E. Update the MFR PART NBR, using to browse for the revised number. *This is a 35 alphanumeric character field.*

Internal Manufacturer Part Number Browse help

F. Update the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

4. Select Save. *Status Code CP records are upgraded to MP; Status Code MP records are upgraded to CC.*

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
363 — Selected rows must have matching Stock Nbrs and Sts Cds.	Invalid Selection. The Status Cd must be either Manufacturer Pending (MP) or Catalog Pending (CP), not both. Re-select entries so that they have the same Status Cd.
364 — Selected rows must have like Item Desc and Sts Cds.	Invalid Selection. The Status Cd must be either Manufacturer Pending (MP) or Catalog Pending (CP), not both. Re-select entries so that they have the same Status Cd.
2244 — Manufacturer information is not cataloged with stock number information in local catalog.	Invalid Entry. Save was clicked before completing the entry. Enter the Manufacturer Part Number and re-enter the information.
2416 — Manufacturer Record already exists for this Stock Number. Only one manufacturer record can exist when Stock Item Type = 'B.'	Invalid Entry. A second manufacturer record cannot be added to a Stock Number Type = B. Double-check the information and re-enter the record.

Related Topics

- Pending Catalog Transactions

Receiving

Overview

The Warehouse Management module Receiving process provides the ability to accept items into a Warehouse. Warehouse personnel can use the automated "wizard" to receive the materiel, process from a due-in record, or create a new receipt record with noted discrepancies. This process tracks the overall receiving status to meet the DoD objective of marking every unique item with a Unique Item Identifier (UII), and also establishes the Inventory Control Number (ICN) for the equipment.
If items are canceled or marked discrepant at any time during the receiving process for a Warehouse Transfer, both the losing and gaining warehouses must negotiate how to handle the inventory adjustments.

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

Materiel Mgmt > Receiving > Receiving page

Page Fields

The following fields display on the **Receiving** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Search Criteria Grid

Document Nbr
Document Type
Document Status
Serial Number
Stock Nbr
Item Desc
Requisition Prj Cd
Shipment Ref Nbr

Documents Grid

Edit
Status
Document Nbr
Stock Nbr
Item Desc
From Warehouse
Document Type
Reportable Commodity Type
Ordered Qty
Received Qty
Verified Qty
Accepted Qty
Discrepant Qty
Canceled Qty

Due In Qty
Document Container Id

Optional

Work Order
Document Ref Nbr
Security Commodity Type
Shipment Reference Nbr
GFM Contract Nbr
Document Sub Type
Manually Generated
ARC
Calibration Cd
CIC
CIIC
CLIN
Cntr/PO Nbr
Color
Reportable Commodity Type Desc
Security Commodity Type Desc
Conversion Factor
Demand Cd
Dist Cd
Dlvry Ord Nbr
Dmil Cd
Document Id
Document Status
Document Unit Price
Established Dt/Tm
Established By
Est Dlvry Dt
Fund Cd
Haz Mat Cd
Hazardous
Height (in)
Last Transaction Dt/Tm
Last Updated By
Length (in)
LIN/TAMCN
LIN/TAMCN Desc
Logistics Program
Media Status Cd
Mgmt Cd

Program Id
Precious Mtl Cd
Priority Cd
Qty per Unit Pack
Rqd Dlvry Dt
Recovered Cd
Region
Remarks
Reportable Cd
Requisition Prj Cd
Shelf Life Cd
Signal Cd
Site
Size
Source of Supply RIC
Stock Item Cd
Stores Account Cd
Supp Address
To Warehouse
Type Asset Cd
Stocking UI
UI
Unit Cube (Ft)
Stocking Unit Price
Unit Weight (lbs)
Width (in)

Document Details Grid

Stock Nbr
Document Transaction Status
Last Updated By
Cond Cd
Transaction Qty
Suffix Cd
Prj Cd

Transaction Details Grid

Stock Nbr
ICN
Serial Nbr
Cond Cd

Suffix Cd
Location Id
Container ID
Prj Cd
Owning DoDAAC
GFM Contract Nbr
Transaction Qty
Document Transaction Status
Discrepant Reason
Work Order Nbr
Last Updated By
Last Transaction Dt/Tm

Optional

UII
UII Status
Mfr CAGE
Mfr Contract
Mfr Lot Nbr
Mfr Dt
Shelf Life Expiration Dt
Received By
Received Dt
Verified By
Verified Dt
Accepted By
Accepted Dt

Procedures

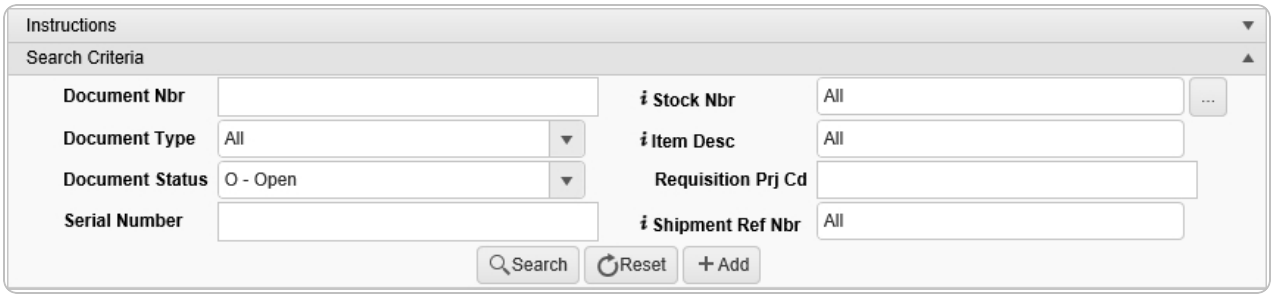
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Receiving Document

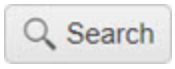
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

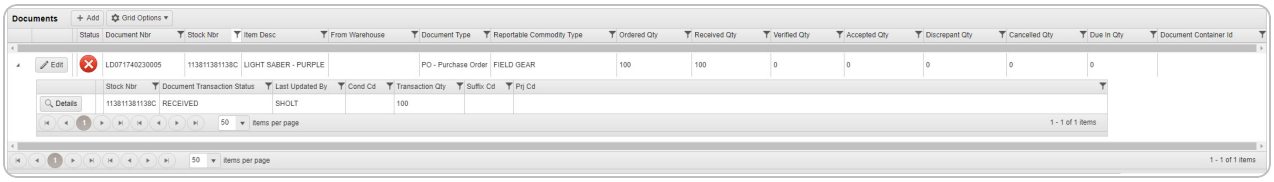
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the desired Document Type.
- Use to select the desired Document Status.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- Enter the Shipment REF NBR, using to assist with the entry. *This is a 15 alphanumeric character field.*

2. Select  . *The results display in the Documents grid.*



Add a Receiving Document

Select + Add. *The **Add Documents** pop-up window appears.*

Update a Receiving Document

Select Edit. *The **Update Documents** pop-up window appears.*

View the Transaction Details

1. Select ▸ next to the desired document. *The row expands to show the Document Details Grid.*
2. Select Details next to the desired item. *The **Transaction Details** pop-up window appears.*
3. Click ✕ in the top right corner to close the **Transaction Details** pop-up window.

Common Errors

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

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

Related Topics

- Add a Receiving Document
- Update a Receiving Document
- Add Attachments to a Receiving Document

Add a Receiving Document

Overview

The Receiving Add process provides the ability to create new documents and accept new items into a Warehouse. The new materiel is recorded into the Warehouse system through the "I Want To..." wizard.

Attention

In the Verification screen are many fields that are user-defined. They occur between the SERIAL NBR and the COND CD fields.

They are not explained here, but are mentioned as "User-Defined Fields".

There are four types of documents to create:

- **Create Due In** — When a warehouse runs out of inventory and requires notification of the order
- **Receive / Accept** — When a warehouse receives the requested inventory correctly, without previously creating a Due In
- **Manage Discrepancies** — When a warehouse receives the requested inventory incorrectly (incorrect quantity, incorrect condition code, etc.), without previously creating a Due In
- **Miscellaneous Add** — When a warehouse needs to correct the existing inventory data

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

MATERIEL MGMT > Receiving > + Add > Add Documents pop-up window

Page Fields

The following fields display on the **Add Documents** 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.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Page 1

I Want To... *
Document Type *
Document Sub Type *
Scan 1348 (2D Barcode)

Page 2

Stock Nbr *
Item Desc
Cont/PO Nbr (Purchase Order)
CLIN (Purchase Order)
Document Nbr

Suffix Cd (Receive, Manage, & Misc)
Ordered Qty *
UI
Document Unit Price *
Owning DoDAAC *
GFM Contract Nbr
Est Dlvry Dt
Rqd Dlvry Dt
Requisition Prj Cd
Document Ref Nbr
Scan 1348 Box 26
Add / Edit Remarks

Remarks
History Remarks

Page 3

(MILSTRIP)

Source (RIC/DoDAAC) *
Media Status Cd
Demand Cd
Supp Address
Signal Cd
Priority Cd
Dist Cd
Acq Adv Cd
Fund Cd

(Create Serial PO)

Stock Nbr
ICN
Suffix Cd
Serial Nbr
User-Defined Fields
Cond Cd

Ordered Items Grid

All
Stock Nbr

Serial Nbr
Cond Cd
Suffix Cd
Mfr CAGE
Mfr Dt
Mfr Lot Nbr
Mfr Contract
Secondary Serial Nbr
Container Id
Verified By
Verified Dt
Qty

Optional

UII
Meter Reading
In Service Dt
UII Status
Shelf Life Expiration Dt

Show Items In QC
Print Labels When Finished

(Receive PO & Misc)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id *
Previously Received Qty
Due In Qty

(Receive TE)

Source (RIC/DoDAAC) *
Fund Cd

(Manage PO)

Stock Nbr *
Discrepant Reason
ICN
Suffix Cd

Serial Nbr
User-Defined Fields
Cond Cd *
Received Qty *

Page 4

Create MILSTRIP

Stock Nbr
ICN
Suffix Cd
Serial Nbr
User-Defined Fields
Cond Cd
Auto Verify Bulk Components
Inspections Required

Ordered Items Grid

All
Stock Nbr
Serial Nbr
Cond Cd
Suffix Cd
Mfr CAGE
Mfr Dt
Mfr Lot Nbr
Mfr Contract
Secondary Serial Nbr
Container Id
Verified By
Verified Dt
Qty

Optional

UII
Meter Reading
In Service Dt
UII Status
Shelf Life Expiration Dt

Show Items In QC

Print Labels When Finished

(Receive MILSTRIP)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id *
Previously Received Qty
Due In Qty

(Receive PO & Misc)

Stock Nbr *
Qty to Verify
ICN
Suffix Cd
Serial Nbr (Serial)
User-Defined Fields
Cond Cd *
Container ID
Verified Qty * (Bulk)
Verified By *
Verified Dt *

Verified Items Grid

Stock Nbr
Serial Nbr
Cond Cd
Suffix Cd
Mfr CAGE
Mfr Dt
Mfr Lot Nbr
Mfr Contract
Secondary Serial Nbr
Container Id
Verified By
Verified Dt
Qty
Send to QC
Status

Optional

Shelf Life Expiration Dt
UII Status
UII
Meter Reading
In Service Dt
Inspections Required?
ICN

(Receive TE)

Stock Nbr
ICN
Serial Nbr
Suffix Cd
User-Defined Fields
Mfr CAGE
Cond Cd
Secondary Serial Nbr

Ordered Items Grid

All
Stock Nbr
Serial Nbr
Cond Cd
Suffix Cd
Mfr CAGE
Mfr Dt
Mfr Lot Nbr
Mfr Contract
Secondary Serial Nbr
Container Id
Verified By
Verified Dt
Qty

Optional

UII
Meter Reading
In Service Dt
UII Status
Shelf Life Expiration Dt

Show Items In QC
Print Labels When Finished

(Manage MILSTRIP)

Stock Nbr *
Discrepant Reason *
ICN
Suffix Cd
Serial Nbr *
User-Defined Fields
Cond Cd *
Received Qty *

Page 5

(Receive MILSTRIP)

Stock Nbr *
Qty to Verify
ICN
Suffix Cd
User-Defined Fields
Cond Cd *
Container ID
Verified Qty * (Bulk)
Verified By *
Verified Dt *

(Receive PO & TE & Misc)

Accepted By *
Accepted Dt *

Page 6

(Receive MILSTRIP)

Accepted By *
Accepted Dt *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Create a Due In

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

1. Select + Add . *The* ***Add Documents Page 1*** *pop-up window displays.*

2. Using ▼ in the I Want To... field, select Create Due In.

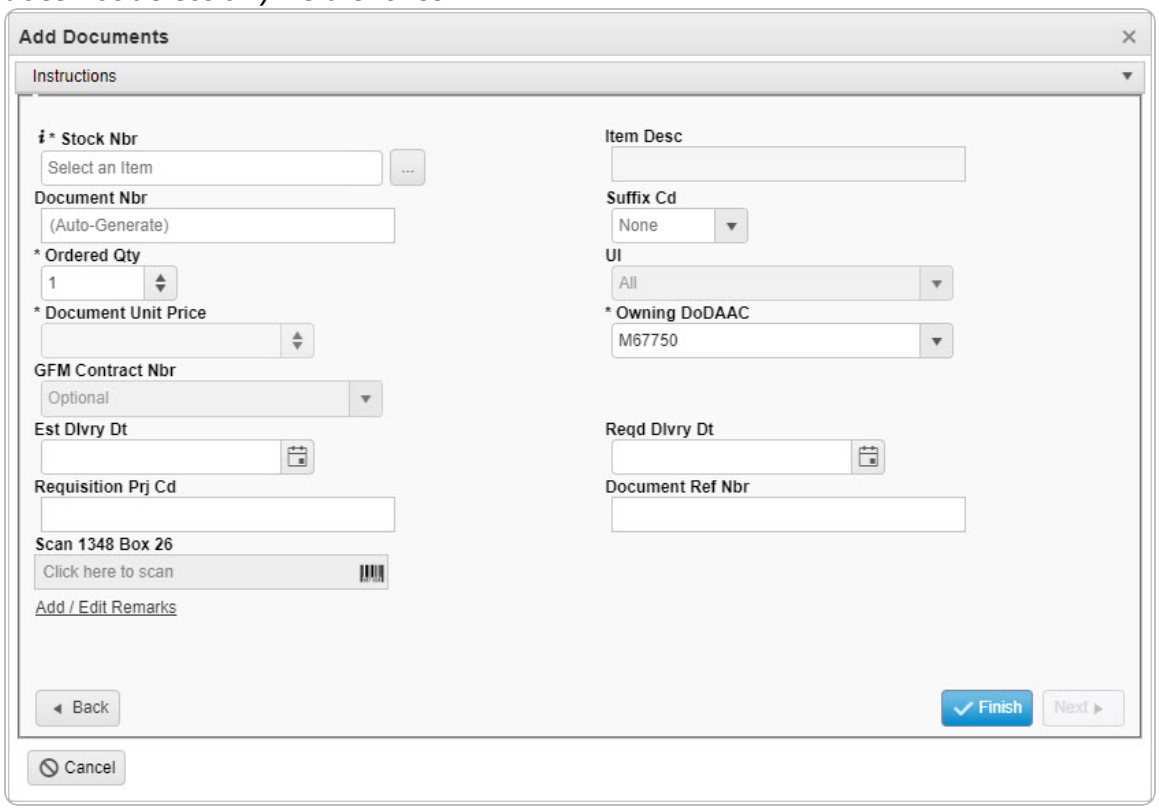
3. Using ▼ in the Document Type field, select the kind of receiving document (due-in) required. The choices include:

- **MR - MILSTRIP Requisition**

A. Using ▼ in the Document Sub Type field, select the kind of MILSTRIP requisition document required.

B. Select Next ▶. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◀ Back *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse

b. *The DOCUMENT NBR field automatically generates, once the document is finished.*

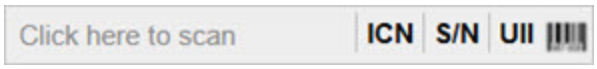
c. Use to choose the correct Ordered QTY.

d. Use to confirm the correct Document Unit Price.

e. *If available,* Use to select the desired GFM Contract Nbr.

f. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

h. Select 

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

j. Use to select the desired Suffix Cd.

k. *The UI field automatically populates, once the STOCK NBR is entered.*

l. Use to confirm the desired Owning DoDAAC.

m. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

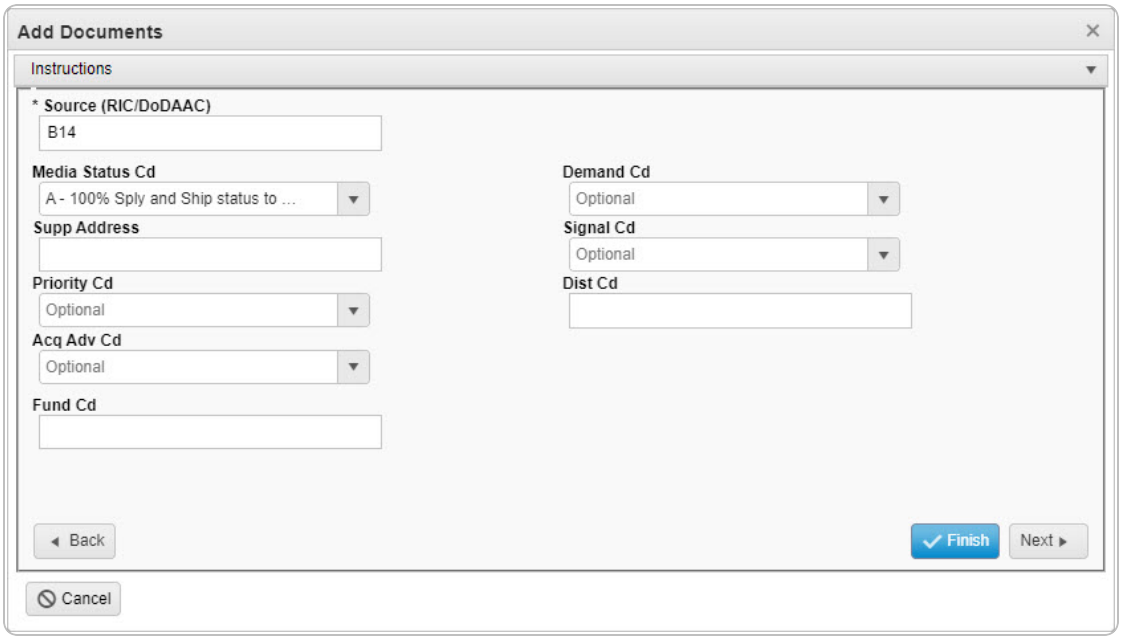
1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

p.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Use ▼ to confirm the desired Media Status Cd.
3. Enter the Supp Address in the field provided. *This is a 35 alphanumeric character field.*
4. Use ▼ to select the desired Priority Cd.
5. Use ▼ to select the desired Acq Adv Cd.
6. Enter the Fund Cd in the field provided. *This is a 2 alphanumeric character field.*

7. Use to select the desired Demand Cd.

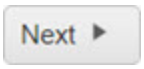
8. Use to select the desired Signal Cd.

9. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*

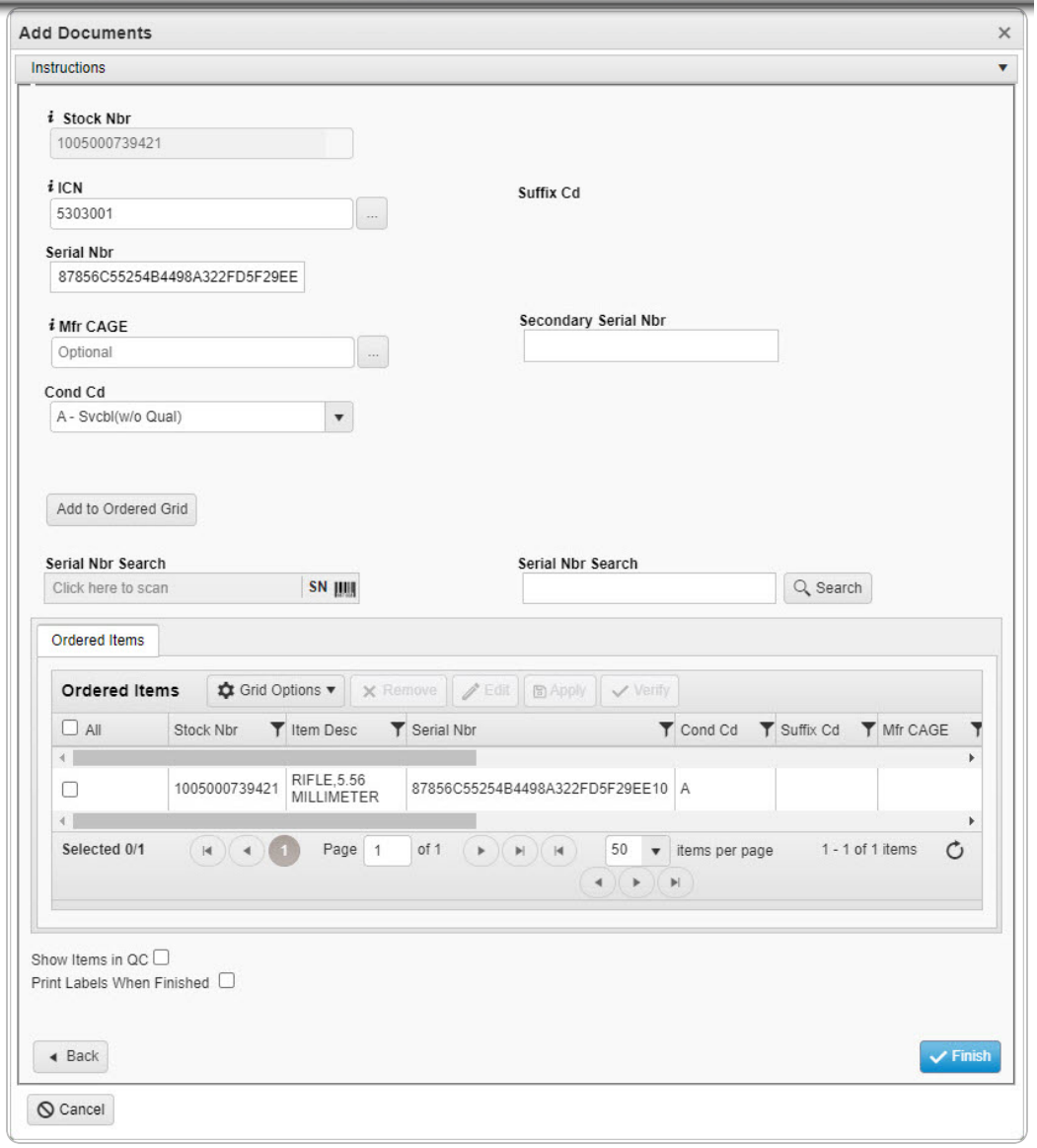
   Select

   to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

10. **OR**

    Select 

    to continue adding information. *The **Add Documents Page 4** pop-up window displays **only for Serial items**.*



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

B. Use or to assist with the ICNentry. *This is a 20 alpha-numeric character field.*

Inventory Control Number Browse help

C. Enter the SERIAL NBR in the field provided. *This is a 30 alpha-numeric character field.*

D. Use or to assist with the MFR CAGE entry. *This is a 5 alpha-numeric character field.*

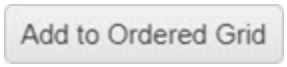
CAGE Master Browse help

E. Update the Cond Cd, using to select the desired code.

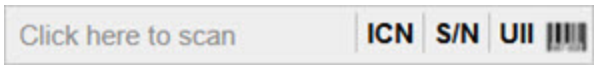
F. *The Suffix CD field automatically populates, and is not editable.*

G. *Any User-Defined Fields appear here.*

H. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

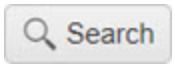
I. Select 

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

J. Select 

. *Using the ELMS supported tethered scanner, scan the serial number barcode to auto-matically add it to the grid.*

K. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alphanumeric character field.*

Select 

. *Any ordered items with that serial number appears.*

L. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

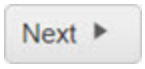
M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

N. Select

to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

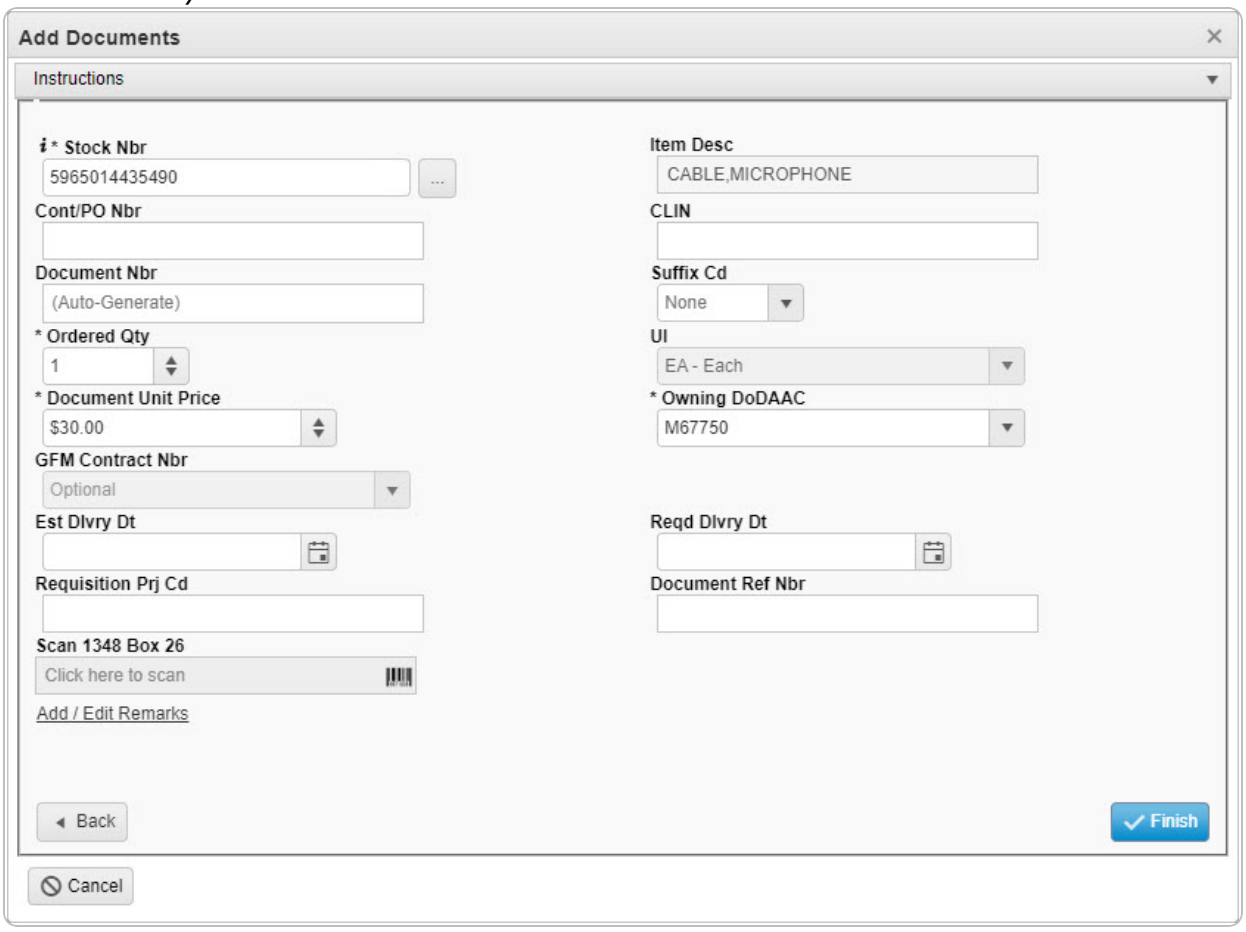
- **PO - Purchase Order**

A. Using in the Document Sub Type field, select the kind of Purchase Order requisition document required.

B. Select 

. *The **Add Documents Page 2** pop-up window displays.*

Selecting Back *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

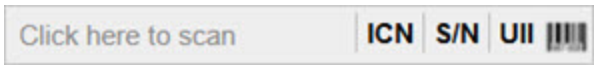
d. Use ▲▼ to choose the correct Ordered QTY.

e. Use ▲▼ to choose the correct Document Unit Price.

f. *If available,* Use to select the desired GFM Contract Nbr.

g. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

h. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

i. Select 

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

j. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

k. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

l. Use to select the desired Suffix Cd.

m. *The UI field automatically populates, once the STOCK NBR is entered.*

n. Use to select the desired Owning DoDAAC.

o. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

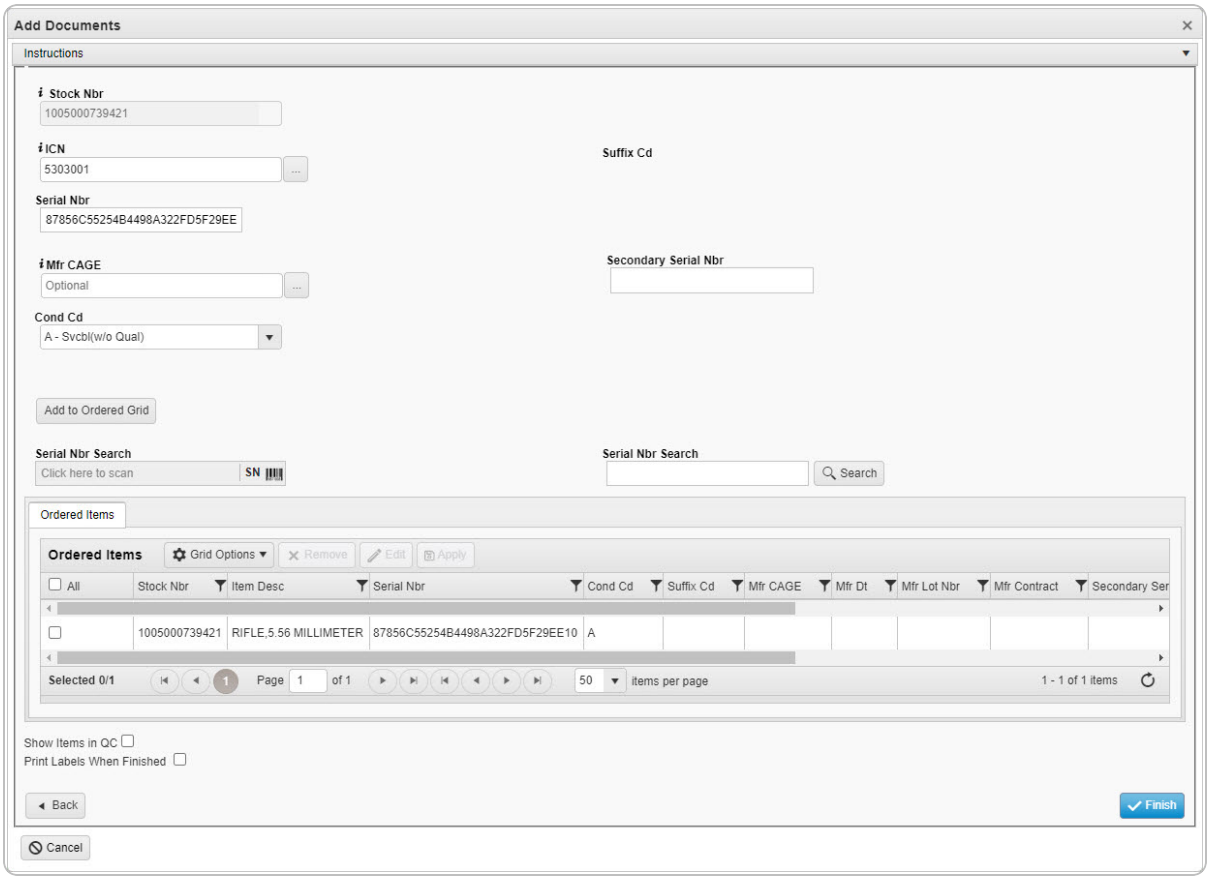
Select

to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

r.

OR

Select Next ▶ to continue adding information. *The **Add Documents Page 3** pop-up window displays **only for Serial items**.*



1. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

2. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

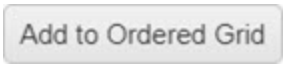
3. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

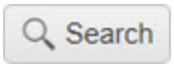
4. *The Suffix CD field automatically populates, and is not editable.*

5. *Any User-Defined Fields appear here.*

6. Use or to assist with the MFR CAGE entry. *This is a 5 alphanumeric character field.*

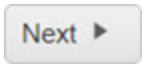
   CAGE Master Browse help

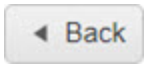
7. Update the Cond Cd, using to select the desired code.
8. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
9. Select  to apply this item to the document. *The ordered asset appears in the Ordered Items grid.*
10. Select . *Using the ELMS supported tethered scanner, scan the serial number barcode to automatically add it to the grid.*
11. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alpha-numeric character field.*

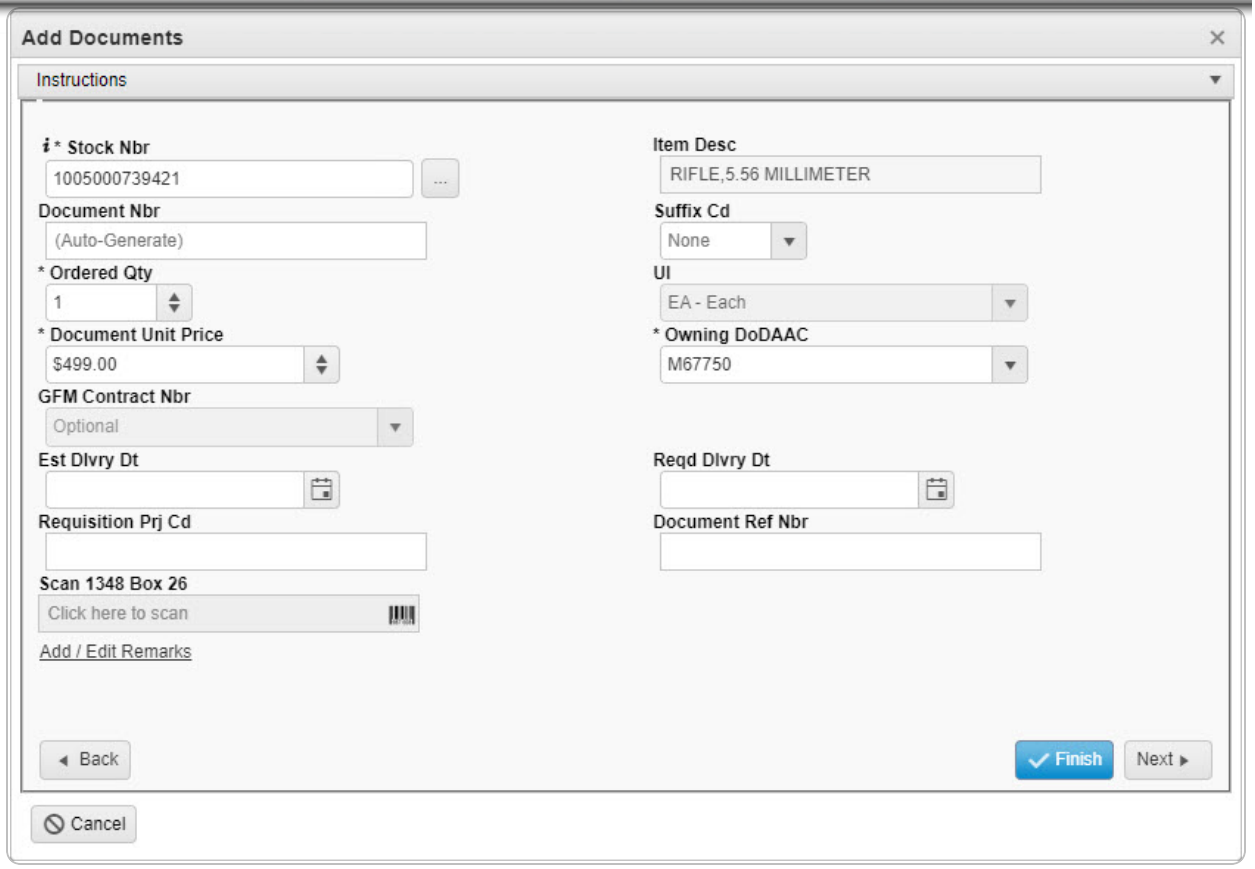
    Select  . *Any ordered items with that serial number appears.*
12. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
13. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
14. Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select  . *The **Add Documents Page 2** pop-up window displays.*

Selecting  *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The DOCUMENT NBR field automatically generates, once the document is finished.*

c. Use ▲▼ to choose the correct Ordered QTY.

d. Use ▲▼ to choose the correct Document Unit Price.

e. *If available,* Use ▼ to select the desired GFM Contract Nbr.

f. Use 📅 to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

h. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

j. Use to select the desired Suffix Cd.

k. *The UI field automatically populates, once the STOCK NBR is entered.*

l. Use to select the desired Owning DoDAAC.

m. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

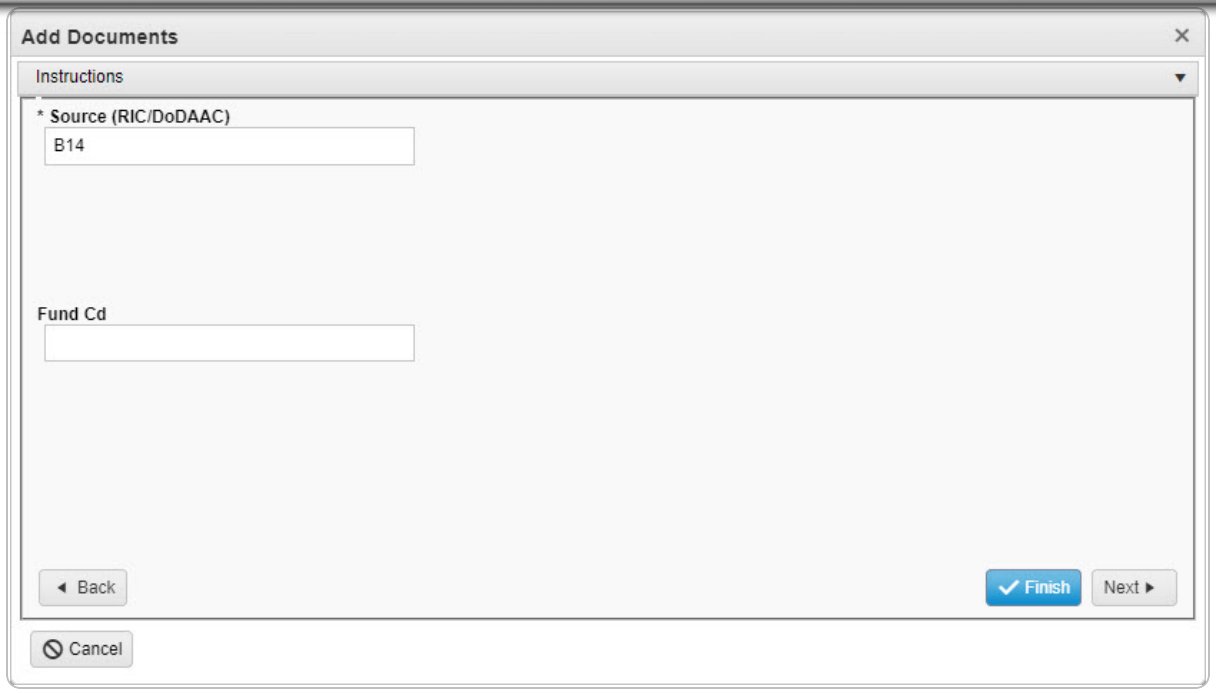
1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

p.

OR

Select Next to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



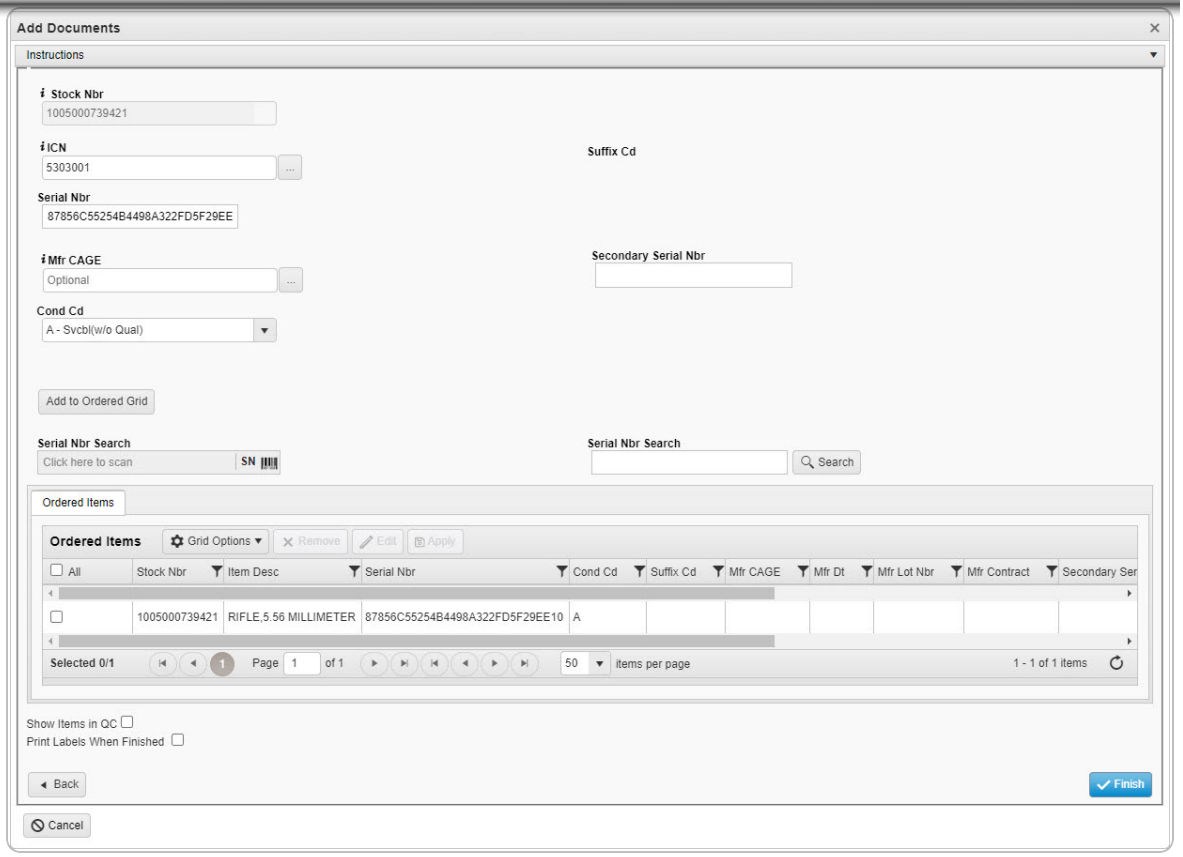
1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*

2. Enter the Fund Cd in the field provided. *This is a 2 alphanumeric character field.*

   Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

3. **OR**

   Select Next to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



1. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

2. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

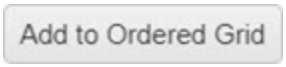
3. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

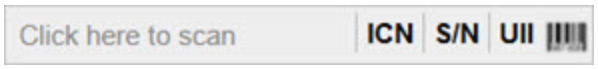
4. *The Suffix CD field automatically populates, and is not editable.*

5. *Any User-Defined Fields appear here.*

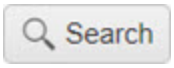
6. Use ℹ or ... to assist with the MFR CAGE entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

7. Update the Cond Cd, using to select the desired code.
8. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
9. Select 

to apply this item to the document. *The ordered asset appears in the Ordered Items grid.*
10. Select 

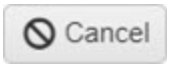
. *Using the ELMS supported tethered scanner, scan the serial number barcode to automatically add it to the grid.*
11. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alpha-numeric character field.*

    Select 

. *Any ordered items with that serial number appears.*
12. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
13. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
14. Select

to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Receive / Accept

Selecting 

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

1. Select + Add. *The **Add Documents Page 1** pop-up window displays.*

2. Using ▼ in the I Want To... field, select Receive / Accept.

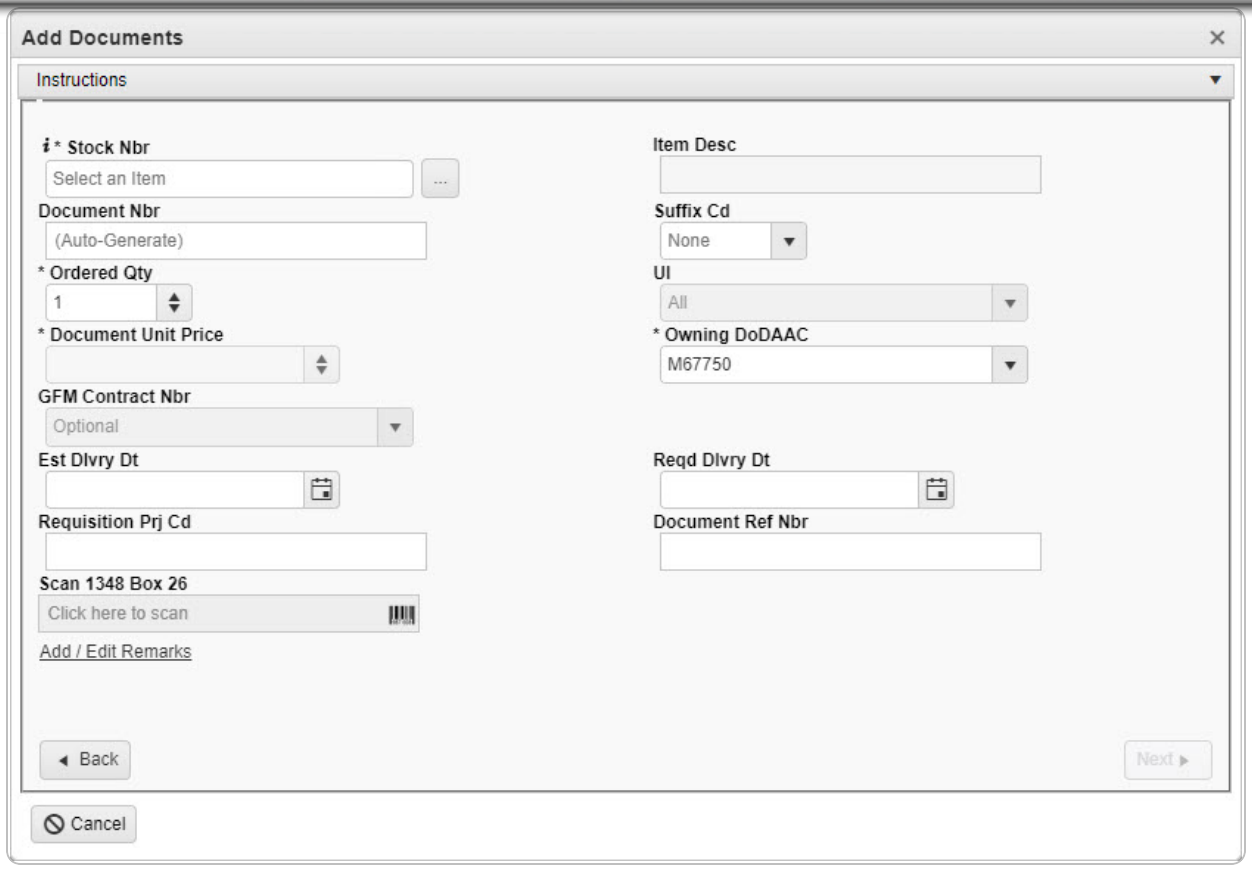
3. Using ▼ in the Document Type field, select the kind of receiving document required. The choices include:

- **MR - MILSTRIP Requisition**

A. Using ▼ in the Document Sub Type field, select the kind of MILSTRIP receiving document required.

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back at any point after this step returns to the previous page, and does not delete any field entries.



a. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The DOCUMENT NBR field automatically generates, once the document is finished.*

c. Use to choose the correct Ordered QTY.

d. Use to choose the correct Document Unit Price.

e. *If available,* Use to select the desired GFM Contract Nbr.

f. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the Requisition PRJ CDin the field provided. *This is a 3 alphanumeric character field.*

h. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

j. Use to select the desired Suffix Cd.

k. *The UI field automatically populates, once the STOCK NBR is entered.*

l. Use to select the desired Owning DoDAAC.

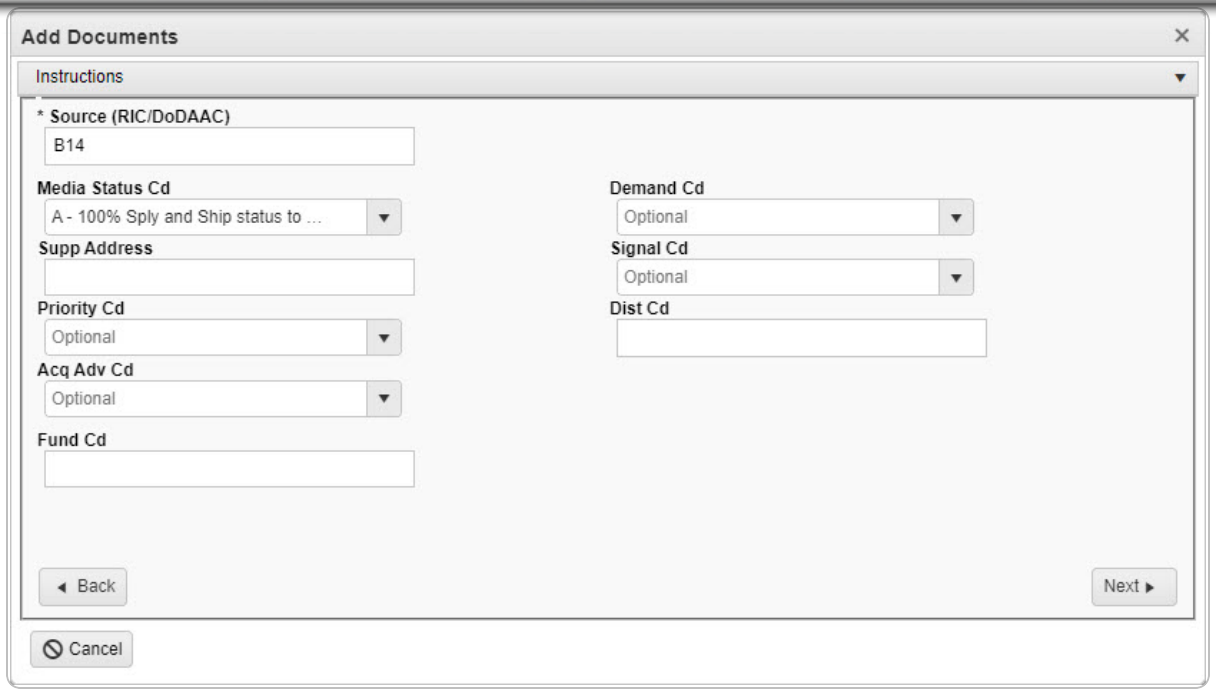
m. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

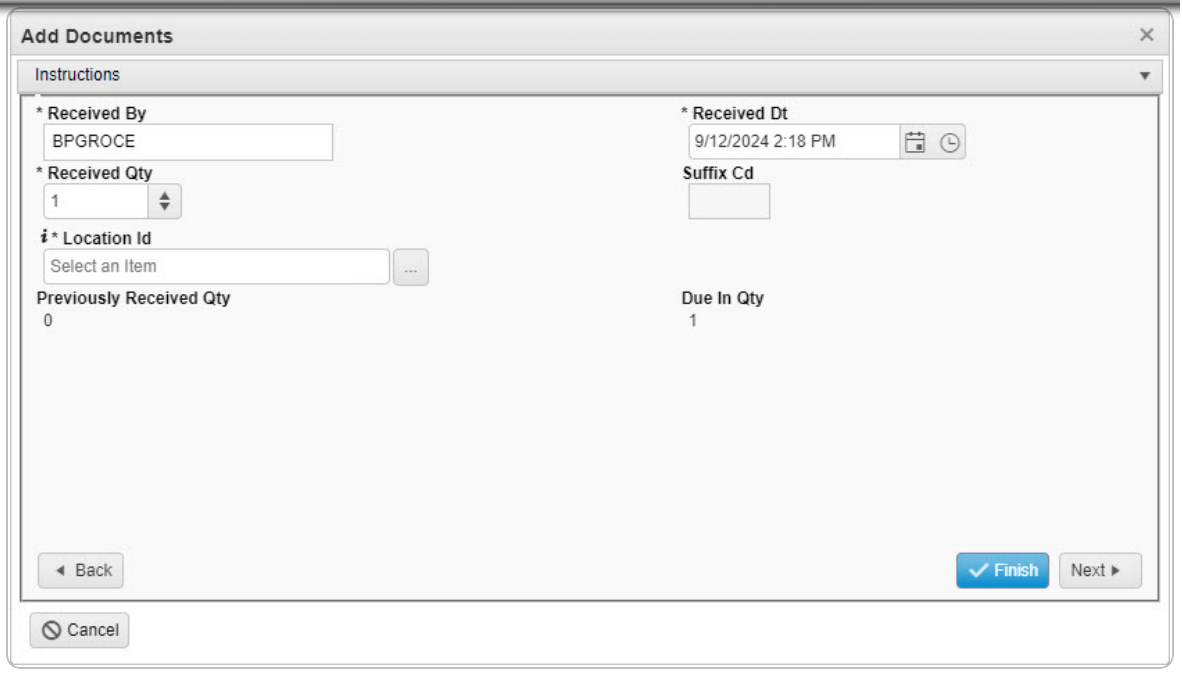
o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

p. Select Next to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Use ▼ to select the desired Media Status Cd.
3. Enter the Supp Address in the field provided. *This is a 35 alphanumeric character field.*
4. Use ▼ to select the desired Priority Cd.
5. Use ▼ to select the desired Acq Adv Cd.
6. Enter the Fund Cd in the field provided. *This is a 2 alphanumeric character field.*
7. Use ▼ to select the desired Demand Cd.
8. Use ▼ to select the desired Signal Cd.
9. Enter the Dist Cd in the field provided. *This is a 3 alphanumeric character field.*
10. Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



A. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

B. Update the Received QTY field by using to choose the correct quantity.

C. Use or to assist with the LOCATION ID entry. *This is a 15 alpha-numeric character field.*

Location Browse help

D. *The Previously Received QTY field automatically populates, and is not editable.*

E. Update the Received DT by using or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

F. *The Suffix CD field automatically populates, and is not editable.*

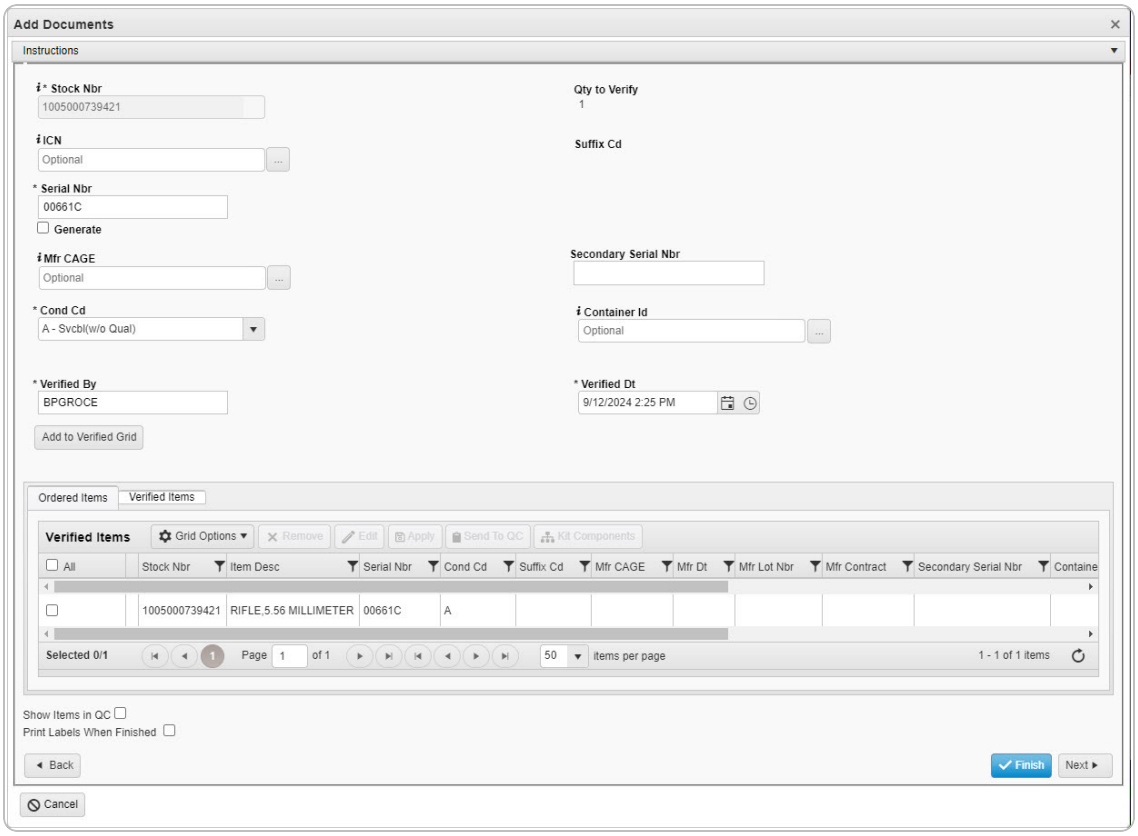
G. *The Due In QTY field automatically populates, and is not editable.*

Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

H.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 5** pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

d. Use ℹ or ... to assist with the MFR CAGE entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

e. Update the Cond Cd, using to select the desired code.

f. Update the Verified QTY field by using to choose the correct quantity. ***Only displays when the item is Bulk managed.***

g. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

h. *The QTY to Verify field automatically populates, and is not editable.*

i. *The Suffix CD field automatically populates, and is not editable.*

j. *Any User-Defined Fields appear here.*

k. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

l. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

m. Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

n. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

o. Click to select the Show Items In QC. *This specifies that an inspection is required.*

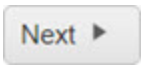
p. Click to select the Print Labels When Finished. *This specifies that labels are required.*

Select

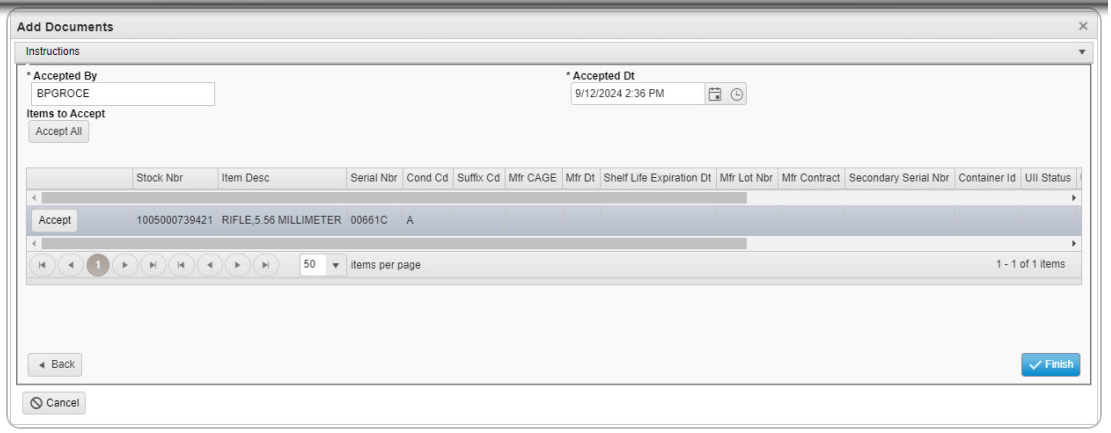
to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

q.

OR

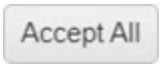
Select 

to continue adding information. *The **Add Documents Page 6** pop-up window displays.*



a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select 

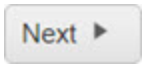
. *The status in the grid changes from Verified to Accepted.*

d. Select

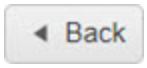
to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **PO - Purchase Order**

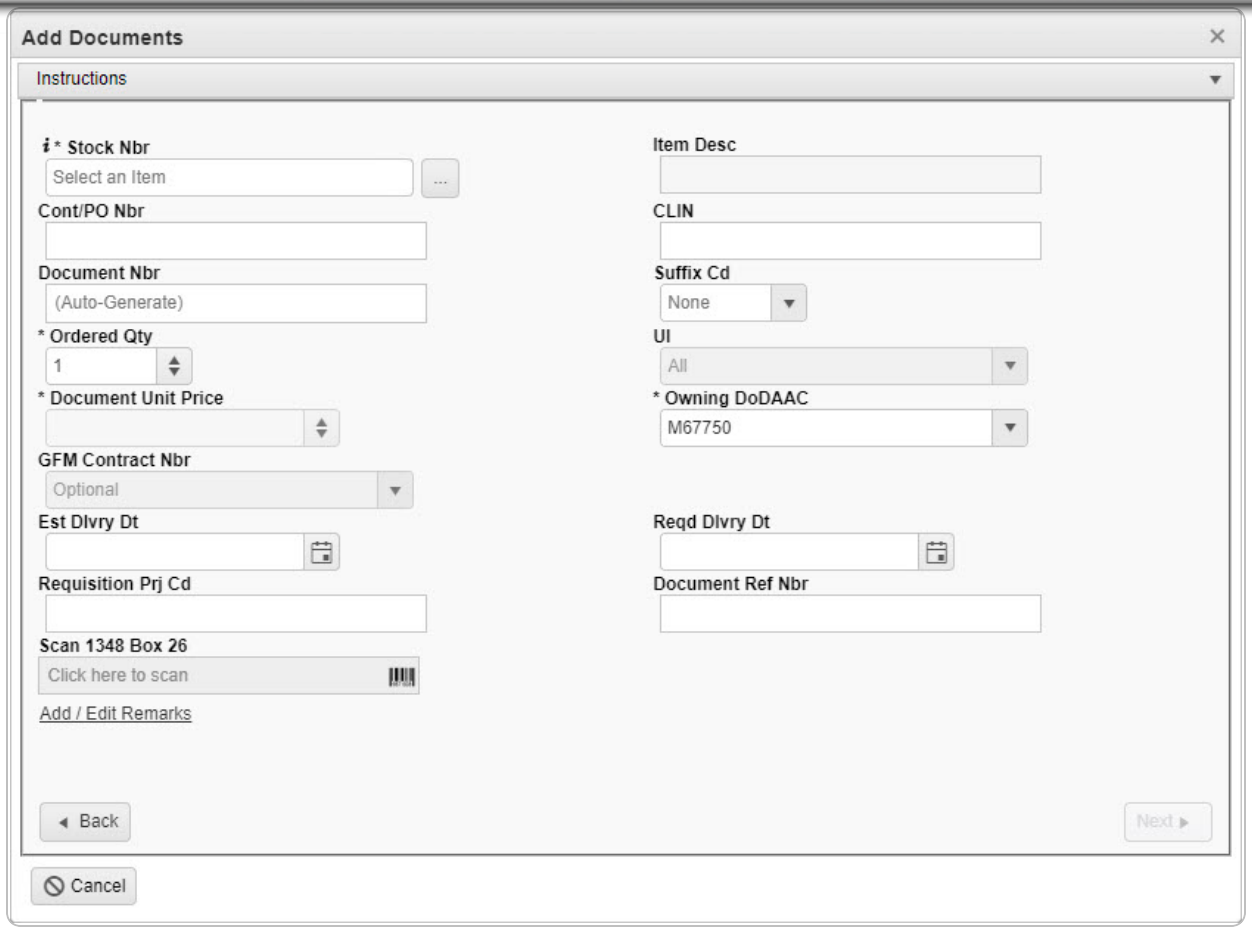
A. Using in the Document Sub Type field, select the kind of Purchase Order receiving document required.

B. Select 

. *The **Add Documents Page 2** pop-up window displays.*

Selecting 

at any point after this step returns to the previous page, and does not delete any field entries.



a. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use ▲▼ to choose the correct Ordered QTY.

e. Use ▲▼ to choose the correct Document Unit Price.

f. *If available,* Use ▼ to select the desired GFM Contract Nbr.

g. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

h. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

i. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

j. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

k. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

l. Use to select the desired Suffix Cd.

m. *The UI field automatically populates, once the STOCK NBR is entered.*

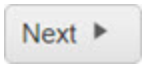
n. Use to select the desired Owning DoDAAC.

o. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

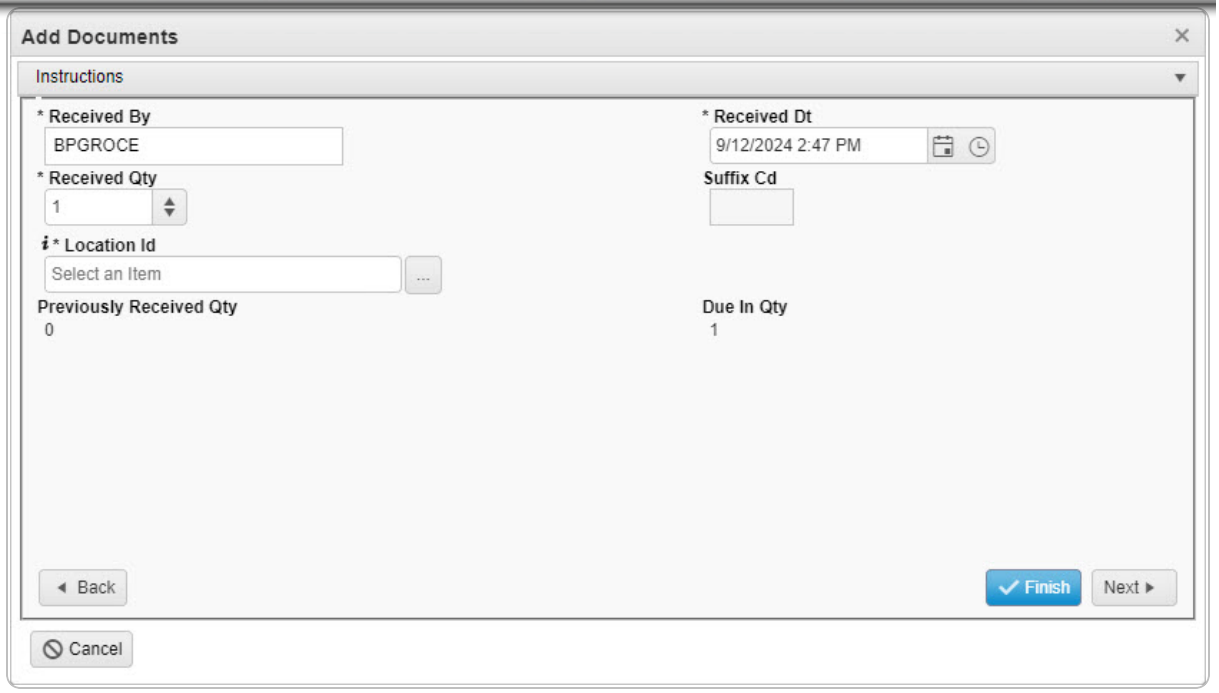
p. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

r. Select 

to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received QTY field by using to choose the correct quantity.

3. Use or to assist with the Location ID entry. *This is a 15 alphanumeric character field.*

Location Browse help

4. The Previously Received QTY field automatically populates, and is not editable.

5. Update the Received DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

6. *The Suffix CD field automatically populates, and is not editable.*

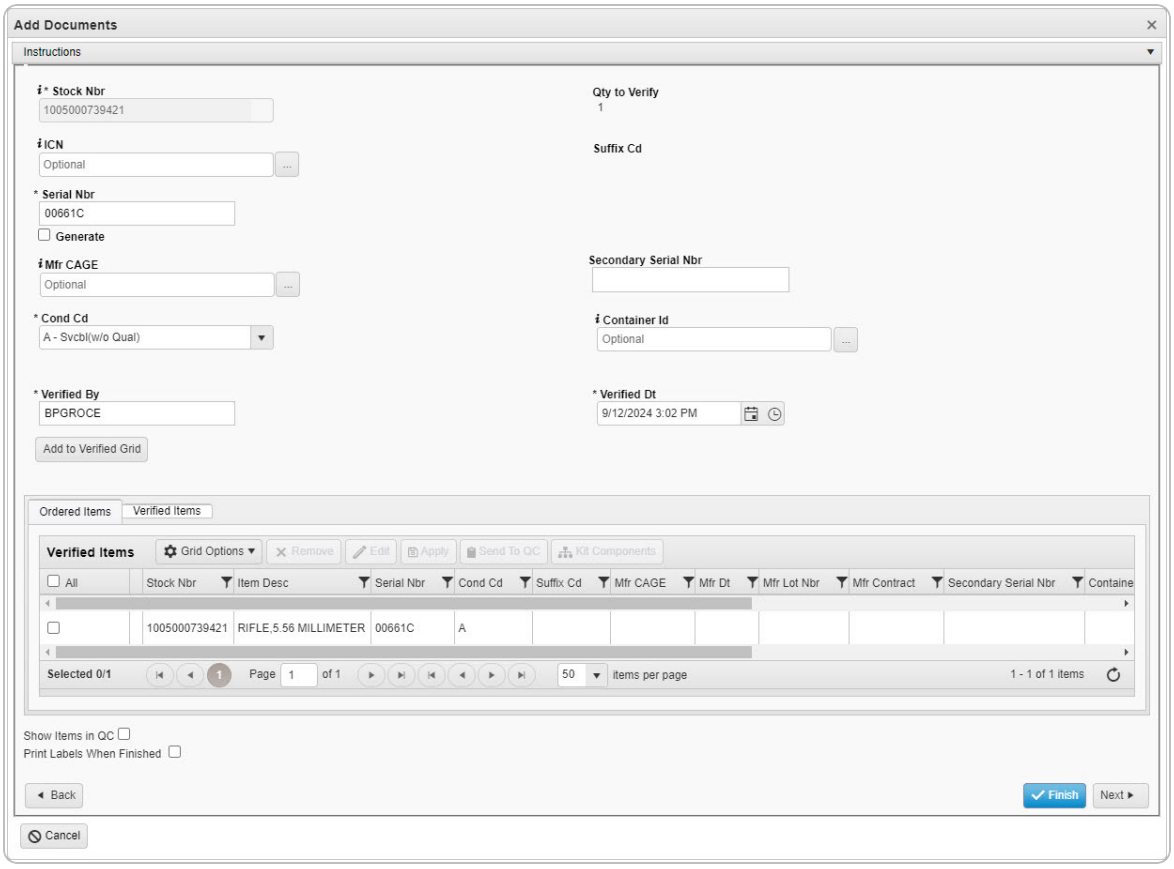
7. The Due In QTY field automatically populates, and is not editable.

Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

8.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



A. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

C. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

D. Use ℹ or ... to assist with the MFR CAGE entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

E. Update the Cond Cd, using to select the desired code.

F. Update the Verified QTY field by using to choose the correct quantity. ***Only displays when the item is Bulk managed.***

G. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

H. *The QTY to Verify field automatically populates, and is not editable.*

I. *The Suffix CD field automatically populates, and is not editable.*

J. *Any User-Defined Fields appear here.*

K. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

L. Use or to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

M. Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

N. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

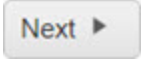
O. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

P. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

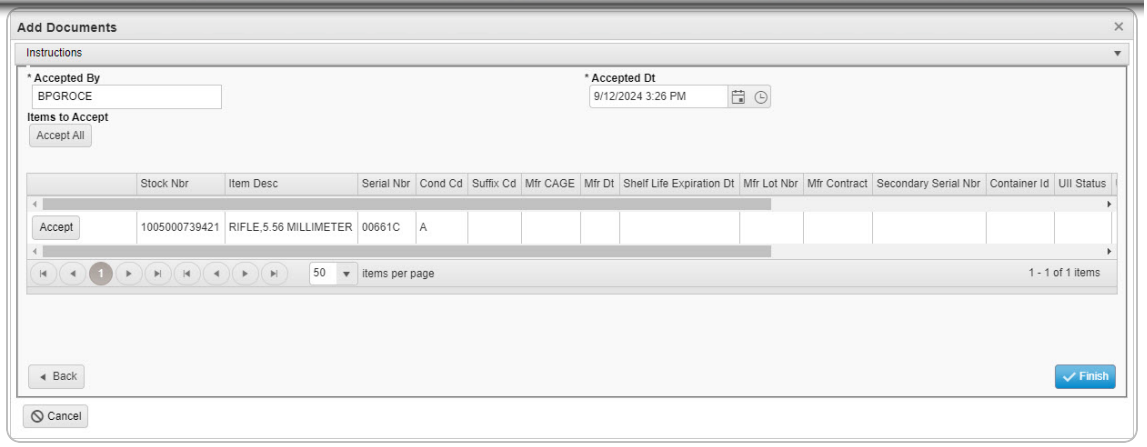
Q. Select

to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

Select 

to continue adding information. *The **Add Documents Page 5** pop-up window displays.*



a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select Accept All. *The status in the grid changes from Verified to Accepted.*

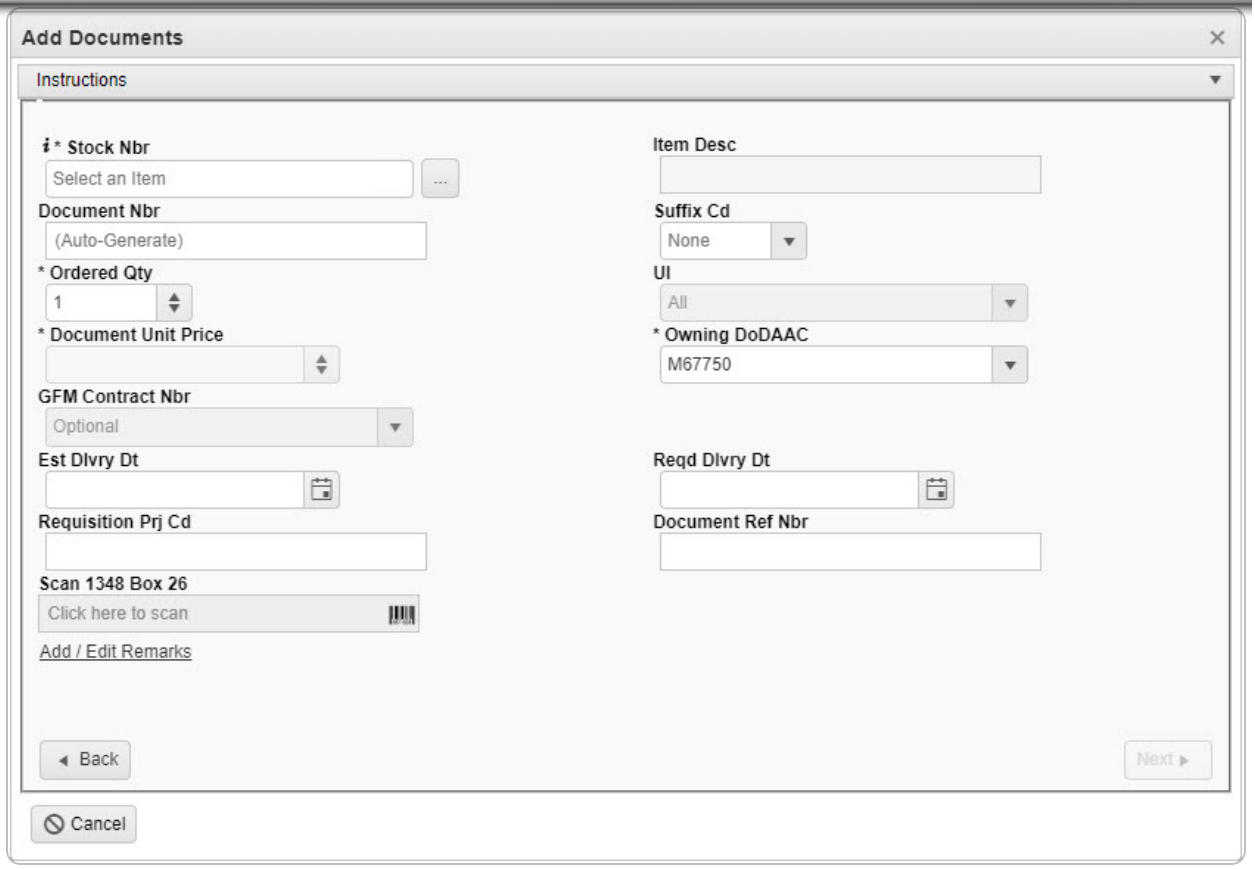
d. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The DOCUMENT NBR field automatically generates, once the document is finished.*

c. Use ▲▼ to choose the correct Ordered QTY.

d. Use ▲▼ to choose the Document Unit Price.

e. *If available,* Use ▼ to select the desired GFM Contract Nbr.

f. Use 📅 to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

h. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

j. Use to select the desired Suffix Cd.

k. *The UI field automatically populates, once the STOCK NBR is entered.*

l. Use to select the desired Owning DoDAAC.

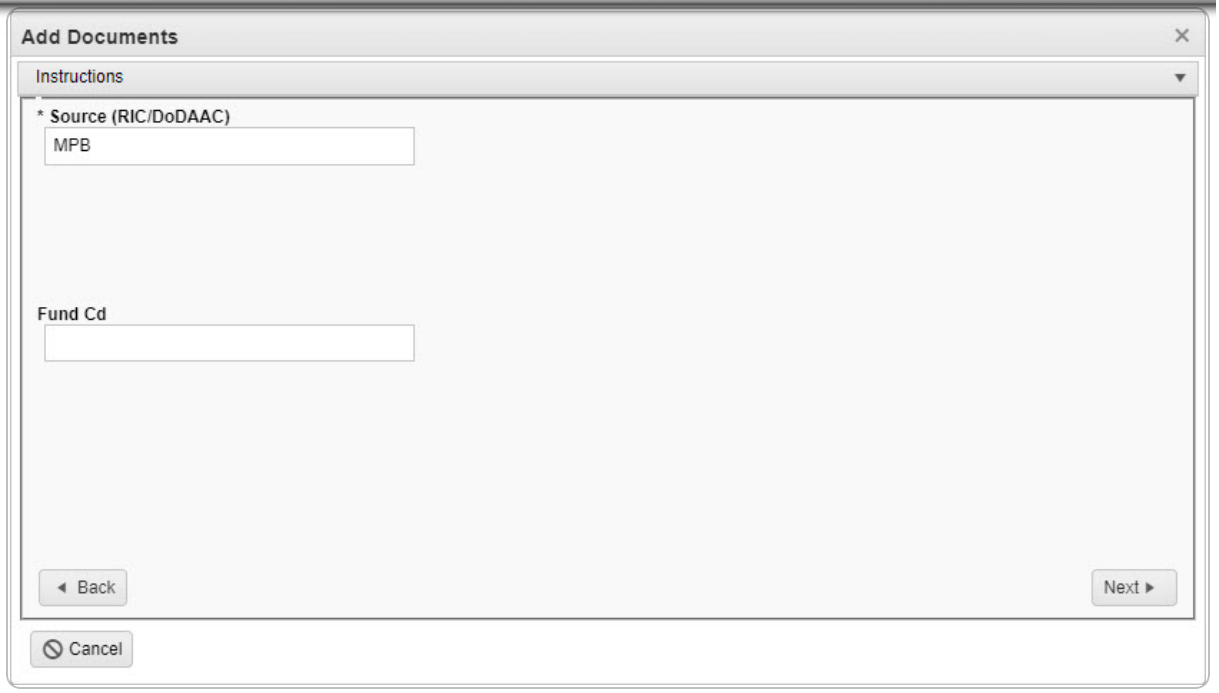
m. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

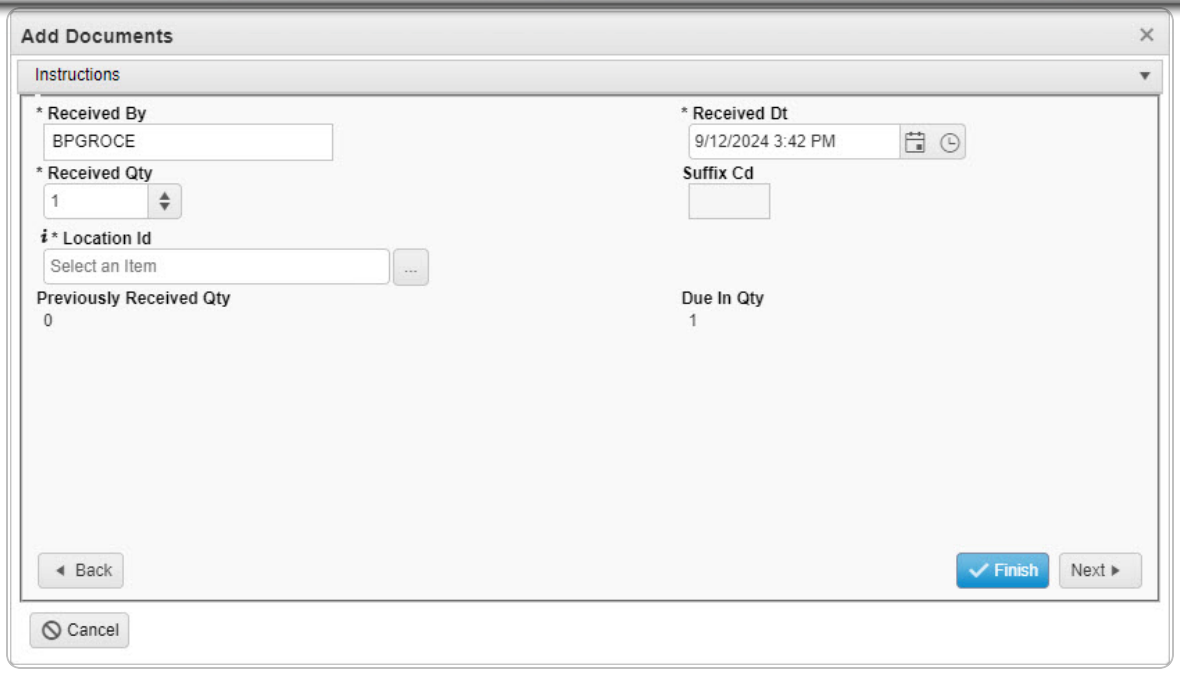
o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

p. Select Next to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Enter the Fund Cd in the field provided. *This is a 2 alphanumeric character field.*
3. Select Next to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



A. Update the Received By, entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

B. Update the Received QTY field by using to choose the correct quantity.

C. Use or to assist with the Location ID entry. *This is a 15 alphanumeric character field.*

Location Browse help

D. *The Previously Received QTY field automatically populates, and is not editable.*

E. Update the Received DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

F. *The Suffix CD field automatically populates, and is not editable.*

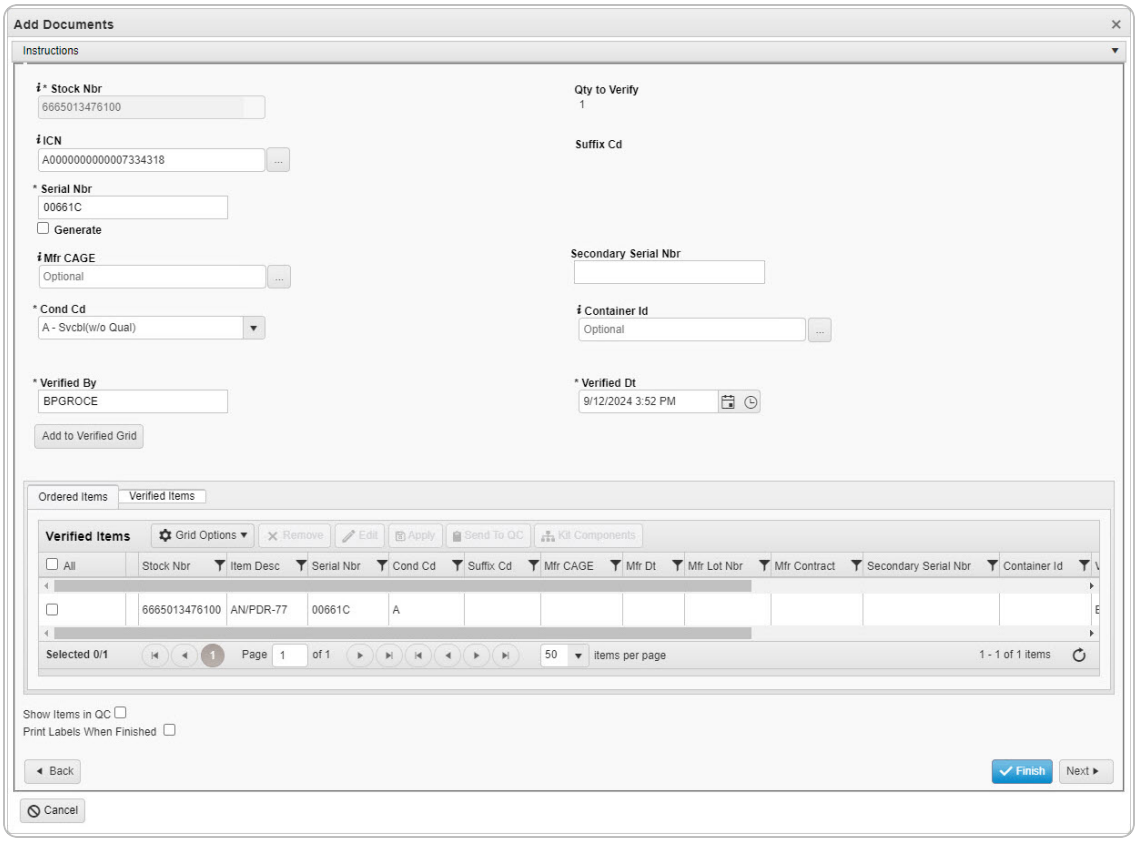
G. *The Due In QTY field automatically populates, and is not editable.*

Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

H.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 5** pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***

d. Use ℹ or ... to assist with the MFR CAGE entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

e. Update the Cond Cd, using ▼ to select the desired code.

f. Update the Verified QTY field by using ▲▼ to choose the correct quantity. ***Only displays when the item is Bulk managed.***

g. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

h. *The QTY to Verify field automatically populates, and is not editable.*

i. *The Suffix CD field automatically populates, and is not editable.*

j. *Any User-Defined Fields appear here.*

k. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

l. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

m. Update the Verified DT field by using 📅🕐 to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

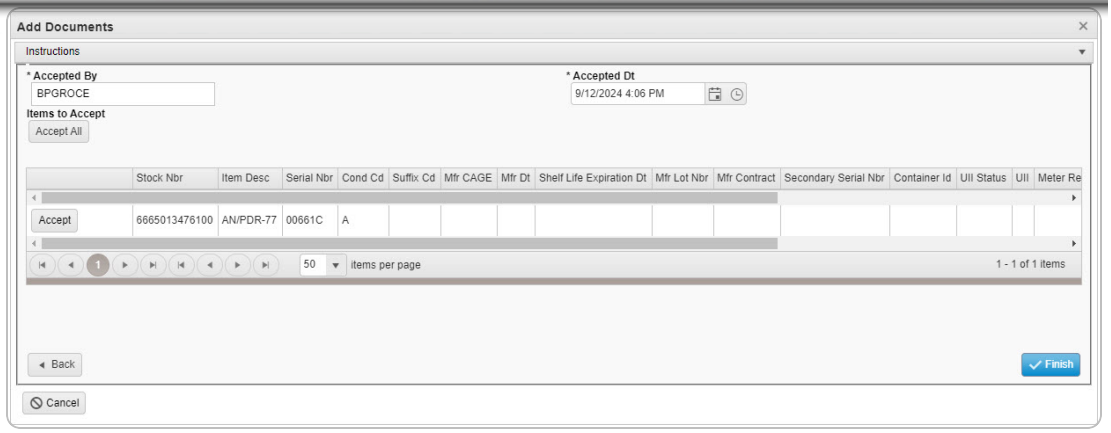
n. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

o. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

p. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

q. Select ✓Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
OR

Select Next ▶ to continue adding information. *The **Add Documents Page 6** pop-up window displays.*



1. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

2. Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Select Accept All. *The status in the grid changes from Verified to Accepted.*

4. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Manage Discrepancies

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

1. Select + Add. *The **Add Documents Page 1** pop-up window displays.*

2. Using ▼ in the I Want To... field, select Manage Discrepancies.

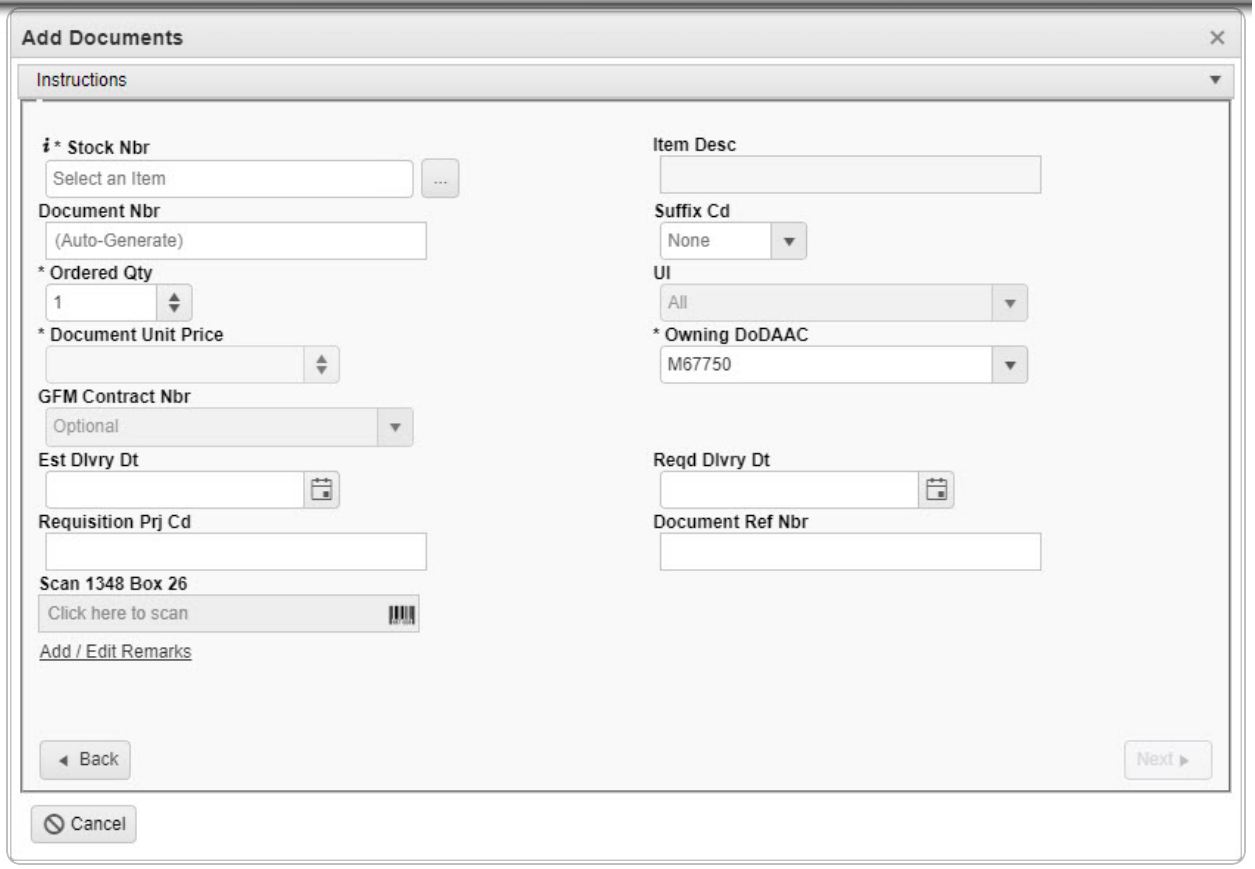
3. Using ▼ in the Document Type field, select the kind of discrepancy document required. The choices include:

- **MR - MILSTRIP Requisition**

A. Using ▼ in the Document Sub Type field, select the kind of MILSTRIP discrepancy document required.

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The DOCUMENT NBR field automatically generates, once the document is finished.*

c. Use ▲▼ to choose the correct Ordered QTY.

d. Use ▲▼ to choose the Document Unit Price.

e. *If available,* Use ▼ to select the desired GFM Contract Nbr.

f. Use 📅 to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

h. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

j. Use to select the desired Suffix Cd.

k. *The UI field automatically populates, once the STOCK NBR is entered.*

l. Use to select the desired Owning DoDAAC.

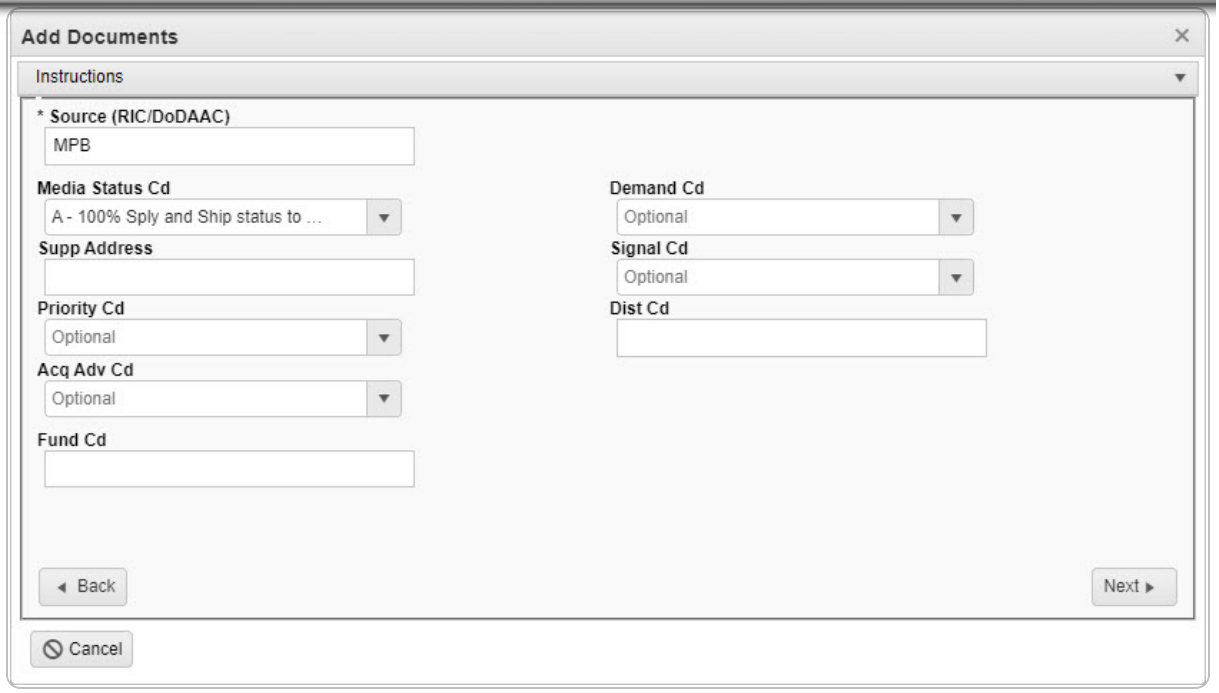
m. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

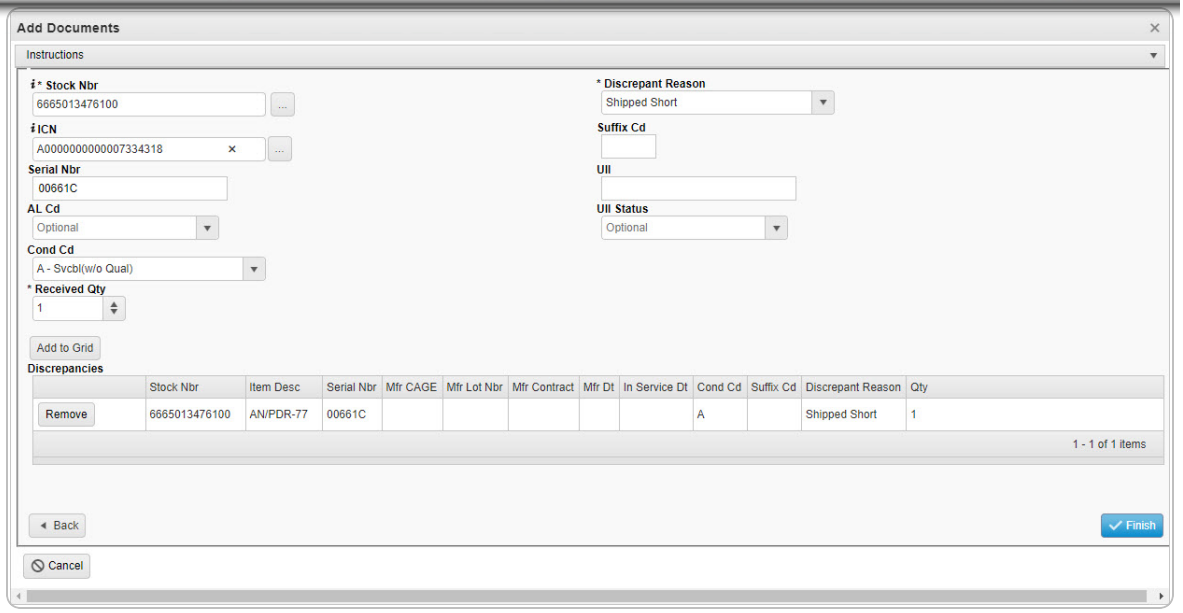
o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

p. Select Next to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Use ▼ to select the desired Media Status Cd.
3. Enter the Supp Address in the field provided. *This is a 35 alphanumeric character field.*
4. Use ▼ to select the desired Priority Cd.
5. Use ▼ to select the desired Acq Adv Cd.
6. Enter the Fund Cd in the field provided. *This is a 2 alphanumeric character field.*
7. Use ▼ to select the desired Demand Cd.
8. Use ▼ to select the desired Signal Cd.
9. Enter the Dist Cd in the field provided. *This is a 3 alphanumeric character field.*
10. Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



A. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

C. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

D. Use ▼ to select the desired Discrepant Reason.

E. Enter the Suffix CD in the field provided.

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using ▼ to select the desired code.

H. Update the Received QTY field by using ▲▼ to choose the correct quantity.

I. Select Add to Grid. *The received appears in the Discrepancies grid.*

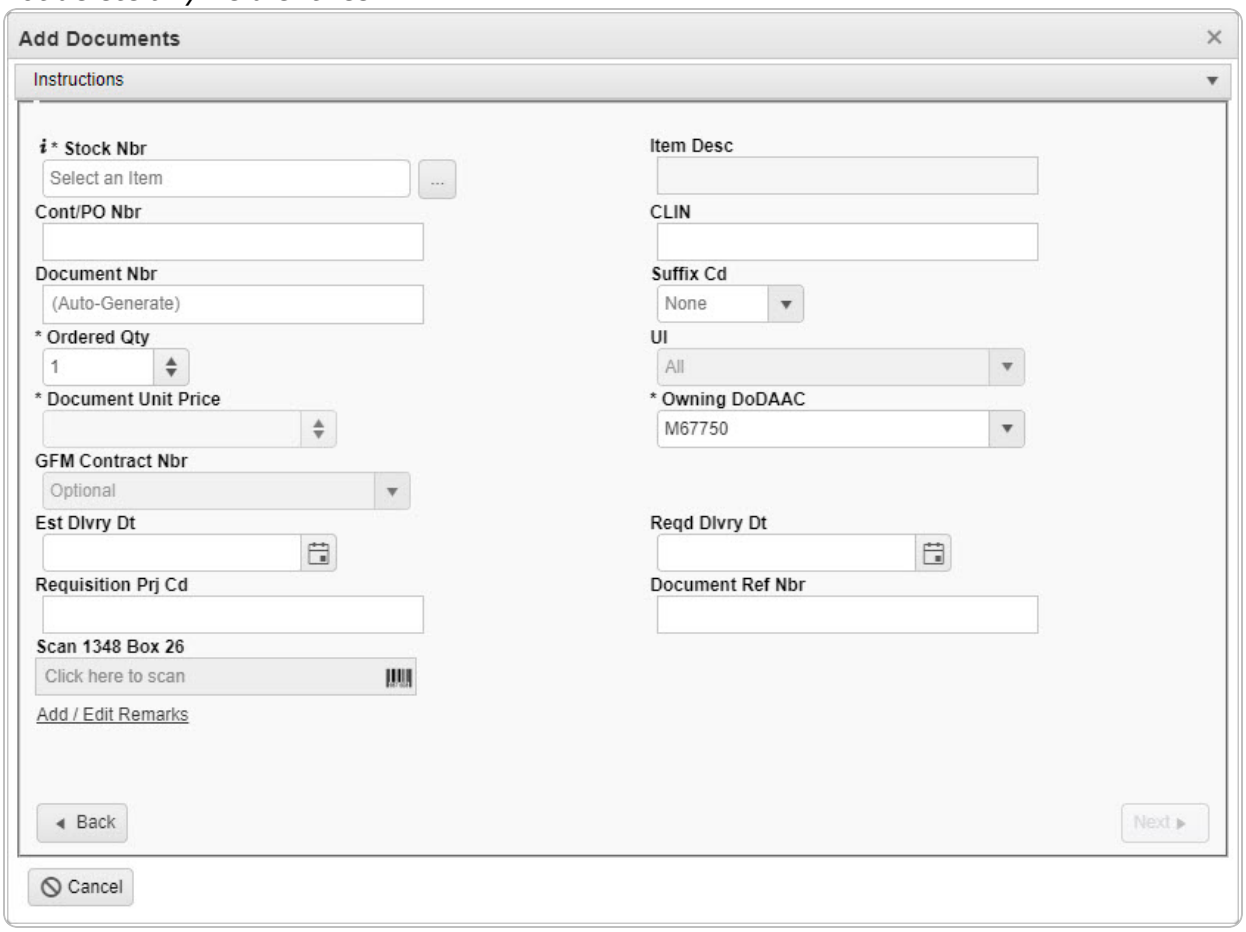
J. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **Purchase Order**

A. Using ▼ in the Document Sub Type field, select the kind of Purchase Order discrepancy document required.

B. Select Next ▶. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◀ Back at any point after this step returns to the previous page, and does not delete any field entries.



a. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use to choose the correct Ordered QTY.

e. Use to choose the Document Unit Price.

f. *If available,* Use to select the desired GFM Contract Nbr.

g. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

h. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

i. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

j. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

k. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

l. Use to select the desired Suffix Cd.

m. *The UI field automatically populates, once the STOCK NBR is entered.*

n. Use to select the desired Owning DoDAAC.

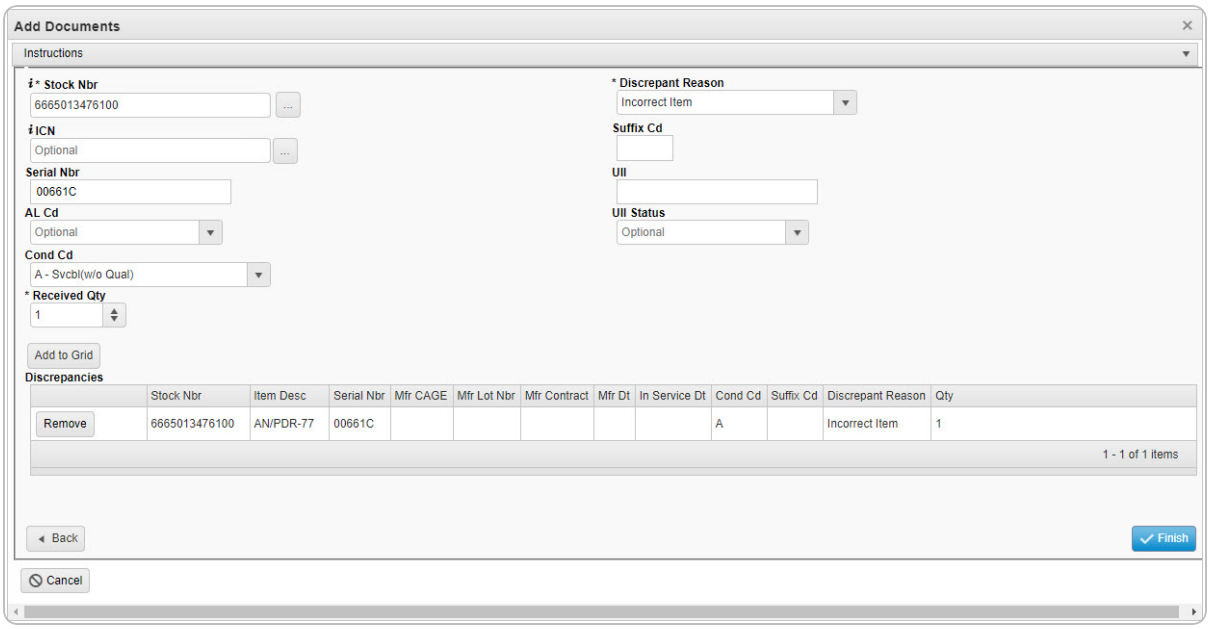
o. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

r. Select Next ▶ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

2. Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

3. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

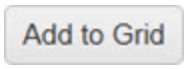
4. Use ▼ to select the desired Discrepant Reason.

5. Update the Suffix CD field by entering the correct code in the field provided.

6. *Any User-Defined Fields appear here.*

7. Update the Cond Cd, using to select the desired code.

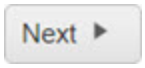
8. Update the Received QTY field by using to choose the correct quantity.

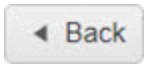
9. Select  . *The received asset appears in the Discrepancies grid.*

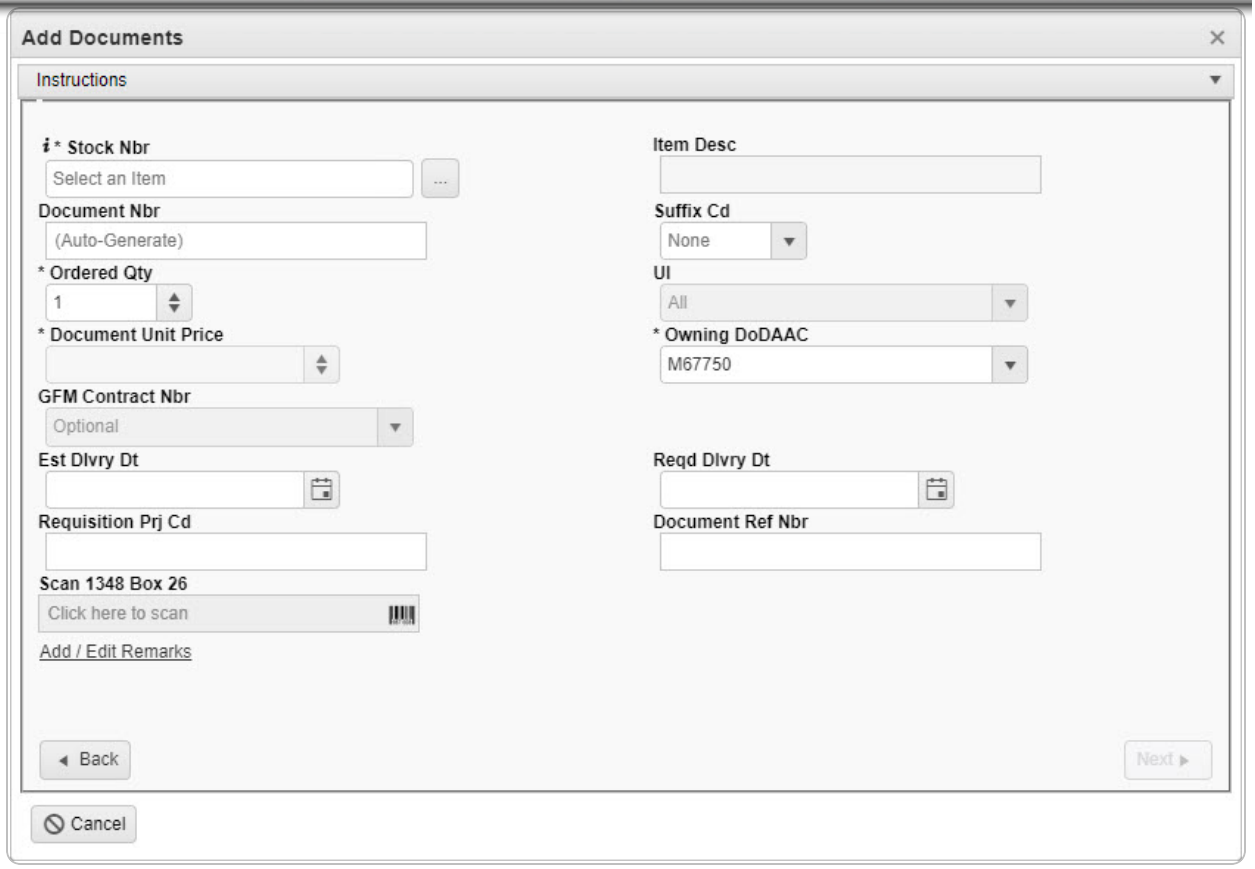
10. Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select  . *The **Add Documents Page 2** pop-up window displays.*

Selecting  *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The DOCUMENT NBR field automatically generates, once the document is finished.*

c. Use ▲▼ to choose the correct Ordered QTY.

d. If the Document Unit Price field does not automatically populate, use ▲▼ to choose the correct price.

e. *If available,* Use ▼ to select the desired GFM Contract Nbr.

f. Use 📅 to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

h. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

j. Use to select the desired Suffix Cd.

k. *The UI field automatically populates, once the STOCK NBR is entered.*

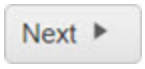
l. Use to select the desired Owning DoDAAC.

m. Use to select the REQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

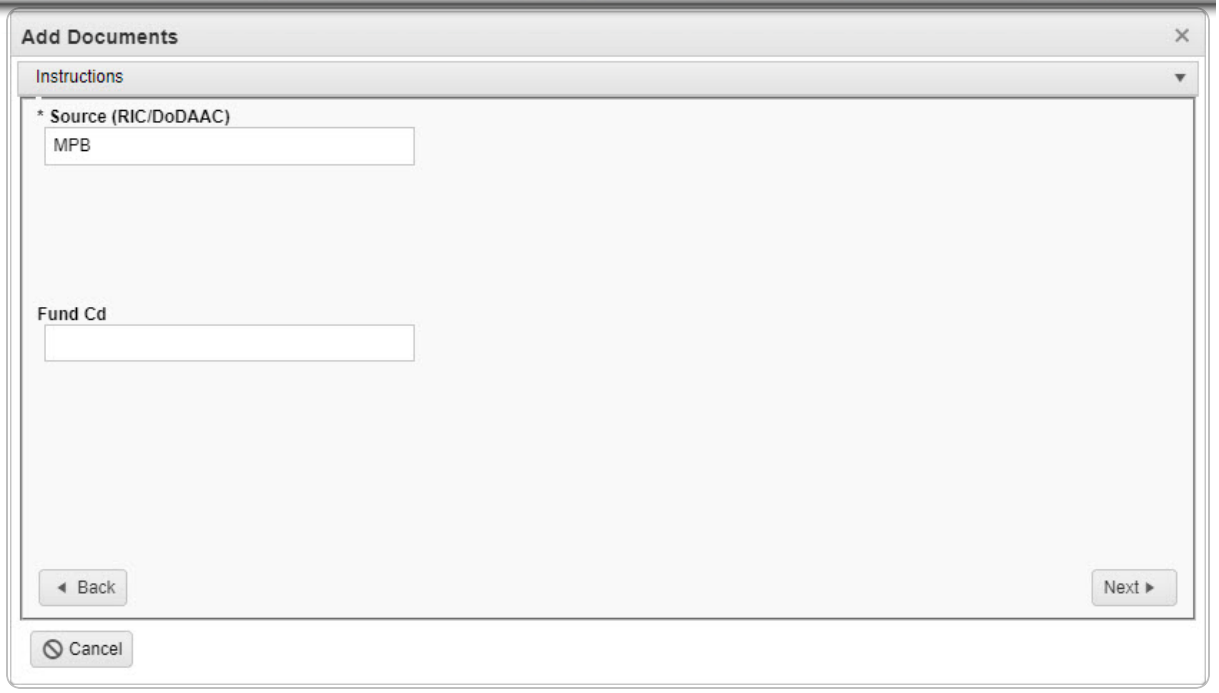
n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

p. Select 

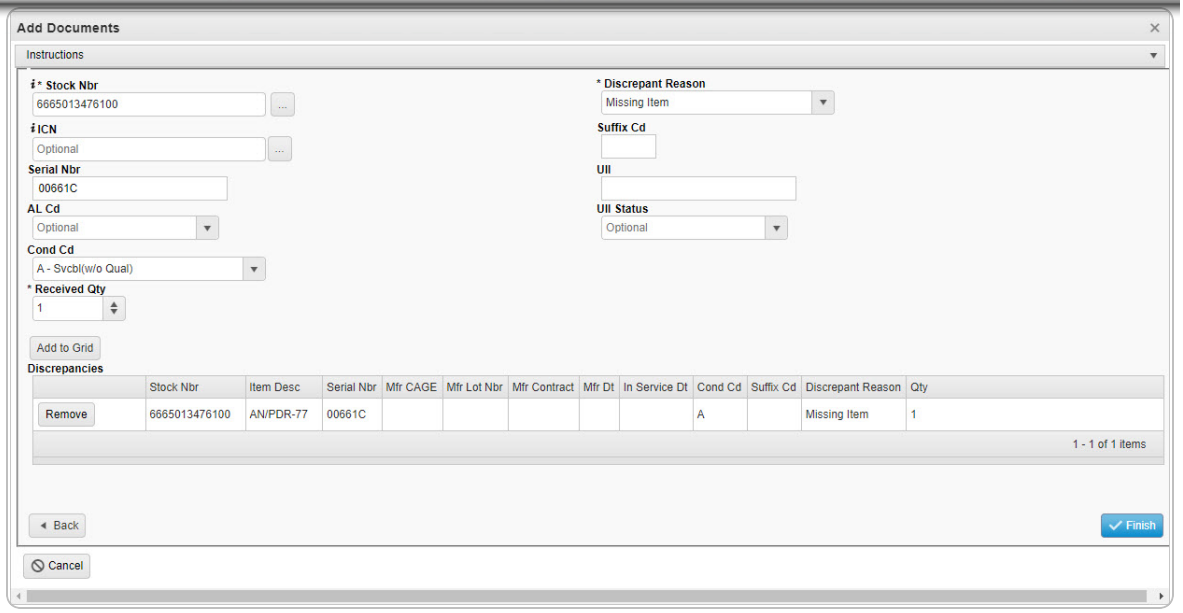
to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*

2. Enter the Fund Cd in the field provided. *This is a 2 alphanumeric character field.*

3. Select Next to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



1. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

2. Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

   Inventory Control Number Browse help

3. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

4. Use ▼ to select the desired Discrepant Reason.

5. Update the Suffix CD field by entering the correct code in the field provided.

6. *Any User-Defined Fields appear here.*

7. Update the Cond Cd, using ▼ to select the desired code.

8. Update the Received QTY, using ▲▼ to choose the revised amount.

9. Select Add to Grid. *The received asset appears in the Discrepancies grid.*

10. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Create Miscellaneous Items

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

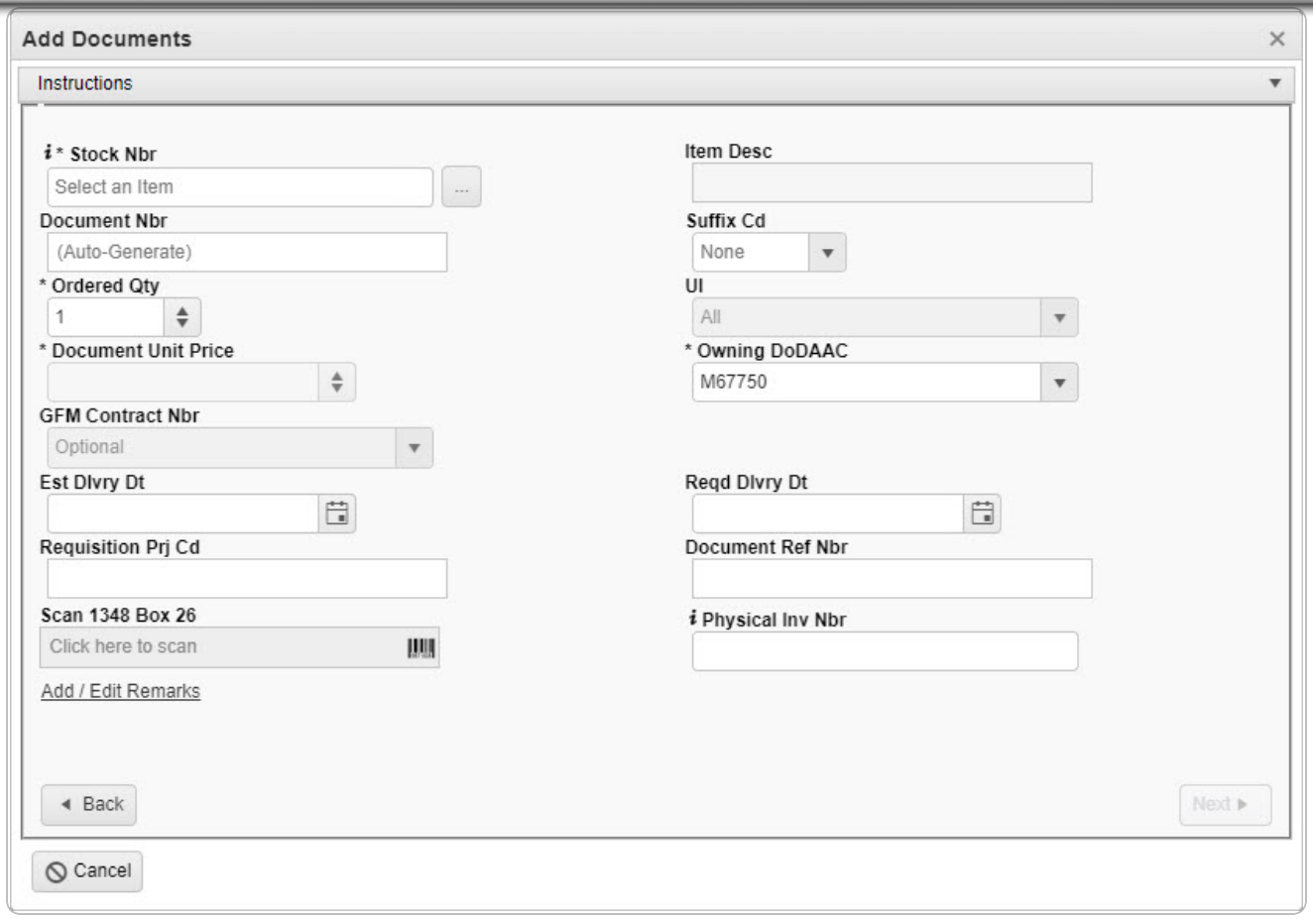
A. Select + Add. *The **Add Documents Page 1** pop-up window displays.*

B. Using ▼ in the I Want To... field, select Miscellaneous Add.

C. Using ▼ in the Document Type field, select the MA - Miscellaneous Add document.

D. Using ▼ in the Document Sub Type field, select the kind of miscellaneous document required.

E. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*



a. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The DOCUMENT NBR field automatically generates, once the document is finished.*

c. Use ▲▼ to choose the correct Ordered QTY.

d. Use ▲▼ to choose the correct Document Unit Price.

e. *If available,* Use ▼ to select the desired GFM Contract Nbr.

f. Use 📅 to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

h. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

j. Use to select the desired Suffix Cd.

k. *The UI field automatically populates, once the STOCK NBR is entered.*

l. Use to select the desired Owning DoDAAC.

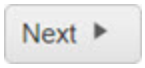
m. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alphanumeric character field.*

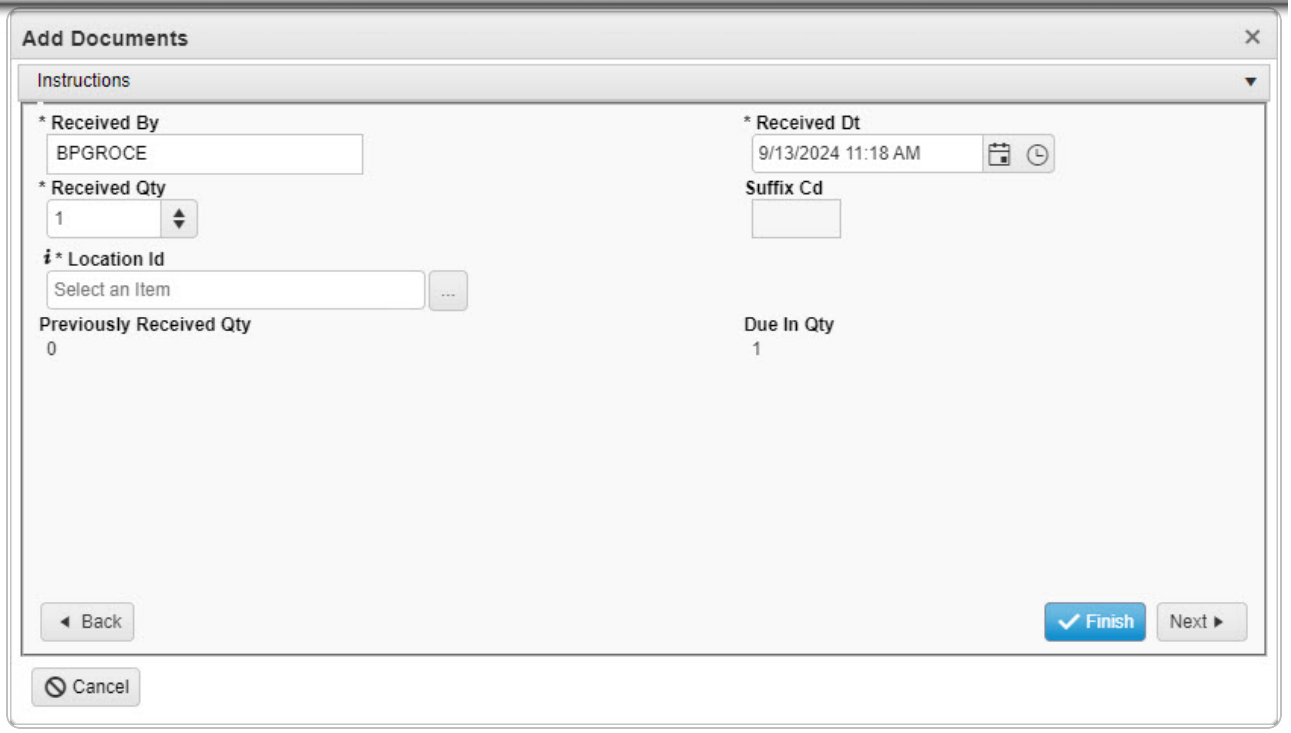
o. Enter the Physical INV NBR, using to assist with the entry. *This is a 15 alphanumeric character field.*

p. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

q. Select 

to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received QTY, using to choose the revised amount.

3. Use or to assist with the Location ID entry. *This is a 15 alphanumeric character field.*

Location Browse help

4. The Previously Received QTY field automatically populates, and is not editable.

5. Update the Received DT, using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

6. *The Suffix CD field automatically populates, and is not editable.*

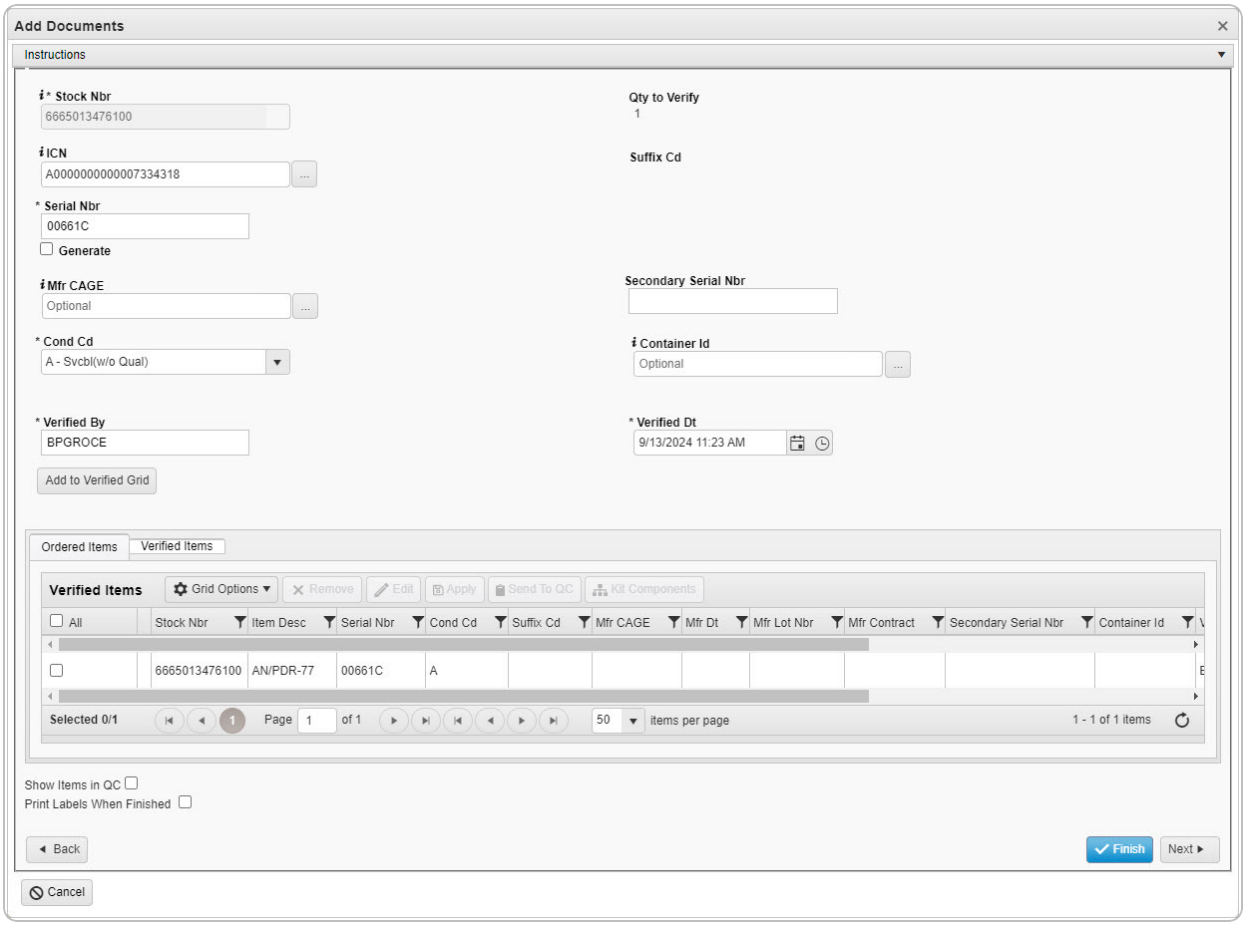
7. The Due In QTY field automatically populates, and is not editable.

Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

8.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



A. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

C. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially***

managed.

D. Use or to assist with the MFR CAGE entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

E. Update the Cond Cd, using to select the desired code.

F. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

G. *The QTY to Verify field automatically populates, and is not editable.*

H. *The Suffix CD field automatically populates, and is not editable.*

I. *Any User-Defined Fields appear here.*

J. Update the Verified DT, using or entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

K. Select

. *The received and verified asset appears in the Verified Items grid.*

L. Click to select the Show Items In QC. *This specifies that an inspection is required.*

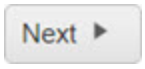
M. Click to select the Print Labels When Finished. *This specifies that labels are required.*

Select

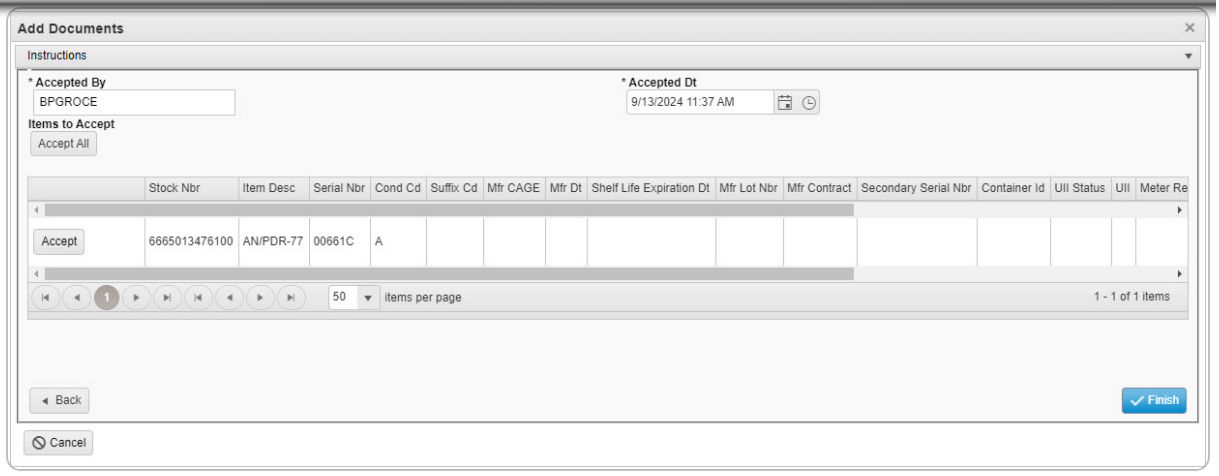
to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

N.

OR

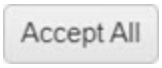
Select 

to continue adding information. *The **Add Documents Page 5** pop-up window displays.*



A. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

B. Update the Accepted DT, using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

C. Select  . *The status in the grid changes from Verified to Accepted.*

D. Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
2113 — Document cannot be closed until the Expected QTY = Accepted QTY + ship short discrepancies or until all non - ship short discrepancies are resolved.	Invalid Entry. The document is not able to be Canceled or Closed. Check for any items that have been received but not yet verified and accepted.
13 — Mandatory Entry: *I Want To...*.	
13 — Mandatory entry: *Document Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory entry: *Document Sub Type*.	

13 — Mandatory entry: *Stock Number*.	
13 — Mandatory entry: *Order QTY*.	
13 — Mandatory entry: *Owning DODAAC*.	
13 — Mandatory entry: *Document Unit Price*.	
14 — DOC NBR already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.
2034 — The Stock Number on the Document Transaction records must be the same or a valid substitute of the Stock Number on the Document.	Invalid Entry. The Stock Number must either match the current Document, or be a valid Substitute. Re-enter the Stock Number.
1108 — STOCK NBR must be a Stock Item for this Warehouse.	Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the warehouse, and re-enter the number.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.

2049 — Estimated Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the current date. Re-enter the date.
2050 — Required Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the system (current) date. Re-enter the date.
492 — Invalid CLIN. First 2 - POS must be alphanumeric not to exceed 4 alpha-numeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
2041 — Invalid UII STATUS CD, UII exists.	Invalid Entry. The UII STATUS CD is not "R" and the UII is not blank. Re-scan the UII.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
513 — LAST MAINT DT must	Invalid Date Entry. The LAST MAINT DT must be

be = or < System Date.	either the system date or earlier. Re-enter the date.
2114 — Expected QTY for each item must be >= the Received QTY for that item.	Invalid Entry. The Received Quantity must be the same or smaller than the Expected Quantity. Enter a valid number.
2099 — Received QTY must be >= Verified QTY for Each Suffix in the Document.	Invalid Entry. The Verified Quantity must be the same or smaller than the Received Quantity. Enter a valid number.
2032 — Received QTY must be >= Verified QTY.	
2033 — Verified QTY must be >= Accepted QTY.	Invalid Entry. The Accepted Quantity must be the same or smaller than the Verified Quantity. Enter a valid number.
1113 — Accepted By must be blank when Receiving.	Invalid Entry. When a document is being received, it is not yet accepted. Therefore there cannot be an entry in the Accepted By field. Delete that entry.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
117 — STOCK NBR SERIAL NBR combination already	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or

exists.	Serial Number.
553 - CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8 and 10-13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10-13 must be numbers.
1055 - Value must be an Integer.	Invalid Entry. The field must be numeric. Re-enter the field.
1152 - To generate a Document Number, you must first add a Document Number Range.	Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.
2096 — The Owning DODAAC does not exist in the DODAAF.	Invalid Entry. The Address Code of the owner of the warehouse is not in the Address File. Re-enter the DODAAC.
xxxx — Cannot insert multiple items with the same serial number.	Invalid Entry. The item entered is the same as one already on the grid. Re-enter the Serial Number.
2040 — Verify at least one item to proceed.	Invalid Entry. There are no items in the Verified Items grid. Verify at least one item to proceed.
xxxx — Source of Supply must contain a valid RIC.	Invalid Entry. There has to be a correct RIC for the listed Source of Supply. Re-enter the Source

	of Supply.
xxxx — At least one of the following fields is required to add an ordered item: UII, SERIAL NBR, LOT NBR.	Invalid Entry. There are missing fields in the Ordered Items grid. Enter at least one of the listed items to proceed.
xxxx — This item is not a stock item for this Owning DODAAC. Items cannot be verified or accepted until they are added as stock items.	Invalid Entry. This STOCK NBR is not a valid Stock Item within this DODAAC. Re-enter the STOCK NBR.

Related Topics

- Receiving Document Overview
- Update a Receiving Document
- Add Attachments to a Receiving Document

Update a Receiving Document

Overview

The Receiving Update process allows editing of documents and items into a Warehouse. The Warehouse Clerk can use the automated "wizard" to revise the information about the materiel.

Attention

In the Verification screen are many fields that are user-defined. They occur between the SERIAL NBR and the COND CD fields.

They are not explained here, but are mentioned as "User-Defined Fields".

There are six ways to edit each of the four types of documents:

- **Edit Document Information** — Make revisions to the receiving document's details.
- **Receive / Accept** — A warehouse receives the requested inventory correctly.
- **Manage Discrepancies** — A warehouse receives the requested inventory incorrectly (incorrect quantity, incorrect condition code, etc.).
- **Cancel Document** — The document was entered, but is no longer needed.
- **Close Document** — One amount of inventory was requested, but a different (lesser) amount was received. The document is complete, with no additional inventory received against it.
- **Manage Attachments** — A warehouse needs to attach a file to the document, for further explanation.

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

MATERIEL MGMT > Receiving > Edit > Update Documents pop-up window

Page Fields

The following fields display on the **Update Documents** 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.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Page 1

I Want To... *
Document Type *
Document Sub Type *
Scan 1348 (2D Barcode)

Page 2

Stock Nbr *
Item Desc
Cont/PO Nbr (Purchase Order)
CLIN (Purchase Order)

Document Nbr
Suffix Cd (Receive, Manage, & Misc)
Ordered Qty *
UI
Document Unit Price *
Owning DoDAAC *
GFM Contract Nbr
Est Dlvry Dt
Rqd Dlvry Dt
Requisition Prj Cd
Document Ref Nbr
Scan 1348 Box 26
Add / Edit Remarks

Remarks
History Remarks

Page 3

(MILSTRIP)

Source (RIC/DoDAAC) *
Media Status Cd
Demand Cd
Supp Address
Signal Cd
Priority Cd
Dist Cd
Acq Adv Cd
Fund Cd

(PO & TE & Misc Receive / Accept)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id *
Previously Received Qty
Due In Qty

(PO & TE & Misc Manage Discrepancies)

Stock Nbr *
Discrepant Reason *
ICN
Suffix Cd
Cond Cd *
Received Qty *

Page 4

(MILSTRIP Receive / Accept)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id *
Previously Received Qty
Due In Qty

(MILSTRIP Manage Discrepancies)

Stock Nbr *
Discrepant Reason *
ICN
Suffix Cd
User-Defined Fields
Cond Cd *
Received Qty *

(PO & TE & Misc Receive / Accept)

Stock Nbr *
Qty to Verify
ICN
Suffix Cd
Serial Nbr (Serial)
User-Defined Fields
Cond Cd *
Container ID
Verified Qty * (Bulk)

Verified By *
Verified Dt *

Page 5

(MILSTRIP Receive / Accept)

Stock Nbr *
Qty to Verify
ICN
Suffix Cd
Serial Nbr (Serial)
User-Defined Fields
Cond Cd *
Container ID
Verified Qty * (Bulk)
Verified By *
Verified Dt *

(PO & TE & Misc)

Accepted By *
Accepted Dt *

Page 6

(MILSTRIP)

Accepted By *
Accepted Dt *

(*) Asterisk identifies mandatory fields.

Procedures

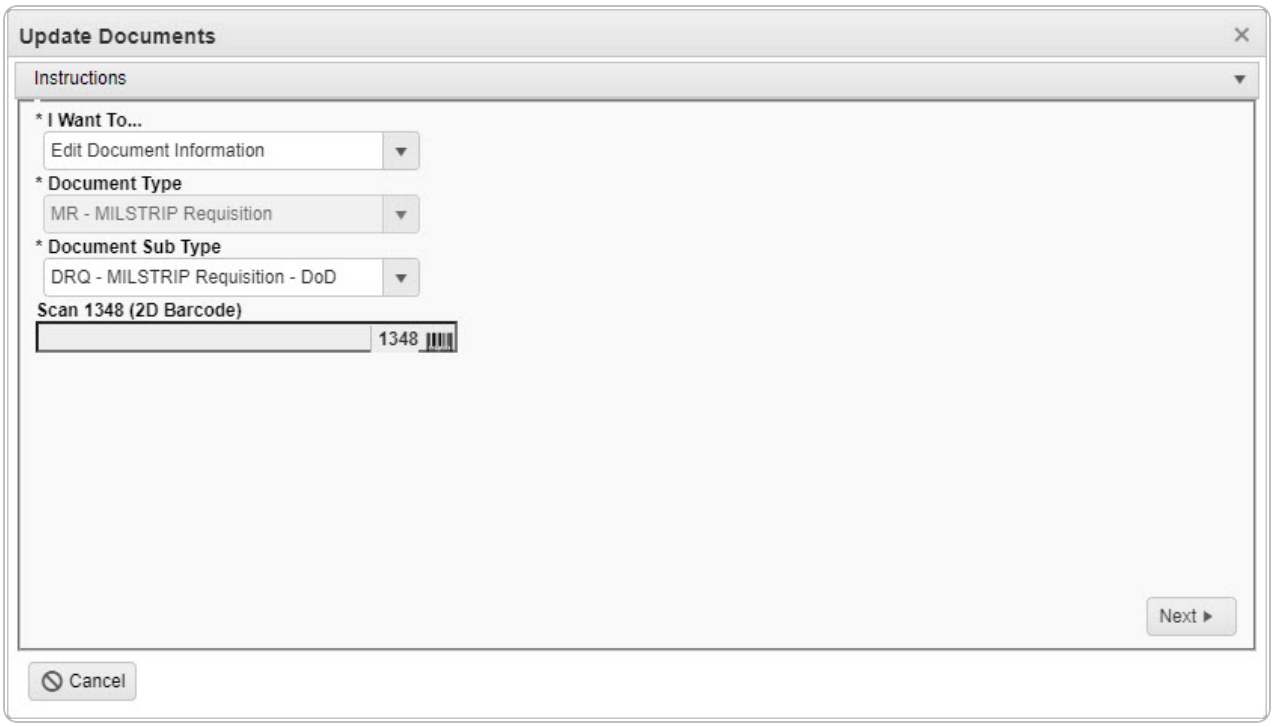
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Document Information

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

1. Select Edit next to the desired Document record. *The* ***Update Documents Page 1*** *pop-up window displays.*



2. Using in the I Want To... field, select Edit Document Information.

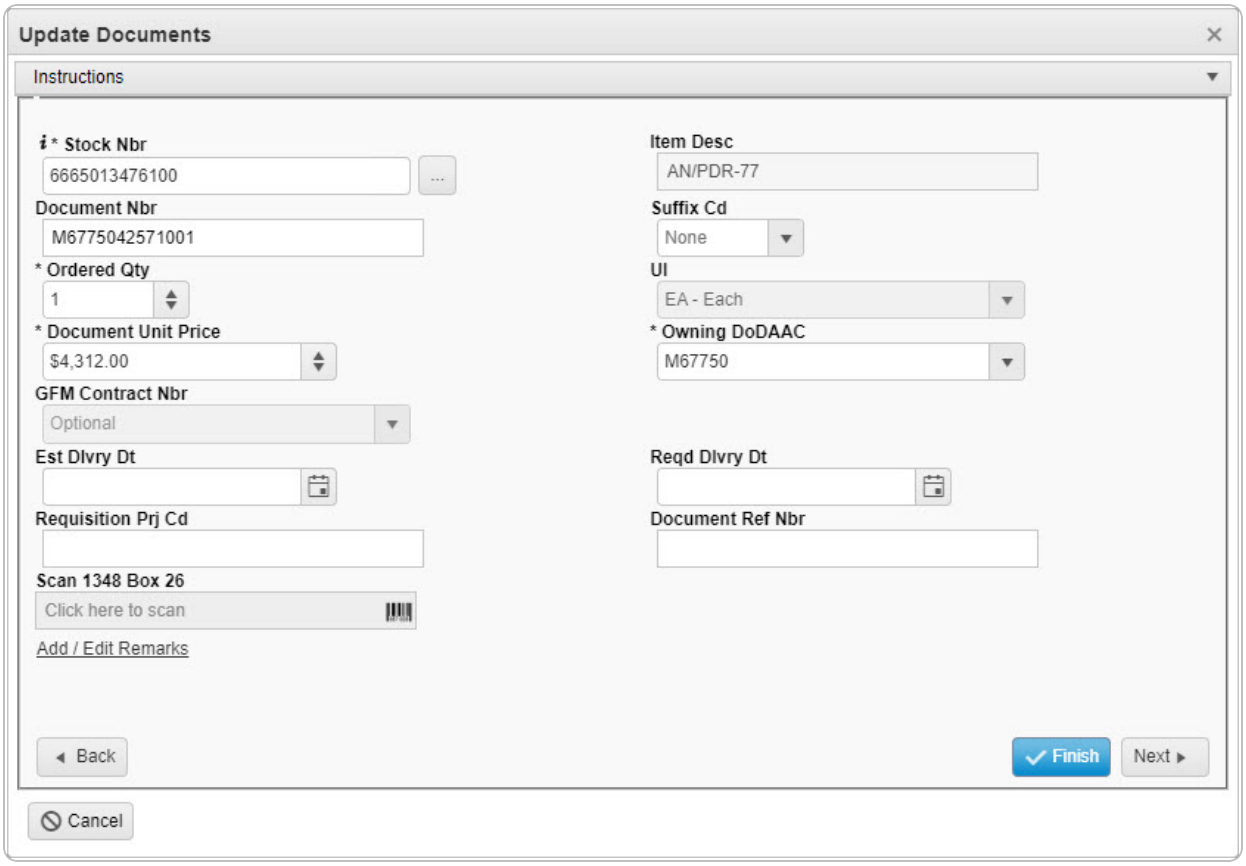
   The Document Type field is shaded and cannot be changed from the document type of the chosen record.

3. There are 4 types of documents to edit:

   - **MR - MILSTRIP Requisition**

   A. Update the Document Sub Type, using to select the desired MILSTRIP requisition document.

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

c. Update the Ordered QTY, using ▲▼ to choose the revised amount.

d. Update the Document Unit Price, using ▲▼ to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

l. Update the Owning DoDAAC, using to select the desired code.

m. Update the RQD DLVRY DT, using or entering the date (MM/DD/YYYY)in the field provided.

n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

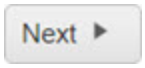
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

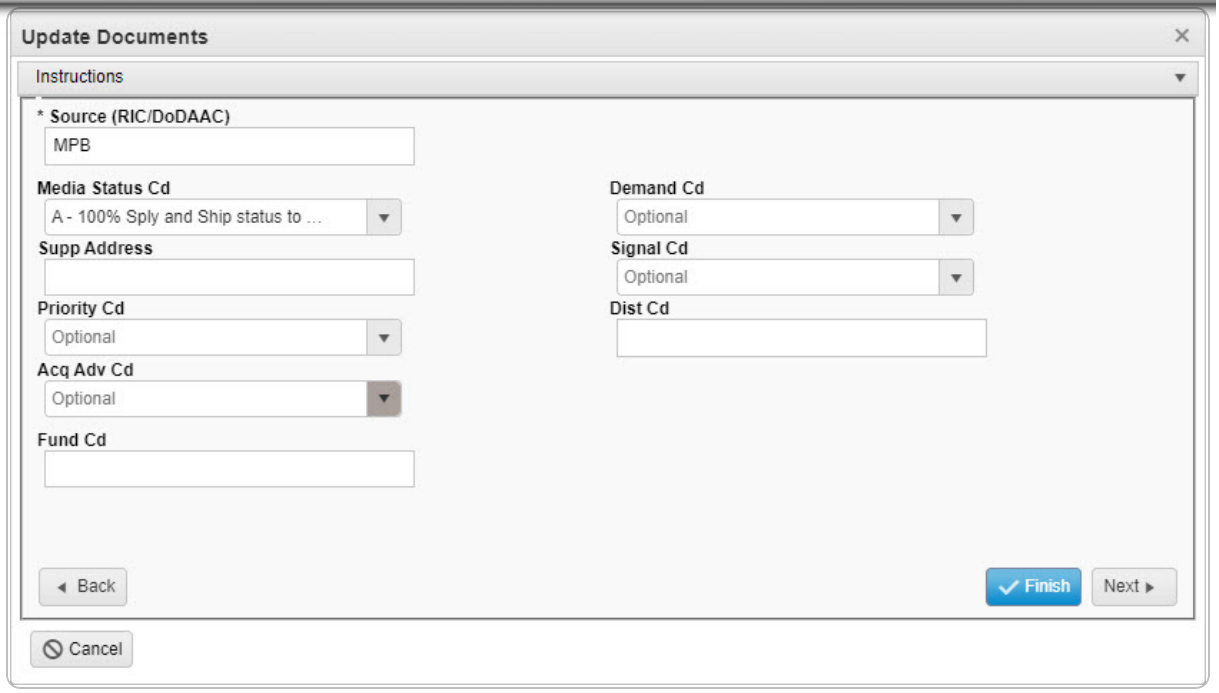
to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

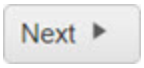


1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
2. Update the Media Status Cd, using ▼ to select the correct code.
3. Update the Supp Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
4. Update the Priority Cd, using ▼ to select the correct code.
5. Update the Acq Adv Cd, using ▼ to select the correct code.
6. Update the Fund Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
7. Update the Demand Cd, using ▼ to select the correct code.
8. Update the Signal Cd, using ▼ to select the correct code.
9. Update the Dist Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

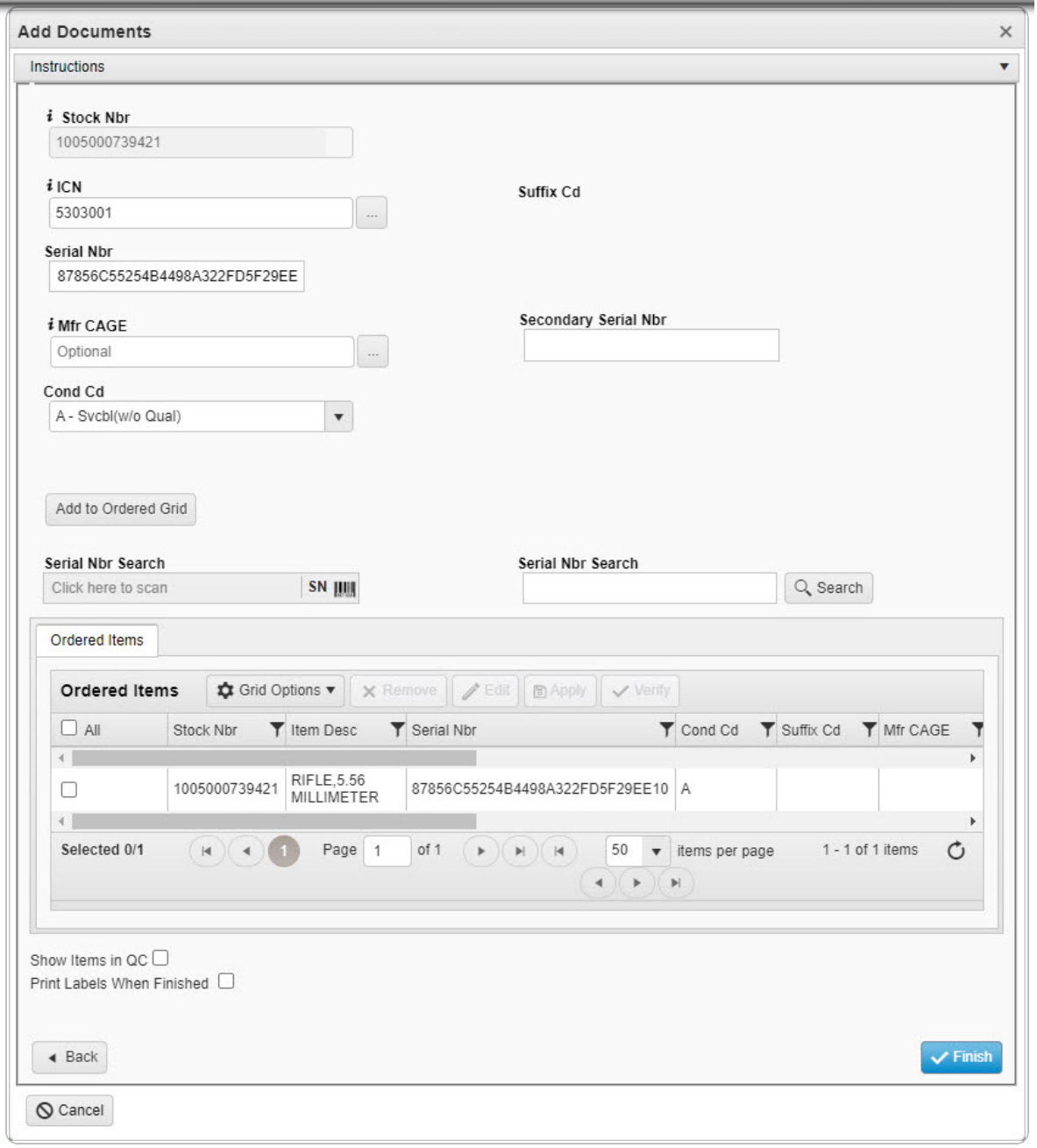
Select

to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

10. **OR**

Select 

to continue adding information. *The **Update Documents Page 4** pop-up window displays **only for Serial items**.*



A. *Verify the STOCK NBR.*

B. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

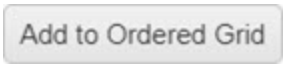
Inventory Control Number Browse help

C. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

D. Use or to assist with the MFR CAGE entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

E. Update the Cond Cd, using to select the desired code.

F. Select 

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

G. *The Suffix CD field automatically populates, and is not editable.*

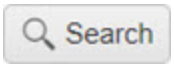
H. *Any User-Defined Fields appear here.*

I. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

J. Select

. *Using the ELMS supported tethered scanner, scan the serial number barcode to automatically add it to the grid.*

K. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alpha-numeric character field.*

Select 

. *Any ordered items with that serial number appears.*

L. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

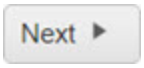
M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

N. Select

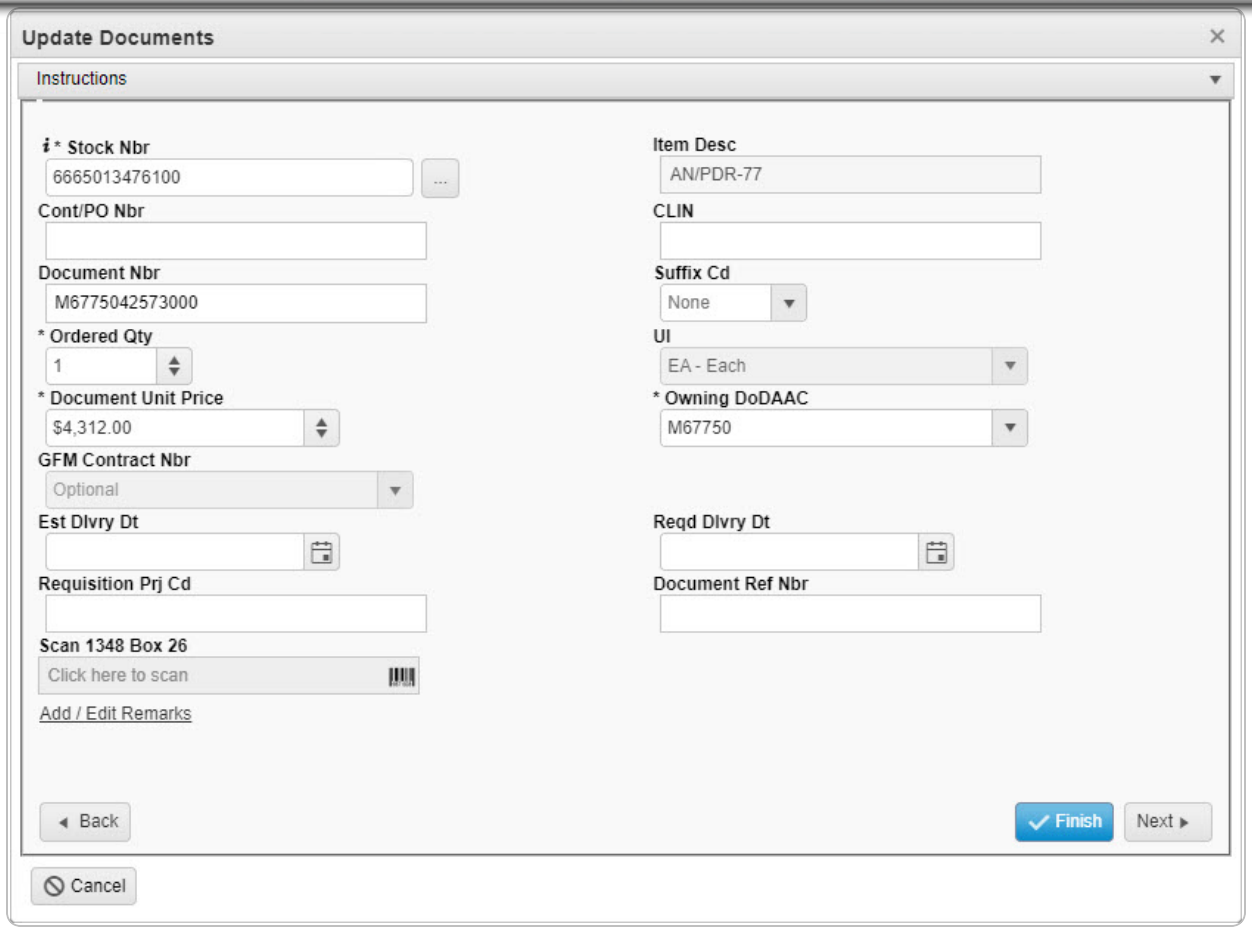
to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

- **PO - Purchase Order**

A. Update the Document Sub Type, using to select the kind of Purchase Order requisition document required.

B. Select 

. *The **Update Documents Page 2** pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Ordered QTY, using ▲▼ to choose the revised amount.

e. Update the Document Unit Price, using ▲▼ to choose the revised price.

f. *Verify the GFM CONTRACT NBR.*

g. Update the EST DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.

h. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

i. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

j. *Verify the ITEM DESC.*

k. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

l. Update the Suffix Cd, using to select the desired code.

m. *Verify the UI.*

n. Update the Owning DoDAAC, using to select the desired code.

o. Update the RQD DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.

p. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

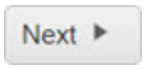
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

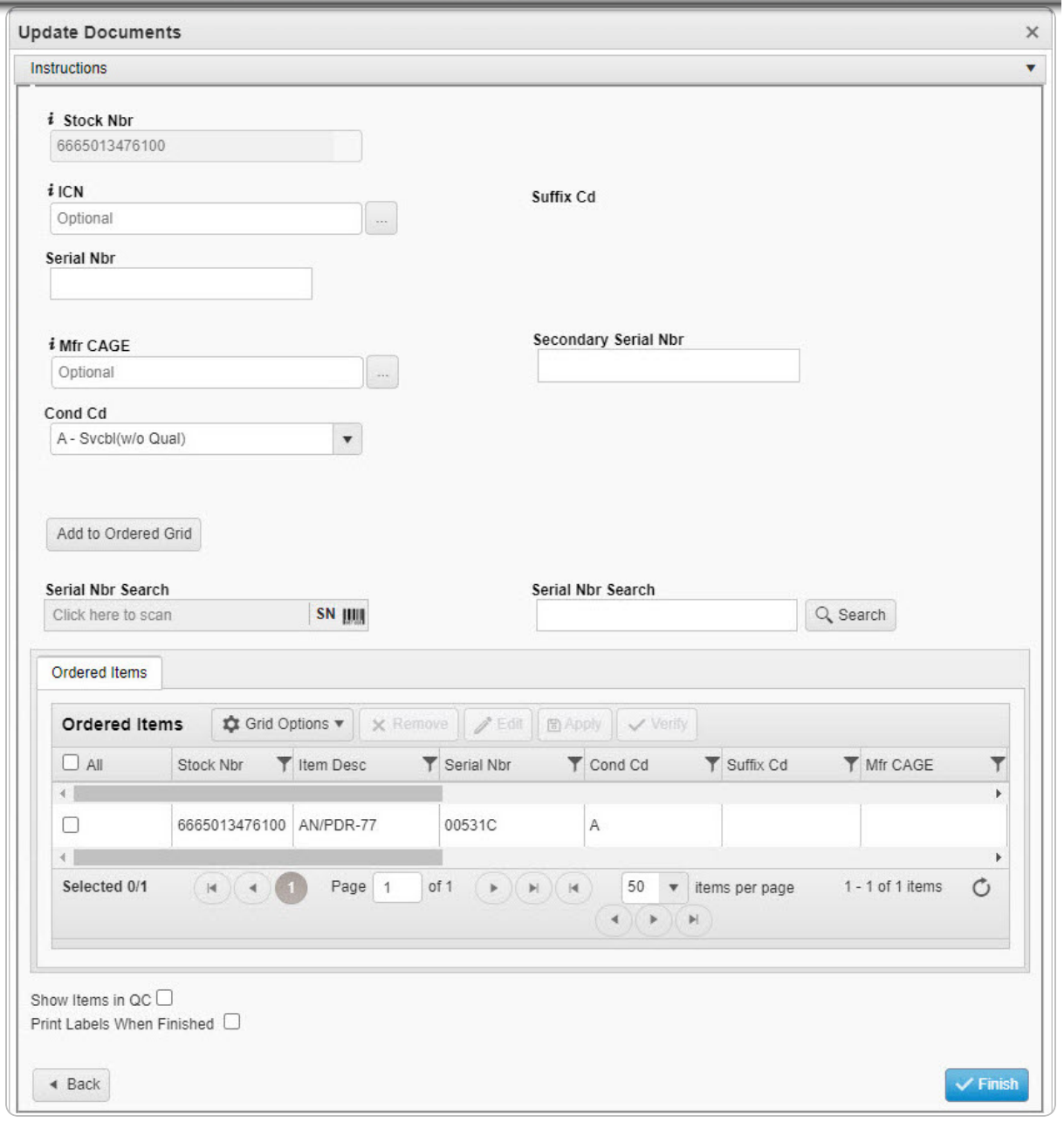
to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

r.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. *Verify the STOCK NBR.*

2. Update the ICN, using or to assist with the revised number.

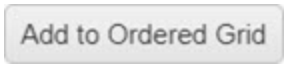
   Inventory Control Number Browse help

3. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is***

Serially managed.

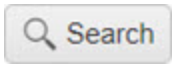
4. Update the MFR CAGE, using or to assist with the revised entry. *This is a 5 alphanumeric character field.*

   CAGE Master Browse help

5. Update the Cond Cd, using to select the desired code.
6. *Verify the Suffix CD.*
7. *Any User-Defined Fields appear here.*
8. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
9. Select 

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
10. Select

. *Using the ELMS supported tethered scanner, scan the serial number barcode to automatically add it to the grid.*
11. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alpha-numeric character field.*

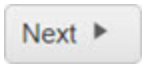
    Select 

. *Any ordered items with that serial number appears.*
12. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
13. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
14. Select

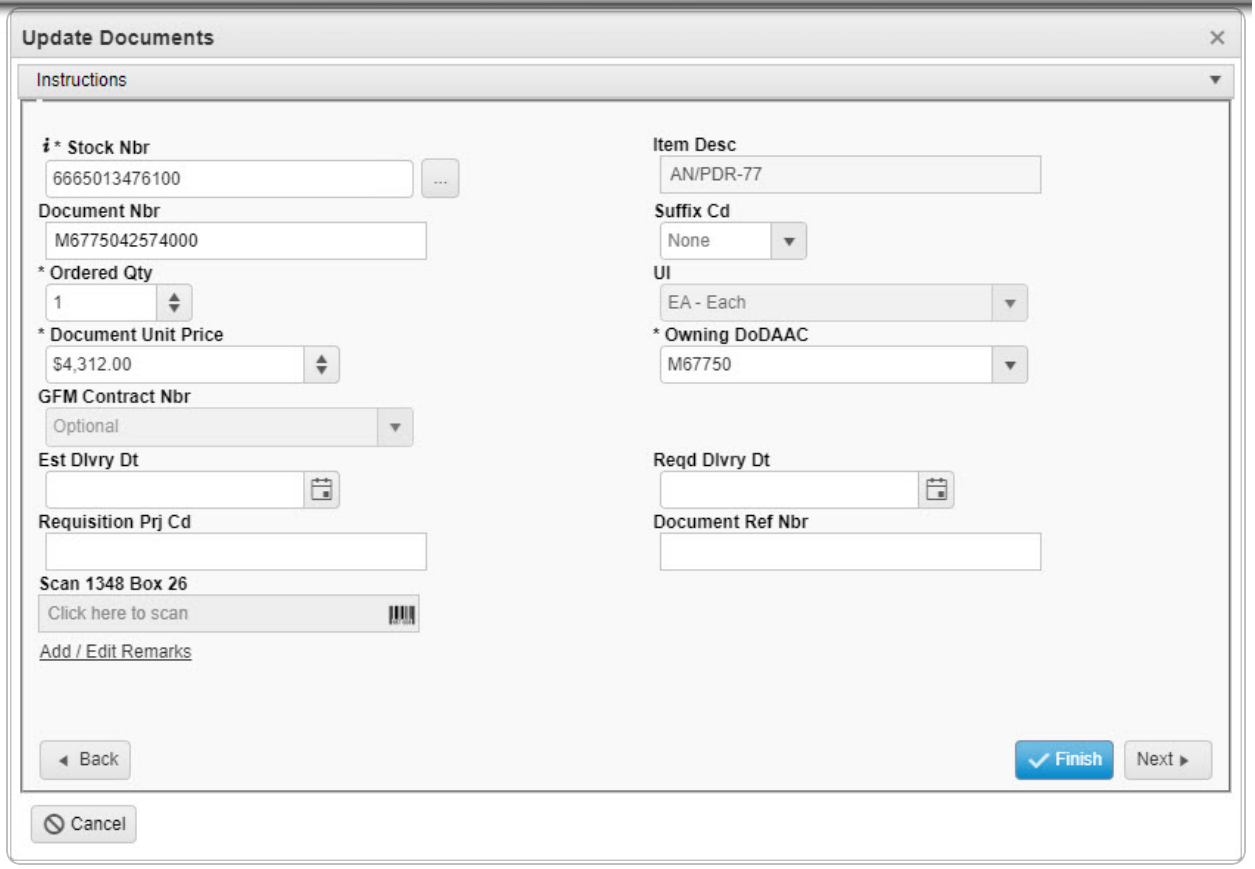
to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select 

. *The **Update Documents Page 2** pop-up window displays.*



a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

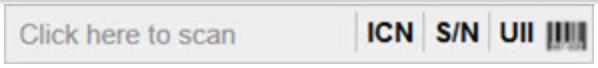
c. Update the Ordered QTY, using to choose the revised amount.

d. Update the Document Unit Price, using to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select 

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

l. Update the Owning DoDAAC, using to select the desired code.

m. Update the RQD DLVRY DT by using or entering the date (MM/DD/YYYY)in the field provided.

n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

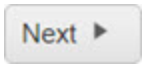
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

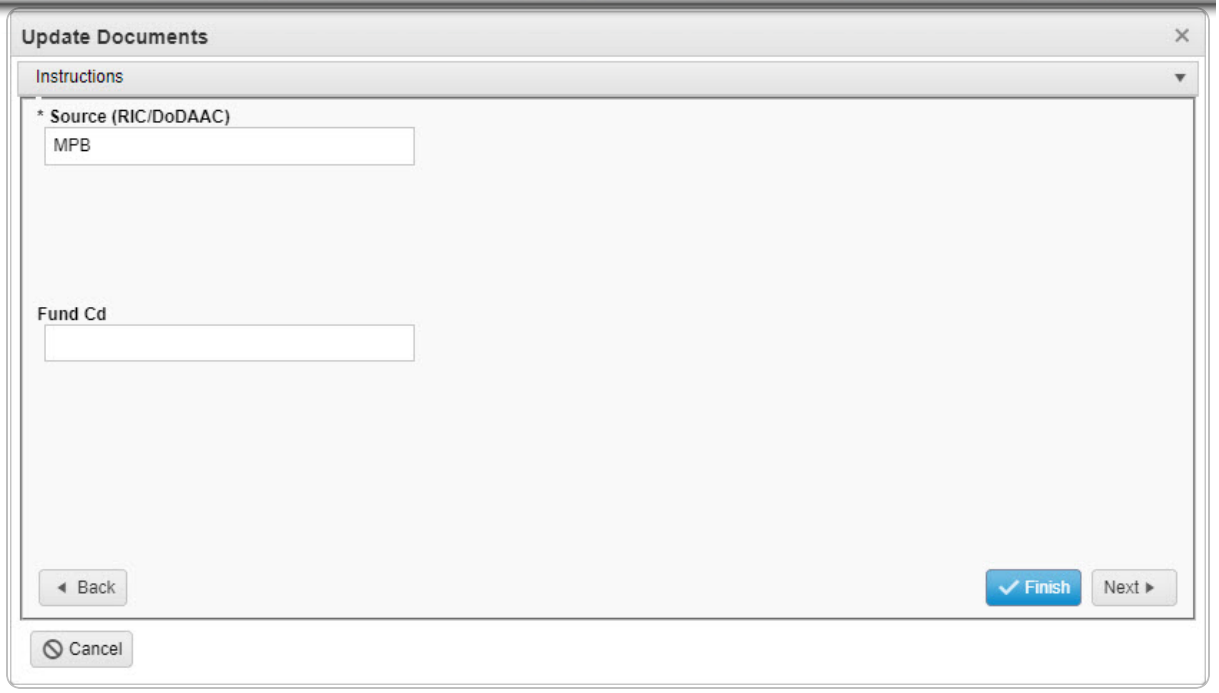
to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



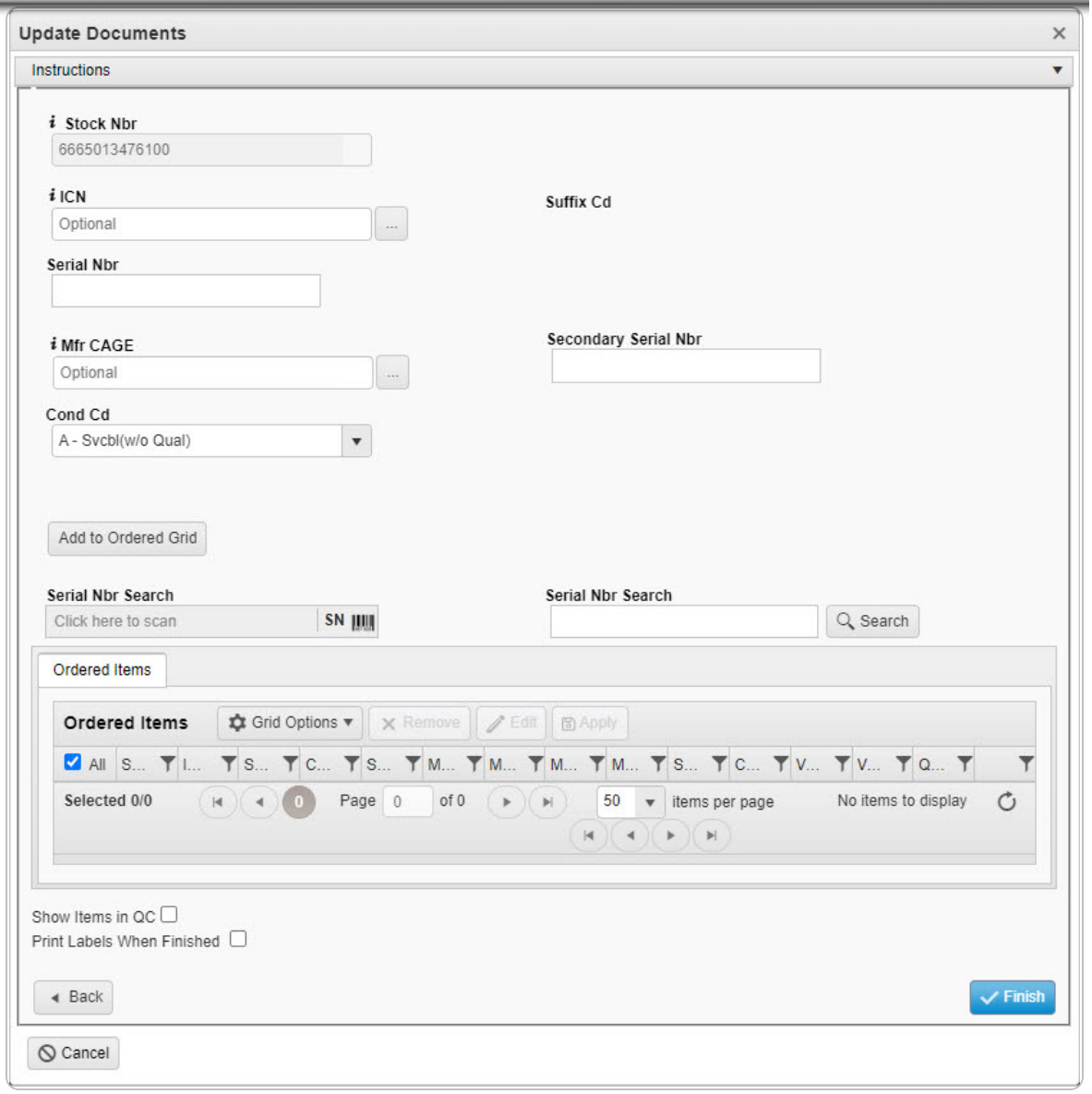
1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*

2. Update the Fund Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*

   Select Finish to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

3. **OR**

   Select Next to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



A. *Verify the STOCK NBR.*

B. Update the ICN, using or to assist with the revised number.

Inventory Control Number Browse help

C. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

D. Update the MFR CAGE, using or to assist with the revised entry. *This is a 5 alphanumeric character field.*

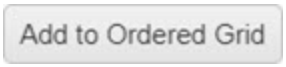
CAGE Master Browse help

E. Update the Cond Cd, using to select the desired code.

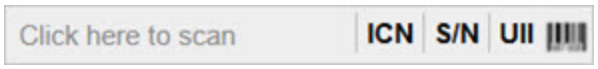
F. *Verify the Suffix CD.*

G. *Any User-Defined Fields appear here.*

H. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

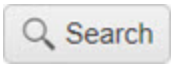
I. Select 

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

J. Select 

. *Using the ELMS supported tethered scanner, scan the serial number barcode to automatically add it to the grid.*

K. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alpha-numeric character field.*

Select 

. *Any ordered items with that serial number appears.*

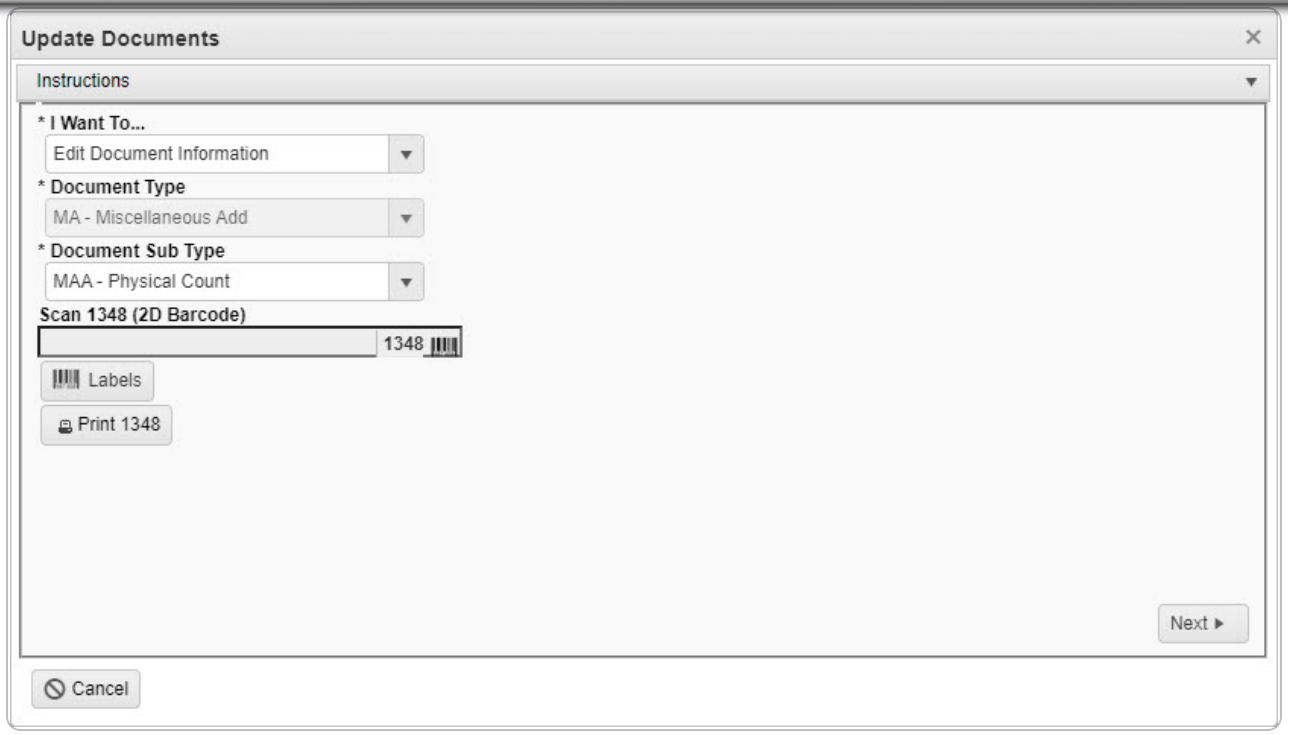
L. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

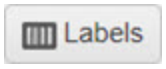
N. Select

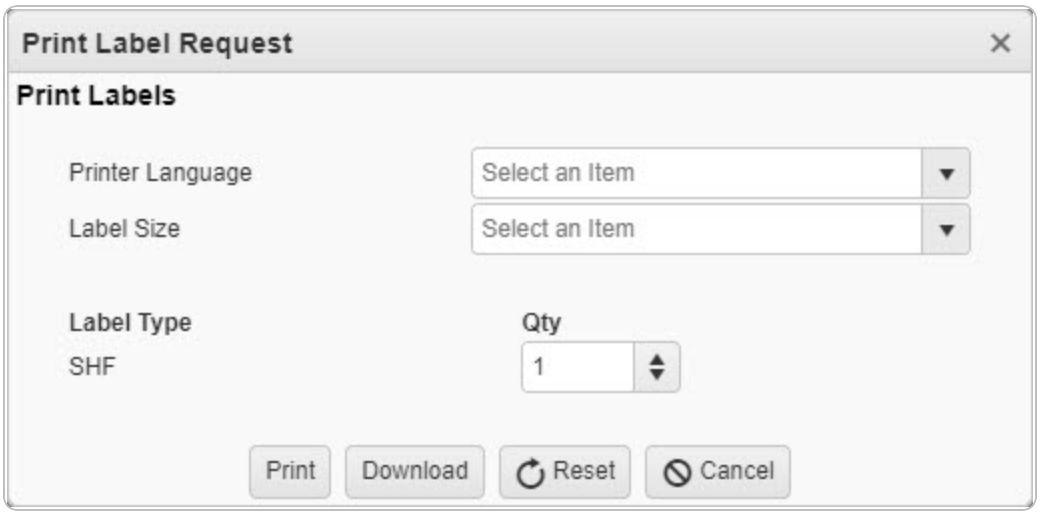
to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

- **MA - Miscellaneous Add**



A. Update the Document Sub Type, using to select the desired Miscellaneous Add code.

B. Select  . *The **Print Label Request** pop-up window appears.*



a. Use to select the Printer Language.

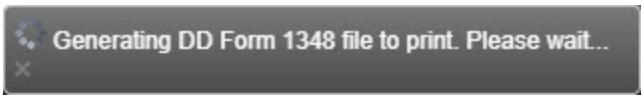
b. Use to select the Label Size.

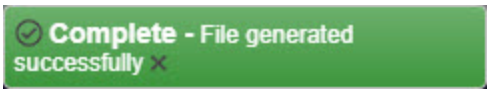
c. *The Label Type automatically populates and is not editable.*

d. Use to choose the Qty.

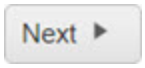
e. Select to print the labels.

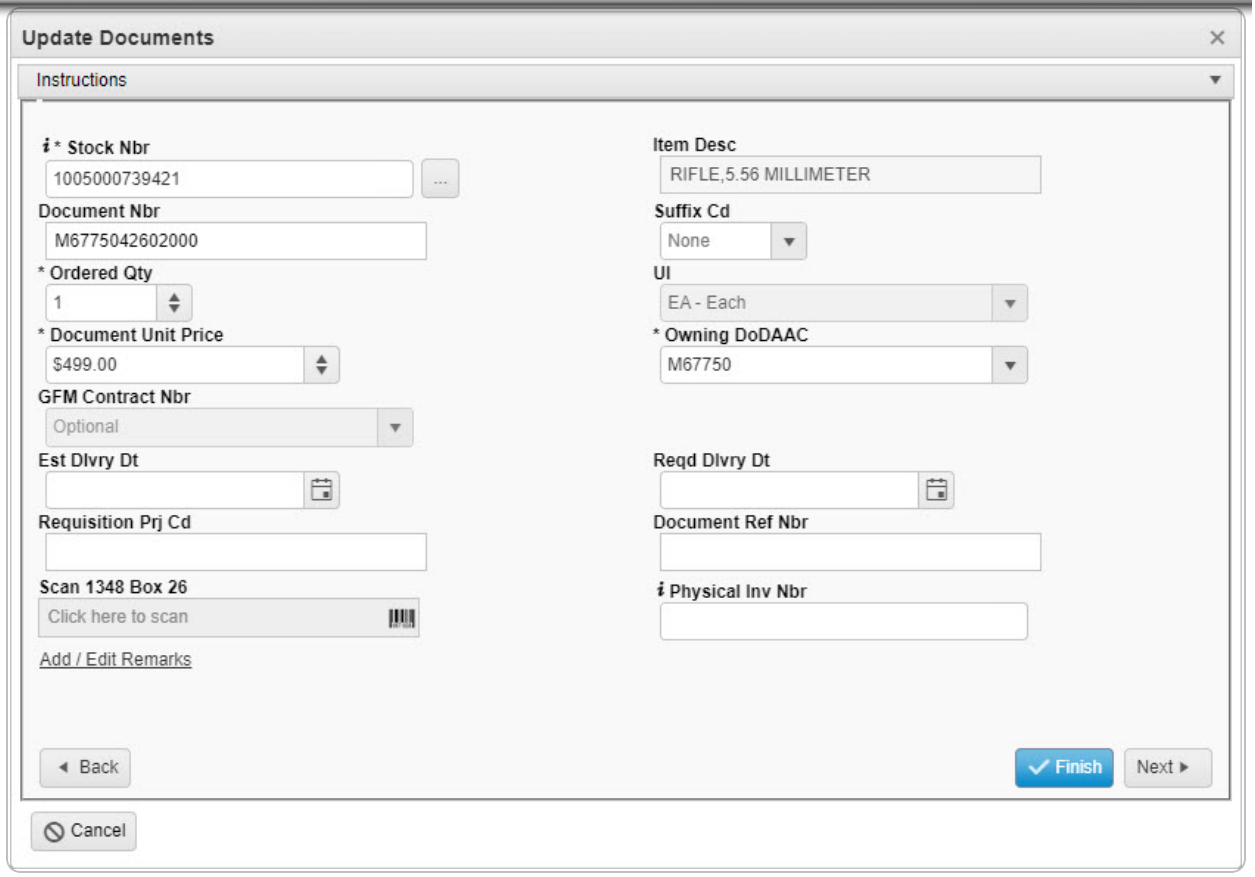
C. Select . *The DD Form 1348 starts to generate.*

a.  appears.

b. Then it is replaced by  .

c. The Windows Save As pop-up appears, ready to save the DD Form 1348 for printing.

D. Select  . *The* ***Update Documents Page 2*** *pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

c. Update the Ordered QTY, using ▲▼ to choose the revised amount.

d. Update the Document Unit Price, using ▲▼ to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using 📅 or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

l. Update the Owning DoDAAC, using to select the desired code.

m. Update the RQD DLVRY DT by using or entering the date (MM/DD/YYYY)in the field provided.

n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Update the Physical INV NBR, using to assist with the entry. *This is a 15 alpha-numeric character field.*

p. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

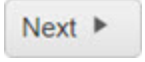
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

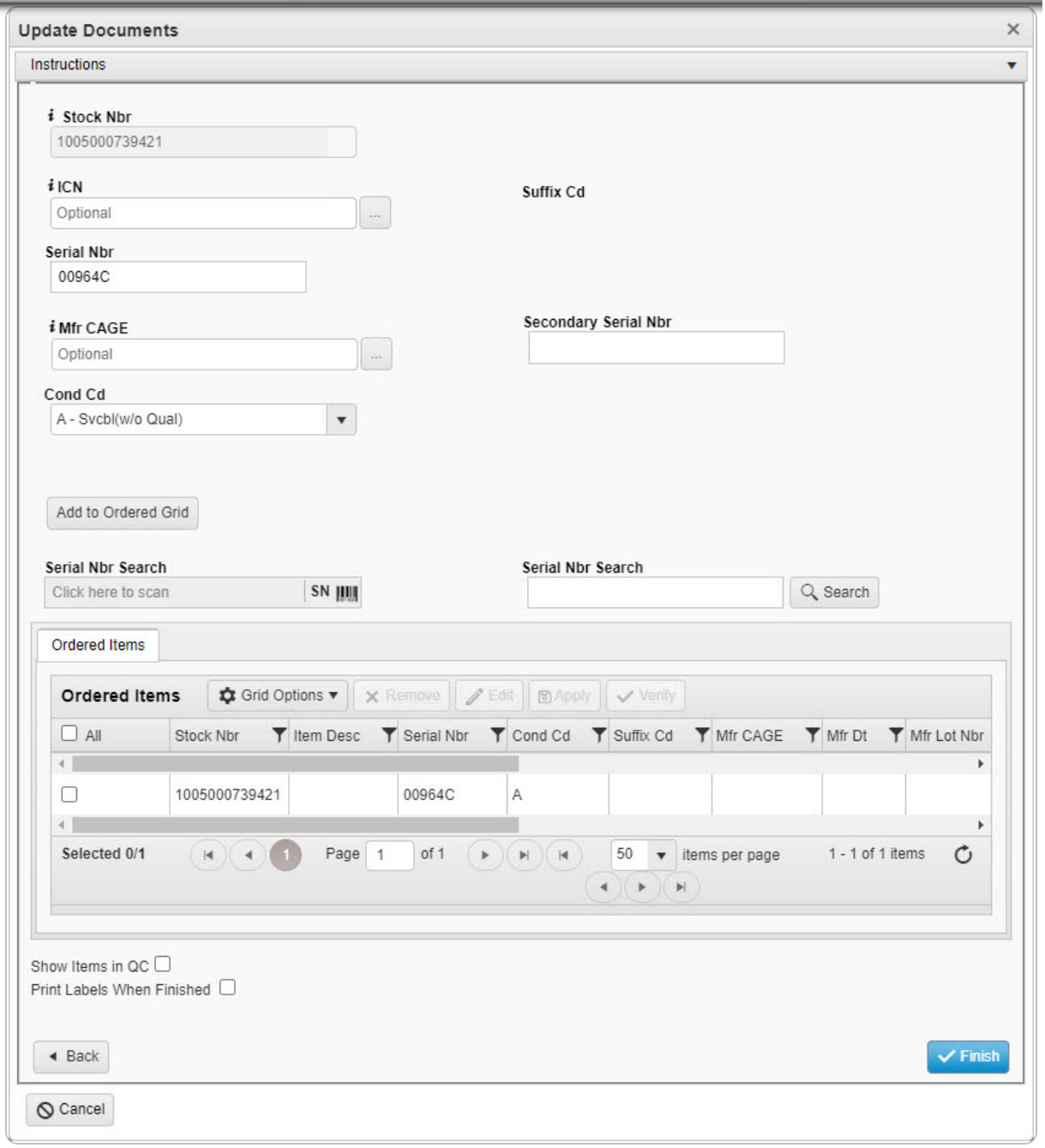
to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

q.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. *Verify the STOCK NBR.*

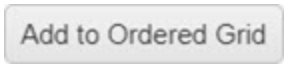
2. Update the ICN, using or to assist with the revised number.

   Inventory Control Number Browse help

3. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

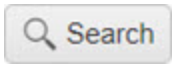
4. Update the MFR CAGE, using or to assist with the revised entry. *This is a 5 alphanumeric character field.*

   CAGE Master Browse help

5. Update the Cond Cd, using to select the desired code.
6. *Verify the Suffix CD.*
7. *Any User-Defined Fields appear here.*
8. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
9. Select 

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
10. Select

. *Using the ELMS supported tethered scanner, scan the serial number barcode to automatically add it to the grid.*
11. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alpha-numeric character field.*

    Select 

. *Any ordered items with that serial number appears.*
12. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
13. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*
14. Select

to process the document. *The* ***Update Documents*** *pop-up window closes, and the revised Document is highlighted in green.*

Update a Receive / Accept Document

Selecting

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

1. Select Edit next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*

2. Using in the I Want To... field, select Receive / Accept.

   The Document Type field is shaded, and cannot be changed from the document type of the chosen record.

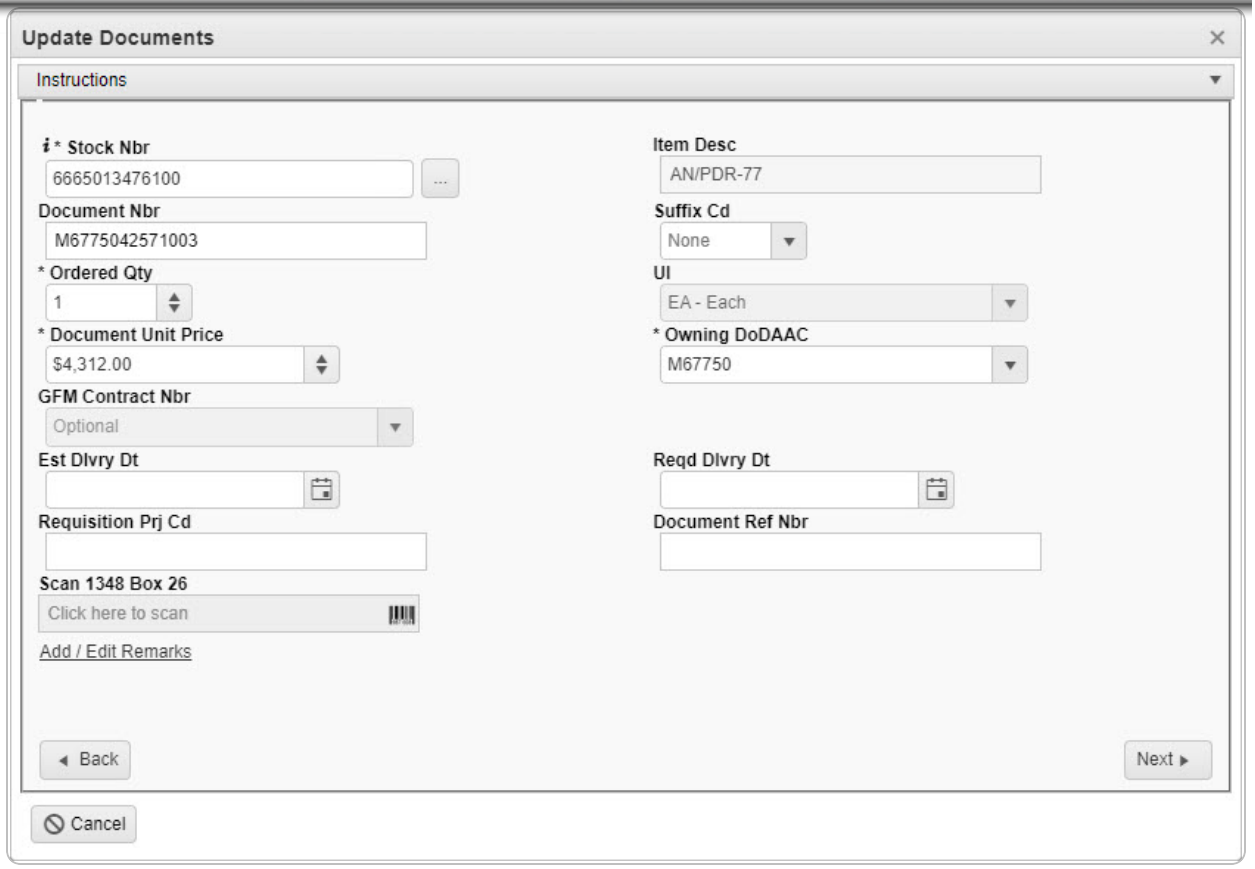
3. There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

A. Update the Document Sub Type, using to select the desired MILSTRIP requisition document.

B. Select Next. *The **Update Documents Page 2** pop-up window displays.*

Selecting Back at any point after this step returns to the previous page, and does not delete any field entries.



a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

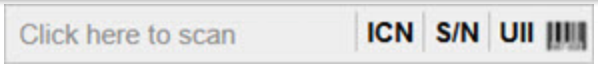
c. Update the Ordered QTY, using to choose the revised amount.

d. Update the Document Unit Price, using to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select 

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

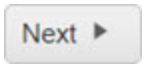
l. Update the Owning DoDAAC, using to select the desired code.

m. Update the RQD DLVRY DT by using or entering the date (MM/DD/YYYY)in the field provided.

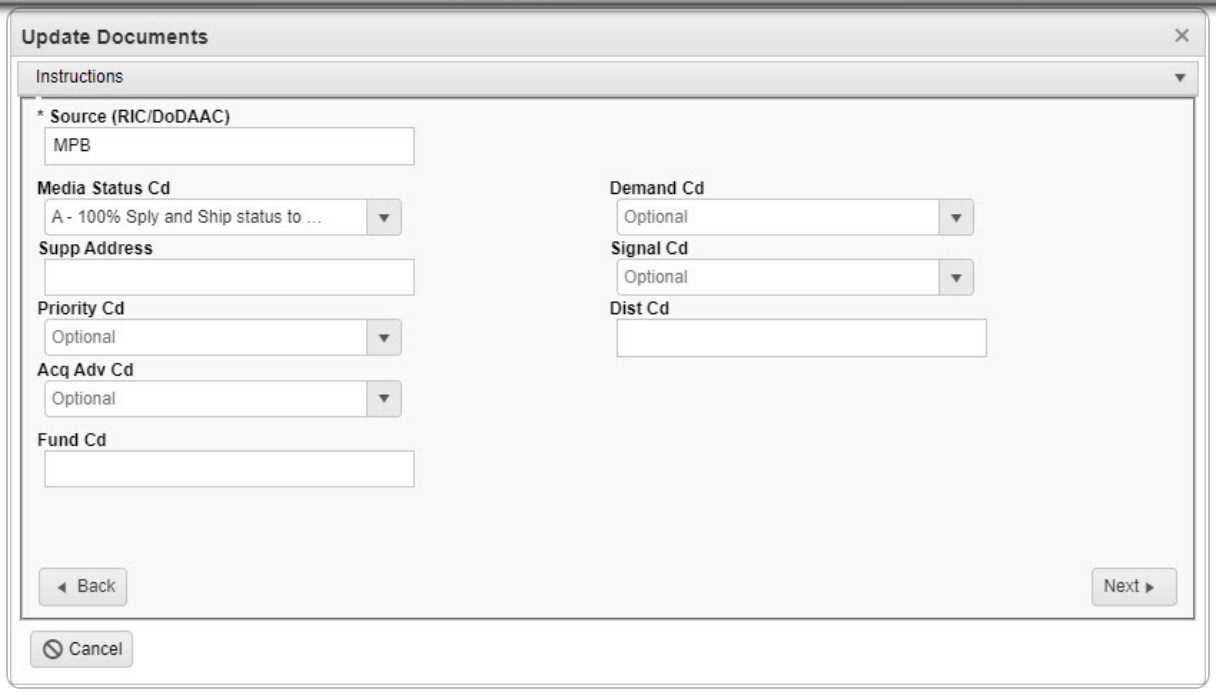
n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

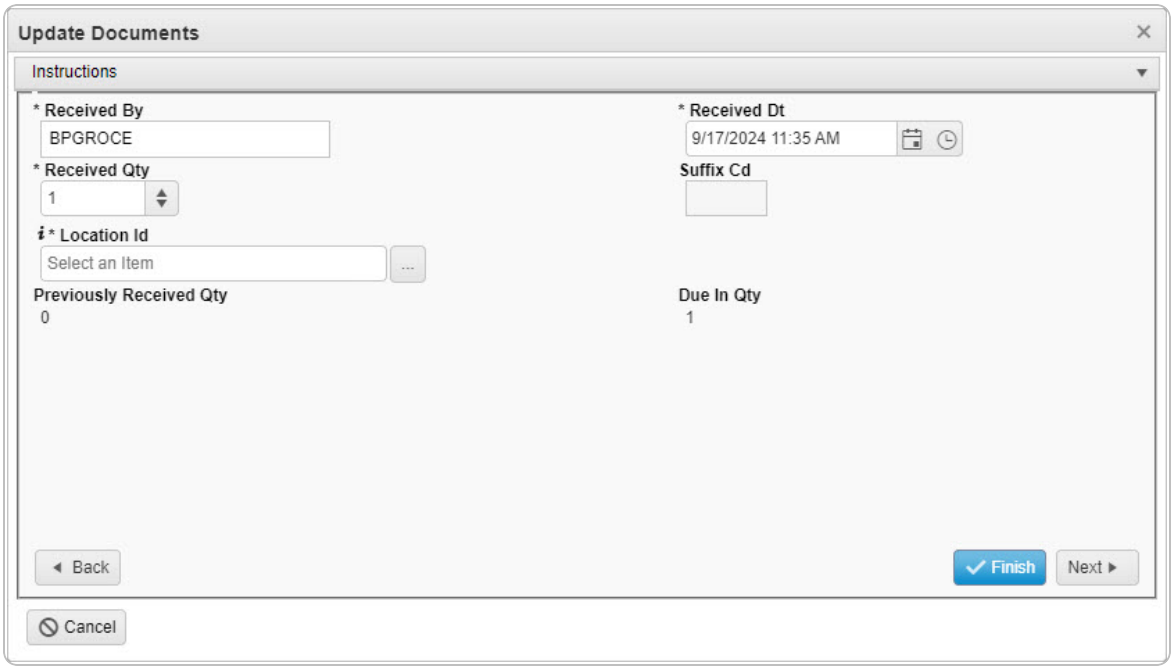
p. Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
2. Update the Media Status Cd, using ▼ to select the correct code.
3. Update the Supp Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
4. Update the Priority Cd, using ▼ to select the correct code.
5. Update the Acq Adv Cd, using ▼ to select the correct code.
6. Update the Fund Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
7. Update the Demand Cd, using ▼ to select the correct code.
8. Update the Signal Cd, using ▼ to select the correct code.
9. Update the Dist Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

10. Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



A. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

B. Update the Received QTY, using ▲▼ to choose the revised amount.

C. Use ℹ or ... to assist with the LOCATION ID entry. *This is a 15 alpha-numeric character field.*

Location Browse help

D. *Verify the Previously Received QTY.*

E. Update the Received DT by using 📅 🕒 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

F. *Verify the Suffix CD.*

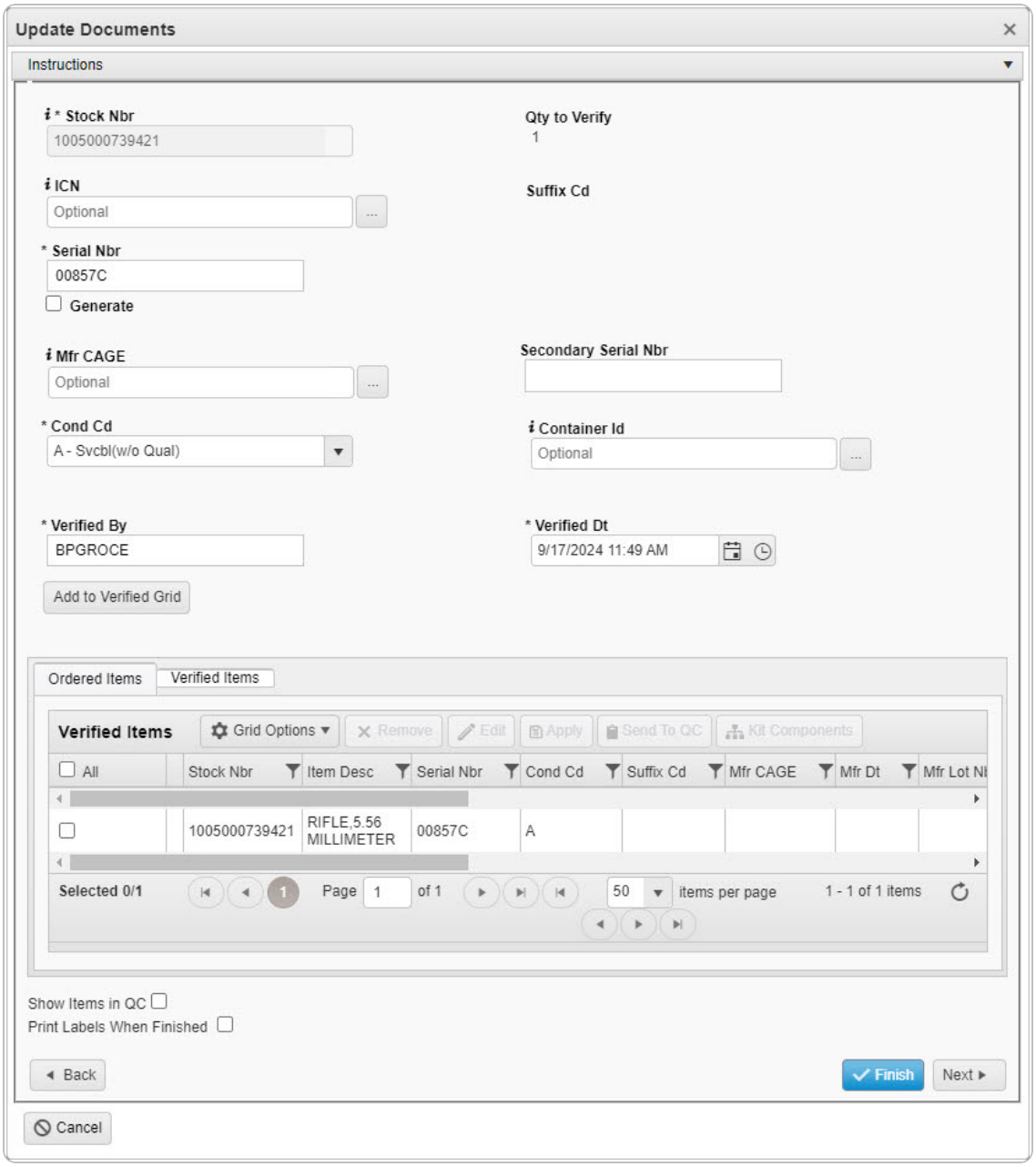
G. *Verify the Due In QTY.*

Select ✓Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

H.

OR

Select Next ▸ to continue adding information. *The **Update Documents Page 5** pop-up window displays.*



a. *Verify the STOCK NBR.*

b. Update the ICN, using or to assist with the revised number.

Inventory Control Number Browse help

c. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

d. Update the MFR CAGE, using or to assist with the revised entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

e. Update the Cond Cd, using to select the desired code.

f. *Verify the QTY to Verify.*

g. *Verify the Suffix CD.*

h. *Any User-Defined Fields appear here.*

i. Update the Verified QTY field by using to choose the revised quantity. ***Only displays when the item is Bulk managed.***

j. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

k. Update the Verified DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

l. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

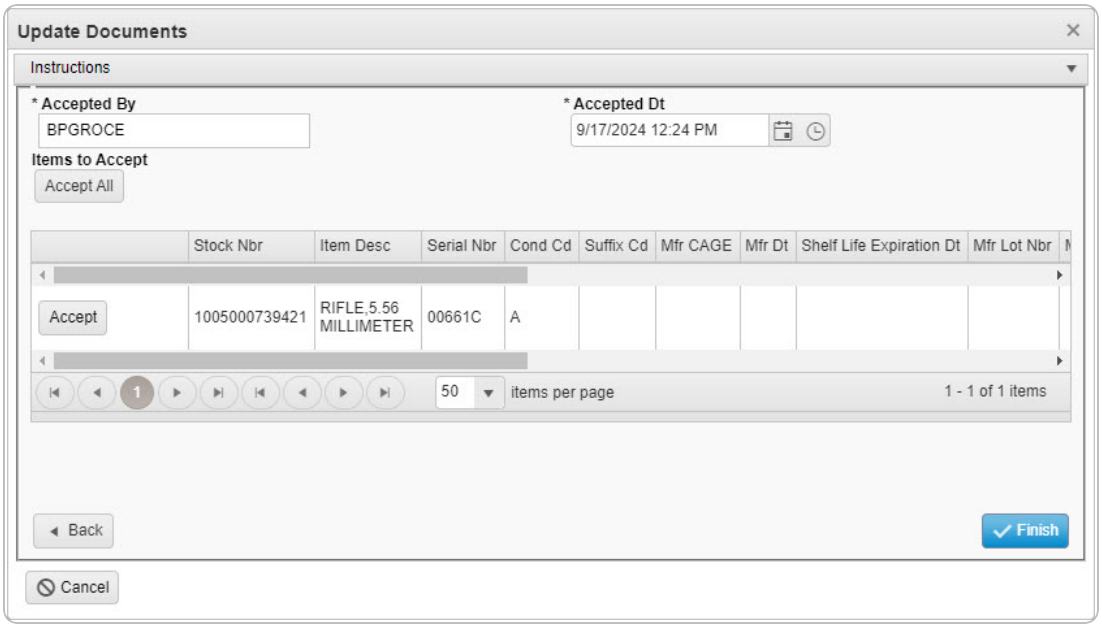
m. Click to select the Show Items In QC. *This specifies that an inspection is required.*

n. Click to select the Print Labels When Finished. *This specifies that labels are required.*

o. Select

to process the document. *The* ***Update Documents*** *pop-up window closes, and the revised Document is highlighted in green.*
OR

Select Next ▸ to continue adding information. *The **Update Documents Page 6** pop-up window displays.*



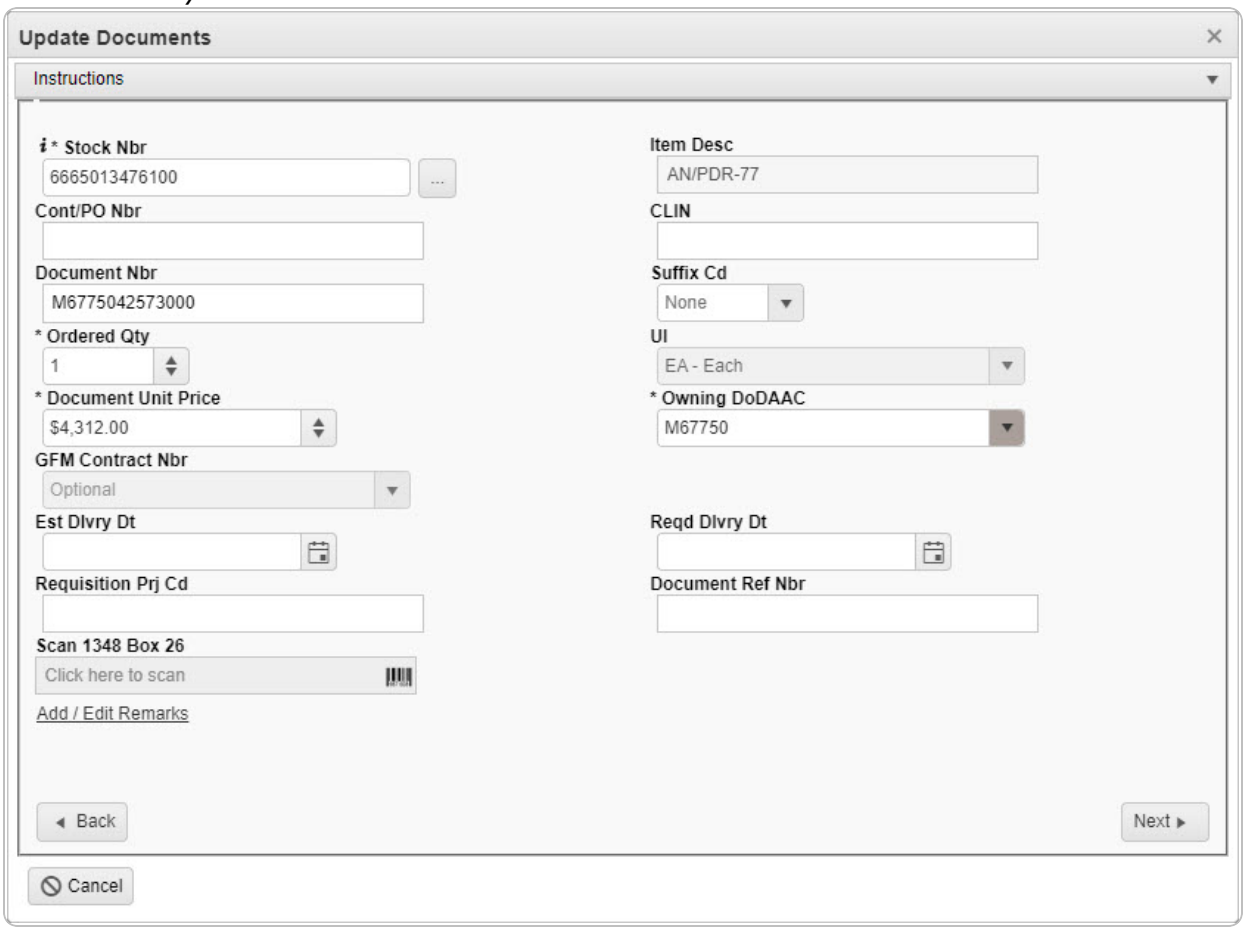
1. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
2. Update the Accepted Dt by using the calendar/clock icon or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select Accept All. *The status in the grid changes from Verified to Accepted.*
4. Select ✓Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

- **PO - Purchase Order**

A. Update the Document Sub Type, using ▾ to select the desired code.

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

Selecting Back *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

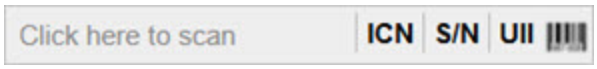
d. Update the Ordered QTY, using ▲▼ to choose the revised amount.

e. Update the Document Unit Price by using ▲▼ to choose the correct price.

f. *Verify the GFM CONTRACT NBR.*

g. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

h. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

i. Select 

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

j. *Verify the ITEM DESC.*

k. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

l. Update the Suffix Cd, using to select the desired code.

m. *Verify the UI.*

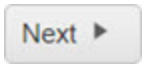
n. Update the Owning DoDAAC, using to select the desired code.

o. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

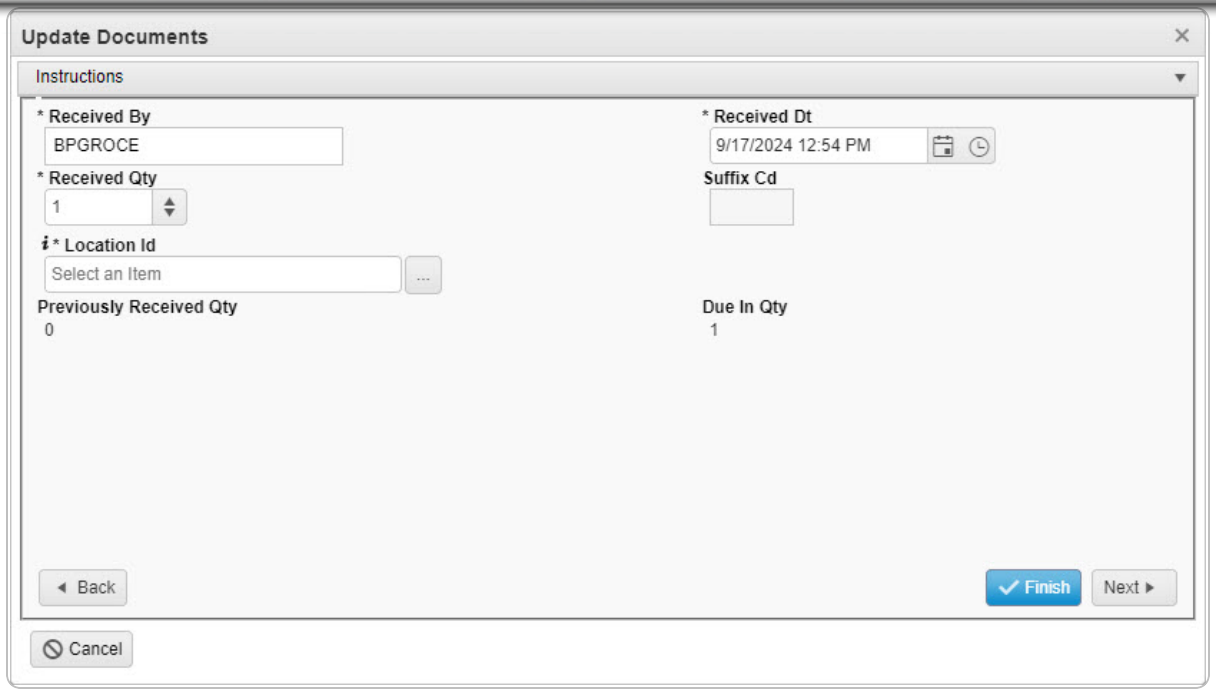
p. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

r. Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received QTY, using ▲▼ to choose the revised amount.

3. Update the Location ID, using ℹ or ... to enter the revised identifier. *This is a 15 alphanumeric character field.*

4. *Verify the Previously Received QTY.*

5. Update the Received DT by using 📅🕒 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

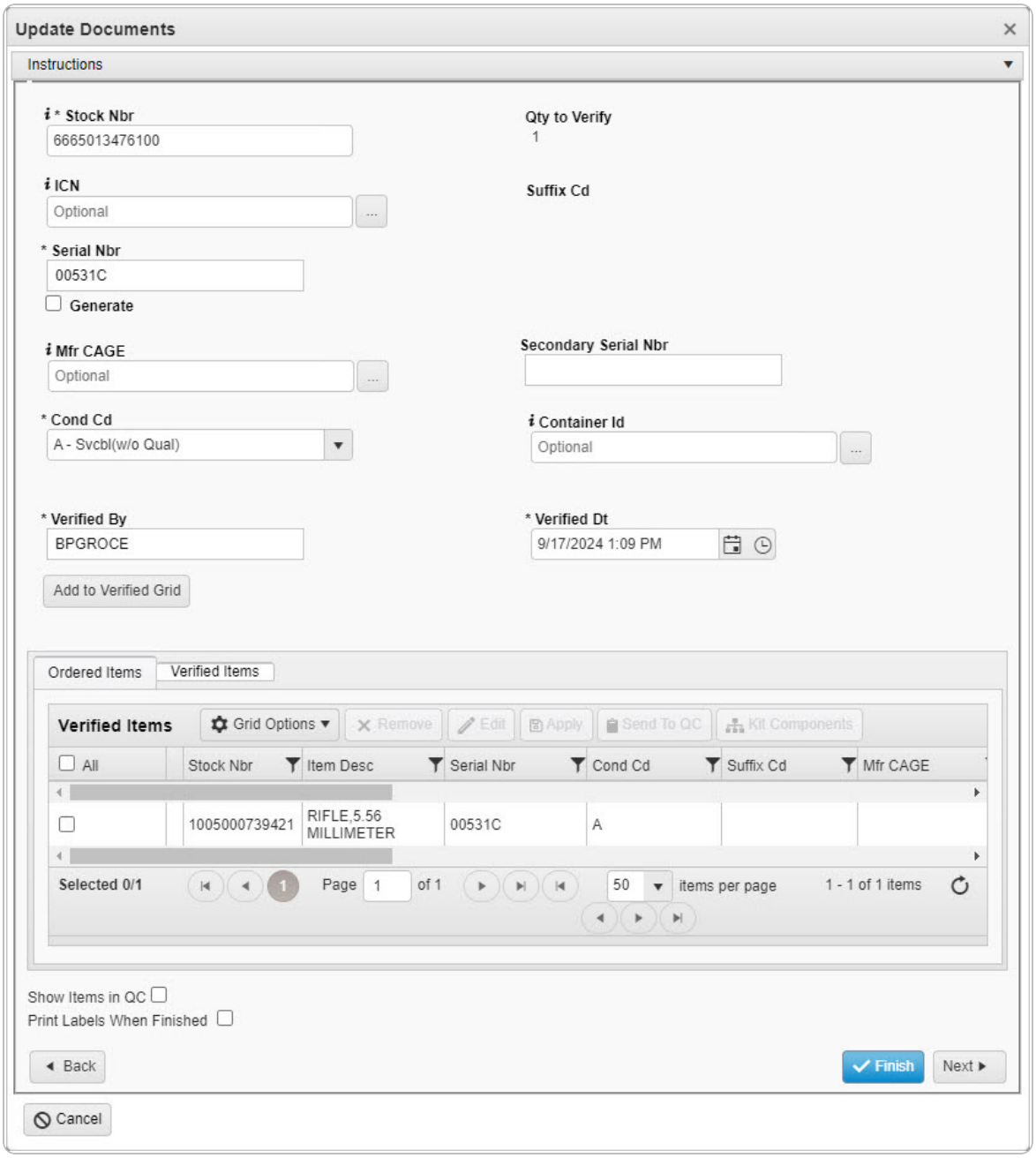
6. *Verify the Suffix CD.*

7. *Verify the Due In QTY.*

   Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

8. **OR**

Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



A. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Update the ICN, using or to assist with the revised number.

Inventory Control Number Browse help

C. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

D. Update the MFR CAGE, using or to assist with the revised entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

E. Update the Cond Cd, using to select the desired code.

F. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

G. Update the Verified QTY field by using to choose the correct quantity. ***Only displays when the item is Bulk managed.***

H. *Verify the QTY to Verify.*

I. *Verify the Suffix CD.*

J. *Any User-Defined Fields appear here.*

K. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

L. Use or to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

M. Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

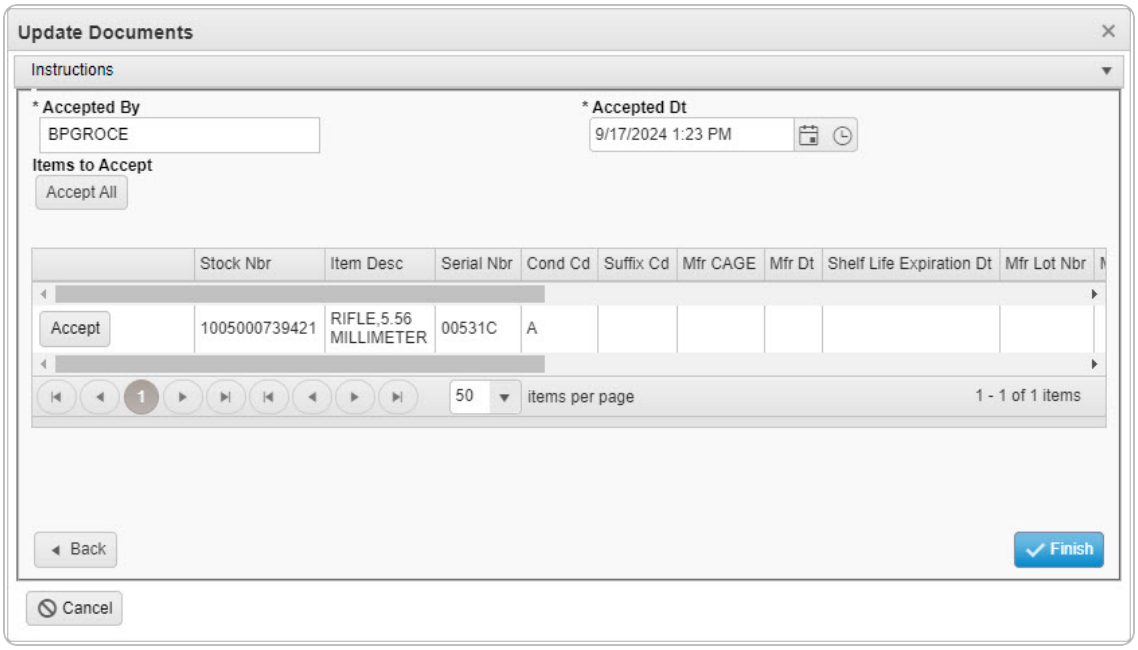
N. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

O. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

P. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

Q. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
OR
Select Next ▸ to continue adding information. *The **Update Documents Page 5** pop-up window displays.*



a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted Dt by using ☐ ☐ or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

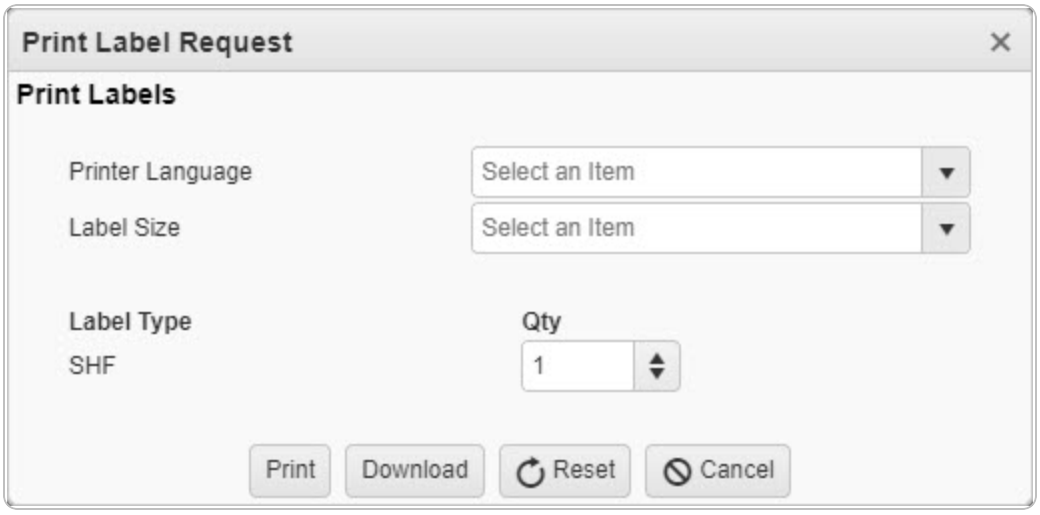
c. Select Accept All. *The status in the grid changes from Verified to Accepted.*

d. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Labels. *The **Print Label Request** pop-up window appears.*



a. Use ▼ to select the Printer Language.

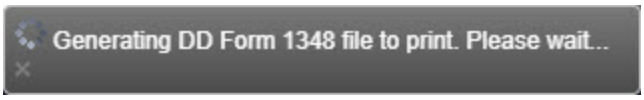
b. Use ▼ to select the Label Size.

c. *The Label Type automatically populates and is not editable.*

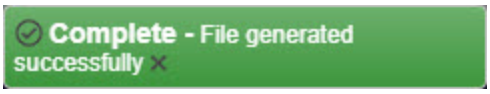
d. Use ▲▼ to choose the Qty.

e. Select Print to print the labels.

C. Select Print 1348. *The DD Form 1348 starts to generate.*

a. 

appears.

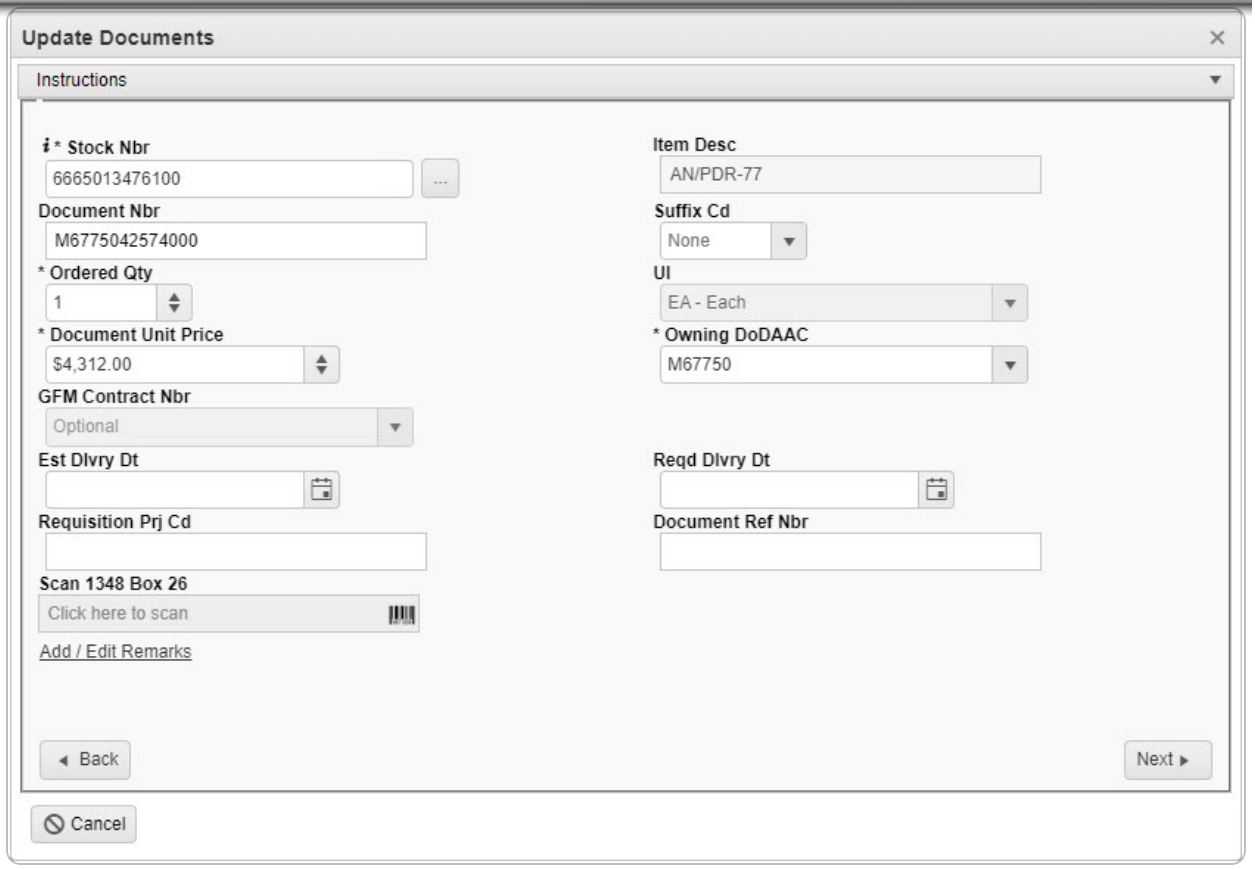
b. Then it is replaced by 

.

c. The Windows Save As pop-up appears, ready to save the DD Form 1348 for printing.

D. Select Next ▶. *The **Update Documents Page 2** pop-up window displays.*

Selecting ◀ Back *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

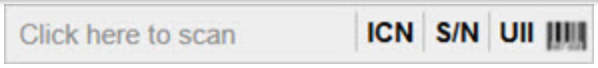
c. Update the Ordered QTY, using to choose the revised amount.

d. Update the Document Unit Price, using to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select 

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

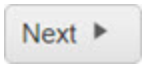
l. Update the Owning DoDAAC, using to select the desired code.

m. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

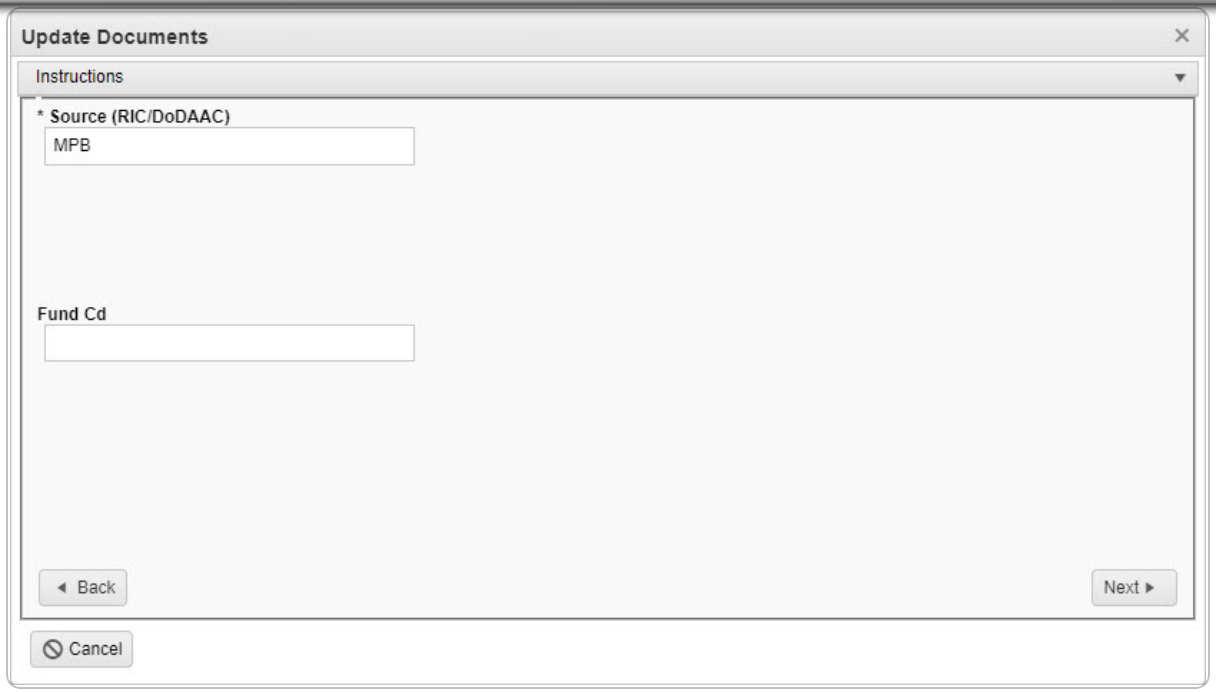
n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

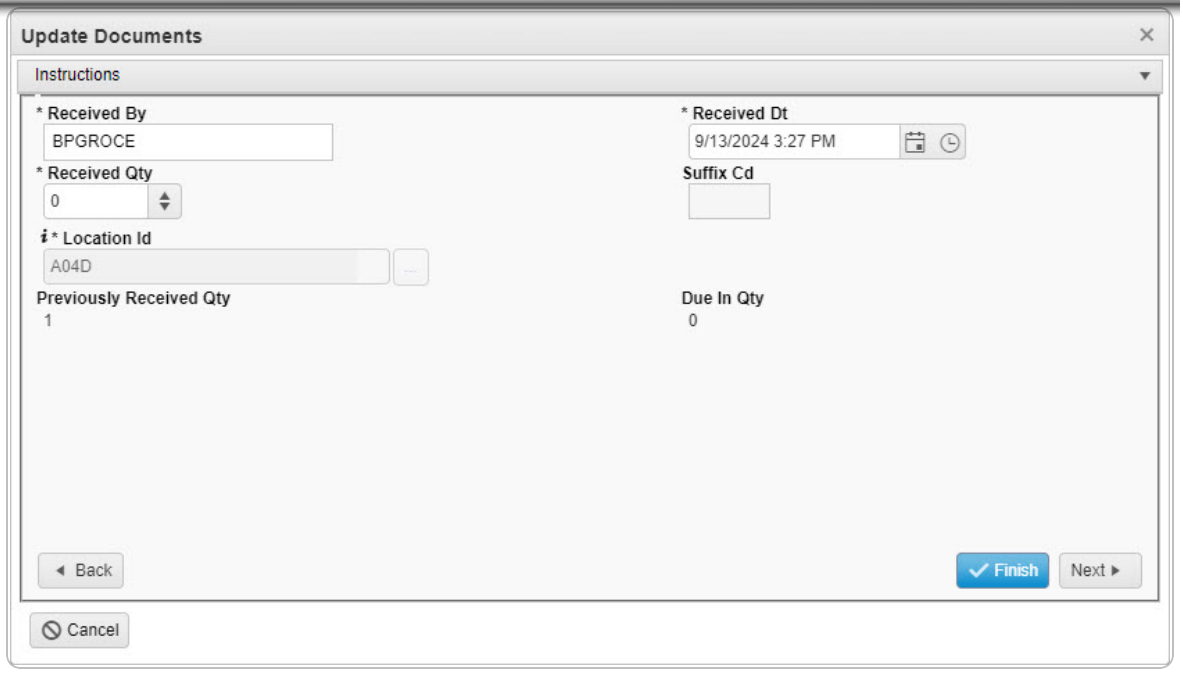
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

p. Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
2. Update the Fund Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
3. Select Next to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



A. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

B. Update the Received QTY, using to choose the revised amount.

C. *Verify the Location ID.*

D. *Verify the Previously Received QTY.*

E. Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

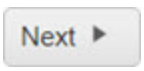
F. *Verify the Suffix CD.*

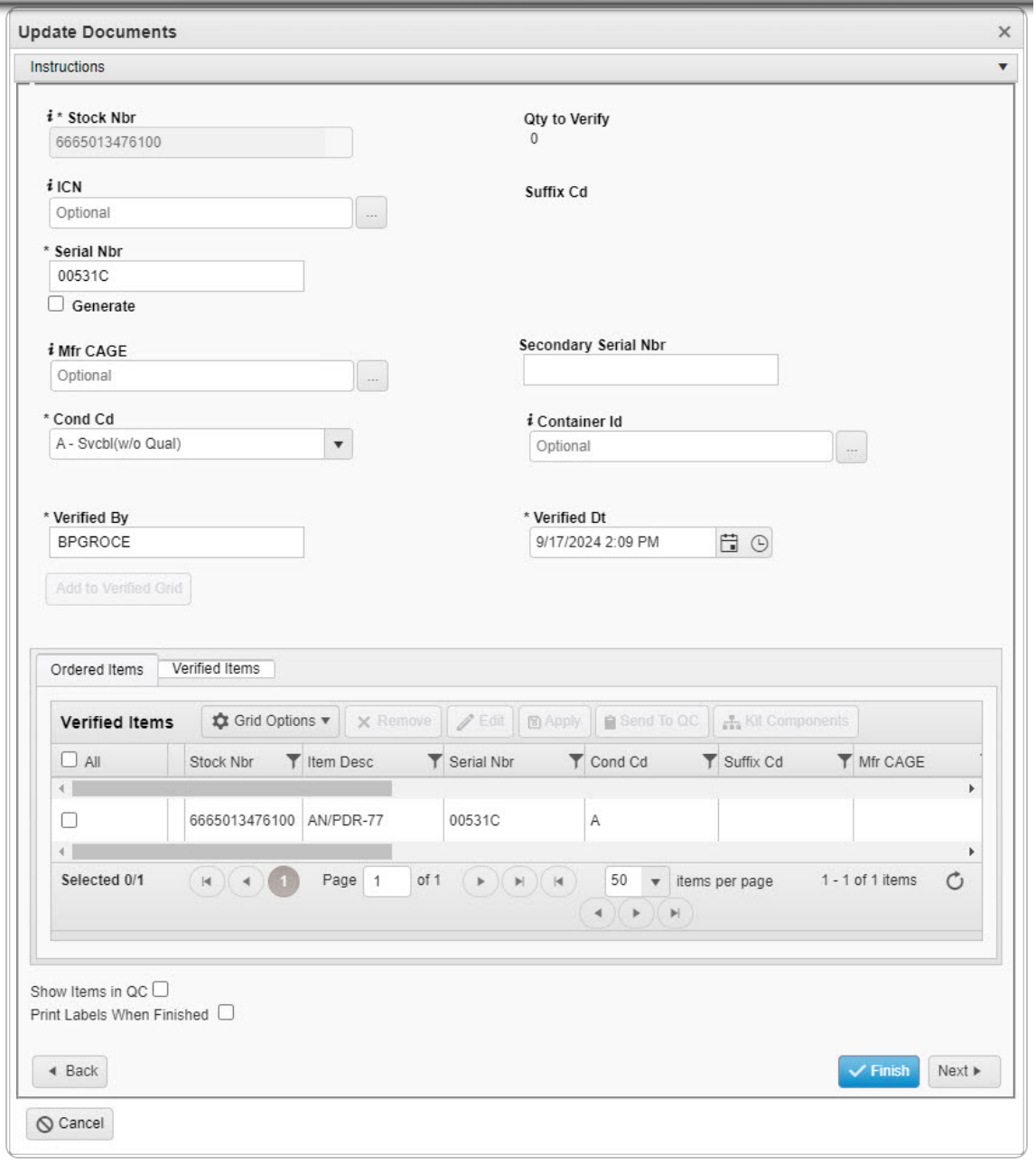
G. *Verify the Due In QTY.*

Select to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

H.

OR

Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*



a. *Verify the STOCK NBR.*

b. Update the ICN, using or to assist with the revised number.

Inventory Control Number Browse help

c. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.**Only displays when the item*

is Serially managed.

d. Update the MFR CAGE, using or to assist with the revised entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

e. Update the Cond Cd, using to select the desired code.

f. Update the Verified QTY field by using to choose the revised quantity. ***Only displays when the item is Bulk managed.***

g. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

h. *Verify the QTY to Verify.*

i. *Verify the Suffix CD.*

j. *Any User-Defined Fields appear here.*

k. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

l. Use or to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

m. Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

n. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

o. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

p. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

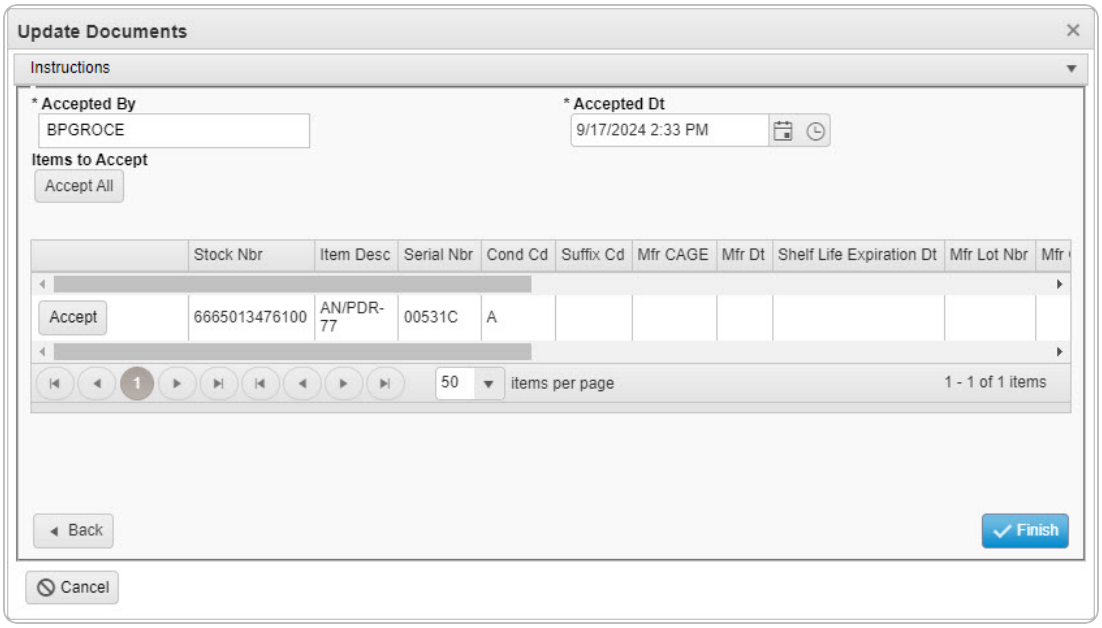
Select

to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

q.

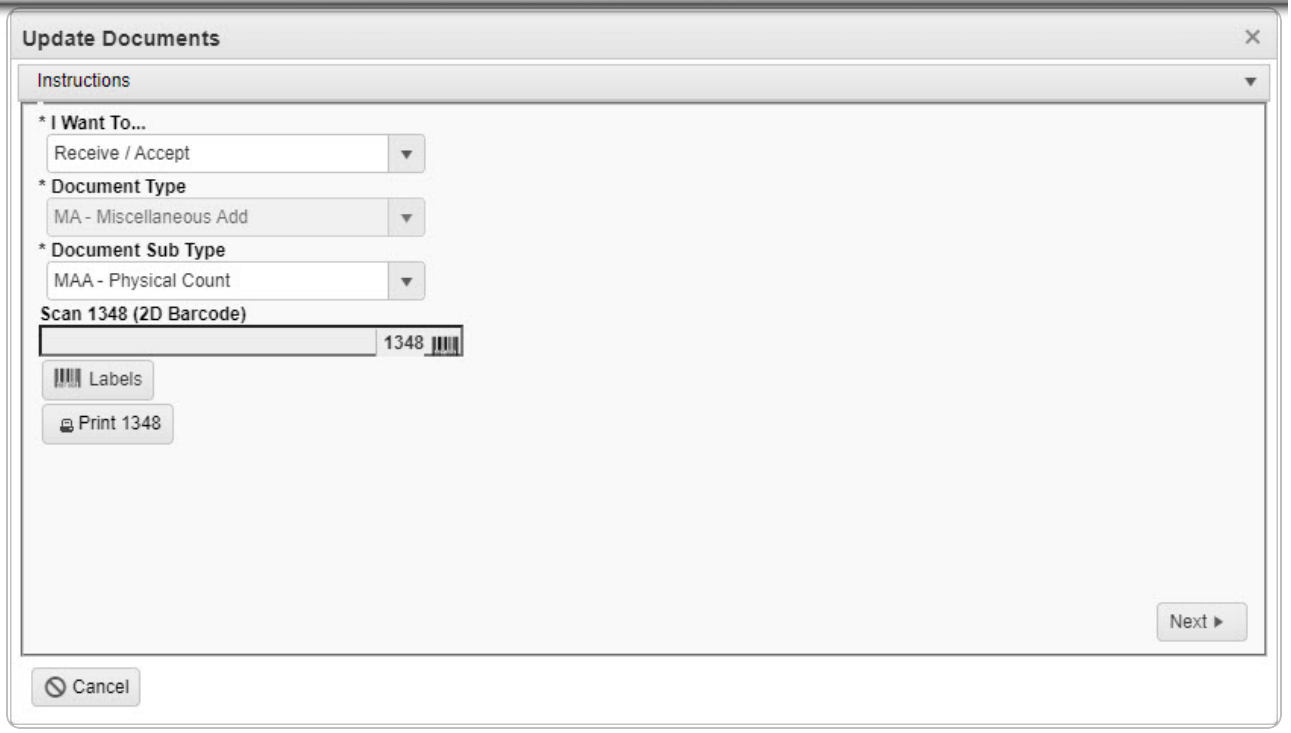
OR

Select Next ▸ to continue adding information. *The **Update Documents Page 6** pop-up window displays.*

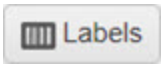


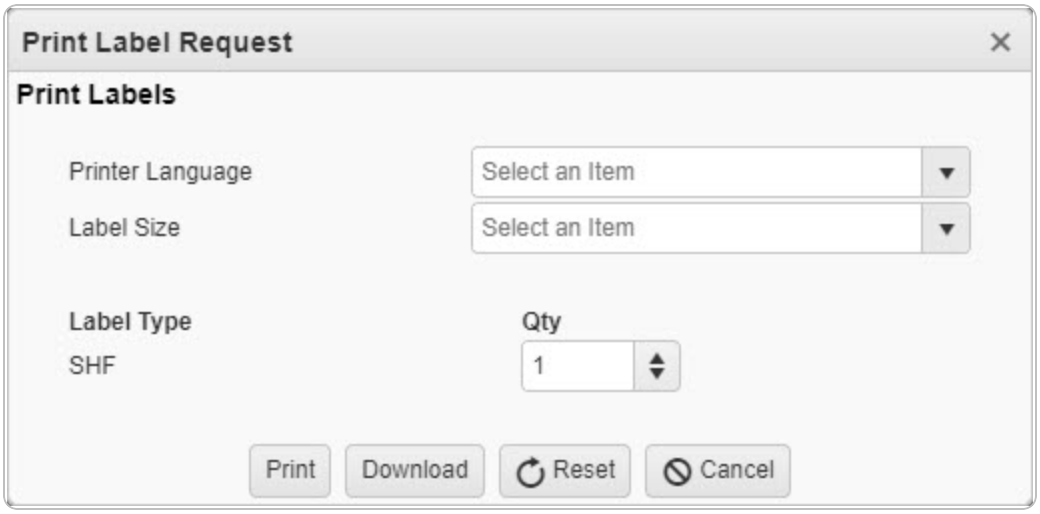
1. Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.
2. Update the Accepted DT by using to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select Accept All. *The status in the grid changes from Verified to Accepted.*
4. Select ✓ Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **MA - Miscellaneous Add**



A. Update the Document Sub Type, using to select the desired code.

B. Select  . *The **Print Label Request** pop-up window appears.*



a. Use to select the Printer Language.

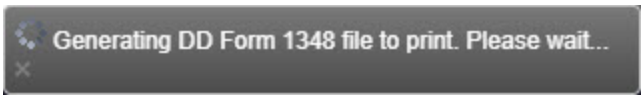
b. Use to select the Label Size.

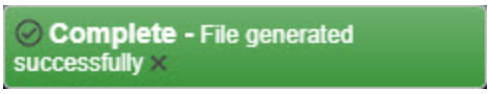
c. *The Label Type automatically populates and is not editable.*

d. Use to choose the Qty.

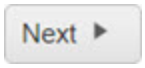
e. Select to print the labels.

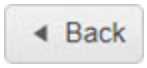
C. Select . *The DD Form 1348 starts to generate.*

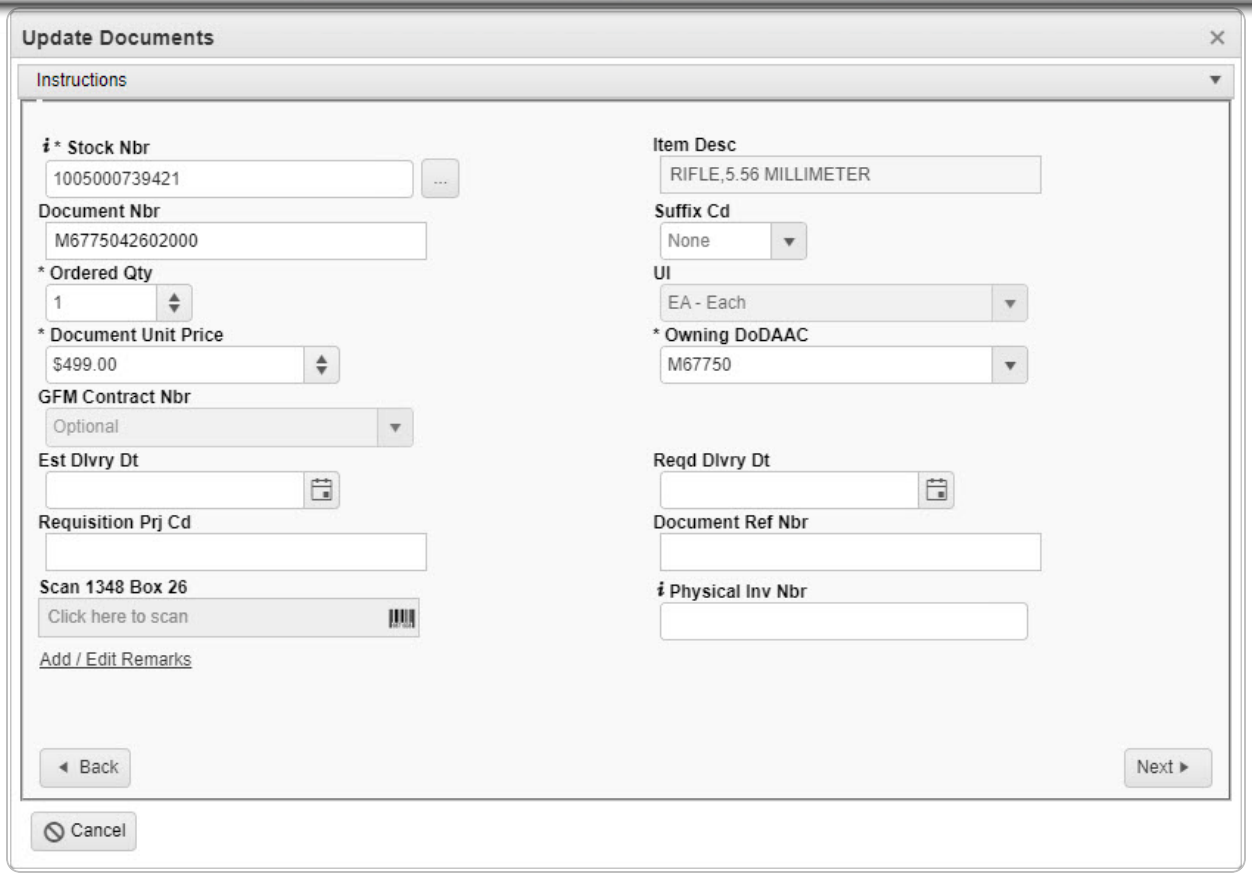
a.  appears.

b. Then it is replaced by  .

c. The Windows Save As pop-up appears, ready to save the DD Form 1348 for printing.

D. Select  . *The* ***Update Documents Page 2*** *pop-up window displays.*

Selecting  *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

c. Update the Ordered QTY, using ▲▼ to choose the revised amount.

d. Update the Document Unit Price, using ▲▼ to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using 📅 or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

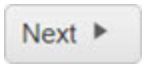
l. Update the Owning DoDAAC, using to select the desired code.

m. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

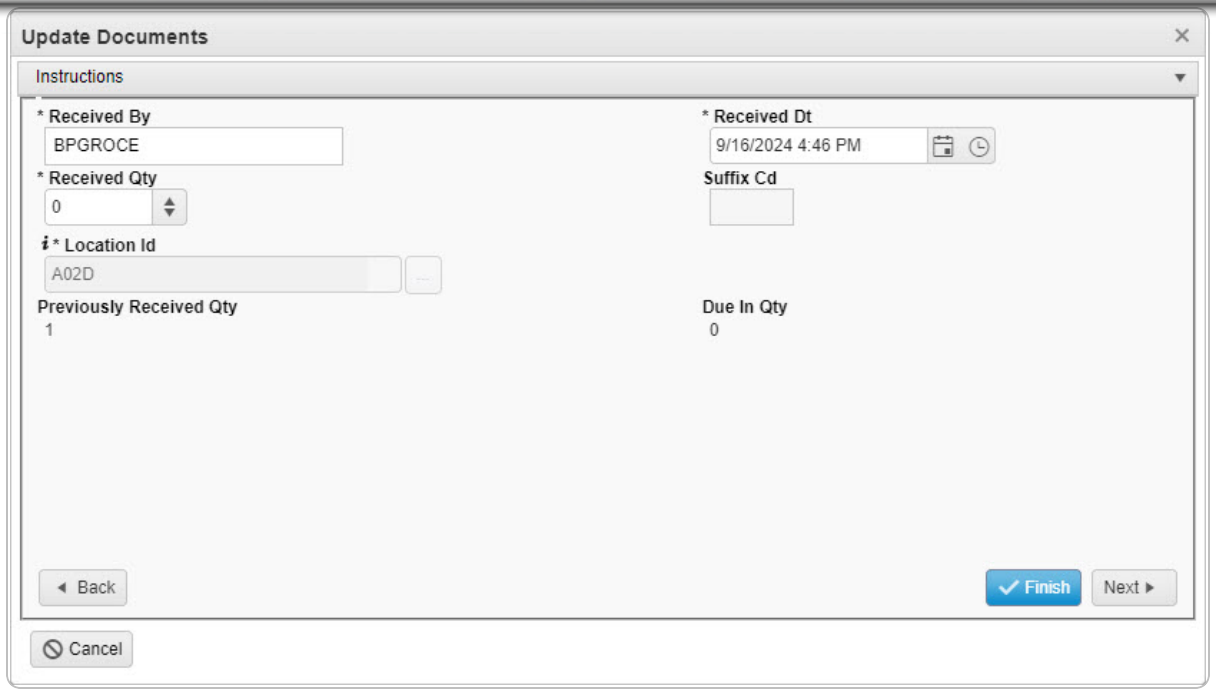
n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

p. Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received QTY, using ▲▼ to choose the revised amount.

3. Use ℹ or ... to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*

Location Browse help

4. Verify the Previously Received QTY.

5. Update the Received DT by using 📅🕐 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

6. *Verify the Suffix CD.*

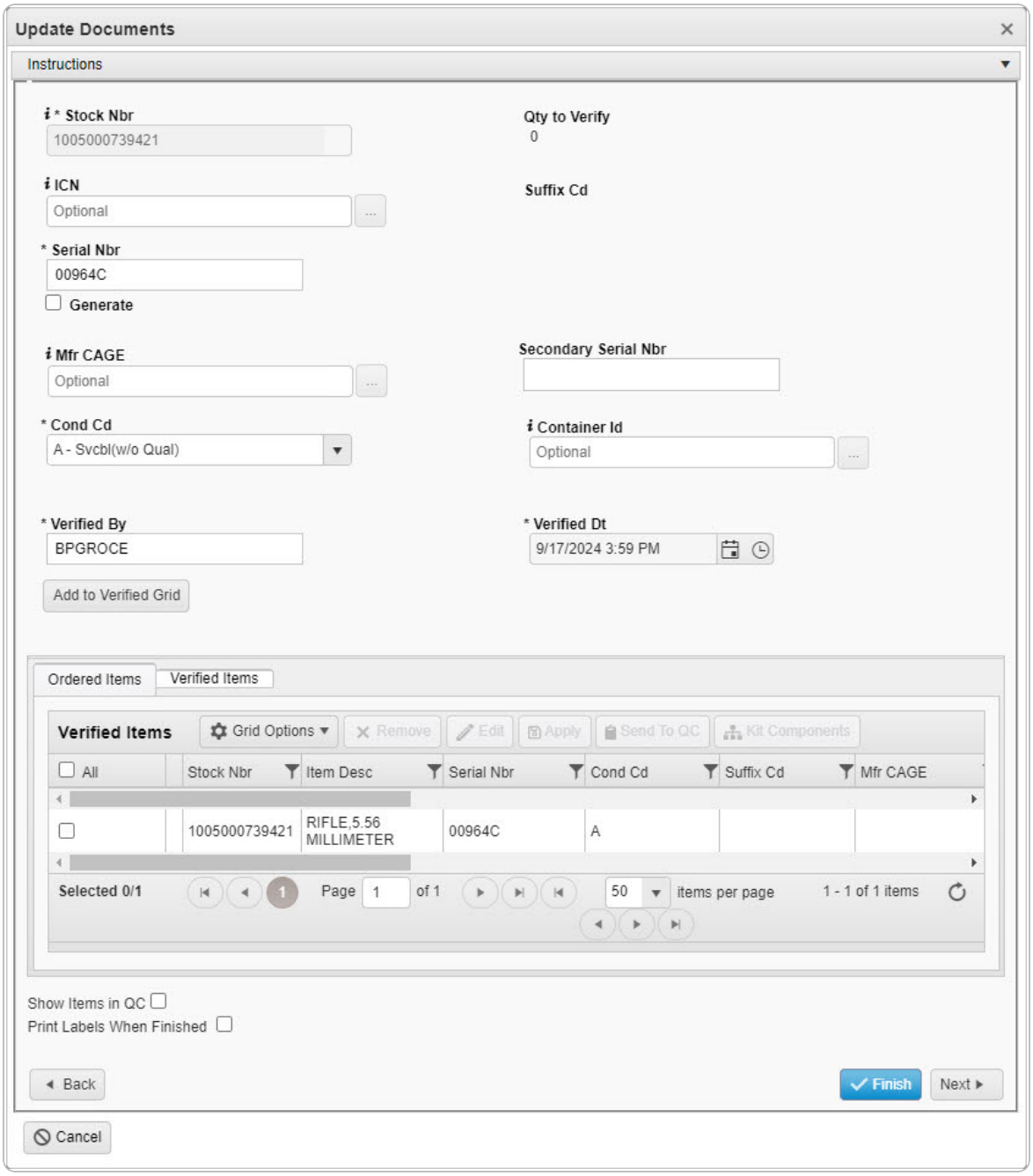
7. *Verify the Due In QTY.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

8.

OR

Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



A. *Verify the STOCK NBR.*

B. Update the ICN, using or to assist with the revised number.

Inventory Control Number Browse help

C. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

D. Update the MFR CAGE, using or to assist with the revised entry. *This is a 5 alphanumeric character field.*

CAGE Master Browse help

E. Update the Cond Cd, using to select the desired code.

F. Update the Verified QTY field by using to choose the revised quantity. ***Only displays when the item is Bulk managed.***

G. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

H. *Verify the QTY to Verify.*

I. *Verify the Suffix CD.*

J. *Any User-Defined Fields appear here.*

K. Update the Secondary Serial Number, entering the revised SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

L. Use or to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

M. Update the Verified DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

N. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

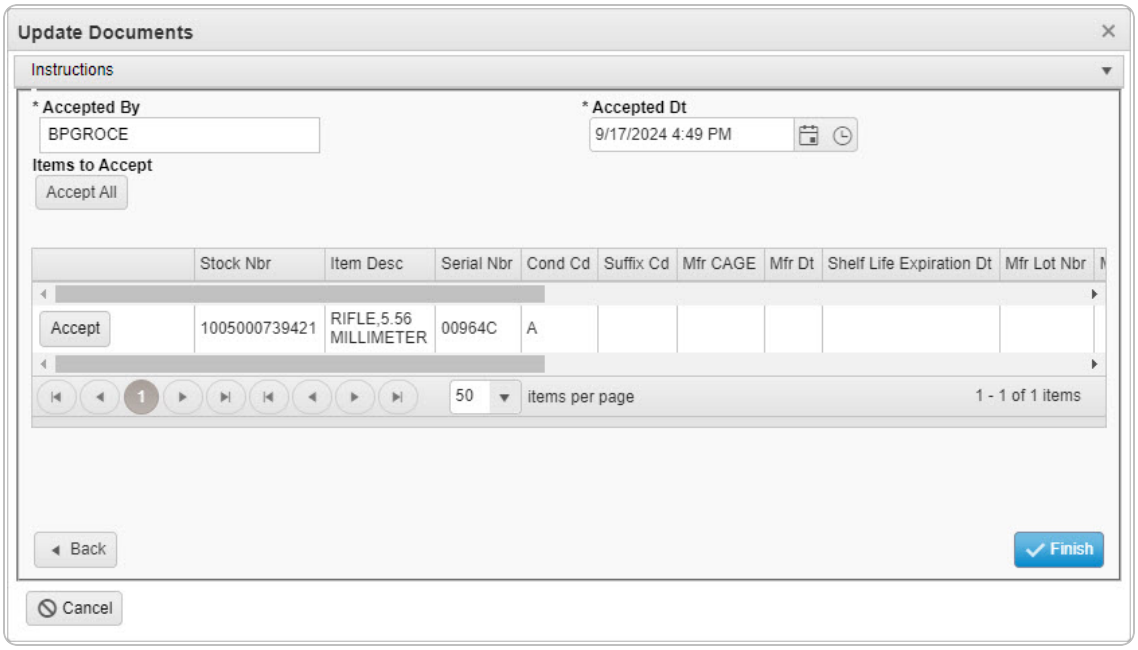
O. Click to select the Show Items In QC. *This specifies that an inspection is required.*

P. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

Q. **OR**

Select Next ▸ to continue adding information. *The **Update Documents Page 5** pop-up window displays.*



a. Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.

b. Update the Accepted DT by using 📅 to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select Accept All. *The status in the grid changes from Verified to Accepted.*

d. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

Update a Manage Discrepancies Document

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

1. Select Edit next to the desired Document record. *The* ***Update Documents Page 1*** *pop-up window displays.*

2. Using ▼ in the I Want To... field, select Manage Discrepancies.

The Document Type field is shaded, and cannot be changed from the document type of the chosen record.

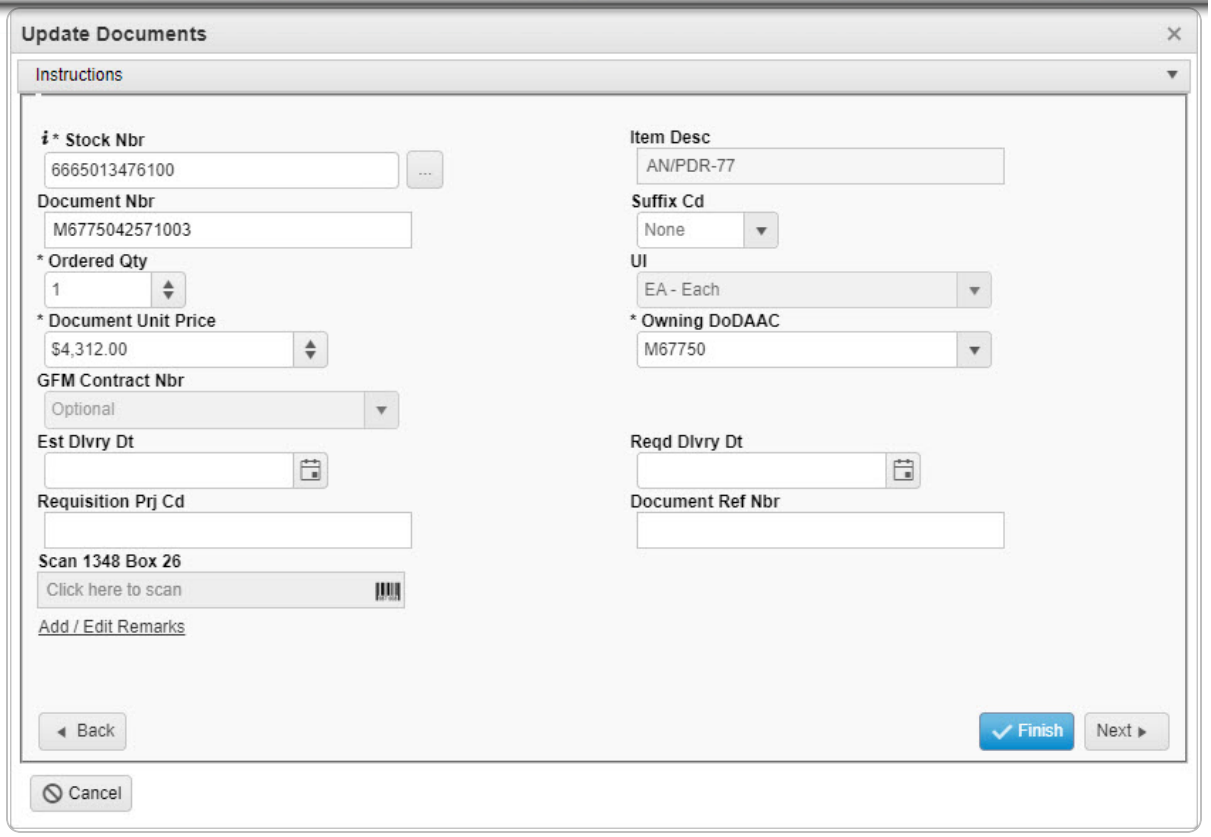
3. There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

Selecting Back *at any point after this step returns to the previous page, and does not delete any field entries.*

A. Update the Document Sub Type, using ▼ to select the desired MILSTRIP requisition document.

B. Select Next. *The* ***Update Documents Page 2*** *pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

c. Update the Ordered QTY, using ▲▼ to choose the revised amount.

d. Update the Document Unit Price, using ▲▼ to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using 📅 or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number bar-code, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

l. Update the Owning DoDAAC, using to select the desired code.

m. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

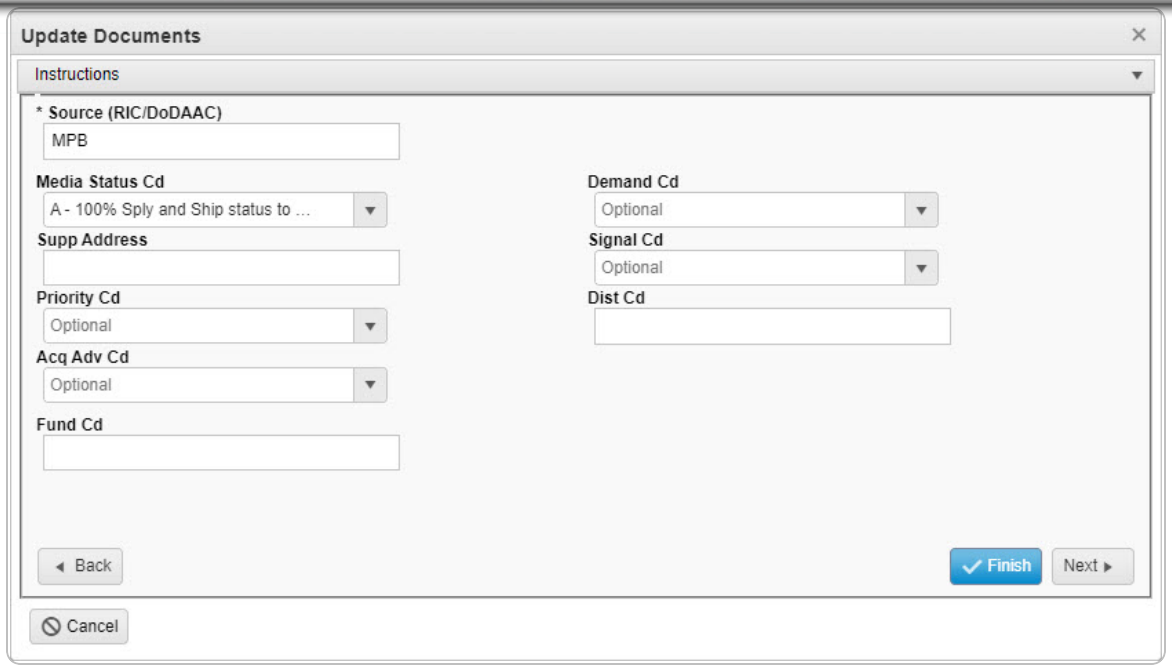
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p.

OR

Select Next to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*

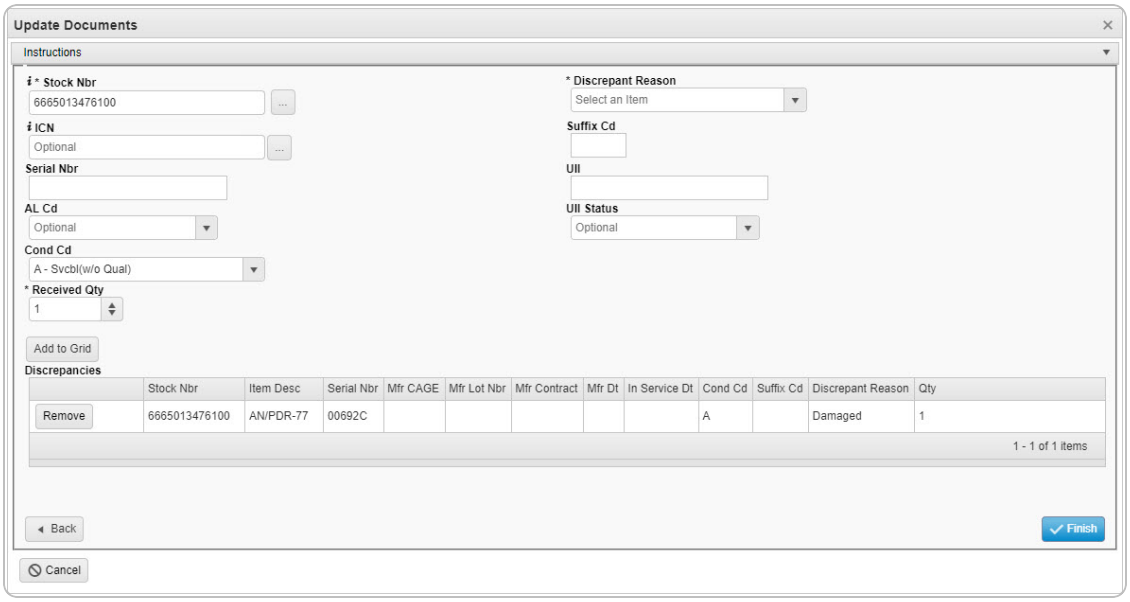
2. Update the Media Status Cd, using to select the correct code.
3. Update the Supp Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
4. Update the Priority Cd, using to select the correct code.
5. Update the Acq Adv Cd, using to select the correct code.
   - Update the Fund Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
6. Update the Demand Cd, using to select the correct code.
7. Update the Signal Cd, using to select the correct code.
8. Update the Dist Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

9.

OR

Select Next to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



A. Update the STOCK NBR, using i or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Update the ICN, using i or ... to assist with the revised number.

Inventory Control Number Browse help

C. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.**Only displays when the item is Serially managed.***

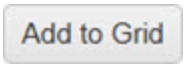
D. Update the Cond Cd, using ▼ to select the desired code.

E. Update the Received QTY field by using to choose the revised amount.

F. Use to select the desired Discrepant Reason.

G. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*

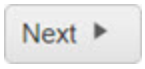
H. *Any User-Defined Fields appear here.*

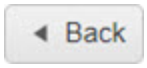
I. Select  . *The incorrect asset appears in the Discrepancies grid.*

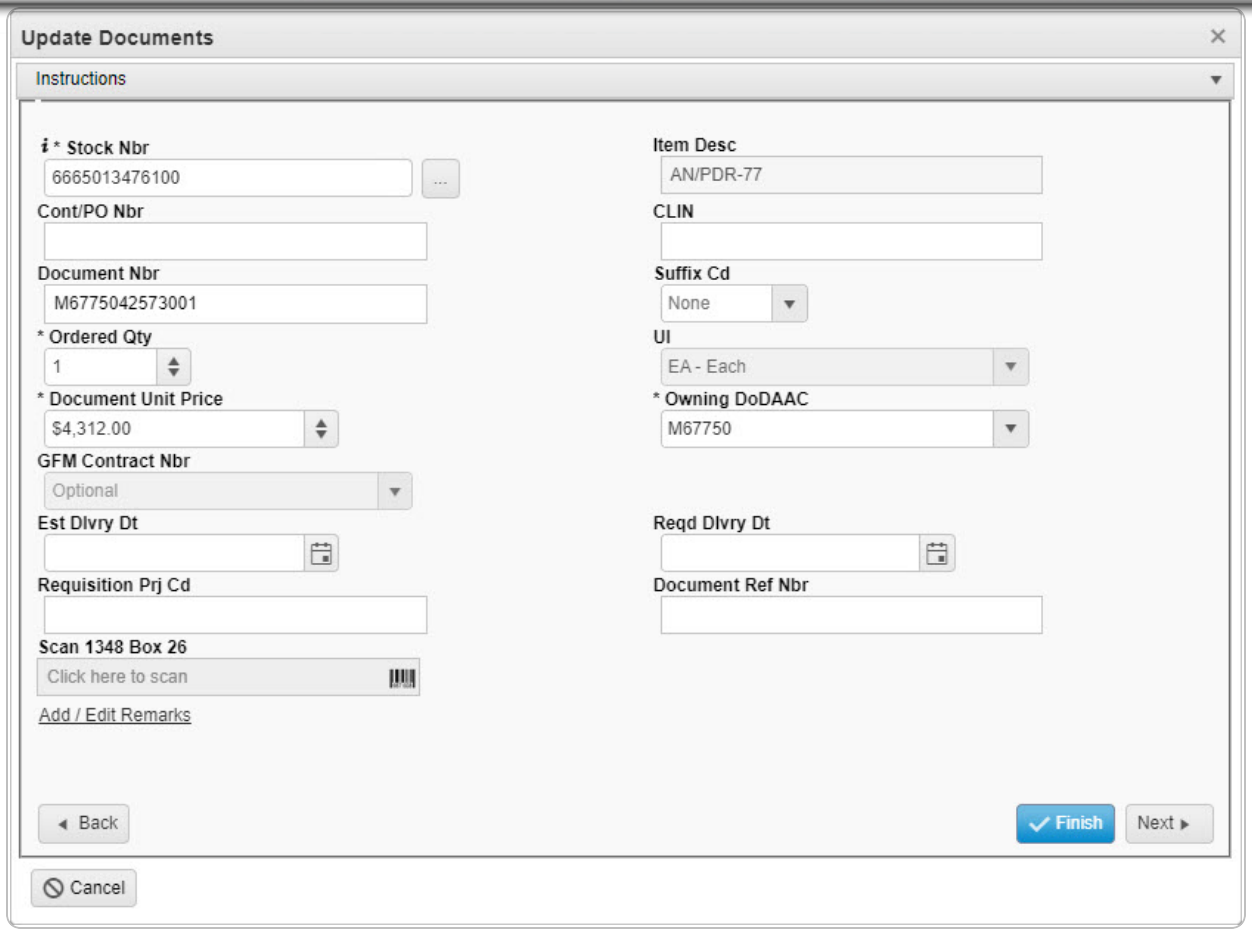
J. Select to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **PO - Purchase Order**

A. Update the Document Sub Type, using to select the desired code.

B. Select  . *The **Update Documents Page 2** pop-up window displays.*

Selecting  *at any point after this step returns to the previous page, and does not delete any field entries.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Ordered QTY, using ▲▼ to choose the revised amount.

e. Update the Document Unit Price by using ▲▼ to choose the correct price.

f. *Verify the GFM CONTRACT NBR.*

g. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

h. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

i. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

j. *Verify the ITEM DESC.*

k. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

l. Update the Suffix Cd, using to select the desired code.

m. *Verify the UI.*

n. Update the Owning DoDAAC, using to select the desired code.

o. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

p. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

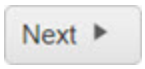
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

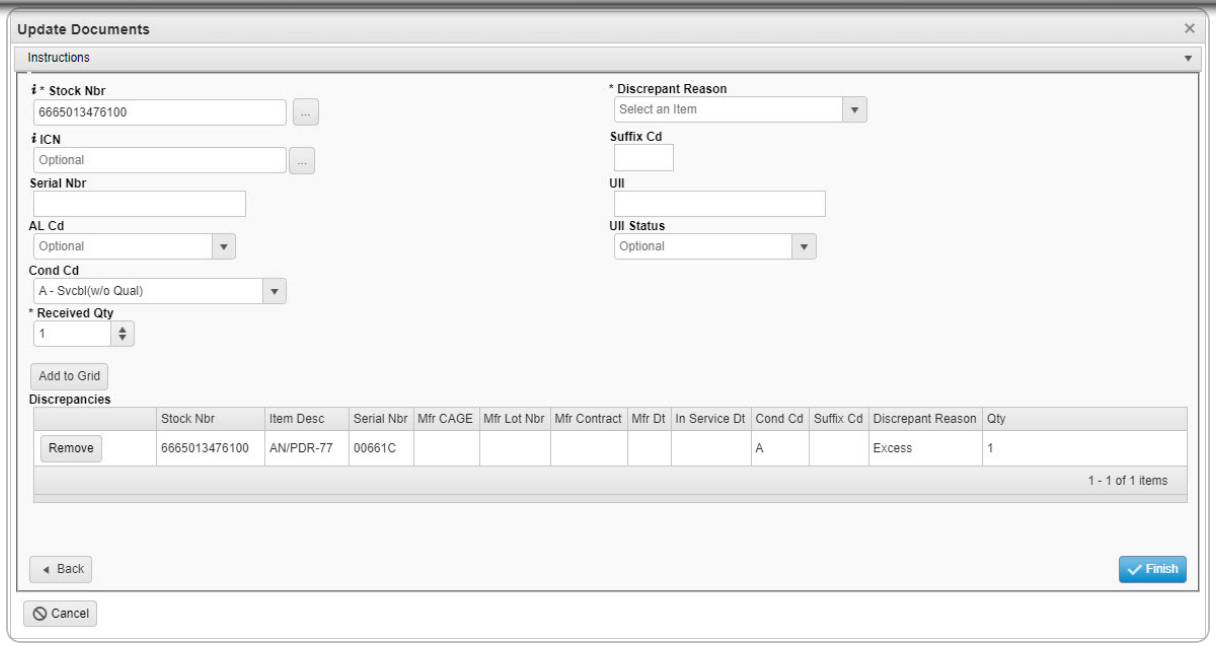
to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

r.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

2. Use to select the desired Discrepant Reason.

3. Update the ICN, using or to assist with the revised number.

   Inventory Control Number Browse help

4. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

5. Update the Cond Cd, using to select the desired code.

6. Update the Received QTY field by using to choose the revised amount.

7. Use to select the desired Discrepant Reason.

8. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*

9. *Any User-Defined Fields appear here.*

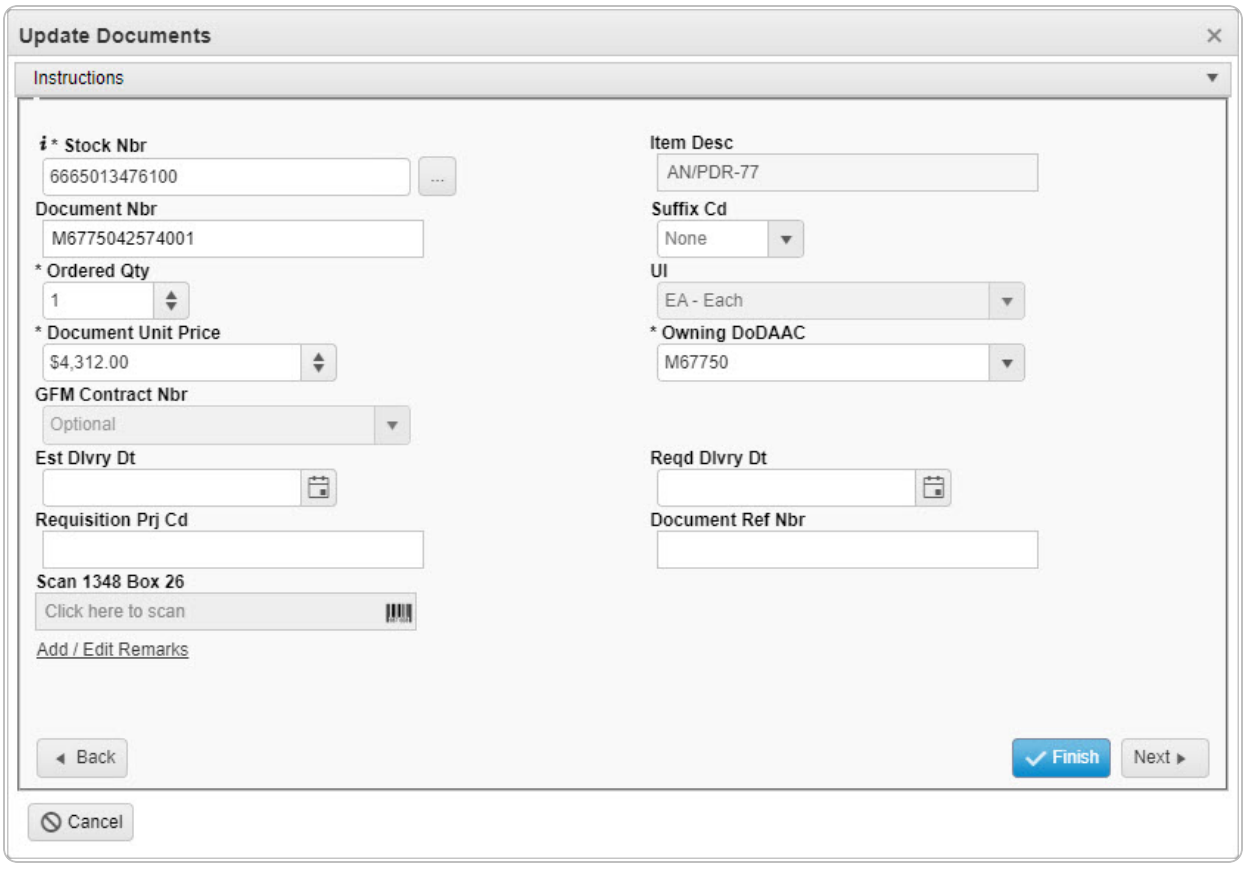
10. Select Add to Grid. *The incorrect asset appears in the Discrepancies grid.*

11. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

c. Update the Ordered QTY, using to choose the revised amount.

d. Update the Document Unit Price, using to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

l. Update the Owning DoDAAC, using to select the desired code.

m. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

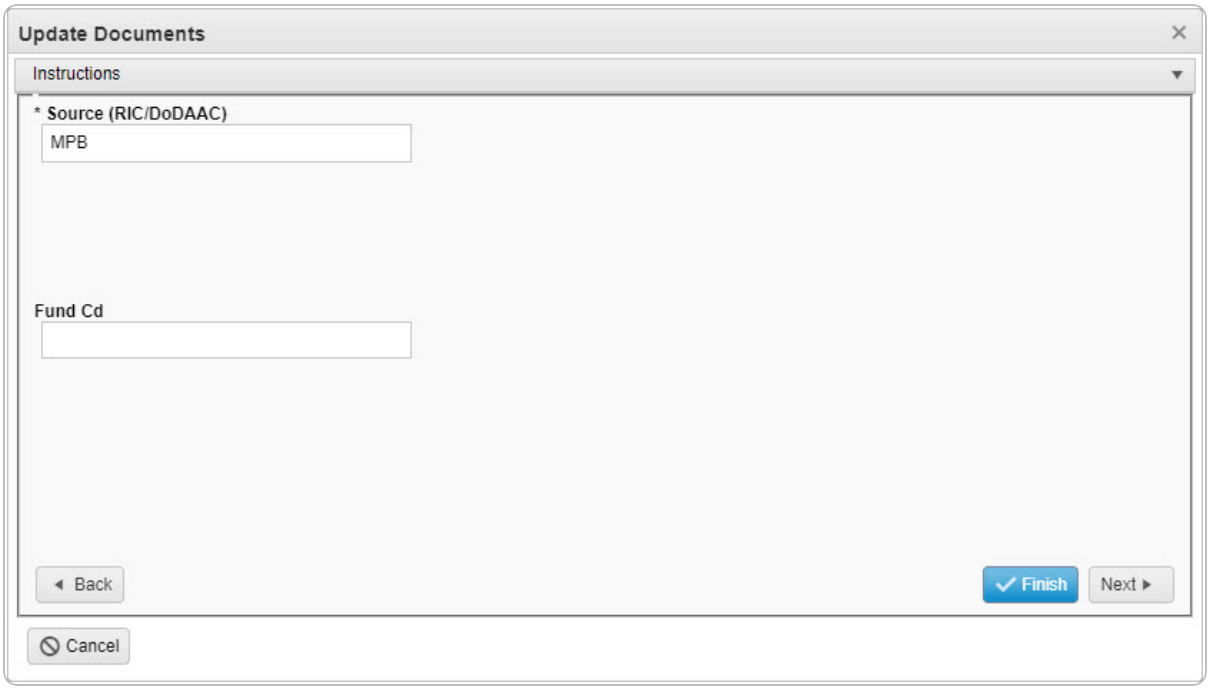
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

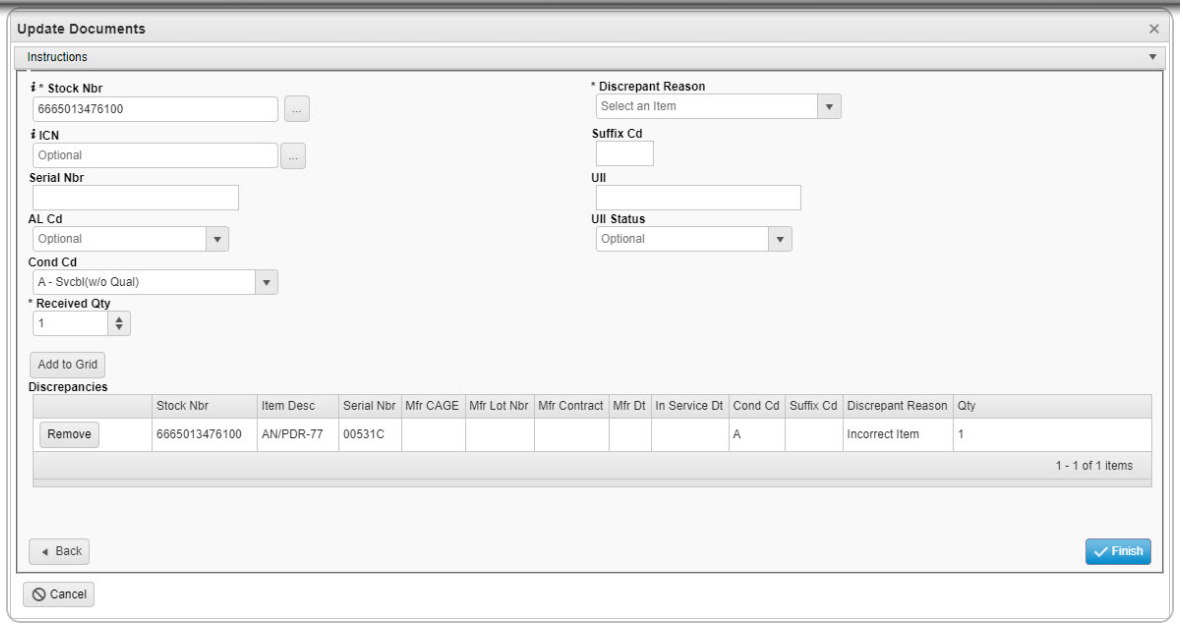
p.

OR

Select Next ▸ to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
2. Update the Fund Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
3. Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*



1. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

2. Update the ICN, using ℹ or ... to assist with the revised number.

Inventory Control Number Browse help

3. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

4. Update the Cond Cd, using ▼ to select the desired code.

5. Update the Received QTY field by using ▲▼ to choose the revised amount.

6. Use ▼ to select the desired Discrepant Reason.

7. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*

8. *Any User-Defined Fields appear here.*

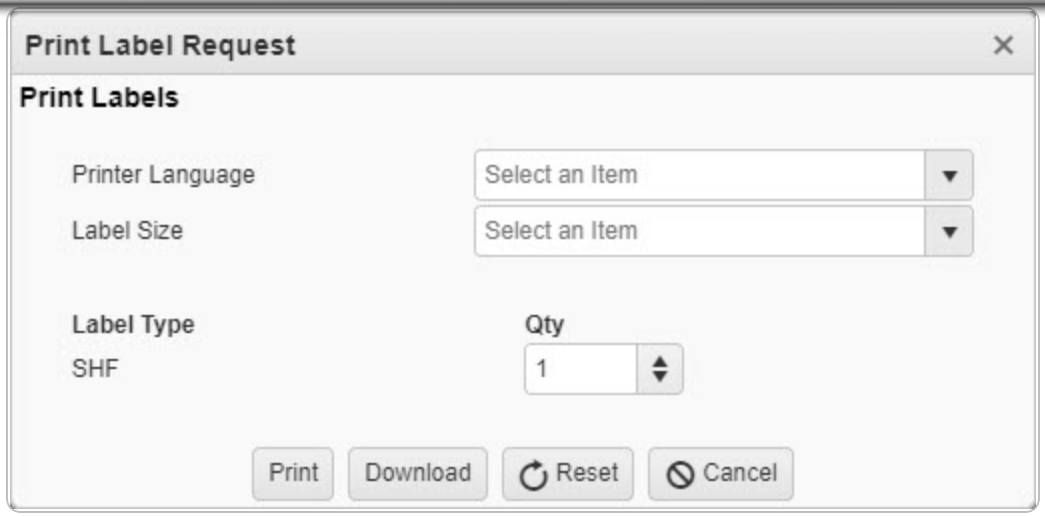
9. Select Add to Grid. *The incorrect asset appears in the Discrepancies grid.*

10. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **MA - Miscellaneous Add**

A. Update the Document Sub Type, using ▼ to select the desired Miscellaneous Add code.

B. Select Labels. *The **Print Label Request** pop-up window appears.*



a. Use ▼ to select the Printer Language.

b. Use ▼ to select the Label Size.

c. *The Label Type automatically populates and is not editable.*

d. Use ▲▼ to choose the Qty.

e. Select Print to print the labels.

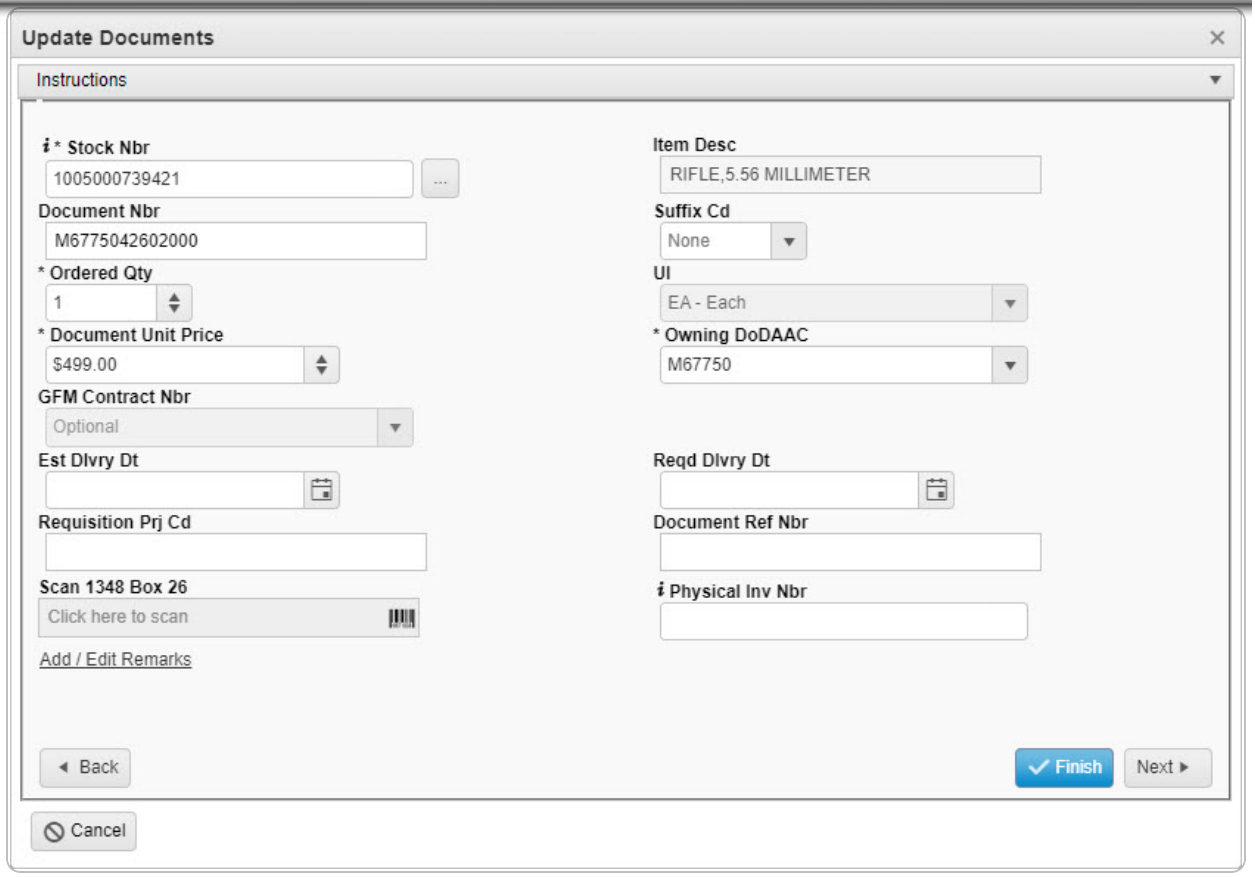
C. Select Print 1348. *The DD Form 1348 starts to generate.*

a. Generating DD Form 1348 file to print. Please wait... appears.

b. Then it is replaced by Complete - File generated successfully.

c. The Windows Save As pop-up appears, ready to save the DD Form 1348 for printing.

D. Select Next ▶. *The **Update Documents Page 2** pop-up window displays.*



a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

c. Update the Ordered QTY, using ▲▼ to choose the revised amount.

d. Update the Document Unit Price, using ▲▼ to choose the revised price.

e. *Verify the GFM CONTRACT NBR.*

f. Update the EST DLVRY DT by using 📅 or entering the date (MM/DD/YYYY) in the field provided.

g. Update the Requisition PRJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

i. *Verify the ITEM DESC.*

j. Update the Suffix Cd, using to select the desired code.

k. *Verify the UI.*

l. Update the Owning DoDAAC, using to select the desired code.

m. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Update the Physical INV NBR, using to assist with the entry. *This is a 15 alphanumeric character field.*

p. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

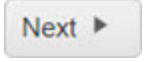
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

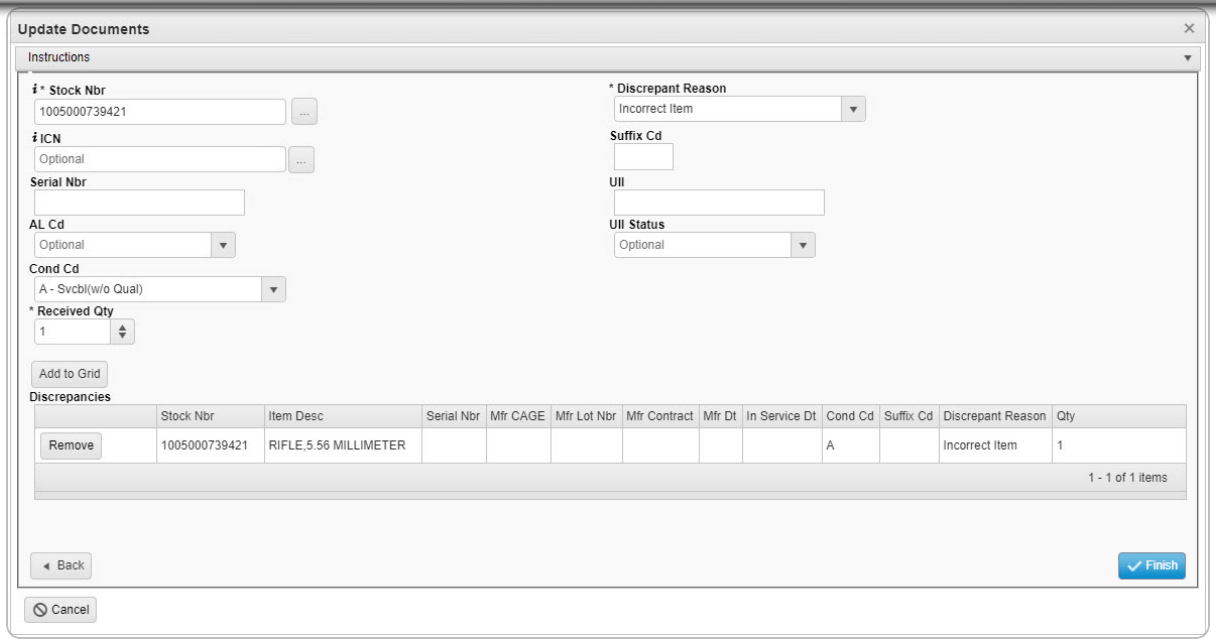
to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

q.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

2. Update the ICN, using or to assist with the revised number.

Inventory Control Number Browse help

3. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

4. Update the Cond Cd, using to select the desired code.

5. Update the Received QTY field by using to choose the revised amount.

6. Use to select the desired Discrepant Reason.

7. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*

8. *Any User-Defined Fields appear here.*

9. Select Add to Grid. *The incorrect asset appears in the Discrepancies grid.*

10. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

Cancel / Close a Document

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

Note

The I Want To... menu shows *Cancel Document* when the Document Status shows a green checkmark . It shows *Close Document* when there is no icon for the Document Status.

1. Select Edit next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*

2. Using in the I Want To... field, select Cancel / Close Document.

3. Select Finish to complete the document. *The **Update Documents** pop-up window closes, and the Document is removed from the grid.*

Manage Attachments

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

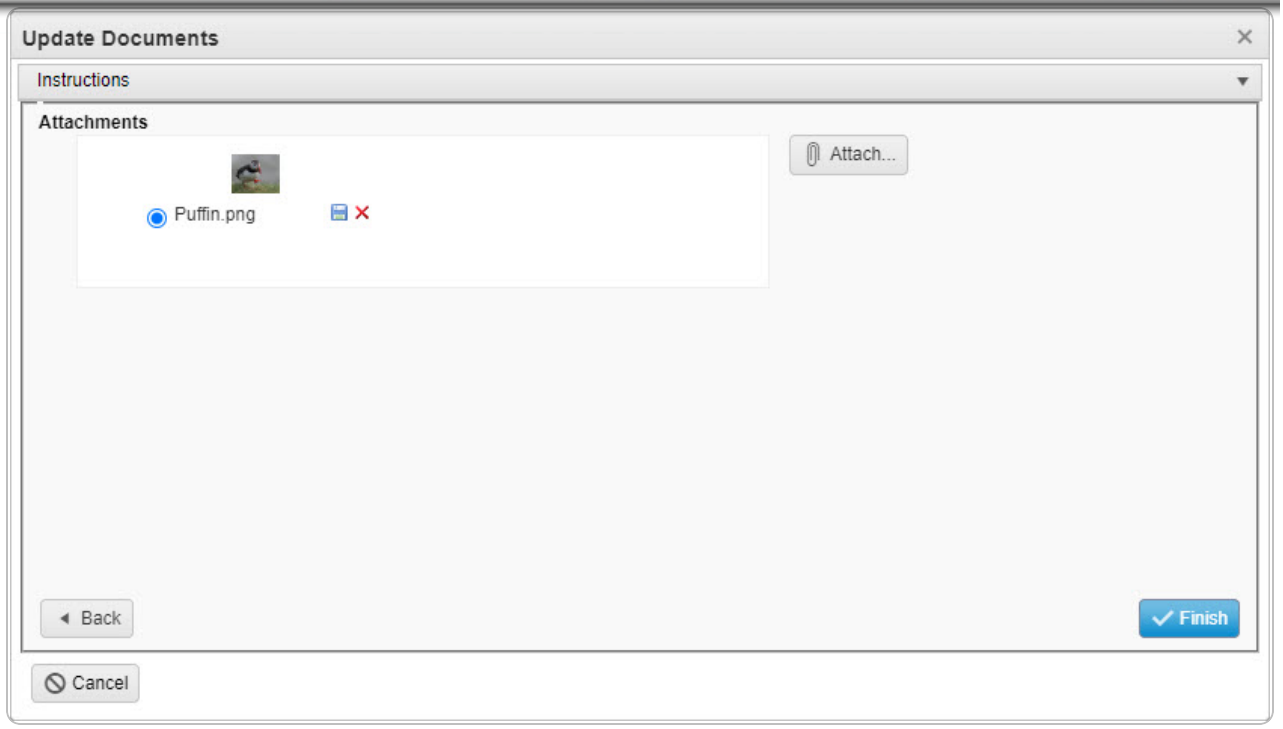
1. Select Edit next to the desired Document record. *The* ***Update Documents Page 1*** *pop-up window displays.*

2. Use ▼ in the I Want To... field to select Manage Attachments.

3. *The Document Type field is shaded, and cannot be changed from the document type of the chosen record.*

4. Update the Document Sub Type, using ▼ to select the desired code.

5. Select Next. *The* ***Update Documents Page 2*** *pop-up window displays, with the list of completed Attachments in the field.*



6. Select Attach... to continue adding attachments. *The **Attach Documents — Document** pop-up window displays.*

7. Select Finish to process the attachments. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

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.
2113 — Document cannot be closed until the Expected QTY = Accepted QTY+ ship short discrepancies or until all non - ship short discrepancies are resolved.	Invalid Entry. The document is not able to be Canceled or Closed. Check for any items that have been received but not yet verified and accepted.
13 — Mandatory Entry: *I Want To…*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory entry: *Document Type*.	
13 — Mandatory entry: *Document Sub Type*.	
13 — Mandatory entry: *Stock Number*.	
13 — Mandatory entry: *Order QTY*.	
13 — Mandatory entry: *Own-*	

***ing DODAAC*.**	
13 — Mandatory entry: *Document Unit Price*.	
14 — Doc Nbr already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.
2034 — The Stock Number on the Document Transaction records must be the same or a valid substitute of the Stock Number on the Document.	Invalid Entry. The Stock Number must either match the current Document, or be a valid Substitute. Re-enter the Stock Number.
1108 — Stock Nbr must be a Stock Item for this Warehouse.	Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the warehouse, and re-enter the number.
48 — Qty must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
2049 — Estimated Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the current date. Re-enter the date.
2096 — The Owning	Invalid Entry. The Address Code of the owner of

DoDAAC does not exist in the DoDAAF.	the warehouse is not in the Address File. Re-enter the DoDAAC.
2050 — Required Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the system (current) date. Re-enter the date.
492 — Invalid CLIN. First 2 - pos must be alphanumeric not to exceed 4 alpha-numeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
2041 — Invalid UII Status Cd, UII exists.	Invalid Entry. The UII Status Cd is not "R" and the UII is not blank. Re-scan the UII.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
513 — Last Maint Dt must be = or < System Date.	Invalid Date Entry. The Last Maint Dt must be either the system date or earlier. Re-enter the date.

2114 — Expected QTY for each item must be >= the Received QTY for that item.	Invalid Entry. The Received Quantity must be the same or smaller than the Expected Quantity. Enter a valid number.
2099 — Received QTY must be >= Verified QTY for Each Suffix in the Document.	Invalid Entry. The Verified Quantity must be the same or smaller than the Received Quantity. Enter a valid number.
2032 — Received QTY must be >= Verified QTY.	
2033 — Verified QTY must be >= Accepted QTY.	Invalid Entry. The Accepted Quantity must be the same or smaller than the Verified Quantity. Enter a valid number.
1113 — Accepted By must be blank when Receiving.	Invalid Entry. When a document is being received, it is not yet accepted. Therefore there cannot be an entry in the Accepted By field. Delete that entry.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
117 — STOCK NBRSERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.
553 — CONTRACT NBR consists of 13 POS: POS 1-6 =	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The

DoDAAC, POS 7-8 and 10-13 numeric, POS 9 alpha and DoDAAC alphanumeric, except for "I" or "O".	first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10-13 must be numbers.
xxxx — Cannot insert multiple items with the same serial number.	Invalid Entry. The item entered is the same as one already on the grid. Re-enter the Serial Number.
1055 — Value must be an Integer.	Invalid Entry. The field must be numeric. Re-enter the field.
xxxx — Verify at least one transaction to proceed.	Invalid Entry. There are no items in the Verified Items grid. Verify at least one item to proceed.
1152 — To generate a Document Number, you must first add a Document Number Range.	Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.

Related Topics

- Receiving Document Overview
- Add a Receiving Document
- Add Attachments to a Receiving Document

Add Attachments to a Receiving Record

Overview

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

Navigation

MATERIEL MGMT > Receiving > Edit > Update Documents > Manage Attachments > Next > Attach... > Attach Documents — Document pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Documents — Document

Attachment
Desc

Primary
Name
Desc

Procedures

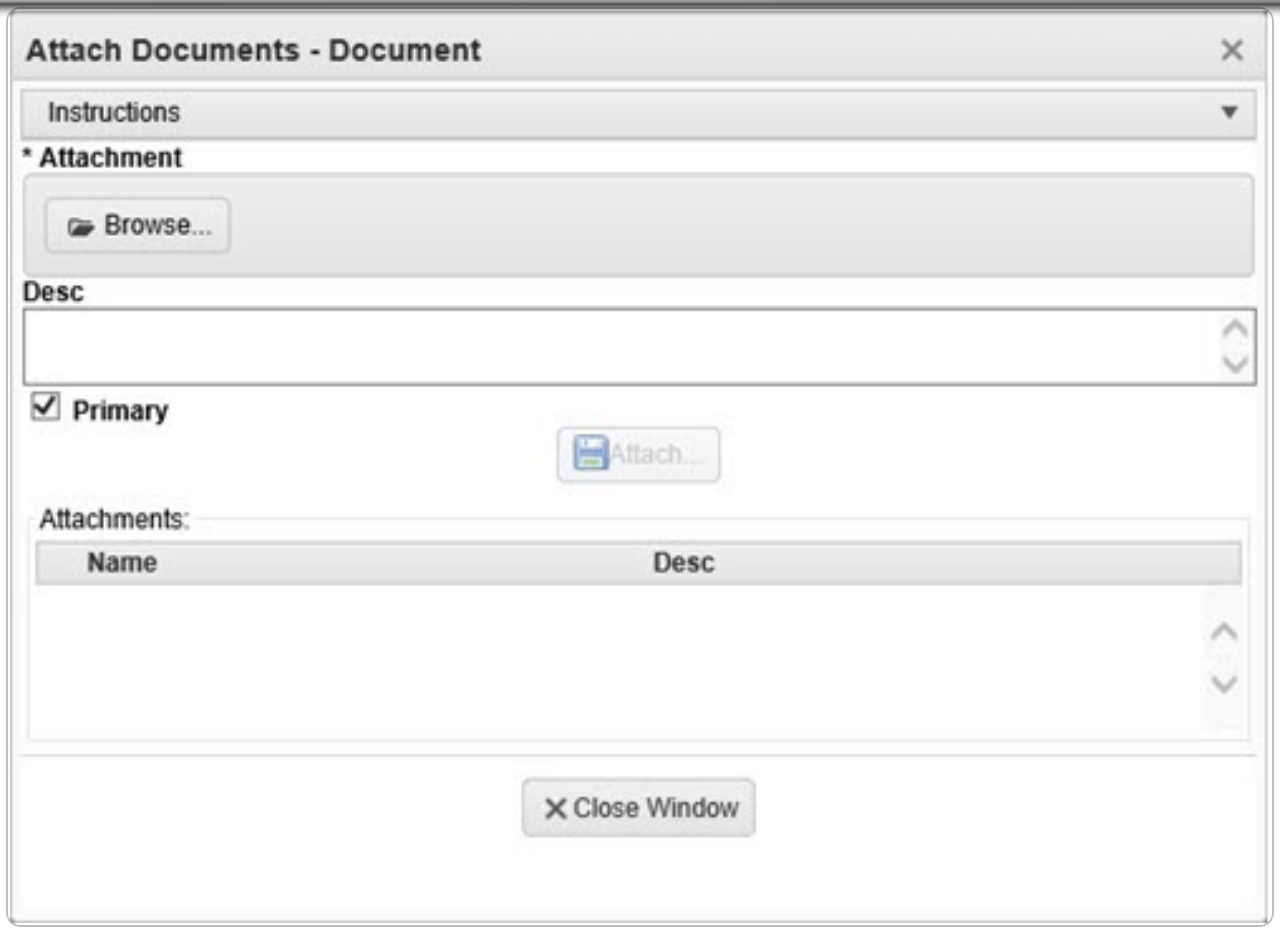
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Receiving Record

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

1. Select Attach... to add any additional files to the record. *The* ***Attach Documents — Document*** *pop-up window appears.*



2. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
5. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

9. Select Close Window. *The **Attach Documents — Document** pop-up window closes, and the file appears in the Attachments field of the **Update Documents** pop-up window.*

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.

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 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

- Receiving Document Overview
- Add a Receiving Document
- Update a Receiving Document

Materiel Release Order

Overview

The Warehouse Management module Materiel Release Order (MRO) process provides the ability to create, edit, or remove a materiel movement plan, materiel movement pick, transportation plan, and a transportation pick. This process also sends materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and releases it to the new location.
Materiel Release Orders (MROs) are Due Out orders. Orders being issued must be assigned to the Owning DoDAAC.
The MROs can be added either manually in ELMS by Warehouse Personnel, *or* through an interface from an Inventory Control Point (ICP) / External Item Manager. *No matter the method of the MRO addition, it is always processed the same way.*

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

MATERIEL MGMT > Materiel Release Order > Materiel Release Order page

Page Fields

The following fields display on the **Materiel Release Order** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Document Nbr
Doc Status Cd
Print Status
Shipped Dt From
Stock Nbr
Doc Stage Cd
Shipped Dt To

Materiel Release Order Grid

Edit
Delete
Message Log

Message Log Pop-Up Window

Doc Nbr
Suffix Cd
Message To RIC
Message To DoDAAC
Qty
Stock Nbr
Cond Cd

Unit of Issue
Unit Price
Purpose Cd
DIC
Media Status Cd
Demand Cd
Shipping Address
Supplemental Address
Signal Cd
Fund Cd
Dist Cd
Requisition Prj Cd
Priority Cd
Reqd Dlvry Dt
Special Instructions
Advice Cd
Contract PO Nbr
Contract Line Item Nbr
Dlvry Order Nbr
Expected Dlvry Dt
Planned Issue Dt
Estimated Shipping Dt
Shipment Hold Cd
Shipment Hold Desc
Status Cd
Remarks
History Remarks
Program Id
Established Dt/Tm
Last Transaction Dt/Tm
Error Messages

Create Picks
Print 1348
Issue Type Cd
Doc Type Cd
RDD
Priority Cd
Doc Nbr
Suffix Cd
Stock Nbr
Doc Stage Cd
Item Desc

UOI
Expected Qty
Denied Qty
Owning DoDAAC
Cond Cd
Shipping Address (DoDAAC or MAPAC)
Ship To Address Type
TMO RIC
TAC
TAC Address
Remarks

Optional

Doc Status Cd
Released By
Released To
Released Dt
Advice Cd
Special Instructions
DIC
Dist Cd
Established By
Established By Dt/Tm
Fund Cd
Last Transaction Dt/Tm
Last Updated By
Manually Created
Media Status Cd
Purpose Cd
Requisition Prj Cd
Originating RIC
Signal Cd
Color
Unit Price
Warehouse Id

Materiel Release Order Details Grid

All
Pick Nbr
Suffix Cd
Collateral?
Status Cd

Pick Hdr Status
Pick Detail Status
QC Status
Maintenance Status Cd
Stock Nbr
Item Desc
Stocking UOI
ICN
Serial Nbr
Qty
Cond Cd
Owning DoDAAC
Project Cd
Quality Control Nbr
Work Order Request Id
Shipped By
Shipped Dt/Tm
TCN
Transportation Method
Additional Info
Remarks

Optional

Bill of Lading
Tracking Nbr
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Mgmt Cd
Program Id
Unit Price
GFM Contract Nbr

Procedures

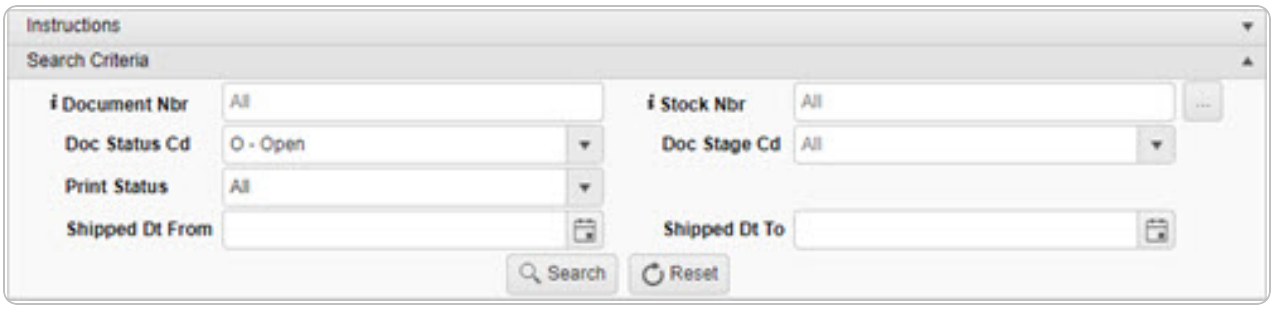
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Materiel Release Order

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

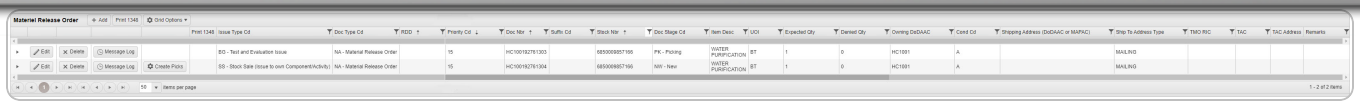
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the DOCUMENT NBR, using i to assist with the entry. *This is a 14 alpha-numeric character field.*
- Use ▼ to select the Doc Status Cd.
- Use ▼ to select the Print Status.
- Use 📅 to select the SHIPPED DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Use ▼ to select the Doc Stage Cd.
- Use 📅 to select the SHIPPED DT TO, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The results display in the Materiel Release Order grid.*



Add a Materiel Release Order

Select + Add. *The **Add Materiel Release Order** pop-up window appears.*

Update a Materiel Release Order

Select Edit. *The **Update Materiel Release Order** pop-up window appears.*

Delete a Materiel Release Order

Select Delete. *The **Delete Materiel Release Order** pop-up window appears.*

View the Message Log

1. Select Message Log. *The **MRO Message Log** pop-up window appears.*

Helpful Tip

Manually entered MROs also display this pop-up window. However, no information is available, regardless of prior transactions processed on the order.

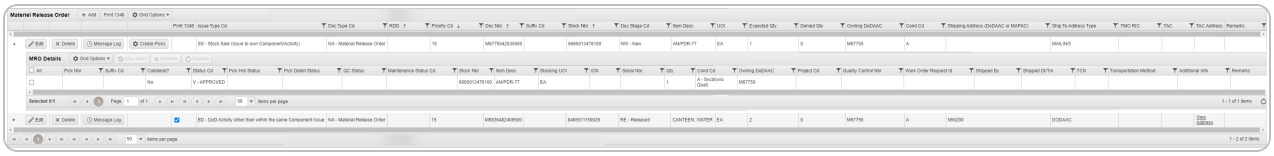
2. Select ×. *The **MRO Message Log** pop-up window closes.*

Pick a Materiel Release Order

Select Create Picks. *A Pick Plan is automatically created for the MRO.*

View the Materiel Release Order Pick

1. Select ▸ next to the record with the created pick. *The MRO Details Results grid opens.*



2. Select View Pick. *The **Pick Plan** pop-up window appears.*

3. Select the Pick Nbr hyperlink. *The **Materiel Movement Plan** page appears.*

OR

Click ✕. *The **Pick Plan** pop-up window closes.*

Print a DD 1348

Helpful Tip

When the DD Form 1348-1A – Issue Release / Receipt Document is available for an MRO request, a checkbox appears in the Print 1348 column of the Results Grid.

The Print 1348 checkbox is pre-checked when the MRO **has** been picked and the DD Form 1348-1A **has not** been printed.

1. Select ☐ in the **Print 1348** column of the desired Materiel Release Order. *A ☑ appears.*

2. Select Print 1348. *The* Generating file to print. Please wait... *toast appears, and then the* Complete - File generated successfully *toast appears.*

3. The **Windows Save As** pop-up window appears, after generating the DD 1348-1A. *Select* Save *to save the PDF document, and print at a later time.*

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 Materiel Release Order
- Update a Materiel Release Order
- Delete a Materiel Release Order
- Add Attachments to a Materiel Release Order

Add a Materiel Release Order

Overview

The Materiel Release Order (MRO) Add process provides the ability to create a new materiel movement plan, materiel movement pick, transportation plan, and a transportation pick; as well as send materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and be released to the new location.

Navigation

MATERIEL MGMT > Materiel Release Order > + Add > Add Materiel Release Order pop-up window

Page Fields

The following fields display on the **Add Materiel Release Order** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Document Tab

Issue Type Cd

Doc Status Cd *
Doc Nbr
Stock Nbr *
Originating DoDAAC *
Cond Cd *
Color
RDD
Doc Stage Cd *
Suffix Cd
Expected Qty *
Originating RIC
Requisition Prj Cd
Special Instructions
Add / Edit Remarks

Remarks
History Remarks

Destination Tab

Ship To Address Type *
TAC Address (DoDAAC only)
Address Line 1
Address Line 2
Address Line 3
City
Postal Cd
Shipping Address (DoDAAC or MAPAC) *
Warehouse Id
State/Province
Country

Advice Cd Tab

Advice Cd
Collateral Requested
Main Item
Partial Shipment

Additional Cds Tab

Media Status Cd

Priority Cd
Purpose Cd
Fund Cd
Signal Cd
Demand Cd
Order Instructions
Dist Cd

Process Flow Tab

Requires M&U
Requires QC

Prep for Shipment Cd
Cost Center

Process Flow Grid

Stock Nbr
Qty
Owning DoDAAC
Project Cd
Cond Cd
Suffix Cd
Collateral?
Pick From Loc
ICN
Serial Nbr
Additional Info
Dest Loc Type
Pick Nbr
Pick Detail Status
Assigned Picker
Pick Desc
Pick Priority
Pick Must Be Done By

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

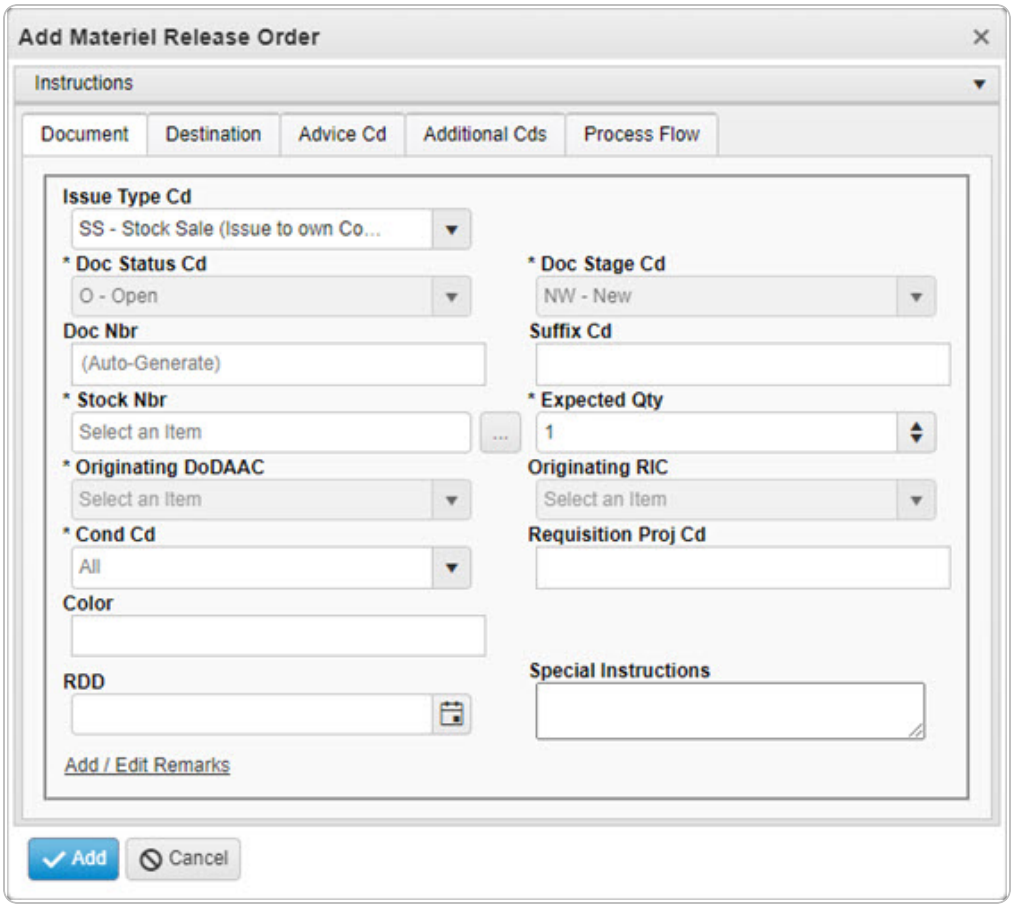
Click the following link to display Warehouse Navigation Tips.

Add an MRO

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

1. Select + Add. *The* ***Add Materiel Release Order*** *pop-up window displays, open to the Document tab.*

Complete the Document tab



A. Use to select the Issue Type Cd.

B. *The DOC STATUS CD automatically populates and is not editable.*

C. *The DOC NBR field automatically generates once the procedure is finished.*

D. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

E. Use to select the Originating DoDAAC. *The Originating RIC field becomes editable.*

F. Use to select the Cond Cd.

G. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

H. Use to select the RDD, or enter the date (MM/DD/YYYY) in the field provided.

I. *The DOC STAGE CD automatically starts at **NW - New** and is not editable.*

J. Enter the SUFFIX CD in the field provided. *This is a 1 alphanumeric character field.*

K. Use to choose the EXPECTED QTY.

L. Use to select the Originating RIC.

M. Enter the REQUISITION PROJ CD in the field provided. *This is a 3 alphanumeric character field.*

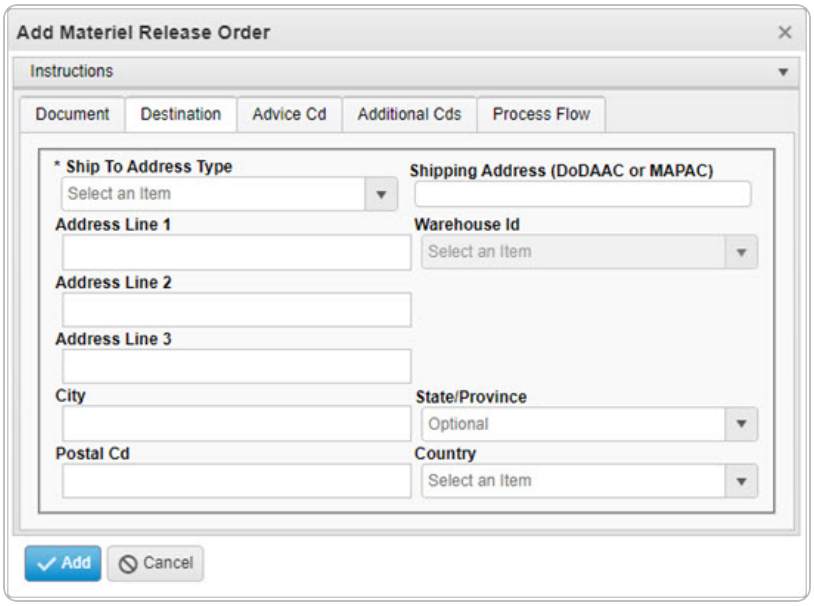
N. Enter Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*

O. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

Select the Destination tab



A. Use to select the Ship To Address Type. *For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.*

B. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

C. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

D. Enter the Address Line 3 in the field provided. *This is a 35 alphanumeric character field.*

E. Enter the City in the field provided.*This is a 35 alphanumeric character field.*

F. Enter the POSTAL CD in the field provided. *This is a 10 alphanumeric character field.*

G. Enter the Shipping Address (DoDAAC or MAPAC) in the field provided. *This is a 6 alphanumeric character field.*

For MAPAC:

a. Enter the MAPAC in the Shipping Address field provided. *This is a 6 alpha-numeric character field.*

b. Continue to enter the address in the appropriate fields.

For DoDAAC:

a. Enter the DoDAAC in the Shipping Address field provided. *Available addresses populate in the TAC Address field.*

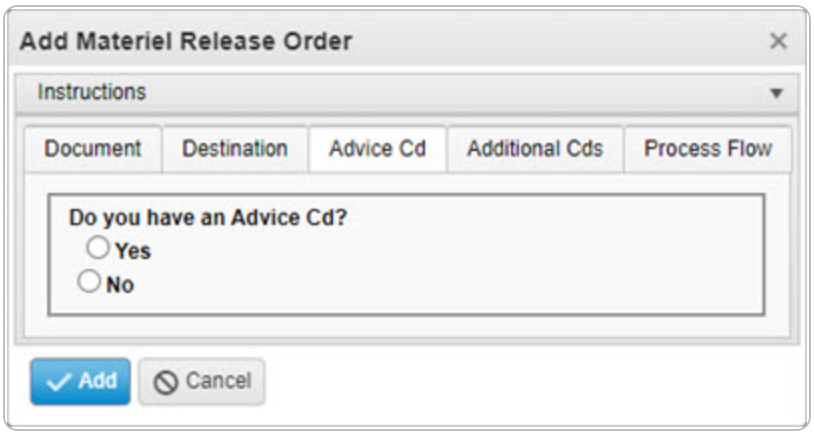
b. Select the desired address. *The address populates in the Address fields.*

H. Use ▼ to select the Warehouse Id.

I. Use ▼ to select the State / Province.

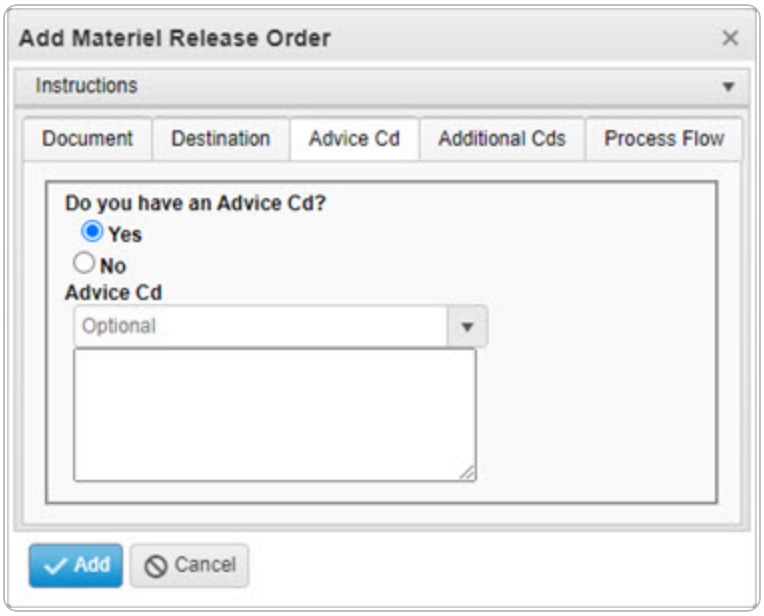
J. Use ▼ to select the Country.

Select the Advice Cd tab



Choose ○ to answer the Do you have an ADVICE CD? field.

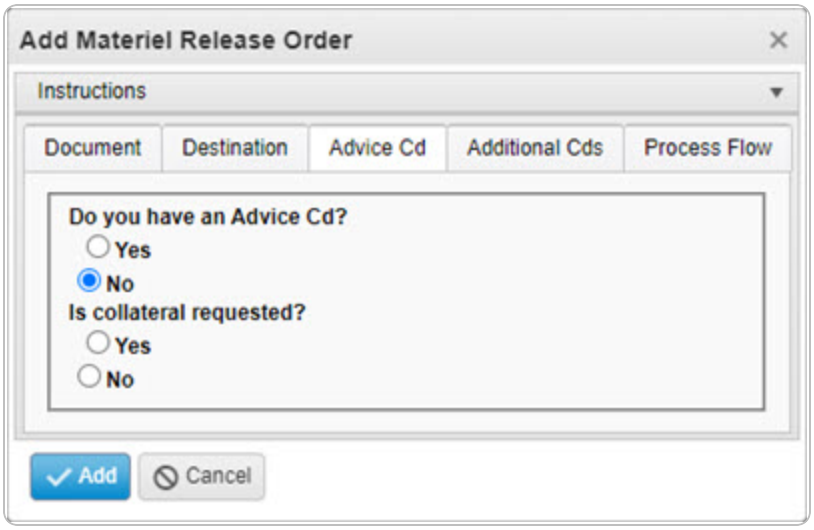
A. Yes



a. Use to select the Advice Cd.

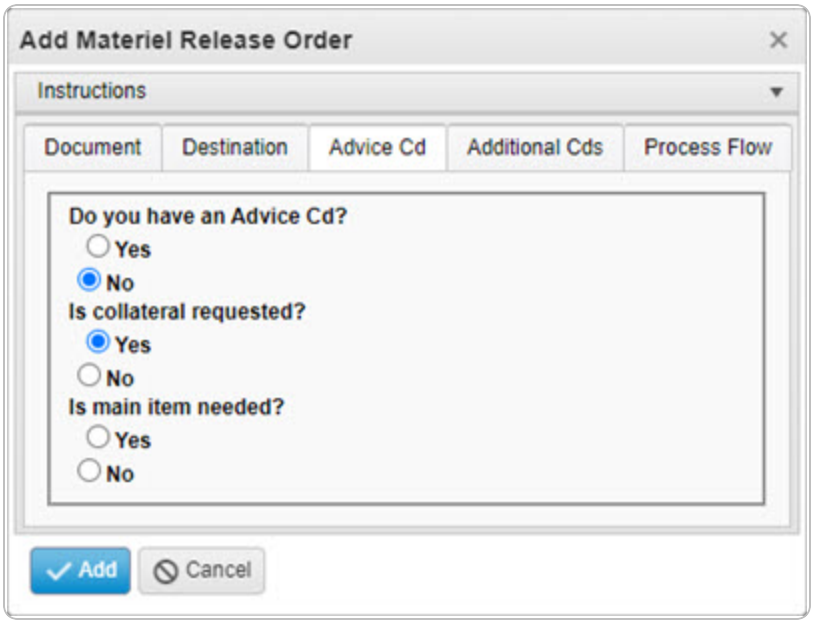
b. The full text appears in the text box below. Continue to the next step.

B. No



a. Choose ○ to answer the Is collateral requested? field.

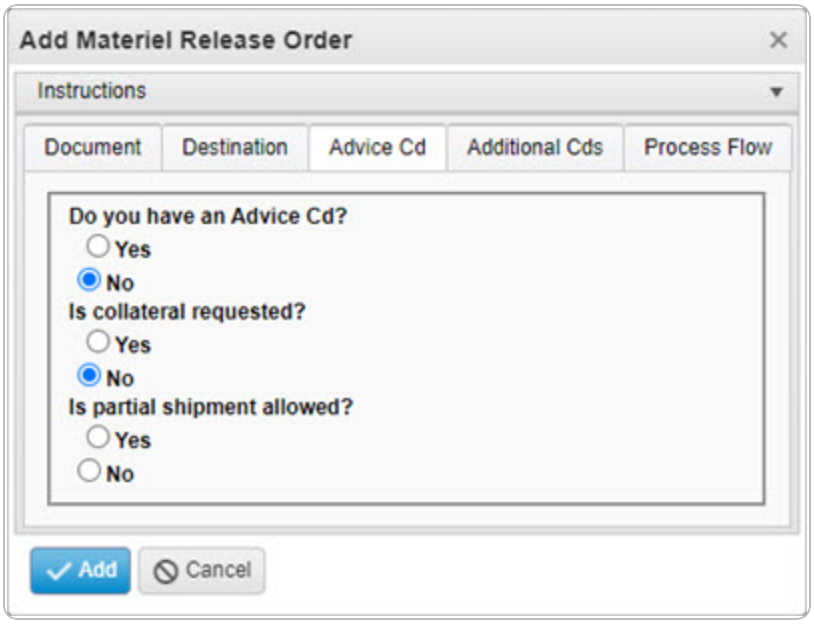
I. Yes



i. Choose ○ to answer the Is main item needed? field.

ii. Click the radio button. Continue to the next step.

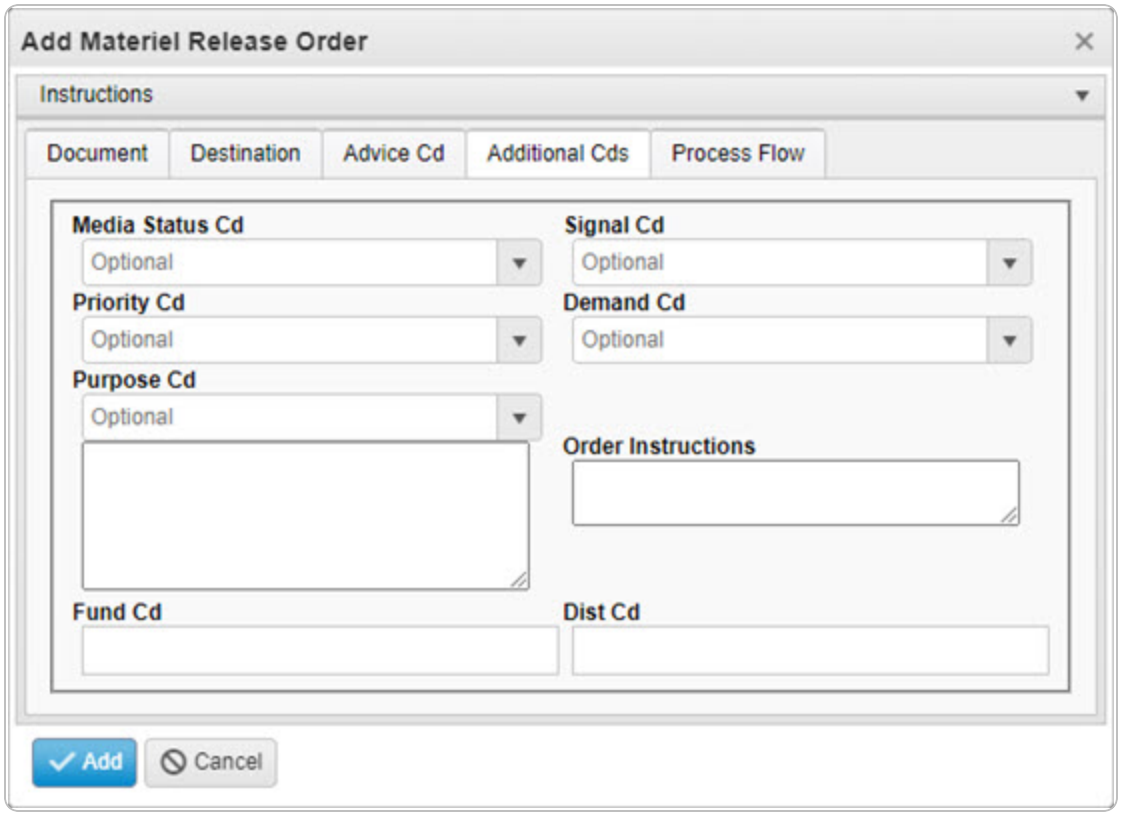
II. No



i. Choose ○ to answer the Is partial shipment allowed? field.

ii. Click the radio button. Continue to the next step.

Select the Additional Codes tab



A. Use ▼ to select the Media Status Cd.

B. Use ▼ to select the Priority Cd.

C. Use ▼ to select the Purpose Cd.

D. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

E. Use ▼ to select the Signal Cd.

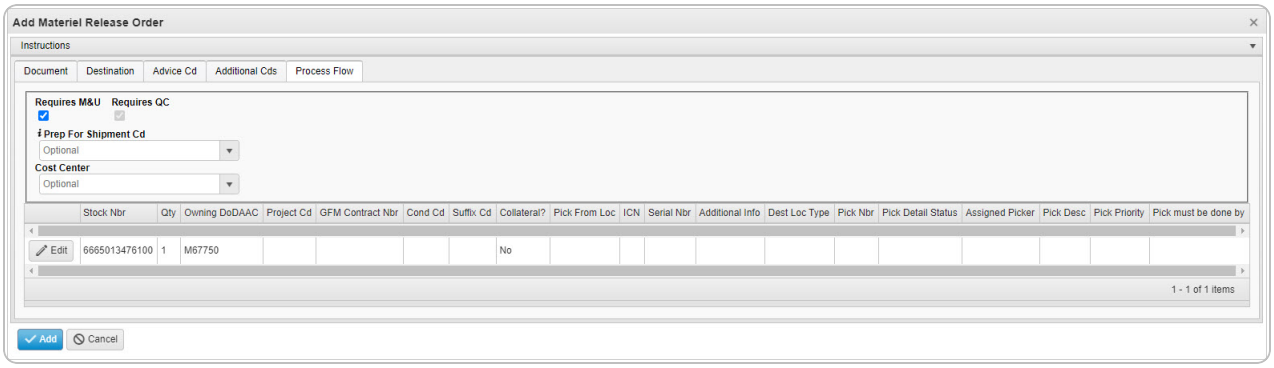
F. Use ▼ to select the Demand Cd.

G. Enter the Order Instructions in the field provided. *This is a 250 alphanumeric char-*

acter field.

H. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*

Select the Process Flow tab



A. Click ☐ to select the Requires M&U field. *The record is sent to M&U, and the PREP FOR SHIPMENT CD field appears.*

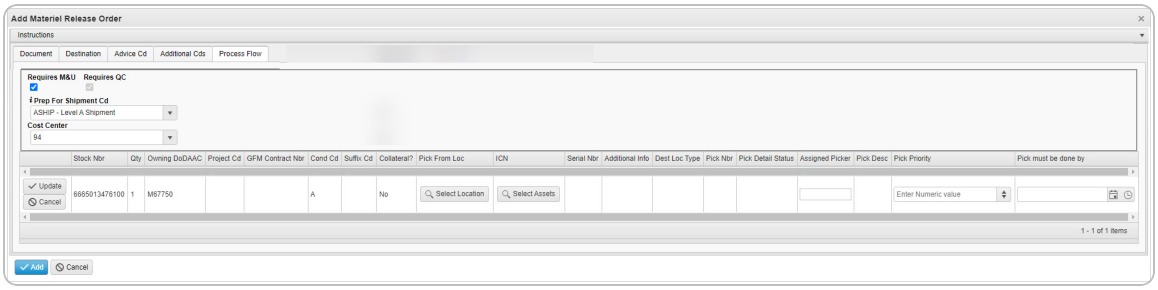
B. Click ☑ to *de-select* the Requires QC field. *This removes the check (☐) and does not create a QC Request.*

C. Use ℹ or ▼ to assist with the Prep for Shipment Cd entry.

D. Use ▼ to select the Cost Center.

Update the Process Flow grid

a. Select Edit next to the asset. *The following fields become editable.*



EITHER:

Select a Pick From Location

I. Select Select Location. *The **Inventory Selection** pop-up window appears, with the Location field below the Stock Number field.*

II. Use i or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse

OR:

Select an ICN

I. Select Select Assets. *The **Inventory Selection** pop-up window appears, and the available ICNs appear below in the Inventory Selection Grid.*

II. Click ☐ next to the record(s).

III. Select Take Selected. *The pop-up window closes, and the ICN field populates with the selected assets.*

b. Enter the Assigned Picker in the field provided. *This is a 1024 alphanumeric character field.*

c. Use ▲▼ to choose the Pick Priority. *This is a 1 numeric character field.*

d. Use 📅 to select the Pick Must Be Done By, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

E. Select Update. *The asset is updated, and the row becomes static.*

2. Select Add. *The **Add Materiel Release Order** pop-up window closes, and the new MRO is at the top of the Materiel Release Order grid, highlighted in green.*

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.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
419 — DoDAAC entry must be 6-pos alphanumeric except for alpha I or O.	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at)

	symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
2051 — A Collateral Item must be added for STOCK NBR xxx.	Invalid Entry. The MRO requires a collateral issue. Fix the stock number, then edit the MRO.

Related Topics

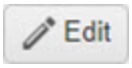
- Materiel Release Order Overview
- Update a Materiel Release Order
- Add Attachments to a Materiel Release Order
- Delete a Materiel Release Order

Update a Materiel Release Order

Overview

The Materiel Release Order (MRO) Update process allows editing of a materiel movement plan, materiel movement pick, transportation plan, and a transportation pick; as well as send materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and be released to the new location.

Navigation

MATERIEL MGMT > Materiel Release Order > 

> Update Materiel Release Order pop-up window

Page Fields

The following fields display on the **Update Materiel Release Order** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Document Tab

All Statuses

Issue Type Cd
Doc Status Cd *
Doc Stage Cd *

RR - Ready For Release, PS - Partially Shipped, and CN - Cancelled Document Stage Codes

☐ Release

Released By *
Released Dt *
Released To *

RE - Released and SH - Shipped Document Stage Codes

☐ Release

Released By *
Released Dt *
Released To *

☐ Ship

TCN *
Shipped By *
Transportation Method *
Shipped Dt *

Doc Nbr *
Stock Nbr *
Originating DoDAAC *
Cond Cd *
Color
RDD
Suffix Cd
Expected Qty *
Originating RIC
Requisition Prj Cd
Special Instructions

Attachments
Add / Edit Remarks

Remarks
History Remarks

Destination Tab

Ship To Address Type *
TAC Address (DoDAAC only)
Address Line 1
Address Line 2
Address Line 3
City
Postal Cd
Shipping Address (DoDAAC or MAPAC) *
Warehouse Id
State/Province
Country

Advice Code Tab

Advice Cd

Additional Codes Tab

Media Status Cd
Priority Cd
Purpose Cd
Fund Cd
Signal Cd
Demand Cd
Order Instructions
Dist Cd

Process Flow Tab

Requires M&U
Requires QC

Prep for Shipment Cd
Cost Ctr

Process Flow Grid

Stock Nbr
Qty
Owning DoDAAC
Project Cd
Cond Cd
Suffix Cd
Collateral?
Pick From Loc
ICN
Serial Nbr
Additional Info
Dest Loc Type
Pick Nbr
Pick Detail Status
Assigned Picker
Pick Desc
Pick Priority
Pick Must Be Done By

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

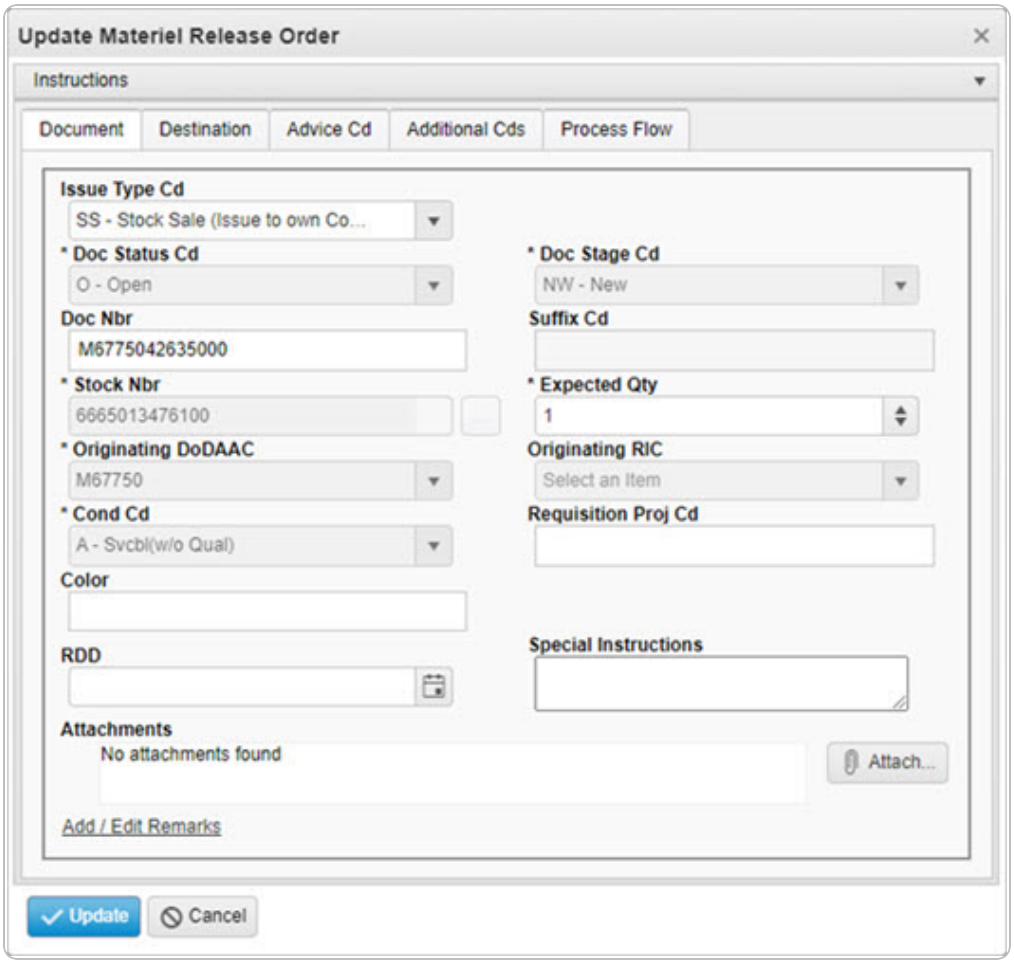
Click the following link to display Warehouse Navigation Tips.

Update an MRO

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

1. Select Edit next to the desired MRO record. *The* ***Update Materiel Release Order*** *pop-up window displays.*

Update the Document tab



A. Update the Issue Type Cd, using to select the desired code.

B. *Verify the Doc Status Cd.*

C. Update the DOC NBR, entering the revised number in the field provided. *This is a 14 alphanumeric character field. Once the DOC STAGE CD reaches RE - Released, DOC NBR is no longer editable.*

D. *Verify the STOCK NBR.*

E. *Verify the Originating DoDAAC.*

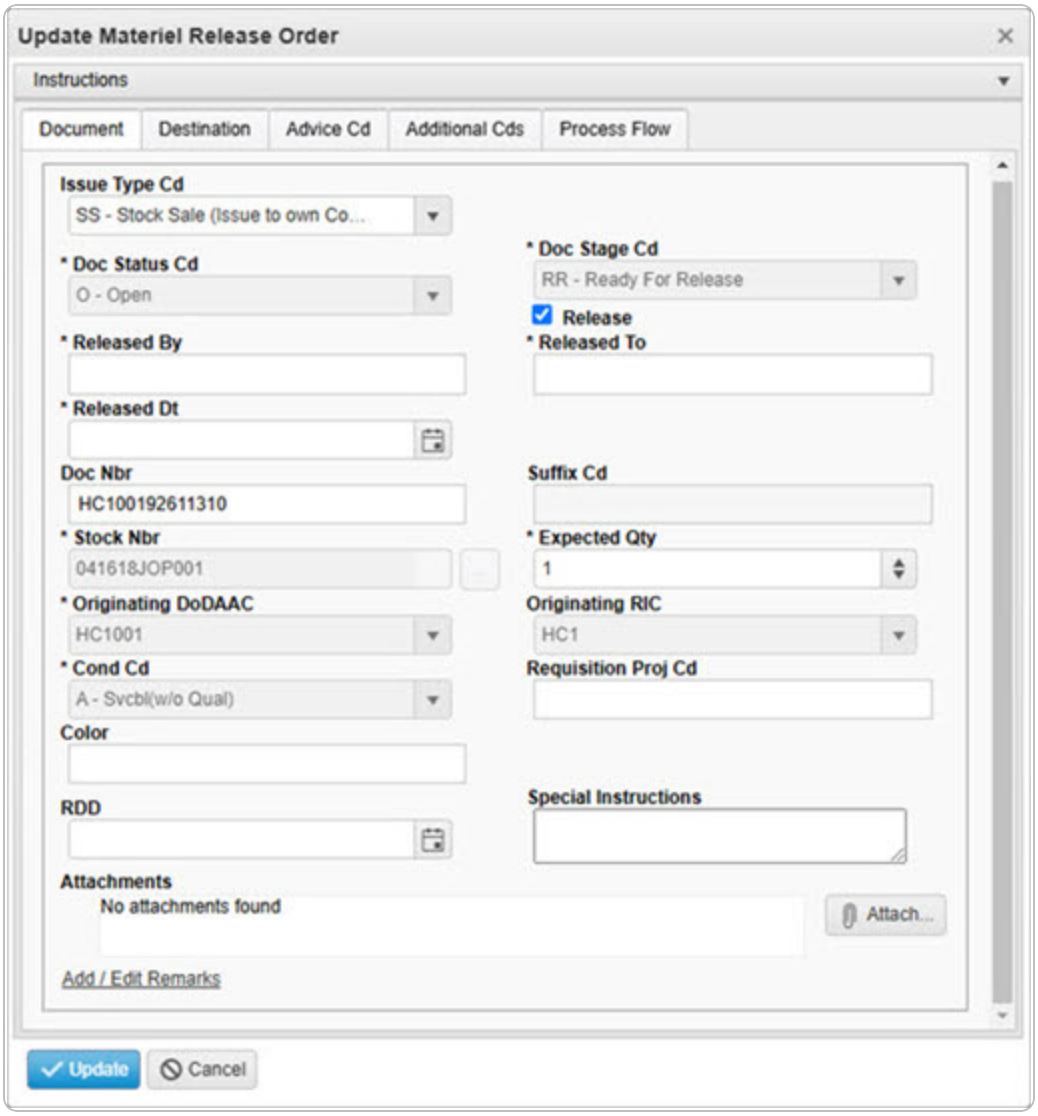
F. *Verify the Cond Cd.*

G. Update the Color, entering the revised value in the field provided. *This is a 15 alpha-numeric character field.*

H. Update the RDD, using or entering the date (MM/DD/YYYY) in the field provided.

I. *Verify the Doc Stage Cd.*

Ready For Release



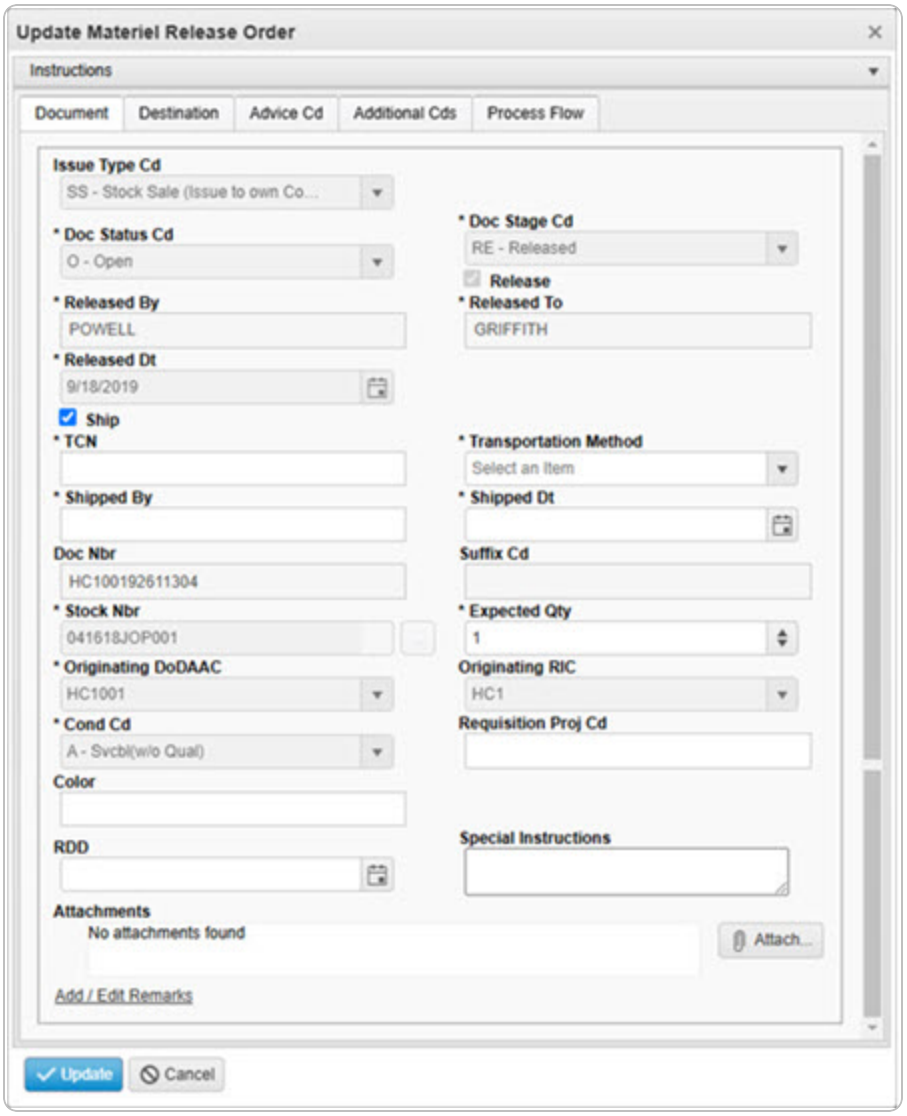
a. Select the Release checkbox. *Additional fields appear.*

b. Enter the Released By in the field provided. *This is an 8 alphanumeric character field.*

c. Enter the Released To in the field provided. *This is an 8 alphanumeric character field.*

d. Use to select the Released DT, or enter the date (MM/DD/YYYY) in the field provided.

Released



a. *Verify the Release checkbox is checked.*

b. *Verify the Released By.*

c. *Verify the Released To.*

d. *Verify the Released DT.*

e. Select the Ship checkbox. *Additional fields appear.*

f. Enter the TCN in the field provided. *This is a 17 alphanumeric character field.*

g. Enter the Shipped By in the field provided. *This is an 8 alphanumeric character field.*

h. Use to select the Transportation Method.

i. Use to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.

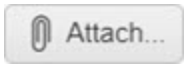
J. *Verify the SUFFIX CD.*

K. Update the EXPECTED QTY, using to choose the revised quantity.

L. *Verify the Originating RIC.*

M. Update the REQUISITION PROJ CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

N. Update the Special Instructions, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

O. Select 

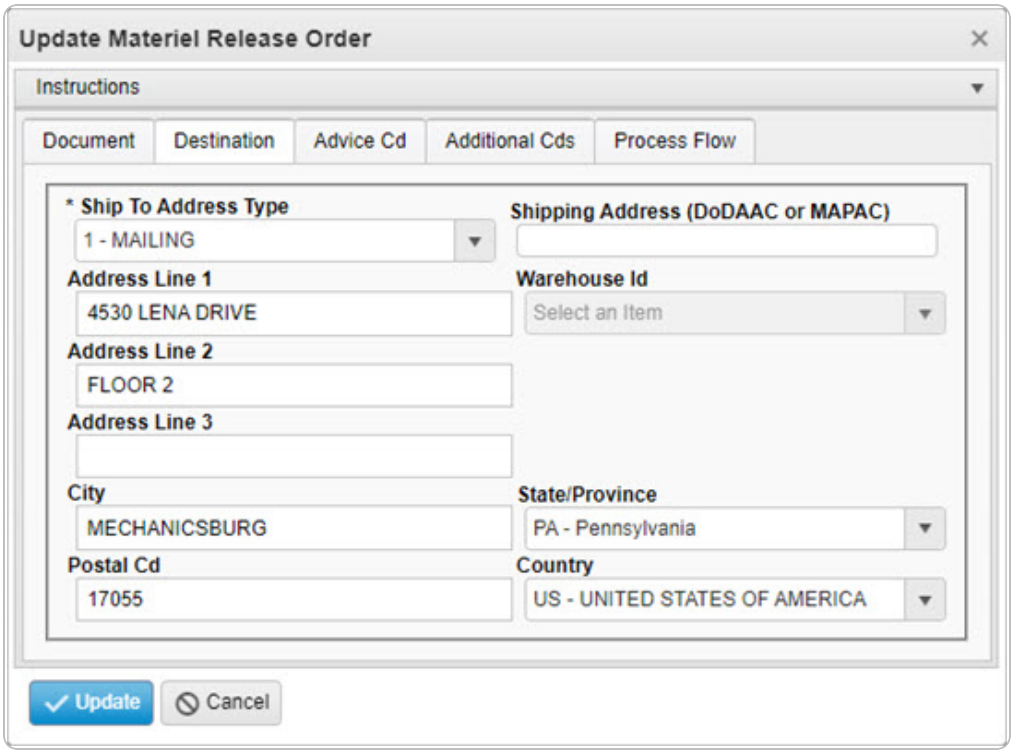
. *The **Attachments** pop-up window appears to add any additional files to the record.*

P. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

Select the Destination tab



A. Update the Ship To Address Type, using to select the desired type. *For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.*

B. Update the Address Line 1, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

C. Update the Address Line 2, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

D. Update the Address Line 3, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

E. Update the City, entering the revised city in the field provided.*This is a 35 alpha-numeric character field.*

F. Update the POSTAL CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

G. Update the Shipping Address (DoDAAC or MAPAC), entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

For MAPAC:

a. Enter the MAPAC in the Shipping Address field provided. *This is a 6 alpha-numeric character field.*

b. Continue to enter the address in the appropriate fields.

For DoDAAC:

a. Enter the DoDAAC in the Shipping Address field provided. *Available addresses populate in the TAC Address field.*

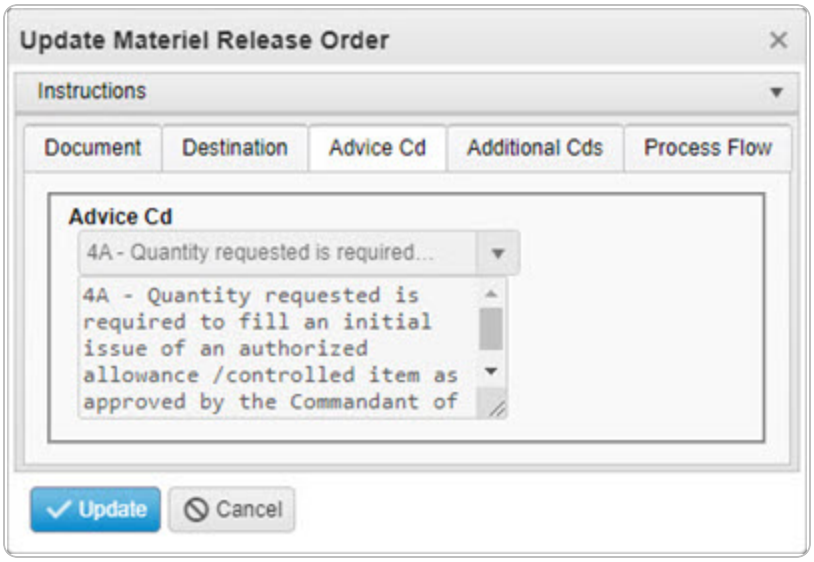
b. Select the desired address. *The address populates in the Address fields.*

H. Update the Warehouse Id, using ▼ to select desired identifier.

I. Update the State / Province, using ▼ to select desired state.

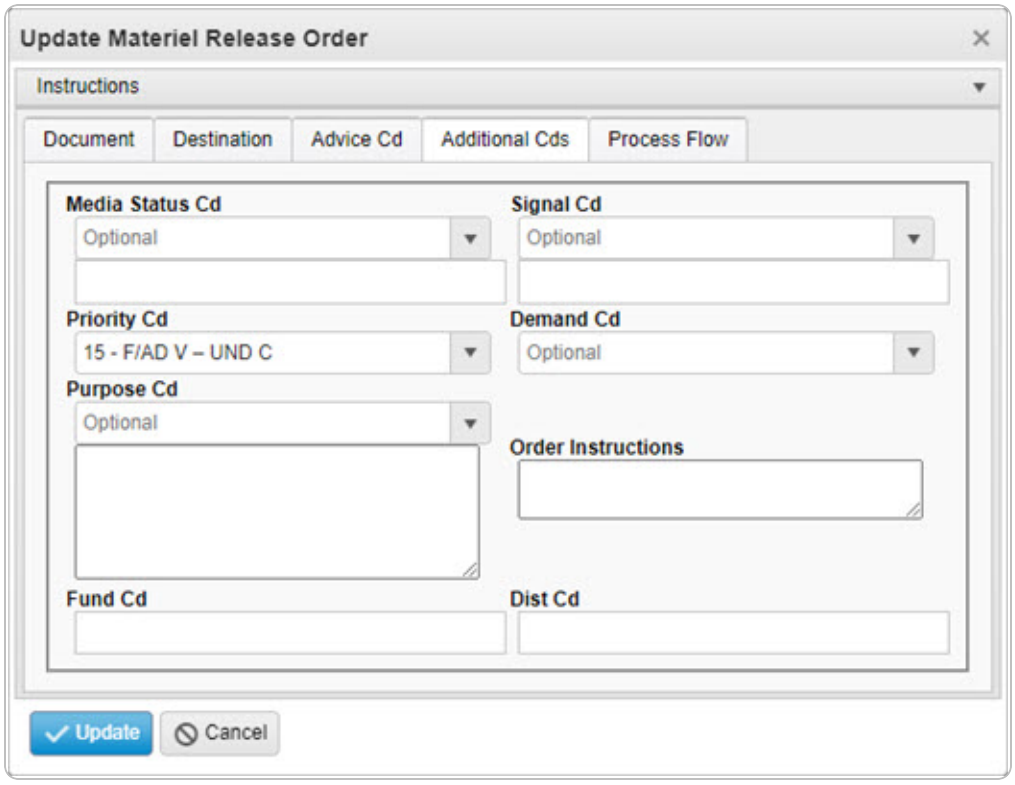
J. Update the Country, using ▼ to select the desired country.

Select the Advice Cd tab



Verify the ADVICE CD.

Select the Additional Codes tab



A. Update the Media Status Cd, using ▼ to select the desired code.

B. Update the Priority Cd, using ▼ to select the desired code.

C. Update the Purpose Cd, using ▼ to select the desired code.

D. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

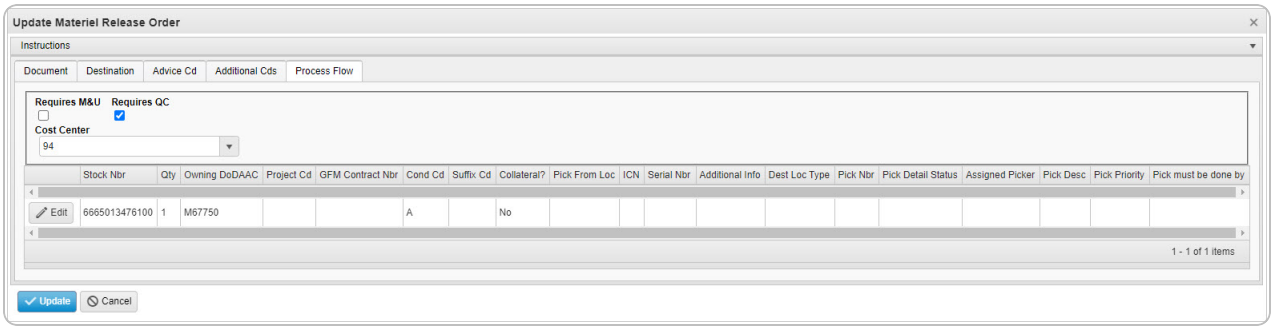
E. Update the Signal Cd, using ▼ to select the desired code.

F. Update the Demand Cd, using ▼ to select the desired code.

G. Update the Order Instructions, entering the revised directions in the field provided. *This is a 250 alphanumeric character field.*

H. Update the DIST CD, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*

Select the Process Flow tab



A. Verify the Requires M&U field contains the appropriate ☑ or ☐. *When selected, the record is sent to M&U, and the PREP FOR SHIPMENT CD field appears.*

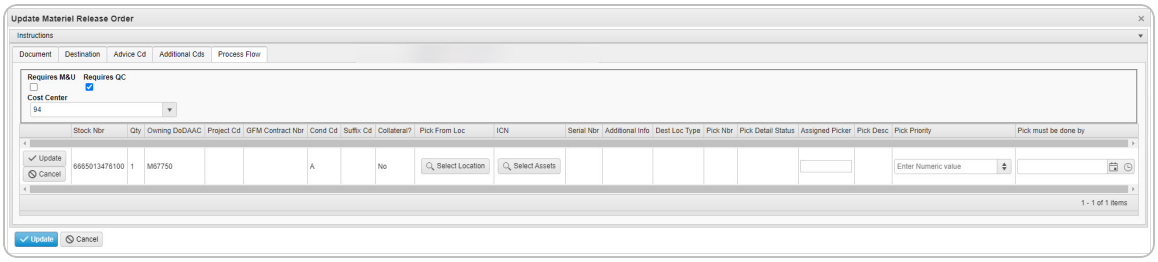
B. Verify the Requires QC field contains the appropriate ☑ or ☐. *When selected, a QC Request is created.*

C. Update the Prep for Shipment Cd, using ℹ or ▼ to select the desired code.

D. Update the Cost Center, using ▼ to select the desired identifier.

Update the Process Flow grid

a. Select Edit next to the asset.



EITHER:

Select a Pick From Location

I. Select Select Location. *The **Inventory Selection** pop-up window appears, with the Location field below the Stock Number field.*

II. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse

III. Select Take Selected. *The pop-up window closes, and the Location field populates with the selected place.*

OR:

Select an ICN

I. Select Select Assets. *The **Inventory Selection** pop-up window appears, and the available ICNs appear below in the Inventory Selection Grid.*

II. Click ☐ next to the record(s).

III. Select Take Selected. *The pop-up window closes, and the ICN field populates with the selected assets.*

b. Update the Assigned Picker, entering the revised personnel in the field provided. *This is a 1024 alphanumeric character field.*

c. Update the Pick Priority, using ▲▼ to choose the revised number. *This is a 1 numeric character field.*

d. Update the Pick Must Be Done By, using 📅🕒 or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

E. Select Update *The asset is updated, and the row becomes static.*

2. Select Update. *The **Update Materiel Release Order** pop-up window closes, and the revised MRO is completed.*

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.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
419 — DoDAAC entry must be 6-pos alphanumeric except for alpha I or O.	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the

	"." (period) symbol, and at least 1 alphanumeric character.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
2051 — A Collateral Item must be added for Stock Nbr xxx.	Invalid Entry. The MRO requires a collateral issue. Fix the stock number, then edit the MRO.

Related Topics

- Materiel Release Order Overview
- Add a Materiel Release Order
- Delete a Materiel Release Order
- Add Attachments to a Materiel Release Order

Delete a Materiel Release Order

Overview

The Materiel Release Order (MRO) Delete process allows removal of a Materiel Release Order.

Helpful Tip

A manually added MRO **can be deleted** so long as the MRO has *not yet* shipped (reached the SH status). However, an MRO **cannot be deleted** if it was added through an interface from an ICP / External Item Manager.

Navigation

MATERIEL MGMT > Materiel Release Order > Delete > Confirm Delete (Delete Materiel Release Order and ALL associated transactions) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Materiel Release Order and ALL associated transactions)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Materiel Release Order and ALL associated transactions)

History Remarks

Procedures

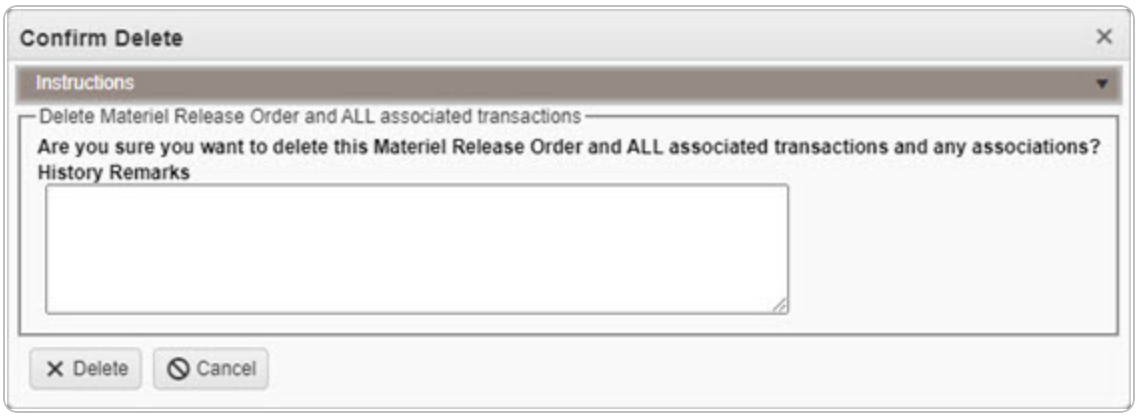
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Materiel Release Order

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Materiel Release Order and ALL associated transactions)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Click Delete. *The Materiel Release Order is removed from the 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, 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.
2092 — MRO cannot be deleted.	Invalid Deletion. An MRO cannot be deleted if it was received through an interface from an ICP / External Item Manager. Check the MRO again, and if it is from the ICP, contact them to delete the MRO.
	Invalid Deletion. An MRO cannot be deleted if it is not in certain stages. If the MRO is in the NW (New); RR (Ready for Release); RE (Released); or CN (Canceled) statuses, it can be deleted. If the MRO is in the PK (Picking); QC (Quality Control); MN (M&U); or SH (Shipped) statuses, it cannot be deleted. To delete the MRO at the PK, QC, or MN status, cancel that process first. Return the item back to the storage location. Then the MRO can be deleted.

Related Topics

- Materiel Release Order Overview
- Add a Materiel Release Order
- Update a Materiel Release Order
- Add Attachments to a Materiel Release Order

Add Attachments to a Materiel Release Order

Overview

The Materiel Release Order (MRO) Add Attachments process provides the ability to attach documents to the MRO.

Navigation

MATERIEL MGMT > Materiel Release Order > Edit > Update Materiel Release Order > Document Tab > Attach... > 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
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments

Attachment *
Desc

Primary
Name
Desc

(*) Asterisk identifies mandatory fields.

Procedures

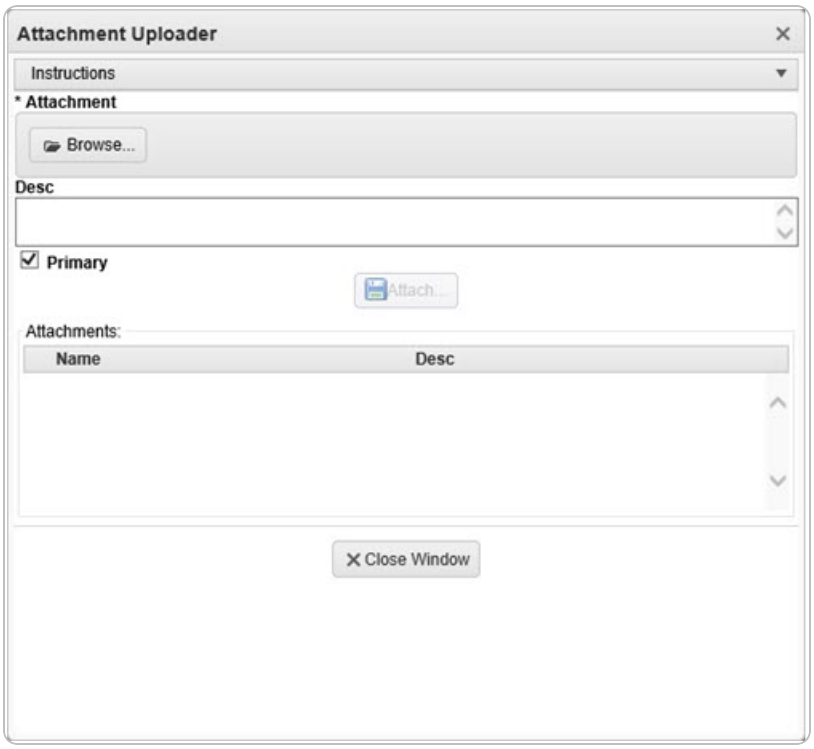
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

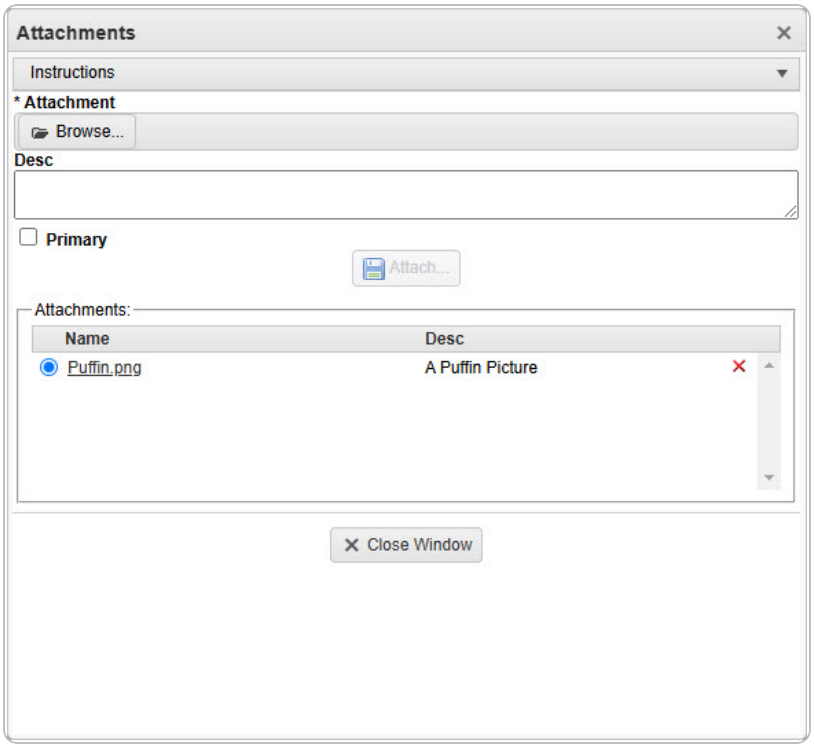
Attach a Document to an MRO

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

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



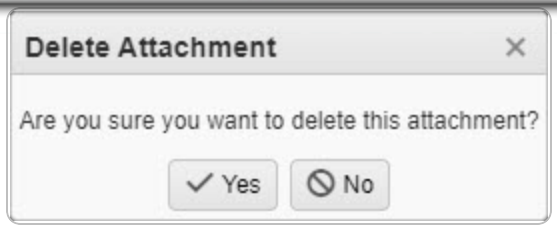
2. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*



7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select the ✕ part of 💾✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK. *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

9. Select Close Window. *The **Attachments** pop-up window closes, and the attachment (s) appears in the Attachments 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.

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.
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 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

- Materiel Release Order Overview
- Add a Materiel Release Order
- Update a Materiel Release Order
- Delete a Materiel Release Order

Disposition

Overview

The Warehouse Management module Disposition process provides the ability to create, edit, and cancel Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need.

There are varying levels of approval:

- Requested
- Warehouse Manager (1st level of approval)
- COR (2nd level of approval)
- Disposed

Navigation

MATERIEL MGMT > Disposition > Disposition page

Page Fields

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

Search Criteria Grid

Disposition Type
Dt From
Stock Nbr
Document Nbr
LIN/TAMCN
Disposition Status
Dt To
DTID Number
Item Desc
LIN/TAMCN Desc

Disposition Grid

Document Nbr
Attachments
DTID Number

Stock Nbr
Item Desc
Disposition Type
Disposition Status
Disposition Qty
Container ID

Optional

ARC
Catalog Shelf Life Cd
CIC
Color
Demand Cd
Disposal Dt
Disposition Reason
Disposition Ref Number
Dmil Cd
Document Id
Established By
Established Dt/Tm
Fund Cd
Haz Mat Cd
Issue UI
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
LIN/TAMCN Desc
Managed Shelf Life Cd
Media Status Cd
Mgmt Cd
Precious Mtl Cd
Primary Attachment
Priority Cd
Program Id
Qty per Unit Pack
Recover Cd
Remarks
Reportable Cd
Reportable Commodity Type
Reportable Commodity Type Desc
Reqd Dlvry Dt
RIC From
Security Commodity Type

Security Commodity Type Desc
Signal Cd
Size
Source of Supply
Stock Item Cd
Stores Account Cd
Supp Address
Type Asset Cd
UI
Unit Price
Warehouse To

Procedures

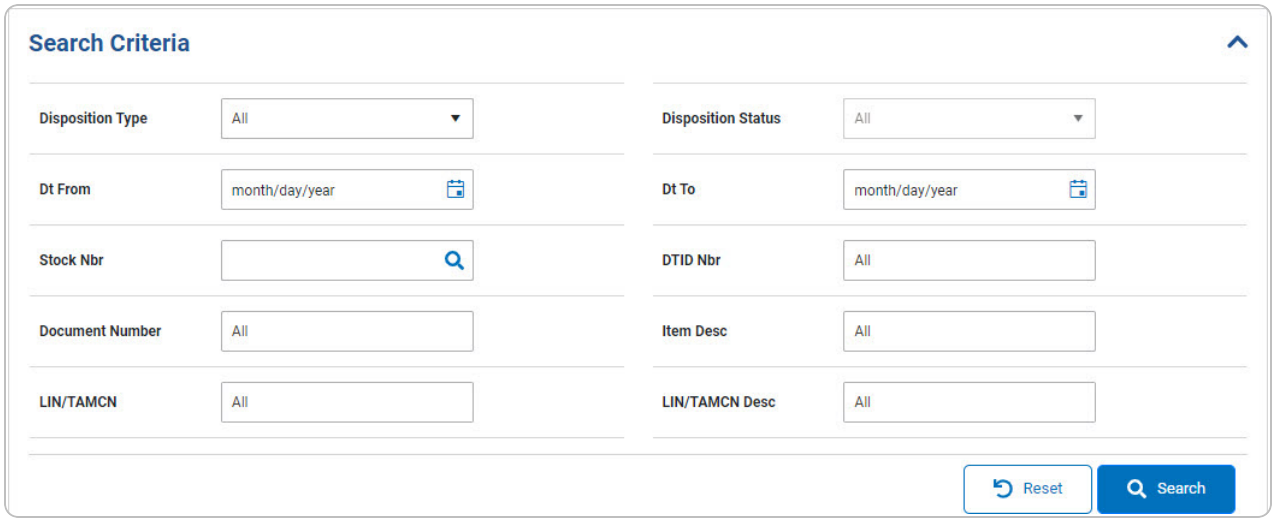
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Disposition

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

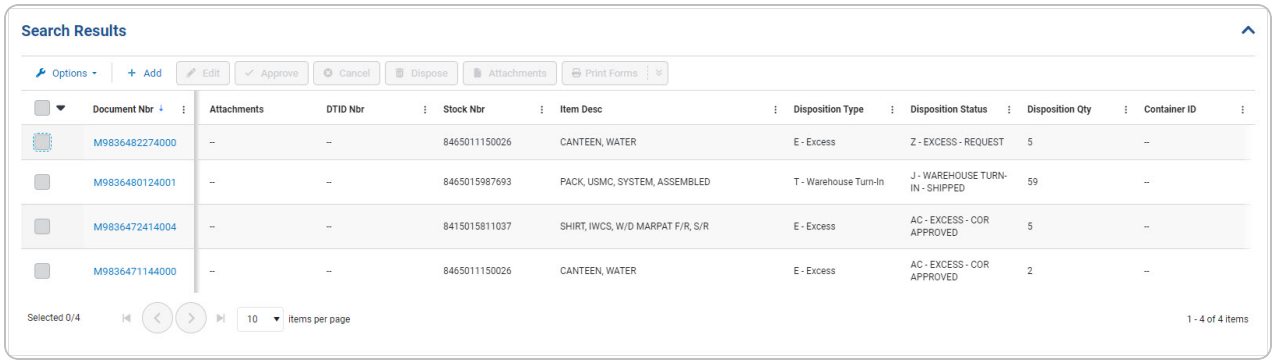
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use to select the Disposition Type.
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
- Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
- Use to select the Disposition Status.
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the DTID NBR in the field provided. *This is a 14 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*

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



Add a Disposition

Select + Add. *The **Add Disposition** slide-out window appears.*

Edit a Disposition

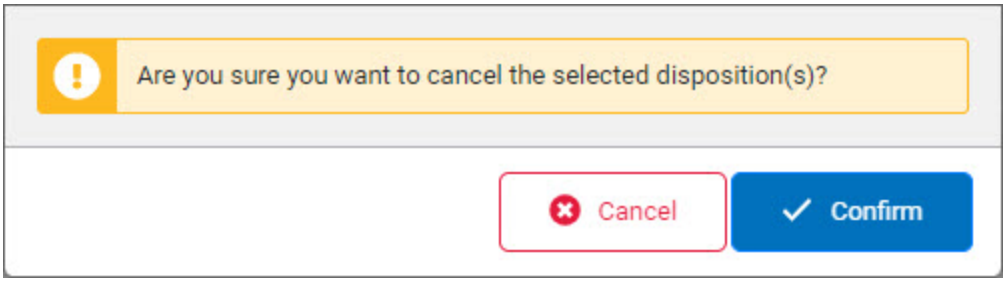
Select Edit. *The **Edit Disposition** slide-out window appears.*

Approve a Disposition

Select Approve. *The **Approve Disposition** slide-out window appears.*

Cancel a Disposition

1. Click to select the desired entry. *The Disposition row is highlighted, and* Edit, Approve, Cancel, *and* Attachments *become available.*
2. Select Cancel. *The*



appears.

3. Select Confirm. *The Disposition record is removed from the results.*

Dispose of a Disposition

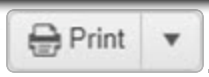
Select Dispose. *The **Dispose Disposition** slide-out window appears.*

Add an Attachment to a Disposition

Select Attachments. *The **Attach Documents - Disposition** pop-up window appears.*

Print a Disposition

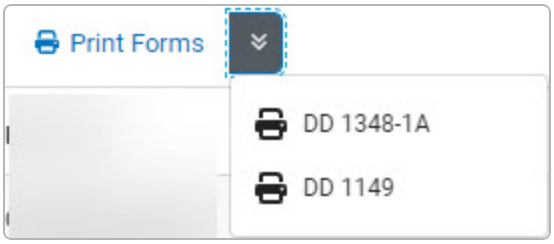
The DD Form 1348-1A provides details on the selected Disposition record.

1. Select 

. *Select the main button to automatically save the DD Form 1348-1A. Select the down arrow to choose which form to print.*

2. Select

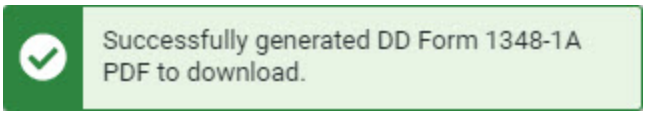
. *Choose which form to save:*

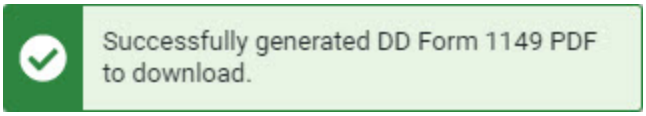


3. *Once the form is clicked, either the*

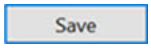
or the

appears.

4. *Once that pop-up disappears, the* 

or the 

appears, and the Windows ***Choose File to Upload*** *pop-up window appears.*

5. Select 

. *The form is saved and ready for printing.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Disposition
- Edit a Disposition
- Add an Attachment to a Disposition
- Approve a Disposition
- Dispose of a Disposition

Add a Disposition

Overview

The Disposition Add process provides the ability to create new Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in ELMS, such as Issue or SKO.
There are two disposition types:

- **Local Disposals**
  — Disposed of via incinerator or trash
- **Excess**
  — Sent to DLA Disposition Services for disposal or redistribution

Navigation

MATERIEL MGMT > Disposition >

> Add Disposition slide-out window

Page Fields

The following fields display on the **Add Disposition** slide-out 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.
563	Select "Save" button to save the current selection.

7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.
574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Add Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Add Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

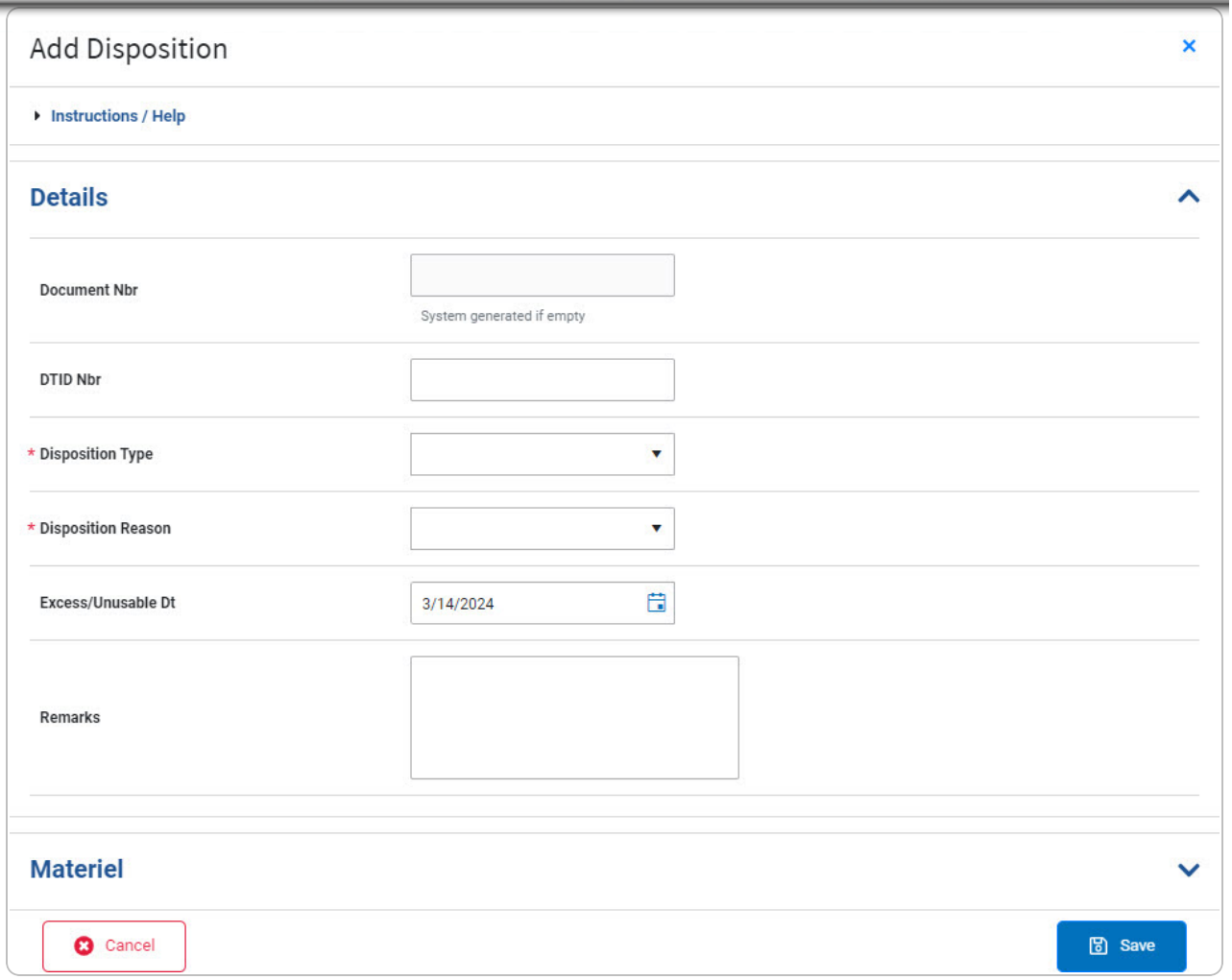
Click the following link to display Warehouse Navigation Tips.

Add a Disposition

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

1. Select + Add. *The* ***Add Disposition*** *slide-out window appears.*

2. Open the Details panel.

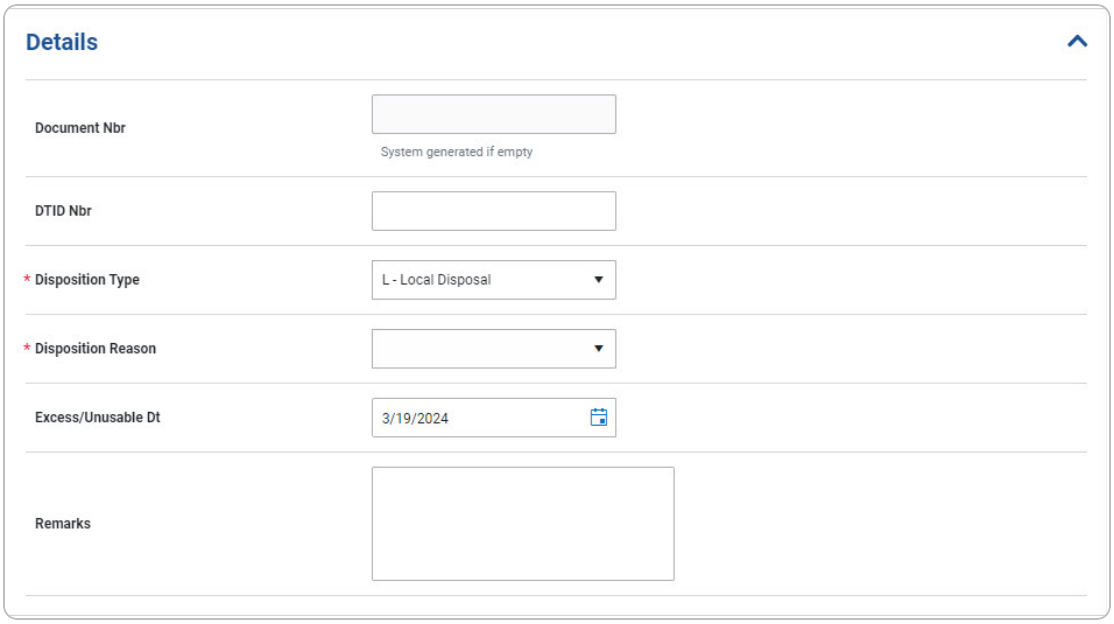


A. Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
OR
Leave the DOCUMENT NBR empty. *The DOCUMENT NBR automatically populates.*

B. Enter the DTID NBR in the field provided. *This is a 14 alphanumeric character field.*

C. Use ▼ to select the desired Disposition Type.

L — Local Disposal:

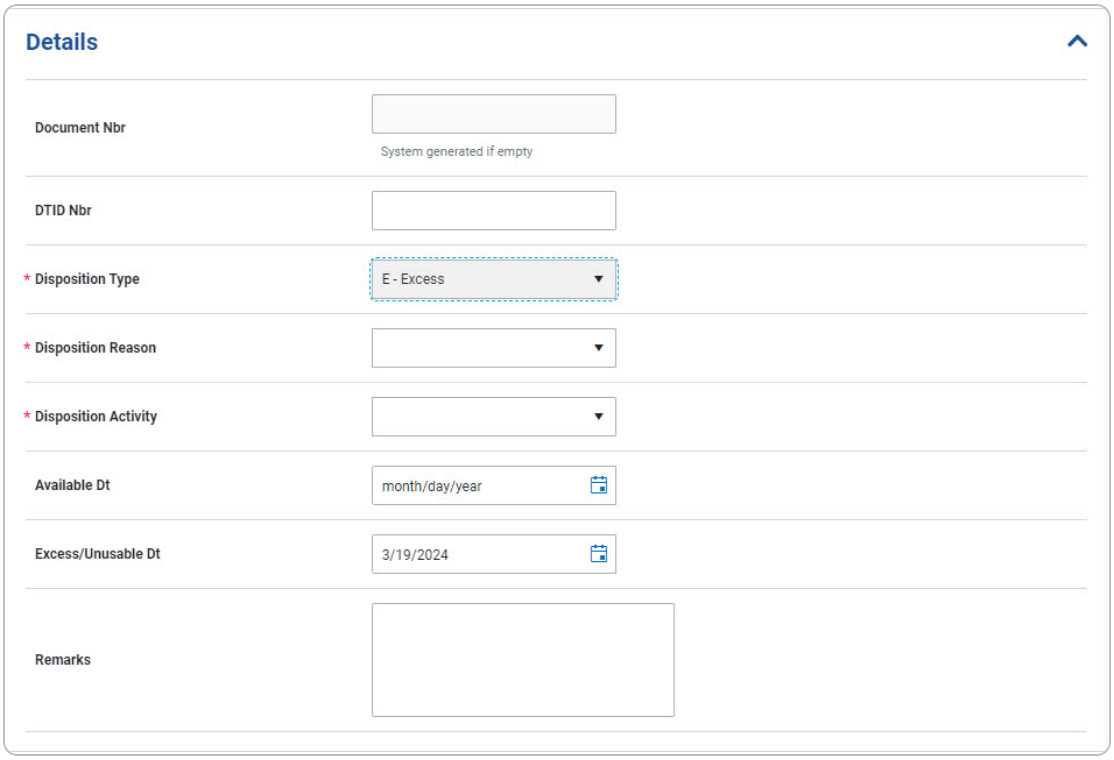


a. Use to select the Disposition Reason.

b. Use to select the Excess/Unusable Dᴛ, or enter the date (MM/DD/YYYY) in the field provided.

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

E — Excess:



a. Use ▼ to select the Disposition Reason.

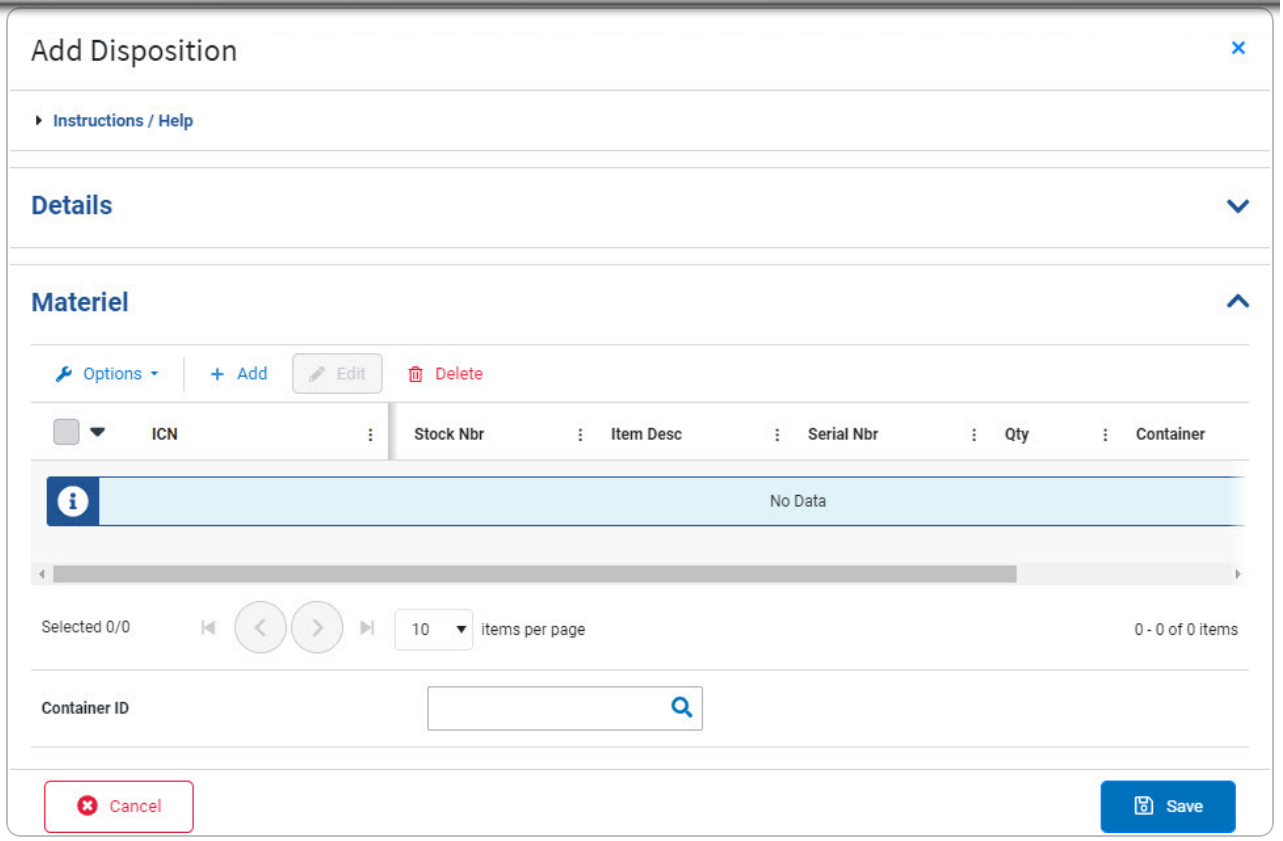
b. Use ▼ to select the Disposition Activity.

c. Use 📅 to select the AVAIL DT, or enter the date (MM/DD/YYYY) in the field provided.

d. Use 📅 to select the Excess/Unusable DT, or enter the date (MM/DD/YYYY) in the field provided.

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

3. Open the Materiel panel.



A. Select + Add. *The **Inventory Select Browse** pop-up window appears.*

B. *Verify the materiel entries.*

C. Enter the CONTAINER ID, or use 🔍 to browse for the entry. *This is a 20 alpha-numeric character field.*

Container Id Browse help

4. Select Save. *The* Disposition was successfully added. *appears, with the new disposition record at the top of the results in green.*

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.
13 — Mandatory Entry: *Disposition Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Disposition Reason*.	
13 — Mandatory Entry: *DSPSL DT*.	
13 — Mandatory Entry: *Disposal Activity*.	
13 — Mandatory Entry: *RIC From*.	
13 — Mandatory Entry: *AVAIL DT*.	

44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 — Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1158 — You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.
xxxx — You must choose either a stock number or a container.	Invalid Entry. Either the CONTAINER ID or the STOCK NBR must be entered - **Not Both**. Choose one and delete the other.

Related Topics

- Disposition Overview
- Edit a Disposition
- Add an Attachment to a Disposition

- Approve a Disposition
- Dispose of a Disposition

Edit a Disposition

Overview

The Disposition Update process allows editing of Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in ELMS, such as Issue or SKO.

Navigation

MATERIEL MGMT > Disposition > (desired record) > Edit > Edit Disposition slide-out window

Page Fields

The following fields display on the **Edit Disposition** slide-out 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.
563	Select "Save" button to save the current selection.
7	Select "Update" to continue process.
562	Select "Cancel" to return to the previous page.

574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Edit Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Edit Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

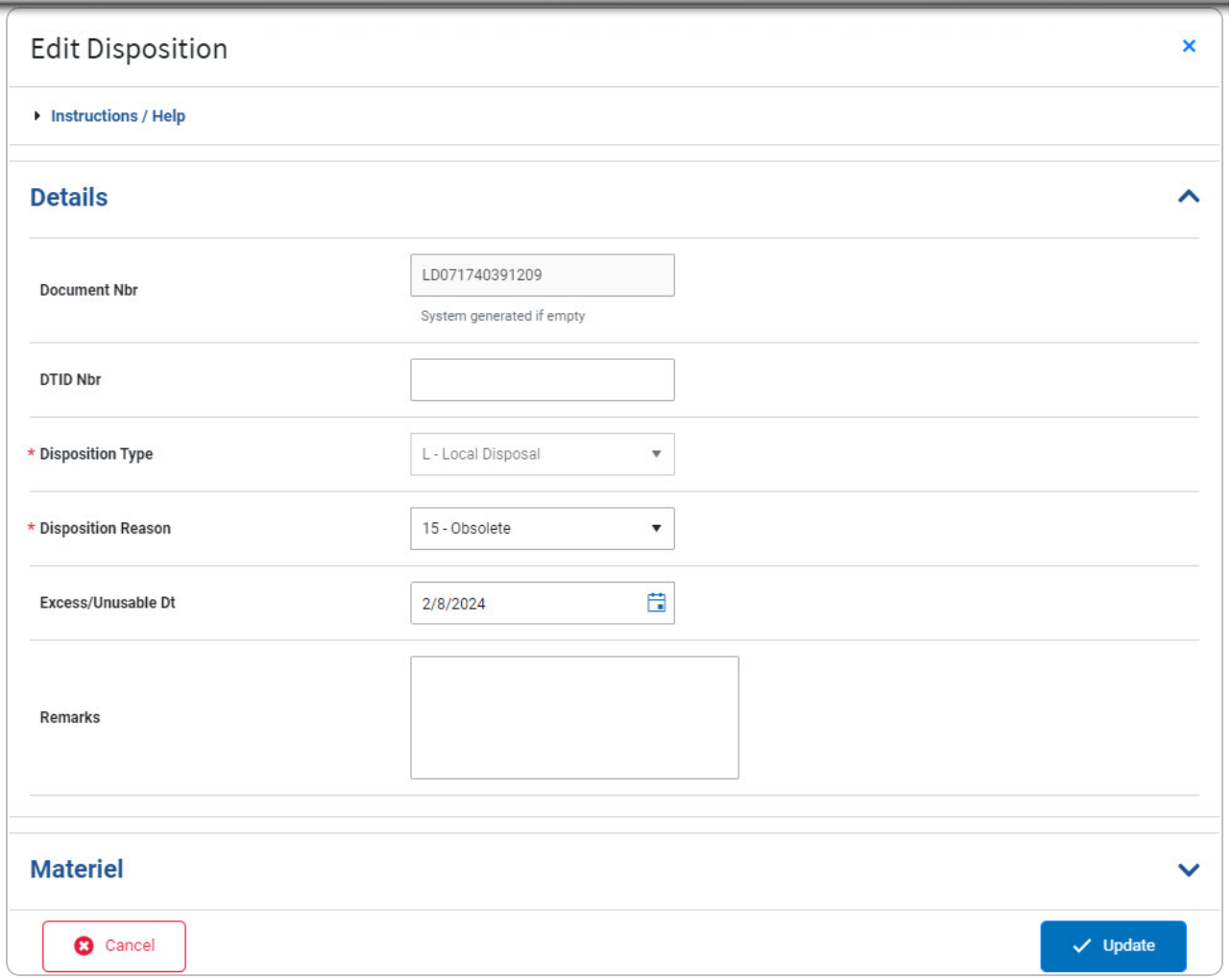
Click the following link to display Warehouse Navigation Tips.

Edit a Disposition

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

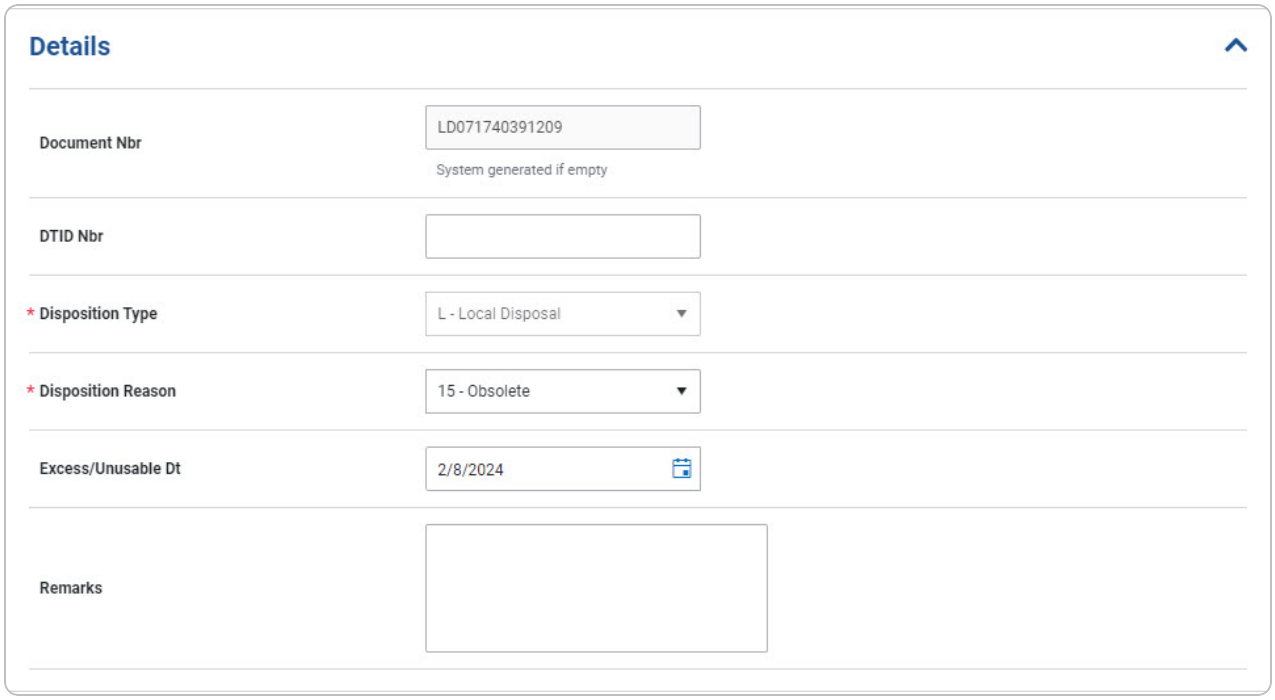
1. Select Edit. *The* ***Edit Disposition*** *slide-out window displays.*

2. Open the Details panel.



3. *Verify the DOCUMENT NBR.*
4. Update the DTID NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*
5. *Verify the Disposition Type.*

L - Local Disposal

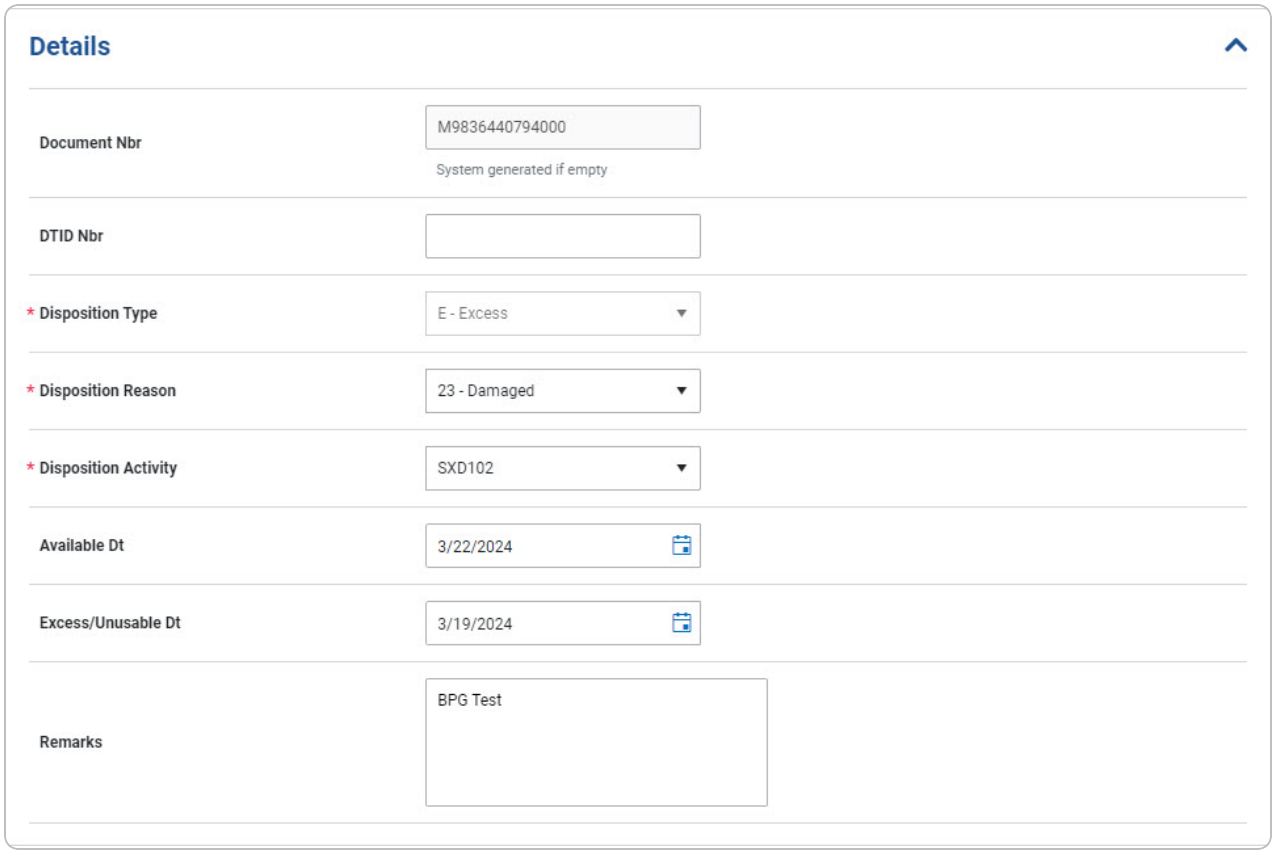


A. Update the Disposition Reason, using ▼ to select the desired explanation.

B. Update the Excess/Unusable Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

C. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

E -Excess



A. Update the Disposition Reason, using ▼ to select the desired explanation.

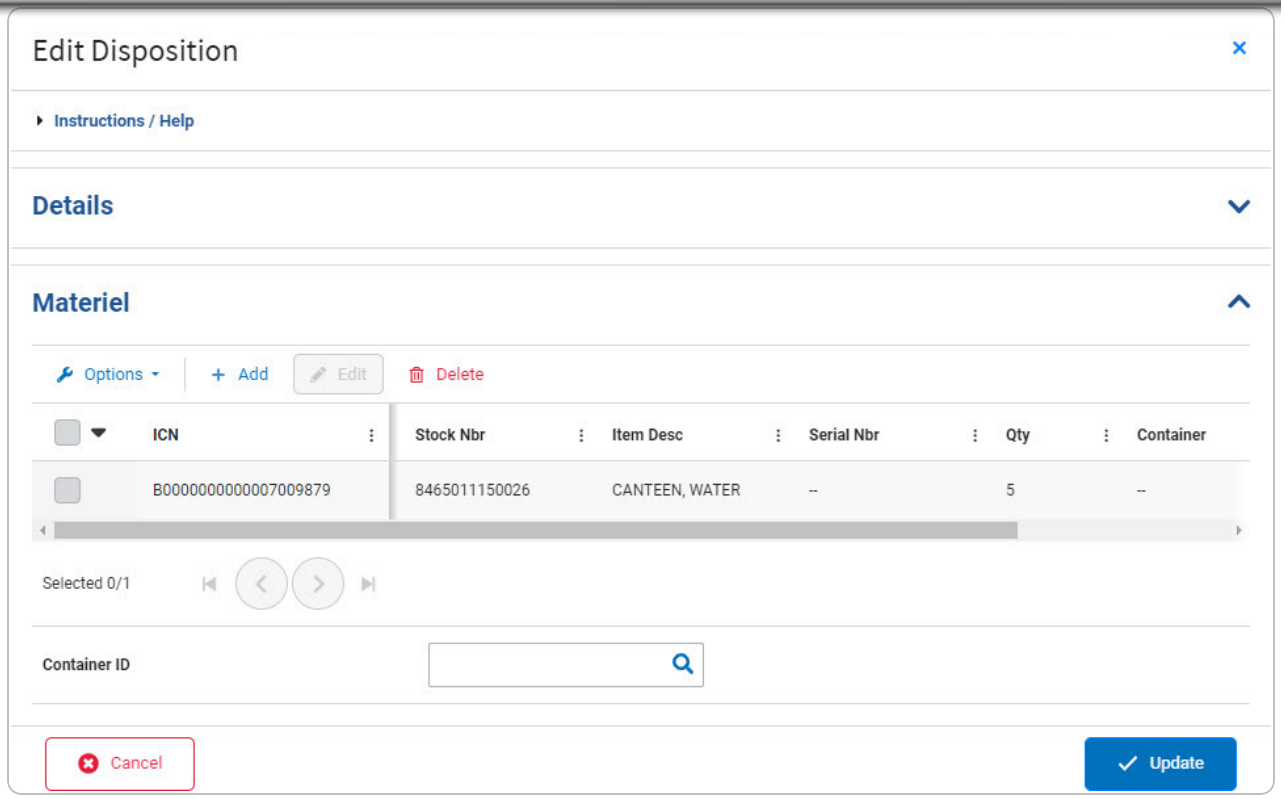
B. Update the Disposal Activity, using ▼ to select the desired placement.

C. Update the AVAIL DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

D. Update the Excess/Unusable DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

E. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

6. Open the Materiel panel.



A. Click ☐ to select the desired entry. *The Disposition row is highlighted, and* [+ Add], [Edit], *and* [Delete] *become available.*

B. Select [Edit]. *The QTY field becomes editable, and the* [Edit] *changes to* [Save].

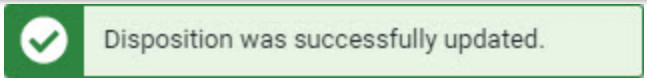
C. Update the QTY, using ▲▼ to choose the revised amount.

D. Select [Save]. *The QTY field becomes read only, and the Disposition QTY is updated.*

E. Update the CONTAINER ID, using 🔍 to browse for the revised identifier. *This is a 20 alphanumeric character field.*

Container Id Browse help

7. Select

. *The* 

appears, with the revised disposition record in the results in green.

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.
13 — Mandatory Entry: *Disposition Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Disposition Reason*.	
13 — Mandatory Entry: *DSPSL DT*.	
13 — Mandatory Entry: *Disposal Activity*.	

13 — Mandatory Entry: *RIC From*.	
13 — Mandatory Entry: *AVAIL DT*.	
1177 — Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
xxxx — Selected Quantity exceeds the Initial Selected Quantity.	Invalid Entry. The original quantity is less than the entered quantity. Enter a lower number.
1158 — You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.

Related Topics

- Disposition Overview
- Add a Disposition
- Add an Attachment to a Disposition
- Approve a Disposition
- Dispose of a Disposition

Approve a Disposition

Overview

The Disposition Approve process provides the ability to approve Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in ELMS, such as Issue or SKO.

Navigation

MATERIEL MGMT > Disposition > (desired record) > Approve > Approve Disposition slide-out window

Page Fields

The following fields display on the **Approve Disposition** slide-out 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.
563	Select "Save" button to save the current selection.
7	Select "Update" to continue process.
562	Select "Cancel" to return to the previous page.

574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Approve Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Approve Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID

Approval Grid

Status Dt
Description
Approver's Name

Comment
Status

Approval Entry

Status *
Comment

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

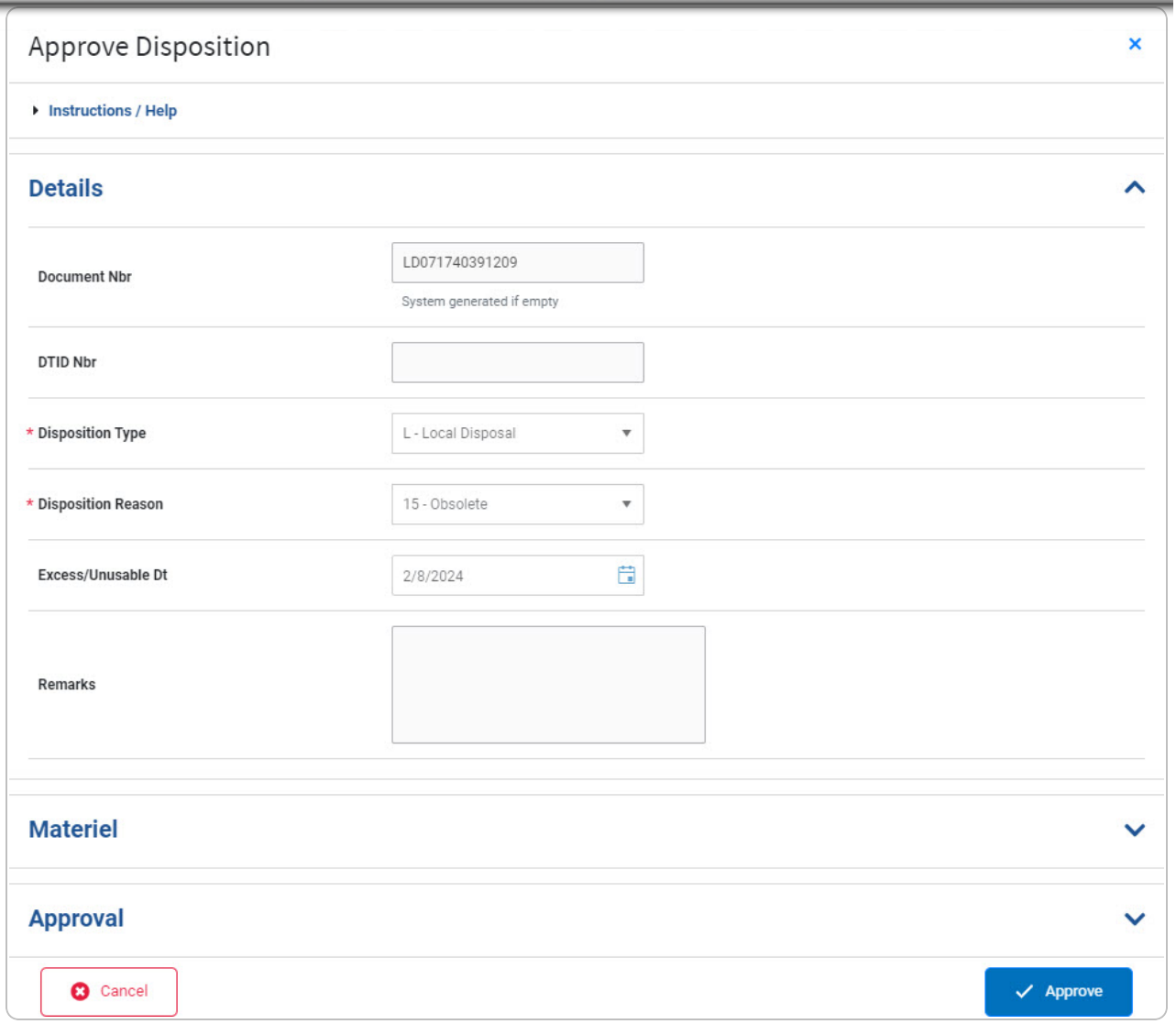
Click the following link to display Warehouse Navigation Tips.

Approve a Disposition

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

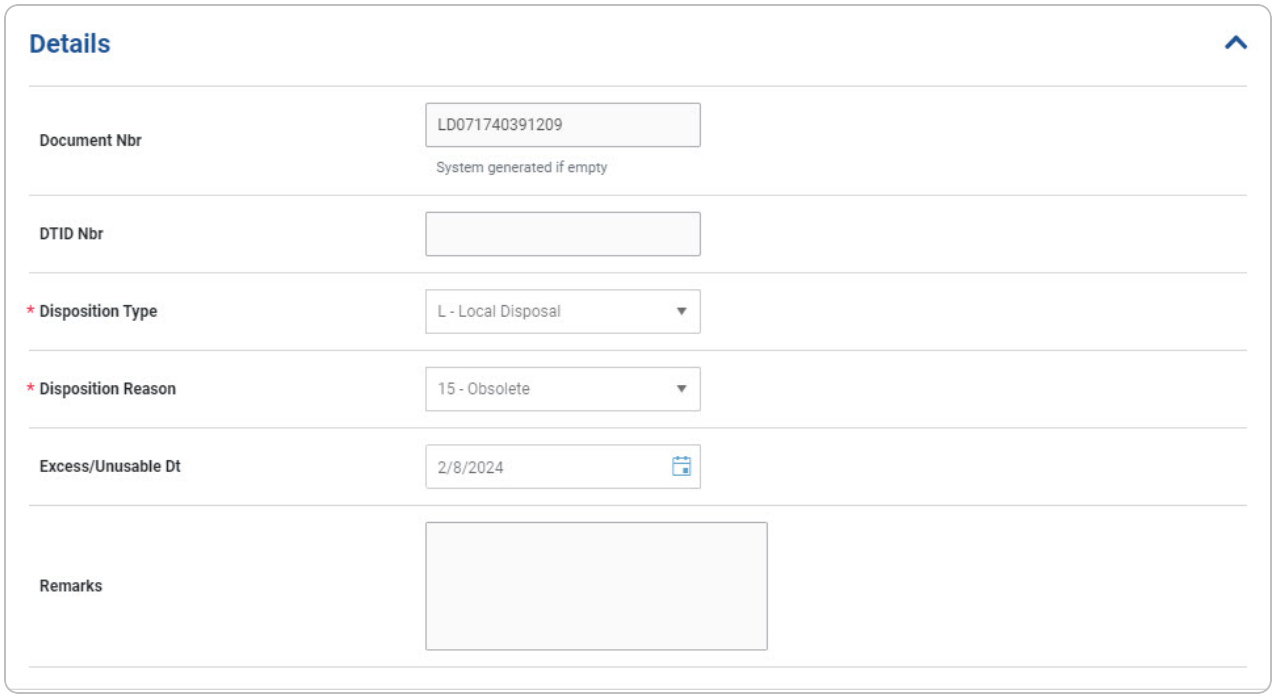
1. Select Approve. *The **Approve Disposition** slide-out window appears.*

2. Open the Details panel.



3. *Verify the DOCUMENT NBR.*
4. *Verify the DTID NBR.*
5. *Verify the Disposition Type.*

L - Local Disposal

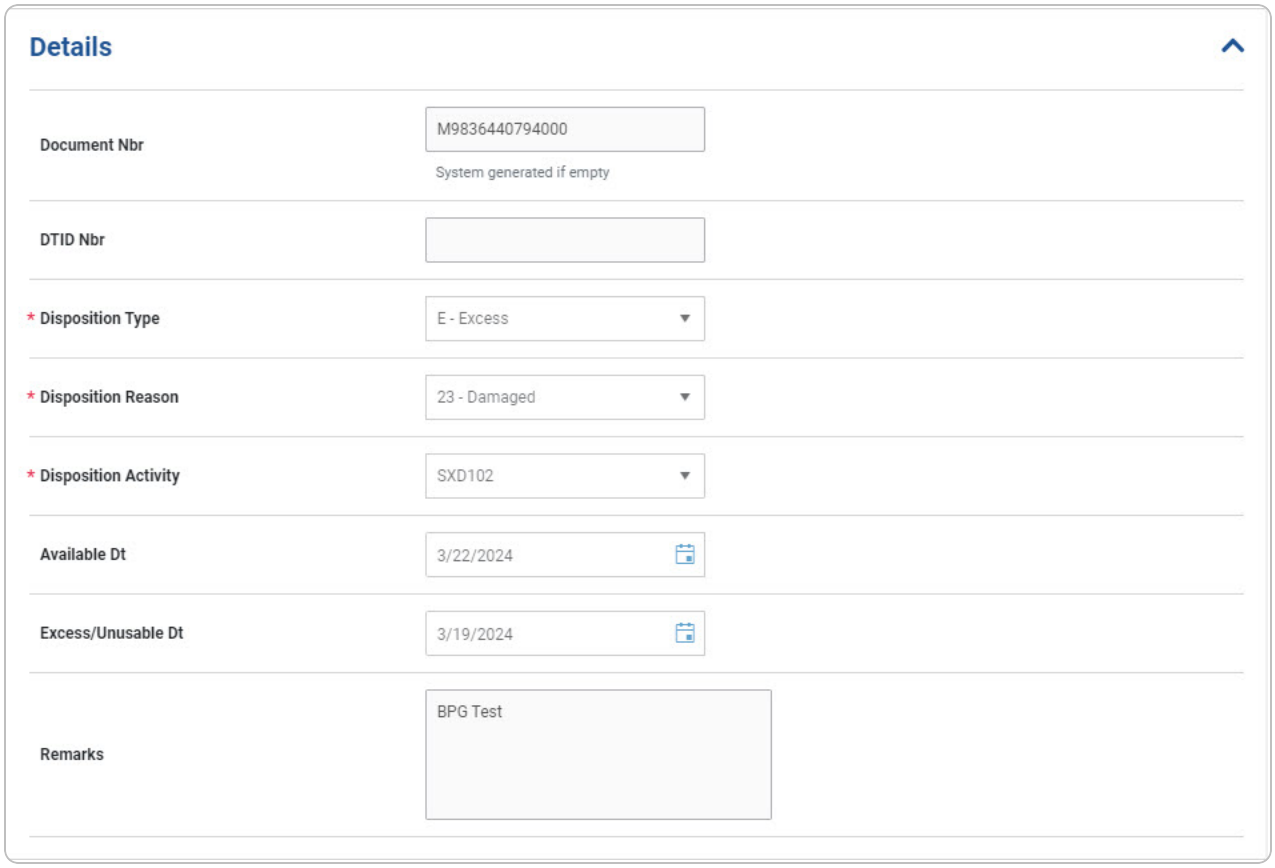


A. *Verify the Disposition Reason.*

B. *Verify the Excess/Unusable Dt.*

C. *Verify the Remarks.*

E -Excess



A. *Verify the Disposition Reason.*

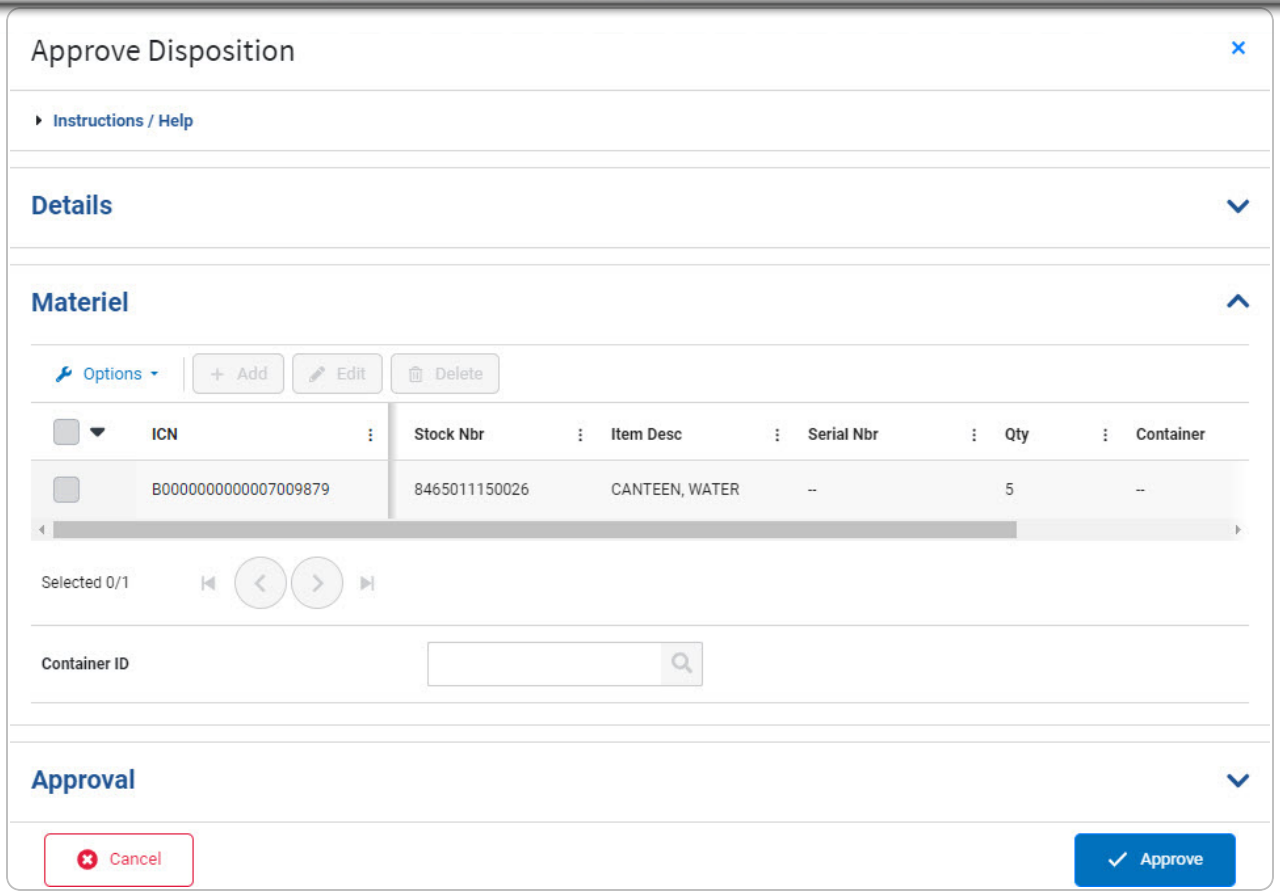
B. *Verify the Disposal Activity.*

C. *Verify the AVAIL DT.*

D. *Verify the Excess/Unusable DT.*

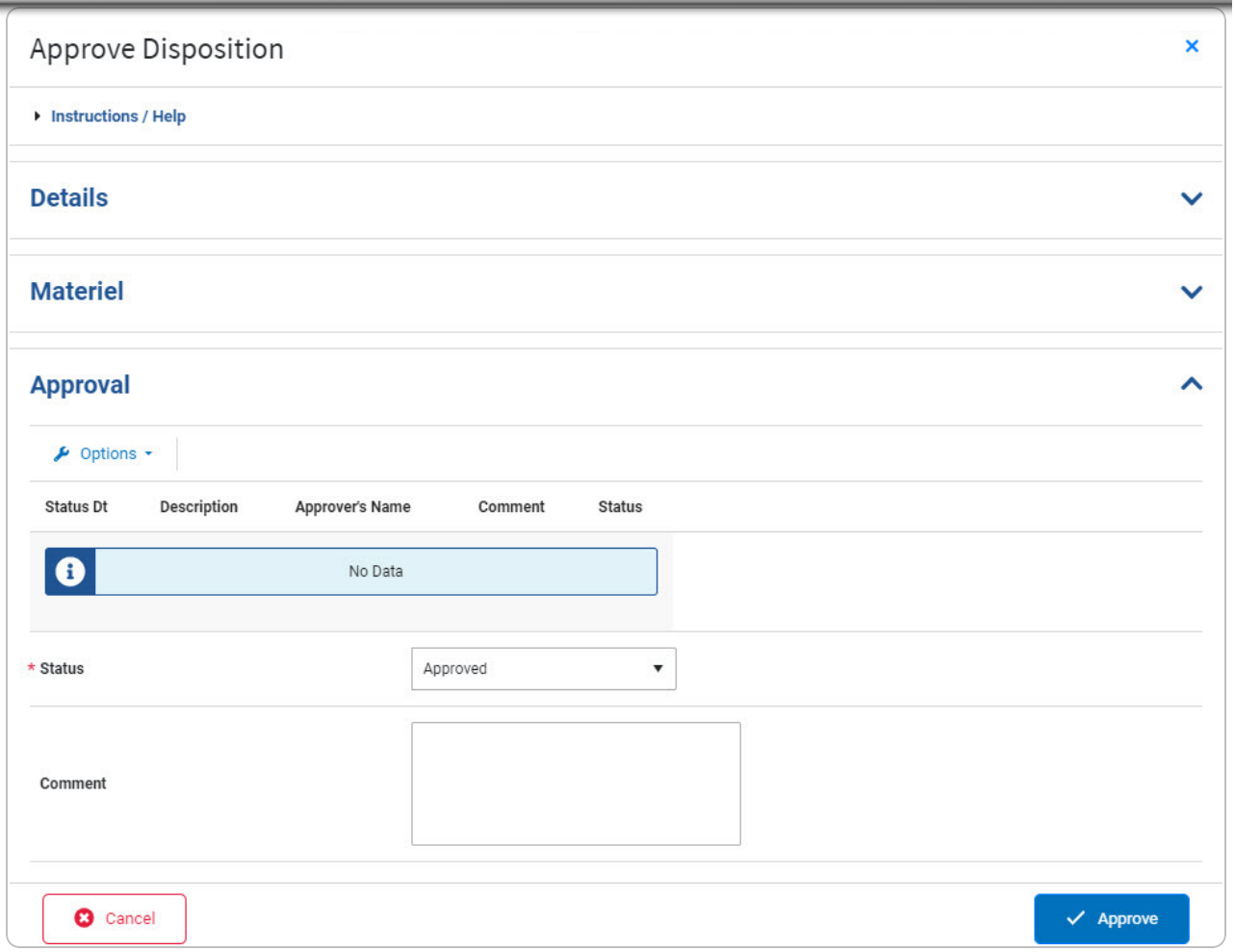
E. *Verify the Remarks.*

6. Open the Materiel panel.



A. *Verify the Disposition record(s).*

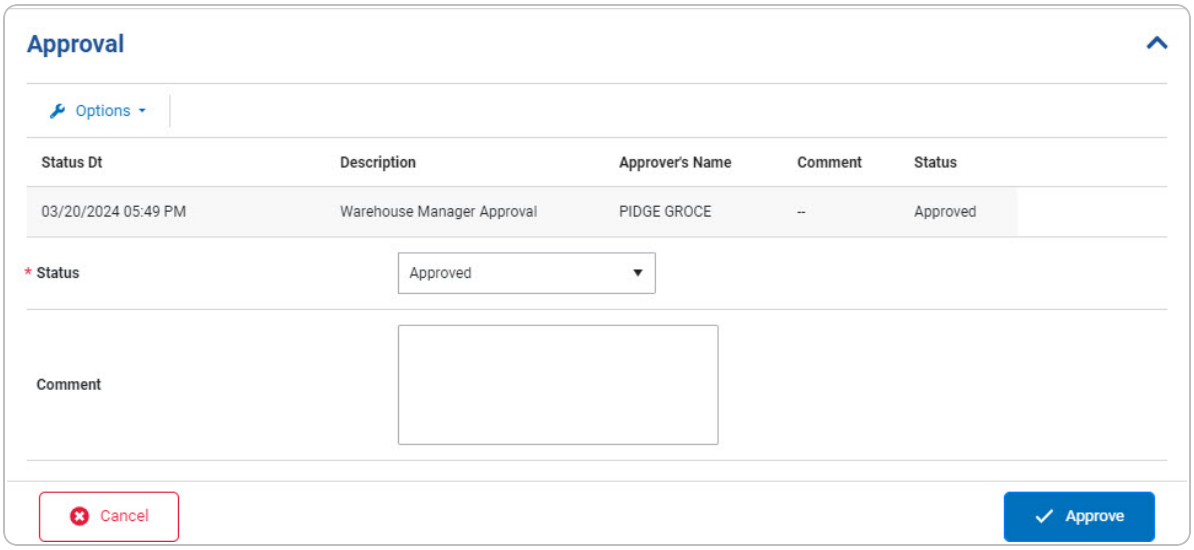
7. Open the Approval panel.

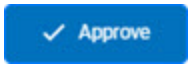


A. Update the Status, using ▼ to select the desired status.

B. Enter the Comment in the field provided. *This is a 250 alphanumeric character field.*

C. *The Approval grid changes.*



8. Select 

. *The Disposition record changes status in the results.*

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.

13 — Mandatory Entry: *Disposition Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Disposition Reason*.	
13 — Mandatory Entry: *DSPSL DT*.	
13 — Mandatory Entry: *Disposal Activity*.	
13 — Mandatory Entry: *AVAIL DT*.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 — Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1158 — You must select a National Stock Number for	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Dis-

ICP Returns. Either select another stock number or change the disposition type.	position Type.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.
xxxx — You must choose either a stock number or a container.	Invalid Entry. Either the CONTAINER ID or the STOCK NBR must be entered - **Not Both**. Choose one and delete the other.

Related Topics

- Disposition Overview
- Add a Disposition
- Edit a Disposition
- Add an Attachment to a Disposition
- Dispose of a Disposition

Dispose of a Disposition

Overview

The Disposition Dispose process allows shipping of Disposition assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in ELMS, such as Issue or SKO.

Navigation

MATERIEL MGMT > Disposition > (desired record) >

> Dispose Disposition slide-out window

Page Fields

The following fields display on the **Dispose Disposition** slide-out 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.
563	Select "Save" button to save the current selection.
7	Select "Update" to continue process.
562	Select "Cancel" to return to the previous page.

574	Select "Dispose" button to Update the Selected Disposition Document(s) to a Disposed Status.

Dispose Disposition Details grid

Document Nbr
DTID Number
Disposition Type *

Local Disposal

Disposition Reason *
Excess/Unusable Dt
Remarks

Excess

Disposition Reason *
Disposition Activity *
Available Dt
Excess/Unusable Dt
Remarks

Dispose Disposition Materiel grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Qty
Container
Status

Container

Container ID

Dispose Disposition Approval Grid

Status Dt
Description
Approver's Name

Comment
Status

Approval Entry

Status *
Comment

Dispose Disposition Shipment Details

Mode of Shipment
Shipped Dt
Transportation Control Nbr
SCAC
Carrier Tracking Nbr

(*) Asterisk identifies mandatory fields.

Procedures

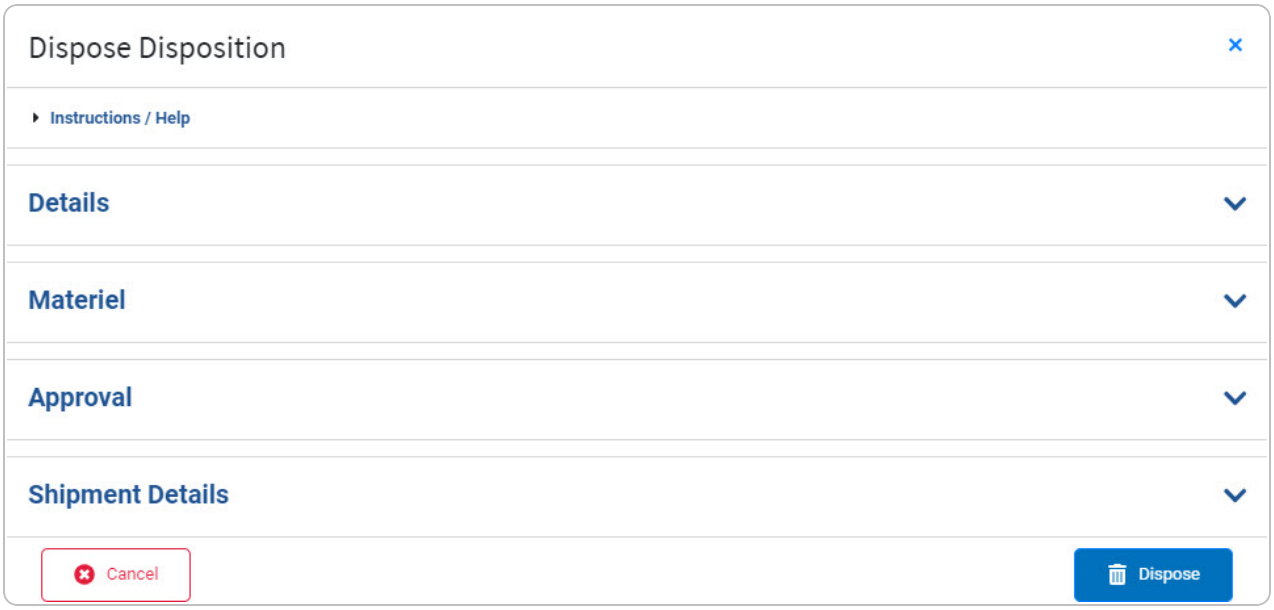
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

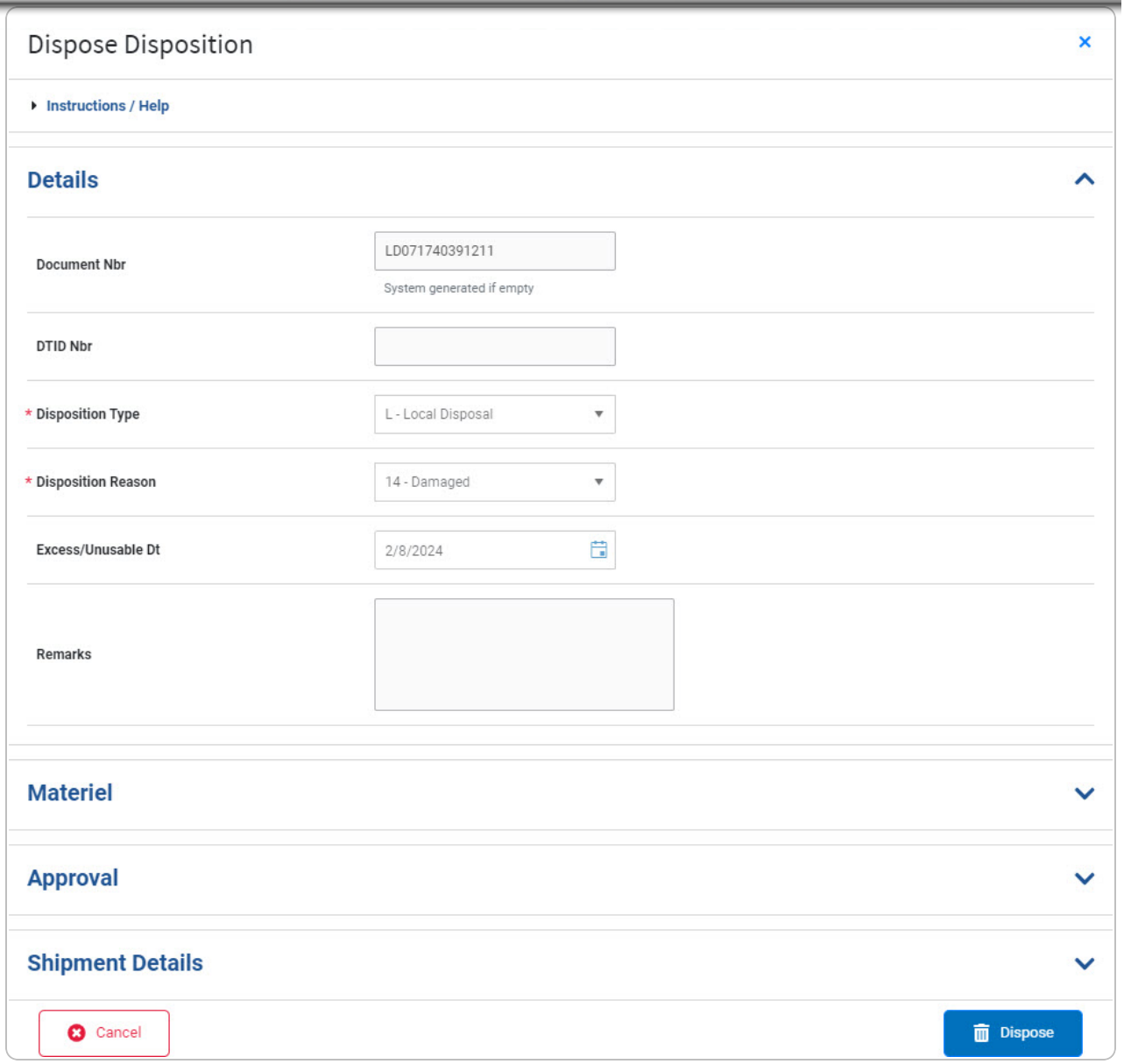
Dispose of a Disposition

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

1. Select Dispose. *The **Dispose Disposition** slide-out window displays.*

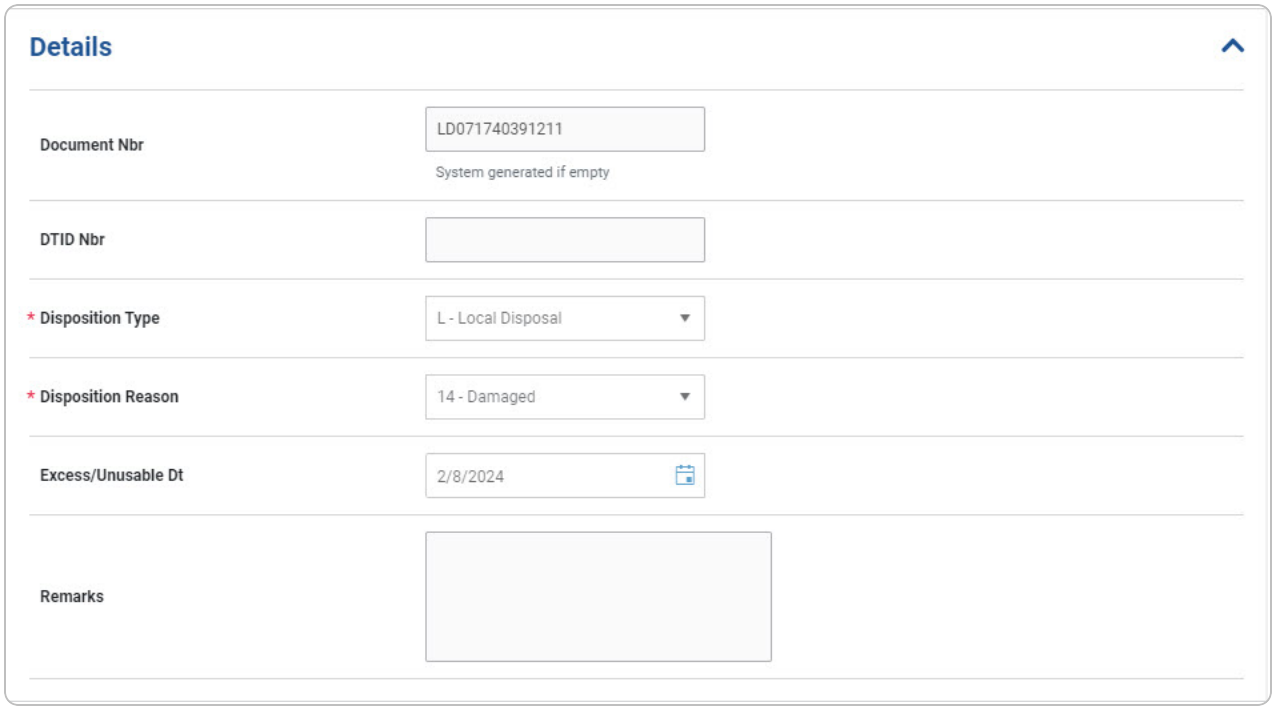


2. Open the Details panel.



3. *Verify the DOCUMENT NBR.*
4. *Verify the DTID NBR.*
5. *Verify the Disposition Type.*

L - Local Disposal

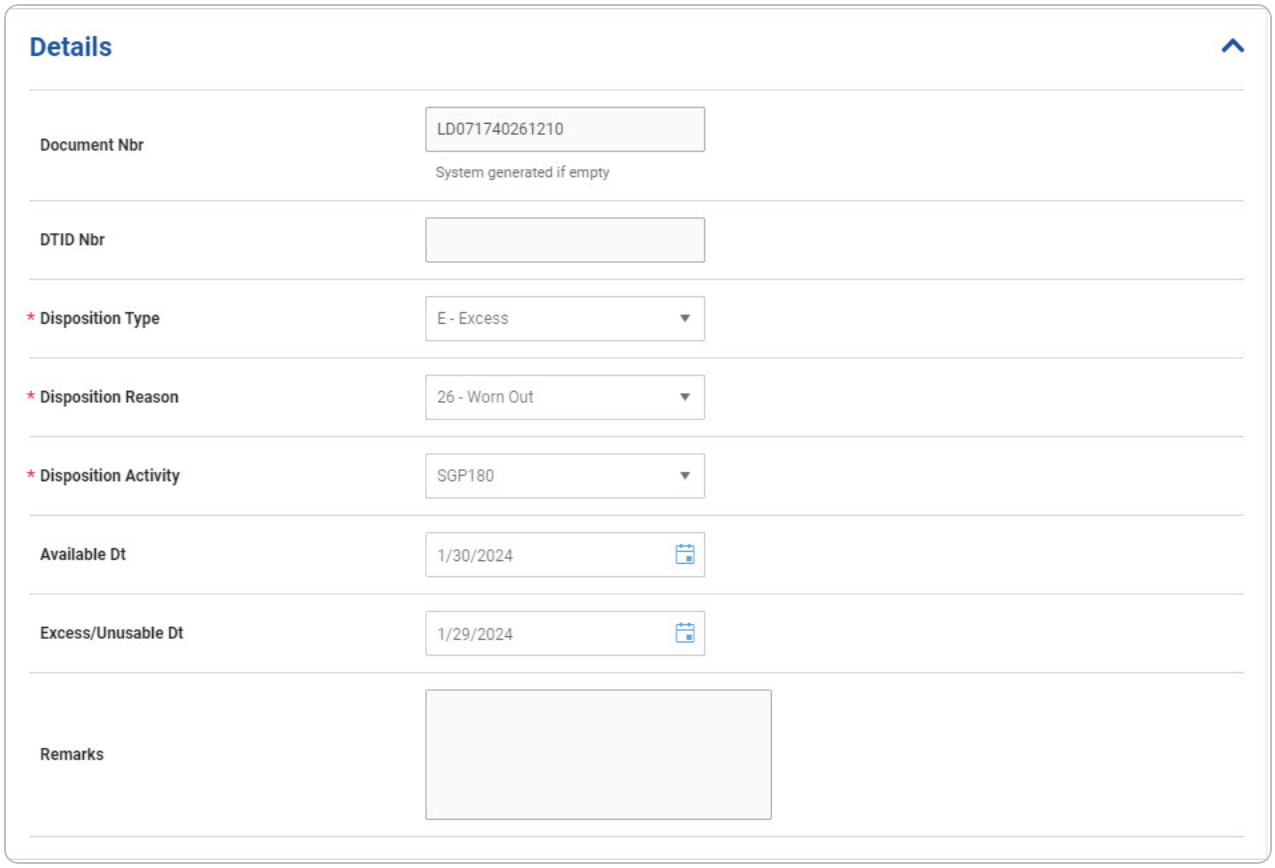


A. *Verify the Disposition Reason.*

B. *Verify the Excess/Unusable Dt.*

C. *Verify the Remarks.*

E -Excess



A. *Verify the Disposition Reason.*

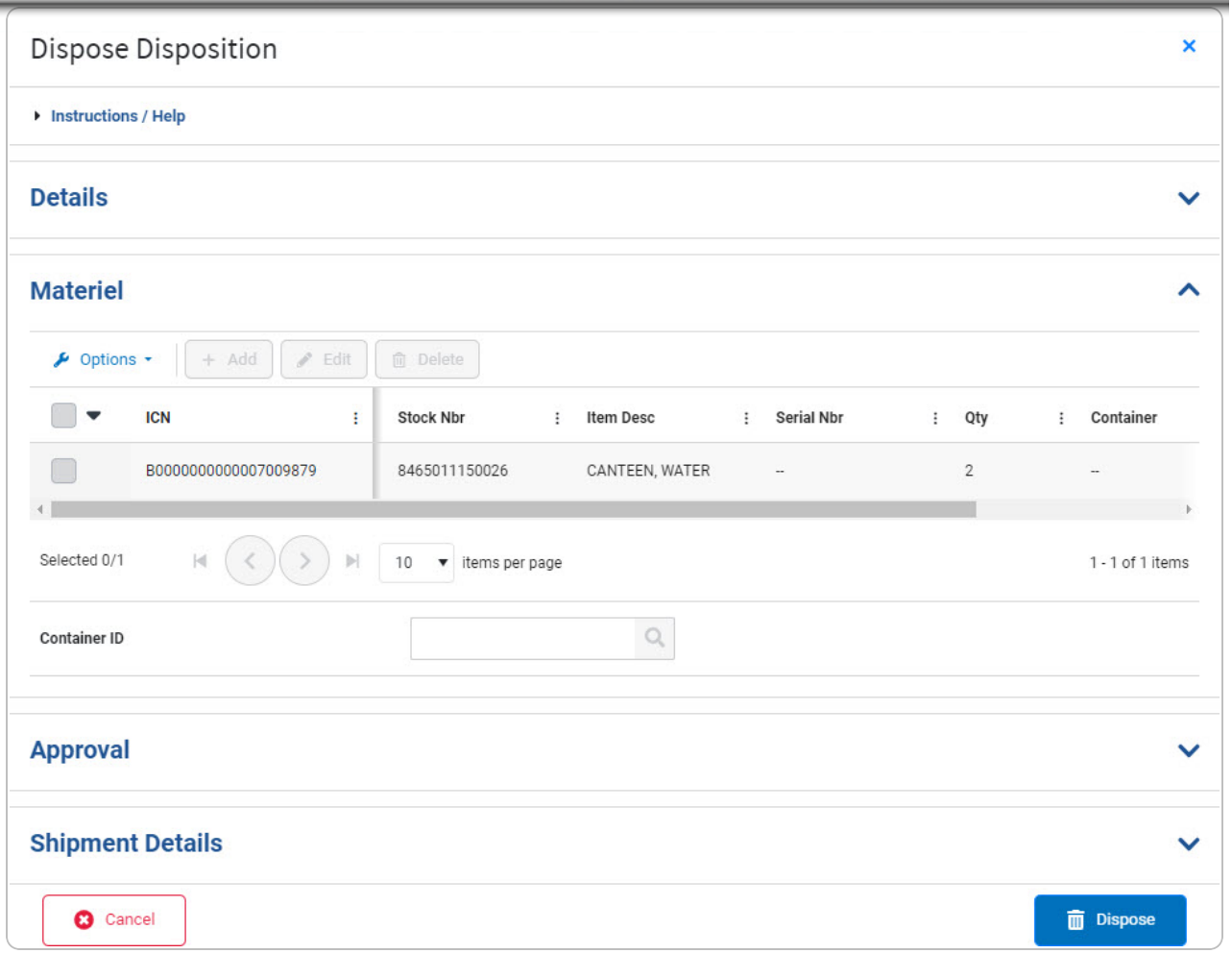
B. *Verify the Disposal Activity.*

C. *Verify the AVAIL DT.*

D. *Verify the Excess/Unusable DT.*

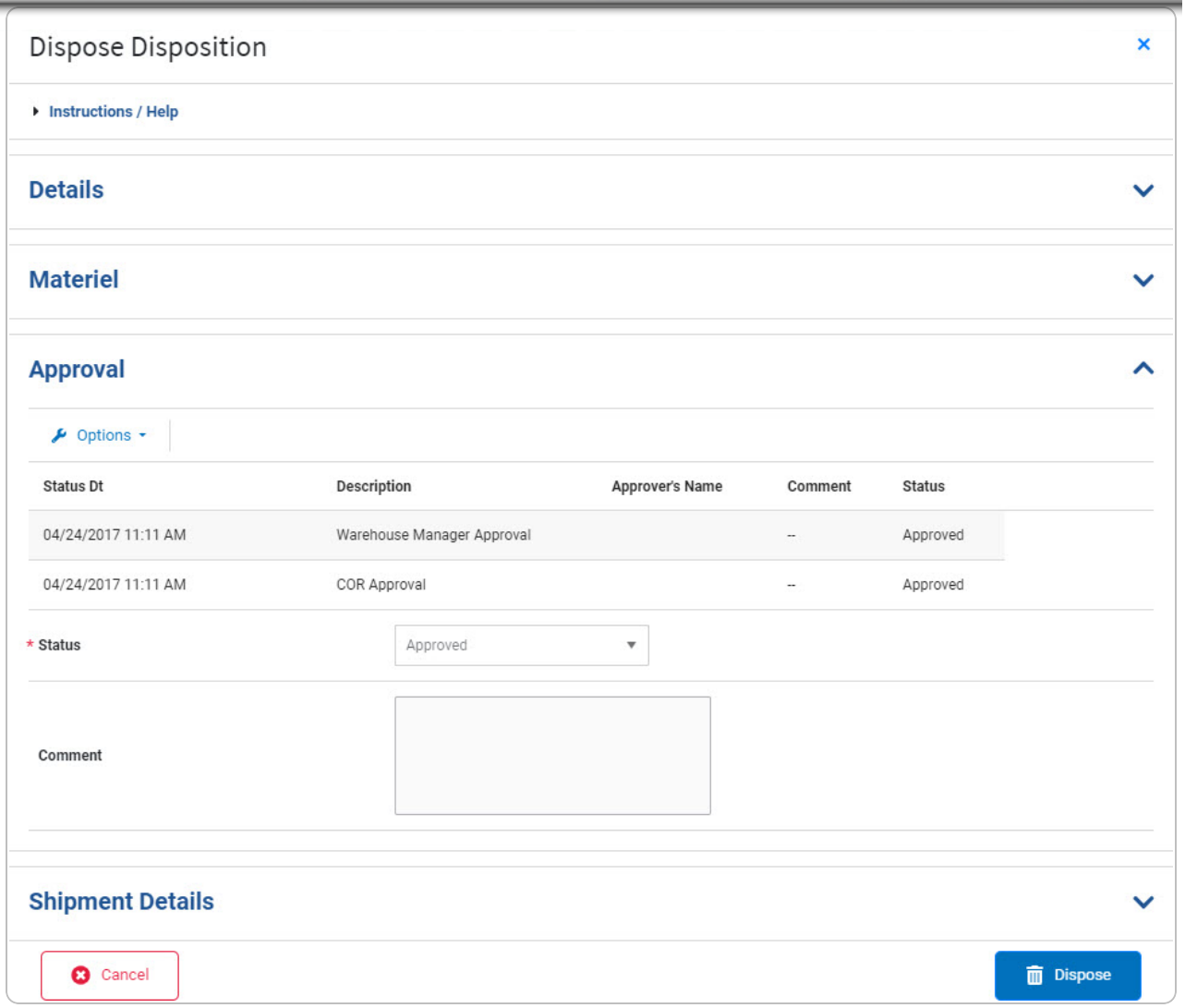
E. *Verify the Remarks.*

6. Open the Materiel panel.



A. *Verify the Disposition record(s).*

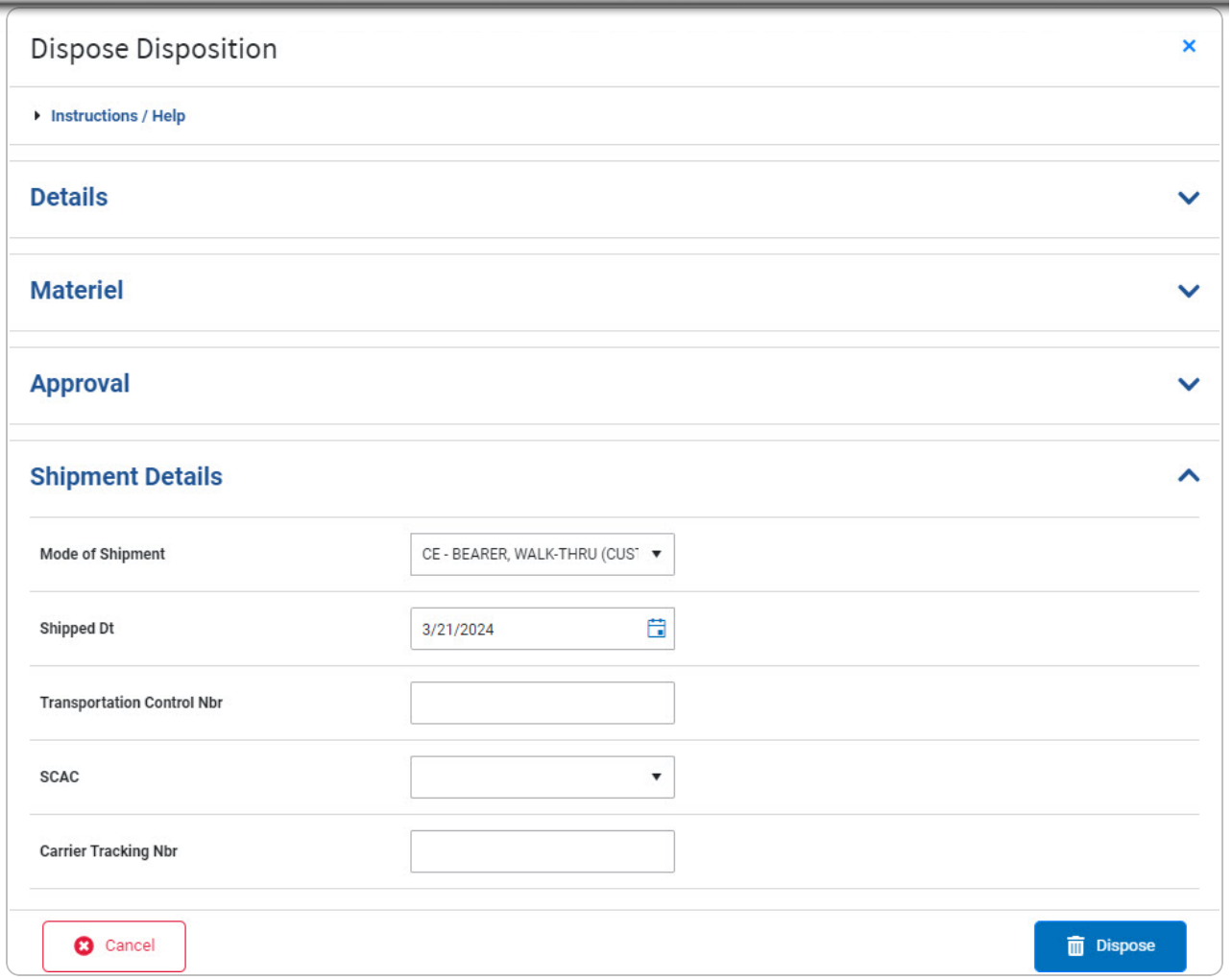
7. Open the Approval panel.



A. *Verify the Status.*

B. *Verify the Comment.*

8. Open the Shipment Details panel.



A. Use to select the Mode of Shipment.

B. Use to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Enter the Transportation Control NBR in the field provided. *This is a 17 alphanumeric character field.*

D. Use to select the SCAC.

E. Enter the Carrier Tracking NBR in the field provided. *This is a 50 alphanumeric character field.*

9. Select

. *The*

appears, with the Disposition record removed from the 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.
13 — Mandatory Entry: *Disposition Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Disposition Reason*.	
13 — Mandatory Entry: *DSPSL DT*.	
13 — Mandatory Entry: *Disposal Activity*.	

13 — Mandatory Entry: *AVAIL DT*.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 — Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1158 — You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.
xxxx — You must choose either a stock number or a container.	Invalid Entry. Either the CONTAINER ID or the STOCK NBR must be entered - **Not Both**. Choose one and delete the other.

Related Topics

- Disposition Overview
- Add a Disposition
- Edit a Disposition
- Add an Attachment to a Disposition
- Approve a Disposition

Add Attachments to a Disposition Record

Overview

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

Navigation

MATERIEL MGMT > Disposition > Search > (desired record) > Attachments > Add / Edit Attachments slide-out window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
550	Select "Browse" to Add an Attachment.
383	Select Cancel button to return to Search Results page.

Add / Edit Attachments

Details

Doc Nbr
Type
Stock Nbr
Status

Attachments

Attachments

Procedures

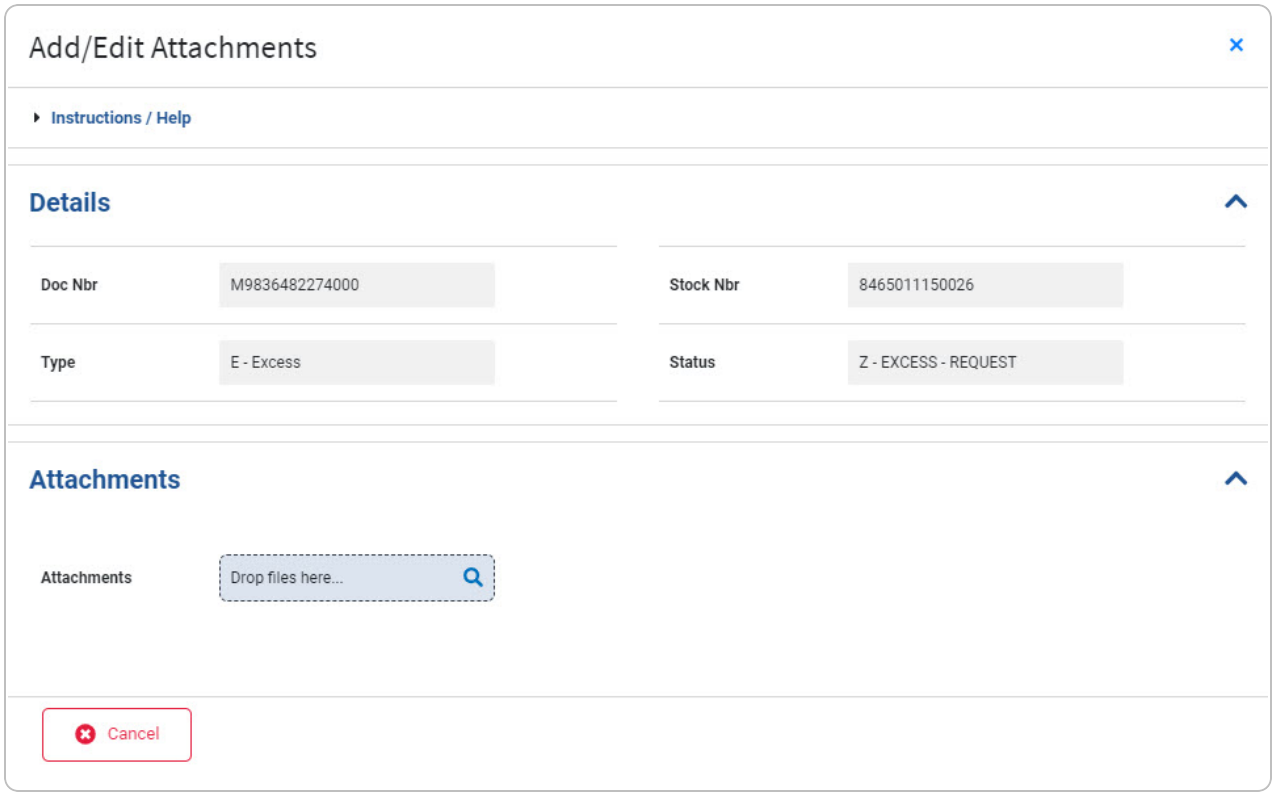
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Disposition Record

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

1. Select Attachments. *The **Add / Edit Attachments** slide-out window appears.*



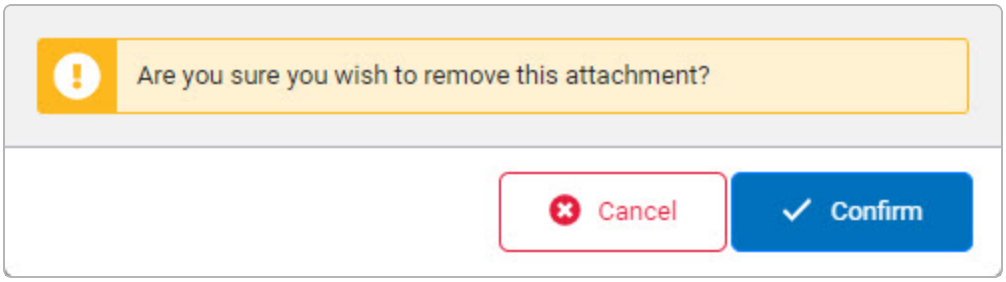
- *Verify the DOC NBR.*
- *Verify the Type.*

- *Verify the STOCK NBR.*
- *Verify the Status.*
- Use 🔍 to browse for the attachment. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
- Choose the file to attach, and select it.
- Select Open. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears next to the* 🔍.

2. Select ✕ at the top left of the slide-out. *The* ***Add / Edit Attachments*** *slide-out closes, and the and the files are attached to the record.*

Remove an Attachment

A. Select 🗑 next to the desired attachment. *The* ***Remove Attachment*** *pop-up window appears.*



B. Choose one of the following options:

- Select Cancel. *The attachment is kept and the deletion is canceled.*
- Select Confirm to confirm the deletion. *The attachment is removed.*

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 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 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

- Disposition Overview
- Add a Disposition
- Edit a Disposition
- Approve a Disposition
- Dispose of a Disposition

Warehouse Transfer

Overview

The Warehouse Management module Warehouse Transfer process provides the ability to identify and transfer materiel from one warehouse to another within the same Logistics Program. Transfers between warehouses that are not within the same Logistics Program must be accomplished using the Materiel Release Order process.
The Warehouse Transfer process is an integrated part of asset replenishment between two Warehouses in a Logistics Program. This process can be triggered when items are identified for replenishment and the stock item indicates Transfer as the method of replenishment from the Requesting warehouse. The Requesting warehouse must have a Parent Warehouse specified in the MASTER DATA MGMT > Warehouse menu option. Also, the Stock Item(s) must have Replenishment Source set to W - Warehouse Transfer. The Supplying Warehouse can approve or deny requests and manage the approval and shipment of the requested items. Included in this process is the ability to initiate a transfer from the Supplying Warehouse.
Supplying Warehouses have several options when handling requests from Requesting Warehouses:

- **Full Allocation**
  — All the requested items are designated for delivery to the requesting warehouse
- **Partial Allocation**
  — Partial delivery of requested equipment or a back-order occurs because the on-hand quantity is insufficient to meet the request
- **Denial of Transfer**
  — None of the assets will be delivered

This process is not used for inter-Warehouse movement of equipment.

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

MATERIEL MGMT > Warehouse Transfer > Warehouse Transfer page

Page Fields

The following fields display on the **Warehouse Transfer** 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.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select "Ship" button to mark a document as shipped.
xxxx	Select "Print 1348" button to print form DD1348.

Search Criteria Grid

Document Nbr

Item Desc

Reportable Commodity Type

Shipment Ref Nbr

Stock Nbr

Warehouse To
Document Status

Warehouse Transfer Request Grid

All
To Warehouse
Document Nbr
Shipment Ref Nbr
Stock Nbr
Item Desc
Ordered Qty
Approved Qty
Denied Qty
BackOrder Qty
Shipped Qty
Processing Status

Optional

LIN/TAMCN
Container ID
Priority Cd
Document Status
Security Commodity Type
Reportable Commodity Type
Document Type
Mgmt Cd
Stocking UI
Remarks
Stocking Unit Price
Last Transaction Dt/Tm
Last Updated By
Established By
Established Dt/Tm

Expanded Request Grid

Document Transaction Status
Last Updated By
Serial Nbr
Cond Cd
Transaction Qty
Mfr CAGE

Mfr Contract
Mfr Lot Nbr
Mfr Dt
Suffix Cd
Pick Nbr
Pick Status
ICN

(*) Asterisk identifies mandatory fields.

Procedures

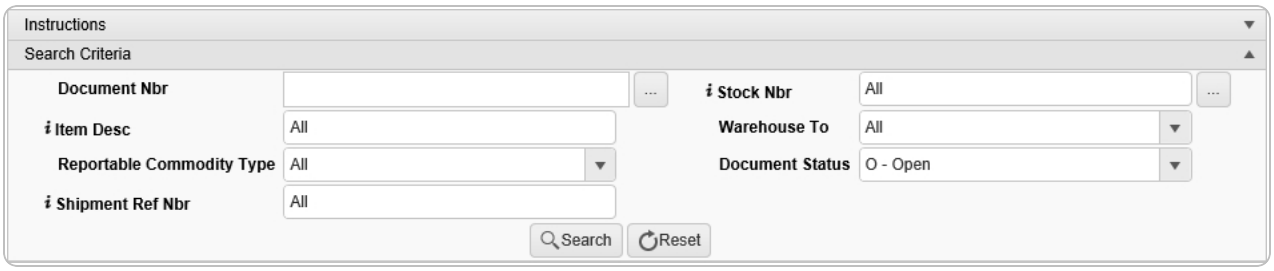
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Warehouse Transfer

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

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



- Enter the Document NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

  Document Number Browse

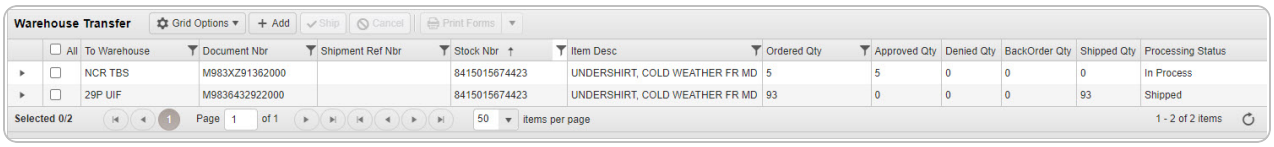
- Enter the ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*

- Use ▼ to select the Reportable Commodity Type.

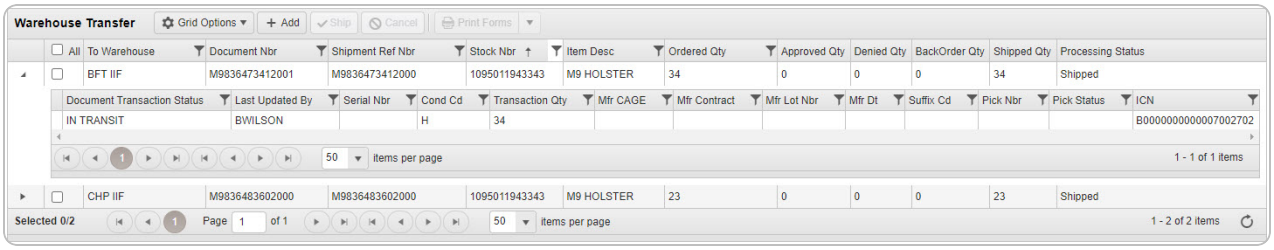
- Enter the Shipment REF NBR, using i to assist with the entry. *This is a 14 alpha-numeric character field.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Use ▼ to select the Warehouse To.
- Use ▼ to select the Document Status field.

2. Select Search. *The results display in the Warehouse Transfer grid.*

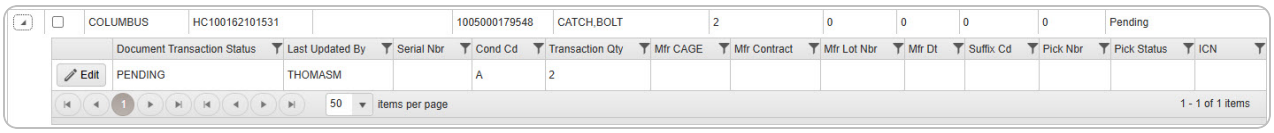


3. Click ▶ next to the desired Request record. *The Request Details appears.*



Approve a Warehouse Transfer Request

1. Click ▶ next to the desired Request record to expand and display the Request details.



2. Select Edit. *The **Warehouse Transfer Approval** pop-up window appears.*

Deny a Warehouse Transfer Request

1. Click ▸ on the left of the Request record to expand and display the Request details.
2. Select Edit. *The **Warehouse Transfer Approval** pop-up window appears.*

Add a Warehouse Transfer Request

Select + Add. *The **Add Warehouse Transfer** pop-window appears.*

Ship a Warehouse Transfer Request

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*
2. Select Ship. *The **Ship Warehouse Transfer** pop-up window appears.*

Cancel a Warehouse Transfer Request

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*
2. Select Cancel. *The **Cancel Warehouse Transfer** pop-up window appears.*

Print a Warehouse Transfer Document

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*
2. Select Print Forms. *The **Print a Warehouse Transfer Form** help topic continues the steps.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Warehouse Transfer
- Approve or Deny a Warehouse Transfer
- Ship a Warehouse Transfer
- Cancel a Warehouse Transfer
- Print a Warehouse Transfer Form
- Stock Item Overview
- Pick Plan Overview
- Materiel Release Order Overview

Add a Warehouse Transfer

Overview

The Warehouse Transfer Add process provides the ability to create a new Warehouse Transfer Record.

Navigation

MATERIEL MGMT > Warehouse Transfer > + Add > Add Warehouse Transfer pop-up window

Page Fields

The following fields display on the **Add Warehouse Transfer** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Warehouse Transfer Grid

To Warehouse *
Owning DoDAAC *
Remarks

Expected Delivery Date *

Inventory Items Grid

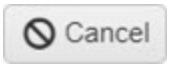
All
Stock Nbr
Item Desc
ICN
Serial Nbr
Shelf Life Remaining
Qty
Available Qty
Location
Container
Owning DoDAAC
GFM Contract Nbr
Prj Cd
Cond Cd

Procedures

ELMS Navigation Helpful Tips

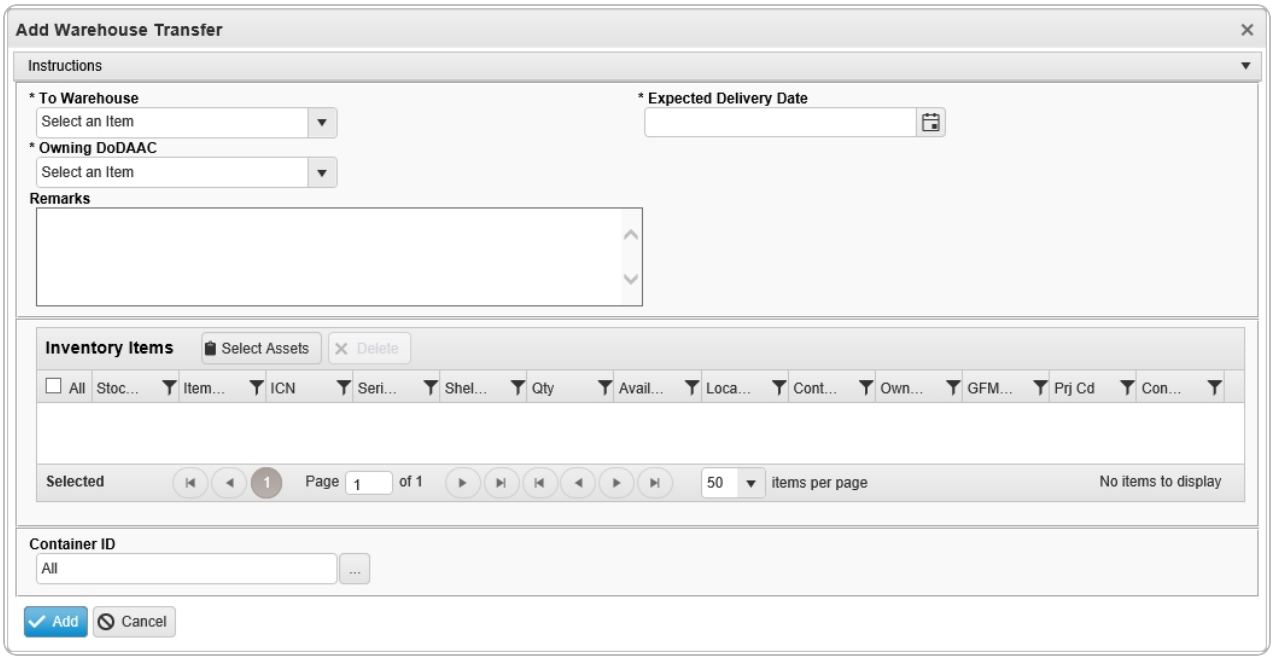
Click the following link to display Warehouse Navigation Tips.

Add a Warehouse Transfer Request

Selecting 

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

1. Select + Add. *The **Add Warehouse Transfer** pop-window appears.*



A. Use ▼ to select the To Warehouse.

B. Use ▼ to select the Owning DoDAAC.

C. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

D. Use 📅 to select the Expected Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

E. Click Select Assets. *The **Inventory Selection** pop-window appears.*

Note

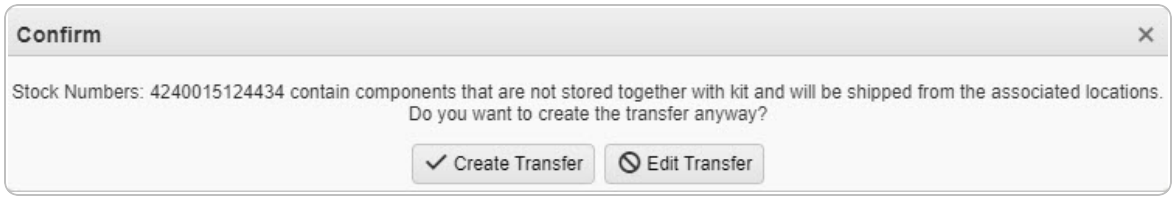
Select Assets **OR** a CONTAINER ID for a single transaction. Selecting both options are not available for a single transaction.

F. Enter the CONTAINER ID, or use ... to browse for the entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse

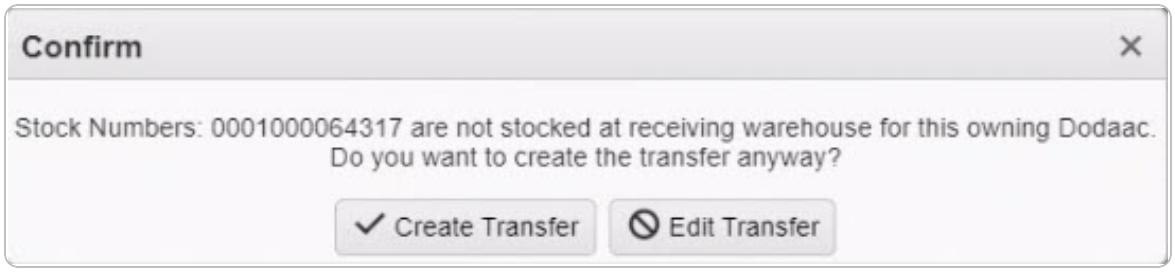
2. Select Add. *The **Add Warehouse Transfer** pop-window closes, and the record appears at the top of the Warehouse Transfer Request grid, highlighted in green with a Processing status of "In Process".*

Notes



appears if the selected components are not stored together.

- Select Create Transfer. *The **Add Warehouse Transfer** pop-window closes, and the record appears at the top of the Warehouse Transfer Request grid, highlighted in green.*
- Select Edit Transfer. *The **Add Warehouse Transfer** pop-window appears.*



appears if the selected stock numbers are not stocked at the receiving warehouse for the specific DoDAAC.

- Select Create Transfer. *The **Add Warehouse Transfer** pop-window closes, and the record appears at the top of the Warehouse Transfer Request grid, highlighted in green.*
- Select Edit Transfer. *The **Add Warehouse Transfer** pop-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
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

- Warehouse Transfer Overview
- Approve or Deny a Warehouse Transfer
- Ship a Warehouse Transfer
- Cancel a Warehouse Transfer
- Print a Warehouse Transfer Form

Approve or Deny a Warehouse Transfer

Overview

The Warehouse Transfer Approval process provides the ability to approve or deny a Warehouse Transfer.

Navigation

MATERIEL MGMT > Warehouse Transfer > ▸ or ☐ (desired record) > Edit > Warehouse Transfer Approval pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
195	Enter mandatory data, then select "Save" to populate grid.
xxxx	Enter the Approved Quantity for the order and press save to approve the transaction. To approve one or more items, a Location or Container must be set.
562	Select "Cancel" to return to the previous page.

Ship Document Grid

To Warehouse

Store Pick at Location or Container
Staging Location
Cond Cd *
Available Qty *
Due In Qty *
Approved Qty
Document Nbr *
Item Desc
Ordered Qty *
Backorder Qty
Denied Qty

(*) Asterisk identifies mandatory fields.

Procedures

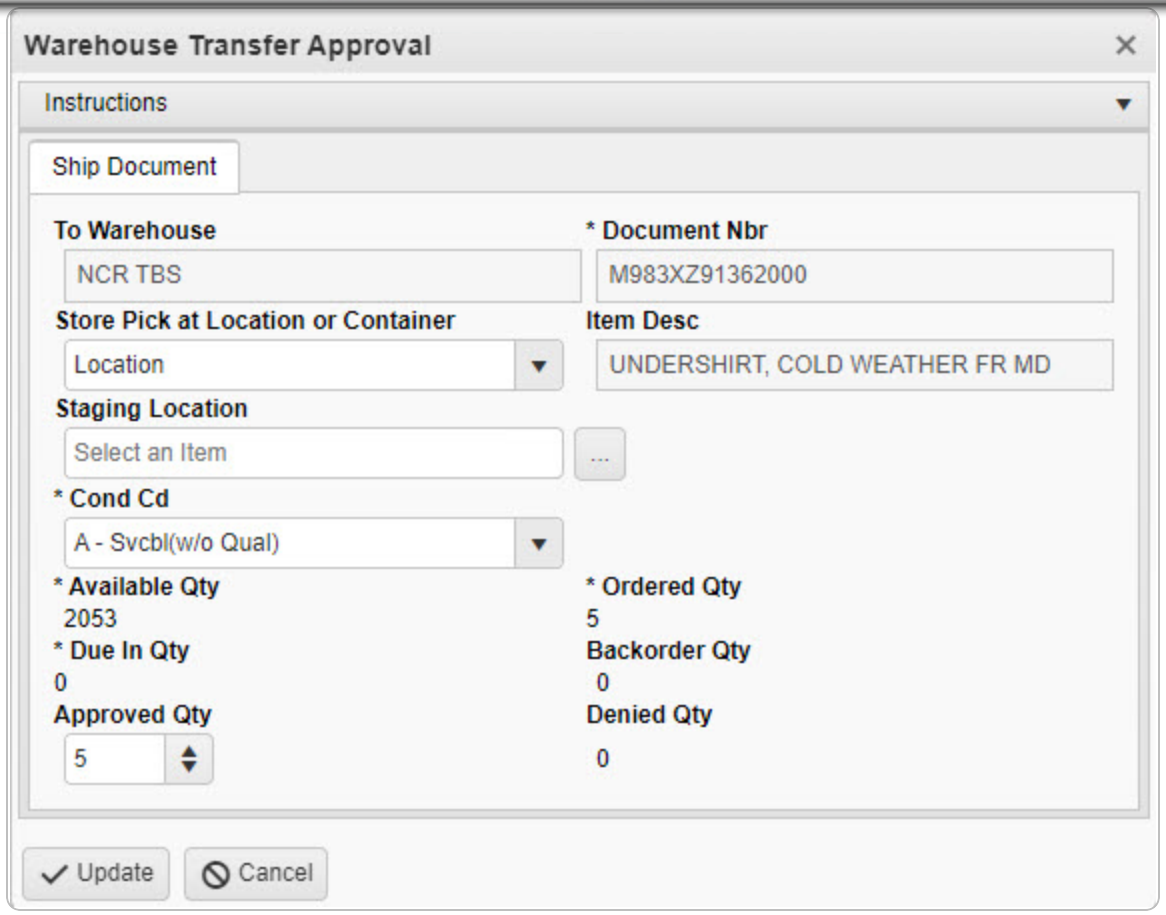
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Approve a Warehouse Transfer

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

1. Click ▸ . *The Request Details appears.*
2. Select Edit . *The* ***Warehouse Transfer Approval*** *pop-up window appears.*



A. *Verify the To Warehouse.*

B. Use ▼ to select the Store Pick at Location or Container.

Enter the Staging Location, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

Location Browse

C.

OR

Enter the Staging Container, or usr ... to browse for the entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse

D. Use ▼ to select the desired COND CD.

E. *Verify the Available QTY.*

F. *Verify the Due In QTY.*

G. Use to revise the APPROVED QTY. *The APPROVED QTY defaults to the Ordered QTY.*

> **Helpful Tip**
>
> When approving a partial quantity, a pop-up message displays to verify the partial transfer. Select Yes to complete the approval.

H. *Verify the Document NBR.*

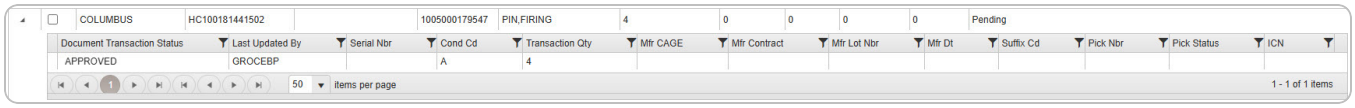
I. *Verify the Item DESC.*

J. *Verify the Ordered QTY.*

K. *Verify the Backorder QTY.*

L. *Verify the Denied QTY.*

3. Select Update. *The **Warehouse Transfer Approval** pop-up window closes, and the updated record shows the Document Transaction Status of APPROVED.*

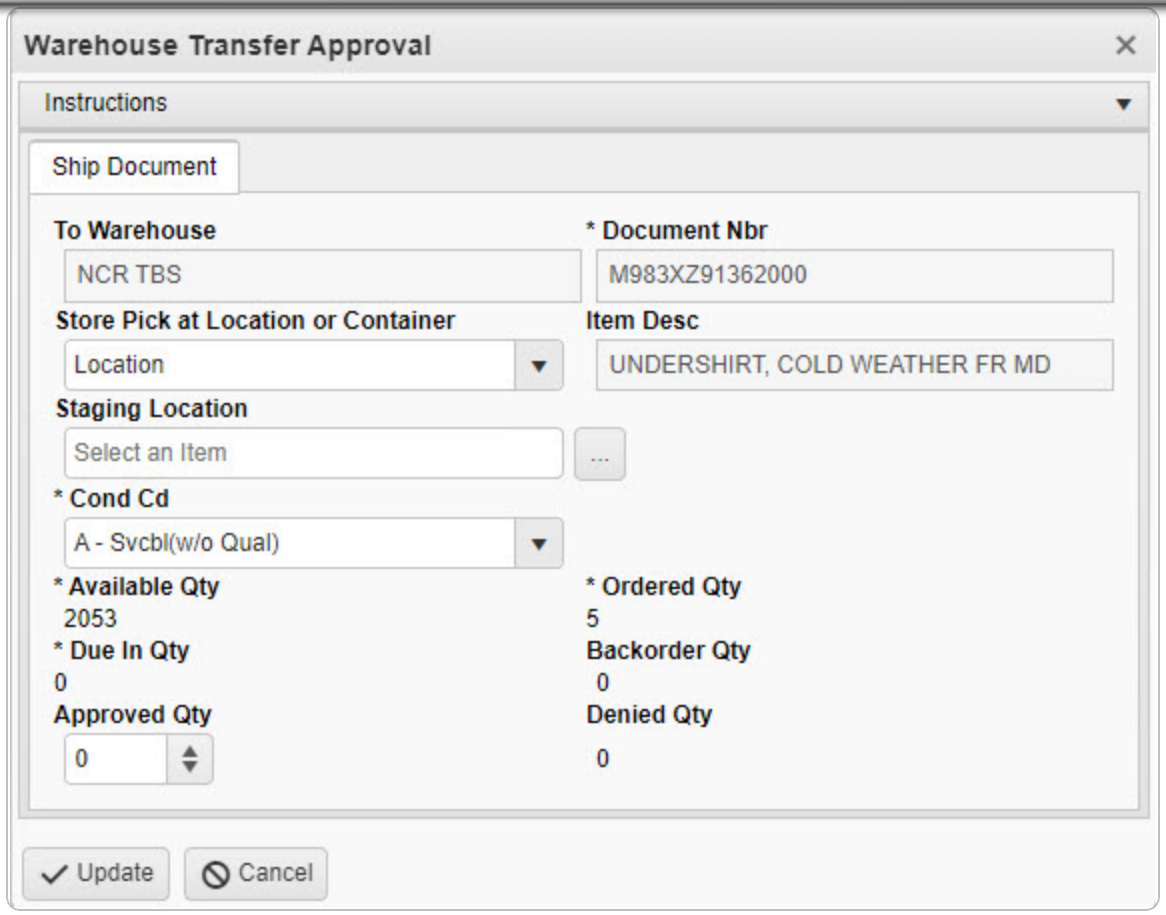


Deny a Warehouse Transfer Request

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

1. Click ▶. *The Request Details appears.*

2. Select Edit. *The **Warehouse Transfer Approval** pop-up window appears.*



A. *Verify the To Warehouse.*

B. Use ▼ to select the Store Pick at Location or Container.

Enter the Staging Location, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

Location Browse

C.

OR

Enter the Staging Container, or usr ... to browse for the entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse

D. Use ▼ to select the desired COND CD.

E. *Verify the Available QTY.*

F. *Verify the Due In QTY.*

G. Use to change the APPROVED QTY to zero.

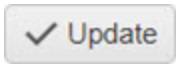
H. *Verify the Document NBR.*

I. *Verify the Item DESC.*

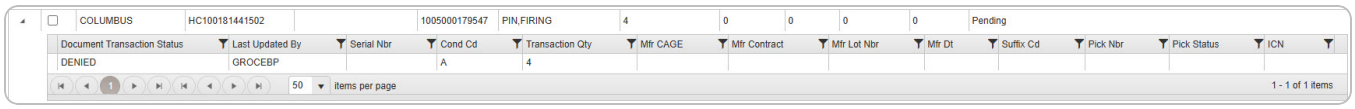
J. *Verify the Ordered QTY.*

K. *Verify the Backorder QTY.*

L. *Verify the Denied QTY.*

3. Select 

. *The **Warehouse Transfer Approval** pop-up window closes, and the updated record shows the Document Transaction Status of DENIED.*



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

- Warehouse Transfer Overview
- Add a Warehouse Transfer
- Ship a Warehouse Transfer
- Cancel a Warehouse Transfer
- Print a Warehouse Transfer Form

Ship a Warehouse Transfer

Overview

The Warehouse Transfer Ship process provides the ability to initiate the shipping of the items listed.

Navigation

MATERIEL MGMT > Warehouse Transfer > ☐ (desired record) > Ship > Ship Warehouse Transfer pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Choose a shipment location or container for the Warehoue Transfer via the browse control.
14	Select "Cancel" button to return to previous page.

Ship Document

Ship In Location or Container *
New Location / New Container

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Ship a Warehouse Transfer

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

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*

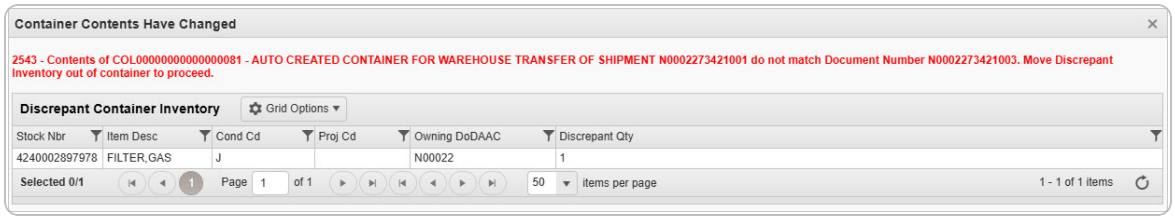
Note

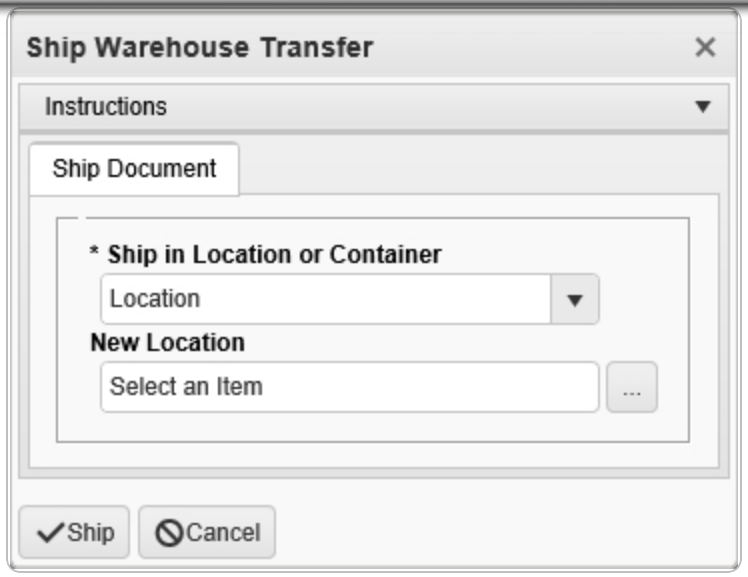
Ship becomes available when the Process Status is "In Process".

2. Select Ship. *The* ***Ship Warehouse Transfer*** *pop-up window appears.*

Attention

If the Container can no longer be shipped "as is" because the contents are different than when the Warehouse Transfer record was created, the Container Contents Have Changed pop-up window appears. It has the Discrepant Container Inventory grid showing what was added to the container.





A. Use ▼ to select the Ship In Location or Container. *Depending upon the selection, the following field changes.*

Helpful Tip

If the selected transfer is a part of a container shipment,

appears instead of the Ship In Location or Container field.

Enter the New Location, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

Location Browse

B.

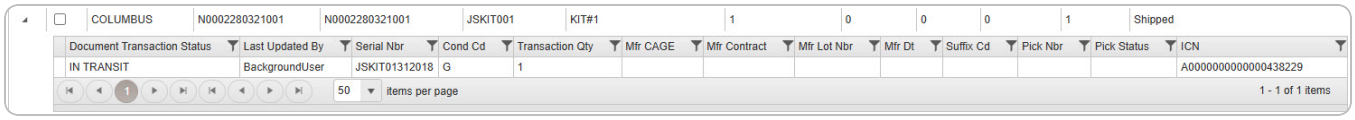
OR

Enter the New Container, or use ... to browse for the entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse

3. Select ✓ Ship. *The **Ship Warehouse Transfer** pop-up window closes. The Processing Status for the request changes to "Shipped" and the Document Transaction Status*

changes to "IN TRANSIT".



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.
1120 — Entered 'Approved Qty' and 'BackOrder Qty' is < 'Requested Qty' and will become a Partial transfer. Click Yes to continue and Cancel to close and return.	Invalid Entry. The Requested Qty must be more than the Approved Qty and BackOrder Qty combined. Either select Yes for a Partial Transfer or Cancel to fix the numbers.
1121 — Entered 'Approved Qty' and 'BackOrder Qty' exceed 'Avail Qty' and will initiate a Backorder in excess of that ordered. Click Yes to continue and Cancel to close and return.	Invalid Entry. The Avail Qty must be more than the Approved Qty and BackOrder Qty combined. Either select Yes for a Backorder or Cancel to fix the numbers.
2543 — Contents of {0} -	Invalid Entry. Ship is not appropriate at

{1} do not match Document Number {2}. Move Discrepant Inventory out of container to proceed.	this time. Fix the listed discrepancy and try again.

Related Topics

- Warehouse Transfer Overview
- Add a Warehouse Transfer
- Approve or Deny a Warehouse Transfer
- Cancel a Warehouse Transfer
- Print a Warehouse Transfer Form

Print a Warehouse Transfer Form

Overview

The Warehouse Transfer Print process provides the ability to print shipping forms.

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

MATERIEL MGMT > Warehouse Transfer > ☐ (desired record) > Print Forms > Warehouse Transfer Print page

Page Fields

The following fields display on the **Warehouse Transfer Print** 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.

21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select "Ship" button to mark a document as shipped.
xxxx	Select "Print 1348" button to print form DD1348.

Search Criteria Grid

Document Nbr
Stock Nbr
Item Desc
Warehouse To
Reportable Commodity Type
Document Status
Shipment Ref Nbr

Warehouse Transfer Request Grid

All
To Warehouse
Document Nbr
Shipment Ref Nbr
Stock Nbr
Item Desc
Ordered Qty
Approved Qty
Denied Qty
BackOrder Qty
Shipped Qty
Processing Status

Optional

LIN/TAMCN

Container ID
Priority Cd
Document Status
Security Commodity Type
Reportable Commodity Type
Document Type
Mgmt Cd
Stocking UI
Stocking Unit Price
Last Transaction Dt/Tm
Last Updated By
Established By
Established Dt/Tm

Expanded Request Grid

Document Transaction Status
Last Updated By
Cond Cd
Transaction Qty
Suffix Cd
Pick Nbr
Pick Status

(*) Asterisk identifies mandatory fields.

Procedures

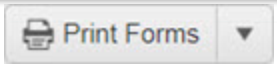
ELMS Navigation Helpful Tips

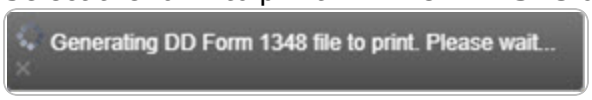
Click the following link to display Warehouse Navigation Tips.

Print a Warehouse Transfer

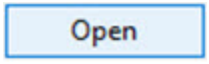
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

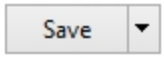
1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*

2. Select 

.
3. Select the form to print: **DD Form 1348** or **DD Form 1149**.


appears in the right hand corner. When generating is complete,

appears.
4. A pop-up window appears after generating the form. *Choose whether to:*
   - 

has the PDF document appear, and is printable from here.
   - 

saves the PDF document, and is printable at a later time.

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

- Warehouse Transfer Overview
- Approve or Deny a Warehouse Transfer
- Ship a Warehouse Transfer
- Cancel a Warehouse Transfer

Cancel a Warehouse Transfer

Overview

The Warehouse Transfer Cancel process provides the ability to cancel a warehouse transfer.

Navigation

MATERIEL MGMT > Warehouse Transfer > ☐ (desired record) > Cancel > Cancel Warehouse Transfer or Cancel Container Warehouse Transfer pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Cancel Grid

Procedures

ELMS Navigation Helpful Tips

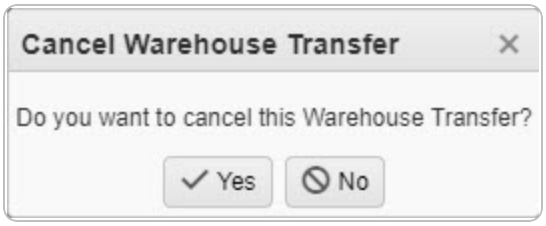
Click the following link to display Warehouse Navigation Tips.

Cancel a Warehouse Transfer

Selecting No *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*

2. Select Cancel. *The* ***Cancel Warehouse Transfer*** *pop-up window appears.*



3. Select Yes. *The selected Warehouse Transfer is removed from the Warehouse Transfer grid.*

Common Errors

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

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

Related Topics

- Warehouse Transfer Overview
- Add a Warehouse Transfer
- Approve or Deny a Warehouse Transfer

- Ship a Warehouse Transfer
- Print a Warehouse Transfer Form

Materiel Movement Plan

Overview

The Warehouse Management module Materiel Movement Pick Plan process provides the ability to create, initiate, cancel, and edit existing Pick requests, as well as assign personnel. Pick Plan requests identify what assets are moved and where they are moved.
Also, the Pick Plan procedure is embedded in other Warehouse processes such as:

- Unit Issue
- Set Kit Outfit
- Warehouse Transfer

The Materiel Movement procedure is divided into two processes:

- **Plan**
  — Used to identify specific items to pick
- **Pick**
  — Records what was physically moved based on the Pick Plan

Note
Pick Selections can be performed on Automatic Identification Technology (AIT) devices (PDCDs). Any picks which have been previously downloaded to an AIT device cannot be edited via the online Pick process because they have been assigned to be performed from the scanner. Once they have been completed on the scanner, the information is then uploaded back to the Warehouse Management Module and the Plan closed.

Allocated assets already reserved by the picking process of another pick plan can not be selected into a current pick plan.

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

MATERIEL MGMT > Materiel Movement > Plan > Materiel Movement Plan page

Page Fields

The following fields display on the **Materiel Movement Plan** 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.
21	Select "Add" button to create a new record.
476	Select "Plan" button to create project plan.
470	Select "Details" button to view a read only screen of the Pick Plan.

Search Criteria Grid

Pick Nbr
Pick Type
Pick Status
Cost Center
Pick Desc
Display Closed Statuses
Assigned To

Search Results Grid

Pick Nbr
Pick Desc

Stock Nbr Picks
Inventory Picks
Container Picks
Pick Type
Pick Status
Cost Center
Assigned To
Priority
Rqd Pick By Dt/Tm

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated ByContainer *

(*) Asterisk identifies mandatory fields.

Procedure

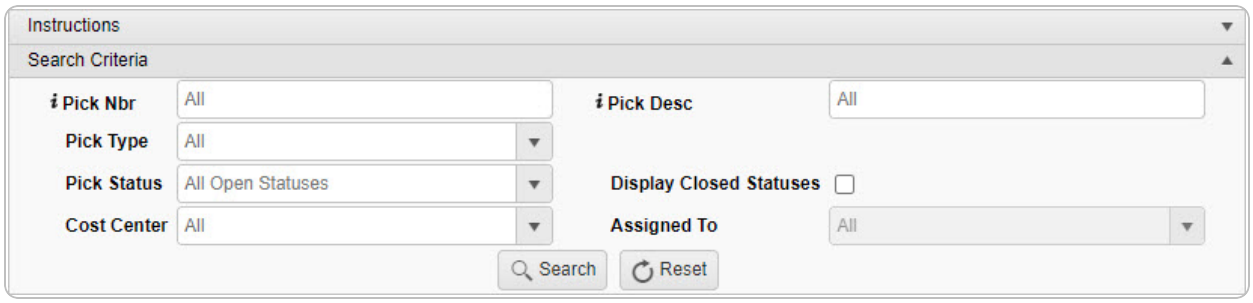
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Pick Plan

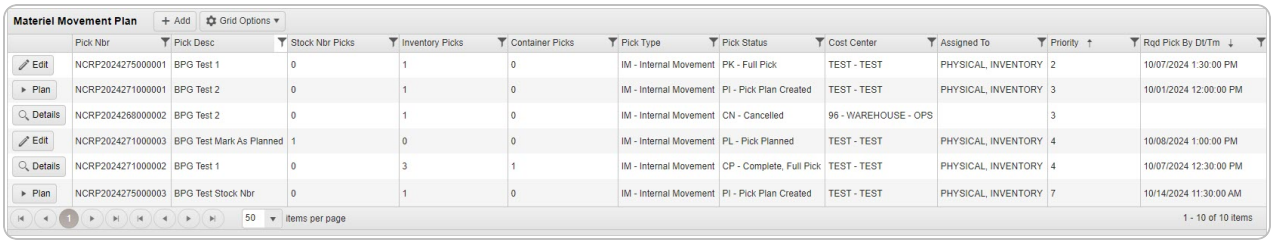
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the PICK NBR, using i to assist with the entry. *This is a 17 alphanumeric character field.*
- Use ▼ to select the Pick Type.
- Use ▼ to select the Pick Status.
- Use ▼ to select the Cost Center.
- Enter the PICK DESC, using i to assist with the entry. *This is a 1,024 alpha-numeric character field.*
- Click ☐ to select the Display Closed Statuses. *Only display records with a "Closed" status in the Search Results.*
- Use ▼ to select Assigned To. *This is available only after a Cost Center is assigned.*

2. Select Search. *The results display in the Materiel Movement Plan grid.*



Add a Materiel Movement Pick Plan Record

Select + Add. *The **Add a Materiel Movement Pick Plan** page appears.*

View the Materiel Movement Pick Plan Details

Select ▶ Plan next to the desired record. *The **Materiel Movement Plan Details** page appears.*

Update a Materiel Movement Pick Plan Header

Select Edit after selecting Plan. *Some of the **Pick Plan Selected** grid fields become editable.*

Update a STOCK NBR Pick Plan

Select Edit after selecting Plan. *The **Update a Materiel Movement Stock Number Pick Plan** page appears.*

Update an Inventory Pick Plan

Select Edit after selecting Plan. *The **Update a Materiel Movement Inventory Pick Plan** page appears.*

Update a Container Pick Plan

Select Edit after selecting Plan. *The **Update a Materiel Movement Container Pick Plan** page appears.*

Mass Update the To Location / To Container

Select Edit after selecting Plan. *The **Materiel Movement Plan Details** page appears.*

Initiate a Materiel Movement Pick Plan

Select Mark as Planned. *The **Continue to Next Status** pop-up window appears.*

Cancel a Pick Plan

Select Cancel Pick Plan. *The **Cancel Pick Plan** pop-up window appears.*

Print a Pick Plan

Select

. *The **Windows Save As** pop-up 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
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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Pick Desc*.	
13 — Mandatory Entry: *Priority*.	

xxxx — For a Receipt-Stow Pick Type, you must first create one of the following Location Types: Stock, Individual Issue, or Issue.	Invalid Entry. The Warehouse does not contain the appropriate location types. Contact the Warehouse Manager to create location types of "3 – Stock" or "9 - Individual Issue" or "2 – Issue", then re-enter the Pick.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Materiel Movement Plan
- Materiel Movement Pick
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- Update a Container Pick Plan
- Details of a Materiel Movement Plan

Add a Materiel Movement Plan

Overview

The Materiel Movement Pick Plan Add process provides the ability to add a Pick Plan Request. These requests designate what assets are to be moved and where.
Allocated assets already reserved by the picking process of another Pick Plan can not be selected into the current Pick Plan being generated.

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

MATERIEL MGMT > Materiel Movement > Plan > + Add > Pick Plan Header page

Page Fields

The following fields display on the **Pick Plan Header** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Pick Planning tab

Pick Nbr
Pick Type
Cost Center
Priority *
Pick Desc *
Pick Status
Assigned To
Rqd Pick by Dt

What type of picks should be added? *

Stock Nbr Picks
Inventory Picks
Container Picks

Stock Nbr Picks Section

Change Destination
Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Inventory Picks Section

Change Destination
Stock Nbr
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Container Picks Section

Container *
Change Destination
To Location Type
To Location

Destination

To Location Type
To Location

(*) Asterisk identifies a mandatory field

Procedure

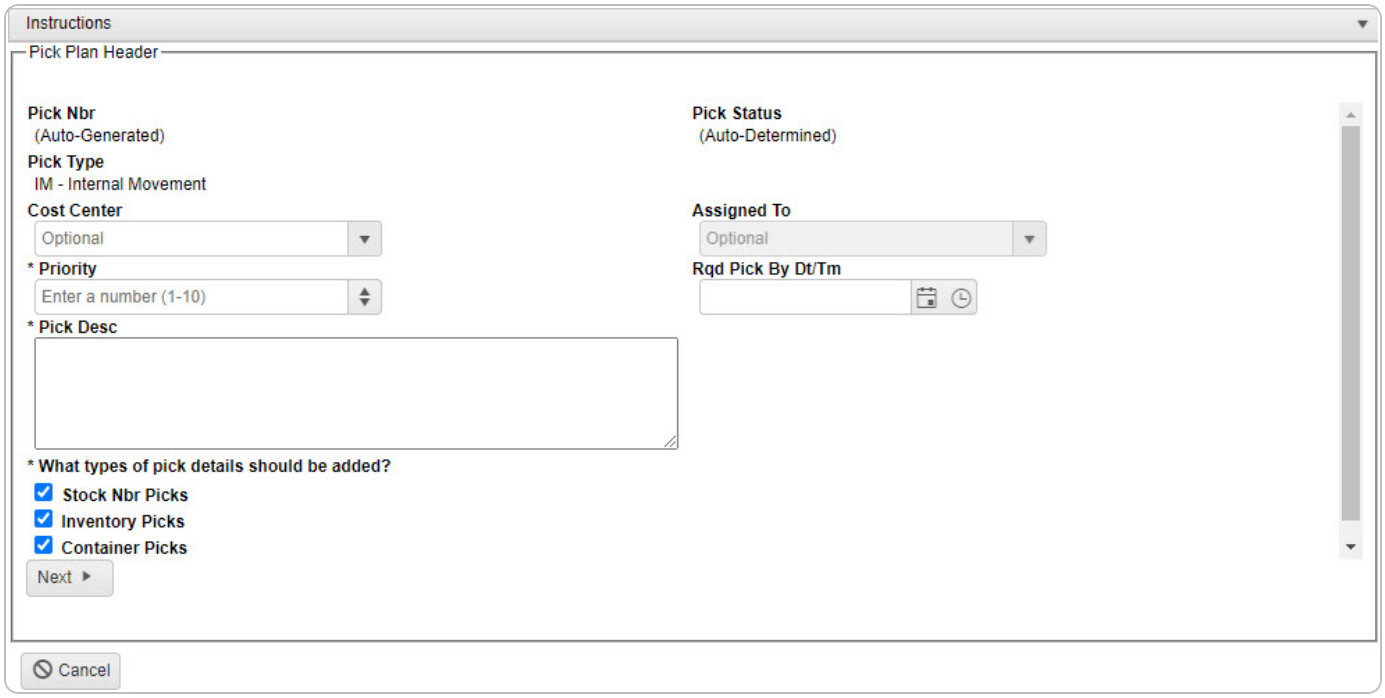
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Pick Plan Record

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

1. Select + Add. *The Pick Plan Header appears.*



1. *The PICK NBR automatically populates and is not editable.*
2. *The Pick Type automatically populates and is not editable.*
3. Use ▼ to select a Cost Center.
4. Use ▲▼ to choose the Priority number.

5. Enter the Pick DESC in the field provided. *This is a 1,204 alphanumeric character field.*

6. *The Pick Status automatically populates and is not editable.*

7. Use ▼ to select an Assigned To.

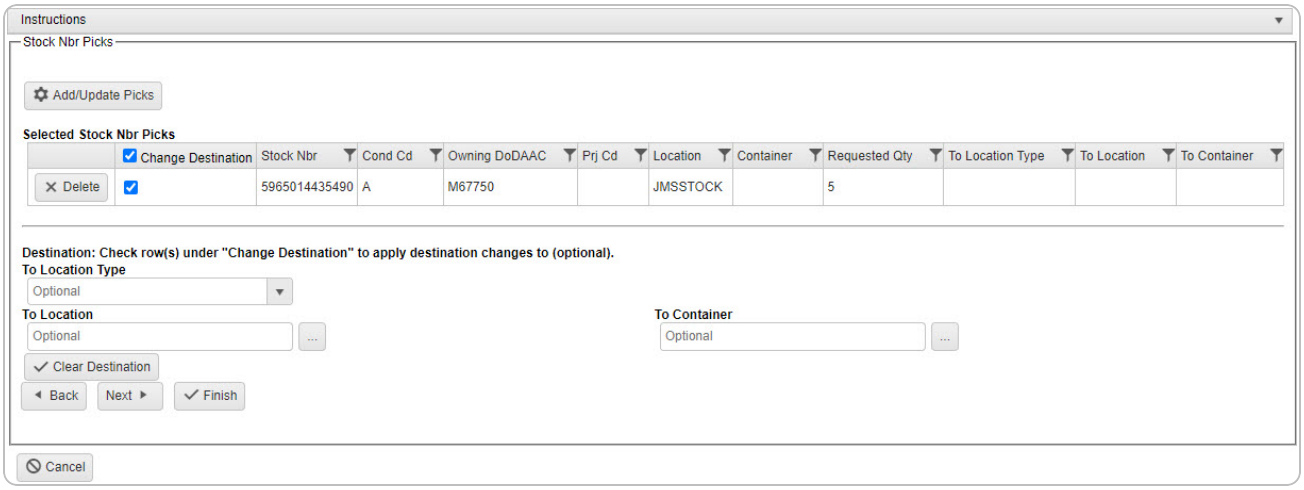
8. Use 📅🕒 to select the RQD PICK BY DT/TM, or enter a date and time (MM/DD/YYYYHH:MM) in the field provided.

9. Verify the types of pick details contains the appropriate ☑ or ☐. ☑ *is included,* ☐ *is excluded.*

- **STOCK NBR Picks**
- **Inventory Picks**
- **Container Picks**

10. Select Next ▶. *The first Pick Details type selected appears.*

STOCK NBR Picks



A. Select Add/Update Picks to enter items into the Selected STOCK NBR Picks. *The **Inventory Selection** pop-up window appears.*

> **Note**
> If an entry is selected in error, select ✕ Delete to remove the entry from the Selected STOCK NBR Picks.

B. Click ☐ to select the row(s) to apply destination changes.

C. Use ▼ to select a To Location Type.

D. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Location Browse help

E. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

F. Select ✓ Set Destination to apply the destination changes in the Selected STOCK NBR Picks grid.

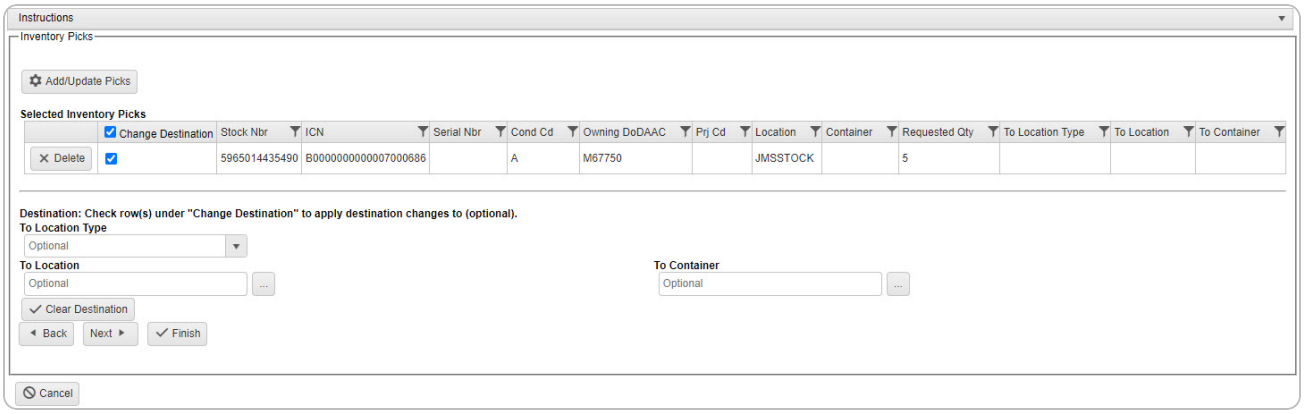
Attention

If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

G. Choose one of the following options:

- Select ◄ Back. *Returns to the previous step.*
- Select Next ► . *Continues to the next step.*
- Select ✓ Finish. *Completes the process and saves all the items.*

Inventory Picks



A. Select Add/Update Picks to enter items into the Selected Inventory Picks. *The* ***Inventory Selection*** *pop-up window appears.*

> **Note**
> If an entry is selected in error, select Delete to remove the entry from the Selected Inventory Picks.

B. Select ☐ of the desired entries to change the destination.

C. Use ▼ in the To Location Type field to assign a type of location.

D. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Location Browse help

E. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

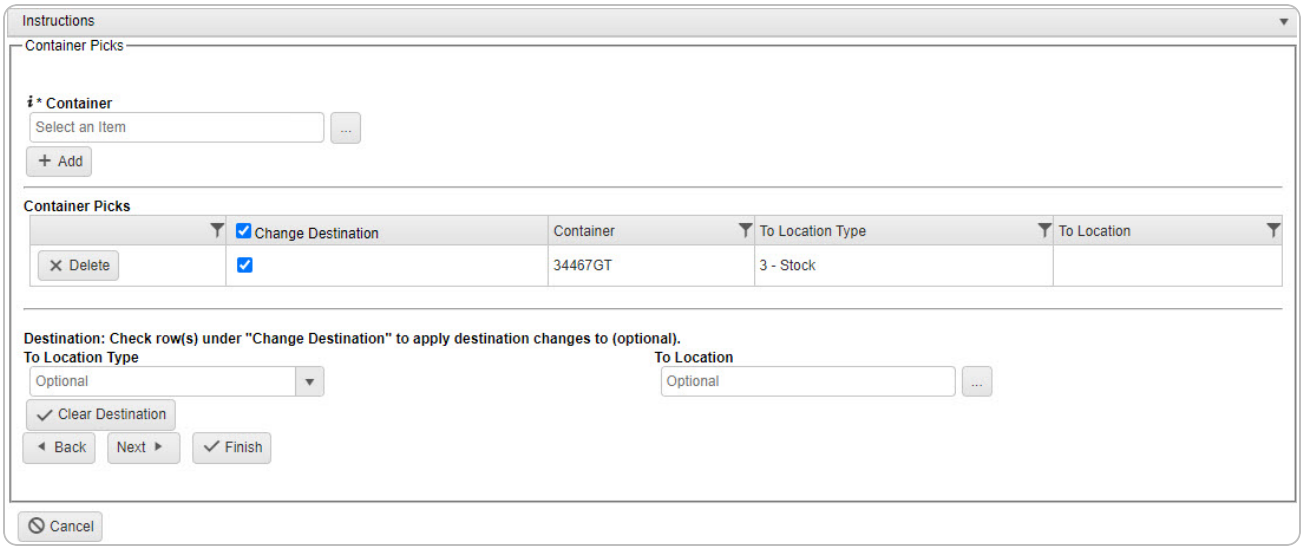
F. Select Set Destination to apply the destination changes.

> **Attention**
> If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

G. Choose one of the following options:

- Select Back. *Returns to the previous step.*
- Select Next. *Continues to the next step.*
- Select Finish. *Completes the process and saves all the items.*

Container Picks



A. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 25 alphanumeric character field.*

Container Identification Browse help

B. Select + Add. *The Container is added to the Container Picks.*

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Container Picks.

C. Select ☐ of the desired entries to change the destination.

D. Use ▼ in the To Location Type field to assign a type of location.

E. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Location Browse help

F. Select ✓ Set Destination to apply the destination changes.

Attention

If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

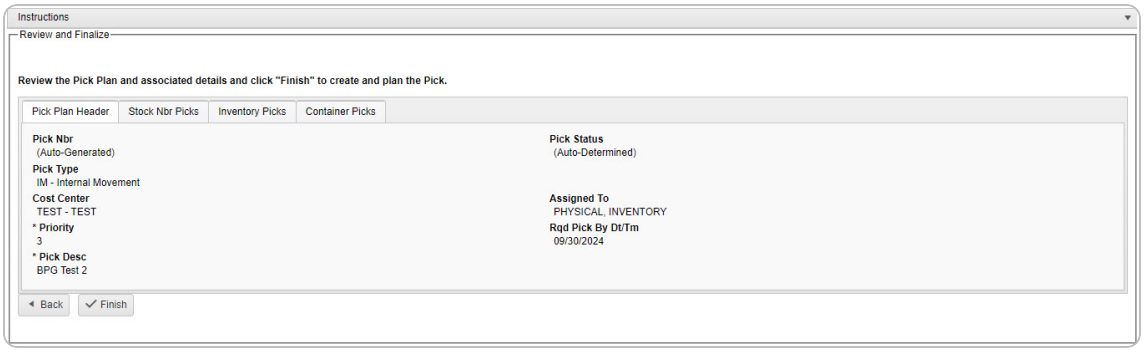
G. Choose one of the following options:

- Select Back. *Returns to the previous step.*
- Select Next. *Continues to the next step.*
- Select Finish. *Completes the process and saves all the items.*

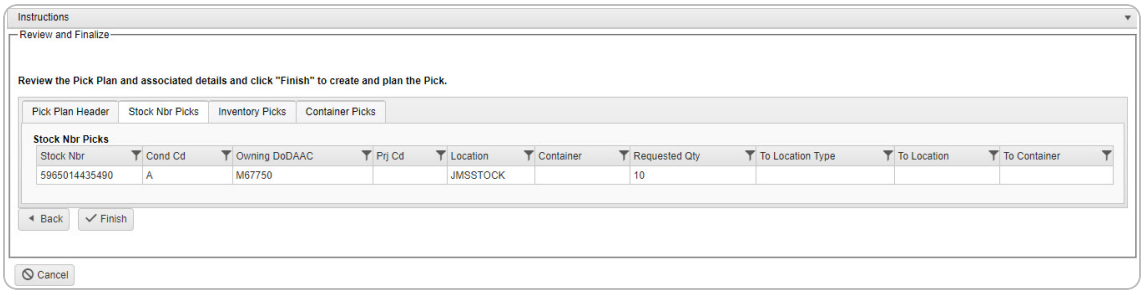
Review and Finish

A. Review the Pick Plan and associated details:

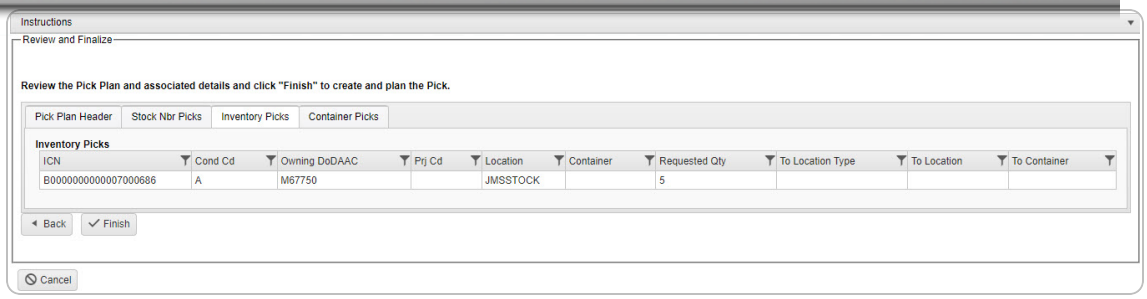
a. Pick Plan Header tab



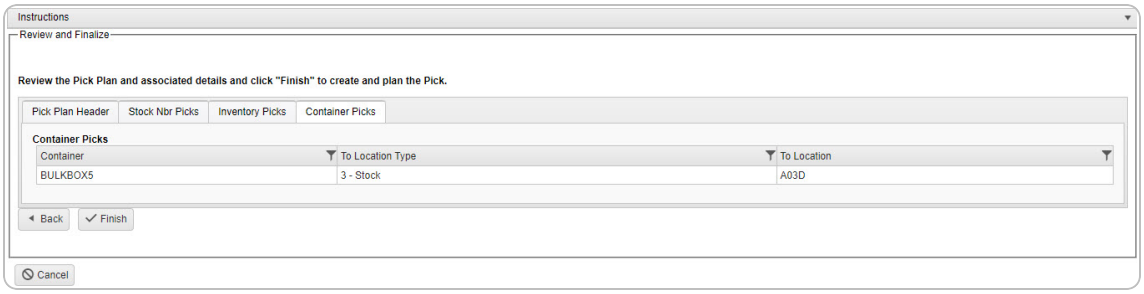
b. STOCK NBR Picks tab



c. Inventory Picks tab



d. Container Picks tab



B. Choose one of the following options:

- Select ◂ Back. *Returns to the previous step.*
- Select ✓ Finish. *Returns to the **Materiel Movement Plan** screen, with the new Pick Plan record at the top of the Materiel Movement Plan 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PICK DESC*.	
13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- Update a Container Pick Plan
- Details of a Materiel Movement Plan

Details Regarding a Materiel Movement Plan

Overview

The Materiel Movement Plan Details process provides the ability to edit or remove a Pick Plan Request.

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

MATERIEL MGMT > Materiel Movement > Plan > ▸ Plan > Materiel Movement Plan Details page

Page Fields

The following fields display on the **Materiel Movement Plan Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
55	Use "Back" button to return to previous page.

460	Select "Mark as Planned" to update the status to "Pick Planned".
462	Select "Cancel Pick Plan" to cancel the current Pick Plan and free up any allocations reserved by the Pick Plan.
463	"Select Assets" will allow you to select specific inventory records and quantities to include in the pick.
464	"Locate Assets" will allow you to identify the Location/Container for a STOCK NBR Pick record with a serialized stock number that does not already have a defined Location / Container selected.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.
xxxx	To assign multiple picks to a common destination, select the desired pick(s) using the checkbox (or All) and enter the destination using the mass edit To Location/ To Container.

Pick Plan Selected

Pick Nbr
Pick Status
Pick Type
Pick Desc *
Cost Center
Assigned To
Priority *
Rqd Pick by Dt

Stock Nbr Picks Grid

Edit
All
Stock Nbr
Item Desc
Mgmt Cd
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inventory Picks Grid

Edit
All
ICN
Stock Nbr
Serial Nbr
Pick Order
Status
Location
Container
Location Status
Freeze Location
Cond Cd

Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
GFM Contract Nbr

Container Picks Grid

Edit
All
Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Mass Edit Location or Container

To Location
To Container

(*) Asterisk identifies a mandatory field

Procedures

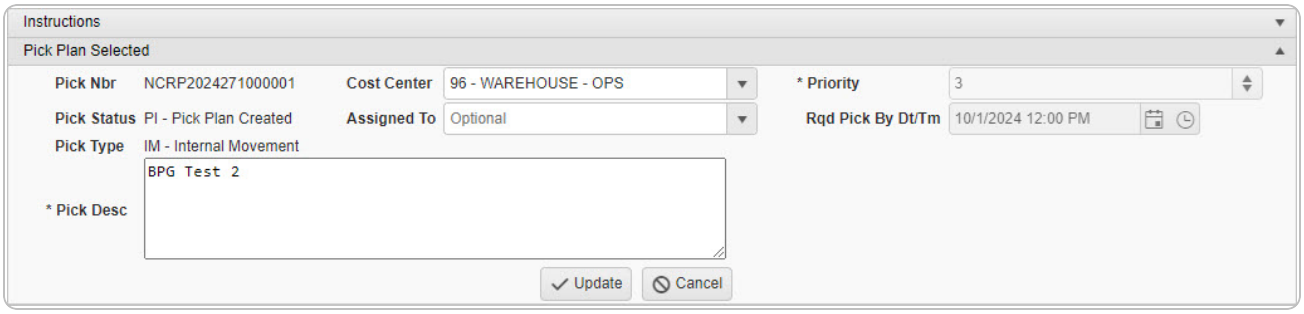
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Selected Pick Plan

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

1. Select Plan next to the desired record. *The* ***Materiel Movement Plan Details*** *page appears.*
2. Select Edit. *Some of the* ***Pick Plan Selected*** *grid fields become editable.*



A. *Verify the PICK NBR.*

B. *Verify the Pick Status.*

C. *Verify the Pick Type.*

D. Update the PICK DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

E. Update the Cost Center, using ▼ to select the desired identifier.

F. Update the Assigned To, using ▼ to select the desired name. *This is available only after a Cost Center is assigned.*

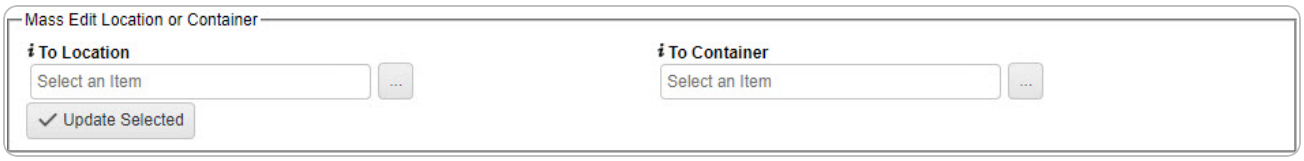
G. *Verify the Priority.*

H. *Verify the RQD PICK BY DT/TM.*

3. Select Update. *The fields close and the grid returns to the previous state.*

Mass Update a Pick Plan

1. *For Bulk Entries, the bottom panel is **Mass Edit a Location or Container**:*



   A. Use i or ... to assist with the To Location entry. *This is a 20 alphanumeric character field.*

      Location Browse help

   B. Use i or ... to assist with the To Container entry. *This is a 20 alphanumeric character field.*

      Container Identification Browse help

2. Select Update Selected. *The To Location and/or To Container entries are revised in the above grid.*

Display the Materiel Movement Plan Details

1. Select Details. *The **Materiel Movement Plan Details** page appears.*

2. **Note**

The Details displays the read only details of the Transportation Plan. The screen shows the Pick Plan Selected section and the current inventory picks, along with the status of the pick. The page has four sections:

A. **Pick Plan Selected Section**
shows the Header information of the Pick Plan.

B. **STOCK NBRS Picks Grid Section** (soft picks)
the STOCK NBR pick does not correlate to a specific item in the Warehouse.

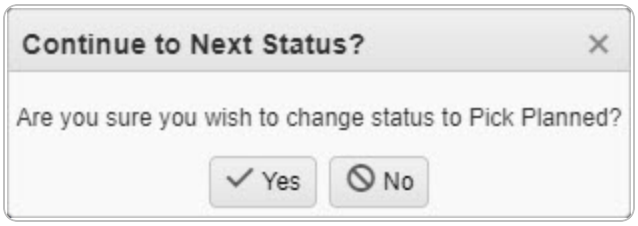
C. **Inventory Picks Grid Section** (hard picks)
the Inventory pick correlates directly to a specific item in the Warehouse.

D. **Container Picks Grid Section** (hard picks)
the Container pick correlates directly to a specific container within the Warehouse.

3. Select Back. *Returns to the previous page.*

Initiate a Pick Plan

1. Select Mark as Planned. *The **Continue to Next Status** pop-up window appears.*



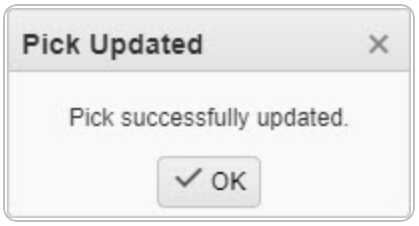
Attention

When selecting Mark as Planned, no further edits to the picks are allowed. In order to proceed, the Pick Plan must satisfy the following rules:

- All stock number picks for serialized stock numbers must have a "From" location or container specified (but not both). These stock number picks optionally may be converted into inventory picks, instead.
- All stock number picks for bulk stock numbers must be converted to inventory picks.

2. Select:

A. Yes. *The Pick Plan is ready to be updated, and the **Pick Updated** pop-up window appears:*

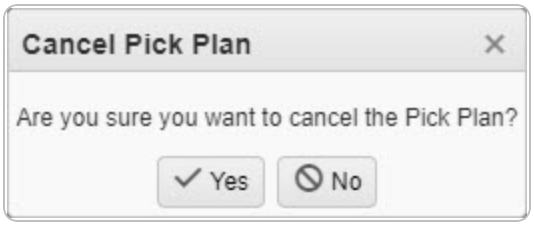


B. No. *The pop-up window closes, and the **Materiel Movement Plan Details** page returns.*

3. Select OK. *The pop-up window closes, the main page returns to the **Materiel Movement Plan** page, and the status of the Pick Plan becomes "PL - Pick Planned".*

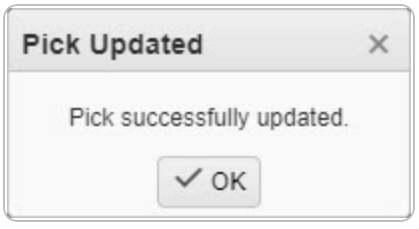
Cancel a Pick Plan

1. Select Cancel Pick Plan. *The **Cancel Pick Plan** pop-up window appears.*



2. Select:

A. Yes. *The Pick Plan is ready to cancel, and the **Pick Updated** pop-up window appears:*



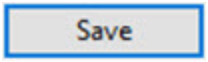
B. No. *The pop-up window closes, and the **Materiel Movement Plan Details** page returns.*

3. Select

. *The pop-up window closes, and the Pick Plan is removed from the Materiel Movement Plan grid.*

Print a Materiel Movement Pick Plan List

1. Select

. *The **Windows Save As** pop-up window appears.*
2. Select 

. *The Pick Plan List is saved as a PDF.*
3. *Print the file when desired.*

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

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- Update a Container Pick Plan

Update a Stock Number Materiel Movement Pick Plan

Overview

The Materiel Movement Stock Number Pick Plan Update process provides the ability to edit a Stock Number Pick Plan Request.

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

MATERIEL MGMT > Materiel Movement > Plan > Search > Pick (desired record) > Edit (desired record) > Update STOCK NBR Picks pop-up window

Page Fields

The following fields display on the **Update STOCK NBR Picks** 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.

Update Stock Nbr Inventory

Stock Nbr
Location
Owning DoDAAC
Requested Qty *
Status
To Location
To Location Type
Cond Cd
Container
Prj Cd
Planned Qty *
Include Pick
To Container

(*) Asterisk identifies a mandatory field

Procedure

ELMS Navigation Helpful Tips

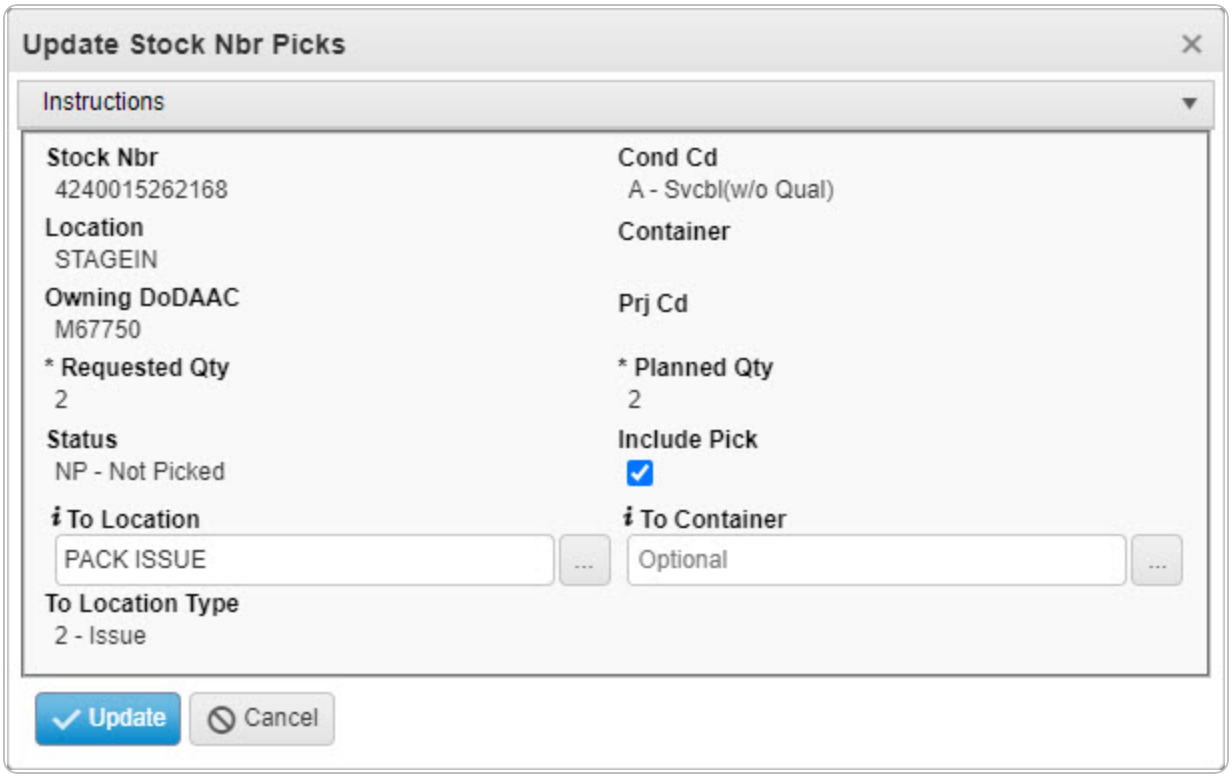
Click the following link to display Warehouse Navigation Tips.

Update a Stock Nbr Pick Plan Record

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

1. Select Plan next to the desired record. *The* ***Materiel Movement Plan Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update STOCK NBR Picks** pop-up window appears.*



A. *Verify the STOCK NBR.*

B. *Verify the Location.*

C. *Verify the OWNING DODAAC.*

D. *Verify the Requested QTY.*

E. *Verify the Status.*

F. Use or to assist with the To Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

G. *Verify the To Location Type.*

H. *Verify the COND CD.*

I. *Verify the Container.*

J. *Verify the PRJ CD.*

K. *Verify the Planned QTY.*

L. Verify the Include Pick contains the appropriate ☑ or ☐. ☑ *is included,* ☐ *is excluded.*

M. Use ℹ or ... to assist with the To Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

N. Select Update. *The STOCK NBR Picks pop-up window closes, and the revised pick appears green in the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Pick Desc*.	
13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Update an Inventory Pick Plan
- Update a Container Pick Plan
- Details of a Materiel Movement Plan

Update a Materiel Movement Inventory Pick Plan

Overview

The Materiel Movement Inventory Pick Plan Update process provides the ability to edit a Pick Plan Request.

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

MATERIEL MGMT > Materiel Movement > Plan > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Inventory Picks** 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.

Update Inventory

ICN
Stock Nbr
Location
Owning DoDAAC
Requested Qty *
Status
To Location
To Location Type
Serial Nbr
Cond Cd
Container
Prj Cd
Planned Qty *
To Container

(*) Asterisk identifies a mandatory field

Procedure

ELMS Navigation Helpful Tips

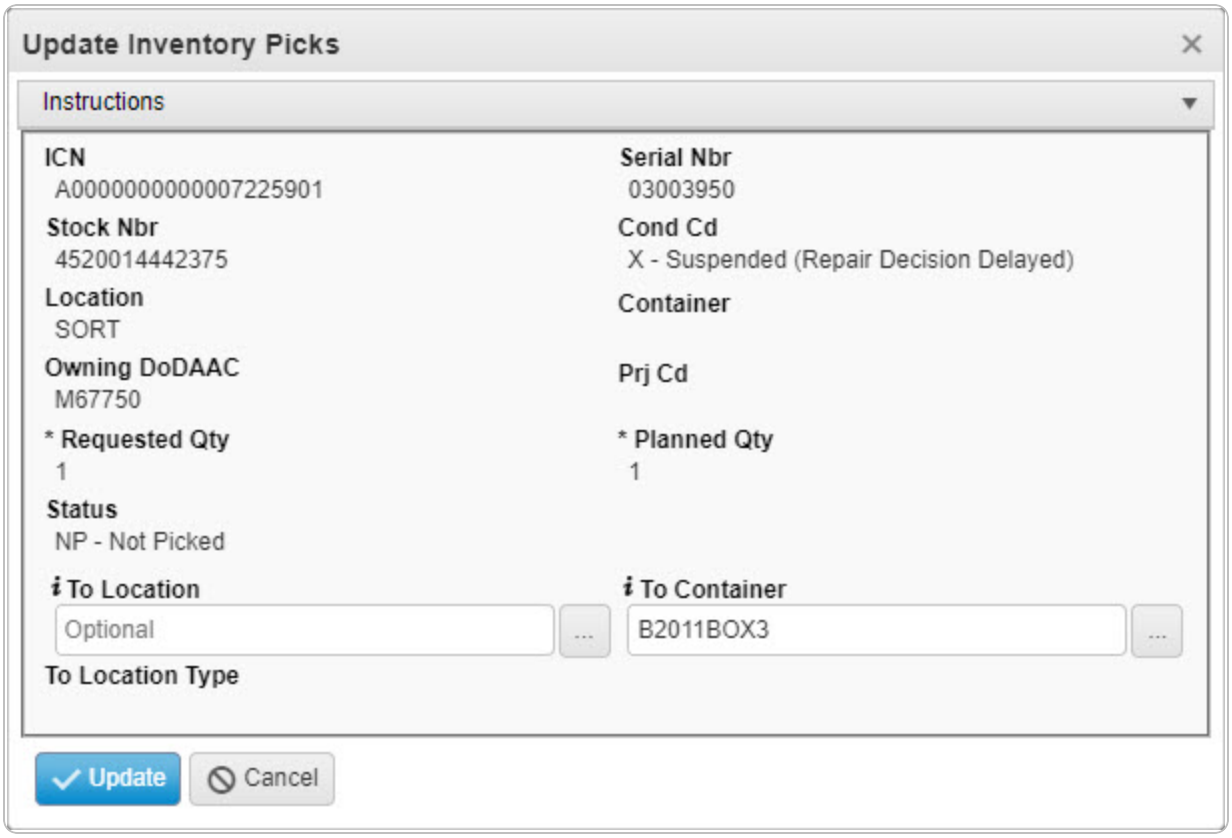
Click the following link to display Warehouse Navigation Tips.

Update an Inventory Pick Plan Record

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

1. Select Plan next to the desired record. *The* ***Materiel Movement Plan Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*



A. *Verify the ICN.*

B. *Verify the STOCK NBR.*

C. *Verify the Location.*

D. *Verify the OWNING DODAAC.*

E. *Verify the Requested QTY.*

F. *Verify the Status.*

G. Use i or ... to assist with the To Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

H. *Verify the To Location Type.*

I. *Verify the SERIAL NBR.*

J. *Verify the COND CD.*

K. *Verify the Container.*

L. *Verify the PRJ CD.*

M. *Verify the Planned QTY.*

N. Use or to assist with the To Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

O. Select . *The Inventory Picks pop-up window closes, and the revised pick appears green in the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *PICK DESC*.	
13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Update a Stock Number Pick Plan
- Update an Container Pick Plan
- Details of a Materiel Movement Plan

Update a Materiel Movement Container Pick Plan

Overview

The Materiel Movement Pick Plan Update process provides the ability to edit a Pick Plan Request.

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

MATERIEL MGMT > Materiel Movement > Plan > Search > Pick (desired record) > Edit (desired record) > Update Container Picks pop-up window

Page Fields

The following fields display on the **Update Container Picks** 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.

Update Container Pick Plan

Container
Status
To Location
To Location Type

Procedure

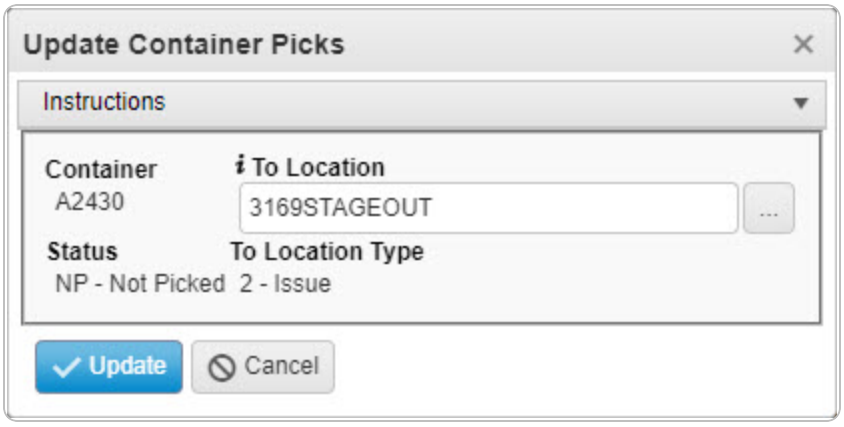
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Container Pick Plan Record

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

1. Select Plan next to the desired record. *The* ***Materiel Movement Plan Details*** *page appears.*
2. Select Edit next to the desired entry. *The* ***Update Container Picks*** *pop-up window appears.*



A. *Verify the Container.*
B. *Verify the Status.*

C. Use or to assist with the To Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

D. *Verify the To Location Type.*

E. Select . *The Container Picks pop-up window closes, and the revised pick appears green in the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PICK DESC*.	

13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- Details of a Materiel Movement Plan

Materiel Movement Pick

Overview

The Warehouse Management module Materiel Movement Pick process provides the ability to manage the pick planning, allocation, and picking of assets in a Pick Plan record. The process tracks in the system what is physically picked from the warehouse, when the pick plan is executed, and where the assets are located upon completion of the Pick record.

Note

A Pick Plan is downloadable to an Automatic Identification Technology (AIT) hand held device (scanner).

The AIT device performs picks and automatically records the items as they are being picked, temporarily marking the items as in-transit while the pick is happening, and then marking them as moved to their final destinations when completed.

The hand held Picking application attempts to close the pick plan when it is completed. Any picks that were previously downloaded to an AIT device are not editable on the computer prior to syncing, because the picks are still on the hand held device.

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

MATERIEL MGMT > Materiel Movement > Pick > Materiel Movement Pick page

Page Fields

The following fields display on the **Materiel Movement Pick** 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.
471	Select "Pick" button to edit the details of the Pick Plan.
470	Select "Details" button to view a read only screen of the Pick Plan.

Search Criteria Grid

Pick Nbr
Pick Type
Pick Status
Cost Center
Pick Desc
Display Closed Statuses
Assigned To

Search Results Grid

Pick
Pick Nbr
Pick Desc
Stock Nbr Picks
Inventory Picks
Container Picks
Pick Type
Pick Status
Cost Center
Assigned To

Priority
Rqd Pick By Dt/Tm

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Procedures

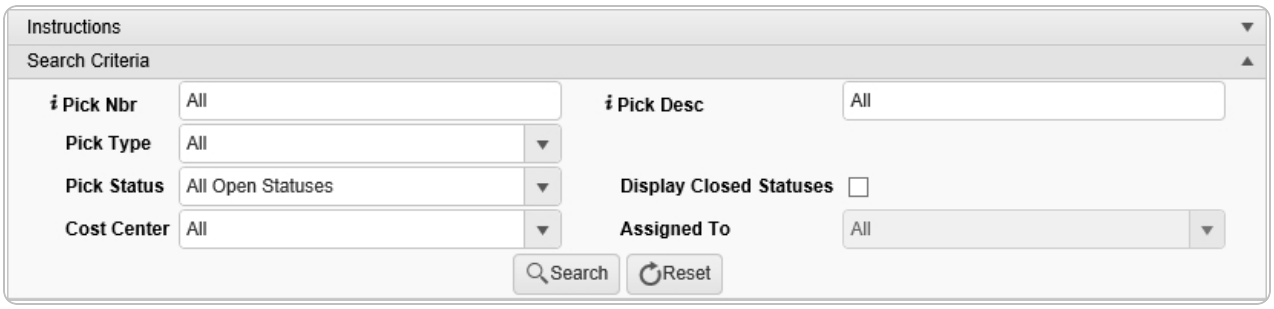
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Materiel Movement Pick Record

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

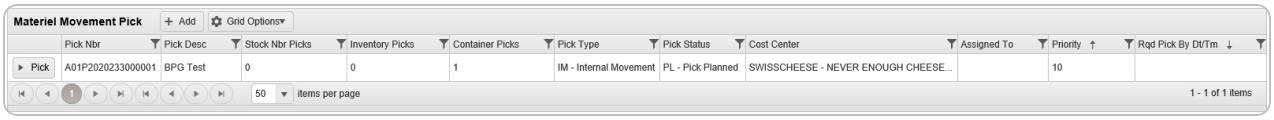
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the PICK NBR, using i to assist with the entry. *This is a 17 alphanumeric character field.*
- Use ▼ to select the Pick Type.
- Use ▼ to select the Pick Status.

- Use ▼ to select the Cost Center. *Once the Cost Center is selected, Assigned To becomes available.*
- Enter the PICK DESC, using ℹ to assist with the entry. *This is a 1,024 alphanumeric character field.*
- Click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
- Use ▼ to select the Assigned To.

2. Select Search. *The results display in the Materiel Movement Pick grid.*



Add a Materiel Movement Pick Record

Select + Add. *The **Add a Materiel Movement Pick** page appears.*

Display a Closed Materiel Movement Pick Details

Select Details next to the desired record. *The **Materiel Movement Closed Pick Details** page appears.*

Update STOCK NBR Picks

Select Edit after selecting ▶ Plan. *The **Update Stock Nbr Picks** pop-up window appears.*

Update Inventory Picks

Select Edit after selecting ▶ Plan. *The **Update Inventory Picks** pop-up window appears.*

Update Container Picks

Select Edit after selecting Plan. *The **Update Container Picks** pop-up window appears.*

Mass Update the To Location / To Container

Select Pick. *The **Materiel Movement Mass Edit Grid** page appears.*

Initiate a Materiel Movement Pick

Select Pick All next to the desired record. *The **Materiel Movement Pick Updated** pop-up window appears.*

Complete a Materiel Movement Pick

Select Complete Pick. *The **Continue to Next Status** pop-up window appears.*

Print a Pick List

Select Print. *The **Windows Save As** pop-up window appears.*

Cancel a Pick

Select Cancel Pick Plan. *The **Cancel Pick Plan** pop-up 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

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
xxxx — Cannot complete the pick for pick nbr "{0}", because the pick plan contains open stock nbr picks.	Invalid Entry. The pick cannot be completed. Fix the open picks and try again.

Related Topics

- Materiel Movement Plan
- Add a Materiel Movement Pick
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks
- Materiel Movement Open Pick Details
- Materiel Movement Closed Pick Details

Add a Materiel Movement Pick

Overview

The Materiel Movement Pick Add process provides the ability to create a Pick Plan record.

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

MATERIEL MGMT > Materiel Movement > Pick > + Add > Add a Materiel Movement Pick page

Page Fields

The following fields display on the **Add a Materiel Movement Pick** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.

55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Pick Plan Header

Pick Nbr
Pick Status
Pick Type
Cost Center
Assigned To
Priority *
Rqd Pick By Dt/Tm
Pick Desc *
Stock Nbr Picks
Inventory Picks
Container Picks

Stock Nbr Picks

Add / Update Picks

Selected Stock Nbr Picks

Change Destination
Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type

To Location
To Container

Inventory Picks

Add / Update Picks

Selected Inventory Nbr Picks

Change Destination
Stock Nbr
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Container Picks

Container *

Container Picks

Change Destination
Container
To Location Type
To Location

Destination

To Location Type
To Location

Review and Finalize

Pick Plan Header Tab

Pick Nbr
Pick Status
Pick Type
Cost Center
Assigned To
Priority
Rqd Pick By Dt/Tm
Pick Desc

Stock Nbr Picks Tab

Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Inventory Picks Tab

ICN
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Container Picks

Container
To Location Type
To Location

(*) Asterisk identifies mandatory fields.

Procedures

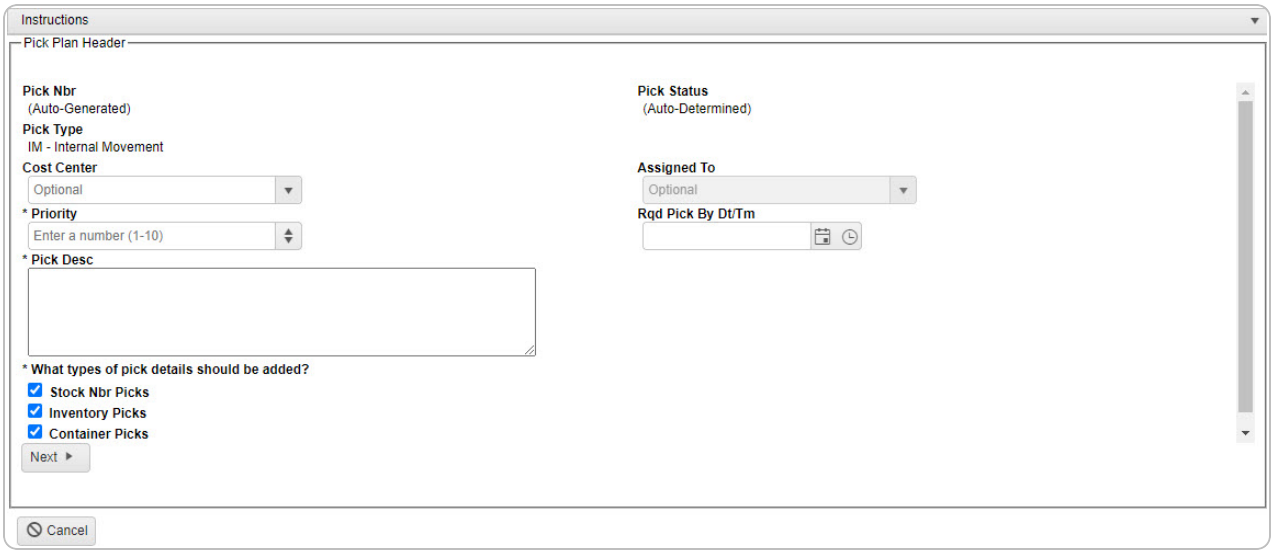
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Materiel Movement Pick Record

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

1. Select + Add to add a request. *The* ***Materiel Movement Pick Add*** *pop-up window appears.*



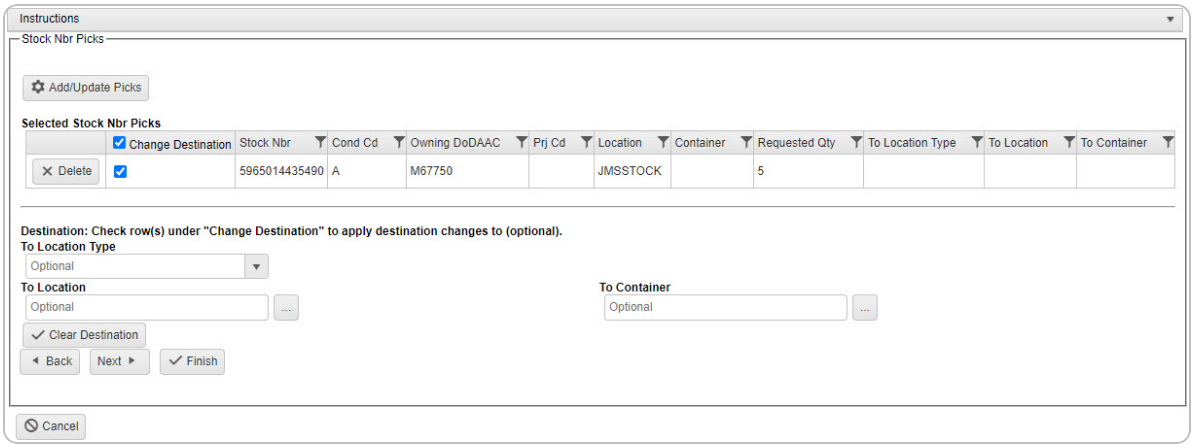
2. *The PICK NBR automatically populates and is not editable.*
3. *The Pick Type automatically populates and is not editable.*
4. Use ▼ to select the Cost Center.
5. Use ▲▼ to choose the Priority.
6. Enter the Pick DESC in the field provided. *This is a 1024 alphanumeric character field.*

7. Verify the types of pick details contains the appropriate ☑ or ☐. ☑ *is included,* ☐ *is excluded.*
   - STOCK NBR Picks
   - Inventory Picks
   - Container Picks
8. *The Pick Status automatically populates and is not editable.*
9. Use ▼ to select the Assigned To.
10. Use 📅🕒 to select the RQD PICK BY DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
11. Select Next ▶ to continue. *The first Pick Details type selected appears.*

STOCK NBR Picks

A. Select ⚙ Add/Update Picks. *The **Inventory Selection** pop-up window appears.*

B. *The selected STOCK NBRs appear in the Selected STOCK NBR Picks grid.*



C. Repeat step A to add more STOCK NBRs to the grid.

Note

Select ✕ Delete to remove an incorrect STOCK NBR entry from the grid.

Change the Destination of a STOCK NBR

a. Click ☐ to select the STOCK NBR. *The remaining fields are changed to active.*

b. Use ▼ to select the To Location Type.

c. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

e. Select ✓ Set Destination. *The fields return to read only, and the revisions are added to the Selected STOCK NBR Picks grid.*

Attention

If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

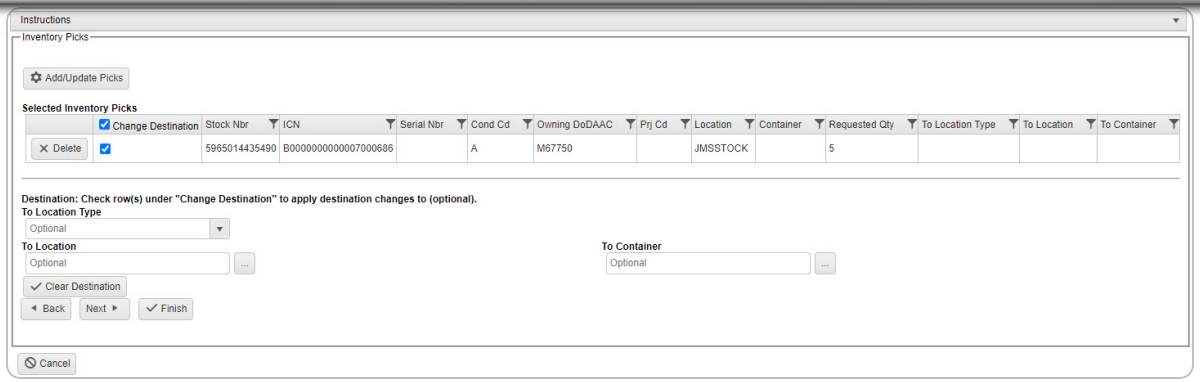
D. Choose one of the following options:

- Select ◄ Back. *Returns to the previous step.*
- Select Next ► . *Continues to the next step.*
- Select ✓ Finish. *Completes the process and saves all the items.*

Inventory Picks

A. Select ⚙ Add/Update Picks. *The **Inventory Selection** pop-up window appears.*

B. *The selected inventory appears in the Selected Inventory Picks grid.*



C. Repeat step A to add more Inventories to the grid.

Note

Select ✕ Delete to remove any incorrect inventory entry from the grid.

Change the Destination of Inventory

a. Click ☐ to select the Inventory. *The remaining fields are changed to active.*

b. Use ▼ to select the To Location Type.

c. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

e. Select ✓ Set Destination. *The fields return to read only, and the revisions are added to the Selected Inventory Picks grid.*

Attention

If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

D. Choose one of the following options:

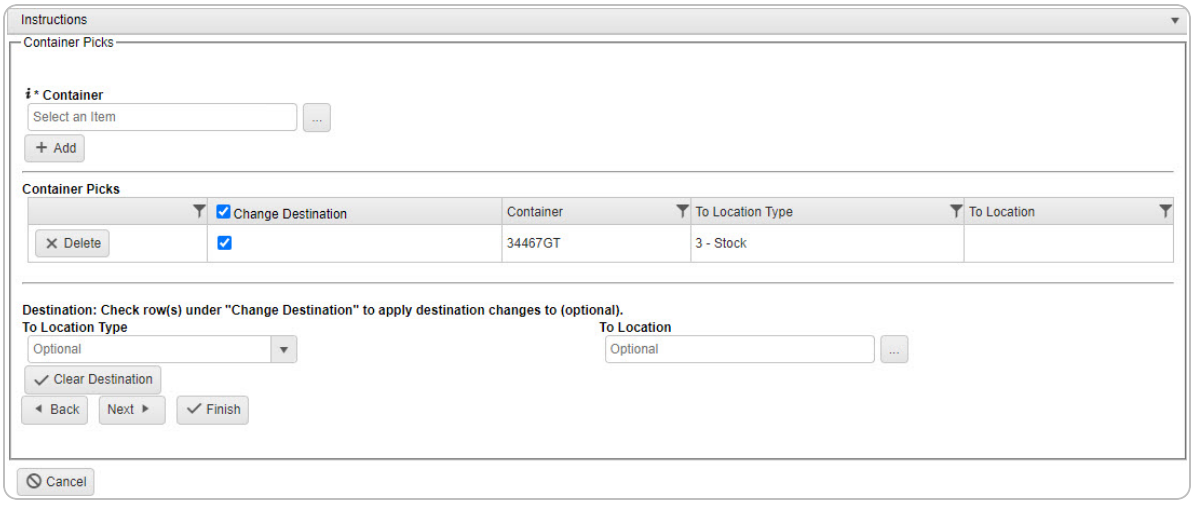
- Select ◄ Back. *Returns to the previous step.*
- Select Next ►. *Continues to the next step.*
- Select ✓ Finish. *Completes the process and saves all the items.*

Container Picks

A. Use ℹ or ... to assist with the Container entry. *This is a 25 alphanumeric character field.*

Container Identification Browse help

B. Select + Add. *The Container appears in the Container Picks grid.*



C. If moving more than one container, repeat steps A and B.

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Container Picks.

Change the Destination of a Container

a. Click ☐ to select the Container. *The remaining fields are changed to active.*

b. Use ▼ to select the To Location Type.

c. Enter the To Location field, or use [...] to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Select [Set Destination]. *The fields return to read only, and the revisions are added to the Container Picks grid.*

Attention

If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

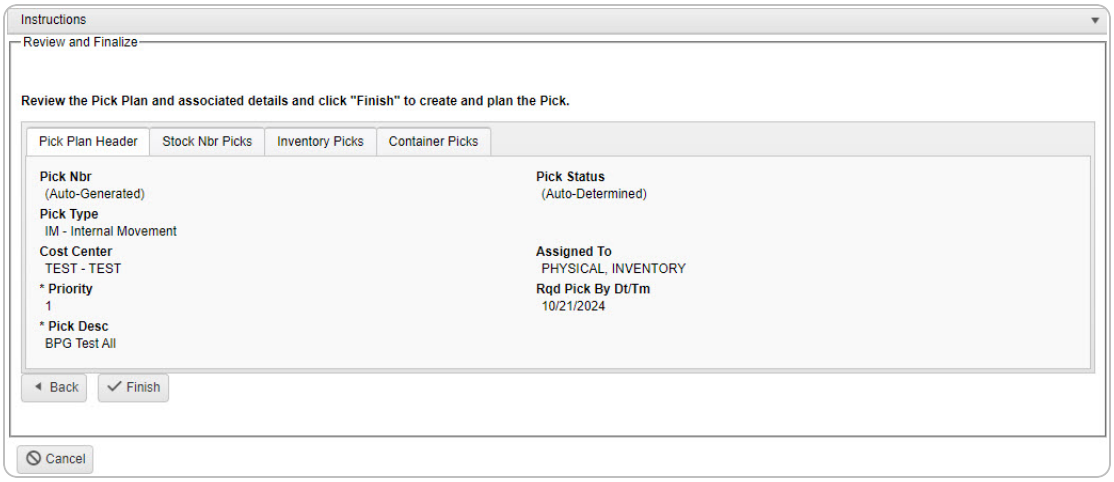
D. Choose one of the following options:

- Select [Back]. *Returns to the previous step.*
- Select [Next]. *Continues to the next step.*
- Select [Finish]. *Completes the process and saves all the items.*

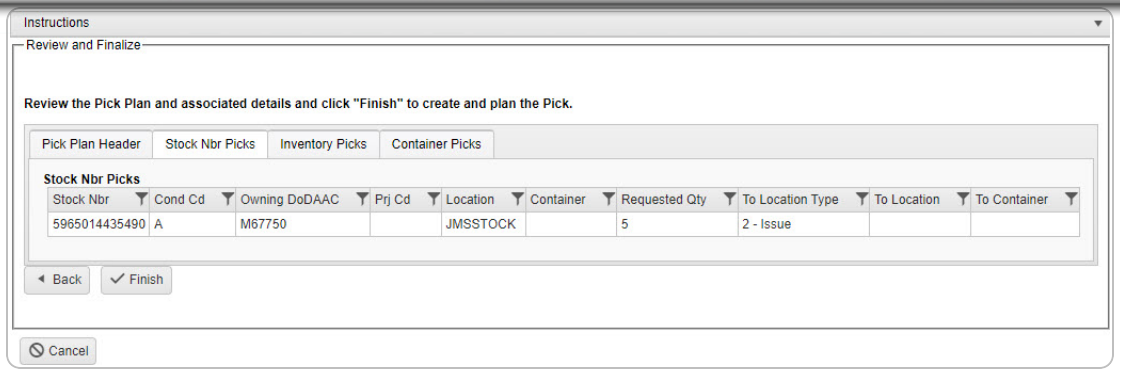
Review and Finish

A. Review the Pick Plan using the following tabs:

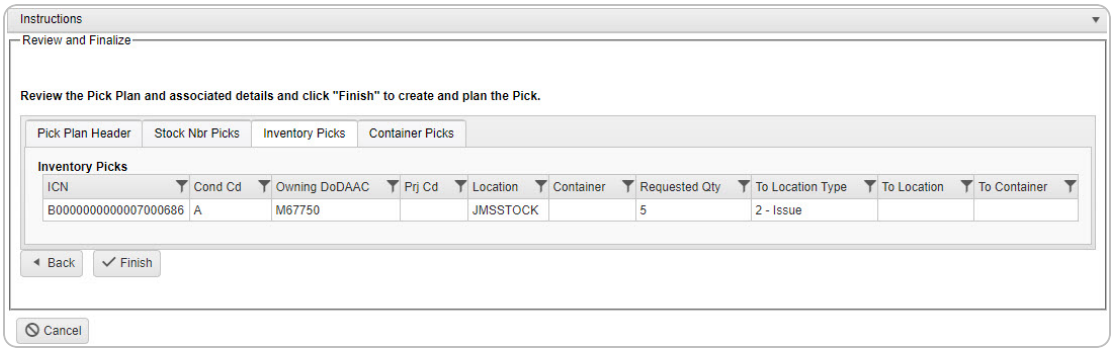
a. Pick Plan Header



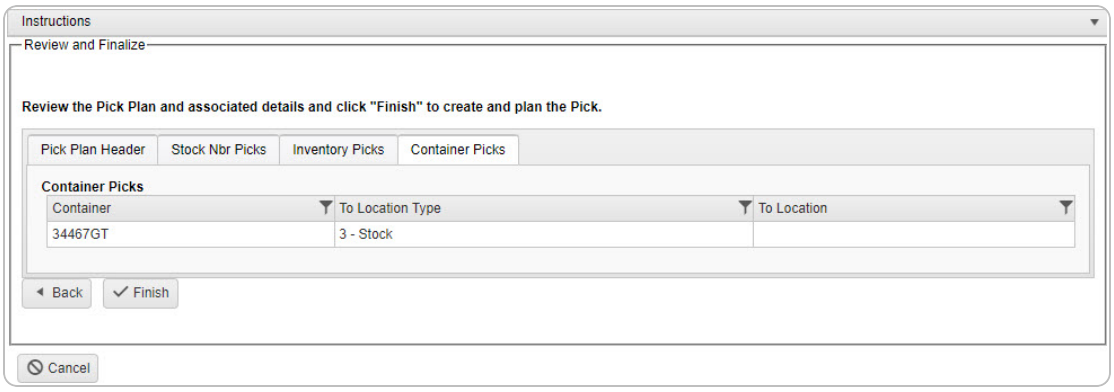
b. STOCK NBR Picks



c. Inventory Picks



d. Container Picks



B. Choose one of the following options:

- Select ◂ Back. *Returns to the previous step.*
- Select ✓ Finish. *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick 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, 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.
xxxx — Attempted to create one or more STOCK NBR picks with a requested qty that exceeds the available qty.	Invalid Entry. There is not enough of the STOCK NBR chosen to fill the pick amount. Choose a different STOCK NBR.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Update Stock Nbr Picks

- Update Inventory Picks
- Update Container Picks
- Materiel Movement Open Pick Details
- Materiel Movement Closed Pick Details

Update a Materiel Movement Stock Number Pick

Overview

The Materiel Movement Stock Number Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

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

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Edit (desired record) > Update STOCK NBR Picks pop-up window

Page Fields

The following fields display on the **Update STOCK NBR Picks** 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.

Update Stock Nbr Picks

Stock Nbr
Cond Cd
Location
Container
Owning DoDAAC
Prj Cd
Requested Qty *
Planned Qty *
Status
Include Pick
To Location
To Container
To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

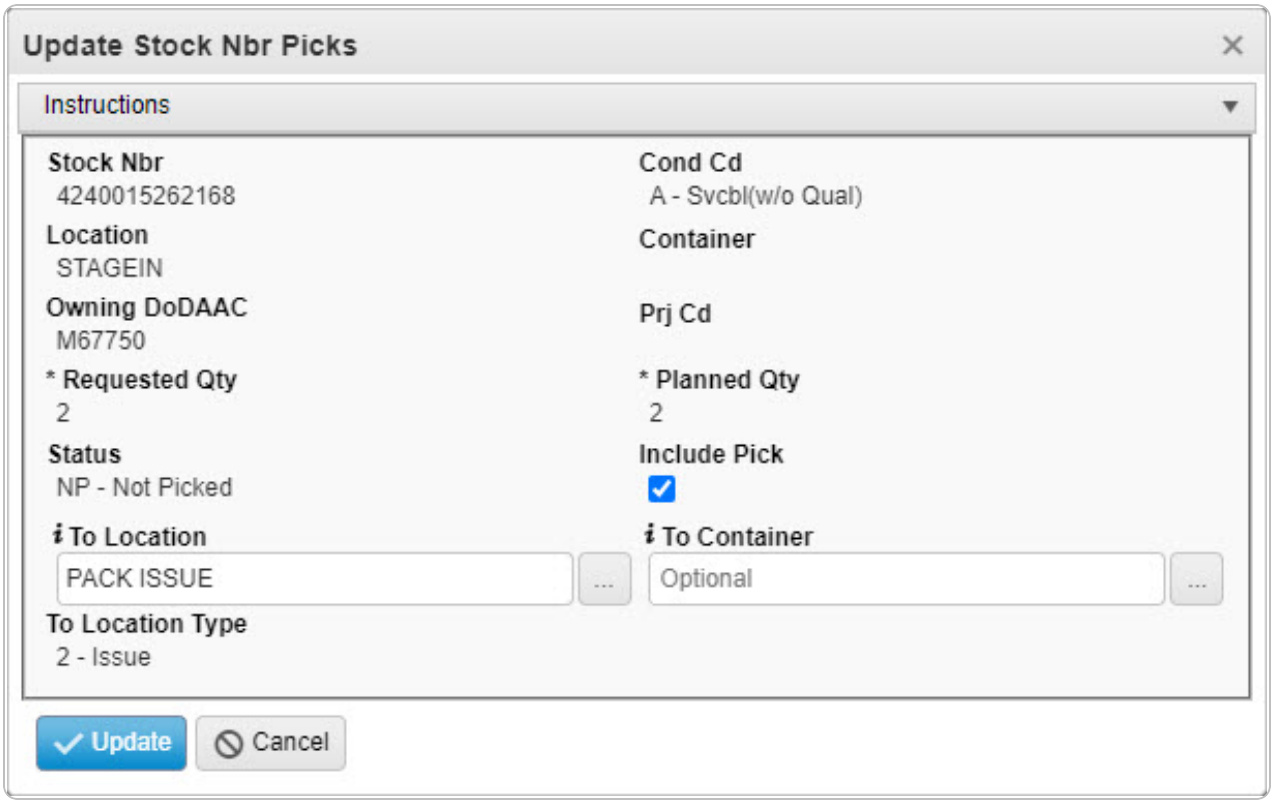
Click the following link to display Warehouse Navigation Tips.

Update Stock Nbr Picks

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

1. Select Pick next to the desired record. *The* ***Materiel Movement Pick Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update Stock Nbr Picks** pop-up window appears.*



A. *Verify the Stock Nbr.*

B. *Verify the Location.*

C. *Verify the Cond Cd.*

D. *Verify the Owning DoDAAC.*

E. *Verify the Requested Qty.*

F. *Verify the Status.*

G. Update the To Location field, using i or ... to assist with the revised location. *This is a 25 alphanumeric character field.*

Location Browse help

H. *Verify the To Location Type.*

I. *Verify the Container.*

J. *Verify the Prj Cd.*

K. *Verify the Planned QTY.*

L. Verify the Include Pick contains the appropriate ☐ or ☑. *This determines if the stock number is part of this pick.*

Attention

Selecting Update after deselecting the "Include Pick" decreases the "Planned QTY" to zero. The entry is no longer part of the pick. The Pick record cannot be reverted back to before the edit was made.

M. Update the To Container field, using i or ... to assist with the revised identification. *This is a 25 alphanumeric character field.*

Container Identification Browse help

N. Select Update. *The **Update STOCK NBR Picks** pop-up window closes, and the revised Pick appears in the STOCK NBR Picks grid in green.*

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.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Pick
- Update Inventory Picks
- Update Container Picks
- Materiel Movement Open Pick Details
- Materiel Movement Closed Pick Details

Update a Materiel Movement Inventory Pick

Overview

The Materiel Movement Inventory Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

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

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Inventory Picks** 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.

Update Inventory Picks

ICN
Stock Nbr
Location
Owning DoDAAC
Requested Qty *
Status
To Location
To Location Type
Serial Nbr
Cond Cd
Container
Prj Cd
Planned Qty *
Picked Qty *
To Container

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

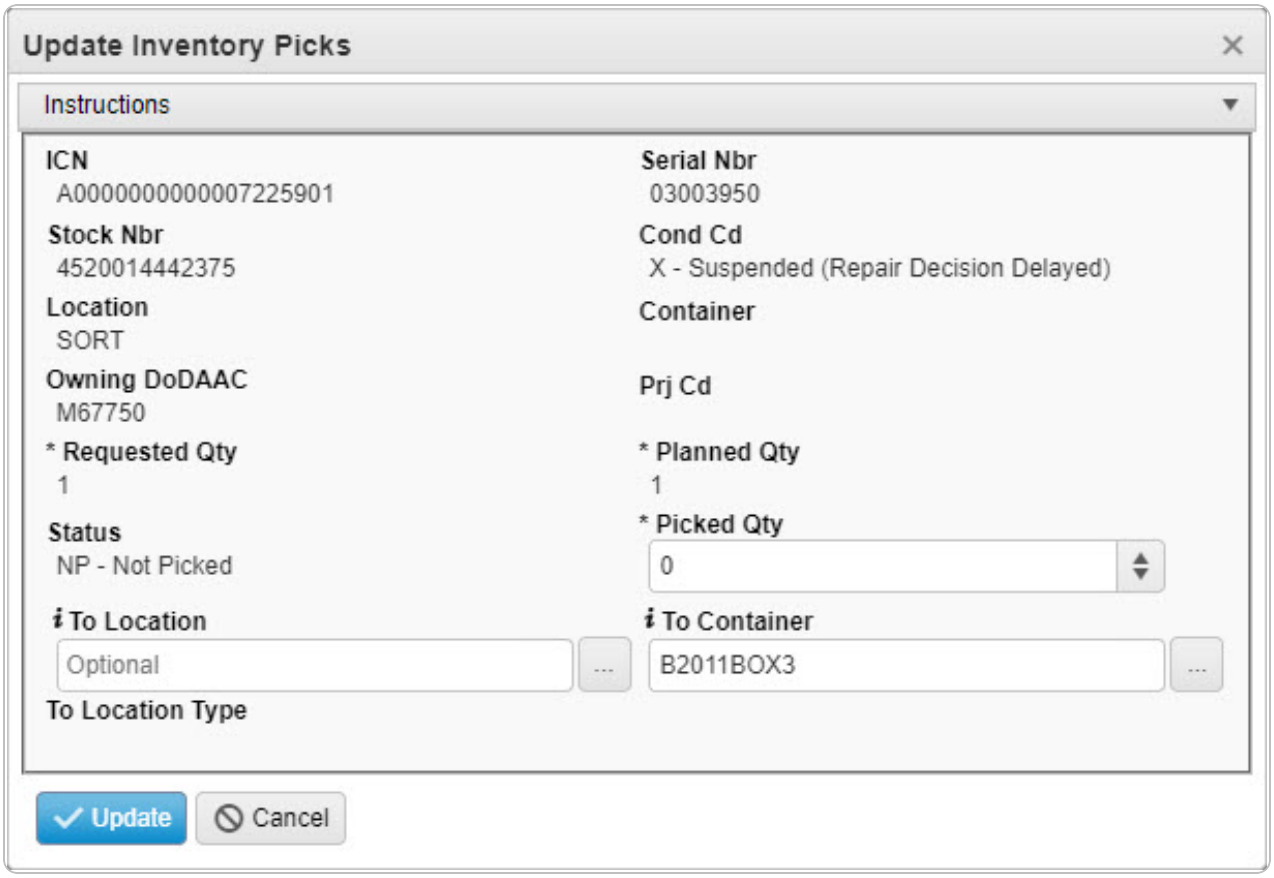
Click the following link to display Warehouse Navigation Tips.

Update Inventory Picks

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

1. Select Pick next to the desired record. *The* ***Materiel Movement Pick Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*



3. *Verify the ICN.*
4. *Verify the STOCK NBR.*
5. *Verify the Location.*
6. *Verify the OWNING DODAAC.*
7. *Verify the Requested QTY.*
8. *Verify the Status.*
9. Update the To Location field, using i or ... to assist with the revised location. *This is a 25 alphanumeric character field.*

   Location Browse help
10. *Verify the To Location Type.*

11. *Verify the SERIAL NBR.*
12. *Verify the COND CD.*
13. *Verify the Container.*
14. *Verify the PRJ CD.*
15. *Verify the Planned QTY.*
16. Update the Picked QTY field, using to choose the revised amount.
17. Update the To Container field, using or to assist with the revised identification. *This is a 25 alphanumeric character field.*

    Container Identification Browse help
18. Select

. *The **Update Inventory Picks** pop-up window closes, and the revised Pick appears in the Inventory Picks grid in green.*

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.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Pick
- Materiel Movement Plan
- Add a Materiel Movement Pick
- Update Stock Nbr Picks
- Update Container Picks
- Materiel Movement Open Pick Details
- Materiel Movement Closed Pick Details

Update a Materiel Movement Container Pick

Overview

The Materiel Movement Container Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

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

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Container Picks** 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.

Update Container Picks

Container
To Location
Status
To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

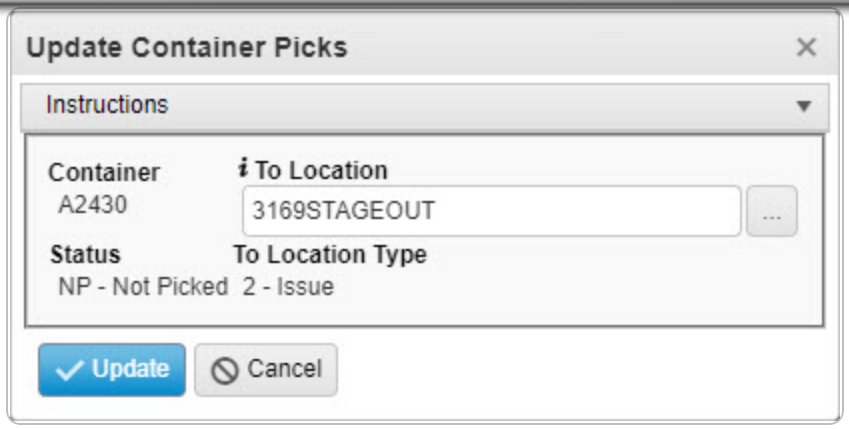
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Container Picks

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

1. Select Pick next to the desired record. *The* ***Materiel Movement Pick Details*** *page appears.*
2. Select Edit next to the desired entry. *The* ***Update Container Picks*** *pop-up window appears.*



3. *Verify the Container.*
4. *Verify the Status.*
5. Update the To Location field, using or to assist with the revised location. *This is a 25 alphanumeric character field.*

   Location Browse help
6. *Verify the To Location Type.*
7. Select . *The **Update Container Picks** pop-up window closes, and the revised Pick appears in the Container Picks grid in green.*

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	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	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.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Pick
- Materiel Movement Plan
- Add a Materiel Movement Pick
- Update Stock Nbr Picks
- Update Inventory Picks
- Materiel Movement Open Pick Details
- Materiel Movement Closed Pick Details

View the Materiel Movement Pick Details — for Open Picks

Overview

The Materiel Movement Pick Details provides the ability to view the details of the read-only Pick Plan record.

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

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Materiel Movement Pick Details — for Open Picks page

Page Fields

The following fields display on the **Materiel Movement Pick Details — for Open Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
55	Use "Back" button to return to previous page.

461	Select "Complete Pick" to update the status to the next appropriate status.
462	Select "Cancel Pick Plan" to cancel the current Pick Plan and free up any allocations reserved by the Pick Plan.
463	"Select Assets" will allow you to select specific inventory records and quantities to include in the pick.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.
xxx	To assign multiple picks to a common destination, select the desired pick(s) using the checkbox (or All) and enter the destination using the mass edit To Location/ To Container.

Pick Plan Selected

Pick Nbr
Pick Status
Pick Type
Pick Desc *
Cost Center
Assigned To
Priority *
Rqd Pick By Dt/Tm

Stock Nbr Picks Grid

Select Items
Stock Nbr
Item Desc
Mgmt Cd
Include Pick

Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Inventory Picks Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id

Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By
GFM Contract Nbr

Container Picks Grid

Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Mass Edit Location or Container

To Location
To Container

(*) Asterisk identifies mandatory fields.

Procedures

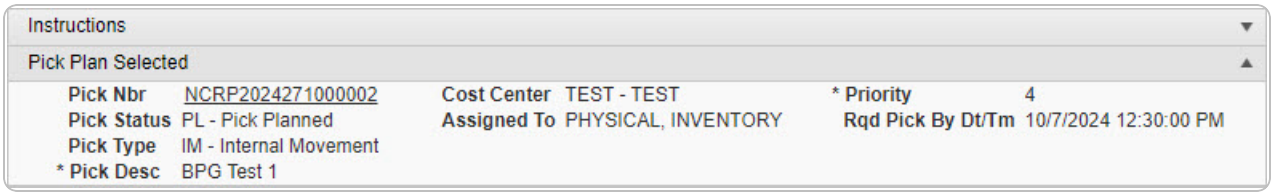
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Display an Open Materiel Movement Pick Details

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

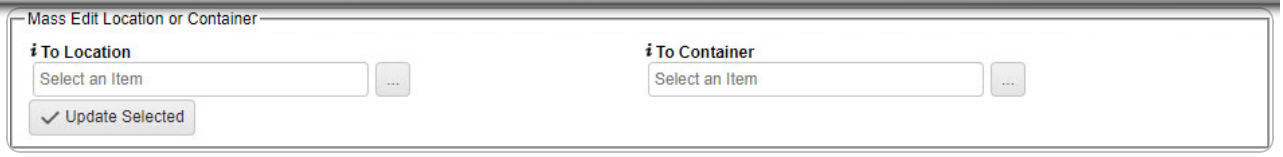
1. Select Search. *The results display in the Materiel Movement Pick grid.*
2. Select Pick next to the desired record. *The **Materiel Movement Pick Details — for Open Picks** page appears.*
3. View the Pick Plan Selected Panel.



A. *Verify the PICK NBR.*
B. *Verify the Pick Status.*
C. *Verify the Pick Type.*
D. *Verify the PICK DESC.*
E. *Verify the Cost Center.*
F. *Verify the Assigned To.*
G. *Verify the Priority.*
H. *Verify the RQD PICK BY DT/TM.*

Note
The Pick Plan selected determines the results grids available.
There may be one grid showing, two grids showing, or all three grids showing.

4. In the STOCK NBR Picks panel, select Edit next to the desired entry. *The **Update Stock Nbr Picks** pop-up window appears.*
5. In the Inventory Picks panel, select Edit next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*
6. In the Container Picks panel, select Edit next to the desired entry. *The **Update Container Picks** pop-up window appears.*
7. Determine which entries require a mass movement.



A. Click ☐ to select the desired entry(ies) in the respective grids. *To select all entries in the grid, click ☐ All at the top of the grid.*

B. Choose one or both of the following steps:

a. Update the To Location field, using ... to browse for the revised location.

Location Browse help

OR

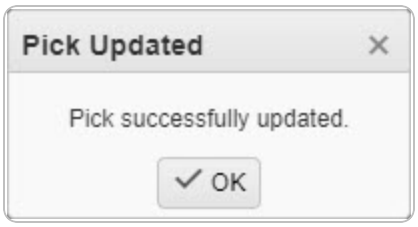
b. Update the To Container, using ... to browse for the revised ID.

Container Identification Browse help

C. Select ✓ Update Selected. *The new destination appears in the respective grids.*

Initiate a Materiel Movement Pick

1. Click ✓ Pick All. *The **Pick Updated** pop-up window appears.*



2. Select ✓OK. *The pop-up window closes, and the status of applicable entries change to "PK - Full Pick".*

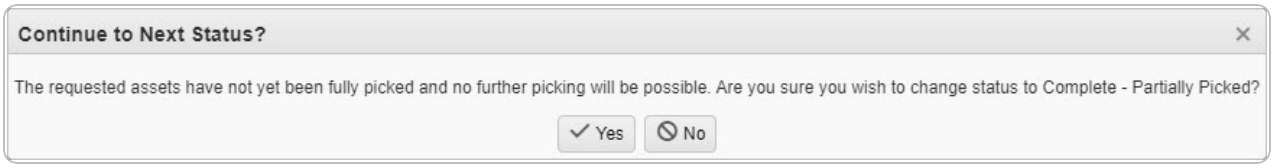
3. Choose ◄ Back to return to the previous page.

Print a Materiel Movement Pick List

1. Select Print. *The **Windows Save As** pop-up window appears.*
2. Select Save. *The Pick Plan List is saved as a PDF.*
3. *Print the file when desired.*

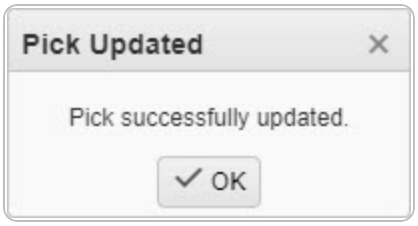
Complete a Materiel Movement Pick

1. Select Complete Pick. *The **Continue to Next Status** pop-up window appears.*



2. Select:

A. Yes. *The Pick Plan is ready to be updated, and the **Pick Updated** pop-up window appears:*



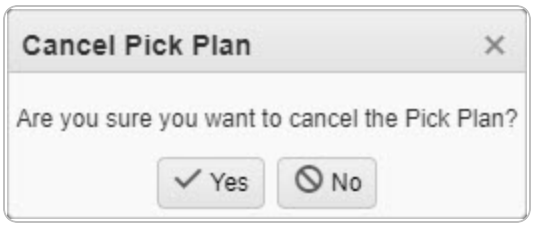
B. No. *The pop-up window closes, and the **Materiel Movement Plan Details** page returns.*

Attention

If all assets are not selected in the Materiel Movement Pick record (i.e. the Picked QTY for an entry is zero and the entry status is "NP - Not Picked"), the **Continue to Next Status** pop-up window states that selecting Yes designates the record with a "Complete - Partially Picked" status. In cases where partial picks are not allowed, the pick item should be excluded from the pick prior to completing the pick.

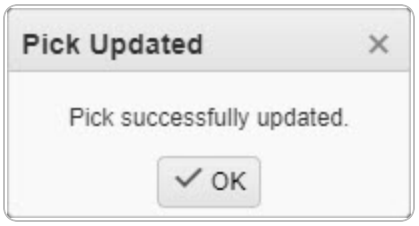
Cancel a Materiel Movement Pick

1. Select ✕ Cancel Pick Plan. *The **Cancel Pick Plan** pop-up window appears.*



2. Select:

   A. ✓ Yes. *The Pick Plan is ready to cancel, and the **Pick Updated** pop-up window appears:*



   B. ⊘ No. *The pop-up window closes, and the **Materiel Movement Pick Details** page returns.*

3. Select ✓OK. *The pop-up window closes, and the Pick Plan is removed from the Materiel Movement Plan 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Pick
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks
- Materiel Movement Open Pick Details
- Materiel Movement Closed Pick Details

View the Materiel Movement Pick Details — for Closed Picks

Overview

The Materiel Movement Pick Details provides the ability to view the details of the read-only Pick Plan record.

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

MATERIEL MGMT > Materiel Movement > Pick > ☐ Display Closed Statuses > Search > Details > Materiel Movement Pick Details — for Closed Picks page

Page Fields

The following fields display on the **Materiel Movement Pick Details — for Closed Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.

55	Use "Back" button to return to previous page.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.

Pick Plan Selected

Pick Nbr
Pick Status
Pick Type
Pick Desc *
Cost Center
Assigned To
Priority *
Rqd Pick By Dt/Tm

Stock Nbr Picks Grid

Select Items
Stock Nbr
Item Desc
Mgmt Cd
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Inventory Picks Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By
GFM Contract Nbr

Container Picks Grid

Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

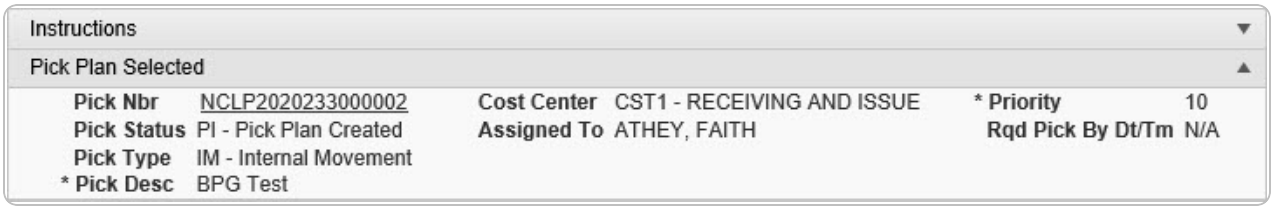
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Display a Closed Materiel Movement Pick Details

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

1. In the Search Criteria, click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
2. Select Search. *The results display in the Materiel Movement Pick grid.*
3. Select Details next to the desired record. *The Materiel Movement Pick Details page appears.*
4. View the Pick Plan Selected Panel.



   A. *Verify the PICK NBR.*
   B. *Verify the Pick Status.*
   C. *Verify the Pick Type.*

D. *Verify the PICK DESC.*

E. *Verify the Cost Center.*

F. *Verify the Assigned To.*

G. *Verify the Priority.*

H. *Verify the RQD PICK BY DT/TM.*

Note

The Pick Plan selected determines the results grids available.
There may be one grid showing, two grids showing, or all three grids showing.

5. View the STOCK NBR Picks Grid.

A. *Verify the Select Items.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the MGMT CD.*

E. *Verify the Include Pick.*

F. *Verify the Status.*

G. *Verify the Location.*

H. *Verify the Container.*

I. *Verify the COND CD.*

J. *Verify the REQUESTED QTY.*

K. *Verify the Planned Qty.*

L. *Verify the To Location.*

M. *Verify the To Container.*

N. *Verify the To Location Type.*

O. *Verify the OWNING DODAAC.*

P. *Verify the PRJ CD.*

Q. *Verify the INV TYPE.*

R. View the optional grid columns.

a. *Verify the Program ID.*

b. *Verify the ESTABLISHED DT/TM.*

c. *Verify the ESTABLISHED BY.*

d. *Verify the Last Transaction DT/TM.*

e. *Verify the LAST UPDATED BY.*

6. View the Inventory Picks Grid.

A. *Verify the ICN.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the Serial Nbr.*

E. *Verify the Pick Order.*

F. *Verify the Status.*

G. *Verify the Location.*

H. *Verify the Container.*

I. *Verify the COND CD.*

J. *Verify the REQUESTED QTY.*

K. *Verify the Planned Qty.*

L. *Verify the To Location.*

M. *Verify the To Container.*

N. *Verify the To Location Type.*

O. *Verify the OWNING DODAAC.*

P. *Verify the PRJ CD.*

Q. *Verify the INV TYPE.*

R. *Verify the Parent ICN.*

S. View the optional grid columns.

a. *Verify the Program ID.*

b. *Verify the ESTABLISHED DT/TM.*

c. *Verify the ESTABLISHED BY.*

d. *Verify the Last Transaction DT/TM.*

e. *Verify the LAST UPDATED BY.*

f. *Verify the GFM CONTRACT NBR.*

7. View the Container Picks Grid.

A. *Verify the Status.*

B. *Verify the Container.*

C. *Verify the To Location.*

D. *Verify the To Location Type.*

E. View the optional grid columns.

a. *Verify the Program ID.*

b. *Verify the ESTABLISHED DT/TM.*

c. *Verify the ESTABLISHED BY.*

d. *Verify the Last Transaction DT/TM.*

e. *Verify the LAST UPDATED BY.*

8. Choose Back to return to the previous 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
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 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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks

Transportation Pick Plan

Overview

The Warehouse Management module Transportation Pick Plan process provides the ability to create, initiate, cancel, and edit existing requests, as well as assign personnel. This process manages requests that require special handling equipment and / or personnel with specific certification, by assigning Cost Centers associated with the "Transportation" Work Type. Transportation Pick Plan Requests are formal, managed actions that are non-typical warehouse actions.

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

MATERIEL MGMT > Transportation > Plan > Transportation Plan page

Page Fields

The following fields display on the **Transportation Plan** 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.
21	Select "Add" button to create a new record.
476	Select "Plan" button to create project plan.
470	Select "Details" button to view a read only screen of the Pick Plan.

Search Criteria

Pick Nbr
Pick Type
Pick Status
Cost Center
Pick Desc
Display Closed Statuses
Assigned To

Search Results Grid

Pick Nbr
Pick Desc
Stock Nbr Picks
Inventory Picks
Container Picks
Pick Type
Pick Status
Cost Center
Assigned To
Priority
Rqd Pick by Dt/Tm

Optional

Program Id
Established Dt/Tm
Established By

Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies a mandatory field

Procedures

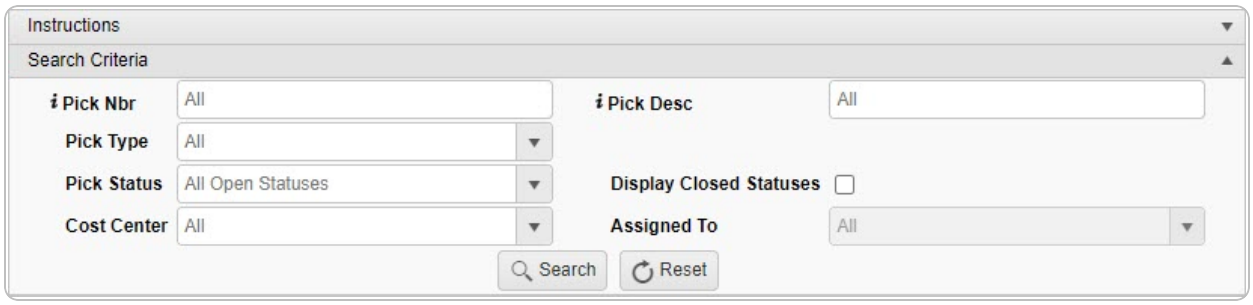
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Transportation Pick Plan

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

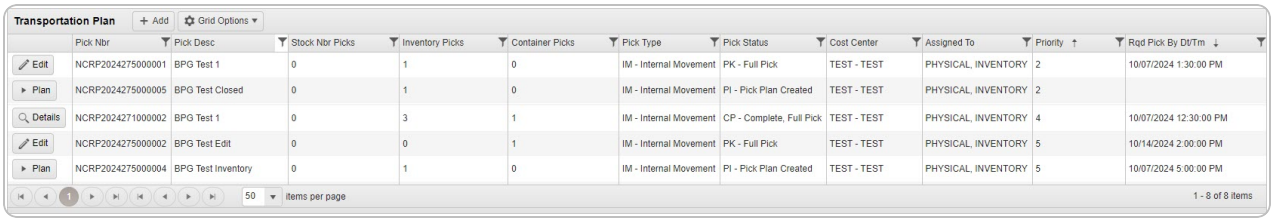
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the PICK NBR, using i to assist with the entry. *This is a 17 alphanumeric character field.*
- Use ▼ to select the Pick Type.
- Use ▼ to select the Pick Status.
- Use ▼ to select the Cost Center.
- Enter the PICK DESC, using i to assist with the entry. *This is a 1,024 alpha-numeric character field.*

- Click ☐ to select the Display Closed Statuses. *Only display records with a "Closed" status in the Search Results.*
- Use ▼ to select Assigned To. *This is available only after a Cost Center is assigned.*

2. Select Search. *The results display in the Transportation Plan grid.*



Add a Transportation Pick Plan Record

Select + Add. *The **Add a Transportation Plan** page appears.*

View the Transportation Pick Plan Details

Select ▶ Plan next to the desired record. *The **Transportation Plan Details** page appears.*

Update a Transportation Pick Plan Record

Select ▶ Plan next to the desired record. *Some of the **Pick Plan Selected** grid fields become editable.*

Update Stock Nbr Picks

Select Edit after selecting ▶ Plan. *The **Update Stock Nbr Picks** pop-up window appears.*

Update an Inventory Pick

Select Edit after selecting ▶ Plan. *The **Update Inventory Picks** pop-up window appears.*

Update Container Picks

Select Edit after selecting Plan. *The **Update Container Picks** pop-up window appears.*

Complete a Transportation Pick Plan

Select Complete Pick. *The **Continue To Next Status** pop-up window appears.*

Print a Transportation Pick Plan List

Select Print. *The **Windows Save As** pop-up window appears.*

Cancel a Transportation Pick Plan

Select Cancel Pick Plan. *The **Cancel Pick Plan** pop-up 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
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,	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

period, and space, and max length of 256.	256. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Pick
- Add a Transportation Plan
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- Update the Container Pick
- View the Details of a Transportation Plan
- Cost Center

Add a Transportation Pick Plan

Overview

The Transportation Pick Plan Add process provides the ability to add a Transportation Pick Plan Request. These requests are formally managed actions that are not typical warehouse actions, therefore requiring special handling equipment and / or personnel with specific certifications.

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

MATERIEL MGMT > Transportation > Plan > + Add > Transportation Pick Plan page

Page Fields

The following fields display on the **Pick Plan Header** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.

55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Pick Planning tab

Pick Nbr
Pick Type
Cost Center *
Priority *
Pick Desc *
Pick Status
Assigned To
Rqd Pick by Dt

What type of picks should be added? *

Stock Nbr Picks
Inventory Picks
Container Picks

Stock Nbr Picks Section

Change Destination
Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location

To Container

Inventory Picks Section

Change Destination
Stock Nbr
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Container Picks Section

Container *
Change Destination
To Location Type
To Location

Destination

To Location Type
To Location

(*) Asterisk identifies a mandatory field

Procedure

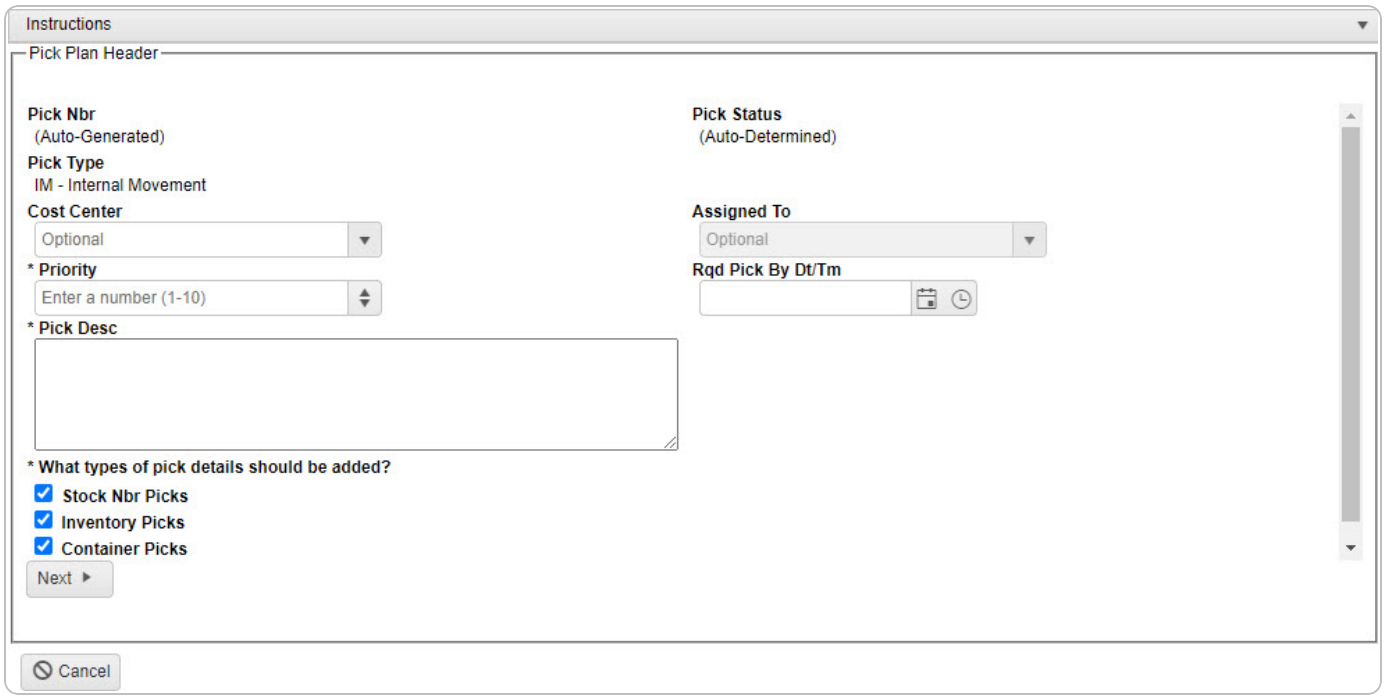
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Pick Plan Record

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

1. Select + Add. *The Pick Plan Header appears.*



1. *The PICK NBR automatically populates and is not editable.*
2. *The Pick Type automatically populates and is not editable.*
3. Use ▼ to select a Cost Center.
4. Use ▲▼ to choose the Priority number.
5. Enter the Pick DESC in the field provided. *This is a 1,204 alphanumeric character field.*
6. *The Pick Status automatically populates and is not editable.*
7. Use ▼ to select an Assigned To.

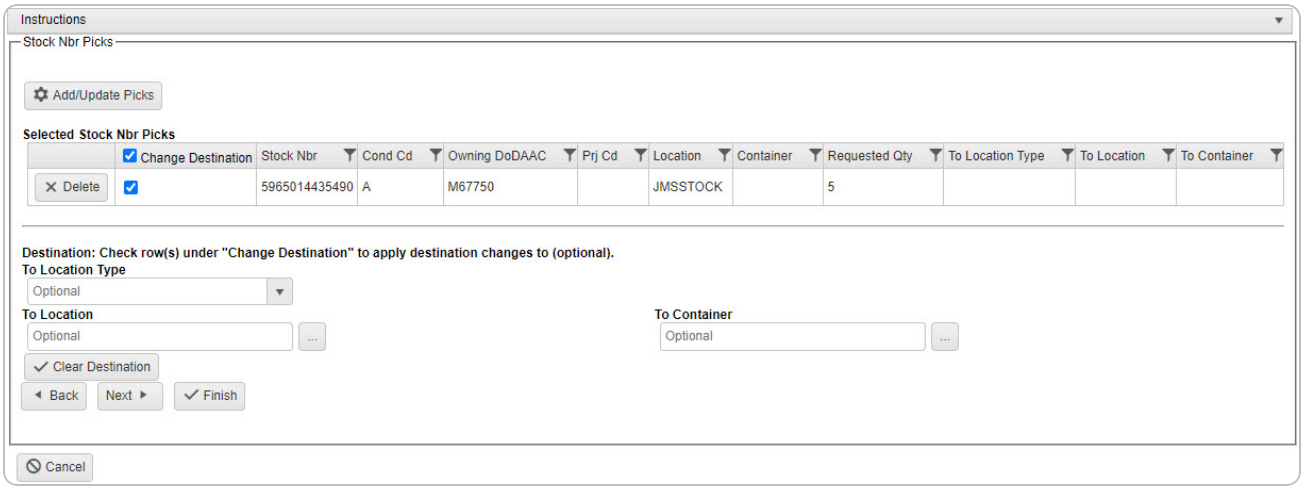
8. Use to select the RQD PICK BY DT/TM, or enter a date and time (MM/DD/YYYYHH:MM) in the field provided.

9. Verify the types of pick details contains the appropriate ☑ or ☐. ☑ *is included,* ☐ *is excluded.*

- **STOCK NBR Picks**
- **Inventory Picks**
- **Container Picks**

10. Select Next ▸. *The first Pick Details type selected appears.*

STOCK NBR Picks



A. Select Add/Update Picks to enter items into the Selected STOCK NBR Picks. *The **Inventory Selection** pop-up window appears.*

> **Note**
> If an entry is selected in error, select ✕ Delete to remove the entry from the Selected STOCK NBR Picks.

B. Click ☐ to select the row(s) to apply destination changes.

C. Use ▾ to select a To Location Type.

D. Enter the To Location field, or use [...] to browse for the entry. *This is a 25 alpha-numeric character field.*

Location Browse help

E. Enter the To Container, or use [...] to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

F. Select [Set Destination] to apply the destination changes in the Selected STOCK NBR Picks grid.

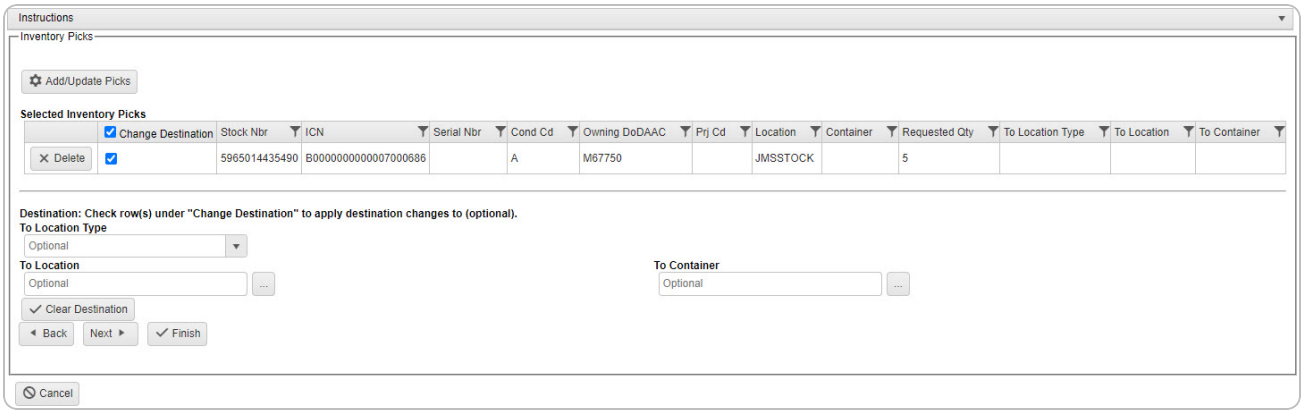
Attention

If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

G. Choose one of the following options:

- Select [Back]. *Returns to the previous step.*
- Select [Next]. *Continues to the next step.*
- Select [Finish]. *Completes the process and saves all the items.*

Inventory Picks



A. Select Add/Update Picks to enter items into the Selected Inventory Picks. *The **Inventory Selection** pop-up window appears.*

> **Note**
> If an entry is selected in error, select Delete to remove the entry from the Selected Inventory Picks.

B. Select ☐ of the desired entries to change the destination.

C. Use ▼ in the To Location Type field to assign a type of location.

D. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Location Browse help

E. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

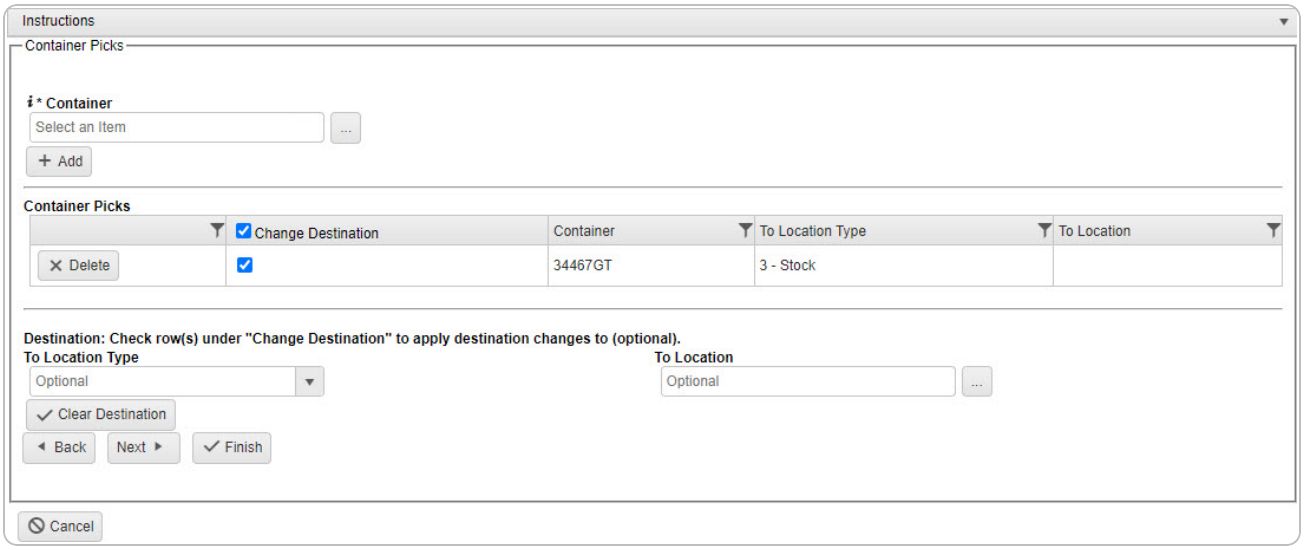
F. Select ✓ Set Destination to apply the destination changes.

> **Attention**
> If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

G. Choose one of the following options:

- Select ◄ Back. *Returns to the previous step.*
- Select Next ► . *Continues to the next step.*
- Select ✓ Finish. *Completes the process and saves all the items.*

Container Picks



A. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 25 alphanumeric character field.*

Container Identification Browse help

B. Select + Add. *The Container is added to the Container Picks.*

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Container Picks.

C. Select ☐ of the desired entries to change the destination.

D. Use ▼ in the To Location Type field to assign a type of location.

E. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Location Browse help

F. Select ✓ Set Destination to apply the destination changes.

Attention

If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

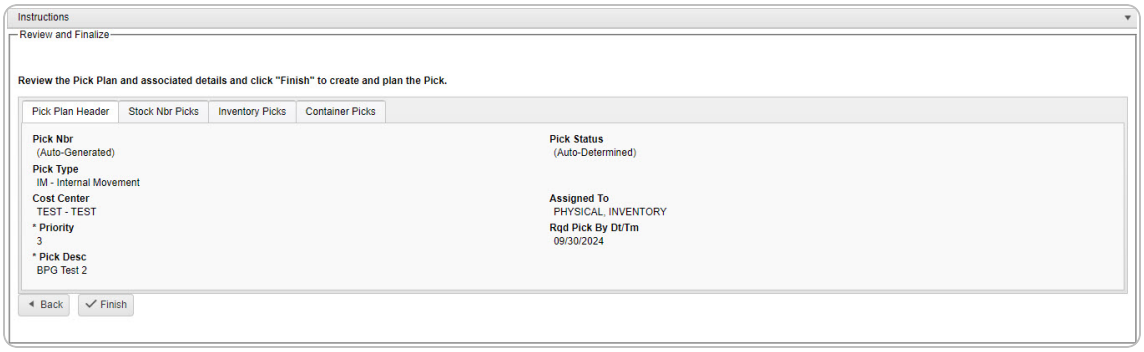
G. Choose one of the following options:

- Select Back. *Returns to the previous step.*
- Select Next. *Continues to the next step.*
- Select Finish. *Completes the process and saves all the items.*

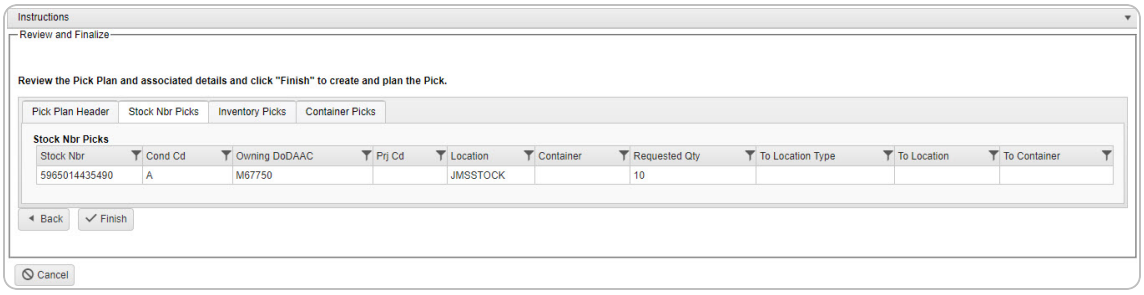
Review and Finish

A. Review the Pick Plan and associated details:

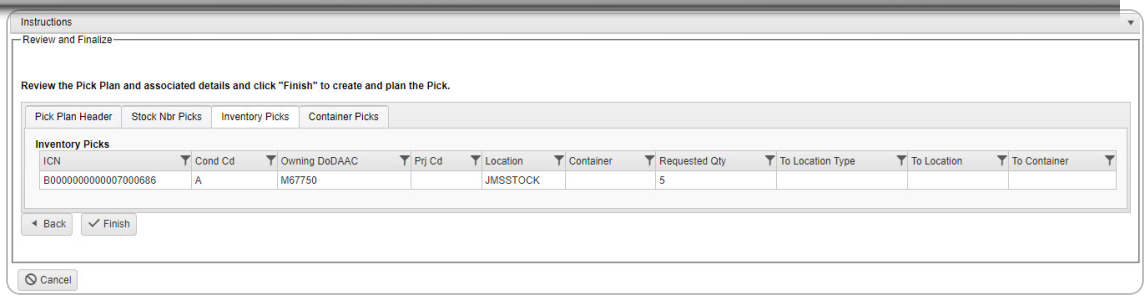
a. Pick Plan Header tab



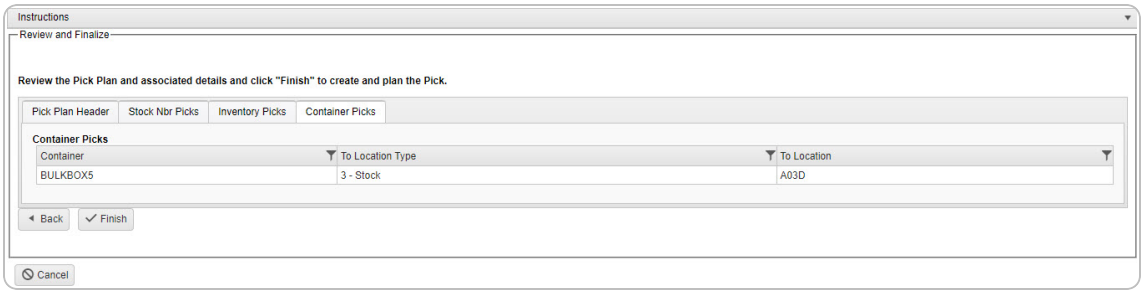
b. STOCK NBR Picks tab



c. Inventory Picks tab



d. Container Picks tab



B. Choose one of the following options:

- Select ◂ Back. *Returns to the previous step.*
- Select ✓ Finish. *Returns to the **Transportation Plan** screen, with the new Pick Plan record at the top of the Transportation Plan 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PICK DESC*.	
13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- Update the Container Pick
- View the Details of a Transportation Plan

Details Regarding a Transportation Plan

Overview

The Transportation Plan Details process provides the ability to edit or remove a Pick Plan Request.

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

MATERIEL MGMT > Transportation > Plan > Plan > Transportation Plan Details page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
55	Use "Back" button to return to previous page.

460	Select "Mark as Planned" to update the status to "Pick Planned".
462	Select "Cancel Pick Plan" to cancel the current Pick Plan and free up any allocations reserved by the Pick Plan.
463	"Select Assets" will allow you to select specific inventory records and quantities to include in the pick.
464	"Locate Assets" will allow you to identify the Location/Container for a STOCK NBR Pick record with a serialized stock number that does not already have a defined Location / Container selected.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.
xxxx	To assign multiple picks to a common destination, select the desired pick(s) using the checkbox (or All) and enter the destination using the mass edit To Location/ To Container.

Pick Plan Selected

Pick Nbr
Pick Status
Pick Type
Pick Desc *
Cost Center
Assigned To
Priority *
Rqd Pick by Dt

Stock Nbr Picks Grid

Edit
All
Stock Nbr
Item Desc
Mgmt Cd
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inventory Picks Grid

Edit
All
ICN
Stock Nbr
Serial Nbr
Pick Order
Status
Location
Container
Location Status
Freeze Location
Cond Cd

Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
GFM Contract Nbr

Container Picks Grid

Edit
All
Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Mass Edit Location or Container

To Location
To Container

(*) Asterisk identifies a mandatory field

Procedures

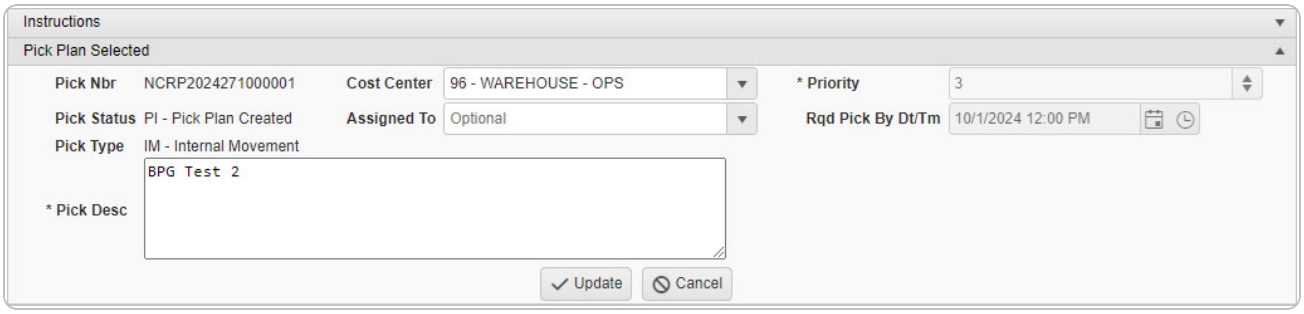
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Selected Pick Plan

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

1. Select Plan next to the desired record. *The* ***Transportation Plan Details*** *page appears.*
2. Select Edit. *Some of the* ***Pick Plan Selected*** *grid fields become editable.*



A. *Verify the PICK NBR.*

B. *Verify the Pick Status.*

C. *Verify the Pick Type.*

D. Update the PICK DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

E. Update the Cost Center, using ▼ to select the desired identifier.

F. Update the Assigned To, using ▼ to select the desired name. *This is available only after a Cost Center is assigned.*

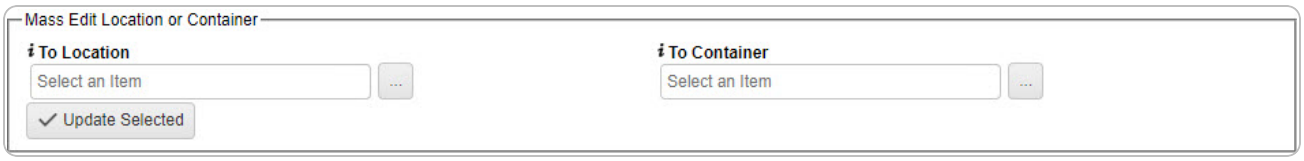
G. *Verify the Priority.*

H. *Verify the RQD PICK BY DT/TM.*

3. Select Update. *The fields close and the grid returns to the previous state.*

Mass Update a Pick Plan

1. *For Bulk Entries, the bottom panel is **Mass Edit a Location or Container**:*



   A. Use i or ... to assist with the To Location entry. *This is a 20 alphanumeric character field.*

      Location Browse help

   B. Use i or ... to assist with the To Container entry. *This is a 20 alphanumeric character field.*

      Container Identification Browse help

2. Select Update Selected. *The To Location and/or To Container entries are revised in the above grid.*

Display the Transportation Plan Details

1. Select Details. *The **Transportation Plan Details** page appears.*

Note

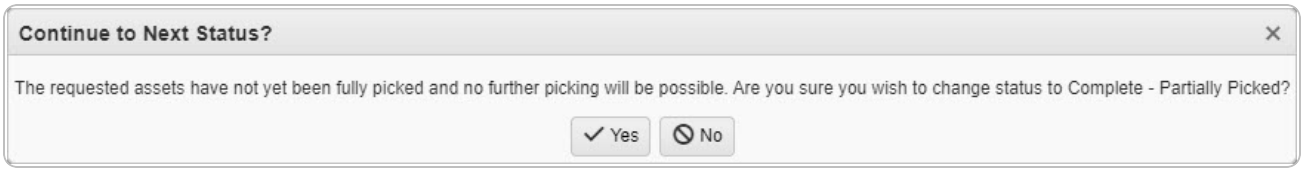
The Details displays the read only details of the Transportation Plan. The screen shows the Pick Plan Selected section and the current inventory picks, along with the status of the pick. The page has four sections:

- **Pick Plan Selected Section**
  shows the Header information of the Pick Plan.
- **STOCK NBRS Picks Grid Section** (soft picks)
  the STOCK NBR pick does not correlate to a specific item in the Warehouse.
- **Inventory Picks Grid Section** (hard picks)
  the Inventory pick correlates directly to a specific item in the Warehouse.
- **Container Picks Grid Section** (hard picks)
  the Container pick correlates directly to a specific container within the Warehouse.

2. Select Back. *Returns to the previous page.*

Complete a Pick Plan

1. Select Complete Pick. *The **Continue to Next Status** pop-up window appears.*



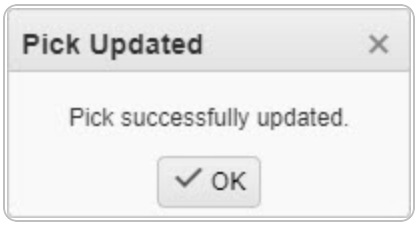
Attention

When selecting Complete Pick, no further edits to the picks are allowed. In order to proceed, the Pick Plan must satisfy the following rules:

- All stock number picks for serialized stock numbers must have a "From" location or container specified (but not both). These stock number picks optionally may be converted into inventory picks, instead.
- All stock number picks for bulk stock numbers must be converted to inventory picks.

2. Select:

A. ✓ Yes. *The Pick Plan is ready to be updated, and the **Pick Updated** pop-up window appears:*

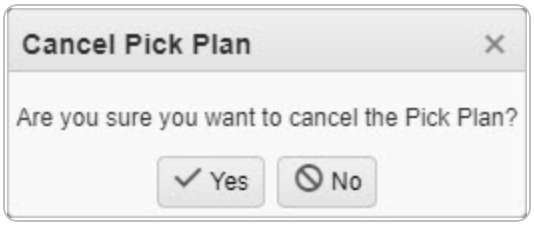


B. ⊘ No. *The pop-up window closes, and the **Transportation Plan Details** page returns.*

3. Select ✓OK. *The pop-up window closes, the main page returns to the **Transportation Plan** page, and the status of the Pick Plan becomes "PL - Pick Planned".*

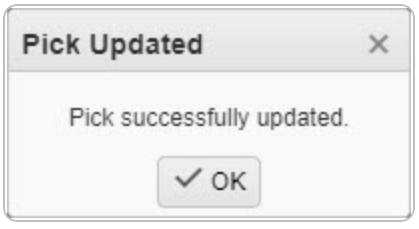
Cancel a Pick Plan

1. Select ✕ Cancel Pick Plan. *The **Cancel Pick Plan** pop-up window appears.*



2. Select:

A. ✓ Yes. *The Pick Plan is ready to cancel, and the **Pick Updated** pop-up window appears:*



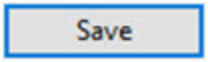
B. ⊘ No. *The pop-up window closes, and the **Transportation Plan Details** page returns.*

3. Select

. *The pop-up window closes, and the Pick Plan is removed from the Transportation Plan grid.*

Print a Transportation Pick Plan List

1. Select

. *The* ***Windows Save As*** *pop-up window appears.*
2. Select 

. *The Pick Plan List is saved as a PDF.*
3. *Print the file when desired.*

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

- Transportation Plan
- Transportation Pick
- Add a Transportation Plan
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- Update the Container Pick

Update a Transportation Container Pick Plan

Overview

The Transportation Pick Plan Update process provides the ability to edit a Pick Plan Request.

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

MATERIEL MGMT > Transportation > Plan > Search > Pick (desired record) > Edit (desired record) > Update Container Picks pop-up window

Page Fields

The following fields display on the **Update Container Picks** 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.

Update Container Pick Plan

Container
Status
To Location
To Location Type

Procedure

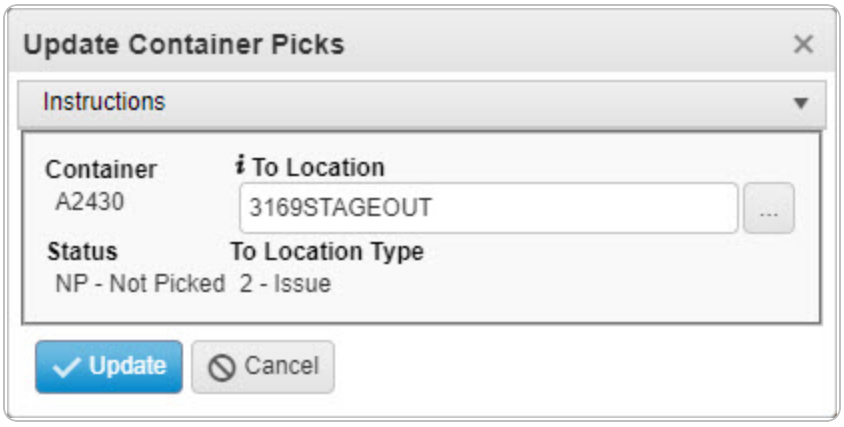
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Container Pick Plan Record

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

1. Select Plan next to the desired record. *The* ***Transportation Plan Details*** *page appears.*
2. Select Edit next to the desired entry. *The* ***Update Container Picks*** *pop-up window appears.*



A. Verify the Container.

B. *Verify the Status.*

C. Use or to assist with the To Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

D. *Verify the To Location Type.*

E. Select Update. *The Container Picks pop-up window closes, and the revised pick appears green in the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Pick Desc*.	

13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Plan
- Update a Stock Number Pick Plan
- Update an Inventory Pick Plan
- View the Details of a Transportation Plan

Update a Transportation Inventory Pick Plan

Overview

The Transportation Inventory Pick Plan Update process provides the ability to edit a Pick Plan Request.

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

MATERIEL MGMT > Transportation > Plan > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Inventory Picks** 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.

Update Inventory

ICN
Stock Nbr
Location
Owning DoDAAC
Requested Qty *
Status
To Location
To Location Type
Serial Nbr
Cond Cd
Container
Prj Cd
Planned Qty *
To Container

(*) Asterisk identifies a mandatory field

Procedure

ELMS Navigation Helpful Tips

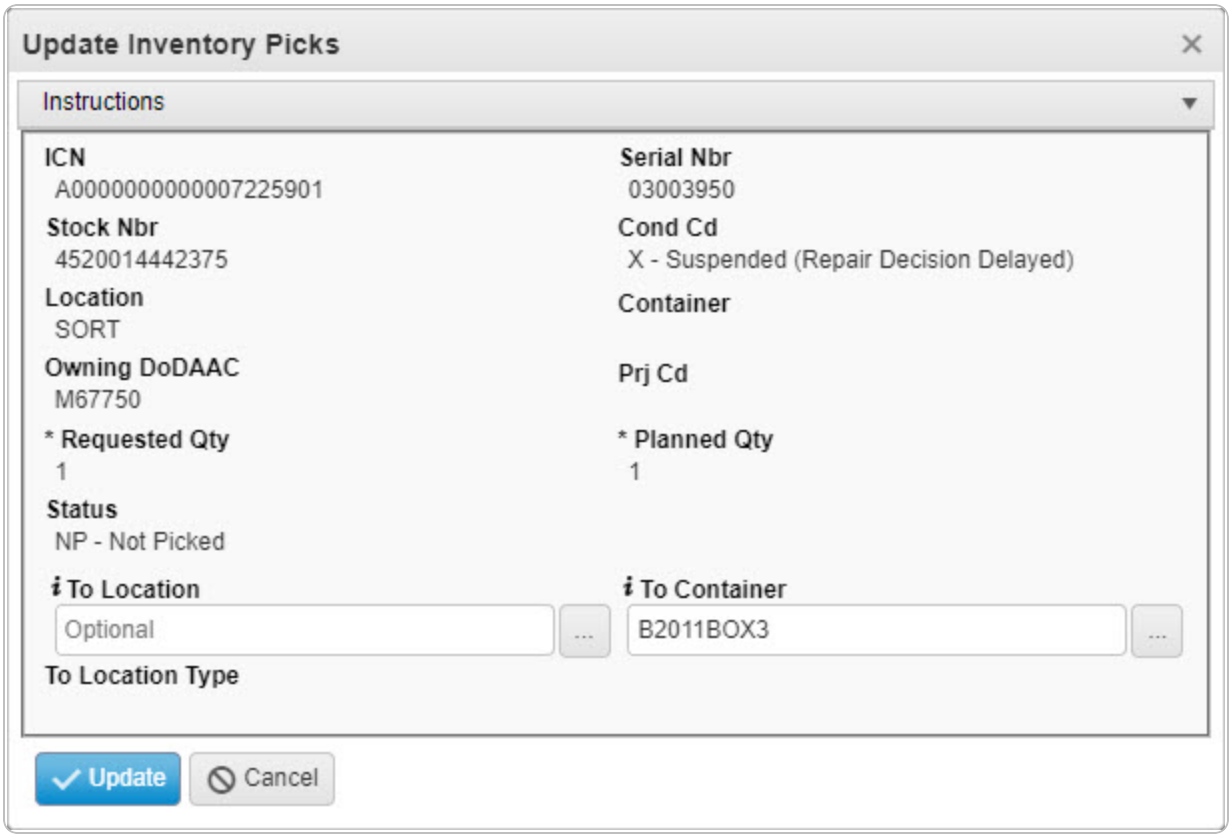
Click the following link to display Warehouse Navigation Tips.

Update an Inventory Pick Plan Record

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

1. Select Plan next to the desired record. *The* ***Transportation Plan Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*



A. *Verify the ICN.*

B. *Verify the STOCK NBR.*

C. *Verify the Location.*

D. *Verify the OWNING DODAAC.*

E. *Verify the Requested QTY.*

F. *Verify the Status.*

G. Use i or ... to assist with the To Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

H. *Verify the To Location Type.*

I. *Verify the SERIAL NBR.*

J. *Verify the COND CD.*

K. *Verify the Container.*

L. Verify the PRJ CD.

M. *Verify the Planned QTY.*

N. Use or to assist with the To Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

O. Select . *The Inventory Picks pop-up window closes, and the revised pick appears green in the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Pick Desc*.	
13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Plan
- Update a Stock Number Pick Plan
- Update the Container Pick
- View the Details of a Transportation Plan

Update a Stock Number Transportation Pick Plan

Overview

The Transportation Stock Number Pick Plan Update process provides the ability to edit a Stock Number Pick Plan Request.

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

MATERIEL MGMT > Transportation > Plan > Search > Pick (desired record) > Edit (desired record) > Update STOCK NBR Picks pop-up window

Page Fields

The following fields display on the **Update STOCK NBR Picks** 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.

Update Stock Nbr Inventory

Stock Nbr
Location
Owning DoDAAC
Requested Qty *
Status
To Location
To Location Type
Cond Cd
Container
Prj Cd
Planned Qty *
Include Pick
To Container

(*) Asterisk identifies a mandatory field

Procedure

ELMS Navigation Helpful Tips

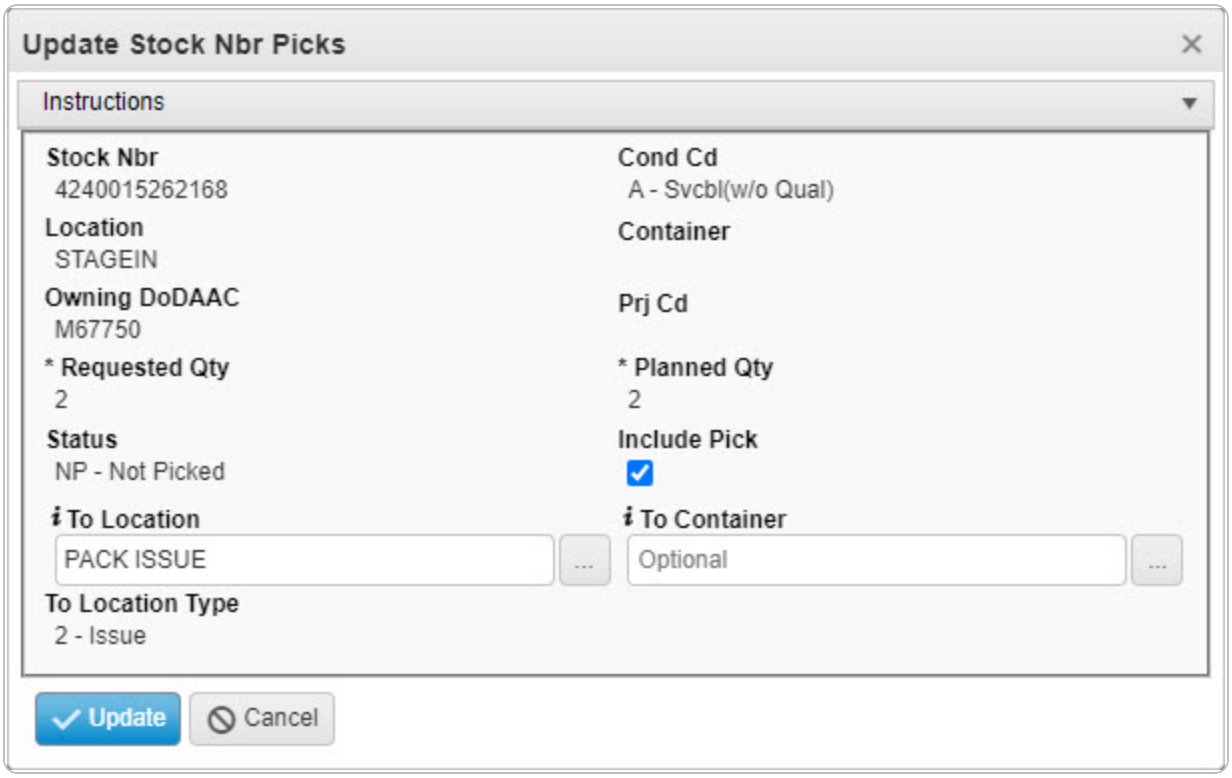
Click the following link to display Warehouse Navigation Tips.

Update a Stock Nbr Pick Plan Record

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

1. Select Plan next to the desired record. *The* ***Transportation Plan Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update STOCK NBR Picks** pop-up window appears.*



A. *Verify the STOCK NBR.*

B. *Verify the Location.*

C. *Verify the OWNING DODAAC.*

D. *Verify the Requested QTY.*

E. *Verify the Status.*

F. Use i or ... to assist with the To Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

G. *Verify the To Location Type.*

H. *Verify the COND CD.*

I. *Verify the Container.*

J. *Verify the PRJ CD.*

K. *Verify the Planned QTY.*

L. Verify the Include Pick contains the appropriate ☑ or ☐. ☑ *is included,* ☐ *is excluded.*

M. Use ℹ or ... to assist with the To Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

N. Select Update. *The STOCK NBR Picks pop-up window closes, and the revised pick appears green in the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Pick Desc*.	
13 — Mandatory Entry: *Priority*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Plan
- Update an Inventory Pick Plan
- Update the Container Pick
- View the Details of a Transportation Plan

Transportation Pick

Overview

The Warehouse Management module Transportation Pick process provides the ability to manage the pick planning, allocation, and picking of assets in a Pick Plan record. The process tracks in the system what is physically picked from the warehouse, when the pick plan is executed, and where the assets are located upon completion of the Pick record.

Note

A Pick Plan is downloadable to an Automatic Identification Technology (AIT) hand held device (scanner).

The AIT device performs picks and automatically records the items as they are being picked, temporarily marking the items as in-transit while the pick is happening, and then marking them as moved to their final destinations when completed.

The hand held Picking application attempts to close the pick plan when it is completed. Any picks that were previously downloaded to an AIT device are not editable on the computer prior to syncing, because the picks are still on the hand held device.

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

MATERIEL MGMT > Transportation > Pick > Transportation Pick page

Page Fields

The following fields display on the **Transportation Pick** 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.
471	Select "Pick" button to edit the details of the Pick Plan.
470	Select "Details" button to view a read only screen of the Pick Plan.

Search Criteria Grid

Pick Nbr
Pick Type
Pick Status
Cost Center
Pick Desc
Display Closed Statuses
Assigned To

Search Results Grid

Pick
Pick Nbr
Pick Desc
Stock Nbr Picks
Inventory Picks
Container Picks
Pick Type
Pick Status
Cost Center
Assigned To

Priority
Rqd Pick By Dt/Tm

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Procedures

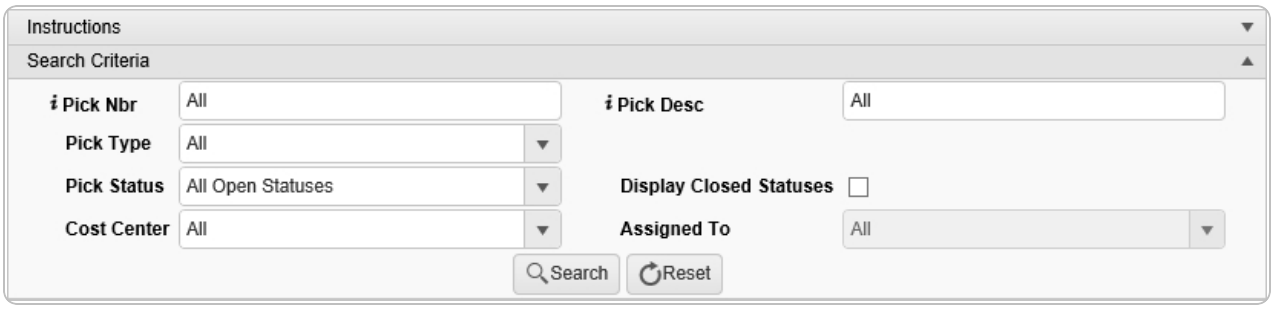
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Transportation Pick Record

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

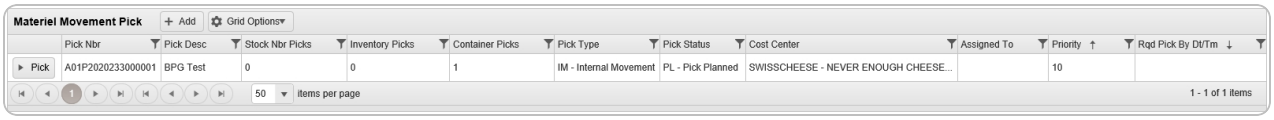
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the PICK NBR, using i to assist with the entry. *This is a 17 alphanumeric character field.*
- Use ▼ to select the Pick Type.
- Use ▼ to select the Pick Status.

- Use ▼ to select the Cost Center. *Once the Cost Center is selected, Assigned To becomes available.*
- Enter the PICK DESC, using ℹ to assist with the entry. *This is a 1,024 alphanumeric character field.*
- Click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
- Use ▼ to select the Assigned To.

2. Select Search. *The results display in the Transportation Pick grid.*



Add a Transportation Pick Record

Select + Add. *The **Add a Transportation Pick** page appears.*

Display a Closed Transportation Pick Details

Select Details next to the desired record. *The **Transportation Closed Pick Details** page appears.*

Update STOCK NBR Picks

Select Edit after selecting ▶ Plan. *The **Update Stock Nbr Picks** pop-up window appears.*

Update Inventory Picks

Select Edit after selecting ▶ Plan. *The **Update Inventory Picks** pop-up window appears.*

Update Container Picks

Select Edit after selecting Plan. *The **Update Container Picks** pop-up window appears.*

Mass Update the To Location / To Container

Select Pick. *The **Transportation Mass Edit Grid** page appears.*

Initiate a Transportation Pick

Select Pick All next to the desired record. *The **Transportation Pick Updated** pop-up window appears.*

Complete a Transportation Pick

Select Complete Pick. *The **Continue to Next Status** pop-up window appears.*

Print a Pick List

Select Print. *The **Windows Save As** pop-up window appears.*

Cancel a Pick

Select Cancel Pick Plan. *The **Cancel Pick Plan** pop-up 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

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
xxxx — Cannot complete the pick for pick nbr "{0}", because the pick plan contains open STOCK NBR picks.	Invalid Entry. The pick cannot be completed. Fix the open picks and try again.

Related Topics

- Transportation Plan
- Add a Transportation Pick
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks
- Transportation Open Pick Details
- Transportation Closed Pick Details

Add a Transportation Pick

Overview

The Transportation Pick Add process provides the ability to create a Pick Plan record.

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

MATERIEL MGMT > Transportation > Pick > + Add > Add a Transportation Pick page

Page Fields

The following fields display on the **Add a Transportation Pick** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.

55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Pick Plan Header

Pick Nbr
Pick Status
Pick Type
Cost Center
Assigned To
Priority *
Rqd Pick By Dt/Tm
Pick Desc *
Stock Nbr Picks
Inventory Picks
Container Picks

Stock Nbr Picks

Add / Update Picks

Selected Stock Nbr Picks

Change Destination
Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type

To Location
To Container

Inventory Picks

Add / Update Picks

Selected Inventory Nbr Picks

Change Destination
Stock Nbr
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Container Picks

Container *

Container Picks

Change Destination
Container
To Location Type
To Location

Destination

To Location Type
To Location

Review and Finalize

Pick Plan Header Tab

Pick Nbr
Pick Status
Pick Type
Cost Center
Assigned To
Priority
Rqd Pick By Dt/Tm
Pick Desc

Stock Nbr Picks Tab

Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Inventory Picks Tab

ICN
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Container Picks

Container
To Location Type
To Location

Procedures

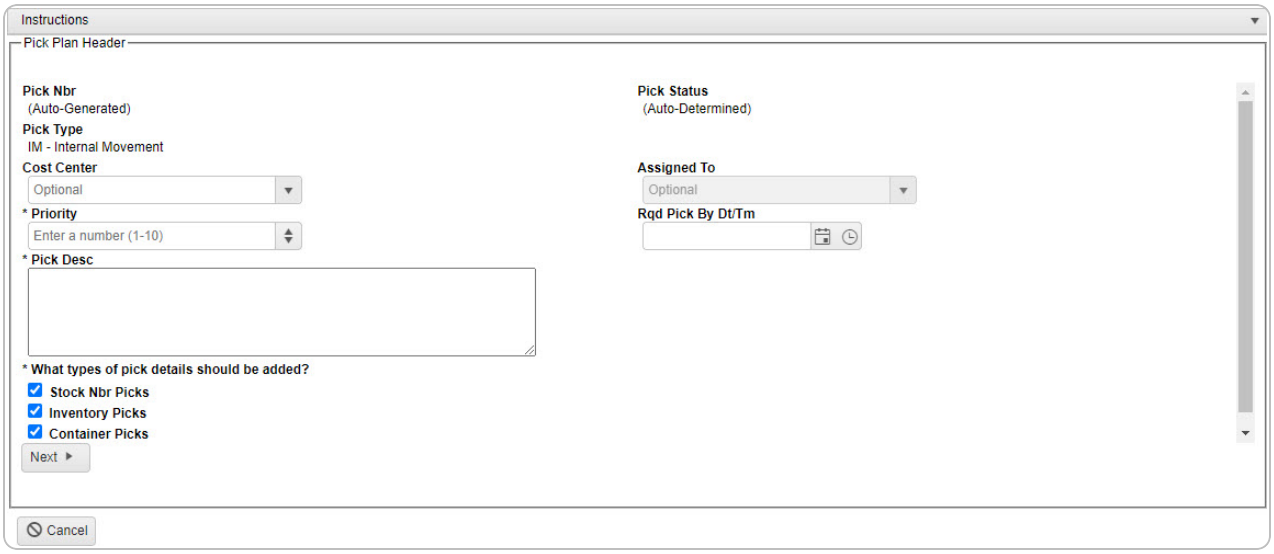
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Transportation Pick Record

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

1. Select + Add to add a request. *The* ***Transportation Pick Add*** *pop-up window appears.*



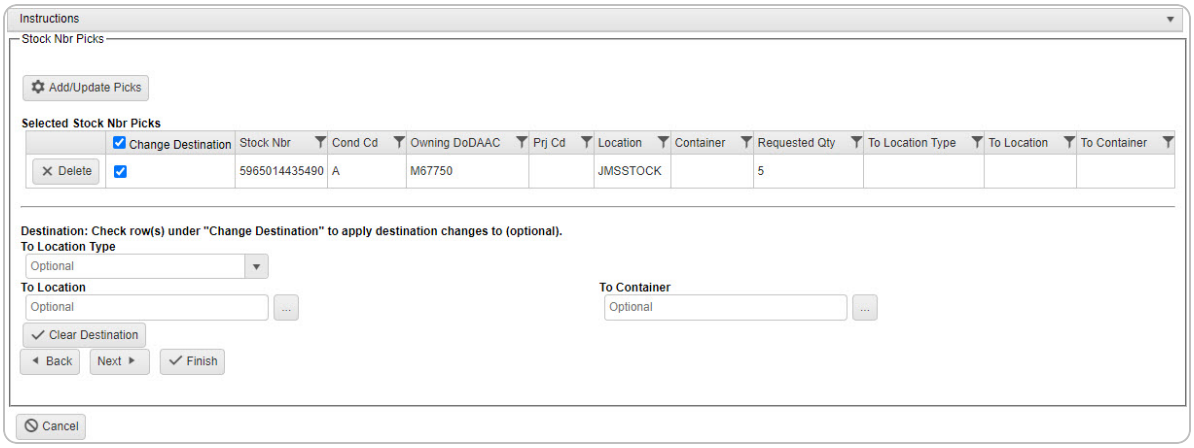
2. *The PICK NBR automatically populates and is not editable.*
3. *The Pick Type automatically populates and is not editable.*
4. Use ▼ to select the Cost Center.
5. Use ▲▼ to choose the Priority.
6. Enter the Pick DESC in the field provided. *This is a 1024 alphanumeric character field.*

7. Verify the types of pick details contains the appropriate ☑ or ☐. ☑ *is included,* ☐ *is excluded.*
   - STOCK NBR Picks
   - Inventory Picks
   - Container Picks
8. *The Pick Status automatically populates and is not editable.*
9. Use ▼ to select the Assigned To.
10. Use 📅🕒 to select the RQD PICK BY DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
11. Select Next ▶ to continue. *The first Pick Details type selected appears.*

STOCK NBR Picks

A. Select ⚙ Add/Update Picks. *The **Inventory Selection** pop-up window appears.*

B. *The selected STOCK NBRs appear in the Selected STOCK NBR Picks grid.*



C. Repeat step A to add more STOCK NBRs to the grid.

Note

Select ✕ Delete to remove an incorrect STOCK NBR entry from the grid.

Change the Destination of a STOCK NBR

a. Click ☐ to select the STOCK NBR. *The remaining fields are changed to active.*

b. Use ▼ to select the To Location Type.

c. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

e. Select ✓ Set Destination. *The fields return to read only, and the revisions are added to the Selected STOCK NBR Picks grid.*

Attention

If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

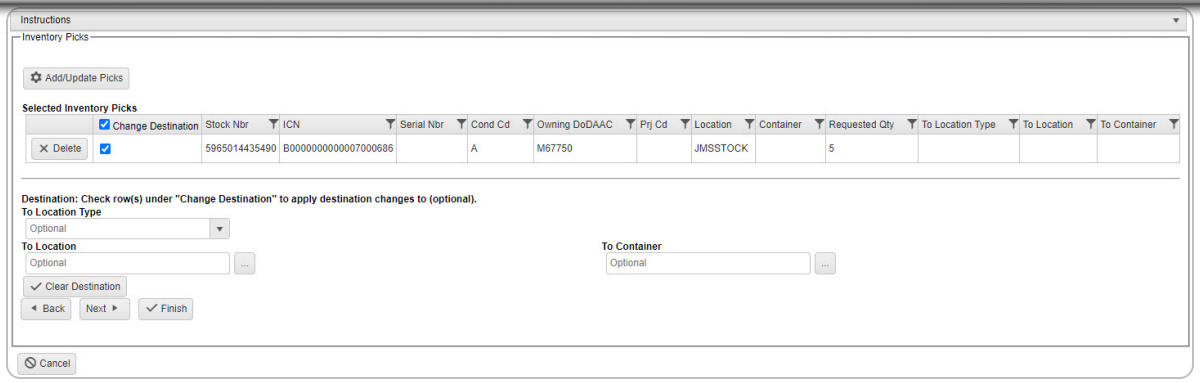
D. Choose one of the following options:

- Select ◄ Back. *Returns to the previous step.*
- Select Next ► . *Continues to the next step.*
- Select ✓ Finish. *Completes the process and saves all the items.*

Inventory Picks

A. Select ⚙ Add/Update Picks. *The **Inventory Selection** pop-up window appears.*

B. *The selected inventory appears in the Selected Inventory Picks grid.*



C. Repeat step A to add more Inventories to the grid.

Note

Select ✕ Delete to remove any incorrect inventory entry from the grid.

Change the Destination of Inventory

a. Click ☐ to select the Inventory. *The remaining fields are changed to active.*

b. Use ▼ to select the To Location Type.

c. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Container Identification Browse help

e. Select ✓ Set Destination. *The fields return to read only, and the revisions are added to the Selected Inventory Picks grid.*

Attention

If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

D. Choose one of the following options:

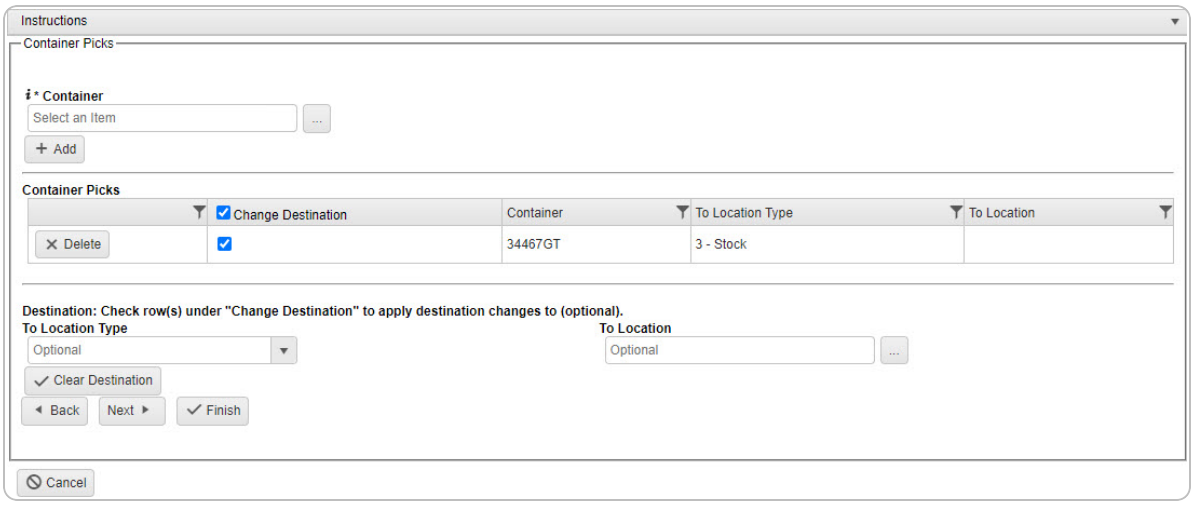
- Select ◄ Back. *Returns to the previous step.*
- Select Next ►. *Continues to the next step.*
- Select ✓ Finish. *Completes the process and saves all the items.*

Container Picks

A. Use ℹ or ... to assist with the Container entry. *This is a 25 alphanumeric character field.*

Container Identification Browse help

B. Select + Add. *The Container appears in the Container Picks grid.*



C. If moving more than one container, repeat steps A and B.

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Container Picks.

Change the Destination of a Container

a. Click ☐ to select the Container. *The remaining fields are changed to active.*

b. Use ▼ to select the To Location Type.

c. Enter the To Location field, or use [...] to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Select [Set Destination]. *The fields return to read only, and the revisions are added to the Container Picks grid.*

Attention

If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

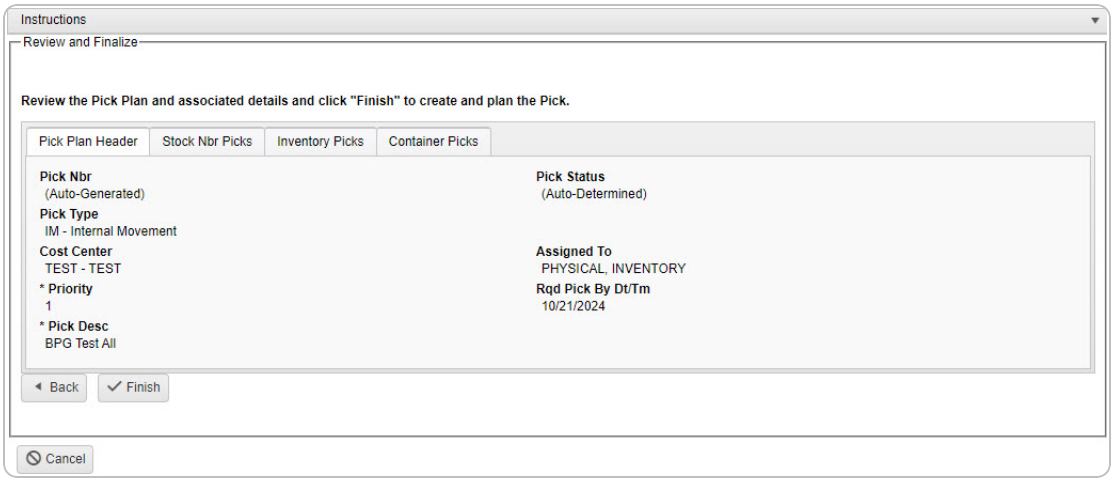
D. Choose one of the following options:

- Select [Back]. *Returns to the previous step.*
- Select [Next]. *Continues to the next step.*
- Select [Finish]. *Completes the process and saves all the items.*

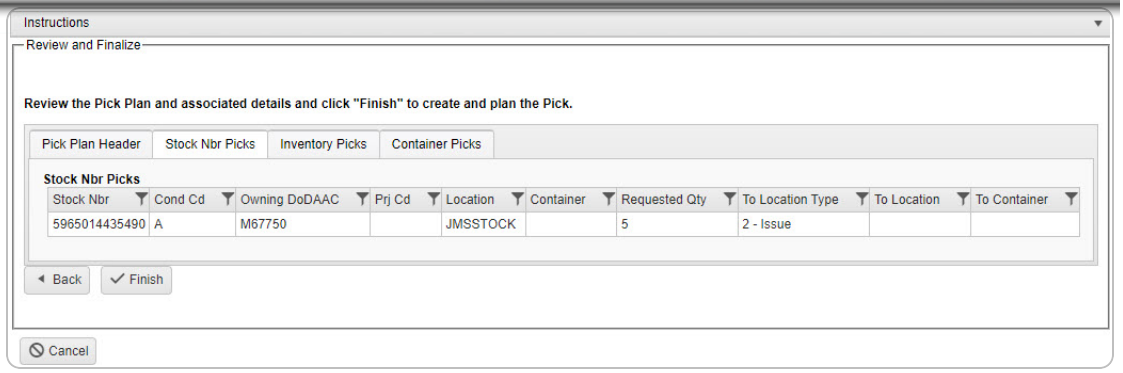
Review and Finish

A. Review the Pick Plan using the following tabs:

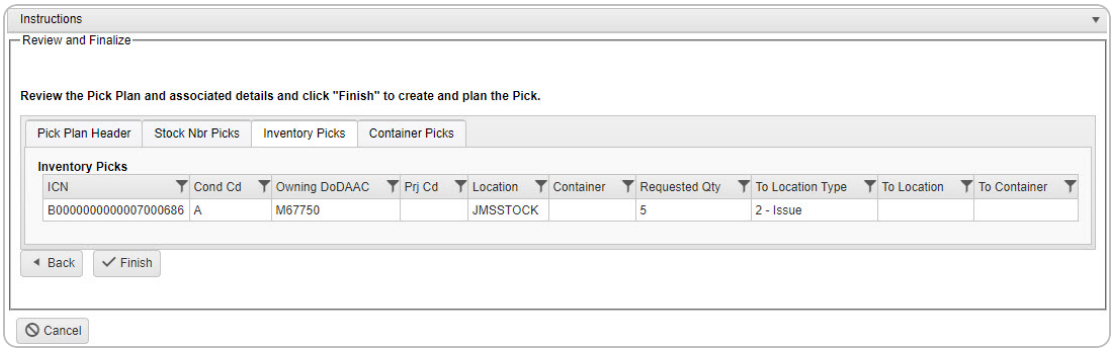
a. Pick Plan Header



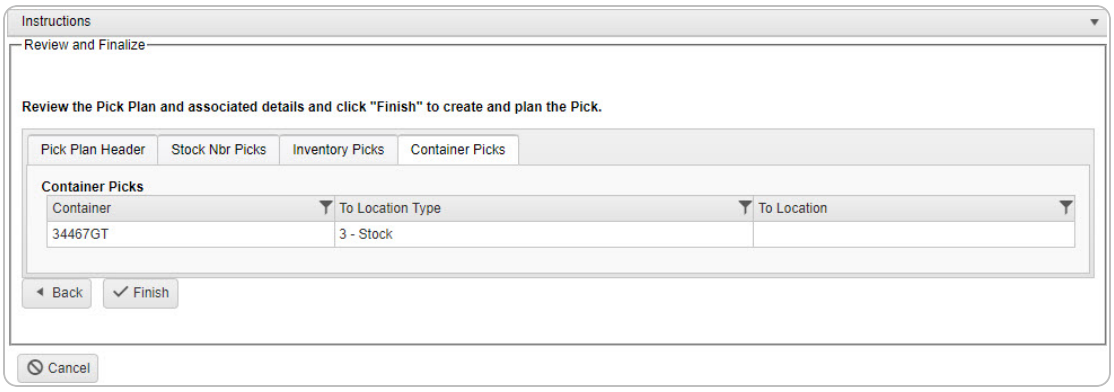
b. STOCK NBR Picks



c. Inventory Picks



d. Container Picks



B. Choose one of the following options:

- Select ◂ Back. *Returns to the previous step.*
- Select ✓ Finish. *The **Transportation Pick Add** pop-up window closes, and the Pick is added to the top of the Transportation Pick 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, 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.
xxxx — Attempted to create one or more STOCK NBR picks with a requested qty that exceeds the available qty.	Invalid Entry. There is not enough of the STOCK NBR chosen to fill the pick amount. Choose a different STOCK NBR.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Update Stock Nbr Picks

- Update Inventory Picks
- Update Container Picks
- Transportation Open Pick Details
- Transportation Closed Pick Details

Update a Transportation Stock Number Pick

Overview

The Transportation Stock Number Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

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

MATERIEL MGMT > Transportation > Pick > Search > Pick (desired record) > Edit (desired record) > Update STOCK NBR Picks pop-up window

Page Fields

The following fields display on the **Update STOCK NBR Picks** 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.

Update Stock Nbr Picks

Stock Nbr
Cond Cd
Location
Container
Owning DoDAAC
Prj Cd
Requested Qty *
Planned Qty *
Status
Include Pick
To Location
To Container
To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

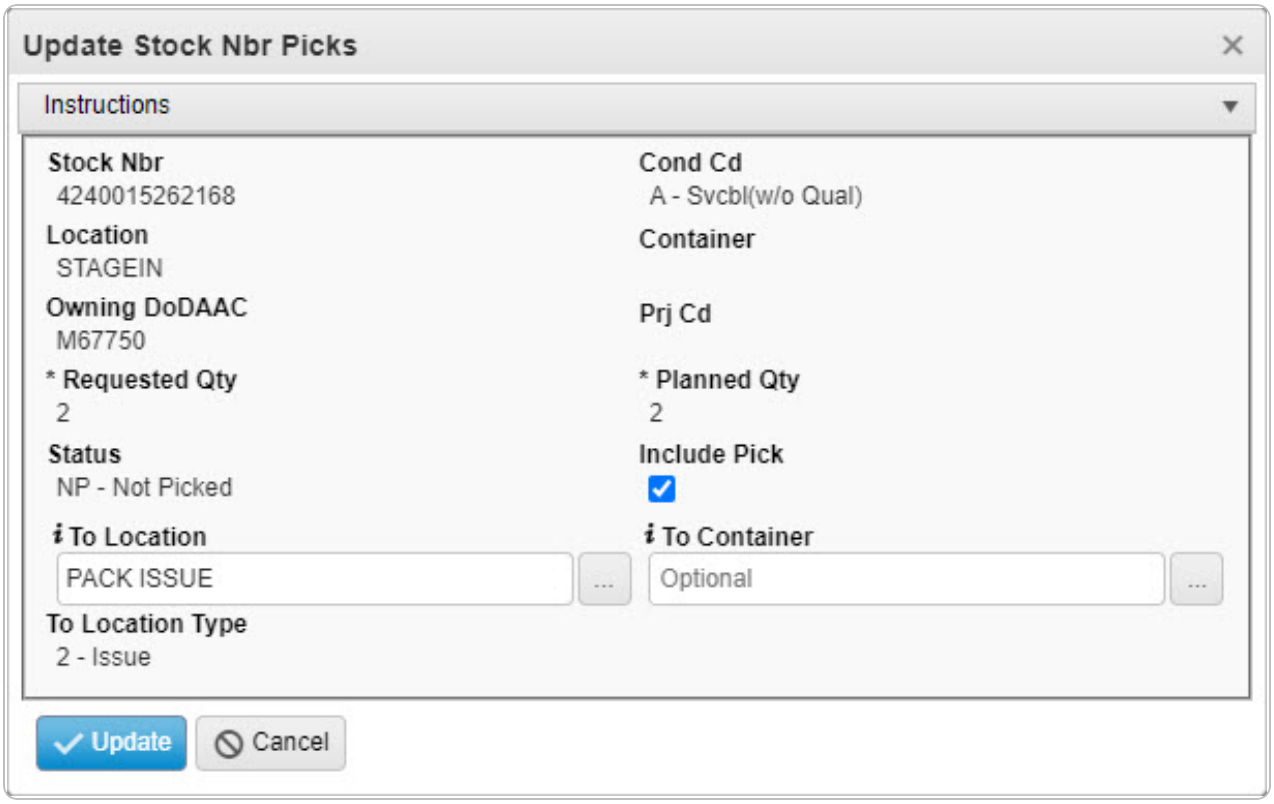
Click the following link to display Warehouse Navigation Tips.

Update Transportation Stock Nbr Picks

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

1. Select Pick next to the desired record. *The* ***Transportation Pick Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update Stock Nbr Picks** pop-up window appears.*



A. *Verify the Stock Nbr.*

B. *Verify the Location.*

C. *Verify the Cond Cd.*

D. *Verify the Owning DoDAAC.*

E. *Verify the Requested Qty.*

F. *Verify the Status.*

G. Update the To Location field, using i or ... to assist with the revised location. *This is a 25 alphanumeric character field.*

Location Browse help

H. *Verify the To Location Type.*

I. *Verify the Container.*

J. *Verify the Prj Cd.*

K. *Verify the Planned QTY.*

L. Verify the Include Pick contains the appropriate ☐ or ☑. *This determines if the stock number is part of this pick.*

Attention

Selecting Update after deselecting the "Include Pick" decreases the "Planned QTY" to zero. The entry is no longer part of the pick. The Pick record cannot be reverted back to before the edit was made.

M. Update the To Container field, using i or ... to assist with the revised identification. *This is a 25 alphanumeric character field.*

Container Identification Browse help

N. Select Update. *The **Update STOCK NBR Picks** pop-up window closes, and the revised Pick appears in the STOCK NBR Picks grid in green.*

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.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Pick
- Update Inventory Picks
- Update Container Picks
- Transportation Open Pick Details
- Transportation Closed Pick Details

Update a Transportation Container Pick

Overview

The Transportation Container Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

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

MATERIEL MGMT > Transportation > Pick > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Container Picks** 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.

Update Container Picks

Container
To Location
Status
To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

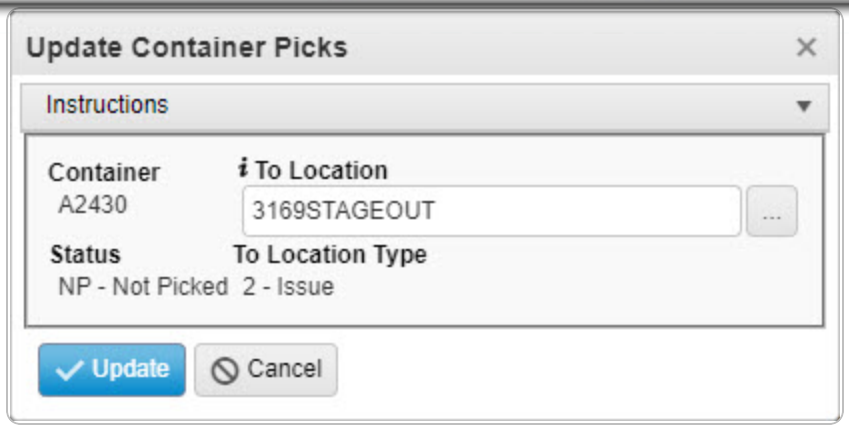
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Transportation Container Picks

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

1. Select Pick next to the desired record. *The* ***Transportation Pick Details*** *page appears.*
2. Select Edit next to the desired entry. *The* ***Update Container Picks*** *pop-up window appears.*



3. *Verify the Container.*
4. *Verify the Status.*
5. Update the To Location field, using ℹ or ... to assist with the revised location. *This is a 25 alphanumeric character field.*

   Location Browse help
6. *Verify the To Location Type.*
7. Select Update. *The **Update Container Picks** pop-up window closes, and the revised Pick appears in the Container Picks grid in green.*

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	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Pick
- Update Stock Nbr Picks
- Update Inventory Picks
- Transportation Open Pick Details
- Transportation Closed Pick Details

Update a Transportation Inventory Pick

Overview

The Transportation Inventory Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

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

MATERIEL MGMT > Transportation > Pick > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Inventory Picks** 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.

Update Inventory Picks

ICN
Stock Nbr
Location
Owning DoDAAC
Requested Qty *
Status
To Location
To Location Type
Serial Nbr
Cond Cd
Container
Prj Cd
Planned Qty *
Picked Qty *
To Container

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

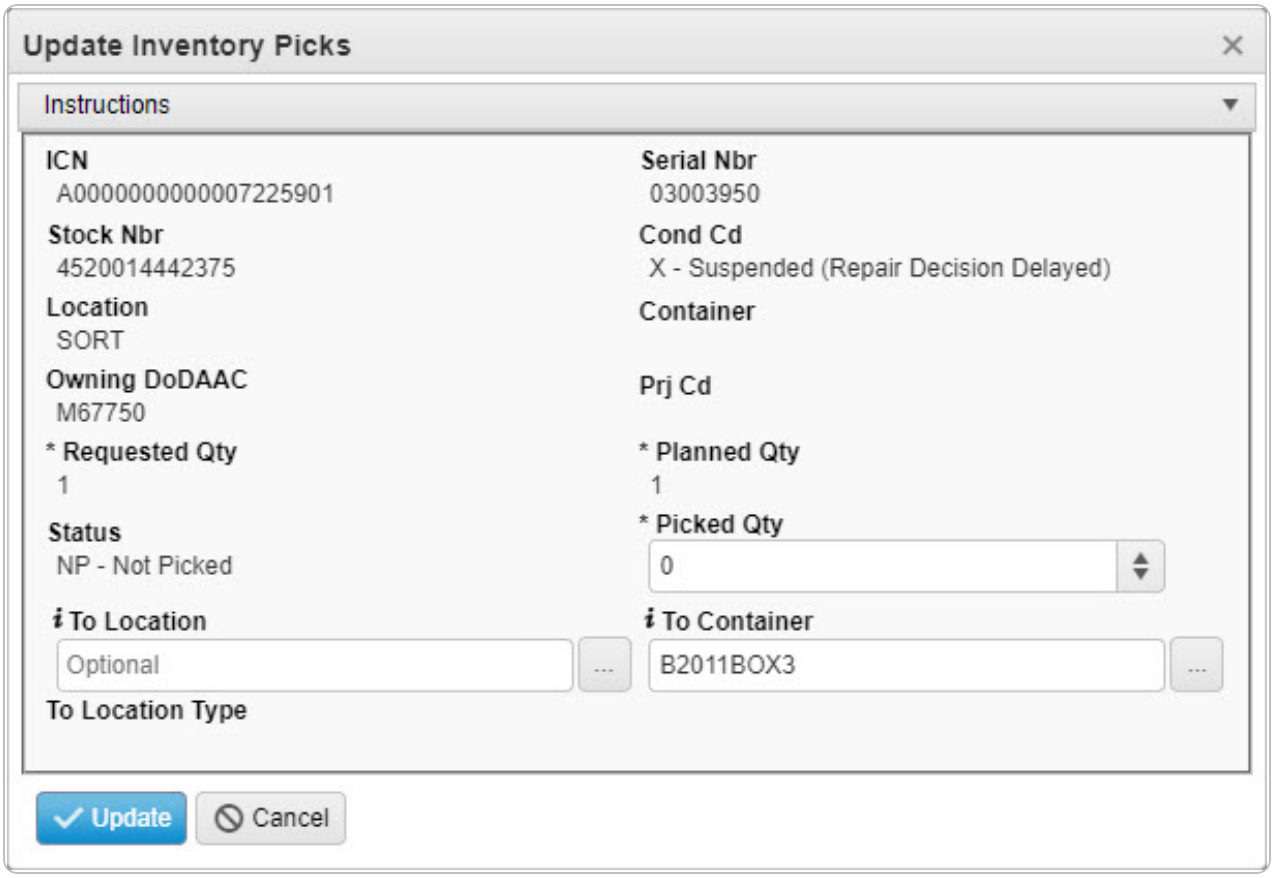
Click the following link to display Warehouse Navigation Tips.

Update Transportation Inventory Picks

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

1. Select Pick next to the desired record. *The* ***Transportation Pick Details*** *page appears.*

2. Select Edit next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*



3. *Verify the ICN.*
4. *Verify the STOCK NBR.*
5. *Verify the Location.*
6. *Verify the OWNING DODAAC.*
7. *Verify the Requested QTY.*
8. *Verify the Status.*
9. Update the To Location field, using i or ... to assist with the revised location. *This is a 25 alphanumeric character field.*

   Location Browse help
10. *Verify the To Location Type.*

11. *Verify the SERIAL NBR.*
12. *Verify the COND CD.*
13. *Verify the Container.*
14. *Verify the PRJ CD.*
15. *Verify the Planned QTY.*
16. Update the Picked QTY field, using to choose the revised amount.
17. Update the To Container field, using or to assist with the revised identification. *This is a 25 alphanumeric character field.*

    Container Identification Browse help
18. Select

. *The **Update Inventory Picks** pop-up window closes, and the revised Pick appears in the Inventory Picks grid in green.*

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.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Pick
- Update Stock Nbr Picks
- Update Container Picks
- Transportation Open Pick Details
- Transportation Closed Pick Details

View the Transportation Pick Details — for Closed Picks

Overview

The Transportation Pick Details provides the ability to view the details of the read-only Pick Plan record.

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

MATERIEL MGMT > Transportation > Pick > ☐ Display Closed Statuses > Search > Details > Transportation Pick Details — for Closed Picks page

Page Fields

The following fields display on the **Transportation Pick Details — for Closed Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.

55	Use "Back" button to return to previous page.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.

Pick Plan Selected

Pick Nbr
Pick Status
Pick Type
Pick Desc *
Cost Center
Assigned To
Priority *
Rqd Pick By Dt/Tm

Stock Nbr Picks Grid

Select Items
Stock Nbr
Item Desc
Mgmt Cd
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Inventory Picks Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By
GFM Contract Nbr

Container Picks Grid

Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

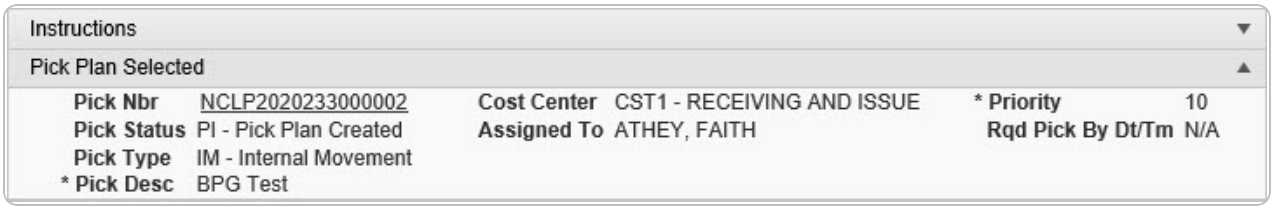
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Display a Closed Transportation Pick Details

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

1. In the Search Criteria, click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
2. Select Search. *The results display in the Transportation Pick grid.*
3. Select Details next to the desired record. *The Transportation Pick Details page appears.*
4. View the Pick Plan Selected Panel.



   A. *Verify the PICK NBR.*
   B. *Verify the Pick Status.*
   C. *Verify the Pick Type.*

D. *Verify the PICK DESC.*

E. *Verify the Cost Center.*

F. *Verify the Assigned To.*

G. *Verify the Priority.*

H. *Verify the RQD PICK BY DT/TM.*

Note

The Pick Plan selected determines the results grids available.
There may be one grid showing, two grids showing, or all three grids showing.

5. View the STOCK NBR Picks Grid.

A. *Verify the Select Items.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the MGMT CD.*

E. *Verify the Include Pick.*

F. *Verify the Status.*

G. *Verify the Location.*

H. *Verify the Container.*

I. *Verify the COND CD.*

J. *Verify the REQUESTED QTY.*

K. *Verify the Planned Qty.*

L. *Verify the To Location.*

M. *Verify the To Container.*

N. *Verify the To Location Type.*

O. *Verify the OWNING DODAAC.*

P. *Verify the PRJ CD.*

Q. *Verify the INV TYPE.*

R. View the optional grid columns.

a. *Verify the Program ID.*
b. *Verify the ESTABLISHED DT/TM.*
c. *Verify the ESTABLISHED BY.*
d. *Verify the Last Transaction DT/TM.*
e. *Verify the LAST UPDATED BY.*

6. View the Inventory Picks Grid.

A. *Verify the ICN.*
B. *Verify the STOCK NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the Serial Nbr.*
E. *Verify the Pick Order.*
F. *Verify the Status.*
G. *Verify the Location.*
H. *Verify the Container.*
I. *Verify the COND CD.*
J. *Verify the REQUESTED QTY.*
K. *Verify the Planned Qty.*
L. *Verify the To Location.*
M. *Verify the To Container.*
N. *Verify the To Location Type.*
O. *Verify the OWNING DODAAC.*
P. *Verify the PRJ CD.*
Q. *Verify the INV TYPE.*
R. *Verify the Parent ICN.*
S. View the optional grid columns.
   a. *Verify the Program ID.*
   b. *Verify the ESTABLISHED DT/TM.*
   c. *Verify the ESTABLISHED BY.*
   d. *Verify the Last Transaction DT/TM.*

e. *Verify the LAST UPDATED BY.*

f. *Verify the GFM CONTRACT NBR.*

7. View the Container Picks Grid.

A. *Verify the Status.*

B. *Verify the Container.*

C. *Verify the To Location.*

D. *Verify the To Location Type.*

E. View the optional grid columns.

a. *Verify the Program ID.*

b. *Verify the ESTABLISHED DT/TM.*

c. *Verify the ESTABLISHED BY.*

d. *Verify the Last Transaction DT/TM.*

e. *Verify the LAST UPDATED BY.*

8. Choose Back to return to the previous 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
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 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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Pick
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks
- Transportation Open Pick Details

View the Transportation Pick Details — for Open Picks

Overview

The Transportation Pick Details provides the ability to view the details of the read-only Pick Plan record.

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

MATERIEL MGMT > Transportation > Pick > Search > Pick (desired record) > Transportation Pick Details — for Open Picks page

Page Fields

The following fields display on the **Transportation Pick Details — for Open Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
55	Use "Back" button to return to previous page.

461	Select "Complete Pick" to update the status to the next appropriate status.
462	Select "Cancel Pick Plan" to cancel the current Pick Plan and free up any allocations reserved by the Pick Plan.
463	"Select Assets" will allow you to select specific inventory records and quantities to include in the pick.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.
xxx	To assign multiple picks to a common destination, select the desired pick(s) using the checkbox (or All) and enter the destination using the mass edit To Location/ To Container.

Pick Plan Selected

Pick Nbr
Pick Status
Pick Type
Pick Desc *
Cost Center
Assigned To
Priority *
Rqd Pick By Dt/Tm

Stock Nbr Picks Grid

Select Items
Stock Nbr
Item Desc
Mgmt Cd
Include Pick

Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Inventory Picks Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id

Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By
GFM Contract Nbr

Container Picks Grid

Status
Container
To Location
To Location Type

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Mass Edit Location or Container

To Location
To Container

(*) Asterisk identifies mandatory fields.

Procedures

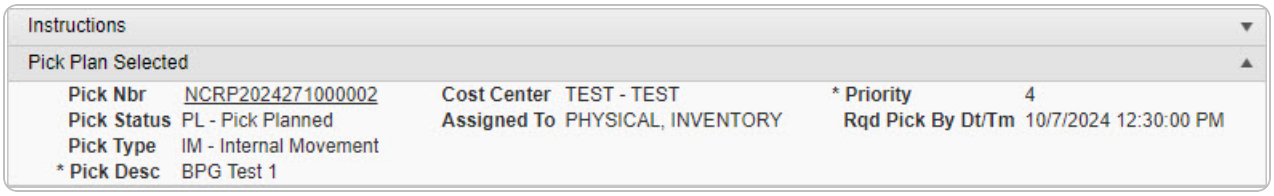
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Display an Open Transportation Pick Details

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

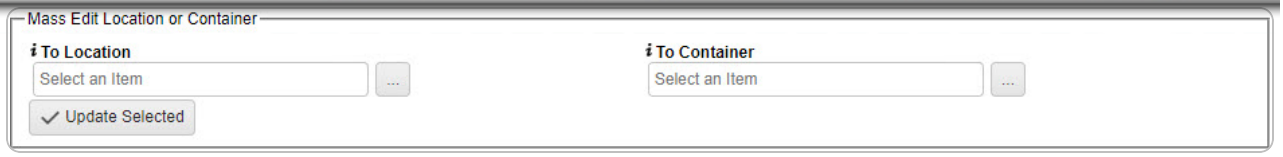
1. Select Search. *The results display in the Transportation Pick grid.*
2. Select Pick next to the desired record. *The **Transportation Pick Details — for Open Picks** page appears.*
3. View the Pick Plan Selected Panel.



A. *Verify the PICK NBR.*
B. *Verify the Pick Status.*
C. *Verify the Pick Type.*
D. *Verify the PICK DESC.*
E. *Verify the Cost Center.*
F. *Verify the Assigned To.*
G. *Verify the Priority.*
H. *Verify the RQD PICK BY DT/TM.*

Note
The Pick Plan selected determines the results grids available.
There may be one grid showing, two grids showing, or all three grids showing.

4. In the STOCK NBR Picks panel, select Edit next to the desired entry. *The **Update Stock Nbr Picks** pop-up window appears.*
5. In the Inventory Picks panel, select Edit next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*
6. In the Container Picks panel, select Edit next to the desired entry. *The **Update Container Picks** pop-up window appears.*
7. Determine which entries require a mass movement.



A. Click ☐ to select the desired entry(ies) in the respective grids. *To select all entries in the grid, click ☐ All at the top of the grid.*

B. Choose one or both of the following steps:

a. Update the To Location field, using ... to browse for the revised location.

Location Browse help

OR

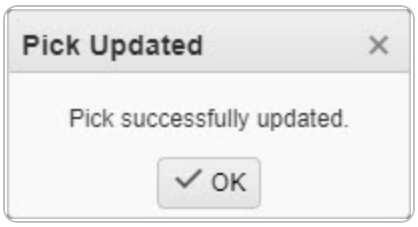
b. Update the To Container, using ... to browse for the revised ID.

Container Identification Browse help

C. Select Update Selected. *The new destination appears in the respective grids.*

Initiate a Transportation Pick

1. Click Pick All. *The **Pick Updated** pop-up window appears.*



2. Select OK. *The pop-up window closes, and the status of applicable entries change to "PK - Full Pick".*

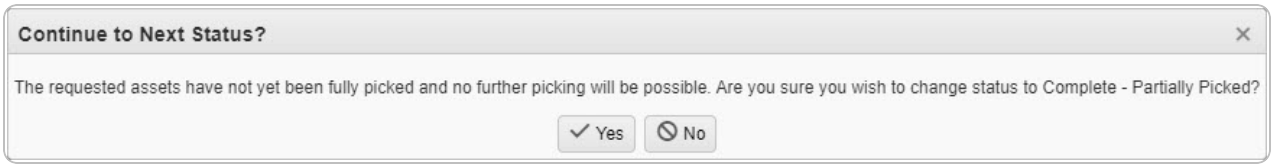
3. Choose Back to return to the previous page.

Print a Transportation Pick List

1. Select Print. *The **Windows Save As** pop-up window appears.*
2. Select Save. *The Pick Plan List is saved as a PDF.*
3. *Print the file when desired.*

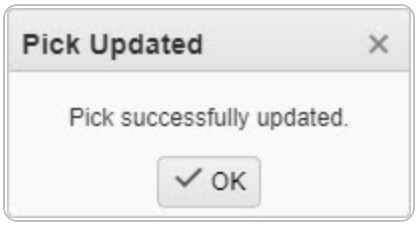
Complete a Transportation Pick

1. Select Complete Pick. *The **Continue to Next Status** pop-up window appears.*



2. Select:

A. Yes. *The Pick Plan is ready to be updated, and the **Pick Updated** pop-up window appears:*



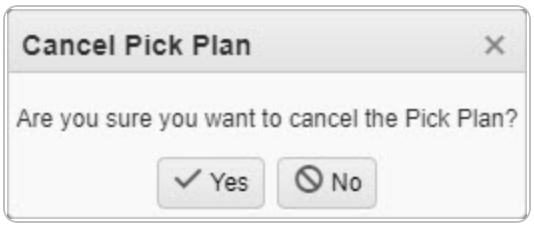
B. No. *The pop-up window closes, and the **Transportation Plan Details** page returns.*

Attention

If all assets are not selected in the Transportation Pick record (i.e. the Picked QTY for an entry is zero and the entry status is "NP - Not Picked"), the **Continue to Next Status** pop-up window states that selecting Yes designates the record with a "Complete - Partially Picked" status. In cases where partial picks are not allowed, the pick item should be excluded from the pick prior to completing the pick.

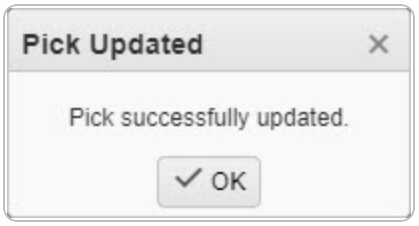
Cancel a Transportation Pick

1. Select ✕ Cancel Pick Plan. *The **Cancel Pick Plan** pop-up window appears.*



2. Select:

   A. ✓ Yes. *The Pick Plan is ready to cancel, and the **Pick Updated** pop-up window appears:*



   B. ⊘ No. *The pop-up window closes, and the **Transportation Pick Details** page returns.*

3. Select ✓OK. *The pop-up window closes, and the Pick Plan is removed from the Transportation Plan 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Transportation Plan
- Transportation Pick
- Add a Transportation Pick
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks
- Transportation Closed Pick Details

Quality Control/Quality Assurance/Inspection

Overview

The Warehouse Management module QC/QA/Inspection Process provides the ability to create and manage QC/QA/Inspection Requests. Requests can come from other Warehouse processes, or they can be created from the QC/Inspection page. After a request is created and/or managed, the QC/QA/Inspection Manager assigns the request to a Cost Center and possibly to an individual to perform the task.

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

Materiel MGMT > QC/QA/Inspection > QC/QA/Inspection page

Page Fields

The following fields display on the **QC/QA/Inspection** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Scan Barcode
QC/QA/Inspection Nbr
QC/QA/Inspection Status
Cost Center
Reportable Commodity Type
Serial Nbr
Post M&U
QC/QA/Inspection Assoc Nbr
ICN
Stock Nbr
Document Nbr
Personnel
Inspection Type
Location

QC/QA/Inspection Results Grid

All
Work Order
Primary Attachment
Status
QC/QA/Inspection Status
QC/QA/Inspection Nbr
Inspection Type

Post M&U?
QC/QA/Inspection Assoc Nbr
Document Nbr
Stock Nbr
Item Desc
End Item Qty
Component Qty
Cost Center
QC/QA Inspector
Personnel
Planned Start Dt

Optional

History Remarks
Instructions
Receipt Dt/Tm
Receipt Type
Remarks
Reportable Commodity Type
Security Commodity Type
Work End Dt
Work Start Dt
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

QC/QA/Inspection Details Grid

Detail Status
ICN
Serial Nbr
Qty
Cond Cd
Preservation Lvl
Work Order Nbr
Location
Container
Result
Last Insp Dt
Next Insp Dt
Inspected By

Remarks

Assign a Request

Cost Center *
Planned Start Dt
Instructions
Personnel

(*) Asterisk identifies mandatory fields.

Procedures

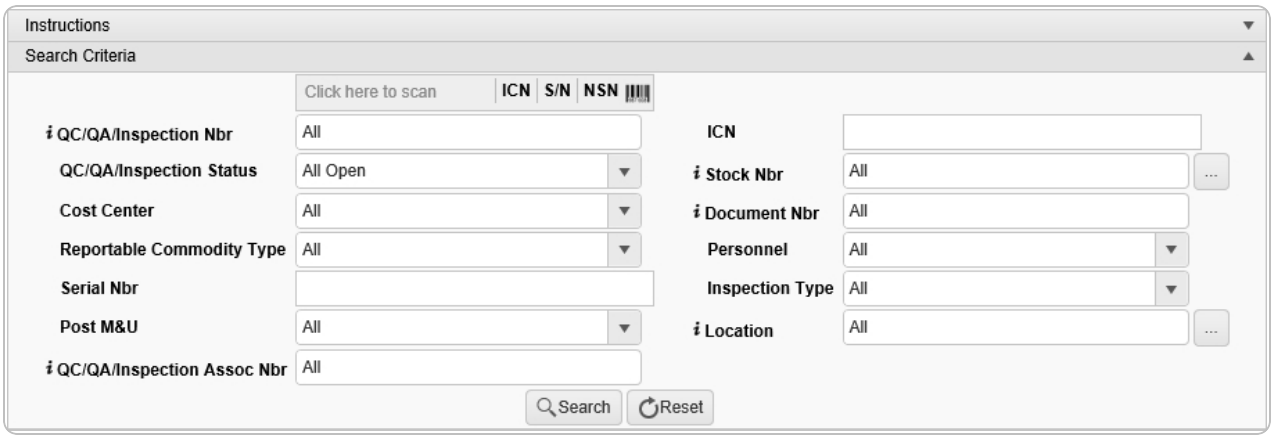
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a QC/QA/Inspection Request

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

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



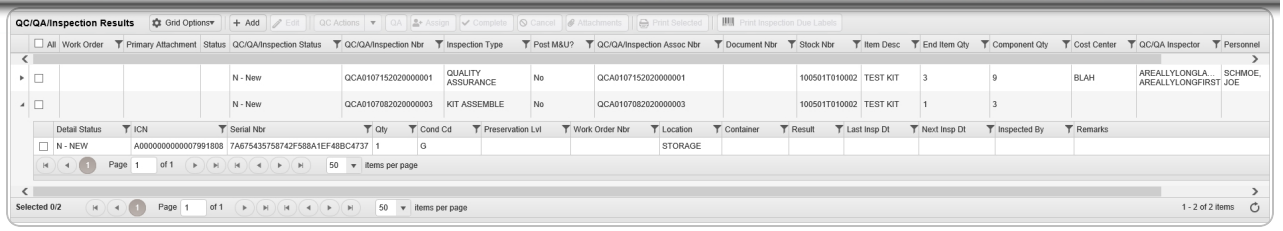
- Select Click here to scan ICN S/N UII . *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

- Enter the QC/QA/Inspection NBR, using to assist with the entry. *This is a 20 alphanumeric character field.*
- Use to select the QC/QA/Inspection Status.
- Use to select the Cost Center.
- Use to select the Reportable Commodity Type.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the Post M&U.
- Enter the QC/QA/Inspection ASSOC NBR, using to assist with the entry. *This is a 20 alphanumeric character field.*
- Enter the ICN in the field provided. *This is a 20 alphanumeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the DOCUMENT NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*
- Use to select the Personnel.
- Use to select the Inspection Type.
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help

2. Select Search. *The results display in the QC/QA/Inspection Results grid.*



Add a QC/QA/Inspection Request

Select Add. *The **Add QC / QA / Inspection Results** pop-up window appears.*

Update a QC/QA/Inspection Request

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select Edit. *The **Update QC / QA / Inspection Results** pop-up window appears.*

Perform a QC

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select QC Actions. *The menu opens.*
3. Select QC. *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

Mark a record as Not Requiring a QC

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments,

, Print Selected , and Print Inspection Due Labels become available.

2. Select QC Actions. *The menu opens.*
3. Select QC Not Req. *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

Mark a record as Ready for a QC

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select QC Actions. *The menu opens.*
3. Select Ready For QC. *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

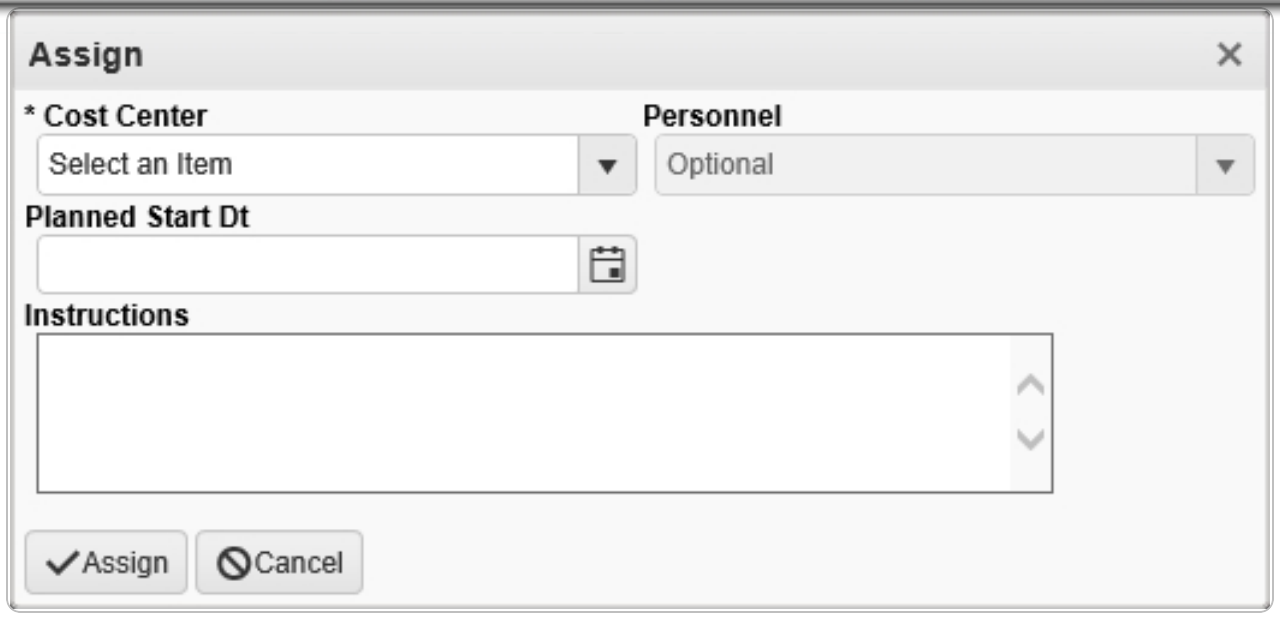
Assign a QC/QA/Inspection Request

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

Note

The Assign button only appears when the QC/QA/Inspection Completion Status is **N-New** or **R-Released**.

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select Assign. *The* ***Assign*** *pop-up window appears.*



3. Use ▼ to select the Cost Center.
4. Use 📅 to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
5. Enter the Instructions in the field provided. *This is a 1024 alphanumeric character field.*
6. Use ▼ to select the Personnel.
7. Select ✓ Assign. *The **Assign** pop-up window closes and the QC/QA/Inspection Status changes to either L- Relook or R-Released.*

Complete a QC/QA/Inspection Request

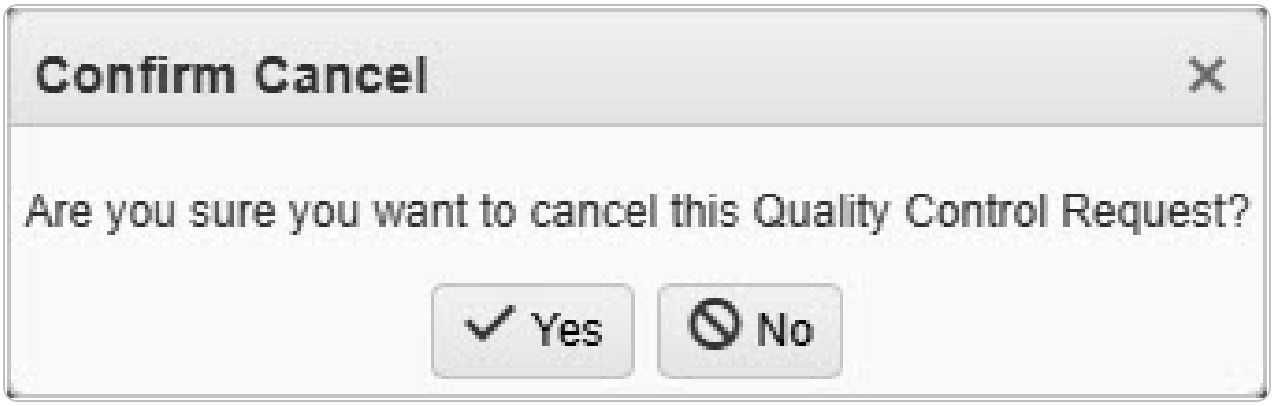
1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions ▼, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select ✓ Complete. *The **Complete QC/QA/Inspection** pop-up window appears.*

Cancel a QC/QA/Inspection Request

Canceling a QC/Inspection record cancels the QC/Inspection Request while retaining the records information (for future use).

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*

2. Select Cancel. *The* ***Confirm Cancel*** *pop-up window appears.*



   Select Yes. *The QC/QA/Inspection is canceled.*

3. **OR**

   Select No. *The pop-up window closes and returns to the* ***QC/QA/Inspection*** *page without any changes.*

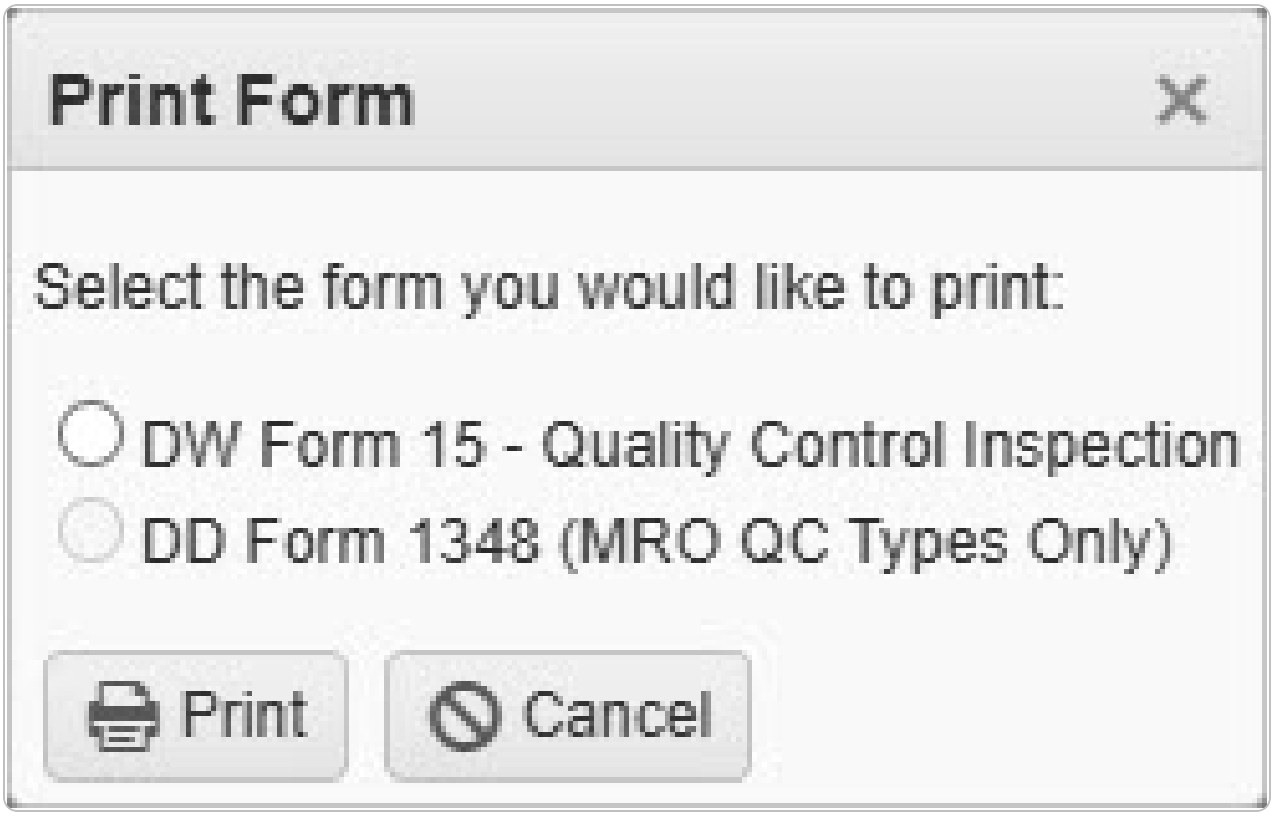
Print QC/QA/Inspection Reports

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

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments,

, Print Selected , *and* Print Inspection Due Labels *become available.*

2. Select Print Selected . *The* ***Print Form*** *pop-up window appears.*



3. Choose ○ for the desired form:
   - DW Form 15 — Quality Control Inspection
   - DD Form 1348 — (MRO QC Types Only)
4. Select Print .
5. A pop-up window appears after generating the desired form. *Choose whether to:*
   - Open has the PDF document appear, and is printable from here.
   - Save saves the PDF document, and is printable at a later time.

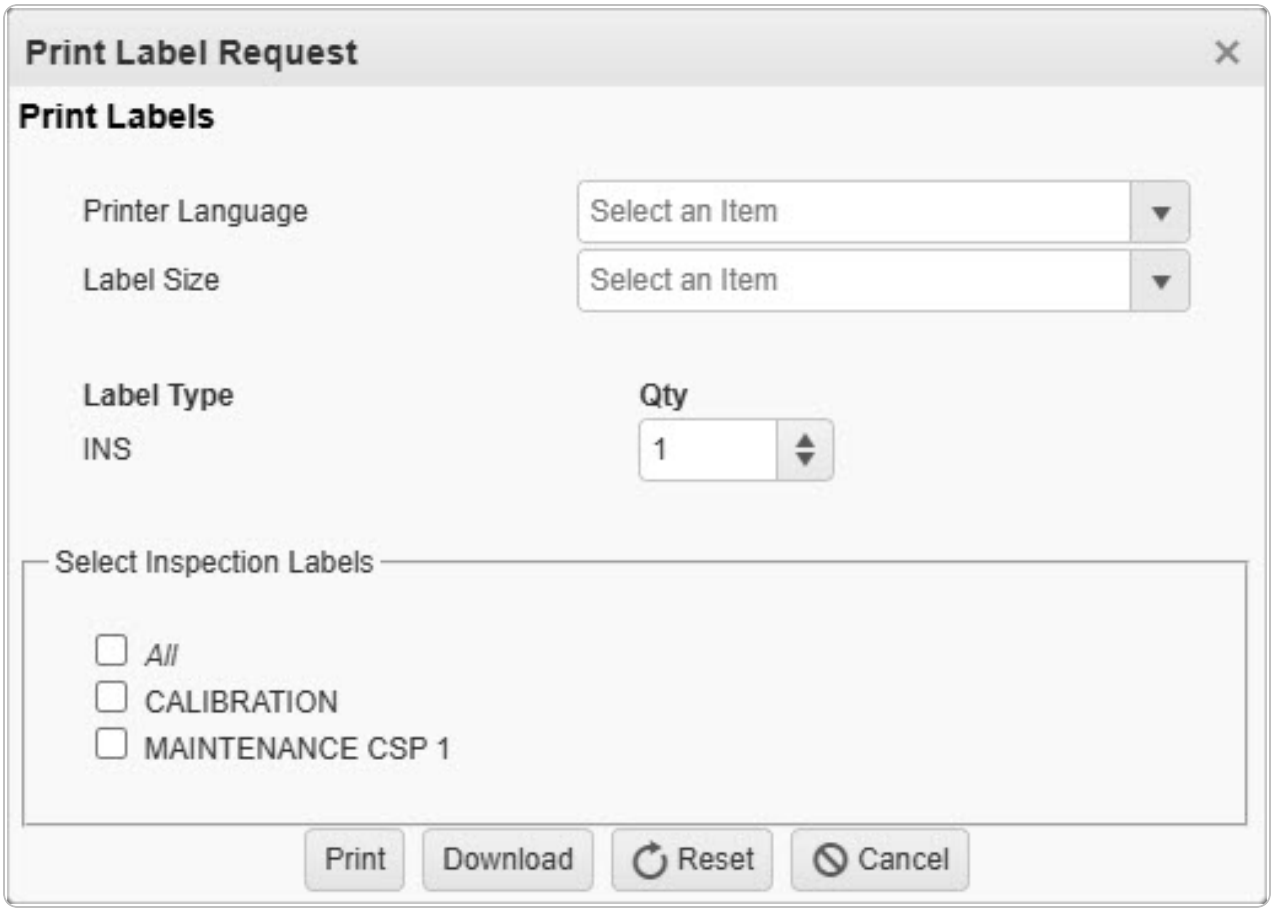
Note

Scan the signed document to attach it to the record.

Print Labels for QC/QA/Inspection items

A. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*

B. Select Print Inspection Due Labels. *The* ***Print Label Request*** *pop-up window appears.*



C. Use ▼ to select the Printer Language.

D. Use ▼ to select the Label Size.

E. *Verify the Label Type.*

F. Use ▲▼ to choose the QTY.

G. Click ☐ to select the desired Inspection Label. *The type of inspection checked is the type of label printed.*

H. Select Print. *The **Windows Print** pop-up window appears.*

I. Select Print. *The **Windows Print** pop-up window closes, and the labels print out from the specified printer.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid

	entry.

Related Topics

- Add a QC/QA/Inspection
- Update a QC/QA/Inspection
- Complete a QC/QA/Inspection
- Add an Attachment to an QC/QA/Inspection

Add a Quality Control / Quality Assurance / Inspection

Overview

The QC/QA/Inspection Add process provides the ability to create QC/QA/Inspection Requests.

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

Materiel MGMT > QC/QA/Inspection > QC/QA/Inspection page > + Add > Add QC/QA/Inspection Results pop-up window

Page Fields

The following fields display on the **Add QC/QA/Inspection Results** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add QC/QA/Inspection Results

Stock Nbr *
Inspection Type *
Cost Center *
Document Nbr
Personnel
Instructions
Select Inventory
Select from Issued Items
QC/QA Inspector (depending upon the Inspection Type)
Planned Start Dt
Scan Barcode

Select Inventory

All
ICN
Serial Nbr
Location
Container
Cond Cd
Owning DoDAAC
Prj Cd
Qty
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedures

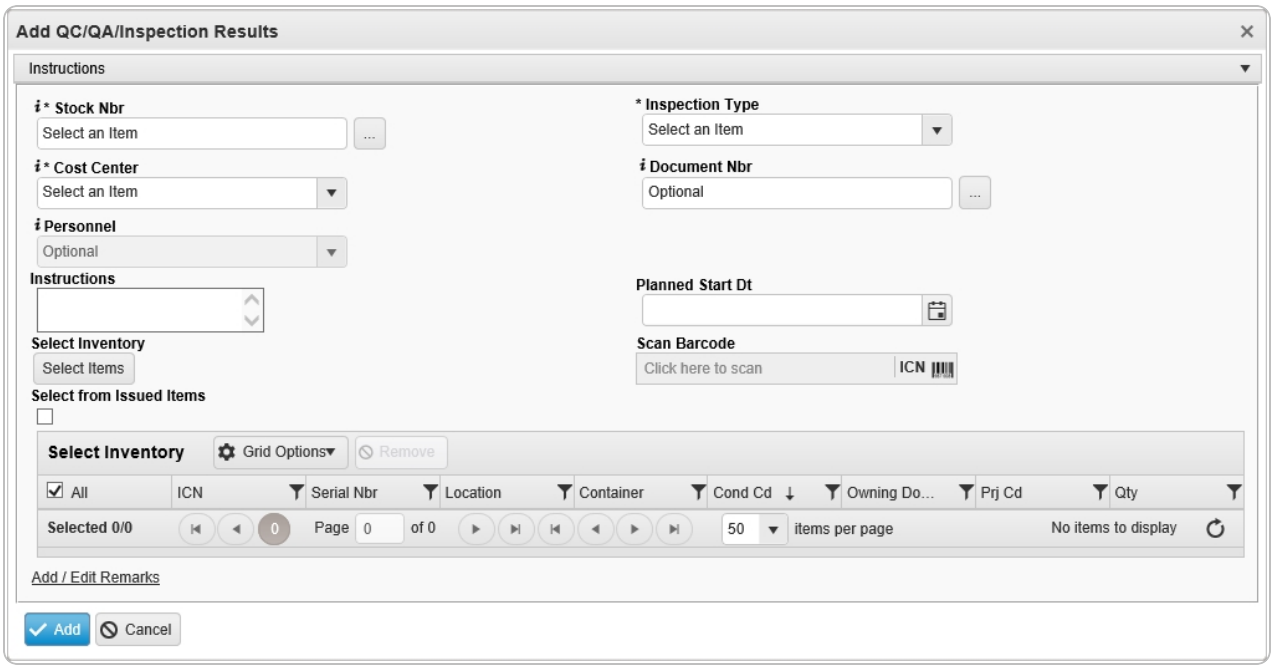
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a QC/Inspection Request

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

1. Select + Add. *The* ***Add QC/QA/Inspection Results*** *pop-up window appears.*



2. Update the STOCK NBR, using i or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

3. Use i or ▼ to assist with the Cost Center entry.

4. Use i or ▼ to assist with the Personnel entry.

5. Use ▼ to select the Inspection Type. *Depending upon the type, the QC/QA Inspector field appears.*

6. Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

   Document Number Browse help

7. Use or to select the QC/QA Inspector entry.
8. Enter the Instructions in the field provided. *This is a 1024 alphanumeric character field.*
9. Use to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Select Select Items. *The **Inventory Selection Browse** pop-up window appears.*
11. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
12. Click ☐ to select the Select from Issued Items. *This marks whether to include assets that are already out in the field (checked) or only assets currently in the warehouse (unchecked).*
13. Click the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select Add. *The **Add QC/QA/Inspection Results** pop-up window closes, and the new record appears at the top of the QC/QA/Inspection Results Grid in green.*

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.
xxxx — No items selected for Quality Control.	Missing Entry. No items are selected. Select Select Items and choose an item.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
13 — Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
xxxx — Entry must be >= System Date/Time.	Invalid Date Entry. The Planned Start Dt must be either the system (current) date or later. Re-enter the date and time.
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.
xxxx — Wild-card is not per-	Invalid Entry. The wild-card character (%) is not

mitted.	allowed. Remove the (%) and enter a valid entry.

Related Topics

- QC/QA/Inspection Overview
- Update a QC/QA/Inspection
- Add an Attachment to an QC/QA/Inspection
- Complete an QC/QA/Inspection

Update a Quality Control / Quality Assurance / Inspection

Overview

The QC/QA/Inspection Update process allows editing of QC/QA/Inspection records.

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

Materiel MGMT > QC/QA/Inspection > Edit > Update QC/Inspection pop-up window

Page Fields

The following fields display on the **Update QC/QA/Inspection Results** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update QC/QA/Inspection Results

Stock Nbr *
Inspection Type *
Cost Center *
Document Nbr
Personnel
QC/QA Inspector
Instructions
Planned Start Dt
Select Inventory
Scan Barcode
Select from Issued Items

Select Inventory

All
ICN
Serial Nbr
Location
Container
Cond Cd
Owning DoDAAC
Prj Cd
Qty

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedures

ELMS Navigation Helpful Tips

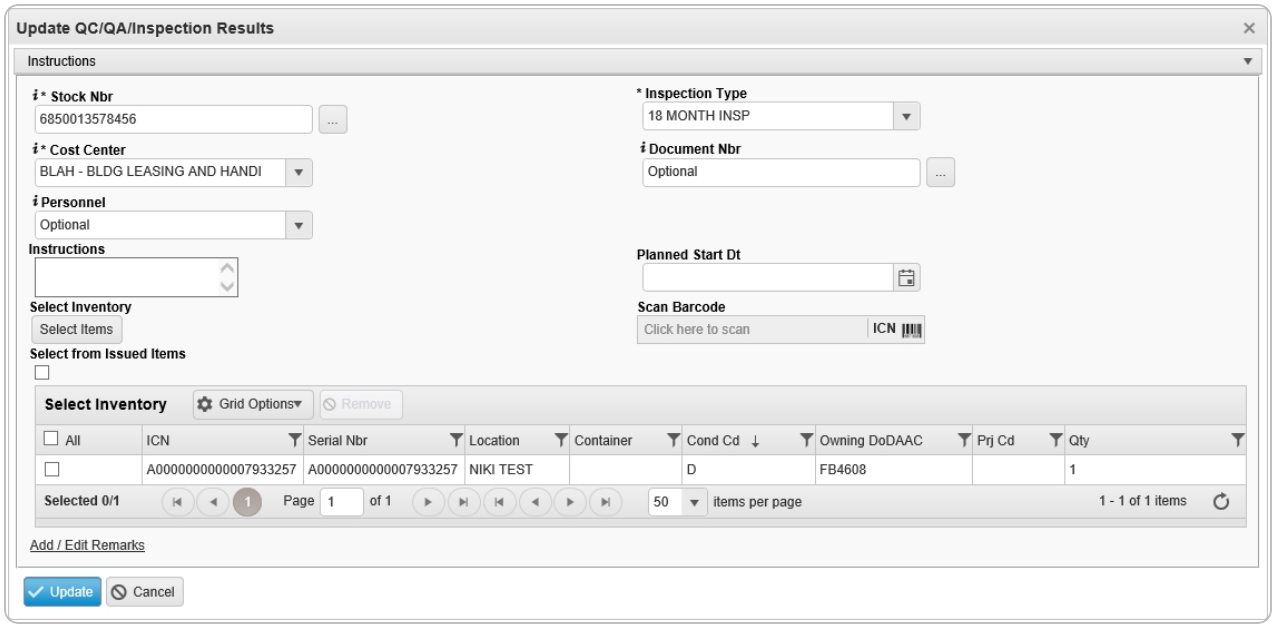
Click the following link to display Warehouse Navigation Tips.

Update a QC/Inspection Request

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

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*

2. Select Edit. *The* ***Update QC/Inspection*** *pop-up window appears.*



3. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

4. Update the Cost Center, using ℹ or ▼ to select the desired name. *This is an 25 alpha-numeric character field.*

5. Update the Personnel, using ℹ or ▼ to select the desired name. *This is an 25 alpha-numeric character field.*

6. Update the Instructions, entering the revised directions in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Select Items. *The **Inventory Selection Browse** pop-up window appears.*

8. Verify the Select from Issued Items contains the appropriate ☑ or ☐. *This marks whether to include assets that are already out in the field (checked) or only assets currently in the warehouse (unchecked).*

9. Update the Inspection Type, using ▼ to select the desired type.

10. Update the DOCUMENT NBR, using ℹ or ... to assist with the revised number. *This is a 14 alphanumeric character field.*

    Document Number Browse help

11. Update the QC/QA Inspector, using ℹ or ▼ to select the desired name. *This is a 150 alphanumeric character field.*

12. Use 📅 to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.

13. Select Click here to scan | ICN | S/N | UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

14. Click the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

15. Select ✓ Update. *The **Update QC/QA/Inspection Results** pop-up window closes, and the edited record appears in green.*

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.
xxxx — No items selected for Quality Control.	Missing Entry. No items are selected. Select Select Items and choose an item.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
13 — Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
xxxx — Entry must be >= System Date/Time.	Invalid Date Entry. The Planned Start Dt must be either the system (current) date or later. Re-enter the date and time.
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.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- QC/QA/Inspection Overview
- Add a QC/QA/Inspection
- Add an Attachment to an QC/QA/Inspection
- Complete an QC/QA/Inspection

Add Attachments to a QC/QA/Inspection

Overview

The QC/QA/Inspection Add Attachments process provides the ability to attach documents to the inspection.

Navigation

Materiel MGMT > QC/QA/Inspection > *VARIOUS PROCEDURAL STEPS* > Attach Documents - Quality Control Header pop-up window

Page Fields

The following fields display on the **Attach Documents - Quality Control Header** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Documents - Quality Control Header

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Files

Thumbnails
Attach

Attach Documents - Quality Control Header

Attachment
Desc
Primary
Name
Desc

Procedures

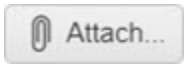
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

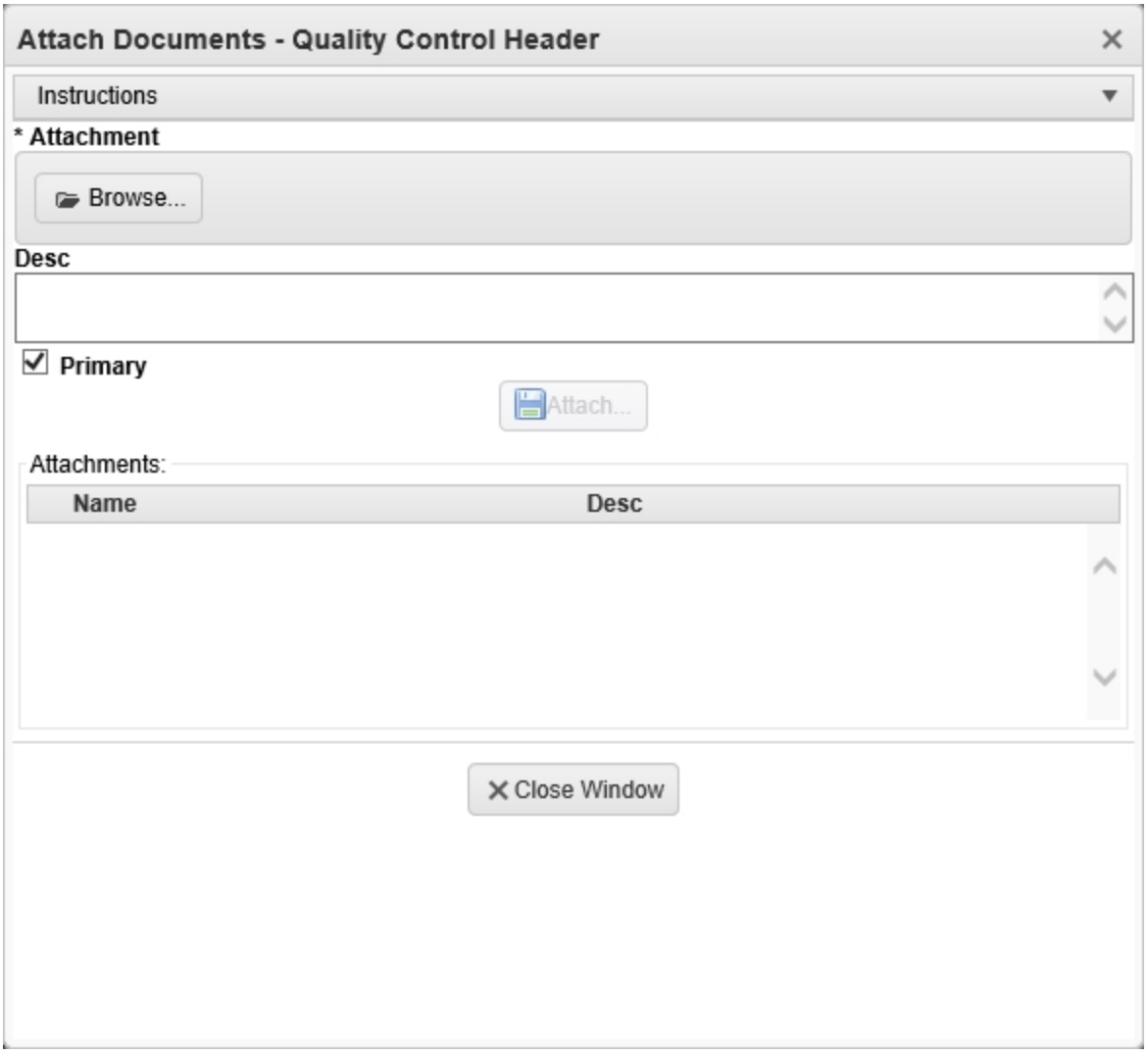
Attach a Document to a Quality Control Header

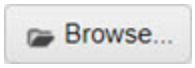
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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

2. Select 

to add any additional files to the record. *The **Attach Documents — Quality Control Header** pop-up window appears.*



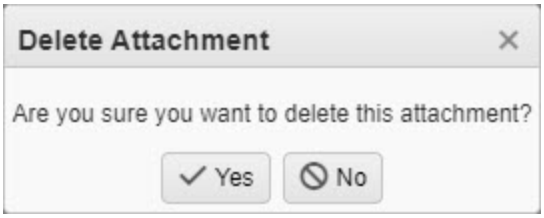
3. Select 

. *The Windows **Choose File to Upload** pop-up window appears.*

4. Choose the file to attach, and select it.
5. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select the ✕ part of 💾✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK . *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note

Select the 💾 part of 💾✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select ✕ Close Window. *The **Attach Documents — Quality Control Header** pop-up window closes, and the file appears in the Primary Attachment field of the 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, 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.
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 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

- QC/QA/Inspection Overview
- Add a QC/QA/Inspection
- Update a QC/QA/Inspection
- Complete an QC/QA/Inspection

Complete a Quality Control/Quality Assurance/Inspection

Overview

The QC/QA/Inspection Complete process provides the ability to finish a QC/QA/Inspection Request. Requests can come from other Warehouse processes, or they can be created from the QC/Inspection page. After a request is created and/or managed, the QC/QA/Inspection Manager assigns the request to a Cost Center and possibly to an individual to perform the task.

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

Materiel MGMT > QC/QA/Inspection > QC/QA/Inspection > Complete > Complete QC/QA/Inspection pop-up window

Page Fields

The following fields display on the **Complete QC/QA/Inspection** pop-up window. 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Complete QC/QA/Inspection

Work Start Dt
Remarks
Attachments
Work End Dt
Instructions

QC/QA/Inspection Details

All
Stock Nbr
Item Desc
Serial Nbr
Cond Cd
Bulk Kit Id
Current Location
Location
Inspection Interval
Container
Owning DoDAAC
Proj Cd
Qty
Result
ICN

Last Insp Dt
Next Insp Dt
Send To M&U
Preservation Lvl
Meter Reading
Percent Utilization
Inspected By
Manufactured Dt
Manufacturer Contract
Manufacturer Lot
Shelf Life Expiration Dt
Secondary Serial Nbr
In Service Dt
Service Life Expiration Dt

Optional

LIN/TAMCN
Inv Type
Parent ICN
Parent Stock Nbr
Special Instructions

Apply Changes To Details

Inspection Result *
Cond Cd
Special Instructions
Location
Inspected By

Split QC/QA/Inspection Details

QC Result
QC Split Amount
Cond Cd
Location
Last {Insp Type} Dt *
Next {Insp Type} Dt *

Additional Fields

Add Field

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

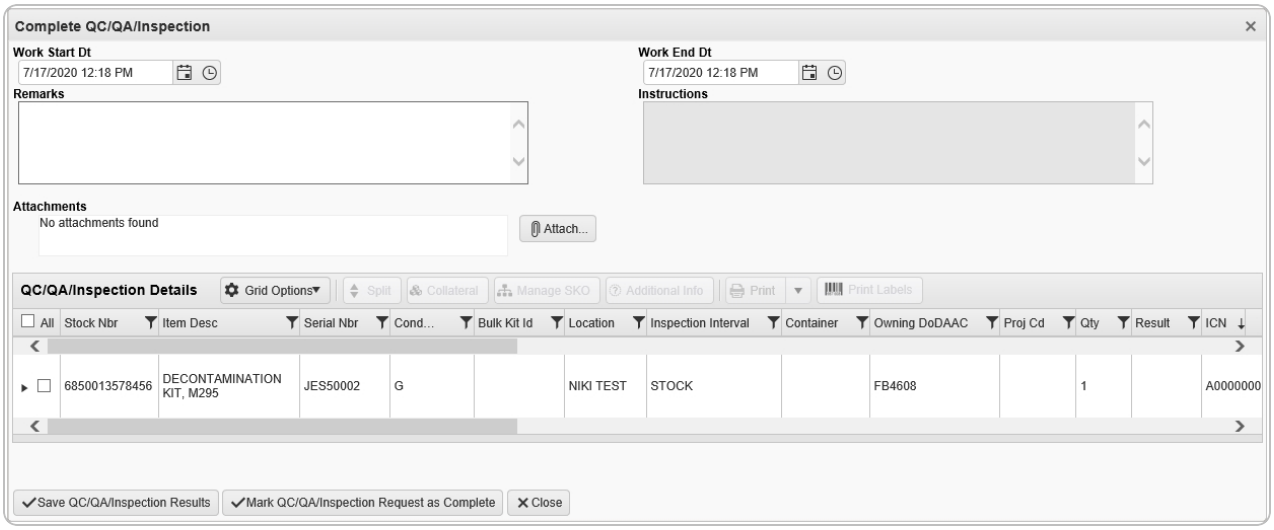
Click the following link to display Warehouse Navigation Tips.

Complete a QC/QA/Inspection Request

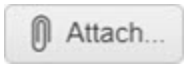
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

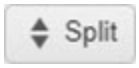
1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*

2. Select Complete. *The* ***Complete QC/QA/Inspection*** *pop-up window appears.*



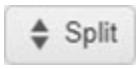
3. Use to select the Work START DT, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
4. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Use to select the Work END DT, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
6. *The Instructions automatically populate and are not editable.*
7. Attach a document to the QC/QA/Inspection record.

   Select 

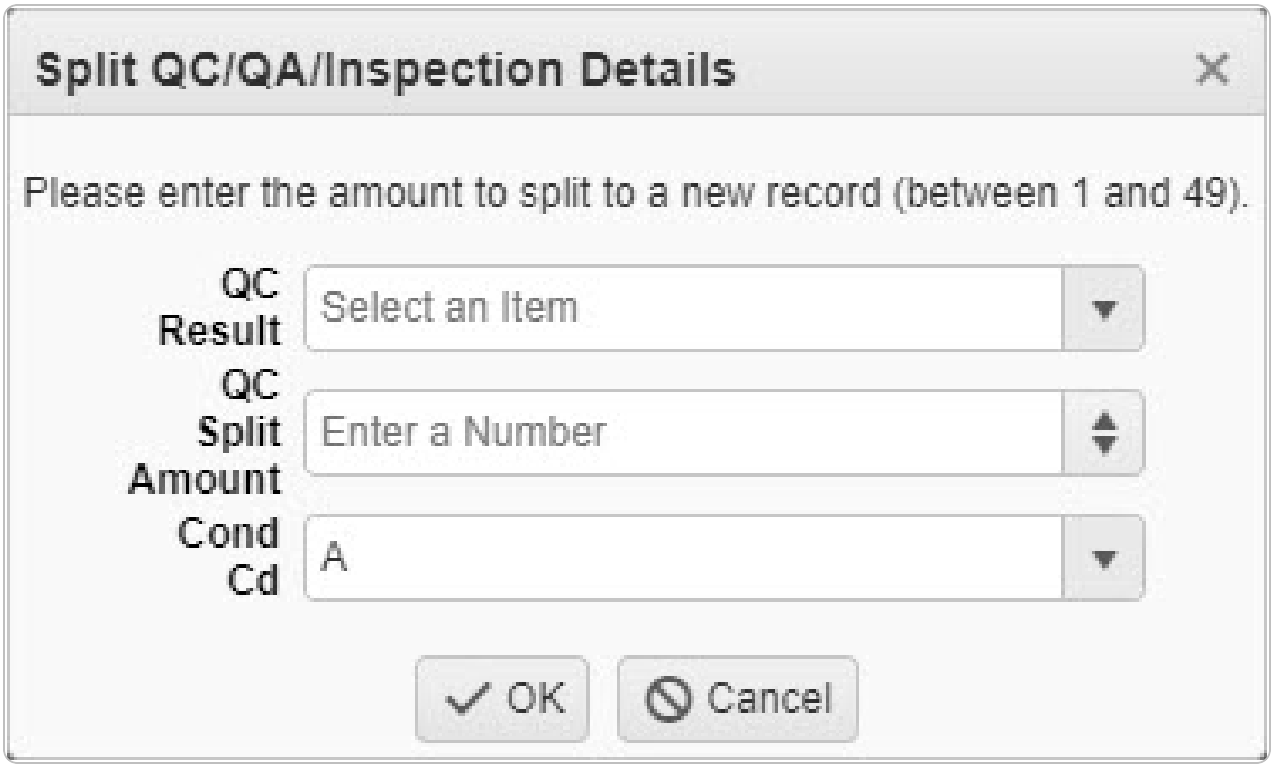
. *The **Attach Documents - Quality Control Header** pop-up window appears.*
8. Select 

. *The **Split QC/QA/Inspection Details** pop-up window appears.*

Note



only appears when it is a Bulk item.



A. Use ▼ to select the QC Result.

B. Use ▲▼ to choose the QC Split Amount.

C. Use ▼ to select the Cond Cd.

D. Select ✓OK. *The record is divided into two records - one with the specified amount and the other with the rest of the original amount.*

9. Select Collateral.

10. Select Manage SKO. *The **SKO Inventory Management** pop-up window appears.*

Note
Manage SKO only appears when the item is a SKO being assembled.

11. Select ⓘ Additional Info. *The **Additional Fields** pop-up window appears.*

Note
ⓘ Additional Info only appears when it is a Serialized ICN item.

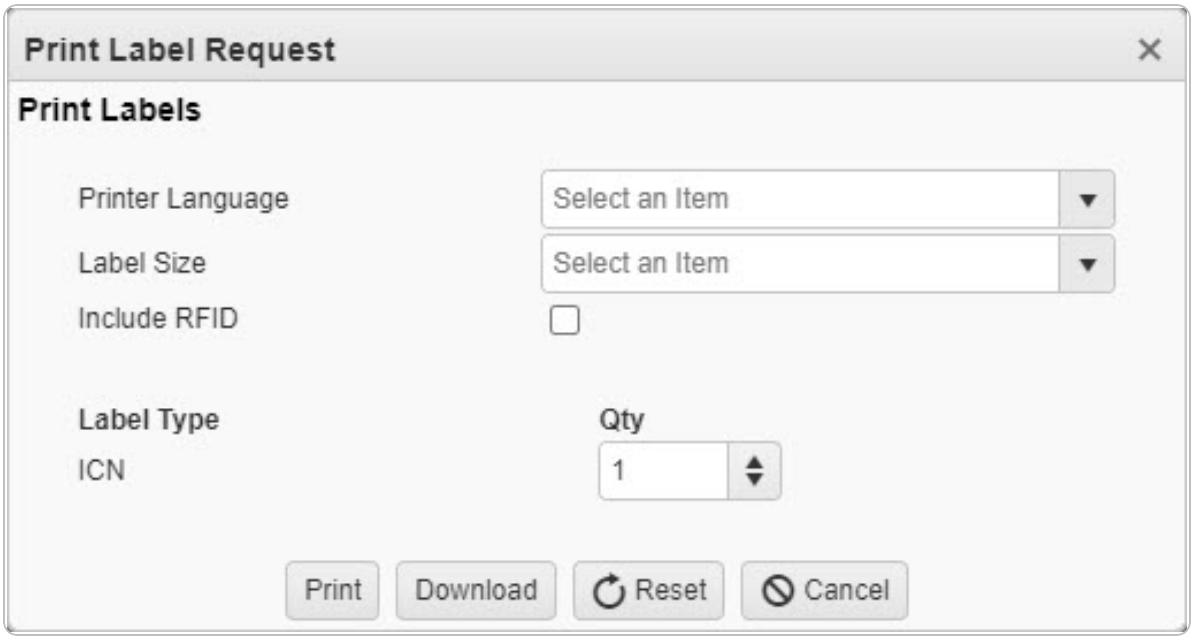
A. Use ▼ to select the Add Field.

12. Select Print ▼.

13. Print labels for QC/QA/Inspection items.

A. Click ☐ to select the desired QC/QA/Inspection Detail. *The QC/QA/Inspection Detail is highlighted, and* Split, *Collateral,* Manage SKO, Additional Info, Print ▼, *and* Print Labels *become available.*

B. Select Print Labels. *The* ***Print Label Request*** *pop-up window appears.*



C. Use ▼ to select the Printer Language.

D. Use ▼ to select the Label Size.

E. Click ☐ to select Include RFID.

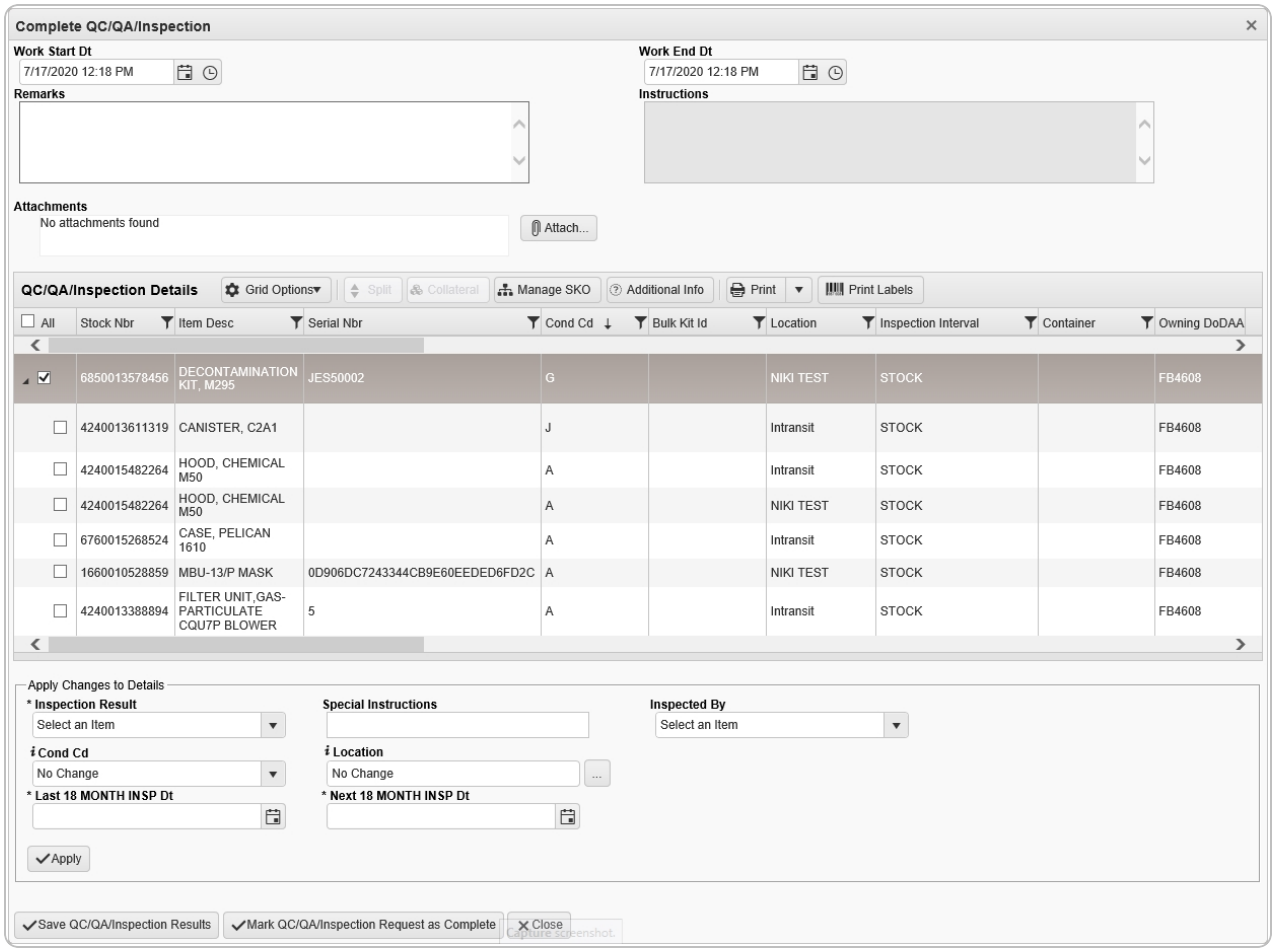
F. *Verify the Label Type.*

G. Use ▲▼ to choose the QTY.

H. Select Print. *The **Windows Print** pop-up window appears.*

I. Select Print. *The **Windows Print** pop-up window closes, and the labels print out from the specified printer.*

14. Click ☐ to select the desired QC/QA/Inspection Detail record. *The Apply Changes to Details panel appears.*



A. Use ▼ to select the Inspection Result.

B. Enter the Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*

C. Use ▼ to select the Inspected By.

D. Use to select the Cond Cd, or enter the code, using to assist with the entry. *This is a 1 alphanumeric character field.*

E. Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

F. Use to select the Last {Inspection Type} DT for each inspection type listed, or enter the date (MM/DD/YYYY) in the field provided.

G. Use to select the Next {Inspection Type} DT for each inspection type listed, or enter the date (MM/DD/YYYY) in the field provided.

H. Select Apply. *The updated information is reflected in the Details record.*

15. Choose one of the following options:

- Select Save QC/QA/Inspection Results. *The record is saved and the rows in QC/Inspection Detail grid are updated with the Next Inspection DT and the QC Results. The request status remains as is.*

Attention

When a QC/Inspection Request is generated from the Receiving process, there are two possible outcomes:

- If a detail record passes, then an acceptance receipt is sent back to the Receiving record. The item(s) is placed into inventory and the Receiving record is completed.
- If a detail record fails, then a discrepancy is sent back and attached to the Receiving record.

See Receiving for further information.

OR

- Select Mark QC/QA/Inspection Request as Complete. *The request status is changed to Complete.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- QC/QA/Inspection Overview
- Add a QC/QA/Inspection
- Update a QC/QA/Inspection
- Add an Attachment to an QC/QA/Inspection

Inspection

Overview

The Warehouse Management module Inspection Process provides the ability to view and inspect inspections associated to the inventory's STOCK NBR.

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

Materiel MGMT > Inspection > Inspection page

Page Fields

The following fields display on the **Inspection** 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.

Search Criteria Grid

Scan Barcode
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Serial Nbr
ICN
Prj Cd
Location
Container
Cond Cd
Owning DoDAAC
Reportable Commodity Type
GFM Contract Nbr
Inspection Type
Issued
Issued UIC
Issued Member
Assigned Member
Due Before
Facility

Available Inventory Inspections Results Grid

All
Primary Attachment
Status
Issued
Next Insp Dt
Inspection Type
Stock Nbr
Item Desc
Kit?
Cond Cd
ICN
Serial Nbr

Location
Container
Freeze Location
Location Status
Alloc Qty
Issued Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

CAGE Cd
Expiration Dt
Shelf Life Expiration Dt
Expiration SLC (Mos)
Extended Flg
Facility
Facility Name and Nbr
Failed Flg
FSC
Hazmat Cd
Last Cal Dt
Inspected By
Last Insp Dt
Last Maint Dt
Last Test Dt
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Issued Member
Assigned Member
Next Cal Dt
Next Maint Dt
Next Test Dt
NIIN
Issued UIC
Reportable Commodity Type
Secondary Serial Nbr
Security Commodity Type
Service Life Expiration Dt

Service Life Remaining
Size
Stocking UI
Stocking Unit Price
UII
Meter Reading
Utilization Measure Code
Percent Utilization
LIN/TAMCN
LIN/TAMCN Desc
Location Schedule Type
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Selected Inventory Inspections Results Grid

All
Primary Attachment
Status
Issued
Next Insp Dt
Inspection Type
Stock Nbr
Item Desc
Kit?
Kit Serial Number
Cond Cd
ICN
Serial Nbr
Location
Container
Freeze Location
Location Status
Alloc Qty
Issued Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr
Parent ICN

Optional

CAGE Cd
Expiration Dt
Shelf Life Expiration Dt
Expiration SLC (Mos)
Extended Flg
Facility
Facility Name and Nbr
Failed Flg
FSC
Hazmat Cd
Last Cal Dt
Inspected By
Last Insp Dt
Last Maint Dt
Last Test Dt
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Issued Member
Assigned Member
Next Cal Dt
Next Maint Dt
Next Test Dt
NIIN
Issued UIC
Reportable Commodity Type
Secondary Serial Nbr
Security Commodity Type
Service Life Expiration Dt
Service Life Remaining
Size
Stocking UI
Stocking Unit Price
UII
Meter Reading
Utilization Measure Code
Percent Utilization
LIN/TAMCN
LIN/TAMCN Desc
Location Schedule Type

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inventory Inspection Information

Inspection
Type
Interval Name
Active
Interval
Interval Unit
Last Inspection Date
Next Inspection Date
Inspected By
Inspection Utilization
Utilization Interval

Print DW-28 -Inspections Due - Print Options

Group By
Report Format
Paginate Group(s)

Print Label Request

Printer Language
Label Size
Include RFID

ICN Labels

Include Cond Cd

Label Type
Qty

Inspection Due Labels

Select Inspection Labels

Print Form

Remarks

Print Inspection Activity Data Collection Grid
Print Additional Info

Procedures

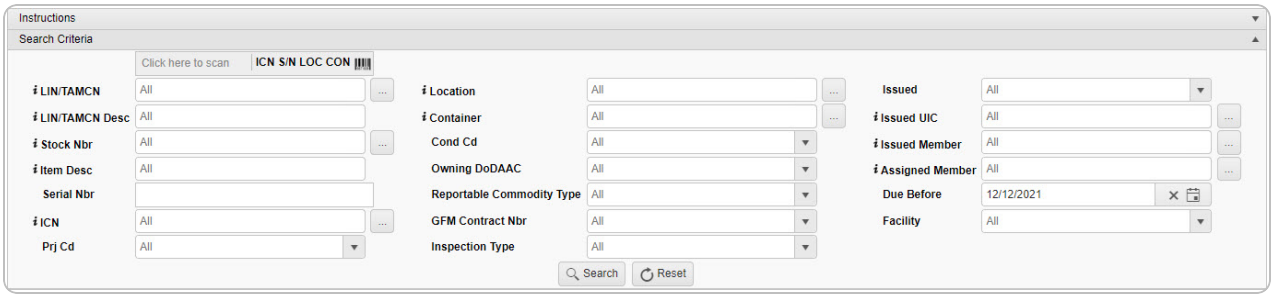
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Inspection

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

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



- Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help
- Enter the LIN/TAMCN DESC, using i to assist with the entry. *This is a 1,024 alphanumeric character field.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help
- Use to select the Prj Cd.
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help
- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Id Browse help
- Use to select Cond Cd.
- Use to select the Owning DoDAAC.
- Use to select the Reportable Commodity Type.
- Use to select the GFM Contract Nbr.
- Use to select the Inspection Type.
- Use to select Issued.
- Use or to assist with the Issued UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse help

- Use or to assist with the Issued Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

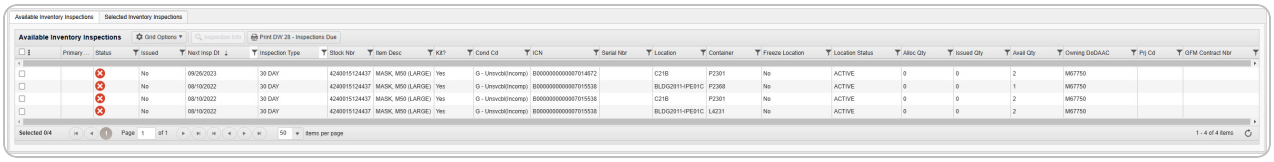
- Use or to assist with the Assigned Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

- Use to select the Due Before, or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the Facility.

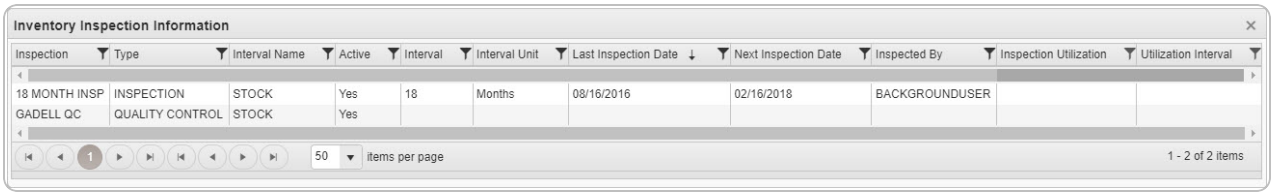
2. Select Search. *The results display in the Available Inventory Inspections Results grid.*



View the Inventory Inspection Information

1. Click ☐ to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and* Inspection Info *and* Print DW 28 - Inspections Due *become available.*

2. Select Inspection Info. *The Inventory Inspection Information pop-up window appears.*



A. *The Inspection automatically populates and is not editable.*

B. *The Type automatically populates and is not editable.*

C. *The Interval Name automatically populates and is not editable.*

D. *The Active automatically populates and is not editable.*

E. *The Interval automatically populates and is not editable.*

F. *The Interval Unit automatically populates and is not editable.*

G. *The Last Inspection Date automatically populates and is not editable.*

H. *The Next Inspection Date automatically populates and is not editable.*

I. *The Inspected By automatically populates and is not editable.*

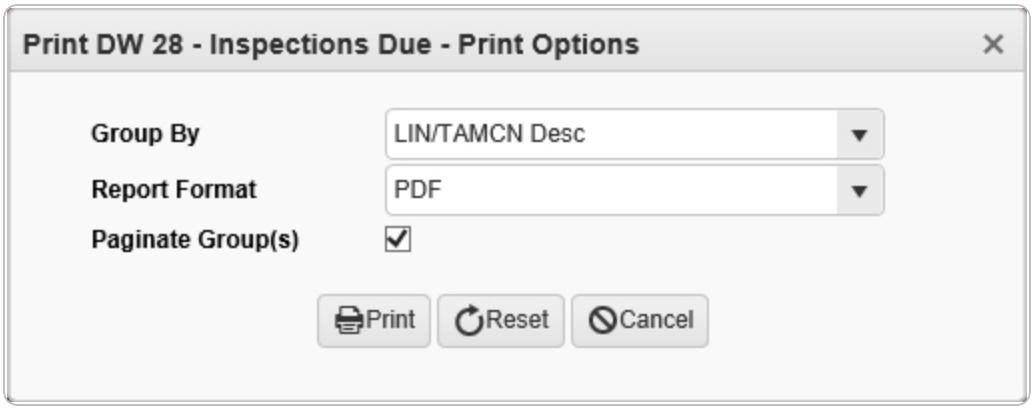
J. *The Inspection Utilization automatically populates and is not editable.*

K. *The Utilization Interval automatically populates and is not editable.*

Print a DW-28 Inspections Due Report

1. Click ☐ to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and* Inspection Info *and* Print DW 28 - Inspections Due *become available.*

2. Select Print DW 28 - Inspections Due . *The Print DW-28 -Inspections Due - Print Options pop-up window appears.*



A. Use ▼ to select the Group By.

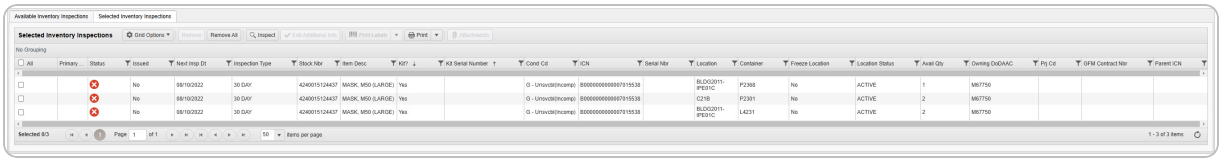
B. Use ▼ to select the Report Format.

C. Click ☐ to select the Paginate Group(s). *This determines if the groups if inspections identified above should be on separate pages.*

3. Select Print . *The report appears in the format chosen, ready to print from that software.*

View the Selected Inventory Inspections Results Grid

1. Click ☐ to select the desired Inventory Inspection. *The Available Inventory Inspection is highlighted, and* Inspection Info *and* Print DW 28 - Inspections Due *become available.*
2. Select the Selected Inventory Inspections Tab. *The Selected Inventory Inspections Results grid appears.*



Remove a Single Selected Inspection

A. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* Remove, Remove All, Inspect, Edit Additional Info, Print Labels, Print, *and* Attachments *become available.*

B. Select Remove. *The Selected Inventory Inspection is deleted from the Selected Inventory Inspections grid.*

Remove Multiple Selected Inspections

A. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* Remove, Remove All, Inspect, Edit Additional Info, Print Labels, Print, *and* Attachments *become available.*

B. Select Remove All. *The Selected Inventory Inspection grid is emptied.*

Note

Removing inspections from the Selected Inventory Inspection grid does not remove them from the Available Inventory Inspection grid. If a Selected inspection is removed

accidentally, go back to the Available Inventory Inspections grid and select the desired inspection again.

Perform an Inspection

A. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* Remove, Remove All, Inspect, Edit Additional Info, Print Labels, Print, *and* Attachments *become available.*

B. Select Inspect. *The* ***Inspect Selected Inventory*** *page appears.*

Note

To inspect the selected inventory, the ALLOC QTY must be more than zero. Make certain the ALLOC QTY is at least 1.

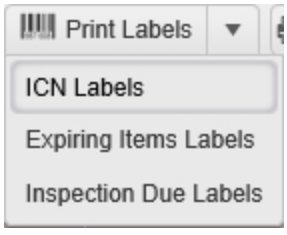
Edit Additional Inspection Information

A. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* Remove, Remove All, Inspect, Edit Additional Info, Print Labels, Print, *and* Attachments *become available.*

B. Select Edit Additional Info. *The* ***Additional Fields*** *pop-up window appears.*

Print Inventory Labels

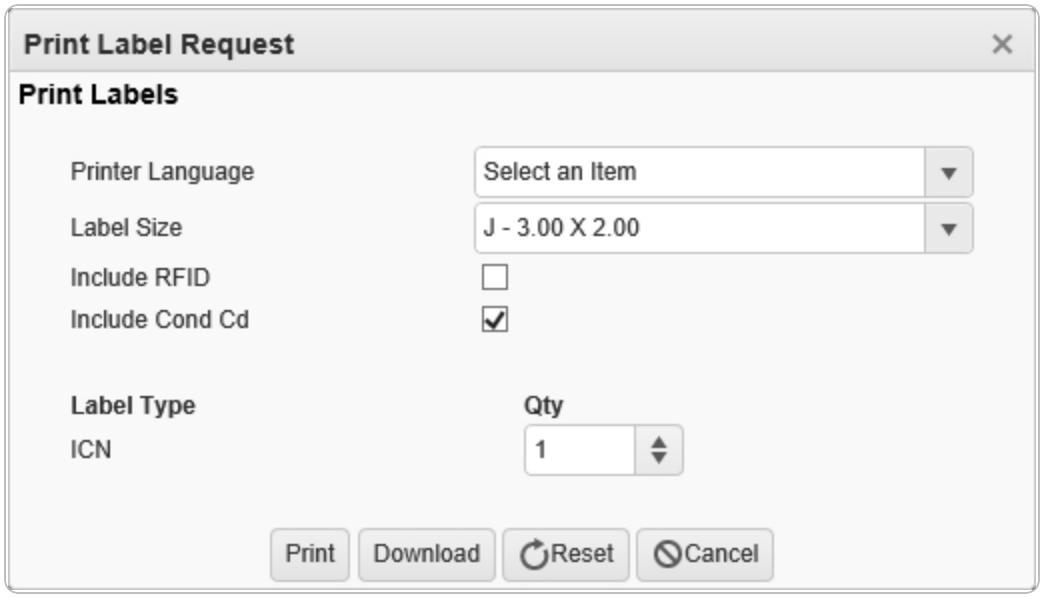
A. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* Remove, Remove All, Inspect, Edit Additional Info, Print Labels, Print, *and* Attachments *become available.*

B. Select Print Labels. 

appears.

ICN Labels

a. Select ICN Labels. *The **Print Label Request** pop-up window appears.*



b. Use ▼ to select the Printer Language.

c. Use ▼ to select the Label Size.

d. Click ☐ to select Include RFID. *This includes the radio frequency on the label.*

e. Click ☐ to select Include COND CD. *This includes the code on the label.*

f. *The Label Type automatically populates and is not editable.*

g. Use ▲▼ to choose the QTY.

h. Choose either:

1. Print to print the ICN label immediately.
2. Download to produce a PDF version of the label and print it later.

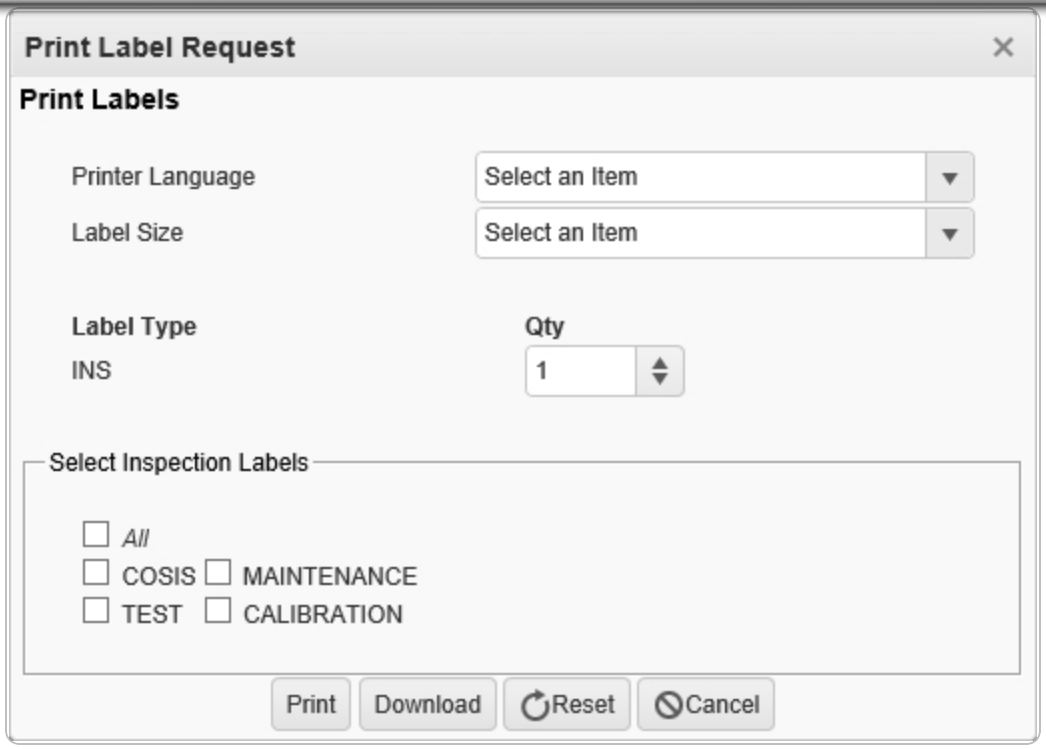
Expiring Items Labels

a. Select Expiring Items Labels. *The label automatically prints out.*

4324	DOM	DOI	DOE	LOT#	SER#
TEST	01–Jul–17		31–Jul–18	2	
D–1 BAG ER	01–May–19		30–Nov–20		324324

Inspection Due Labels

a. Select Inspection Due Labels. *The **Print Label Request** pop-up window appears.*



b. Use ▼ to select the Printer Language.

c. Use ▼ to select the Label Size.

d. *The Label Type automatically populates and is not editable.*

e. Use ▲▼ to choose the QTY.

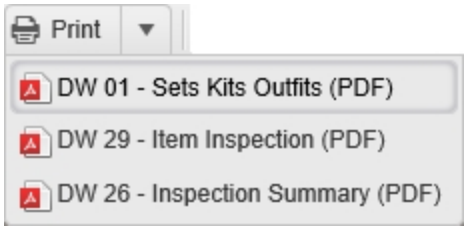
f. Click ☐ to select the desired Inspection Labels. *More than one selection is available.*

g. Choose either:

1. Print to print the ICN label immediately.
2. Download to produce a PDF version of the label and print it later.

Print Inventory Inspection Reports

A. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* Remove, Remove All, Inspect, Edit Additional Info, Print Labels, Print, *and* Attachments *become available.*

B. Select Print. 

appears.

C. Choose the desired form:

- DW Form 01 — SKO Kit Assembly Instructions form
- DW Form 29 — Item Inspection form
- DW Form 26 — Inspection Summary form

D. Select Print. *The report appears, ready to print from that software.*

Add Attachments

A. Click ☐ to select the desired Inventory Inspection. *The Selected Inventory Inspection is highlighted, and* Remove, Remove All, Inspect, Edit Additional Info, Print Labels, Print, *and* Attachments *become available.*

B. Select Attachments. *The* ***Add Attachments*** *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.	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.

Related Topics

- Inspect an Inventory
- Add an Attachment to an Inspection
- Add Additional Fields to an Inspection

Inspect a Selected Inventory

Overview

The Inspection process provides the ability to create an inspection for a selected STOCK NBR inventory.

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

Materiel MGMT > Inspection > Search > ☐ (desired record) > Selected Inventory

Inspections > ☐ (desired record) > Inspect > Inspect Selected Inventory page

Page Fields

The following fields display on the **Inspect Selected Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

Inspection Results Tab

Inspections — Stock Schedule

Cost Center
Last COSIS Inspection
Inspection Result
Personnel
Next COSIS Inspection
Remarks

Condition Code and Document Number Panel

Cond Cd

Document Nbr

Utilization and End Item Remarks Panel

Meter Reading
Increase By
Replace
Remarks

Selected Inventory Grid

All
Stock Nbr
Item Desc
ICN
Serial Nbr
Meter Reading
Percent Utilization
Remarks

Repair Parts Tab

Repair Parts Panel

Stock Number
Item Desc
Mfr Part Nbr
Total Repairable Qty
Cond Code
Location
Requested Qty
Selected Qty

Bill of Materiel

Stock Number
Item Desc
Serial Nbr
Mfr Part Nbr
Qty
ICN
Returnable
Return ICN
Return Serial Nbr
Return Location
Return Container
Cond Cd

(*) Asterisk identifies a mandatory field.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

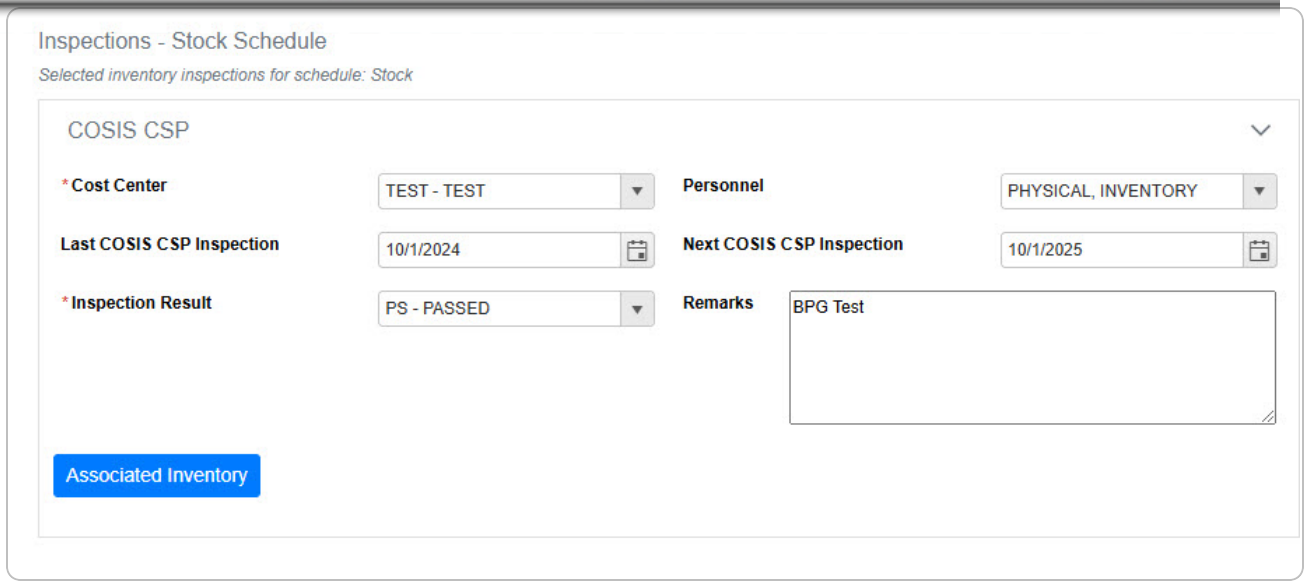
Inspect a Selected Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select Inspect. *The* ***Inspect Selected Inventory*** *page appears.*
2. The Inspections — Stock Schedule panel is at the top of the Inspection Results tab. *The contents of this panel depends upon the amount and type of previous inspections.*

Note

The Inspections — Stock Schedule panel only appears when the Inspection Type is either COSIS or a version of COSIS.



A. Use ▼ to select the Cost Center.

B. Use 📅 to select the Last {inspection type} Inspection, or enter the date (MM/DD/YYYY) in the field provided.

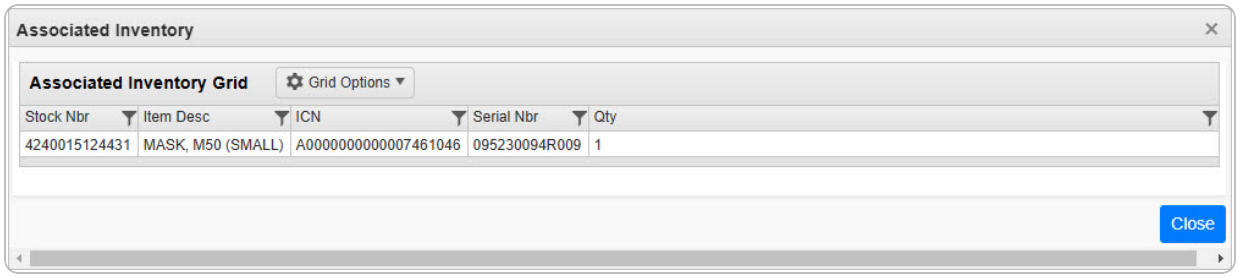
C. Use ▼ to select the Inspection Result.

D. Use ▼ to select the Personnel.

E. Use 📅 to select the Next {inspection type} Inspection, or enter the date (MM/DD/YYYY) in the field provided.

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

G. Select **Associated Inventory**. *The Associated Inventory pop-up window appears, to view the stock numbers that are affected by this inspection.*

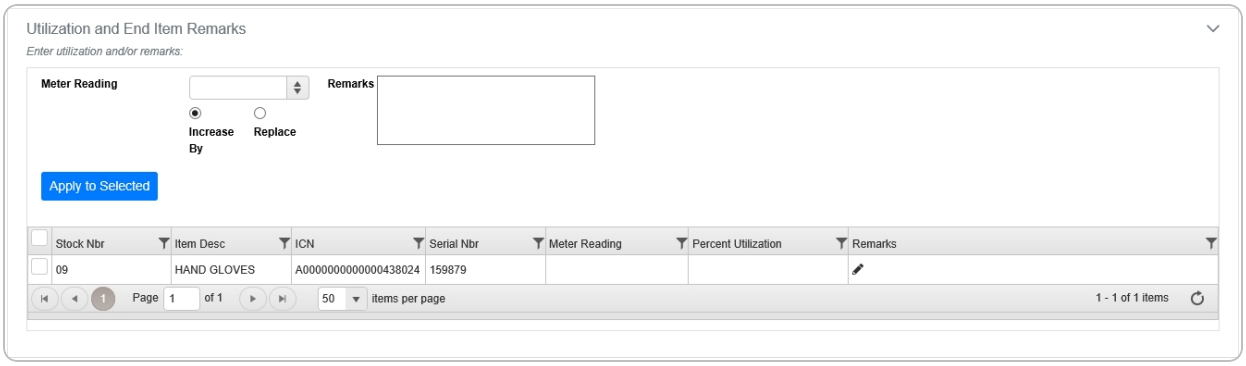


H. Repeat these steps for however many inspection panels exist. *The Condition Code and Document Number panel is next.*

a. Use ▼ to select the Cond Cd.

b. Enter the DOCUMENT NBR, using ℹ to assist with the entry. *This is a 14 alpha-numeric character field.*

c. *The Utilization and End Item Remarks panel is next.*



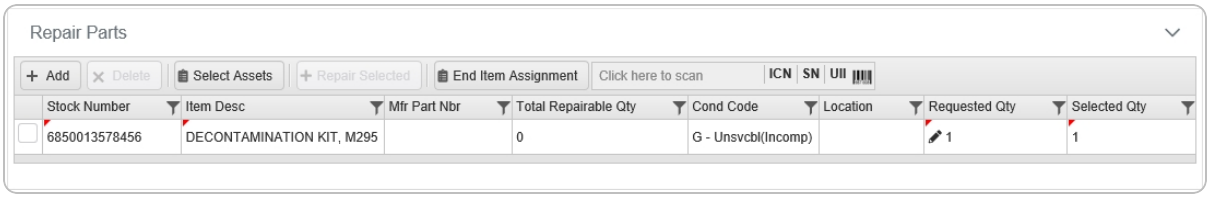
1. Use ▲▼ to select the Meter Reading.
2. Select ○ for either Increase By *OR* Replace.
   The radio buttons apply to the Meter Reading field.

Note

The Increase By radio button takes the amount entered in the Meter Reading field and adds it to the existing amount in the selected grid row.

The Replace radio button takes the amount entered in the Meter Reading field and puts it into the selected grid row, erasing the previous amount.

3. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Apply to Selected. *The Meter Reading and Remarks cells are updated in the selected row.*
5. Select the Repair Parts tab. *The Repair Parts Tab appears.*
6. The Repair Parts panel is at the top of the Repair Parts tab. *The grid starts out empty.*



A. Select + Add. *A new row appears.*

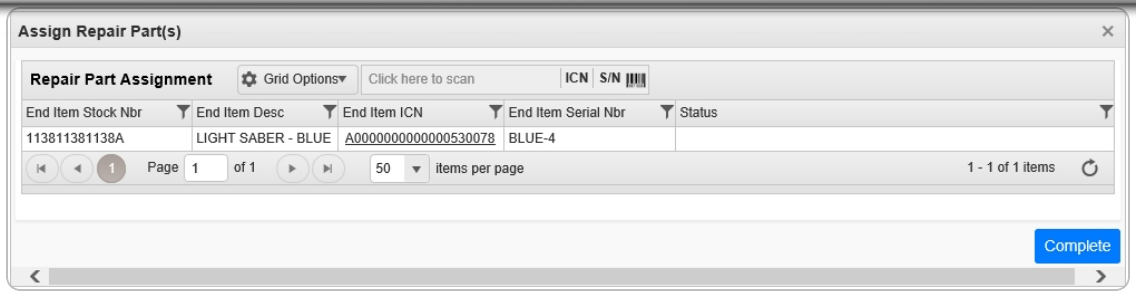
B. Enter the Stock Number, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

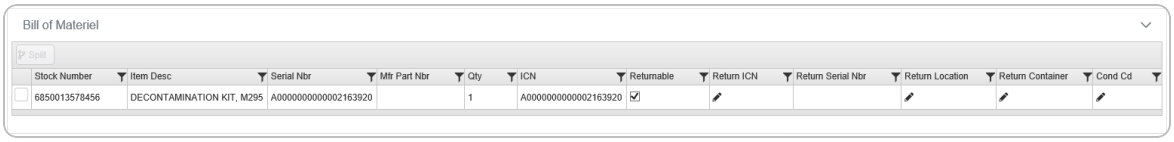
C. Select Select Assets. *The **Inventory Selection** pop-up window appears. Choose an asset, and it appears in the Bill of Materiel grid.*

D. Select + Repair Selected. *The item in the Bill of Materiel grid is used to repair the item, and is removed from the grid.*

E. Select End Item Assignment. *The Assign Repair Parts pop-up window appears, showing the details of the part used to fix the original item.*



F. *The Bill of Materiel panel is next.*



a. Select the desired Bill of Materiel record. *The record is highlighted.*

b. Click ☐ to select the Returnable. *This is for those items that can be returned, not that are disposable.*

c. Select ✎ in the Return ICN column. *The Return ICN field appears. This is a 20 alphanumeric character field.*

d. Select ✎ in the Return Location column. *The Return Location field appears. This is a 20 alphanumeric character field.*

e. Select ✎ in the Return Container column. *The Return Container field appears. This is a 20 alphanumeric character field.*

f. Select ✎ in the COND CD column. *The COND CD drop-down field appears. Use ▼ to select the Cond Cd.*

Select Complete. *The Inventory page closes, and the inspection appears in the Selected Inventory Inspections grid.*

3.

OR

Select Complete and View QC. *The Inventory page closes, and the inspection appears in the **QC / QA / Inspection 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.
1153 — The 'To CONDITION CD' value selected is not an allowable value.	Invalid Entry. The CONDITION CD does not match the allowed values. Choose a different CONDITION CD.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
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.

Related Topics

- Inspection
- Add an Attachment to an Inspection
- Add Additional Fields to an Inspection

Add Additional Fields to an Inspection

Overview

The Inspection Additional Fields process provides the ability to insert more fields into an inspection.

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

Materiel MGMT > Inspection > Search > ☐ (desired record) > Selected Inventory

Inspections > ☐ (desired record) > Edit Additional Info > Additional Fields pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Additional Info fields are used to specify information not included in the edit screen.
xxxx	New fields may be selected from the Add Field dropdown.

Additional Info

Add Field

Procedures

ELMS Navigation Helpful Tips

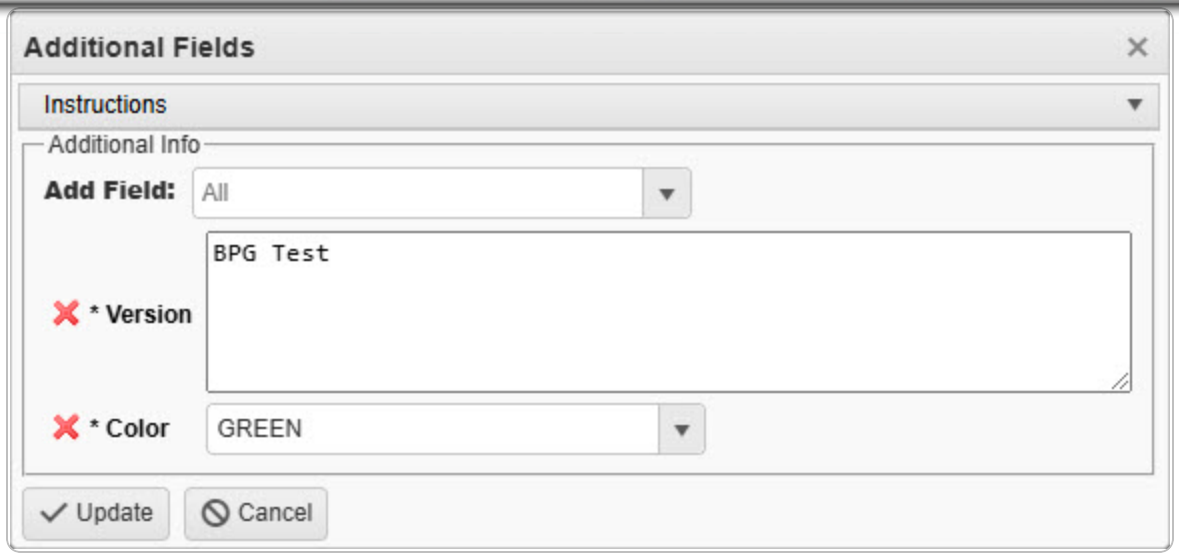
Click the following link to display Warehouse Navigation Tips.

Add a QC/Inspection Request

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

1. Select Edit Additional Info. *The* ***Additional Fields*** *pop-up window appears.*

2. Use ▼ to select the Add Field. *The options are specific to the inspections associated with the accessed user ID.*
3. *The option becomes a field to enter information about that field.*



4. Enter any additional information in the field provided. *This can be different types of fields, so enter the information however the method.*

5. Select Update. *The **Additional Fields** pop-up window closes, and the new fields appear when the forms are printed.*

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

- Inspection
- Inspect an Inventory
- Add an Attachment to an Inspection

Add Attachments to a Inspection

Overview

The Inspection Add Attachments process provides the ability to attach documents to the inspection.

Navigation

Materiel MGMT > Inspection > *VARIOUS PROCEDURAL STEPS* > Inspection Attachments pop-up window

Page Fields

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

Instructions - Inspection Attachments

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Inspection Attachments

Thumbnails
Attach

Attach Files

Attachment
Desc
Primary
Name
Desc

Procedures

ELMS Navigation Helpful Tips

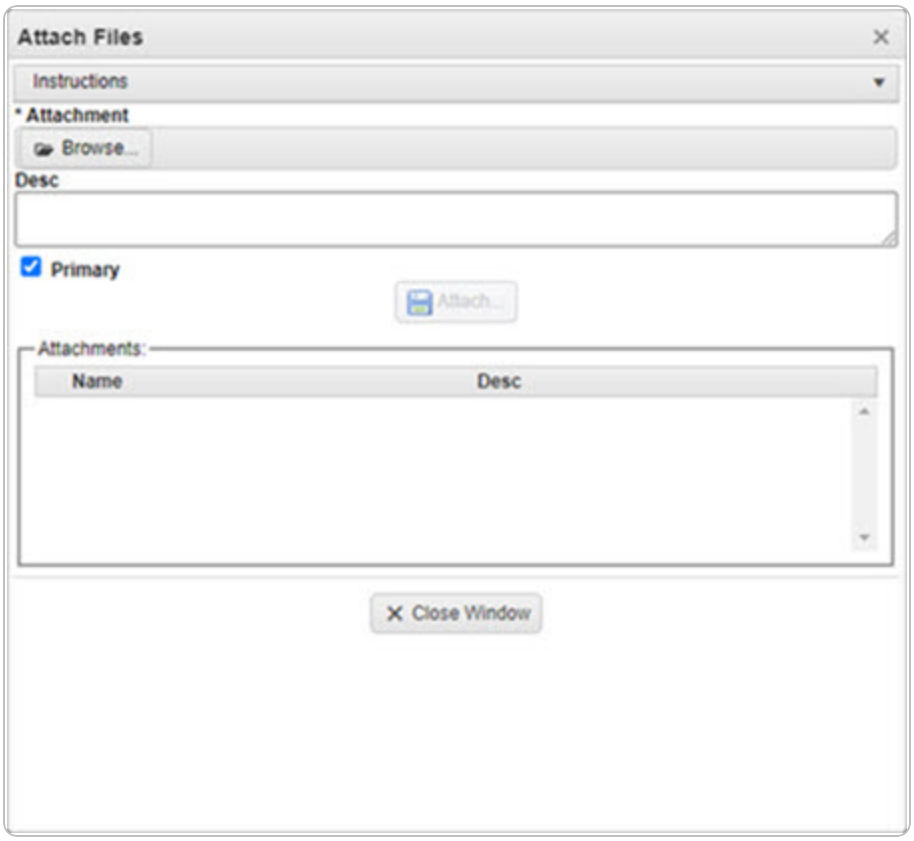
Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Inspection

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

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

2. Select Attach... . *The **Attach Files** pop-up window appears.*



3. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

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

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

6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*

7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select ⊘ No to cancel the deletion.
- Select ✓ Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select ✓OK to complete the process. *The document is removed.*

10. Select ✕ Close Window . *The **Attach Files** pop-up window closes, and the file appears in the Primary Attachment field of the 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	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	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 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

- Inspection
- Inspect an Inventory
- Add Additional Fields to an Inspection

Maintenance Issue

Overview

The Warehouse Management module Maintenance Issue process provides the ability to pick and issue requested supplies for maintenance activities, to update existing requests, to cancel requests for supplies from the Warehouse module, or to create a back-order request for supplies. Maintenance Issue Requests can be generated from the Warehouse module or from the M&U module.
Maintenance Issue requests have three different statuses:

- **RQ - Requested**
  — the request is initially created. Requests with a back-order remain in this status, but the status of Maintenance Issue Detail (STK NBRS) will display BO - Backorder Requested.
- **IS - Issued**
  — the request was signed with the Requested QTY matching the Picked QTY.
- **CN - Canceled**
  — the request has been canceled.

Maintenance Issue Requests generated from ELMS M&U cannot be canceled from ELMS Warehouse.

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

MATERIEL MGMT > MAINT ISSUE > Maintenance Issue page

Page Fields

The following fields display on the **Maintenance Issue** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Maintenance Issue Search Criteria

Document Nbr
Maint Activity
Stock Nbr
Requested Date From
Completed Date From
Asset Id/Mark For
Work Order Nbr
Ordered By
Status

Requested Date To

Completed Date To

Maintenance Issue Results Grid

All
Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By

Program Id
Remarks

Procedures

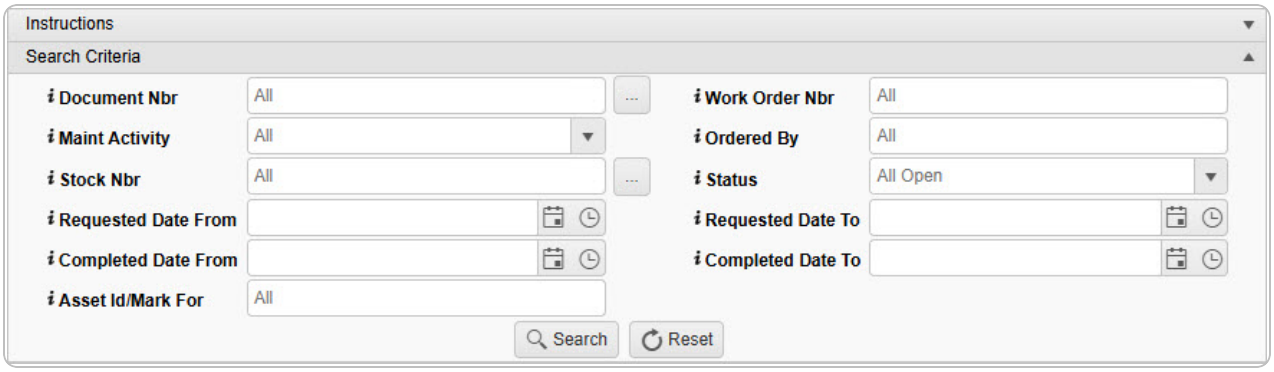
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search Maintenance Issues

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

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



- Use i or ... to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

  Document Number Browse

- Use i or ▼ to assist with the Maint Activity entry.

- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Use or to select the Requested Date From, or enter the data (MM/DD/YYYY HH:MM) in the field provided.
- Use or to select the Completed Date From, or enter the data (MM/DD/YYYY HH:MM) in the field provided.
- Enter the Asset Id/Mark For, using to assist with the entry. *This is a 12 alpha-numeric character field.*
- Enter the Work Order NBR, using to assist with the entry. *This is a 50 alpha-numeric character field.*
- Enter the Ordered By, using to assist with the entry. *This is a 15 alphanumeric character field.*
- Use or to assist with the Status entry.
- Use or to select the Requested Date To, or enter the data (MM/DD/YYYY HH:MM) in the field provided.
- Use or to select the Completed Date To, or enter the data (MM/DD/YYYY HH:MM) in the field provided.

2. Select Search. The results appear in the Maintenance Issue Requests grid.

Test

Add a Maintenance Issue Request

Select + Add. *The **Add a Maintenance Issue Request** pop-up window appears.*

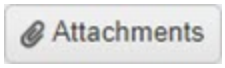
Update a Maintenance Issue Request

Select Edit. *The **Update a Maintenance Issue Request** pop-up window appears.*

Sign a Maintenance Issue Request

Select Sign. *The **Sign a Maintenance Issue Request** menu appears.*

Attach a Document to a Maintenance Issue Request

Select 

. *The **Attach a Document** pop-up window appears.*

Cancel a Maintenance Issue Request

Note

Maintenance Issue Requests generated from ELMS M&U **cannot** be canceled from ELMS Warehouse.

Select

. *The **Cancel a Maintenance Issue Request** pop-up 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
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.
xxxx — Wild-card is not per-	Invalid Entry. The wild-card character (%) is not

mitted.	allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick

Add a Maintenance Issue

Overview

The Maintenance Issue Add process provides the ability to create new picks and issue requested supplies for maintenance activities.

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

MATERIEL MGMT > MAINT ISSUE > + Add > Add a Maintenance Issue pop-up window

Page Fields

The following fields display on the **Add a Maintenance Issue** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Header Information

Request Nbr
Maintenance Activity *
Owning DoDAAC *
Requested Date *
Work Order
Expected Completion Date

Details

Scan Barcode
All
Stock Nbr
Item Desc
Requested Qty
Unit Cost
Document Nbr
Expected Completion Date
Status
Add / Edit Remarks

Remarks
History Remarks

Optional

Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures

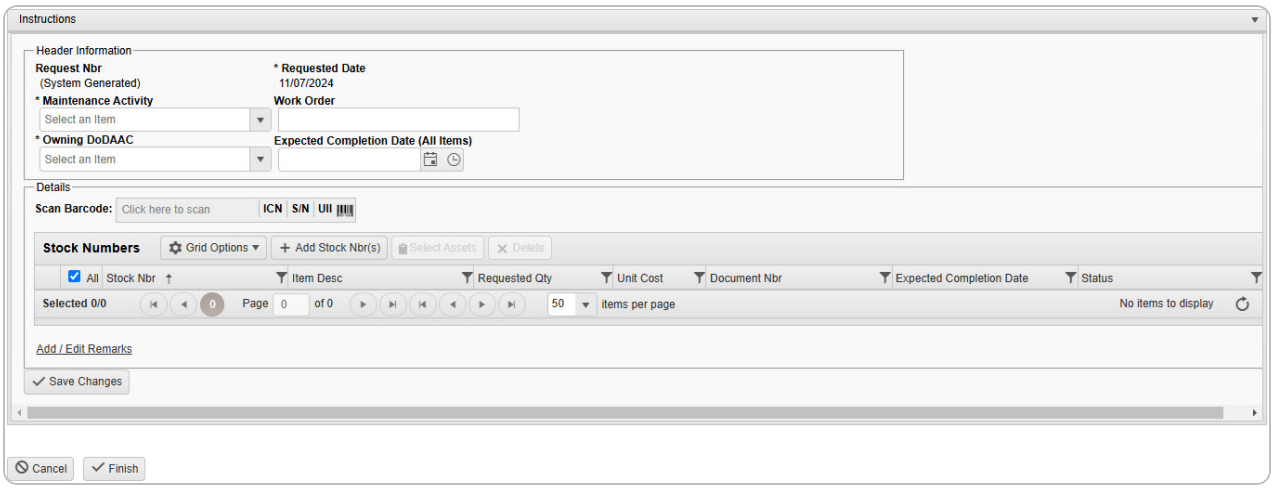
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Maintenance Issue Request

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

1. Select + Add. *The* ***Add Request Header Information and Add Request Details*** *page opens.*



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

B. Use ▼ to select the Maintenance Activity.

C. Use ▼ to select the Owning DoDAAC.

D. *The Requested Date automatically populates and is not editable.*

E. Enter the Work Order in the field provided. *This is a 50 alphanumeric character field.*

F. Use 📅🕒 to enter an Expected Completion Date, or enter the date (MM/DD/YYYY HH:MM) in the field provided.

Select Click here to scan | ICN | S/N | UII |||. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

G.

OR

Select + Add Stock Nbr(s). *The **Stock Nbr Browse** pop-up window appears, for manually adding assets to the maintenance issue record.*

Stock Number Browse help

H. Select the ☐ next to the desired entry to select the entire quantity. ☑ *appears.*

> **Note**
> If selecting less than the entire quantity, click the ✎ on the desired entry and manually enter the quantity in the field provided.

I. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

J. Select ✓ Save Changes. *Items are saved to the Add Request Details section, and the status in the Stock Numbers grid changes to "RQ - Requested".*

K. Highlight the desired entry on the Stock Number grid and select Select Assets. *The **Inventory Selection** pop-up window appears to assign assets to the request.*

L. Select the ☐ on the left side of the desired entry to select the entire quantity. ☑ *appears.*

M. Click ✓Take Selected to apply the selected assets to the request. *The **Inventory Selection** window closes, and the status in the Stock Numbers grid changes to "PK - Picked".*

N. Repeat Steps E-G for each entry in the Stock Numbers grid.

2. Select ✓ Finish. *The page returns to the Maintenance Issue grid with the addition at the top and with a system-generated Request NBR.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request

Update a Maintenance Issue

Overview

The Maintenance Issue Update process provides the ability to edit existing requests.

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

MATERIEL MGMT > MAINT ISSUE > Edit > Update a Maintenance Issue pop-up window

Page Fields

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

Maintenance Issue Search Criteria

Document Nbr
Maint Activity
Stock Nbr
Requested Date From
Completed Date From
Asset Id/Mark For
Work Order Nbr
Ordered By
Status
Requested Date To
Completed Date To

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Maintenance Issue Request

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

1. Select ☐ next to the desired request. ☑ *appears.*
2. Click Edit to update the desired request. *The screen changes to the Request Header Information and Request Details sections.*
3. Use to update the Expected Completion Date, or enter the data (MM/DD/YYYYHH:MM) in the field provided.

   Select

   . *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
4. **OR**

   Select + Add Stock Nbr(s) . *The* ***Stock Nbr Browse*** *pop-up window appears, for manually adding assets to the maintenance issue record.*

   Stock Number Browse help
5. For entries with a status of "RQ - Requested" or "BO - Backorder Requested", perform the following:

   A. Highlight the desired entry on the Stock Number grid and select Select Assets . *The* ***Inventory Selection*** *pop-up window appears to assign assets to the request.*

   B. Select the ☐ on the left side of the desired entry to select the entire quantity. ☑ *appears.*

C. Click Take Selected to apply the selected assets to the request. *The **Inventory Selection** window closes, and the status in the Stock Numbers grid changes to "PK - Picked".*

6. Select Finish. *The Maintenance Issue update is processed. ... The page returns to the Maintenance Issue grid with the addition at the top and with a system-generated Request NBR??*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request

- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request

Cancel a Maintenance Issue

Overview

The Maintenance Issue Cancel process provides the ability to cancel requests for supplies from the Warehouse module.
Maintenance Issue Requests generated from ELMS M&U cannot be canceled from ELMS Warehouse.

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

MATERIEL MGMT > MAINT ISSUE > Cancel > Cancel a Maintenance Issue pop-up window

Page Fields

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

Maintenance Issue Search Criteria

Document Nbr
Work Order Nbr
Maint Activity
Ordered By
Stock Nbr
Status
Requested Date From
Requested Date To
Completed Date From

Completed Date To

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Cancel a Maintenance Issue Request

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

Note

Maintenance Issue Requests generated from ELMS M&U cannot be canceled from ELMS Warehouse.

1. Select ☐ next to the desired request. ☑ *appears.*
2. Click Cancel . *The* ***Cancel Maintenance Issue*** *pop-up window appears.*
3. Select Yes . *The Maintenance Issue is canceled.*

   OR

   Select No . *The pop-up window closes and returns to the* ***Maintenance Issue*** *page without any changes.*

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.
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request

Sign a Maintenance Issue

Overview

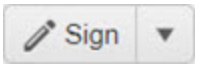
The Maintenance Issue process provides the ability to sign and complete a Maintenance Issue transaction.

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

MATERIEL MGMT > MAINT ISSUE > 

> Sign a Maintenance Issue pop-up window

Page Fields

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

Maintenance Issue Search Criteria

Document Nbr
Maint Activity
Stock Nbr
Requested Date From
Completed Date From
Asset Id/Mark For
Work Order Nbr
Ordered By
Status
Requested Date To

Completed Date To

Maintenance Issue Results Grid

Primary Attachment
Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Sign a Maintenance Issue Request

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

Attention

If the Requested QTY does not match the Picked QTY at the time of signing, a **Maintenance Issue Partially Picked** pop-up window appears. Select Issue As Is to continue with the request as is, or select Issue and Create Backorder to process the issue and create a backorder for the request. *The Record Detail Status changes to "BO - Backorder Requested".*

1. Select ☐ next to the desired request. ☑ *appears.*
2. Select Sign ▼ from the Maintenance Issue grid. *There are three signing options appear for signing and completing the Maintenance Issue Request.*
   - Select eSign displays the **Insert CAC** pop-up window.
     A. Insert the CAC. *Please wait several seconds for the reader to recognize the card.*
     B. Select OK to continue. *The* ***Windows Security - Select a Certificate*** *pop-up window appears.*
     C. Select the appropriate certificate and click OK . *The* ***ActivClient Login*** *pop-up window appears.*
     D. Enter the CAC Personal Identification Number in the PIN field and click OK . *The* ***eSign Complete*** *pop-window appears.*

Note

- If the *PIN* is entered incorrectly, select Cancel and reattempt by clicking eSign.
- If the *PIN* is entered incorrectly three times, the *CAC* locks. *Contact an administrator to unlock it.*

E. Select OK. *The* ***Windows Security - Select a Certificate*** *pop-up window appears.*

F. Select the desired certificate and click OK. *The signature page appears in a new browser window along with the* ***Print*** *dialog box.*

G. Select Print. *The certificate prints.*

- Select Sign with Signature Pad to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*

  A. Use the stylus to sign the Signature Pad.

  - Selecting Clear removes the signature to reattempt.

  B. Select Accept to confirm the signature.

- Select Manual Sign displays a **Print** dialog box for the DDForm 1150.pdf.

  A.
  - Open puts the document into Adobe Reader. *Users can print the document from here.*
  - Save saves the document for printing at a later time.

Note

Scan the manually signed document(s) and attach to the designated request. *See* ***Attach a Document to a Maintenance Issue Request*** *procedure.*

Upon completion of the signing procedure, the status of the request changes to "IS - Issued".

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request

Attach a Document to a Maintenance Issue Record

Overview

The Maintenance Issue Attach a Document process provides the ability to have a document become a part of the record.

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

MATERIEL MGMT > MAINT ISSUE > Maintenance Issue > Attachments > Attach a Document pop-up window

Page Fields

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

Instructions - Attach a Document

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach a Document

Attachments

Attach Files

Attachment
Desc
Primary
Name
Desc

Procedures

ELMS Navigation Helpful Tips

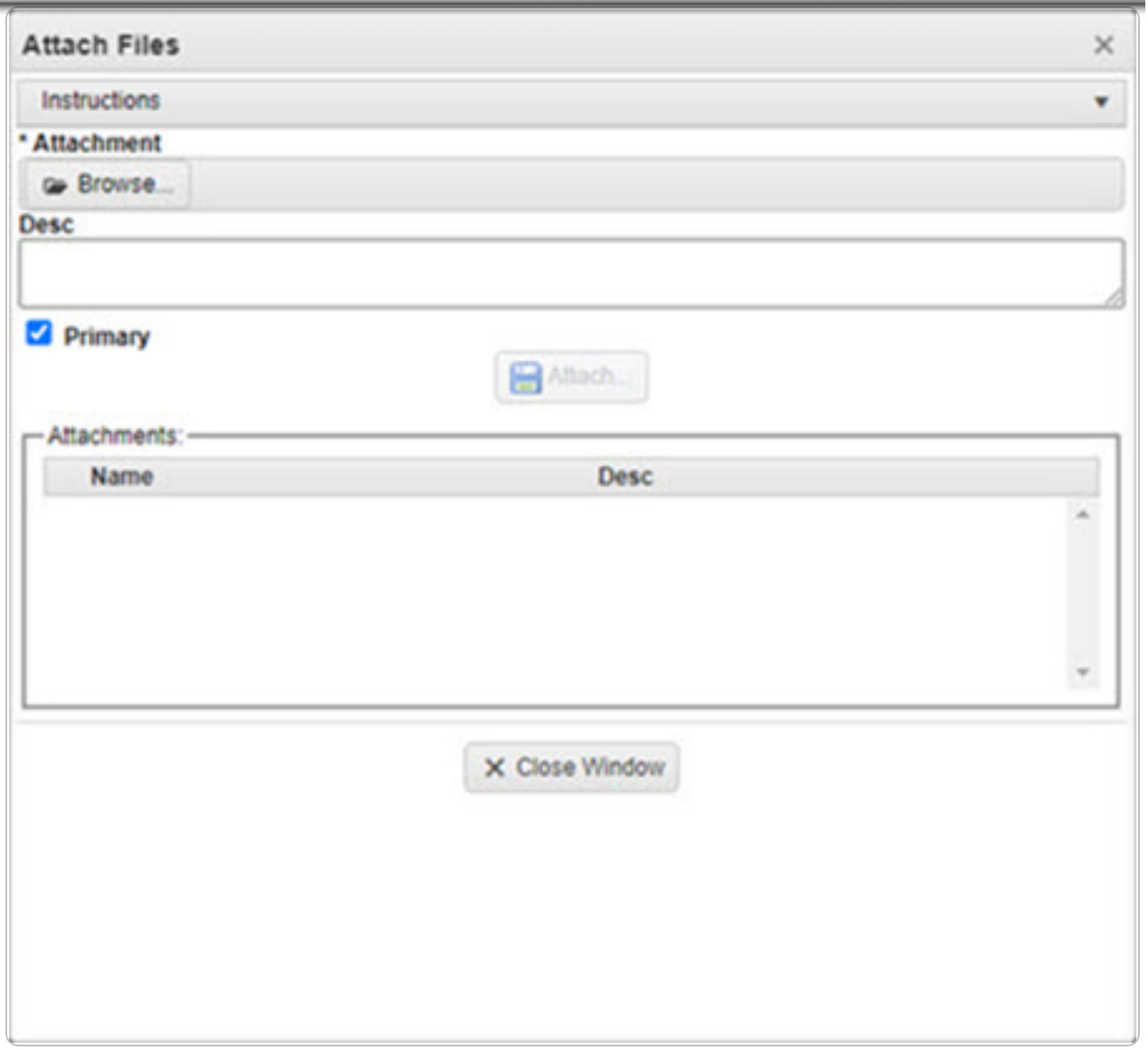
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Maintenance Issue Request

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

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

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



3. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*

7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

Note

Select the 💾 part of 💾✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select Close Window . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Sign a Maintenance Issue Request

Individual Issue

Overview

The Warehouse Management module Individual Issue process provides the ability to search existing issues and begin the process of issuing equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned.

Helpful Tip

A member's CAC can streamline the Individual Issue process.

When the member first arrives, scanning the CAC performs the search automatically.

If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Individual Issue.

Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Individual Issue.

The Warehouse Module also offers Quick Issue. A Quick Issue allows members to pick their assets before an issue is created. Like shopping at a grocery store, members pick their assets and then bring them to the ELMS agent for issue. The agent scans the ICN barcodes with a ELMS supported tethered scanner, and the issue is complete.

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

Materiel MGMT> Individual > Issue > Individual Issue page

Page Fields

The following fields display on the **Individual Issue** 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.
420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.

Search Criteria

Member

EDI PI / Secondary Id
CAC

Issue Nbr

UIC

Individual Issue Grid

Attachments
New / Edit
View
Last Name
First Name
Middle Initial
EDI PI
UIC
Last Issue Dt
Last Issue Nbr
Loan Return Dt
Last Warehouse
Stock Number Qty
Total Qty
Status

Optional

Secondary Id
Class Year
Duty Status
Valid CAC
Pay Grade
Expiration of Active Service

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

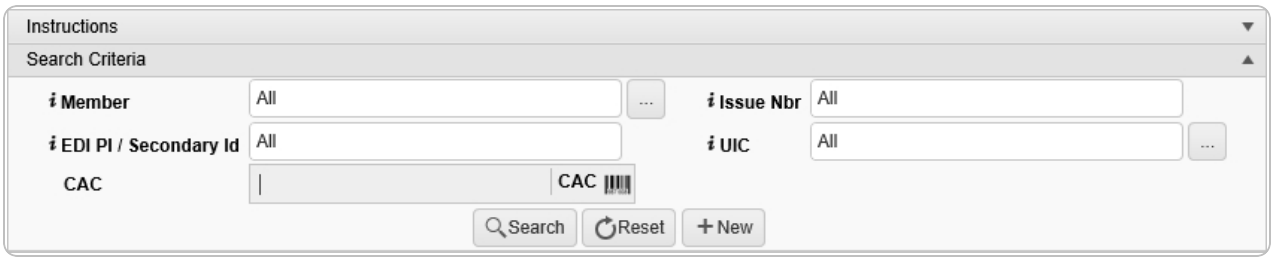
Search for An Individual Issue

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.*

Note

If using a CAC, select the CAC field and scan the member's CAC with a ELMS supported tethered scanner. Otherwise, follow these steps:

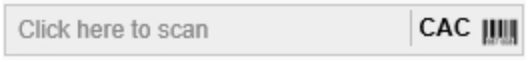
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

- Enter the EDI PI or Secondary ID, using to assist with the entry. *This is a 10 alphanumeric character field.*

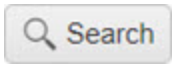
- Select 

. *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

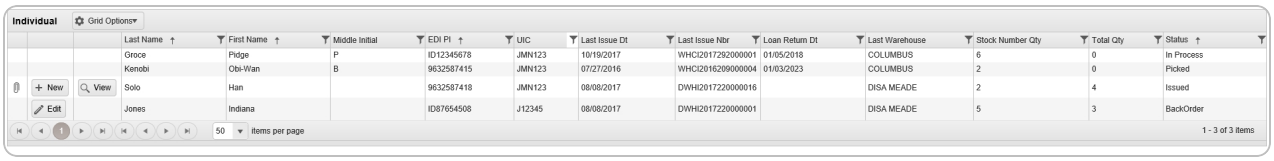
- Enter the Issue NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*

- Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse

2. Select 

. *The results display in the Individual Results grid.*



Create a First-time Issue for a New Member (without a CAC)

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

Note

Before creating an issue, perform a search for the member (Last Name, First Name) to ensure the system does not show a record.

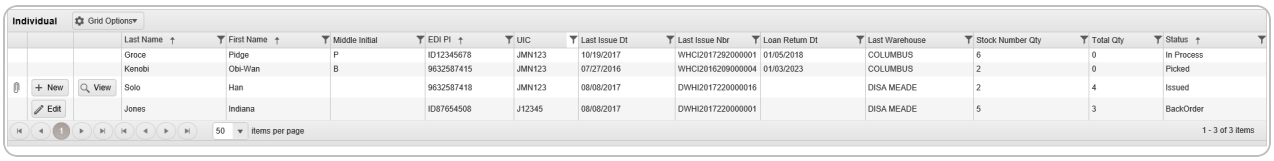
1. Select + New. *The* ***Enter the EDI PI*** *pop-up window appears.*

2. Select OK. *The* ***Add Member Profile*** *pop-up window appears, with the* ***Browse Member Profile*** *pop-up window in the background.*
3. Enter the member information.
4. Select Add. *The* ***Individual Issue*** *page appears..*

Create an Issue for an Existing Member (without a CAC)

1. Use i or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

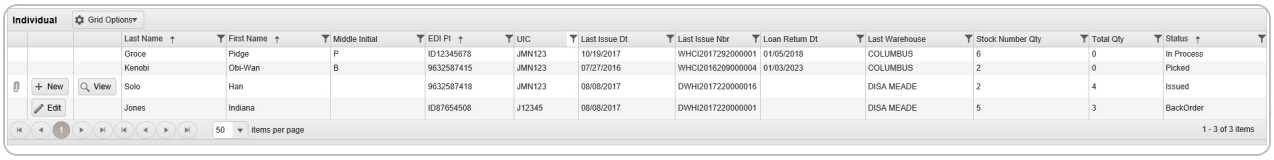
   Member Profile Browse
2. Select Search. *The results display in the Individual Results grid.*



3. Select + New next to the member's record. *The **Individual Issue** page appears.*

Create an Issue From Scanning the Member's CAC

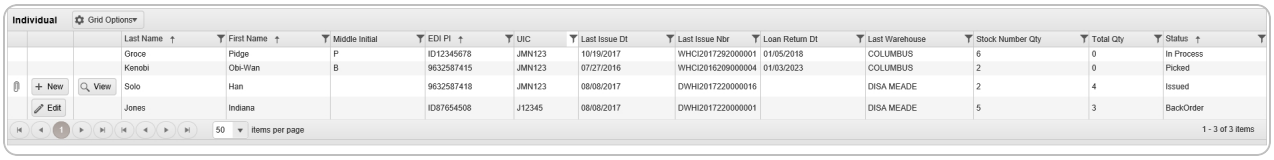
1. Select Click here to scan CAC . *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*
2. Select Search . *The results display in the Individual Results grid.*



3. Select + New next to the member's record. *The **Add an Individual Issue** screen appears.*

Update an Individual Issue

1. Select Search . *The results display in the Individual Results grid.*



2. Select Edit next to the member's record. *The **Add an Individual Issue** screen 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

- Add an Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Add a Member Profile
- Master Issue List

Add an Individual Issue

Overview

The Individual Issue Add process provides the ability to create an issue of equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned.

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

Materiel MGMT> Individual > Issue > + New > Individual Issue Member page

Page Fields

The following fields display on the **Individual Issue Member** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
427	Select 'Add' to initiate a new Individual issue.
422	Select 'Save and Continue' to transition to next status during

	Individ Issue.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.
458	Select 'Print' to print Pick List and Individual Issue Receipt.
426	Some action buttons below will become active as Individual Issue progresses.
437	Delete is not a valid option – change value to zero to adjust as option.
428	Click 'Select Assets' button to manually select inventory by serial number.
489	Use 'Scan ICN' control to select inventory by scanning ICN bar-code.
429	"Alert" highlights situations that need user attention.
445	Warehouse QTY excludes Issue LOCQTY, Required QTY may be changed from initiate to picked status.

Individual Issue Member

Last, First M
EDI PI
Pay Grade

UIC *

Temp Assigned UIC

Master Issue Lists
Include Previous Issued Qty in Calculation
Secondary Id
Cash Issue
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Loan Return Dt

Service Center *

Air Force Academy

Class Year
Duty Status

Individual Issue Grid

Edit
SKO Status
Issue Status
LIN/TAMCN
Stock Nbr
Item Desc
Size
Available Qty
Required Qty
Prior Issued Qty
Pending Issue Qty

Optional

Color
Mgmt Cd
Picked Quantity
Issued Qty
BackOrder Qty
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Process an Individual Issue

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

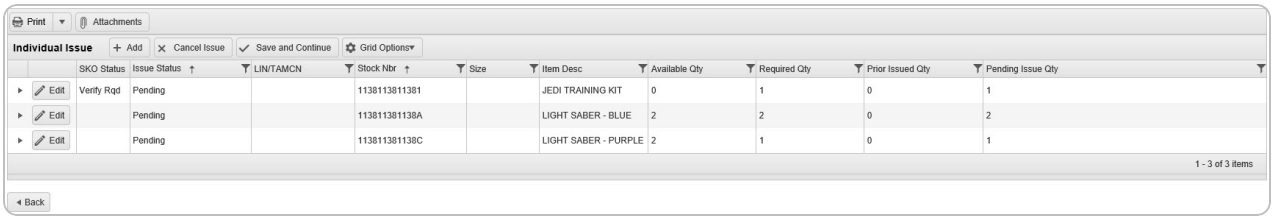
1. *Verify the information on the* ***Individual Issue Member*** *page.*

Note

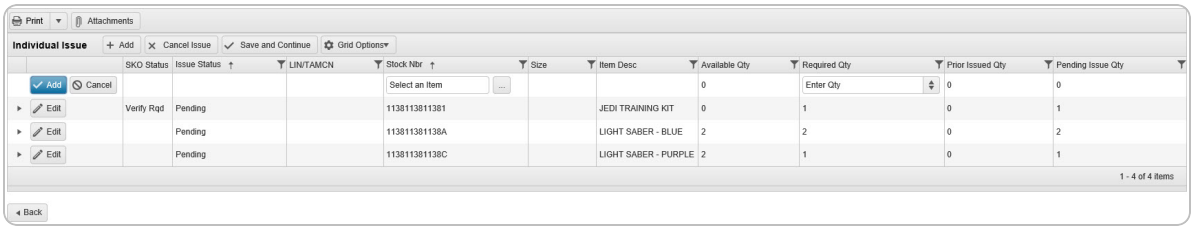
Click ... in the Master Issue List field to search and add desired lists. If a Master Issue List contains sized items, the Size Categories subsection appears in the Individual Issue Member section. Use ▼ for each item to select appropriate size.

Master Issue List Browse

2. Select Update. *The Individual Issue grid appears.*



A. Select + Add. *A new row appears at the top of the grid to add an asset to the issue.*



B. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

C. Use the ▲▼ to choose the REQUIRED QTY.

D. Select ✓ Add at the beginning of the row. *The asset is added to the issue and highlighted in green.*

E. Repeat steps A and B until all desired assets are added.

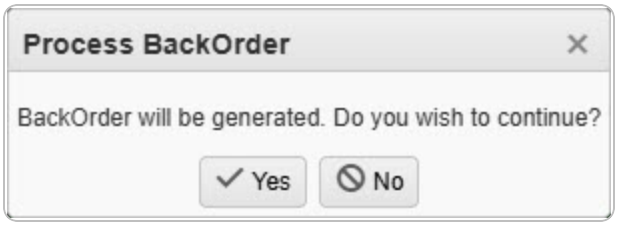
F. For certain stock numbers, ⚙ Select Assets appears in the Picked QTY column.

Inventory Selection Browse

G. Select ✎ Sign. *The **Individual Issue Electronic Signature** pop-up window appears.*

Note

If there are items that are not available and need to be backordered, the **Process BackOrder** pop-up window appears first.:



- Select ✓ Yes. *The backorder is confirmed, and continues on to the **Individual Issue Electronic Signature** pop-up window.*
- Select No. *The backorder is denied and returns to the Individual Issue grid.*

- eSign **displays the Signature Pad Form pop-up window.**

1. Use either the mouse or the stylus to sign the Signature Pad.
2. Select either:
   - Accept to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
   - Clear to erase the signature and reattempt.
   - Cancel to close the window and return to the previous page.

- Manual Sign **displays the pop-up window of the document for printing with a Print dialog box.**

Print

ISS NBR: HC100172791001

Bunny, Bugs , CIV
EDIPI: ID87654487

DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
WAREHOUSE: COLUMBUS
INDIVIDUAL ISSUE RECEIPT
UIC: F00042 - ELEARNING

DT/TM PRINTED: 10/6/2017 4:07:22 PM
DT/TM ISSUED: 10/06/2017

LIN/TAMCN	ITEM DESC	ICN	CAGE	MFR DT	ISSUE QTY	UNIT COST
STOCK NBR (SKO)	IDN	COND CD	CNTRCT	EXP DT	RETURNABLE	EXT COST
SERIAL NBR		SIZE	LOT NBR			
		COLOR				
	GRAPPLING HOOK,COLL	B0000000000000260076			2	$188.44
2040014990035		A			Yes	$376.88

GRAND TOTALS: **Items/Kits: 2** **$376.88**
Components: 0

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

Defense Property Accountability System DPAS

10/06/2017
Bugs Bunny , ID87654487 Dt

SKO TYPE CODES

MG: MANAGED

UM: UNMANAGED

DW FORM 04I, FEB 2016 For Official Use Only

1. Select Print to print the document. *The **Print** pop-up window closes.*
2. The member manually signs the printed document.
3. Select ✕ in the top right corner of the document pop-up window.

- Select Cancel. *The Sign pop-up window closes.*

H. Select Print. *The available forms for printing appear.*

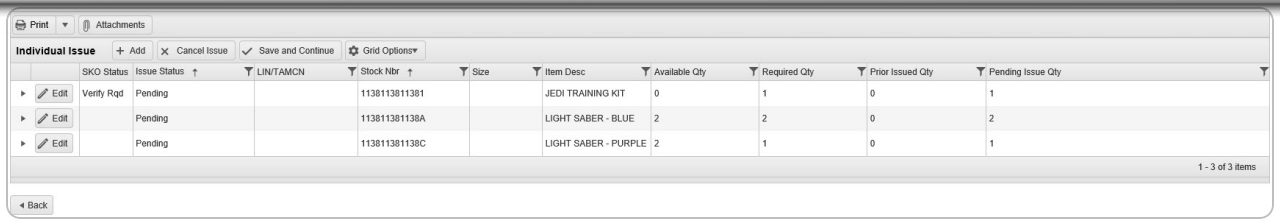
- DW Form 02 — Pick List (PDF)
- DW Form 04I — Return Receipt (HTML)
- DW Form 04I — Return Receipt (PDF)
- DW Form 05I — Outstanding Returnable Items
- DW Form 05T — Outstanding Returnable Loans

Process a Quick Issue

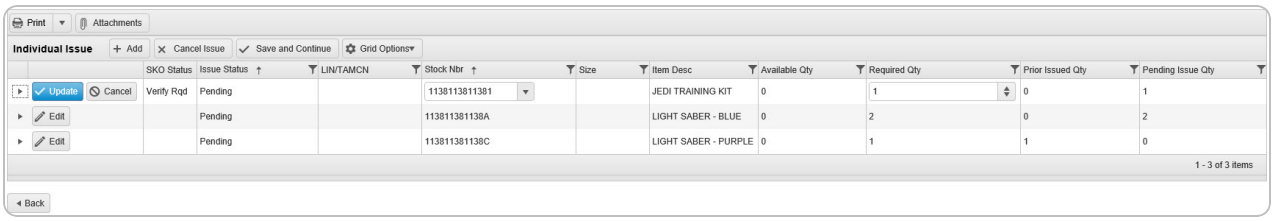
1. *Verify the information on the **Individual Issue Member** page.*
2. Select Update. *The Individual Issue grid appears, and the status of the Individual Issue goes to "Picked".*
3. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
4. Repeat step 3 for all assets.
5. Select Sign. *The **Individual Issue Electronic Signature** pop-up window appears.*

Update an Asset in an Individual Issue

1. Select Edit next to the member's record. *The **Add an Individual Issue** screen appears.*



2. Select Edit next to the item's record. Edit *changes into* Update *and* Cancel.



3. Update the STOCK NBR, using ... to browse for the revised identifier. *This is a 15 alpha-numeric character field.*

   Stock Number Browse

4. Update the REQUIRED QTY, using ▲▼ to choose the revised amount.

5. Select Update. *The asset is revised and highlighted in green.*

Attach a Document to an Issue

Select Attachments. *The **Add Attachment to Individual Issue** pop-up 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

xxxx — Your access has been denied. No active Member Profile was found for the EDI PI. If you believe this is in error, verify your URL. If the URL is correct, contact your issuing facility for assistance.	This error appears when the CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member

Update a Member for an Individual Issue

Overview

The Individual Issue Member process provides the ability to edit a member.

Navigation

MATERIEL MGMT > Individual > Issue > Search > New > Individual Issue Member page

Page Fields

The following fields display on the **Individual Issue Member** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
427	Select 'Add' to initiate a new Individual issue.
422	Select 'Save and Continue' to transition to next status during Individ Issue.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.

458	Select 'Print' to print Pick List and Individual Issue Receipt.
426	Some action buttons below will become active as Individual Issue progresses.
437	Delete is not a valid option – change value to zero to adjust as option.
428	Click 'Select Assets' button to manually select inventory by serial number.
489	Use 'Scan ICN' control to select inventory by scanning ICN bar-code.
429	"Alert" highlights situations that need user attention.
445	Warehouse QTY excludes Issue LOC QTY, Required QTY may be changed from initiate to picked status.

Individual Issue Member

Last, First M
EDI PI
Pay Grade
UIC *
Temp Assigned UIC
Master Issue Lists
Include Previous Issued Qty in Calculation
Secondary Id
Cash Issue
Phone Nbr
DSN Nbr

Mobile Phone Nbr
Email Address
Loan Return Dt
Service Center

Air Force Academy

Class Year
Duty Status

Procedures

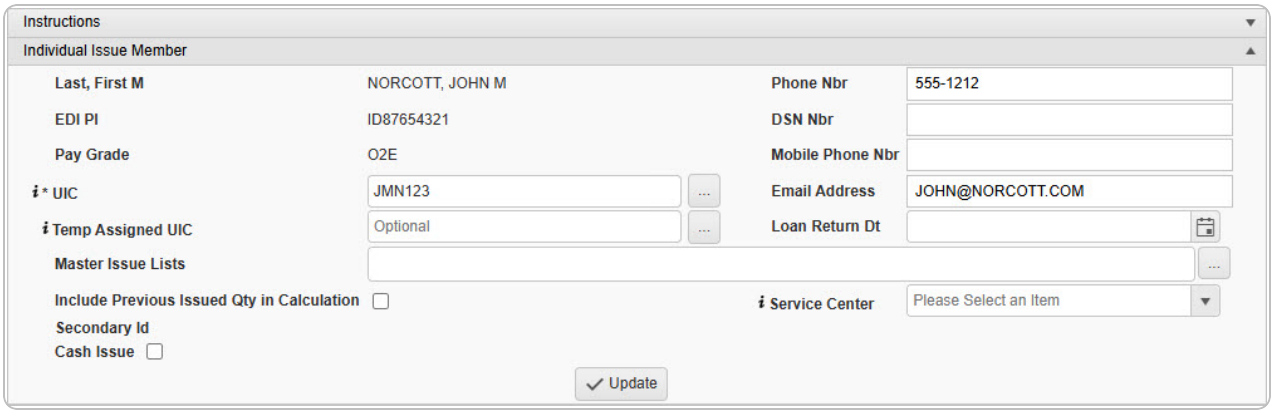
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Member for an Issue

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

1. Select + New next to the desired record. *The* ***Individual Issue Member*** *page appears.*



A. *The Last, First M automatically populates and is not editable.*

B. *The EDI PI automatically populates and is not editable.*

C. *The Pay Grade automatically populates and is not editable.*

D. Use or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

E. Use or to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

F. Enter the Master Issue List, or use to browse for the entry. *This is a 250 alpha-numeric character field.*

Master Issue List Browse

G. Click to select the Include Previous Issued Qty in Calculation. *Anything already issued to the member is added to the newly issued items.*

H. *The Secondary ID automatically populates and is not editable.*

I. Click to select the Cash Issue. *The inventory is excluded from the Member Sales Review page, and the transactions are not billed to the member.*

J. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

L. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

M. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

N. Use to select the Loan RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

The Service Center field is only used when the Warehouse utilizes the Appointment Scheduler option in the Calendar Management menu item.

Use or to assist with the Service Center entry. *This is a 100 alphanumeric character field.*

Note

The Class Year and Duty Status fields are only used when the Member attends the Air Force Academy and has a Pay Grade is "ACAD – Cadet", "PREP – Prep", or "STAFF – Perm party".

The Class Year automatically populates and is not editable. This is a 4 numeric character field.

The Duty Status automatically populates and is not editable. This is a 2 alphanumeric character field.

2. Select Update. *The **Add an Individual Issue** screen 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.	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.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Individual Issue
- Add an Individual Issue
- Add an Attachment to an Individual Issue

Add Attachments to an Individual Issue

Overview

The Individual Issue Add Attachments process provides the ability to attach documents to the issue of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Individual > Issue > Search > Edit > Attachments > Attachments for Issue NBR pop-up window

Page Fields

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

Instructions - Attachments for Issue NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse…" button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Issue NBR

Attachments

Attach Files

Attachment
Desc
Primary
Name
Desc

Procedures

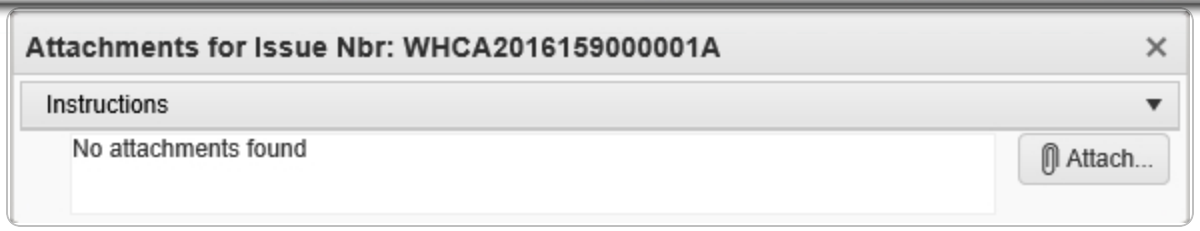
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

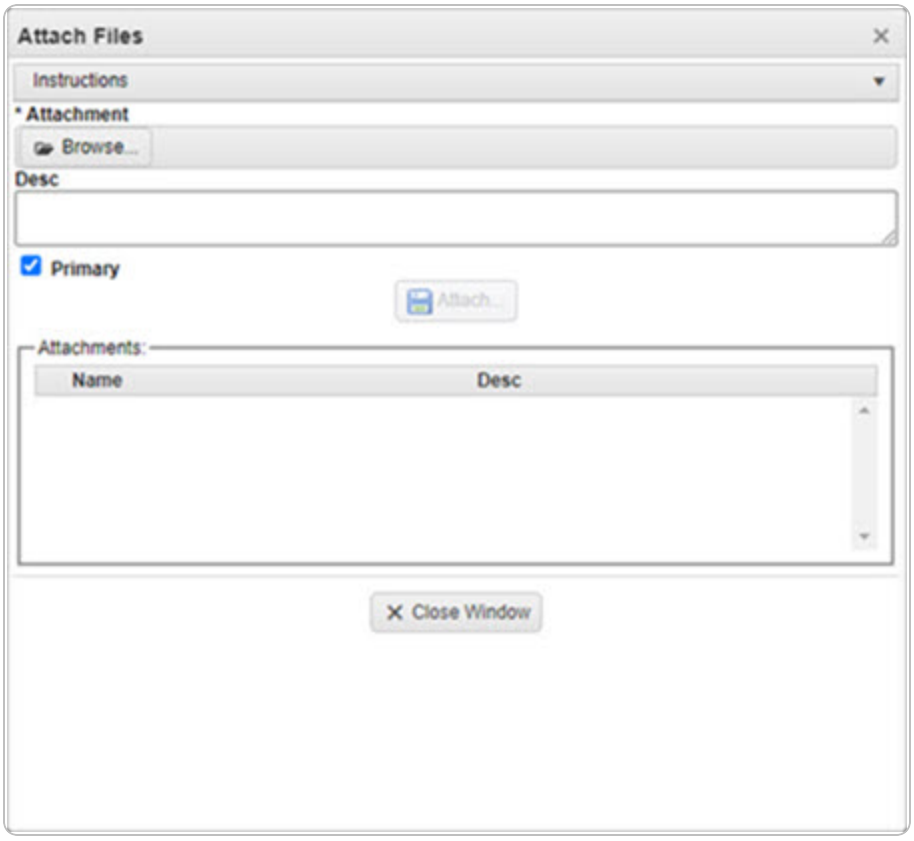
Attach a Document to an Issue

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

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Issue NBR*** *pop-up window appears.*



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



A. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

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

C. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*

D. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*

E. Select Attach... . *The file name appears in the bottom of the window.*

F. Repeat Steps 2 - 6 to attach multiple documents.

G. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

a. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

b. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

c. Select OK to complete the process. *The document is removed.*

Note

Select the 💾 part of 💾✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

3. Select ✕ Close Window . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

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 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 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

- Individual Issue
- Individual Issue Member
- Add an Individual Issue

Individual Return by Member

Overview

The Warehouse Management module Individual Return by Member process provides the ability to create or edit returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

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

Materiel MGMT> Individual > Individual Return Member page

Page Fields

The following fields display on the **Individual Return Member** 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.
420	Select "Scan CAC" to use CAC data for search.

412	Select "Grid Options" button for additional actions.

Search Criteria

Member
UIC
EDI PI / Secondary Id
CAC

Individual Return Member Grid

Attachment
Return
View
Last Name
First Name
Middle Initial
EDI PI
Pay Grade
UIC
Last Issue Dt
Last Issue Nbr
Last Warehouse
Return Status

Optional

Secondary Id
Class Year
Duty Status
Expiration of Active Service

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

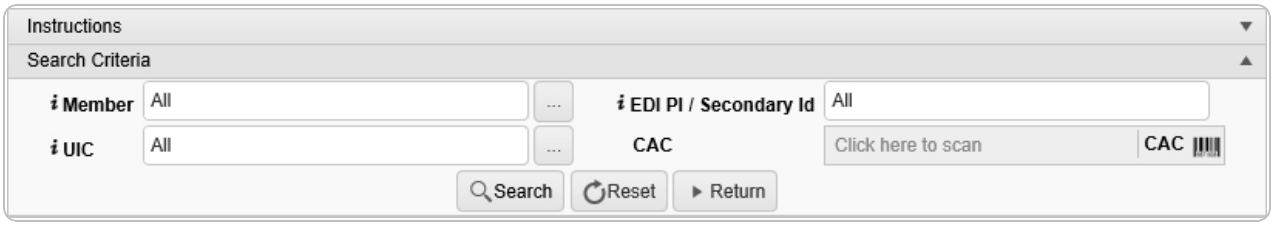
Search for An Individual Return by Member

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.*

Note

If using a CAC, select the CAC field and scan the member's CAC with a ELMS supported tethered scanner. Otherwise, follow these steps:

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



- Use i or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

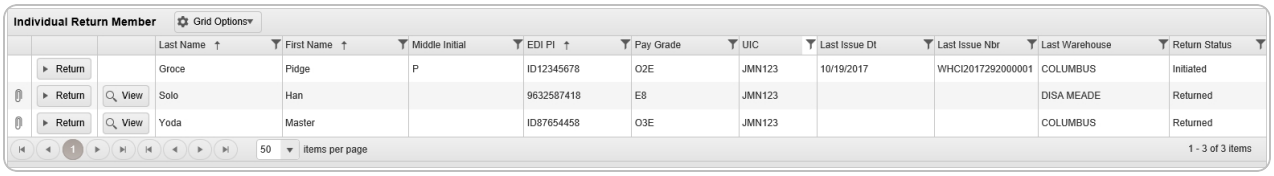
- Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse

- Enter the EDI PI or Secondary ID, using i to assist with the entry. *This is a 10 alphanumeric character field.*

- Select Click here to scan CAC . *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

2. Click Search . *The results display in the Individual Return Member grid.*



Create a First-time Return for a New Member (without a CAC)

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

Note

Before creating a Return, perform a search for the member (Last Name, First Name) to insure the system does not show a record.

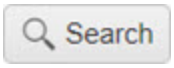
1. Select Return . *The* ***Enter the EDI PI*** *pop-up window appears.*

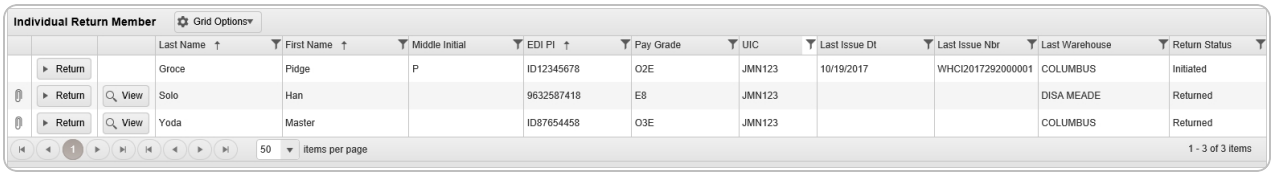
2. Click OK . *The* ***Add Member Profile*** *pop-up window appears, with the* ***Browse Member Profile*** *pop-up window in the background.*
3. Enter the member information.
4. Select Add to add member's information to the system. *The* ***Add an Individual Return*** *screen appears.*

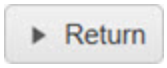
Create a Return for an Existing Member (without a CAC)

1. Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

   Member Profile Browse

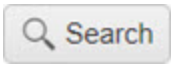
2. Click  . *The results display in the Individual Return Member grid.*

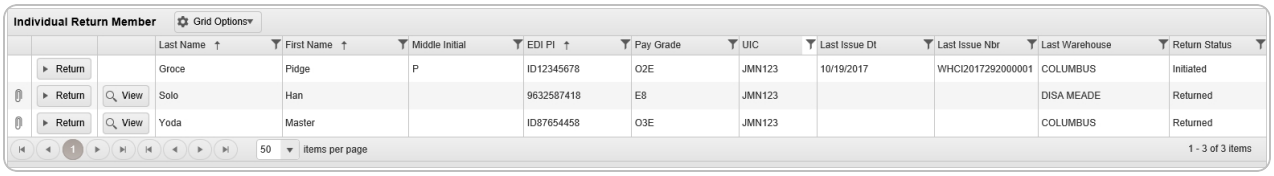


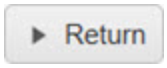
3. Select  next to the member's record. *The **Add an Individual Return** screen appears.*

Create a Return From Scanning the Member's CAC

1. Select . *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

2. Click  . *The results display in the Individual Return Member grid.*



3. Select  next to the member's record. *The **Add an Individual Return** screen 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

- Add an Individual Return
- Add an Attachment to an Individual Return

Add an Individual Return

Overview

The Individual Return Add process provides the ability to create a new returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

Navigation

Materiel MGMT > Individual > Return > Search > Return > Individual Return page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.
481	Select Sign button to allow member to enter electronic /manual signature and complete return.
482	Select Split button to credit member with a return item that dif-

	fers from issued item.
483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.
485	Select "All" check-box to select / deselect all check-boxes.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.

Individual Return Member (Display)

Last, First M
EDI PI
Pay Grade
UIC
Temp Assigned UIC
Secondary Id
Class Year
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Duty Status

Individual Return Member (Edit)

Last, First M
EDI PI
Pay Grade

UIC *

Temp Assigned UIC

Service Center *
Secondary Id
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Display *

Exists

Return Number
Status
Scan Barcode

Individual Return Grid

All
Edit
All Missing / Damaged
SKO Status
Exchange
Loan Return Dt
Stock Nbr
Item Desc
Size
ICN
Mfr Serial Nbr
Cond Cd
Location Id
Container Id
Location Status
Freeze Location
Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.
Not Ret. Reason Cd
Not Ret. Remarks

Optional

LIN/TAMCN
Color
UII
Mfr Lot Nbr
Mfr Dt
Mfr Contract

Procedures

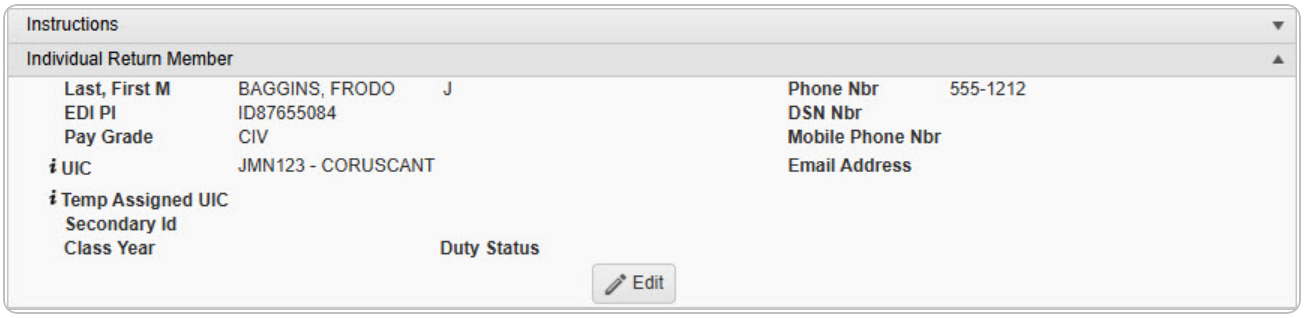
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Individual Return for Items Issued to a Member

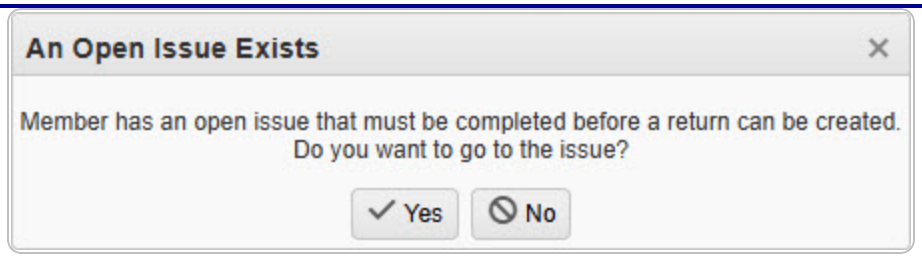
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Return next to the member's record. *The* ***Add an Individual Return*** *screen appears.*



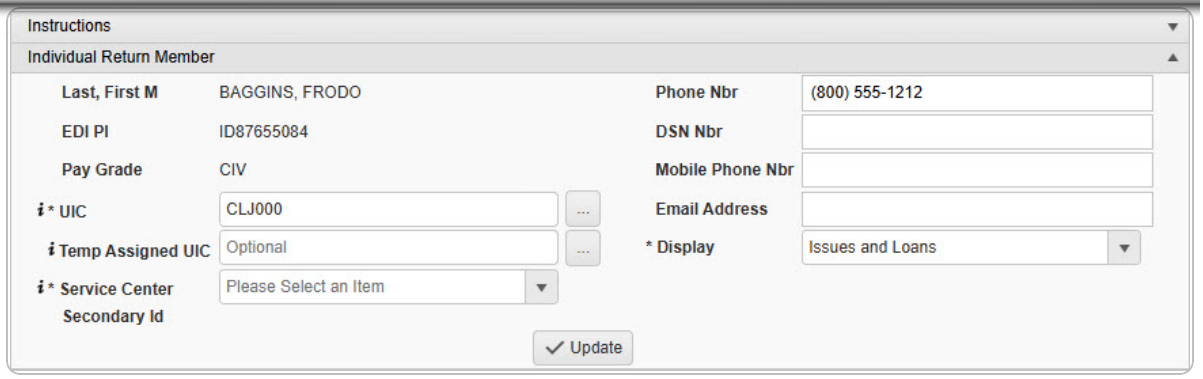
Note

If the member's issue is still pending and is not ready to be returned, the Open Issue Exists pop-up window appears.:



- Select Yes. *Continues to the **Individual Issue** page to complete the issue before returning it.*
- Select No. *Closes the pop-up window and returns to the **Individual Return** page.*

A. *The Last, First M automatically populates and is not editable.*
B. *The EDI PI automatically populates and is not editable.*
C. *The Pay Grade automatically populates and is not editable.*
D. *The UIC automatically populates and is not editable.*
E. *The TEMP ASSIGNED UIC automatically populates and is not editable.*
F. *The Secondary ID automatically populates and is not editable.*
G. *The Class Year automatically populates and is not editable.*
H. *The PHONE NBR automatically populates and is not editable.*
I. *The DSN NBR automatically populates and is not editable.*
J. *The Mobile PHONE NBR automatically populates and is not editable.*
K. *The E-MAIL Address automatically populates and is not editable.*
L. *The Duty Status automatically populates and is not editable.*
M. Select Edit to revise certain fields. *Some of the fields become editable.*



a. *The Last, First M automatically populates and is not editable.*

b. *The EDI PI automatically populates and is not editable.*

c. *The Pay Grade automatically populates and is not editable.*

d. Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

e. Use ℹ or ... to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

f. Use ℹ or ▼ to select the Service Center.

g. *The Secondary ID automatically populates and is not editable.*

h. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

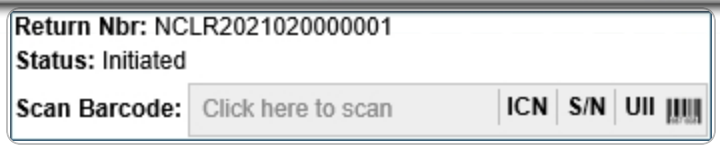
i. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

j. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

k. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

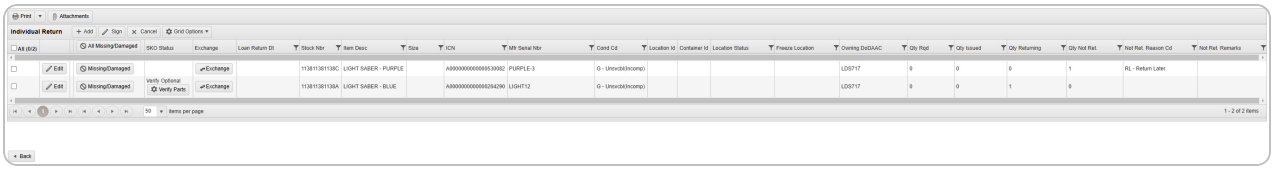
l. Use ▼ to select the Display.

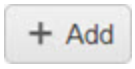
N. Select ✓ Update. *The editable fields close, and the revised information is saved.*



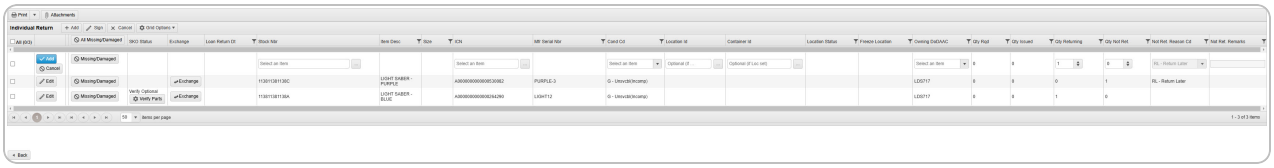
2. *The RETURN NBR automatically populates and is not editable.*
3. *The Status automatically populates and is not editable.*
4. Select

. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.*



5. Select 

. *A new row opens, with some of the fields open for editing.*



A. *Leave*

alone until the other fields are populated.

B. *The SKO Status automatically populates and is not editable.*

C. *The Exchange automatically populates and is not editable.*

D. *The Loan Return Date automatically populates and is not editable.*

E. Enter the STOCK NBR, or use

to browse for the identifier. *This is a 15 alpha-numeric character field.*

Stock Number Browse

F. *The ITEM DESC automatically populates and is not editable.*

G. *The Size automatically populates and is not editable.*

H. Enter the ICN, or use

to browse for the revised number. *This is a 20 alpha-numeric character field.*

Inventory Control Number Browse

I. *The MFR SERIAL NBR automatically populates and is not editable.*

J. Use ▼ to select the Cond Cd.

K. Enter the LOCATION ID, or use ... to browse for the place. *This is a 20 alpha-numeric character field.*

Location Browse

L. Enter the CONTAINER ID, or use ... to browse for the place. *This is a 25 alpha-numeric character field.*

Container Identification Browse

M. *The Location Status automatically populates and is not editable.*

N. *The Freeze Location automatically populates and is not editable.*

O. Use ▼ to select the Owning DoDAAC.

P. *The QTY RQD automatically populates and is not editable.*

Q. *The QTY ISSUED automatically populates and is not editable.*

R. Use ▲▼ to choose the QTY RETURNING.

S. Use ▲▼ to choose the QTY NOT RET. *When this is above 0, the next field becomes editable.*

T. Use ▼ to select the Not Ret. Reason Cd.

Note

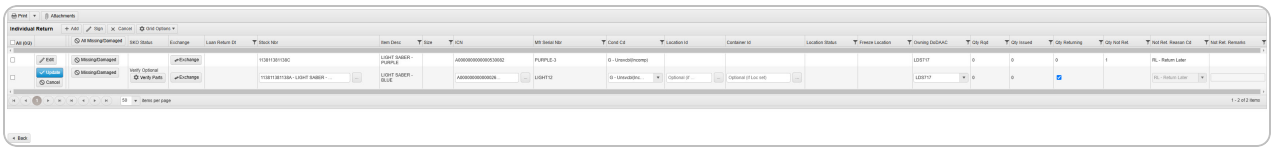
If the item cannot be returned for whatever reason, either choose "MD - Missing/Damaged Gear Statement" **OR** select Missing/Damaged. They both do the same thing.

U. Enter the NOT RET. REMARKS in the field provided. *This is a 1,024 alphanumeric character field.*

6. Select Add. *The new Individual Return Item appears in green at the top of the grid.*

Update an Individual Return for Items Issued to a Member

1. Select Edit. *The row opens, with some of the fields open for editing.*



   A. Select Missing/Damaged. *The NOT RET. REASON CD field changes to "MD - Missing/Damaged Gear Statement".*

   B. *Verify the SKO Status.*

> **Note**
>
> If the item is a single asset, the field is blank.
>
> If the item is a kit, the Verify Parts button appears. Select Verify Parts to open the SKO Inventory Management Browse pop-up window.

   C. Select Exchange. *The **Exchange Browse** pop-up window appears.*

> **Note**
>
> Once the exchange is completed, the Exchange cell changes from Exchange to Reason: DM - Damaged Exchange Cancel. Once the return is completed, the new asset is issued.

   D. *Verify the Loan Return Date.*

   E. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

      Stock Number Browse

   F. *Verify the ITEM DESC.*

   G. *Verify the Size.*

H. Update the ICN, using ... to browse for the revised number. *This is a 20 alpha-numeric character field.*

Inventory Control Number Browse

I. *Verify the MFR SERIAL NBR.*

J. Update the Cond Cd, using ▼ to select the desired code.

K. Update the LOCATION ID, using ... to browse for the revised place. *This is a 20 alphanumeric character field.*

Location Browse

L. Update the CONTAINER ID, using ... to browse for the revised place. *This is a 25 alphanumeric character field.*

Container Identification Browse

M. *Verify the Location Status.*

N. *Verify the Freeze Location.*

O. Update the Owning DoDAAC, using ▼ to select the desired code.

P. *Verify the QTY RQD.*

Q. *Verify the QTY ISSUED.*

R. Update the QTY RETURNING, using ▲▼ to choose the revised amount.

S. Update the QTY NOT RET., using ▲▼ to choose the revised amount.

T. Update the Not Ret. Reason Cd, using ▼ to select the desired code.

U. Update the NOT RET. REMARKS, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select ✓ Update. *The revised Individual Return Item appears in green at the top of the grid.*

Common Errors

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

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

Related Topics

- Search for an Individual Return — Criteria
- Add an Attachment to an Individual Return

Add Attachments to an Individual Return

Overview

The Individual Return Add Attachments process provides the ability to attach documents to the return of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Individual > Return > Search > Return > Attachments > Attachments for Return NBR pop-up window

Page Fields

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

Instructions - Attachments for Return NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse…" button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Return NBR

Attachments

Attach Files

Attachment *
Desc
Primary
Name
Desc

(*) Asterisk identifies mandatory fields.

Procedures

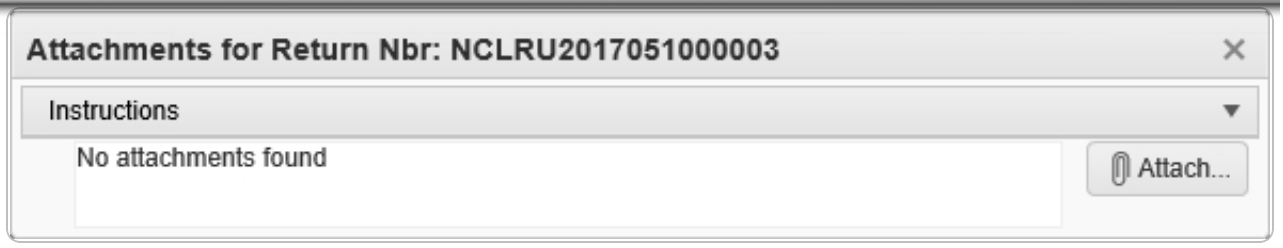
ELMS Navigation Helpful Tips

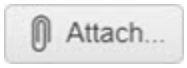
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Return

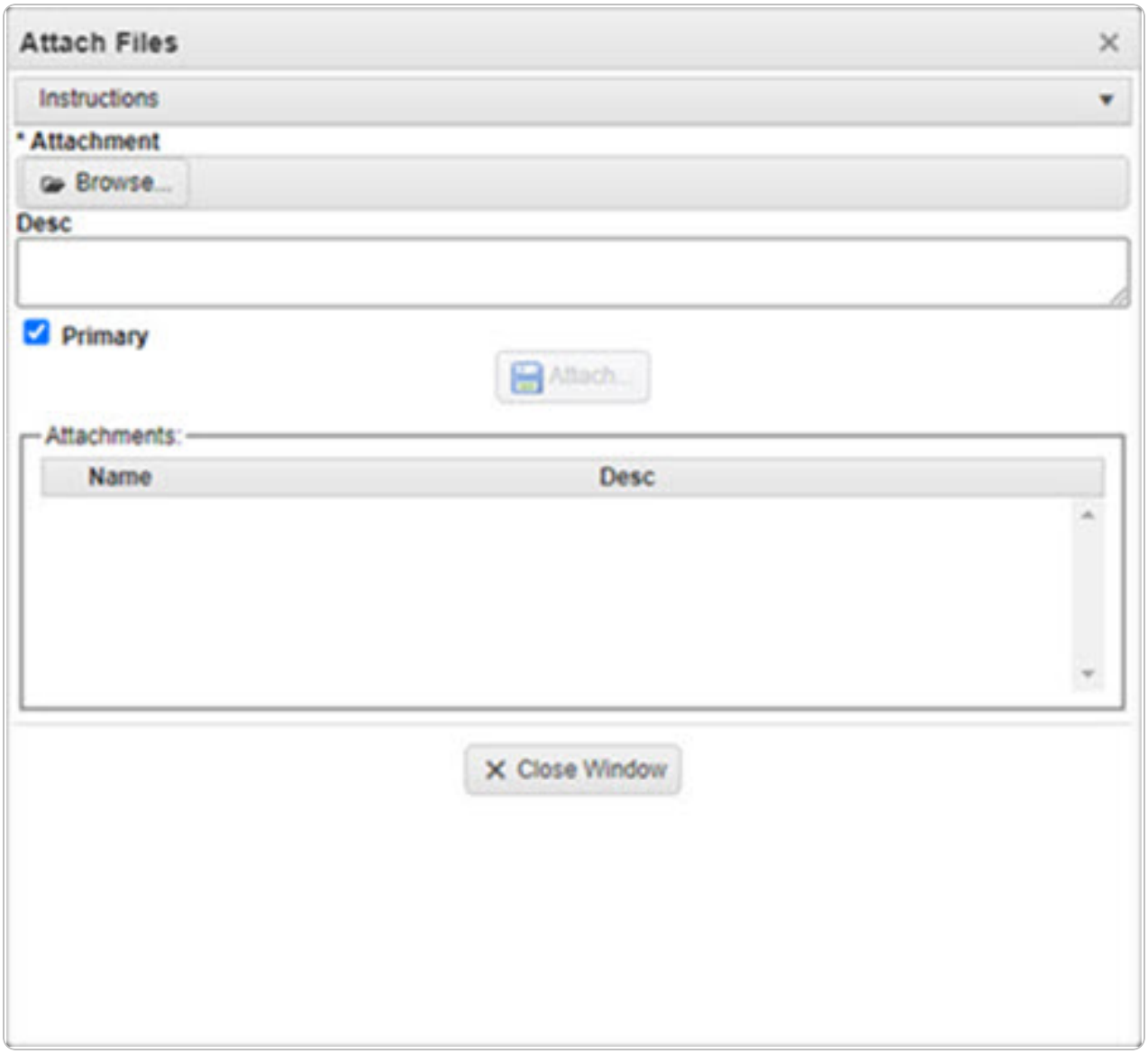
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Return NBR*** *pop-up window appears.*



2. Select 

to add any additional files to the record. *The **Attach Files** pop-up window appears.*



3. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
6. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 4 to attach multiple documents.
9. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select Close Window . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Return NBR** pop-up window.*

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 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 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

- Search for an Individual Return — Criteria
- Add an Individual Return

Return an Individual Item

Overview

The Warehouse Management module Individual Item Return process provides the ability to return a serially managed item when the issued member is not known. The member returning the item does not need to be the member that had the item issued. The returned item is removed from the issued member's Outstanding Items.

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

MATERIEL MGMT > Individual > Item Return> Individual Item Return

Page Fields

The following fields display on the **Individual Item Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.

Add Item Return

CAC
ICN
Stock Nbr *
Serial Nbr *
Location
Container
Cond Cd Returned

Item Return Grid

All
Stock Nbr
Item Description
Serial Nbr
ICN
Member
Cond Cd Returned
Location
Container
Location Status
Freeze Location

Optional

Owning DoDAAC
UIC

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

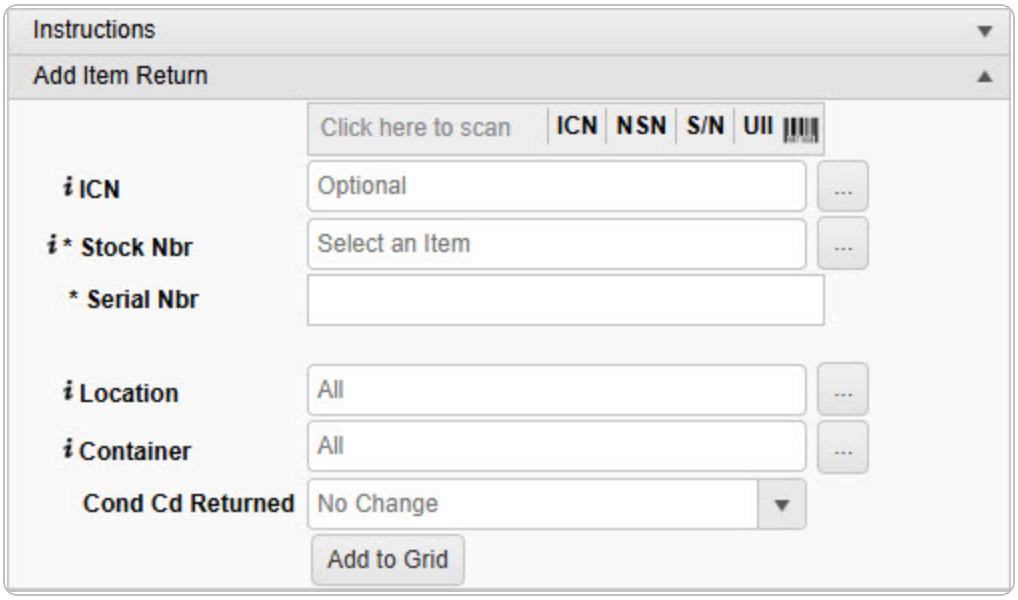
Process an Individual Item Return

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

Helpful Tip

The Individual Item Return process provides the ability to scan the ELMS generated ICN barcode, serial number barcode, or UII with a USB Tethered Scanner. Ensure the cursor is in the Scan Barcode field. Scanning the barcode queries all records associated.

1. In the Add Item Return screen, perform one of the following:



EITHER

A. Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

B. *The STOCK NBR automatically populates.*

C. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

OR

A. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

B. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

2. **Then** choose one of the following:

- Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse

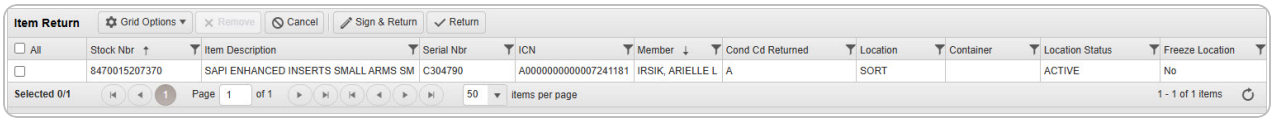
  OR

- Use ℹ or ... to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse

3. Use ▼ to select the Cond Cd Returned.

4. Select Add to Grid. *The item appears below in the Item Return Grid.*



5. Repeat Steps 1-4 if multiple items are returned.

Remove an item from the Item Return Grid

A. Select ☐ next to the desired entry. *The Item Return is highlighted, and* ✕ Remove, ⊘ Cancel, ✎ Sign & Return, *and* ✓ Return *become available.*

B. Select ✕ Remove. *The entry is removed from the Item Return Grid.*

Complete All of the Returned Items of a Single Member

A. Select Sign & Return. *The **Item Return Electronic Signature** pop-up window appears.*

B. Choose one of the two signature methods:

eSign **displays the Signature Pad Form pop-up window.**

a. Have the authorized personnel use either the mouse or the stylus to sign the Signature Pad.

b. Select either:

- Accept to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
- Clear to erase the signature and reattempt.
- Cancel to close the window and return to the previous page.

Manual Sign **displays the Print or Email Receipt pop-up window.**

a. Click ☐ to select Print. *The DW Form 12I is set to print at the local printer.*

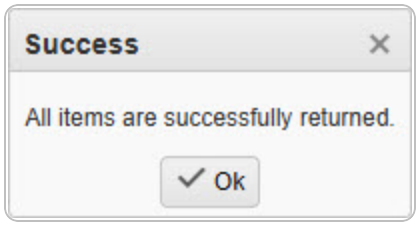
b. Click ☐ to select Email. *The Email Address field appears. Enter the appropriate address to send the DW Form 12I.*

c. Select Submit. *The forms are sent to the appropriate places and the pop-up window closes.*

Complete All of the Returned Items of Multiple Members

A. Select the ☐ next to the desired entry. *The Item Return is highlighted, and* Remove, Cancel, Sign & Return, *and* Return *become available.*

B. Select Return. *The entries are returned, removed from the Item Return Grid, and the* ***Success*** *pop-up window appears.*



Helpful Tip

If the member has a valid email address in the Member Profile, ELMS automatically emails the member an alert that the issued item has been returned.

Common Errors

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

Error	Solution
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SERIAL NBR*.	
13 — Mandatory Entry: *Location or Container*.	
xxxx — Item exists at [*Site*]. Please contact [*Person's Name*] at [*Email Address*]	Invalid Entry. The item entered already exists in the inventory. Duplicate items are not allowed. Re-confirm STOCK NBR, SERIAL NBR, or ICN and re-enter the data.
xxxx — Outstanding record could not be found.	Invalid Entry. The item cannot be returned because it has not been issued. Re-confirm STOCK NBR, SERIAL NBR, or ICN and re-enter the data.
xxxx — Cannot return multiple items with the same serial number.	Invalid Entry. The Serial Number already exists in the inventory, and cannot be duplicated. Re-confirm SERIAL NBR and re-enter the data.

Related Topics

- Individual Issue Overview
- Individual Return Overview

Individual Reconciliation

Overview

The Warehouse Management module Individual Reconciliation process provides the ability to reconcile outstanding Individual Issues on a monthly, quarterly, or yearly basis. The Responsible Officer (RO) can either perform the reconciliation in real-time, or use the DW Form 20I for manual entry.

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

MATERIEL MGMT > Individual > Reconciliation > Individual Reconciliation page

Page Fields

The following fields display on the **Individual Reconciliation** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Member
Reconciliation Status
Last Reconciliation (From)
Reconciliation Due (From)
UIC
EDI PI
Last Reconciliation (To)
Reconciliation Due (To)

Individual Reconciliation Grid

All
Primary Attachment
Last Name
First Name
Middle Initial
EDI PI
UIC
Reconciliation Status
Last Reconciliation Dt/Tm
Form Signed Date
Reconciliation Due Dt
Days Since Reconciled
Override Reason

Optional

Program ID

Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks
History Remarks

Procedures

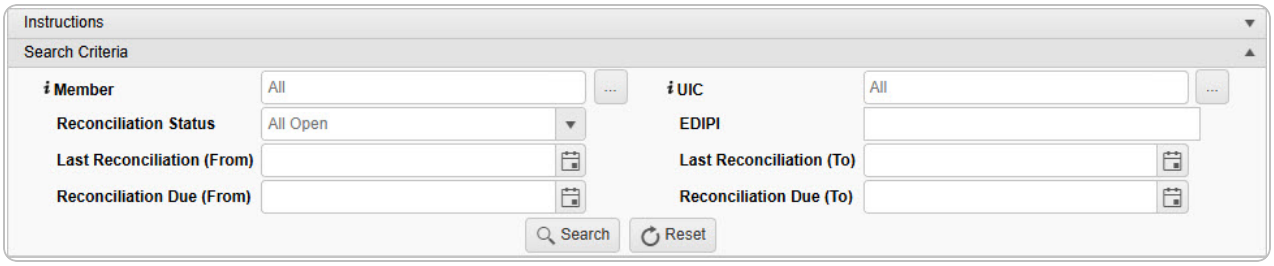
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Individual Reconciliation

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

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



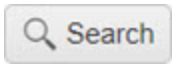
- Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

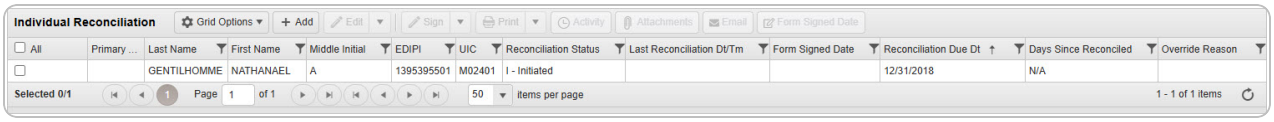
  Member Profile Browse

- Use to select the Reconciliation Status.
- Use to select the Last Reconciliation (From), or enter the date (MM/DD/YYYY) in the field provided.

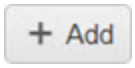
- Use to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse
- Enter the EDI PI in the field provided. *This is a 10 alphanumeric character field.*
- Use to select the Last Reconciliation (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.

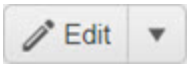
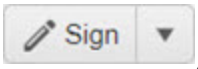
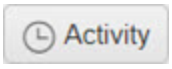
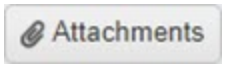
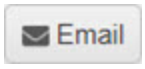
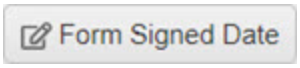
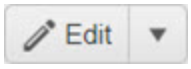
2. Select  . *The Individual Reconciliation Search Results appears.*



Add an Individual Reconciliation

Select  . *The **Add Individual Reconciliations** pop-up window appears.*

Update an Individual Reconciliation

1. Select ☐ to select the desired entry. *The Reconciliation is highlighted, and*  ,  , ,  ,  ,  , *and*  *become available.*
2. Select  . *The **Edit** drop-down menu appears.*

Cancel an Individual Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The* ***Edit*** *drop-down menu appears.*
3. Select Cancel Reconciliation. *The* ***Cancel Reconciliation*** *pop-up window appears.*

4. Select Yes. *The Reconciliation is removed, and a green* ***Reconciliation successfully canceled*** *pop-up window appears.*

Sign an Individual Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Sign. *The* ***Sign*** *drop-down menu appears.*

Print a Form for an Individual Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Print. *The **Print** drop-down menu appears.*
3. Select the desired forms.:
   - DW Form 12I — Individual Return Receipt
   - DW Form 04I — Individual Issue Receipt
   - DW Form 05I — Individual Returnable Items
   - DW Form 20I — Individual Physical Inventory Report
4. A pop-up window appears after generating the desired form. *Choose whether to:*
   - Open has the PDF document appear, and is printable from here.
   - Save saves the PDF document, and is printable at a later time.

View the Individual Reconciliation Activity

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Activity. *The **Individual Reconciliation Activity** pop-up window pop-up appears.*

Attach a File to an Individual Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Attachments. *The* ***Reconciliation Attachments For:*** *pop-up window appears.*

Email an Individual Reconciliation Record

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Email. *The* ***Send Email Notification*** *pop-up window appears.*

Date the Signing of an Individual Reconciliation Record

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Form Signed Date. *The* ***Inventory Form Signed Date*** *pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record
- Individual Issue Overview
- Individual Return Overview
- Item Return Overview

View the Individual Reconciliation Activity

Overview

The Individual Reconciliation Activity View process allows viewing the reconciliation details for a transaction.

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

MATERIEL MGMT > Individual > Reconciliation > Activity > Individual Reconciliation Activity pop-up window

Page Fields

The following fields display on the **Individual Reconciliation Activity** pop-up window. 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.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse
Group By

Search Criteria

Inquiry Type *
From Dt *
EDI PI
UIC
Stock Nbr
Issue Nbr / Return Nbr
Issue Type / Return Type
To Dt
Member
Reportable Commodity Type
Item Desc
Only Outstanding Items

Issue / Return Activity Grid

Issue Type
Issued Dt
Issue Nbr
EDI PI
Member / Custodian
UIC
LIN/TAMCN
Stock Nbr
Item Desc
Item Designator Nbr
Size
Color
Serial Nbr
Qty Issued
Qty Outstanding
Unit Price

Condition Cd
ICN
Returnable?
Reportable Commodity Type
Logistics Program
Region
Site
Warehouse

Optional

Expiration of Active Service
CAGE Cd
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Lot Nbr
Mfr Dt
Pay Grade
Program ID
UII
Secondary Id
Class Year
Duty Status

Issue / Return Activity Grid Details

Return Type
Returned Dt
Return Nbr
EDI PI
Member / Custodian
UIC
LIN/TAMCN
Stock Nbr
Item Desc
Item Designator Nbr
Size
Color
Serial Nbr
Qty Returned

Qty Not Ret.
Unit Price
Condition Cd
ICN
Returnable? / Not Ret. Reason Cd

Optional

Reportable Commodity Type
CAGE Cd
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Lot Nbr
Mfr Dt
Pay Grade
Program ID
UII
Secondary Id
Class Year
Duty Status

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

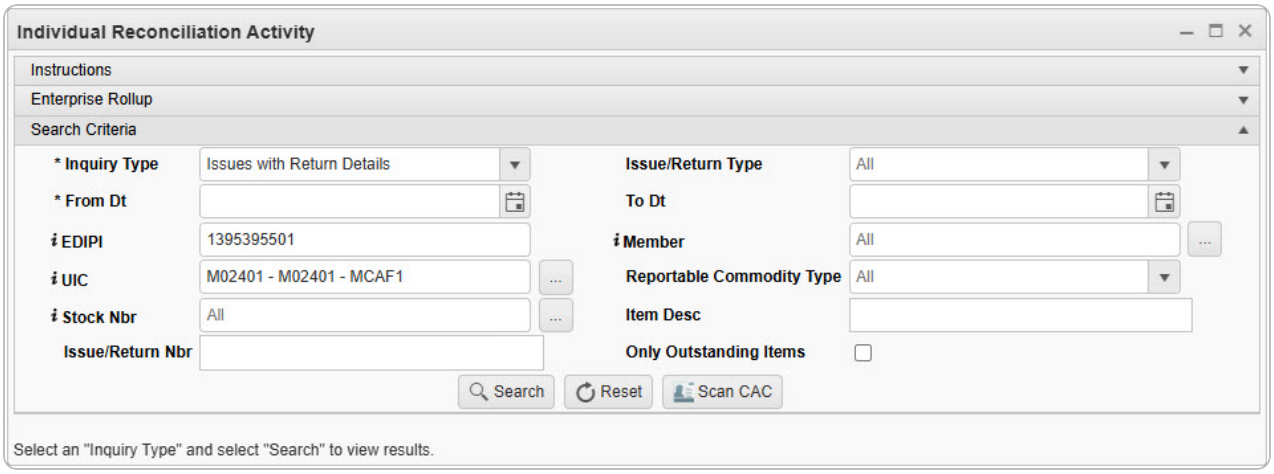
Click the following link to display Warehouse Navigation Tips.

Search for an Individual Reconciliation Activity

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*

2. Select Activity. *The* ***Individual Reconciliation Activity*** *pop-up window appears.*



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

   A. Update the Inquiry Type, using ▼ to select the desired type.

   B. Update the From DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   C. Update the EDI PI, using ℹ to assist with the revised identifier. *This is a 10 alpha-numeric character field.*

D. Update the UIC, using or to assist with the revised identifier. *This is a 6 alphanumeric character field.*

UIC Browse

E. Update the STOCK NBR, using or to assist with the revised identifier. *This is a 15 alphanumeric character field.*

Stock Number Browse

F. Update the Issue / Return NBR, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*

G. Update the Issue / Return Type, using to select the desired type.

H. Update the To DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the Member Profile, using or to assist with the revised . *This is a 50 alphanumeric character field.*

Member Profile Browse

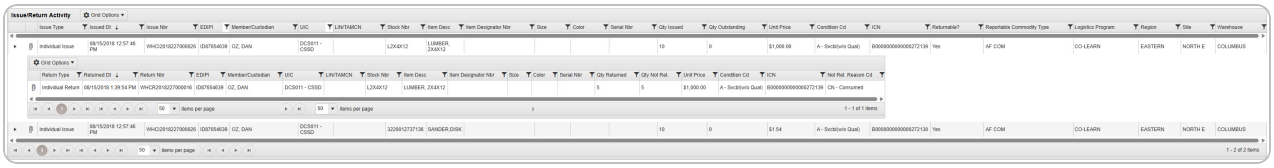
J. Use to select the Reportable Commodity Type.

K. Update the ITEM DESC, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

L. Verify the Only Outstanding Items contains the appropriate or . *This only shows the reconciliation items that have not been returned.*

4. Select Search. *The Individual Reconciliation Activity grid appears, displaying the results.*

5. Select . *The Detail Grid opens.*



A. Talk about the grid

6. Select when finished reviewing the Reconciliation Activity. *The window closes and returns to the* ***Individual Reconciliation*** *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
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

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Add an Individual Reconciliation

Overview

The Individual Reconciliation Add process provides the ability to create new reconciliations regarding individual issues.

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

MATERIEL MGMT > Individual > Reconciliation > + Add > Add Individual Reconciliations pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Add Individual Reconciliations

Member

(*) Asterisk identifies mandatory fields.

Procedures

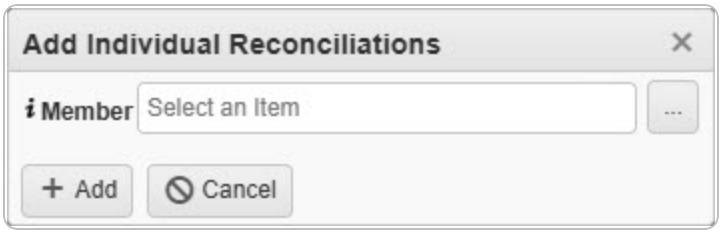
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Individual Reconciliation

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

1. Select + Add. *The* ***Add Individual Reconciliations*** *pop-up window appears.*



2. Use i or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

3. Select + Add to create the new reconciliation. *The* ***Add Individual Reconciliations*** *pop-up window closes, and the new Reconciliation record appears in the 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 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.
xxxx — There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics

- Individual Reconciliation Overview
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Update an Individual Reconciliation

Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

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

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Edit > Edit Individual Reconciliation drop-down menu

Page Fields

The following fields display on the **Edit Individual Reconciliation** drop-down menu and the subsequent pages. 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Edit > Header (Reconciliation Header)

UIC
Last Reconciliation Dt/Tm
Member
Reconciliation Due Dt
Override Reconciliation Due Date
Form Signed Date
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

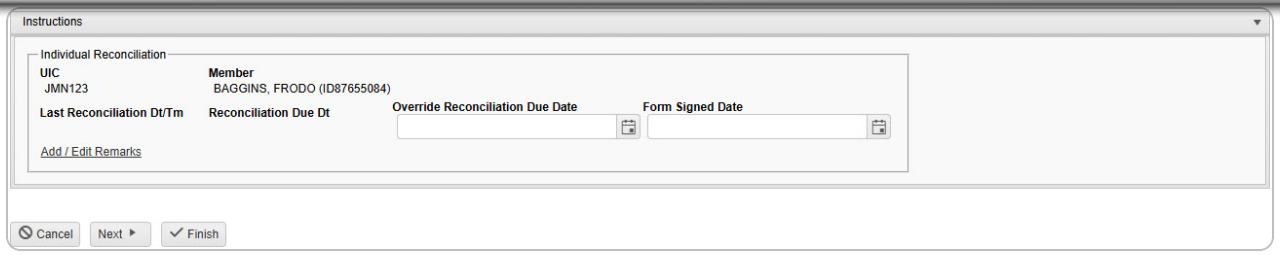
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Individual Reconciliation

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Header. *The* ***Reconciliation Header*** *pop-up window appears.*



A. *Verify the UIC.*

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

C. *Verify the Member.*

D. *Verify the Reconciliation DUE DT.*

E. Use to select the Override Reconciliation Due Date, or enter the date (MM/DD/YYYY) in the field provided.

F. Use to select the Form Signed Date, or enter the date (MM/DD/YYYY) in the field provided.

G. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

   Select ✓ Finish to process the header. *The **Reconciliation Header** pop-up window closes, and the revised Reconciliation remains highlighted.*

H.

   OR

   Select Next ▸ to continue adding information. *The **Reconciliation Return Details** pop-up window appears.*

4. Select Return Details. *The **Reconciliation Return Details** pop-up window appears.*

5. Select Post-Post Details. *The **Reconciliation Post-Post Details** pop-up window appears.*

6. Select ✓ Finish to process the reconciliation. *The pop-up window closes, and the revised Reconciliation remains highlighted.*

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.
xxxx — There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Update an Individual Reconciliation — Post-Post Details

Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

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

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Edit > Edit Individual Reconciliation drop-down menu > Post-Post Details > Individual Reconciliation Post-Post Details page

Page Fields

The following fields display on the **Individual Reconciliation Post-Post Details** drop-down menu and the subsequent pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
516	A PDF reader is required for Manual Sign.

517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
513	The maximum file size is 1MB.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.

Edit > Post-Post Details (Reconciliation Post-Post Details)

Stock Nbr
Serial Nbr
ICN

Post-Post Items Results Grid

All
Qty
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
Mfr Dt
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Add Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks
History Remarks

Update Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks
History Remarks

Individual Reconciliation Activity

Inquiry Type *
Issue / Return Type
From Dt *
To Dt
EDI PI
Member
UIC
Reportable Commodity Type
Stock Nbr
Item Desc
Issue / Return Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Individual Reconciliation Post-Post Details

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Post-Post Details. *The* ***Reconciliation Post-Post Details*** *pop-up window appears.*

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

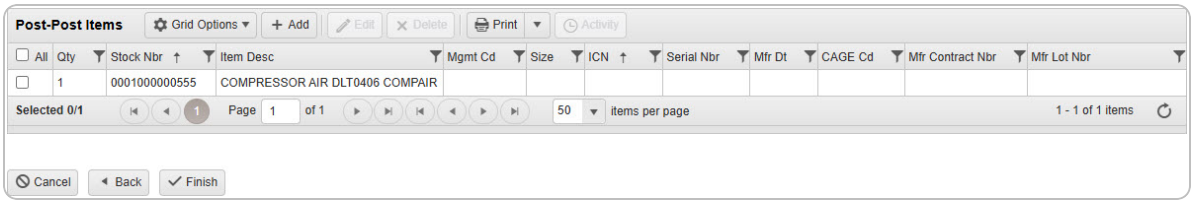
   - Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

- Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse

B. Select Search. *The Individual Reconciliation Post-Post Details Search Results appears.*

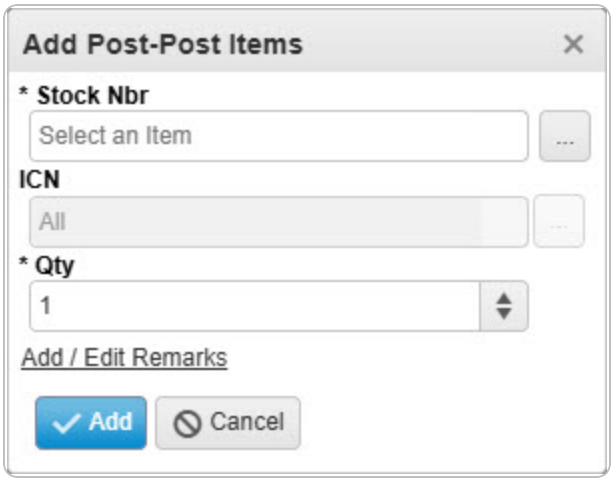


Select + Add. *The **Add Post-Post Items** pop-up window appears.*

C.

OR

Click ☐ to select the desired entry. *The Post-Post record is highlighted, and* Edit, Delete, Print, *and* Activity *become available.*



a. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

b. *The ICN field automatically populates and is not editable.*

c. Use ▲▼ to choose the QTY.

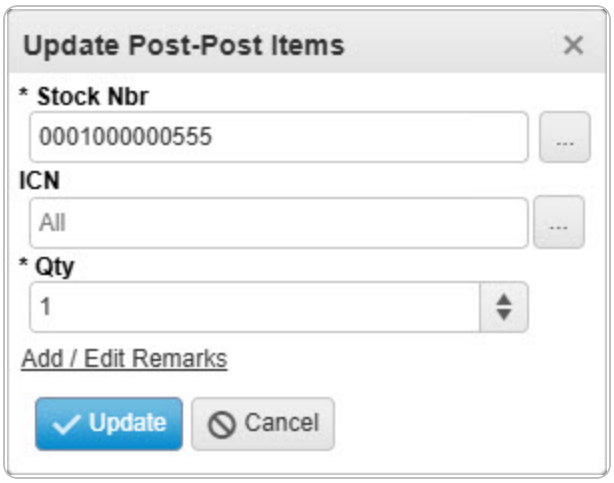
d. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

e. Select Add. *The **Add Post-Post Items** pop-up window closes, and the new item appears at the top of the grid, highlighted in green.*

D. Select Edit. *The **Update Post-Post Items** pop-up window appears.*



a. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse

b. Update the ICN, using ... to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

c. Update the QTY, using ▲▼ to choose the revised amount.

d. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

e. Select Update. *The **Update Post-Post Items** pop-up window closes, and the edited item appears at the top of the grid, highlighted in green.*

E. Select Delete. *The **Delete Selected** pop-up window appears.*

- Select Yes to confirm the deletion. *The **Delete Selected** pop-up window closes, and the Post-Post item is deleted.*

OR

- Select No to cancel the deletion. *The **Delete Selected** pop-up window closes.*

F. Select Print. *The available forms for printing appear.*

- DW Form 12I — Return Receipt (HTML)
- DW Form 12I — Return Receipt (PDF)
- DW Form 05I — Outstanding Returnable Items
- DW Form 05T — Outstanding Returnable Loans

G. Select Activity. *The **Individual Reconciliation Activity** pop-up window appears.*

Test

a. Use to select the Inquiry Type.

b. Use to select the From DT, or enter the date (MM/DD/YYYY) in the field provided.

c. Enter the EDI PI, using to assist with the entry. *This is a 10 alphanumeric character field.*

d. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

e. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

f. Enter the Issue / RETURN NBR in the field provided. *This is a 10 alphanumeric character field.*

g. Use to select the Issue / Return Type.

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

i. Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

j. Use to select the Reportable Commodity Type.

k. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

l. Click ☐ to select the Only Outstanding Items. *This shows only the reconciliation items that have not been returned.*

m. Select Search. *The search results display for the* ***Reconciliation Activity*** *page.*

4. Select Finish. *The **Reconciliation Post-Post Details** pop-up window closes, and the revised Reconciliation remains highlighted.*

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.
xxxx — There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Update an Individual Reconciliation — Return Details

Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

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

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Edit > Edit Individual Reconciliation drop-down menu > Return Details > Individual Reconciliation Return Details page

Page Fields

The following fields display on the **Individual Reconciliation Return Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.

481	Select Sign button to allow member to enter electronic /manual signature and complete return.
482	Select Split button to credit member with a return item that differs from issued item.
483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.
485	Select "All" checkbox to select/deselect all checkboxes.
412	Select "Grid Options" button for additional actions.
55	Select "Back" to return to previous page.

Edit > Return Details **(Reconciliation Return Details)**

Last, First M
EDI PI
Pay Grade
UIC
Temp Assigned UIC
Secondary Id
Class Year
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Duty Status

Exists

Return Nbr
Status
Scan Barcode

Individual Return Grid

All
Edit
All Missing / Damaged
SKO Status
Exchange
Loan Return Dt
Stock Nbr
Item Desc
Size
ICN
Mfr Serial Nbr
Cond Cd
Location Id
Container Id
Location Status
Freeze Location
Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.
Not Ret. Reason Cd
Not Ret. Remarks

Optional

UII
Mfr Lot Nbr
Mfr Dt
Mfr Contract

(*) Asterisk identifies mandatory fields.

Procedures

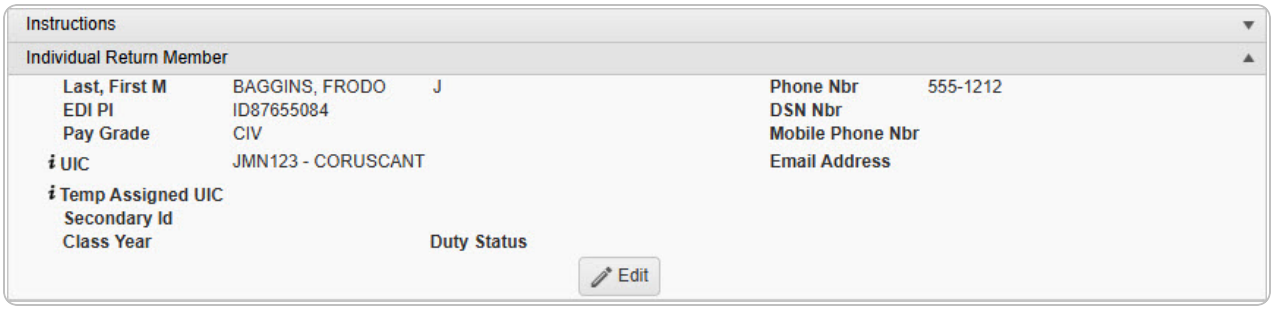
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Individual Reconciliation Return Details

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Return Details. *The* ***Reconciliation Return Details*** *pop-up window appears.*
4. *Verify the Individual Return Member panel.*



A. *Verify the Last Name, First Name, and Middle Initial of the Member.*

B. *Verify the EDI PI.*

C. *Verify the Pay Grade.*

D. *Verify the UIC.*

E. *Verify the TEMP ASSIGNED UIC.*

F. *Verify the Secondary ID.*

G. *Verify the Class Year.*

H. *Verify the PHONE NBR.*

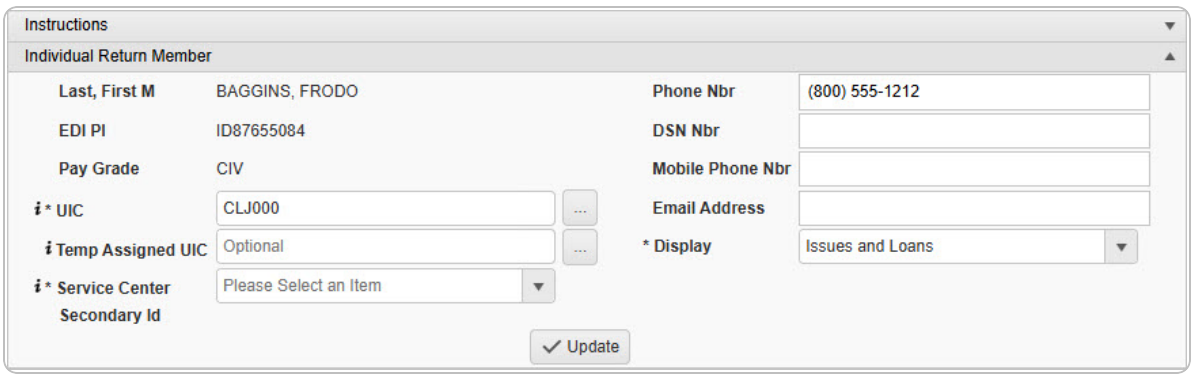
I. *Verify the DSN NBR.*

J. *Verify the Mobile PHONE NBR.*

K. *Verify the E-MAIL Address.*

L. *Verify the Duty Status.*

M. Select Edit to revise certain fields. *Some of the fields become editable.*



a. *Verify the Last Name, First Name, and Middle Initial of the Member.*

b. *Verify the EDI PI.*

c. *Verify the Pay Grade.*

d. Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

e. Use i or ... to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

f. Use i or ▼ to select the Service Center.

g. *Verify the Secondary ID.*

h. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

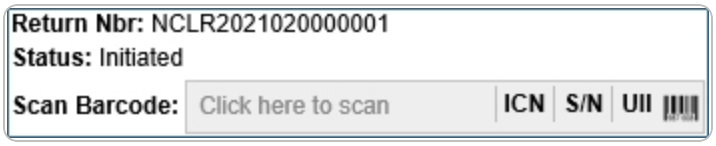
i. Update the DSN NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

j. Update the Mobile PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

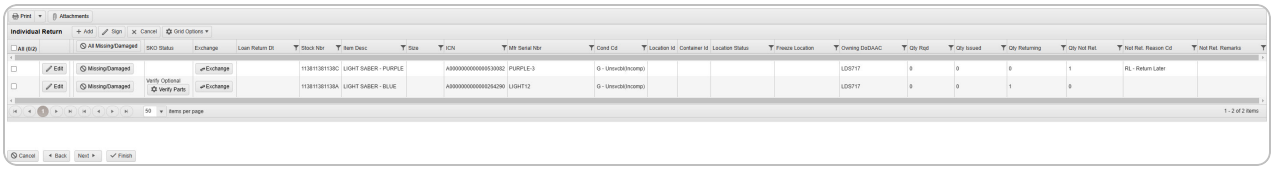
k. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

l. Update the Display, using ▼ to select the desired columns.

N. Select ✓ Update. *The editable fields close, and the revised information is saved.*



5. *Verify the RETURN NBR.*
6. *Verify the Status.*
7. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Reconciliation grid.*

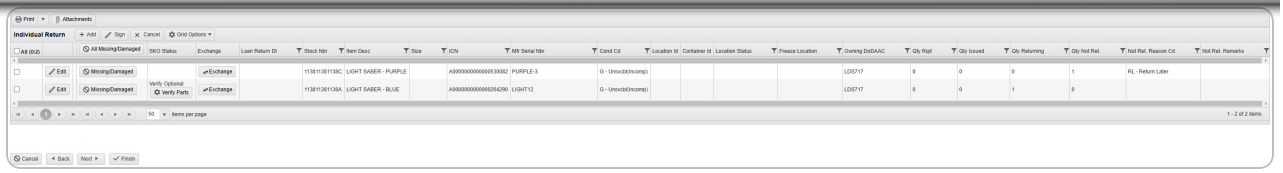


A. Select Print ▼. *The available forms for printing appear.*

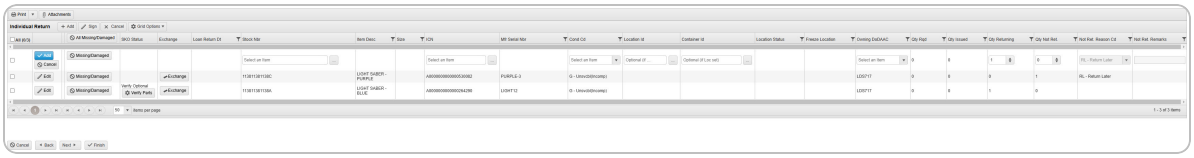
- DW Form 12I — Return Receipt (HTML)
- DW Form 12I — Return Receipt (PDF)
- DW Form 05I — Outstanding Returnable Items
- DW Form 05T — Outstanding Returnable Loans

B. Select Attachments. *The **Attachments** pop-up window appears.*

8. *Verify all of the information in the Individual Reconciliation Grid.*



A. Select + Add. *A new row appears in the Individual Reconciliation grid.*



a. *Leave* Missing/Damaged *alone until the other fields are populated.*

b. *Verify the SKO Status.*

c. *Verify the Exchange.*

d. *Verify the Loan Return Date.*

e. Update the STOCK NBR, using ... to assist with the revised identifier. *This is a 15 alphanumeric character field.*

Stock Number Browse

f. *Verify the ITEM DESC.*

g. *Verify the Size.*

h. Update the ICN, using ... to assist with the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

i. *Verify the MFR SERIAL NBR.*

j. Update the Cond Cd, using ▼ to select the desired code.

k. Update the LOCATION ID, using ... to assist with the revised place. *This is a 20 alphanumeric character field.*

Location Browse

l. Update the CONTAINER ID, using ... to assist with the revised place. *This is a 25 alphanumeric character field.*

Container Identification Browse

m. *Verify the Location Status.*

n. *Verify the Freeze Location.*

o. Update the Owning DoDAAC, using ▼ to select the desired DoDAAC.

p. *Verify the Qty Rqd.*

q. *Verify the Qty Issued.*

r. Update the Qty Returning, using ▲▼ to choose the amount.

s. Update the Qty Not Ret, using ▲▼ to choose the amount. *When this is above 0, the next field becomes editable.*

t. Update the Not Ret. Reason Cd, using ▼ to select the code.

Note

If the item cannot be returned for whatever reason, either choose "MD - Missing/Damaged Gear Statement" **OR** select Missing/Damaged. They both do the same thing.

u. Update the Not Ret. Remarks, entering the revised remarks in the field provided. *This is a 1,024 alphanumeric character field.*

v. Select Add. *The new Individual Reconciliation Item appears in green at the top of the grid.*

B. Click ☐ to select the desired entry. *The Reconciliation Return is highlighted, and* Sign *and* Cancel *become available.*

C. Select Sign. *The **Individual Return Electronic Signature** pop-up window appears.*

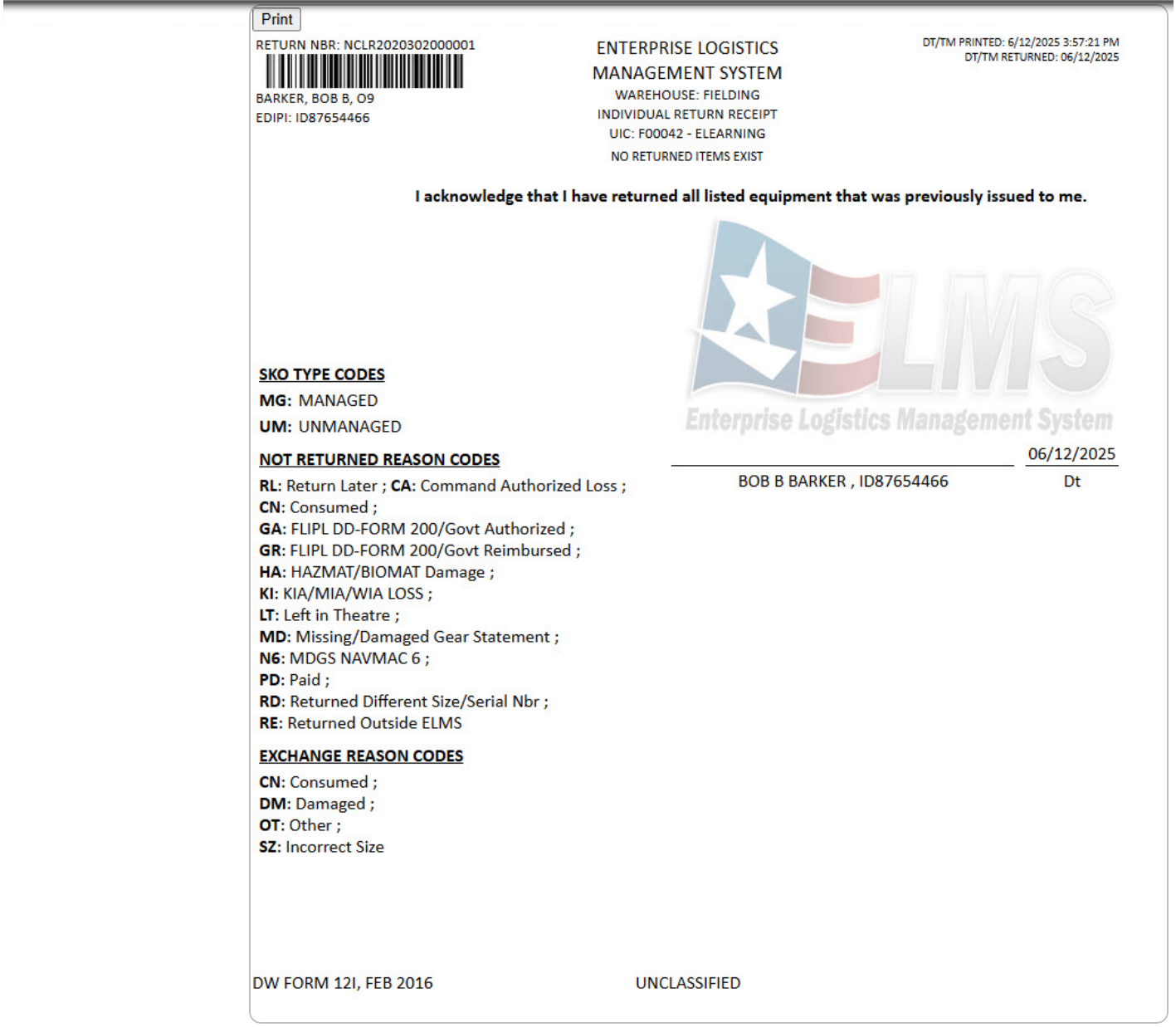
- eSign **displays the Signature Pad Form pop-up window.**

a. Use either the mouse or the stylus to sign the Signature Pad.

b. Select either:

- Accept to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
- Clear to erase the signature and reattempt.
- Cancel to close the window and return to the previous page.

- Manual Sign **displays the pop-up window of the document for printing with a Print dialog box.**


Print

RETURN NBR: NCLR2020302000001

BARKER, BOB B, O9
EDIPI: ID87654466

ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
WAREHOUSE: FIELDING
INDIVIDUAL RETURN RECEIPT
UIC: F00042 - ELEARNING
NO RETURNED ITEMS EXIST

DT/TM PRINTED: 6/12/2025 3:57:21 PM
DT/TM RETURNED: 06/12/2025

I acknowledge that I have returned all listed equipment that was previously issued to me.

SKO TYPE CODES

MG: MANAGED
UM: UNMANAGED

NOT RETURNED REASON CODES

RL: Return Later ; **CA:** Command Authorized Loss ;
CN: Consumed ;
GA: FLIPL DD-FORM 200/Govt Authorized ;
GR: FLIPL DD-FORM 200/Govt Reimbursed ;
HA: HAZMAT/BIOMAT Damage ;
KI: KIA/MIA/WIA LOSS ;
LT: Left in Theatre ;
MD: Missing/Damaged Gear Statement ;
N6: MDGS NAVMAC 6 ;
PD: Paid ;
RD: Returned Different Size/Serial Nbr ;
RE: Returned Outside ELMS

EXCHANGE REASON CODES

CN: Consumed ;
DM: Damaged ;
OT: Other ;
SZ: Incorrect Size

BOB B BARKER , ID87654466 — Dt: 06/12/2025

DW FORM 12I, FEB 2016 UNCLASSIFIED

1. Select Print to print the document. *The **Print** pop-up window closes.*
2. The member manually signs the printed document.
3. Select ✕ in the top right corner of the document pop-up window.

- Select Cancel. *The Sign pop-up window closes.*

Select Finish to process the details. *The **Reconciliation Return Details** pop-up window closes, and the revised Reconciliation remains highlighted.*

9. **OR**

Select Next to continue adding information. *The **Reconciliation Update Post-Post Details** pop-up 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
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.
xxxx — There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.
xxxx — Stock Nbr: <Stock Nbr> - ICN: <ICN> - You must choose either a Location or Container.	Invalid Entry. The Return does not have a Location or Container assigned to it. Choose a Location or a Container for the Return, and click Sign again.
xxxx — An error occurred validating the return.	Invalid Entry. The Return could not be signed and validated. Double-check the return and

	click Sign again.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Sign an Individual Reconciliation

Overview

The Individual Reconciliation Signing process provides the ability to sign the appropriate form for the reconciliation.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Sign > Sign Individual Reconciliation drop-down menu

Page Fields

The following fields display on the **Sign Individual Reconciliation** drop-down menu. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Sign Individual Reconciliation

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Specify the Signed Date for an Individual Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Sign. *The Sign drop down menu appears.*
3. Select eSign.

   a. Have the authorized personnel use either the mouse or the stylus to sign the Signature Pad.
   b. Select either:
      - Accept to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
      - Clear to erase the signature and reattempt.
      - Cancel to close the window and return to the previous page.
4. Select Sig Web Sign.

A. *The Signature Pad Form window appears.*

Note

An authorized Signature Pad must be connected to continue with this process.

B. Use the stylus to sign the Signature Pad.

C. Select ✓ Accept to confirm the signature. *The pop-up window closes, and the DW Form 12I generates for printing.*

5. Select ✓ Manual Sign.

The Individual Reconciliation Record status automatically changes to Reconciled.

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.
xxxx — Please enter a valid date no greater than today.	Invalid Date Entry. The date must be either the system (current) date or before. Re-enter the date.
xxxx — No Signature Pad Extension Exists.	Invalid Selection. There must be an electronic signature pad connected to use this menu option. Either connect a signature pad or choose a different method of signing.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Attach a File to an Individual Reconciliation

Overview

The Individual Reconciliation Add Attachments process provides the ability to attach documents to the reconciliation information for an individual issue.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Attachments > Reconciliation Attachments pop-up window

Page Fields

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

Instructions - Reconciliation Attachments for Member NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse…" button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Reconciliation Attachments for Member NBR

Attachments

Attach Files

Attachment
Desc
Primary
Name
Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

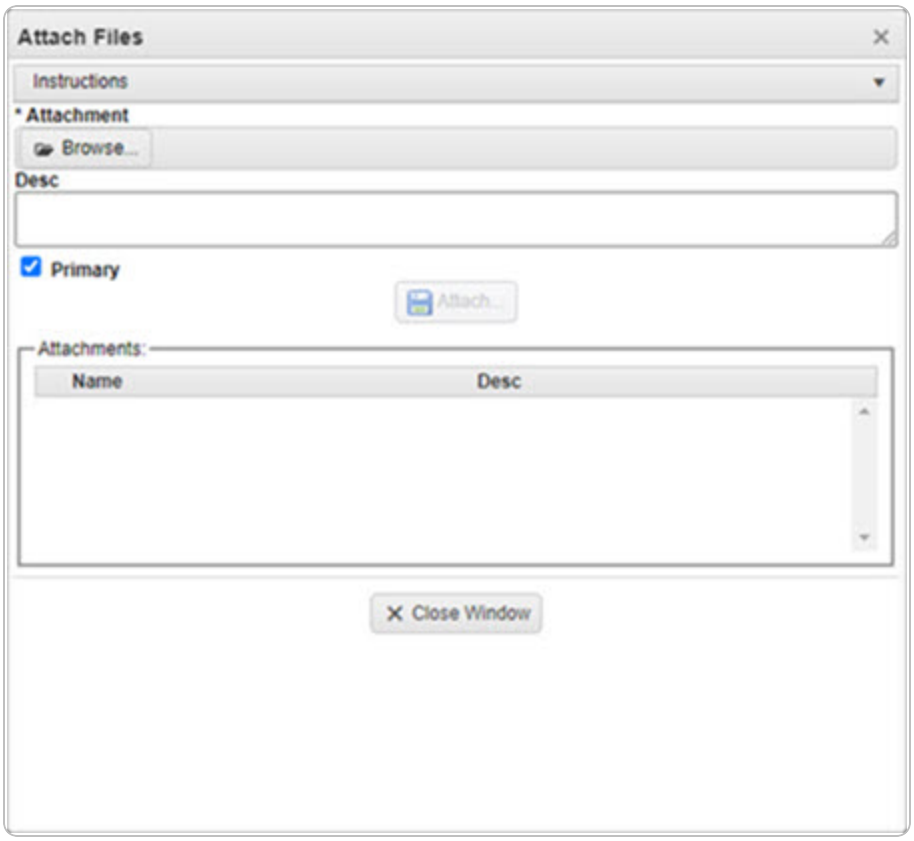
Attach a File to an Individual Reconciliation

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*

2. Select Attachments. *The **Reconciliation Attachments for Member NBR** pop-up window appears.*

3. Select Attach... *The **Attach Files** pop-up window appears.*



4. Select Browse... *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*

7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*
11. Select Close Window . *The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for Member NBR** pop-up window.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

Note

Select the 💾 part of 💾 ✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select ✕ . *The **Reconciliation Attachments for Member NBR** pop-up window closes.*

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.
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 {max size} for this file type. "Attachment" file size is {file 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 1MB. The selected file size is {file size}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation

- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

E-MAIL an Individual Reconciliation Record

Overview

The Individual Reconciliation E-MAIL process provides the ability to send the DW Form 20I to the address associated with the member, regarding the reconciliation of that member's individual issues.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Email > Send E-MAIL Notification pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Send E-MAIL Notification

Email Address

Procedures

ELMS Navigation Helpful Tips

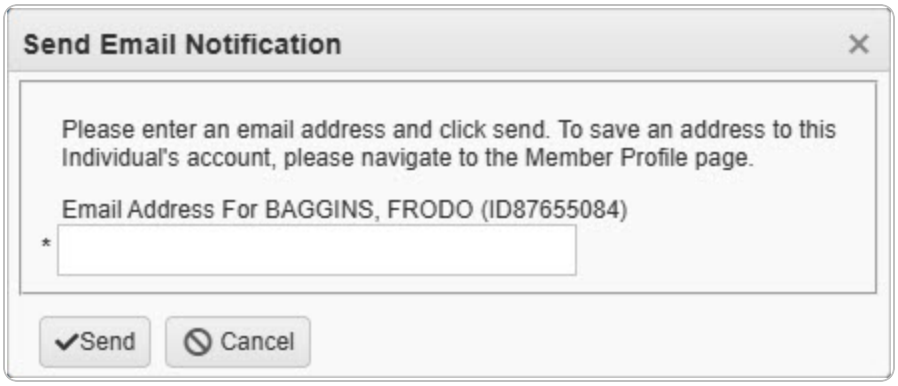
Click the following link to display Warehouse Navigation Tips.

Send E-MAIL Notification for an Individual Reconciliation

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*

2. Select Email. *The* ***Send E-MAIL Notification*** *pop-up window appears.*



If there ***are no*** *email addresses available:*

Note

The Send Email Notification pop-up window shows "Please enter an email address and click send. To save an address to this Individual's account, please navigate to the Member Profile page."

Enter the E-MAIL address in the field provided.

If there ***are*** *email addresses available:*

Note

The Send Email Notification pop-up window shows "It may take up to 15 minutes for email notifications to be received. Only POCs with a valid email address, listed below, will receive a notification."

Verify the E-MAIL address.

3. Select Send. *The **Send E-MAIL Notification** pop-up window closes, and the Reconciliation Status changes to E - Emailed.*

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

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Date the Signing of an Individual Reconciliation Record

Date the Signing of an Individual Reconciliation Form

Overview

The Individual Reconciliation Form Signing Date process provides the ability to assign a specific date to one or more manually signed form(s).

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Form Signed Date > Inventory Form Signed Date pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Inventory Form Signed Date

Signed Date

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Specify the Signed Date for an Individual Reconciliation

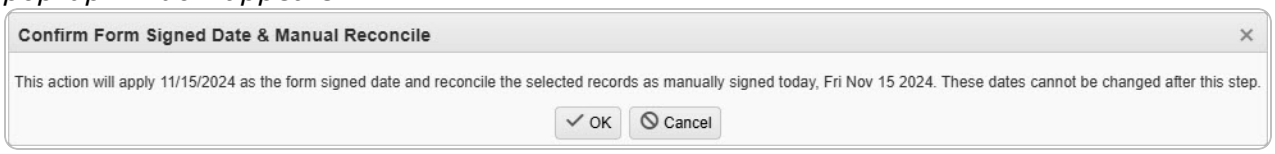
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*

2. Select Form Signed Date. *The* ***Inventory Form Signed Date*** *pop-up window appears.*

3. Use the calendar to select the Signed Date, or enter the date (MM/DD/YYYY) in the field provided.

   Select Apply & Reconcile. *The* ***Confirm Form Signed Date & Manual Reconcile*** *pop-up window appears.*



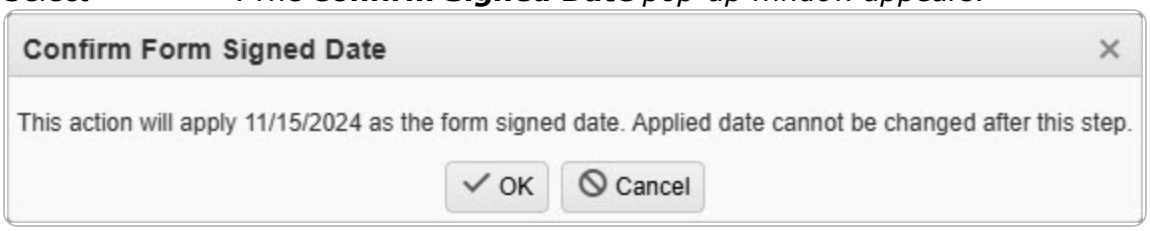
Note

The Signed Date is applied as the "Form Signed Date" to the selected Individual Issue, and is considered Reconciled on the current (system) date.

The Reconciliation Status changes to R - Reconciled.

4. **OR**

Select Apply. *The **Confirm Signed Date** pop-up window appears.*



Note

The Signed Date is applied as the "Form Signed Date" to the selected Individual Issue.

The Reconciliation Status **does not** change.

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.
xxxx — Please enter a valid date no greater than today.	Invalid Date Entry. The date must be either the system (current) date or before. Re-enter the date.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation

- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record

Member Sales Review

Overview

The Warehouse Management module Member Sales Review process provides the ability to view member sales records, suspend and unsuspend records, and create member sales reports. The Member Sales are from Issues, and must be marked Consumable, not Returnable.

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

Materiel MGMT > Individual > Member Sales Review > Member Sales Review page

Page Fields

The following fields display on the **Member Sales Review** 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.

537	Select the Check Box next to the record(s) and select the "Suspend" button to delay processing the record(s) until the next billing cycle.
538	Select the hyperlink on the "Amount" to view the record details for that Member and Amount.
539	Select "Generate Report" to generate the Member Sales Report for all non-suspended records.

Search Criteria

Member
Bill Number
Billing Date (From)
Amount Greater Than
Suspended
EDI PI / Secondary Id
Fund Cd
Billing Date (To)
Amount Less Than

Member Sales Search Results

All
Previously Suspended
EDI PI
Secondary Id
Member
Amount
Owning DoDAAC
Fund Cd
Bill Date
Bill Number
Suspended

Optional

UIC
Class Year
Duty Status
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm
Program ID

Member Transactions

Member
EDI PI
Issue / Return Number
Issue / Return Date
ICN
Stock Number
Item Description
Serial Number
Quantity
Transaction Type
Amount
Owning DoDAAC
Fund Cd

Procedures

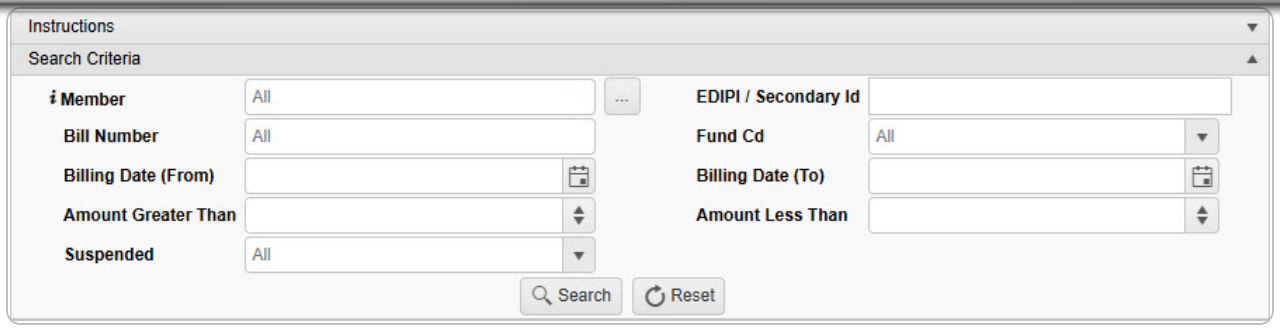
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for A Member Sales Review

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

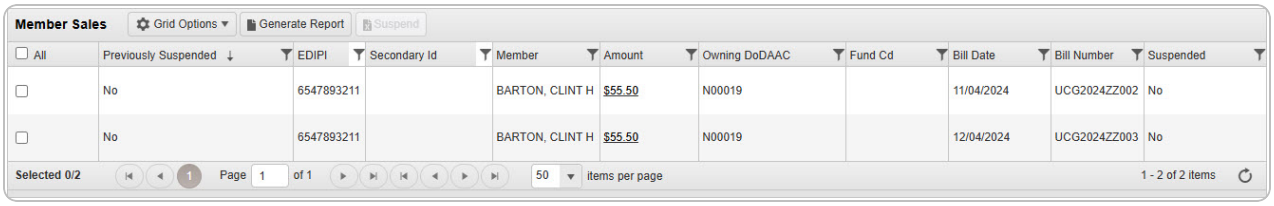
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

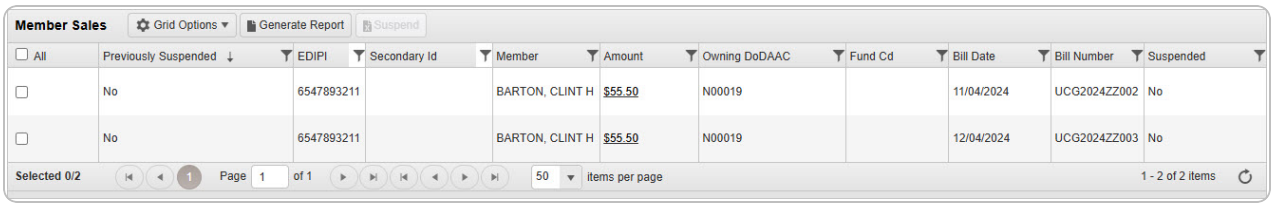
  Member Profile Browse
- Enter the Bill Number. *This is a 12 numeric character field.*
- Use to select the Billing Date (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use to choose the Amount Greater Than.
- Use to select the Suspended.
- Enter the EDI PI or Secondary ID, using to assist with the entry. *This is a 10 alphanumeric character field.*
- Use to select the Fund Cd.
- Use to select the Billing Date (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use to choose the Amount Less Than.

2. Select Search. *The results display in the Member Sales grid.*

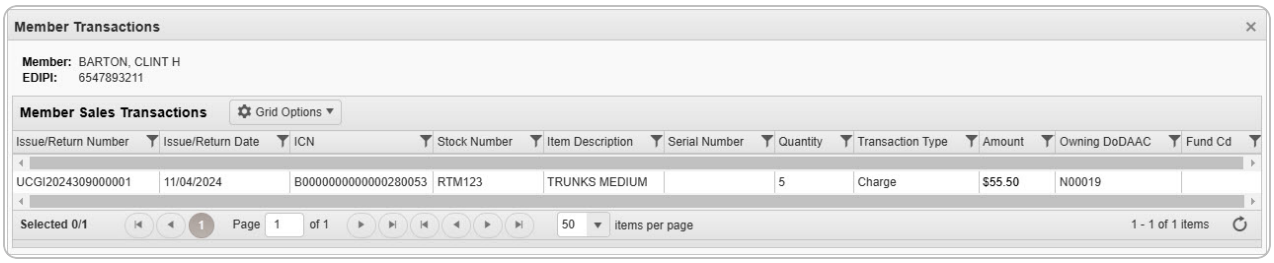


View the Member Transactions

1. View the Member Sales Search Results.

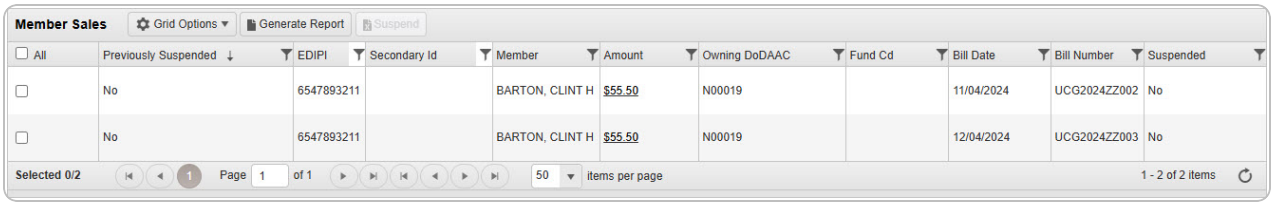


2. Click the Amount hyperlink. *The Member Transactions pop-up window appears.*

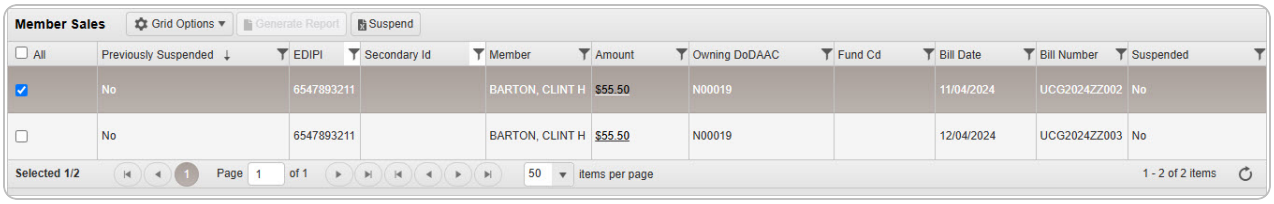


Suspend a Member Sales Record

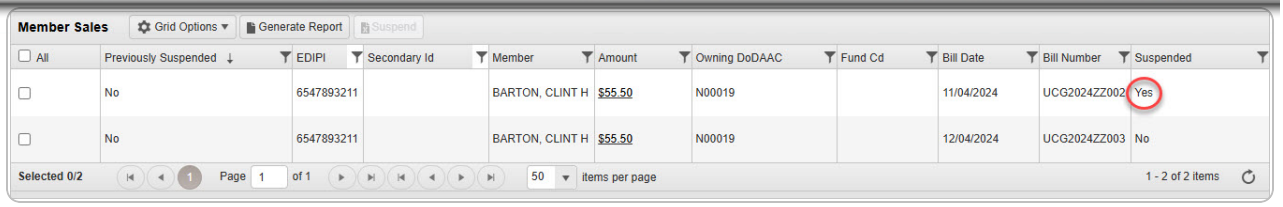
1. View the Member Sales Search Results.



2. Click ☐ to select the desired record. *The record is highlighted, and* Suspend *becomes available.*

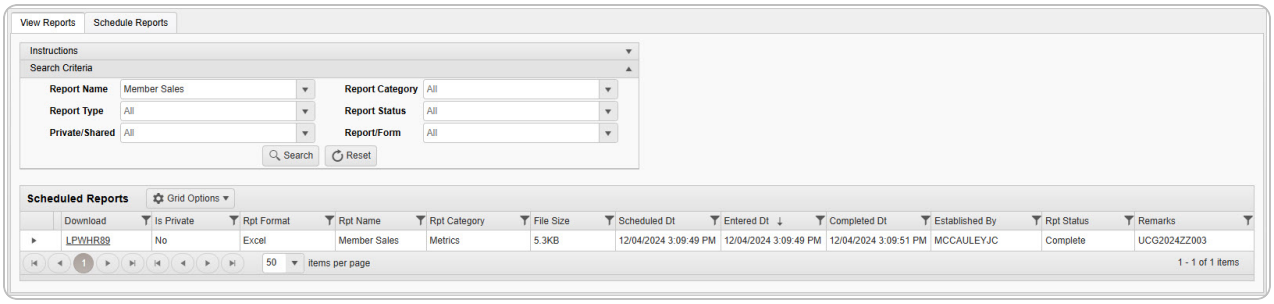


3. Select Suspend. *The row returns to normal, and the Suspended column changes from No to Yes.*

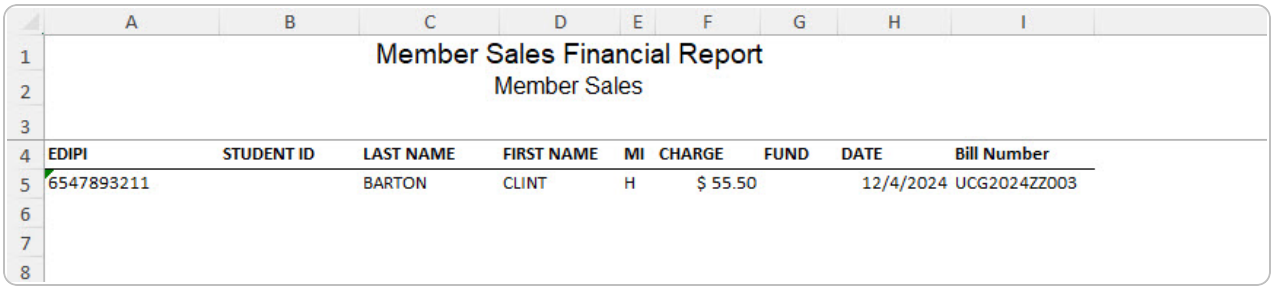


Create the Member Sales Financial Report

1. Select Generate Report. *The screen blinks as the report is created.*
2. Hover over the Report Manager menu. *The Report Manager menu appears.*
3. Choose View Reports. *The View Reports tab appears.*



4. Select the LPWHR89 hyperlink. *The Member Sales Report downloads.*



Common Errors

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

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

Related Topics

- Add an Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Add a Member Profile
- Master Issue List

Unit Issue Request

Overview

The Warehouse Management module Unit Issue Request process provides the ability to request materiel for an entire unit. During this process, the Unit Custodian can select specific assets, ELMS can plan the picks, and both can create a pick plan.
After the requested materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

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

MATERIEL MGMT > Unit Issue > Request > Unit Issue Request page

Page Fields

The following fields display on the **Unit Issue Request** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Request Nbr
UIC
Requested Dt
Document Nbr
UIC Custodian (RO)
Issue Status

Unit Issue Request Grid

All
Alerts
Primary Attachment
Requested Dt/Tm
UIC
UIC Account
UIC Custodian (RO)
Issue Status
Request Nbr
Pick Nbr
Document Nbr
Head Count
Return Dt
Include Outstanding Qty?
Staging Required?

Allowable Cond Cds
Cost Center
Personnel
Staging Location
Location Status
Frozen Location
Unit Deploying?
Owning DoDAAC

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

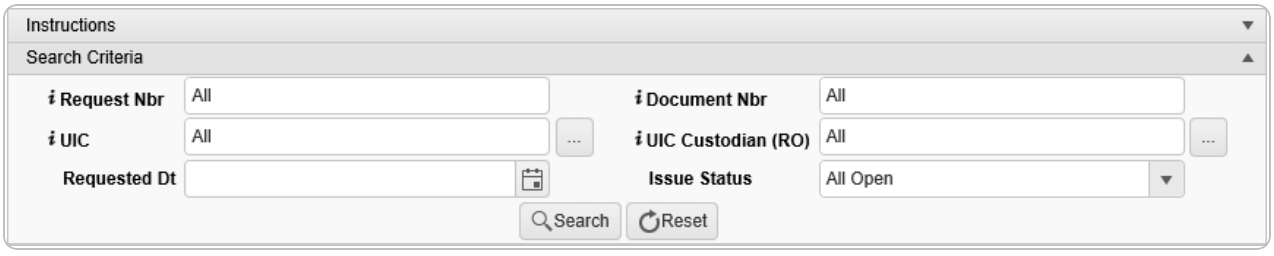
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Request

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

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

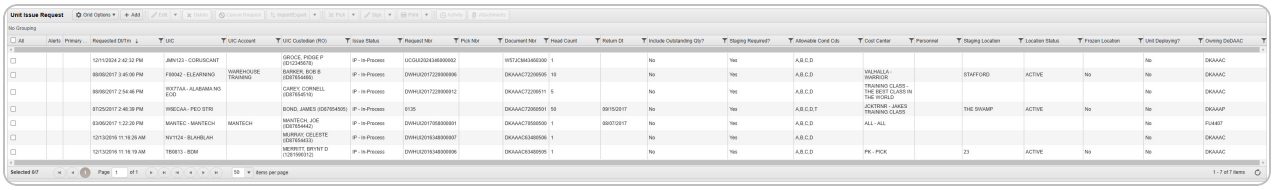


- Enter the Request NBR, using to assist with the entry. *This is an 18 alphanumeric character field.*
- Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse
- Use to select the Requested DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the DOCUMENT NBR, using to assist with the entry. *This is a 14 alpha-numeric character field.*
- Use or to assist with the UIC Custodian (RO) entry. *This is a 6 alphanumeric character field.*

  UIC Browse
- Use to select the Issue Status.

2. Select Search. *The **Unit Issue Request Search Results** appears.*



Add a Unit Issue Request

Select + Add. *The **Add a Unit Issue Request** page appears.*

Update a Unit Issue Request

1. Click ☐ to select the entry. *The Request is highlighted, and* Delete, Edit, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*

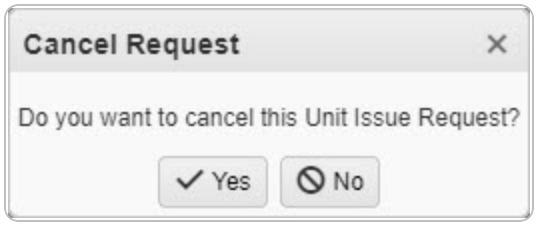
2. Select Edit. *The* ***Update a Unit Issue Request*** *page appears.*

Delete a Unit Issue Request

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Delete. *The* ***Delete a Unit Issue Request*** *page appears.*

Cancel a Unit Issue Request

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Cancel Request. *The* ***Cancel Request*** *pop-up window appears.*



3. Select Yes. *The Unit Issue Request record is removed from the results grid.*

Import or Export a Unit Issue Request

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*

2. Select Import/Export. *The **Import / Export a Unit Issue Request** page appears.*

Generate a Pick

*Selecting Cancel 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 Request is highlighted, and Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, and Attachments become available.*
2. Select Pick. *The Pick menu appears.*
3. Choose Create Pick Plan. *The **Create a Pick Plan** pop-up window appears.*
4. Choose Plan Picks. *The **Create and Plan Pick** pop-up window appears.*

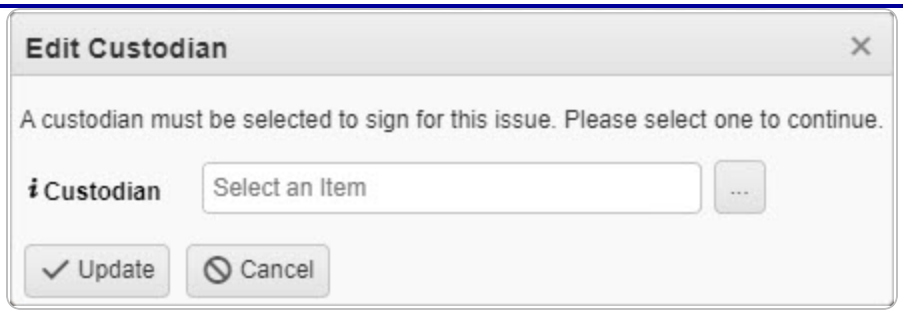
Signing a Unit Issue Request

*Selecting Cancel 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 Request is highlighted, and Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, and Attachments become available.*
2. Select Sign. *Choose one of the following signing options:*

Note

If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.



1. Use ℹ or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

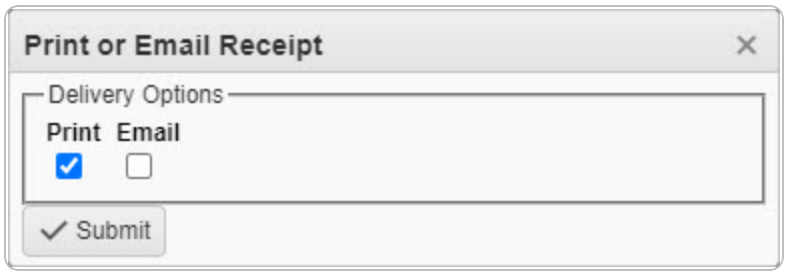
   Member Profile Browse

2. Select ✓ Update. *The Custodian appears in the grid.*

A. Select eSign. *The **Signature Pad Form** pop-up window appears.*

   a. Create a signature in the box using the mouse.

   b. Select ✓ Accept. *The **Print or Email Receipt** pop-window appears.*



c. Select the delivery option. *The* ☑ *appears in the appropriate option.*

d. Click Submit. *The* ***Print or Email Receipt*** *pop-window closes, and the signed receipt is sent.*

B. Select Manual Sign. *The* ***Print*** *pop-up window appears.*

A. Select Print. *The document is sent for printing.*

B. The custodian signs the printed document.

C. Click ✕ in the top right corner of the window. *The* ***Print*** *pop-up window closes.*

Note

Scan the manually signed document(s) and attach to the issue in ELMS.

Print From an Unit Issue Request

Selecting Cancel *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 Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Click Print. *The Print drop down appears.*
3. Click the form for printing. Generating file to print. Please wait... *appears in the bottom right corner while the form is generating.*
4. Then it is replaced by Complete - File generated successfully ✕.
5. The Windows Save As pop-up appears, ready to save the selected form for printing.

View a Unit Issue Activity

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Activity. *The* ***Unit Issue Activity*** *pop-up window appears.*

Add an Attachment to a Unit Issue Request

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Attachments. *The* ***Add an Attachment to a Unit Issue Request*** *pop-up 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
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.
xxxx — STOCK NBR Picks -	Invalid Entry. The Staging Location chosen does

Selected location type does not exist in this warehouse: 2 - Issue.	not exist in this Warehouse. Enter a new location to put the completed pick, either by using , or by using to assist with the entry.

Related Topics

- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer
- Create a Pick Plan
- Create and Plan Pick

Add a Unit Issue Request

Overview

The Unit Issue Request Add process provides the ability to request materiel for an entire unit. During this process, the Unit Custodian can select specific assets, ELMScan plan the picks, and both can create a pick plan.
After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

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

MATERIEL MGMT > Unit Issue > Request > + Add > Add a Unit Issue Request page

Page Fields

The following fields display on the **Unit Issue Request Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Unit Issue Request Grid

Request Nbr
UIC *
Service Center *
Requested Dt/Tm *
Unit Deploying?
Owning DoDAAC *
Head Count *
UIC Custodian (RO) *
Master Issue List
Return Dt
Include Outstanding Qty?
Staging Required?
Allowable Cond Cds *
Add / Edit Remarks

Remarks
History Remarks

Pick Request Grid

Cost Center
Personnel
Staging Location

(*) Asterisk identifies mandatory fields.

Procedures

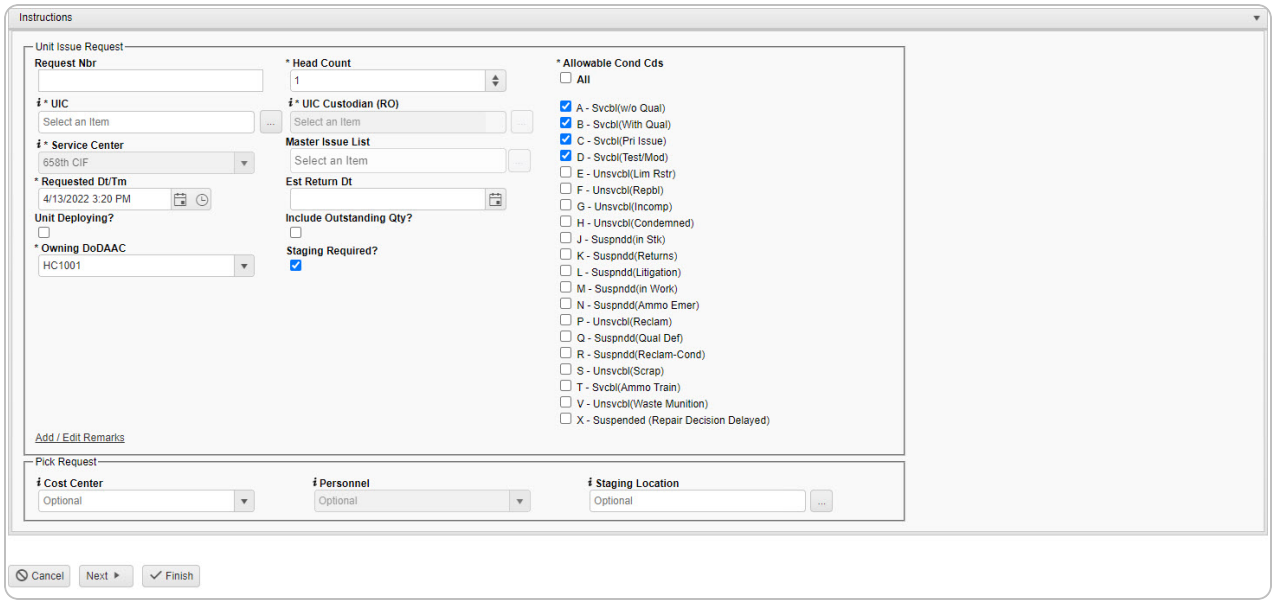
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Unit Issue Request

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

1. Select + Add. *The* ***Unit Issue Request*** *page displays.*



2. Enter the Request NBR in the field provided. *This is a 35 alphanumeric character field.*

Note

If the Request NBR field is left blank, it is auto-populated.

3. Use or to assist with the UIC entry. *After entering the UIC, the UIC Custodian (RO) field becomes active*.

UIC Browse

4. Use or to select the Service Center.

5. Verify the auto-generated Requested DT/TM field. If it is not correct, use the to correct the Requested DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

6. Click ☐ to select the Unit Deploying? *The field is checked if the unit is deploying.*

7. Use to select the Owning DoDAAC.

8. Use to choose the correct Head Count.

9. Use or to assist with the UIC Custodian (RO) entry. *This is a 6 alphanumeric character field.*

UIC Browse

10. Use or to assist with the pre-existing Master Issue List. *This is a 250 alphanumeric character field.*

Master Issue List Browse

11. Use the to select the Return DT, or enter the date (MM/DD/YYYY) in the field provided.

12. Click ☐ to select the Include Outstanding QTY? *The field is checked if the number of Outstanding Items are included in the request.*

13. Click ☐ to select the Staging Required? *The field is checked if the requested materiel needs to be stored, waiting to issue the materiel to the unit.*

14. Click ☐ to select the applicable Allowable COND CD: *The first four check boxes are selected by default.*

Attention

Once completed, the Allowable Condition Codes selected *cannot be removed*.

Additional codes can be selected when editing the record.

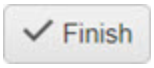
15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

16. Use or to select the Cost Center. *After entering or selecting the Cost Center, the Personnel field becomes active.*

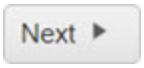
17. Use or to select the Personnel, or use a hand-held device to perform the pick.

18. Use or to assist with the Staging Location entry. *This is a 15 alphanumeric character field.*

    Location Browse

19. Click  . *The **Add** page closes, and the Unit Issue Request Results Grid appears, with the new request in the top row.*

    OR

    Click  . *The **Add** page closes, and the **Select . The Unit Issue Header Details page displays.** screen 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.

13 — Mandatory Entry: *Head Count*.	
13 — Mandatory Entry: *UIC*.	
13 — Mandatory Entry: *UIC Custodian (RO)*.	
13 — Mandatory Entry: *Service Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Requested Dt/Tm*.	
13 — Mandatory Entry: *Owning DoDAAC*.	
13 — Mandatory Entry: *Allowable Cond Cd*.	

Related Topics

- Unit Issue Request Overview
- Add an Attachment to a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Update a Unit Issue Request

Overview

The Unit Issue Request Update process allows editing of a request for materiel for an entire unit. During this process, the Unit Custodian can revise specific assets, ELMS can plan the picks, and then can create a new pick plan.
After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

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

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > Edit > Edit a Unit Issue Request page

Page Fields

The following fields display on the **Unit Issue Request Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Edit the Header

Number	Value
24	(*) Asterisk identifies mandatory fields.

14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Edit the Detail

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Unit Issue Request Grid

Request Nbr
UIC *
Service Center *
Requested Dt/Tm *
Unit Deploying?
Owning DoDAAC *
Head Count *
UIC Custodian (RO) *
Master Issue List
Return Dt

Include Outstanding Qty?
Staging Required?
Allowable Cond Cds *
Add / Edit Remarks

Remarks
History Remarks

Pick Request Grid

Cost Center
Personnel
Staging Location

Unit Issue Header Grid

Unit Issue Request Grid

Request Nbr
Head Count
Allowable Cond Cds
UIC
UIC Custodian (RO)
Issue Status
Requested Dt/Tm
Est Return Dt
Document Nbr
Unit Deploying?
Include Outstanding Qty?
Owning DoDAAC
Remarks
Staging Required?

Pick Request Grid

Cost Center
Personnel
Staging Location
Pick Nbr

Unit Issue Details Grid

LIN/TAMCN

Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
Requested Cond Cds
Requested Qty
MIL Qty
Selected Qty

Inv Qtys Grid

On Hand Qty
Alloc Qty
Avail Qty

Optional

On Hand Qty
Alloc Qty
Avail Qty
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

LIN/TAMCN Details Grid

ICN
Serial Nbr
Location
Location Status
Frozen Location
Container
Cond Cd
Owning DoDAAC
Project Cd
Returnable?
Qty
Kit Verified?

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

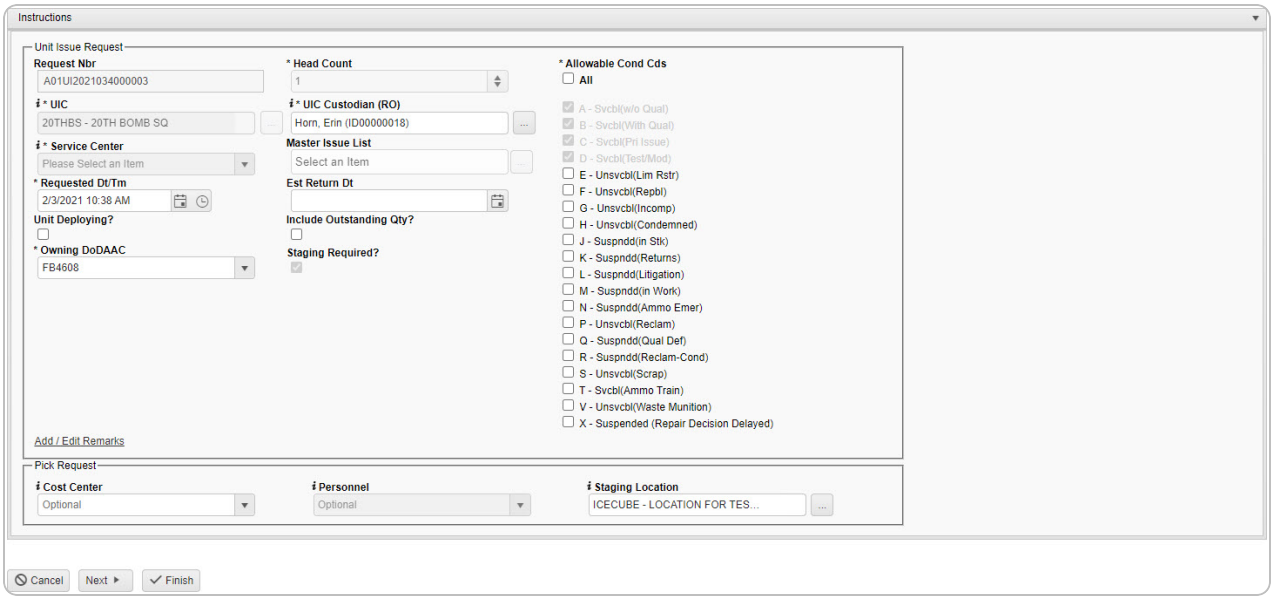
Edit a Unit Issue Request

Selecting Cancel *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 Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Edit.
3. Choose what to edit: either Header, or Details.

Edit The Header

1. Click Header. *The **Unit Issue Request** page displays.*



2. *Verify the Request NBR.*
3. *Verify the UIC.*
4. *Verify the Service Center.*
5. Update the Requested DT/TM, using or entering the date (MM/DD/YYYY) in the field provided.
6. Verify the Unit Deploying? contains the appropriate or . *The field is checked if the unit is deploying.*
7. Update the Owning DoDAAC, using to select the desired code.
8. *Verify the Head Count.*
9. Update the UIC Custodian (RO), using or to assist with the revised custodian.

   UIC Browse
10. Update the Master Issue List, using or to assist with the revised list.

    Master Issue List Browse

11. Update the EST Return DT, using or entering the date (MM/DD/YYYY) in the field provided.

12. Verify the Include Outstanding QTY? contains the appropriate ☑ or ☐. *The field is checked if the number of Outstanding Items are included in the request.*

13. Verify the Staging Required? contains the appropriate ☑ or ☐. *The field is checked if the requested materiel needs to be stored, waiting to issue the materiel to the unit.*

14. Verify the Allowable COND CDs contains the appropriate ☑ or ☐.

> **Attention**
>
> Once completed, the Allowable Condition Codes selected *cannot be removed*. Additional codes can be selected when editing the record.

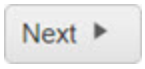
15. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

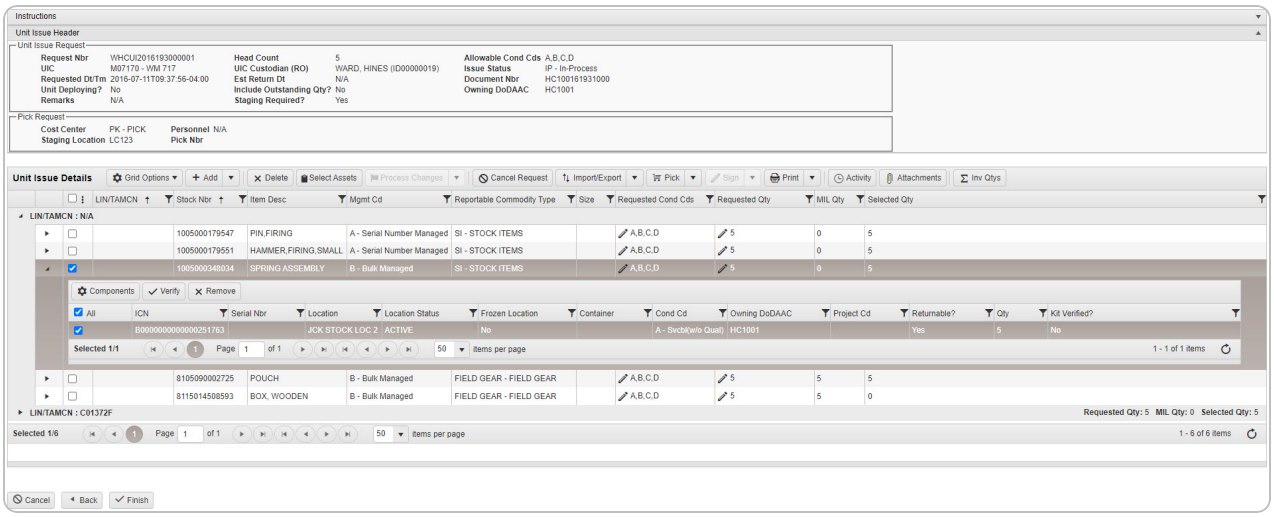
16. Update the Cost Center, using or to select the desired code. *After entering or selecting the Cost Center, the Personnel field becomes active.*

17. Update the Personnel, using either a hand-held device to perform the pick, or using or to select the desired name.

18. Update the Staging Location, using or to assist with the entry.

    Location Browse

19. Select  . *The **Unit Issue Header Details** page displays.*



20. Select ▶ on the left of the desired LIN/TAMCN row. *The details regarding the Assets within the Unit Issue appear.*

View the Asset Details

Select ▶ on the left of the desired Assets row. *The details regarding the Stock Items within the Assets appear.*

View the SKO Components

Select Components. *The **SKO Inventory Management Browse** pop-up window appears.*

Verify the SKO Components

Click Verify. *The SKO information is double-checked for completeness.*

Remove the Stock Item

Click Remove. *The Stock Item is deleted from the Asset.*

Edit the Individual Fields

Select ✎ in the applicable field to immediately edit that entry. *The ✎ appears only in fields that allow editing.*

Add an Asset

Select + Add. *The menu appears.*

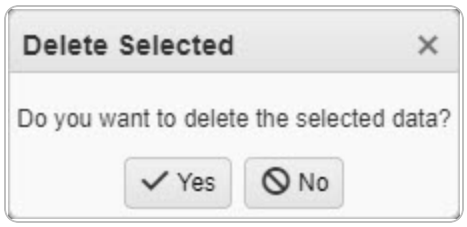
- Click LIN/TAMCN(s). *The **LIN / TAMCN Browse** pop-up window appears.*

  OR

  Click Stock Nbr(s). *The **Stock Nbr Browse** pop-up window appears.*

Delete an Asset

Select ✕ Delete. *The **Delete Selected** pop-up window appears.*



- Click ✓ Yes. *The Asset is removed from the Unit Issue.*

  OR

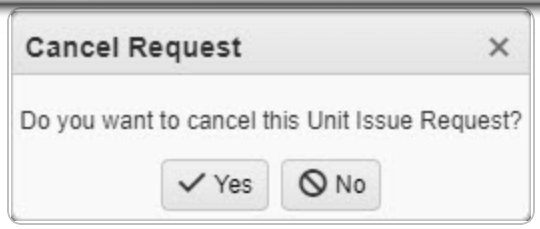
  Click ⊘ No. *The **Delete Selected** pop-up window closes, returning to the Details page.*

Select the Assets

Select Select Assets. *The **Inventory Selection Browse** pop-up window appears.*

Cancel the Issue

Select ⊘ Cancel Request. *The **Cancel Request** pop-up window opens.*



- Click Yes. *The entire order is canceled.*

  OR

  Click No. *The **Cancel Request** pop-up window closes, returning to the Details page.*

Import or Export a Unit Issue Request

Select Import/Export. *The **Import / Export a Unit Issue Request** page appears.*

Generate a Pick

1. Select Pick. *The Pick menu appears.*
2. Choose Create Pick Plan. *The **Create a Pick Plan** pop-up window appears.*
3. Choose Plan Picks. *The **Create and Plan Pick** pop-up window appears.*

Signing a Unit Issue Request

Select Sign. *The **Signing a Unit Issue Request** menu appears.*

Print From an Unit Issue Request

Click Print. *The **Print From an Unit Issue Request** drop down appears.*

View a Unit Issue Activity

Select Activity. *The **Unit Issue Activity** pop-up window appears.*

View the Issue's Attachments

Select Attachments. *The **Add an Attachment to a Unit Issue Request** pop-up window appears.*

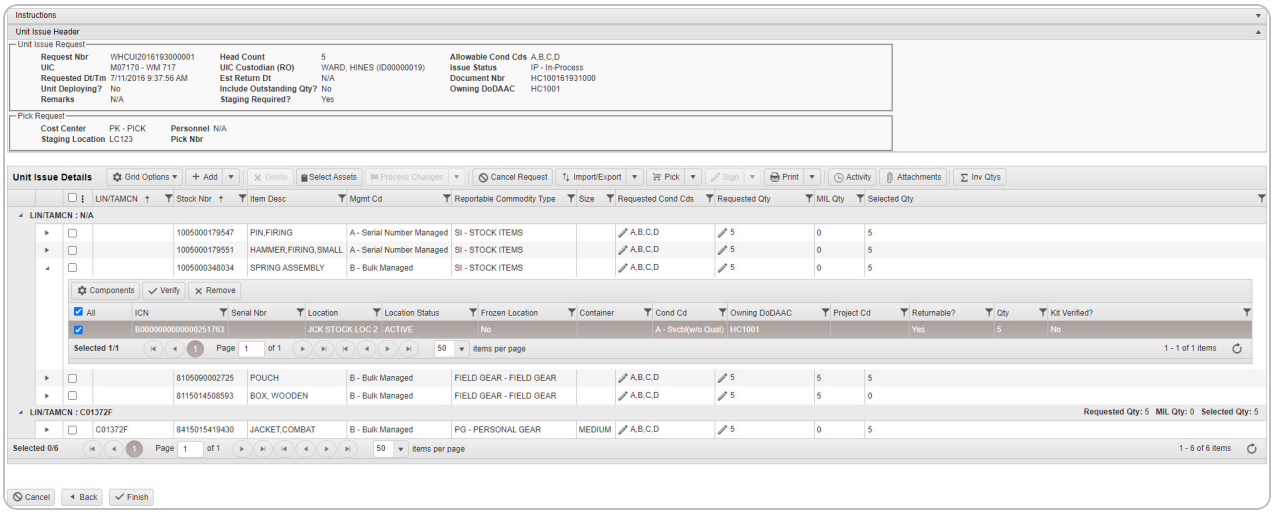
View the Inventory Quantities

Select Σ Inv Qtys. *Extra columns appear in the grid, containing additional warehouse inventory amounts.*

21. Select Finish. *The **Update** page closes, and the Unit Issue Request Results Grid appears, with the revised request in the top row.*

Edit the Details

1. Click Details. *The **Unit Issue Details** page displays.*



2. Select ▶ on the left of the desired LIN/TAMCN row. *The details regarding the Assets within the Unit Issue appear.*

View the Asset Details

Select ▶ on the left of the desired Assets row. *The details regarding the Stock Items within the Assets appear.*

View the SKO Components

Select Components. *The **SKO Inventory Management Browse** pop-up window appears.*

Verify the SKO Components

Click Verify. *The SKO information is double-checked for completeness.*

Remove the Stock Item

Click Remove. *The Stock Item is deleted from the Asset.*

Edit the Individual Fields

Select in the applicable field to immediately edit that entry. *The appears only in fields that allow editing.*

Add an Asset

Select Add. *The menu appears.*

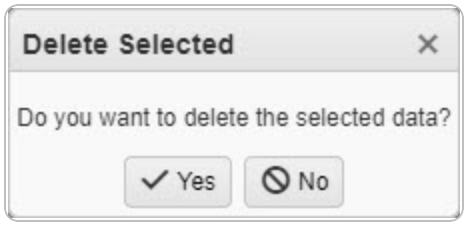
- Click LIN/TAMCN(s). *The **LIN / TAMCN Browse** pop-up window appears.*

  OR

  Click Stock Nbr(s). *The **Stock Nbr Browse** pop-up window appears.*

Delete an Asset

Select Delete. *The **Delete Selected** pop-up window appears.*



- Click Yes. *The Asset is removed from the Unit Issue.*

OR

Click No. *The **Delete Selected** pop-up window closes, returning to the Details page.*

Select the Assets

Select Select Assets. *The **Inventory Selection Browse** pop-up window appears.*

Cancel the Issue

Select Cancel Request. *The **Cancel Request** pop-up window opens.*

- Click Yes. *The entire order is canceled.*

OR

Click No. *The **Cancel Request** pop-up window closes, returning to the Details page.*

Import or Export a Unit Issue Request

Select Import/Export. *The **Import / Export a Unit Issue Request** page appears.*

Generate a Pick

1. Select Pick. *The Pick menu appears.*
2. Choose Create Pick Plan. *The **Create a Pick Plan** pop-up window appears.*
3. Choose Plan Picks. *The **Create and Plan Pick** pop-up window appears.*

Signing a Unit Issue Request

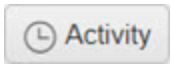
Select Sign. *The **Signing a Unit Issue Request** menu appears.*

Print From an Unit Issue Request

Click

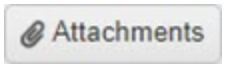
. *The **Print From an Unit Issue Request** drop down appears.*

View a Unit Issue Activity

Select 

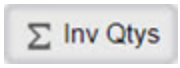
. *The **Unit Issue Activity** pop-up window appears.*

View the Issue's Attachments

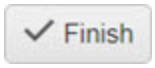
Select 

. *The **Add an Attachment to a Unit Issue Request** pop-up window appears.*

View the Inventory Quantities

Select 

. *Extra columns appear in the grid, containing additional warehouse inventory amounts.*

3. Select 

. *The **Update** page closes, and the Unit Issue Request Results Grid appears, with the revised request in the top row.*

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

- Unit Issue Request Overview
- Add a Unit Issue Request

- Add an Attachment to a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request

Delete a Unit Issue Request

Overview

The Unit Issue Request Delete process allows removal of a request for an entire unit.

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > ✕ Delete > Delete Unit Issue Request pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Unit Issue Request Grid

History Remarks

Procedures

ELMS Navigation Helpful Tips

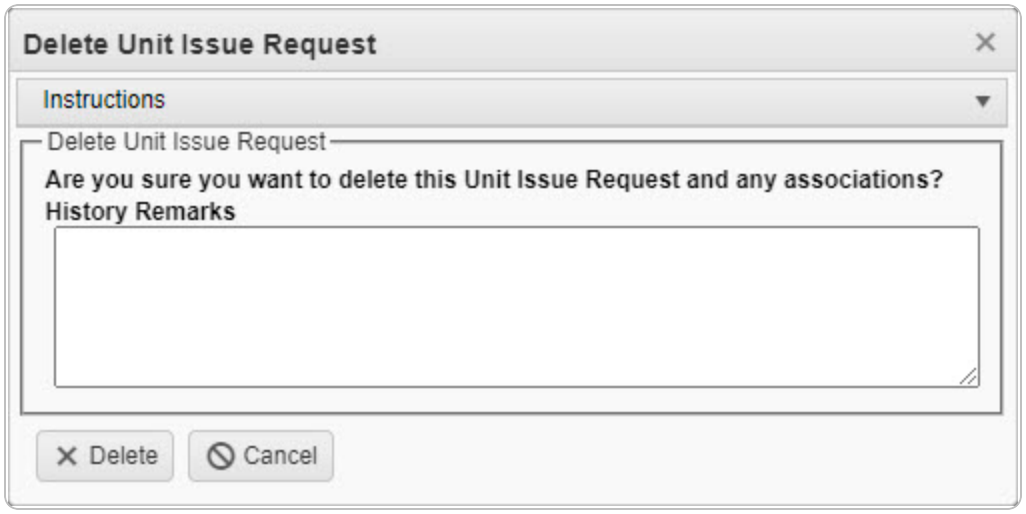
Click the following link to display Warehouse Navigation Tips.

Delete a Unit Issue Request

Selecting Cancel *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 Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*

2. Select Delete. *The* ***Delete Unit Issue Request*** *pop-up window appears.*



3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

4. Select Delete. *The pop-up window closes and the Request is removed.*

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

- Unit Issue Request Overview
- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Import / Export a Unit Issue Request

Overview

The Unit Issue Request Import / Export process provides the ability to create large requests and upload the information, or get a large request downloaded.
After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Attention

The import process supports **only** Excel files:
.xls and **.xlsx**

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > Import/Export > Import the Tally Sheet / Export the Unit Issue Request pop-up windows

Page Fields

The following fields display on the **Import the Tally Sheet / Export the Unit Issue Request** pop-up windows. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions for Import Tally Sheet.

Number	Value
xxxx	Unit Issue Request Import supports only these file types: xls; xlsx.

500	Select "Browse" to select a file and select "Analyze".
501	Select "Analyze" to view the import data. When finished, click "Import".
478	Select "Close" to return to previous page.

Export the Unit Issue Request Grid

Edit the Tally Sheet Grid

Import Tally Sheet Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Export a Unit Issue Request's Master Issue List Spreadsheet

Selecting Cancel *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 Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Import/Export. *The menu appears.*

3. Select Export. *The **File Download** toast appears, and the Windows **Save As** pop-up window appears.*
4. Decide where on the computer to save the exported Master Issue List spreadsheet.

> **Note**
> The exported Master Issue List spreadsheet is also known as a Tally Sheet. The two names are used interchangeably.

5. Select Save. *The Master Issue List spreadsheet is saved to the computer, ready to use.*

Edit the Tally Sheet

1. Open the Master Issue List spreadsheet from the saved folder on the computer. *The Master Issue List spreadsheet opens in the appropriate program.*

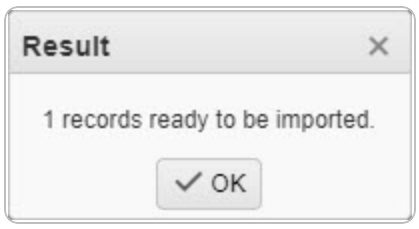
A01UI2021034000003								
TAMCN	NOMENCLATURE	SIZE	*NSN	MIL QTY	AUTH QTY	COND CD	REQ QTY	RO INITIALS
N/A	STOCK ITEMS							
N/A	SHOTGUN,12 GAGE		1005000098870	0		A,B,C,D	1	
						SUBTOTAL	1	
N/A	ADDITIONAL STOCK ITEMS							

2. Enter the revised amounts in the REQ QTY column. *The Subtotal cell automatically adds the amounts entered in the REQ QTY column.*
3. Save the revised Tally Sheet. *Return to ELMS.*

Import a Tally Sheet

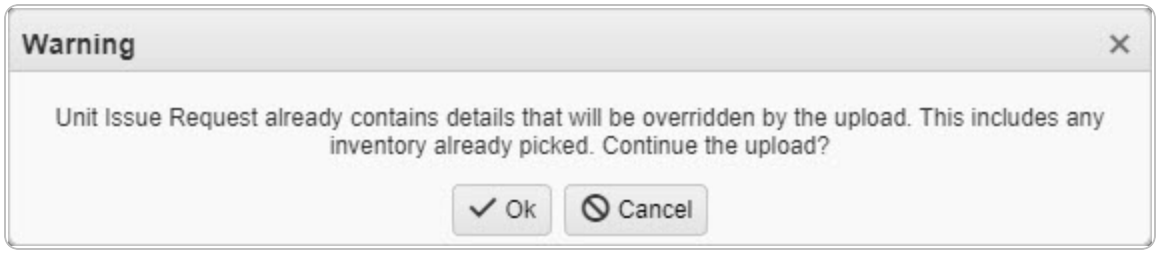
1. Click ☐ to select the entry. *The Request is highlighted, and* Delete, Edit, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Import/Export. *The menu appears.*
3. Select Import. *The **Import Tally Sheet** pop-up window appears.*

4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the edited spreadsheet to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Select Analyze . *The **Result** pop-up appears, with the outcome of the review.*



8. Click OK . *The **Result** pop-up closes.*

9. Select Import. *A **Warning** pop-up window appears.*



10. Click Ok. *The **Warning** pop-up window closes, and the Successfully Imported pop-up window appears.*

11. Click Ok. *Both the **Import Tally Sheet** and the **Successfully Imported** pop-up windows close.*

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.
xxxx — Invalid columns found.	Invalid entry. The spreadsheet file is not ready for import, it contains extra information that can-

	not be imported into the Request. Delete the extra columns and try the Import process again.
xxxx — No data found to be imported.	Invalid entry. The spreadsheet file is not ready for import, it does not contain any quantity information. Enter the quantity information in the spreadsheet and try the Import again.

Related Topics

- Unit Issue Request Overview
- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request
- Delete a Unit Issue Request
- Update a Unit Issue Request
- Master Issue List

Add an Attachment to a Unit Issue Request

Overview

The Unit Issue Request Add Attachments process provides the ability to attach documents to the materiel request for an entire unit.

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > Attachments > Unit Issue Request Add Attachments pop-up window

Page Fields

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

Instructions

The tables below provide the list of instructions.

Attachments for Request NBR

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Request NBR Grid

Thumbnails
Attach

Attach Files Grid

Attachment *
Desc
Primary

Attachments

Name
Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

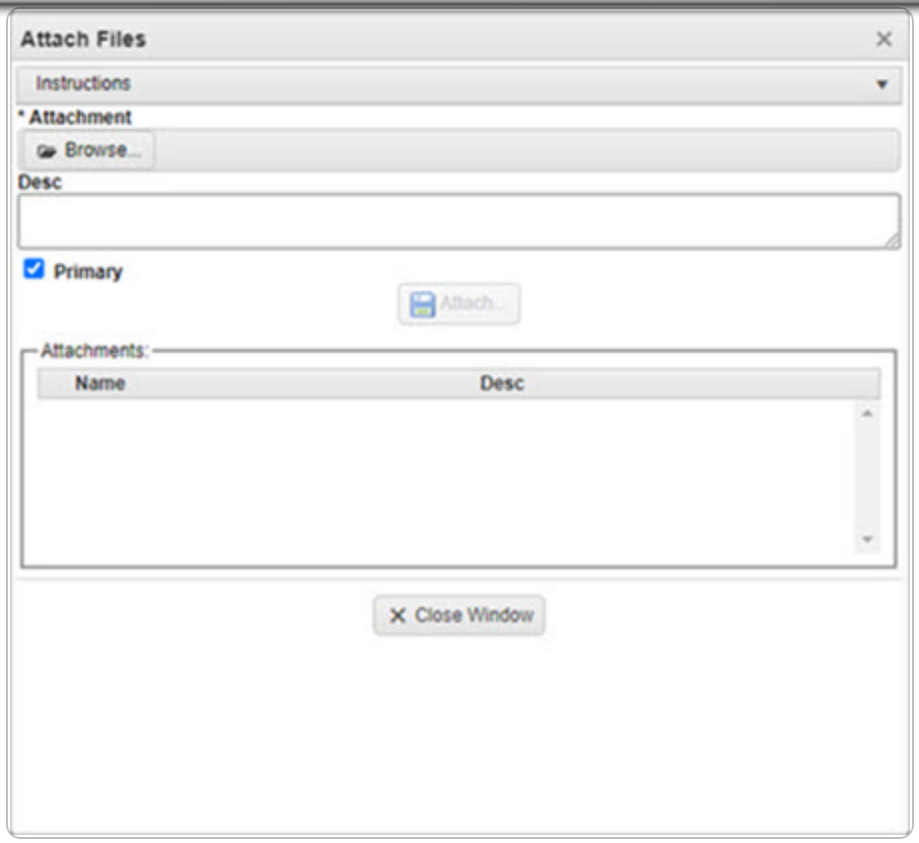
Add an Attachment to a Unit Issue Request

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

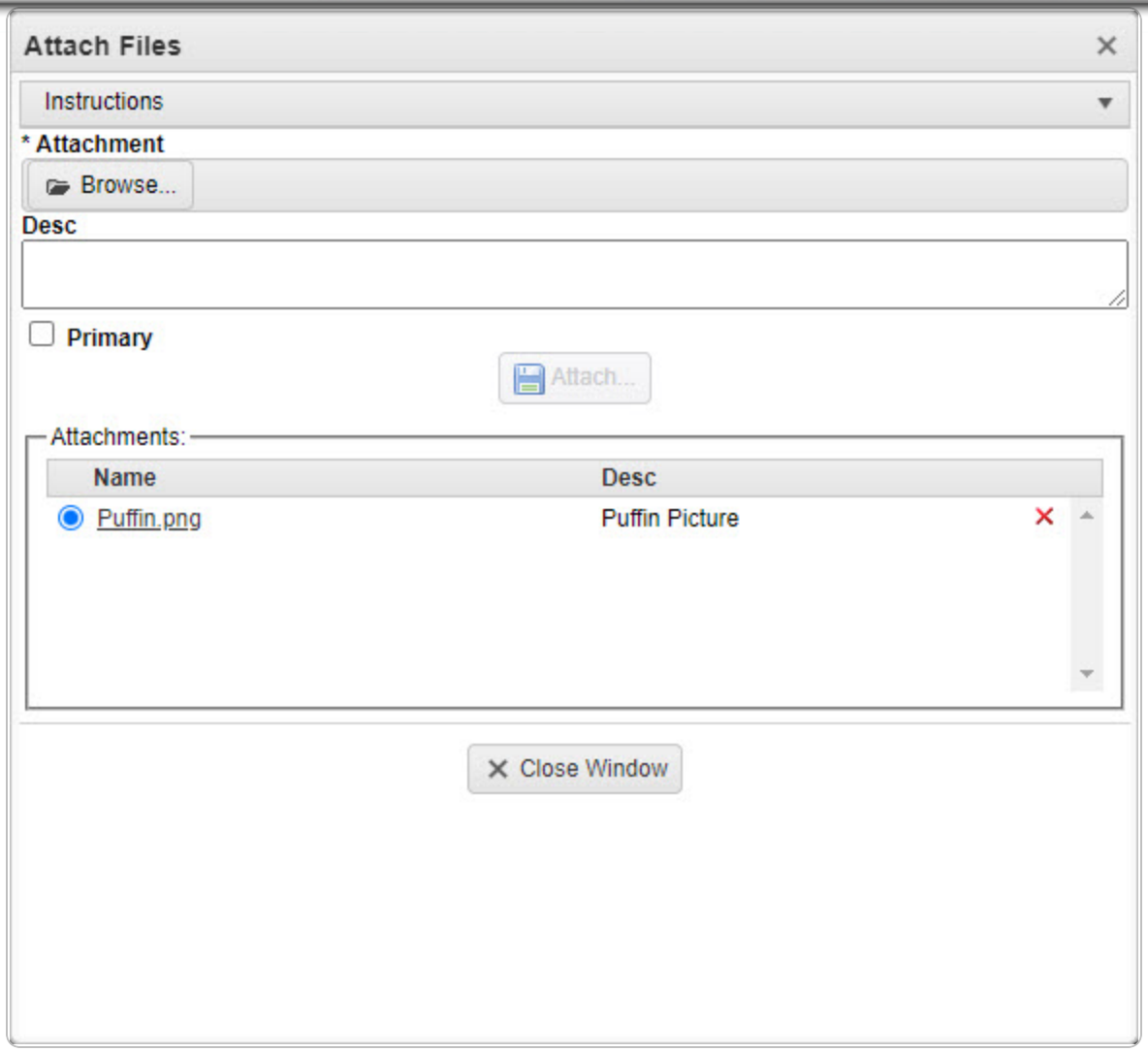
1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*

2. Select Attachments. *The* ***Attachments for Request NBR*** *pop-up window appears.*

3. Select Attach... *The* ***Attach Files*** *pop-up window appears.*



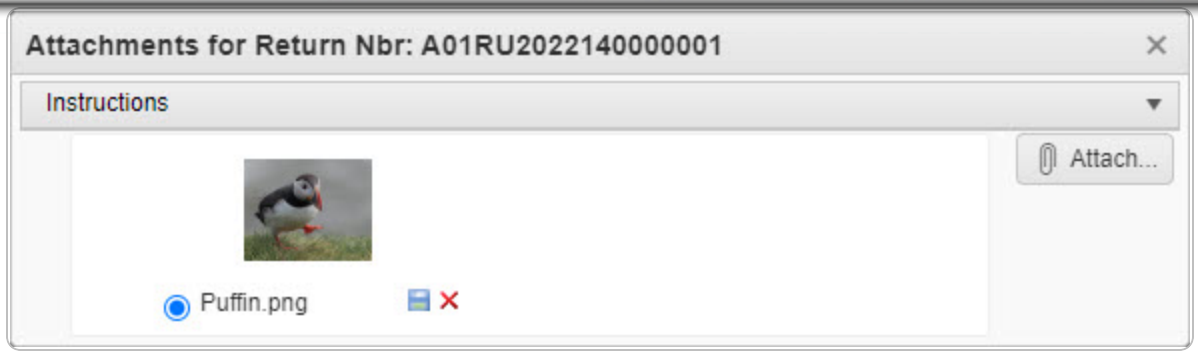
4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*



9. Repeat Steps 4 - 8 to attach multiple documents.

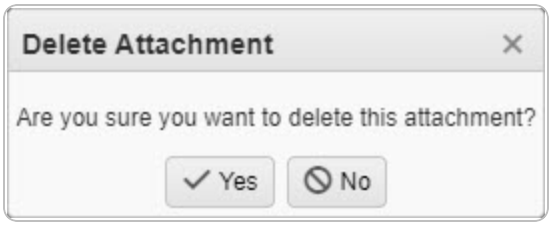
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select ✕ Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*



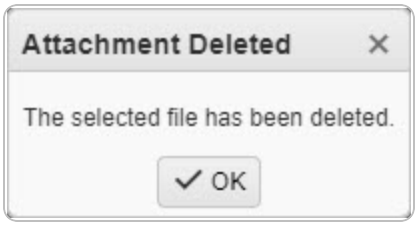
Remove an Attachment

A. Select the ✕ part of 💾 ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



C. Select OK. *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . *The **Attachments for Request NBR** pop-up window closes.*

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.
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

- Unit Issue Request Overview
- Add a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Unit Issue Return

Overview

The Warehouse Management module Unit Issue Return process provides the ability to return items to a warehouse issued to a unit, to update outstanding items, to add items to an outstanding issue list, to verify SKOs, to add attachments to a return, and to print return forms.

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

MATERIEL MGMT > Unit Issue > Return > Unit Issue Return page

Page Fields

The following fields display on the **Unit Issue Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

UIC Info

Number	Value
522	Select "Cancel All" button to cancel proposed changes to all records.
24	(*) Asterisk identifies mandatory fields.

511	Select from the Enterprise Rollup Criteria to view DLMS transactions at the specified enterprise level.
512	Select "Apply" button to view transactions based on the Enterprise Rollup Criteria.
521	Select "Cancel" button to cancel proposed changes to selected records(s).
515	A signature pad is required for Sign with Signature Pad.

Search Criteria

Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
513	The maximum file size is 1MB.
519	Select "Approve" button to approve proposed changes to selected record(s).

520	Select "Approve All" button to approve proposed changes to all records.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.
569	Select Return All to return all of the items based on the Search Criteria field selection.

UIC Info Grid

UIC *
CAC
Custodian
Service Center *

Search Criteria Grid

Stock Nbr
Serial Nbr
Scan Barcode
Current Warehouse Only
ICN
Item Description
Reportable Commodity Type

Outstanding Items Grid

Issued Qty
Outstanding Qty
Unprocessed Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd

Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Remarks
Secondary Serial Number

Optional

Inv Type
Is Kit
Is Managed Kit
Parent Stock Nbr
Primary Attachment
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id

Pending Return Items Grid

Issued Qty
Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc
Mgmt Cd

Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Remarks
Secondary Serial Number

Optional

Inv Type
Kit Verified?
Components Returning
Is Managed Kit
Parent Stock Nbr
Primary Attachment
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id

(*) Asterisk identifies mandatory fields.

Procedures

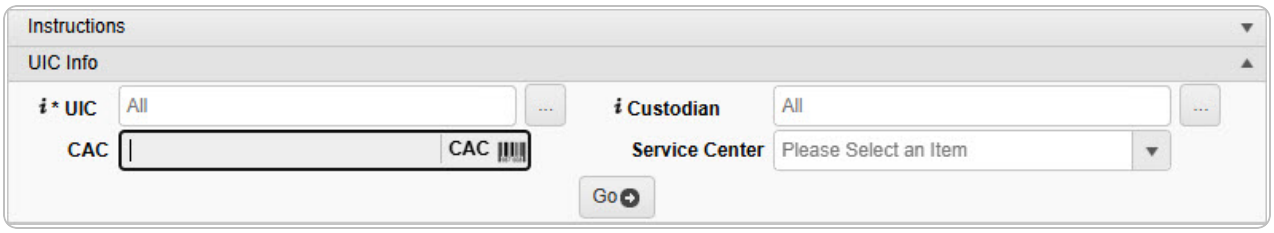
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Initiate a Unit Issue Return

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

1. In the UIC Info box, narrow the results by entering one of the following fields:.



1. Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

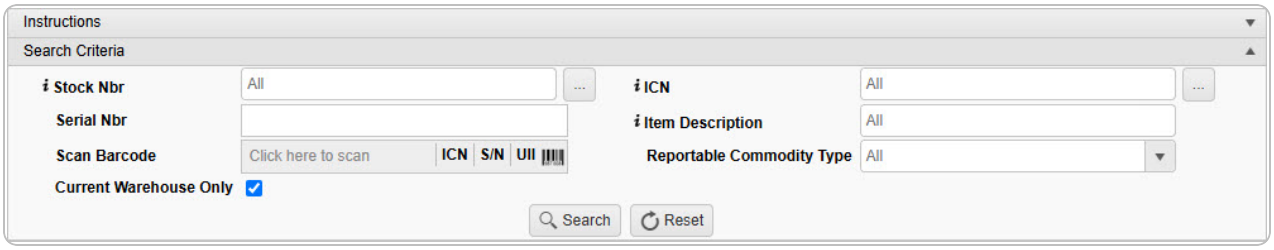
2. Select Click here to scan CAC. *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

3. Use i or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

4. Use ▼ to select the Service Center.

2. Select Go. *The Search Criteria appears.*



- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

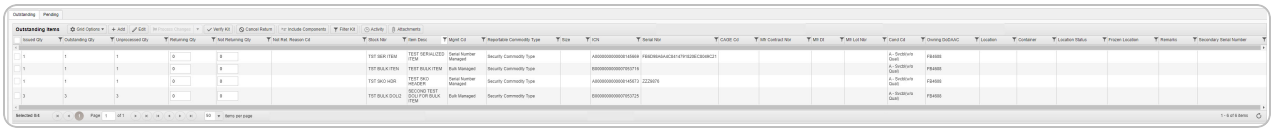
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- Click to select the Current Warehouse Only. *This ensures the specified Warehouse is used, instead of all the Warehouses in the Site.*
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse

- Enter the Item Description, using to assist with the entry. *This is a 1024 alphanumeric character field.*
- Use to select the Reportable Commodity Type.

3. Select Search. *The Unit Issue Return Items Search Results — Outstanding Tab and Pending Tab — appears.*

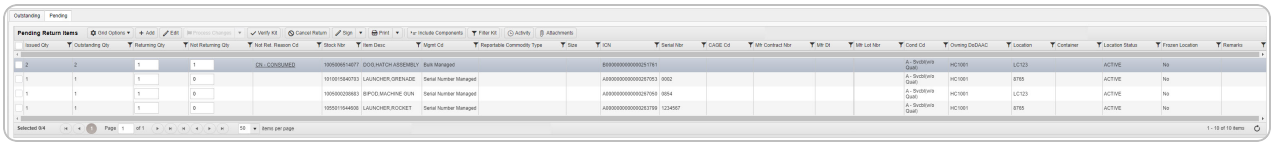
Outstanding



Note

The buttons on top of the Outstanding grid and Pending grid are different. The Outstanding grid does not contain Sign and Print, whereas the Pending grid does.

Pending



Add a Unit Issue Return

Select + Add. *The **Add a Unit Issue Return** page appears.*

Edit a Unit Issue Return

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Edit. *The **Update a Unit Issue Return** page appears.*

Update a Unit Issue Return Item

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*
2. Select either the RETURNING QTY or NOT RETURNING QTY field on the entry *Depending On What Requires The Update*.
3. Use ▲▼ to enter the quantity.
   If the amount returning is less than the ISSUED QTY, the remaining quantity must be entered in the NOT RETURNING QTY field.

Attention

When a quantity is entered in the Not Returning QTY, the system requires a reason for the items not returned. Use ▼ to select the Not Ret. Reason Cd.

4. Select Process Changes ▼ to choose an option:
   - Click Save. *The entry updates and moves to the Pending tab.*

     OR

     Click Cancel. *The updates are removed from the entry.*

Verify a Kit

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes ▼, Verify Kit, Cancel Return, Sign ▼, Print ▼, Activity, *and* Attachments *become available.*

Helpful Tip

Select Include Components to view the components of a selected item. Toggling this button displays the columns INV TYPE, Is Kit, Is Managed Kit, and PARENT STOCK NBR.

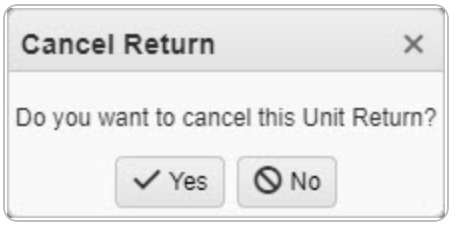
2. Enter the number of items to return in the Returning QTY field.
3. Select Verify Kit. *The SKO is ready to be signed.*

Cancel a Unit Issue Return

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes ▼, Verify Kit, Cancel Return, Sign ▼, Print ▼,

, Activity , and Attachments *become available.*

2. Select Cancel Return . *The* ***Cancel Return*** *pop-up window appears.*



3. Select Yes . *The Unit Issue Return record is removed from the results grid.*

Signing a Unit Issue Return

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit , Process Changes , Verify Kit , Cancel Return , Sign , Print , Activity , *and* Attachments *become available.*

2. Select Sign . *Choose one of the following signing options:*

Note

If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.

1. Use i or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

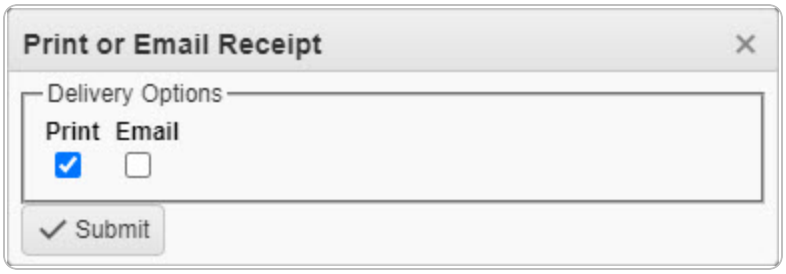
Member Profile Browse

2. Select Update. *The Custodian appears in the grid.*

A. Select eSign. *The **Signature Pad Form** pop-up window appears.*

a. Create a signature in the box using the mouse.

b. Select Accept. *The **Print or Email Receipt** pop-window appears.*



c. Select the delivery option. *The* ☑ *appears in the appropriate option.*

d. Click Submit. *The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.*

B. Select Manual Sign. *The **Print** pop-up window appears.*

A. Select Print. *The document is sent for printing.*

B. The custodian signs the printed document.

C. Click in the top right corner of the window. *The **Print** pop-up window closes.*

Note

Scan the manually signed document(s) and attach to the issue in ELMS.

Print From an Unit Issue Return

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Print. *The Print drop down menu appears.*
3. Click the form for printing.

appears in the bottom right corner while the form is generating.
4. Then it is replaced by

.
5. The Windows Save As pop-up appears, ready to save the selected form for printing.

View Unit Issue Activity

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Activity. *The **Unit Issue Activity** pop-up window appears.*

Attach a Document to a Unit Issue Return Record

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Attachments. *The* ***Add an Attachment to a Unit Issue Return*** *pop-up 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
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: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.

xxxx — No UIC selected. Please select a UIC to continue.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Access has been denied. No active Member Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.	Invalid Common Access Card (CAC). The CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Add a Unit Issue Return
- Add an Attachment to a Unit Issue Return
- Update a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Add Details to a Unit Issue Return

Overview

The Unit Issue Return Add Details process provides the ability to create a new return for the Unit.

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

MATERIEL MGMT > Unit Issue > Return > Go > + Add > Add Details to a Unit Issue Return page

Page Fields

The following fields display on the **Add Details to a Unit Issue Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
587	Select "Add To Grid" to save details and quantities.
486	Select the "Finish" button to complete the process and save all data.

14	Select "Cancel" button to return to previous page.

Add Details Panel

Stock Nbr *
ICN *
Location
Cond Cd *
Item Desc
Serial Nbr
Container
Owning DoDAAC

Quantities Panel

Returning Qty *
Not Returning Qty *
Apply to Outstanding Item
Not Ret. Reason Cd

Return Items Panel

All
Stock Nbr
Item Desc
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Returning Qty
Not Returning Qty

Not Ret. Reason Cd

Optional

Consumable?

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

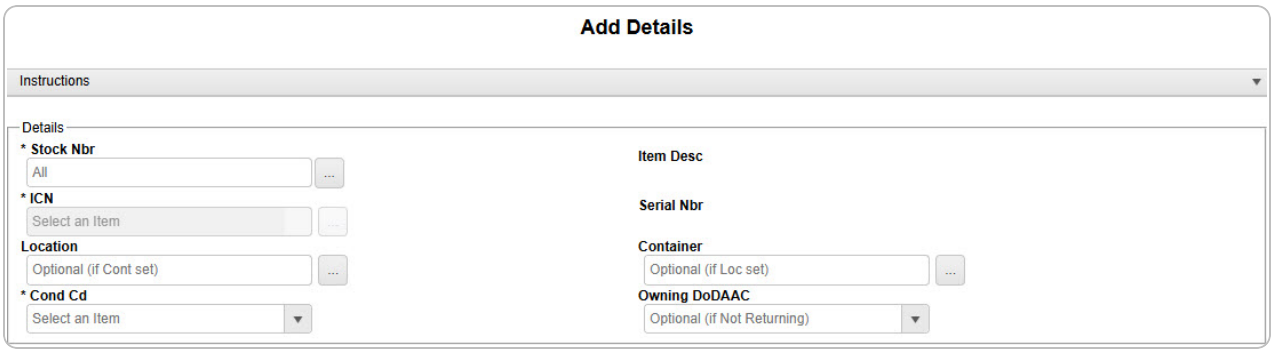
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Item to the Unit Issue Return

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

1. Select + Add . *The* ***Add Details*** *page appears, with three distinct panels.*
2. Start with the Details panel:



A. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

B. Enter the ICN, or use ... to browse for the number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

C. Enter the Location, or use ... to browse for the place. *This field is required if Container is not set.*

Location Browse

D. Use ▼ to select the Cond Cd.

E. *The ITEM DESC automatically populates and is not editable.*

F. *The SERIAL NBR automatically populates and is not editable.*

G. Enter the Container, or use ... to browse for the place. *This field is required if Location is not set.*

Container Identification Browse

H. Use ▼ to select the Owning DoDAAC. *This field is required if the item is not being returned.*

3. Continue with the Quantities Panel:

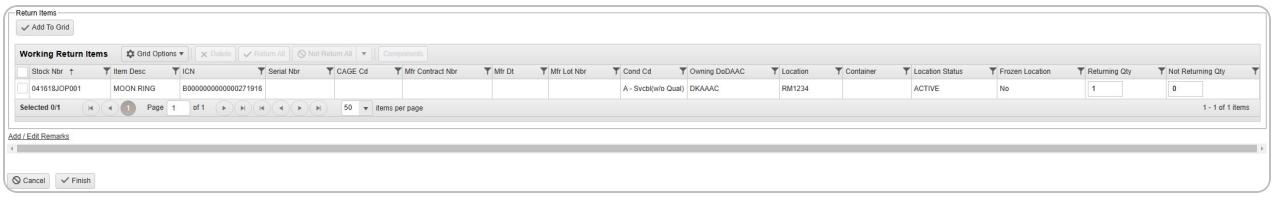
A. Use ▲▼ to enter the RETURNING QTY.

B. Use ▲▼ to enter the NOT RETURNING QTY.

C. Click ☐ to select the Apply to Outstanding Item. *Check this if the item being returned is a greater quantity of what was issued.*

D. Use ▼ to select the Not Ret. Reason Cd.

4. Complete with the Return Items Panel:



A. Select Add To Grid. *The entry appears in the Working Return Items grid.*

B. Repeat steps 2 through 4 for multiple items.

C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

5. Select Finish. *The page closes and returns to **Unit Issue Return**. The item(s) appears on the appropriate tab.*

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: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *ICN*.	
13 — Mandatory Entry: *COND CD*.	
13 — Mandatory Entry: *OWNING DODAAC*.	
13 — Mandatory Entry: *RETURNING QTY*.	
13 — Mandatory Entry: *NOT RETURNING QTY*.	
13 — Mandatory Entry: *NOT RET. REASON CD*.	
xxxx — A serial managed item may not have a Quantity > 0 and Not Returning Quantity > 0 when adding to the working return items grid.	Invalid Entry. The quantity cannot be over 0 for a serially managed item. Re-enter the appropriate quantity.
xxxx — Either Quantity or Not Returning Quantity must be > 0 to add to the working return items grid.	Invalid Entry. The quantity must be over 0. Re-enter the appropriate quantity.
xxxx — An ICN must be	Missing Entry. Enter the appropriate inform-

selected when adding to the working return items grid.	ation in the desired field.

Related Topics

- Unit Issue Return
- Add an Attachment to a Unit Issue Return
- Update a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Update Details to a Unit Issue Return

Overview

The Unit Issue Return Update Details process provides the ability to update an existing return for the Unit.

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

MATERIEL MGMT > Unit Issue > Return > ☐ (desired record(s)) > Edit > Edit Details to a Unit Issue Return page

Page Fields

The following fields display on the **Edit Details to a Unit Issue Return** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit Single Item

Edit Details Panel

Original Stock Nbr
Stock Nbr *
ICN *
Location

Cond Cd *
Original Item Desc
Item Desc
Serial Nbr
Container
Owning DoDAAC

Quantities Panel

Outstanding Qty
Returning Qty *
Not Returning Qty *
Not Ret. Reason Cd

Return Items Panel

All
Stock Nbr
Item Desc
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Returning Qty
Not Returning Qty
Not Ret. Reason Cd

Optional

Consumable?

Add / Edit Remarks

Remarks
History Remarks

Edit Multiple Items

Batch Edit Details Panel

Stock Nbr
ICN
Location
Cond Cd
Item Desc
Serial Nbr
Container
Owning DoDAAC
Unprocessed Qty
Return Qty Options
Add / Edit Remarks

Remarks
History Remarks

Verify Kit

Return / Not Return Components Grid

Not Ret. Reason Cd
Stock Nbr
Item Desc
ICN
Outstanding Qty
Unprocessed Qty
Returning Qty
Not Returning Qty

Optional

Parent Stock Nbr
Consumable?
Parent ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Item(s) in the Unit Issue Return

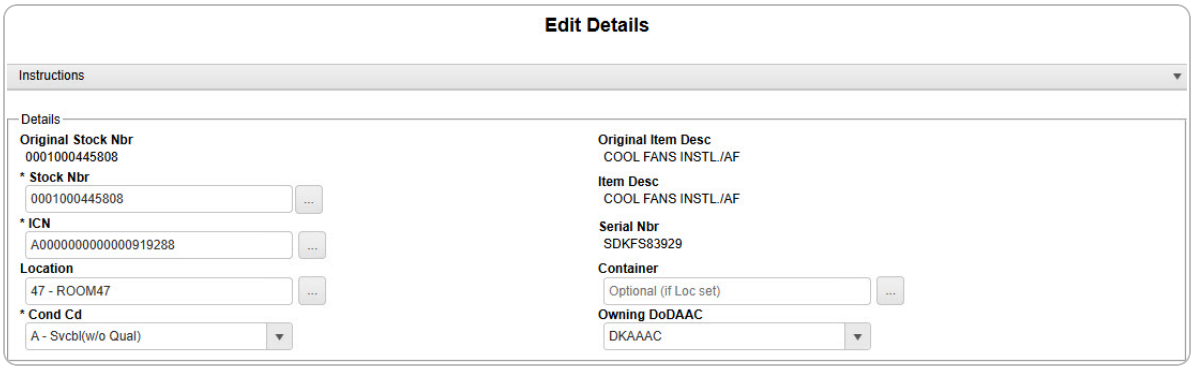
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*

Edit a Single Item

A. Select Edit. *The* ***Edit Details*** *page appears, with three distinct panels.*

B. Start with the Details panel:



a. *Verify the Original* STOCK NBR.

b. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse

c. Update the ICN, using ... to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

d. Update the Location, using ... to browse for the revised place. *This field is required if Container is not set.*

Location Browse

e. Update the Cond Cd, using ▼ to select the desired code.

f. *Verify the Original ITEM DESC.*

g. *Verify the ITEM DESC.*

h. *Verify the SERIAL NBR.*

i. Update the Container, using ... to browse for the revised place. *This field is required if Location is not set.*

Container Identification Browse

j. Update the Owning DoDAAC, using ▼ to select the desired code. *This field is required if the item is not being returned.*

C. Continue with the Quantities Panel:

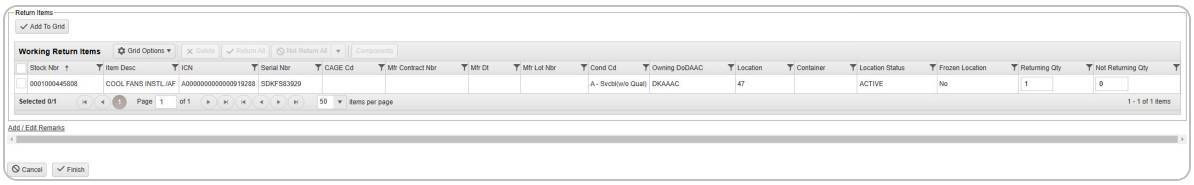
a. *Verify the Outstanding QTY.*

b. Update the RETURNING QTY, using ▲▼ to choose the revised amount.

c. Update the NOT RETURNING QTY, using ▲▼ to choose the revised amount.

d. Update the Not Ret. Reason Cd, using ▼ to select the desired code.

D. Complete with the Return Items Panel:



a. Select Add To Grid. *The entry appears in the Working Return Items grid.*

b. Repeat steps 2 through 4 for multiple items.

c. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

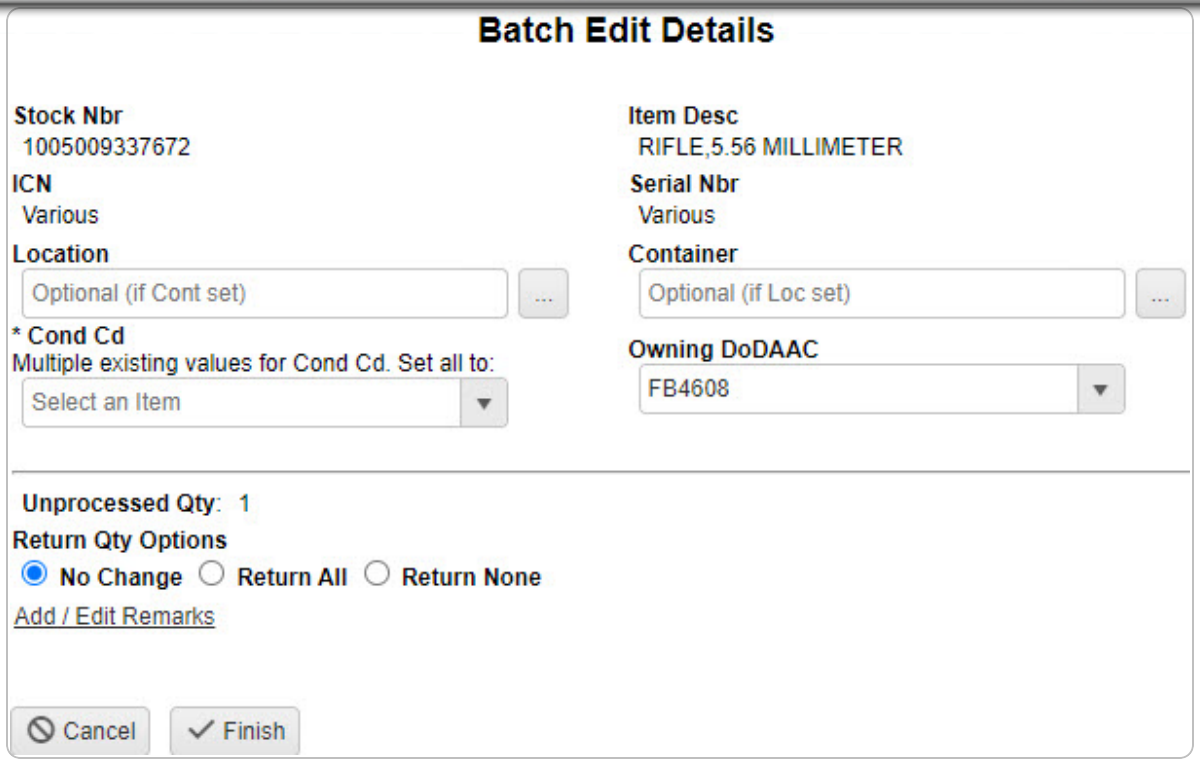
   b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

E. Select Finish. *The page closes and returns to **Unit Issue Return**. The item(s) appears on the appropriate tab.*

Edit Multiple Items

A. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*

B. Select Edit. *The **Batch Edit Details** page appears.*



C. *The STOCK NBR automatically populates and is not editable.*

D. *The ICN automatically populates and is not editable.*

E. Enter the Location, or use ... to browse for the entry. *This field is required if Container is not set.*

Location Browse

F. Use ▼ to select the Cond Cd. *This field is required if the item is being returned.*

G. *The ITEM DESC automatically populates and is not editable.*

H. *The SERIAL NBR automatically populates and is not editable.*

I. Enter the Container, or use ... to browse for the entry. *This field is required if Location is not set.*

Container Identification Browse

J. Use ▼ to select the Owning DODAAC. *This field is required if the item is not being returned.*

K. *The Unprocessed QTY automatically populates and is not editable.*

L. Select one of the radio buttons in the Return QTY Options field.

- ○ No Change *No change to the Issued, Outstanding, or Unprocessed quantities.*
- ○ Return All *All Outstanding quantities are returned and moved to the Pending tab upon completion.*
- ○ Return None *No Outstanding quantities are returned, and the NOT RET. REASON CD field appears.*

M. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

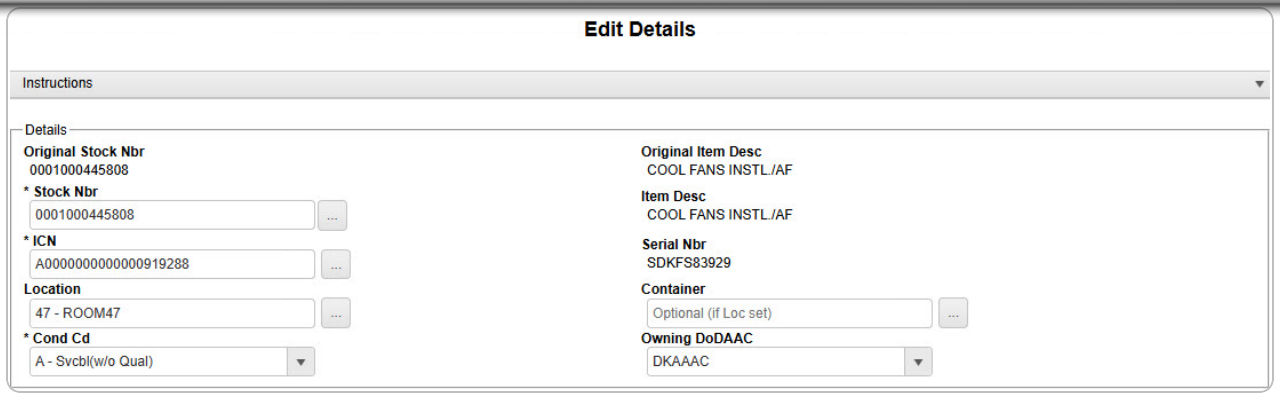
a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

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

N. Select Finish. *The page returns to the **Unit Issue Return**. The returning item (s) appears on the Pending tab.*

Verify a Kit

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Edit. *The **Edit Details** page appears, with three distinct panels.*
3. Start with the Details panel:



A. *Verify the Original STOCK NBR.*

B. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse

C. Update the ICN, using ... to browse for the revised number. *This is a 20 alpha-numeric character field.*

Inventory Control Number Browse

D. Update the Location, using ... to browse for the revised place. *This field is required if Container is not set.*

Location Browse

E. Update the Cond Cd, using ▼ to select the desired code.

F. *Verify the Original ITEM DESC.*

G. *Verify the ITEM DESC.*

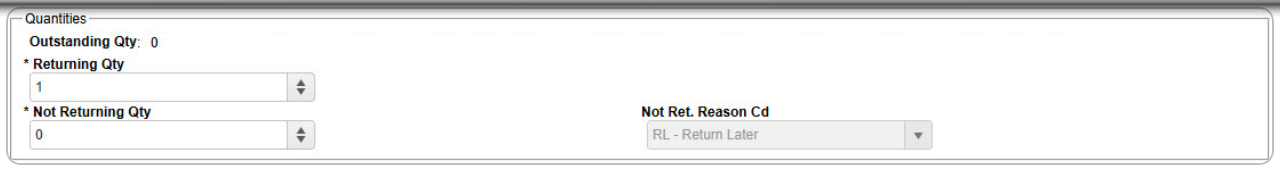
H. *Verify the SERIAL NBR.*

I. Update the Container, using ... to browse for the revised place. *This field is required if Location is not set.*

Container Identification Browse

J. Update the Owning DoDAAC, using ▼ to select the desired code. *This field is required if the item is not being returned.*

4. Continue with the Quantities Panel:



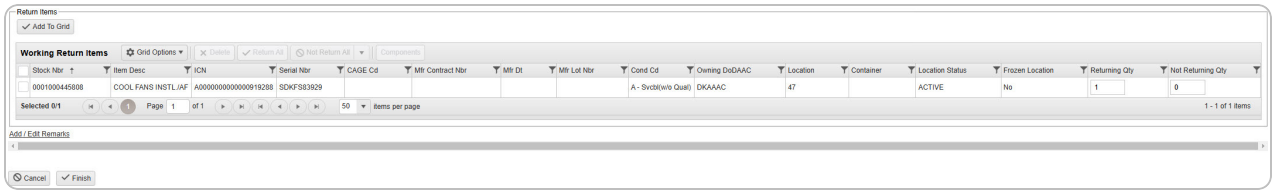
A. *Verify the Outstanding QTY.*

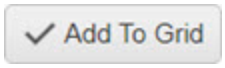
B. Update the RETURNING QTY, using to choose the revised amount.

C. Update the NOT RETURNING QTY, using to choose the revised amount.

D. Update the Not Ret. Reason Cd, using to select the desired code.

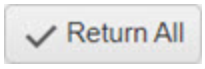
5. Complete with the Return Items Panel:

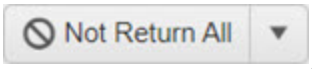


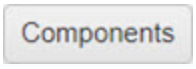
A. Select 

. *The entry appears in the Working Return Items grid.*

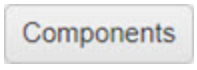
B. Check ☐ on the desired item in the Working Return Items grid. *The entry is highlighted, and*

, 

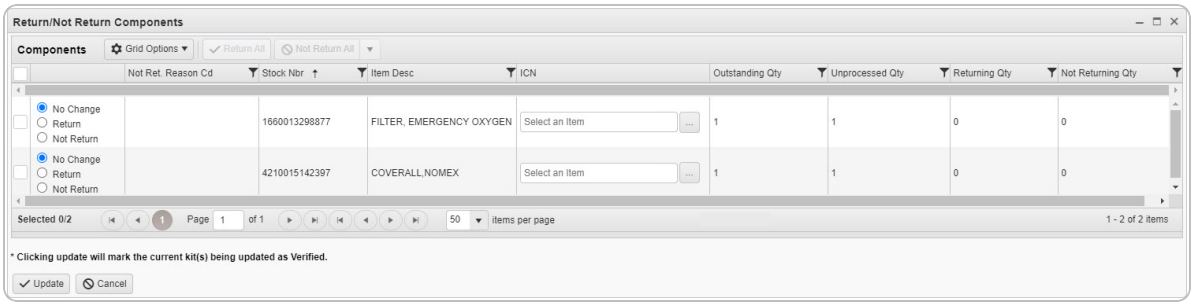
, 

, *and* 

become available.

C. Select 

. *The* ***Return / Not Return Components*** *pop-up window displays.*



D. Choose the appropriate status for each item listed. The three status options are:

- No Change *No change to the Issued, Outstanding, or Unprocessed quantities.*
- Return All *All Outstanding quantities are returned and moved to the Pending tab upon completion.*
- Return None *No Outstanding quantities are returned, and the NOT RET. REASON CD field appears.*

6. Select Update to confirm. *The **Return/Not Return Components** pop-up window closes.*
7. Select Finish. *The page returns to the **Unit Issue Return**. The returning item(s) appears on the Pending tab.*

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: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ICN*.	
13 — Mandatory Entry: *COND CD*.	
13 — Mandatory Entry: *OWNING DODAAC*.	

13 — Mandatory Entry: *Returning Qty*.	
13 — Mandatory Entry: *Not Returning Qty*.	
13 — Mandatory Entry: *Not Ret. Reason Cd*.	

Related Topics

- Unit Issue Return
- Add a Unit Issue Return
- Add an Attachment to a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Add an Attachment to a Unit Issue Return

Overview

The Unit Issue Return Add Attachments process provides the ability to attach documents to returned items to a warehouse.

Navigation

MATERIEL MGMT > Unit Issue > Return > ☐ (desired record) > Attachments > Attachments for Return NBR pop-up window

Page Fields

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

Instructions

The tables below provide the list of instructions.

Attachments for Request NBR

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Return NBR

Thumbnails
Attach

Attach Files

Attachment *
Desc
Primary

Attachments

Name
Desc

Procedures

ELMS Navigation Helpful Tips

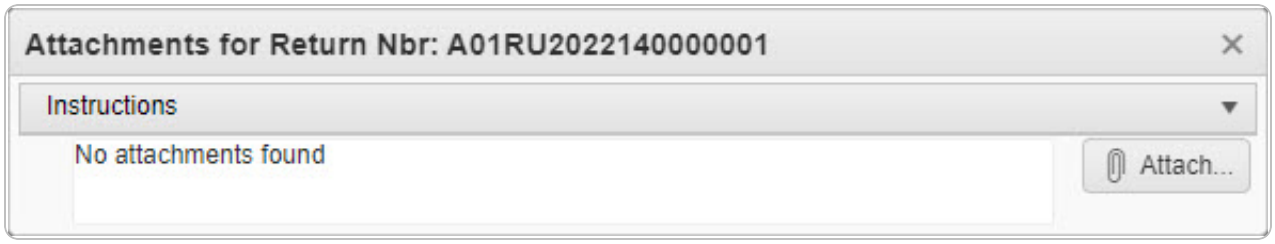
Click the following link to display Warehouse Navigation Tips.

Add an Attachment to a Unit Issue Return record

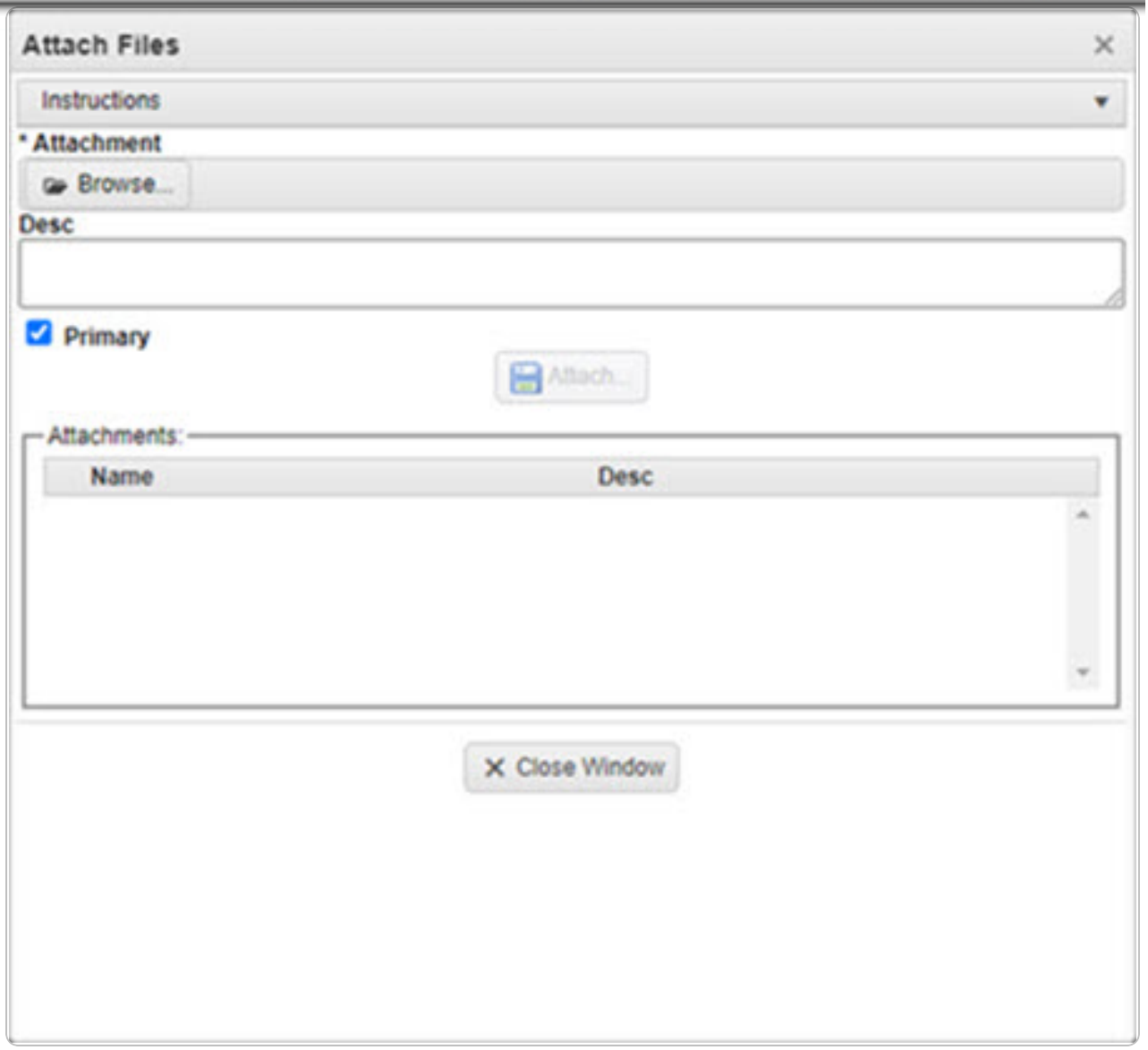
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the entry(s). *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Sign, Print, Activity, *and* Attachments *become available.*

2. Select Attachments. *The* ***Attachments for Return Nbr*** *pop-up window appears.*

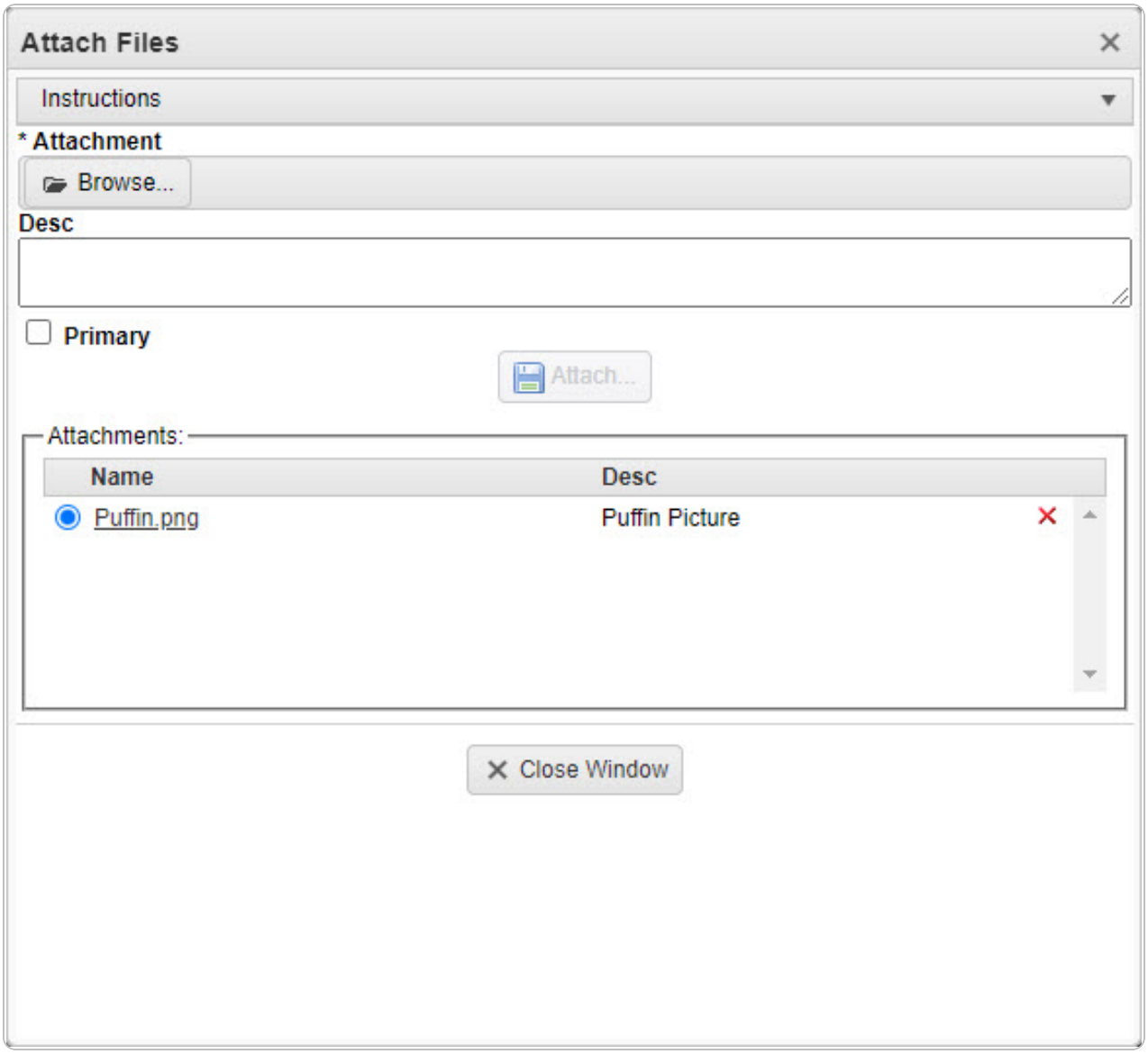


3. Select Attach... *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Click Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

8. Select Attach... . *The file name appears in the bottom file list.*



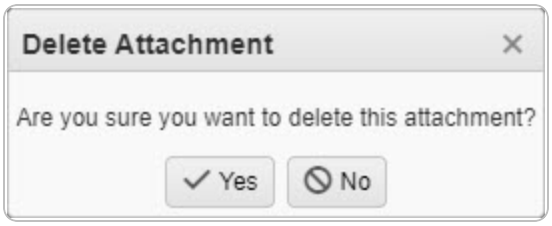
9. Repeat Steps 4 - 8 to attach multiple documents.

10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Click Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.*

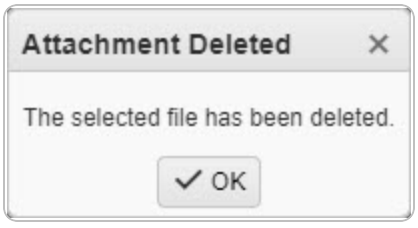
Remove an Attachment

A. Select the ✕ part of 💾 ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:.

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



C. Select OK. *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . *The **Attachments for Return NBR** pop-up window closes and returns to the **Unit Issue Return** 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
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.
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	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

(Size from table) for this file 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

- Unit Issue Return
- Add a Unit Issue Return
- Update a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Unit Issue Reconciliation

Overview

The Warehouse Management module Unit Issue Reconciliation process provides the ability to reconcile outstanding unit issues with responsible officers on a time-incremented basis. From here it is possible to edit reconciliations, add items to a reconciliation, add attachments, export forms, sign verified reconciliations, and cancel a reconciliation.
Reconciliation edits are made at the Header, Return Details and Post-Post Details levels. Editing the Header allows changes to the UIC Custodian or overrides to the reconciliation due date. Editing the Details allows adding items or changing item details such as returning stock number quantities, ICN, Location or Container.
At the Post-Post Details level, editing allows adding items to a selected reconciliation request.

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

MATERIEL MGMT > Unit Issue > Reconciliation > Unit Reconciliation page

Page Fields

The following fields display on the **Unit Reconciliation** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

UIC
Reportable Commodity Type
Last Reconciliation (From)
Reconciliation Due (From)
UIC Custodian (RO)
Reconciliation Status
Last Reconciliation (To)
Reconciliation Due (To)

Unit Reconciliation Grid

All
Primary Attachment
UIC
Reportable Commodity Type Desc
UIC Custodian (RO)
Reconciliation Status
Last Reconciliation Dt/Tm
Reconciliation Due Dt
Days Since Reconciled
Form Signed Date
Override Reason

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

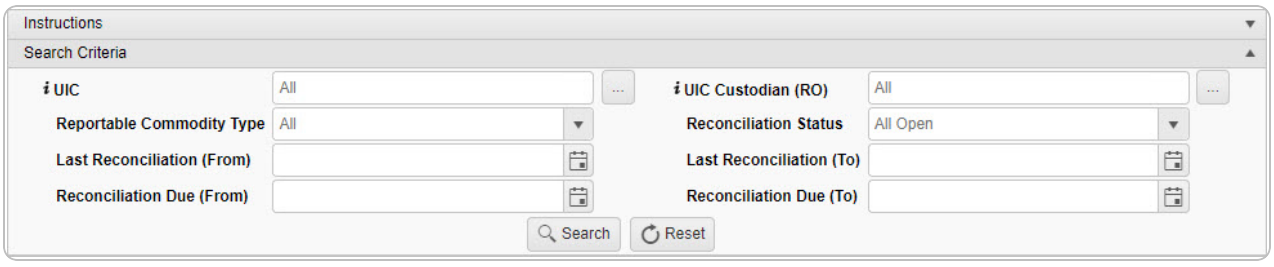
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Reconciliation

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

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

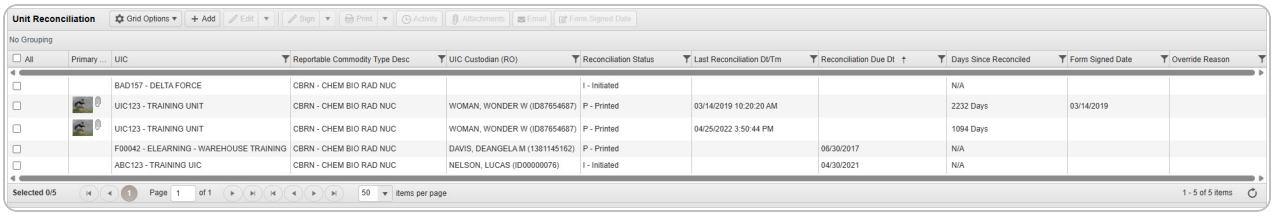


- Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*
  UIC Browse
- Use ▼ to select the Reportable Commodity Type.

- Use to select the Last Reconciliation (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use or to assist with the UIC Custodian (RO) entry. *This is a 50 alpha-numeric character field.*

  Member Profile Browse
- Use to select the Reconciliation Status.
- Use to select the Last Reconciliation (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.

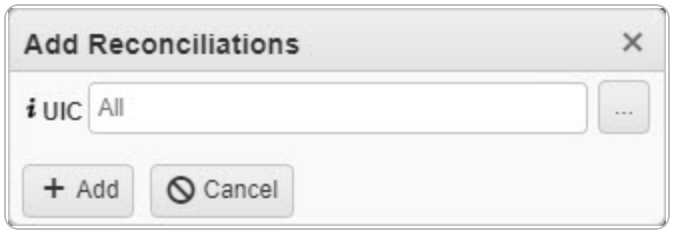
2. Select Search. *The Unit Issue Reconciliation Search Results appears.*



Add a Unit Issue Reconciliation

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

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



2. Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*
   UIC Browse
3. Select + Add. *The **Add Reconciliations** pop-up window closes, and the new Unit Issue Reconciliation appears at the top of the Search Results grid.*

Edit the Unit Issue Reconciliation Request

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The **Edit a Unit Issue Reconciliation** page appears.*

Signing a Unit Issue Reconciliation

Selecting Cancel *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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Sign. *Choose one of the following signing options:*

Note

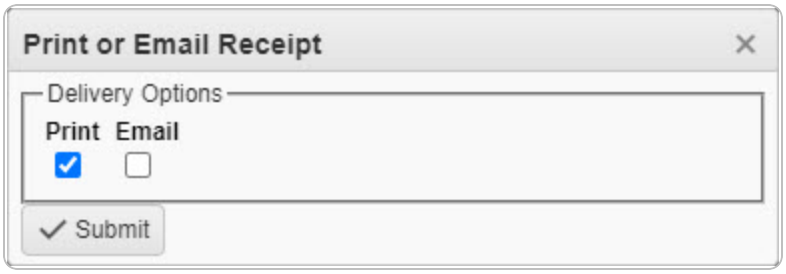
If a Custodian has not been assigned at the time of signing, the **No Primary Custodian (RO)** pop-up window appears.

Update the UIC by entering a POC using the UIC Update procedure.

A. Select eSign. *The **Signature Pad Form** pop-up window appears.*

a. Create a signature in the box using the mouse.

b. Select Accept. *The **Print or Email Receipt** pop-window appears.*



c. Select the delivery option. *The* ☑ *appears in the appropriate option.*

d. Click Submit. *The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.*

B. Select Manual Sign. *The **Print** pop-up window appears.*

A. Select Print. *The document is sent for printing.*

B. The custodian signs the printed document.

C. Click ✕ in the top right corner of the window. *The **Print** pop-up window closes.*

Note

Scan the manually signed document(s) and attach to the issue in ELMS.

Print From an Unit Issue Request

*Selecting Cancel 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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Click Print. *The Print drop down appears.*
3. Click the form for printing. Generating file to print. Please wait... *appears in the bottom right corner while the form is generating.*
4. *The Windows **PC Downloads** pop-up window appears.Choose whether to:*
   - Open has the PDF document appear, and is immediately printable.
   - Save saves the PDF document, and is printable at a later time.

View Reconciliation Activity

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Activity. *The* ***Unit Issue Activity*** *pop-up window appears.*

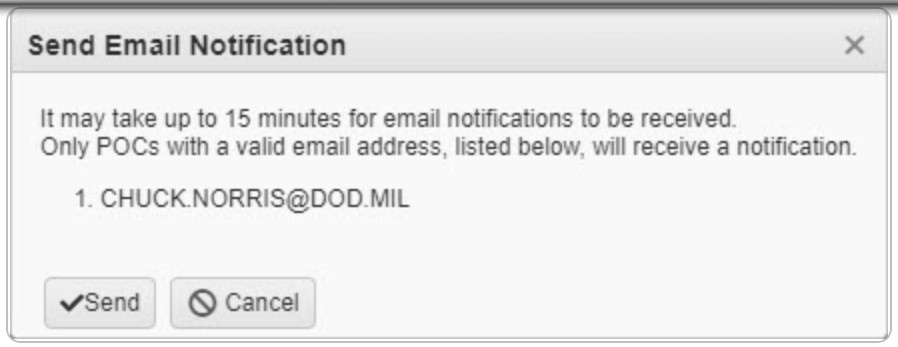
Add an Attachment to a Reconciliation

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Attachments. *The* ***Add an Attachment to a Unit Issue Reconciliation*** *pop-up window appears.*

Email a Reconciliation

Selecting Cancel *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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Email. *The* ***Send Email Notification*** *pop-up window appears.*



3. Select Send. *The email sends, and arrives up to 15 minutes later.*

Signed Date of the Inventory Form

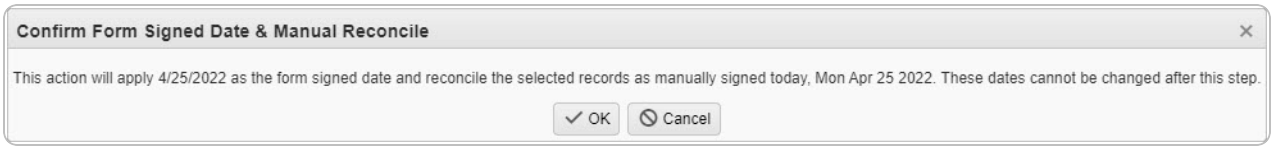
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*

2. Select Form Signed Date. *The* ***Inventory Form Signed Date*** *pop-up window appears.*

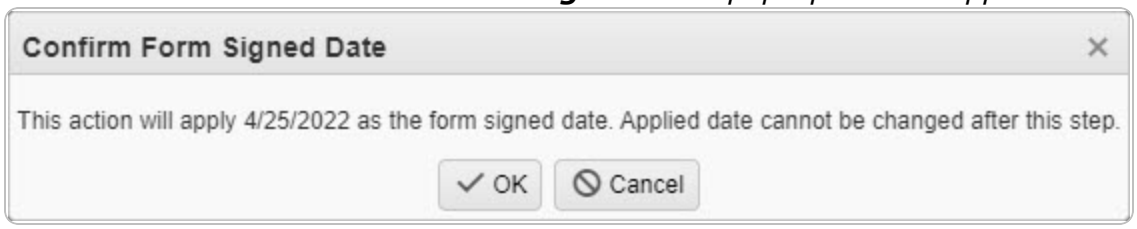
3. Use to select the date the Inventory Form was signed, or enter the date (MM/DD/YYYY) in the field provided.

4. Select Apply & Reconcile. *The* ***Confirm Form Signed Date & Manual Reconcile*** *pop-up appears.*



OR

Select Apply. *The **Confirm Form Signed Date** pop-up window appears.*



5. Select OK. *The pop-up window closes, and the date is applied to the reconciliation.*

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	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 pro-

length of 256.	hibited.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Access has been denied. No active Member Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.	Invalid entry. This error appears when the CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Add an Attachment to the Unit Issue Reconciliation
- Update a Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer

Update a Unit Issue Reconciliation

Overview

The Unit Issue Reconciliation Update process allows editing of a reconciliation for materiel for an entire unit.

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

MATERIEL MGMT > Unit Issue > Reconciliation > ☐ (desired record) > Edit > Edit a Unit Issue Reconciliation page

Page Fields

The following fields display on the **Edit a Unit Issue Reconciliation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Edit the Header

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

473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Reconciliation Return Details

Number	Value
522	Select "Cancel All" button to cancel proposed changes to all records.
24	(*) Asterisk identifies mandatory fields.
511	Select from the Enterprise Rollup Criteria to view DMLS transactions at the specified enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
521	Select "Cancel" button to cancel proposed changes to selected records(s).
515	A signature pad is required for Sign with Signature Pad.

Reconciliation Return Details Search Criteria

Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
513	The maximum file size is 1MB.
519	Select "Approve" button to approve proposed changes to selected record(s).
520	Select "Approve All" button to approve proposed changes to all records.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.
569	Select Return All to return all of the items based on the Search Criteria field selection.

Reconciliation Header

UIC

Last Reconciliation Dt/Tm
UIC Custodian (RO)
Reconciliation Due Dt
Override Reconciliation Due Date

Override Reason

Form Signed Date
Add / Edit Remarks

Remarks
History Remarks

Reconciliation Return Details

UIC *
CAC
Custodian
Service Center *

Reconciliation Return Details Search Criteria

Stock Nbr
Serial Nbr
Scan Barcode
Current Warehouse Only
ICN
Item Description
Reportable Commodity Type

Outstanding Items

Issued Qty
Outstanding Qty
Unprocessed Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc

Mgmt Cd
Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Remarks
Secondary Serial Number

Pending Items

Issued Qty
Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Location Status
Frozen Location
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

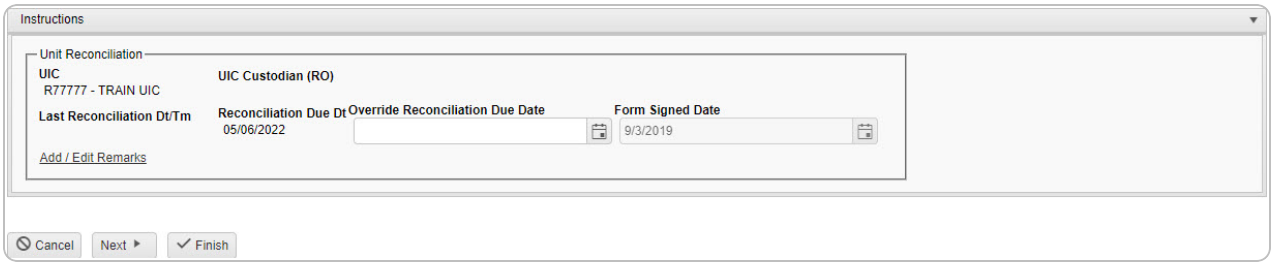
Click the following link to display Warehouse Navigation Tips.

Edit the Unit Issue Reconciliation Request

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

Edit Header Information

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Header. *The* ***Reconciliation Header*** *page appears.*



4. *The UIC automatically populates and is not editable.*
5. *The Last Reconciliation DT/TM automatically populates and is not editable.*
6. *The UIC Custodian (RO) automatically populates and is not editable.*
7. *The Reconciliation DUE DT automatically populates and is not editable.*
8. Use to select the Override Reconciliation Due Date, or enter the date (MM/DD/YYYY) in the field provided. *Entry in this field opens the Override Reason field.*
   A. Enter the Override Reason in field provided. *This is an 20 alphanumeric character field.*
9. *The Form Signed Date automatically populates and is not editable.*
10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

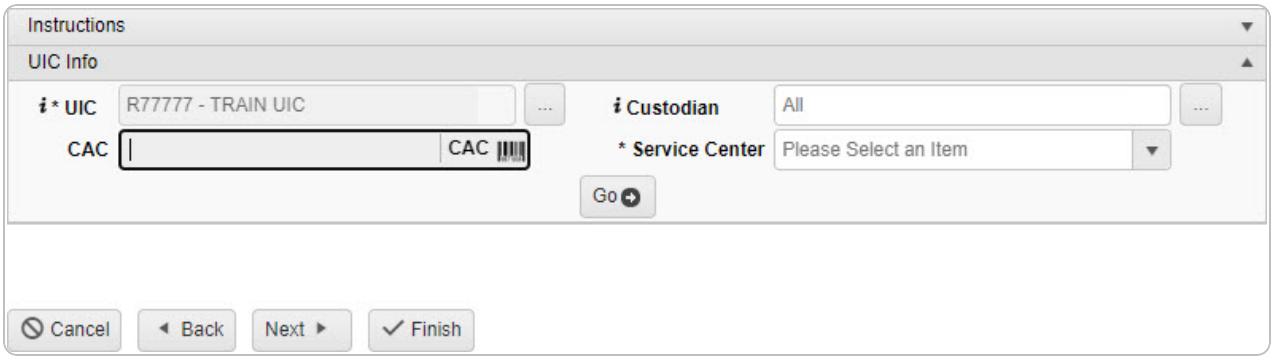
Select Finish. *The screen returns to the Unit Reconciliation grid screen, with the updated record highlighted.*

11. *OR*

Select Next. *The **Reconciliation Return Details** page appears.*

Edit Return Details

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Return Details. *The **Reconciliation Return Details** page appears.*



4. *The UIC automatically populates and is not editable.*
5. Use ℹ or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

6. Select Click here to scan CAC. *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

7. Use ▼ to select the Service Center.

8. Select Go. *The Search Criteria appears.*

9. Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

10. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

11. Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

12. Click ☑ to select the Current Warehouse Only. *This ensures the specified Warehouse is used, instead of all the Warehouses in the Site.*

13. Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

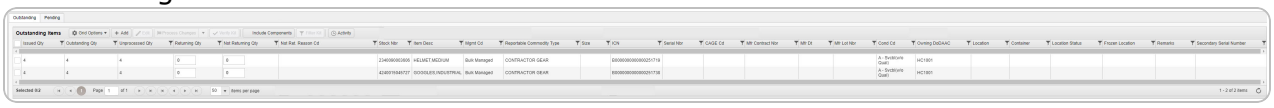
Inventory Control Number Browse

14. Enter the Item Description, using i to assist with the entry. *This is a 1024 alphanumeric character field.*

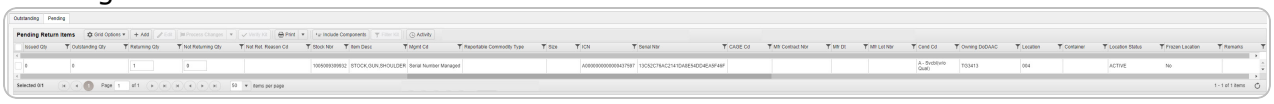
15. *The Reportable Commodity Type automatically populates and is not editable.*

16. Select Search. *The Unit Issue Reconciliation Details Search Results — Outstanding Tab and Pending Tab — appears.*

Outstanding Tab



Pending Tab



Edit Unit Reconciliation Post-Post Details

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Post-Post Details. *The* ***Reconciliation Post-Post Details*** *page appears.*

4. Select Go. *The Search Criteria appears.*

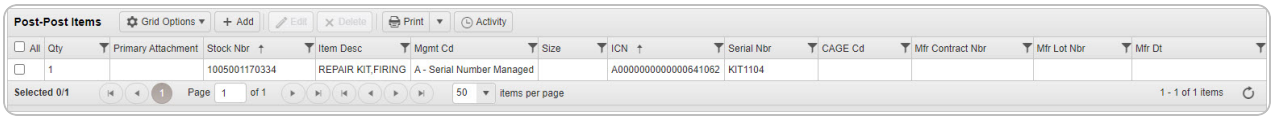
5. Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse
6. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

7. Use [i] or [...] to assist with the ICN entry. *This is a 20 alphanumeric character field.*

   Inventory Control Number Browse

8. Select [Search]. *The Unit Issue Reconciliation Post-Post Search Results appears.*



Cancel a Reconciliation

1. Click ☐ to select the entry. *The Reconciliation is highlighted, and* [Edit], [Sign], [Print], [Activity], [Attachments], [Email], *and* [Form Signed Date] *become available.*

2. Select [Edit]. *The Edit drop-down menu appears.*

3. Select [Cancel Reconciliation]. *The* ***Cancel Reconciliation*** *pop-up window appears.*

4. Select [Yes]. *The Unit Issue Reconciliation record is removed from the results grid.*

Common Errors

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

Error	Solution

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

Related Topics

- Unit Issue Reconciliation
- Add an Attachment to the Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer

Add an Attachment to a Unit Issue Reconciliation

Overview

The Unit Issue Reconciliation Add Attachments process provides the ability to attach documents to the reconciliations as they are being completed.

Navigation

MATERIEL MGMT > Unit Issue > Reconciliation > ☐ (desired record) > Attachments > Reconciliation Attachments for UIC / Commodity pop-up window

Page Fields

The following fields display on the **Reconciliation Attachments for UIC / Commodity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Reconciliation Attachments for UIC

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Reconciliation Attachments for UIC / Commodity

Attachments

Attach Files

Attachment *
Desc
Primary

Attachments

Name
Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

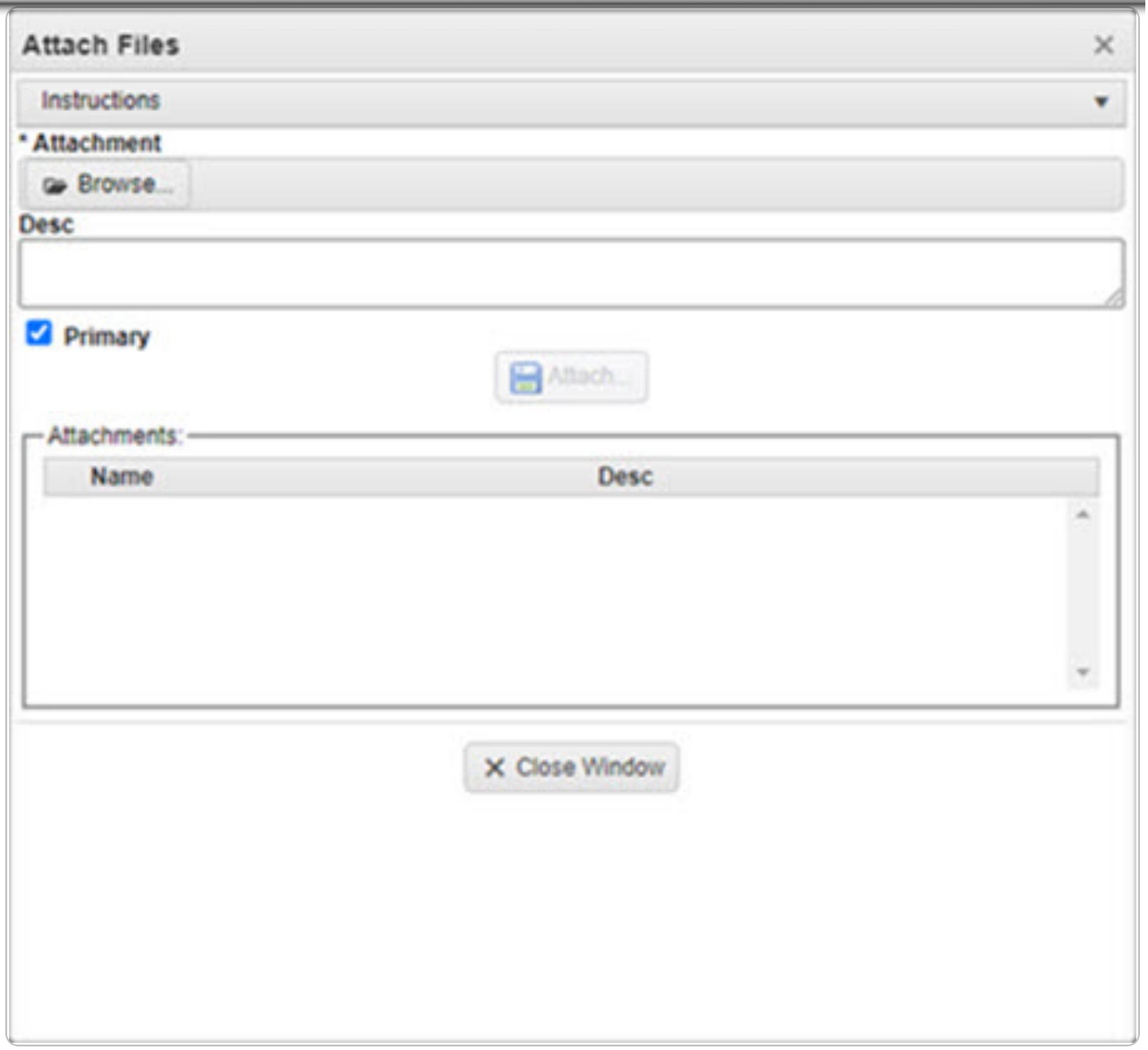
Add an Attachment to a Unit Issue Reconciliation

Selecting Cancel *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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*

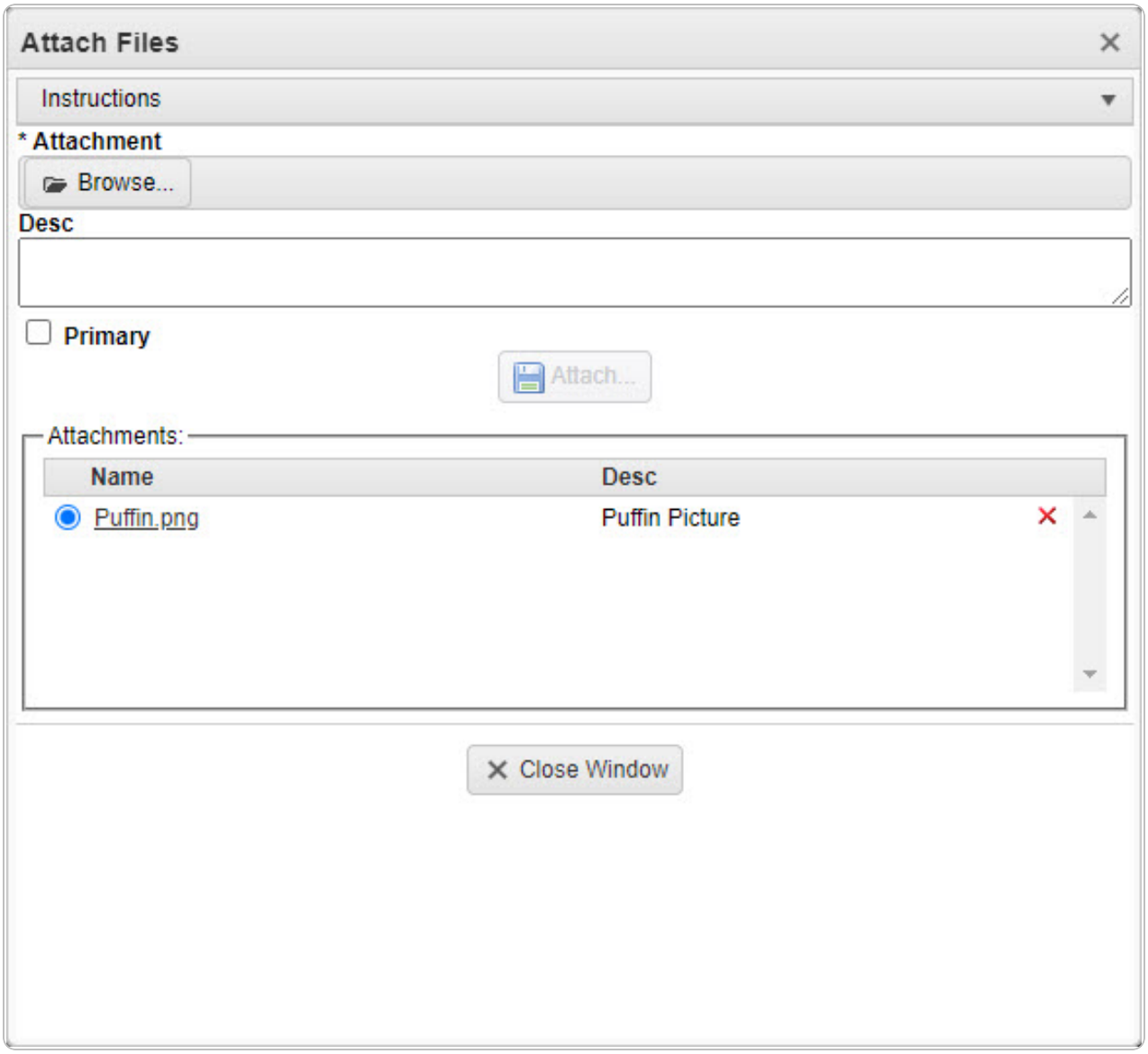
2. Select Attachments. *The* ***Reconciliation Attachments for UIC: / Commodity:*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... *The Windows **Choose File to Upload** pop-up window appears..*
5. Choose the file to attach, and select it.
6. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

8. Select Attach... . *The file name appears in the bottom file list.*



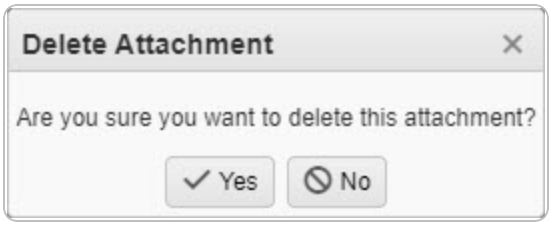
9. Repeat Steps 4 - 8 to attach multiple documents.

10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select ✕ Close Window . *The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for UIC: / Commodity:** pop-up window.*

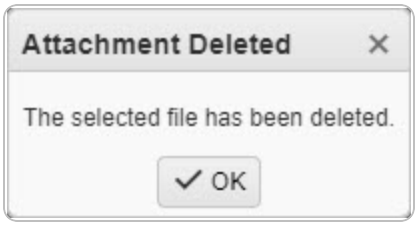
Remove an Attachment

A. Select the ✕ part of 💾✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



C. Select OK. *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . *The **Reconciliation Attachments for UIC: / Commodity:** pop-up window closes.*

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.
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	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

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

Related Topics

- Unit Issue Reconciliation
- Update a Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer

Unit Issue Post-Post

Overview

The Warehouse Module Unit Issue Post-Post process provides the ability to add an item to a Unit Issue list without issuing the materiel. This accounts for items that are issued to a unit but do not appear on the unit's outstanding issue list. The process also allows editing and deleting entries, viewing details, adding attachments, printing forms, and canceling a Unit Issue Post-Post request.

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

MATERIEL MGMT > Unit Issue > Post-Post > Unit Issue Post-Post page

Page Fields

The following fields display on the **Unit Issue Post-Post** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

UIC Info

Number	Value
522	Select "Cancel All" button to cancel proposed changes to all records.

24	(*) Asterisk identifies mandatory fields.
511	Select from the Enterprise Rollup Criteria to view DLMS transactions at the specified enterprise level.
512	Select "Apply" button to view transactions based on the Enterprise Rollup Criteria.
521	Select "Cancel" button to cancel proposed changes to selected records(s).
515	A signature pad is required for Sign with Signature Pad.

Search Criteria

Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
513	The maximum file size is 1MB.
523	Select "Calculate" button to create a new record.

514	A CAC Reader is required for eSign.

UIC Info Grid

UIC *
CAC
UIC Custodian (RO)

Search Criteria Grid

Stock Nbr
Serial Nbr
ICN

Post-Post Items Grid

All
Qty
Primary Attachment
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Post-Post

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

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

- Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse

- Use or to assist with the UIC Custodian (RO) entry. *This is a 50 alpha-numeric character field.*

  Member Profile Browse

- Select Click here to scan CAC. *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

2. Select Go. *The Search Criteria appears.*

3. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

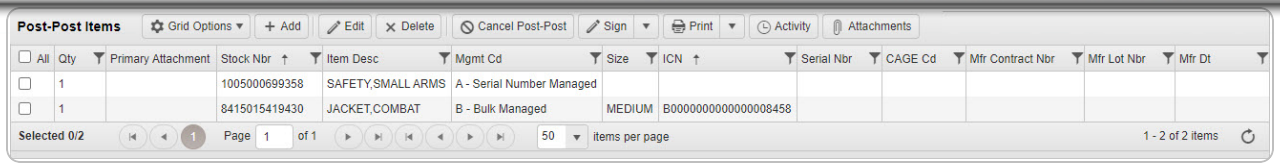
   Stock Number Browse

4. Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

   Inventory Control Number Browse

5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

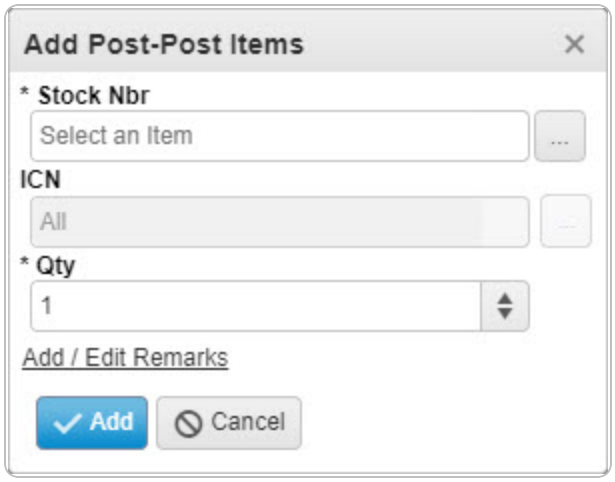
6. Select Search. *The Unit Issue Post-Post Search Results appears.*



Add a Unit Issue Post-Post

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

1. Select + Add . *The* ***Add Post-Post Items*** *pop-up window appears.*

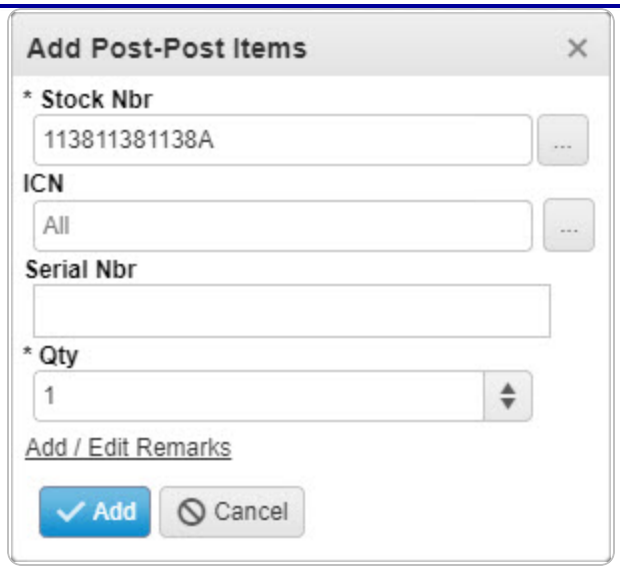


2. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

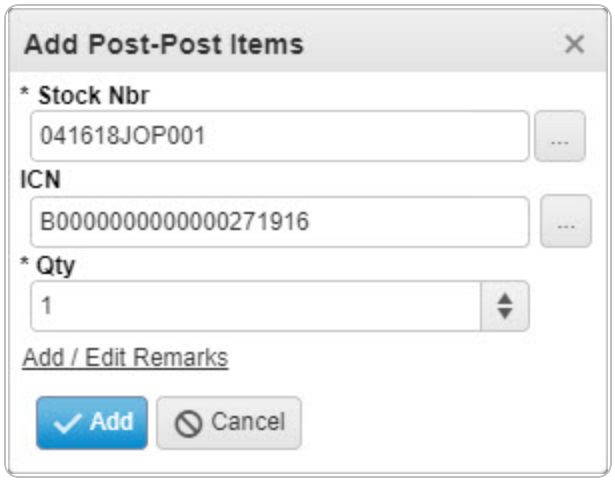
Stock Number Browse

Note

For Serialized items, the SERIAL NBR field appears.



For Bulk items, the QTY field remains.



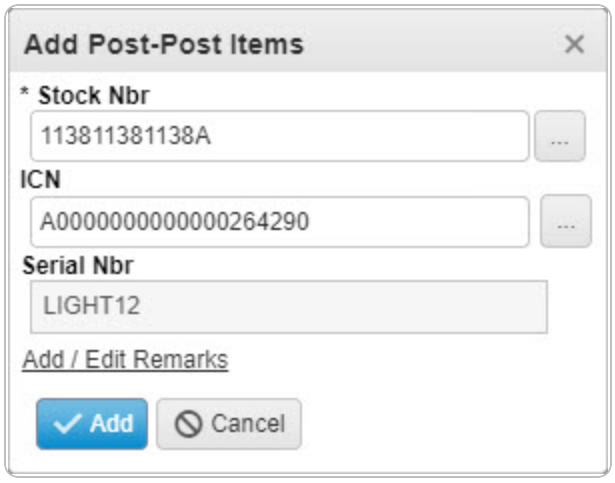
3. Enter the ICN, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*

   Inventory Control Number Browse

4. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

Note

For Serialized items, if either the ICN or the SERIAL NBR fields are entered, the QTY field is removed.



5. Use ▲▼ to enter the QTY.

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

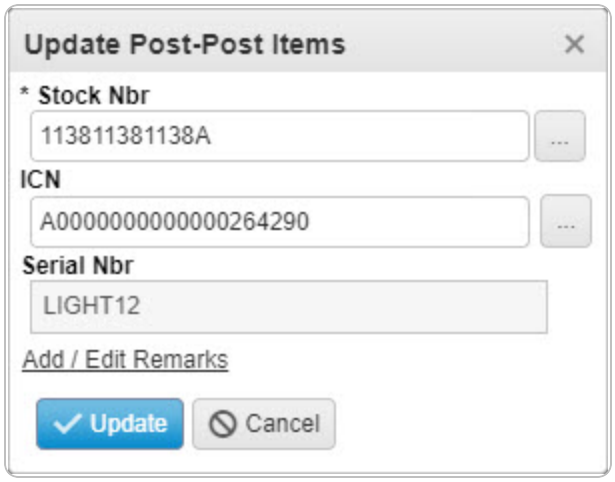
7. Select Add. *The **Add Post-Post Items** pop-up window closes, and the entry appears at the top of the Post-Post Items grid in green.*

Update a Serialized Unit Issue Post-Post

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

1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments *become available.*

2. Select Edit. *The **Update Post-Post Items** pop-up window appears.*



3. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

4. Update the ICN, using ... to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

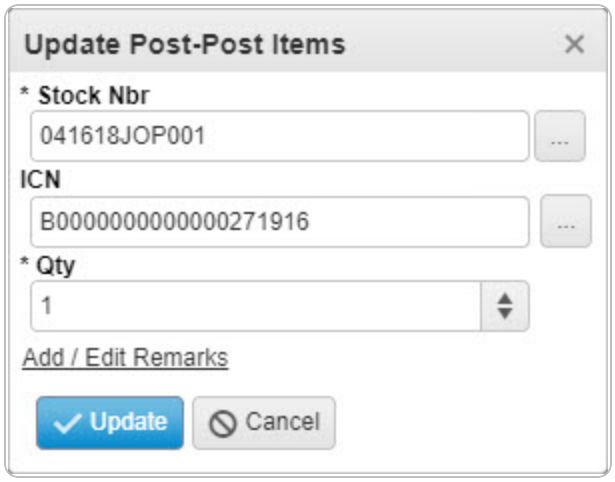
5. *Verify the SERIAL NBR.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Update. *The pop-up window closes with the entry updated.*

Update a Bulk Unit Issue Post-Post

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

1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments *become available.*

2. Select Edit. *The* ***Update Post-Post Items*** *pop-up window appears.*



3. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

4. Update the ICN, using ... to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

5. Update the QTY, using ▲▼ to choose the new quantity.

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

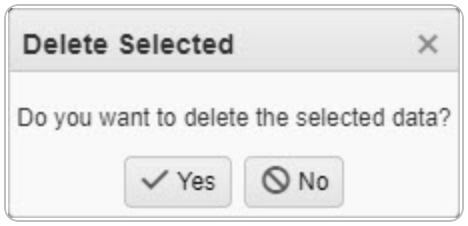
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

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

7. Select Update. *The pop-up window closes with the entry updated.*

Delete a Post-Post Item

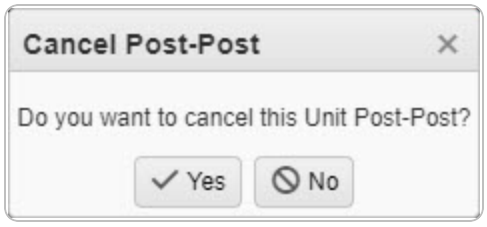
1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Delete. *The* ***Delete Selected*** *dialog box appears.*



3. Select Yes. *The pop-up window closes and the Post-Post is removed.*

Cancel a Unit Issue Post-Post Record

1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Cancel Post-Post. *The* ***Cancel Post-Post*** *pop-up window appears.*



3. Select Yes. *The pop-up window closes and the Post-Post is cancelled.*

Signing a Unit Issue Post-Post Record

1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments *become available.*

2. Select Sign. *The* ***Unit Post-Post Signature Options*** *pop-up window appears.*

3. Choose one of the following signing options:

Note

If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.

1. Use i or ... to assist with the UIC Custodian (RO) entry. *This is a 50 alpha-numeric character field.*

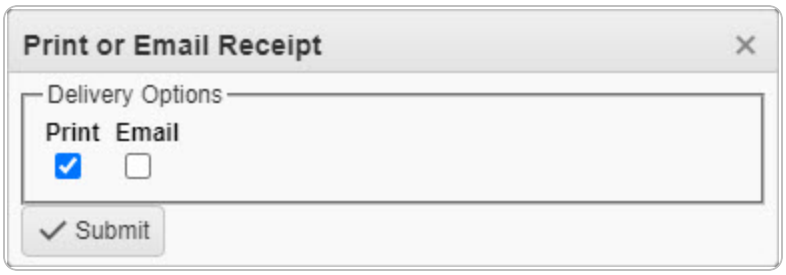
   Member Profile help

2. Select Update. *The Custodian appears in the grid.*

A. Select eSign. *The **Signature Pad Form** pop-up window appears.*

a. Create a signature in the box using the mouse.

b. Select Accept. *The **Print or Email Receipt** pop-window appears.*



c. Select the delivery option. *The ☑ appears in the appropriate option.*

d. Click Submit. *The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.*

B. Select Manual Sign. *The **Print** pop-up window appears.*

A. Select Print. *The document is sent for printing.*

B. The custodian signs the printed document.

C. Click ✕ in the top right corner of the window. *The **Print** pop-up window closes.*

Note

Scan the manually signed document(s) and attach to the issue in ELMS.

Print From an Unit Issue Post-Post Record

1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments *become available.*
2. Click Print. *The Print drop down appears.*
3. Click the form for printing.

appears in the bottom right corner while the form is generating.
4. *The Windows **PC Downloads** pop-up window appears.Choose whether to:*
   - Open has the PDF document appear, and is immediately printable.
   - Save saves the PDF document, and is printable at a later time.

View Unit Issue Activity

1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Activity. *The **Unit Issue Activity** pop-up window appears.*

Add an Attachment to a Unit Issue Post-Post Record

1. Click ☐ to select the entry(s). *The Post-Post is highlighted, and* Edit, Delete, Cancel Post-Post, Sign, Print, Activity, *and* Attachments

become available.

2. Select Attachments. *The* ***Add an Attachment to a Unit Issue Post-Post*** *pop-up 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
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: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — No UICselected. Please select a UICto continue.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Access has been denied. No active Member Profile was found for the EDI PI. If this is in error,	Invalid Common Access Card (CAC). The CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted

verify URL. If the URL is correct, contact issuing facility for assistance.	into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Add an Attachment to a Unit Issue Post-Post
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Transfer

Add an Attachment to a Unit Issue Post-Post

Overview

The Unit Issue Post-Post Add Attachments process provides the ability to attach documents to the item added to a Unit Issue list without issuing the materiel.

Navigation

MATERIEL MGMT > Unit Issue > Post-Post > ☐ (desired record) > Attachments > Attachments for Request NBR pop-up window

Page Fields

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

Instructions

The tables below provide the list of instructions.

Attachments for Request NBR

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Request NBR Grid

Thumbnails
Attach

Attach Files Grid

Attachment *
Desc
Primary

Attachments Grid

Name
Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

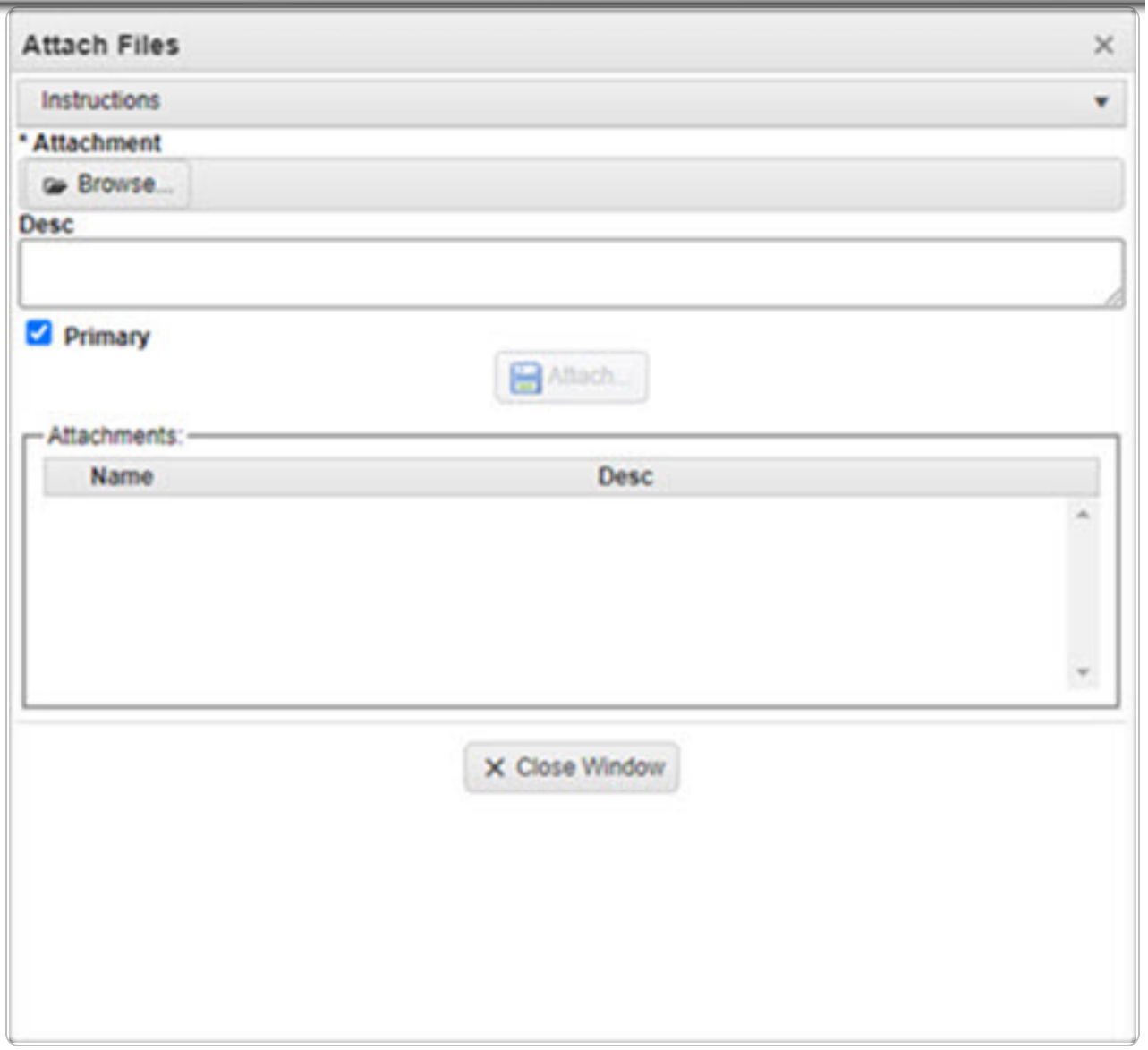
Add an Attachment to a Unit Issue Post-Post record

Selecting Cancel *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 Post-Post item is highlighted, and* Edit, Delete, Cancel Request, Sign, Print, Activity, *and* Attachments *become available.*

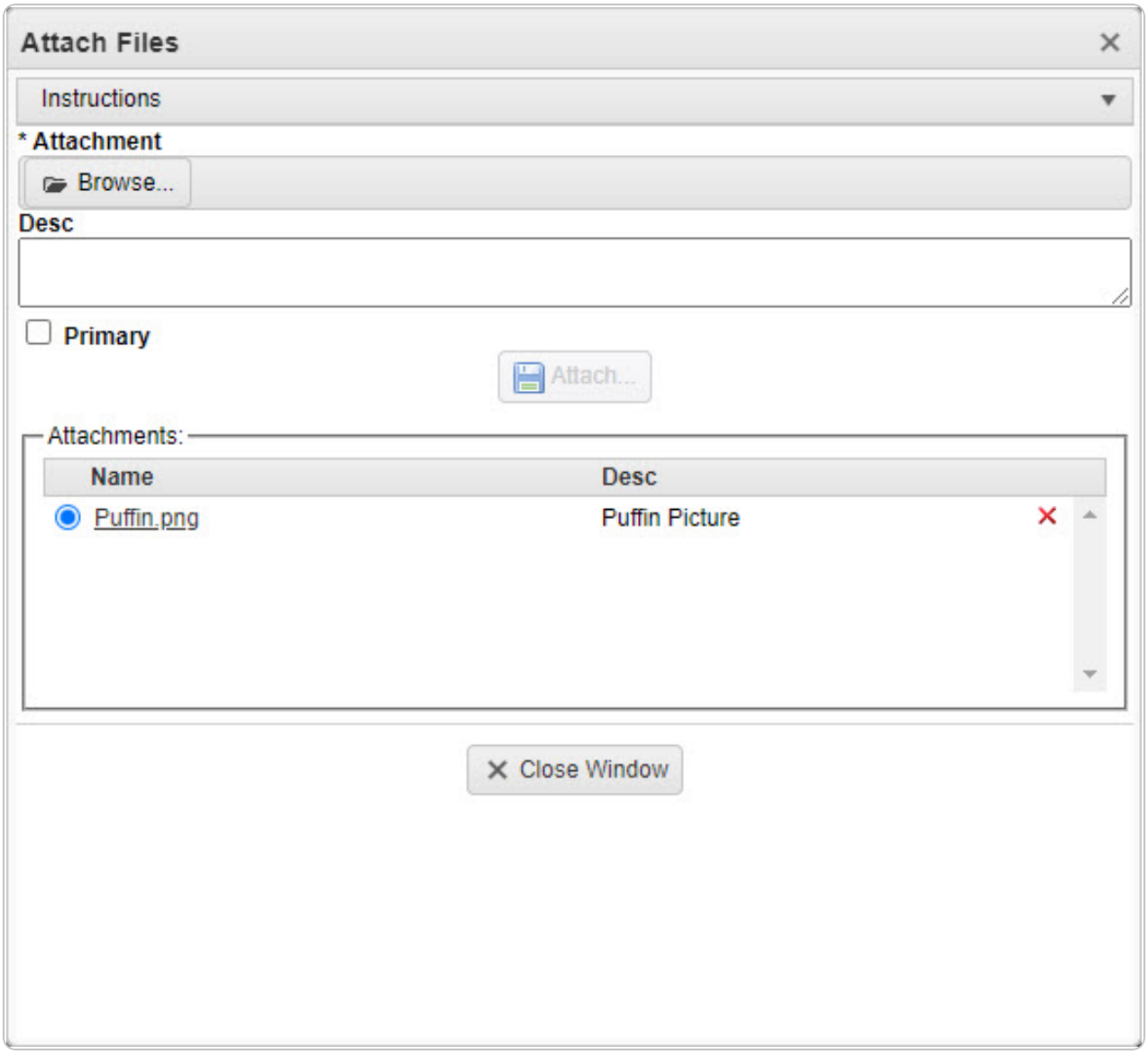
2. Select Attachments. *The* ***Attachments for Request Nbr*** *pop-up window appears.*

3. Select Attach... *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

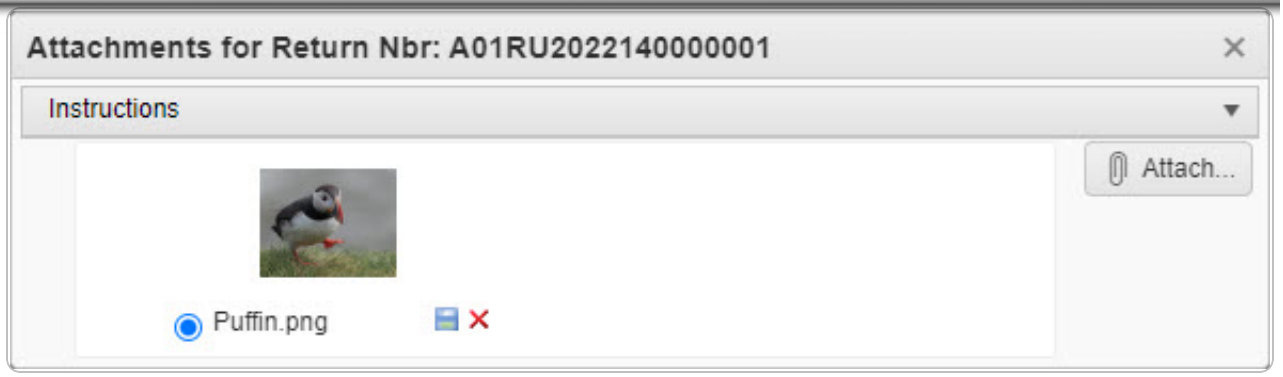
8. Select Attach... . *The file name appears in the bottom file list.*



9. Repeat Steps 2 - 6 to attach multiple documents.

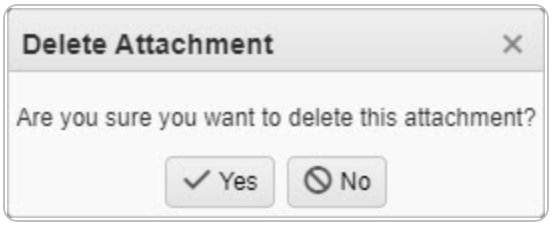
10. Select the ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Click ✕ Close Window . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.*



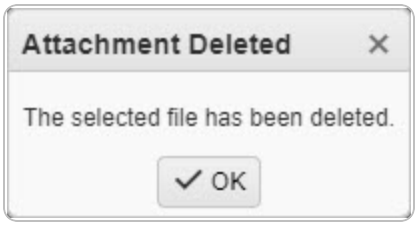
Remove an Attachment

A. Select the ✕ part of 💾 ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



C. Select OK. *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select . *The **Attachments for Request NBR** pop-up window closes.*

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.
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

- Unit Issue Post-Post
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Transfer

Unit Transfer

Overview

The Warehouse Management Module Unit Transfer process provides the ability to transfer accountability of issued materiel from one unit to another unit, unit / account, or individual. The process also allows viewing and creating Unit Transfer records.

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

MATERIEL MGMT > Unit Issue > Unit Transfer page

Page Fields

The following fields display on the **Unit Transfer** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record’s Detail records, Select the arrow on the left of the Header row.

Search Criteria Grid

Transfer Number
From UIC
From Custodian
Reportable Commodity Type
To Individual
To UIC
To Custodian

Search Results Grid

All
Transfer Number
Primary Attachment
From UIC
From Account
From Custodian
To UIC
To Account
To Custodian
Reportable Commodity Type
To Individual
Transfer Dt

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Remarks

Unit Transfer Search Results Details Grid

ICN
Item Description
Outstanding Qty
Owning DoDAAC
Serial Nbr
Stock Nbr

Procedures

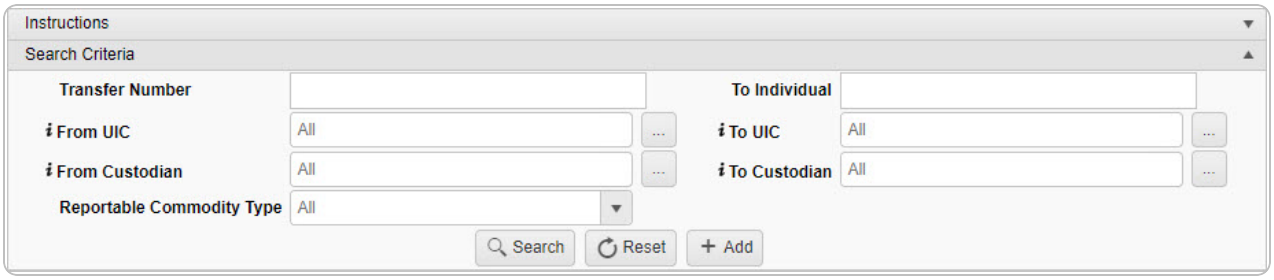
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Transfer

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

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



- Enter the Transfer Number in the field provided. *This is a 15 alphanumeric character field.*
- Use ℹ or ... to assist with the From UIC entry. *This is a 6 alphanumeric character field.*

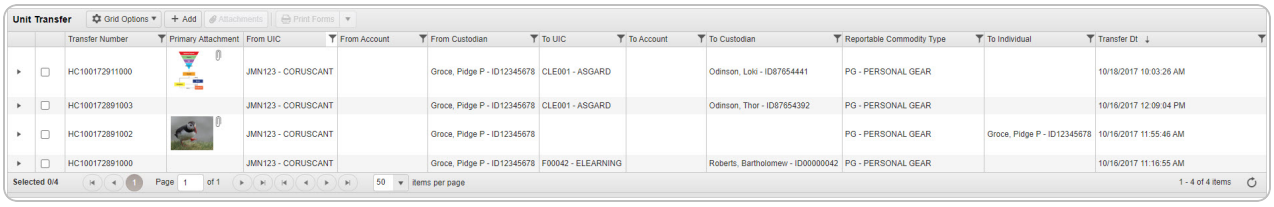
  UIC Browse
- Use ℹ or ... to assist with the From Custodian entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse
- Use ▼ to select the Reportable Commodity Type.
- Enter the To Individual in the field provided. *This is a 100 alphanumeric character field.*
- Use ℹ or ... to assist with the To UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse
- Use ℹ or ... to assist with the To Custodian entry. *This is a 50 alphanumeric character field.*

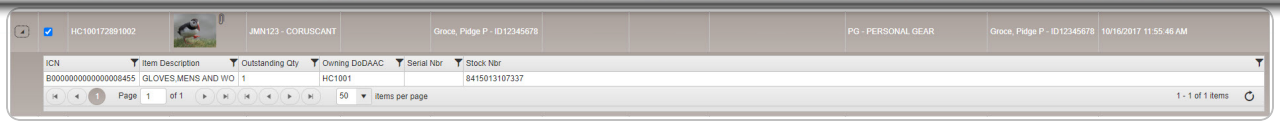
  Member Profile Browse

2. Select Search. *The **Unit Issue Transfer Search Results** appears.*



View the Unit Issue Transfer Details

1. Click ☐ to select the entry. *The Transfer item is highlighted, and* Attachments *and* Print Forms ▼ *become available.*
2. Select ▶. *The **Details Grid** appears.*



Close the Unit Issue Transfer Details

Select . *The **Details Grid** closes.*

Add a Unit Transfer

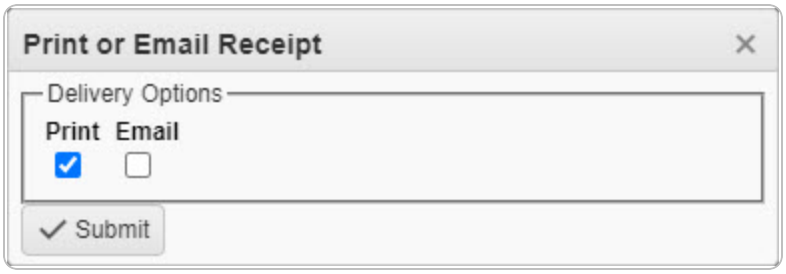
Select + Add. *The **Add a Unit Transfer** pop-up window appears.*

Add an Attachment to a Unit Transfer

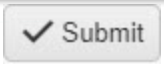
1. Click ☐ to select the entry. *The Transfer item is highlighted, and* Attachments *and* Print Forms *become available.*
2. Select Attachments. *The **Attach Files** pop-up window appears.*

Print a Form for a Unit Transfer

1. Click ☐ to select the entry. *The Transfer item is highlighted, and* Attachments *and* Print Forms *become available.*
2. Select Print Forms. *The Print drop down appears.*
3. Click the form for printing. *The **Print or Email Receipt** pop-window appears.*



4. Select the delivery option. *The* ☑ *appears in the appropriate option.*

5. Click 

. *The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.*

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.
xxxx — To generate a new Unit Transfer, you must first add a Document Number Range.	Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.

Related Topics

- Add a Unit Transfer
- Attach a File to a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post

Add a Unit Transfer

Overview

The Unit Transfer Add process provides the ability to create a new Unit Transfer record.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer > + Add > Add Unit Transfer pop-up window

Page Fields

The following fields display on the **Add Unit Transfer** 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.
xxxx	Select "Cancel" button to cancel proposed changes to selected records(s).
515	A signature pad is required for Sign with Signature Pad.

Transfer From Grid

From UIC *
Reportable Commodity Type *
From Custodian *

Transfer To Grid

To UIC
To Custodian
To Individual

Outstanding Items Grid

All
Stock Nbr
Item Description
Serial Nbr
Owning DoDAAC
Kit?
Outstanding Qty
Cond Cd

Optional Grid

ICN

Selected Items Grid

All
Stock Nbr
Item Description
Serial Nbr
Owning DoDAAC
Outstanding Qty
Transfer Qty
Cond Cd

Optional Grid

ICN

(*) Asterisk identifies mandatory fields.

Procedures

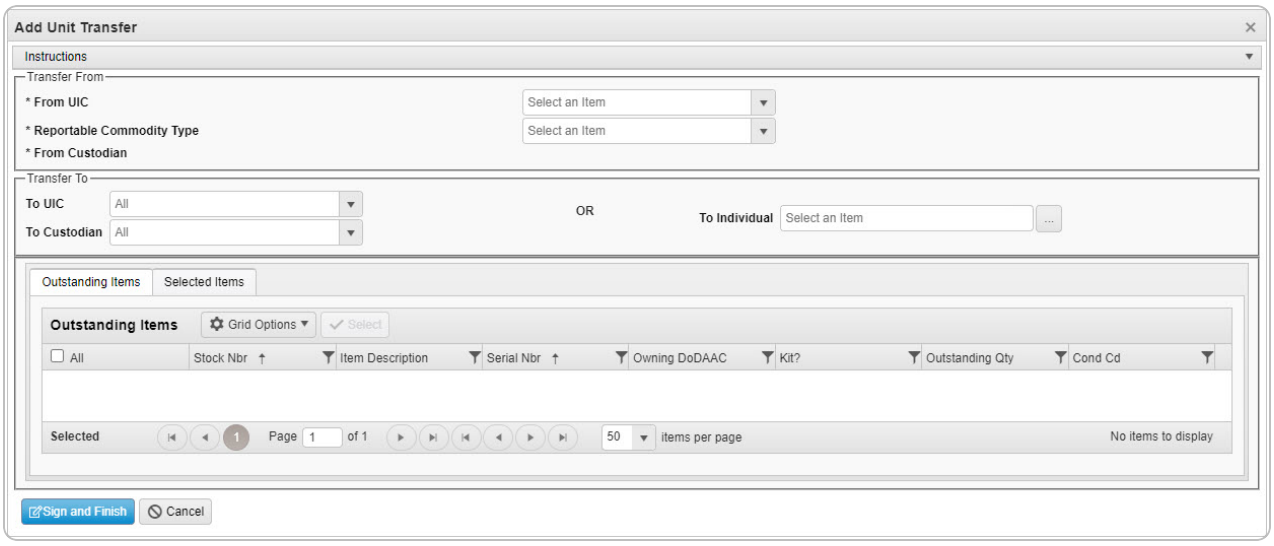
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Unit Transfer

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

1. Select + Add. *The* ***Add Unit Transfer*** *pop-up window appears.*

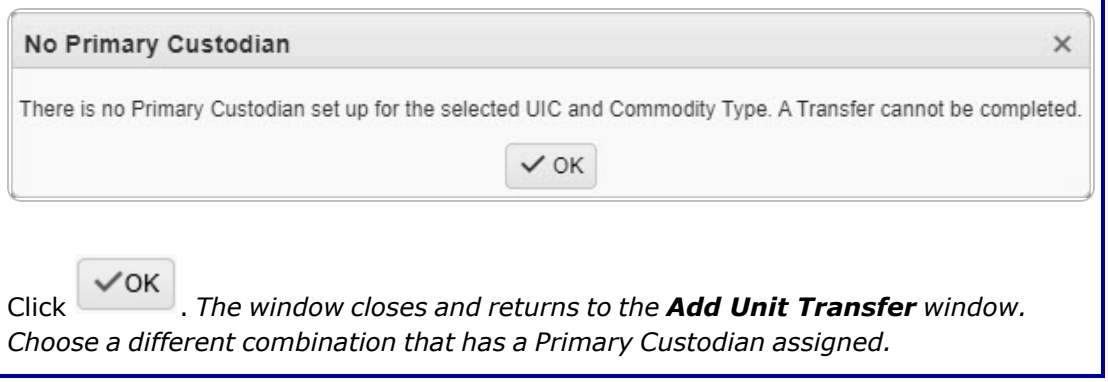


2. Complete the Transfer From panel:

A. Use ▼ to select the From UIC.

B. Use ▼ to select the Reportable Commodity Type.

> **Note**
>
> If the From UIC chosen **does not** have a Primary Custodian for the chosen Reportable Commodity Type, the **No Primary Custodian** pop-up window appears.



Click OK. *The window closes and returns to the **Add Unit Transfer** window. Choose a different combination that has a Primary Custodian assigned.*

C. *The From Custodian field automatically populates once the previous two fields are entered, and the available materiel appears in the Outstanding Items grid.*

3. Complete the Transfer To panel:

A. Use ▼ to select the To UIC.

AND

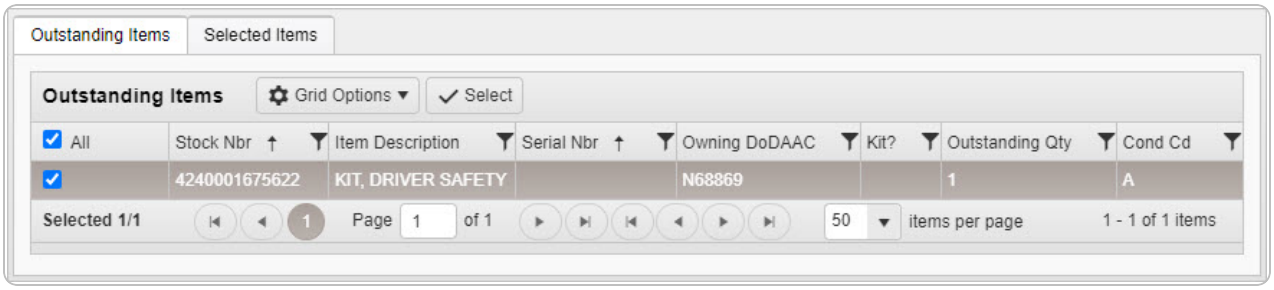
B. Use ▼ to select the To Custodian.

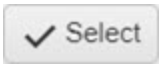
OR

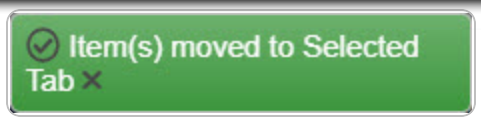
A. Enter the To Individual, or use ... to browse for the entry. *This is a 50 alpha-numeric character field.*

Member Profile Browse

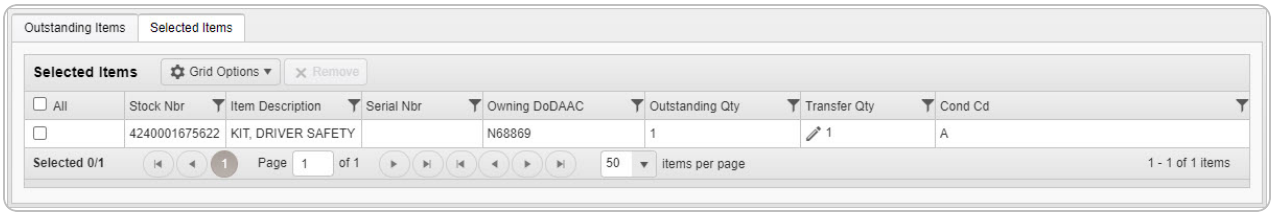
4. Click ☐ to select the asset. *The Stock Number record is highlighted and* ✓ Select *becomes available.*



5. Click 

. 

appears while the asset is removed from the Outstanding Items grid and appears in the Selected Items grid.



6. Repeat steps 4 and 5 until the Selected Items grid contains all the desired assets for transferring.

7. Select in the Transfer QTY field. *The field becomes editable to revise the transferring quantity.*

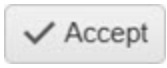
8. Select

. *The **Unit Transfer Signature Options** pop-up window appears.*

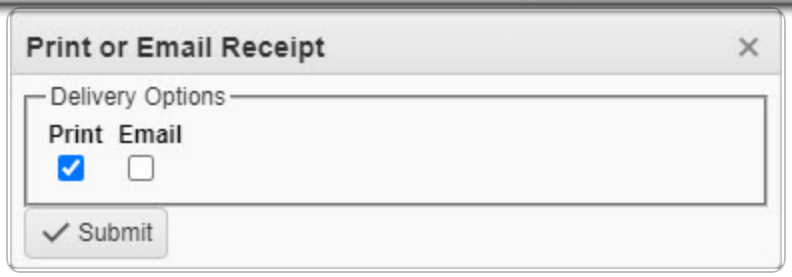
9. Select

. *The **Signature Pad Form** pop-up window appears.*

   A. Create a signature in the box using the mouse.

   B. Select 

. *The **Print or Email Receipt** pop-window appears.*



C. Select the delivery option. *The* ☑ *appears in the appropriate option.*

D. Click Submit. *The* ***Print or Email Receipt*** *pop-window closes, and the signed receipt is sent.*

10. Select Manual Sign. *The* ***Print*** *pop-up window appears.*

A. Select Print. *The document is sent for printing.*

B. Sign the printed document.

C. Click ✕ in the top right corner of the window. *The* ***Print*** *pop-up window closes.*

Note

Scan the manually signed document(s) and attach to the transfer in ELMS.

11. Select Submit. *The new Unit Transfer record is saved.*

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.
13 — Mandatory Entry: *From UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory entry: *Reportable Commodity Type*.	
13 — Mandatory entry: *From Custodian*.	
xxxx — Either To UIC / Custodian or To Individual must be specified.	Missing Entry. Either the To Individual field must be entered, or both of the To UIC and the To Custodian fields must be entered. Use to select the desired recipient.
xxxx — There is no Primary Custodian set up for the selected UIC and Commodity Type. A Transfer cannot be completed.	Invalid Entry. The Commodity Type and UIC combination do not have a Primary Custodian. Select a different Commodity Type and UIC combination that has at least one Primary Custodian assigned to it.
xxxx — Error getting Primary Custodian info.	There was an issue retrieving the information from the server. Contact the ELMS Call Center.
xxxx — At least one item must be selected to transfer.	Missing Entry. was selected before moving the asset(s) to the Selected

	Items grid. Make sure there is at least one asset in the Selected Items grid before clicking .
xxxx — Transfer must be to a UIC / Custodian or an Individual Member, not both.	Invalid Entry. Either the To Individual field must be entered, **OR** both the To UIC and the To Custodian fields must be entered, **NOT** all three. Remove one of the recipient fields.
xxxx — To and From Custodian cannot be the same.	Invalid Entry. The Transfer From UIC / Custodian entered matches the Transfer To UIC / Custodian. Choose a different UIC / Custodian.
xxxx — Selected Custodian is not valid for the UIC and Commodity Type.	Invalid Entry. The Commodity Type and UIC combination are not owned by the chosen Custodian. Select a different Commodity Type and UIC combination, or choose a Primary Custodian assigned to the current combination.
xxxx — Outstanding Inventory Item not found.	Invalid Entry. The asset does not exist in the UIC. Use to search for an existing asset.

Related Topics

- Unit Transfer
- Attach a File to a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post

Add an Attachment to a Unit Transfer

Overview

The Unit Transfer Attachment process provides the ability to have a file become a permanent part of a Unit Transfer record.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer > Search > ☐ (desired record) > Attachments > Attach Files pop-up window

Page Fields

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

Instructions

The tables below provide the list of instructions.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Files Grid

Thumbnails
Attach

Attach Files Grid

Attachment *
Desc
Primary

Attachments Grid

Name
Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

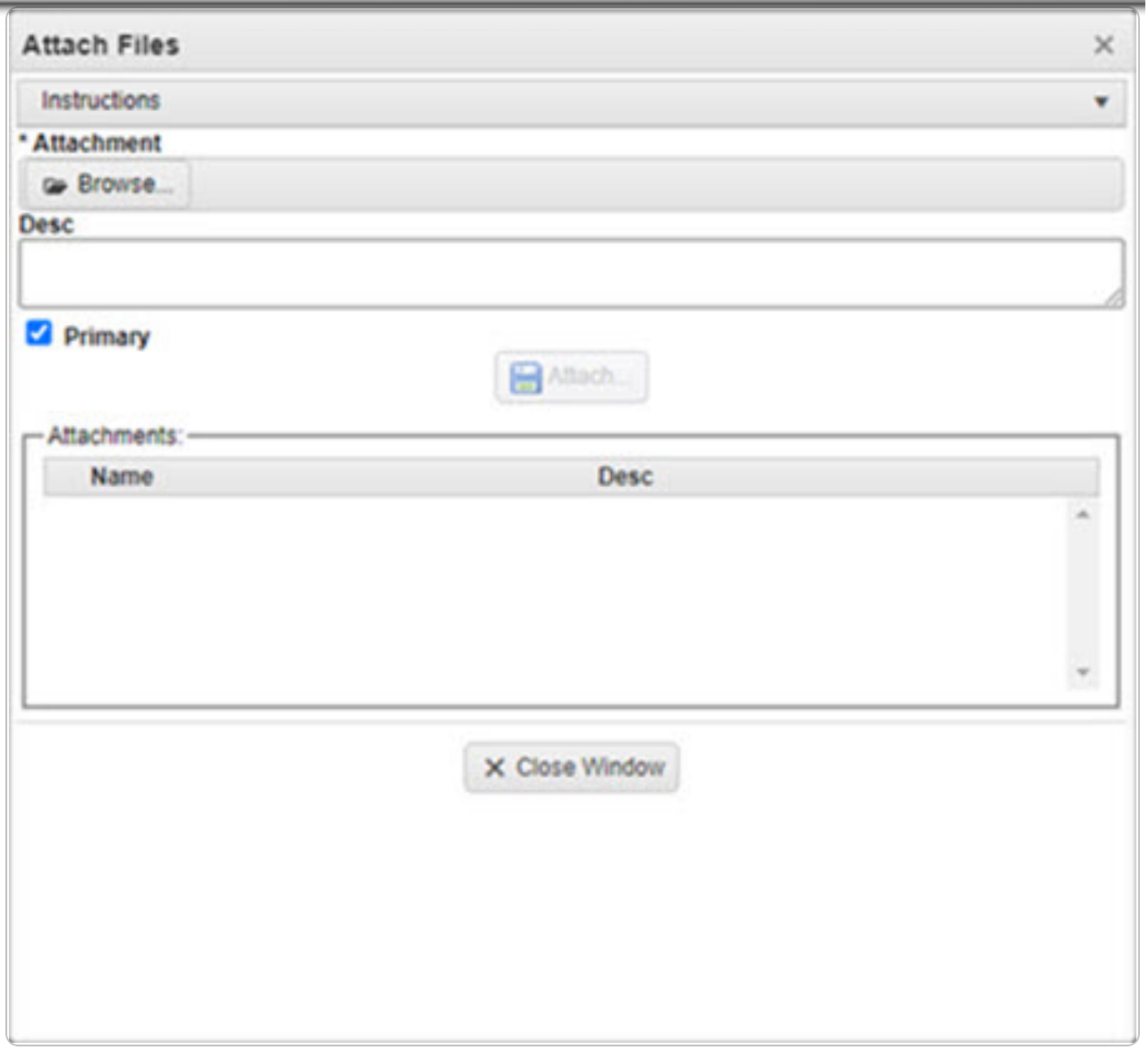
Add an Attachment to a Unit Issue Transfer record

Selecting Cancel *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 Transfer item is highlighted, and* Attachments *and* Print Forms *become available.*

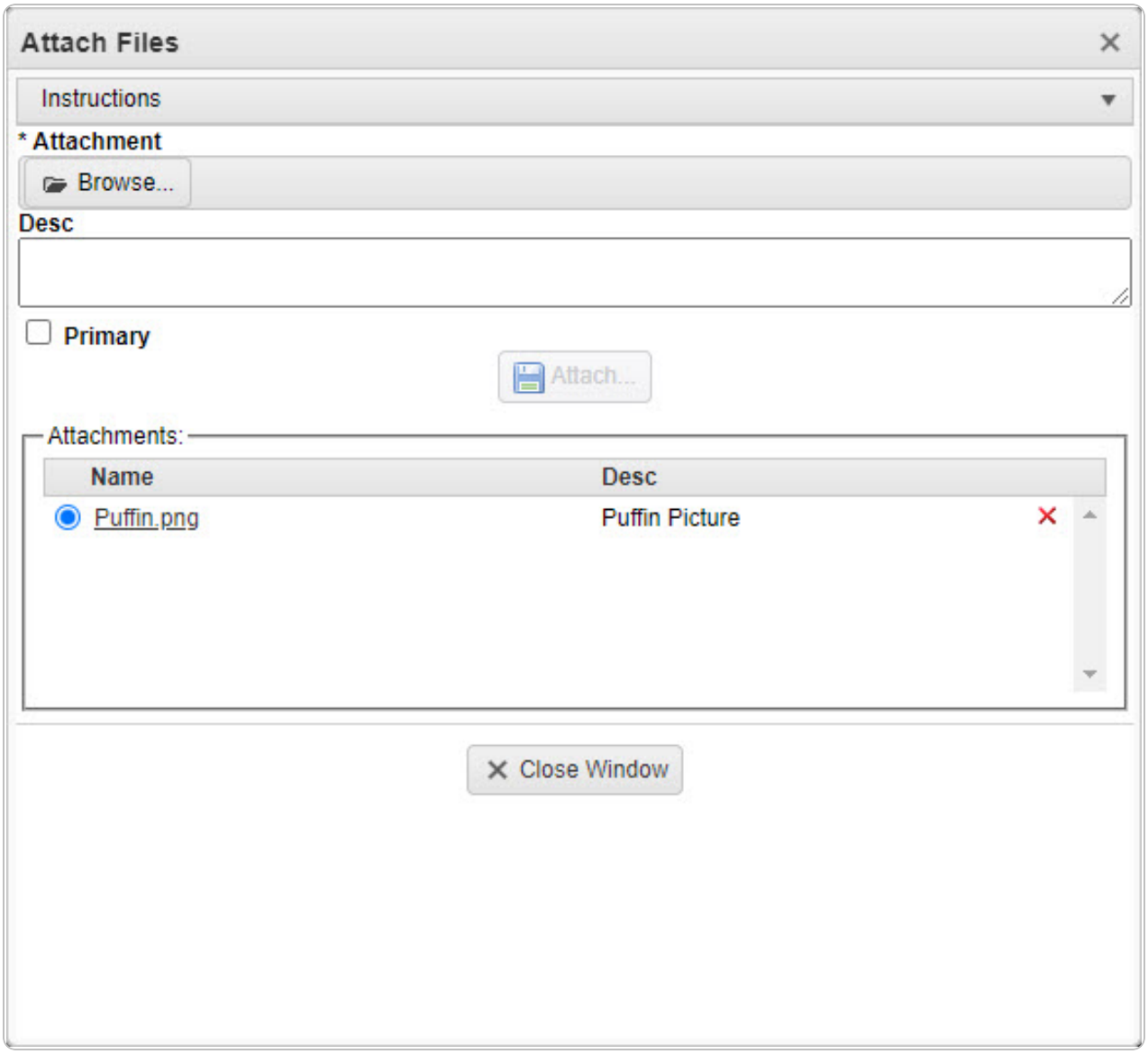
2. Select Attachments. *The* ***Attach Files*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

8. Select Attach... . *The file name appears in the bottom file list.*

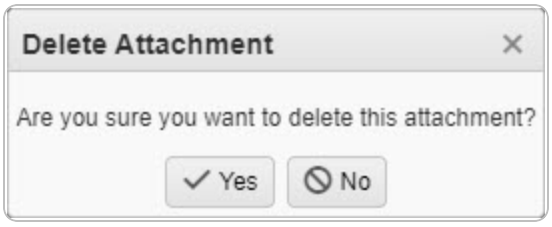


9. Repeat Steps 4 - 8 to attach multiple documents.

10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

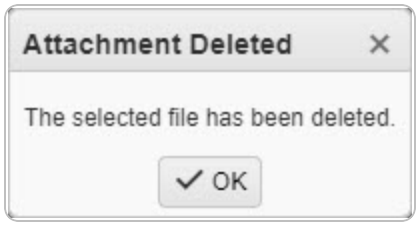
Remove an Attachment

A. Select the ✕ part of 💾 ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:.

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



C. Select OK. *The **Delete Attachment** pop-up window closes, and the document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

11. Select . *The **Attach Files** pop-up window closes.*

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.
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

- Unit Transfer
- Add a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post

Armory Issue Overview

Overview

The Warehouse Management module Armory Issue process provides the ability to search existing issues and to begin the process of issuing equipment and gear.
The Armory Issue process is a form of the Individual Issue process, and it is specifically designed for use in an Armory environment, or any environment where it is important for a member to be issued the exact same piece of inventory on a consistent basis. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

Helpful Tip

A member's CAC can streamline the Armory Issue process. When the member first arrives, scanning the CAC performs the search automatically. If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Armory Issue. Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Armory Issue.

The Armory Issue process uses six different statuses, or phases, to track the progress of an issue:

- **Issued —**
  A completed issue; All assets have been assigned to the member.
- **Canceled —**
  An issue has been initiated, but is no longer needed.
- **Exchange —**
  An issue where the member has exchanged previously issued assets.
- **In Process —**
  An issue has been initiated, but no assets have been picked.
- **Picked —**
  The member has picked assets and the user has recorded what was picked; If all assets are picked, the Sign procedure moves the issue to Issued status;Iif some assets are not picked, the Sign procedure moves the issue to Backorder.
- **Backorder —**
  Following the Picked status, an issue where some assets were not available for issue.

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

Materiel MGMT> Armory > Issue > Armory Issue page

Page Fields

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

Instructions

The tables below provide the lists of instructions.

Armory Search Criteria

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Indi-

	vidual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.

Enter the EDI PI

Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Member
EDI PI / Secondary Id
CAC
Issue Nbr
UIC

Armory Search Results Grid

Attachments
Edit / New
View
Last Name
First Name
Middle Initial
EDI PI
UIC
Last Issue Dt
Last Issue Nbr
Loan Return Dt

Last Warehouse
Stock Number Qty
Total Qty
Status

Optional

Secondary ID
Class Year
Duty Status
Valid CAC
Pay Grade
Expiration of Active Service

Enter the EDI PI

Enter the EDI PI of the member for whom to add an Issue

Procedures

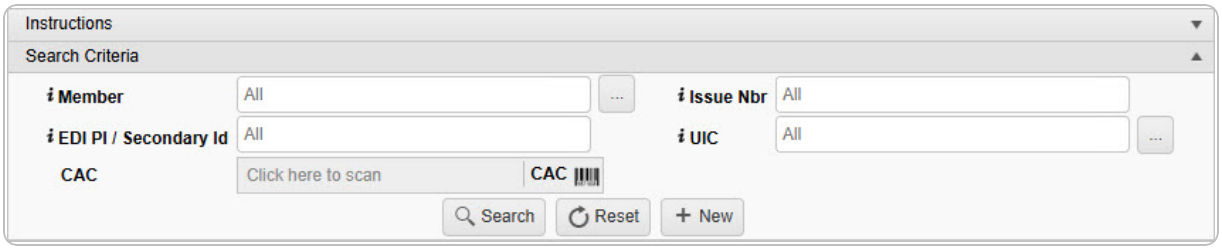
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for An Armory Issue

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

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



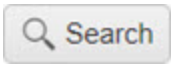
- Use i or ... to assist with the Member entry. *This is a 25 alphanumeric character field.*

Member Profile Browse

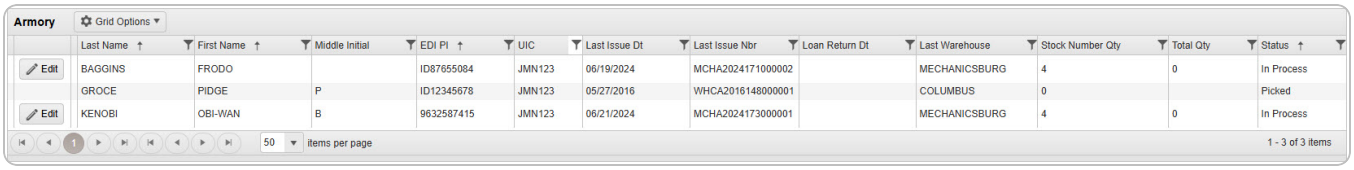
- Enter the EDI PI / Secondary ID, using to assist with the entry. *This is a 10 numeric character field.*
- Select

. *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*
- Enter the Issue NBR, using to assist with the entry. *This is a 14 numeric character field.*
- Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

2. Click 

. *The results display in the Armory Search Results Grid.*



Create an Issue or Re-Issue for an Existing Member (without a CAC)

Select

next to the member's issue. *The **Armory Issue Process** page appears.*

Create a First-time Issue for a New Member (without a CAC)

Selecting

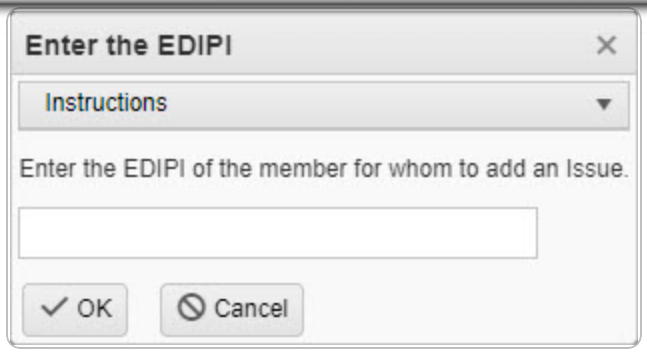
*at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

Note

Before creating an issue, perform a search for the member (Last Name, First Name) to insure the system does not show a record.

1. Select

in the Search Criteria section. *The **Enter the EDI PI** pop-up window appears.*



2. Select OK . *The **Add a Member Profile** pop-up window appears.*

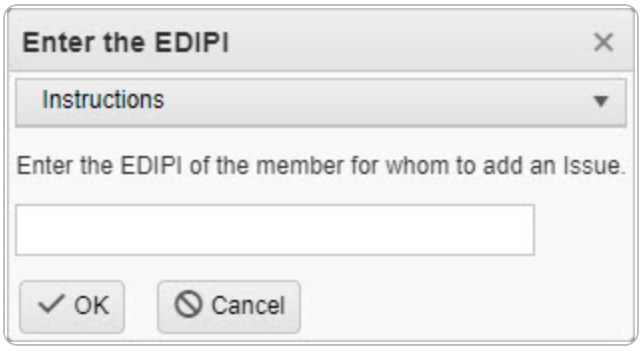
3. Select Add . *The **Armory Issue Process** page appears.*

Create an Issue or Re-Issue From Scanning the Member's CAC

Note

Whether the member is new to the system, had previous issues, or is a first-time issue, scanning the CAC automatically advances the system to the appropriate function.

1. Scan the member's CAC.
   - *If the member is not in the system:*
     A. Select + New in the Search Criteria section. *The **Enter the EDI PI** pop-up window appears.*

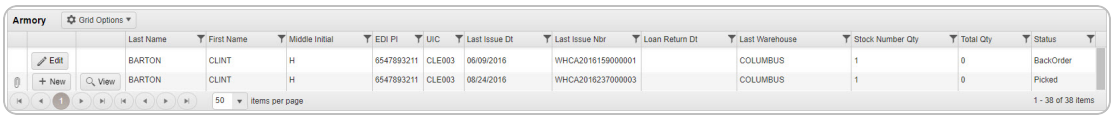


     B. Select OK . *The **Add a Member Profile** pop-up window appears.*

C. Select Add. *The **Armory Issue Process** page appears.*

- *If the member is in the system with previous issues:*

A. *The member's results display in the Armory Search Results Grid.*



a. Select View. *The **Armory Issue Process** page appears, open to the Issued section.*

b. Select Edit. *The **Armory Issue Process** page appears, open to the Picked, Backorder, or In Process section.*

c. Select + New. *The **Armory Issue Process** page appears, open to the Entry section.*

- *If the member is in the system with no previous issues:*

*The **Armory Issue Process** 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

- Armory Issue Process
- Add an Attachment to an Armory Issue
- Add a Member Profile

Armory Issue Process

Overview

The Armory Issue Process provides the ability to process an issue of specific equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

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

Materiel MGMT> Armory > Search > Armory Issue > New or Edit or View > Individual Issue Member > Update > Armory Issue Grid

Page Fields

The following fields display on the **Armory Issue Grid** 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.
420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.

Armory Issue Member Grid

Last, First M
EDI PI
Pay Grade
UIC *
Temp Assigned UIC
Include Previous Issued Qty in Calculation
Secondary Id
Cash Issue
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Loan Return Dt

Air Force Academy

Class Year
Duty Status

Exists

Issue Nbr
Status

Armory Issue Grid

Edit
SKO Status
Issue Status
LIN/TAMCN
Stock Nbr
Item Desc
Size
Available Qty
Required Qty
Prior Issued Qty
Pending Issue Qty
Picked Quantity

Optional

Color
Mgmt Cd
Issued Qty
BackOrder Qty
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

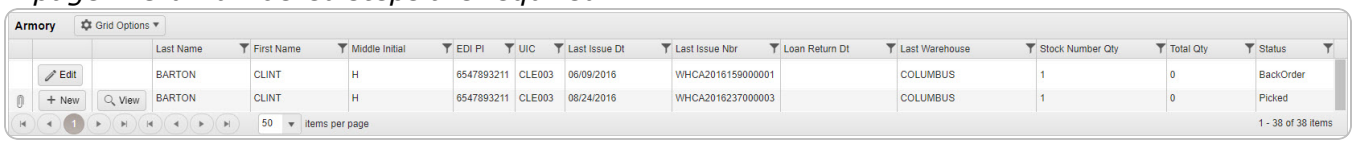
Procedures

ELMS Navigation Helpful Tips

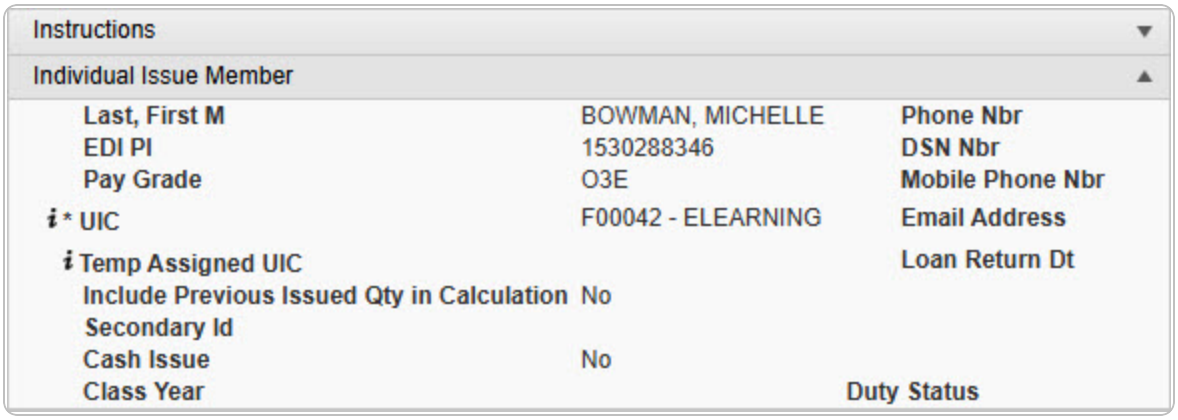
Click the following link to display Warehouse Navigation Tips.

Process an Armory Issue

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



1. Select View. *The Armory Issue Process page appears, open to the Issued section.*



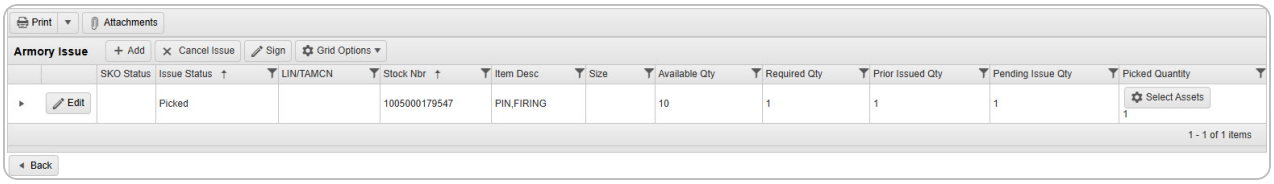
A. *Verify the Last, First, M.*
B. *Verify the EDI PI.*
C. *Verify the Pay Grade.*
D. *Verify the UIC.*
E. *Verify the Temp Assigned UIC.*
F. *Verify the Include Previous Issued QTY in Calculation.*
G. *Verify the Secondary ID.*
H. *Verify the Cash Issue.*
I. *Verify the Class Year.*
J. *Verify the PHONE NBR.*
K. *Verify the DSN NBR.*
L. *Verify the Mobile PHONE NBR.*
M. *Verify the E-MAIL Address.*

N. *Verify the Loan Return DT.*

O. *Verify the Duty Status.*

A. *Verify the Issue NBR.*

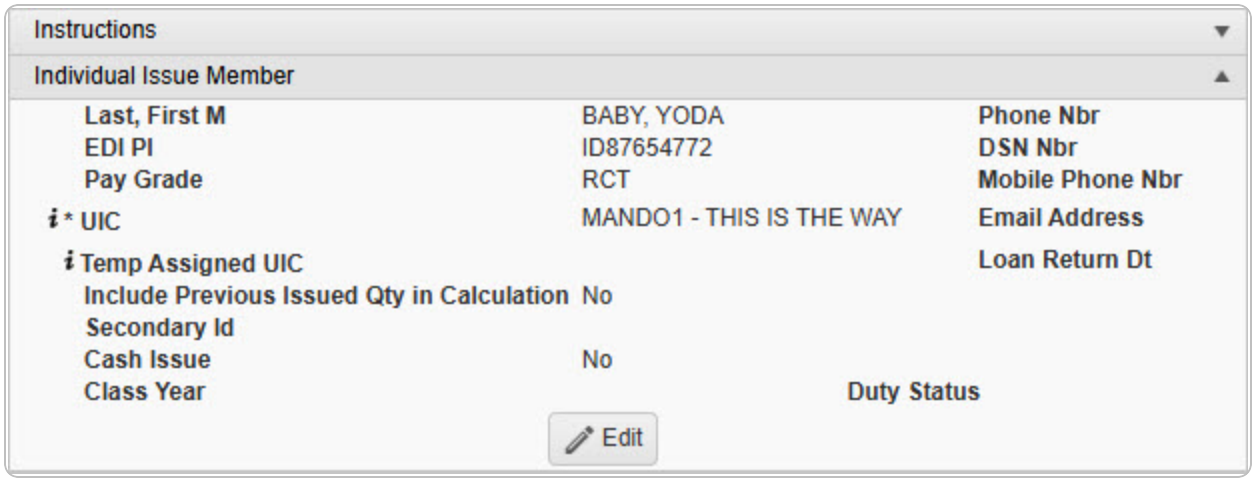
B. *Verify the Status.*



Select Back. *The View screen closes, and the Armory Issue page appears.*

2. Select Edit. *The Armory Issue Process page appears, open to the Picked, Backorder, or In Process section.*

Picked



A. *Verify the Last, First, M.*

B. *Verify the EDI PI.*

C. *Verify the Pay Grade.*

D. *Verify the UIC.*

E. *Verify the Temp Assigned UIC.*

F. *Verify the Include Previous Issued QTY in Calculation.*

G. *Verify the Secondary ID.*

H. *Verify the Cash Issue.*

I. *Verify the Class Year.*

J. *Verify the PHONE NBR.*

K. *Verify the DSN NBR.*

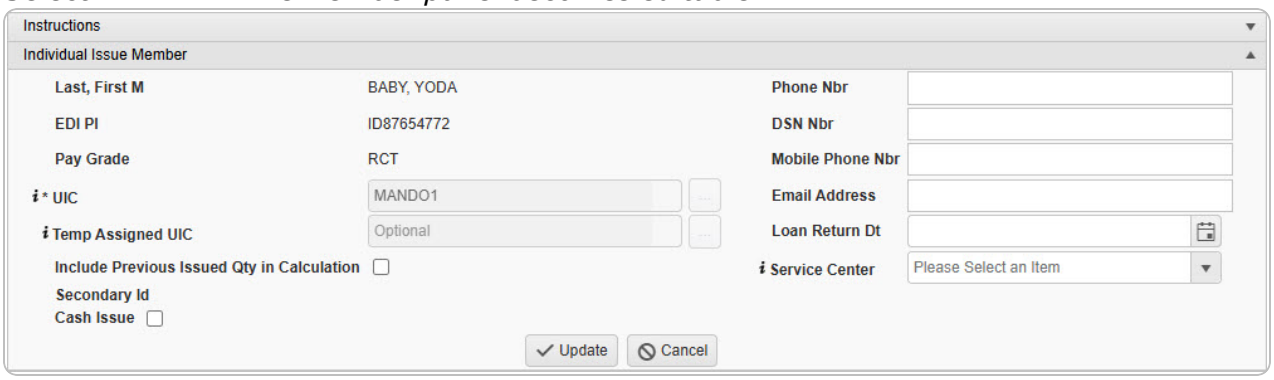
L. *Verify the Mobile PHONE NBR.*

M. *Verify the E-MAIL Address.*

N. *Verify the Loan Return DT.*

O. *Verify the Duty Status.*

Select Edit. *The Member panel becomes editable.*



A. *The Last, First M automatically populates and is not editable.*

B. *The EDI PI automatically populates and is not editable.*

C. *The Pay Grade automatically populates and is not editable.*

D. Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

E. Use i or ... to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

F. Click ☐ to select the Include Previous Issued Qty in Calculation. *Anything already issued to the member is added to the newly issued items.*

G. *The Secondary ID automatically populates and is not editable.*

H. Click ☐ to select the Cash Issue. *The inventory is excluded from the Member Sales Review page, and the transactions are not billed to the member.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

K. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

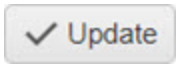
L. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

M. Use to select the Loan RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

The Service Center field is only used when the Warehouse utilizes the Appointment Scheduler option in the Calendar Management menu item.

Use or to assist with the Service Center entry. *This is a 100 alphanumeric character field.*

Select  . *The Member panel becomes uneditable.*

A. *Verify the Issue NBR.*

B. *Verify the Status.*

Select . *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.*

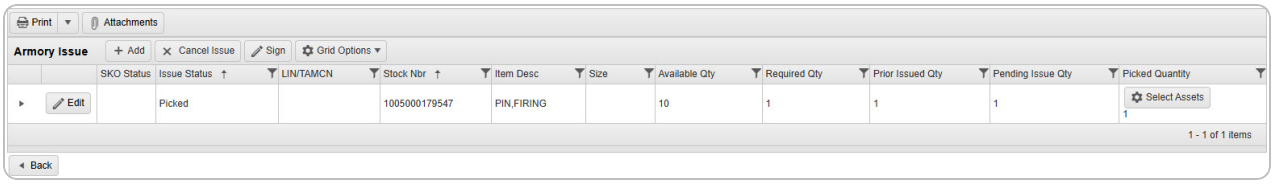
C.

OR

Select . *The **RFID Capture** page appears.*

OR

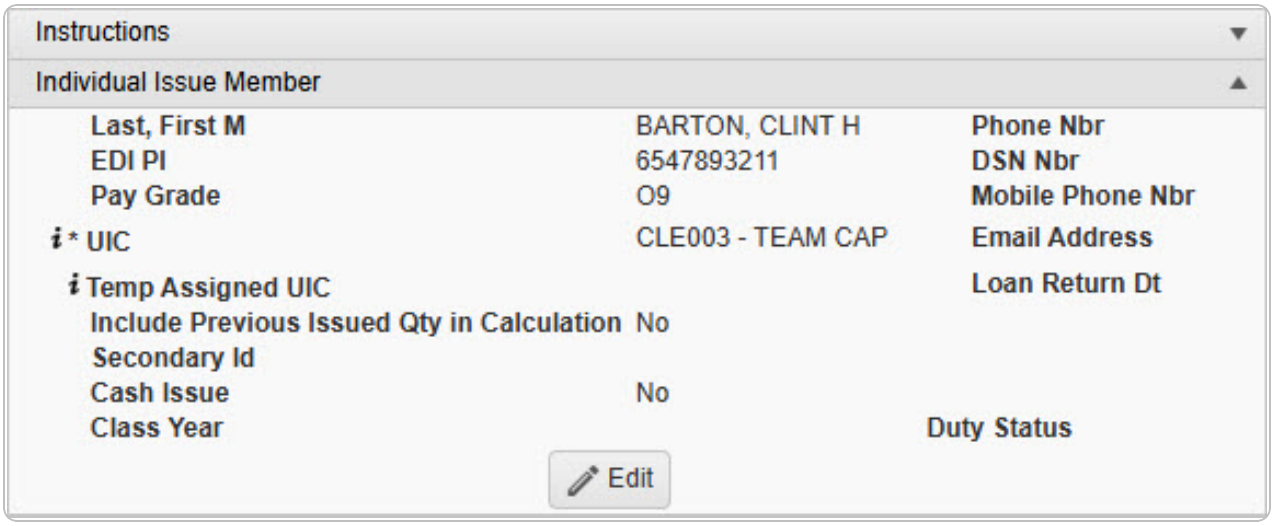
Select QR. *The **QR Code Capture** page appears.*



Select Back. *The Picked screen closes, and the Armory Issue page appears.*

OR

Backorder



A. *Verify the Last, First, M.*

B. *Verify the EDI PI.*

C. *Verify the Pay Grade.*

D. *Verify the UIC.*

E. *Verify the Temp Assigned UIC.*

F. *Verify the Include Previous Issued Qty in Calculation.*

G. *Verify the Secondary Id.*

H. *Verify the Cash Issue.*

I. *Verify the Class Year.*

J. *Verify the PHONE NBR.*

K. *Verify the DSN NBR.*

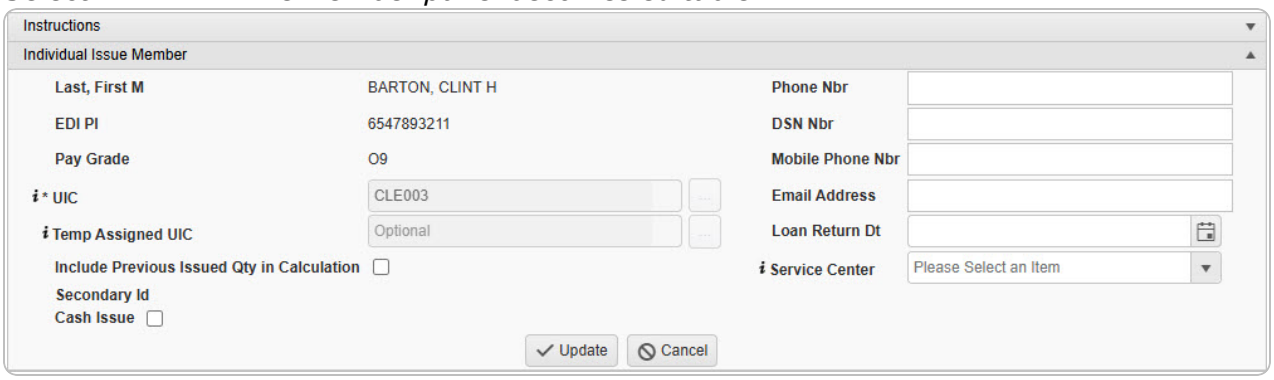
L. *Verify the Mobile PHONE NBR.*

M. *Verify the E-MAIL Address.*

N. *Verify the Loan Return DT.*

O. *Verify the Duty Status.*

Select Edit. *The Member panel becomes editable.*



A. *The Last, First M automatically populates and is not editable.*

B. *The EDI PI automatically populates and is not editable.*

C. *The Pay Grade automatically populates and is not editable.*

D. Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

E. Use i or ... to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

F. Click ☐ to select the Include Previous Issued Qty in Calculation. *Anything already issued to the member is added to the newly issued items.*

G. *The Secondary ID automatically populates and is not editable.*

H. Click ☐ to select the Cash Issue. *The inventory is excluded from the Member Sales Review page, and the transactions are not billed to the member.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

K. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

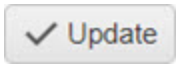
L. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

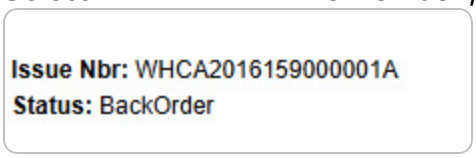
M. Use to select the Loan RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

The Service Center field is only used when the Warehouse utilizes the Appointment Scheduler option in the Calendar Management menu item.

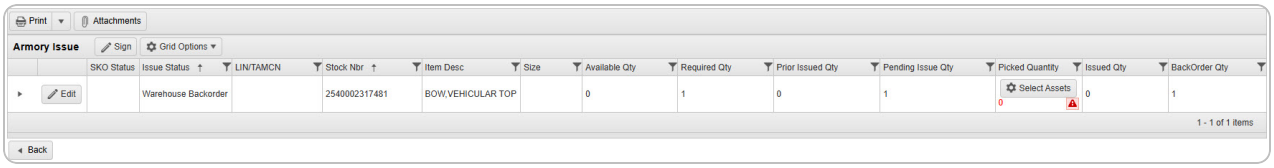
Use or to assist with the Service Center entry. *This is a 100 alphanumeric character field.*

Select  . *The Member panel becomes uneditable.*



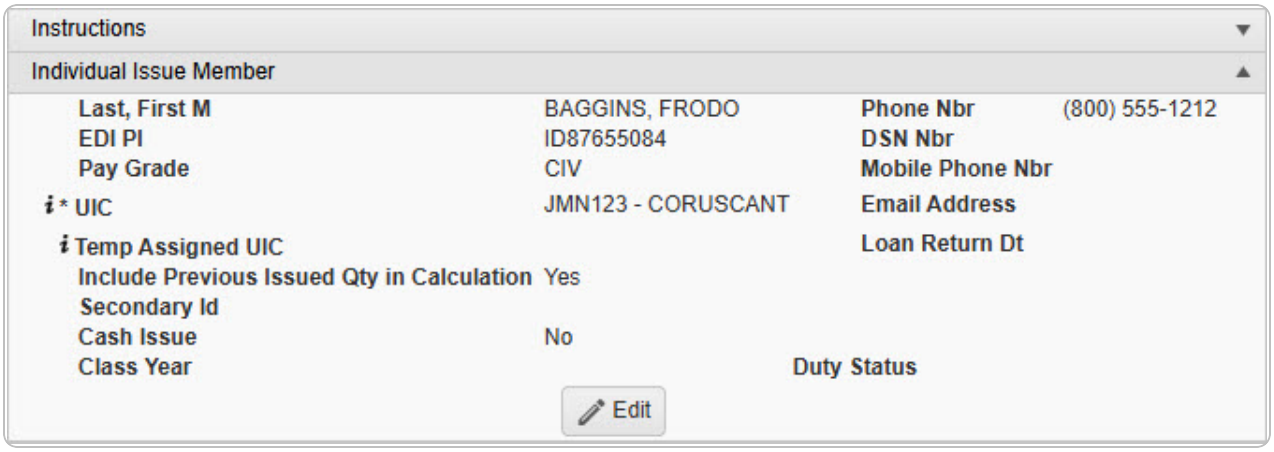
A. *Verify the Issue NBR.*

B. *Verify the Status.*



OR

In Process



A. *Verify the Last, First, M.*

B. *Verify the EDI PI.*

C. *Verify the Pay Grade.*

D. *Verify the UIC.*

E. *Verify the Temp Assigned UIC.*

F. *Verify the Include Previous Issued QTY in Calculation.*

G. *Verify the Secondary ID.*

H. *Verify the Cash Issue.*

I. *Verify the Class Year.*

J. *Verify the PHONE NBR.*

K. *Verify the DSN NBR.*

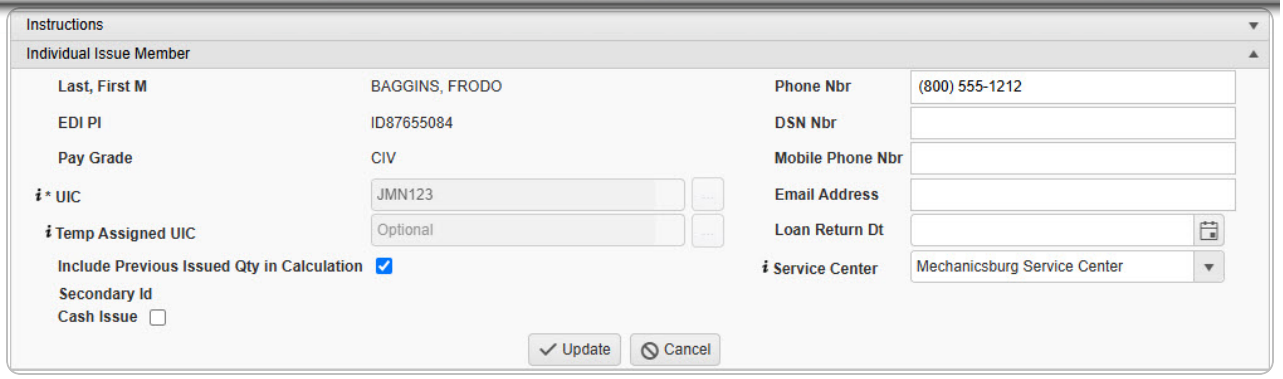
L. *Verify the Mobile PHONE NBR.*

M. *Verify the E-MAIL Address.*

N. *Verify the Loan Return DT.*

O. *Verify the Duty Status.*

Select Edit. *The Member panel becomes editable.*



A. *The Last, First M automatically populates and is not editable.*

B. *The EDI PI automatically populates and is not editable.*

C. *The Pay Grade automatically populates and is not editable.*

D. Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

E. Use ℹ or ... to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

F. Click ☐ to select the Include Previous Issued Qty in Calculation. *Anything already issued to the member is added to the newly issued items.*

G. *The Secondary ID automatically populates and is not editable.*

H. Click ☐ to select the Cash Issue. *The inventory is excluded from the Member Sales Review page, and the transactions are not billed to the member.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

K. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

M. Use 📅 to select the Loan RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

The Service Center field is only used when the Warehouse utilizes the Appointment Scheduler option in the Calendar Management menu item.

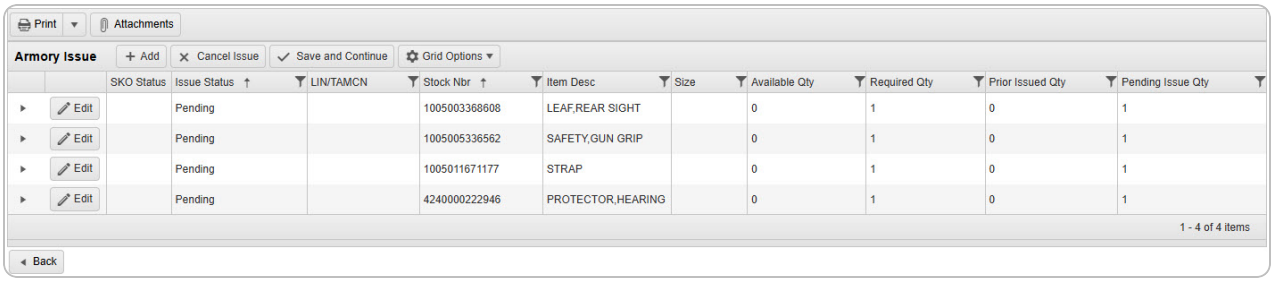
Use i or ▼ to assist with the Service Center entry. *This is a 100 alphanumeric character field.*

Select ✓ Update. *The Member panel becomes uneditable.*

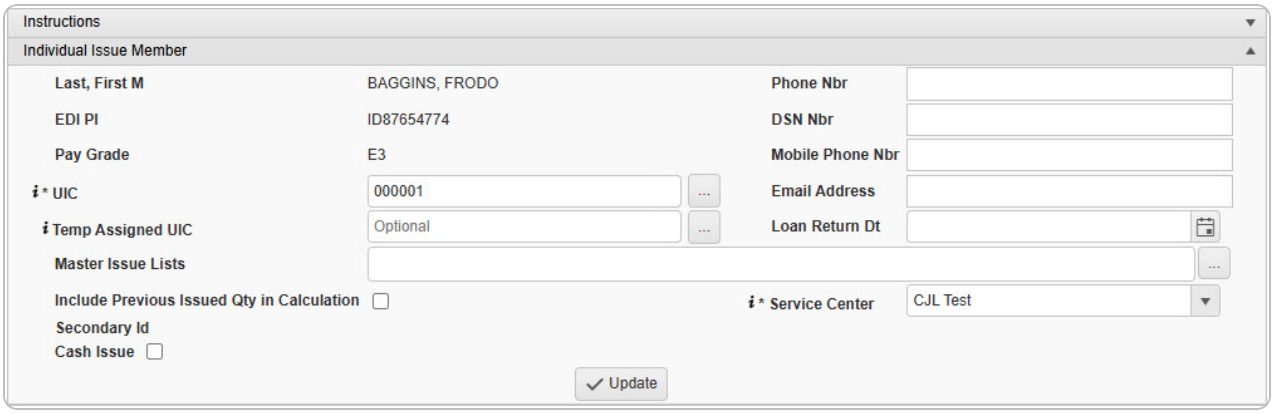
Issue Nbr: MCHA2024171000002
Status: In Process

A. *Verify the Issue NBR.*

B. *Verify the Status.*



3. Select + New. *The Armory Issue Process page appears, open to the Entry section.*



A. *The Last, First M automatically populates and is not editable.*

B. *The EDI PI automatically populates and is not editable.*

C. *The Pay Grade automatically populates and is not editable.*

D. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

E. Use or to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

F. Enter the Master Issue List, or use to browse for the entry. *This is a 250 alpha-numeric character field.*

Master Issue List Browse

G. Click to select the Include Previous Issued Qty in Calculation. *Anything already issued to the member is added to the newly issued items.*

H. *The Secondary ID automatically populates and is not editable.*

I. Click to select the Cash Issue. *The inventory is excluded from the Member Sales Review page, and the transactions are not billed to the member.*

J. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

L. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

M. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

N. Use to select the Loan RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

The Service Center field is only used when the Warehouse utilizes the Appointment Scheduler option in the Calendar Management menu item.

Use or to assist with the Service Center entry. *This is a 100 alphanumeric character field.*

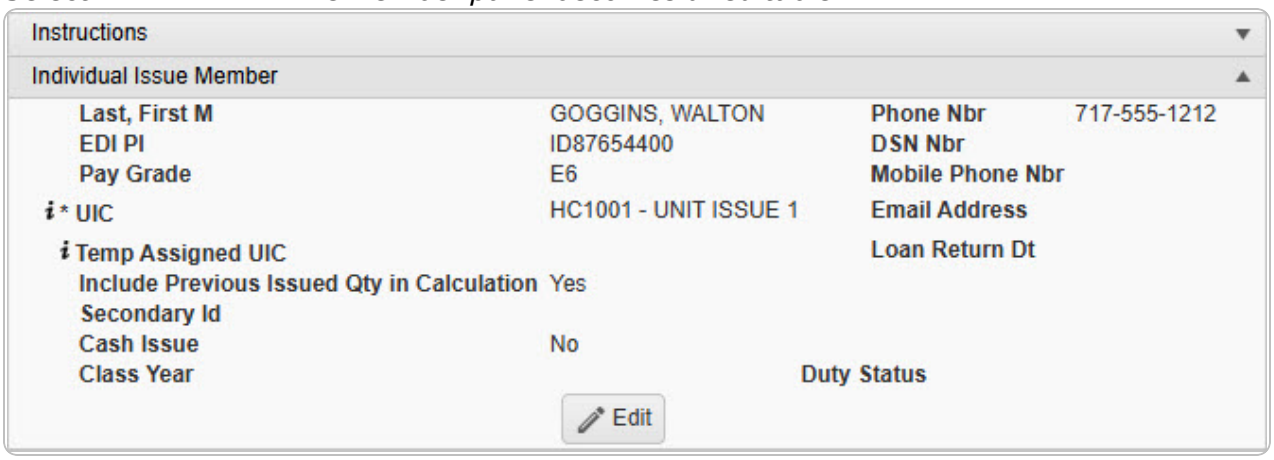
Note

The Class Year and Duty Status fields are only used when the Member attends the Air Force Academy and has a Pay Grade is "ACAD – Cadet", "PREP – Prep", or "STAFF – Perm party".

The Class Year automatically populates and is not editable. This is a 4 numeric character field.

The Duty Status automatically populates and is not editable. This is a 2 alphanumeric character field.

Select Update. *The Member panel becomes uneditable.*



A. *Verify the Last, First, M.*

B. *Verify the EDI PI.*

C. *Verify the Pay Grade.*

D. *Verify the UIC.*

E. *Verify the Temp Assigned UIC.*

F. *Verify the Include Previous Issued QTY in Calculation.*

G. *Verify the Secondary ID.*

H. *Verify the Cash Issue.*

I. *Verify the Class Year.*

J. *Verify the PHONE NBR.*

K. *Verify the DSN NBR.*

L. *Verify the Mobile PHONE NBR.*

M. *Verify the E-MAIL Address.*

N. *Verify the Loan Return DT.*

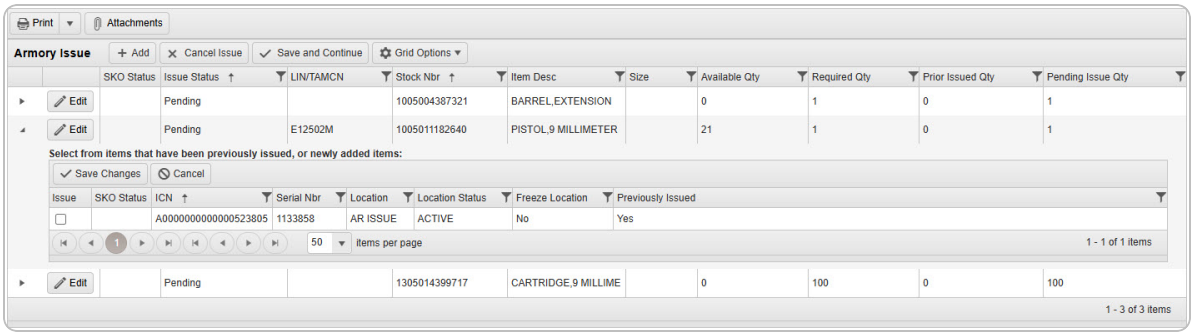
O. *Verify the Duty Status.*

Issue Nbr: MCHA2024330000002
Status: In Process

A. *Verify the Issue NBR.*

B. *Verify the Status.*

A. Click img src="../../../../Resources/Images/Warehouse Buttons/E/ExpansionArrow.jpg" title="the Expansion Arrow button" alt="the Expansion Arrow button" class="SmallButton" /> to expand the Stock Number selection.

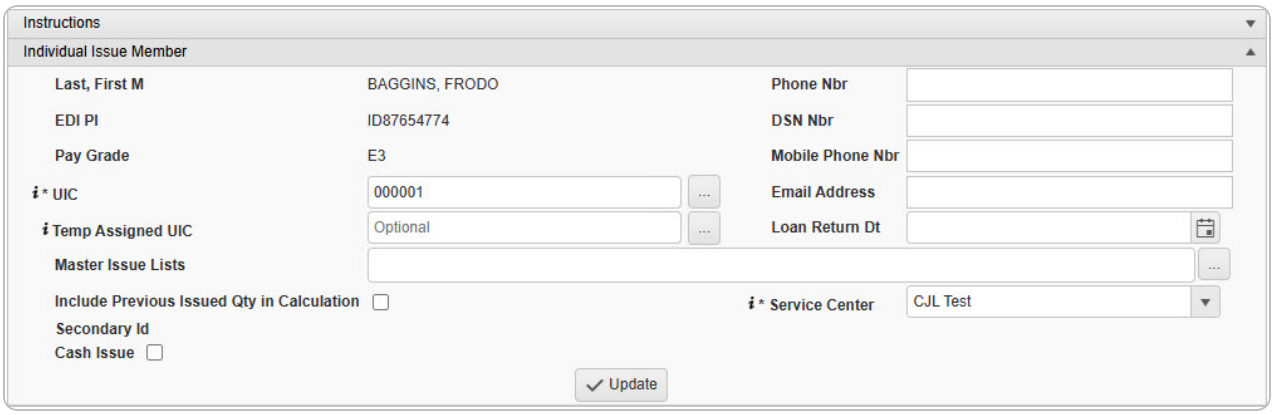


B. Check the Issue ☐ to re-issue the same asset. *A* ☑ *appears.*

C. Select ✓ Save Changes . *The serially managed asset is assigned to the issue.*

Process a Quick Issue

1. Select + New . *The Armory Issue Process page appears, open to the Entry section.*



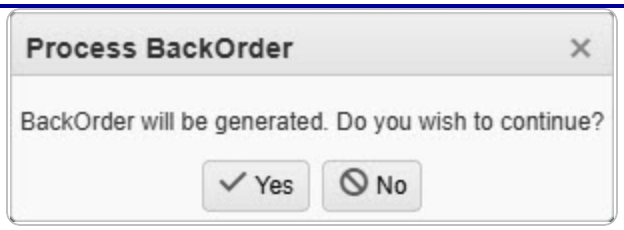
2. Follow the Select . The Armory Issue Process page appears, open to the Entry section., leaving the Master Issue List field blank.
3. Select ✓ Update . *The Armory Issue grid appears, and the status of the Quick Armory Issue is "Picked".*
4. Select Click here to scan ICN S/N UII . *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.*
5. Repeat the above steps for all assets.
6. Select Sign . *The **Individual Issue Electronic Signature** pop-up window appears.*

Sign an Armory Issue

Select Sign . *The **Individual Issue Electronic Signature** pop-up window appears.*

Note

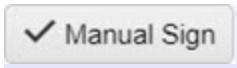
If there are items that are not available and need to be backordered, the **Process Back-Order** pop-up window appears first.:



- Select Yes. *The backorder is confirmed, and continues on to the* ***Individual Issue Electronic Signature*** *pop-up window.*
- Select No. *The backorder is denied and returns to the Individual Issue grid.*

- eSign **displays the Signature Pad Form pop-up window.**

1. Use either the mouse or the stylus to sign the Signature Pad.
2. Select either:
   - Accept to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
   - Clear to erase the signature and reattempt.
   - Cancel to close the window and return to the previous page.

-  **displays the pop-up window of the document for printing with a Print dialog box.**

Print

ISS NBR: HC100172791001

Bunny, Bugs , CIV
EDIPI: ID87654487

DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
WAREHOUSE: COLUMBUS
INDIVIDUAL ISSUE RECEIPT
UIC: F00042 - ELEARNING

DT/TM PRINTED: 10/6/2017 4:07:22 PM
DT/TM ISSUED: 10/06/2017

LIN/TAMCN	ITEM DESC	ICN	CAGE	MFR DT	ISSUE QTY	UNIT COST
STOCK NBR (SKO)	IDN	COND CD	CNTRCT	EXP DT	RETURNABLE	EXT COST
SERIAL NBR		SIZE	LOT NBR			
		COLOR				
	GRAPPLING HOOK,COLL	B0000000000000260076			2	$188.44
2040014990035		A			Yes	$376.88

GRAND TOTALS:			
	Items/Kits:	2	$376.88
	Components:	0	

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

Defense Property Accountability System

10/06/2017

Bugs Bunny , ID87654487 Dt

SKO TYPE CODES

MG: MANAGED

UM: UNMANAGED

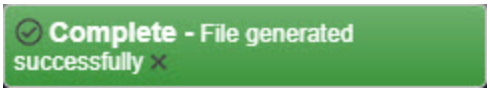
DW FORM 04I, FEB 2016 For Official Use Only

1. Select Print to print the document. *The **Print** pop-up window closes.*
2. The member manually signs the printed document.
3. Select ✕ in the top right corner of the document pop-up window.

- Select Cancel. *The Sign pop-up window closes.*

Print From an Armory Issue

1. Click Print. *Choose which document to print.*
2.

appears.
3. Then it is replaced by 

.
4. The Windows Save As pop-up appears, ready to save the form chosen for printing.

Attach a Document to an Issue

Select Attachments. *The **Add Attachment to Armory Issue** pop-up 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
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

- Armory Issue Search
- Add an Attachment to an Armory Issue

Add an Attachment to an Armory Issue

Overview

The Armory Issue Add Attachments process provides the ability to attach documents to the issue of specific equipment and personal gear to a member.

Navigation

MATERIEL MGMT> Armory > Issue > Search > Edit > Attachments > Attachments for Issue NBR pop-up window

Page Fields

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

Instructions - Attachments for Issue NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse…" button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Issue NBR

Thumbnails
Attach

Attach Files

Attachment
Desc
Primary
Name
Desc

Procedures

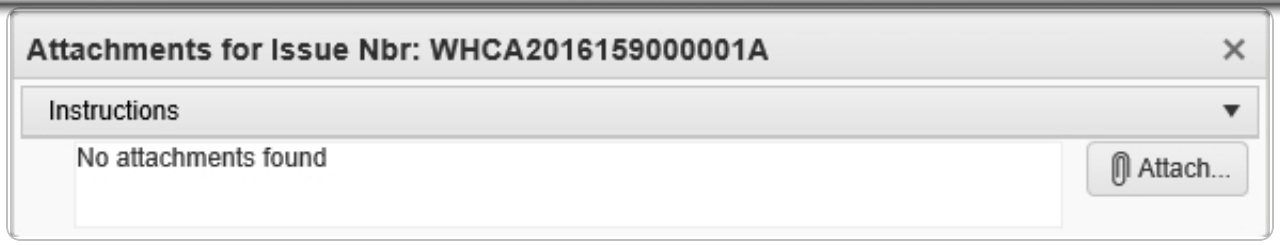
ELMS Navigation Helpful Tips

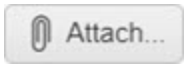
Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Issue

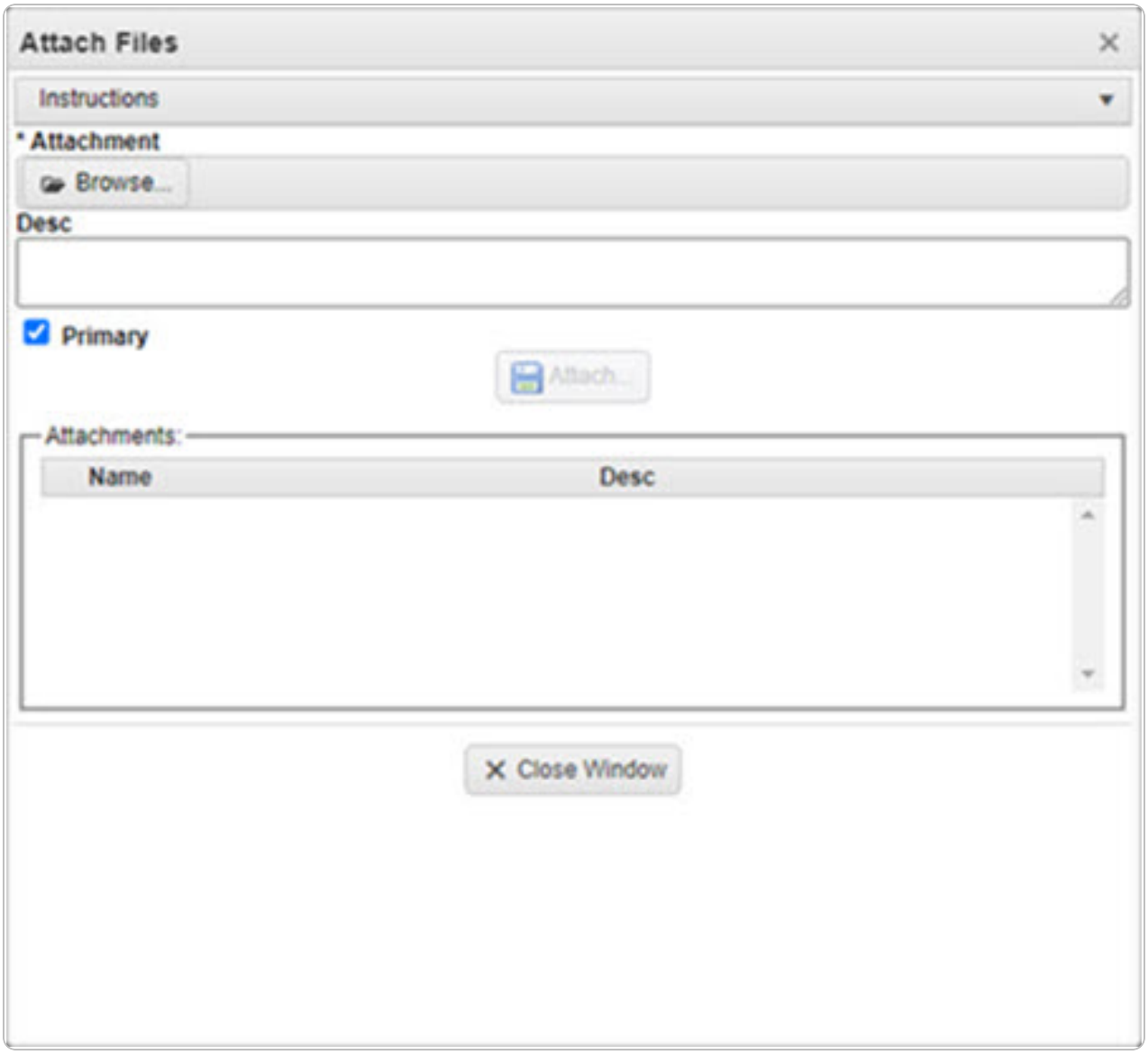
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Issue NBR*** *pop-up window appears.*



2. Select 

. *The **Attach Files** pop-up window appears.*



3. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
6. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

10. Select Close Window . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

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 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 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

- Armory Issue Search
- Armory Issue

Armory Return Overview

Overview

The Warehouse Management module Armory Return process provides the ability to search Armory gear that is returned to the warehouse by service members, civilians, foreign military members and contractors. In order to close out an issue, each returnable item must be returned to a Warehouse within the Logistics Program.

Navigation

MATERIEL MGMT > Armory > Return > Armory Return Member Page

Page Fields

The following fields display on the **Armory Return Member** 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.
420	Select "Scan CAC" to use CAC data for search.
412	Select "Grid Options" button for additional actions.

Search Criteria

Member
UIC
EDI PI / Secondary Id
CAC

Armory Return Member Grid

Attachment
Return
View
Last Name
First Name
Middle Initial
EDI PI
Pay Grade
UIC
Last Issue Dt
Last Issue Nbr
Last Warehouse
Return Status

Optional

Secondary Id
Class Year
Duty Status
Expiration of Active Service

(*) Asterisk identifies mandatory fields.

Procedures

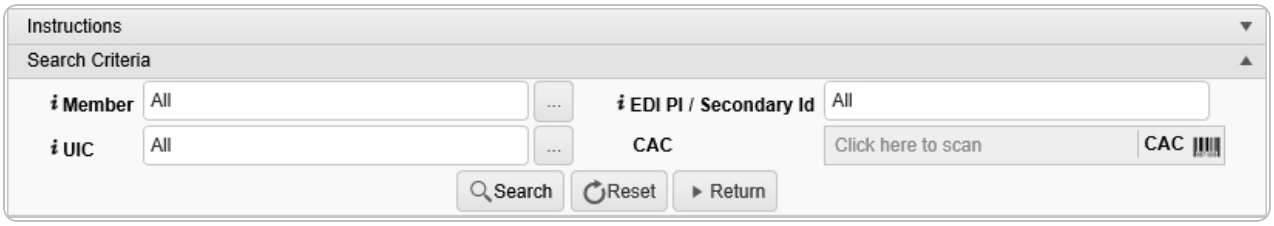
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

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

the default "All" setting.

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



- Use ℹ or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

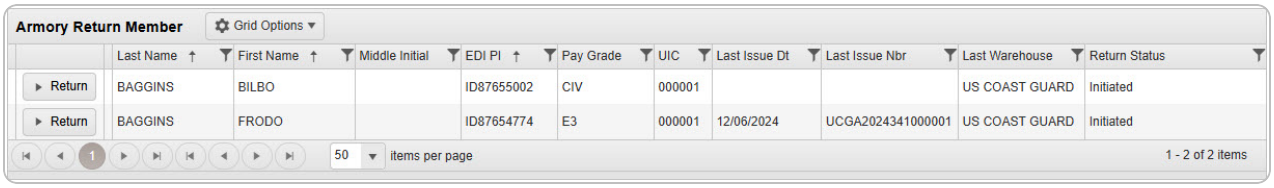
- Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse

- Enter the EDI PI or Secondary ID, using ℹ to assist with the entry. *This is a 10 alphanumeric character field.*

- Select Click here to scan CAC. *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

2. Click Search. *The results display in the Armory Return Member grid.*



Create a First-time Return for a New Member (without a CAC)

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

Note

Before creating a Return, perform a search for the member (Last Name, First Name) to insure the system does not show a record.

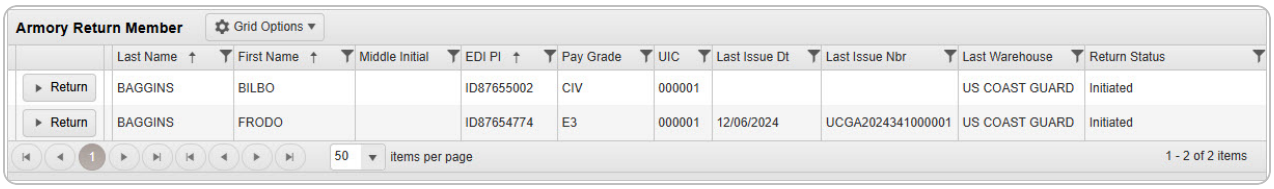
1. Select ▸ Return. *The **Enter the EDI PI** pop-up window appears.*

2. Click ✓OK. *The **Add Member Profile** pop-up window appears, with the **Browse Member Profile** pop-up window in the background.*
3. Enter the member information.
4. Select ✓ Add to add member's information to the system. *The **Add an Armory Return** screen appears.*

Create a Return for an Existing Member (without a CAC)

1. Use ℹ or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

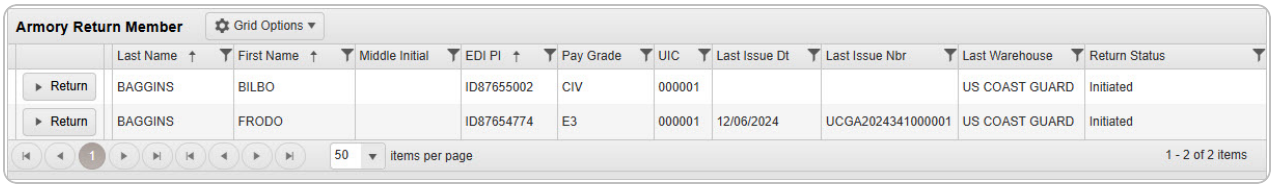
   Member Profile Browse
2. Click 🔍 Search. *The results display in the Armory Return Member grid.*



3. Select ▸ Return next to the member's record. *The **Add an Armory Return** screen appears.*

Create a Return From Scanning the Member's CAC

1. Select Click here to scan CAC . *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*
2. Click Search . *The results display in the Armory Return Member grid.*



3. Select Return next to the member's record. *The **Add an Armory Return** screen 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

- Add an Armory Return
- Armory Return Process
- Add an Attachment to an Armory Return

Armory Return Process

Overview

The Armory Return process provides the ability to return items previously issued to the warehouse by service members, civilians, foreign military members and contractors. In order to close out an issue, each returnable item must be returned to a Warehouse within the Logistics Program.

Navigation

MATERIEL MGMT > Armory > Search > Armory Return > Return or View > Individual Return Member > Armory Returns Grid

Page Fields

The following fields display on the **Armory Return Member** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.
481	Select Sign button to allow member to enter electronic /manual signature and complete return.

482	Select Split button to credit member with a return item that differs from issued item.
483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.
485	Select "All" check-box to select / deselect all check-boxes.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.

Armory Return Member (Display)

Last, First M
EDI PI
Pay Grade
UIC
Temp Assigned UIC
Secondary Id
Class Year
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Duty Status

Armory Return Member (Edit)

Last, First M

EDI PI
Pay Grade
UIC *
Temp Assigned UIC
Service Center *
Secondary Id
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address

Exists

Return Number
Status

Armory Return Grid

All
Edit
Split
All Missing / Damaged
SKO Status
Loan Return Dt
Stock Nbr
Item Desc
Size
ICN
Mfr Serial Nbr
Cond Cd
Location Id
Container Id
Location Status
Freeze Location
Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.
Not Ret. Reason Cd
Not Ret. Remarks

Optional

LIN/TAMCN
Color
UII
Mfr Lot Nbr
Mfr Dt
Mfr Contract

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Process an Armory Return

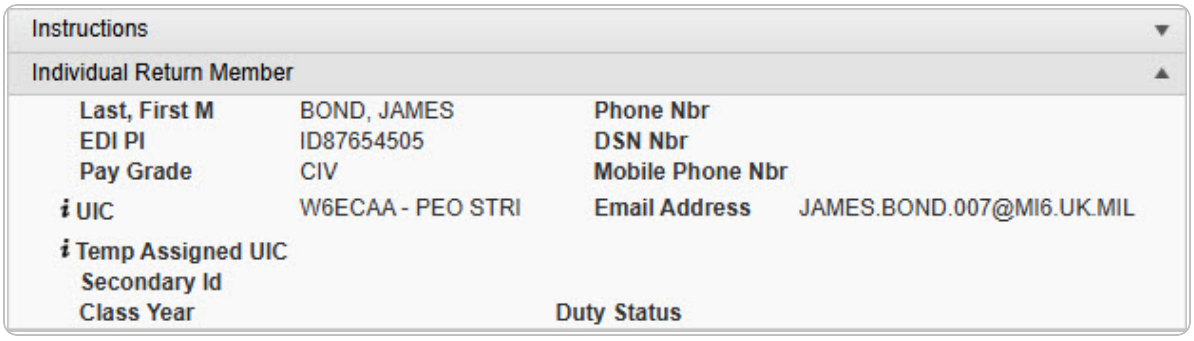
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Return. *This returns the issued Stock Numbers.*

   Select next to the member's record. The Individual Return Member screen appears..

2. Select View. *This views the issued Stock Numbers, waiting to be returned.*

   A. *Verify the Individual Return Member grid.*



   a. *Verify the Last, First M.*

   b. *Verify the EDI PI.*

c. *Verify the Pay Grade.*

d. *Verify the UIC.*

e. *Verify the TEMP ASSIGNED UIC.*

f. *Verify the Secondary ID.*

g. *Verify the Class Year.*

h. *Verify the PHONE NBR.*

i. *Verify the DSN NBR.*

j. *Verify the Mobile PHONE NBR.*

k. *Verify the E-MAIL Address.*

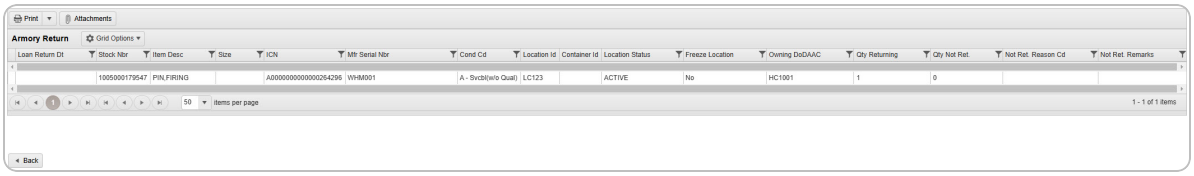
l. *Verify the Duty Status.*

B. *Verify the middle grid.*

a. *Verify the Return Number.*

b. *Verify the Status.*

C. *Verify the Armory Return Grid.*



a. *Verify the SKO Status.*

b. *Verify the Loan Return Date.*

c. *Verify the STOCK NBR.*

d. *Verify the ITEM DESC.*

e. *Verify the Size.*

f. *Verify the ICN.*

g. *Verify the MFR SERIAL NBR.*

h. *Verify the COND CD.*

i. *Verify the LOCATION ID.*

j. *Verify the CONTAINER ID.*

k. *Verify the Location Status.*
l. *Verify the Freeze Location.*
m. *Verify the OWNING DODAAC.*
n. *Verify the QTY RQD.*
o. *Verify the QTY ISSUED.*
p. *Verify the QTY RETURNING.*
q. *Verify the QTY NOT RET.*
r. *Verify the NOT RET. REASON CD.*
s. *Verify the NOT RET. REMARKS.*

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

- Armory Return Overview
- Add an Armory Return
- Add an Attachment to an Individual Return

Add an Armory Return

Overview

The Armory Return Add process provides the ability to create a new returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

Navigation

MATERIEL MGMT > Armory > Return > Search > Return > Armory Return Member page

Page Fields

The following fields display on the **Armory Return Member** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.
481	Select Sign button to allow member to enter electronic /manual signature and complete return.
482	Select Split button to credit member with a return item that differs from issued item.

483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.
485	Select "All" check-box to select / deselect all check-boxes.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.

Armory Return Member (Display)

Last, First M
EDI PI
Pay Grade
UIC
Temp Assigned UIC
Secondary Id
Class Year
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Duty Status

Armory Return Member (Edit)

Last, First M
EDI PI
Pay Grade
UIC *
Temp Assigned UIC

Service Center *
Secondary Id
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address

Exists

Return Number
Status
Scan Barcode

Armory Return Grid

All
Edit
Split
All Missing / Damaged
SKO Status
Loan Return Dt
Stock Nbr
Item Desc
Size
ICN
Mfr Serial Nbr
Cond Cd
Location Id
Container Id
Location Status
Freeze Location
Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.
Not Ret. Reason Cd
Not Ret. Remarks

Optional

LIN/TAMCN
Color
UII

Mfr Lot Nbr
Mfr Dt
Mfr Contract

Procedures

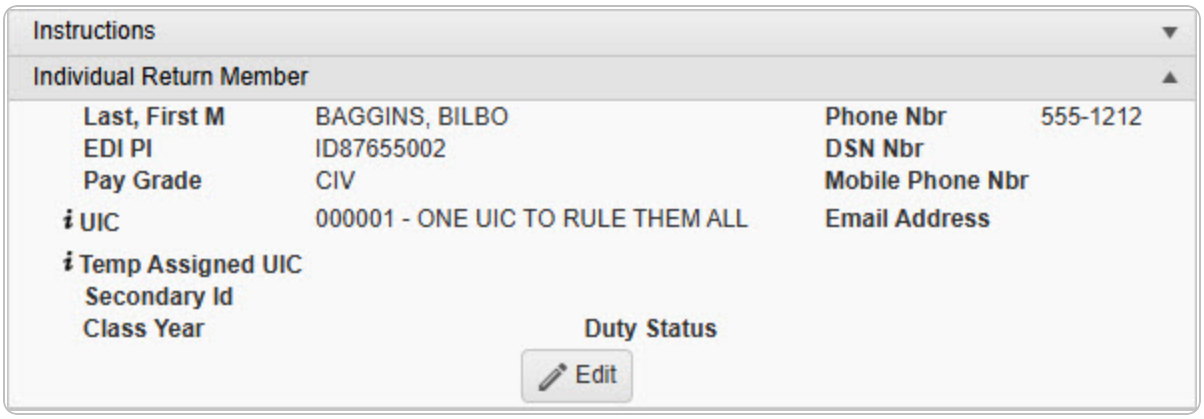
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Armory Return for Items Issued to a Member

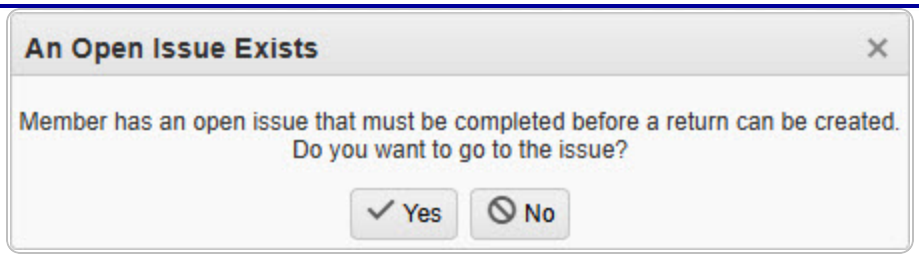
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Return next to the member's record. *The* ***Individual Return Member*** *screen appears.*



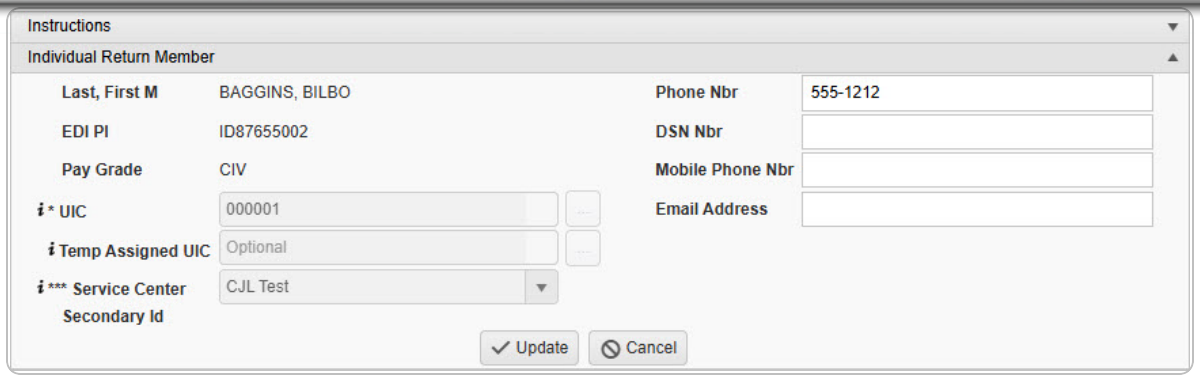
Note

If the member's issue is still pending and is not ready to be returned, the Open Issue Exists pop-up window appears.:



- Select Yes. *Continues to the **Armory Issue** page to complete the issue before returning it.*
- Select No. *Closes the pop-up window and returns to the **Armory Return** page.*

A. *The Last, First M automatically populates and is not editable.*
B. *The EDI PI automatically populates and is not editable.*
C. *The Pay Grade automatically populates and is not editable.*
D. *The UIC automatically populates and is not editable.*
E. *The TEMP ASSIGNED UIC automatically populates and is not editable.*
F. *The Secondary ID automatically populates and is not editable.*
G. *The Class Year automatically populates and is not editable.*
H. *The PHONE NBR automatically populates and is not editable.*
I. *The DSN NBR automatically populates and is not editable.*
J. *The Mobile PHONE NBR automatically populates and is not editable.*
K. *The E-MAIL Address automatically populates and is not editable.*
L. *The Duty Status automatically populates and is not editable.*
M. Select Edit. *Some of the fields become editable.*



a. *The Last, First M automatically populates and is not editable.*

b. *The EDI PI automatically populates and is not editable.*

c. *The Pay Grade automatically populates and is not editable.*

d. Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

e. Use ℹ or ... to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alpha-numeric character field.*

UIC Browse

f. Use ℹ or ▼ to select the Service Center.

g. *The Secondary ID automatically populates and is not editable.*

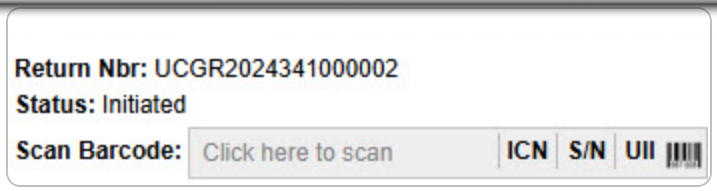
h. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

j. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

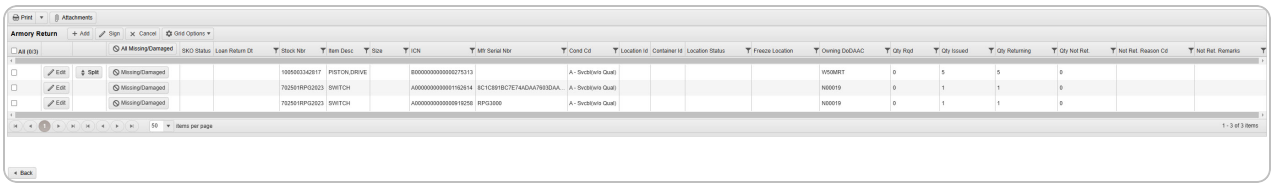
k. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

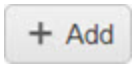
N. Select ✓ Update. *The editable fields close, and the revised information is saved.*



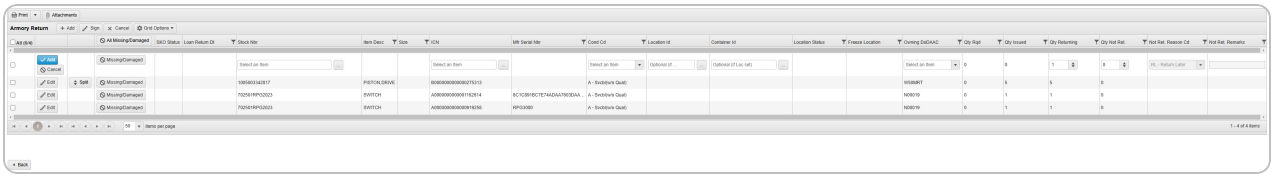
2. *The RETURN NBR automatically populates and is not editable.*
3. *The Status automatically populates and is not editable.*
4. Select

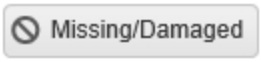
. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.*



5. Select 

. *A new row opens, with some of the fields open for editing.*



A. *Leave* 

alone until the other fields are populated.

B. *The SKO Status automatically populates and is not editable.*

C. *The Loan Return Date automatically populates and is not editable.*

D. Enter the STOCK NBR, or use

to browse for the identifier. *This is a 15 alpha-numeric character field.*

Stock Number Browse

E. *The ITEM DESC automatically populates and is not editable.*

F. *The Size automatically populates and is not editable.*

G. Enter the ICN, or use

to browse for the revised number. *This is a 20 alpha-numeric character field.*

Inventory Control Number Browse

H. *The MFR SERIAL NBR automatically populates and is not editable.*

I. Use to select the Cond Cd.

J. Enter the LOCATION ID, or use to browse for the place. *This is a 20 alpha-numeric character field.*

Location Browse

K. Enter the CONTAINER ID, or use to browse for the place. *This is a 25 alpha-numeric character field.*

Container Identification Browse

L. *The Location Status automatically populates and is not editable.*

M. *The Freeze Location automatically populates and is not editable.*

N. Use to select the Owning DoDAAC.

O. *The QTY RQD automatically populates and is not editable.*

P. *The QTY ISSUED automatically populates and is not editable.*

Q. Use to choose the QTY RETURNING.

R. Use to choose the QTY NOT RET. *When this is above 0, the next field becomes editable.*

S. Use to select the Not Ret. Reason Cd.

Note

If the item cannot be returned for whatever reason, either choose "MD - Missing/Damaged Gear Statement" **OR** select

. They both do the same thing.

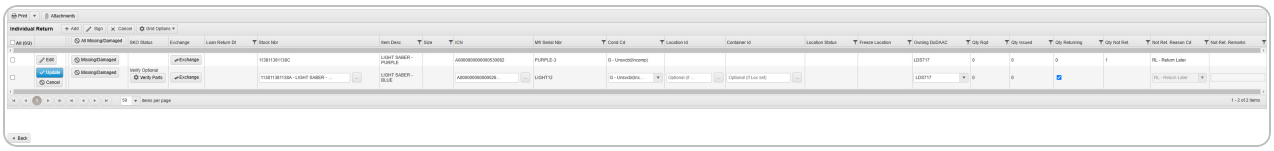
T. Enter the NOT RET. REMARKS in the field provided. *This is a 1,024 alphanumeric character field.*

6. Select

. *The new Armory Return Item appears in green at the top of the grid.*

Update an Armory Return for Items Issued to a Member

1. Select Edit. *The row opens, with some of the fields open for editing.*



   A. Select Missing/Damaged. *The NOT RET. REASON CD field changes to "MD - Missing/Damaged Gear Statement".*

   B. *Verify the SKO Status.*

> **Note**
>
> If the item is a single asset, the field is blank.
>
> If the item is a kit, the Verify Parts button appears. Select Verify Parts to open the SKO Inventory Management Browse pop-up window.

   C. *Verify the Loan Return Date.*

   D. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

      Stock Number Browse

   E. *Verify the ITEM DESC.*

   F. *Verify the Size.*

   G. Update the ICN, using ... to browse for the revised number. *This is a 20 alphanumeric character field.*

      Inventory Control Number Browse

   H. *Verify the MFR SERIAL NBR.*

   I. Update the Cond Cd, using ▼ to select the desired code.

J. Update the LOCATION ID, using ... to browse for the revised place. *This is a 20 alphanumeric character field.*

Location Browse

K. Update the CONTAINER ID, using ... to browse for the revised place. *This is a 25 alphanumeric character field.*

Container Identification Browse

L. *Verify the Location Status.*

M. *Verify the Freeze Location.*

N. Update the Owning DoDAAC, using ▼ to select the desired code.

O. *Verify the QTY RQD.*

P. *Verify the QTY ISSUED.*

Q. Update the QTY RETURNING, using ▲▼ to choose the revised amount.

R. Update the QTY NOT RET., using ▲▼ to choose the revised amount.

S. Update the Not Ret. Reason Cd, using ▼ to select the desired code.

T. Update the NOT RET. REMARKS, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select Update. *The revised Individual Return Item appears in green at the top of the 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	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

- Armory Return Overview
- Armory Return Process
- Add an Attachment to an Individual Return

Add Attachments to an Armory Return

Overview

The Armory Return Add Attachments process provides the ability to attach documents to the return of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Armory > Return > Search > Edit > Attachments > Attachments for Return NBR pop-up window

Page Fields

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

Instructions - Attachments for Return NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse…" button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Return NBR

Attachments

Attach Files

Desc
Primary
Name
Desc

Procedures

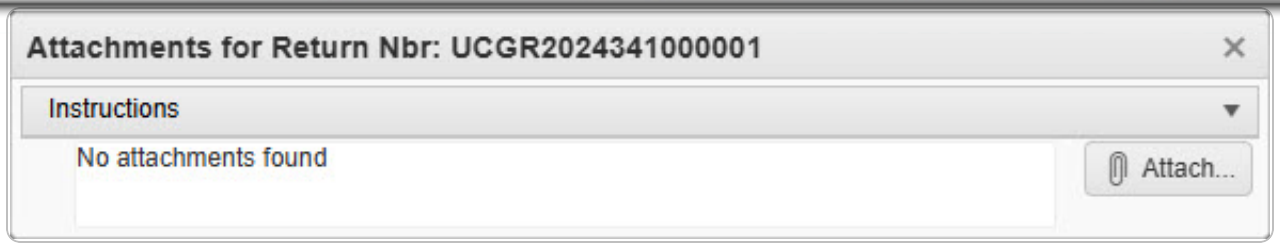
ELMS Navigation Helpful Tips

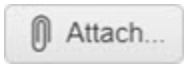
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Return

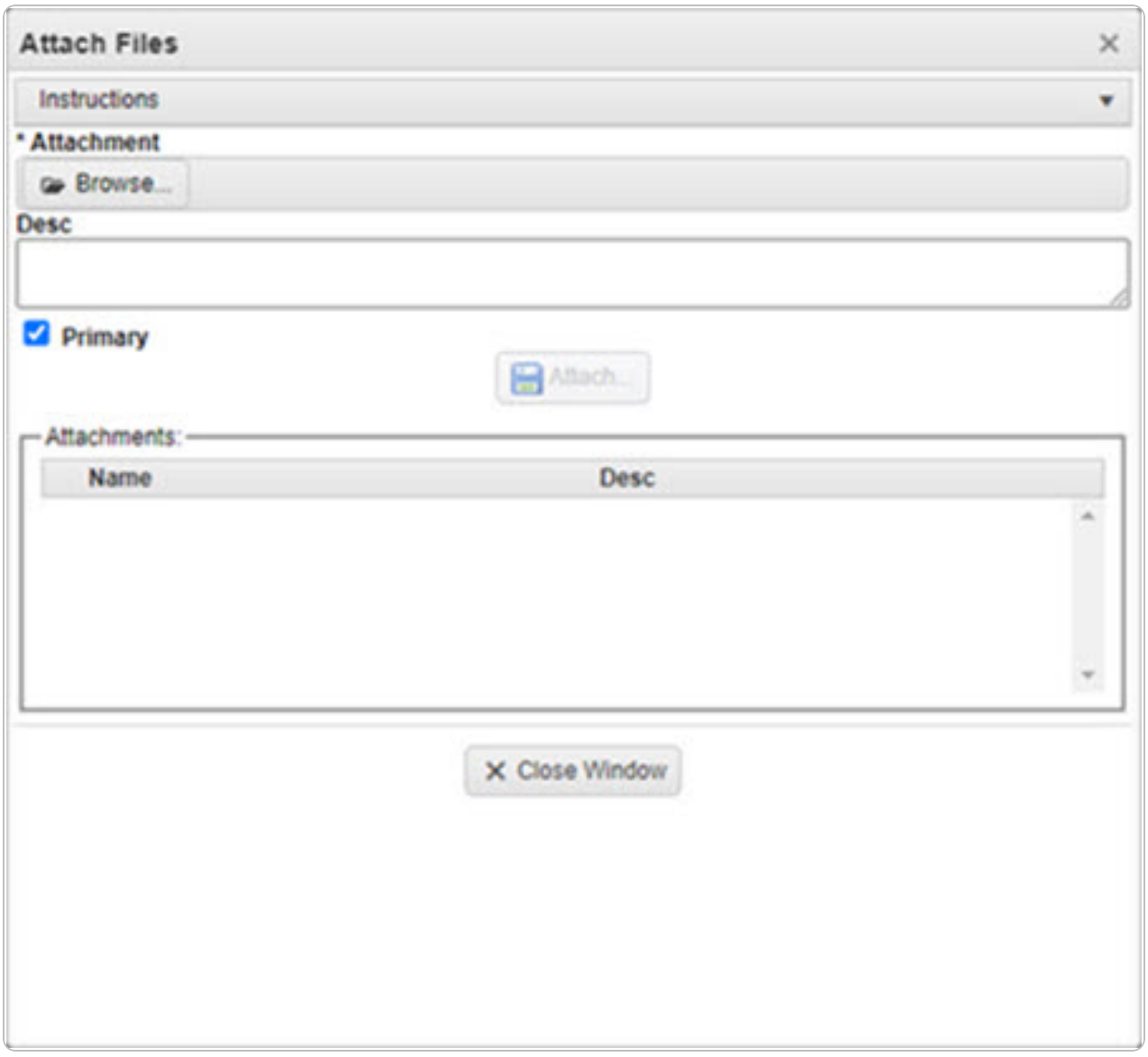
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Return NBR*** *pop-up window appears.*



2. Select 

. *The **Attach Files** pop-up window appears.*



3. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
6. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

10. Select Close Window . *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Return NBR** pop-up window.*

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 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 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

- Armory Return Overview
- Add an Armory Return
- Armory Return Process

Warehouse Issue

Overview

The Warehouse Management module Warehouse Issue process provides the ability to issue assets immediately out of a warehouse's inventory. Warehouse Issue records are assigned to a Cost Center that can function like a commercial Point of Sale. Containers can be issued with all assets within the Container assigned to the Cost Center. The process also provides Backorder tracking to monitor inventory replenishment.

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

MATERIEL MGMT > Warehouse Issue > Warehouse Issue Search page

Page Fields

The following fields display on the **Warehouse Issue Search** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Status
Document Nbr
Requested Dt From
Completed Dt From
Cost Center
Owning DoDAAC
Stock Nbr
Requested Dt To
Completed Dt To

Warehouse Issue Grid

All
Primary Attachment
Request Nbr
Status
Issue DoDAAC
UIC (Property Accountability)
Requested Dt
Expected Completion Dt
Completed Dt

Optional

Owning DoDAAC
Cost Center

Fund Cd
Disposal Authority Cd
Reason for Disposal Cd
Issue Mgmt Cd
Issue Type
Priority Cd
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks
Warehouse Id

Warehouse Issue Record - Asset(s) Requested

Stock Nbr
Item Desc
Mgmt Cd
UI
Requested Qty
Picked Qty
Document Nbr
Expected Completion Dt
Status

Optional

ARC
Color
CIIC
CIC
Dmil Cd
Gender
Haz Mat Cd
Item Designator Nbr
LIN/TAMCN
LIN/TAMCN Desc
Precious Mtl Cd
Stores Account Cd
Established By
Established Dt/Tm
Last Transaction Dt/Tm

Last Updated By
Program Id
Remarks

Warehouse Issue Record - Asset(s) Picked

Stock Nbr
Item Desc
ICN
Serial Nbr
Is Kit?
Location
Container
Location Status
Frozen Location
Cond Cd
Owning DoDAAC
Project Cd
Qty

Optional

Mfr Dt
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr
GFM Contract Nbr

Procedures

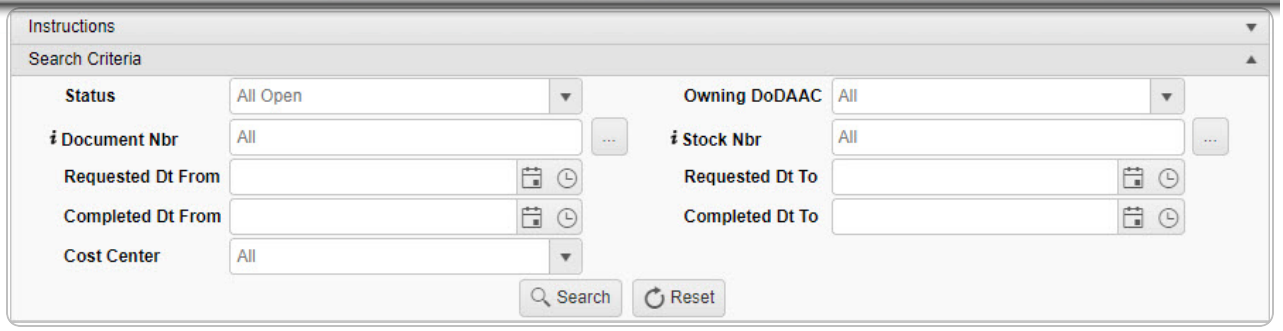
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search Warehouse Issue Records

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

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

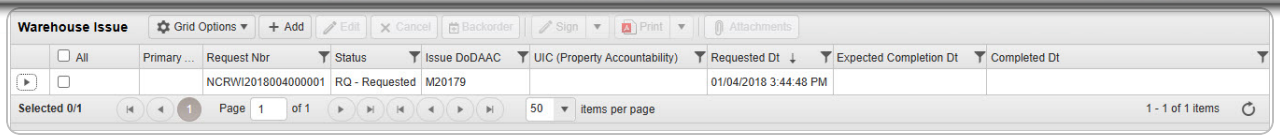


- Use ▼ to select the Status.
- Use ℹ or ... to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

  Document Number Browse
- Use 📅🕒 to select the REQUESTED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
- Use 📅🕒 to select the COMPLETED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
- Use ▼ to select the Cost Center.
- Use ▼ to select the Owning DoDAAC.
- Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

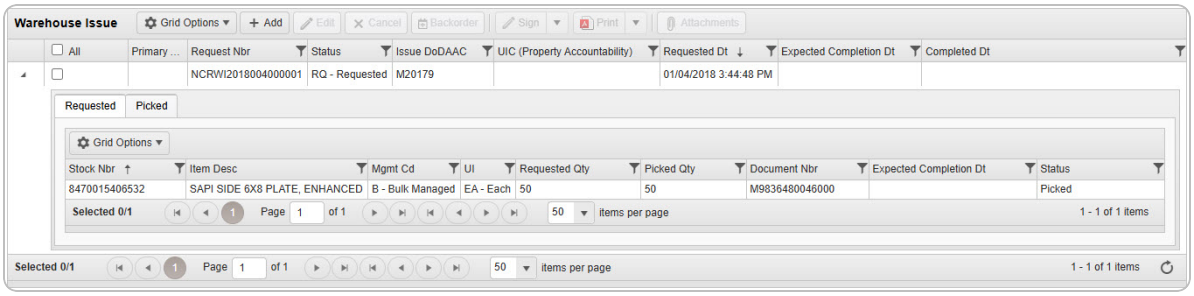
  Stock Number Browse
- Use 📅🕒 to select the REQUESTED DT TO, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
- Use 📅🕒 to select the COMPLETED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

2. Select Search. *Results display below in the Warehouse Issue Results Grid.*

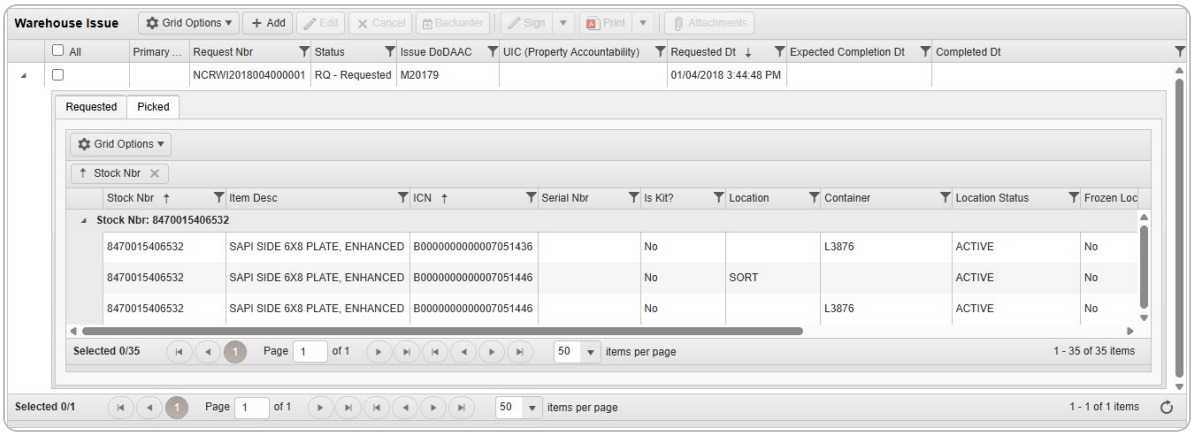


3. Select ▶ . *The asset(s) assigned within a Warehouse Issue record appear in the Warehouse Issue Results Detail Grid. There are two tabs available:.*

- *Requested*



- *Picked*



Add a Warehouse Issue Record

Select + Add . *The **Warehouse Issue Add** page appears.*

Update a Warehouse Issue Record

1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit , Cancel , Backorder , Sign , Print , *and* Attachments *become*

available.

2. Select ☐ next to the desired record. ☑ *appears.*
3. Select Edit. *The* ***Warehouse Issue Update*** *page appears.*

Cancel a Warehouse Issue Record

1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*
2. Select ☐ next to the desired record. ☑ *appears.*
3. Select Cancel. *The* ***Warehouse Issue Cancel*** *pop-up window appears.*

Backorder a Warehouse Issue Record

1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*
2. Select ☐ next to the desired record. ☑ *appears.*
3. Select Backorder. *The* ***Warehouse Issue Backorder*** *pop-up window appears.*

Sign a Warehouse Issue Record

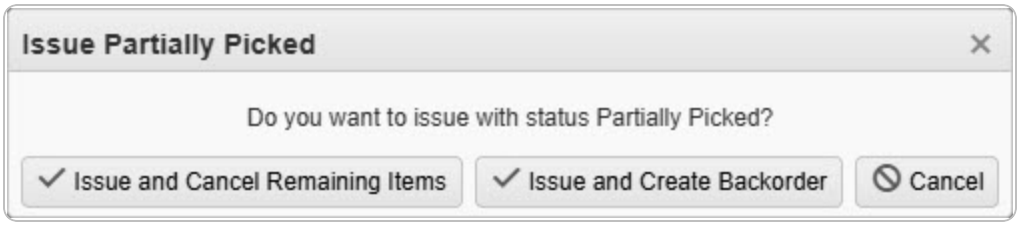
1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*
2. Select ☐ next to the desired record. ☑ *appears.*
3. Select Sign. *Choose either:*

- Select eSign. *The Signature Pad Form pop-up appears.*

- Select Manual Sign. *The DD FORM 1149 prints, and the authorized personnel signs the form.*

Attention

If all assets are not selected, the **Issue Partially Picked** pop-up window appears.



Choose one of the following options:

- Issue and Cancel Remaining Items continues with the Sign procedure. *Unselected assets are canceled.*
- Issue and Create Backorder continues with the Sign procedure. *Unselected assets are placed in a Backorder status.*
- Cancel stops the Sign procedure. *The pop-up window closes and returns to the* ***Warehouse Issue*** *page.*

Print a Warehouse Issue Record

1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*
2. Select ☐ next to the desired record. ☑ *appears.*
3. Select Print. *The Adobe Acrobat Reader window appears with the document available for saving or printing.*

Attach a Document to a Warehouse Issue Record

1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*
2. Select ☐ next to the desired record. ☑ *appears.*
3. Select Attachments. *The* ***Attachments for Request Nbr*** *pop-up 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.
xxxx — Invalid value entered.	Invalid Characters Entered in the field. Enter alphanumeric characters.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re-enter the Date (To).

Related Topics

- Add a Warehouse Issue Record
- Update a Warehouse Issue Record
- Add an Attachment to a Warehouse Issue Record

Add a Warehouse Issue Record

Overview

The Warehouse Issue Add process provides the ability to create an issue record and assign it to a Cost Center. Assets selected are immediately taken out of the warehouse's inventory.

Navigation

MATERIEL MGMT > Warehouse Issue > + Add > Warehouse Issue Add page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Issue Request Info

Request Nbr
Issue Type *
Fund Cd *
Cost Center *

Issue Mgmt Cd
Reason for Disposal Cd
Requested Dt
Issue DoDAAC *
UIC (Property Accountability)
Owning DoDAAC *
Priority Cd
Disposal Authority Cd
Expected Completion Dt (All Items)
Warehouse Id *

Catalog / Inventory Selection

Scan Barcode
All
Stock Number
Item Desc
Mgmt Cd
Requested Qty
Picked Qty
Document Nbr
Expected Completion Dt
Status
Add / Edit Remarks

Remarks
History Remarks

Optional

Established By
Established Dt/Tm
Remarks
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id

(*) Asterisk identifies mandatory fields.

Procedures

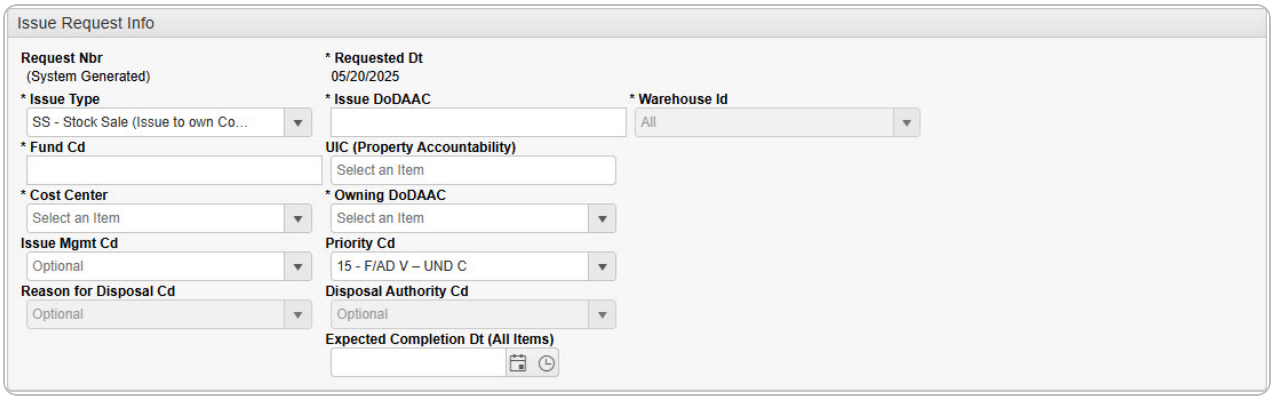
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Warehouse Issue Record

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

1. Select + Add. *The* ***Warehouse Issue Add*** *page appears.*



A. *The* REQUEST NBR *field automatically generates, once the document is finished.*

B. Use ▼ to select the Issue Type.
If the "BI - DLA Disposition Services Issue" Issue Type is selected, the DISPOSAL AUTHORITY CD *and* REASON FOR DISPOSAL CD *fields are available for input.*

C. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

D. Use ▼ to select the Cost Center.

E. Use ▼ to select the Issue Mgmt Cd.

F. Use ▼ to select the Reason for Disposal Cd.

G. *The* REQUESTED DT *field automatically populates, and is not editable.*

H. Enter the ISSUE DODAAC in the field provided. *This is a 6 alphanumeric character field.*

I. Enter the UIC from PA in the field provided. *This is a 6 alphanumeric character field.*

J. Use ▼ to select the Owning DoDAAC.

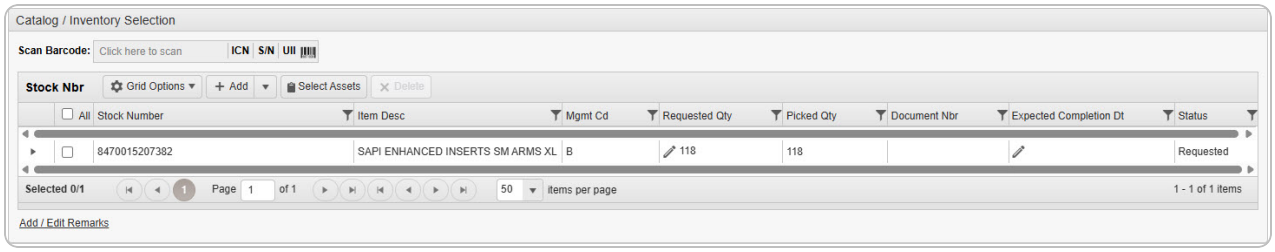
K. Use ▼ to select the Priority Cd.

L. Use ▼ to select the Disposal Authority Cd.

M. Use 📅🕒 to select the EXPECTED COMPLETION DT (All Items), or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

N. Use ▼ to select the Warehouse Id.

2. Add the Asset(s) to the Catalog / Inventory Selection Grid.



A. Select ▼ of + Add ▼ to choose:

- + Add Stock Nbr
  - a. *An entry appears in the grid below with the cursor in the Stock Number field.*
  - b. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Browse Stock Nbr(s)
  - a. *The **Stock Number Browse** pop-up window appears.*
  - b. Click ✓ Select next to the desired Stock Number.

c. Click ✓Take Selected. *The pop-up window closes, and the selected Stock Number appears on the Selection grid.*

Helpful Tip

The Warehouse Issue process provides the ability to scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset. Ensure the cursor is in the Scan Barcode field located above the Catalog / Inventory Selection grid. Scanning the barcode adds the asset automatically to the top of the grid.

B. Select in the REQUESTED QTY. *The cursor appears in the field.*

C. Use to choose the REQUESTED QTY. *The default quantity is "1".*

D. Click Select Assets. *The **Inventory Selection Browse** pop-up window appears.*

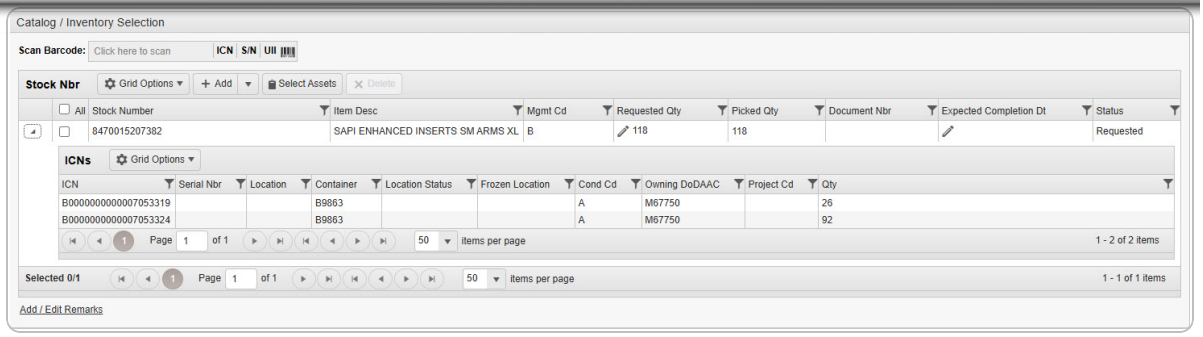
E. Select ☐ next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

Attention

If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory is chosen, select ✕ Delete on the Selected Inventory tab to remove the selection.

F. Select ✓Take Selected. *The pop-up window closes, and the PICKED QTY displays the selected quantity.*

To view the selected inventory, click the ▸ on the left side of the entry. The entry expands to display the ICN of the selected inventory.



G. Select in the EXPECTED COMPLETION DT. *The cursor appears in the field.*

H. Use to select the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

I. Repeat Steps A - F for multiple Stock Numbers.

Attention

If an entry is made in error, select next to the incorrect entry, and select Delete. The entry is removed from the Catalog / Inventory Selection grid.

3. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

4. Select Finish. *The **Warehouse Issue Add** page closes, and the new record appears at the top of the Warehouse Issue Results Grid in green.*

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:	Missing Entry. Enter the appropriate information

***Issue Type*.**	in the desired field.
13 — Mandatory Entry: *Issue DoDAAC*.	
13 — Mandatory Entry: *Fund Cd*.	
13 — Mandatory Entry: *Owning DoDAAC*.	
13 — Mandatory Entry: *Cost Center*.	
2136 — Fund Cd must be 2 positions, A - Z and/or 0 - 9.	Invalid Entry. The Fund Cd is a 2-position alpha-numeric entry. Type the Fund Cd again.
xxxx — Invalid value entered.	Invalid Characters entered in the field. Enter alphanumeric characters.
xxxx — Requested Qty must be > 0	Invalid Entry. The quantity must be 1 or larger. Enter a valid number.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special char-

	acters like ! or @ are prohibited.

Related Topics

- Warehouse Issue Overview
- Update a Warehouse Issue Record
- Add an Attachment to a Warehouse Issue Record

Update a Warehouse Issue Record

Overview

The Warehouse Issue Update process provides the ability to edit an issue record. Stock Number items can be added to existing Warehouse Issue Records.

Navigation

MATERIEL MGMT > Warehouse Issue > Edit > Warehouse Issue Update page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Issue Request Info

Request Nbr
Issue Type *
Fund Cd *
Cost Center *

Issue Mgmt Cd
Reason for Disposal Cd
Requested Dt
Issue DoDAAC *
UIC (Property Accountability)
Owning DoDAAC *
Priority Cd
Disposal Authority Cd
Expected Completion Dt (All Items)
Warehouse Id *

Catalog / Inventory Selection

Scan Barcode
All
Stock Number
Item Desc
Mgmt Cd
Requested Qty
Picked Qty
Document Nbr
Expected Completion Dt
Status
Add / Edit Remarks

Remarks
History Remarks

Optional

Established By
Established Dt/Tm
Remarks
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

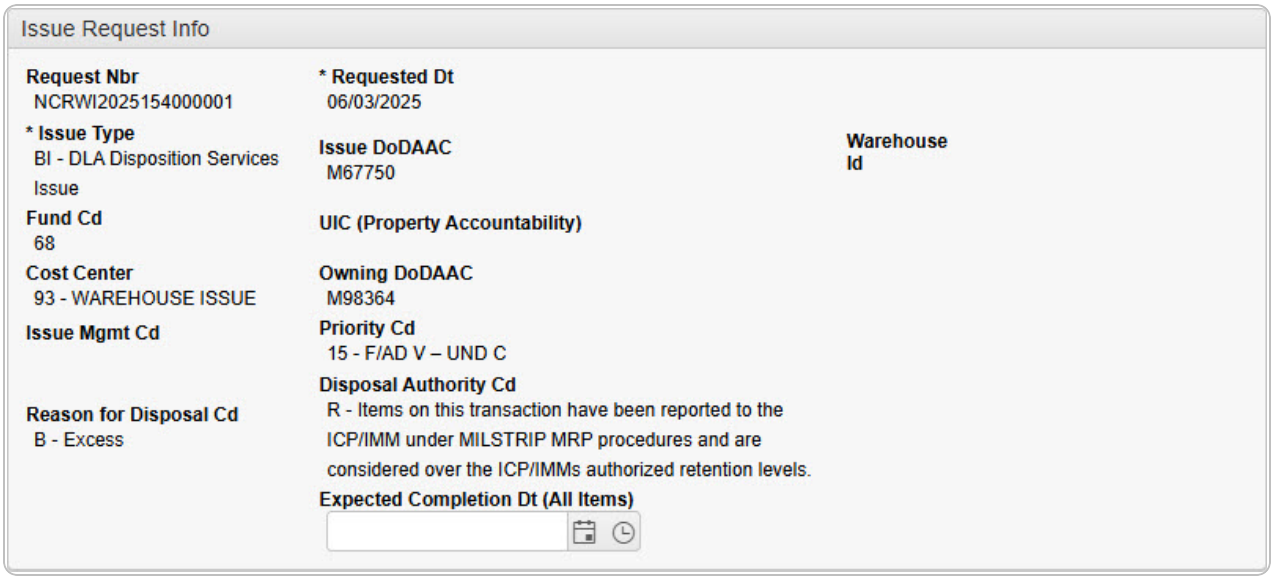
Click the following link to display Warehouse Navigation Tips.

Update a Warehouse Issue Record

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

1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*

2. Select Edit. *The Warehouse Issue Update page appears.*



A. *Verify the* REQUEST NBR.

B. *Verify the Issue Type.*
If the "BI - DLA Disposition Services Issue" Issue Type is selected, the DISPOSAL AUTHORITY CD *and* REASON FOR DISPOSAL CD *fields are available for input.*

C. *Verify the FUND CD.*

D. *Verify the Cost Center.*

E. *Verify the Issue Mgmt Cd.*

F. *Verify the REASON FOR DISPOSAL CD.*

G. *Verify the REQUESTED DT.*

H. *Verify the ISSUE DODAAC.*

I. *Verify the UIC from PA.*

J. *Verify the OWNING DODAAC.*

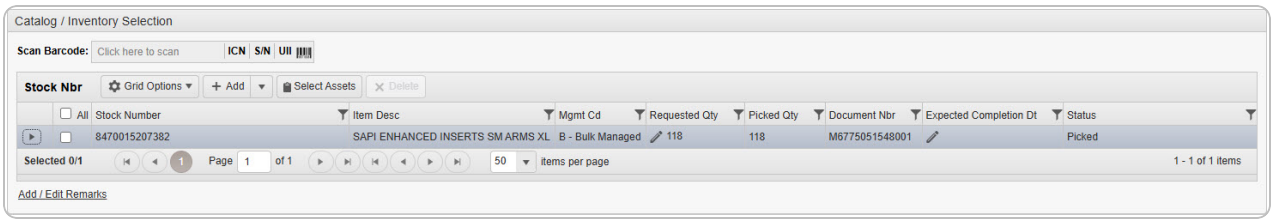
K. *Verify the PRIORITY CD.*

L. *Verify the DISPOSAL AUTHORITY CD.*

M. Use to select the EXPECTED COMPLETION DT (All Items), or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

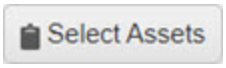
N. *Verify the WAREHOUSE ID.*

3. Update an entry on the Catalog / Inventory Selection Grid.



A. Select in the REQUESTED QTY. *The cursor appears in the field.*

B. Use to modify the REQUESTED QTY.

C. Click 

. *The **Inventory Selection Browse** pop-up window appears.*

D. Select next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

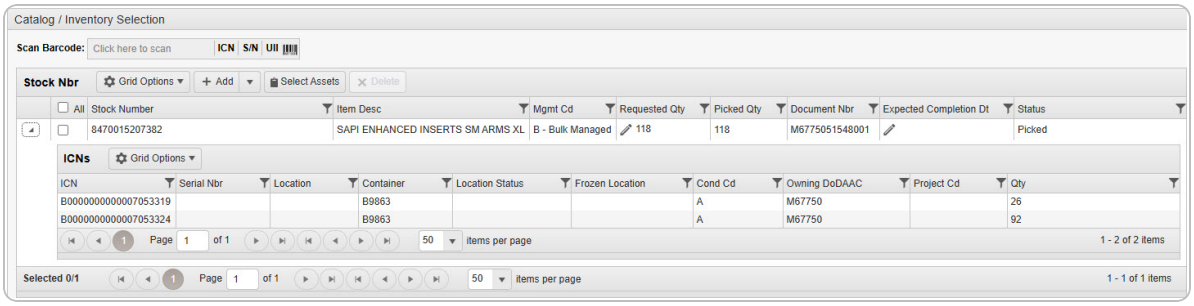
Attention

If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory

is chosen, select ✕ Delete on the Selected Inventory tab to remove the selection.

E. Select ✓Take Selected. *The pop-up window closes, and the PICKED QTY displays the selected quantity.*

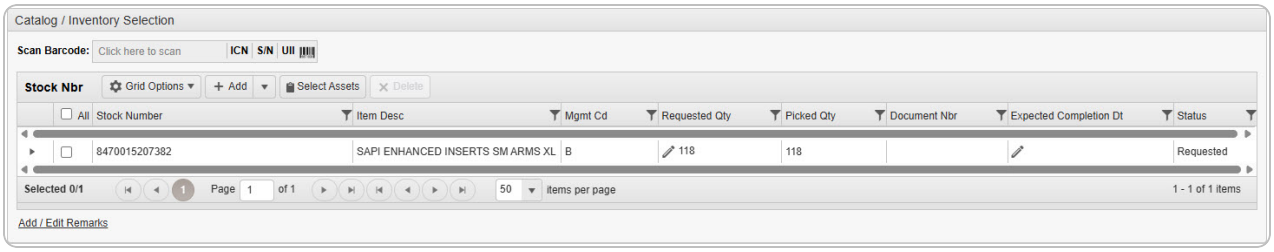
To view the selected inventory, click the ▸ on the left side of the entry. The entry expands to display the ICN of the selected inventory.



F. Select ✎ in the EXPECTED COMPLETION DT. *The cursor appears in the field.*

G. Use 📅 to change the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

4. Add an Item to the Catalog / Inventory Selection Grid.



A. Select ▼ of + Add ▼ to choose:

- + Add Stock Nbr
  - a. *An entry appears in the grid below with the cursor in the Stock Number field.*
  - b. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- 🔍 Browse Stock Nbr(s)

a. *The **Stock Number Browse** pop-up window appears.*

b. Click Select next to the desired Stock Number.

c. Click Take Selected. *The pop-up window closes, and the selected Stock Number appears on the Selection grid.*

Helpful Tip

The Warehouse Issue process provides the ability to scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset. Ensure the cursor is in the Scan Barcode field located above the Catalog / Inventory Selection grid. Scanning the barcode adds the asset automatically to the top of the grid.

B. Select in the REQUESTED QTY. *The cursor appears in the field.*

C. Use to choose the REQUESTED QTY. *The default quantity is "1".*

D. Click Select Assets. *The **Inventory Selection Browse** pop-up window appears.*

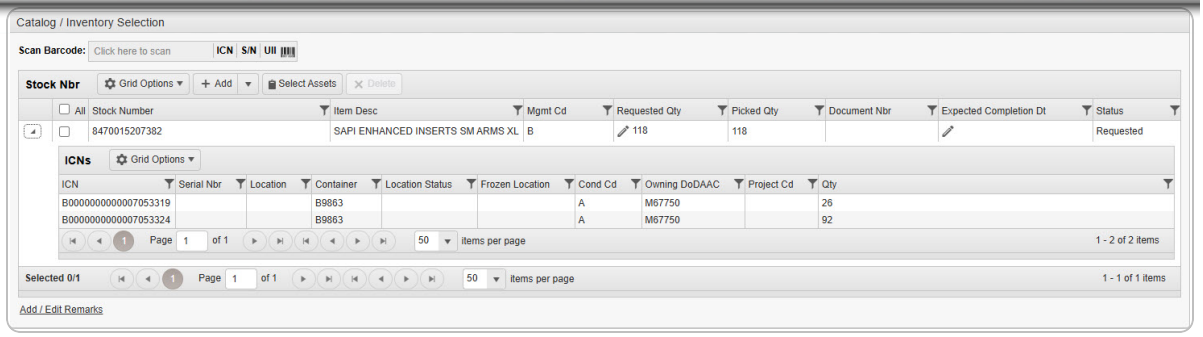
E. Select next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

Attention

If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory is chosen, select Delete on the Selected Inventory tab to remove the selection.

F. Select Take Selected. *The pop-up window closes, and the PICKED QTY displays the selected quantity.*

To view the selected inventory, click the on the left side of the entry. The entry expands to display the ICN of the selected inventory.



G. Select in the EXPECTED COMPLETION DT. *The cursor appears in the field.*

H. Use to select the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

I. Repeat Steps A - F for multiple Stock Numbers.

Attention

If an entry is made in error, select next to the incorrect entry, and select Delete. The entry is removed from the Catalog / Inventory Selection grid.

5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

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

6. Select Finish. *The **Warehouse Issue Add** page closes, and the new record appears at the top of the Warehouse Issue 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

xxxx - Invalid value entered.	Invalid Characters entered in the field. Enter alphanumeric characters.
xxxx - REQUESTED QTY must be > 0	Invalid Entry. The quantity must be 1 or larger. Enter a valid number.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Warehouse Issue Overview
- Add a Warehouse Issue Record
- Add an Attachment to a Warehouse Issue Record

Add an Attachment to a Warehouse Issue

Overview

The Warehouse Issue Add Attachments process provides the ability to attach documents to the issue records for a warehouse.

Navigation

MATERIEL MGMT > Warehouse Issue > ☐ (desired record) > Attachments > Attachments for Request NBR pop-up window

Page Fields

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

Instructions - Attachments for Request NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Request NBR

Thumbnails
Attach

Attach Files

Attachment
Desc
Primary
Name
Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

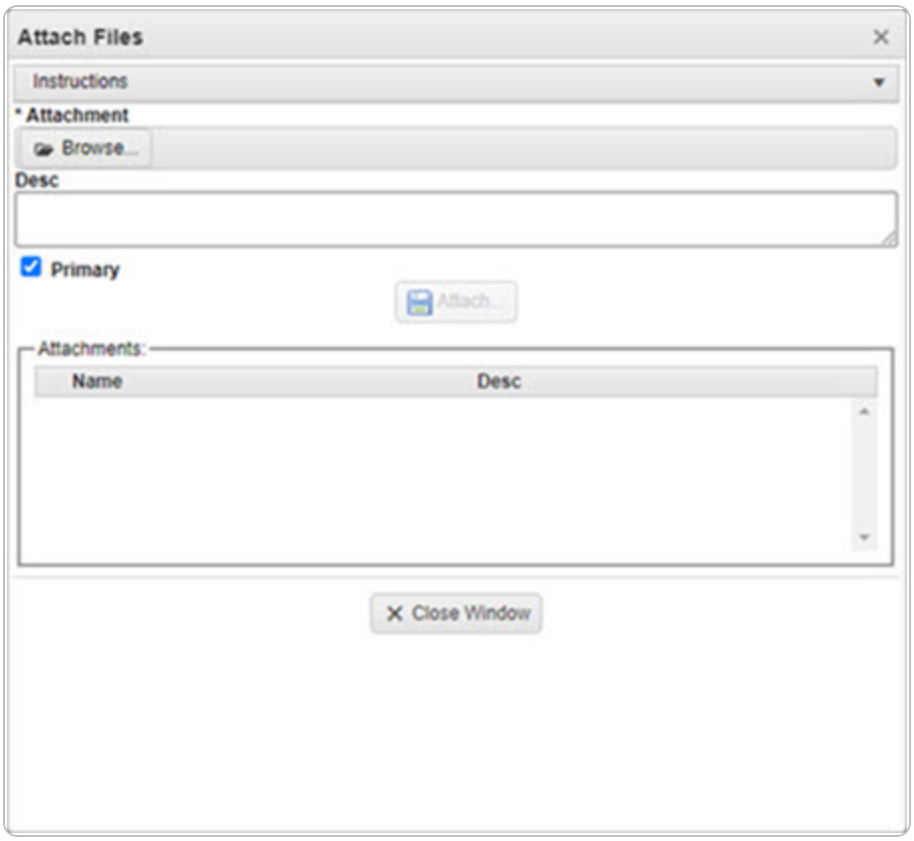
Attach a Document to a Warehouse Issue Record

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

1. Click ☐ to select the desired entry. *The Warehouse Issue row is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*

2. Select Attachments. *The **Attachments for Request NBR** pop-up window appears.*

3. Select Attach... *The **Attach Files** pop-up window appears.*



4. Select Browse... *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Click Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*
11. Click ✕ Close Window . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select ⊘ No to cancel the deletion.
- Select ✓ Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select ✓OK to complete the process. *The document is removed.*

12. Select ✕ . *The **Attachments for Request NBR** pop-up window closes and returns to the **Warehouse Issue** 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
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.
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 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

- Warehouse Issue Overview
- Add a Warehouse Issue Record
- Update a Warehouse Issue Record

Inventory Update — Manager

Overview

The Warehouse Management module Inventory Update — Manager process provides the ability to make changes to an Inventory record. Changes can either reflect informational changes over time or revise an asset's data within the Logistics Program.
When Inventory Updates are submitted, there is no "Inventory Update" record, just a direct update / creation of Inventory Master Records and / or Container Records. A History record, however, is created to capture those change(s).

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

MATERIEL MGMT > Inventory Update > Manager > Inventory Update page

Page Fields

The following fields display on the **Inventory Update — Manager** 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.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select the Yes hyperlink in the Kit column to perform a Kit Update.

Search Criteria

LIN/TAMCN
Stock Nbr
Item Desc
Serial Nbr
Location
Container
Location Status
Purpose Cd
ICN
Cond Cd
Reportable Commodity Type
Owning DoDAAC
Prj Cd
GFM Contract Nbr
Freeze Location

Inventory Update Grid

All
Primary Attachment
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Kit?
Cond Cd

Purpose Cd
ICN
Serial Nbr
Location
Container
Location Status
Freeze Location
On Hand Qty
Hard Alloc Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

CAGE Cd
Class Cd
Expiration Dt
Shelf Life Expiration Dt
Expiration SLC (Mos)
Extended Flg
Facility
Failed Flg
FSC
Gender
Haz Mat Cd
Last Cal Dt
Inspected By
In Service Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Member
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
NIIN

Reportable Commodity Type
Secondary Serial Nbr
Security Commodity Type
Service Life Expiration Dt
Service Life Remaining
Size
Stocking UI
Stocking Unit Price
Storage Requirement Cd
Temperature Controlled Cd
UII
Meter Reading
Utilization Measure Code
Percent Utilization
Asset ID
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Selected Inventory Grid

All
Errors
Primary Attachment
Stock Nbr
Item Desc
Cond Cd
Purpose Cd
ICN
Serial Nbr
Location
Container
Location Status
Freeze Location
On Hand Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

Inspected By
Meter Reading
Utilization Measure Code
Percent Utilization
Secondary Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr
UII Status Cd
UII
Mfr Dt
Shelf Life Expiration Dt
In Service Dt

Procedures

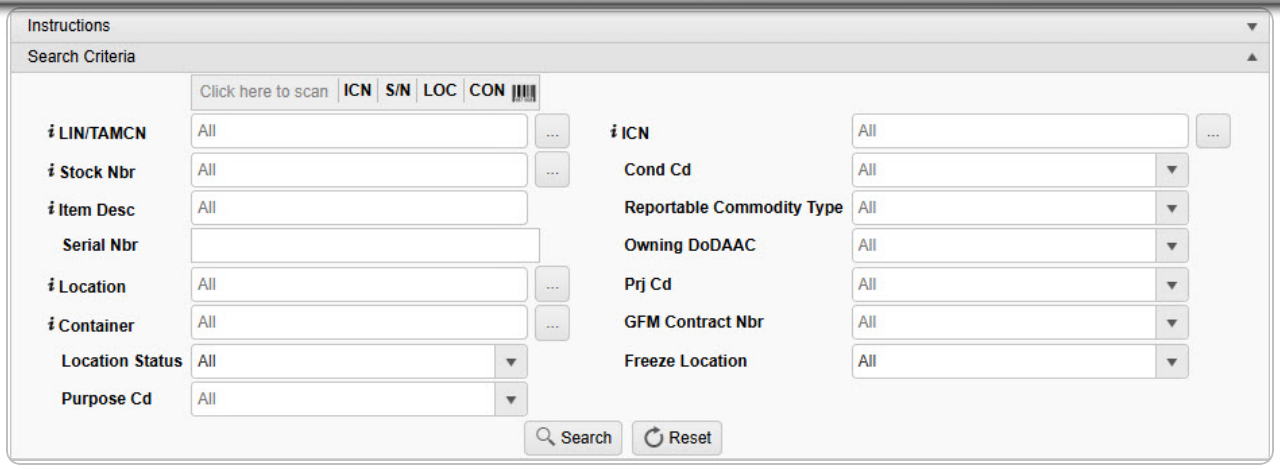
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Manager Inventory Update

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

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



- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse

- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse

- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

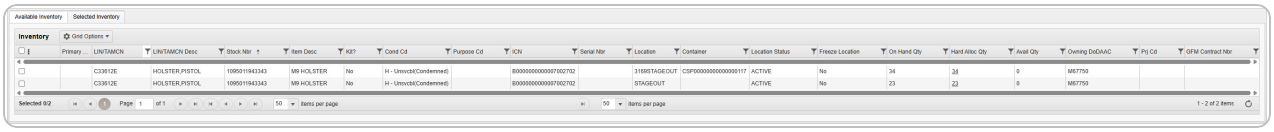
  Container Identification Browse

- Use to select the desired Location Status.
- Use to select the desired Purpose Cd.

- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse
- Use to select the desired Cond Cd.
- Use to select the desired Reportable Commodity Type.
- Use to select the desired Owning DoDAAC.
- Use to select the desired Prj Cd.
- Use to select the desired GFM Contract Nbr.
- Use to select the desired Freeze Location.

2. Select Search to begin the query. *Results display in the Inventory Update Grid below.*



Update a Manager Inventory Record

1. Click to select the desired entry. *The record(s) are highlighted.*
2. Select Selected Inventory. *The Selected Inventory tab appears.*
3. Select Edit. *The **Update Inventory** pop-up 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
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: *REASON CD*.	Missing Entry. Enter the appropriate information in the desired field.
1154 - The 'To Container' selected does not allow Mixed STOCK NBRS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 - The 'To Container' selected does not allow Mixed CONDITION CDS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 - The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Update the Manager Inventory Record
- UII/pRFID Association
- Inventory Update — User

- Update the User Inventory Record

Update the Inventory Record — Manager

Overview

The Inventory Update — Manager process allows updating an asset's Warehouse Location, CONTAINER ID, or other characteristics.
Depending upon the inspection type(s) associated to the Stock Number of the asset, different sets of 3 fields (Last Date, Next Date, and Inspected By) for each inspection type appear. The names change as the inspection type changes, but the idea remains the same.

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

MATERIEL MGMT > Inventory Update > Manager > Search > ☐ (desired records) > Selected Inventory Update tab > ☐ (desired record) > Edit > Update Inventory pop-up window

Page Fields

The following fields display on the **Update Inventory** 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.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Inventory

Action *

Document Nbr

Move

Qty to Move
To Cond Cd
To Container
Reason Cd *
Document Nbr
To Location
To Purpose Cd
To Prj Cd
Reason Desc

Qty Adjustment

Qty *
Reason Cd *
Document Nbr
Reason Desc

Item Data

To Owning DoDAAC *
To Purpose Cd
To Prj Cd
Reason Cd *
Document Nbr
To GFM Contract Number
To Cond Cd
Qty To Change
Reason Desc

GFM Contract Change

To Owning DoDAAC *
Qty To Change
Reason Cd *
Document Nbr
To GFM Contract Number
Reason Desc

Re-Identification

Stock Nbr

ICN Details

ICN

Serial Numbers

Serial Nbr
Secondary Serial Nbr

MFR Fields

Mfr Contract
Mfr Dt
Mfr Lot

Other

Asset Id

Owning DoDAAC
Qty To Change
Reason Cd *
Document Nbr
GFM Contract Nbr
Reason Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Inventory Record — Manager

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

1. Click ☐ to select the desired entry. *The record(s) are highlighted.*
2. Select Selected Inventory. *The Selected Inventory tab appears.*
3. Select Edit. *The* ***Update Inventory*** *pop-up window appears.*

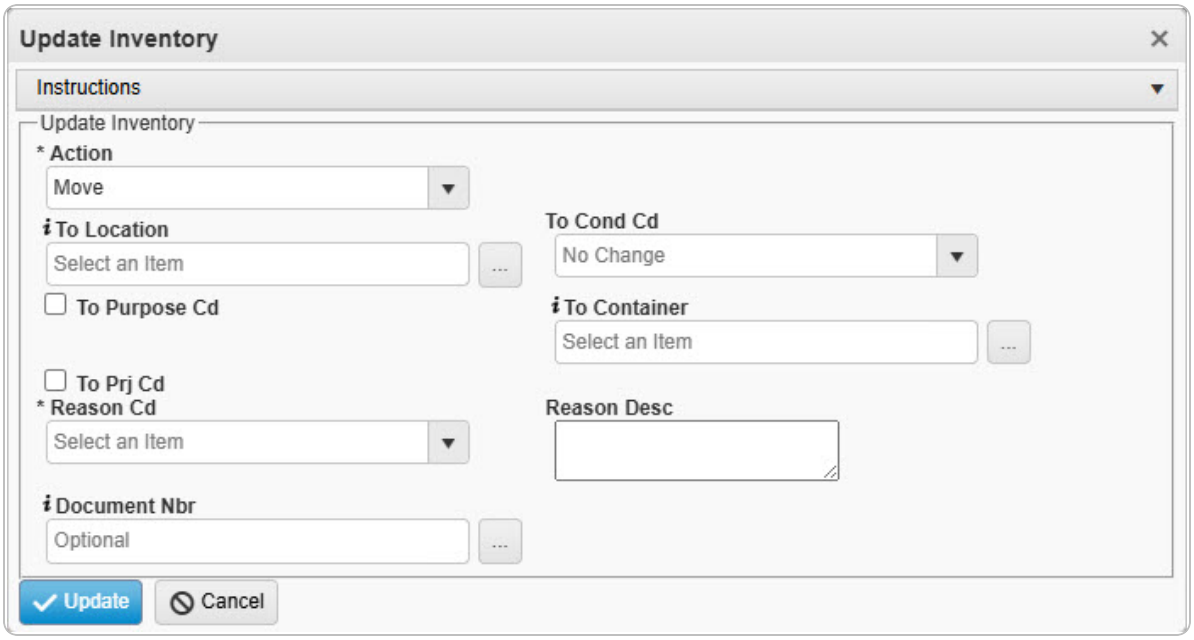
A. Use ▼ to select the desired Action.

B. Use i or ... to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

Document Number Browse

C. Click ☐ to select Print Labels When Finished. *The labels are automatically printed when the process is complete.*

Move



a. Use ℹ or ... to assist with the To Location entry. *This is a 20 alphanumeric character field.*

Location Browse

b. Click ☐ to select To Purpose Cd. *The following field appears:*

Use ▼ to select the desired Purpose Code.

c. Click ☐ to select To Prj Cd. *The following field appears:*

Use ▼ to select the desired Project Code.

d. Use ▼ to select the desired Reason Cd.

e. Use ℹ or ... to assist with the Document Nbr entry. *This is a 14 alpha-numeric character field.*

Document Number Browse

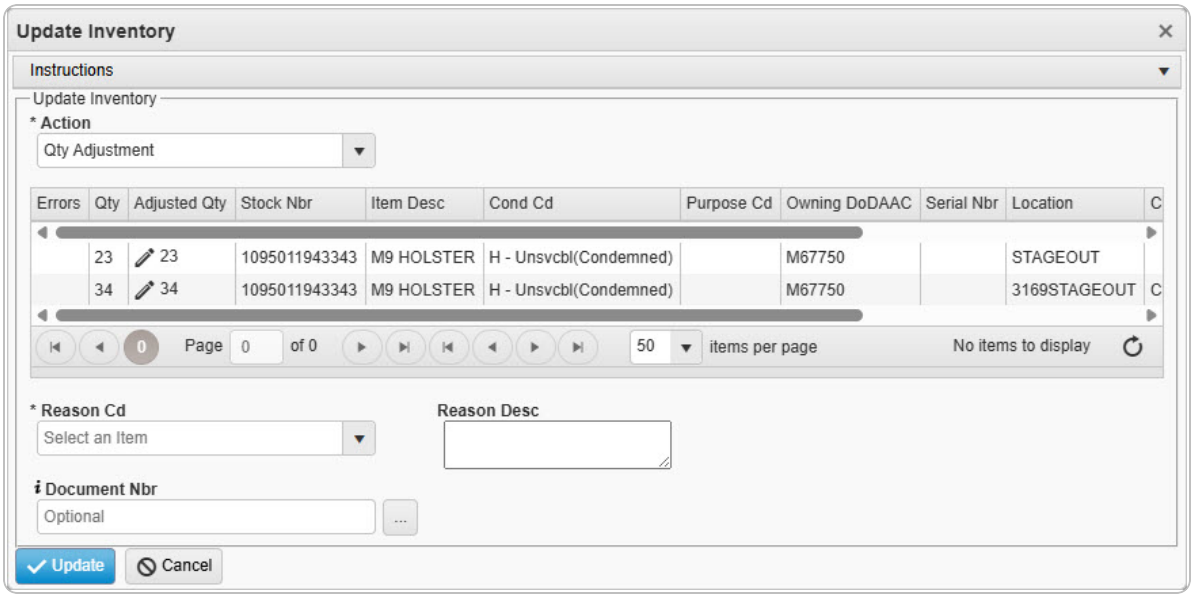
f. Use ▼ to select the desired To Cond Cd.

g. Use or to assist with the To Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse

h. Enter the Reason DESC in the field provided. *This is a 1,024 alphanumeric character field.*

QTY Adjustment



a. Select in the Adjusted QTY column. *The Adjusted Qty field appears.*

Use to choose the Adjusted QTY.

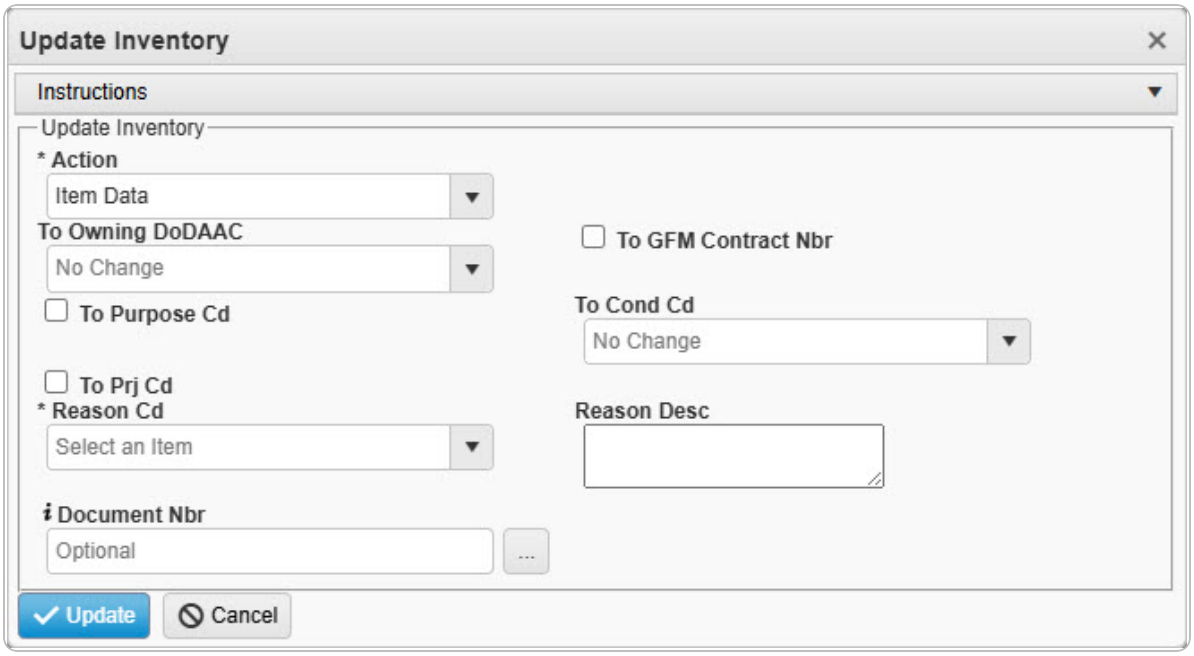
b. Use to select the desired Reason Cd.

c. Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

Document Number Browse

d. Enter the Reason DESC in the field provided. *This is a 1,024 alphanumeric character field.*

Item Data



a. Use ▼ to select the desired To Owning DoDAAC.

b. Click ☐ to select To Purpose CD. *The following field appears:*

Use ▼ to select the desired Purpose Code.

c. Click ☐ to select To PRJ CD. *The following field appears:*

Use ▼ to select the desired Project Code.

d. Use ▼ to select the desired Reason Cd.

e. Use ℹ or ... to assist with the DOCUMENT NBR entry. *This is a 14 alpha-numeric character field.*

Document Number Browse

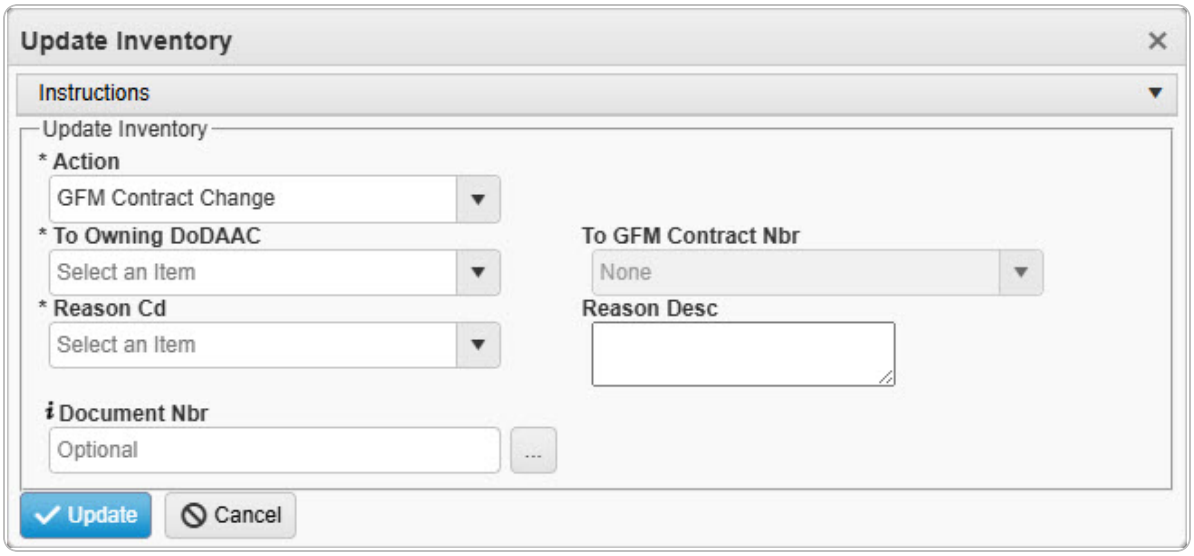
f. Click ☐ to select To GFM CONTRACT NBR. *The following field appears:*

Use ▼ to select the desired GFM Contract Nbr.

g. Use ▼ to select the desired To Cond Cd.

h. Enter the Reason DESC in the field provided. *This is a 1,024 alphanumeric character field.*

GFM Contract Change



a. Use ▼ to select the desired To Owning DoDAAC.

b. Use ▼ to select the desired Reason Cd.

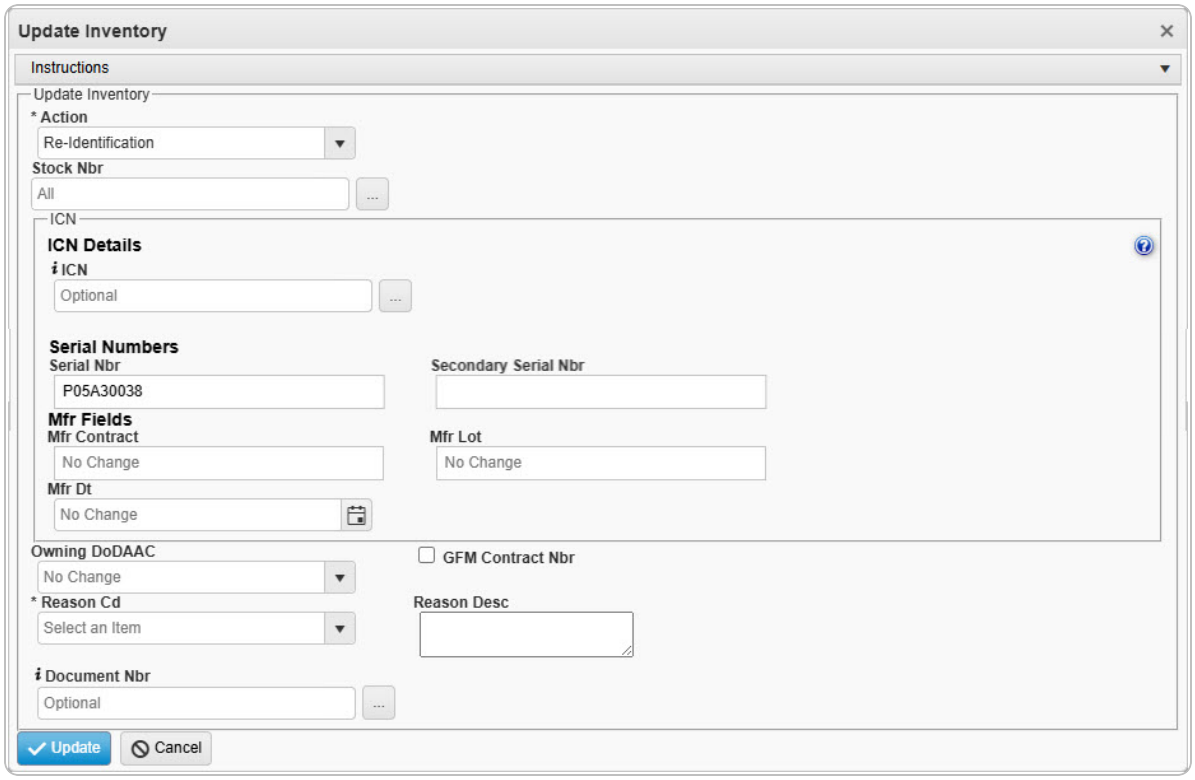
c. Use ℹ or ... to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

Document Number Browse

d. Use ▼ to select the desired To GFM Contract Nbr.

e. Enter the Reason DESC in the field provided. *This is a 1,024 alphanumeric character field.*

Re-Identification



a. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse

ICN Details

I. Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

Serial Numbers

I. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

II. Enter the Secondary SERIAL NBR in the field provided. *This is a 30 alpha-numeric character field.*

MFR Fields

I. Enter the MFR CONTRACT in the field provided. *This is a xx alphanumeric character field.*

II. Use to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided.

III. Enter the MFR LOT in the field provided. *This is a xx alphanumeric character field.*

Other

I. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

b. Use to select the desired Owning DoDAAC.

c. Use to select the desired Reason Cd.

d. Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

Document Number Browse

e. Click to select GFM CONTRACT NBR. *The following field appears:*

Use to select the desired GFM Contract Nbr.

f. Enter the Reason DESC in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select to process the transaction.

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: *Reason Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *To Quantity*.	
1191 — Serialized stock cannot have a quantity > 1.	Invalid Entry. The Stock Nbr is Serial Number Managed, and the To Quantity cannot be greater than 1. Re-enter the Stock Nbr.
1154 — The 'To Container' selected does not allow Mixed Stock Nbrs.	Invalid Entry. The location associated with the 'To Container' resulted in the Stock Nbr + Condition Cd being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 — The 'To Container' selected does not allow Mixed Condition Cds.	Invalid Entry. The location associated with the 'To Container' resulted in the Stock Nbr + Condition Cd being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 — The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Mem-

	ber Profile. Re-enter the To Container.

Related Topics

- Inventory Update — Manager
- UII/pRFID Association
- Inventory Update — User
- Update the User Inventory Record

Inventory Update — User

Overview

The Warehouse Management module Inventory Update - User process provides the ability to make changes to an Inventory record. These changes can revise an asset's Warehouse Location or CONTAINER ID.
When Inventory Updates are submitted, there is no "Inventory Update" record, just a direct update / creation of Inventory Master Records and / or Container Records. A History record, however, is created to capture those change(s).

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

MATERIEL MGMT > Inventory Update > User > Inventory Update page

Page Fields

The following fields display on the **Inventory Update -User** 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.
442	Select "Edit" button in expanded section to edit existing Individual Issue.

Search Criteria

LIN/TAMCN
Stock Nbr
Item Desc
Serial Nbr
Location
Container
Location Status
Purpose Cd
ICN
Cond Cd
Reportable Commodity Type
Owning DoDAAC
Prj Cd
GFM Contract Nbr
Freeze Location

Inventory Update Grid

Available Inventory

All
Primary Attachment
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Kit?
Cond Cd
Purpose Cd

ICN
Serial Nbr
Location
Container
Location Status
Freeze Location
On Hand Qty
Hard Alloc Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

CAGE Cd
Class Cd
Expiration Dt
Shelf Life Expiration Dt
Security Commodity Type
Expiration SLC (Mos)
Extended Flg
Facility
Failed Flg
FSC
Gender
Haz Mat Cd
Last Cal Dt
Inspected By
In Service Date
Last Insp Dt
Last Maint Dt
Last Test Dt
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Member
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
NIIN

Reportable Commodity Type
Secondary Serial Nbr
Security Commodity Type
Service Life Expiration Date
Service Life Remaining
Size
Stocking UI
Stocking Unit Price
Storage Requirement Cd
Temperature Controlled Cd
UII
Meter Reading
Utilization Measure Code
Percent Utilization
Asset ID
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Selected Inventory

All
Errors
Primary Attachment
Stock Nbr
Item Desc
Cond Cd
Purpose Cd
ICN
Serial Nbr
Location
Container
Location Status
Freeze Location
On Hand Qty
Avail Qty
Owning DoDAAC
Prj Cd
GFM Contract Nbr

Optional

Inspected By

Meter Reading
Utilization Measure Code
Percent Utilization
Secondary Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr
UII Status Cd
UII
Mfr Dt
Shelf Life Expiration Dt
In Service Date

Procedures

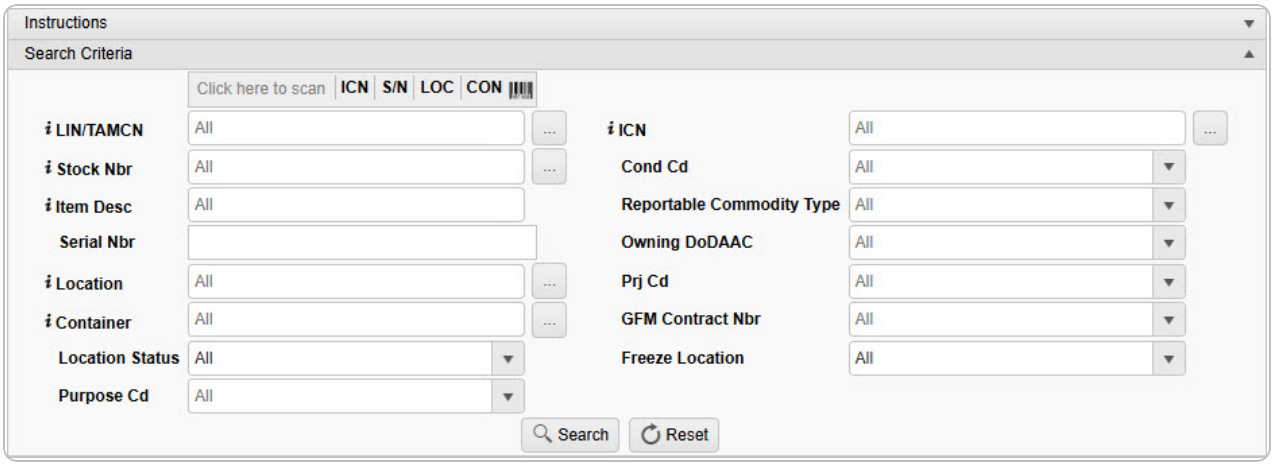
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a User Inventory Update

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

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



- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse

- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Enter the Item Description, using to assist with the entry. *This is a 1024 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse

- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse

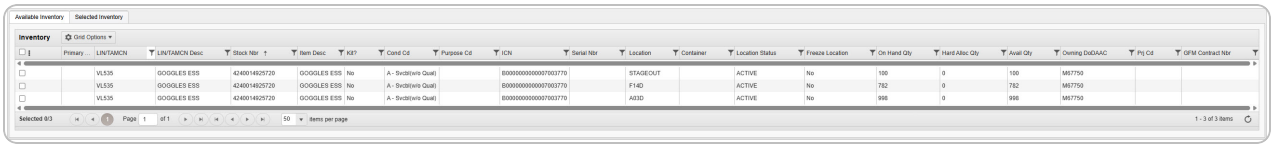
- Use to select the desired Location Status.
- Use to select the desired Purpose Cd.
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse

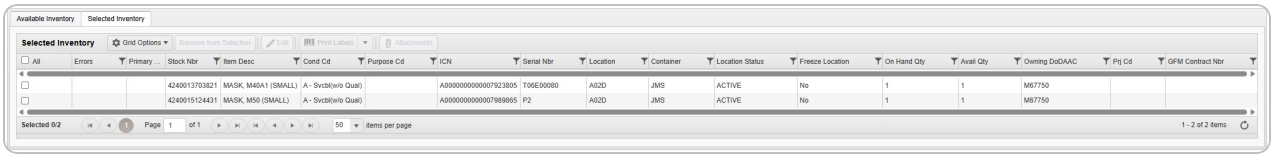
- Use to select the desired Cond Cd.
- Use to select the desired Reportable Commodity Type.
- Use to select the desired Owning DoDAAC.
- Use to select the desired Prj Cd.

- Use ▼ to select the desired GFM Contract Nbr.
- Use ▼ to select the desired Freeze Location.

2. Select Search. *Results display in the Inventory Update - Available Inventory Grid below.*



3. Select ☐ next to the desired record(s). ☑ *appears.*
4. Select the Selected Inventory tab. *Results display in the Inventory Update - Selected Inventory Grid.*



Update a User Inventory Record

Select Edit. *The **Update Inventory** pop-up 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
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: *REASON CD*.	Missing Entry. Enter the appropriate information in the desired field.
1154 — The 'To Container' selected does not allow Mixed STOCK NBRS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 — The 'To Container' selected does not allow Mixed CONDITION CDS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 — The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Update the User Inventory Record
- UII/pRFID Association
- Inventory Update — Manager
- Update the Manager Inventory Record

Updating the Inventory Record — User

Overview

The Inventory Update -User process allows editing an asset's Warehouse Location or CONTAINER ID.
Depending upon the inspection type(s) associated to the Stock Number of the asset, different sets of 3 fields (Last Date, Next Date, and Inspected By) for each inspection type appear. The names change as the inspection type changes, but the idea remains the same.

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

MATERIEL MGMT > Inventory Update > User > Search > ☐ (desired records) > Selected Inventory Update tab > ☐ (desired record) > Edit > Update Inventory pop-up window

Page Fields

The following fields display on the **Update Inventory** 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.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Inventory

Action *

Document Nbr

Move

To Location
To Purpose Cd
Reason Cd *

Document Nbr
To Cond Cd

To Container
Reason Desc

QTY Adjustment

Reason Cd *

Document Nbr
Reason Desc

Item Data

To Owning DoDAAC *
To Purpose Cd
To Prj Cd
Reason Cd *

Document Nbr
To GFM Contract Number
To Cond Cd
Qty To Change
Reason Desc

GFM Contract Change

To Owning DoDAAC *

Qty To Change
Reason Cd *

Document Nbr

To GFM Contract Number
Reason Desc

Re-Identification

Stock Nbr

ICN Details

ICN

Serial Numbers

Serial Nbr
Secondary Serial Nbr

MFR Fields

Mfr Contract
Mfr Dt
Mfr Lot

Other

Asset Id

Owning DoDAAC
Qty To Change
Reason Cd *

Document Nbr

GFM Contract Nbr
Reason Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Inventory Record — User

Helpful Tip

Not all fields are available or editable. There are numerous factors involved, including the management type, kind, and availability, of the inventory items.

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

1. Select Edit next to the desired Inventory record. *The* ***Update Inventory*** *pop-up window displays.*
2. *The following fields are automatically populated and are not editable:*
   - *Stock Nbr*
   - *To Stock Nbr*
   - *ICN*
   - *To ICN Select* **+** *next to the To* ***ICN*** *field.*

     The ***ICN Details*** *panel appears.*

     A. *Depending upon the Stock Nbr, different fields are viewable, but not editable.*

     B. Select Labels to print new labels. *The* ***Print Label Request*** *pop-up window appears*.

     Selecting Reset *at any point of this procedure returns all fields to the default setting, whereas* Cancel *removes all revisions and closes the pop-up window.*

     C. Use ▼ to select the desired Printer Language.

     The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.

     D. Use ▼ to select the desired Label Size.

     The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.

E. Select ☐ to include the RFID information on the label.

F. Use ▲▼ to choose the correct quantity of labels to print.

G. Select Print to complete the label printing.

- *COND CD*
- *To COND CD*
- *Location*
- *Container*
- *ON HAND QTY*
- *Owning DODAAC*
- *To Owning DODAAC*
- *PRJ CD*
- *To PRJ CD*

3. Update the To Location, using ℹ or ... to assist with the revised place.

4. Update the To Container, using ℹ or ... to assist with the revised ID.

If this is a Serialized Asset, these additional fields are available. If this is a Bulk Asset, no additional fields are available.

A. Verify or revise the Last DT for each inspection type listed, using 📅 or entering the date (MM/DD/YYYY) in the field(s) provided.

B. Verify or revise the Next DT for each inspection type listed, using 📅 or entering the date (MM/DD/YYYY) in the field(s) provided.

C. Verify or revise the personnel name(s) in the Inspected By field(s), entering the correct personnel name(s) in the Inspected By field(s).

D. *Select* ✓ Edit Additional Info *at the bottom left corner of the pop-up window.*

*The **Additional Info** pop-up window appears.*

a. Use ▼ to select any desired Add Field entries.

The options are specific to the preset entries associated with the Stock Number. See Stock Number for further information.

Helpful Tip

Multiple entries are allowed, and listed beneath the Add Field: field.

If an entry is mistakenly added, select ✕ next to the entry to remove it.

b. Select ✓ Update to process the extra fields.

5. Verify or revise the To QTY field, using ▲▼ to choose the correct To QTY.

6. Verify or revise the REASON CD, using ▼ to select the desired REASON CD.

7. Verify the default DOCUMENT NBR, using ... to browse for the correct DOCUMENT NBR.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select ✓ Update to process the transaction.

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:	Missing Entry. Enter the appropriate information

***Reason Cd*.**	in the desired field.
13 — Mandatory Entry: *To Quantity*.	
1191 — Serialized stock cannot have a quantity > 1.	Invalid Entry. The Stock Nbr is Serial Number Managed, and the To Quantity cannot be greater than 1. Re-enter the Stock Nbr.
1154 — The 'To Container' selected does not allow Mixed Stock Nbrs.	Invalid Entry. The location associated with the 'To Container' resulted in the Stock Nbr + Condition Cd being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 — The 'To Container' selected does not allow Mixed Condition Cds.	Invalid Entry. The location associated with the 'To Container' resulted in the Stock Nbr + Condition Cd being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 — The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Inventory Update — User
- UII/pRFID Association
- Inventory Update — Manager

- Update the Manager Inventory Record

UII/pRFID Association

Overview

The Warehouse Management module UII/pRFID Association process provides the ability to associate UII and pRFID identifiers to their inventory.

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

Materiel Mgmt > Inventory Update > UII/pRFID Assoc > UII/pRFID Association page

Page Fields

The following fields display on the **UII/pRFID Association** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

RFID
Stock Nbr
Item Desc
Mgmt Cd
UII
ICN
Serial Nbr

Search Results

RFID
UII
Stock Nbr
Item Desc
ICN
Serial Nbr
Mgmt Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a UII/pRFID Association

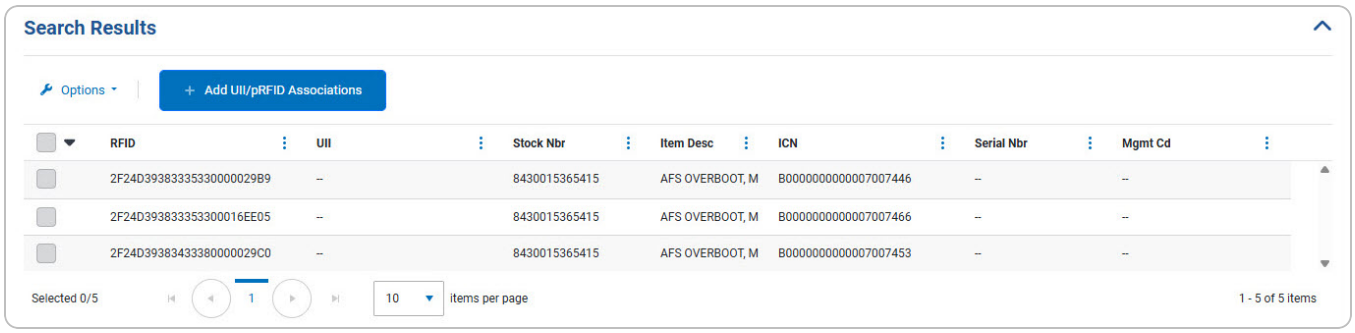
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

- Enter the RFID in the field provided. *This is a 255 alphanumeric character field.*
- 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 Mgmt Cd.
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

- Enter the ICN in the field provided. *This is a 20 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

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



Add UII/pRFID Associations

Select Add UII/pRFID Associations. *The **Add UII/pRFID Associations** 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.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Inventory Update — Manager
- Update the Manager Inventory Record
- Inventory Update — User
- Update the User Inventory Record

Add UII/pRFID Associations

Overview

The UII/pRFID Association Add process provides the ability to create associations between UII and pRFID identifiers.

Navigation

Materiel Mgmt > Inventory Update > UII/pRFID Assoc > Search > ☐ (desired record) > + Add UII/pRFID Associations > UII/pRFID Associations page

Page Fields

The following fields display on the **UII/pRFID Associations** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UII/pRFID Associations

Associations

Number

Item for Association

ICN
Serial Nbr

New Identification associated to the Item

RFID
UII Status *

UII *

Associations

RFID
UII
UII Status *
Stock Nbr
Item Desc
ICN
Serial Nbr
Association Status
Error Description

(*) Asterisk identifies mandatory fields.

Procedures

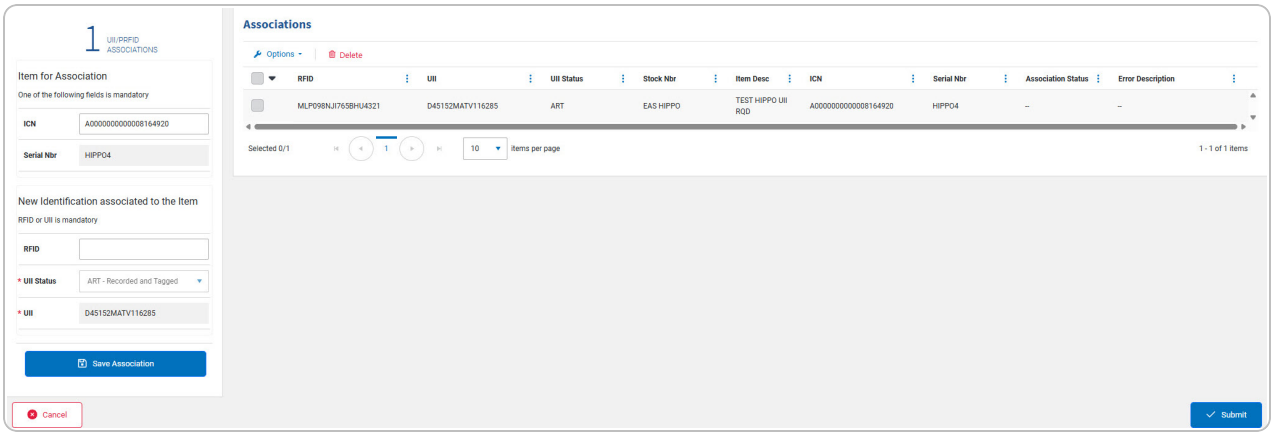
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add UII/pRFID Associations

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

1. Select + Add UII/pRFID Associations. *The **Add UII/pRFID Associations** page appears.*



A. Enter the ICN in the field provided. *This is a 20 alphanumeric character field.*
OR
Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

B. Enter the RFID in the field provided. *This is a 255 alphanumeric character field.*
OR
Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

C. Select Save Association. *The entry from the UII/pRFID Associations panel moves to the Associations grid.*

Delete the Associations

A. Click ☐ to select the Associations record. *The Associations record is highlighted.*

B. Select Delete. *The Associations record is removed from the grid.*

Submit the Associations

Select Submit. *The **Add UII/pRFID Associations** page closes, and the record appears in the Search Results grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2395 — Invalid ICN.	Invalid Entry. The ICN has already been used for a different record. Enter a different ICN.
2 — Invalid entry *SERIAL*	Invalid Entry. The mentioned field's entry has

NBR.	the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

Related Topics

- UII/pRFID Association
- Inventory Update — Manager
- Update the Manager Inventory Record
- Inventory Update — User
- Update the User Inventory Record

Replenishment Request

Overview

The Warehouse Management module Replenishment Request process provides the ability to manually submit a request to replenish commodity types for an entire site or region. ELMS automatically generates replenishment requests, based on current inventory levels. However, if an upcoming need presents itself before the usual lead time, the Request orders the affected commodity type in preparation for that need.

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment Request page

Page Fields

The following field displays on the **Replenishment Request** page. For more information on the field, select the hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
510	Select Submit button to calculate and request needed replenishment.

Actions

Security Commodity Type

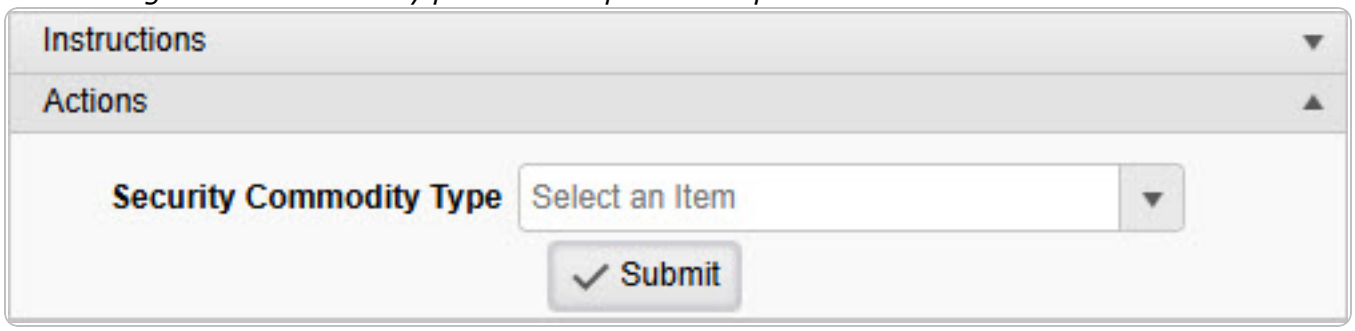
Procedures

ELMS Navigation Helpful Tips

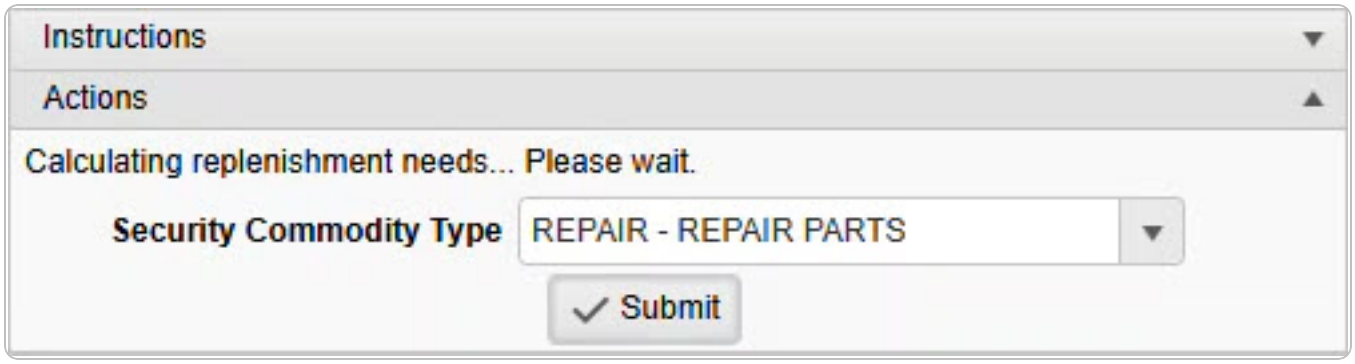
Click the following link to display Warehouse Navigation Tips.

Request the Replenishment of a Commodity Type

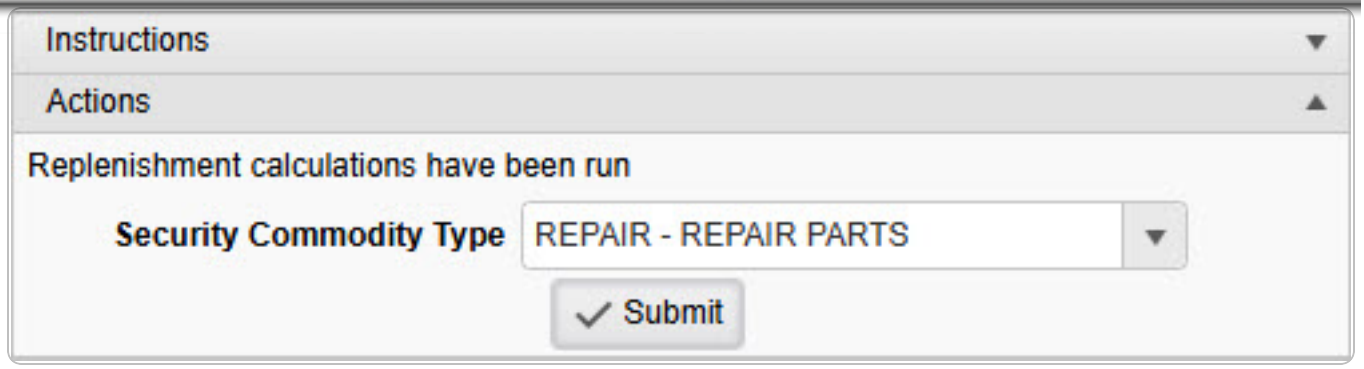
Selecting Submit *at any point of this procedure performs the calculations.*



1. Use ▼ to select the Security Commodity Type.
2. Select Submit.



3. *The calculation is completed.*



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
xxxx — Please select a Reportable Commodity Type.	Missing Entry. Security Commodity Type cannot be left empty. Make a selection from the drop-down list.

Related Topics

- Replenishment Review Overview
- Add a Replenishment For Review
- Update a Replenishment For Review
- Delete a Replenishment For Review

Replenishment Review Overview

Overview

The Warehouse Management module Replenishment Review / Approve / Disapprove process provides the ability to manage stock levels for a specific warehouse (as opposed to commodity types for an entire site or region). When a warehouse receives a request for replenishment, the appropriate warehouse personnel receive a notification on the ELMS Warehousing Home Page. Those personnel are able to review the request, and either approve or disapprove it.

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

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment Review Approve / Disapprove page

Page Fields

The following fields display on the **Warehouse Replenishment Review Approve / Disapprove** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Replenishment Search Criteria Grid

Stock Nbr
Status
Replenishment Source
Estbd Dt From
LIN/TAMCN
Reportable Commodity Type
Estbd Dt To

Warehouse Replenishment Grid

Edit
Delete
Reference Nbr
Stock Nbr
Item Desc
Owning DoDAAC
Requested Qty
Pending Approved Qty
Approved Qty
Avail Qty
Transaction Amount
Source
Order Status
Due In Status
Rqd Dlvry Dt

Last Approved

Optional

Size
Color
Order Status Cd
Due In Status Cd
Approval Dt
Catalog Repln Start Dt
Catalog Repln End Dt
Days Supply
Doc Nbr
Due In Qty
Generation Method
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
LIN/TAMCN Desc
Max Ord Qty
Max Stock Qty
Mgmt Cd
Min Ord Qty
Min Stock Qty
Program Id
Remarks
Reorder Method
Reorder Point Qty
Stocking UI
Stocking Unit Price
UI
Unit Price
Warehouse Repln Start Dt
Warehouse Repln End Dt
Warehouse From
Advice Cd
Distribution Cd
Fund Cd
Priority Cd
Signal Cd
Demand Cd
Document Identifier Cd

Media Status Cd
Prj Cd
Supplementary Address
RIC
Due Out Type
Due Out Document Number
Due Out Asset Id

Warehouse Replenishment Record Detail Grid

Approval Level
Qty to Approve
User Id
Approval Dt/Tm
Approved?

Procedures

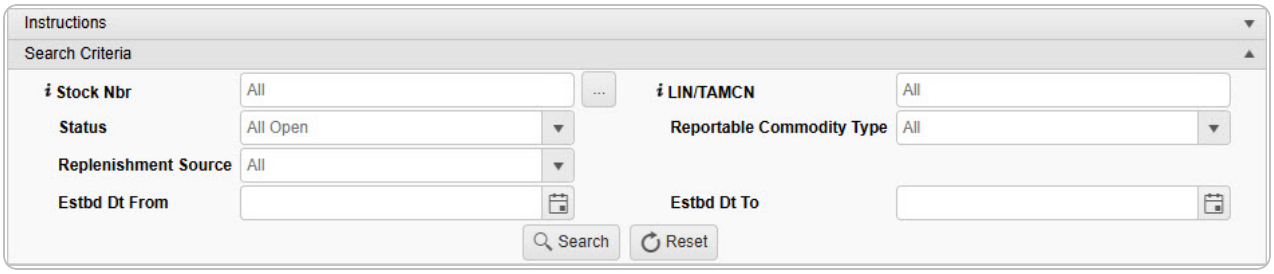
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Replenishment Record

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

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



- Use i or ... to assist with the STOCK NBR entry.*This is a 15 alphanumeric character field.*

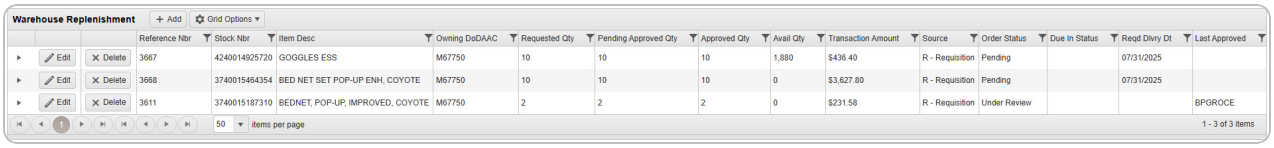
Stock Number Browse

- Use ▼ to select the desired Status.
- Use ▼ to select the desired Replenishment Source
- Use 📅 to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use ℹ or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

- Use ▼ to select the desired Reportable Commodity Type.
- Use 📅 to select the ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The results appear in the Warehouse Replenishment Search Results grid.*



Add a Replenishment Record

Select + Add. *The **Add a Replenishment Review Approval / Disapproval** page appears.*

Update a Replenishment Record

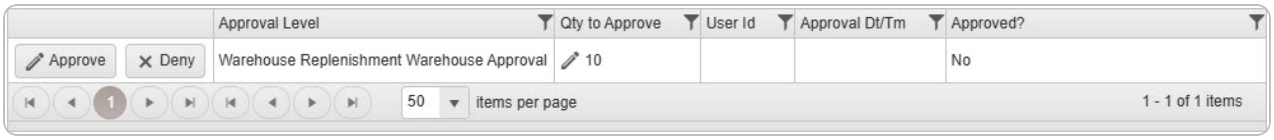
1. Select ▶. *The Detail Grid opens.*
2. Select Edit. *The **Update a Replenishment Review Approval / Disapproval** page appears.*

Delete a Replenishment Record

1. Select ▶. *The Detail Grid opens.*
2. Select ✕ Delete. *The **Delete a Replenishment Review Approval / Disapproval** page appears.*

Approve a Replenishment Record

1. Select ▶. *The Detail Grid opens.*



2. Select ✓ Approve.

If there are more approvals necessary:

- *The Approved? field changes to Yes.*
- *The User Id field changes to the latest user.*
- *The Approval DT/TM field changes to the current date and time.*
- *The next level of approval appears below that row.*

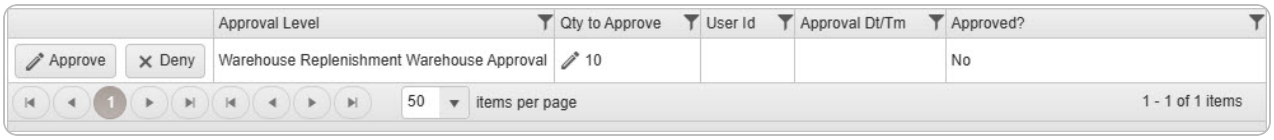
If there are no more approvals necessary:

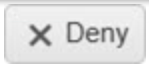
- *The entire record changes to Approved Status.*
- *The record is removed from the grid.*

To see the completed record, perform another search with "AP - Approved" in the Status field.

Deny a Replenishment Record

1. Select ▶. *The Detail Grid opens.*



2. Select 

.
3. *The Approved? field changes to No.*
4. *The entire record changes to Denied.*
5. *The record is removed from the grid.*

To see the completed record, perform another search with "DN - Denied" in the Status 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.
2024 — Established Dt From must be <= Established Dt To.	Invalid Date Entry. The Estbd Dt To field must be after or the same as the Estbd Dt From field. Re-enter the date.

Related Topics

- Add a Replenishment For Review
- Update a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview

Add a Replenishment For Review

Overview

The Add a Replenishment for Review process provides the ability to create a Warehouse Replenishment record.
There are three tabs that require information:

- Warehouse Replenishment
- STOCK NBR Info
- MILSTRIP Data

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

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment > + Add > Add Warehouse Replenishment pop-up window

Page Fields

The following fields display on the **Add Warehouse Replenishment** 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.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Warehouse Replenishment tab

Order Status Cd
Stock Nbr *
Source Cd *
Requested Qty *
Pending Approved Qty *
Unit of Issue Quantity (Requisition Only)
Avail Qty *
Calculated Qty
Document Nbr
Transaction Amount *
Rqd Dlvry Dt *
Owning DoDAAC *
Item Desc
Warehouse From (Warehouse Transfer Only)
Requested Cond Cd *
Last Approved
Due In Qty
Days Supply *
Min Ord Qty
Max Ord Qty
Add / Edit Remarks

Stock Nbr Info tab

LIN/TAMCN
UI
RIC
Size
LIN/TAMCN Desc
Stocking UI
Unit Price *

Color

MILSTRIP Data tab

Signal Cd
Priority Cd
Media Status Cd
Fund Cd
Advice Cd
Demand Cd
Document Identifier Cd
Distribution Cd
Prj Cd
Supplementary Address

(*) Asterisk identifies mandatory fields.

Procedures

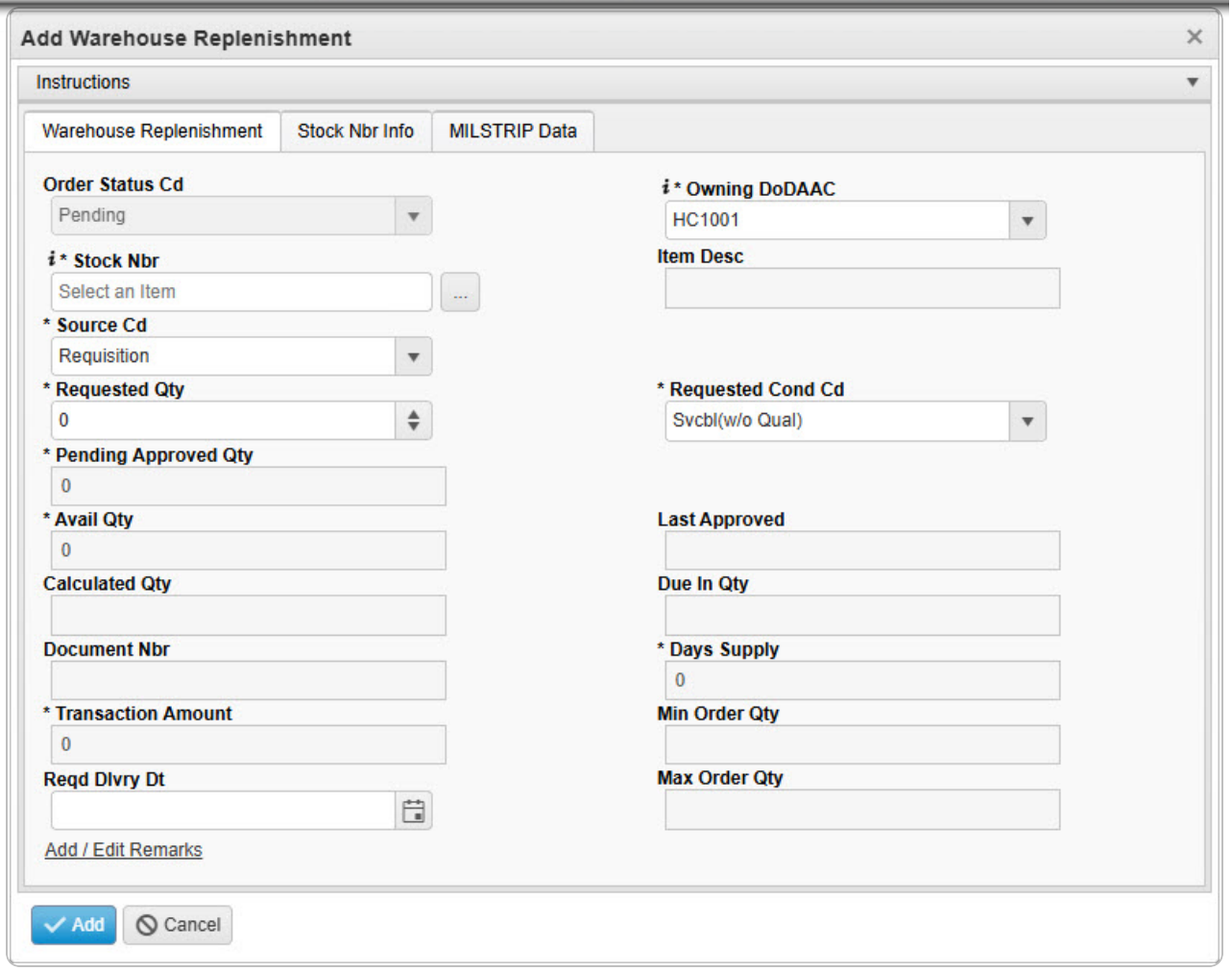
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Warehouse Replenishment Record

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

1. Select + Add . *The* ***Add Warehouse Replenishment*** *pop-up window displays, with the Warehouse Replenishment tab open.*



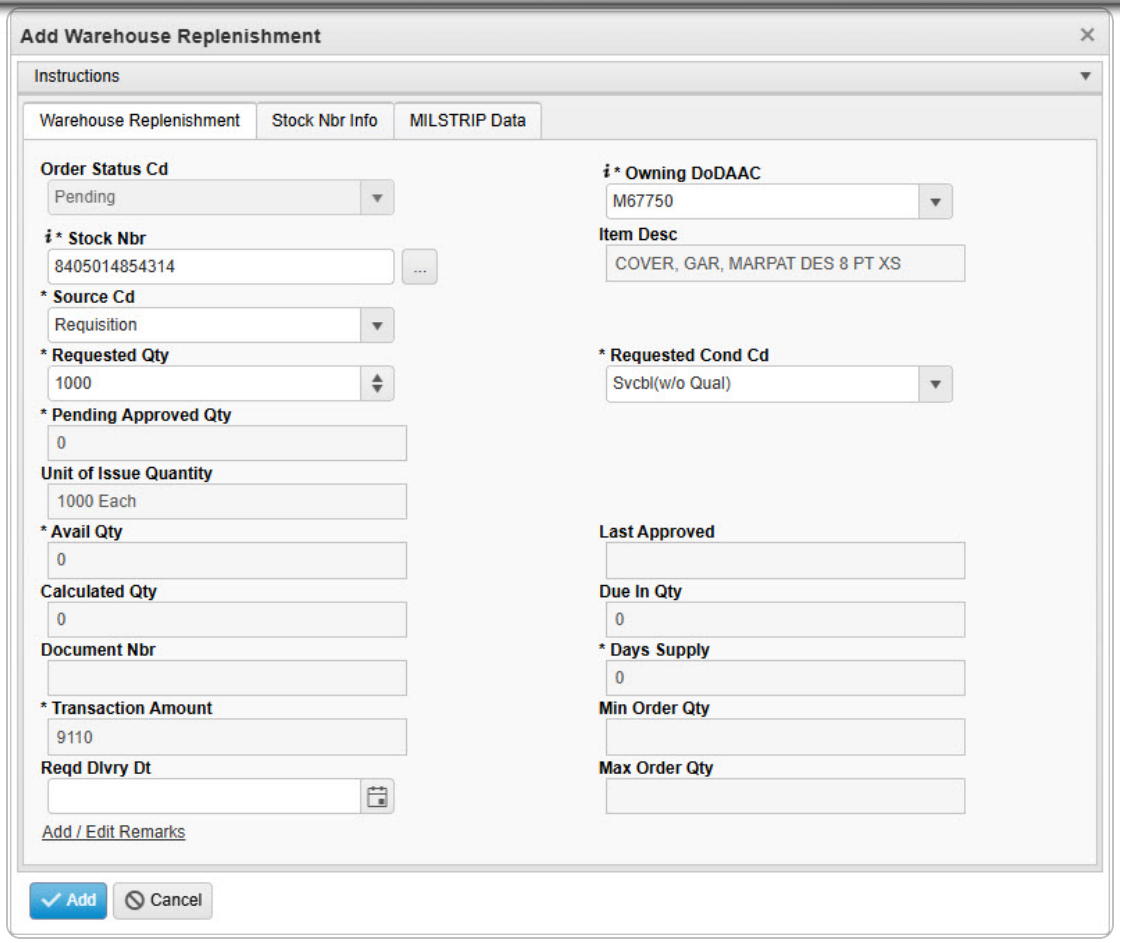
A. *The Order STATUS CD field automatically populates with "PN - Pending", and is not editable.*

B. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

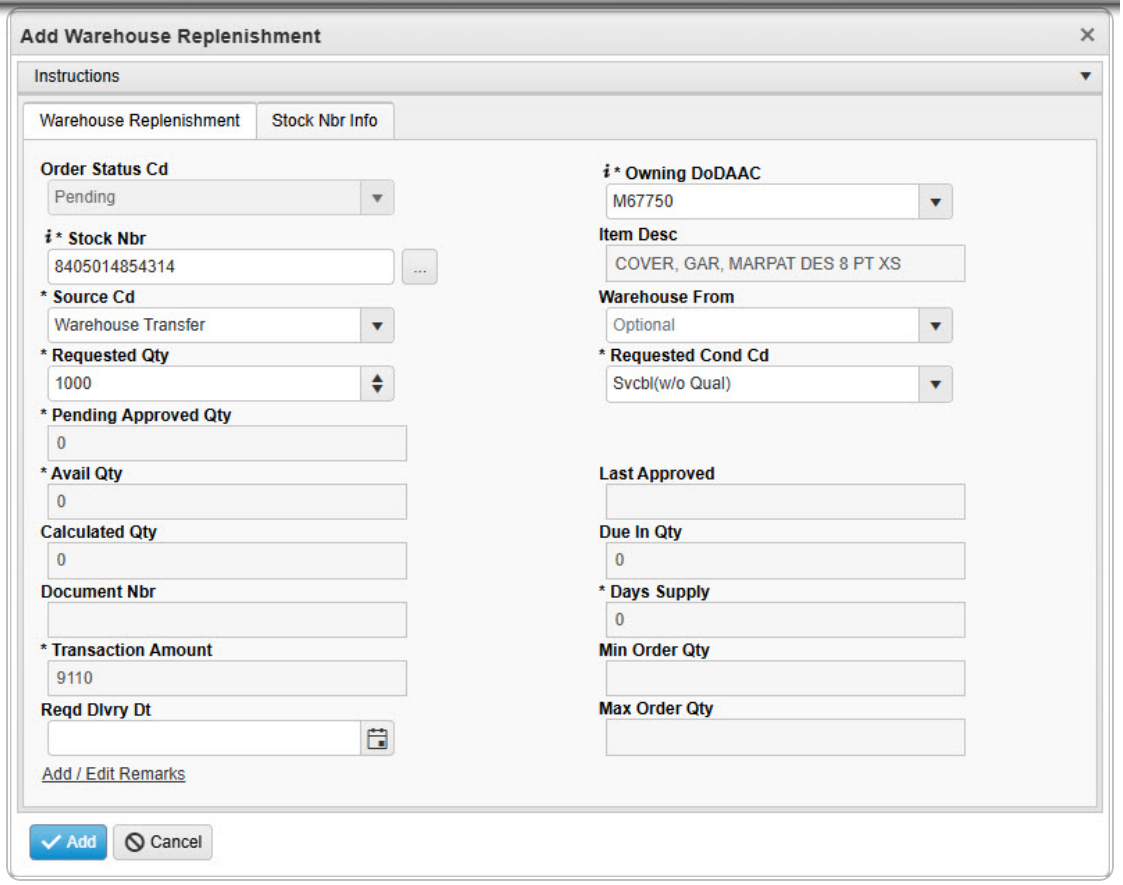
Stock Number Browse

C. Use to select the Source Cd .

- Requisition
- *The Unit of Issue Quantity automatically populates.*



- Warehouse Transfer
- Use to select the Warehouse From.



D. Use to choose the correct REQUESTD QTY.

E. *The Pending APPROVED QTY automatically populates, and is not editable.*

F. *The AVAIL QTY automatically populates, and is not editable.*

G. *The Calculated QTY automatically populates, and is not editable.*

H. *The DOCUMENT NBR automatically populates, and is not editable.*

I. *The Transaction Amount automatically populates, and is not editable.*

J. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use or to select the Owning DoDAAC.

L. *The ITEM DESC automatically populates, once the STOCK NBR is entered.*

M. Use to select the Requested Cond Cd .

N. *The Last Approved automatically populates, and is not editable.*

O. *The DUE IN QTY automatically populates, and is not editable.*

P. *The Days Supply automatically populates, and is not editable.*

Q. *The MIN ORDER QTY automatically populates, and is not editable.*

R. *The MAX ORDER QTY automatically populates, and is not editable.*

S. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

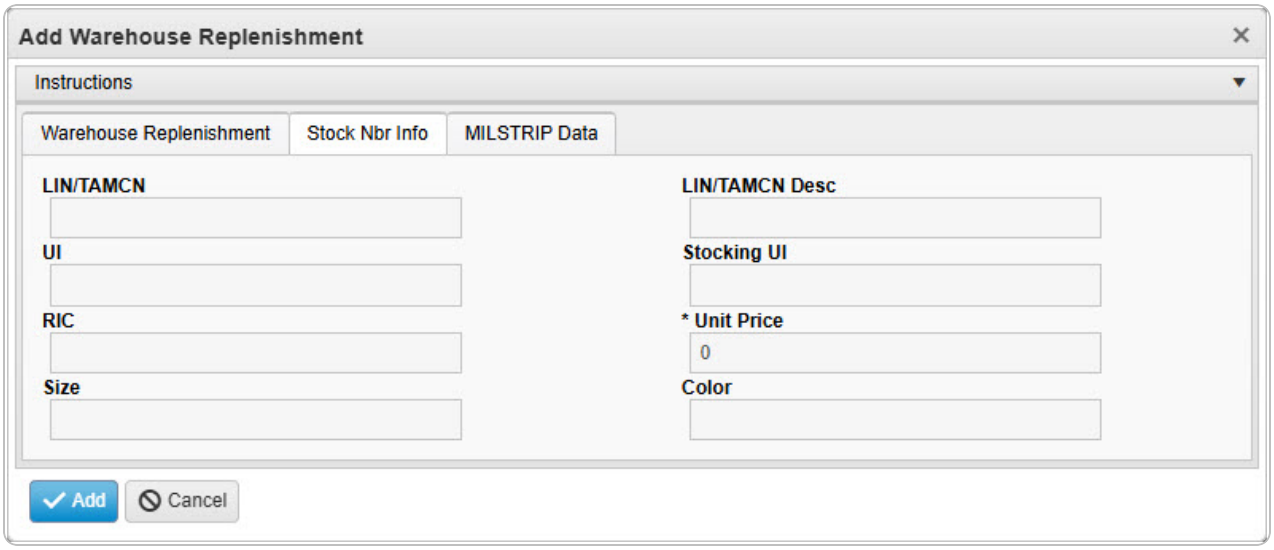
Select

to process the record. *The **Add Warehouse Replenishment** pop-up window closes, and the new Replenishment record is at the top of the Warehouse Replenishment grid, highlighted in green.*

2.

OR

Select the STOCK NBR Info tab to continue adding information.



A. *The LIN/TAMCN automatically populates, and is not editable.*

B. *The UI automatically populates, and is not editable.*

C. *The RIC automatically populates, and is not editable.*

D. *The Size automatically populates, and is not editable.*

E. *The LIN/TAMCN DESC automatically populates, and is not editable.*

F. *The STOCKING UI automatically populates, and is not editable.*

G. *The Unit Price automatically populates, and is not editable.*

H. *The Color automatically populates, and is not editable.*

Select

to process the record. *The **Add Warehouse Replenishment** pop-up window closes, and the new Replenishment record is at the top of the Warehouse Replenishment grid, highlighted in green.*

I.

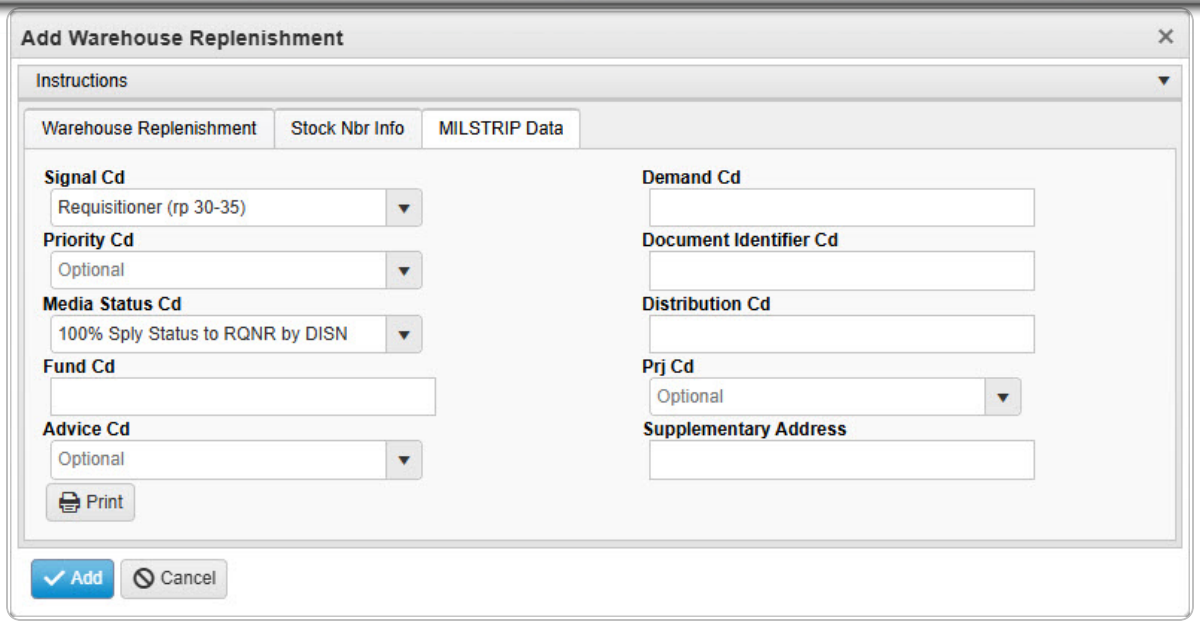
OR

Select the MILSTRIP Data tab to continue adding information.

Note

The MILSTRIP Data tab only appears for the Replenishment Reviews with the Requisition Source Code. For the Warehouse Transfer Source Code, select

.



a. Enter the fields as necessary:.

- Use ▼ to select the Signal Cd.
- Use ▼ to select the Priority Cd.
- Use ▼ to select the Media Status Cd.
- Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- Use ▼ to select the Advice Cd.
- Enter the Demand CD in the field provided. *This is a 1 alphanumeric character field.*
- Enter the DOCUMENT IDENTIFIER CD in the field provided. *This is a 3 numeric character field.*
- Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*
- Use ▼ to select the desired Prj Cd.
- Enter the Supplementary Address in the field provided. *This is a 35 alphanumeric character field.*

b. Select Print. *A pop-up window appears after generating the DW Form 10. Choose from:*

- Open has the PDF document appear, and is printable from here.
- Save saves the PDF document, and is printable at a later time.

c. Select Add to process the record. *The **Add Warehouse Replenishment** pop-up window closes, and the new Replenishment record is at the top of the Warehouse Replenishment grid, highlighted in green.*

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.
xxxx — STOCK NBR Replenishment Stop Date entered and active.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.

2025 — Other Replenishment Orders in queue for review. Click Yes to continue or Cancel to close and return.	Invalid Entry. The warehouse replenishment request already exists, and the status is currently either 'Pending' or 'Under Review'. Re-enter the STOCK NBR.
2026 — Available QTY has changed +/ - 10% from initial amount reviewed. Click Yes to continue or Cancel to close and return.	Invalid Entry. The quantity previously approved is over a 10% difference than the amount currently entered. Re-enter the quantity.

Related Topics

- Replenishment Review Overview
- Update a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview

Update a Replenishment For Review

Overview

The Update a Replenishment for Review process allows editing a Warehouse Replenishment record.
There are three tabs that require information:

- Warehouse Replenishment
- STOCK NBR Info
- MILSTRIP Data

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

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment > Edit > Update Warehouse Replenishment pop-up window

Page Fields

The following fields display on the **Update Warehouse Replenishment** 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.

Warehouse Replenishment tab

Order Status Cd
Stock Nbr *
Source Cd *
Requested Qty *
Pending Approved Qty *
Unit of Issue Quantity (Requisition Only)
Avail Qty *
Calculated Qty
Document Nbr
Transaction Amount *
Rqd Dlvry Dt *
Owning DoDAAC *
Item Desc
Warehouse From (Warehouse Transfer Only)
Requested Cond Cd *
Last Approved
Due In Qty
Days Supply *
Min Ord Qty
Max Ord Qty
Add / Edit Remarks

Stock Nbr Info tab

LIN/TAMCN
UI
RIC
Size
LIN/TAMCN Desc
Stocking UI
Unit Price *

Color

MILSTRIP Data tab

Signal Cd
Priority Cd
Media Status Cd
Fund Cd
Advice Cd
Demand Cd
Document Identifier Cd
Distribution Cd
Prj Cd
Supplementary Address

(*) Asterisk identifies mandatory fields.

Procedures

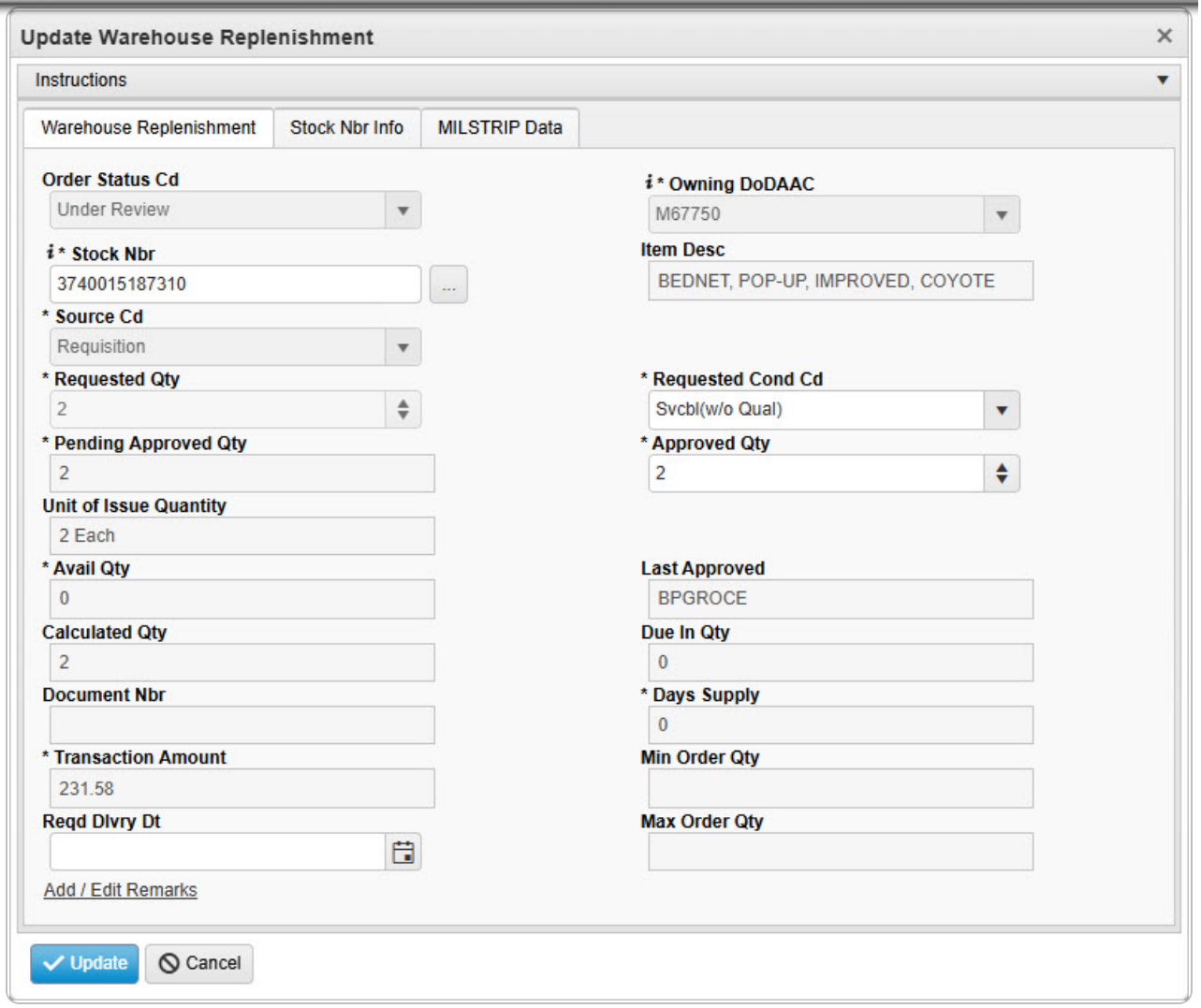
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Warehouse Replenishment Record

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

1. Select Edit. *The* ***Update Warehouse Replenishment*** *pop-up window displays, with the Warehouse Replenishment tab open.*



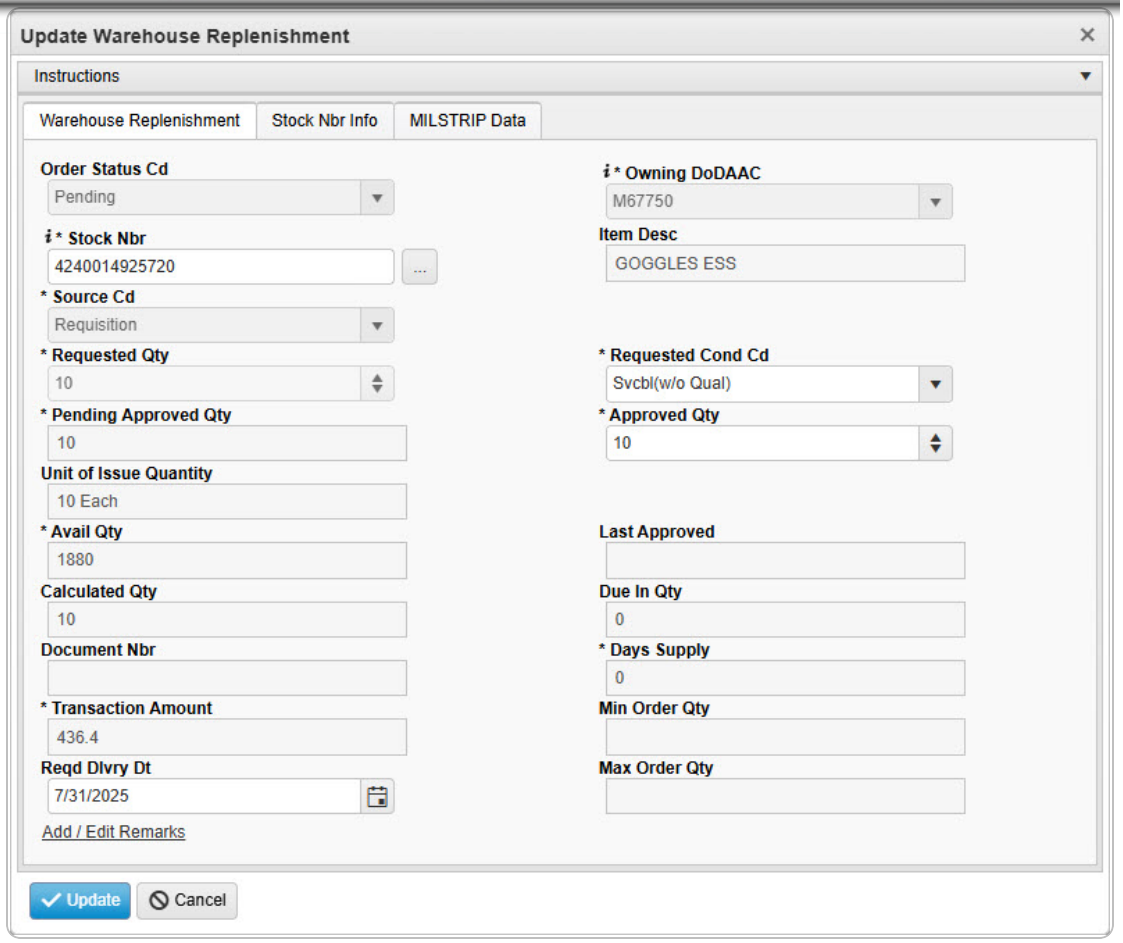
A. *Verify the Order STATUS CD.*

B. Update the STOCK NBR, using ℹ or ... to assist with the revised identifier. *This is a 15 alphanumeric character field.*

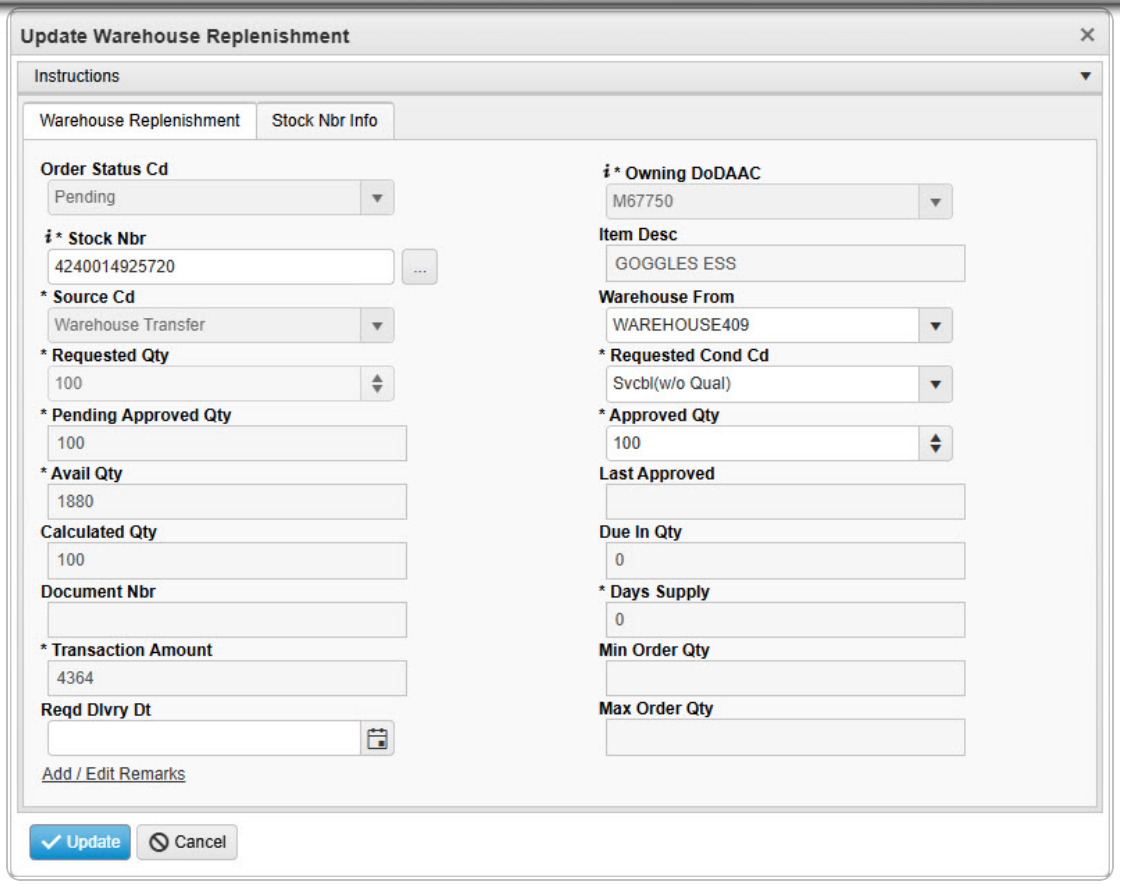
Stock Number Browse

C. Verify the Source Cd, using ▼ to select the desired code.

- Requisition
- *Verify the Unit of Issue Quantity.*



- Warehouse Transfer
- Use to select the Warehouse From.



D. *Verify the REQUSTED QTY.*

E. *Verify the Pending APPROVED QTY.*

F. *Verify the AVAIL QTY.*

G. *Verify the Calculated QTY.*

H. *Verify the DOCUMENT NBR.*

I. *Verify the Transaction Amount.*

J. Update the RQD DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.

K. *Verify the Owning DoDAAC.*

L. *Verify the ITEM DESC.*

M. Update the Requested Cond Cd, using to select the desired code.

N. Update the Approved QTY, using to choose the revised amount.

O. *Verify the Last Approved.*

P. *Verify the DUE IN QTY.*

Q. *Verify the Days Supply.*

R. *Verify the MIN ORDER QTY.*

S. *Verify the MAX ORDER QTY.*

T. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Update the Remarks, updating the revised description in the field provided. *This is a 1024 alphanumeric character field.*

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

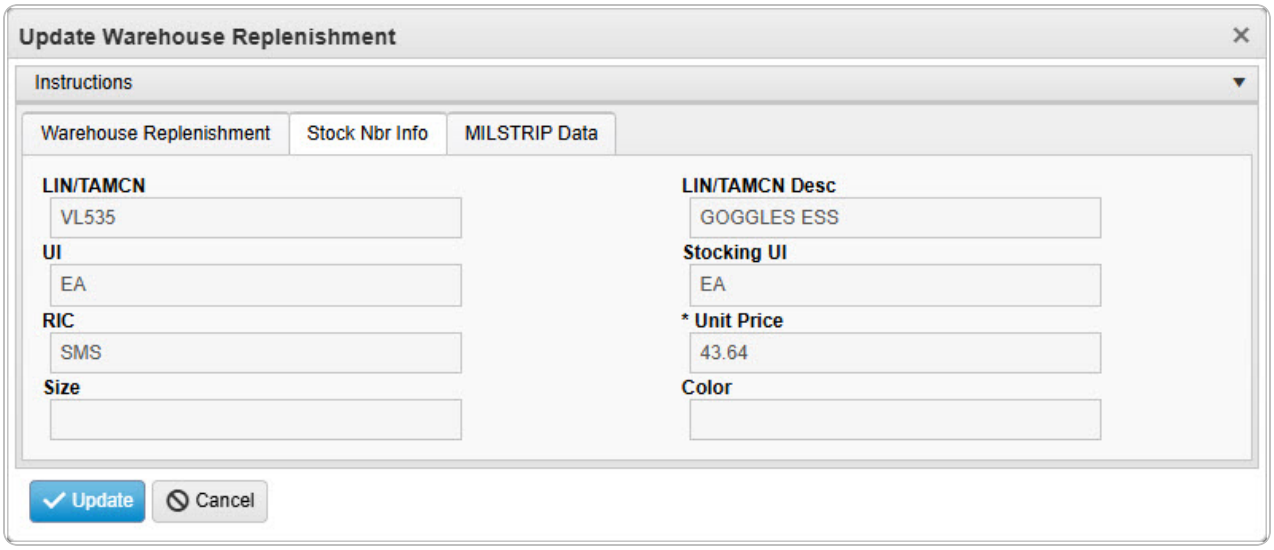
Select

to process the record. *The **Update Warehouse Replenishment** pop-up window closes, and the revised Replenishment record appears.*

2.

OR

Select the STOCK NBR Info tab to continue adding information.



A. *Verify the LIN/TAMCN.*

B. *Verify the UI.*

C. *Verify the RIC.*

D. *Verify the Size.*

E. *Verify the LIN/TAMCN DESC.*

F. *Verify the STOCKING UI.*

G. *Verify the Unit Price.*

H. *Verify the Color.*

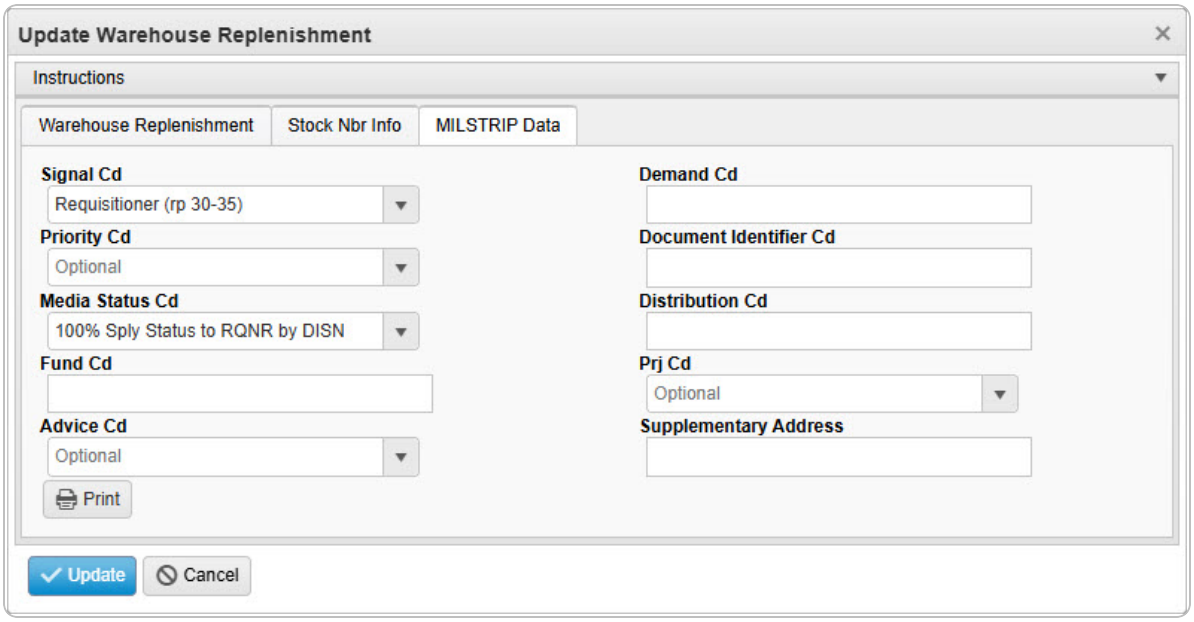
I. Select Update to process the record. *The* ***Update Warehouse Replenishment*** *pop-up window closes, and the revised Replenishment record appears.*

OR

Select the MILSTRIP Data tab to continue adding information.

Note

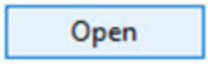
The MILSTRIP Data tab only appears for the Replenishment Reviews with the Requisition Source Code. For the Warehouse Transfer Source Code, select Update.



a. Update the fields as necessary:.

- Update the Signal Cd, using to select the desired code.
- Update the Priority Cd, using to select the desired code.
- Update the Media Status Cd, using to select the desired code.
- Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
- Update the Advice Cd, using to select the desired code.
- Update the Demand CD, entering the revised code in the field provided. *This is a 1 alphanumeric character field.*
- Update the DOCUMENT IDENTIFIER CD, entering the revised code in the field provided. *This is a 3 numeric character field.*
- Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- Update the Prj Cd, using to select the desired code.
- Update the Supplementary Address, entering the revised place in the field provided. *This is a 35 alphanumeric character field.*

b. Select . *A pop-up window appears after generating the DW Form 10. Choose from:*

-  has the PDF document appear, and is printable from here.
- saves the PDF document, and is printable at a later time.

c. Select to process the record. *The **Update Warehouse Replenishment** pop-up window closes, and the revised Replenishment record 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.
1184 — Stock Number Replenishment Stop Date entered and active. Click 'Yes' to continue with order.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
2025 — Other Replenishment Orders in queue for review. Click Yes to continue or Cancel to close and return.	Invalid Entry. The warehouse replenishment request already exists, and the status is currently either 'Pending' or 'Under Review'. Re-enter the STOCK NBR.
2026 — Available QTY has changed +/ - 10% from ini-	Invalid Entry. The quantity previously approved is over a 10% difference than the amount cur-

tial amount reviewed. Click Yes to continue or Cancel to close and return.	rently entered. Re-enter the quantity.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Replenishment Review Overview
- Add a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview

Delete a Replenishment For Review

Overview

The Delete a Replenishment for Review process allows removal of a Warehouse Replenishment record.

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment > Delete > Confirm Delete (Delete Warehouse Replenishment) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete Warehouse Replenishment) pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Warehouse Replenishment)

History Remarks

Procedures

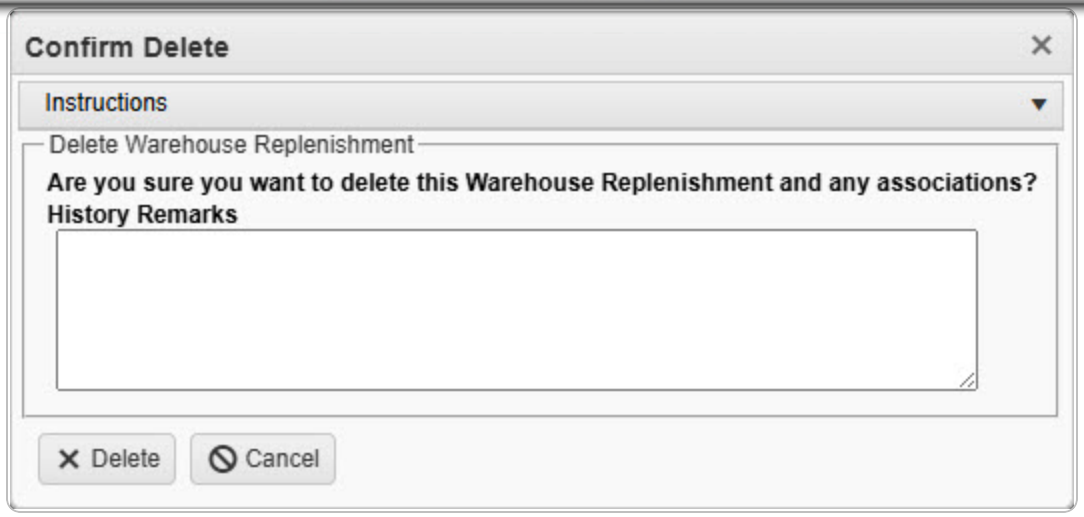
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

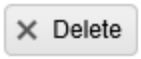
Delete a Warehouse Replenishment Record

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

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete Warehouse Replenishment)*** *pop-up window displays.*



2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

3. Select 

. to process the record. *The **Confirm Delete (Delete Warehouse Replenishment)** pop-up window closes, and the Replenishment record is removed from the Warehouse Replenishment 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,	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

period, and space, and max length of 256.	256. Special characters like ! or @ are prohibited.
xxxx — Replenishment cannot be deleted once it has been approved.	Invalid Deletion. A Warehouse Replenishment record cannot be deleted if the status is "AP - Approved" and the MILSTRIP data is compiled and transmitted. Cancel this deletion, close the requisition DOC NBR and Due In QTY, and enter 'Requisition to be closed by Receiving' in the History Remarks.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Replenishment Review Overview
- Add a Replenishment For Review
- Update a Replenishment For Review
- Replenishment Request Overview

Physical Inventory

Overview

The Warehouse Management module Physical Inventory process provides the ability to manage, conduct, and reconcile physical inventory in a warehouse. This process maintains an accurate counts of equipment, shortages, and deficiencies.
Managing a physical inventory includes creating, updating, deleting, and canceling a physical inventory request.
Conducting the physical inventory is completed either manually or with a ELMS supported tethered scanner (AIT).
Reconciling the physical inventory reports any discrepancies between the inventory that was counted and the system expectation of the inventory quantities. This way a decision is made about what to do about overages and shortages discovered in an inventory.
The physical inventory types include:

- All STOCK NBRS within a Warehouse
- All STOCK NBRS within a Facility(s)
- All STOCK NBRS within a Zone(s)
- All STOCK NBRS within a Location(s)
- All STOCK NBRS associated with a specific Inventory Segment Code
- Any subset (or combination of subsets) of criteria within a Warehouse or Facility by:
  - Reportable Commodity Type(s) (or 'All' Reportable Commodity Types)
  - LIN/TAMCN(s) (or 'All'LIN/TAMCNs)
  - STOCK NBR(s) (or 'All' STOCK NBRS)
  - CONDITION CD(s) (or 'All' CONDITION CDS)
  - Location(s) (or 'All' Locations)
  - CONTAINER ID(s) (or 'All'/'No' CONTAINER IDs)
  - Owning DODAAC(s) (or 'All' Owning DODAACs)
  - PRJ CD(s) (or 'All' PRJ CDS)

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

MATERIEL MGMT > Physical Inventory > Manage Physical Inventory page

Page Fields

The following fields display on the **Manage Physical Inventory** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record’s Detail records, Select the arrow on the left of the Header row.

Search Criteria

Physical Inv Nbr
Reportable Commodity Type(s)
Inv Release Type
Scheduled Start Dt From

Expected Completion Dt From
Facility/Facilities
Physical Inv Status
Cost Center
Scheduled Start Dt To
Expected Completion Dt To

Manage Physical Inventory

All
Physical Inv Nbr
ICP Physical Inv Nbr
Stock Nbr(s)
Serial Nbr(s)
Facility/Facilities
Zone(s)
Location(s)
Purpose Code(s)
Reportable Commodity Type(s)
Condition Cd(s)
Inv Type
Inv Execution Type
Inv Segment Cd
Cost Center
Inv Release Type
Scheduled Start Dt
Expected Completion Dt
Physical Inv Status
Personnel
Inv By

Optional

Interface System Code
Logistics Program
Request Type
Region
Site
Warehouse
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Manage Physical Inventory – Details Grid

All
Physical Inv Nbr
Stock Nbr(s)
Serial Nbr(s)
Sequence Nbr
Personnel
Owning DoDAAC
Prj Cd
Physical Inv Status

Assign Physical Inventory

Cost Center *
Personnel *

Procedures

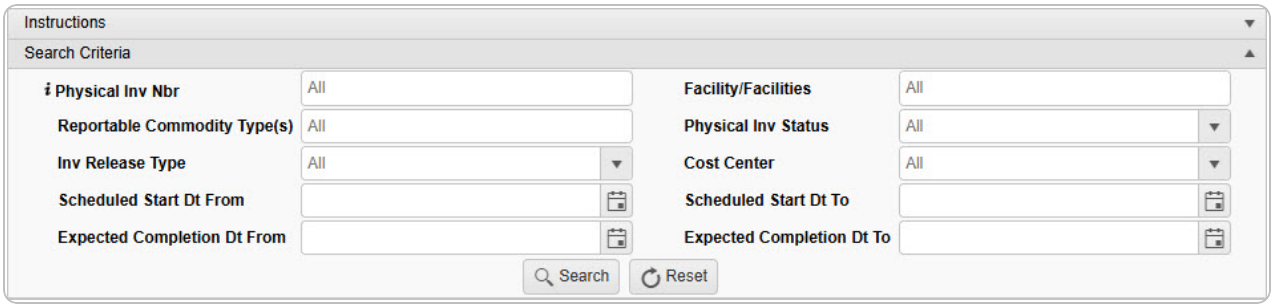
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Physical Inventory

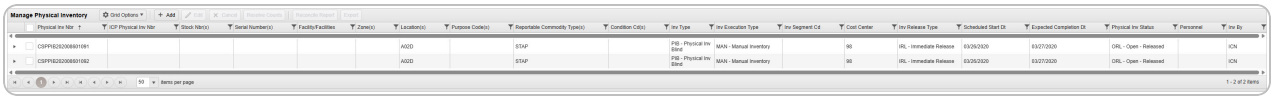
One or more of the Search Criteria fields can be entered to isolate the results. By default, all Inventories are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the Physical INV NBR, using to assist with the entry. *This is a 32 alpha-numeric character field.*
- Select the Reportable Commodity Type(s) field to choose the desired name from the list.
- Use to select the Inv Release Type.
- Use to select the Scheduled START DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Expected Completion DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Select the Facility / Facilities field to choose the desired place name from the list.
- Use to select the Physical Inv Status.
- Use to select the Cost Center.
- Use to select the Scheduled START DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Expected Completion DT To, or enter the date (MM/DD/YYYY) in the field provided.

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



Add an Inventory

Select + Add. *The **Add Physical Inventory** pop-up window appears.*

Update an Inventory

1. Click ☐ to select the entry. *The Physical Inventory row is highlighted, and* Edit, Cancel, *Resolve Counts, Reconcile Report, and* Export *become available.*
2. Select Edit. *The* ***Update Physical Inventory*** *pop-up window appears.*

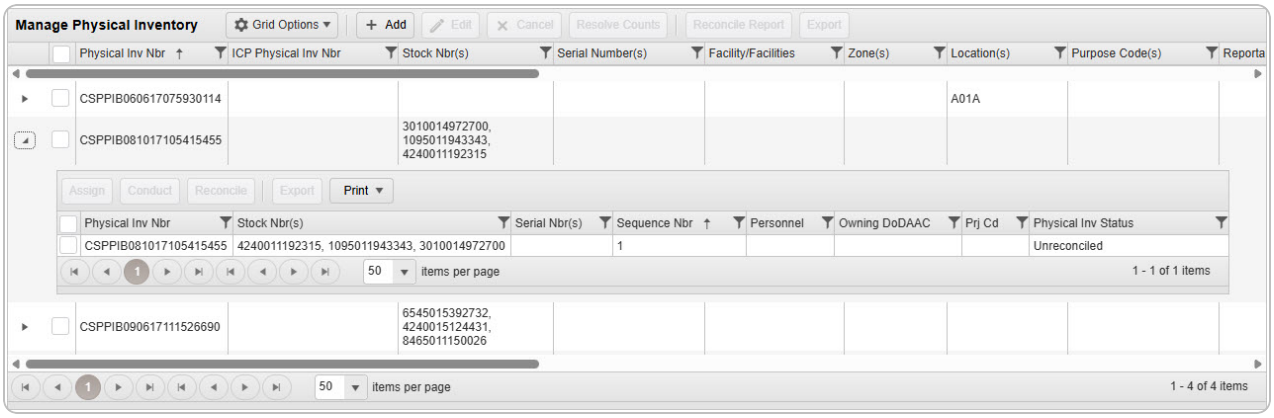
Cancel a Physical Inventory

1. Click ☐ to select the entry. *The Physical Inventory row is highlighted, and* Edit, Cancel, *Resolve Counts, Reconcile Report, and* Export *become available.*
2. Select Cancel. *The* ***Cancel Physical Inventory*** *pop-up window appears.*

Resolve Counts
Reconcile Report
Export

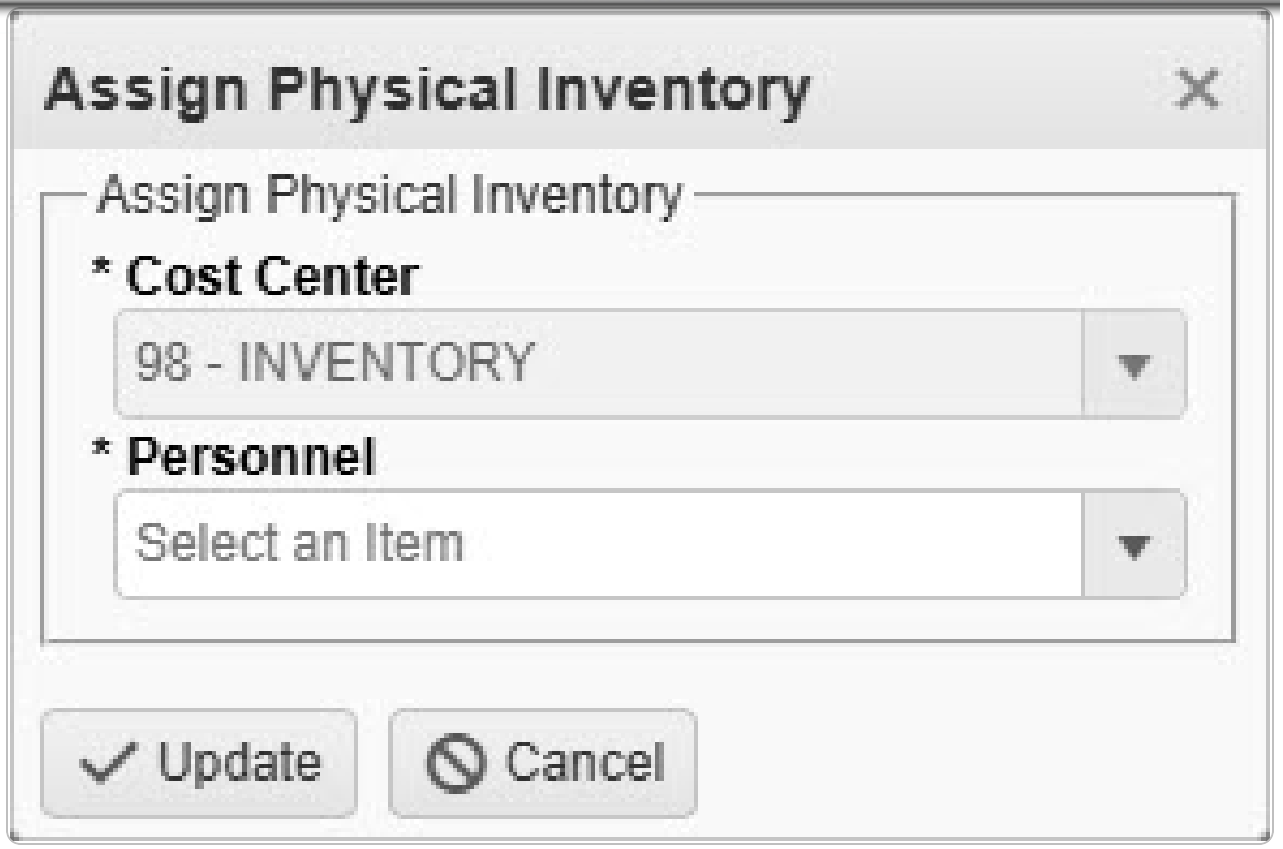
Assign a Physical Inventory to Personnel

1. Select ▶ next to the desired Physical Inventory entry. *The Physical Inventory Detail grid appears.*



2. Click ☐ to select the entry. *The Detail row is highlighted, and* Assign, Conduct, Reconcile, Export, *and* Print ▼ *become available.*

3. Select Assign. *The* ***Assign Physical Inventory*** *pop-up window displays.*



4. *The COST CTR automatically populates and is not editable.*

5. Use ▼ to select the Personnel.

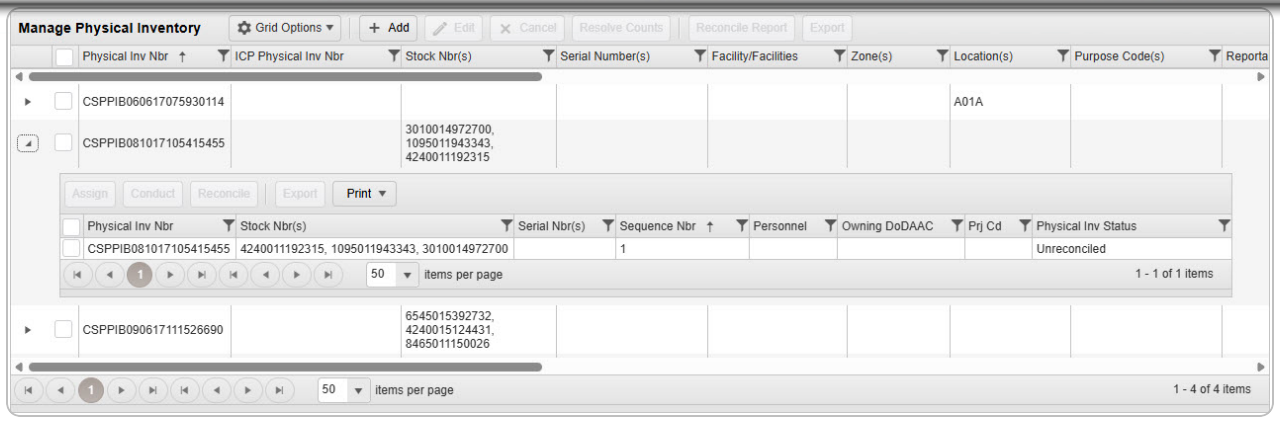
Note

The only personnel displayed are associated with the assigned Cost Center. If the desired personnel are not available for selection, either affiliate the personnel with the listed Cost Center, or recreate the Inventory record with a different Cost Center.

6. Select Update to complete the transaction. *The **Assign Physical Inventory** pop-up window closes, and the assigned personnel is listed.*

Conduct an Inventory

1. Select ▶ next to the desired Physical Inventory entry. *The Physical Inventory Detail grid appears.*

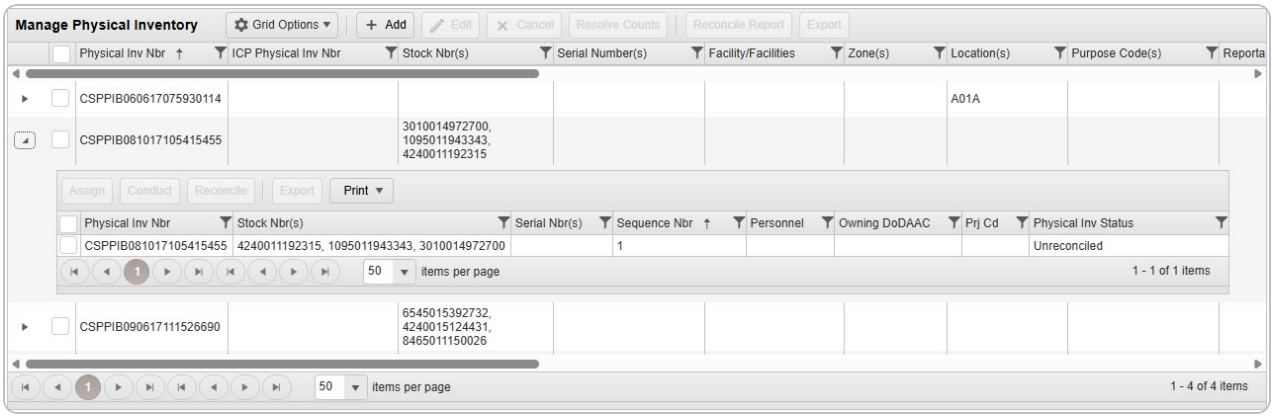


2. Click ☐ to select the entry. *The Detail row is highlighted, and* Assign, Conduct, Reconcile, Export, *and* Print ▼ *become available.*

3. Select Conduct. *The* ***Conduct Physical Inventory*** *pop-up window appears.*

Reconcile an Inventory

1. Select ▶ next to the desired Physical Inventory entry. *The Physical Inventory Detail grid appears.*



2. Click ☐ to select the entry. *The Detail row is highlighted, and* Assign, Conduct, Reconcile, Export, *and* Print ▼ *become available.*

3. Select Reconcile. *The* ***Reconcile Physical Inventory*** *pop-up window appears.*

Export
Print

Common Errors

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

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

Related Topics

- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Conduct a Physical Inventory

Overview

The Conduct a Physical Inventory process provides the ability to complete an inventory. The Warehouse personnel have three methods of counting:

- Printing out the inventory, writing the quantity of each item, and entering the information into ELMS afterwards.
- Using a laptop or tablet to enter the inventory directly into the pop-up window.
- Using a ELMS supported tethered scanner (AIT) to scan the ELMS generated ICN bar-code, serial number barcode, or UII associated with each asset in the inventory.

These results produce a report of overages and shortages.

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

MATERIEL MGMT > Physical Inventory > ▸ > Conduct > Conduct Physical Inventory pop-up window

Page Fields

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

Physical Inventory Information

Physical Inventory Nbr
Sequence Nbr
Physical Inv Status
Personnel
Owning DoDAAC
Prj Cd

Inventoried Items

Apply All
Stock Nbr
Item Desc
Serial Nbr
Location Id
Container Id
Cond Cd
ICN
Expected Qty
Inventoried Qty
Count Dt/Tm
Remarks
History Remarks

Optional

Owning DoDAAC
Prj Cd
Mfr Dt
Mfr CAGE
Mfr Contract
Mfr Lot
GFM Contract Nbr
Delivery Order Nbr
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Changes

Change Inventoried Qty
Change Count Dt/Tm

Add Inventoried Items

Stock Nbr *
ICN *
Location Id

Container Id
Cond Cd *
Inventoried Qty *
Count Dt/Tm *
Owning DoDAAC *
Prj Cd
Add / Edit Remarks
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Conduct an Inventory

Selecting Cancel *at any point of this procedure removes all entries and closes the pop-up window.* ***Bold*** *numbered steps are mandatory.*

Attention

If the asset is unavailable, enter a quantity of 0 (Zero). Leaving any mandatory field blank creates an error message.

1. Select next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
2. Choose a method to conduct an inventory:
   - **Using A Printed (Paper) Report**
     A. Select Inv Report.
     B. *ELMS automatically generates the* ***Physical Inventory Report*** *PDF document to print.*
     C. Write the information in the spaces provided.
     D. *Proceed to "Using ELMS on a Computer" to enter data.*

- **Using ELMS on a Computer**

A. Select Conduct. *The **Conduct Physical Inventory** pop-up window appears.*

B. Select in the INVENTORIED QTY field of the desired entry. *The field becomes editable.*

C. Use to choose the amount, or enter the amount in the field provided.

D. Select in the COUNT DT/TM. *The field becomes editable.*

E. Use to select the date and time, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

F. Select in the Remarks field. *The field changes to an editable field.*

G. Enter any immediate comments in this field. *This is a 1024 alphanumeric character field.*

H. Select in the History Remarks field. *The field changes to an editable field.*

I. Enter any previous comments in this field. *This is a 1024 alphanumeric character field.*

Helpful Tip

To record multiple entries, select the Apply All. At the bottom of the Inventoried Items grid, enter the CHANGE INVENTORIED QTY and CHANGE COUNT DT/TM fields. Select Apply Changes.

J. Repeat steps B - I for all entries in the Inventoried Items Grid.

Note

Select Save often during the process, to ensure the data is not lost before the inventory is completed. *The **Records Saved** pop-up window appears.* Select OK to close the pop-up window and return to the **Conduct Physical Inventory** window.

- **Using an AIT**

From the ELMS supported tethered scanner (AIT):

A. Download the Physical Inventory record(s) from the computer to the handheld device (AIT).

B. Scan the assets in the inventory.

C. Upload the Physical Inventory record(s) from the AIT to the computer.

For more information regarding AIT use, see AIT Overview.

3. **For an asset not on the list, add it by:**

When an asset is found that is not on the inventory list, it must be documented.

On the Printed Report

A. **Record any information available regarding the unexpected asset:**

- STOCK NBR
- Description
- ICN
- Location ID
- CONTAINER ID
- COND CD
- INV QTY
- COUNT DT/TM
- Owning DODAAC
- PRJ CD

B. Proceed to ELMS to enter the information.

On the Inventoried Items Grid

A. Select + Add. *The **Add Inventoried Items** pop-up window displays.*

B. Enter the STOCK NBR, or use ... to browse for the entry. *The ICN field becomes available once the STOCK NBR field is populated.*

Stock Number Browse help

C. Enter the ICN, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

D. Use to select the Cond Cd(s).

E. Use to choose the desired INVENTORIED QTY.

F. Use to select the COUNT DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

G. Use to select the Owning DoDAAC.

H. Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

I. Use or to assist with the CONTAINER ID entry.

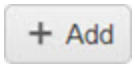
Container Identification Browse help

J. Use to select the Prj Cd.

K. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

L. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

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

N. Select 

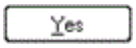
to process the transaction.

On the AIT

From the ELMS supported tethered scanner (AIT):

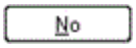
1. If a barcode is scanned and not recognized:

   A. If the asset **exists** elsewhere in the catalog, *The* ***Unexpected asset. Include in inventory?*** *pop-up window appears.*

   - Select 

to open the **Unknown Asset** pop-up window

   OR

   - Select 

to ignore the asset and continue with the inventory

B. If the asset **does not exist** elsewhere in the catalog, *The **Unknown asset. Add to inventory?** pop-up window appears.*

- Select Yes to open the **Unknown Asset** pop-up window

OR

- No to ignore the asset and continue with the inventory

2. If there is no barcode:

A. Select in the system tray. *The **Unknown Asset** pop-up window appears.*

a. Enter a Description in the field. *(This is a 50 alphanumeric character field.)*

b. Enter the Serial Number in the field (*the Quantity defaults to 1 and is not editable*).
OR
Enter the Quantity in the field (*the Serial Number is disabled and is not editable*).

c. Select Submit. *The **Unknown Asset** pop-up window closes, and the **Conduct PI** screen re-appears.*

3. Upload the Physical Inventory record(s) from the AIT to the computer.

For more information regarding AIT use, see AIT Overview.

4. Select ✓ Mark Inventory as Complete to process all updates. *The **Conduct Physical Inventory** pop-up window closes, and the completed inventory is highlighted in green.*

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.
13 — Mandatory Entry: *Cond Cd*.	Missing Entry. Enter the appropriate information in the fields.
13 — Mandatory Entry: *Count Dt/Tm*.	
13 — Mandatory Entry: *ICN*.	
13 — Mandatory Entry: *Inventoried Qty*.	
13 — Mandatory Entry: *Location or Container Id*.	
13 — Mandatory Entry: *Stock Nbr*.	
xxxx — Count Dt/Tm must be > the Release Date	Invalid Date Entry. The Release Date must be earlier than the Count Dt/Tm. Re-enter the date.
xxxx — Record already exists. Update the Inventoried Qty on the existing record.	Invalid Entry. The newly added inventoried item is a duplicate. Find the existing entry and update that inventory record.
xxxx - The record entered	Invalid Entry. The newly added inventoried item

should not be included in this Physical Inventory.	does not meet the criteria for this Physical Inventory. Delete the item from this inventory record.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory
- AIT Overview

Add a Physical Inventory

Overview

The Physical Inventory Add process provides the ability to create a physical count of all assets in a warehouse. The inventory is recorded into the Warehouse system through the "Inventory..." wizard.
There are many distinct aspects of a physical inventory:

Three types (methods of counting):

- **PIV** – Physical Inventory Visible
  — The personnel conducting the inventory *can* reference the on hand quantity from the Warehouse
- **PIB** – Physical Inventory Blind
  — The personnel conducting the inventory *cannot* reference the on hand quantity from the Warehouse
- **SVY** – Survey
  — The personnel conducting the inventory is totally outside the Physical Inventory process

Two executions (ways to count):

- **MAN** – Manual Inventory
  — The personnel conducting the inventory is using a pad and paper
- **AIT** – AIT Inventory
  — The personnel conducting the inventory is using a PDCD

Four modes (what to count):

- **SEG** – Inventory Segment Code
  — Sorts by Segment Codes (assigned to Stock Item entries at the Stock Number level)
- **STK** – Stock Number
  — Sorts by a specific LIN/TAMCN, STOCK NBR, Facility, Zone, Location and/or CONTAINER ID
- **LOC** – Location
  — Sorts by a specific Facility, Zone, Location and/or CONTAINER ID
- **SER** – Serial Number
  — Sorts by a specific STOCK NBR, ICN, SERIAL NBR, and/or Location

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

MATERIEL MGMT > Physical Inventory > + Add > Add Physical Inventory pop-up window

Page Fields

The following fields display on the **Add Physical Inventory** pop-up window. 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable

	tables.

Add Physical Inventory

Inv Type *
Inv Execution Type *
Inv Mode *
Inv By

Page 1a Inventory Segment Code

Inv Segment Cd

Page 1a Stock Number

LIN/TAMCN
Stock Nbr(s)

Page 1a Location

(jumps to Page 2)

Page 1a Serial Number

Serial Number(s) *
(jumps to Page 4)

Page 2

Facility/Facilities
Zone(s)
Location
Container ID

Page 3

Condition Cd(s)
Owning DoDAAC
Prj Cd
Purpose Code(s)
Reportable Commodity Type(s)

Page 4

Inv Release Type *

Scheduled Start Dt
Expected Completion Dt
Add / Edit Remarks

Remarks
History Remarks

Page 5

Cost Center
Split into multiple inventories?
Split Count *
Personnel

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Physical Inventory — Visible

Selecting Cancel *at any point of this procedure removes all entries and closes the pop-up window. Selecting* Back *at any point returns to the previous page and does not delete any field entries.* ***Bold*** *numbered steps are mandatory.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select + Add. *The* ***Add Physical Inventory*** *pop-up window displays.*
3. Use ▼ to select PIV in the INV TYPE field.
4. Use ▼ to select the Inv Execution Type.
5. Use ▼ to select the Inv Mode:

- **SEG - Inv Segment Cd**

A. Select Next ▸ to advance to the next page.

B. Use ▾ to select the Inv Segment Cd.

C. Select Next ▸ to advance to the next page.

D. Select the Facility / Facilities field, and choose the desired facility from the list.

E. Select the Zone(s) field, and choose the desired zone from the list.

F. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

G. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

H. Select Next ▸ to advance to the next page.

I. Select the Cond Cd(s) field, and choose the desired code from the list.

J. Use ▾ to select the Owning DoDAAC.

K. Use ▾ to select the Prj Cd.

L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

M. Select Next ▸ to advance to the next page.

N. Use ▾ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the* EXPECTED COMPLETION DT *field cannot be entered.*

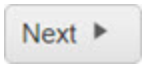
O. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select 

to advance to the next page.

S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select

. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **STK - Stock Nbr**

A. Select Next ▸ to advance to the next page.

B. Use ℹ or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

C. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

D. Select Next ▸ to advance to the next page.

E. Select the Facility / Facilities field, and choose the desired facility from the list.

F. Select the Zone(s) field, and choose the desired zone from the list.

G. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

H. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

I. Select Next ▸ to advance to the next page.

J. Select the Cond Cd(s) field, and choose the desired code from the list.

K. Use ▼ to select the Owning DoDAAC.

L. Use ▼ to select the Prj Cd.

M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

N. Select Next ▸ to advance to the next page.

O. Use ▼ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*

- *When "IRL - Immediate Release" is selected, the* EXPECTED COMPLETION DT *field cannot be entered.*

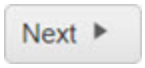
P. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select 

to advance to the next page.

T. Use to select the Cost Ctr. *This field is mandatory when the* INV RELEASE TYPE *is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select

. *The* ***Add Physical Inventory*** *pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **LOC - Location**

A. Select Next ▸ to advance to the next page.

B. Select the Facility / Facilities field, and choose the desired facility from the list.

C. Select the Zone(s) field, and choose the desired zone from the list.

D. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

E. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

F. Select Next ▸ to advance to the next page.

G. Use ▼ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

H. Use 📅 to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

I. Use 📅 to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alpha-numeric character field.*

K. Select Next ▸ to advance to the next page.

L. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

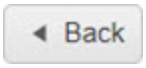
Attention

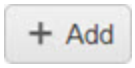
When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select . *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

Add a Physical Inventory — Blind

Selecting *at any point of this procedure removes all entries and closes the pop-up window. Selecting*  *at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.*

1. Select  . *The **Add Physical Inventory** pop-up window displays. All fields are mandatory.*

2. Use to select PIB in the INV TYPE field.

3. Use to select the Inv Execution Type.

4. Use to select the Inv Mode:

- **SEG - Inv Segment Cd**

A. Select Next ▸ to advance to the next page.

B. Use ▾ to select the Inv Segment Cd.

C. Select Next ▸ to advance to the next page.

D. Select the Facility / Facilities field, and choose the desired facility from the list.

E. Select the Zone(s) field, and choose the desired zone from the list.

F. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

G. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

H. Select Next ▸ to advance to the next page.

I. Select the Cond Cd(s) field, and choose the desired code from the list.

J. Use ▾ to select the Owning DoDAAC.

K. Use ▾ to select the Prj Cd.

L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

M. Select Next ▸ to advance to the next page.

N. Use ▾ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

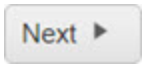
O. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select 

to advance to the next page.

S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select

. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **STK - Stock Nbr**

A. Select Next ▸ to advance to the next page.

B. Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

C. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

D. Select Next ▸ to advance to the next page.

E. Select the Facility / Facilities field, and choose the desired facility from the list.

F. Select the Zone(s) field, and choose the desired zone from the list.

G. Use i or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

H. Use i or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

I. Select Next ▸ to advance to the next page.

J. Select the Cond Cd(s) field, and choose the desired code from the list.

K. Use ▾ to select the Owning DoDAAC.

L. Use ▾ to select the Prj Cd.

M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

N. Select Next ▸ to advance to the next page.

O. Use ▾ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*

- *When "IRL - Immediate Release" is selected, the* EXPECTED COMPLETION DT *field cannot be entered.*

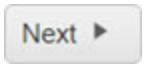
P. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

S. Select 

to advance to the next page.

T. Use to select the Cost Ctr. *This field is mandatory when the* INV RELEASE TYPE *is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select

. *The* ***Add Physical Inventory*** *pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **LOC - Location**

A. Select Next ▸ to advance to the next page.

B. Select the Facility / Facilities field, and choose the desired facility from the list.

C. Select the Zone(s) field, and choose the desired zone from the list.

D. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

E. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

F. Select Next ▸ to advance to the next page.

G. Use ▼ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

H. Use 📅 to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

I. Use 📅 to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

K. Select Next ▸ to advance to the next page.

L. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

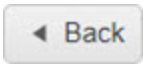
Attention

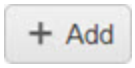
When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select . *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

Add a Physical Inventory — Survey

Selecting *at any point of this procedure removes all entries and closes the pop-up window. Selecting*  *at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.*

1. Select  . *The **Add Physical Inventory** pop-up window displays. All fields are mandatory.*

2. Use to select SVY in the INV TYPE field.

3. Use to select the Inv Execution Type.

4. Use to select the Inv Mode:

- **SEG - Inv Segment Cd**

A. Select Next ▸ to advance to the next page.

B. Use ▾ to select the Inv Segment Cd.

C. Select Next ▸ to advance to the next page.

D. Select the Facility / Facilities field, and choose the desired facility from the list.

E. Select the Zone(s) field, and choose the desired zone from the list.

F. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

G. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

H. Select Next ▸ to advance to the next page.

I. Select the Cond Cd(s) field, and choose the desired code from the list.

J. Use ▾ to select the Owning DoDAAC.

K. Use ▾ to select the Prj Cd.

L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

M. Select Next ▸ to advance to the next page.

N. Use ▾ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

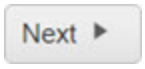
O. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

R. Select 

to advance to the next page.

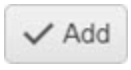
S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select 

. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **STK - Stock Nbr**

A. Select Next ▸ to advance to the next page.

B. Use ℹ or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

C. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

D. Select Next ▸ to advance to the next page.

E. Select the Facility / Facilities field, and choose the desired facility from the list.

F. Select the Zone(s) field, and choose the desired zone from the list.

G. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

H. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

I. Select Next ▸ to advance to the next page.

J. Select the Cond Cd(s) field, and choose the desired code from the list.

K. Use ▼ to select the Owning DoDAAC.

L. Use ▼ to select the Prj Cd.

M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

N. Select Next ▸ to advance to the next page.

O. Use ▼ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*

- *When "IRL - Immediate Release" is selected, the* EXPECTED COMPLETION DT *field cannot be entered.*

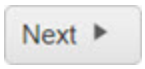
P. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

S. Select 

to advance to the next page.

T. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select

. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **LOC - Location**

A. Select Next ▸ to advance to the next page.

B. Select the Facility / Facilities field, and choose the desired facility from the list.

C. Select the Zone(s) field, and choose the desired zone from the list.

D. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

E. Use ℹ or ... to assist with the CONTAINER ID entry. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

F. Select Next ▸ to advance to the next page.

G. Use ▼ to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

H. Use 📅 to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

I. Use 📅 to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

K. Select Next ▸ to advance to the next page.

L. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select . *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

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.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.

xxxx — If an INV SEGMENT CD value is selected, none of the following fields can be selected: Facility / Facilities, Zone(s), Commodity Type (s), LIN/TAMCN, STOCK NBR, or Location	Invalid Entry. When choosing the "SEG - INV SEGMENT CD" option, the fields on Page 2 must remain empty. Remove the information in those fields, and select Add again.

Related Topics

- Physical Inventory Overview
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Update a Physical Inventory

Overview

The Physical Inventory Update process allows editing a physical count of all assets in a warehouse. The inventory is revised in the Warehouse system through the "Inventory..." wizard.

Attention

The Edit button is **only available** for inventories with the following statuses:

- OPD - Open - Planned
- OSC - Open - Scheduled

There are many distinct aspects of a physical inventory:

Three types (methods of counting):

- **PIV** – Physical Inventory Visible
  — The personnel conducting the inventory *can* reference the on hand quantity from the Warehouse
- **PIB** – Physical Inventory Blind
  — The personnel conducting the inventory *cannot* reference the on hand quantity from the Warehouse
- **SVY** – Survey
  — The personnel conducting the inventory is totally outside the Physical Inventory process

Two executions (ways to count):

- **MAN** – Manual Inventory
  — The personnel conducting the inventory is using a pad and paper
- **AIT** – AIT Inventory
  — The personnel conducting the inventory is using a PDCD

Three modes (what to count):

- **SEG** – Inventory Segment Code
  — Sorts by Segment Codes (assigned to Stock Item entries at the Stock Number level)
- **STK** – Stock Number
  — Sorts by a specific LIN/TAMCN, STOCK NBR, Facility, Zone, Location and/or

CONTAINER ID

- **Loc** – Location
  — Sorts by a specific Facility, Zone, Location and/or CONTAINER ID

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

MATERIEL MGMT > Physical Inventory > Edit > Update Physical Inventory pop-up window

Page Fields

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

Update Physical Inventory

Inv Type *
Inv Execution Type *
Inv Mode *

Page 1a Inventory Segment Code

Inv Segment Cd

Page 1a Stock Number

LIN/TAMCN
Stock Nbr(s)

Page 2

Facility/Facilities
Zone(s)
Location Id
Container Id

Page 3

Condition Cd(s)

Owning DoDAAC
Prj Cd
Reportable Commodity Type(s)

Page 4

Physical Inv Nbr
Inv Release Type *
Scheduled Start Dt
Expected Completion Dt
Add / Edit Remarks

Remarks
History Remarks

Page 5

Cost Center
Split into multiple inventories?
Split Count *
Personnel

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Physical Inventory — Visible

Selecting Cancel *at any point of this procedure removes all entries and closes the pop-up window. Selecting* Back *at any point returns to the previous page and does not delete any field entries.* ***Bold*** *numbered steps are mandatory.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select Edit next to the desired record. *The* ***Update Physical Inventory*** *pop-up window displays.*

3. Verify that PIV is in the INV TYPE field. If not, use to select PIV.

4. Update the Inv Execution Type, using to select the desired type.

5. Use to update the Inv Mode:

- **SEG - Inv Segment Cd**

A. Select Next to advance to the next page.

B. Update the Inv Segment Cd, using to select desired code.

C. Select Next to advance to the next page.

D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

F. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

G. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

H. Select Next to advance to the next page.

I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

J. Update the Owning DoDAAC, using to select the desired code.

K. Update the Prj Cd, using to select the desired code.

L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

M. Select Next ▸ to advance to the next page.

N. Update the Inv Release Type, using ▼ to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

O. Update the SCHEDULED START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

P. Update the EXPECTED COMPLETION DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

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

b. Enter comments in the History Remarks field. *This is a 1024 alpha-numeric character field.*

R. Select Next ▸ to advance to the next page.

S. Update the Cost Ctr, using ▼ to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use ▼ to answer the Split into multiple inventories? question.

Attention

⚠ When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use ▲▼ in the Split Count field to choose how many times the inventory is split.

U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **STK - Stock Nbr**

A. Select Next to advance to the next page.

B. Update the LIN/TAMCN, using i or ... to assist with the revised number. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

C. Update the STOCK NBR, using ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

D. Select Next to advance to the next page.

E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

G. Update the Location, using i or ... to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

H. Update the CONTAINER ID, using i or ... to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

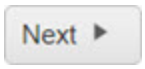
I. Select Next to advance to the next page.

J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

K. Update the Owning DoDAAC, using to select the desired code.

L. Update the Prj Cd, using to select the desired code.

M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

N. Select  to advance to the next page.

O. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

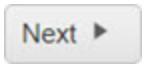
P. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

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

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select  to advance to the next page.

T. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **LOC - Location**

A. Select Next to advance to the next page.

B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

D. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

E. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select Next to advance to the next page.

G. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

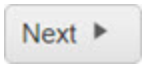
H. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

   a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

   b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

K. Select 

to advance to the next page.

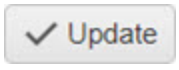
L. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select 

. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

Update a Physical Inventory — Blind

Selecting

at any point of this procedure removes all entries and closes the pop-up window. Selecting

Back *at any point returns to the previous page and does not delete any field entries.* ***Bold*** *numbered steps are mandatory.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select Edit next to the desired record. *The* ***Update Physical Inventory*** *pop-up window displays.*
3. Verify that PIB is in the INV TYPE field. If not, use to select PIB.
4. Update the Inv Execution Type, using to select the desired type.
5. Update the INV Mode, using to select the desired mode.

- **SEG - Inv Segment Cd**

A. Select Next to advance to the next page.

B. Update the Inv Segment Cd, using to select desired code.

C. Select Next to advance to the next page.

D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

F. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

G. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

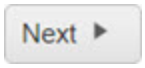
H. Select Next to advance to the next page.

I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

J. Update the Owning DoDAAC, using to select the desired code.

K. Update the Prj Cd, using to select the desired code.

L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

M. Select  to advance to the next page.

N. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

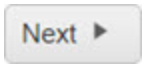
O. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select  to advance to the next page.

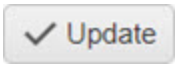
S. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use to answer the Split into multiple inventories? question.

Attention

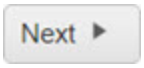
When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select 

. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **STK - Stock Nbr**

A. Select 

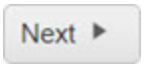
to advance to the next page.

B. Update the LIN/TAMCN, using or to assist with the revised number. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

C. Update the STOCK NBR, using to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

D. Select 

to advance to the next page.

E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

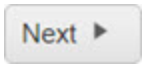
F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

G. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

H. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

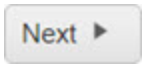
I. Select  to advance to the next page.

J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

K. Update the Owning DoDAAC, using to select the desired code.

L. Update the Prj Cd, using to select the desired code.

M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

N. Select  to advance to the next page.

O. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

P. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select Next ▸ to advance to the next page.

T. Update the Cost Ctr, using ▾ to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use ▾ to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use ▲▼ in the Split Count field to choose how many times the inventory is split.

V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select ✓ Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **LOC - Location**

A. Select Next ▸ to advance to the next page.

B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

D. Update the Location, using i or ... to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

E. Update the CONTAINER ID, using i or ... to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select Next ▸ to advance to the next page.

G. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

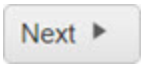
H. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

K. Select 

to advance to the next page.

L. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

Update a Physical Inventory — Survey

*Selecting Cancel at any point of this procedure removes all entries and closes the pop-up window. Selecting Back at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The **Physical Inventory** page displays.*
2. Select Edit next to the desired record. *The **Update Physical Inventory** pop-up window displays.*
3. Verify that SVY is in the INV TYPE field. If not, use ▼ to select SVY.
4. Update the Inv Execution Type, using ▼ to select the revised type.
5. Update the INV Mode, using ▼ to select the revised mode.

- **SEG - Inv Segment Cd**

A. Select Next to advance to the next page.

B. Update the Inv Segment Cd, using ▼ to select desired code.

C. Select Next to advance to the next page.

D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

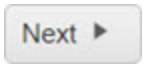
E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

F. Update the Location, using i or ... to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

G. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

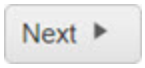
H. Select  to advance to the next page.

I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

J. Update the Owning DoDAAC, using to select the desired code.

K. Update the Prj Cd, using to select the desired code.

L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

M. Select  to advance to the next page.

N. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

O. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select Next ▸ to advance to the next page.

S. Update the Cost Ctr, using ▾ to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use ▾ to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use ▲▼ in the Split Count field to choose how many times the inventory is split.

U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select ✓ Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **STK - Stock Nbr**

A. Select Next ▸ to advance to the next page.

B. Update the LIN/TAMCN, using i or ... to assist with the revised number. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

C. Update the STOCK NBR, using ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

D. Select Next ▸ to advance to the next page.

E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

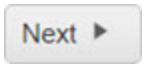
F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

G. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

H. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

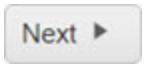
I. Select  to advance to the next page.

J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

K. Update the Owning DoDAAC, using to select the desired code.

L. Update the Prj Cd, using to select the desired code.

M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

N. Select  to advance to the next page.

O. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

P. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select Next ▸ to advance to the next page.

T. Update the Cost Ctr, using ▾ to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use ▾ to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use ▲▼ in the Split Count field to choose how many times the inventory is split.

V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select ✓ Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **LOC - Location**

A. Select Next ▸ to advance to the next page.

B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

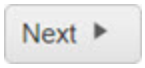
C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

D. Update the Location, using ℹ or ... to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

E. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select  to advance to the next page.

G. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

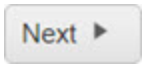
H. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

K. Select  to advance to the next page.

L. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

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.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.
xxxx — If an INV SEGMENT CD value is selected, none of the following fields can be selected: Facility / Facilities, Zone(s), Commodity Type (s), LIN/TAMCN, STOCK	Invalid Entry. When choosing the "SEG - INV SEGMENT CD" option, the fields on Page 2 must remain empty. Remove the information in those fields, and select Update again.

NBR, or Location	

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Delete a Physical Inventory

Overview

The Physical Inventory Delete process allows removal of a Physical Inventory record, removeing the record completely. Once deleted, the record cannot be recovered.

Navigation

MATERIEL MGMT > Physical Inventory > Delete > Confirm Delete (Delete Physical Inventory) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Physical Inventory)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Physical Inventory)

History Remarks

Procedures

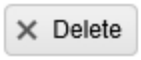
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Physical Inventory

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

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select Delete next to the desired entry. *The* ***Confirm Delete*** *pop-up window appears.*

3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select 

. *The pop-up window closes and the record is removed.*

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.	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.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory

Cancel a Physical Inventory

Overview

The Physical Inventory Cancel process allows removal of a Physical Inventory record, while keeping the record available for later use.
Canceling a record is **only available** for inventories with the following statuses:

- ORL – Open - Released
- OIP – Open - In Process
- OUR – Open - Unreconciled

Navigation

MATERIEL MGMT > Physical Inventory > Cancel > Cancel Physical Inventory pop-up window

Page Fields

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

Cancel Physical Inventory

History Remarks

Procedures

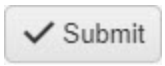
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Cancel a Physical Inventory

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

1. From the MATERIEL MGMT menu, select Physical Inventory. *The **Physical Inventory** page displays.*
2. Select

next to the desired entry. *The **Cancel Physical Inventory** pop-up window displays.*
3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select 

to process the cancellation.

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.	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.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Delete a Physical Inventory

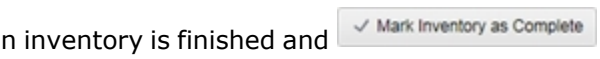
Reconcile a Physical Inventory

Overview

The Reconcile a Physical Inventory process reviews an inventory for any anomalies after it was conducted. A Physical Inventory Reconcile record only contains assets that have an overage or shortage. If the inventory was correct (all assets had the expected inventory quantity, with no overages or shortages), the Physical Inventory Status goes directly to "CRC - Closed Reconciled."
The reconciliation results and their accompanying recommendations are consolidated into the **Physical Inventory Reconciliation Report**. Management then determines the proper course of action for overages and shortages that resulted from the report.
The reconciliation recommendations include:

- If the discrepancy is an Overage:
  - **II** – Increase Inventory
    — the larger quantity is correct; update the inventory to reflect the new quantity.
  - **NA** – No Action Taken
    — leave both quantities; there is a reason for the discrepancy.
  - **RC** – Recount
    — both quantities are questionable; perform a new Physical Inventory for this Stock Number.
- If the discrepancy is a Shortage:
  - **DI** – Decrease Inventory
    — the smaller quantity is correct; update the inventory to reflect the new quantity.
  - **RC** – Recount
    — both quantities are questionable; perform a new Physical Inventory for this Stock Number.
  - **RS** – Report of Survey
    — an official report specifically for that ICN, that details the investigation conducted regarding exactly how much was lost and the reasons behind the loss.
  - **SL** – Suspected Loss
    — a loss has occurred, and an investigation is underway to discover what happened.

Attention

After an inventory is finished and 

is clicked,

does not appear immediately.

The Physical Inventory Reconciliation background process needs to run before a reconciliation can occur. This occurs every fifteen minutes.

At that point Reconcile appears.

Navigation

MATERIEL MGMT > Physical Inventory > ▸ > Reconcile > Reconcile Physical Inventory pop-up window

Page Fields

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

Physical Inventory Information

Physical Inventory Nbr
Sequence Nbr
Physical Inv Status
Personnel
Owning DoDAAC
Prj Cd

Discrepant Inventory Items

Stock Nbr
Item Desc
Serial Nbr
Location Id
Container Id
Cond Cd
Inventory Control Number
Expected Qty
Inventoried Qty
Discrepancy Type
Action to Take

Optional

Owning DoDAAC
Prj Cd
Mfr Dt

Mfr CAGE
Mfr Contract
Mfr Lot
Discrepancy Qty
Discrepancy Cost
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Analyze Inventory Discrepancy

Stock Nbr
Mgmt Cd
Inventory Control Nbr
Location Id
Container Id
Zone Id
Facility
Qty
Cond Cd
Owning DoDAAC
Prj Cd
Last Updated Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Reconcile an Inventory

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

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*

2. Select ▸ next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*

3. Select Reconcile. *The **Reconcile Physical Inventory** pop-up window displays.*
4. Select Analyze next to the desired Stock Number. *The **Analyze Inventory Discrepancy** pop-up window displays, showing the history of that asset.*
5. Select ✕ Close when the discrepancy is found and understood. *The **Analyze Inventory Discrepancy** pop-up window closes.*
6. Use ▼ to select the Action to Take.

Helpful Tip

To insure that data is not lost before the reconciliation is completed for all items listed, select ✓ Save Changes often. The Records Saved pop-up window appears. Select ✓OK to close the window and continue with the reconciliation.

7. Repeat steps 4 through 6 for each asset in the Discrepant Inventory Items grid.
8. Select ✓ Complete Reconciliation. *The **Reconcile Physical Inventory** pop-up window closes.*

Note

The choices selected in the Actions To Take drop-down **are not** automatically completed. They are suggestions for management to use when making decisions.
Print a Reconciliation Report, and use that to update the inventory manually.

Generate a Reconciliation Summary Report

1. Use 🔍 Search to find the desired Inventory Number.
2. Select 🖶 Reconcile Report.
3. *ELMS automatically generates the **Physical Inventory Reconciliation Report - Summary** PDF document to print.*

Generate a Reconciliation Detail Report

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

1. Use Search to find the desired Inventory Number.
2. Select ▶ next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
3. Select Reconcile Report. *The* ***Records to Show*** *pop-up window appears.*
4. Choose whether to:
   - ✓Show All generates the report with all entries from the record listed.
   - ✓Only Discrepant generates the report with only entries that are identified as discrepant.
5. *ELMS automatically generates the* ***Physical Inventory Reconciliation Report - Details*** *PDF document to print.*

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
xxxx — An 'Action to Take' value must be selected on each record before the Complete Reconciliation Button can be selected.	Missing Entry. At least one of the STOCK NBRS does not have an entry in the Action to Take field. Find the missing entries, choose the Action to Take, and save the changes.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Search for an Issued Inventory

Overview

The Warehouse Management module Issued Inventory process provides the ability to audit inventory that is currently issued out from a warehouse. The Warehouse staff starts the audit by counting the outstanding inventory. They issue a DWForm20 to each individual or unit that has been issued items, and each responsible party performs their own inventory. When that is completed, they enter the totals on the form and return it to the requesting warehouse.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Issued Inventory Nbr
UIC
Member
Status

Search Results Grid

Issued Inventory Nbr
Attachments
Member
UIC

Created Dt/Tm
Status

Optional

Last Updated By
Last Updated Dt/Tm

Procedures

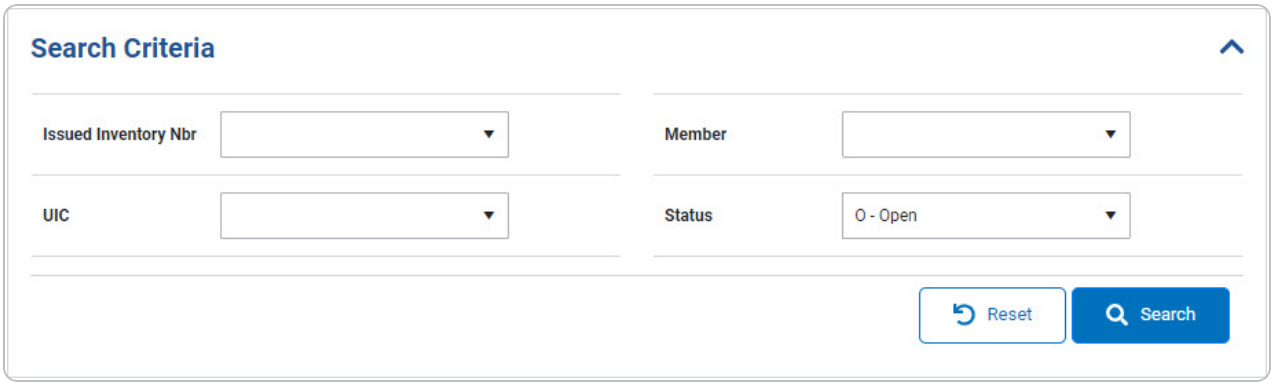
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Issued Inventory

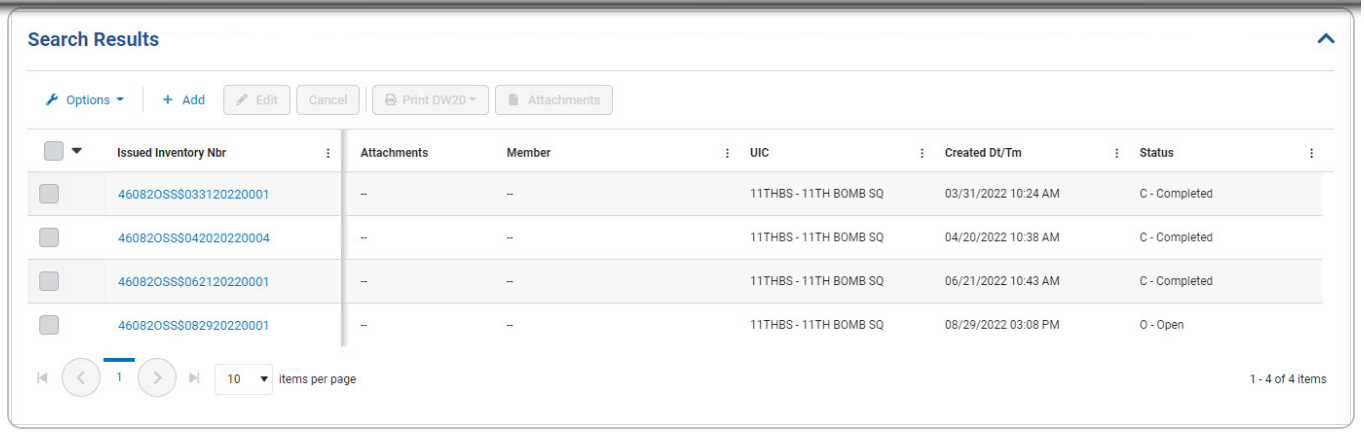
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Use ▾ to select the Issued Inventory Nbr .
- Use ▾ to select the UIC.
- Use ▾ to select the Member.
- Use ▾ to select the Status.

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



Add an Issued Inventory

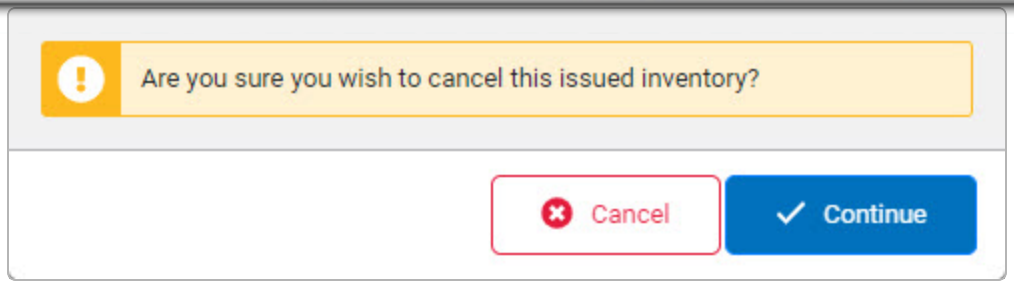
Select + Add. *The **Add Issued Inventory Header** slide-out window appears.*

Update an Issued Inventory

1. Click ☐ to select the entry. *The Issued Inventory row is highlighted, and* Edit, Cancel, Print DW20, *and* Attachments *become available.*
2. Select Edit. *The **Issued Inventory Details** page appears.*

Cancel a Issued Inventory

1. Click ☐ to select the entry. *The Issued Inventory row is highlighted, and* Edit, Cancel, Print DW20, *and* Attachments *become available.*
2. Select Cancel. *The Cancel Issued Inventory pop-up window appears.*



3. Select Continue. *The* IssuedInventory AFMD$011820230001 cancelled. *appears.*

Print a DWForm20

1. Click to select the entry. *The Issued Inventory row is highlighted, and* Edit, Cancel, Print DW20, *and* Attachments *become available.*
2. Select Print DW20. *The available forms for printing appear.*
   - DW20 - All
   - DW20 - Updated
   - DW20 - Not Updated
   - DW20 - UI
3. Select the form for printing. *The Windows* ***Save As*** *pop-up window appears, with* DW20 Report ready for download. *appearing at the bottom of the screen.*
4. Choose the name and folder to download the form, and select it.
5. Select Save. *The* ***Save As*** *pop-up window closes, and the PDF form is downloaded to the computer.*

Add an Attachment to an Issued Inventory

1. Click to select the entry. *The Issued Inventory row is highlighted, and* Edit, Cancel, Print DW20, *and* Attachments *become available.*

2. Select

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

Related Topics

- Add an Issued Inventory
- View the Issued Inventory Details
- Update the Issued Inventory Details
- Add an Attachment to an Issued Inventory

Add an Issued Inventory Header

Overview

The Issued Inventory Add process provides the ability to create an issued inventory audit for either a single member or an entire unit. When the audit is created, all outstanding items for the selected member or UIC are included, and a unique control number is assigned to the audit. The DWForm20 Outstanding Inventory Report is printed for the audit and sent to the member or UIC custodian.

Navigation

MATERIEL MGMT > Inventory > Issued > + Add > Add Issued Inventory Header slide-out window

Page Fields

The following fields display on the **Add Issued Inventory Header** slide-out 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.
7	Select "Update" to continue process.

Details Grid

Select UIC
Select Member Name

Attachments Grid

Attachment Browse

Procedures

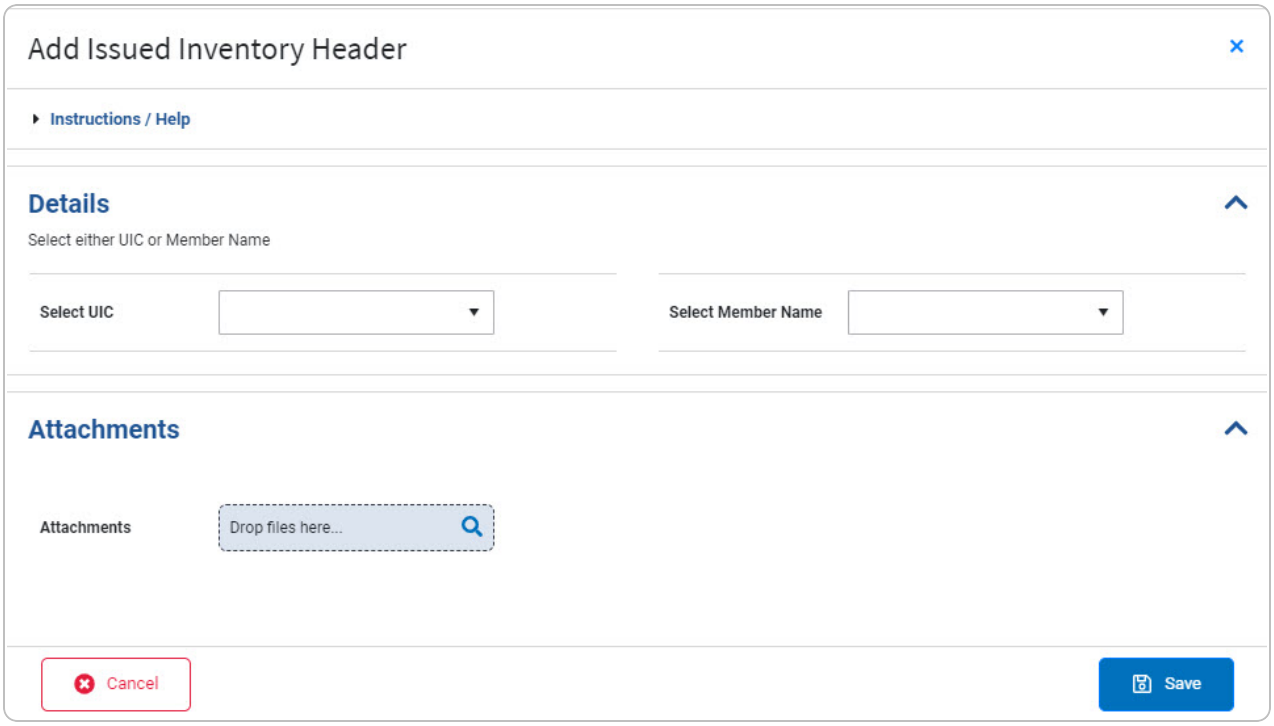
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Issued Inventory Header

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

1. Select + Add. *The **Add Issued Inventory Header** slide-out window appears.*



2. Complete the Details grid.

A. Use ▾ to select the Select UIC.

OR

B. Use ▾ to select the Select Member Name.

3. Complete the Attachments grid.

A. Select

. *Follow the **Add Attachments** procedure.*

4. Select

. *The **Issued Inventory 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.
xxxx — Please make a selection.	Missing Entry. Enter one of the two options.

Related Topics

- Search for an Issued Inventory
- View the Issued Inventory Details
- Update the Issued Inventory Details
- Add an Attachment to an Issued Inventory

Update the Issued Inventory Details

Overview

The Issued Inventory Details Update process allows editing of the audit inventory that is currently issued out from a warehouse.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > Issued Inventory Details > ICN hyperlink > Update Issued Inventory Details slide-out window

Page Fields

The following fields display on the **Update Issued Inventory Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Summary Grid

ICN

Update Issued Inventory Grid

DOLI Date *
Counted Qty *
Remarks
Conducted By
Reason Code

(*) Asterisk identifies mandatory fields.

Procedures

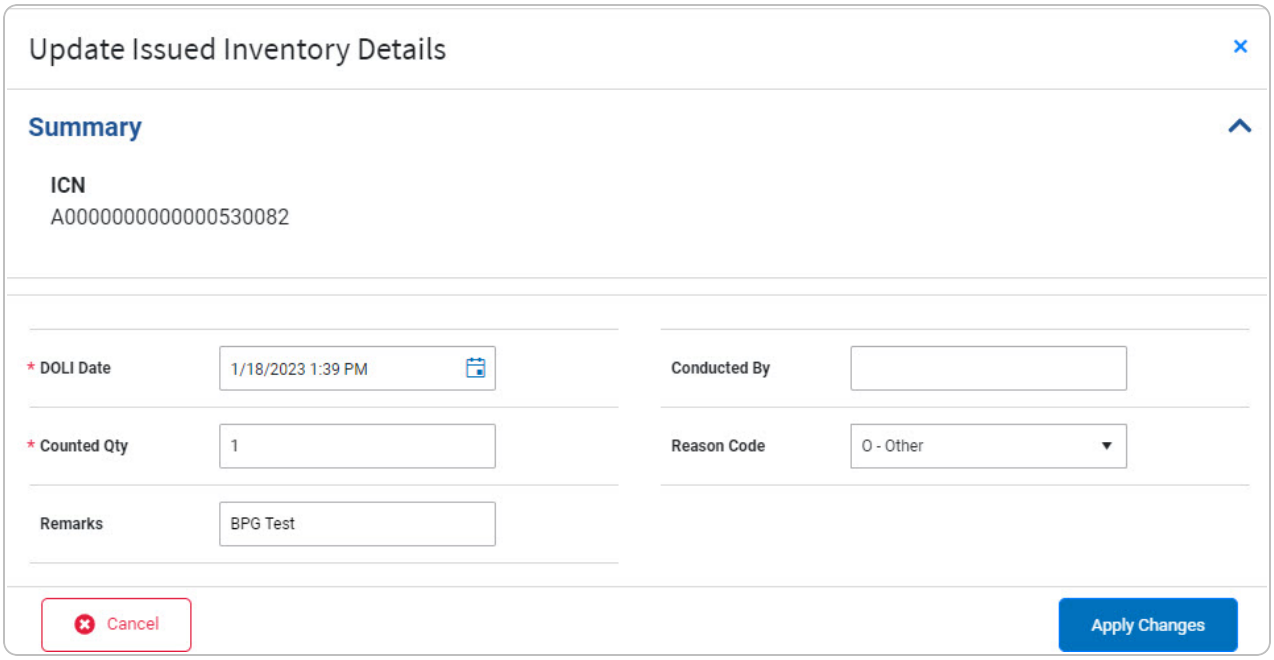
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Issued Inventory Details

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

1. Select the ICN hyperlink. *The* ***Update Issued Inventory Details*** *slide-out window appears.*



A. *Verify the ICN.*

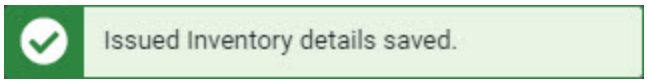
B. Use to select the DOLI Date, or enter the date (MM/DD/YYYY) in the field provided.

C. Enter the Counted QTY in the field provided. *This is a 6 numeric character field.*

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

E. Enter the Conducted By in the field provided. *This is a 25 alphanumeric character field.*

F. Use ▾ to select the Reason Code.

2. Select Apply Changes. *The* 

appears, and the revised information appears in the ***Issued Inventory*** *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.
13 — Mandatory Entry: *DOLI Date*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Counted QTY*.	

Related Topics

- Search for an Issued Inventory
- Add an Issued Inventory
- View the Issued Inventory Details
- Add an Attachment to an Issued Inventory

View the Issued Inventory Details

Overview

The Issued Inventory Details process is view only and displays the audit inventory that is currently issued out from a warehouse.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > Issued Inventory Details page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Summary Grid

Issued Inventory Nbr
Member OR UIC
Status

Issued Inventory Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Outstanding Qty
Commodity Type
New DOLI

Conducted By
Counted Qty
Reason Cd
Remarks
Current DOLI
Cond Cd
Issued Warehouse

Optional

Created By
Created Dt/Tm
Last Updated By
Last Updated Dt/Tm

Procedures

ELMS Navigation Helpful Tips

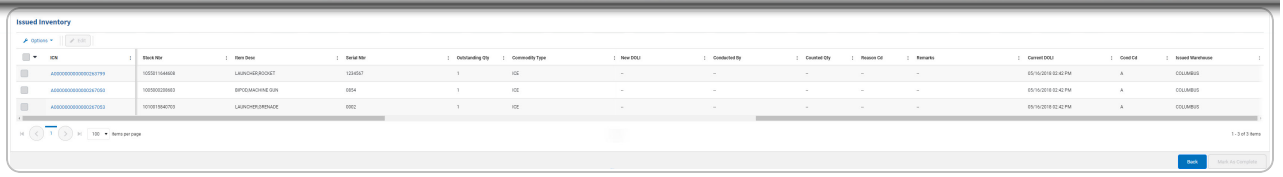
Click the following link to display Warehouse Navigation Tips.

View the Issued Inventory Details

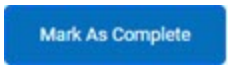
Selecting Back *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *The Details page appears from the Add page or the Edit page.*
2. *View the Summary panel:.*

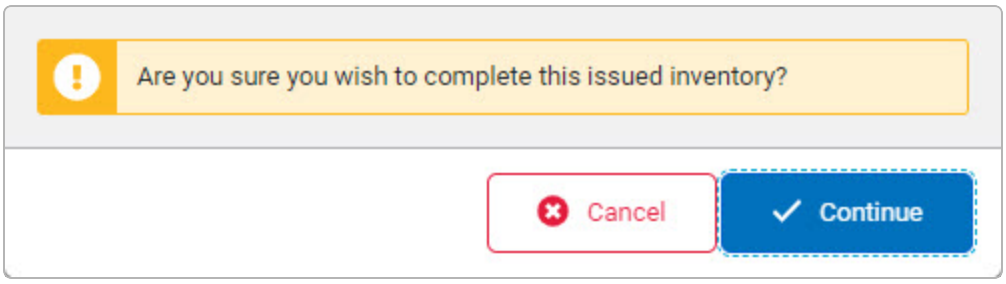
   A. *Verify the Issued Inventory NBR.*
   B. *Verify the Member **or** UIC.*
   C. *Verify the Status.*
3. *View the Issued Inventory panel:.*



4. Select the ICN hyperlink. *The* ***Update Issued Inventory Details*** *slide-out window appears.*

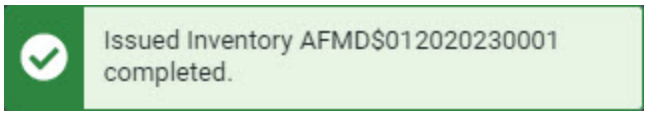
5. Select 

. *The*



appears.

6. Select

. *The* 

appears on the ***Search for an Issued Inventory*** *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
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

- Search for an Issued Inventory
- Add an Issued Inventory

- Update the Issued Inventory Details
- Add an Attachment to an Issued Inventory

Add an Attachment to an Issued Inventory

Overview

The Issued Inventory Add Attachments process provides the ability to attach documents to an Issued Inventory audit.

Note

The fields in the Details grid reflect the responsible party for the audit. The field changes between Member or UIC accordingly.

Navigation

MATERIEL MGMT > Inventory > Issued > Issued Inventory > *VARIOUS PROCEDURAL STEPS* > (desired record) > Attachments > Add/Edit Attachments slide-out window

Page Fields

The following fields display on the **Add/Edit Attachments** slide-out 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.
7	Select "Update" to continue process.

Details Grid

Issued Inventory Nbr

Status
Member OR UIC

Attachments Grid

Attachment Browse

Procedures

ELMS Navigation Helpful Tips

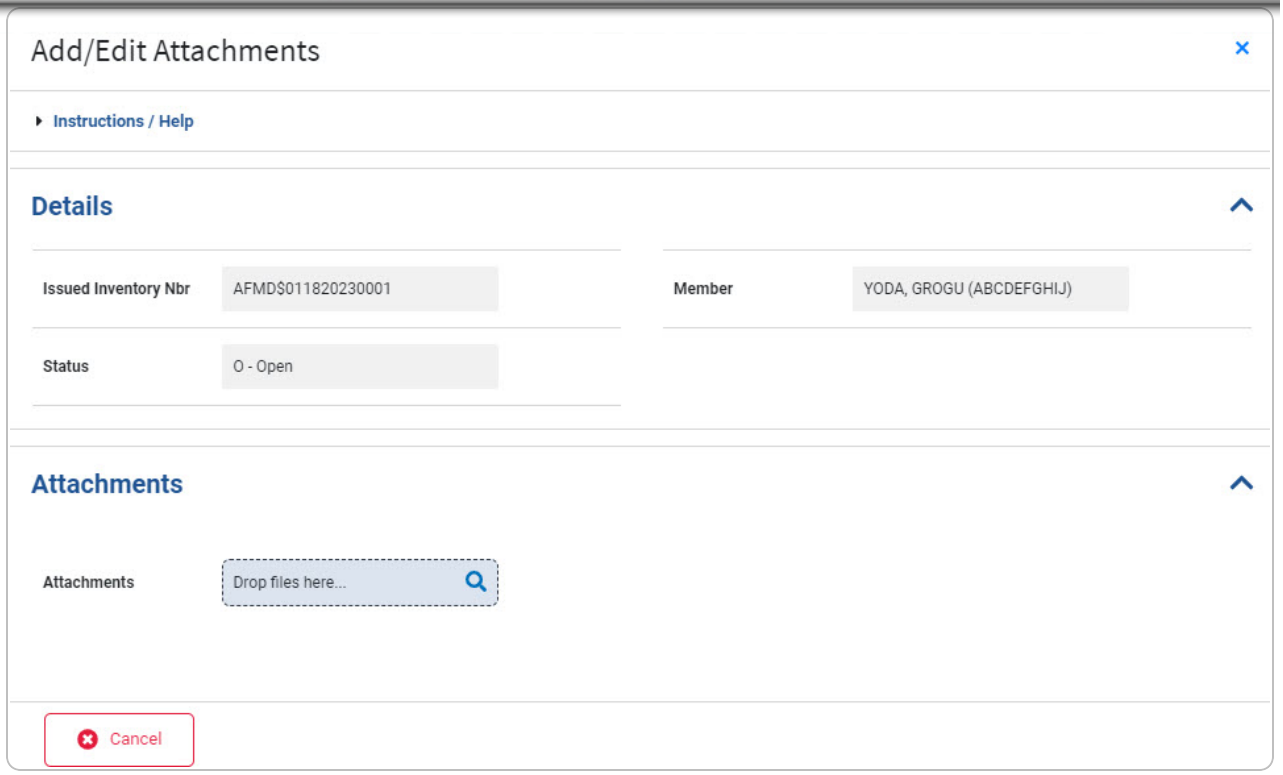
Click the following link to display Warehouse Navigation Tips.

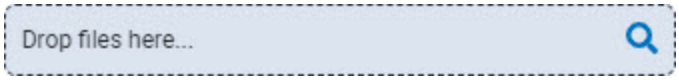
Attach a Document to a Record

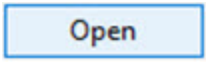
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Click ☐ to select the entry. *The Issued Inventory row is highlighted, and* Edit, Cancel, Print DW20, *and* Attachments *become available.*

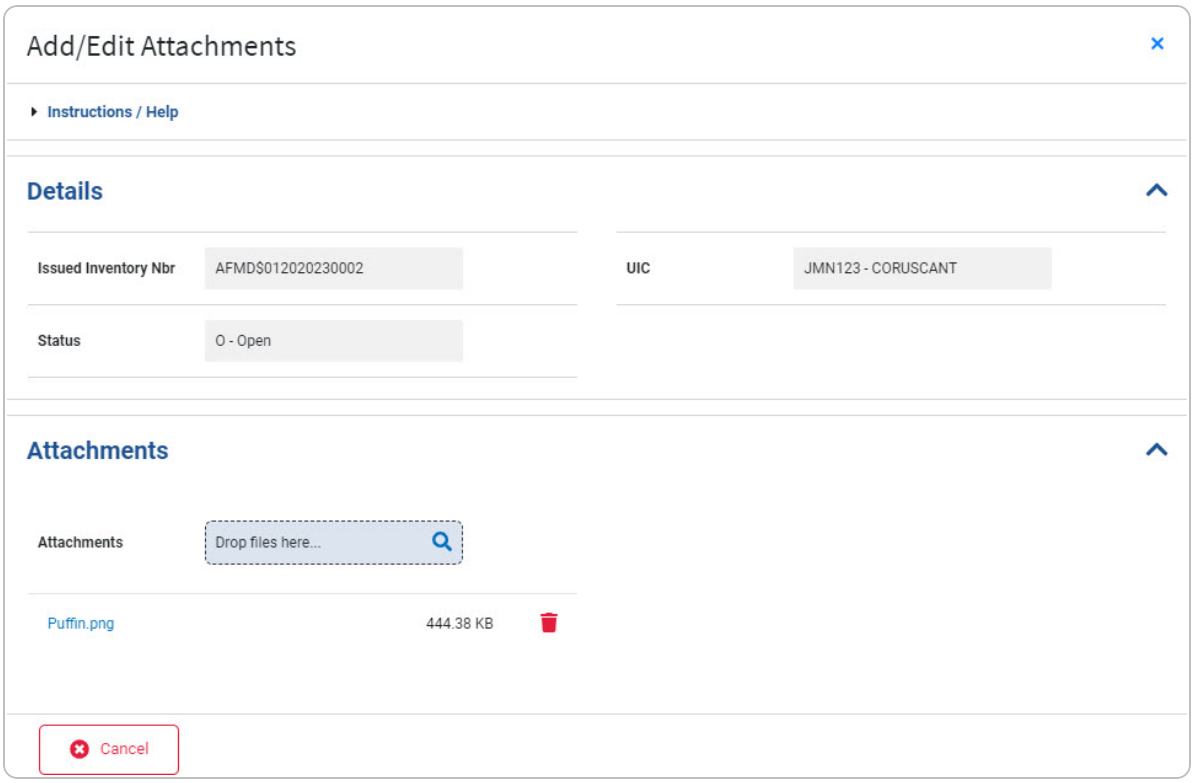
2. Select Attachments. *The* ***Add/Edit Attachments*** *slide-out window appears.*



3. Complete the Details grid.
   A. *Verify the Issued Inventory NBR.*
   B. *Verify the Status.*
   C. *Verify the Member **or** UIC.*
4. Complete the Attachments grid.
   A. Select 

. *The Windows **Choose File to Upload** pop-up window appears.*
   B. Choose the file to attach, and select it.
   C. Select 

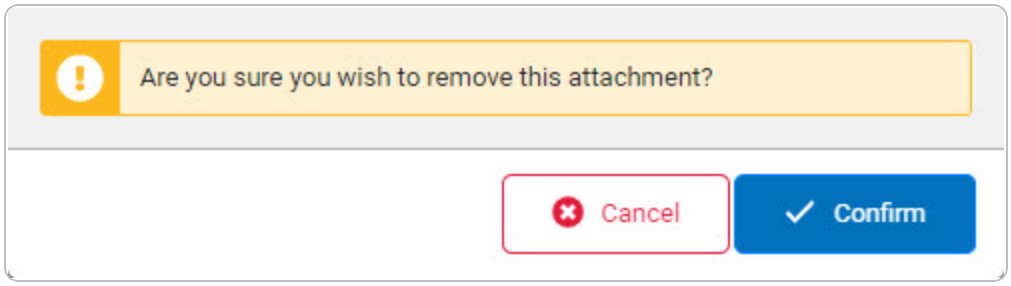
. *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachments panel.*



D. Repeat Steps A - B to attach multiple documents.

Remove an Attachment

a. Select . *The **Delete** pop-up window appears.*



b. Select Confirm. *The attachment is removed form the Issued Inventory record.*

5. Select . *The **Add/Edit Attachments** slide-out 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, 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.
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 {x} for this file type. "Attachment" file size is {x}.	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 1MB. The selected file size	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

is {x}.	

Related Topics

- Search for an Issued Inventory
- Add an Issued Inventory
- View the Issued Inventory Details
- Update the Issued Inventory Details

Project Management

Overview

The Warehouse Management module Project Management process provides the ability to create, edit, and delete project plans supporting the warehousing operation. Project Codes separate inventory into groups, and track the source of funding for equipment. This allows a single stock number to be funded by different sources and still have the appropriate group of inventory tracked.

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

MATERIEL MGMT > Project MGMT > Project MGMT page

Page Fields

The following fields display on the **Project Management** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
36	Select "Delete" button to remove record(s) from applicable tables.
476	Select "Plan" button to create project plan.
477	Select "View" button to view the details of the project plan.

Search Criteria Grid

Prj Cd
Prj Status
Prj Desc
Prj Type

Project Results Grid

Edit
Delete
View Plan / Plan
Prj Cd
Prj Desc
Prj Type
Prj Status
Planned Start Dt
Actual Start Dt
Planned End Dt
Actual End Dt

Optional

Primary Attachment
Actual Cost
Established By
Established Dt/Tm
Est Prj Cost
Job Order Nbr
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks
Logistics Program
Region
Site
Warehouse

Procedures

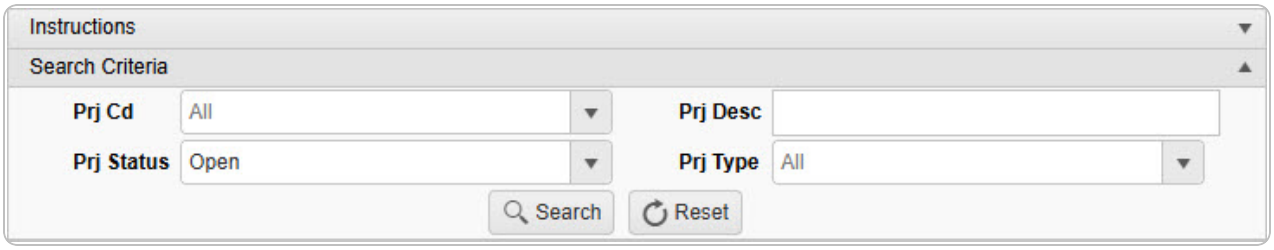
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Project

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

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



- Use ▼ to select the desired Prj Cd.
- Use ▼ to select the desired Prj Status.
- Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*
- Use ▼ to select the desired Prj Type.

2. Select Search. Results display in the Project Grid below.

View a Plan for an Existing Project

1. Select View Plan. *The **View Project Plan** pop-up window appears.*
2. All of the fields are available for viewing only.
3. Select Close to close the pop-up window and return to the **Project Management** page.

Add a New Project

Select + Add. *The **Add a Project Plan** page appears.*

Edit a Project

Select Edit. *The **Edit a Project Plan** page appears.*

Start Generating a Plan for an Existing Project

Select ▶ Plan. *The **Start Using a Project Plan** page appears.*

Delete a Project

Select ✕ Delete. *The **Delete a Project Plan** 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.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9")

	characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1193 — Planned START DT must be within 60 days (Past or Future) from today's date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional

- 1234, 12345 1234).	4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Planned Start Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Desc*.	
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code

add a Project Code Range.	Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available PRJ CDs in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open PRJ CD already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered PRJ CD has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- Add a Project Management Plan
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

Start Creating a Project Management Plan

Overview

The Start Creating a Project Management Plan process provides the ability to create a project plan, supporting the warehousing operation.

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

MATERIEL MGMT > Project MGMT > ▸ Plan > Create Project Plan pop-up window

Page Fields

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

Create a Project Plan

Page 1 - Plan Selection Criteria

Stock Nbr *

Owning DoDAAC

Warehouse(s)

Page 2 - Plan Selection Criteria

Stock Nbr
Prj Cd
Planned Start Dt
Warehouse(s)
Issued Qty
Assembled Qty
On Hand Qty
Scheduled to Assemble Qty

Rqd Qty *

Page 3 - Kit Information

Prj Cd
EA Kit Cost
Rqd Qty
Total Kit Cost
Planned Start Dt
Stock Nbr
Owning DoDAAC
Total Order Cost
Estimated

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Start Creating a Project Plan

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

1. Select Plan next to the desired record. *The* ***Create Project Plan*** *pop-up window appears, showing "Page 1 - Plan Selection Criteria".*
2. Use i or ... to assist with the STOCK NBR entry.
3. Verify the default Owning DODAAC field. If it is not correct, use ▼ to select the correct Owning DODAAC.
4. Verify the default Warehouse(s). If it is not correct, click in the Warehouse(s) field to show a drop-down list of available warehouses, and select a Warehouse from this list.
5. Select Next ▸. *The* ***Create Project Plan*** *pop-up window changes, showing "Page 2 - Plan Selection Criteria".*

Selecting Back *at any point after this step returns to the previous page, and does not delete any field entries.*

6. Use ▲▼ to choose the correct RQD QTY.
7. *All of the other fields automatically populate, and are not editable.*
8. Select Next ▶. *The* ***Create Project Plan*** *pop-up window changes, showing "Page 3 - Kit Information".*
9. Review all the fields, ensuring the prices are correct and viable.

Helpful Tip

If the information *is not* correct and viable:

1. Use ▲▼ to choose the correct RQD QTY.
2. Select ✎ in the Order Qty field to revise the amount of each item in the kit.
3. Select Calculate to update the totals.
4. Repeat these steps until the prices are correct and viable.

10. Select + Submit to process the transaction. *The* ***Create Project Plan*** *pop-up window closes, and* Plan *changes to* View Plan *next to the started project plan.*

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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	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.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
18 — Date format should be MM/DD/YYYY with valid	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter

month/day combination.	the date..
1193 — Planned START DT must be within 60 days (Past or Future) from today's date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Planned Start Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Desc*.	
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available Prj Cds in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open Prj Cd already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.

2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered PRJ CD has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- Project Management Overview
- Add a Project Management Plan
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan

Add a Project Management Plan

Overview

The Add a Project Management Plan process provides the ability to create project plans to support the warehousing operation.
There are four types of

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

MATERIEL MGMT > Project MGMT > + Add > Add Project pop-up window

Page Fields

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

Project Tab

Prj Cd
Generate Prj Cd
Prj Desc *
Prj Type *
Prj Status *
Qty
Est Prj Cost
Actual Cost
Planned Start Dt *
Actual Start Dt
Planned End Dt
Add / Edit Remarks

Project POC tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
ZIP Cd
Add / Edit Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Project

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

1. Select + Add. *The* ***Add Project*** *pop-up window displays, with the Project Tab open.*
2. Enter the mandatory fields:
   A. Enter the PRJ DESC in the field provided. *This is a 1024 alphanumeric character field.*
   B. Using ▼ in the PRJ TYPE field, select the kind of project being added:
   C. *The PRJ STATUS field is shaded, and cannot be changed from OP - Open.*
   D. Use 📅 to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Enter the optional fields:
   A. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

> **Attention**
> If the PRJ CD is not known, select the Generate PRJ CD check box to create a new PRJ CD.

   B. Use to choose the correct QTY.
   C. Enter the EST PRJ COST in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
   D. Enter the Actual Cost in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
   E. Use to select the Actual Start DT, or enter the date (MM/DD/YYYY) in the field provided.
   F. Use to select the Planned End DT, or enter the date (MM/DD/YYYY) in the field provided.
   G. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
      a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
      b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the **Project POC** tab:
   A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*
   B. Use to select the Country code. *This field is mandatory when the address is entered.*
   C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*
   D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
   E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field, and is mandatory when the address is entered.*

I. Enter the E-mail Address. *This is an 80 alphanumeric character field.*

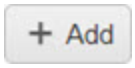
J. Use to select the State code. *This field is mandatory when an address is entered and the country code is set to United States.*

K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field, and is mandatory when the address is entered.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

5. Select 

to complete the new project plan.

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 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.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1193 — Planned START DT must be within 60 days (Past or Future) from	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.

today's date.	
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric

	character.
13 — Mandatory Entry: *Planned Start Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Desc*.	
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available Prj Cds in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open Prj Cd already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered Prj Cd has not been closed for at least 18 months. Select an open Project Code.

2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

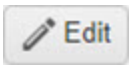
- Project Management Overview
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

Update a Project Management Plan

Overview

The Update a Project Management Plan process allows updating project plans that support the warehousing operation.

Navigation

MATERIEL MGMT > Project MGMT >  > Update Project pop-up window

Page Fields

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

Project Tab

Prj Cd
Prj Desc *
Prj Type *
Prj Status *
Qty
Est Prj Cost
Actual Cost
Planned Start Dt *
Actual Start Dt
Planned End Dt
Actual End Dt
Attachment
Add / Edit Remarks

Project POC tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2

Fax Nbr
City
E-Mail Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

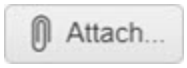
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Project Plan

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

1. Select Edit. *The* ***Update Project*** *pop-up window displays.*
2. Verify the default mandatory fields:
   A. Verify the default PRJ DESC in the field provided. *This is a 1024 alphanumeric character field.*
   B. *The PRJ TYPE field is shaded and cannot be changed.*
   C. Verify the default PRJ STATUS. If it is not correct, use to select the correct PRJ STATUS:
      - OP - Open
      - CL - Closed
      - CN - Cancelled
   D. Verify the default Planned START DT field. If it is not correct, use to select the correct Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Verify the default optional fields:
   A. *The PRJ CD field is shaded and cannot be changed.*
   B. Verify the default QTY field. If it is not correct, use to choose the correct QTY.
   C. Verify the default EST PRJ COST in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
   D. Verify the default Actual Cost in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
   E. Verify the default Actual Start DT field. If it is not correct, use to select the correct Actual Start DT, or enter the date (MM/DD/YYYY) in the field provided.
   F. Verify the default Planned End DT field. If it is not correct, use to select the correct Planned End DT, or enter the date (MM/DD/YYYY) in the field provided.
   G. Use to select the Actual End DT, or enter the date (MM/DD/YYYY) in the field provided.
   H. Select 

to open the **Attachment Uploader** pop-up window.
   I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
      a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
      b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Project POC tab:
   A. Verify the default Contact Point in the field provided. *This is a 25 alphanumeric character field.*
   B. Verify the default Country Code. If it is not correct, use to select the correct Country code. *This field is mandatory when the address is entered.*
   C. Verify the default PHONE NBR in the field provided. *This is a 25 numeric character field.*
   D. Verify the default Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

E. Verify the default DSN NBR in the field provided. *This is a 25 numeric character field.*

F. Verify the default Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Verify the default FAX NBR in the field provided. *This is a 25 numeric character field.*

H. Verify the default City in the field provided. *This is a 25 alphanumeric character field, and is mandatory when the address is entered.*

I. Verify the default E-mail Address. *This is an 80 alphanumeric character field.*

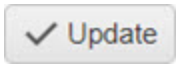
J. Verify the default State code. If it is not correct, use to select the correct State code. *This field is mandatory when an address is entered and the country code is set to United States.*

K. Verify the default ZIP CD in the field provided. *This is a 10 numeric character field, and is mandatory when the address is entered.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

5. Select 

to complete the revisions to the project plan.

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.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1193 — Planned START DT	Invalid Date Entry. The Planned START DT must

must be within 60 days (Past or Future) from today's date.	be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) sym-

	bol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Planned Start Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Desc*.	
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available Prj Cds in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open Prj Cd already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not	Invalid Entry. The entered Prj Cd has not been

been closed long enough for re-use.	closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- Project Management Overview
- Add a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

Delete a Project Management Plan

Overview

The Delete a Project Management Plan process allows removal of project plans that have not been approved and are no longer required.

Navigation

MATERIEL MGMT > Project MGMT > Delete > Confirm Delete (Delete Project) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Project)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Project)

History Remarks

Procedures

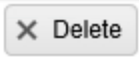
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Project Plan

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Project)*** *pop-up window appears.*
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

3. Select 

to process the transaction.

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

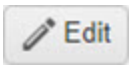
- Project Management Overview
- Add a Project Management Plan
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Start Using a Project Management Plan

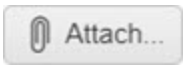
Add an Attachment to a Project Management Plan

Overview

The Project Management Plan Add Attachment process provides the ability to attach documents to the Project.

Navigation

MATERIEL MGMT > Project MGMT > 

> Update Project > 

> Attachment Uploader pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachment Uploader

Attachment
Desc
Primary

Name
Desc

Procedures

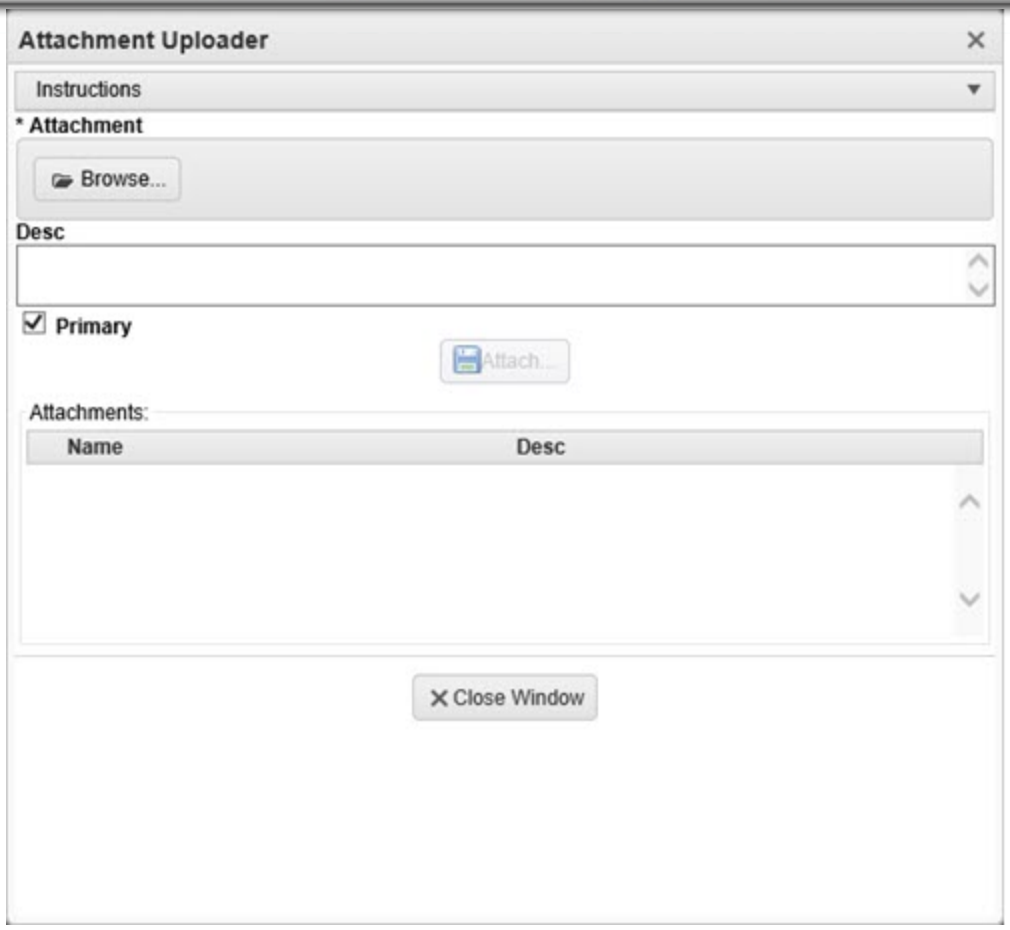
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Project Management Plan

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

1. Select Attach... to add any additional files to the record. *The* ***Attachment Uploader*** *pop-up window appears.*



2. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select ⊘ No to cancel the deletion.
- Select ✓ Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select ✓OK to complete the process. *The document is removed.*

9. Select ✕ Close Window. *The **Attachment Uploader** pop-up window closes, and the attachment(s) appears in the Attachments 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.
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.

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 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

- Project Management Overview
- Add a Project Management Plan
- Update a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

SKO Assemble

Overview

The Warehouse Management module Sets, Kits, and Outfits (SKO) Assemble process provides the ability to create, edit, and cancel Kit Assemble Requests (records), as well as assign specific items to a kit, assemble kits, track the overall progress of requests, assign a kit assembly to a dedicated location or container, initiate a pick, and print relevant forms for the SKO.
The mandatory kit assembly prerequisites:

- Catalog the Stock Numbers for each of the components and the complete kit
- Create a SKO Catalog record for the complete kit that contains its components
- Create a Stock Item record for the complete kit and each component
- Receive and accept the components into the Warehouse

The two kit assembly methods (depending upon the size of the locations involved):

- **Pick Planning and Pick Process** *requires picking the component inventory prior to assembly*
  — Initiating a pick sends the request to collect components for assembly. Prior to creating the pick request, knowing the stock numbers of each of the components are required to assemble the kit. Once components have been picked and are ready to assemble, the Pick Status Rollup changes to "Complete, Full Pick". Kits with this status only can be assembled.
- **Immediate Assembly** *does not require picking the component inventory prior to assembly*
  — For Serially Managed SKOs, this skips the Pick Plan and Pick processes, and the kit is immediately assembled. This method is most useful when the components are stored in the same location as where the kit is stored.

When a Kit Assembly Request is initiated through the Project Management process, the PRJ CD displays in the Kit Assemble grid.

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

MATERIEL MGMT > Set Kit Outfit > Assemble > SKO Assemble page

Page Fields

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

Search Criteria

Stock Nbr
Prj Cd
Member
Kit Type

Kit Assemble Grid

Edit
Initiate
Print
Prj Cd
Stock Nbr
Item Desc
Plan Status Rollup
Serially Managed
Required Qty
Assembled Qty
Remaining Qty
Qty In QC
Qty Passed QC
Remarks
Attainment (%)

Optional

Security Commodity Type Desc
Reportable Commodity Type Desc
LIN/TAMCN
LIN/TAMCN Desc
GFM Contract Nbr
Shelf Life Cd
Stock Item Cd

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Created By Pick

Pick Status
Kit QC Status
Pick Nbr
Qty Full
Qty Partial
Member

Created By Assemble

ICN
Serial Nbr
Current Qty
Prj Cd
Owning DoDAAC
GFM Contract Nbr
SKO Build Status
Cond Cd
Purpose Cd
Member

Pick Kits

Stock Nbr
Item Desc
Required Qty
Assembled Qty
Picked Qty
Remaining Qty To Be Picked

Kit Inventory Destination

Kit Assemble Qty *
Owning DoDAAC *
Cond Cd *
Pick Plan Location
Pick Plan Container
Prj Cd

Kit Details Grid

Stock Nbr
LIN/TAMCN
Item Desc
Required Qty
Rqd For Complete Kit?
Size Category

Kit Assemble

Stock Nbr *
Item Desc
ICN *

ICN Details

Serial Nbr
Asset ID

New Location
New Container
Cond Cd
Owning DoDAAC *
GFM Contract Nbr
Prj Cd

Kit Details Grid

Stock Nbr
LIN/TAMCN
Item Desc
Required Qty
Rqd For Complete Kit?
Kit Item Detail Status

Optional

Size Category
Stocking UI
Serially Managed
Prev Sel Qty
ICN Qty
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit

Kit Assembly

Stock Nbr
Required Qty
Assembled Qty
Remaining Qty
Full Planned Pick Qty
Partial Planned Pick Qty
Owning DoDAAC
Cond Cd
Prj Cd
GFM Contract Nbr

Kit Assembly Information

Kit Assembly Location
Kit Assembly Container
Require QC
Complete As Is
QC Remarks

Kit Assembly Completed

Kit ICN
Item ICN
Stock Nbr
Item Desc
Serial Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

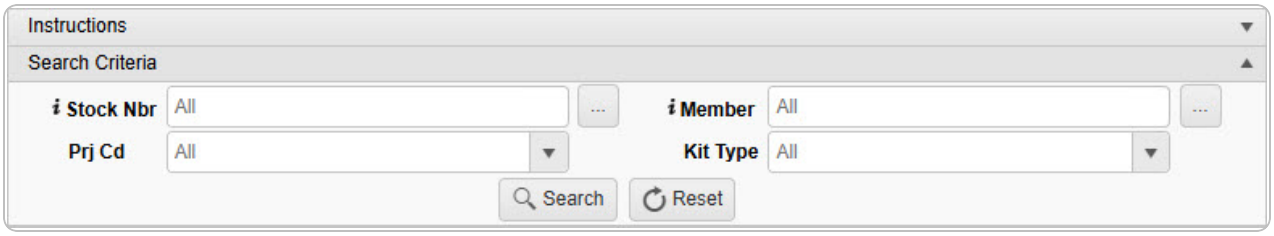
Click the following link to display Warehouse Navigation Tips.

Search For a SKO Assemble Record

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

the default "All" setting.

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



- Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Use ▼ to select the Prj Cd.
- Use ℹ or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

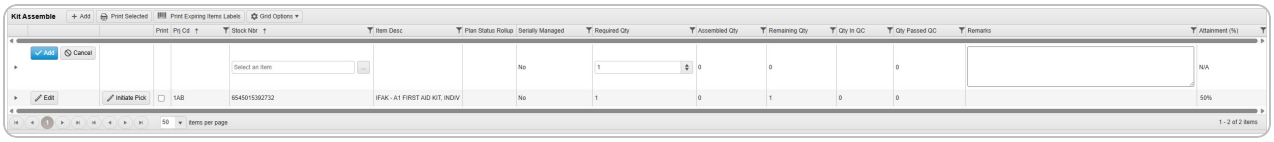
- Use ▼ to select the Kit Type.

2. Select Search. *The results display in the Kit Assemble grid below.*

Add a SKO Assemble Record

Selecting Cancel *at any point of this procedure removes all revisions and removes the grid row.*

1. Select + Add. *A blank entry appears at the top of the grid.*



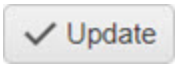
2. *The PRJ CD field automatically populates and is not editable.*
3. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse
4. *The ITEM DESC field automatically populates once the STOCK NBR is entered.*
5. *The Plan Status Rollup field automatically populates and is not editable.*
6. *The Serially Managed field automatically populates once the STOCK NBR is entered.*
7. Use ▲▼ to choose the Required QTY.
8. *The Assembled QTY field automatically populates and is not editable.*
9. *The Remaining QTY field automatically populates and is not editable.*
10. *The QTY in QC field automatically populates and is not editable.*
11. *The QTY Passed QC field automatically populates and is not editable.*
12. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. *The Attainment (%) field automatically populates and is not editable.*
14. Click Add to complete the transaction.

Update a SKO Assemble Record

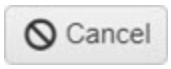
Selecting Cancel at any point of this procedure removes all revisions and closes the grid row.

1. Select Edit next to the desired SKO Assemble Record. *The entry expands.*
2. *Verify the STOCK NBR.*
3. *Verify the ITEM DESC.*
4. *Verify the Serially Managed field.*
5. Update the Required QTY, using ▲▼ to choose the revised quantity.
6. *Verify the Assembled QTY.*
7. *Verify the Remaining QTY.*
8. *Verify the QTY in QC.*

9. *Verify the QTY Passed QC.*
10. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
11. *Verify the Attainment (%).*
12. Update the History Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
13. Click 

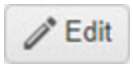
to complete the transaction.

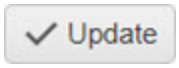
Delete a SKO Assemble Record

Selecting 

or

at any point of this procedure removes all revisions and closes the grid row.

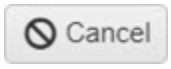
1. Select 

next to the desired SKO Assemble Record. *The entry expands.*
2. Reduce the Required QTY to '0'.
3. Select 

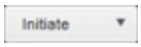
. *The **Confirm Cancel SKO Build** pop-up window appears.*
4. Select

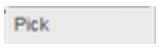
to remove the record.

Initiate a Pick for a SKO Assemble Record

Selecting 

*at any point of this procedure removes any revisions and returns to the Kit Assemble grid. **Bold** numbered steps are required.*

1. Select 

. *The Initiate drop-down menu appears.*
2. Select 

. *The **Pick Kits** pop-up window appears.*
3. *Verify the STOCK NBR.*
4. *Verify the ITEM DESC.*
5. *Verify the Required QTY.*
6. *Verify the Assembled QTY.*
7. *Verify the Picked QTY.*
8. *Verify the Remaining QTY To Be Picked.*

9. Use to choose the Kit Assemble QTY field. *This field is only editable for serially managed SKO Assemble Records when more than 1 is required.*

10. Use to select the Owning DoDAAC.

11. Use to select the Cond Cd.

12. Enter the Pick Plan Location, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*
    Location Browse

    OR

    Enter the Pick Plan Container, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*
    Container Identification Browse

13. *Verify the PRJ CD, if available.*

14. Select + Add to complete the transaction. *The grid row expands, with "Pick Plan Created" in the Plan Status Rollup field, and the PICK NBR linked to the Materiel Movement Plan.*

Assemble a SKO Assemble Record (Pick NBR)

Selecting Cancel *at any point of this procedure removes any revisions and closes the pop-up window.* ***Bold*** *numbered steps are required.*

1. Select img src="../../../../Resources/Images/Warehouse Buttons/E/ExpansionArrow.jpg" title="the Expansion Arrow button" alt="the Expansion Arrow button" class-s="SmallButton" /> next to the desired record. *The* ***Created By Pick*** *sub-grid appears.*

2. Select Assemble. *The* ***Kit Assembly*** *pop-up window appears, open to the* ***Kit Assembly*** *tab.*

> **Note**
> Assemble is only available when the Plan Status is "Complete, Full Pick."

3. *Verify the STOCK NBR.*

4. *Verify the Required QTY.*
5. *Verify the Assembled QTY.*
6. *Verify the Remaining QTY.*
7. *Verify the Full Planned Pick QTY.*
8. *Verify the Partial Planned Pick QTY.*
9. *Verify the Owning DODAAC.*
10. *Verify the COND CD.*
11. *Verify the PRJ CD.*
12. *Verify the GFM CONTRACT NBR.*

Use or to assist with the Kit Assembly Location entry. *This is a 20 alphanumeric character field.*

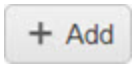
Location Browse

13.

OR

Use or to assist with the Kit Assembly Container entry. *This is a 20 alphanumeric character field.*

Container Identification Browse

14. Click to *de-select* the Require QC. *This removes the check (☐) and does not create a QC Request.*
15. Click ☐ to select the Complete As Is. *This indicates the Kit needs to ship even if it is incomplete.*
16. Select the QC Remarks field to enter any additional information. *This is a 1024 alphanumeric character field.*
17. Select  to complete the assembly. *The **Kit Assembly** tab closes, and the **Kit Creation Completed** tab opens, with the Kit and Item ICN fields populated.*
18. Select . *The **Print Form** pop-up window appears.*

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

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

B. Select Print. *The DW Form 01 "Kit Assembly Instructions" prints.*

19. Select Close. *The **Kit Assembly** pop-up window closes, with "Assembled" in the Plan Status Rollup field.*

Assemble a SKO Assemble Record (Assemble)

*Selecting Cancel at any point of this procedure removes any revisions and returns to the Kit Assemble grid. **Bold** numbered steps are required.*

1. Select Initiate. *The Initiate drop-down menu appears.*
2. Select Assemble. *The **Kit Assemble** pop-up window appears.*
3. *Verify the STOCK NBR.*
4. *Verify the ITEM DESC.*
5. Enter the ICN, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

If there is no ICN for this Kit, enter the ICN.

Scan the barcode

1. Select the ICN field.
2. Use the ELMS supported tethered scanner to scan:
   - ELMS generated ICN barcode
   - Serial Number barcode
   - UII barcode

Type the information

Select Discard Changes to remove updates and remove the ICN Details section.

1. Select +. *The ICN Details panel displays.*
2. Enter the SERIAL NBR in the field provided.

3. Enter the ASSET ID in the field provided.
4. Select Update ICN to complete the entry.

If the Kit includes sized components, an extra field appears.

Use i or ... to assist with the Member entry. *The size automatically updates.*
Member Profile Browse

Once the ICN is entered, two additional fields appear.

Enter the New Location, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*
Location Browse

OR

Enter the New Container, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*
Container Identification Browse

6. Verify any Inspection fields that appear.
7. *Verify the COND CD.*
8. Use the ▼ to select the Owning DoDAAC.
9. *Verify the GFM CONTRACT NBR.*
10. *Verify the PRJ CD.*
11. For each asset in The Kit Details grid:

A. Select + Add....

If there *is no* LIN/TAMCN, the *Inventory Selection* pop-up window appears.

Click ☐ next to the desired asset in the Inventory Selection grid. *The Selected Quantity field changes to the quantity required.*

If there *is* a LIN/TAMCN, the *Inventory Selection By LIN/TAMCN* pop-up window appears.

a. Select Select Assets next to the desired STOCK NBR. *The **Inventory Selection** pop-up window appears.*

b. Click ☐ next to the desired asset. *The Selected Quantity field changes to the quantity required.*

B. Select ✓Take Selected. *The **Inventory Selection** pop-up window closes, and the asset appears in the grid below the stock number in the updated **Kit Assemble** pop-up window.*

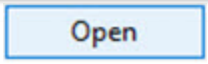
C. Repeat for each asset in the Kit Details grid.

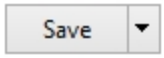
12. Verify the Require QC contains the appropriate ☑ or ☐. *Default is ☑ to **create** a QC Request.*
13. Enter the QC Remarks in the field provided for the QC department. *This is a 1024 alpha-numeric character field.*
14. Select + Add to complete the assembly. *The **Print Form** pop-up window appears. Selecting Cancel does not print the form.*
15. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. Select Print. *The **Print** pop-up window for the DW Form 01 appears.*
17. Choose one of the following options:
    - Open generates a PDF document, and can be printed from here.
    - Save saves the document, and can be printed at a later time.

Print SKO Assemble Details

Selecting Cancel at any point of this procedure removes any revisions and closes the pop-up window.

1. Click ☐ in the Print column of the desired SKO Assemble Record. ☑ *appears.*
2. Select Print Selected.
3. A pop-up window appears after generating the DW Form 08. *Choose whether to:*

- 

has the PDF document appear, and is printable from here.
- 

saves the PDF document, and is printable at a later time.

Common Errors

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

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

13 - Mandatory Entry: *ICN*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Kit Assemble QTY*.	
13 - Mandatory Entry: *Owning DoDAAC*.	
13 - Mandatory Entry: *STOCK NBR*.	
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.
2098 - REQ QTY for Project Kits cannot be increased.	Invalid Entry. The Required QTY for this project is at the maximum. Re-enter the REQ QTY field.
1145 - REQ QTY cannot be < Assembled QTY.	Invalid Entry. The Assembled QTY must be less than the REQ QTY. Enter a valid number.
2132 - Kits set to Comp of Kit cannot be built within the SKO Build program.	Invalid Entry. The STOCK NBR entered is not a complete kit, but a component of a complete kit. Enter a new Stock Number.
xxxx - Invalid value entered for STOCK NBR.	Invalid STOCK NBR Entered. The STOCK NBR must be a managed kit. Type the STOCK NBR again, using to assist with the entry.

1108 - STOCK NBR must be a Stock Item for this Warehouse.	Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the warehouse, and re-enter the number.
1162 - Invalid value entered for STOCK NBR. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must already exist in the SKO Header Table. Type the STOCK NBR again, using i to assist with the entry.
1006 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Bulk Update
- SKO Disassemble
- SKO Serial Update
- Project Management
- Materiel Movement Plan

SKO Disassemble

Overview

The Warehouse Management module Sets, Kits, and Outfits (SKO) Disassemble process provides the ability to return some or all components of a SKO to inventory (deciding which locations or containers serve as destinations), add an Inventory Control Number (ICN), send kit components to Quality Control, or update condition codes.

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

MATERIEL MGMT > Set Kit Outfit > Disassemble > SKO Disassemble page

Page Fields

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

Search Criteria

Stock Nbr
Item Desc
Planned Start Date
Planned End Date
Status
Include Closed
Included Serial Nbrs

SKO Disassemble Grid

Stock Nbr
Item Desc
SKO Type
Included Serial Nbrs

Cost Center
Assigned To
Planned Start Date
Planned End Date
Disassemble Location
Status
Total Kits to Disassemble
Kits Partially Disassembled
Kits Fully Disassembled

Optional

Pick Nbr
Actual Start Date
Actual End Date
Program Id
Established Dt/Tm
Established By
Last Updated By
Last Transaction Dt/Tm

Disassemble Header

Stock Nbr
Item Desc
SKO Type
Status
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location

Search Criteria

Cond Cd
Prj Cd
Location
Container
Serial Nbr

Kit Headers Grid

Qty
Stock Nbr
ICN
Cond Cd
Mgmt Cd
Serial Nbr
Owning DoDAAC
Prj Cd
Location
Container
Member Name
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract
CAGE Cd
Mfr Dt
Size
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Kit Details Grid

Qty
Stock Nbr
Item Desc
Mgmt Cd
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Location
Container
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract Nbr
CAGE Cd
Mfr Dt
Size

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a SKO Disassemble Record

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

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
   - Enter the ITEM DESC, using to assist with the entry.
   - Use to select the Planned Start Date, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the Planned End Date, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the desired Status.

- Click ☐ to select Include Closed. ☑ *appears, and includes CP - Complete or CN - Cancelled records.*
- Enter the Included SERIAL NBRS in the field provided.

2. Select Search. *The results display in the SKO Disassemble grid below.*

Add a SKO Disassemble Record

Select + Add to display the **Add SKO Disassemble** pop-up window.

Update a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select Edit to display the **Update SKO Disassemble** page.

Complete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select Edit to display the **Update SKO Disassemble** page.

Cancel a SKO Disassemble Record

Note

A SKO Disassemble record can **only** be canceled if the Status is **IP - In Progress**. If the status is anything else, the record cannot be canceled.

1. Select ☐ next to the desired SKO Disassemble Record. Cancel *becomes active.*
2. Select Cancel to process the transaction.

Delete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select Delete to display the **Delete SKO Disassemble** pop-up window.

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.
2133 - ICN is missing from one or more selected components. Please supply a valid ICN for each component being removed from the kit.	Invalid Disassemble. A SKO must have all the assets identified with an ICN before returning them to Inventory. Use ... to assist with the ICN of the asset.

Related Topics

- Add a SKO Disassemble Record
- Update a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update
- Materiel Movement Pick

Add a SKO Disassemble Record

Overview

The SKO Disassemble Add process provides the ability to create new disassemble records. Searching for and selecting the STOCK NBR for the SKO is mandatory for the record creation.

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

MATERIEL MGMT > Set Kit Outfit > Disassemble > + Add > Add SKO Disassemble pop-up window

Page Fields

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

Add SKO Disassemble

Stock Nbr *
Item Desc
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location

Add SKO Disassemble Grid

Qty
ICN
Serial Nbr
Cond Cd
Location

Container

Inventory Selection

Scan Barcode
GFM Contract Nbr
Stock Nbr
ICN
Min Qty Rqd
Location
Cond Cd
Serial Nbr
Mfr Cage
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt
Additional Info

Available Inventory Grid

Total Qty
Stock Nbr Allocation Qty
Inventory Allocation Qty
Available Qty

Selected Inventory Grid

Selected Qty
Qty
ICN
Stock Nbr
Serial Nbr
Shelf Life Remaining
Shelf Life Expiration Dt
Cond Cd
Owning DoDAAC
Prj Cd
Container ID
GFM Contract Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a SKO Disassemble Record

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

1. Select + Add. *The* ***Add SKO Disassemble*** *pop-up window displays.*
2. Click Select Inventory. *The* ***Inventory Selection*** *pop-up window appears.*
3. *The STOCK NBR field automatically populates once the Inventory is entered.*
4. *The ITEM DESC field automatically populates once the Inventory is entered.*
5. Use to select the Planned Start Date, or enter the date (MM/DD/YYYY) in the field provided.
6. Use to select the Planned End Date, or enter the date (MM/DD/YYYY) in the field provided.
7. Use to select the Cost Center. *The Assigned To field becomes editable.*
8. Enter the Assigned To personnel in the field provided.
9. Enter the Disassemble Location, or use ... to browse for the entry.

   Location Browse help

   Note

   If a Disassemble Location is not selected, the kit is expected to be disassembled in its current location.
10. Select ✓ Add to process the transaction.

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: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *ICN*.	
13 - Mandatory Entry: *SERIAL NBR*.	
13 - Mandatory Entry: *COST CTR*	

Related Topics

- SKO Disassemble Overview
- Update a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update

Update a SKO Disassemble Record

Overview

The SKO Disassemble Update process allows editing of disassemble records. Editable fields are updated independently of any other edit screen actions.

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

MATERIEL MGMT > Set Kit Outfit > Disassemble > ☐ > Edit > SKO Disassemble Header page

Page Fields

The following fields display on the **SKO Disassemble Header** page. For more information on each field, select the appropriate hyperlink.

Disassemble Header

Stock Nbr *
Item Desc
SKO Type
Status
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location

Search Criteria

Cond Cd
Prj Cd

Location

Container
Serial Nbr

Kit Headers Grid

Qty
Stock Nbr
ICN
Cond Cd
Mgmt Cd
Serial Nbr
Owning DoDAAC
Prj Cd
Location
Container
Member Name
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract
CAGE Cd
Mfr Dt
Size
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Kit Details Grid

Qty
Stock Nbr
Item Desc
Mgmt Cd
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Location

Container
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract Nbr
CAGE Cd
Mfr Dt
Size

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a SKO Disassemble Record Header

Note

A SKO Disassemble record is editable if the Status is **NS - Not Started** or **IP - In Progress**. If the status is anything else, the record cannot be updated.

Selecting Back *at any point of this procedure removes all revisions and returns to the SKO Disassemble page.*

1. Select ☐ next to the desired SKO Disassemble Record. Edit *becomes active.*
2. Select Edit. *The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.*
3. Verify the fields in the Disassemble Header panel.
   - *Verify the STOCK NBR.*
   - *Verify the ITEM DESC.*
   - *Verify the SKO Type.*

- *Verify the Status.*
- Update the Planned Start Date, using or entering the date (MM/DD/YYYY) in the field provided.
- Update the Planned End Date, using or entering the date (MM/DD/YYYY) in the field provided.
- Update the Cost Center, using to select the desired center.
- Update the Assigned To, entering the revised personnel in the field provided.
- Update the Disassemble Location, using to browse for the revised place. *This is a 20 alphanumeric character field.*

  Location Browse help

4. Verify the fields in the Kit Details grid. *Any field with* *is editable.*

Update a Condition Code

A. Select in the COND CD field. *appears.*

B. Update the Cond Cd, using to select the desired code.

C. Click outside the field. *The COND CD saves, and the field returns to read only.*

Update a Location

A. Select in the Location field. *appears.*

B. Update the Location, using to browse for the revised place. *This is a 20 alpha-numeric character field.*

Location Browse help

Update a Container

A. Select in the Container field. *appears.*

B. Update the Container, using to browse for the revised place. *This is a 20 alpha-numeric character field.*

Container Identification Browse help

Add an ICN

Note

For Serial managed kits, the ICNs are not editable.

For Bulk managed kits, any existing ICN is not editable. If there is no existing ICN, one must be entered.

Update the ICN, using ... to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

5. Select Update to process the transaction.

Disassemble a SKO

Note

A SKO can be disassembled if the Status is **NS - Not Started** or **IP - In Progress**. If the status is anything else, the SKO cannot be disassembled.

1. Select ☐ next to the desired SKO Disassemble Record. Edit *becomes active.*
2. Select Edit. *The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.*

Serial Kits

Return All Components for All SKOs Shown

A. Select Select All. *All ☑ become ☐, or vice versa.*

B. *Verify all check-boxes are ☑.*

Return All Components for 1 SKO

A. Select Select All. *All ☑ become ☐, or vice versa.*

B. Select ☐ next to the desired Kit Header record. *Only the components of that kit have ☐ become ☑.*

Return a single component in a serial SKO

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired component in the Kit Details record. *Only that component has* ☐ *become* ☑*.*

Return multiple components in a serial SKO

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired components in the Kit Details record. *Only those components have* ☐ *become* ☑*.*

Send all SKO components to Quality Control

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired Kit Header record. *Only the components of that kit have* ☐ *become* ☑*.*

C. Select ☐ in the Send to QC column of the Kit Header record. *Ensure the Send to QC column has* ☑*.*

Bulk Kits

Return All Components for All SKOs Shown

A. Select Select All. *All* ▲▼ *amounts toggle between the total amount and 0.*

B. *Verify all amounts are the total amount.*

Return All Components for 1 SKO

A. Select Select All. *All* ▲▼ *amounts toggle between the total amount and 0.*

B. Use ▲▼ in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*

Send all SKO components to Quality Control

A. Select Select All. *All* ⇕ *amounts toggle between the total amount and 0.*

B. Use ⇕ in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*

C. Select ☐ in the Send to QC column of the Kit Header record. *Ensure the Send to QC column has* ☑.

3. Select Disassemble. *The status changes, and the* ***SKO Disassemble*** *main page appears.*

Complete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record. Edit *becomes active.*

2. Select Edit. *The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.*

Serial Kits

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired Kit Header record. *Only the components of that kit have* ☐ *become* ☑.

Bulk Kits

A. Select Select All. *All* ⇕ *amounts toggle between the total amount and 0.*

B. Use ⇕ in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*

3. Select Complete to process the transaction.

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: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Cost Ctr*.	

Related Topics

- SKO Disassemble Overview
- Add a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update

Delete a SKO Disassemble Record

Overview

The SKO Disassemble Delete process allows removal of disassemble records.

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

MATERIEL MGMT > Set Kit Outfit > Disassemble > ☐ > ✕ Delete > Delete SKO Disassemble pop-up window

Page Fields

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

Delete SKO Disassemble

History Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a SKO Disassemble Record

Note

A SKO Disassemble record can **only** be deleted if the Status is **NS - Not Started**. If the status is anything else, the record cannot be deleted.

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select ☐ next to the desired SKO Disassemble Record. Delete *becomes active.*
2. Select Delete. *The* ***Delete SKO Disassemble*** *pop-up window appears.*
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete to process the transaction.

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

- SKO Disassemble Overview
- Add a SKO Disassemble Record
- Update a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update

SKO Bulk Update

Overview

The SKO Bulk Update process allows updating the bulk kits by removing and replacing components needed to complete the kit. This feature is useful when the full quantities were not picked.

Navigation

MATERIEL MGMT > Set Kit Outfit > Bulk Update > SKO Assemble page

Page Elements

The following fields display on the SKO Bulk Update page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Kit Location
Kit Container
Bulk Id

Kit Update Dialog Box

All page elements on the **Kit Update** dialog box, including the available columns, are defined below.

After clicking the **Expand** arrow (▸) in the first column on the grid, the sub grid appears, as shown in this example.

View-only fields	
Stock Nbr	Master Stock Number for the kit.
Item Desc	Short description of the Master Stock Number.
Serial Nbr	Value used to identify the serially managed Master Stock

	Number, if applicable.
ICN/Label button	Inventory Control Number for the Master Stock Number. Click **Label** to print labels.
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Member (not shown)	Member associated with the kit, if applicable. Not shown if no member is associated with the kit.
Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Add (not shown)	Click to access the Inventory Selection dialog box, where you can add a replacement component. Only shown when a component is needed.
Stock Nbr	Stock number for the component.

Add button	Click to access **Inventory Selection** dialog box, where you can add a replacement component.
LIN/TAMCN	The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) used for designating a family of stock numbers for a component.
Item Desc	Short description of the component.
Required Qty	Number of components required.
Rqd for Complete Kit?	Yes if the component is required for a complete kit. No if it is not required for a complete kit.
Kit Item Detail Status	Component status. Completed, Not Started, <<what are the other options?>>
Other columns, not shown unless selected from Grid Options	
Cal/Maint/Inspect/Test At Parent Unit	Calibration/Maintenance/Inspection/Test at Parent Unit. Either Yes or No, indicating if the associated components respective dates are the same as the header/end item and will be calibrated, maintained, inspected, and/or tested in tandem with the header/end item. No indicates that the associated component can have different calibration, maintenance, inspection, and/or test dates than the header (or parent). No does not mean the components dates will differ entirely, it just means that they can be different.
Icn Qty	Inventory Control Number quantity. <<define...>>

Kit Managing Shelf Life Cd	Identifies when a specific stock number is added to a specific kit in the Sets, Kits, and Outfits (SKO) Catalog. If a code is shown, it indicates that the shelf life of the specific stock number is different from the shelf life recorded on the stock number catalog. If no code is shown, the shelf life on the associated component is no different than what is defined in the stock number catalog.
Managed Shelf Life Cd	A code identifying the period of time beginning with the date of manufacture/cure/assembly/pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection/test/restoration/disposal action.
Prev Sel Qty	
Serially Managed	Yes or No indicator for the SKO to determine if it is uniquely tracked, controlled or managed in maintenance, repair and/or supply by means of its serial number.
Size Category	Identifies a category for each item of gear that can be issued in more than one size. The size category will be associated with a LIN/TAMCN.
Stocking UI	Identifies standard unit by which an item is issued or ordered by a two digit code.
Sub-grid button and columns (appears after clicking the Expand arrow ▸)	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export

	search result data, or to create or run a custom query.
Remove	Click to remove component from the kit. After clicking **Remove**, the **Add** button appears.
ICN	Inventory Control Number for the Master Stock Number.
Serial Nbr	Value used to identify the serially managed component.
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Current Container	Container where the component is stored. <<Is this correct?>>
New Qty	New number of components allocated for the kit. <<Is this correct?>>
New Location	Location where the component will be stored. << Is this correct?>>
New Container	Container where the component will be stored. <<Is this correct?>>
Action to Take	Action to take in order to complete the kit. <<Is this correct?>>
Size	

SKO Build Status	
Sub-grid - other columns, not shown unless selected from Grid Options	
Color	Color of component, if available.
Completed Kit Condition Code	
Install Date	
Item Desc	Short description of the Master Stock Number.
Member	Member associated with the kit, if available.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Prj Cd	Project Code
Req'd Qty	Required Quantity
UII	Unique Item Identifier. A UII is a set of data elements marked on an item that is globally unique and unambiguous. The UII is never changed and the mark is permanent through the life of the product. An asset identifier (bar code) is an example of a UII. For items that are serialized within the enterprise identifier, the UII data set includes the data elements of enterprise identifier and a unique serial number. For items that are serialized within the part, lot or batch number within the enterprise identifier, the UII data set includes the data elements of enterprise identifier, the original part,

	lot or batch number, and the serial number.
Fields and buttons under sub-grid	
Require QC	Select this check box to send the kit to Quality Control. Not shown for kits that have failed QC Inspection.
QC Remarks	If sending to Quality Control, enter comments here, if desired. Not shown for kits that have failed QC Inspection.
Update	Click to save your changes.
Cancel	Click to close the **Kit Update** dialog box without saving your changes.
Print DW01	Click to print a DW Form 01. The **Print Form** dialog box appears. Enter any remarks you want to include in the field and then click **Print**.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a SKO Bulk Update Record

1. In the **Search Criteria** section, enter a Kit Location, or use ... to browse for the entry. *Required if not selecting a Kit Container.*
2. Enter a kit container in the **Kit Container**, or use ... to browse for the entry. *Required if not selecting a Kit Location.*

3. Enter an ID in the **Bulk Id** field, or click **Browse** (**...**) to search for an ID. *Required.*
4. Click **Continue**. *The **Kit Update** dialog box appears.*

Add a Component to Complete a Kit

1. Access the **Kit Update** dialog box for the record you want to work with.
2. On the **Kit Details** grid, click **Add**. *The **Inventory Selection** dialog box appears.*
3. Select the check box for the component you want to select and then click **Take Selected**.
4. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
5. Enter quality control remarks in the **QC Remarks** field, if desired.
6. Click **Update**.

Print a SKO ICN Label

Follow these steps to print an Inventory Control Number (ICN) label for a kit.

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click **Label**. *The **Print Label Request** dialog box appears.*
3. Select an option from the **Printer Language** list.
4. Select an option from the **Label Size** list.
5. Select the **Include RFID** check box to include Radio Frequency Identification (RFID) encoding (requires a specific printer).
6. Enter the number of labels to print in the **Qty** field.
7. Click **Print**. *The **Print** dialog box appears.*
8. Click **Print**.

Print a DW01 Form

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click **Print DW01**. *The **Print Form** dialog box appears.*
3. Enter any remarks you would like to include in the field and then click **Print**. *The **File Download** dialog box appears.*
4. Click **Open**. *The form opens in Adobe Reader.*
5. Click the **Print file** button on the toolbar or select **Print** form the **File** menu.

Related Topics

- SKO Assemble
- SKO Disassemble
- SKO Serial Update

SKO Serial Update

Overview

In ELMS, you can use the Set Kit Outfit (SKO) Serial Update process to update Serial kits by moving, removing, and replacing components that are needed to complete a kit.
You can also completely disassemble a kit, if needed. This process is useful when the full quantities of components were not picked, or if the kit failed Quality Control inspection.

Navigation

Materiel MGMT > Set Kit Outfit > Serial Update > Sets Kits Outfits page

Page Elements

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

The **Sets Kits Outfits** (Serial Update) page contains the fields and buttons described below. Required fields are marked with an asterisk (*).

Sets Kits Outfits (Serial Update) Search Criteria

To search for all SKO serial update records, leave the default search field options and click **Search**. See the table below for other search options.

Stock Nbr	Enter the STOCK NBR, or use to browse for the entry.
Item Desc	Enter a description of the Master Stock Number or leave the default option of **All**.
Member	Enter the ID of the member or click **Browse** (**...**) to search for a member, or leave the default option of **All**.

Show Completed	Select to display only kits with a SKO Build status of "Completed."
Serial Nbr	Enter the serial number for the kit.
Search	Click to perform a search.
Reset	

Kit Update Grid

All page elements on the **Kit Update** grid, including the available columns, are defined below.

Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Stock Nbr	Stock number for the component.
Item Desc	Short description of the component.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Sub-grid buttons and columns (appears after clicking the Expand arrow ▸)	

Disassemble Kits	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Update	Click to access the **Update Serial Kit** dialog box, where you can update kit details.
Print DW01	Click to print a DW Form 01. The **Print Form** dialog box appears. Enter any remarks you want to include in the field and then click **Print**.
Disassemble	Click to disassemble the kit. A confirmation dialog box appears. Click **Yes**.
ICN	Enter the ICN, or use ... to browse for the entry.
Serial Nbr	Value used to identify the serially managed Master Stock Number.
Current Qty	Number of kits that are fully or partially assembled.
Prj Cd	Project Code. Number assigned to the project the kit is associated to (if a project was created).
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
SKO Build Status	Status of the SKO assembly process.
Cond Cd	Condition Code. Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue,

	and to identify actions underway to change status of materiel.
Member	Member associated with the kit.
Sub-grid - other columns, not shown unless selected from Grid Options	
Currently Alloc-ated	
Currently In QC	
Established By	ID of user who created the SKO record.
Established Dt/Tm	Date and time the SKO record was created.
Last Trans-action Dt/Tm	Date and time stamp of the last transaction for the SKO record.
Last Updated By	ID of the user who last updated the SKO record.
Program Id	ELMS warehouse process name.

Update Serial Kit dialog box

After clicking Update on the Kit Update grid, the Update Serial Kit dialog box appears. From this dialog box, you can add, remove, or move items from a kit that already exist in inventory. You can also update kits that were returned from QC and did not pass inspection.

All page elements, including the available columns, are defined below.

View-only fields

Stock Nbr	Master Stock Number for the kit.
Item Desc	Short description of the Master Stock Number.
Serial Nbr	Value used to identify the serially managed Master Stock Number, if applicable.
ICN/Label button	Inventory Control Number for the Master Stock Number. Click **Label** to print labels.
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Member (not shown)	Member associated with the kit, if applicable. Not shown if no member is associated with the kit.
Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Add (not shown)	Click to access the Inventory Selection dialog box, where you can add a replacement component. Only shown when a component is needed.

Stock Nbr	Stock number for the component.
LIN/TAMCN	The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) used for designating a family of stock numbers for a component.
Item Desc	Short description of the component.
Required Qty	Number of components required.
Rqd for Complete Kit?	Yes if the component is required for a complete kit. No if it is not required for a complete kit.
Kit Item Detail Status	Component status. Completed, Not Started, <<what are the other options?>>
Sub-grid button and columns (appears after clicking the Expand arrow ▸)	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Remove	Click to remove component from the kit. After clicking **Remove**, the **Add** button appears.
ICN	Enter the ICN, or use ... to browse for the entry.
Serial Nbr	Value used to identify the serially managed component.
Cond Cd	Condition Code. Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.

Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Current Container	Container where the component is stored. <<Is this correct?>>
New Qty	New number of components allocated for the kit. <<Is this correct?>>
New Location	Location where the component will be stored. << Is this correct?>>
New Container	Container where the component will be stored. <<Is this correct?>>
Action to Take	Action to take in order to complete the kit. <<Is this correct?>>
Size	
SKO Build Status	
Sub-grid - other columns, not shown unless selected from Grid Options	
Currently Allocated	
Currently In QC	
Established By	ID of user who created the SKO record.
Established Dt/Tm	Date and time the SKO record was created.
Last Transaction Dt/Tm	Date and time stamp of the last transaction for the SKO record.

Last Updated By	ID of the user who last updated the SKO record.
Program Id	ELMS warehouse process name.
Fields and buttons under sub-grid	
Require QC	Select this check box to send the kit to Quality Control. Not shown for kits that have failed QC Inspection.
QC Remarks	If sending to Quality Control, enter comments here, if desired. Not shown for kits that have failed QC Inspection.
Update	Click to save your changes.
Cancel	Click to close the **Kit Update** dialog box without saving your changes.
Print DW01	Click to print a DW Form 01. The **Print Form** dialog box appears. Enter any remarks you want to include in the field and then click **Print**.
Disassemble	Click to disassemble the kit. A confirmation dialog box appears. Click **Yes**.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a SKO Serial Update Record

1. In the **Search Criteria** section, enter a stock number in the **Stock Nbr** field or ... to search for a stock number, or leave the default option of **All**.
2. Enter an item description in the **Item Desc** field, or leave the default option of **All**.

3. Enter the member name in the **Member** field or click **Browse** (**...**) to search for a member, or leave the default option of **All**.
4. Select the **Show Completed** check box to display kits with a SKO build status of "Completed."
5. Enter a serial number in the **Serial Nbr** field, or leave the default option of **All**.
6. Click **Search**.

Update an Incomplete Kit

1. Search for the record you want to update.
2. On the **Kit Update** grid, click the **Expand** arrow ▸ to display more details.
3. Click **Update** for the kit you want to update. *The **Update Serial Kit** dialog box appears.*
4. On the **Kit Details** grid, click **Add** to add an inventory item to the kit. *The **Inventory Selection** dialog box appears.*
5. Select the check box for the inventory item you want to select and then click **Take Selected**. *The **Update Serial Kit** dialog box appears.*
6. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
7. Enter quality control remarks in the **QC Remarks** field, if desired.
8. Click **Update**.

Disassemble a Kit

1. Search for the record you want to update.
2. On the **Kit Update** grid, click the **Expand** arrow ▸ to display more details.
3. Select the **Disassemble** check box for the kit and then click **Disassemble Kits**. *The **Disassemble Kits** confirmation dialog box appears.*
4. Click **Yes**.

***Note:** You can also disassemble a kit from the **Update Serial Kit** page. On the **Kit Update** grid, click the expand arrow. Click **Update**, click **Disassemble**, and then click **Yes**.*

Replace Component to Pass QC

1. Search for the SKO record you want to update. For this procedure, select the **Show Completed** check box.
2. On the **Kit Update** grid, click the **Expand** arrow to display more details.
3. Click **Update**. *The **Update Serial Kit** dialog box appears.*
4. On the **Kit Details** grid, click **Add** to replace the failed component. *The **Inventory Selection** page appears.*
5. Select the check box for the inventory item you want to select and then click **Take Selected**.
6. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
7. Enter quality control remarks in the **QC Remarks** field, if desired.
8. Click **Update**.

Print a SKO ICN Label

Follow these steps to print an Inventory Control Number (ICN) label for a kit.

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click the **Expand** arrow to display more details.
3. Click **Update**. *The **Update Serial Kit** dialog box appears.*
4. Click **Label**. *The **Print Label Request** dialog box appears.*
5. Select an option from the **Printer Language** list.
6. Select an option from the **Label Size** list.
7. Select the **Include RFID** check box to include Radio Frequency Identification (RFID) encoding (requires a specific printer).
8. Enter the number of labels to print in the **Qty** field.
9. Click **Print**. *The **Print** dialog box appears.*
10. Click **Print**.

Print a DW01 Form

1. Search for the record you want to work with.
2. On the **Kit Update** grid, click the **Expand** arrow ▸ to view more details.
3. Click **Print DW01**. *The **Print Form** dialog box appears.*
4. Enter any remarks you would like to include in the field and then click **Print**. *The **File Download** dialog box appears.*
5. Click **Open**. *The form opens in Adobe Reader.*
6. Click the **Print file** button on the toolbar or select **Print** form the **File** menu.

Related Topics

- SKO Assemble
- SKO Disassemble
- SKO Bulk Update

Allocation Management

Overview

The Warehouse Management module Allocation Management process provides the ability to view the allocations that exist against assets within the warehouse.
Allocations are defined in two ways:

- Soft Allocations - Allocations at the Stock Number, Condition Code, Owning DODAAC, and Project Code. *Example: Pick any truck from the parking lot*.
- Hard Allocations - Allocations against a specific inventory master records as selected in the Pick Planning process or in the Pick Process. *Example: Pick only the truck with VIN: ABC123 from the parking lot*.

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

Materiel MGMT > Allocation MGMT > Allocation MGMT page

Page Fields

The following fields display on the **Allocation Management** 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.
5	Select "Hyperlink" to view details for specific record.

Search Criteria

Stock Nbr
ICN
Owning DODAAC
Alloc Desc
Cond Cd
Serial Nbr
Prj Cd
Allocation Desc

Search Results Grid

Stock Nbr
Item Desc
Cond Cd
Mgmt Cd
Owning DoDAAC
Prj Cd
Soft Alloc Qty
Hard Alloc Qty
Total Alloc Qty

Optional

Inv Type

(*) Asterisk identifies mandatory fields.

Procedures

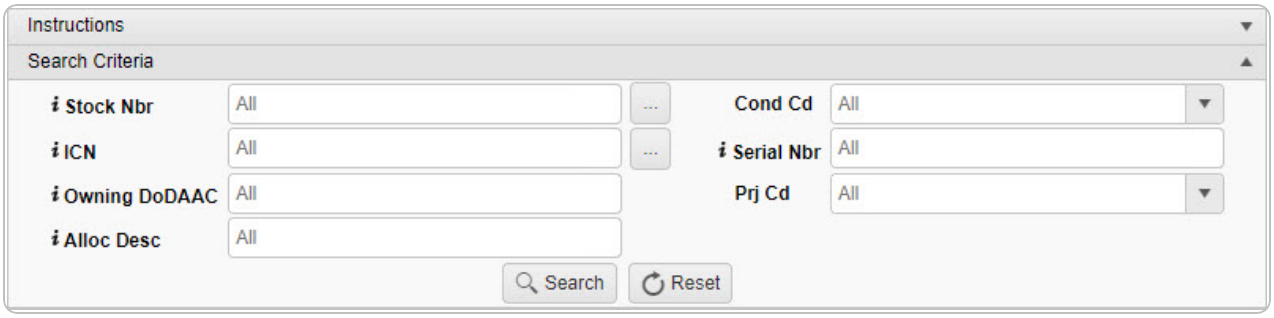
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Allocation

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

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



- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

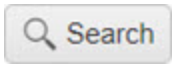
  Stock Number Browse

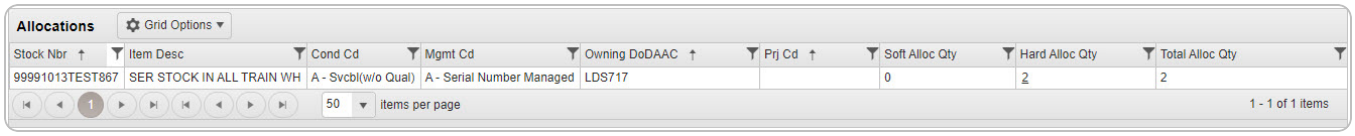
- Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse

- Enter the Owning DODAAC, using i to assist with the entry.
- Enter the Allocation DESC, using i to assist with the entry.
- Use ▼ to select the Cond Cd.

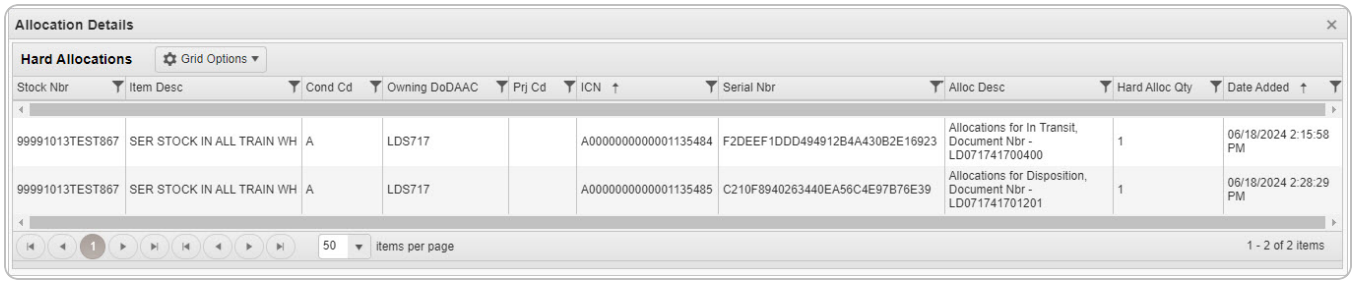
- Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alphanumeric character field.*
- Use to select the Prj Cd.

2. Select  . *The results display in the Allocations grid.*



View Allocation Details

Select the SOFT ALLOC QTY or HARD ALLOC QTY hyperlink to view the allocation details.
*The **Allocation Detail** pop-up displays.*



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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

No Related Topics

Inventory Adjustment Activity Review Overview

Overview

The Warehouse Management module Inventory Adjustment Activity Review process provides the ability to print, upload, sign, email, and download Inventory Adjustment Reports. The report is a daily summary of gains and losses for a specific warehouse, and must be retained for 2 years.

Navigation

MATERIEL MGMT > Inventory Adjustment Activity Review > Inventory Adjustment Activity Review page

Page Fields

The following fields display on the **Inventory Adjustment Activity Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Date From
Report Status
Date To

Search Results Grid

Date
Report Status
Remarks

Procedures

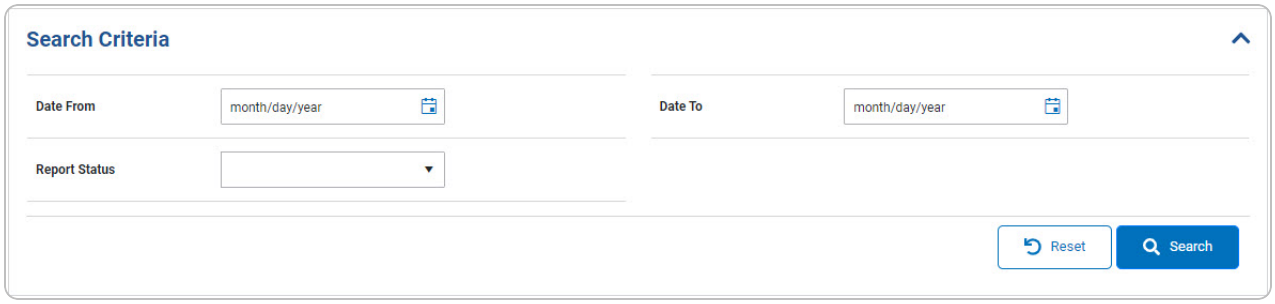
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Inventory Adjustment Report

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

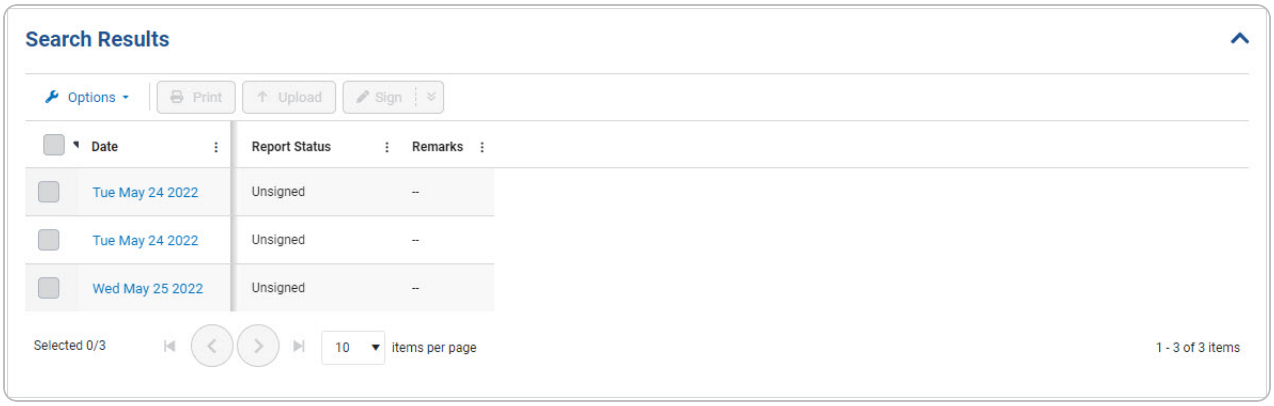
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Report Status.
- Use to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The **Inventory Adjustment Activity Review — Results** page*

appears.



Download an Inventory Report

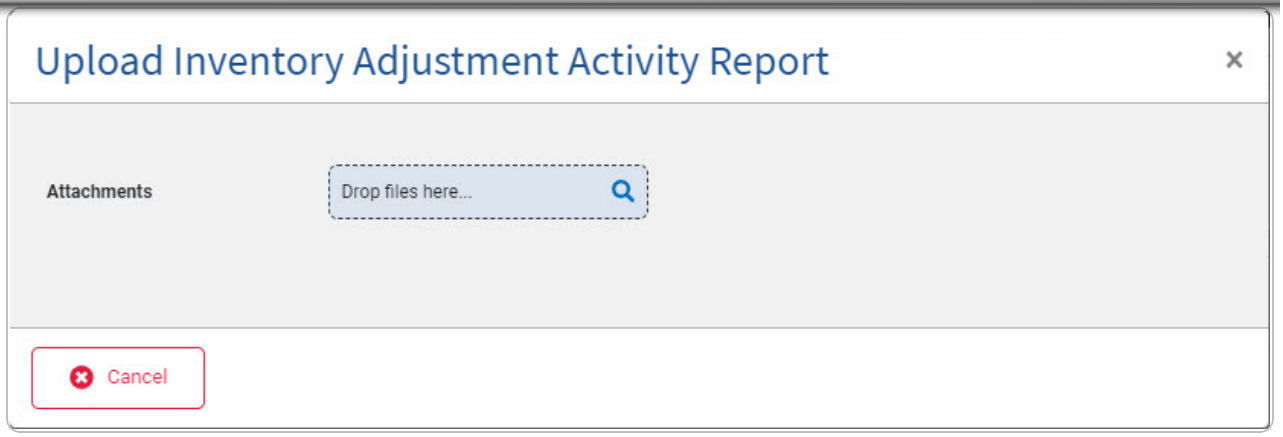
1. Select the Date hyperlink. *The Windows **Save As** pop-up window appears.*
2. Select Save. *The **Save As** pop-up window closes, and the PDF file is saved.*

Print an Inventory Report

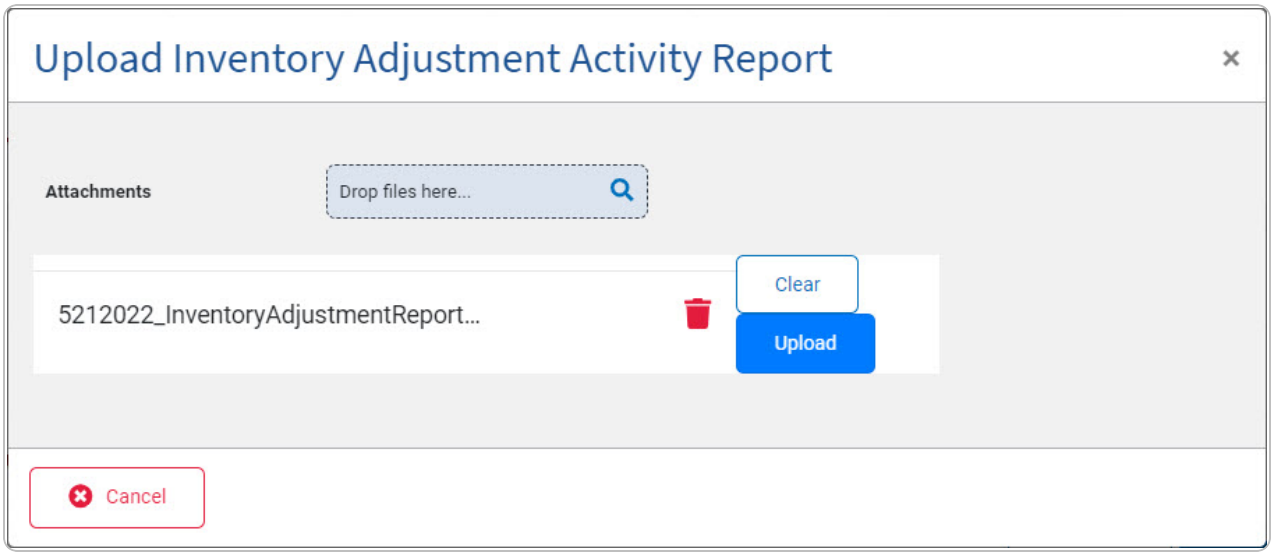
1. Click ☐ to select the desired entry. *The report row is highlighted, and* Print, Upload *, and* Sign *become available.*
2. Select Print. *The Windows **Save As** pop-up window appears.*
3. Select Save. *The **Save As** pop-up window closes, and the PDF file is saved, ready to be printed later.*

Upload an Inventory Report

1. Click ☐ to select the desired entry. *The report row is highlighted, and* Print, Upload *, and* Sign *become available.*
2. Select Upload. *The **Upload Inventory Adjustment Activity Report** pop-up window appears.*



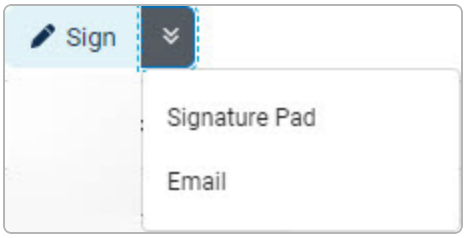
3. Use 🔍 to browse for the attachment. *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears below the 🔍.*



6. Select Upload. *The **Upload Inventory Adjustment Activity Report** pop-up window closes, and the report is uploaded to the system.*

Sign an Inventory Report

1. Click ☐ to select the desired entry. *The report row is highlighted, and* Print, Upload, *, and* Sign *become available.*
2. Select Sign. *Select the main button to automatically open the Signature Pad. Select the down arrow to choose how to sign the report.*
3. Select Sign. *Choose which way to sign:*



Signature Pad

A. Select Signature Pad. *The **Sign Inventory Adjustment Activity Report** pop-up window appears.*

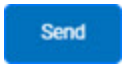
B. Use the mouse to sign within the box.

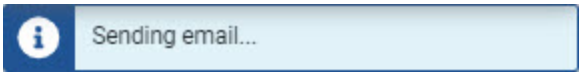
C. Select Save. *The Report Status changed from Unsigned to Signed, and the Remarks now show the date and the User Id of the signer.*

Email

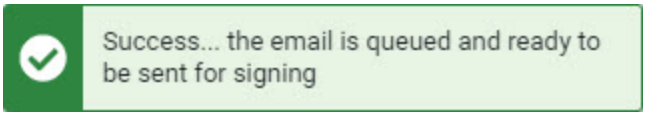
A. Select Email. *The **Email Receipt** pop-up window appears.*

B. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

C. Select 

. *The* 

appears.

D. *Once that pop-up disappears, the* 

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)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &,

$, — , /, #, &, comma, period, and space.	comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

Materiel Returns

Overview

The Warehouse Management module Materiel Returns process provides the ability to create, edit, cancel, respond to, or view the request to return any materiel to the UIC/DoDAAC of the original issuer.

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

Materiel Mgmt > Materiel Returns > Materiel Returns page

Page Fields

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

Search Criteria Grid

Request Number
Stock Number
Item Description
Condition Code
Materiel Owner
Mfr Part Nbr

Materiel Returns Results Grid

All
Request Number
Status
Stock Number
Item Desc
Mfr Part Nbr
Cond Cd

Project Cd
Materiel Owner
Quantity
Unit Of Issue
Last Transaction Dt/Tm

Optional

Established By Dt/Tm
Established By
Last Updated By
Program Id

Work Queue Grid

All
Awaiting Approval
Approved
Awaiting Source of Supply
In Progress
Complete
Canceled or Denied

Procedures

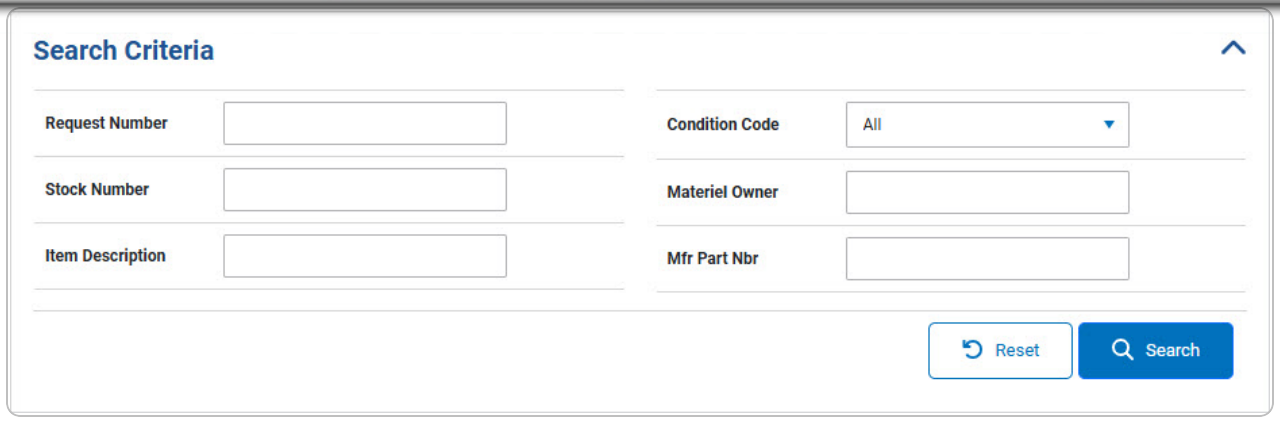
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Materiel Return

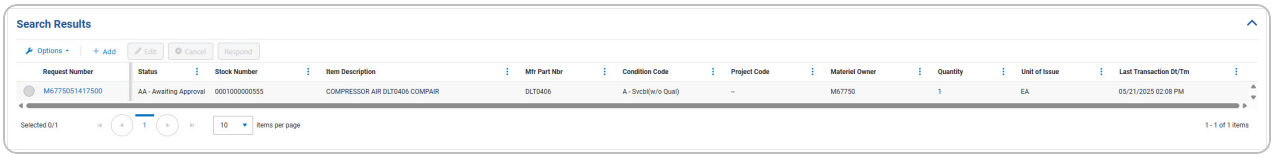
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the Request Number in the field provided. *This is an 18 alphanumeric character field.*
- Enter the Stock Number 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.*
- Use ▼ to select the Condition Code.
- Enter the Materiel Owner in the field provided. *This is a 6 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 33 alphanumeric character field.*

2. Select Search. *The results display in the Materiel Returns grid.*



Add a Materiel Return

Before the Search Results appear:

Select + Add. *The **Add a Materiel Return** drawer appears.*

After the Search Results appear:

Select + Add. *The **Add a Materiel Return** drawer appears.*

Update a Materiel Return

Select Edit. *The **Update a Materiel Return** drawer appears.*

Cancel a Materiel Return

Select Cancel. *The **Cancel a Materiel Return** drawer appears.*

Respond to a Materiel Return

Select Respond. *The **Request a Materiel Return ID** drawer appears.*

View the Materiel Return

Select the Stock Number hyperlink. *The **View a Materiel Return Details** drawer 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.
xxxx — Please enter criteria and click Search.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Cri-

	teria and try the Search again.

Related Topics

- Add a Materiel Return
- Update a Materiel Return
- Cancel a Materiel Return
- Request a Materiel Return ID
- View a Materiel Return Details

Add a Materiel Returns

Overview

The Materiel Returns Add process provides the ability to create a new request to return any materiel to the UIC/DoDAAC of the original issuer.

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

Materiel Mgmt > Materiel Returns > + Add > Add a Materiel Return drawer

Page Fields

The following fields display on the **Add Materiel Returns** drawer. 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.
548	Select "Save" to save the changes made to the Record(s).
14	Select "Cancel" button to return to previous page.

Return Header Information

Status
Stock Number *
Mfr Part Nbr
Item Description
Quantity *
Unit Of Issue
Condition Cd
Owning DoDAAC *
Reason For Disposal *
DEMIL Code
Remarks

Additional Fields

Project Code
Advice Code
Media and Status Code
Signal Code
Priority Code
Demand Code
Fund Code

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

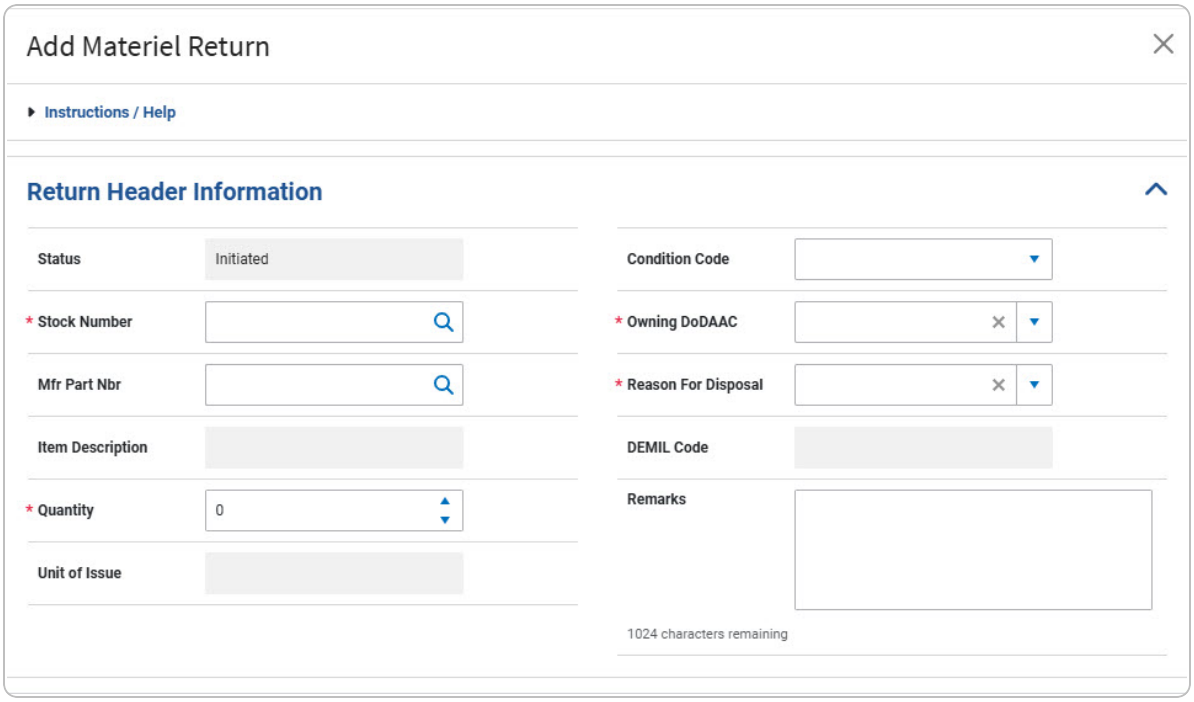
Click the following link to display Warehouse Navigation Tips.

Add a Materiel Return

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

1. Select + Add. *The **Add Materiel Return** drawer appears.*

   A. Enter the Return Header Information.



   a. *The Status automatically populates and is not editable.*

   b. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

   Stock Number Browse

   c. Update the MFR PART NBR, using to browse for the revised identifier. *This is a 35 alphanumeric character field.*

   Manufacturer Part Number Browse

   d. *The Item Description automatically populates and is not editable.*

   e. Use to choose the Quantity.

   f. *The Unit Of Issue automatically populates and is not editable.*

   g. Use to select the Condition Code.

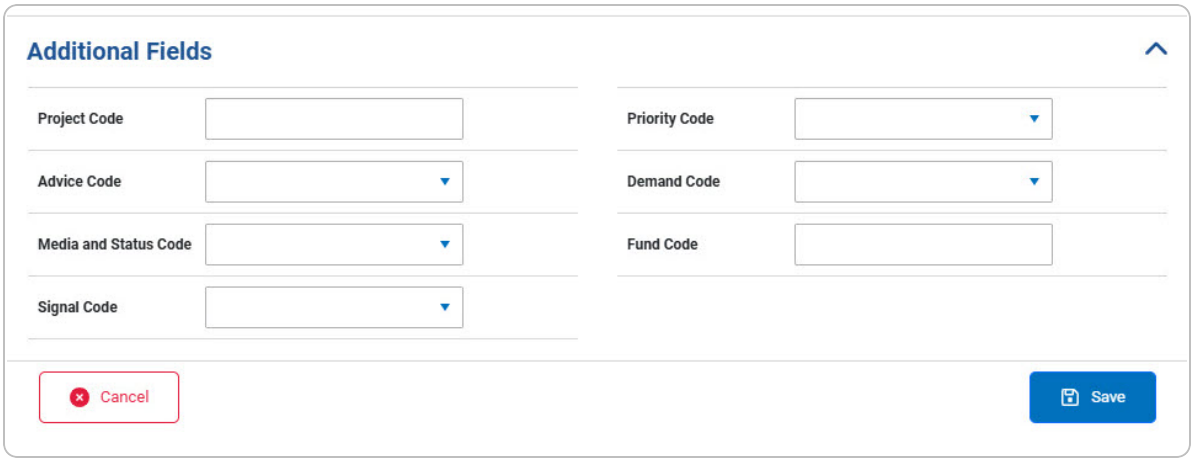
   h. Use to select the Owning DoDAAC.

i. Use to select the Reason For Disposal.

j. *The DEMIL CODE automatically populates and is not editable.*

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

B. Select the **Additional Fields Grid**.



a. Enter the Project Code in the field provided. *This is a 3 alphanumeric character field.*

b. Use to select the Advice Code.

c. Use to select the Media and Status Code.

d. Use to select the Signal Code.

e. Use to select the Priority Code.

f. Use to select the Demand Code.

g. Enter the Fund Code in the field provided. *This is a 2 alphanumeric character field.*

2. Select Save. *The **Add Materiel Return** drawer closes, and the new Request record appears at the top of the Search Results grid, highlighted in green.*

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: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Owning DoDAAC*.	
13 — Mandatory Entry: *Reason For Disposal*.	
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.

185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Materiel Returns
- Update a Materiel Return
- Cancel a Materiel Return
- Request a Materiel Return ID
- View a Materiel Return Details

Update a Materiel Returns

Overview

The Materiel Returns Update process allows editing of a request to return any materiel to the UIC/DoDAAC of the original issuer.

Navigation

MATERIEL MGMT > Materiel Returns > Search > (desired record) > Edit > Edit a Materiel Return drawer

Page Fields

The following fields display on the **Edit Materiel Return** drawer. 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.
7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.

Return Header Information

Request Number
Status
Stock Number

Mfr Part Nbr
Item Description
Quantity *
Unit Of Issue
Condition Code
Owning DoDAAC
Reason For Disposal *
DEMIL Code
Remarks

Additional Fields

Project Code
Advice Code
Media and Status Code
Signal Code
Priority Code
Demand Code
Fund Code

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

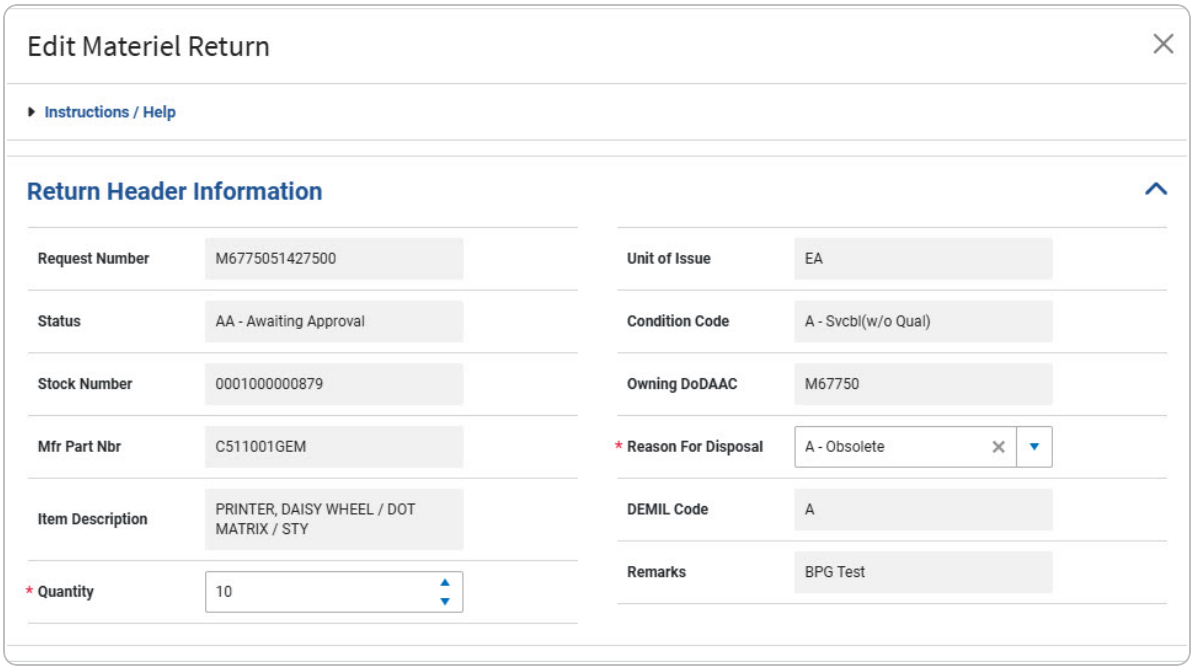
Click the following link to display Warehouse Navigation Tips.

Update a Materiel Return

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

1. Select ○ next to the desired entry. ◉ *appears, and the* Edit, Cancel, *and* Respond *buttons appear.*
2. Select Edit. *The* ***Edit Materiel Return*** *drawer appears.*

A. Revise the Return Header Information.



a. *Verify the Request Number.*

b. *Verify the Status.*

c. *Verify the STOCK NBR.*

d. *Verify the MFR PART NBR.*

e. *Verify the Item Description.*

f. Use to choose the Quantity.

g. *Verify the Unit Of Issue.*

h. *Verify the Condition Code.*

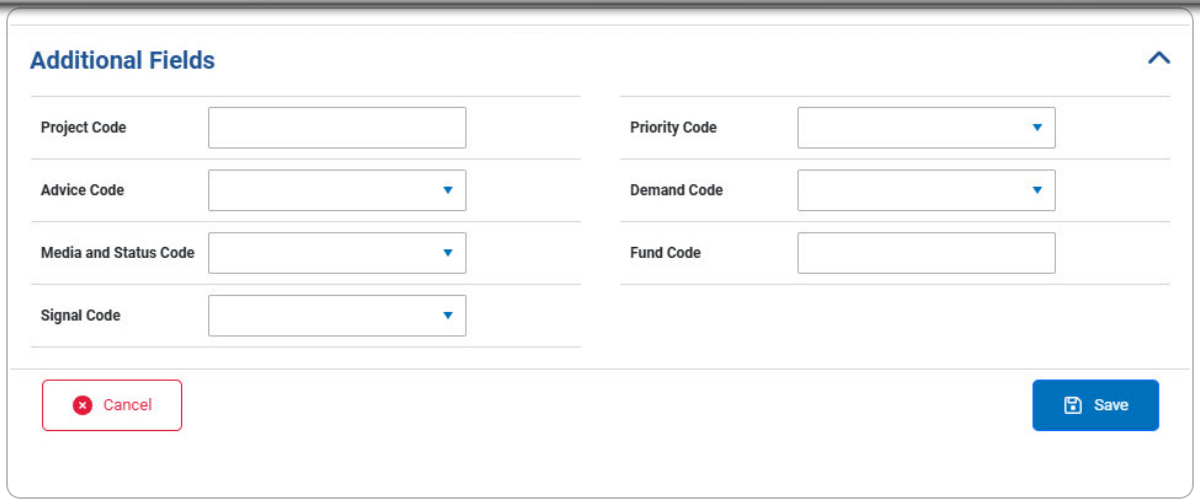
i. *Verify the Owning DODAAC.*

j. Use to select the Reason For Disposal.

k. *Verify the DEMIL CODE.*

l. *Verify the Remarks.*

B. Select the **Additional Fields Grid**.



a. Update the Project Code, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

b. Update the Advice Code, using ▼ to select the desired code.

c. Update the Media and Status Code, using ▼ to select the desired code.

d. Update the Signal Code, using ▼ to select the desired code.

e. Update the Priority Code, using ▼ to select the desired code.

f. Update the Demand Code, using ▼ to select the desired code.

g. Update the Fund Code, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*

3. Select Save. *The **Edit Materiel Return** drawer closes, and the revised Request record appears 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

- Materiel Returns
- Add a Materiel Return
- Cancel a Materiel Return
- Request a Materiel Return ID
- View a Materiel Return Details

Cancel a Materiel Return

Overview

The Materiel Returns Cancel process allows the cancellation of a Materiel Return.

Navigation

MATERIEL MGMT > Materiel Returns > Search > (desired record) > Cancel > Cancel a Materiel Return pop-up

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Cancel a Materiel Return

Procedures

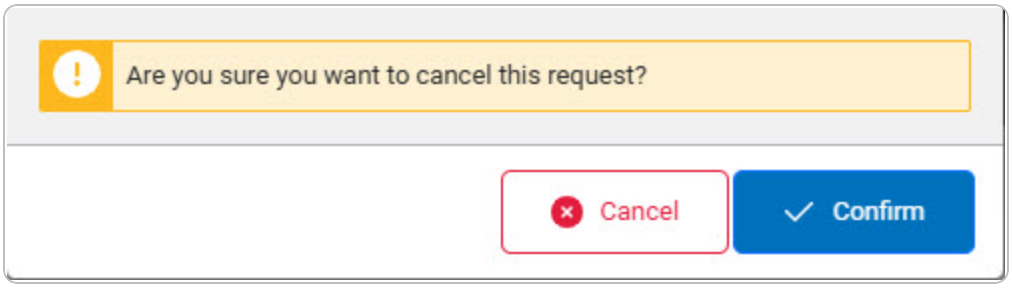
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Cancel a Materiel Return

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

1. Select next to the desired entry. *appears, and the* Edit, Cancel, *and* Respond *buttons appear.*
2. Select Cancel. *The* ***Cancel a Materiel Return*** *pop-up window appears.*



3. Click Confirm. *The Materiel Return is removed from the 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

- Materiel Returns
- Add a Materiel Return
- Update a Materiel Return
- Request a Materiel Return ID
- View a Materiel Return Details

Respond to a Materiel Returns

Overview

The Materiel Returns Respond process provides the ability to approve, reject, dispose, or relocate a request to return any materiel to the UIC/DoDAAC of the original issuer.

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.

There are four types of Response Actions:

- **AP — Approve**
- **RJ — Reject**
- **DP — Dispose**
- **RL — Relocate**

Navigation

MATERIEL MGMT > Materiel Returns > Search > (desired record) > Respond > Request {request number} drawer

Page Fields

The following fields display on the **Request {request number}** drawer. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Summary

Request Status
Next Approver

Response Details

Response Action *
Disposal Auth Code *
Transaction Status *
Quantity *
Ship To *
Comments

Response History

Date Received
Response
Ship To
Quantity
Status
Transaction Status
Warehouse Name / ID
Disposal Auth Code
Approval Group Name
Responder
Last Tranaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Respond to a Materiel Return

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

1. Select ○ next to the desired entry. ◉ *appears, and the* Edit, Cancel, *and* Respond *buttons appear.*

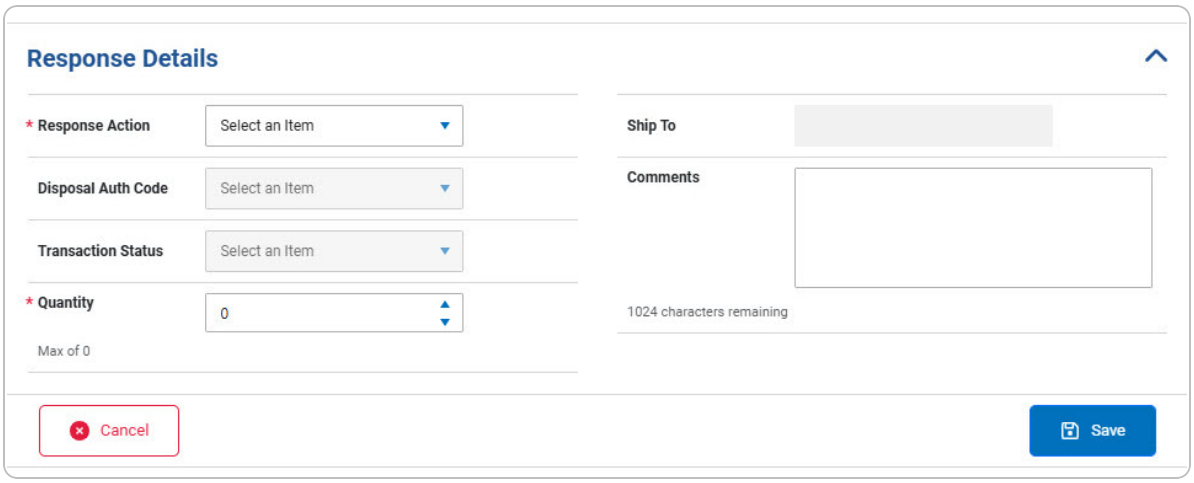
2. Select Respond next to the desired entry. *The* ***Request {request number}*** *drawer appears.*

   A. View the **Summary** grid.

   a. *Verify the Request Status.*

   b. *Verify the Next Approver.*

   B. View the **Response Details** grid.



   a. Use ▼ to select the Response Action. *Depending upon the Action, the fields change.*

AP — Approve

   I. *Verify the Disposal AUTH Code.*

   II. *Verify the Transaction Status.*

III. Use to choose the Quantity.

IV. *Verify the Ship To.*

V. Enter the Comments in the field provided. *This is a 256 alphanumeric character field.*

RJ — Reject

I. *Verify the Disposal AUTH Code.*

II. Use to select the Transaction Status.

III. Use to choose the Quantity.

IV. *Verify the Ship To.*

V. Enter the Comments in the field provided. *This is a 256 alphanumeric character field.*

DP — Dispose

I. Use to select the Disposal Auth Code.

II. *Verify the Transaction Status.*

III. Use to choose the Quantity.

IV. *Verify the Ship To.*

V. Enter the Comments in the field provided. *This is a 256 alphanumeric character field.*

RL — Relocate

I. *Verify the Disposal AUTH Code.*

II. *Verify the Transaction Status.*

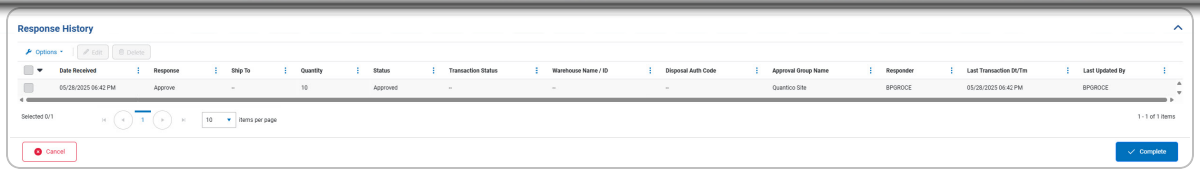
III. Use to choose the Quantity.

IV. Enter the Ship To in the field provided. *This is a 5 numeric character field.*

V. Enter the Comments in the field provided. *This is a 256 alphanumeric character field.*

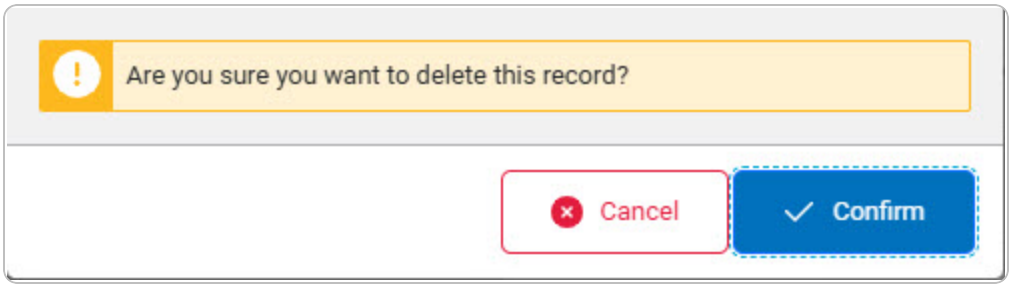
b. Select

. *The entries appear in the **Response History** grid.*



I. Select ○ next to the desired entry. ◉ *appears, and the* Edit *and* Delete *buttons appear.*

II. Select Edit. *The* ***Response Details*** *above become editable again.*
OR
Select Delete. *The* ***Delete a Materiel Return*** *pop-up window appears.*



III. Click Confirm. *The Response Details record is removed from the grid.*

C. Select Complete. *The* ***Request {request number}*** *drawer closes, and the revised Request record appears in the Search Results grid.*

Common Errors

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

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

security access.	Search again.
13 — Mandatory Entry: *Response Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Disposal AUTH Code*.	
13 — Mandatory Entry: *Transaction Status*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Materiel Returns
- Add a Materiel Return
- Update a Materiel Return
- Cancel a Materiel Return

- View a Materiel Return Details

View a Materiel Return Details

Overview

The Materiel Returns View Details process is view only and displays the request to return any materiel to the UIC/DoDAAC of the original issuer.

Navigation

MATERIEL MGMT > Materiel Returns > Search > Request Number hyperlink > View Materiel Return drawer

Page Fields

The following fields display on the **View Materiel Return** drawer. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Return Header Information

Request Number
Status
Stock Number
Mfr Part Nbr
Item Description
Quantity
Unit Of Issue
Condition Code
Owning DoDAAC
Reason For Disposal *
DEMIL Code
Remarks

Additional Fields

Project Code
Advice Code
Media and Status Code
Signal Code
Priority Code
Demand Code
Fund Code

Procedures

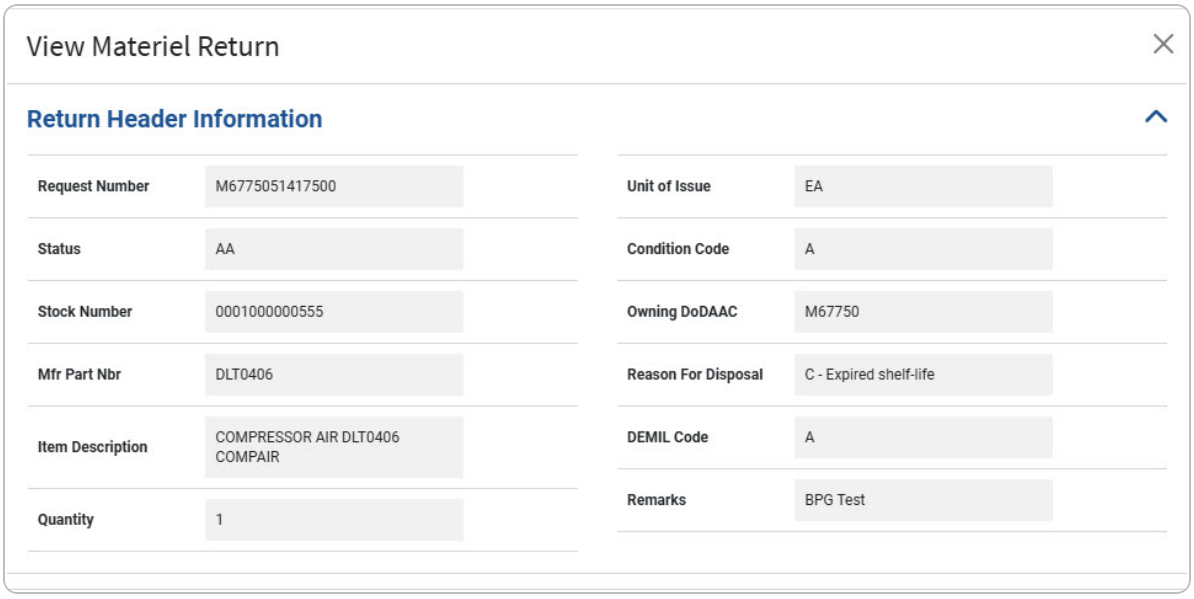
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Materiel Return

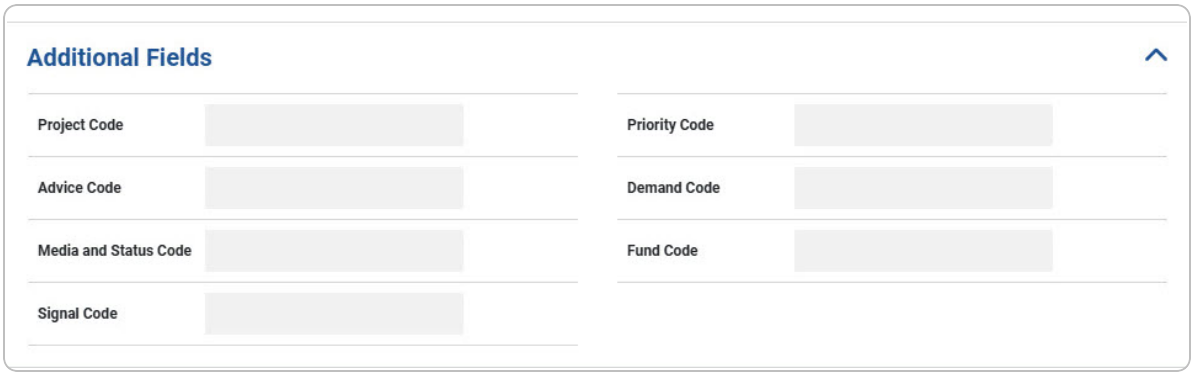
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Request Number hyperlink. *The **View Materiel Return** drawer appears.*
   A. *View the Return Header Information.*



a. *Verify the Request Number.*
b. *Verify the Status.*
c. *Verify the STOCK NBR.*
d. *Verify the MFR PART NBR.*
e. *Verify the Item Description.*
f. *Verify the Quantity.*
g. *Verify the Unit Of Issue.*
h. *Verify the Condition Code.*
i. *Verify the Owning DODAAC.*
j. *Verify the Reason For Disposal.*
k. *Verify the DEMIL CODE.*
l. *Verify the Remarks.*

B. *View the **Additional Fields Grid**.*



a. *Verify the Project Code.*
b. *Verify the Advice Code.*
c. *Verify the Media and Status Code.*
d. *Verify the Signal Code.*
e. *Verify the Priority Code.*
f. *Verify the Demand Code.*
g. *Verify the Fund Code.*

2. Select . *The **View Materiel Return** drawer closes.*

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

- Materiel Returns
- Add a Materiel Return
- Update a Materiel Return
- Cancel a Materiel Return
- Request a Materiel Return ID

Materiel Movement Unplanned Pick (Pick Tab)

Overview

The Warehouse Management module Materiel Movement Unplanned Pick process provides the ability to create, initiate, cancel, and edit existing Pick requests from the ELMS web-page, and not a hand-held device.

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

AIT MGMT > Materiel Movement > Materiel Movement Unplanned Pick (Pick Tab) page

Page Fields

The following fields display on the **Materiel Movement Unplanned Pick (Pick Tab)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Use the Pencil Icon to update the From Location/From Container of the item being Picked.

xxxx	Select 'Save Location' to update Pick Location details.
xxxx	The 'Container Movement' toggle should be used when moving containers.
xxxx	'Pick Container' should be used to Pick the 'From Container' when Container Movement is enabled.
xxxx	Expand 'Additional Details' to identify additional details about the item.
xxxx	When 'Autosave' is true, scanning a barcode with a Carriage Return will Pick Item.
xxxx	Select 'Pick Item' to add the item to Picked Items.
xxxx	Use 'Clear Item Details' to clear all values in Item Details.
xxxx	The 'Edit' button will enable when a single record is selected, and allow updates to be made to items previously picked.
xxxx	The 'Delete' button will remove the Picked Item(s) from the Picked Items grid.

Items Picked Grid

From Location
Item Identifier *
Quantity *

Additional Details

Cond Cd
Ownership
Purpose Cd
Project Cd
Contract Nbr
Inventory Type
Notes
Autosave

Picked Items Search Results Grid

Item Identifier
From Location
From Container
Quantity *
ICN
Serial Nbr
UII
RFID
Stock Nbr
Picked Date/Time
Cond Cd
Ownership
Purpose Cd
Project Cd
Contract Nbr
Inventory Type
Parent Identifier
Move Entire Kit?
Notes

(*) Asterisk identifies mandatory fields.

Procedure

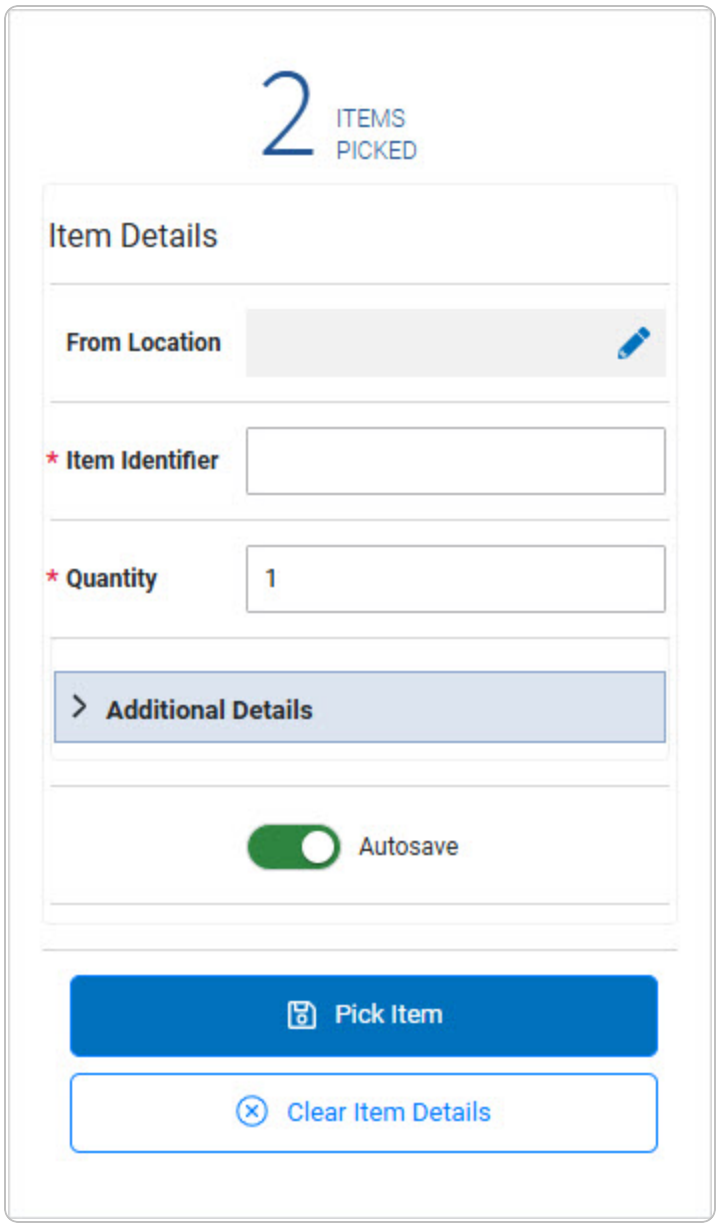
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Create an Unplanned Pick

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

1. Start by adding the following fields:.



A. Select the in the From Location field. *This is a 20 alphanumeric character field.*

B. Enter the Item Identifier in the field provided. *This is a 1,024 alphanumeric character field.*

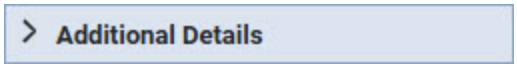
C. Enter the Quantity in the field provided. *This is a 6 numeric character field.*

Select

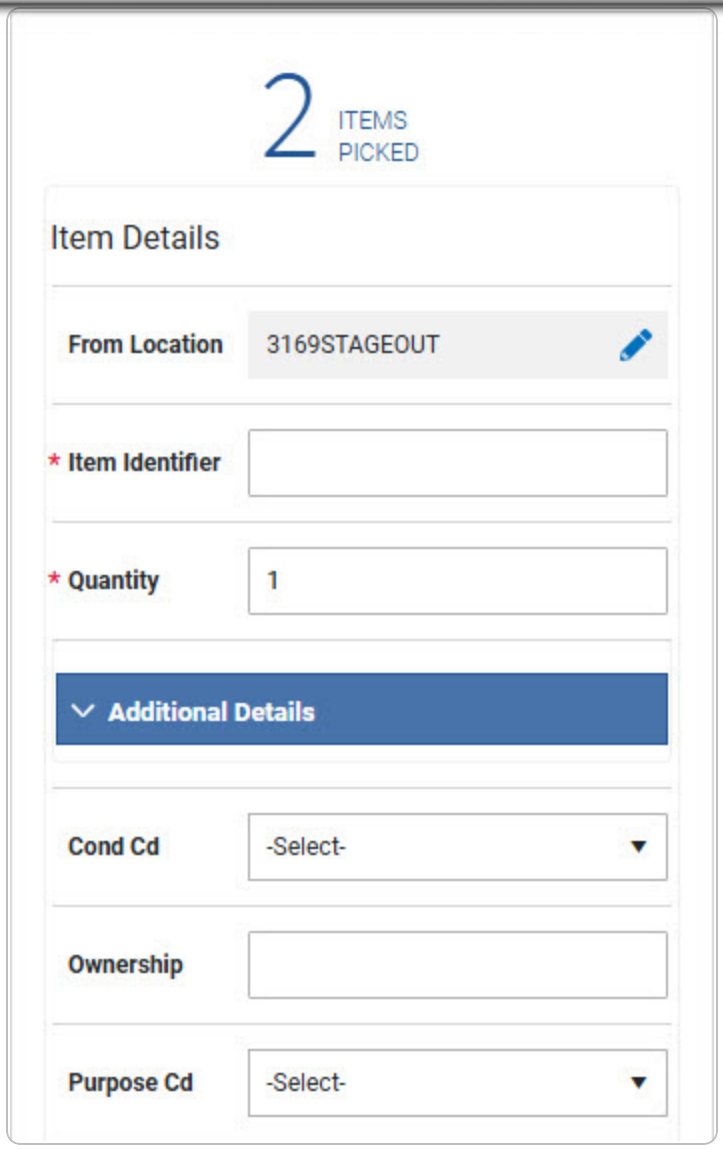
. *The information appears in the Picked Items results grid.*

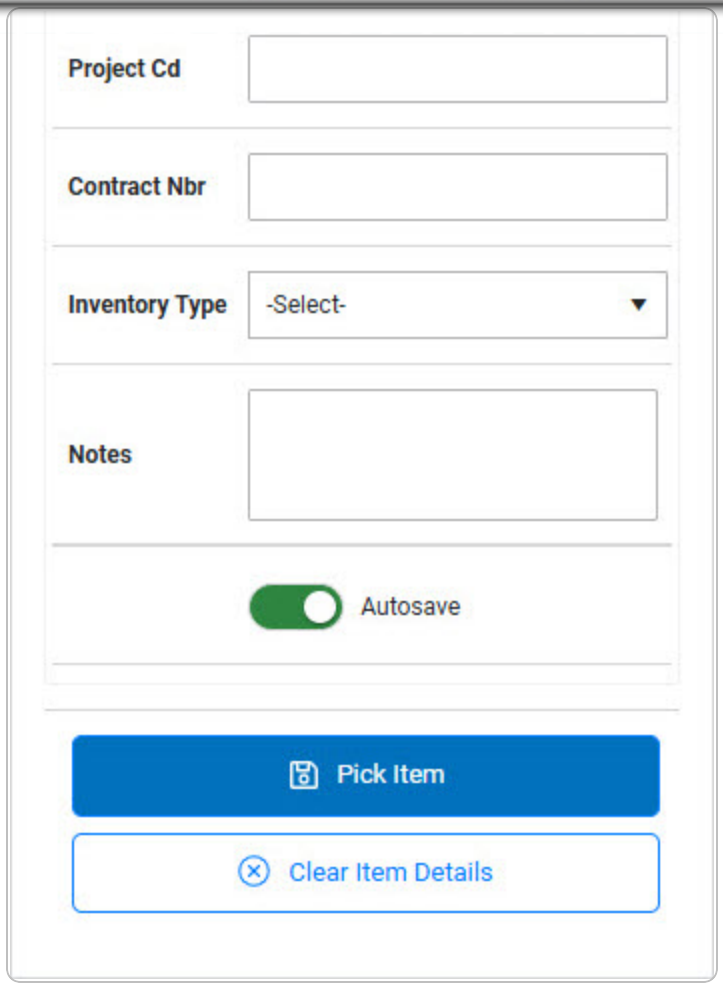
D.

OR

Select 

. *The Additional Details grid appears.*


2 ITEMS PICKED
Item Details
From Location
3169STAGEOUT
* Item Identifier
* Quantity
1
Additional Details
Cond Cd
-Select-
Ownership
Purpose Cd
-Select-



a. Use ▼ to select the Cond Cd.

b. Enter the Ownership in the field provided. *This is a 6 alphanumeric character field.*

c. Use ▼ to select the Purpose Cd.

d. Enter the Project CD in the field provided. *This is a 3 alphanumeric character field.*

e. Enter the Contract NBR in the field provided. *This is a 50 alphanumeric character field.*

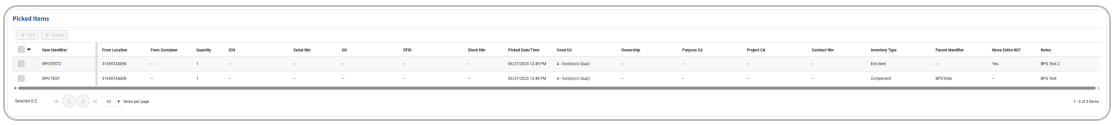
f. Use ▼ to select the Inventory Type.

g. Enter the Notes in the field provided. *This is a 256 alphanumeric character field.*

h. Click to turn off the Autosave. *The slider default keeps the Autosave on.*

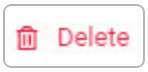
i. Select

. *The information appears in the Picked Items results grid.*

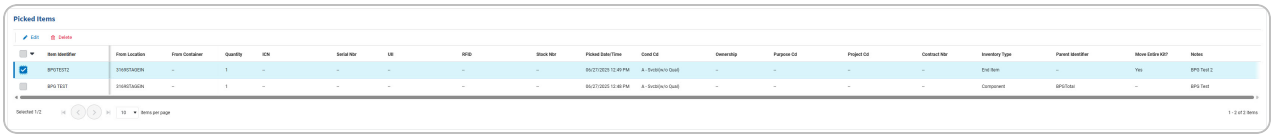


Edit a Picked Item

A. Select next to the desired entry. *appears, and the*

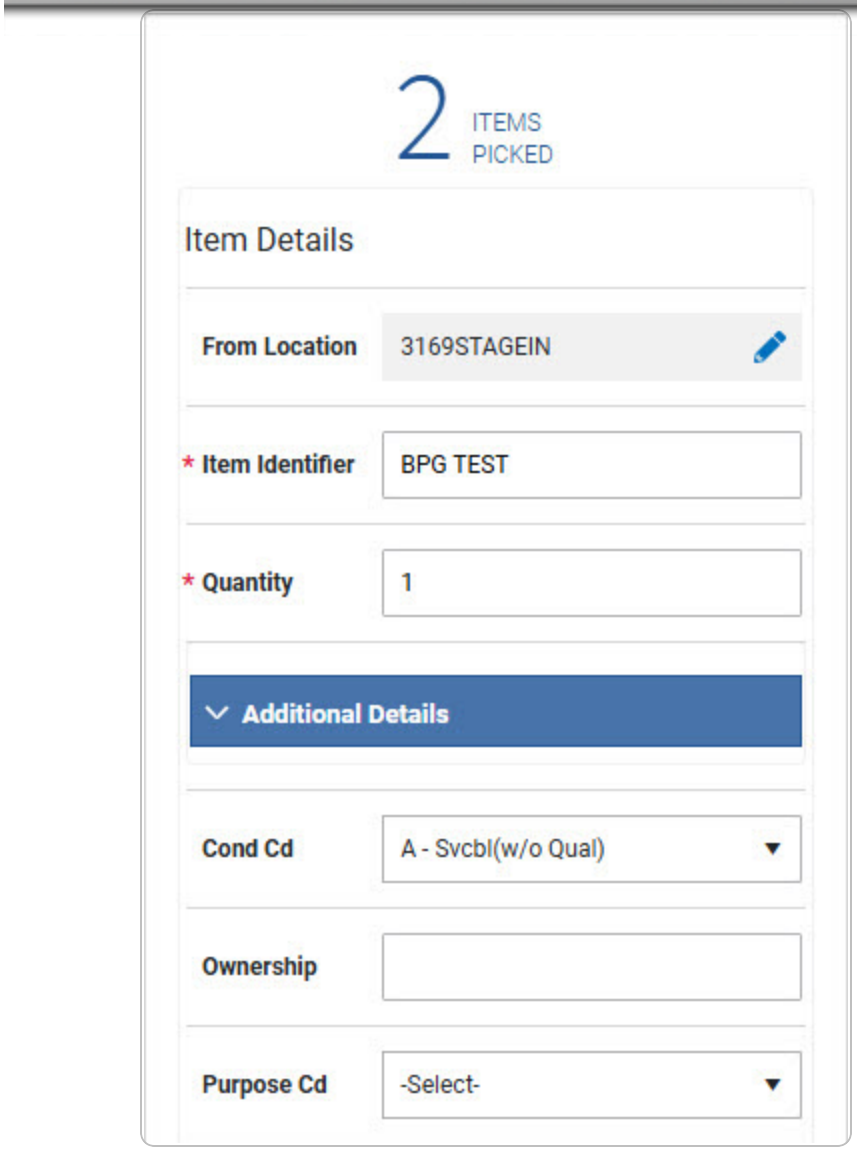
and 

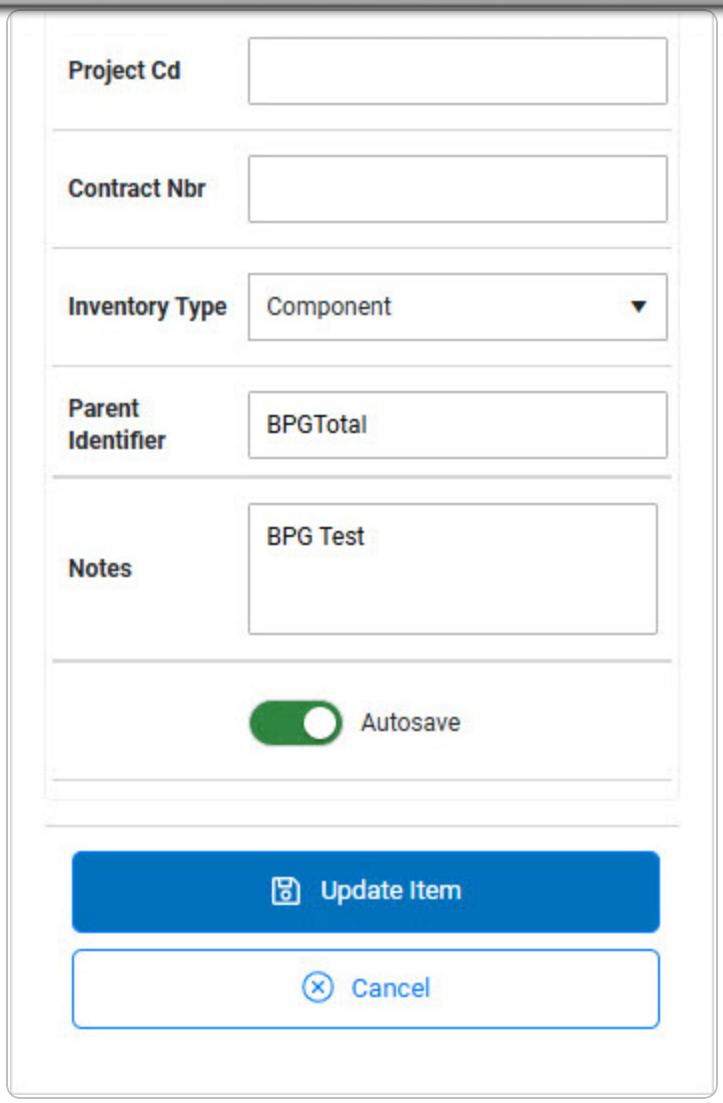
buttons appear.



B. Select

. *The Items Picked fields match the fields in the Results grid.*


2 ITEMS PICKED
Item Details
From Location
3169STAGEIN
* Item Identifier
BPG TEST
* Quantity
1
Additional Details
Cond Cd
A - Svcbl(w/o Qual)
Ownership
Purpose Cd
-Select-



a. Update the From Location field, using to open the place field. *This is a 20 alpha-numeric character field.*

b. Update the Item Identifier, entering the revised name in the field provided. *This is a 1,024 alphanumeric character field.*

c. Update the Quantity, entering the revised amount in the field provided. *This is a 6 numeric character field.*

d. Update the Cond Cd, using to select the desired code.

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

f. Update the Purpose Cd, using to select the desired code.

g. Update the Project CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

h. Update the Contract NBR, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

i. Update the Inventory Type, using to select the desired SKO type.

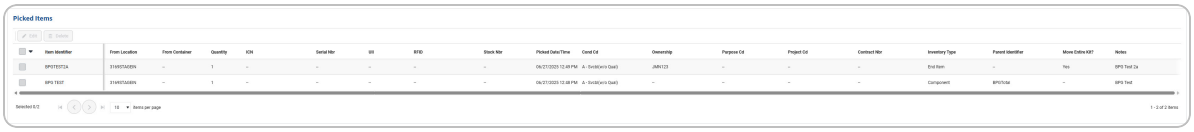
j. Update the Parent Identifier, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

k. Update the Notes, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

l. Verify the Autosave contains the appropriate or . *The slider default keeps the Autosave on.*

m. Select

. *The revised information appears in the Picked Items results grid.*

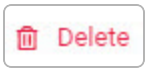


Delete a Picked Item

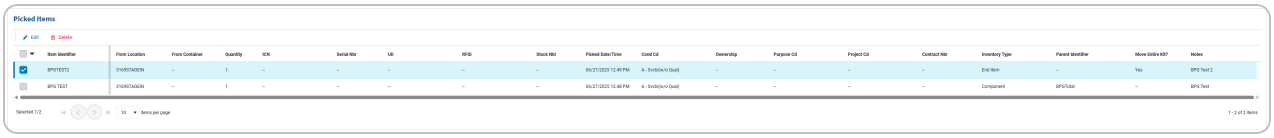
Selecting

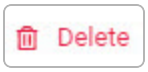
at any point of this procedure removes all revisions and closes the page.

A. Select next to the desired entry. *appears, and the*

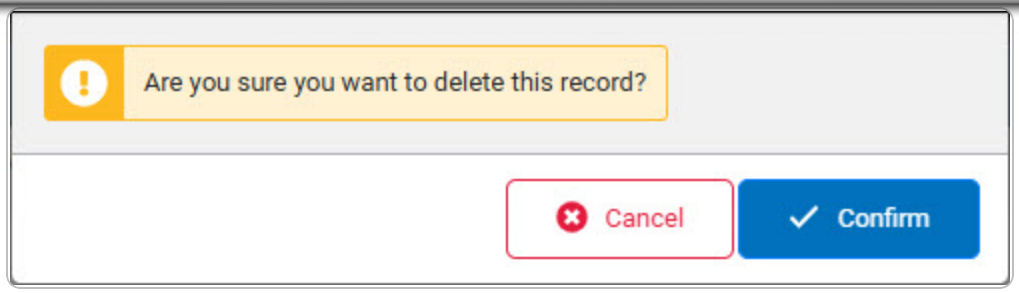
and 

buttons appear.



B. Select 

. *The Items Picked Delete pop-up window appears.*



C. Select Confirm. *The Picked Item is removed.*

Common Errors

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

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

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement (Unplanned) Deliver
- Materiel Movement (Unplanned) Errors & Warnings

Materiel Movement Unplanned Pick (Deliver Tab)

Overview

The Materiel Movement Unplanned Pick (Deliver Tab) process provides the ability to deliver, split, and delete existing Picked items from the ELMS web-page, and not a hand-held device.

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

AIT MGMT > Materiel Movement > Deliver tab > Materiel Movement Unplanned Pick (Deliver Tab) page

Page Fields

The following fields display on the **Materiel Movement Unplanned Pick (Deliver Tab)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Show - All – Will show All records of all statuses.
xxxx	Show - Picked – Will filter the items by 'Picked' Status.
xxxx	Show - Delivered – Will filter the items by 'Delivered' Status.

xxxx	The 'Split' button will enable when Qty > 1 and let you separate partial qty to be delivered to a separate Location/Container.
xxxx	The 'Delete' button will remove the Item(s) from the grid.
xxxx	The 'Deliver' button will assign the To Location/To Container to the item(s) selected.
xxxx	Use 'Complete # Movement(s)' to save all data and complete the process.

Delivery Location Details Grid

To Location
To Container

Picked Items Search Results Grid

Show
Item Identifier
From Location
From Container
To Location
To Container
Quantity *
Status
ICN
Serial Nbr
UII
RFID
Stock Nbr
Picked Date/Time
Delivered Date/Time
Cond Cd
Ownership
Purpose Cd

Project Cd
Contract Nbr
Inventory Type
Parent Identifier
Move Entire Kit?
Notes

(*) Asterisk identifies mandatory fields.

Procedure

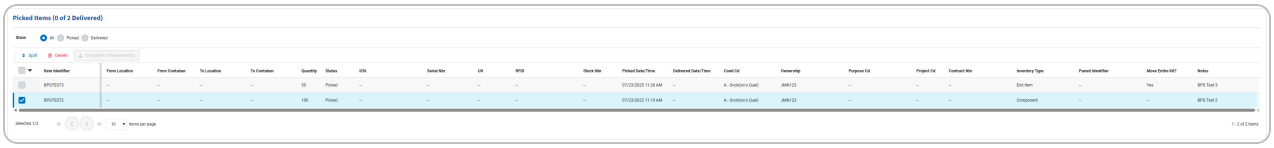
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

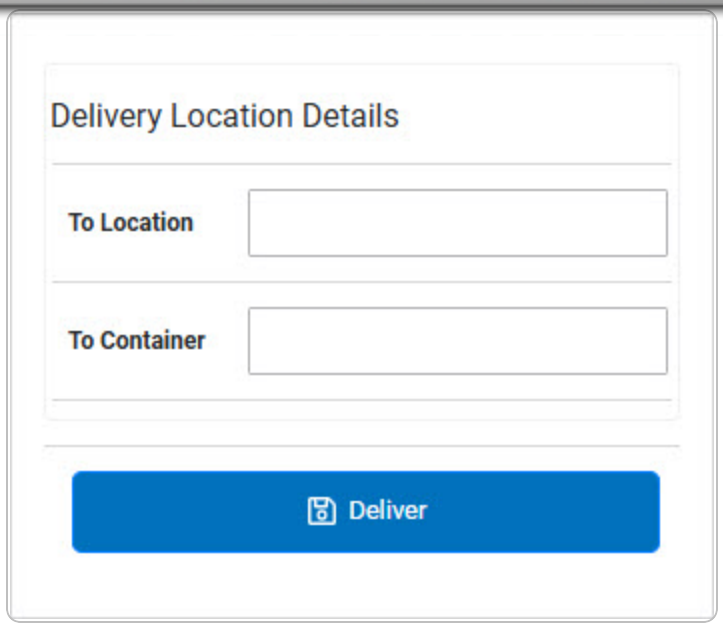
Deliver an Unplanned Pick

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

1. Select ☐ next to the desired picked item. ☑ *appears, and the* Split *and* Delete *become available.*



2. Enter one of the following fields:.



A. Enter the To Location in the field provided. *This is a 25 alphanumeric character field.*

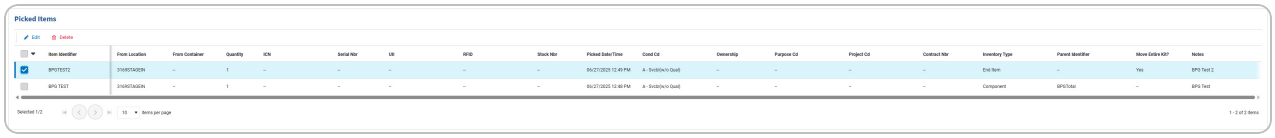
B. Enter the To Container in the field provided. *This is a 25 alphanumeric character field.*

C. Select

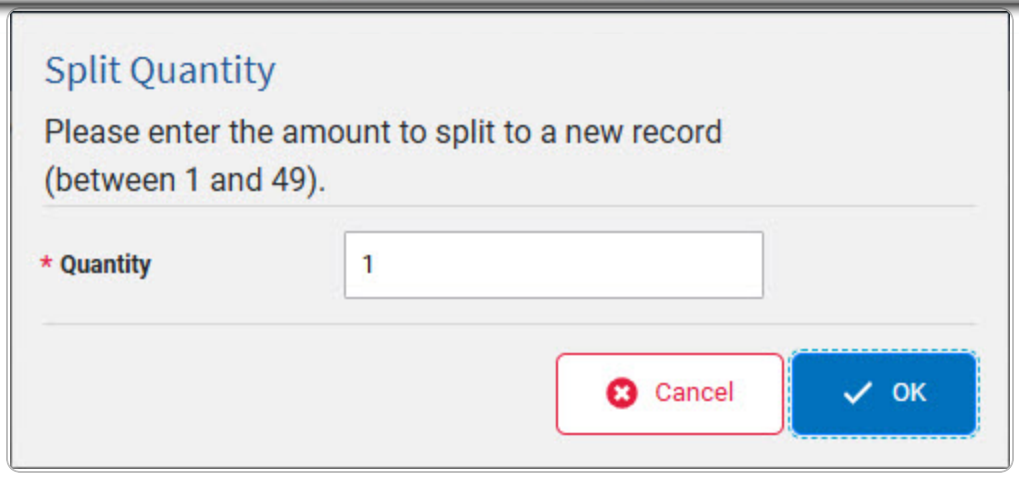
. *The information changes from Picked to Delivered in the results grid.*

Split an Item for Delivery

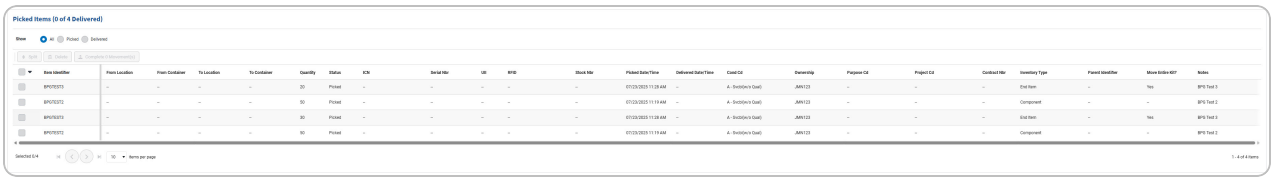
1. Select ☐ next to the desired picked item. ☑ *appears, and the* Split *and* Delete *become available.*



2. Select Split. *The Split Quantity pop-up window appears.*

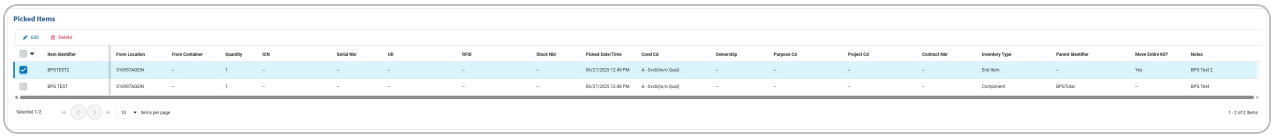


3. Enter the amount for the item to become. *The desired picked item becomes two items, with one item the quantity entered above, and the other item the rest of the quantity.*

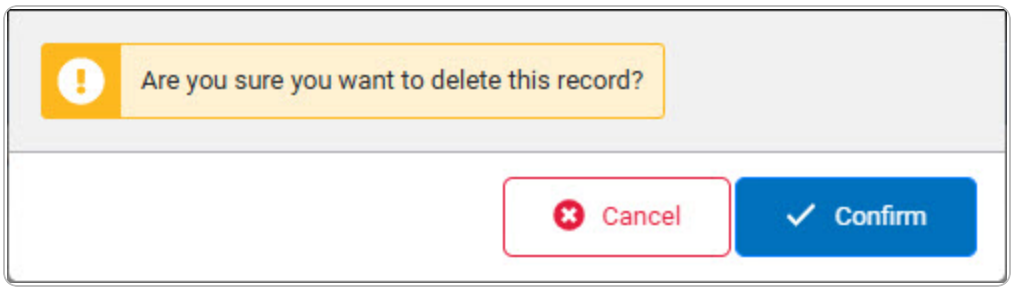


Delete an Item for Delivery

1. Select ☐ next to the desired picked item. ☑ *appears, and the* Split *and* Delete *become available.*



2. Select Delete. *The Items Picked Delete pop-up window appears.*



3. Select Confirm. *The Picked Item is removed.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Quantity*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement (Unplanned) Pick
- Materiel Movement (Unplanned) Errors & Warnings

Materiel Movement Unplanned Pick (Errors & Warnings Tab)

Overview

The Materiel Movement Unplanned Pick (Errors & Warnings Tab) process provides the ability to resolve, reprocess, refresh, export, and delete existing Pick and Delivery requests from the ELMS web-page, and not a hand-held device.

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

AIT MGMT > Materiel Movement > Materiel Movement Unplanned Pick (Errors & Warnings Tab) page

Page Fields

The following fields display on the **Materiel Movement Unplanned Pick (Errors & Warnings Tab)** page. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Show - My Errors – Will filter to only records the user has created and status = Error.

xxxx	Show - My Warnings – Will filter to only records the user has created and status = Warning.
xxxx	Show - All Errors – Will filter to all records the user has access to and status = Error.
xxxx	Show - All Warnings – Will filter to all records the user has access to and status = Warning.
xxxx	Use 'Resolve Error(s)' to review errors in transactions, make changes, or delete the record.
xxxx	'Resolve Error(s)' can be used to resolve all records displayed or only a set of selected records.
xxxx	The 'Delete' button will delete record(s) from the Errors & Warnings grid.
xxxx	The 'Reprocess # Movements' should be used to reprocess transactions after changes have been made.
xxxx	Select the 'Refresh' button to retrieve the most recent data or to cancel changes that have been made.
xxxx	'Export' can be used to export grid contents into an excel file.

Errors & Warnings Search Results Grid

All
Item Identifier
From Location

From Container
To Location
To Container
Quantity
Status
Error Description
ICN
Asset ID
Serial Nbr
UII
RFID
Stock Nbr
Delivered Date/Time
Last Transaction Dt/Tm
Cond Cd
Ownership
Purpose Cd
Project Cd
Contract Nbr
Inventory Type
Parent Identifier
Move Entire Kit?
Notes

(*) Asterisk identifies mandatory fields.

Procedure

ELMS Navigation Helpful Tips

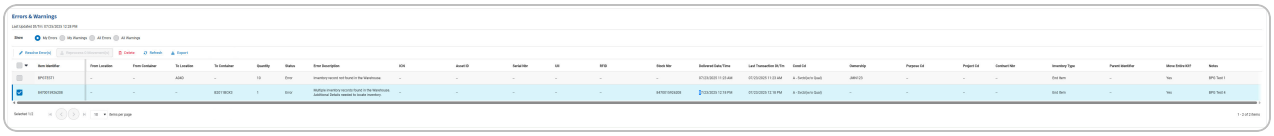
Click the following link to display Warehouse Navigation Tips.

Fix the Unplanned Pick Errors

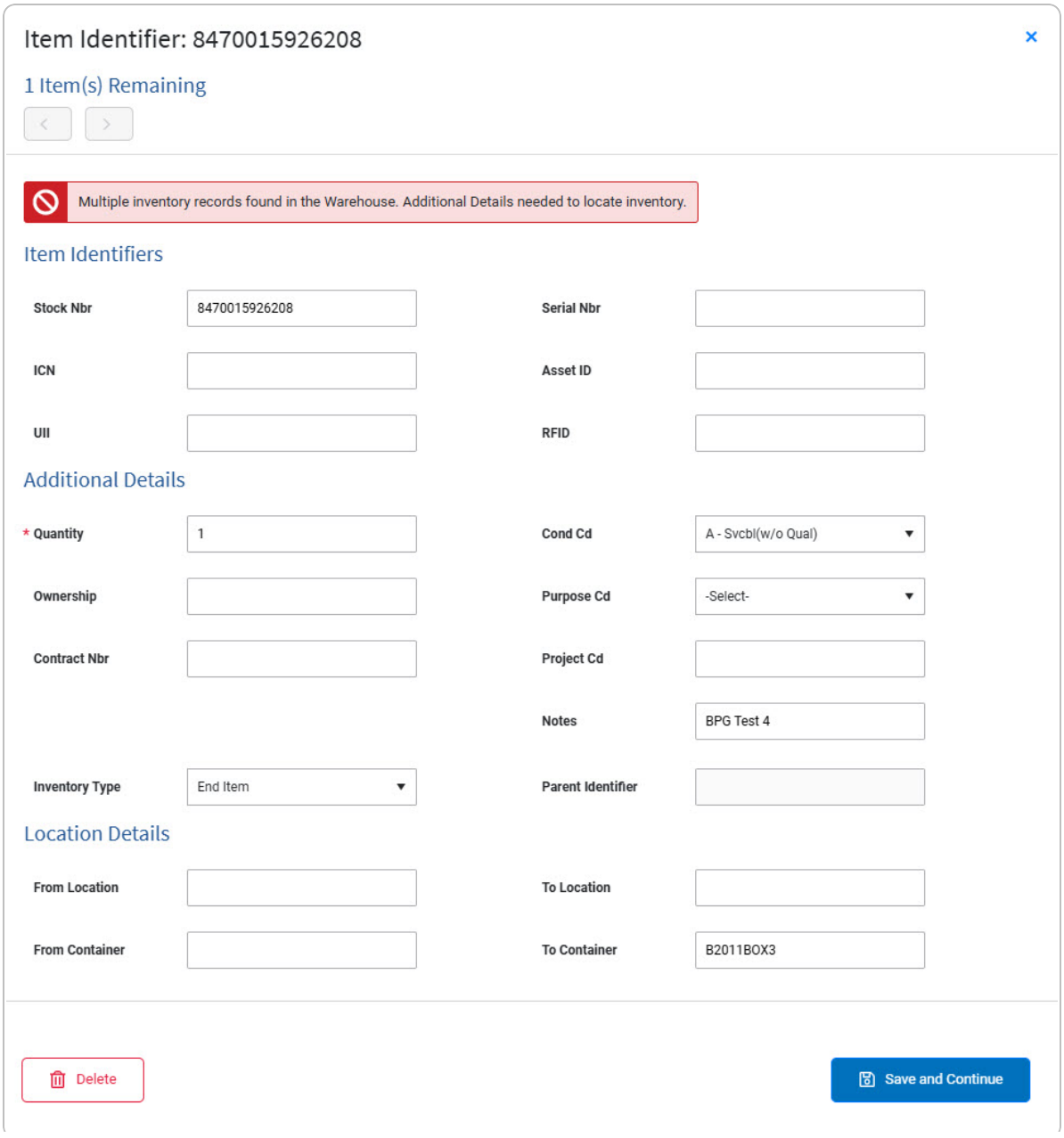
Selecting Clear Item Details *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ☐ next to the desired picked item. ☑ *appears, and* Resolve Error(s), Reprocess 1 Movement(s), Delete, Refresh, *and* Export *become available.*

Resolve an Error



A. Select Resolve Error(s). *The Resolve Errors drawer appears.*



a. Update the Stock Number, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

b. Update the ICN, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*

c. Update the UII, entering the revised identifier in the field provided. *This is a 50 numeric character field.*

d. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

e. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*

f. Update the RFID, entering the revised identifier in the field provided. *This is a 50 numeric character field.*

g. Update the Quantity, entering the revised amount in the field provided. *This is a 6 alphanumeric character field.*

h. Update the Ownership, entering the revised DODAAC in the field provided. *This is a 6 alphanumeric character field.*

i. Update the Contract NBR, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

j. Update the Inventory Type, using to select the desired SKO type.

k. Update the Cond Cd, using to select the desired code.

l. Update the Purpose Cd, using to select the desired code.

m. Update the Project CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

n. Update the Notes, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

o. Update the Parent Identifier, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

p. Update the From Location field, entering the revised place field. *This is a 20 alphanumeric character field.*

q. Update the From Container field, entering the revised place field. *This is a 20 alphanumeric character field.*

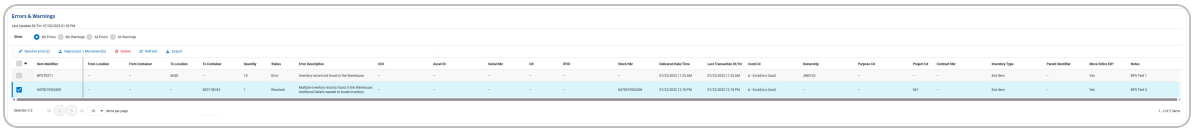
r. Update the To Location field, entering the revised place field. *This is a 25 alpha-numeric character field.*

s. Update the To Container field, entering the revised place field. *This is a 25 alphanumeric character field.*

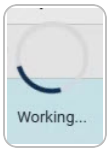
t. Select Save and Continue. *The revised information appears in the Picked Items results grid.*

Reprocess an Item Movement

A. Select ☐ next to the desired picked item. ☑ *appears, and* Resolve Error(s), Reprocess 1 Movement(s), Delete, Refresh, *and* Export *become available.*



B. Select Reprocess 1 Movement(s). *The Working Spinner appears.*

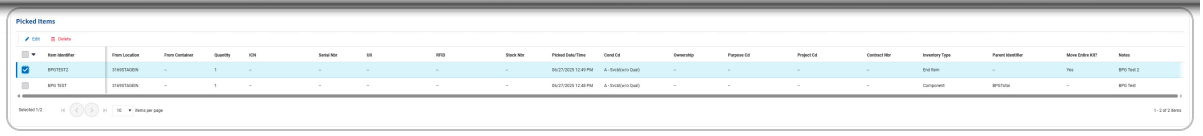


C. *After the Working Spinner is completed, the Reprocess Summary appears.*

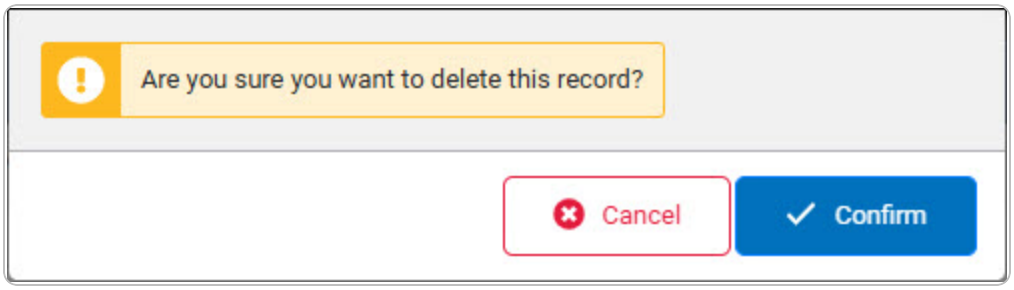
Delete an Item with an Error or Warning

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

A. Select ☐ next to the desired picked item. ☑ *appears, and* Resolve Error(s), Reprocess 1 Movement(s), Delete, Refresh, *and* Export *become available.*



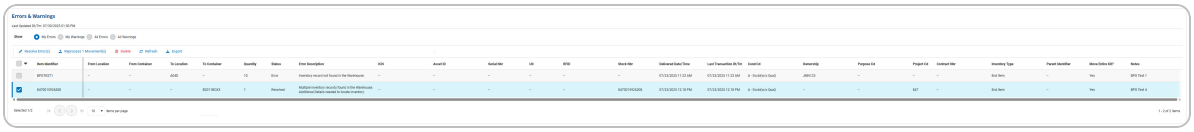
B. Select Delete. *The Errors & Warnings Delete pop-up window appears.*



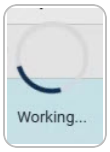
C. Select Confirm. *The Item is removed.*

Refresh an Item with an Error or Warning

A. Select next to the desired picked item. *appears, and* Resolve Error(s), Reprocess 1 Movement(s), Delete, Refresh, *and* Export *become available.*



B. Select Refresh. *The Working Spinner appears.*



C. *After the Working Spinner is completed, the Errors & Warning grid refreshes.*

Export an Item with an Error or Warning

A. Select ☐ next to the desired picked item. ☑ *appears, and* Resolve Error(s), Reprocess 1 Movement(s), Delete, Refresh, *and* Export *become available.*

B. Select Export. *The Windows* ***Save As*** *pop-up window appears.*

C. Decide where on the computer to save the ***Materiel Movement - Errors & Warnings.xlsx*** file.

D. Select Save. *The* ***Materiel Movement - Errors & Warnings.xlsx*** *file is saved to the computer, ready to use.*

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	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 pro-

length of 256.	hibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement (Unplanned) Pick
- Materiel Movement (Unplanned) Deliver

UIC

Overview

The Warehouse Management module Unit Identification Code (UIC) process provides the ability to add, update, and delete UIC records.
UICs are used to identify the organization that materiel is issued to with the expected return of the materiel once the deployment purpose of the Unit has been satisfied. The UIC is also be used to associate members who are individually issued materiel.

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

Customer MGMT > UIC > UIC > UIC page

Page Fields

The following fields display on the **UIC** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

UIC

UIC Grid Fields

Edit
Delete
History
UIC
UIC Name
Account Name
Parent UIC
Status
Organization Size
Owning DoDAAC
Contact Point

Optional

Logistics Program Name
Warehouse Name
Phone Number
DSN Number
Fax Number
E-Mail Address
Address Line 1
Address Line 2

City
State
Zip Code
Country
Remarks

Procedures

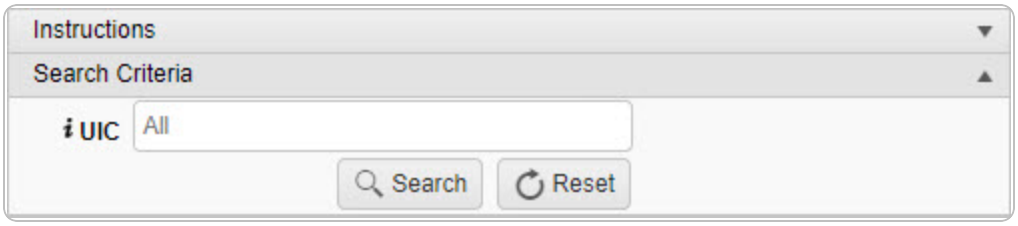
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

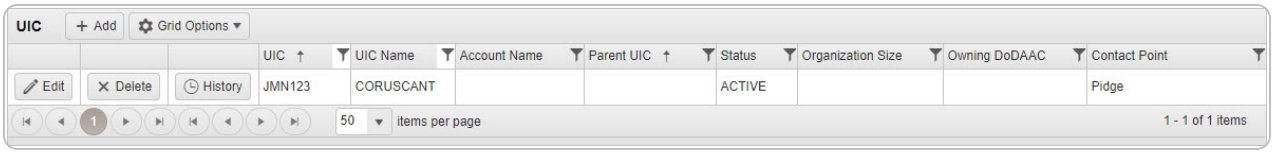
Search for a UIC

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

1. Enter the UIC/Account Name, using i to assist with entry. *This is a 6 alphanumeric character field.*



2. Select Search. *The results display in the UIC Grid.*



Add a UIC Record

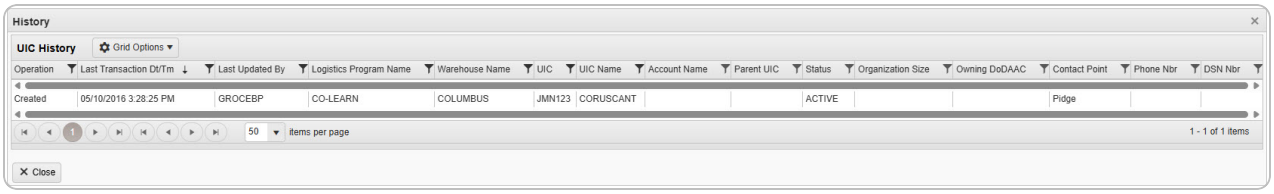
Select + Add. *The **Add UIC** pop-up window appears.*

Update a UIC Record

Select Edit next to the desired record. *The **Update UIC** pop-up window appears.*

View a UIC Record History

1. Select History next to the desired record. *The **UIC History** pop-up window appears.*



2. Select Close. *The pop-up window closes and returns to the UIC Custodian page.*

Delete a UIC Record

Select Delete next to the desired record. *The **Confirm Delete** pop-up 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
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid

	entry.

Related Topics

- Add a UIC
- Update a UIC
- Delete a UIC

Add a UIC

Overview

The Unit Identification Code (UIC) Add process provides the ability to create new UIC records.

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

Customer MGMT > UIC > UIC > + Add > Add UIC pop-up window

Page Fields

The following fields display on the **Add UIC** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

UIC Tab

UIC *
UIC Name *
Account Name
Parent UIC
Warehouse Name *
Status
Organization Size
Owning DoDAAC
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Country
Address Line 1
Address Line 2
City
State
Zip Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

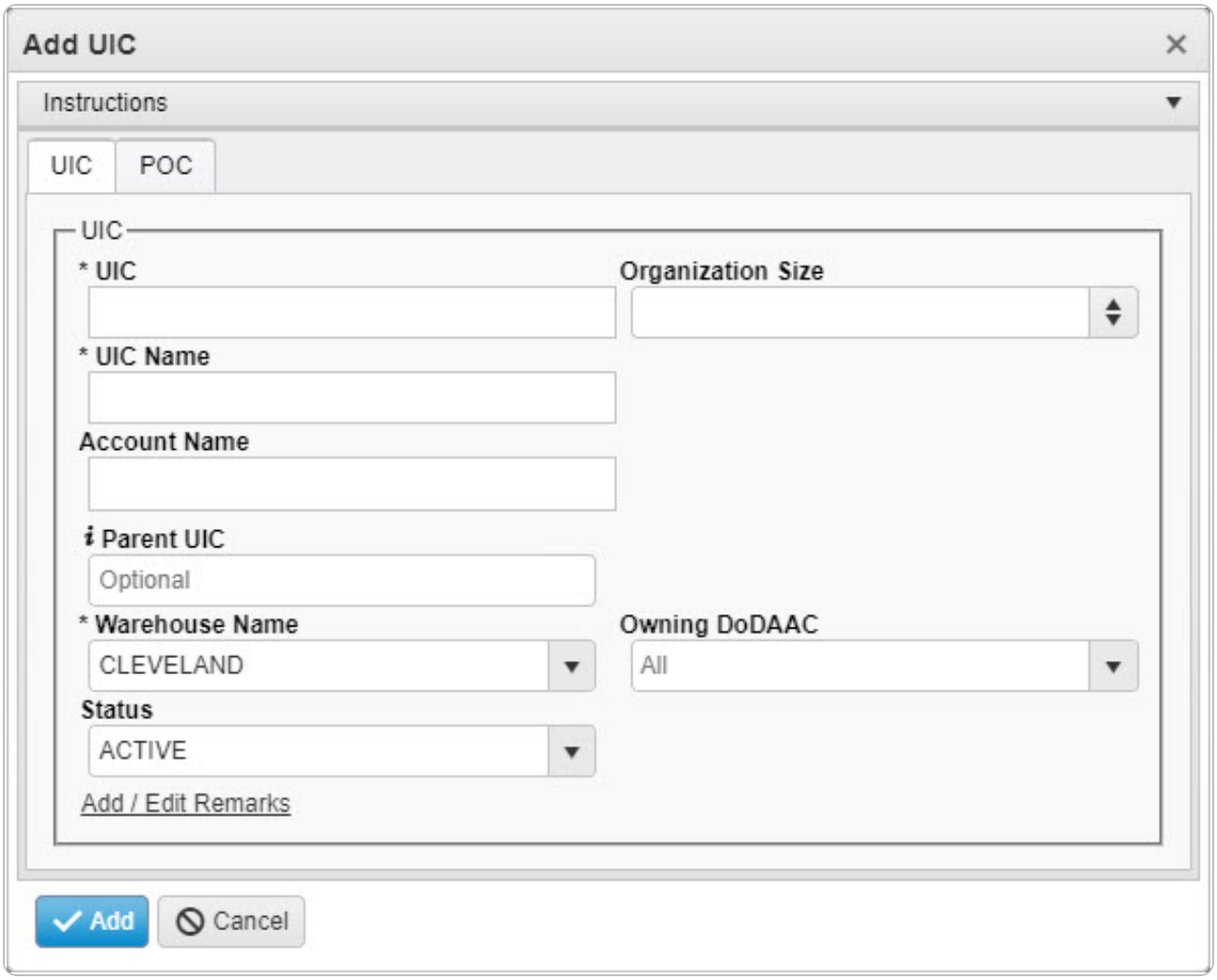
Click the following link to display Warehouse Navigation Tips.

Add a UIC

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

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

The UIC Tab



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

B. Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*

C. Enter the Account Name in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the Parent UIC, using to assist with entry. *This is a 6 alphanumeric character field.*

E. Use to select the Warehouse Name.

F. Use to select the Status.

G. Use to choose the Organization Size.

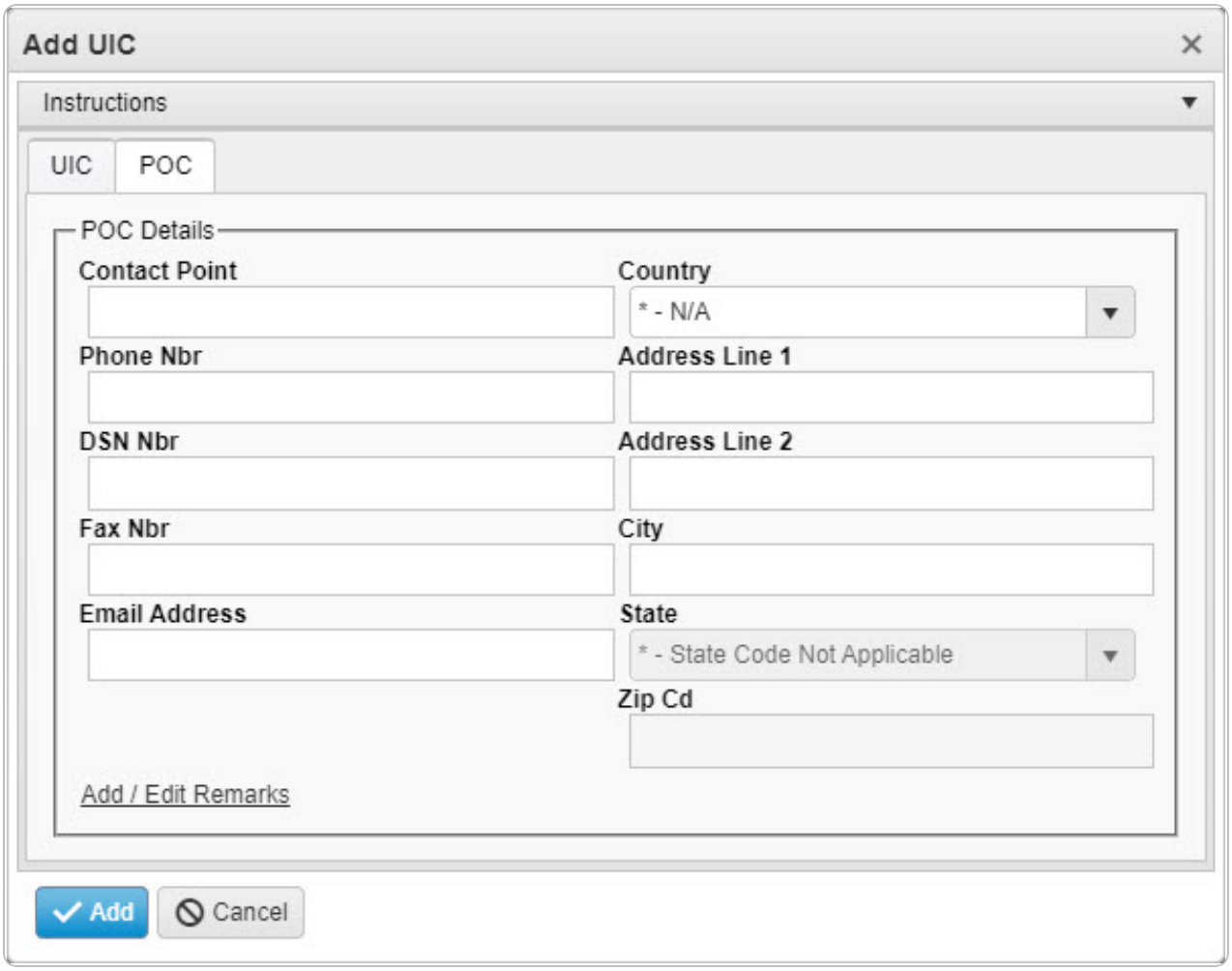
H. Use to select the Owning DoDAAC.

I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

The POC Tab



A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*

B. Use to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

F. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*

J. Use to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

2. Select

. *The new UIC appears in green at the top of the 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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
80 — UIC must be 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 only. Special characters like $, ! or @ are prohibited.
xxxx - UIC already exists.	Invalid Entry. The UIC cannot already exist. Double-check the code and re-enter.
1012 — UIC already exists, update status to active to re-activate.	Invalid Entry. The UIC already exists but is inactive. Find the UIC and change the status to active.
1010 — Parent UIC must exist on UIC table as an Active UIC.	Invalid Entry. The Parent UIC must exist. Double-check the code and re-enter.
1031 — The Parent UIC is invalid for this UIC. The Parent UIC is a child within this UIC's hierarchy.	Invalid Entry. The Parent UIC is associated with a UIC has that has this UIC as its Parent UIC. Double-check the code and re-enter.

Related Topics

- UIC Overview
- Update a UIC
- Delete a UIC

Update a UIC

Overview

The Unit Identification Code (UIC) Update process allows editing of UIC records.

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

Customer MGMT > UIC > UIC > Edit > Add UIC pop-up window

Page Fields

The following fields display on the Add UIC 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.

UIC Tab

UIC *
UIC Name *
Account Name
Parent UIC
Warehouse Name *
Status
Organization Size
Owning DoDAAC
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Country
Address Line 1
Address Line 2
City
State
Zip Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

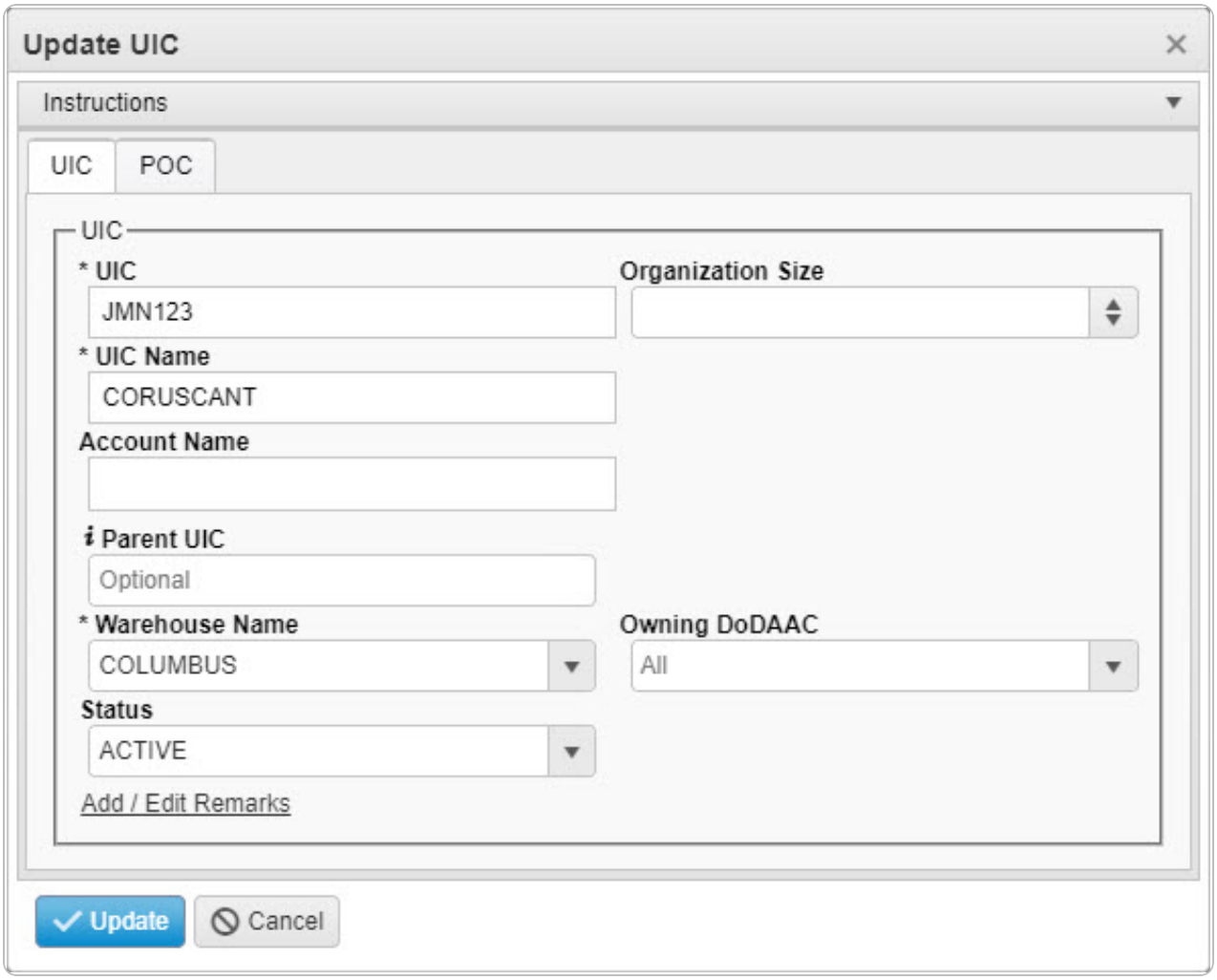
Click the following link to display Warehouse Navigation Tips.

Update a UIC

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

1. Select Edit. *The* ***Update UIC*** *pop-up window appears.*

The UIC Tab



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

B. Update the UIC Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

C. Update the Account Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Parent UIC, using to assist with the revised code. *This is a 6 alpha-numeric character field.*

E. Update the Warehouse Name, using to select the desired name.

F. Update the Status, using to select the desired state.

G. Update the Organization Size, using to choose the revised amount.

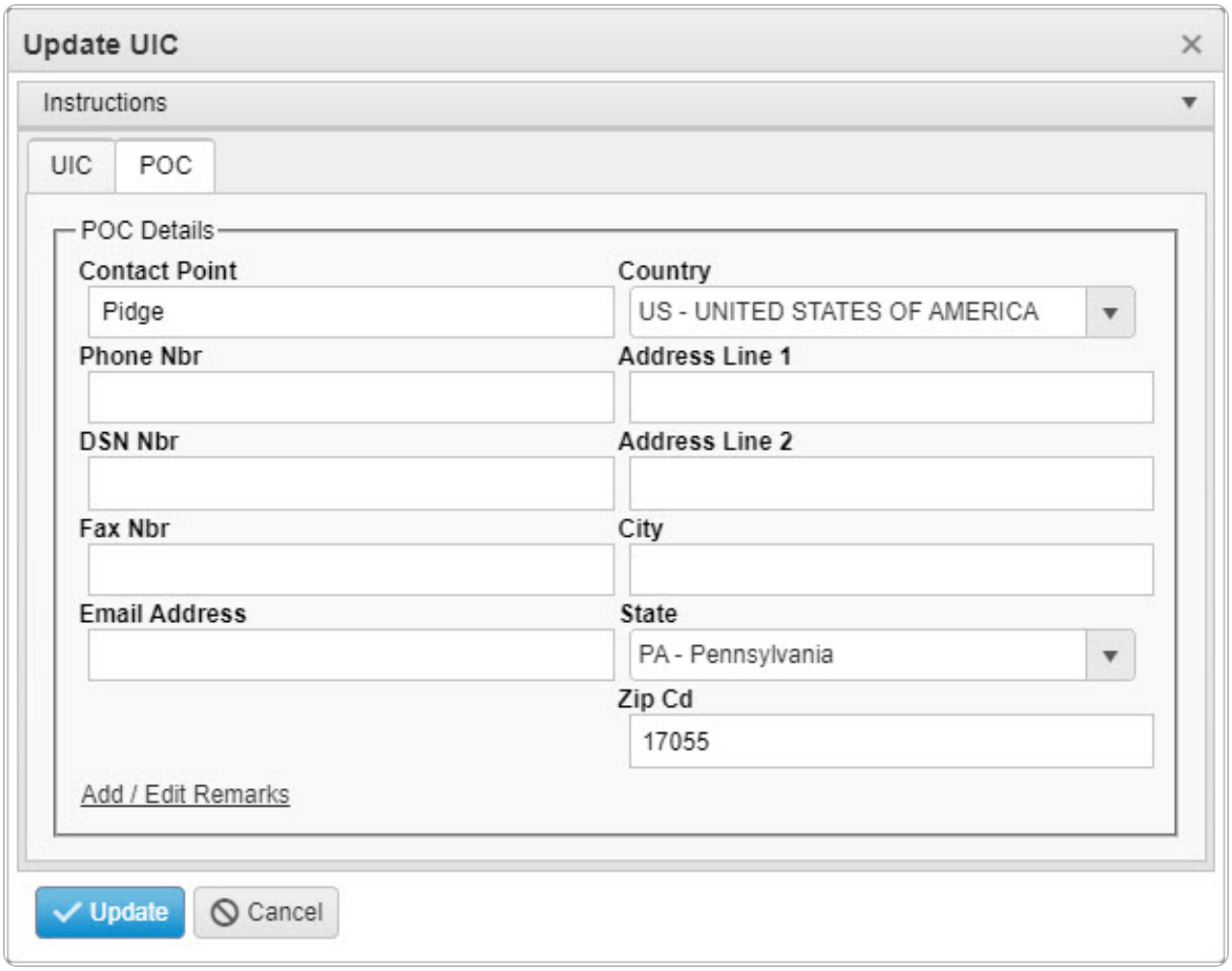
H. Update the Owning DoDAAC, using to select the desired DoDAAC.

I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

The POC Tab



A. Update the Contact Point, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

B. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

C. Update the DSN NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

D. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

E. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

F. Update the Country, using to select the desired place.

G. Update the Address 1, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

H. Update the Address 2, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the City, entering the revised place in the field provided. *This is a 25 alpha-numeric character field.*

J. Update the State, using to select the desired place.

K. Update the ZIP CD, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

2. Select

. *The revised UIC appears at the top of the 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	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
80 — UIC must be 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 only. Special characters like $, ! or @ are prohibited.
xxxx - UIC already exists.	Invalid Entry. The UIC cannot already exist. Double-check the code and re-enter.
1012 — UIC already exists, update status to active to re-activate.	Invalid Entry. The UIC already exists but is inactive. Find the UIC and change the status to active.
1010 — Parent UIC must	Invalid Entry. The Parent UIC must exist.

exist on UIC table as an Active UIC.	Double-check the code and re-enter.
1031 — The Parent UIC is invalid for this UIC. The Parent UIC is a child within this UIC's hierarchy.	Invalid Entry. The Parent UIC is associated with a UIC has that has this UIC as its Parent UIC. Double-check the code and re-enter.

Related Topics

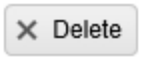
- UIC Overview
- Add a UIC
- Delete a UIC

Delete a UIC

Overview

The Delete a UIC process allows removal of a UIC record. A UIC record cannot be deleted if there are any Issue records associated with it.

Navigation

Customer MGMT > UIC > UIC > 

> Confirm Delete (Delete UIC) pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete UIC)

History Remarks

Procedures

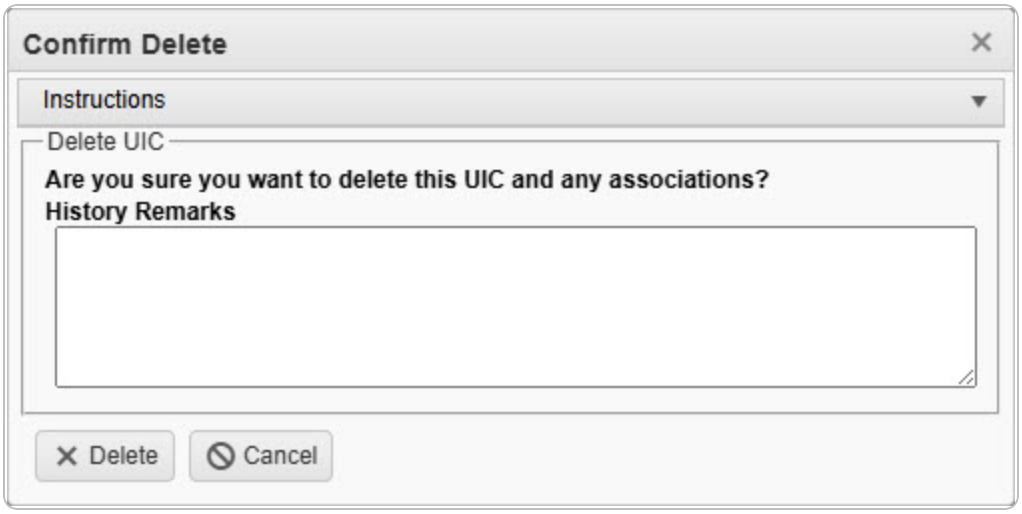
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a UIC

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

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete UIC)*** *pop-up window appears.*



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

3. Select Delete. *The* ***Confirm Delete (Delete UIC)*** *pop-up window closes, is removed from the 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.
1025 — Cannot Delete, Member(s) and/or Custodian(s) are associated with this UIC.	Invalid Deletion. The UIC record cannot be deleted if there is any open Member Profile or UIC Custodian still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
1026 — Cannot Delete, UIC is a Parent UIC.	Invalid Deletion. The UIC record cannot be deleted if the UIC exists as a Parent UIC. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *Issue Header record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Issue Header Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.

xxxx — Unit Identification Code cannot be deleted. *Return Header record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Return Header Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *UIC Authorization record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Authorization Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *UIC Issue Profile record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Issue Profile Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *Unit Identification Code Custodian record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open UIC Custodian Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Overview
- Add a UIC
- Update a UIC

UIC Custodian

Overview

The Warehouse Management module Unit Identification Code (UIC) Custodian process provides the ability to add, update, and delete UIC Custodians records.
The UIC Custodian accepts, issues, and manages materiel transfers for the unit. The assignment is provided to a primary and alternate within the unit. Within ELMS, the UIC manages all unit roles, assignments, and data. The UIC Custodian at the unit level is known as the unit Responsible Officer (RO). ELMS provides for UIC Custodians (primary and alternate) by commodity type.
A UIC is not required to have a Custodian associated with it. Prior to the unit having an "Unit Issue", the UIC must have a primary custodian for the commodity type of the unit issue established. The primary custodian cannot not be removed until all accounts of outstanding gear has been cleared.

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

CUSTOMER MGMT > UIC > Custodian > UIC Custodian page

Page Fields

The following fields display on the **UIC Custodian** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

UIC Name
Custodian Type
Custodian
Reportable Commodity Type

UIC Custodian Grid Fields

Edit
Delete
History
Primary Attachment
UIC
UIC Name
UIC Account Name
Custodian
Custodian Type
Reportable Commodity Type
Reportable Commodity Type Desc
Remarks

Optional

Warehouse
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

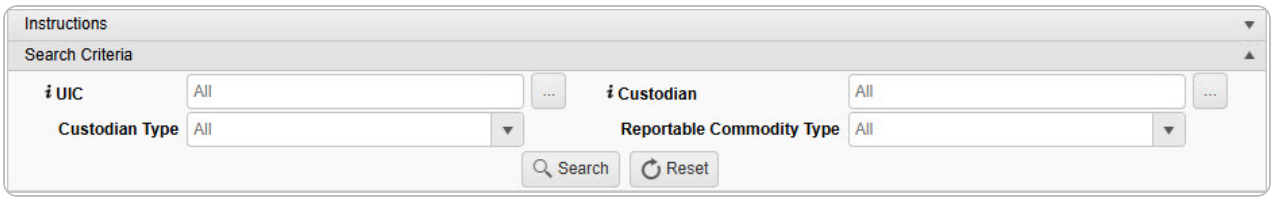
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a UIC Custodian

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

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



- Use i or ... to assist with the UIC field entry. *This is a 6 alphanumeric character field.*

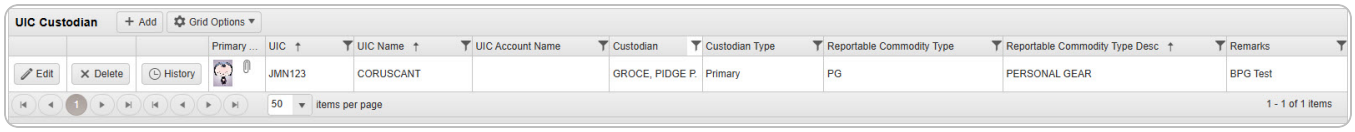
  UIC Browse

- Use ▼ to select the Custodian Type.
- Use i or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

- Use ▼ to select the Reportable Commodity Type.

2. Select Search. *The results display in the UIC Custodian Grid.*



Add a UIC Custodian Record

Select + Add. *The **Add UIC Custodian** pop-up window appears.*

Update a UIC Custodian Record

Select Edit next to the desired record. *The **Update UIC Custodian** pop-up window appears.*

Add an Attachment to a UIC Custodian Record

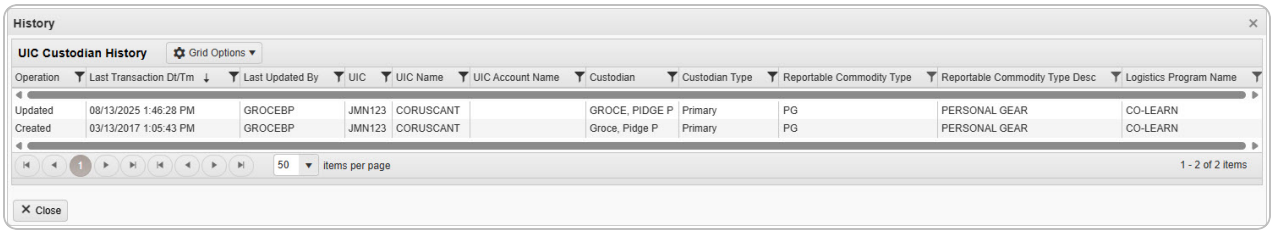
1. Select Edit next to the desired record. *The **Update UIC Custodian** pop-up window appears.*
2. Select Attach... *The **Attach Documents - UIC Custodian** pop-up window appears.*

Delete a UIC Custodian Record

Select ✕ Delete next to the desired record. *The **Confirm Delete** pop-up window appears.*

View a UIC Custodian Record History

1. Select History next to the desired record. *The **History** pop-up window appears.*



2. Select Close. *The pop-up window closes and returns to the UIC Custodian 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
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Add a UIC Custodian

Overview

The UIC Custodian Add process provides the ability to create a new record. Duplicate UICCustodians cannot be processed.

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

CUSTOMER MGMT > UIC > Custodian > + Add > Add UIC Custodian pop-up window

Page Fields

The following fields display on the **Add UIC Custodian** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add UIC Custodian

UIC *
UIC Name
UIC Account Name
Reportable Commodity Type *
Custodian *
Custodian Type *
Warehouse *
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

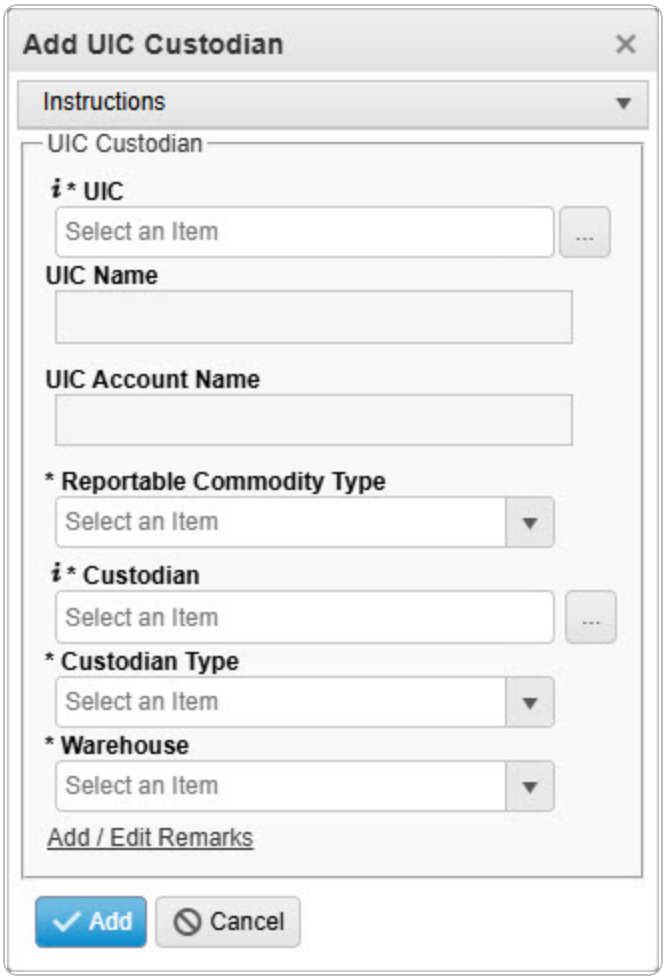
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a UIC Custodian

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

1. Select + Add. *The **Add UIC Custodian** pop-up window appears.*



A. Use ℹ or ... to assist with the UIC field entry. *This is a 6 alphanumeric character field.*

UIC Browse

B. *The UIC Name automatically populates and is not editable.*

C. *The UIC Account Name automatically populates and is not editable.*

D. Use ▼ to select the Reportable Commodity Type.

E. Use ℹ or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

F. Use ▼ to select the Custodian Type.

G. Use ▼ to select the Warehouse.

H. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

2. Select Add. *The **Add UIC Custodian** pop-up window closes, and the new custodian appears at the top of the grid, highlighted in green.*

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.	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.

13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *UIC Custodian*.	
13 — Mandatory Entry: *Custodian Type*.	
13 — Mandatory Entry: *Warehouse*.	
xxxx — Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter data.
1052 — Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
1053 — Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the Custodian.

xxxx — Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the Custodian.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Update a UIC Custodian

Overview

The UIC Custodian Update process allows editing of UIC Custodian records. Users can also attach documents to the UIC Custodian record.

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

CUSTOMER MGMT > UIC > Custodian > Edit > Update UIC Custodian pop-up window

Page Fields

The following fields display on the **Update UIC Custodian** 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.
7	Select "Update" to continue process.
562	Select "Cancel" to return to the previous page.

Update UIC Custodian

UIC *
UIC Name
UIC Account Name
Reportable Commodity Type *
Custodian *
Custodian Type *
Warehouse *
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

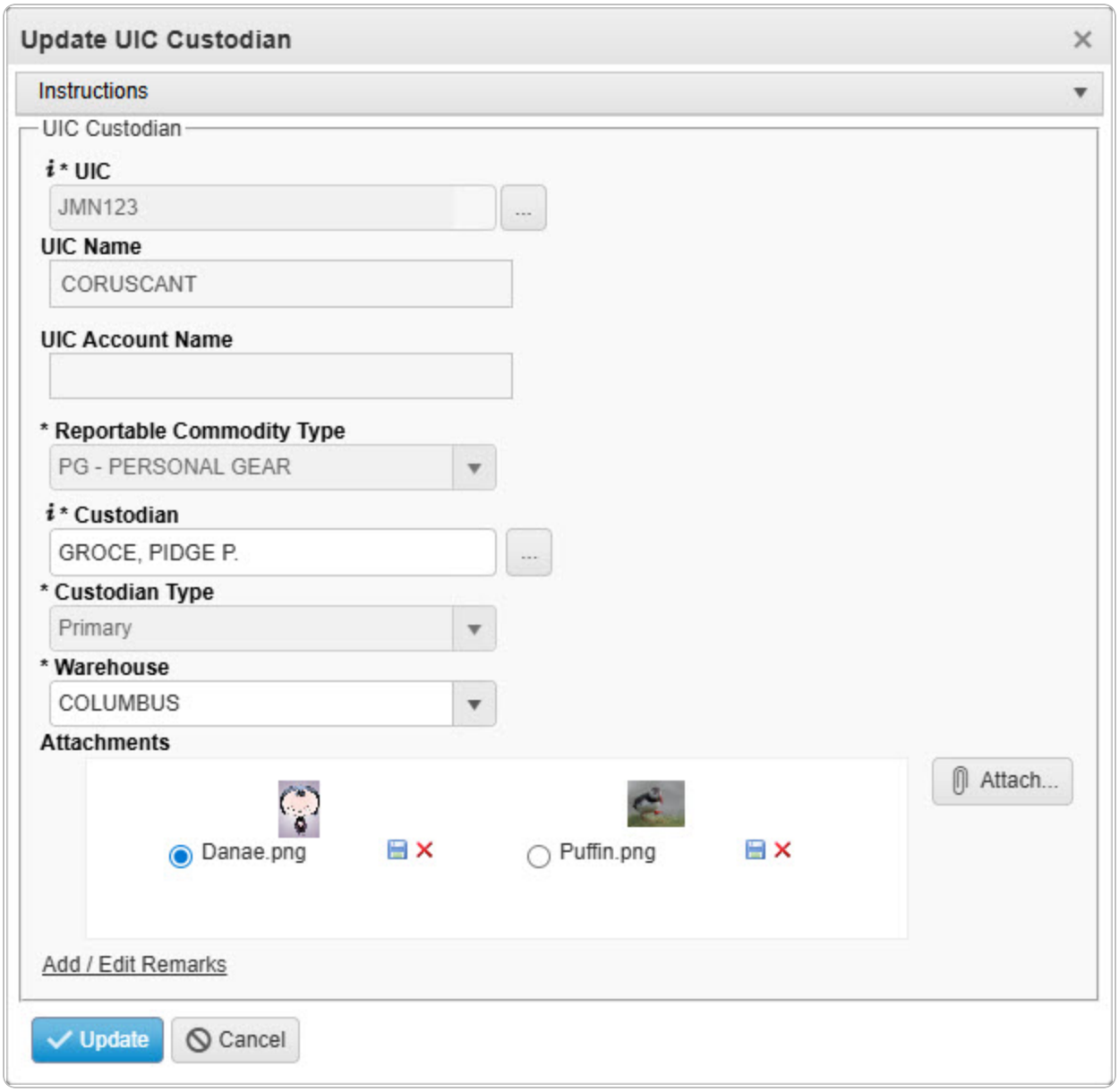
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a UIC Custodian

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

1. Select Edit. *The **Update UIC Custodian** pop-up window appears.*



A. Update the UIC, using i or ... to assist with the code. *This is a 6 alphanumeric character field.*

UIC Browse

B. *Verify the UIC Name.*

C. *Verify the UIC Account Name.*

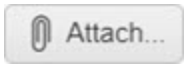
D. *Verify the Reportable Commodity Type.*

E. Update the Custodian, using or to assist with the name. *This is a 50 alpha-numeric character field.*

Member Profile Browse

F. *Verify the Custodian Type.*

G. Update the Warehouse, using to select the desired place.

H. Select 

. *The **Attach Documents - UIC Custodian** pop-up window appears.*

I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

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

2. Select

. *The **Update UIC Custodian** pop-up window closes, and the revised custodian appears at the top of the grid, highlighted in green.*

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.	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.

13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *UIC Custodian*.	
13 — Mandatory Entry: *Custodian Type*.	
13 — Mandatory Entry: *Warehouse*.	
xxxx — Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter data.
1052 — Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
1053 — Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the Custodian.

xxxx — Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the Custodian.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Add a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Delete a UIC Custodian

Overview

The UIC Custodian Delete process allows removal of a UIC Custodian record. A UIC Custodian record cannot be deleted if any Issue records are associated with it.

Navigation

Customer MGMT > UIC > Custodian > Delete > Confirm Delete (Delete UIC Custodian) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete UIC Custodian)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete UIC Custodian)

History Remarks

Procedures

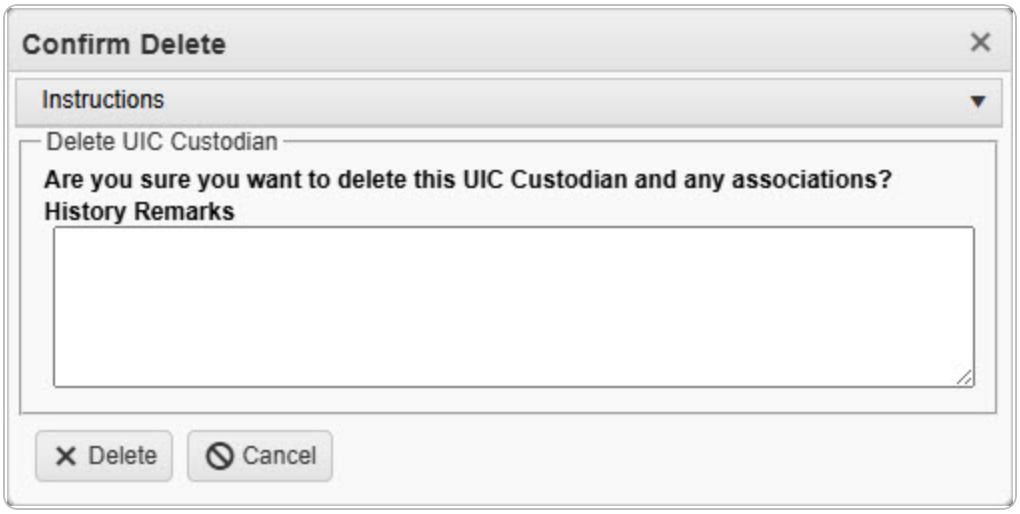
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a UIC Custodian

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

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete UIC Custodian)*** *pop-up window appears.*



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

3. Select Delete. *The* ***Confirm Delete (Delete UIC Custodian)*** *pop-up window closes, is removed from the 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
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.
xxxx — UIC should have at least one primary custodian before any alternate custodian. Deleting primary custodian would remove all alternate custodian as well. Click OK to continue or Cancel to return and change primary custodian for the UIC.	Invalid Deletion. The UIC Custodian record cannot be deleted if there is any open Member Profile, Unit Issue, UIC, or if the UIC Custodian exists as a primary UIC Custodian. Review the UIC Custodian again, and remove any remaining associated information so the UIC Custodian can be deleted.
xxxx — Error Deleting UIC Custodian, there are records associated with this contact.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian

Add an Attachment to a UIC Custodian

Overview

The UIC Custodian Add Attachment process provides the ability to attach documents to the UIC Custodian records.

Navigation

CUSTOMER MGMT > UIC > Custodian > Edit > Update UIC Custodian > Attach... > Attach Documents — UIC Custodian pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Documents — UIC Custodian

Attachment *
Desc
Primary

Name
Desc

Procedures

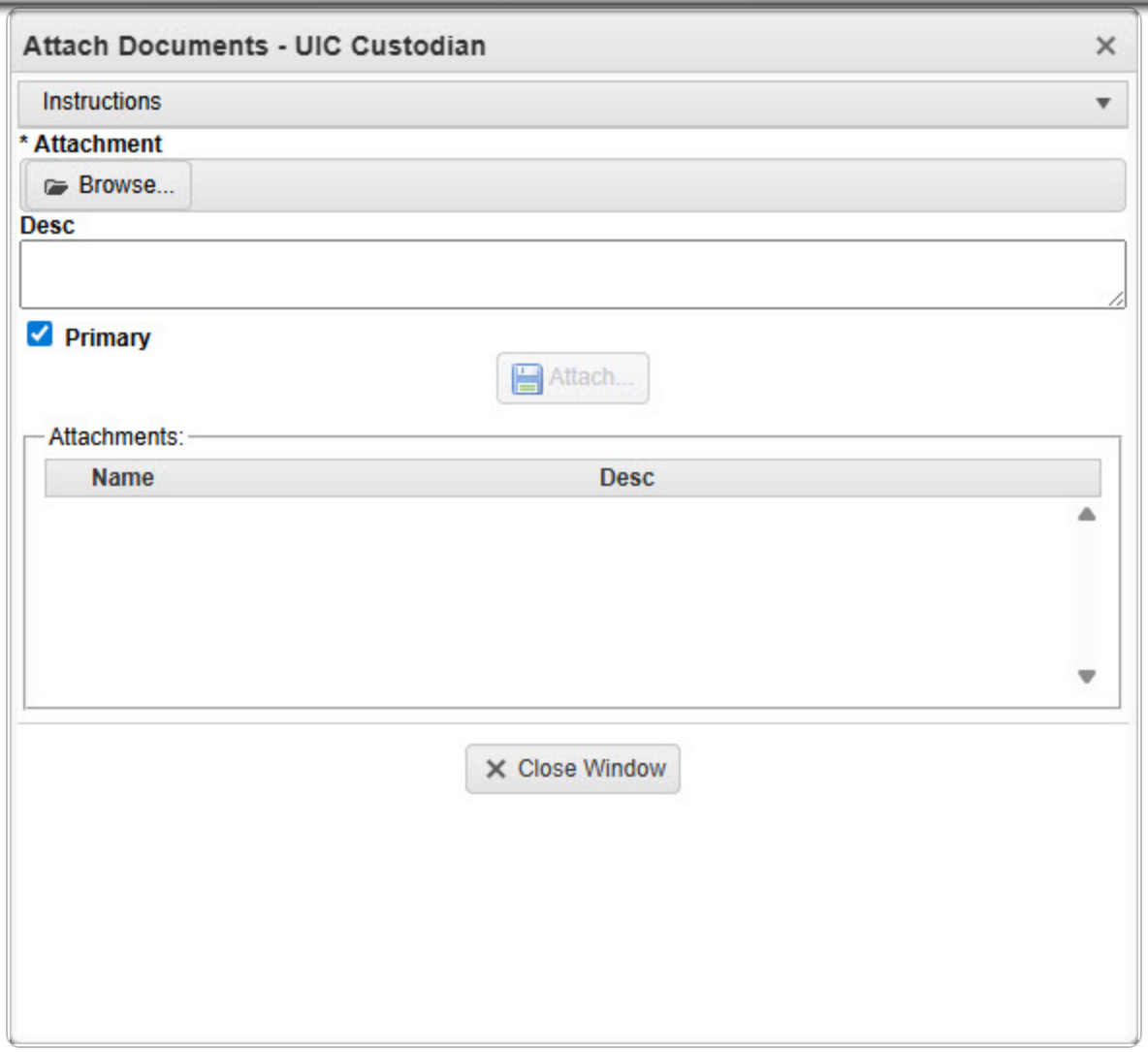
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a UIC Custodian

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

1. Select Attach... . *The* ***Attach Documents — UIC Custodian*** *pop-up window appears.*



2. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 to attach multiple documents.

8. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select ⊘ No to cancel the deletion.
- Select ✓ Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select ✓OK to complete the process. *The document is removed.*

9. Select ✕ Close Window. *The **Attach Documents — UIC Custodian** pop-up window closes, and the attachment(s) appears in the Attachments 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.
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 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

- UIC Custodian Overview
- Add a UIC Custodian
- Update a UIC Custodian
- Delete a UIC Custodian

Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > Authorization > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

UIC
LIN TAMCN Desc
LIN TAMCN

Authorization Results Grid

Edit
Delete
UIC
UIC Name
Account Name
LIN TAMCN
LIN TAMCN Desc
Authorized Qty
UIC Status
Remarks

Optional

History Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Authorization

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

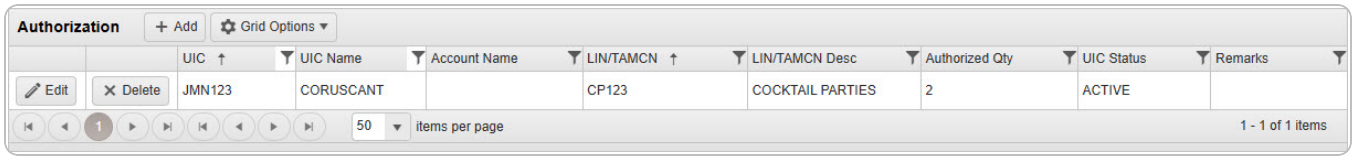
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

- Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse
- Enter the LIN/TAMCN DESC in the field provided. *This is a 64 alphanumeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse

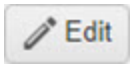
2. Select Search. *The results display in the UIC Authorization Grid.*



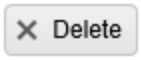
Add an Authorization

Select Add. *The **Add Authorization** pop-up window appears.*

Update an Authorization

Select  next to the desired record. *The **Update Authorization** pop-up window appears.*

Delete an Authorization

Select  next to the desired record. *The **Confirm Delete Delete LIN/TAMCN Authorization** pop-up 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
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Add an Authorization

Overview

The UIC Authorization Add process provides the ability to create new UIC and LIN/TAMCN authorizations.

Navigation

Customer MGMT > UIC > Authorization > + Add > Add Authorization pop-up window

Page Fields

The following fields display on the **Add Authorization** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Authorization

UIC *

LIN TAMCN *

Authorized Qty *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

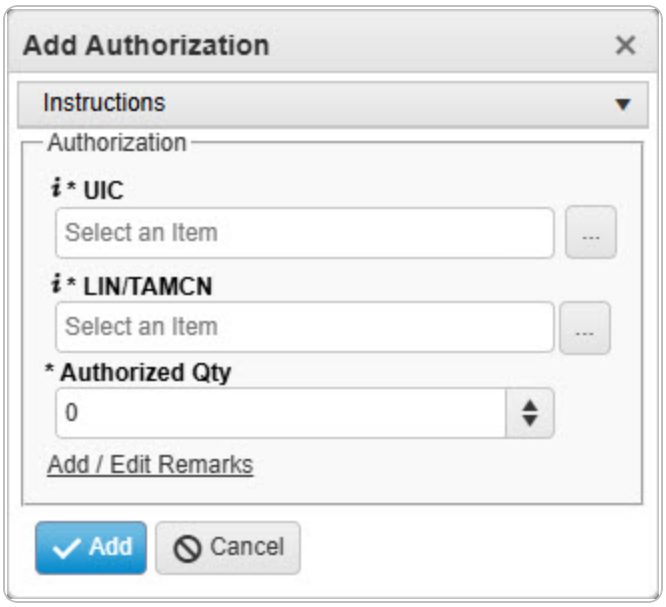
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Authorization

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

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



A. Use i or ... to assist with the UIC field entry. *This is a 6 alphanumeric character field.*

UIC Browse

B. Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

C. Use to choose the Authorized QTY.

D. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

2. Select

. *The **Add Authorization** pop-up window closes, and the new authorization appears at the top of the grid, highlighted in green.*

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.	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.

13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *LIN/TAMCN*.	
13 — Mandatory Entry: *Authorized QTY*.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Update an Authorization

Overview

The UIC Authorization Update process allows editing UIC and LIN/TAMCN authorizations.

Navigation

Customer MGMT > UIC > Authorization > Edit > Update Authorization pop-up window

Page Fields

The following fields display on the **Update Authorization** 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.
7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.

Update Authorization

UIC *

LIN TAMCN *

Authorized Qty *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

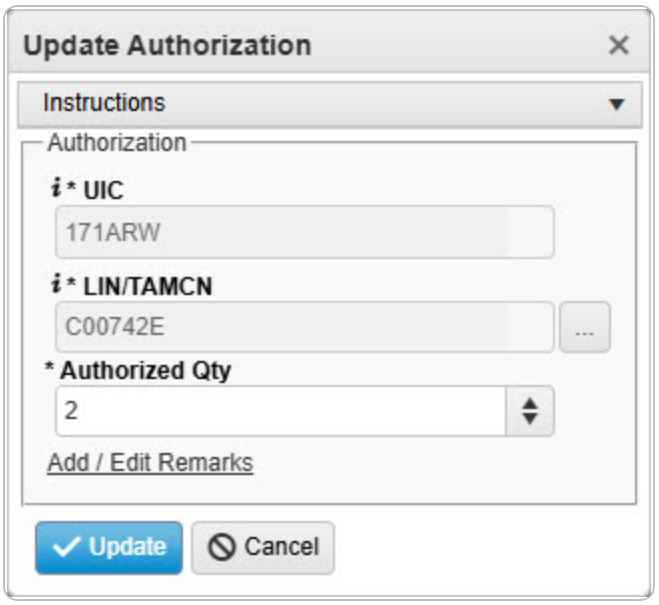
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Authorization

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

1. Select Edit. *The* ***Update Authorization*** *pop-up window appears.*



A. *Verify the UIC.*

B. Update the LIN/TAMCN, using i or ... to assist with the revised identifier. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

C. Update the Authorized QTY, using to choose the revised amount.

D. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

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

2. Select

. *The **Update Authorization** pop-up window closes, and the revised authorization appears highlighted in green.*

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.	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.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *LIN/TAMCN*.	
13 — Mandatory Entry: *Authorized QTY*.	

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

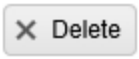
- Add an Authorization
- Update an Authorization
- Delete an Authorization

Delete an Authorization

Overview

The UIC Authorization Delete process allows removal of a UIC and LIN/TAMCN authorization.

Navigation

Customer MGMT > UIC > Authorization > 

> Confirm Delete (Delete LIN/TAMCN Authorization) pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete LIN/TAMCN Authorization)

History Remarks

Procedures

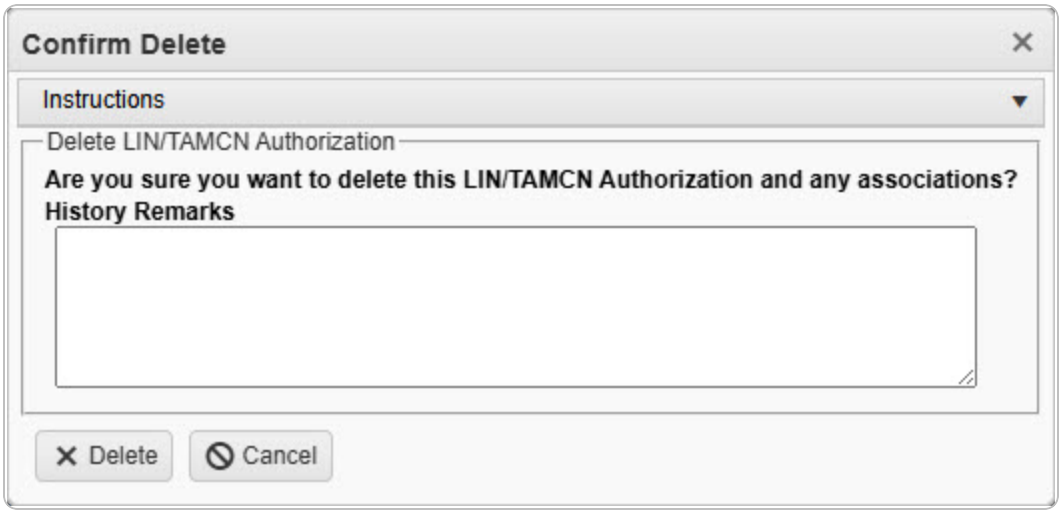
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a LIN/TAMCN Authorization

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

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete LIN/TAMCN Authorization)*** *pop-up window appears.*



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

3. Select Delete. *The* ***Confirm Delete (Delete LIN/TAMCN Authorization)*** *pop-up window closes, is removed from the 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
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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Member Profile

Overview

The Warehouse Management module Member Profile process provides the ability to create, update, or delete a detailed service member record. The Member Profile record contains the information necessary to conduct Armory, Individual, and Unit Issues. The profiles are accessed with either a Common Access Card (CAC), or a temporary Electronic Data Interchange Personal Identifier (EDI PI). Once the profile is created, the supporting data is added and revised to reflect that member's 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

CUSTOMER MGMT > Member Profile > Member Profile page

Page Fields

The following fields display on the **Member Profile** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

EDI PI / Secondary Id
Last Name
Active
UIC
First Name

Scan CAC or Enter EDI PI

Scan Barcode
EDI PI
Last Name
First Name
Middle Initial

Member Profile Grid Fields

Primary Attachment
Last Name
First Name
Middle Initial
EDI PI
Valid EDI PI
Grade
Member Category Cd
Assigned UIC

Assigned UIC Name
Temporary Assigned UIC
Temporary Assigned UIC Name
Secondary Id
Class Year
Duty Status
Active

Optional

Contract / Dlvry Order
Fit Preference
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Class Name
Expiration of Active Service
UIC Warehouse
Temp UIC Warehouse
Remarks
Logistics Program
Interface System Cd
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

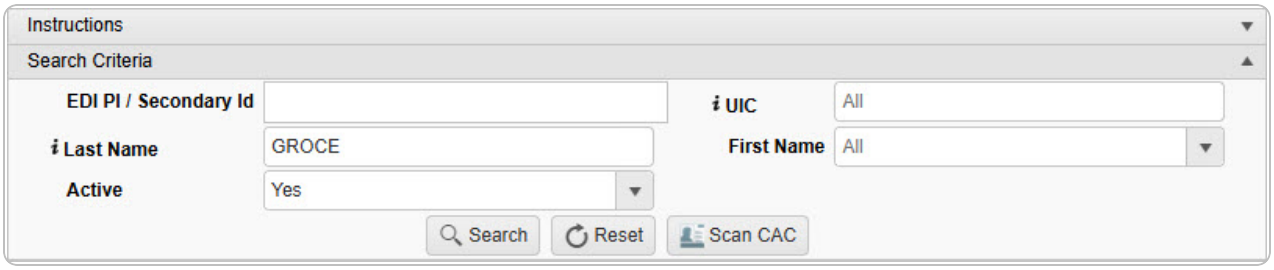
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Member Profile

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

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



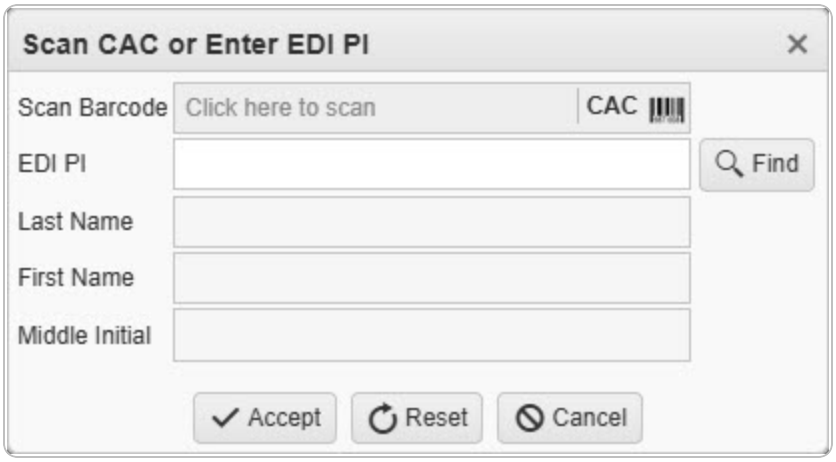
Enter the fields manually

- Enter the EDI PI or Secondary ID in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Last Name, using i to assist with the entry. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Active.
- Enter the UIC, using i to assist with the entry. *This is a 6 alphanumeric character field.*
- Use ▼ to select the First Name.

OR

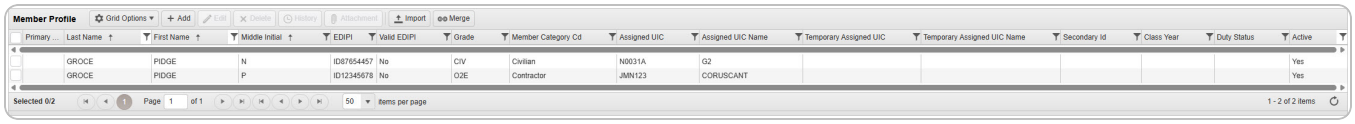
Scan the personnel's CAC

A. Select Scan CAC. *The **Scan CAC or Enter EDI PI** pop-up window displays.*



- Scan the CAC's barcode with a USB Tethered Scanner.
  If the scan is successful, the pop-up window closes. The EDI PI and Last Name fields display the CAC's information.
  *If the scan is **not** successful, proceed to the next step.*
- Enter the EDI PI in the field provided. *This is a 10 alphanumeric character field.*
- Select Find. *The Last Name, First Name, and Middle Initial automatically populate.*
- Select Accept. *The pop-up window closes. The EDI PI and Last Name fields display the CAC's information.*

2. Select Search. *The results display in the Member Profile Grid.*



Add a Member Profile

Select + Add. *The **Add Member Profile** pop-up window appears.*

Update a Member Profile

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*
2. Select Edit. *The **Update Member Profile** pop-up window appears.*

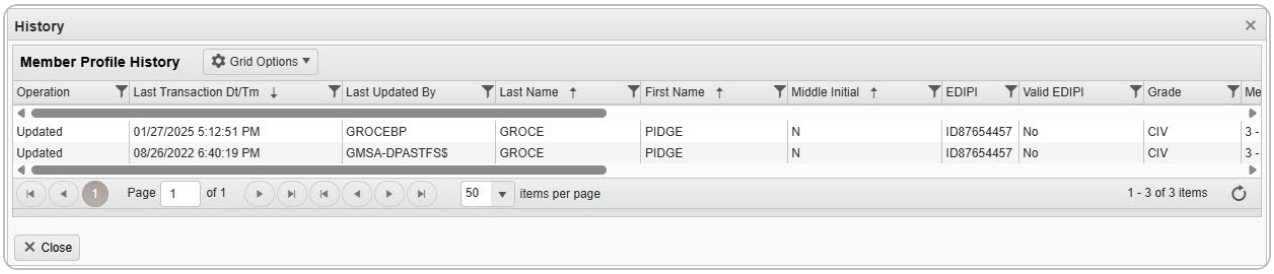
Delete a Member Profile

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*

2. Select Delete. *The **Confirm Delete (Delete Member Profile)** pop-up window appears.*

View the Member Profile History

1. Click to select the entry. *The Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*
2. Select History. *The **History** pop-up window appears.*



3. Select Close. *The pop-up window closes and returns to the Member Profile page.*

Add an Attachment to a Member Profile Record

1. Click to select the entry. *The Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*
2. Select Attachment. *The **Member Profile Attachments** pop-up window appears.*

Import Member Profiles

1. Click to select the entry. *The Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*
2. Select Import. *The **Member Import** pop-up window appears.*

Merge Member Profiles

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*
2. Select Merge. *The* ***Member Merge Tool*** *pop-up 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
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.
1068 — Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 — EDI PI does not exist in ELMS, select Reset and scan the PDF417 bar	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 barcode located on the front of the CAC.

code on front of CAC or select Cancel to generate a system ID.	OR Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.
1127 - Enter 10 character EDI PI and select Find or scan a CAC.	Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using i to assist with the entry.
xxxx — Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using i to assist with the entry.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
xxxx — Member Profile cannot be deleted. *Individual or Unit Issue record(s)* exist for this Member Profile.	Invalid deletion. A Member Profile record cannot be deleted if there is any Issue, UIC, SKO, or sizing information still associated to that member. Review the Member Profile again, and remove any remaining associated information so the Member Profile can be deleted.
xxxx — Member Profile cannot be deleted. *Location record(s)* exist for this Member Profile.	
xxxx — Member Profile cannot be deleted. *Member Sizing record(s)* exist for this Member Profile.	
xxxx — Member Profile cannot be deleted. *Individual or Unit Return record(s)* exist for this Member Profile.	
xxxx — Member Profile cannot be deleted. *UIC Custodian record(s)* exist for this Member Profile.	

xxxx — Member Profile cannot be deleted. *SKO Build Header record(s)* exist for this Member Profile.	
xxxx — Member Profile cannot be deleted. *SKO Planning Pick record(s)* exist for this Member Profile.	

Related Topics

- Add a Member Profile
- Update a Member Profile
- Delete a Member Profile
- Add an Attachment to a Member Profile
- Import a Member Profile
- Merge a Member Profile

Add a Member Profile

Overview

The Member Profile Add process provides the ability to create a new service member record.

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

CUSTOMER MGMT > Member Profile > + Add > Add Member Profile pop-up window > Scan CAC or Enter EDI PI pop-up window

Page Fields

The following fields display on the **Add Member Profile** and **Scan CAC or Enter EDI PI** pop-up windows. 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Scan CAC or Enter EDI PI

Scan Barcode
EDI PI
Last Name
First Name
Middle Initial

Add Member Profile

EDI PI *
Last Name *
First Name *
Middle Initial
Pay Grade *
Member Category Cd *
Contract / Dlvry Order
Fit Preference *
Secondary Id
Class Name
Valid EDI PI
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Service Provider
Email Address
Assigned UIC *
Temporary Assigned UIC
Expiration of Active Service
Active
Add / Edit Remarks

Remarks
History Remarks

Size Categories Tab

Size Category
Size Categories

Member Attributes Tab

Group Name
Attribute Name
Type
Group Section

Equipment Types Tab

Equipment Type Tabs
Attributes

Attributes Grid Fields

SKO Stock Nbr
SKO Item Desc
ICN
Serial Nbr
SKO Build Status
LIN/TAMCN
LIN/TAMCN Desc
Qty
Size Cat
Size Cat Desc
Size
Kit Qty
Kit Size
Stock Nbr

(*) Asterisk identifies mandatory fields.

Procedures

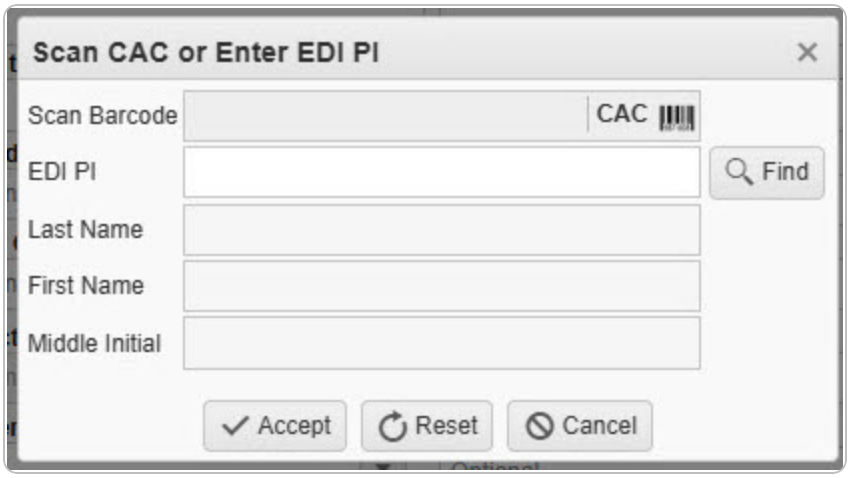
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Member Profile

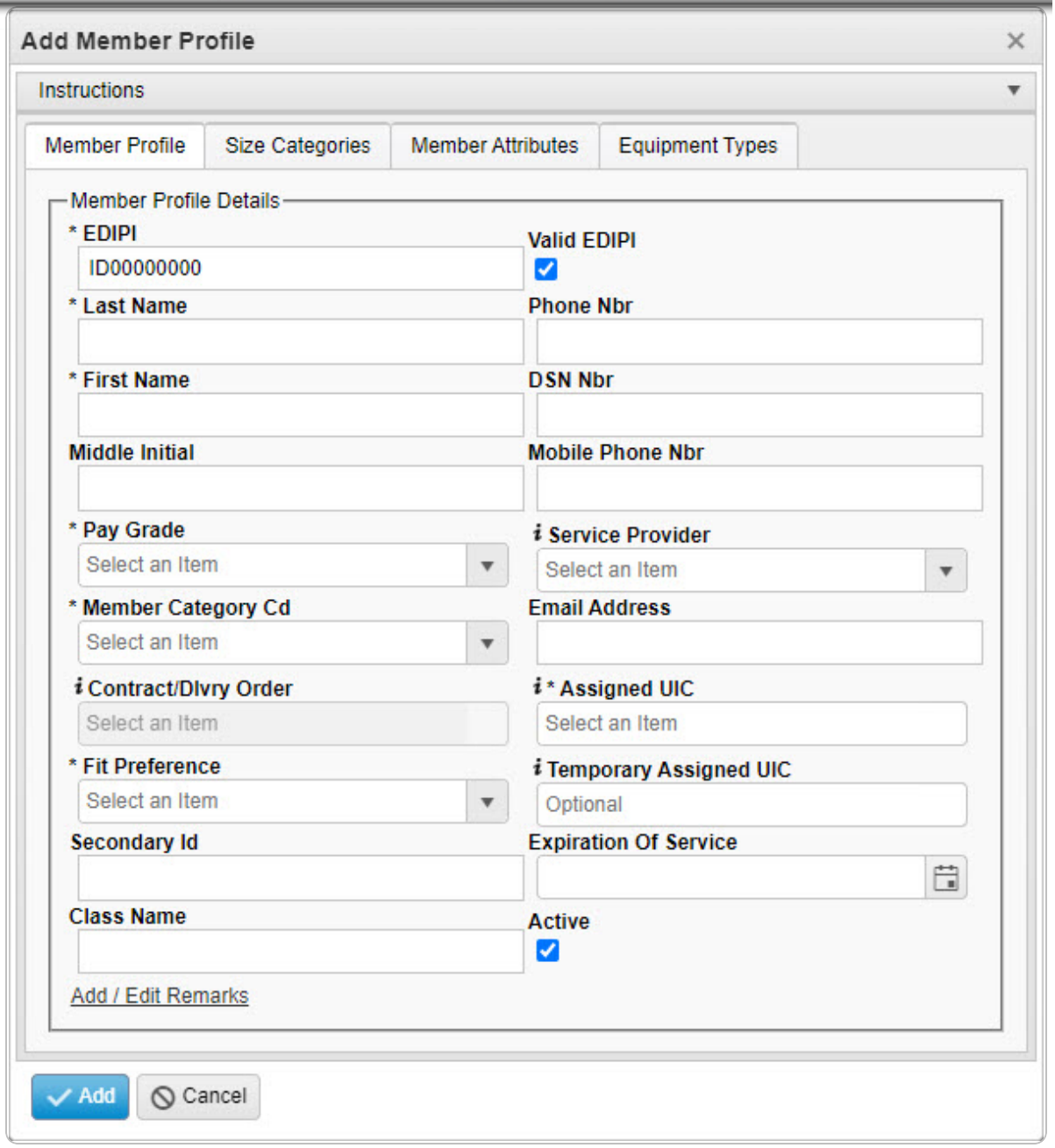
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The **Add Member Profile** and **Scan CAC or Enter EDI PI** pop-up windows appear.*



A. Scan the CAC's barcode with a USB Tethered Scanner.
If the scan is successful, the pop-up window closes. The CAC's information displays in the Add Member Profile pop-up window.
*If the scan is **not** successful, proceed to Step B.*

B. Complete the **Add Member Profile** pop-up window.



a. Enter the EDI PI in the field provided. *This is a 10 alphanumeric character field.*

b. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

c. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

d. Enter the Middle Initial in the field provided. *This is a 1 alphabetic character field.*

e. Use to select the Pay Grade.

f. Use to select a Member Category Cd.

g. Enter the Contract / DLVRY Order, using to assist with the entry. *This field is mandatory if "Contractor" is selected as the Member Category CD.*

h. Use to select the Fit Preference.

i. Enter the Secondary ID in the field provided. *This is a 10 alphanumeric character field.*

j. Enter the Class Name in the field provided. *This is a 20 alphanumeric character field.*

k. Click ☐ to select the Valid EDI PI. *The **Scan CAC or Enter EDI PI** pop-up window appears.*

l. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*

m. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*

n. Enter the MOBILE PHONE NBR in the field provided. *This is a 25 numeric character field.*

o. Use or to select the Service Provider.

p. Enter the E-mail Address in the field provided. *This is an 80 alphanumeric character field.*

q. Enter the Assigned UIC, using to assist with the entry. *This is a 6 alphanumeric character field.*

r. Enter the Temporary Assigned UIC, using to assist with the entry. *This is a 10 alphanumeric character field.*

s. Use to select the Expiration of Active Service, or enter the date (MM/DD/YYYY) in the field provided.

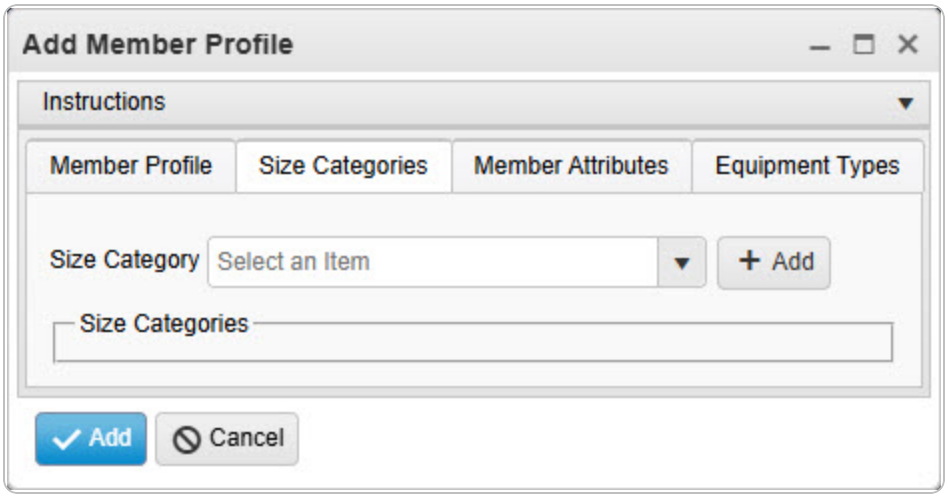
t. Click ☐ to select the Active. *When checked, the profile is active.*

u. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

2. Select the Size Categories tab.



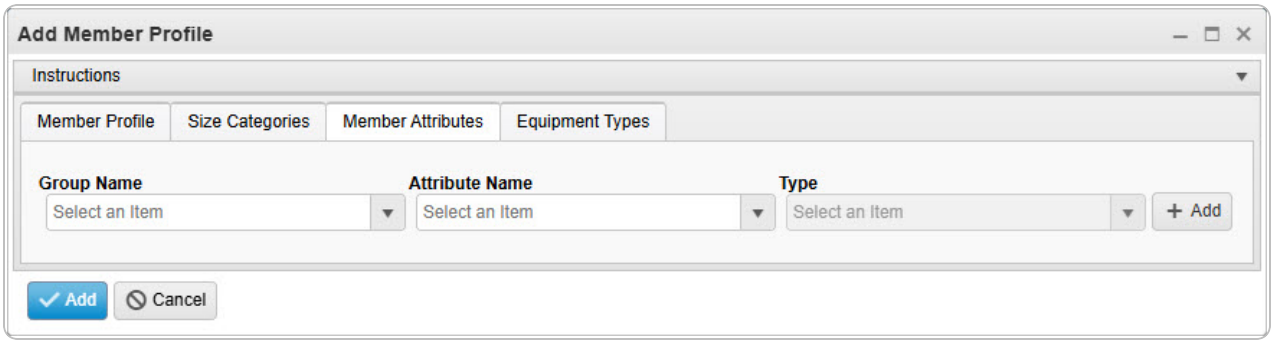
A. Use ▼ to select the Size Category.

B. Select + Add. *The Size Category appears below in the Size Category section.*

C. Use ▼ to select the Size.

D. Repeat steps a-c to enter multiple Size Categories and Sizes.

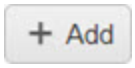
3. Select the Member Attributes tab.



A. Use to select an existing Group Name.

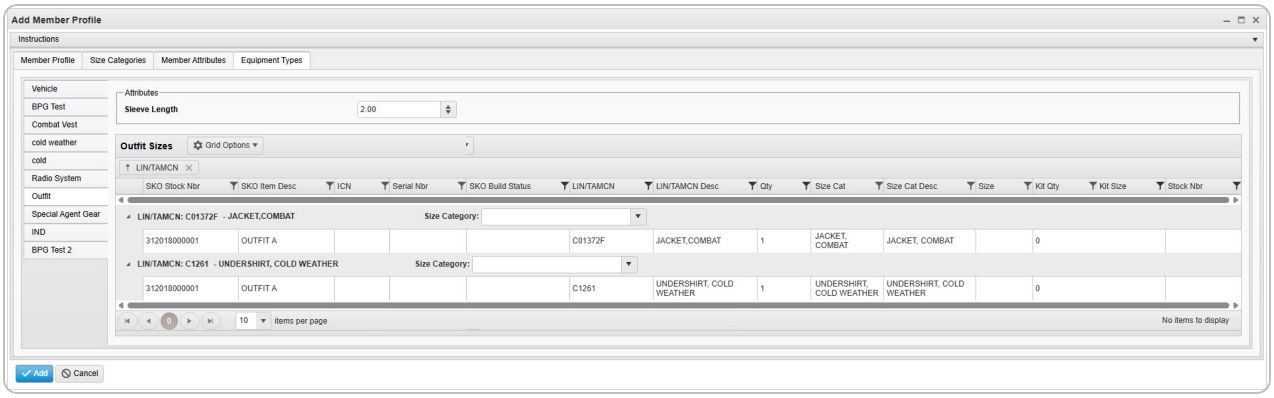
B. Use to select an Attribute Name.

C. Use to select a Type.

D. Select  . *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to enter multiple Member Attributes.

4. Select the Equipment Types tab.



Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

A. Select the desired Equipment Type vertical tab.

B. Enter the appropriate information based on the Attribute and Data Type used.

Select . *The **Add Member Profile** pop-up window closes, and the new member profile appears at the top of the grid, highlighted in green.*

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.
1068 — Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 — EDI PI does not exist in ELMS, select Reset and scan the PDF417 bar code on front of CAC or select Cancel to generate a system ID.	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 barcode located on the front of the CAC. OR Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.
1127 — Enter 10 character EDI PI and select Find or scan a CAC.	Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min-	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following

imum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using i to assist with the entry.
xxxx — Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using i to assist with the entry.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Member Profile Overview
- Update a Member Profile
- Delete a Member Profile
- Add an Attachment to a Member Profile
- Import a Member Profile

- Merge a Member Profile

Update a Member Profile

Overview

The Member Profile Update process allows the editing of a service member record in the Warehouse Management module.

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

CUSTOMER MGMT > Member Profile > Search > (desired record) > Edit > Update Member Profile pop-up window

Page Fields

The following fields display on the **Update Member Profile** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Member Profile

EDI PI *
Last Name *
First Name *
Middle Initial
Pay Grade *
Member Category Cd *
Contract / Dlvry Order
Fit Preference *
Secondary Id
Class Name
Valid EDI PI
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Service Provider
Email Address
Assigned UIC *
Temporary Assigned UIC
Expiration of Active Service
Active
Add / Edit Remarks

Remarks
History Remarks

Size Category Tab

Size Category
Size Categories

Member Attributes Tab

Group Name
Attribute Name
Type
Group Section

Equipment Types Tab

Equipment Type Tabs
Attributes

Attributes Grid Fields

SKO Stock Nbr
SKO Item Desc
ICN
Serial Nbr
SKO Build Status
LIN/TAMCN
LIN/TAMCN Desc
Qty
Size Cat
Size Cat Desc
Size
Kit Qty
Kit Size
Stock Nbr

(*) Asterisk identifies mandatory fields.

Procedures

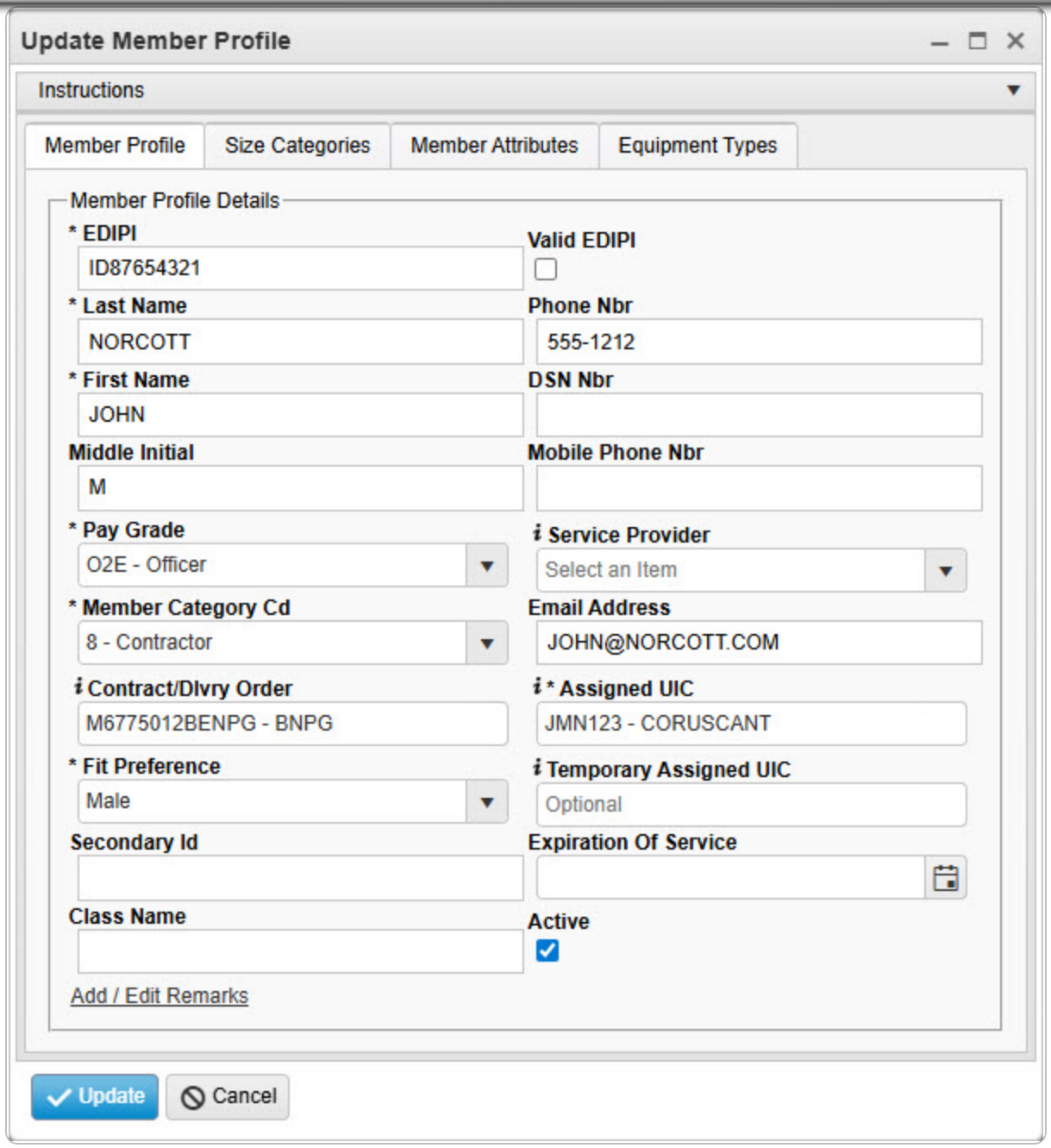
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Member Profile

Selecting Cancel *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 Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*
2. Select Edit. *The* ***Update Member Profile*** *pop-up window appears.*



A. Update the EDI PI, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*

B. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

C. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

D. Update the Middle Initial, entering the revised character in the field provided. *This is a 1 alphabetic character field.*

E. Update the Pay Grade, using to select the desired grade.

F. Update the Member Category Cd, using to select the desired grade.

G. Update the Contract / DLVRY Order, using to assist with the entry. *This field is mandatory if "Contractor" is selected as the Member Category CD.*

H. Update the Fit Preference, using to select the desired gender.

I. Update the Secondary ID, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*

J. Enter the Class Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*

K. Verify the Valid EDI PI contains the appropriate or . *The **Scan CAC or Enter EDI PI** pop-up window appears.*

L. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

M. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

N. Update the MOBILE PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

O. Update the Service Provider, using or to select the desired provider.

P. Update the E-mail Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

Q. Update the Assigned UIC, using to assist with the revised code.

R. Update the Temporary Assigned UIC, using to assist with the revised code.

S. Update the Expiration of Active Service, using or entering the date (MM/DD/YYYY) in the field provided.

T. Click to select the Active. *When checked, the profile is active.*

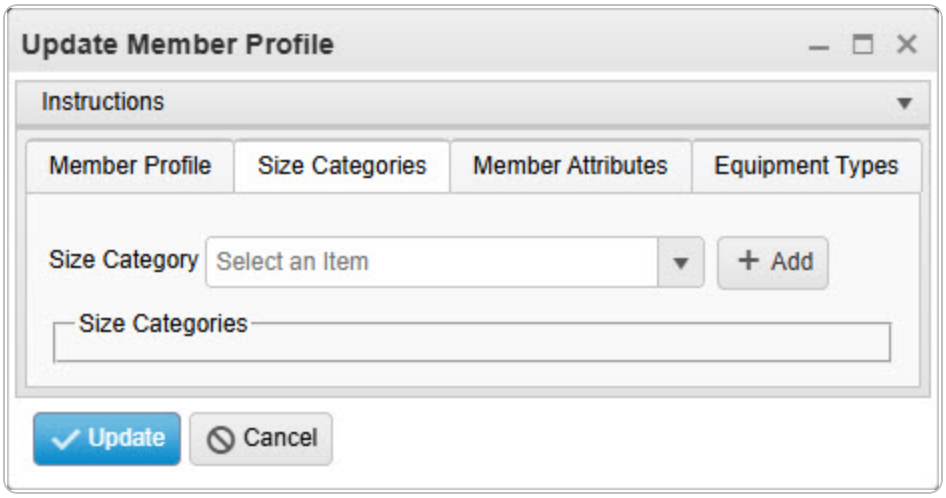
U. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

3. Select the Size Categories tab.

Add a Size Category



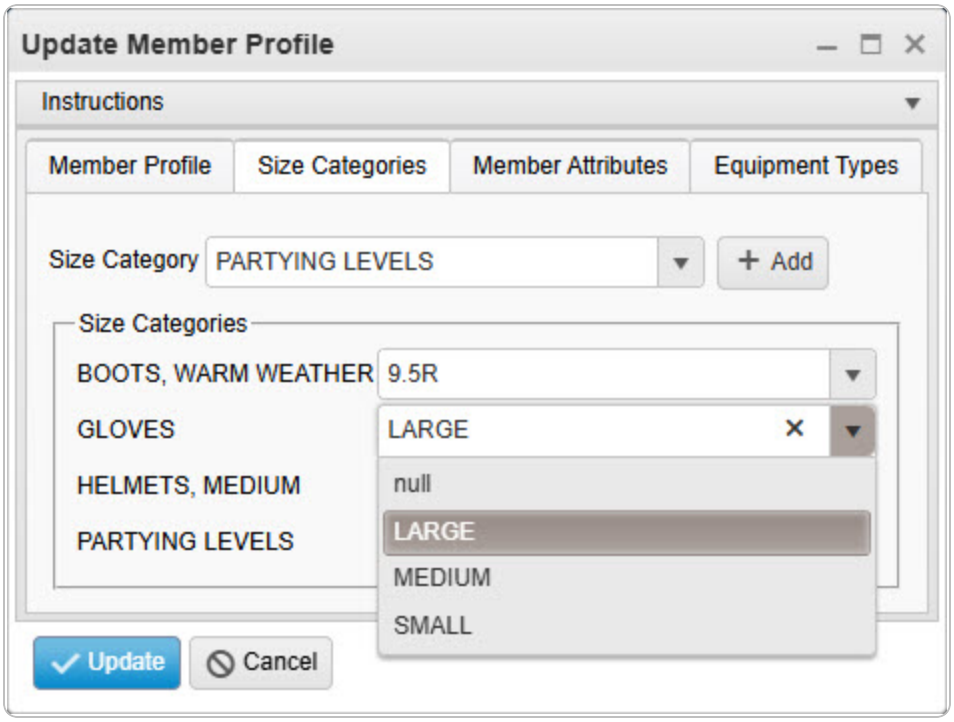
A. Use ▼ to select a Size Category.

B. Select + Add. *The Size Category appears below in the Size Category section.*

C. Use ▼ to select the member's Size.

D. Repeat steps A-C to enter multiple Size Categories and Sizes.

Update a Member's Size

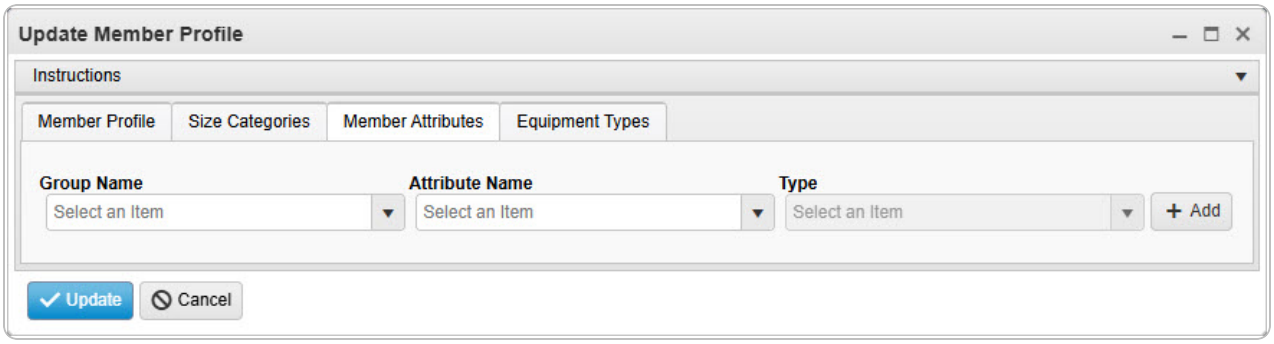


A. Update the member's Size, using ▼ to select the desired size.

B. Repeat step A to update multiple Sizes.

4. Select the Member Attributes tab.

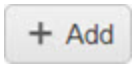
Add a Member Attribute



A. Use ▼ to select an existing Group Name.

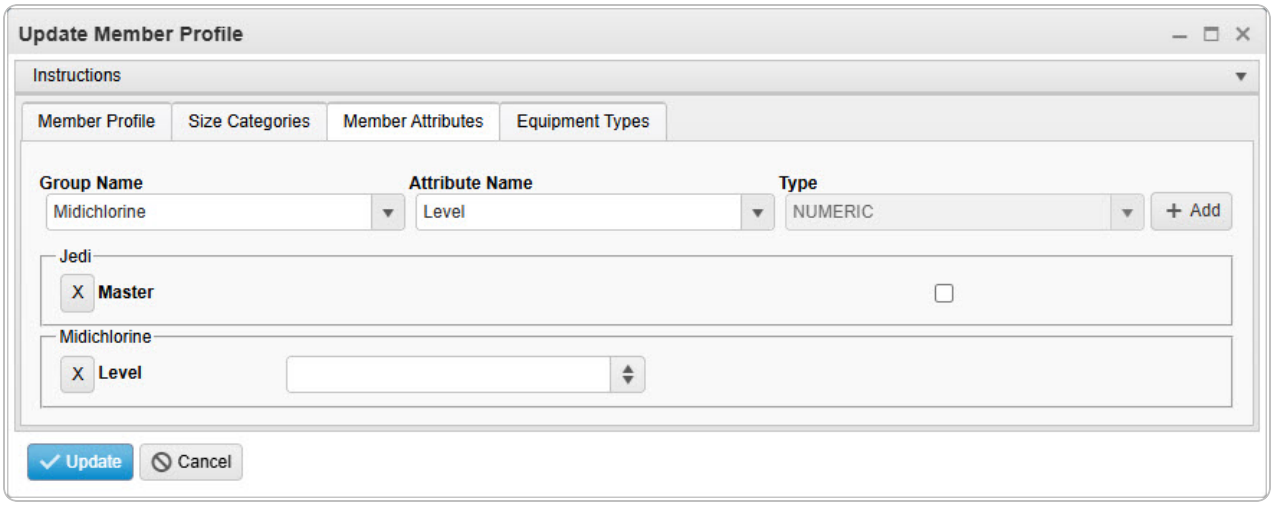
B. Use ▼ to select an Attribute Name.

C. Use to select a Type.

D. Select  . *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to enter multiple Member Attributes.

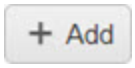
Update an Attribute



A. Update the Group Name, using to select the desired name.

B. Update the Attribute Name, using to select the desired name.

C. Update the Type, using to select the desired kind.

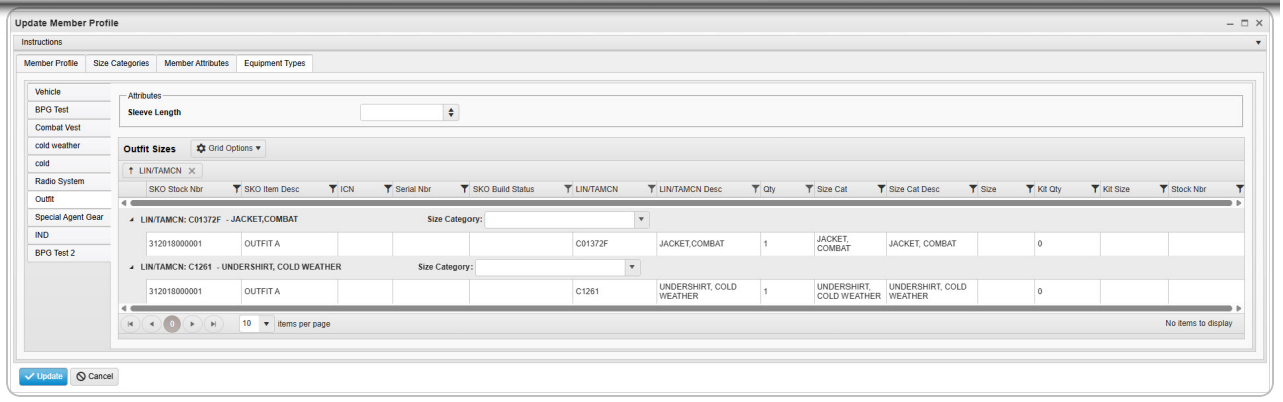
D. Select  . *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to revise multiple Member Attributes.

Remove an Attribute

Select next to the desired entry. *The Member Attribute is deleted.*

5. Select the Equipment Types tab.



Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

A. Select the desired Equipment Type vertical tab.

B. Enter the appropriate information based on the Attribute and Data Type used.

Select Update. *The **Update Member Profile** pop-up window closes, and the revised authorization appears highlighted in green.*

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.

1068 — Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 — EDI PI does not exist in ELMS, select Reset and scan the PDF417 bar code on front of CAC or select Cancel to generate a system ID.	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 barcode located on the front of the CAC. OR Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.
1127 — Enter 10 character EDI PI and select Find or scan a CAC.	Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

xxxx — Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using i to assist with the entry.
xxxx — Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using i to assist with the entry.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Member Profile Overview
- Add a Member Profile
- Delete a Member Profile
- Add an Attachment to a Member Profile
- Import a Member Profile
- Merge a Member Profile

Delete a Member Profile

Overview

The Member Profile Delete process allows the removal of a service member record from the Warehouse Management module.

Attention

A Member Profile record **cannot be deleted** if the profile is associated with an Issue, UIC, or SKO.

Navigation

CUSTOMER MGMT > Member Profile > Search > (desired record) > Delete > Confirm Delete (Delete Member Profile) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Member Profile)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Member Profile)

History Remarks

Procedures

ELMS Navigation Helpful Tips

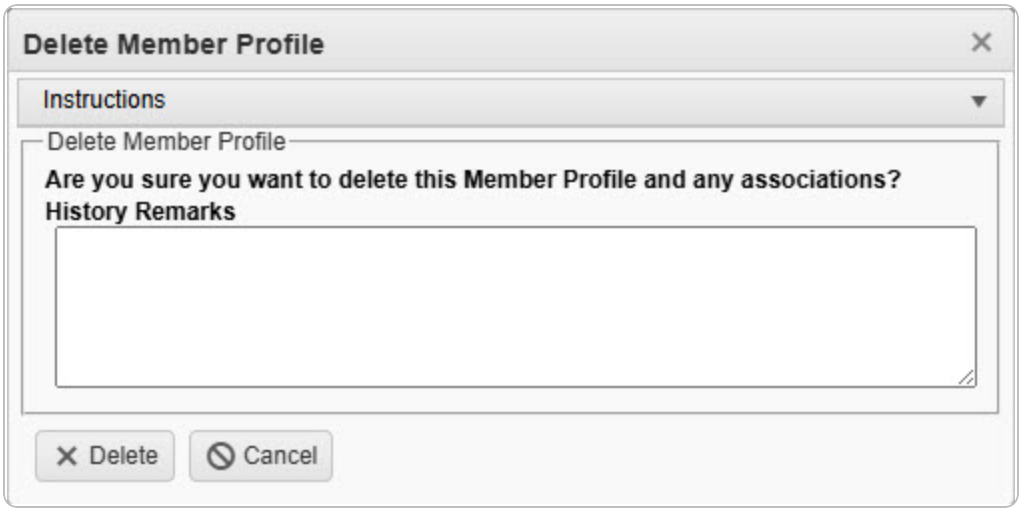
Click the following link to display Warehouse Navigation Tips.

Delete a Member Profile

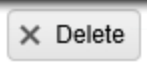
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, History, Attachment, Import, *and* Merge *become available.*

2. Select Delete next to the desired record. *The* ***Confirm Delete (Delete Member Profile)*** *pop-up window appears.*



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

Select 

. *The **Confirm Delete (Delete Member Profile)** pop-up window closes, is removed from the 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, 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.
xxxx — *Member Profile* cannot be deleted. *Individual or Unit Issue record(s)* exist for this Member Profile.	Invalid deletion. A Member Profile record cannot be deleted if there is any Issue, UIC, SKO, or sizing information still associated to that member. Review the Member Profile again, and remove any remaining associated information so the Member Profile can be deleted.
xxxx — *Member Profile* cannot be deleted. *Location record(s)* exist for this Member Profile.	

xxxx — *Member Profile* cannot be deleted. *Individual or Unit Return record(s)* exist for this Member Profile.	
xxxx — *Member Profile* cannot be deleted. *UIC Custodian record(s)* exist for this Member Profile.	
xxxx — *Member Profile* cannot be deleted. *SKO Build Header record(s)* exist for this Member Profile.	
xxxx — *Member Profile* cannot be deleted. *SKO Planning Pick record(s)* exist for this Member Profile.	

Related Topics

- Member Profile Overview
- Add a Member Profile
- Update a Member Profile
- Add an Attachment to a Member Profile
- Import a Member Profile
- Merge a Member Profile

Import a Member Profile

Overview

The Member Profile Import process provides the ability to bring many new service member records at one time into the Warehouse Management module.

Attention

The import process supports **only** Excel files:
.xls and **.xlsx**

Navigation

CUSTOMER MGMT > Member Profile > Import > Member Import pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Member Import supports only these file types: xls; xlsx.
500	Select "Browse" to select a file and select "Analyze".
501	Select "Analyze" to view the import data. When finished, click "Import".

478	Select "Close" to return to previous page.

No fields are available.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

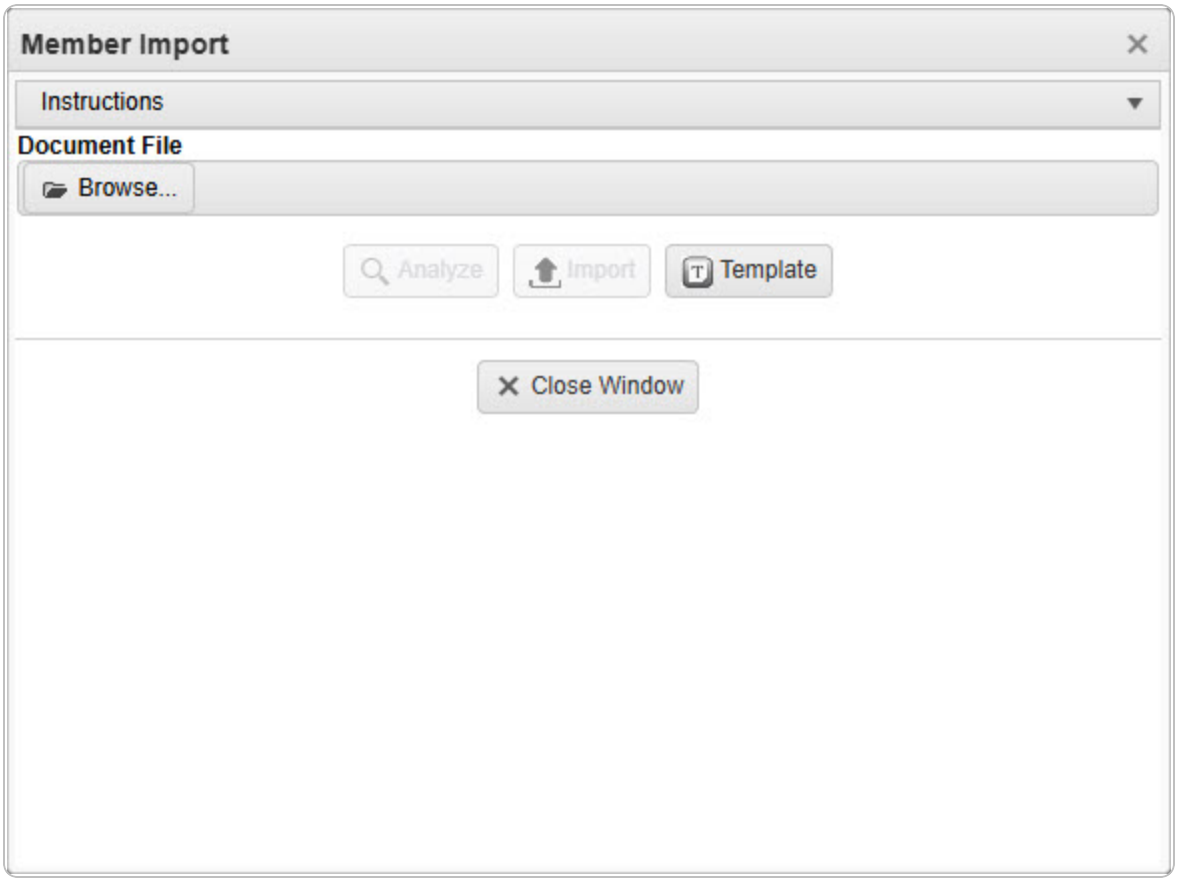
Import a Member Profile

Helpful Tip

If the information *is not* ready to be imported:

1. Select Template to download "DataTemplate.xlsx" (a pre-formatted Excel spreadsheet).
2. Transfer the existing information into the new spreadsheet, conforming to the new layout.
3. Save the spreadsheet.
4. Select Close Window.
5. Return to the first step in the **Import a Member Profile** procedure.

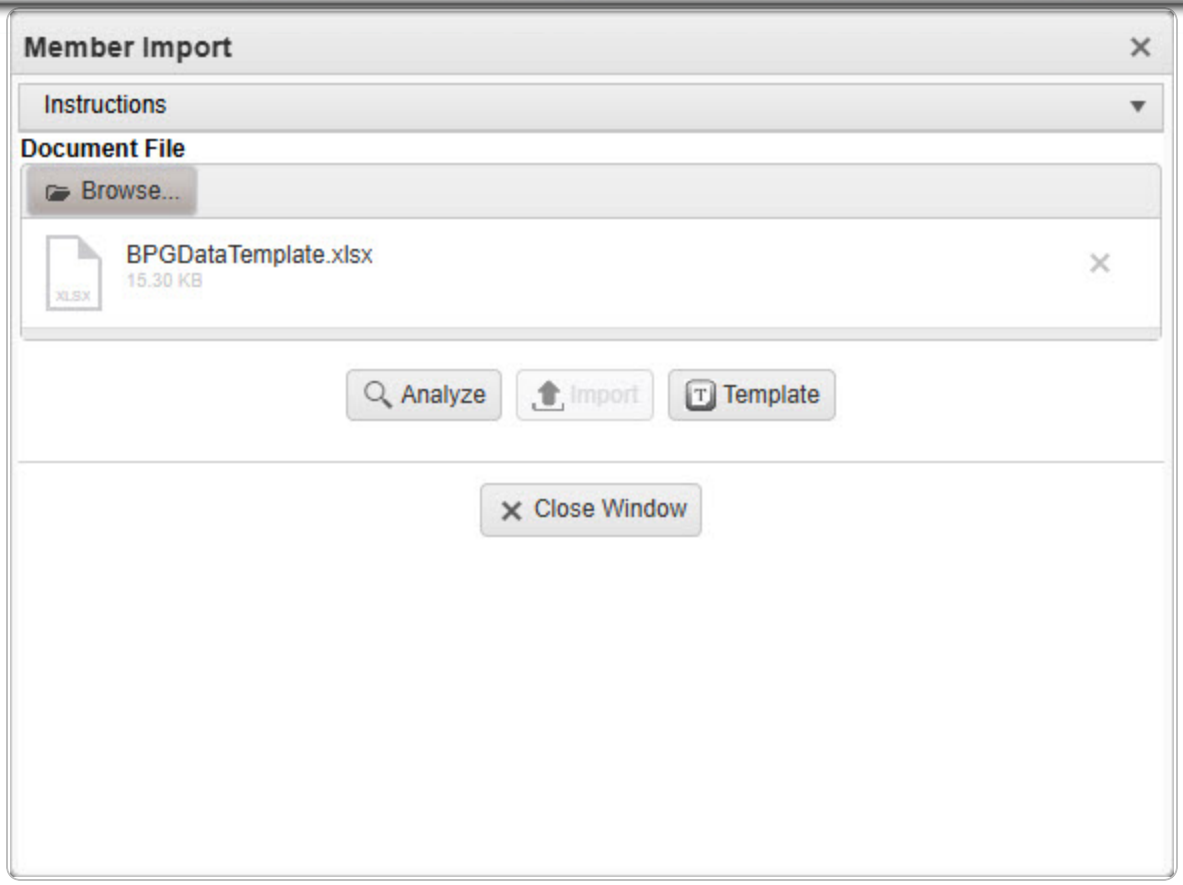
1. Select Import. *The **Member Import** pop-up window appears.*



A. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

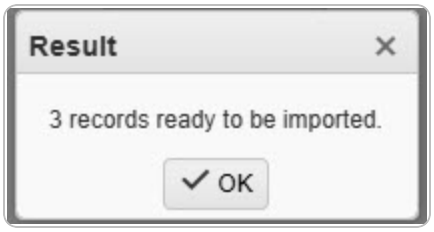
B. Choose the file to attach, and select it.

C. Click Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*



D. Select Analyze. *The screen dims and the cursor becomes a wait symbol.*

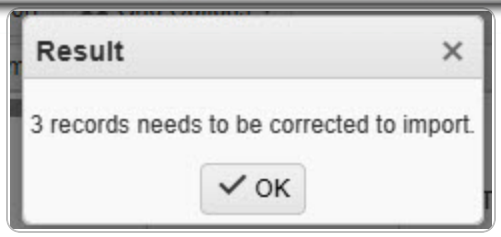
E. The **Result** pop-up window appears.



F. Select OK.

If there are errors:

a. The **Import Error** grid appears, containing only the error rows. *The descriptions appear in the last column available.*



b. Select OK.

c. Return to the spreadsheet, fix the errors, and save.

d. Return to the first step in the **Import a Member Profile** procedure.

2. Select Import. *The **Successfully Imported** pop-up window appears.*

3. Select OK. *The pop-up windows close, and the imported profiles are entered into the system.*

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
xxxx — The Field Assigned UIC Must Be A String With Length Between 0 And 6.	Invalid Assigned UIC. The amount of alpha-numeric characters is incorrect. Enter the correct number of characters.
3 — UIC Record Must Be Established On The UIC	Invalid Assigned UIC. The entry does not exist in the system. Enter an existing UIC.

Table.	
xxxx — Contract Number Is Required For Contractor Member Category.	Invalid Contract Number. The Contractor's contract number is missing or invalid. Enter a valid contract number.
xxxx — An Error Occurred When Looking Up The Contract Number.	
xxxx — Member Already Exists In System By EDIPI.	Invalid entry. Import new users only. Remove the user row from the spreadsheet, or use Edit to revise existing users.
xxxx — The Fit Preference Field Is Required.	Missing Entry. Enter the Fit Preference of the user.

Related Topics

- Member Profile Overview
- Add a Member Profile
- Update a Member Profile
- Delete a Member Profile
- Add an Attachment to a Member Profile
- Merge a Member Profile

Merge a Member Profile

Overview

The Member Profile Merge process allows taking two service member records and putting them into one record in the Warehouse Management module.

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

Customer MGMT > Member Profile > Merge > Member Profile Merge Tool pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Enter EDI PIs and Select "Search" button to populate name fields.
xxxx	Select "Merge" button to merge the member with the correct EDI PI into the member with the Incorrect EDI PI.

13	Select "Reset" button to clear data.

Member To Merge And Remove

Member *
Last Name
First Name
Middle Initial
EDI PI
Assigned UIC

Member To Retain

Member *
Last Name
First Name
Middle Initial
EDI PI
Assigned UIC

(*) Asterisk identifies mandatory fields.

Procedures

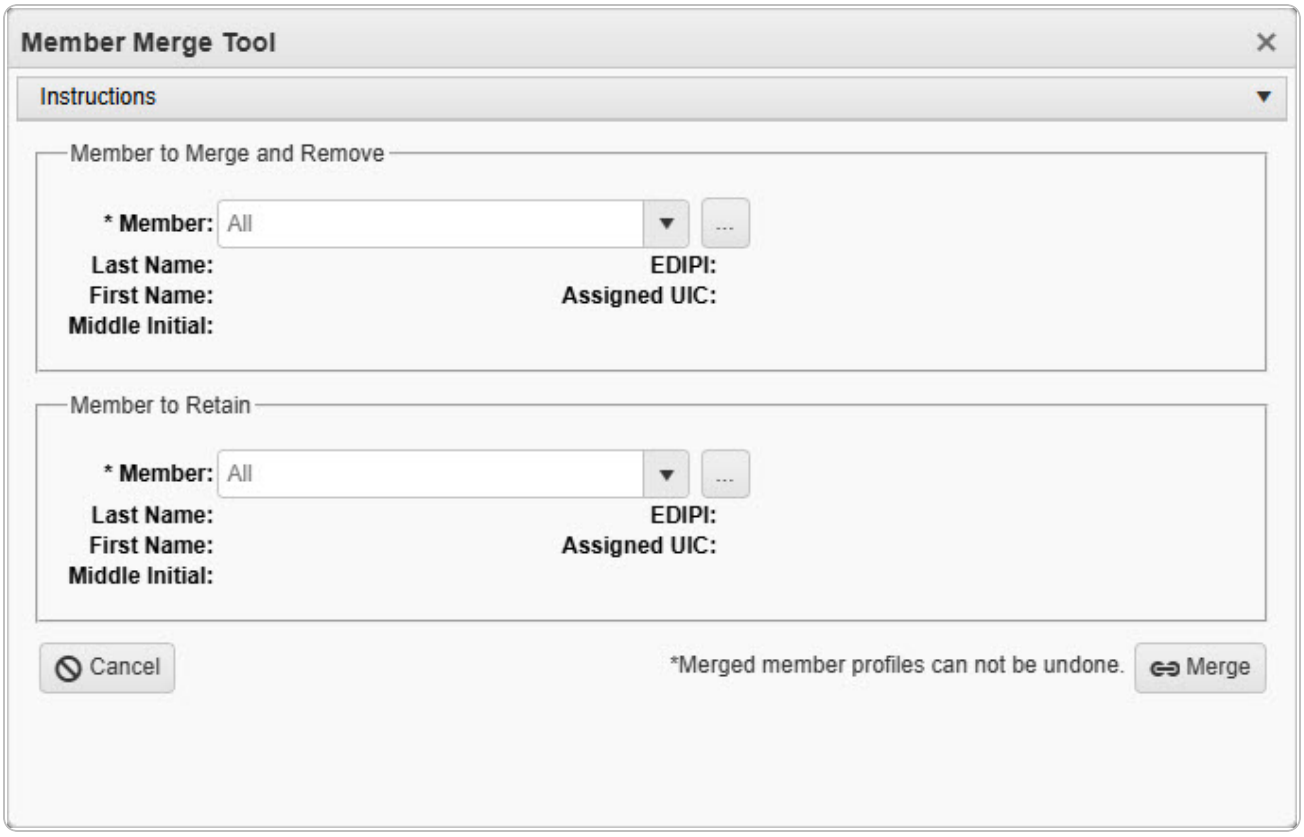
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Merge two Member Profiles

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

1. Select Merge. *The **Member Merge Tool** pop-up window appears.*



Member to Merge and Remove grid

A. Use ▼ to select the Member, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Member Profile Browse

Note

Once the Member field is entered, the rest of the fields are automatically filled in.

B. *Verify the Last Name.*

C. *Verify the First Name.*

D. *Verify the Middle Initial.*

E. *Verify the EDI PI.*

F. *Verify the Assigned UIC.*

Member to Retain grid

A. Use ▼ to select the Member, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

Member Profile Browse

Note

Once the Member field is entered, the rest of the fields are automatically filled in.

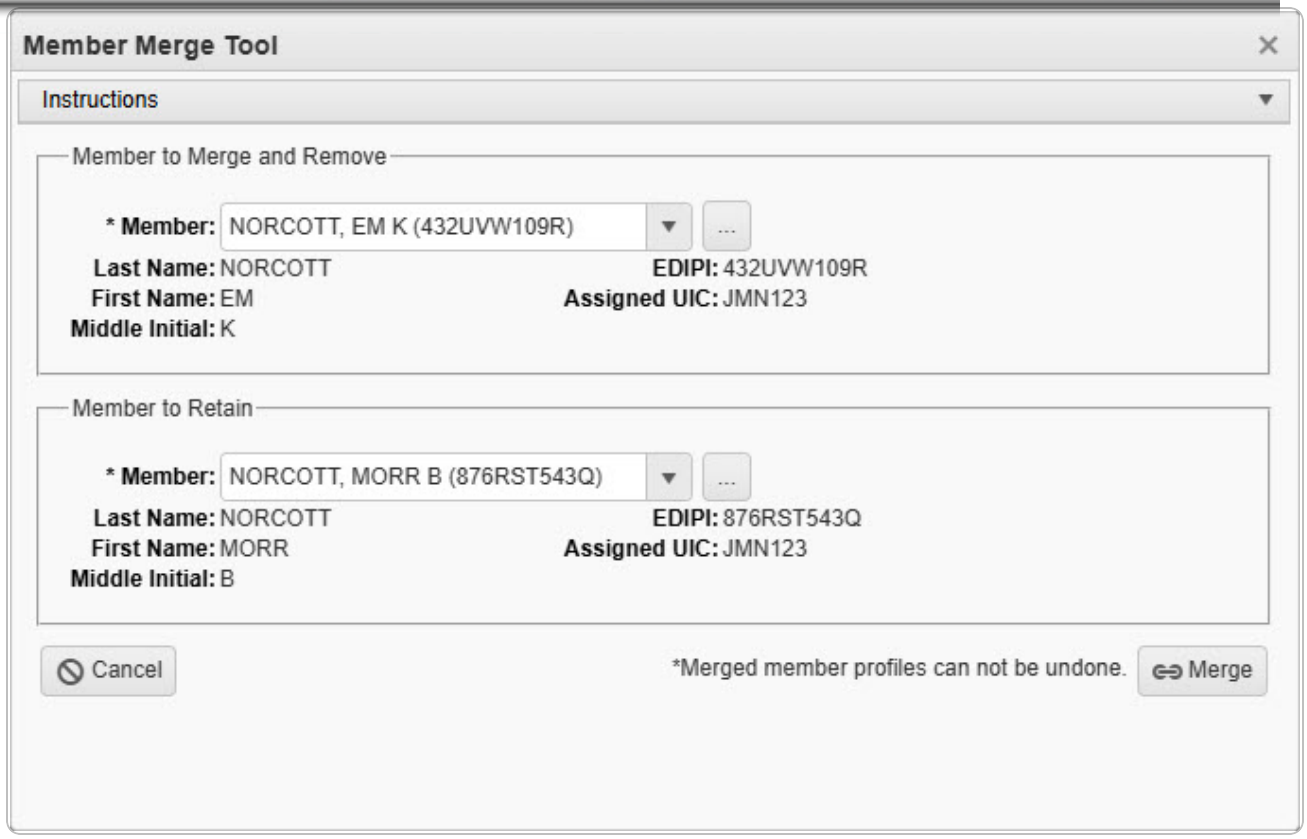
B. *Verify the Last Name.*

C. *Verify the First Name.*

D. *Verify the Middle Initial.*

E. *Verify the EDI PI.*

F. *Verify the Assigned UIC.*



2. Select Merge. *The **Confirm Member Profile Merge** pop-up window appears.*

3. Select Yes. *The* Member Profile Merge Successful *toast 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

13 — Mandatory Entry: *Member to Retain*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Member to Merge and Remove*.	
2161 — EDI PI needs to be 10 characters.	Invalid Last Name entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.

Related Topics

- Member Profile Overview
- Add a Member Profile
- Update a Member Profile
- Delete a Member Profile
- Add an Attachment to a Member Profile
- Import a Member Profile

Add an Attachment to a Member Profile

Overview

The Member Profile Add Attachment process provides the ability to attach documents to the Member Profile records.

Navigation

CUSTOMER MGMT > Member Profile > Search > (desired record) > Attachment > Member Profile Attachments pop-up window

Page Fields

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

Instructions

The tables below provide the list of instructions.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	The maximum file size is 10MB.

Attach Files

Number	Value
404	"Add Attachment" supports only these file types: tif, tiff, gif, jpeg, jpg, png, bmp, docx, doc, ppt, pptx, zip, pdf, xls, xlsx, and csv.
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Member Profile Attachments Grid

Thumbnails
Attach

Attach Files Grid

Attachment *
Desc
Primary

Attachments Grid

Name
Desc

Procedures

ELMS Navigation Helpful Tips

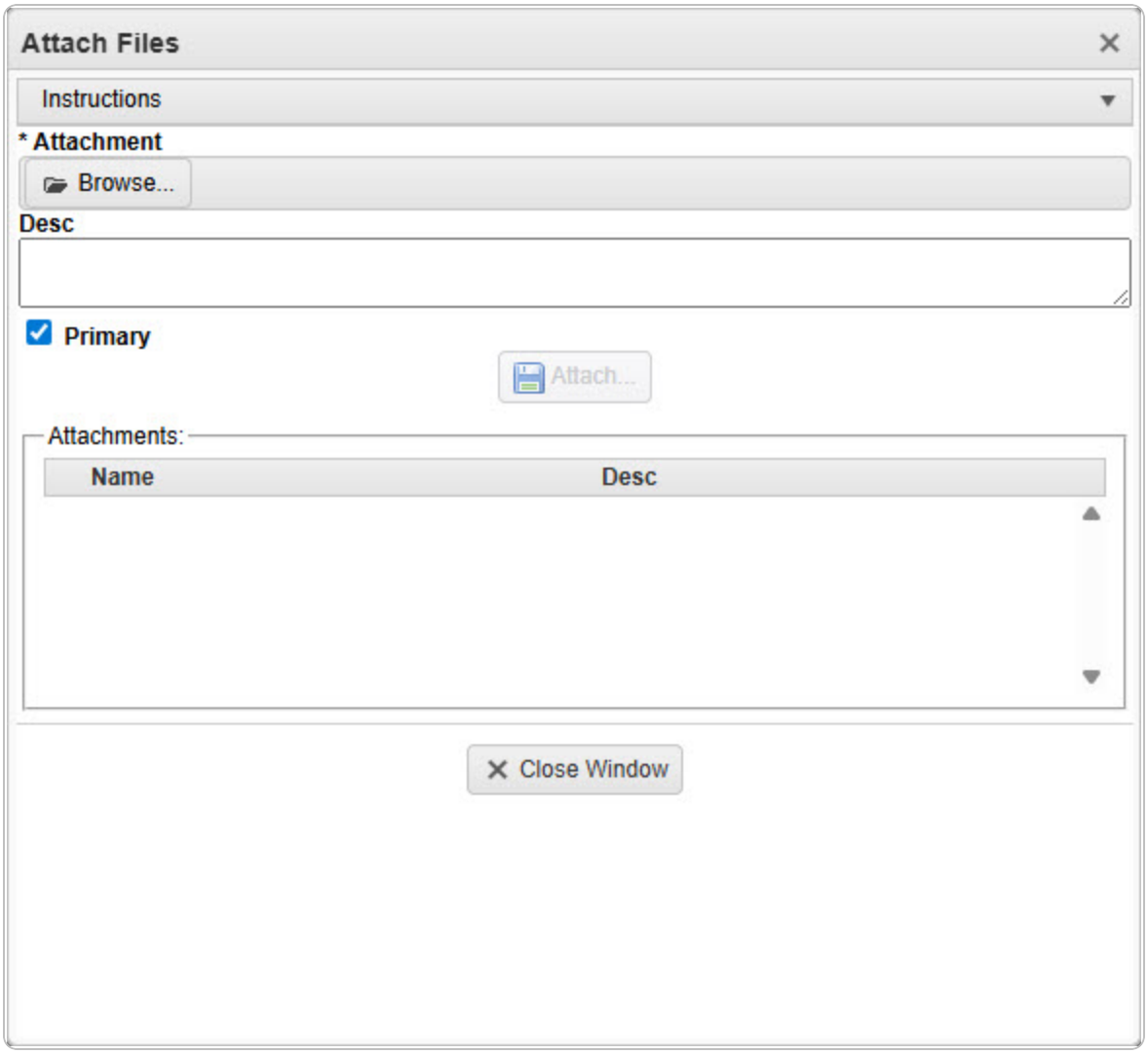
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Member Profile

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

1. Select Attachment. *The* ***Member Profile Attachments*** *pop-up window appears.*

A. Select Attach... . *The **Attach Files** pop-up window appears.*



a. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

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

c. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*

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

e. Select Attach... . *The file name appears in the bottom of the window.*

f. Repeat Step a to attach multiple documents.

g. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

I. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

II. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

III. Select OK to complete the process. *The document is removed.*

Select Close Window . *The **Attach Documents — UIC Custodian** pop-up window closes, and the attachment(s) appears in the Attachments 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.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	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 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

- Member Profile Overview
- Add a Member Profile
- Update a Member Profile
- Delete a Member Profile
- Import a Member Profile
- Merge a Member Profile

Member Attribute

Overview

The Warehouse Management module Member Attribute process provides the ability to create, edit, and remove attributes that are assigned to a service member's record. This information appears in the Member Attributes tab of the **Add a Member Profile** pop-up window.

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

CUSTOMER MGMT > Member Attribute > Member Attribute page

Page Fields

The following fields display on the **Member Attribute** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Group Name
Attribute Name

Member Attributes Grid Fields

Select
Attribute Group Name

Attributes Expanded Grid

Attribute Name
Data Type

Procedures

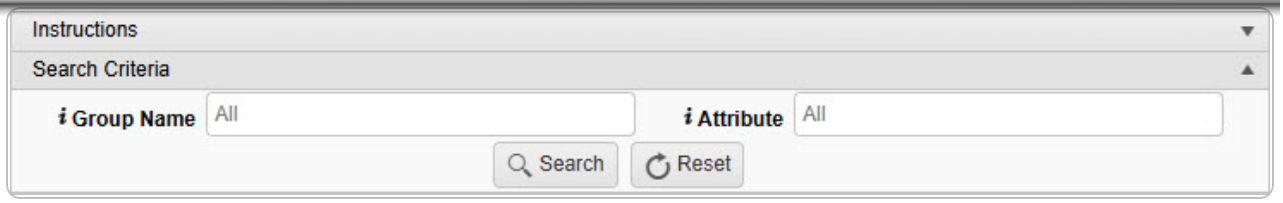
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Member Attribute

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

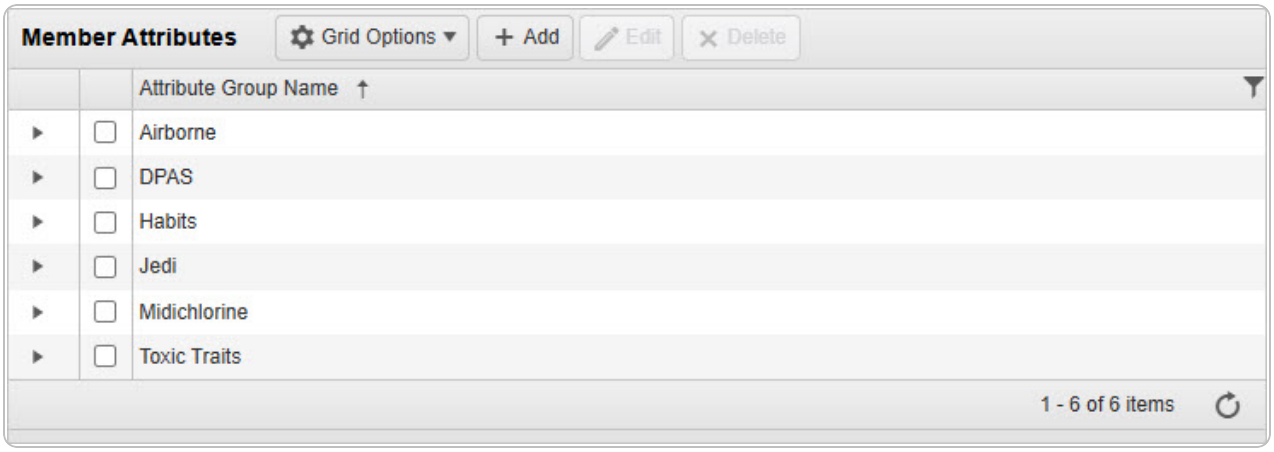
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



A. Enter the Group Name, using ℹ to assist with the entry. *This is a 50 alphanumeric character field.*

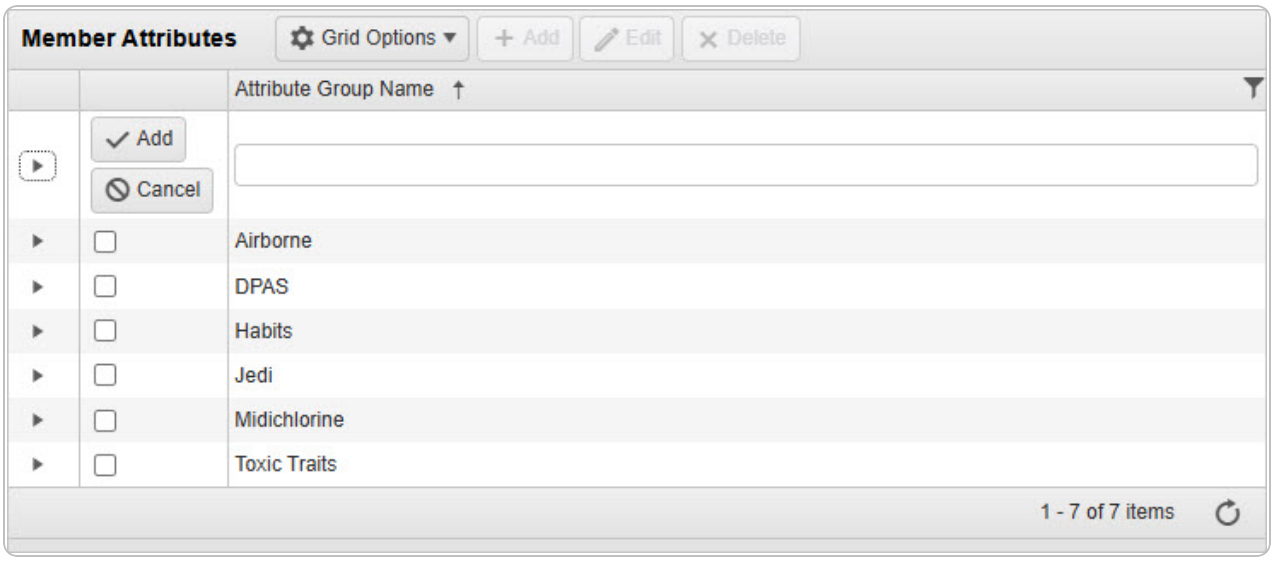
B. Enter the Attribute, using ℹ to assist with the entry. *This is a 50 alphanumeric character field.*

C. Select Search. *The results display in the Member Attribute Grid.*



Add a Member Attribute

1. Select + Add. *A new row appears.*



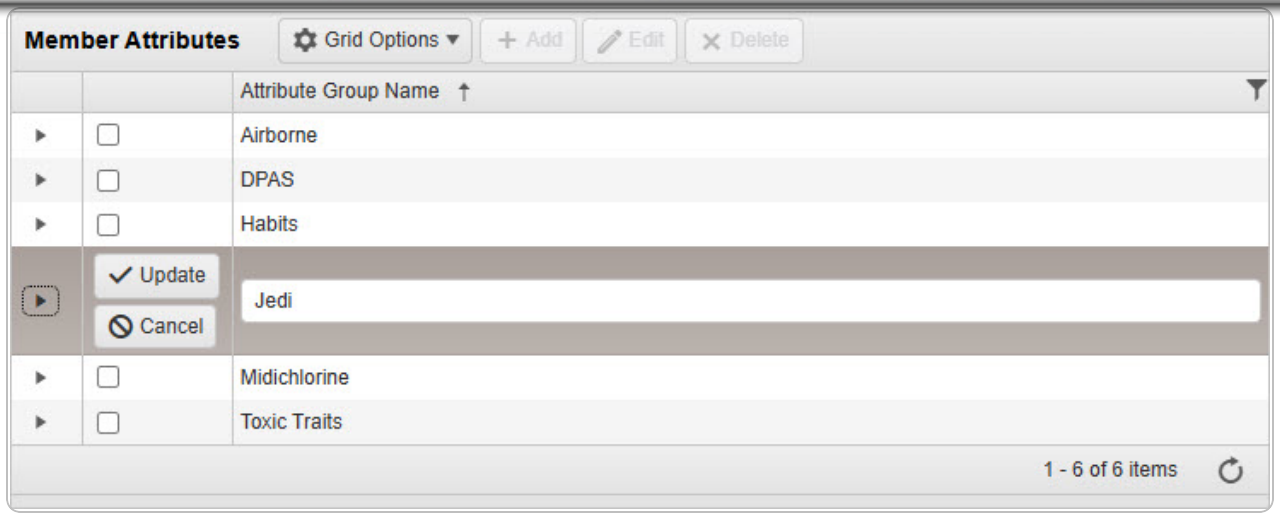
   A. Enter the Attribute Group Name in the field provided. *This is a 50 alphanumeric character field.*

   B. Select + Add. *The attribute appears at the top of the grid, highlighted in green.*

Update a Member Attribute

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit *and* Delete *become available.*

2. Select Edit. *The selected row opens.*



A. Update the Attribute Group Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

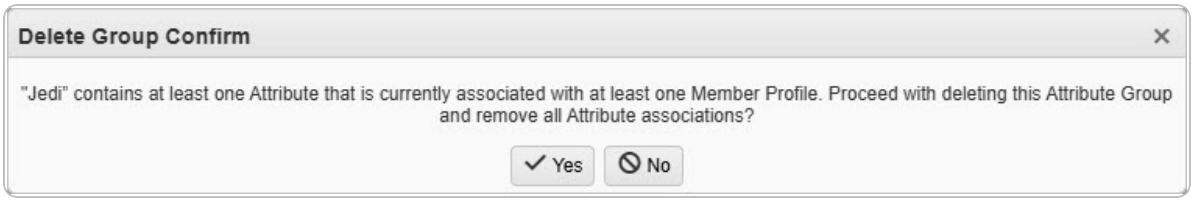
B. Select Update. *The revised authorization appears highlighted in green.*

Delete a Member Attribute

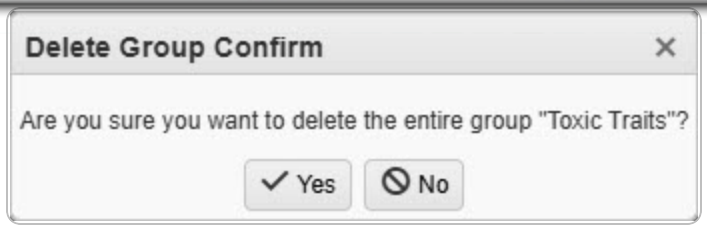
1. Click ☐ to select the entry. *The Request is highlighted, and* Edit *and* Delete *become available.*

2. Select Delete. *The selected row opens.*

   A. If the Member Attribute ***is*** associated with a Member Profile, this pop-up window appears:.



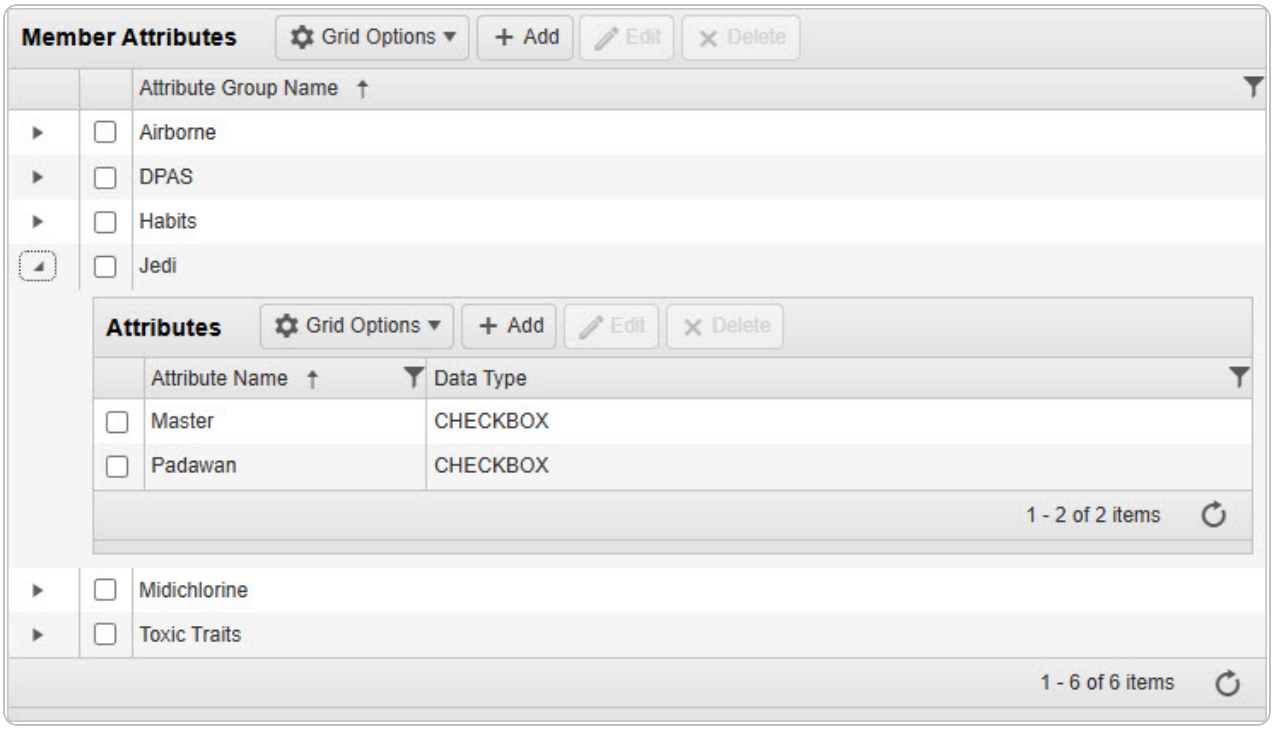
   B. If the Member Attribute ***is not*** associated with a Member Profile, this warning appears:.



C. Select Yes. *The Member Attribute is removed from the grid.*

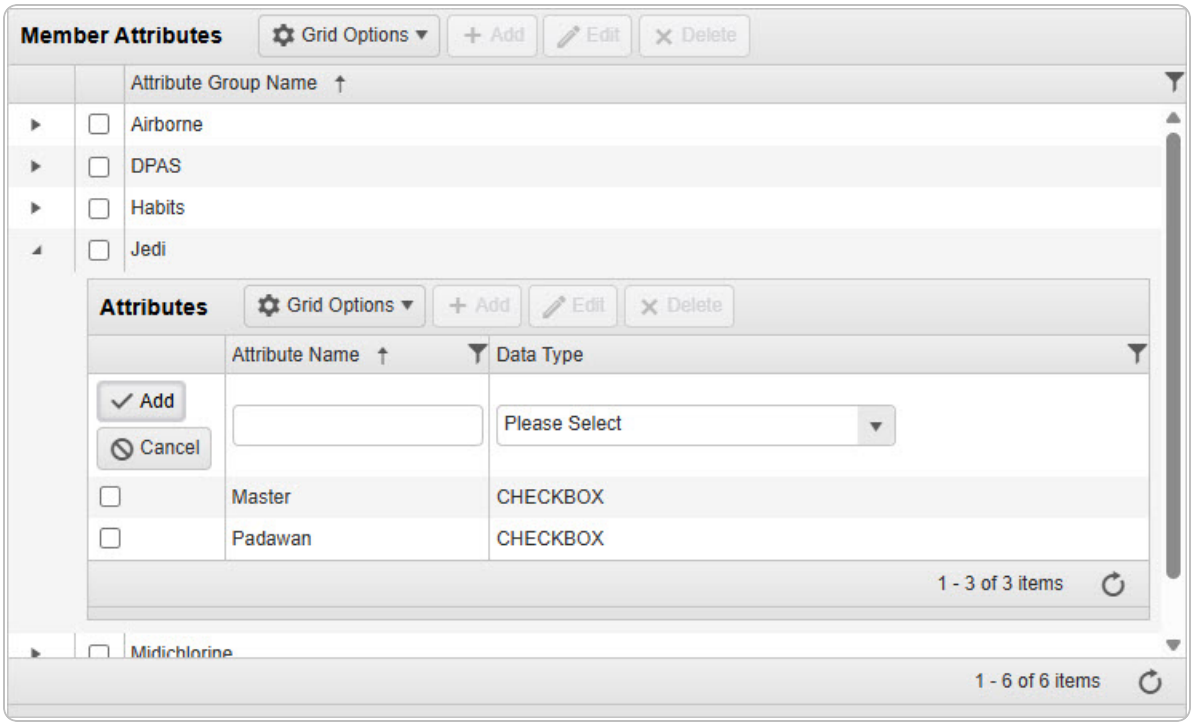
Member Attributes Expanded

1. Click ▶ to expand the Attribute record.



Add an Attribute

A. Select + Add. *A new row appears.*



a. Enter the Attribute Name in the field provided. *This is a 50 alphanumeric character field.*

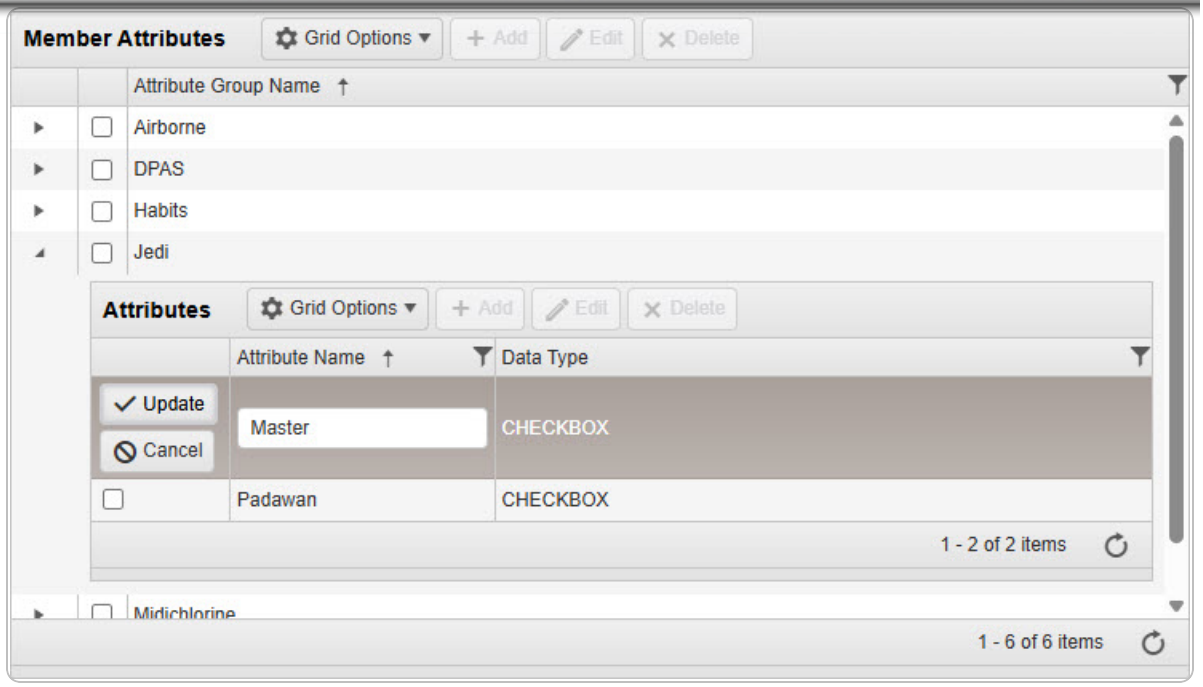
b. Use ▼ to select the Data Type.

c. Select + Add. *The attribute appears at the top of the grid, highlighted in green.*

Update an Attribute

A. Click ☐ to select the entry. *The Attribute is highlighted, and* Edit *and* Delete *become available.*

B. Select Edit. *The selected row opens.*



a. Update the Attribute Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

b. *Verify the Data Type.*

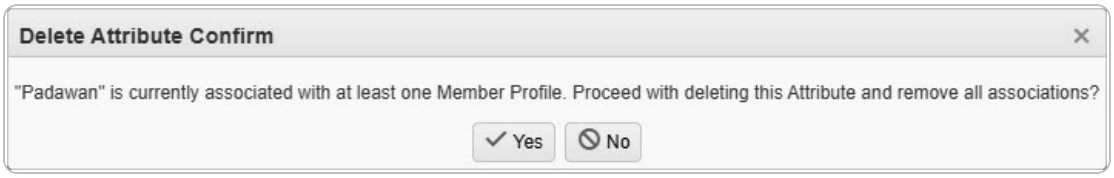
c. Select Update. *The revised authorization appears highlighted in green.*

Delete an Attribute

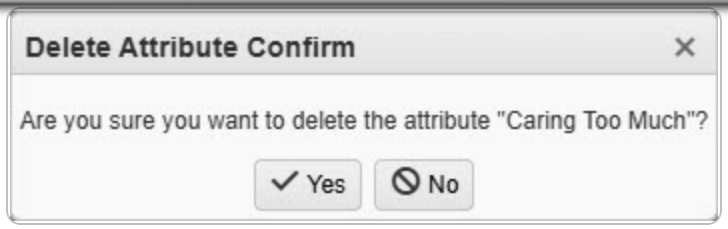
A. Click ☐ to select the entry. *The Attribute is highlighted, and* Edit *and* Delete *become available.*

B. Select Delete. *The selected row opens.*

a. If the Attribute ***is*** associated with a Member Profile, this pop-up window appears:.



b. If the Attribute ***is not*** associated with a Member Profile, this warning appears:.



c. Select Yes. *The Attribute is removed from the 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.
XXXX — A group with the name <group name> already exists.	Invalid Entry. A Group Name has been entered or revised that is the same as another group for this Logistics Program. Enter a different Group Name.
XXXX — An attribute with the name <attribute name> already exists for this group.	Invalid Entry. An Attribute Name has been entered or revised that is the same as another attribute in this group. Enter a different Attribute Name.

Related Topics

- Member Profile Overview
- Add a Member Profile

Master Issue List

Overview

The Warehouse Management module Master Issue List feature provides the ability to manage a list of records (Header, LIN/TAMCN Detail, and Stock Number Detail) directly associated with a specific Logistics Program and Catalog.
A Master Issue List represents all of the standard assets which are selected for issuing to the Armory, the Individual or to the Unit within a Unit Identification Code (UIC). These assets are recorded as items in the details section of each list.
When one or more Master Issue Lists are selected, exporting the list(s) to a spreadsheet or printing a DW Form 03 - Master Issue List is available.

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

CUSTOMER MGMT > Master Issue List > Master Issue List page

Page Fields

The following fields display on the Master Issue List 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.
408	Enter at least one "Detail" row when a "Master" row is entered.
416	Select "Save Changes" button to process all changes made to Detail records

Master Issue List Search Criteria

Desc
UIC
Issue Type

Master Issue List Grid

Edit
Delete
Select
Desc
Issue Type
Usable By All UICs

Remarks

Optional

Established By
Warehouse
Established By Dt Tm
Last Updated By
Last Transaction Dt Tm

Master Issue List Expanded Items Tab

Mark Deleted
Included
LIN/TAMCN Browse
LIN/TAMCN
Stock Nbr Browse
Stock Nbr
Item Desc
Kit?
Qty
Occupation
Size Category
Size
Color

Master Issue List Expanded Assigned UICs Tab

Manage UICs
Delete
UIC
UIC Name
Account Name
Parent UIC

(*) Asterisk identifies mandatory fields.

Procedures

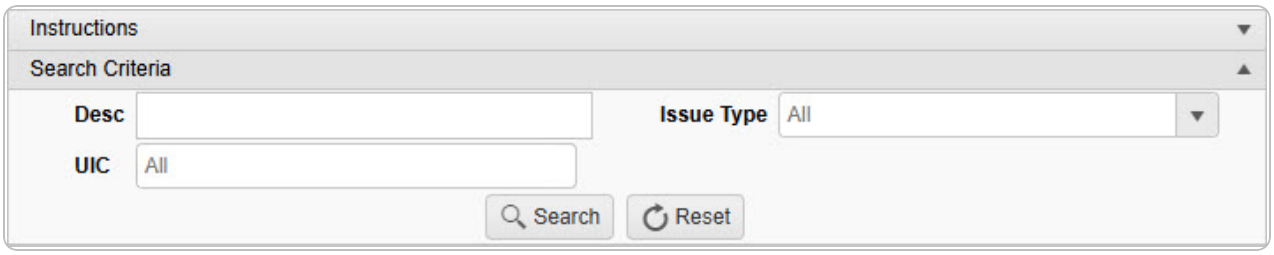
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Master Issue List

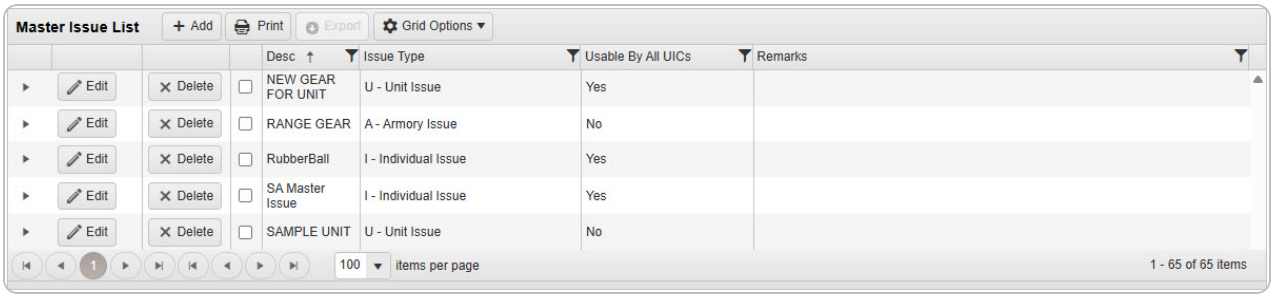
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



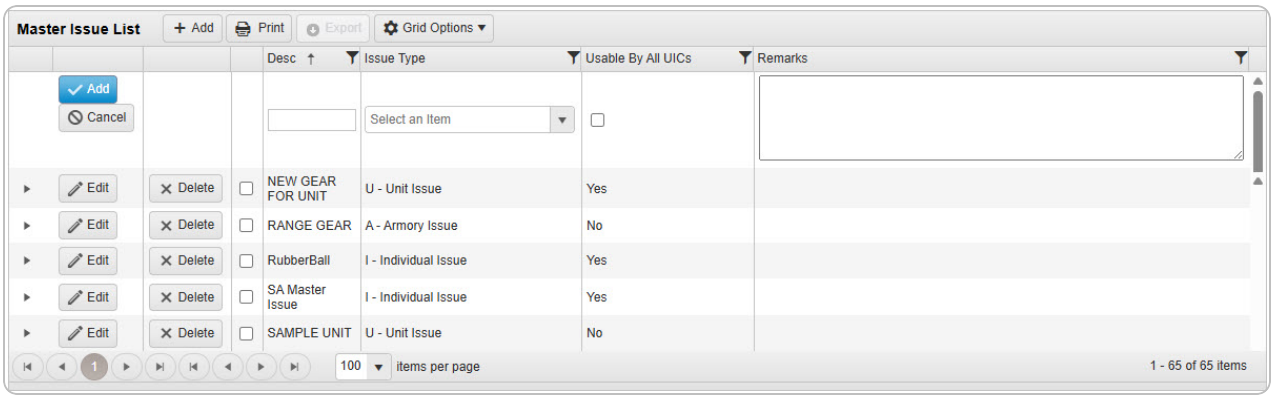
- Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Use ▼ to select the Issue Type.

2. Select Search. *The results display in the Master Issue List Grid.*



Add a Master Issue List

1. Select + Add. *A new row appears.*



A. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

B. Use ▼ to select the Issue Type.

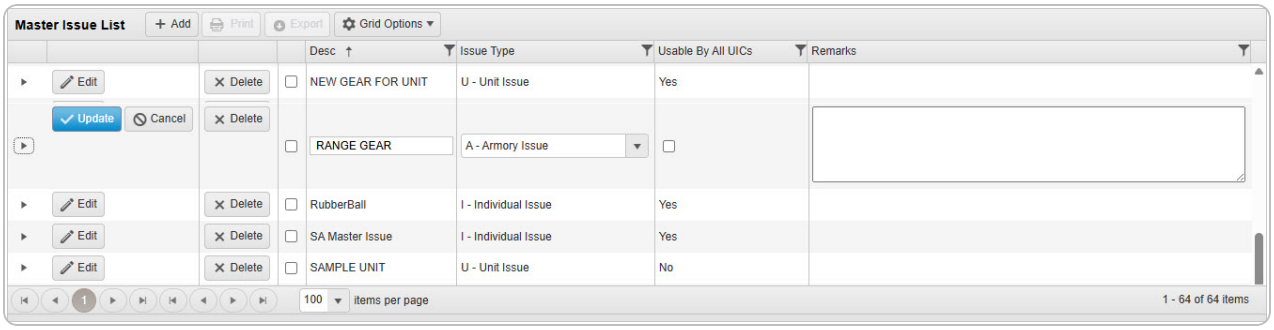
C. Click ☐ to select the Usable By All UICs. ☑ *is Yes (Public),* ☐ *is No (Private).*

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

2. Select ✓ Add. *The new entry displays at the top of the Master Issue List grid, highlighted in green.*

Edit a Master Issue List

1. Select Edit next to the desired row. *The selected row opens.*



A. Update the DESC, entering the revised name in the field provided. *This is a 250 alphanumeric character field.*

B. Update the Issue Type, using ▼ to select the desired issue.

C. Verify the Usable By All UICs contains the appropriate ☑ or ☐. ☑ *is Yes (Public),* ☐ *is No (Private).*

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

2. Select Update. *The revised Master Issue List appears, highlighted in green.*

Print a Master Issue List

1. Click ☐ to select the entry. *The Request is highlighted, and* Print *and* Delete *become available.*

2. Select Print. *The* ***Print DW Form 03 - Master Issue List*** *window appears.*

3. Select the format to print the form.

4. Select Print. *The* Generating DW Form 03 file to print. Please wait... *appears, followed by the* Complete - File generated successfully *and the Windows* ***Save As*** *pop-up window.*

5. Select Save. *The* ***Save As*** *pop-up window closes, and the PDF file is saved.*

Helpful Tip

Different items can be selected to print from the Master Issue List. Select ▶ on the Header entry, and the details expand. By default, all items are selected (☑) in the **Included** grid. De-

select the items not to be printed and continue with the Print Process. The same selection process is also done for Stock Numbers.

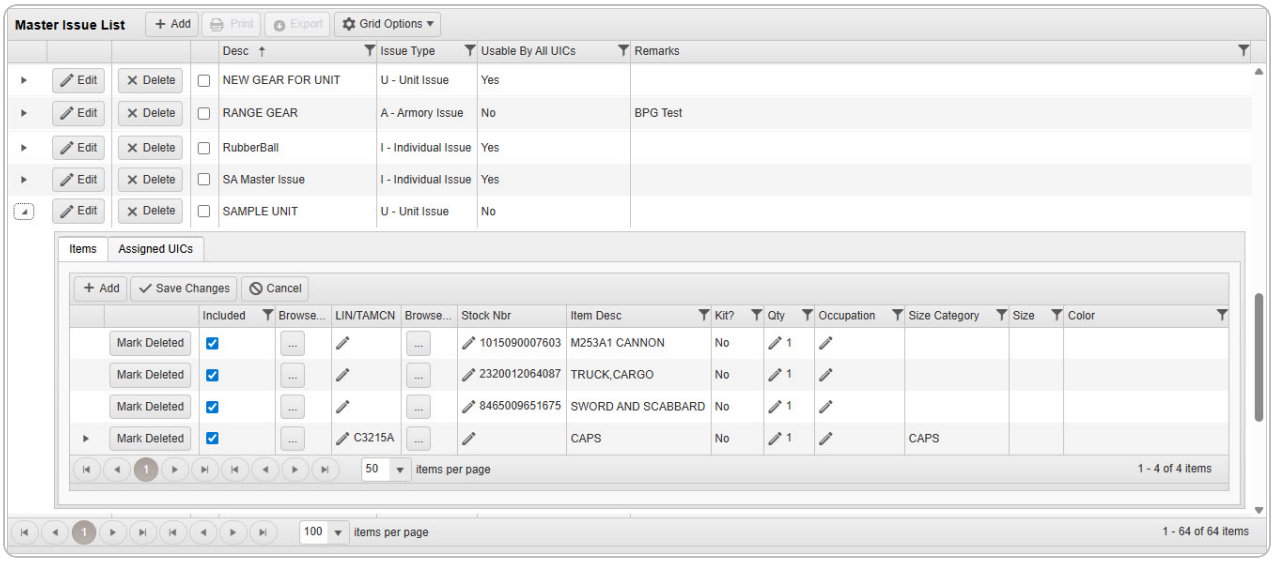
Export a Master Issue List

1. Click ☐ to select the entry. *The Request is highlighted, and* Print *and* Delete *become available.*
2. Select Export. *The **Head Count** pop-up window appears.*

3. Use ▲▼ to choose the Head Count.
4. Select OK. *The* Generating file to print. Please wait... *appears, followed by the* Complete - File generated successfully ✕ *and the Windows **Save As** pop-up window.*
5. Select Save. *The **Save As** pop-up window closes, and the PDF file is saved.*

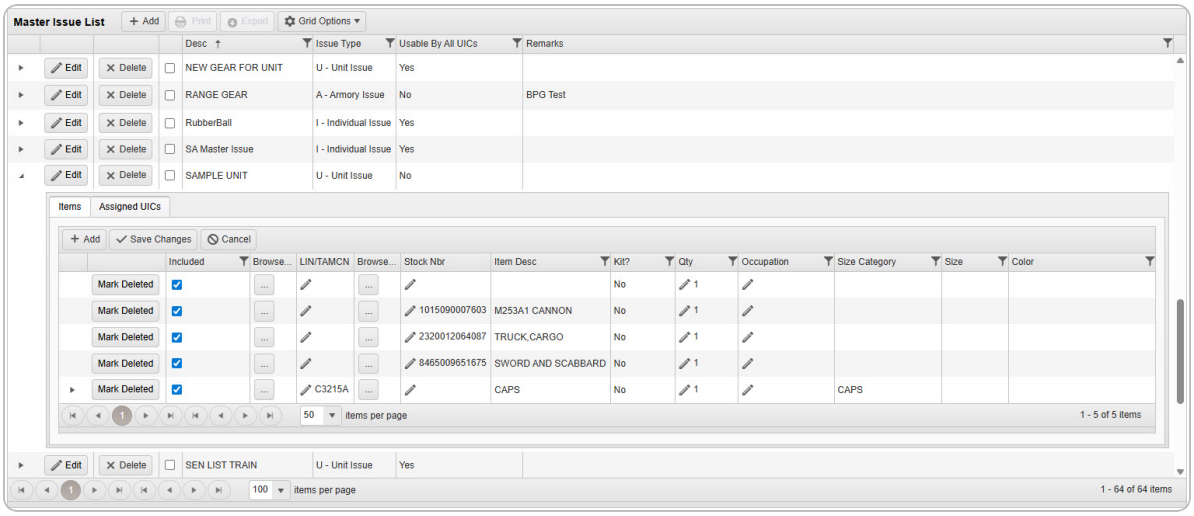
Master Issue List Expanded

1. Click ▶ to expand the Master Issue List record. *The Items tab appears.*



Add an Item

A. Select + Add. *A new row appears.*



a. Choose one of the following to add an asset to the detail:

- Enter the the LIN/TAMCN, or to browse for the entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse

- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

b. *The ITEM DESC automatically populates and is not editable.*

c. *The Kit? automatically populates and is not editable.*

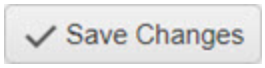
d. Select in the QTY column. *The QTY field appears, with* *to choose the QTY. This is a 6 numeric character field.*

e. Select in the Occupation column. *The Occupation field appears, with* *to select the Occupation.*

f. *The Size Category automatically populates and is not editable.*

g. *The Size automatically populates and is not editable.*

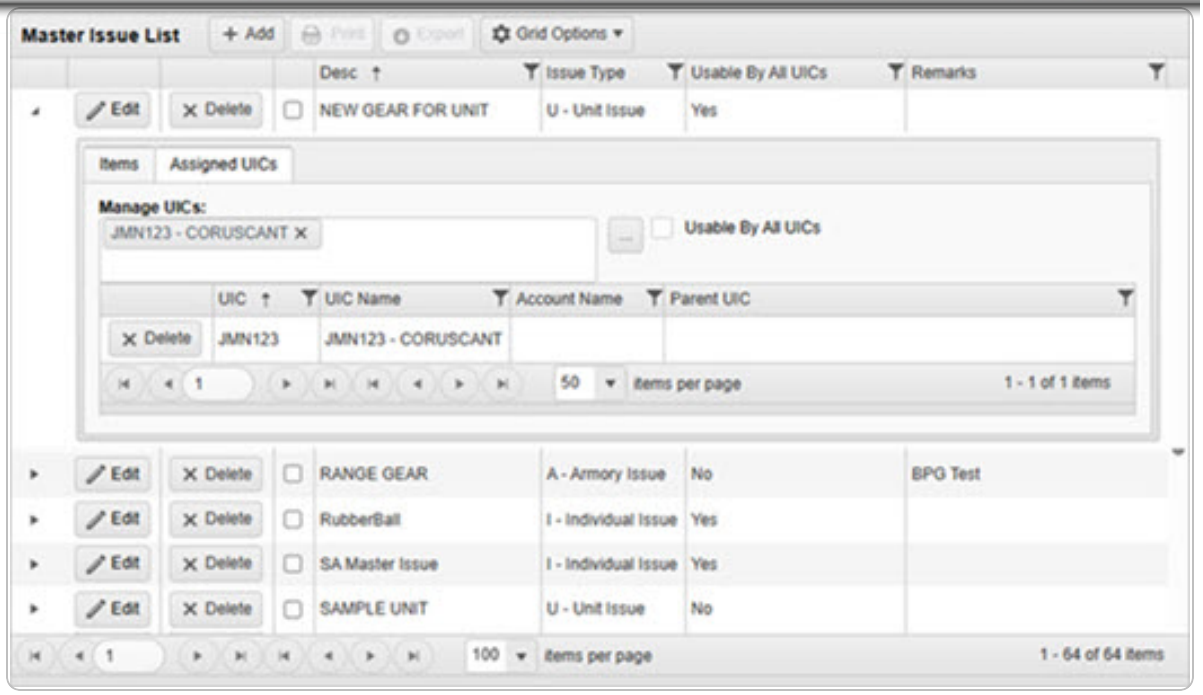
h. *The Color automatically populates and is not editable.*

B. Select 

. *The new item is saved.*

View the Assigned UICs

A. Select the Assigned UICs tab. *The Items tab closes and the Assigned UICs tab appears.*



Add an Assigned UIC

A. Select the Manage UIC's field to choose the UIC from the list, or use ... to browse for the entry. *This is a 6 alphanumeric character field.*

UIC Browse

B. Click ☐ to select the Usable By All UICs. ☑ *is Yes (Public),* ☐ *is No (Private).*

C. *The UIC automatically populates and is not editable.*

D. *The UIC Name automatically populates and is not editable.*

E. *The Account Name automatically populates and is not editable.*

F. *The Parent UIC automatically populates and is not editable.*

Delete a Master Issue List

Select ✕ Delete . *The **Delete a Master Issue List** pop-up 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.
13 — Mandatory Entry: *DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Class*.	
13 — Mandatory Entry: *COMMODITY TYPE ID*.	
13 — Mandatory Entry: *Issue Type*.	
13 — Mandatory Entry: *Sized*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Delete a Master Issue List

Delete a Master Issue List

Overview

The Delete a Master Issue List process allows the removal of a Master Issue List, a detail from a Master Issue List, and/or an Assigned UIC from a Master Issue List.

Attention

A Master Issue List record **cannot be deleted** if there are any UICs assigned to it.

Navigation

CUSTOMER MGMT > Master Issue List > Delete > Confirm Delete (Delete Master Issue List) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete Master Issue List) pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Master Issue List)

History Remarks

Procedures

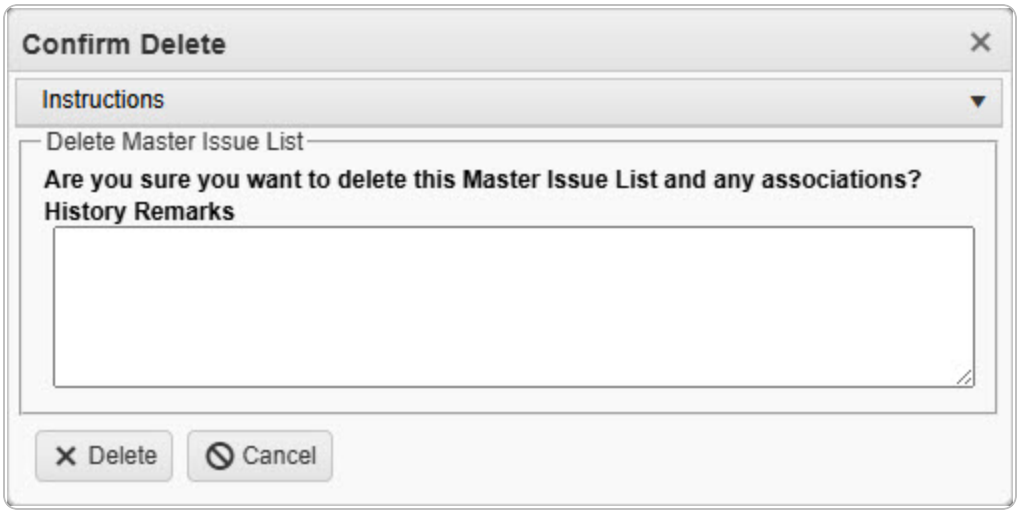
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Master Issue List

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

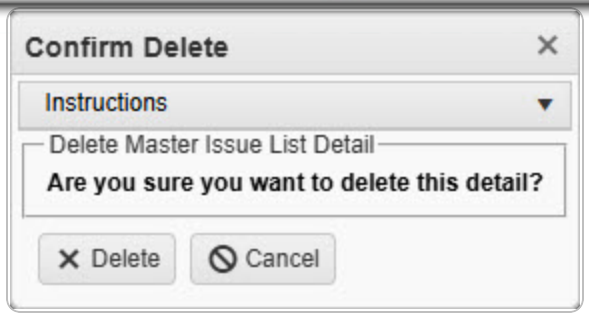
1. Select Delete next to the desired Master Issue List Header. *The* ***Confirm Delete (Delete Master Issue List)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The item is removed from the Master Issue List grid.*

Delete an Item Detail from a Master Issue List

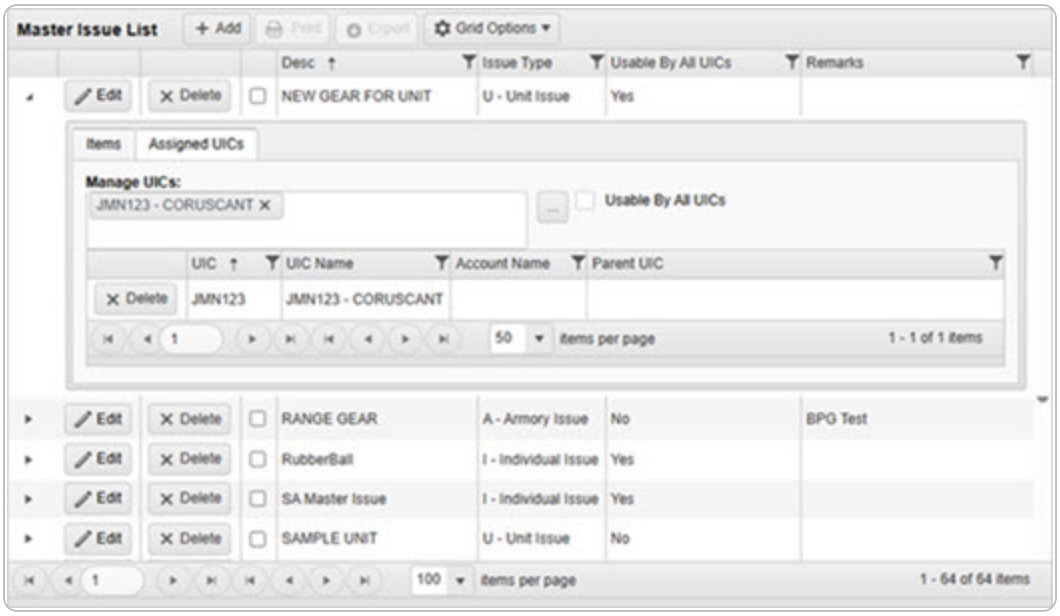
1. Select Mark Deleted next to the desired row. *The* ***Confirm Delete (Delete Master Issue List Detail)*** *pop-up window appears.*



2. Select Delete. *The item is removed from the grid.*

Delete an Assigned UIC from a Master Issue List

1. Select the Assigned UICs tab. *The Items tab closes and the Assigned UICs tab appears.*



2. Select Delete. *The UIC is removed from the Manage UIC's field and the Assigned UICs 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, 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.
xxxx — Master Issue List Header cannot be deleted. *UIC Issue Profile record(s)* exist for this Master Issue List Header.	Invalid Deletion. A Master Issue List header cannot be deleted if there is any open UIC still associated to that header. Review the Master Issue List header again, and remove any remaining associated UIC(s) so the Master Issue List Header can be deleted.

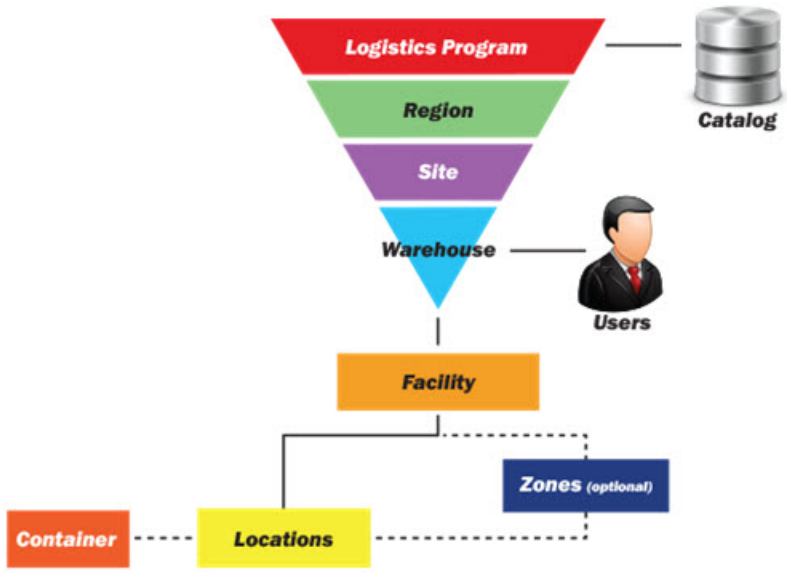
Related Topics

- Master Issue List Overview

Facility Overview

Overview

The Warehouse Management Module Facility process is the highest level within a Warehouse. It provides the capability to define the capacity of a facility.
Facilities are primarily intended to be physical Real Property with the capability to associate it to a Real Property Unique Identifier (RPUID), allowing for the identification of the Installation, Site, etc. where the facility is located. While it is intended to be real property, Enterprise Logistics Management System (ELMS) will provide the capability for a Facility to be Non-Real Property, such as a Trailer or Military Van Container (MILVAN), which might be used to forward supply a Unit rather than the Unit coming to a physical location to obtain the required supplies and materiel. Inside the trailer, you could then identify Locations/Containers as they would with real property.
A Facility may or may not have Zones. Zones are intended to provide the capability to sub-divide a facility into smaller units. Zones must be established if the warehouse intends to utilize the Auto-Recommendation Location Store feature.
The Facility is the 5th tier within the warehouse tree and the first tier within what RPS UID is defining as the working level within the Warehouse application. The Logistics Program (1st tier), Region (2nd Tier), Site (3rd Tier), Warehouse (4th Tier), Location (below). There is no security at the Facility level. The access is managed at the Warehouse level.



Navigation

WAREHOUSE MGMT > Facility > Facility page

Page Fields

The following fields display on the **Facility** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Real Property
Land Acq/Tract ID
Facility Nbr
Facility Alias

Search Results Grid

Edit
Delete
Facility Name
Real Property
Facility Nbr
Land Acq/Tract Id
Facility Alias
Facility Desc
RPUID
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-mail Address

Optional

Percentage Occupied
Capacity-Sq Ft
Capacity-Cu Ft
Capacity-Ceiling Ht
Nbr of Floors
Active
Remarks
Address Line 1
Address Line 2
City
State
Country
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

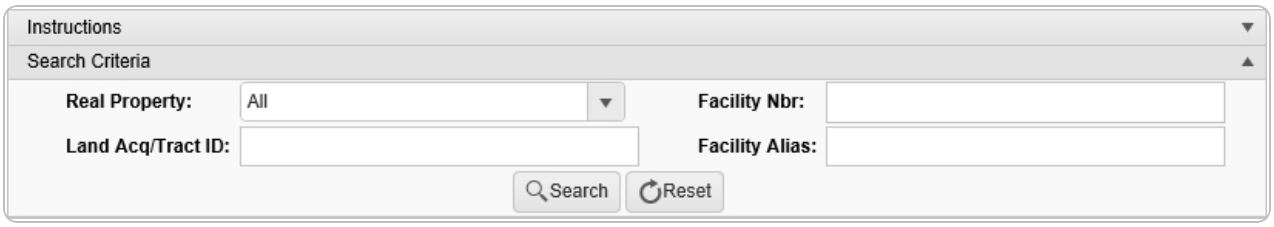
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Facility

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

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



   - Use ▼ to select the Real Property.
   - Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*
   - Enter the Facility NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the Facility Alias in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The results appear in the Facility results grid.*

Add a Facility

Select + Add. *The **Add a Facility** pop-up window appears.*

Update a Facility

Select Edit. *The **Update a Facility** pop-up window appears.*

Delete a Facility

Select

. *The **Delete a Facility** pop-up window appears.*

Display the Zone Landing page

Select the desired Facility Name hyperlink. *The **Zone Overview** 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.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
999 — FACILITY NBR and LAND ACQ TRACK ID. Cannot both contain values.	Invalid Entry. Both Facility NBR and LAND ACQ TRACK ID fields contain values. Remove one of the fields to continue.

Related Topics

- Add a Facility
- Update a Facility
- Delete a Facility

Add a Facility

Overview

The Facility Add process provides the ability to create a Facility within a Warehouse. They must be built before they can be used in assigning Zones.

Navigation

WAREHOUSE MGMT > Facility > + Add > Add Facility pop-up window

Page Fields

The following fields display on the **Add Facility** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Facility - Facility Tab

Real Property
Installation Nbr *
RPSUID *
Facility Nbr/Land Acq Tract Id *

Facility Name *
Facility Desc
Percentage Occupied *
Capacity-Sq Ft *
Capacity-Ceiling Ht *
Installation Name
Site Name
RPUID
Facility Alias
Nbr of Floors *
Capacity-Cu Ft *
Active
Add / Edit Remarks

Remarks
History Remarks

Add Facility - POC tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

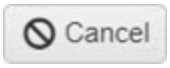
(*) Asterisk identifies mandatory fields.

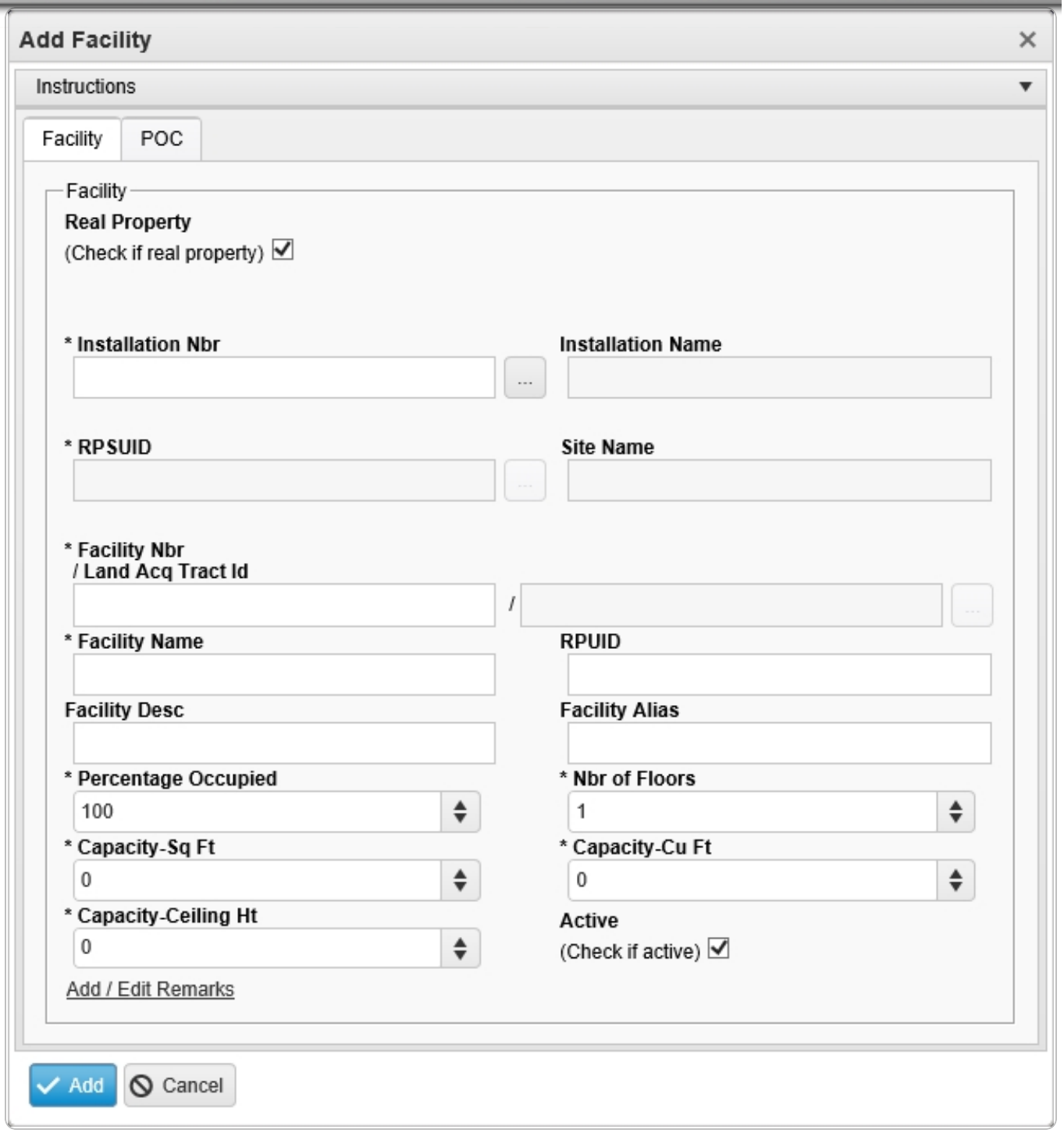
Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Facility

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



1. Click ☐ to select the Real Property. *This defines the Facility as a separate piece of property.*

Helpful Tip

If Real Property ☑ is unchecked; Installation Number, Installation Name, RPUID, RPSUID, Site Name and LAND ACQ TRACK ID will not display.

2. Enter the Installation NBR, or use ... to browse for the entry. *This is a 5 alphanumeric character field.*

   Installation Browse

3. Enter the RPSUID, or use ... to browse for the entry. *This is a 5 alphanumeric character field.*

   Site Browse

4. Enter the Facility NBR / LAND ACQ TRACT ID, or use ... to browse for the entry. *This is a 20 and 25 alphanumeric character field.*

   Asset Browse

5. Enter the Facility Name in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the Facility DESC in the field provided. *This is a 30 alphanumeric character field.*
7. Use ▲▼ to choose the Percentage Occupied.
8. Use ▲▼ to choose the Capacity - SQ FT.
9. Use ▲▼ to choose the Capacity - Ceiling HT.
10. *The Installation Name automatically populates and is not editable.*
11. *The Site Name automatically populates and is not editable.*
12. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*
13. Enter the Facility Alias in the field provided. *This is a 3 alphanumeric character field.*
14. Use ▲▼ to choose the NBR of Floors.
15. Use ▲▼ to choose the Capacity - CU FT.
16. Click ☐ to select Active. *This defines the Facility is already occupied.*
17. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

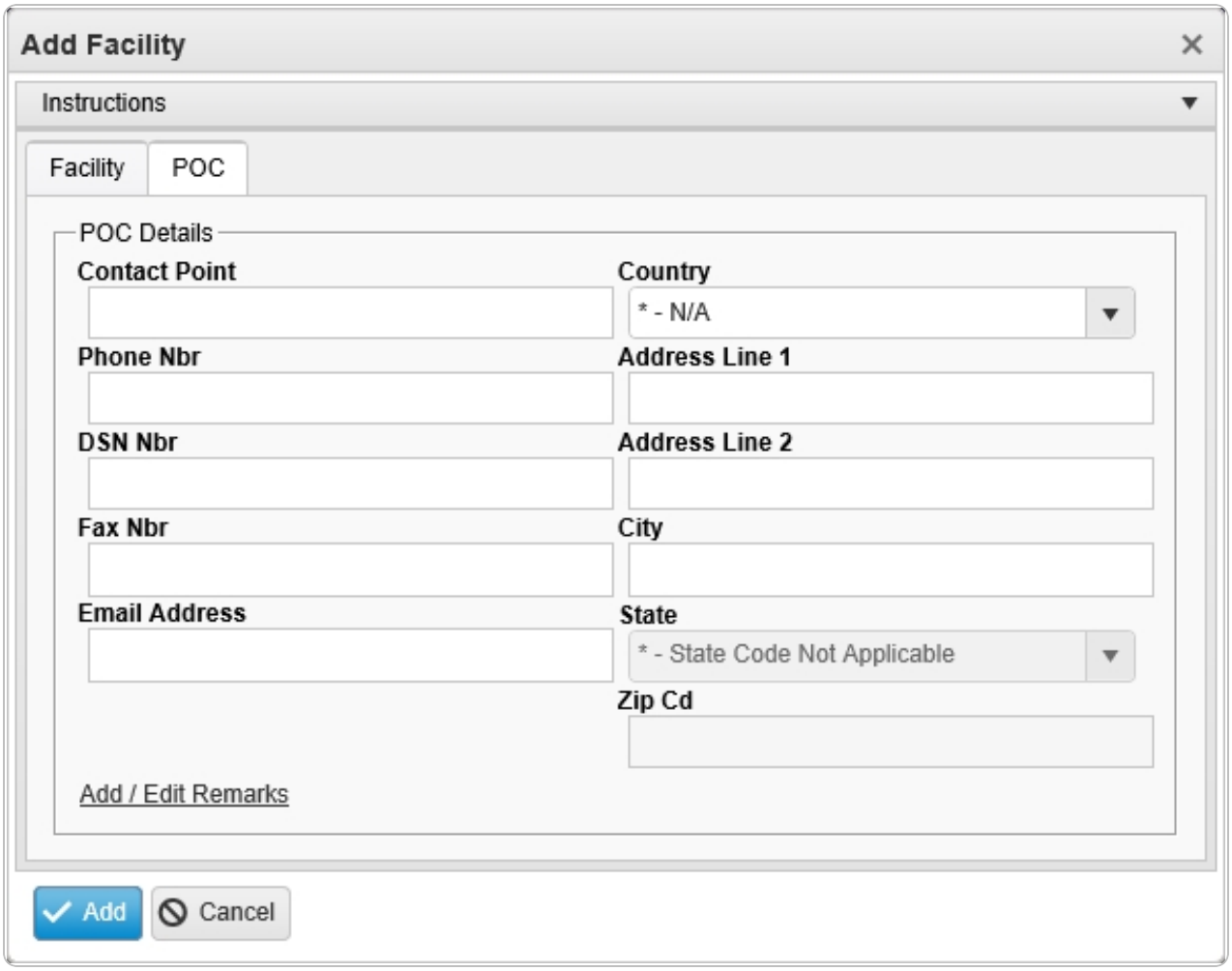
A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

18. Select Add. *The new Facility appears in green at the top of the grid.*

OR

Select the POC Tab to continue adding information.



A. Enter the Contact Point. *This is a 25 alphanumeric character field.*

B. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*

C. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*

D. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*

E. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

F. Use to select the Country.

G. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the City in the field provided. *This is a 22 numeric character field.*

J. Use to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

M. Select

. *The new Facility appears in green at the top of the 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, 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.
1006 — Wildcard not permitted for Add.	Invalid Entry. Check for wildcard in Facility NBRand LAND ACQ TRACK ID.
13 — Mandatory Entry: *Installation NBR*.	Missing Entry. Enter the appropriate information in the desired field.
Missing Entry. Enter the appropriate information in the desired field.	
13 — Mandatory Entry: *Facility NBR*.	
13 — Mandatory Entry: *Facility Name*.	
13 — Mandatory Entry: *Percentage Occupied*.	
13 — Mandatory Entry: *NBR of Floors*.	
13 — Mandatory Entry: *Capa-*	

city - SQ FT.	
13 — Mandatory Entry: *Capacity - CU FT.*	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

Related Topics

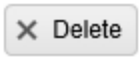
- Facility
- Update a Facility
- Delete a Facility

Delete a Facility

Overview

The Facility Delete process allows the removal of a facility within a Warehouse.

Navigation

WAREHOUSE MGMT > Facility > 

> Confirm Delete (Delete Facility) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Facility)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Facility)

History Remarks

Procedures

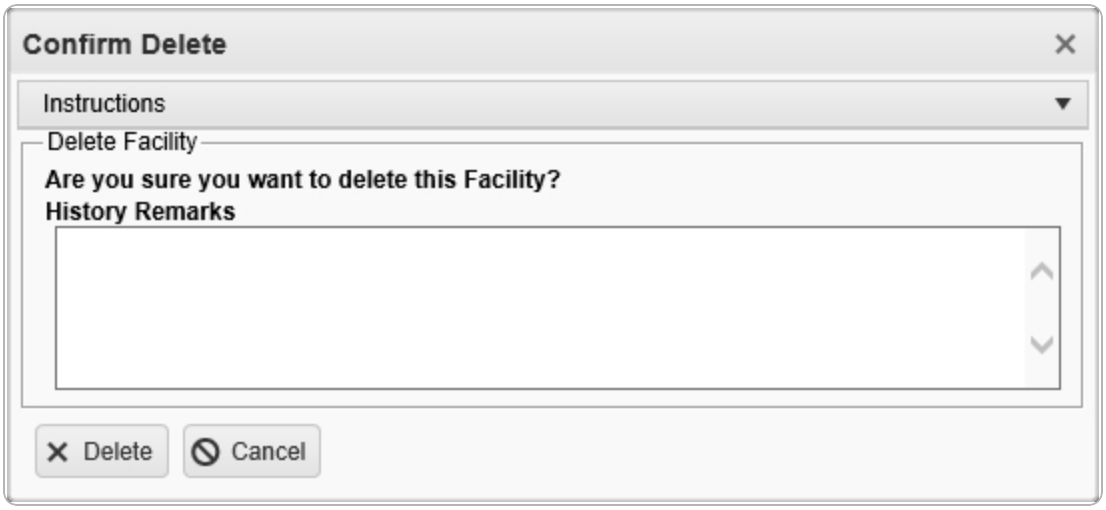
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Facility

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Facility)*** *pop-up window appears.*



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

3. Select Delete . *The Facility is removed from the 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, 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.
995 — Delete action invalid. The Facility is associated with one or more Zones or Locations.	Invalid Deletion. The Facility record cannot be deleted if there is any open Zones or Locations still associated with it. Review the Facility again, and remove any remaining associated information so the Facility can be deleted.

Related Topics

- Facility
- Add a Facility
- Update a Facility

Update a Facility

Overview

The Facility Update process allows editing facilities that are within the desired Warehouse.

Navigation

WAREHOUSE MGMT > Facility > Edit > Update Facility pop-up window

Page Fields

The following fields display on the **Update Facility** 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.

Update Facility - Facility Tab

Real Property
Installation Nbr *
RPSUID *
Facility Nbr/Land Acq Tract Id *
Facility Name *

Facility Desc
Percentage Occupied *
Capacity-Sq Ft *
Capacity-Ceiling Ht *
Installation Name
Site Name
RPUID
Facility Alias
Nbr of Floors *
Capacity-Cu Ft *
Active
Add / Edit Remarks

Remarks
History Remarks

Update Facility - POC tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

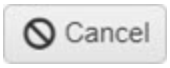
(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Facility

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

1. Verify the Real Property contains the appropriate ☑ or ☐. *This defines the Facility as a separate piece of property.*

Helpful Tip

If Real Property ☑ is unchecked; Installation Number, Installation Name, RPUID, RPSUID, Site Name and LAND ACQ TRACK ID will not display.

2. Update the Installation NBR, using ... to browse for the revised amount. *This is a 5 alpha-numeric character field.*

Installation Browse

3. Update the RPSUID, using ... to browse for the revised identifier. *This is a 5 alpha-numeric character field.*

Site Browse

4. Update the Facility NBR / LAND ACQ TRACT ID, using ... to browse for the revised information. *This is a 20 and 25 alphanumeric character field.*

Asset Browse

5. Update the Facility Name, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*

6. Update the Facility DESC, entering the revised explanation in the field provided. *This is a 30 alphanumeric character field.*

7. Update the Percentage Occupied, using ▲▼ to choose the revised percentage.

8. Update the Capacity - SQ FT, using ▲▼ to choose the revised size.

9. Update the Capacity - Ceiling HT, using ▲▼ to choose the revised size.

10. *Verify the Installation Name.*

11. *Verify the Site Name.*

12. Update the RPUID, entering the revised identifier in the field provided. *This is an 18 alpha-numeric character field.*

13. Update the Facility Alias, entering the revised name in the field provided. *This is a 3 alpha-numeric character field.*

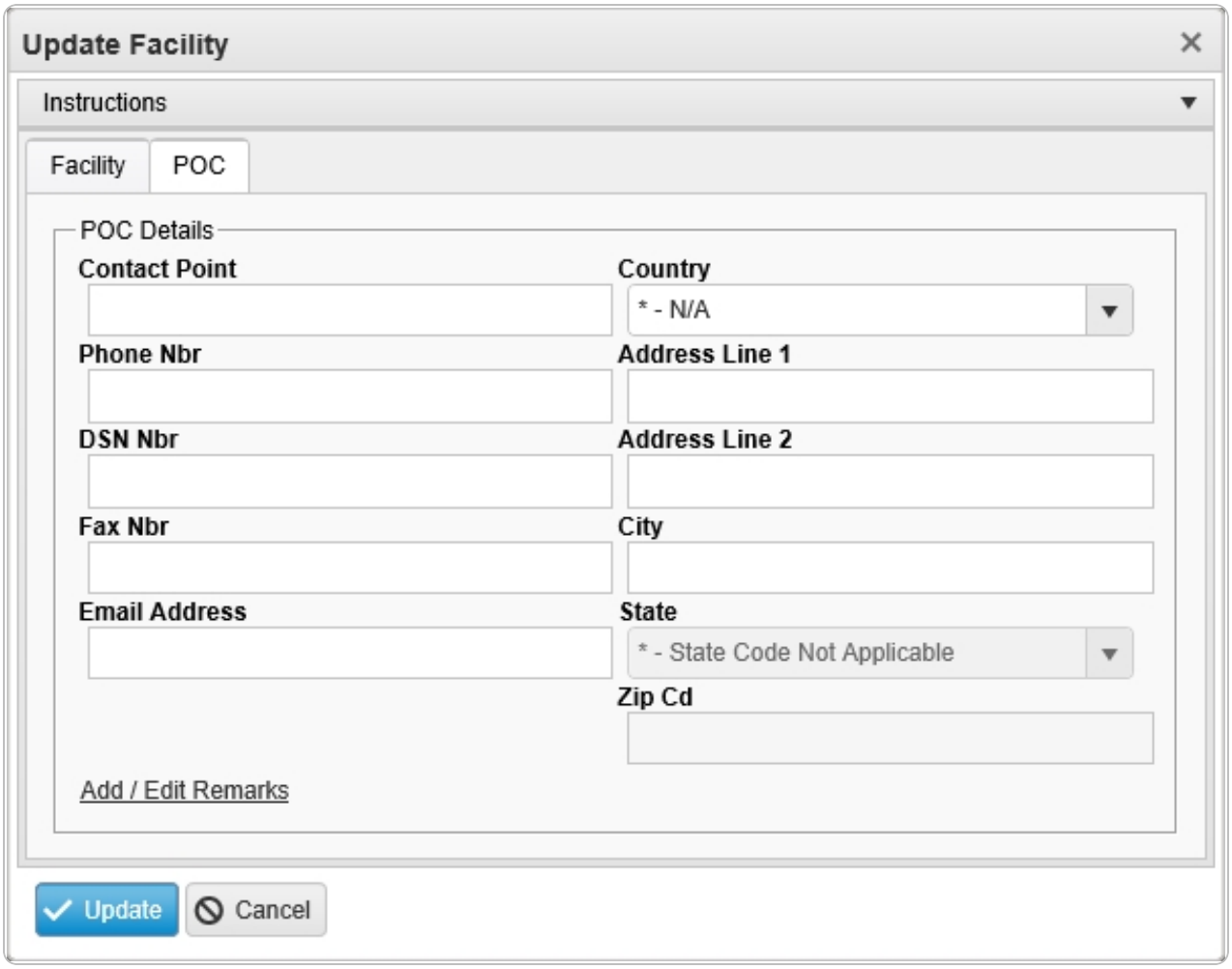
14. Update the NBR of Floors, using ▲▼ to choose the revised amount.

15. Update the Capacity - CU FT, using ▲▼ to choose the revised size.

16. Verify the Active contains the appropriate ☑ or ☐. *This defines the Facility is already occupied.*
17. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select Update. *The revised Facility appears at the top of the grid.*
18. **OR**

    Select the POC Tab to continue revising information.



A. Update the Contact Point. *This is a 25 alphanumeric character field.*

B. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

C. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

D. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

E. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

F. Update the Country, using to select the desired code.

G. Update the Address Line 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

H. Update the Address Line 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

I. Update the City, entering the revised place in the field provided. *This is a 22 numeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

M. Select

. *The revised Facility appears at the top of the 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, 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.
1006 — Wildcard not permitted for Add.	Invalid Entry. Check for wildcard in Facility NBRand LAND ACQ TRACK ID.
13 — Mandatory Entry: *Installation NBR*.	Missing Entry. Enter the appropriate information in the desired field.
Missing Entry. Enter the appropriate information in the desired field.	
13 — Mandatory Entry: *Facility NBR*.	
13 — Mandatory Entry: *Facility Name*.	
13 — Mandatory Entry: *Per-*	

***centage Occupied*.**	
13 — Mandatory Entry: *Nbr of Floors*.	
13 — Mandatory Entry: *Capacity - Sq Ft*.	
13 — Mandatory Entry: *Capacity - Cu Ft*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric

	character.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

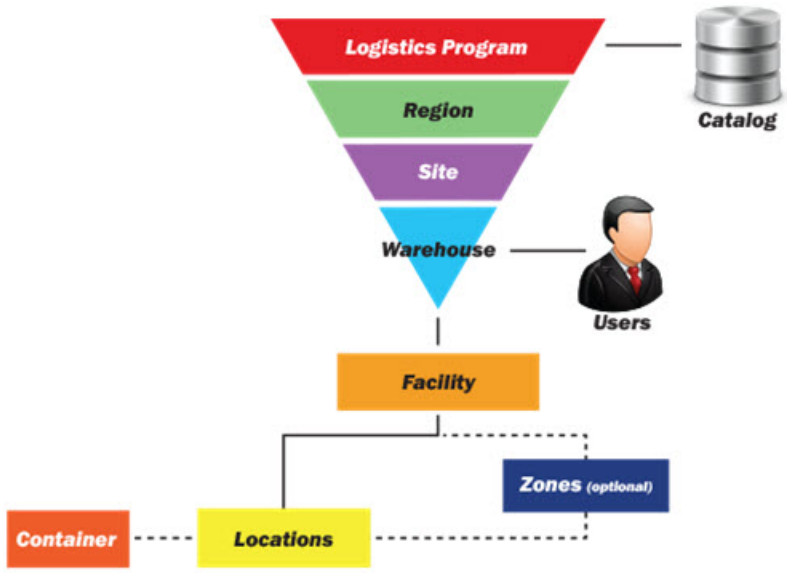
Related Topics

- Facility
- Add a Facility
- Delete a Facility

Zone Overview

Overview

The Warehouse Management Module Zone process enable the user to auto-select storage locations from receipts within a facility. The use of Zones is optional unless you want use the auto-select feature. Zones can be made mandatory when creating Locations within a Facility. Zones are defined as either Stock Zone or Issue Zone.
A facility may or may not have Zones. Zones are intended to provide the capability to sub-divide a facility into smaller units. Zones must be established if the warehouse intends to utilize the Auto-Recommendation Location Store feature.



Navigation

WAREHOUSE MGMT > Zone > Zone page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Zone

Edit
Delete
Zone Id
Zone Desc
Facility Name
Stock Zone
Issue Zone
Remarks

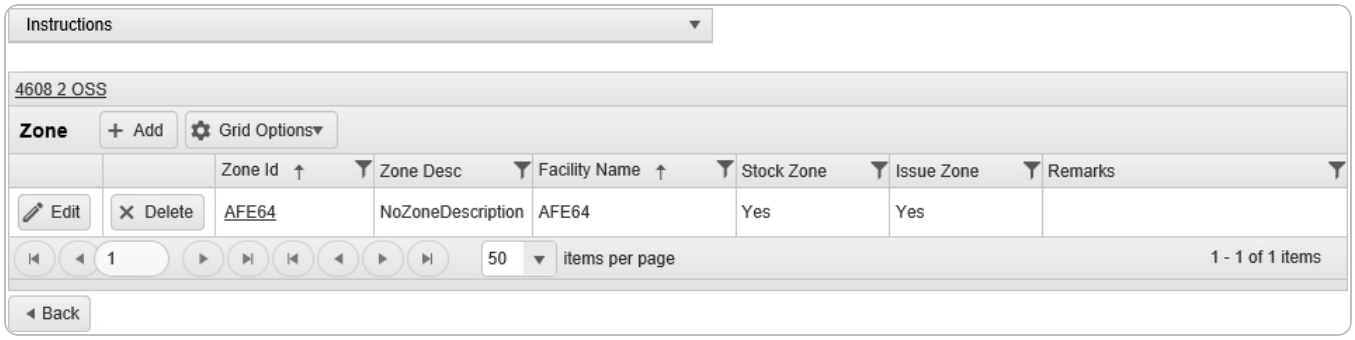
Optional

Facility
Land Acq Tract Id
Facility Desc
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.



Add a Zone

Select + Add. *The **Add a Zone** pop-up window appears.*

Update a Zone

Select Edit. *The **Update a Zone** pop-up window appears.*

Delete a Zone

Select × Delete. *The **Delete a Zone** pop-up window appears.*

Display the Location Landing page

Select the desired Zone ID hyperlink. *The **Location Overview** page appears.*

Display the Facility Landing page

Select ◂ Back. *The **Facility Overview** 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

- Add a Zone
- Update a Zone
- Delete a Zone

Add a Zone

Overview

The Zone Add process provides the ability to create a Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone > + Add > Add Zone pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Add Zone

Facility *

Facility Desc
Zone Id *
Zone Desc *
Stock Zone
Issue Zone
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

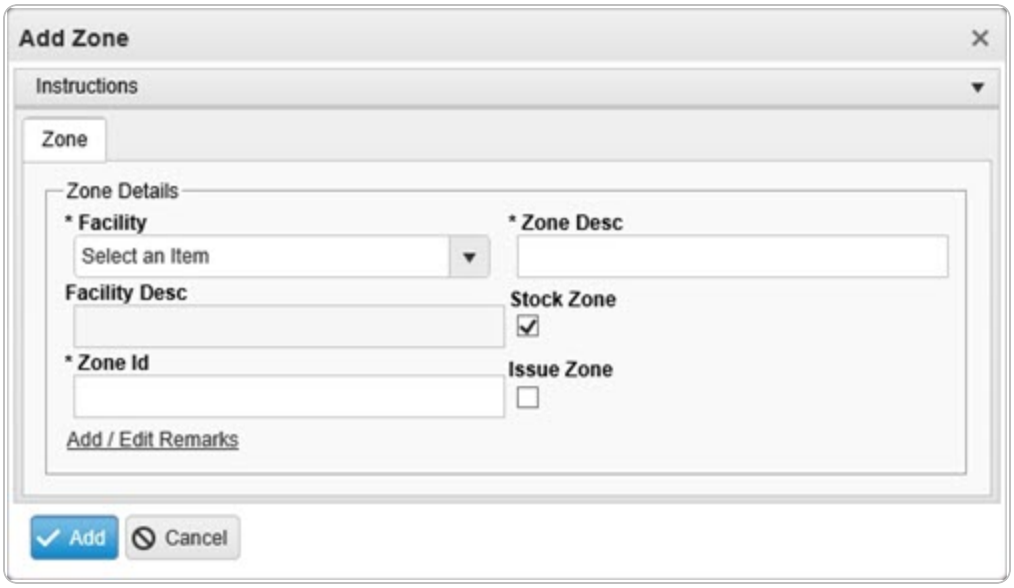
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Zone

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

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



2. Use to select the Facility.
3. *The Facility DESC is populated and displayed only when when a Facility is selected.*
4. Enter Zone ID in the field provided. *This is 10 alphanumeric character field.*
5. Enter the Zone DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Click ☐ to select the Stock Zone. *This defines the Zone as appropriate to contain Stock.*
7. Click ☐ to select the Issue Zone. *This defines the Zone as appropriate for Issuing.*
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select

. *The new Zone appears in green at the top of the 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, 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: *Facility*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Zone Desc*.	
13 — Mandatory Entry: *Zone Id*.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Zone
- Update a Zone
- Delete a Zone

Delete a Zone

Overview

The Zone Delete process allows the removal of a Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone > Delete > Confirm Delete (Delete Zone) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Zone)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Zone)

History Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Zone

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

1. Select Delete. *The* ***Confirm Delete (Delete Zone)*** *pop-up window appears.*

2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Zone is removed from the 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

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.
1007 — Delete invalid. Zone is associated with one or more Locations.	Invalid Deletion. The Zone is associated with one or more Locations. Review the Zone record again, and remove any remaining associated information so the Zone can be deleted.

Related Topics

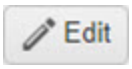
- Zone
- Add a Zone
- Update a Zone

Update a Zone

Overview

The Zone Update process allows editing of Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone > 

> Update Zone pop-up window

Page Fields

The following fields display on the **Update Zone** 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.

Update Zone

Facility *
Facility Desc
Zone Id *
Zone Desc *
Stock Zone

Issue Zone
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

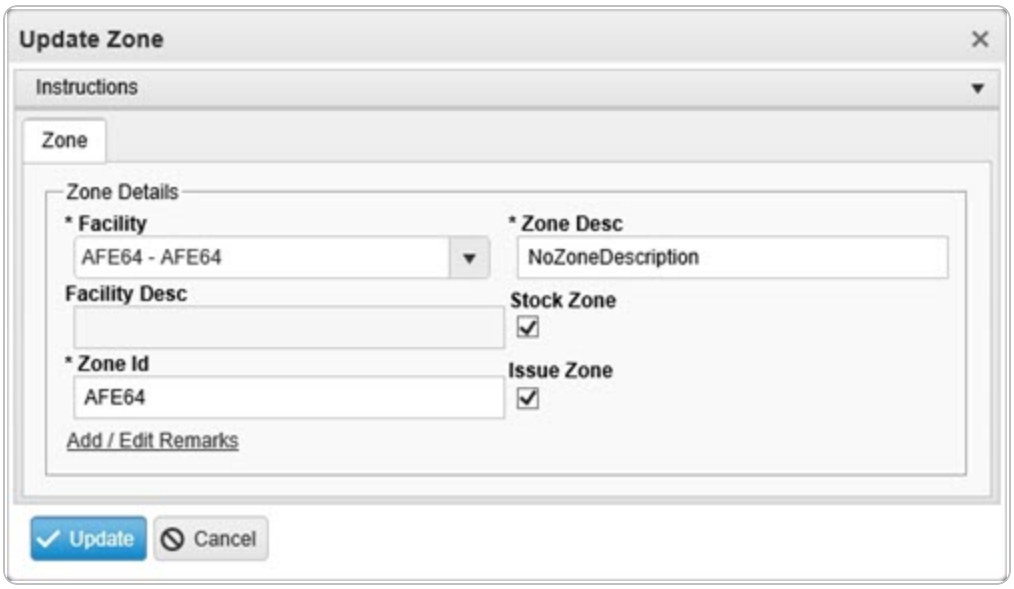
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Zone

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

1. Select Edit. *The* ***Update Zone*** *pop-up window appears.*



2. Update the Facility, using ▼ to select the desired place.
3. *The Facility DESC is populated and displayed only when a Facility is selected.*

4. Update the Zone ID, entering the revised description in the field provided. *This is a 10 alphanumeric character field.*
5. Update the Zone DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
6. Verify the Stock Zone contains the appropriate ☑ or ☐. *This defines the Zone as appropriate to contain Stock.*
7. Verify the Issue Zone contains the appropriate ☑ or ☐. *This defines the Zone as appropriate for Issuing.*
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select Update. *The revised Zone appears at the top of the 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, 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: *Facility*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Zone Desc*.	
13 — Mandatory Entry: *Zone Id*.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Zone
- Add a Zone
- Delete a Zone

Location Overview

Overview

The Warehouse Management module Location process provides the ability to view the locations assigned to a warehouse. This provides users the capability to add, update, and delete locations inside the desired warehouse.
Locations can be used to identify the position of assets by: name, GPS coordinates, Passive Radio Frequency Identification/ Radio Frequency Identification (pRFID/RFID), Tag Number, and XYZ coordinates for pRFID management. Items such as forklifts can also be defined as Locations to support asset tracking during transport. Containers can be assigned a Location, so when the Location of a container is changed, all assets within the Container change their Locations as well.
The option to print a Location label is available within the Location process.

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

WAREHOUSE MGMT > Location > Location page

Page Fields

The following fields display on the Location 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
453	Select "Labels" button to print location label(s).

Search Criteria Grid

Facility Nbr
Location Id
Location Type Cd
Location Status
Zone Id
Location Desc
Member
Freeze Location

Search Results Grid

Edit
Delete
History
Labels

Print
Primary Attachment
Location Id
Location Desc
Location Type Cd
Pick Order
Facility Nbr
Zone Id
Parent Location Id
Location Status
Freeze Location
Member
Floor
Bay
Aisle
Row
Rack
Inspection Schedule

Optional

Hazardous
Dehumidified
Temperature Controlled
Outdoor
GPS Longitude
GPS Latitude
RFID Coordinates
Weight Capacity
Cube Capacity
Height
Length
Width
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

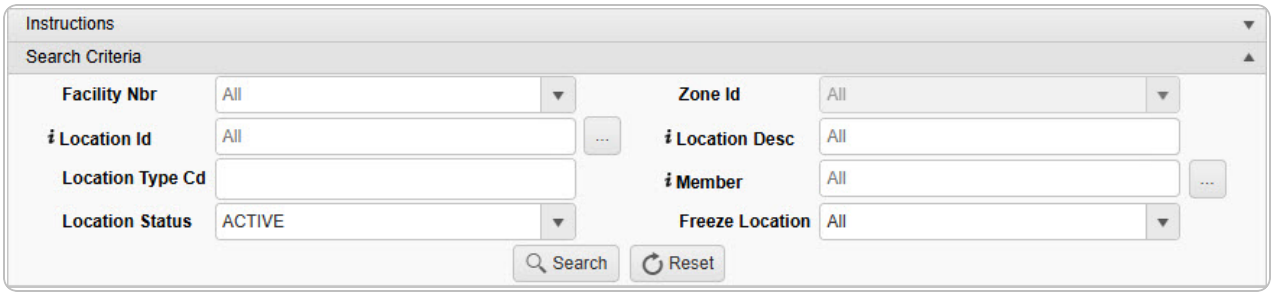
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Location

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

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



- Use ▼ to select the Facility Nbr.
- Use i or ... to assist with the LOCATION ID entry. *This is a 20 alphanumeric character field.*

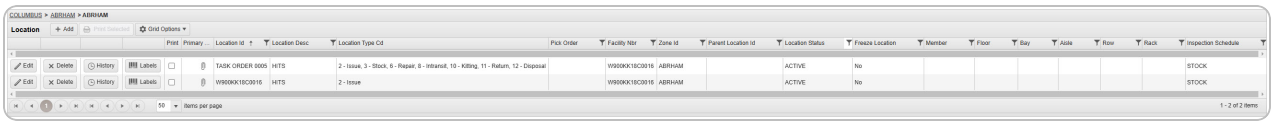
  Location Browse
- Enter the Location TYPE CD in the field provided. *This is a 2 numeric character field.*
- Use ▼ to select the Location Status.
- *The Zone ID is populated and displayed only when when a Facility is selected.*
- Enter the Location DESC, using i to assist with the entry. *This is a 250 alphanumeric character field.*

- Use ℹ or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

- Use ▼ to select the Freeze Location.

2. Select Search. *The results appear in the Location Search Results grid.*



Add a Location

Select + Add. *The **Add a Location** pop-up window appears.*

Update a Location

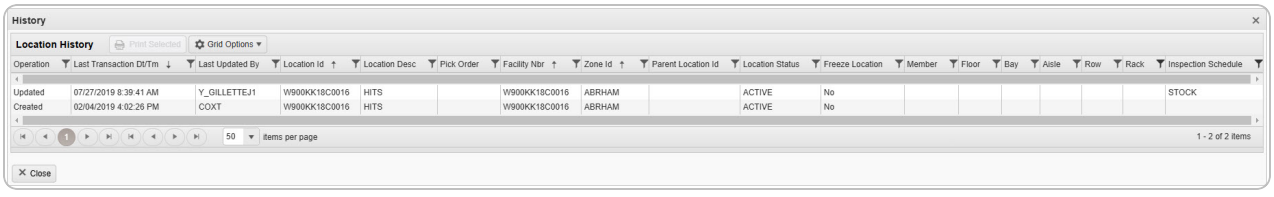
Select Edit. *The **Update a Location** pop-up window appears.*

Delete a Location

Select ✕ Delete. *The **Delete a Location** pop-up window appears.*

Display the Location History

1. Select History. *The **Location History** pop-up window appears.*

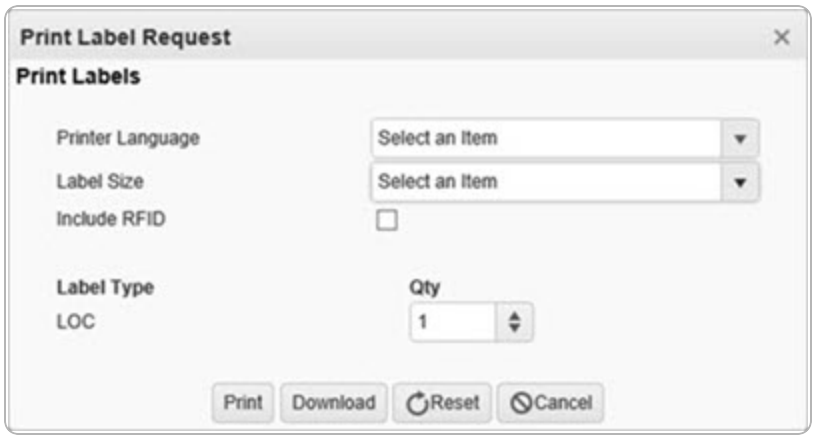


2. Select ✕ Close to return to the previous page.

Print Labels

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

1. Select Labels. *The* ***Print Label Request*** *pop-up window appears.*



2. Use ▼ to select the Printer Language.
3. Use ▼ to select the Label Size.
4. Click ☐ to select the Include RFID. *This defines if the Location uses RFID.*
5. *The Label Type automatically populates and is not editable.*
6. Use ▲▼ to choose the QTY of labels to print.
7. Select Print. *The labels print at the specified printer.*

Display the Zone Landing page

Select ◄ Back. *The* ***Zone Overview*** *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.
2094 — Must be alphanumeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
xxxx — The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
xxxx — Location ID already exists, cannot process an Add.	A Location ID is entered that already exists.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

1000 — Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.
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.
922 — Location has associated inventory and cannot be deleted.	Invalid Deletion. A Location cannot be deleted if there is any open Inventory still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.

Related Topics

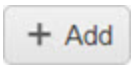
- Add a Location
- Update a Location
- Add an Attachment to a Location
- Delete a Location
- Zone
- Facility

Add a Location

Overview

The Location Add process provides the ability to create new locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location >  > Add Location pop-up window

Page Fields

The following fields display on the **Add Location** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
454	Select "Attach" button to add an attachment.

Add Location

Location Id *

Location Desc *
Location Type Cd *
Member (available if Location Type Cd set to "Member")
Bay
Row
Rack
Dehumidified
Outdoor
GPS Latitude
Weight Capacity
Height
Width
Freeze Location
Inspection Schedule *
Facility Nbr *
Zone Id * (available when Zones are configured in Logistics Program)
Pick Order
Floor
Aisle
Hazardous
Temperature Controlled
GPS Longitude
RFID Coordinates
Cube Capacity
Length
Location Status
Parent Location Id
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

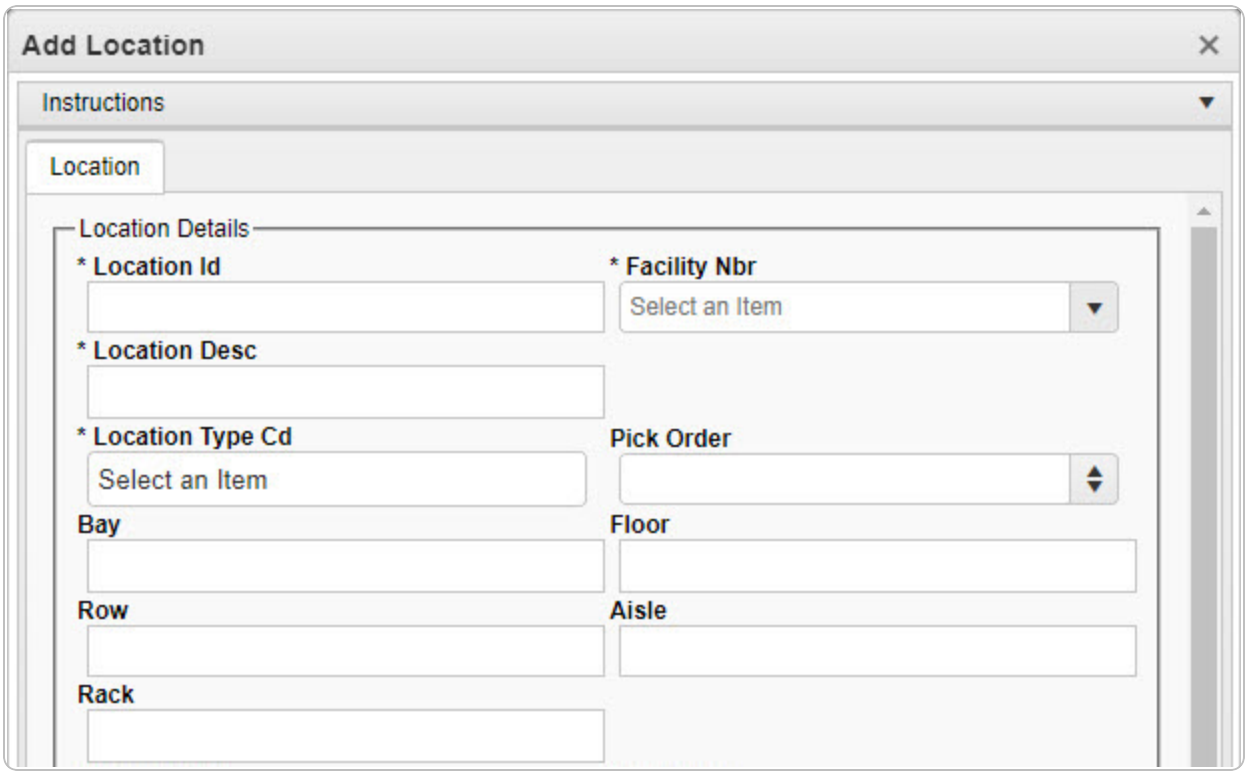
ELMS Navigation Helpful Tips

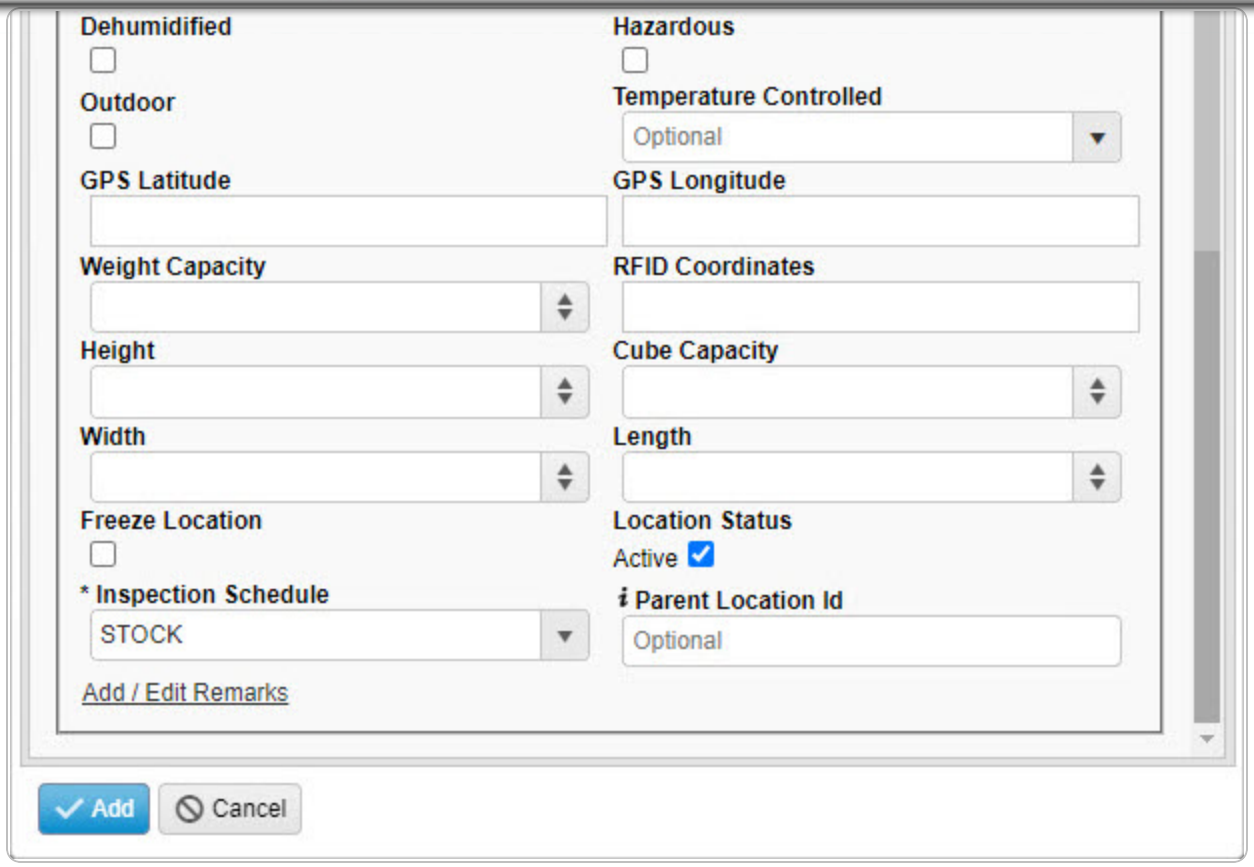
Click the following link to display Warehouse Navigation Tips.

Add a Location

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

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





2. Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*

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

4. Select the Location Type Cd field to choose the kind of location from the list.

5. Enter the Member, or use ... to browse for the entry. *This 50 alphanumeric character field is only available when the Location Type CD is 14 - Member.*

Member Profile Browse

6. Enter the Bay in the field provided. *This is a 10 alphanumeric character field.*
7. Enter the Row in the field provided. *This is a 10 alphanumeric character field.*
8. Enter the Rack in the field provided. *This is a 10 alphanumeric character field.*
9. Click ☐ to select Dehumidified. *This defines if the location is designed to reduce the level of humidity for materiel.*
10. Click ☐ to select Outdoor. *This defines if the location is set aside for materiel being stored outdoors.*

11. Enter the GPS Latitude in the field provided. *This is a 10 alphanumeric character field.*
12. Use to choose the Weight Capacity.
13. Use to choose the Height (in inches).
14. Use to choose the Width (in inches).
15. Click ☐ to select Freeze Location. *This defines if the location is restricted from moving materiel in and out of the location.*
16. Use to select the Inspection Schedule.
17. Use to select the Facility Nbr.
18. Use to choose the Pick Order.
19. Enter the Floor in the field provided. *This is a 10 alphanumeric character field.*
20. Enter the Aisle in the field provided. *This is a 10 alphanumeric character field.*
21. Click ☐ to select Hazardous. *This defines if the location is set aside for dangerous materiel.*
22. Use to select the Temperature Controlled.
23. Enter the GPS Longitude in the field provided. *This is a 10 alphanumeric character field.*
24. Enter the RFID Coordinates in the field provided. *This is a 10 alphanumeric character field.*
25. Use to choose the Cube Capacity.
26. Use to choose the Length (in inches).
27. Click ☐ to select Location Status. *This is checked and set to Active by default. Uncheck to define this location as inactive.*
28. Enter the Parent Location ID, using to assist with the entry. *This is a 15 alphanumeric character field.*
29. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

30. Select

. *The new Location appears in green at the top of the 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, 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.
xxxx — The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
xxxx — Location ID already exists, cannot process an Add.	A Location ID is entered that already exists.

xxxx — If Location Type CD is Member the location must not be any other type.	Deselect any Location Type CD other than Member to add this location.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1000 — Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- Location Overview
- Update a Location
- Add an Attachment to a Location
- Delete a Location

Delete a Location

Overview

The Location Delete process allows the removal of a Location within a Warehouse. Locations are deletable only when there are no assets assigned to the location.

Navigation

Warehouse MGMT > Location > Delete > Confirm Delete (Delete Location) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Location)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Location)

History Remarks

Procedures

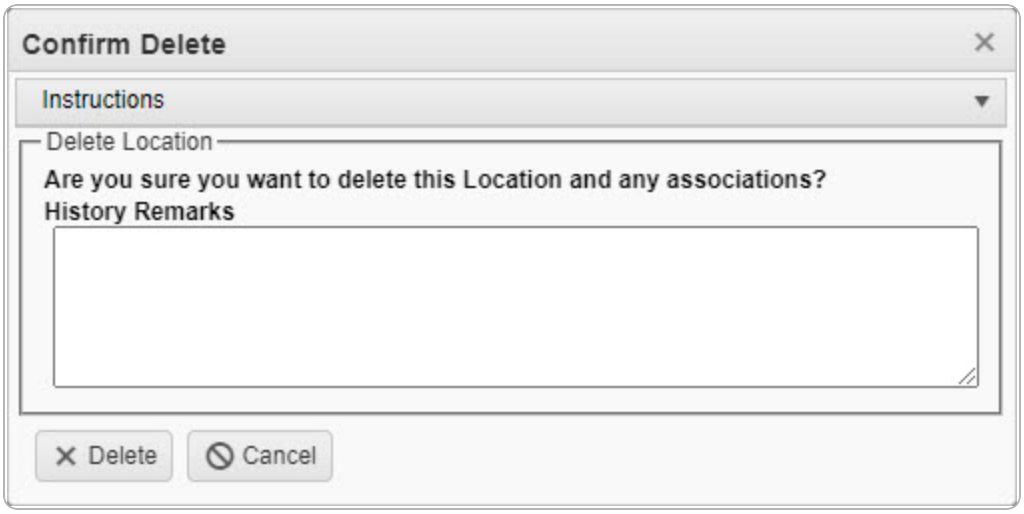
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Location

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Location)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Location is removed from the 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, 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.
xxxx — Location cannot be deleted. *Document Transaction record(s)* exist for this Location.	Invalid Deletion. A Location cannot be deleted if there is any open Document Transaction, Inventory Master, Issue Detail, Stock Number Condition Code, Pick Stock Number Detail, or Return Detail information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
xxxx — Location cannot be deleted. *Inventory Master record(s)* exist for this Location.	
xxxx — Location cannot be deleted. *Issue Detail record (s)* exist for this Location.	
xxxx — Location cannot be deleted. *Location Stock Number Condition Code Default record(s)* exist for	

this Location.	
xxxx — Location cannot be deleted. *Pick Stock Number Detail record(s)* exist for this Location.	
xxxx — Location cannot be deleted. *Return Detail record(s)* exist for this Location.	

Related Topics

- Location Overview
- Add a Location
- Update a Location
- Add an Attachment to a Location

Update a Location

Overview

The Location Update process allows editing locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location > Edit > Update Location pop-up window

Page Fields

The following fields display on the **Update Location** 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.
454	Select "Attach" button to add an attachment.

Update Location

Location Id *

Location Desc *
Location Type Cd *
Member (available if Location Type Cd set to "Member")
Bay
Row
Rack
Dehumidified
Outdoor
GPS Latitude
Weight Capacity
Height
Width
Freeze Location
Inspection Schedule *
Facility Nbr *
Zone Id * (available when Zones are configured in Logistics Program)
Pick Order
Floor
Aisle
Hazardous
Temperature Controlled
GPS Longitude
RFID Coordinates
Cube Capacity
Length
Location Status
Parent Location Id
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

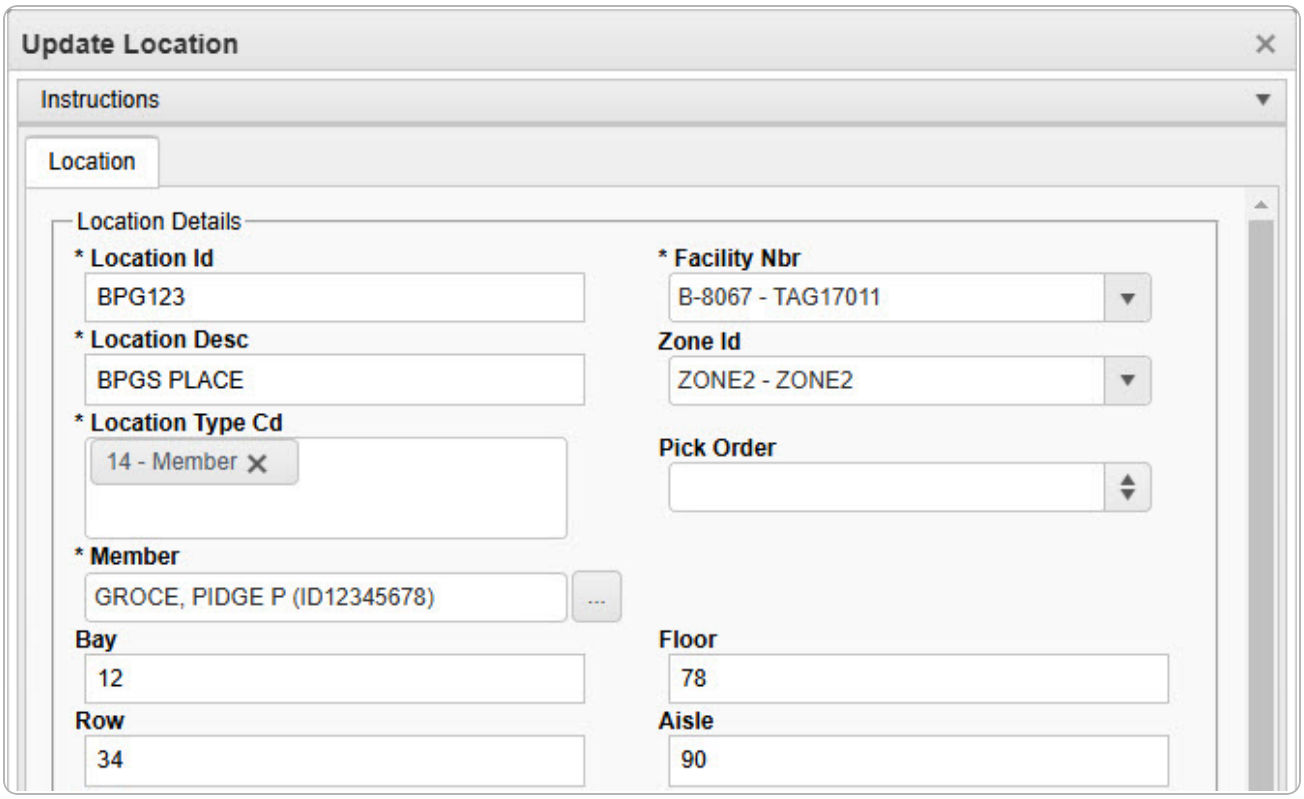
ELMS Navigation Helpful Tips

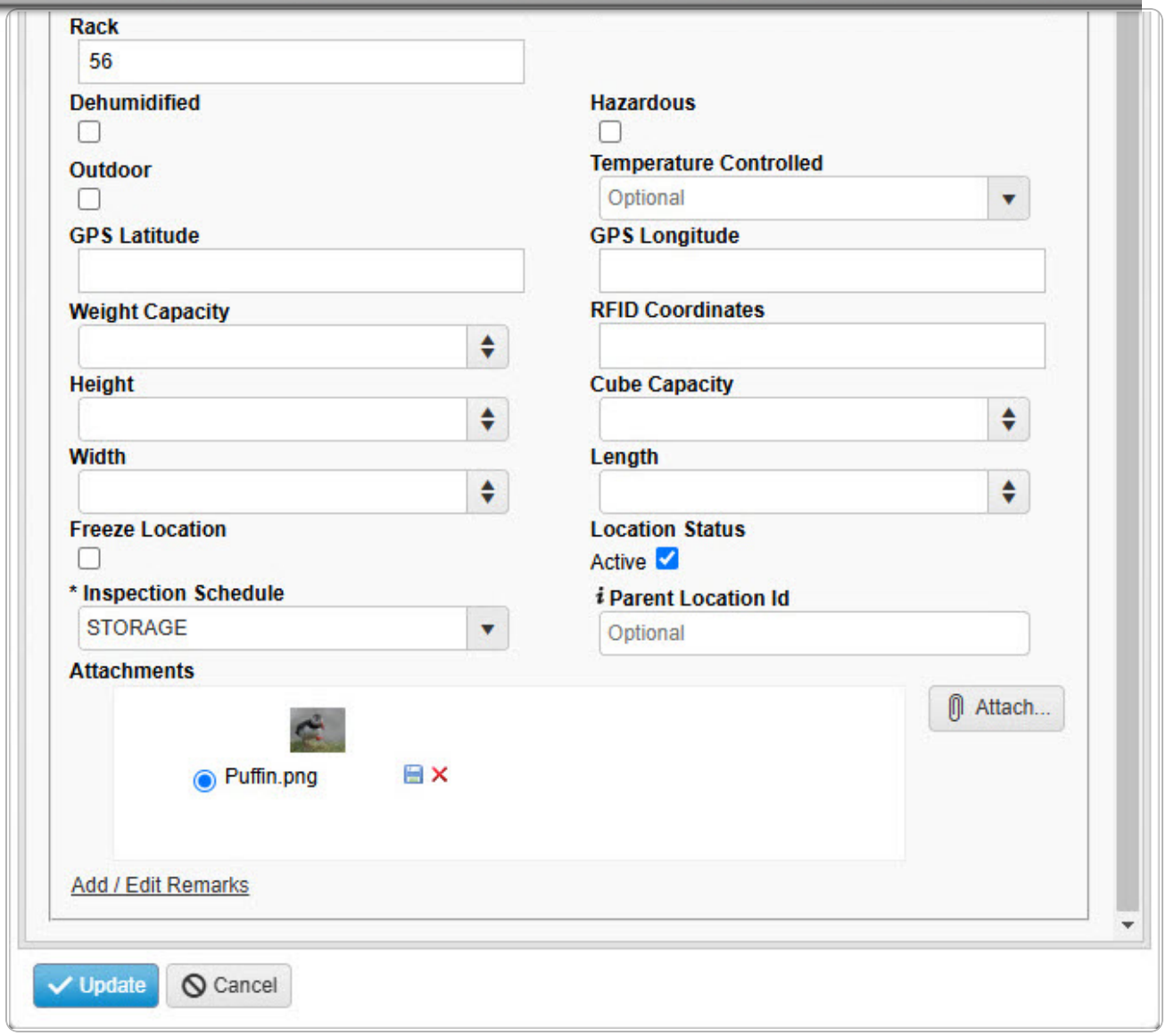
Click the following link to display Warehouse Navigation Tips.

Update a Location

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

1. Select Edit next to the desired location. *The* ***Update Location*** *pop-up window appears.*





2. Update the Location ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
3. Update the Location DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
4. Update the Location Type Cd by either:

   Adding a location by selecting the field and choosing additional kinds of locations.

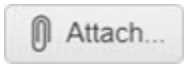
   OR

Deleting by selecting the ✕ on the kind of location.

5. Update the Member, or use ... to browse for the revised entry. *This 50 alphanumeric character field is only available when the Location Type Cd is 14 - Member.*

Member Profile Browse

6. Update the Bay, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
7. Update the Row, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
8. Update the Rack, entering the revised name in the field provided. *This is a 10 alpha-numeric character field.*
9. Verify the Dehumidified contains the appropriate ☑ or ☐. *This defines if the location is designed to reduce the level of humidity for materiel.*
10. Verify the Outdoor contains the appropriate ☑ or ☐. *This defines if the location is set aside for materiel being stored outdoors.*
11. Update the GPS Latitude, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
12. Update the Weight Capacity, using ▲▼ to choose the revised amount.
13. Update the Height (in inches), using ▲▼ to choose the revised amount.
14. Update the Width (in inches), using ▲▼ to choose the revised amount.
15. Verify the Freeze Location contains the appropriate ☑ or ☐. *This defines if the location is restricted from moving materiel in and out of the location.*
16. Update the Inspection Schedule, using ▼ to select the desired schedule.
17. Update the Facility Nbr, using ▼ to select the desired number.
18. Update the Zone Id, using ▼ to select the desired identifier. *Available only if Zones are configured for the Warehouse.*
19. Update the Pick Order, using ▲▼ to choose the revised order.

20. Update the Floor, entering the revised name in the field provided. *This is a 10 alpha-numeric character field.*
21. Update the Aisle, entering the revised name in the field provided. *This is a 10 alpha-numeric character field.*
22. Verify the Hazardous contains the appropriate ☑ or ☐. *This defines if the location is set aside for dangerous materiel.*
23. Update the Temperature Controlled, using to select the desired code.
24. Update the GPS Longitude, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
25. Update the RFID Coordinates, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
26. Update the Cube Capacity, using to choose the revised amount.
27. Update the Length (in inches), using to choose the revised amount.
28. Verify the Location Status contains the appropriate ☑ or ☐. *This is checked and set to Active by default. Uncheck to define this location as inactive.*
29. Update the Parent Location ID, using to assist with the revised identifier. *This is a 15 alphanumeric character field.*
30. Verify the Attachment thumbnails in the Attachments field.
31. Select 

. *The **Add an Attachment — Location** pop-up window appears.*
32. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
33. Select

. *The revised Location appears at the top of the 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, 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.
1178 — This location is set as the Individual Issue Location for one or more stock items; the type cannot be changed.	Invalid Entry. The Location Type field cannot be changed from Individual Issue; there are associated stock numbers there. Re-enter the Location Type.
1129 — The location pick order must be unique within the warehouse.	Invalid Entry. The Pick Order already exists in the warehouse. Check the Pick Order again, and re-enter the field.
xxxx — The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
187 — Record already exists for data entered.	Invalid Entry. A Location ID is entered that already exists. Check the ID again, and re-enter the field.

xxxx — The Location Type of Member cannot be selected with any other Location Type.	Invalid Entry. Deselect any Location Type CD other than Member to update this location.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1000 — Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- Location Overview
- Add an Attachment to a Location
- Add a Location
- Delete a Location

Add an Attachment to a Location

Overview

The Location Add Attachment process provides the ability to attach documents to the locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location > Edit > Update Location > Attach... > Attach Documents — Location pop-up window

Page Fields

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

Instructions - Attach Documents - Location

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Documents - Location

Attachment
Desc
Primary

Name
Desc

Procedures

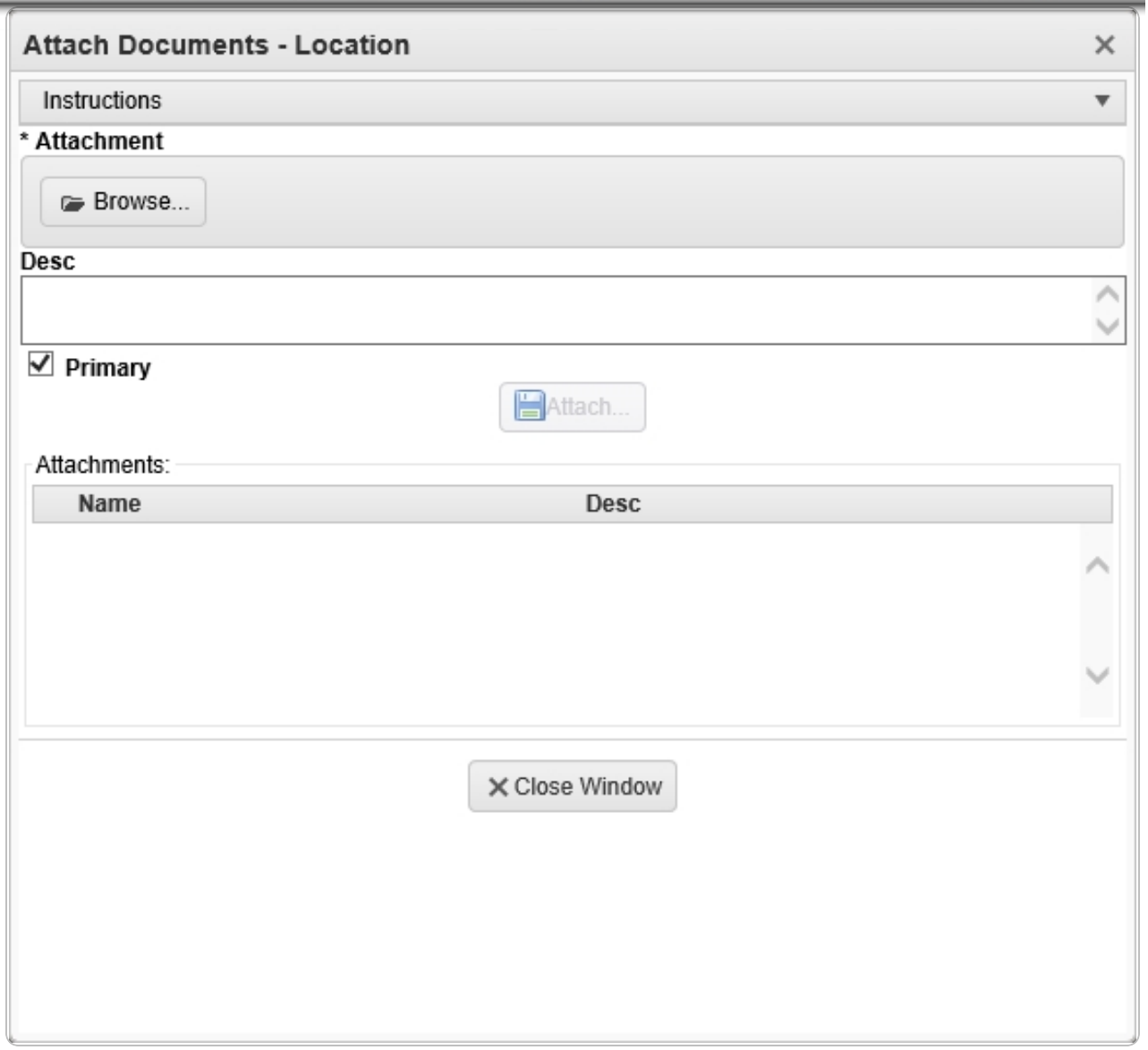
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Location

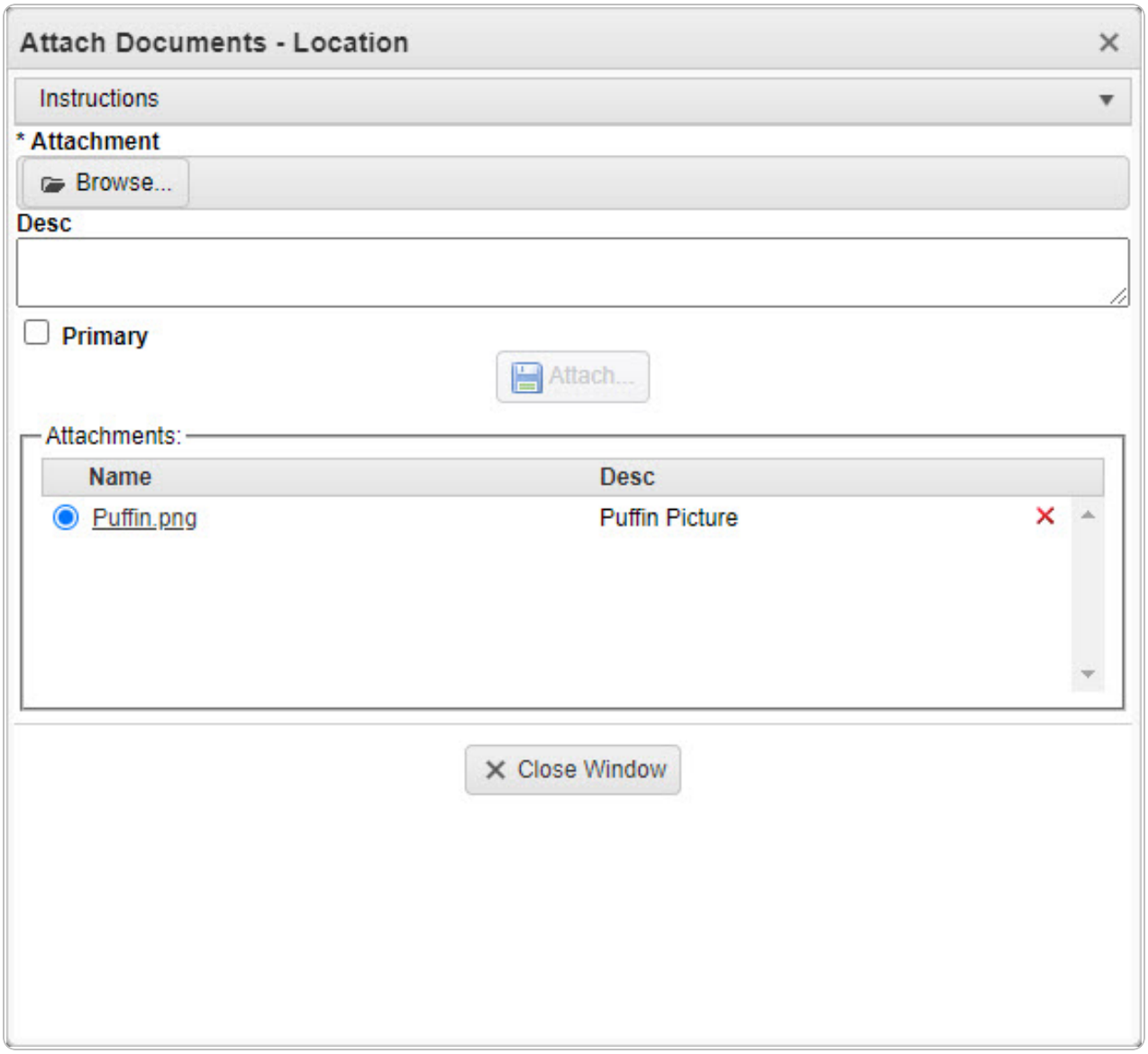
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attach... to add any additional files to the record. *The* ***Attach Documents — Location*** *pop-up window appears.*



2. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

6. Select Attach... . *The file name appears in the bottom of the window.*

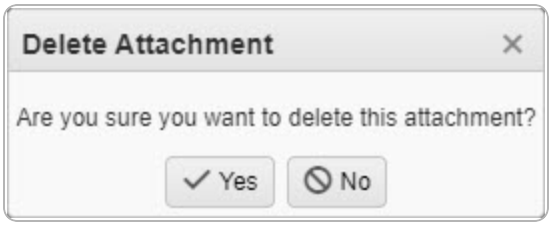


7. Repeat Steps 2 - 6 to attach multiple documents.

8. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

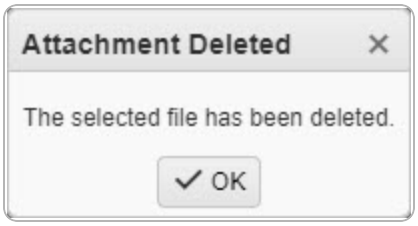
Remove an Attachment

A. Select the ✕ part of 💾✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*



B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



C. Select OK. *The **Delete Attachment** pop-up window closes, and the document is removed.*

9. Select ✕ Close Window. *The **Attach Documents — Location** pop-up window closes, and the attachment(s) appears in the Attachments 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.
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.
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 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

- Location Overview
- Add a Location
- Update a Location
- Delete a Location

Container Overview

Overview

The Warehouse Management module Container process provides the ability to add, update, delete, view, and print a Container record that is directly associated with a specific warehouse or facility location within a specific logistics program.
Containers are created using a specific container type and are created based on parameters designated within the selected container type. Containers can be permanent (durable) non-expendable or non-permanent expendable.
Additionally, some containers require serial number tracking, while others do not. In ELMS, each new container created within a facility is assigned a unique CONTAINER ID if one is not entered.

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

WAREHOUSE MGMT > Container > Container page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.

526	Select "Reset" to clear the STOCK NBR Search Criteria.
528	Select "Add" to create a new STOCK NBR record.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
434	Select "Print Labels" button to print Container Label(s).

Container Search Criteria

Container ID
Container Type
Serial Nbr
Location Id
Location Status
Container Desc
Stock Nbr
Location Desc
Freeze Location

Container Grid

All
Primary Attachment
Contents
Warehouse
Container Id

Container Desc
Container Type
Stock Nbr
End Item Qty
Serial Nbr
Mixed Stock Nbr
Mixed Cond
Mixed Lots
Zone
Location
Location Status
Freeze Location
Container Type Active

Optional

Logistics Program
Region
Site
Length
Width
Height
Wt Capacity (Lbs)
Cubes
Facility
Remarks
History Remarks
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Container Details

Container Id
Location
Max
Current
% Capacity
Qty
Weight
Cube

Content Details Grid

Stock Nbr
Item Desc
Cond Cd
Prj Cd
Owning DoDAAC
On Hand Qty

Optional

CAGE Cd
CIC
CIIC
Haz Mat Cd
LIN/TAMCN
LIN/TAMCN Desc
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Serial Nbr
UII

Move Containers

To Location *

Print Label Request

Printer Language
Label Size
Include RFID
Label Type
Qty

(*) Asterisk identifies a mandatory field.

Procedures

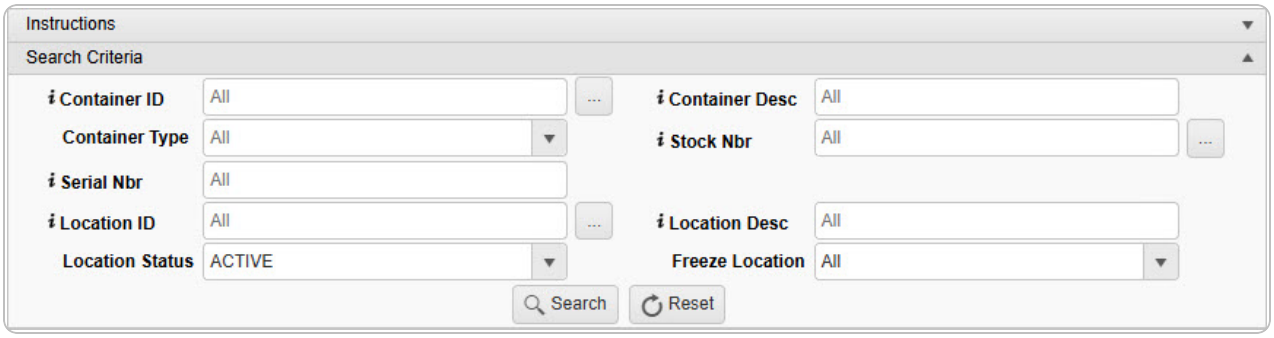
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Container

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

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



- Use i or ... to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

  Container Identifier Browse

- Use ▼ to select the Container Type.
- Enter the SERIAL NBR, using i to assist with the entry. *This is a 30 numeric character field.*
- Use i or ... to assist with the LOCATION ID entry. *This is a 20 alphanumeric character field.*

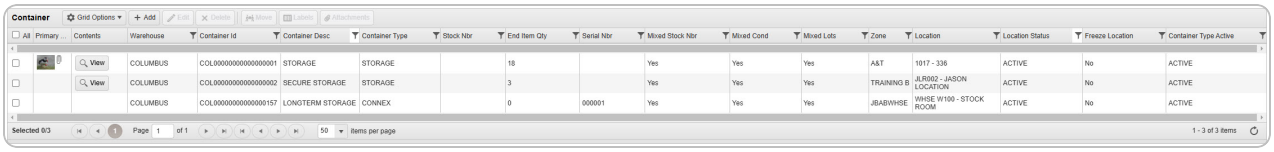
  Location Browse

- Use ▼ to select the Location Status.

- Enter the Container DESC, using to assist with the entry. *This is a 1,024 alpha-numeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Enter the Location DESC, using to assist with the entry. *This is a 1,024 alpha-numeric character field.*
- Use to select the Freeze Location.

2. Click Search. *The results appear in the Container grid.*



Add a Container Record

Select Add. *The **Add Container** pop-up window appears.*

Update a Container Record

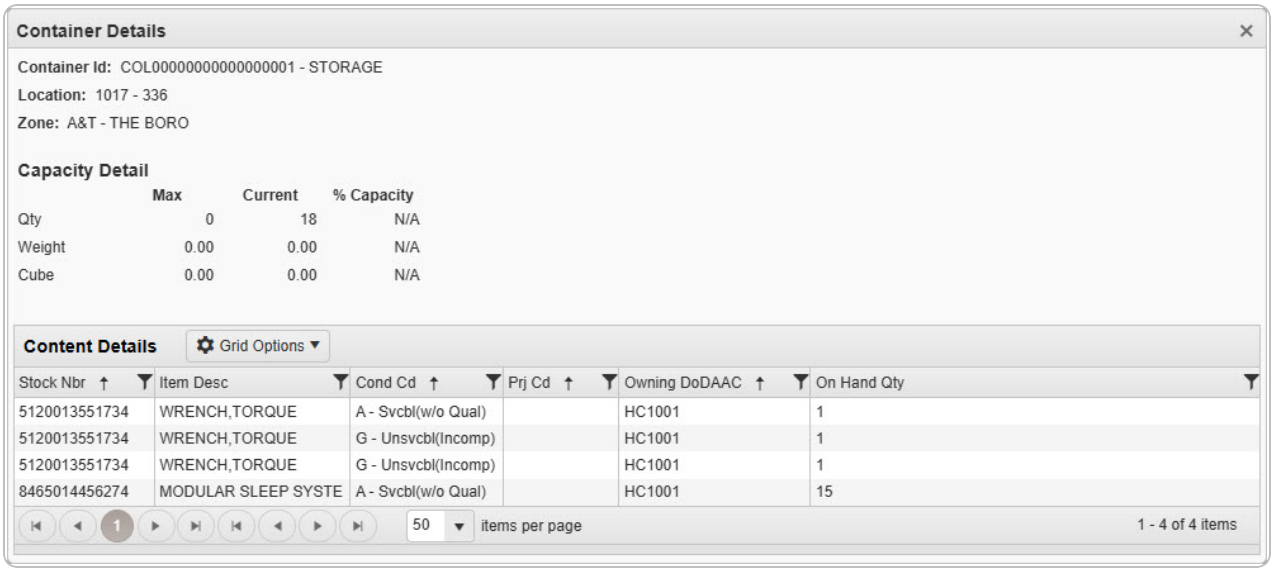
1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*
2. Select Edit. *The **Update Container** pop-up window appears.*

Delete a Container Record

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*
2. Select Delete. *The **Delete Container** pop-up window appears.*

View Container Details

1. Select View in the desired Container record row. *The **Container Details** pop-up window appears.*



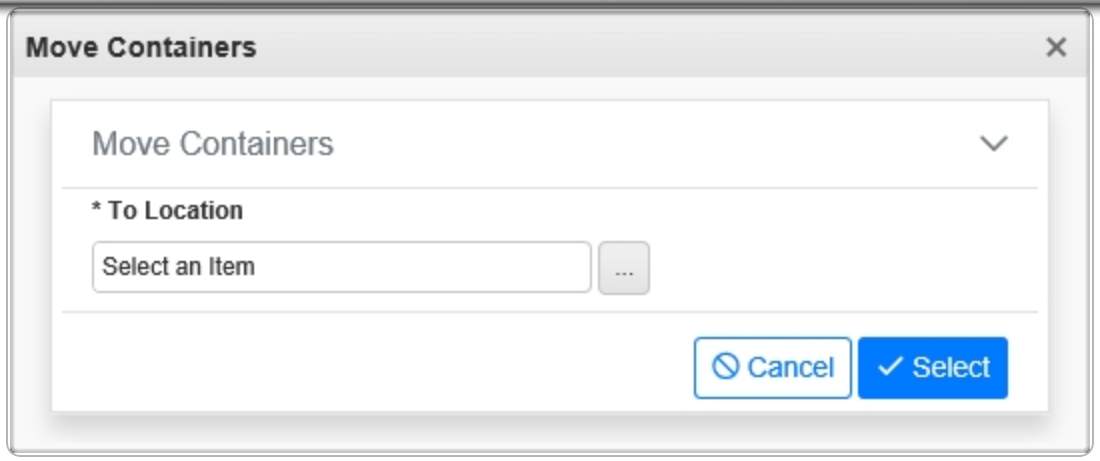
2. Click . *The **Container Details** pop-up window closes.*

Move a Container

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

1. Click to select the desired entry. *The Container is highlighted, and Edit, Delete, Move, Labels, and Attachments become available.*

2. Select Move. *The **Move Containers** pop-up window appears.*



3. Enter the To Location, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Location Browse

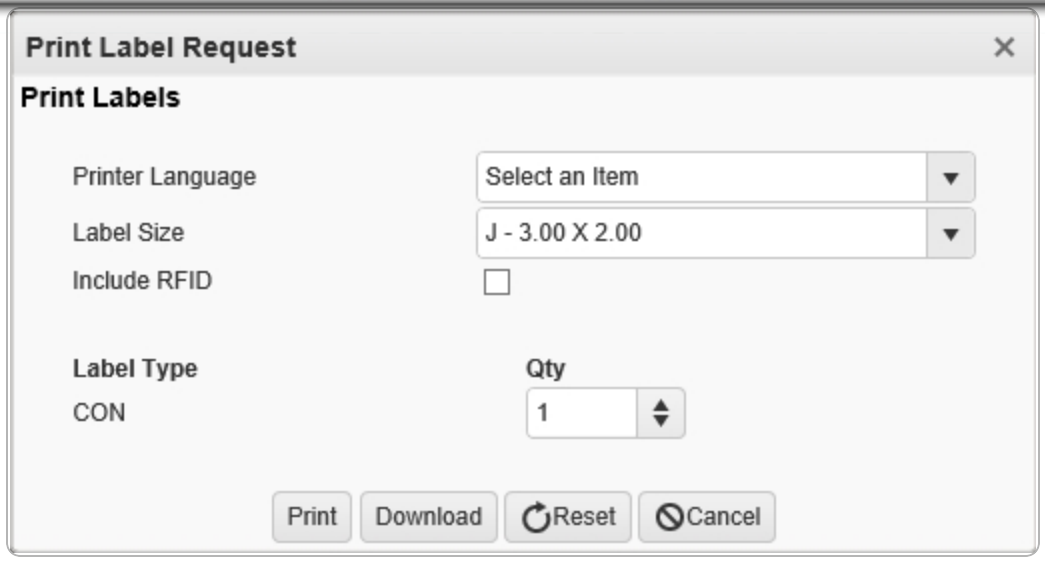
4. Select ✓ Select. *The Container appears in green, with a revised Location, at the top of the grid.*

Print a Container Label

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

1. Click ☐ to select the desired entry. *The Container is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*

2. Select Labels. *The* ***Print Label Request*** *pop-up window appears.*



3. Use ▼ to select the Printer Language.
4. Use ▼ to select the Label Size.
5. Click ☐ to select the Include RFID. *The labels are now able to be used in identifying the location.*
6. *The Label Type automatically populates and is not editable.*
7. Use ▲▼ to choose the QTY of labels to print.
8. Select Print. *The **Windows Print** pop-up window appears.*
9. Select Print. *The Label prints from the selected printer, and the **Windows Print** pop-up window closes.*

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.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Container
- Update a Container
- Delete a Container
- Attach a File to a Container Record

Add a Container

Overview

The Container Add process provides the ability to create new container records that are directly associated with a specific warehouse or facility location within a specific logistics program.

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

WAREHOUSE MGMT > Container > Search > Add > Add Container pop-up window

Page Fields

The following fields display on the **Add Container** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Add Container

Container Id
Container Type *
Container Desc *
Serial Nbr
Location *
Mixed Stock Nbr
Mixed Cond
Mixed Lots
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedures

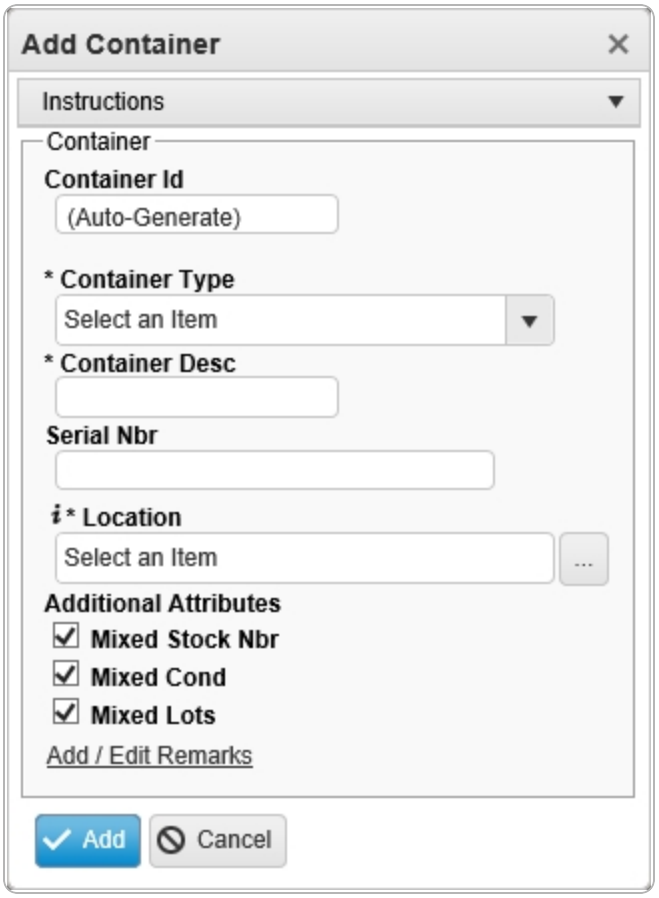
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Container

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

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



2. Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*

Attention

Leaving the CONTAINER ID field blank generates a system-generated CONTAINER ID upon completing the Add process. The CONTAINER ID can be revised later through the Update a Container process.

3. Use ▼ to select the Container Type.
4. Enter the Container DESC in the field provided. *This is a 1,024 alphanumeric character field.*
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

6. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

   Location Browse

7. Verify the Mixed STOCK NBR contains the appropriate ☑ or ☐. *This indicates that the inventory within the Container can have different Stock Numbers.*

8. Verify the Mixed COND contains the appropriate ☑ or ☐. *This indicates that the inventory within the Container can have different Condition Codes.*

9. Verify the Mixed Lots contains the appropriate ☑ or ☐. *This indicates that the inventory within the Container can have different Lot Numbers.*

10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

11. Select ✓ Add. *The new Container appears in green at the top of the 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.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Container Overview
- Update a Container
- Delete a Container
- Attach a File to a Container Record

Delete a Container

Overview

The Container Delete process allows removal of a Container record that is directly associated with a specific Warehouse within a specific Logistics Program. A Container record cannot be deleted if assets are stored in the container, nor can it be deleted if the Container record is a Parent Container for other Container records.

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

WAREHOUSE MGMT > Container > Search > ☐ (desired record) > Delete > Delete Container pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Container

History Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Container

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

1. Click ☐ to select the desired entry. *The Container is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*
2. Select Delete. *The* ***Delete Container*** *pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select Delete. *The Container is removed from the 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
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.
1021 — Container cannot be Deleted. Container is associated with one or more On Hand Inventory Master Records.	Invalid Deletion. Cannot attempt to delete a Container record in which there are associated Inventory Master Records with a QTY greater than 0. Review the Container again, and remove any remaining associated information so the Container can be deleted.
1041 — Container cannot be Deleted. Container is a Parent Container for other existing Containers.	Invalid Deletion. Cannot attempt to delete a Container record in which the Container record itself is a Parent Container on other Container records. Review the Container again, and remove any remaining associated information so the Container can be deleted.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Container Overview
- Add a Container
- Update a Container
- Attach a File to a Container Record

Update a Container

Overview

The Container Update process allows editing of a container record that is directly associated with a specific warehouse or facility location within a specific logistics program.

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

WAREHOUSE MGMT > Container > Search > ☐ (desired record) > Edit > Update Container pop-up window

Page Fields

The following fields display on the **Update Container** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Update Container

Container Id
Container Type *
Container Desc *
Serial Nbr
Location *
Mixed Stock Nbr
Mixed Cond
Mixed Lots
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedures

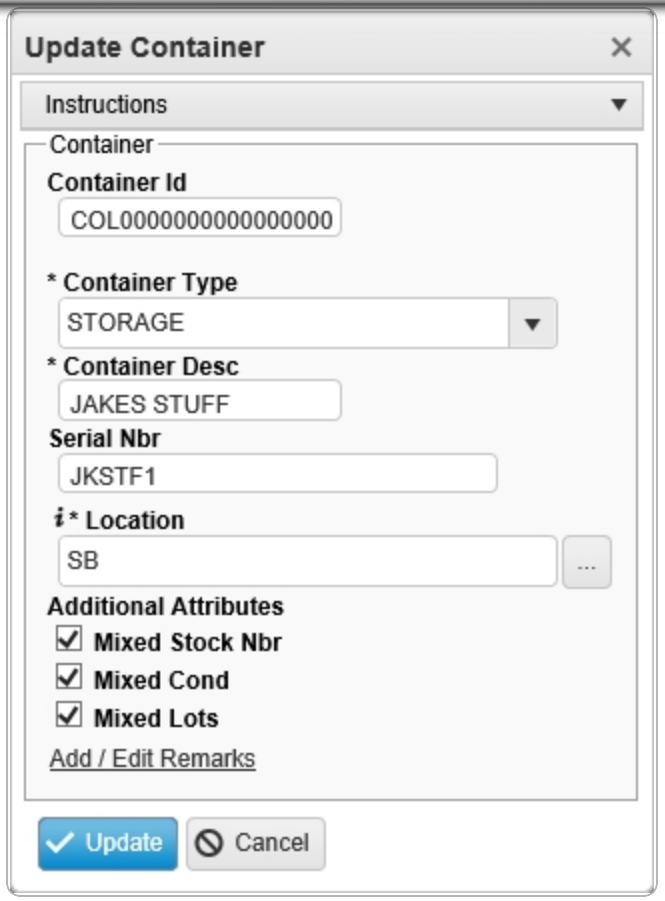
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Container

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

1. Click ☐ to select the desired entry. *The Container is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*
2. Select Edit. *The* ***Update Container*** *pop-up window appears.*



3. Update the CONTAINER ID, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*

Attention

Leaving the CONTAINER ID field blank generates a system-generated CONTAINER ID upon completing the Update process. The CONTAINER ID can be revised again through the Update process.

4. Update the Container Type, using ▼ to select the desired kind.
5. Update the Container DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
6. Update the SERIAL NBR, entering the revised description in the field provided. *This is a 30 alphanumeric character field.*

7. Update the Location, using ℹ or ... to assist with the revised place. *This is a 20 alpha-numeric character field.*

   Location Browse

8. Verify the Mixed STOCK NBR contains the appropriate ☑ or ☐. *This indicates that the inventory within the Container can have different Stock Numbers.*
9. Verify the Mixed COND contains the appropriate ☑ or ☐. *This indicates that the inventory within the Container can have different Condition Codes.*
10. Verify the Mixed Lots contains the appropriate ☑ or ☐. *This indicates that the inventory within the Container can have different Lot Numbers.*
11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
12. Select ✓ Update. *The revised Container is saved, and reflected in the 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.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and	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 fol-

space.	lowing permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
1016 — The Mixed Condition Code value cannot be changed to No as multiple Condition Codes (within the same Stock Number) exist within this Container.	Invalid Entry. The value cannot be changed from Yes to No if the Container Detail record is associated with (contains) multiple Condition Codes (within the same Stock Number). Enter the Mixed Condition Code value again.
1017 — The Mixed Lots value cannot be changed to No as multiple Lots (within the same Stock Number) exist within this Container.	Invalid Entry. The value cannot be changed from Yes to No if the Container Detail record is associated with (contains) multiple Lots (within the same Stock Number). Enter the Mixed Lots value again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Container Overview
- Add a Container
- Delete a Container
- Attach a File to a Container Record

Location Condition Code Default Overview

Overview

The Warehouse Management module Location Condition Code Default process provides the ability to set the default Location for a specific LIN/TAMCN, Stock Number, and Condition Code combination to be used during return processes.

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

WAREHOUSE MGMT > Location COND CD Default > Location COND CD Default page

Page Fields

The following fields display on the **Location Condition Code Default** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
440	A Facility must be selected before an Issue Location can be selected.

Search Criteria Grid

Facility
LIN/TAMCN
Location Type
Default Container
Default Location
Stock Nbr
Cond Cd

Search Results Grid

Edit
Delete
Facility
Location Type Cd
LIN/TAMCN
Stock Nbr
Item Desc
Cond Cd
Default Location
Default Container
Location Status
Freeze Location

Optional

Remarks
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

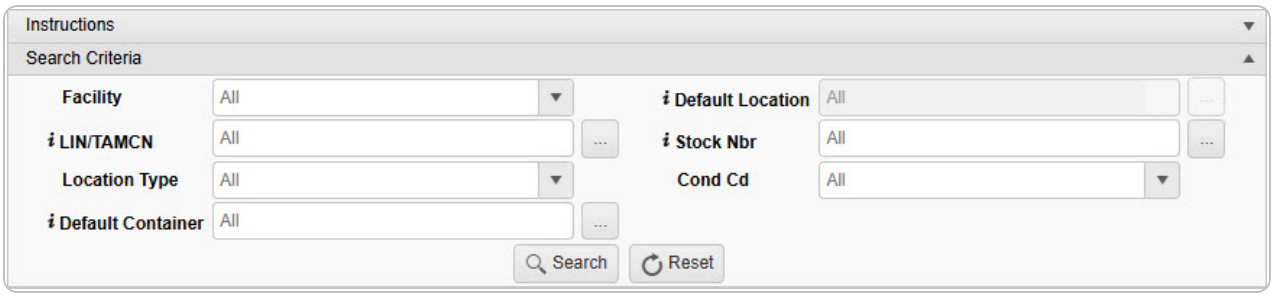
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Location Condition Code Default

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

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



- Use ▼ to select the Facility.

Attention

A Facility must be selected before an Issue Location can be chosen.

- Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

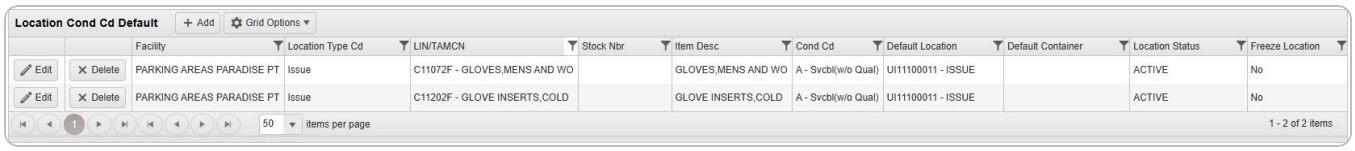
- Use ▼ to select the Location Type.
- Use ℹ or ... to assist with the Default Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse
- Use ℹ or ... to assist with the Default Location entry. *This is a 20 alphanumeric character field.*

  Location Browse
- Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Use ▼ to select the Cond Cd.

2. Select Search. *The results appear in the Location COND CD Default Search Results grid.*



Add a Location Condition Code Default

Select + Add. *The **Add a Location Cond Cd Default** pop-up window appears.*

Update a Location Condition Code Default

Select Edit. *The **Update a Location Cond Cd Default** pop-up window appears.*

Delete a Location Condition Code Default

Select × Delete. *The **Delete a Location Cond Cd Default** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

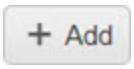
- Add a Location Condition Code Default
- Update a Location Condition Code Default
- Delete a Location Condition Code Default

Add a Location Condition Code Default

Overview

The Location Condition Code Default Add process provides the ability to create new Location defaults on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location COND CD Default > 

> Add Location COND CD Default pop-up window

Page Fields

The following fields display on the **Add Location COND CD Default** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
438	Enter only a LIN/TAMCN for the Location CONDITION CD Default for all associated STOCK NBRs or enter only a STOCK NBR for the Location CONDITION CD Default specific to that STOCK NBR

441	A Location Type must be selected before a Default Container can be selected

Add Location Cond Cd Default

LIN/TAMCN
Stock Nbr
Default Location
Location Type Cd *
Cond Cd *
Default Container
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

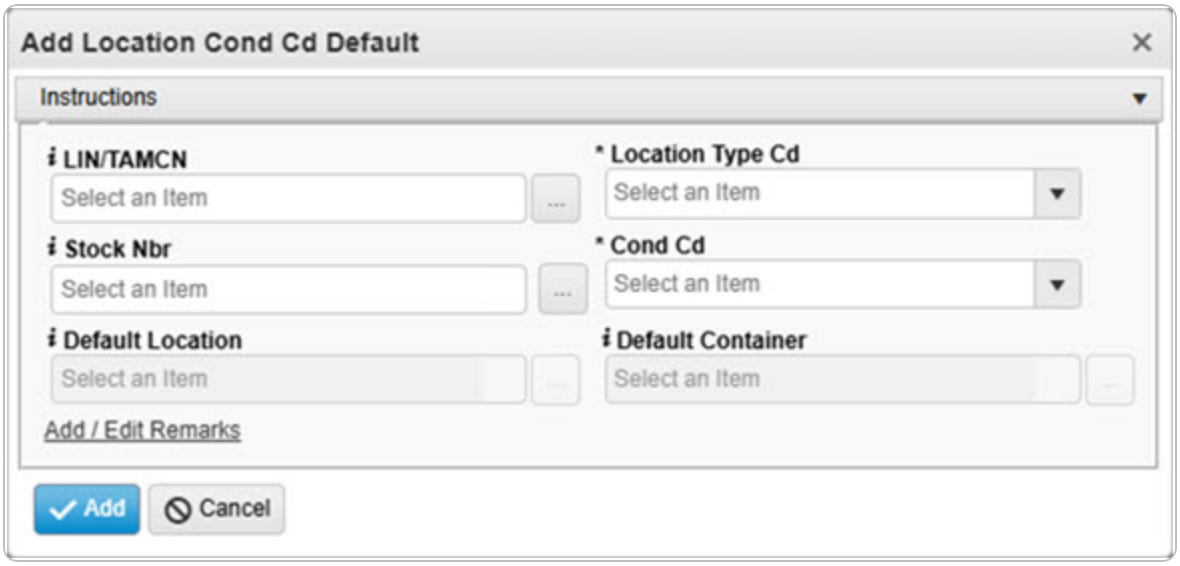
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Location Condition Code Default

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

1. Select + Add. *The **Add Location COND CD Default** pop-up window appears.*



2. Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

   Line Item Number / Table of Authorized Materiel Control Number Browse

3. Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse

4. Use i or ... to assist with the Default Location entry. *This is a 20 alphanumeric character field.*

   Location Browse

5. Use ▼ to select the Location Type Cd.

6. Use ▼ to select the Cond Cd.

7. Use i or ... to assist with the Default Container entry. *This is a 20 alphanumeric character field.*

   Container Identification Browse

Helpful Tip

- A Stock Number or LIN/TAMCN can be assigned a Location Condition Code Default.
- When Default Location is selected the Default Container becomes inactive for entry.
- Selection of Default Container automatically populates the location of the Container in the Default Location.
- Location Type Cd does not include the Individual Issue Type Code. This is a special Type with its own process to define Location settings.

8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select Add. *The new Location COND CD Default appears in green at the top of the 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,	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

period, and space, and max length of 256.	256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Location Type Cd*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Cond Cd*.	
13 — Mandatory Entry: *Default Location*.	
13 — Mandatory Entry: *Default Container*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — Cannot Update. Inventory Master Records exist for Stock Nbrs with this LIN/TAMCN or for this Stock Nbr in this Condition	Invalid Entry. Attempt to update either a Location LIN/TAMCN Condition Cd Default record or a Location Stock Number Condition Code Default record and there are Inventory Master Records that exist (where the quantity value is

Code in this Location.	greater than 0.

Related Topics

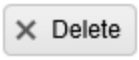
- Location Condition Code Default Overview
- Update a Location Condition Code Default
- Delete a Location Condition Code Default

Delete a Location Condition Code Default

Overview

The Location Condition Code Default Delete process allows the removal of a Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location COND CD Default > 

> Confirm Delete (Delete Location COND CD Default) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Location COND CD Default)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Location COND CD Default)

History Remarks

Procedures

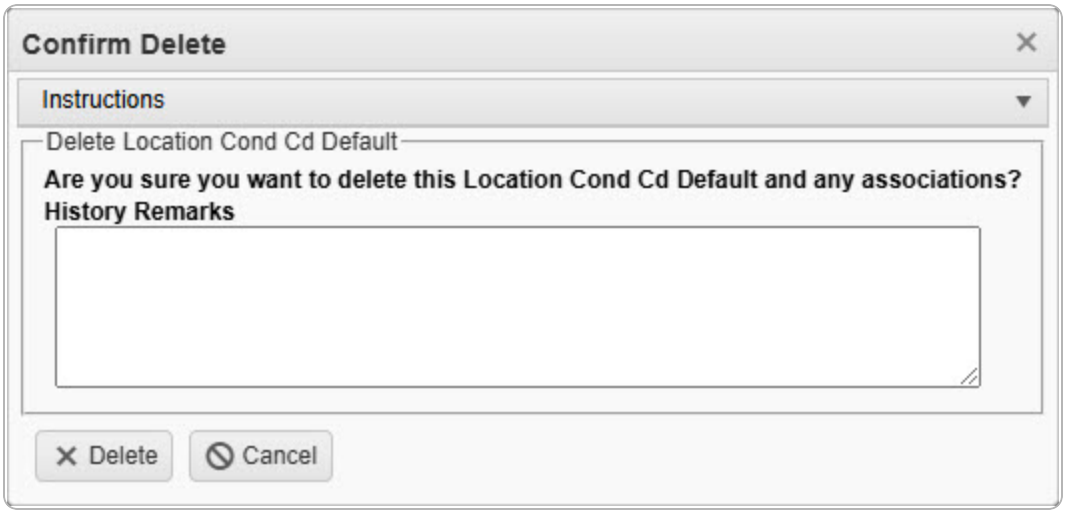
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Location

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Location Cond Cd Default)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Location Cond Cd Default is removed from the 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
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: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

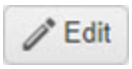
- Location Condition Code Default Overview
- Add a Location Condition Code Default
- Update a Location Condition Code Default

Update a Location Condition Code Default

Overview

The Location Condition Code Default Update process allows editing of Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location COND CD Default > 

> Update a Location COND CD Default pop-up window

Page Fields

The following fields display on the **Update a Location COND CD Default** 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.
439	The LIN/TAMCN or STOCK NBR fields cannot be updated

Update Location Cond Cd Default

LIN/TAMCN
Stock Nbr
Default Location
Location Type Cd *
Cond Cd *
Default Container
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

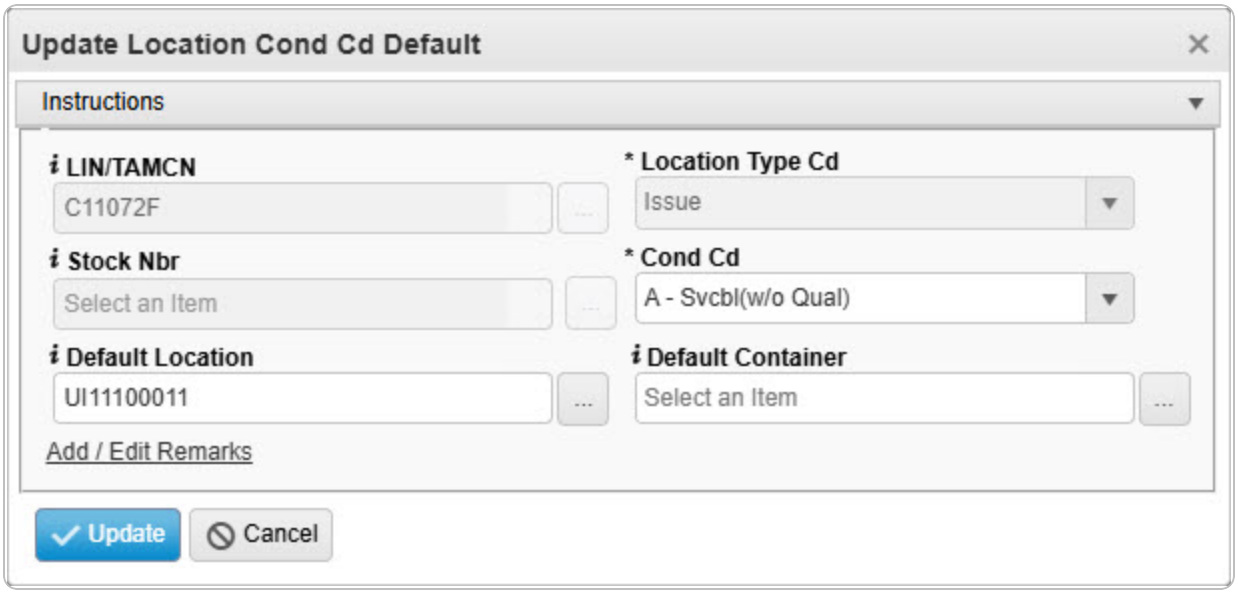
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Location Condition Code Default

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

1. Select Edit. *The **Update Location Cond Cd Default** pop-up window appears.*



2. *Verify the LIN/TAMCN.*
3. *Verify the Stock Nbr.*
4. Update the Default Location, using i or ... to assist with the revised place. *This is a 20 alphanumeric character field.*

   Location Browse
5. *Verify the Location Type Cd.*
6. Use ▼ to select the Cond Cd.
7. Update the Default Container, using i or ... to assist with the revised place. *This is a 20 alphanumeric character field.*

   Container Identification Browse
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

9. Select

. *The revised Location COND CD Default appears at the top of the 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, 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: *LIN/TAMCN*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Location Type CD*.	
13 — Mandatory Entry: *STOCK NBR*.	
13 — Mandatory Entry: *COND CD*.	

13 — Mandatory Entry: *Default Location*.	
13 — Mandatory Entry: *Default Container*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — Cannot Update. Inventory Master Records exist for STOCK NBRS with this LIN/TAMCN or for this STOCK NBR in this Condition Code in this Location.	Invalid Entry. Attempt to update either a Location LIN/TAMCN Condition Cd Default record or a Location Stock Number Condition Code Default record and there are Inventory Master Records that exist (where the quantity value is greater than 0.

Related Topics

- Location Condition Code Default Overview
- Add a Location Condition Code Default
- Delete a Location Condition Code Default

Stock Item Individual Issue Location Overview

Overview

The Warehouse Management module Stock Item Individual Issue Location process provides the ability to manage stocking levels and a replenishment method.

Helpful Tip

To issue a Stock Item to an individual, create an Individual Stock Item Individual Issue Location under Warehouse MGMT after adding the Stock Item to the catalog.

This is required as part of the setup for Individual Issues. Only locations configured using this process are available to stock items available in Individual Issue.

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

WAREHOUSE MGMT > Stock Item Individual Issue Location > Stock Item Individual Issue Location page

Page Fields

The following fields display on the **Stock Item Individual Issue Location** 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.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
440	A Facility must be selected before an Issue Location can be selected.

Search Criteria Grid

Facility

Issue Location

Stock Nbr

Cond Cd

Stock Item Individual Issue Location Grid

Edit
Delete
Facility
Stock Nbr
Item Desc
Cond Cd
Location Type Cd
Issue Location

Location Status
Freeze Location
UI
Min Stock Qty
Replenishment Qty
Min Shelf Life

Optional

Remarks
Program Id
Established By Dt Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

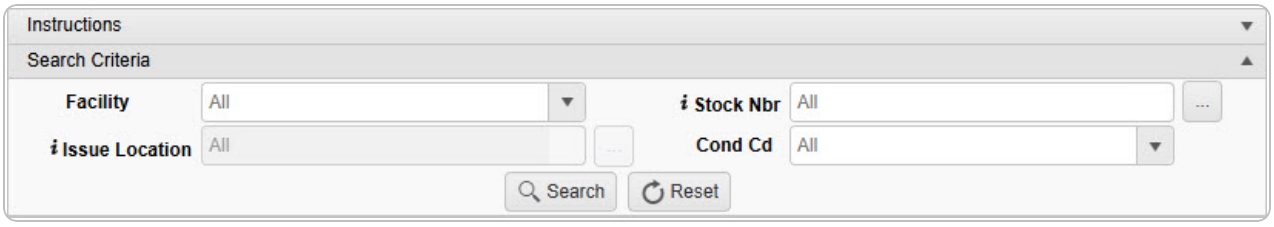
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Stock Item Individual Issue Location

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

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



- Use ▼ to select the Facility.

Attention

A Facility must be selected before an Issue Location can be chosen.

- Use ℹ or ... to assist with the Issue Location entry. *This is a 20 alphanumeric character field.*

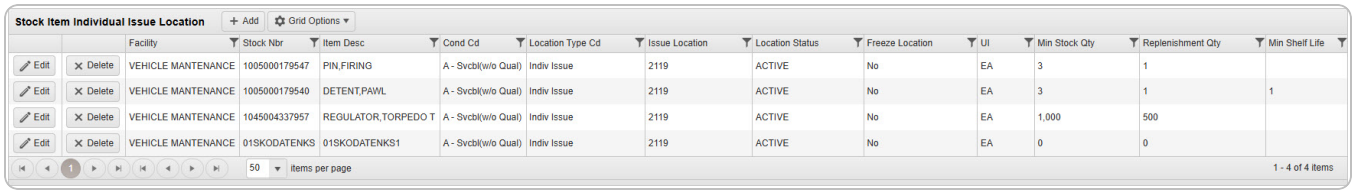
  Location Browse

- Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Use ▼ to select the Cond Cd.

2. Select Search. *The results appear in the Stock Item Individual Issue Location Search Results grid.*



Add a Stock Item Individual Issue Location

Select + Add. *The **Add a Stock Item Individual Issue Location** pop-up window appears.*

Update a Stock Item Individual Issue Location

Select Edit. *The **Update a Stock Item Individual Issue Location** pop-up window appears.*

Delete a Stock Item Individual Issue Location

Select

. *The **Delete a Stock Item Individual Issue Location** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Item Individual Issue Location
- Update a Stock Item Individual Issue Location
- Delete a Stock Item Individual Issue Location

Add a Stock Item Individual Issue Location

Overview

The Stock Item Issue Location Add process provides the ability to create:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

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

WAREHOUSE MGMT > Stock Item Individual Issue Location > + Add > Add Stock Item Individual Issue Location pop-up window

Page Fields

The following fields display on the **Add Stock Item Individual Issue Location** 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.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Stock Item Individual Issue Location

Stock Nbr *
Issue Location *
Replenishment Qty *
Min Stock Qty *
Min Shelf Life
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

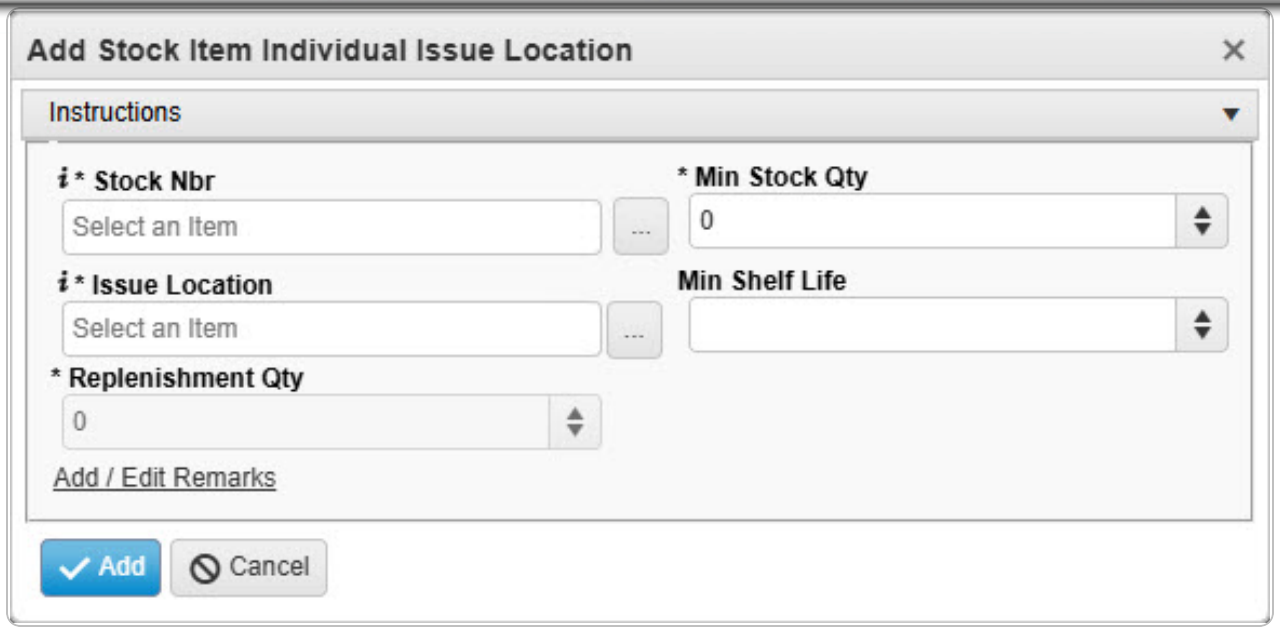
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Item Individual Issue Location

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

1. Select + Add. *The* ***Add Stock Item Individual Issue Location*** *pop-up window appears.*



2. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse

3. Use ℹ or ... to assist with the Issue Location entry. *This is a 20 alphanumeric character field.*

   Location Browse

Helpful Tip

The Issue Location ... is filtered to only return Individual Issue type Locations.

Location Browse

4. Use ▲▼ to choose the Replenishment QTY.
5. Use ▲▼ to choose the MIN STOCK QTY.
6. Use ▲▼ to choose the MIN SHELF LIFE.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

8. Select

. *The new Stock Item Individual Issue Location appears in green at the top of the 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, 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.
1098 — Cannot Delete. Stock Items exist in this Individual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.
185 — Record already	Invalid Entry. The field entered is already in the

exists.	system. Check the information again, and re—enter the record.

Related Topics

- Stock Item Individual Issue Location
- Update a Stock Item Individual Issue Location
- Delete a Stock Item Individual Issue Location

Delete a Stock Item Individual Issue Location

Overview

The Stock Item Individual Issue Location Delete process allows removal of a selected Stock Item Individual Issue Location record.

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location > Delete > Confirm Delete (Delete Stock Item Individual Issue Location) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Stock Item Individual Issue Location)** pop-up window. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Stock Item Individual Issue Location)

History Remarks

Procedures

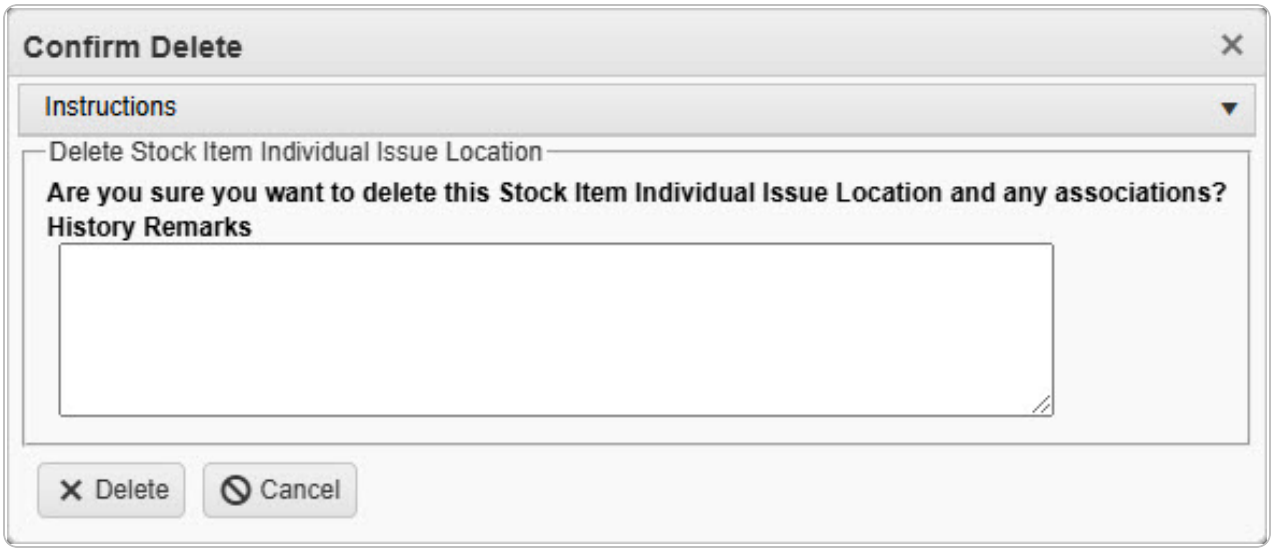
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Stock Item Individual Issue Location

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

1. Select Delete. *The* ***Confirm Delete (Delete Stock Item Individual Issue Location)*** *pop-up window appears.*



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

2. Select Delete. *The Stock Item Individual Issue Location is removed from the 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
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: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.
1098 — Cannot Delete. Stock Items exist in this Individual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.

Related Topics

- Stock Item Individual Issue Location
- Add a Stock Item Individual Issue Location
- Update a Stock Item Individual Issue Location

Update a Stock Item Individual Issue Location

Overview

The Stock Item Issue Location Update process allows editing of:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location > Edit > Update Stock Item Individual Issue Location pop-up window

Page Fields

The following fields display on the **Update Stock Item Individual Issue Location** 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.

Update Stock Item Individual Issue Location

Stock Nbr *
Issue Location *
Replenishment Qty *
Min Stock Qty *
Min Shelf Life
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

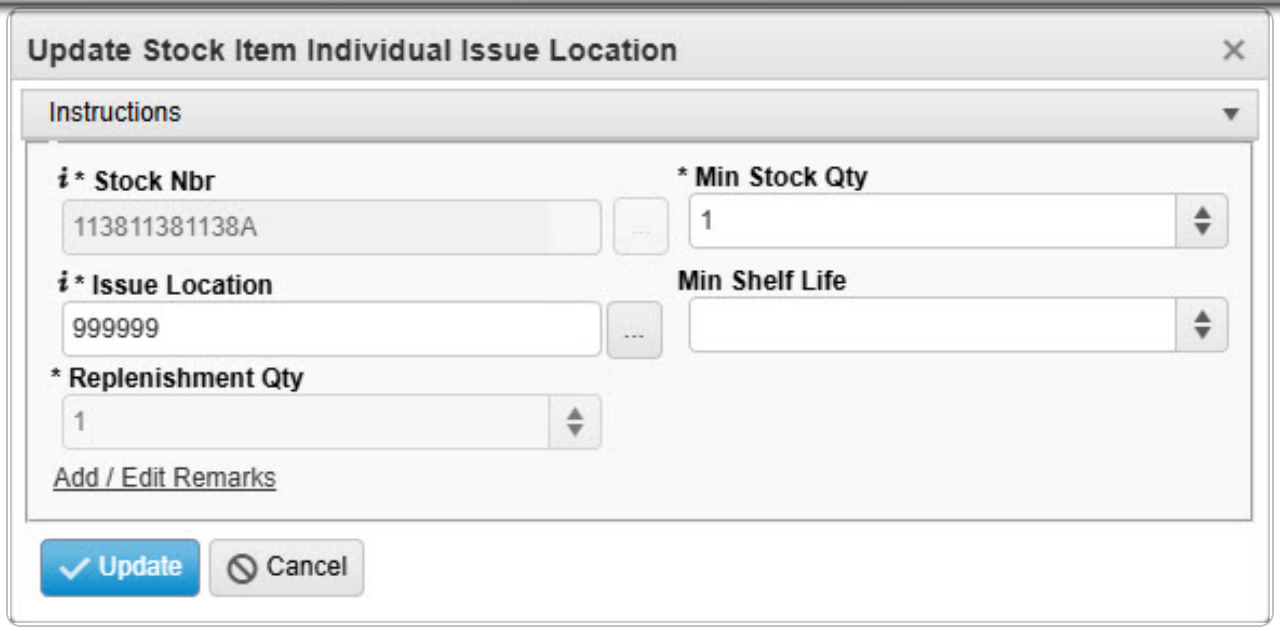
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Stock Item Individual Issue Location

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

1. Select Edit. *The* ***Update Stock Item Individual Issue Location*** *pop-up window appears.*



2. *Verify the STOCK NBR.*

3. Update the Issue Location, using or to assist with the revised place. *This is a 20 alphanumeric character field.*

Location Browse

Helpful Tip

The Issue Location is filtered to only return Individual Issue type Locations.

4. Update the Replenishment QTY, using to choose the revised amount.

5. Update the MIN STOCK QTY, using to choose the revised amount.

6. Update the MIN SHELF LIFE, using to choose the revised amount.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select Update. *The revised Stock Item Individual Issue Location appears at the top of the 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, 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.
1098 — Cannot Delete. Stock Items exist in this Individual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Stock Item Individual Issue Location
- Add a Stock Item Individual Issue Location
- Delete a Stock Item Individual Issue Location

Cost Center Overview

Overview

The Warehouse Management module Cost Center process provides the ability to create, update, or delete Cost Center records. A Cost Center is used to associate work load within a warehouse to an organization. When the Cost Center is created, personnel are assigned as a means of grouping workers to perform specific duties. In addition, a Cost Center can have an Effective Start Date and/or End Date.

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

WAREHOUSE MGMT > Cost Center> Cost Center page

Page Fields

The following fields display on the **Cost Center** 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.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Cost Center
Freeze Status
Cost Center Desc
Work Type

Cost Center Grid

Edit
Delete
Cost Center
Cost Center Desc
Freeze Status
Work Type

Optional

End Dt
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Logistics Program
Program Id
Region
Remarks
Site

Start Dt
Warehouse Name

Procedures

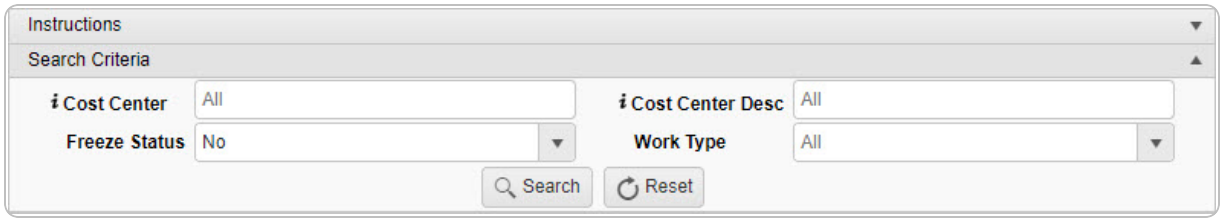
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Cost Center

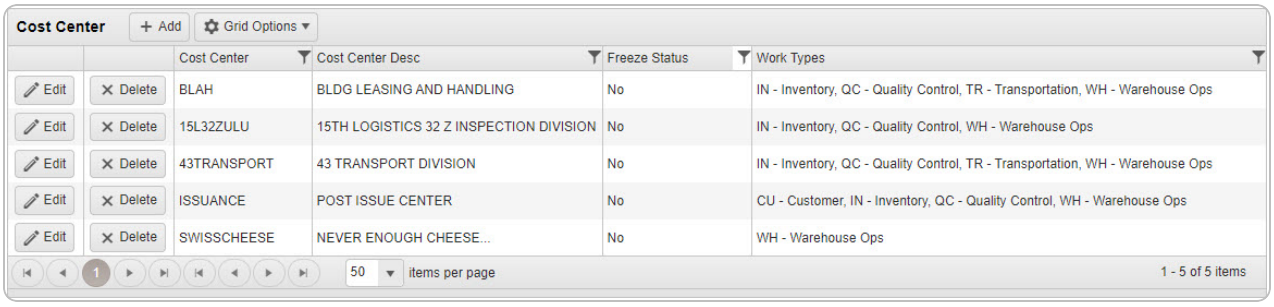
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the Cost Center, using to assist with the entry. *This is a 25 alpha-numeric character field.*
- Use to select the Freeze Status.
- Enter the Cost Center DESC, using to assist with the entry. *This is a 1,024 alphanumeric character field.*
- Use to select the Work Type.

2. Click Search. *The results appear in the Cost Center grid.*



Add a Cost Center Record

Select + Add. *The **Add Cost Center** pop-up window appears.*

Update a Cost Center Record

Select Edit next to the desired record. *The **Update Cost Center** pop-up window appears.*

Delete a Cost Center Record

Select Delete next to the desired record. *The **Confirm Delete** pop-up 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
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.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

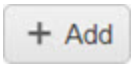
- Add a Cost Center
- Update a Cost Center
- Delete a Cost Center

Add a Cost Center

Overview

The Cost Center Add process provides the ability to create a Cost Center record. A Cost Center associates the work load within a warehouse to an organization. When the Cost Center is created, personnel are assigned as a means of grouping workers to perform specific duties. In addition, a Cost Center can have an Effective Start Date and/or End Date.

Navigation

WAREHOUSE MGMT > Cost Center > 

> Add Cost Center pop-up window

Page Fields

The following fields display on the **Add Cost Center** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Add Cost Center Grid

Cost Center *
Freeze Status

Start Dt *
Cost Center Desc *
Work Types *
End Dt
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

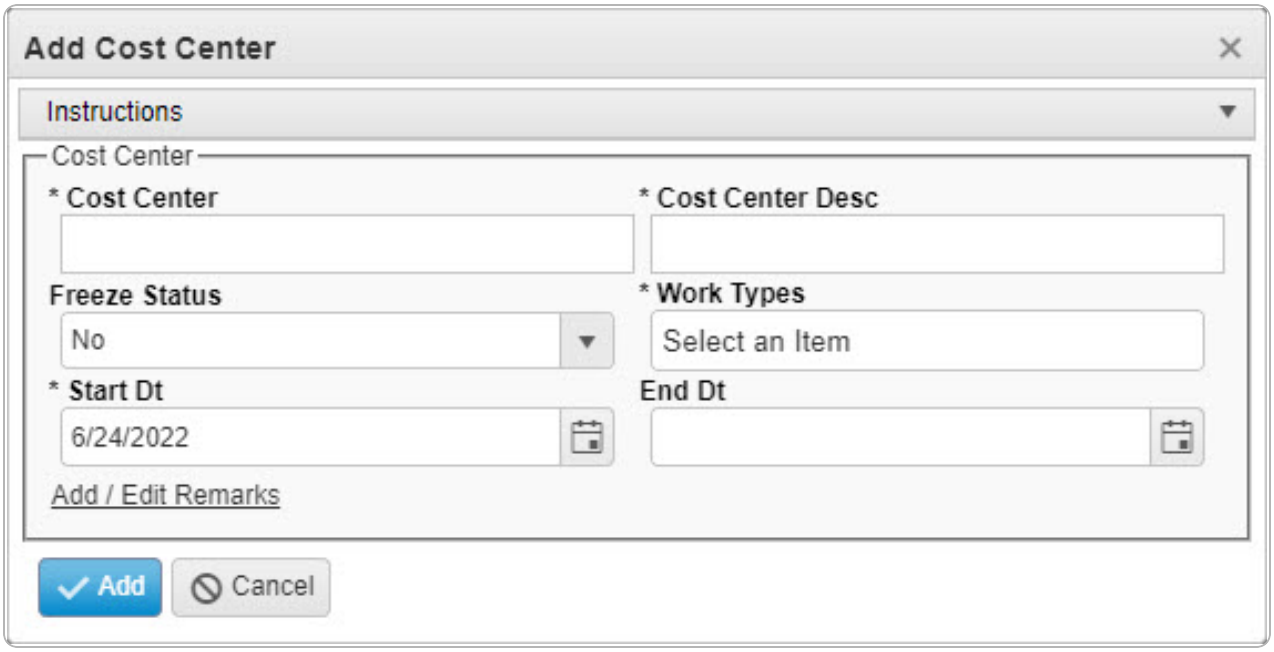
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Cost Center

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

1. Select + Add to create a Cost Center. *The **Add Cost Center** pop-up window appears.*



2. Enter the Cost Center in the field provided. *This is a 25 numeric character field.*

3. Use ▼ to select the Freeze Status.

4. Use 📅 to select the Start DT, or enter the date (MM/DD/YYYY) in the field provided.

5. Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*

6. Select the Work Types field to choose the kind of work from the list.

7. Use 📅 to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.

8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

9. Select ✓ Add. *The **Add Cost Center** pop-up window closes, and the new Cost Center appears at the top of the Search Results grid highlighted in green.*

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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Cost Center DESC*.	
xxxx — Cost Center DESC field contains invalid special characters.	Invalid Characters entered in the Cost Center DESC field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special char-

	acters like ! or @ are not permitted.
1027 — The Member's Expiration of Active Service (EAS) must be > = Today to proceed.	Invalid Date Entry. The End Date must be after today's date. Re-enter the date.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1199 — START DT must be < END DT.	Invalid Date Entry. The End Date must be after the Start Date. Re-enter the date.
xxxx — Date must be > = Today.	Invalid Date Entry. The End Date must be after today's date. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

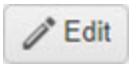
- Cost Center Overview
- Update a Cost Center
- Delete a Cost Center

Update a Cost Center

Overview

The Cost Center Update process allows editing to a Cost Center record. A Cost Center is used to associate work loads within a warehouse to an organization.

Navigation

WAREHOUSE MGMT > Cost Center > 

> Update Cost Center pop-up window

Page Fields

The following fields display on the **Update Cost Center** 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.

Update Cost Center Grid

Cost Center *
Freeze Status
Start Dt *
Cost Center Desc *

Work Types *
End Dt
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

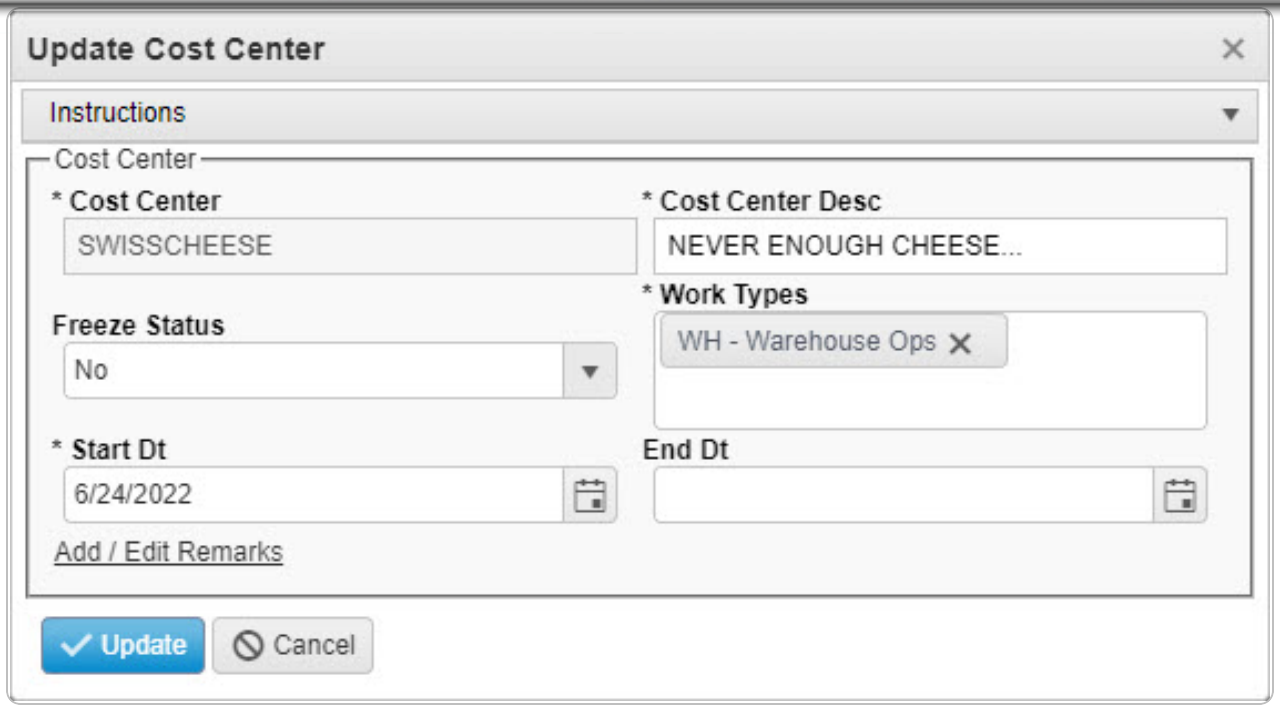
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Cost Center

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

1. Select Edit next to the desired record. *The* ***Update Cost Center*** *pop-up window appears.*



2. *Verify the Cost Center.*

3. Update the Freeze Status, using ▼ to select the desired state.

4. Update the Start DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

5. Update the Cost Center DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

6. Update the Work Types field by either:

A. Add a kind of work by selecting the field and choosing additional work types.

OR

B. Delete by selecting ✕ on the work types entry.

7. Update the End DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

9. Select

. *The revised Cost Center appears at the top of the 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
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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Work Types*.	
13 — Mandatory Entry: *Cost Center DESC*.	
xxxx — Cost Center DESC field contains invalid special characters.	Invalid Characters entered in the Cost Center DESC field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.

350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
1199 — START DT must be <END DT.	Invalid Date Entry. The End Date must be after the Start Date. Re-enter the date.
xxxx — Date must be >= Today.	Invalid Date Entry. The End Date must be after today's date. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

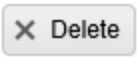
- Cost Center Overview
- Add a Cost Center
- Delete a Cost Center

Delete a Cost Center

Overview

The Cost Center Delete process allows removal of a Cost Center record that is directly associated with a specific Warehouse / Facility within a specific Logistics Program. A Cost Center cannot be deleted if it is associated with a task or project. Also, a Cost Center record cannot be deleted if personnel are assigned to the record.

Navigation

WAREHOUSE MGMT > Cost Center > 

> Confirm Delete (Delete Cost Center) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Cost Center)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Cost Center) Grid

History Remarks

Procedures

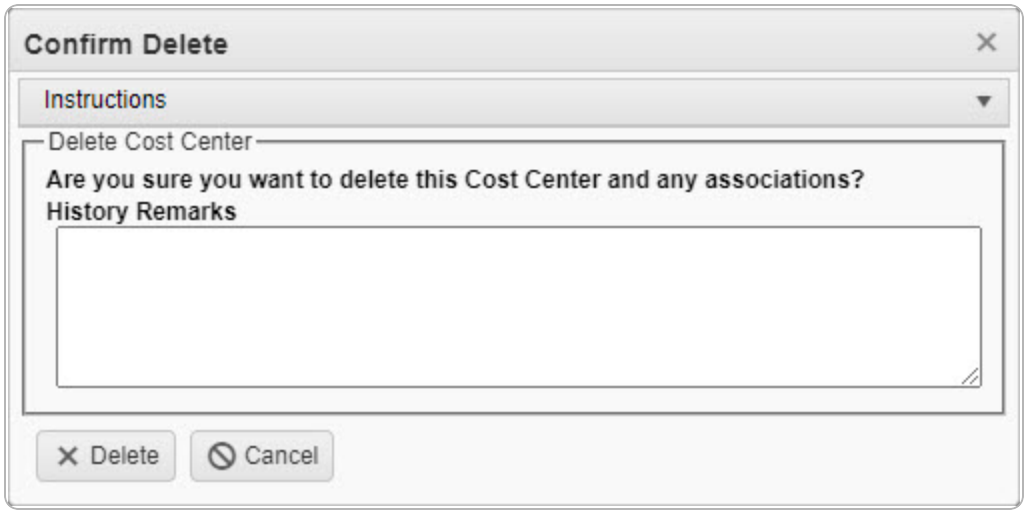
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Cost Center

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

1. Select Delete next the desired record. *The* ***Confirm Delete (Delete Cost Center)*** *pop-up window appears.*



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

2. Select Delete. *The pop-up window closes and the Cost Center is removed.*

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.
xxxx — Unable to delete since Cost Center associated to active group, task or projects.	Validate that the Cost Center is not actively assigned to any associated task or project. Also, validate that no assigned personnel are associated to a Cost Center function.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Cost Center Overview
- Add a Cost Center
- Update a Cost Center

Personnel Overview

Overview

The Warehouse Management module Personnel process provides the ability to create, update and delete warehouse personnel information, including Name, Job Title, Phone Number, and E-MAIL Address. Once added, personnel are associated to a Cost Center, which allows the assignment of specific tasks to individual workforce members.

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

WAREHOUSE MGMT > Personnel > Personnel page

Page Fields

The following fields display on the **Personnel** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Cost Center
First Name
Last Name
Middle Name

Personnel Grid

Edit
Delete
Cost Center
Last Name
First Name
Middle Name
Member Category Cd
Job Title

Optional

DSN Nbr
Email Address
Established By Dt/Tm
Established By
History Remarks
Last Tran Dt/Tm
Last Updtd By
Mobile Phone Nbr
Pgm Id
Phone Nbr

Remarks
User Id

Procedures

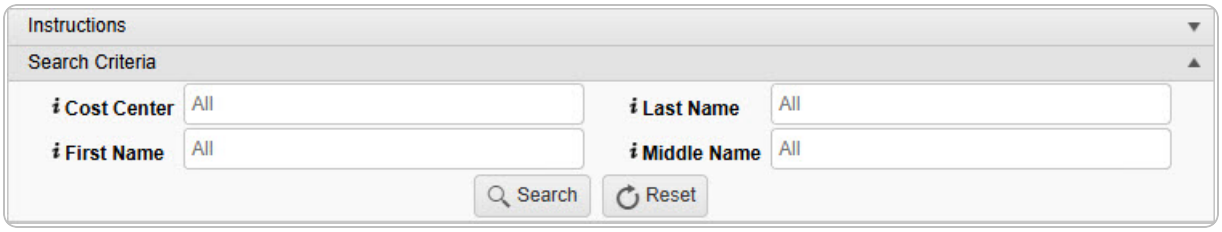
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for Personnel Record

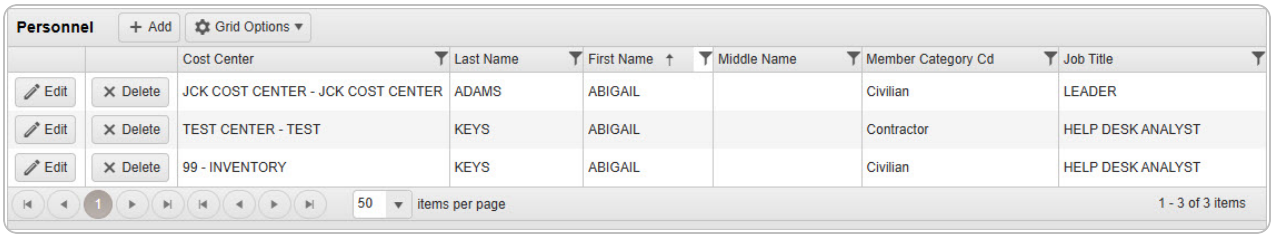
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the Cost Center, using i to assist with the entry. *This is a 25 alpha-numeric character field.*
- Enter the First Name, using i to assist with the entry. *This is a 50 alphanumeric character field.*
- Enter the Last Name, using i to assist with the entry. *This is a 50 alphanumeric character field.*
- Enter the Middle Name, using i to assist with the entry. *This is a 50 alpha-numeric character field.*

2. Click Search. *The results appear in the Personnel grid.*



Add a Personnel Record

Select + Add. *The **Add Personnel** pop-up window appears.*

Update a Personnel Record

Select Edit next to the desired record. *The **Update Personnel** pop-up window appears.*

Delete a Personnel Record

Select Delete next to the desired record. *The **Confirm Delete** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Personnel Record
- Update a Personnel Record
- Delete a Personnel Record

Add a Personnel Record

Overview

The Personnel Add process provides the ability to create new warehouse personnel information, including Name, Job Title, Phone Number, and E-MAIL Address.

Navigation

WAREHOUSE MGMT > Personnel > + Add > Add Personnel pop-up window

Page Fields

The following fields display on the **Add Personnel** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Personnel Tab

ELMS User
Cost Center *
First Name *
Member Category Cd *

DSN Nbr
Mobile Phone Nbr
Last Name *
Middle Name
Job Title *
Email Address
Phone Nbr
Add / Edit Remarks

Remarks
History Remarks

100% QC Required Tab

Stock Nbr
LIN/TAMCN
Stock Nbr List

100% QC Required Grid

All
Stock Nbr
LIN/TAMCN
Desc

(*) Asterisk identifies mandatory fields.

Procedures

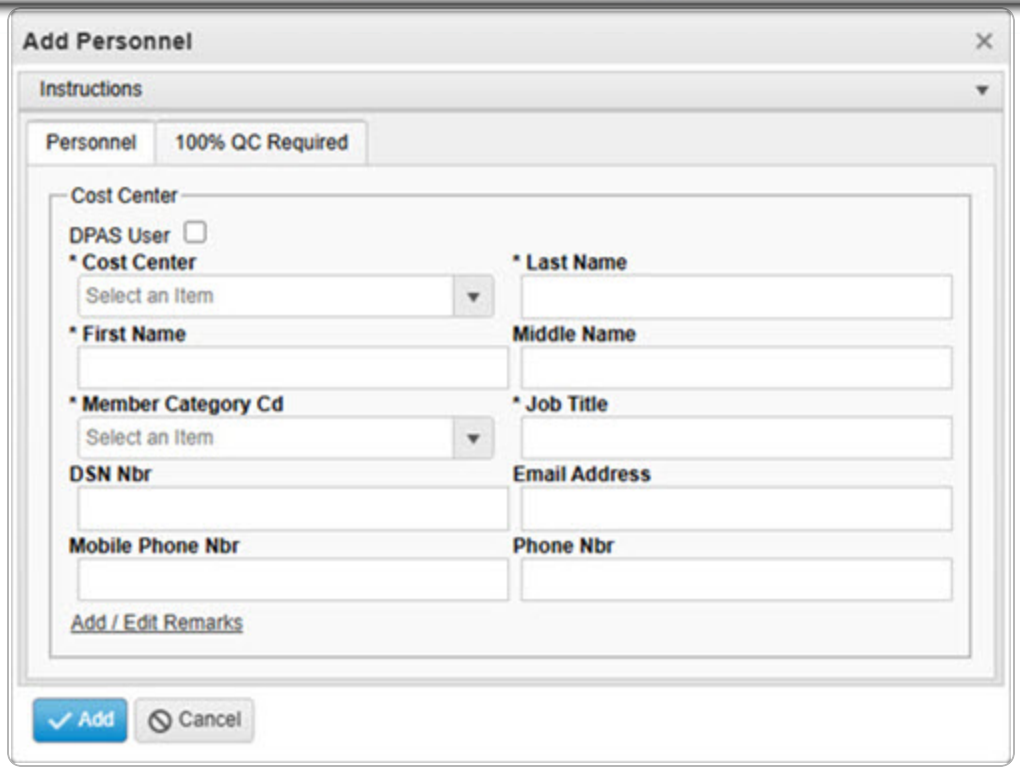
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Personnel Record

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

1. Select + Add to create a Personnel record. *The* ***Add Personnel*** *pop-up window appears.*



Click ☐ to select the ELMS USER. *The User Browse window appears, with the* Browse for a DPAS User... *appearing next to the checkbox.*

User Browse

A. *Skip steps **C, G, and H**, as those fields are automatically entered.*

B. Use ▼ to select the Cost Center.

C. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

D. Use ▼ to select the Member Category Cd.

E. Enter the DSN NBR in the field provided. *This is a 20 numeric character field.*

F. Enter the Mobile PHONE NBR in the field provided. *This is a 19 numeric character field.*

G. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

H. Enter the Middle Name in the field provided. *This is a 50 alphanumeric character field.*

I. Enter the Job Title in the field provided. *This is a 50 alphanumeric character field.*

J. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*

K. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

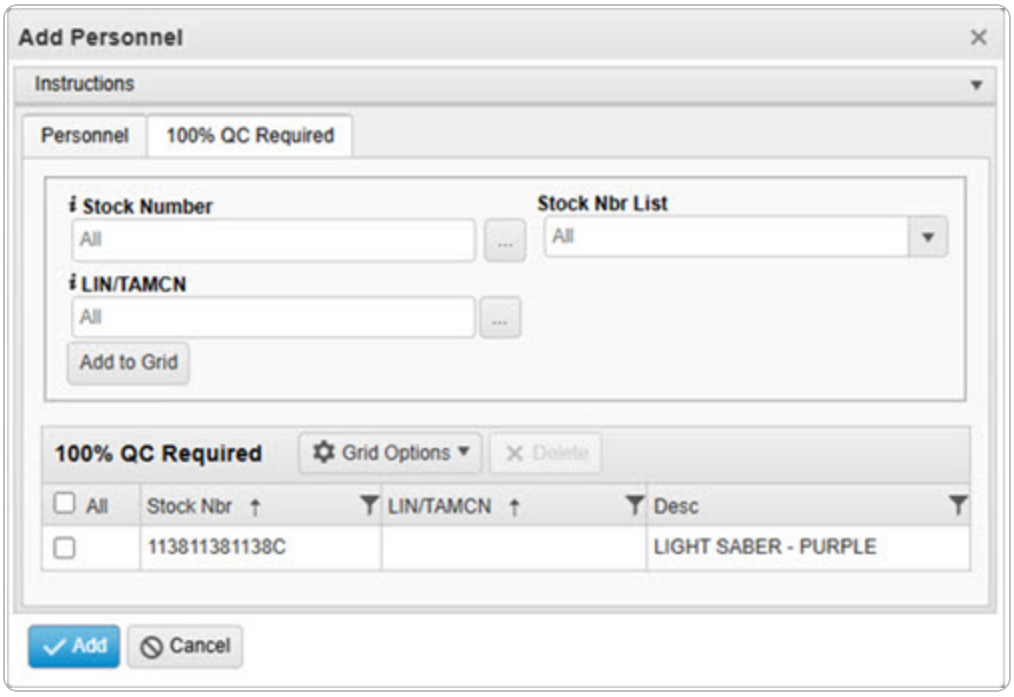
a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

2. Select Add. *The new Personnel record appears in green at the top of the grid.*

OR

Select the 100% QC Required Tab to continue adding information.



A. Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

B. Use ℹ or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

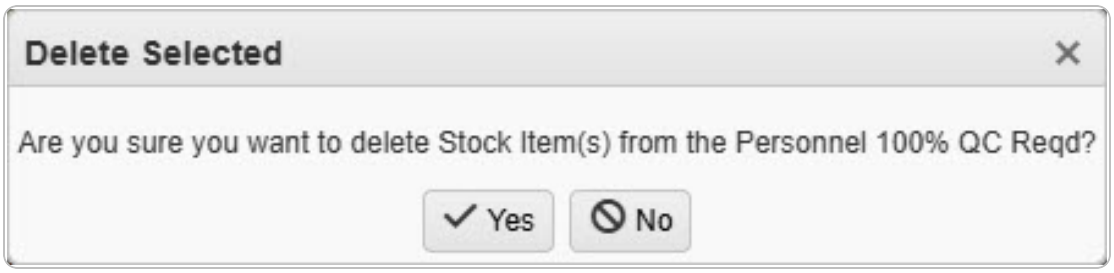
C. Use ▼ to select the Stock Nbr List.

D. Select Add to Grid. *The new information is copied into the 100% QC Required Grid.*

Remove a QC entry

a. Select ☐ next to the desired record. *The row is highlighted, and* ✕ Delete *becomes available.*

b. Select ✕ Delete. *The* ***Delete Selected*** *pop-up window appears.*



c. Choose one of the following options:

- Select ⊘ No to cancel the deletion.
- Select ✓ Yes to confirm the deletion. *The record is removed from the grid.*

3. Select ✓ Add. *The new Personnel record appears in green at the top of the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Last Name*.	
13 — Mandatory Entry: *First Name*.	
13 — Mandatory Entry: *Member Category Cd*.	
13 — Mandatory Entry: *Job Title*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

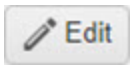
- Personnel Overview
- Update a Personnel Record
- Delete a Personnel Record

Update a Personnel Record

Overview

The Personnel Update process allows editing of warehouse personnel information, including Name, Job Title, Phone Number, and E-MAIL Address.

Navigation

WAREHOUSE MGMT > Personnel > 

> Update Personnel pop-up window

Page Fields

The following fields display on the **Update Personnel** 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.

Personnel Tab

ELMS User
Cost Center *
First Name *
Member Category Cd *

DSN Nbr
Mobile Phone Nbr
Last Name *
Middle Name
Job Title *
Email Address
Phone Nbr
Add / Edit Remarks

Remarks
History Remarks

100% QC Required Tab

Stock Nbr
LIN/TAMCN
Stock Nbr List

100% QC Required Grid

All
Stock Nbr
LIN/TAMCN
Desc

(*) Asterisk identifies mandatory fields.

Procedures

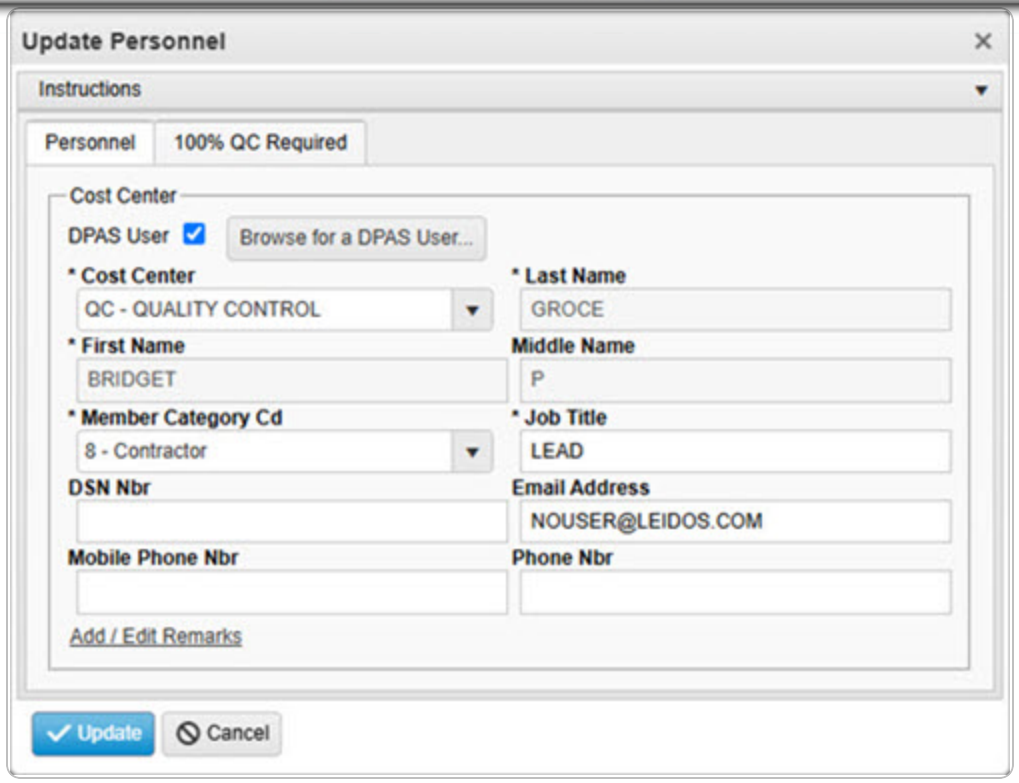
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Personnel Record

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

1. Select Edit to create a Personnel record. *The* ***Update Personnel*** *pop-up window appears.*



Verify the ELMS USER contains the appropriate ☐ or ☑. *The User Browse window appears, with the* Browse for a DPAS User... *appearing next to the checkbox.*

User Browse

A.

*Skip steps **C, G, and H**, as those fields are automatically entered.*

B. Update the Cost Center, using ▼ to select the desired type.

C. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

D. Update the Member Category Cd, using ▼ to select the desired code.

E. Update the DSN NBR, entering the revised contact information in the field provided. *This is a 20 numeric character field.*

F. Update the Mobile PHONE NBR, entering the revised contact information in the field provided. *This is a 19 numeric character field.*

G. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

H. Update the Middle Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

I. Update the Job Title, entering the revised title in the field provided. *This is a 50 alpha-numeric character field.*

J. Update the E-MAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

K. Update the PHONE NBR, entering the revised contact information in the field provided. *This is a 19 numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

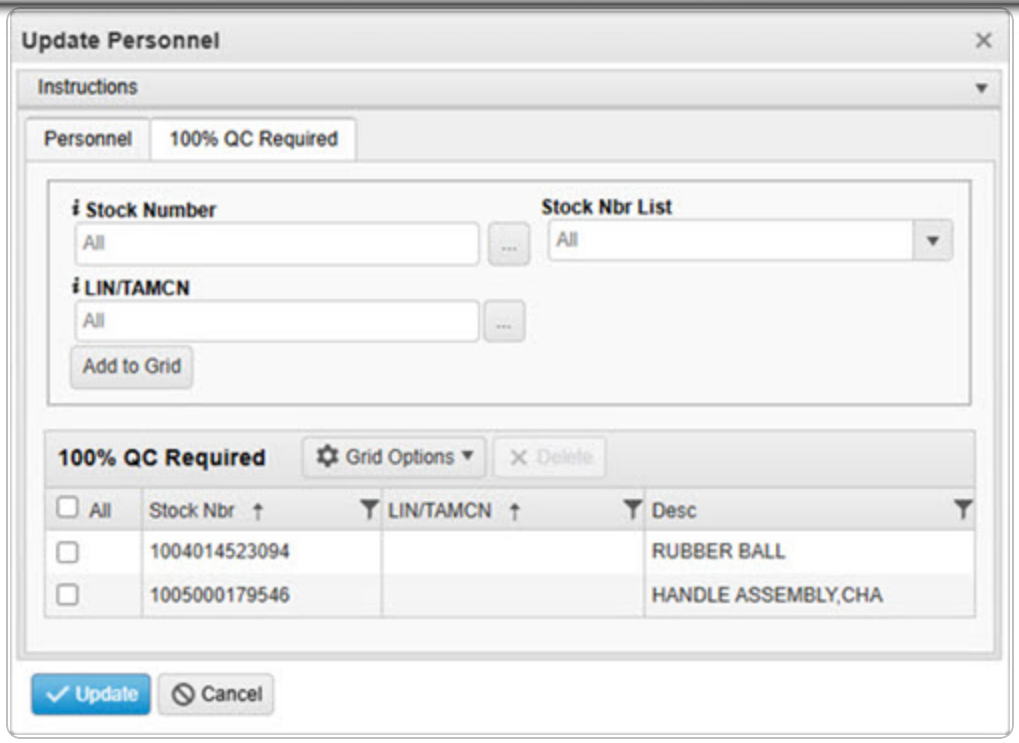
b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select

. *The revised Personnel record appears at the top of the grid.*

OR

Select the 100% QC Required Tab to continue revising information.



A. Update the STOCK NBR, using or to assist with the revised identifier. *This is a 15 alphanumeric character field.*

Stock Number Browse

B. Update the LIN/TAMCN, using or to assist with the revised identifier. *This is a 10 alphanumeric character field.*

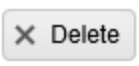
Line Item Number / Table of Authorized Materiel Control Number Browse

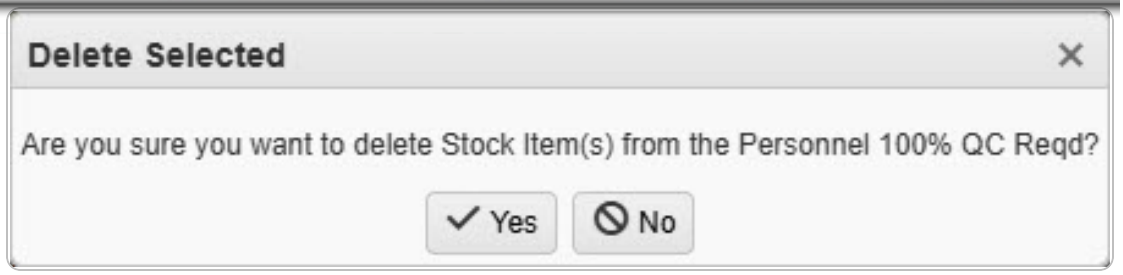
C. Update the the Stock Nbr List, using to select the desired list.

D. Select Add to Grid. *The new information is copied into the 100% QC Required Grid.*

Remove a QC entry

a. Select next to the desired record. *The row is highlighted, and* *becomes available.*

b. Select  . *The **Delete Selected** pop-up window appears.*



c. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The record is removed from the grid.*

3. Select Update. *The revised Personnel record appears at the top of the 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, 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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Last Name*.	
13 — Mandatory Entry: *First Name*.	
13 — Mandatory Entry: *Member Category CD*.	
13 — Mandatory Entry: *Job Title*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

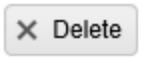
- Personnel Overview
- Add a Personnel Record
- Delete a Personnel Record

Delete a Personnel Record

Overview

The Personnel Delete process allows the removal of a warehouse personnel information, including Name, Job Title, Phone Number, and E-MAIL Address.

Navigation

WAREHOUSE MGMT > Personnel > 

> Confirm Delete (Delete Personnel) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Personnel)** pop-up window . For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Personnel)

History Remarks

Procedures

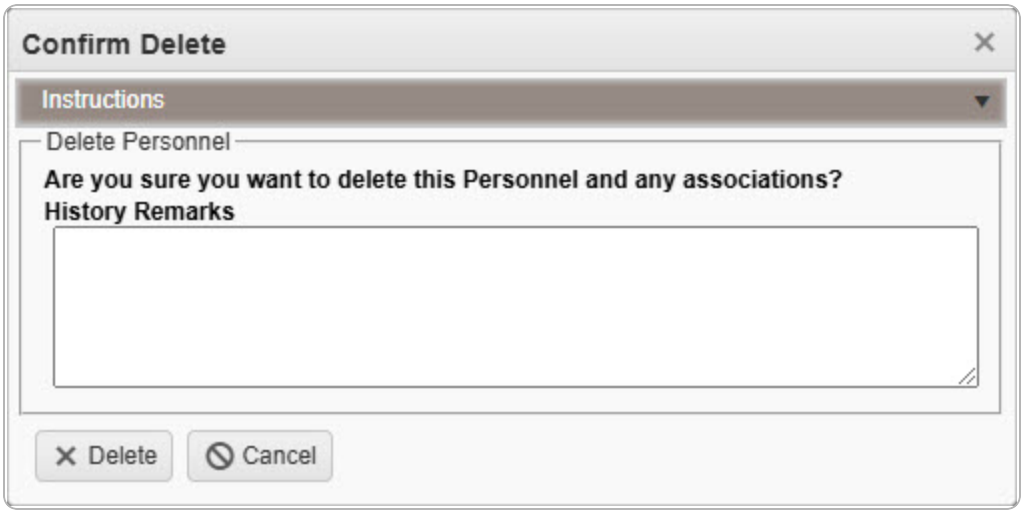
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Personnel Record

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Personnel)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Personnel record is removed from the 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
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

- Personnel Overview
- Add a Personnel Record
- Update a Personnel Record

Project Code Range Overview

Overview

The Warehouse Management module Project Code Range process provides the ability to create, update and delete the first character of the project code number.
A project code is a 3 character code. Define the first character of the range, from A-Z or 0-9, and then the format of the automatically generated remaining 2 characters. Project Code Ranges are established per Warehouse.

Navigation

WAREHOUSE MGMT > Project Code Range > Project Code Range page

Page Fields

The following fields display on the **Project Code Range** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.

Search Results Grid

Edit
Delete
1st Position
2nd Position
3rd Position
Last Prj Cd Assigned
Desc
Active

Optional

Established By
Established By Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Project Code Range

Select + Add . *The **Add Project Cd Range** pop-up window appears.*

Update a Project Code Range

Select Edit . *The **Update Project Cd Range** pop-up window appears.*

Delete a Project Code Range

Select

. *The **Confirm Delete** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Project Cd Range
- Update a Project Cd Range
- Delete a Project Cd Range

Add a Project Code Range

Overview

The Project Code Range Add process provides the ability to create a new Project Code Range. A project code is a 3 character code. Define the first character of the range, from A-Z or 0-9, and then the format of the automatically generated remaining 2 characters. Project Code Ranges are established per Warehouse.

Navigation

WAREHOUSE MGMT > Project Code Range > + Add > Add Project Cd Range pop-up window

Page Fields

The following fields display on the **Add Project Cd Range** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Add a Project Code Range

1st Position *

2nd Position *
3rd Position *
Last Prj Cd Assigned *
Desc *
Active

(*) Asterisk identifies mandatory fields.

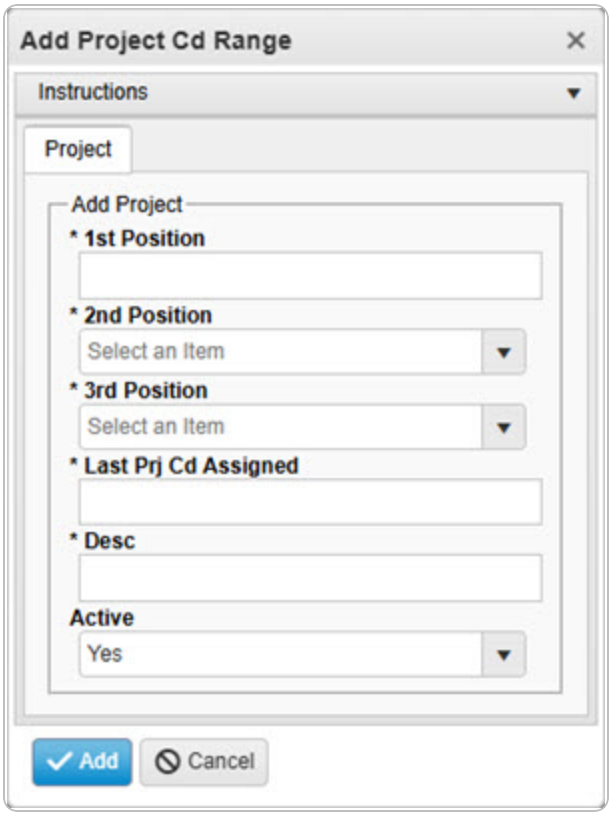
Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Project Code Range

1. Select + Add to create a Project Code Range. *The **Add Project Cd Range** pop-up window appears.*



A. Enter the 1st Position in the field provided. *This is a 1 alphanumeric character field.*

B. Use ▼ to select the 2nd Position.

C. Use ▼ to select the 3rd Position.

D. Enter the LAST PRJ CD Assigned in the field provided. *This is a 3 alphanumeric character field.*

E. Enter the DESC in the field provided. *This is a 30 alphanumeric character field.*

F. Use ▼ to select the Active.

2. Select ✓ Add. *The new Project Code Range appears in green at the top of the 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
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *1st Position*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *2nd Position*.	

13 — Mandatory Entry: *3rd Position*.	
13 — Mandatory Entry: *Last Prj Cd Assigned.*	
13 — Mandatory Entry: *Desc*.	
2019 — A Project Code starting with <1st Position Field Value> already exists.	Invalid Entry. The 1st Position is already in use for a Project Range in the current warehouse. Re-enter the 1st Position.
2022 — Invalid format: *Project Cd Range*.	Invalid Format. The value for the Last Project Code Assigned field does not match the format of the Project Code Range of the current record. Re-enter the Last Prj Cd Assigned field.

Related Topics

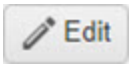
- Project Cd Range Overview
- Update a Project Cd Range
- Delete a Project Cd Range

Update a Project Code Range

Overview

The Project Code Range Update process allows editing of a Project Code Range. A project code is a 3 character code. Define the first character of the range, from A-Z or 0-9, and then the format of the automatically generated remaining 2 characters. Project Code Ranges are established per Warehouse.

Navigation

WAREHOUSE MGMT > Project Code Range > 

> Update Project Cd Range pop-up window

Page Fields

The following fields display on the **Update Project Cd Range** 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.

Update a Project Code Range

1st Position *

2nd Position *
3rd Position *
Last Prj Cd Assigned *
Desc *
Active

(*) Asterisk identifies mandatory fields.

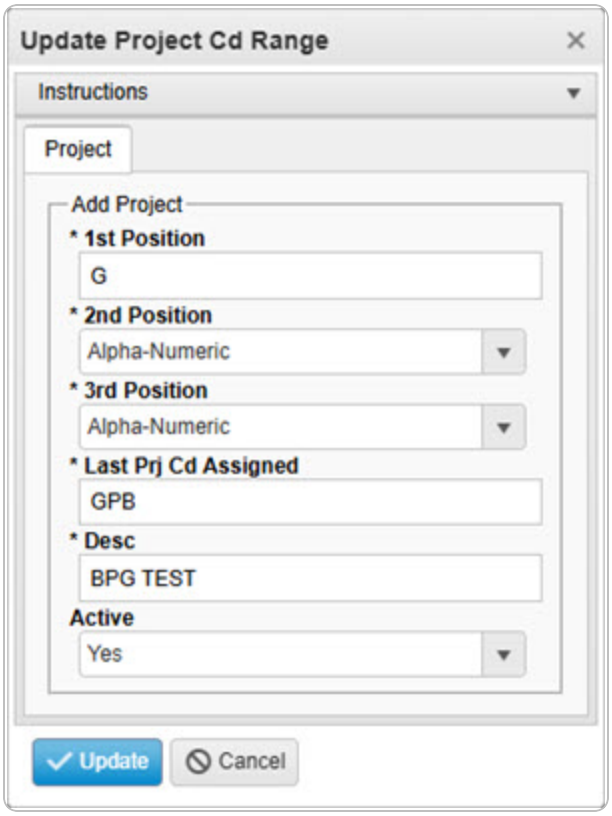
Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Project Code Range

1. Select Edit to create a Project Code Range. *The **Update Project Cd Range** pop-up window appears.*



A. Update the 1st Position, entering the revised character in the field provided. *This is a 1 alphanumeric character field.*

B. Update the 2nd Position, using ▼ to select the desired character type.

C. Update the 3rd Position, using ▼ to select the desired character type.

D. Update the LAST PRJ CD Assigned, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

E. Update the DESC, entering the revised explanation in the field provided. *This is a 30 alphanumeric character field.*

F. Update the Active, using ▼ to select the desired type.

2. Select ✓ Update. *The revised Project Code Range appears in green.*

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
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	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, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *1st Position*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *2nd*	

***Position*.**	
13 — Mandatory Entry: *3rd Position*.	
13 — Mandatory Entry: *Last Prj Cd Assigned.*	
13 — Mandatory Entry: *Desc*.	
2019 — A Project Code starting with <1st Position Field Value> already exists.	Invalid Entry. The 1st Position is already in use for a Project Range in the current warehouse. Re-enter the 1st Position.
2022 — Invalid format: *Project Cd Range*.	Invalid Format. The value for the Last Project Code Assigned field does not match the format of the Project Code Range of the current record. Re-enter the Last Prj Cd Assigned field.

Related Topics

- Project Cd Range Overview
- Add a Project Cd Range
- Delete a Project Cd Range

Delete a Project Code Range

Overview

The Project Code Range Delete process allows the removal of a Project Code Range.

Navigation

WAREHOUSE MGMT > Project Code Range > Delete > Confirm Delete (Delete Project Cd Range) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Project Cd Range)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Procedures

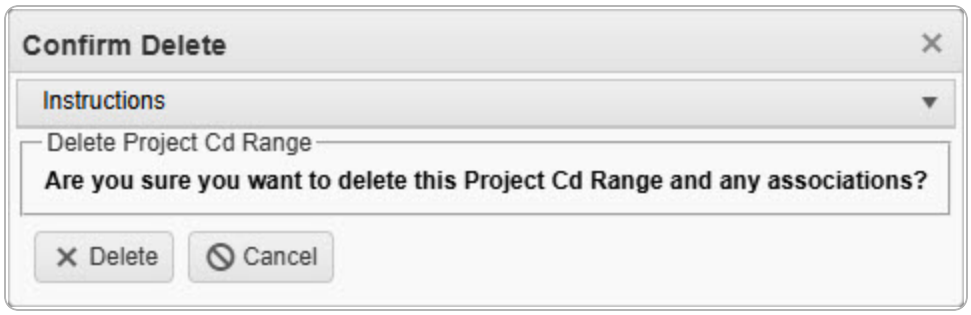
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Project Code Range

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Project Cd Range)*** *pop-up window appears.*



2. Select Delete . *The Project Code Range record is removed from the 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 process.	

Related Topics

- Project Cd Range Overview
- Add a Project Cd Range
- Update a Project Cd Range

Document Number Range Overview

Overview

The Warehouse Management module Document Number Range process provides the ability to add, update or delete a range of serial numbers for a specific Warehouse. These ranges are for automatic assignment of document numbers. This process also allows for updates to Begin SERIAL NBR, End SERIAL NBR, Description and the Document Type of an existing Document Number Range record. The system checks Document Number Range Table so overlapping of serial numbers does not occur.

Note

When a Warehouse is added, the MS-Miscellaneous document number range of 9001-9999 is automatically created and viewable under the Document NBR Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added, but the range of 9001-9999 is editable.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > DOCUMENT NBR page

Page Fields

The following fields display on the **Document Number Range** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Results Grid

Edit
Delete
DoDAAC
Range Desc
Begin Serial Nbr
End Serial Nbr
Document Type

Optional

Document Dt
Established By
Established Dt/Tm
Last Serial Nbr Assigned
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures

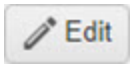
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Document Number Range

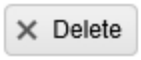
Select + Add . *The **Add Document Nbr Range** pop-up window appears.*

Update a Document Number Range

Select 

. *The **Update Document Nbr Range** pop-up window appears.*

Delete a Document Number Range

Select 

. *The **Confirm Delete** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

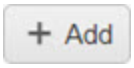
- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

Add a Document Number Range

Overview

The Document Number Range Add process provides the ability to create a range of serial numbers for a specific Warehouse. When the Document Number is required, it is in the following format: Department of Defense Activity Address Code (DODAAC) + Julian Date + Serial Number. The serial number is determined when the Document Number range is established. Document Number ranges can be from 1 to 9999 and must not overlap.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > 

> Add DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Add DOCUMENT NBR Range** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
411	Select 'Check Values' button to verify that the range will be split

	correctly.

Add Range tab

DoDAAC *
Range Desc *
Begin Serial Nbr *
End Serial Nbr *
Document Type *

(*) Asterisk identifies mandatory fields.

Procedures

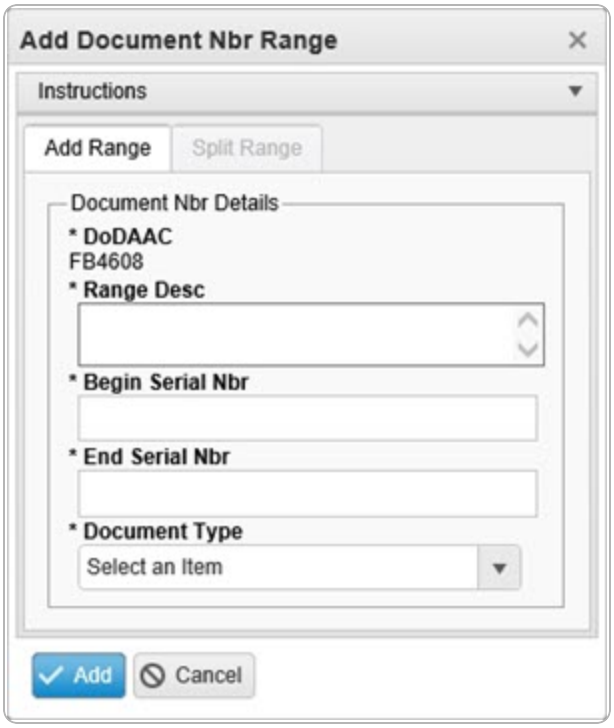
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Document Number Range

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

1. Select + Add. *The **Add DOCUMENT NBR Range** pop-up window appears.*



   A. *The DODAAC automatically populates and is not editable.*

   B. Enter the Range DESC in the field provided. *This is a 125 alphanumeric character field.*

   C. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*

   D. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*

   E. Use ▼ to select the Document Type.

2. Select ✓ Add. *The **Add DOCUMENT NBR Range** pop-up window closes, and the new record appears at the top of the DOCUMENT NBR Range Grid in green.*

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: *Range Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Begin Serial Nbr*.	
13 — Mandatory Entry: *End Serial Nbr*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
194 — Entry must be > zero.	Missing Entry. The Begin Serial Number and End Serial Number fields must be greater than 0. Enter the missing fields.
163 — End Serial Nbr must be > Begin Serial Nbr.	Invalid Entry. The Begin Serial Nbr must be less than the End Serial Nbr. Re-enter the fields to continue.
491 — Serial Nbr(s) already exist(s) within a range on Doc Nbr Range table.	Invalid Entry. The Doc Nbr Range table cannot already contain the new Serial Nbr(s). Re-enter the Serial Nbr.
1115 — The Document Type provided was already assigned a range.	Invalid Entry. The Document Type selected already exists in a range for the selected DoDAAC. Re-enter the Document Type.

Related Topics

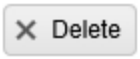
- Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

Delete a Document Number Range

Overview

The Document Number Range Delete process allows removal of a range of serial numbers for a specific Warehouse.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > 

> Confirm Delete (Delete DOCUMENT NBR Range) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete DOCUMENT NBR Range)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete DOCUMENT NBR Range)

Procedures

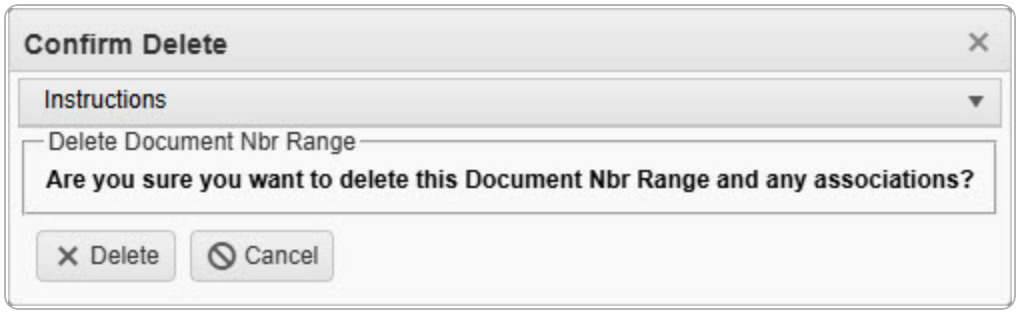
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Document Number Range

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

1. Select Delete. *The* ***Confirm Delete (Delete DOCUMENT NBR Range)*** *pop-up window appears.*



2. Select Delete. *The DOCUMENT NBR Range is removed from the 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 process.	

Related Topics

- Document Number Range
- Add a Document Number Range
- Update a Document Number Range

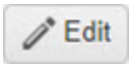
Update a Document Number Range

Overview

The Document Number Range Update process allows editing of a range of serial numbers for a specific Warehouse.
The Update pop-up window has two tabs:

- The Update Range tab allows updating an existing range
- The Split Range tab allows splitting an existing document number range into two ranges.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > 

> Update DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Update DOCUMENT NBR Range** 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.
409	Use the 'Update Range' tab to update the existing range.

410	Use the 'Split Range' tab to split the existing range into two consecutive ranges.
411	Select 'Check Values' button to verify that the range will be split correctly.

Update Range tab

DoDAAC *
Range Desc *
Begin Serial Nbr *
End Serial Nbr *
Document Type *

Split Range Tab

DoDAAC

Existing Range Panel

Existing Range Desc
Existing Begin Serial Nbr
Existing End Serial Nbr
Existing Document Type

New Range Panel

New Range Desc *
New Begin Serial Nbr *
New End Serial Nbr *
New Document Type *

(*) Asterisk identifies mandatory fields.

Procedures

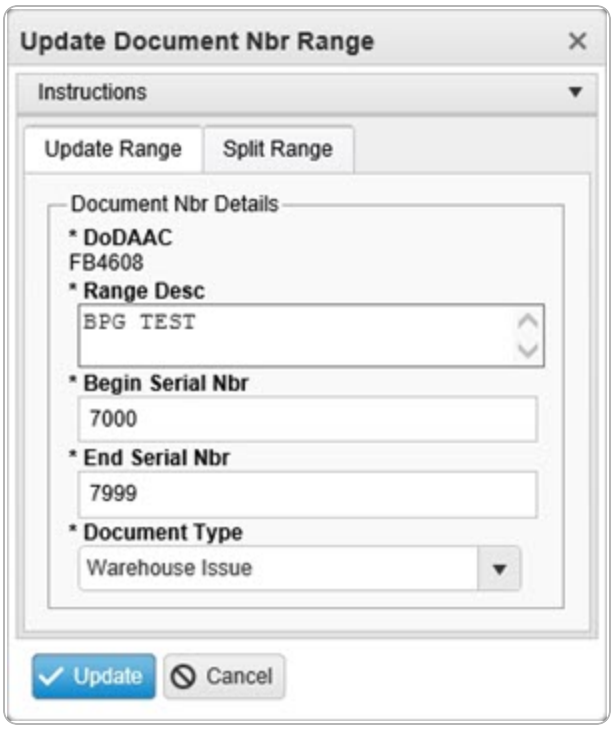
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Document Number Range

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

1. Select Edit. *The* ***Update DOCUMENT NBR Range*** *pop-up window appears.*



A. *Verify the DODAAC.*

B. Update the Range DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*

C. Update the Begin SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*

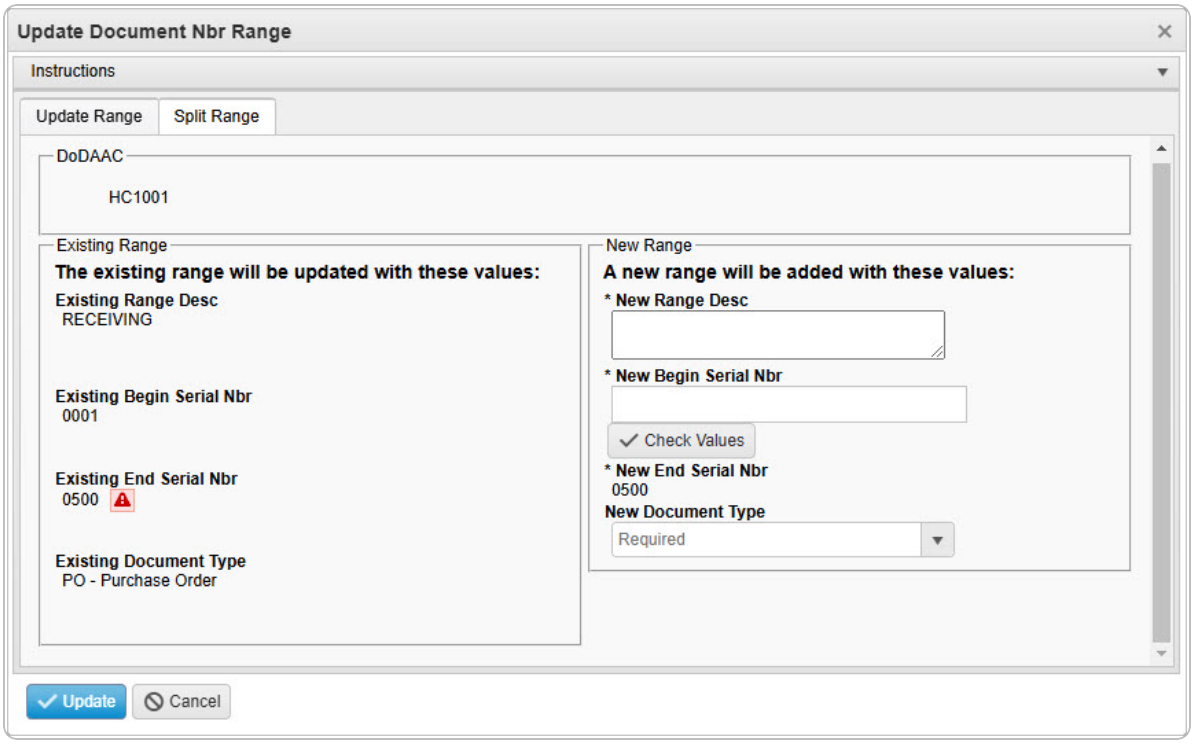
D. Update the End SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*

E. Update the Document Type, using ▼ to select the desired kind.

Select Update. *The revised DOCUMENT NBR Range appears at the top of the grid.*

OR

Select the Split Range Tab. *The Update Range tab closes and the Split Range tab opens.*



a. *Verify the DoDAAC.*

b. *Verify the Existing Range DESC.*

c. *Verify the Existing Begin SERIAL NBR.*

d. *Verify the Existing End SERIAL NBR.*

e. *Verify the Existing Document Type.*

f. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*

g. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*

h. Select Check Values. *The to the right of the Existing End SERIAL NBR field changes to a .*

i. *Verify the New End SERIAL NBR.*

j. Update the New Document Type, using to select the desired kind.

2. Select . *The **Update DOCUMENT NBR Range** pop-up window closes, and the edited and new records appear in green.*

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: *Range DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Begin SERIAL NBR*.	
13 — Mandatory Entry: *End SERIAL NBR*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
194 — Entry must be > zero.	Missing Entry. The Begin Serial Number and End Serial Number fields must be greater than 0. Enter the missing fields.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be less than the End SERIAL NBR. Re-enter the

	fields to continue.
491 — SERIAL NBR(s) already exist(s) within a range on DOC NBR Range table.	Invalid Entry. The DOC NBR Range table cannot already contain the new SERIAL NBR(s). Re-enter the SERIAL NBR.
1115 — The Document Type provided was already assigned a range.	Invalid Entry. The Document Type selected already exists in a range for the selected DODAAC. Re-enter the Document Type.

Related Topics

- Document Number Range
- Add a Document Number Range
- Delete a Document Number Range

Appointments Overview

Overview

The Warehouse Management module Appointments process provides the ability to create, update, and delete an Appointment. The process is mainly for service center personnel who need appointments to issue out and receive in materiel, but any Warehouse personnel can use this process.

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

WAREHOUSE MGMT > Appointments > Appointments page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the

	STOCK NBR data.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
524	Select "Cancel Appt(s)" button to cancel appointment(s).

Preferences

Service Center
Appointment Type
Lane Number
Priority

Appointments Search Criteria

Member Name
UIC
Service Center
Appointment Type
Status
Member EDI PI
UIC Name
Appointment Date
Priority

Appointments Search Results Grid

All
Service Center
Appt Date
Service Center Time Zone
Appt Check In
Dflt Appt Length
Appt Type
Member
UIC
UIC Name
Priority
Status
Reference Nbr
Master Issue List

Optional

Actual Appt Length
Cancellation Reason
Appt Start
Appt End
Last Transaction Dt/Tm
Last Updated By
Established Dt/Tm
Established By
Remarks
History Remarks
Program Id
Mobile Phone
Walk In
Appt Check Out
Appt Notification
Lane Nbr

Procedures

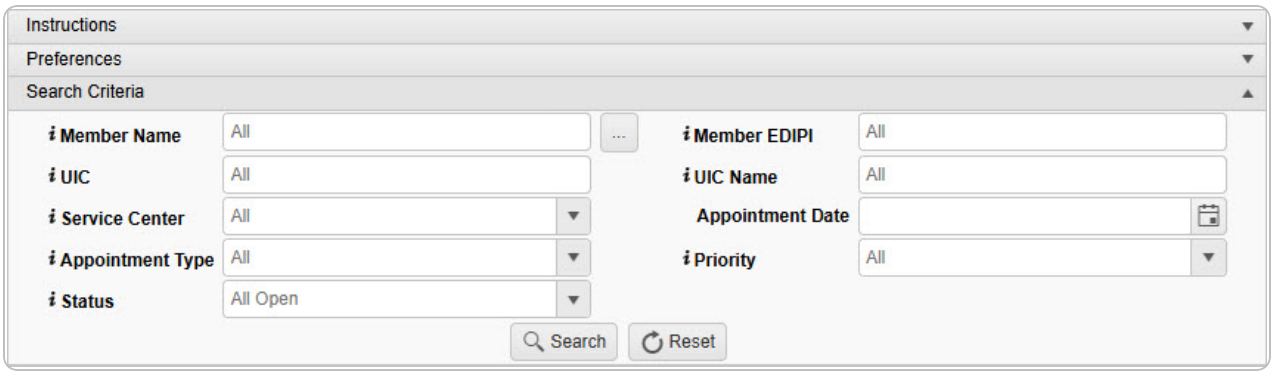
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Appointment

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

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



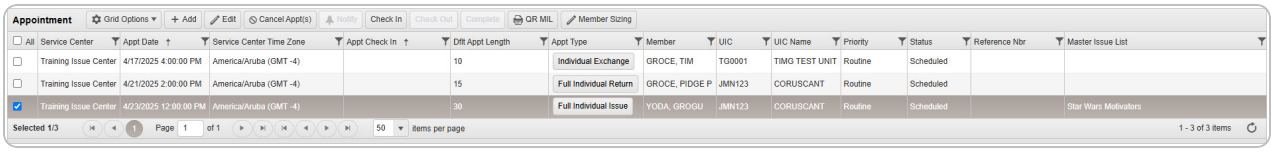
- Use or to assist with the Member Name entry. *This is a 25 alphanumeric character field.*

  Member Profile Browse
- Enter the UIC, using to assist with the entry. *This is a 6 numeric character field.*
- Use or to select the Service Center.
- Use or to select the Appointment Type.
- Use or to select the Status.
- Enter the Member EDI PI, using to assist with the entry. *This is a 10 numeric character field.*
- Enter the UIC Name, using to assist with the entry. *This is a 50 numeric character field.*
- Use to select the Appointed Date, or enter the date (MM/DD/YYYY) in the field

provided.

- Use or to select the Priority.

2. Click Search. *The results appear in the Container grid.*



Add an Appointment

Select Add. *The **Add Appointment** pop-up window appears.*

Update an Appointment

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Cancel Appt(s), Notify, Check In, Check Out, *Complete,* QR MIL, *and* Member Sizing *become available.*

2. Select Edit. *The **Update Appointment** pop-up window appears.*

Cancel an Appointment

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Cancel Appt(s), Notify, Check In, Check Out, *Complete,* QR MIL, *and* Member Sizing *become available.*

2. Select Cancel Appt(s). *The **Cancel Appointment** pop-up window appears.*

Notification Text regarding an Appointment

1. Click ☐ to select the entry. *The Request is highlighted, and* Edit, Cancel Appt(s), Notify, Check In, Check Out, *Complete,* QR MIL, *and* Member Sizing

become available.

2. Select Check In. *The appointment is started, and both* Notify *and* Check Out *become available.*

3. Select Notify. *A text is sent to the member to report to the appointment:*

Note

The Notification text is sent with one of the two following messages, depending upon the available Appointment information.

From: [person in charge of the Warehouse]

Subject: Your Appointment Is Ready

{Either}

Message: Please report to [lane #] at [service center] for your [appointment type] appointment.

{Or}

Message: Please report for your [Appointment Type] at [Service Center].

Complete

1. Figure out what the Complete button does and how to access it.

QR MIL

1. Figure out what the QR MIL button does and how to access it.

Member Sizing

1. Figure out what the Member Sizing button does and how to access it.

Appointment Types

Individual Exchange

1. Figure out how to explain the Appointment Types and what happens when it's accessed.

Full Individual Return

1. Figure out how to explain the Appointment Types and what happens when it's accessed.

1. Figure out how to explain the Appointment Types and what happens when it's accessed.

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.
2150 — Must have at least one service available for appointments.	Invalid Entry. The Service Center entered has no services. Re-enter the Service Center.
2151 — <service> already exists.	Invalid Entry. The Service attempted to be added already exists. Re-enter the new Service.
2152 — <service> does not exist.	Invalid Entry. The Service searched for does not exist. Re-enter the Service .
2153 — <service center> already exists.	Invalid Entry. The Service Center attempted to be added already exists. Re-enter the new Service Center.
xxxx — Mailbox unavailable. The server response was: 5.7.1 Relaying denied	The notification did not go through. Double-check the mobile phone number and email address in the user's Member Profile. Try the

	Notification again.

Related Topics

- Add an Appointment
- Update an Appointment
- Cancel an Appointment

Add an Appointment

Overview

The Appointment Add process provides the ability to create a new scheduled appointment. Adding an appointment sends a confirmation message to the member by email.

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

WAREHOUSE MGMT > Appointment > Search > Add > Add Appointment pop-up window

Page Fields

The following fields display on the **Add Appointment** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Add Appointment

Member/EDI PI *
Mobile Phone
Email *

Unit Name *

Mobile Service Provider

Service Center *
Service Center Time Zone

Appt Type *
Dflt Appt Length

Priority *
Master Issue List
Date *

Time *

(*) Asterisk identifies a mandatory field.

Procedures

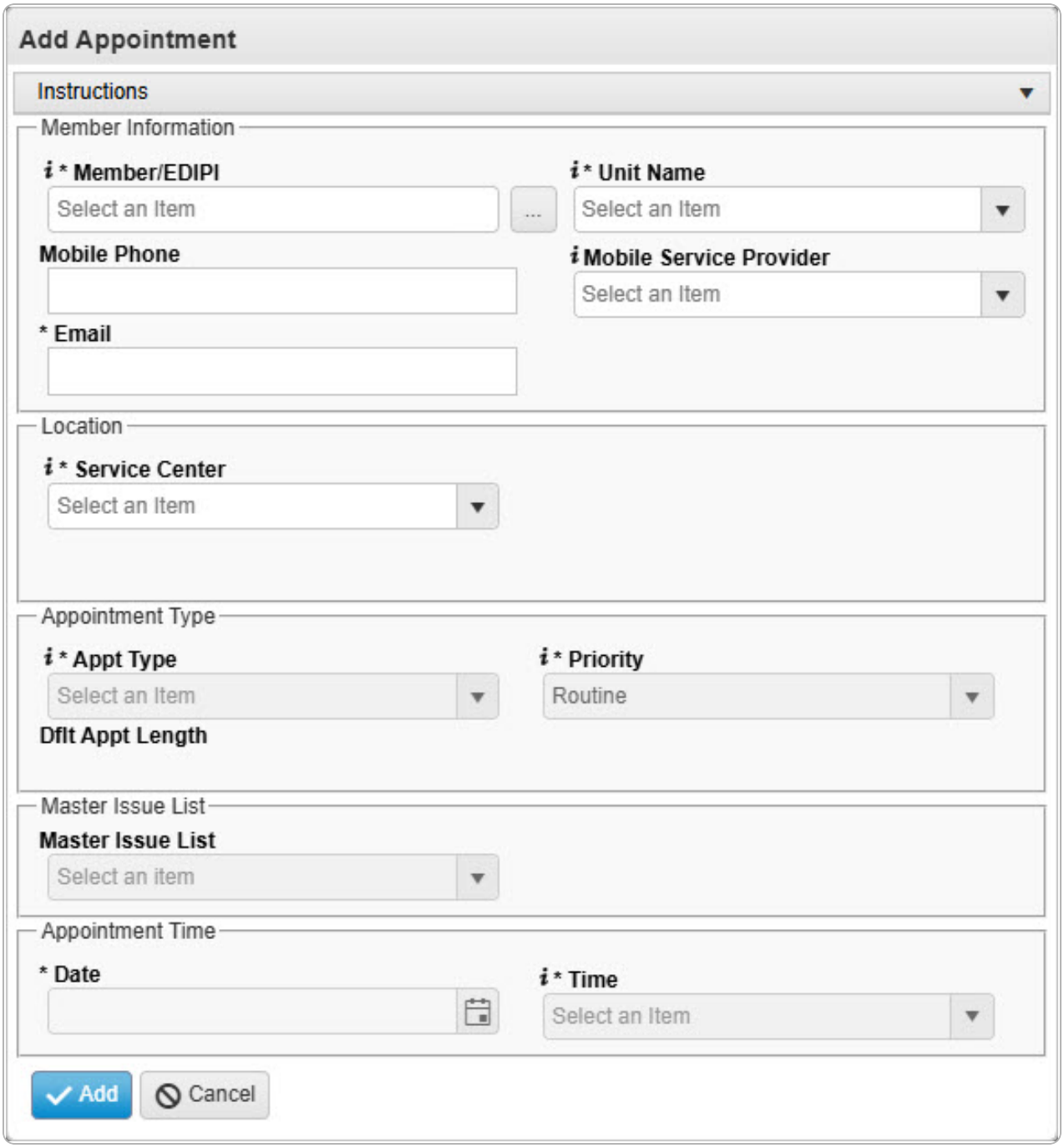
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Appointment

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

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



A. Use or to assist with the Member/EDI PI entry. *This is a 25 alphanumeric character field.*

Member Profile Browse

B. Enter the Mobile Phone in the field provided. *This is a 25 numeric character field.*

C. Enter the EMAIL Address in the field provided. *This is an 80 alphanumeric character field.*

D. Use or to select the Unit Name.

E. Use or to select the Mobile Service Provider.

F. Use or to select the Service Center. *The Service Center Time Zone field appears, and the APPT Type field becomes available.*

G. Use or to select the Appt Type. *The DFLT APPT LENGTH appears, and both the Priority field and the Date field become available.*

H. *The DFLT APPT LENGTH automatically populates and is not editable.*

I. Use or to select the Priority.

J. Use to select the Master Issue List.

Note

The Master Issue List becomes available when the APPT Type is a "Full Individual Issue".

K. Use to select the Date, or enter the date (MM/DD/YYYY) in the field provided. *The Time field becomes available.*

L. Use or to select the Time.

2. Select . *The new Appointment appears in green at the top of the grid in green.*

Note

After selecting

, an email is sent to the member with the information regarding the new appointment:

Subject: An [appointment type] appointment was created for you.

Body: Please note the following information regarding your appointment:

Appointment details:
[service center name]
[service center address]
Date: [appointment date]
Time: [appointment time]
If you have any questions, contact the POC.
Name: [POC name]
Phone: [POC phone]
Email: [POC email]

Note: This is an automated email generated by the ELMS warehouse application at [service center name]. Please do not reply directly.

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: *Member/EDI PI*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Email*.	
13 — Mandatory Entry: *Unit Name*.	

13 — Mandatory Entry: *Service Center*.	
13 — Mandatory Entry: *APPT Type*.	
13 — Mandatory Entry: *Priority*.	
13 — Mandatory Entry: *Date*.	
13 — Mandatory Entry: *Time*.	
xxxx — No times are available for the selected appointment / date.	Incorrect Entry. The Date and/or Time entry are not available for an appointment. Re-enter the Date and Time.

Related Topics

- Appointments Overview
- Update an Appointment
- Cancel an Appointment

Update an Appointment

Overview

The Appointment Update process allows editing of a scheduled appointment. Editing an appointment sends a confirmation message to the member by email.

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

WAREHOUSE MGMT > Appointment > Search > ☐ (desired record) > Edit > Update Appointment pop-up window

Page Fields

The following fields display on the **Update Appointment** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Update Appointment

Member/EDI PI *
Mobile Phone
Email *
Unit Name *
Mobile Service Provider
Service Center *
Service Center Time Zone
Appt Type *
Dflt Appt Length
Priority *
Master Issue List
Date *
Time *

(*) Asterisk identifies a mandatory field.

Procedures

ELMS Navigation Helpful Tips

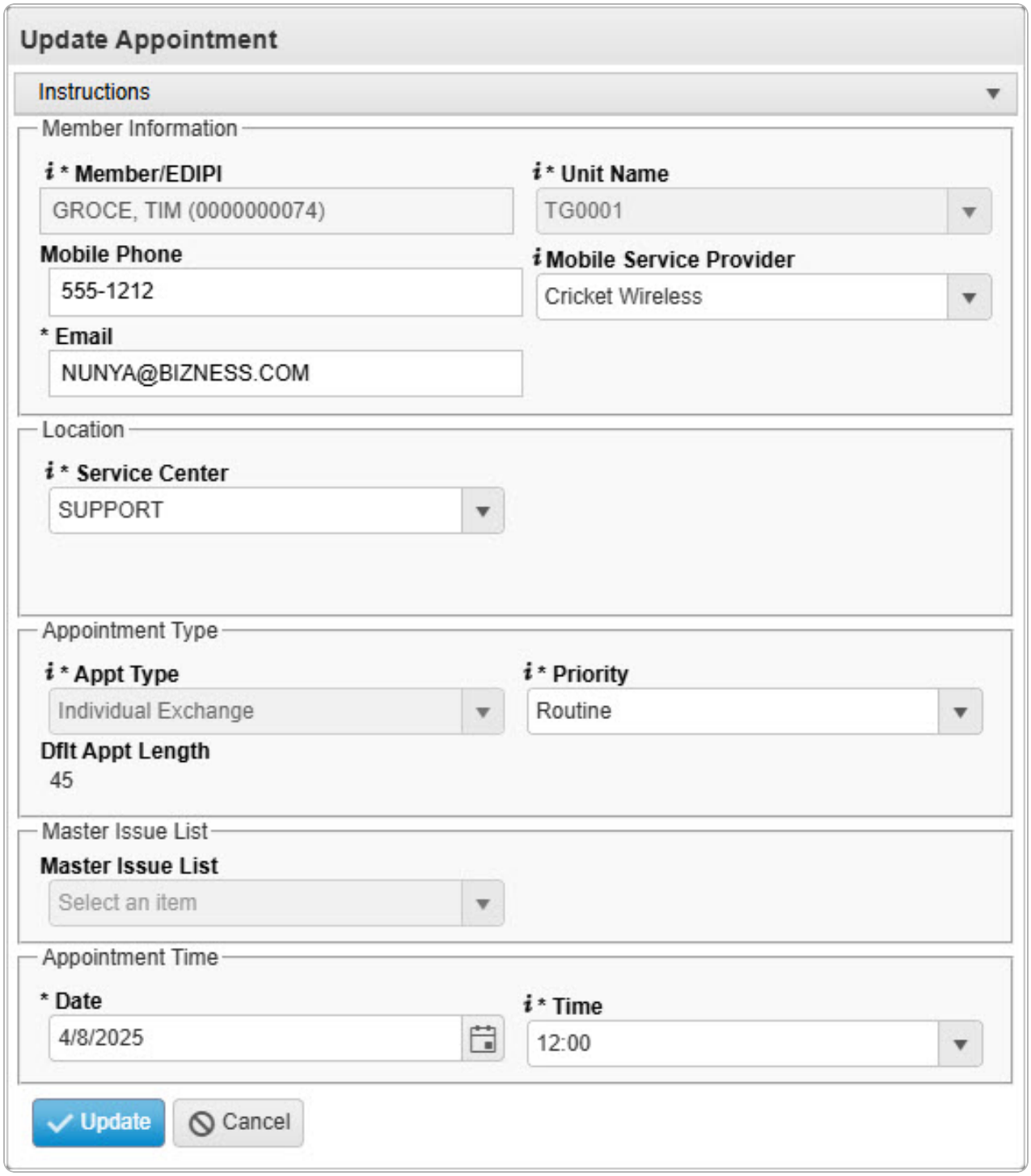
Click the following link to display Warehouse Navigation Tips.

Update an Appointment

Selecting Cancel *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 Request is highlighted, and* Edit, Cancel Appt(s), Notify, Check In, Check Out, *Complete,* QR MIL, *and* Member Sizing *become available.*

2. Select Edit. *The **Update Appointment** pop-up window appears.*



A. Update the Member/EDI PI, using or to assist with the revised name. *This is a 25 alphanumeric character field.*

Member Profile Browse

B. Update the Mobile Phone, entering the revised identifier in the field provided. *This is a 25 numeric character field.*

C. Update the EMAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

D. Update the Unit Name, using or to select the desired name.

E. Update the Mobile Service Provider, using or to select the desired provider.

F. Update the Service Center, using or to select the desired place. *The Service Center Time Zone field appears, and the APPT Type field becomes available.*

G. Update the Appt Type, using or to select the desired name. *The DFLT APPT LENGTH appears, and both the Priority field and the Date field become available.*

H. *Verify the DFLT APPT LENGTH.*

I. Update the Priority, using or to select the desired name.

J. Update the Master Issue List, using to select the desired list.

Note

The Master Issue List becomes available when the APPT Type is a "Full Individual Issue".

K. Update the Date, using or entering the date (MM/DD/YYYY) in the field provided. *The Time field becomes available.*

L. Update the Time, using or to select the desired name.

3. Select Update. *The revised Appointment is saved, and reflected in the grid.*

Note

After selecting

, an email is sent to the member with the information regarding the edited appointment:

Subject: An [appointment type] appointment was changed for you.

Body: Please note the following information regarding your appointment:

Appointment details:
[service center name]
[service center address]
Date: [appointment date]
Time: [appointment time]
If you have any questions, contact the POC.
Name: [POC name]
Phone: [POC phone]
Email: [POC email]

Note: This is an automated email generated by the ELMS warehouse application at [service center name]. Please do not reply directly.

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: *Member/EDI PI*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Email*.	
13 — Mandatory Entry: *Unit Name*.	

13 — Mandatory Entry: *Service Center*.	
13 — Mandatory Entry: *APPT Type*.	
13 — Mandatory Entry: *Priority*.	
13 — Mandatory Entry: *Date*.	
13 — Mandatory Entry: *Time*.	
xxxx — No times are available for the selected appointment / date.	Incorrect Entry. The Date and/or Time entry are not available for an appointment. Re-enter the Date and Time.

Related Topics

- Appointments Overview
- Add an Appointment
- Cancel an Appointment

Cancel an Appointment

Overview

The Appointment Cancel process allows removal of a scheduled appointment. Canceling an appointment sends a confirmation message to the member by email.

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

WAREHOUSE MGMT > Appointment > Search > ☐ (desired record) > Cancel Appt(s) > Cancel Appointment(s) pop-up window

Page Fields

The following fields display on the **Cancel Appointment(s)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Cancel Appointment(s)

Cancellation Reason

Procedures

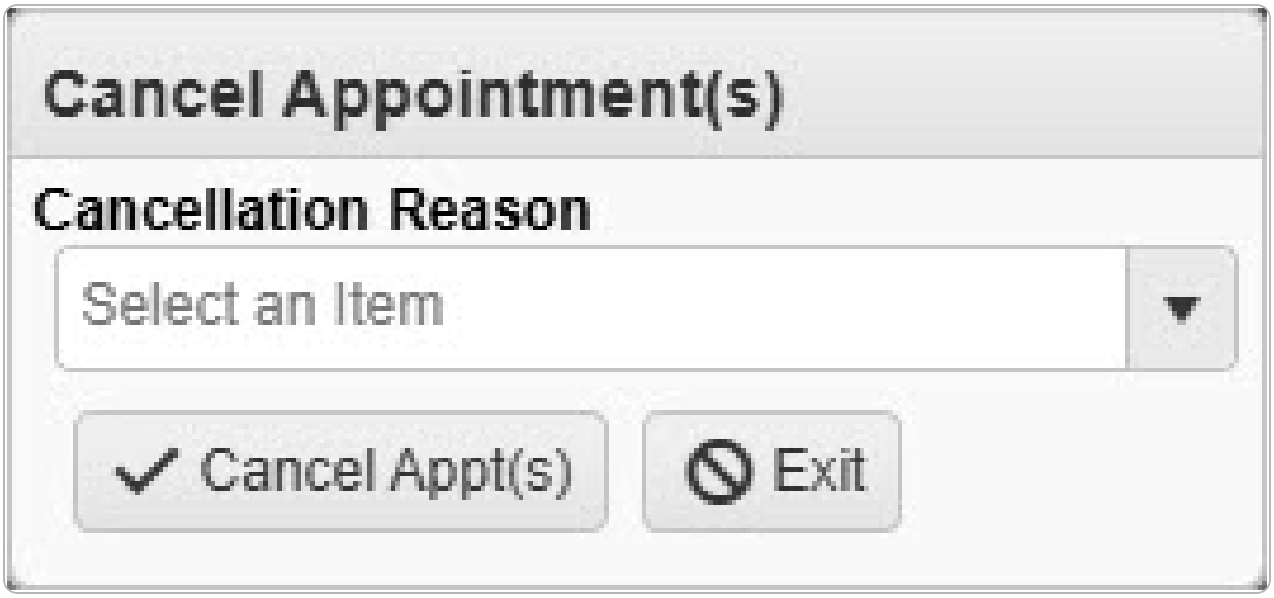
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Cancel an Appointment

Selecting Exit *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 Request is highlighted, and* Edit, Cancel Appt(s), Notify, Check In, Check Out, *Complete,* QR MIL, *and* Member Sizing *become available.*
2. Select Cancel Appt(s). *The* ***Cancel Appointment*** *pop-up window appears.*



3. Use ▼ to select the Cancellation Reason.
4. Select Cancel Appt(s). *The Appointment is removed from the grid.*

Note

After selecting ✓ Cancel Appt(s) , an email is sent to the member with the information regarding the canceled appointment:

Subject: An [appointment type] appointment was canceled for you.

Body: Please note the following information regarding your appointment:

Appointment details:
[service center name]
[service center address]
Date: [appointment date]
Time: [appointment time]
If you have any questions, contact the POC.
Name: [POC name]
Phone: [POC phone]
Email: [POC email]

Note: This is an automated email generated by the ELMS warehouse application at [service center name]. Please do not reply directly.

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: *Cancellation Reason*.	Missing Entry. Enter the appropriate information in the desired field.

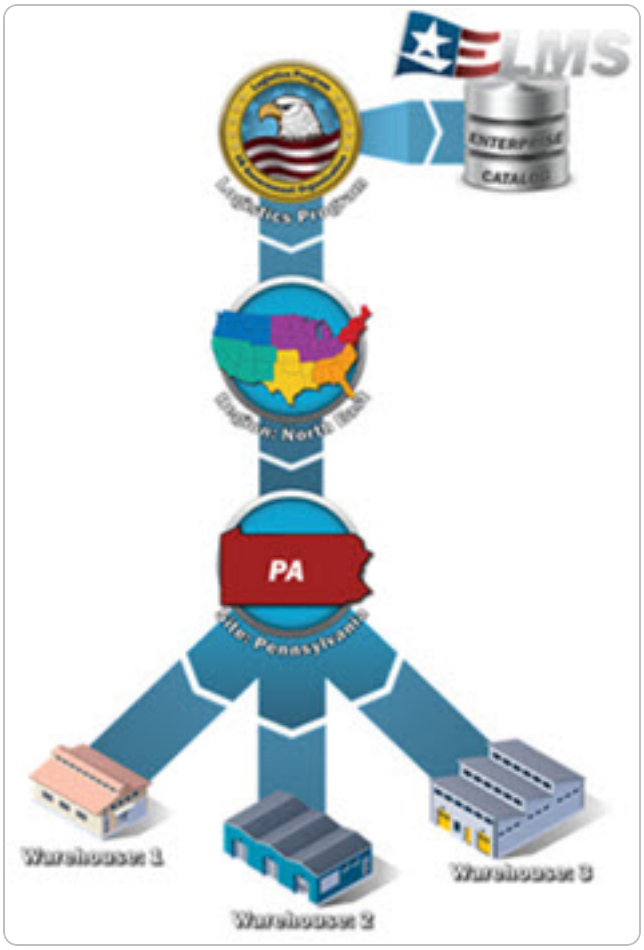
Related Topics

- Appointments Overview
- Add an Appointment
- Update an Appointment

Logistics Program

Overview

The Warehouse Management module Logistics Program process creates the top of a logical structure for the warehousing resources.
The diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed (Logistics Program, Region, Site and Warehouse) are all created by the **ELMS User Account Management** team. The Enterprise Catalog (where the stock number information is stored) is associated at the Logistics Program Level. This allows all Warehouses under the Logistics Program to share a common Catalog.



Navigation

MASTER DATA MGMT > Logistics Program > Logistics Program page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Logistics Program Grid

Home
Logistics Program Name

Logistics Program Search Results

Logistics Program Name
Logistics Program Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Catalog Name Cd
Container ID Prefix
Cond Cd
Document Type
Address Line 1
Address Line 2

City
State
Zip Cd
Country
Program ID
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

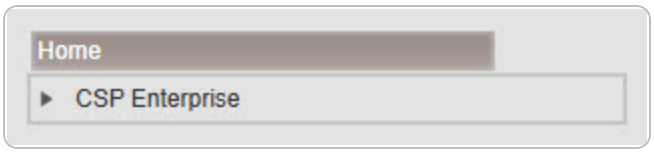
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

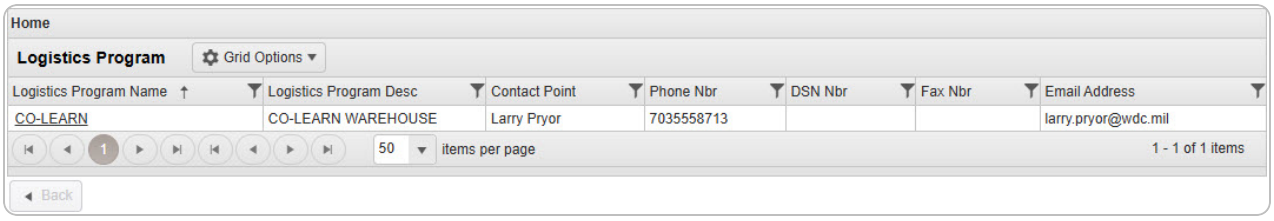
Navigate the Logistics Program Hierarchy

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

1. Select Home. *The Logistics Program grid appears on the left.*



2. *The Logistics Program Search Results appears on the right.*



3. Select the Logistics Program Name hyperlink. *The* ***Region*** *appears 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.	

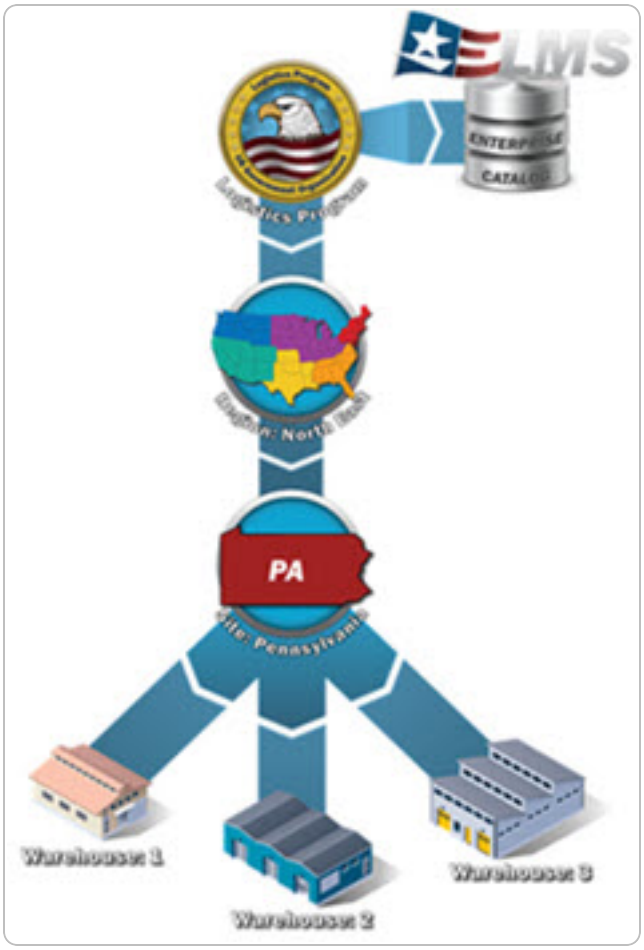
Related Topics

- Region Overview
- Site Overview
- Warehouse Overview
- Facility Overview
- Zone Overview
- Location Overview
- Container Overview

Region

Overview

The Warehouse Management module Region process provides the ability to group Sites within a Logistics Program.
The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed (Logistics Program, Region, Site and Warehouse) are all created by the **ELMS User Account Management** team.



Once created by the Warehouse Management Module User Account Management team, an inquiry finds what Regions are available and which are editable, depending on what the role allows.

Navigation

MASTER DATA MGMT > Region > Region page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Region Grid

Home
Logistics Program Name
Region Name

Region Search Results

Edit
History
Region Name
Region Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Logistics Program
Address Line 1
Address Line 2
City
State
Zip Cd
Country
Program ID
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

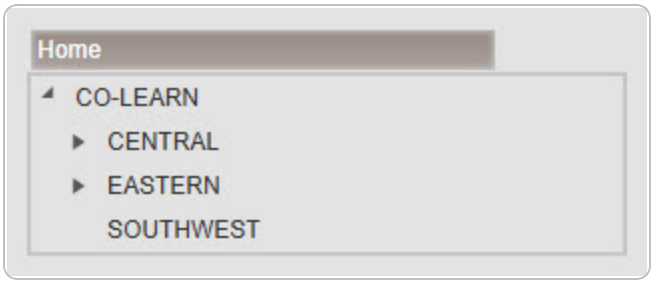
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

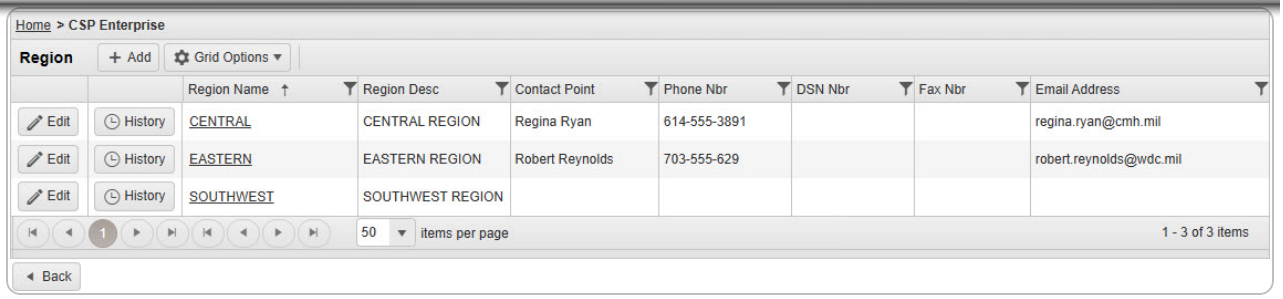
Navigate the Region Hierarchy

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

1. Select Home. *The Region grid appears on the left.*



2. *The Region Search Results appears on the right.*



3. Select the Region Name hyperlink. *The **Site** appears in the Search Results grid.*

Add a Region

Select + Add. *The **Add a Region** pop-up window appears.*

Update a Region

Select Edit. *The **Update a Region** pop-up window appears.*

View the History of a Region

Select History. *The **Region History** pop-up 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
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

- Logistics Program Overview
- Add a Region
- Update a Region
- View the History for a Region
- Site Overview
- Warehouse Overview
- Facility Overview
- Location Overview
- Container Overview

Add a Region

Overview

The Region Add process allows creating a Region and POC Details.

Navigation

MASTER DATA MGMT > Region > + Add > Add Region pop-up window

Page Fields

The following fields display on the **Add Region** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Region Details Tab

Logistics Program *
Region Name *
Region Description *
Add / Edit Remarks

Remarks
History Remarks

POC Details Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

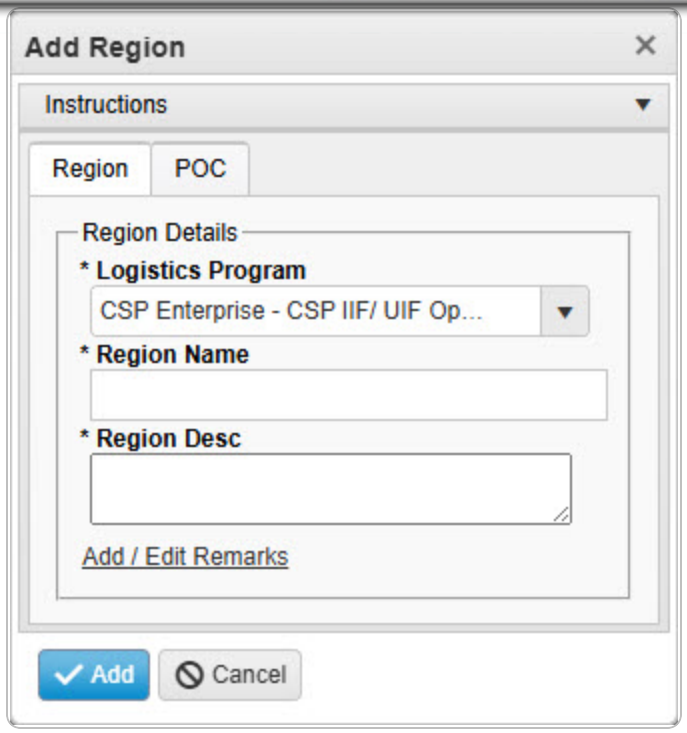
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Region

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

1. Select + Add. *The* ***Add Region*** *pop-up window displays, with the Region Tab available.*



2. Use to select the Logistics Program.

3. Enter the Region Name in the field provided. *This is a 15 alphanumeric field.*

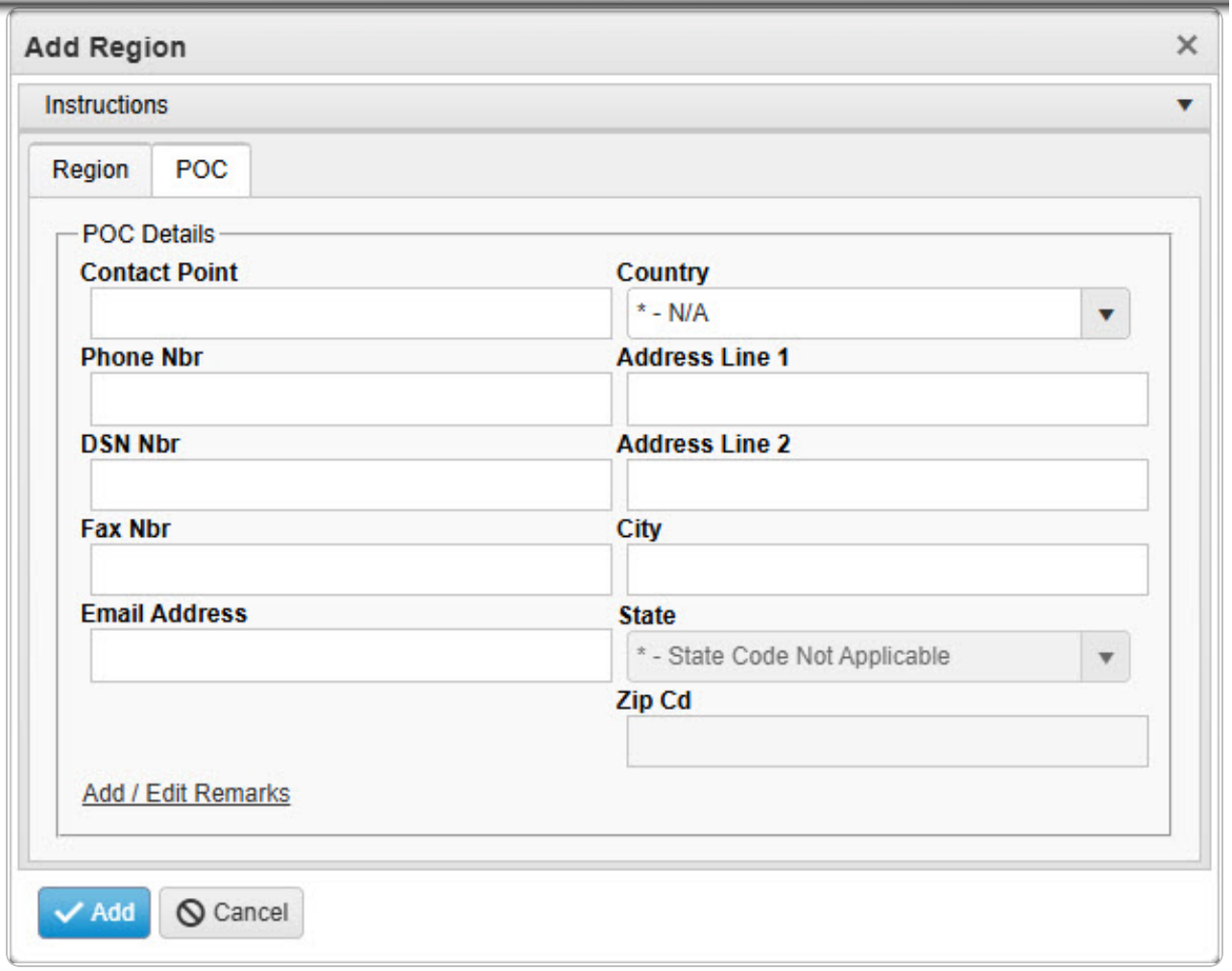
4. Enter the Region DESC in the field provided. *This is a 125 alphanumeric field.*

5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

6. Select the **POC** tab.



A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

C. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

F. Use to select the Country.

G. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

H. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

I. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

J. Use to select the State.

K. Enter the ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

7. Select

. *The new Region record appears at the top of the Search Results grid, highlighted in green.*

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.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

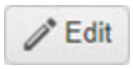
- Region
- Update a Region
- View the History for a Region

Update a Region

Overview

The Region Update process allows editing of a Region and POC Details.

Navigation

MASTER DATA MGMT > Region >  > Update Region pop-up window

Page Fields

The following fields display on the **Update Region** 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.

Region Details Tab

Logistics Program *
Region Name *
Region Description *
Add / Edit Remarks

Remarks
History Remarks

POC Details Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

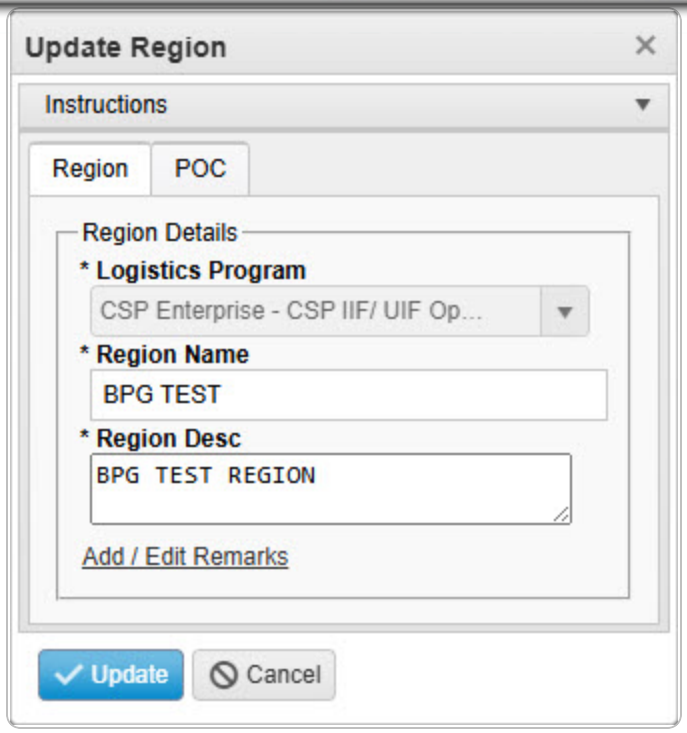
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Region

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

1. Select Edit. *The* ***Update Region*** *pop-up window displays, with the Region Tab available.*



2. *Verify the Logistics Program.*

3. Update the Region Name, entering the revised name in the field provided. *This is a 15 alphanumeric field.*

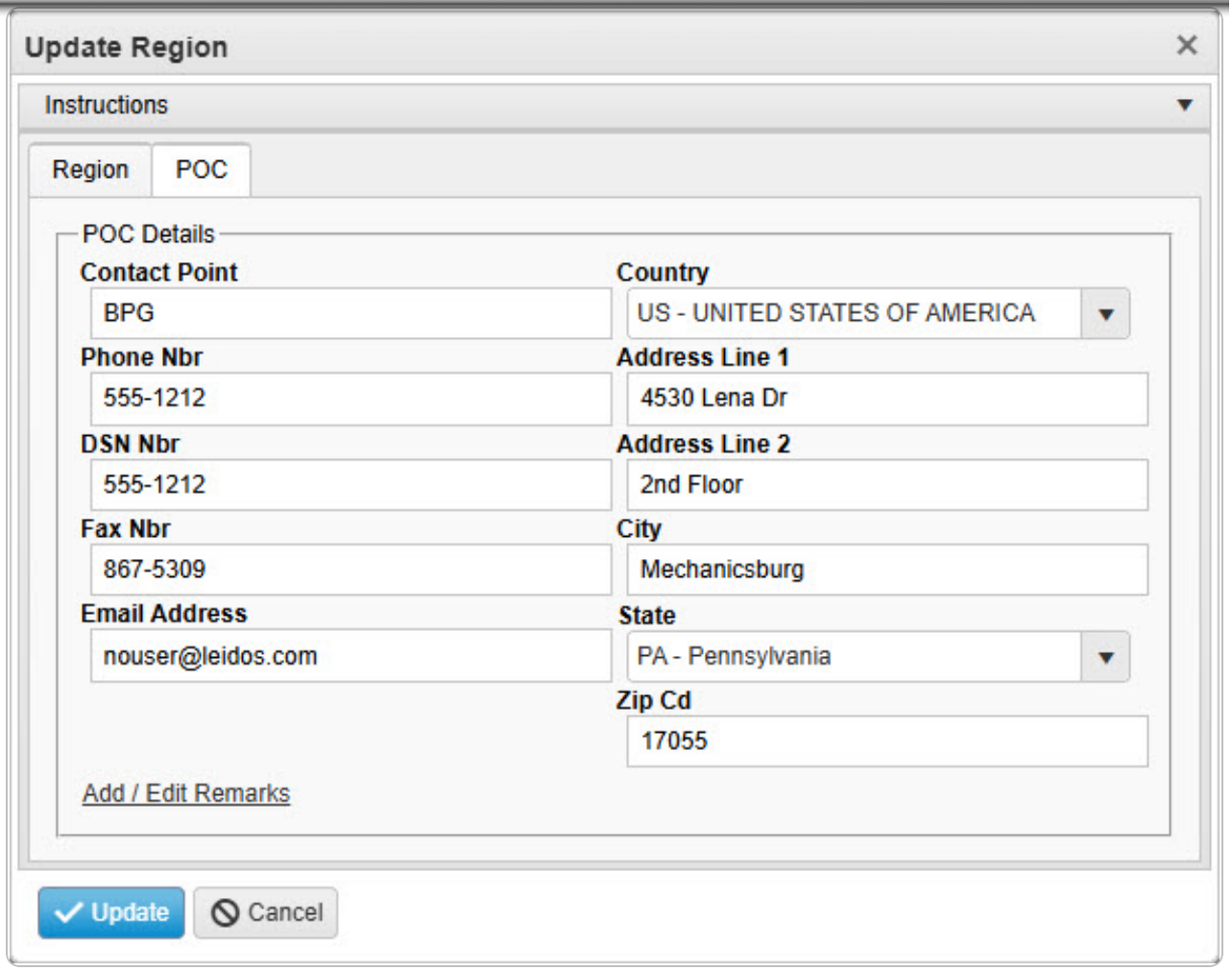
4. Update the Region DESC, entering the revised information in the field provided. *This is a 125 alphanumeric field.*

5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

6. Select the **POC** tab.



A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

C. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

E. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

F. Update the Country, using ▼ to select the desired code.

G. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

H. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

I. Update the City, entering the revised place in the field provided. *This is a 25 alpha-numeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alpha-numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

7. Select

. *The revised Region appears in the grid, highlighted in green.*

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)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &,

$, — , /, #, &, comma, period, and space.	comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Region
- Add a Region
- View the History for a Region

View a Region History

Overview

The Region History process allows viewing the past revisions to the Region record.

Navigation

MASTER DATA MGMT > Region > History > Region History pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Region History

Operation
Last Transaction Dt/Tm
Last Updated By
Region Name
Region Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country
Remarks
History Remarks
Program ID
Established By Dt/Tm
Established By

(*) Asterisk identifies mandatory fields.

Procedures

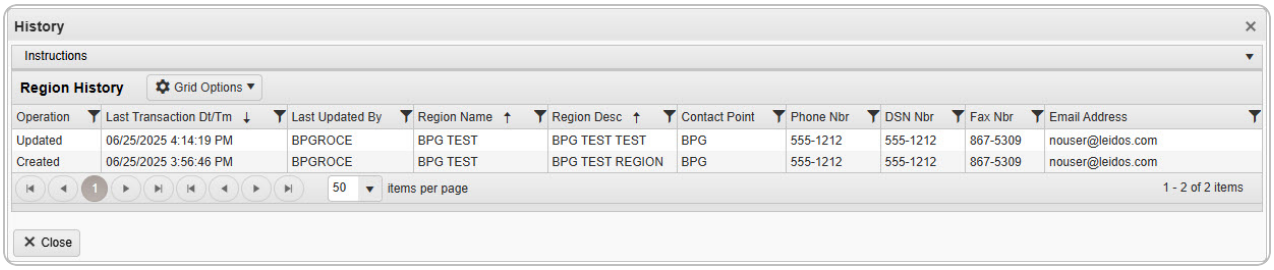
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the History of a Region Record

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

1. Select History. *The* ***Region History*** *pop-up window displays.*



2. *Verify the Operation.*
3. *Verify the Last Transaction Dt/Tm.*
4. *Verify the Last Updated By.*

5. *Verify the Region Name.*
6. *Verify the Region DESC.*
7. *Verify the Contact Point.*
8. *Verify the PHONE NBR.*
9. *Verify the DSN NBR.*
10. *Verify the FAX NBR.*
11. *Verify the E-MAIL Address.*

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.	

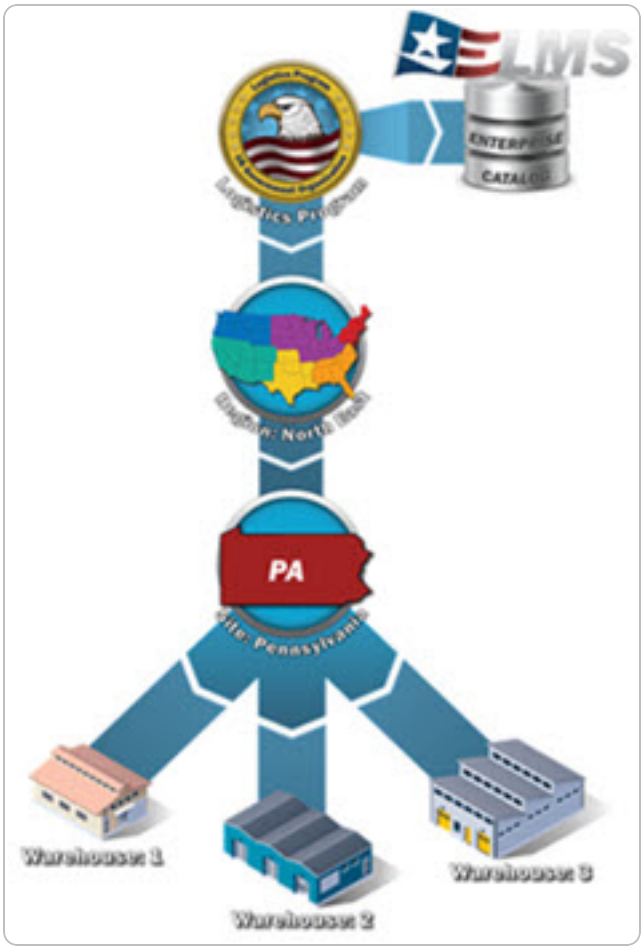
Related Topics

- Region
- Add a Region
- Update a Region

Site

Overview

The Warehouse Management module Site process provides the ability to group Warehouses within a Region.
The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed (Logistics Program, Region, Site and Warehouse) are all created by the **ELMS User Account Management** team.



Once created by the ELMS User Account Management team, an inquiry finds what Sites are available and which are editable, depending on what the role allows.

Navigation

MASTER DATA MGMT > Site > Site page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Site Grid

Home
Logistics Program Name
Region Name
Site Name

Site Search Results

Edit
History
Site Name
Site Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address

Optional

Region
Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country
Program ID
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

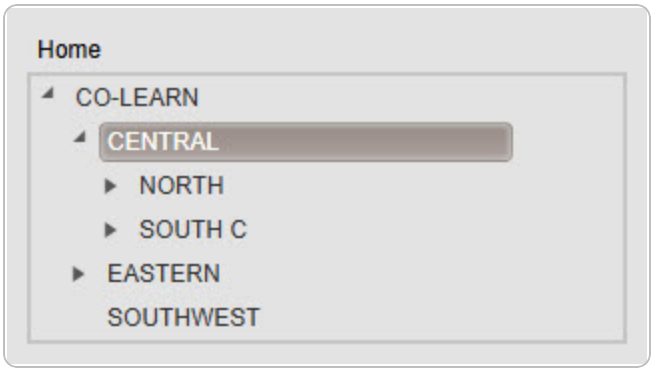
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

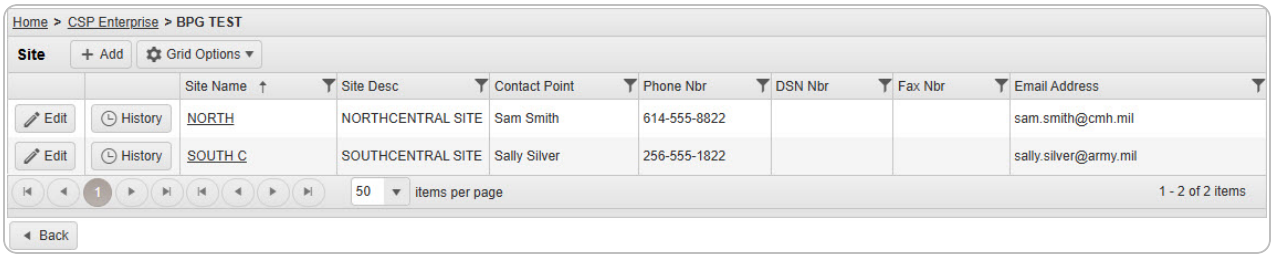
Navigate the Site Hierarchy

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

1. Select Home. *The Site grid appears on the left.*



2. *The Site Search Results appears on the right.*



3. Select the Site Name hyperlink. *The **Warehouse** appears in the Search Results grid.*

Add a Site

Select + Add. *The **Add a Site** pop-up window appears.*

Update a Site

Select Edit. *The **Update a Site** pop-up window appears.*

View the History of a Site

Select History. *The **Site History** pop-up 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
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

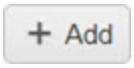
- Logistics Program Overview
- Region Overview
- Add a Site
- Update a Site
- View the History of a Site
- Warehouse Overview
- Facility Overview
- Location Overview
- Container Overview

Add a Site

Overview

The Site Add process allows creating Site Details and Point of Contact (POC) Details.

Navigation

MASTER DATA MGMT > Site >  > Add Site pop-up window

Page Fields

The following fields display on the **Add Site** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Site Details Tab

Logistics Program *
Region *
Site Name *
Site Desc *
Add / Edit Remarks

Remarks
History Remarks

POC Details Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

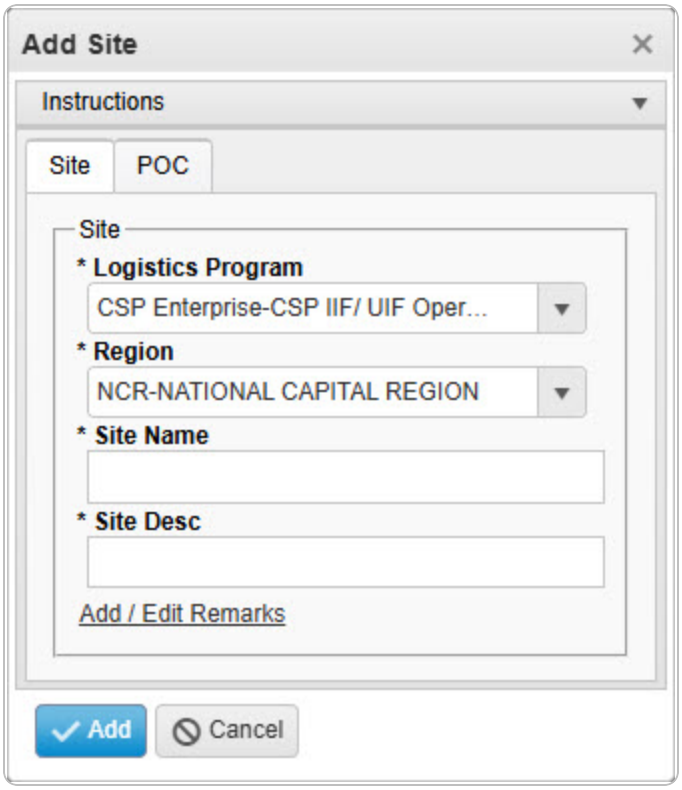
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

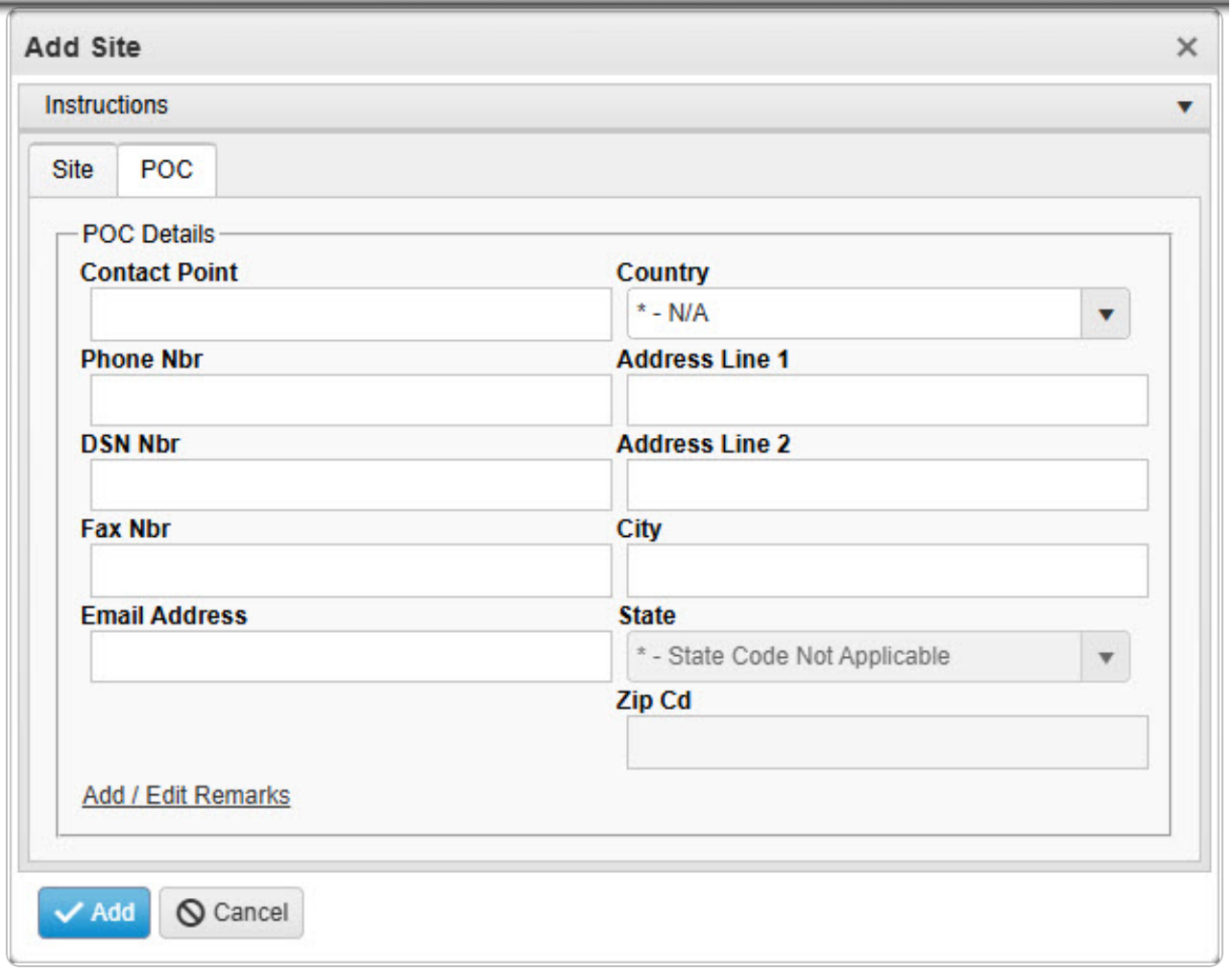
Add a Site

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

1. Select + Add. *The **Add Site** pop-up window displays, with the Site Tab available.*



2. Use ▼ to select the Logistics Program.
3. Use ▼ to select the Region.
4. Enter the Site Name in the field provided. *This is a 25 alphanumeric character field.*
5. Enter the Site DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the **POC** tab.



A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

C. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

F. Use to select the Country.

G. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

H. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

I. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

J. Use to select the State.

K. Enter the ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

8. Select

. *The new Site record appears at the top of the Search Results grid, highlighted in green.*

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.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Site
- Update a Site
- View the History of a Site

Update a Site

Overview

The Site Update process allows editing of Site Details and Point of Contact (POC) Details.

Navigation

MASTER DATA MGMT > Site > Edit > Update Site pop-up window

Page Fields

The following fields display on the **Update Site** 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.

Site Details Tab

Logistics Program *
Region *
Site Name *
Site Desc *
Add / Edit Remarks

Remarks
History Remarks

POC Details Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

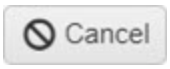
(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

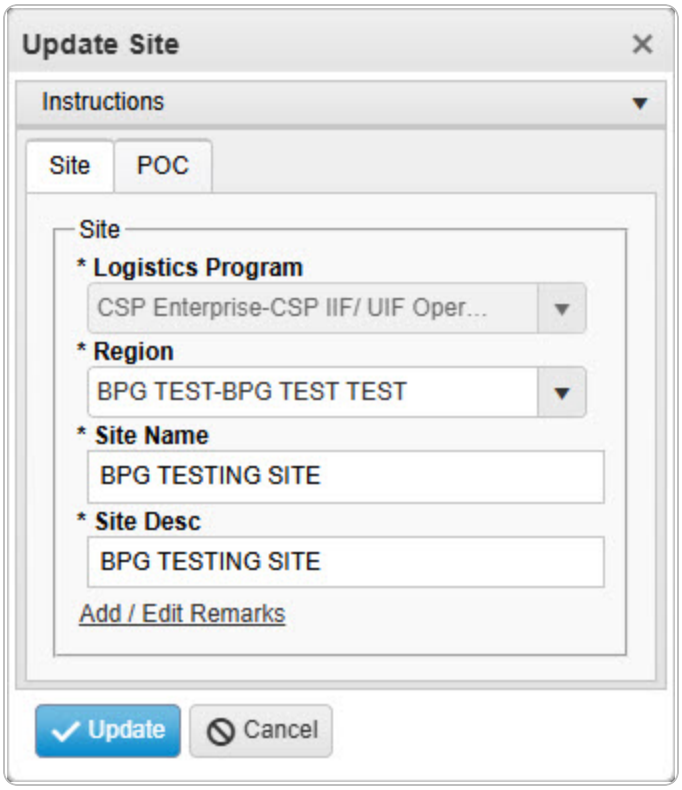
Click the following link to display Warehouse Navigation Tips.

Update a Site

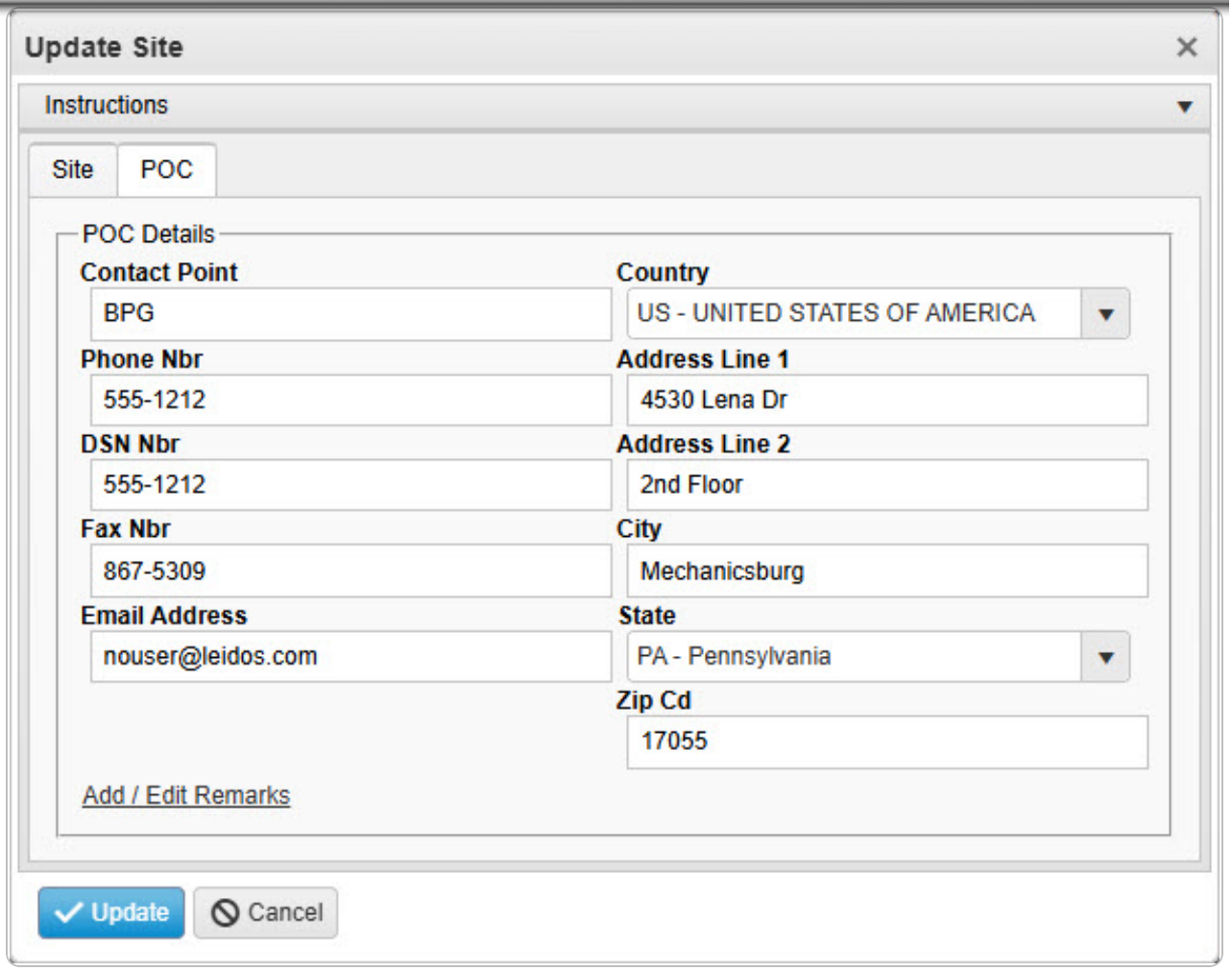
Selecting 

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

1. Select Edit. *The **Update Site** pop-up window displays, with the Site Tab available.*



2. *Verify the Logistics Program.*
3. Update the Region, using to select the desired place.
4. Update the Site Name, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
5. Update the Site DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the **POC** tab.



A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

C. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

E. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

F. Update the Country, using ▼ to select the desired code.

G. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

H. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

I. Update the City, entering the revised place in the field provided. *This is a 25 alpha-numeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alpha-numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

8. Select

. *The revised Site appears in the grid, highlighted in green.*

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)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &,

$, — , /, #, &, comma, period, and space.	comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Site
- Add a Site
- View the History of a Site

View a Site History

Overview

The Site History process allows viewing the past revisions to the Site record.

Navigation

MASTER DATA MGMT > Site > History > Site History pop-up window

Page Fields

The following fields display on the **Site History** 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.

Region History

Operation
Last Transaction Dt/Tm
Last Updated By
Site Name
Site Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Region
Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country
Remarks
History Remarks
Program ID
Established By Dt/Tm
Established By

(*) Asterisk identifies mandatory fields.

Procedures

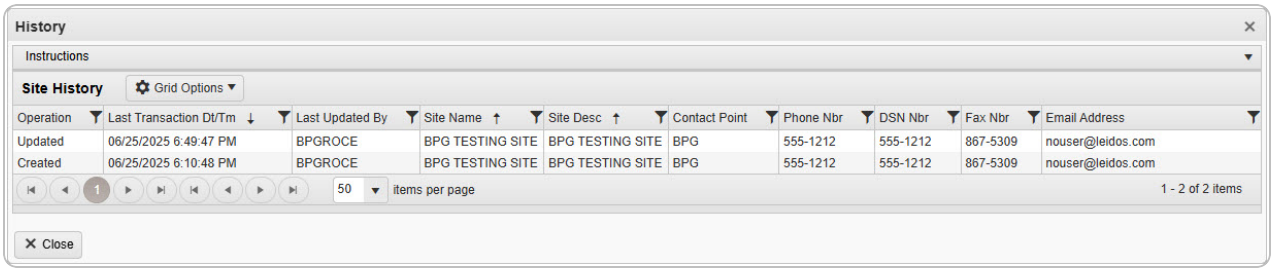
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the History of a Site Record

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

1. Select History. *The* ***Site History*** *pop-up window displays.*



2. *Verify the Operation.*
3. *Verify the Last Transaction Dt/Tm.*

4. *Verify the Last Updated By.*
5. *Verify the Site Name.*
6. *Verify the Site DESC.*
7. *Verify the Contact Point.*
8. *Verify the PHONE NBR.*
9. *Verify the DSN NBR.*
10. *Verify the FAX NBR.*
11. *Verify the E-MAIL Address.*

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.	

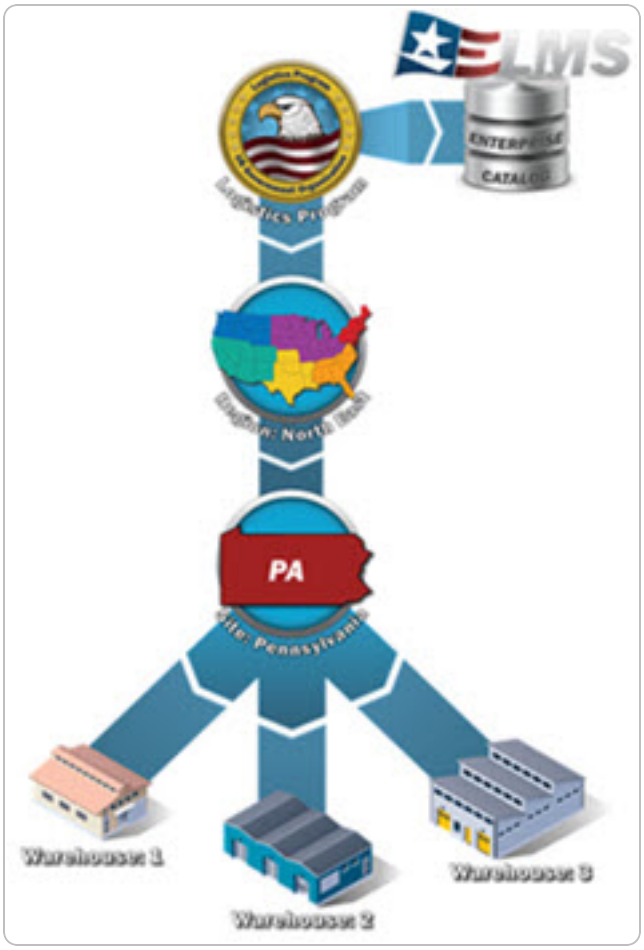
Related Topics

- Site
- Add a Site
- Update a Site

Warehouse

Overview

The Warehouse Management module Warehouse process resides at the bottom of the 4-tier Warehouse tree structure, below site, region and logistics program.
The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the diagram (Logistics Program, Region, Site and Warehouse) are all created by the **ELMS User Account Management** team.



Navigation

MASTER DATA MGMT > Warehouse > Warehouse page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

Warehouse Grid

Home
Logistics Program Name
Region Name
Site Name
Warehouse Name

Warehouse Search Results

Edit
History
Warehouse Name
Warehouse Desc
Warehouse Prefix
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Generate when Individual has an open Physical Inventory
Inv By
Contact Point
Phone Nbr

DSN Nbr
Fax Nbr
E-Mail Address

Optional

Site Name
Region Name
Logistics Program Name
Banner Cd
Warehouse ID
Warehouse DoDAAC
RIC
Uses Zones?
Days Before EAS Alert
Allow Multiple Stock Numbers
Uses QC Processes?
Redistribution System Interface
Financial System Interface
Warehouse Type Desc
Warehouse Category Desc
Contract Nbr
Default Printer Type
Default Label Size
Maintenance Activity Desc
Parent Warehouse
Receiving DoDAACs
Individual Return Displays
Active?
Allow Ad Hoc Items In Kits
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Generate when Individual has an open Physical Inventory
Program ID
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

POC Fields

Contact Point

Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Address Line 1
Address Line 2
City
State
Zip Code
Country

COR POC Fields

COR POC Contact Point
COR POC Phone Number
COR POC DSN Number
COR POC Fax Number
COR POC Email Address
COR POC Address Line 1
COR POC Address Line 2
COR POC City
COR POC State Code
COR POC Zip Code
COR POC Country Code

X-Ray POC Fields

X-Ray POC Contact Point
X-Ray POC Phone Number
X-Ray POC DSN Number
X-Ray POC Fax Number
X-Ray POC Email Address
X-Ray POC Address Line 1
X-Ray POC Address Line 2
X-Ray POC City
X-Ray POC State Code
X-Ray POC Zip Code
X-Ray POC Country Code

Laundry POC Fields

Laundry POC Contact Point
Laundry POC Phone Number

Laundry POC DSN Number
Laundry POC Fax Number
Laundry POC Email Address
Laundry POC Address Line 1
Laundry POC Address Line 2
Laundry POC City
Laundry POC State Code
Laundry POC Zip Code
Laundry POC Country Code

Procedures

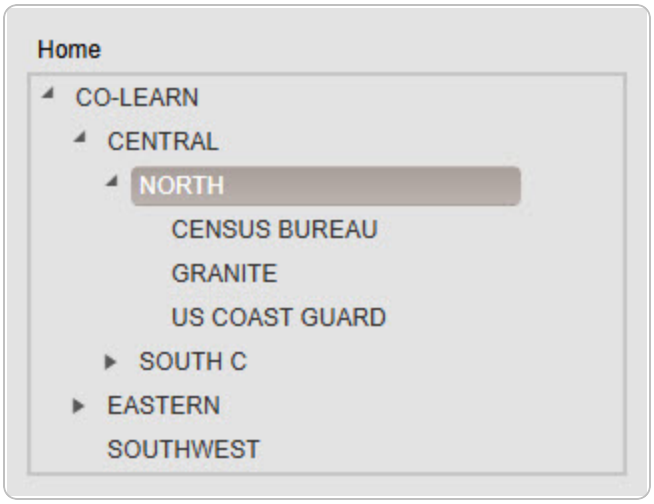
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

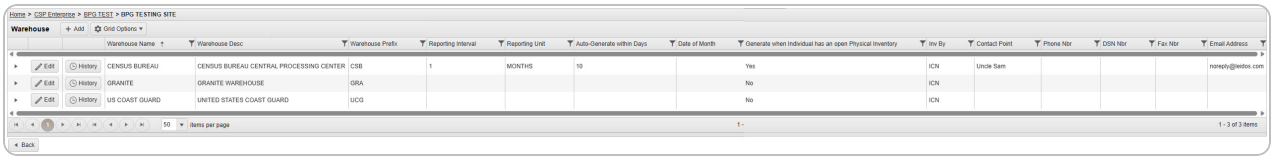
Navigate the Warehouse Hierarchy

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

1. Select Home. *The Warehouse grid appears on the left.*



2. *The Warehouse Search Results appears on the right.*



Add a Warehouse

Select + Add. *The **Add a Warehouse** pop-up window appears.*

Update a Warehouse

Select Edit. *The **Update a Warehouse** pop-up window appears.*

View the History of a Warehouse

Select History. *The **Warehouse History** pop-up 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
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

- Logistics Program
- Region
- Site
- Add a Warehouse

- Update a Warehouse
- View the History of a Warehouse
- Facility
- Location
- Container

Add a Warehouse

Overview

The Warehouse Add process allows creating Warehouse, DoDAACs, TMOs, POC Info, and Scheduling Details.

Navigation

MASTER DATA MGMT > Warehouse > + Add > Add Warehouse pop-up window

Page Fields

The following fields display on the **Add Warehouse** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Warehouse Tab

Region *
Site *
Warehouse Prefix *
Warehouse Name *

Warehouse Desc *
Banner Cd *
Warehouse DoDAAC *
RIC
Warehouse ID
Parent Warehouse
Warehouse Type *
Contract
Uses Zones?
Receiving DoDAACs *
Inv By
Default Printer Type
Default Label Size
Days Before EAS Alert *
Maintenance Activity
Banner Cd Display Desc *
Warehouse Category *
Property Accountability Site
Individual Return Displays *
Allow Multiple Stock Nbrs
Skip Issue/Return Member Info?
Uses QC Processes?
Require Signature on Individual Issue
Allow Ad Hoc Items in Kits
Add / Edit Remarks

Remarks
History Remarks

Managed DoDAACs Tab

All
Owning DoDAAC
Item Manager
Item Management
ICP DoDAAC
ICP RIC
Default
GFM Contract Nbr
Outbounding Options

Supported DoDAAC Contracts

All

GFM Contract Nbr
Delivery Order Nbr
Start Dt
Expiration Dt

TMOs Tab

All
TMO RIC
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email
Address Line 1
Address Line 2
City
State
Zip
Country
Default ?

POC Info Tab

Warehouse Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

COR Tab

COR POC Contact Point
COR POC Phone Number
COR POC DSN Number
COR POC Fax Number
COR POC Email Address
COR POC Address Line 1
COR POC Address Line 2
COR POC City
COR POC State Code
COR POC Zip Code
COR POC Country Code

Laundry POC Fields

Laundry Contact Point
Laundry Phone Number
Laundry DSN Number
Laundry Fax Number
Laundry Email Address
Laundry Address Line 1
Laundry Address Line 2
Laundry City
Laundry State Code
Laundry Zip Code
Laundry Country Code

X-Ray POC Fields

X-Ray Contact Point
X-Ray Phone Number
X-Ray DSN Number
X-Ray Fax Number
X-Ray Email Address
X-Ray Address Line 1
X-Ray Address Line 2
X-Ray City
X-Ray State Code
X-Ray Zip Code
X-Ray Country Code

Scheduling and Notifications Tab

Reporting Unit

Reporting Interval
Date of Month
Auto-Generate within Days
Generate when Individual has an open Physical Inventory
Past Due Receipt Notification
Days Past Estimated Delivery Date

(*) Asterisk identifies mandatory fields.

Procedures

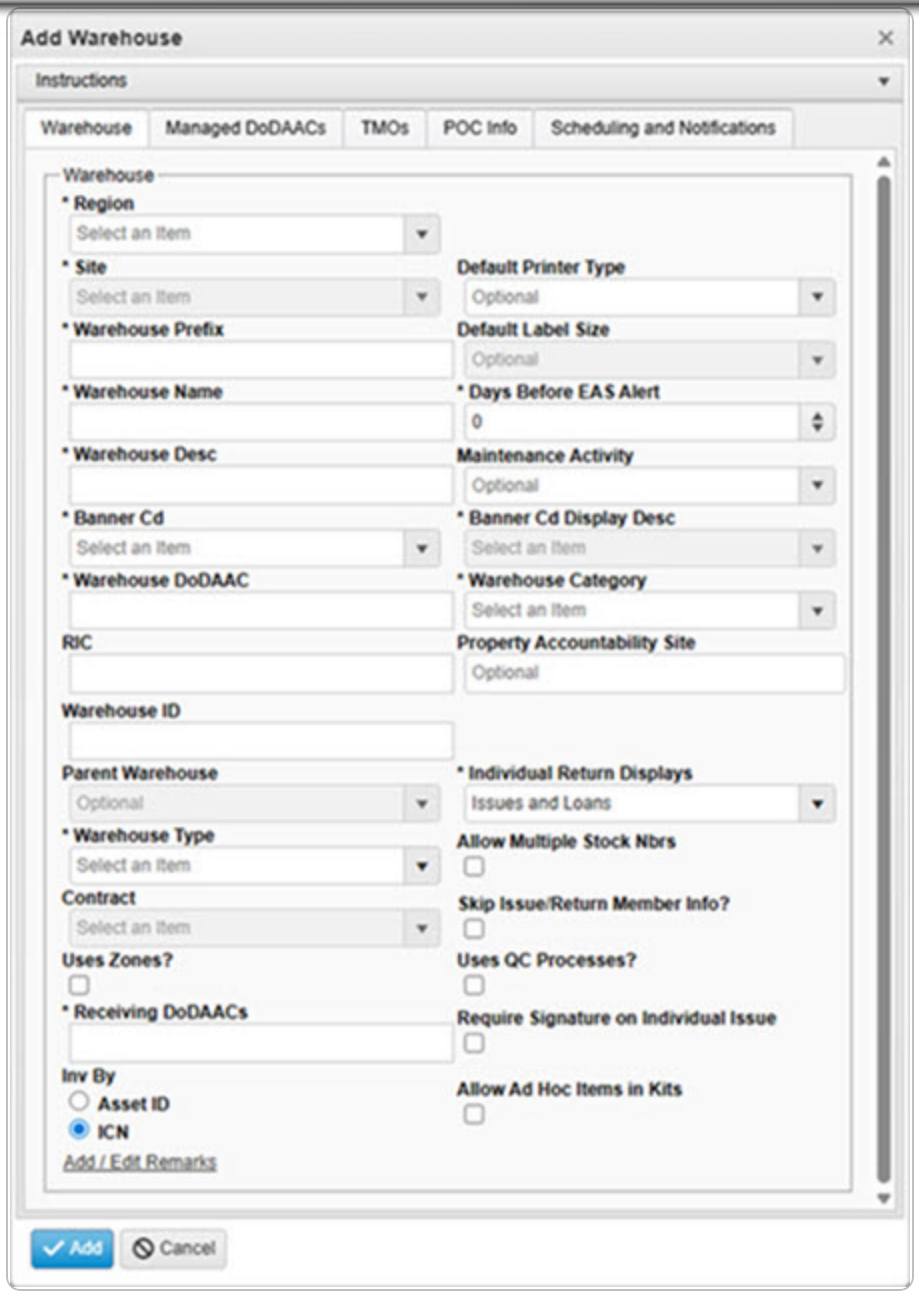
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Warehouse

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

1. Select + Add . *The* ***Add Warehouse*** *pop-up window displays, with the Warehouse Tab available.*



A. Use ▼ to select the Region.

B. Use ▼ to select the Site.

C. Enter the Warehouse Prefix in the field provided. *This is a 3 alphanumeric character field.*

D. Enter the Warehouse Name in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Warehouse DESC in the field provided. *This is a 1,025 alphanumeric character field.*

F. Use to select the Banner Cd.

G. Enter the Warehouse DODAAC in the field provided. *This is a 6 alphanumeric character field.*

H. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

I. Enter the Warehouse ID in the field provided. *This is a 25 alphanumeric character field.*

J. Use to select the Parent Warehouse.

K. Use to select the Warehouse Type.

L. Use to select the Contract.

M. Click ☐ to select the Uses Zones?. ☑ *is Yes (Zones),* ☐ *is No (No Zones).*

N. Enter the Receiving DODAACs in the field provided. *This is a 6 alphanumeric character field.*

O. Select ○ for the desired INV By. *Choose either ASSET ID or ICN.*

P. Use to select the Default Printer Type.

Q. Use to select the Default Label Size.

R. Use to choose the Days Before EAS Alert.

S. Use to select the Maintenance Activity.

T. Use to select the Banner Cd Display Desc.

U. Use to select the Warehouse Category.

V. Enter the Property Accountability Site in the field provided. *This is a xx alphanumeric character field.*

W. Use ▼ to select the Individual Return Displays.

X. Click ☐ to select the Allow Multiple Stock Nbrs. ☑ *is Yes (Allows),* ☐ *is No (Not Allowed).*

Y. Click ☐ to select the Skip Issue/Return Member Info?. ☑ *is Yes (Skip),* ☐ *is No (No Skip).*

Z. Click ☐ to select the Uses QC Processes?. ☑ *is Yes (QC),* ☐ *is No (No QC).*

AA. Click ☐ to select the Require Signature on Individual Issue. ☑ *is Yes (Required),* ☐ *is No (Not Required).*

AB. Click ☐ to select the Allow Ad Hoc Items in Kits. ☑ *is Yes (Accepts),* ☐ *is No (Not Accepted).*

AC. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

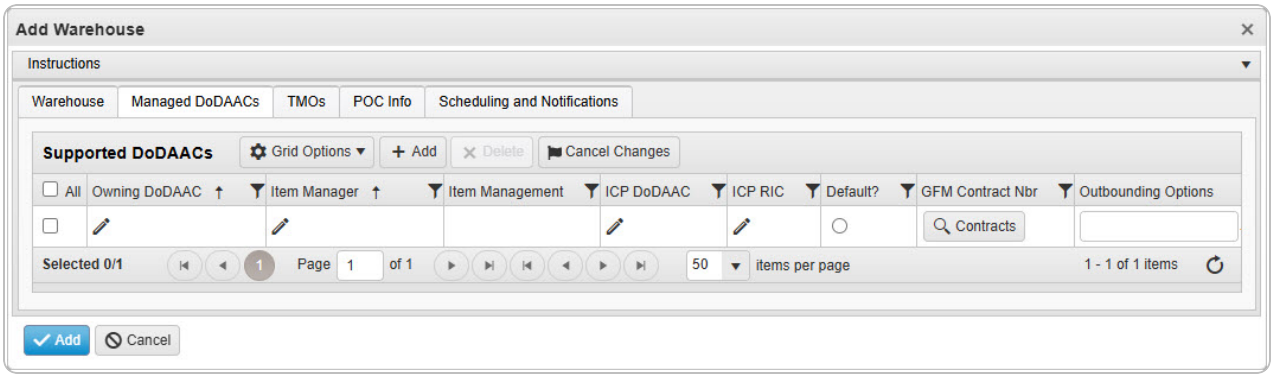
b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Add. *The **Add Warehouse** pop-up window closes, and the new warehouse is highlighted in green.*

2.

OR

Select the Managed DoDAACs tab. *The **Managed DoDAACs** tab appears.*



A. Select ✎ in the Owning DoDAAC column. *The Owning DoDAAC field appears. This is a 6 alphanumeric character field.*

B. Select in the Item Manager column. *Use* *to select the Item Manager.*

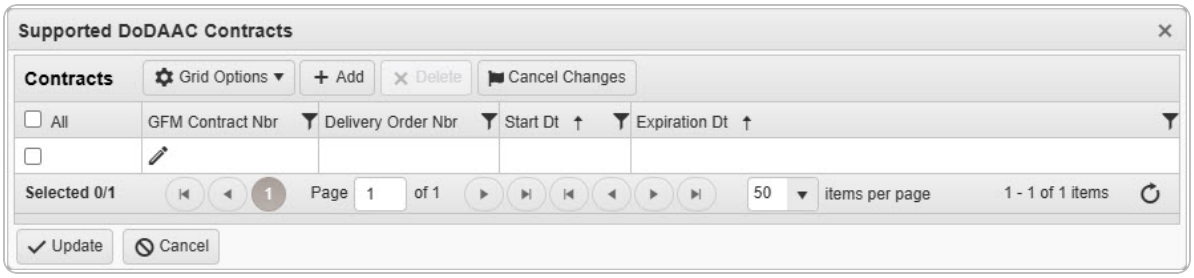
C. *The Item Manager automatically populates and is not editable.*

D. Select in the ICP DoDAAC column. *The ICP DoDAAC field appears. This is a 6 alphanumeric character field.*

E. Select in the ICP RIC column. *The ICP RIC field appears. This is a 3 alpha-numeric character field.*

F. Select Default if this Supported DoDAAC is the main DoDAAC in the list.

G. Select Contracts. *The* ***Supported DoDAAC Contracts*** *pop-up window appears.*



a. Click to select the desired Contract. *The row is highlighted.*

b. Select in the GFM Contract Number column. *Use* *to select the GFM Contract Nbr.*

c. *The Delivery Order Nbr automatically populates and is not editable.*

d. *The Start Dt automatically populates and is not editable.*

e. *The Expiration Dt automatically populates and is not editable.*

f. Select Update. *The* ***Supported DoDAAC Contracts*** *pop-up window closes.*

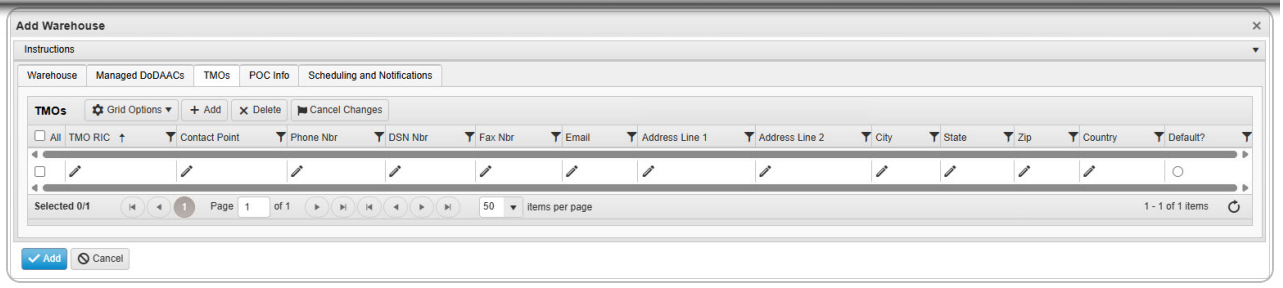
H. Select the Outbounding Options field to choose the DLMS transaction from the list.

Select Update to complete updating the warehouse. *The* ***Update Warehouse*** *pop-up window closes, and the revised warehouse is highlighted in green.*

3.

OR

Select the TMOs tab. *The* ***TMOs*** *tab appears.*



A. Select in the TMO RIC column. *The TMO RIC field appears. This is a 3 alpha-numeric character field.*

B. Select in the Contact Point column. *The Contact Point field appears. This is a 25 alphanumeric character field.*

C. Select in the PHONE NBR column. *The PHONE NBR field appears. This is a 25 numeric character field.*

D. Select in the DSN NBR column. *The DSN NBR field appears. This is a 25 numeric character field.*

E. Select in the FAX NBR column. *The FAX NBR field appears. This is a 25 numeric character field.*

F. Select in the E-MAIL column. *The E-MAIL field appears. This is an 80 alpha-numeric character field.*

G. Select in the Address Line 1 column. *The Address Line 1 field appears. This is a 25 alphanumeric character field.*

H. Select in the Address Line 2 column. *The Address Line 2 field appears. This is a 25 alphanumeric character field.*

I. Select in the City column. *The City field appears. This is a 25 alphanumeric character field.*

J. Select in the State column. *The State field appears. Use* *to select the State.*

K. Select in the ZIP column. *The ZIP field appears. This is a 10 alphanumeric character field.*

L. Select in the Country column. *The Country field appears. Use* *to select the*

Country.

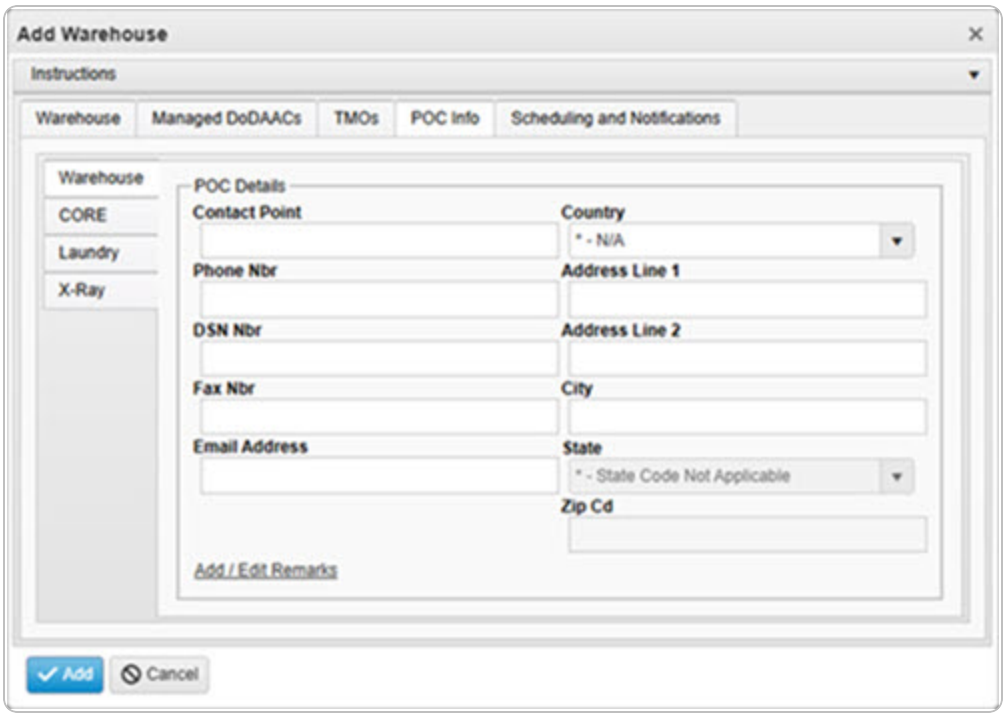
M. Select ◎ Default if this TMO is the main TMO in the list.

Select ✓ Update to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

4.

OR

Select the POC Info tab. *The **POC Details** tab appears.*



A. Select the Warehouse tab.

a. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*

b. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

c. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

f. Use to select the Country.

g. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Use to select the State.

k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

B. Select the COR tab.

a. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*

b. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

c. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

f. Use to select the Country.

g. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Use to select the State.

k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

C. Select the Laundry tab.

a. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*

b. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

c. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

f. Use to select the Country.

g. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Use to select the State.

k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

D. Select the X-Ray tab.

a. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*

b. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

c. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

f. Use to select the Country.

g. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Use to select the State.

k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

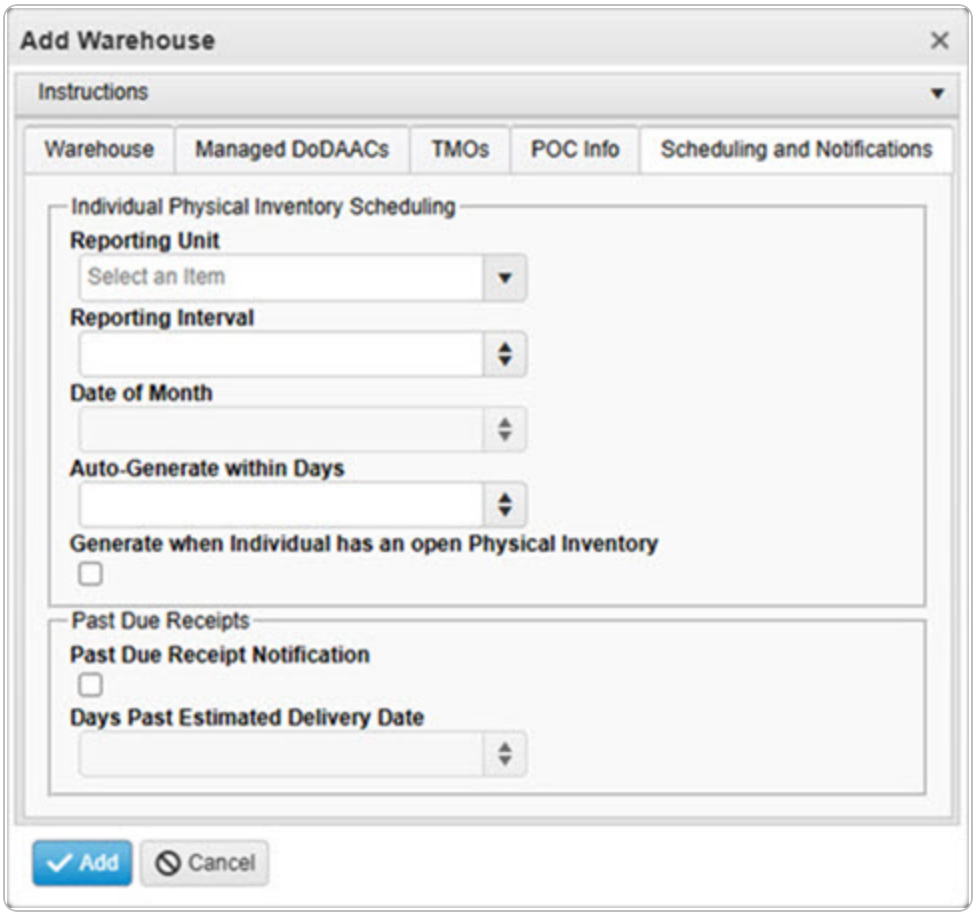
II. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Update to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

5.

OR

Select the Scheduling and Notifications tab. *The **Scheduling and Notifications Details** tab appears.*



A. Use ▼ to select the Reporting Unit.

B. Use ▲▼ to choose the Reporting Interval.

C. Use ▲▼ to choose the Date of Month.

D. Use to choose the Auto-Generate Within Days.

E. Click ☐ to select the Generate when Individual has an open Physical Inventory. *Checked is Generate, Blank is do not Generate.*

F. Click ☐ to select the Past Due Receipt Notification. *Checked is Notify, Blank is do not Notify.*

G. Use to choose the Days Past Estimated Delivery Date.

6. Select . *The new Warehouse record appears at the top of the Search Results grid, highlighted in green.*

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.
2448 — Warehouse DoDAAC already exists for {0}. Choose a Unique DoDAAC or configure a	Invalid Entry. The DoDAAC entered exists elsewhere. Enter a DoDAAC specific for this Warehouse.

Unique Warehouse ID.	
2449 — Warehouse ID already exists for {0}. Choose a Unique Warehouse ID or configure a Unique DoDAAC or RIC.	Invalid Entry. The ID entered exists elsewhere. Enter an ID specific for this Warehouse.
2450 — RIC already exists for {0}. Choose a Unique RIC or configure a Unique Warehouse ID.	Invalid Entry. The RIC entered exists elsewhere. Enter a RIC specific for this Warehouse.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

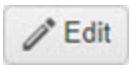
- Warehouse Overview
- Update a Warehouse
- View the History of a Warehouse

Update a Warehouse

Overview

The Warehouse Add process allows editing the Warehouse, DoDAACs, TMOs, POC Info, and Scheduling Details.

Navigation

MASTER DATA MGMT > Warehouse >  > Update Warehouse pop-up window

Page Fields

The following fields display on the **Update Warehouse** 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.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Warehouse Tab

Region *
Site *
Warehouse Prefix *
Warehouse Name *
Warehouse Desc *
Banner Cd *
Warehouse DoDAAC *
RIC
Warehouse ID
Parent Warehouse
Warehouse Type *
Contract
Uses Zones?
Receiving DoDAACs *
Inv By
Default Printer Type
Default Label Size
Days Before EAS Alert *
Maintenance Activity
Banner Cd Display Desc *
Warehouse Category *
Property Accountability Site
Individual Return Displays *
Allow Multiple Stock Nbrs
Skip Issue/Return Member Info?
Uses QC Processes?
Require Signature on Individual Issue
Allow Ad Hoc Items in Kits
Add / Edit Remarks

Remarks
History Remarks

Managed DoDAACs Tab

All
Owning DoDAAC
Item Manager
Item Management
ICP DoDAAC

ICP RIC
Default
GFM Contract Nbr
Outbounding Options

Supported DoDAAC Contracts

All
GFM Contract Nbr
Delivery Order Nbr
Start Dt
Expiration Dt

TMOs Tab

All
TMO RIC
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email
Address Line 1
Address Line 2
City
State
Zip
Country
Default ?

POC Info Tab

Warehouse Tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State

Zip Code
Add / Edit Remarks

Remarks
History Remarks

COR Tab

COR POC Contact Point
COR POC Phone Number
COR POC DSN Number
COR POC Fax Number
COR POC Email Address
COR POC Address Line 1
COR POC Address Line 2
COR POC City
COR POC State Code
COR POC Zip Code
COR POC Country Code

Laundry POC Fields

Laundry Contact Point
Laundry Phone Number
Laundry DSN Number
Laundry Fax Number
Laundry Email Address
Laundry Address Line 1
Laundry Address Line 2
Laundry City
Laundry State Code
Laundry Zip Code
Laundry Country Code

X-Ray POC Fields

X-Ray Contact Point
X-Ray Phone Number
X-Ray DSN Number
X-Ray Fax Number
X-Ray Email Address
X-Ray Address Line 1
X-Ray Address Line 2
X-Ray City
X-Ray State Code
X-Ray Zip Code

X-Ray Country Code

Scheduling and Notifications Tab

Reporting Unit
Reporting Interval
Date of Month
Auto-Generate within Days
Generate when Individual has an open Physical Inventory
Past Due Receipt Notification
Days Past Estimated Delivery Date

(*) Asterisk identifies mandatory fields.

Procedures

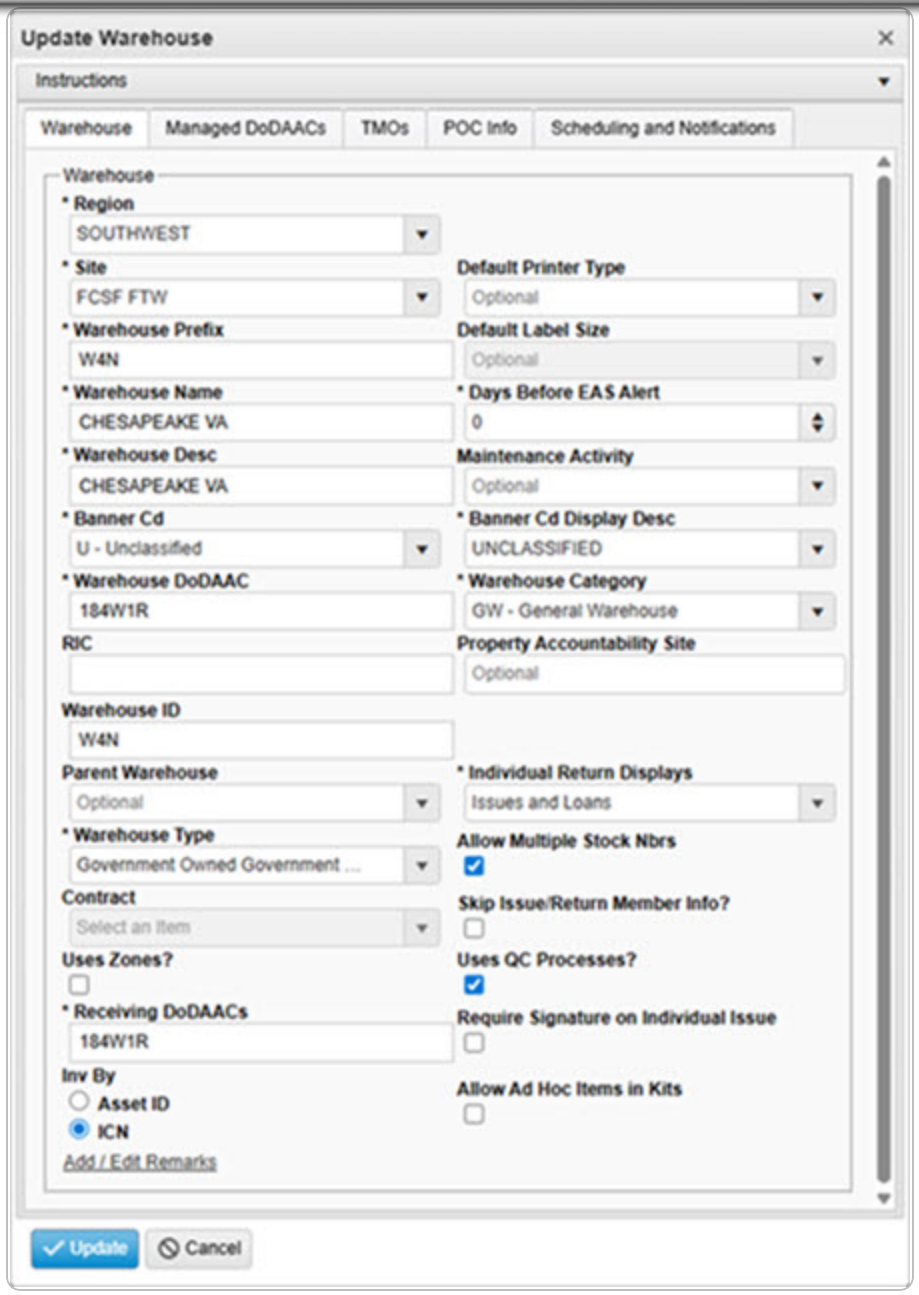
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Warehouse

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

1. Select Edit. *The* ***Update Warehouse*** *pop-up window displays, with the Warehouse Tab available.*



A. Update the Region, using ▼ to select the desired place.

B. Update the Site, using ▼ to select the desired place.

C. Update the Warehouse Prefix, entering the revised beginning in the field provided. *This is a 3 alphanumeric character field.*

D. Update the Warehouse Name, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*

E. Update the Warehouse DESC, entering the revised explanation in the field provided. *This is a 1,025 alphanumeric character field.*

F. Update the Banner Cd, using to select the desired code.

G. Update the Warehouse DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

H. Update the RIC, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*

I. Update the Warehouse ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*

J. Update the Parent Warehouse, using to select the desired place.

K. Update the Warehouse Type, using to select the desired kind.

L. Update the Contract, using to select the desired identifier.

M. Verify the Uses Zones? contains the appropriate ☐ or ☑. ☑ *is Yes (Zones),* ☐ *is No (No Zones).*

N. Update the Receiving DODAACs, entering the revised codes in the field provided. *This is a 6 alphanumeric character field.*

O. Verify the INV By option contains the appropriate ○ or ◉. *Choose either ASSET ID or ICN.*

P. Update the Default Printer Type, using to select the desired kind.

Q. Update the Default Label Size, using to select the revised size.

R. Update the Days Before EAS Alert, using to choose the revised amount.

S. Update the Maintenance Activity, using to select the desired name.

T. Update the Banner Cd Display Desc, using to select the desired explanation.

U. Update the Warehouse Category, using to select the desired type.

V. Update the Property Accountability Site, entering the revised name in the field provided. *This is a xx alphanumeric character field.*

W. Update the Individual Return Displays, using to select the desired type.

X. Verify the Allow Multiple Stock Nbrs contains the appropriate ☐ or ☑. ☑ *is Yes (Allows),* ☐ *is No (Not Allowed).*

Y. Verify the Skip Issue/Return Member Info? contains the appropriate ☐ or ☑. ☑ *is Yes (Skip),* ☐ *is No (No Skip).*

Z. Verify the Uses QC Processes? contains the appropriate ☐ or ☑. ☑ *is Yes (QC),* ☐ *is No (No QC).*

AA. Verify the Require Signature on Individual Issue contains the appropriate ☐ or ☑. ☑ *is Yes (Required),* ☐ *is No (Not Required).*

AB. Verify the Allow Ad Hoc Items in Kits contains the appropriate ☐ or ☑. ☑ *is Yes (Accepts),* ☐ *is No (Not Accepted).*

AC. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

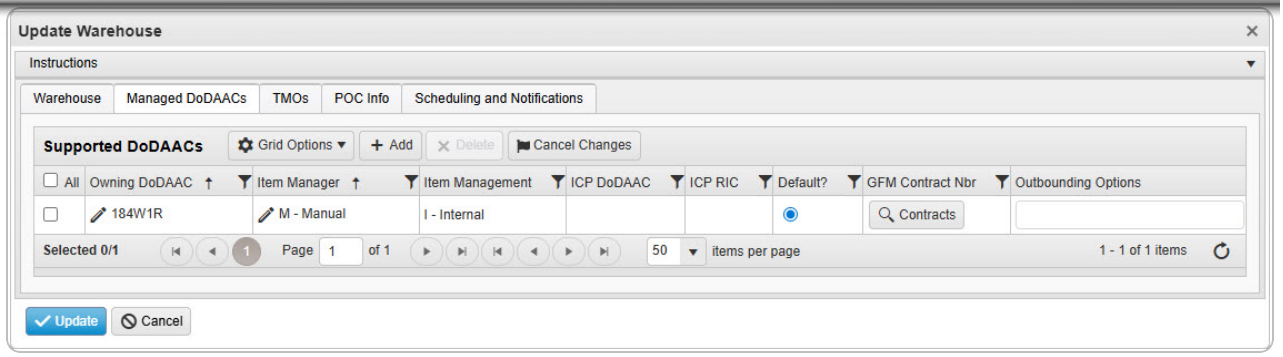
Select

to complete updating the warehouse. *The* ***Update Warehouse*** *pop-up window closes, and the revised warehouse is highlighted in green.*

2.

OR

Select the Managed DoDAACs tab. *The* ***Managed DoDAACs*** *tab appears.*



A. Select in the Owning DoDAAC column. *The Owning DoDAAC field appears, and is a 6 alphanumeric character field.*

B. Select in the Item Manager column. *Update the Item Manager, using to select the desired identifier.*

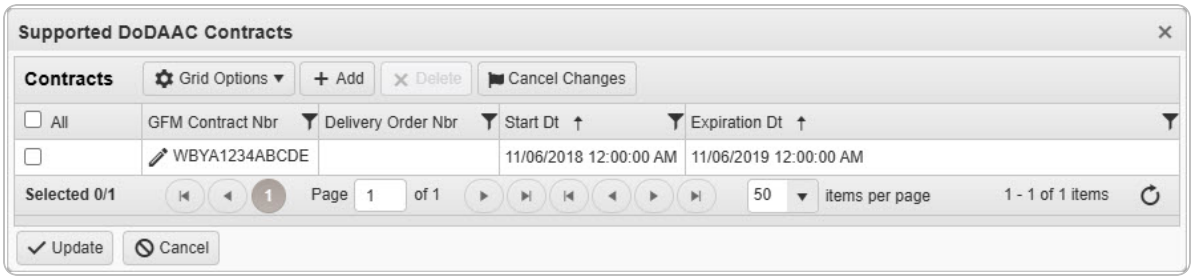
C. *Verify the Item Management column entry.*

D. *Verify the ICP DoDAAC column entry.*

E. *Verify the ICP RIC column entry.*

F. *Verify the Default? column entry contains the appropriate or .*

G. Select Contracts. *The **Supported DoDAAC Contracts** pop-up window appears.*



a. Click to select the desired Contract. *The row is highlighted.*

b. Select in the GFM Contract Number column. *Update the GFM Contract Nbr, using to select the desired identifier.*

c. *Verify the Delivery Order NBR column entry.*

d. *Verify the START DT column entry.*

e. *Verify the EXPIRATION DT column entry.*

f. Select Update. *The **Supported DoDAAC Contracts** pop-up window closes.*

H. Update the Outbounding Options field by either:

Add a DLMS transaction by selecting the field and choosing additional options.

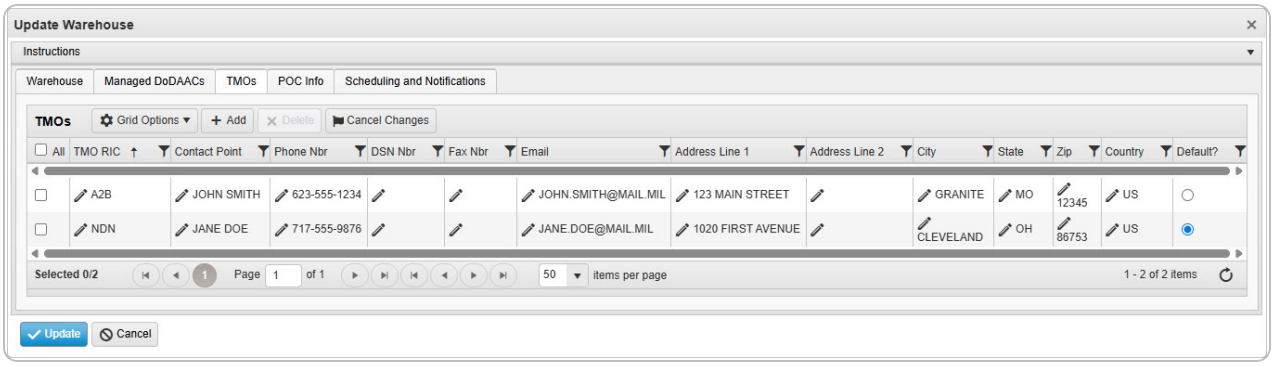
OR

Delete by selecting the X on the DLMS entry.

Select Update to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

3. **OR**

Select the TMOs tab. *The **TMOs** tab appears.*



A. Click ☐ to select the desired TMO. *The row is highlighted.*

B. Update the TMO RIC column entry, using ✎ to open the TMO RIC field. *This is a 3 alphanumeric character field.*

C. Update the Contact Point column entry, using ✎ to open the Contact Point field. *This is a 25 alphanumeric character field.*

D. Update the PHONE NBR column entry, using ✎ to open the PHONE NBR field. *This is a 25 alphanumeric character field.*

E. Update the DSN NBR column entry, using ✎ to open the DSN NBR field. *This is a 25 alphanumeric character field.*

F. Update the FAX NBR column entry, using to open the FAX NBR field. *This is a 25 alphanumeric character field.*

G. Update the E-MAIL column entry, using to open the E-MAIL field. *This is an 80 alphanumeric character field.*

H. Update the Address Line 1 column entry, using to open the Address Line 1 field. *This is a 25 alphanumeric character field.*

I. Update the Address Line 2 column entry, using to open the Address Line 2 field. *This is a 25 alphanumeric character field.*

J. Update the City column entry, using to open the City field. *This is a 25 alpha-numeric character field.*

K. Update the State column entry, using to open the State field. *Use to select the State.*

L. Update the ZIP CD column entry, using to open the ZIP CD field. *This is a 10 alphanumeric character field.*

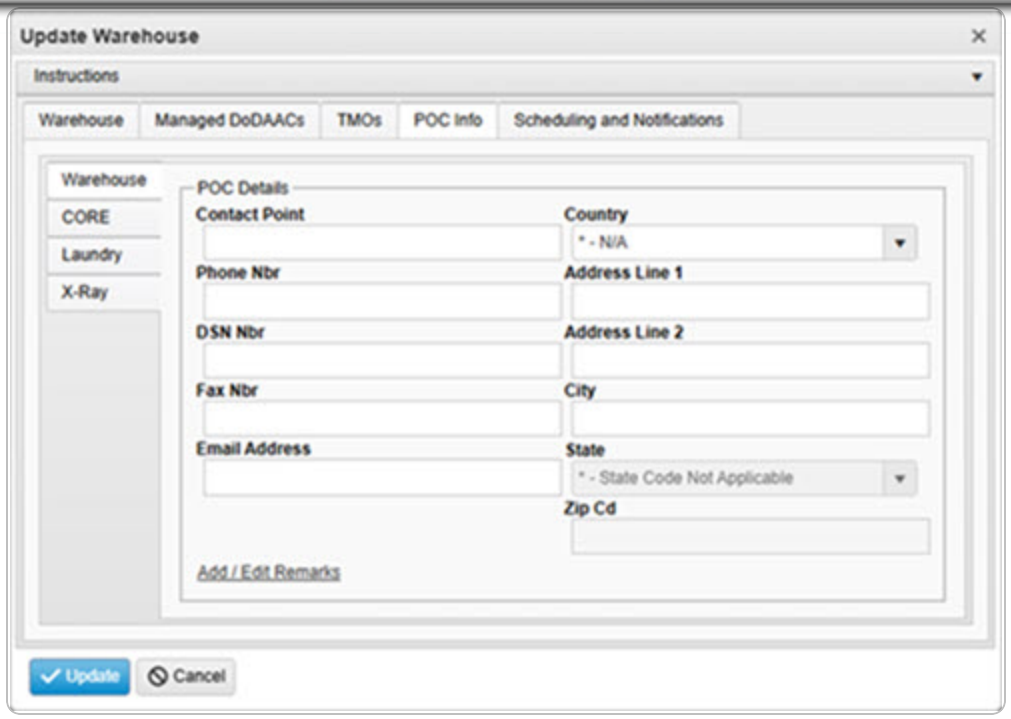
M. Update the County column entry, using to open the County field. *Use to select the Country.*

N. *Verify the Default? column entry contains the appropriate or .*

Select Update to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

4. **OR**

Select the POC Info tab. *The **POC Details** tab appears.*



A. Select the Warehouse tab.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

c. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

f. Update the Country, using to select the desired code.

g. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

B. Select the COR tab.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

C. Select the Laundry tab.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

II. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

D. Select the X-Ray tab.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

II. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

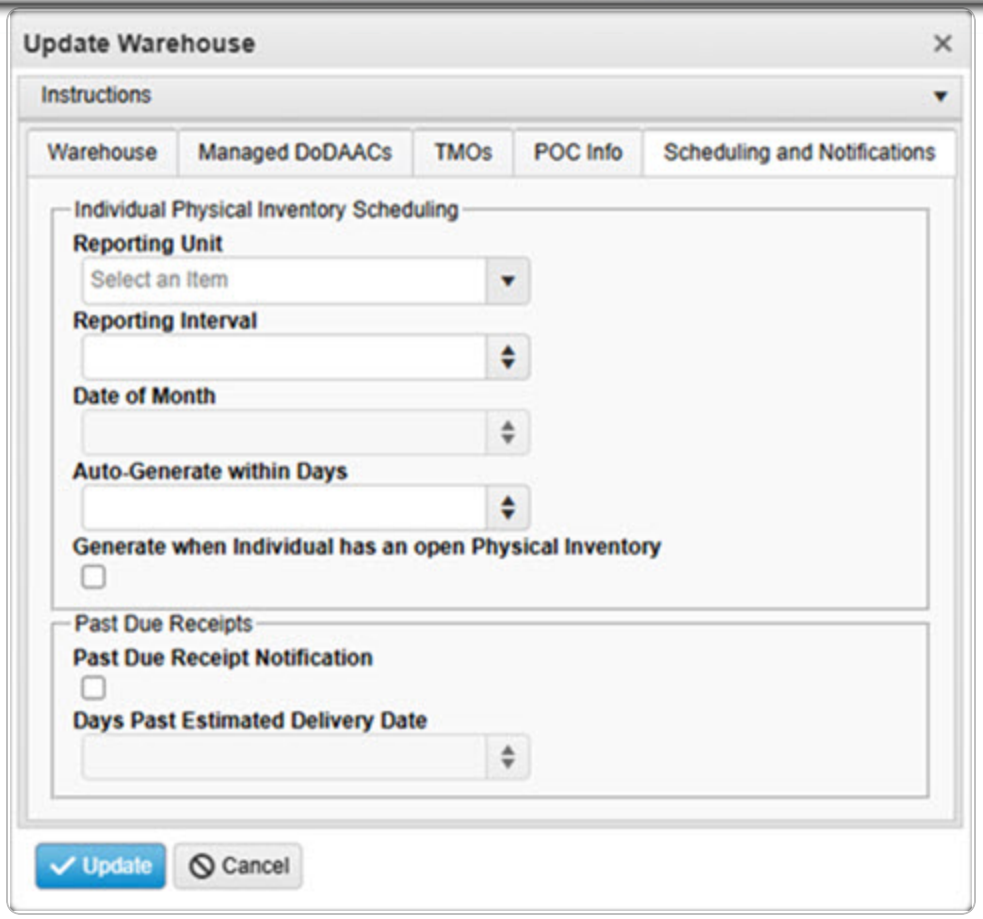
Select

to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

5.

OR

Select the Scheduling and Notifications tab. *The **Scheduling and Notifications Details** tab appears.*



A. Update the Reporting Unit, using ▼ to select the desired time frame.

B. Update the Reporting Interval, using ▲▼ to choose the revised time.

C. Update the Auto-Generate Within Days, using ▲▼ to choose the revised amount of days.

D. Verify the Generate when Individual has an open Physical Inventory contains the appropriate ☐ or ☑. *This determines if the inventory is automatically created when there is an open inventory.*

E. Verify the Past Due Receipt Notification contains the appropriate ☐ or ☑. *This determines if an overdue notification is automatically generated.*

F. Update the Days Past Estimated Delivery Date, using to choose the revised time.

6. Select to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

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.
761 - Phone Nbr, DSN Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7-pos, with supported special characters(s) -, +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address struc-	Invalid E-Mail Format Entered. Enter a minimum

ture is incorrect.	of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- Warehouse Overview
- Add a Warehouse
- View the History of a Warehouse

View a Warehouse History

Overview

The Warehouse History process allows viewing the past revisions to the Warehouse record.

Navigation

MASTER DATA MGMT > Warehouse > History > Warehouse History pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Warehouse History

Operation
Last Transaction Dt/Tm
Last Updated By
Warehouse Name
Warehouse Desc
Warehouse Prefix
Site Name
Region Name
Logistics Program Name
Banner Cd
Warehouse ID

Warehouse DoDAAC
RIC
Uses Zones?
Days Before EAS Alert
Allow Multiple Stock Numbers
Redistribution System Interface
Financial System Interface
Warehouse Type Description
Warehouse Category Description
Contract Nbr
Default Printer Type
Default Label Size
Maintenance Activity Desc
Parent Warehouse
Receiving DoDAACs
History Individual Return Display Option
Active?
Allow Ad Hoc Items In Kits
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Generate when Individual has an open Physical Inventory
Inv By
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address

Optional

Program ID
Established By Dt/Tm
Established By

POC Contact Point

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Address Line 1
Address Line 2

City
State
Zip Cd
Country

COR POC Contact Point

COR POC Contact Point
COR POC Phone Number
COR POC DSN Number
COR POC Fax Number
COR POC E-Mail Address
COR POC Address Line 1
COR POC Address Line 2
COR POC City
COR POC State Code
COR POC Zip Code
COR POC Country Code

X-Ray POC Contact Point

X-Ray Contact Point
X-Ray Phone Number
X-Ray DSN Number
X-Ray Fax Number
X-Ray E-Mail Address
X-Ray Address Line 1
X-Ray Address Line 2
X-Ray City
X-Ray State Code
X-Ray Zip Code
X-Ray Country Code

Laundry POC Contact Point

Laundry Contact Point
Laundry Phone Number
Laundry DSN Number
Laundry Fax Number
Laundry E-Mail Address
Laundry Address Line 1
Laundry Address Line 2
Laundry City
Laundry State Code
Laundry Zip Code
Laundry Country Code

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the History of a Warehouse Record

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

1. Select History. *The* ***Warehouse History*** *pop-up window displays.*

A. *Verify the Operation.*
B. *Verify the Last Transaction DT/TM.*
C. *Verify the Last Updated By.*
D. *Verify the Warehouse Name.*
E. *Verify the Warehouse DESC.*
F. *Verify the Warehouse Prefix.*
G. *Verify the Site Name.*
H. *Verify the Region Name.*
I. *Verify the Logistics Program Name.*
J. *Verify the Banner Cd.*
K. *Verify the Warehouse ID.*
L. *Verify the Warehouse DODAAC.*
M. *Verify the RIC.*
N. *Verify the Uses Zones?*
O. *Verify the Days Before EAS Alert.*
P. *Verify the Allow Multiple STOCK NBRS.*
Q. *Verify the Redistribution System Interface.*
R. *Verify the Financial System Interface.*

S. *Verify the Warehouse Type DESC.*
T. *Verify the Warehouse Category DESC.*
U. *Verify the CONTRACT NBR.*
V. *Verify the Default Printer Type.*
W. *Verify the Default Label Size.*
X. *Verify the Maintenance Activity DESC.*
Y. *Verify the Parent Warehouse.*
Z. *Verify the Receiving DODAACs.*
AA. *Verify the History Individual Return Display Option.*
AB. *Verify the Active?*
AC. *Verify the Allow Ad Hoc Items In Kits.*
AD. *Verify the Reporting Interval.*
AE. *Verify the Reporting Unit.*
AF. *Verify the Auto-Generate within Days.*
AG. *Verify the Date of Month.*
AH. *Verify the Generate when Individual has an open Physical Inventory.*
AI. *Verify the INV By.*
AJ. *Verify the Contact Point.*
AK. *Verify the PHONE NBR.*
AL. *Verify the DSN NBR.*
AM. *Verify the FAX NBR.*
AN. *Verify the E-MAIL Address.*

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

- Warehouse Overview
- Add a Warehouse
- Update a Warehouse

Contractor

Overview

The Warehouse Management module Contractor process provides the ability to add, update or delete Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

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

MASTER DATA MGMT > Contractor > Contractor page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

CAGE Cd
Corporation Name
DoDAAC
Division Name

Contractor Grid

All
Corporation Name
Division Name
CAGE Cd
DoDAAC

Optional

Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Contractor Remarks
Contact Point
Country
Address Line 1
Address Line 2
City
State
Zip Cd
Phone Nbr
DSN Nbr
Email Address
Fax Nbr
POC Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Contractor

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

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

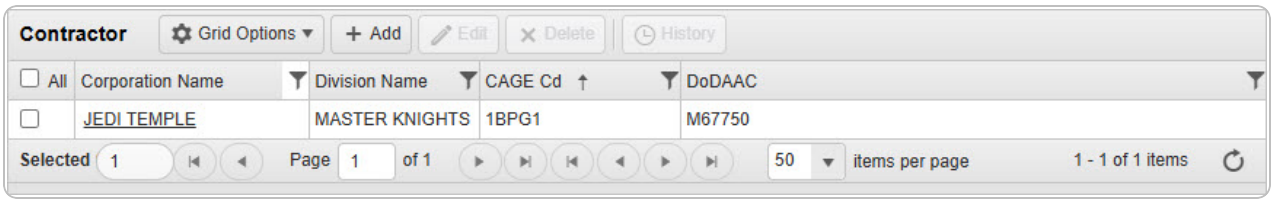
   A. Enter the CAGE CD, using i to assist with the entry. *This is a 5 alphanumeric character field.*

   B. Enter the Corporation Name, using i to assist with the entry. *This is a 50 alphanumeric character field.*

C. Enter the DoDAAC, using to assist with the entry. *This is a 6 alphanumeric character field.*

D. Enter the Division Name, using to assist with the entry. *This is a 25 alphanumeric character field.*

2. Select Search. *The Search Results are displayed in the Contractor grid.*



Add a New Contractor

Select Add. *The **Add a Contractor** pop-up window appears.*

Update a Contractor

Select Edit. *The **Update a Contractor** pop-up window appears.*

Delete a Contractor

Select Delete. *The **Delete a Contractor** pop-up window appears.*

View the History of a Contractor

Select History. *The **History for Contractor** pop-up 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Contractor
- Update a Contractor
- Delete a Contractor
- History for Contractor

Add a Contractor

Overview

The Add a Contractor process provides the ability to create new Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Navigation

MASTER DATA MGMT > Contractor > + Add > Add Contractor pop-up window

Page Fields

The following fields display on the **Add Contractor** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-

	numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *
Corporation Name *
DoDAAC
Division Name
Add / Edit Remarks

Remarks
History Remarks

POC tab

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

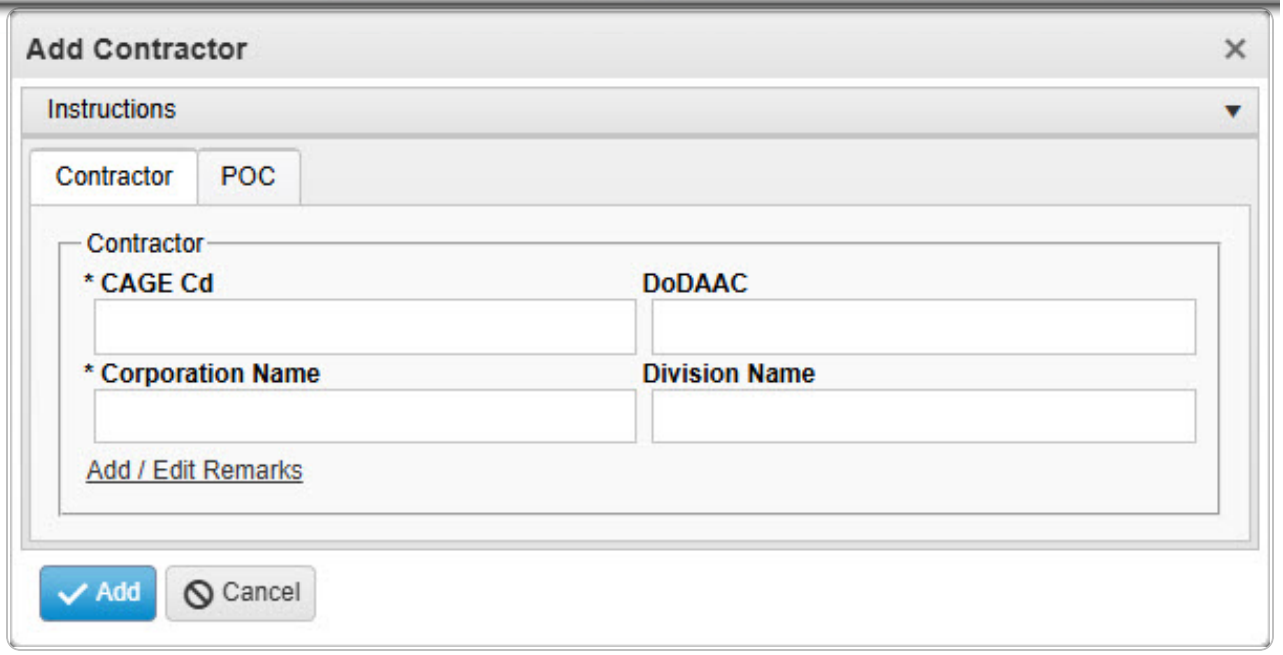
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Contractor

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

1. Select + Add . *The* ***Add Contractor*** *pop-up window displays, with the Contractor Tab available.*



A. Enter the CAGE CD in the field provided. *This is a 5 character field.*

B. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*

C. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

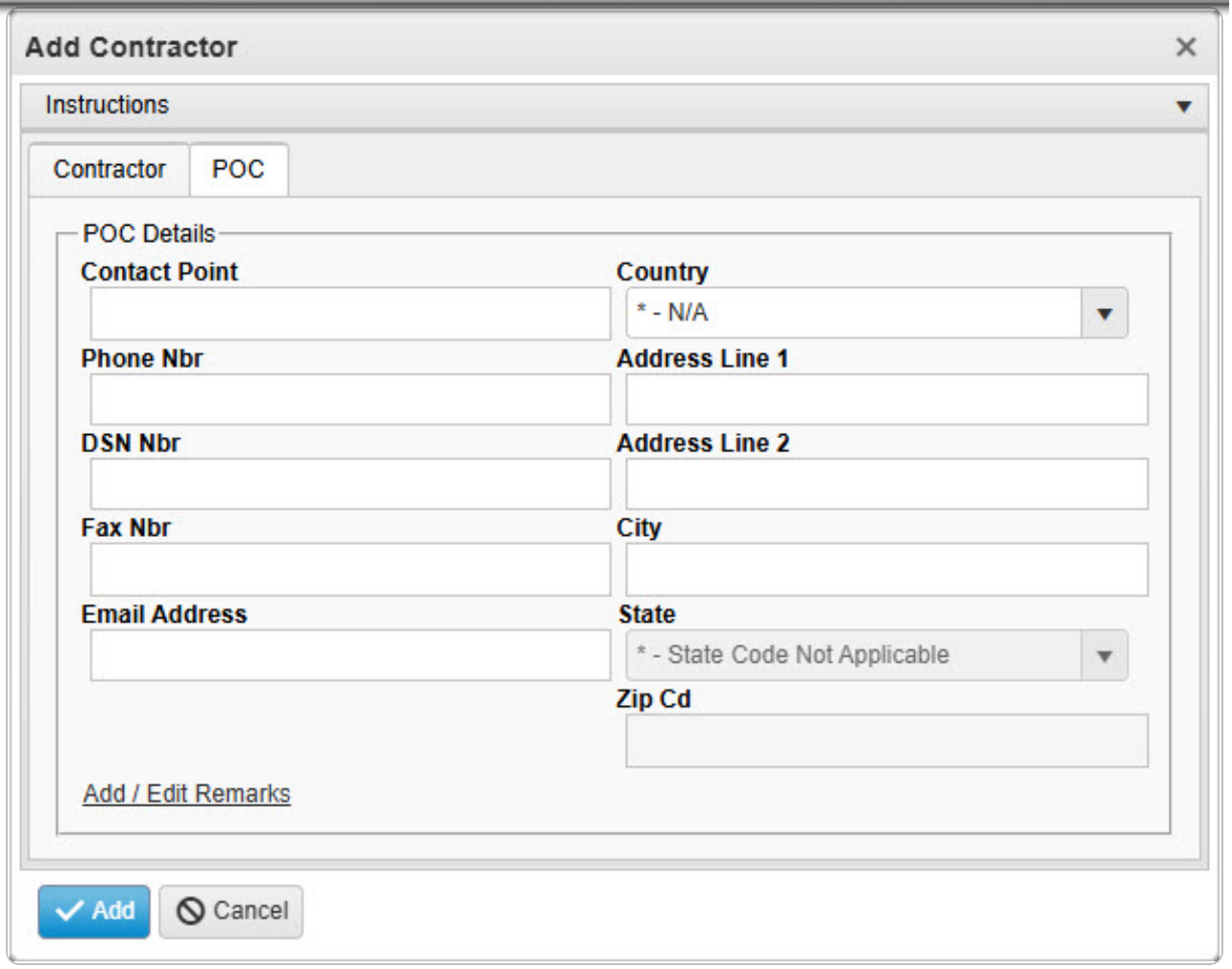
D. Enter the Division Name in the field provided. *This is a 25 alphanumeric character field.*

E. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

2. Select the **POC** tab.



A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*

B. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*

C. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*

D. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*

E. Enter the E-mail Address. *This is an 80 alphanumeric character field.*

F. Use to select the Country.

G. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

H. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

I. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

J. Use to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

3. Select

. *The **Add Contractor** pop-up window closes, and the new Contractor is highlighted in green.*

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.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—

	enter the record.
13 — Mandatory Entry: *CAGE Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Corporation Name*.	
204 — Invalid CAGE/ NCAGE Cd. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE Cd, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min-	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following

imum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

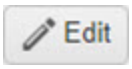
- Contractor Overview
- Update a Contractor
- Delete a Contractor
- History for Contractor

Update a Contractor

Overview

The Update a Contractor process allows editing Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Navigation

MASTER DATA MGMT > Contractor > 

> Update Contractor pop-up window

Page Fields

The following fields display on the **Update Contractor** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-

	numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *
Corporation Name *
DoDAAC
Division Name
Add / Edit Remarks

Remarks
History Remarks

POC tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Contractor

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

1. Select Edit. *The* ***Update Contractor*** *pop-up window displays, with the Contractor Tab available.*
2. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 character field. The* ***1st*** *and* ***5th*** *must be* ***numeric****, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.*
3. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric entry, but not "I"; "O"; or special characters.*

4. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

5. Update the Division Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

7. Select the **POC** tab.

   A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

   B. Update the Country, using to select the desired code.

   C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

   E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

   G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

   I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

   J. Update the State, using to select the desired code.

   K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

   L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

8. Select Update. *The revised Contractor appears in the 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.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.

204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

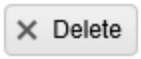
- Contractor Overview
- Add a Contractor
- Delete a Contractor

Delete a Contractor

Overview

The Delete a Contractor process allows removal of a Contractor Record. The Contractor Record is stored at the Logistics Program level, so this deletes the record throughout the warehouses.

Navigation

MASTER DATA MGMT > Contractor > 

> Confirm Delete (Delete Contractor) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Contractor)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Contractor)

History Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Contractor

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Contractor)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete to process the transaction.

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,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters

period, and space.	like ! or @ are prohibited.
545 — Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.

Related Topics

- Contractor Overview
- Add a Contractor
- Edit a Contractor

View a Region History

Overview

The Region History process allows viewing the past revisions to the Region record.

Navigation

MASTER DATA MGMT > Region > History > Region History pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Region History

Operation
Last Transaction Dt/Tm
Last Updated By
Region Name
Region Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country
Remarks
History Remarks
Program ID
Established By Dt/Tm
Established By

(*) Asterisk identifies mandatory fields.

Procedures

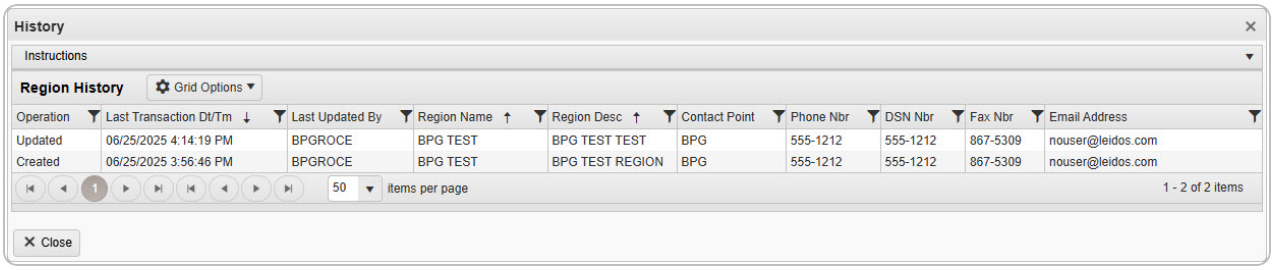
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the History of a Region Record

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

1. Select History. *The* ***Region History*** *pop-up window displays.*



2. *Verify the Operation.*
3. *Verify the Last Transaction Dt/Tm.*
4. *Verify the Last Updated By.*

5. *Verify the Region Name.*
6. *Verify the Region DESC.*
7. *Verify the Contact Point.*
8. *Verify the PHONE NBR.*
9. *Verify the DSN NBR.*
10. *Verify the FAX NBR.*
11. *Verify the E-MAIL Address.*

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

- Region
- Add a Region
- Update a Region

Contract

Overview

The Warehouse Management module Contract process provides the ability to view, add, update, or delete Contract information.
Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added.
The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout ELMS.

Navigation

MASTER DATA MGMT > Contract > Contract page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr
GFM Contractor Name
Dlvry Order Nbr
Contract Desc
Contract Type Cd
Start Dt
Expiration Dt

Contract Results Grid

GFM Contractor Name
Contract Type Cd
Contract Nbr
Non-DoD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

Contact Point

Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr

Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

ELMS Navigation Helpful Tips

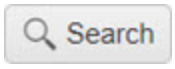
Click the following link to display Warehouse Navigation Tips.

Search for a Contract

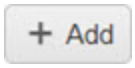
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
   - Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
   - Use ▼ to select the GFM Contractor Name.
   - Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
   - Use ▼ to select the Contract Type Cd.

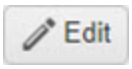
- Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  to display the search results.

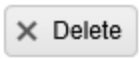
Add a New Contract

Select  to display the **Add a Contract** page.

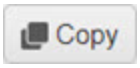
Update a Contract

Select ☐ (desired record) >  to display the **Update a Contract** page.

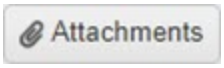
Delete a Contract

Select ☐ (desired record) >  to display the **Delete a Contract** page.

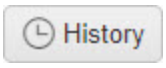
Copy a Contract

Select ☐ (desired record) >  to display the **Copy a Contract** page.

Add Attachments to a Contract

Select ☐ (desired record) >  to display the **Add Attachments to a Contract** page.

View the History for a Contract

Select ☐ (desired record) >  to display the **History for Contract** page.

View the Contractor Associated with a Contract

Select to display the **Contractor** page, listing out the contractors associated with this Division.

Common Errors

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

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

Related Topics

- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

Add a Contract

Overview

The Contract Add process provides the ability to create new contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract > + Add > Add Contract pop-up window

Page Fields

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

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr

Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Contract

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

1. Select + Add. *The **Add Contract** pop-up window displays, with the Contract Info Tab available.*
2. Use ▼ to select the Contract Type Cd.
3. Use ▼ to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
7. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

   Selecting × Cancel *from* Process ▼ *at any point of this procedure removes the Stock Numbers from the grid.*

   A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*

   B. Select + Add ▼. *The Add drop-down menu appears.*

Add an Individual STOCK NBR

Selecting ⊘ Cancel *at any point of this procedure removes the row.*

a. Select + Add Stock Nbr. *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

b. Enter the STOCK NBR, or use ... to browse for the entry.

c. Click away from the STOCK NBR field.

d. Select ✓ Add. *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting Cancel *at any point of this procedure closes the pop-up window.*

a. Select Browse Stock Nbr(s). *The* ***STOCK NBR Browse*** *pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

b. Select Select in the desired STOCK NBR rows. *The rows dim when selected.*

c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

d. Select Take Selected. *The* ***STOCK NBR Browse*** *pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select Process. *The Process drop-down menu appears.*

D. Select Save to commit the stock numbers to the contract.

E. Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

11.

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Enter the information in the Contract POC Details section.

a. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

b. Use ▼ to select the Country.

c. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

e. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

f. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

g. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

j. Use to select the State.

k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

m. Select

. *The new Contract record is saved, and appears in the Contract results grid.*

OR

B.

Select the Admin POC Details section.

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

b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

c. Use to select the Country.

d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

k. Use to select the State.

l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

n. Select

. *The new Contract record is saved, and appears in the Contract results grid.*

OR

C.

Select the Issuing POC Details section.

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

b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

c. Use to select the Country.

d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

k. Use to select the State.

l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

n. Select

. *The new Contract record is saved, and appears in the Contract results grid.*

OR

D.

Select the Property Admin POC Details section.

a. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

b. Use to select the Country.

c. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

e. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

f. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

g. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

j. Use to select the State.

k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

m. Select

. *The new Contract record is saved, and appears in the Contract 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	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.
13 - Mandatory Entry: *CONTRACT TYPE CD*.	
13 - Mandatory Entry: *Contractor*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *CONTRACT NBR*.	
419 - DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

Update a Contract

Overview

The Contract Update process allows editing of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Edit > Update Contract pop-up window

Page Fields

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

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Attachments
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr
Address Line 1

DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Contract

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

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Edit. *The* ***Update Contract*** *pop-up window displays, with the Contract Info Tab available.*
3. Update the Contract Type Cd, using ▼ to select the desired code.
4. *Verify the Contractor.*
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
7. Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 4 alphanumeric character field.*
8. Update the START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
9. Update the EXPIRATION DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
10. Verify the Manage STOCK NBRS contains the appropriate ☑ or ☐. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    Selecting Cancel *from* Process *at any point of this procedure removes the Stock Numbers from the grid.*

    A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*

    B. Select + Add ▼. *The Add drop-down menu appears.*

Add an Individual STOCK NBR

Selecting Cancel *at any point of this procedure removes the row.*

a. Select + Add Stock Nbr. *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

b. Enter the STOCK NBR, or use ... to browse for the entry.

c. Click away from the STOCK NBR field.

d. Select Add. *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting Cancel *at any point of this procedure closes the pop-up window.*

a. Select Browse Stock Nbr(s). *The* ***STOCK NBR Browse*** *pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

b. Select Select in the desired STOCK NBR rows. *The rows dim when selected.*

c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

d. Select Take Selected. *The* ***STOCK NBR Browse*** *pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select Process. *The Process drop-down menu appears.*

D. Select Save to commit the stock numbers to the contract.

E. Select Update. *The revised Contract record is saved, and in the Contract results grid.*

11. Update the Attachments, using Attach... to choose the revised files. *The* ***Attach Documents - Contract*** *pop-up window appears.*

12. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

Select Update. *The revised Contract record is saved, and in the Contract results grid.*

13.

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Verify the information in the Contract POC Details section.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using ▼ to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using ▼ to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

m. Select ✓ Update. *The revised Contract record is saved, and in the Contract results grid.*

OR

B. Verify the information in the Admin POC Details section.

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

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using ▼ to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using ▼ to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

n. Select ✓ Update. *The revised Contract record is saved, and in the Contract results grid.*

OR

C. Verify the information in the Issuing POC Details section.

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

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using ▼ to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using ▼ to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

n. Select ✓ Update. *The revised Contract record is saved, and in the Contract results grid.*

OR

D. Verify the information in the Property Admin POC Details section.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

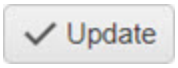
j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

m. Select 

. *The revised Contract record is saved, and in the Contract 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.
13 - Mandatory Entry: *CONTRACT TYPE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *CONTRACT NBR*.	
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 <max size> for this file type. "Attachment" file size	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

is <file size>.	
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is <file size>.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
419 - DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Add a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

Copy a Contract

Overview

The Contract Copy process provides the ability to duplicate all the values in a contract, including POC and stock number associations. The DLVY ORDER NBR, START DT, and EXPIRATION DT fields are not duplicated and expect entries.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Copy > Add Contract pop-up window

Page Fields

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

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr

Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State

ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Copy a Contract

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

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Copy. *The* ***Add Contract*** *pop-up window displays, with the Contract Info Tab available.*
3. Update the Contract Type Cd, using ▼ to select the desired code.
4. Update the Contractor, using ▼ to select the desired company.
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
7. Enter the new DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
8. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    Selecting Cancel *from* Process *at any point of this procedure removes the Stock Numbers from the grid.*

    A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*

    B. Select + Add ▼. *The Add drop-down menu appears.*

Add an Individual STOCK NBR

Selecting Cancel *at any point of this procedure removes the row.*

a. Select + Add Stock Nbr. *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

b. Enter the STOCK NBR, or use ... to browse for the entry.

c. Click away from the STOCK NBR field.

d. Select Add. *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting Cancel *at any point of this procedure closes the pop-up window.*

a. Select Browse Stock Nbr(s). *The* ***STOCK NBR Browse*** *pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

b. Select Select in the desired STOCK NBR rows. *The rows dim when selected.*

c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

d. Select Take Selected. *The* ***STOCK NBR Browse*** *pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select Process. *The Process drop-down menu appears.*

D. Select Save to commit the stock numbers to the contract.

E. Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

12.

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Verify the information in the Contract POC Details section.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

m. Select

. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

B.

Verify the information in the Admin POC Details section.

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

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
   2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select

. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

C.

Verify the information in the Issuing POC Details section.

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

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
   2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select

. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

D.

Verify the information in the Property Admin POC Details section.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
   2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

m. Select

. *The copied Contract record is saved, and appears in the Contract results grid.*

Common Errors

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

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

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Add Attachments to a Contract
- View the History for a Contract

Delete a Contract

Overview

The Contract Delete process allows removal of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > ✕ Delete > Delete Contract pop-up window

Page Fields

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

Delete Contract

History Remarks

Procedures

ELMS Navigation Helpful Tips

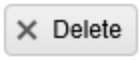
Click the following link to display Warehouse Navigation Tips.

Delete a Contract

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

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* ✎ Edit, ✕ Delete, ⧉ Copy, 🖇 Attachments, *and* 🕒 History *become available.*
2. Select ✕ Delete. *The* ***Delete Contract*** *pop-up window appears.*

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

4. Select 

. *The Contract record is removed from the 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.
546 - Contract cannot be deleted. Stock Number(s) exists.	Invalid Deletion. A Contract record cannot be deleted if there are any Stock Numbers, RSAs, or Warranty's still associated to that Contract. Review the Contract record again, and remove any remaining associated information so the Contract can be deleted.
993 - Contract cannot be deleted. Contract is associated with one or more RSAs.	
498 - Contract cannot be	

deleted. Warranty record(s) exists.	

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

View the Contract History

Overview

The Contract History process displays all of the previous transactions regarding a Contract Record. The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout ELMS.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > History > History for CONTRACT NBR pop-up window

Page Fields

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

Contract History Grid

Operation
Last Transaction Dt/Tm
Last Updated By
GFM Contractor Name
Contract Type Cd
Contract Nbr
Non-DOD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

Contact Point
Phone Nbr
DSN Nbr

FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1

Address Line 2
City
State
ZIP Cd
Country

Remarks
Program Id
Established Dt/Tm
Established By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the Contract History

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

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select History next to the desired entry. *The* ***History for CONTRACT NBR*** *pop-up window appears.*
3. *The information regarding the contract record automatically populates and is not editable.*
   A. *Verify the Operation.*
   B. *Verify the Last Transaction DT/TM.*
   C. *Verify the Last Updated By.*
   D. *Verify the GFM CONTRACTOR NAME.*
   E. *Verify the CONTRACT TYPE CD.*
   F. *Verify the CONTRACT NBR.*
   G. *Verify the NON-DOD CONTRACT NBR.*

H. *Verify the DLVY ORD NBR.*

I. *Verify the CONTRACT DESC.*

J. *Verify the START DT.*

K. *Verify the EXPIRATION DT.*

4. Select ✕ to close the pop-up window.

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.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract

Add Attachments to a Contract

Overview

The Contract Add Attachments process provides the ability to attach documents to the contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Attachments > Attachments for CONTRACT NBR pop-up window

Page Fields

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

Instructions - Attachments for CONTRACT NBR

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

Number	Value

404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments for Contract Nbr

Thumbnails
Attach

Attach Files

Attachment
Desc
Primary
Name
Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

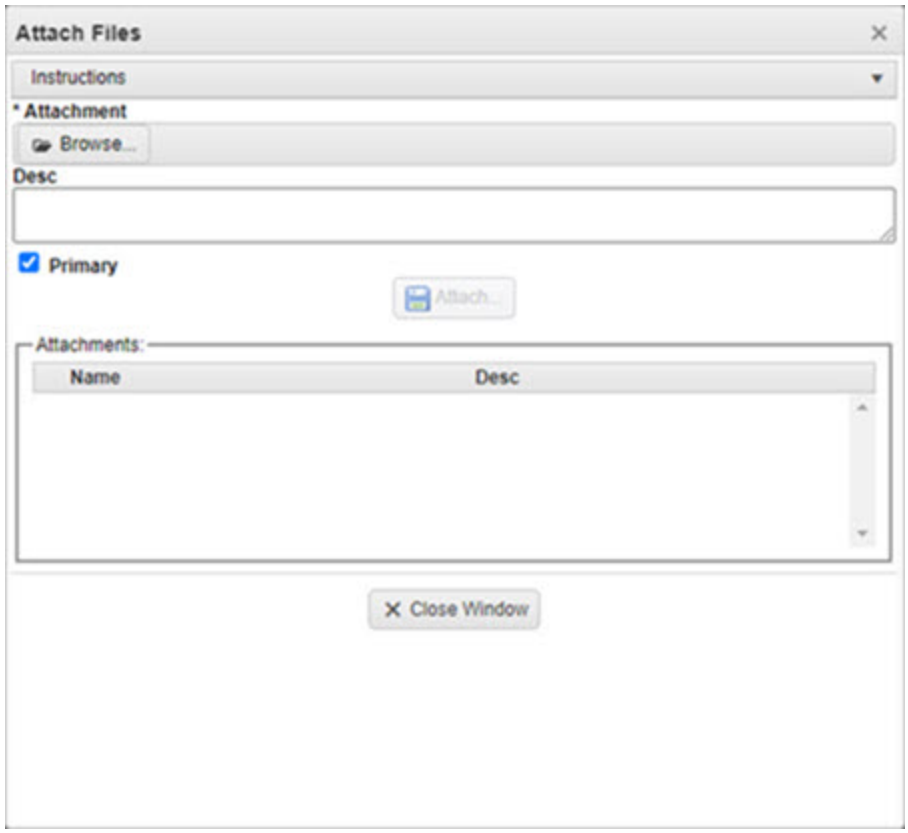
Attach a Document to a Contract

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

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*

2. Select Attachments. *The **Attachments for CONTRACT NBR** pop-up window appears.*

3. Select Attach... *The **Attach Files** pop-up window appears.*



4. Select Browse... *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*
11. Select Close Window . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for CONTRACT NBR** pop-up window.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

12. Select ✕ . *The **Attachments for CONTRACT NBR** pop-up window closes.*

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 <max size> for this file type. "Attachment" file size is <file 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 1MB. The selected file size is <file size>.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- View the History for a Contract

My Message Subscriptions

Overview

The Warehouse Management module Message Subscriptions process is to provide the ability to add, update and delete My Message Subscriptions. The messages displayed in this process are limited to the individual Warehouse member.
Messages are sent when a user sets up a subscription to a process in ELMS. The user subscribes to one or more message types, which triggers a message when actions are taken in that process.
For example, if a user is subscribed to the disposition message type and an action is taken in disposition, the user would receive an email message.

Navigation

MASTER DATA MGMT > Messaging > My Message Subscriptions page

Page Fields

The following fields display on the **My Message Subscriptions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

36	Select "Delete" button to remove record(s) from applicable tables.

Message Subscriptions

Msg Type
Name
Msg Dlvry Method

Optional

Warehouse

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Message Subscription

Select + Add. *The **Add a Message Subscription** pop-up window opens.*

Update a Message Subscription

Select Edit. *The **Update a Message Subscription** pop-up window opens.*

Delete a Message Subscription

Select × Delete. *The **Delete a Message Subscription** pop-up window opens.*

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

- Add a Message Subscription
- Update a Message Subscription
- Delete a Message Subscription

Add a Message Subscription

Overview

The Message Subscriptions Add process provides the ability to create a new message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging > + Add > Add Message Subscriptions pop-up window

Page Fields

The following fields display on the **Add Message Subscriptions** 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Message Subscription

Msg Dlvry Method *
Msg Type *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Message Subscriptions

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

1. Use ▼ to select the Msg Dlvry Method.

2. Use ▼ to select the Msg Type.

3. Select Add. *The new message subscription is saved, and appears in the Message Subscriptions 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

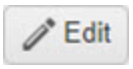
- My Message Subscription
- Update a Message Subscription
- Delete a Message Subscription

Update a Message Subscriptions

Overview

The Message Subscriptions Update process allows editing of a message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging > 

> Update Message Subscriptions pop-up window

Page Fields

The following fields display on the **Update Message Subscriptions** 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.

Message Subscription

Msg Dlvry Method *
Msg Type *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Message Subscription

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

1. Update the Msg Dlvry Method, using ▼ to select the desired method.

2. Update the Msg Type, using ▼ to select the desired type.

3. Select Update. *The revised message subscription is saved, and appears in the Message Subscriptions 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

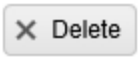
- My Message Subscription
- Add a Message Subscription
- Delete a Message Subscription

Delete a Message Subscription

Overview

The Message Subscriptions Delete process allows removal of a message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging > 

> Delete Message Subscriptions pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete Message Subscriptions)

History Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Message Subscription

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Message Subscriptions)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The message subscription is removed.*

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

- My Message Subscription
- Add a Message Subscription
- Update a Message Subscription

Search for an Agency Catalog

Overview

The Warehouse module Agency Catalog Inquiry process provides the ability to inquire about specific assets by Agency Catalog.

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

Inquiries > Inventory > Agency Catalog Inventory > Agency Catalog Inquiry page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Catalog Selection

AEMM
FLIS

Search Criteria Grid

NIIN
CAGE Cd
Stock Nbr

Mfr Part Nbr
Item Desc
Mfr Name
Using Service Cd
Mfr Model Nbr
FSC
Source Of Supply
UPC

Search Results Grid

Stock Nbr
NIIN
Item Desc
FSC
CAGE Code
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source Of Supply
UPC
Using Service Cd

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program ID
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

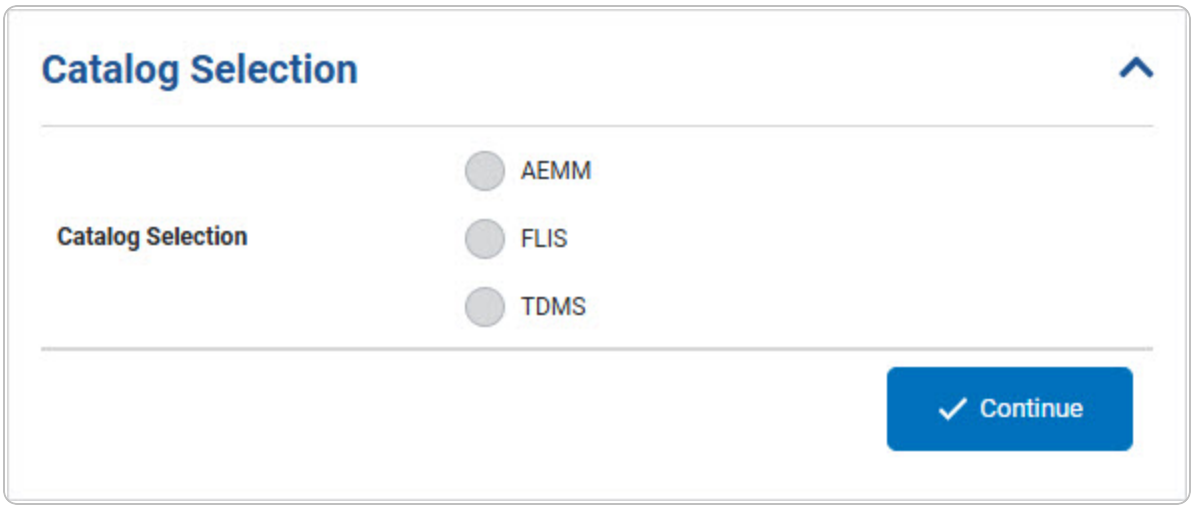
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Agency Catalog

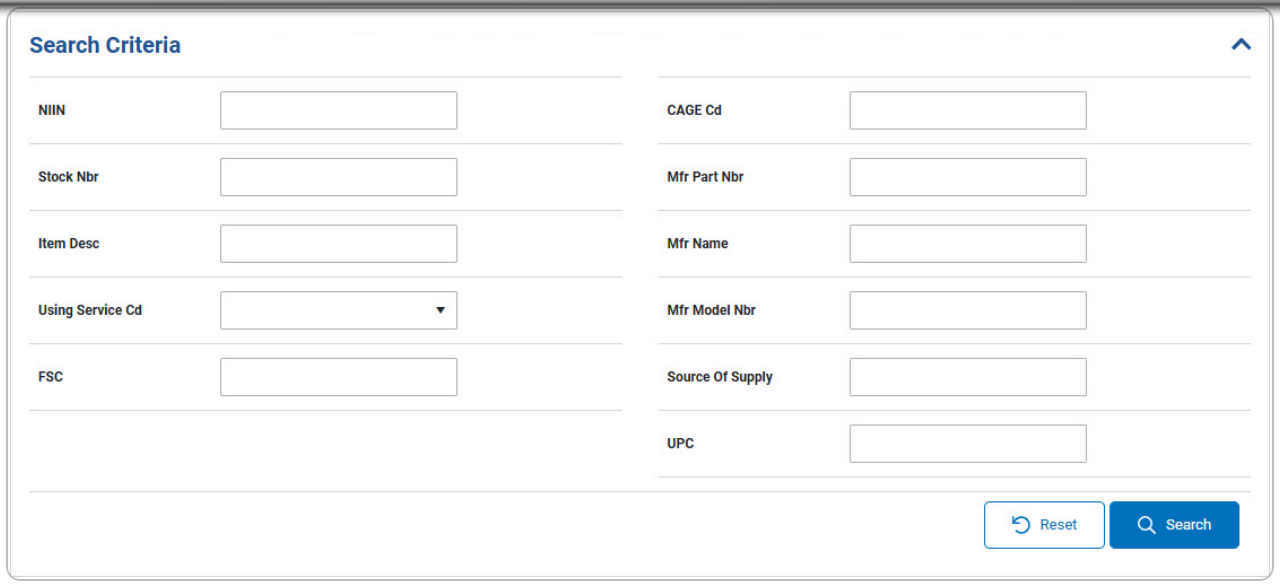
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Catalog section, choose which catalog to search.



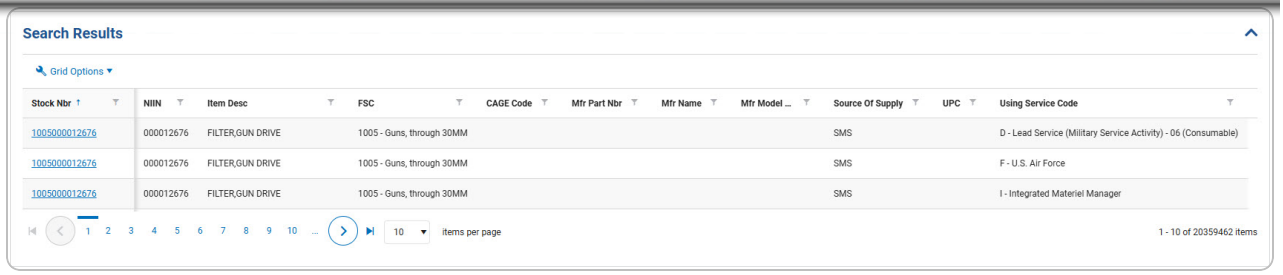
   - Select AEMM if the desired stock number is in that catalog. *The AEMM opens and is searchable.*
   - Select FLIS if the desired stock number is in that catalog. *The FLIS opens and is searchable.*
   - Select TDMS if the desired stock number is in that catalog. *The TDMS opens and is searchable.*

2. Select Continue. *The Search Criteria grid appears.*
3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.



- Enter the NIIN in the field provided. *This is a 7 numeric character field.*
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Use to select the Using Service Cd.
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the Source Of Supply in the field provided. *This is a 3 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 12 numeric character field.*

4. Select Search. *Results appear in the Search Results grid.*



Common Errors

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

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

Related Topics

- No Related Topics available for this topic

Search for a Stock Nbr

Overview

The Warehouse module Stock Nbr Inquiry process provides the ability to inquire about specific assets by Stock Nbr.

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

Inquiries > Inventory > Stock Nbr Inventory > Stock Nbr Inventory Inquiry page

Page Fields

The following fields display on the **Stock Nbr Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results page.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.

528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Search Criteria Grid

Stock Nbr
Type Asset Cd
Item Desc
FSC
LIN/TAMCN
Reportable Commodity Type
Stock Item Cd
Mgmt Cd

Search Results Grid

Stock Nbr
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd

Accounting Req Cd
NIIN Sts Cd

Optional

AAC
ADP Equipment Id
Air Force Budget Cd
Air Force Fund Cd
Air Force Mgmt Agrt Cd
Authorization Cd
CAGE required
CIC
CMC
Calibration Cd
Catalog Item Desc
Catalog LIN TAMCN
Class Cd
Color
Commodity Mgmt Cd
Consumable
DODIC
Dehumidified
Demil Cd
ERRC Designator Code
Equipment Group Cd
Equivalence
Established By
Established Dt/Tm
Fiduciary Depreciation Method
Freight Desc
Gender
Hazardous
Hazardous Materiel Cd
Height (In)
History Remarks
I&S Indicator
I&S jump to code
I&S order of use code
Imported Shelf Life Cd
Interface System Cd
Is Kit
Item Designator Nbr
Last Transaction Dt/Tm

Launderable
Length (In)
Logistics Control code
Lst Updtd By
MOE rule code
Managing Svc Life Months
Mat category Code
Meter Required
Mfr Contract Required
Mfr Dt Required
Mfr Lot Required
Min Percent Util
NIIN
Obj Percent Util
Override expiration date flg
Precious Metal Cd
Program ID
Qty per Pack Cd
Radiation
Recover Cd
Related NSN
Remarks
Replenishment Start Dt
Replenishment Stop Dt
Reportable Item Control Cd
Returnable?
Secondary Serial Nbr Rqd
Shelf life expiration months
Size
Source of Supply
Stocking UI Price
Stocking Unit of Issue Cd
Storage Requirement Cd
Stores Account Cd
Supply Category Materiel Cd
Temperature Control Code
UI Conversion Factor
UII Required
UIT dsg code
Unit Cube (Ft)
Unit Of Issue
Unit Price
Util Measure Cd

Util Svc Life
Width (In)
Year Svc Life

(*) Asterisk identifies mandatory fields.

Procedures

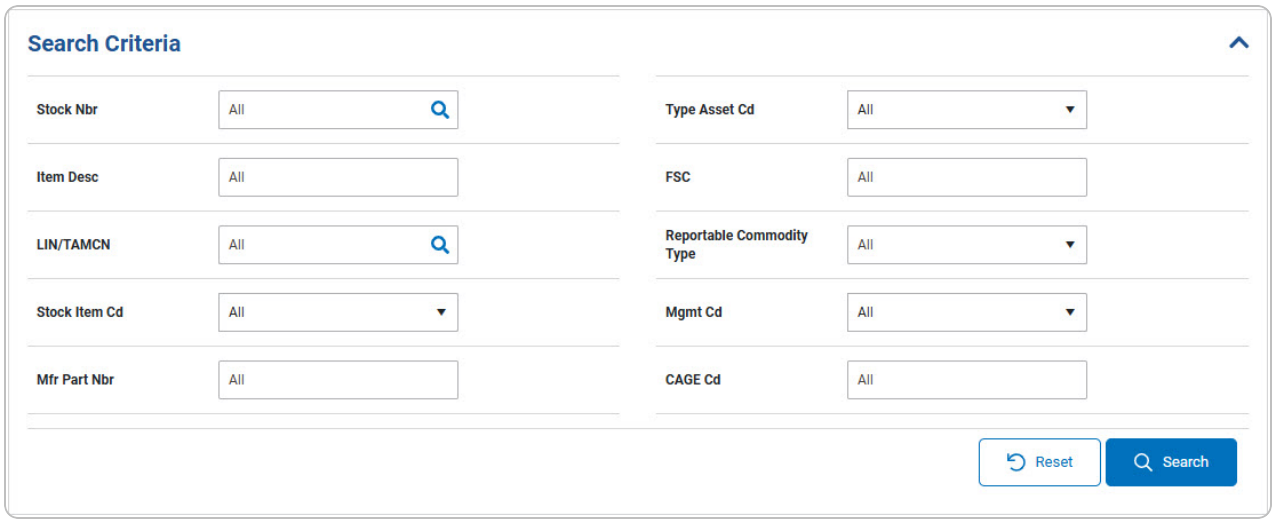
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search 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.*

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



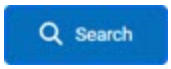
- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

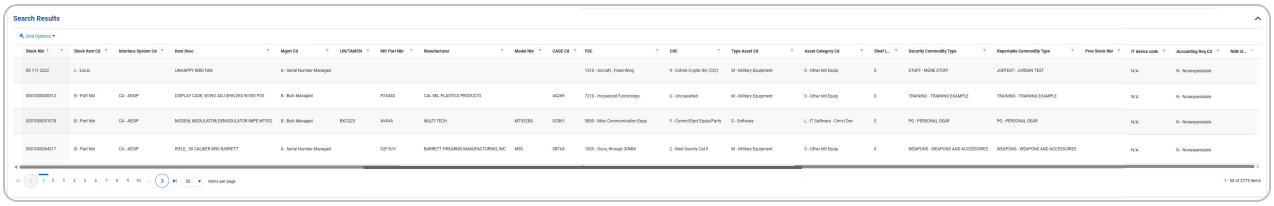
  Stock Number Browse

- Use to select the Type Asset Cd.

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alpha-numeric character field.*

  LIN / TAMCN Browse
- Use to select the Reportable Commodity Type.
- Use to select the Stock Item Cd.
- Use to select the Mgmt Cd.

2. Select  . *Results appear in the Search Results grid.*



Common Errors

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

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

Related Topics

- Stock Number Overview
- LIN/TAMCN Browse

- Stock Number Browse

Search for a LIN/TAMCN Inventory

Overview

The Warehouse Management module LIN/TAMCN Inventory Inquiry process provides the ability to inquire about specific assets by LIN/TAMCN.
With the Enterprise Rollup feature, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Navigation

Inquiries > Inventory > LIN/TAMCN Inventory > LIN/TAMCN Inventory page

Page Fields

The following fields display on the **LIN / TAMCN Inventory** 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.

xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Group By
Region
Site
Warehouse

Search Criteria Grid

LIN/TAMCN
LIN/TAMCN Desc

LIN/TAMCN Qty Grid

LIN/TAMCN
LIN/TAMCN Desc
Cond Cd
Owning DoDAAC
Prj Cd
Qty
Logistics Program
Region
Site
Warehouse

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a LIN/TAMCN Inventory

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

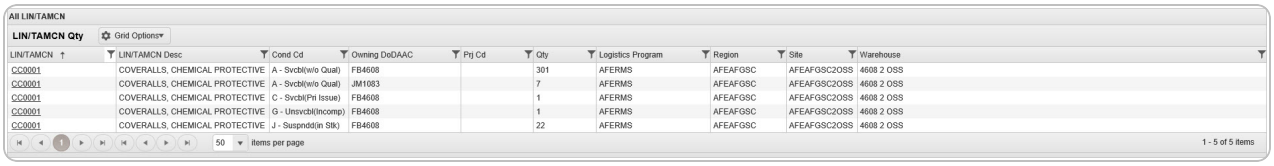
1. In the Search Criteria section, narrow the results by entering one of the following optional fields:.

   - Use ℹ or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

     Line Item Number / Table of Authorized Materiel Control Number Browse

   - Enter the LIN/TAMCN DESC, using ℹ to assist with the entry. *This is a 64 alphanumeric character field.*

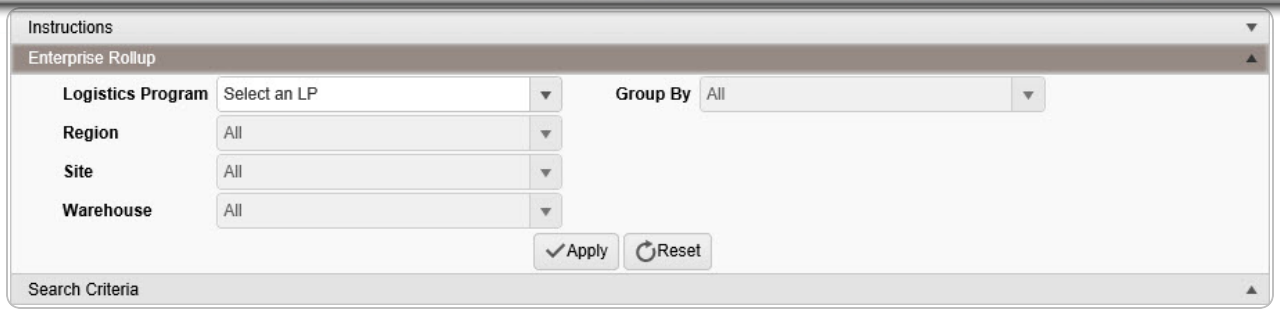
2. Select Search. *Results appear in the LIN/TAMCN QTY grid.*



Isolate LIN/TAMCN Results

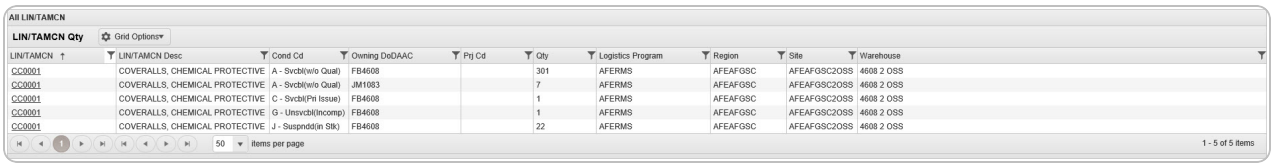
Isolating the LIN/TAMCN Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one of the following optional fields:.



- Use ▼ to select the Logistics Program.
- Use ▼ to select the Group By.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the LIN/TAMCN QTY grid.*



View Stock Numbers Associated With a LIN/TAMCN

Attention

This procedure is not available if Enterprise Rollup is used.

Select the desired LIN/TAMCN hyperlink. *The **Stock Nbr Inventory Inquiry** 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

- LIN/TAMCN Overview
- Stock Number Overview

Search for a STOCK NBR Inventory

Overview

The Warehouse module STOCK NBR Inventory Inquiry process provides the ability to inquire about specific assets by STOCK NBR.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

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

Inquiries > Inventory > STOCK NBR Inventory > STOCK NBR Inventory Inquiry page

Page Fields

The following fields display on the **STOCK NBR Inventory 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.

492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Group By
Region
Site
Warehouse

Search Criteria Grid

LIN/TAMCN
LIN/TAMCN Desc
LIN/TAMCN List
Stock Nbr
Item Desc
Stock Nbr List
Reportable Commodity Type
Mgmt Cd
Show Components
Show Due Ins

STOCK NBR QTY Grid

Inv Type
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Parent Stock Nbr
Mgmt Cd
Reportable Commodity Type
Cond Cd
Owning DoDAAC
Prj Cd
On Hand Qty
Alloc Qty
Issued Qty
Total Qty
Due In Qty
Logistics Program
Region
Site
Warehouse

Optional

Item Designator Nbr
ARC
CIC
Class Cd
CMC
Color
Dmil Cd
Expiration SLC (Mos)
FSC
Gender
Hazmat Cd
Height (In)
Length (In)
Managing Shelf Life Cd
NIIN
Precious Metal Cd
Qty per Unit Pack
Returnable?

Security Commodity Type
Size
Source of Supply
Stocking UI
Stocking UI Price
Stock Item Cd
Storage Requirement Cd
Stores Account Cd
UI
UI Conversion Factor
Unit Cube (Ft)
Unit Price
Unit Weight (Lbs)
Width (In)

(*) Asterisk identifies mandatory fields.

Procedures

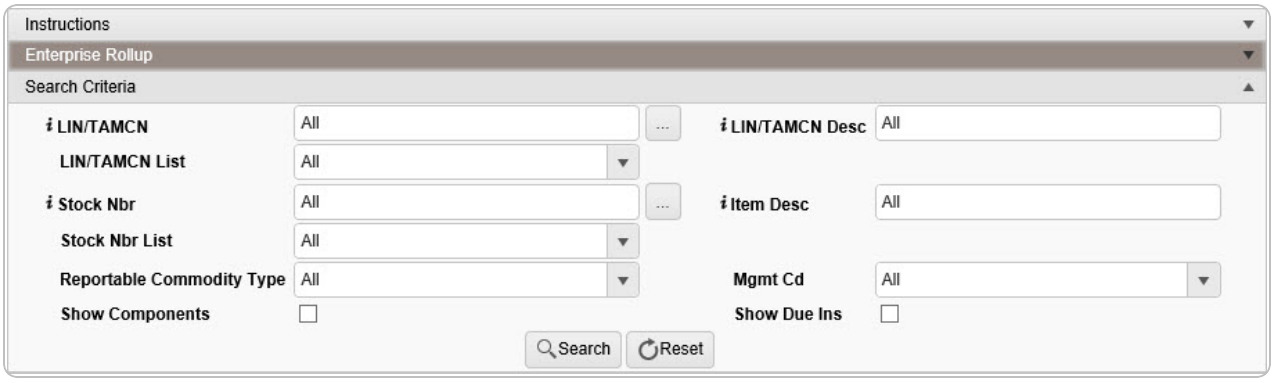
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Stock Nbr Inventory

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

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



- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

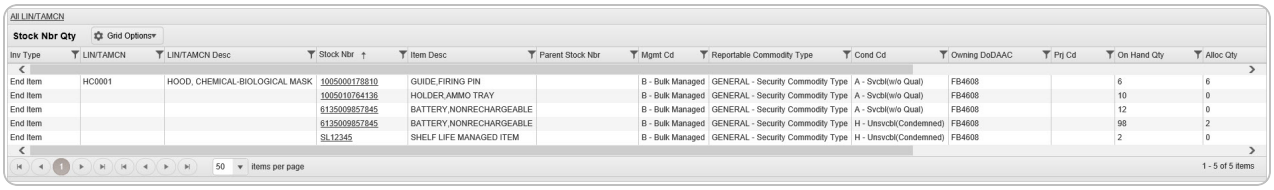
  Line Item Number / Table of Authorized Materiel Control Number Browse

- Enter the LIN/TAMCN DESC, using to assist with the entry. *This is a 64 alphanumeric character field.*
- Use to select the LIN/TAMCN List.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use to select the Stock Nbr List.
- Use to select the Reportable Commodity Type.
- Use to select the Mgmt Cd.
- Click ☐ to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*
- Click ☐ to select the Show Due Ins field. *Results display any stock numbers identified by a requisitioner as due in to complete a requisition when selected.*

2. Select Search. *Results appear in the STOCK NBR QTY grid.*



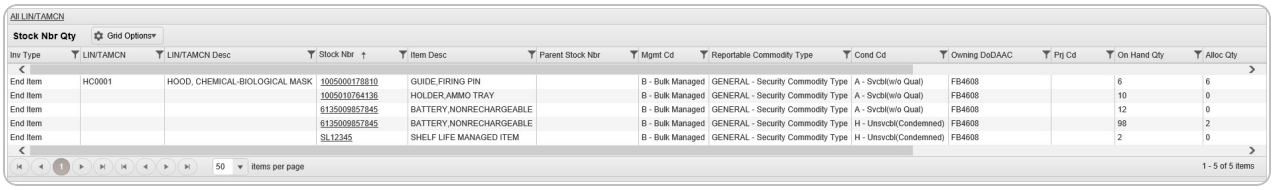
Isolate Stock Nbr Results

Isolating the Stock Nbr Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

- Use ▼ to select the Logistics Program.
- Use ▼ to select the Group By.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Stock Nbr Qty grid.*



View ICNs Associated With a STOCK NBR

Attention

This procedure is not available if Enterprise Rollup is used.

Select the desired STOCK NBR hyperlink. *The **ICN Inventory Inquiry** 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

- Stock Number Overview
- LIN/TAMCN Browse
- Stock Number Browse

Search for an ICN Inventory

Overview

The Warehouse module ICN Inventory Inquiry process provides the ability to inquire about specific assets by ICN.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

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

Inquiries > Inventory > ICN Inventory > ICN Inventory Inquiry page

Page Fields

The following fields display on the **ICN Inventory 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.

493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Search Criteria Grid

LIN/TAMCN
LIN/TAMCN Desc
LIN/TAMCN List
Stock Nbr
Item Desc
Stock Nbr List
Reportable Commodity Type
Mgmt Cd
Location
Container
ICN
Serial Nbr
UII
Member
Show Components

ICN QTY Grid

Inv Type
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Kit?
Kit is Managed?
Parent ICN
Parent Serial Nbr
ICN
Serial Nbr
Location
Container
Mgmt Cd
Reportable Commodity Type
Cond Cd
Owning DoDAAC
Prj Cd
On Hand Qty
Alloc Qty
Issued Qty
Issued Price
Total Qty
Total Price
Expiration Dt
In Service Dt
UII
UII Status Cd
UII Verify Status Cd
Nbr of Attempts
Last IUID Registry Verify
Extended Flg
Logistics Program
Region
Site
Warehouse
Date of Last Inventory
Secondary Serial Nbr

Optional

Item Designator Nbr
Inv Loc
Inv Method
Inv Input Type
Inv Ref Nbr
Delivery Order Nbr
Division Name
GFM Contract Nbr
GFM Contractor DoDAAC
GFM Contractor Name
GFM CAGE Cd
Non DoD Contract Nbr
GFM Contract End Dt
ERRC Designator
ARC
CAGE Cd
CIC
CIIC
Class Cd
CMC
Color
Dmil Cd
Shelf Life Expiration Dt
Expiration SLC (Mos)
FSC
Gender
Hazmat Cd
Height (In)
Length (In)
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
NIIN
Precious Metal Cd
Qty per Unit Pack
Returnable?
Security Commodity Type
Service Life Expiration Date
Size
Source of Supply
Stock Item Cd

Stocking UI
Stocking UI Price
Storage Requirement Cd
Stores Account Cd
UI Conversion Factor
UII Rqd?
Unit Cube (Ft)
UI
Unit Price
Unit Weight (Lbs)
Width (In)
Member
Last Cal Dt
Inspected By
Last Insp Dt
Last Maint Dt
Last Test Dt
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
Deferred Cal Dt
Deferred Cal Mo
Failed Flg
Meter Reading
Utilization Measure Cd
Percent Utilization
Asset Id
Facility
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inspection Info

Inspection
Type
Interval Name
Active
Interval
Interval Unit

Next Inspection Date
Inspected By
Inspection Utilization
Utilization Interval

(*) Asterisk identifies mandatory fields.

Procedures

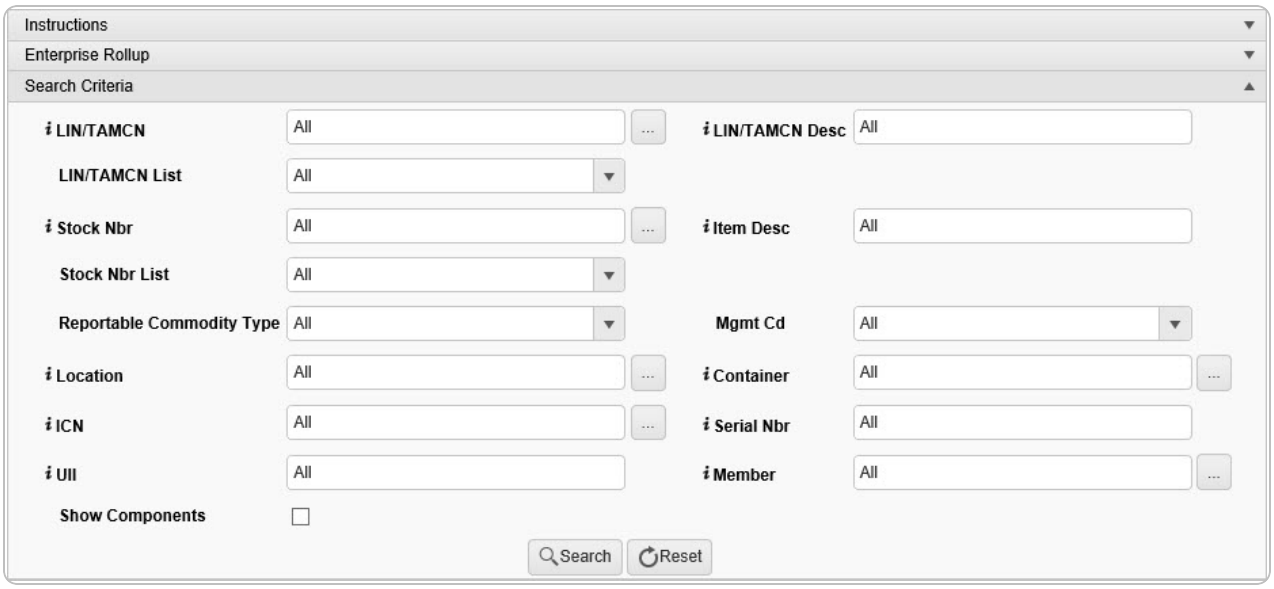
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an ICN Inventory

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

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



- Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

- Enter the LIN/TAMCN DESC, using to assist with the entry. *This is a 64 alpha-numeric character field.*
- Use to select the LIN/TAMCN List.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use to select the Stock Nbr List.
- Use to select the Reportable Commodity Type.
- Use to select the Mgmt Cd.
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse
- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

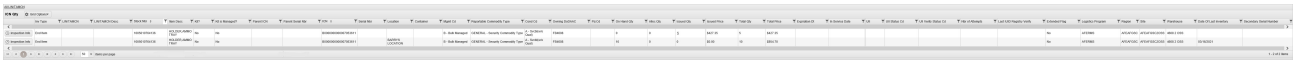
  Inventory Control Number Browse
- Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alphanumeric character field.*
- Enter the UII, using to assist with the entry. *This is a 50 alphanumeric character field.*

- Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

- Click to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

2. Select Search. *Results appear in the ICN QTY grid.*



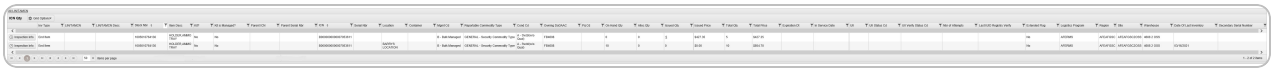
Isolate ICN Results

Isolating the ICN Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

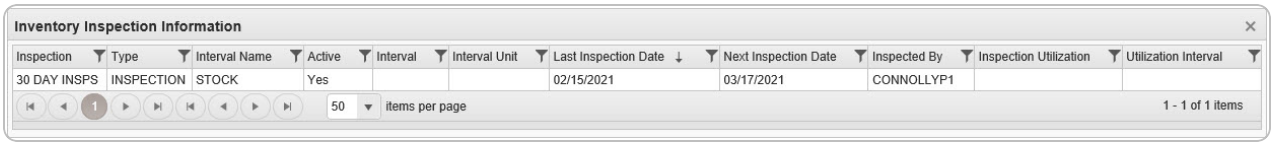
- Use to select the Logistics Program.
- Use to select the Region.
- Use to select the Site.
- Use to select the Warehouse.

2. Select Apply. *Results appear in the ICN QTY grid.*



View an Inventory Inspection Information

1. Select Inspection Info. *The **Inventory Inspection Information** pop-up window appears.*



- *Verify the Inspection.*
- *Verify the Type.*
- *Verify the Interval Name.*
- *Verify the Active.*
- *Verify the Interval.*
- *Verify the Interval Unit.*
- *Verify the Last Inspection Date.*
- *Verify the Next Inspection Date.*
- *Verify the Inspected By.*
- *Verify the Inspection Utilization.*
- *Verify the Utilization Interval.*

2. Select ×. *The **Inventory Inspection Information** pop-up window closes.*

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

- LIN/TAMCN Overview
- Stock Number Overview

Search for an Expiring Items Inventory

Overview

The Warehouse module Expiring Items Inventory Inquiry process provides the ability to inquire about specific assets by Expiration Date.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

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

Inquiries > Inventory > Expiring Items > Expiring Items Inventory Inquiry page

Page Fields

The following fields display on the **Expiring Items Inventory 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.

493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Search Criteria Grid

LIN/TAMCN
Reportable Commodity Type
Stock Nbr
Item Desc
Location
Container
Owning DoDAAC
Prj Cd
Mfr Contract Nbr
Mfr Lot Nbr
GFM Contract Nbr
Expiring Before *
Show Components

Expiring Items Inquiry Grid

Inv Type
LIN/TAMCN

LIN/TAMCN Desc
Stock Nbr
Item Desc
ICN
Serial Nbr
Kit?
Parent ICN
Parent Serial Nbr
Mfr Dt
Expiration Dt
In Service Dt
Managing Shelf Life Cd
Expiration SLC (Mos)
On Hand Qty
Alloc Qty
Issued Qty
Total Qty
Replenishment Start Dt
Replenishment End Dt
Unit Price
Owning DoDAAC
Reportable Commodity Type
Mgmt Cd
Prj Cd
GFM Contract Nbr
Mfr Lot Nbr
Mfr Contract Nbr
Location
Container
Logistics Program
Region
Site
Warehouse

Optional

Cond Cd
Delivery Order Nbr
Division Name
Extended Flg
Issued Price
GFM Contractor DoDAAC
GFM Contractor Name
GFM CAGE Cd

Non DoD Contract Nbr
GFM Contract Start Dt
GFM Contract End Dt
ERRC Designator
ARC
CAGE Cd
CIC
CIIC
Class Cd
CMC
Color
Dmil Cd
FSC
Gender
Hazmat Cd
Item Designator Nbr
Kit is Managed?
Height (In)
Length (In)
Last IUID Registry Verify
Meter Reading
NIIN
Nbr of Attempts
Precious Metal Cd
Qty per Unit Pack
Returnable?
Security Commodity Type
Shelf Life Expiration Dt
Service Life Expiration Date
Size
Source of Supply
Stock Item Cd
Stocking UI
Stocking UI Price
Storage Requirement Cd
Stores Account Cd
UI Conversion Factor
UII
UII Rqd?
UII Status Cd
UII Verify Status Cd
Unit Cube (Ft)
UI

Unit Weight (Lbs)
Width (In)
Member
Last Cal Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
Deferred Cal Dt
Deferred Cal Mo
Failed Flg
Program Id
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

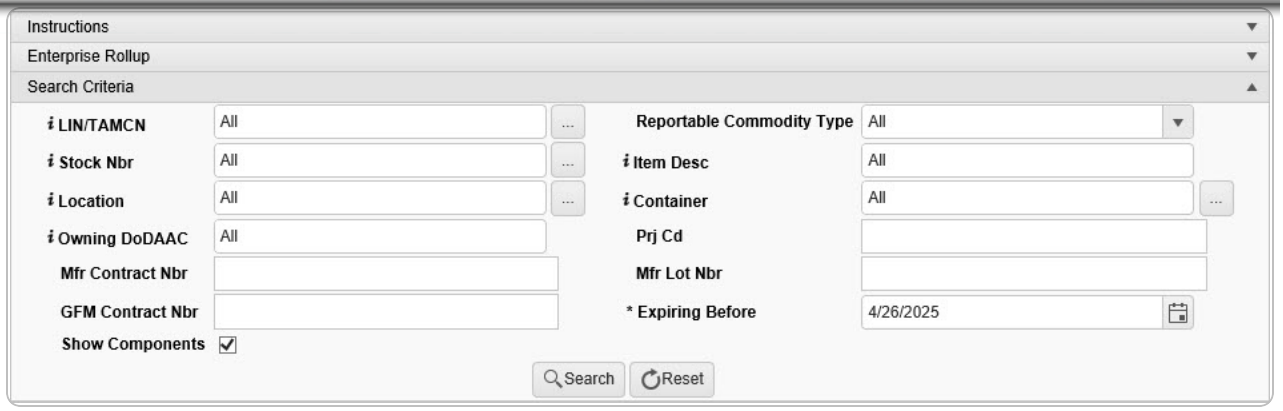
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Expiring Items Inventory

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

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



- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse

- Use to select the Reportable Commodity Type.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse

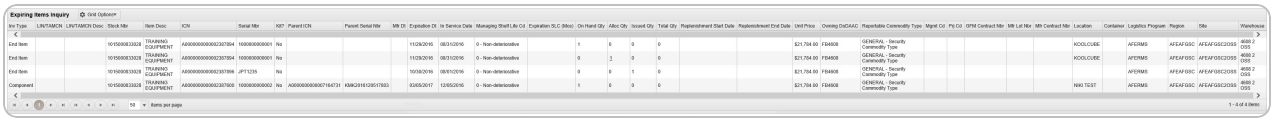
- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse

- Enter the Owning DODAAC, using to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 numeric character field.*

- Enter the GFM Contract Number in the field provided. *This is a 13 alphanumeric character field.*
- Use to select Expiring Before, or enter the date (MM/DD/YYYY) in the field provided.
- Click ☐ to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

2. Select Search. *Results appear in the Expiring Items Inquiry grid.*



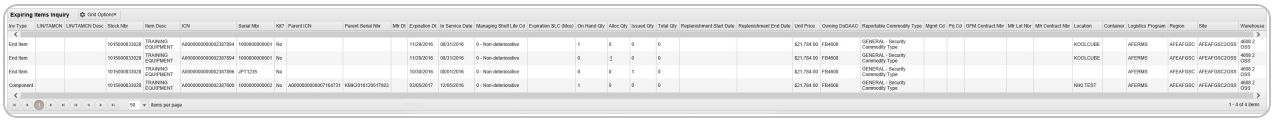
Isolate Expiring Items Inventory Inquiry Results

Isolating the Expiring Items Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

- Use to select the Logistics Program.
- Use to select the Region.
- Use to select the Site.
- Use to select the Warehouse.

2. Select Apply. *Results appear in the Expiring Items Inquiry 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.
13 — Mandatory Entry: *Expiring Before*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview

Search for an Inventory Activity

Overview

The Warehouse module Inventory Activity Inquiry process provides the ability to inquire about Inventory Master Records within an individual Warehouse, using either Inventory Changes or Inventory Actions.

Note

Both Inventory Change and Inventory Actions require background jobs to complete before viewing. Expect latency in viewing the information.

With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

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

Inquiries > Inventory > Inventory Activity > Inventory Activity Inquiry page

Page Fields

The following fields display on the **Inventory Activity 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Inventory Changes Search Criteria Grid

From Dt *
To Dt *
User Id
Reason Cd
Source of Change
Changed Field
FSC
Reportable Commodity Type
LIN/TAMCN
Stock Nbr
Location

Container
ICN
Serial Nbr
Document Nbr
UII
Show Components

Inventory Actions Search Criteria Grid

From Dt *
To Dt *
User Id
ICN
Stock Nbr
Serial Nbr
Source of Change
UII

Inventory Changes Results Grid

Last Transaction Dt/Tm
Last Updated By
Source of Change
Changed Field
Changed From
Changed To
Changed Qty
Extended Price
Reason Cd
Reason Desc
LIN/TAMCN Desc
Stock Nbr
Item Desc
ICN
Serial Nbr
Facility
Location
Container
Qty

Warehouse DoDAAC
Recover Cd
Location Type Cd

Optional

Asset ID
Cond Cd
Document Nbr
ERRC Designator
Expiration Date
Extended Flg
Failed Flg
FSC
Stores Account Cd
Transaction Id
In Service Dt
Inv Type
LIN/TAMCN
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Managing Shelf Life Cd
Meter Reading
Owning DoDAAC
Prj Cd
Parent Stock Nbr
Parent ICN
Parent Serial Nbr
Program Id
Reportable Commodity Type
Secondary Serial Nbr
Service Life Expiration Dt
Shelf Life Expiration Dt
Shelf Life Type
Type Asset Cd
UII
Unit Price
Zone
Last Cal Dt
Next Cal Dt
Last Insp Dt
Next Insp Dt

Last Maint Dt
Next Maint Dt
Last Test Dt
Next Test Dt
Warehouse
Site
Region
Logistics Program
GFM Contract Nbr
Delivery Order Nbr

Inventory Actions Results Grid

Current Inventory Control Nbr Information

Inventory Control Number
Serial Nbr
Mfr Contract Nbr
Mfr Lot Nbr
Secondary Serial Nbr
Mfr Dt
UII

Inventory Actions Grid

Source of Change
Transaction Dt/Tm
Personnel
Transaction Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

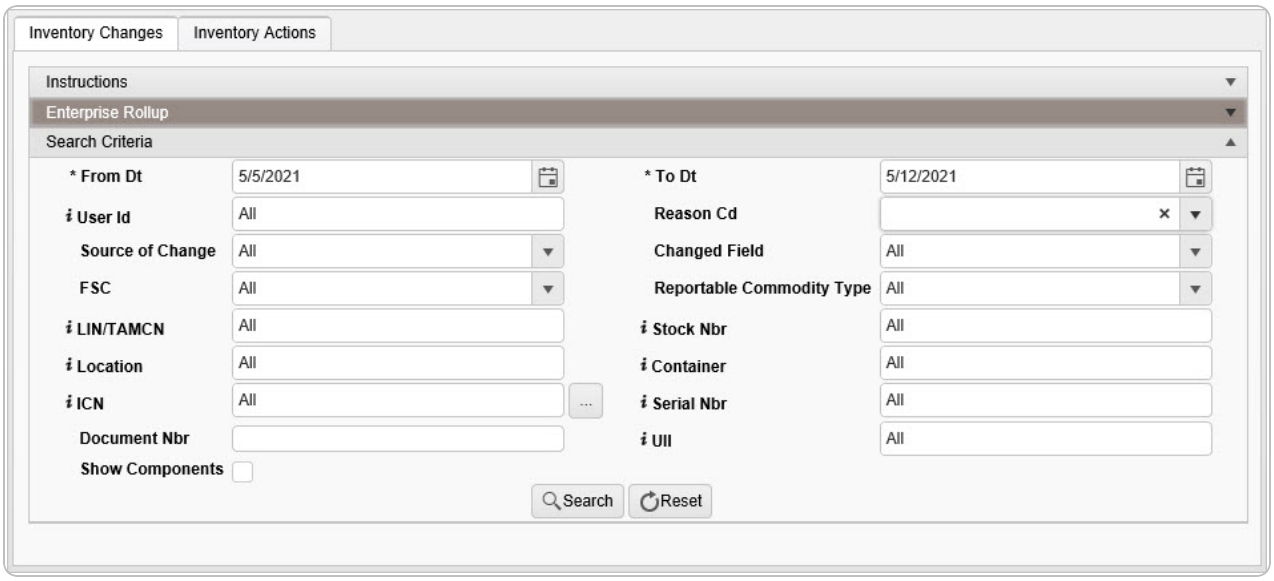
Search for an Inventory Activity Inventory

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.*

Inventory Changes

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



A. Use to select From DT, or enter the date (MM/DD/YYYY) in the field provided.

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

C. Enter the USER ID, using to assist with the entry. *This is an 8 alphanumeric character field.*

D. Use to select the Reason Cd.

E. Use to select the Source of Change.

F. Use to select the Changed Field.

G. Use to select the FSC.

H. Use to select the Reportable Commodity Type.

I. Enter the LIN/TAMCN, using to assist with the entry. *This is a 10 alphanumeric character field.*

J. Enter the STOCK NBR, using to assist with the entry. *This is a 15 alphanumeric character field.*

K. Enter the Location, using to assist with the entry. *This is a 20 alphanumeric character field.*

L. Enter the Container, using to assist with the entry. *This is a 20 alphanumeric character field.*

M. Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse

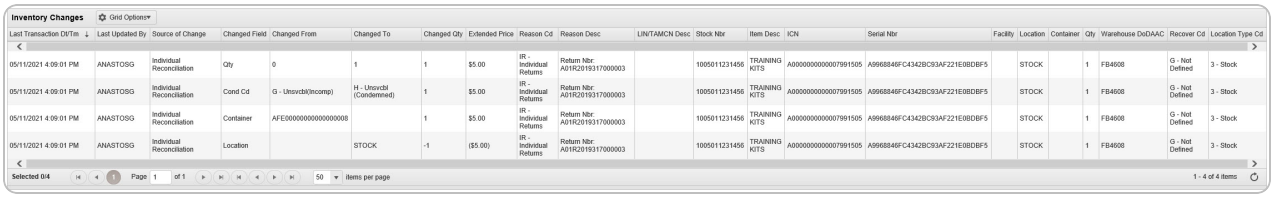
N. Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alphanumeric character field.*

O. Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the UII, using to assist with the entry. *This is a 50 alphanumeric character field.*

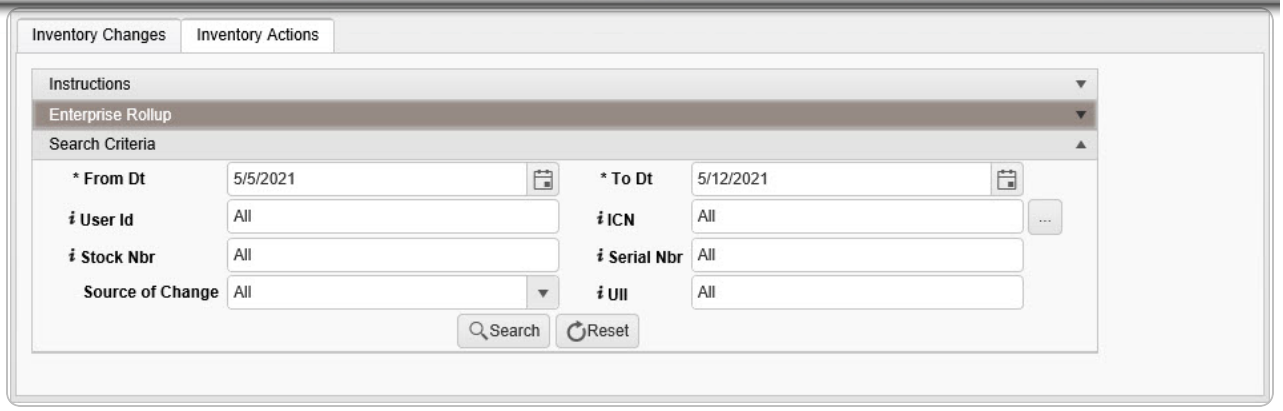
Q. Click to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

2. Select Search. *Results appear in the Inventory Changes results grid.*



Inventory Actions

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



A. Use to select From DT, or enter the date (MM/DD/YYYY) in the field provided.

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

C. Enter the USER ID, using to assist with the entry. *This is an 8 alphanumeric character field.*

D. Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

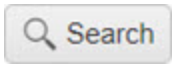
Inventory Control Number Browse

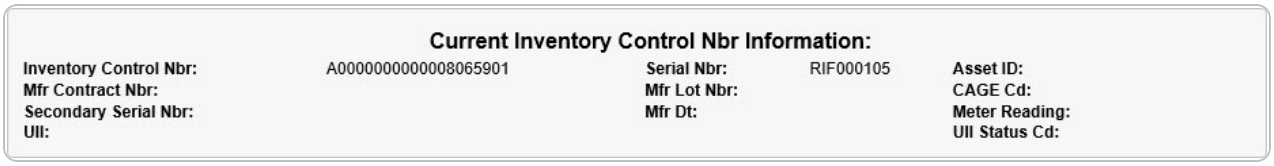
E. Enter the STOCK NBR, using to assist with the entry. *This is a 15 alphanumeric character field.*

F. Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alphanumeric character field.*

G. Use to select the Source of Change.

H. Enter the UII, using to assist with the entry. *This is a 50 alphanumeric character field.*

2. Select  . *Results appear in the Current Inventory Control Nbr Information panel and the Inventory Actions results grid.*



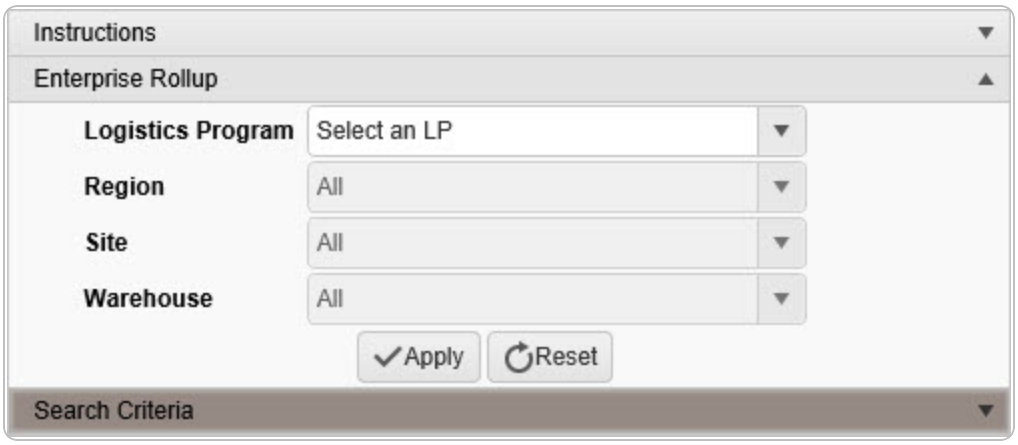
AND

Isolate Inventory Activity Inquiry Results

Isolating the Inventory Activity Search Results can be found in the Enterprise Rollup feature.

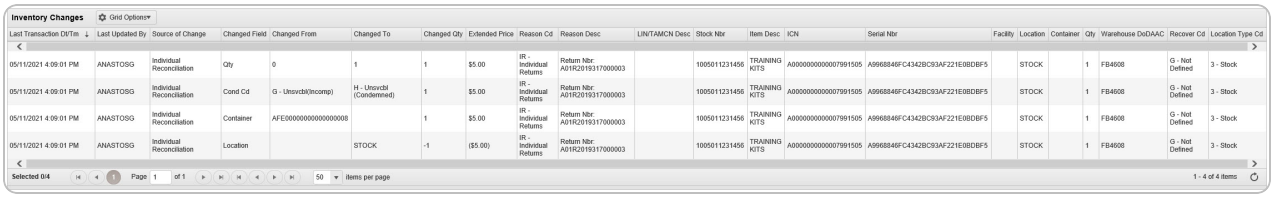
Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.



- Use ▼ to select the Logistics Program.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in either one of the Inventory Activity Inquiry 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.
13 — Mandatory Entry: *From Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *To Dt*.	

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview

Search for Additional Info

Overview

The Warehouse module Additional Info Inquiry process provides the ability to inquire about the flex field data entered for serialized assets.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

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

Inquiries > Inventory > Additional Info > Additional Info Inquiry page

Page Fields

The following fields display on the **Additional Info 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.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Search Criteria Grid

Stock Nbr(s)
Flex Field(s)
Stock Nbr Lists
Item Desc
LIN/TAMCN
Serial Nbr
LIN/TAMCN Desc

Additional Info Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Serial Nbr
ICN
Flex Field
Additional Info
Issued?
Location
Container
Warehouse

Optional

Cond Cd

Procedures

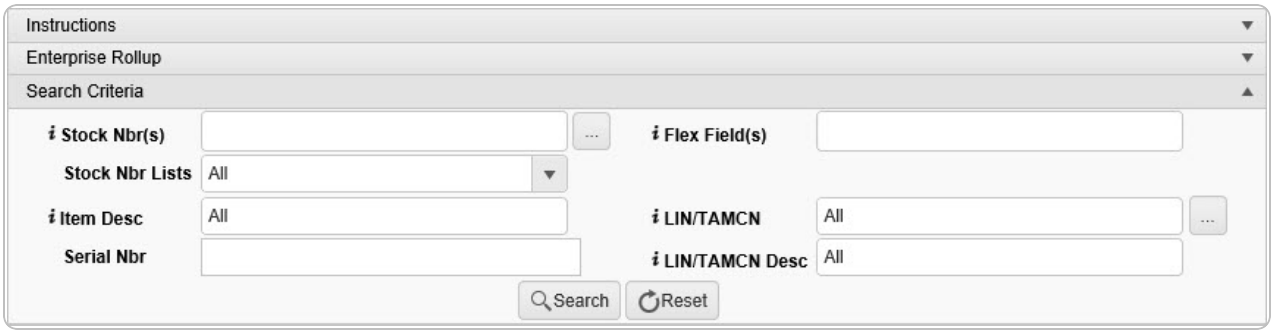
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for Additional Info

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

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



- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

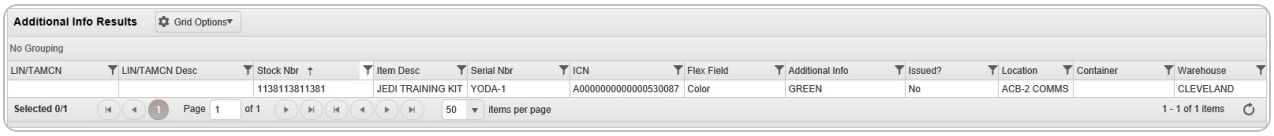
  Stock Number Browse

- Enter the Flex Field(s), using to assist with the entry. *This is a 100 alphanumeric character field.*
- Use to select the Stock Nbr Lists.
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse

- Enter the SERIAL NBRin the field provided. *This is a 30 alphanumeric character field.*
- Enter the LIN/TAMCN DESC, using i to assist with the entry. *This is a 64 alpha-numeric character field.*

2. Select Search. *Results appear in the Additional Info Results grid.*



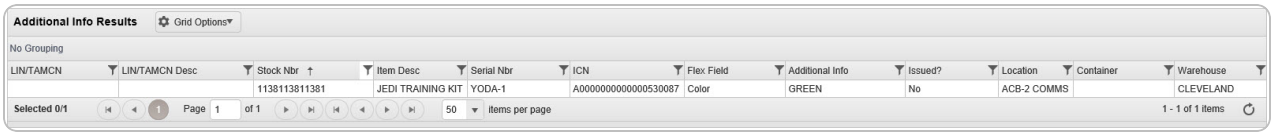
Isolate Additional Info Inquiry Results

Isolating the Additional Info Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

- Use ▼ to select the Logistics Program.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Additional Info Results Grid.*



Common Errors

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

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

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview

Search for the Physical Inventory Reconciliation Results

Overview

The Warehouse module Additional Info Inquiry process provides the ability to inquire about completed Physical Inventory transactions.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

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

Inquiries > Inventory > Physical Inventory Reconciliation Results Inquiry> Physical Inventory Reconciliation Results Inquiry page

Page Fields

The following fields display on the **Physical Inventory Reconciliation Results 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.
491	Select from the Enterprise Rollup Criteria to view the total invent-

	ory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Search Criteria Grid

Physical Inv Nbr
LIN/TAMCN
Stock Nbr
Item Desc
From Count Dt *
To Count Dt

Physical Inventory Reconciliation Results Grid

Logistics Program
Region
Site
Warehouse
LIN/TAMCN
Stock Nbr
Item Desc

CIIC
Physical Inv Nbr
Expected Qty
Counted Qty
Discrepant Qty
Discrepant Value
Counted Dt/Tm
Counted By
Reconciliation Dt/Tm
Action Taken
Reconcilier
Document Nbr

Optional

ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Location
Container
Prj Cd
GFM Contract Nbr
Warehouse DoDAAC
Physical Inv Established Dt/Tm
UI
Unit Price
Physical Inv Status

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

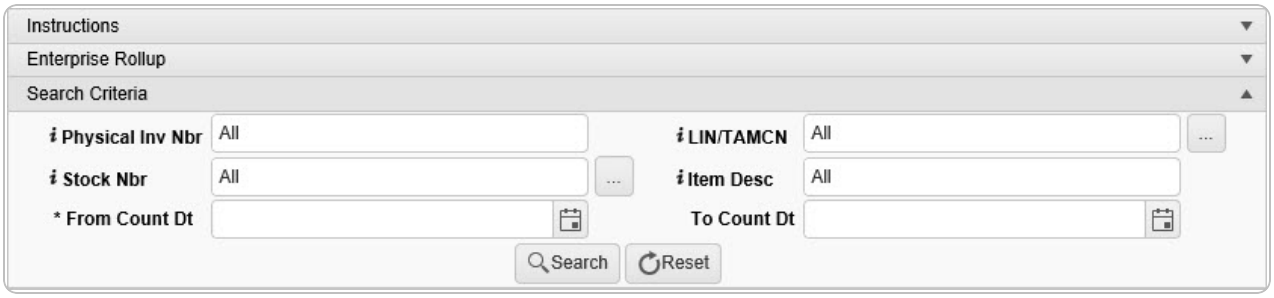
Click the following link to display Warehouse Navigation Tips.

Search for Physical Inventory Reconciliation Results

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



A. Enter the Physical INV NBR, using i to assist with the entry. *This is a 32 alpha-numeric character field.*

B. Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

C. Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

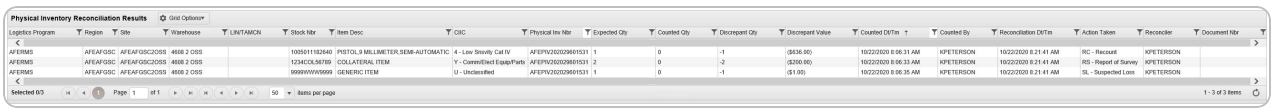
Stock Number Browse

D. Enter the ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*

E. Use the calendar to select From Count DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Use the calendar to select To Count DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *Results appear in the Physical Inventory Reconciliation Results grid.*



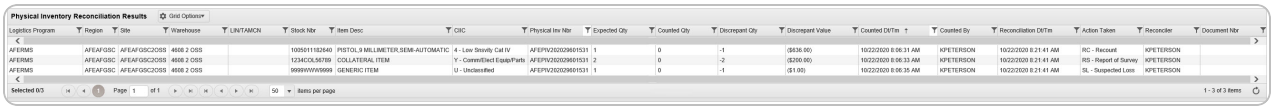
Isolate the Physical Inventory Reconciliation Results

Isolating the Physical Inventory Reconciliation Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

- Use ▼ to select the Logistics Program.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Physical Inventory Reconciliation Results Grid.*



Common Errors

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

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

Related Topics

- Physical Inventory Overview
- LIN/TAMCN Overview
- Stock Number Overview

Search for an Individual Issue / Return

Overview

The Warehouse module Individual Issue / Return Inquiry process provides the ability to inquire about current and historical individual issues and returns for data associated with recovery, storage, requisitioning, maintenance and management of issued commodities.

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

Inquiries > Issue / Return Activity

Page Fields

The following fields display on the **Issue / Return Activity** 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.

Enterprise Rollup

Logistics Program
Group By
Region
Site
Warehouse

Search Criteria

Inquiry Type *
Issue / Return Type
From Dt *
To Dt
EDI PI
Member
UIC
Reportable Commodity Type
Stock Nbr
Item Desc
Issue / Return Nbr
Only Outstanding Items

Issue / Return Activity Search Results

Issue Type
Issued Dt
Issue Nbr
EDI PI
Member / Custodian
UIC
LIN/TAMCN
Stock Nbr
Item Desc
Item Designator Nbr
Size
Color
Serial Nbr
Qty Issued
Qty Outstanding
Unit Price

Condition Cd
ICN
Returnable?
Reportable Commodity Type
Logistics Program
Region
Site
Warehouse

Optional

Expiration of Active Service
CAGE Cd
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Lst Updated By
Lot Nbr
Mfr Dt
Pay Grade
Program ID
UII
Secondary Id
Class Year
Duty Status

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

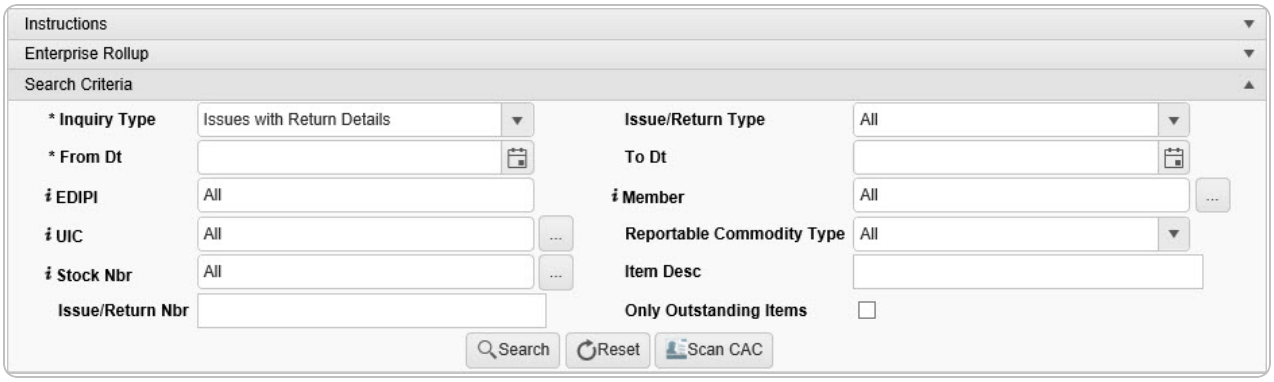
Click the following link to display Warehouse Navigation Tips.

Search for an Individual Issue / Return

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



A. Use ▼ to select the Inquiry Type.

B. Use ▼ to select the Issue / Return Type.

C. Use 📅 to select From DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use 📅 to select To DT, or enter the date (MM/DD/YYYY) in the field provided.

E. Enter the EDI PI, using ℹ to assist with the entry. *This is a 10 alphanumeric character field.*

F. Use ℹ or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse

G. Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

H. Use ▼ to select the Reportable Commodity Type.

I. Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

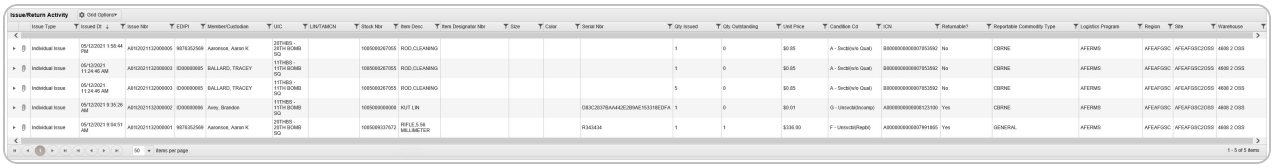
Stock Number Browse

J. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

K. Enter the Issue / Return Nbr in the field provided. *This is a 14 alphanumeric character field.*

L. Click ☐ to select the Only Outstanding Items field. *Results display Individual Issues with an amount in the QTY Outstanding field.*

2. Select Search. *Results appear in the Search Results grid.*



Isolate Individual Issue / Return Results

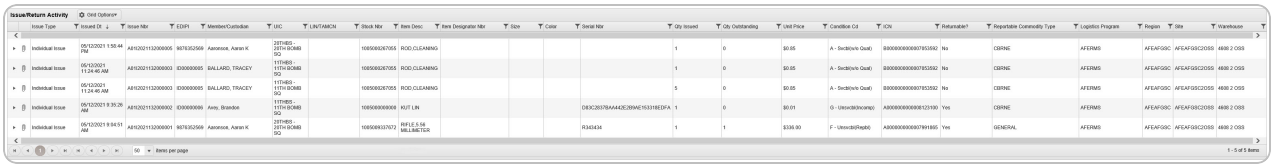
Isolating the Individual Issue / Return Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.

- Use ▼ to select the Logistics Program.
- Use ▼ to select the Group By.
- Use ▼ to select the Region.

- Use to select the Site.
- Use to select the Warehouse.

2. Select . *Results appear in the Issue / Return Activity Search Results grid.*



Common Errors

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

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

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Member Profile Browse
- UIC Browse
- Stock Number Browse

Search for a Unit Issue Activity

Overview

The Unit Issue Activity Inquiry process provides the ability to view activities of Unit Issue records. The process explores and provides details of Request, Issue, Post-Post, Reconciliation, Transfers, and Return records for UICs within the Logistics Program. Records can be isolated by UIC or by Custodian.

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

Inquiries > Unit Issue > Unit Issue Activity page

Page Fields

The following fields display on the **Unit Issue Activity** 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.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

UIC Info

UIC
CAC
Custodian

Request Tab

Search Criteria

Request Nbr
Dt From
Document Nbr
Dt To

Unit Issue Request Grid

All
Last Transaction Dt/Tm
Primary Attachment
Issued Dt/Tm
Requested Dt/Tm
UIC
UIC Custodian (RO)
Issue Status
Request Nbr
Pick Nbr
Document Nbr
Head Count
Return Dt

Include Outstanding Qty?
Allowable Cond Cds
Cost Center
Personnel
Staging Location
Unit Deploying?

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Request Details

All
Primary Attachment
LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Size
Unit Price
Requested Cond Cds
Requested Qty
MIL Qty
Unit Outstanding Qty

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Return Tab

Search Criteria

Return Number
Dt From
Warehouse
Dt To

Unit Return Grid

All
Last Transaction Dt/Tm
Primary Attachment
UIC
UIC Custodian (RO)
Return Number
Return Status
Warehouse

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Return details

All
Primary Attachment
Issued Qty
Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Is Kit
Stock Nbr
Item Desc
Reportable Commodity Type
Size
Unit Price

ICN
Serial Nbr
CAGE cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Location
Container
Remarks

Optional

Inv Type
Parent Stock Nbr
Primary Attachment
Parent ICN
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Reconciliation Tab

Search Criteria

Reportable Commodity Type
Last Reconciliation (From)
Reconciliation Due (From)
Dt From
Last Reconciliation (To)
Reconciliation Due (To)
Dt To

Unit Reconciliation Grid

All
Last Transaction Dt/Tm
Primary Attachment
UIC
Reportable Commodity Type Desc

UIC Custodian (RO)
Reconciliation Status
Last Reconciliation Dt/Tm
Reconciliation Due Dt
Override Reason

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Post-Post Tab

Search Criteria

Request Nbr
Dt From
Warehouse
Dt To

Unit Post-Post Grid

All
Last Transaction Dt/Tm
Primary Attachment
UIC
UIC Custodian (RO)
Request Nbr
Post-Post Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Post-Post Details

All
Qty
Primary Attachment
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
CAGE cd
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Transfer Tab

Search Criteria

Transfer Number
From UIC
From Custodian
Reportable Commodity Type
To Individual
To UIC
To Custodian

Unit Transfer Grid

All
Transfer Number

Primary Attachment
From UIC
From Account
From Custodian
To UIC
To Account
To Custodian
Reportable Commodity Type
To Individual
Transfer Dt

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Transfer Details

ICN
Item Description
Outstanding Qty
Owning DoDAAC
Serial Number
Stock Nbr

ICNs Issued / Returned Tab

Search Criteria

Request Nbr
Stock Nbr
ICN
Dt From
Return Number
Management Cd
Serial Number
Dt To

ICNs Issued / Returned Grid

Last Transaction Dt/Tm
UIC
UIC Custodian (RO)
Stock Nbr
Item Desc
Mgmt Cd
ICN
Serial Nbr
Document Number
Issue Warehouse
Request Nbr
Issued Dt/Tm
Iss Qty
Return Warehouse
Return Nbr
Returned Dt/Tm
Ret Qty
Not Ret Qty

Optional

UI
Unit Price
Inv Type
LIN/TAMCN
Is Kit?
Is Post-Post?
Ret as End Item?
New Parent ICN
Not Ret Reason
Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Activity

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

1. In the UIC Info section, choose which UIC or Custodian to search.

   - Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

     UIC Browse

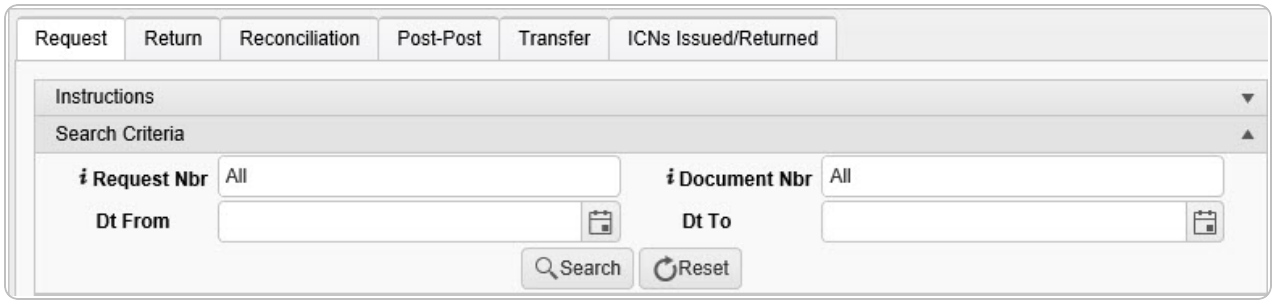
   - Select Click here to scan CAC. *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*

   - Use i or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

     Member Profile Browse

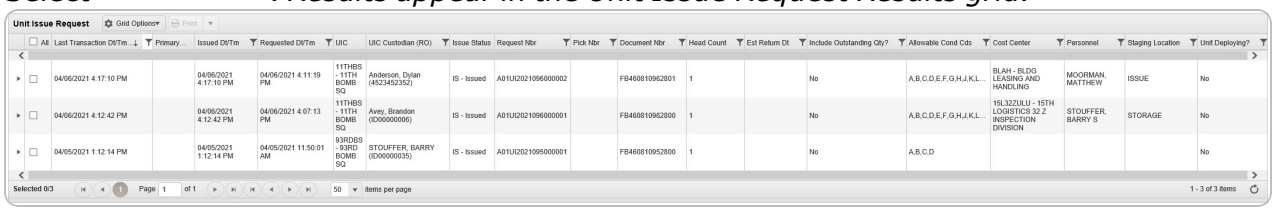
2. Select Go. *The Search Criteria grid appears.*
3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.

Request Tab

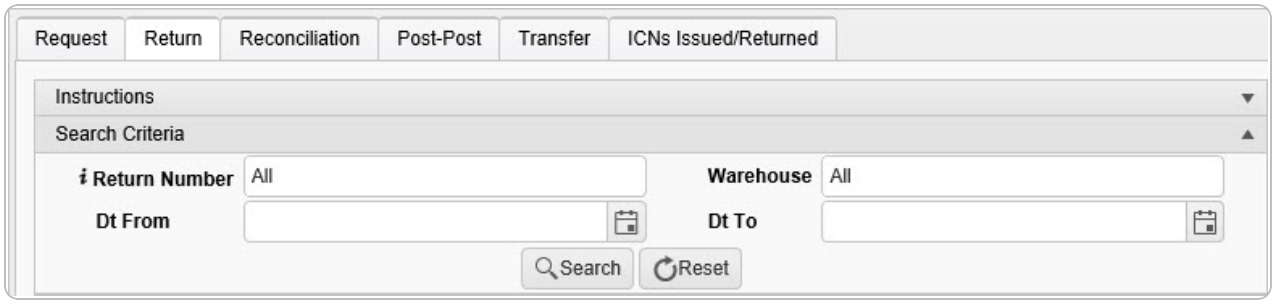


- Enter the Request NBR, using ℹ to assist with the entry. *This is a 18 alphanumeric character field.*
- Use 📅 to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Document NBR, using ℹ to assist with the entry. *This is a 14 alpha-numeric character field.*
- Use 📅 to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

Select Search. *Results appear in the Unit Issue Request Results grid.*

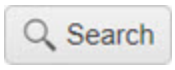


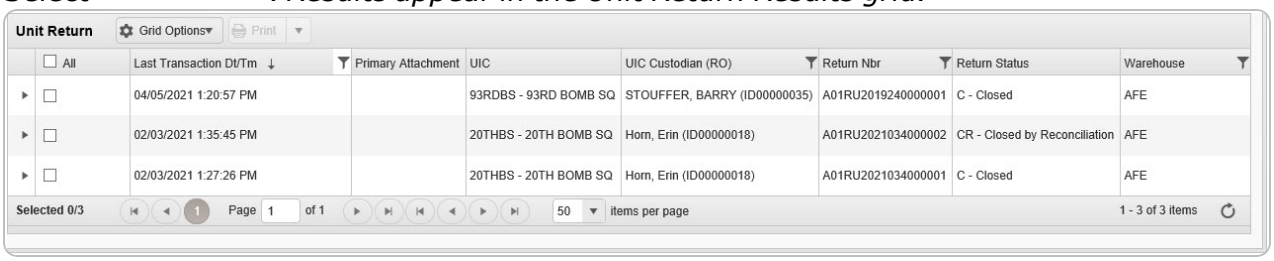
Return Tab



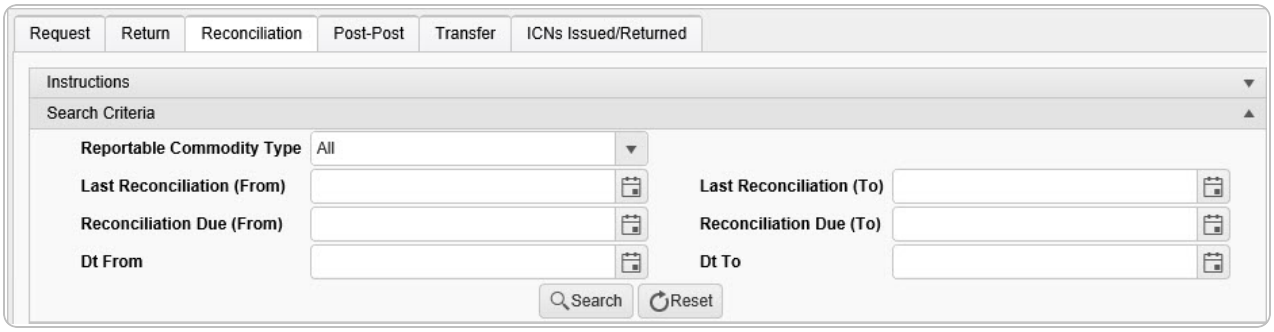
- Enter the Request NBR, using ℹ to assist with the entry. *This is a 18 alphanumeric character field.*

- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Warehouse in the field provided. *This is a 50 alphanumeric character field.*
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

Select  . *Results appear in the Unit Return Results grid.*



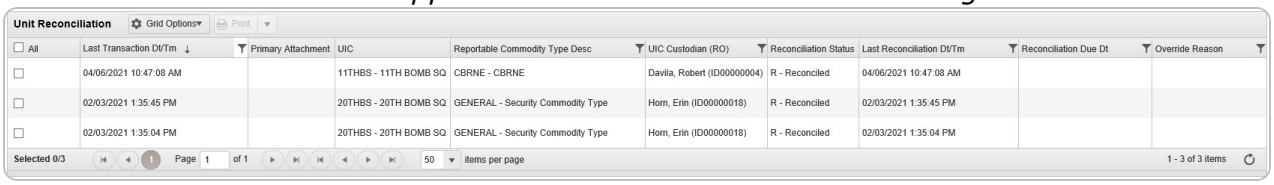
Reconciliation Tab



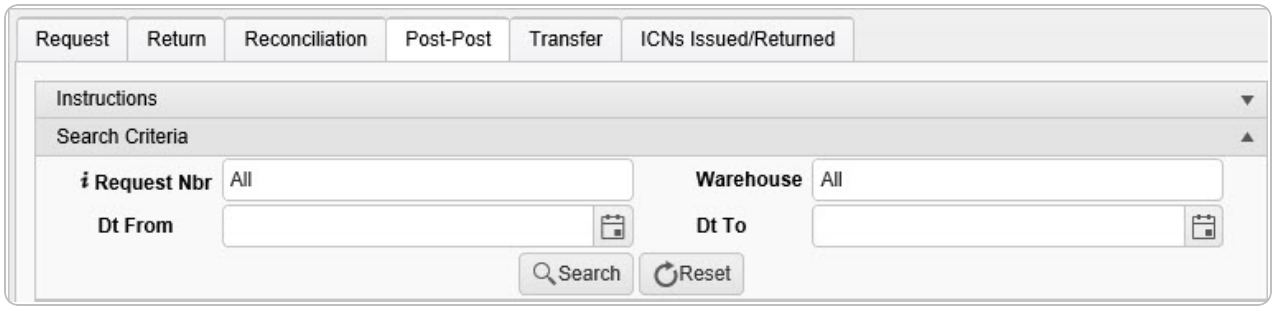
- Use to select the Reportable Commodity Type.
- Use to select the Last Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the Last Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

Select Search. *Results appear in the Unit Reconciliation Results grid.*

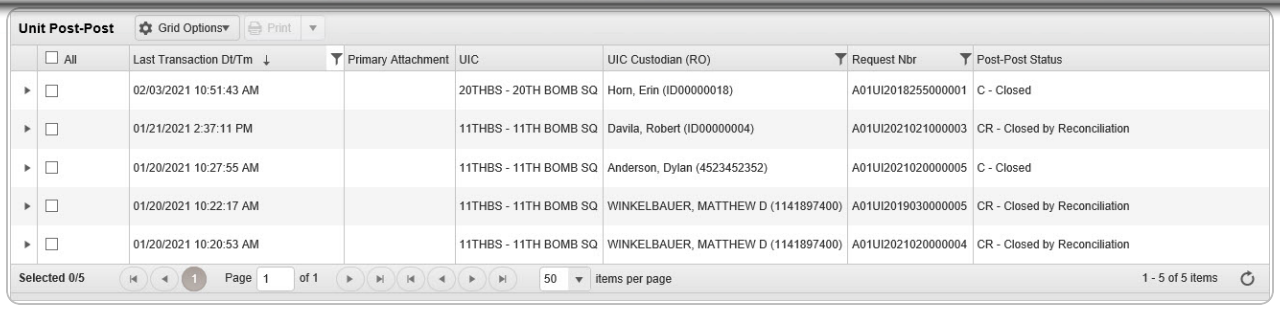


Post-Post Tab

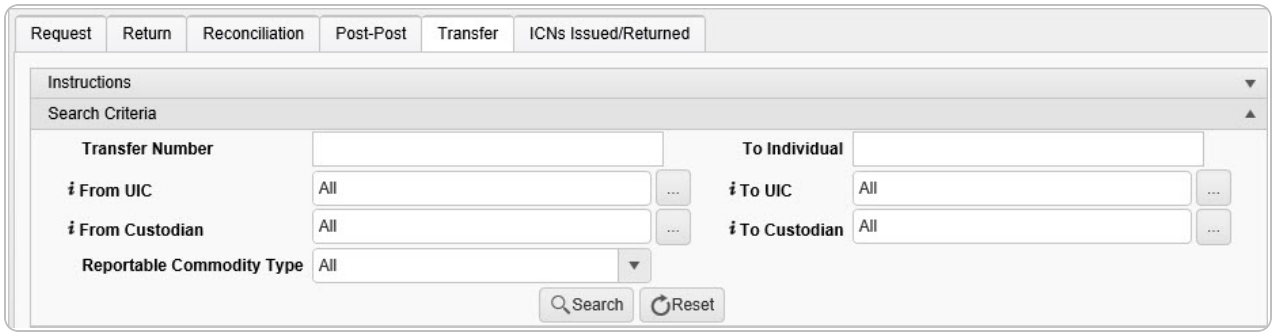


- Enter the Request NBR, using to assist with the entry. *This is a 18 alphanumeric character field.*
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Warehouse in the field provided. *This is a 50 alphanumeric character field.*
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

Select Search. *Results appear in the Unit Post-Post Results grid.*



Transfer Tab



- Enter the Transfer Number in the field provided. *This is a 15 alphanumeric character field.*
- Use or to assist with the From UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse
- Use or to assist with the From Custodian entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse
- Use to select the Reportable Commodity Type.
- Enter the To Individual in the field provided. *This is a 50 alphanumeric character field.*
- Use or to assist with the To UIC entry. *This is a 6 alphanumeric character field.*

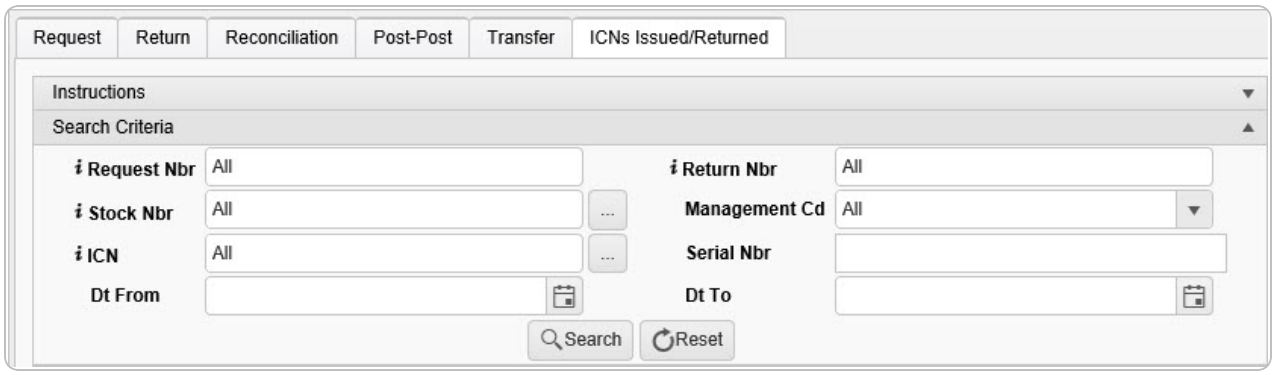
  UIC Browse

- Use or to assist with the To Custodian entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

Select Search. *Results appear in the Unit Transfer Results grid.*

ICNs Issued / Returned Tab

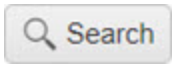


- Enter the Request NBR, using to assist with the entry. *This is a 18 alphanumeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

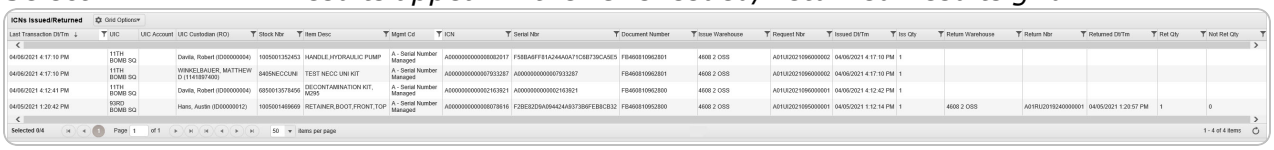
  Stock Number Browse
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Return NBR, using to assist with the entry. *This is a 18 alphanumeric character field.*
- Use to select the Management Cd.

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

Select 

. *Results appear in the ICNs Issued/Returned Results grid.*



Common Errors

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

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

Related Topics

- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Unit Issue Trend Analysis

Overview

The Unit Issue Trend Analysis Inquiry process provides the ability to view the metrics on the Unit Issue process.

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

Inquiries > Unit Issue > Unit Issue Trend Analysis page

Page Fields

The following fields display on the **Unit Issue Trend Analysis** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

Search Criteria

Logistics Program
Start Date
Warehouse
End Date

Unit Issue Trend Analysis Inquiry Grid

Logistics Program
Issue Count
Head Count
New
In Process
Picking
Partially Staged
Fully Staged
Total

Unit Issue Trend Analysis Inquiry (Warehouse)

Warehouse
Issue Count
Head Count
New
In Process
Picking
Partially Staged
Fully Staged
Total

Unit Issue Trend Analysis Inquiry (Detail)

Request Nbr
Head Count
Created Date
Issued Date
New
In Process
Picking
Partially Staged
Fully Staged
Total

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

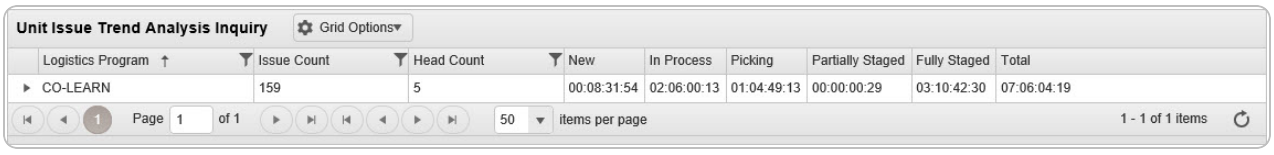
Search for a Unit Issue Trend Analysis

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

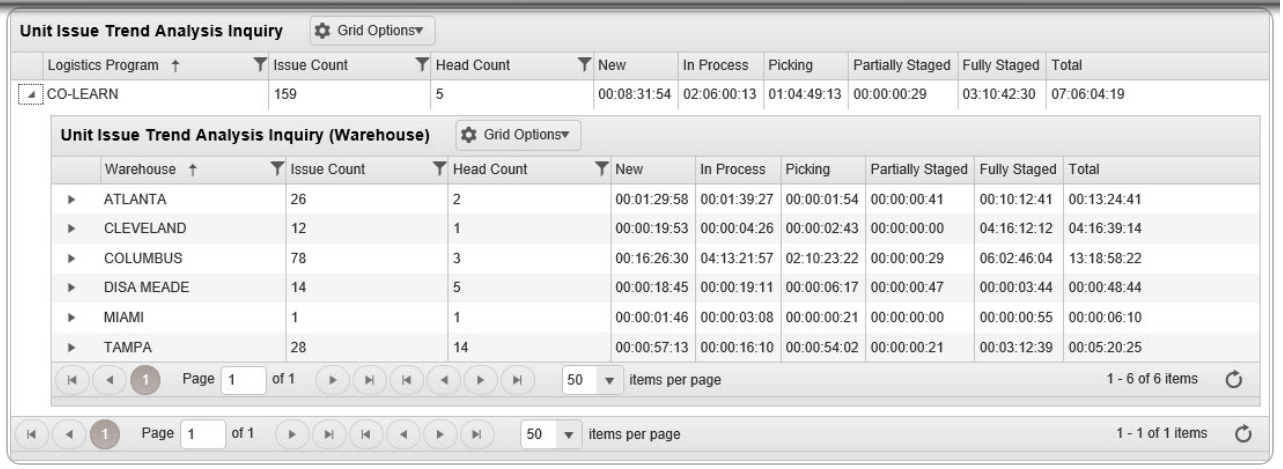
1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.

   - Enter the Logistics Program , using i to assist with the entry. *This is a 50 alpha-numeric character field.*
   - Use to select Start Date, or enter the date (MM/DD/YYYY) in the field provided.
   - Enter the Warehouse , using i to assist with the entry. *This is a 50 alphanumeric character field.*
   - Use to select End Date, or enter the date (MM/DD/YYYY) in the field provided.

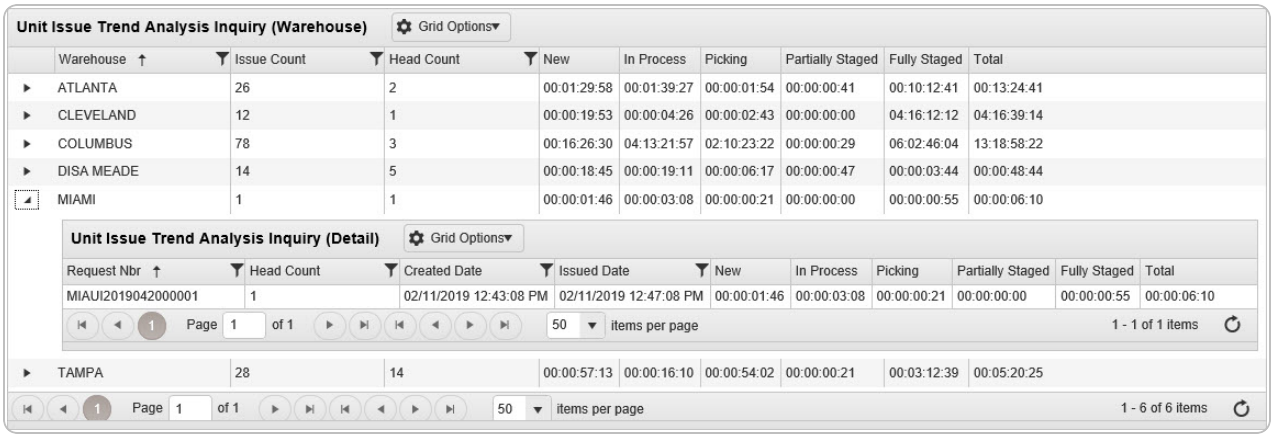
2. Select Recalculate . *Results appear in the Search Results grid.*



3. Select . *The Warehouse Results Grid appears.*



4. Select ▶. *The Detail Results Grid 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

- Unit Issue Activity Inquiry
- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Unit Issue Outstanding Item

Overview

The Unit Issue Outstanding Items Inquiry process provides the ability to view outstanding issued materiel for a given UIC, a specific asset, and identify the asset holder.

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

Inquiries > Unit Issue > Outstanding Items Inquiry page

Page Fields

The following fields display on the **Outstanding Items 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.

419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

UIC / Account Name
Reportable Commodity Type
Stock Nbr
ICN
Include All Warehouses
Owning DoDAAC
Custodian
Item Desc
Serial Nbr

Outstanding Items Inquiry Results Grid

All
UIC

Account Name
Reportable Commodity
Custodian
Stock Nbr
Item Desc
Kit?
Size
ICN
Serial Nbr
Issued Qty
Outstanding Qty
Cond Cd
Unit Price
Extended Price
Mfg Contract
Mfg Date
Mfg Lot
Owning DoDAAC
Secondary Serial Number
Return Date

Procedures

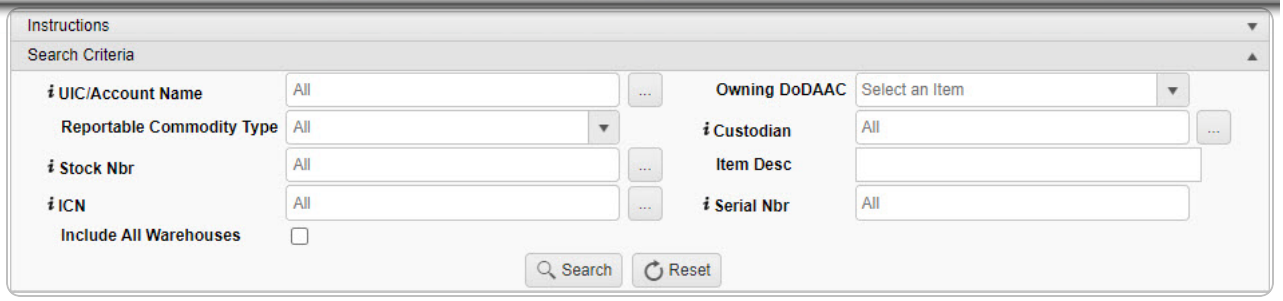
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Outstanding Item

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

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



- Use ℹ or ... to assist with the UIC/Account Name entry. *This is a 6 alphanumeric character field.*

  UIC Browse

- Use ▼ to select the Reportable Commodity Type.
- Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

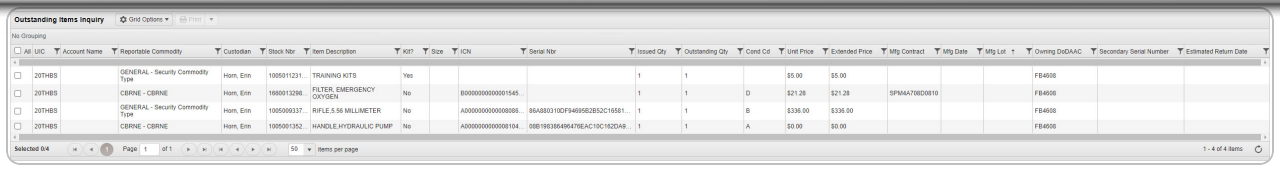
  Inventory Control Number Browse

- Click ☐ to select the Include All Warehouses field. *Results display all warehouses in the UIC when selected.*
- Use ▼ to select the Owning DoDAAC.
- Use ℹ or ... to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the SERIAL NBR, using ℹ to assist with the entry. *This is a 30 alphanumeric character field.*

2. Select Search. *Results appear in the Search Results grid.*



Common Errors

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

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

Related Topics

- Unit Issue Activity Inquiry
- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Member Activity

Overview

The Warehouse module Individual Issue / Return Inquiry process provides the ability to inquire about what was issued to a member / custodian, and show them where they signed for items, and what items they signed for.

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

Inquiries > Member > Member Activity

Page Fields

The following fields display on the **Member Activity** 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.

Search Criteria

CAC
Inquiry Type
UIC *
Member / Custodian *
Issue Nbr
Return Nbr
Dt From
Dt To

Member Activity Search Results

All
Last Transaction Dt/Tm
Primary Attachment
Inquiry Type
UIC
UIC Account
Member
Issue Nbr
Issue Dt
Issue Type
End Item Qty Issued
Return Nbr
Return Dt
End Item Qty Returned
Is Post Post
Is Reconciliation
Warehouse

Optional

Temp UIC
Secondary Id
Class Year
Duty Status
Established By
Established Dt/Tm
Last Updated By
Program ID

Remarks

Issue Details

SKO Type Cd
Inv Type
Stock Nbr
Parent Stock Nbr
ICN
Parent ICN
LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
ICN
Serial Nbr
Mfr Contract Nbr
Qty Issued
Qty Returned
Qty Not Returned

Optional

Size
CAGE Cd
Mfr Dt
Mfr Lot Nbr
CAGE Cd
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

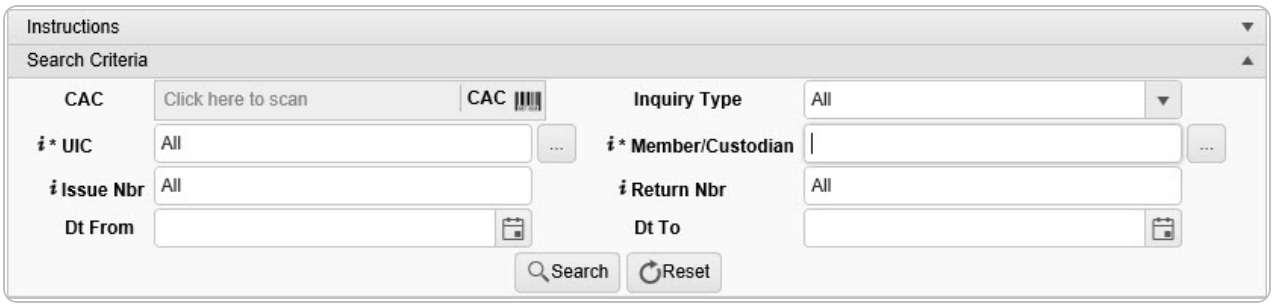
Click the following link to display Warehouse Navigation Tips.

Search for a Member Activity

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



A. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*

B. Use to select the Inquiry Type.

C. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse

D. Use or to assist with the Member / Custodian entry. *This is a 50 alpha-numeric character field.*

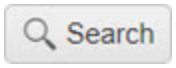
Member Profile Browse

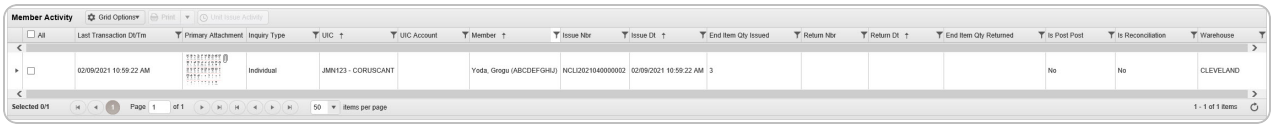
E. Enter the Issue NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*

F. Enter the Return NBR, using to assist with the entry. *This is a 18 alphanumeric character field.*

G. Use to select DT From, or enter the date (MM/DD/YYYY) in the field provided.

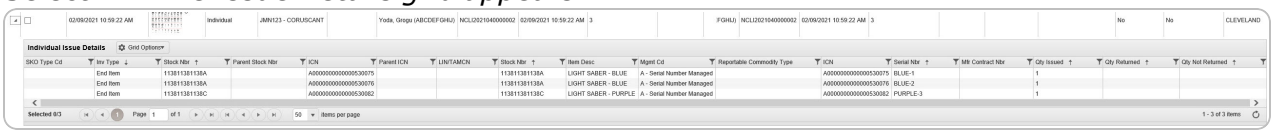
H. Use to select DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  . *Results appear in the Search Results grid.*



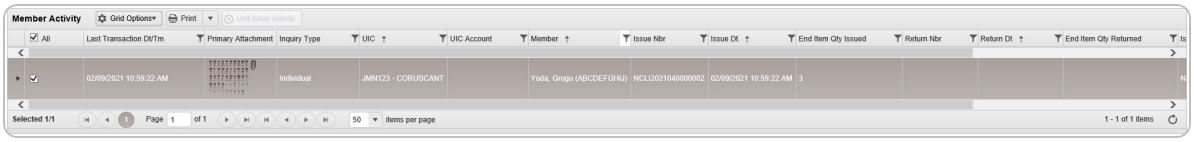
View the Issue Details

Select . *The Issue Details grid appears.*

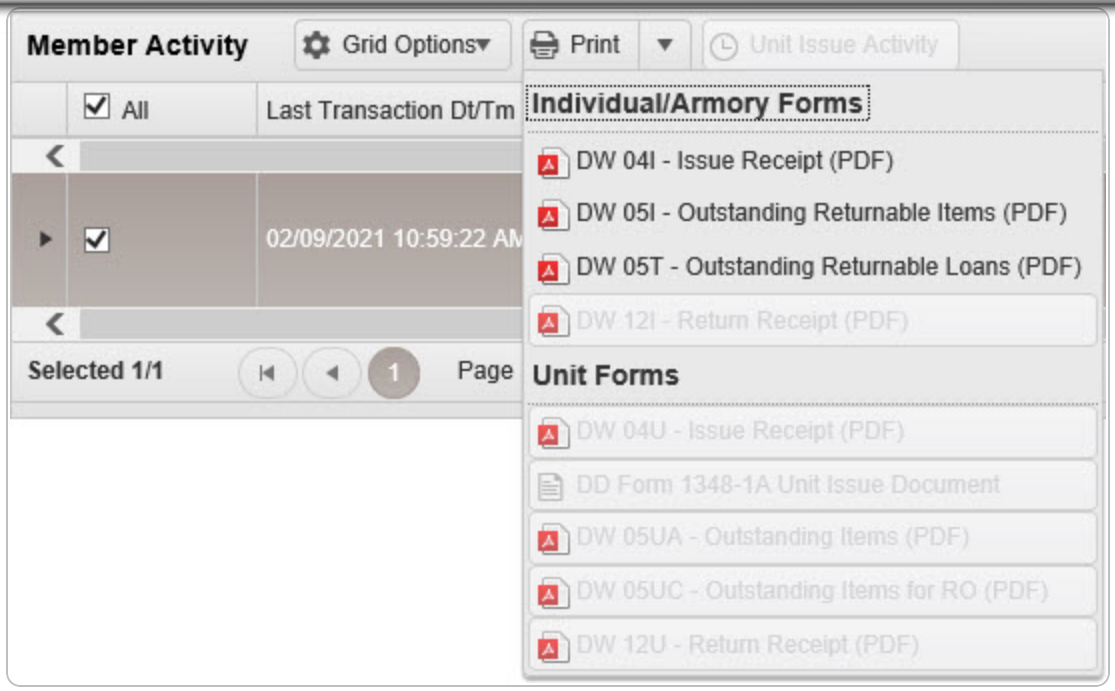


Print the Forms

1. Select ☐ next to the desired request. *A* ☑ *appears, and* *is active.*



2. Select . *A list of forms available to print appears.*



3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
   - Open opens the PDF document, and is immediately printable.
   - Save saves the PDF document, and is printable at a later time.

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

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue

Search for a Member Size

Overview

The Warehouse module Member Size Inquiry process provides the ability to inquire about ???.

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

Inquiries > Member Size

Page Fields

The following fields display on the **Member Size** 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.

493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Search Criteria

Member
UIC
EDI PI
CAC

Member Size Inquiry Search Results

Last Name
First Name
Middle Initial
EDI PI
UIC
Size Category
Size

Optional

Warehouse
Site
Region

Logistics Program
Last Updated By
Last Transaction Dt/Tm
Established By
Established Dt/Tm
Program ID

Procedures

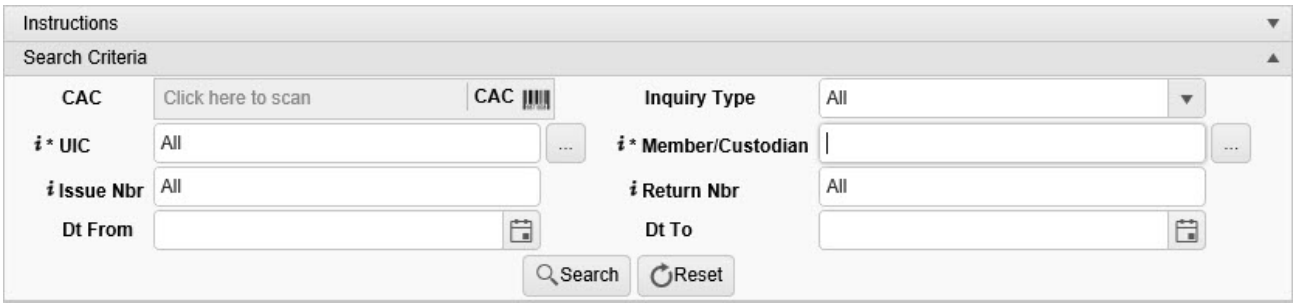
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Member Size

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.



A. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*

B. Use to select the Inquiry Type.

C. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help

D. Use or to assist with the Member / Custodian entry. *This is a 50 alpha-numeric character field.*

Member Profile Browse help

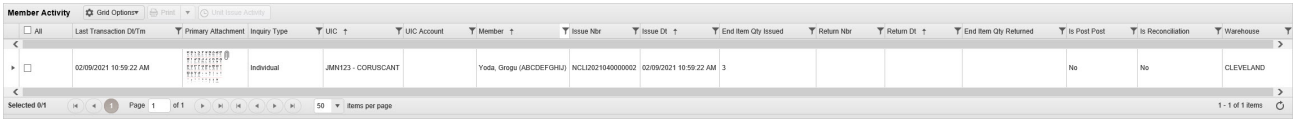
E. Enter the Issue NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*

F. Enter the Return NBR, using to assist with the entry. *This is a 18 alphanumeric character field.*

G. Use to select DT From, or enter the date (MM/DD/YYYY) in the field provided.

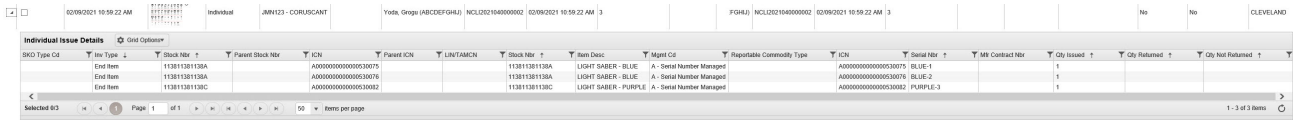
H. Use to select DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *Results appear in the Search Results grid.*



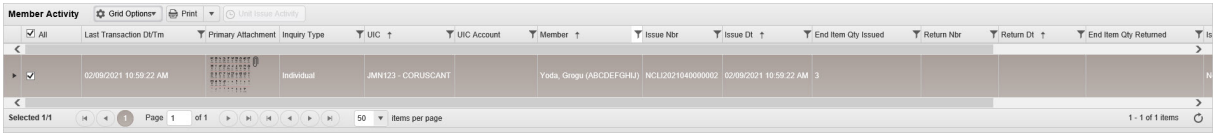
View the Issue Details

Select . *The Issue Details grid appears.*

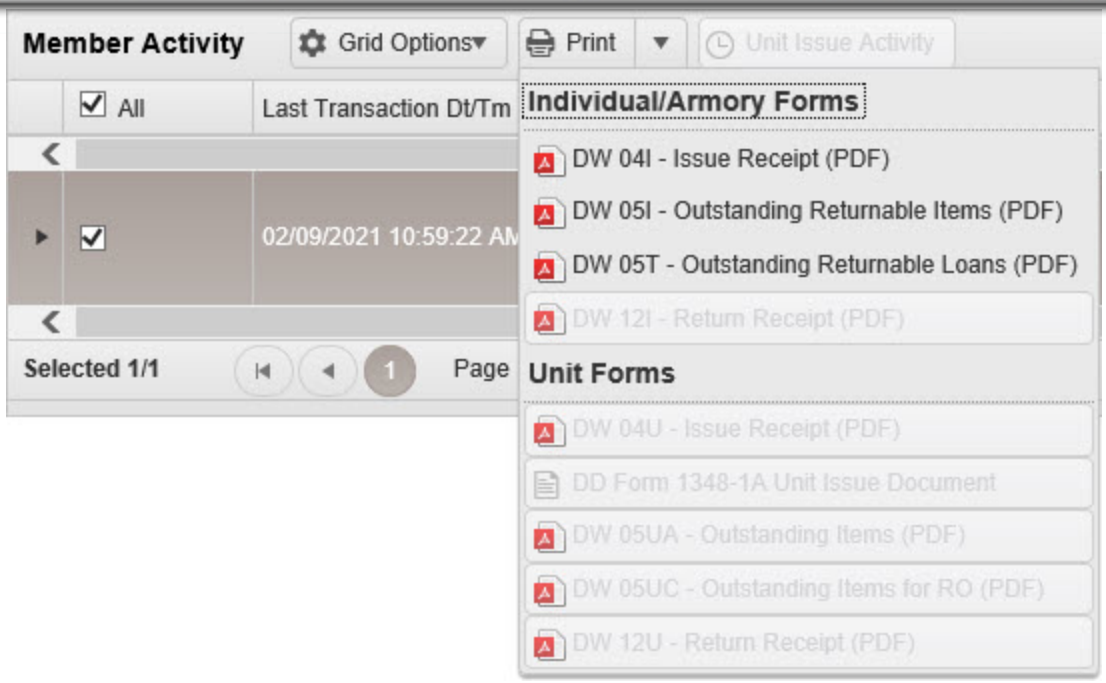


Print the Forms

1. Select next to the desired request. *A appears, and Print is active.*



2. Select Print. *A list of forms available to print appears.*

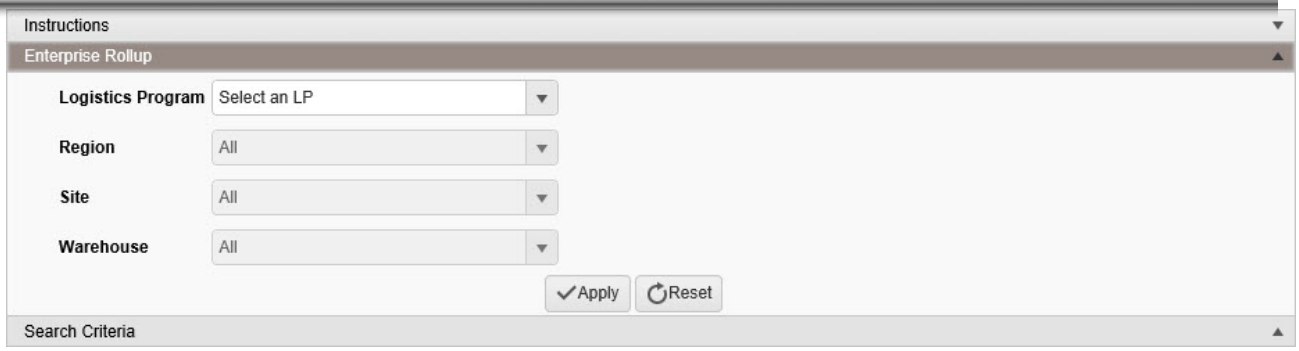


3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
   - Open opens the PDF document, and is immediately printable.
   - Save saves the PDF document, and is printable at a later time.

Isolate Additional Info Inquiry Results

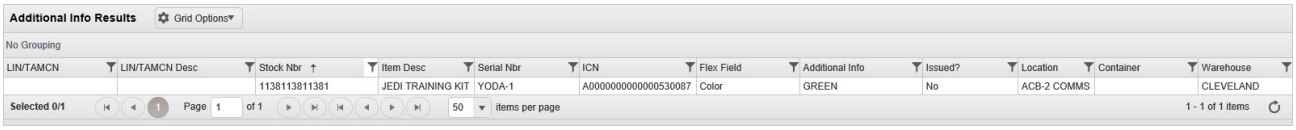
Isolating the Additional Info Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:.



- Use ▼ to select the Logistics Program.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Additional Info Results Grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue

Search for a Military Member Personnel

Overview

The Warehouse module Military Member Personnel Inquiry process provides the ability to inquire about details that might not be available in the Member Profile process.

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

Inquiries > Military Member Personnel

Page Fields

The following fields display on the **Military Member Personnel** 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.

419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.

Search Criteria

EDI PI
Last Name
First Name

Military Member Personnel Search Results

EDI PI
Last Name
First Name
Middle Initial
Grade
Component Cd
Assigned UIC
Expiration of Active Service

Optional

Duty Status
Email Address
FAP Reporting Unit Code
Fut Monitored Cmd Cd
Fut Reporting Unit Cd
Gender
Interface System Cd
Last Transaction Dt/Tm
Phone Nbr
Present Unit Joined Dt
Record Status
Res Component Cd
Res Exp Current Contract
Res Record Status
Res Reporting Unit Cd
Res Unit Join Dt
Strength Category

Procedures

ELMS Navigation Helpful Tips

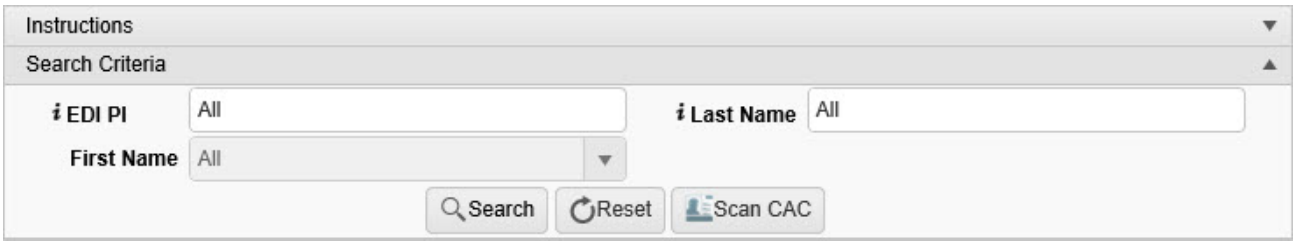
Click the following link to display Warehouse Navigation Tips.

Search for a Military Member Personnel

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.*

Enter the fields manually

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.

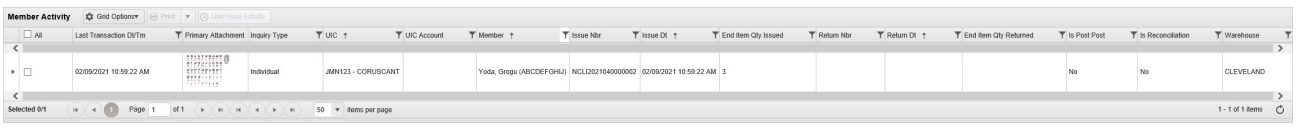


   A. Enter the EDI PI, using to assist with the entry.*This is a 10 alphanumeric character field.*

   B. Enter the Last Name, using to assist with the entry. *This is a 50 alphanumeric character field.*

   C. Use to select the First Name.

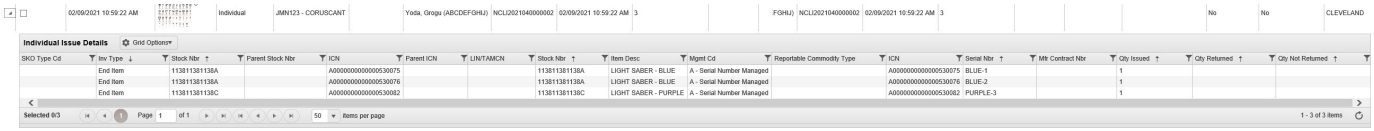
2. Select Search. *Results appear in the Search Results grid.*



OR

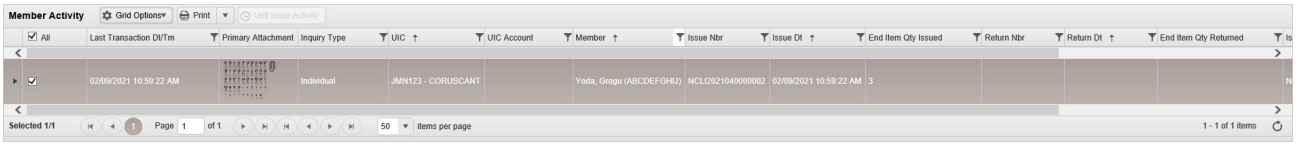
Scan the Personnel's CAC

Select ▶. *The Issue Details grid appears.*

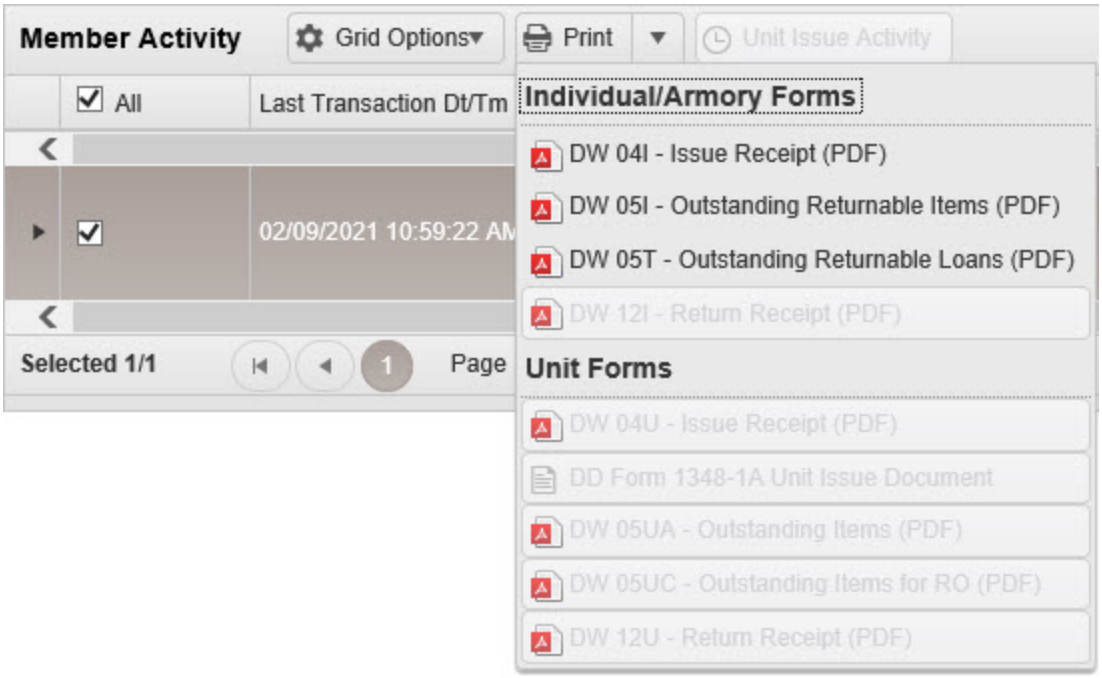


Print the Forms

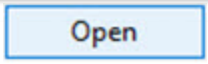
1. Select ☐ next to the desired request. *A* ☑ *appears, and* Print *is active.*

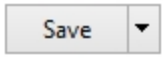


2. Select Print. *A list of forms available to print appears.*



3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:

- 

opens the PDF document, and is immediately printable.
- 

saves the PDF document, and is printable at a later time.

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

- Member Profile
- Member Profile Browse
- Individual Issue
- Unit Issue
- Transfer Issue

Search for a Money Value Gain Loss

Overview

The Warehouse Management module Money Value Gain Loss Inquiry process provides the ability to view the dollar value of gains and losses in warehouses resulting from physical inventories. The returned inquiry is exported into a Money Value Gain Loss Notice PDF for signature and uploaded/stored for a retention period of two years.

Navigation

Inquiries > Money Value Gain Loss Inquiry > Money Value Gain Loss Inquiry page

Page Fields

The following fields display on the **Money Value Gain Loss Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
589	Select "Enterprise Rollup" to modify the default tier selection.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
590	Select "Report History" to add or view an uploaded Money Value Gain Loss (MVGL) Notice.

412	Select "Grid Options" button for additional actions.
591	Select "MVGL Notice" to export the results into a Notice for signatures.

Create Report Tab

Enterprise Rollup Panel

Logistics Program
Region
Site
Warehouse

Search Criteria Panel

From Date *
To Date *
Document Number
Stock Number
Item Desc
Serial Nbr
Status Adj Reason Cd
Reason Cd
Physical Inventory Number

Search Results Panel

Region
Warehouse DoDAAC
Warehouse
947I DIC
947I SARC
ELMS Reason Code
Physical Inventory Nbr
LIN/TAMCN
Stock Nbr
Item Description
Transaction Dt/Tm

Document Number
Suffix Cd
Changed Qty
Unit Price
Extended Price
Stores Acct Cd
Controlled Item Cd
Condition Cd

Optional

CIIC
ELMS Reason Code Description
From Qty
Hazardous Materiel Cd
ICN
Last Updated By
LP
Owning DoDAAC
Precious Metal Cd
Program Id
Serial Number
Site
To Qty
UII
Unit of Issue Cd

Report History Tab

Upload Report Panel

File Desc
Attachment

Search Criteria Panel

File Name
File Description
Established Dt/Tm

Search Results Panel

File Name
File Desc
Established Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

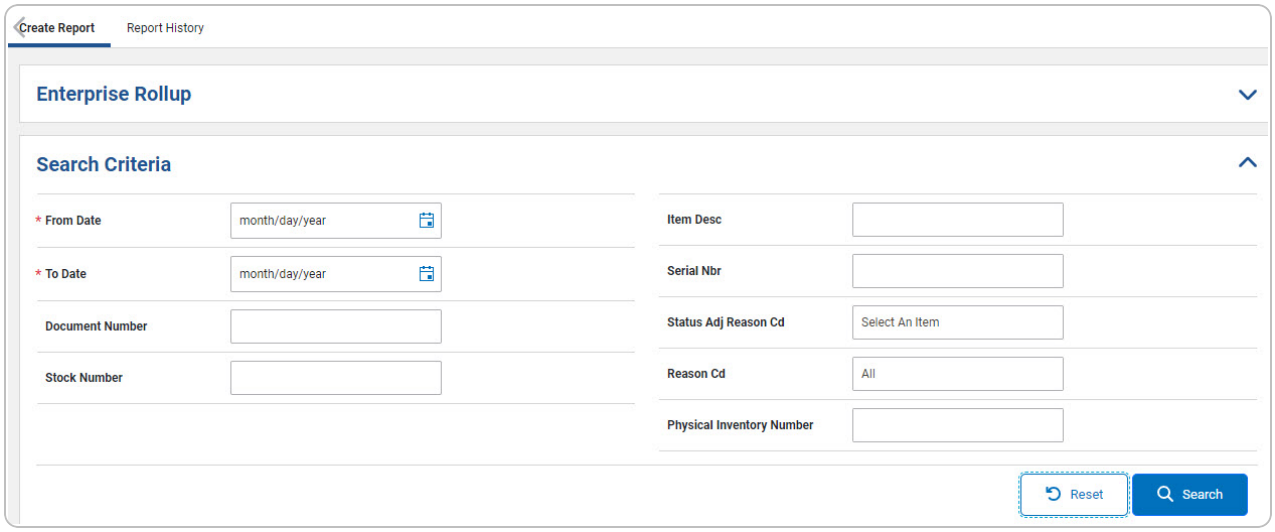
Click the following link to display Warehouse Navigation Tips.

Search for a Money Value Gain Loss Inquiry — Create Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed.

Selecting Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:.



A. Use to select the From Date, or enter the date MM/DD/YYYY in the field provided.

B. Use to select the To Date, or enter the date MM/DD/YYYY in the field provided.

C. Enter the Document Number in the field provided. *This is a 15 alphanumeric character field.*

D. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*

E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

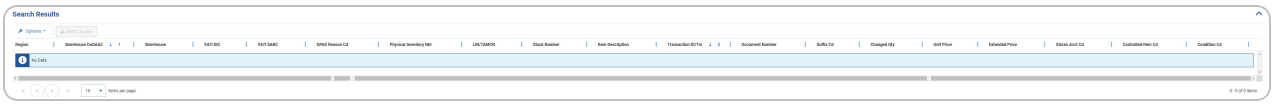
F. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

G. Enter the Status Adj Reason Cd in the field provided. *This is a 2 alphanumeric character field.*

H. Use the field to select the Reason Cd.

I. Enter the Physical Inventory Number in the field provided. *This is a 32 alphanumeric character field.*

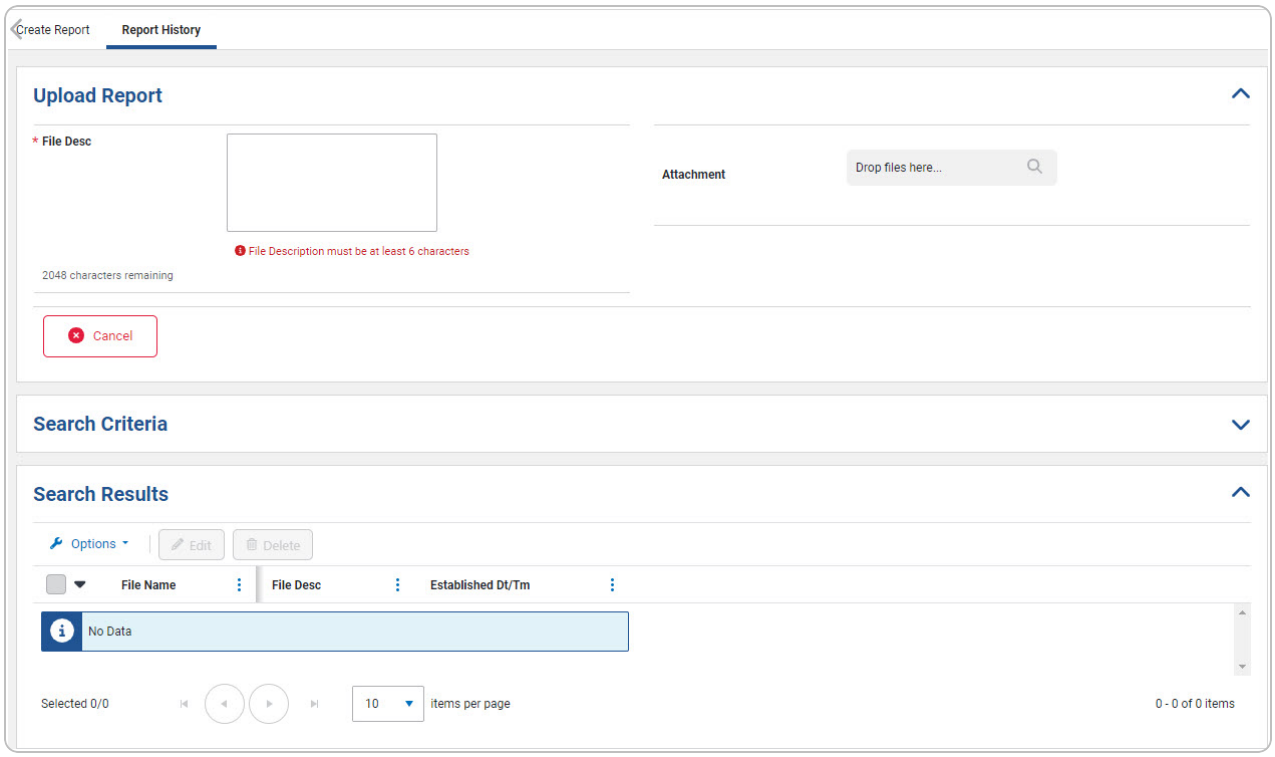
2. Select Search. *Results appear in the Search Results grid.*



3. Select MVGL Notice. *A snapshot of the Money Value Gain Loss data appears in a PDF template for signature.*

Search for a Money Value Gain Loss Inquiry — Report History

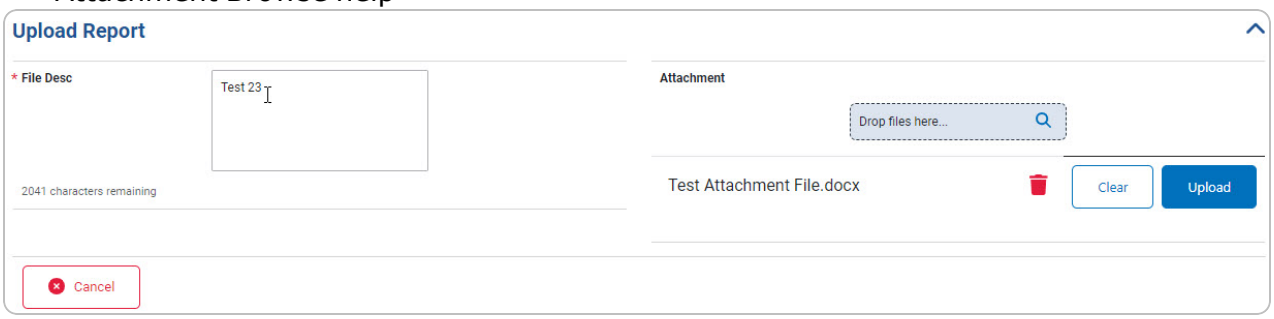
1. Select the Report History Tab.



2. Enter the File DESC in the field provided. *This is a 2048 alphanumeric character field.*

3. Use to browse for the Attachment. *The selected attachment appears underneath.*

Attachment Browse help



4. Select . *appears. Select and the file is deleted from the Upload Report.*

5. Select . *The selected file is cleared from the Upload Report.*

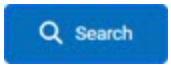
6. Select . *The selected file is uploaded.*

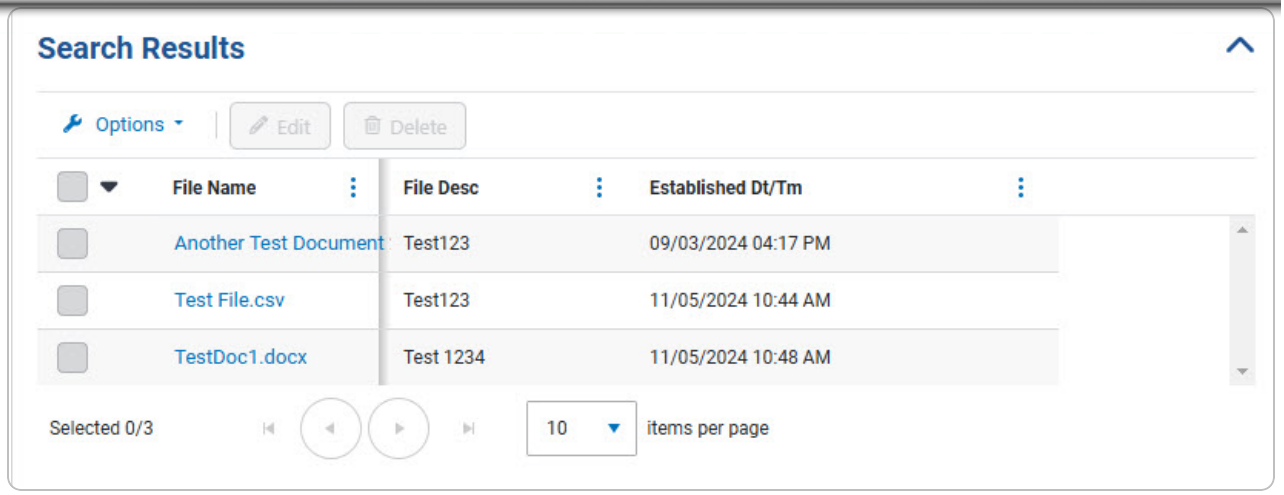
7. In the Search Criteria section, narrow the results by entering one or more of the following fields:.

A. Enter the File Name in the field provided. *This is a 250 alphanumeric character field.*

B. Enter the File Description in the field provided. *This is a 2048 alphanumeric character field.*

C. Use to select the Established DT/TM, or enter the date MM/DD/YYYY in the field provided.

8. Select  . *Results appear in the Search Results grid.*



Edit a Report History Upload File

A. Click ☐ to select the entry. *The File Name is highlighted, and* Edit *and* Delete *become available.*

B. Select Edit. *The* ***Edit Attachment*** *pop-up window appears.*

Delete a Report History Upload File

A. Click ☐ to select the entry. *The File Name is highlighted, and* Edit *and* Delete *become available.*

B. Select Delete. *The* ***Delete Confirmation*** *pop-up 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
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.
xxxx — A date range is required for this inquiry.	Invalid Entry. A date range is missing. Add a date range and re-try the inquiry.
xxxx — To Date must be greater than or equal to the From Date.	Invalid Entry. The To Date must be more than or equal to the From Date. Re-try the inquiry.

Related Topics

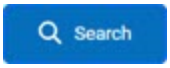
- Edit an Attachment
- Delete a Money Value Gain Loss Inquiry Report History File
- Inventory Update Management
- Receiving

Update a Money Value Gain Loss Inquiry Report History File

Overview

The Money Value Gain Loss Inquiry Report History Update process allows editing of the file description for an uploaded report.

Navigation

Inquiries > Money Value Gain Loss Inquiry > Report History tab > Search Criteria panel > > 

> (desired record) >

> Edit Attachment pop-up window

Page Fields

The following fields display on the **Edit Attachment** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit Attachment Panel

File Desc *
File Name
Established Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

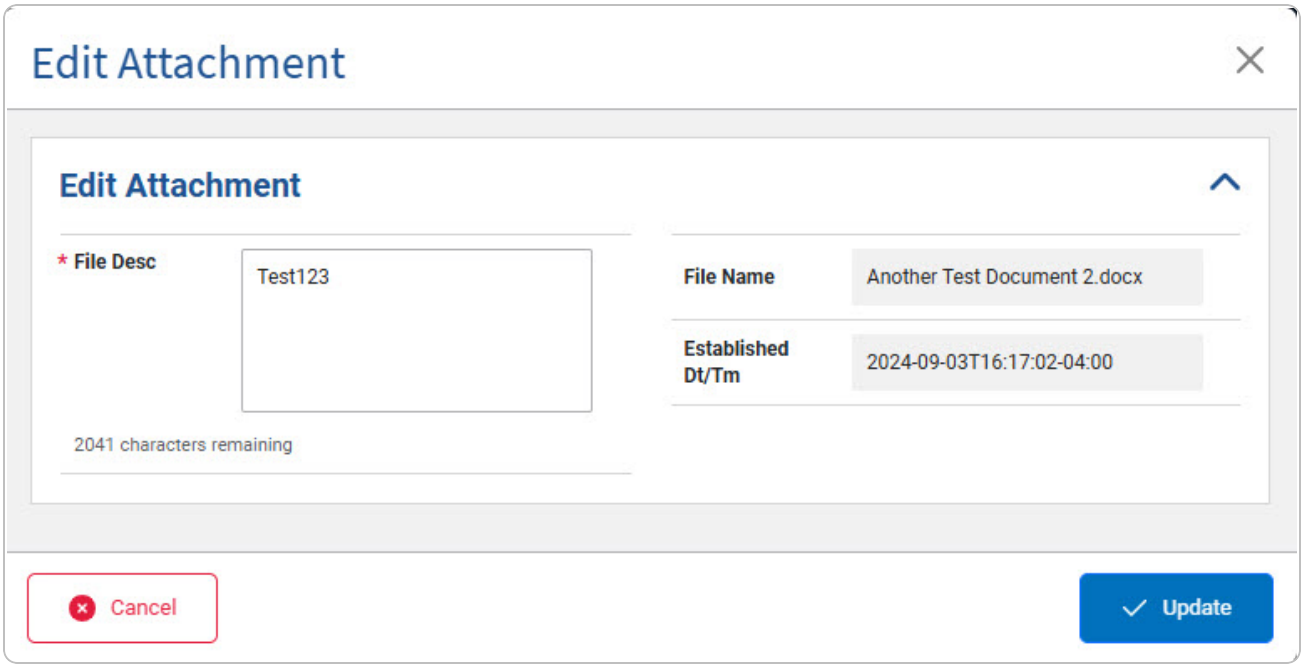
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Edit an Attachment

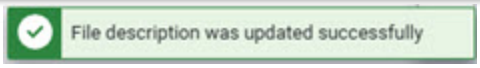
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Click ☐ to select the entry. *The File Name is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The* ***Edit Attachment*** *pop-up window appears.*



3. Enter the File DESC in the field provided. *This is a 250 alphanumeric character field.*
4. *Verify the File Name.*
5. *Verify the ESTABLISHED DT/TM.*

6. Select

. 

appears, the pop-up window closes, and the revised File Description appears in the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

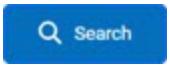
- Search for a Money Value Gain Loss Inquiry
- Edit an Attachment
- Inventory Update Management
- Receiving

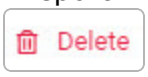
Delete a Money Value Gain Loss Inquiry Report History File

Overview

The Money Value Gain Loss Inquiry Report History Delete process allows the removal of an uploaded report.

Navigation

Inquiries > Money Value Gain Loss Inquiry > Report History tab > Search Criteria panel > > 

> (desired record) > 

> Delete Confirmation pop-up window

Page Fields

The following fields display on the **Delete Confirmation** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Confirmation Panel

Are you sure you wish to delete this record and attachment?

Procedures

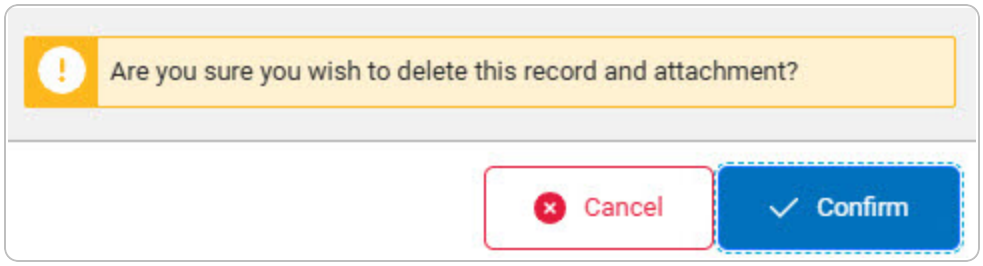
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Money Value Gain Loss Report History File

Selecting Cancel *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 File Name is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Delete Confirmation*** *pop-up window appears.*



3. Select Confirm. *The selected file is removed from the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Money Value Gain Loss Inquiry
- Edit an Attachment
- Inventory Update Management

- Receiving

ELMS Warehouse Inquiries

Overview

The Inquiry process provides you with the ability to inquire against specific topics within the ELMS Warehouse application. You can create customized inquiries based on your search criteria for a warehouse topic.

Navigation

Inquiries > Inquiry Selections Available > Inquiry Page

Page Fields

The following fields display on the Inquiries page. For more information on each field, select the appropriate hyperlink.

Page fields vary based upon type of Inquiry selected.

(*) Asterisk identifies mandatory fields.

|

Procedures

To Create an Inquiry:

1. On the Inquiry page the following information provides detailed instruction to utilize the options to create an Inquiry. The following are basic functions you can use to navigate the page:

- **Instruction Text**
- **Intellisense**
- **Grid Options**
- **Filter Options**
- **Number of Pages**

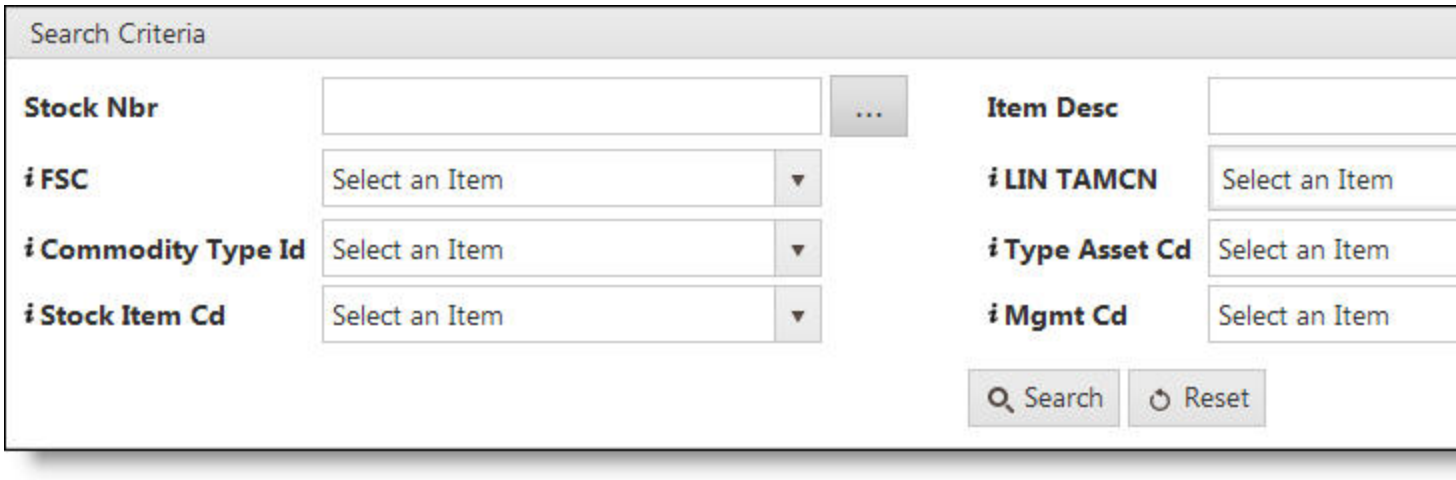
2. **INSTRUCTION TEXT**: Each process has an Instructions area which can be expanded and collapsed by selecting the Instructions title bar. These instructions can help with using the

various options on the page. It is recommended you always expand your **Instruction Drop Down** text to display helpful information. The default display is collapsed.

Helpful Tip

The Instructions provide a link for the ELMS Warehouse on-line help by clicking the .

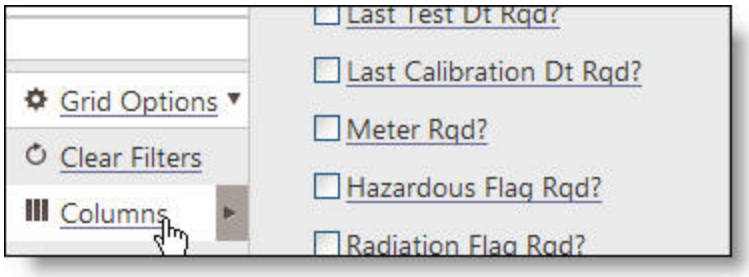
3. **INTELLISENSE**: Some text entry fields provide intellisense(i) which provides auto selection of previous selections. These fields are marked with a lower case i, and will display a selectable list based on your input. When the cursor is placed in these fields, the field border will display darker than the other fields. Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine you search. Select a value from the list when you can identify the value you are looking for.



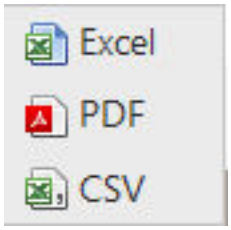
4. **GRID OPTIONS**: The Grid Options provides you with several options to manage your results and how you can display your results.

Clear Filters - clears all filter selections and returns to default grid

Columns - allows user to display/hide columns - **IMPORTANT!** to ensure all columns are displayd if not sure



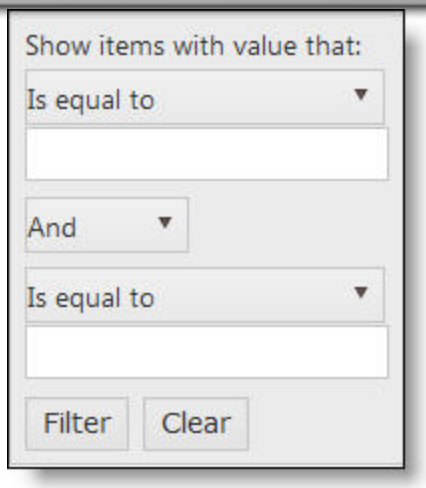
Export - export data into three different formats



- **Excel** Data is formatted in an Excel spreadsheet where data can be arranged, sorted and analyzed
- **PDF** – Data is displayed in an Adobe Portable Document Format which cannot be changed
- **CSV** – Data is displayed in a comma separated value file. Used for large amounts of data and can be used in Excel or a database application

My Queries - Inquiries saved by you for future use

5. **FILTER ICON**: To help you search you can select the Filter icon (). Make a selection from the drop down list for "Show items with value that" equal the type of filter you want to use for your search. The page display changes the criteria to your selection. Enter your filter criteria and select the Filter button.



6. **Number of Pages:** To change the number of rows to display on the page, select the Items per page drop-down at the bottom of the page. The default display is 10. The bottom right of the page displays the total number of records. The arrows or numbered buttons are used to move from page to page on the Search Results grid.

7. Select Search to view your search results or Reset to clear data on the page.
8. To return to the previous page, select Back.

Attention

Additional information about Additional information about ELMScan be found at the ELMS Support Site.

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

No related topics have been identified for this topic.

View Reports

Overview

The Warehouse Management module Report Manager View Reports process provides the ability to view current and previous versions of reports that were submitted by the individual user and authorized shared reports.

Navigation

Report Manager > View Reports > Report Manager page

Page Fields

The following fields display on the **View Reports Search Criteria** 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.
47	Select "Rpt Name" hyperlink to view current (and previous) versions of a specific report.

Search Criteria Grid

Report Name
Report Category
Report Type

Report Status
Private / Shared
Report / Form

Scheduled Reports Grid

Download
Is Private
Rpt Format
Rpt Name
Rpt Category
File Size
Scheduled Dt
Entered Dt
Completed Dt
Established By
Rpt Status
Remarks

Report Details

Parameter
Value

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Use ▼ to select the Report Name.
   - Use ▼ to select the Report Category.

- Use to select the Report Type.
- Use to select the Report Status.
- Use to select the Private / Shared.
- Use to select the Report / Form.

2. Select Search to display the search results.

View an Existing Report

1. Select the RPT ID hyperlink.
2. Follow the prompts provided by the computer. *The report opens outside of ELMS.*

View Scheduled Reports

Select Schedule Reports. *The **Schedule Reports** tab 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

- Schedule Reports
- Real Time Reports
- Schedule ICP Reports

- View ICP Reports

Schedule Reports

Overview

The Warehouse Management module Report Manager Schedule Reports process provides the ability to arrange for a pre-determined report to run at a specific date and time.

Navigation

Report Manager > Schedule Reports > Report Manager page

Page Fields

The following fields display on the **Scheduled Reports Search Criteria** 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.
47	Select "Rpt Name" hyperlink to view current (and previous) versions of a specific report.

Search Criteria Grid

Report Category
Report Type
Report / Form

Report Definitions Grid

Rpt Id
Rpt Name
Rpt Type
Rpt Category

Report Parameters

Submit / Schedule

Export File Format *
Schedule Dt/Tm
Sharing
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Report/Form to Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Use ▼ to select the Report Category.
   - Use ▼ to select the Report Type.
   - Use ▼ to select the Report / Form.
2. Select Search to display the search results.

View an Existing Report

Select View Reports. *The **View Reports** tab appears.*

Select Report Definitions

*Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Select the RPT ID hyperlink. *Two additional panels appear beneath the Report Definitions panel.*
2. Enter the fields in the Report Parameters panel. *The fields depend upon the report chosen.*
3. Enter the fields in the Submit / Schedule panel.
   - **A.** Use ▼ to select the Export File Format.
   - B. Use 📅 to select the Schedule DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
   - C. Use ▼ to select Sharing.
   - D. Enter the Remarks in the field. *This is a 1024 alphanumeric character field.*
4. Select ✓ Submit. *The **Reporting Schedule Results** pop-up window appears.*
5. Select ✓OK. *The **Reporting Schedule Results** pop-up window closes.*

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

- View Reports
- Real Time Reports
- Schedule ICP Reports
- View ICP Reports

Real-Time Reports

Overview

The Warehouse Management module Report Manager Real-Time Report process provides the ability to run a specified list of reports on demand.

Navigation

Report Manager > Real-Time Reports > Real-Time Reports page

Page Fields

The following fields display on the **Real-Time Reports** 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.

Search Criteria

Report Name

Real-Time Report Results Grid

Report Name

Desc

Report Results Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a Real-Time Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Enter the Report Name in the field provided. *This is a 25 alphanumeric character field.*
2. Select Search to display the search results.

Execute a Real-Time Report

Select Execute. *The Search Results panel collapses, and the Report Results panel opens.*

Export a Real-Time Report

Select **Grid Options**. *The Grid Options menu opens. Follow the instructions from this help topic.*

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
- Schedule Reports
- Schedule ICP Reports
- View ICP Reports

Browse for a Real Property Asset

Overview

The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility NBR or LAND ACQ TRACT IDS.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Asset Browse pop-up window

Page Fields

The following fields display on the **Asset 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Asset Browse Search Criteria

RPSUID
Asset Code
Land Acq Tract Id
Fac Nbr
Facility Name

Asset Browse Results Grid

Select
RPUID
Fac Nbr
Facility Name
Land Acq Tract Id

Procedures

ELMS Navigation Helpful Tips

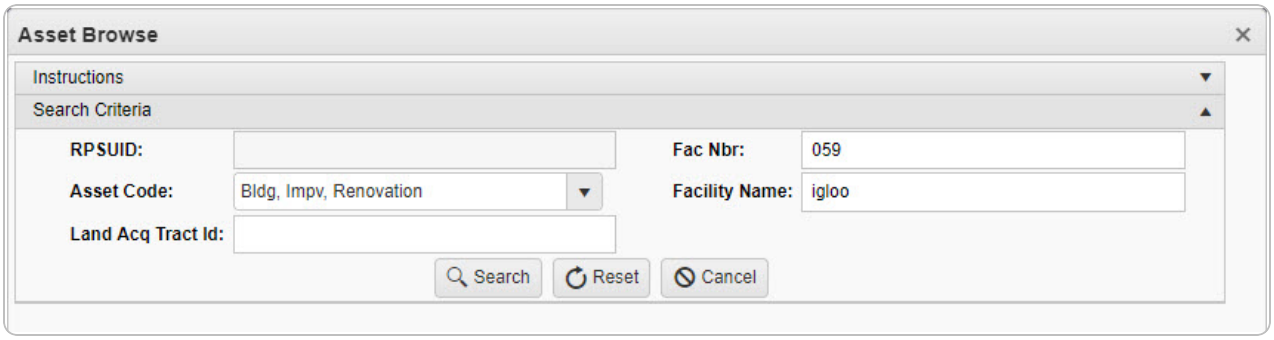
Click the following link to display Warehouse Navigation Tips.

Browse for an Asset

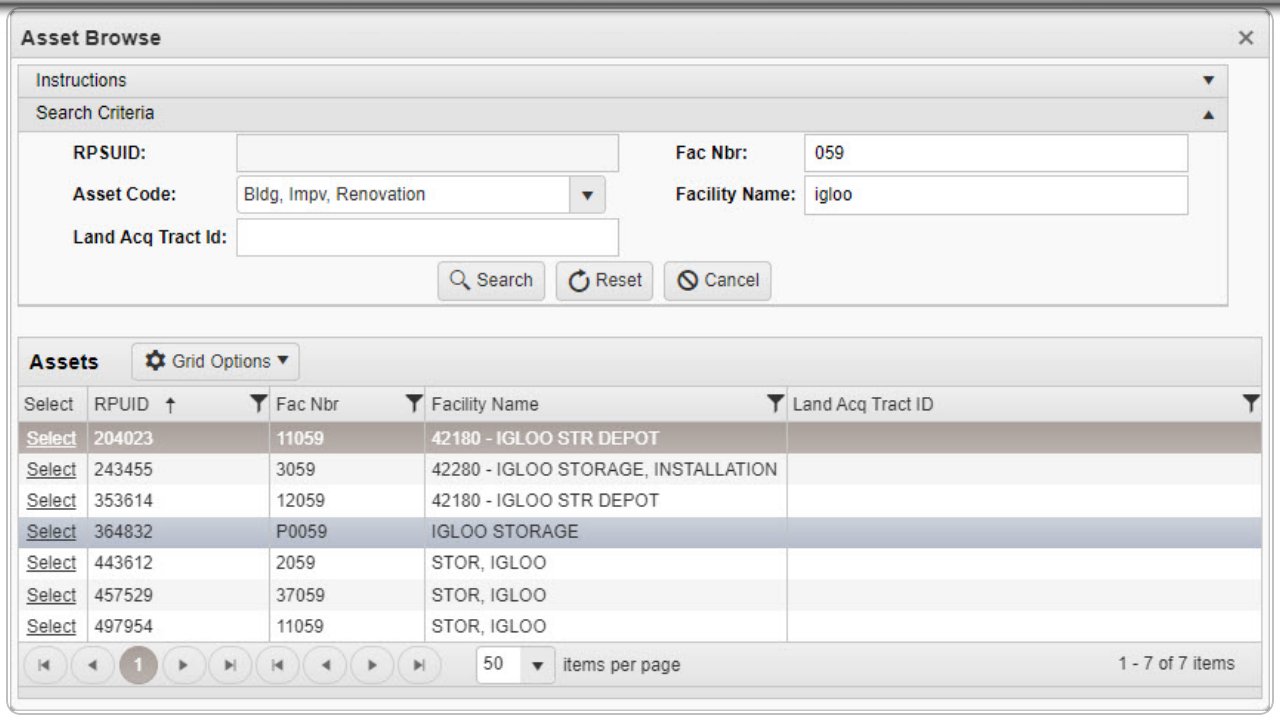
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The **Asset 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 RPSUID automatically populates and is not editable.*
   - Use ▼ to select the Asset Code.
   - Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*
   - Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the Facility Name in the field provided. *This is a 30 numeric character field.*
3. Select Search . *Results display in the Assets Grid below.*



4. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT 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

- Facility

Browse for a Container Id

Overview

The Container Id Browse pop-up window allows searching for Containers in the specified Warehouse.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > Container Id Browse pop-up window

Page Fields

The following fields display on the **Container 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

21	Select "Add" button to create a new record.
434	Select "Print Labels" button to print Container Label(s).

Container Id Search Criteria

Container Id
Location
Stock Nbr
Owning DoDAAC
Freeze Location
Container Type
Cond Cd
Capacity Avail (Qty)
Location Status

Container Id Browse Results Grid

Labels
Select
Contents
Container Id
Container Type
Container Desc
Location
Location Status
Freeze Location
Capacity Avail (Qty)

Optional

Capacity (Qty)
Facility
Full % (Qty)
Mixed Cond
Mixed Lots
Mixed Stock Nbr
Remarks

Serial Nbr
Stock Nbr
Zone

Print Label Request

Printer Language
Label Size
Label Type
Qty

Procedures

ELMS Navigation Helpful Tips

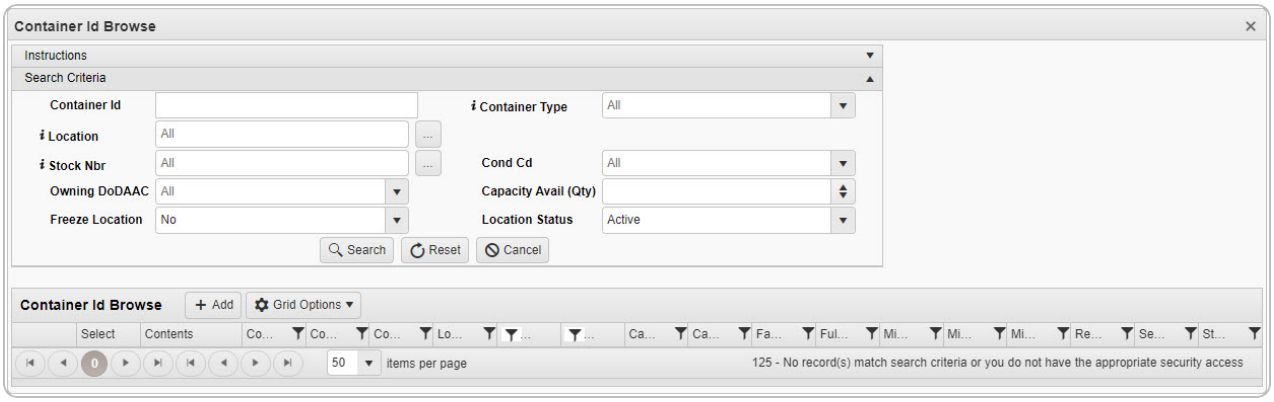
Click the following link to display Warehouse Navigation Tips.

Browse for a Container Id

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Container Id Browse*** *pop-up window appears.*



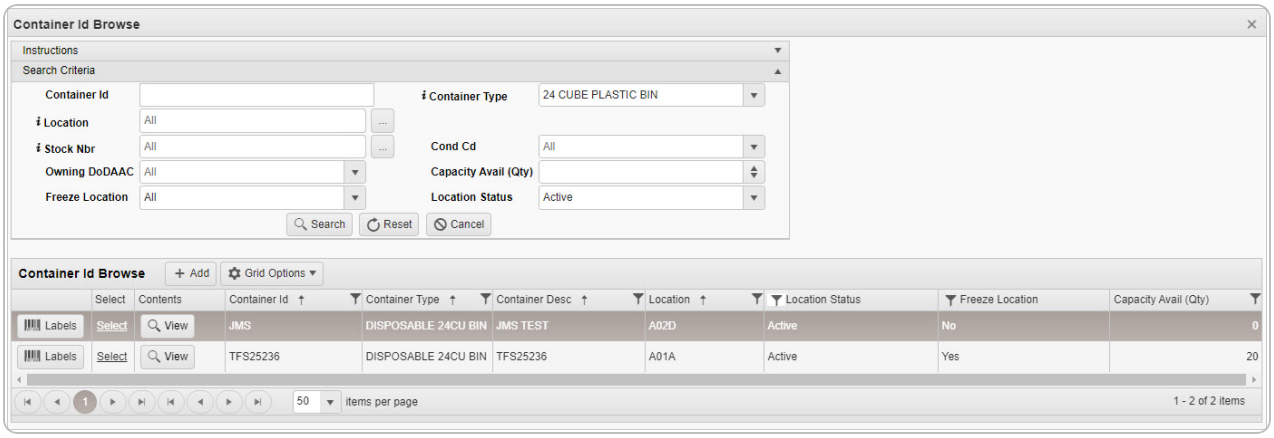
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Use to select the Owning DoDAAC.
- Use to select the Freeze Location.
- Use to select the Container Type, using to assist with the entry.
- Use to select the Cond Cd.
- Use to choose the Capacity Avail (Qty).
- Use to select the Location Status.

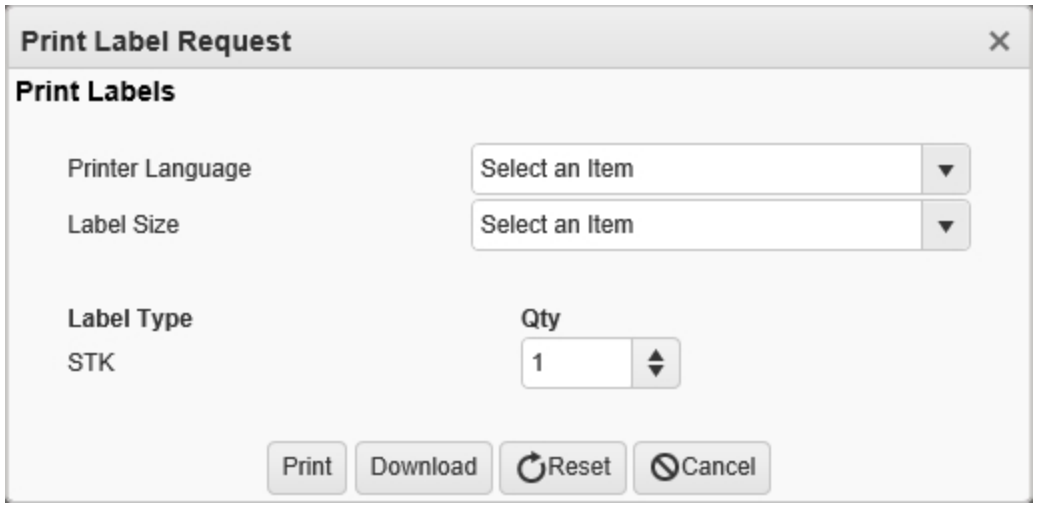
3. Select Search to begin the query. *Results display in the CONTAINER ID Grid below.*



4. Choose the Select hyperlink next to the desired CONTAINER ID. *The pop-up window closes and the selected Container appears in the previous screen.*

Print Container Labels

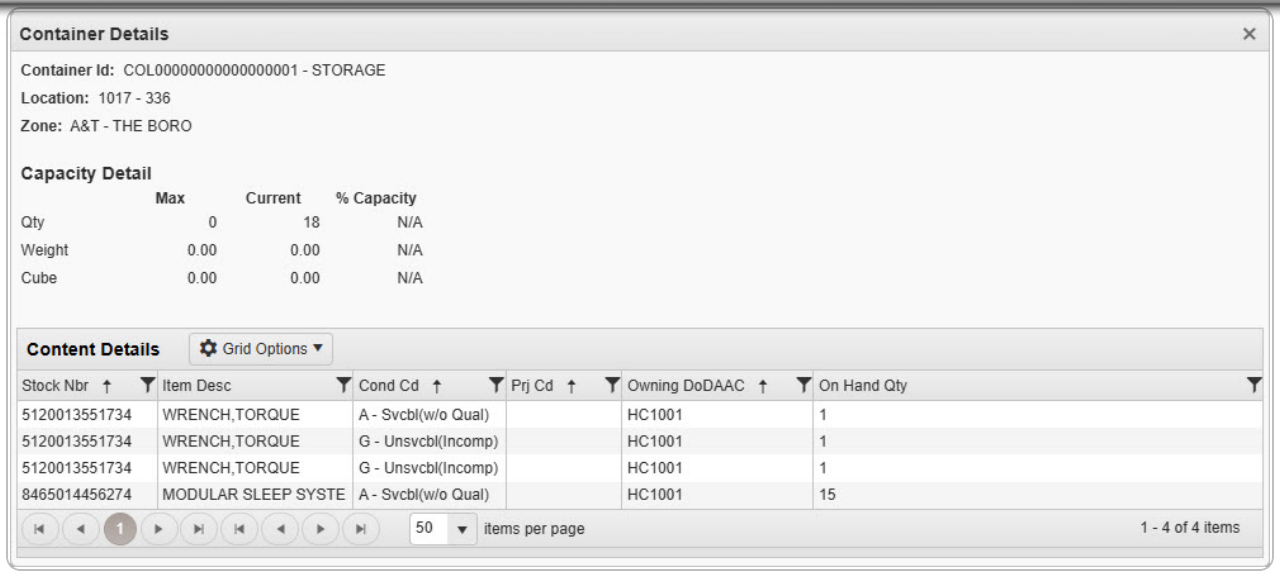
1. Select Labels next to the desired container. *The **Print Label Request** pop-up window appears.*



2. Use ▼ to select the Printer Language.
3. Use ▼ to select the Label Size.
4. *The Label Type automatically populates and is not editable.*
5. Use ▲▼ to choose the QTY.
6. Select Print to send the labels to the printer.

View Container Details

1. Select View in the desired Container record row. *The **Container Details** pop-up window appears.*



2. Click . *The **Container Details** pop-up window closes.*

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

- Container
- Disposition
- Expiring Items Inquiry
- ICN Inventory Inquiry
- Individual Item Return
- Individual Return
- Inventory Update - Manager

- Inventory Update - User
- Inspection
- Location Condition Code Default
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Return
- Warehouse Transfer

Browse for a Contract Number

Overview

The Contract Number Browse pop-up window allows searching for stored contract numbers in the ELMScatalog.

Navigation

ELMS > *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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Contract Browse

GFM Contract Nbr
Contractor
Dlvry Order Nbr
Contract Desc
Contract Type Cd
Start Dt
Expiration Dt

Contract Results Grid

GFM Contract Nbr
Non-DoD Contract Nbr
Contract Desc
Contractor
Contract Type Cd
Dlvry Order Nbr
Start Dt
Expiration Dt

Procedures

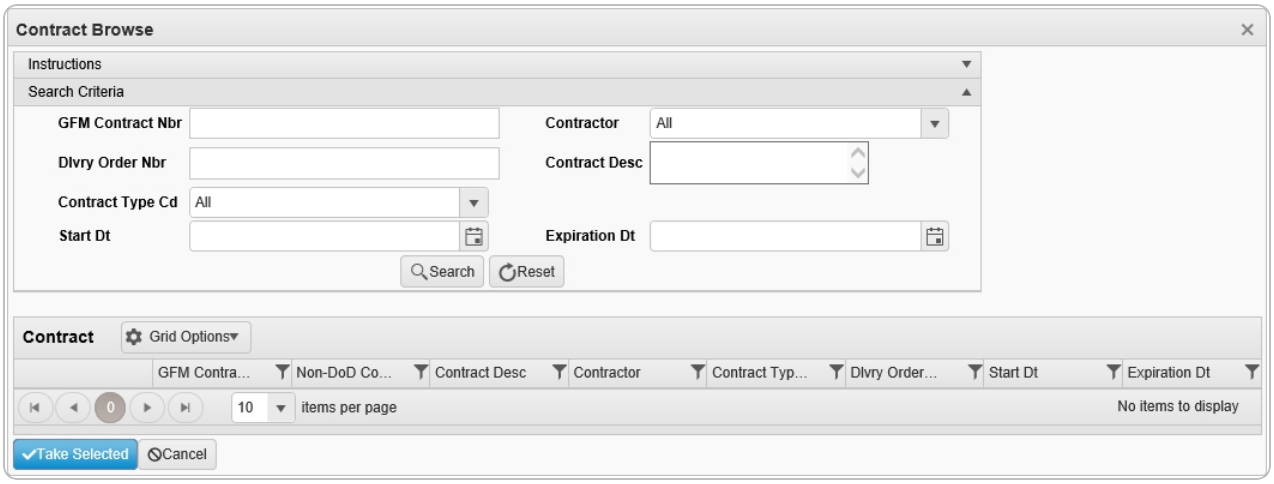
ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

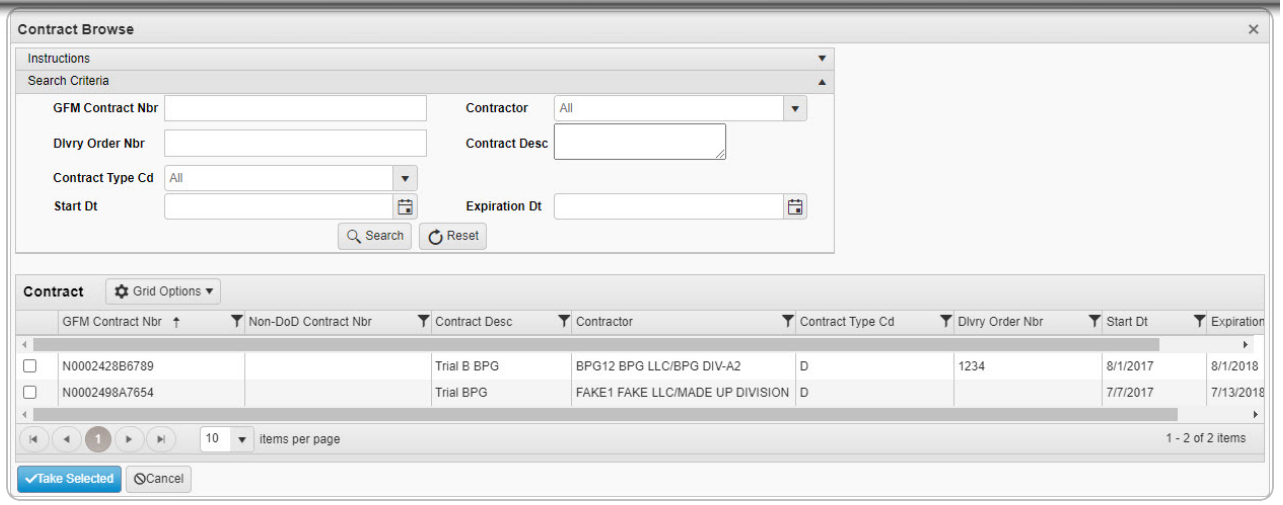
Browse for a Contract Number

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.*

1. Select ... . *The **Contract Browse** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Use ▼ to select the Contractor.
   - Enter the DLVY ORDER NBR in the field provided. *This is a 11 alphanumeric character field.*
   - Enter the Contract DESC in the field provided. *This is a 1,024 alphanumeric character field.*
   - Use ▼ to select the Contract Type Cd.
   - Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Select Search to begin the query. *Results display in the Contract Results Grid below.*



4. Click ☐ to select the desired contract. *The Contract record is highlighted.*

5. Select ✔Take Selected. *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

- ICP Management
- SKO Disassemble
- Inventory Selection

Create a Pick Plan

Overview

The Warehouse Management module Create Pick Plan process provides the ability to create new allocations and distribute them.

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

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* > Pick > Create Pick Plan > Create Pick Plan pop-up window

Page Fields

The following fields display on the **Create Pick Plan** 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.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.

Create Pick Plan

Cost Center
Staging Location
Personnel

Procedures

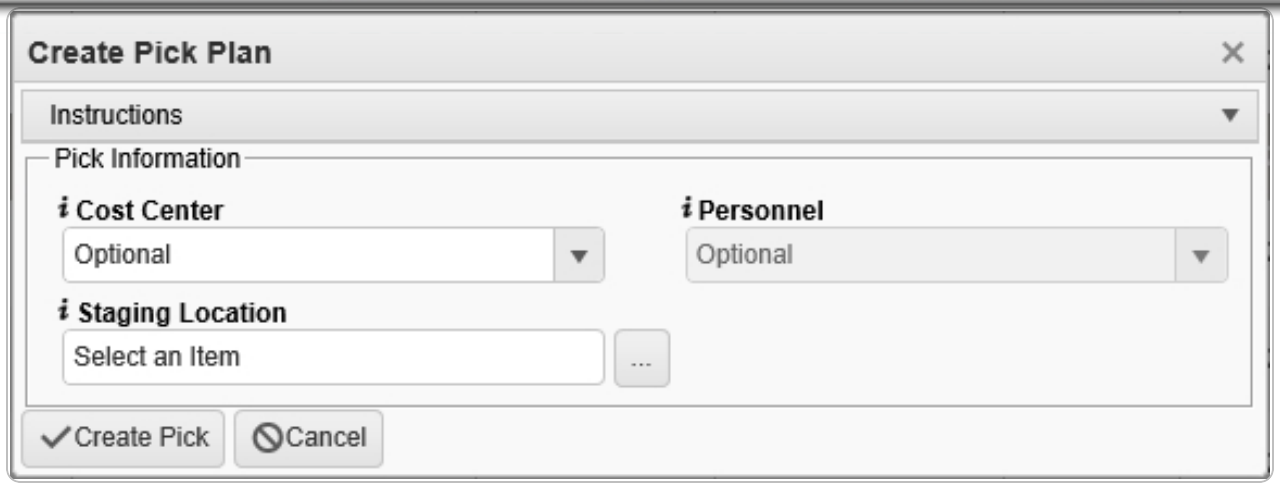
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Create a Pick Plan

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ☐ next to the desired request.
2. Select Pick. *The Pick Menu appears.*
3. Select Create Pick Plan. *The **Create Pick Plan** pop-up window appears.*



4. Use ▼ to select the Cost Center, or use ℹ to assist with the entry. *This is a 25 alpha-numeric character field.*

5. Use ℹ or ... to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

   Location Browse help

6. Use ▼ to select the Personnel, or use ℹ to assist with the entry. *This is a 150 alpha-numeric character field.*

7. Select Create Pick. *The new system-generated pick number appears in the Pick NBR column.*

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

- Unit Issue Request Overview

Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for documents in the ELMS catalog.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > ... > Document Nbr Browse pop-up window

Page Fields

The following fields display on the **Document 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

110	DOC NBR range must be established before processing.

Search Criteria

Document Nbr
Status
Stock Nbr

DOCUMENT NBR Results Grid

Select
Document Nbr
Stock Nbr
Item Desc
From Warehouse
To Warehouse
Document Type
Ordered Qty

Procedures

ELMS Navigation Helpful Tips

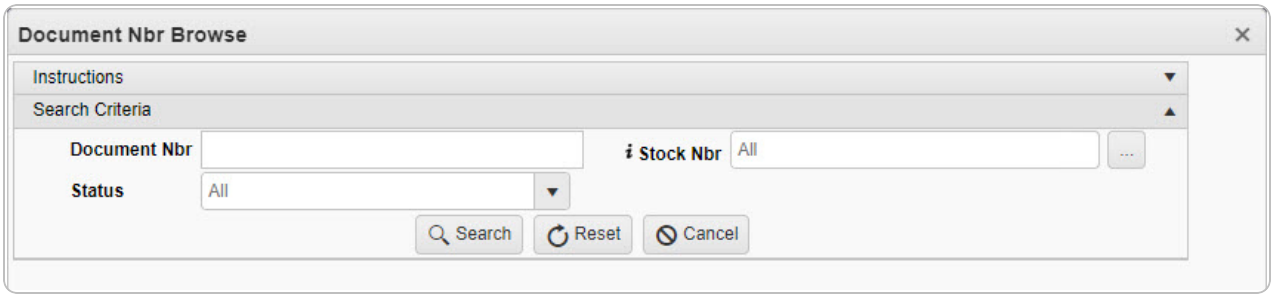
Click the following link to display Warehouse Navigation Tips.

Browse for a Document 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.*

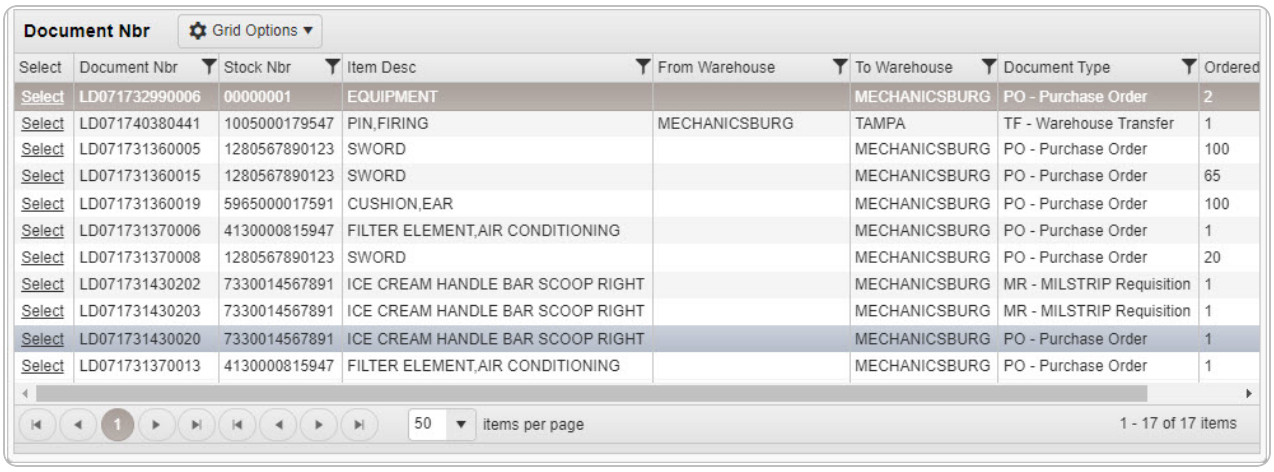
1. Select ... . *The **DOCUMENT NBR Browse** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the Document NBR in the field provided. *This is a 14 alphanumeric character field.*
   - Use ▼ to select the Status.
   - Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help

3. Select Search . *Results display in the DOCUMENT NBR Grid.*



4. Choose the Select hyperlink next to the desired DOCUMENT NBR. *The **DOCUMENT NBR Browse** pop-up window closes and the selected DOCUMENT 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.
58 — Doc Nbr Range must be established for your UIC. Select Doc Nbr Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics

- Warehouse Transfer
- Warehouse Issue
- Inventory Update - Manager
- QA / QC / Inspection (both Add and Update)

Browse for an Exchange

Overview

The Exchange Browse pop-up window allows searching for replacement assets in the ELMS catalog.

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

ELMS Warehouse Module > *Various Procedural Steps* > Exchange > Exchange Browse pop-up window

Page Fields

The following fields display on the **Exchange 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

Exchange

Replacement Stock Nbr *
Exchange Reason *

Replacement Inventory *

Stock Nbr

LIN/TAMCN
Color
Item Desc
Size

Replacement Items

ICN
Quantity
Serial Nbr
Cond Cd
Location Id
Container Id

Procedures

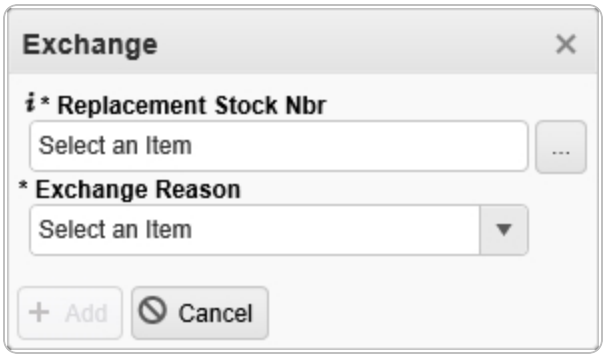
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number

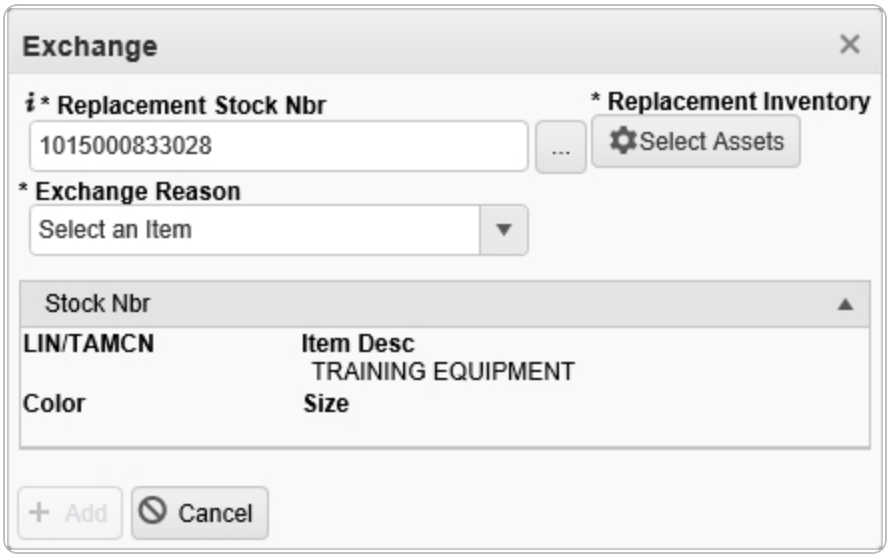
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Exchange. *The* ***Exchange Browse*** *pop-up window appears.*



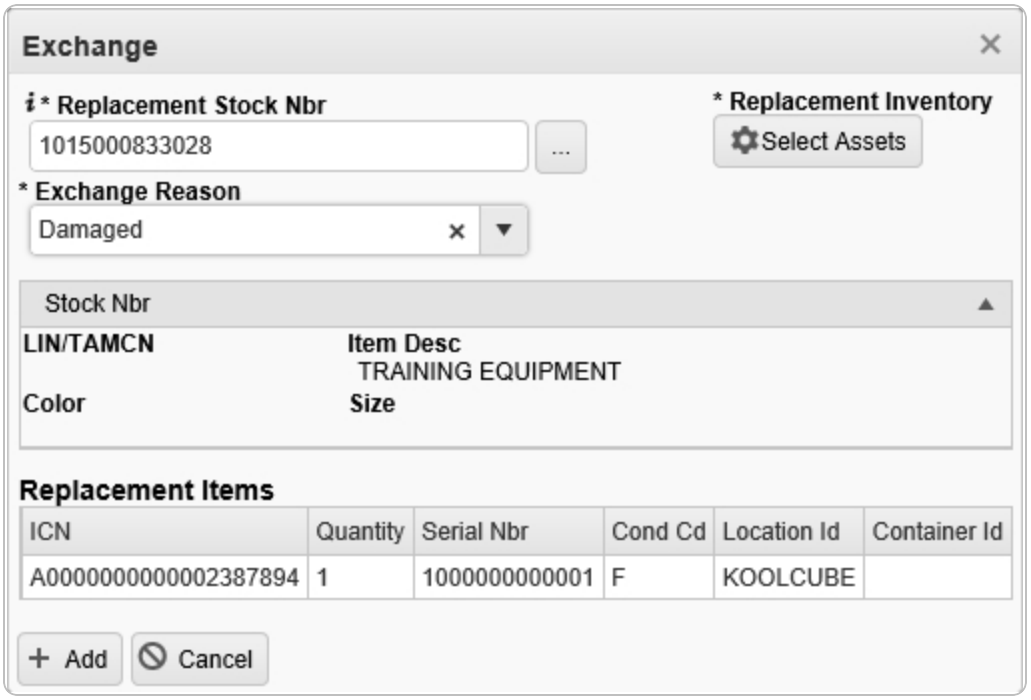
2. Use i or ... to assist with the REPLACEMENT STOCK NBR entry. *This is a 15 alpha-numeric character field. When the field is entered, additional fields appear.*

Stock Number Browse help

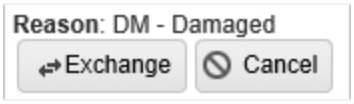


3. Select Select Assets. *The **Inventory Selection Browse** pop-up window appears. When the field is entered, additional fields appear.*

4. Use ▼ to select the Exchange Reason.



5. Select + Add. *The Exchange cell changes from* ⇄Exchange *to*



, and the replacement asset is ready to be exchanged. Once the return is completed, the new asset is issued.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Individual Return

Browse for an External Stock Number

Overview

The External Stock Number Browse pop-up window allows searching for assets outside the ELMScatalog.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > External Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **External 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
525	Select "Search" to refresh the Stock Nbr Search Results.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.

529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

External STOCK NBR Browse

Select Interface
Stock Nbr
Item Desc
FSC
NIIN
Stock Item Type
USC
Manufacturer Name
Manufacturer Part Number
Model Number
CAGE Code

STOCK NBR Results Grid

Select

USC
Item Desc
Manufacturer Part Number
FSC
NIIN
ARC
Recover Cd
Dmil Cd

Optional

Manufacturer Part Number
Model Number
CAGE Code

Procedures

ELMS Navigation Helpful Tips

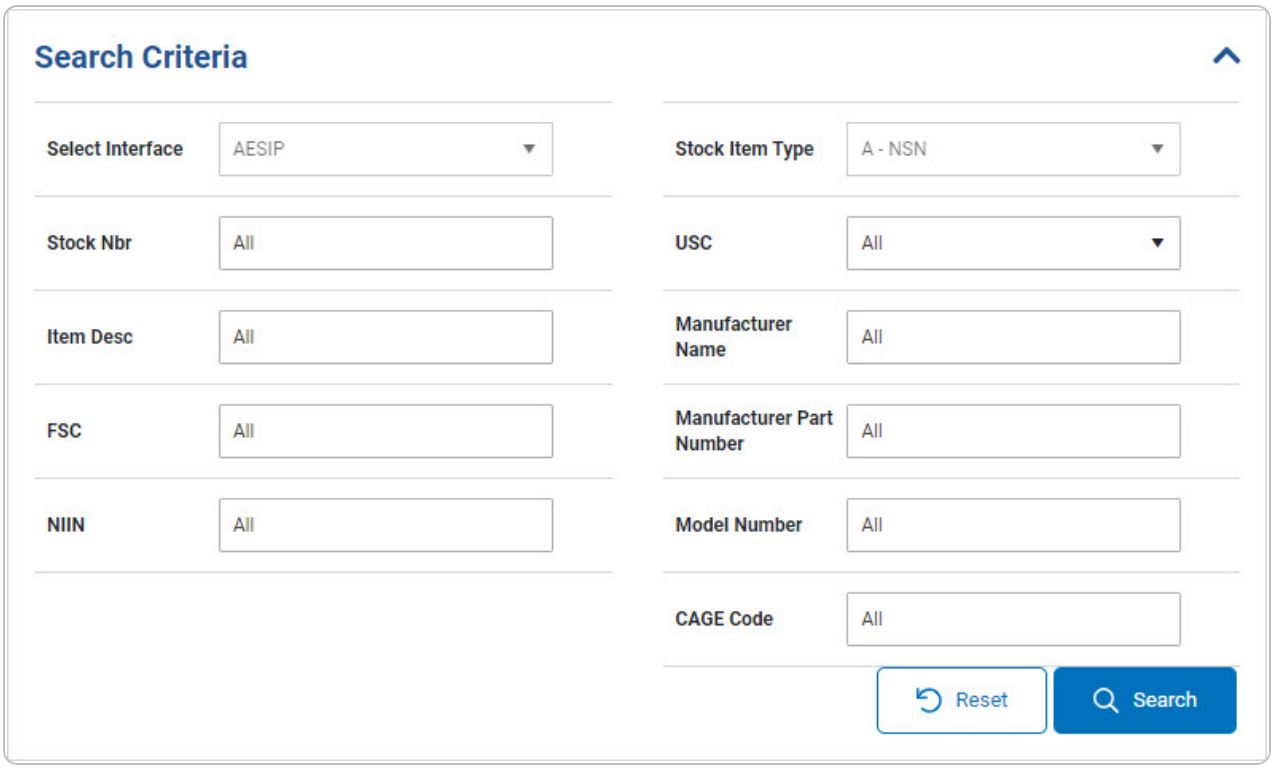
Click the following link to display Warehouse Navigation Tips.

Browse for an External Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The **External STOCK NBR Browse** pop-up window appears.*

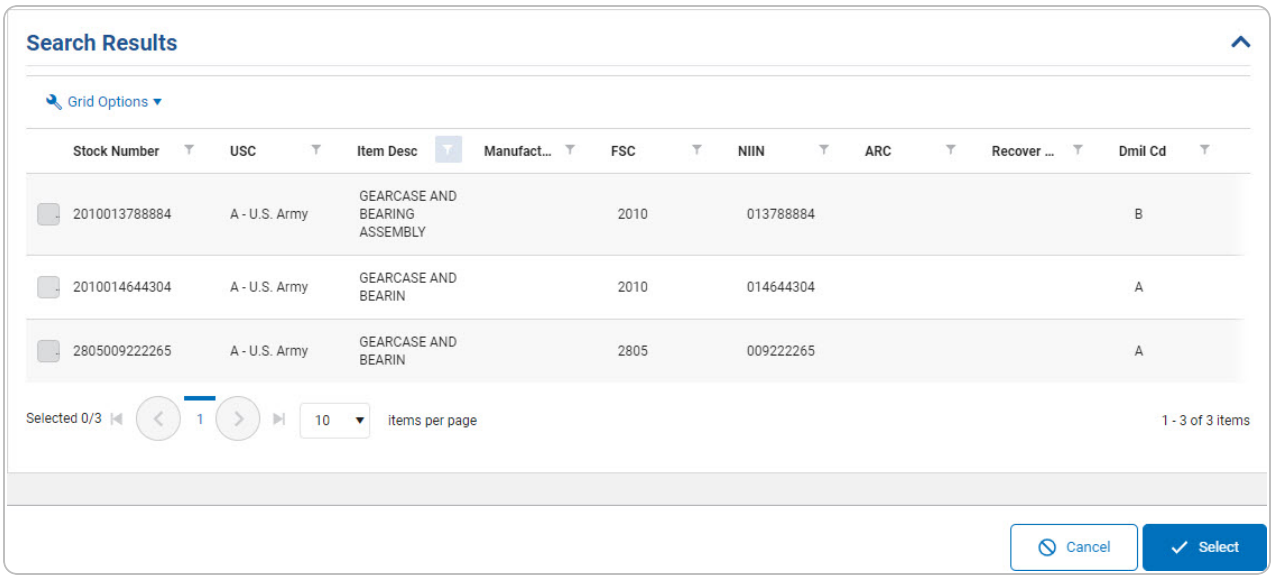


2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Use to select the Select Interface.
- Use to select the Stock Item Type.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the USC.
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the Manufacturer Part Number in the field provided. *This is a 36 alphanumeric character field.*
- Enter the NIIN in the field provided. *This is a 9 numeric character field.*

- Enter the Model Number in the field provided. *This is a 20 alphanumeric character field.*
- Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*

3. Select Search to begin the query. *Results display in the STOCK NBR Grid below.*



4. Click to select the desired STOCK NBR. *The record is highlighted.*

5. Select 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
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

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual ReconciliationInventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post

- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for an Inventory Control Number (ICN)

Overview

The Inventory Control Number (ICN) Browse pop-up window allows searching for assets in the ELMScatalog.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > ICN Browse pop-up window

Page Fields

The following fields display on the **ICN 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

ICN Browse

Scan Barcode
ICN
Mfr Contract Nbr
Mfr Lot Nbr
Shelf Life Expiration Dt
Mfr CAGE
Mfr Dt
Serial Nbr
Stock Nbr

ICN Results Grid

Select
Labels
ICN
Stock Nbr
Item Desc
In Service Dt
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt
Shelf Life Expiration Dt
Serial Nbr

Procedures

ELMS Navigation Helpful Tips

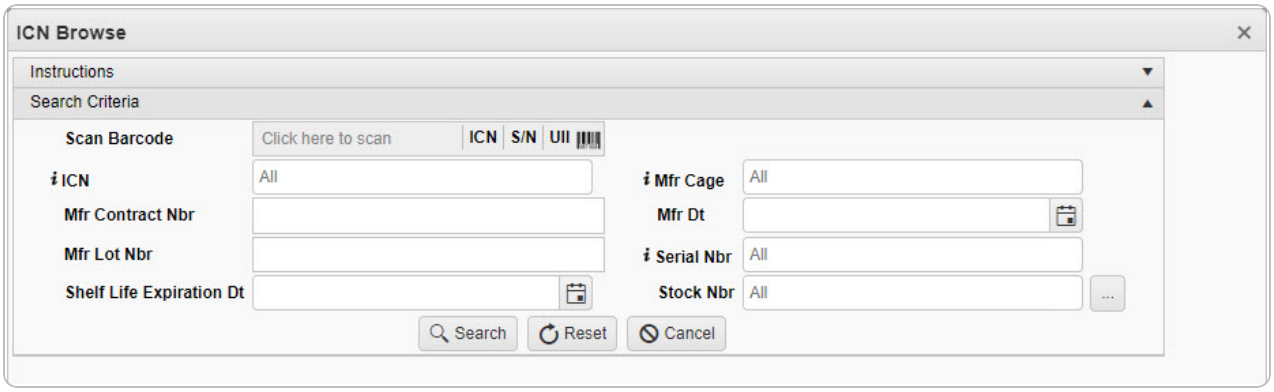
Click the following link to display Warehouse Navigation Tips.

Browse for an Inventory Control Number (ICN)

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.*

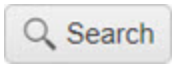
1. Select ... . *The* ***ICN Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Select Click here to scan ICN S/N UII . *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- Enter the ICN, using i to assist with the entry. *This is a 20 alphanumeric character field.*
- Enter the MFR CAGE, using i to assist with the entry. *This is a 5 numeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
- Use to select the MFR DATE, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the MFR LOT NBR in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR, using i to assist with the entry. *This is a 20 alphanumeric character field.*

- Use to select the Shelf Life Expiration DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

3. Select  to begin the query. *Results display in the ICN Browse Grid below.*

4. Choose the Select hyperlink next to the desired ICN. *The pop-up window closes and the selected ICN 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

- Allocation Management
- Individual Item Return
- Individual Return
- Inspection
- Inventory Selection
- Inventory Update - Manager

- Physical Inventory
- Receiving
- Individual Reconciliation
- SKO Assemble
- SKO Disassemble
- Unit Issue Activity Inquiry
- Inventory Update - User

Browse for a Real Property Installation

Overview

The Real Property Installation Browse pop-up window allows searching for installations in the specified physical area.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > Installation Browse pop-up window

Page Fields

The following fields display on the **Installation 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Installation Search Criteria

Country
ZIP Code
State

Installation Browse Results Grid

Select
Instl Nbr
Instl Name
Instl Svc Cd
Instl Close Dt

Procedures

ELMS Navigation Helpful Tips

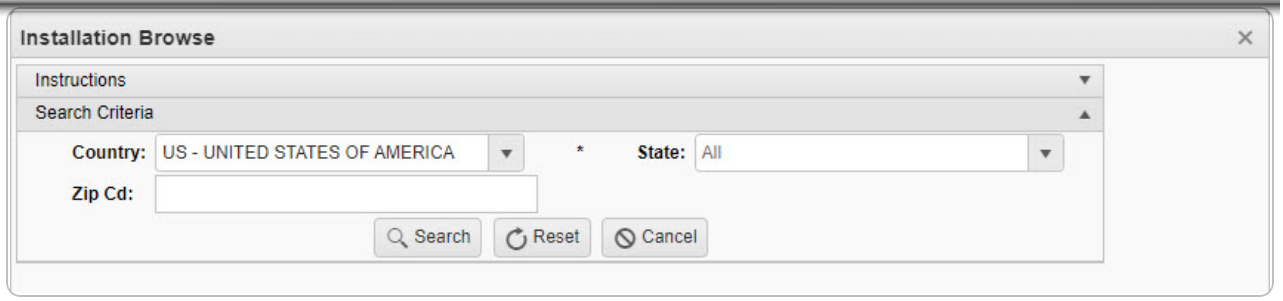
Click the following link to display Warehouse Navigation Tips.

Browse for an Installation

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.*

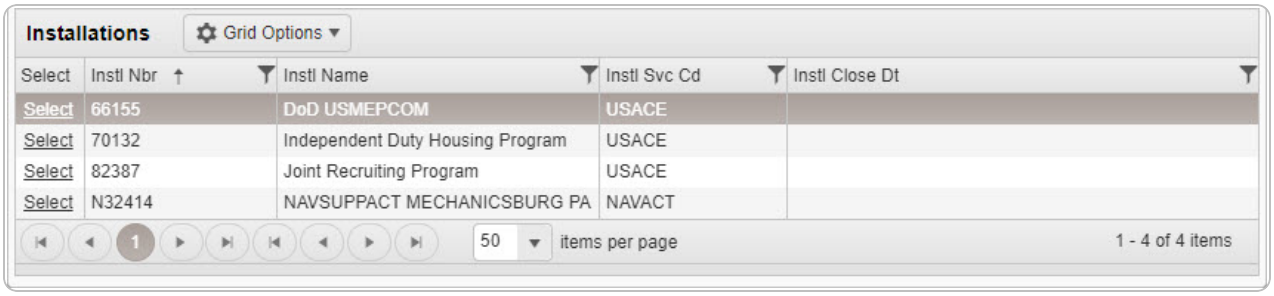
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Installation 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 Country.
- Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
- Use ▼ to select the State.

3. Select Search. *Results display in the Installation Grid below.*



4. Choose the Select hyperlink next to the desired Installation. *The pop-up window closes and the selected Installation 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

- Facility

Browse for an Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for assets in the ELMScatalog.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > Internal Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Internal 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
525	Select "Search" to refresh the Stock Nbr Search Results.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.

529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Internal STOCK NBR Browse

Stock Item Type

A - NSN

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

B - Part Nbr

Stock Nbr
LIN/TAMCN
CAGE Cd
Mfr Model Nbr
Item Desc
Reportable Commodity Type

Mfr Name
Mfr Part Nbr

J - MCN

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

I - Intangible

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

L - Local

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

Stock Nbr Results Grid

Select
Stock Nbr
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 Sts Cd

Optional

Established By
Established Date Time

Lst Updtd By
Lst Tran Dt Tm
Program Id
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

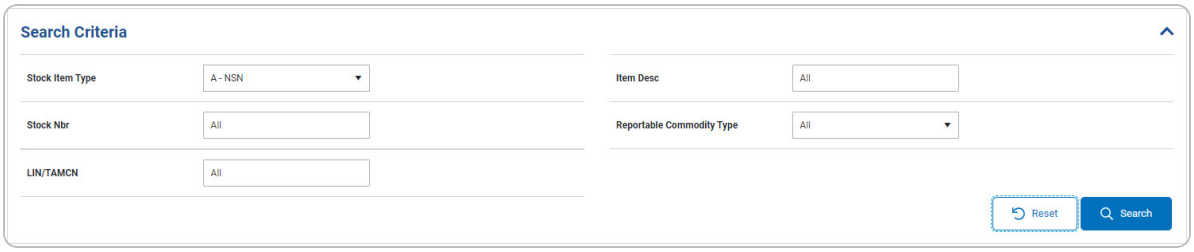
Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

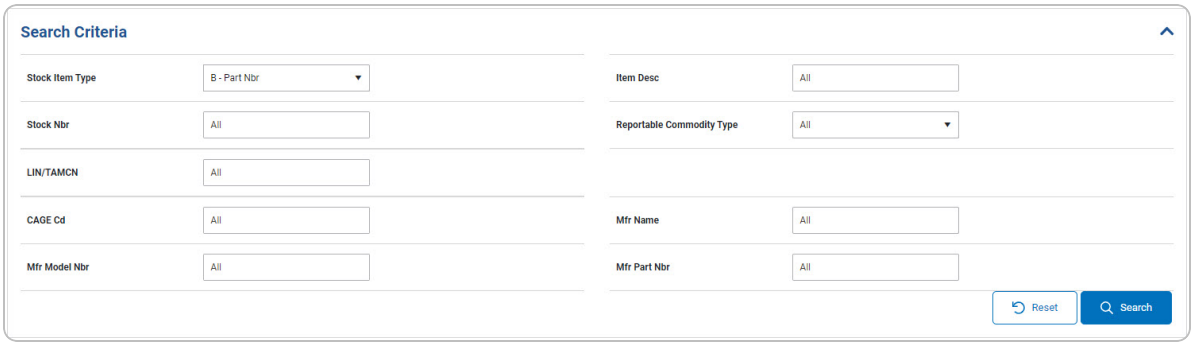
1. Select . *The* ***Internal STOCK NBR Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
3. Use to select the Stock Item Type.

A - NSN



A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
D. Use to select the Reportable Commodity Type.

B - Part Nbr



A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

C. Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*

D. Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

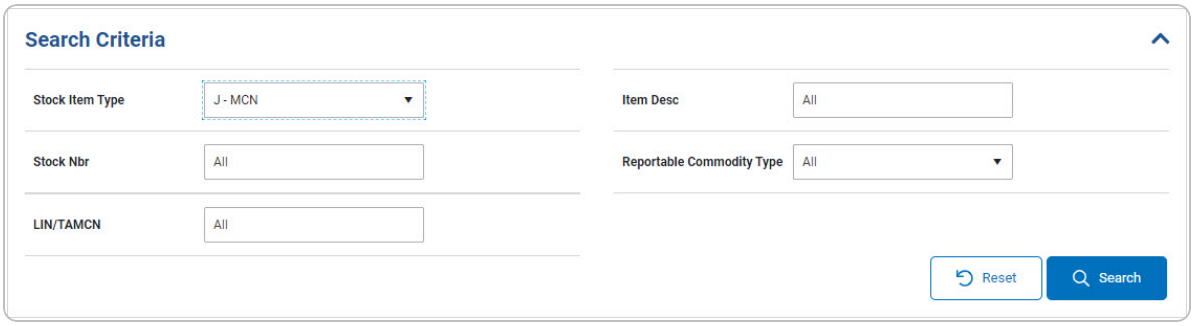
E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

F. Use to select the Reportable Commodity Type.

G. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

H. Enter the MFR PART NBR in the field provided. *This is a 36 alphanumeric character field.*

J - MCN



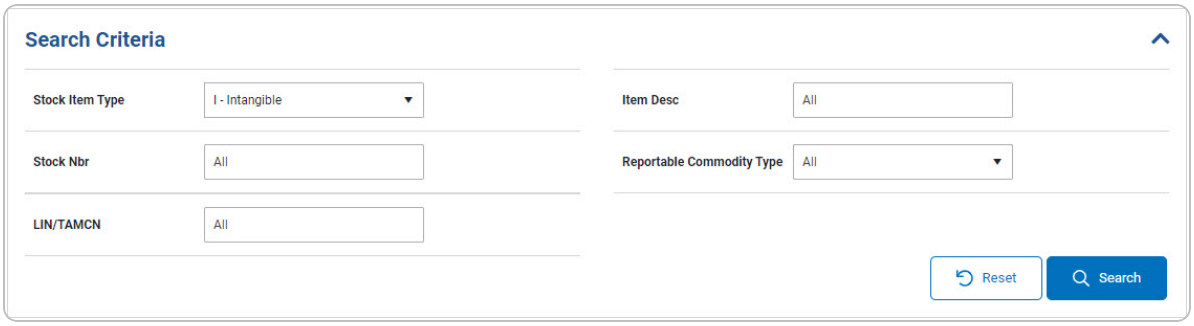
A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

D. Use to select the Reportable Commodity Type.

I - Intangible



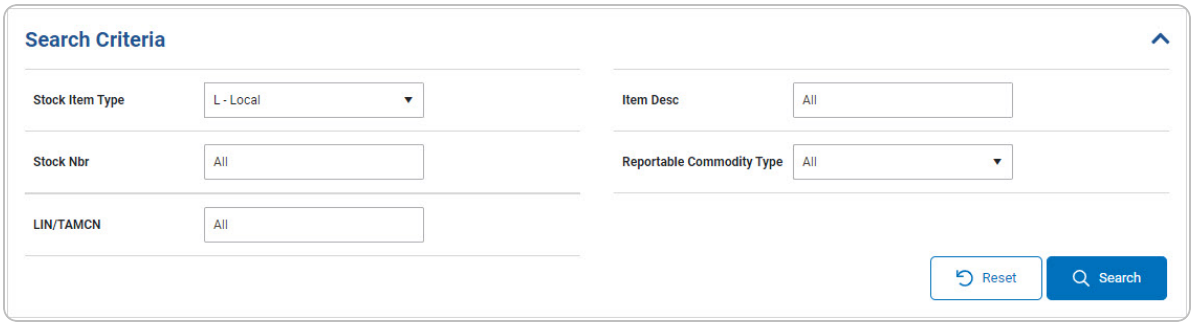
A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

D. Use to select the Reportable Commodity Type.

L - Local



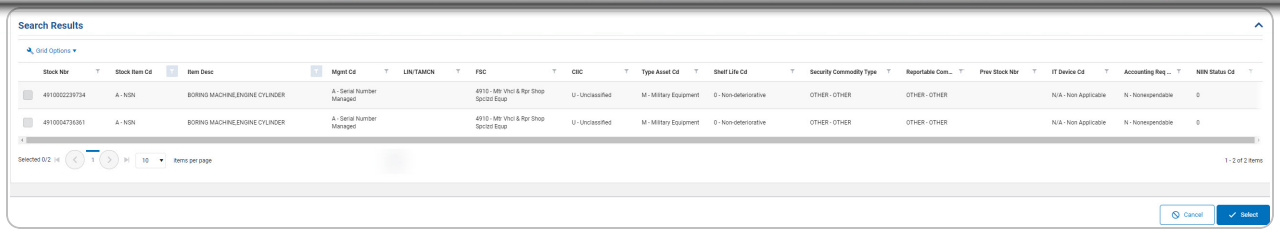
A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

D. Use to select the Reportable Commodity Type.

4. Select Search to begin the query. *Results display in the STOCK NBR Grid below.*



5. Click ☐ to select the desired STOCK NBR. *The record is highlighted.*

6. Select ✓ 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
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

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for an Inventory Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > Select Items > Inventory Selection pop-up window

Page Fields

The following fields display on the **Inventory Selection** pop-up window. 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.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable

	tables.
xxxx	Edit "Selected Qty" to move inventory to Selected Inventory grid.
xxxx	Click "Take Selected" to retrieve all Selected Inventory records.

Search Criteria Grid

Required to Search

Scan Barcode
Stock Nbr
ICN
Serial Nbr
Location
Container
Item Desc

Advanced Search

GFM Contract Nbr
Owning DoDAAC
Min Qty Rqd
Cond Cd
Location Status
Freeze Location
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt
Additional Info

Available Inventory

Total Qty
Stock Nbr Allocation Qty
Inventory Allocation Qty
Available Qty

Inventory Selection

Selected Qty
Qty
Reserved Qty
Available Qty
ICN
Stock Nbr
Item Desc
Serial Nbr
Shelf Life Expiration Dt
Service Life Expiration Dt
Expiration Dt
Mfr Dt
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Part Nbr
Cond Cd
Location Id
Location Status
Freeze Location
Container ID
Owning DoDAAC
Prj Cd
Additional Info

Optional

Contract / Dlvry Ord Nbr
Meter Reading
Utilization Measure Code
Percent Utilization
Additional Info

Selected Inventory

Selected Qty
Qty
ICN
Stock Nbr
Item Desc
Serial Nbr
Shelf Life Remaining

Shelf Life Expiration Dt
Cond Cd
Location Id
Owning DoDAAC
Prj Cd
Container ID
Location Status
Freeze Location
GFM Contract Nbr

Procedures

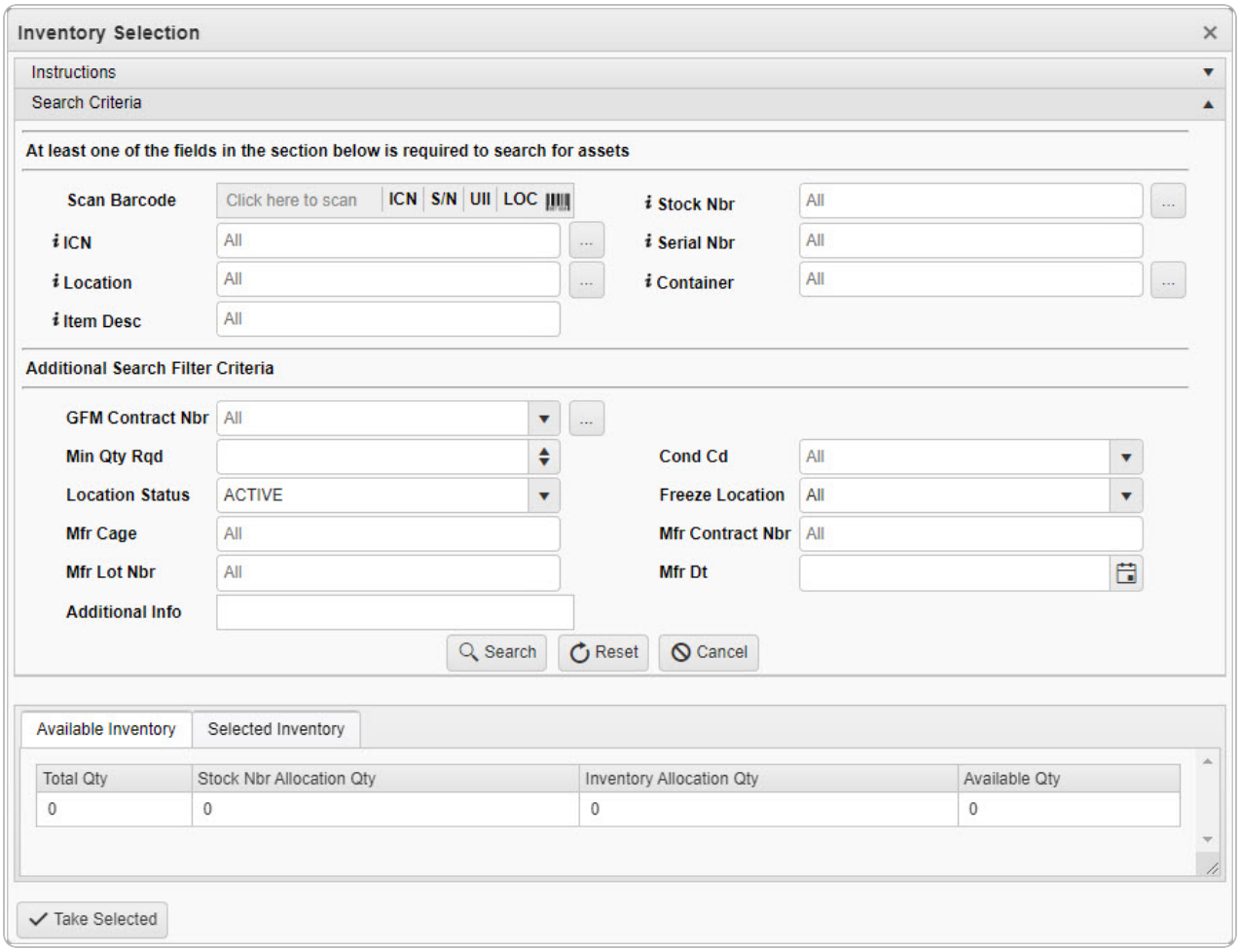
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Select Item(s) from Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Select Items. *The **Inventory Selection** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following fields:.

- Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help

- Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alphanumeric character field.*
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help

- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

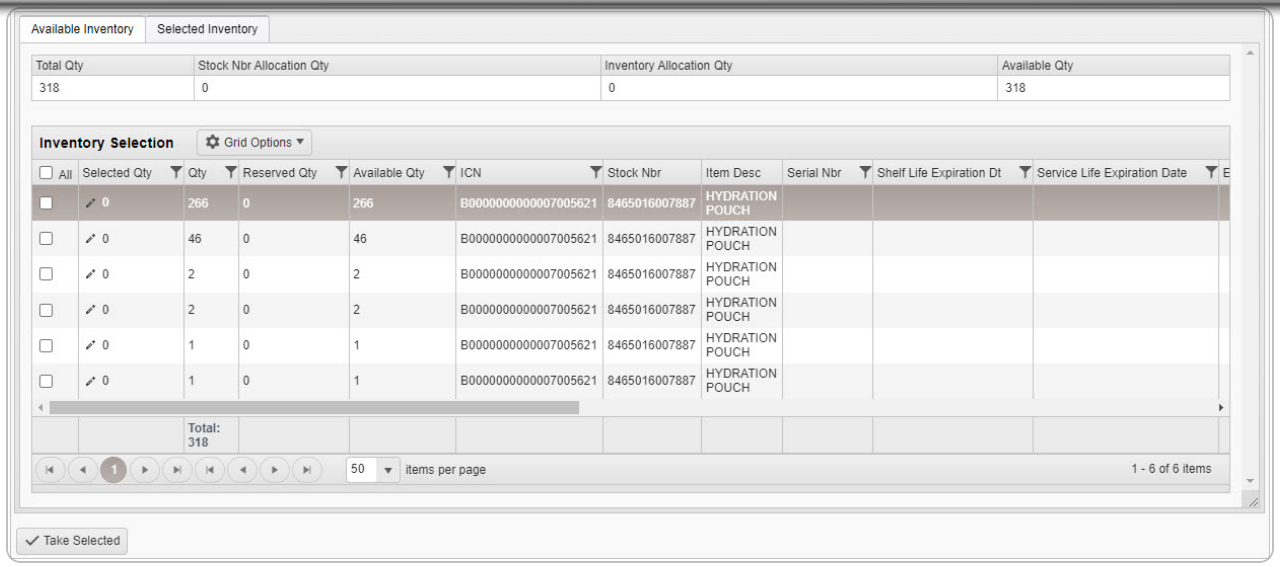
  Container Identification Browse help

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to select the desired GFM Contract Nbr.

  Contract Number Browse help

- Use to choose the correct MIN QTY RQD.
- Use to select the Cond Cd.
- Enter the MFR CAGE in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Additional INFO in the field provided. *This is a 250 alphanumeric character field.*

3. Select Search. *The results display in the Inventory Selection grid.*



Review the Available Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

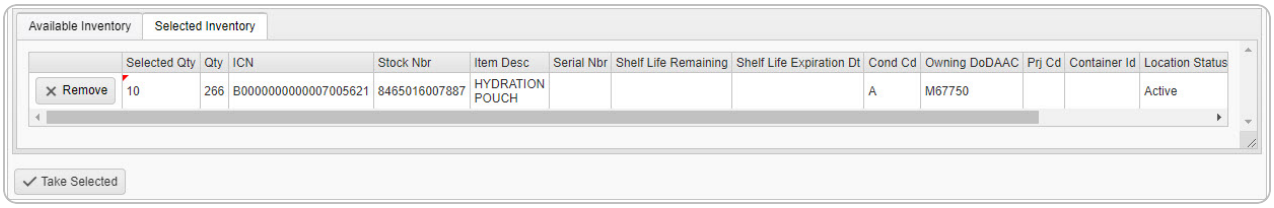
1. *The Total QTY automatically populates and is not editable.*
2. *The STOCK NBR Allocation QTY automatically populates and is not editable.*
3. *The Inventory Allocation QTY automatically populates and is not editable.*
4. *The Available QTY automatically populates and is not editable.*

Helpful Tip

The above numbers show how much inventory is in the warehouse. Use these numbers to determine how much to take from each specified Location in the Inventory Selection grid.

5. Choose which row to select for the amount of inventory required.
6. Select . *The Selected QTY cell changes from the to the .*
7. Use to choose the correct Selected QTY. *Repeat until the amount required is completed.*

8. Select the Selected Inventory tab.



9. Review the amounts in the Selected QTY column.

10. Select Take Selected. *The **Inventory Selection** pop-up window closes, and the chosen amounts of inventory appear in the 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.
1116 — Scanned or entered numbers could not be validated.	Invalid Entry. The scanned barcode has an unknown prefix. Scan a corrected barcode.
xxxx - You cannot pick more than the required amount.	Invalid Entry. The amount of items required for the pick must be less than the amount of items requested for the pick. Re-enter the amount to be picked.
xxxx - You require <x> but	Invalid Entry. The amount of items that was

you have only picked <y>. Are you sure you want to continue?	picked is less than the amount that is required. Re-enter the amount of items to pick.
xxxx - All selected assets must be associated to the same Contract / Delivery Order Number.	Invalid Entry. The items chosen are from different Contract Numbers / Delivery Order Numbers. Re-enter the items so they are from the same Contract or Delivery Order number.

Related Topics

- Contract Number Browse
- Exchange Browse
- ICN Browse
- Inspection
- Materiel Movement Pick
- QC / QA / Inspection
- Assemble an SKO
- Individual Issue
- Individual Return
- Maintenance Issue
- Materiel Release Order (MRO)
- Pick Plan
- Unit Issue
- Warehouse Transfer

Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse pop-up window allows searching for LIN/TAMCNs in the FEDLOG catalog.

Navigation

ELMS Warehouse Module > *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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

LIN/TAMCN Search Criteria

LIN/TAMCN
LIN/TAMCN Desc
Size Category

LIN/TAMCN Browse Results Grid

Select
LIN/TAMCN
LIN/TAMCN Desc
Size Category

Optional

Catalog Name Cd

Procedures

ELMS Navigation Helpful Tips

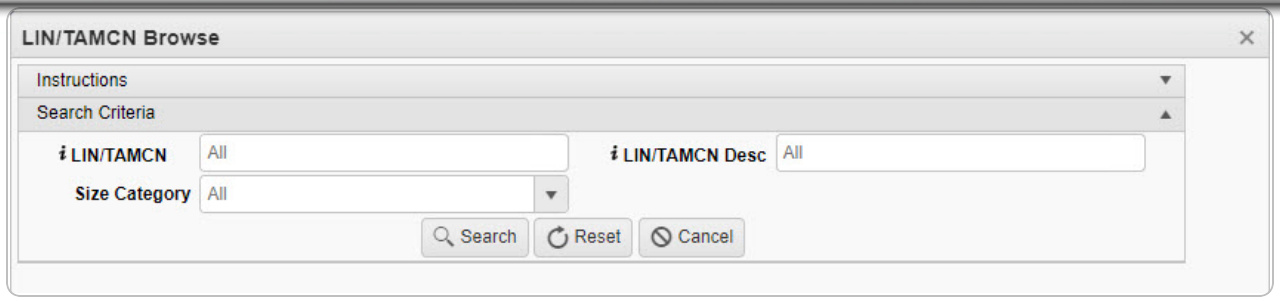
Click the following link to display Warehouse Navigation Tips.

Browse for a LIN/TAMCN

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

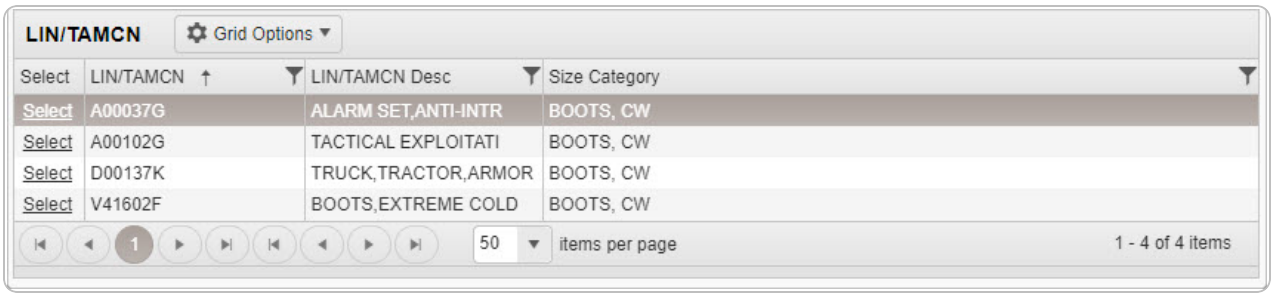
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***LIN/TAMCN Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the LIN/TAMCN, using ℹ to assist with the entry. *This is a 10 alphanumeric character field.*
- Use ▼ to select the Size Category.
- Enter the LIN/TAMCN DESC, using ℹ to assist with the entry. *This is a 1,024 alpha-numeric character field.*

3. Select Search to begin the query. *Results display in the LIN/TAMCN Grid below.*



4. Choose the Select hyperlink next to the desired LIN/TAMCN. *The pop-up window closes and the selected LIN/TAMCN 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Physical Inventory

Warehouse

- Shelf Life Extension
- SKO Catalog
- Stock Item
- Substitute Stock Number
- Master Issue List
- Authorization
- LIN/TAMCN Inventory Inquiry
- Stock Nbr Inventory Inquiry
- Disposition
- Inventory Update - Manager
- Inventory Update - User
- Physical Inventory
- Location Condition Code Default

Browse for a Location

Overview

The Location Browse pop-up window allows searching for Locations in the specified Warehouse.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > Location Browse pop-up window

Page Fields

The following fields display on the **Location 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Location Search Criteria

Facility Nbr
Location Id
Location Type
Dehumidified
Outdoor
Freeze Location
Location Desc
Location Status
Temperature Controlled
Hazardous

Location Browse Results Grid

Select
Location Id
Location Desc
Location Type Cd
Freeze Location
Location Status
Facility Nbr
Parent Location Id
Floor
Bay
Aisle
Row
Rack
Inspection Schedule

Optional

Hazardous
Dehumidified
Temperature Controlled
Outdoor
GPS Longitude
GPS Latitude
RFID Coordinates
Weight Capacity
Cube Capacity
Height

Length
Width

Procedures

ELMS Navigation Helpful Tips

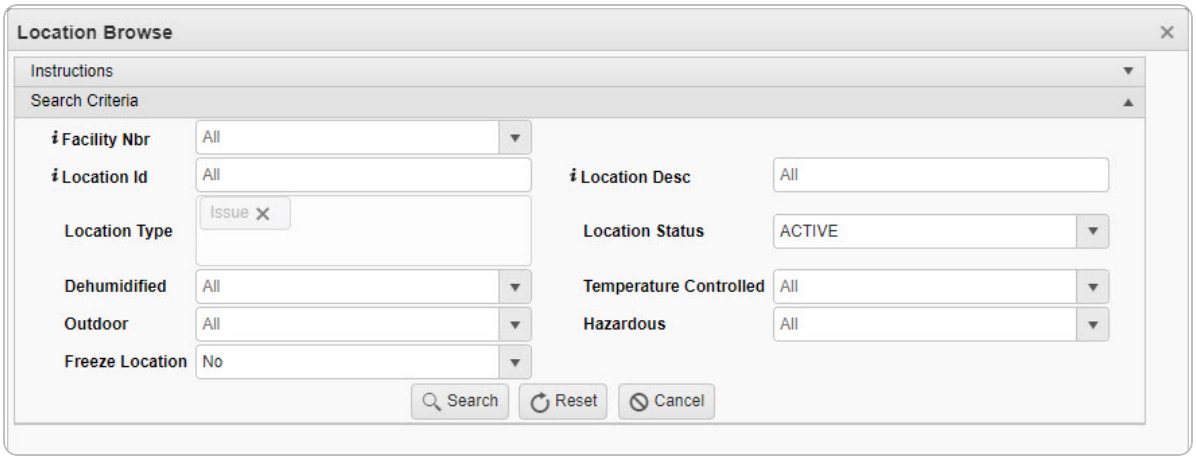
Click the following link to display Warehouse Navigation Tips.

Browse for a Location

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.*

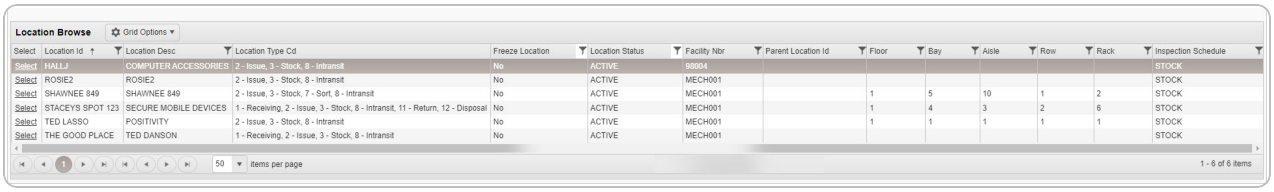
1. Select ... . *The* ***Location Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Use ▼ to select the Facility Nbr, or use i to assist with the entry.
- Enter the Location ID, using i to assist with the entry. *This is a 15 alphanumeric character field.*

- Enter the Location Type by selecting the field and choosing at least one type.
- Use ▼ to select if the location is Dehumidified.
- Use ▼ to select if the location is Outdoor.
- Use ▼ to select if this is a Freeze Location.
- Enter the Location DESC, using ℹ to assist with the entry. *This is a 250 alpha-numeric character field.*
- Use ▼ to select the Location Status.
- Use ▼ to select if the location is Temperature Controlled.
- Use ▼ to select if the location is Hazardous.

3. Select Search to begin the query. *Results display in the Location Grid below.*



4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Return
- Individual Item Return
- Individual Reconciliation
- Inventory Update - Manager
- Inventory Update - User
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- QA / QC / Inspection
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Request
- Unit Issue Return
- Warehouse Transfer
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for a Master Issue List

Overview

The Master Issue List Browse pop-up window allows searching for Master Issue Lists in the ELMScatalog.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Master Issue List Browse pop-up window

Page Fields

The following fields display on the **Master Issue List 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
xxxx	Click "Select" to move a Master Issue List to the Selected list.

36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Click "Take Selected" to retrieve all Selected records and exit the browse.

Master Issue List Search Criteria

Desc

Issue Type

Available Master Issue List Results Grid

Select
Desc
Issue Type

Optional

Remarks
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm

Available Master Issue List Details Grid

LIN/TAMCN
Stock Nbr
Item Desc
Kit?
Qty
Occupation
Size Category
Size
Color

Optional

Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm

Procedures

ELMS Navigation Helpful Tips

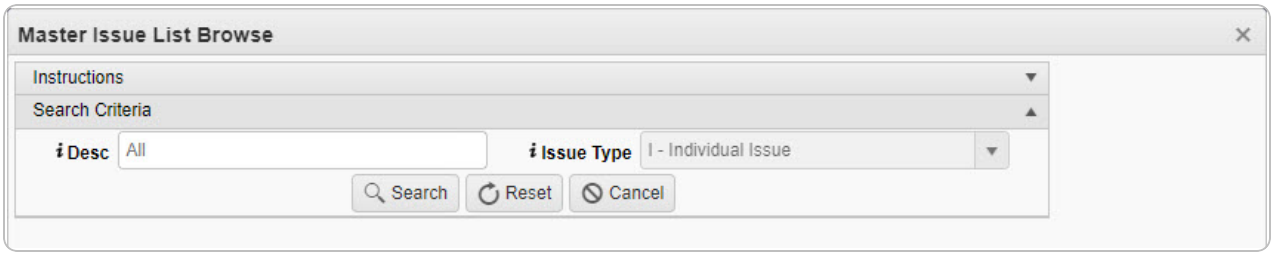
Click the following link to display Warehouse Navigation Tips.

Browse for a Master Issue List

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.*

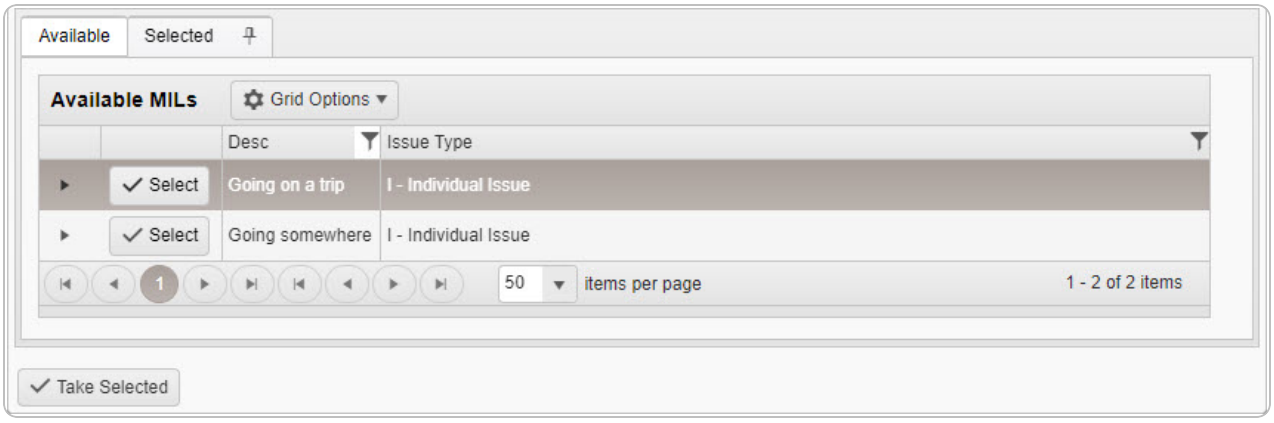
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Master Issue List Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the DESC, using i to assist with the entry. *This is a 250 alphanumeric character field.*
- Use ▼ to select the Issue Type, or use i to assist with the entry.

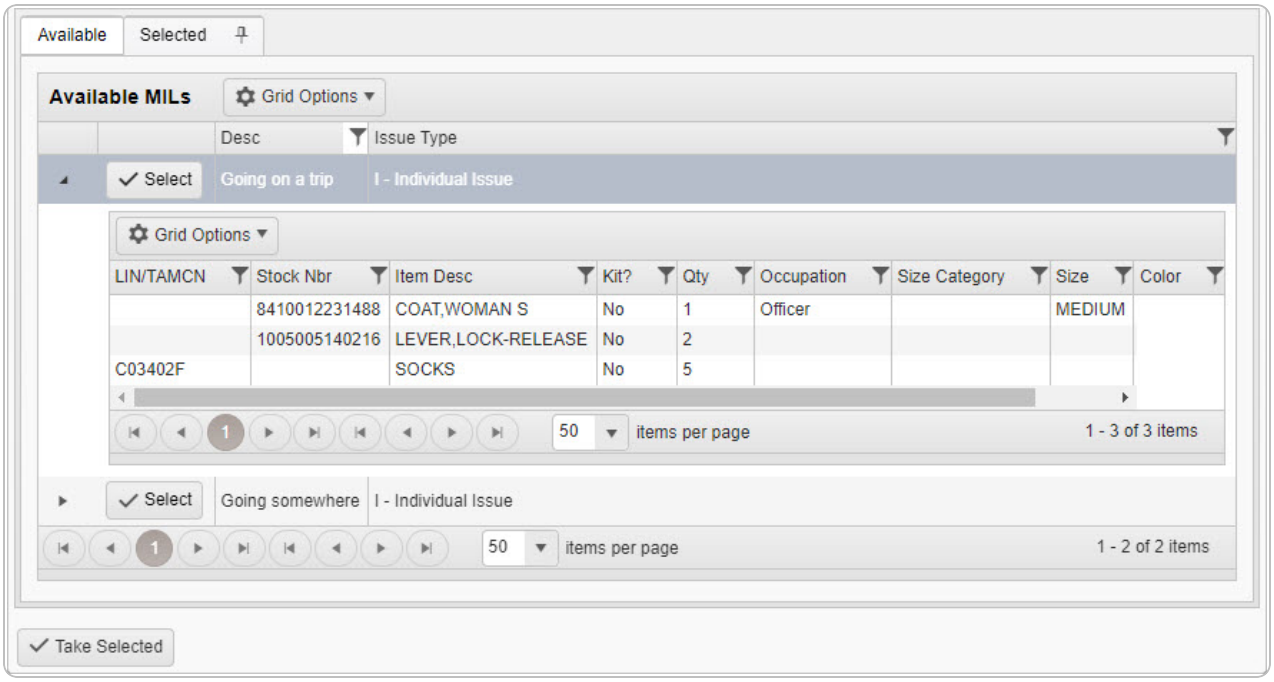
3. Select Search to begin the query. *Results display in the Available MILs Grid of the Available Tab.*



Choose Select next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4. **OR**

Select ▶. *The assets within the MIL appear in the Details grid, and are not editable.*



5. Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*

6. Select Take Selected. *The pop-up window closes and the selected MIL 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

- Armory Issue
- Armory Return
- Individual Issue
- Individual Return
- Unit Issue Request

Browse for a Member Profile

Overview

The Member Profile Browse pop-up window allows searching for members associated with the current Logistics Program.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Browse Member Profile pop-up window

Page Fields

The following fields display on the **Browse Member Profile** pop-up window. 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.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Member Search Criteria

EDI PI
First Name
Last Name
Show Active

Member Profile Results Grid

Select
Last Name
First Name
Middle Initial
EDI PI
Valid EDI PI
Grade
Member Category Cd
Assigned UIC
Temporary Assigned UIC

Optional

Fit Preference
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Assigned UIC
Temporary Assigned UIC
Expiration of Service
Remarks
Logistics Program
Interface System Cd
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Member

Procedures

ELMS Navigation Helpful Tips

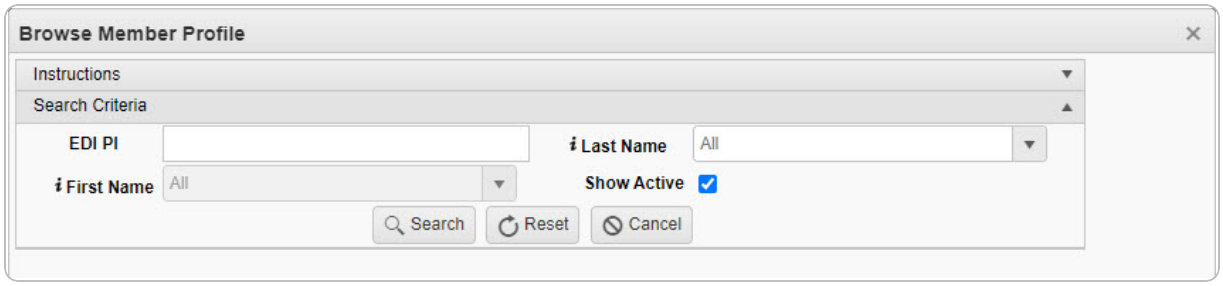
Click the following link to display Warehouse Navigation Tips.

Browse for a Member Profile

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.*

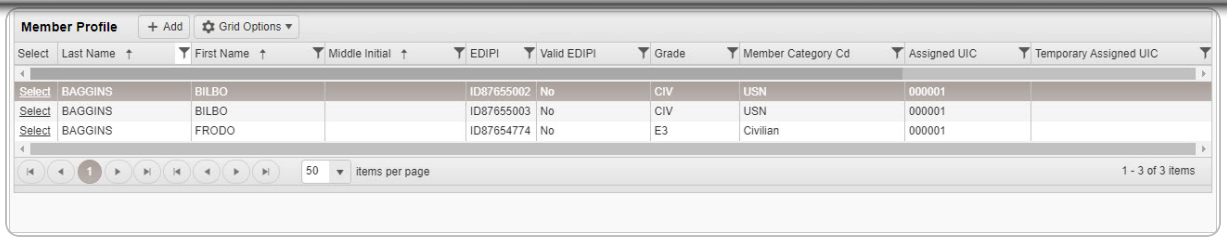
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Browse Member Profile*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the EDI PI in the field provided. *This is a 10 numeric character field.*
- Use ▼ to select the First Name, or use i to assist with the entry.
- Use ▼ to select the Last Name, or use i to assist with the entry.
- Click ☐ to select the Show Active. *This ensures that only active members are displayed.*

3. Select Search . *Results display in the Member Profile Grid below.*



4. Choose the Select hyperlink next to the desired Member. *The pop-up window closes and the selected Member Profile 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

- Individual Issue
- Individual Return
- Individual Reconciliation
- Inspection
- Location
- SKO Assemble
- Unit Issue Request
- Unit Issue Return

Browse for a Remote Storage Activity (RSA)

Overview

The Remote Storage Activity (RSA) Browse pop-up window allows searching for RSAs within the DoDAAC.

Navigation

ELMS Materiel Management Module > *Various Procedural Steps* > > RSA Browse pop-up window

Page Fields

The following fields display on the **RSA 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

RSA Browse Results Grid

Select
CICP/RSA Name
DoDAAC
RIC

Procedures

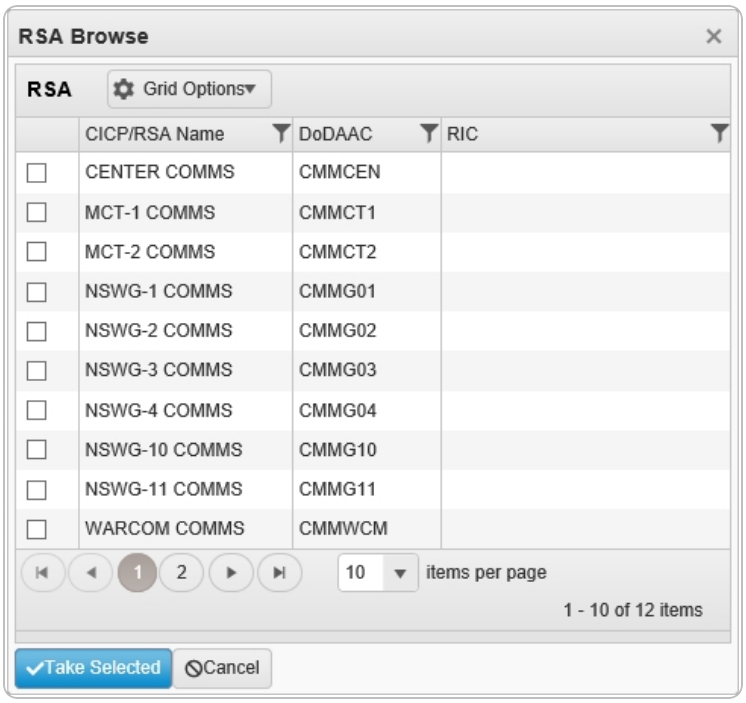
ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Browse for an RSA

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***RSA Browse*** *pop-up window appears, with the list of CICP / RSA names and the encompassing DoDAAC.*



2. Click ☐ to select the desired RSA. *The record is highlighted.*

3. Select Take Selected . *The pop-up window closes and the selected CICP / RSA 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

- Physical Inventory
- Intransit Viewer

Browse for a Real Property Site

Overview

The Real Property Site Browse pop-up window allows searching for Sites in the specified Installation.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Site Browse pop-up window

Page Fields

The following fields display on the **Site 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Site Search Criteria

Installation Nbr
Site Name

Site Browse Results Grid

Select
Site Name
RPSUID

Procedures

ELMS Navigation Helpful Tips

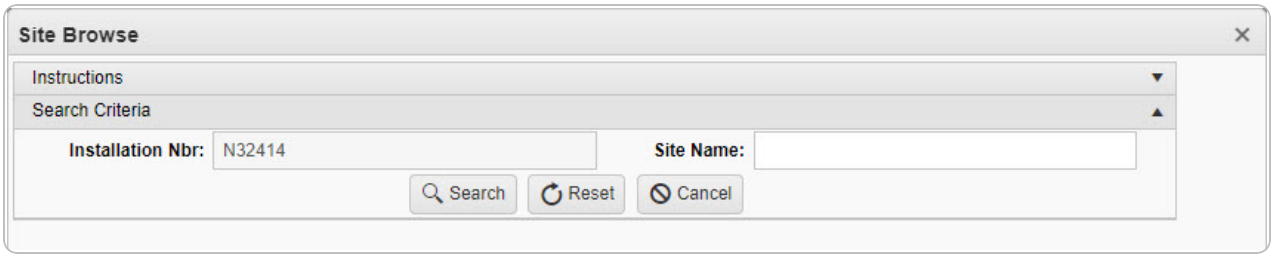
Click the following link to display Warehouse Navigation Tips.

Browse for a Site

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.*

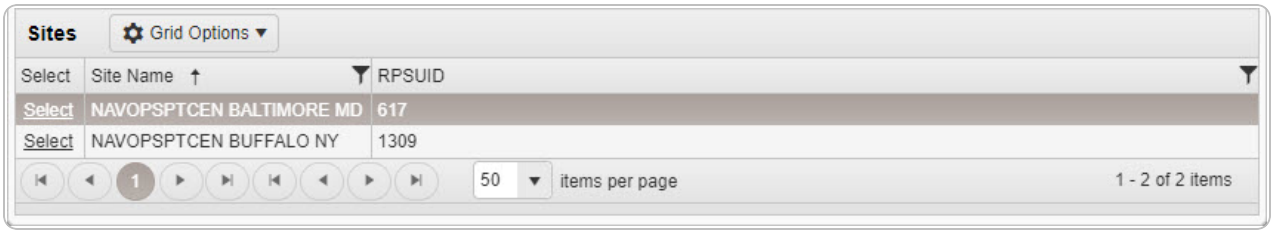
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Site 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 Installation NBR automatically populates and is not editable.*
- Enter the Site Name in the field provided. *This is a 20 alphanumeric character field.*

3. Select Search to begin the query. *Results display in the Site Grid below.*



4. Choose the Select hyperlink next to the desired Real Property Site. *The pop-up window closes and the selected Site 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

- Facility

Browse for an SKO Inventory

Overview

The Sets Kits Outfits (SKO) Inventory Management Browse pop-up window allows verification of the components of a serialized kit.

Navigation

ELMS WAREHOUSE MGMT Module > *VARIOUS PROCEDURAL STEPS* > Verify Parts > SKO Inventory Management pop-up window

Page Fields

The following fields display on the **SKO Inventory Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select a Stock Nbr to update the associated component.
xxxx	Disabled header Stock Nbrs are also components within the kit and may be edited at the detail level.
xxxx	Components with are items that are valid.
xxxx	Components with are items that are incomplete or unverified.

xxxx	Components with ! contain changes that have not been applied.
xxxx	Components with + are valid, incomplete, unverified or contain changes that have not been applied.
xxxx	Select the "Update" button to apply changes to the selected component.
xxxx	Select the "Reset" button to revert changes to the selected component.
xxxx	Select the "Finish" button to accepted all changes to the SKO inventory items and close the popup.
xxxx	Select the "Cancel" button to discard all changes made and close the popup.

SKO Inventory Management

View Attachments

All Components Grid

Select
LIN/TAMCN
Stock Nbr
Item Desc
Part Nbr
ICN
Serial Nbr
Cond Cd
Qty Issued
Qty Returning

Replaced Qty
Qty Not Ret.
Not Ret. Reason Cd
Verified

Optional

LIN/TAMCN Desc
Parent Stock Nbr
Parent ICN
Serialized
Required
Owning DoDAAC
Project Cd
Location
Container
Catalog Qty
Manufacturer Dt
Manufacturer Lot
Manufacturer Contract
Shelf Life Expiration Dt
Secondary Serial Nbr

Component Details Panel

Catalog Panel

Stock Nbr
Item Desc
Seralized
Required for Complete Kit

Inventory Panel

ICN *

ICN Details Panel

Serial Nbrs
Asset ID

Cond Cd *

Return Details Panel

Qty Issued
Qty Returning

Qty Not Returning
Not Ret. Reason Cd

Procedures

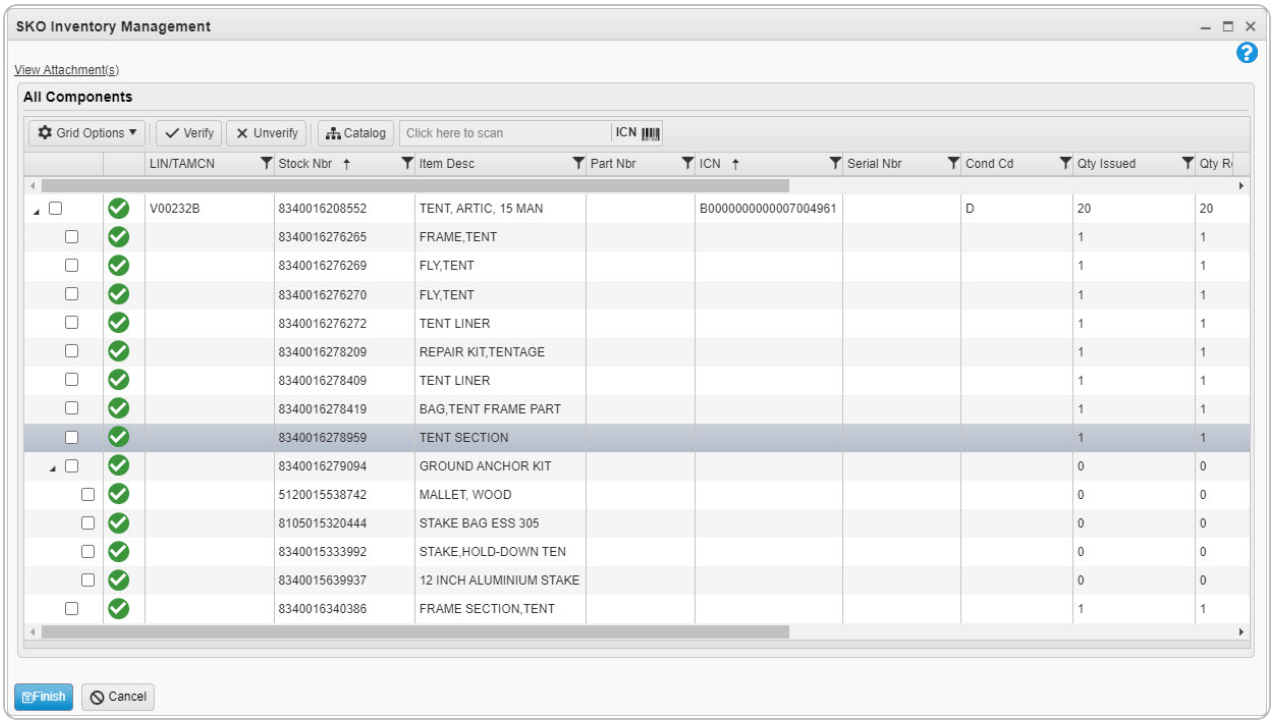
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

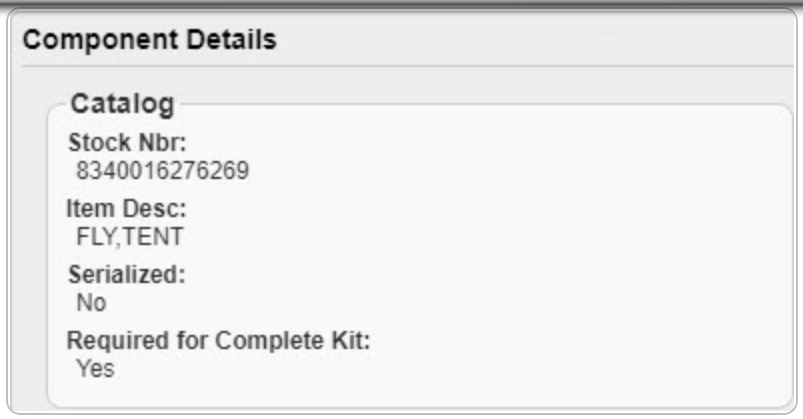
Verify the SKO

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Verify Parts. *The* ***SKO Inventory Management*** *pop-up window appears.*



2. Select the View Attachments hyperlink to view any information relevant to this SKO.
3. Click ☐ to select the desired entry. *The SKO record is highlighted, and the Component Details panel appears beneath the All Components grid.*
4. *Verify the Catalog panel.*



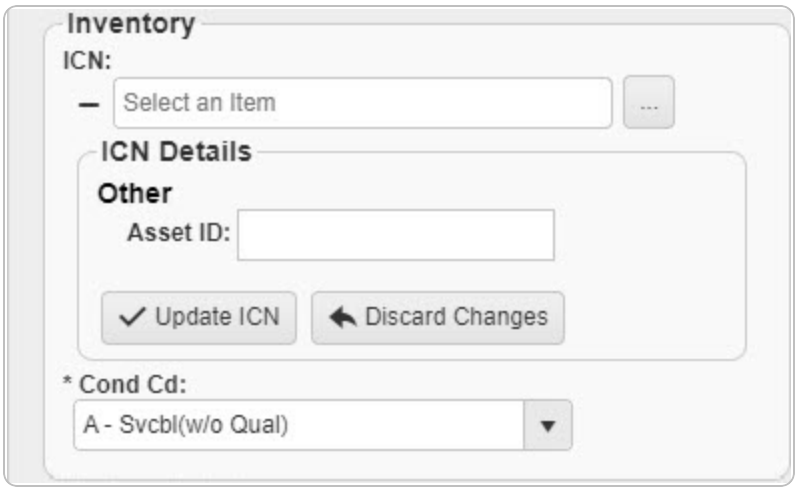
A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the Serialized field.*

D. *Verify the Required for Complete Kit field.*

5. *Verify the Inventory panel.*



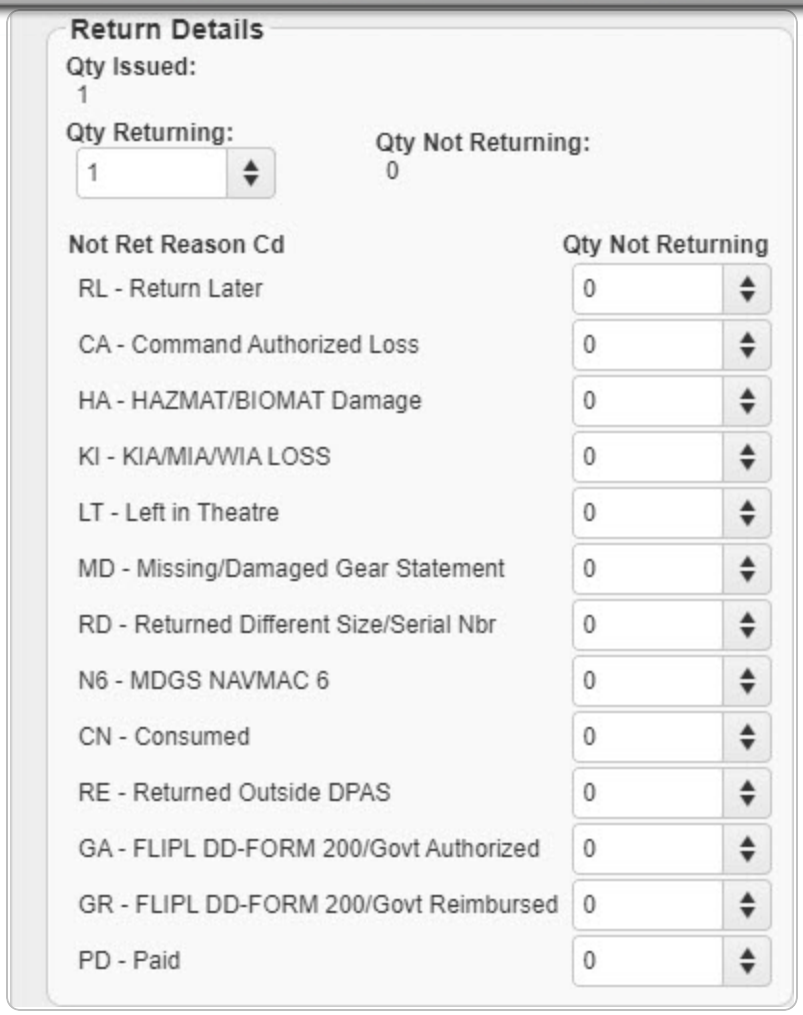
A. Update the ICN, using ... to browse for the revised number.*This is a 20 alpha-numeric character field.*

Inventory Control Number Browse help

B. *Verify the Other details, like the ASSET ID.*

C. Update the Cond Cd, using ▼ to select the desired code.

6. *Verify the Return Details panel.*



A. *Verify the QTY ISSUED.*

B. Update the QTY RETURNING, using to choose the revised quantity.

C. *Verify the QTY Not Returning.*
For each asset not being returned, specify the QTY Not Returning for each NOT RET REASON CD .

a. Update the QTY RETURNING for RL — Return Later, using to choose the revised quantity.

b. Update the QTY RETURNING for CA — Command Authorized Loss, using to choose the revised quantity.

c. Update the QTY RETURNING for HA — HAZMAT/BIOMAT Damage, using to choose the revised quantity.

d. Update the QTY RETURNING for KI — KIA/MIA/WIA LOSS, using to choose the revised quantity.

e. Update the QTY RETURNING for LT — Left in Theatre, using to choose the revised quantity.

f. Update the QTY RETURNING for MD — Missing/Damaged Gear Statement, using to choose the revised quantity.

g. Update the QTY RETURNING for RD — Returned Different Size/SERIAL NBR, using to choose the revised quantity.

h. Update the QTY RETURNING for N6 — MDGS NAVMAC 6, using to choose the revised quantity.

i. Update the QTY RETURNING for CN — Consumed, using to choose the revised quantity.

j. Update the QTY RETURNING for RE — Returned Outside ELMS, using to choose the revised quantity.

k. Update the QTY RETURNING for GA — FLIPL DD-FORM 200 /GOVT Authorized, using to choose the revised quantity.

l. Update the QTY RETURNING for GR — FLIPL DD-FORM 200 /GOVT Reimbursed, using to choose the revised quantity.

7. *Verify all of the information in the Individual Return Grid.*

8. *Verify the Individual Return records.*

9. Select Finish. *The **SKO Inventory Management** pop-up window closes.*

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
xxxx — COND CD <COND CD> is invalid. (Item: ITEM DESC)	Invalid Entry. The STOCK NBR listed does not use the entered COND CD. Use ... to choose the appropriate COND CD, and click Verify.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.

Related Topics

- Assemble an SKO
- Update an SKO (Bulk)
- Disassemble an SKO Overview
- QA / QC / Inspection
- Update an SKO (Serial)
- Update an Individual Reconciliation — Return Details
- Individual Return

Browse for a Stock Number — Warehouse

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMScatalog.

Navigation

ELMS Warehouse Module > *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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Stock Nbr Browse

LIN/TAMCN
Item Desc
Color
Stock Nbr
Size
Reportable Commodity Type

Stock Nbr Results Grid

Select
LIN/TAMCN
Stock Nbr
Item Desc
Size
Color
Reportable Commodity Type

Optional

Security Commodity Type
LIN/TAMCN Desc
Mgmt Cd

Procedures

ELMS Navigation Helpful Tips

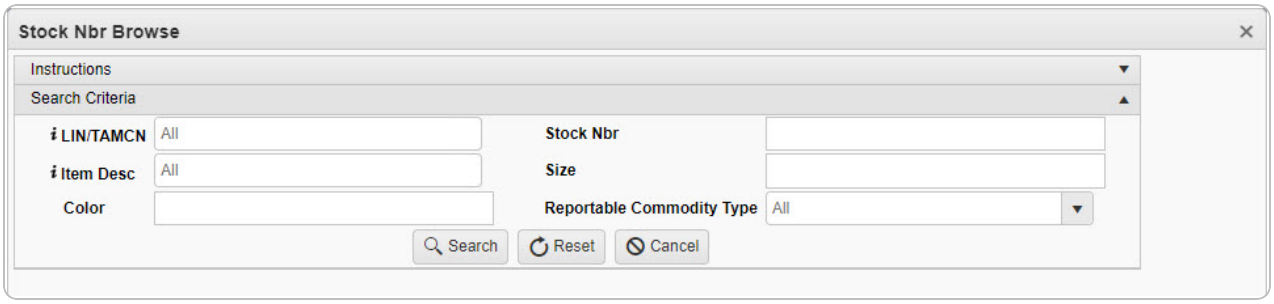
Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

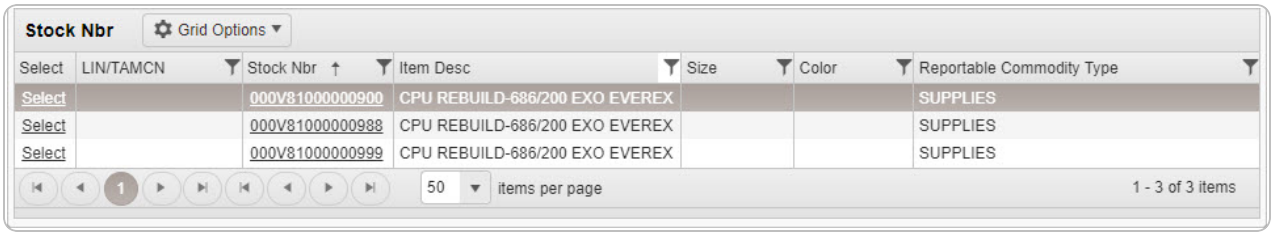
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The **STOCK NBR Browse** pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the LIN/TAMCN, using i to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Size in the field provided. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Reportable Commodity Type.

3. Select Search to begin the query. *Results display in the STOCK NBR Grid below.*



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.*

4. **OR**

Choose the Stock Nbr hyperlink. *The **Substitute Stock Number Browse** pop-up window displays.*

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

MM/ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue

- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for a Substitute Stock Number

Overview

The Substitute Stock Number Browse pop-up window allows searching for replacement assets in the ELMScatalog.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > Stock Nbr Browse > Stock Nbr hyperlink > Browse Substitute Stock Numbers pop-up window

Page Fields

The following fields display on the **Browse Substitute Stock Numbers** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
433	Click "Select" button to choose a record.

Substitute Stock Nbr Results Grid

Select
Compatibility %
Substitute Stock Nbr
Substitute Item Desc
Stock Item (Y/N)
Substitute Color
Substitute Size
Substitute Stocking UI
Substitute Price

Optional

Substitute LIN/TAMCN
Substitute Length (In)
Substitute Width (In)
Substitute Height (In)
Substitute Weight (Lbs)
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures

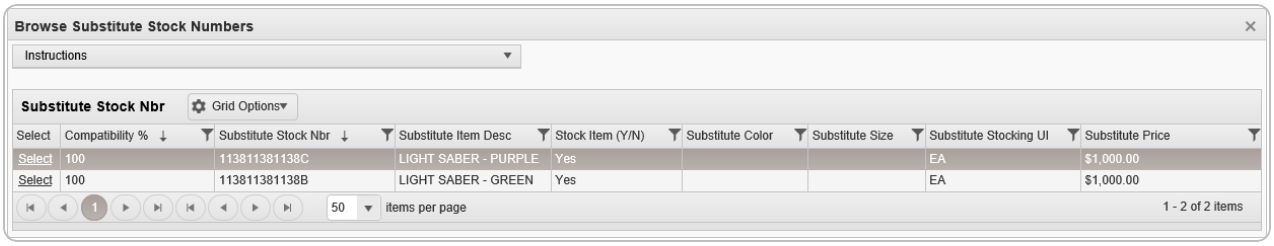
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Substitute Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Browse Substitute STOCK NBR*** *pop-up window appears, with the list of replacement stock numbers available*.



2. Choose the Select hyperlink next to the desired Substitute STOCK NBR. *The pop-up window closes and the selected Substitute 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

- Stock Number Browse
- Stock Number
- Add a Substitute Stock Number

Browse for a Unit Identification Code (UIC)

Overview

The Unit Identification Code (UIC) Browse pop-up window allows searching for units that contain members.

Navigation

ELMS Warehouse 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
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

UIC Browse

UIC

UIC Results Grid

Select
UIC
UIC Name
Parent UIC
Logistics Program Name
Warehouse Name
Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Unit Identification Code (UIC)

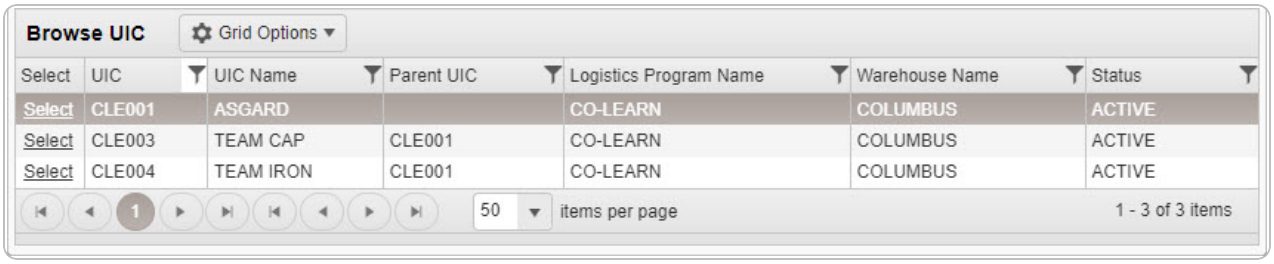
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***UIC Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

3. Select Search. *Results display in the Browse UIC Grid below.*



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

- Inspection
- Individual Issue

Browse for a User

Overview

The User Browse pop-up window allows searching for a USER ID within the module.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > User Browse pop-up window

Page Fields

The following fields display on the **User 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

User Browse Grid

User Id
First Name
Last Name
Phone Nbr
Email Address

Procedures

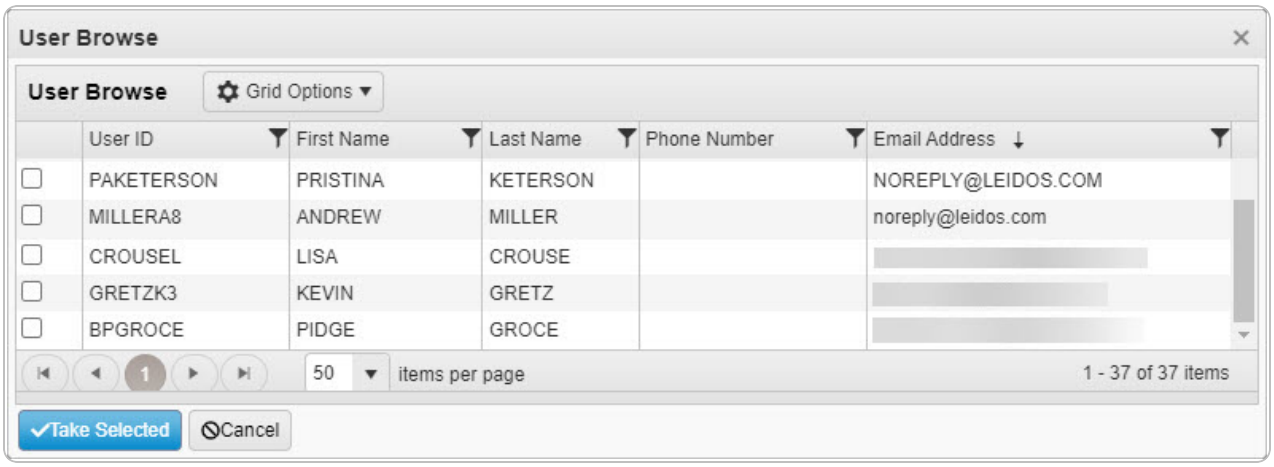
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a User

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***User Browse*** *pop-up window appears.*



2. Click ☐ to select the User. *The User record is highlighted.*

3. Click Take Selected . *The* ***User Browse*** *pop-up window closes and the selected name 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

- Item Manager Overview

Accessibility

The pages on the Enterprise Logistics Management System (ELMS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.
Such communications and work product are private and confidential.
See User Agreement for details.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations. All links are provided consistent with the Mission of the Enterprise Logistics Management System (ELMS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

Contact Us

Contact Name

ELMS Support Team

POC

Leidos, Inc.

ELMS Support

Address

4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

E-Mail Address

ELMSSupport@Leidos.com

Toll-Free Phone Number:

Primary:

1-844-843-3727

Alternate:

1-888-759-4851