



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.

Navigation

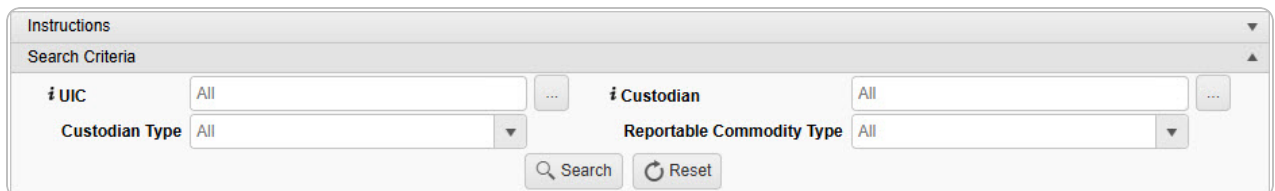
CUSTOMER MGMT > UIC > Custodian > UIC Custodian page

Procedures

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  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.








2. Select . The results display in the UIC Custodian Grid.

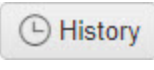




Help Reference Guide

UIC Custodian															
		+ Add		Grid Options											
			Primary	UIC	UIC Name	UIC Account Name	Custodian	Custodian Type	Reportable Commodity Type	Reportable Commodity Type Desc	Remarks				
				JMN123	CORUSCANT		GROCE, PIDGE P	Primary	PG	PERSONAL GEAR	BPG Test				
				50	Items per page		1 - 1 of 1 items								

View a UIC Custodian Record History

- Select  next to the desired record. *The **History** pop-up window appears.*

History

UIC Custodian History

Grid Options

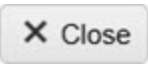
Operation	Last Transaction Dt/Tm	Last Updated By	UIC	UIC Name	UIC Account Name	Custodian	Custodian Type	Reportable Commodity Type	Reportable Commodity Type Desc	Logistics Program Name
Updated	08/13/2025 1:46:28 PM	GROCEBP	JMN123	CORUSCANT		GROCE, PIDGE P	Primary	PG	PERSONAL GEAR	CO-LEARN
Created	03/13/2017 1:05:43 PM	GROCEBP	JMN123	CORUSCANT		Groce, Pidge P	Primary	PG	PERSONAL GEAR	CO-LEARN

50

Items per page

1 - 2 of 2 items

Close

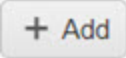
- Select . *The pop-up window closes and returns to the UIC Custodian page.*






Add a UIC Custodian

Navigation

CUSTOMER MGMT > UIC > Custodian >  > Add UIC Custodian pop-up window

Procedures

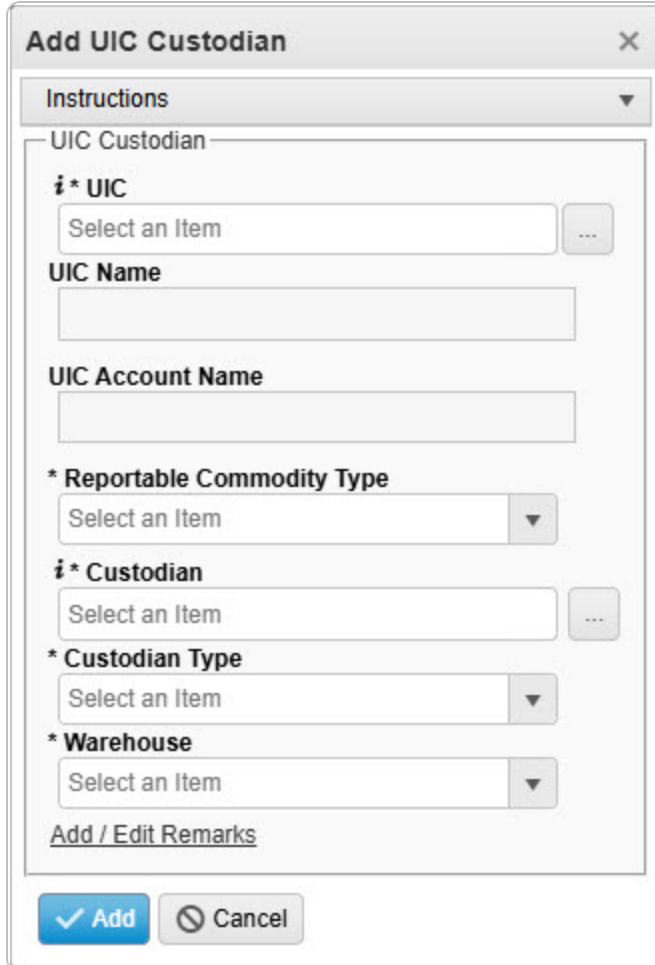
Add a UIC Custodian

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










1. Select . The **Add UIC Custodian** pop-up window appears.






The "Add UIC Custodian" window contains the following fields and controls:

- Instructions** (dropdown menu)
- UIC Custodian** section:
 - * UIC**: Input field with "Select an Item" text and an information icon.
 - UIC Name**: Text input field.
 - UIC Account Name**: Text input field.
- * Reportable Commodity Type**: Dropdown menu with "Select an Item" text.
- * Custodian**: Input field with "Select an Item" text and an information icon.
- * Custodian Type**: Dropdown menu with "Select an Item" text.
- * Warehouse**: Dropdown menu with "Select an Item" text.
- Add / Edit Remarks**: Text area.
- Buttons**: "Add" (with checkmark) and "Cancel" (with X).

- A. Use  or  to assist with the UIC field entry. *This is a 6 alphanumeric character field.*
- B. Use  to select the Reportable Commodity Type.
- C. Use  or  to assist with the Custodian entry. *This is a 50 alphanumeric character field.*





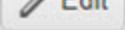
- D. Use  to select the Custodian Type.
- E. Use  to select the Warehouse.
2. Select . The **Add UIC Custodian** pop-up window closes, and the new custodian appears at the top of the grid, highlighted in green.






Update a UIC Custodian

Navigation

CUSTOMER MGMT > UIC > Custodian >  > Update UIC Custodian pop-up window

Procedures

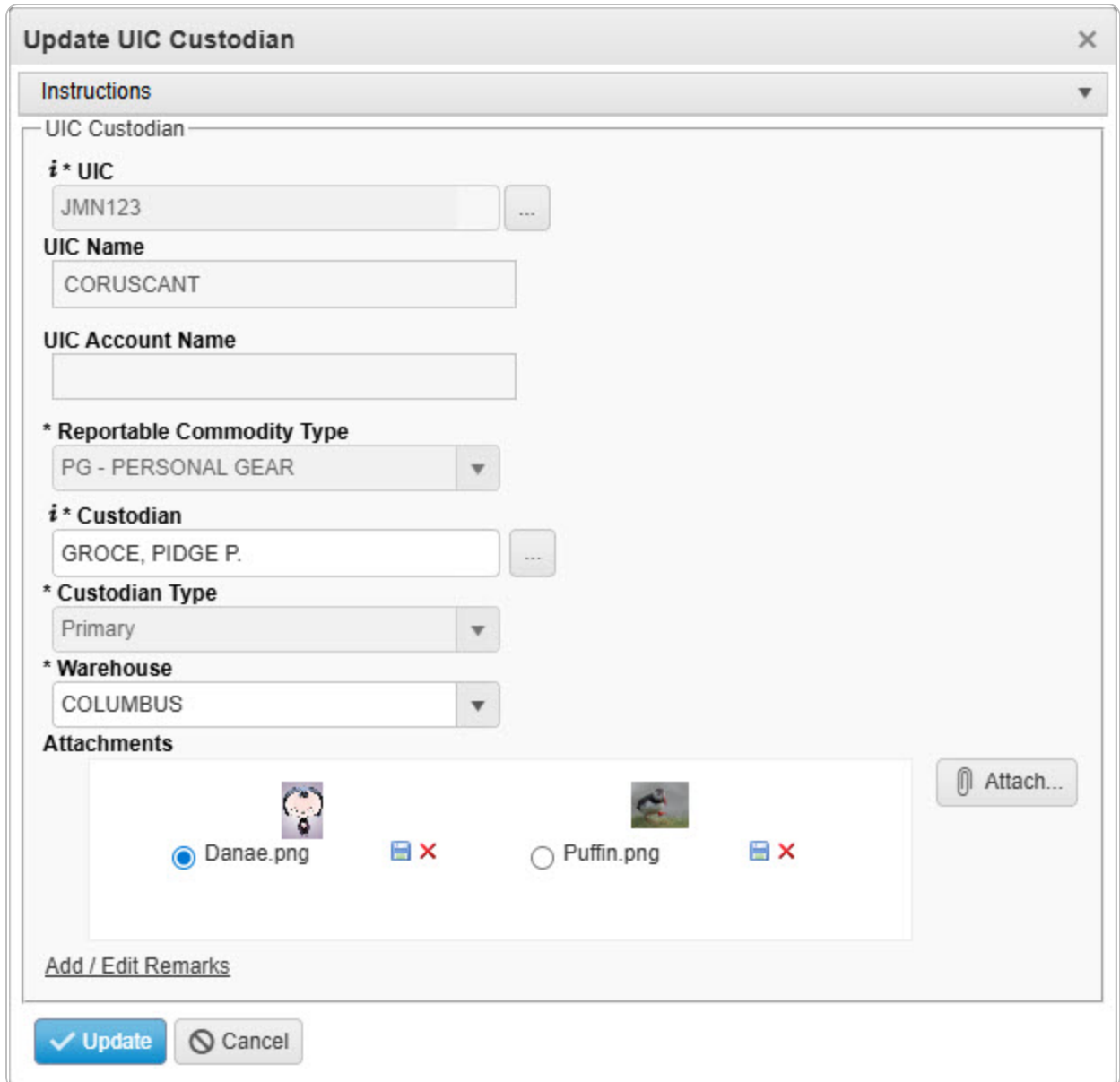
Update a UIC Custodian

Selecting  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.



The screenshot shows a window titled "Update UIC Custodian" with a close button (X) in the top right corner. The window contains the following fields and controls:





- Instructions**: A dropdown menu.
- UIC Custodian**: A section header.
- * UIC**: A text field containing "JMN123" and a help icon (i) to its left, and a selection button (three dots) to its right.
- UIC Name**: A text field containing "CORUSCANT".
- UIC Account Name**: An empty text field.
- * Reportable Commodity Type**: A dropdown menu showing "PG - PERSONAL GEAR".
- * Custodian**: A text field containing "GROCE, PIDGE P." and a help icon (i) to its left, and a selection button (three dots) to its right.
- * Custodian Type**: A dropdown menu showing "Primary".
- * Warehouse**: A dropdown menu showing "COLUMBUS".
- Attachments**: A section with two image thumbnails: "Danae.png" (selected with a blue radio button) and "Puffin.png" (unselected with a white radio button). Each thumbnail has a small "x" icon to its right. An "Attach..." button is to the right of the thumbnails.
- Add / Edit Remarks**: A text area at the bottom.
- Buttons**: "Update" (with a checkmark icon) and "Cancel" (with a close icon) buttons at the bottom.

- A. Update the UIC, using  or  to assist with the code. This is a 6 alphanumeric character field.
- B. Verify the Reportable Commodity Type.





Help Reference Guide

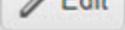

- C. Update the Custodian, using  or  to assist with the name. *This is a 50 alpha-numeric character field.*
 - D. Verify the Custodian Type.
 - E. Update the Warehouse, using  to select the desired place.
2. Select . The **Update UIC Custodian** pop-up window closes, and the revised custodian appears at the top of the grid, highlighted in green.






Add an Attachment to a UIC Custodian

Navigation

CUSTOMER MGMT > UIC > Custodian >  > Update UIC Custodian >  Attach... > Attach Documents — UIC Custodian pop-up window

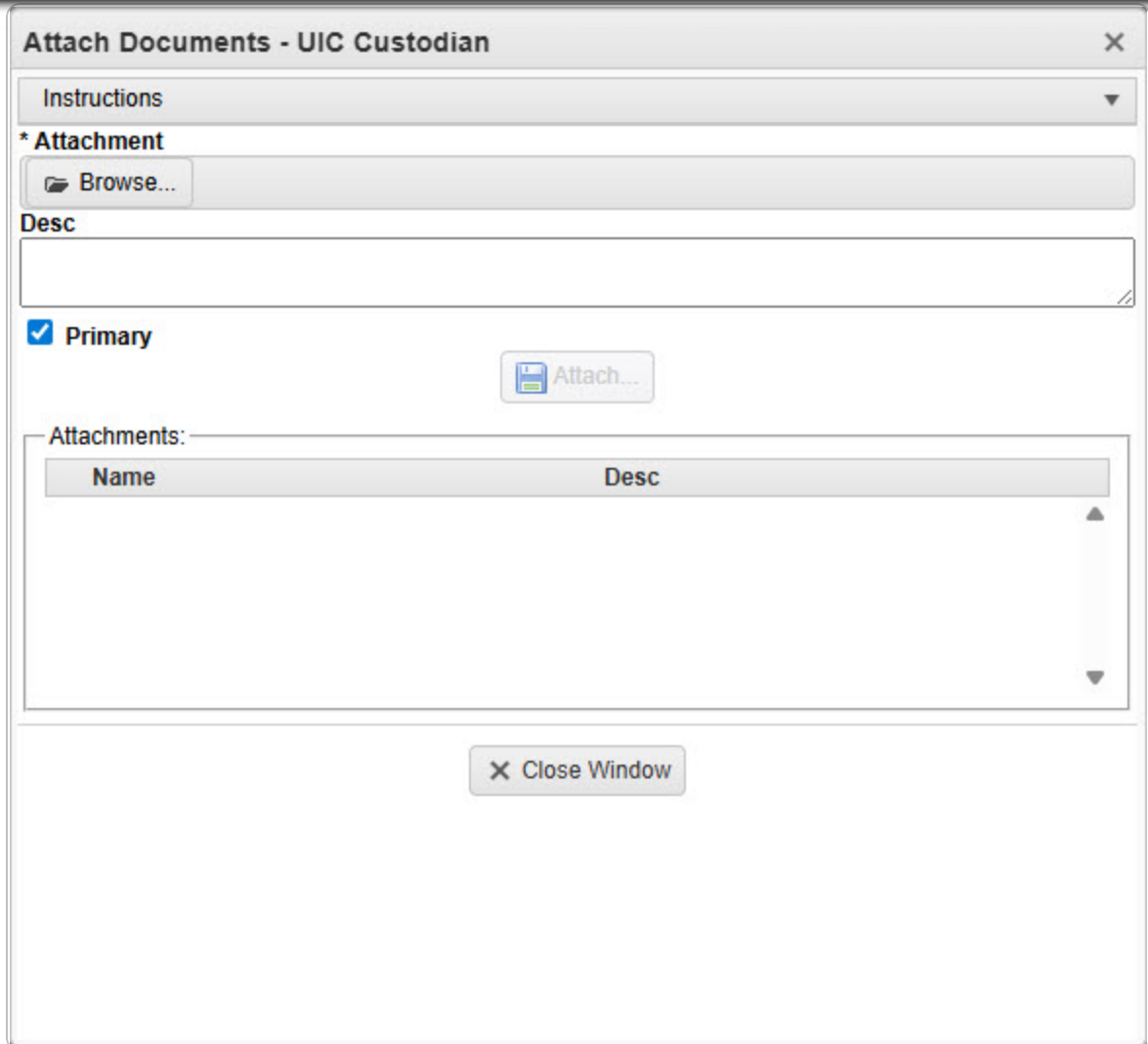
Procedures

Attach a Document to a UIC Custodian

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

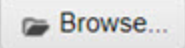

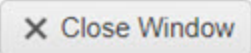
1. Select . The **Attach Documents — UIC Custodian** pop-up window appears.





The screenshot shows a pop-up window titled "Attach Documents - UIC Custodian". It contains a "Instructions" dropdown menu, a "* Attachment" section with a "Browse..." button, a "Desc" text area, a checked "Primary" checkbox, and an "Attach..." button. Below these is an "Attachments:" section with a table. The table has two columns: "Name" and "Desc". At the bottom of the window is a "Close Window" button.

Name	Desc
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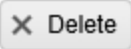
2. Select . The Windows **Choose File to Upload** pop-up window appears.
3. Select . The file name appears in the bottom of the window.
4. Repeat Steps 2 to attach multiple documents.
5. Select . The **Attach Documents – UIC Custodian** pop-up window closes, and the attachment(s) appears in the Attachments field.






Delete a UIC Custodian


Navigation

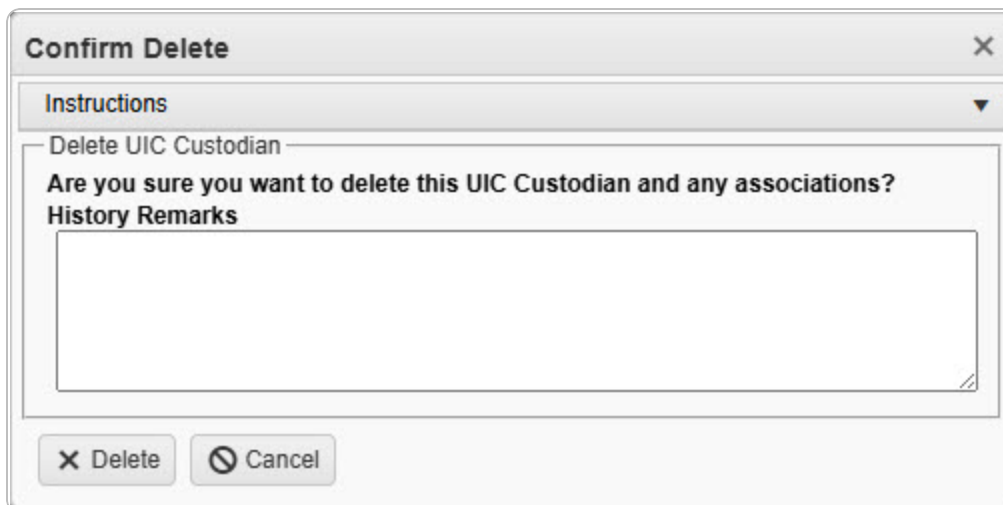
Customer MGMT > UIC > Custodian >  > Confirm Delete (Delete UIC Custodian) pop-up window

Procedures

Delete a UIC Custodian

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

1. Select  next to the desired record. The **Confirm Delete (Delete UIC Custodian)** pop-up window appears.



The image shows a 'Confirm Delete' dialog box. It has a title bar with a close button (X). Inside, there is a section titled 'Instructions' with a dropdown arrow. Below it, the text reads 'Delete UIC Custodian'. A bolded question asks 'Are you sure you want to delete this UIC Custodian and any associations?'. Below the question is a text area labeled 'History Remarks'. At the bottom, there are two buttons: 'Delete' (with an X icon) and 'Cancel' (with a circle and slash icon).

2. Select . The **Confirm Delete (Delete UIC Custodian)** pop-up window closes, is removed from the grid.

