



## 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.

### Navigation

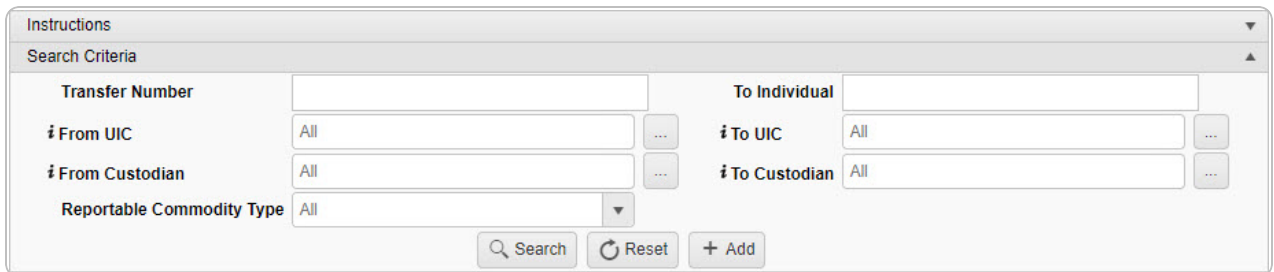
MATERIEL MGMT > Unit Issue > Unit Transfer page

### Procedures

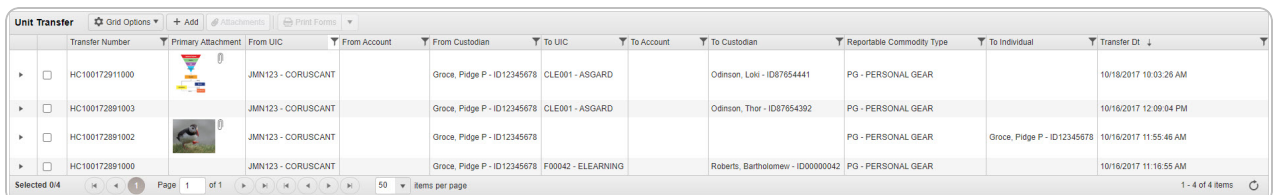
#### Search for a Unit Transfer

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

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



- Select . The **Unit Issue Transfer Search Results** appears.



Transfer Number	Primary Attachment	From UIC	From Account	From Custodian	To UIC	To Account	To Custodian	Reportable Commodity Type	To Individual	Transfer Dt
HC100172911000		JMN123 - CORUSCANT	Groce, Pidge P - ID12345678	CLE001 - ASGARD			Odinson, Lavi - ID87654441	PG - PERSONAL GEAR		10/18/2017 10:03:26 AM
HC100172891003		JMN123 - CORUSCANT	Groce, Pidge P - ID12345678	CLE001 - ASGARD			Odinson, Thor - ID87654392	PG - PERSONAL GEAR		10/16/2017 12:09:04 PM
HC100172891002		JMN123 - CORUSCANT	Groce, Pidge P - ID12345678					PG - PERSONAL GEAR	Groce, Pidge P - ID12345678	10/16/2017 11:55:46 AM
HC100172891000		JMN123 - CORUSCANT	Groce, Pidge P - ID12345678	F00042 - ELEARNING			Roberts, Bartholomev - ID00000042	PG - PERSONAL GEAR		10/16/2017 11:16:55 AM








## Add a Unit Transfer

### Navigation

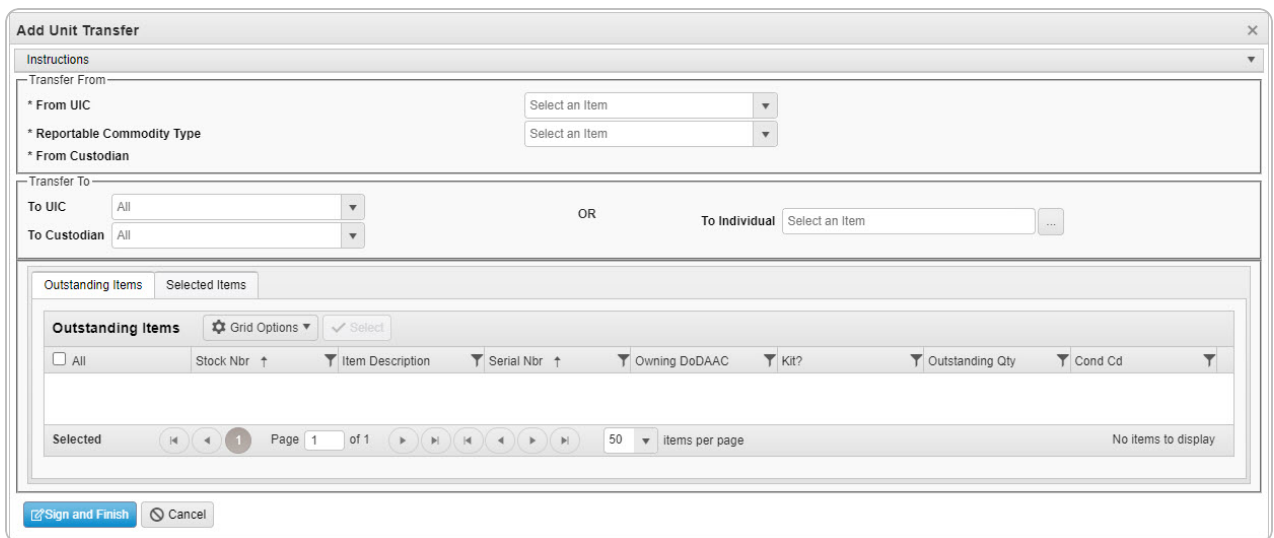
MATERIEL MGMT > Unit Issue > Unit Transfer >  > Add Unit Transfer pop-up window

### Procedures

#### Add a Unit Transfer



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

1. Select . The **Add Unit Transfer** pop-up window appears.



The screenshot shows the 'Add Unit Transfer' window with the following fields and controls:

- Instructions:** Transfer From (dropdown), \* From UIC (dropdown), \* Reportable Commodity Type (dropdown), \* From Custodian (dropdown)
- Transfer To:** To UIC (dropdown), OR, To Individual (dropdown), To Custodian (dropdown)
- Outstanding Items:** Grid with columns: All, Stock Nbr, Item Description, Serial Nbr, Owning DoDAAC, Kit?, Outstanding Qty, Cond Cd. Includes 'Selected' button and pagination (Page 1 of 1, 50 items per page, No items to display).
- Buttons:** Sign and Finish, Cancel

- A. Use  to select the From UIC.
- B. Use  to select the Reportable Commodity Type.

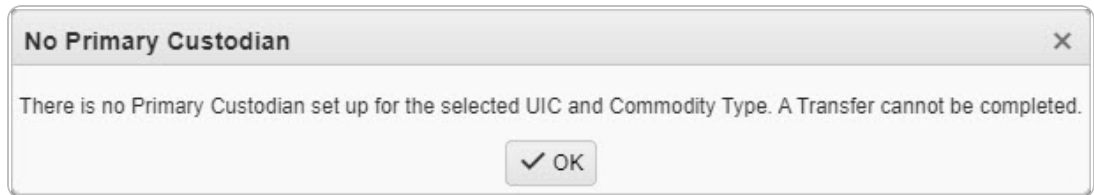





**Note**

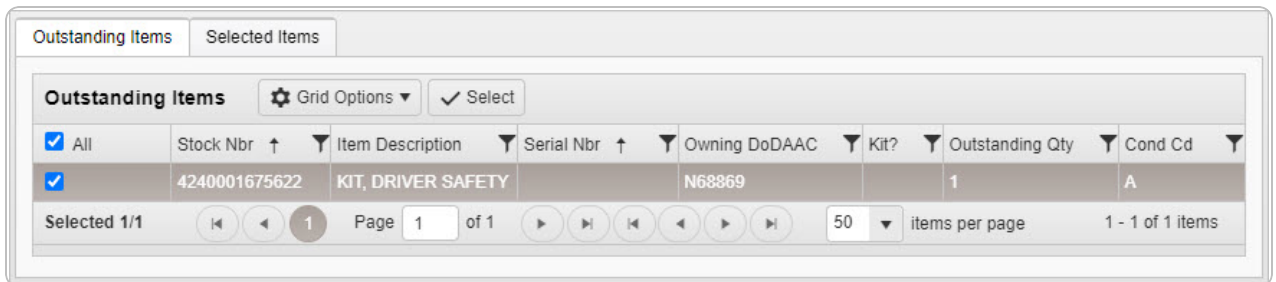
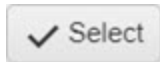



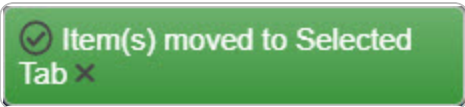
If the From UIC chosen **does not** have a Primary Custodian for the chosen Reportable Commodity Type, the **No Primary Custodian** pop-up window appears.

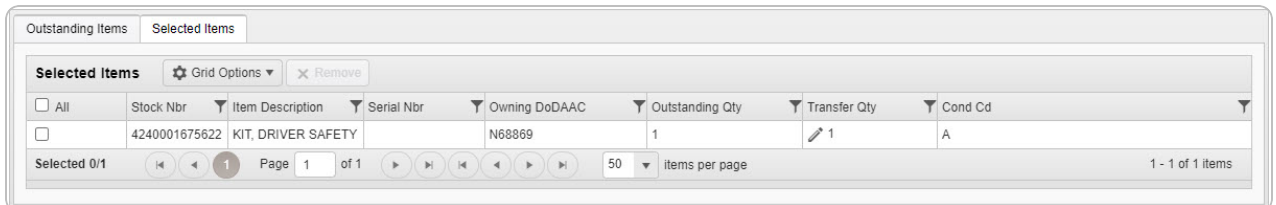


Click . The window closes and returns to the **Add Unit Transfer** window. Choose a different combination that has a Primary Custodian assigned.

- Click  to select the asset. *The Stock Number record is highlighted and becomes available.*



- Click .  appears while the asset is removed from the Outstanding Items grid and appears in the Selected Items grid.



- Repeat steps 4 and 5 until the Selected Items grid contains all the desired assets for transferring.





5. Select . The **Unit Transfer Signature Options** pop-up window appears.



Unit Transfer Signature Options

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.

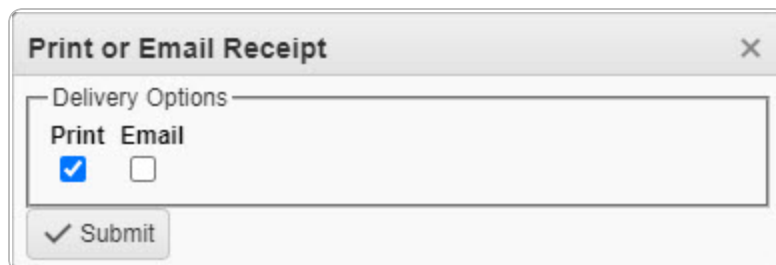
6. Select . The **Signature Pad Form** pop-up window appears.



Signature Pad Form (ver eSign 1.0)


- A. Select . The **Print or Email Receipt** pop-window appears.



Print or Email Receipt

Delivery Options

Print  Email



- B. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.

7. Select . The **Print** pop-up window appears.

- A. Select . The document is sent for printing.

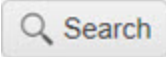

8. Select . The new Unit Transfer record is saved.






## Add an Attachment to a Unit Transfer


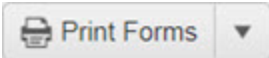


### Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer >  Search >  (desired record) >  Attachments > Attach Files pop-up window

### Procedures

#### Add an Attachment to a Unit Issue Transfer record

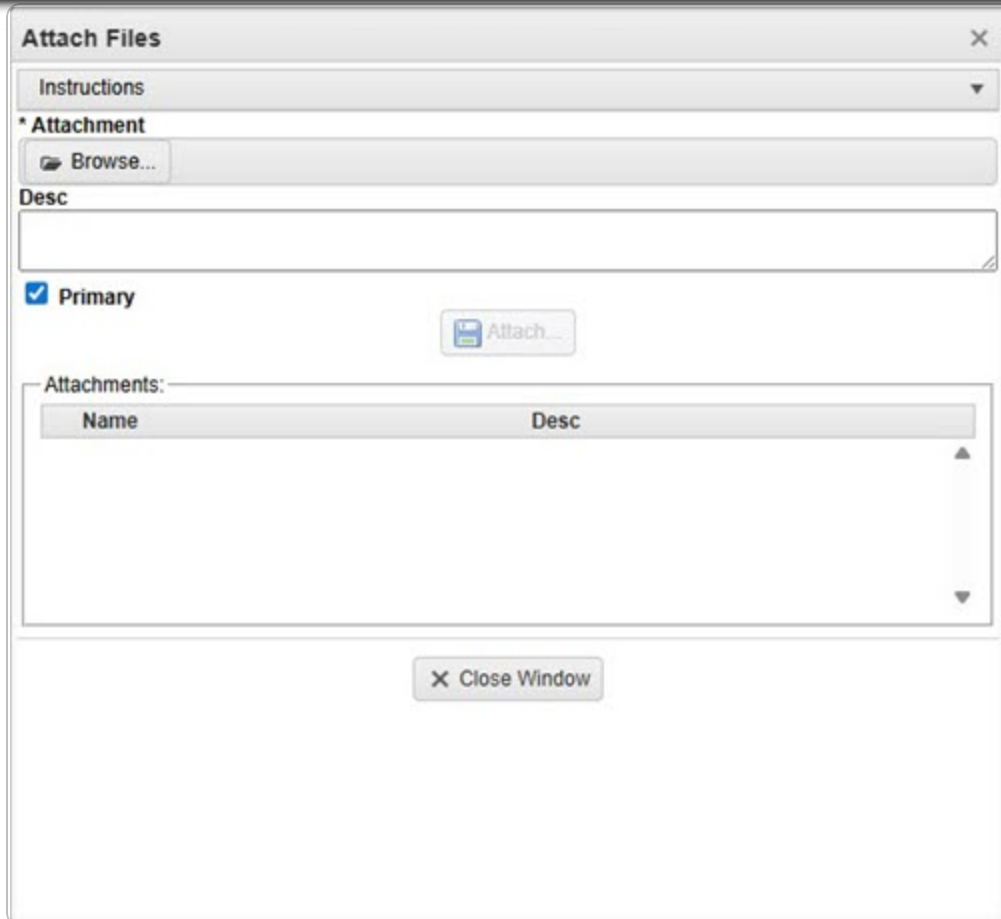
Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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.

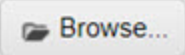



3. Select  Attach... . The **Attach Files** pop-up window appears.





The screenshot shows a dialog box titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section labeled "\* Attachment" containing a "Browse..." button with a folder icon. Below that is a text input field labeled "Desc". A checked checkbox labeled "Primary" is followed by an "Attach..." button with a document icon. At the bottom of the dialog is a table with the heading "Attachments:" and two columns: "Name" and "Desc". The table is currently empty. At the very bottom of the dialog is a "Close Window" button.

4. Select  . The Windows **Choose File to Upload** pop-up window appears.
5. Select  . The file name appears in the bottom file list.





✕
**Attach Files**

Instructions
▼

\* Attachment

📁 Browse...

Desc

Primary
 

📎 Attach...

Attachments:

Name	Desc	✕
<input checked="" type="radio"/> Puffin.png	Puffin Picture	✕

✕ Close Window

6. Repeat Steps 4 - 8 to attach multiple documents.

✕
**Attach Files**

Instructions
▼

Puffin.png

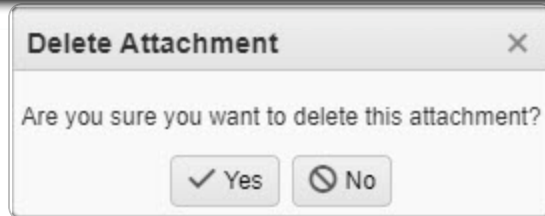
📎 ✕


📎 Attach...

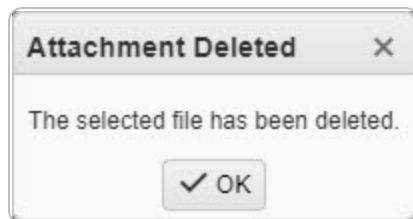
### Remove an Attachment

- A. Select the ✕ part of 📎 ✕ next to the desired document. The **Delete Attachment** pop-up window appears.





- Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



7. Select . *The **Attach Files** pop-up window closes.*

