



Adding a Custodian

1. Navigate to the **Asset Management > Custodian** menu path.
2. Enter a 1-6 position, alphanumeric (no spaces or special characters) Major Custodian Nbr.
3. If adding a Sub Custodian Nbr, enter a 1-6 position, alphanumeric (no spaces or special characters). **THE MAJOR CUSTODIAN NBR MUST EXIST BEFORE A SUB CUSTODIAN CAN BE CREATED.**
4. Select the **Add** button (or **Search** if updating or deleting).

Search Criteria	
Maj Custodian Nbr	<input type="text" value="EAJ001"/>
Sub Custodian Nbr	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Add			
Maj Custodian Nbr	<input type="text" value="EAJ001"/>	Sub Custodian Nbr	<input type="text"/>
*Custodian Name	<input type="text" value="SK1 ROBERT SMITH"/>	Address 1	<input type="text" value="3192 SEASIDE WAY"/>
Address 2	<input type="text"/>	City	<input type="text" value="SAN DIEGO"/>
State	<input type="text" value="California"/> ▼	Zip Cd	<input type="text" value="90222"/>
Country Cd	<input type="text" value="US-UNITED STATES OF AMERICA"/>	Phone Nbr	<input type="text" value="704-555-1111"/>
DSN	<input type="text"/>	FAX Nbr	<input type="text"/>
E-Mail Address	<input type="text" value="RSMITH@NAVY.MIL"/>	Office Id	<input type="text" value="41"/>
Office Name	<input type="text" value="SUPPLY MGT"/>	Order Dt	<input type="text" value="3/28/2010"/>
Loc	<input type="text" value="BLDG 190"/> ...	Sub Loc	<input type="text"/>
Transfer Authority	<input checked="" type="checkbox"/>	Alt Custodian Name	<input type="text"/>
Alt Phone Nbr	<input type="text"/>	Alt Order Dt	<input type="text"/>
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

If assets are assigned to a Custodian, you will not be able to complete a delete process.

5. Enter the mandatory name of the Custodian.
6. The remaining fields are not mandatory; however, it is always good practice to enter as much information about your custodians as possible.
7. Select the **Add** button to complete the process.

