



Add Custodian - Army

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	EAJ001
Sub Custodian Nbr	
Add Search Reset	

Basic Para Nbr	
Maj Custodian Nbr	EAJ001
*Custodian Name	SK1 ROBERT SMITH
Address 2	
State	California
Country Cd	US-UNITED STATES OF AMERICA
DSN	850-1111
E-Mail Address	RSMITH@NAVY.MIL
Office Name	SUPPLY MGMT
Loc	BLDG 190
Transfer Authority	☒
Alt Phone Nbr	
Remarks	
History Remarks	

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 **Para Nbr** tab to continue the process.





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NOTE: Paragraph Numbers will not display if they are already assigned to another Custodian or are Inactive.

7. Select the **Para Nbr Browse (...)** to select a Paragraph Number - the value displays in the **Para Nbr** field
8. Select the **Save** button to add the Paragraph Number to the grid below it. This action displays the **Para Nbr** and **Para Nbr Desc**. Repeat Steps 1 through 3 to assign additional Paragraph Numbers to the Custodian, if needed

Basic

Para Nbr

Maj Custodian Nbr	EAJ001	Sub Custodian Nbr	
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Para Nbr	004F	...
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Save

	Para Nbr	Para Nbr Desc
Remove	036B	SUPPLY BR

Add

Cancel

9. Select the **Update** button to complete the process

NOTE: To remove an incorrect Paragraph Number from the grid, select the **Remove** hyperlink

