



# Sub Custodian

1. To add, update or delete a Sub Custodian Nbr in Web DPAS, navigate to the **Asset Management > Custodian** menu path.
2. Enter your **Major Custodian Nbr**. This must exist in Web DPAS before creating the **Sub Custodian Nbr**.
3. Enter a 1-6 position, alphanumeric (no spaces or special characters).
4. Select the **Add** button (or **Search** if updating or deleting).

**NOTE:** To display all Sub Custodian Numbers, select the **Search** button without entering any criteria.

Search Criteria	
Maj Custodian Nbr	MC0003
Sub Custodian Nbr	SUB009
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

**NOTE:** You will not be able to delete a Custodian Number if there are assets assigned.

Add			
Maj Custodian Nbr	MC0003	Sub Custodian Nbr	SUB009
*Custodian Name	STEVEN CAMPBELL	Address 1	3990 E BROAD ST
Address 2		City	COLUMBUS
State	Ohio	Zip Cd	43213
Country Cd	US-UNITED STATES OF AMERICA	Phone Nbr	6146921110
DSN	8501110	FAX Nbr	
E-Mail Address	STEVEN.CAMPBELL@DOD.MIL	Office Id	CO-LRN1
Office Name	LEARN OFC 1	Order Dt	6/2/2011
Loc		Sub Loc	
Transfer Authority	<input checked="" type="checkbox"/>	Alt Custodian Name	
Alt Phone Nbr		Alt Order Dt	
Remarks			
History Remarks			
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

4. Enter the mandatory name for the Sub Custodian Number in **Custodian Name**.
5. The remaining fields are not mandatory; however, it is always good practice to enter as much information about your custodians as possible.
6. Select **Add** to complete the process.

