



Sub Custodian - Army

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 Sub Custodian Number if there are assets assigned.

Basic		Para Nbr	
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	614-693-1110
DSN	850-1110	FAX Nbr	
E-Mail Address	STEVEN.CAMPBELL@DOD.MIL	Office Id	CO-LRN1
Office Name	LEARN OFC 1	Order Dt	6/27/2012
Loc		Sub Loc	
Transfer Authority	<input type="checkbox"/>	Alt Custodian Name	
Alt Phone Nbr		Alt Order Dt	
Remarks			
History Remarks			
<input type="button" value="Cancel"/>			

5. Enter the mandatory name for the Sub Custodian Number in **Custodian Name**.
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 **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.

8. Select the **Para Nbr Browse (...)** to select a Paragraph Number - the value displays in the **Para Nbr** field.
9. 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	MC0003	Sub Custodian Nbr	SUB009
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Para Nbr	004C	...
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Save

	Para Nbr	Para Nbr Desc
Remove	004D	FIN & ACCT DIV

Add

Cancel

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

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

