



Manually Update a UII

To determine the **UII Status** of an asset, you can use the **Inquiries / Asset Management / UII** inquiry. Be sure to select the **UII** and **UID Rgstry Verifd** options from the **Field Selection** page.

1. Navigate to the **Asset Management / UII Registry Query** menu.
2. Enter or browse for the **Asset Id**.
3. Select the **Search** button.
4. If the **UII** does not populate, enter it into the **UII** field.
5. Select the **Query Registry** button. This performs a query against the IUID Registry. (If the UII is found in the Registry, the record appears at the bottom of the page. However, if the UII is not found, the error message *683 - UII does not exist on Registry* displays; you cannot proceed any further. Contact the vendor and have them enter the UII into the IUID Registry.)

6. Select the appropriate hyperlink: **Not Tagged** or **Tagged**.

By selecting the **Tagged** hyperlink, you are verifying :

- The asset was marked/tagged by the vendor or a previous owner, and
- The UII is recorded in Web DPAS and associated with the asset

By selecting the **Not Tagged** hyperlink:

- You are going to mark/tag the asset at a later date, e.g., at your next inventory, or
- The previously marked UII has been damaged/destroyed, and
- The UII is recorded in Web DPAS and associated with the asset

*Asset Id	N512340024	...	Search
Stock Nbr	702501F001748	Item Desc	MONITOR
UII Status	Recorded and Tagged	*UII	LDN00367N512340024
Serial Nbr	0217ME0177		
Mfr Part Nbr	SUN 18 INCH FLAT MONITOR		
		Query Registry	
	UII	Part Nbr	Serial Nbr
Not Tagged	Tagged	LDN00367N512340024	N512340024
		Reset	

