



Assign a Virtual UII

DPAS Quick Reference Guide

A virtual UII enables the entry of a UII to the IUID Registry, while postponing the physical marking of the asset. This allows planners the flexibility of marking assets based on logistic and economic considerations.

- 1. Navigate to the Asset Management / UII Update/Assign menu.
- 2. Select the appropriate **UII Sts Cd** (This will usually be *NDT Not Determined*).
- 3. Enter the **Asset Id**, if known.
- 4. Select the **Search** button.
- 5. On the **Search Results** page, use the checkboxes to select the assets to update/assign.

Search Criteria		
Ull Sts Cd	NDT - Not Determined	
Asset Id		
Stock Nbr		
Serial Nbr		
Custodian Nbr		
Loc		
	Search Reset	

	Search Crite	ria								
	Ull Sts Cd	JII Sts Cd NDT - Not Determined			Asset Id					
	Stock Nbr			Serial Nbr						
	Custodian N	lbr		I	Loc					
Sea	rch Resu	lts								
	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr Loc	Suspt Loss Sts Cd	Loan Cd	Non- Actbl	Dollar Amt Ull UID	Verifd
	C00300008	412000F000206	UIC003-100	AIR CONDITIONER	MC0006 BLDG 20	N/A	G	No	15000.00NoNo	
	C003000009	412000F000206	UIC003-101	AIR CONDITIONER	MC0006 BLDG 20	N/A	G	No	15000.00NoNo	
	C003000010	412000F000206	UIC003-102	AIR CONDITIONER	MC0006 BLDG 20	N/A	G	No	15000.00NoNo	
	C003000012	2320006908365	74661Y489912J184T	TRUCK,VAN	MC0006 BLDG 10	N/A	G	No	25000.00NoNo	
	C003000013	2310010907704	4871H30019K1241	BUS,MOTOR	MC0006 BLDG 10	N/A	G	No	52000.00NoNo	
	C003000014	232000M001224	7631H83991KK2812	TRUCK, VAN CARRYALL	MC0006 BLDG 10	N/A	G	No	29000.00NoNo	
			Salact Al	Decoloct All	Continuo	Cancol	1			
			Select Al	Deselect All	Continue	Cancer				

- 6. Select the **Continue** button.
- 7. On the Selected Rows page select the **Continue** button.
- 8. Select NNN Assign Virtual UII from the UII Sts Cd drop-down list.
- 9. Select the **Update** button. The assets will register with the IUID Registry and will change to a **UII Sts Cd** of *ARN Assigned, Recorded in DPAS and Not Tagged*.



DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org





Updating the UII Status Code

1. Navigate to the Asset Management / UII Update/Assign menu.

All Web DPAS assets are assigned a **UII Sts Cd** during the receipt process. The code can be changed in the UIII Update/Assign process.

- 2. Select the appropriate **UII Sts Cd** (select ARN if you are indicating the asset which was virtually assigned is now tagged).
- 3. Enter the **Asset Id**, if known.
- 4. Select the **Search** button.
- On the Search Results page use the checkboxes to select the asset(s) to update.



UII 2D Matrix

- 6. Select the **Continue** button.
- 7. On the Selected Rows page select the Continue button.
- 8. Select the new **UII Sts Cd** from drop-down list. (The available options will vary depending on the existing UII Sts Cd. If you are making the asset as "Tagged", choose *ART Recorded and Tagged*.)
- 9. Select the **Update** button. The assets will update the IUID Registry, indicating its status.





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UII Update/Assign