



Registry Asset Management

Overview

The Small Arms / Light Weapons Registry module Registry Asset Management process provides the ability to view, create, update, or delete assets within a registry.

Navigation

Registry MGMT > Registry Asset MGMT > Registry Asset A/U/D page

Procedures

Search for a Registry Asset

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting



at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:

Search Criteria ^

Stock Nbr <input style="width: 90%;" type="text"/>	DoDAAC <input style="width: 90%;" type="text"/>
Serial Nbr <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text" value="Active"/>
Item Desc <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text"/>
Last Trans Dt From <input style="width: 90%;" type="text"/>	Last Trans Dt To <input style="width: 90%;" type="text"/>

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the State.
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use to select the Status.
- Use to select the LAST TRANS DT From, or enter the date (MM/DD/YYYY) in the field provided.





- Use  to select the LAST TRANS DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . The results display in the Search Results grid.

Search Results [Add Asset](#)

Grid Options

Stock Nbr	Serial Nbr	Item Desc	DoDAAC	State Cd	Status Cd	Last Trans Dt/Tm
1005000100240	KD021420S012	RIFLE,CALIBER .30	FE1822	Active	In Transit	02/14/2020 10:53:00
1005000100240	S112219-01	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-02	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-03	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-04	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:00
1005000100240	S112219-05	RIFLE,CALIBER .30	SC0010	Active	In Transit	11/22/2019 05:31:01
1005000100240	S112219-06	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	S112219-07	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	S112219-08	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01
1005000100240	S112219-09	RIFLE,CALIBER .30	SC0010	Active	Active	11/22/2019 05:31:01

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Add a Registry Asset

1. Select . The **Add a Registry Asset** page appears.

Update a Registry Asset

1. Select the desired record.
2. Select . The **Update the Registry Asset** page appears.



Add a Registry Asset

Overview

The Registry Asset Add process provides the ability to create a new asset within a registry.

Navigation

Registry MGMT > Registry Asset MGMT > [Add Asset](#) > Add Registry Asset slider

Procedures

Add a Registry Asset

Selecting either [Close](#) or [X](#) at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.

1. Select [Add Asset](#). The **Add Registry Asset** slider appears.

Add Registry Asset
✕

* Receipt Method

* Stock Nbr

* Stock Item Code

* Serial Nbr

Ull

* Gaining DoDAAC

State

Status

* Received Dt 📅

Born On Dt 📅 ⌚

File Attachment

Add/Edit Remarks

[Add Asset](#)

Close



2. Use to select the Receipt Method.
3. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
4. Use to select the Stock Item Code.
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
7. Enter the Gaining DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
8. Use to select the State.
9. Use to select the Status.
10. Use to select the Received DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Use to select the Born On DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
12. Select the File Attachment field. *The **Choose File to Upload** pop-up window appears.*
 - a. Choose the file to attach, and select it.
 - b. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Attachment field.*
13. Select the Add / Edit Remarks hyperlink. *The History Remarks fields appears.*
 - a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select . *The **Add Registry Asset** slider closes, and the **Registry Asset** page displays the new information.*



Update a Registry Asset

Overview

The Registry Asset Update process allows editing of a registry asset.

Navigation

Registry MGMT > Registry Asset MGMT > SERIAL NBR hyperlink >  > Registry Asset Update page

Procedures

Update a Registry Asset

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select the SERIAL NBR hyperlink. *The Registry Asset page appears, with the Details tab open.*

Details
History

Registry Asset Details

Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
UII		Received Dt	11/22/2019		



- A. Verify the **STOCK ITEM CD**.
- B. Verify the **ITEM DESC**.
- C. Verify the **State**.
- D. Verify the **DoDAAC**.
- E. Verify the **Status**.
- F. Verify the **SERIAL NBR**.
- G. Verify the **Last Reconciliation**.
- H. Verify the **Born On DT**.
- I. Verify the **UII**.
- J. Verify the **Received DT**.
- K. Select . *Two editable fields appear.*





Registry Asset Details ^

Stock Item Cd	NSN	Item Desc	RIFLE,CALIBER .30	State	Active
Stock Nbr	1005000100240	DoDAAC	SC0010	Status	In Transit
Serial Nbr	S112219-02	Last Reconciliation	11/22/2019	Born On Dt	11/22/2019
UJI		Received Dt	11/22/2019		

File Attachment

History Remarks

Capture screenshot
Cancel
Save

- L. Select the File Attachment field. *The **Choose File to Upload** pop-up window appears.*
 - a. Choose the file to attach, and select it.
 - b. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Attachment field.*
- M. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- N. Select . *The fields disappear, and History tab displays the updated information.*





View the Details of a Registry Asset

Overview

The Registry Asset Details page is view only and displays the particular information of the asset, as well as the shipment information.

Navigation

VARIOUS PROCEDURAL STEPS > SERIAL NBR hyperlink > Registry Asset Details page

Procedures

View the Details of a Registry Asset

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select the SERIAL NBR hyperlink. *The Registry Asset page appears, with the Details tab open.*

Details History

Registry Asset Details ^

Stock Item Cd NSN	Item Desc RIFLE,CALIBER .30	State Active
Stock Nbr 1005000100240	DoDAAC SC0010	Status In Transit
Serial Nbr S112219-02	Last Reconciliation 11/22/2019	Born On Dt 11/22/2019
UII	Received Dt 11/22/2019	

- A. Verify the **STOCK ITEM CD**.
- B. Verify the **ITEM DESC**.
- C. Verify the **State**.
- D. Verify the **DoDAAC**.
- E. Verify the **Status**.
- F. Verify the **SERIAL NBR**.
- G. Verify the **Last Reconciliation**.
- H. Verify the **Born On DT**.
- I. Verify the **UII**.
- J. Verify the **Received DT**.



K. View the information in the Shipment Information grid.

Shipment Information

Grid Options

Doc Nbr	Suffix	Losing Activity	Gaining Activity	State	Status	Ship Notice	Receipt Ack	Shipped Dt	Receipt Dt	Follow-Up Dt	Last Trans Dt
SC001001280002		SC0010	SC0010	Open	Shipped			05/07/2020	05/07/2020 10:08:00		05/07/2020 10:08:00
SC001001919000		SC0010	FE4646	Open	Shipped			07/09/2020	07/09/2020 12:54:00		07/09/2020 12:54:00

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View a Registry Asset History

Overview

The Registry Asset History page displays where the asset has been since it was entered into the registry.

Navigation

Registry MGMT > Registry Asset MGMT > SERIAL NBR hyperlink > History tab > Registry Asset History page

Procedures

View the Registry Asset History

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting



at any point of this procedure returns all fields to the default "All" setting.

1. Select the SERIAL NBR hyperlink. The Registry Asset page appears, with the Details tab open.
2. Select the History tab. The Registry Asset page appears, with the History tab open.

- Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use  to select the State.
- Use  to select the Event Type.
- Use  to select the Status.
- Use  to select the Event DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Event DT To, or enter the date (MM/DD/YYYY) in the field provided.





- Select . The results display in the Search Results grid.

Registry Asset History ^

Grid Options ▾

Event Dt/Tm	State	Status	Doc Nbr	Suffix	Event Type	Reconciliation State	History Remarks	File Attachment
07/09/2020 12:54:00	Active	In Transit	SC001001919000		Shipment			
06/24/2020 11:57:09	Active	In Transit			Multi-Field Correction		BPG TRIAL	Red-Sunglasses.png
05/07/2020 10:08:00	Active	In Transit	SC001001280002		Shipment			
11/22/2019 05:31:00	Active	Active			Product Registration	Reconciled		

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