



UIC Custodian Add

If the same individual is the custodian for multiple Security Commodity Types, the process must be repeated for each type.

1. In the DPAS Warehouse Management module, navigate to **Custodian** from the **Customer Mgmt > UIC** menu path.
2. On the **UIC Custodian** page, select the **Add** button.

UIC	UIC Name	Custodian	Custodian Type
HC1001	UNIT ISSUE	DOE, JOHN H.	Primary
M31301	EAAU	EDWARDS, MIKE N.	Primary
M31301	EAAU	CALLAHAN, TOM C.	Primary
M53720	USMC WC	HAGGAR, JAMIE K.	Alternate
M53720	USMC WC	SMITH, WILLIAM H.	Primary
M53720	USMC WC	LANGE, JESS W.	Primary
M54008	MAU 3	SIMMONS, ALBERT P.	Primary
M54008	MAU 3	RUMSFIELD, KATHY O.	Primary
M54008	MAU 3	DAHAN, FRED J.	Primary

Add UIC Custodian

Instructions

UIC Custodian

* **UIC**

* **UIC Name**

* **Security Commodity Type**
 Select an Item

* **Custodian**
 Select an Item

* **Custodian Type**
 Select an Item

[Add / Edit Remarks](#)

3. Enter or browse for the **UIC**.
4. Select a **Security Commodity Type** from the drop-down list.
5. Use the **Custodian Browse (...)** button to select a new Custodian.
6. Select the **Custodian Type** from the drop-down list.
7. Select the **Add** button to complete the assignment.

The individual assigned as the UIC Custodian must be a member of the UIC and is listed in the Member Profile master list.





UIC Custodian Update

1. In the DPAS Warehouse Management module, navigate to **Custodian** from the **Customer Mgmt > UIC** menu path.
2. Enter or browse for the **UIC**.
3. Select the **Search** button.
4. Select the **Edit** button for the UIC Custodian to update.

The screenshot illustrates the 'Update UIC Custodian' process. It shows a search criteria section with 'UIC' set to 'M31301' and a 'Search' button. Below is a table of UIC Custodians with columns for UIC, UIC Name, Custodian, and Custodian Type. The first row is selected, and an 'Edit' button is highlighted. A modal window titled 'Update UIC Custodian' is open, showing the same search criteria and a 'Custodian' dropdown menu. The 'Custodian' dropdown is expanded, showing a list of custodians. The 'Add / Edit Remarks' section is also visible, with a 'Remarks' field and a 'History Remarks' field. The 'Update' button is highlighted.

5. Use the **Custodian Browse (...)** button to select the newly assigned custodian.
6. Expand the page by selecting the **Add / Edit Remarks** hyperlink.
7. Enter any **Remarks** or **History Remarks** (optional).
8. Select the **Update** button to complete the assignment.



UIC Custodian Delete

1. In the DPAS Warehouse Management module, navigate to **Custodian** from the **Customer Mgmt > UIC** menu path.
2. Enter or browse for the **Custodian**.
3. Select the **Search** button.
4. Select the **Delete** button to remove the UIC Custodian - The **Confirm Delete** pop-up displays.
5. Select the **Delete** button.

The primary custodian cannot be removed until all outstanding assets and gear have been turned in or accounted for.

The screenshot displays the DPAS UIC Custodian management interface. At the top, there are search criteria fields for UIC, Custodian (DOE, JOHN H.), Custodian Type, and Security Commodity Type. A search button is highlighted with a blue circle labeled '3'. Below the search criteria is a table of UIC Custodians with columns for UIC, UIC Name, Custodian, and Custodian Type. The first row shows UIC M54008, MAU 3, and Custodian DOE, JOHN H. The 'Delete' button for this row is highlighted with a blue circle labeled '4'. A 'Confirm Delete' dialog box is overlaid on the table, asking 'Are you sure you want to delete this UIC Custodian?' and providing a 'Delete' button (highlighted with a blue circle labeled '5') and a 'Cancel' button. The dialog box also includes a 'History Remarks' text area and a 'Remarks' column in the background table.