

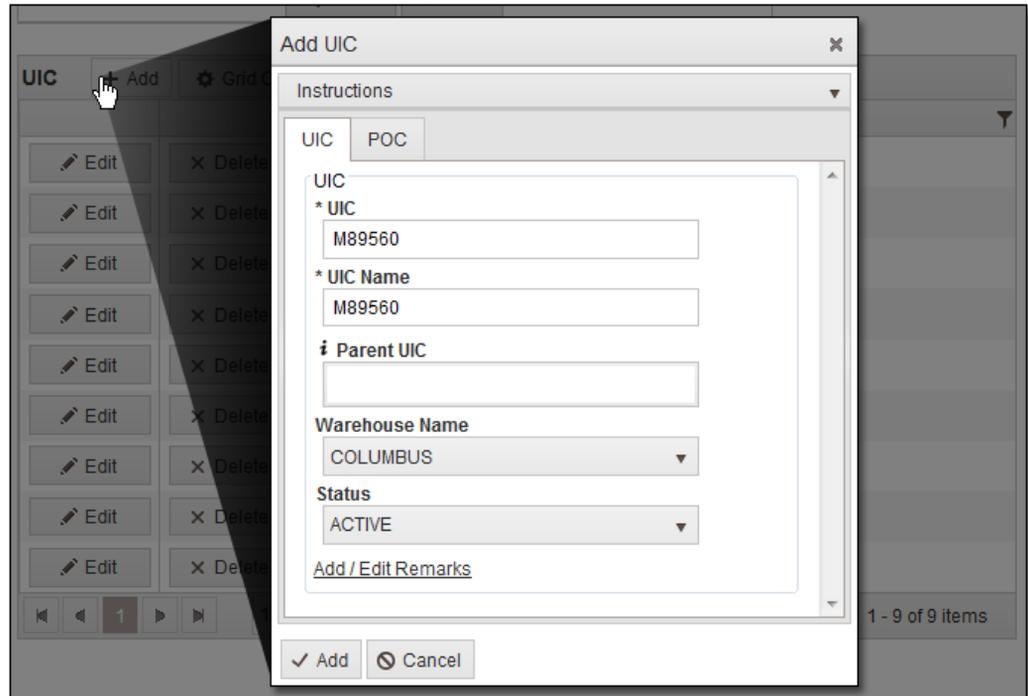


Adding a UIC

1. In the DPAS Warehouse Management module, navigate to **UIC** from the **Customer Mgmt > UIC** menu path - The Results Grid displays a list of all currently available UICs.
2. Select the **Add** button - The **Add UIC** pop-up displays.
3. Enter the new **UIC**.
4. Enter the **UIC Name**
5. Enter a **Parent UIC**, if applicable.
6. Select a **Warehouse Name** using drop-down list.
7. Use the default value of *Active* from the **Status** drop-down list.
8. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields.

- Unit Identification Codes (UICs) are assigned to account for property belonging to an organization or activity.
- UICs are established at the Command level to allow for units to be reorganized within a command structure without having to be deleted and re-added when they are serviced by another Warehouse.
- Equipment is issued based on UIC.

- In order to see the available UICs for a Warehouse you need to be logged into the Warehouse where that UIC is established.
- Duplicate UICs will not be processed





Adding a UIC (Cont'd)

- 8. Select the **POC** tab.
- 9. Enter the POC information for the UIC being created.
- 10. Select the **Add** button to process the transaction - The updated UIC displays highlighted at the top of the Results Grid.

Add UIC

Instructions

UIC | **POC**

POC Details

Contact Point BRAD WILLIAMS	Country US - UNITED STATES OF AMERICA
Phone Nbr 703-855-5555	Address Line 1 1340 FEDERAL LANE
DSN Nbr 225-5555	Address Line 2
Fax Nbr 	City CLEVELAND
Email Address BRAD.WILLIAMS@MC.COM	State OH - Ohio
Add / Edit Remarks 	Zip Cd 44114

✓ Add ✗ Cancel

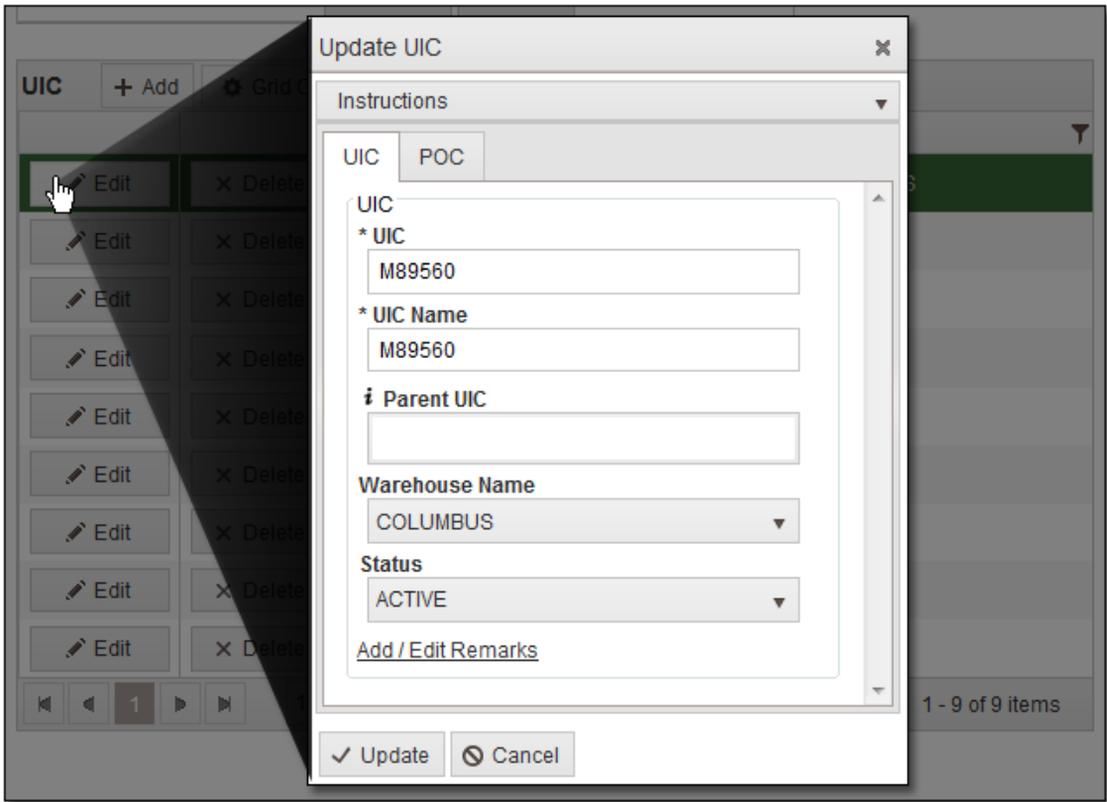




Updating a UIC

1. In the DPAS Warehouse module, navigate to **UIC** from the **Customer Mgmt > UIC** menu path - The Results Grid displays a list of all currently available UICs.
2. Select the **Edit** button for the UIC to update - The **Update UIC** pop-up displays.
3. Change any available field value(s).
4. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
5. Select the **Update** button to save the changes - The updated UIC displays highlighted at the top of the Results Grid.

- If you change the **Warehouse Name** you must be logged into that Warehouse in order to see its associated UIC(s).
- You can only use UICs which are in **Active Status**.





Deleting a UIC

1. In the DPAS Warehouse module, navigate to **UIC** from the **Customer Mgmt > UIC** menu path - The Results Grid displays a list of all currently available UICs.
2. Select the **Delete** button for the UIC to remove - The **Confirm Delete** pop-up displays.
3. Enter optional **History Remarks**.
4. Select the **Delete** button and the transaction is processed - The deleted UIC no longer displays in the Results Grid.

- You cannot delete a UIC if it is associated with Member(s) and/or UIC Custodian(s).
- You cannot delete a UIC if it is a Parent UIC.

The screenshot shows a table of UICs with columns for UIC, UIC Name, Parent UIC, Status, and Contact Point. A 'Confirm Delete' dialog box is open over the table, asking for confirmation to delete a UIC. The dialog includes a text area for 'History Remarks' with the text 'UIC NO LONGER NEEDED' entered. The dialog has 'Delete' and 'Cancel' buttons.

UIC	UIC Name	Parent UIC	Status	Contact Point
M31301	MAU 2	M30002	Active	