

Small Arms / Light Weapons Registry Management

Enterprise Logistics Management System



Printed Manual

Version 02 May 2025



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ELMS Helpdesk 1-844-843-3727 🔏



Welcome

Overview — ELMS

Welcome to the Enterprise Logistics Management System (ELMS) Help System.

The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.

The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Overview — Small Arms / Light Weapons Registry Help

This online help is designed to provide access to detailed information and instructions about accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.

Navigation



Related Topics

- Contact Us
- ELMS Registry Overview
- Registry Navigation Tips
- Registry Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus







Version 02 May 2025









Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Module

Welcome to the Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Help System.

ELMS Summary

Welcome to the Enterprise Logistics Management System (ELMS) Help System.

The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.

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Registry Summary

The Small Arms / Light Weapons Registry module is designed to create accountability for all weapons within the DoD. This module is in response to a MILSTRAP policy that was DoD mandated.

There are three ways to enter and manage weapons:

• Auto Add (ELMS Managed)

The weapons are entered in either the PA or Warehouse modules.

• Auto Add (Externally Managed)

- The weapons are entered through DLMS Transactions.

Manually Add

- The weapons are entered manually through the Registry module.

Registry Structure

The Registry module is set up in a hierarchy type model:







Registry — created by the ELMS User Account Team — Completes a MILSTRAP Policy Requirement; all Registry works together for the DoD.

Agency — created by the ELMS User Account Team — Air Force, SOCOM; the specified branch of the military.

Accounts — created by the ELMS User Account Team — DoDAACs; where the weapon physically resides.

Assets — created by the ELMS User Account Team — Includes the history, where it is now, and where it is being shipped, etc.







Registry Key Functions

The main parts of the Registry module include:

- Registry Management, which includes:
 - Registry Asset Management
 - Account Management
 - In-Transit Management
 - Account Reconciliation
 - DLMS Transactions
- Inquiries
 - Registry Asset History
- Report Manager
 - View Reports

Registry User

Registry is role-based, similar to all other ELMSmodules. Those roles include:

- **Registry Manager** the all-encompassing role
- **Registry Administrator** the utility role
- Serialization Officer— the role specific to a DoDAAC
- **Registry Inquiry** the inquiry role
- Agency Manager the most basic role

The security uses C.R.U.D. methodology:

- Create
- Read (Inquiry)
- Update
- Delete







Related Topics

- Welcome
- Contact Us
- Registry Navigation Tips
- Registry Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus









Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Module Navigation

Overview

This page describes the primary features found on the Registry pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

Additional information about ELMS can be found at the ELMS Support Site.

Navigation





Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The items on the left side are:





>



Module Name Registry

Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

Help Reference Guide

The items on the right side are:

- Element Spt Equip 01 _____ Opens the Active Tier pop-up window. Shows the Forces available to the user.
- User ID GROCEBP -

Opens the Log Out menu item.

Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

- 1. Hover the mouse over a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*
- 2. Select a process from the drop-down list. *The Process page appears*.

Use the Search field

- 1. Select the down arrow in the Search field. *The complete list of all the Registry processes appears.*
- 2. Select a process from the drop-down list. *The Process page appears.*

OR

1. Start entering characters in the Process name in the Search field. Using Intellisense, the Process names with those characters appear.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

2. Select a process from the drop-down list. *The Process page appears.*





Instructions

At the top of each Process page is a collapsed Instructions panel.

View the Instructions

- Select Help. The Instructions panel expands.
- The Instructions panel assists with various options on the Process page:



Help

At the bottom right of the Instructions panel is the Help button

View	<i>ı</i> the H	elp System	
•	Select	View DPAS Help	. The Help System opens in a separate tab.

• The Help System is context-specific, and opens to the Overview topic for the current Process page.







Search Criteria

Most Registry Processes have a Search Criteria panel. Use it to narrow the number of records in the Results Grid.

Use the Search Criteria panel

- 1. Enter the available information in the fields.
- 2. Use the field assistance available:
 - Use the drop-down $\stackrel{\checkmark}{_}$ to select the field entry.
 - Start entering characters in the fields with *i*.









Results Grid

Each Process page displays the corresponding data in a Results Grid. Each Results Grid has basic properties that are always the same.

Those include:

Title Bar -🛰 Grid Options * Add Delete Save Reset Shows the overall Results Grid buttons. Column Header -Stock Number 1 T Readiness Code UTC T Item Description Justification Match Qty Unit Edit FReg Oty FAuth Oty Shows the title of each column, along with the ability to sort and / or filter that column. Individual Records -• GAGE SET 5280000888555 A 1 ø / Off \$ 20 1 30 / On Shows the rows of data in the Results Grid.



Standard Buttons

Each Registry process page has some basic buttons that are always the same. *Those include:*







Enterprise Logistics Management System
Help Reference Guide
• Reset – Erases the entered fields and starts over.
• Scan CAC
Results Grid
• Add – Creates a new record in the process results grid.
• Grid Options — Changes the way information appears in the Results Grid. See Grid Options Overview for additional information.
Individual Records
• Edit — Revises a record in the process.
• Delete — Erases a record in the process.
• History — Opens the History pop-up window, and shows the past edits of the record in the process.
• Labels — Opens the Print Labels pop-up window, and prints the labels for that record in the process.





Related Topics

- Welcome
- Contact Us
- ELMS Registry Overview
- Registry Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus









Enterprise Logistics Management System (ELMS) Small Arms / Light Weapons Registry Module Grid Options

Overview

This page describes the features of the Grid Options within the Results Grid in the Small Arms / Light Weapons Registry Management module.

Navigation

ELMS Small Arms / Light Weapons Registry Module > Any Process Page > Results Grid > Title



Grid Options



These options change the way information appears in the Results Grid. They include:

The Export option **only appears** in the Inquiry menu items.

Clear Filters

Erases any filters used within the Results Grid columns.







Columns

Changes what columns are viewed in the Results Grid.







Clear Filters		Serial Nbr	Item Desc
III Columns	•	Columns	Established By
	•	 □ Show/Hide All ☑ Show/Hide Defaults Defaults ☑ Stock Nbr ☑ Serial Nbr ☑ Item Desc ☑ DoDAAC ☑ State Cd ☑ Status Cd ☑ Last Trans Dt/Tm B □ Born On Dt E 	
upport		Entry Method	

Export

Saves the Inquiry Grid in a different format.







 Image: Construction of the second second

The format choices are:

- **Excel** editable spreadsheet
- **PDF** (Portable Document Format) non-editable document
- **CSV** (Comma Separated Values) editable text

Related Topics

- Welcome
- Contact Us
- ELMS Registry Overview
- Registry Navigation Tips
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus





Help Reference Guide



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

Page Fields

The following fields display on the **Registry Asset A/U/D** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Search Criteria

Stock Nbr DoDAAC Serial Nbr State Item Desc Status Last Trans Dt From Last Trans Dt To







Search Results Grid

Stock Nbr Serial Nbr Item Desc DoDAAC State Cd Status Cd Last Trans Dt/Tm

Optional

Stock Item Cd
Born On Dt
Received Dt
Last Reconciliation Dt
Last Reconciled With
Next Reconciliation Dt
Next Reconciliation With
UII
Entry Method
Established By
Established Dt/Tm

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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:.









Stock Nbr		DoDAAC		
Serial Nbr		State	Active	•
Item Desc		Status		•
Last Trans Dt From	(*** (***	Last Trans Dt To		ä

- Enter the STOCK NBRIN 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 NBRIN 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 Search . 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	1
1005000100240	KD021420S012	RIFLE, CALIBER .30		FE1822		Active	In Transit	02/14/2020 10:53:00	
1005000100240	<u>S112219-01</u>	RIFLE, CALIBER .30		SC0010		Active	In Transit	11/22/2019 05:31:00	
1005000100240	<u>S112219-02</u>	RIFLE,CALIBER .30		SC0010		Active	In Transit	11/22/2019 05:31:00	
1005000100240	<u>S112219-03</u>	RIFLE, CALIBER .30		SC0010		Active	In Transit	11/22/2019 05:31:00	
1005000100240	<u>S112219-04</u>	RIFLE,CALIBER .30		SC0010		Active	In Transit	11/22/2019 05:31:00	
1005000100240	<u>S112219-05</u>	RIFLE,CALIBER .30		SC0010		Active	In Transit	11/22/2019 05:31:01	
1005000100240	<u>S112219-06</u>	RIFLE,CALIBER .30		SC0010		Active	Active	11/22/2019 05:31:01	
1005000100240	<u>S112219-07</u>	RIFLE,CALIBER .30		SC0010		Active	Active	11/22/2019 05:31:01	
1005000100240	<u>S112219-08</u>	RIFLE,CALIBER .30		SC0010		Active	Active	11/22/2019 05:31:01	
1005000100240	<u>S112219-09</u>	RIFLE,CALIBER .30		SC0010		Active	Active	11/22/2019 05:31:01	
K < 1 2	> ► 10 • ite	ms per page						1 - 10 o	f 11 items

Help Reference G



Update a Registry Asset

1. Select the desired record.

dit

. The **Update the Registry Asset** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.







125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.			
161 — Remarks must be alphanumeric with sup- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.			
13 — Mandatory Entry: <i>Entry Method</i> .				
13 — Mandatory Entry: <i>Sтоск Iтем CD</i> .	Missing Entry. Enter the appropriate information in the desired field			
13 — Mandatory Entry: <i>Sтоск Nbr</i> .				
13 — Mandatory Entry: <i>Gain-</i> <i>ing DoDAAC / UIC</i> .				
13 — Mandatory Entry: Serial NBR.				
13 — Mandatory Entry: <i>UII</i> .				
44 — Input date must be	Invalid Date Entry. The system date (Today's			





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<= system date.	Date) must be after or the same as the Input date. Re—enter the date.
6 — Entry must be 6 pos- itions, A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter six alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
82 — STOCK NBR must be alphanumeric with valid spe- cial character(s) \$, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol- lowing permitted special characters: $, -, /, #,$ &, comma, and period. Special characters like ! or @ are prohibited.
117 — STOCK NBRSERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re—enter the Stock Number or Serial Number.

Related Topics

- Add a Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset
- View the Registry Asset History
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview









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

Page Fields

The following fields display on the **Add Registry Asset** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Add Registry Asset

Receipt Method * Stock Nbr * Stock Item Code * Serial Nbr * UII Gaining DoDAAC * State Status







Received Dt * Born On Dt File Attachment Add/Edit Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Add a Registry Asset



or 💌 at any point of this procedure removes all revisions and Selecting either closes the slider. **Bold** numbered steps are required.









Add/Edit Remarks
Add Asset
Close









- **2.** Use to select the Receipt Method.
- **3.** Enter the STOCK NBRIN the field provided. *This is a 15 alphanumeric character field.*
- **4.** Use $\stackrel{\frown}{=}$ to select the Stock Item Code.
- **5.** Enter the SERIAL NBRIN 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 兰 to select the Status.
- **10.** Use ¹ to select the Received DT, or enter the date (MM/DD/YYYY) in the field provided.
- 11. Use \bigcirc 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 **Open**. 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 Add Asset . The **Add Registry Asset** slider closes, and the **Registry Asset** page displays the new information.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.









Error	Solution		
125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.		
161 — Remarks must be alphanumeric with sup- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.		
13 — Mandatory Entry: <i>Entry Method</i> .			
13— Mandatory Entry: <i>Sтоск Iтем Cd</i> .			
13 — Mandatory Entry: <i>Sтоск Nbr</i> .	Missing Entry. Enter the appropriate information		
13 — Mandatory Entry: <i>Gain-</i> <i>ing DoDAAC / UIC</i> .			
13 — Mandatory Entry: Serial NBR.			
13 — Mandatory Entry: <i>UII</i> .			









44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.			
6 — Entry must be 6 pos- itions, A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter six alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.			
82 — STOCK NBR must be alphanumeric with valid spe- cial character(s) \$, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol- lowing permitted special characters: $, -, /, #$, &, comma, and period. Special characters like ! or @ are prohibited.			
117 — Stock NbrSerial Nbr combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re—enter the Stock Number or Serial Number.			

Related Topics

- Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset
- View the Registry Asset History









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

Page Fields

The following fields display on the **Registry Asset Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number Value

Details Tab

Registry Asset Details

Stock Item Cd Item Desc State Stock Nbr DoDAAC Status Serial Nbr Last Reconciliation Born On Dt UII Received Dt







File Attachment **History Remarks**

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Update a Registry Asset

Selecting

O Cancel at any point of this procedure removes all revisions and closes the page.

< Back Selecting retains the information and returns to the previous page. **Bold** numbered steps are required.

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

Stock Item Cd NSN		Item Desc	RIFLE,CALIBER .30	State	Active	
Stock Nbr 100500010	0240	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			

- Α. Verify the STOCK ITEM CD.
- Β. 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.

Κ.

J. Verify the Received DT.

Select

. Two editable fields appear.

egistry Asset Details				
Stock Item Cd NSN	Item Desc RIFLE, CALIBER .30	State	Active	
Stock Nbr 1005000100240	DoDAAC SC0010	Statu	s In Transit	
Serial Nbr S112219-02	Last Reconciliation 11/22/2019	Born	On Dt 11/22/2019	
UII	Received Dt 11/22/2019			
File Attachment Select files	History Remarks			
			Canc	el 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 **Open**. 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.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.







Error

Solution

161 — Remarks must be alphanumeric with supported special character(s)
\$, -, /, #, &, comma, period, and space, and max length of 256.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: , -, /, #, &,comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Registry Asset
- Add the Registry Asset
- View the Details of a Registry Asset
- View the History of a Registry Asset







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

Page Fields

The following fields display on the **Registry Asset Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Registry Asset Details

Stock Item Cd Item Desc State Stock Nbr DoDAAC Status Serial Nbr Last Reconciliation Born On Dt UII Received Dt







Shipment Information

Doc Nbr Suffix Losing Activity Gaining Activity State Status Ship Notice Receipt Ack Shipped Dt Receipt Dt Follow-Up Dt Last Trans Dt

Optional

CONUS / OCONUS Estbd By Estbd Dt/Tm

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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.*






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 Info	ormation													^
🔧 Grid Options 🔻														
Doc Nbr † 🕴	Suffix :	Losing Activity	Gaining Activity	State :	Status :	Ship Notice	Receipt Ack	Shipped Dt	Receipt Dt	1	Follow-Up Dt	1	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	
	▶ 10	 items per page 											1 - 2 o	f 2 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.







- Registry Asset
- Add the Registry Asset
- Update the Registry Asset
- View the Registry Asset History







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

Page Fields

The following fields display on the **Registry Asset History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Search Criteria

Doc Nbr State Event Type Status Event Dt From Event Dt To

Registry Asset History Results

Event Dt/Tm State Status Doc Nbr









Suffix Event Type Reconciliation State History Remarks File Attachment

Optional

Original DoDAAC New DoDAAC Original Stock Number New Stock Number Original Serial Number Original VII New VII Losing Activity Gaining Activity Modified By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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.*







Details History		
Search Criteria		^
Doc Nbr	State	•
Event Type	▼ Status	▼
Event Dt From	Event Dt To	** •
		Reset

- Enter the Doc NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use 兰 to select the State.
- Use 兰 to select the Event Type.
- Use $\stackrel{\sim}{_}$ 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.







Common Errors

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The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

- Registry Asset
- Add the Registry Asset
- Update the Registry Asset
- View the Details of a Registry Asset









Registry Account

Overview

The Small Arms / Light Weapons Registry module Registry Account process provides the ability to view, create, edit, and remove accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > Registry Account Search Criteria page

Page Fields

The following fields display on the **Registry Account Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er Valu

Search Criteria Grid

DoDAAC Account Description UIC

Search Results Grid

DoDAAC Account Description UIC Agency Reconciliation State Next Reconciliation Dt/Tm Last Reconciliation Dt/Tm









Established By Established Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a Registry Account

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 box, narrow the results by entering one of the following optional fields:.

D-0440	Account	
DODAAC	Description	
UIC		

- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field*.
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*







2. Select . The **Update a Registry Account** page appears.







Delete an Account

- 1. Select the DoDAAC hyperlink. *The Registry Account Details page appears.*
- 2. Select

. The **Delete a Registry Account** slide-out window appears.

View the Account Details

Delete

Select the DoDAAC hyperlink. The **Registry Account Details** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
 161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.

Related Topics

- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer





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Add a Registry Account

Overview

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

Navigation

Registry MGMT > Account MGMT > Add Registry Account slide-out window

Page Fields

The following fields display on the **Add Registry Account** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions		
The table belo	w provides the list of instructions.	
]
Number	Value	
Add Registry A	ccount Grid	

DoDAAC * UIC Description * Add / Edit Remarks

History Remarks

(*) Asterisk identifies mandatory fields.







Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Add a Registry Account

Selecting either or at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.

1.	Select	Add	. The Add Account slide-out window appears.

Help		
* Dodaac		
uic		
* Description		
Add/Edit Remarks		

- **2.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- 3. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- **4.** Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
- 5. 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.*

Add Account

Select **Add Account** slide-out window closes, and the **Registry Account** page displays the new information.



6.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with sup- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
13 — Mandatory Entry: DoDAAC.	Missing Entry. Enter the appropriate information
13 — Mandatory Entry: <i>Description</i> .	in the desired field

- Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer







Assign a Registry Account Serialization Officer

Overview

The Registry Account Assign a Serialization Officer process provides the ability to place a person in charge of all the Registry Assets of one or more Accounts assigned to them within a registry.

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details > Seri-

alization Officers tab > Assign Serialization Officer slide-out window

Page Fields

The following fields display on the **Assign Serialization Officer** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Assign Serialization Officer Grid

User Id First Name Last Name Phone Email

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.









Help	Reference	Guide

Assign a Serialization Officer

Selecting either or at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.

1. Select Assign + . The Assign Serialization Officer slide-out window appears.

Help		
UserID		
First Name		
Last Name		
Phone		
Email		

- 2. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*
- 3. The First Name automatically populates and is not editable.
- 4. The Last Name automatically populates and is not editable.
- 5. The Phone automatically populates and is not editable.
- 6. The Email automatically populates and is not editable.

7. Select Assign + . The Assign Serialization Officer slide-out window closes, and the Serialization Officers tab page displays the new information.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.







Error	Solution
13 — Mandatory Entry: <i>User ID</i> .	Missing Entry. Enter the appropriate information in the desired field.

- Registry Account
- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account







Update a Registry Account

Overview

The Registry Account Update process allows editing of the accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details >

Edit

> Registry Account Details Update page

Page Fields

The following fields display on the **Registry Account Details Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Details Update

DoDAAC

Reconciliation State UIC Last Reconciliation Dt/Tm Account Description Next Reconciliation Dt/Tm Remarks **History Remarks**

(*) Asterisk identifies mandatory fields.









Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Update a Registry Account

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

1. Select Edit . The Update a Registry Account page appears.

* DoDAAC	SC0010	Reconciliation State	Past-Due
UIC	FE4664	Last Reconciliation Dt/Tm	11/22/2019 05:30:01
* Account Description	No Description Found	* Next Reconciliation Dt/Tm	11/22/2022 [
Remarks		History Remarks	
-]			

A. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*





- B. Verify the Reconciliation State.
- C. Update the UIC, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*
- D. Verify the Last Reconciliation DT/TM.
- **E.** Update the Account Description, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
- **F.** Update the Next Reconciliation DT/TM, using a or entering the revised date (MM/DD/YYYY) in the field provided.
- G. Update the Remarks, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*
- H. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 2. Select Save . The fields close, and the revised information appears in the Details page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
 161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.

- Registry Account
- Add a Registry Account
- Delete a Registry Account
- View the Details of a Registry Account







• Assign a Serialization Officer









View the Details of a Registry Account

Overview

The Registry Account Details page is view only and displays all the available fields for the accounts that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details page

Page Fields

The following fields display on the **Registry Account Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

 Number
 Value

 Details Tab
 DoDAAC *

 Reconciliation State
 UIC

 Last Reconciliation Dt/Tm
 Account Description *

 Next Reconciliation Dt/Tm *
 Remarks

 Assets Tab
 Search Criteria Grid

Stock Nbr State





ELMS Helpdesk /





Serial Nbr Status Item Desc Last Trans Dt From Last Trans Dt To

Search Results Grid

Stock Nbr Serial Nbr Item Desc DoDAAC Reconciliation State State Cd Status Cd Last Trans Dt/Tm

Optional

Born On Dt Received Dt Last Reconciliation Dt Last Reconciled With Next Reconciliation Dt Next Reconciliation With UII Entry Method Established By Established Dt/Tm

History Tab

Event Dt/Tm Event Type DoDAAC UIC Account Description Reconciliation State User Id History Remarks Established By Established Dt/Tm

Optional

Last Reconciliation Dt/Tm



ODASD (Logistics) under A&S Sustainment



Unclassified



Next Reconciliation Dt/Tm First Name Last Name Phone Number Email

Serialization Officers

Serialization Officer Id First Name Last Name Phone Number Email Established By Established Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

View the Details of a Registry Account

Selecting either or at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.







1. In the Search Results box, select the DoDAAC hyperlink. *The Details page appears.*

Details			Delete
* DoDAAC	SC0010	Reconciliation State	Past-Due
UIC	FE4664	Last	
* Account Description	No Description Found	Last Reconciliation Dt/Tm	11/22/2019 05:30:01
Remarks		* Next Reconciliation Dt/Tm	11/22/2022 05:30:01

- 2. Review the available fields:.
 - The DoDAAC automatically populates and is not editable.
 - The Reconciliation State automatically populates and is not editable.
 - The UIC automatically populates and is not editable.
 - The Last Reconciliation DT/TM automatically populates and is not editable.
 - The Account Description automatically populates and is not editable.
 - The Next Reconciliation DT/TM automatically populates and is not editable.
 - The Remarks automatically populates and is not editable.
 - Select the Assets tab. *The Assets Tab page appears.*

3.

Select the Edit button. The **Update a Registry Account** page appears.

OR

OR

Select the Delete button. The **Delete a Registry Account** page appears.









Stock Nbr	State	Active
Serial Nbr	Status	•
Item Desc	Last Tran To	s Dt
Last Trans Dt From		
		Reset
		Reset Search

- A. In the Search Criteria box, narrow the results by entering one of the following optional fields:.
 - Enter the STOCK NBRIN the field provided. *This is a 15 alphanumeric character field.*
 - Use to select the State.
 - Enter the SERIAL NBRIN the field provided. *This is a 30 alphanumeric character field.*
 - Use do select the Status.
 - Enter the ITEM DESC in the field provided. *This is a 250 alphanumeric character field.*







- Use 💼 to select the LAST TRANS DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use 💼 to select the LAST TRANS DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- B. Select

.

Search

. The results display in the Search Results grid.

A Grid Options													
tock Nbr	1	Serial Nbr	I.	Item Desc	1	DoDAAC	1	Reconciliation Sta_	State Cd	ł.	Status Cd	1	Last Trans Dt/Tm
005000739399		SER080819502		TESTING STILL		SC0010		Reconciled	Active		Active		11/24/2021 04:01:02
005000739399		SER080819503		TESTING STILL		SC0010		Reconciled	Active		Active		11/24/2021 04:01:02
005000739399		SER080819512		TESTING STILL		SC0010		Reconciled	Active		Active		11/24/2021 04:01:02
005000739399		SER080819513		TESTING STILL		SC0010		Reconciled	Active		Active		11/24/2021 04:01:02

- The STOCK NBR automatically populates and is not editable.
- The SERIAL NBR automatically populates and is not editable.
- The ITEM DESC automatically populates and is not editable.
- The DoDAAC automatically populates and is not editable.
- The Reconciliation State automatically populates and is not editable.
- The STATE CD automatically populates and is not editable.
- The STATUS CD automatically populates and is not editable.
- The Last Reconciliation DT/TM automatically populates and is not editable.
- 4. Select the History tab. *The History Tab page appears.*







	Search Results											
	4, Orid Options *											
	Event Dt/Tm +	×.	Event Type	Ē	DoDAAC	1	uic	1	Account Description	Reconciliation State I User ID I History Remarks	L Established By I	Established Dt/Tm
	12/24/2021 00:01:00		Update		SC0010		FE4664		No Description Found	Past-Due	Background User	11/22/2019 05:30:0
	11/23/2021 04:01:00		Update		\$00010		PEabla		No Description Found	In-Progress	Background User	11/22/2019 05:30:0
	12/29/2020 09:39:15		Update		50010		PEaboa		No Description Found	PashQue	Background User	11/22/2019 05:30:0
	11/23/2020 04:01:00		Update		900010		FEADOA		No Description Found	In-Progress	Background User	11/22/2019 05:30:0
	11/22/2019 03:30:11		Add		500010		FE4064		No Description Found	Recordied	Background User	11/22/2019 05:30:0
1.1.1.1	11.022.024.044.04.04.01		Add		500010		FE4664		No Description Found		Background User	11/22/2019 05:30.0

- A. Review the listed fields:.
 - The Event DT/TM automatically populates and is not editable.
 - The Event Type automatically populates and is not editable.
 - The DoDAAC automatically populates and is not editable.
 - The UIC automatically populates and is not editable.
 - The Account Description automatically populates and is not editable.
 - The Reconciliation State automatically populates and is not editable.
 - The USER ID automatically populates and is not editable.
 - The History Remarks automatically populates and is not editable.
 - The Established By automatically populates and is not editable.
 - The Established DT/TM automatically populates and is not editable.
- 5. Select the Serialization Officers tab. *The Serialization Officers Tab page appears.*

Serializ	zation Office	rs					~
Assi	gn + Unat	ısign -					
Seria	alization Officer ID	First Name	Last Name	Phone Number	Email I	Established By	Established Dt/Tm
H (10 💌 items p	er page				No records available







A. Review the listed fields:

- The Serialization Officer ID automatically populates and is not editable.
- The First Name automatically populates and is not editable.
- The Last Name automatically populates and is not editable.
- The Phone Number automatically populates and is not editable.
- The E-MAIL automatically populates and is not editable.
- The Established By automatically populates and is not editable.
- The Established DT/TM automatically populates and is not editable.

B. Select Assign + . The Assign a Serialization Officer slide-out window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Solution

161 — Remarks must be alphanumeric with supported special character(s)
\$, -, /, #, &, comma, period, and space, and max length of 256.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: , -, /, #, &,comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

- Registry Account
- Add a Registry Account
- Update a Registry Account
- Delete a Registry Account
- Assign a Serialization Officer









Delete a Registry Account

Overview

The Registry Account Delete process provides the ability to remove an account that are responsible for small arms and light weapons.

Navigation

Registry MGMT > Account MGMT > Search Criteria > DoDAAC hyperlink > Registry Account Delete slide-out window

Page Fields

The following fields display on the **Registry Account Delete** slide-out window. For more information on each field, select the appropriate hyperlink.

|--|

The table below provides the list of instructions.

Number	Value		

Delete

History Remarks

Procedures

ELMS Navigation Helpful Tips Click the following link to display Registry Navigation Tips.









Delete a Registry Account

Delete

Selecting either or at any point of this procedure removes all revisions and closes the slider. **Bold** numbered steps are required.

- 1. Select the DoDAAC hyperlink. *The Registry Account Details page appears.*
- 2. Select

. The Delete a Registry Account slide-out window appears.

Help		
Are you sure	ou wish to delete th	is account?
History Remarks		
(12) (12)		

- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select . The slide-out window closes, and the account is removed from the Search Results list.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error Solution	









161 — Remarks must be alphanumeric with supported special character(s)
\$, -, /, #, &, comma, period, and space, and max length of 256. Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: , -, /, #, &,comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

- Registry Account
- Add a Registry Account
- Update a Registry Account
- View the Details of a Registry Account
- Assign a Serialization Officer









Registry Account Reconciliation

Overview

The Small Arms / Light Weapons Registry module Registry Account Reconciliation process provides the ability to view the current Reconciliation State and upcoming Reconciliation Dates for all Accounts within the current Agency.

Navigation

Registry MGMT > Account Reconciliation > Account Reconciliation Search Criteria page

Page Fields

The following fields display on the **Account Reconciliation Search Criteria** page. For more information on each field, select the appropriate hyperlink.

|--|

The table below provides the list of instructions.

Search Criteria

DoDAAC Stock Nbr Account Description Serial Nbr Fr Last Reconciliation Dt Fr Next Reconciliation Dt To Last Reconciliation Dt To Next Reconciliation Dt

Search Results

DoDAAC Account Desc







Reconciliation State Last Reconciliation Dt/Tm Next Reconciliation Dt/Tm

Optional

UIC

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for an Account Reconciliation

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 box, narrow the results by entering one of the following optional fields:.

Search Criteria			^
DoDAAC		Stock Nbr	
Account Desc		Serial Nbr	
Fr Last Reconciliation Dt	Ť.	Fr Next Reconciliation Dt	ä
To Last Reconciliation Dt	Ť.	To Next Reconciliation Dt	Ë
			Search Reset

- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the STOCK NBRIN the field provided. *This is a 15 alphanumeric character field*.
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the SERIAL NBRIN the field provided. *This is a 30 alphanumeric character field.*
- Use to select the FR LAST RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.



Help Reference Guide





- Use to select the FR NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use 💼 to select the TO LAST RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use 💼 to select the TO NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- 2. Select Search

Results panel.

Search Results								~
In-Progress	🔍 Grid Optio	ns 🔻						
1 Reconciled	DoDAAC	Account Desc	Reconciliation State	:	Last Reconciliation Dt	Next Reconcilia	ition Dt	:
Past-Due	SC0010	BPG TEST 2	Reconciled		11/12/2020	11/12/2021		
All Reconciliations	K < 1	> > 10	items per page				1 - 1 of 1	1 items
	-							

View the DoDAAC Details

Select the DoDAAC hyperlink. The **Registry Account Details** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.



[.] The results appear in the **Registry Account Reconciliation Search**





- Registry Asset
- Registry Account









Registry Asset History Inquiry

Overview

The Small Arms / Light Weapons Registry module Registry Asset History Inquiry process displays all the assets within a registry.

Navigation

Registry MGMT > Inquiries > Registry Asset History > Registry Asset History page

Page Fields

The following fields display on the **Registry Asset History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

r N

Search Criteria

Agency DoDAAC / UIC Stock Nbr State Serial Nbr Status Doc Nbr Event Type Event Dt From Event Dt To

Search Results Grid

Event Dt/Tm








Stock Nbr Serial Nbr State Status Event Type Reconciliation State History Remarks File Attachment

Optional

Doc Nbr Suffix Original DoDAAC New DoDAAC Original Stock Number New Stock Number Original Serial Number Original Serial Number Original UII New UII Losing Activity Gaining Activity Modified By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

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







earch Criter	ia			
Agency	DLA	•	DoDAAC/UIC	
Stock Nbr			State	T
Serial Nbr			Status	T
Doc Nbr			Event Type	T
Event Dt From		Ë	Event Dt To	ä
				Reset Search

- Use 兰 to select the Agency.
- Enter the DoDAAC or UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the STOCK NBRIN the field provided. *This is a 15 alphanumeric character field*.
- Use 🞽 to select the State.
- Enter the SERIAL NBRIN the field provided. *This is a 30 alphanumeric character field*.
- Use 兰 to select the Status.
- Enter the Doc NBR in the field provided. *This is a 14 alphanumeric character field*.
- Use 兰 to select the Event Type.
- Use [□] to select the Event D⊤ From, or enter the date (MM/DD/YYYY) in the field provided.
- Use [□] to select the Event D⊤ To, or enter the date (MM/DD/YYYY) in the field provided.







View a Registry Asset's Details

Select the SERIAL NBR hyperlink. The **Registry Asset Details** page appears.

View a Registry Asset's History

- 1. Select the SERIAL NBR hyperlink. *The Registry Asset Details page appears.*
- 2. Select the History tab. The **Registry Asset History** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security
have the appropriate secur- ity access.	access. Enter different Search Criteria and try the Search again.





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Related Topics

- Registry Asset
- View the Details of a Registry Asset
- View the History of a Registry Asset
- Registry Account
- Registry Account Reconciliation
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview







Registry Account History Inquiry

Overview

The Small Arms / Light Weapons Registry module Registry Account History Inquiry process displays all the Account history records for all associated agencies in the current Registry.

Navigation

Registry MGMT > Inquiries > Registry Account History > Registry Account History page

Page Fields

The following fields display on the **Registry Account History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er

Search Criteria

Agency
UIC
DoDAAC
Account Description
Established By
Reconciliation State
Event Dt From
Event Dt To
Last Reconciliation Dt From
Last Reconciliation Dt To
Next Reconciliation Dt From
Next Reconciliation Dt To
Event Type









Search Results Grid

Current DoDAAC
Event Dt/Tm
Event Type
DoDAAC
UIC
Account Description
Reconciliation State
User Id
History Remarks
Established By

Optional

Agency Established Dt/Tm Last Reconciliation Dt/Tm Next Reconciliation Dt/Tm First Name Last Name Phone Number Email

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a Registry Account 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. In the Search Criteria panel, narrow the results by entering one of the following optional fields:.









Agency	DLA	•	UIC	
DoDAAC			Account Description	
Established By			Reconciliation State	All
Event Dt From			Event Dt To	
Last Reconciliation Dt From		i	Last Reconciliation Dt To	
Next Reconciliation Dt From			Next Reconciliation Dt To	
Event Type	All	•		

- Use 🞽 to select the Agency.
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the DoDAACin the field provided. *This is a 6 alphanumeric character field*.
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Established By in the field provided. *This is a 25 alphanumeric character field.*
- Use 🞽 to select the Reconciliation State.
- 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.







- Use to select the LAST RECONCILIATION DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use 💼 to select the LAST RECONCILIATION DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the NEXT RECONCILIATION DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use 💼 to select the NEXT RECONCILIATION DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use 🖄 to select the Event Type.
- 2. Select
- . The results display in the Search Results grid.

Search Results								^
🔍 Grid Options 🔻								
Current DoDAAC	Event Dt/Tm + :	Event Type	DoDAAC :	UIC :	Account Description	Reconciliation State : User ID :	History Remarks	Established By
<u>SC0010</u>	11/22/2019 05:30:11	Add	SC0010	FE4664	No Description Found	Reconciled		Background User
<u>SC0010</u>	11/22/2019 05:30:11	Add	SC0010	FE4664	No Description Found			Background User
	▶ 10 ▼ items	per page						1 - 2 of 2 items

View a Registry Account's Details

Select the DoDAAC hyperlink. The **Registry Account Details** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria







search criteria or you do not have the appropriate security access. entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Registry Account
- View the Details of a Registry Account
- Registry Account Reconciliation
- Registry Asset
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview







In-Transit Registry Assets Inquiry

Overview

The Small Arms / Light Weapons Registry module In-Transit Registry Assets Inquiry process displays records of transported weapons and where the weapons are in their journey from one place to another.

Note

For all In-Transit codes and their meanings, please refer to In-Transit States and Statuses. For all Asset codes and their meanings, please refer to Asset States and Statuses.

Navigation

Registry MGMT > Inquiries > In-Transit MGMT > In-Transit Registry Assets page

Page Fields

The following fields display on the **In-Transit Registry Assets** page. For more information on each field, select the appropriate hyperlink.

Instructions The table below provides the list of instructions. Number Value

Search Criteria

Agency In-Transit State Serial Number Stock Number Document Number In-Transit Status Gaining Activity







Losing Activity Last Trans Dt From Last Trans Dt To Follow-Up Dt Receipt Dt Shipped Dt

Search Results Grid

Serial Nbr Stock Nbr Document Nbr Asset Status Asset State In-Transit Status In-Transit State Gaining Activity Losing Activity Shipped Dt Receipt Dt Follow-Up Dt Last Transaction Dt

Optional

Agency Established Dt Established By CONUS / OCONUS

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for In-Transit Registry Assets

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:

Agency	DLA	•	In-Transit State	Open 🔻	
Serial Number			Stock Number		
Document Number			In-Transit Status		
Gaining Activity			Losing Activity		
Last Trans Dt From		Ē	Last Trans Dt To	ä	
Follow-up Dt		Ë.	Receipt Dt	Ë	
Shipped Dt		Ē			

- Use 兰 to select the Agency.
- Use 兰 to select the In-Transit State.
- Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Use 🞽 to select the In-Transit Status.
- Enter the Gaining Activity in the field provided. *This is a 6 alphanumeric character field.*







- Enter the Losing Activity in the field provided. *This is a 6 alphanumeric character field*.
- 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.
- Use to select the Follow-Up DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use 📴 to select the RECEIPT DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Shipped DT, or enter the date (MM/DD/YYYY) in the field provided.
- 2. Select Search . The results display in the Search Results grid.

Search Res	ults																^
Srid Option:	•																
Serial Nbr	Stock Nbr	Document Nbr	Asset Status	Asset State	÷	In-Transit Status	In-Transit State	Gaining Activity	Losing Activity	Shipped Dt	1	Receipt Dt	i.	Follow-up Dt	1	Last Transacti	I
R082810	1005000037493	M9835792401000	History - Receipt Acknowledged	History		Receipt - Pending Shipment	Open	MMR00D	SC4400			08/28/2019		09/29/2020		09/29/2020 00:01:	00
		<															>
H (1	> > 10	 items per page 														1 - 1 of	1 items
-																	

View a Registry Asset's Details

Select the SERIAL NBR hyperlink. The **Registry Asset Details** page appears.

View a Registry Asset's History

- 1. Select the SERIAL NBR hyperlink. *The Registry Asset Details page appears.*
- 2. Select the History tab. *The Registry Asset History page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.







Error

Solution

125 — No record(s) match search criteria or you do not have the appropriate security access. Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Registry Asset
- Registry Account
- View the Details of a Registry Account
- Registry Account Reconciliation
- ELMS Registry Overview
- ELMS Registry Navigation Tips
- ELMS Registry Grid Options Overview







DLMS Transactions

Overview

The Small Arms / Light Weapons Registry module Defense Logistics Management Standards DLMS Transaction page displays all the incoming and outgoing DLMS transactions.

Navigation

Registry > DLMS Transactions > DLMS Transactions page

Page Fields

The following fields display on the **DLMS Transactions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Search Criteria Grid

Direction DIC Trans Set Type Processed Dt/Tm From Document Number Processed Dt/Tm To Stock Number

DLMS Transactions Grid

Direction









Processed Dt/Tm Process Status Doc Nbr Suffix Cd Stock Nbr Set Type Action Cd Small Arms Transaction Code Small Arms Error Code DIC Doc ID Desc Message From Message To

Optional

Supplementary Address Error Message

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

Search for a DLMS Transaction

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 box, narrow the results by entering one of the following optional fields:.







Direction	•	DIC	•
Trans Set Type	•	Processed Dt From	Ē
Document Number		Processed Dt To	ti i
Stock Number			

- Use 兰 to select the Direction.
- Use 兰 to select the DIC.
- Use $\stackrel{\sim}{\longrightarrow}$ to select the Trans Set Type.
- Use to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
- 2. Select Search . The Search Results appear in the panel below.







Help Reference	Guide
----------------	-------

Grid Options	•									
Direction	4	Processed Dt	8	Processed Sta	Doc Nbr i Suffix Cd i	Stock Nbr	Set Type	Action Code	Small Arms Transaction Code : Small Arms Error Code	DIC
Outbound		01/08/2020		PCD - Processed	FB460800085000	1005011182640	140A		R - Receipt	DS
Outbound		01/08/2020		PCD - Processed	FB460800085000	1005011182640	140A	т	S - Shipment	DS
Outbound		01/09/2020		PCD - Processed	FB460800094400	1005009337672	140A		S - Shipment	DS
Outbound		03/04/2020		PCD - Processed	FE182200640001	1005000100240	140A		S - Shipment	DS
Outbound		03/04/2020		PCD - Processed	FE182200640001	1005000100240	140A	т	R - Receipt	DS
Outbound		03/26/2020		PCD - Processed	M6775200865001	1005000032267	140A		S - Shipment	DS
Outbound		03/26/2020		PCD - Processed	M6775200865001	1005000032267	140A	т	R - Receipt	DS
<										

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

• View the ICP DLMS Transaction







View Reports

Overview

The Small Arms / Light Weapons Registry module View Reports page displays all the available scheduled reports available for viewing.

Navigation

Reports Manager > View Reports > View Scheduled Reports page

Page Fields

The following fields display on the **View Scheduled Reports** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Search Criteria Grid

Report Name Report Status Report Format Scheduled Dt Completed Dt Established By

Scheduled Reports

All Report Id Report Name Format Scheduled Dt





Help Reference Guide



Completed Dt Report Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Registry Navigation Tips.

View a Scheduled Report

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

results are displayed. Selecting CReset 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 of the following optional fields:.

Report Name		Scheduled Dt	ä
Report Status	T	Completed Dt	E
Report Format		Established By	

- Use $\stackrel{\checkmark}{_}$ to select the Report Category.
- Use 兰 to select the Report Type.





	se Logis	tics M	anage	ment Sys	stem						H.		
					_				Help	Refer	enc	e G	uide
2. Sched	Sel uled Reports	ect	Sean	to se	o display the	ort / F	-orm. rch res	sults.					
1		Rpt Id 🔻	Is Private	T Rpt Format	T Rpt Name	Rpt Category	File Size	Y Scheduled Dt	Entered Dt \downarrow 🛛 🝸	Completed Dt	Established By	▼ Rpt Status	T Remarks
•		LPMAR04	Yes	Excel	CFO Accounting Detail Report	Accounting	31.9KB	03/30/2022 12:15:00 PM	03/30/2022 12:15:17 PM	03/30/2022 12:15:19 PM	BPGROCE	Complete	
+ 1		LPMAR03	Yes	Excel	CFO Report	Accounting	45KB	03/30/2022 12:13:00 PM	03/30/2022 12:15:00 PM	03/30/2022 12:15:57 PM	BPGROCE	Complete	
	-	LPMAR01	Yes	Excel	OM&S Trial Balance	Accounting	0B	03/30/2022 12:13:00 PM	03/30/2022 12:13:48 PM		BROROCE	Error	DDC Test

View an Existing Report

- 1. Click 🔲 to select the desired Report. *The Report row is highlighted.*
- 2. Select

Print . The report is produced.

3. Follow the prompts provided by the computer. *The report opens outside of ELMS*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics







Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

ELMS > VARIOUS PROCEDURAL STEPS > (desired record) > Attachments > Attachments pop-up window

Page Fields

The following fields display on the **Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number		

Attachments

Attachment Browse Description

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.









Attach a Document to a Record

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

- 1. Click to select the entry. *The record is highlighted, and Attachments becomes available.*
- 2. Select Attachments to add any additional files to the record. *The* **Attachments** *pop-up window appears.*

Attach	nents	
Add Attachments		© H ∧
Attachment Select file Browse	Description	
Clear List	If a description is ac	Ided above it will be applied to all uploaded files.
		Close

- 3. Select files... within the Attachment Browse field. *The Windows Choose File to* **Upload** pop-up window appears.
- 4. Choose the file to attach, and select it.
- 5. Select Open . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.
- 6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field*.





7. Select

. The file uploads and appears in the Attached Files panel.

		•
	0	
	D Puffin.png*	Set Primary
elect files V Done Puffin.png 444.38 KB	Description If a description is a	a puffin picture
		Upload
	ts Plect files ✓ Done Puffin.png 444.38 KB	Puffin.png* lect files ✓ Done Puffin.png 444.38 KB If a description is a

- 8. Repeat Steps 2 6 to attach multiple documents.
- 9. Select ^Q beneath the main attachment.

10. Select Set Primary . The attachment is marked as the main attachment to the record.







Remove an Attachment

- A. Select ^O beneath the desired attachment.
- B. Select ______. The attachment is removed permanently from the record.
- 11. Select **Close**. The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution			
125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.			
 161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space. Special characters like ! or @ are prohibited.			
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.			
1004 — Attachment file size exceeds the maximum of (Size from table) for this file	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.			









type. "Attachment" file size is (size).

353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.

Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Stock Number Overview
- SKO Catalog Overview







Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > Various Procedural Steps > $^{\circ}$ > Assign Assets to Maint Schedule pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

r

Search Criteria Grid

Asset Id Site Id Maint Activity Stock Nbr Item Description Maint Group Id Asset UIC Serial Nbr Equipment Pool Id Cage Cd LIN/TAMCN Secondary Serial Number









Search Results Grid

Select Asset Id Stock Number Serial Number Item Description Asset UIC Maint Group Id Maint Activity Equipment Pool Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

S Reset

default, all results are displayed. Selecting returns all fields to the default "All" setting.

at any point of this procedure



ELMS Helpdesk 1-844-843-3727 🏼





1. Select ^Q. The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

Search (Criteria				^
Asset Id	[]	Asset UIC	A	
Site M	PUND2	•	Serial Nor		
Maint Activity	BROOKS MA	•]	Equipment Pool Id		
Stock Nbr			Cage Cd		
item Description	[UNTAMON		
Maint Group M	[1	Secondary Serial Number	1	(j)

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use * to select the Site Id.
 - Use ^{*} to select the Maint Activity.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric char*acter field.
 - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*
 - Use * to select the Asset UIC.
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*





- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field*.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alpha-numeric character field.*
- 3. Select *Q search* . *Results display in the Search Results Grid*.

+ Opt	ions -								
Select	Asset Id 1	Stock Num_ 1	Serial Num 1	Item Descri_1	Asset UIC 1	Maint Grou i	Maint Activ_1	Equipment 1	Util Measure Co
Select	BROOKSOD	1234567890	9862125	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	-
Select	BROOKSOO	1234567890	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROCKS MA	21	-
Select	BROOKS00_	1234567890	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	ВК	_

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID information appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

	Solution					
No Common Errors have been identified for this page.						







Related Topics

M&U

Schedule Preventive Maintenance — Asset Assignment ٠









Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > Various Procedural Steps > $^{\circ}$ > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

r

Search Criteria Grid

Asset Id Site Id Maint Activity Stock Nbr Item Description Maint Group Id Asset UIC Serial Nbr Equipment Pool Id Cage Cd LIN/TAMCN Secondary Serial Number









Search Results Grid

Available Tab

All

Asset Id Stock Number Serial Number **Item Description** Asset UIC Maint Group Id Maint Activity **Equipment Pool** Util Measure Cd

Selected Tab

Remove Asset Id Stock Number Serial Number Item Description Asset UIC Maint Group Id Maint Activity **Equipment Pool** Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

S Reset default, all results are displayed. Selecting returns all fields to the default "All" setting.

at any point of this procedure

105 Unclassified





Selecting selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select ^Q. The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

Search	Criteria			
Asset Id		Asset UIC	Al	•
Site Id	PUNC-2	Serial Nor		
Maint Activity	BROOKS MA	Equipment Pool Id		
Stock Nbr		Cage Cd		
ttem Description		UN/TAMON	[
Maint Group Id		Secondary Serial Number	1	

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use 📩 to select the Site Id.
 - Use * to select the Maint Activity.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*





- Use 🎽 to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field*.
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field*.
- Enter the Secondary Serial Number in the field provided. *This is a 30 alpha-numeric character field.*
- 3. Select Results display in the Search Results Grid.

ailable	Selected								
P Option	Asset Id i	Stock N i	Serial N i	Item Desi	Asset UIC :	Maint Gr i	Maint Aci	Equipme!	Util Mea
	BROOKS	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	м
• (<)	1 🗸	() н							

4. Click to select the ASSET ID. The ASSET ID is selected and appears.

Select Select Assets . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5.

OR







Select the Selected Tab. *The selected* ASSET ID appears for verification.

- A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*
- Select Select Assets

The Asset Assignment to Maintenance Schedule

pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

Common Errors

6.

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution				
No Common Errors have been identified for this page.					





Search Results Available Selected > Options -Item Des...! Remove Asset Id E Stock Nu... Serial N., 1 Asset UIC I Maint Gr ... i Maint Ac...i Equipme_____: Util Mea... i BROOKS BROOKS BROOKS. 1234567_ 8899566 SUPER BROOKS 21 BA Remove MA ASSETS BROOKS BROOKS 79451361 1234567... SUPER BROOKS RK. BROOKS RA. Remove MA ASSETS ~ C Cancel Select Assets




Related Topics

M&U

• Schedule Preventive Maintenance — Asset Assignment









Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > ASSET ID Browse pop-up window

Page Fields

The following fields display on the **Asset ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Search Criteria Grid

Asset Id Dispatched * Equip Pool Dispatched Cd Dispatch Unavl Cd **Dispatch Ctgry** Sub Ctgry Item Desc Stock Nbr Serial Nbr Secondary Serial Number









Search Results Grid

Select Asset Id Item Desc Utilization Dispatch Ctgry Sub Ctgry Dispatch Cd Dispatch Unavl Cd Equip Pool Stock Nbr Serial Nbr Secondary Serial Number Actual Issue Dt/Tm Est Return Dt/Tm Lst Util Rptd Dt Tot FY Util Qty Nbr of Passengers Nbr of Bags

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

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.

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



111 Unclassified





1. Select ^Q. The **Asset ID Browse** pop-up window appears.

9-999 B. 55-60 B M		
Asset Id		Sub Ctgry Select an Item 🗸
*Dispatched	Yes 🗸	Item Desc
Equip Pool	Select an Item	Stock Nbr
Dispatch Cd	Select an Item	Serial Nbr
Dispatch Unavl Cd	Select an Item	Secondary Serial Number
Dispatch Ctgry	Select an Item 🗸	Search Reset
		>

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use to select the Dispatched.
 - Use 💙 to select the Equip Pool.
 - Use to select the Dispatched Cd.
 - Use 💙 to select the Dispatch Unavl Cd.
 - Use to select the Dispatch Ctgry.
 - Use **v** to select the Sub Ctgry.
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*







- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alpha-numeric character field.*
- 3. Select search. Results display in the ASSET ID Results Grid below.

Select	Asset Id	<u>Item</u> Desc	<u>Utilization</u>	<u>Dispatch</u> <u>Ctgry</u>	<u>Sub</u> <u>Ctgry</u>	<u>Dispatch</u> <u>Cd</u>	<u>Dispatch</u> <u>Unavl</u> <u>Cd</u>	<u>Equip</u> Pool	Stock Nbr	<u>Serial</u> Nbr	<u>Secondary</u> <u>Serial</u> <u>Number</u>	Actual Issue Dt/Tm	<u>Est Return</u> <u>Dt/Tm</u>	<u>Lst Util</u> <u>Rptd Dt</u>	<u>Tot</u> FY Util Qty	<u>Nbr of</u> Passengers	<u>Nbr</u> of Bags
<u>Select</u>	101240090351	PICKUP TRUCK	12000	0012 - 0012	0012 - NEW ONE	A - Ad- Hoc	6 - N/A	68 - SAT 12	12481632640006	DM0003		06/01/2018 12:00 PM	06/30/2018 05:00 PM	3/18/2022 12:00:00 AM	0	2	2
•																	Þ
																c	ancel

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: DISPATCHED.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics









Browse for an Attribute Template

Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

Navigation

ELMS Property Accountability Module > V_{ARIOUS} PROCEDURAL STEPS > \bigcirc > Attribute Template Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

nber

Attribute Template Search Criteria Grid

ACC Attribute Template Name Attribute Template Desc

Attribute Template Results Grid

Select Detail Attribute Template Name

Detail Grid

Attribute Template Name



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Attribute Template Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

Selecting

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

- 1. Select \mathbf{Q} . The **Attribute Template Browse** pop-up window appears.
- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

ttribute	e Template		close or Esc
ACC	0-Other Mil Equip	Attribute Template Desc	
Attribute Temp Name	plate		
		B	eset Search
Cancel			

- Verify the ACC.
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*





3. Select

. The results appear in the **Attribute Template Search Results** grid.

Attribute Te	emplate		close or Esc K
ACC	0-Other Mil Equip	Attribute Template Desc	
Attribute Template Name			
			Reset Search
Select	Detail	Attribute Template Name	
Select	Detail	2557882222 - aac 0	
Select	Detail	Computer	
Select	Detail	Generator	
Select	Detail	jordan template	
Cancel			

4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*







Attribute 7	Template		close or Esc K
ACC	0-Other Mil Equip	Attribute Template Desc	
Attribute Template Name)		
			Reset
Details			
Attribute Name		Attribute Desc	
wmj1118		test	
Select	Detail	Attribute Template Name	
<u>Select</u>	<u>Detail</u>	2557882222 - aac 0	
Select	Detail	Computer	
Select	Detail	Generator	
Select	Detail	jordan template	
Cancel			

5. Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template appears in the previous screen.*







Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

PA

• Stock Number Mass Change Search Criteria





Browse for an Authorization

Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* > \square > Authorization Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

nber

Authorization Search Criteria

Authorization Type Authorization Id Platform Stock Number UTC Authorization Status

Authorization Results Grid

Select Authorization Id Authorization Desc



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Platform

Procedures

ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for an Authorization

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.







Select 1.

. The Authorization Browse pop-up window appears.

e cui on on	iteria			/
Authorization Type	Select an Authorization Type	Authorization Id	Select an Authorization Id	·
Platform	Select a Platform	Stock Number	Select a Stock Number	٠
	Coloria UTC	Authorization	Not Applied	
итс	Select a UTC	Status	D Reset Q Sea	irch
UTC Search Re Select	sults Authorization Id †	Authorization Desc	Platform	irch
UTC Search Re Select Select	Select a UIC Sults Authorization Id	Status Authorization Desc ABC123	Platform	irch
UTC Search Re Select Select Select	Select a UIC Select a UIC Authorization Id I234 JDLR01	Status Authorization Desc ABC123 Auth Stuff	Platform CRK Platform	I

- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Use ^{*} to select the Authorization Type.
 - Use ^{*} to select the Authorization Id.







- Use * to select the Platform.
- Use * to select the Stock Number.
- Use * to select the UTC.
- Use ^{*} to select the Authorization Status.
- 3. Select **Q** search . The results appear in the **Authorization Search Results** grid.
- 4. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details



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Browse for a Contract Number

Overview

The Contract Number Browse process allows searching for stored contract numbers in the ELMS catalog.

Navigation

ELMS Modules > VARIOUS PROCEDURAL STEPS > < > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

mber Value

Search By Grid

Contract Use Cd CAGE Cd Contract Nbr

Search Results Grid

Select Contract Nbr Contractor Name









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Contract Number

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.

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

1. Select \bigcirc . The **Contract Browse** pop-up window appears.

Contract					close or Esc k
Search By					
Contract Use Cd	Select an Item	~	Contract Nbr		
CAGE Cd	Select an Item	~		Search	Reset
					Cancel

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Use 🔛 to select the Contract Use Cd.
 - Use 🚺 to select the CAGE Cd.
 - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
- 3. Select search. The results display in the Contract Search Results Grid below.







4. Click the Select hyperlink next to the desired contract. *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

• Wrnty/Svc/Subscription - Terms/Cond







Browse for a Deferred Task/Parts

Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

Navigation

Maintenance > VARIOUS PROCEDURAL STEPS > < > Deferred Task/Parts pop-up window

Page Fields

The following fields display on the **Deferred Task/Parts** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid







Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for Deferred Task/Parts

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.

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

1. Select ^Q. The **Deferred Task/Parts Browse** pop-up window appears.

Deferred Task/Parts	×
Cancel	✓ Take Selected

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

- Use 💙 to select the Authorization Type.
- Use 🚺 to select the Authorization Id.
- Use to select the Platform.
- Use 🞽 to select the Stock Number.
- Use to select the UTC.
- Use 🚺 to select the Authorization Status.







5. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

• Work Order

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details







Browse for a Dispatch ID

Overview

The Dispatch ID Browse pop-up window allows searching for dispatching assets in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Dispatch ID Browse pop-up window

Page Fields

The following fields display on the **DISPATCH ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

mber Value

Search By Grid

Dispatch Id Dispatch Sts Cd Dispatcher Dispatched To Equip Pool

Search Results Grid

Select Dispatch Id Dispatch Sts Cd Dispatcher Dispatched To Dispatch Cd









Equip Pool Asset Id Serial Nbr Secondary Serial Number UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Dispatch ID

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.

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

1. Select ^Q. *The* **Dispatch ID Browse** pop-up window appears.

ispatchId				close or Esc
Search By				
Dispatch Id		Dispatched To	Select an Item	~
Dispatch Sts Cd	Select an Item 🗸	Equip Pool	Select an Item	•
Dispatcher	Select an Item 🗸			
				Search Reset
				Cancel

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*



Help Reference Guide



3.

Help Reference Guide

•	Use 💙	to select the Dispatch Sts Cd.
•	Use 💙	to select the Dispatcher.
•	Use 💙	to select the Dispatched To.
•	Use 💙	to select the Equip Pool.
Sele	ct	. The Search Results display in the Dispatch ID Grid below.

Jispa	tchid								clo	ose or Esc
Searc	h By									
Dispat	ch Id	UP2019121900	001		Disp	atched To	Select an Item	1	~	
Dispat	ch Sts Cd	Select an Item		~	Equi	p Pool	Select an Item	10	~	
Dispat	cher	Select an Item		~						
									Search	Reset
Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	Secondary Serial Number	UII
<u>Select</u>	UP2019121900001	RQ - Requested		DJB - BRITT, DARRYL	A - Ad- Hoc	UP - UTOPIA PLANETIA	NCC17010018	NCC1764		
									Can	cel

4. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Solution	







125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re— enter the search criteria.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

• Dispatch







Browse for an Equipment Category Code (ECC)

Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

Navigation

ELMS eCatalog > VARIOUS PROCEDURAL STEPS > 2 > ECC Browse pop-up window

Page Fields

The following fields display on the **ECC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number Value

ECC Search Criteria

Equipment Class Cd

ECC Results Grid

Equip Control Cd Equip Control Desc Equip Control Detailed Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.









Browse for an ECC

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 Se

CC Browse			×
Search Criteria			
Equipment Class Cd			
E - Small Arms			
			D Reset Q Searc
Search Results			
Grid Options V			
Equip Control Cd	T Equip Control Desc	Equip Control Detailed Desc	T
EA	Armament Subsystems	Armament Subsystems	
ЕВ	Rifles	Rifles	
EC	Machine Guns	Machine Guns	
ED	Grenade Launchers	Grenade Launchers	
EE	Submachine Guns	Submachine Guns	
EF	Automatic Guns	Automatic Guns	
EG	Rocket Launchers: Group EG	Rocket Launchers: Group EG	
Eu	Carbines	Carbines	
	Guns, Other	Guns, Other	
	Guns, Other Handguns	Guns, Other Handguns	
с EI EI EI EI EI	Guns, Other Handguns Shotguns	Guns, Other Handguns Shotguns	

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Use to select the Equipment Class Cd.
- 3. Select **Q** search . The results appear in the **ECC Search Results** grid.
- 4. Click \Box to select the Equip Control Cd. *This highlights the desired row.*
- 5. Select Select . The desired Equipment Control Code appears in the ECC field in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.







	- 11	0.1	

Solution

125 — No record(s) match search criteria or you do not have the appropriate security access. Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

• Add a Stock Number











Browse for the External Manufacturer Part Number

Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > External Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **External Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

In	stru	cti	ons
			•

The table below provides the list of instructions.

ber

Search Criteria Grid

Interface System CAGE Cd Mfr Part Nbr Stock Nbr Mfr Name Mfr Model Nbr

Search Results Grid

Stock Nbr Item Desc Mfr Part Nbr



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Mfr Model Nbr CAGE Cd

Mfr Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an External Manufacturer Part Number

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.

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

1. Select . The **External Manufacturer Part Number Browse** pop-up window appears.

Search Criteria			
Interface System	AESIP V	Stock Nbr	All
CAGE Cd	All	Mfr Name	All
Mfr Part Nbr	All	Mfr Model Nbr	All

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Use * to select the Interface System.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field*.
 - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field*.



Help Reference Guide



- 4. Click to select the External Manufacturer Part Number. *This highlights the desired row.*
- 5. Click Take Selected . The desired External Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

M&U

Manufacturer Part Nbr











Browse for the Internal Manufacturer Part Number

Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

Navigation

Catalog > V_{ARIOUS} PROCEDURAL STEPS > \bigcirc > Internal Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Internal Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Search Criteria Grid

CAGE Cd Manufacturer Part Nbr Stock Nbr Manufacturer Name Model Nbr

Search Results Grid

All Stock Nbr Manufacturer Part Nbr Manufacturer Name Model Nbr











CAGE Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Internal Manufacturer Part Number

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.

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

1. Select . The **Internal Manufacturer Part Number Browse** pop-up window appears.

Internal Manufacturer Part Number Browse				×
Search Criteria				^
CAGE Code All	Stock Nbr	All		
Manufacturer Part Number	Manufacturer Name	All]	
	Model Number	All]	
			S Reset Q Search	h

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
 - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
 - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field*.







Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.









Related Topics

PA

• Pending Catalog Transaction









Browse for Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Internal Stock Number Browse pop-up window

Page Fields

The following fields display on the **Internal Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Search Criteria Grid

Stock Item Type Stock Nbr LIN/TAMCN Item Desc Reportable Commodity Type

Search Results Grid

Stock Number Stock Item Cd Item Desc Mgmt Cd LIN/TAMCN









FSC CIIC Type Asset Cd Shelf Life Cd Security Commodity Type Reportable Commodity Type Prev Stock Nbr IT Device Cd Accounting Req Cd NIIN Status Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Internal Stock Number

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.

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

1. Use to browse for the Stock Number entry. *The Internal Stock Number Browse pop-up window displays.*






ocuren onter	ria			
Stock Item Type	A-NSN 👻	Item Desc	All]
Stock Nbr	All	Reportable Commodity Type	All]
LIN/TAMCN	All		B Reset	arch
			J neses Q de	arcm
Search Resu	Its			
Search Resul	ts r criteria and click Search			

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field*.
 - Use ^{*} to select the Reportable Commodity Type.
- 3. Select

^Q search . The results appear in the **Stock Number Results** grid.







4. Click to select the Internal STOCK NBR.

5. Select Take Selected . The **Internal Stock Number Browse** pop-up window closes and the selected STOCK NBR appears in the previous screen in the STOCK NBR field.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

|--|

Manufacturer Part Nbr

PA

Manufacturer Part Nbr







Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Job Order Number Browse pop-up window

Page Fields

The following fields display on the Job Order Number Browse pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Search By Grid

Job Order Nbr ID Job Order Nbr Desc Reimbursable Effective Dt End Dt

Search Results Grid

Select Job Order Nbr ID Job Order Nbr Desc Effective Dt End Dt



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Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Job Order Number

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.

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

1. Select ^Q. *The Job Order Number Browse pop-up window appears*.

JobOrderNumb	perBrowse		close or Esc Ke
Search By			
Job Order Nbr ID		Effective Dt	
Job Order Nbr Desc		End Dt	
Reimbursable			Search Reset
			Cancel

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
 - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alpha-numeric character field.*
 - The Reimbursable automatically populates and is not editable.
 - Use In the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Use I to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.







3. Select search . The Search Results display in the Job Order Number Grid below.

earch By					
lob Order Nbr ID			Effective Dt		
lob Order Nbr Desc			End Dt		
Reimbursable					Search
Select	Job Order Nbr ID	Job Order Nbr Desc		Effective Dt	End Dt
Select	DDL12345679012	DDL123456789012		1/1/2022	12/31/2023

4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up win- dow closes and the selected Job Order Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

M&U	

• Dispatch







Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the ELMS catalog.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > \bigcirc > LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

· Va

Search Criteria Grid

LIN/TAMCN LIN/TAMCN Desc Size Category Status

Search Results Grid

LIN/TAMCN LIN/TAMCN Desc Size Category Status

Optional

Catalog Name Code



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Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

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

D Reset results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

O Cancel Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.







1. Select . The **LIN/TAMCN** Browse pop-up window appears.

LIN/TAMCN	All	Size Category	All	
LIN/TAMCN Desc	All	Status	ACTIVE	•
			D Deart	O Coursh
earch Decu	Ite		J Reset	Search
Grid Options	lts ▼		J Reset	C Search
Grid Options	Its LIN/TAMCN T	LIN/TAMCN DESC T Size C	Category T Status	s T

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*
 - Use * to select the Size Category.
 - Use 📩 to select the Status.

Select Q Search

. The results display in the Search Results Grid below.



3.







	LIN/TAMCN	Ŧ	LIN/TAMCN DESC T Size	e Category	T	Status	
	A21959		AGITATOR PAINT SHAKER TYPE 1/3 HP AC 115V 60C SGLE PH			ACTIVE	
Selected 0/50 🖂	1 2 3 4	>)	► 50 ▼ items per page				1 - 50 of 154 ite

- 4. Click to select the LIN/TAMCN. *This highlights the desired row.*
- 5. Click Select . The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

Stock Number









Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Maintenance Schedule Browse popup window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Search Criteria Grid

Maint Schedule Id Maint Schedule Name Maint Schedule Desc Work Plan Name Maintenance Activity Occurrence Central Maint Sched

Search Results Grid

Select Maint Sched Id Maint Sched Name



ODASD (Logistics) under A&S Sustainment 154 Unclassified

ELMS Helpdesk



Maint Sched Desc Maint Activity Occurrence Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting returns all fields to the default "All" setting.

•	- R.	0.20	
-			
 			_

at any point of this procedure

Help Reference Guide

1. Select ^Q. The **Maintenance Schedule Browse** pop-up window appears.

Search Criteria			^
Maint Schedule Id	Maintenance Activity	BROOKS MA	•
Maint Schedule Name	Occurrence	Both	•
Maint Schedule Desc	Central Maint Sched	Both	•
Work Plan Name			

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields: .
 - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*









- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric character field.*
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use ^{*} to select the Maintenance Activity.
- Use ^{*} to select the Occurrence.
- Use ^{*} to select the Central Maint Sched.
- 3. Select <u>Q search</u>. *Results display in the Search Results Grid.*

Search	Criteria	a				
Maint Schedule I			j)	Maintenance Activity	BROOKS MA	•
Maint Schedule N	gfa RegTer	# 2022		Occurrence	Both	
Maint Schedule D	lesc			Central Maint Sched	Both	
					5	Resat O Securit
Search	Result	S			٣	Reset Q Search
Search	Result	S			٣	Reset Q Search
Search	Result	S Maint Sched Name	i Maint Sched Desc	1 Maint Activity	Occurrence	Reset Q Search







4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. *The pop-up* window closes and the selected MAINT SCHEDULE ID information appears in the pre-vious screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been	identified for this page.

Related Topics

M&U

• Schedule Preventive Maintenance - Asset Assignment







Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Maintenance Schedule Browse popup window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

D I			

Search Criteria Grid

Maint Schedule Id Maint Schedule Name Maint Schedule Desc Work Plan Name Maintenance Activity Occurrence Central Maint Sched

Search Results Grid

Available Tab

Select







Maint Sched Id Maint Sched Name Maint Sched Desc Maint Activity Occurrence Recurring Method

Selected Tab

Remove Maint Sched Id Maint Sched Name Maint Sched Desc Maint Activity Occurrence Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting returns all fields to the default "All" setting. S Reset

at any point of this procedure







1. Select ^Q. The **Maintenance Schedule Browse** pop-up window appears.

Search Criteria			5
Maint Schedule Id	Maintenance Activity	BROOKS MA	•
Maint Schedule Name	Occurrence	Both	
Maint Schedule Desc	Central Maint Sched	Both	2.
Work Plan Name			

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
 - Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric character field.*
 - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
 - Use 👗 to select the Maintenance Activity.
 - Use * to select the Occurrence.
 - Use 📩 to select the Central Maint Sched.
- 3. Select *Q search* . *Results display in the Search Results Grid*.







Searc	h Resul	ts					^
Available	Selected						
✤ Options	•						
	Maint Sched Id 1	Maint Sched Na i	Maint Sched Desci	Maint Activity	Occurrence	:	Recurring Method:
	AnotherforTest2_	Hugh Hunton Test 2	Hugh Hunton Test 2	BROOKS MA	Recurring		Every X Days
н (<)	1 •)) н					
8 Cancel						~	Select Schedules

4. Click to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected* and appears.

Select Schedule . The Asset Assignment to Maintenance Schedule pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5.

OR

Select the Selected Tab. The selected MAINT SCHEDULE ID appears for verification.







ailable	Selected						
✤ Option	ns 👻						
Remove	Maint Sched Id 🛛 :	Maint Sched Na !	Maint Sched Desc:	Maint Activity	Occurrence	:	Recurring Method
Remove	AnotherforTest2	BTRegress-22.2.2- 64061	Regression test 64061	BROOKS MA	One Time		-
Remove	AnotherforTest2_	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring		Every X Days
• 🔇	1 • >) H					
• 🔇	1 •) M					

Heln Peference

- A. Select the Remove hyperlink. *The MAINT SCHEDULE ID is removed from the Selected Search Results grid.*
- 6. Select Schedules. The Maintenance Schedule Browse pop-up window closes and the selected MAINT SCHEDULE ID appears in the previous screen in the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution	
No Common Errors have	been identified for this pag	e.









Related Topics

M&U

Schedule Preventive Maintenance — Asset Assignment ٠









Browse for a Manufacturer Part Number

Overview

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

nber

Search Criteria Grid

Manufacturer Name Manufacturer Model Number Manufacturer Part Number

Search Results Grid

Manufacturer Name Manufacturer Model Number Manufacturer Part Number CAGE Code FAST Reportable









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Manufacturer Part Number

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.

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

1. Use to browse for the Manufacturer Part Number. *The* **Manufacturer Part Number Browse** pop-up window displays.

~
Manufacturer Part Number
C Reset Q Search
~









- Enter the Manufacturer Model Number in the field provided. *This is a 48 alpha-numeric character field.*
- Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*
- 3. Select

Q Search

•. The results appear in the search results grid.

ns T				
Manufacturer Na	ne: Manufacturer Model Number :	Manufacturer Part Number :	CAGE Code :	FAST Reportabl
UNASSIGNED	·	<u>45</u>	22	No

- 4. Click to select the Manufacturer Part Number.
- 5. Select Take Selected . The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number field.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria







search criteria or you do not have the appropriate security access.

entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

Maintenance Asset Master









Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > VARIOUS PROCEDURAL STEPS >	Add Attachment	> Maintenance Attach-
ment Add page		

Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

mber Value

Upload Grid

Contract Nbr File Path * Desc * Primary











Temporary Attachments Grid

- Remove Desc Size Type
- (*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Attachment

Selecting	Cancel	at any point of this procedure removes all revisions and closes the page
Bold num	bered	steps are required.

- Add Attachment
- 1. S

Jpload File			
Contract Nbr	TESTTT44HELP2	*D	
File Path	Choose File No file chosen	*Jesc	
		Primary	
emporary Attachr	nents		
			Cancel

- Α. ulates and is not editable. I NE CONTRACT INBR automatically
- Select Choose File in the File Path field. The Windows Choose File to Upload pop-up В. window appears.
- C. Choose the file to attach, and select it.







Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the grid.*

2. Select Attach . The Attachment appears in the previous page under the Attachment(s) field.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: FILE	Missing Entry. Enter the appropriate information



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Ратн.			
13 — Mandatory Entry: Desc.	in the desired field.		
 161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space. Special characters like ! or @ are prohibited.		
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.		
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.		
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.		

Related Topics

M&U

- Add a Contract
- Update a Contract



171 Unclassified







- View the Contract Attachment
- Delete a Contract









Browse for an Operator/Technician

Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Operator/Technician Browse popup window

Page Fields

The following fields display on the **Operator/Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er

Search By Grid

Opr/Tech Cd Team Id

Search Results Grid

Select Opr/Tech Cd Opr/Tech Id Last Name First Name Schedule Start Time End Time









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Operator/Technician

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.

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

1. Select ^Q. *The* **Operator/Technician Browse** pop-up window appears.

	Browse				close or Esc
Search By					
Opr/Tech Cd	Select an Item	~	Team Id	Select an Item	~
					Search
					Cancel



The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.





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3. Select search . The Search Results display in the Operator/Technician Grid below.

close					Browse		
						п Ву	Search
ct an Item 🗸	Select an Item		Team Id	~	O - Operator	h Cd	Opr/Tecl
Search							
Start Time End Time	Start Time	Schedule	First Name	Last Name	Opr/Tech Id	Opr/Tech Cd	Select
			DARRYL	BRITT	DJB	O - Operator	<u>Select</u>
			BRENDA	KATELUZOS	ABC123	0 - Operator	<u>Select</u>
			ABIGAIL	KEYS	AKEYS	O - Operator	<u>Select</u>
			SCOTT	MILEWSKI	MILESCOT	0 - Operator	<u>Select</u>
			USER2	OPERATOR2	OPERATOR2	0 - Operator	Select

4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.











Related Topics

M&U

• Dispatch









Browse for an SRD

Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > SRD Browse pop-up window

Page Fields

The following fields display on the SRD Browse pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Search Criteria Grid

SRD MICAP **Equipment Designator** Nomenclature

Search Results Grid

All SRD MICAP Equipment Designator Nomenclature









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an SRD

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.

Selecting st any point of this procedure removes all revisions and closes the page.







1. Use to browse for the SRD. *The SRD Browse pop-up window displays.*

SRD Brow	se	×
Search Crit	eria	^
SRD		Equipment Designator
MICAP	Yes No	Nomenclature
	Both	
		Reset Q Search
Search Res	ults	^
SRD	: MICAP	Equipment Designator Nomenclature
•		No Data
K (•	
8 Cancel		✓ Take Selected

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the SRD in the field provided. *This is a 3 alphanumeric character field*.
 - Click to select the MICAP. This determines the MICAP status that will appear in the search results grid. The default is Both.







- Enter the Equipment Designator in the field provided. *This is an alphanumeric character field.*
- Enter the Nomenclature in the field provided. *This is an alphanumeric character field.*
- 3. Select

. The results appear in the **SRD Results** grid.

🖋 Options 🔹						
SRD	:	MICAP	:	Equipment Designator	Nomenclature	:
G14		No		CETS	CETS FOR F100, F111, F101 & TF34 4920015295801KV	
	• 6					

4. Click to select the SRD.

Q Search

5. Select Take Selected . The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD field.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.





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Related Topics

M&U

Requisition









Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Search By Grid

Stock Nbr Item Desc FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select Stock Nbr Item Desc FSC ECC Owning DoDAAC









Ctlg Nm Cd LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a STOCK NBR

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.

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

1. Select ^Q. The **STOCK NBR Browse** pop-up window appears.

StockN	lbr			close or Esc Ke
Search Search E Search By	Criteria By Stock Nbr Item Desc FSC	Select an Item	Additional Search Crite	ria
				Search Reset

2. Select \bigcirc next to the desired Search By Criteria. *Depending upon what* \bigcirc *is chosen:*







Help Reference Guide



- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use 💙 to select the FSC.
- 3. Enter any desired additional search criteria.
 - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
- 4. Select search Results display in the STOCK NBR Grid below.

tockN	br						close or Es
Search Search B	Criteria v				Additional Sea	arch Criteria	
Search By	 Stock Nbr Item Desc FSC 	WMJ52013B	igh 30MM 🗸		LIN/TAMCN		
							Search Reset
elect	Stock Nb	ŗ	Item Desc	FSC	ECC	Owning DODAAC	Ctig Nm Cd
<u>elect</u>	WMJ520	13B	TEST	1005	ZS		NAVY
							Cancel

5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.







13 — Mandatory Entry: <i>Sтоск Nbr</i> .				
13 — Mandatory Entry: <i>Iтем</i> Desc.	Missing Entry. Enter the appropriate information in the desired field.			
13 — Mandatory Entry: FSC.				
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.			
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re- enter the search criteria.			

Related Topics

M&U

• Dispatch Rate







Browse for a Stock Number — Utilization

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

mber

Search By Grid

Stock Nbr Item Desc FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select Stock Nbr Item Desc FSC LIN/TAMCN ECC









Util Measure Cd Util Measure Desc Util Meter

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Stock NBR

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.

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

1. Select ^Q. The **STOCK NBR Browse** pop-up window appears.

Search By Additional Search Criteria						criteria	Search
Stock Nbr Search By Item Desc LIN/TAMCN		ch Criteria	Additional Searc			у	Search By
			LIN/TAMCN			Stock Nbr Item Desc	Search By
Select an Item				~	Select an Item	O FSC	

2. Select $^{\bigcirc}$ next to the desired Search By Criteria. *Depending upon what* $^{\bigcirc}$ *is chosen:*





Help Reference Guide



Note

Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use 💙 to select the FSC.
- 3. Enter any desired additional search criteria.
 - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
- 4. Select Search . The Search Results display in the STOCK NBR Grid below.

tockN	br							close or
Search	Criteria							
Search B	у			Additional	Search	Criteria		
	O Stock Nbr							
Search By	Item Desc	vehicle		LIN/TAMCN				
	O FSC	Select an Item 🗸				<u> </u>		
							Search	Reset
elect	Stock Nbr	Item Desc	FSC	LIN/TAMCN	ECC	Util Measure Cd	Util Measure Desc	Util Meter
<u>elect</u>	234001X510267	VEHICLE UTILITY 4X2 GASOLINE	2340			м	Miles	Yes
<u>Select</u>	234001X510267	VEHICLE UTILITY 4X2 GASOLINE	2340			Μ	Miles	Ye

5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution		
13— Mandatory Entry: <i>Sтоск Nвr</i> .			
13 — Mandatory Entry: <i>Iтем</i> Desc.	Missing Entry. Enter the appropriate information in the desired field.		
13 — Mandatory Entry: FSC.			
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.		
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re- enter the search criteria.		

Related Topics

M&U

• Wrnty/Svc/Subscription — Asset Assoc







Browse for Stock Number – FSM

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* > Stock Number Browse pop-up window

Page Fields

The following fields display on the **Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Stock Number Search Criteria

Stock Number LIN/TAMCN Item Desc FSC

Stock Number Results Grid

Stock Number Item Description









Procedures

ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a Stock Number

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. Use to browse for the Stock Number entry. *The Stock Number Browse pop-up win- dow displays.*







Search	n Criteria			
Stock Nu	mber	LIN/TAMCN		
Item Des	c	FSC	1005 - Guns, through	30MM 🔻
			් Reset	Q Search
Searcl	n Results			
	Stock Number †	Item Descript	ion	1
Select	1005000032251	RIFLE,CALI	3ER .22	
Select	1005000038646	LINK,CAM		
Select	1005000100240	RIFLE,CALI	3ER .30	
Select	1005000739399	TESTING ST	TILL	
Select	1005007265217	SHIM, TRUN	NION BLOCK	
Select	1005009193921	HOUSING A	SSEMBLY GU	
Select	1005011182640	PISTOL,9 M	ILLIMETER, SEMI-AUTO	MATIC
Select	1005013197111	BARREL,AU	TOMATIC GUN	
	1005PDS192	MDFP		
Select				



ELMS Helpdesk



- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Use 兰 to select the FSC.
- 3. Select
- Q search . The results appear in the **Stock Number Results** grid.
- 4. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes* and the selected STOCK NBR appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

M&U

• Work Plan Detail - Parts

FSM

- Authorization Details
- Review Authorizations







Browse for a Technician

Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Technician Browse pop-up window

Page Fields

The following fields display on the **Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Search By Grid

Stock Nbr Serial Nbr Asset Id Work Plan

Saved Information Grid

All Select Last Name First Name Assets Certs Missing



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Work Plan Certs Missing

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Technician

Cancel Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1.

Select . The **Technician Browse** pop-up window appears.

earch	n By					
Stock NI	br	12481632640006	Serial Nbr	DM0003 Asset Id	101240090351 Work Plan	MONTHLYCHECK
<u>.II</u>	Select	Last Name	First Name	Asset Certs Missing	Work Plan Certs Missing	
→	Select	BROOKS	DAVE	2		
•	<u>Select</u>	HARKLESS	BRIAN	1	÷	
÷	Select	HEIDBREDER	с	0	-	
•	Select	KATELUZOS	BRENDA	2	-	
÷	Select	OPERATOR	USER	2	-	
÷	Select	SAYED	АКО	0	-	
÷	Select	SAYED	АКО	2	-	

- 2. Verify the STOCK NBR.
- 3. Verify the SERIAL NBR.







- 4. Verify the ASSET ID.
- 5. Verify the Work Plan.
- 6. *Verify the Saved Information Grid of the desired Technician.*
 - A. Verify the Last Name.
 - B. Verify the First Name.
 - C. Verify the ASSET CERTS Missing.
 - D. Verify the WORK PLAN CERTS Missing.
- 7. Choose the Select hyperlink of the desired Technician. *The Technician Browse pop-up window closes and the selected name appears in the Primary Tech field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

- Add Criteria to a Work Order
- Update a Work Order



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Browse for the Type Designation

Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

Note

The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > ^{**Q**} > Type Designation Browse pop-up window

Page Fields

The following fields display on the **Type Designation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions The table below provides the list of instructions. Number Value

Search Criteria Grid

Type Designator Acq Program Type Dsg Group

Search Results Grid

Type Dsg





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Type Dsg Group Acq Program Yrs Svc Life Fdcry Deprn Method Util Measure Util Svc Life

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Type Designation

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.







Select ^{Select} . The **Type Designation Browse** pop-up window appears.

	lid		
Type Designator	All	Type Dsg Group	•
Acq Program	All		
			C Reset Q Search
Coursh Deau	lto		10
Grid Options	•		
Grid Options	▼ ▼ ▼ Type Ds ▼ Acq Pro ▼	Yrs Svc 🍸 Fdcry De 🍸	Util Mea ▼ Util Svc ▼

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
 - Use * to select the Acq Program.
 - Use * to select the Type Dsg Group.
- 3. Select

1.

. The results appear in the **Type Designation Search Results** grid.



Q Search



Enterprise Logistics Mar	MS nagement System					
		_	H	lelp Refe	erence	Guide
Search Res	sults					^
🔍 Grid Option	ns ▼					
Type Dsg	Type Dsg Group	Acq Program	▼ Yrs Svc Life	Fdcry Deprn Method T	Util Measure 🛛 🔻	Util Svc Life 🛛 🔻
wmjtesttd2 test TD	2 - 6001 - AIR DEFENSE SYSTEMS	ABRAMS - ABRAMS	4	AB	Н	6000
Selected 0/1		tems per page				1 - 1 of 1 items
					Cancel	✓ Select

- 4. Click to select the Type Designation. *This highlights the desired row.*
- 5. Click Select . The desired Type Designation appears in the TYPE DSG field in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already estab- lished. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
65 — No record(s) match	Invalid Entry. Results for the search criteria





Related Topics

M&U

• Stock Number











Browse for a Unit Identification Code (UIC)

Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* > \square > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

UIC Search Criteria

Site Id DoDAAC Org Id UIC Major Command Code

UIC Results Grid

Select UIC Organization Id









Procedures

ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a UIC

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 **UIC Browse** pop-up window appears.

search Criteria				/
Site Id		DoDAAC		
Org Id		UIC		
Major Command Code				
Search Results	100 1		Granitation Id	~
Search Results	UIC 1	ſ	Organization Id	1
Search Results Select Select	UIC + FE1822 FE6022	T	Organization Id	1
Select Select Select Select	UIC + FE1822 FE6022 N00002	ſ	Organization Id 0183MA/70001	1
Select Select Select Select Select	UIC * FE1822 FE6022 N00002 N00019	I	Organization Id 0183MA/70001	1
Select Select Select Select Select Select Select	UIC * FE1822 FE6022 N00002 NG0019 RE0154	T	Organization Id 0183MAI/70001 0911ALF70000	1

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









- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field*.
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field*.
- Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field*.
- Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*
- 3. Select

Q Search . The results appear in the **UIC Search Results** grid.

4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

FSM

- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization



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Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

Navigation

ELMS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* > \square > UIC RP Installation Code Browse pop-up window

Page Fields

The following fields display on the **UIC RP Installation Code Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions	
--------------	--

The table below provides the list of instructions.

- V

UIC RP Installation Code Search Criteria Grid

Component Code Installation Code Installation Name

UIC RP Installation Code Search Results Grid

Select Installation Code Component Code Installation Name



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Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Installation Code

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

	S Reset
results are displayed. Selecting 🕻	at any point of this procedure returns all fields to the
default "All" setting.	

1. Select . The **UIC RP Installation Code Browse** pop-up window appears.

UIC RP Installat	ion Code Browse		×
Component Code	Use % for wildcard searches e.g. Abc%	Installation Code	Use % for wildcard searches e.g. Abc%
Installation Name	Use % for wildcard searches e.g. Abc%		
	Reset	Search	
Please enter search crite	ria.		
			Close

- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
 - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
 - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
- 3. Select Search . The results appear in the **Search Results** grid.









UIC RP Installati	on Code Browse			×
Component Code	Use % for wildcard searches e.g. Ab	c% Installation Code	Use % for wildcard searches e.g. Abc%	
Installation Name	Use % for wildcard searches e.g. Ab	c%		
		Reset Search		
Select	Installation Code	ComponentCode	Installation Name	
Select	CNBC	AFACT	BROOKS CITY AFB, SA	
			Cla	ose

4. Choose the Select hyperlink next to the desired Installation Code. *The pop-up window closes and the selected code appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Solution
Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try





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Related Topics

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC







1-844-843-37

Browse for a Warehouse Stock Number

Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

Navigation

ELMS M&U Module > *VARIOUS PROCEDURAL STEPS* > ^Q > Warehouse STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **WAREHOUSE STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

	Number	Value			
Se	arch By Grid				
	Stock Nbr Item Desc FSC				
A	dditional Search	Criteria Grid			
	LIN/TAMCN				
Sea	arch Results (Grid			
	Select Stock Nbr Item Desc FSC				
OF ANYLE	ODASD (Logi	stics)	210	ELMS Helpdesk	4





LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Warehouse Stock Number

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.

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

1. Select ^Q. The WAREHOUSE STOCK NBR Browse pop-up window appears.

WarehouseStockNbrBrowse	close or Esc Key
Search By	^ ^
Stock Nbr	Additional Search Criteria
O Item Desc	LIN/TAMCN
O FSC Select an Item 🗸	
	Search Reset
	Cancel

2. Select \bigcirc next to the desired Search By Criteria. *Depending upon what* \bigcirc *is chosen:*





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- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use ***** to select the FSC.
- 3. Enter any desired additional search criteria.
 - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
- 4. Select search . The Search Results display in the Warehouse STOCK NBR Grid below.

Search	Ву				
O Stock	Nbr		Additional Search Criter	ia	
● Item [Desc pen		LIN/TAMCN		
0 500	Select on Item				
O FSC	Select an Item	~			Search
O FSC (Select an Item	▼ Item Desc		FSC	Search Reset
FSC	Select an Item Stock Nbr 8440002210852	ttem Desc suspenders, TROUS	ERS, OD	FSC 8440	Search Reset

- 5. Select \Box next to the desired Stock NBR.
- 6. Select . The pop-up window closes and the selected STOCK NBR appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



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Error	Solution	
13— Mandatory Entry: <i>Sтоск Nbr</i> .		
13 — Mandatory Entry: <i>Iтем</i> Desc.	Missing Entry. Enter the appropriate informatio	
13 — Mandatory Entry: FSC.	in the desired field.	
13 — Mandatory Entry: <i>LIN/TAMCN</i> .		
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.	
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re- enter the search criteria.	

Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association









Browse for a Work Order

Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > VARIOUS PROCEDURAL STEPS > < > Work Order Browse pop-up window

Page Fields

The following fields display on the **Work Order Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Work Order — Search By Grid

Work Order Id Status Cd Priority Cd Estbd Dt From Estbd Dt To Asset Id Stock Nbr Serial Nbr Secondary Serial Number UII Doc Nbr









Search Results Grid

Select Work Order Id Estbd Dt Work Order Desc Work Order Status Work Order State Priority Cd Asset Id Serial Nbr Secondary Serial Number UII Item Desc Doc Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Work Order

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.



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1. Select ^Q. *The* **Work Order** pop-up window appears.

WorkOrder		close or Esc Ke
Search By		A
Work Order Id		Stock Nbr
Status Cd	Select an Item	Serial Nbr
Priority Cd	Select an Item	Secondary Serial Number
Estbd Dt From		UII
Estbd Dt To		Doc Nbr
Asset Id		
		Search Reset
		Cancel

Note

The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.








VorkOrderId			close or Esc 1
Search By			
Work Order Id		Stock Nbr	
Status Cd	Select an Item	Serial Nbr	
Priority Cd	Select an Item	Secondary Serial Number	
Estbd Dt From		UII	
Estbd Dt To		Doc Nbr	
Asset Id]	
			Search
			Cancel





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UsingWorkO	rderId	close or l	Esc
Search By			
Work Order Id		Stock Nbr	
Status Cd	Select an Item	Serial Nbr	
Priority Cd	Select an Item	Secondary Serial Number	
Estbd Dt From		UII	
Estbd Dt To		Doc Nbr	
Asset Id			
		Search	2 10 21 21
		Cancel	

- 2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:.
 - Enter the WORK ORDER ID. This is a 20 alphanumeric character field.
 - Use To select the Status Cd.
 - Use to select the Priority Cd.
 - Use to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
 - Use to select the ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.
 - Enter the ASSET ID. This is a 12 alphanumeric character field.
 - Enter the STOCK NBR. This is a 15 alphanumeric character field.
 - Enter the SERIAL NBR. *This is a 30 alphanumeric character field*.
 - Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*





- Enter the UII. *This is a 50 alphanumeric character field*.
- Enter the Doc NBR. *This is a 14 alphanumeric character field*.
- 3. Select search . The results appear in the **Work Plan Search Results** grid.

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
<u>Select</u>	2019091800004	9/18/2019		0-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
<u>Select</u>	2019091800005	9/18/2019		0-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	
											Cano	cel

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
XXX — Esтво Dт From Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.





XXX — ESTBD DT TO Date cannot be < Current Date.	Invalid Date Entry. The Current Date cannot occur after the ESTBD DT To Date. Re—enter the date.
408 — ASSET ID cannot con- tain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like \$, ! or @ are prohibited.
82 — Sтоск NBR must be alphanumeric with valid spe- cial character(s) \$, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol- lowing permitted special characters: $, -, /, #$, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
682 - Invalid UII format. Pos 1 - 50 must be alpha- numeric with Pos 1 - 6	Invalid Entry. The UII must be at least 6 alpha- numeric characters, and no more than 50 char- acters. Re-enter the UII.



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mandatory.	
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re— enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re— enter the search criteria.
94 — Select a record(s) to continue.	Missing Entry. continue was clicked without any records selected. Click to select a record, then select continue.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selec- ted, then proceed.

Related Topics

M&U

- Add Criteria to a Work Order
- Update a Work Order







Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

ELMS Modules > VARIOUS PROCEDURAL STEPS > < > Work Plan Browse pop-up window

Page Fields

The following fields display on the Work Plan Browse pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Search Criteria Grid

Plan Id Plan Type Cd Plan Name Plan Selection

Search Results Grid

Select Plan Id Plan Type Cd Plan Name Plan Description Activity Name











Public

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan

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.

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

1. Select ^Q. The **Work Plan Browse** pop-up window appears.

	Brw		close or Esc Ke
Plan Id		Plan Name	
Plan Type Cd	All	Plan Selection	My Activity Plans
			Search
			Cancel
Note			

This process is also used for Using Work Plan ID Browse.

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the PLAN ID This is a 50 alphanumeric character field.
 - Use to select the Plan Type Cd.







		Brw						close or Esc
Plan Id		abctest2			Plan Name	(
Plan Type Cd		All	~		Plan Selection		My Activity Plans	~
								Search
Select	<u>Plan Id</u>	<u>Plan Type Cd</u>		<u>Plan I</u>	Name	Plan Desc	Activity Name	Public
Select	ABCTEST2	ANTE - Analy	ze/Test	TEST		A TEST 7	BROOKS MA	No
								Cancel

4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.











Related Topics

M&U

• Work Plan









Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

ELMS Modules > VARIOUS PROCEDURAL STEPS > + Add > Select Work Plans pop-up window

Page Fields

The following fields display on the **Select Work Plans** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Search Criteria Grid

Plan Id Plan Type Cd Plan Name Maintenance Activity Central Work Plan Plan Selection

Search Results Grid

All Plan Id Plan Type







Plan Name Plan Description Maint Activity Public Central Work Plan

Procedures

ELMS Navigation Helpful Tips

default "All" setting.

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan Identifier

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

Help Reference Guide









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









- Enter the PLAN ID. This is a 50 alphanumeric character field.
- Enter the Plan Name. *This is a 50 alphanumeric character field*.
- Use * to select the Central Work Plan.
- Use * to select the Plan Type Cd.
- Use * to select the Maintenance Activity.
- Use * to select the Plan Selection.
- 3. Select Search . The results appear in the **Work PLAN ID Search Results** grid under the Available tab.

Search	n Criter	la					
Plan Id	ABCTEST2			Plan Type Cd	All Plan T	lypes	•
Plan Name				Maintenance Activity	BROOKS	BROOKS MA	
Central Work Pl	lan Be	oth	•	Plan Selection	My Activi	ty Plans	
Search	h Resul	ts				و) Reset Q Search
Search	h Resul	ts				C	Reset Q Search
Searcl	h Resul	ts Plan Type	Plan Name	Plan Description N	laint Activity	Public	Preset Q Search
Searcl	h Resul elected Plan Id * ABCTEST2	Plan Type ANTE - Analyze/Test	Plan Name TEST	Plan Description M A TEST 7 B	faint Activity ROOKS MA	Public	Reset Q Search Central Work Plan Yes

4. Click to select the PLAN ID.







.

OR

Select the Selected tab to view and remove the checked Work Plan Identifiers.

vailable Selec	sted						
Remove	Plan Id †	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
Remove	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes
Remove	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC	BROOKS MA	No	No
Remove	BROOKSPLAN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSPLAN1	BROOKS MA	Yes	No
۹ 🔇 ۱	> > 10 • it-	ems per page					1 - 3 of 3 item
😮 Cancel							ි ලී Save

- A. Select the Remove hyperlink. *The selected Work Plan Identifier is removed from the grid.*
- B. Select Save . The pop-up window closes and the selected PLAN ID appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try





Related Topics

M&U

• Schedule Preventive Maintenance









Accessibility

The pages on the Enterprise Logistics Management System (ELMS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.







Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (I).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.







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Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.







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