



Search for an Authorization — Criteria

Overview

The Property Accountability module Authorization process provides the ability to maintain authorizations created in DPAS. Authorizations are maintained at the Unit Identification Code (UIC) / Stock Number level.

Navigation

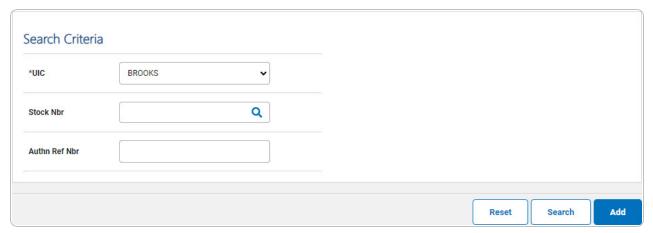
Asset Management > Authorization > Authorization Search Criteria page

Procedures

Search 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.

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



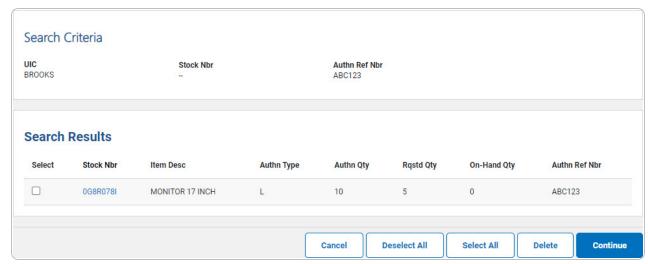
- **A.** Use to select the UIC.
- B. Enter the STOCK NBR, or use \(\frac{Q}{2} \) to browse for the number. This is a 15 alphanumeric character field.

1





- C. Enter the AUTHN REF NBR in the field provided. This is a 15 alphanumeric character field.
- 2. Select search for an Authorization Results page appears.







Add an Authorization

Navigation

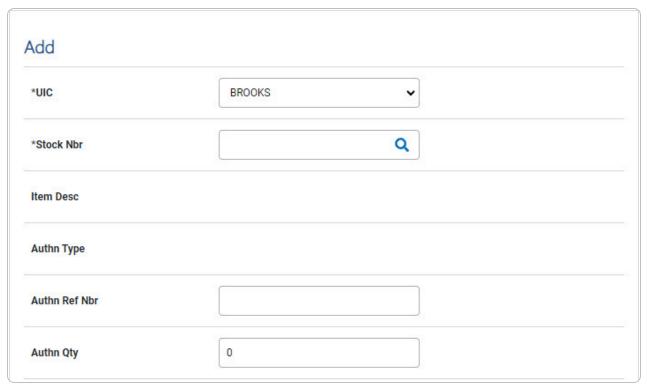
Asset Management > Authorization > Search Criteria > Add an Authorization page

Procedures

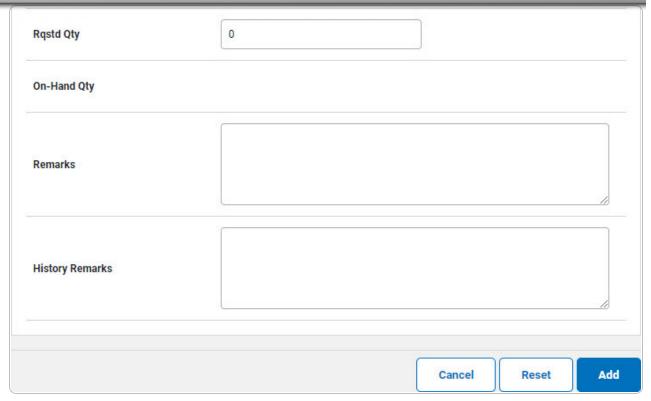
Add an Authorization

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

1. Select . The **Add an Authorization** page appears.







- **2.** Use to select the UIC.
- **3.** Enter the STOCK NBR, or use \(\frac{Q}{2} \) to browse for the number. This is a 15 alphanumeric character field.
- 4. Select Add . The **Authorization Transaction Status** page appears.





Select Authorization Rows

Navigation

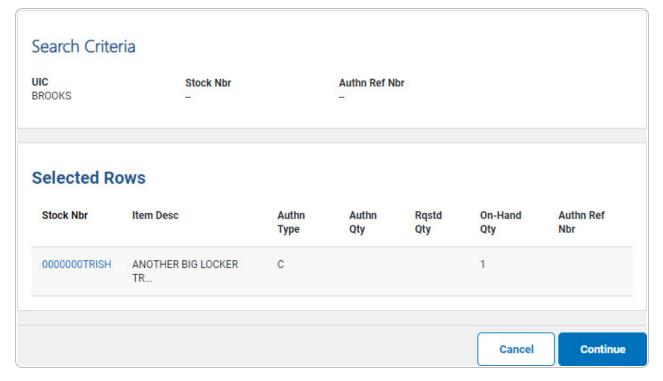
Asset Management > Authorization > Search Criteria > Search Results > (desired record) > Authorization Selected Rows page

Procedures

View Authorization Record(s) Selected

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

- 1. Click \square to select the desired record.
- 2. Select Continue . The **Authorization Selected Rows** page appears.





3. Select the Stock Number hyperlink. *The Authorizations Details* page appears. **OR**

Select . The **Update an Authorization** page appears.





Update an Authorization

Navigation

Asset Management > Authorization > Search Criteria > Search Results >

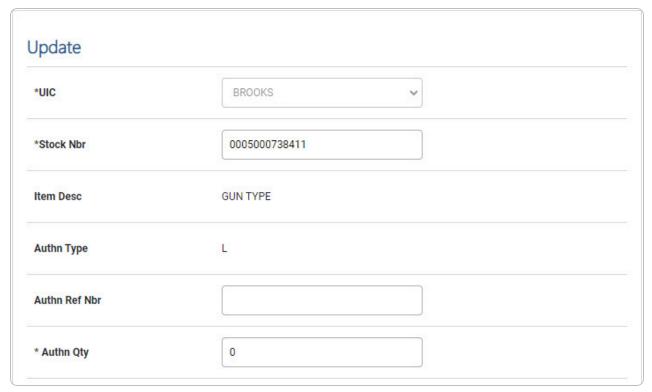
(desired record) > Selected Rows > Continue > Update an Authorization page

Procedures

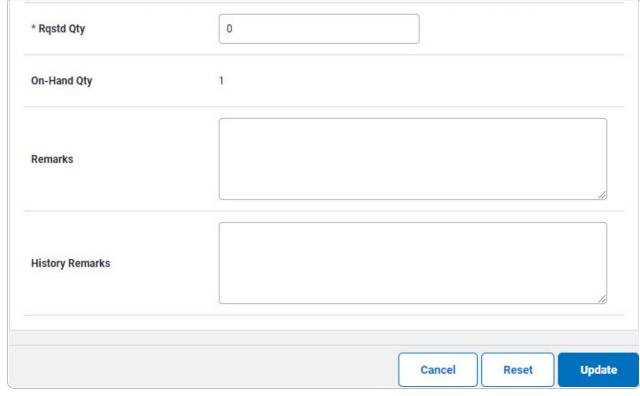
Update an Authorization

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

1. Select Continue . The **Update an Authorization** page appears.







- **2.** Update the UIC, using $\stackrel{\checkmark}{}$ to select the desired code.
- **3.** Update the STOCK NBR, using \bigcirc to browse for the revised number. This is a 15 alphanumeric character field.
- **4.** Update the AUTHN QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*
- **5.** Update the RQSTD QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*
- 6. Select . The **Authorization Transaction Status** page appears.





Delete an Authorization

Navigation

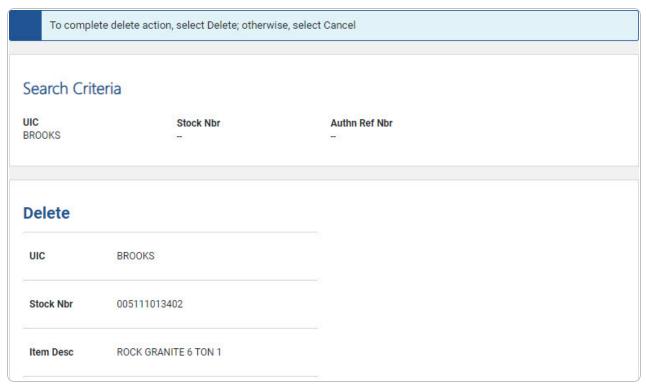
Asset Management > Authorization > Search Criteria > Search Results > (desired record) > Delete an Authorization page

Procedures

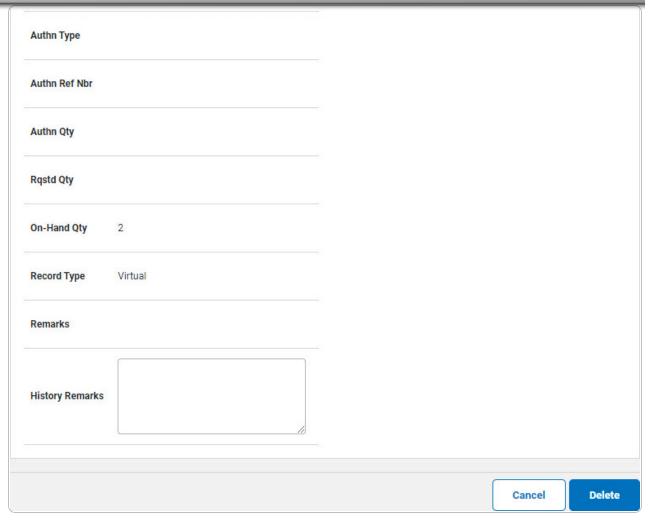
Delete an Authorization

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

1. Select _____. The **Delete an Authorization** page appears.







- **2.** Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- 3. Select Delete . The Authorization Transaction Status page appears.







View the Authorization Details

Navigation

Asset Management	> Authoriz	ation > Search Criteria >	Search	> Search Results > \Box
(desired record) >	Continue	> Selected Rows > STOC	k N BR	hyperlink > Authorization

Procedures

View the Details

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

1. Select the desired Stock NBR hyperlink. *The View the Authorization Details* page appears.





UIC	BROOKS	
Stock Nbr	0005000739411	
Item Desc	TEST RIFLE	
Authn Type	L	
Authn Ref Nbr		
Authn Qty		
Rqstd Qty		
On-Hand Qty	25	
Record Type	Virtual	
Remarks		

