



Search For a Custodian — Criteria

Overview

The Property Accountability module Custodian process provides the ability to manage individuals assigned as being responsible for property assets for a specific area. The Custodian Search Criteria page begins the process and provides means to search for existing Custodian Number records and create new records.

When creating a new Custodian Number record, be sure to adhere to the following rules:

- Use up to 6 alphanumeric characters for a MAJ CUSTODIAN NBR.
- Use up to 6 alphanumeric characters for a SUB CUSTODIAN NBR.
- Do not use with a space or special character.
- At least one character must be used.
- If LIN/TAMCN authorizations are available for the UIC, users have the option to assign/unassign Paragraph Numbers to the Custodian.
- A MAJ CUSTODIAN NBR must be created before a SUB CUSTODIAN NBR.
- When adding a MAJ CUSTODIAN NBR, select the Transfer Authority to grant the Custodian the authority to transfer items.

Navigation

Asset Management > Custodian > Search Criteria

Procedures

Search for an Existing Custodian

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.





Help Reference Guide

Search Criteria

Maj Custodian Nbr

Sub Custodian Nbr

2. Click . The **Custodian Search Results** page appears.





Add a Custodian

Navigation

Asset Management > Custodian > Search Criteria > > Custodian Add page

Procedures

Add a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR

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





1. Select Add. The **Custodian Add** page appears.

Basic

Maj Custodian Nbr

Sub Custodian Nbr

***Custodian Name**

Address 1

Address 2

City

***State** ▼

***Zip Cd**

***Country Cd** ▼

Phone Nbr

DSN

FAX Nbr

E-Mail Address








Help Reference Guide

Office Id	<input type="text"/>
Office Name	<input type="text"/>
Order Dt	<input type="text"/>
Loc	<input type="text"/>
Sub Loc	<input type="text"/>
Transfer Authority	<input type="checkbox"/>
Alt Custodian Name	<input type="text"/>
Alt Phone Nbr	<input type="text"/>
Alt Order Dt	<input type="text"/>
Remarks	<input type="text"/>
History Remarks	<input type="text"/>





Help Reference Guide

2. Enter the Custodian Name in the field provided. *This is a 50 alphanumeric character field.*
3. Use  to select the State.
4. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
5. Use  to select the COUNTRY CD. *The default is set at "US-UNITED STATES OF AMERICA".*
6. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*
7. Select . The **Custodian Transaction Status** page appears.





Update a Custodian

Navigation

Asset Management > Custodian > Search Criteria > > Search Results page > Update hyperlink > Custodian Update page

Procedures

Update a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR

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





Help Reference Guide

1. Select the Update hyperlink. *The **Custodian Update** page appears.*

Basic	
Custodian Nbr	<input type="text" value="BPG123"/>
*Custodian Name	<input type="text" value="PIDGE GROCE"/>
Address 1	<input type="text" value="4530 LENA AVE"/>
Address 2	<input type="text"/>
City	<input type="text" value="MECHANICSBURG"/>
*State	<input type="text" value="PA-Pennsylvania"/> ▼
*Zip Cd	<input type="text" value="17055"/>
*Country Cd	<input type="text" value="US-UNITED STATES OF AMERICA"/> ▼
Phone Nbr	<input type="text" value="(717) 555-1212"/>
DSN	<input type="text" value="555-1212"/>
FAX Nbr	<input type="text"/>
E-Mail Address	<input type="text"/>








Help Reference Guide

Office Id	<input type="text"/>
Office Name	<input type="text"/>
Order Dt	<input type="text" value="9/18/2023"/>
Loc	<input type="text" value="BPG123"/>
Sub Loc	<input type="text"/>
Transfer Authority	<input checked="" type="checkbox"/>
Alt Custodian Name	<input type="text"/>
Alt Phone Nbr	<input type="text"/>
Alt Order Dt	<input type="text"/>
Remarks	<input type="text" value="BPG TEST"/>
History Remarks	<input type="text"/>





Help Reference Guide

2. Update the Custodian Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
3. Update the State, using  to select the desired place.
4. Update the ZIP Cd, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*
5. Update the Country Cd, using  to select the desired place.
6. Verify the Transfer Authority contains the appropriate or . *This grants authority to the Custodian.*
7. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*
8. Select . The **Custodian Transaction Status** page appears.





Add a Custodian Paragraph Number

Navigation

Asset Management > Custodian > Search Criteria > > Add Custodian page > PARA NBR tab > Paragraph Number page

Procedures

Add a Paragraph Number(s) to a Custodian

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

1. Select the PARA NBR tab. The **Custodian Paragraph Number** page appears.

Basic
Para Nbr

Maj Custodian Nbr

Sub Custodian Nbr

Para Nbr

Save




Cancel

Add





Help Reference Guide

2. Enter the PARA NBR, or use  to browse and select the desired number. *This is a 4 alpha-numeric character field.*
3. Select  to save the PARA NBR to the record. *The saved PARA NBR appears below.*
4. Repeat Steps 2 and 3 to add more PARA NBR entries to the CUSTODIAN NBR record.
5. Select . *The **Custodian Transaction Status** page appears.*





Update a Custodian Paragraph Number

Navigation

Asset Management > Custodian > Search Criteria > > Search Results page > Update hyperlink > Custodian Update page > PARA NBR tab

Procedures

Update a Paragraph Number(s) for a Custodian

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



1. Select the PARA NBR tab. *The **Custodian Paragraph Number** page appears.*

Basic
Para Nbr

Maj Custodian Nbr

Sub Custodian Nbr

Para Nbr


	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST

2. Enter the PARA NBR, or use to browse and select the desired number. *This is a 4 alphanumeric character field.*
3. Select to save the PARA NBR to the record. *The saved PARA NBR appears below.*

Basic **Para Nbr**

Maj Custodian Nbr

Sub Custodian Nbr

Para Nbr 

Save

	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST
Remove	123B	BPG TEST

Cancel **Update**

- Repeat Steps 2 and 3 to add more PARA NBR entries to the CUSTODIAN NBR record.
- Select **Update**. The **Custodian Transaction Status** page appears.



Delete a Custodian Paragraph Number

Navigation

Asset Management > Custodian > Search Criteria > > Search Results page > Update hyperlink > Custodian Update page > PARA NBR tab

Procedures

Delete a Paragraph Number(s) from a Custodian

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



1. Select the PARA NBR tab. *The **Custodian Paragraph Number** page appears.*

Basic
Para Nbr

Maj Custodian Nbr

Sub Custodian Nbr

Para Nbr


	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST
Remove	123B	BPG TEST

2. Select the Remove hyperlink. *The **PARA NBR** is removed from the Custodian.*

Basic **Para Nbr**

Maj Custodian Nbr

Sub Custodian Nbr

Para Nbr 

Save

	Para Nbr	Para Nbr Desc
Remove	123A	BPG TEST

Cancel **Update**

- Repeat Step 2 to remove more PARA NBR entries.
- Select **Update**. The **Custodian Transaction Status** page appears.



Delete a Custodian

Navigation

Asset Management > Custodian > Search Criteria > > Search Results > Delete hyperlink > Custodian Delete page

Procedures

Delete a Custodian Record

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





Help Reference Guide

Country Cd UNITED STATES OF AMERICA

Phone Nbr (717) 555-1212

DSN 555-1212

FAX Nbr

E-Mail Address

Office Id

Office Name

Order Dt 9/18/2023

Loc BPG123

Sub Loc





Help Reference Guide

Transfer Authority	<input checked="" type="checkbox"/>
<hr/>	
Alt Custodian Name	<hr/>
Alt Phone Nbr	<hr/>
Alt Order Dt	<hr/>
Remarks	BPG TEST
<hr/>	
History Remarks	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
<hr/>	
<input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

2. Verify the Custodian Name.
3. Verify the State.
4. Verify the ZIP Cd.
5. Verify the Country Cd.
6. Select . The **Custodian Transaction Status** page appears.

