



## 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

### Procedure

#### 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.

#### Search Criteria


DoDAAC	<input type="text"/>	Account Description	<input type="text"/>
UIC	<input type="text"/>		




2. Select . The results appear in the **Registry Account Search Results** panel.

**Search Results**  ^

---

 Grid Options ▾

DoDAAC	UIC	Account Description
SC0010	FE4664	No Description Found
SEP928		No Description Found
TEST01	TESTX2	No Description Found
2YTA7D	KD0106	BETHESDA POLICE DEPT
SYD184		DLA DISPOSITION SERVICES SASP


10 ▾ items per page
1 - 5 of 5 items





## Add a Registry Account

### Navigation

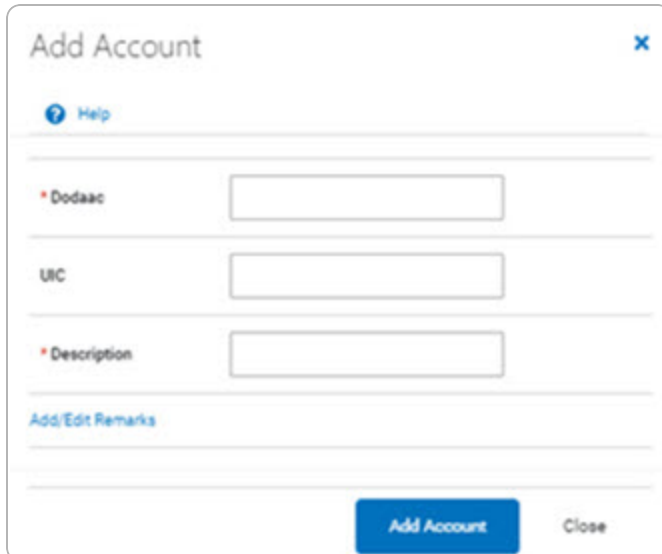
Registry MGMT > Account MGMT >  > Add Registry Account slide-out window


### Procedures

#### 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 . The **Add Account** slide-out window appears.



2. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
3. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
4. Select . The **Add Account** slide-out window closes, and the **Registry Account** page displays the new information.





## Update a Registry Account

### Navigation

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

[Edit](#)

> Registry Account Details Update page

### Procedure



#### Update a Registry Account

[Close](#)

Selecting [Close](#) at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.



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

- A. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
  - B. Update the Account Description, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
  - C. Update the Next Reconciliation DT/TM, using  or entering the revised date (MM/DD/YYYY) in the field provided.
2. Select . The fields close, and the revised information appears in the Details page.





## Delete a Registry Account


### Navigation

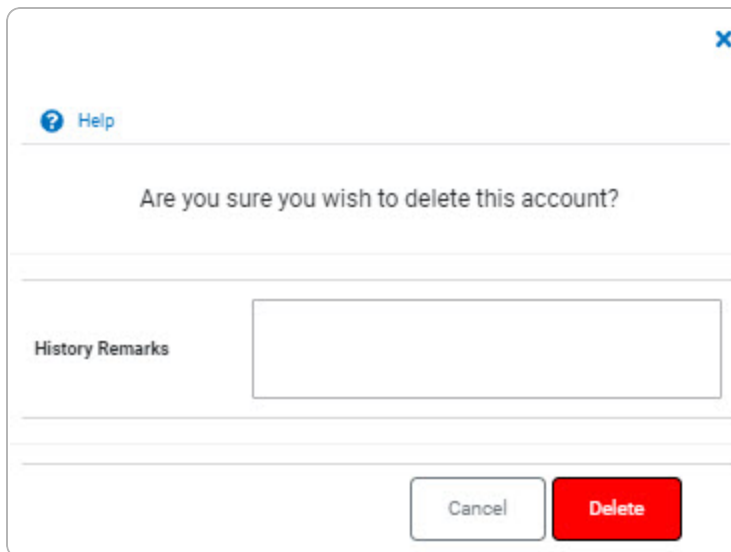
Registry MGMT > Account MGMT > Search Criteria > DoDAAC hyperlink >  > Registry Account Delete slide-out window


### Procedure

#### Delete 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 the DoDAAC hyperlink. *The Registry Account Details page appears.*
2. Select . *The Delete a Registry Account slide-out window appears.*




3. Select . *The slide-out window closes, and the account is removed from the Search Results list.*







## Assign a Registry Account Serialization Officer

### Navigation

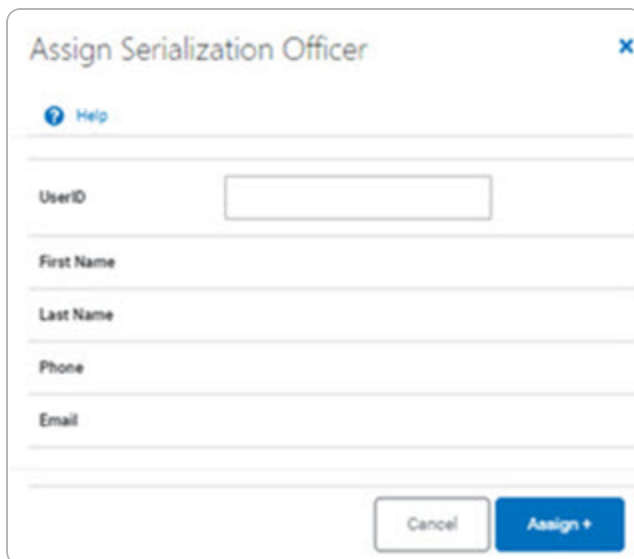
Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details > Serialization Officers tab >  > Assign Serialization Officer slide-out window


### Procedures

#### 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 . The **Assign Serialization Officer** slide-out window appears.



2. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*
3. Select . The **Assign Serialization Officer** slide-out window closes, and the **Serialization Officers tab** page displays the new information.



## View the Details of a Registry Account

### Navigation

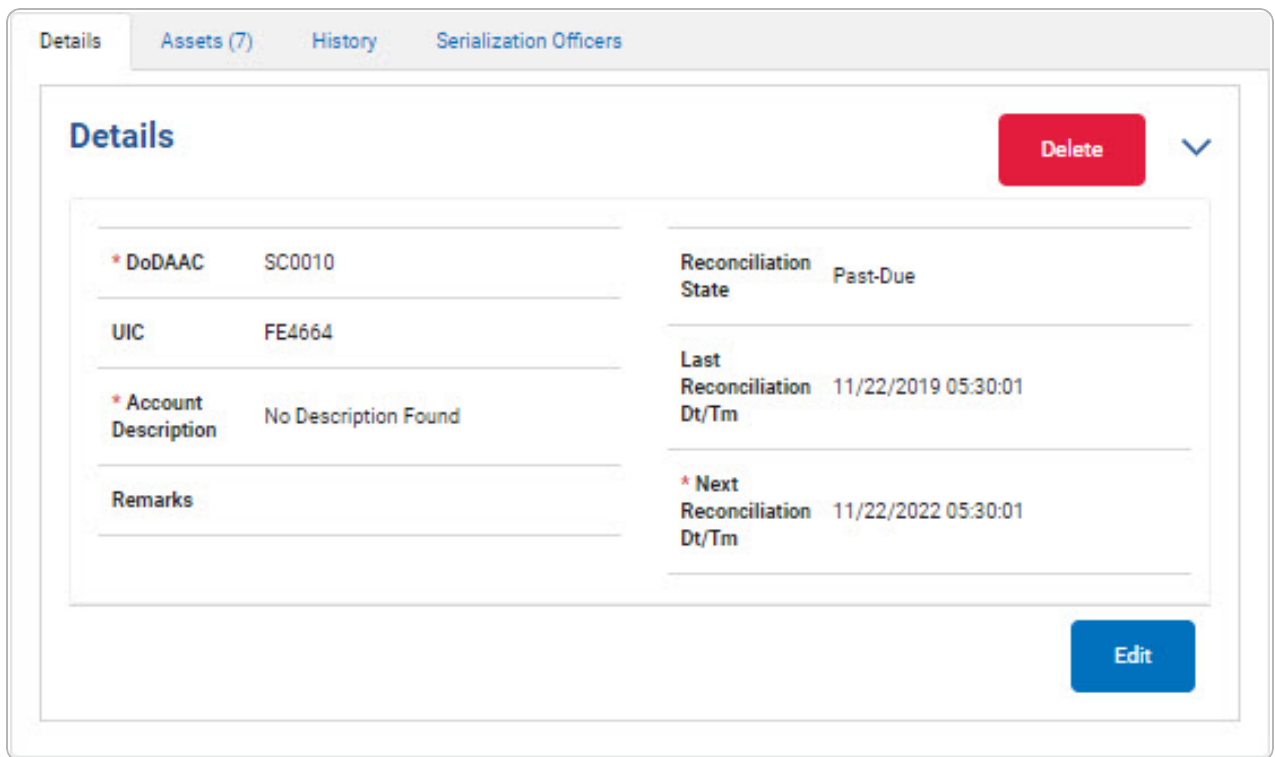
Registry MGMT > Account MGMT > DoDAAC hyperlink > Registry Account Details page

### Procedure

#### 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.*



2. Select the Assets tab. *The Assets Tab page appears.*

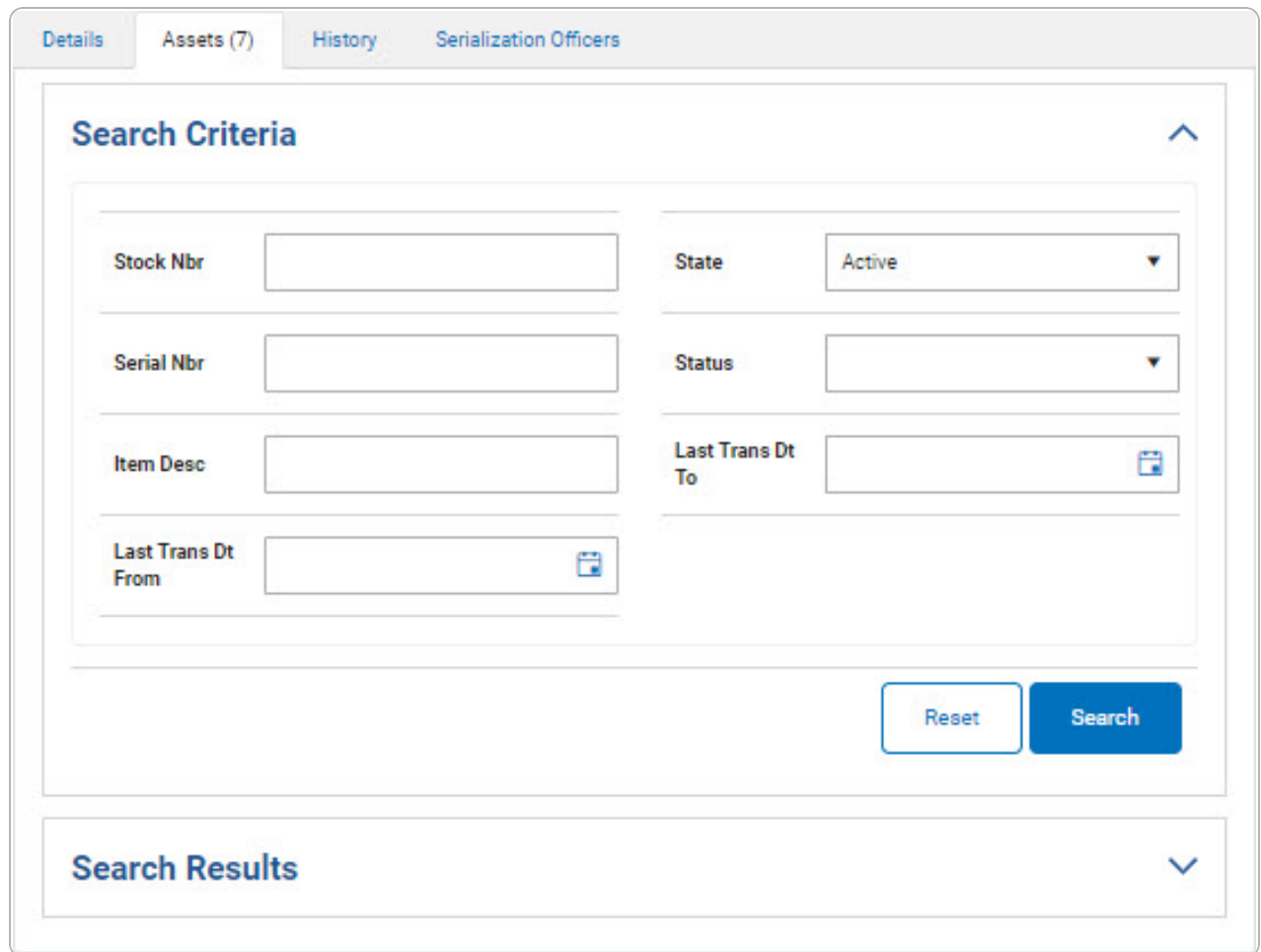
**OR**



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

**OR**

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




The screenshot shows a web application interface with a search form. At the top, there are tabs for "Details", "Assets (7)", "History", and "Serialization Officers". The "Assets (7)" tab is selected. Below the tabs is a "Search Criteria" section with a search icon in the top right corner. The search criteria are organized into two columns:

Stock Nbr	<input type="text"/>	State	Active <input type="button" value="v"/>
Serial Nbr	<input type="text"/>	Status	<input type="button" value="v"/>
Item Desc	<input type="text"/>	Last Trans Dt To	<input type="text"/> <input type="button" value="calendar"/>
Last Trans Dt From	<input type="text"/> <input type="button" value="calendar"/>		

At the bottom right of the search criteria section are two buttons: "Reset" and "Search". Below the search criteria is a "Search Results" section with a downward arrow icon.



A. Select . The results display in the Search Results grid.

**Search Results**

Grid Options

Stock Nbr	Serial Nbr	Item Desc	DoDAAC	Reconciliation Sta...	State Cd	Status Cd	Last Trans Dt/Tm
1005000739399	SER080819502	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739399	SER080819503	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739399	SER080819512	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02
1005000739399	SER080819513	TESTING STILL	SC0010	Reconciled	Active	Active	11/24/2021 04:01:02

1 - 4 of 4 items

3. Select the History tab. The History Tab page appears.

Details Assets (7) History **Serialization Officers**

**Search Results**

Grid Options

Event Dt/Tm	Event Type	DoDAAC	UIC	Account Description	Reconciliation State	User ID	History Remarks	Established By	Established Dt/Tm
12/24/2021 00:01:00	Update	SC0010	FE664	No Description Found	Past-Due			Background User	11/22/2019 05:30:01
11/23/2021 04:01:00	Update	SC0010	FE664	No Description Found	In-Progress			Background User	11/22/2019 05:30:01
12/29/2020 09:39:15	Update	SC0010	FE664	No Description Found	Past-Due			Background User	11/22/2019 05:30:01
11/23/2020 04:01:00	Update	SC0010	FE664	No Description Found	In-Progress			Background User	11/22/2019 05:30:01
11/22/2019 05:30:11	Add	SC0010	FE664	No Description Found	Reconciled			Background User	11/22/2019 05:30:01
11/22/2019 05:30:11	Add	SC0010	FE664	No Description Found				Background User	11/22/2019 05:30:01

1 - 6 of 6 items

4. Select the Serialization Officers tab. The Serialization Officers Tab page appears.

Details Assets (7) History **Serialization Officers**

**Serialization Officers**

Assign + Unassign -

Serialization Officer ID	First Name	Last Name	Phone Number	Email	Established By	Established Dt/Tm
No records available.						

0 items per page

A. Select . The **Assign a Serialization Officer** slide-out window appears.

