

Individual Return by Member

Overview

The Warehouse Management module Individual Return by Member process provides the ability to create or edit returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

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.

Navigation

Materiel MGMT > Individual > Individual Return Member page

Procedures

Search for An Individual Return by Member

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.

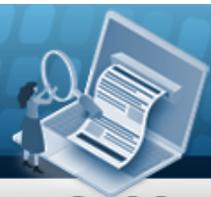
Note



If using a CAC, select the CAC field and scan the member's CAC with a ELMS supported tethered scanner. Otherwise, follow these steps:

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.





Help Reference Guide

Instructions

Search Criteria

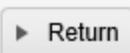
Member All ... EDI PI / Secondary Id All

UIC All ... CAC [Click here to scan](#)

Search Reset Return

- Click . The results display in the Individual Return Member grid.

Individual Return Member Grid Options

			Last Name ↑	First Name ↑	Middle Initial	EDI PI
			Groce	Pidge	P	ID1234
			Solo	Han		963258
			Yoda	Master		ID8765

50 items per page

Create a First-time Return for a New Member (without a CAC)

- Select . The **Enter the EDI PI** pop-up window appears.

Enter the EDIPI ×

Enter the EDIPI of the member for whom to add a Return...

- Click . The **Add Member Profile** pop-up window appears, with the **Browse Member Profile** pop-up window in the background.
- Select  to add member's information to the system. The **Add an Individual Return** screen appears.





Create a Return for an Existing Member (without a CAC)

1. Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*
2. Click . *The results display in the Individual Return Member grid.*

Individual Return Member		Grid Options	Last Name ↑	First Name ↑	Middle Initial	EDI PI
			Groce	Pidge	P	ID1234
			Solo	Han		963258
			Yoda	Master		ID8765

50 items per page

3. Select next to the member's record. *The **Add an Individual Return** screen appears.*

Create a Return From Scanning the Member's CAC

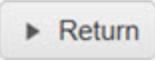
1. Select . *Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.*
2. Click . *The results display in the Individual Return Member grid.*

Individual Return Member		Grid Options	Last Name ↑	First Name ↑	Middle Initial	EDI PI
			Groce	Pidge	P	ID1234
			Solo	Han		963258
			Yoda	Master		ID8765

50 items per page





3. Select  next to the member's record. The **Add an Individual Return** screen appears.



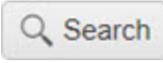
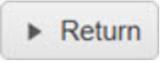


Add an Individual Return

Overview

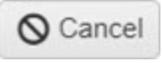
The Individual Return Add process provides the ability to create a new returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

Navigation

Materiel MGMT > Individual > Return >  Search >  Return > Individual Return page

Procedures

Add an Individual Return for Items Issued to a Member

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

1. Select  **Return** next to the member's record. The **Add an Individual Return** screen appears.

Instructions				
Individual Return Member				
Last, First M	BAGGINS, FRODO	J	Phone Nbr	555-1212
EDI PI	ID87655084		DSN Nbr	
Pay Grade	CIV		Mobile Phone Nbr	
† UIC	JMN123 - CORUSCANT		Email Address	
† Temp Assigned UIC				
Secondary Id				
Class Year		Duty Status		

 Edit





Note



If the member's issue is still pending and is not ready to be returned, the Open Issue Exists pop-up window appears:

An Open Issue Exists ✕

Member has an open issue that must be completed before a return can be created.
Do you want to go to the issue?

- Select . Continues to the **Individual Issue** page to complete the issue before returning it.
- Select . Closes the pop-up window and returns to the **Individual Return** page.

- A. Select to revise certain fields. *Some of the fields become editable.*

Instructions			
Individual Return Member			
Last, First M	BAGGINS, FRODO	Phone Nbr	(800) 555-
EDI PI	ID87655084	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
i * UIC	<input type="text" value="CLJ000"/> ...	Email Address	
i Temp Assigned UIC	<input type="text" value="Optional"/> ...	* Display	Issues and
i * Service Center	<input type="text" value="Please Select an Item"/> ▼		
Secondary Id			
<input type="button" value="✓ Update"/>			

- a. Use **i** or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

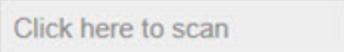




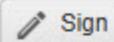
- b. Use  or  to select the Service Center.
- c. Use  to select the Display.

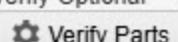
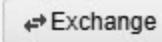
B. Select . *The editable fields close, and the revised information is saved.*

Return Nbr: NCLR2021020000001
Status: Initiated
Scan Barcode: [Click here to scan](#) **ICN** **S/N** **UII** 

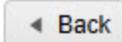
2. Select  **ICN** **S/N** **UII** . *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.*

 Print  Attachments

Individual Return    

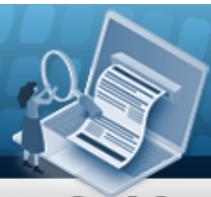
<input type="checkbox"/>	All (0/2)	<input type="radio"/> All Missing/Damaged	SKO Status	Exchange	Loan Return Dt	
<input type="checkbox"/>		<input type="radio"/> Missing/Damaged				11/
<input type="checkbox"/>		<input type="radio"/> Missing/Damaged	Verify Optional 			11/


50 items per page



3. Select . *A new row opens, with some of the fields open for editing.*





Print ▾ Attachments

Individual Return + Add Sign × Cancel ⚙ Grid Options ▾

<input type="checkbox"/> All (0/3)	<input checked="" type="checkbox"/> All Missing/Damaged	SKO Status	Exchange	Loan Return Dt
<input type="checkbox"/>	<input checked="" type="checkbox"/> Missing/Damaged			
<input type="checkbox"/>	<input checked="" type="checkbox"/> Missing/Damaged		↔ Exchange	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Missing/Damaged	Verify Optional ⚙ Verify Parts	↔ Exchange	

◀ ▶ ⏪ ⏩ 1 50 items per page

◀ Back

- Enter the STOCK NBR, or use to browse for the identifier. *This is a 15 alpha-numeric character field.*
- Enter the ICN, or use to browse for the revised number. *This is a 20 alpha-numeric character field.*
- Use to select the Cond Cd.
- Enter the LOCATION ID, or use to browse for the place. *This is a 20 alpha-numeric character field.*
- Enter the CONTAINER ID, or use to browse for the place. *This is a 25 alpha-numeric character field.*
- Use to select the Owing DoDAAC.



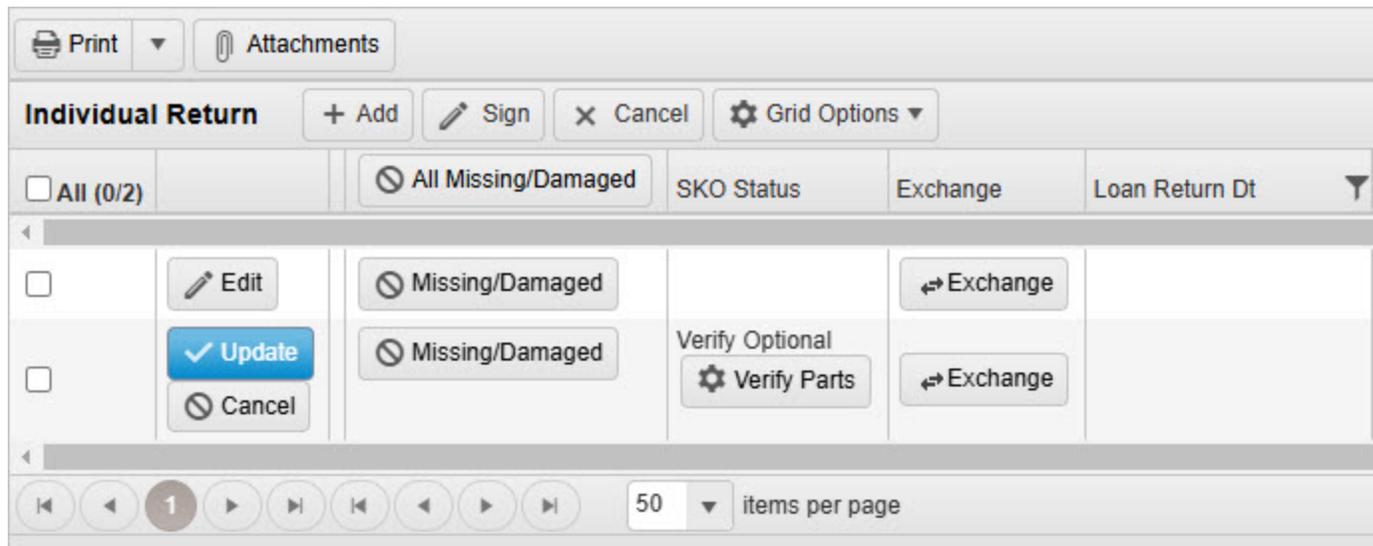


- G. Use  to choose the QTY RETURNING.
- H. Use  to choose the QTY NOT RET. *When this is above 0, the next field becomes editable.*
- I. Use  to select the Not Ret. Reason Cd.
- J. Enter the NOT RET. REMARKS in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select . *The new Individual Return Item appears in green at the top of the grid.*

Update an Individual Return for Items Issued to a Member

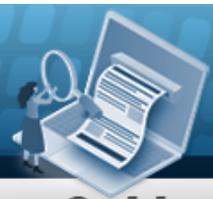
1. Select . *The row opens, with some of the fields open for editing.*



 Back

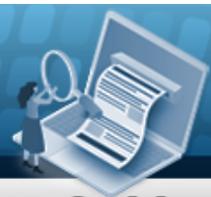
- A. Select . *The NOT RET. REASON CD field changes to "MD - Missing/Damaged Gear Statement".*





- B. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*
 - C. Update the ICN, using to browse for the revised number. *This is a 20 alphanumeric character field.*
 - D. Update the Cond Cd, using to select the desired code.
 - E. Update the LOCATION ID, using to browse for the revised place. *This is a 20 alphanumeric character field.*
 - F. Update the CONTAINER ID, using to browse for the revised place. *This is a 25 alphanumeric character field.*
 - G. Update the Owing DoDAAC, using to select the desired code.
 - H. Update the QTY RETURNING, using to choose the revised amount.
 - I. Update the QTY NOT RET., using to choose the revised amount.
 - J. Update the Not Ret. Reason Cd, using to select the desired code.
 - K. Update the NOT RET. REMARKS, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
2. Select . *The revised Individual Return Item appears in green at the top of the grid.*



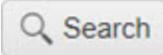
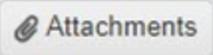


Add Attachments to an Individual Return

Overview

The Individual Return Add Attachments process provides the ability to attach documents to the return of equipment and personal gear to a member.

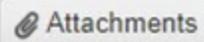
Navigation

MATERIEL MGMT > Individual > Return >  Search >  Return >  Attachments
> Attachments for Return NBR pop-up window

Procedures

Attach a Document to a Return

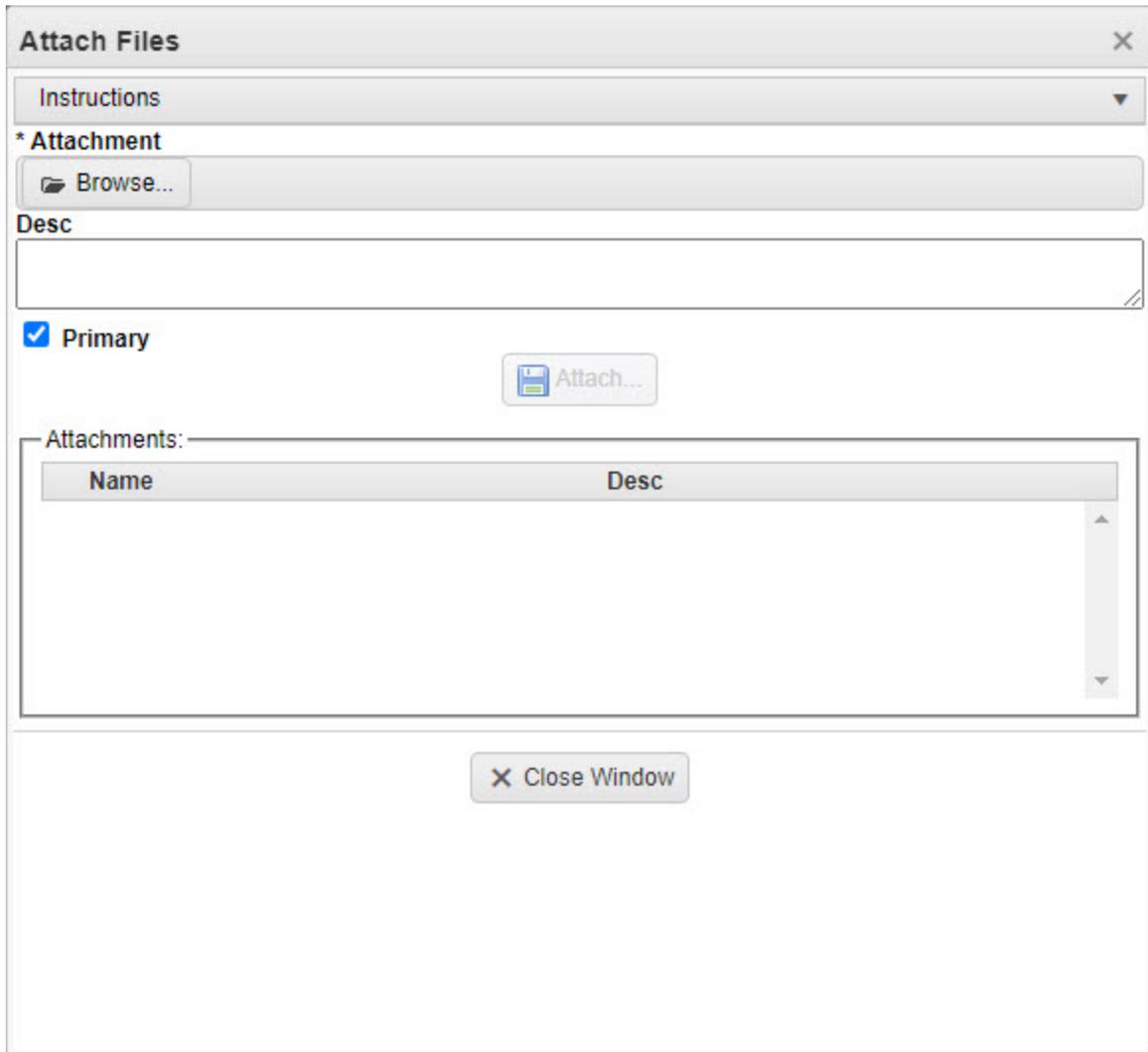
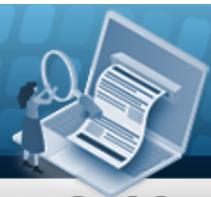
Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  Attachments to add any additional files to the record. The **Attachments for Return NBR** pop-up window appears.



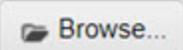
2. Select  Attach... to add any additional files to the record. The **Attach Files** pop-up window appears.





The screenshot shows a window titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section titled "* Attachment" containing a "Browse..." button. Below that is a text input field labeled "Desc". A checked checkbox labeled "Primary" is present, followed by an "Attach..." button. At the bottom of the window is a "Close Window" button. In the center, there is a table with the following structure:

Name	Desc
------	------

3. Select  . The Windows **Choose File to Upload** pop-up window appears.
4. Select  . The file name appears in the bottom of the window.
5. Repeat Steps 2 - 4 to attach multiple documents.
6. Select  . The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Return NBR** pop-up window.

