

Lesson 6: Viewing Item Details

1. Login with **assigned User name and Password**
2. Select **Item** from the menu bar.
3. From the drop down menu choose **Item Console**
4. This brings up the search menu.
5. Click on **Item ID**, “is” “contains” or “starts with” are the choices given.
6. If you know the Item ID, you can enter the NFES (six digit number) number into the menu box by the spyglass and hit the Enter key.
7. If you know the NSN, you can use that field.
8. If you know the unit of measure, you can use that dropdown.
9. Or, you can use the short description drop down menu.
10. The **Max Records** will default to 30. If you want to view more, you can type in a maximum of 200.
11. Select **Search**
12. Choose a hyperlink of your choosing, and this will take you to the item detail screen that gives information for the item you choose.
13. If you go back to the search screen and type in a 000340 kit, and then click on the 000340 hyperlink, all the item details for that kit will show, including hazardous material information.