New FEPMIS
Add Inventory

A Step by Step Guide For Use @
https://fam.nwcg.gov/fam-web/
To add an item that is **Found** (not recorded in FEPMIS through an acquisition document), choose “Add Inventory” from the Menu, notice you are on the “Found Item” screen. Select the “Property Type” (FEPP or FFP from Dropdown) and enter the “Number of Items to Identify.” Once entries have been made, click “Submit” to “Identify” the Item(s).
Select **Identify Property** on the Line item that you want to identify. If you made a mistake and want to start over you can select the **Back** button. *Note: The Back button will undo anything you have already entered.* *Note 2: You must identify all items before you can submit the Found items for approval.*

The submit button will stay grayed out until you identify all items on this screen.
You will have to enter information in each box with an *, select from the **drop down boxes** where applicable. Various FSC’s, Dollar values, Demil Codes, and Property Type (FFP) will determine if the item is mandatory **Inventory (tracked property)**; otherwise you have the option to select Tracked. **Submit** when all fields are completed. **Note: The Back button will undo everything you entered.**

Set the cost according to other like items.
TOP Part OF Identify Item SCREEN

If Property is Mandatory Tracked, it will be noted here.

Enter All Property Attributes that you know and Assign in this portion of the module.

- **GSA Control#:** If this item came from a GSA 122, enter the GSA number here.
- **Insurance Expiration Date:** Click on icon or enter date as mm/dd/yy or mm/dd/yyyy.
- **Property #:** AG000wlr1234
- **DTID:**
- **FSC:** 2330 - TRAILERS
- **FEPP Type:** PROVIDE DESCRIPTION
- **Additional Description:** Trl from sold set AG000?????. No record found.
- **State Property#:** MOwlr1234
- **State:** MO
- **Division:** RFFEC
- **Subdivision:** RFFEC

You are assigning the property to the location in the state here; Division/Sub-Division and Station are mandatory.
Enter all mandatory (*) Property Attributes, do not enter bogus information. If unknown enter UNK, if not applicable, enter NA.

The check mark means the item needs approval before it takes affect in FEPMIS. Any items with a √ will go through the approval process as set up in the Approval Process editor but the FS is the final approval for it to take affect in FEPMIS.
Bottom Part OF Identify Item SCREEN

Use Comment Boxes to further describe the Item or for any information the state wants to use the boxes for.

Click Submit to complete and go back to next Item to Identify if more than one item is being added or to Submit for Approval.

Back to start over.
The Back button will undo what information you have not submitted in the previous screen.

Click on Item #2 “Identify Property” and repeat steps. After both items have been identified you must select Submit to send both items to be approved. Submit will be grayed out until all items are identified.