



Authorization Management

Overview


The Force Systems Management module Authorization Management process provides the ability to create, view, update, or delete a platform authorization.

Navigation

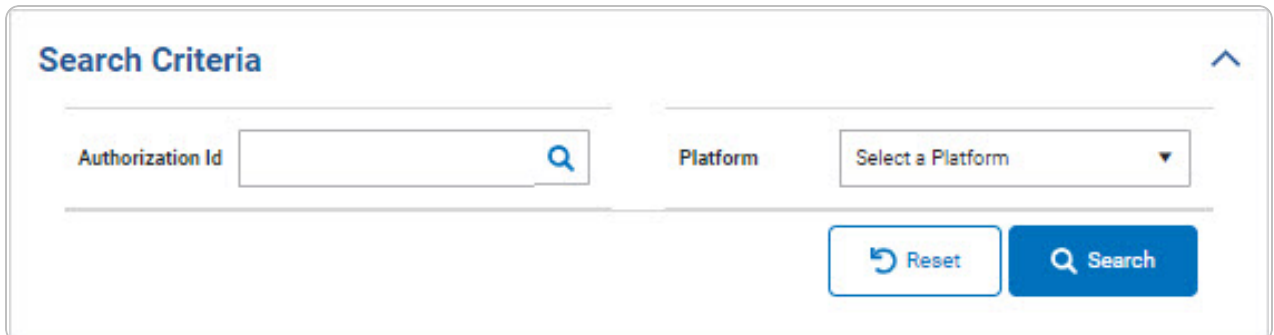
Authorization MGMT > Authorization Management > Authorization Management page

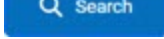
Procedures

Search For an Authorization

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 panel, narrow the results by entering one or more of the following optional fields.



2. Select . The results appear in the **Authorization Management Search Results** panel.





Help Reference Guide

Search Results

Grid Options ▾ + Add Edit Delete Details

<input type="checkbox"/>	Authorization Id ▴ ▾	Authorization Type ▴ ▾	Authorization Desc ▴ ▾	Platform ▴ ▾	Mission Description ▴ ▾	Match Qty ▴ ▾	Unit Edit ▴ ▾
<input type="checkbox"/>	102319b	Primary	tst2	Admin	tst2	On	On
<input type="checkbox"/>	1234567	Standard	1234567 desc	Admin	1234567 mission	On	On
<input type="checkbox"/>	45082	Standard	45082 Desc	Admin	45082 Mission	Off	Off
<input type="checkbox"/>	jh0506a	Primary	2020.1.3	Admin	2020.1.3	On	On
<input type="checkbox"/>	jh0615a	Standard	Auth Mgmt Test 6-15-20	Admin	Auth Mgmt Test 6-15-20	On	On
<input type="checkbox"/>	jh0708a	Standard	jph 7/8/2020	Admin	jph 7/8/2020	On	On
<input type="checkbox"/>	jh1021a	Standard	regression 2020.3.1	Admin	regression 2020.3.1	On	On
<input type="checkbox"/>	jh20203	Standard	Regression 2020.3	Admin	Regression 2020.3	On	On
<input type="checkbox"/>	test122	Standard	test 122 Description	Admin	test122 Mission	Off	Off
<input type="checkbox"/>	ts45082	Standard	ts45082 desc	Admin	ts45082 mission	Off	Off


Selected 0/10 | 1 | 20 items per page 1 - 10 of 10 items





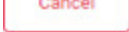
Add an Authorization Management

Navigation

Authorization MGMT > Authorization Management >  > Add an Authorization page

Procedures

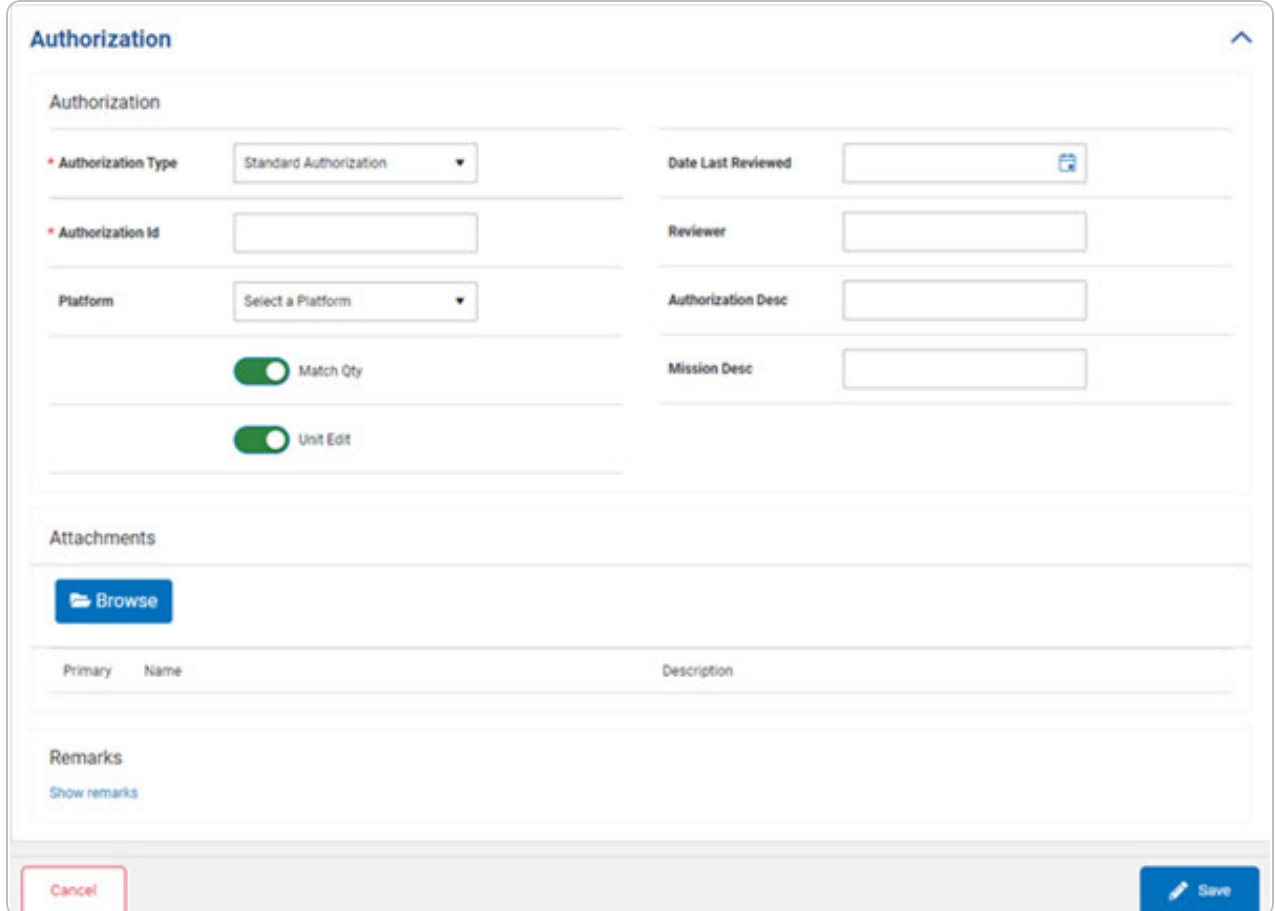
Add an Authorization

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







1. Select . The **Add an Authorization** page appears.



The screenshot shows the 'Authorization' form. It has a title bar 'Authorization' with a close button. The form is divided into two main sections: 'Authorization' and 'Attachments'. The 'Authorization' section contains fields for 'Authorization Type' (a dropdown menu currently showing 'Standard Authorization'), 'Authorization Id' (a text input field), 'Platform' (a dropdown menu showing 'Select a Platform'), 'Date Last Reviewed' (a date picker), 'Reviewer' (a text input field), 'Authorization Desc' (a text input field), 'Mission Desc' (a text input field), 'Match Qty' (a toggle switch that is turned on), and 'Unit Edit' (a toggle switch that is turned on). The 'Attachments' section has a 'Browse' button. Below the 'Attachments' section is a table with columns 'Primary', 'Name', and 'Description'. At the bottom of the form is a 'Remarks' section with a 'Show remarks' link. At the very bottom are 'Cancel' and 'Save' buttons.


2. Use  to select the Authorization Type.
3. Enter the Authorization ID in the field provided. *This is a 4-7 alphanumeric character field.*
4. Select . The **Add an Authorization** page closes, and the **Authorization Management** page displays the new information.





Update an Authorization Management


Navigation





Authorization MGMT > Authorization Management > ☐ (desired record) >  >
Authorization Edit page

Procedures

Update an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.
2. Select . The **Update the Authorization Management** page appears.





Help Reference Guide

Authorization

Authorization

* Authorization Type Primary Authorization

* Authorization Id 102319b

Platform Admin

☒ Match Qty

☒ Unit Edit

Date Last Reviewed 6/16/2022

Reviewer BPG

Authorization Desc tst2

Mission Desc tst2

Attachments



Browse

Primary	Name	Description

Remarks

[Show remarks](#)

Cancel
Save



- Update the Authorization Type, using  to select the desired authorization.
- Verify the Authorization ID.
- Select . The **Authorization Edit** page closes, and the **Authorization Management** page displays the new information.





Delete an Authorization Management


Navigation






Authorization MGMT > Authorization Management >  (desired record) >  >
Delete Authorization pop-up window

Procedures

Delete an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.
2. Select . The **Delete Authorization** pop-up window appears.





Delete Authorizationx

Are you sure you want to delete this Authorization?

History Remarks

No

Yes

3. Select . *The Authorization is removed.*

