



Search for an Authorization – Management

Overview


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

Navigation

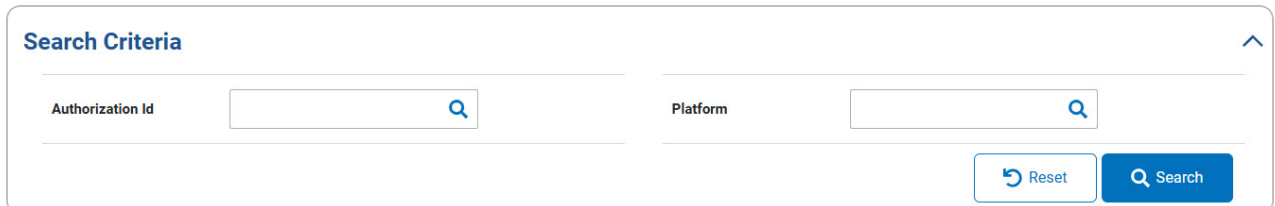
Authorization MGMT > Authorization Management > Authorization Management page

Procedures

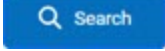
Search For an Authorization – Management

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.



The screenshot shows a 'Search Criteria' panel with two input fields: 'Authorization Id' and 'Platform'. Each field has a search icon (magnifying glass) to its right. Below the input fields are two buttons: a 'Reset' button with a circular arrow icon and a 'Search' button with a magnifying glass icon.

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	ts42	Admin	ts42	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	iph 7/8/2020	Admin	iph 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





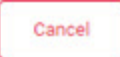
Add an Authorization – Management

Navigation

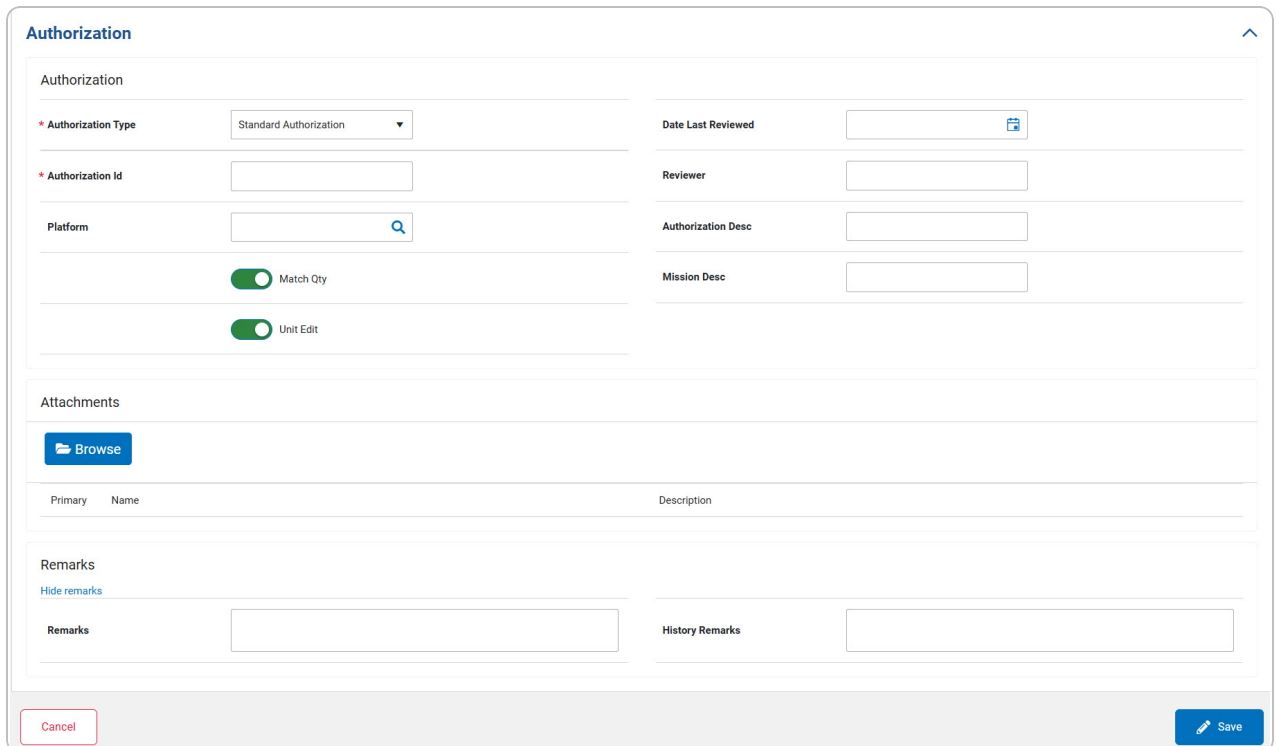
Authorization MGMT > Authorization Management >  > Authorization Add page

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 **Authorization Add** page appears.



The screenshot shows the 'Authorization' form with the following fields and sections:

- Authorization Type:** Standard Authorization (dropdown)
- Authorization Id:** (text input)
- Platform:** (text input with search icon)
- Match Qty:** (checked toggle)
- Unit Edit:** (checked toggle)
- Date Last Reviewed:** (calendar icon)
- Reviewer:** (text input)
- Authorization Desc:** (text input)
- Mission Desc:** (text input)
- Attachments:** (Browse button)
- Remarks:** (Remarks and History Remarks text inputs)

Buttons:  (bottom left),  (bottom right)

2. Use  to select the Authorization Type.



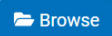






Help Reference Guide


3. Enter the Authorization ID in the field provided. *This is a 4-7 alphanumeric character field.*
- A. Choose the file to attach, and select it.

- B. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.


Attachments





Primary	Name	Description
<input type="radio"/>	Test Attachment File.docx	 
<input checked="" type="radio"/>	Another Test Document 2.docx	 

- C. Click to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
- D. Select  in the Description field. *The field becomes editable.*


Attachments





Primary	Name	Description
<input type="radio"/>	Test Attachment File.docx	<input type="text"/>
<input checked="" type="radio"/>	Another Test Document 2.docx	 Additional Platform Information 

- E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*

Note

 Select to edit the Description.

Select  to remove an attachment.

- Select . The **Authorization Add** page closes, and the **Authorization Management Search** page displays the new information.

4.

or





Select .

Authorization Management Edit ✕

Are you sure you want to cancel?

appears.

Select . The pop-up window closes and the **Authorization Management Add** page reappears.

or


Select . The pop-up window closes and the **Authorization Management Search** page appears.






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.
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 **Authorization Management Update** page appears.





Authorization ↑

Authorization

* Authorization Type

* Authorization Id

Platform

Match Qty

Unit Edit

Date Last Reviewed

Reviewer

Authorization Desc

Mission Desc

Attachments

Primary	Name	Description
<input type="checkbox"/>		

Remarks

[Show remarks](#)

3. Update the Authorization Type, using ▼ to select the desired authorization.
4. Verify the Authorization ID.
 - A. Choose the file to attach, and select it.
 - B. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.

Attachments

Primary	Name	Description
<input type="radio"/>	Test Attachment File.docx	
<input checked="" type="radio"/>	Another Test Document 2.docx	





- C. Click to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
- D. Select in the Description field. *The field becomes editable.*

Attachments

Primary	Name	Description
<input type="radio"/>	Test Attachment File.docx	<input type="text"/>
<input checked="" type="radio"/>	Another Test Document 2.docx	<input type="checkbox"/> Additional Platform Information

- E. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*

Note

Select to edit the Description.

Select to remove an attachment.

5. Select . The **Authorization Edit** page closes, and the **Authorization Management Search** page displays the new information.
- or

Select .

Authorization Management Edit x

Are you sure you want to cancel?

appears.

- Select . The pop-up window closes and the **Authorization Management Update** page reappears.

or






Select . The pop-up window closes and the **Authorization Management Search** page appears.





Delete an Authorization — Management


Navigation





Authorization MGMT > Authorization Management > (desired record) >  Delete >
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 Authorization x

Are you sure you want to delete this Authorization?

History Remarks

3. Select . *The Authorization is removed.*

