

Welcome

Overview — ELMS

Welcome to the Enterprise Logistics Management System (ELMS) Help System.

The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.

The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Overview — Force System Management (FSM) Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the FSM module.

The help topics provide assistance with managing the comprehensive solution to military storage and distribution needs.

Navigation



Version 06 May 2025

Unclassified



Enterprise Logistics Management System (ELMS) Force System Management (FSM) Module

Welcome to the Enterprise Logistics Management System (ELMS) Force System Management (FSM) Help System.

ELMS Summary

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FSM Summary

The ELMS Force System Management (FSM) module is designed to provide integrated functionality between the Property Accountability (PA) Module and the Force System Management (FSM) module, using the PA SITE ID Catalog to connect to FSM.

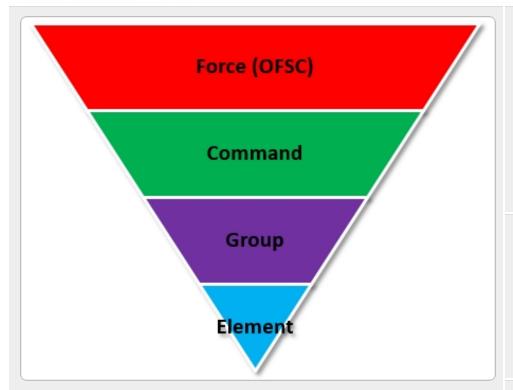
This is to create processes, policies, organizational information, and tools, to assist senior leadership with their decision making.

FSM Structure

The Force System Management module is set up in a hierarchy type model:







Force (Organization Force
Structure Construct) — created
by the ELMS User
Account Team
(UIC) managing
UIC.

Force Command

created by theELMS UserAccount TeamRoll-up of all thegroups.

Force Group — created by the ELMS User Account Team Roll-up for all the elements.

Force Element — initially created by the ELMS User Account Team, then maintained in all aspects by ELMS USER.

Unclassified





Builds Allowance Accounts and Allowance Managers. This is where the connection is - each element can connect to a different

catalog in PA.

FSM Key Functions

There are several key functions within the Force System Management:

- **My ELMS** all of the user centric functionality
 - ° Queue
- Master Data Management all of the FSM setup applications
 - Force Management
 - Force Command Management
 - Force Group Management
 - Force Element Management
 - Assignment
 - Platform
 - Authorization Manager
- **Authorization Management** all of the processes applications
 - Authorization Management
 - Authorization Detail
 - Apply Authorization
 - Review Authorization
- Utilities
 - File Upload
- Inquiries
 - Authorization Review Inquiry







FSM User

Force System Management (FSM) is role-based, similar to all other ELMS modules. Those roles include:

- **Force Officer** the overarching role
- **FSM Data Coordinator** the utility role
- **FSM Inquiry** the inquiry role
- **Authorization Manager** the processes (but not setup) role

The security uses C.R.U.D. methodology:

- Create
- Read (Inquiry)
- Update
- Delete





Enterprise Logistics Management System (ELMS) Force System Management (FSM) Module Home Page

Overview

The Force System Management module Home Page process provides the ability to access the Pending Tasks, Message of the Day, and My Queue panels, as well as all the FSM menus.

Navigation

Force System Management (FSM) > FSM Home Page

Procedures

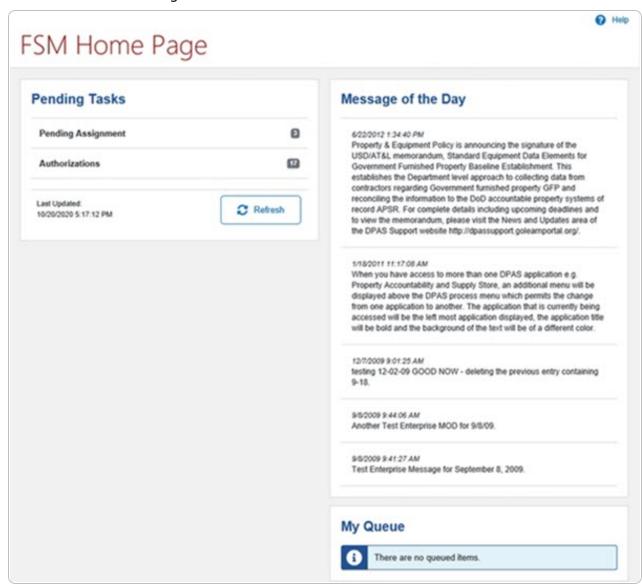
View the FSM Home Page

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



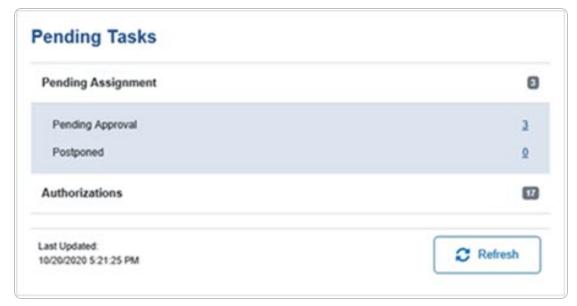


1. View the FSM Home Page.





a. Select the Pending Assignment panel.



b. Select the Authorizations panel.



A. View the Message of the Day panel. This information comes directly from the IO / Agency Coordinator.





Message of the Day

2/19/2020 2:51:52 PM

Testing Message of the Day in Ext Test

3/25/2015 6:59:05 AM

When you have access to more than one DPAS application e.g. Property Accountability or Maintenance and Utilization, an additional menu will be displayed above the DPAS process menu which permits the change from one application to another. The application that is currently being accessed will be the left most application displayed, the application title will be bold and the background of the text will be of a different color.

B. View the My Queue panel. *This information comes from the Import Queue page.*



Enterprise Logistics Management System (ELMS) Force System Management (FSM) Module Navigation

Overview

This page describes the primary features found on the FSM pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Standard Buttons

View DPAS Help

Additional information about ELMS can be found at the ELMS Support Site.

Navigation

ELMS Force System Management (FSM) Module > Any Process Page >







Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The items on the left side are:

- ELMS logo
 Returns to the home page.
- Module Name
 Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

The items on the right side are:

- Element Spt Equip 01 —
 Opens the Active Tier pop-up window. Shows the Forces available to the user.
- User ID User ID GROCEBP —
 Opens the Log Out menu item.

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

- 1. Click on a Menu item drop-down list. The drop-down list of the processes in that Menu item appears.
- 2. Select a process from the drop-down list. The Process page appears.

Instructions

At the top of each Process page is a Help lin

- Select Help . The **Instructions** drop-down panel appears.
- A basic overview and terms on the page appears.







Help

At the bottom right of the Instructions panel is the Help button

View DPAS Help

View the Help System

- Select View DPAS Help . The Help System opens in a separate tab.
- The Help System is context-specific, and opens to the Overview topic for the current Process page.

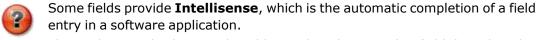
Search Criteria

Most FSM Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*

Use the Search Criteria panel

- 1. Enter the available information in the fields.
- 2. Use the field assistance available:
 - Use the drop-down to select the field entry.
 - ullet Start entering characters in the fields with ullet .

Note



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.

- Use to open the Browse pop-up window.
- 3. Select to perform the search, or select to clear the fields.

Search Results Grid

Each Process page displays the corresponding data in a Search Results Grid. Each Search Results Grid has basic properties that are always the same.



Those include:

Title Bar —



Shows the overall Results Grid buttons.

Column Header —



Shows the title of each column, along with the ability to sort and / or filter that column.

Individual Records —



Shows the rows of data in the Results Grid.

Bottom Scroll —



Standard Buttons

Each FSM process page has some basic buttons that are always the same. Those include:

Search Criteria

• Search
Searches the data within the process results grid.

• Reset — — — Erases the entered fields and starts over.



Results Grid

• Add + Add -

Creates a new record in the process results grid.

Individual Records

- Edit — Revises a record in the process.
- **Delete** — Erases a record in the process.

Enterprise Logistics Management System (ELMS) Force System Management (FSM) Module Grid Options

Overview

This page describes the features of the Grid Options within the Search Results Grid in the Force System Management module:

- Clear Filters
- Columns

Navigation

ELMS Force System Management (FSM) Module > Any Process Page > Search Results Grid >



Grid Options

Select Grid Options ▼. The Grid Options drop-down menu appears:





Note

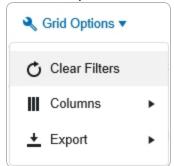


The Export option **only appears** in the Inquiry menu items.

These options change the way information appears in the Results Grid. They include:

Clear Filters

Erases any filters used within the Results Grid columns.

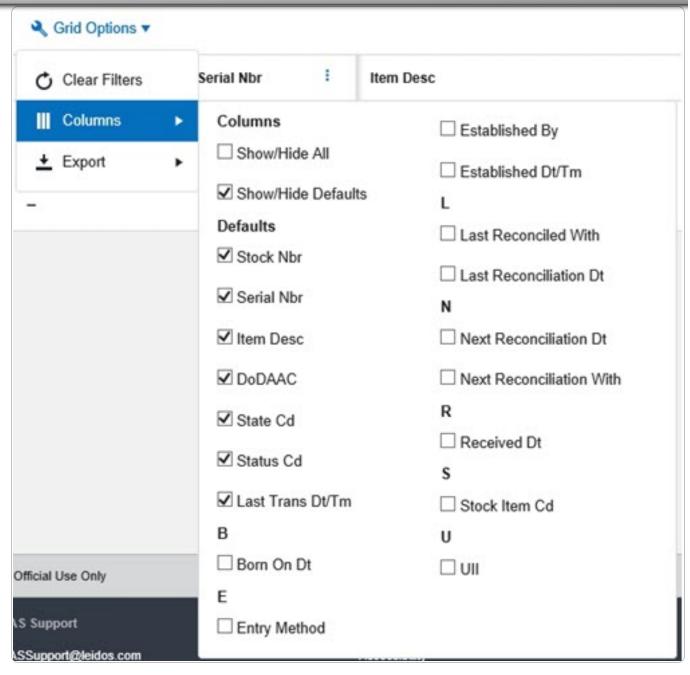


Columns

Changes what columns are viewed in the Results Grid.



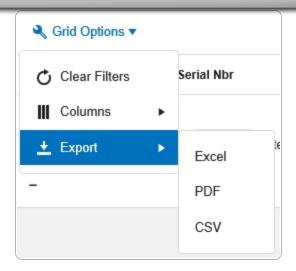




Export

Saves the Inquiry Grid in a different format.





The format choices are:

- **Excel** editable spreadsheet
- **PDF** (Portable Document Format) non-editable document
- **CSV** (Comma Separated Values) editable text