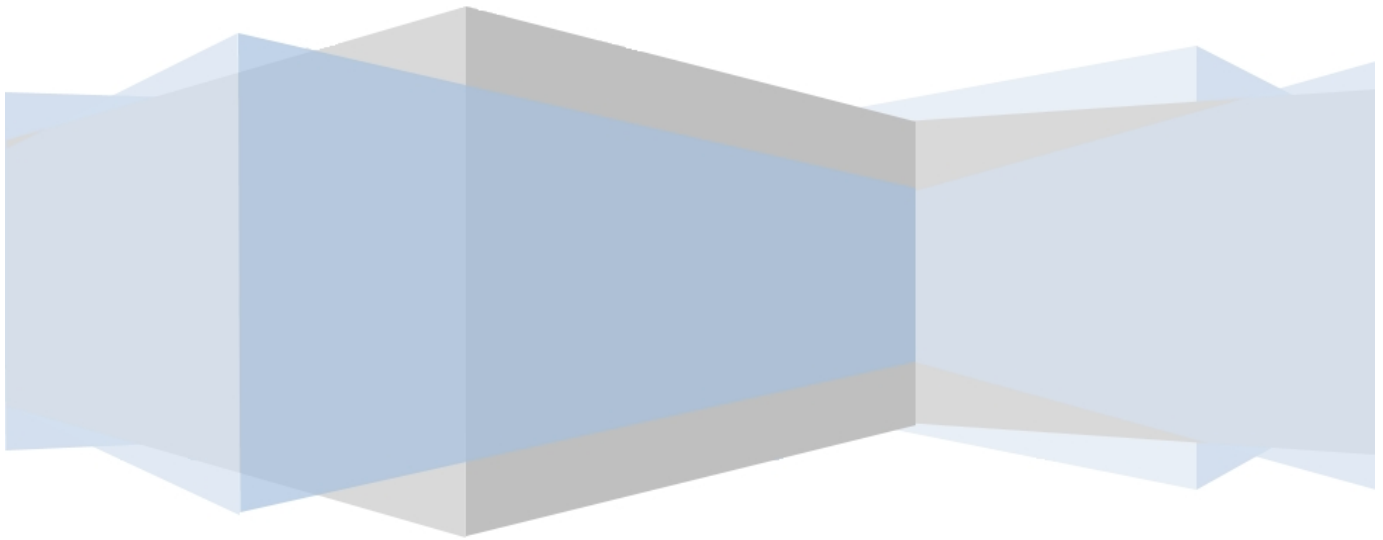




# Force System Management

## Enterprise Logistics Management System



## Printed Manual

**Version 30 Jun 2025**





# 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

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



>

[View DPAS Help](#)

Instructions

Select "Refresh" button to refresh search results.

[View DPAS Help](#)

## Related Topics

- [Contact Us](#)
- [ELMS FSM Overview](#)
- [ELMS FSM Navigation Tips](#)
- [ELMS FSM Results Grid Options Overview](#)
- [Using ELMS Help Overview](#)





## ***Help Reference Guide***

- Using ELMS Help Topics
- Using ELMS Help Menus

**Version 30 Jun 2025**





# 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

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.

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## FSM Summary

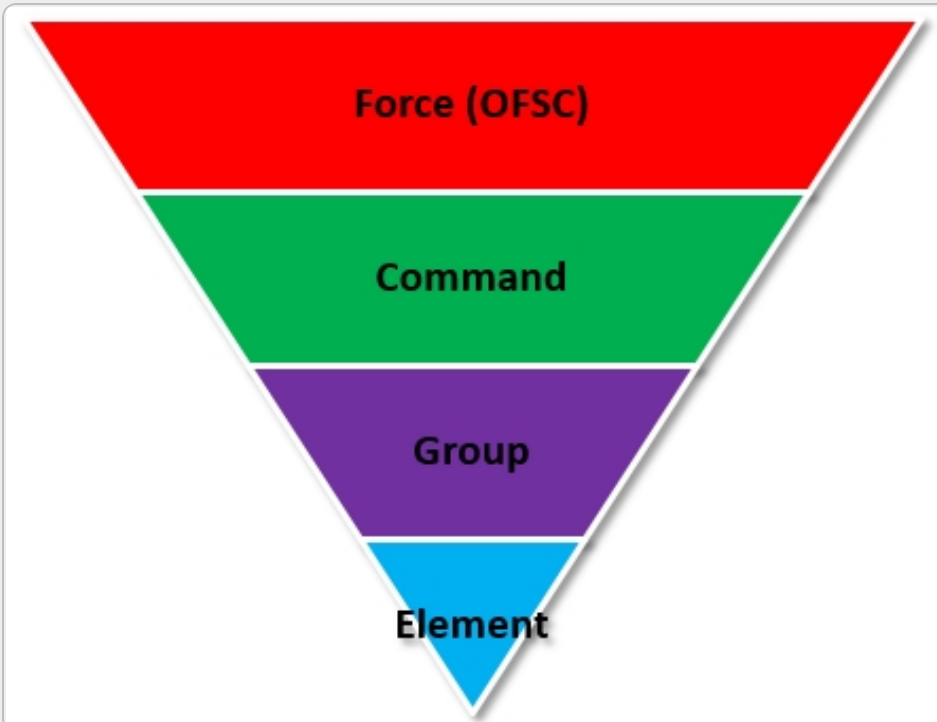
The ELMS Force System Management (FSM) module is designed to provide integrated functionality between the Property Accountability (PA) Module and the Force System Management (FSM) module, using the PA SITE ID Catalog to connect to FSM.

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 the ELMS User Account Team Roll-up of all the groups.

**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.





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**

### Related Topics

- Welcome
- Contact Us
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus





# 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

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

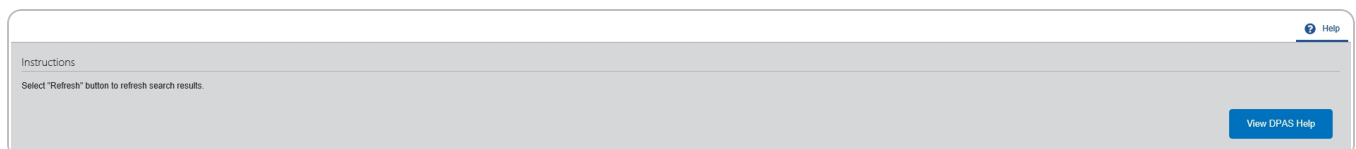
## Navigation

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



>

[View DPAS Help](#)






### 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** **Force Systems Management** ▾ —  
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** **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** link.


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



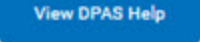


# Help

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





## View the Help System

- Select . *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


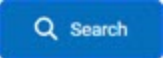

1. Enter the available information in the fields.
2. Use the field assistance available:
  - Use the drop-down  to select the field entry.
  - Start entering characters in the fields with .

### Note



Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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.





## Help Reference Guide

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 —**

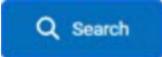


## Standard Buttons

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.


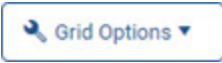
- **Reset**  —

Erases the entered fields and starts over.






### Results Grid

- **Add**  —  
*Creates a new record in the process results grid.*
- **Grid Options**  —  
*Changes the way information appears in the Results Grid. See Grid Options Overview for additional information.*

### Individual Records

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

### Related Topics

- Welcome
- Contact Us
- ELMS FSM Overview
- ELMS FSM Results Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus





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


## Overview

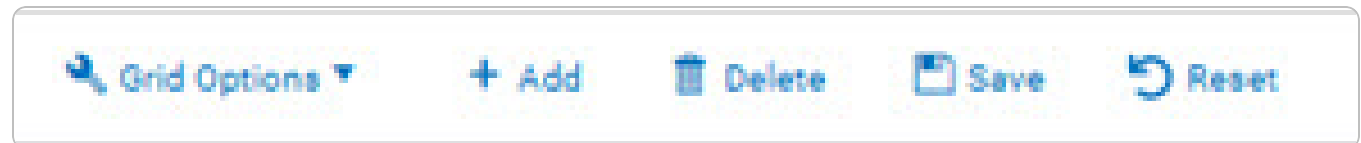
This page describes the features of the Grid Options within the Search Results Grid in the Force System Management module:

- Clear Filters
- Columns

## Navigation

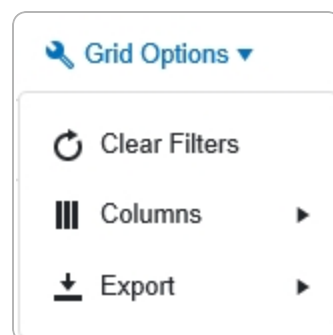
ELMS Force System Management (FSM) Module > Any Process Page > Search Results Grid >

Title Bar >  Grid Options ▼



## Grid Options

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





### Note

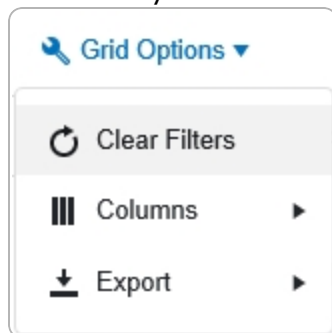


The Export option **only appears** in the Inquiry menu items.

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.





## Help Reference Guide

**Grid Options** ▼

Clear Filters

**Columns** ▶

Export ▶

—

Official Use Only

AS Support

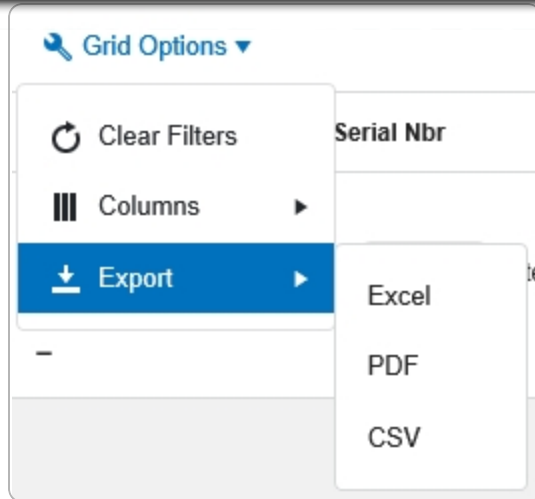
ASSupport@leidos.com

Serial Nbr	Item Desc
Columns	<input type="checkbox"/> Established By
<input type="checkbox"/> Show/Hide All	<input type="checkbox"/> Established Dt/Tm
<input checked="" type="checkbox"/> Show/Hide Defaults	L
Defaults	<input type="checkbox"/> Last Reconciled With
<input checked="" type="checkbox"/> Stock Nbr	<input type="checkbox"/> Last Reconciliation Dt
<input checked="" type="checkbox"/> Serial Nbr	N
<input checked="" type="checkbox"/> Item Desc	<input type="checkbox"/> Next Reconciliation Dt
<input checked="" type="checkbox"/> DoDAAC	<input type="checkbox"/> Next Reconciliation With
<input checked="" type="checkbox"/> State Cd	R
<input checked="" type="checkbox"/> Status Cd	<input type="checkbox"/> Received Dt
<input checked="" type="checkbox"/> Last Trans Dt/Tm	S
B	<input type="checkbox"/> Stock Item Cd
<input type="checkbox"/> Born On Dt	U
E	<input type="checkbox"/> UII
<input type="checkbox"/> Entry Method	

### 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

## Related Topics

- Welcome
- Contact Us
- ELMS FSM Overview
- ELMS FSM Navigation Tips
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus





# Import Queue

## Overview

The Force System Management module Import Queue process provides the ability to view the long-running processes within the Property Accountability (PA) and the Force System Management (FSM) modules.

## Navigation

My ELMS > Queue > Import Queue page

## Page Fields

The following fields display on the **Import Queue** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Queue

Target  
Queue Time  
Queue Status  
Process Begin  
Process End  
Message  
Download





## Procedures


### ELMS Navigation Helpful Tips



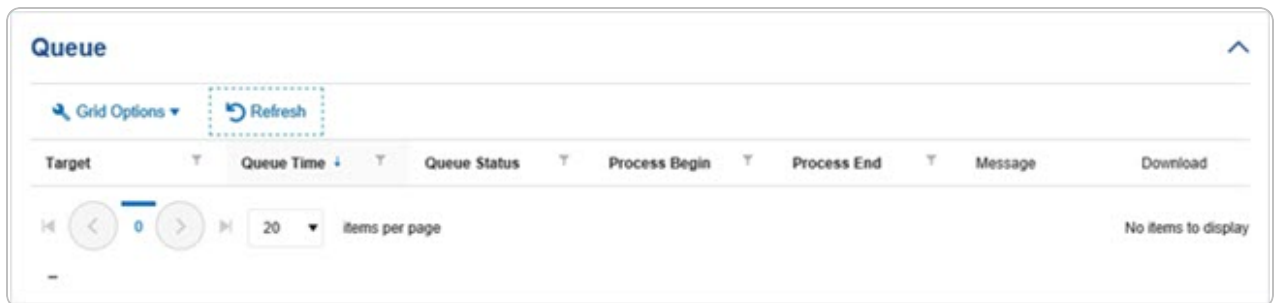
Click the following link to display FSM Navigation Tips.

### View a Queue

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. View the Queue page.



- Verify the Target.
- Verify the Queue Time.
- Verify the Queue Status.
- Verify the Process Begin.
- Verify the Process End.
- Verify the Message.

2. Click the hyperlink to Download the matching documentation.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------





**No Common Errors have been identified for this page.**

### Related Topics

- [ELMS FSM Navigation Tips](#)
- [ELMS FSM Results Grid Options Overview](#)





# Force Management

## Overview

The Force Systems Management module Force Management process provides the ability to view or update Force information.

Force is the top tier of the structure.

## Navigation

MASTER DATA MGMT > Force Management > Force Management page

## Page Fields

The following fields display on the **Force Management** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

### Force Management Results Grid

Force  
Force Description  
Contact  
Phone Nbr  
DSN  
Force (E-mail)

#### Optional

Address 1  
Address 2





Address 3  
City  
Country Cd  
Fax Nbr  
POC Office  
State Cd  
Zip

## Procedures


### ELMS Navigation Helpful Tips



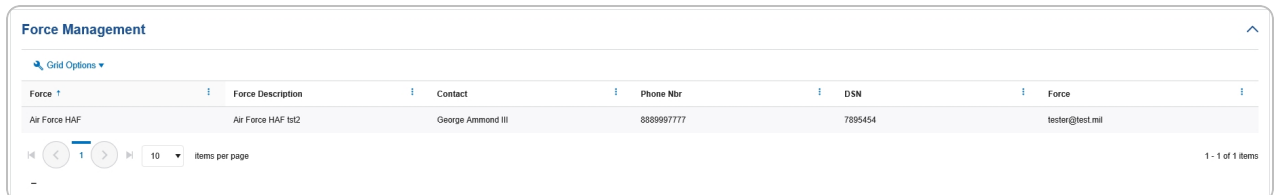
Click the following link to display FSM Navigation Tips.

### View a Force System

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. View the Force systems in the Force Management grid.



Force	Force Description	Contact	Phone Nbr	DSN	Force
Air Force HAF	Air Force HAF 1st2	George Ammond III	8889997777	7895454	tester@test.mil

- Verify the Force.
- Verify the Force Description.
- Verify the Contact.
- Verify the PHONE NBR.
- Verify the DSN.
- Verify the Force (E-MAIL).

### Update a Force System

1. Select the desired record.
2. Select . The **Update the Force Management System** page appears.





### Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>323 — E-Mail Address structure is incorrect.</b>	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
<b>1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).</b>	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

### Related Topics

- Update the Force Management System
- Force Command
- Force Group





## ***Help Reference Guide***

- Force Element
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview






# Update a Force Management System

## Overview

The Force Management Update process allows editing of a force system.

## Navigation

MASTER DATA MGMT > Force Management >  Edit > Force Details page

## Page Fields

The following fields display on the **Force Details** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

### Force Tab

Force  
Description \*  
Show Remarks





Remarks  
History Remarks

### Contact Tab

Contact \*  
Country Cd  
Address 1 \*  
POC Office  
Address 2  
DSN  
Address 3  
Phone Nbr  
City  
FAX Nbr  
ZIP Cd  
Email  
State Cd  
Show Remarks

Remarks  
History Remarks

(\*) Asterisk identifies mandatory fields.

## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Update a Force System

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.

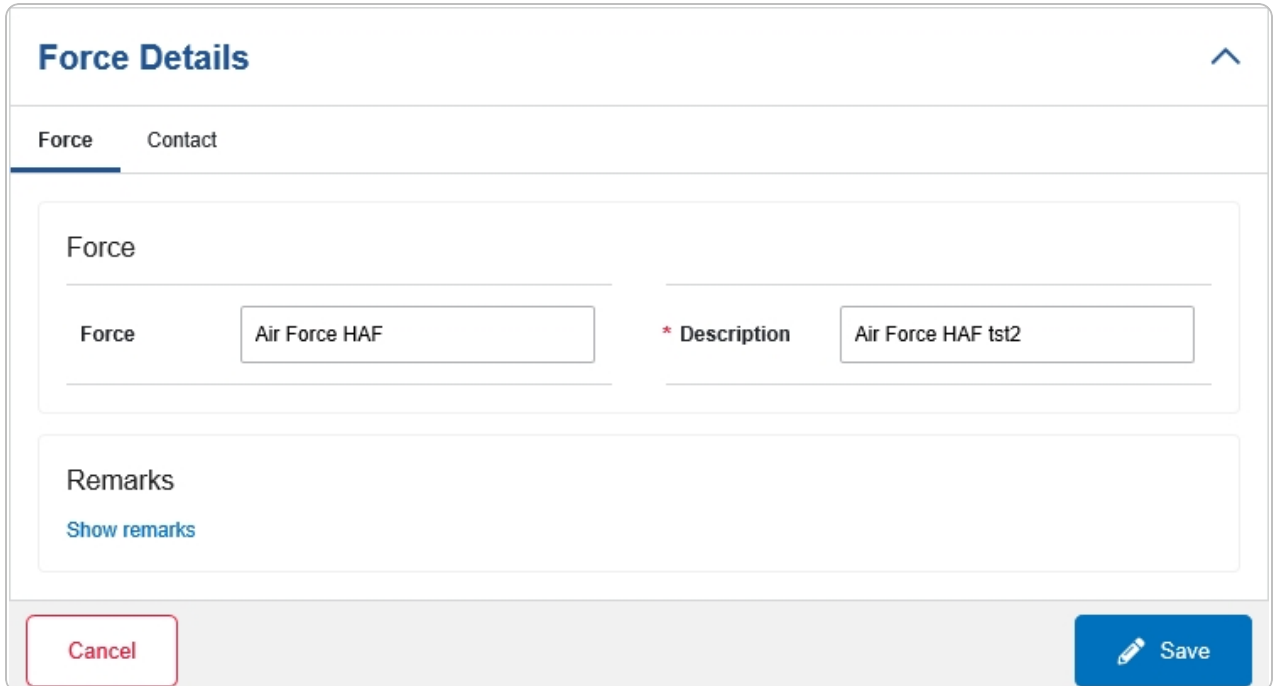
1. Select the desired entry. *The Force System is highlighted.*

2. Select . The **Force Details** page displays.





3. View the Force tab.



**Force Details**

Force    Contact

Force

Force    Air Force HAF    \* Description    Air Force HAF tst2

Remarks

[Show remarks](#)

Cancel    Save

- A. Update the Force, entering the revised name in the field provided. *This is a 100 alpha-numeric character field.*
  - B. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
  - C. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*





### Force Details

Force **Contact**

Contact

\* Contact

George Ammond III

\* Address 1

7832 W Stump Rd

Address 2

Room 11

Address 3

Wing C

City

Madison

Zip Cd

60004

State Cd

MO - Missouri

Country Cd

US - UNITED STATES OF AME

POC Office

Force Systems Management

DSN

7895454

Phone Nbr

8889997777

Fax Nbr

7777774444

Email


tester@test.mil

Remarks

Show remarks

Cancel



Save

- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
- B. Update the Country Cd, using  to select the desired code.





## Help Reference Guide

- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
  - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
  - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
  - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
  - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
  - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
  - M. Update the State Cd, using  to select the desired code.
  - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . The **Force Details** page closes, and the **Force Management** page displays the updated information.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





## Help Reference Guide

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>13 — Mandatory Entry: Description.</b>	Missing Entry. Enter the appropriate information in the desired field.
<b>13 — Mandatory Entry: Contact.</b>	
<b>13 — Mandatory Entry: Address 1.</b>	
<b>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, ( ), x, period and space.</b>	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.





**323 — E-Mail Address structure is incorrect.**

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

**1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).**

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

## Related Topics

- Force Management





# Force Command Management

## Overview

The Force Systems Management module Force Command Management process provides the ability to view or update Force Command information.  
Force Command is the second tier of the structure.

## Navigation

MASTER DATA MGMT > Force Command Management > Force Command Management page

## Page Fields

The following fields display on the **Force Command Management** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
<b>17</b>	Select "Edit" button to revise selected fields in record(s).

### Force Command Management Results Grid

Force  
Command  
Force Command Description  
Contact  
Phone Nbr  
DSN  
Email





### Optional

Address 1  
Address 2  
Address 3  
City  
Country Cd  
Fax Nbr  
POC Office  
State Cd  
Zip

## Procedures


### ELMS Navigation Helpful Tips



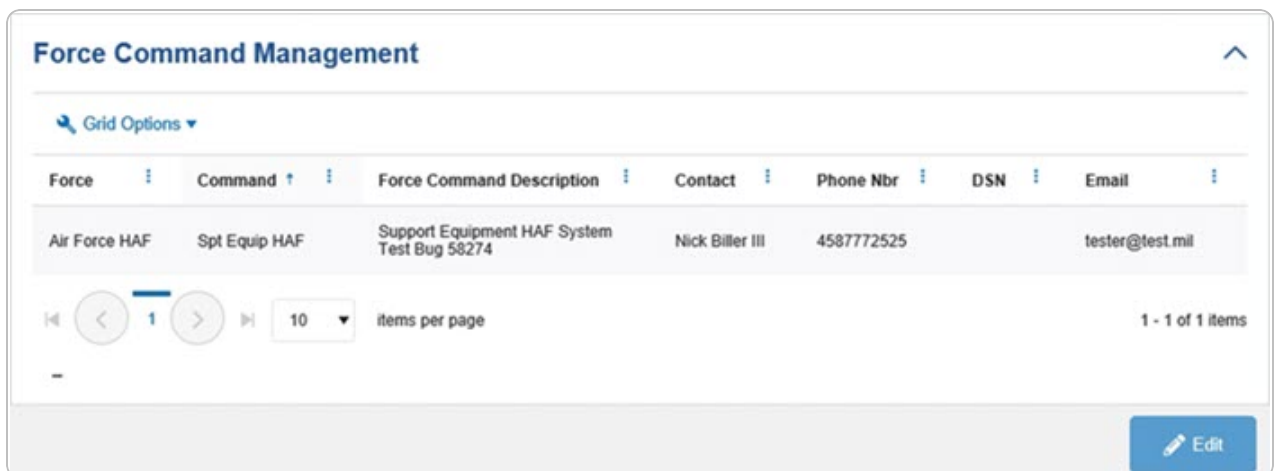
Click the following link to display FSM Navigation Tips.

### View a Force Command

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. View the Force system in the Force Command grid.



Force	Command	Force Command Description	Contact	Phone Nbr	DSN	Email
Air Force HAF	Spt Equip HAF	Support Equipment HAF System Test Bug 58274	Nick Biller III	4587772525		tester@test.mil

10 items per page 1 - 1 of 1 items

Edit

- Verify the Force.
- Verify the Command.





- Verify the Force Command Description.
- Verify the Contact.
- Verify the PHONE NBR.
- Verify the DSN.
- Verify the E-MAIL.

### Update a Force Command

1. Select the desired record.
2. Select . The **Update the Force Command System** page appears.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>323 — E-Mail Address structure is incorrect.</b>	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "."





	(period) symbol, and at least 1 alphanumeric character.
<b>1124 – ZIP Code is not in valid format (12345, 12345 – 1234, 12345 1234).</b>	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

### Related Topics

- Update the Force Command System
- Force Management
- Update the Force Management System
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview






# Update a Force Command System

## Overview

The Force Command Update process allows editing of the force command details.

## Navigation

MASTER DATA MGMT > Force Command Management >  > Force Command Details page

## Page Fields

The following fields display on the **Force Command Details** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

### Command Tab

Command  
Description \*  
Force





Show Remarks

Remarks

History Remarks

### Contact Tab

Contact \*

Country Cd

Address 1

POC Office

Address 2

DSN

Address 3

Phone Nbr

City

FAX Nbr

ZIP Cd

Email

State Cd

Show Remarks

Remarks

History Remarks

(\*) Asterisk identifies mandatory fields.

## Procedures

### ELMS Navigation Helpful Tips




Click the following link to display FSM Navigation Tips.

### Update a Force Command

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

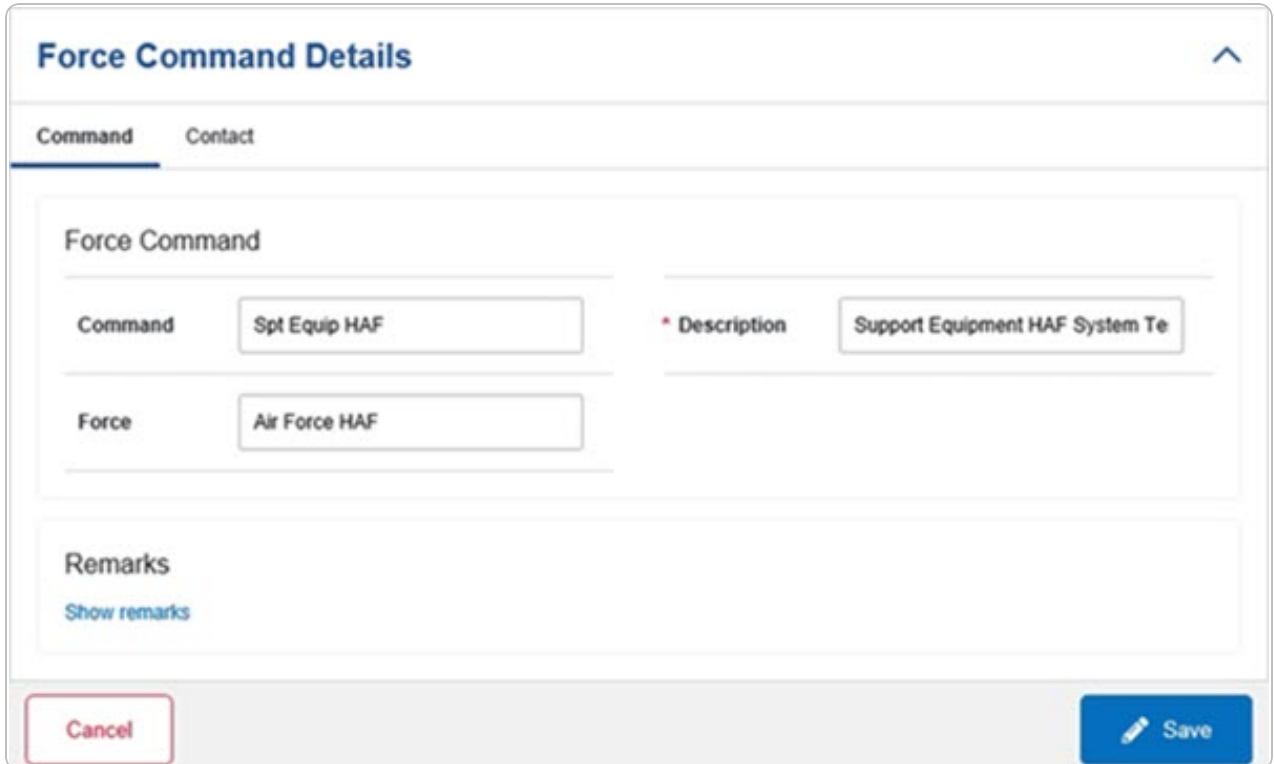
**Bold** numbered steps are required.

1. Select the desired entry. *The Force Command is highlighted.*
2. Select . *The **Force Command Details** page displays.*





3. View the Command tab.



The screenshot shows the 'Force Command Details' form. It has two tabs: 'Command' (selected) and 'Contact'. The 'Command' tab contains the following fields:

- Force Command** section:
  - Command**: Spt Equip HAF
  - Description**: Support Equipment HAF System Te
  - Force**: Air Force HAF
- Remarks** section:
  - A 'Show remarks' hyperlink.

At the bottom of the form are two buttons: 'Cancel' and 'Save'.

- A. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
  - B. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
  - C. Update the Force, entering the revised name in the field provided. *This is a 100 alphanumeric character field.*
  - D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*





### Force Command Details

Command   **Contact**

Contact

\* Contact

Nick Biller III

\* Address 1

15 Newman Rock Rd

Address 2

88 L98QJU

Address 3

PO BOX

City

place

Zip Cd

65654

State Cd

KS - Kansas

Country Cd

US - UNITED STATES OF AME

POC Office

Force Command

DSN

Phone Nbr

4587772525

Fax Nbr

4587771212

Email

tester@test.mil


Remarks

Show remarks

Cancel

Capture screenshot.



Save

- A. Update the Contact, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- B. Update the Country Cd, using  to select the desired code.
- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is a 25 alphanumeric character field.*





## Help Reference Guide

- D. Update the POC Office, entering the revised rank in the field provided. *This is a 30 alphanumeric character field.*
  - E. Update the Address 2, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
  - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
  - G. Update the Address 3, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
  - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
  - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - K. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
  - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
  - M. Update the State Cd, using  to select the desired code.
  - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . The **Force Command Details** page closes, and the **Force Command Management** page displays the updated information.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





## Help Reference Guide

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>13 — Mandatory Entry: Description.</b>	Missing Entry. Enter the appropriate information in the desired field.
<b>13 — Mandatory Entry: Contact.</b>	
<b>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, ( ), x, period and space.</b>	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
<b>323 — E-Mail Address structure is incorrect.</b>	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric





	character.
<b>1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</b>	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

### Related Topics

- Force Command





# Force Group Management

## Overview

The Force Systems Management module Force Group Management process provides the ability to view or update Force Group information.  
Force Group is the third tier of the structure.

## Navigation

MASTER DATA MGMT > Force Group Management > Force Group Management page

## Page Fields

The following fields display on the **Force Group Management** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

### Force Group Management Results Grid

Command  
Group  
Force Group Description  
Contact  
Phone Nbr  
DSN  
Email

#### Optional

Address 1





Address 2  
Address 3  
City  
Country Cd  
Fax Nbr  
POC Office  
State Cd  
Zip

## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.


### View a Force Group

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. View the Force system in the Force Group grid.


### Force Group Management

 Grid Options ▾

Command	Group	Force Group Description	Contact	Phone Nbr	DSN	Email
Spt Equip HAF	Spt Equip	Support Equipment System Test Bug 58274	N/A	5555551212		bugtest@usaf.mil



1


10 items per page

1 - 1 of 1 items

 Edit

- Verify the Command.
- Verify the Group.
- Verify the Force Group Description.
- Verify the Contact.
- Verify the PHONE NBR.





- Verify the DSN.
- Verify the E-MAIL.

### Update a Force Group

1. Select the desired record.
2. Select  **Edit**. The **Update the Force Group System** page appears.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>323 — E-Mail Address structure is incorrect.</b>	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.





**1124 – ZIP Code is not in valid format (12345, 12345 – 1234, 12345 1234).**

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

### Related Topics

- Update the Force Group System
- Force Management
- Force Command
- Force Element
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview





# Update a Force Group System

## Overview

The Force Group Update process allows editing of the force group details.

## Navigation

MASTER DATA MGMT > Force Group Management >  > Force Group Details page

## Page Fields

The following fields display on the **Force Group Details** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

### Group Tab

Group  
Description \*  
Command  
Show Remarks





Remarks  
History Remarks

### Contact Tab

Contact \*  
Country Cd  
Address 1  
POC Office  
Address 2  
DSN  
Address 3  
Phone Nbr  
City  
FAX Nbr  
ZIP Cd  
Email  
State Cd  
Show Remarks

Remarks  
History Remarks

(\*) Asterisk identifies mandatory fields.

## Procedures

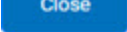
### ELMS Navigation Helpful Tips




Click the following link to display FSM Navigation Tips.

### Update a Force Group

 Close

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

1. Select the desired entry. *The Force Group is highlighted.*
2. Select . *The **Force Group Details** page displays.*
3. *View the Group tab.*





### Force Group Details

Group

Contact

Force Group

Group

Spt Equip

Command

Air Force HAF > Spt Equip HAF

\* Description

Support Equipment System Test Bu

Remarks

[Show remarks](#)

Cancel

Save

- A. Update the Group, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
  - B. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
  - C. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
  - D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*





### Force Group Details

Group

Contact

Contact

\* Contact

N/A

\* Address 1

JUYH 87 AL

Address 2

Address 3

City

Zip Cd

State Cd

Select a State Cd

Country Cd

AF - AFGHANISTAN

POC Office

DSN

Phone Nbr

5555551212

Fax Nbr

Email


bugtest@usaf.mil

Remarks

[Show remarks](#)

Cancel



Save

- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
- B. Update the Country Cd, using  to select the desired code.





## Help Reference Guide

- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
  - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
  - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
  - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
  - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
  - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
  - M. Update the State Cd, using  to select the desired code.
  - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . The **Force Group Details** page closes, and the **Force Group Management** page displays the updated information.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





## Help Reference Guide

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>13 — Mandatory Entry: Description.</b>	Missing Entry. Enter the appropriate information in the desired field.
<b>13 — Mandatory Entry: Contact.</b>	
<b>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, ( ), x, period and space.</b>	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
<b>323 — E-Mail Address structure is incorrect.</b>	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric





	character.
<b>1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</b>	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

### Related Topics

- Force Group





# Force Element Management

## Overview

The Force Systems Management module Force Element Management process provides the ability to view or update Force Element information.  
Force Element is the bottom tier of the structure.

## Navigation

MASTER DATA MGMT > Force Element Management > Force Element Management page

## Page Fields

The following fields display on the **Force Element Management** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
21	Select "Add" button to create a new record.

### Force Element Management Results Grid

Group  
Force Element Name  
Force Element Description  
Agency Cd  
Catalog





### Optional

Force  
Command  
Contact  
Address 1  
Address 2  
Address 3  
City  
Country Cd  
Fax Nbr  
POC Office  
State Cd  
Zip  
Active

## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### View a Force Element

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.





## Help Reference Guide

1. View the Force system in the Force Element grid.

**Force Element Management**

Grid Options ▾

Group	Force Element Name	Force Element Description	Agency Cd	Catalog
Spt Equip	Spt Equip 01	Support Equipment tst2	DF	FH-AFHAF
Spt Equip	Regression Element	7.2 Regression Add	DF	FH-AFHAF
Spt Equip	Regression Test 7.2.10	Regression Test 7.2.10	DF	FH-AFHAF
Spt Equip	Regression Test 7.2.20	Regression Test 7.2.20	DF	FH-AFHAF
Spt Equip	Regression 7.2.30	Regression 7.2.30	DF	FH-AFHAF
Spt Equip	System Test Bug 58274	System Test Bug 58274	DF	FH-AFHAF
Spt Equip	BPGTest1	BPG Test Force Element	DK	DD-DISAW
Spt Equip	BPGTest	BPG Test	D3	DD-DISAW
Spt Equip	Bug Test	Bug Test	DA	AA-ANAD
Spt Equip	Monkey Island	It is a secret to everyone	DF	DF-AFGEA

1 - 10 of 11 items

+ Add Edit

- Verify the Group.
- Verify the Force Element Name.
- Verify the Force Element Description.
- Verify the Agency Cd.
- Verify the Catalog.

### Add a Force Element

Select . The **Add a Force Element** page appears.





### Update a Force Element

1. Select the desired record.
2. Select  **Edit**. The **Update the Force Element System** page appears.

### Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>323 — E-Mail Address structure is incorrect.</b>	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
<b>1124 — ZIP Code is not in valid format (12345, 12345)</b>	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional





— 1234, 12345 1234).

4 numeric character extension.

### Related Topics

- Update the Force Element System
- Add the Force Element System
- Force Management
- Force Command
- Force Group
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview






# Add a Force Element System

## Overview

The Force Element Add process allows the creation of the force element details.

## Navigation

MASTER DATA MGMT > Force Element Management >  > Force Element Details page

## Page Fields

The following fields display on the **Force Element Details** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
<b>17</b>	Select "Edit" button to revise selected fields in record(s).
<b>14</b>	Select "Cancel" button to return to previous page.

### Element Tab

Name \*  
Description \*  
Agency Cd \*  
Auth Level  
Catalog \*  
Manage PA Auth  
Group \*





Status  
Show Remarks

Remarks  
History Remarks

### Contact Tab

Contact \*  
Country Cd  
Address 1  
POC Office  
Address 2  
DSN  
Address 3  
Phone Nbr  
City  
FAX Nbr  
ZIP Cd  
Email  
State Cd  
Show Remarks

Remarks  
History Remarks

### Configuration Tab

Item Title  
Use I&S Data

(\*) Asterisk identifies mandatory fields.

## Procedures

### ELMS Navigation Helpful Tips

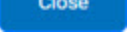


Click the following link to display FSM Navigation Tips.

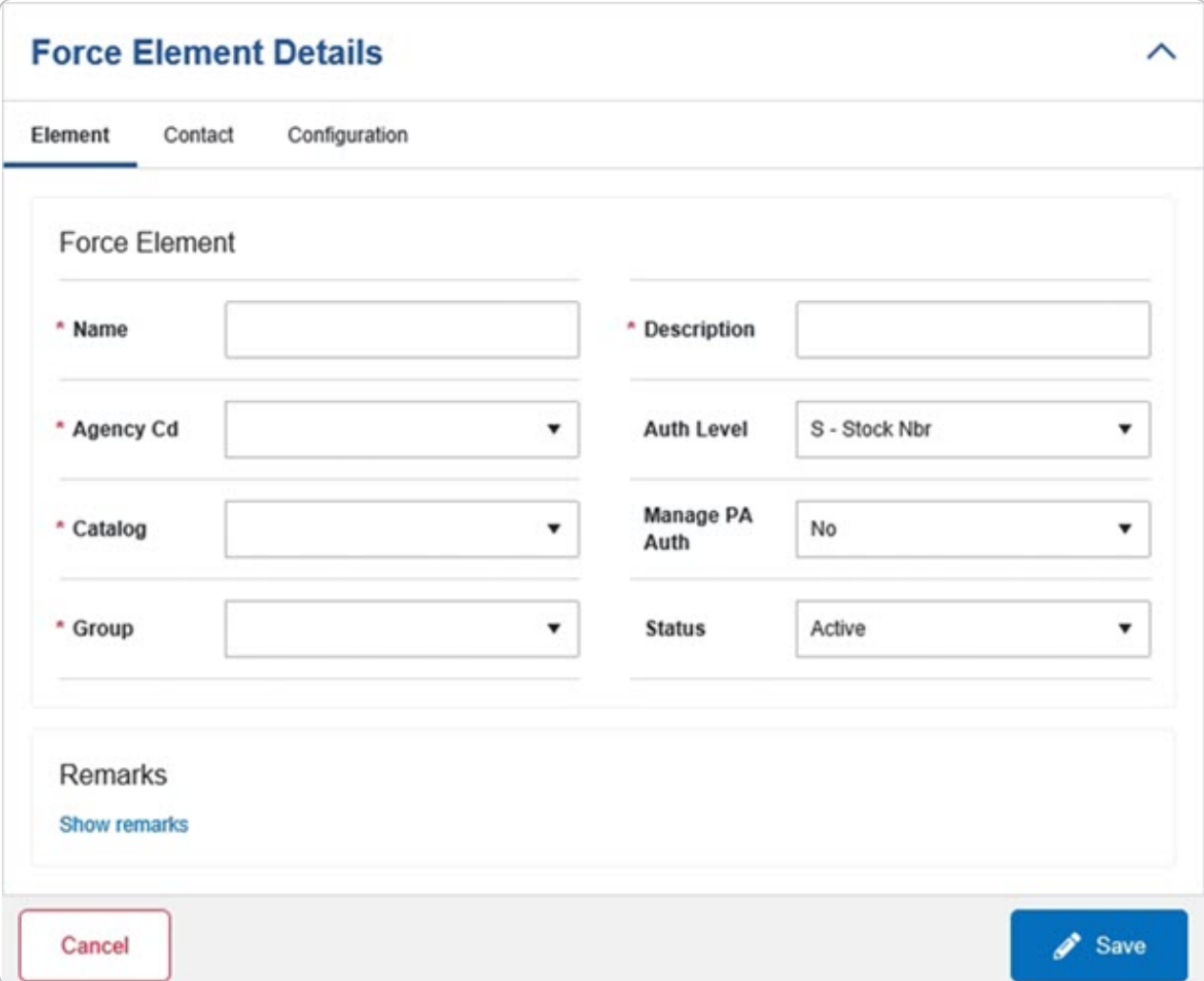




### Add a Force Element

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

1. Select . The **Add a Force Element** page appears.
2. View the Element tab.



The screenshot shows the 'Force Element Details' form. At the top, there are three tabs: 'Element', 'Contact', and 'Configuration'. The 'Element' tab is selected. Below the tabs, the form is divided into two columns. The left column contains fields for 'Name', 'Agency Cd', 'Catalog', and 'Group', each with a red asterisk indicating it is required. The right column contains fields for 'Description', 'Auth Level', 'Manage PA Auth', and 'Status'. Below these fields is a 'Remarks' section with a 'Show remarks' link. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

Force Element	
* Name	
* Agency Cd	
* Catalog	
* Group	
* Description	
Auth Level	S - Stock Nbr
Manage PA Auth	No
Status	Active
Remarks	
<a href="#">Show remarks</a>	

[Cancel](#) [Save](#)

- A. Enter the Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*





- C. Use  to select the Agency Cd.
  - D. Use  to select the Auth Level.
  - E. Use  to select the Catalog.
  - F. Use  to select the Manage PA Auth.
  - G. Use  to select the Group.
  - H. Use  to select the Status.
  - I. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select the Contact Tab. *The Element tab closes and the Contact tab opens.*





## Help Reference Guide

### Force Element Details

Element
Contact
Configuration

Contact

\* Contact

Bridget Groce

Country Cd

US - UNITED STATES OF AME ▼

\* Address 1

4640 Trindle Road

POC Office

Address 2

DSN

Address 3

Phone Nbr

City

Camp Hill

Fax Nbr

Zip Cd

17011

Email

State Cd

PA - Pennsylvania ▼


Remarks

Show remarks

Cancel

Capture screenshot

Save

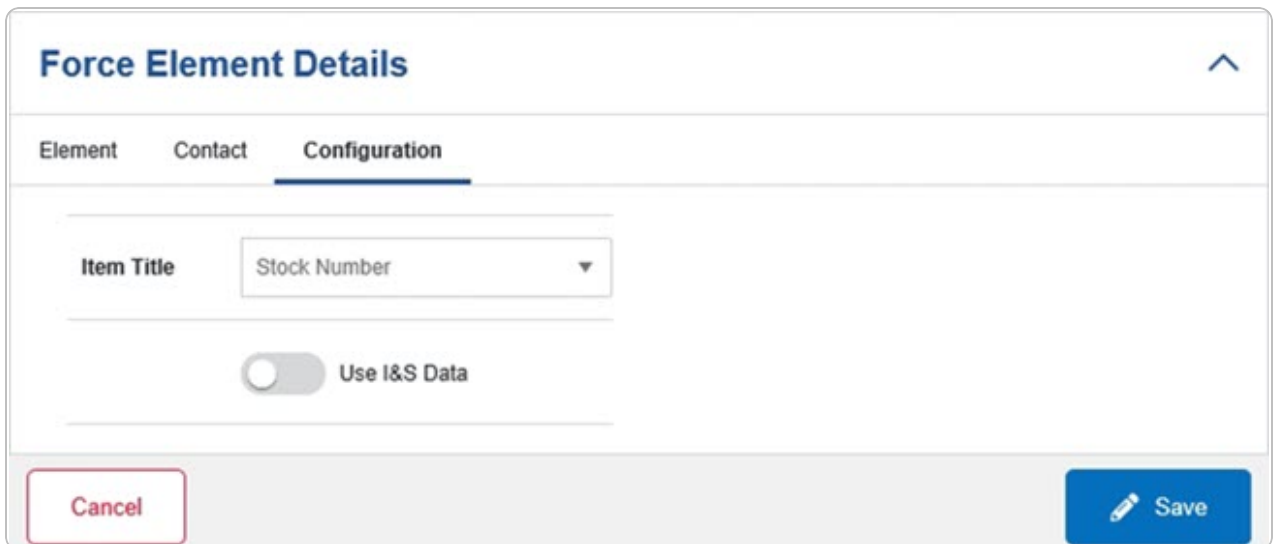
- A. Enter the Contact in the field provided. *This is a 50 alphanumeric character field.*
- B. Use  to select the Country Cd.
- C. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the POC Office in the field provided. *This is a 30 alphanumeric character field.*
- E. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- G. Enter the Address 3 in the field provided. *This is a 25 alphanumeric character field.*





## Help Reference Guide

- H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
  - I. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
  - J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
  - K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
  - L. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*
  - M. Use  to select the State Cd.
  - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Configuration Tab. *The Contact tab closes and the Configuration tab opens.*



- A. Use  to select the Item Title.
  - B. Select ☐ Use I&S Data if the item can be replaced with an equal item. *The slider changes to ☒ and the substitute is acceptable.*
5. Select . *The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.*





### Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
<b>13 — Mandatory Entry: Description.</b>	Missing Entry. Enter the appropriate information in the desired field.
<b>13 — Mandatory Entry: Contact.</b>	
<b>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, ( ), x, period and space.</b>	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.





**323 — E-Mail Address structure is incorrect.**

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

**1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).**

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

## Related Topics

- Force Element
- Update the Force Element System






# Update a Force Element System

## Overview

The Force Element Update process allows editing of the force element details.

## Navigation

MASTER DATA MGMT > Force Element Management >  Edit > Force Element Details page

## Page Fields

The following fields display on the **Force Element Details** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

### Element Tab

Name \*  
Description \*  
Agency Cd \*  
Auth Level  
Catalog \*  
Manage PA Auth  
Group \*





Status  
Show Remarks

Remarks  
History Remarks

### Contact Tab

Contact \*  
Country Cd  
Address 1  
POC Office  
Address 2  
DSN  
Address 3  
Phone Nbr  
City  
FAX Nbr  
ZIP Cd  
Email  
State Cd  
Show Remarks

Remarks  
History Remarks

### Configuration Tab

Item Title  
Use I&S Data

(\*) Asterisk identifies mandatory fields.

## Procedures

### ELMS Navigation Helpful Tips

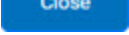



Click the following link to display FSM Navigation Tips.

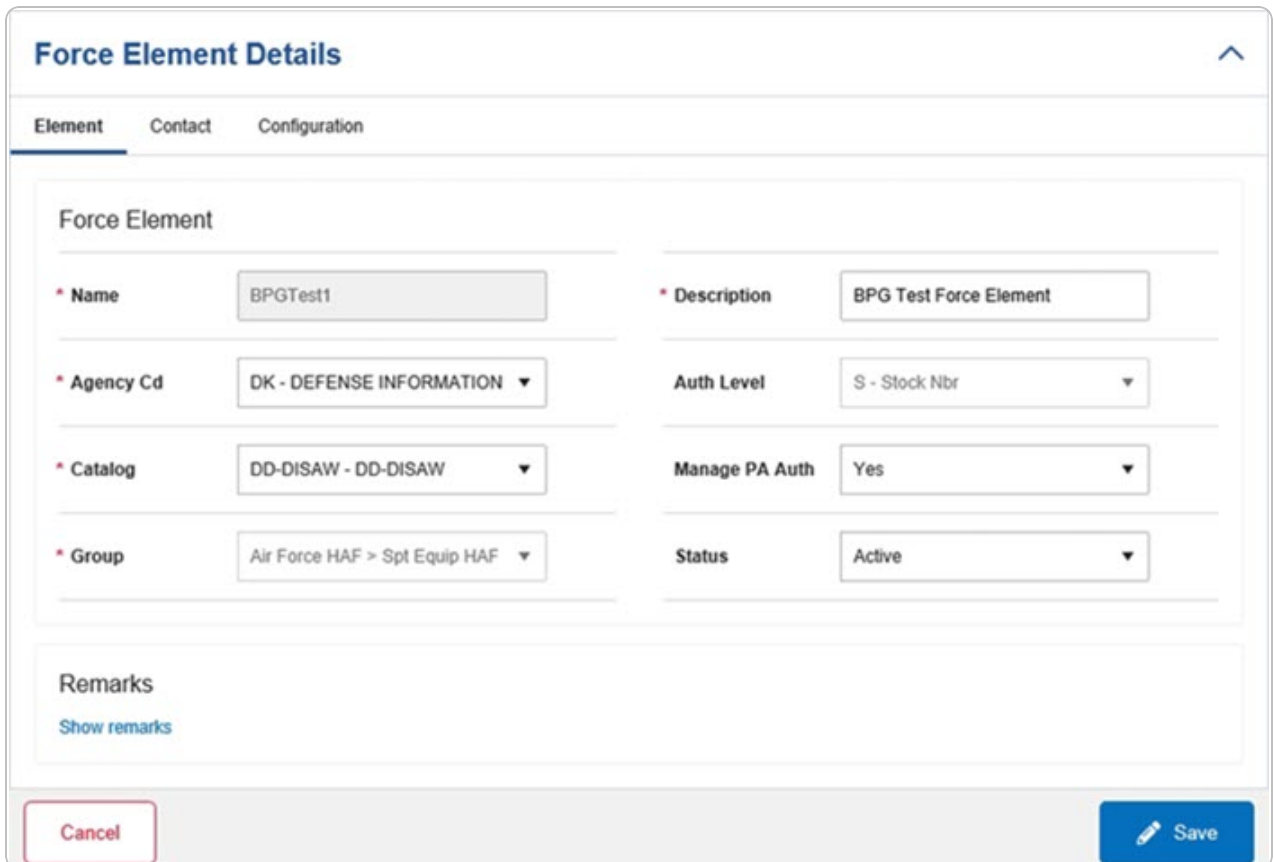





### Update a Force Element

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

1. Select the desired entry. *The Force Element is highlighted.*
2. Select . The **Force Element Details** page displays.
3. View the Element tab.



- A. Verify the Name.
- B. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- C. Update the Agency Cd, using  to select the desired code.
- D. Verify the Auth Level.





- E. Update the Catalog, using  to select the desired code.
  - F. Update the Manage PA Auth, using  to select the desired code.
  - G. *Verify the Group.*
  - H. Update the Status, using  to select the desired code.
  - I. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Element tab closes and the Contact tab opens.*





## Help Reference Guide

### Force Element Details

Element
Contact
Configuration

Contact

\* Contact

Bridget Groce

\* Address 1

4640 Trindle Road

Address 2

Address 3

City

Camp Hill

Zip Cd

17011

State Cd

PA - Pennsylvania

Country Cd

US - UNITED STATES OF AME

POC Office

DSN

Phone Nbr

Fax Nbr

Email


Remarks

Show remarks

Cancel

Capture screenshot

Save

- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
- B. Update the Country Cd, using  to select desired code.
- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
- D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*


Defense Logistics Agency (DLA)  
Logistics Catalog and Data Solutions (LCDS)

70  
Unclassified

**ELMS Helpdesk**  
**1-844-843-3727**



## Help Reference Guide

- E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
  - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
  - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
  - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
  - M. Update the State Cd, using  to select desired code.
  - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select the Configuration Tab. *The Contact tab closes and the Configuration tab opens.*





## Help Reference Guide

### Force Element Details

Element
Contact
Configuration





Item Title

Stock Number
▼

☐ Use I&S Data

Cancel

Save

- A. Update the Item Title, using  to select desired identification.
  - B. Verify the Use I&S Data contains the appropriate  or . When green, the item can be replaced with an equal item.
6. Select . The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be</b>	Invalid Characters Entered in the Remarks field.





**alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.**

Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

**13 — Mandatory Entry: Description.**

Missing Entry. Enter the appropriate information in the desired field.

**13 — Mandatory Entry: Contact.**

**761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, ( ), x, period and space.**

Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

**323 — E-Mail Address structure is incorrect.**

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

**1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).**

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.





### **Related Topics**

- Force Element
- Add the Force Element System





# Assignment

## Overview

The Force System Management module Assignment process provides the ability to view, approve, or reject pending connections (the handshake) between FSM and PA. The connection process starts in PA on the ACTBL UIC/UIC screen, and sends the connection for approval to the FSM Assignment screen.

## Navigation

MASTER DATA MGMT > Assignment > Assignment page

## Page Fields

The following fields display on the **Assignment** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

### Force Elements

### Pending Approval Fields

Site  
Actbl UIC  
UIC  
UIC Name





## Help Reference Guide

State  
Remarks

### Optional

DoDAAC  
Org Id  
Major Command Cd

### Completed Fields

Site  
Actbl UIC  
UIC  
UIC Name  
State  
Actions  
Remarks

### Optional

DoDAAC  
Org Id  
Major Command Cd

### UIC Detach

Remarks  
History Remarks

## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Search For an Assignment

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. Select the desired Force Element hyperlink in the Force Elements panel. *The Pending Approval and Completed panels appear and populate.*





### Force Elements



BPGTest1

Regression 7.2.30

Regression Element

Regression Test 7.2.10

Regression Test 7.2.20

Spt Equip 01

System Test Bug 58274


2. View the Pending Approval panel.

**Spt Equip 01 - Pending Approval**

Grid Options Save Reset

Site	Actbl UIC	UIC	UIC Name	State	Remarks
FH-AFHAF	FE6222	FE6222	BATTLE CREEK ANG MI	Postponed	
FH-AFHAF	FE6043	JH0611	JH0611 EXT TEST	Pending	
FH-AFHAF	FE6191	JH220A	JH220A UIC	Postponed	
FH-AFHAF	FE6191	JH220B	JH220B UIC	Pending	
FH-AFHAF	FE6381	NG0813	0146WEA80000	Postponed	

1 - 5 of 5 items

- The Site automatically populates and is not editable.
- The ACTBL UIC automatically populates and is not editable.
- The UIC automatically populates and is not editable.
- The UIC Name automatically populates and is not editable.
- Select  in the State field. The field becomes editable.





## Help Reference Guide

- Use  to select the State.
  - Select  in the Remarks column. *An empty text field appears.*
  - Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
  - *The DoDAAC automatically populates and is not editable.*
  - *The ORG ID automatically populates and is not editable.*
  - *The Major Command Code automatically populates and is not editable.*
3. View the Completed panel.

**Spt Equip 01 - Completed**

Grid Options

Site	Actbl UIC	UIC	UIC Name	State	Actions	Remarks
FH-AFHAF	FE6606	BPG123	BPG TESTING	Approved	<a href="#">Detach</a>	
FH-AFHAF	FE6606	BPG234	BPG TESTING 2	Approved	<a href="#">Detach</a>	
FH-AFHAF	FE4654	BPU000	BPU000	Approved	<a href="#">Detach</a>	
FH-AFHAF	FE4654	BPU1AQ	BPU1AQ	Approved	<a href="#">Detach</a>	
FH-AFHAF	FE4654	BPU1FU	BPU1FU	Approved	<a href="#">Detach</a>	

1 - 5 of 47 items

- *The Site automatically populates and is not editable.*
- *The ACTBL UIC automatically populates and is not editable.*
- *The UIC automatically populates and is not editable.*
- *The UIC Name automatically populates and is not editable.*
- *The State automatically populates and is not editable.*
- Select [Detach](#). *The **UIC Detach** pop-up window appears.*





## Help Reference Guide

UIC Detach


Are you sure you want to detach BPG123 from Spt Equip 01?

Remarks

History Remarks

No

Yes

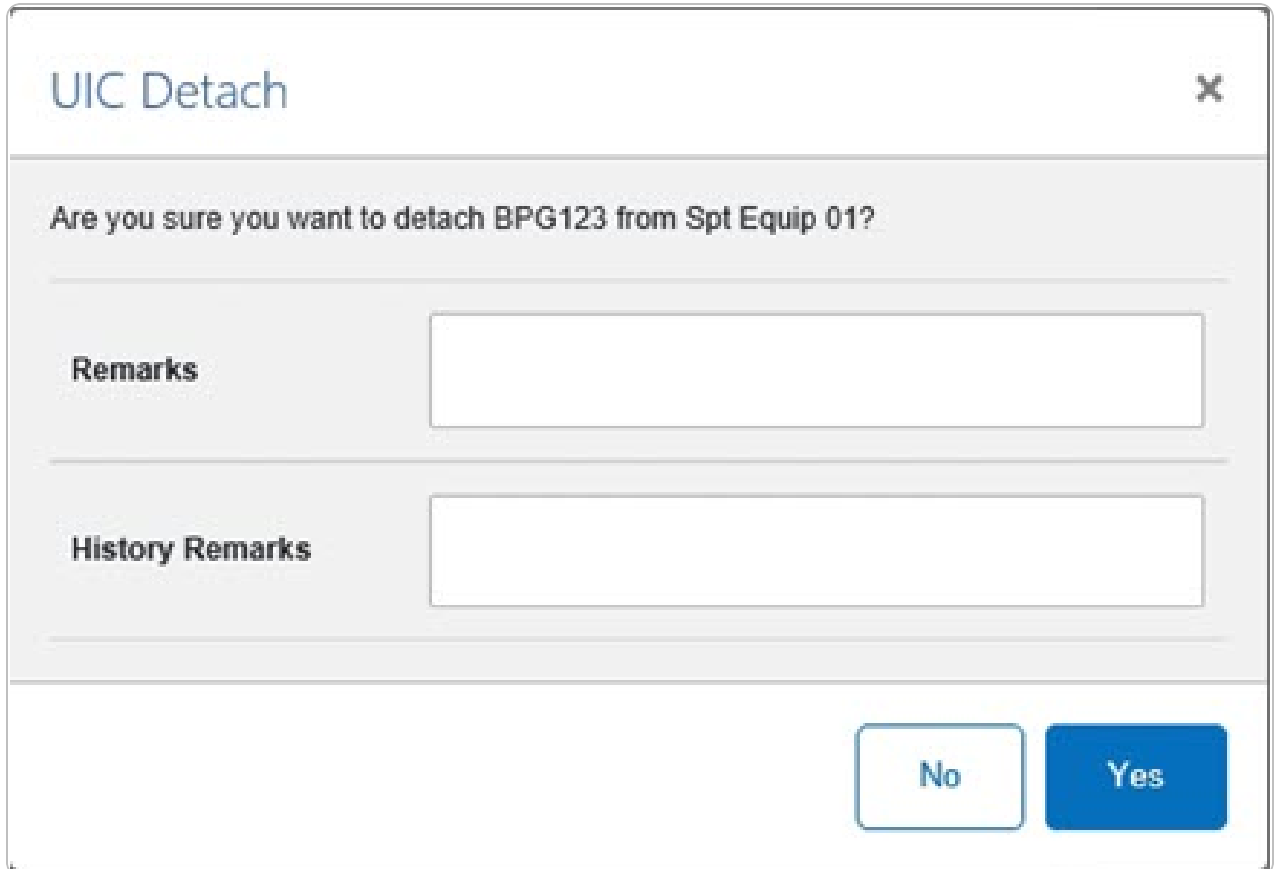
1. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select . *The record is removed from the Completed panel.*
  - The Remarks automatically populates and is not editable.
  - The DoDAAC automatically populates and is not editable.
  - The ORG ID automatically populates and is not editable.
  - The Major Command Code automatically populates and is not editable.





### Detach a UIC

1. Select **Detach**. The **UIC Detach** pop-up window appears.



The image shows a pop-up window titled "UIC Detach" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to detach BPG123 from Spt Equip 01?". Below this, there are two text input fields: "Remarks" and "History Remarks". At the bottom right, there are two buttons: "No" and "Yes".

2. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select **Yes**. The record is removed from the Completed panel.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

### Related Topics

- Force Management
- Force Update
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview





# Platform

## Overview

The Force Systems Management module Platform process provides the ability to view, create, or update the platform information. The Platform is at the Force level, which means each of the Force Elements see the same platforms.

## Navigation

MASTER DATA MGMT > Platform > Platform page

## Page Fields

The following fields display on the **Platform** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

### Platform Search Criteria

Platform  
Description

### Search Results

Platform Name  
Platform Description  
Remarks






# Procedures

### ELMS Navigation Helpful Tips

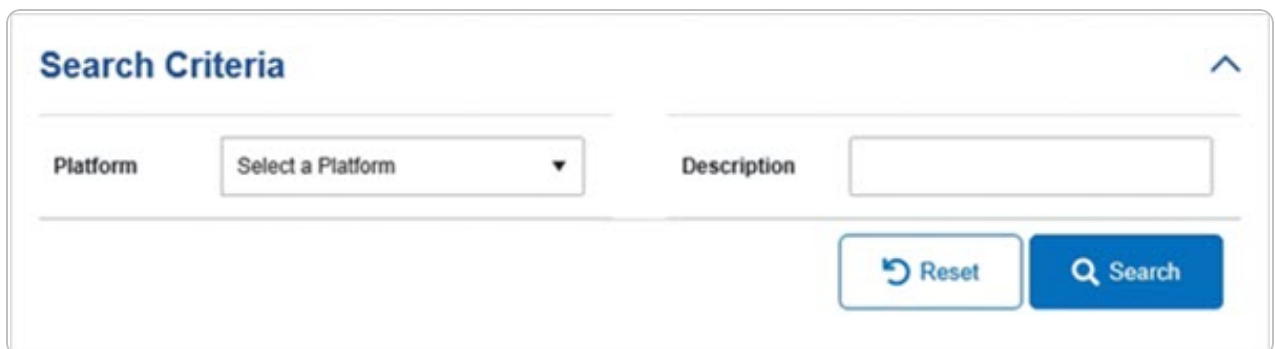




Click the following link to display FSM Navigation Tips.

## Search for a Platform

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



- Use  to select the Platform.
  - Enter the Description in the field provided. *This is a 1,024 alphanumeric character field.*
2. Select . The Search Results panel opens, showing the list of Platforms.





## Help Reference Guide

### Search Results

Grid Options ▾ + Add Delete Save Reset

<input type="checkbox"/>	Platform Name ↑ ▾	Platform Description ▾	Remarks ▾
<input type="checkbox"/>	BPG123	BPG Test	BPG Test

Selected 0/1 < > 100 items per page

1 - 1 of 1 items

### Add a Platform




### Search Results

Grid Options ▾ + Add Delete Save Reset

<input type="checkbox"/>	Platform Name ↑ ▾	Platform Description ▾	Remarks ▾
<input type="checkbox"/>			
<input type="checkbox"/>	BPG123	BPG Test	BPG Test

Selected 0/2 < > 100 items per page



1 - 2 of 2 items

1. Select . A new Search Results row appears.
2. Select  in the Platform Name column. An empty text field appears.
3. Enter the Platform Name in the field provided. This is a 30 alphanumeric character field.
4. Select  in the Platform Description column. An empty text field appears.



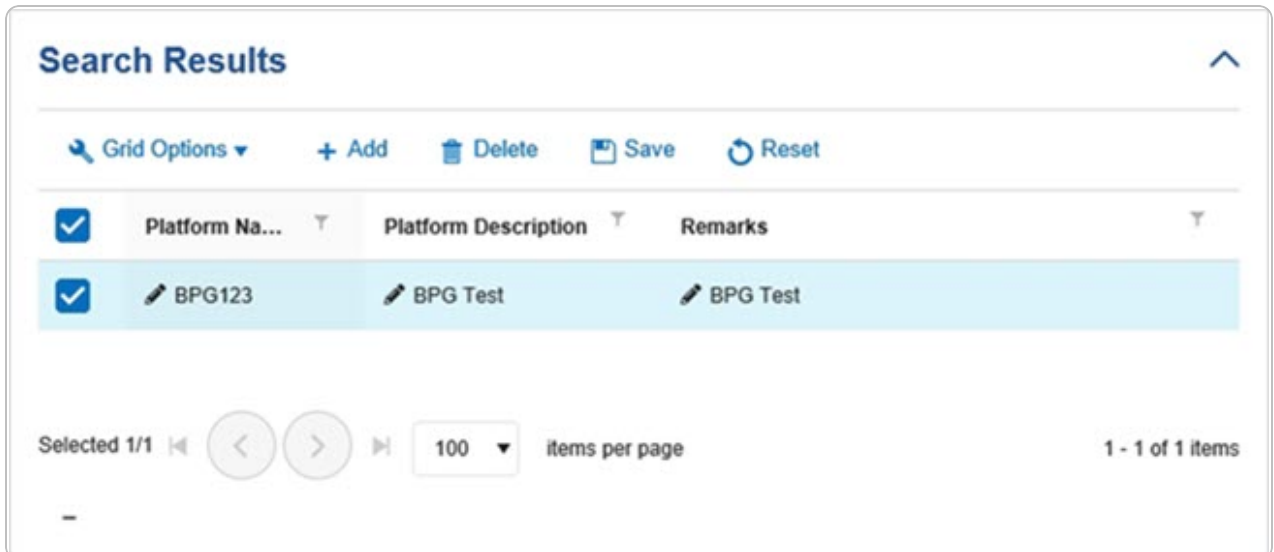


## Help Reference Guide

5. Enter the Platform Description in the field provided. *This is a 1,024 alphanumeric character field.*
6. Select  in the Remarks column. *An empty text field appears.*
7. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select . *The new Platform saves, and is no longer editable.*




### Update a Platform

1. Select  in front of the desired platform. *The row is highlighted, and  appears.*






**Search Results**

Grid Options ▾ + Add Delete Save Reset

<input checked="" type="checkbox"/>	Platform Na... ▾	Platform Description ▾	Remarks ▾
<input checked="" type="checkbox"/>	 BPG123	 BPG Test	 BPG Test

Selected 1/1 < > 100 ▾ items per page 1 - 1 of 1 items


2. Select  in the Platform Name column. *The Platform Name appears in an editable text field.*
3. Update the Platform Name, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
4. Select  in the Platform Description column. *The Platform Description appears in an editable text field.*
5. Update the Platform Description, entering the revised information in the field provided. *This is a 1,024 alphanumeric character field.*
6. Select  in the Remarks column. *The Remarks appears in an editable text field.*
7. Update the Remarks, entering the revised information in the field provided. *This is a 1,024 alphanumeric character field.*

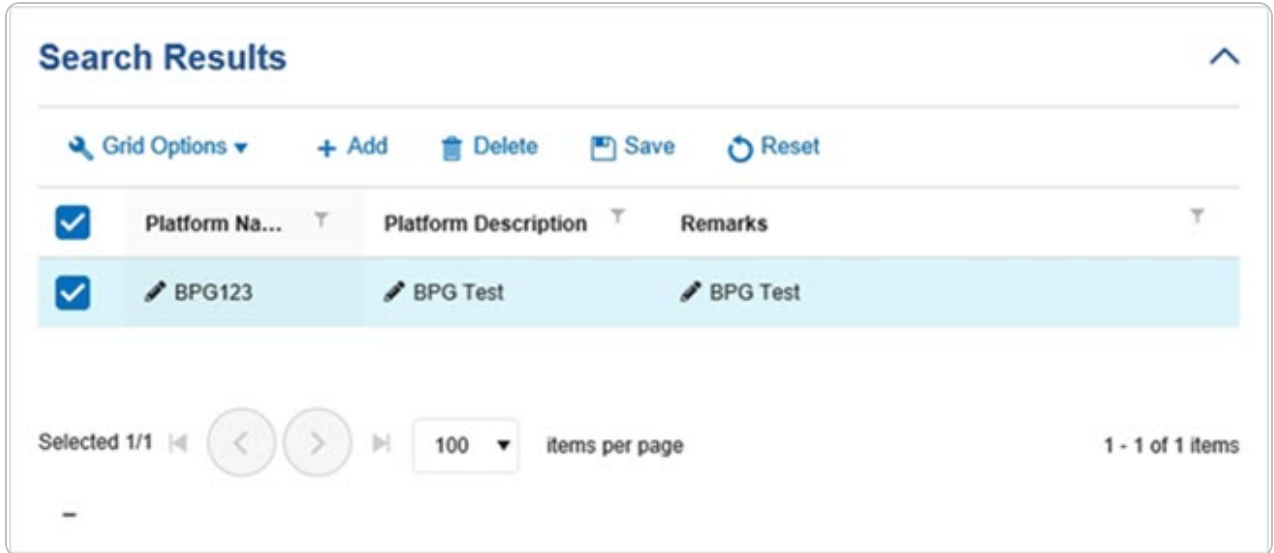




8. Select . The revised Platform saves, and is no longer editable.

### Delete a Platform

1. Select ☐ in front of the desired platform. The row is highlighted, and  appears.



2. Select . The **Delete Platform** pop-up window appears.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





**161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.**

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

**323 — E-Mail Address structure is incorrect.**

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

**1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).**

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

## Related Topics

- Force Management
- Delete a Platform
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview







# Delete a Platform

## Overview

The Platform Delete process allows removal of a Platform from the Force Element.

## Navigation

MASTER DATA MGMT > Platform >  (desired record) >  Delete > Delete a Platform pop-up window

## Page Fields

The following fields display on the **Delete a Platform** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Delete a Platform

History Remarks


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Delete a Platform

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





## Help Reference Guide

[< Back](#)

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

1. Select ☐ in front of the desired platform. The row is highlighted, and ☒ appears.

### Search Results

Grid Options ▼
+ Add
Delete
Save
Reset

<input checked="" type="checkbox"/>	Platform Na... ▼	Platform Description ▼	Remarks ▼
<input checked="" type="checkbox"/>	BPG123	BPG Test	BPG Test

Selected 1/1

<
>

100 ▼

items per page

1 - 1 of 1 items

2. Select [Delete](#). The **Delete Platform** pop-up window appears.

### Delete Platform

Are you sure you want to delete this Platform?

History Remarks


No

Yes





## Help Reference Guide

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select . The **Delete Platform** pop-up window closes, and the Platform is removed from the Search Results grid.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

## Related Topics

- Force Management
- Platform





# Authorization Manager

## Overview

The Force Systems Management module Authorization Manager process provides the ability to view or update the Authorization Manager's information. The Force Officer assigns the Platform to the Authorization Manager, giving the manager access to the different authorization applications.

## Navigation

MASTER DATA MGMT > AUTH MGR AUD > Authorization Manager page

## Page Fields

The following fields display on the **Authorization Manager** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

### Authorization Manager Search Criteria

User Id  
Last Name  
First Name  
Platform

#### Search

User Id  
Last Name  
First Name





Middle Name

### Search Results

Platform  
Platform Desc  
User Id


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Search for an Authorization Manager

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





## Help Reference Guide

### Search Criteria

User Id


Last name

First name

Platform

Reset

Search



Enter criteria and select "Search" to view results.

- Enter the USER ID in the field provided. *This is a 25 alphanumeric character field.*
- Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*


2. Select . The Authorization Manager(s) appears below the Search Criteria.










## Help Reference Guide

User Id ↑	Last Name	First Name	Middle Name
CJLEFAIVRE	LEFAIVRE	COURTNEY	
CNEVANS	EVANS	CAROL	
DLANTRY	ANTRY	DAVID	
EESCOBEDO	ESCOBEDO	EMILY	
HARVEYMS	HARVEY	MATTHEW	S



 5 items per page
 1 - 5 of 9 items

- Select the desired USER ID. *The Search Results panel opens, showing the Authorization Manager's list of Platforms.*

**Search Results**

 Grid Options
  Add
  Delete
  Save
  Reset


<input type="checkbox"/>	Platfor...	Platform De...	User Id
<input type="checkbox"/>	Admin	Admin	JDLR
<input type="checkbox"/>	CRK Platform	CRK Platform	JDLR
<input type="checkbox"/>	ExtTest	External Test	JDLR

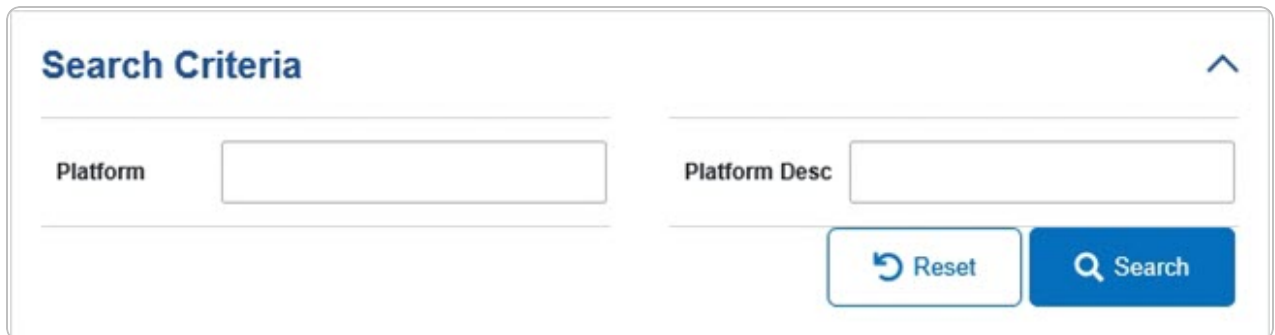
Selected 0/3
 
 10 items per page
 1 - 3 of 3 items






### Add an Authorization Manager

1. Select . The **Platform Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



The image shows a 'Search Criteria' form with a title bar and an upward arrow. It contains two input fields: 'Platform' and 'Platform Desc'. Below these fields are two buttons: 'Reset' (with a circular arrow icon) and 'Search' (with a magnifying glass icon).

- Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*
  - Enter the Platform DESC in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select . The Search Results panel opens, open to the Available tab with the entire list of Platforms.





## Help Reference Guide

### Search Results

Available

Selected

<input type="checkbox"/>	Platform ↑	Platform Desc
<input type="checkbox"/>	2BEAR	BEAR INITIAL SUPPORT
<input checked="" type="checkbox"/>	BEAR	WRM BEAR
<input type="checkbox"/>	BPG Test	BPG Test

◀

<

>

▶

10 items per page

1 - 3 of 3 items

✓ Take Selected

- Select ☐ in front of the desired platform(s). *The row(s) are highlighted, and ☒ appears.*
- Choose the Selected tab. *The tab shows all the Platforms selected.*





## Help Reference Guide

### Search Results

Available

Selected

	Platform ↑	Platform Desc
<a href="#">Remove</a>	BEAR	WRM BEAR

◀

<

>

▶

10

items per page

1 - 1 of 1 items

✓ Take Selected

6. Select . The **Platform Browse** pop-up window closes, and the selected Platform(s) appear in the Search Results grid.

### Search Results

[Grid Options](#)
[+ Add](#)
[Delete](#)
[Save](#)
[Reset](#)

	Platform ↑	Platform Desc	User Id
<input type="checkbox"/>	BEAR	WRM BEAR	CJLEFAIVRE
<input type="checkbox"/>	2BEAR	BEAR INITIAL SUPPORT	CJLEFAIVRE
<input type="checkbox"/>	BPG Test	BPG Test	CJLEFAIVRE

Selected 0/3

◀

<


>

▶

10

items per page

1 - 3 of 3 items

7. Select . The Platform(s) are associated to the USER ID.





### Delete an Authorization Manager


1. Select ☐ in front of the desired platform. *The row is highlighted, and ☒ appears.*
2. Select . *The **Delete Platform User Association** pop-up window appears.*

Delete Platform User Association
×

Are you sure you want to disassociate this platform from CJLEFAIVRE?

No

Yes

3. Select . *The **Delete Platform User Association** pop-up window closes, and the Platform is disassociated from the USER ID.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





**350 — Must be alpha-numeric with supported special characters \$, —, /, #, &, comma, period, and space.**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

### Related Topics

- Force Management
- Platform Management
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview





# 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

## Page Fields

The following fields display on the **Authorization Management** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
<b>12</b>	Select "Search" button to view Search Results page.
<b>13</b>	Select "Reset" button to clear data.
<b>412</b>	Select "Grid Options" button for additional actions.
<b>21</b>	Select "Add" button to create a new record.
<b>529</b>	Select "Edit" to update the selected {0} record(s).
<b>530</b>	Select "Delete" to remove the selected {0} record(s).





### Search Criteria

Authorization Id  
Platform

### Search Results Grid

Authorization Id  
Authorization Type  
Authorization Desc  
Platform  
Mission Description  
Match Qty  
Unit Edit


## Procedures

### ELMS Navigation Helpful Tips

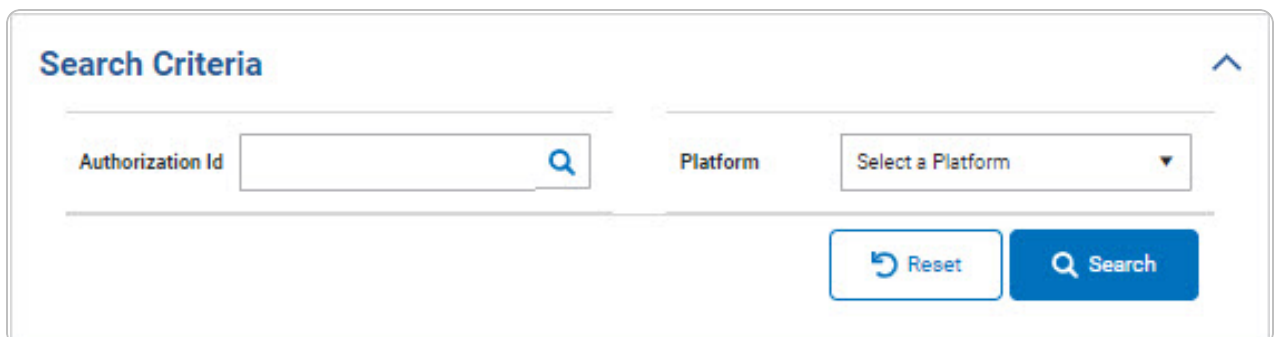


Click the following link to display FSM Navigation Tips.

### 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:.



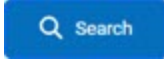


The screenshot shows the 'Search Criteria' panel. It contains two input fields: 'Authorization Id' with a search icon (magnifying glass) to its right, and 'Platform' with a dropdown menu showing 'Select a Platform'. Below these fields are two buttons: a 'Reset' button with a circular arrow icon and a 'Search' button with a magnifying glass icon.












## Help Reference Guide

- Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alpha-numeric character field.*  
Authorization Browse
  - Use  to select the Platform.
2. Select . The results appear in the **Authorization Management Search Results** panel.

**Search Results**

Grid Options    

<input type="checkbox"/>	Authorization Id	Authorization Type	Authorization Desc	Platform	Mission Description	Match Qty	Unit Edit
<input type="checkbox"/>	102319b	Primary	ts12	Admin	ts12	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	ipn 7/8/2020	Admin	ipn 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


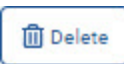


### Add an Authorization

- Select . The **Add an Authorization Management** page appears.



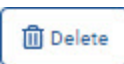

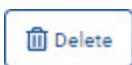






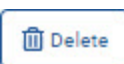


### Update an Authorization

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.*

### Delete an Authorization

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

### View the Details of an Authorization

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

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





**161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.**

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

### Related Topics

- Add an Authorization Management
- Update the Authorization Management
- Delete the Authorization Management
- View the Authorization Details






# Add an Authorization Management

## Overview

The Authorization Management Add process provides the ability to create new authorizations.

## Navigation

Authorization MGMT > Authorization Management >  > Add an Authorization page

## Page Fields

The following fields display on the **Add an Authorization** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).
550	Select "Browse" to Add an Attachment.
551	Select "x" to Delete an Attachment.
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.





### Authorization Tab

Authorization Type \*  
Date Last Reviewed  
Authorization Id \*  
Reviewer  
Platform  
Authorization Desc  
Match Qty  
Mission Desc  
Unit Edit

### Attachments Tab

Primary  
Name  
Description

### Remarks Tab

Remarks  
History Remarks

(\*) Asterisk identifies mandatory fields.

## Procedures

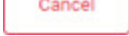
### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Add an Authorization

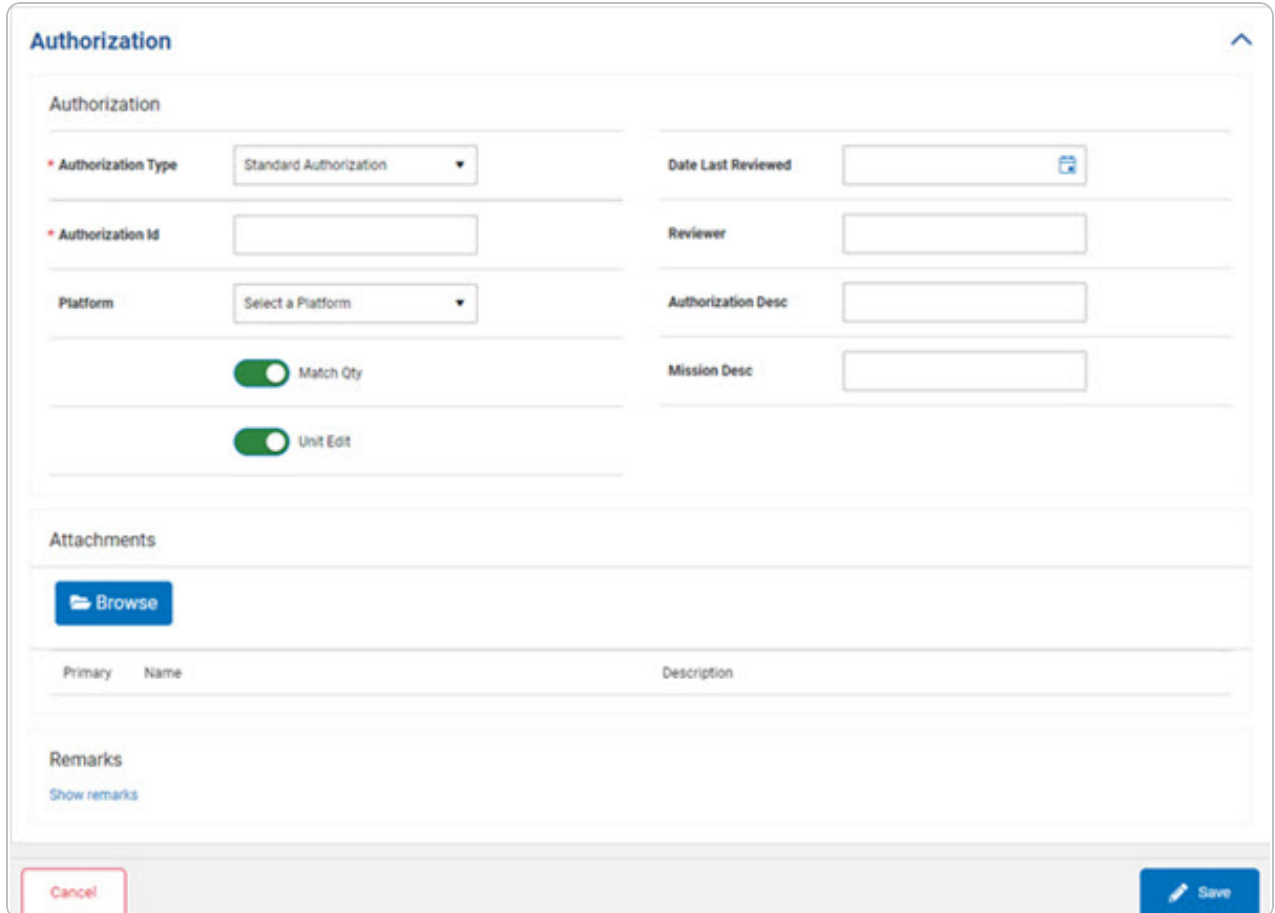
Cancel

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.







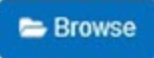
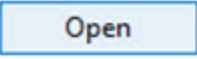


The screenshot shows the 'Authorization' form. It has a title bar 'Authorization' with a close button. The form is divided into two main sections: 'Authorization' and 'Attachments'. The 'Authorization' section contains fields for 'Authorization Type' (a dropdown menu currently showing 'Standard Authorization'), 'Date Last Reviewed' (a date picker icon), 'Authorization Id' (a text input field), 'Reviewer' (a text input field), 'Platform' (a dropdown menu currently showing 'Select a Platform'), 'Authorization Desc' (a text input field), 'Mission Desc' (a text input field), 'Match Qty' (a toggle switch currently turned on), and 'Unit Edit' (a toggle switch currently turned on). The 'Attachments' section has a 'Browse' button. Below the attachments 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. Use  to select the Date Last Reviewed, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter the Authorization ID in the field provided. *This is a 4-7 alphanumeric character field.*
5. Enter the Reviewer in the field provided. *This is a 30 alphanumeric character field.*
6. Use  to select the Platform.
7. Enter the Authorization DESC in the field provided. *This is a 250 alphanumeric character field.*





## Help Reference Guide

8. Click  to select the Match QTY. *The slider changes to  and the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
9. Enter the Mission DESC in the field provided. *This is a 125 alphanumeric character field.*
10. Click  to select the Unit Edit. *The slider changes to  and the user is able to set Unit specific Authorization and Required Quantity values.*
11. Select  in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*
  - 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.*
  - 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.*
  - E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*
12. Select the Show remarks hyperlink in the Remarks panel. *The Remarks and History Remarks fields appear.*
  - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
  - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. Select . *The **Add an Authorization** page closes, and the **Authorization Management** page displays the new information.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------





**125 — No record(s) match search criteria or you do not have the appropriate security access.**

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

**161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.**

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

## Related Topics

- Authorization Management Overview
- Update the Authorization Management
- Delete the Authorization Management






# Update an Authorization Management

## Overview

The Authorization Management Update process allows editing of the authorization details.

## Navigation

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

## Page Fields

The following fields display on the **Authorization Edit** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).
550	Select "Browse" to Add an Attachment.
551	Select "x" to Delete an Attachment.
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.





### Authorization Tab

Authorization Type \*  
Date Last Reviewed  
Authorization Id \*  
Reviewer  
Platform  
Authorization Desc  
Match Qty  
Mission Desc  
Unit Edit

### Attachments Tab

Primary  
Name  
Description

### Remarks Tab

Remarks  
History Remarks

(\*) Asterisk identifies mandatory fields.

## Procedures


### ELMS Navigation Helpful Tips







Click the following link to display FSM Navigation Tips.

### Update an Authorization

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

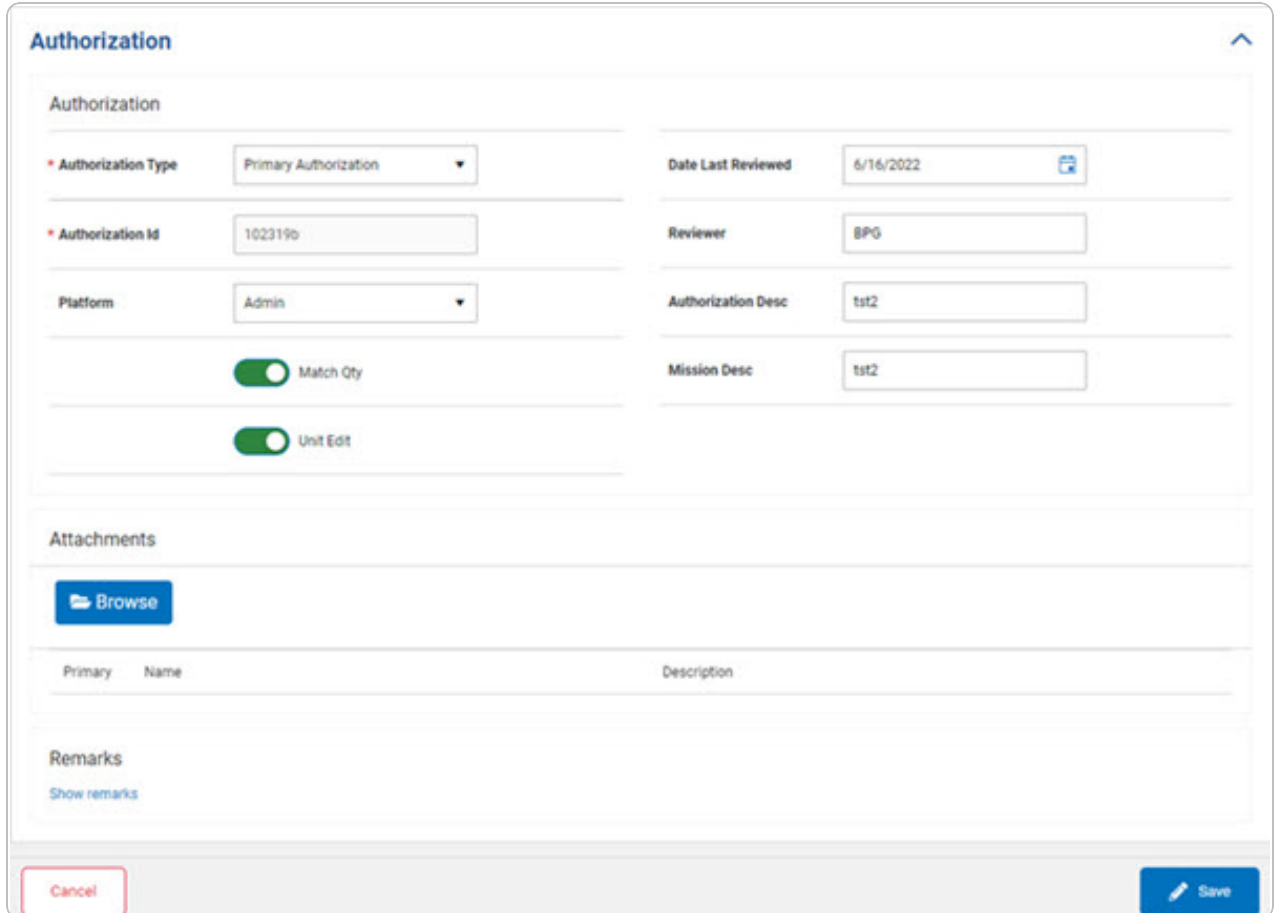
Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.





2. Select  **Edit**. The **Update the Authorization Management** page appears.



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

- Authorization Type:** Primary Authorization (dropdown)
- Authorization Id:** 102319b (text)
- Platform:** Admin (dropdown)
- Date Last Reviewed:** 6/16/2022 (calendar icon)
- Reviewer:** BPG (text)
- Authorization Desc:** tst2 (text)
- Mission Desc:** tst2 (text)
- Match Qty:** ☒ (toggle)
- Unit Edit:** ☒ (toggle)




**Attachments:**

- Browse:** (button)
- | Primary | Name | Description |
|---------|------|-------------|
|---------|------|-------------|

**Remarks:**

- Show remarks:** (link)





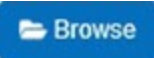
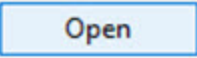



**Buttons:** Cancel, Save

3. Update the Authorization Type, using  to select the desired authorization.
4. Update the Date Last Reviewed, using  or entering the date (MM/DD/YYYY) in the field provided.
5. *Verify the Authorization ID.*
6. Update the Reviewer, entering the revised name in the field provided. *This is a 30 alpha-numeric character field.*
7. Update the Platform, using  to select the desired platform.
8. Update the Authorization DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*





## Help Reference Guide

9. Verify the Match QTY contains the appropriate  or . *When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
10. Update the Mission DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*
11. Verify the Unit Edit contains the appropriate  or . *When green, the user is able to set Unit specific Authorization and Required Quantity values.*
12. Select  in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*
  - 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.*
  - 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.*
  - E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*
13. Select the Show remarks hyperlink in the Remarks panel. *The Remarks and History Remarks fields appear.*
  - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
  - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select . *The **Authorization Edit** page closes, and the **Authorization Management** page displays the new information.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





## Help Reference Guide

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

## Related Topics

- Authorization Management Overview
- Add an Authorization Management
- Delete the Authorization Management



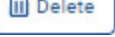


# Delete an Authorization Management

## Overview

The Authorization Management Delete process allows removal of an Authorization record.

## Navigation

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

## Page Fields

The following fields display on the **Delete Authorization** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Delete Authorization

History Remarks


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Delete an Authorization






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





## Help Reference Guide

[< Back](#) 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  **Edit**,  **Delete**, and  **Details** become available.
2. Select  **Delete**. The **Delete Authorization** pop-up window appears.


### Delete Authorization ×

Are you sure you want to delete this Authorization?

---

**History Remarks**

---

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select  **Yes**. The Authorization is removed.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------





**125 — No record(s) match search criteria or you do not have the appropriate security access.**

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

**161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space, and max length of 256.**

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

## Related Topics

- Authorization Management Overview
- Add an Authorization Management
- Update the Authorization Management





# Authorization Details

## Overview

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

## Navigation

Authorization MGMT > Authorization Detail > Authorization Detail page

## Page Fields

The following fields display on the **Authorization Detail** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
548	Select "Save" to save the changes made to the Record(s).
530	Select "Delete" to remove the selected {0} record(s).





### Authorization Search Grid

Authorization Type  
Authorization Id  
Platform  
Stock Nbr  
UTC

#### Results Grid

Authorization Id  
Authorization Desc

### Authorization Details Grid

Stock Number  
Item Description  
Readiness Code  
UTC  
Justification  
Match Qty  
FReq Qty  
FAuth Qty  
Unit Edit


## Procedures

#### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Search for the Authorization Details

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:.





### Authorization Search

Authorization Type

Select an authorization type ▼

Authorization Id

1234



Platform

Select a Platform ▼

Stock Number



UTC

Select a UTC ▼



Reset



Search

Authorization Id ↑

Authorization Desc

1234

ABC123

1234567

1234567 desc

ABC1234

KD Authorization Management Test

BBV1234

Test Auth



1




10



items per page


1 - 4 of 4 items

- Use  to select the Authorization Type.





## Help Reference Guide


- Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alpha-numeric character field.*

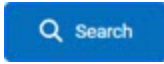
Authorization Browse

- Use  to select the Platform.





- Enter the Stock Number, or use  to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse



- Use  to select the UTC.

- Select . *The Results panel fills with records.*
- Select the desired Authorization ID. *The record is highlighted, and the Authorization Details panel fills with records.*

**Authorization Details**

Grid Options  Add  Delete  Save  Reset

<input type="checkbox"/>	Stock Number	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
<input type="checkbox"/>	100500032251	RIFLE,CALIBER .22	A			On	3	3	On
<input type="checkbox"/>	100500037496	PISTOL,CALIBER .22,AUTOMATIC	A			On	0	0	On
<input type="checkbox"/>	100500038646	LINK,CAM	A			On	0	0	On
<input type="checkbox"/>	1005000ABC12	REVOLVER II	A			On	0	0	On
<input type="checkbox"/>	100500919321	HOUSING ASSEMBLY GU	A			On	4	4	On
<input type="checkbox"/>	100500919321	HOUSING ASSEMBLY GU	B			On	0	0	On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	A			On	10	10	On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	B			On	0	0	On

Selected 0/8  1  15 items per page

1 - 8 of 8 items






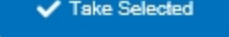
### Add an Authorization Detail

1. Select . The **Stock Number Browse** page appears.





#### Note







The Select hyperlink does not appear. Instead, click  to select the desired entries. Select as many as needed.

















































2. Select . The chosen stock numbers appear at the top of the Authorization Details grid.



### Update an Authorization Detail

1. Click  to select the desired entry. The Authorization Detail record is highlighted, and , , and  become available.



**Authorization Details**

Grid Options    

<input type="checkbox"/>	Stock Number	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
<input type="checkbox"/>	1005000032251	RIFLE,CALIBER .22	 A			 On	 3	3	 On
<input type="checkbox"/>	1005000037496	PISTOL,CALIBER .22,AUTOMATIC	 A			 On	 0	0	 On
<input type="checkbox"/>	1005000038646	LINK,CAM	 A			 On	 0	0	 On
<input type="checkbox"/>	10050000ABC12	REVOLVER II	 A			 On	 0	0	 On
<input type="checkbox"/>	1005009193921	HOUSING ASSEMBLY GU	 A			 On	 4	4	 On
<input type="checkbox"/>	1005009193921	HOUSING ASSEMBLY GU	 B			 On	 0	0	 On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	 A			 On	 10	10	 On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	 B			 On	 0	0	 On

Selected 0/8  1  15 Items per page












1 - 8 of 8 items

2. Select  in the Readiness Code column. A drop-down field appears.
3. Update the Readiness Code, using  to select the desired code.









## Help Reference Guide

4. Select  in the UTC column. *The field becomes editable.*
5. Update the UTC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
6. Select  in the Justification column. *The field becomes editable.*
7. Update the Justification, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select  in the Match QTY column. *A slider appears.*
9. Verify the Match QTY contains the appropriate  or . *When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
10. Select  in the FREQ QTY column. *The field becomes editable.*
11. Update the FREQ QTY, entering the revised amount in the field provided. *This is a 4 numeric character field.*
12. Select  in the FAUTH QTY column. *The field becomes editable.*
13. Update the FAUTH QTY, entering the revised amount in the field provided. *This is a 4 numeric character field.*
14. Select  in the Unit Edit column. *A slider appears.*
15. Verify the Unit Edit contains the appropriate  or . *When green, the user is able to set Unit specific Authorization and Required Quantity values.*
16. Select . *The fields close and the record returns to the beginning of the Authorization Details grid.*

### Delete an Authorization Detail

1. Click  to select the desired entry. *The Authorization Detail record is highlighted, and*  
, , and  *become available.*





## Help Reference Guide

**Authorization Details**

Grid Options + Add Delete Save Reset

<input type="checkbox"/>	Stock Number ↑	Item Description ↑	Readiness Code ↑	UTC ↑	Justification ↑	Match Qty ↑	FReq Qty ↑	FAuth Qty ↑	Unit Edit ↑
<input type="checkbox"/>	1005000032251	RIFLE,CALIBER .22	A			On	3	3	On
<input type="checkbox"/>	1005000037496	PISTOL,CALIBER .22,AUTOMATIC	A			On	0	0	On
<input type="checkbox"/>	1005000038646	LINK,CAM	A			On	0	0	On
<input type="checkbox"/>	10050000ABC12	REVOLVER II	A			On	0	0	On
<input type="checkbox"/>	1005009193921	HOUSING ASSEMBLY GU	A			On	4	4	On
<input type="checkbox"/>	1005009193921	HOUSING ASSEMBLY GU	B			On	0	0	On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	A			On	10	10	On
<input type="checkbox"/>	1005PNSYCRKT	PLASMA GUN	B			On	0	0	On

Selected 0/8 1 15 Items per page 1 - 8 of 8 Items

2. Select . The **Delete Authorization Detail** pop-up window appears.

Delete Authorization Detail

Are you sure you want to delete the detail record from the authorization? Any related organization level quantities will also be deleted.

History Remarks

No
Yes

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*





4. Select  . The record is removed from the Authorization Details panel.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , &amp; , comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

## Related Topics

- Authorization Management Overview
- Add an Authorization Management
- Update the Authorization Management
- Delete the Authorization Management





# Apply Authorization

## Overview

The Force System Management module Apply Authorization process provides the ability to associate a UIC to an Authorization, or an Authorization to a UIC.

## Navigation

Authorization MGMT > Apply Authorization > Apply Authorization page

## Page Fields

The following fields display on the **Apply Authorization** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
530	Select "Delete" to remove the selected {0} record(s).
548	Select "Save" to save the changes made to the Record(s).





**552**

Select "Details" to view the Review Authorization page for the selected UIC or Authorization ID value.

### Search Criteria

#### Authorization Id

Authorization Id

#### UIC

UIC

### Search Results

#### Authorization Id

Authorization Id  
Authorization Description  
Platform  
Mission Description

#### Search Results Grid

Site Id  
Accountable UIC  
UIC  
UIC Name  
Major Command Code  
Organization Id  
DoDAAC

#### UIC

UIC  
UIC Name  
Organization Id  
DoDAAC

#### Search Results Grid

Authorization Id  
Authorization Desc





Platform  
Mission Description


## Procedures

### ELMS Navigation Helpful Tips

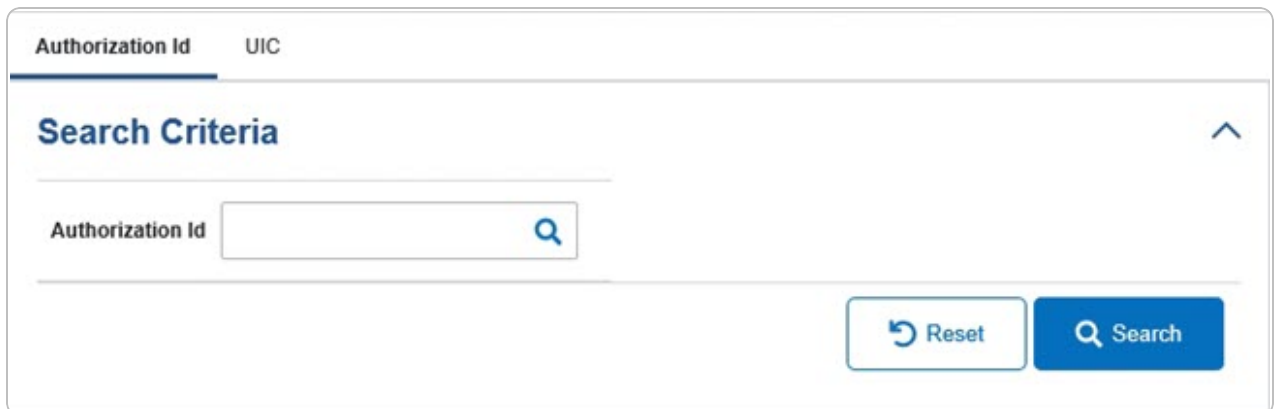


Click the following link to display FSM Navigation Tips.

### Search for an Authorization ID

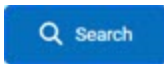
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Select the Authorization ID tab.



- Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alpha-numeric character field.*

Authorization Browse

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





## Help Reference Guide

**Search Results**


AUTHORIZATION ID: 102319b | AUTHORIZATION DESCRIPTION: tst2 | PLATFORM: Admin | MISSION DESCRIPTION: tst2

Grid Options | + Add | Delete | Details | Save | **Reset**

Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 0/2 | 1 | 10 items per page | 1 - 2 of 2 items

### Add a UIC

- Select . The **UIC Browse** pop-up window appears.
- The selected UIC appears at the top of the Search Results panel.


**Search Results**

AUTHORIZATION ID: 102319b | AUTHORIZATION DESCRIPTION: tst2 | PLATFORM: Admin | MISSION DESCRIPTION: tst2




Grid Options | + Add | Delete | Details | Save | Reset

Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
FH-AFHAF	FE4654	BPU000	BPU000	2H	0000CEF60000	FE4654
FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 0/3 | 1 | 10 items per page | 1 - 3 of 3 items

- Select . The fields close and the record is permanently added to the **Authorization Id Search Results** panel.

### Delete a UIC

- Click  to select the desired entry. The UIC record is highlighted, and  and  become available.





## Help Reference Guide

**Search Results**

AUTHORIZATION ID: 182319b | AUTHORIZATION DESCRIPTION: ts12 | PLATFORM: Admin | MISSION DESCRIPTION: ts12




Grid Options | + Add | Delete | Details | Save | Reset

Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
<input checked="" type="checkbox"/> FH-AFHAF	FE4654	BPU000	BPU000	2H	0000CEF60000	FE4654
<input type="checkbox"/> FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
<input type="checkbox"/> FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 1/3 | 10 items per page | 1 - 3 of 3 Items

- Select . The **Delete UIC From Authorization** pop-up window appears.

### View the Details of a UIC

- Click  to select the desired entry. The UIC record is highlighted, and  and  become available.

**Search Results**

AUTHORIZATION ID: 182319b | AUTHORIZATION DESCRIPTION: ts12 | PLATFORM: Admin | MISSION DESCRIPTION: ts12

Grid Options | + Add | Delete | Details | Save | Reset

Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
<input checked="" type="checkbox"/> FH-AFHAF	FE4654	BPU000	BPU000	2H	0000CEF60000	FE4654
<input type="checkbox"/> FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
<input type="checkbox"/> FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 1/3 | 10 items per page | 1 - 3 of 3 Items

- Select . The **Review Authorization** page appears.





## Help Reference Guide

Search Criteria

Search Results

Grid Options Save Reset Details

	UIC	Crg Id	DuDAAC	Authorization Id	Platform	Stock Number	Readiness Code	UTC	F Req Qty	F Auth Qty	Match Qty	Offeq Qty	OffAuth Qty
	BPU000	0000CEFG0000	FE4054	150AABL	WRMBOBBASE	6110000872505	D	XFABL2	0	0	Off	0	0
	BPU000	0000CEFG0000	FE4054	150AABL	WRMBOBBASE	8340015120677	D	XFABL	0	528	Off	0	528
	BPU000	0000CEFG0000	FE4054	150AABL	WRMBOBBASE	8145015121201	D	XFABL	0	528	Off	0	528
	BPU000	0000CEFG0000	FE4054	45082	Admin	100500032251	A	UTC1	2	2	On	2	2
	BPU000	0000CEFG0000	FE4054	1234567	Admin	5110000724712	A	utc1	5	6	Off	5	6
	BPU000	0000CEFG0000	FE4054	1234567	Admin	5110005416730	A	utc1	5	5	On	5	5
	BPU000	0000CEFG0000	FE4054	1234567	Admin	5120002242661	A	utc2	5	5	On	5	5
	BPU000	0000CEFG0000	FE4054	1234567	Admin	5095016311930	A	utc1	5	5	Off	5	5

### Search for a UIC


1. Select the UIC tab.

Authorization Id **UIC**

Search Criteria

UIC

Reset Search

- Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*

Unit Identification Code Browse

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





## Help Reference Guide

### Search Results

UIC  
BPU1AQ

UIC NAME  
BPU1AQ

ORGANIZATION ID  
0000CEF6G000

DODAAC  
FE4654

Grid Options ▾
+ Add
Delete
Details
Save
Reset

<input type="checkbox"/>	Authorization Id ↑	Authorization Desc	Platform	Mission Description
<input type="checkbox"/>	1234567	1234567 desc	Admin	1234567 mission
<input type="checkbox"/>	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/>	341DCB		323-HD071G	
<input type="checkbox"/>	ACD123	ACD regression		ACD regression
<input type="checkbox"/>	hello			

Selected 0/5

<
1
>

Items per page

1 - 5 of 5 items

### Add an Authorization Id

- Select + Add. The **Authorization Browse** pop-up window appears.
- The selected Authorization ID appears at the top of the Search Results panel.





## Help Reference Guide

**Search Results**

UIC  
BPU1AQ

UIC NAME  
BPU1AQ


ORGANIZATION ID  
0000CEF6G000

DODAAC  
FE4654



Grid Options ▾ + Add Delete Details Save Reset

<input type="checkbox"/>	Authorization Id ↑	Authorization Desc	Platform	Mission Description
<input type="checkbox"/>	102319c		WRMBOBBASE	
<input type="checkbox"/>	1234567	1234567 desc	Admin	1234567 mission
<input type="checkbox"/>	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/>	341DCB		323-HD071G	
<input type="checkbox"/>	ACD123	ACD regression		ACD regression
<input type="checkbox"/>	hello			

Selected 0/6
1
10 items per page
1 - 6 of 6 items

3. Select . The fields close and the record is permanently added to the **UIC Search Results** panel.

### Delete an Authorization Id

1. Click ☐ to select the desired entry. The *Authorization Id* record is highlighted, and  and  become available.





## Help Reference Guide

**Search Results**

UIC  
BPU1AQ

UIC NAME  
BPU1AQ

ORGANIZATION ID  
0000CEF6G000

DODAAC  
FE4654

[Grid Options](#)
[+ Add](#)
[Delete](#)
[Details](#)
[Save](#)
[Reset](#)

<input type="checkbox"/>	Authorization Id ↑	Authorization Desc	Platform	Mission Description
<input type="checkbox"/>	102319c		WRMBOBBASE	
<input type="checkbox"/>	1234567	1234567 desc	Admin	1234567 mission
<input checked="" type="checkbox"/>	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/>	341DCB		323-HD071G	
<input type="checkbox"/>	ACD123	ACD regression		ACD regression
<input type="checkbox"/>	hello			

Selected 1/6
 [◀](#)
[1](#)
[▶](#)
 10 items per page
 1 - 6 of 6 items

- Select [Delete](#). The **Delete UIC From Authorization** pop-up window appears.

### View the Details of a Authorization Id

- Click ☐ to select the desired entry. The UIC record is highlighted, and [Delete](#) and [Details](#) become available.





## Help Reference Guide

**Search Results**

BPU1AQ
  BPU1AQ
  0000CEF6G000
  FE4654

[Grid Options](#)
[+ Add](#)
[Delete](#)
[Details](#)
[Save](#)
[Reset](#)

<input type="checkbox"/>	Authorization Id	Authorization Desc	Platform	Mission Description
<input type="checkbox"/>	102319c		WRMBOBBASE	
<input type="checkbox"/>	1234567	1234567 desc	Admin	1234567 mission
<input checked="" type="checkbox"/>	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/>	341DCB		323-HD071G	
<input type="checkbox"/>	ACD123	ACD regression		ACD regression
<input type="checkbox"/>	hello			

Selected 1/6
 [Previous](#)
[1](#)
[Next](#)
 10 items per page
 1 - 6 of 6 items

2. Select [Details](#). The **Review Authorization** page appears.

**Search Criteria**

**Search Results**

[Grid Options](#)
[Save](#)
[Reset](#)
[Details](#)

<input type="checkbox"/>	UIC	Crg Id	DODAAC	Authorization Id	Platform	Stock Number	Readiness Code	UTC	F Req Qty	F Auth Qty	Match Qty	O Req Qty	O Auth Qty
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	158AABL	WRMBOBBASE	6110000072585	D	XFABL2	0	0	Off	0	0
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	158AABL	WRMBOBBASE	8340015120677	D	XFABL	0	528	Off	0	528
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	158AABL	WRMBOBBASE	8145015121201	D	XFABL	0	528	Off	0	528
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	45082	Admin	1005000032251	A	UTC1	2	2	On	2	2
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5110000724712	A	ut1	5	5	Off	5	5
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5110005416730	A	ut1	5	5	On	5	5
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5120002242661	A	ut2	5	5	On	5	5
<input type="checkbox"/>	BPU000	0000CEF6G000	FE4654	1234567	Admin	5995016311930	A	ut1	5	5	Off	5	5

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
<b>xxxx — One or more of the selected UICs are already applied to this Authorization.</b>	Invalid Entry. A duplicate record exists. Check the entry again and re-enter the UIC.
<b>xxxx — One or more of the selected authorizations already has this UIC applied.</b>	Invalid Entry. A duplicate record exists. Check the entry again and re-enter the Authorization ID.

## Related Topics

- Review Authorization
- Delete a UIC from an Authorization
- Delete an Authorization from a UIC
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview






# Delete an Authorization from a UIC

## Overview

The Apply Authorization Delete process allows removal of an Authorization from a UIC record.

## Navigation

Authorization MGMT > Apply Authorization > ☐ (desired record) >  Delete > Delete an Authorization from a UIC pop-up window

## Page Fields

The following fields display on the **Delete an Authorization from a UIC** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Delete an Authorization from a UIC

History Remarks


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Delete an Authorization from a UIC

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





## Help Reference Guide

[< Back](#)

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

1. Click ☐ to select the desired entry. The *Authorization Id* record is highlighted, and [Delete](#) and [Details](#) become available.

### Search Results

UIC  
BPU1AQ

UIC NAME  
BPU1AQ

ORGANIZATION ID  
0000CEF6G000

DODAAC  
FE4654

[Grid Options](#)
[+ Add](#)
[Delete](#)
[Details](#)
[Save](#)
[Reset](#)

<input type="checkbox"/>	Authorization Id ↑	Authorization Desc	Platform	Mission Description
<input type="checkbox"/>	102319c		WRMBOBBASE	
<input type="checkbox"/>	1234567	1234567 desc	Admin	1234567 mission
<input checked="" type="checkbox"/>	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
<input type="checkbox"/>	341DCB		323-HD071G	
<input type="checkbox"/>	ACD123	ACD regression		ACD regression
<input type="checkbox"/>	hello			

Selected 1/6

<

1

>

10 items per page

1 - 6 of 6 items

2. Select [Delete](#). The **Delete Authorization from a UIC** pop-up window appears.





Delete Authorization from UIC
×

Are you sure you want to delete the Authorization from the UIC? Any related organization level quantities will also be deleted.

---

History Remarks

---

- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The Authorization ID is removed from the UIC.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are pro-





length of 256.

hibited.

### Related Topics

- [Apply an Authorization Overview](#)
- [Delete a UIC from an Authorization](#)






# Delete a UIC from an Authorization

## Overview

The Apply Authorization Delete process allows removal of a UIC from an Authorization record.

## Navigation

Authorization MGMT > Apply Authorization > ☐ (desired record) >  Delete > Delete a UIC from an Authorization pop-up window

## Page Fields

The following fields display on the **Delete a UIC from an Authorization** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Delete UIC From Authorization

History Remarks


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Delete a UIC from an Authorization

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








## Help Reference Guide

[< Back](#)

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

- Click  to select the desired entry. The UIC record is highlighted, and  and  become available.

**Search Results**

AUTHORIZATION ID: 102319b    AUTHORIZATION DESCRIPTION: tst2    PLATFORM: Admin    MISSION DESCRIPTION: tst2

[Grid Options](#)   [+ Add](#)   [Delete](#)   [Details](#)   [Save](#)   [Reset](#)

	Site Id	Accountable UIC	UIC	UIC Name	Major Command Code	Organization Id	DoDAAC
<input checked="" type="checkbox"/>	FH-AFHAF	FE4054	BPU000	BPU000	2H	0000CEF60000	FE4054
<input type="checkbox"/>	FH-AFHAF	FE1824	FE1824	NEW ORLEANS F15 CRF LA	4Z	CRK UIC	FE1824
<input type="checkbox"/>	FH-AFHAF	FE6101	FE6101	ROBINS ANG GA	4Z	FE6101-FE6101	FE6101

Selected 1/3   [<](#)   [1](#)   [>](#)   10 items per page   1 - 3 of 3 Items

- Select . The **Delete UIC From Authorization** pop-up window appears.

**Delete UIC from Authorization** ×

Are you sure you want to delete the UIC from the Authorization? Any related organization level quantities will also be deleted.

History Remarks

[No](#) [Yes](#)





3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . *The UIC is removed from the Authorization.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

## Related Topics

- Apply an Authorization Overview
- Delete an Authorization from a UIC





# Review Authorization

## Overview

The Force Systems Management module Review Authorization process provides the ability to view platform authorizations.

## Navigation

Authorization MGMT > Review Authorization > Review Authorization page

## Page Fields

The following fields display on the **Review Authorization** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
548	Select "Save" to save the changes made to the Record(s).
529	Select "Edit" to update the selected {0} record(s).





**553**

Select "Details" to view the Apply Authorization page for the selected Authorization Id value.

### Search Criteria

Authorization Type  
Site Id  
Authorization Id  
DoDAAC  
Platform  
UIC  
Stock Number  
Org Id  
UTC

### Search Results Grid

UIC  
Org Id  
DoDAAC  
Authorization Id  
Platform  
Stock Number  
Readiness Code  
UTC  
FReq Qty  
FAuth Qty  
Match Qty  
OReq Qty  
OAuth Qty

## Procedures

### ELMS Navigation Helpful Tips




Click the following link to display FSM Navigation Tips.

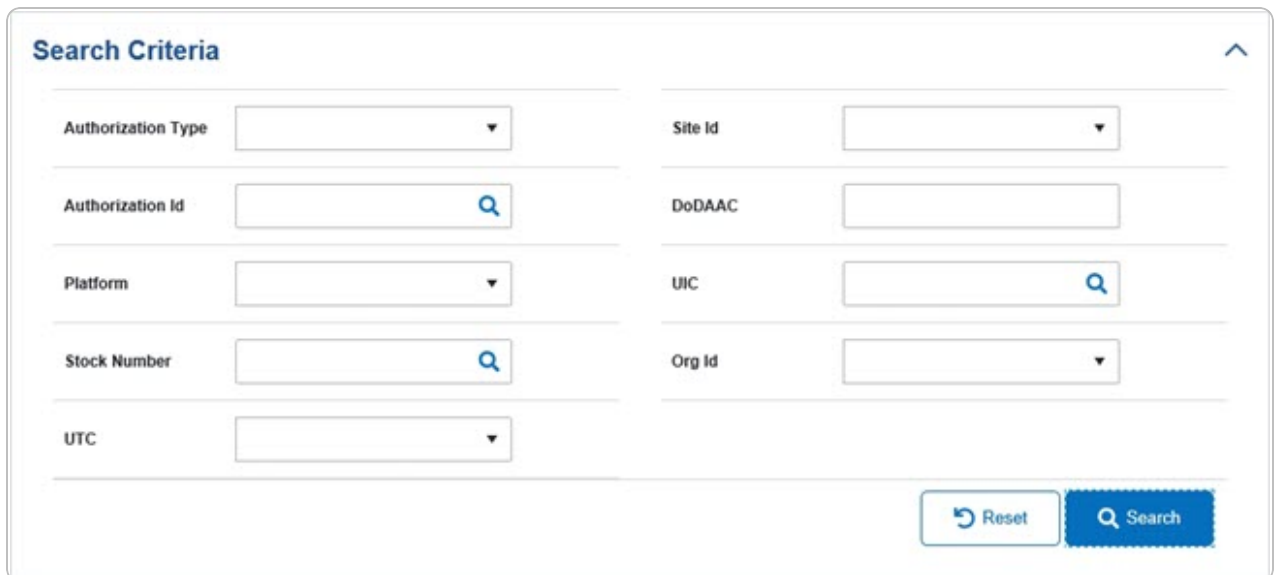




### Search For an Authorization


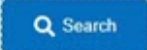
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.






1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



The screenshot shows the 'Search Criteria' panel with the following fields:

Field	Field Type
Authorization Type	Dropdown
Authorization Id	Text with search icon
Platform	Dropdown
Stock Number	Text with search icon
UTC	Dropdown
Site Id	Dropdown
DoDAAC	Text
UIC	Text with search icon
Org Id	Dropdown

Buttons:  

- Use  to select the Authorization Type.
- Use  to select the Site Id.
- Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alphanumeric character field.*  
Authorization Browse
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Use  to select the Platform.
- Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*








### Unit Identification Code Browse

- Enter the Stock Number, or use  to browse for the entry. *This is a 15 alpha-numeric character field.*






### Stock Number Browse

- Use  to select the Org Id.
- Use  to select the UTC.

- Select . The results appear in the **Review Authorization Search Results** panel.




**Search Results**

Grid Options Save Reset Details

	UTC	Org Id	DoDAAC	Authorization Id	Platform	Stock Number	Readiness Code	UTC	FReq Qty	FAuth Qty	Match Qty	OReq Qty	OAAuth Qty
	BP0234		RE0046	A12345	DIO Platform	1005000100240	A		0	0	On	1001	1001
	BP0234		RE0046	A12345	DIO Platform	100500004BC12	A		0	0	On	100	100
	BP0234		RE0046	A12345	DIO Platform	1005000032251	A		0	0	On	110	110
	BP0234		RE0046	1234		1730016429005	A		0	0	On	0	0
	BP0234		RE0046	JDLR01	CRK Platform	1005000032251	A		0	0	On	0	0

Selected 0/5 1 20 Items per page 1 - 5 of 5 items

## View the Details of an Authorization

- Click  to select the desired entry. The Authorization record is highlighted, and  become available.
- Select . The **Apply Authorization** page appears.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





## Help Reference Guide

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, — , / , # , &amp; , comma, period, and space, and max length of 256.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , / , # , & , comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

## Related Topics

- Add an Authorization Management
- Update the Authorization Management
- Delete the Authorization Management
- View the Authorization Details





# Add Attachments

## Overview

The Add Attachments process provides the ability to attach documents to a record.

## Navigation

ELMS > *VARIOUS PROCEDURAL STEPS* > ☐ (desired record) > [Attachments](#) > Attachments pop-up window

## Page Fields

The following fields display on the **Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Attachments

Attachment Browse  
Description

## Procedures

### ELMS Navigation Helpful Tips

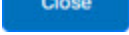



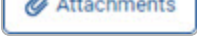
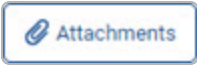
Click the following link to display ELMS Navigation Tips.

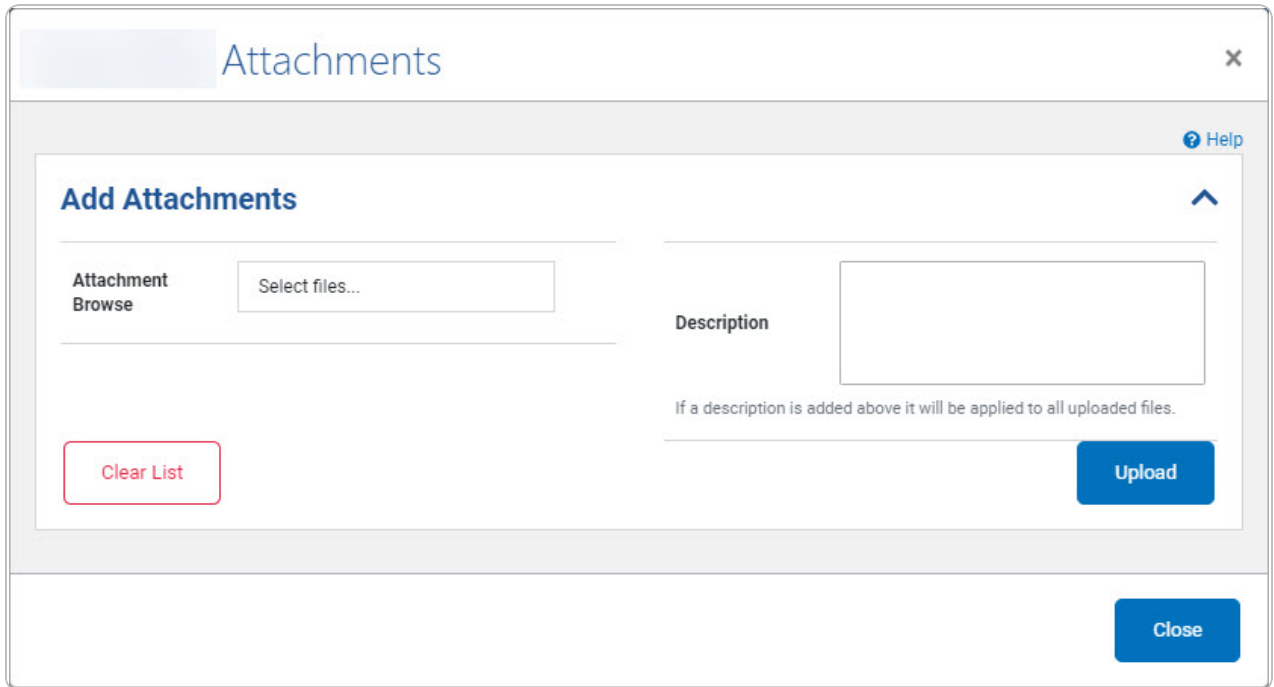


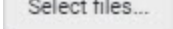
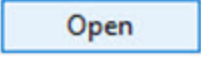


### Attach a Document to a Record

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


1. Click  to select the entry. The record is highlighted, and  becomes available.
2. Select  to add any additional files to the record. The **Attachments** pop-up window appears.

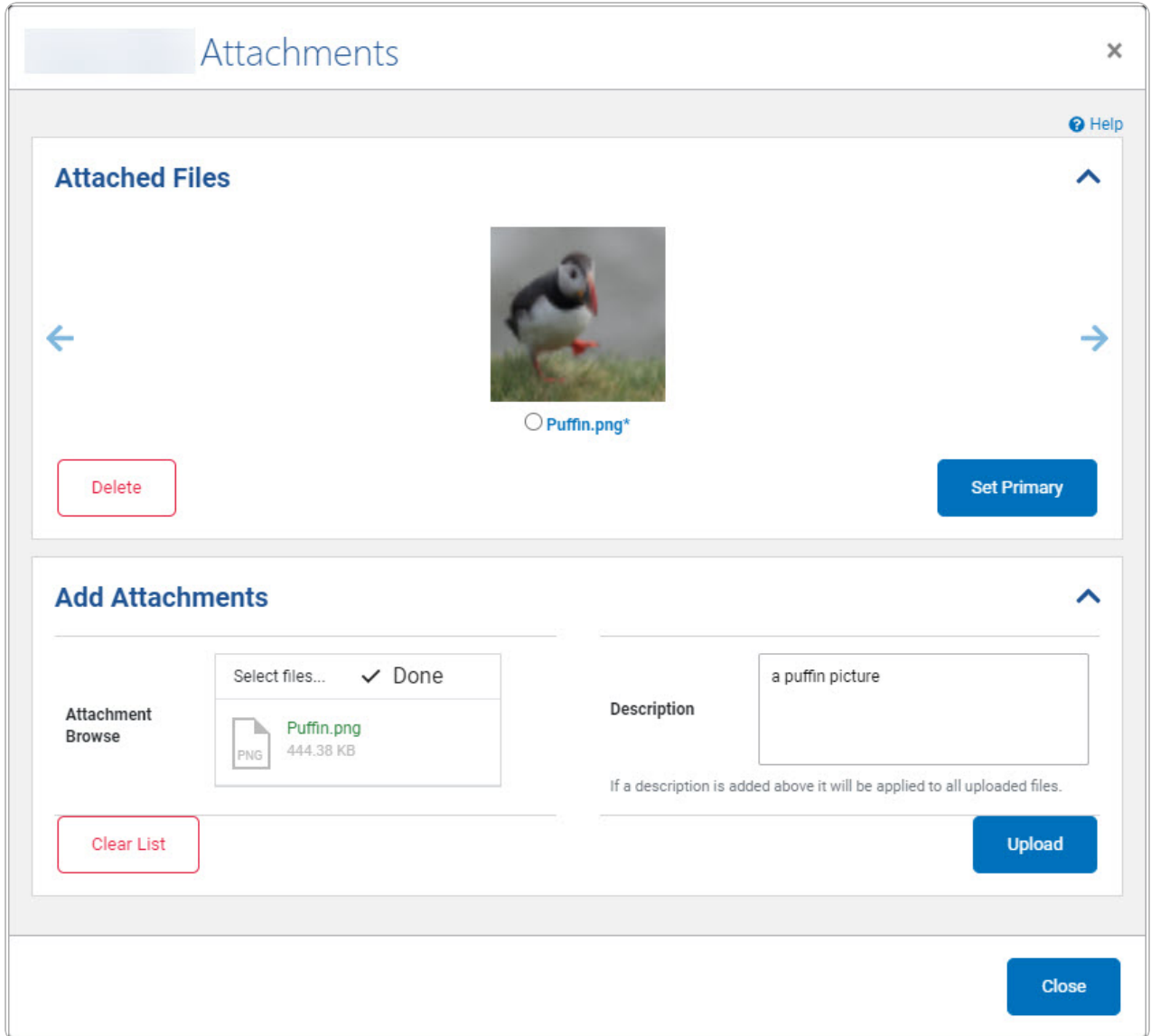


3. Select  within the Attachment Browse field. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.
6. Enter the Description in the field provided. This is a 1024 alphanumeric character field.







7. Select . The file uploads and appears in the Attached Files panel.




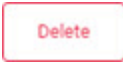
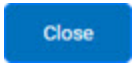
The screenshot shows a window titled "Attachments" with a close button (X) in the top right corner. Inside the window, there is a section titled "Attached Files" with a blue up arrow icon. It displays a single attachment: a picture of a puffin. Below the image is a radio button and the text "Puffin.png\*". To the left of the image is a blue left arrow, and to the right is a blue right arrow. Below the image are two buttons: "Delete" (outlined in red) and "Set Primary" (solid blue). Below the "Attached Files" section is a section titled "Add Attachments" with a blue up arrow icon. It contains an "Attachment Browse" area with a "Select files..." button, a "Done" button, and a list showing "Puffin.png" (444.38 KB) with a PNG icon. Below this is a "Clear List" button (outlined in red). To the right is a "Description" text area containing the text "a puffin picture". Below the text area is a note: "If a description is added above it will be applied to all uploaded files." At the bottom right of the "Add Attachments" section is an "Upload" button (solid blue). At the bottom right of the entire "Attachments" window is a "Close" button (solid blue).

8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select  beneath the main attachment.
10. Select . The attachment is marked as the main attachment to the record.





### Remove an Attachment

- A. Select  beneath the desired attachment.
  - B. Select . *The attachment is removed permanently from the record.*
11. Select . *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
<b>349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</b>	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
<b>1004 — Attachment file size exceeds the maximum of (Size from table) for this file</b>	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.





type. "Attachment" file size is (size).

**353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.**

Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

### Related Topics

- [Stock Number Overview](#)
- [SKO Catalog Overview](#)






# Browse for an Appropriation

## Overview

The Appropriation Browse pop-up window allows searching for appropriation data.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Appropriation Browse pop-up window

## Page Fields

The following fields display on the **Appropriation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Dept Cd  
Basic Symbol  
Subhead  
Program Yr  
Program/Project

### Saved Information Grid

Select  
Dept Cd  
Basic Symbol  
Subhead  
Program Yr





Program/Project

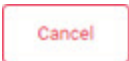
## Procedures

### ELMS Navigation Helpful Tips

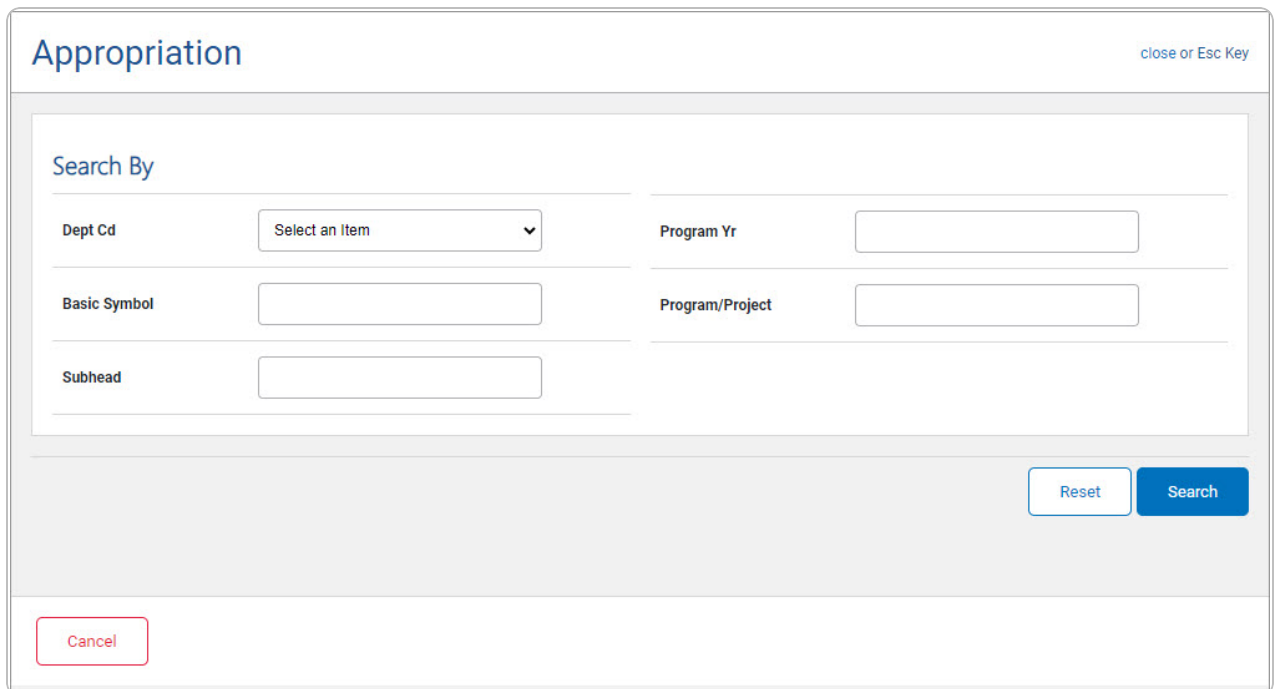


Click the following link to display ELMS Navigation Tips.


### Browse for an Appropriation

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

1. Select . The **Appropriation Browse** pop-up window appears.



The screenshot shows the 'Appropriation' pop-up window. At the top left is the title 'Appropriation' and at the top right is a link 'close or Esc Key'. Below the title is a 'Search By' section with three rows of input fields: 'Dept Cd' with a dropdown menu showing 'Select an Item', 'Basic Symbol' with a text box, and 'Subhead' with a text box. To the right of these are two more text boxes: 'Program Yr' and 'Program/Project'. At the bottom right are 'Reset' and 'Search' buttons. At the bottom left is a 'Cancel' button.


- Use  to select the Dept Cd.
- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Subhead in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Program YR in the field provided. *This is a 8 alphanumeric character field.*





## Help Reference Guide

- Enter the Program/Project in the field provided. *This is a 24 alphanumeric character field.*

2. Select . The results appear in the Search Results grid.

Select	Dept Cd	Basic Symbol	Subhead	Program Yr	Program/Project
<a href="#">Select</a>	097	4930	7000	XXXXXXXX	0000000016200000000
<a href="#">Select</a>	097	4930	7000	XXXXXXXX	0000000016300000000
<a href="#">Select</a>	097	4930	7000	XXXXXXXX	0000000016400000000

3. Choose the Select hyperlink of the desired Appropriation row. *The **Appropriation Browse** pop-up window closes and the selected information appears in the APPN fields.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

- Appropriation





# Assign Assets to a Maintenance Schedule

## Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

## Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Asset Id  
Site Id  
Maint Activity  
Stock Nbr  
Item Description  
Maint Group Id  
Asset UIC  
Serial Nbr  
Equipment Pool Id  
Cage Cd  
LIN/TAMCN  
Secondary Serial Number





### Search Results Grid

Select  
Asset Id  
Stock Number  
Serial Number  
Item Description  
Asset UIC  
Maint Group Id  
Maint Activity  
Equipment Pool  
Util Measure Cd

(\*) Asterisk identifies mandatory fields.


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

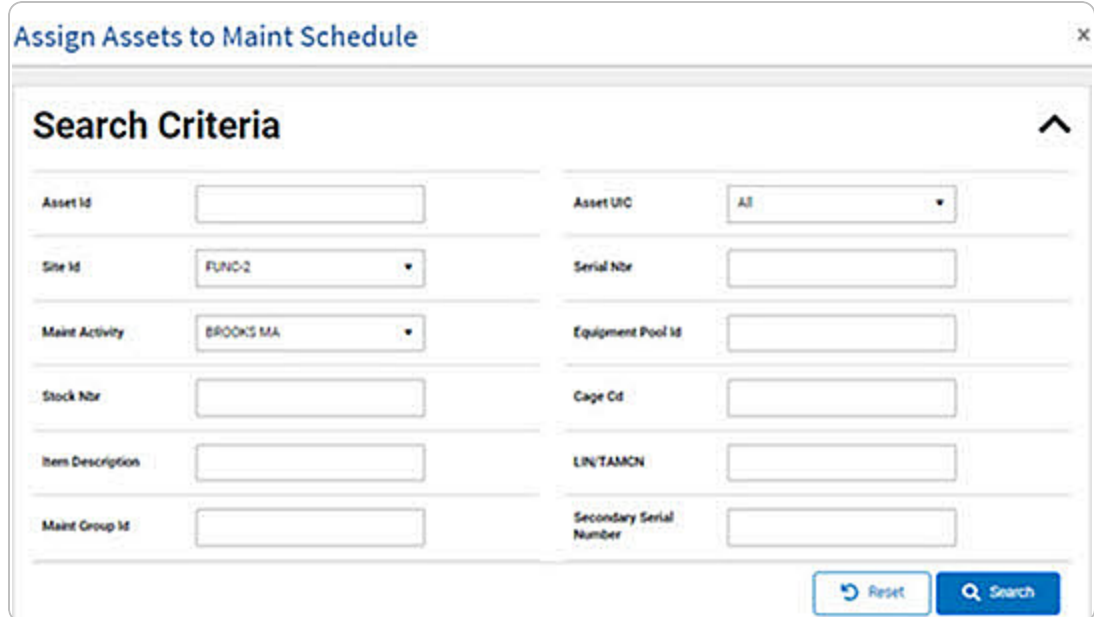
### Assign Assets to a Maintenance Schedule

*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. Select . The **Assign Assets to MAINT SCHEDULE** pop-up window appears.



**Assign Assets to Maint Schedule**

**Search Criteria**

Asset Id	<input type="text"/>	Asset UIC	ALL
Site Id	FUNC-2	Serial Nbr	<input type="text"/>
Maint Activity	BROOKS MA	Equipment Pool Id	<input type="text"/>
Stock Nbr	<input type="text"/>	Cage Cd	<input type="text"/>
Item Description	<input type="text"/>	LIN/TAMCN	<input type="text"/>
Maint Group Id	<input type="text"/>	Secondary Serial Number	<input type="text"/>

[Reset](#) [Search](#)

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
  - Use ▼ to select the Site Id.
  - Use ▼ to select the Maint Activity.
  - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
  - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*
  - Use ▼ to select the Asset UIC.
  - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
  - Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*





## Help Reference Guide

- Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . Results display in the Search Results Grid.

Search Results									
Options									
Select	Asset Id	Stock Num	Serial Num	Item Descri	Asset UIC	Maint Grou	Maint Activ	Equipment	Util Measure Cd
Select	BROOKS00...	1234567890	9862125	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	—
Select	BROOKS00...	1234567890	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	—
Select	BROOKS00...	1234567890	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	—

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID information appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	





### Related Topics

#### M&U

- Schedule Preventive Maintenance — Asset Assignment





# Assign Assets to a Maintenance Schedule

## Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

## Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Asset Id  
Site Id  
Maint Activity  
Stock Nbr  
Item Description  
Maint Group Id  
Asset UIC  
Serial Nbr  
Equipment Pool Id  
Cage Cd  
LIN/TAMCN  
Secondary Serial Number





### Search Results Grid

#### Available Tab

All  
Asset Id  
Stock Number  
Serial Number  
Item Description  
Asset UIC  
Maint Group Id  
Maint Activity  
Equipment Pool  
Util Measure Cd

#### Selected Tab

Remove  
Asset Id  
Stock Number  
Serial Number  
Item Description  
Asset UIC  
Maint Group Id  
Maint Activity  
Equipment Pool  
Util Measure Cd

(\*) Asterisk identifies mandatory fields.

## Procedures

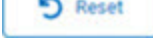
#### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Assign Assets to a Maintenance Schedule


*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.*

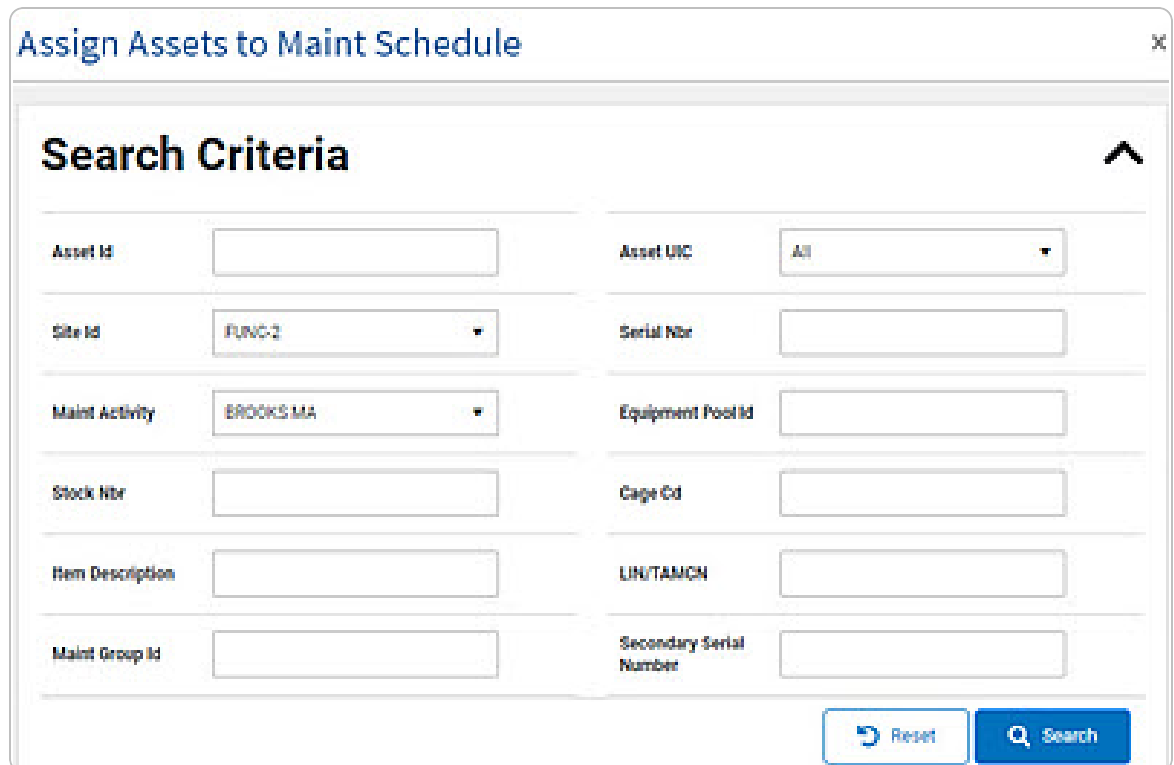




## Help Reference Guide

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

1. Select . The **Assign Assets to MAINT SCHEDULE** pop-up window appears.




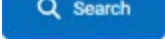
2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
  - Use ▼ to select the Site Id.
  - Use ▼ to select the Maint Activity.
  - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
  - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*

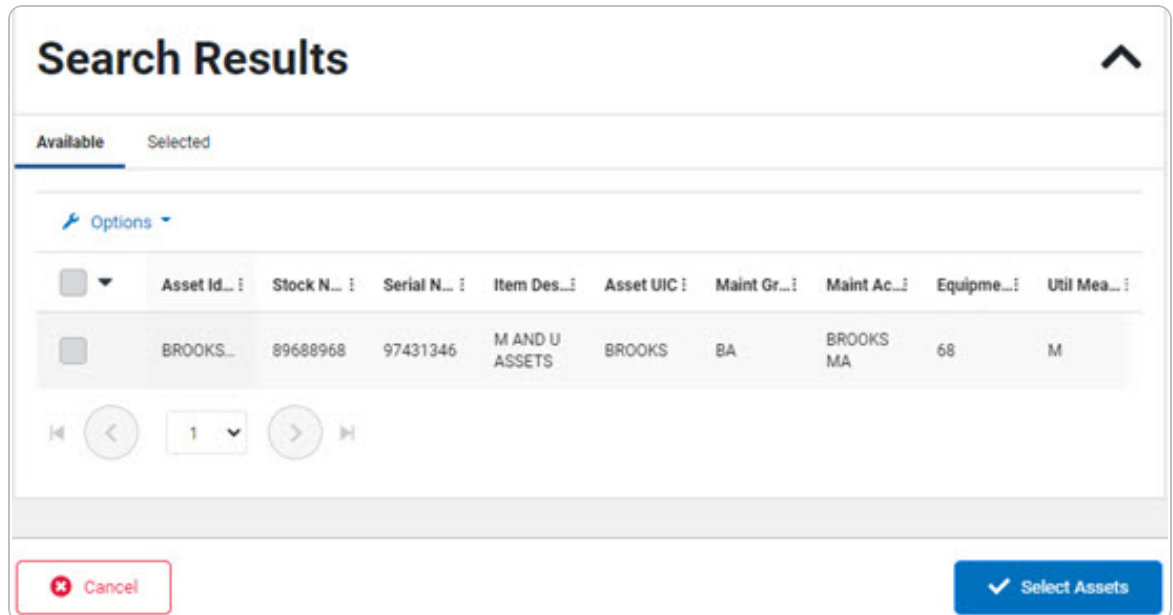




## Help Reference Guide

- Use  to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . Results display in the Search Results Grid.



Asset Id...	Stock N...	Serial N...	Item Des...	Asset UIC...	Maint Gr...	Maint Ac...	Equipme...	Util Mea...
BROOKS...	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	M

4. Click  to select the ASSET ID. The ASSET ID is selected and  appears.

Select . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5.

**OR**





## Help Reference Guide

Select the Selected Tab. *The selected ASSET ID appears for verification.*

### Search Results

Available
**Selected**

Options

Remove	Asset Id	Stock Nu...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Utili Mea...
<a href="#">Remove</a>	BROOKS...	1234567...	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
<a href="#">Remove</a>	BROOKS...	1234567...	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	--

1

Cancel
Select Assets

- A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*
6. Select Select Assets. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	





### Related Topics

#### M&U

- Schedule Preventive Maintenance — Asset Assignment





# Browse for an Asset Identifier

## Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > ASSET ID Browse pop-up window

## Page Fields

The following fields display on the **ASSET ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Asset Id  
Dispatched \*  
Equip Pool  
Dispatched Cd  
Dispatch Unavl Cd  
Dispatch Ctgry  
Sub Ctgry  
Item Desc  
Stock Nbr  
Serial Nbr  
Secondary Serial Number





### Search Results Grid

Select  
Asset Id  
Item Desc  
Utilization  
Dispatch Ctgry  
Sub Ctgry  
Dispatch Cd  
Dispatch Unavl Cd  
Equip Pool  
Stock Nbr  
Serial Nbr  
Secondary Serial Number  
Actual Issue Dt/Tm  
Est Return Dt/Tm  
Lst Util Rptd Dt  
Tot FY Util Qty  
Nbr of Passengers  
Nbr of Bags

(\*) Asterisk identifies mandatory fields.


## Procedures

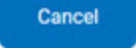
### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Browse for an Asset Identifier

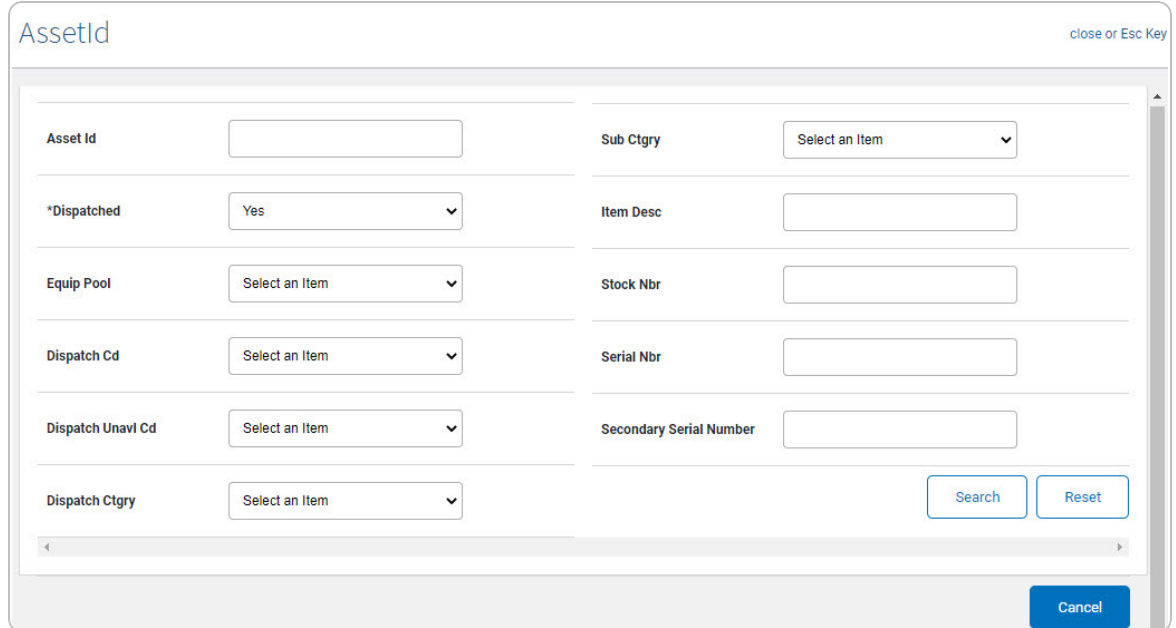
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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











1. Select . The **ASSET ID Browse** pop-up window appears.



The screenshot shows the 'AssetId' pop-up window. It has a title bar with 'AssetId' and a 'close or Esc Key' button. The window contains a grid of search criteria fields:

Asset Id	<input type="text"/>	Sub Ctgr	<input type="text" value="Select an Item"/>
*Dispatched	<input type="text" value="Yes"/>	Item Desc	<input type="text"/>
Equip Pool	<input type="text" value="Select an Item"/>	Stock Nbr	<input type="text"/>
Dispatch Cd	<input type="text" value="Select an Item"/>	Serial Nbr	<input type="text"/>
Dispatch Unavl Cd	<input type="text" value="Select an Item"/>	Secondary Serial Number	<input type="text"/>
Dispatch Ctgr	<input type="text" value="Select an Item"/>		

At the bottom right are 'Search' and 'Reset' buttons. At the bottom center is a 'Cancel' button.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
  - Use  to select the Dispatched.
  - Use  to select the Equip Pool.
  - Use  to select the Dispatched Cd.
  - Use  to select the Dispatch Unavl Cd.
  - Use  to select the Dispatch Ctgr.
  - Use  to select the Sub Ctgr.
  - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*





## Help Reference Guide

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select [Search](#). Results display in the ASSET ID Results Grid below.

Select	Asset Id	Item Desc	Utilization	Dispatch Ctrgy	Sub Ctrgy	Dispatch Cd	Dispatch Unavl Cd	Equip Pool	Stock Nbr	Serial Nbr	Secondary Serial Number	Actual Issue Dt/Tm	Est Return Dt/Tm	Last Util Rptd Dt	Tot FY Util Qty	Nbr of Passengers	Nbr of Bags
<a href="#">Select</a>	101240090351	PICKUP TRUCK	12000	0012 - 0012	0012 - NEW ONE	A - Ad-Hoc	6 - N/A	68 - SAT 12	12481632640006	DM0003		06/01/2018 12:00 PM	06/30/2018 05:00 PM	3/18/2022 12:00:00 AM	0	2	2

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>13 — Mandatory Entry: <i>DISPATCHED.</i></b>	Missing Entry. Enter the appropriate information in the desired field.

## Related Topics

### M&U

- Dispatch






# Browse for an Attribute Template

## Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

## Navigation

ELMS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* >  > Attribute Template Browse pop-up window

## Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Attribute Template Search Criteria Grid

ACC  
Attribute Template Name  
Attribute Template Desc

### Attribute Template Results Grid

Select  
Detail  
Attribute Template Name

### Detail Grid

Attribute Template Name





Attribute Template Desc

## Procedures


### ELMS Navigation Helpful Tips

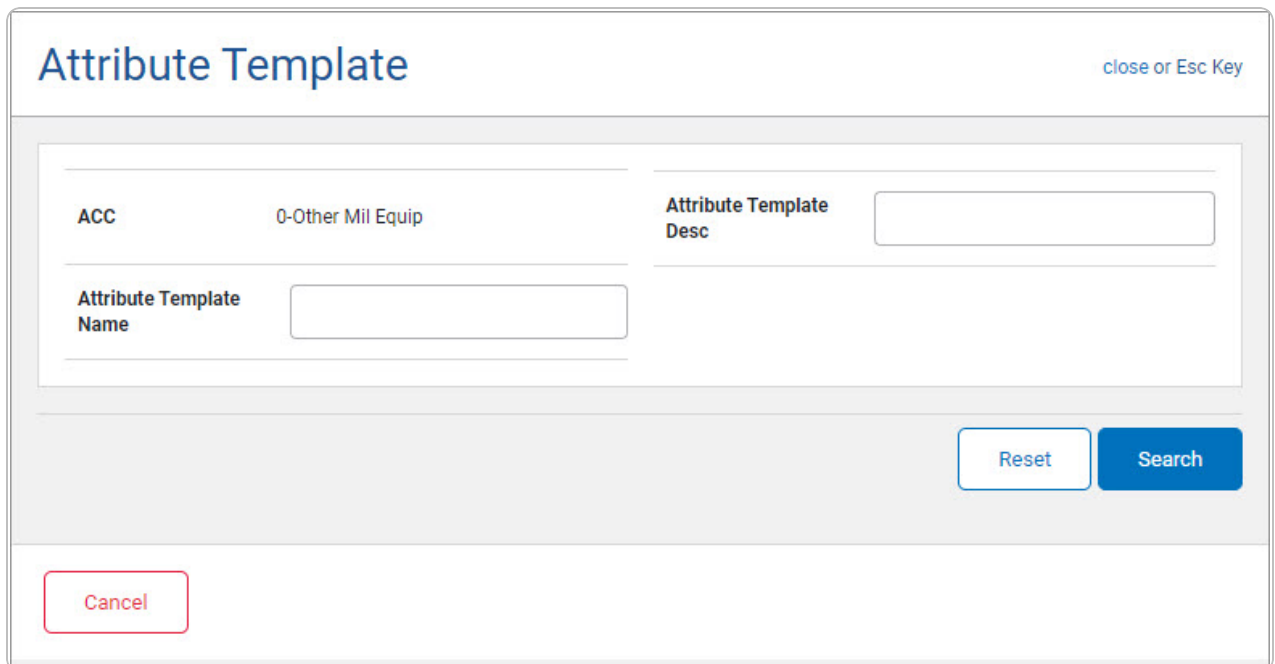


Click the following link to display PA Navigation Tips.

### Browse for an Attribute Template

Selecting  at any point of this procedure returns all fields to the default setting.

1. Select . The **Attribute Template Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

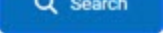


The screenshot shows the 'Attribute Template' pop-up window. It has a title bar with 'Attribute Template' and a 'close or Esc Key' button. The main area contains three input fields: 'ACC' with the value '0-Other Mil Equip', 'Attribute Template Desc', and 'Attribute Template Name'. At the bottom right are 'Reset' and 'Search' buttons. At the bottom left is a 'Cancel' button.

- Verify the ACC.
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*





3. Select . The results appear in the **Attribute Template Search Results** grid.

### Attribute Template

close or Esc Key

ACC

0-Other Mil Equip

Attribute Template Desc

Attribute Template Name

Reset

Search

Select	Detail	Attribute Template Name
<a href="#">Select</a>	<a href="#">Detail</a>	2557882222 - aac 0
<a href="#">Select</a>	<a href="#">Detail</a>	Computer
<a href="#">Select</a>	<a href="#">Detail</a>	Generator
<a href="#">Select</a>	<a href="#">Detail</a>	jordan template

Cancel

4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*





### Attribute Template

close or Esc Key

ACC

0-Other Mil Equip

Attribute Template Desc

Attribute Template Name

Reset

Search

#### Details

Attribute Name	Attribute Desc
wmj1118	test

Select	Detail	Attribute Template Name
<a href="#">Select</a>	<a href="#">Detail</a>	2557882222 - aac 0
<a href="#">Select</a>	<a href="#">Detail</a>	Computer
<a href="#">Select</a>	<a href="#">Detail</a>	Generator
<a href="#">Select</a>	<a href="#">Detail</a>	jordan template

Cancel

5. Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template appears in the previous screen.*





### Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

### Related Topics

#### PA

- Stock Number Mass Change Search Criteria





# Select an Audit Field Name

## Overview

The Audit Field Selection process provides the ability to select the audit field name to view associated records.

## Navigation

ELMS > *VARIOUS PROCEDURAL STEPS* > Select Field Name hyperlink > Audit Field Selection pop-up window

## Page Fields

The following fields display on the **Audit Field Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Audit Field Selection Grid

## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Select an Audit Field Name

Cancel

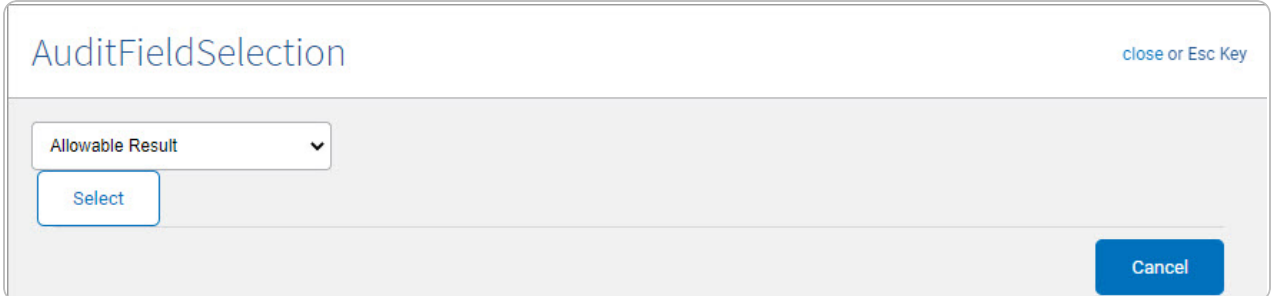
Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.






## Help Reference Guide

1. Enter the Field Name, or use the hyperlink to select a Field Name. The **Audit Field Selection** pop-up window appears.



2. Use ▼ to select the Field.
3. Click . The pop-up window closes, and the selected field name appears in the Field Names grid.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

- Audit Viewer Inquiry





# Select an Audit Program

## Overview

The Audit Program Selection process provides the ability to select the audit program to view associated records.

## Navigation

ELMS > *VARIOUS PROCEDURAL STEPS* > Select Program Name hyperlink > Audit Program Selection pop-up window

## Page Fields

The following fields display on the **Audit Program Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Audit Program Selection Grid

## Procedures

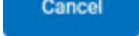
### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Select an Audit Program

 Cancel

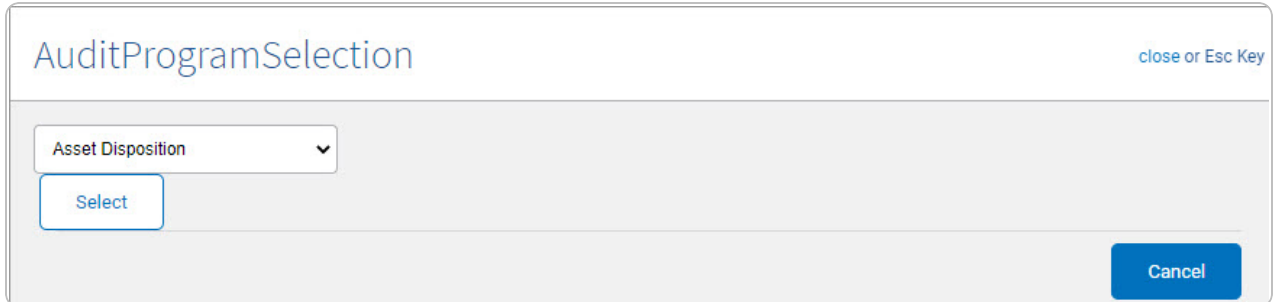
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.






## Help Reference Guide

1. Enter the Program ID, or use the hyperlink to select a Program Name. The **Audit Program Selection** pop-up window appears.



2. Use ▼ to select the Field.
3. Click . The pop-up window closes, and the selected audit program appears in the Programs grid.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

- Audit Viewer Inquiry






# Browse for an Authorization

## Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

## Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  >  
Authorization Browse pop-up window

## Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Authorization Search Criteria

Authorization Type  
Authorization Id  
Platform  
Stock Number  
UTC  
Authorization Status

### Authorization Results Grid

Select  
Authorization Id  
Authorization Desc





Platform


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

### Browse 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. Select . The **Authorization Browse** pop-up window appears.

Authorization Browse

×

Search Criteria

Authorization Type

Select an Authorization Type ▾

Platform

Select a Platform ▾

UTC

Select a UTC ▾

Authorization Id

Select an Authorization Id ▾

Stock Number

Select a Stock Number ▾

Authorization Status

Not Applied ▾

↺ Reset

🔍 Search

Search Results

Select	Authorization Id ↑ ▴ ▾	Authorization Desc ▴ ▾	Platform ▴ ▾
Select	1234	ABC123	
Select	JDLR01	Auth Stuff	CRK Platform
Select	jh0527c	test mix case	JHitz2

⏪

⏩

10 ▾

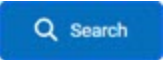
items per page

1 - 3 of 3 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
  - Use ▾ to select the Authorization Type.
  - Use ▾ to select the Authorization Id.





- Use ▼ to select the Platform.
  - Use ▼ to select the Stock Number.
  - Use ▼ to select the UTC.
  - Use ▼ to select the Authorization Status.
3. Select . The results appear in the **Authorization Search Results** grid.
  4. Choose the Select hyperlink next to the desired Authorization. The pop-up window closes and the selected Authorization ID appears in the previous screen.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details






# Browse for a CAGE Cd

## Overview

The CAGE Master Browse pop-up window allows searching for CAGE codes.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > CAGE Master Browse pop-up window

## Page Fields

The following fields display on the **CAGE Master Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

CAGE Cd  
Contact Phone  
Physical Address Postal Cd  
Legal Business Name  
Physical Address State  
Status Code

### Search Results Grid

CAGE Cd  
Legal Business Name  
Doing Business As  
Division





## Help Reference Guide

Status Code  
Status Description  
Business Established Date  
Source Data Last Update  
Expiry

### Optional

Contact Email  
Contact Mobile  
Contact Name  
Contact Phone  
Contact Voice Ext  
Mail Address Line 2  
Mail City  
Mail Country  
Mail County  
Mail Postal Code  
Mail State  
Physical Address City  
Physical Address Country  
Physical Address Country Desc  
Physical Address County  
Physical Address Line 1  
Physical Address Line 2  
Physical Address PO Box  
Physical Address Postal Cd  
Physical Address Postal Ext  
Physical Address State

## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Browse for a CAGE Cd


*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.*





## Help Reference Guide

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

1. Use  to browse for the CAGE CD entry. The **CAGE Master Browse** pop-up window displays.

Cage Master Browse

Search Criteria

CAGE Cd

All

Legal Business Name

All

Contact Phone

All

Physical Address State

All

Physical Address Postal Cd

All

Status Code

All

Reset

Search

Search Results


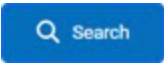
Please enter criteria and click Search

Cancel

Take Selected

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
  - Enter the Contact Phone in the field provided. *This is a 25 alphanumeric character field.*
  - Enter the Physical Address Postal CD in the field provided. *This is a 10 alphanumeric character field.*
  - Enter the Legal Business Name in the field provided. *This is a 50 alphanumeric character field.*



- Enter the Physical Address in the field provided. *This is a 25 alphanumeric character field.*
  - Use  to select the Status Code.
3. Select . The results appear in the **Search Results** grid.

Search Results

Options

	CAGE Cd	Legal Busin...	Doing Busin...	Division	Status Code	Status Desc...	Business Es...	Source Data...	Expiry
<input type="checkbox"/>	5R8A6	UNIFIED SCHOOL DISTRICT 254	BARBER COUNTY NORTH USD 254	--	N	Cancelled Without Replacement	10/09/2009 12:00 AM	01/30/2023 12:41 PM	01/30/2028 12:00 AM
<input type="checkbox"/>	J4376	MURAKAMI KOKI CO., LTD.	--	--	N	Cancelled Without Replacement	11/12/2020 12:00 AM	01/31/2023 01:01 PM	--
<input type="checkbox"/>	9FS16	HROBOWSKI, REAL ESTATE, JUNK REMOVAL CONSULTING TRANSPO LLC	--	--	N	Cancelled Without Replacement	01/31/2023 12:00 AM	01/31/2023 08:28 PM	01/31/2023 12:00 AM

Selected 0/3

◀



▶

10 items per page

1 - 3 of 3 items

Cancel

Take Selected

4. Click  to select the CAGE Cd.
5. Select . The **CAGE Master Browse** pop-up window closes and the selected CAGE Cd appears in the previous screen in the CAGE Cd field.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



**125 — No record(s) match search criteria or you do not have the appropriate security access.**

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Manufacturer Part Nbr

### PA

- Manufacturer Part Nbr





# Browse for a Contract Number

## Overview

The Contract Number Browse process allows searching for stored contract numbers in the ELMS catalog.

## Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Contract Browse pop-up window

## Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Contract Use Cd  
CAGE Cd  
Contract Nbr

### Search Results Grid

Select  
Contract Nbr  
Contractor Name





# Procedures

### ELMS Navigation Helpful Tips



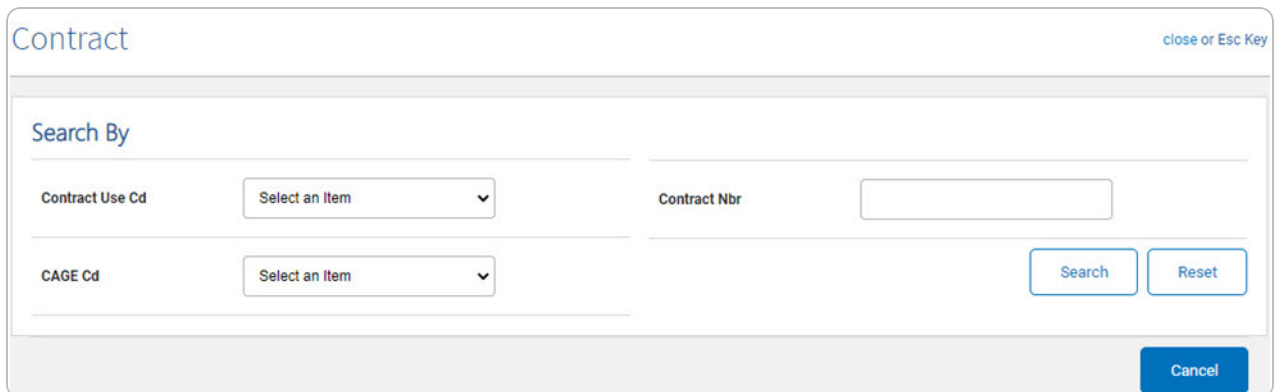
Click the following link to display ELMS Navigation Tips.



## Browse for a Contract Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Contract Browse** pop-up window appears.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
  - Use  to select the Contract Use Cd.
  - Use  to select the CAGE Cd.
  - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
3. Select [Search](#). The results display in the Contract Search Results Grid below.





## Help Reference Guide

Contract
close or Esc Key

Search By

Contract Use Cd

Select an Item

Contract Nbr

12345678A0133

CAGE Cd

Select an Item

Search

Reset

Select	Contract Nbr	Contractor Name
<a href="#">Select</a>	12345678A0133	ACME INC

Cancel

- Click the Select hyperlink next to the desired contract. *The pop-up window closes and the selected contract number appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

- Wrnty/Svc/Subscription - Terms/Cond






# Browse for a Deferred Task/Parts

## Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

## Navigation

Maintenance > *VARIOUS PROCEDURAL STEPS* >  > Deferred Task/Parts pop-up window

## Page Fields

The following fields display on the **Deferred Task/Parts** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
<b>24</b>	(*) Asterisk identifies mandatory fields.
<b>18</b>	Select "Update" button to process transaction(s).
<b>14</b>	Select "Cancel" button to return to previous page.

### Deferred Parts Criteria

### Deferred Parts Results Grid






# Procedures


### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

## Browse for Deferred Task/Parts







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.

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

1. Select . The **Deferred Task/Parts Browse** pop-up window appears.

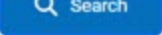



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Use  to select the Authorization Type.
- Use  to select the Authorization Id.
- Use  to select the Platform.
- Use  to select the Stock Number.
- Use  to select the UTC.
- Use  to select the Authorization Status.





3. Select . The results appear in the **Authorization Search Results** grid.
4. Select . The **Deferred Task/Parts Browse** pop-up window closes and the selected entry appears in the Parts panel.
5. Choose the Select hyperlink next to the desired Authorization. The pop-up window closes and the selected Authorization ID appears in the previous screen.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Work Order

### FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details





# Browse for a Dispatch Id

## Overview

The Dispatch Id Browse pop-up window allows searching for dispatching assets in the ELMS catalog.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Dispatch Id Browse pop-up window

## Page Fields

The following fields display on the **DISPATCH ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Dispatch Id  
Dispatch Sts Cd  
Dispatcher  
Dispatched To  
Equip Pool

### Search Results Grid

Select  
Dispatch Id  
Dispatch Sts Cd  
Dispatcher  
Dispatched To  
Dispatch Cd





Equip Pool  
Asset Id  
Serial Nbr  
Secondary Serial Number  
UII

## Procedures

### ELMS Navigation Helpful Tips



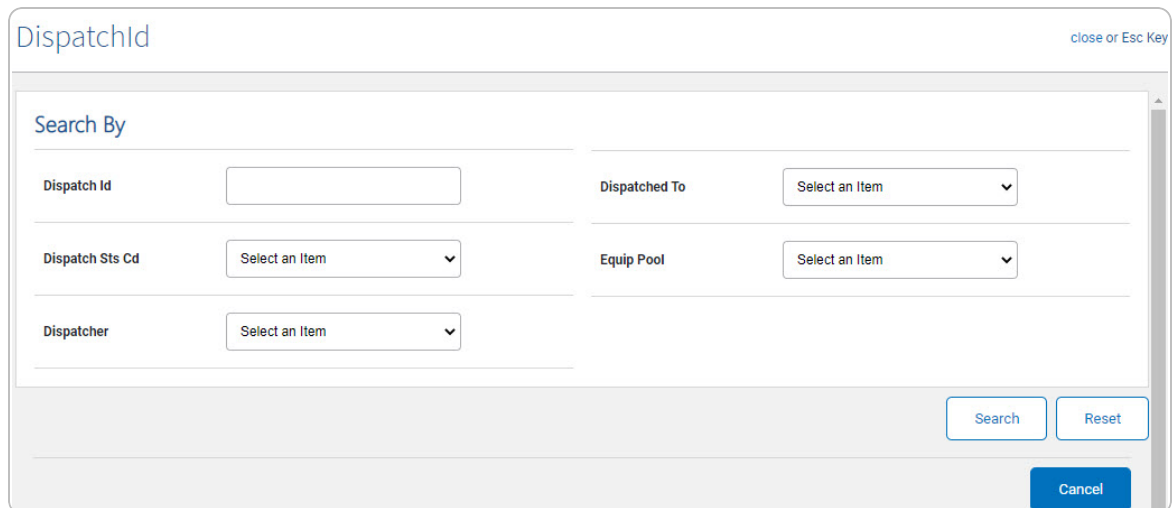
Click the following link to display ELMS Navigation Tips.

### Browse for a Dispatch Id

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select [Search](#). The **Dispatch Id Browse** pop-up window appears.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*





- Use  to select the Dispatch Sts Cd.
- Use  to select the Dispatcher.
- Use  to select the Dispatched To.
- Use  to select the Equip Pool.

3. Select . *The Search Results display in the Dispatch Id Grid below.*

DispatchId

close or Esc Key

Search By

Dispatch Id

UP2019121900001

Dispatched To

Select an Item

Dispatch Sts Cd

Select an Item

Equip Pool

Select an Item

Dispatcher

Select an Item

Search

Reset

Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	Secondary Serial Number	UII
<a href="#">Select</a>	UP2019121900001	RQ - Requested	DJB - BRITT, DARRYL	A - Ad-Hoc	UP - UTOPIA PLANETIA	NCC17010018	NCC1764			

Cancel

4. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch ID appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------





**125 — No record(s) match search criteria or you do not have the appropriate security access.**

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

**409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.**

Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.

**182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

## Related Topics

### M&U

- Dispatch





# Browse for an Equipment Category Code (ECC)

## Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

## Navigation

ELMS eCatalog > *VARIOUS PROCEDURAL STEPS* >  > ECC Browse pop-up window

## Page Fields

The following fields display on the **ECC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### ECC Search Criteria

Equipment Class Cd

### ECC Results Grid

Equip Control Cd  
Equip Control Desc  
Equip Control Detailed Desc

## Procedures

### ELMS Navigation Helpful Tips




Click the following link to display PA Navigation Tips.

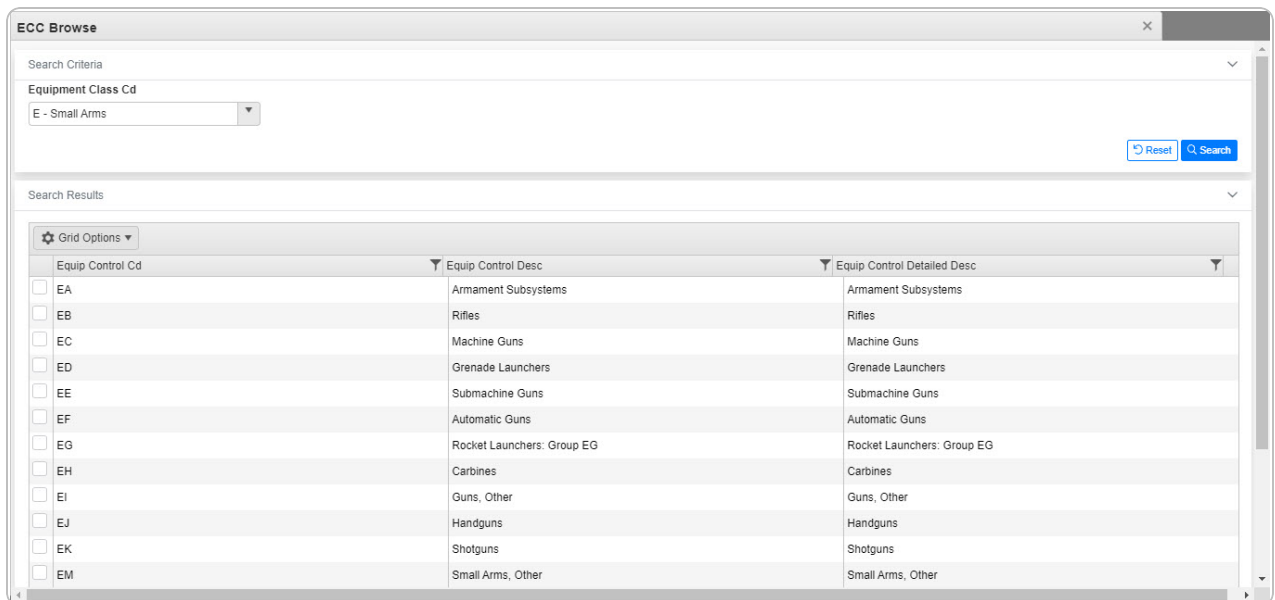






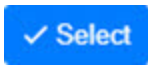
### Browse for an ECC

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. Select . The **ECC Browse** pop-up window appears.



Equip Control Cd	Equip Control Desc	Equip Control Detailed Desc
<input type="checkbox"/> EA	Armament Subsystems	Armament Subsystems
<input type="checkbox"/> EB	Rifles	Rifles
<input type="checkbox"/> EC	Machine Guns	Machine Guns
<input type="checkbox"/> ED	Grenade Launchers	Grenade Launchers
<input type="checkbox"/> EE	Submachine Guns	Submachine Guns
<input type="checkbox"/> EF	Automatic Guns	Automatic Guns
<input type="checkbox"/> EG	Rocket Launchers: Group EG	Rocket Launchers: Group EG
<input type="checkbox"/> EH	Carbines	Carbines
<input type="checkbox"/> EI	Guns, Other	Guns, Other
<input type="checkbox"/> EJ	Handguns	Handguns
<input type="checkbox"/> EK	Shotguns	Shotguns
<input type="checkbox"/> EM	Small Arms, Other	Small Arms, Other

2. In the Search Criteria box, narrow the results by entering the following:
  - Use  to select the Equipment Class Cd.
3. Select . The results appear in the **ECC Search Results** grid.
4. Click ☐ to select the Equip Control Cd. This highlights the desired row.
5. Select . The desired Equipment Control Code appears in the ECC field in the previous screen.

### Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### PA

- Add a Stock Number





# Browse for an External LIN/TAMCN

## Overview

The External LIN/TAMCN Browse process allows searching for an external LIN/TAMCN in the ELMS catalog.

## Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > External LIN/TAMCN Browse pop-up window

## Page Fields

The following fields display on the **External LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Select Interface \*  
LIN/TAMCN  
LIN/TAMCN Desc

## Procedures

### ELMS Navigation Helpful Tips





Click the following link to display ELMS Navigation Tips.



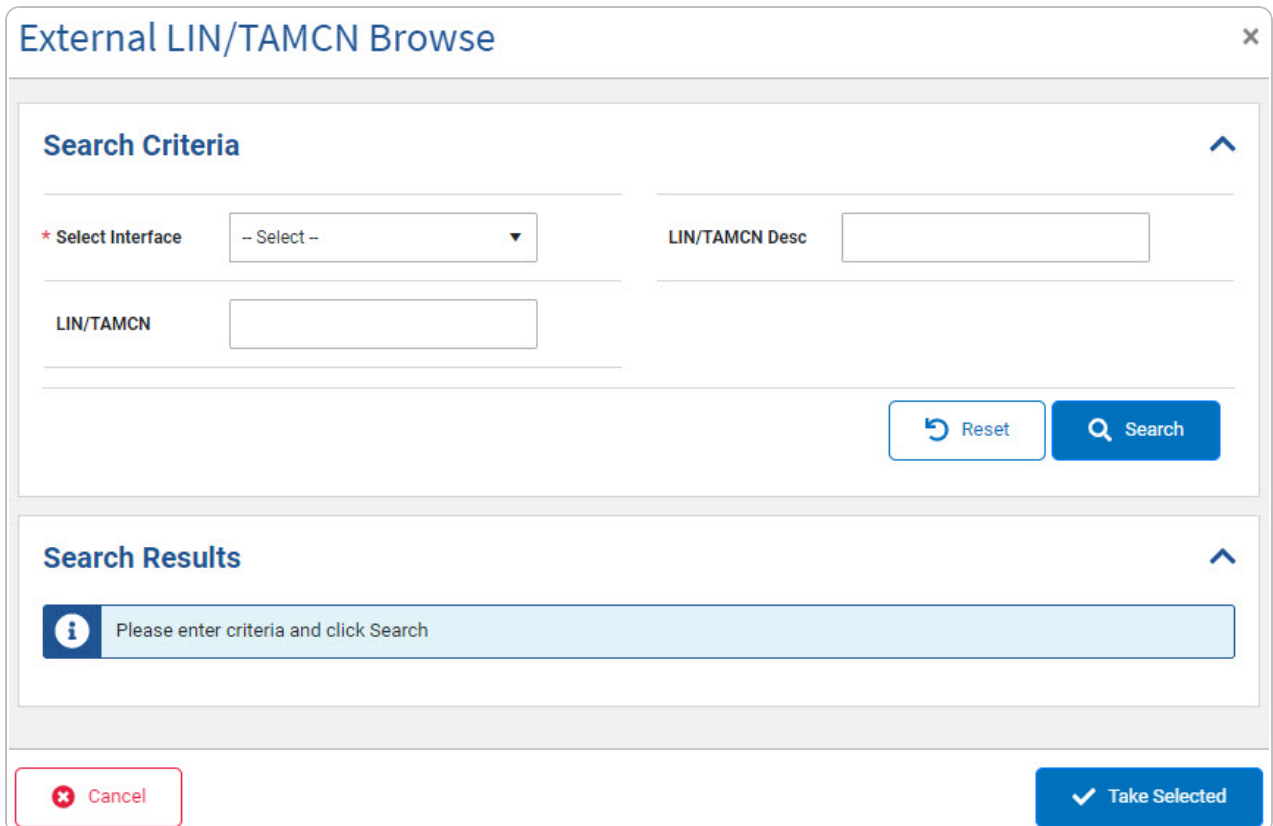


### Browse for a LIN/TAMCN

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.

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

1. Select . The **EXTERNAL LIN/TAMCN Browse** pop-up window appears.



The screenshot shows a pop-up window titled "External LIN/TAMCN Browse". It has a close button (X) in the top right corner. The window is divided into two main sections: "Search Criteria" and "Search Results".

**Search Criteria** section:

- There is a label "\* Select Interface" followed by a dropdown menu showing "-- Select --".
- There is a label "LIN/TAMCN Desc" followed by a text input field.
- There is a label "LIN/TAMCN" followed by a text input field.
- At the bottom right of this section are two buttons: "Reset" (with a circular arrow icon) and "Search" (with a magnifying glass icon).

**Search Results** section:

- Below the "Search Criteria" section is a message box with an information icon (i) and the text "Please enter criteria and click Search".

At the bottom of the window, there are two buttons: "Cancel" (with a red X icon) and "Take Selected" (with a checkmark icon).




2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.

  - Use ▼ to select the Select Interface.
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*





## Help Reference Guide

- Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . *The results display in the Search Results Grid below.*
  4. Click  to select the LIN/TAMCN. *This highlights the desired row.*
  5. Click . *The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

- Stock Number





# Browse for the External Manufacturer Part Number

## Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > External Manufacturer Part Number Browse pop-up window

## Page Fields

The following fields display on the **External Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Interface System  
CAGE Cd  
Mfr Part Nbr  
Stock Nbr  
Mfr Name  
Mfr Model Nbr

### Search Results Grid

Stock Nbr  
Item Desc  
Mfr Part Nbr





Mfr Name  
Mfr Model Nbr  
CAGE Cd


## Procedures


### ELMS Navigation Helpful Tips



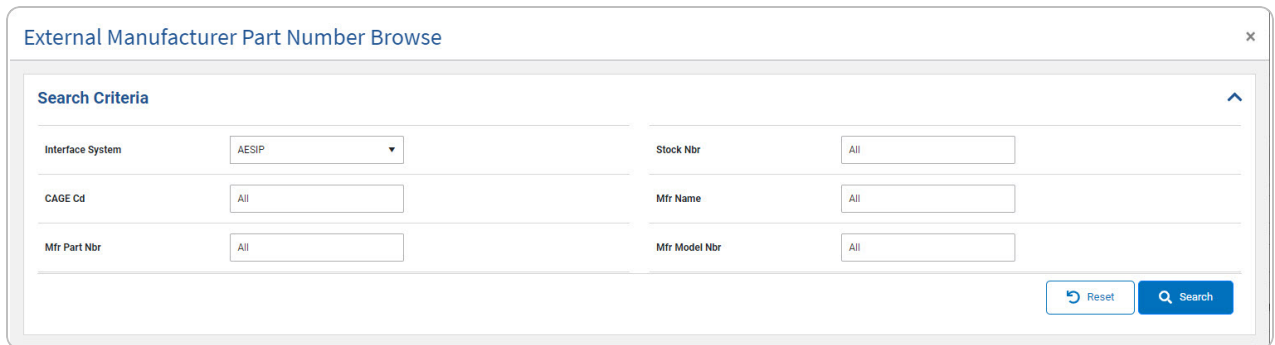
Click the following link to display ELMS Navigation Tips.

### Browse for an External Manufacturer Part Number

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.

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

1. Select . The **External Manufacturer Part Number Browse** pop-up window appears.




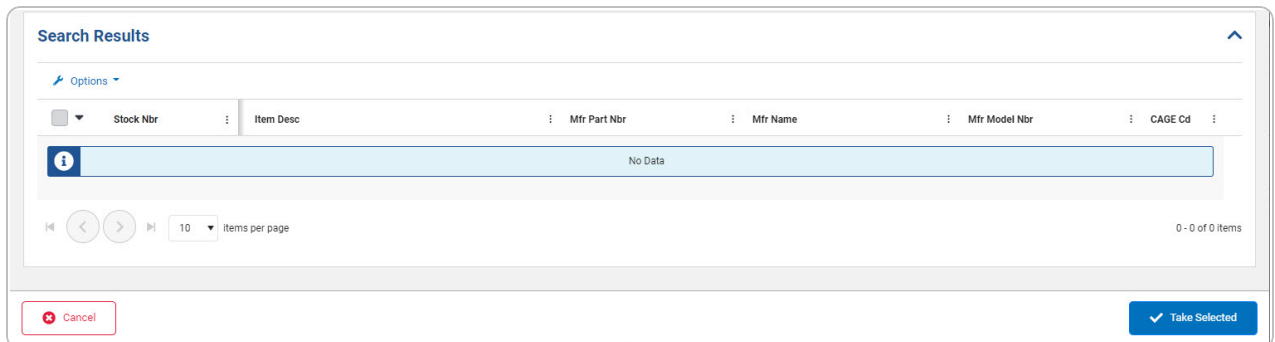
2. In the Search Criteria box, narrow the results by entering the following:.
  - Use ▼ to select the Interface System.
  - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
  - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
  - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*







## Help Reference Guide

- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
3. Select . The results appear in the **External Manufacturer Part Number Search Results** grid.



4. Click  to select the External Manufacturer Part Number. *This highlights the desired row.*
5. Click . The desired External Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Manufacturer Part Nbr





# Browse for a FSM Authorization ID Browse

## Overview

The FSM Authorization ID Browse pop-up window allows searching for authorization identifiers in the ELMS catalog.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > FSM Authorization ID Browse pop-up window

## Page Fields

The following fields display on the **FSM Authorization ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Authorization Type  
Platform  
Authorization ID  
Force Element  
Stock Nbr

### Search Results Grid

Select  
Authorization Type  
Platform  
Authorization ID  
Force Element





Stock Nbr


## Procedures


### ELMS Navigation Helpful Tips



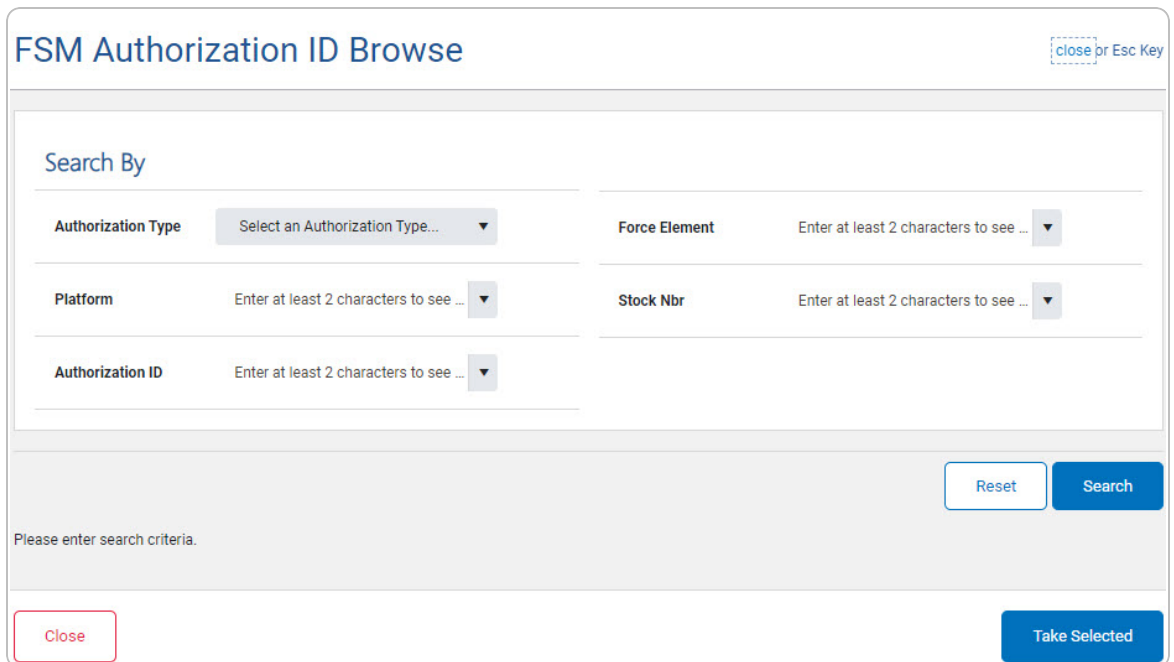
Click the following link to display ELMS Navigation Tips.

### Browse for a FSM Authorization ID Browse



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.

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

1. Select . The **FSM Authorization ID Browse** pop-up window appears.







The screenshot shows the 'FSM Authorization ID Browse' window. It has a title bar with a 'close' button and 'or Esc Key'. Below the title bar is a 'Search By' section with three rows of search criteria: 'Authorization Type' (a dropdown menu), 'Platform' (a text input with a dropdown arrow), and 'Authorization ID' (a text input with a dropdown arrow). To the right of these are two more search criteria: 'Force Element' and 'Stock Nbr', each with a text input and a dropdown arrow. At the bottom right of the search section are 'Reset' and 'Search' buttons. Below the search section is a message 'Please enter search criteria.' and a 'Close' button. At the bottom right is a 'Take Selected' button.

- A. Use  to select the Authorization Type.
- B. Use  to select the Platform.





- C. Use  to select the Authorization ID.
- D. Use  to select the Force Element.
- E. Use  to select the Stock Nbr.
2. Select . *The Search Results display in the **FSM AuthorizationID** Grid below.*
3. Click the Select hyperlink next to the desired FSM Authorization ID. *The pop-up window closes and the selected FSM Authorization ID appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### PA

- Report Manager Schedule Reports






# Browse for the Internal Manufacturer Part Number

## Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

## Navigation

Catalog > *VARIOUS PROCEDURAL STEPS* >  > Internal Manufacturer Part Number Browse pop-up window

## Page Fields

The following fields display on the **Internal Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

CAGE Cd  
Manufacturer Part Nbr  
Stock Nbr  
Manufacturer Name  
Model Nbr

### Search Results Grid

All  
Stock Nbr  
Manufacturer Part Nbr  
Manufacturer Name  
Model Nbr





CAGE Cd


## Procedures


### ELMS Navigation Helpful Tips



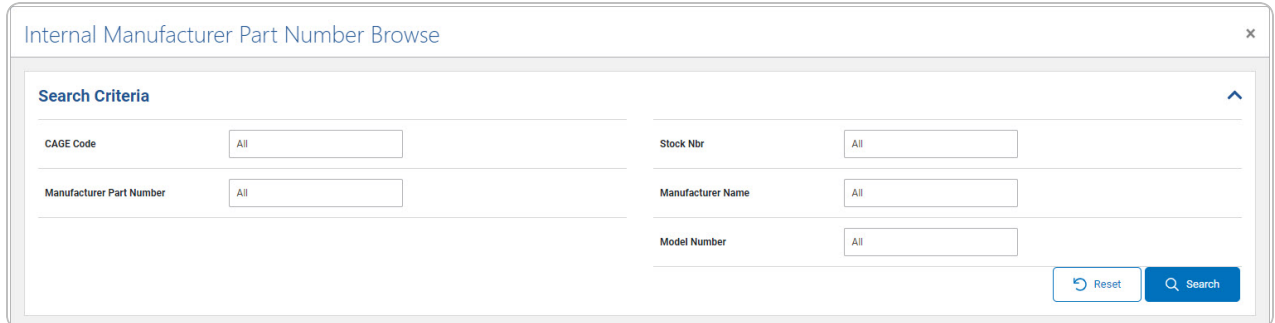
Click the following link to display ELMS Navigation Tips.

### Browse for an Internal Manufacturer Part Number

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.

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

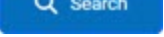
1. Select . The **Internal Manufacturer Part Number Browse** pop-up window appears.



2. In the Search Criteria box, narrow the results by entering the following:.
  - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
  - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
  - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
  - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*





3. Select . The results appear in the **Internal Manufacturer Part Number Search Results** grid.

**Search Results**


Grid Options

	Stock Number	Manufacturer Part Number	Manufacturer Name	Model Number	CAGE Cd
<input type="checkbox"/>	3610360001090	C500	KONICA MINOLTA		
<input type="checkbox"/>	3610360001390	7060	KONICA		
<input type="checkbox"/>	5815587701030	5503	KONICA		
<input type="checkbox"/>	6740677411430	RX-1	KONICA		

Selected 0/4 | 1 | 10 | Items per page

1 - 4 of 4 items

Cancel + Add Select

4. Click ☐ to select the Internal Manufacturer Part Number. This highlights the desired row.
5. Click . The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.

### Add a Manufacturer Part Number

- Select . The **Add a Manufacturer Part Number** page appears.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





### Related Topics

#### PA

- Pending Catalog Transaction





# Browse for Internal Stock Number

## Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Internal Stock Number Browse pop-up window

## Page Fields

The following fields display on the **Internal Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Stock Item Type  
Stock Nbr  
LIN/TAMCN  
Item Desc  
Reportable Commodity Type

### Search Results Grid

Stock Number  
Stock Item Cd  
Item Desc  
Mgmt Cd  
LIN/TAMCN





FSC  
CIIC  
Type Asset Cd  
Shelf Life Cd  
Security Commodity Type  
Reportable Commodity Type  
Prev Stock Nbr  
IT Device Cd  
Accounting Req Cd  
NIIN Status Cd


## Procedures


### ELMS Navigation Helpful Tips




Click the following link to display ELMS Navigation Tips.

### Browse for an Internal Stock Number

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.

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

1. Use  to browse for the Stock Number entry. The **Internal Stock Number Browse** pop-up window displays.





## Help Reference Guide

Internal Stock Number Browse

Search Criteria

Stock Item Type

A - NSN

Item Desc

All

Stock Nbr

All

Reportable  
Commodity Type

All

LIN/TAMCN

All

Reset


Search

Search Results

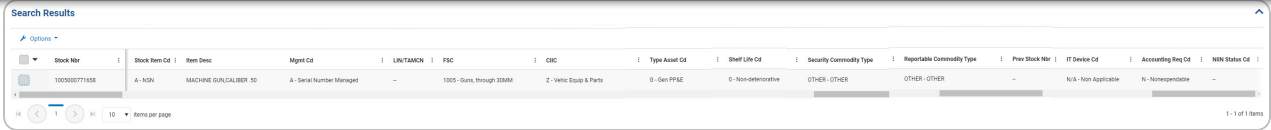
Please enter criteria and click Search


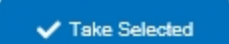
Cancel

Take Selected

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
  - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
  - Use ▼ to select the Reportable Commodity Type.
3. Select . The results appear in the **Stock Number Results** grid.





4. Click  to select the Internal STOCK NBR.
5. Select . The **Internal Stock Number Browse** pop-up window closes and the selected *STOCK NBR* appears in the previous screen in the *STOCK NBR* field.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Manufacturer Part Nbr

### PA

- Manufacturer Part Nbr



# Browse for a Job Order Number

## Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the ELMS catalog.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Job Order Number Browse pop-up window

## Page Fields

The following fields display on the **Job Order Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Job Order Nbr ID  
Job Order Nbr Desc  
Reimbursable  
Effective Dt  
End Dt

### Search Results Grid

Select  
Job Order Nbr ID  
Job Order Nbr Desc  
Effective Dt  
End Dt






## Procedures

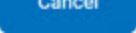
### ELMS Navigation Helpful Tips



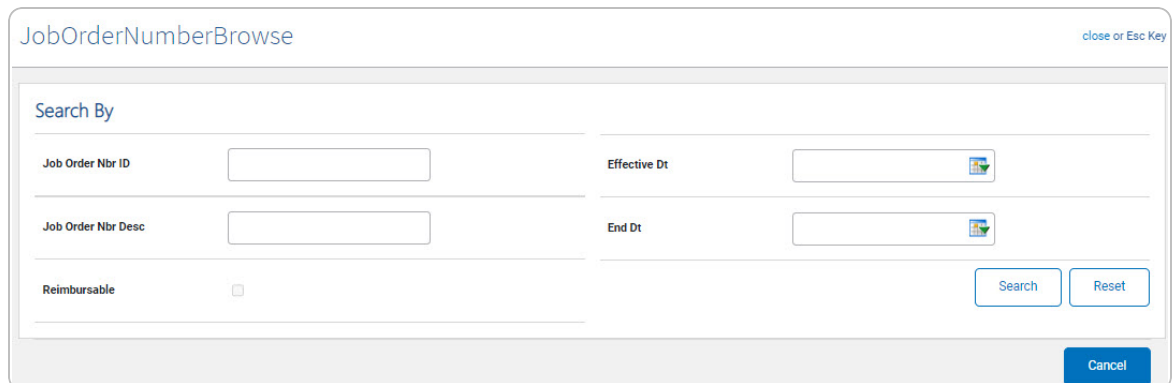
Click the following link to display ELMS Navigation Tips.



### Browse for a Job Order Number

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.

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

1. Select . The **Job Order Number Browse** pop-up window appears.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
  - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field.*
  - *The Reimbursable automatically populates and is not editable.*
  - Use  to select the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
  - Use  to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.






## Help Reference Guide

3. Select [Search](#). The Search Results display in the Job Order Number Grid below.


JobOrderNumberBrowse
close or Esc Key

Search By

Job Order Nbr ID

Effective Dt


Job Order Nbr Desc

End Dt


Reimbursable
☐

[Search](#)
[Reset](#)

Select	Job Order Nbr ID	Job Order Nbr Desc	Effective Dt	End Dt
<a href="#">Select</a>	DDL12345679012	DDL123456789012	1/1/2022	12/31/2023

[Cancel](#)

4. Click the Select hyperlink next to the desired Job Order Number. The pop-up window closes and the selected Job Order Number appears in the previous screen.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Dispatch





# Browse for a LIN/TAMCN

## Overview

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the ELMS catalog.

## Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > LIN/TAMCN Browse pop-up window

## Page Fields

The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

LIN/TAMCN  
LIN/TAMCN Desc  
Size Category  
Status

### Search Results Grid

LIN/TAMCN  
LIN/TAMCN Desc  
Size Category  
Status

### Optional

Catalog Name Code






### Procedures


#### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

#### Browse for a LIN/TAMCN

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.

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





## Help Reference Guide

1. Select . The **LIN/TAMCN Browse** pop-up window appears.

LIN/TAMCN Browse

Search Criteria

LIN/TAMCN

All

LIN/TAMCN Desc

All

Size Category

All

Status

ACTIVE

Reset

Search

Search Results

Grid Options

LIN/TAMCN

LIN/TAMCN DESC

Size Category

Status

Selected

<

0

>

50

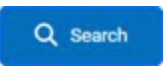
items per page


No items to display

Cancel

Select

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*
  - Use ▼ to select the Size Category.
  - Use ▼ to select the Status.


3. Select . The results display in the Search Results Grid below.



Defense Logistics Agency (DLA)  
Logistics Catalog and Data Solutions (LCDS)

225  
Unclassified

**ELMS Helpdesk**  
**1-844-843-3727**





## Help Reference Guide

### Search Results

Grid Options ▼

	LIN/TAMCN ▼	LIN/TAMCN DESC... ▼	Size Category ▼	Status ▼
<input type="checkbox"/>	A21959	AGITATOR PAINT SHAKER TYPE 1/3 HP AC 115V 60C SGLE PH		ACTIVE

Selected 0/50


◀
1
2
3
4
▶

50 items per page

1 - 50 of 154 items

Cancel

Select

- Click ☐ to select the LIN/TAMCN. *This highlights the desired row.*
- Click . *The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

- Stock Number





# Browse for a Maintenance Schedule

## Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Maintenance Schedule Browse pop-up window

## Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Maint Schedule Id  
Maint Schedule Name  
Maint Schedule Desc  
Work Plan Name  
Maintenance Activity  
Occurrence  
Central Maint Sched

### Search Results Grid

Select  
Maint Sched Id  
Maint Sched Name





Maint Sched Desc  
Maint Activity  
Occurrence  
Recurring Method

(\*) Asterisk identifies mandatory fields.


## Procedures

### ELMS Navigation Helpful Tips

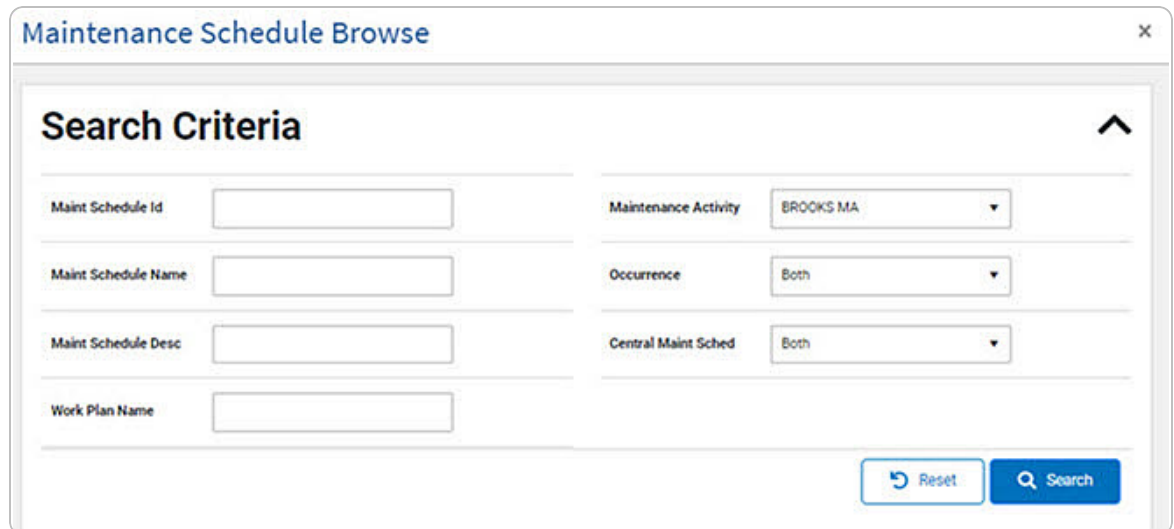


Click the following link to display ELMS Navigation Tips.

### Browse for a Maintenance Schedule

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. Select . The **Maintenance Schedule Browse** pop-up window appears.




The screenshot shows a pop-up window titled "Maintenance Schedule Browse". Inside, there is a "Search Criteria" section with a grid of input fields. The fields are arranged in two columns. The left column contains: "Maint Schedule Id", "Maint Schedule Name", "Maint Schedule Desc", and "Work Plan Name". The right column contains: "Maintenance Activity" (with a dropdown menu showing "BROOKS MA"), "Occurrence" (with a dropdown menu showing "Both"), and "Central Maint Sched" (with a dropdown menu showing "Both"). At the bottom right of the grid, there are two buttons: "Reset" and "Search".

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*





## Help Reference Guide

- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
  - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
  - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
  - Use ▼ to select the Maintenance Activity.
  - Use ▼ to select the Occurrence.
  - Use ▼ to select the Central Maint Sched.
3. Select . *Results display in the Search Results Grid.*

Maintenance Schedule Browse

Search Criteria

Maint Schedule Id

Maint Schedule Name

Maint Schedule Desc

Work Plan Name

Maintenance Activity

BROOKS MA ▼

Occurrence

Both ▼

Central Maint Sched

Both ▼

Reset

Search

Search Results

Options ▼

Select	Maint Sched Id ↑	Maint Sched Name	Maint Sched Desc	Maint Activity	Occurrence	Recurring Method
Select	AnotherforTest2726	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days

1 ▼





4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. *The pop-up window closes and the selected MAINT SCHEDULE ID information appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

## Related Topics

### M&U

- Schedule Preventive Maintenance - Asset Assignment





# Browse for a Maintenance Schedule

## Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Maintenance Schedule Browse pop-up window

## Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Maint Schedule Id  
Maint Schedule Name  
Maint Schedule Desc  
Work Plan Name  
Maintenance Activity  
Occurrence  
Central Maint Sched

### Search Results Grid

#### Available Tab

Select





Maint Sched Id  
Maint Sched Name  
Maint Sched Desc  
Maint Activity  
Occurrence  
Recurring Method

### Selected Tab

Remove  
Maint Sched Id  
Maint Sched Name  
Maint Sched Desc  
Maint Activity  
Occurrence  
Recurring Method

(\*) Asterisk identifies mandatory fields.

## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Browse for a Maintenance Schedule

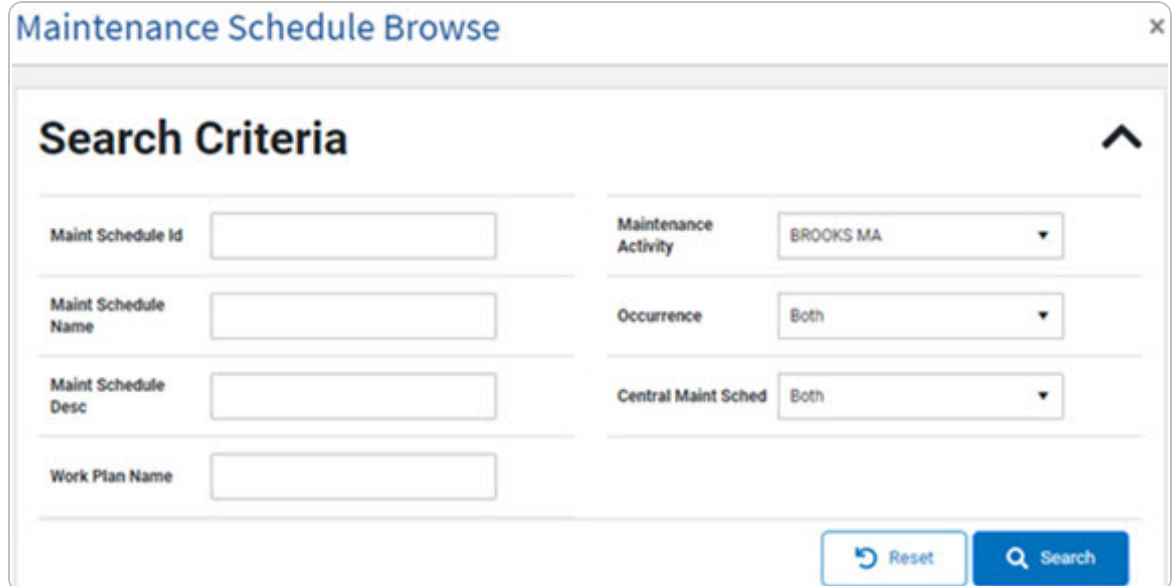
*One or more of the Search Criteria fields can be entered to isolate the results. By*

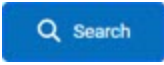
*default, all results are displayed. Selecting  Reset at any point of this procedure returns all fields to the default "All" setting.*





1. Select . The **Maintenance Schedule Browse** pop-up window appears.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
  - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
  - Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
  - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
  - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
  - Use ▼ to select the Maintenance Activity.
  - Use ▼ to select the Occurrence.
  - Use ▼ to select the Central Maint Sched.
3. Select . Results display in the Search Results Grid.





### Search Results

Available

Selected

Options

	Maint Sched Id	Maint Sched Na...	Maint Sched Desc:	Maint Activity	Occurrence	Recurring Method:
<input type="checkbox"/>	AnotherforTest2...	Hugh Hunton Test 2	Hugh Hunton Test 2	BROOKS MA	Recurring	Every X Days

1

Cancel

Select Schedules

- Click ☐ to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and ☒ appears.*

Select ☒ Select Schedules. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

- 

**OR**

Select the Selected Tab. *The selected MAINT SCHEDULE ID appears for verification.*





### Search Results


Available **Selected**


 Options

Remove	Maint Sched Id	Maint Sched Na...	Maint Sched Desc	Maint Activity	Occurrence	Recurring Method
<a href="#">Remove</a>	AnotherforTest2...	BTRegress-22.2.2-64061	Regression test 64061	BROOKS MA	One Time	-
<a href="#">Remove</a>	AnotherforTest2...	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days




 Cancel

 Select Schedules

- A. Select the Remove hyperlink. The *MAINT SCHEDULE ID* is removed from the *Selected Search Results grid*.
6. Select . The **Maintenance Schedule Browse** pop-up window closes and the selected *MAINT SCHEDULE ID* appears in the previous screen in the *Search Results grid*.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error

Solution

**No Common Errors have been identified for this page.**





### Related Topics

#### M&U

- Schedule Preventive Maintenance — Asset Assignment





# Browse for a Manufacturer Part Number

## Overview

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Manufacturer Part Number Browse pop-up window

## Page Fields

The following fields display on the **Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Manufacturer Name  
Manufacturer Model Number  
Manufacturer Part Number

### Search Results Grid

Manufacturer Name  
Manufacturer Model Number  
Manufacturer Part Number  
CAGE Code  
FAST Reportable






## Procedures


### ELMS Navigation Helpful Tips




Click the following link to display ELMS Navigation Tips.

### Browse for a Manufacturer Part Number

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.

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

1. Use  to browse for the Manufacturer Part Number. The **Manufacturer Part Number Browse** pop-up window displays.


### Manufacturer Part Number Browse


#### Search Criteria

Manufacturer Name


Manufacturer Part Number

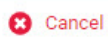
Manufacturer Model Number

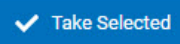
 Reset

 Search

#### Search Results

 Please enter criteria and click Search

 Cancel

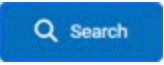
 Take Selected





## Help Reference Guide

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
  - Enter the Manufacturer Model Number in the field provided. *This is a 48 alphanumeric character field.*
  - Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*

3. Select . *The results appear in the search results grid.*

### Search Results


Options

	Manufacturer Name :	Manufacturer Model Number :	Manufacturer Part Number :	CAGE Code :	FAST Reportable
<input type="checkbox"/>	UNASSIGNED	--	--	--	No

1

10 items per page

1 - 1 of 1 items

4. Click ☐ to select the Manufacturer Part Number.
5. Select . *The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number field.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match</b>	Invalid Entry. Results for the search criteria





**search criteria or you do not have the appropriate security access.**

entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Maintenance Asset Master





# Add a Maintenance Attachment

## Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

## Navigation

Master Data > *VARIOUS PROCEDURAL STEPS* > [Add Attachment](#) > Maintenance Attachment Add page

## Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Upload Grid

Contract Nbr  
File Path \*  
Desc \*  
Primary





### Temporary Attachments Grid

Remove  
Desc  
Size  
Type

(\*) Asterisk identifies mandatory fields.


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

### Add a Maintenance Attachment

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

- Select . The **Add a Maintenance Attachment** page appears.

Upload File

Contract Nbr

TESTTT44HELP2

\*File Path

Choose File

No file chosen

\*Desc

Primary


☐

Add

Temporary Attachments

Cancel

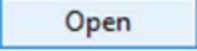

Attach

- The **CONTRACT NBR** automatically populates and is not editable.
- Select  in the File Path field. The Windows **Choose File to Upload** pop-up window appears.
- Choose the file to attach, and select it.





## Help Reference Guide

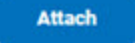
- D. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.
- E. Enter the DESC in the field provided. This is a 1024 alphanumeric character field.
- F. Click ☐ to select the Primary. This indicates which attachment the system should open first if there are multiple documents.
- G. Select . The file appears in the Temporary Attachments grid.

Temporary Attachments			
	Desc	Size	Type
<a href="#">Remove</a>	Document 4 Test	17.68KB	DOCX
<div> <span>Cancel</span> <span>Attach</span> </div>			

- H. Repeat Steps B-G to attach multiple documents.

### Remove an Attachment

Select the Remove hyperlink next to the desired document. The document is deleted from the grid.

2. Select . The Attachment appears in the previous page under the Attachment(s) field.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>13 — Mandatory Entry: FILE</b>	Missing Entry. Enter the appropriate information





## Help Reference Guide

<b>PATH.</b>	
<b>13 — Mandatory Entry: DESC.</b>	in the desired field.
<b>161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &amp;, comma, period, and space.</b>	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
<b>349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</b>	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
<b>1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).</b>	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
<b>353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.</b>	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

## Related Topics

### M&U

- Add a Contract
- Update a Contract





## ***Help Reference Guide***

- View the Contract Attachment
- Delete a Contract





# Browse for an Operator/Technician

## Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the ELMS catalog.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Operator/Technician Browse pop-up window

## Page Fields

The following fields display on the **Operator/Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Opr/Tech Cd  
Team Id

### Search Results Grid

Select  
Opr/Tech Cd  
Opr/Tech Id  
Last Name  
First Name  
Schedule  
Start Time  
End Time






# Procedures

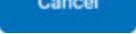
### ELMS Navigation Helpful Tips



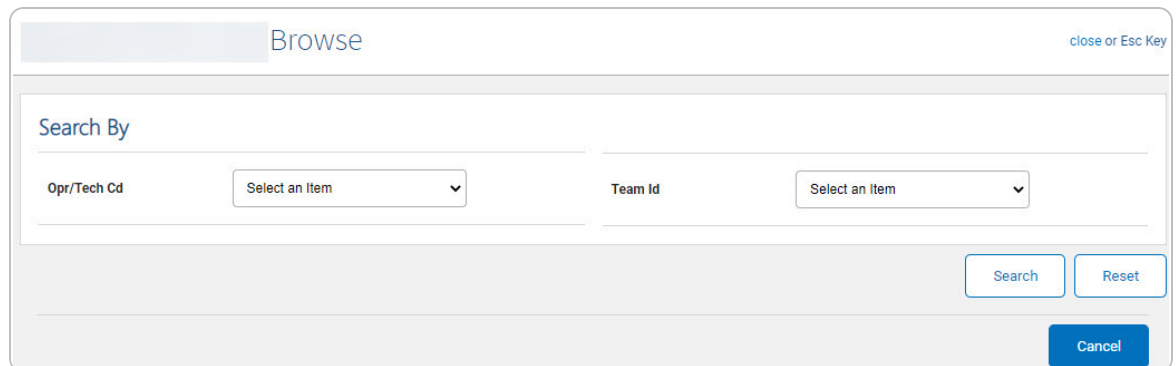
Click the following link to display ELMS Navigation Tips.

## Browse for an Operator/Technician

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.

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



1. Select . The **Operator/Technician Browse** pop-up window appears.



### Note



The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
  - Use  to select the Opr/Tech Cd.
  - Use  to select the Team Id.





## Help Reference Guide

3. Select [Search](#). *The Search Results display in the Operator/Technician Grid below.*

Browse
close or Esc Key

Search By

Opr/Tech Cd O - Operator

Team Id Select an Item

Search
Reset

Select	Opr/Tech Cd	Opr/Tech Id	Last Name	First Name	Schedule	Start Time	End Time
<a href="#">Select</a>	O - Operator	DJB	BRITT	DARRYL			
<a href="#">Select</a>	O - Operator	ABC123	KATELUZOS	BRENDA			
<a href="#">Select</a>	O - Operator	AKEYS	KEYS	ABIGAIL			
<a href="#">Select</a>	O - Operator	MILESCOT	MILEWSKI	SCOTT			
<a href="#">Select</a>	O - Operator	OPERATOR2	OPERATOR2	USER2			

Cancel

4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





### Related Topics

#### M&U

- Dispatch





# Browse for Points of Contact

## Overview

The Points of Contact pop-up window allows searching for point of contact information.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > [+ Add](#) > Points of Contact pop-up window

## Page Fields

The following fields display on the **Points of Contact** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Contact

### Search Results Grid

Contact  
Phone  
Mobile Phone  
Email  
Maint Division  
Type  
Address  
City  
State





Zip Code  
Country


## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Browse for Points of Contact

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.



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

1. Use  to browse for the Point of Contact. The **Points of Contact** pop-up window displays.


### Points of Contact

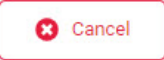

#### Search Criteria

Contact

#### Search Results

 Please enter criteria and click Search





## Help Reference Guide

- In the Search Criteria grid, narrow the results by entering the following optional field:
  - Enter the Contact in the field provided. *This is a 30 alphanumeric character field.*

- Select . *The results appear in the search results grid.*

Search Results											
Options ▾											
Contact	Phone	Mobile Phone	Email	Maint Division	Type	Address	City	State	Zip Code	Country	
<input type="radio"/> CUST 1	320-396-2211	--	--	JRA000	PC	--	--	--	--	--	
<input type="radio"/> CUST 2	123-4567	--	--	JRA000	PC	--	--	--	--	--	

Selected 0/2    10 items per page    1 - 2 of 2 items

- Click ☐ to select the Contact.
- Select . *The **Points of Contact** pop-up window closes and the selected contact appears in the previous screen in the Point of Contact panel.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Work Order





# Browse for a Signature Block

## Overview

The Signature Block Browse pop-up window allows viewing of signature blocks. Signature blocks are added during the Agency Settings process.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Signature Block Browse pop-up window

## Page Fields

The following fields display on the **Signature Block Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Signature Block Detail Browse Grid

Signature Block Name

## Procedures

### ELMS Navigation Helpful Tips




Click the following link to display ELMS Navigation Tips.

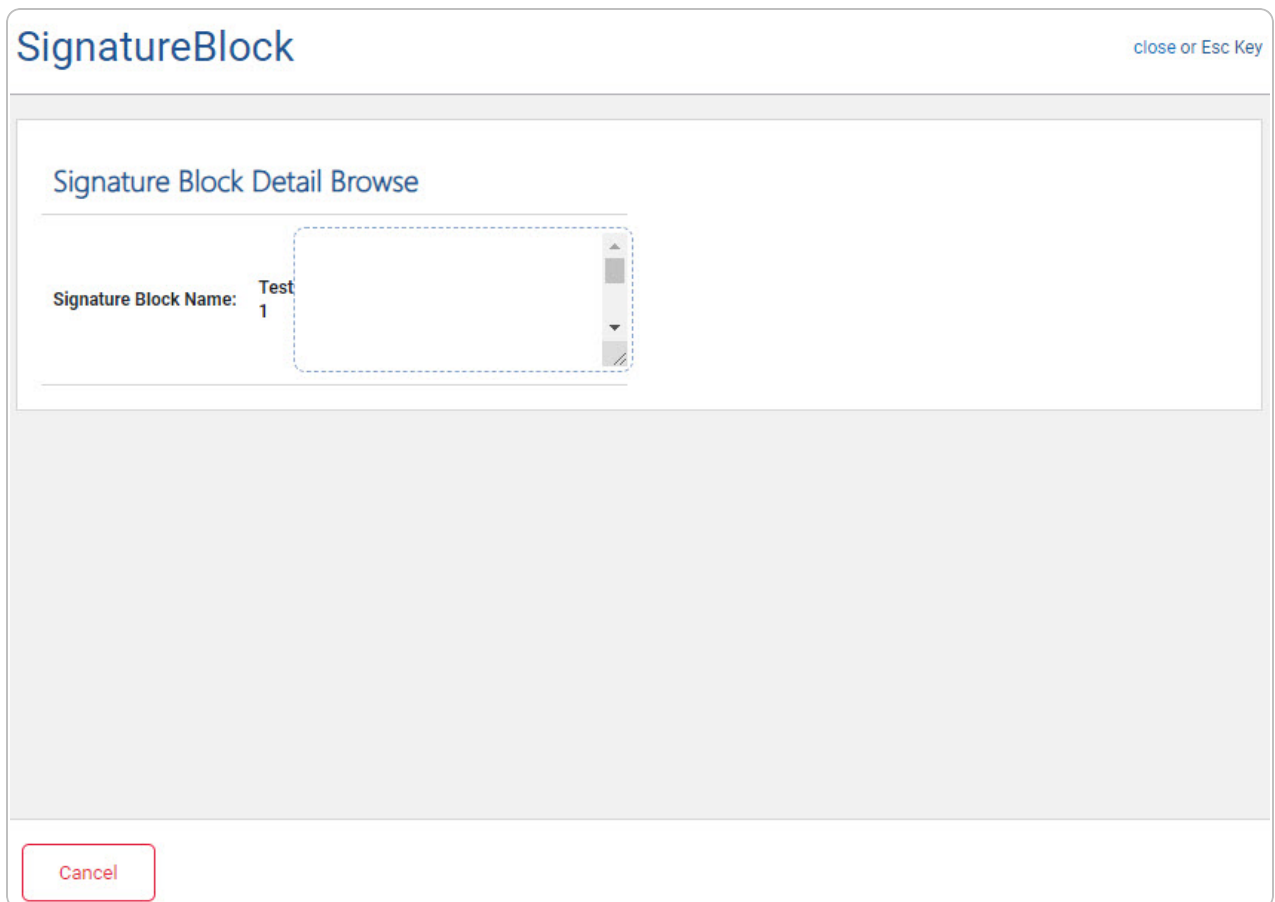




### Browse for a Signature Block

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

1. Select . The **Signature Block Browse** pop-up window appears.



SignatureBlock close or Esc Key

Signature Block Detail Browse

Signature Block Name: Test 1

Cancel

- Verify the Signature Block Name.

### Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

### Related Topics

- Request Custom Inventory





# Browse for an SRD

## Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > SRD Browse pop-up window

## Page Fields

The following fields display on the **SRD Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

SRD  
MICAP  
Equipment Designator  
Nomenclature

### Search Results Grid

All  
SRD  
MICAP  
Equipment Designator  
Nomenclature






### Procedures


#### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

#### Browse for an SRD

*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.*

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





1. Use  to browse for the SRD. *The **SRD Browse** pop-up window displays.*

SRD Browse

Search Criteria

SRD

Equipment Designator

MICAP

☐ Yes
 ☐ No
 ☒ Both

Nomenclature

Reset

Search

Search Results

Options

☐ SRD
 ☐ MICAP
 ☐ Equipment Designator
 ☐ Nomenclature

No Data

◀

▶

Cancel

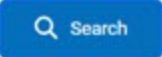
Take Selected

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the SRD in the field provided. *This is a 3 alphanumeric character field.*
  - Click ☐ to select the MICAP. *This determines the MICAP status that will appear in the search results grid. The default is Both.*





## Help Reference Guide

- Enter the Equipment Designator in the field provided. *This is an alphanumeric character field.*
  - Enter the Nomenclature in the field provided. *This is an alphanumeric character field.*
3. Select . *The results appear in the **SRD Results** grid.*

### Search Results

Options ▾

<input type="checkbox"/>	SRD	:	MICAP	:	Equipment Designator	:	Nomenclature	:
<input type="checkbox"/>	G14	:	No	:	CETS	:	CETS FOR F100, F111, F101 & TF34 4920015295801KV	:

⏪
⏩
1 ▾
⏪
⏩

✖ Cancel
✓ Take Selected

4. Click ☐ to select the SRD.
5. Select . *The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD field.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





### Related Topics

#### M&U

- Requisition





# Browse for a Stock Number — Dispatch

## Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse pop-up window

## Page Fields

The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Stock Nbr  
Item Desc  
FSC

#### Additional Search Criteria Grid

LIN/TAMCN

### Search Results Grid

Select  
Stock Nbr  
Item Desc  
FSC  
ECC  
Owning DoDAAC





Ctlg Nm Cd  
LIN/TAMCN


## Procedures

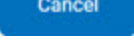
### ELMS Navigation Helpful Tips



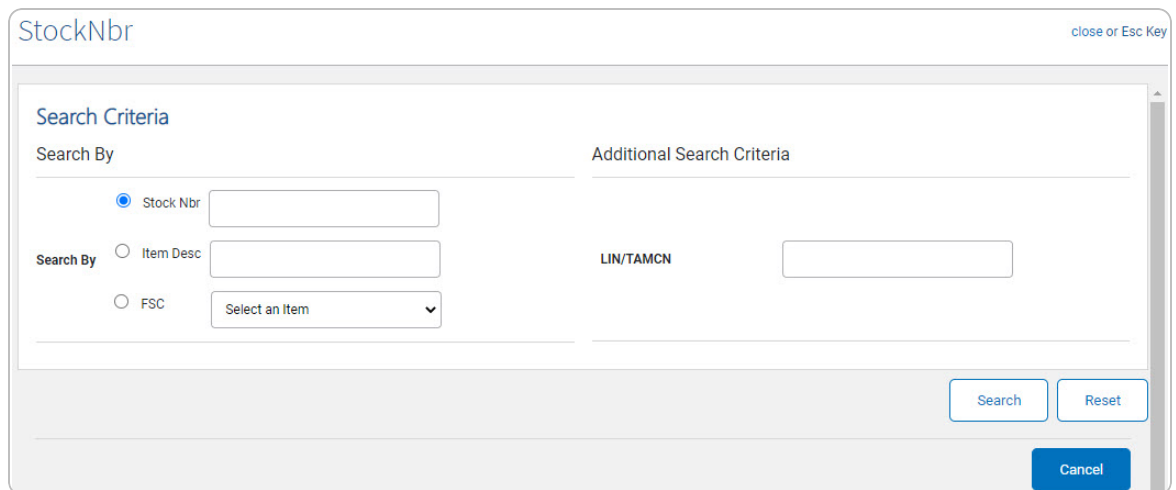
Click the following link to display ELMS Navigation Tips.

### Browse for a STOCK NBR

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.

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

1. Select . The **STOCK NBR Browse** pop-up window appears.





2. Select ☐ next to the desired Search By Criteria. Depending upon what ☐ is chosen:

### Note



Only choose one of the three options. STOCK NBR is the default option.



- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
  - Use  to select the FSC.
3. Enter any desired additional search criteria.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . *The Search Results display in the STOCK NBR Grid below.*

StockNbr

close or Esc Key

Search Criteria

Search By

☒ Stock Nbr

WMJ52013B

☐ Item Desc

☐ FSC

1005-Guns, through 30MM

Additional Search Criteria

LIN/TAMCN

Search

Reset

Select	Stock Nbr	Item Desc	FSC	ECC	Owning DODAAC	Ctlg Nm Cd
<a href="#">Select</a>	WMJ52013B	TEST	1005	ZS		NAVY

Cancel

5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution



**13 — Mandatory Entry:**  
***STOCK NBR.***

**13 — Mandatory Entry:** *ITEM*  
***DESC.***

**13 — Mandatory Entry:** *FSC.*

**128 - To perform search,**  
**ITEM DESC must be three**  
**positions.**

**208 - You have exceeded**  
**the browse limit of a 250**  
**row display. Refine Search**  
**Criteria.**

Missing Entry. Enter the appropriate information in the desired field.

Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.

Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

## Related Topics

### M&U

- Dispatch Rate





# Browse for a Stock Number — Utilization

## Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse pop-up window

## Page Fields

The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Stock Nbr  
Item Desc  
FSC

#### Additional Search Criteria Grid

LIN/TAMCN

### Search Results Grid

Select  
Stock Nbr  
Item Desc  
FSC  
LIN/TAMCN  
ECC





Util Measure Cd  
Util Measure Desc  
Util Meter

## Procedures

### ELMS Navigation Helpful Tips



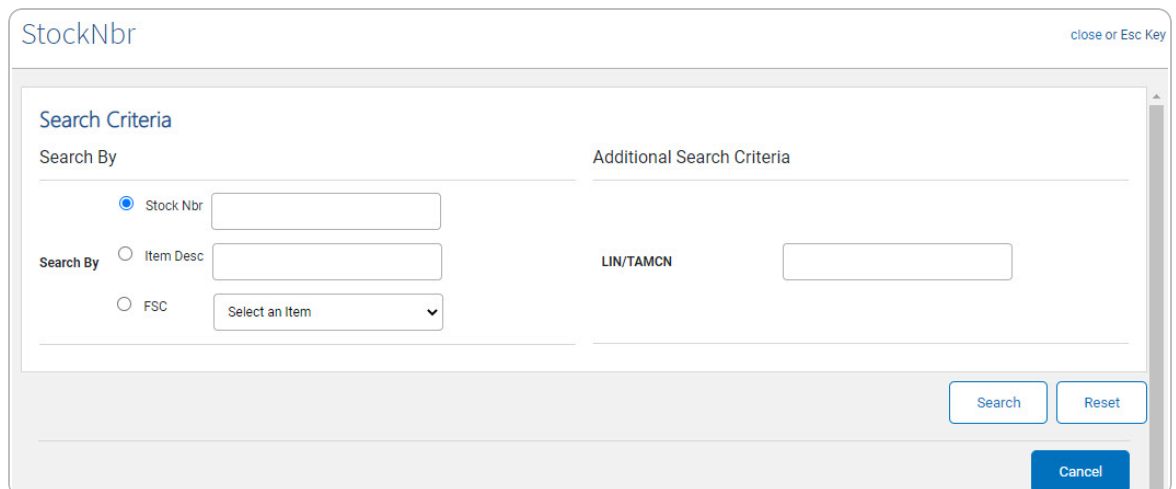
Click the following link to display ELMS Navigation Tips.

### Browse for a STOCK NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **STOCK NBR Browse** pop-up window appears.



2. Select ☐ next to the desired Search By Criteria. Depending upon what ☐ is chosen:







## Help Reference Guide

### Note



Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
  - Use  to select the FSC.
3. Enter any desired additional search criteria.
    - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  4. Select . *The Search Results display in the STOCK NBR Grid below.*

StockNbr close or Esc Key

---

**Search Criteria**

Search By

☐ Stock Nbr

☒ Item Desc

☐ FSC
 

Select an Item ▼

**Additional Search Criteria**

LIN/TAMCN

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN	ECC	Util Measure Cd	Util Measure Desc	Util Meter
<a href="#">Select</a>	234001X510267	VEHICLE UTILITY 4X2 GASOLINE	2340			M	Miles	Yes

5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





## Help Reference Guide

Error	Solution
<b>13 — Mandatory Entry: <i>STOCK NBR.</i></b>	Missing Entry. Enter the appropriate information in the desired field.
<b>13 — Mandatory Entry: <i>ITEM DESC.</i></b>	
<b>13 — Mandatory Entry: <i>FSC.</i></b>	
<b>128 - To perform search, <i>ITEM DESC</i> must be three positions.</b>	Invalid Entry. The <i>ITEM DESC</i> field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
<b>208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.</b>	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

## Related Topics

### M&U

- Wrnty/Svc/Subscription — Asset Assoc






# Browse for Stock Number — FSM

## Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

## Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  >  
Stock Number Browse pop-up window

## Page Fields

The following fields display on the **Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Stock Number Search Criteria

Stock Number  
LIN/TAMCN  
Item Desc  
FSC

### Stock Number Results Grid

Stock Number  
Item Description






### Procedures


#### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

#### Browse for a Stock Number

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. Use  to browse for the Stock Number entry. The **Stock Number Browse** pop-up window displays.





## Help Reference Guide

### Stock Number Browse



#### Search Criteria



Stock Number

LIN/TAMCN


Item Desc

FSC

1005 - Guns, through 30MM



 Reset

 Search

#### Search Results



	Stock Number ↑	Item Description
<a href="#">Select</a>	1005000032251	RIFLE,CALIBER .22
<a href="#">Select</a>	1005000038646	LINK,CAM
<a href="#">Select</a>	1005000100240	RIFLE,CALIBER .30
<a href="#">Select</a>	1005000739399	TESTING STILL
<a href="#">Select</a>	1005007265217	SHIM,TRUNNION BLOCK
<a href="#">Select</a>	1005009193921	HOUSING ASSEMBLY GU
<a href="#">Select</a>	1005011182640	PISTOL,9 MILLIMETER,SEMI-AUTOMATIC
<a href="#">Select</a>	1005013197111	BARREL,AUTOMATIC GUN
<a href="#">Select</a>	1005PDS192	MDFP






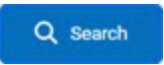
 10 items per page

1 - 9 of 9 items





## Help Reference Guide

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
  - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
  - Use  to select the FSC.
3. Select . *The results appear in the **Stock Number Results** grid.*
4. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Work Plan Detail - Parts

### FSM

- Authorization Details
- Review Authorizations





# Browse for a Technician

## Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

## Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Technician Browse pop-up window

## Page Fields

The following fields display on the **Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Stock Nbr  
Serial Nbr  
Asset Id  
Work Plan

### Saved Information Grid

All  
Select  
Last Name  
First Name  
Assets Certs Missing





Work Plan Certs Missing


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Browse for a Technician








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

1. Select . The **Technician Browse** pop-up window appears.

Technician

close or Esc Key

Search By

Stock Nbr	12481632640006	Serial Nbr	DM0003	Asset Id	101240090351	Work Plan	MONTHLYCHECK
<a href="#">All</a>	Select	Last Name	First Name	Asset Certs Missing	Work Plan Certs Missing		
	<a href="#">Select</a>	BROOKS	DAVE	2	-		
	<a href="#">Select</a>	HARKLESS	BRIAN	1	-		
	<a href="#">Select</a>	HEIDBREDER	C	0	-		
	<a href="#">Select</a>	KATELUZOS	BRENDA	2	-		
	<a href="#">Select</a>	OPERATOR	USER	2	-		
	<a href="#">Select</a>	SAYED	AKO	0	-		
	<a href="#">Select</a>	SAYED	AKO	2	-		

Cancel

2. Verify the **STOCK NBR**.
3. Verify the **SERIAL NBR**.





4. Verify the *ASSET ID*.
5. Verify the *Work Plan*.
6. Verify the *Saved Information Grid* of the desired Technician.
  - A. Verify the *Last Name*.
  - B. Verify the *First Name*.
  - C. Verify the *ASSET CERTS Missing*.
  - D. Verify the *WORK PLAN CERTS Missing*.
7. Choose the Select hyperlink of the desired Technician. The **Technician Browse** pop-up window closes and the selected name appears in the *Primary Tech* field.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics





# Browse for the Type Designation

## Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

### Note



The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

## Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Type Designation Browse pop-up window

## Page Fields

The following fields display on the **Type Designation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Type Designator  
Acq Program  
Type Dsg Group

### Search Results Grid

Type Dsg





Type Dsg Group  
Acq Program  
Yrs Svc Life  
Fdcry Deprn Method  
Util Measure  
Util Svc Life


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

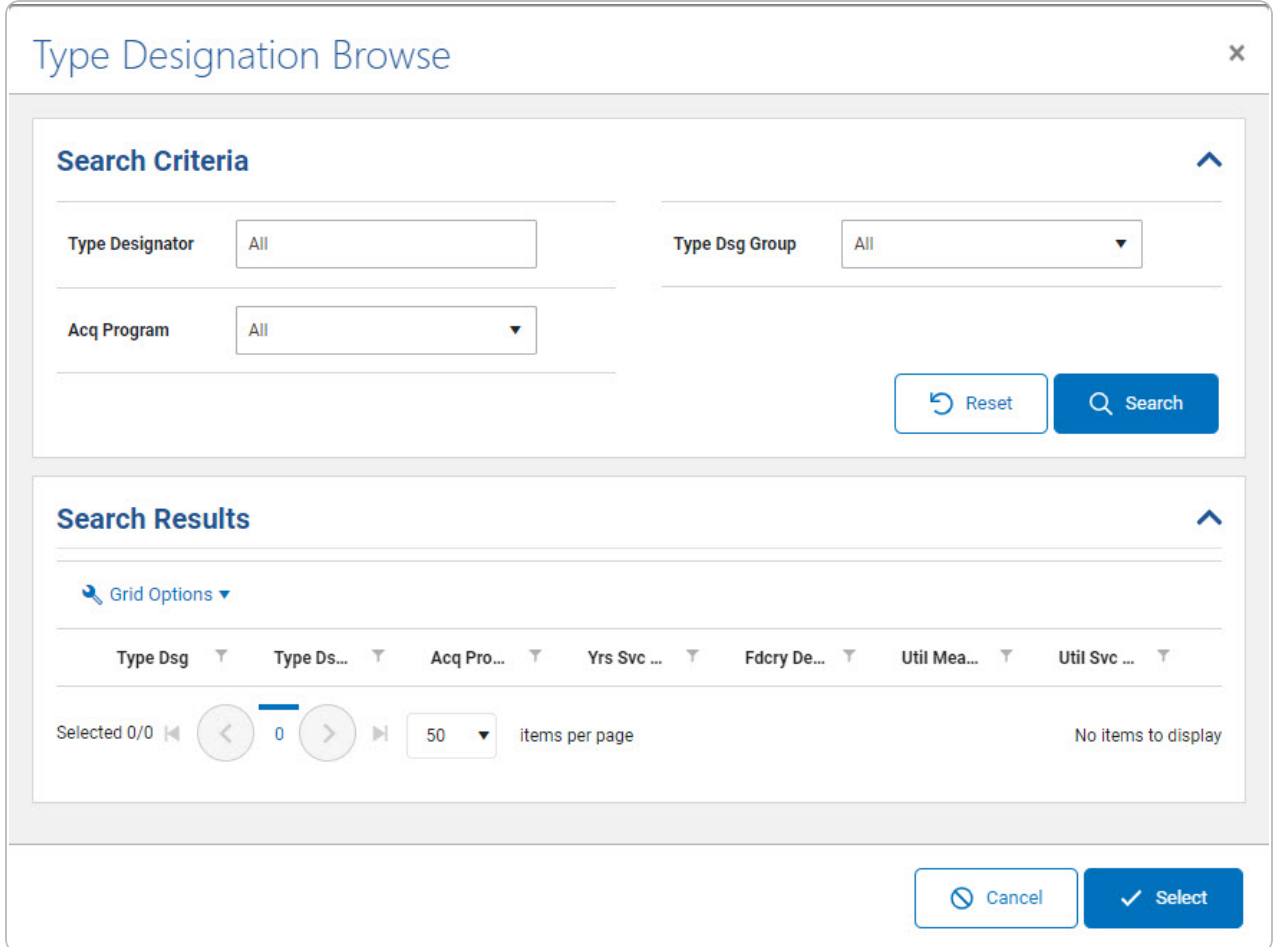
### Browse for a Type Designation

*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.*

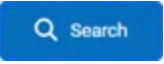




1. Select . The **Type Designation Browse** pop-up window appears.



The screenshot shows the 'Type Designation Browse' window. It has a title bar with a close button. The main content is divided into two sections: 'Search Criteria' and 'Search Results'. The 'Search Criteria' section contains three input fields: 'Type Designator' (text box with 'All'), 'Acq Program' (dropdown menu with 'All'), and 'Type Dsg Group' (dropdown menu with 'All'). There are 'Reset' and 'Search' buttons at the bottom right of this section. The 'Search Results' section has a 'Grid Options' dropdown and a table with columns: 'Type Dsg', 'Type Ds...', 'Acq Pro...', 'Yrs Svc ...', 'Fdcry De...', 'Util Mea...', and 'Util Svc ...'. Below the table is a pagination bar showing 'Selected 0/0', navigation arrows, a page number '0', a dropdown for '50 items per page', and the text 'No items to display'. At the bottom right of the window are 'Cancel' and 'Select' buttons.

2. In the Search Criteria box, narrow the results by entering the following:.
  - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
  - Use ▼ to select the Acq Program.
  - Use ▼ to select the Type Dsg Group.
3. Select . The results appear in the **Type Designation Search Results** grid.





## Help Reference Guide

### Search Results

Grid Options

Type Dsg	Type Dsg Group	Acq Program	Yrs Svc Life	Fdcry Deprn Method	Util Measure	Util Svc Life
<input type="checkbox"/> wmjtesttd2 - test TD	6001 - AIR DEFENSE SYSTEMS	ABRAMS - ABRAMS	4	AB	H	6000

Selected 0/1

<

1

>

50 items per page

1 - 1 of 1 items

Cancel

Select

- Click ☐ to select the Type Designation. *This highlights the desired row.*
- Click . *The desired Type Designation appears in the TYPE DSG field in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>102 — Inquiry already exists.</b>	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
<b>65 — No record(s) match</b>	Invalid Entry. Results for the search criteria





**search criteria.**

entered do not exist. Enter different Search Criteria and try the Search again.

## Related Topics

### M&U

- Stock Number






# Browse for a Unit Identification Code (UIC)

## Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

## Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  > UIC Browse pop-up window

## Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### UIC Search Criteria

Site Id  
DoDAAC  
Org Id  
UIC  
Major Command Code

### UIC Results Grid

Select  
UIC  
Organization Id






### Procedures

#### ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

#### Browse for a UIC

*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. Select . The **UIC Browse** pop-up window appears.

UIC Browse

Search Criteria

Site Id

DoDAAC

Org Id

UIC

Major Command Code

Reset

Search

Search Results

Select	UIC ↑	Organization Id
Select	FE1822	
Select	FE6022	
Select	NG0002	0183MA/70001
Select	NG0019	
Select	RE0154	0911ALF70000

5

Items per page

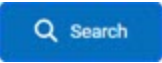
1 - 5 of 8 Items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.





## Help Reference Guide

- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
  - Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
  - Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
  - Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
  - Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*
3. Select . *The results appear in the **UIC Search Results** grid.*
4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

## Related Topics

### FSM

- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization






# Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

## Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

## Navigation

ELMS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* >  > UIC RP Installation Code Browse pop-up window

## Page Fields

The following fields display on the **UIC RP Installation Code Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### UIC RP Installation Code Search Criteria Grid

Component Code  
Installation Code  
Installation Name

### UIC RP Installation Code Search Results Grid

Select  
Installation Code  
Component Code  
Installation Name






# Procedures

### ELMS Navigation Helpful Tips

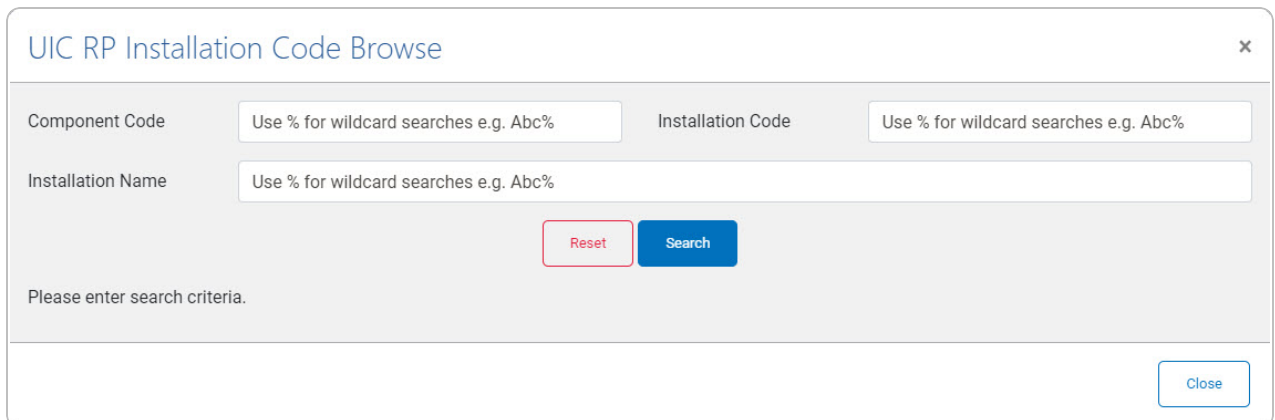


Click the following link to display PA Navigation Tips.


## Browse for an Installation Code

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. Select . The **UIC RP Installation Code Browse** pop-up window appears.



The screenshot shows a pop-up window titled "UIC RP Installation Code Browse" with a close button (X) in the top right corner. Inside the window, there are three input fields: "Component Code", "Installation Code", and "Installation Name". Each field has a placeholder text: "Use % for wildcard searches e.g. Abc%". Below the input fields are two buttons: "Reset" (red) and "Search" (blue). At the bottom left of the window, it says "Please enter search criteria." At the bottom right, there is a "Close" button.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
  - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
  - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
  - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
3. Select . The results appear in the **Search Results** grid.



UIC RP Installation Code Browse
✕

Component Code

Installation Name

Installation Code

Reset
Search

Select	Installation Code	ComponentCode	Installation Name
<a href="#">Select</a>	CNBC	AFACT	BROOKS CITY AFB, SA

Close

4. Choose the Select hyperlink next to the desired Installation Code. *The pop-up window closes and the selected code appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate secur-</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try



ity access.

the Search again.

## Related Topics

### PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC





# Browse for a Warehouse Stock Number

## Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

## Navigation

ELMS M&U Module > *VARIOUS PROCEDURAL STEPS* >  > Warehouse STOCK  
NBR Browse pop-up window

## Page Fields

The following fields display on the **WAREHOUSE STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search By Grid

Stock Nbr  
Item Desc  
FSC

#### Additional Search Criteria Grid

LIN/TAMCN

### Search Results Grid

Select  
Stock Nbr  
Item Desc  
FSC





LIN/TAMCN


## Procedures

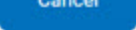
### ELMS Navigation Helpful Tips



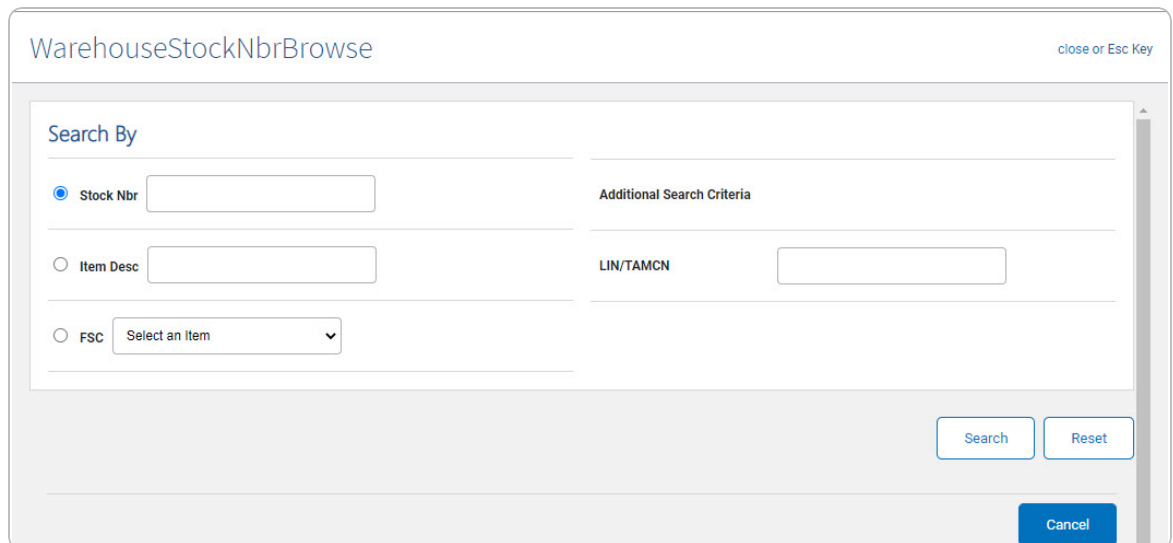
Click the following link to display M&U Navigation Tips.

### Browse for a Warehouse Stock Number

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.

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

1. Select . The **WAREHOUSE STOCK NBR Browse** pop-up window appears.



2. Select ☐ next to the desired Search By Criteria. Depending upon what ☐ is chosen:

#### Note





Only choose one of the three options. STOCK NBR is the default option.





## Help Reference Guide

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
  - Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
  - Use  to select the FSC.
3. Enter any desired additional search criteria.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . *The Search Results display in the Warehouse STOCK NBR Grid below.*

WarehouseStockNbrBrowse close or Esc Key

---

**Search By**

☐ Stock Nbr


☒ Item Desc

☐ FSC

**Additional Search Criteria**

LIN/TAMCN

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN
<input type="checkbox"/>	8440002210852	SUSPENDERS, TROUSERS, OD	8440	V43602F
<input type="checkbox"/>	8340015455869	ESS 305 W/ STOVEPIPE OPENING, GREEN	8340	C00452F

5. Select ☐ next to the desired STOCK NBR.
6. Select . *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
<b>13 — Mandatory Entry: <i>STOCK NBR.</i></b>	Missing Entry. Enter the appropriate information in the desired field.
<b>13 — Mandatory Entry: <i>ITEM DESC.</i></b>	
<b>13 — Mandatory Entry: <i>FSC.</i></b>	
<b>13 — Mandatory Entry: <i>LIN/TAMCN.</i></b>	
<b>128 - To perform search, <i>ITEM DESC</i> must be three positions.</b>	Invalid Entry. The <i>ITEM DESC</i> field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
<b>208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.</b>	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

## Related Topics

### M&U

- Add a Work Plan Association
- Update a Work Plan Association






# Browse for a Work Order

## Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

## Navigation

ELMS Maintenance Utilization Module > *VARIOUS PROCEDURAL STEPS* >  > Work Order Browse pop-up window

## Page Fields

The following fields display on the **Work Order Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Work Order — Search By Grid

Work Order Id  
Status Cd  
Priority Cd  
Estbd Dt From  
Estbd Dt To  
Asset Id  
Stock Nbr  
Serial Nbr  
Secondary Serial Number  
UII  
Doc Nbr





### Search Results Grid

Select  
Work Order Id  
Estbd Dt  
Work Order Desc  
Work Order Status  
Work Order State  
Priority Cd  
Asset Id  
Serial Nbr  
Secondary Serial Number  
UII  
Item Desc  
Doc Nbr


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

### Browse for a Work Order

*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. Select . The **Work Order** pop-up window appears.

WorkOrder

close or Esc Key

Search By

Work Order Id	<input type="text"/>	Stock Nbr	<input type="text"/>
Status Cd	<input type="text" value="Select an Item"/>	Serial Nbr	<input type="text"/>
Priority Cd	<input type="text" value="Select an Item"/>	Secondary Serial Number	<input type="text"/>
Estbd Dt From	<input type="text"/> 	Ull	<input type="text"/>
Estbd Dt To	<input type="text"/> 	Doc Nbr	<input type="text"/>
Asset Id	<input type="text"/>		

Search

Reset

Cancel

### Note



The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.





## Help Reference Guide

WorkOrderId

[close or Esc Key](#)

### Search By

Work Order Id

Stock Nbr

Status Cd

Select an Item ▼

Serial Nbr

Priority Cd

Select an Item ▼

Secondary Serial Number

Estbd Dt From

Ull

Estbd Dt To

Doc Nbr

Asset Id

Search

Reset

Cancel





## Help Reference Guide

UsingWorkOrderId close or Esc Key

Search By

Work Order Id

Status Cd

Priority Cd

Estbd Dt From

Estbd Dt To

Asset Id





Stock Nbr

Serial Nbr

Secondary Serial Number

Ull

Doc Nbr

2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:
  - Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
  - Use  to select the Status Cd.
  - Use  to select the Priority Cd.
  - Use  to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
  - Use  to select the ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.
  - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
  - Enter the STOCK NBR. *This is a 15 alphanumeric character field.*
  - Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
  - Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*





## Help Reference Guide

- Enter the UII. *This is a 50 alphanumeric character field.*
  - Enter the DOC NBR. *This is a 14 alphanumeric character field.*
3. Select  . *The results appear in the **Work Plan Search Results** grid.*

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
<a href="#">Select</a>	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
<a href="#">Select</a>	2019091800005	9/18/2019		O-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER ID appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
<b>XXX — ESTBD DT FROM Date cannot be &gt; Current Date.</b>	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
<b>612 — Date format must be MM/DD/YYYY.</b>	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.





## Help Reference Guide

**XXX — ESTBD DT To Date cannot be < Current Date.**

Invalid Date Entry. The Current Date cannot occur after the ESTBD DT To Date. Re—enter the date.

**408 — ASSET ID cannot contain special character(s).**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like \$, ! or @ are prohibited.

**82 — STOCK NBR must be alphanumeric with valid special character(s) \$, —, /, #, &, comma, and period.**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.

**195 — SERIAL NBR contains invalid special characters.**

Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.

**37 — Entry must = A — Z and/or 0 — 9.**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

**682 — Invalid UII format. Pos 1 — 50 must be alphanumeric with pos 1 — 6**

Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.





**mandatory.**

**409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.**

Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.

**142 — To perform "Search", data must be entered in one or more fields.**

Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.

**94 — Select a record(s) to continue.**

Missing Entry.  was clicked without any records selected. Click ☐ to select a record, then select .

**714 — Selected rows exceeds 50 row maximum.**

Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

## Related Topics






# Browse for a WORK ORDER ID

## Overview

The WORK ORDER ID Browse pop-up window allows searching for WORK ORDER ID's that are associated with the user's Maintenance Activity.

## Navigation

ELMS Maintenance Utilization Module > *VARIOUS PROCEDURAL STEPS* >  > WORK ORDER ID Browse pop-up window

## Page Fields

The following fields display on the **WORK ORDER ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Asset Id  
Work Order Status Code  
Has Assets

#### Has Assets Grid

All  
No  
Yes  
Work Order Id  
Stock Number  
NMC





### NMC Grid

All  
No  
Yes

### Search Results Grid

Select  
Work Order ID  
Work Order Status Code  
Priority Code  
Asset ID  
Stock Number  
Item Desc  
Serial Number  
Secondary Serial Number  
Work Order Reason


## Procedures


### ELMS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

### Browse for a WORK ORDER ID

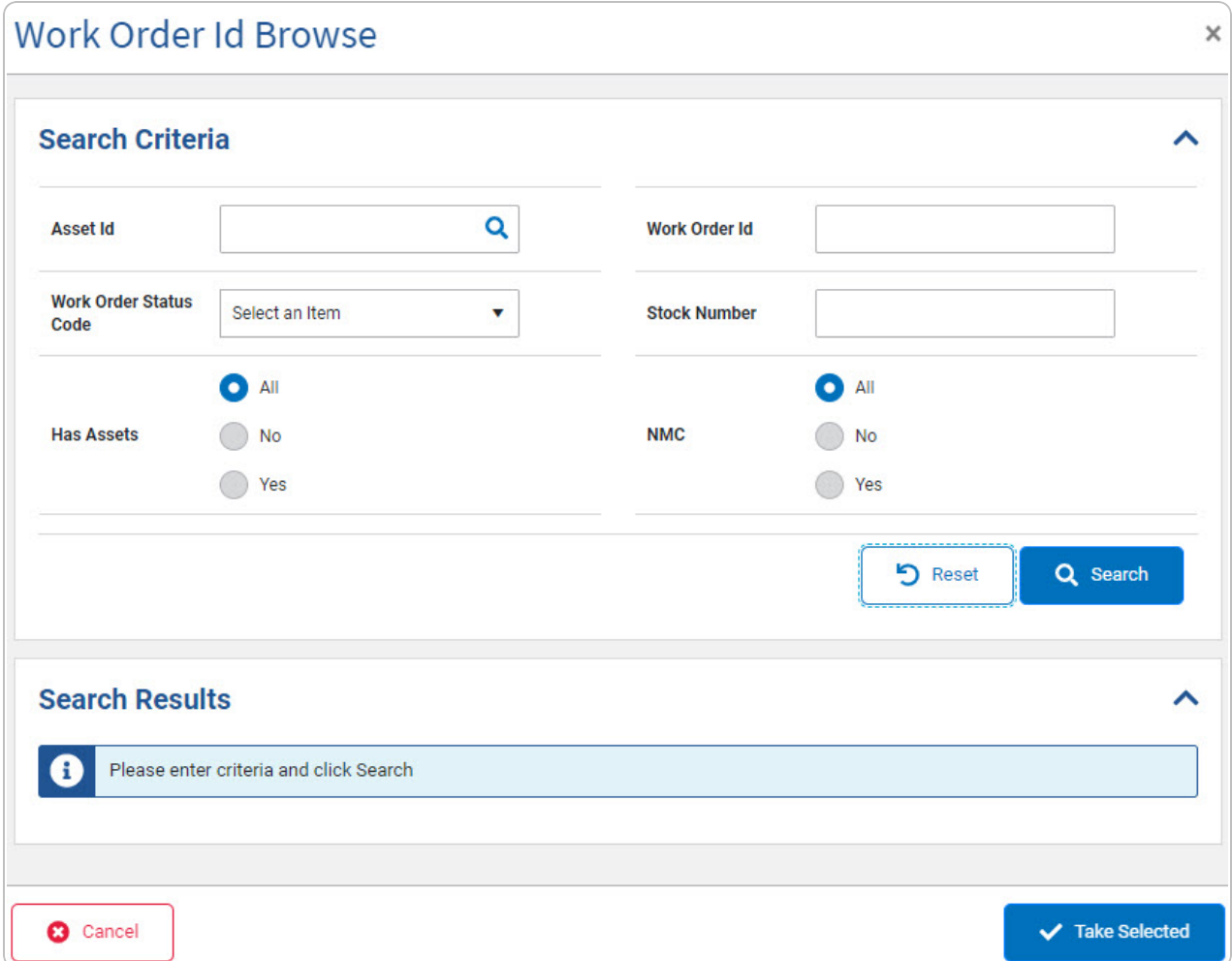
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.




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





1. Select . The **WORK ORDER ID** pop-up window appears.




2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.
  - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
  - Use  to select the Work Order Status Code.
  - Select  Has Assets. *Determines whether the results includes or excludes work orders with assets.*
  - Enter the WORK ORDER ID, or use  to browse for the entry. *This is a 20 numeric character field.*

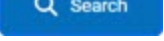
Work Order Browse help





## Help Reference Guide

- Enter the Stock Number. *This is a 15 alphanumeric character field.*
- Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
- Select  NMC. *Determines whether the results includes or excludes work orders with NMC assets.*

3. Select . The results appear in the **WORK ORDER ID Search Results** grid.

Search Results

<input type="checkbox"/>	Work Order Id	Work Order Status Code	Priority Code	Asset ID	Stock Number	Item Desc	Serial Number	Secondary Serial Number	Work Order Reason
<input type="checkbox"/>	2020051100001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051400001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051500001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051800001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052100001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052200001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052400001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052500001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--

Selected 0/10    1 2 3 4 5 ... 10 Items per page

4. Click ☐ to select the WORK ORDER ID. *This highlights the desired row.*

5. Click . *The desired WORK ORDER ID appears in the WORK ORDER ID field on the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.





## Help Reference Guide

**not have the appropriate security access.**

Enter different Search Criteria and try the Search again.

**408 — ASSET ID cannot contain special character(s).**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like \$, ! or @ are prohibited.

**82 — STOCK NBR must be alphanumeric with valid special character(s) \$, —, /, #, &, comma, and period.**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.

**37 — Entry must = A — Z and/or 0 — 9.**

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

**409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.**

Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.

**142 — To perform "Search", data must be entered in one or more fields.**

Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.





**94 — Select a record(s) to continue.**

Missing Entry.  was clicked without any records selected. Click ☐ to select a record, then select .

**714 — Selected rows exceeds 50 row maximum.**

Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

## Related Topics

### M&U

- Search for a Work Order





# Browse for a Work Plan

## Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

## Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Work Plan Browse pop-up window

## Page Fields

The following fields display on the **Work Plan Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Plan Id  
Plan Type Cd  
Plan Name  
Plan Selection

### Search Results Grid

Select  
Plan Id  
Plan Type Cd  
Plan Name  
Plan Description  
Activity Name





Public


## Procedures

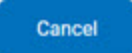
### ELMS Navigation Helpful Tips



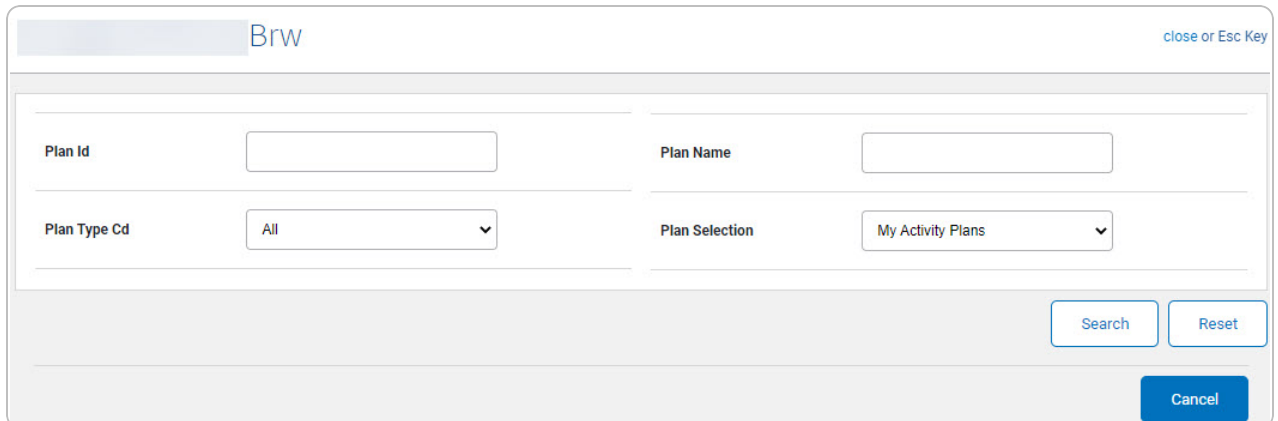
Click the following link to display ELMS Navigation Tips.

### Browse for a Work Plan

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.

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


1. Select . The **Work Plan Browse** pop-up window appears.



### Note





This process is also used for Using Work Plan ID Browse.

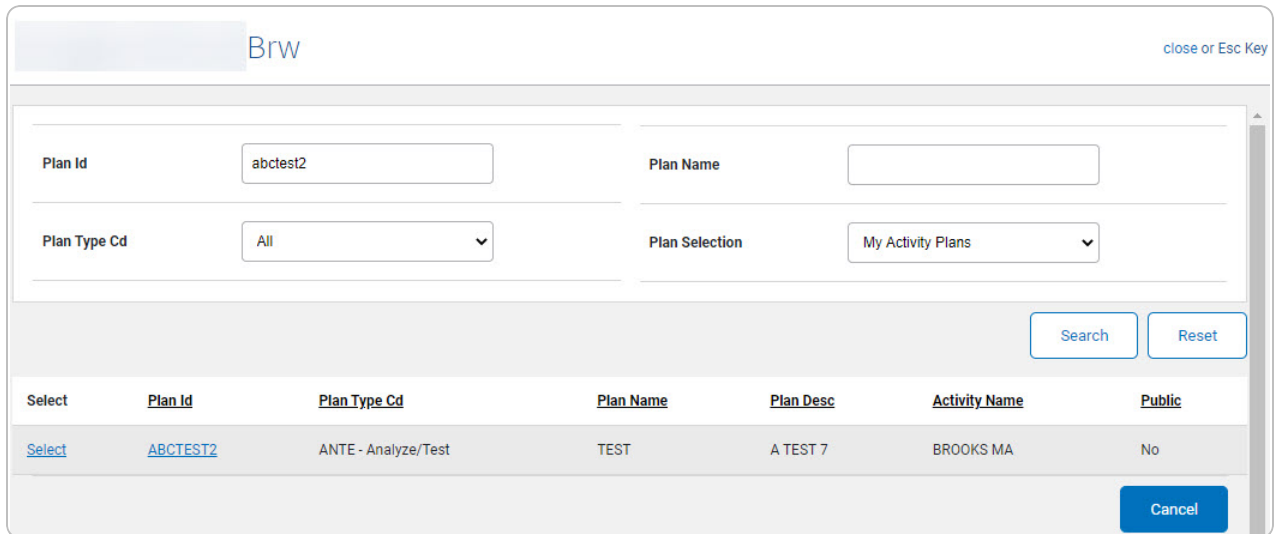
2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
  - Enter the PLAN ID *This is a 50 alphanumeric character field.*
  - Use  to select the Plan Type Cd.





## Help Reference Guide

- Enter the Plan Name *This is a 50 alphanumeric character field.*
  - Use  to select the Plan Selection.
3. Select . *The results appear in the **Work Plan Browse Search Results** grid.*



4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan ID appears in the previous screen.*

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate security access.</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





### Related Topics

#### M&U

- Work Plan





# Browse for a Work Plan Identifier

## Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

## Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > [+ Add](#) > Select Work Plans pop-up window

## Page Fields

The following fields display on the **Select Work Plans** pop-up window. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

### Search Criteria Grid

Plan Id  
Plan Type Cd  
Plan Name  
Maintenance Activity  
Central Work Plan  
Plan Selection

### Search Results Grid

All  
Plan Id  
Plan Type





Plan Name  
Plan Description  
Maint Activity  
Public  
Central Work Plan


## Procedures

### ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

### Browse for a Work Plan Identifier

*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. Select . The **Select Work Plans** pop-up window appears.

Select Work Plans

Search Criteria

Plan Id

Plan Type Cd

All Plan Types

Plan Name

Maintenance Activity

BROOKS MA

Central Work Plan

Both

Plan Selection

My Activity Plans

Reset

Search

Search Results

Available

Selected

Plan Id

Plan Type

Plan Name

Plan Descrip...

Maint Activity

Public

Central Work...

No Data

Cancel

Save

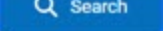
2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.





## Help Reference Guide

- Enter the PLAN ID. *This is a 50 alphanumeric character field.*
- Enter the Plan Name. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Central Work Plan.
- Use ▼ to select the Plan Type Cd.
- Use ▼ to select the Maintenance Activity.
- Use ▼ to select the Plan Selection.

3. Select . The results appear in the **Work PLAN ID Search Results** grid under the Available tab.

Select Work Plans

Search Criteria

Plan Id

ABCTEST2

Plan Name

Central Work Plan

Both

Plan Type Cd

All Plan Types

Maintenance Activity

BROOKS MA

Plan Selection

My Activity Plans

Reset

Search

Search Results

Available

Selected


	Plan Id	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
<input type="checkbox"/>	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes

10 items per page

1 - 1 of 1 items

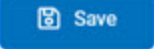
Cancel

Save

4. Click  to select the PLAN ID.





Select . The pop-up window closes and the selected PLAN ID appears in the previous screen.

5.

**OR**

Select the Selected tab to view and remove the checked Work Plan Identifiers.

### Search Results

Available

Selected

Remove	Plan Id ↑	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
<a href="#">Remove</a>	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes
<a href="#">Remove</a>	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC	BROOKS MA	No	No
<a href="#">Remove</a>	BROOKSP1AN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSP1AN1	BROOKS MA	Yes	No

10

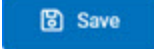
items per page

1 - 3 of 3 items

Cancel

Save

A. Select the Remove hyperlink. The selected Work Plan Identifier is removed from the grid.

B. Select . The pop-up window closes and the selected PLAN ID appears in the previous screen.

## Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<b>125 — No record(s) match search criteria or you do not have the appropriate secur-</b>	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try





ity access.

the Search again.

## Related Topics

### M&U

- Schedule Preventive Maintenance





### Contact Us

#### Contact Name

ELMS Support Team

#### POC



Leidos, Inc.



ELMS Support

#### Address

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### Accessibility

The pages on the Enterprise Logistics Management System (ELMS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.





## Help Reference Guide

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.





### External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.

For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations. All links are provided consistent with the Mission of the Enterprise Logistics Management System (ELMS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.





### Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.

Such communications and work product are private and confidential.

See User Agreement for details.

