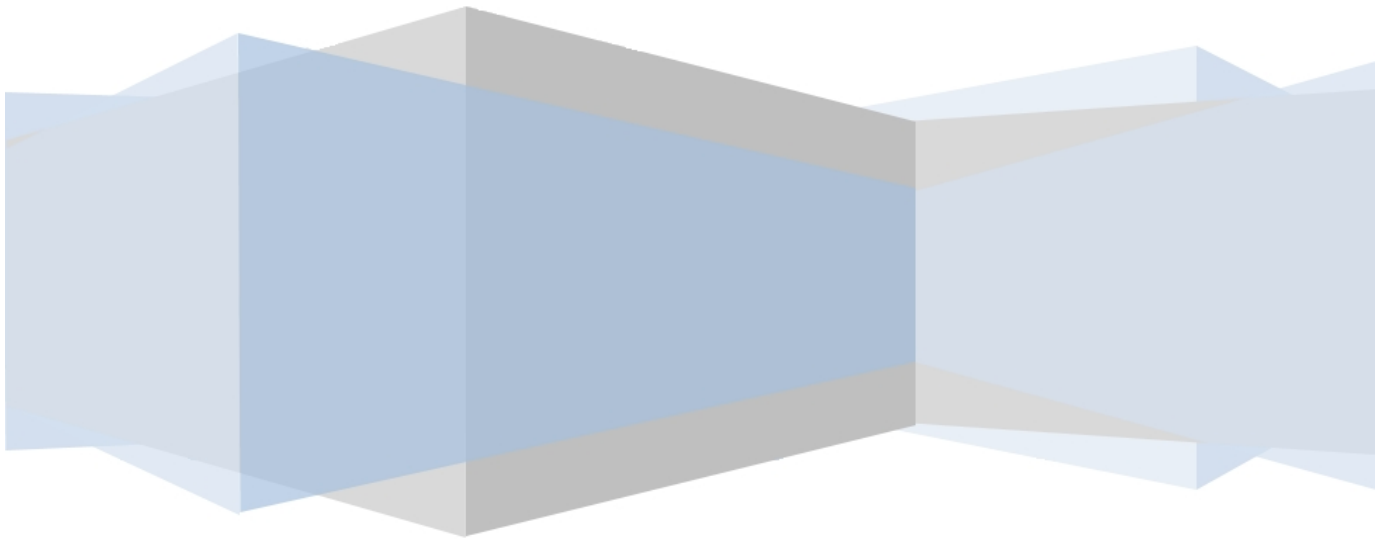




Force System Management

Enterprise Logistics Management System



Printed Manual

Version 30 Jul 2026





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 DoD Agencies and Military Services and non-DoD Agencies.

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 Jul 2026





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 DoD Agencies and Military Services and non-DoD Agencies.

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 ELMSPMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

FSM Summary

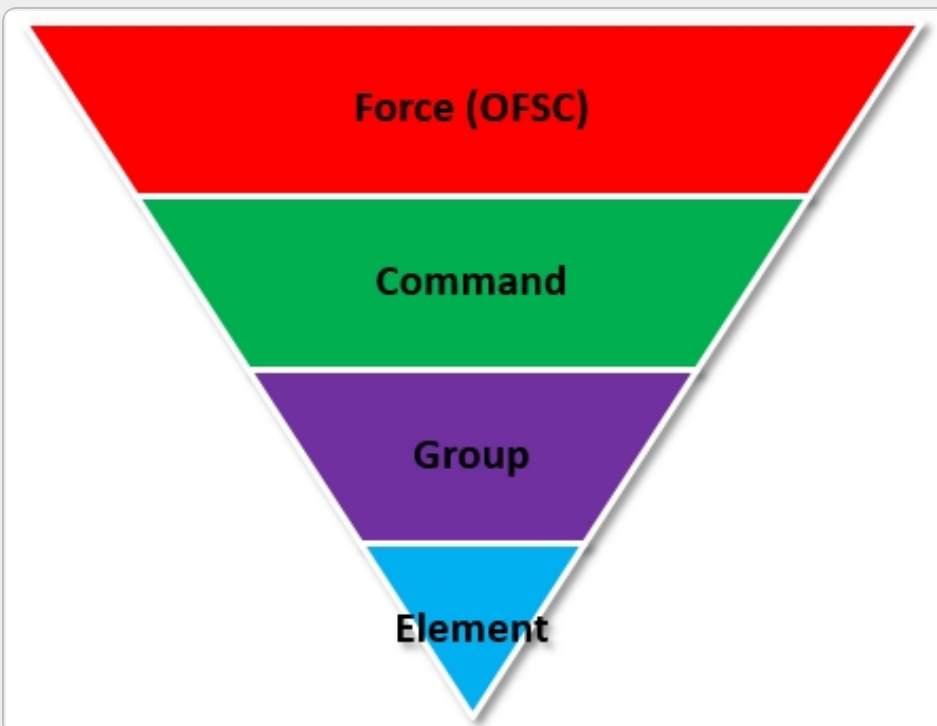
The ELMS Force System Management (FSM) module is designed to provide integrated functionality between the Property Accountability (PA) Module and the Force System Management (FSM) module, using the PA SITE ID Catalog to connect to FSM.

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](#)

Instructions

Select "Refresh" button to refresh search results.

[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

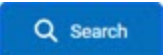
1. Enter the available information in the fields.
2. Use the field assistance available:
 - Use the drop-down  to select the field entry.
 - Start entering characters in the fields with .

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.





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 >

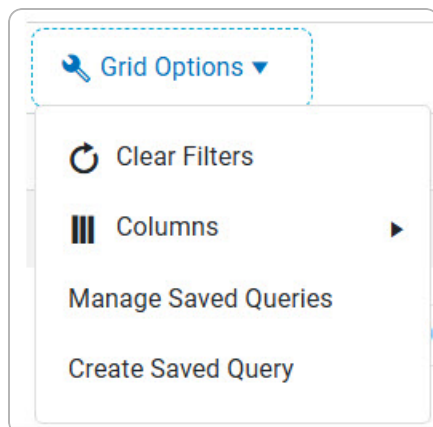
Title Bar >  Grid Options ▾ >  Grid Options ▾ + Add  Delete  Save  Reset

Note

 + Add,  Delete,  Save, and  Reset are not available for every process. The Results grid will indicate which buttons are available.

Grid Options

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



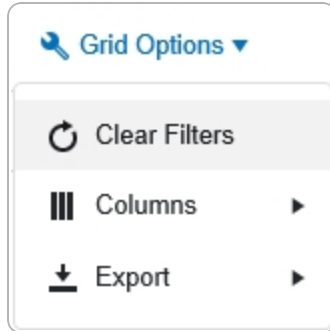


Help Reference Guide

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.





 Grid Options ▾

 Clear Filters

Columns ▶

Manage Saved Queries

Create Saved Query

Columns

☐ Show/Hide All

☒ Show/Hide Defaults

Defaults

☒ Force

☒ Force Description

☒ Contact

☒ Phone Nbr

☒ DSN

☒ Force

A

☐ Address1

☐ Address2

☐ Address3

C

☐ City

☐ Country Cd

F

☐ Fax Nbr

P

☐ POC Office

S

☐ State Cd

Z

☐ Zip

CLASSIFIED

Support

Support@leidos.com

843-3727

Create Saved Query

Creates a Query.





Help Reference Guide

My Queries ✕

Saved Queries ▼

Create Query ▲

Query Details

* Query Name

Settings

☐ Default Query

☐ Shared Query

✕ Cancel

 Save

Enter the Query Name in the field provided.

Click ☐ to select the Settings. When *Default Query* is selected, indicates the query is the default upon loading. When *Shared Query* is selected, indicates it is shared.

Select  Save. The entered Query appears.

My Queries ✕

Saved Queries ▲

Click on a query below to execute. Edit or delete a query by using the actions attached to each.

HelpTest



Created by: 

Settings: Private

[+ Create New Query](#)





Manage Saved Queries

View, Add, Edit, or Delete a Query.

My Queries ×

Saved Queries ^

Click on a query below to execute. Edit or delete a query by using the actions attached to each.

HelpTest

Created by:

Settings: Private

[+ Create New Query](#)

The choices are:

-  - edit the query
-  - delete the query
-  - add a query

Related Topics

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





My 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 > My Queue page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
407	Select "Refresh" button to refresh search results.
xxxx	Select "Download" button begin update process.

Queue Grid

Target
Queue Time
Queue Status
Process Begin





Process End
Message
Download

Procedures

ELMS Navigation Helpful Tips



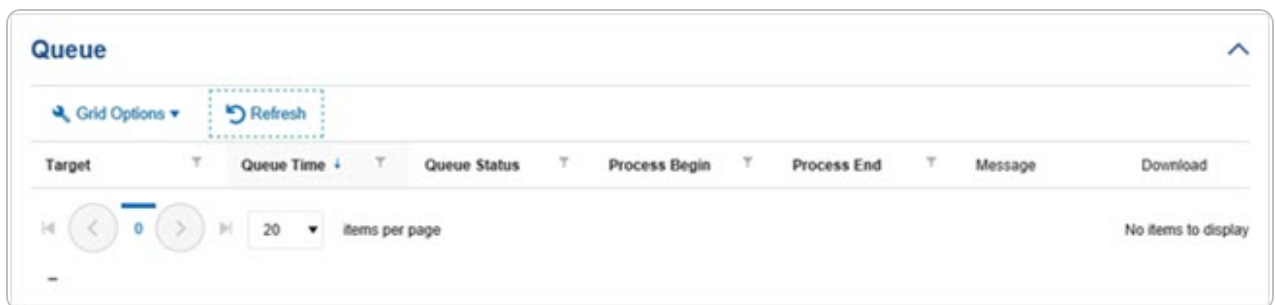
Click the following link to display FSM Navigation Tips.

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

Cancel

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

1. View the Force Systems in the Force Management grid.

Force Management					
Grid Options					
Force	Force Description	Contact	Phone Nbr	DSN	Force
Air Force HAF	Air Force HAF Ist2	George Ammond III	8889997777	7895454	tester@test.mil
1 10 Items per page 1 - 1 of 1 items					

- 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. The selected record is highlighted in blue, and becomes available.

Edit





2. Select . The **Force Edit (Force 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
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.
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

- [Update the Force Management System](#)
- [Force Command](#)
- [Force Group](#)
- [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 >  > 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 *
Address 1 *
Address 2
Address 3
City
ZIP Cd
State Cd
Country Cd
POC Office
DSN
Phone Nbr
FAX Nbr
Email
Show Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

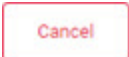
Procedures

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.
Bold numbered steps are required.

1. Select the desired entry. *The selected Force System record is highlighted in blue, and*
 becomes available.





Help Reference Guide

2. Select  **Edit**. The **Force Edit (Force Details)** page displays, opened to the **Force** tab.
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.*

Remarks

[Hide remarks](#)

Remarks

System Test Bug 58274

History Remarks

- a. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 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 Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*





Help Reference Guide

- C. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
- D. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
- E. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- G. Update the State Cd, using ▼ to select the desired code.
- H. Update the Country Cd, using ▼ to select the desired code.
- I. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
- J. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
- K. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- L. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- M. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
- N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*

Remarks	
Hide remarks	
Remarks	History Remarks
System Test Bug 58274	

- a. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 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.

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.
13 — Mandatory Entry: <i>Description.</i>	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Contact.</i>	
13 — Mandatory Entry: <i>Address 1.</i>	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with sup-	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





**ported special characters(s)
— , +, (), x, period and
space.**

extension: —, +, x, comma, period, and space.
Make sure there are no extra spaces before or
after the number.

**323 — E-Mail Address struc-
ture is incorrect.**

Invalid E-Mail Format Entered. Enter a minimum
of 1 alphanumeric character, the "@" (at) sym-
bol, 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 min-
imum 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
17	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 Cancel at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. View the Force System in the Force Command Management grid.

Force Command Management

Grid Options

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. *The selected record is highlighted in blue, and becomes available.* 
2. Select . *The **Force Command Edit (Force Command 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
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.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) sym-





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

bol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

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 Details (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
Force
Description *





Show Remarks

Remarks

History Remarks

Contact Tab

Contact *

Address 1

Address 2

Address 3

City

ZIP Cd

State Cd

Country Cd

POC Office

DSN

Phone Nbr

FAX Nbr

Email

Show Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

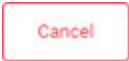
Procedures

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 selected Force Command record is highlighted in blue, and*

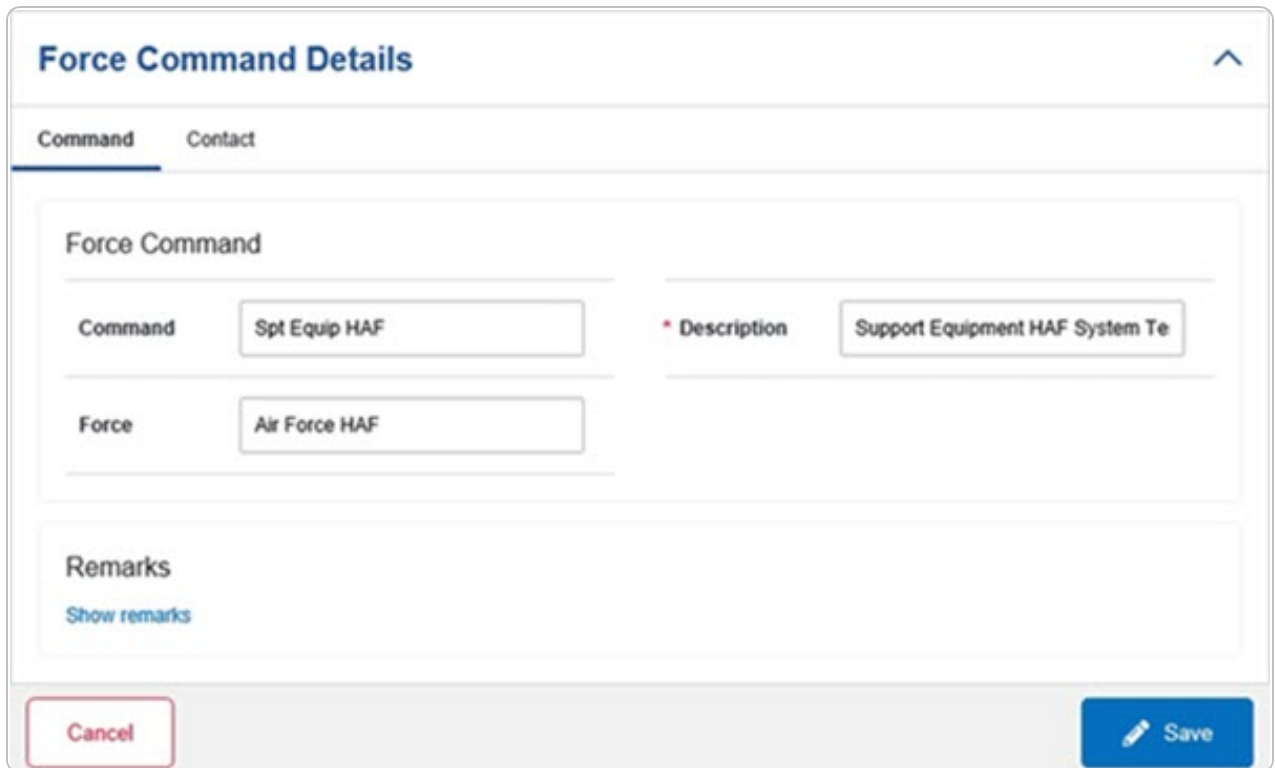


becomes available.





2. Select  **Edit**. The **Force Command Edit (Force Command Details)** page displays.
3. View the **Command** tab.



Force Command Details

Command Contact

Force Command

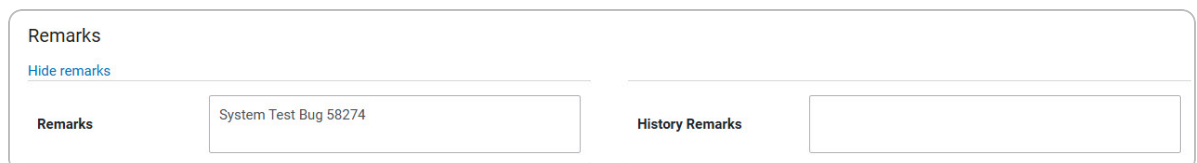
Command: Spt Equip HAF * Description: Support Equipment HAF System Te

Force: Air Force HAF

Remarks
[Show remarks](#)

Cancel **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.*



Remarks
[Hide remarks](#)

Remarks: System Test Bug 58274 History Remarks:





Help Reference Guide

- a. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 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

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

Unclassified - 7/30/2026

39

ELMS Helpdesk
1-844-843-3727



Help Reference Guide

- A. Update the Contact, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- B. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the Address 2, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address 3, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
- E. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- G. Update the State Cd, using ▼ to select the desired code.
- H. Update the Country Cd, using ▼ to select the desired code.
- I. Update the POC Office, entering the revised rank in the field provided. *This is a 30 alphanumeric character field.*
- J. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
- K. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- L. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- M. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
- N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*

Remarks	
Hide remarks	
Remarks	History Remarks
System Test Bug 58274	

- a. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
- b. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*





5. Select  **Save**. 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.

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.
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 sup-	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





**ported special characters(s)
— , +, (), x, period and
space.**

extension: —, +, x, comma, period, and space.
Make sure there are no extra spaces before or
after the number.

**323 — E-Mail Address struc-
ture is incorrect.**

Invalid E-Mail Format Entered. Enter a minimum
of 1 alphanumeric character, the "@" (at) sym-
bol, 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 min-
imum 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

Cancel

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

1. View the Force System in the Force Group Management 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

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. *The selected record is highlighted in blue, and becomes available.*
2. Select . *The **Force Group Edit (Force Group 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
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.
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

- 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 >  Edit > 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
Command
Description *
Show Remarks





Remarks
History Remarks

Contact Tab

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

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

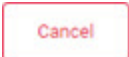
Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Update a Force Group

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 selected Force Group record is highlighted in blue, and*
 becomes available.





2. Select  **Edit**. The **Force Group Edit (Force Group Details)** page displays.
3. View the Group tab.

Force Group Details

Group
Contact

Force Group

Group

Spt Equip

* Description

Support Equipment System Test Bu

Command

Air Force HAF > Spt Equip HAF

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 Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
- C. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*

Remarks

Hide remarks

Remarks

System Test Bug 58274

History Remarks





Help Reference Guide

- a. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*





Help Reference Guide

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 Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*





Help Reference Guide

- C. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
- D. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
- E. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- G. Update the State Cd, using ▼ to select the desired code.
- H. Update the Country Cd, using ▼ to select the desired code.
- I. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
- J. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
- K. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- L. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- M. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
- N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*

Remarks	
Hide remarks	
Remarks	History Remarks
System Test Bug 58274	

- a. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 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.

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.
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 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.





Help Reference Guide

1. View the Force System in the Force Element Management 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 **Force Element Add (Force Element Details)** page appears.





Update a Force Element

1. Select the desired record. *The selected record is highlighted in blue, and  becomes available.*
2. Select . *The **Force Element Edit (Force Element 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
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.
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	Invalid ZIP Code format entered. Enter a min-





**valid format (12345, 12345
– 1234, 12345 1234).**

imum of 5 numeric characters, with an optional
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 > [+ Add](#) > 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 Masters Only
Use I&S Data
Use Reference Code

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

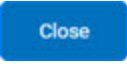


Click the following link to display FSM Navigation Tips.

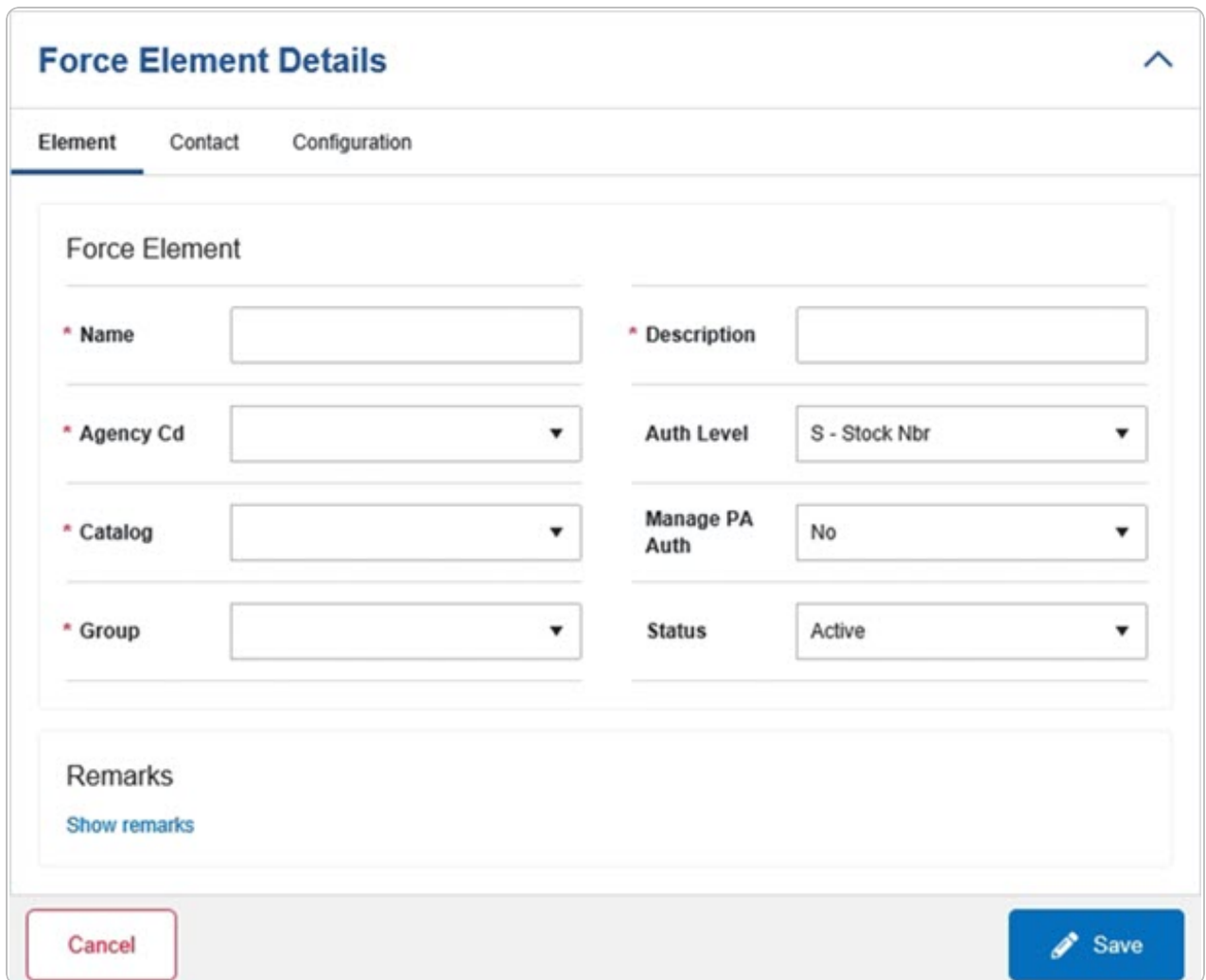




Add a Force Element

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

1. Select . The **Force Element Add (Force Element Details)** 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 four fields: 'Name' (text input), 'Agency Cd' (dropdown), 'Catalog' (dropdown), and 'Group' (dropdown). The right column contains four fields: 'Description' (text input), 'Auth Level' (dropdown with 'S - Stock Nbr' selected), 'Manage PA Auth' (dropdown with 'No' selected), and 'Status' (dropdown with 'Active' selected). 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'.

- 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 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 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

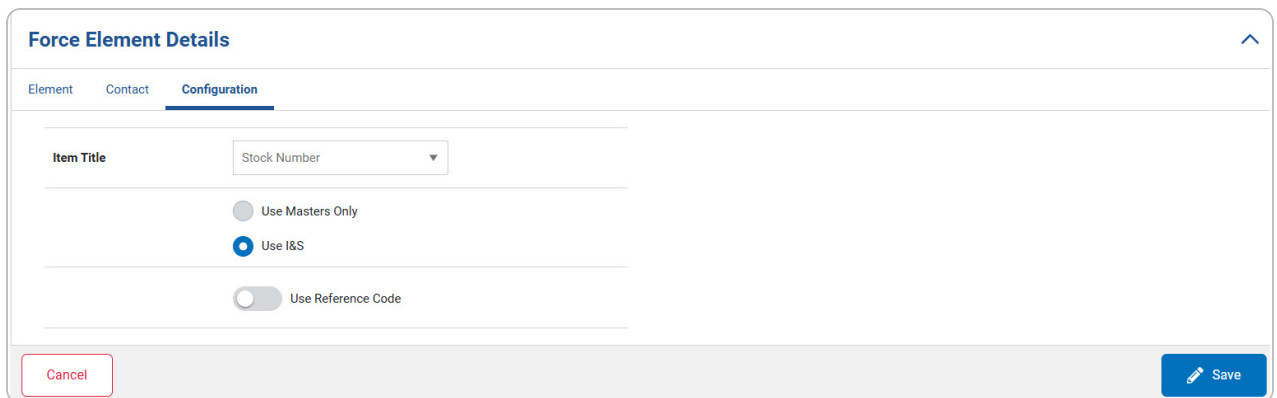
- A. Enter the Contact in the field provided. *This is a 50 alphanumeric character field.*
- B. Use ▼ to select the Country Cd.
- C. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the POC Office in the field provided. *This is a 30 alphanumeric character 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 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 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 Masters Only to only include Masters records. *The slider changes to  and indicates only the Masters will be recorded.*
- C. Select  Use I&S Data if the item can be replaced with an equal item. *The slider changes to  and the substitute is acceptable. When selected, the Use Reference Code field becomes available.*
- D. Select  Use Reference Code to turn on the ability to record reference code information. *The slider changes to  and the Reference Code will be recorded.*





5. Select  **Save**. 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
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.
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 sup-	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





**ported special characters(s)
— , +, (), x, period and
space.**

extension: —, +, x, comma, period, and space.
Make sure there are no extra spaces before or
after the number.

**323 — E-Mail Address struc-
ture is incorrect.**

Invalid E-Mail Format Entered. Enter a minimum
of 1 alphanumeric character, the "@" (at) sym-
bol, 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 min-
imum 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

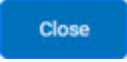


Click the following link to display FSM Navigation Tips.

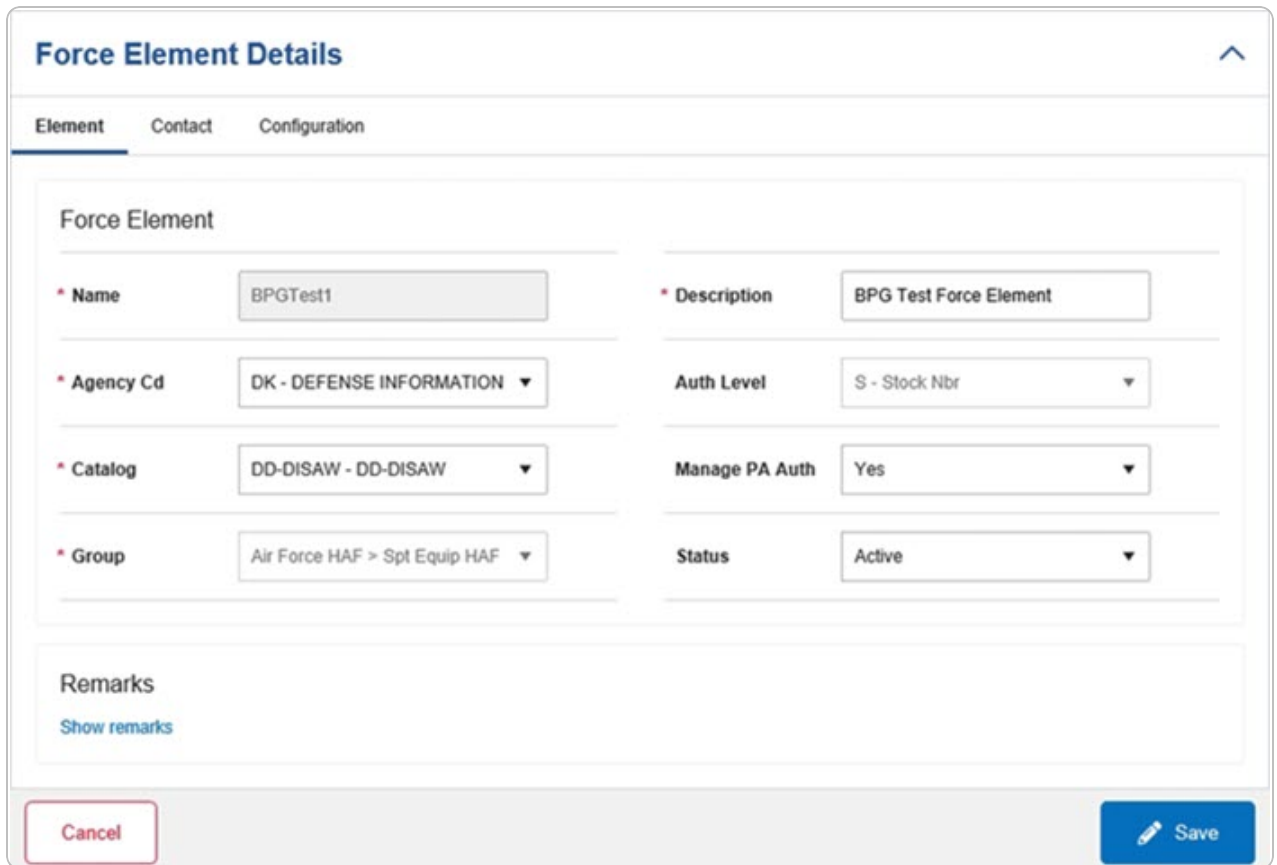




Update a Force Element

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 Edit (Force Element Details)** page displays.
3. View the Element tab.



Force Element Details

Element Contact Configuration

Force Element

* Name BPGTest1

* Description BPG Test Force Element

* Agency Cd DK - DEFENSE INFORMATION ▼

Auth Level S - Stock Nbr ▼

* Catalog DD-DISAW - DD-DISAW ▼

Manage PA Auth Yes ▼

* Group Air Force HAF > Spt Equip HAF ▼

Status Active ▼

Remarks

[Show remarks](#)

Cancel Save

- 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 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 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

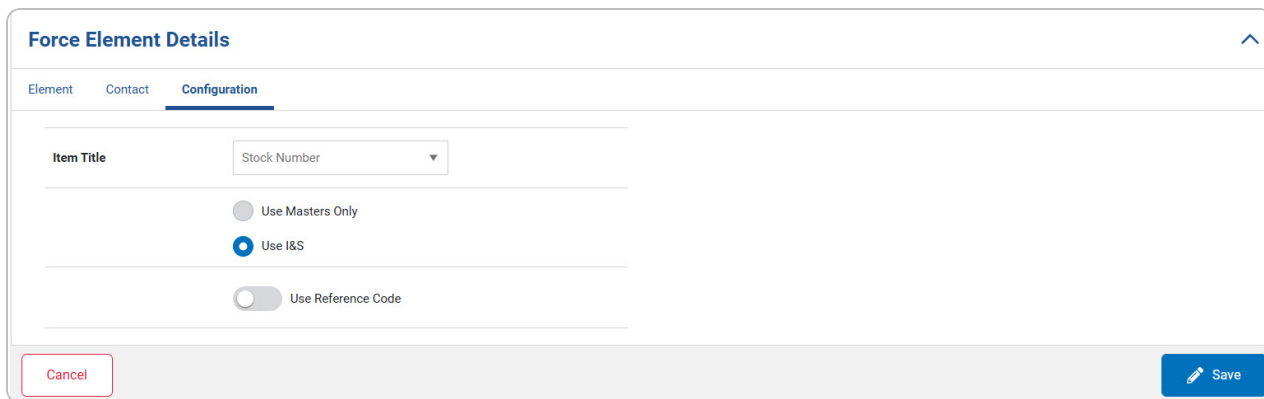
- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
- B. Update the Country Cd, using ▼ to select desired code.
- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric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





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 256 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
5. Select the Configuration Tab. *The Contact tab closes and the Configuration tab opens.*



The screenshot shows the 'Force Element Details' form with the 'Configuration' tab selected. The form includes a dropdown menu for 'Item Title' set to 'Stock Number', two radio buttons for 'Use Masters Only' (unselected) and 'Use I&S' (selected), and a toggle switch for 'Use Reference Code' (unselected). At the bottom, there are 'Cancel' and 'Save' buttons.





Help Reference Guide

- A. Update the Item Title, using ▼ to select desired identification.
 - B. Verify the Use Masters Only contains the appropriate  or . *The slider changes to  and indicates only the Masters will be recorded.*
 - C. Verify the Use I&S Data contains the appropriate  or . *The slider changes to  and the substitute is acceptable. When selected, the Use Reference Code field becomes available.*
 - D. Verify the Use Reference Code contains the appropriate  or . *The slider changes to  and the Reference Code will be recorded.*
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
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.





**13 — Mandatory Entry:
Description.**

**13 — Mandatory Entry:
Contact.**

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

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 Panel

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 256 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	Detach	
FH-AFHAF	FE6606	BPG234	BPG TESTING 2	Approved	Detach	
FH-AFHAF	FE4654	BPU000	BPU000	Approved	Detach	
FH-AFHAF	FE4654	BPU1AQ	BPU1AQ	Approved	Detach	
FH-AFHAF	FE4654	BPU1FU	BPU1FU	Approved	Detach	

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

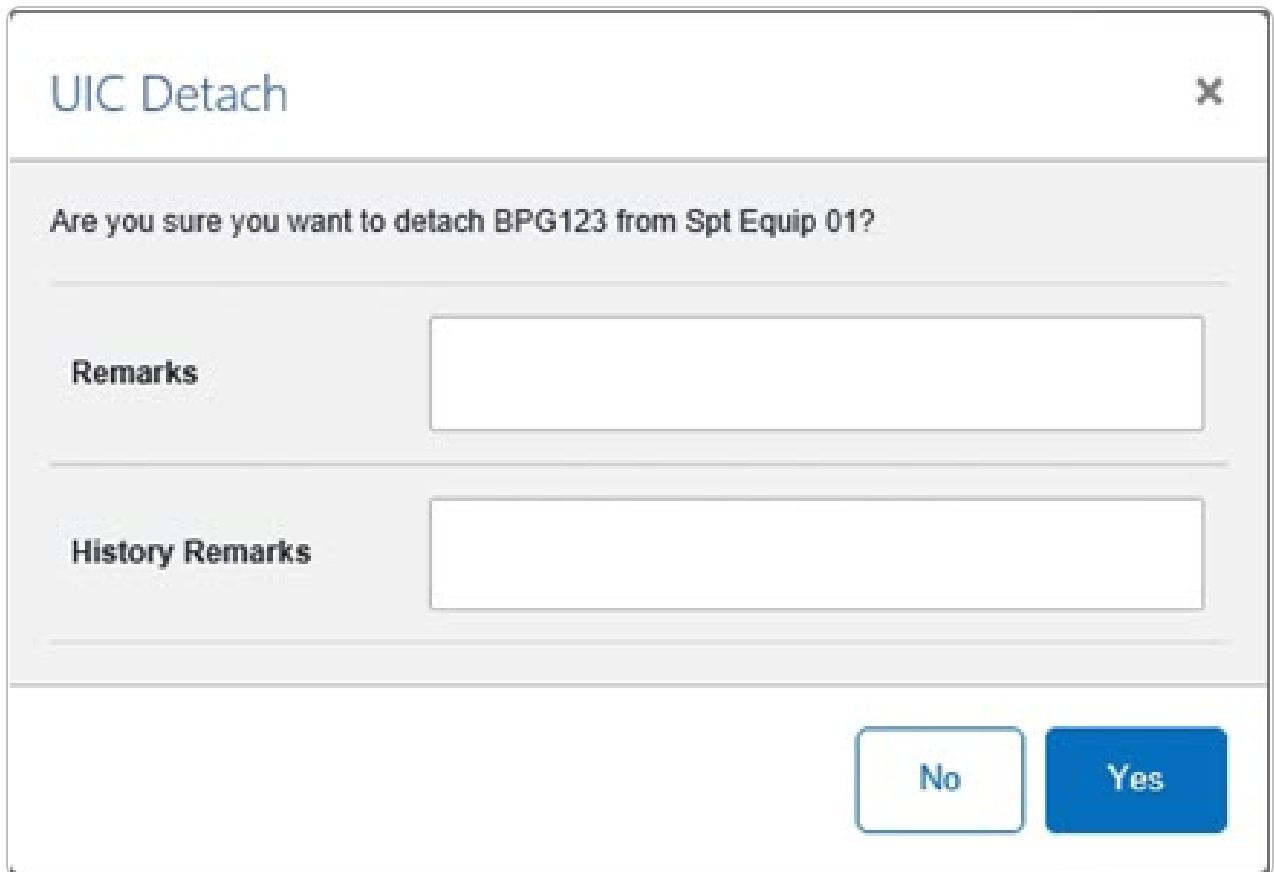
1. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
3. Select . *The record is removed from the Completed panel.*
 - The Remarks automatically populates and is not editable.
 - 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.



UIC Detach

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

Remarks

History Remarks

No 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
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

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





Search for a Platform — Criteria

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 Grid

Platform
Description

Search Results Grid

Platform Name
Platform Description
Remarks





Procedures

ELMS Navigation Helpful Tips

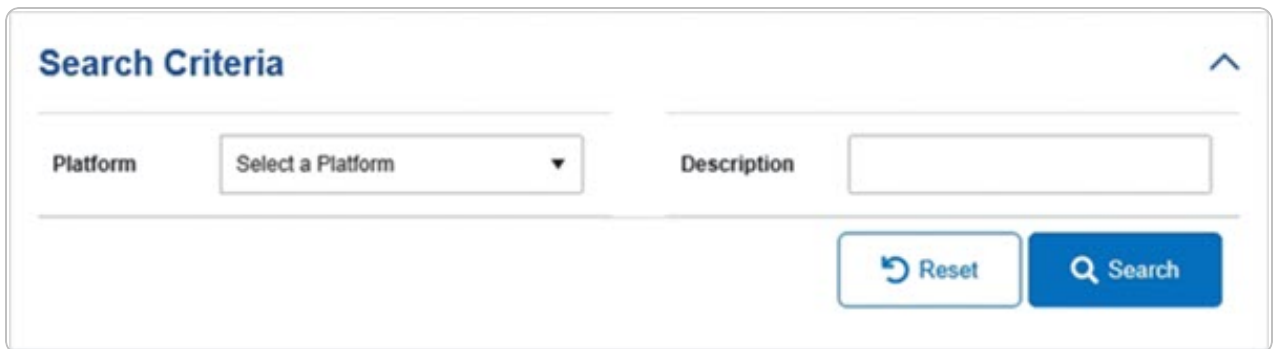


Click the following link to display FSM Navigation Tips.

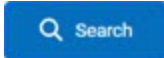
Search for a Platform — Criteria

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

☐	Platform Name ↑ ▾	Platform Description ▾	Remarks ▾
☐	 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

☐	Platform Name ↑ ▾	Platform Description ▾	Remarks ▾
☐			
☐	 BPG123	 BPG Test	 BPG Test

Selected 0/2 < > 100 ▾ items per page

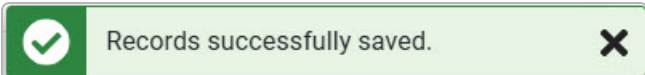
1 - 2 of 2 items

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.



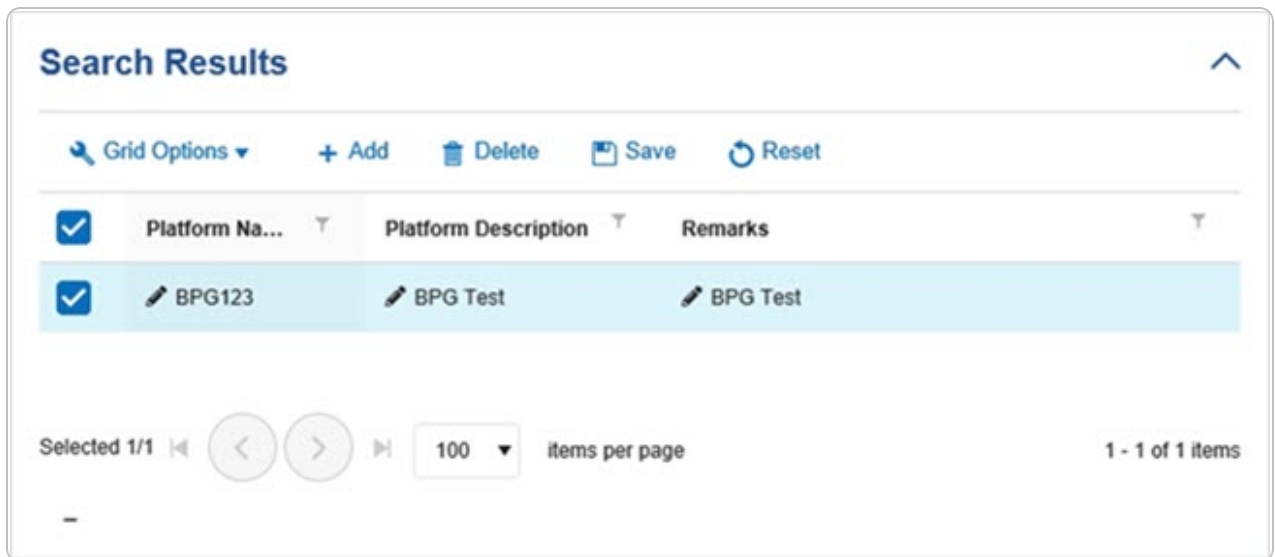


Help Reference Guide

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 256 alphanumeric character field.*
8. Select  Save.  appears in the bottom right-hand corner. *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

☒	Platform Na... ▾	Platform Description ▾	Remarks ▾
☒	 BPG123	 BPG Test	 BPG Test

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

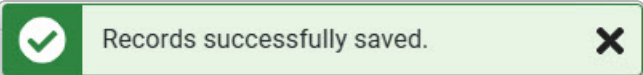
2. Select  in the Platform Name column. *The Platform Name appears in an editable text field.*
3. Update the Platform Name, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
4. Select  in the Platform Description column. *The Platform Description appears in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





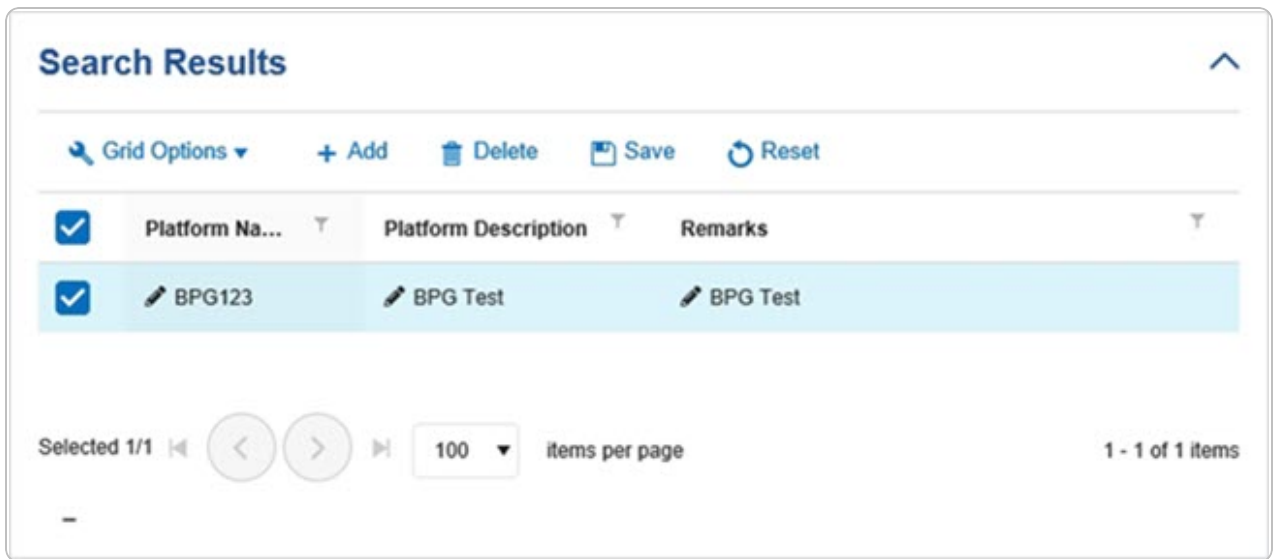
Help Reference Guide

- Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

- Select .  appears in the bottom right-hand corner. The revised Platform saves, and is no longer editable.

Delete a Platform

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



- 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
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try





Help Reference Guide

ity access.

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

Navigation

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

Page Fields

The following fields display on the **Delete 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 Platform Grid

History Remarks

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.



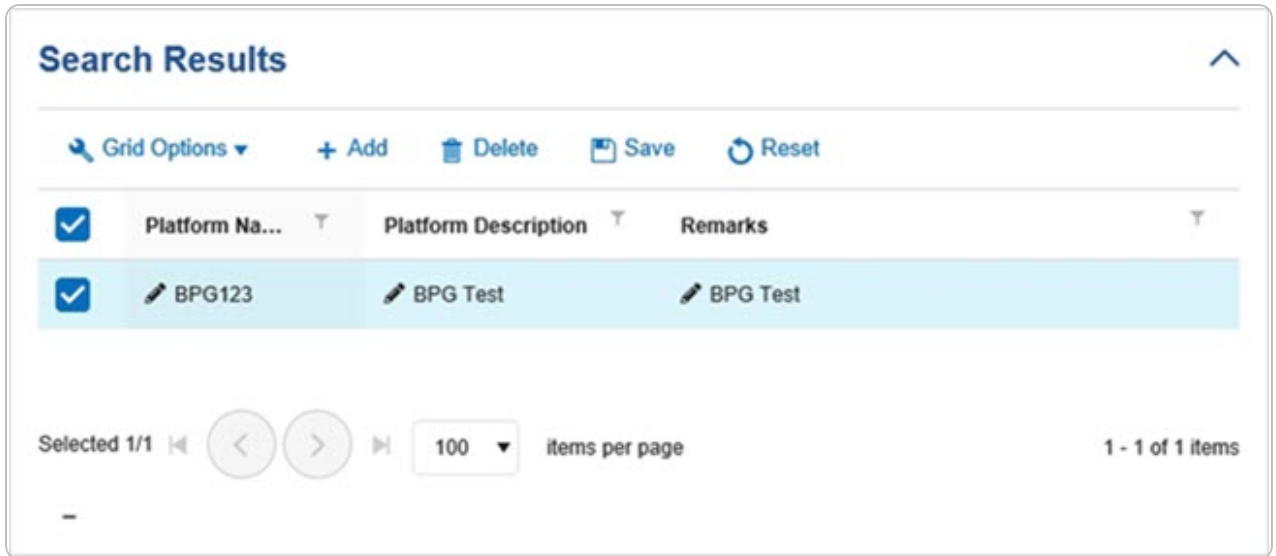


Delete a Platform

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

Selecting  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.



The screenshot shows a 'Search Results' window with a table. The table has three columns: 'Platform Na...', 'Platform Description', and 'Remarks'. The first row is highlighted in light blue and has a checkmark in the first column. Below the table, there are navigation controls including 'Selected 1/1', left and right arrows, a '100' items per page dropdown, and a '1 - 1 of 1 items' status indicator.

☒	Platform Na...	Platform Description	Remarks
☒	BPG123	BPG Test	BPG Test

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





Delete Platform
X

Are you sure you want to delete this Platform?

History Remarks

- Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- 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
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

- 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.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
xxxx	Select "Add" to select additional platforms.
xxxx	Select "Grid Options" button for additional actions.





xxxx

Select "Save" to save changes made to the record(s).

Search Criteria Grid

User Id
Last Name
First Name
Platform

Search

User Id
Last Name
First Name
Middle Name

Search Results

Platform
Platform Desc
User Id

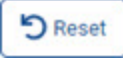
Procedures

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

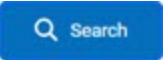
Reset

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

☐	Platfor...	Platform De...	User Id
☐	Admin	Admin	JDLR
☐	CRK Platform	CRK Platform	JDLR
☐	ExtTest	External Test	JDLR

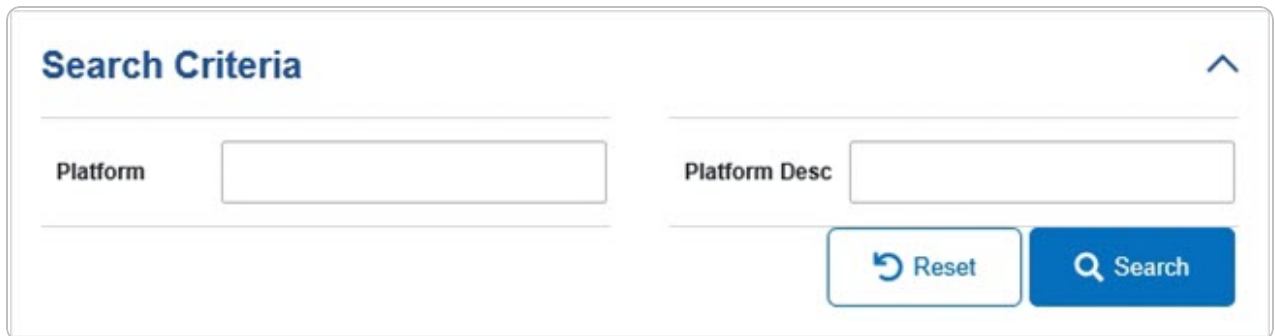
Selected 0/3
 
 10 items per page
 1 - 3 of 3 items



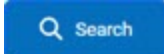


Add an Authorization Manager

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 two input fields: 'Platform' and 'Platform Desc'. Below these fields are two buttons: 'Reset' and 'Search'.

- 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

☐	Platform ↑	Platform Desc
☐	2BEAR	BEAR INITIAL SUPPORT
☒	BEAR	WRM BEAR
☐	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
Remove	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
☒	BEAR	WRM BEAR	CJLEFAIVRE
☐	2BEAR	BEAR INITIAL SUPPORT	CJLEFAIVRE
☐	BPG Test	BPG Test	CJLEFAIVRE

Selected 0/3

◀

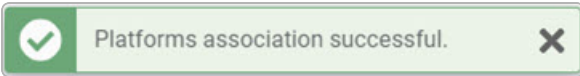
<

>

▶

10 items per page

1 - 3 of 3 items

7. Select .  appears in the bottom right-hand corner of the page, and the Platform(s) are associated to the USER ID.





Delete an Authorization Manager

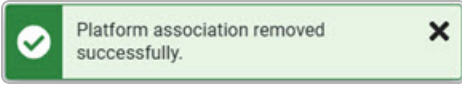
1. Select ☐ in front of the desired platform. *The row is highlighted, and ☒ appears.*
2. Select  **Delete**. *The **Delete Platform User Association** pop-up window appears.*

Delete Platform User Association
×

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

No

Yes

3. Select .  *appears in the bottom right-hand corner of the page, 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
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.





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





Search for an Authorization — Management

Overview

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

Navigation

Authorization MGMT > Authorization Management > Authorization Management page

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





Search Criteria Grid

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 — Management

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

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

Search Criteria

Authorization Id

Platform

 Reset

 Search

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

[Authorization Browse help](#)





Help Reference Guide

- Enter the Platform, or use  to browse for the entry. *This is a 30 alphanumeric character field.*

Platform Browse help

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

Search Results

Grid Options  + Add  Edit  Delete  Details

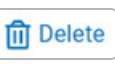
☐	Authorization Id  	Authorization Type  	Authorization Desc  	Platform  	Mission Description  	Match Qty  	Unit Edit  
☐	102319b	Primary	tst2	Admin	tst2	On	On
☐	1234567	Standard	1234567 desc	Admin	1234567 mission	On	On
☐	45082	Standard	45082 Desc	Admin	45082 Mission	Off	Off
☐	jh0506a	Primary	2020.1.3	Admin	2020.1.3	On	On
☐	jh0615a	Standard	Auth Mgmt Test 6-15-20	Admin	Auth Mgmt Test 6-15-20	On	On
☐	jh0708a	Standard	jph 7/8/2020	Admin	jph 7/8/2020	On	On
☐	jh1021a	Standard	regression 2020.3.1	Admin	regression 2020.3.1	On	On
☐	jh20203	Standard	Regression 2020.3	Admin	Regression 2020.3	On	On
☐	test122	Standard	test 122 Description	Admin	test122 Mission	Off	Off
☐	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 **Authorization Management Add** page appears.

Update an Authorization

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





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

Delete an Authorization

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

View the Details of an Authorization

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

- Add an Authorization — Management
- Update the Authorization — Management
- Delete the Authorization — Management
- View the Authorization Detail
- Authorization Browse
- Platform Browse





Add an Authorization — Management

Overview

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

Navigation

Authorization MGMT > Authorization Management > [+ Add](#) > Authorization Add page

Page Fields

The following fields display on the **Authorization Add** 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 *
Authorization Id *
Platform
Match Qty
Unit Edit
Date Last Reviewed
Reviewer
Authorization Desc
Mission Desc

Attachments Tab

Primary
Name
Description

Remarks Tab

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

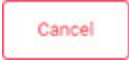
Procedures

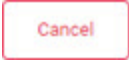
ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Add an Authorization

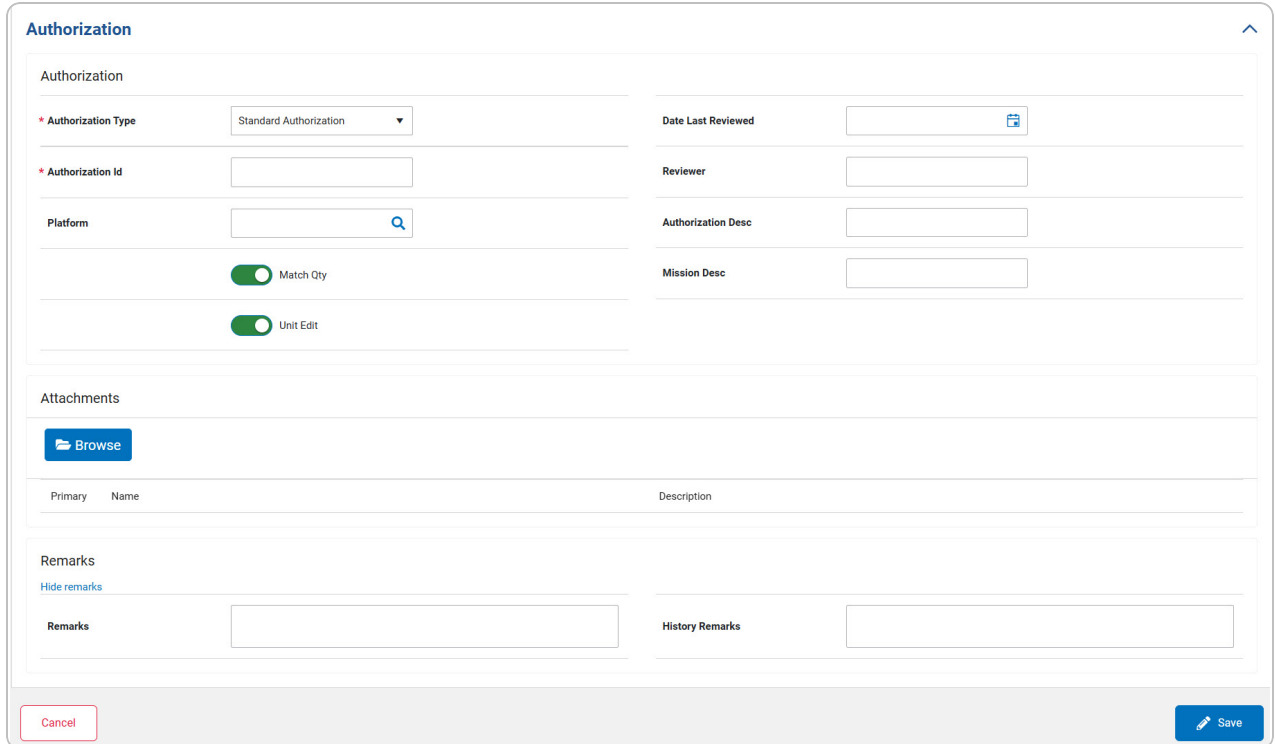
 Cancel

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





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



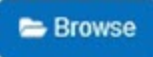
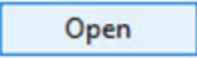
The screenshot shows the 'Authorization' form. It includes fields for 'Authorization Type' (a dropdown menu currently set to 'Standard Authorization'), 'Authorization Id', 'Platform' (with a search icon), 'Date Last Reviewed' (with a calendar icon), 'Reviewer', 'Authorization Desc', and 'Mission Desc'. There are also two toggle switches: 'Match Qty' and 'Unit Edit', both of which are currently turned on. Below these fields is an 'Attachments' section with a 'Browse' button. At the bottom, there are 'Remarks' and 'History Remarks' text areas, a 'Cancel' button, and a 'Save' button.

2. Use  to select the Authorization Type.
3. Enter the Authorization ID in the field provided. *This is a 4-7 alphanumeric character field.*
4. Enter the Platform, or use  to browse for the entry. *This is a 30 alphanumeric character field.*
Platform Browse help
5. 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.*
6. Click  to select the Unit Edit. *The slider changes to  and the user is able to set Unit specific Authorization and Required Quantity values.*
7. Use  to select the Date Last Reviewed, or enter the date (MM/DD/YYYY) in the field provided.
8. Enter the Reviewer in the field provided. *This is a 30 alphanumeric character field.*





Help Reference Guide

9. Enter the Authorization DESC in the field provided. *This is a 250 alphanumeric character field.*
10. Enter the Mission DESC in the field provided. *This is a 125 alphanumeric character field.*
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.*

Attachments



Primary	Name	Description	
☐	Test Attachment File.docx		
☒	Another Test Document 2.docx		

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

Attachments



Primary	Name	Description	
☐	Test Attachment File.docx		
☒	Another Test Document 2.docx	 Additional Platform Information	

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

Note



Select  to edit the Description.

Select  to remove an attachment.





Help Reference Guide

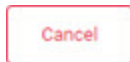
12. Select the Show remarks hyperlink in the Remarks panel. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

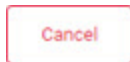


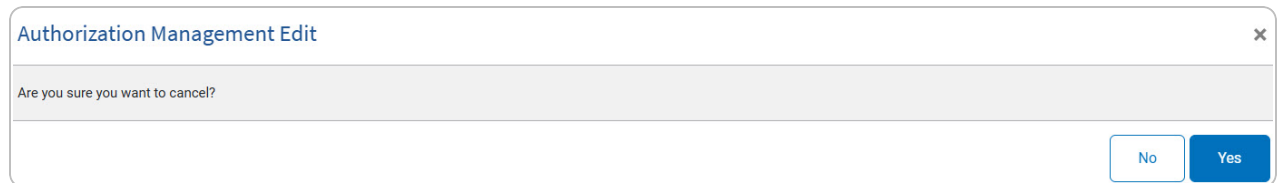
Select . The **Authorization Add** page closes, and the **Authorization Management Search** page displays the new information.

13.

or



Select .



appears.



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

or



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

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	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.

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

- Search for an Authorization — Management
- Update the Authorization — Management
- Delete the Authorization — Management
- View the Authorization Detail
- Platform Browse





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

Attachments Tab

Primary
Name
Description

Remarks Tab

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

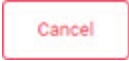
Procedures

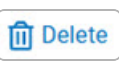
ELMS Navigation Helpful Tips



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.
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 **Authorization Management Update** page appears.

Authorization

Authorization

* Authorization Type

Standard Authorization ▼

* Authorization Id

TestH2

Platform

Match Qty

☒

Unit Edit

☒

Date Last Reviewed

Reviewer

Authorization Desc

Mission Desc

Attachments

Browse

Primary	Name	Description

Remarks

[Show remarks](#)

Cancel

Save

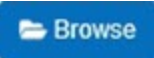
3. Update the Authorization Type, using ▼ to select the desired authorization.
4. Verify the Authorization ID.
5. Update the Platform, using  to browse for the entry. This is a 30 alphanumeric character field.
- Platform Browse help
6. Verify the Match QTY contains the appropriate  or . When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.
7. Verify the Unit Edit contains the appropriate  or . When green, the user is able to set Unit specific Authorization and Required Quantity values.



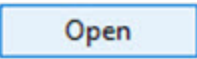


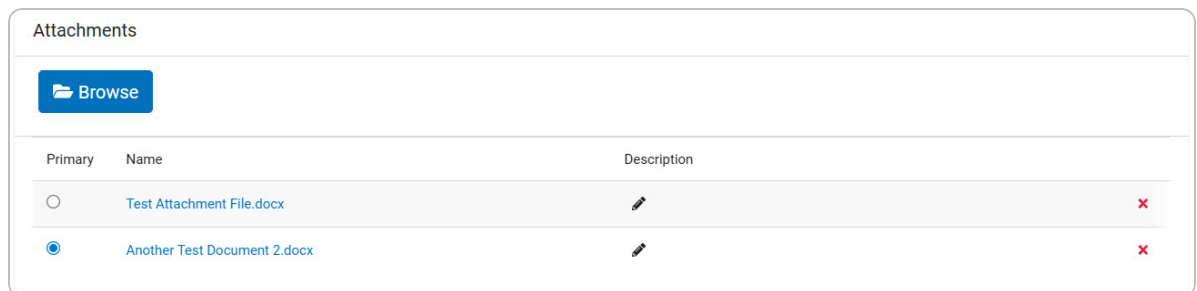
Help Reference Guide

8. Update the Date Last Reviewed, using  or entering the date (MM/DD/YYYY) in the field provided.
9. Update the Reviewer, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
10. Update the Authorization DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
11. Update the Mission DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*

12. Select  in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*

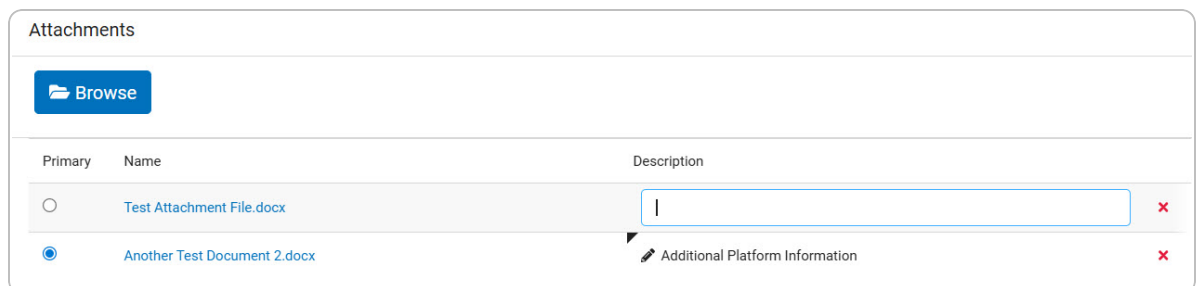
A. Choose the file to attach, and select it.

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



Primary	Name	Description
☐	Test Attachment File.docx	 
☒	Another Test Document 2.docx	 

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



Primary	Name	Description
☐	Test Attachment File.docx	Additional Platform Information 
☒	Another Test Document 2.docx	 

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





Note



Select  to edit the Description.

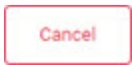
Select  to remove an attachment.

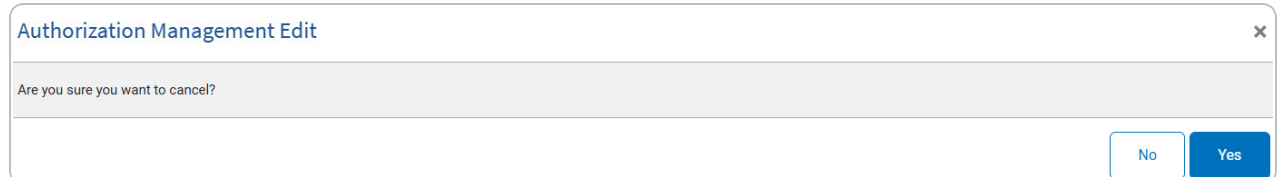
13. Select the Show remarks hyperlink in the Remarks panel. *The Remarks and History Remarks fields appear.*
- A. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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

14.

or

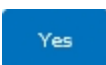
Select .



appears.

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

or

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





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

- Search for an Authorization — Management
- Add an Authorization — Management
- Delete the Authorization — Management
- View the Authorization Detail
- Platform Browse





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 Grid

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

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

Delete Authorization

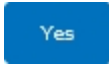
×

Are you sure you want to delete this Authorization?

History Remarks

No

Yes

3. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select . 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.





Help Reference Guide

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

- Search for an Authorization — Management
- Add an Authorization — Management
- Update the Authorization — Management
- View the Authorization Detail





Search for the Authorization Details

Overview

The Force Systems Management module Authorization Detail 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.
2. Select . *The Results panel fills with records.*
 3. 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

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

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

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

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
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
- Delete the Authorization Management
- Stock Number Browse





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).





Help Reference Guide

552

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

Search Criteria Grid

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
Multiplier

UIC

UIC
UIC Name
Organization Id
DoDAAC

Search Results Grid

Authorization Id





Authorization Desc
Platform
Mission Description

Procedures

ELMS Navigation Helpful Tips

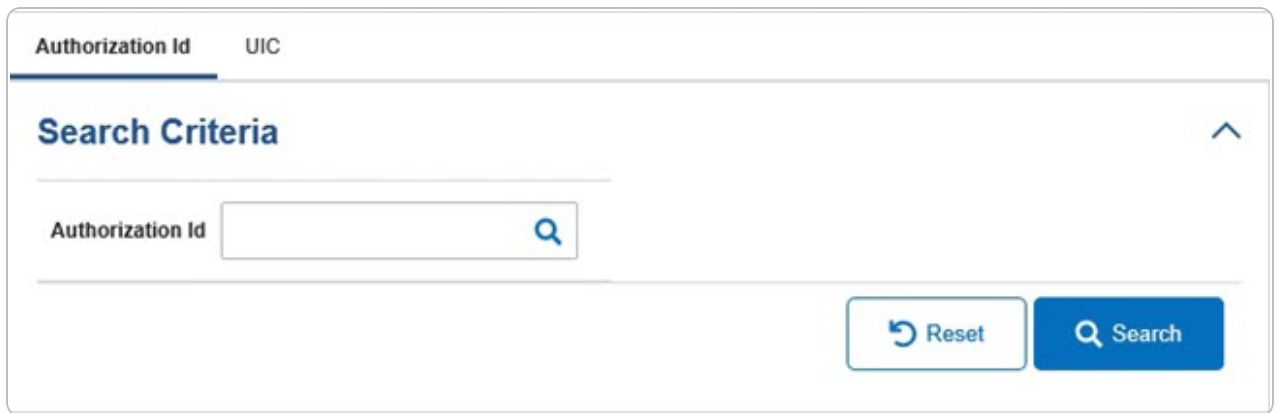


Click the following link to display FSM Navigation Tips.

Search for an Authorization Id

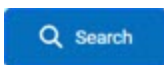
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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 help](#)

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 **+ Add**. 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 **Save**. 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 **Delete** and **Details** become available.





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	FE4054	BPU000	BPU000	2H	0000CEF60000	FE4054
☐	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 1/3 | 1 | 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: 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	FE4054	BPU000	BPU000	2H	0000CEF60000	FE4054
☐	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 1/3 | 1 | 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	Off Req Qty	Off Auth Qty
	BPU000	0000CEF9G000	FE4054	159AABL	WRMBOBBASE	6110000872505	D	XFABL2	0	0	Off	0	0
	BPU000	0000CEF9G000	FE4054	159AABL	WRMBOBBASE	8340015120677	D	XFABL	0	528	Off	0	528
	BPU000	0000CEF9G000	FE4054	159AABL	WRMBOBBASE	8145015121201	D	XFABL	0	528	Off	0	528
	BPU000	0000CEF9G000	FE4054	45082	Admin	100500032251	A	UTC1	2	2	On	2	2
	BPU000	0000CEF9G000	FE4054	1234567	Admin	5110000724712	A	utc1	5	6	Off	5	6
	BPU000	0000CEF9G000	FE4054	1234567	Admin	5110005416730	A	utc1	5	5	On	5	5
	BPU000	0000CEF9G000	FE4054	1234567	Admin	5120002242661	A	utc2	5	5	On	5	5
	BPU000	0000CEF9G000	FE4054	1234567	Admin	5995016311930	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 help

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

	Authorization Id ↑	Authorization Desc	Platform	Mission Description
☐	1234567	1234567 desc	Admin	1234567 mission
☐	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
☐	341DCB		323-HD071G	
☐	ACD123	ACD regression		ACD regression
☐	hello			

Selected 0/5

<
1
>

10
Items per page

1 - 5 of 5 items

Add an Authorization Id

1. Select + Add. The **Authorization Browse** pop-up window appears.
2. 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

☐	Authorization Id ↑	Authorization Desc	Platform	Mission Description
☐	102319c		WRMBOBBASE	
☐	1234567	1234567 desc	Admin	1234567 mission
☐	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
☐	341DCB		323-HD071G	
☐	ACD123	ACD regression		ACD regression
☐	hello			

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

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

Delete an Authorization Id

- 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](#)

☐	Authorization Id ↑	Authorization Desc	Platform	Mission Description
☐	102319c		WRMBOBBASE	
☐	1234567	1234567 desc	Admin	1234567 mission
☒	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
☐	341DCB		323-HD071G	
☐	ACD123	ACD regression		ACD regression
☐	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](#)

☐	Authorization Id	Authorization Desc	Platform	Mission Description
☐	102319c		WRMBOBBASE	
☐	1234567	1234567 desc	Admin	1234567 mission
☒	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
☐	341DCB		323-HD071G	
☐	ACD123	ACD regression		ACD regression
☐	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](#)

☐	UIC	Org Id	DODAAC	Authorization Id	Platform	Stock Number	Readiness Code	UTC	F Req Qty	F Auth Qty	Match Qty	Off Req Qty	Off Auth Qty
☐	BPU000	0000CEF6G000	FE4654	159AABL	WRMBOBBASE	611000072585	D	XFABL2	0	0	Off	0	0
☐	BPU000	0000CEF6G000	FE4654	159AABL	WRMBOBBASE	8340015120677	D	XFABL	0	528	Off	0	528
☐	BPU000	0000CEF6G000	FE4654	159AABL	WRMBOBBASE	8145015121201	D	XFABL	0	528	Off	0	528
☐	BPU000	0000CEF6G000	FE4654	45082	Admin	1005000032251	A	UTC1	2	2	On	2	2
☐	BPU000	0000CEF6G000	FE4654	1234567	Admin	5110000724712	A	utc1	5	5	Off	5	5
☐	BPU000	0000CEF6G000	FE4654	1234567	Admin	51100005416730	A	utc1	5	5	On	5	5
☐	BPU000	0000CEF6G000	FE4654	1234567	Admin	5120000242661	A	utc2	5	5	On	5	5
☐	BPU000	0000CEF6G000	FE4654	1234567	Admin	5995016311930	A	utc1	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
xxxx — One or more of the selected UICs are already applied to this Authorization.	Invalid Entry. A duplicate record exists. Check the entry again and re-enter the UIC.
xxxx — One or more of the selected authorizations already has this UIC applied.	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
- Authorization Browse
- Unit Identification Code Browse





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 Grid

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.
Bold numbered steps are required.

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

Search Results

UIC
BPU1AQ

UIC NAME
BPU1AQ

ORGANIZATION ID
0000CEF6G000

DODAAC
FE4654

Grid Options ▼ + Add

☐	Authorization Id ↑	Authorization Desc	Platform	Mission Description
☐	102319c		WRMBOBBASE	
☐	1234567	1234567 desc	Admin	1234567 mission
☒	252AC1B	Flightline Tools	252 - HH060G	Flightline Tools
☐	341DCB		323-HD071G	
☐	ACD123	ACD regression		ACD regression
☐	hello			

Selected 1/6

<

1

>

10 items per page

1 - 6 of 6 items

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





Help Reference Guide

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 256 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
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

- 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 Grid

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. **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
☒	FH-AFHAF	FE4054	BPU000	BPU000	2H	0000CEF60000	FE4054
☐	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 1/3 1 10 Items per page 1 - 3 of 3 Items

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





Help Reference Guide

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

3. Enter the History Remarks in the field provided. *This is a 256 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
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

- [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 Grid

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

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:.

Search Criteria

Authorization Type

Authorization Id

Platform

Stock Number

UTC

Site Id

DoDAAC

UIC

Org Id

- 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





Help Reference Guide

- 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
☐	BPQ234		RE0046	A12345	DIO Platform	1005000100240	A		0	0	On	1001	1001
☐	BPQ234		RE0046	A12345	DIO Platform	100500004BC12	A		0	0	On	100	100
☐	BPQ234		RE0046	A12345	DIO Platform	1005000032251	A		0	0	On	110	110
☐	BPQ234		RE0046	1234		1730016429005	A		0	0	On	0	0
☐	BPQ234		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.

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

- Add an Authorization Management
- Update the Authorization Management
- Delete the Authorization Management
- View the Authorization Details
- Authorization Browse
- Unit Identification Code Browse
- Stock Number Browse





Search for an Authorization Mass Updates/Deletes Record

Overview

The Force System Management module Authorization Mass Updates/Deletes Search process provides the ability to view, update, or delete multiple authorizations.

Note



The **Progress Changes** pop-up window appears when a record is previously changed but



Do you want to continue where you left off? All in-progress changes will be lost if you restart the process.



No



Yes

not submitted.

✓ Yes

Select . The page reloads to the previous in-process change.

✗ No

Select . All previous in-process changes are disregarded.

Navigation

Authorization MGMT > Mass Updates/Deletes > Authorization Mass Updates/Deletes Search page

Page Fields

The following fields display on the **Authorization Mass Updates/Deletes Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.





Number

Value

Search Criteria Grid

Basic Search

Authorization Id
Authorization Type
Major Command Code
UTC
Platform
UIC
Readiness Code
Stock Number

Advanced Search

Search Results Grid

Auth Id
DoDAAC
UIC
Major Cmd Cd
Platform
Stock Nbr
Readiness Cd
UTC

Optional Grid

Actbl UIC
DoDAAC
Auth Detail Unit Edit
Auth Header Unit
Auth Match Qty
Auth Type
Date Last Review
F.Auth Qty
F.Req Qty
History Remarks
Item Desc
Justification
Mission Desc





Multiplier
O.Auth Qty
O.Req Qty
Org Id
Platform Desc
Remarks
Reviewer

Procedures

ELMS Navigation Helpful Tips



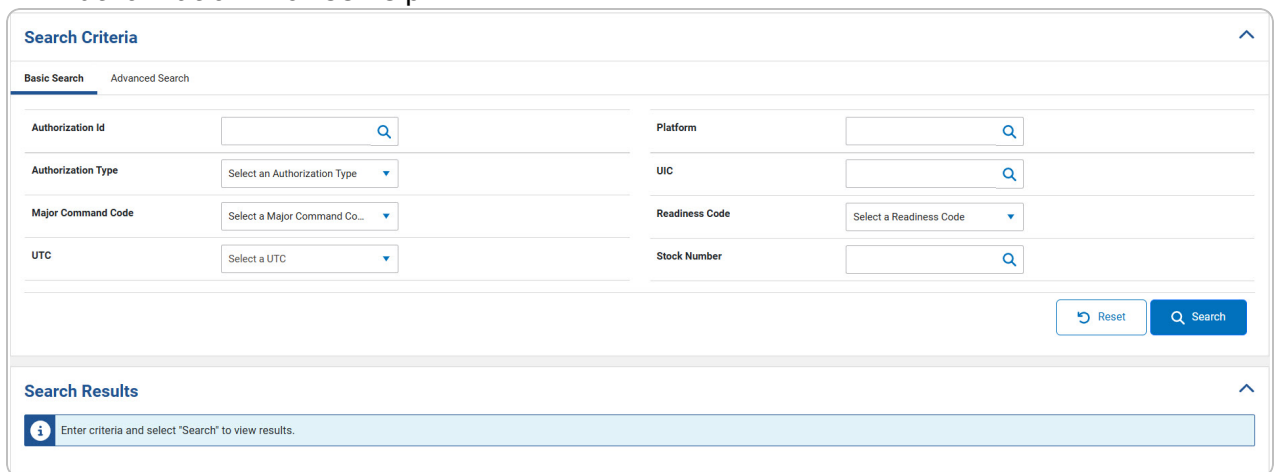
Click the following link to display FSM Navigation Tips.

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 box, enter the Authorization ID, or use  to browse for the entry. This is a 4-7 alphanumeric character field..

Authorization Browse help



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

Authorization Browse help



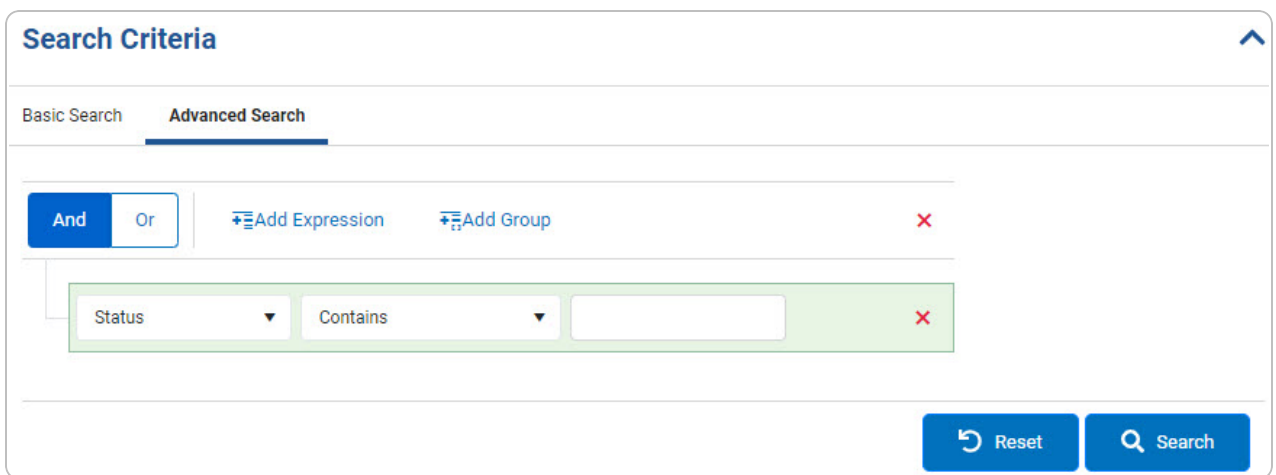


Help Reference Guide

- Use  to select the Authorization Type.
- Use  to select the Major Command Code.
- Use  to select the UIC.
- Enter the Platform, or use  to browse for the entry. *This is a 30 alphanumeric character field.*
Platform Browse help
- Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- Use  to select the Readiness Code.
- Enter the Stock Number, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
Stock Number Browse help

OR

Select the Advanced Search tab.

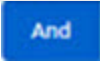


The screenshot shows the 'Search Criteria' window with the 'Advanced Search' tab selected. It features a search bar with 'And' and 'Or' operators, and buttons for 'Add Expression' and 'Add Group'. A search expression is visible: 'Status' dropdown, 'Contains' dropdown, and an empty text input field. At the bottom right are 'Reset' and 'Search' buttons.



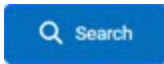


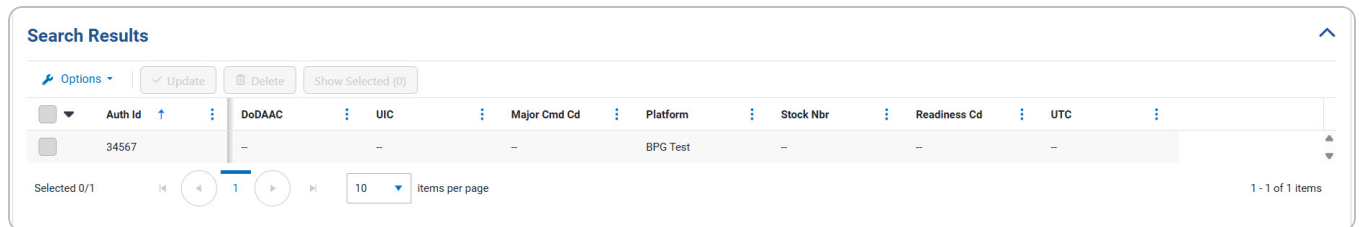
Help Reference Guide

- Select  . Selecting the And button includes all rows of criteria in the search results grid. Selecting the Or button includes specified criteria of the selected expressions/groups in the search results grid.
- Use  to change the criteria. The data included is based on the Basic Search entry. Select  to change the advanced search criteria.
- Select . Adds another expression row to the search criteria grid.
- Select . Adds another group row to the search criteria grid.
- Repeat the steps as needed.

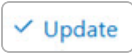
Delete a Row

Select . The row is removed from the search criteria grid.

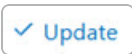
2. Select . The results appear in the **Authorization Search Results** panel.



Update an Authorization Mass Updates/Deletes

1. Click  to select the desired entry. The AUTH ID record is highlighted, and , , and  become available.
2. Select . The **Authorizations Update** page appears.

Delete an Authorization

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





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

View the Details of an Authorization

- Click  to select the desired entry. The **AUTH ID** record is highlighted, and  **Update**,  **Delete**, and  **Show Selected (1)** become available.

Note



The number after Show Selected indicates the amount of records selected.

- Select  **Show Selected (1)**. The **Selected Authorizations Results** slide-out 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
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

- Update an Authorization — Mass Updates/Deletes
- Delete an Authorization — Mass Delete
- View the Selected Authorizations Results
- Apply an Authorization
- Create an Authorization Detail
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview
- Authorization Browse
- Platform Browse
- UIC Browse





- Stock Number Browse



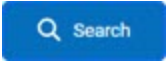


Update an Authorization — Mass Updates/Deletes

Overview

The Authorization Mass Updates process allows editing of an Authorization record.

Navigation

Authorization MGMT > Mass Updates/Deletes > Search Criteria >  > Search
Results >  (desired record) >  > Authorization Mass Updates page

Page Fields

The following fields display on the **Authorization Mass Updates page** 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 Mass Updates Grid

Summary Panel

Search Criteria Grid

UIC
Stock Nbr
Major Command Cd
Readiness Cd
Auth Id
UTC
Auth Type
Platform





Search Results Grid

Auth Id
Auth Desc
UIC
DoDAAC
Major Command Cd
Platform
Stock Nbr
Readiness Cd
UTC
Platform Desc
Mission Desc
Date Last Review
Reviewer
Item Desc
Actbl UIC
Org Id
Auth Match Qty
O.Reg Qty
O.Auth Qty
Multiplier
F.Reg Qty
F.Auth Qty
Justification
Auth Type
Auth Header Unit
Remarks
History Remarks

Authorization Header Panel

Authorization Type
Platform
Mission Description
Auth Description
Date Last Reviewed
Reviewer
Match Quantity
Unit Edit
Attachments
Primary
Name
Description





Authorization Details Panel

Auth Id
Stock Number
Item Desc
Readiness Cd
UTC
Justification
Match Qty
FReq Qty
FAuth Qty

Apply Authorization Panel

Auth Id
Site Id
Accountable UIC
UIC
UIC Name
Major Command Cd
Organizational Id
DoDAAC
Multiplier

Review Authorization Panel

Auth Id
UIC
Org Id
DoDAAC
Platform
Stock Number
Readiness Cd
UTC
FReq Qty

Procedures

ELMS Navigation Helpful Tips



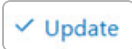
Click the following link to display FSM Navigation Tips.



Update an Authorization Mass Updates/Deletes

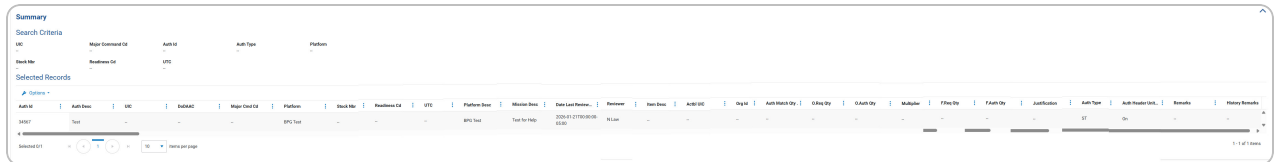
Selecting  at any point of this procedure removes all revisions and closes the page.

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

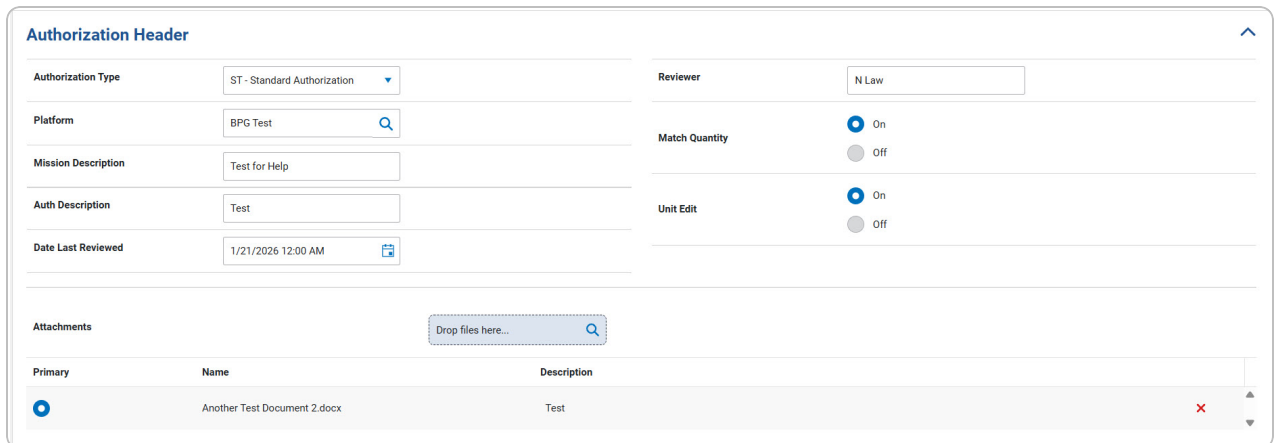
1. Select . The **Authorizations Update** page appears.



2. Verify the Summary panel.



3. Update the Authorization Header panel.





1. Use  to select the Reporting Period.
2. Update the Platform, using  to browse for the entry. *This is a 30 alphanumeric character field.*
Platform Browse help
3. Update the Mission Description, entering the revised information in the field provided. *This is an 125 alphanumeric character field.*
4. Update the AUTH Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
5. Update the Date Last Received, using  or entering the date (MM/DD/YYYY) in the field provided.
6. Update the Reviewer, entering the revised information in the field provided. *This is an 30 alphanumeric character field.*
7. Verify the Match Quantity contains the appropriate ☐ or ☒. *When selected, indicates the Match Quantity is on.*
8. Verify the Unit Edit contains the appropriate ☐ or ☒. *When selected, indicates the Unit Edit is on.*
9. Update the Attachments, using  to browse for the entry. *This is a xx alphanumeric character field.*
Attachments Browse help
10. Verify the Primary contains the appropriate ☐ or ☒. *When selected, indicates the selected Attachment is the primary/main file.*
11. Verify the Name.
12. Verify or click  to update the Description.

Note



To remove an Attachment, select . *The selected Attachment is removed from the grid.*

4. Update the Authorization Details panel.





Help Reference Guide

Authorization Details

Options ▾ + Add Delete Save Reset

Auth Id	Stock Number	Item Desc	Readiness Cd	UTC	Justification	Match Qty	FReq Qty	FAuth Qty
No authorization details are available for the selected authorization(s).								

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

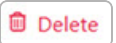
1. Select . The **Authorization Details** pop-up window appears.

Note



Click  to update information in the Authorization Details grid.

Delete Authorization Details

1. Click  to select the desired entry. The **AUTH ID** record is highlighted, and  becomes available.
2. Select . The **Authorization Details** pop-up window appears.

Save Authorization Details

Once the updated, select . The added record is saved and stays in the grid.

5. Update the Apply Authorization panel.

Apply Authorization

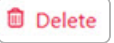
Options ▾ + Add Delete Save Reset

Auth Id	Site Id	Accountable UIC	UIC	UIC Name	Major Command Cd	Organization Id	DoDAAC	Multiplier
No Applied Auths								

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

1. Select . The **Apply Authorizations** pop-up window appears.

Delete an Apply Authorization

1. Select Click  to select the desired entry. The **AUTH ID** record is highlighted, and  becomes available.
2. Select . The **Apply Authorization** pop-up window appears.



Save an Apply Authorization Record

Once the updated, select  **Save**. The added record is saved and stays in the grid.

6. Verify the Review Authorization panel.

Review Authorization

Options

Save

Reset

Auth Id	UIC	Org Id	DoDAAC	Platform	Stock Number	Readiness Code	UTC	FReq Qty
No Auths To Review								

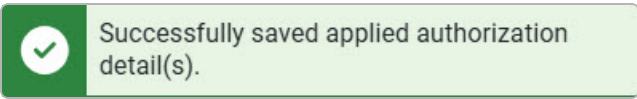
Selected 0/0

10

Items per page

Cancel

Submit

Select  **Save**.  appears in the bottom right-hand corner.

Changes successfully saved!

OK

7. Select  **Submit**. appears.

8. Select  **OK**. The **Authorization Mass Updates/Deletes Record Search** 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
161 — Remarks must be	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.

Related Topics

- Search for an Authorization Mass Updates/Deletes Record
- Delete an Authorization — Mass Delete
- View the Selected Authorizations Results
- Create an Authorization Detail
- Apply an Authorization
- ELMS FSM Navigation Tips
- ELMS FSM Results Grid Options Overview
- Authorization Browse
- Platform Browse
- Attachments Browse



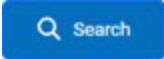
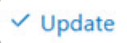


Create an Authorization Detail

Overview

The Create Authorization Detail process allows the ability to create an Authorization Detail entry and add it to the Authorization record.

Navigation

Authorization MGMT > Mass Updates/Deletes > Search Criteria >  > Search Results >  (desired record) >  > Authorization Mass Updates > Authorization Details panel >  > Create Authorization Detail pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Create Authorization Detail Grid

Select Authorization Id(s) Grid

Auth Id
Auth Description

Select Stock Numbers Grid

Search Criteria Grid

Stock Number





Item Description
FSC
I&S Masters Only

Search Results Grid

Stock Number
Item Desc
Type
I&S/Reference Cd

Procedures

ELMS Navigation Helpful Tips

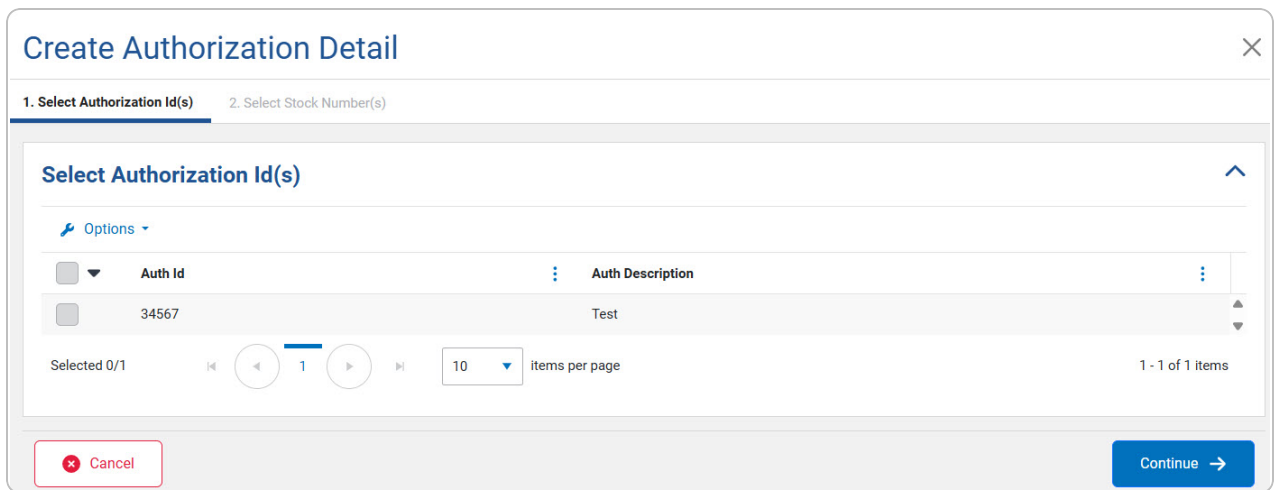


Click the following link to display FSM Navigation Tips.

Create an Authorization Detail

Selecting  at any point of this procedure returns all fields to the default setting. **Bold** numbered steps are required.

1. Select . The **Authorization Details** pop-up window appears, opened to the **Select Authorization Id(s)** tab.



2. Click  to select the desired entry. The **AUTH ID** record is highlighted.



3. Select . The **Select Stock Number** tab appears.

Create Authorization Detail

1. Select Authorization Id(s) 

2. Select Stock Number(s)

Search Criteria

Stock Number

Item Description

FSC

Select an FSC



I&S Masters Only

 Reset

 Search

Search Results

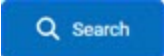
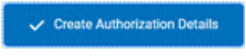
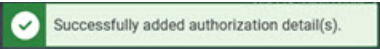


Enter criteria and select "Search" to view results.

 Cancel

 Back

 Create Authorization Details

4. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
5. Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
6. Use  to select the FSC.
7. Click  to select the I&S Masters Only. When selected, designates the Authorization Detail as only I&S Masters.
8. Select . The results appear in the **Search Results** panel.
9. Select . The **Create Authorization Detail** pop-up window closes, and  appears in the bottom right-hand corner. The created record appears in the **Authorization Details grid** on the **Authorization Mass Updates** page.

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

- Search for an Authorization Mass Updates/Deletes Record
- Update an Authorization — Mass Updates/Deletes
- Delete an Authorization — Mass Delete
- View the Selected Authorizations Results
- Apply an Authorization



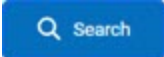
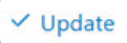


Apply an Authorization

Overview

The Apply Authorizations process allows the ability to add an Authorization entry to the Authorization record.

Navigation

Authorization MGMT > Mass Updates/Deletes > Search Criteria >  > Search Results >  (desired record) >  > Authorization Mass Updates > Apply Authorizations panel >  >  > Apply Authorizations pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Apply Authorizations Grid

Select Authorization Id(s) Grid

Auth Id
Auth Description

Select UIC(s) Grid

Search Criteria Grid

Site Id





Organization Id
Major Command Code
DoDAAC
UIC

Search Results Grid

Procedures

ELMS Navigation Helpful Tips

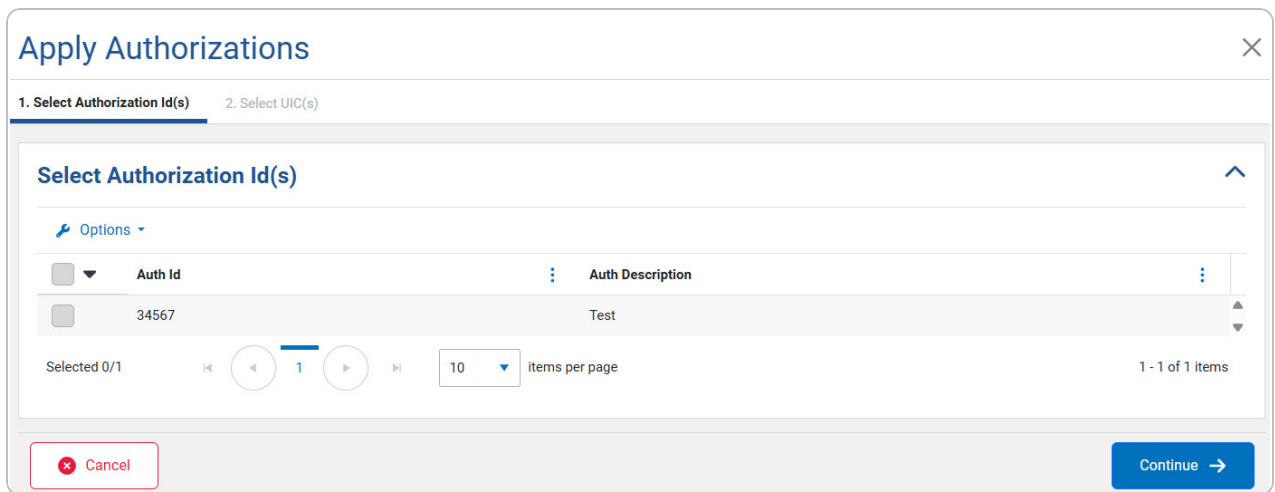


Click the following link to display FSM Navigation Tips.

Apply an Authorization

Selecting  at any point of this procedure returns all fields to the default setting. **Bold** numbered steps are required.

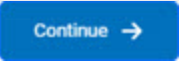
1. Select . The **Apply Authorization** pop-up window appears, opened to the **Select Authorization Id(s)** tab.

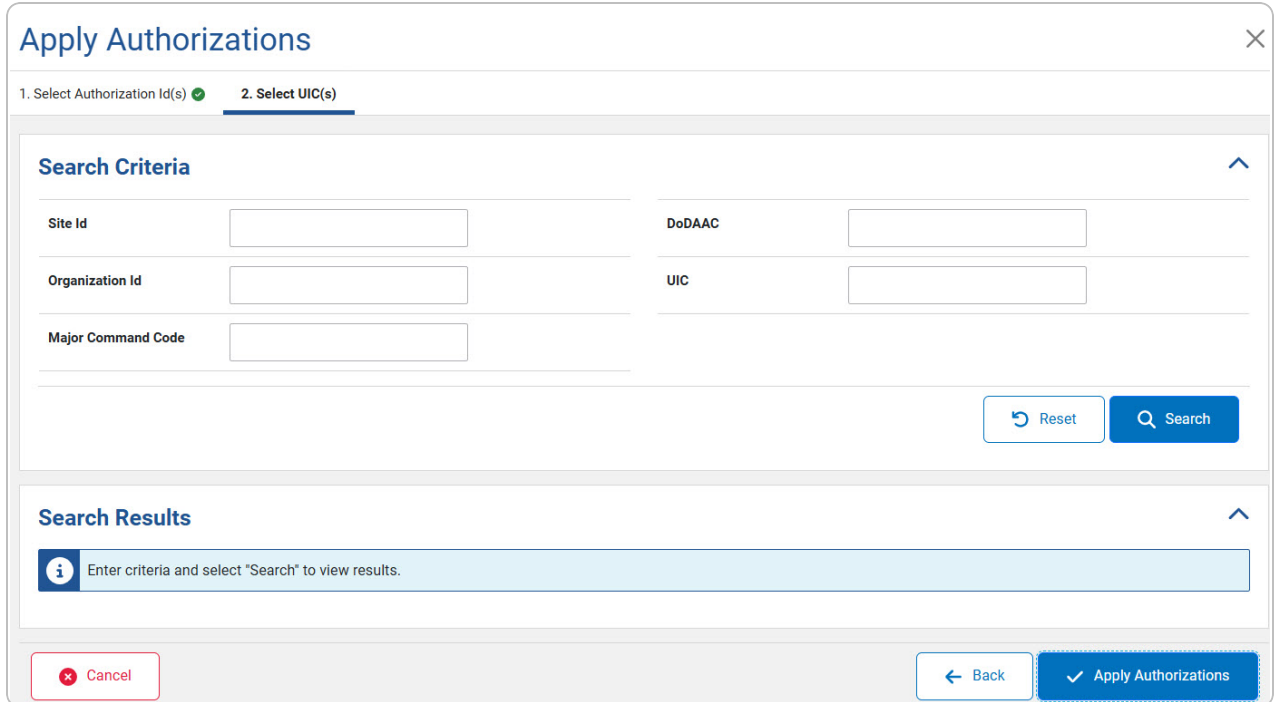


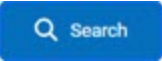
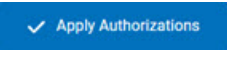
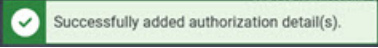
2. Click  to select the desired entry. The **AUTH ID** record is highlighted.





3. Select . The **Select UIC(s)** tab appears.



4. Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
5. Enter the Organization ID in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*
7. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
8. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
9. Select . The results appear in the **Search Results** panel.
10. Select . The **Apply Authorizations** pop-up window closes, and  appears in the bottom right-hand corner. The created record appears in the **Apply Authorizations** grid on the **Authorization Mass Updates** page.

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

- Search for an Authorization Mass Updates/Deletes Record
- Update an Authorization — Mass Updates/Deletes
- Delete an Authorization — Mass Delete
- View the Selected Authorizations Results
- Create an Authorization Detail





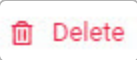
Delete an Authorization — Mass Delete

Overview

The Authorization Mass Updates/Deletes Delete process allows the removal of an Authorization record.

Navigation

Authorization MGMT > Mass Updates/Deletes > Search Criteria >  > Search

Results >  (desired record) >  > Authorization Mass Updates/Deletes Delete pop-up window

Page Fields

The following fields display on the **Authorization Mass Updates/Deletes Delete** 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 Grid

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.





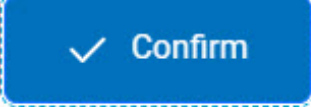
Delete an Authorization — Mass Delete

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

1. Click  to select the desired entry. The AUTH ID record is highlighted, and , , and  become available.
2. Select . The **Authorization Mass Updates/Deletes Delete** pop-up window appears.



PLEASE PROCEED WITH CAUTION! The following process will completely delete the Authorization Id(s), all Authorization Detail(s), Applied Authorization(s), and Review Authorization record(s) associated with the selected record, including attachments. This will affect all associated UICs, even those not selected. On the next page, validate the selected Authorization Id(s) are listed. Once ready to continue with the process, click the Delete button.

3. Select . The pop-up window closes and the selected record 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





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

- Search for an Authorization Mass Updates/Deletes Record
- Update an Authorization — Mass Updates/Deletes
- View the Selected Authorizations Results
- Apply an Authorization



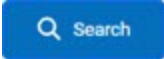


View the Selected Authorizations Results

Overview

The Selected Authorization Results process provides the ability to view the selected Authorization records.

Navigation

Authorization MGMT > Mass Updates/Deletes > Search Criteria >  > Search Results > ☐ (desired record) > [Show Selected \(1\)](#) > Selected AUTH Results slide-out window

Page Fields

The following fields display on the **Selected AUTH Results** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Selected AUTH Results Grid

Auth Id
DoDAAC
UIC
Major Cmd Cd
Platform
Stock Nbr
Readiness Cd
UTC

Optional Grid

Actbl UIC





DoDAAC
Auth Detail Unit Edit
Auth Header Unit
Auth Match Qty
Auth Type
Date Last Review
F.Auth Qty
F.Req Qty
History Remarks
Item Desc
Justification
Mission Desc
Multiplier
O.Auth Qty
O.Req Qty
Org Id
Platform Desc
Remarks
Reviewer

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

View the Selected Authorizations Results

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

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

Note



The number after Show Selected indicates the amount of records selected.





2. Select **Show Selected (1)**. The **Selected Authorizations Results** slide-out window appears.

Selected Auth Results

Options

Auth Id	DoDAAC	UIC	Major Cmd Cd	Platform	Stock Nbr	Readiness Cd	UTC
34567	--	--	--	BPG Test	--	--	--

1

10 items per page

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

- Search for an Authorization Mass Updates/Deletes Record
- Update an Authorization — Mass Updates/Deletes
- Delete an Authorization — Mass Delete
- Apply an Authorization





Import an Authorization

Overview

The Import Process allows the ability to upload Authorization data records into the FSM module.

Navigation

Utilities > File Upload > Import Process page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
554	Select "Download" to open or save the template for importing data.
555	Select "Select File" to upload a completed data file.
556	Select "Next" to view the pending changes.
557	Select "Finish" to complete the import process.





Import Process

Import Process Grid

Process Name
Template
File Path *
Error Spreadsheet

Pending Charges Grid

Target
Message

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

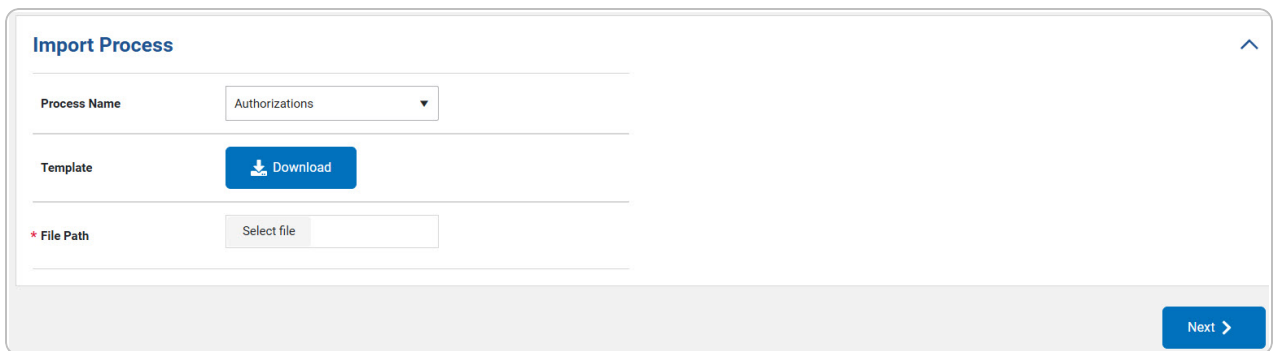


Click the following link to display FSM Navigation Tips.

Import an Authorization

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

1. In the Import Process grid, complete the fields.



The screenshot shows the 'Import Process' form. It has a title bar 'Import Process' with a close button. The form contains three main sections: 'Process Name' with a dropdown menu showing 'Authorizations'; 'Template' with a 'Download' button; and 'File Path' with a 'Select file' button. A 'Next >' button is located at the bottom right of the form.

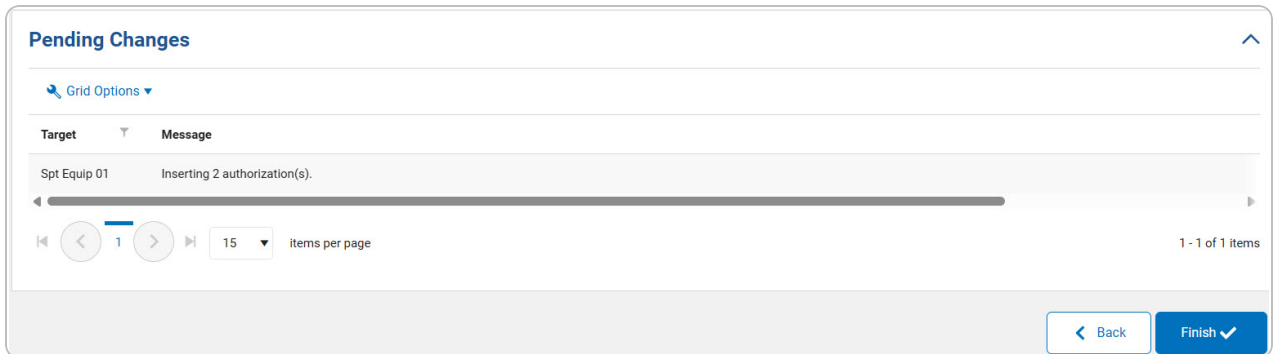
2. Use  to select the Process Name.
3. In the Template field, select . The Template for the import process downloads.





Help Reference Guide

4. Follow the prompts provided by the computer.
5. Click **Select file** to select the File Path. *Follow the prompts provided by the computer. Once selected, the file appears in the field box.*
6. Select **Next >**. *If the template meets the requirements, a green check mark appears after the Import Process tab, and the **Pending Changes** Tab opens. If the requirements are not met, the **Error Spreadsheet** field appears.*



Pending Changes

Grid Options ▾

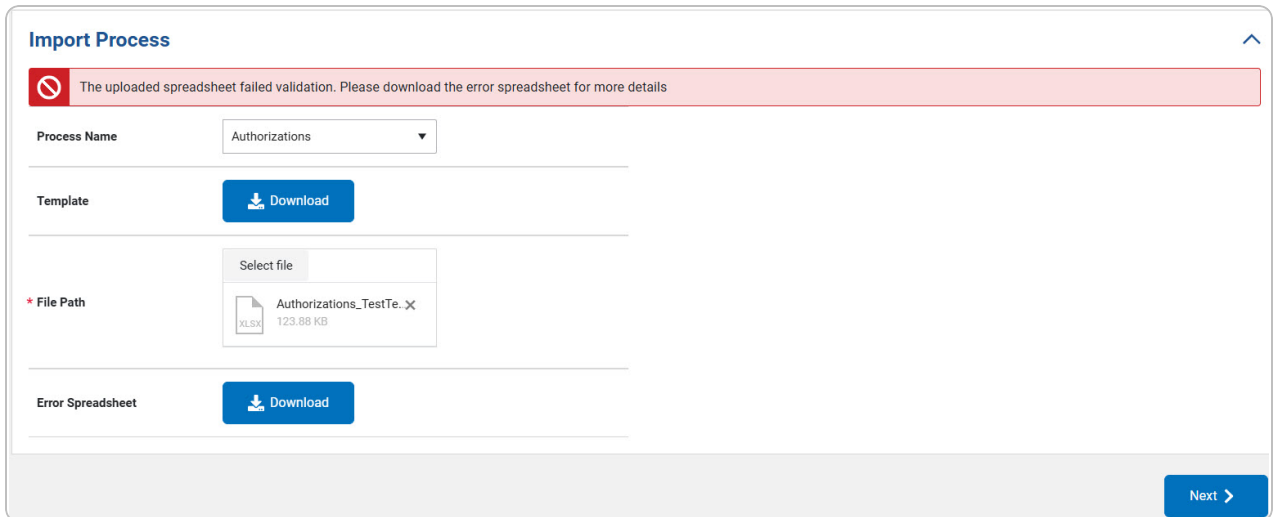
Target	Message
Spt Equip 01	Inserting 2 authorization(s).

1 - 1 of 1 items

Back Finish ✓

7. Select **Finish ✓**. *The **Import Process** page reappears, open to the **Import Process** tab.*

View the Error Spreadsheet



Import Process

The uploaded spreadsheet failed validation. Please download the error spreadsheet for more details

Process Name: Authorizations ▾

Template: Download

* File Path: Select file

Authorizations_TestTe...X (123.88 KB)

Error Spreadsheet: Download

Next >

1. In the Error Spreadsheet field, select **Download** to view and correct errors. *Follow the prompts provided by the computer.*
2. Select **Next >**. *If the template meets the requirements, a green check mark appears after the Import Process tab, and the **Pending Changes** Tab opens. If the*





requirements are not met, the **Error Spreadsheet** field reappears with the updated errors.

3. Repeat Steps 1-2 as needed.

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

- Review Authorization





Search for a Platform Inquiry

Overview

The Platform Inquiry Search process allows the searching and viewing of Platform Status information.

Navigation

Inquiries > Master Data > Platform Inquiry > Platform Inquiry page

Page Fields

The following fields display on the **Platform Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.

Search Criteria Grid

Platform
Platform Description





Authorizations

Search Results Grid

Platform
Platform Description
Authorizations
Remarks

Procedures

ELMS Navigation Helpful Tips



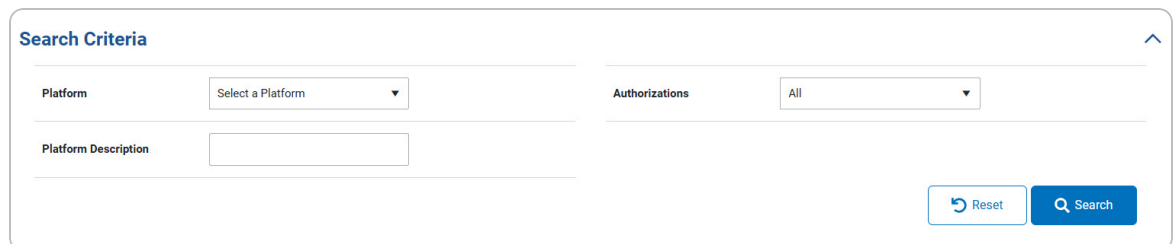
Click the following link to display FSM Navigation Tips.

Search for a Platform Inquiry

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.

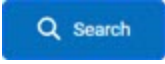
1. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.



Search Criteria

Platform	Select a Platform ▼	Authorizations	All ▼
Platform Description			

- Use  to select the Platform.
 - Enter the Platform Description in the field provided. *This is a 256 alpha-numeric character field.*
 - Use  to select the Authorizations.
2. Select . The **Platform Inquiry Results** display in the Search Results Grid below.





Help Reference Guide

Search Results

 Grid Options

 My Queue

Platform	Platform Description	Authorizations	Remarks
123	AML TEST	Yes	TESTING TESTING 123
2BEAR	BEAR INITIAL SUPPORT	No	UTC SUPPORT
a010c	a010c	Yes	
ADMIN	ADMIN	Yes	
afmc support equipment	afmc support equipment	No	training example
BEAR	WRM BEAR	Yes	
Belt	Holster	No	Testing
BPG Test	BPG Test	Yes	BPG Test
C005	C005	No	
C006	C006	No	C005 Backup
C017	C017	Yes	
TRAINING	TRAINING FSM	Yes	
W045	FLT MXS	No	Supporting UTC
WRM F-16	AGE WRM F-16	No	WRM test 2
WRMFLMAINT	FLT MAINT WRM	Yes	WRM UTC Support
WRMFSE	FUELS SUPPORT WRM	Yes	WRM UTC Support
WRMMAIT	BACKSHOP WRM	No	WRM UTC Support

1 200 Items per page

1 - 41 of 41 items

Note



Select



. The **My Queue** 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
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security





have the appropriate security access.

access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Platform





Search for an Assignment Inquiry

Overview

The Assignment Inquiry Search process allows the searching and viewing of Assignment information.

Navigation

Inquiries > Master Data > Assignment Inquiry > Assignment Inquiry page

Page Fields

The following fields display on the **Assignment Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.

Search Criteria Grid

Force Element
UIC





Org Id
Request Date
Major Cmd Cd
DoDAAC
State

Search Results Grid

Force Element
Site Id
Accountable UIC
UIC
UIC Name
DoDAAC
Major Cmd Cd
Org Id
State
Request Date
Assignment Date
Remarks

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Assignment Inquiry

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





Help Reference Guide

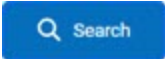
Search Criteria

Force Element	Select a Force Element ▼	Major Cmd Cd	Select a Major Command Code ▼
UIC	🔍	DoDAAC	
Org Id	Select an Organization Id ▼	State	All ▼
Request Date	📅		

Reset

Search

- Use ▼ to select the Force Element.
- Enter the UIC, or use 🔍 to browse for the entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- Use ▼ to select the Org Id.
- Use 📅 to select the Request Date, or enter the date (MM/DD/YYYY) in the field provided.
- Use ▼ to select the Major Cmd Cd.
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Use ▼ to select the State.

- Select . The **Assignment Inquiry Results** display in the Search Results Grid below.

Search Results

Grid Options My Queue

Force Eleme...	Site ...	Accountable U...	U...	UIC Na...	DoDA...	Major Cmd ...	Org ...	Sta...	Request Da...	Assignment Da...	Remar...
AFMC TRAINING	DF-AFGEA	AFMC04	TJT001	TYLERTAYLOR	TJT001	ON		Approved	3/28/2024, 1:45:15 PM	3/28/2024, 1:46:01 PM	

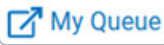
1 - 1 of 1 items





Note



Select  **My Queue**. The **My Queue** 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
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

FSM

- Assignment





Search for an Authorization Review Inquiry

Overview

The Authorization Review Inquiry Search process allows the searching and viewing of Applied Authorization information.

Navigation

Inquiries > AUTH MGMT > Authorization Review Inquiry > Authorization Review Inquiry page

Page Fields

The following fields display on the **Authorization Review Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.

Search Criteria Grid

Authorization Type





Help Reference Guide

Authorization Id
Platform
UTC
Readiness Cd
Stock Nbr
DoDAAC
UIC
Org Id
Major Cmd Cd

Search Results Grid

Force Element
Auth Id
Site Id
UIC
Auth Type
Auth Desc
Platform
Platform Desc
Mission Desc
Auth Match Qty Flg
Auth Unit Edit Flg
Remarks
Date Last Reviewed
Reviewer
Stock Nbr
Readiness Cd
UTC
Justification
Match Qty
FReq Qty
FAuth Qty
Unit Edit
Org Match Qty Flg
OReq Qty
OAuth Qty
Multiplier





Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Authorization Review Inquiry

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

Search Criteria

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

 Reset
  Search

- Use  to select the Authorization Type.
- Enter the Authorization ID, or use  to browse for the entry. *This is a alphanumeric character field.*
 Authorization Browse help
- Enter the Platform, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
 Platform Browse help



- Use  to select the UTC.
- Use  to select the Readiness Cd.
- Enter the STOCK NBR, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
Stock Number Browse help
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- Use  to select the Org Id.
- Use  to select the Major Cmd Cd.

2. Select . The **Authorization Review Inquiry Results** display in the Search Results Grid below.

[illegible]

Note



Select  **My Queue**. The **My Queue** 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



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

FSM

- Review Authorization





Search for an Incomplete Authorization Inquiry

Overview

The Incomplete Authorization Inquiry Search process allows the searching and viewing of incomplete Authorization records.

Navigation

Inquiries > AUTH MGMT > Incomplete Authorization Inquiry > Incomplete Authorization Inquiry page

Page Fields

The following fields display on the **Incomplete Authorization Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.

Search Criteria Grid

Authorization Type





Authorization Id
Force Element
Platform
Reviewer
Incomplete Status
 Missing Platform
 Missing Reviewer
 Missing Review Date
 Missing Detail
 Not Applied

Search Results Grid

Force Element
Auth Type
Auth Id
Auth Desc
Mission Desc
Platform
Date Last Reviewed
Reviewer
Missing Platform
Missing Reviewer
Missing Review Date
Missing Detail
Not Applied

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Incomplete Authorization Inquiry

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





Help Reference Guide

Search Criteria

Authorization Type

Reviewer

Authorization Id

☐ Missing Platform

Force Element

☐ Missing Reviewer

Platform

☐ Missing Review Date

☐ Missing Detail

☐ Not Applied

 Reset

 Search

- Use  to select the Authorization Type.
- Enter the Authorization ID, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
Authorization Browse help
- Use  to select the Force Element.
- Enter the Platform, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
Platform Browse help
- Use  to select the Reviewer.
- Click ☐ to select the Incomplete Status. *Selecting an option indicates the reason for the incomplete authorization.*

2. Select  Search. The **Incomplete Authorization Inquiry Results** display in the Search Results Grid below.

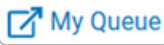
Search Results											
 Grid Options  My Queue											
Force Eleme...	Auth Ty...	Auth Id	Auth De...	Mission De...	Platfor...	Date Last Review...	Review...	Missing Platfor...	Missing Review...	Missing Review Da...	Missing Det...
Spt Equip 01	PR	1234	ABC123	DEF456		6/26/2020	BPG	True	False	False	False
    200 Items per page											
1 - 1 of 1 Items											





Note



Select . The **My Queue** 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
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

FSM

- Review Authorization
- Platform
- Authorization Detail
- Apply Authorization





Search for an Authorization Management History Inquiry

Overview

The Authorization Management History Inquiry Search process allows the searching and viewing of the history of an Authorization record at the Authorization Management level.

Navigation

Inquiries > AUTH MGMT History > Authorization Management History Inquiry > Authorization Management History Inquiry page

Page Fields

The following fields display on the **Authorization Management History Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.





Search Criteria Grid

Authorization Id
Authorization Type
Force Element
Platform
Reviewer
Change Type
Start Date
End Date

Search Results Grid

Change Type
Force Element
Auth Id
Authorization Type
Auth Desc
Mission Description
Platform
Match Qty
Unit Edit
Date Last Reviewed
Reviewer

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Authorization Management History Inquiry

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



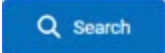


Help Reference Guide

Search Criteria

Authorization Id		Reviewer	
Authorization Type	Select an Authorization Type ▼	Change Type	Select Change Type ▼
Force Element	Select a Force Element ▼	Start Date	 
Platform		End Date	 

- Enter the Authorization ID in the field provided. *This is a 6 alphanumeric character field.*
- Use  to select the Authorization Type.
- Use  to select the Force Element.
- Enter the Platform, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
Platform Browse help
- Enter the Reviewer in the field provided. *This is a 30 alphanumeric character field.*
- Use  to select the Change Type.
- Use  to select the Start Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Use  to select the End Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

2. Select . The **Authorization Management History Inquiry Results** display in the Search Results Grid below.

Search Results													
													
Change Ty...	Force Eleme...	Auth Id	Authorization Ty...	Auth De...	Mission Descrip...	Platfor...	Match Q...	Unit E...	Date Last Review...	Review...	Remar...	Established Da...	Established ...
Update	BPGTest1	test234	ST			323-HD071G	On	On			test	1/20/2026, 4:27:18 PM	NMLAW
Delete	BPGTest1	test234	ST			323-HD071G	On	On			test	1/20/2026, 4:27:18 PM	NMLAW
Insert	BPGTest1	test234	ST			323-HD071G	On	On			test	1/20/2026, 4:27:18 PM	NMLAW

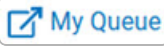
1 - 3 of 3 items





Note



Select . The **My Queue** 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
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

FSM

- Authorization Management





Search for an Authorization Detail History Inquiry

Overview

The Authorization Detail History Inquiry Search process allows the searching and viewing of history on the Authorization Detail level.

Navigation

Inquiries > AUTH MGMT History > Authorization Detail History Inquiry > Authorization Detail History Inquiry page

Page Fields

The following fields display on the **Authorization Detail History Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.

Search Criteria Grid

Authorization Id





Help Reference Guide

Force Element
Stock Number
Readiness Code
UTC
Match Qty
Unit Edit
Change Type
Start Date
End Date

Search Results Grid

Change Type
Force Element
Authorization Id
Stock Number
Item Description
Readiness Code
UTC
Justification
Match Qty
Unit Edit
FReq Qty
FAuth Qty
Established Date
Established By
Last Transaction Date
Last Updated By

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Authorization Detail History Inquiry

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

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

Search Criteria

Authorization Id

Force Element

Select a Force Element ▼

Stock Number

Readiness Code

Select a Readiness Code ▼

UTC

Match Qty

Select Match Qty ▼

Unit Edit

Select Unit Edit ▼

Change Type

Select Change Type ▼

Start Date

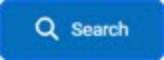
End Date

Reset

Search

- Enter the Authorization ID in the field provided. *This is a 6 alphanumeric character field.*
- Use  to select the Force Element.
- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Use  to select the Readiness Code.
- Enter the UTC in the field provided. *This is a 6 alphanumeric character field.*
- Use  to select the Match Qty.
- Use  to select the Unit Edit.
- Use  to select the Change Type.
- Use  to select the Start Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Use  to select the End Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

2. Select . The **Authorization Detail History Inquiry Results** display in the Search Results Grid below.



Search Results

Grid Options

My Queue

Change Ty...	Force Eleme...	Authorization ...	Stock Num...	Item Descripti...	Readiness Co...	UTC	Justificati...	Match Q...	Unit E...	Fileq Q...	Flath Q...	Established Da...	Established ...	Last Transaction Da...	Last Updated ...
Insert	BPGTest1	Test	110000030	PC CPU SPECIALIZED SERVICE	A			On	On	0	0	2/23/2026, 12:55:23 PM	NMLAW	2/23/2026, 12:55:23 PM	NMLAW

14

< 1 >

200

Items per page

1 - 1 of 1 Items

Note



Select  [My Queue](#)

The **My Queue** 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
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

FSM

- Authorization Detail



Search for an Applied AUTH MGMT History Inquiry

Overview

The Applied AUTH MGMT History Inquiry Search process allows the searching and viewing of the history of the Applied Authorization.

Navigation

Inquiries > AUTH MGMT History > Applied AUTH MGMT History Inquiry > Applied AUTH MGMT History Inquiry page

Page Fields

The following fields display on the **Applied AUTH MGMT History Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.

Search Criteria Grid

Authorization Id





Force Element
UIC
Change Type
Start Date
End Date

Search Results Grid

Change Type
Force Element
Authorization Id
UIC
UIC Name
Multiplier
Established Date
Established By
Last Transaction Date
Last Updated By

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Applied AUTH MGMT History Inquiry

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

Search Criteria

Authorization Id

Q

Force Element

Select a Force Element

▼

UIC

Q

Change Type

Select Change Type

▼

Start Date

📅 ⌚

End Date

📅 ⌚

↺ Reset

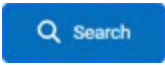
🔍 Search





Help Reference Guide

- Enter the Authorization ID, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
Authorization Browse help
- Use  to select the Force Element.
- Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*
UIC Browse help
- Use  to select the Change Type.
- Use  to select the Start Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Use  to select the End Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

2. Select . The **Applied AUTH MGMT History Inquiry Results** display in the Search Results Grid below.

Search Results

Grid Options 

Change Ty...	Force Eleme...	Authorization ...	Stock Num...	Item Descripti...	Readiness Co...	UTC	Justificati...	Match Q...	Unit E...	FReq Q...	FAuth Q...	Established Da...	Established ...	Last Transaction Da...	Last Updated ...
Insert	BPGTest1	Test	110000030	PC CPU SPECIALIZED SERVICE	A			On	On	0	0	2/23/2026, 12:55:23 PM	NMLAW	2/23/2026, 12:55:23 PM	NMLAW

1 - 1 of 1 items

Note



Select . The **My Queue** 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





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

FSM

- Authorization Management
- Apply Authorization





Search for an Applied AUTH Detail History Inquiry

Overview

The Applied Authorization Detail History Inquiry Search process allows the searching and viewing of the detail history of the Applied Authorization.

Navigation

Inquiries > AUTH MGMT History > Applied AUTH Detail History Inquiry > Applied AUTH Detail History Inquiry page

Page Fields

The following fields display on the **Applied AUTH Detail History Inquiry** 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.
412	Select "Grid Options" button for additional actions.
xxxx	Select "My Queue" button to navigate to the Queue page.

Search Criteria Grid

Authorization Id





Force Element
Stock Number
UIC
Match Qty
Change Type
Start Date
End Date

Search Results Grid

Change Type
Force Element
Authorization Id
UIC
Stock Number
Item Description
Match Qty
OReq Qty
OAuth Qty
Established Date
Established By
Last Transaction Date
Last Updated By

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Search for an Applied AUTH Detail History Inquiry

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





Help Reference Guide

Search Criteria

Authorization Id		Match Qty	Select Match Quantity
Force Element	Select a Force Element	Change Type	Select Change Type
Stock Number		Start Date	Calendar icon
UIC		End Date	Calendar icon

- Enter the Authorization ID in the field provided. *This is a 6 alphanumeric character field.*
 - Use  to select the Force Element.
 - Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
 - Use  to select the Match Qty.
 - Use  to select the Change Type.
 - Use  to select the Start Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - Use  to select the End Date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
2. Select . The **Applied AUTH Detail History Inquiry Results** display in the Search Results Grid below.





Help Reference Guide

Search Results

[Grid Options](#) [My Queue](#)

Change Ty...	Force Eleme...	Authorization ...	U...	Stock Num...	Item Descripti...	Match Q...	OReq Q...	OAuth Qty	Established Da...	Established ...	Last Transaction Da...	Last Updated ...
Update	J5F F-35	CTOL	AD3459	9999A00001	SAFETY PIN LANDING GEAR	Off	12	36	4/7/2021, 8:46:15 AM	PARCHENJ	4/7/2021, 11:43:02 AM	PARCHENJ
Update	J5F F-35	CTOL	AD3459	9999A00001	SAFETY PIN LANDING GEAR	Off	12	12	4/7/2021, 8:46:15 AM	PARCHENJ	4/7/2021, 11:42:39 AM	PARCHENJ
Update	J5F F-35	CTOL	AD3459	9999A00001	SAFETY PIN LANDING GEAR	On	12	12	4/7/2021, 8:46:15 AM	PARCHENJ	4/7/2021, 8:47:14 AM	PARCHENJ
Update	Spt Equip 01	006J000	FE1822	1730011636970	MAINTENANCE PLATFORM/AIRCRA...	On	3	3	4/25/2019, 12:44:14 PM	HITZJ	6/27/2022, 9:28:17 AM	BLAFLEUR
Update	Spt Equip 01	215AAOC	RED156	17300003019988	JACK/AIRCRAFT LANDING GEAR	On	1	1	11/9/2022, 2:49:53 PM	BLAFLEUR	11/9/2022, 2:50:12 PM	BLAFLEUR
Update	Spt Equip 01	215AAOC	RED156	17300003019988	JACK/AIRCRAFT LANDING GEAR	Off	1	0	11/9/2022, 2:49:53 PM	BLAFLEUR	11/9/2022, 2:50:04 PM	BLAFLEUR
Update	Spt Equip 01	216AAOA	RED156	17300000012273	ADAPTER,GROUND HANDLING EQUIPMENT	Off	2	2	5/16/2019, 2:19:30 PM	SLINGELBACH	5/16/2019, 2:19:43 PM	SLINGELBACH
Update	Spt Equip 01	294AAOV	RED156	17300009137292	JACK/AIRCRAFT LANDING GEAR	Off	0	0	5/20/2025, 1:00:12 PM	COSBORNE	5/20/2025, 2:01:24 PM	COSBORNE
Update	Spt Equip 01	294AAOV	RED156	17300009137292	JACK/AIRCRAFT LANDING GEAR	Off	0	0	5/20/2025, 1:00:12 PM	COSBORNE	5/20/2025, 1:12:30 PM	COSBORNE

1 - 9 of 9 items

Note



Select



. The **My Queue** 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
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

FSM

- Authorization Management
- Authorization Detail





Search for a User Profile Inquiry

Overview

The User Profile Inquiry Search process allows the searching and viewing of User Profile information.

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.

Navigation

User Review > User Profile Inquiry > User Profile Inquiry page

Page Fields

The following fields display on the **User Profile Inquiry** 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.
412	Select "Grid Options" button for additional actions.





Help Reference Guide

419

Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.

xxxx

Include Roles, Include Tiers and Include Training checkboxes will not include deleted status when checked.

Search Criteria Grid

User Grid

User Id
EDIPI
Full Name
User Type
Created IO

Status Grid

Status
Date From
Date To

Application Grid

Application
Tier Level
Tier
Role
Include Roles
Include Tiers
Include Lower Tiers
Include Training

Search Results Grid

User Id
Full Name
Email
Active
Last Login Dt
Created IO





Suspended
Suspension Dt
Expired
Expiration Dt

Optional Grid

EDIPI
Application
Tier Name
Tier Level
Hierarchy
Role
Training Comp
LMS Training Course
Created IO
Phone
DSN Phone
Citizenship
Designation of Person
Training Required
WAWF User Id
Suspended
Suspension Dt
Expired
Expiration Dt
User Type
Program Id
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm
Remarks
History Remarks

Procedures

ELMS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.



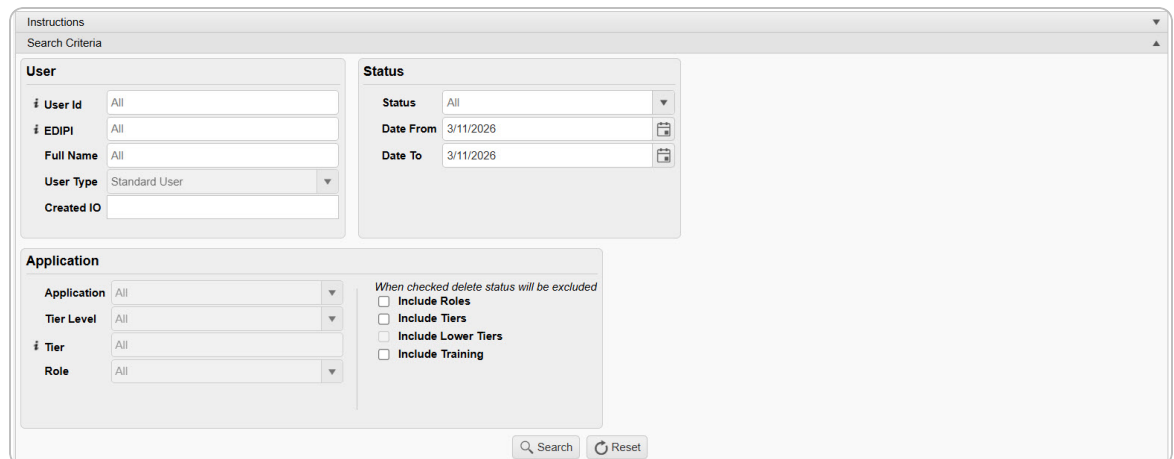


Search for a User Profile Inquiry

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

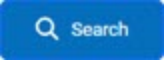


- Complete the User grid.
 - Enter the USER ID, using  to assist with the entry. This is a 8 alphanumeric character field.
 - Enter the EDI PI, using  to assist with the entry. This is a 10 numeric character field.
 - Enter the Full Name, using  to assist with the entry. This is a xx alphanumeric character field.
 - Use  to select the User Type.
 - Enter the Created IO, using  to assist with the entry. This is a xx alphanumeric character field.
- Complete the Status grid.





Help Reference Guide

- Use  to select the Status.
 - Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
 - *Complete the Application grid.*
 - Use  to select the Application.
 - Use  to select the Tier Level.
 - Enter the Tier, using  to assist with the entry.
 - Use  to select the Role.
 - Click ☐ to select the "When checked delete status will be excluded" field. *The check boxes selected will determine which Application fields become available.*
 - Click ☐ to select the Include Roles. *The Application and Role fields become available.*
 - Click ☐ to select the Include Tiers. *The Application, Tier Level, and Tier fields become available. The "Include Lower Tiers" check box becomes available to select.*
 - Click ☐ to select the Include Lower Tiers. *The Application, Tier Level, and Tier fields are available. The "Include Tiers" check box must also be selected.*
 - Click ☐ to select the Include Training. *The Application field becomes available.*
2. Select . The **User Profile Inquiry Results** display in the Search Results Grid below.





Help Reference Guide

User Information Inquiry Grid Options

No Grouping

User Id...	Full Na...	E...	Act...	Last Login...	Created...	Suspend...	Suspension...	Expir...	Expiration Dt
AHERMAN	HERMAN, ANITA	anita.he...	Yes	03/03/2026 9:32:59 AM		No		No	
BOOCKB	BOOCK, BRETT	BOOC...	Yes	03/10/2026 2:45:41 PM		No		No	
BOUTOTL	BOUTOT, LUKE	noreply...	Yes	03/11/2026 1:25:25 PM		No		No	
BOWENW	BOWEN, WILLIE	willie.w....	Yes	03/11/2026 1:04:21 PM		No		No	
BOWMANML	BOWMAN, MICHELLE	noreply...	Yes	03/11/2026 12:30:05 PM		No		No	
CBRUCE	BRUCE, CLARA	clara.br...	Yes	03/06/2026 7:59:29 AM		No		No	
CLEFAIVRE	LEFAIVRE, COURTNEY	Courtne...	Yes	02/25/2026 9:55:16 AM		No		No	
CMISNER	MISNER, CODY L	cody.mi...	Yes	03/09/2026 8:21:39 AM		No		No	
COSBORNE	OSBORNE, CAROLYN	carolyn...	Yes	03/10/2026 7:11:16 AM		No		No	
DHAYDEN	HAYDEN, DANIEL J	Daniel....	Yes	03/11/2026 8:04:30 AM		No		No	
DLACOVITCH	LACOVITCH, DOMINIC	dominic...	Yes	02/25/2026 8:17:02 AM		No		No	
DRICHARDS...	RICHARDS, DAVIN	davin.ri...	Yes	03/04/2026 7:23:28 AM		No		No	
EALLEN	ALLEN, EDGAR	Edgar.A...	Yes	02/25/2026 2:37:10 PM		No		No	
EASMITH	SMITH, EMILY	smithe...	Yes	02/27/2026 10:31:20 AM		No		No	
EESCOBEDO2	ESCOBEDO, EMILY	emily.e...	Yes	03/05/2026 8:10:24 AM		No		No	
ENCROSBY	CROSBY, EDWARD	edward...	Yes	03/07/2026 7:41:05 AM		No		No	
FORTUNES	FORTUNE, SHAUN	shaun.f...	Yes	03/04/2026 10:02:05 AM		No		No	
GLEICHMAN	GLEICHMAN			03/09/2026					

Page 1 of 1 100 items per page 1 - 42 of 42 items

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





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 Grid

Attachment Browse
Description

Procedures

ELMS Navigation Helpful Tips

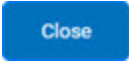


Click the following link to display ELMS Navigation Tips.

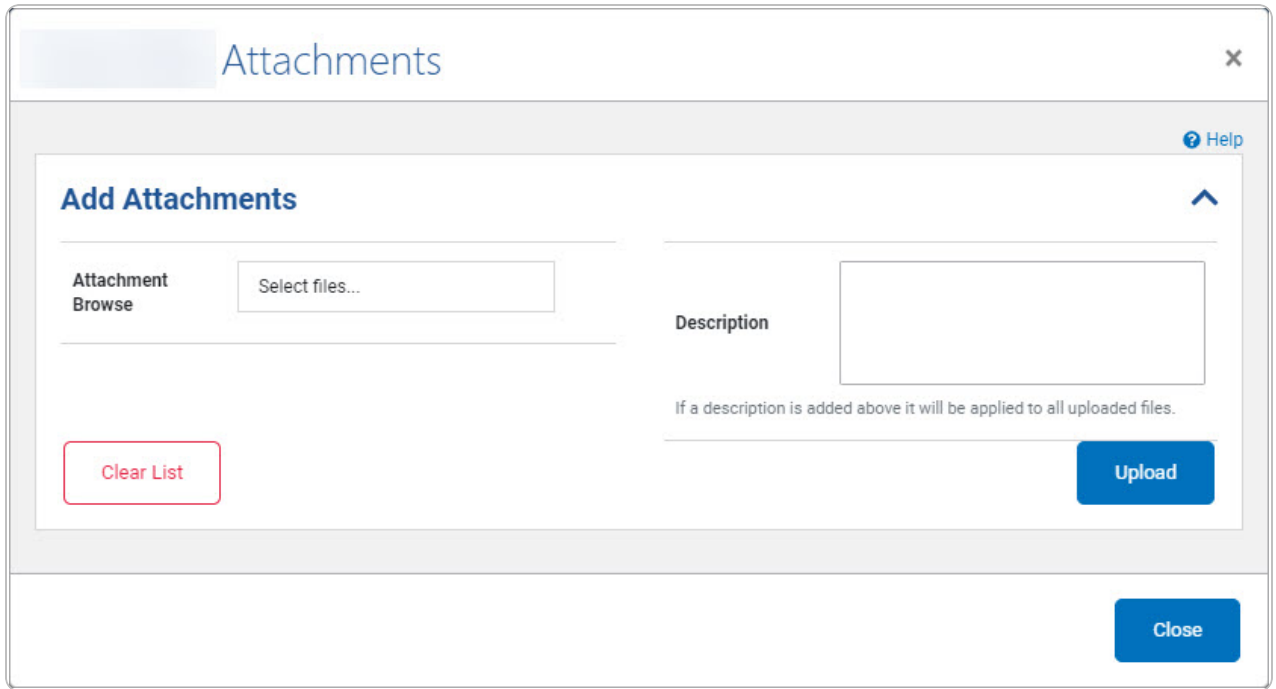


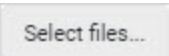
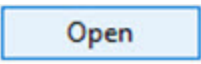


Attach a Document to a Record

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 256 alphanumeric character field.





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

Attachments [X]

[? Help](#)

Attached Files [Up Arrow]

[Left Arrow]  [Right Arrow]

☐ Puffin.png*

Delete **Set Primary**

Add Attachments [Up Arrow]

Attachment Browse

Select files... ☒ Done

 Puffin.png 444.38 KB

Description

a puffin picture

If a description is added above it will be applied to all uploaded files.

Clear List **Upload**

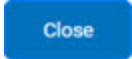
Close

8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select  beneath the main attachment.
10. Select **Set Primary**. 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
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.	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.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file	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

ELMS Modules > *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

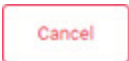
Procedures

ELMS Navigation Helpful Tips

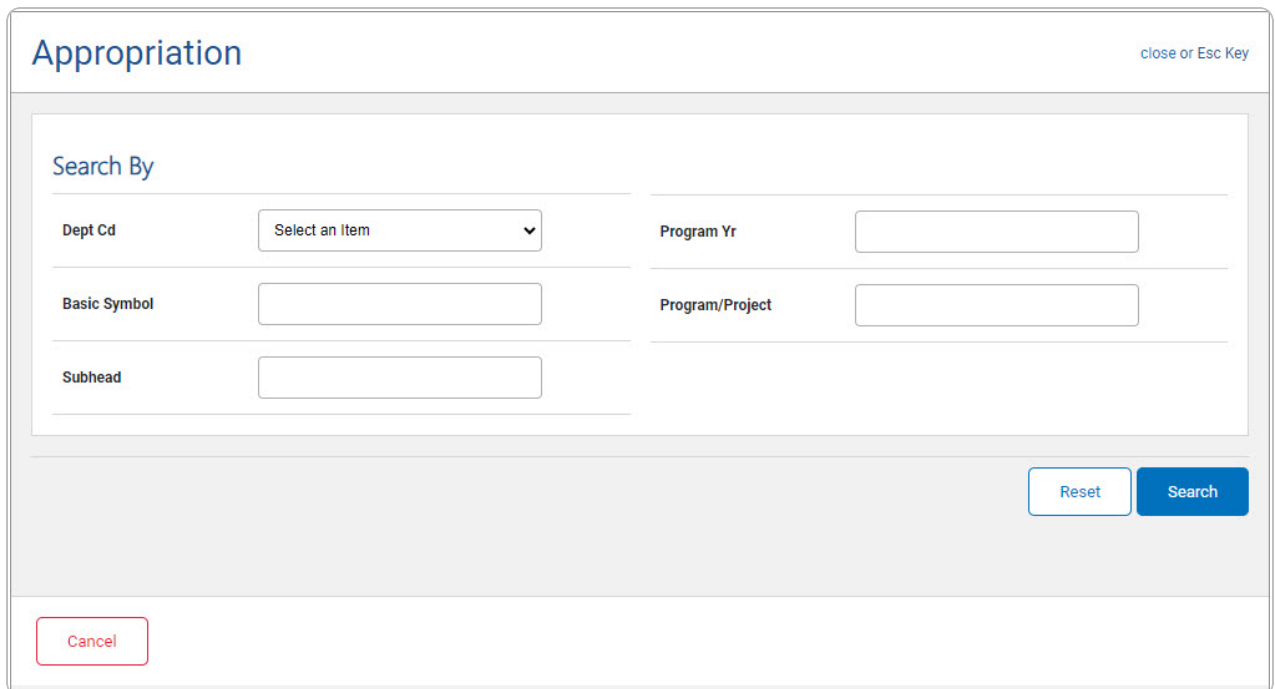


Click the following link to display ELMS Navigation Tips.

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. It has a title bar with 'Appropriation' and a 'close or Esc Key' button. Below the title bar 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.*

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

Select	Dept Cd	Basic Symbol	Subhead	Program Yr	Program/Project
Select	097	4930	7000	XXXXXXXX	0000000016200000000
Select	097	4930	7000	XXXXXXXX	0000000016300000000
Select	097	4930	7000	XXXXXXXX	0000000016400000000

- 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
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

- 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

ELMS Modules > *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.

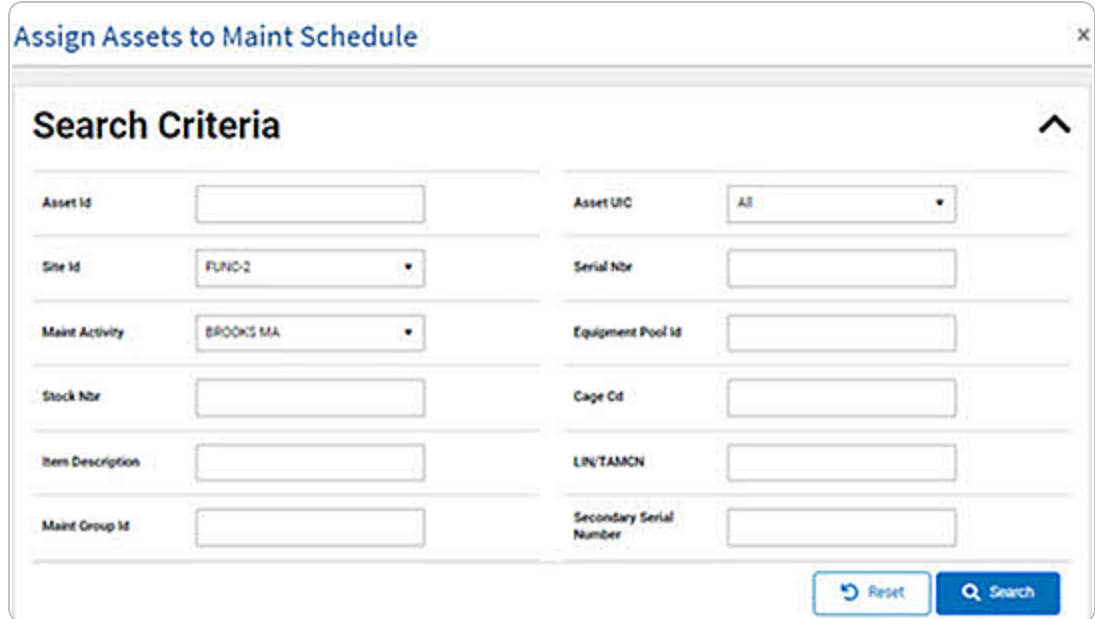
Assign Assets to a Maintenance Schedule

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		Asset UIC	ALL
Site Id	FUNC-2	Serial Nbr	
Maint Activity	BROOKS MA	Equipment Pool Id	
Stock Nbr		Cage Cd	
Item Description		LIN/TAMCN	
Maint Group Id		Secondary Serial Number	

[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

ELMS Modules > *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.

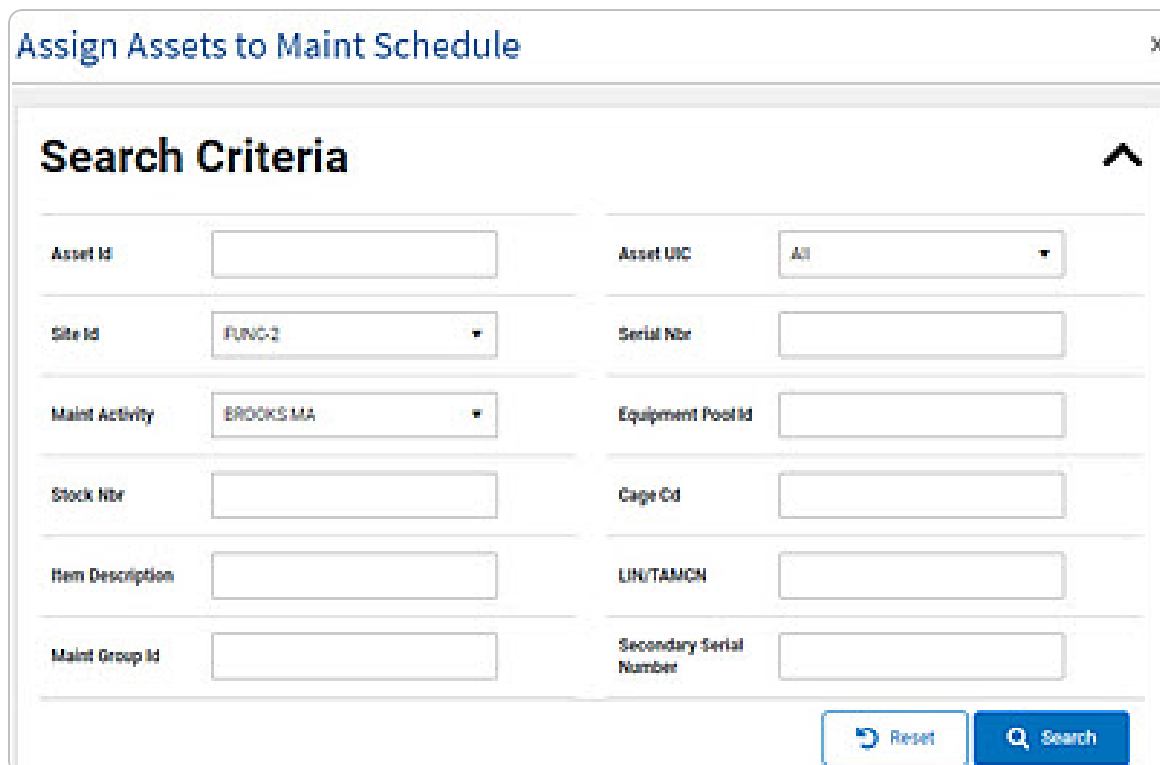




Help Reference Guide

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.



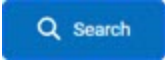
2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use ▼ to select the Site Id.
 - Use ▼ to select the Maint Activity.
 - Enter the STOCK NBR in the field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

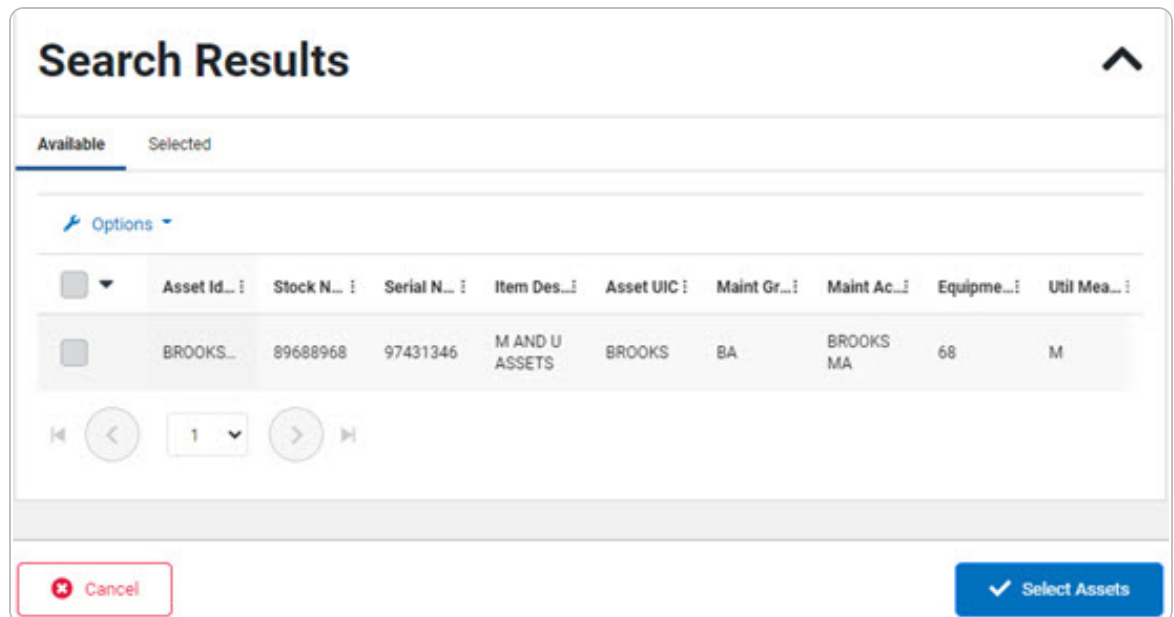




Help Reference Guide

- 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.



Search Results

Available Selected

Options

	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

1

Cancel Select Assets

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...
Remove	BROOKS...	1234567...	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Remove	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

ELMS Modules > *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

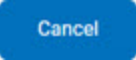
ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

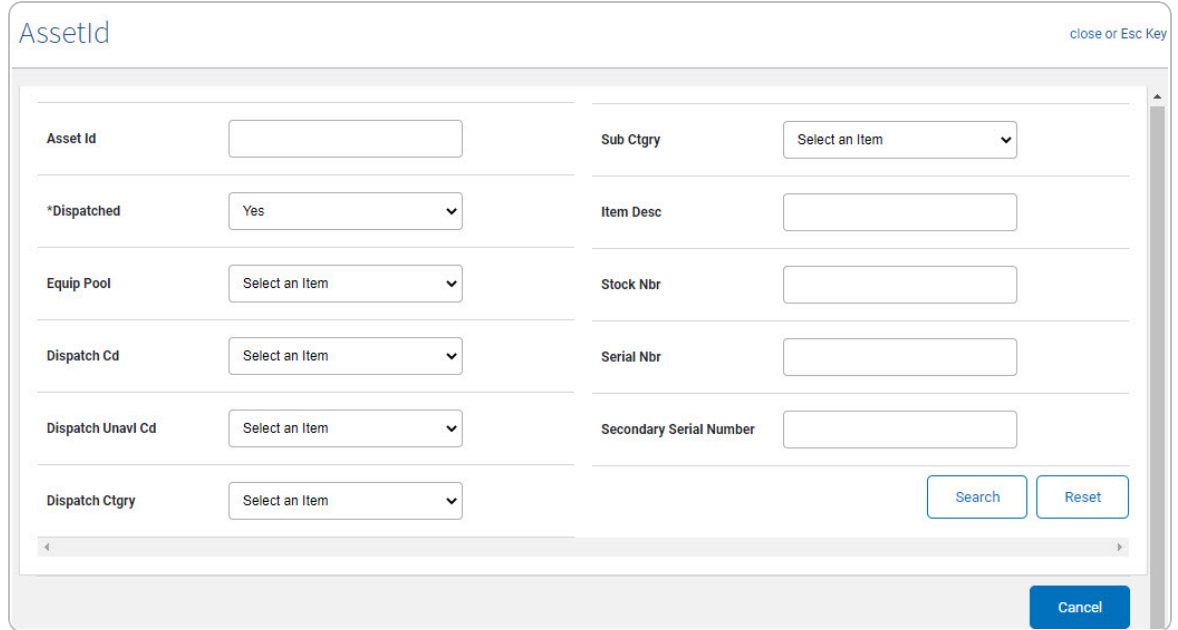
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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.



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 Ctgy.
 - Use  to select the Sub Ctgy.
 - 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
Select	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
13 — Mandatory Entry: <i>DISPATCHED.</i>	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

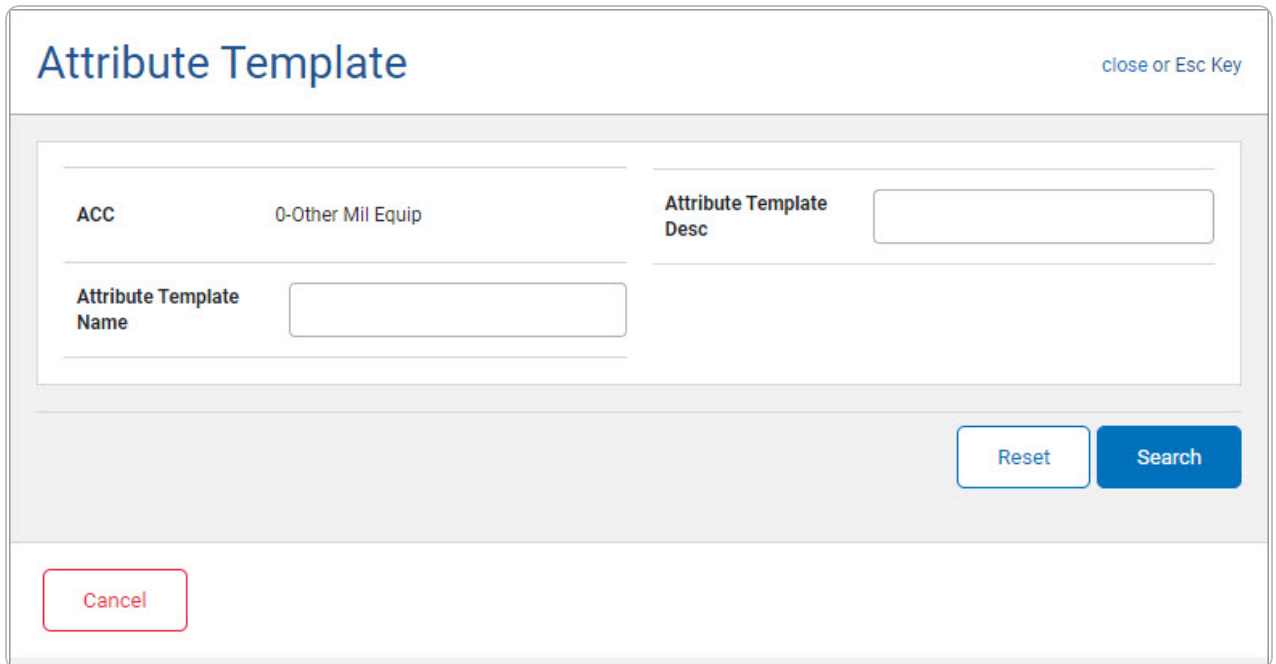


Click the following link to display PA Navigation Tips.

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:.

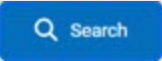


The screenshot shows the 'Attribute Template' pop-up window. It has a title bar with 'Attribute Template' and a 'close or Esc Key' button. The main area contains three input fields: 'ACC' with the value '0-Other Mil Equip', 'Attribute Template Desc', and 'Attribute Template Name'. At the bottom right 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
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	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
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	jordan template

Cancel

- 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
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

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

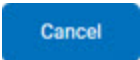
Procedures

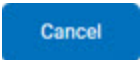
ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

Select an Audit Field Name

 Cancel

Selecting  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.

AuditFieldSelection
close or Esc Key

Allowable Result ▼

Select

Cancel

2. Use ▼ to select the Field.
3. Click

Select

. 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
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

- 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

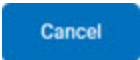
Procedures

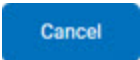
ELMS Navigation Helpful Tips



Click the following link to display ELMS Navigation Tips.

Select an Audit Program

 Cancel

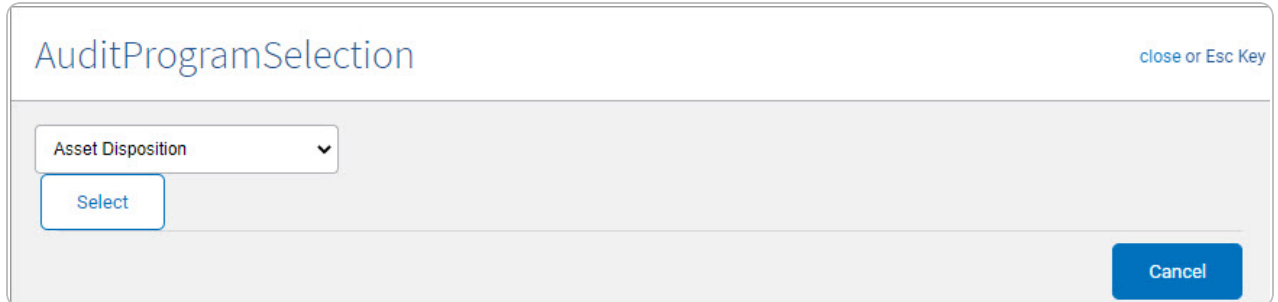
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





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
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

- 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 Grid

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.





Help Reference Guide

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.



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

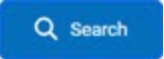
Unclassified - 7/30/2026

260

ELMS Helpdesk
1-844-843-3727





- 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
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

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

ELMS Modules > *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.*





Help Reference Guide

- 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
☐	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
☐	J4376	MURAKAMI KOKI CO., LTD.	--	--	N	Cancelled Without Replacement	11/12/2020 12:00 AM	01/31/2023 01:01 PM	--
☐	9FS16	HROBOWSKI, REAL ESTATE, JUNK REMOVAL CONSULTING TRANSPOR 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

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



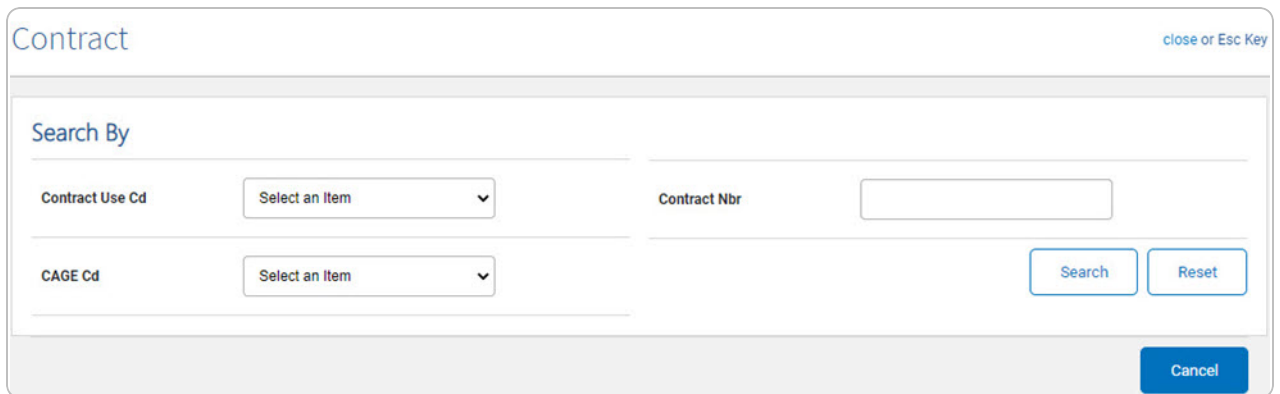
Click the following link to display ELMS Navigation Tips.

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
Select	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
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

- 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
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid





Procedures

ELMS Navigation Helpful Tips



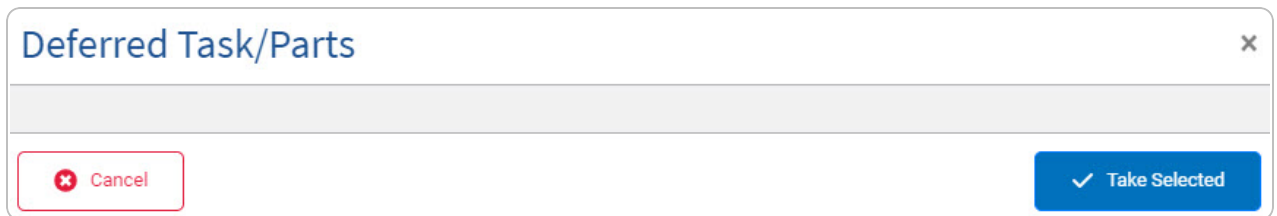
Click the following link to display ELMS Navigation Tips.

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
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

- 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

ELMS Modules > *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

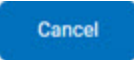
ELMS Navigation Helpful Tips



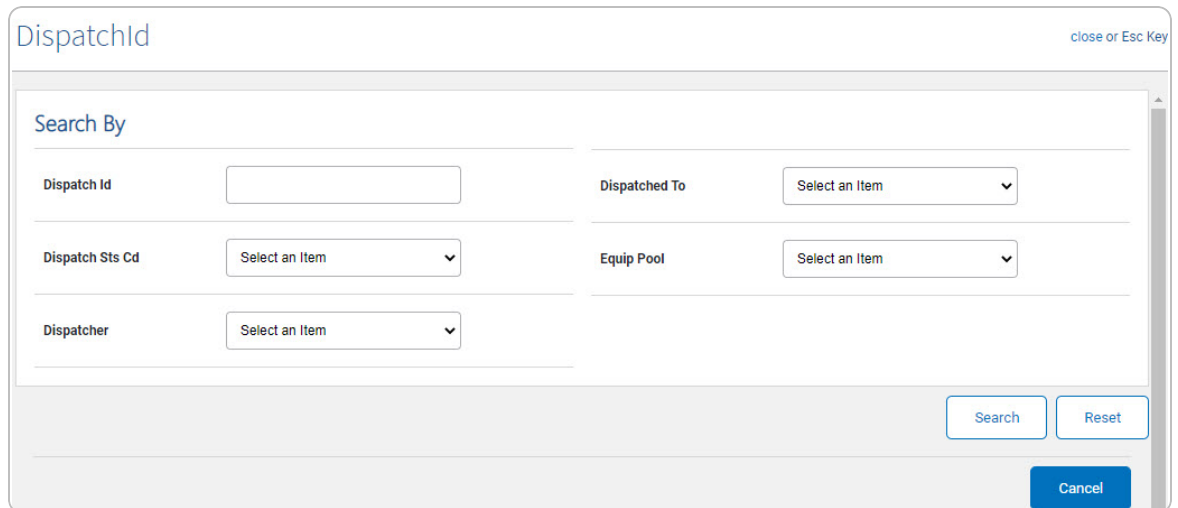
Click the following link to display ELMS Navigation Tips.

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  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 **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:.





Help Reference Guide

- 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

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
Select	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.





Help Reference Guide

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 Grid

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.

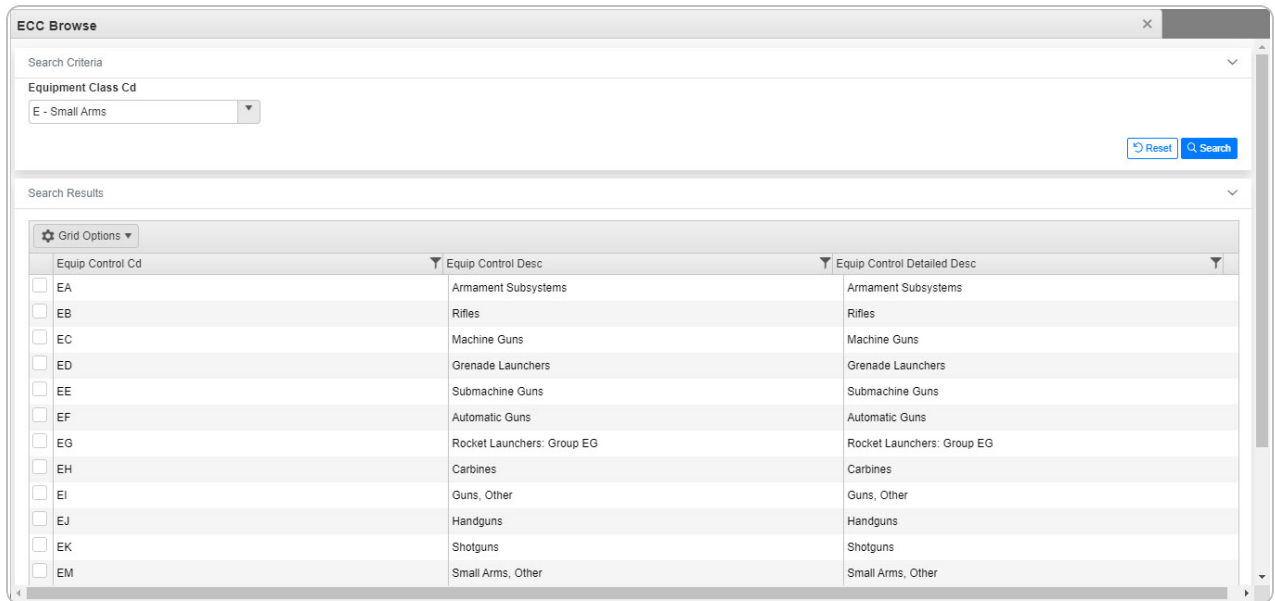




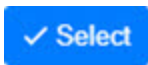
Browse for an ECC

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
☐ EA	Armament Subsystems	Armament Subsystems
☐ EB	Rifles	Rifles
☐ EC	Machine Guns	Machine Guns
☐ ED	Grenade Launchers	Grenade Launchers
☐ EE	Submachine Guns	Submachine Guns
☐ EF	Automatic Guns	Automatic Guns
☐ EG	Rocket Launchers: Group EG	Rocket Launchers: Group EG
☐ EH	Carbines	Carbines
☐ EI	Guns, Other	Guns, Other
☐ EJ	Handguns	Handguns
☐ EK	Shotguns	Shotguns
☐ 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
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

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

Search Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status





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.

External LIN/TAMCN Browse

Search Criteria

* Select Interface

-- Select --

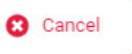
LIN/TAMCN Desc

LIN/TAMCN

Search Results

 Please enter criteria and click Search







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

Unclassified - 7/30/2026

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ELMS Helpdesk
1-844-843-3727





Help Reference Guide

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.*
 - Enter the LIN/TAMCN DESC in the field provided. *This is a 256 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
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

- 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

ELMS Modules > *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



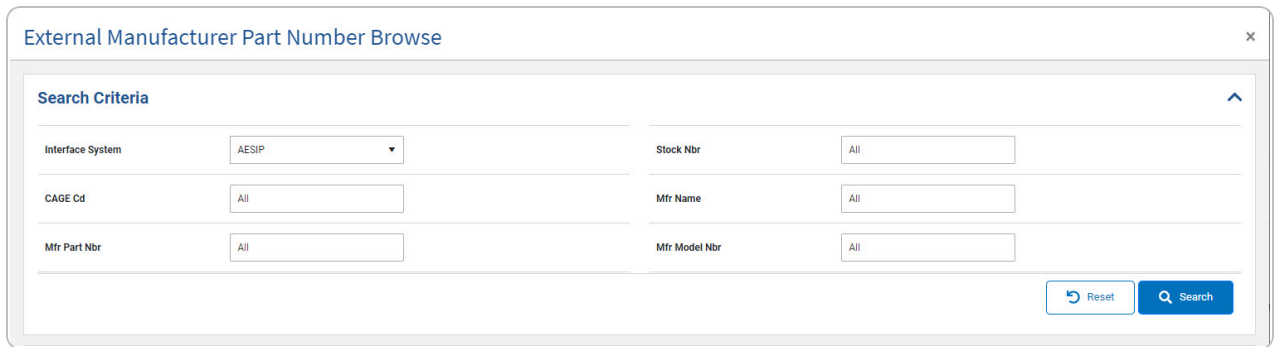
Click the following link to display ELMS Navigation Tips.

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.



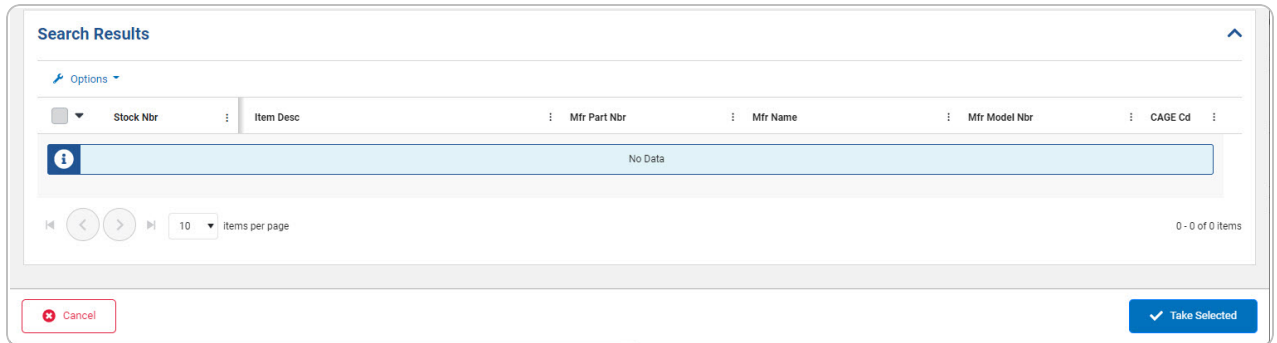
2. In the Search Criteria box, narrow the results by entering the following:.
 - Use ▼ to select the Interface System.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*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

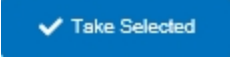




Help Reference Guide

- 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
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





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

ELMS Modules > *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



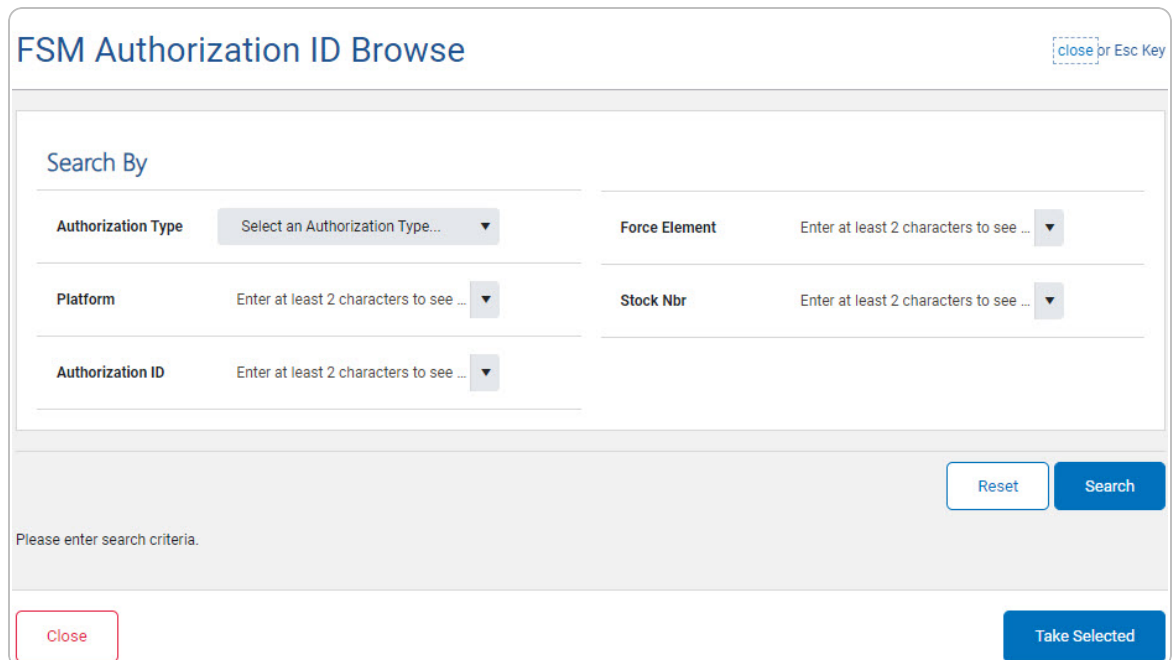
Click the following link to display ELMS Navigation Tips.

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' pop-up window. At the top right is a 'close' button with the text 'close or Esc Key'. Below the title bar is a 'Search By' section with three rows of search criteria: 'Authorization Type' (dropdown menu), 'Force Element' (text input with a dropdown arrow), 'Platform' (text input with a dropdown arrow), 'Stock Nbr' (text input with a dropdown arrow), and 'Authorization ID' (text input with a dropdown arrow). Below these fields are 'Reset' and 'Search' buttons. At the bottom left is a 'Close' button, and at the bottom right is a 'Take Selected' button. A message 'Please enter search criteria.' is displayed in the bottom left area.

- 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
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

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



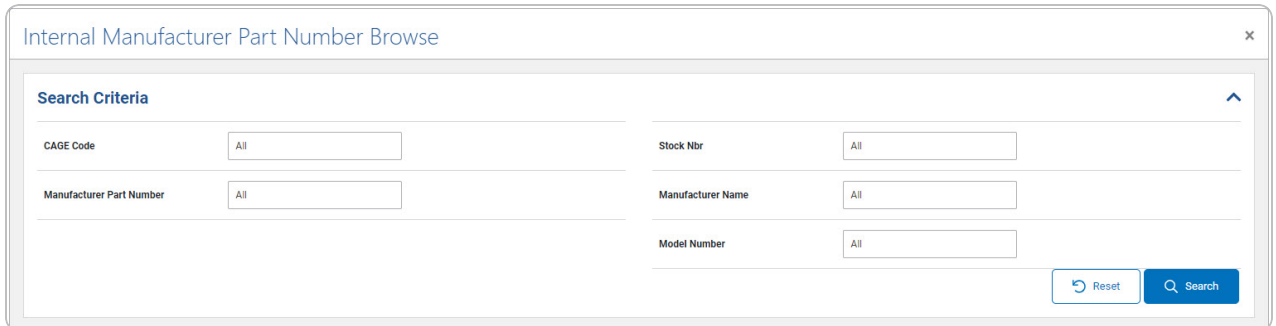
Click the following link to display ELMS Navigation Tips.

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.

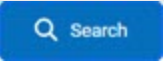


2. In the Search Criteria box, narrow the results by entering the following:.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field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





Help Reference Guide

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
☐	3610360001090	C500	KONICA MINOLTA		
☐	3610360001390	7060	KONICA		
☐	5815587701030	5503	KONICA		
☐	6740677411430	RX-1	KONICA		

Selected 0/4   10 Items per page

1 - 4 of 4 items

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 **Pending Catalog Transactions Manufacturer Part Number Add** 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
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

PA

- Pending Catalog Transactions





Browse for Internal Stock Number

Overview

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

Navigation

ELMS Modules > *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](#)

- 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.
- Select . The results appear in the **Stock Number Results** grid.



Search Results

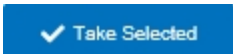
Options

Stock Nbr	Stock Item Cd	Item Desc	Mgmt Cd	UNIT/AMCN	FISC	CIRC	Type Asset Cd	Shelf Life Cd	Security Commodity Type	Reportable Commodity Type	Proc Stock Nbr	IT Device Cd	Accounting Req Cd	NBR Status Cd
100500771458	A - N2N	MACHINE GUN,CALIBER .50	A - Serial Number Managed		1005 - Guns, through 30MM	Z - VARIO Equip & Parts	G - Gun/PFGE	0 - Non-deteriorative	OTHER - OTHER	OTHER - OTHER		N/A - Non Applicable	N - Nonresponsible	

10

Next Page

1 of 1 items

- Click  to select the Internal STOCK NBR.
- 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
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 Job Order Number

Overview

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

Navigation

ELMS Modules > *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

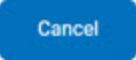
ELMS Navigation Helpful Tips



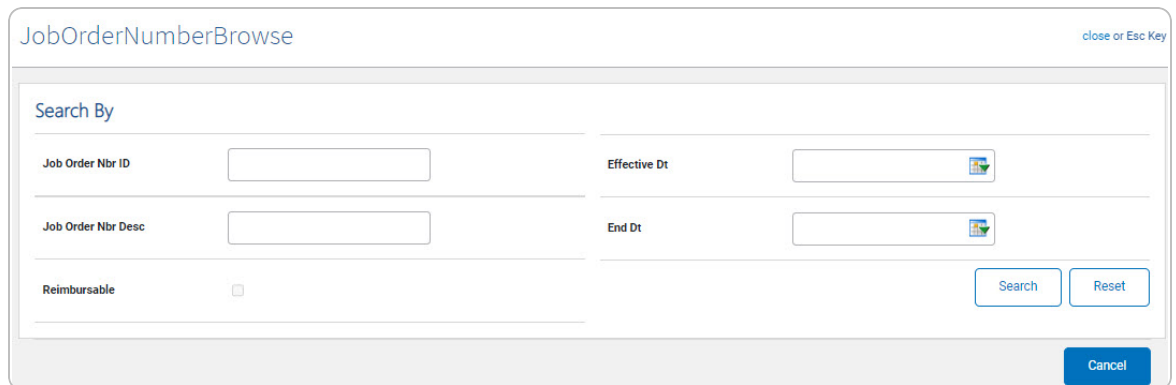
Click the following link to display ELMS Navigation Tips.

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
Select	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
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

- 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 256 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.





Help Reference Guide

Search Results

Grid Options

	LIN/TAMCN	LIN/TAMCN DESC...	Size Category	Status
☐	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
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

- 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

ELMS Modules > *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

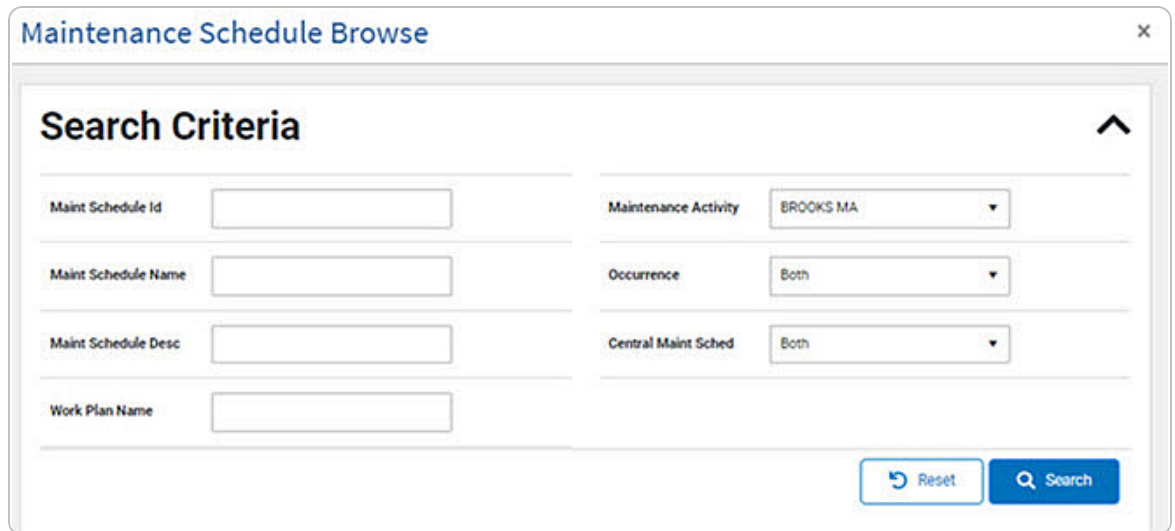


Click the following link to display ELMS Navigation Tips.

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.



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

Occurrence

Central Maint Sched

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

ELMS Modules > *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

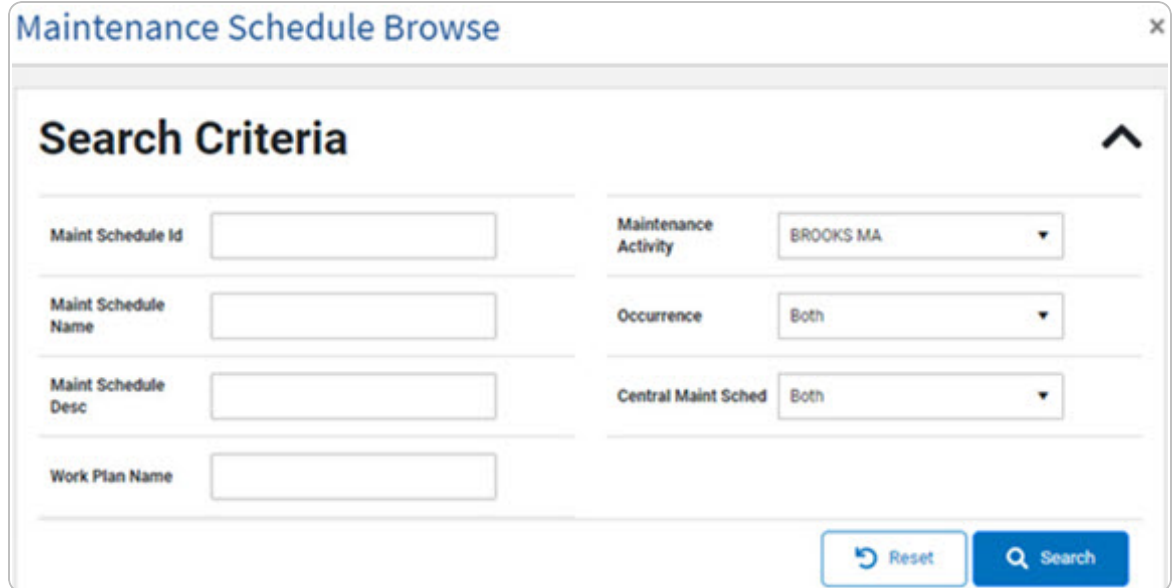
One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  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  Search. 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:
☐	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.*





Help Reference Guide

Search Results

Available
Selected

Options

Remove	Maint Sched Id	Maint Sched Na...	Maint Sched Desc	Maint Activity	Occurrence	Recurring Method
Remove	AnotherforTest2...	BTRegress-22.2.2-64061	Regression test 64061	BROOKS MA	One Time	-
Remove	AnotherforTest2...	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days

1

Cancel
Select Schedules

- A. Select the Remove hyperlink. *The MAINT SCHEDULE ID is removed from the Selected Search Results grid.*
6. Select Select Schedules. *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

ELMS Modules > *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

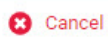
Manufacturer Model Number

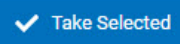
 Reset

 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
☐	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
125 — No record(s) match	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 **Maintenance Attachment Add** 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 **Open**. 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 256 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 **Add**. The file appears in the Temporary Attachments grid.

Temporary Attachments			
	Desc	Size	Type
Remove	Document 4 Test	17.68KB	DOCX
Cancel Attach			

- 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 **Attach**. 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
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.
13 — Mandatory Entry: FILE	Missing Entry. Enter the appropriate information





Help Reference Guide

PATH.	
13 — Mandatory Entry: DESC.	in the desired field.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	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.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. 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

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

ELMS Modules > *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

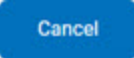
ELMS Navigation Helpful Tips



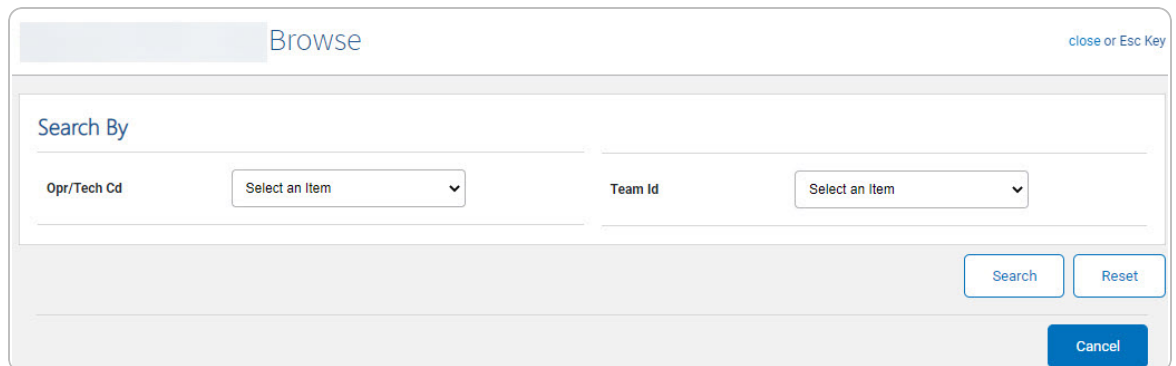
Click the following link to display ELMS Navigation Tips.

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
Select	O - Operator	DJB	BRITT	DARRYL			
Select	O - Operator	ABC123	KATELUZOS	BRENDA			
Select	O - Operator	AKEYS	KEYS	ABIGAIL			
Select	O - Operator	MILESCOT	MILEWSKI	SCOTT			
Select	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
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

- Dispatch





Browse for Points of Contact

Overview

The Points of Contact pop-up window allows searching for point of contact information.

Navigation

ELMS Modules > *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.

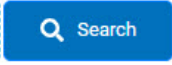
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Use  to browse for the Point of Contact. The **Points of Contact** pop-up window displays.

Points of Contact

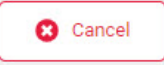
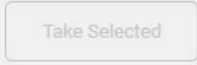
Search Criteria

Contact

Search Results

 Please enter criteria and click Search

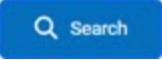
 





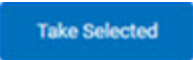
Help Reference Guide

- 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	
☐ CUST 1	320-396-2211	--	--	JRA000	PC	--	--	--	--	--	
☐ 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
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

- 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

ELMS Modules > *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
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

- Request Custom Inventory





Browse for an SRD

Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

Navigation

ELMS Modules > *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

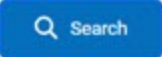
Take Selected

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 ▾

☐	SRD	:	MICAP	:	Equipment Designator	:	Nomenclature	:
☐	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
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

- Requisition





Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMS Modules > *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



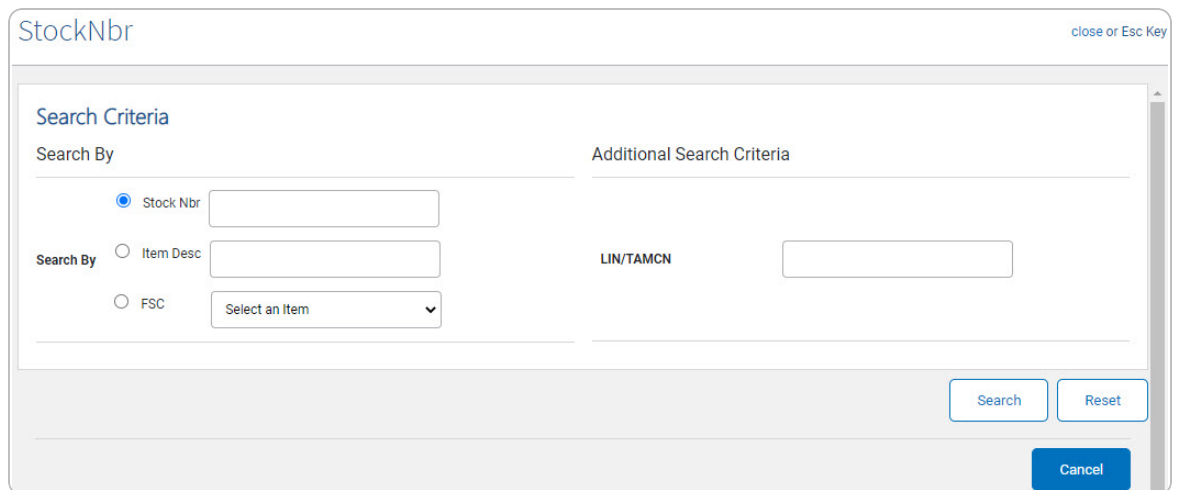
Click the following link to display ELMS Navigation Tips.

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.





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 256 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
Select	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.***

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

128 - To perform search,
ITEM DESC must be three
positions.

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.

208 - You have exceeded
the browse limit of a 250
row display. Refine Search
Criteria.

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

ELMS Modules > *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



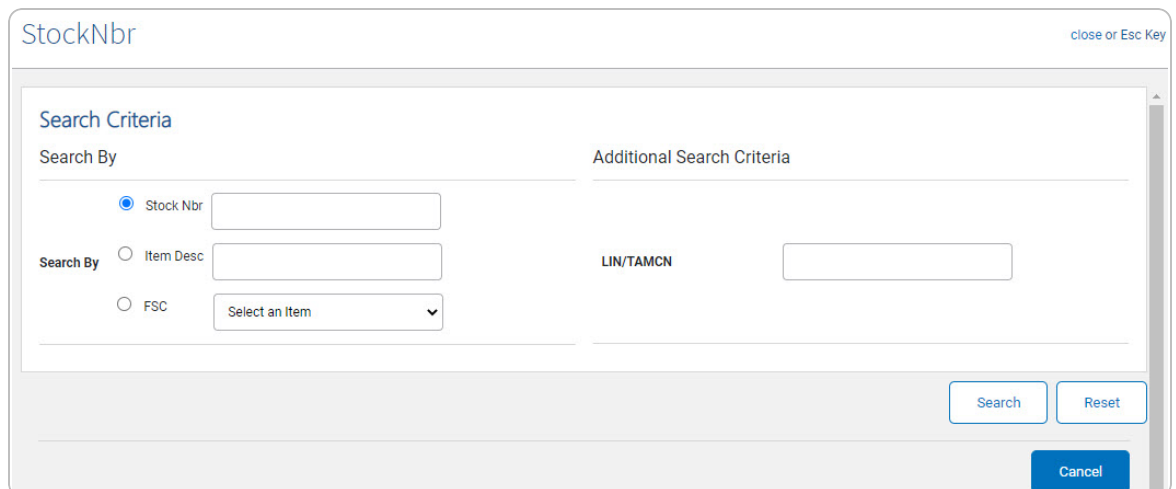
Click the following link to display ELMS Navigation Tips.

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 256 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

Additional Search Criteria

LIN/TAMCN

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN	ECC	Util Measure Cd	Util Measure Desc	Util Meter
Select	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.





Error	Solution
13 — Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: ITEM DESC.	
13 — Mandatory Entry: FSC.	
128 - To perform search, ITEM DESC must be three positions.	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.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Wnty/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
Select	1005000032251	RIFLE,CALIBER .22
Select	1005000038646	LINK,CAM
Select	1005000100240	RIFLE,CALIBER .30
Select	1005000739399	TESTING STILL
Select	1005007265217	SHIM,TRUNNION BLOCK
Select	1005009193921	HOUSING ASSEMBLY GU
Select	1005011182640	PISTOL,9 MILLIMETER,SEMI-AUTOMATIC
Select	1005013197111	BARREL,AUTOMATIC GUN
Select	1005PDS192	MDFP





 10 items per page

1 - 9 of 9 items





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
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

- 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

ELMS Modules > *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

All	Select	Last Name	First Name	Asset Certs Missing	Work Plan Certs Missing
	Select	BROOKS	DAVE	2	-
	Select	HARKLESS	BRIAN	1	-
	Select	HEIDBREDER	C	0	-
	Select	KATELUZOS	BRENDA	2	-
	Select	OPERATOR	USER	2	-
	Select	SAYED	AKO	0	-
	Select	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
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





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.

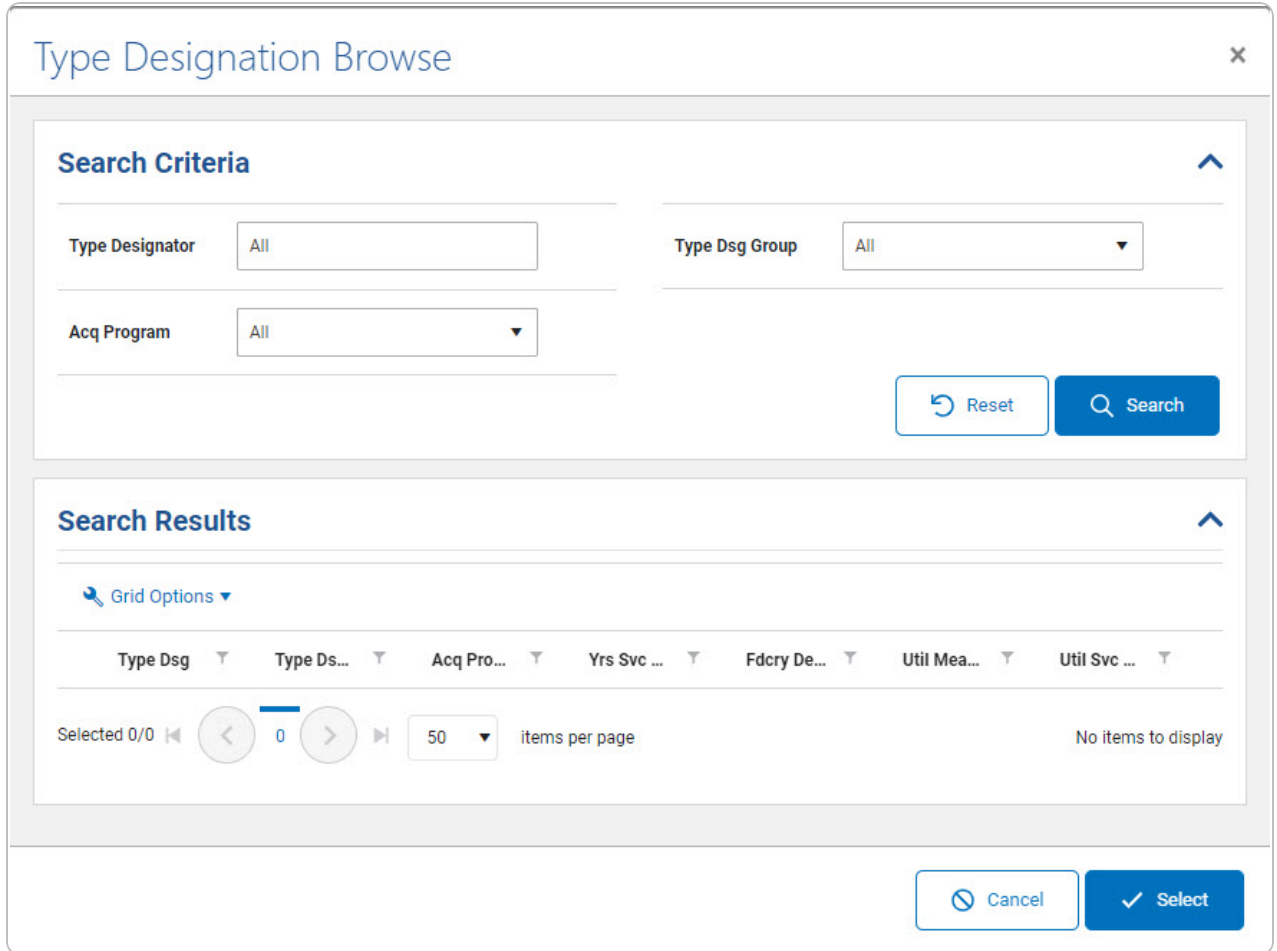
Browse for a Type Designation

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.

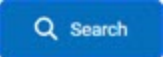




1. Select . The **Type Designation Browse** pop-up window appears.



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. Below it is a table with columns: 'Type Dsg', 'Type Ds...', 'Acq Pro...', 'Yrs Svc ...', 'Fdcry De...', 'Util Mea...', and 'Util Svc ...'. At the bottom of the results section, there 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 256 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
☐ 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
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.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
65 — No record(s) match	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 Grid

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.





Help Reference Guide

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

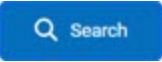
1 - 5 of 8 items

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
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

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

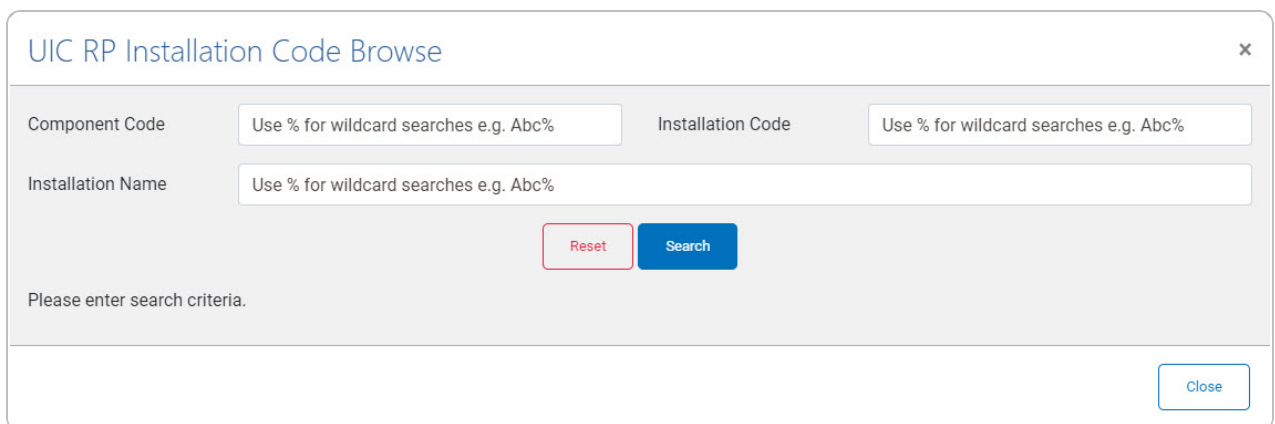


Click the following link to display PA Navigation Tips.

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 search criteria fields: "Component Code", "Installation Code", and "Installation Name". Each field has a placeholder text "Use % for wildcard searches e.g. Abc%". Below the fields are two buttons: "Reset" (outlined in red) and "Search" (solid blue). At the bottom left, there is a text prompt "Please enter search criteria." and 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

Use % for wildcard searches e.g. Abc%

Installation Code

Use % for wildcard searches e.g. Abc%

Installation Name

Use % for wildcard searches e.g. Abc%

Reset

Search

Select	Installation Code	ComponentCode	Installation Name
Select	CNBC	AFACT	BROOKS CITY AFB, SA

Close

- 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
125 — No record(s) match search criteria or you do not have the appropriate secur-	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



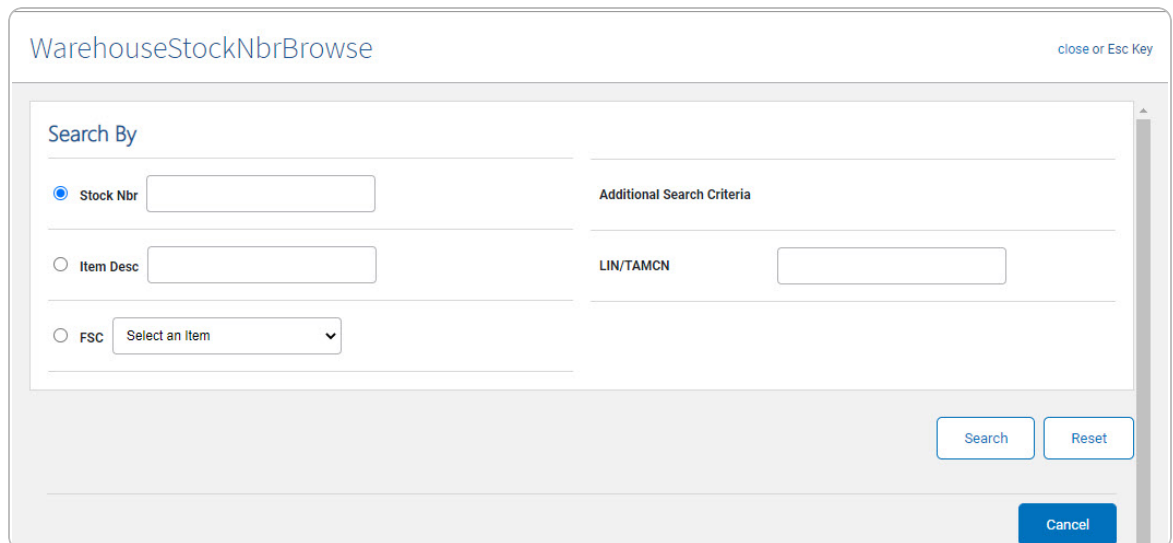
Click the following link to display M&U Navigation Tips.

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 [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 **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 256 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

Additional Search Criteria

☒ Item Desc

LIN/TAMCN

☐ FSC

Select an Item ▼

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN
☐	8440002210852	SUSPENDERS, TROUSERS, OD	8440	V43602F
☐	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.





Help Reference Guide

Error	Solution
13 — Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: ITEM DESC.	
13 — Mandatory Entry: FSC.	
13 — Mandatory Entry: LIN/TAMCN.	
128 - To perform search, ITEM DESC must be three positions.	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.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	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		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			

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		Stock Nbr	
Status Cd	Select an Item	Serial Nbr	
Priority Cd	Select an Item	Secondary Serial Number	
Estbd Dt From		UII	
Estbd Dt To		Doc Nbr	
Asset Id			

Search
Reset

Cancel

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
Select	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	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
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.
XXX — ESTBD DT FROM Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 — Date format must be MM/DD/YYYY.	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.

Work Order Id Browse

Search Criteria

Asset Id



Work Order Id

Work Order Status Code

Select an Item



Stock Number

Has Assets

☒ All

☐ No

☐ Yes

NMC

☒ All

☐ No

☐ Yes

 Reset

 Search

Search Results

 Please enter criteria and click Search

 Cancel

 Take Selected

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

☐	Work Order Id	Work Order Status Code	Priority Code	Asset ID	Stock Number	Item Desc	Serial Number	Secondary Serial Number	Work Order Reason
☐	2020051100001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
☐	2020051400001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
☐	2020051500001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
☐	2020051800001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
☐	2020052100001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
☐	2020052200001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
☐	2020052400001	O - Open	5 - Routine I - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
☐	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
125 — No record(s) match search criteria or you do	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.





Help Reference Guide

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

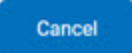
ELMS Navigation Helpful Tips



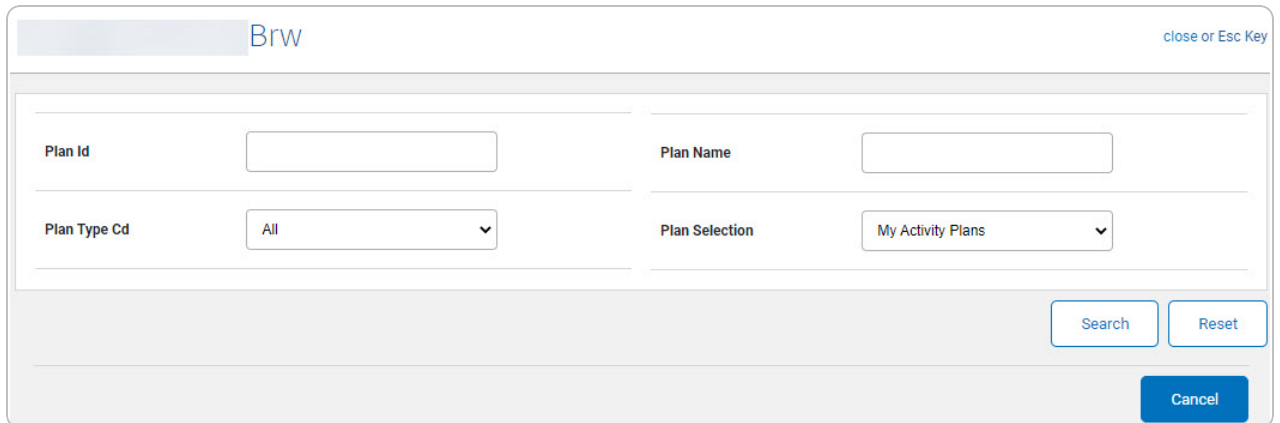
Click the following link to display ELMS Navigation Tips.

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.

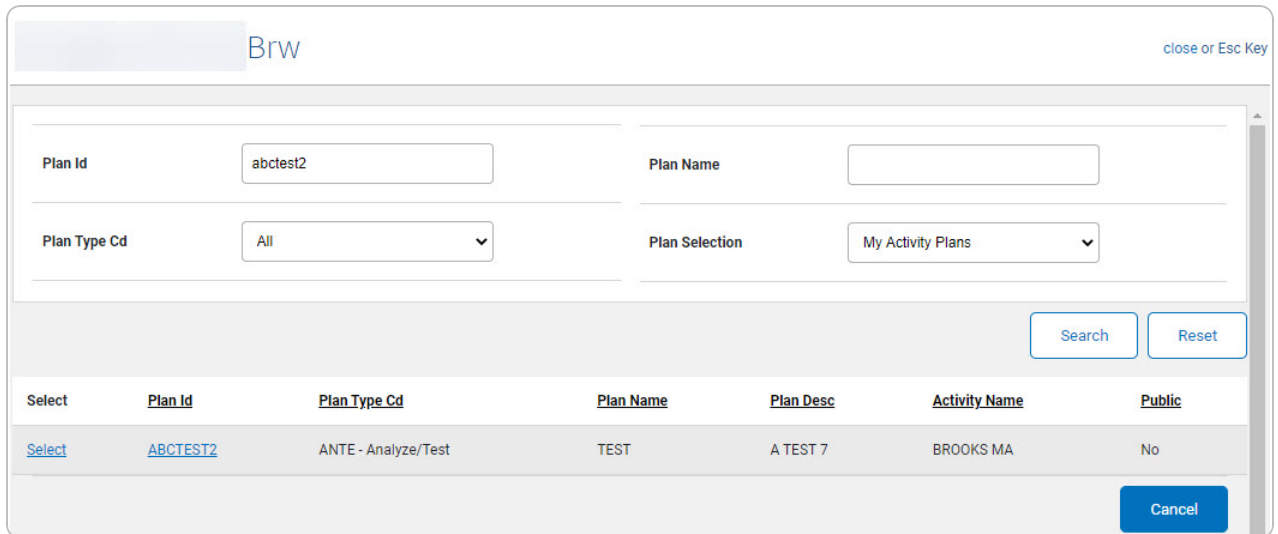
2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the PLAN ID *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Type Cd.





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.*



Select	Plan Id	Plan Type Cd	Plan Name	Plan Desc	Activity Name	Public
Select	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No

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
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

- 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 Name
Central Work Plan
Plan Type Cd
Maintenance Activity
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

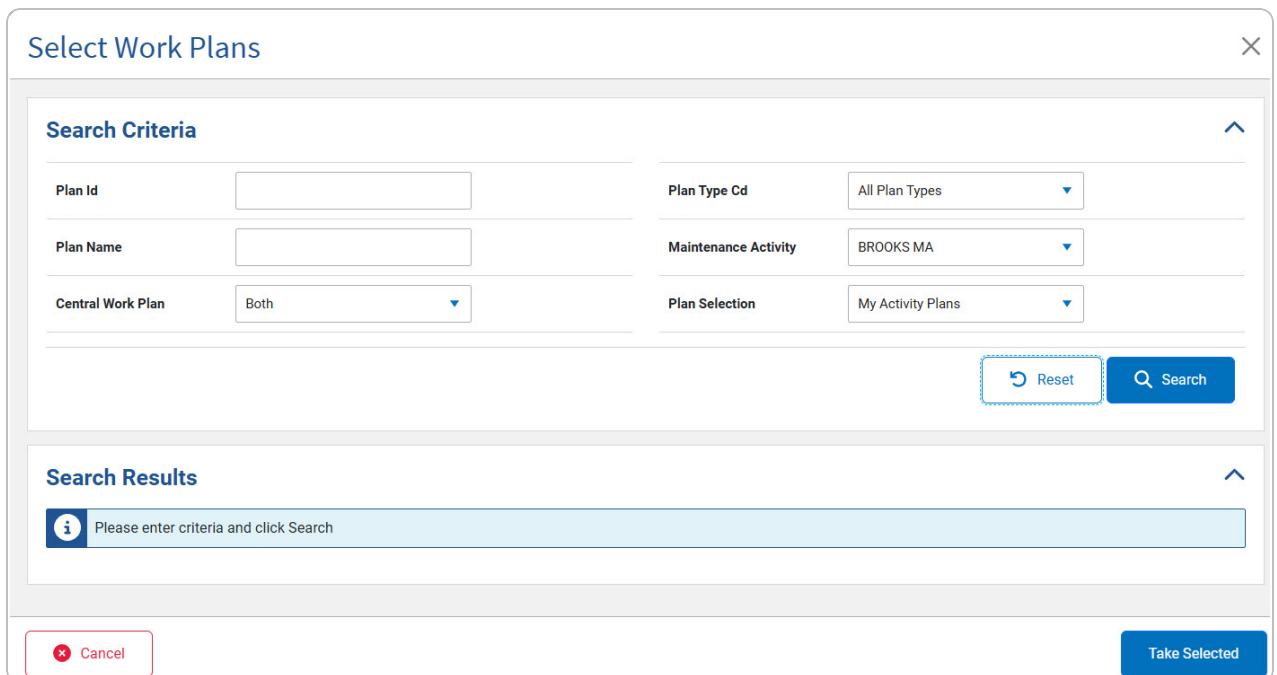


Click the following link to display ELMS Navigation Tips.

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.



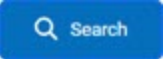
The screenshot shows the 'Select Work Plans' pop-up window. It has a title bar with a close button (X). The window is divided into two main sections: 'Search Criteria' and 'Search Results'. The 'Search Criteria' section contains a grid of input fields: 'Plan Id' (text box), 'Plan Name' (text box), 'Central Work Plan' (dropdown menu with 'Both' selected), 'Plan Type Cd' (dropdown menu with 'All Plan Types' selected), 'Maintenance Activity' (dropdown menu with 'BROOKS MA' selected), and 'Plan Selection' (dropdown menu with 'My Activity Plans' selected). Below the grid are 'Reset' and 'Search' buttons. The 'Search Results' section is currently empty, showing a message: 'Please enter criteria and click Search'. At the bottom of the window are 'Cancel' and 'Take Selected' buttons.

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.*





Help Reference Guide

×

Select Work Plans

Search Criteria

Plan Id

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

Options

	Plan Id	Plan Type	Plan Name	Plan Description
☐	20PTINSPECTION	PREV - Preventive Maintenance	20 POINT INSPECTION	20 POINT INSPECTION
☐	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7
☐	AKK012	ALGN - Alignment	AKKO SAYED	TESTING REGRESSION
☐	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC
☐	BROOKSPLAN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSPLAN1
☐	CALIBRATE1	CALB - Calibration	TIMTESTCALIBRATE	TIMG CALIBRATE TEST PLAN
☐	DPASANNUAL	PREV - Preventive Maintenance	DPAS ANNUAL	TEST PLAN DESC
☐	HELPTTEST	ANTE - Analyze/Test	HELP TEST	HELP TEST
☐	LOADTESTPCD	LDTT - Load Testing	LOAD TEST PCD	LOAD TEST
☐	MAINENGINEERING	MANT - Service/Maint	GEORDI LAFORGE	LOCATION OF WARP CORE 2

Selected 0/10

1

2

10 items per page

1 - 10 of 14 items

Cancel

Take Selected

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





Help Reference Guide

Select the Selected tab to view and remove the checked Work Plan Identifiers.

Search Results

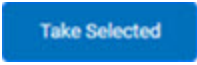
Available
Selected

Options

	Plan Id ↑	Plan Type	Plan Name	Plan Description	Maint Activity	F
☒	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	
☒	HELPTST	ANTE - Analyze/Test	HELP TEST	HELP TEST	BROOKS MA	

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

Cancel
Take Selected

- To deselect a Work PLAN ID, click . The selected Work Plan Identifier is removed from the grid.
- 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
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

- Schedule Preventive Maintenance





Browse for a Platform

Overview

The Platform Browse pop-up window allows searching of Platforms in the ELMS catalog.

Navigation

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

Page Fields

The following fields display on the **Platform 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

Platform
Platform Desc

Search Results Grid

Select
Platform
Platform Desc





Procedures

ELMS Navigation Helpful Tips

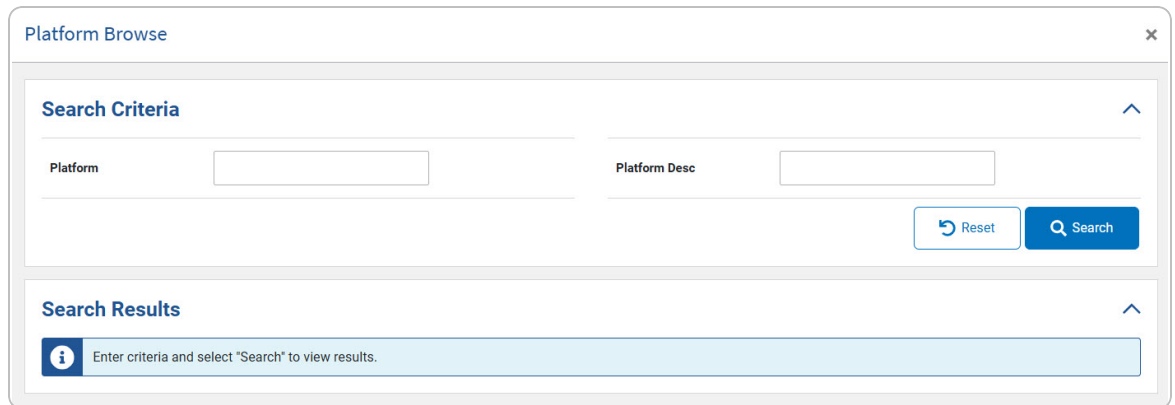


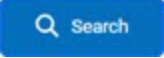
Click the following link to display ELMS Navigation Tips.

Browse 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. Select . The **Platform 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 Platform in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the Platform Description in the field provided. *This is a 256 alphanumeric character field.*
3. Select . The Platform Results display in the Search Results Grid below.





Help Reference Guide

Search Results

Grid Options ▾

	Platform ↑	Platform Desc
Select	100819KD	Test Platform
Select	108 - SPLAU	SPACE LAUNCH PROGRAM FOR EASTERN PATRICK AFB & CAP
Select	126 - EWBOMBRNG	ELECTRONIC WARFARE, SCORING, INSTRUMENTATION AND B
Select	216 - F016	F-16 ORGANIZATIONAL/INTERMEDIATE MAINTENANCE ACC /AFRC/AETC/ANG/ PACAF/USAFE ALSO ENDURING BASE SUP
Select	252 - HH060G	HH-60G/HH-60W ORGANIZATIONAL/INTERMEDIATE MAINTENANCE ACC /AFRC/ANG/AETC/USAFE/PACAF
Select	323-HD071G	323-HD071G
Select	360 - KC135	KC-135R/T AND KC-10A ORGANIZATIONAL/INTERMEDIATE MAINTENANCE. AMC /AETC/USAFE/AFRC/PACAF/ANG
Select	364 - KC46	KC046A ORGANIZATIONAL/INTERMEDIATE MAINTENANCE AMC /AETC/ANG/ AFRC
Select	475-KL12459	475-KL12459
Select	58274 - TEST	Bug 58274 - TEST

10 Items per page 1 - 10 of 41 items

- Click the Select hyperlink next to the desired Platform. *The pop-up window closes and the selected Platform 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.

Related Topics

FSM

- Authorization Management





Contact Us

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POC



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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.

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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.

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Such communications and work product are private and confidential.

See User Agreement for details.

