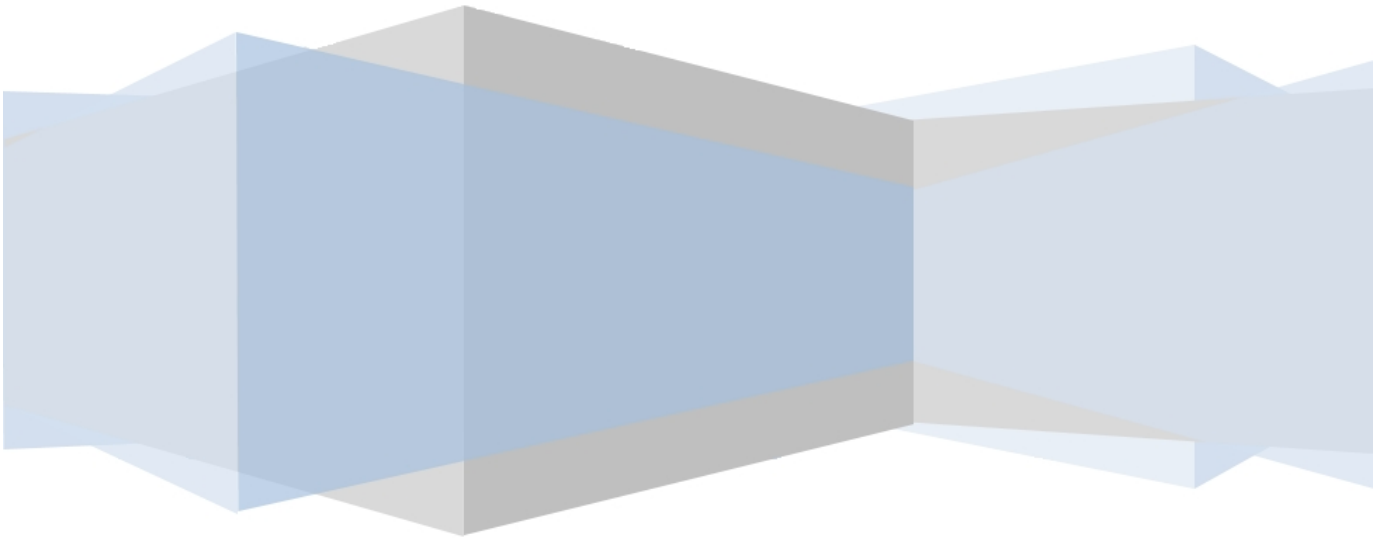
Force System Management

Enterprise Logistics Management System



Printed Manual

Version 29 Oct 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 > Help > View DPAS Help



Related Topics

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

- Using ELMS Help Menus

Version 29 Oct 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

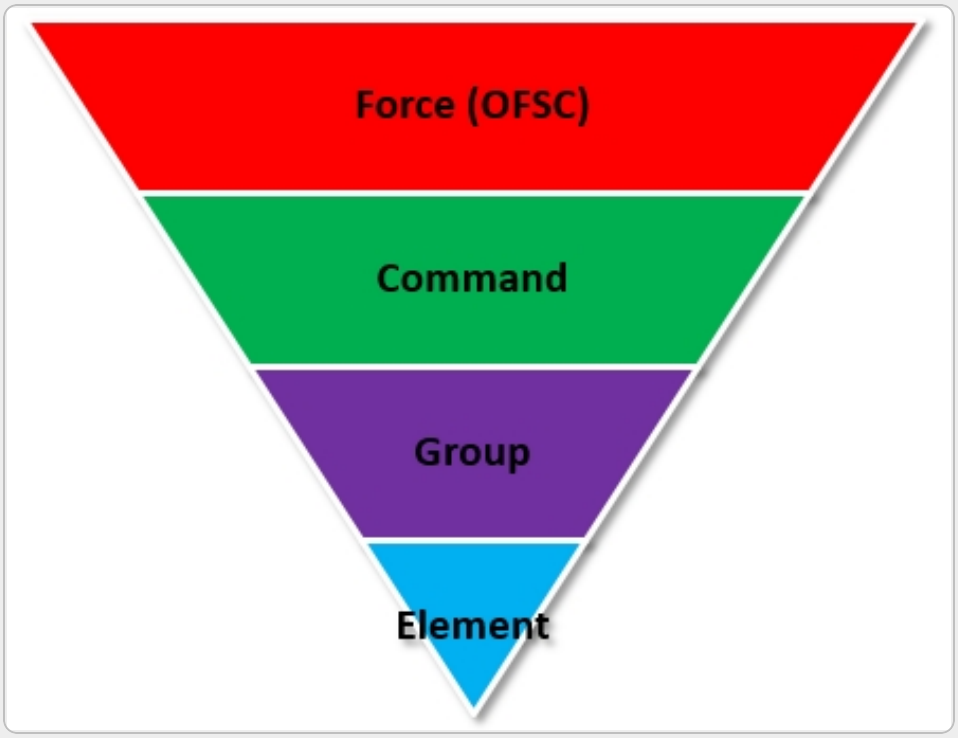
Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.
It is the Accountable Property System of Record (APSR) for DoD Agencies and Military Services and non-DoD Agencies.
The ELMSprogram 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 ELMSmodules. 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 > Help > View DPAS Help



Blue Menu Bar

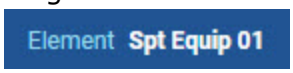
The Blue Menu bar is at the very top of the page.

The items on the left side are:

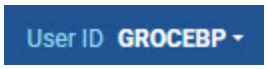
- **ELMS logo** — Returns to the home page.
- **Module Name** Force Systems Management — Shows where the user is currently working. Opens to a drop-down list of available

modules; select to open a different module.

The items on the right side are:

- **Element** 

—
Opens the Active Tier pop-up window. Shows the Forces available to the user.

- **User ID** 

—
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 

link.

- Select 

. *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 Search to perform the search, or select Reset 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.

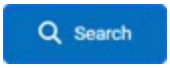
- **Bottom Scroll —**



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.

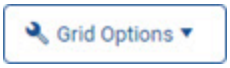
- **Reset** 

—
Erases the entered fields and starts over.

Results Grid

- **Add** 

—
Creates a new record in the process results grid.

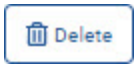
- **Grid Options** 

—
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

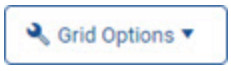
Enterprise Logistics Management System (ELMS) Force System Management (FSM) Module Grid Options

Overview

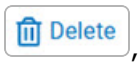
This page describes the features of the Grid Options within the Search Results Grid in the Force System Management module:

- Clear Filters
- Columns

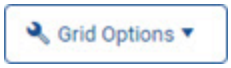
Navigation

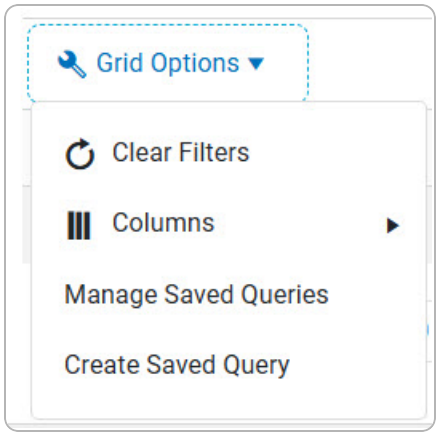
ELMS Force System Management (FSM) Module > Any Process Page > Search Results Grid > Title Bar >  > 

Note

 , , , and  are not available for every process. The Results grid will indicate which buttons are available.

Grid Options

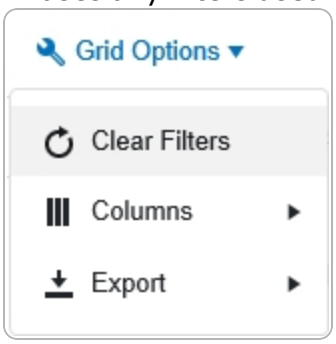
Select . The Grid Options drop-down menu appears:



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

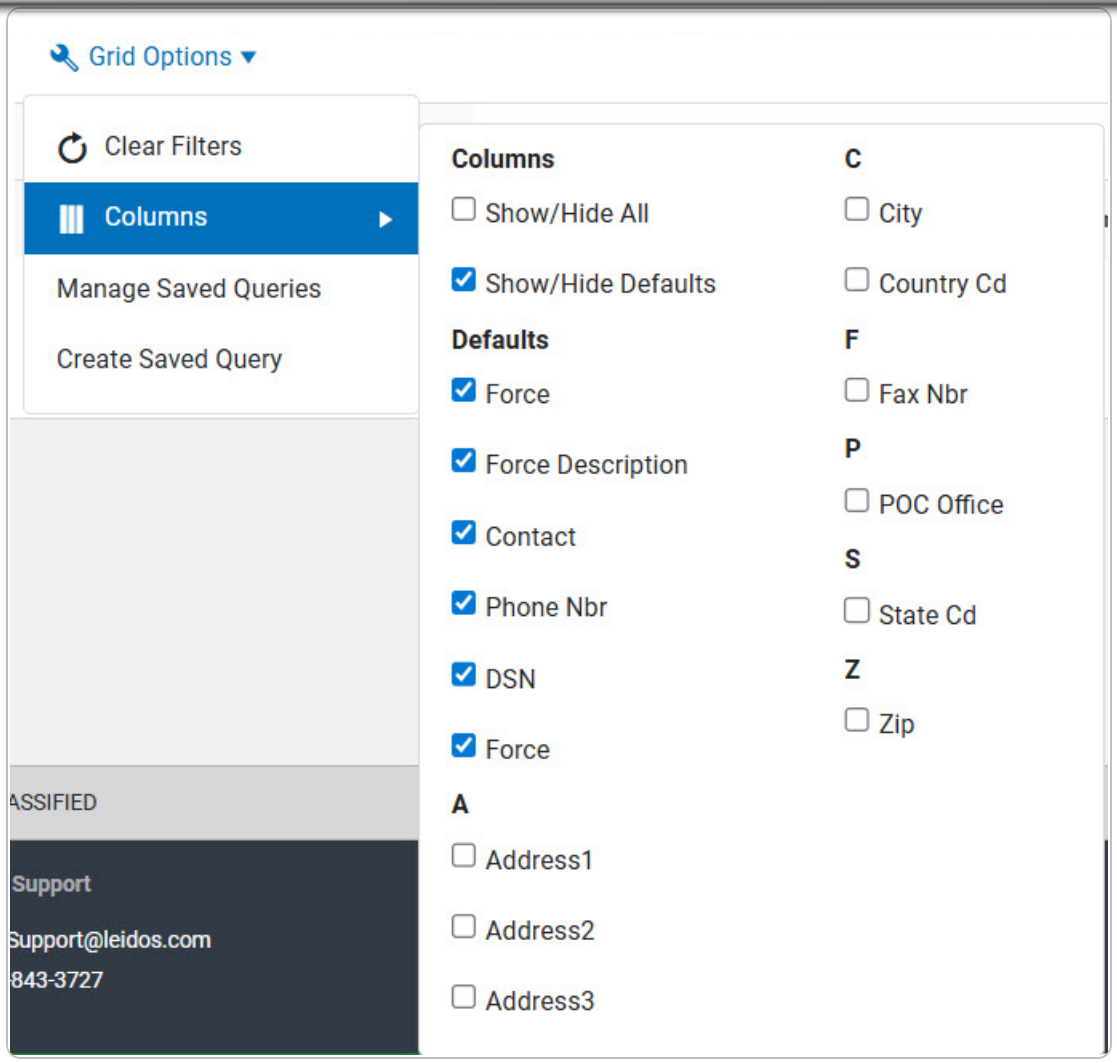
Clear Filters

Erases any filters used within the Results Grid columns.



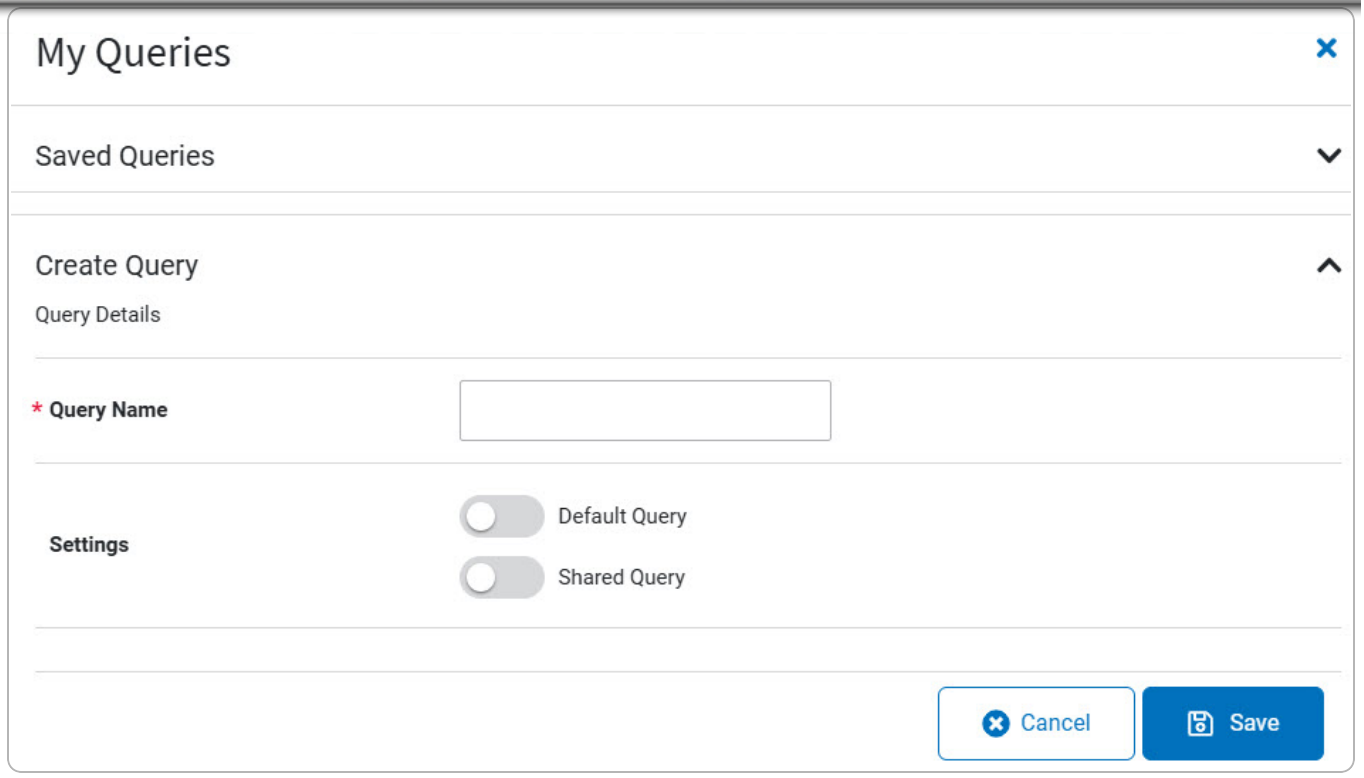
Columns

Changes what columns are viewed in the Results Grid.



Create Saved Query

Creates a Query.



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.*



Manage Saved Queries

View, Add, Edit, or Delete a 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

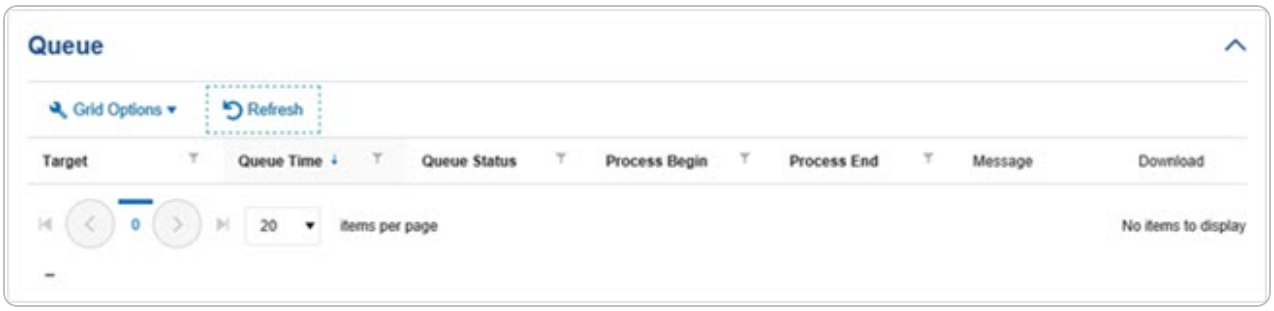
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

View a Queue

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. View the Queue page.



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

2. Click the hyperlink to Download the matching documentation.

Common Errors

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

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

Related Topics

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

Force Management

Overview

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

Navigation

MASTER DATA MGMT > Force Management > Force Management page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Force Management Results Grid

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

Optional

Address 1
Address 2

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

Procedures

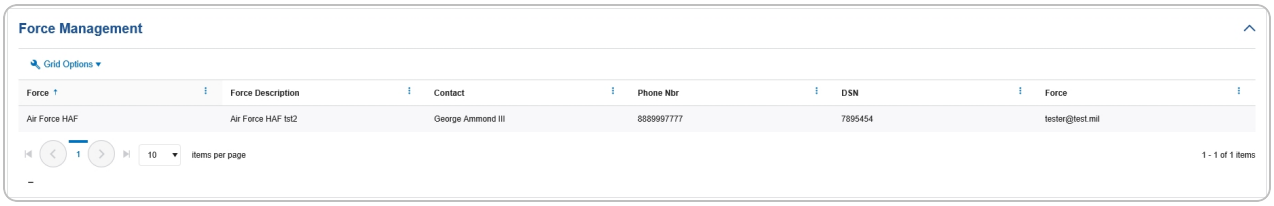
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

View a Force System

Selecting 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.



- *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* Edit *becomes available.*

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 > Edit > Force Details page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Force Tab

Force
Description *
Show Remarks

Remarks
History Remarks

Contact Tab

Contact *
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

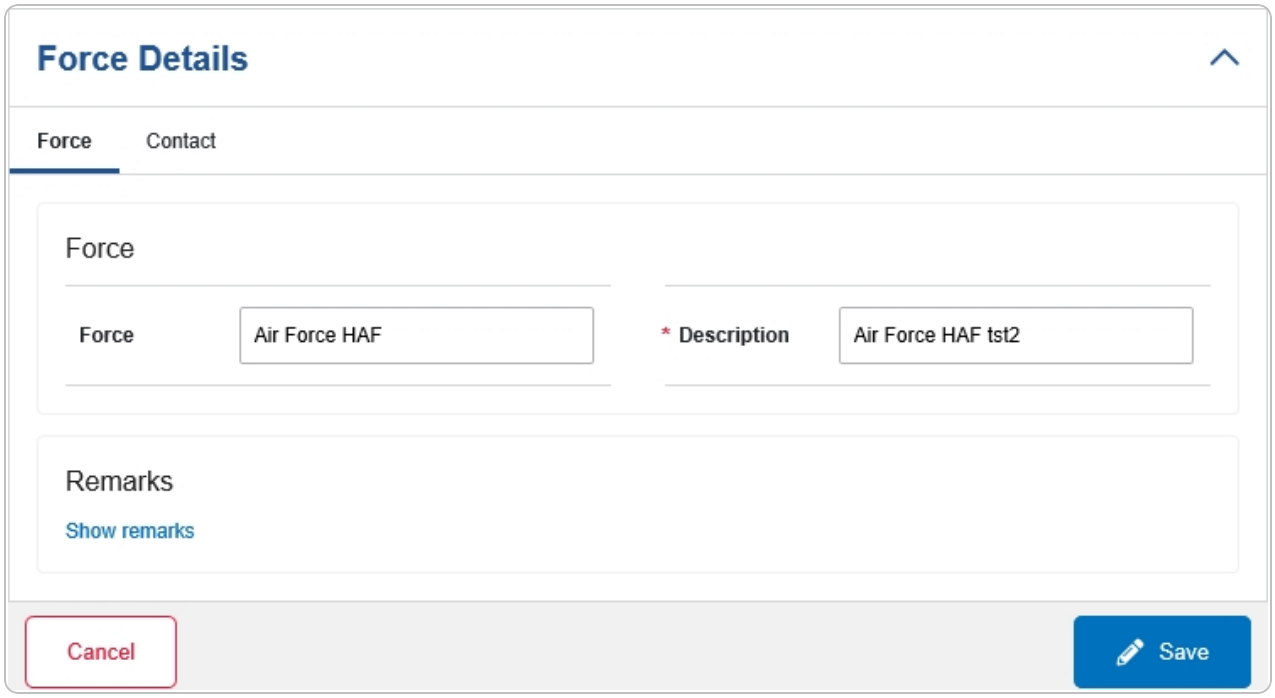
Click the following link to display FSM Navigation Tips.

Update a Force System

Selecting Cancel *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* Edit *becomes available.*

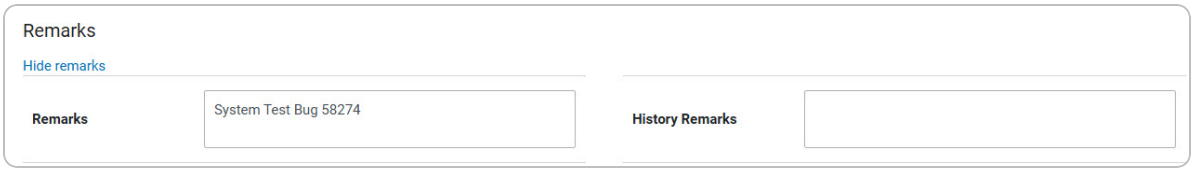
2. Select Edit. *The **Force Edit (Force Details)** page displays, opened to the **Force** tab.*
3. *View the Force tab.*



A. Update the Force, entering the revised name in the field provided. *This is a 100 alpha-numeric character field.*

B. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*

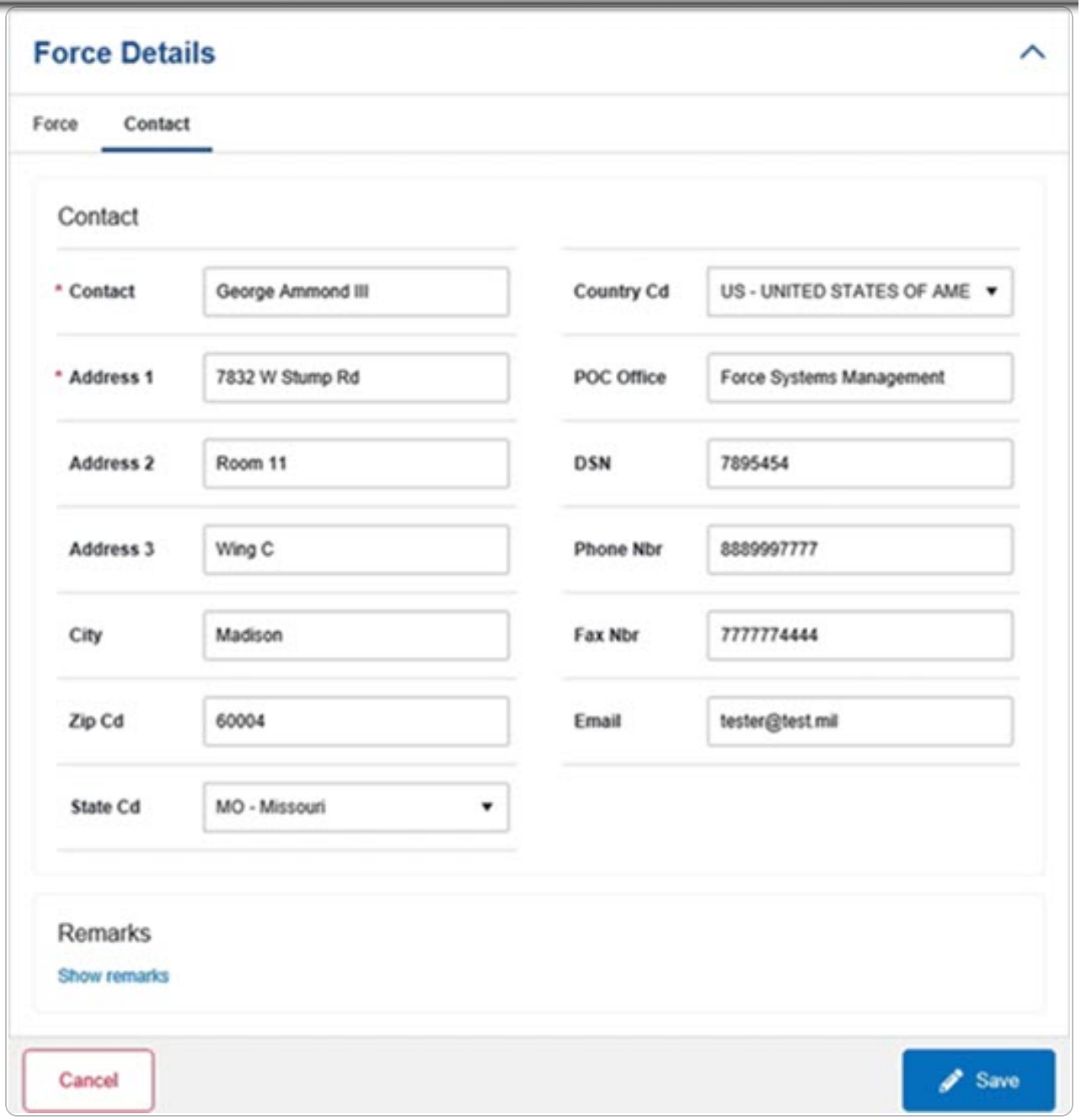
C. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*



a. Update the Remarks, entering the revised information in the field provided. *This is a 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.*



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.*

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 alpha-numeric character field.*

F. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alpha-numeric 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.*

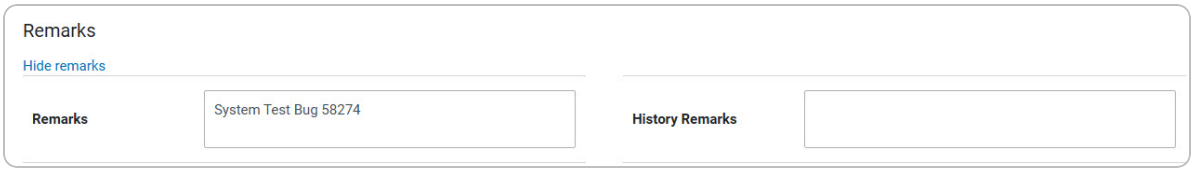
J. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

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.*



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: *Description*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Contact*.	
13 — Mandatory Entry: *Address 1*.	
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 structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Force Management

Force Command Management

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
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

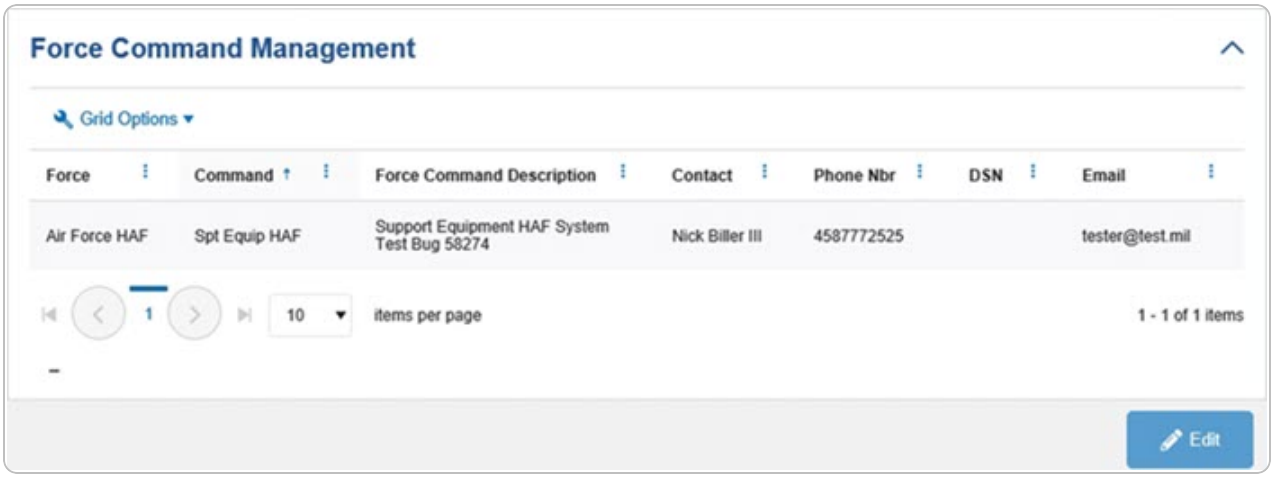
ELMS Navigation Helpful Tips

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.



- *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* Edit *becomes available.*
2. Select Edit. *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-

	bol, 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 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 > Edit > 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.

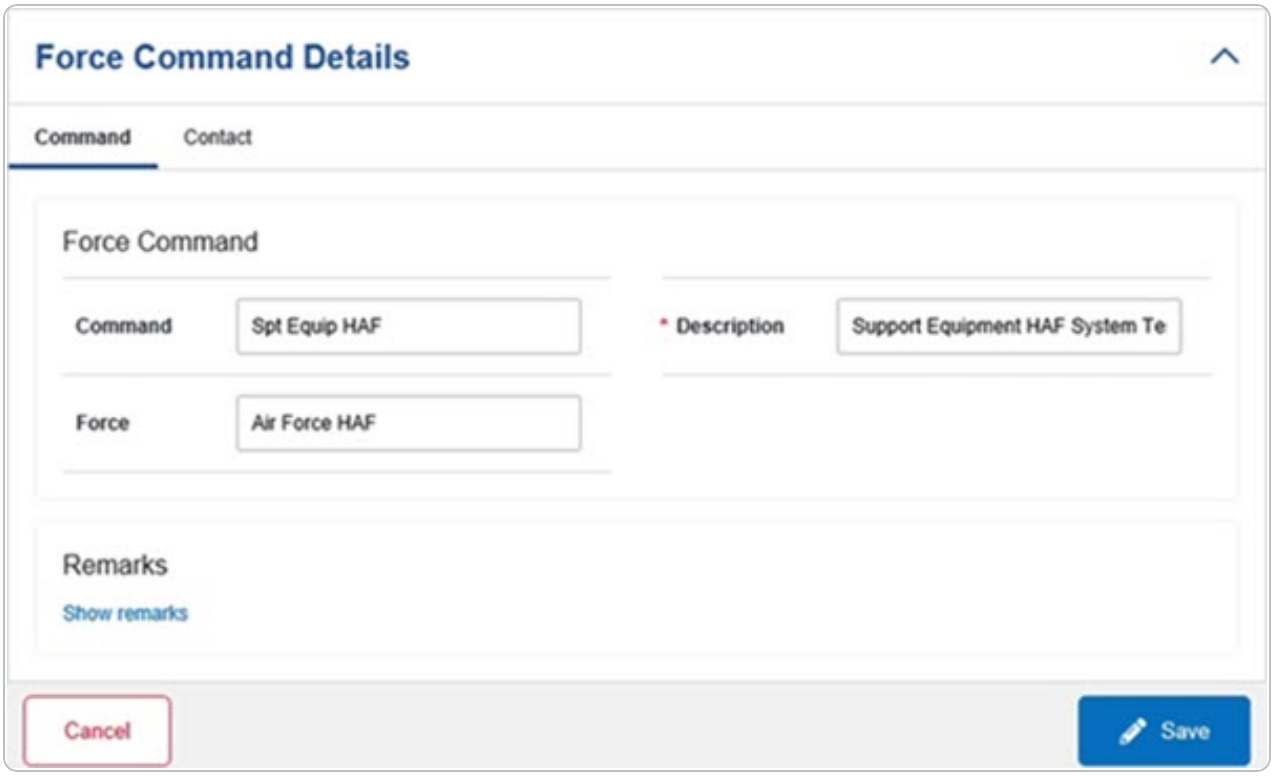
Update a Force Command

Selecting Cancel *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* Edit *becomes available.*

2. Select Edit. *The **Force Command Edit (Force Command Details)** page displays.*

3. *View the Command tab.*

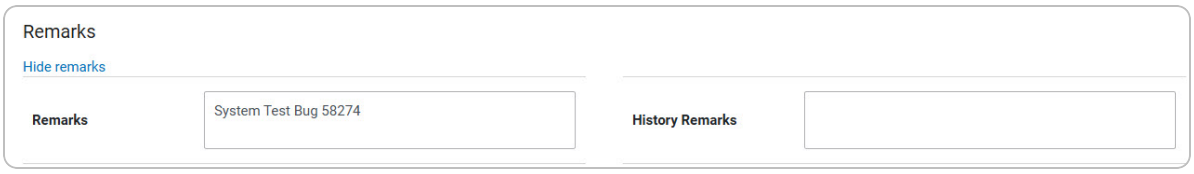


A. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*

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 alpha-numeric character field.*

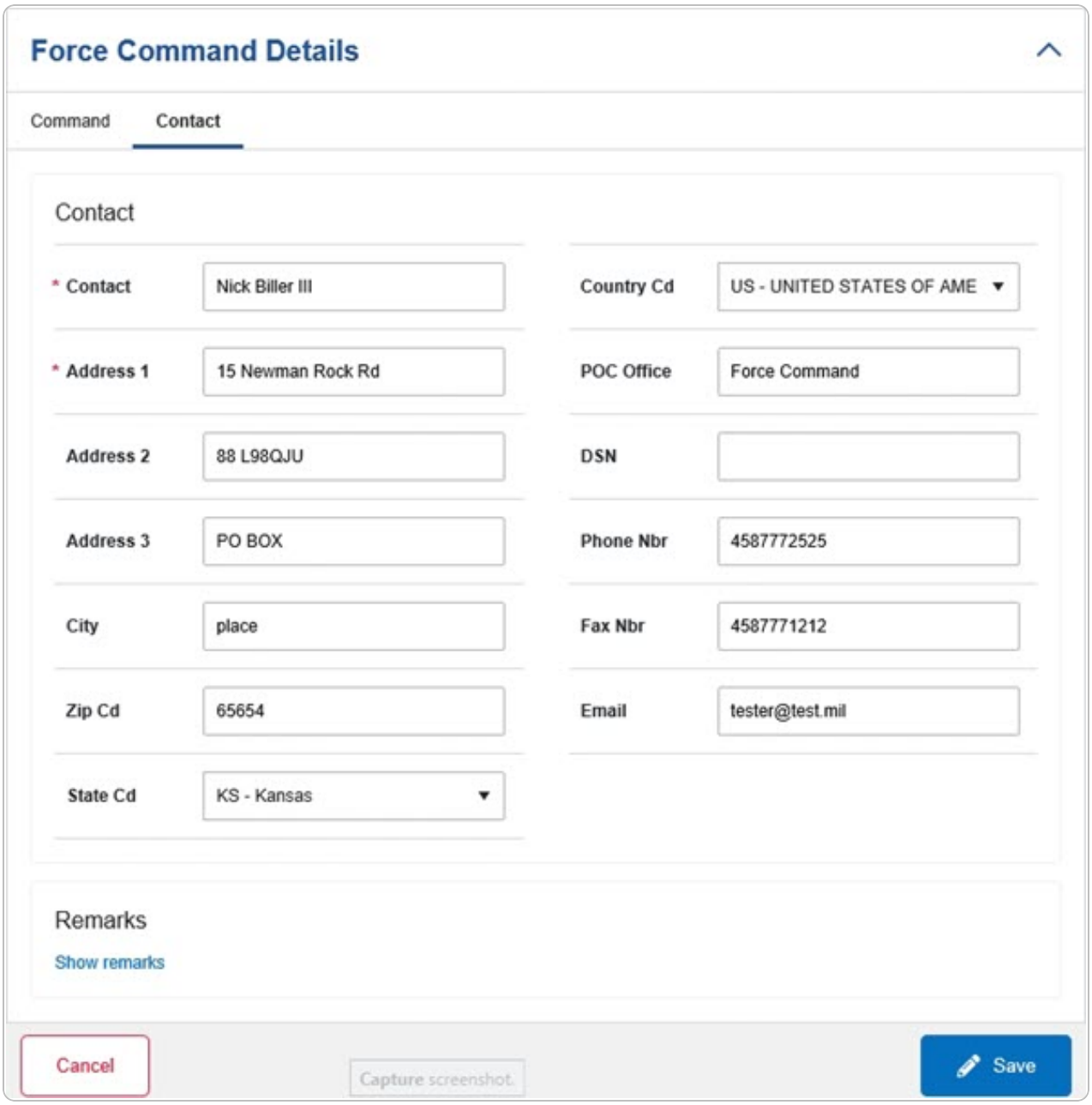
D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*



a. Update the Remarks, entering the revised information in the field provided. *This is a 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.*



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.*

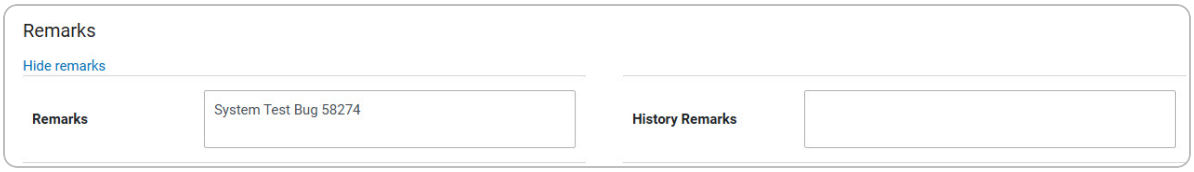
J. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

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.*



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 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 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 Command

Force Group Management

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Force Group Management Results Grid

Command
Group
Force Group Description
Contact
Phone Nbr
DSN
Email

Optional

Address 1

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

Procedures

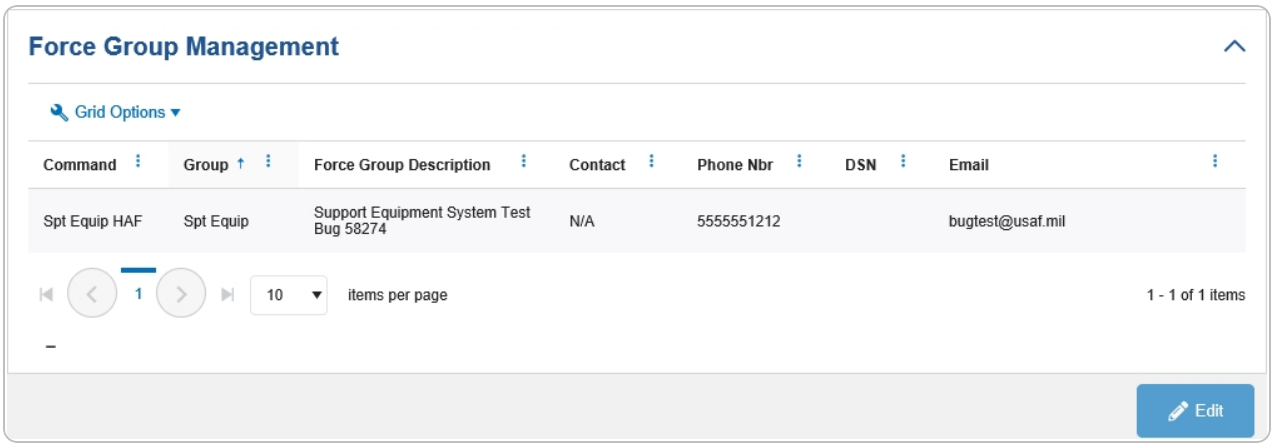
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

View a Force Group

Selecting 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.



- *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

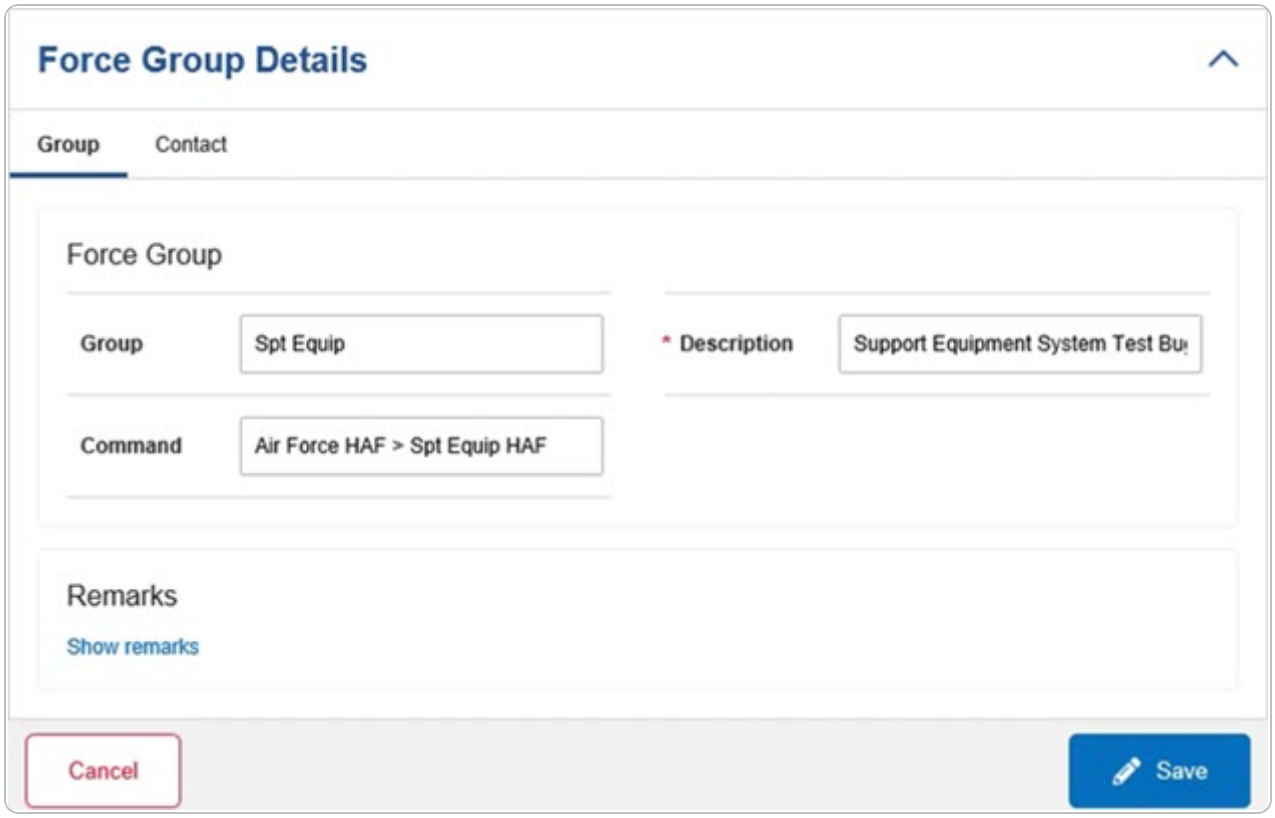
Click the following link to display FSM Navigation Tips.

Update a Force Group

Selecting Cancel *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* Edit *becomes available.*

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

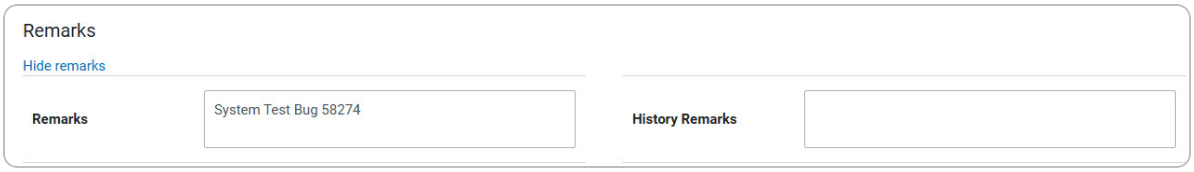


A. Update the Group, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*

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.*

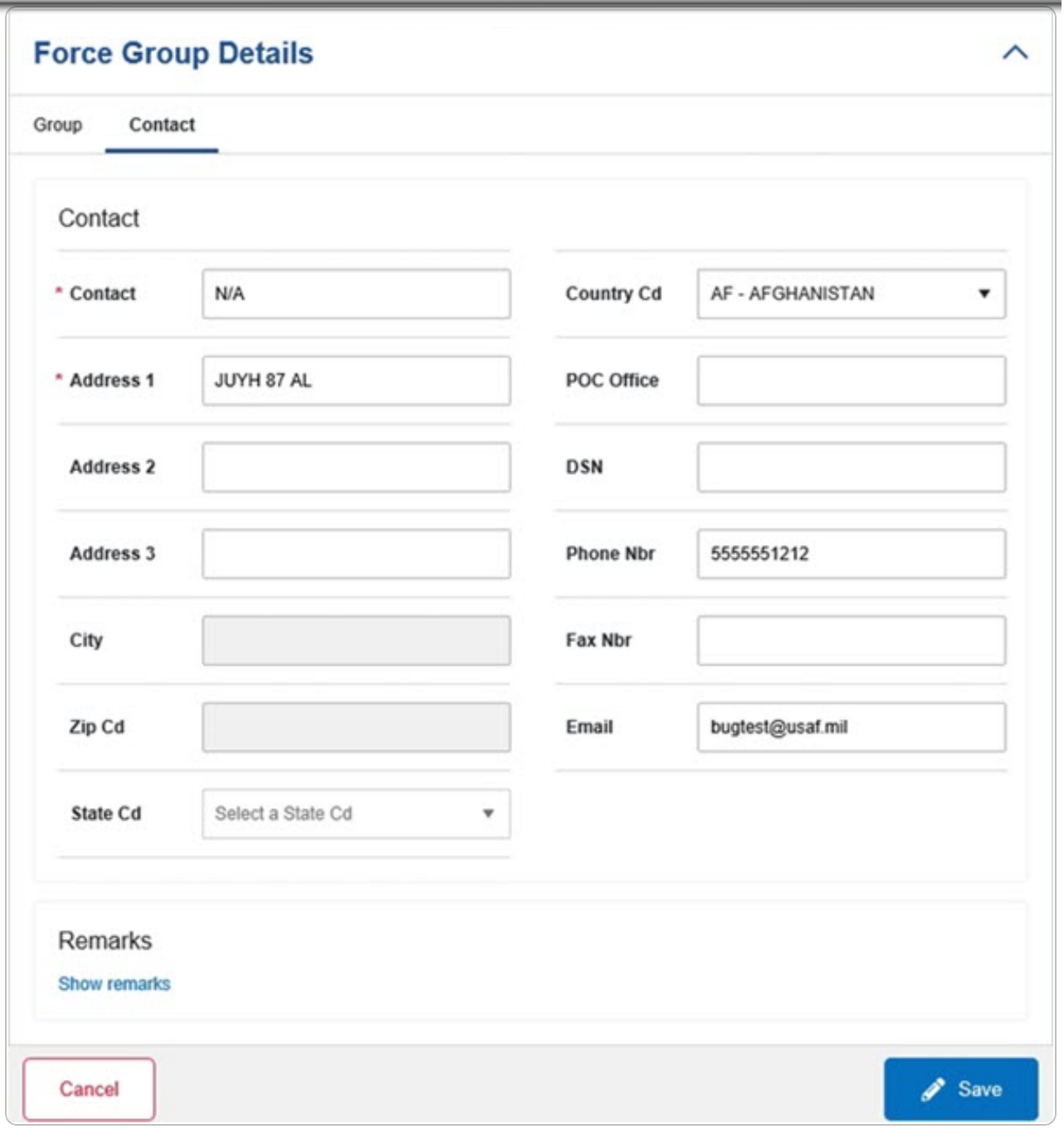
D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*



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.*



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.*

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 alpha-numeric character field.*

F. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alpha-numeric 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.*

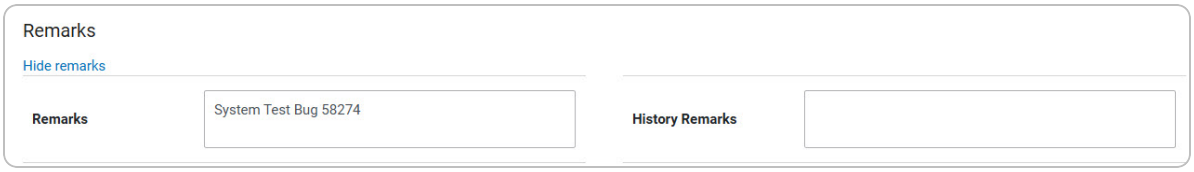
J. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

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.*



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 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



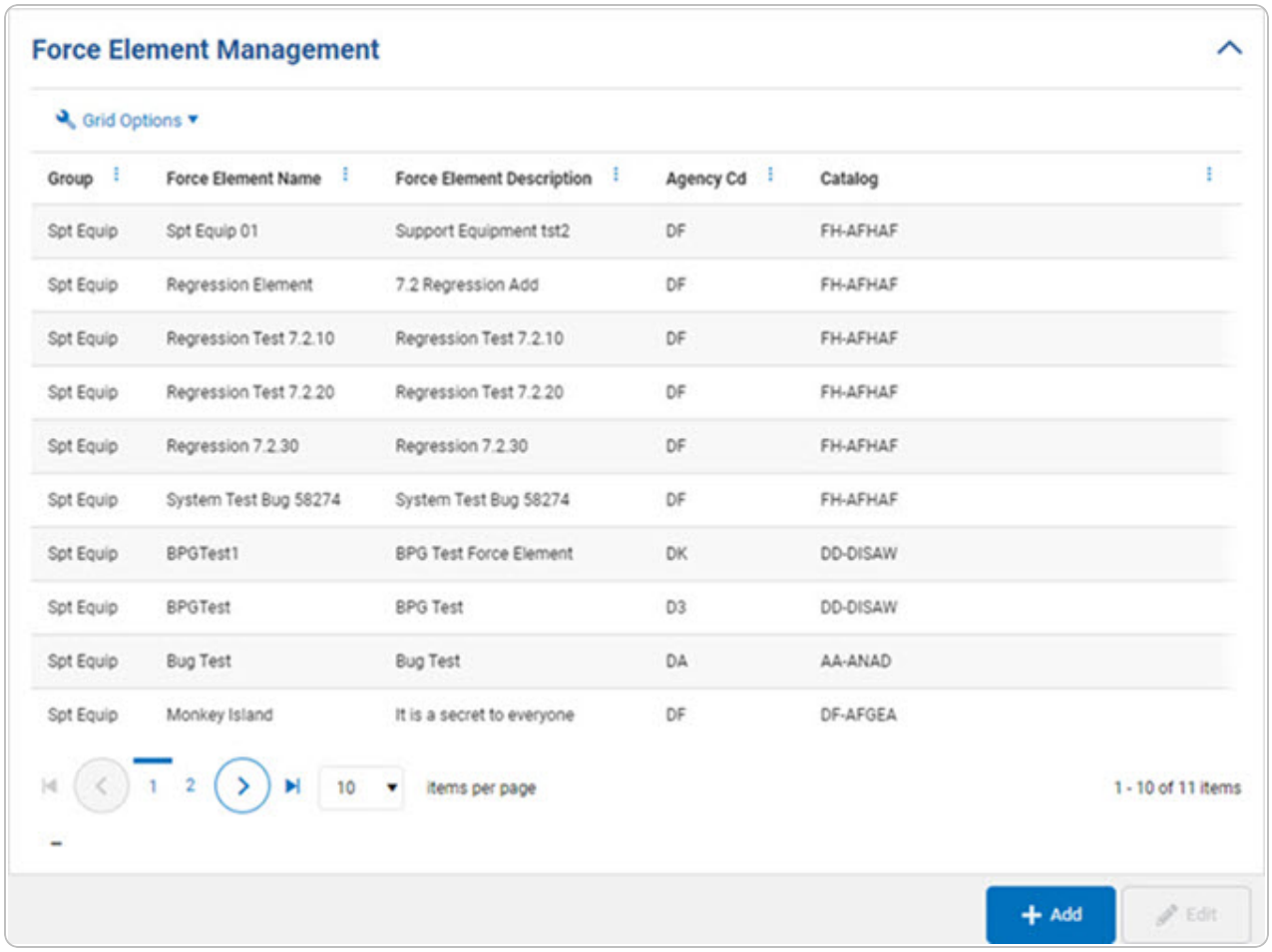
Click the following link to display FSM Navigation Tips.

View a Force Element

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

Selecting Back *retains the information and returns to the previous page.*

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



- *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 + Add. *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

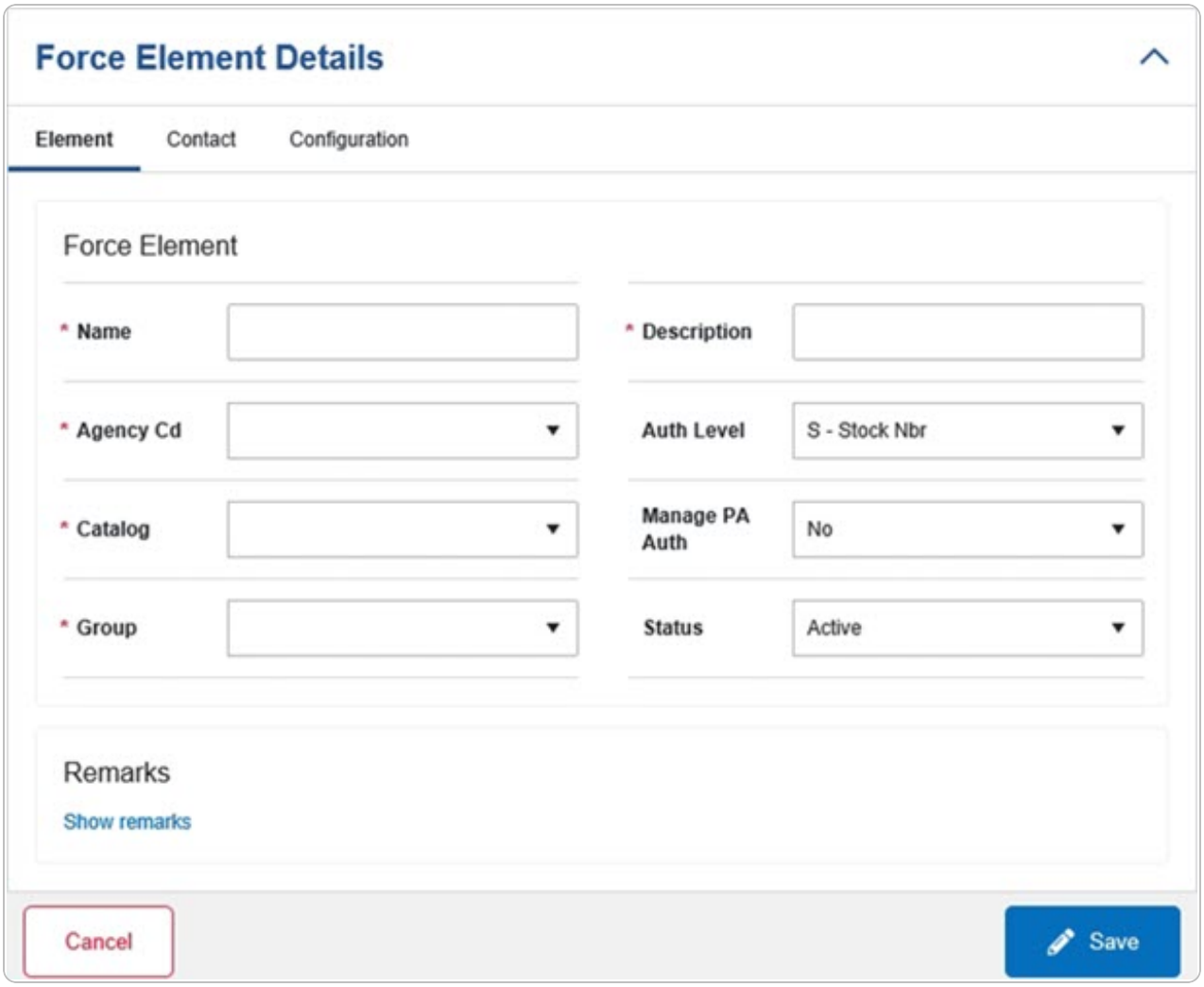
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Add a Force Element

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

1. Select + Add. *The* ***Force Element Add (Force Element Details)*** *page appears.*
2. *View the Element tab.*



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.

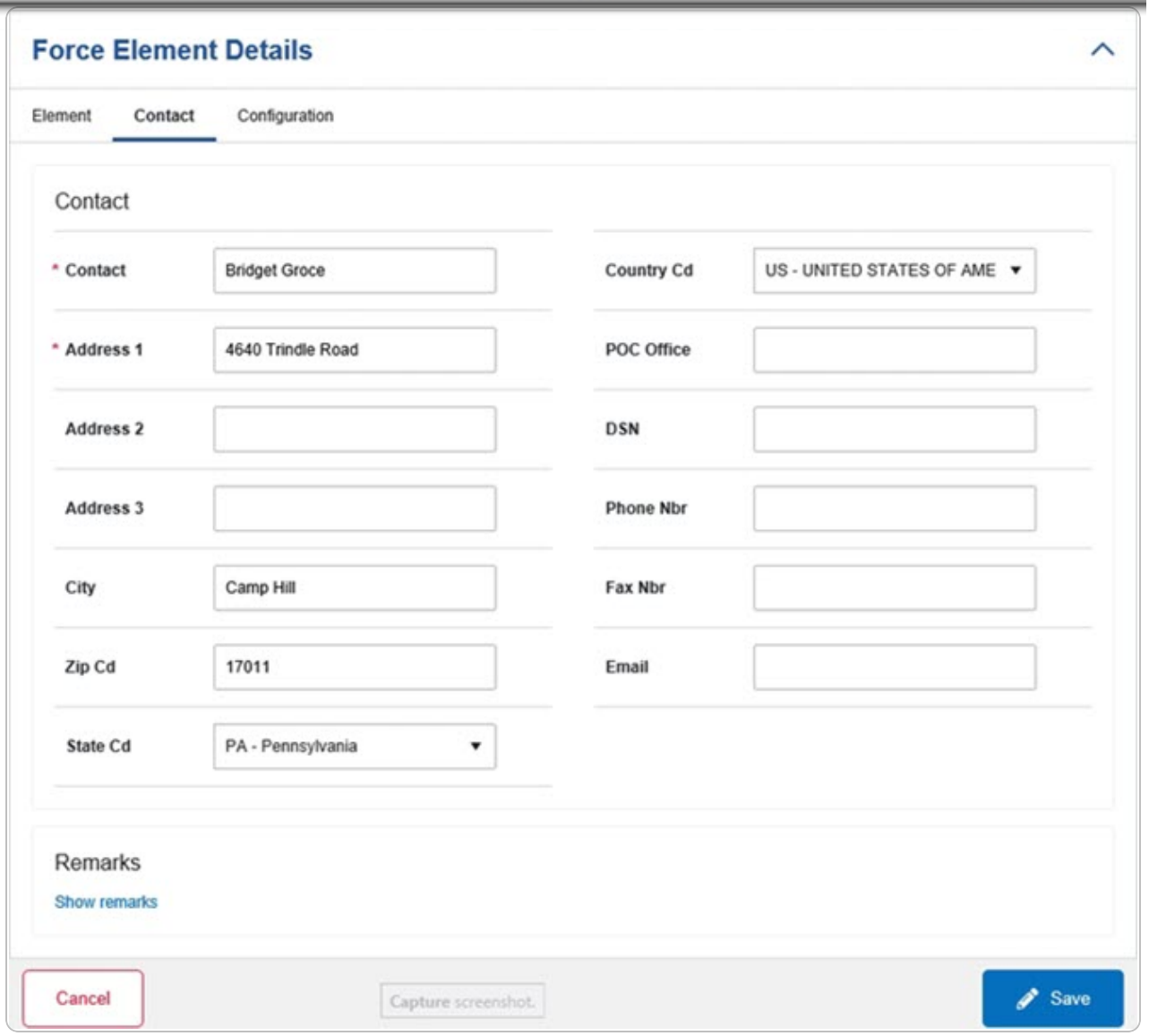
H. Use ▾ to select the Status.

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.*



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.*

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.*

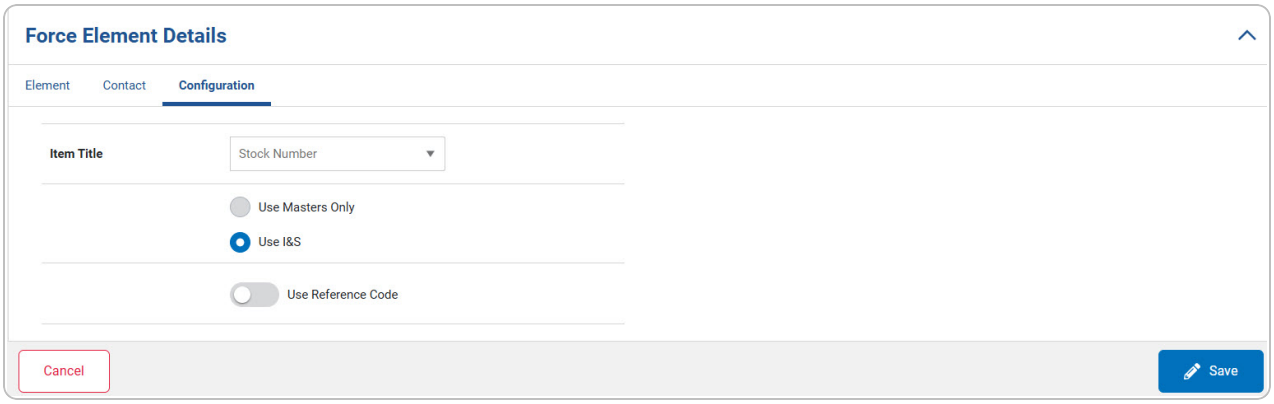
M. Use ▾ to select the State Cd.

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 

. *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 structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Force Element
- Update the Force Element System

Update a Force Element System

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Element Tab

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

Status
Show Remarks

Remarks
History Remarks

Contact Tab

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

Remarks
History Remarks

Configuration Tab

Item Title
Use I&S Data

(*) Asterisk identifies mandatory fields.

Procedures

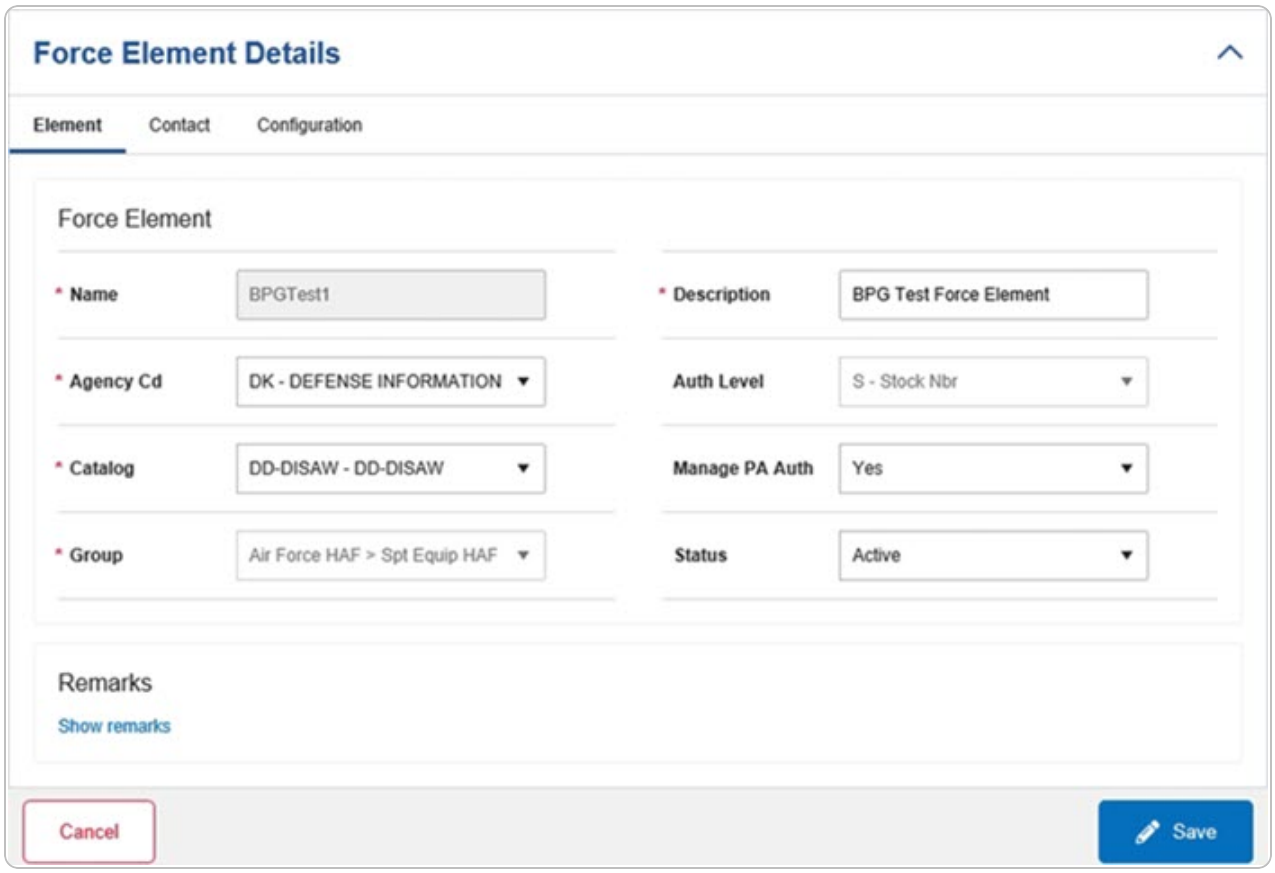
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Update a Force Element

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



A. *Verify the Name.*

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

C. Update the Agency Cd, using ▾ to select the desired code.

D. *Verify the Auth Level.*

E. Update the Catalog, using ▾ to select the desired code.

F. Update the Manage PA Auth, using ▾ to select the desired code.

G. *Verify the Group.*

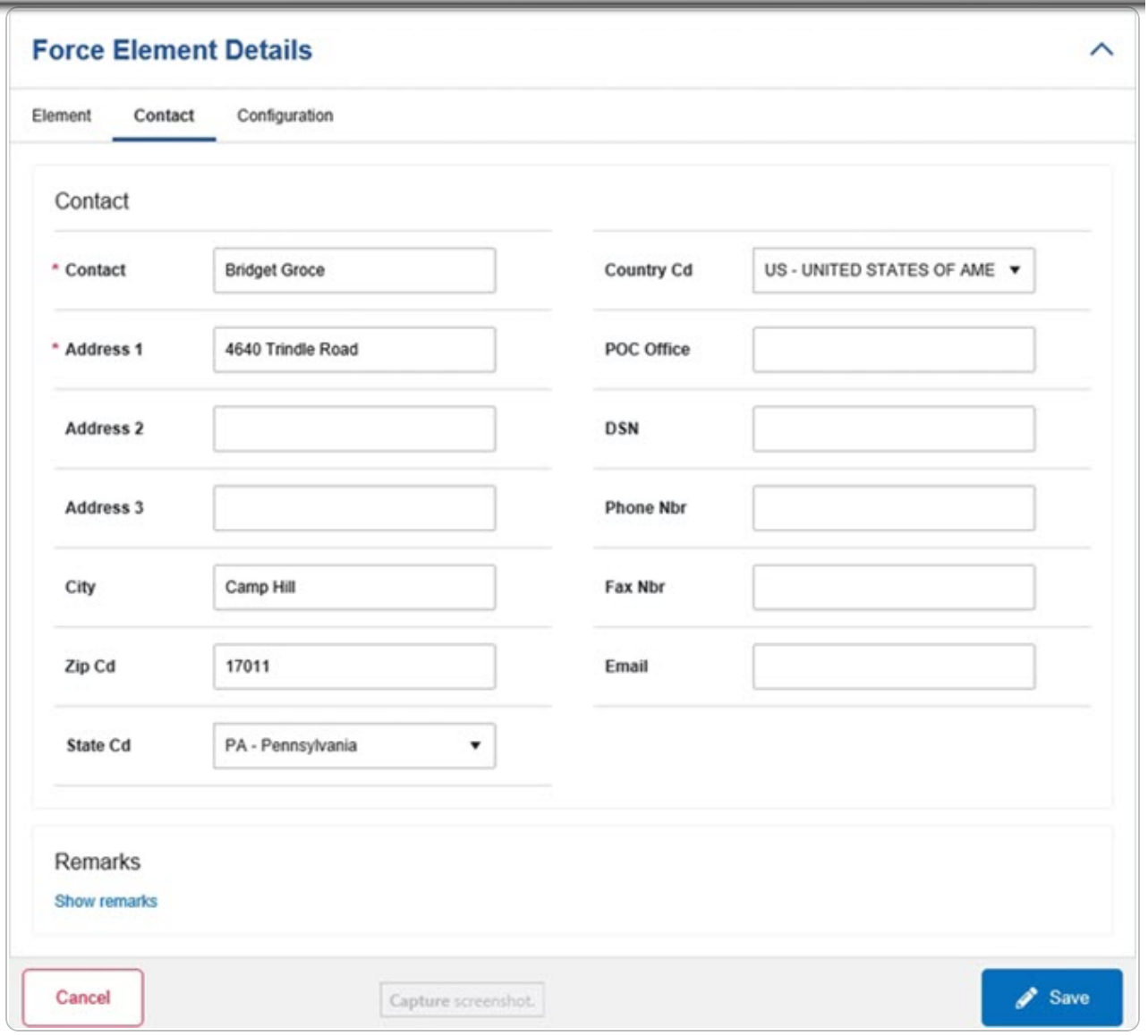
H. Update the Status, using ▾ to select the desired code.

I. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Update the Remarks, entering the revised information in the field provided. *This is a 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.*



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.*

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 alpha-numeric 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 alpha-numeric character field.*

L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

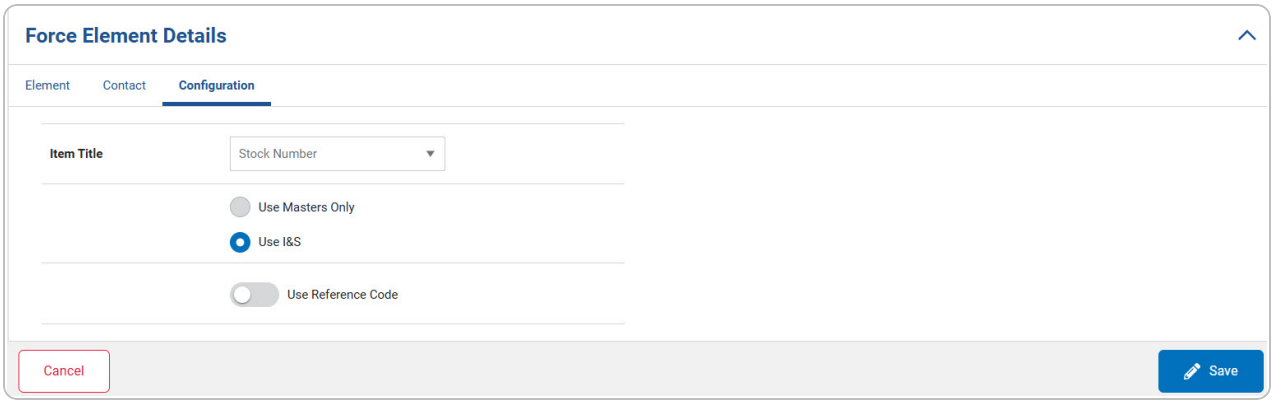
M. Update the State Cd, using ▼ to select desired code.

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.*



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*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Contact*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Force Element
- Add the Force Element System

Assignment

Overview

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

Navigation

MASTER DATA MGMT > Assignment > Assignment page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Force Elements Panel

Pending Approval Fields

Site
Actbl UIC
UIC
UIC Name

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

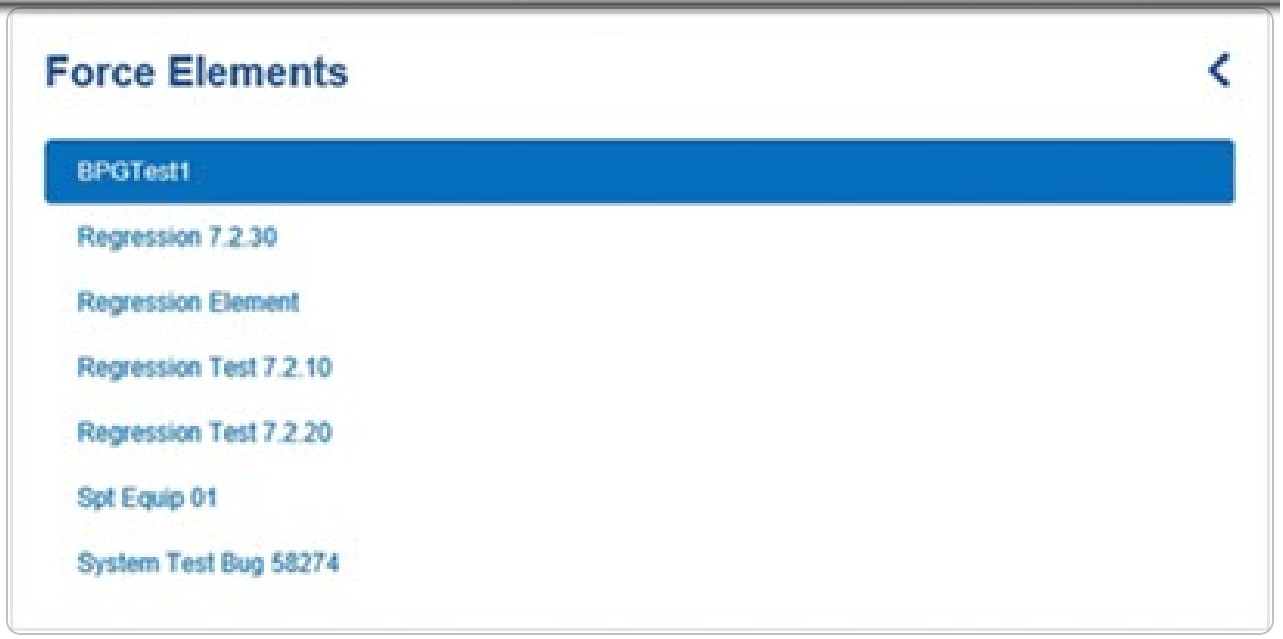
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

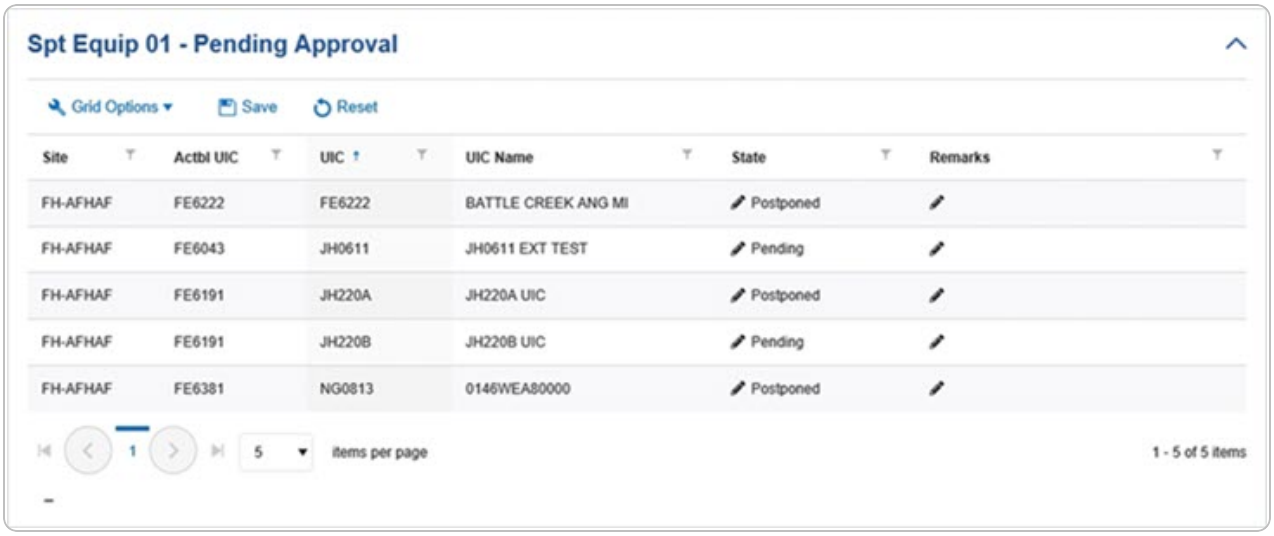
Search For an Assignment

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



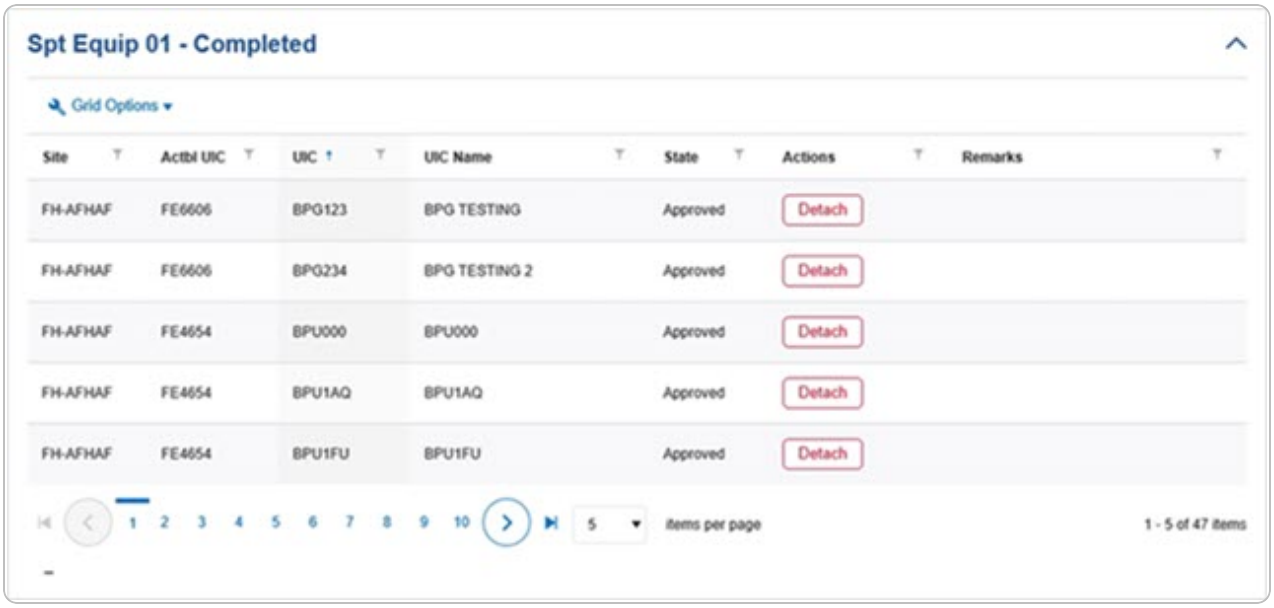
2. View the Pending Approval panel.



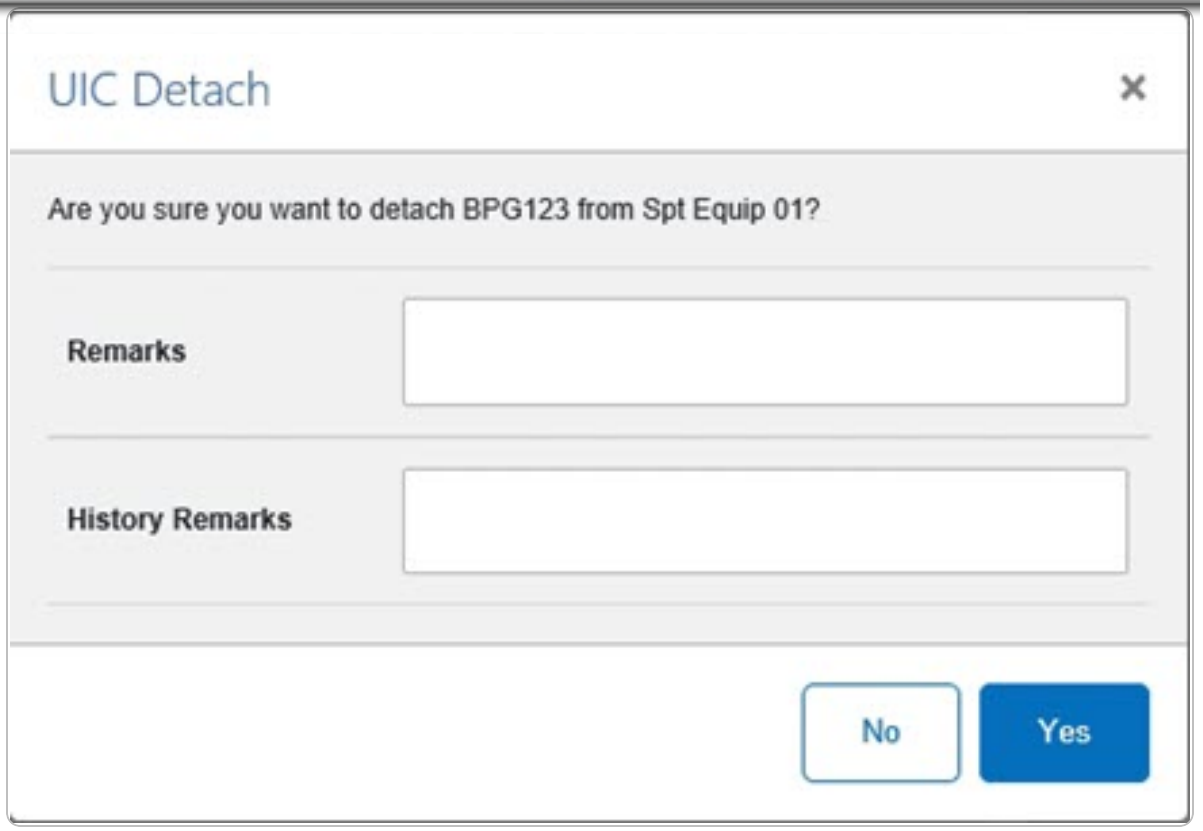
- *The Site automatically populates and is not editable.*
- *The ACTBL UIC automatically populates and is not editable.*
- *The UIC automatically populates and is not editable.*
- *The UIC Name automatically populates and is not editable.*
- Select in the State field. *The field becomes editable.*

- 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.



- *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.*

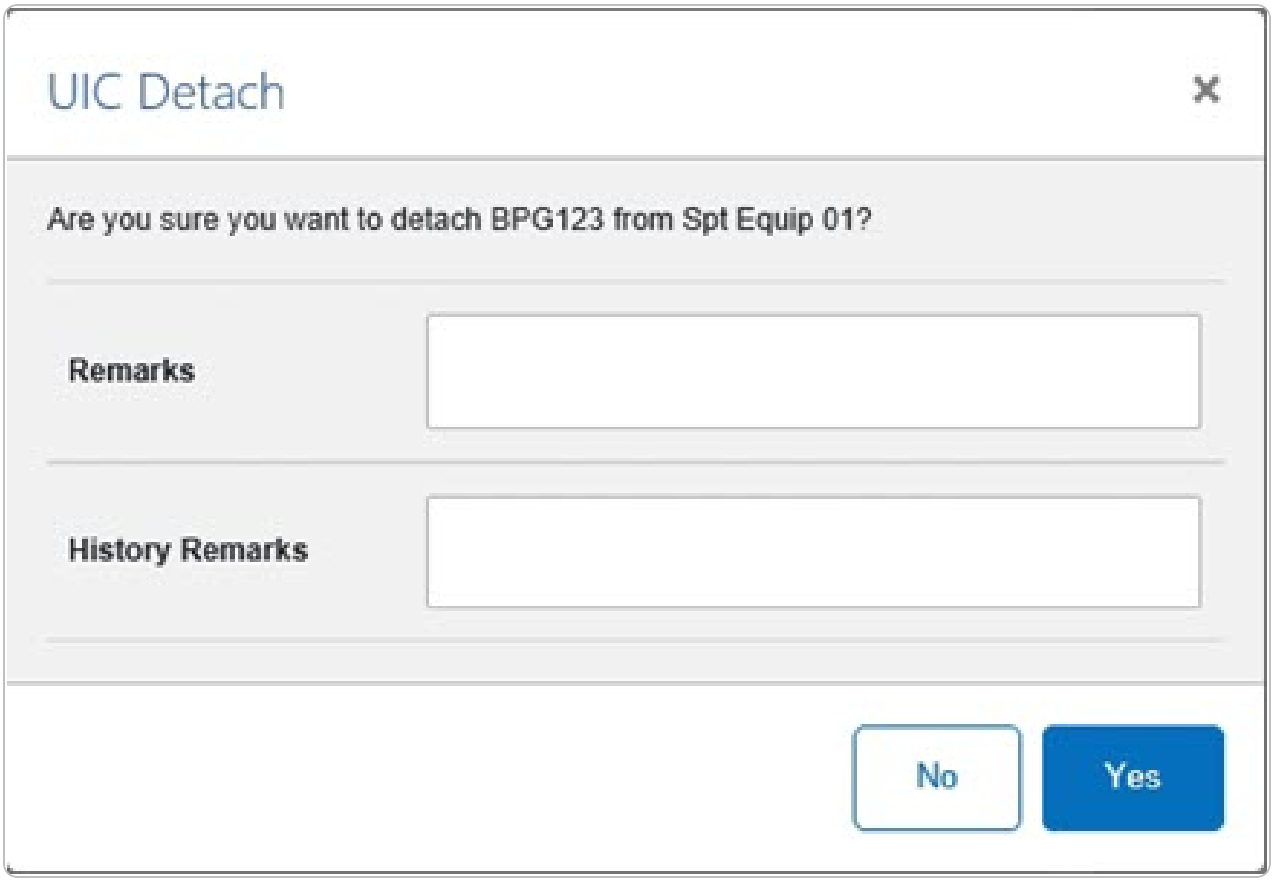


1. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
3. Select Yes. *The record is removed from the Completed panel.*

- *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.*



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

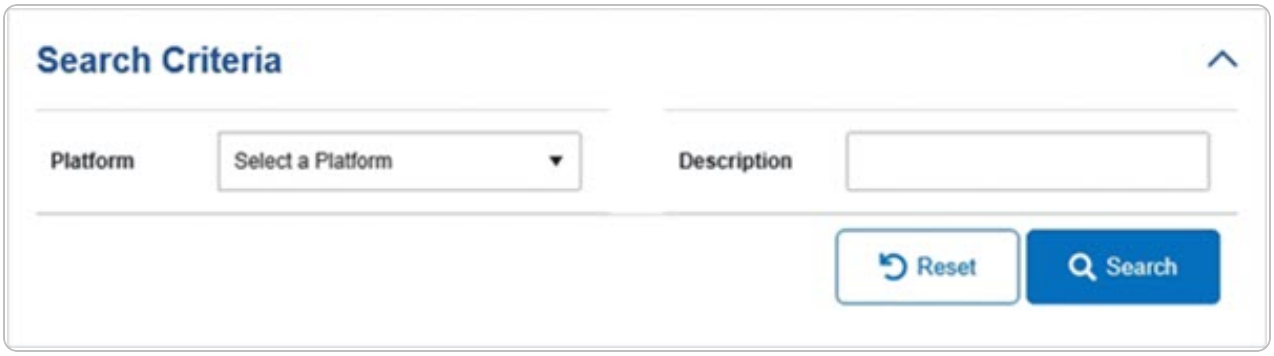
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Search for a Platform — Criteria

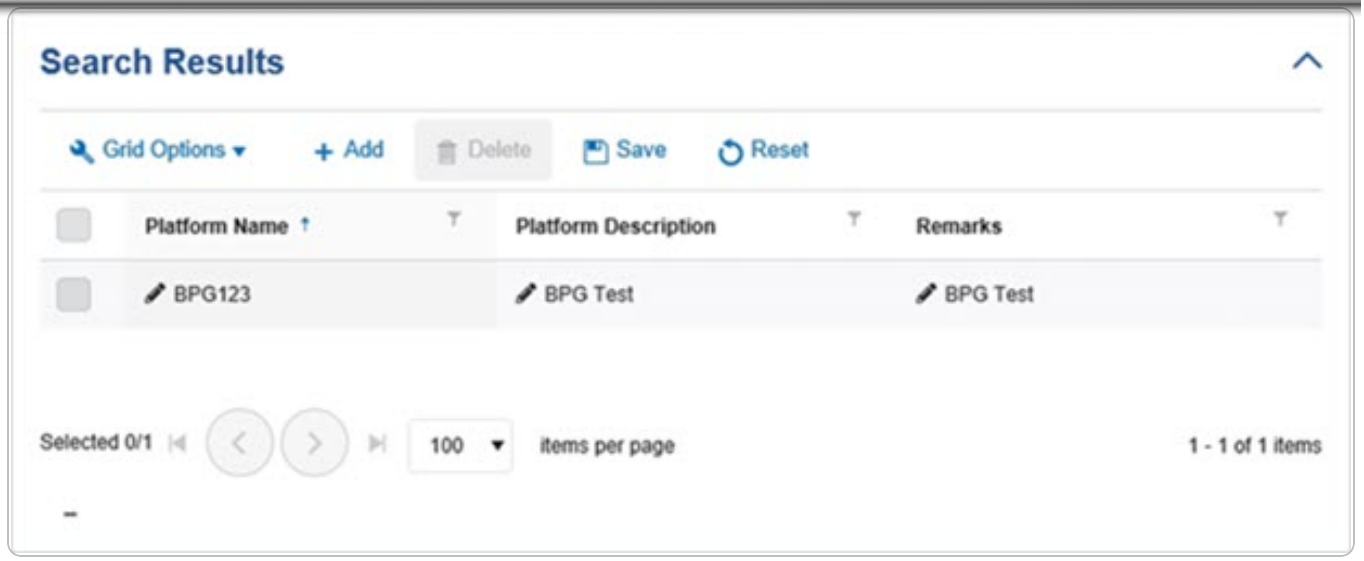
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

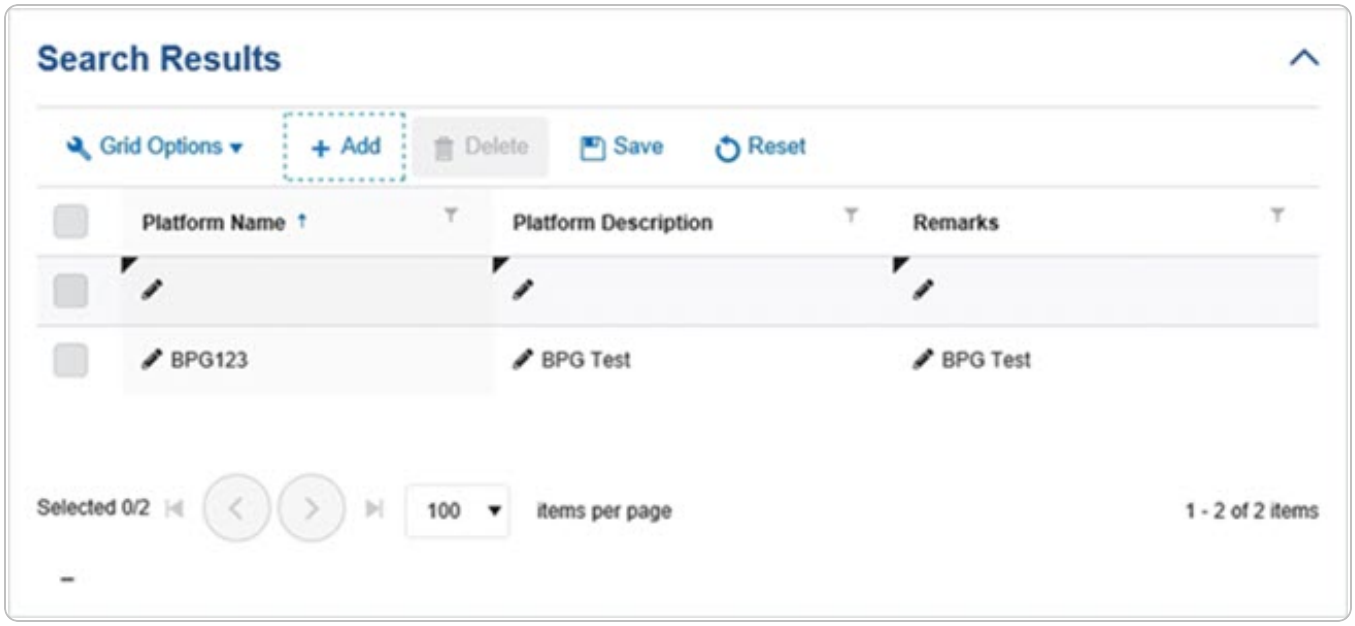


- Use ▾ to select the Platform.
- Enter the Description in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select Search. *The Search Results panel opens, showing the list of Platforms.*



Add a Platform

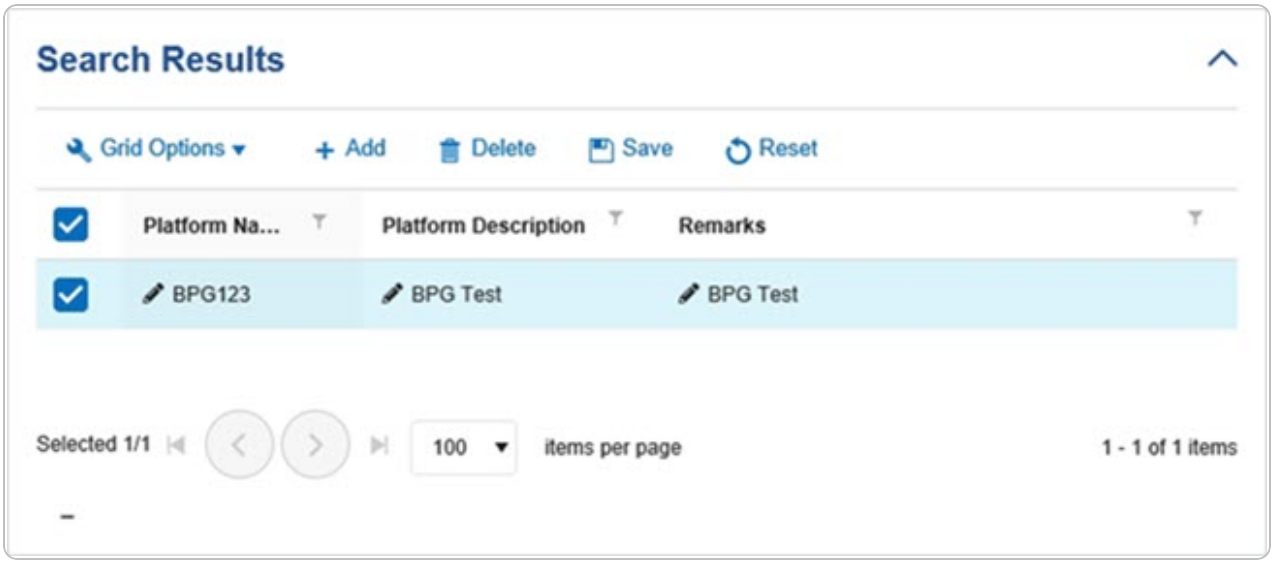


1. Select + Add. *A new Search Results row appears.*
2. Select ✎ in the Platform Name column. *An empty text field appears.*
3. Enter the Platform Name in the field provided. *This is a 30 alphanumeric character field.*
4. Select ✎ in the Platform Description column. *An empty text field appears.*

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. Records successfully saved. *appears in the bottom right-hand corner. The new Platform saves, and is no longer editable.*

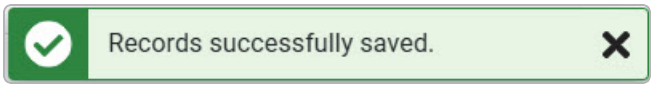
Update a Platform

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



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

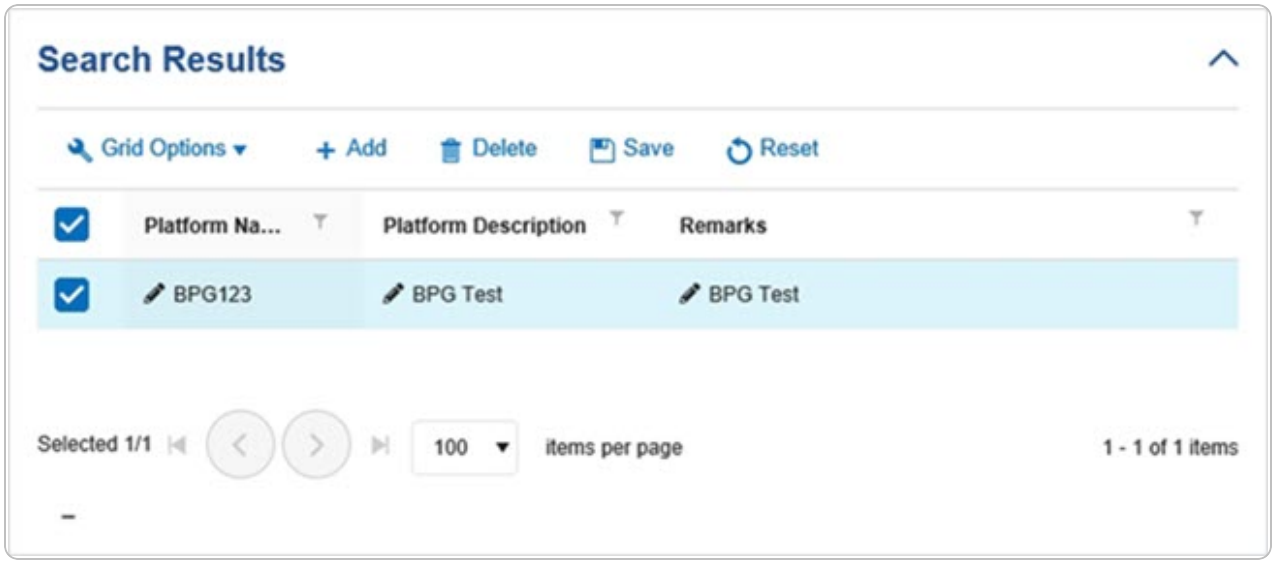
7. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

8. Select Save. 

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

Delete a Platform

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



2. Select Delete. *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

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

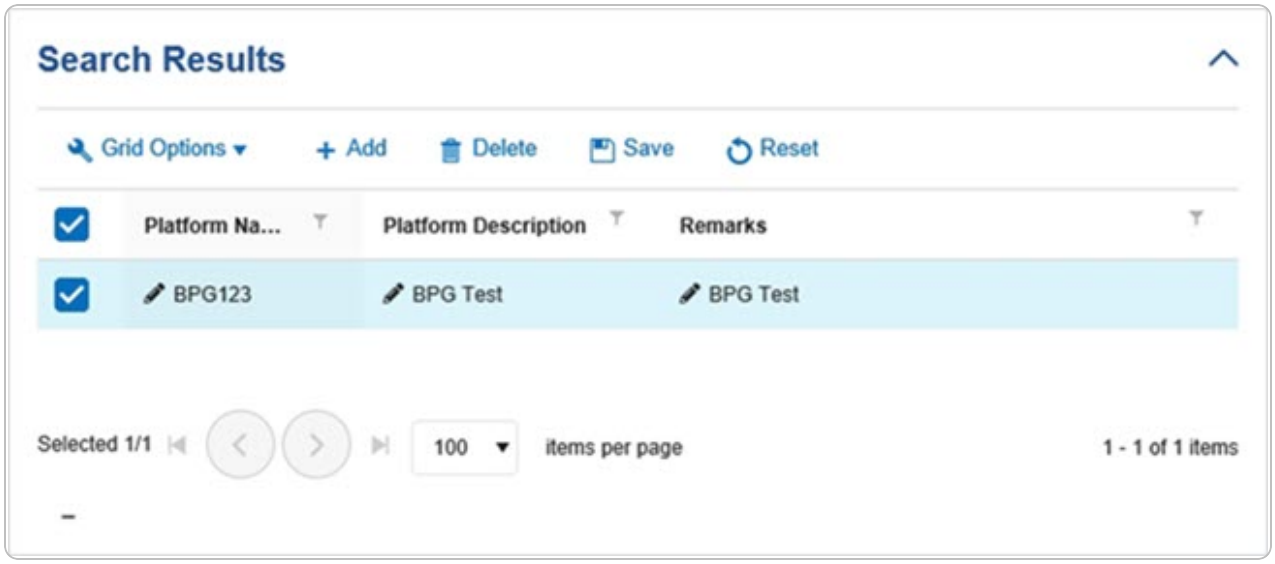
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

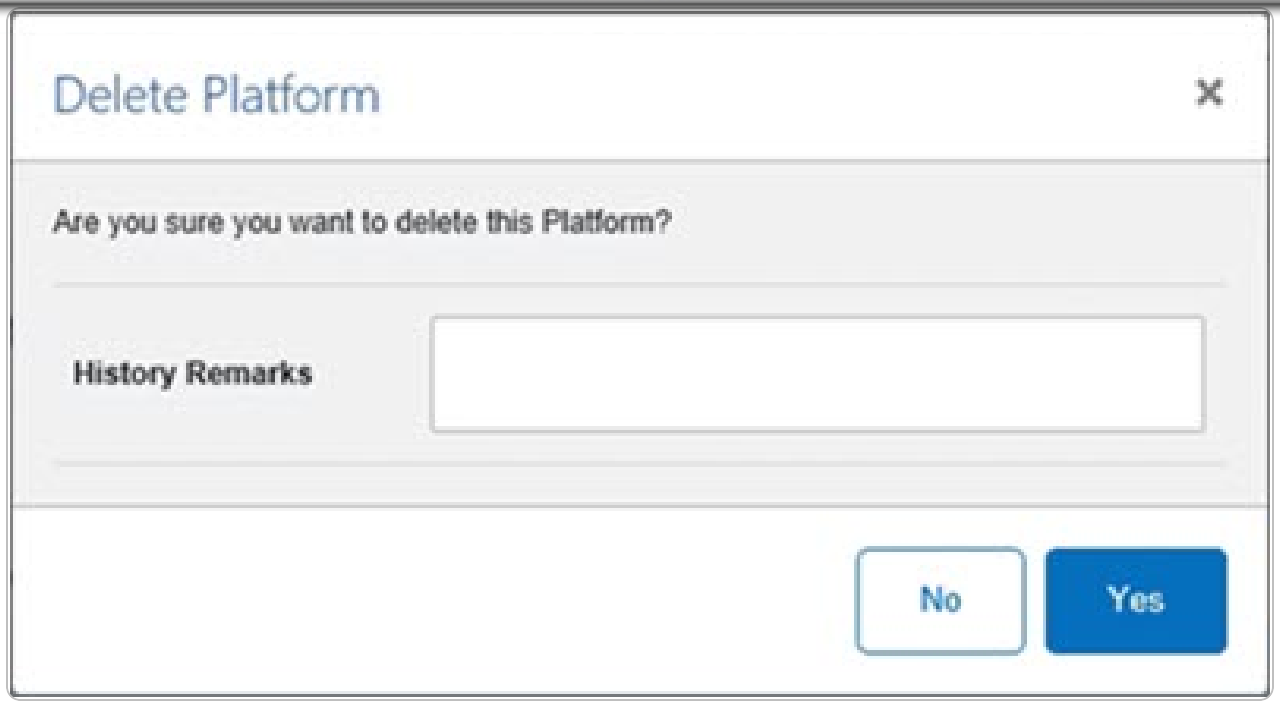
Delete a Platform

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

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



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



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

4. Select Yes. *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

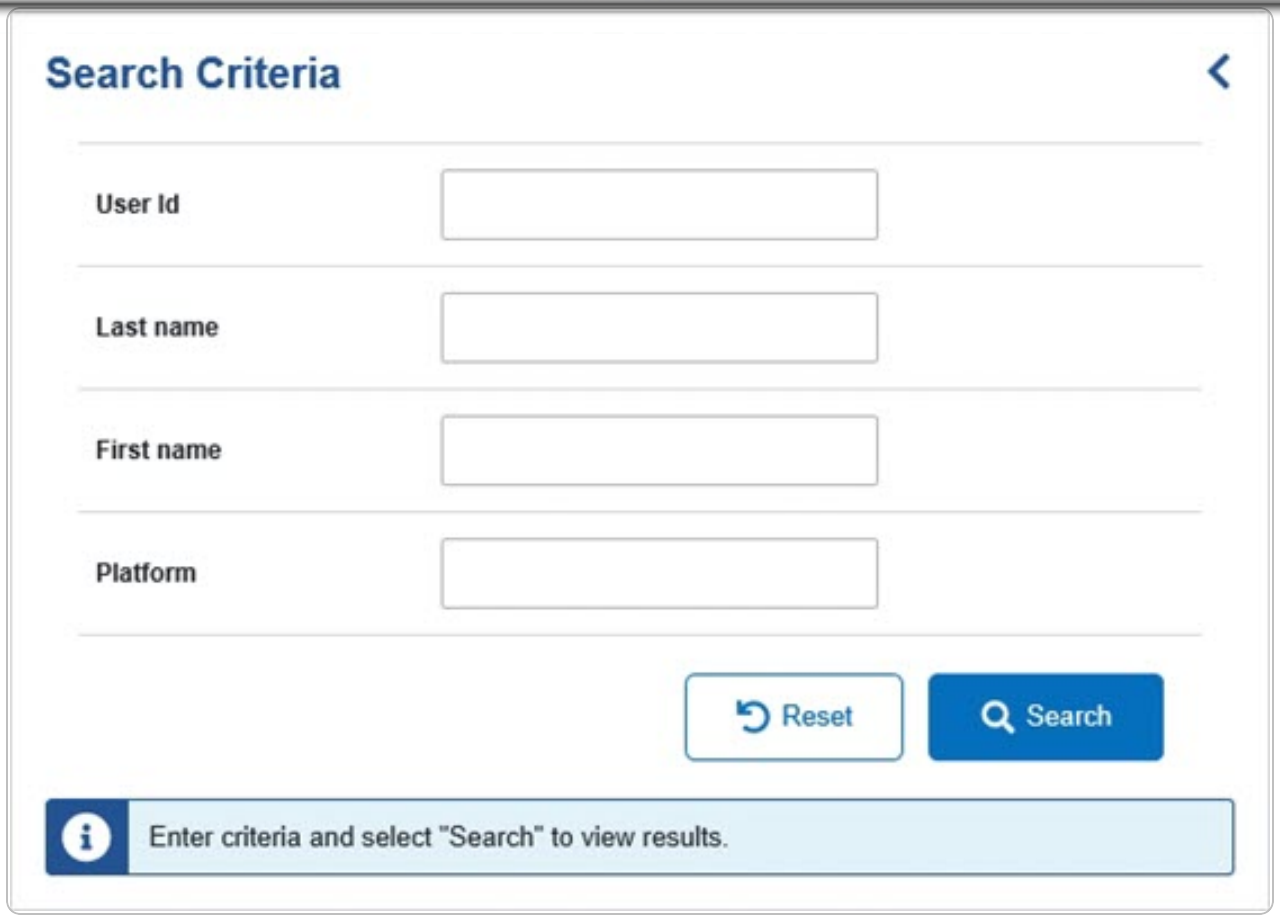
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

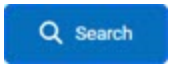
Search for an Authorization Manager

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

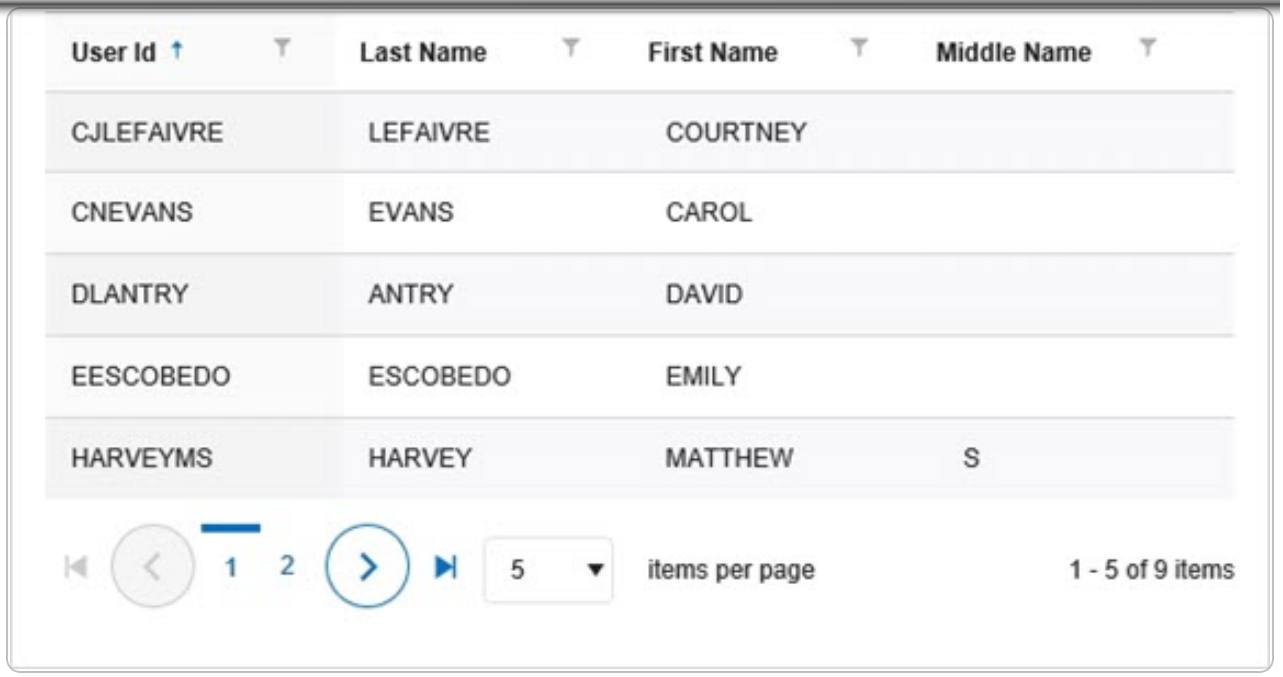
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



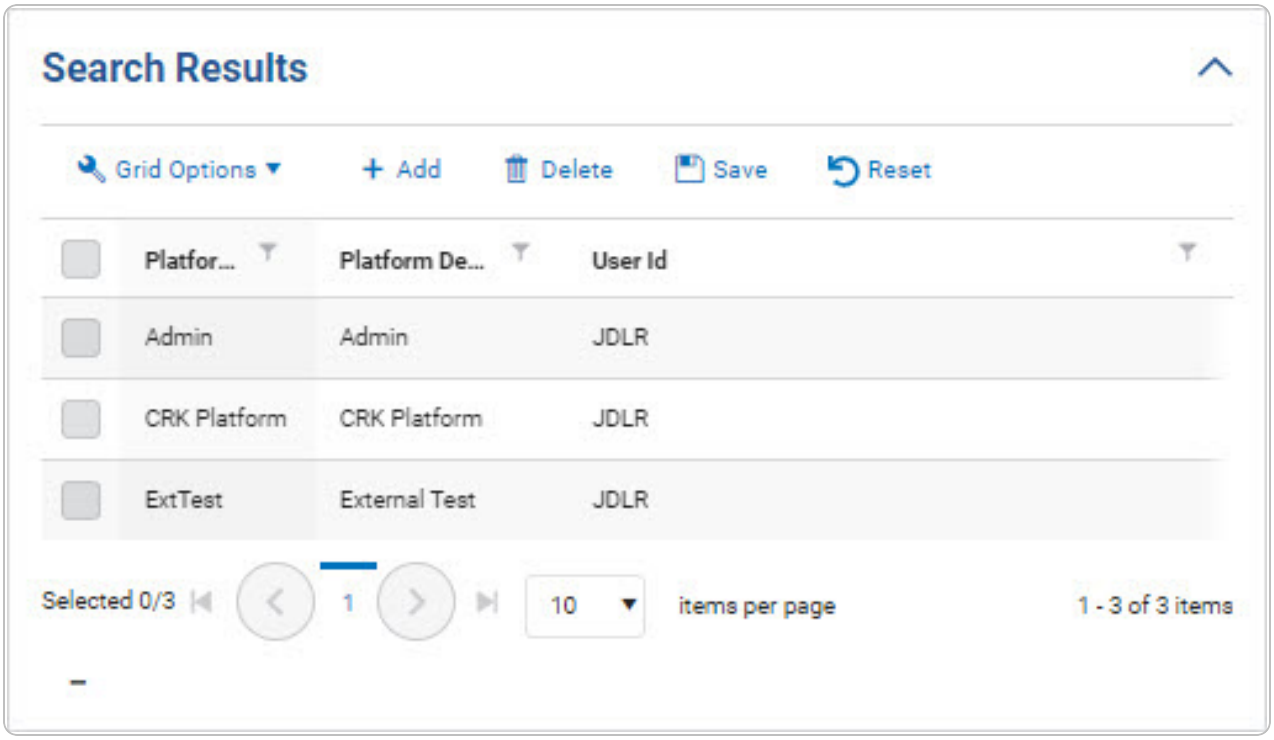
- Enter the USER ID in the field provided. *This is a 25 alphanumeric character field.*
- Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Platform in the field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

2. Select 

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



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



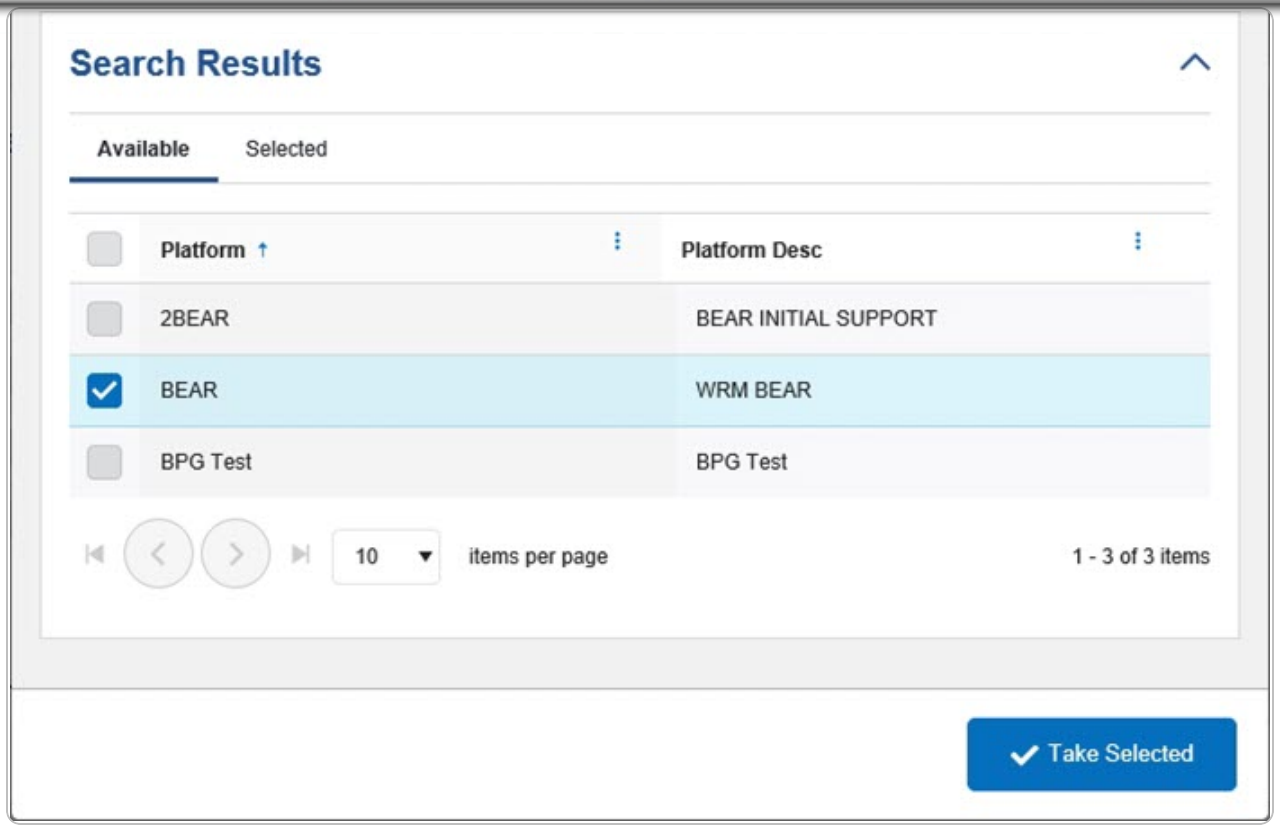
Add an Authorization Manager

1. Select + Add. *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:.

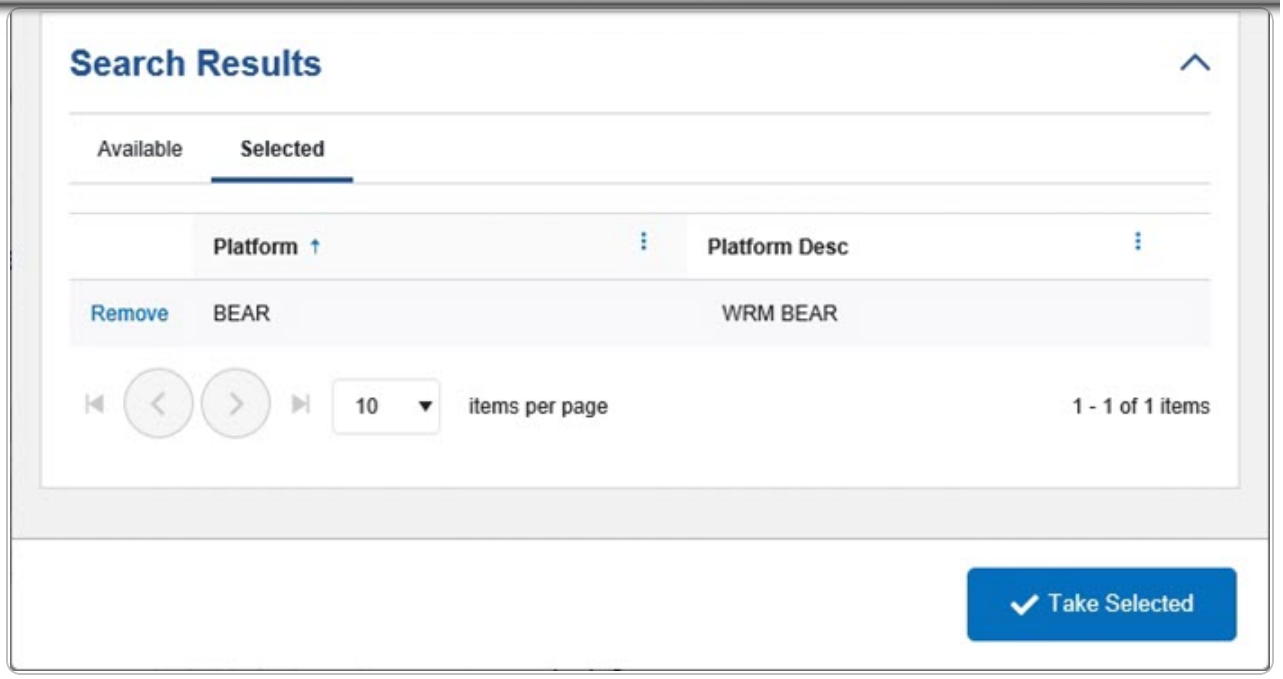


- Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Platform DESC in the field provided. *This is a 1,024 alphanumeric character field.*

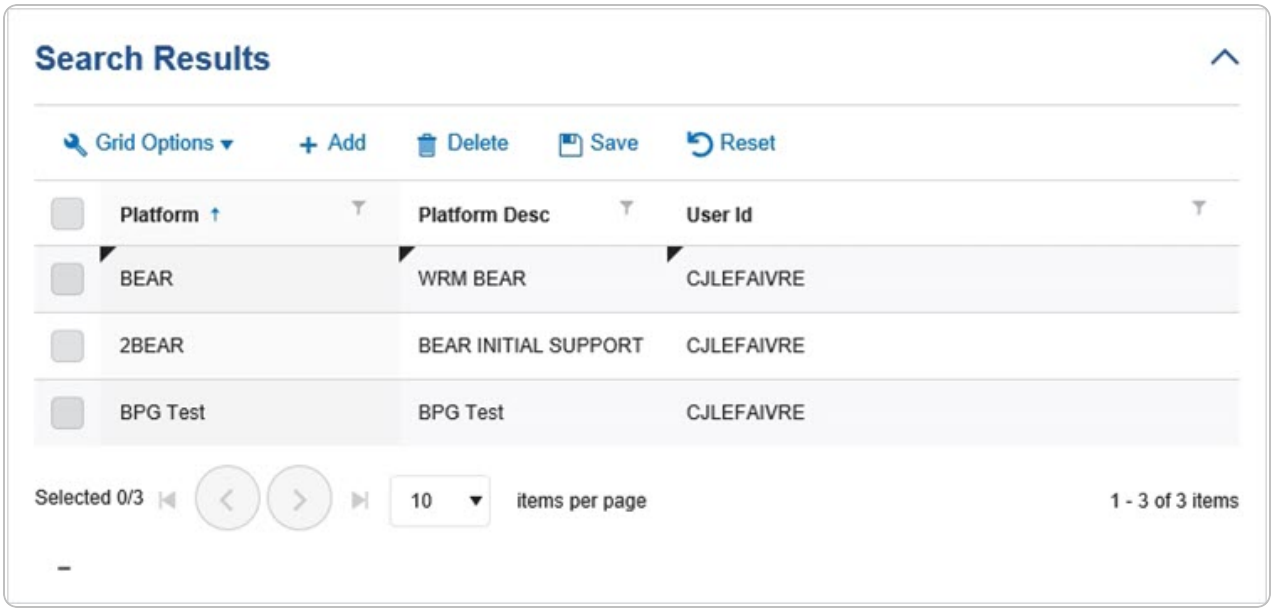
3. Select Search. *The Search Results panel opens, open to the Available tab with the entire list of Platforms.*



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



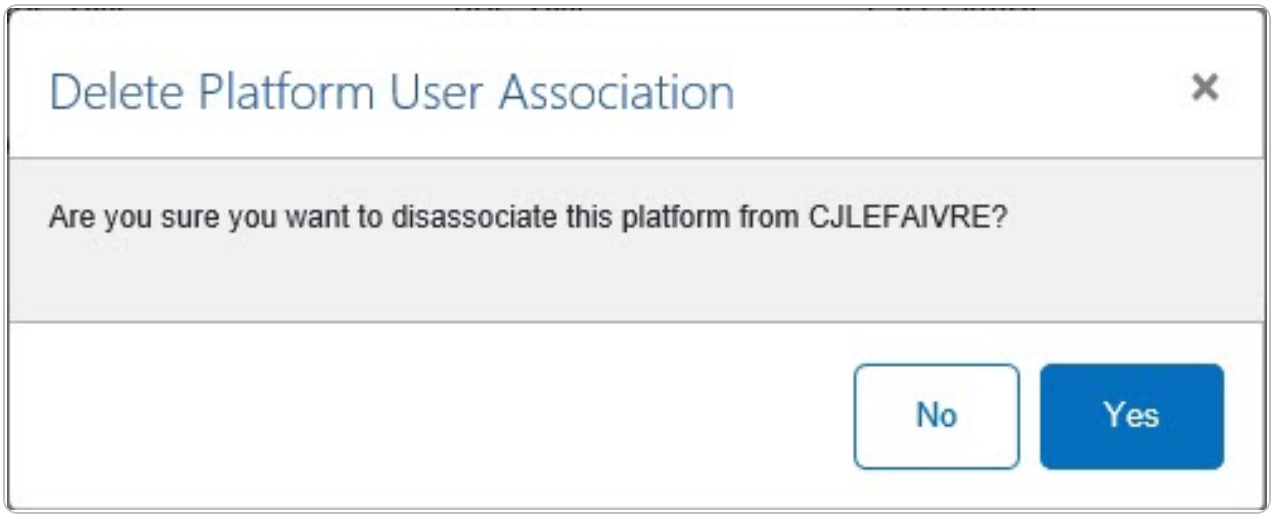
6. Select Take Selected. *The **Platform Browse** pop-up window closes, and the selected Platform(s) appear in the Search Results grid.*



7. Select Save. Platforms association successful. *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.*



3. Select Yes. Platform association removed successfully. *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

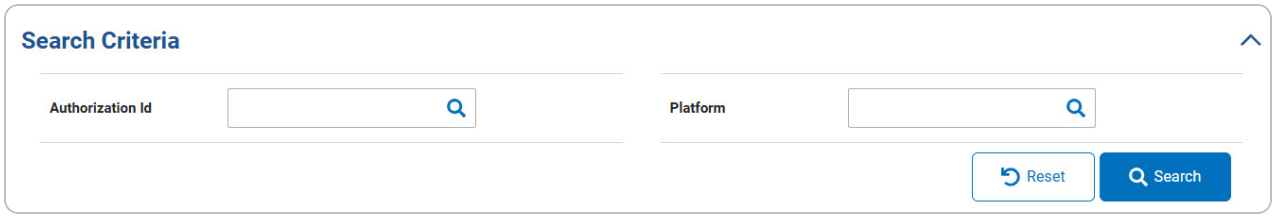
ELMS Navigation Helpful Tips

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 Reset *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:.



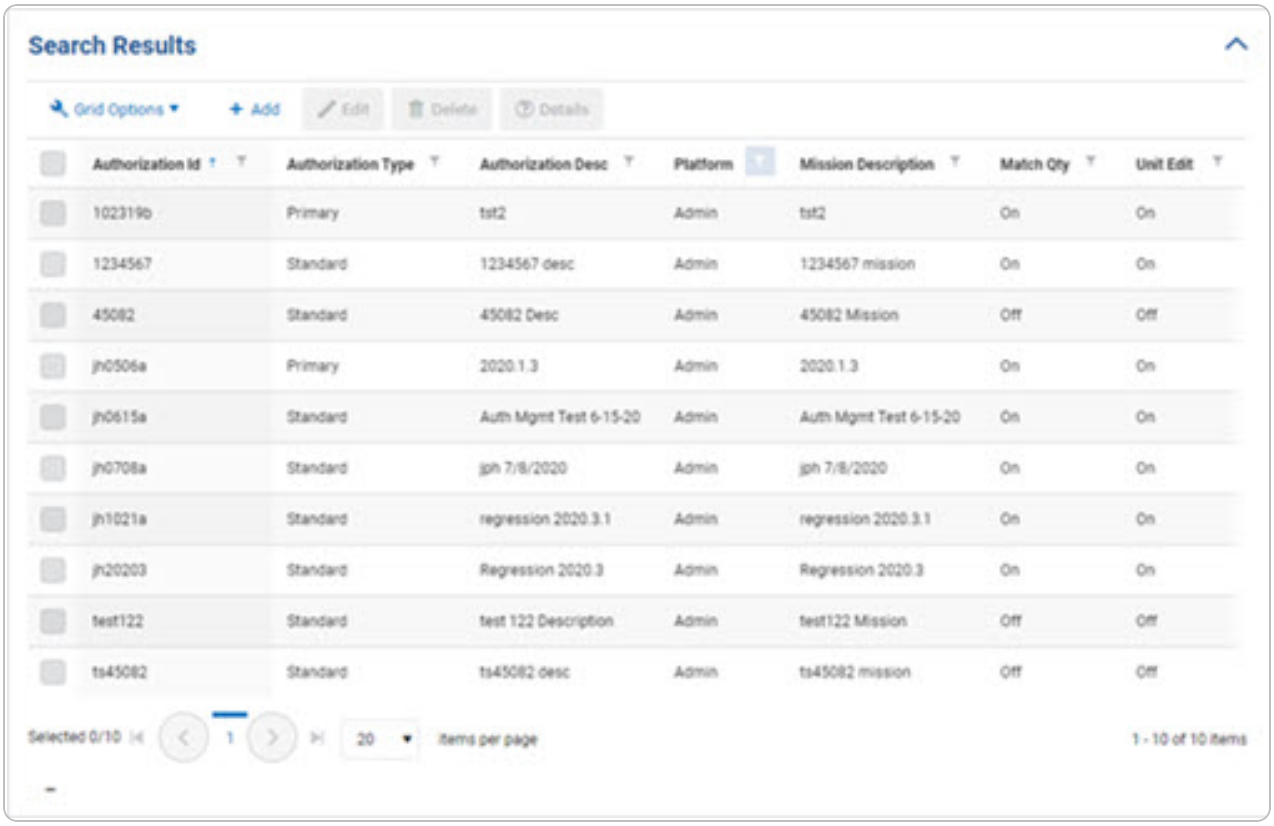
- Enter the Authorization ID, or use to browse for the entry. *This is a 4-7 alpha-numeric character field.*

  Authorization Browse help

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

  Platform Browse help

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



Add an Authorization

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

Update an Authorization

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

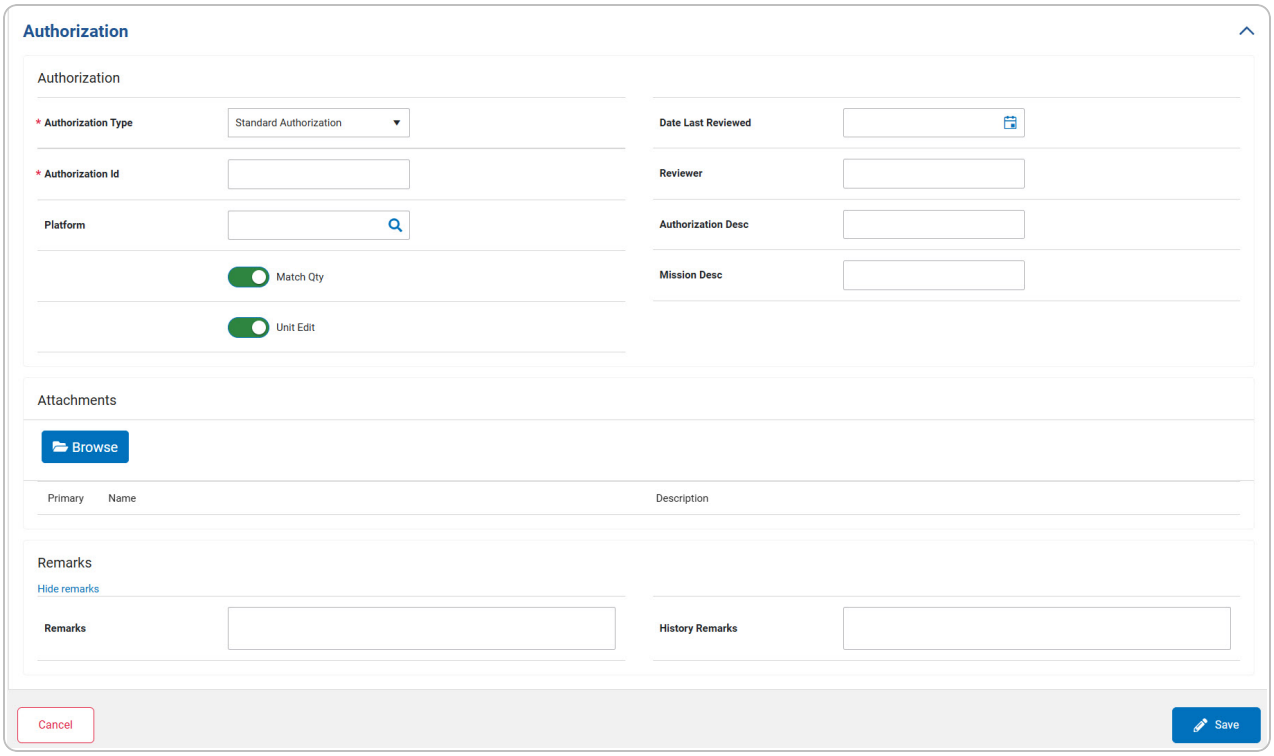
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Add an Authorization

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

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



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.*

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

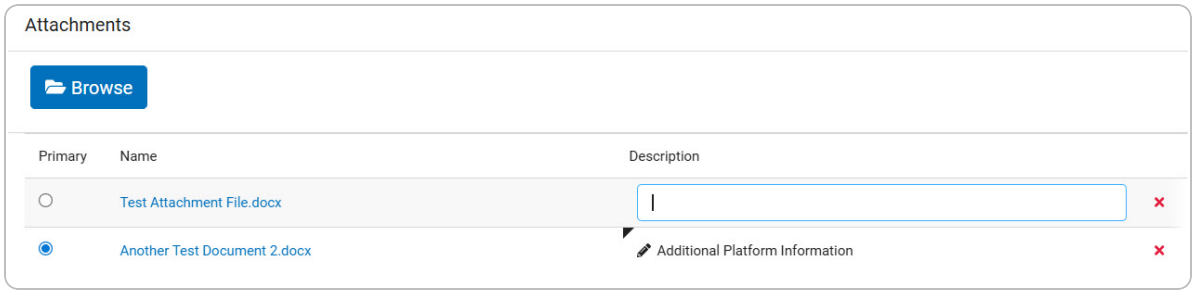
    A. Choose the file to attach, and select it.

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



    C. Click ○ to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*

    D. Select ✎ in the Description field. *The field becomes editable.*



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

Note

Select ◤ to edit the Description.

Select ✕ to remove an attachment.

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

13. or

    Select Cancel.



appears.

Select No. *The pop-up window closes and the **Authorization Management Add** page reappears*.

or

Select Yes. *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

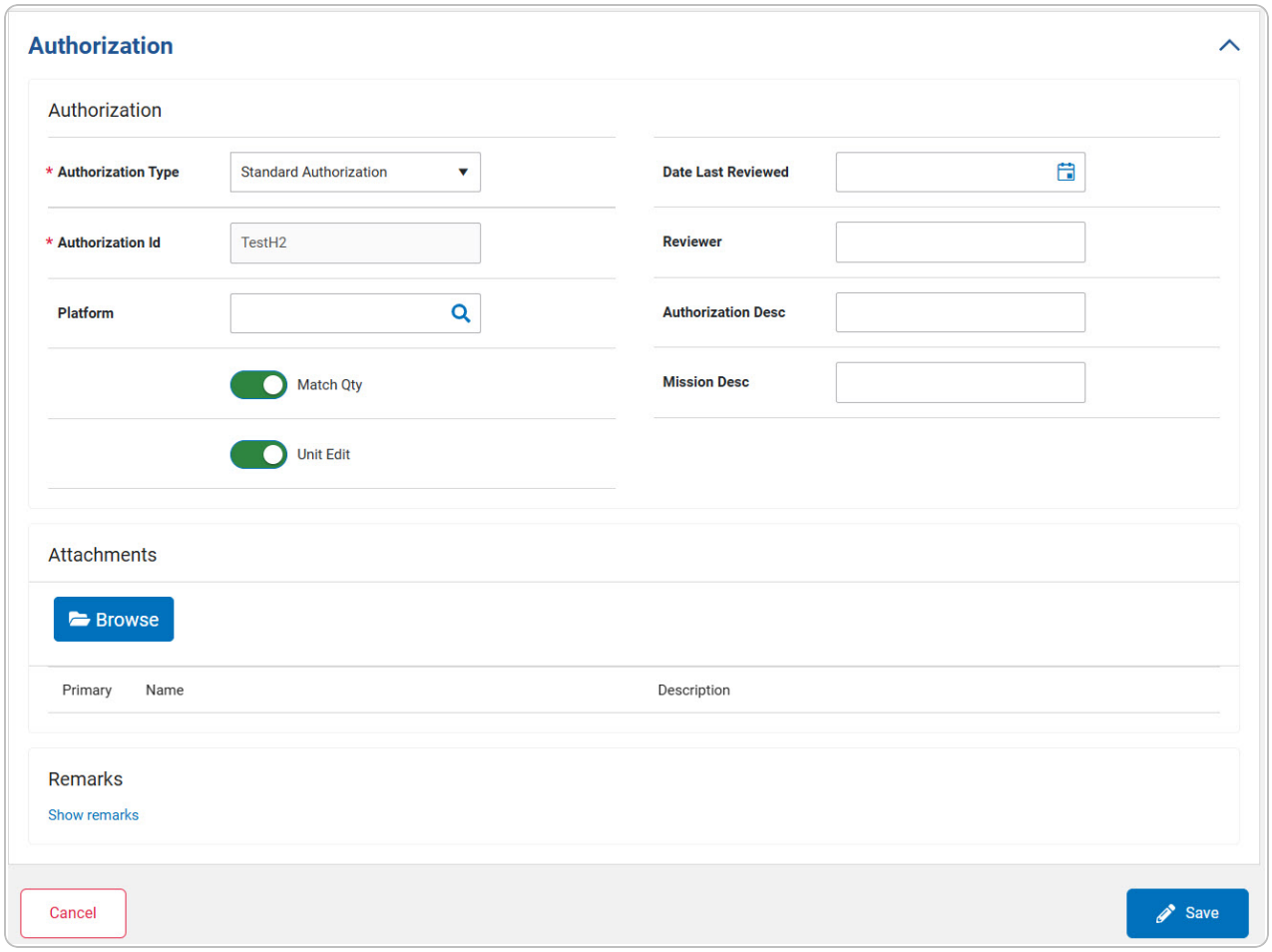
Click the following link to display FSM Navigation Tips.

Update an Authorization

Selecting Cancel *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* Edit, Delete, *and* Details *become available.*

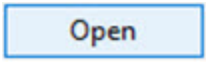
2. Select Edit. *The **Authorization Management Update** page appears.*



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.*

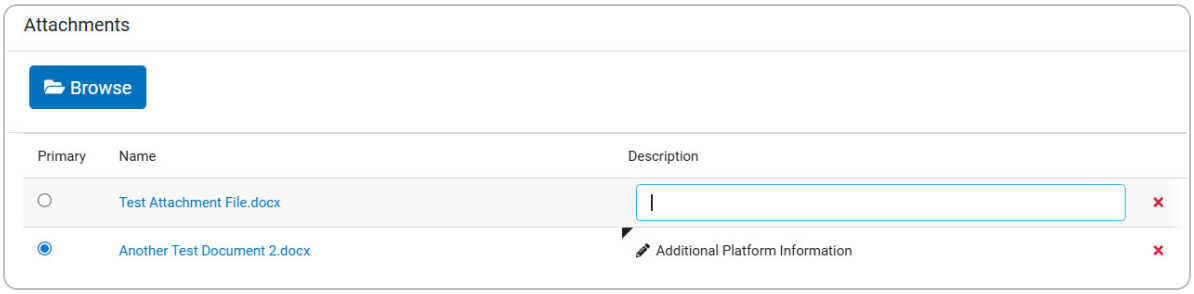
8. Update the Date Last Reviewed, using  or entering the date (MM/DD/YYYY) in the field provided.
9. Update the Reviewer, entering the revised name in the field provided. *This is a 30 alpha-numeric character field.*
10. Update the Authorization DESC, entering the revised explanation in the field provided.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



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



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

14. or

    Select Cancel.



appears.

Select No. *The pop-up window closes and the **Authorization Management Update** page reappears*.

or

Select Yes. *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

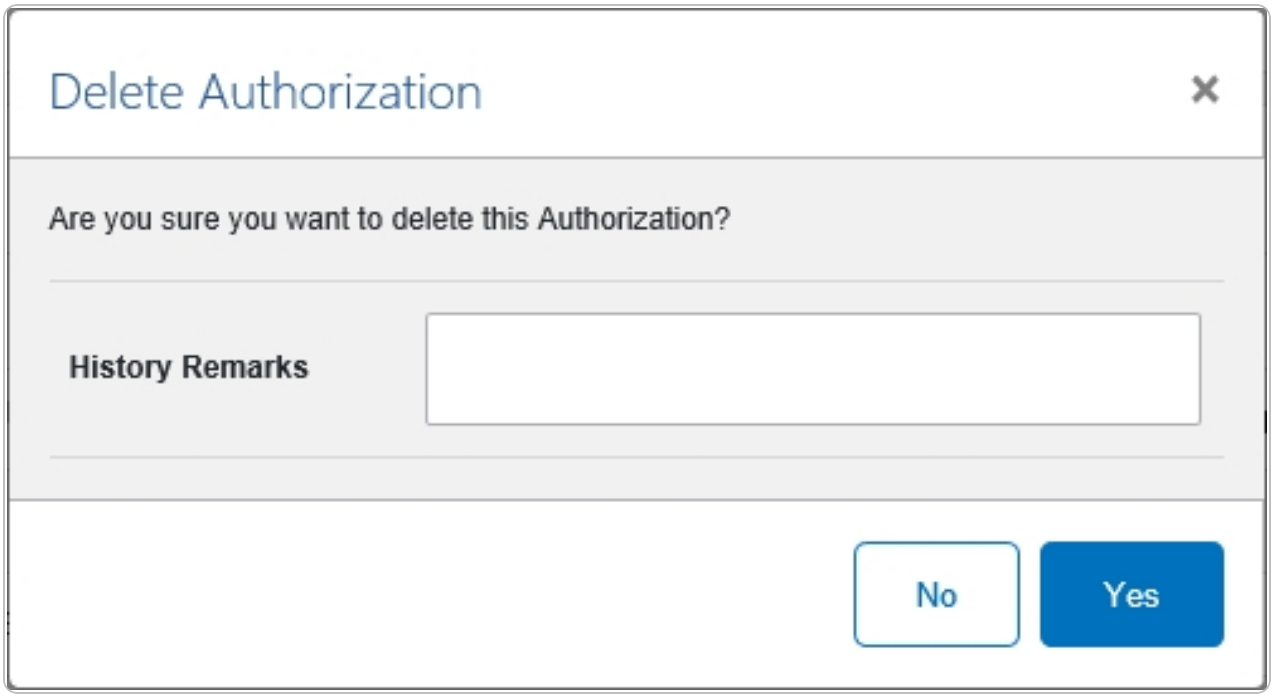
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Delete an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

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



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

Common Errors

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

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

Related Topics

- 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

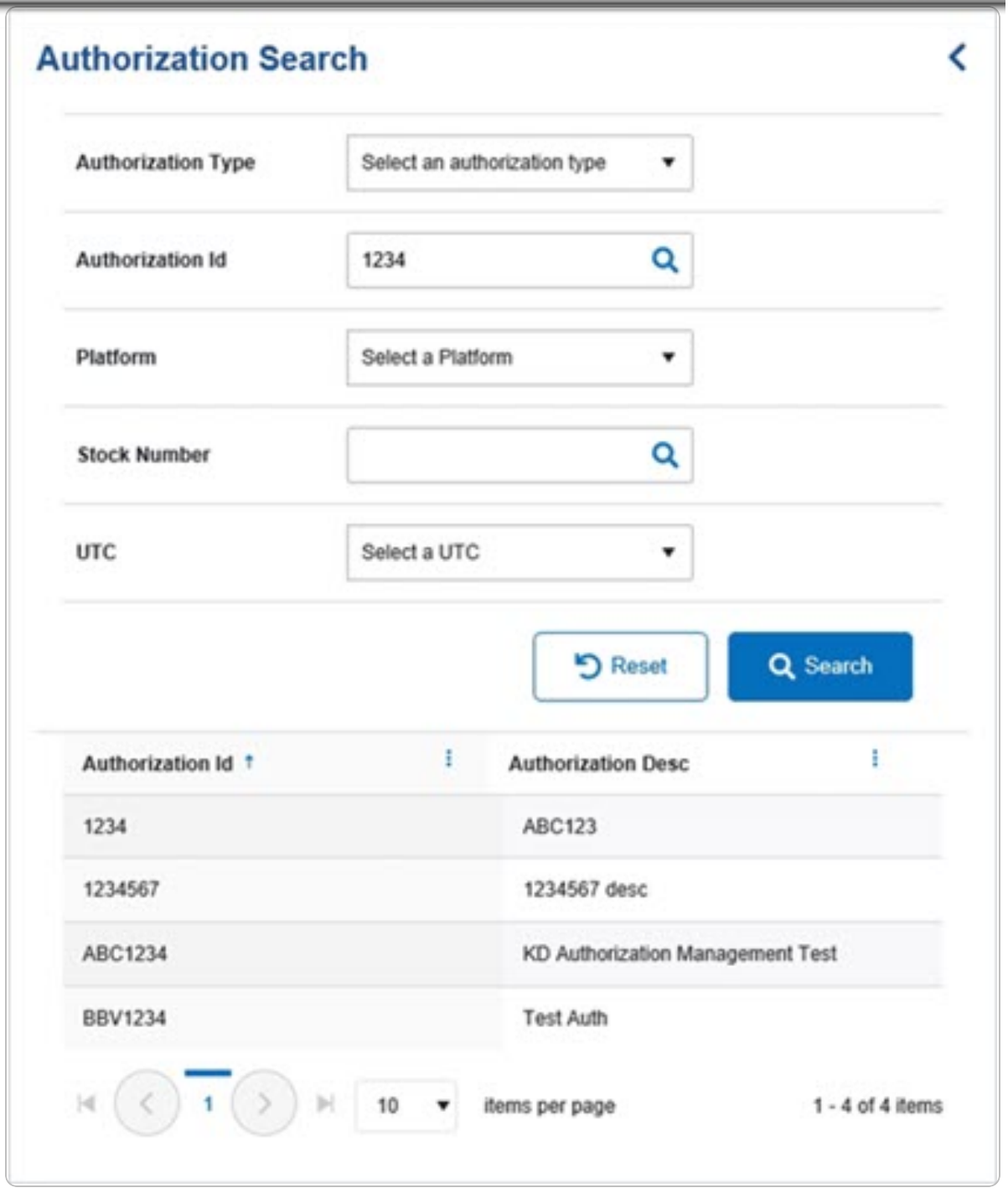
ELMS Navigation Helpful Tips

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 Reset *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:.



- Use ▾ to select the Authorization Type.

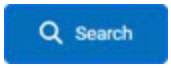
- Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alpha-numeric character field.*

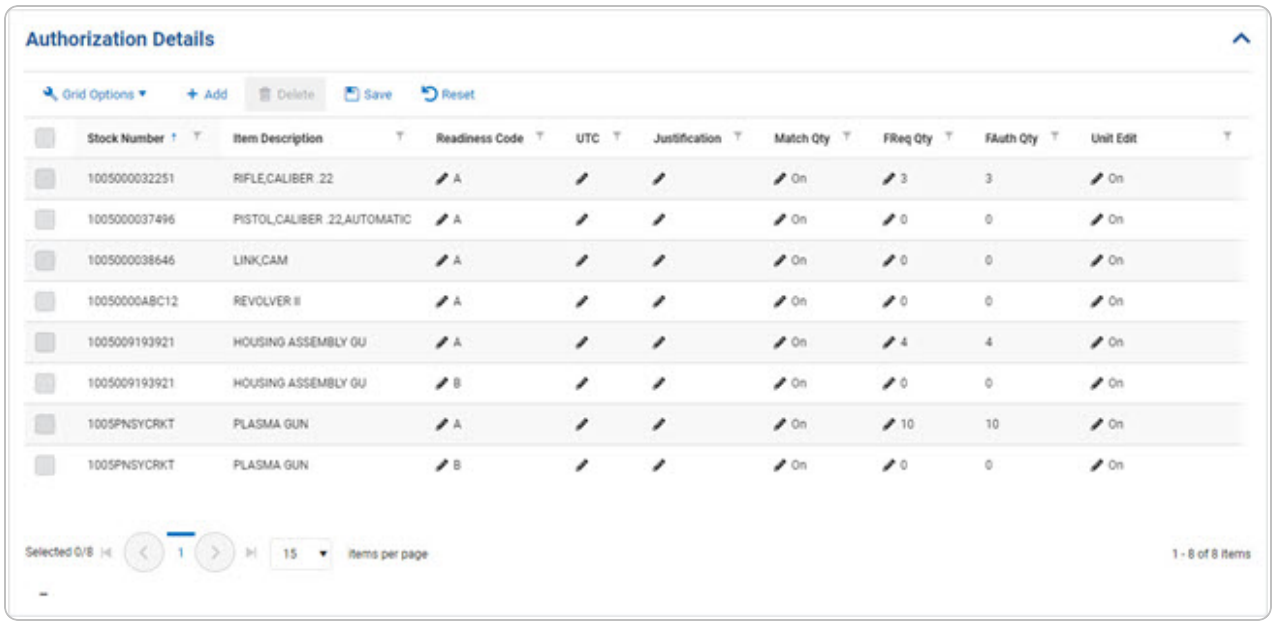
  Authorization Browse

- 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.*



Add an Authorization Detail

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

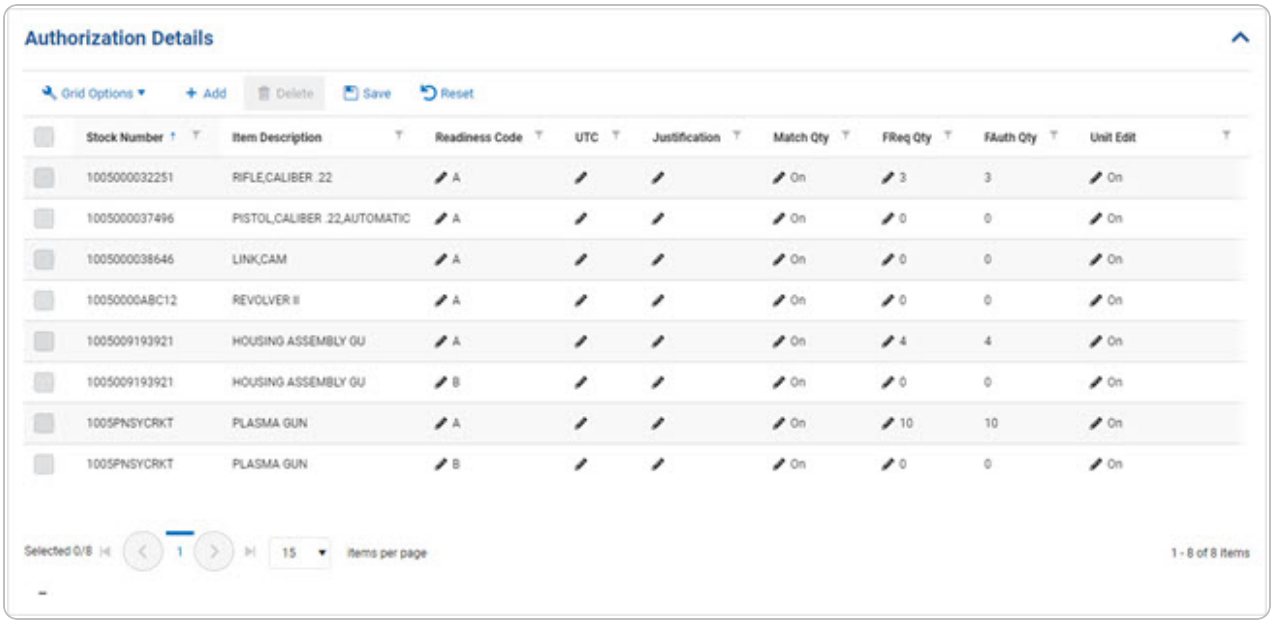
Note

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

2. Select ✔ Take Selected. *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* 🗑 Delete, 💾 Save, *and* ↺ Reset *become available.*



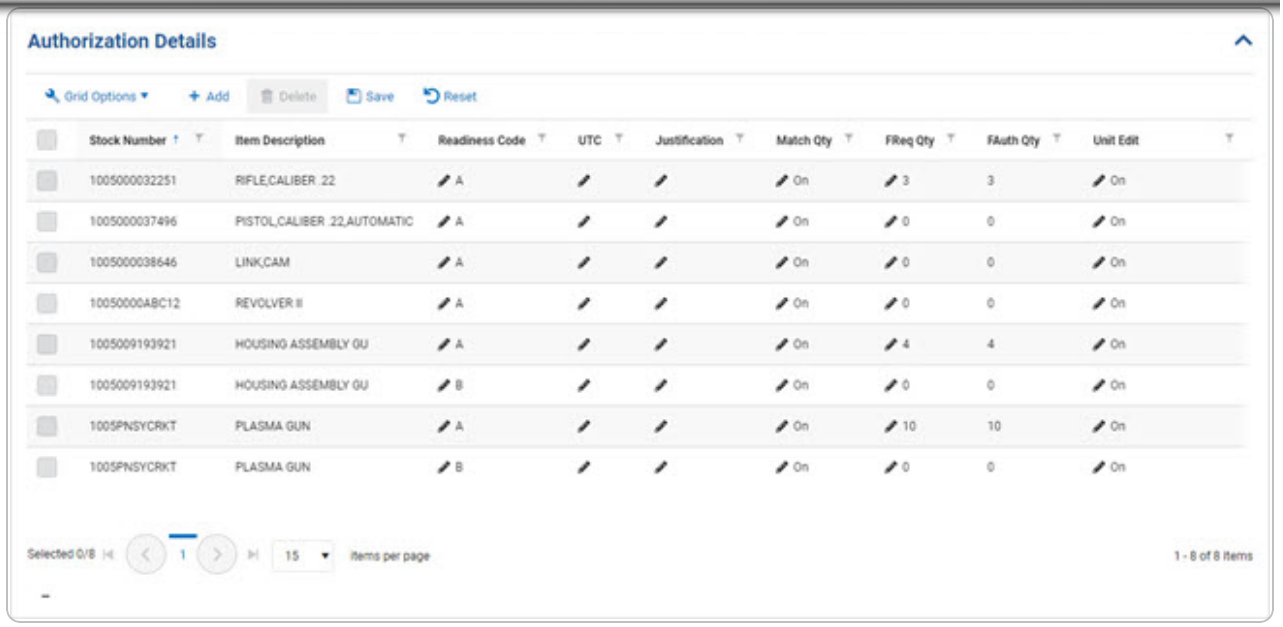
2. Select ✎ in the Readiness Code column. *A drop-down field appears.*

3. Update the Readiness Code, using ▾ to select the desired code.

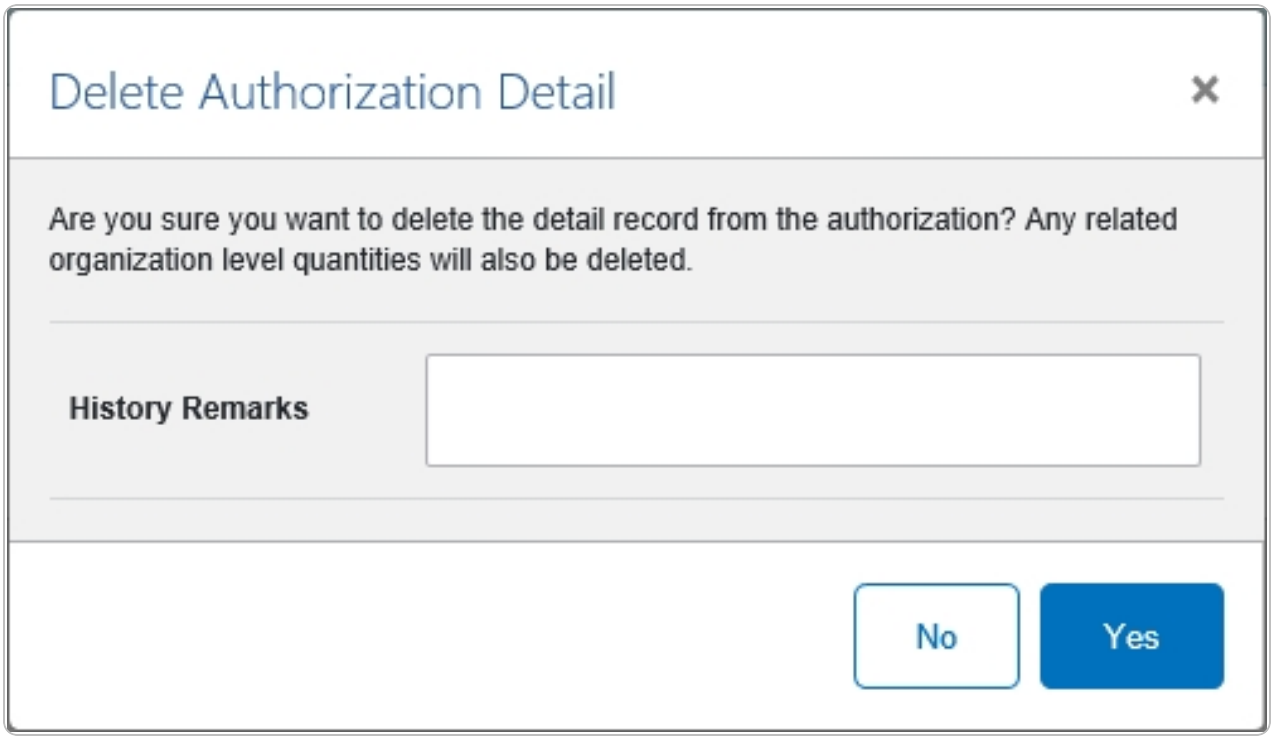
4. Select in the UTC column. *The field becomes editable.*
5. Update the UTC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
6. Select in the Justification column. *The field becomes editable.*
7. Update the Justification, entering the revised explanation 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 Save. *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* Delete, Save, *and* Reset *become available.*



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



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

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

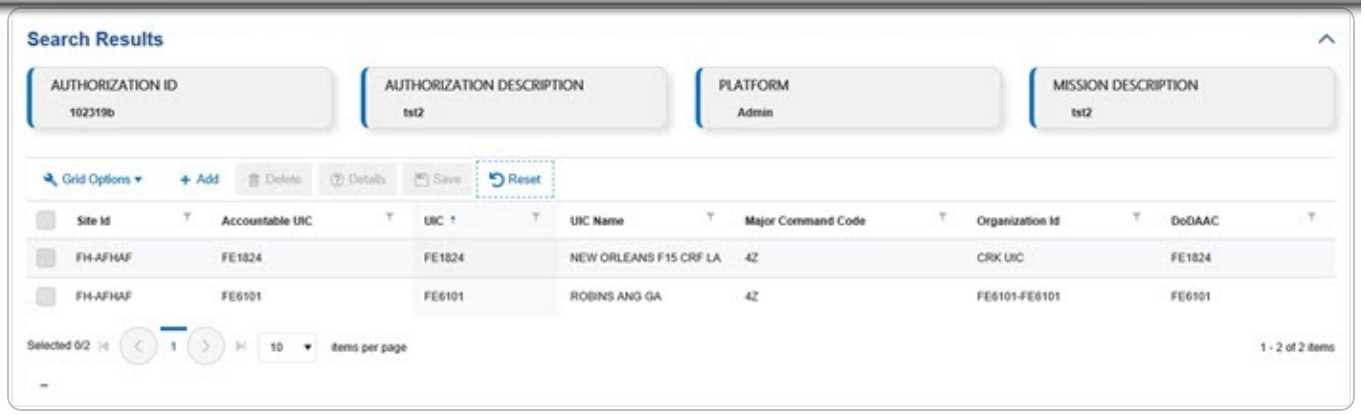
1. Select the Authorization ID tab.



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

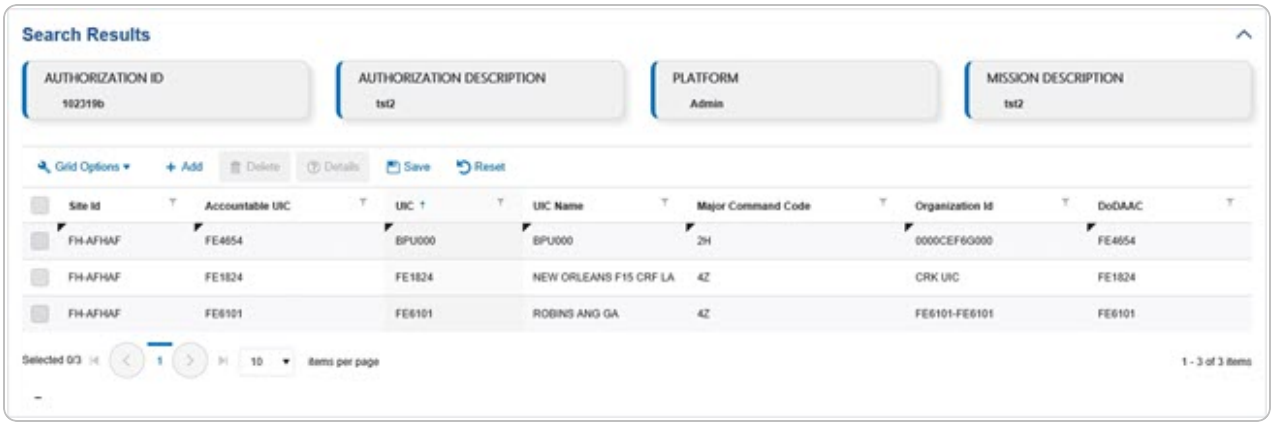
  Authorization Browse help

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



Add a UIC

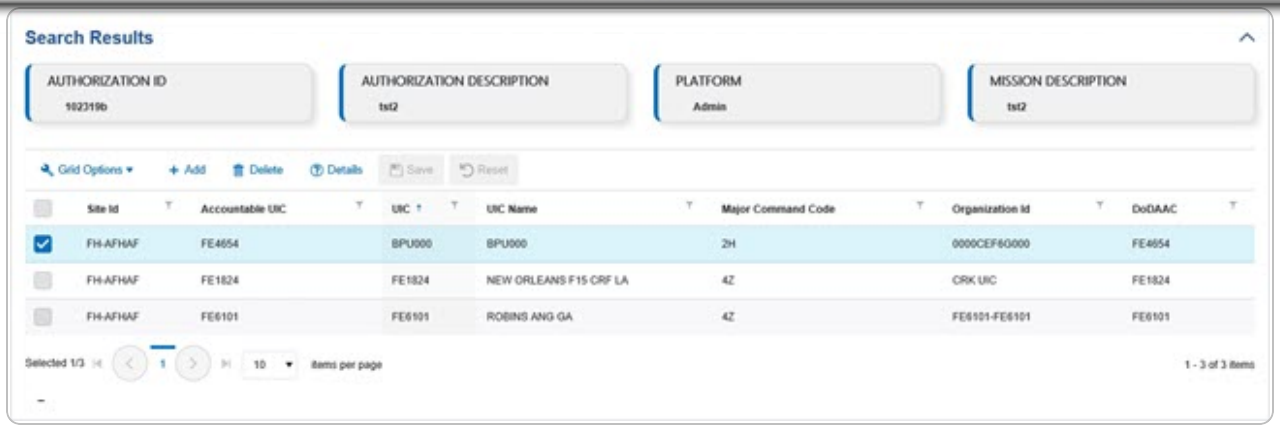
1. Select + Add. *The **UIC Browse** pop-up window appears.*
2. *The selected UIC appears at the top of the Search Results panel.*



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

Delete a UIC

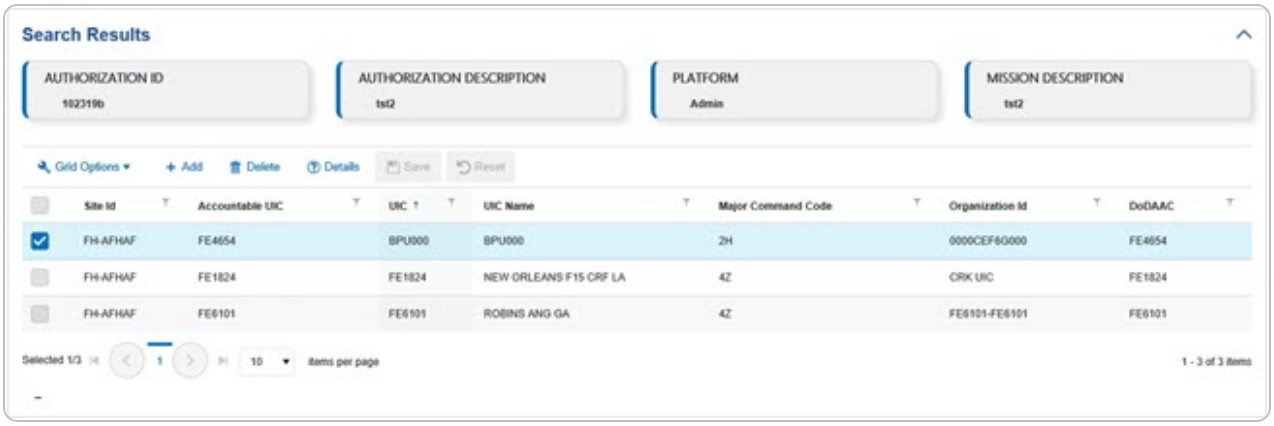
1. Click ☐ to select the desired entry. *The UIC record is highlighted, and* Delete *and* Details *become available.*



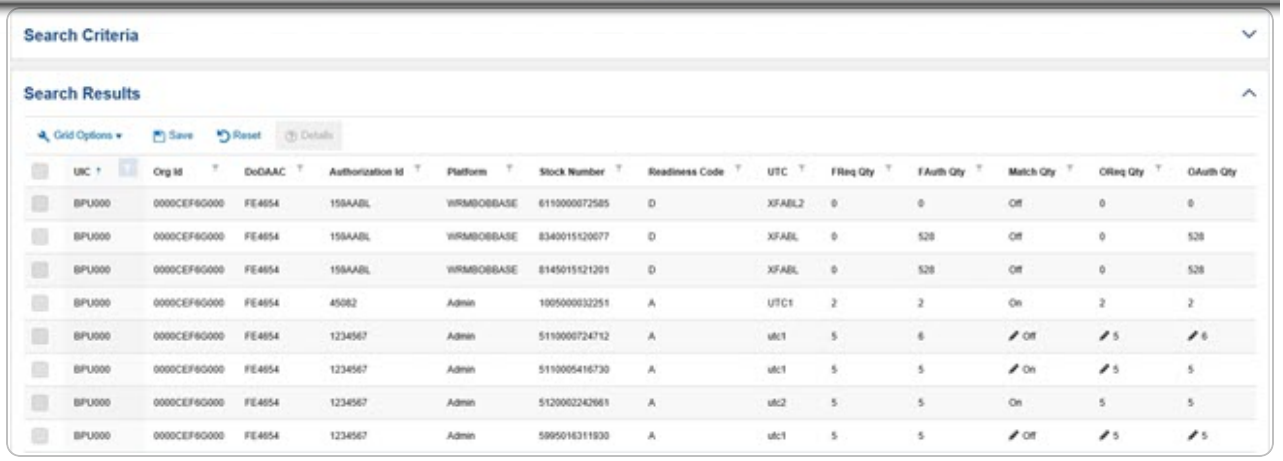
2. Select Delete. *The **Delete UIC From Authorization** pop-up window appears.*

View the Details of a UIC

1. Click ☐ to select the desired entry. *The UIC record is highlighted, and* Delete *and* Details *become available.*

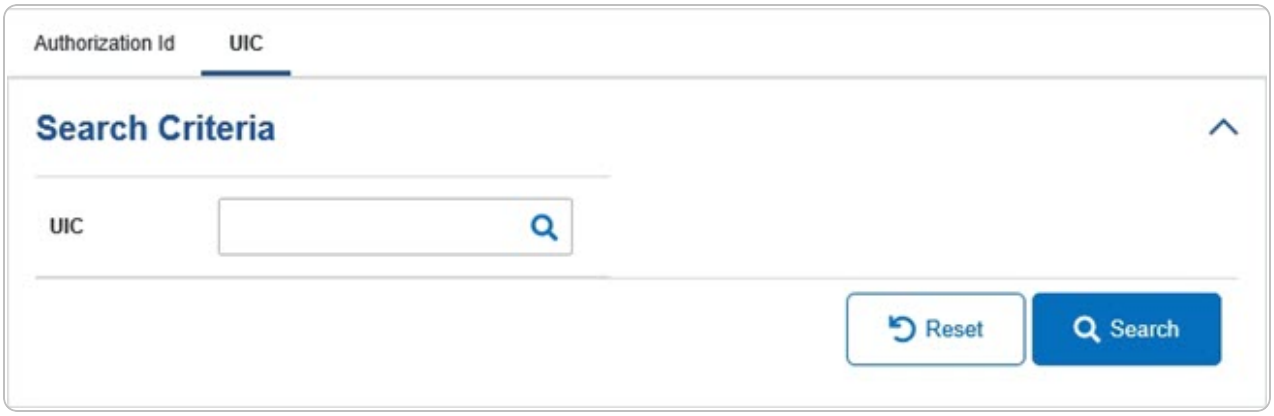


2. Select Details. *The **Review Authorization** page appears.*



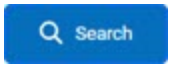
Search for a UIC

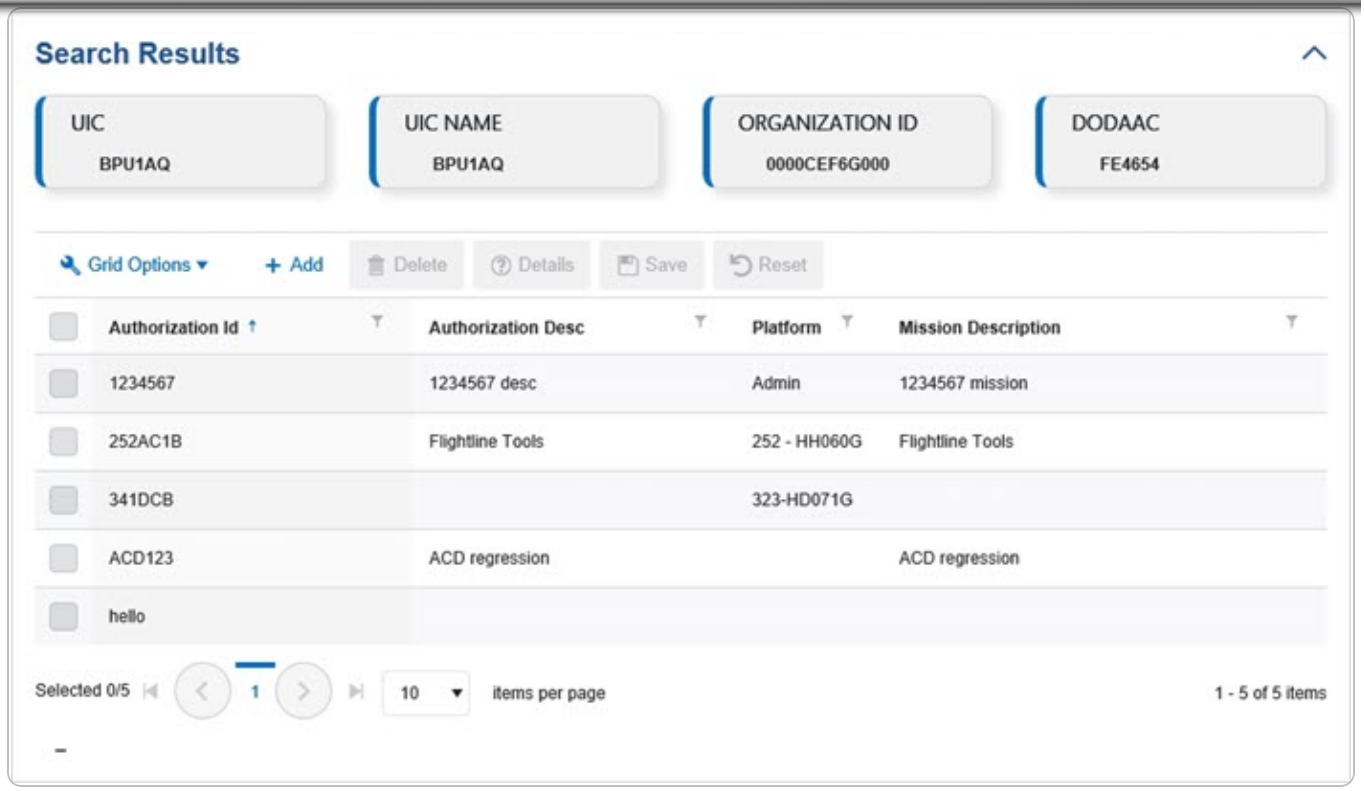
1. Select the UIC tab.



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

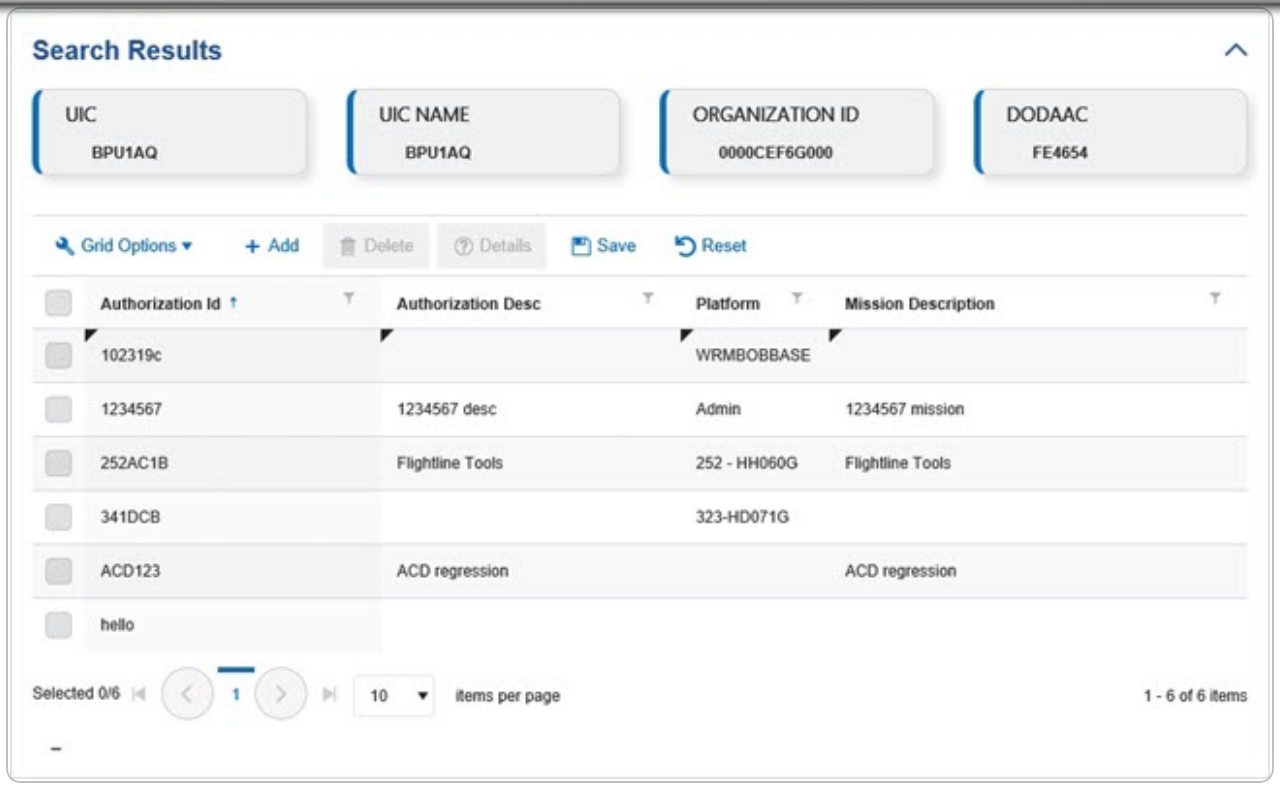
  Unit Identification Code Browse help

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



Add an Authorization ID

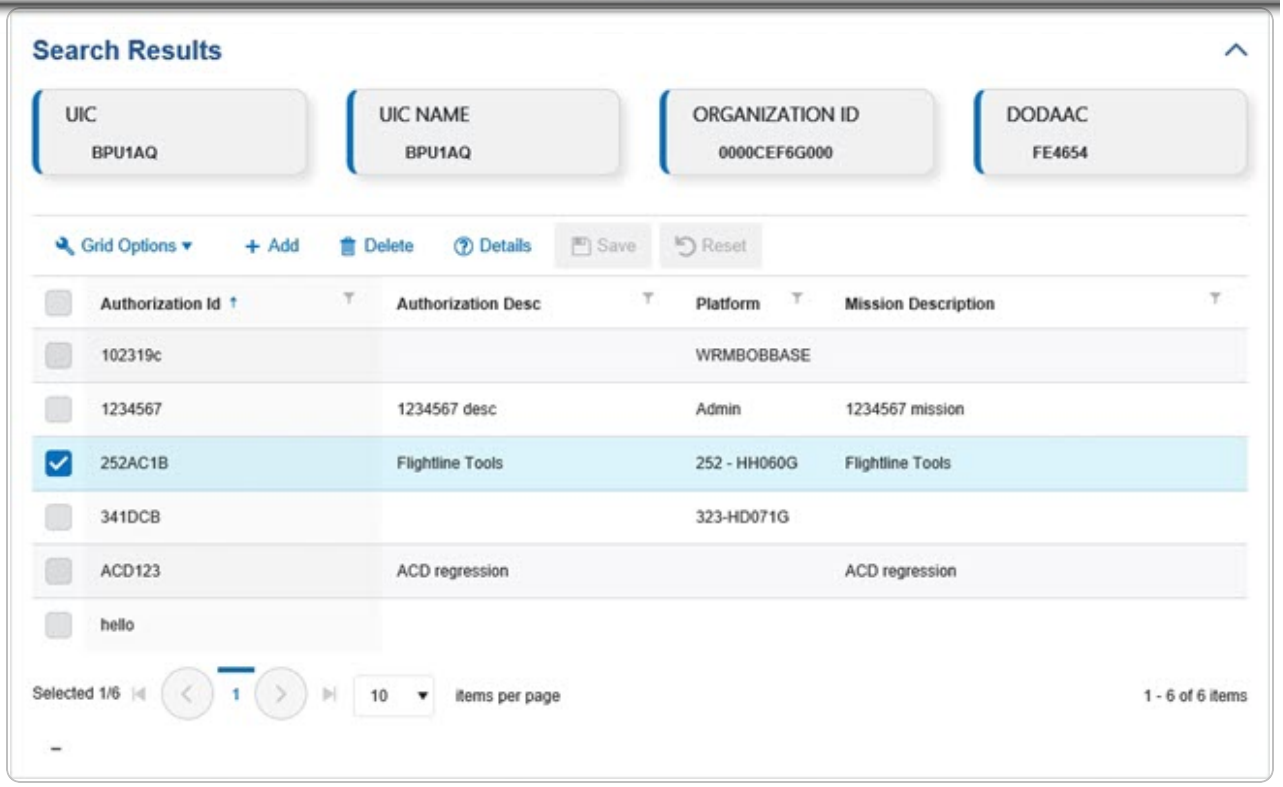
1. Select + Add. *The **Authorization Browse** pop-up window appears.*
2. *The selected Authorization ID appears at the top of the Search Results panel.*



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

Delete an Authorization ID

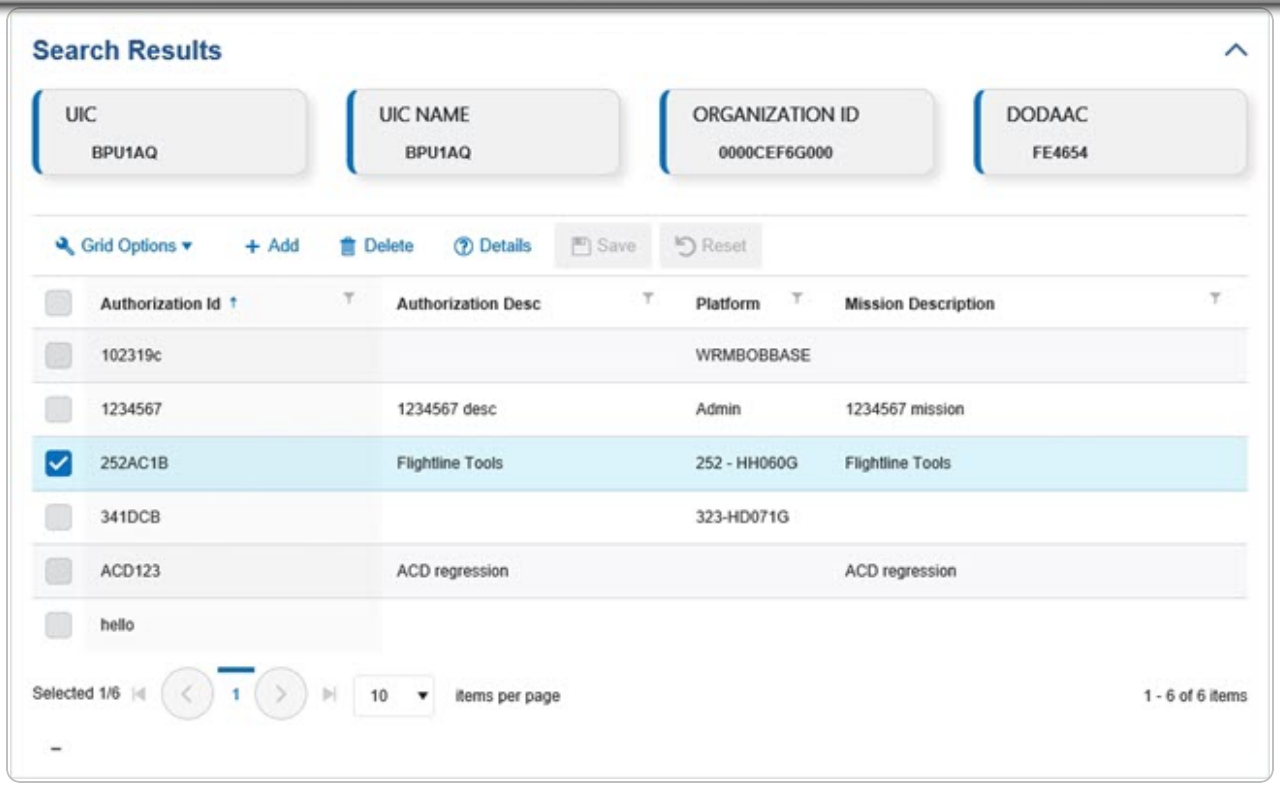
1. Click ☐ to select the desired entry. *The Authorization ID record is highlighted, and* Delete *and* Details *become available.*



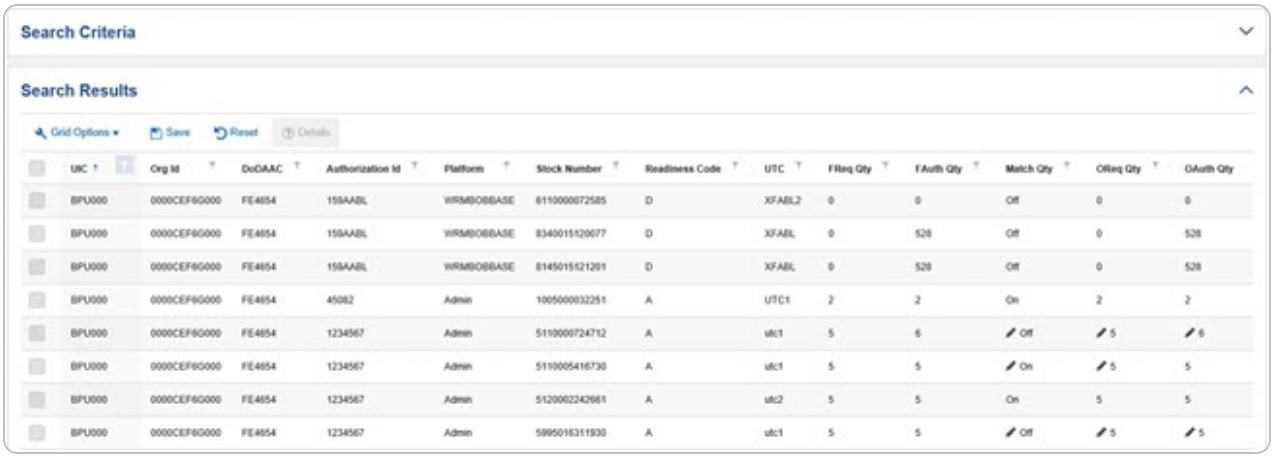
2. Select Delete. *The **Delete UIC From Authorization** pop-up window appears.*

View the Details of a Authorization ID

1. Click ☐ to select the desired entry. *The UIC record is highlighted, and* Delete *and* Details *become available.*



2. Select Details. *The **Review 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
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

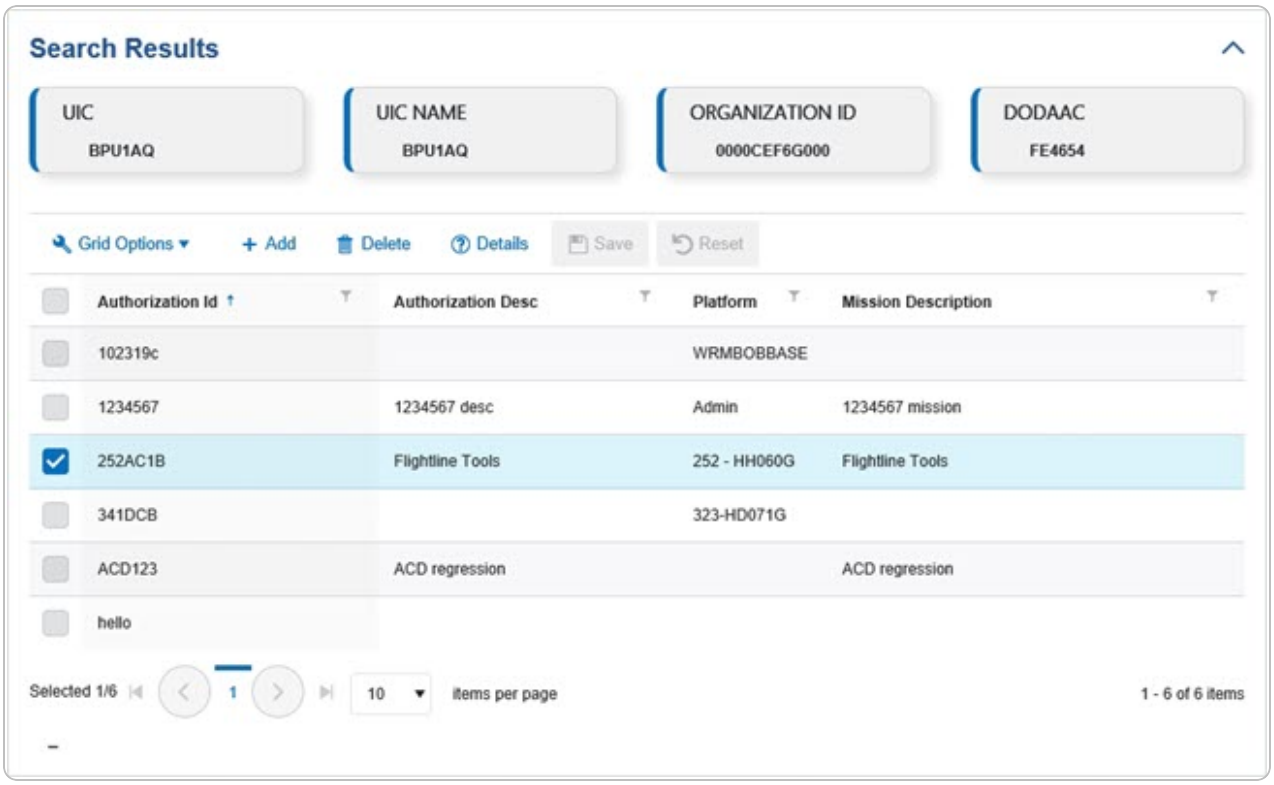
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

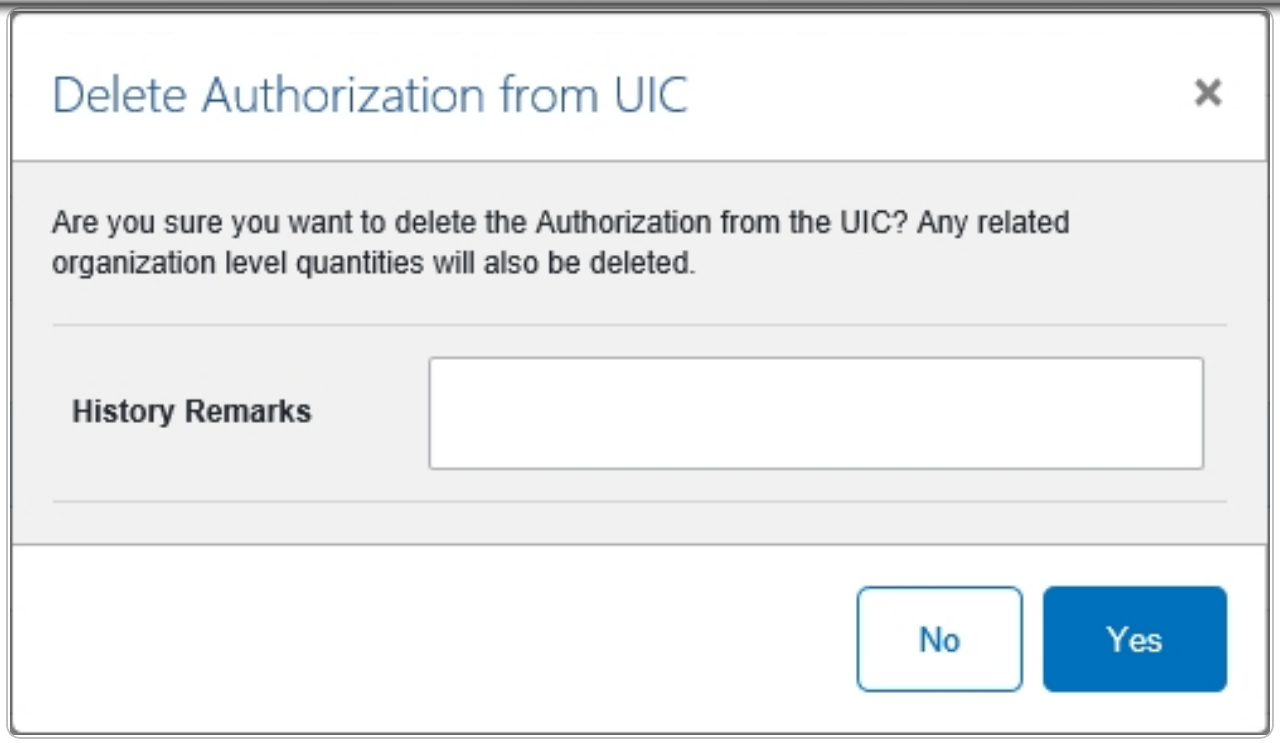
Delete an Authorization from a UIC

Selecting No *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 ID record is highlighted, and* Delete *and* Details *become available.*



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



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

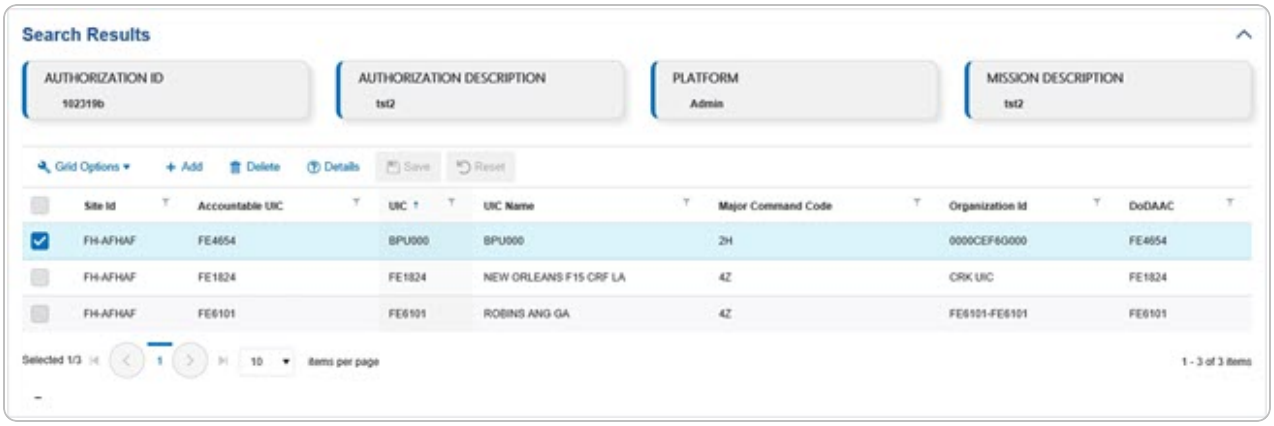
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

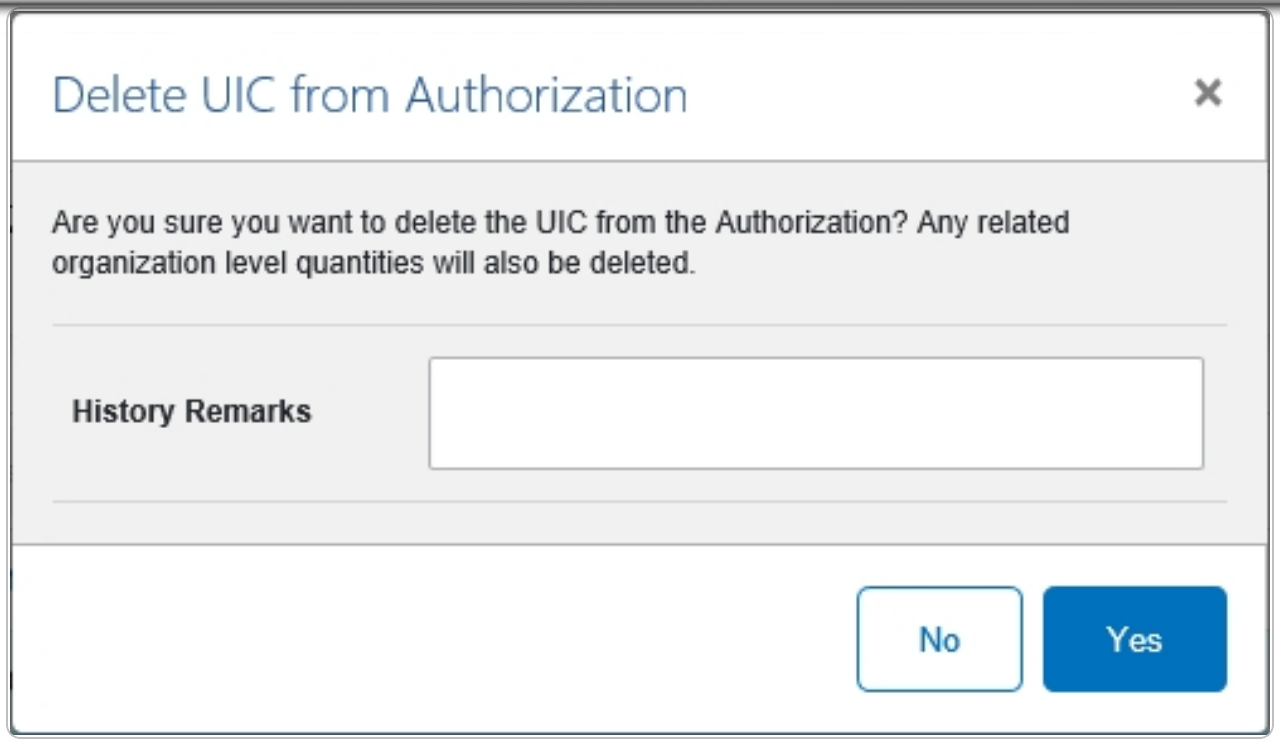
Delete a UIC from an Authorization

Selecting No *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 UIC record is highlighted, and* Delete *and* Details *become available.*



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



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

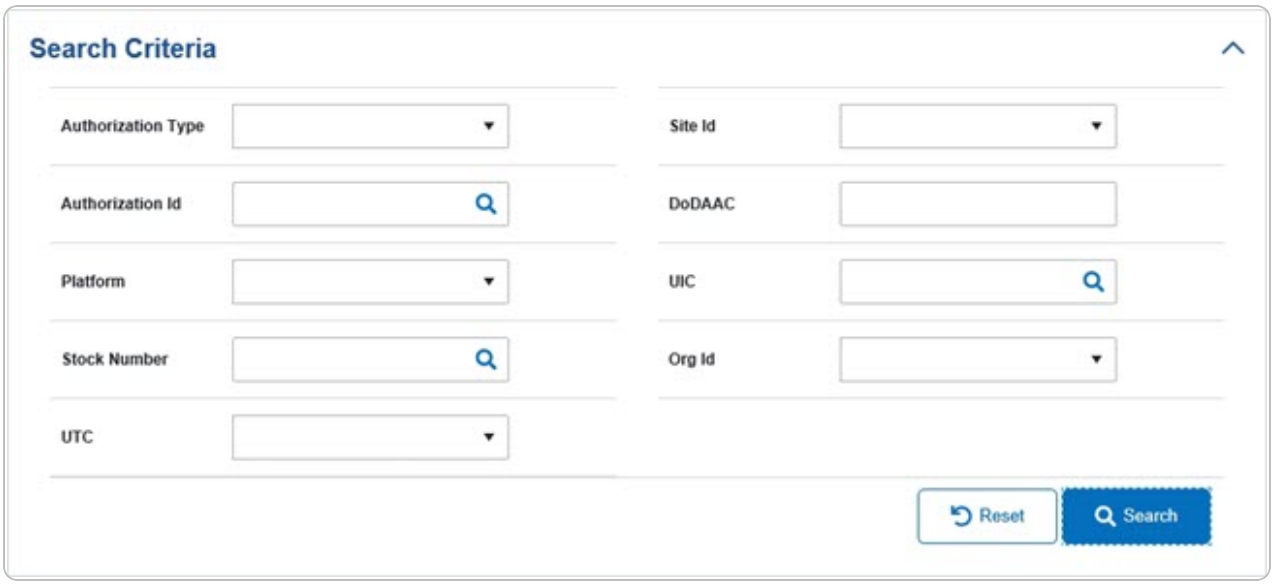
ELMS Navigation Helpful Tips

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 Reset *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:.



- 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 alpha-numeric character field.*

  Authorization Browse
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
- Use ▾ to select the Platform.
- Enter the UIC, or use 🔍 to browse for the entry. *This is a 6 alphanumeric character field.*

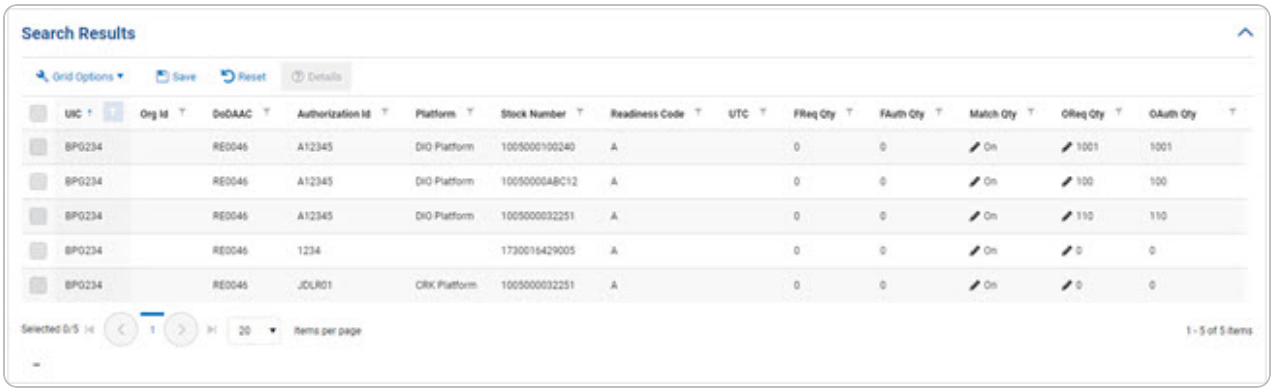
  Unit Identification Code Browse

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

  Stock Number Browse

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

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



View the Details of an Authorization

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

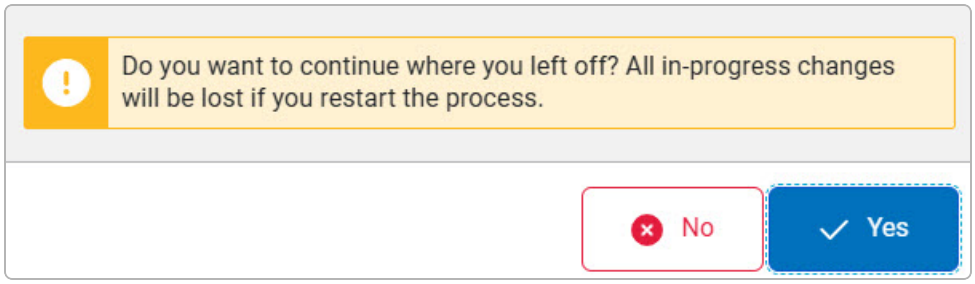
Search for an Authorization Mass Updates/Deletes Record

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 not submitted.*



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

Select No. *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

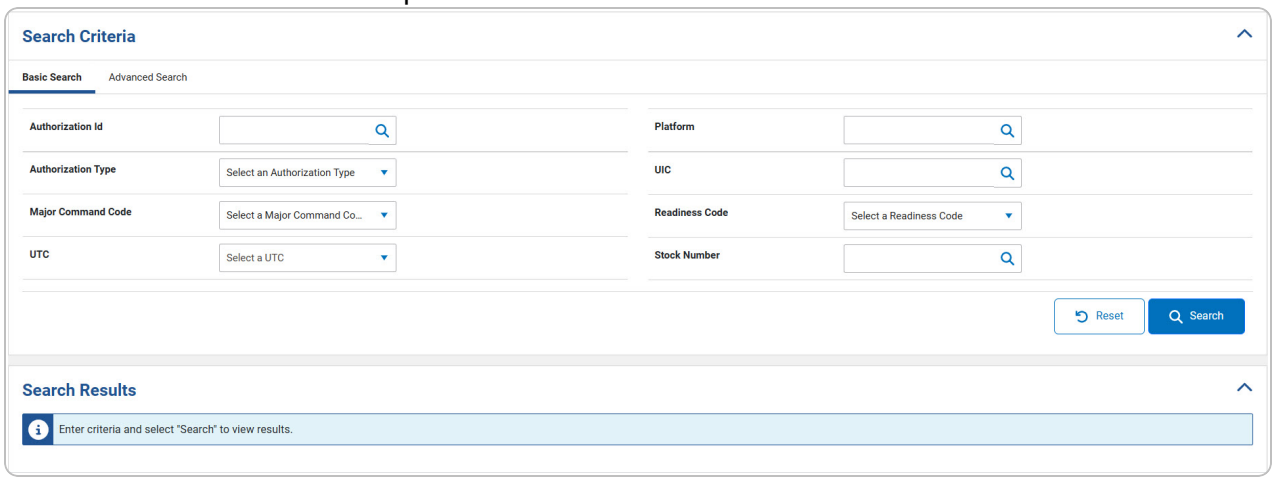
Click the following link to display FSM Navigation Tips.

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 Reset *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 alpha-numeric character field.*

     Authorization Browse help

- 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.*

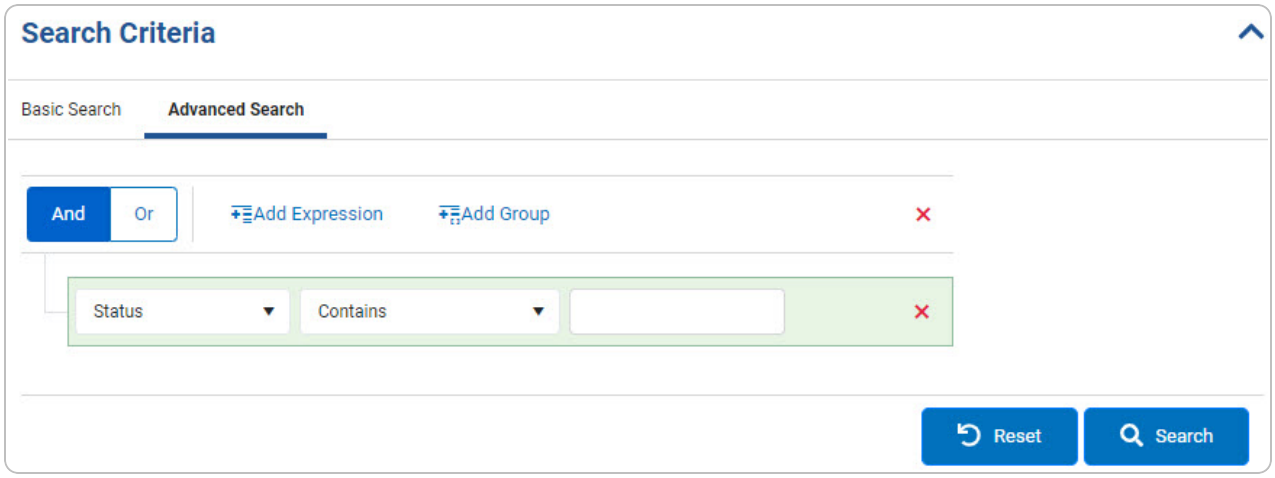
  Platform Browse help
- Enter the UIC, or use to browse for the entry. *This is a 6 alphanumeric character field.*

  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.

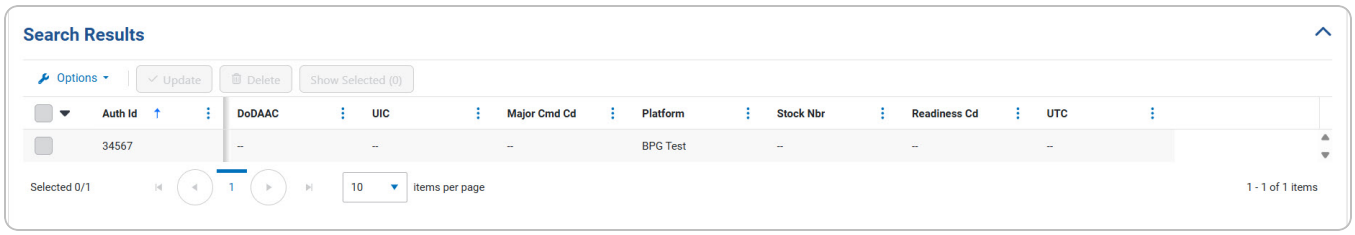


- Select And Or. *Selecting the And button includes all rows of criteria in the search results grid. Selecting the Or button includes specified criteria of the selected expressions/groups in the search results grid.*
- Use ▾ to change the criteria. *The data included is based on the Basic Search entry. Select ▾ to change the advanced search criteria.*
- Select Add Expression. *Adds another expression row to the search criteria grid.*
- Select Add Group. *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 Search. *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* Update, Delete, *and* Show Selected (1) *become available.*
2. Select Update. *The **Authorizations Update** page appears.*

Delete an Authorization

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

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

View the Details of an Authorization

1. 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.

2. 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 > Search Results > (desired record) > Update > 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.Req Qty
O.Auth Qty
Multiplier
F.Req 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

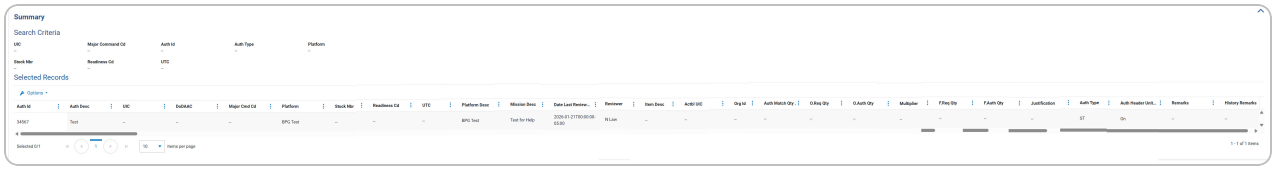
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

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

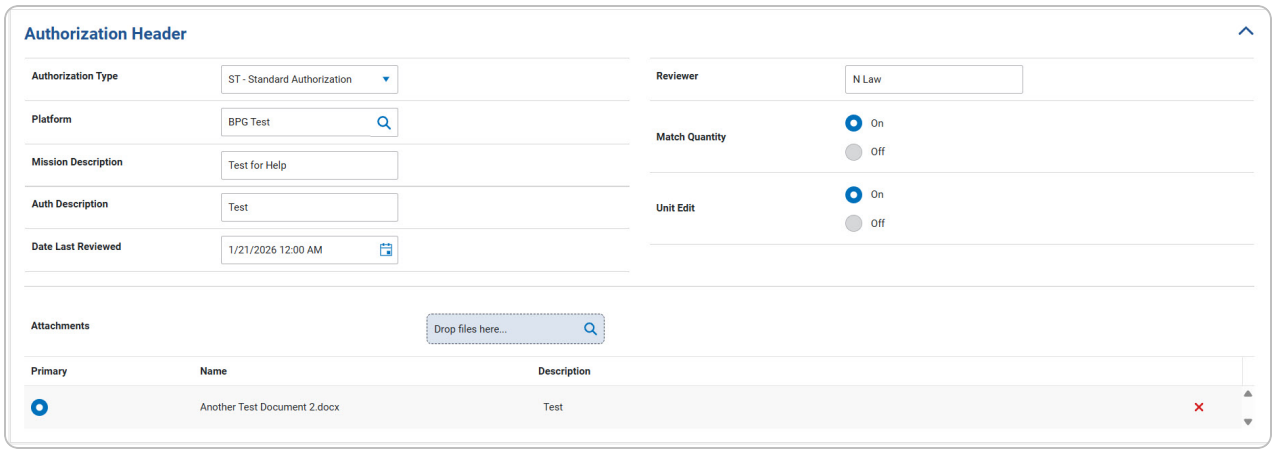
1. Select Update. *The **Authorizations Update** page appears.*



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.*

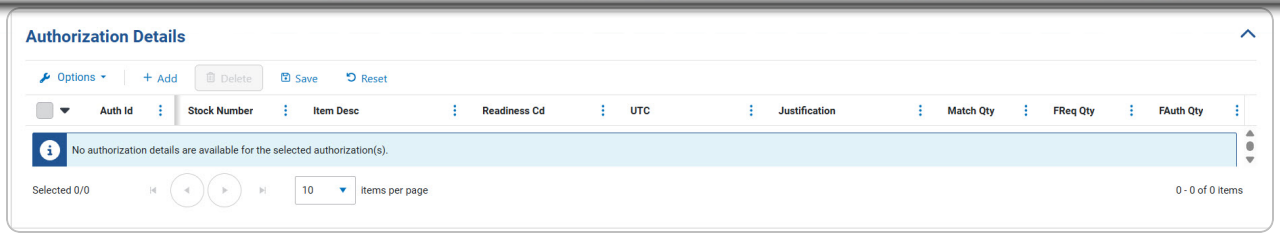
   Platform Browse help
3. Update the Mission Description, entering the revised information in the field provided. *This is an 125 alphanumeric character field.*
4. Update the AUTH Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
5. Update 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.*



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

> **Note**
>
> Click to update information in the Authorization Details grid.

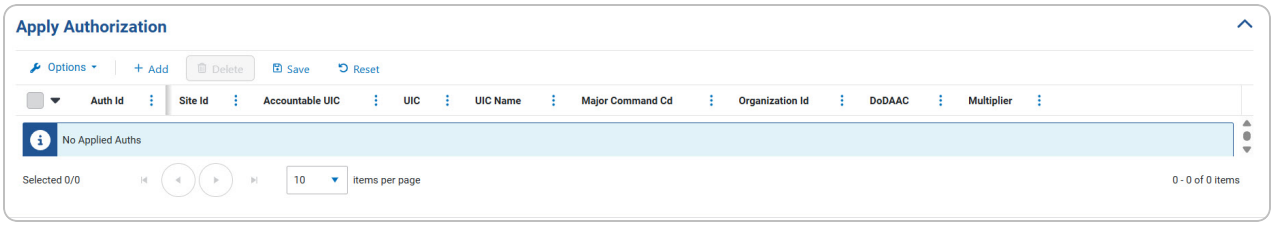
Delete Authorization Details

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

Save Authorization Details

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

5. *Update the Apply Authorization panel.*



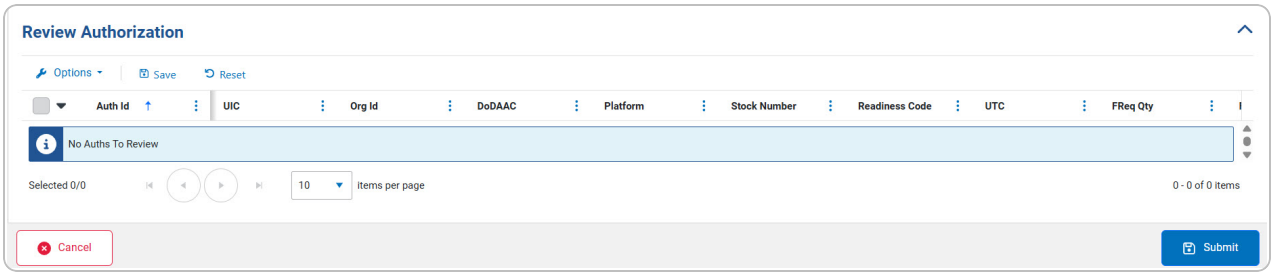
1. Select Add. *The **Apply Authorizations** pop-up window appears.*

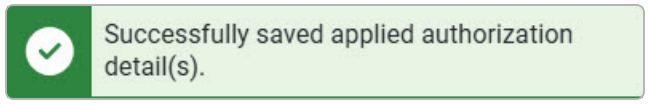
Delete an Apply Authorization

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

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

6. *Verify the Review Authorization panel.*



Select Save. 

appears in the bottom right-hand corner.

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 > Search Results > (desired record) > Update > Authorization Mass Updates > Authorization Details panel > > Add > 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

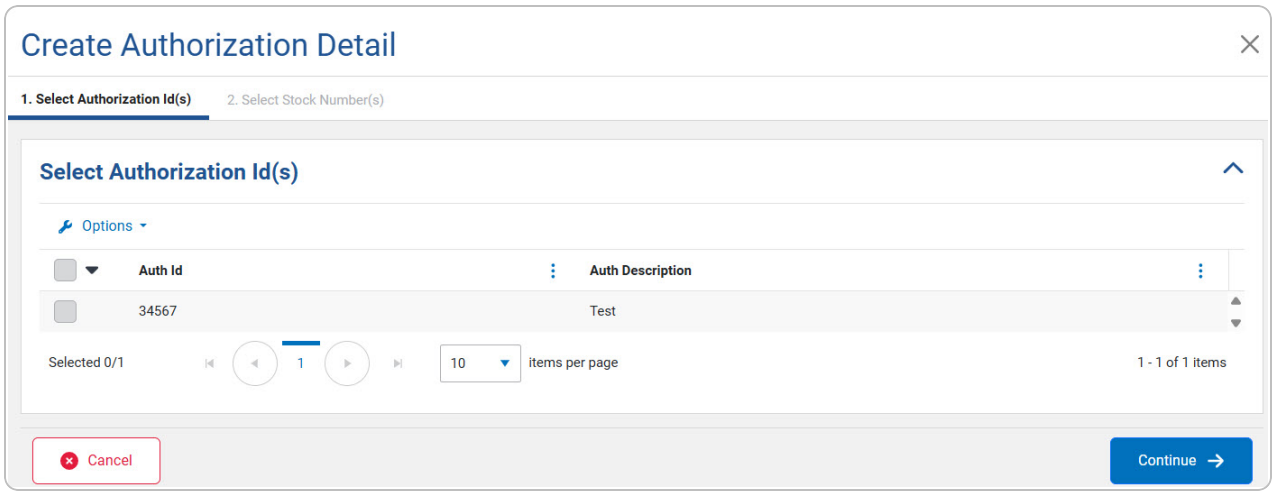
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Create an Authorization Detail

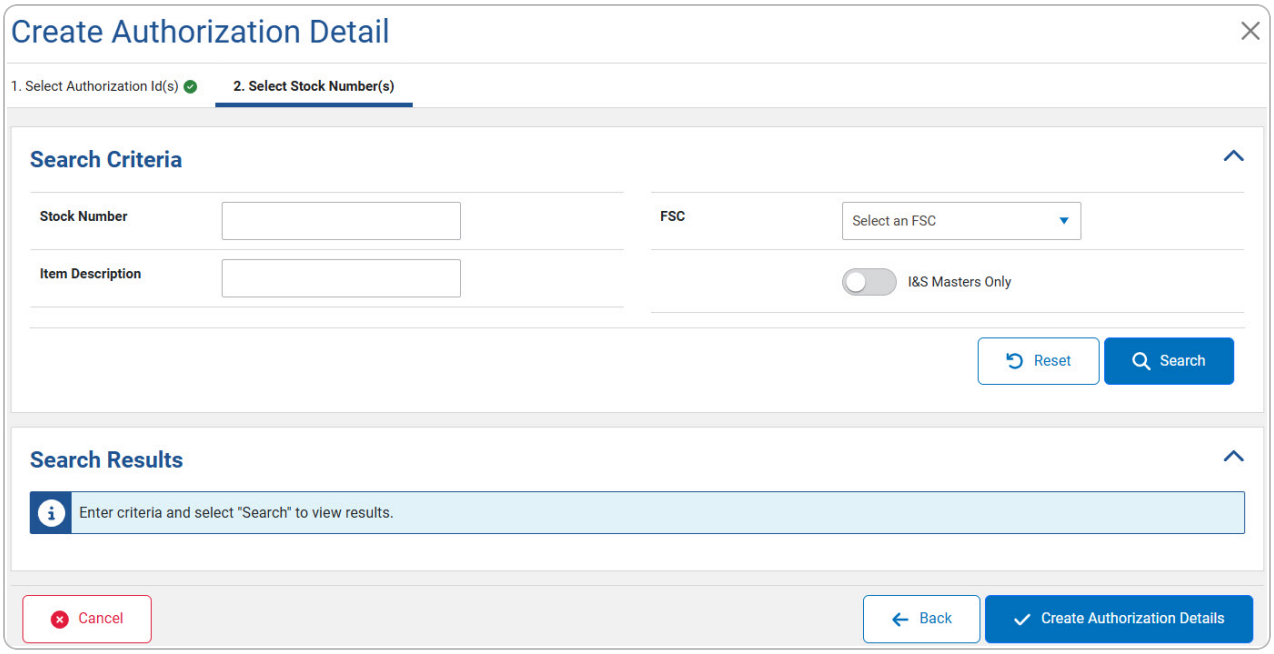
Selecting Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

1. Select + Add. *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 Continue →. *The **Select Stock Number** tab appears.*



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 Search. *The results appear in the **Search Results** panel.*
9. Select Create Authorization Details. *The **Create Authorization Detail** pop-up window closes, and* Successfully added authorization detail(s). *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 > Search Results > (desired record) > Update > Authorization Mass Updates > Apply Authorizations panel > > Add > 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

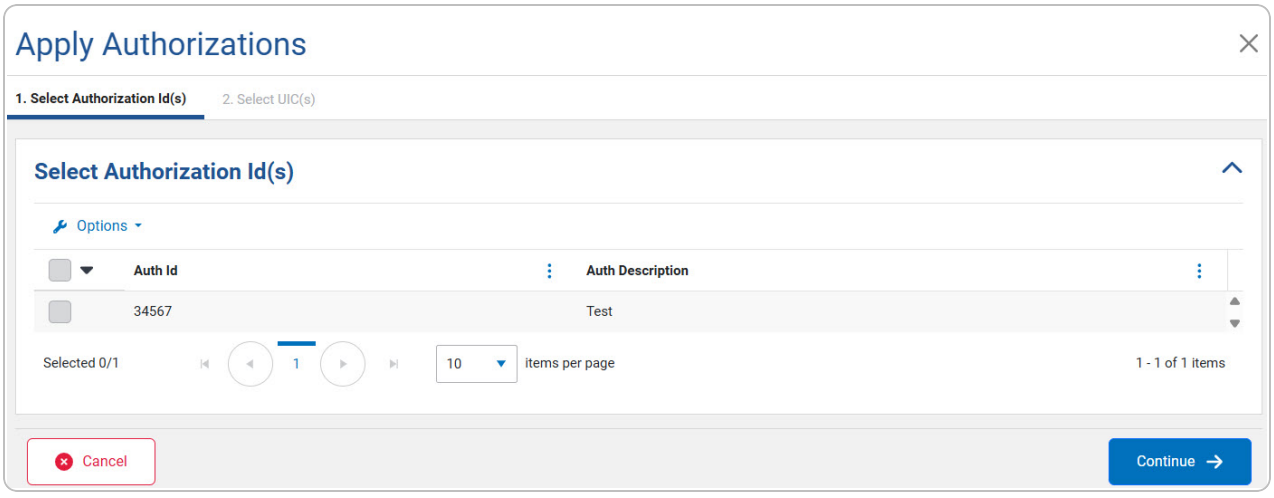
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Apply an Authorization

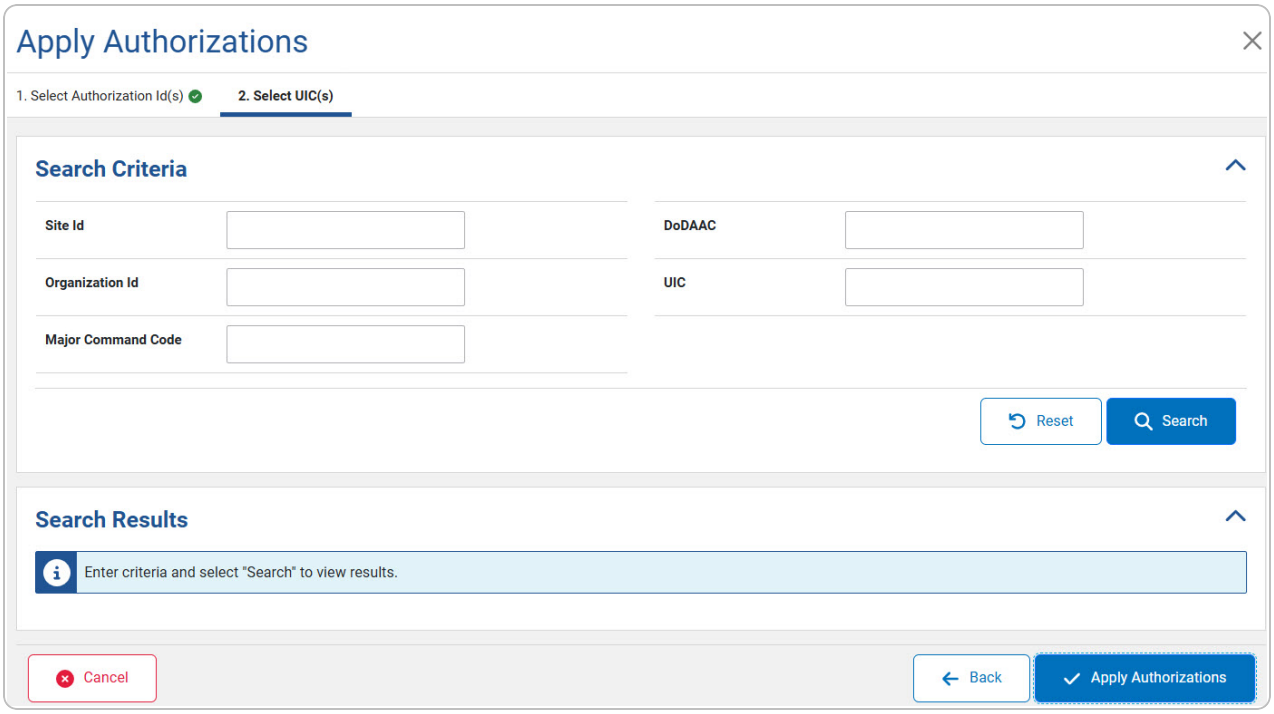
Selecting Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

1. Select + Add. *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 Continue →. *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 Search. *The results appear in the **Search Results** panel.*
10. Select Apply Authorizations. *The **Apply Authorizations** pop-up window closes, and* Successfully added authorization detail(s). *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 > Search Results > (desired record) > Delete > 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

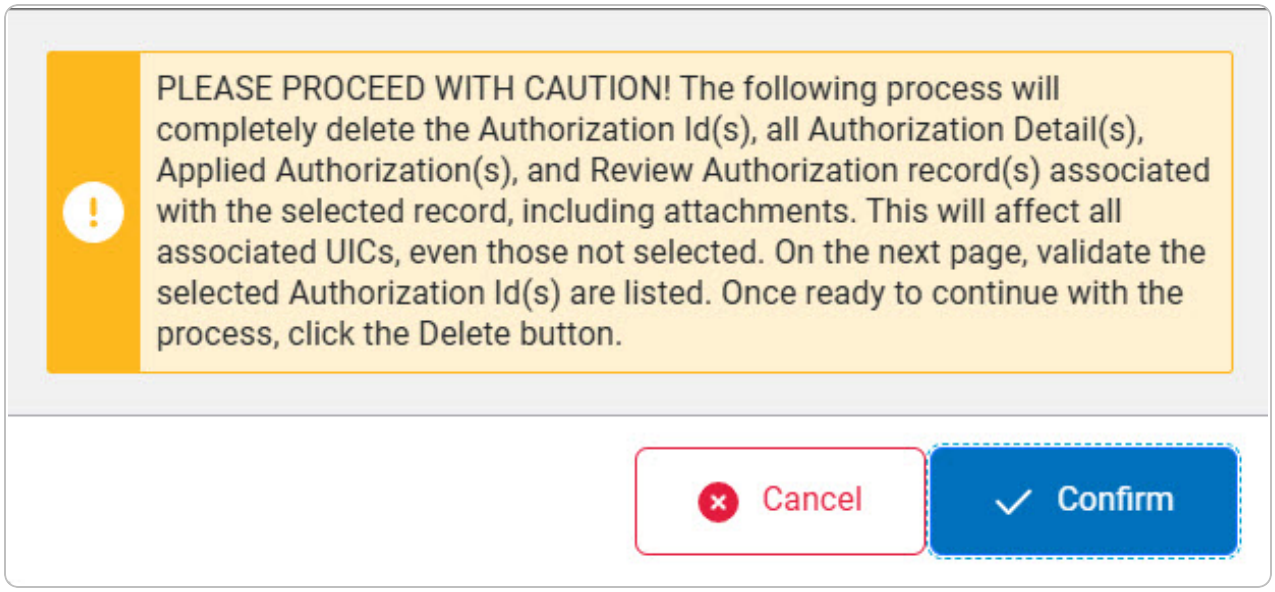
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Delete an Authorization — Mass Delete

Selecting Cancel *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* Update, Delete, *and* Show Selected (1) *become available.*
2. Select Delete. *The* ***Authorization Mass Updates/Deletes Delete*** *pop-up window appears.*



3. Select Confirm. *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 > 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

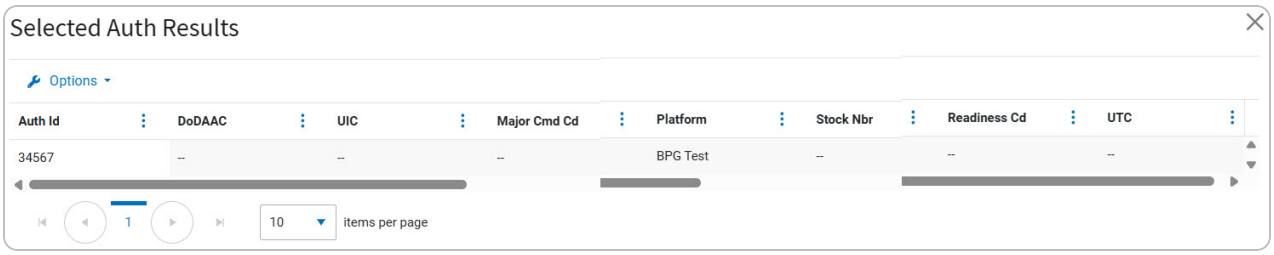
Selecting × at any point of this procedure removes all revisions and closes the page. ***Bold*** *numbered steps are required.*

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



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 Back *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.



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

4. Follow the prompts provided by the computer.

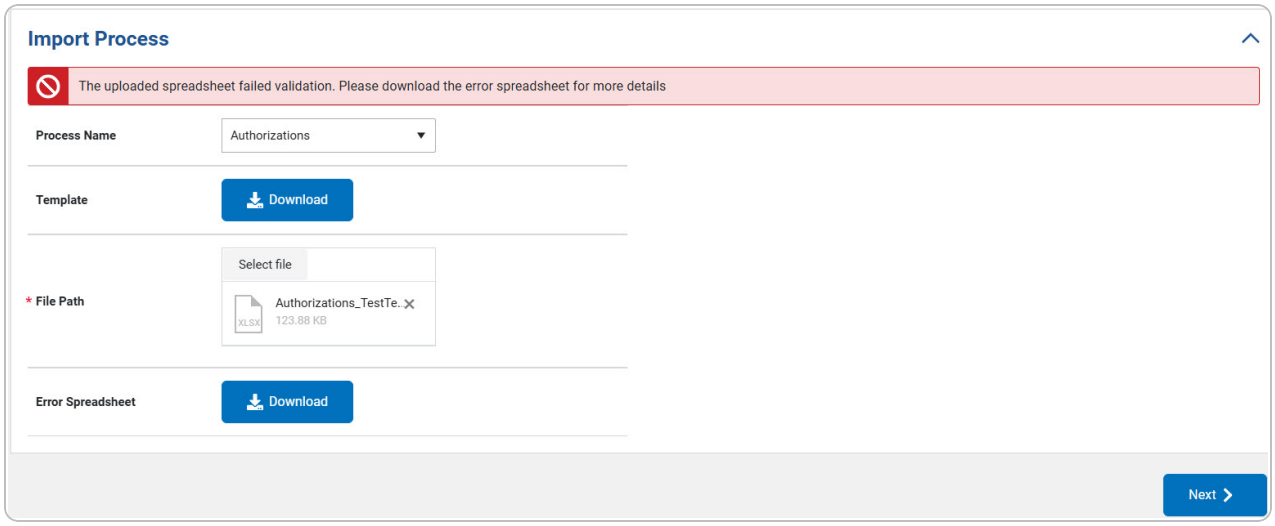
5. Click Select file to select the File Path. *Follow the prompts provided by the computer. Once selected, the file appears in the field box.*

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.*



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

View the Error Spreadsheet



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

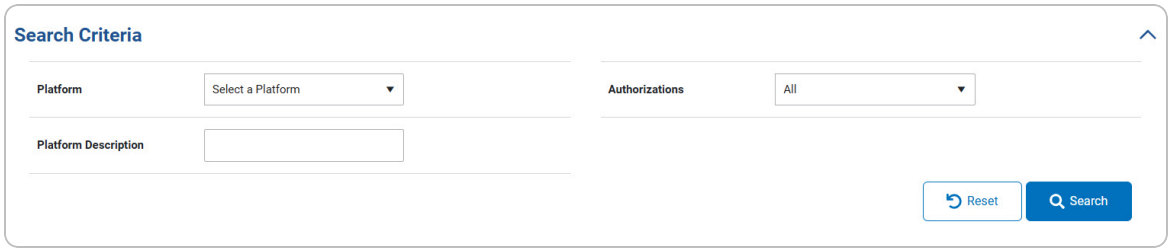
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Search for a Platform Inquiry

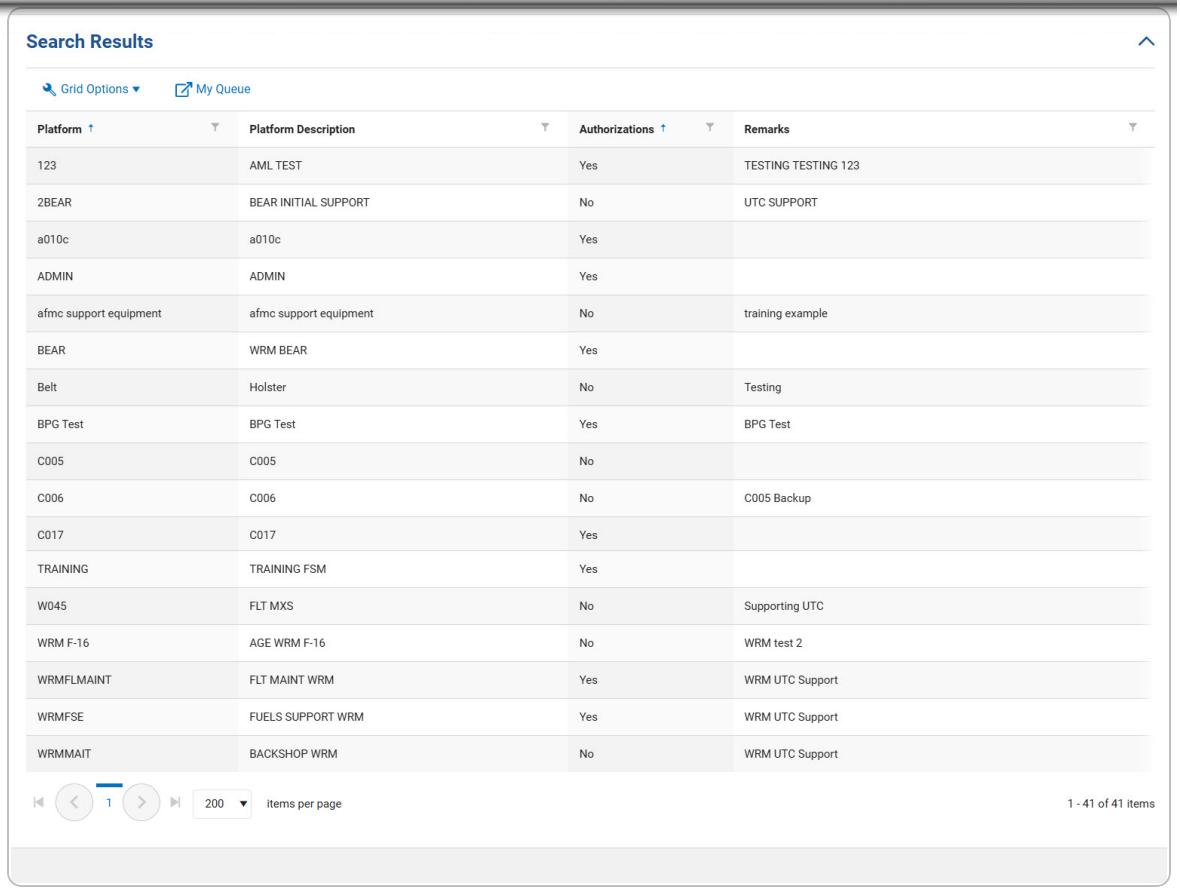
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



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



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	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

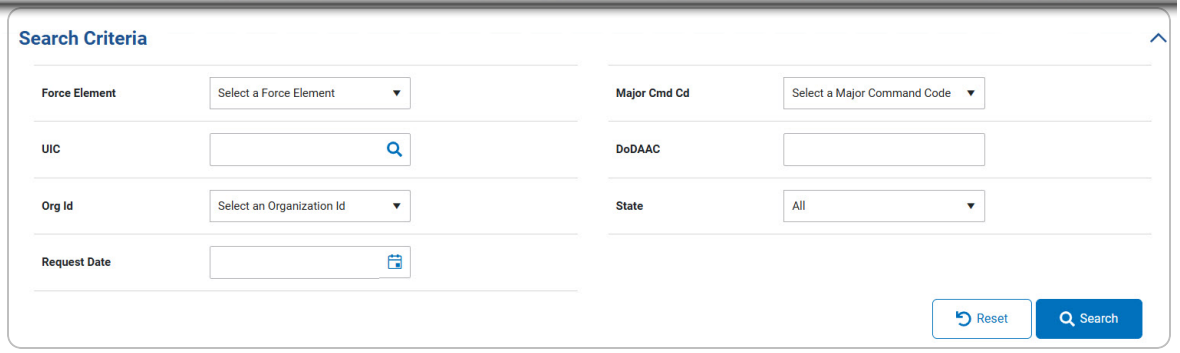
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

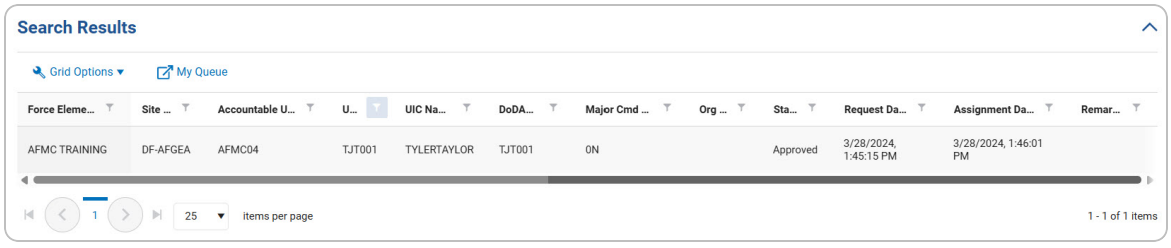
1. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.



- 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.

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



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

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

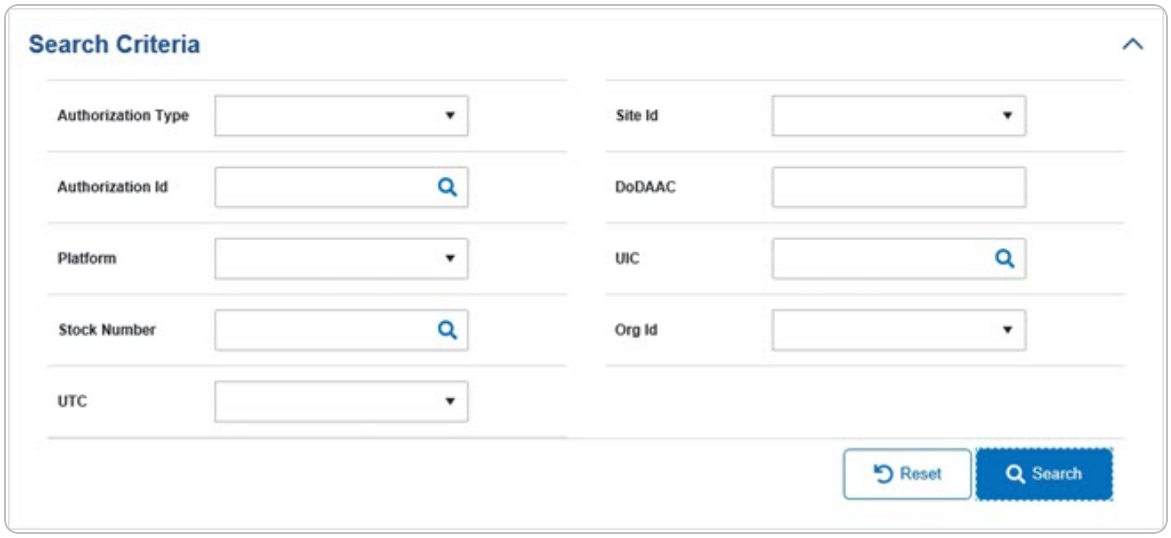
ELMS Navigation Helpful Tips

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 Reset *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:.



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

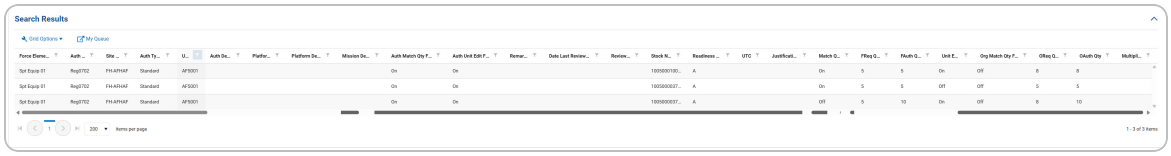
  Platform Browse help

- 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 alpha-numeric 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 Search. *The **Authorization Review Inquiry Results** display in the Search Results Grid below.*



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

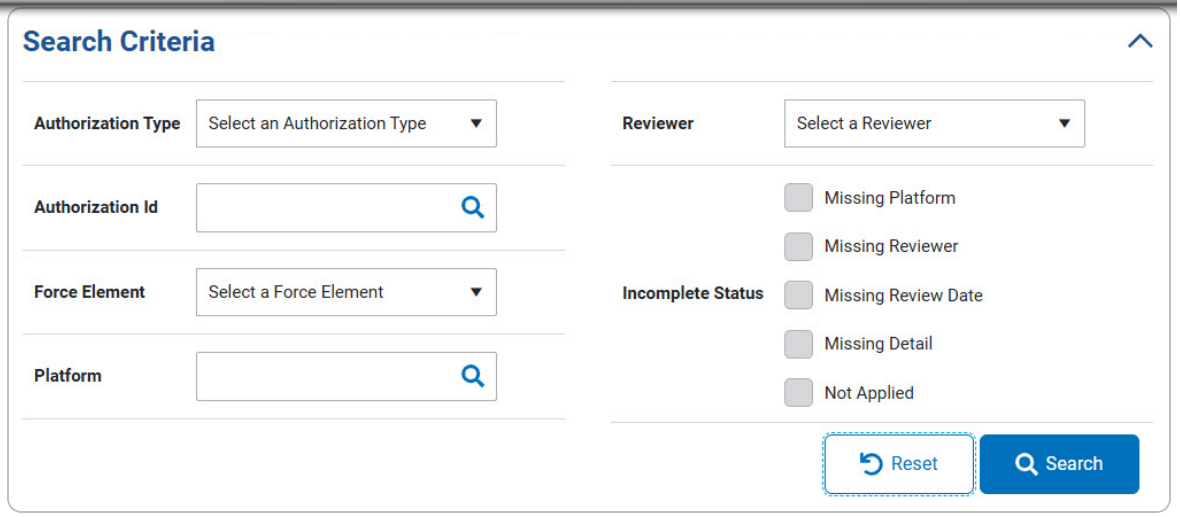
ELMS Navigation Helpful Tips

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 Reset *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:.

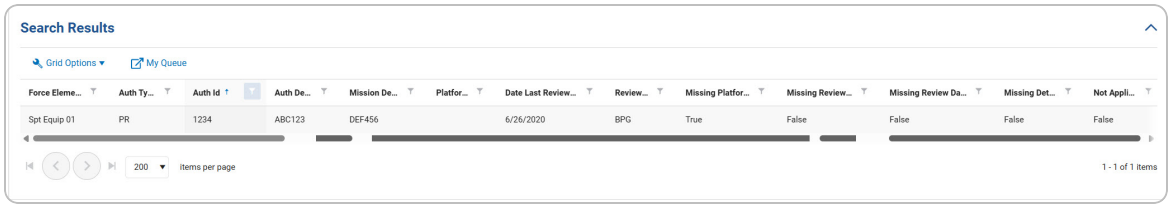


- Use ▼ to select the Authorization Type.
- Enter the Authorization ID, or use 🔍 to browse for the entry. *This is a 6 alphanumeric character field.*

  Authorization Browse help
- Use ▼ to select the Force Element.
- Enter the Platform, or use 🔍 to browse for the entry. *This is a 6 alpha-numeric 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.*



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
- 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

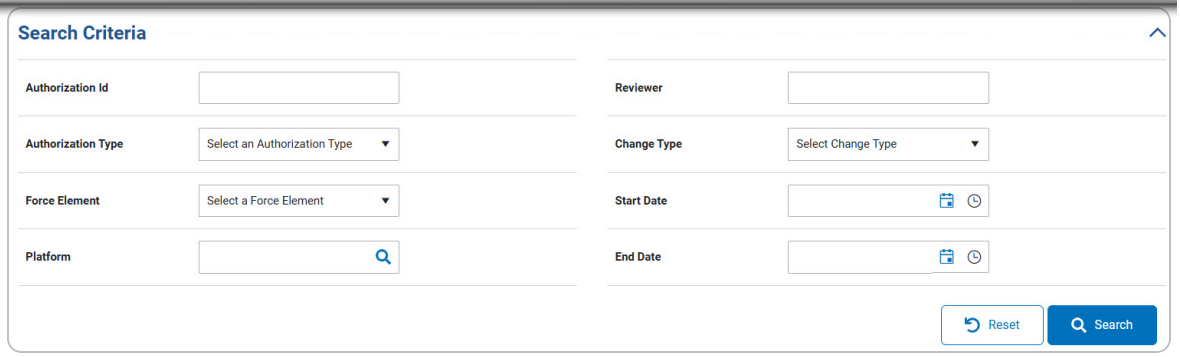
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

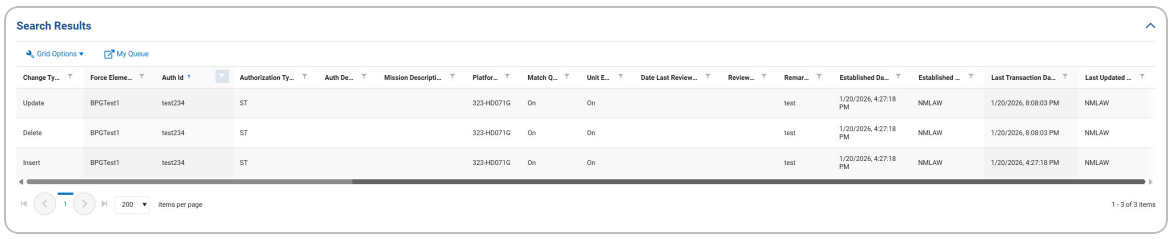
1. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.



- 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/YYY HH:MM) in the field provided.
- Use 📅 🕒 to select the End Date, or enter the date and time (MM/DD/YYY HH:MM) in the field provided.

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



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 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

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

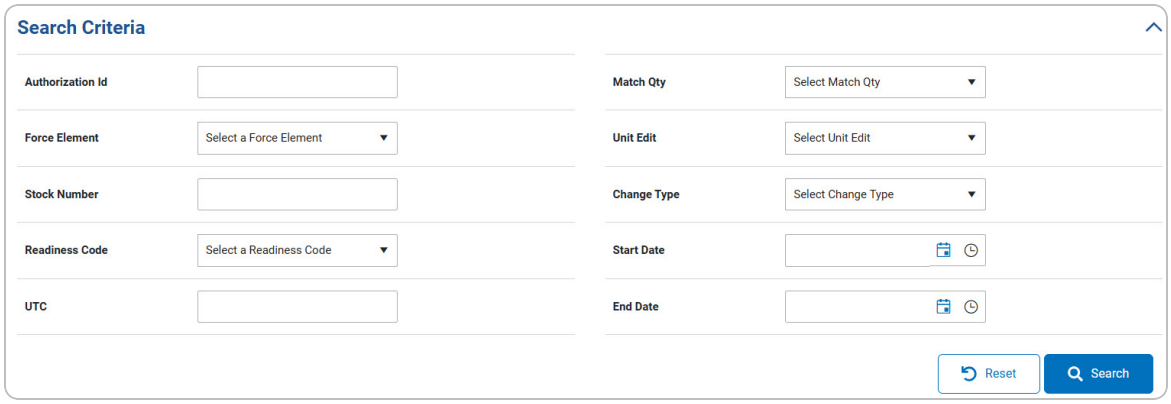
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Search for an Authorization Detail History Inquiry

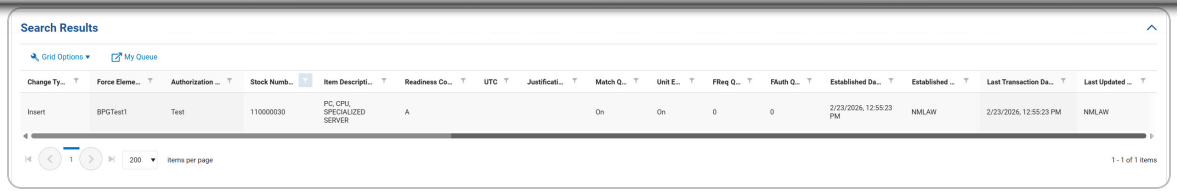
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- 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/YYY HH:MM) in the field provided.
- Use 📅 🕒 to select the End Date, or enter the date and time (MM/DD/YYY HH:MM) in the field provided.

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



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

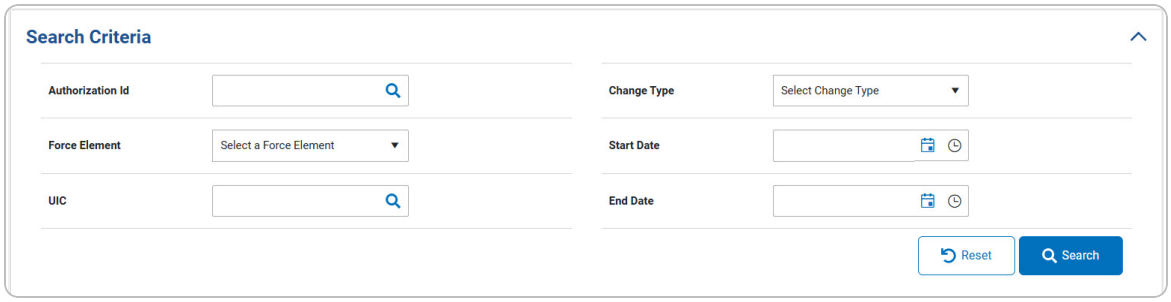
ELMS Navigation Helpful Tips

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 Reset *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:.



- 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/YYY HH:MM) in the field provided.
- Use to select the End Date, or enter the date and time (MM/DD/YYY HH:MM) in the field provided.

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



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 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

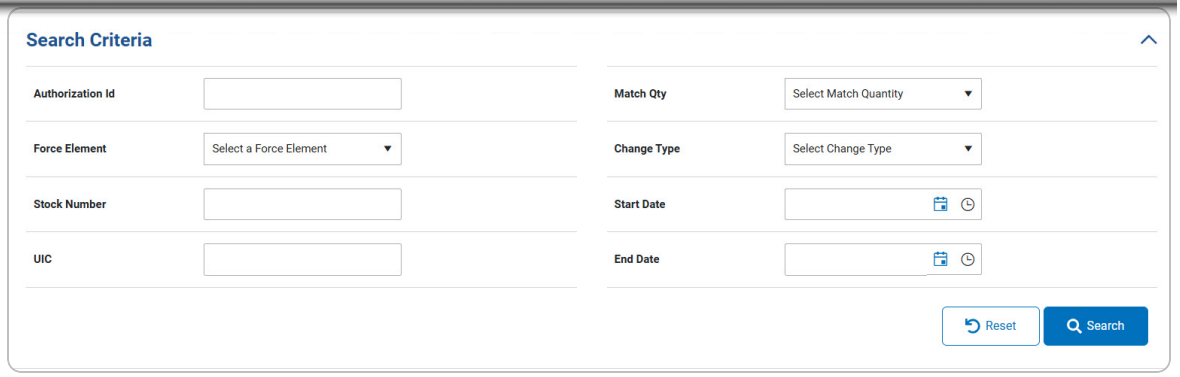
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Search for an Applied AUTH Detail History Inquiry

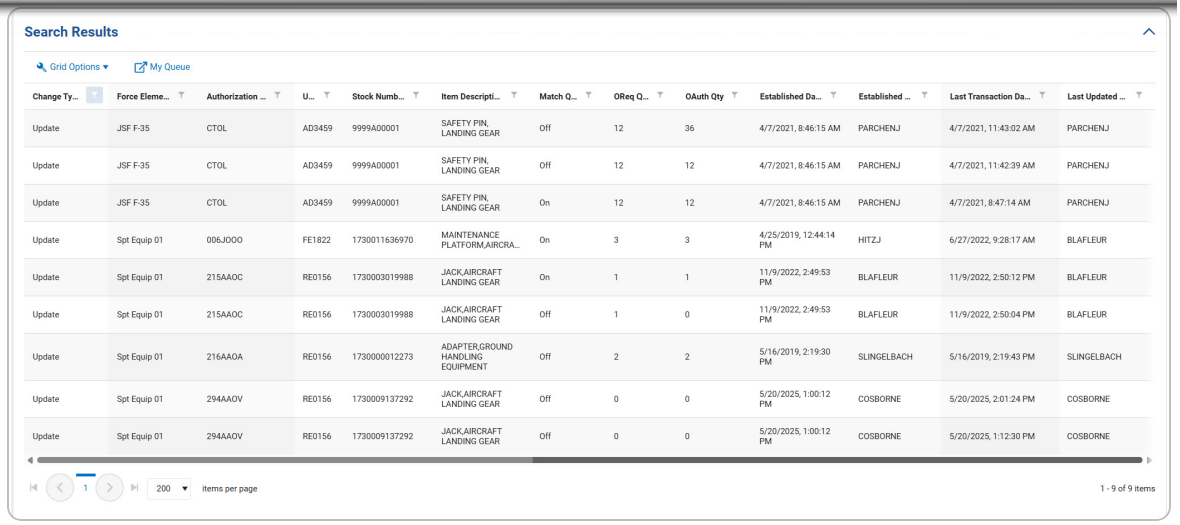
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- 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/YYY HH:MM) in the field provided.
- Use 📅 🕒 to select the End Date, or enter the date and time (MM/DD/YYY HH:MM) in the field provided.

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



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 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.

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

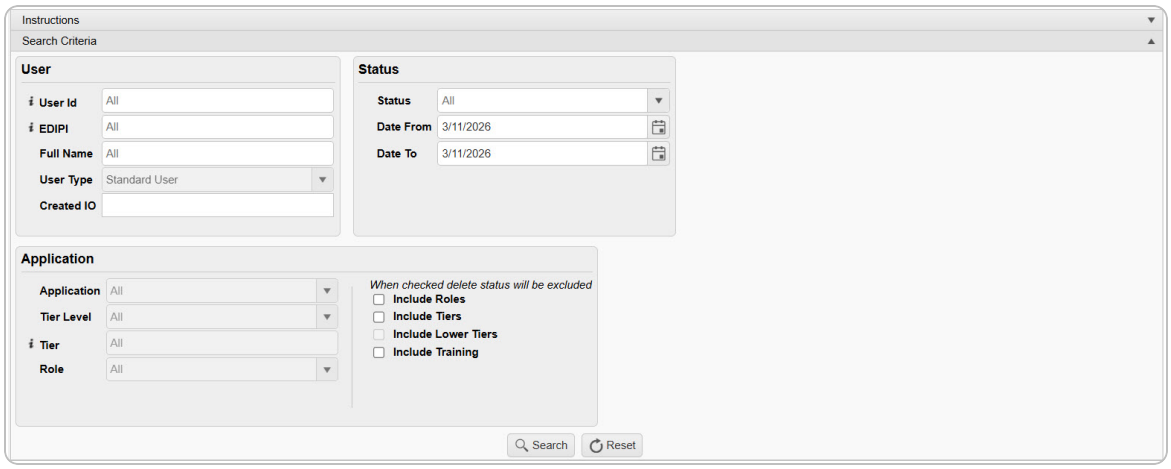
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

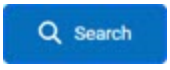
1. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.



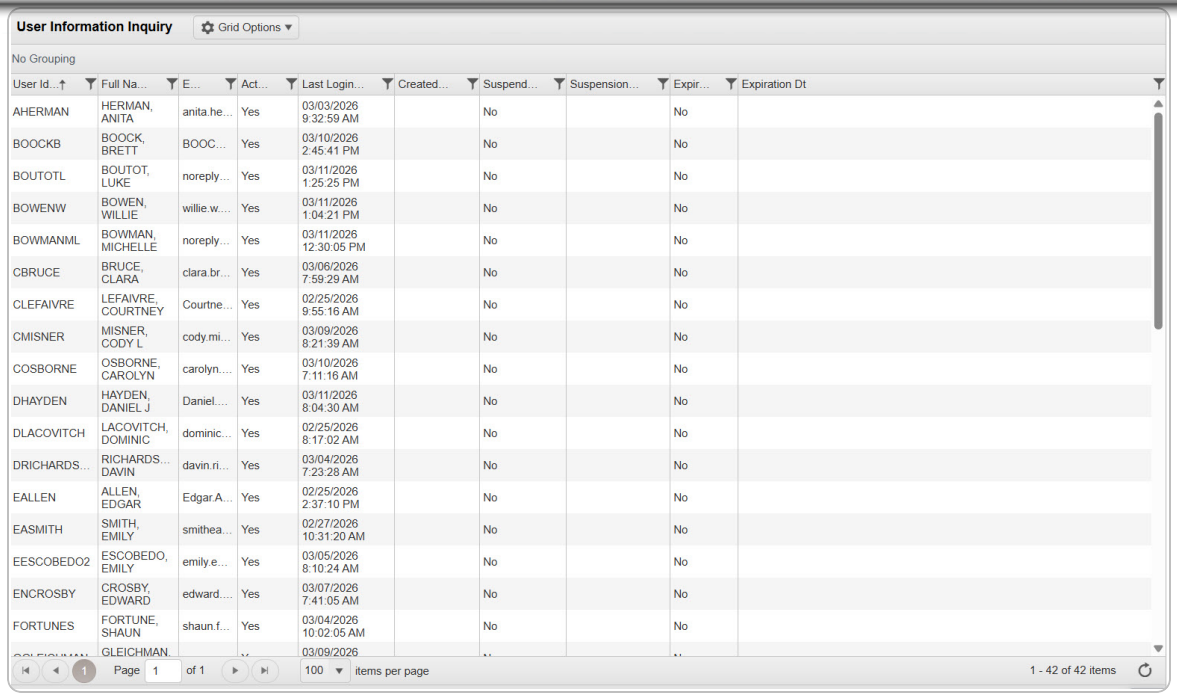
- *Complete the User grid.*
  - Enter the USER ID, using ℹ to assist with the entry. *This is a 8 alpha-numeric character field.*
  - Enter the EDI PI, using ℹ to assist with the entry. *This is a 10 numeric character field.*
  - Enter the Full Name, using ℹ to assist with the entry. *This is a xx alphanumeric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

- 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.*



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

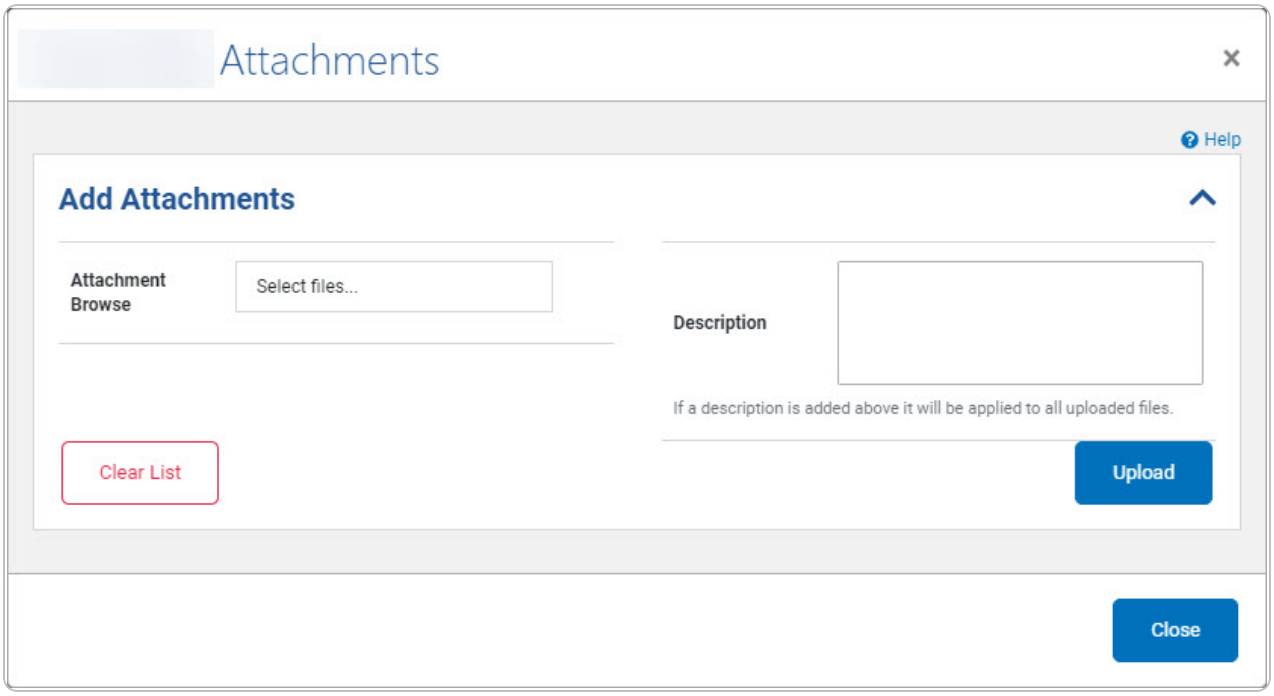
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Attach a Document to a Record

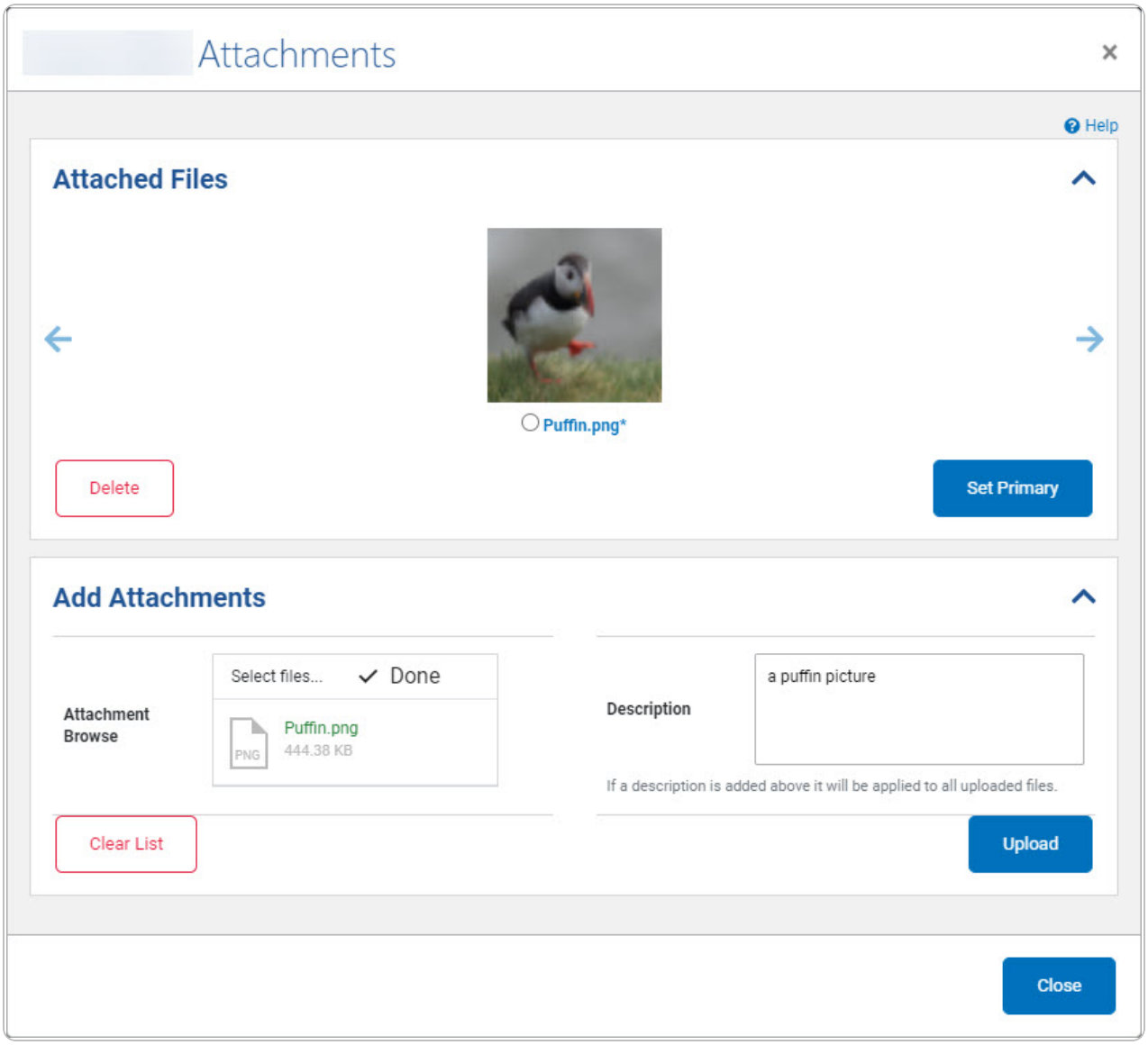
Selecting Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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



3. Select Select files... 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 Open. *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.*



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 Delete. *The attachment is removed permanently from the record.*

11. Select Close. *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

Procedures

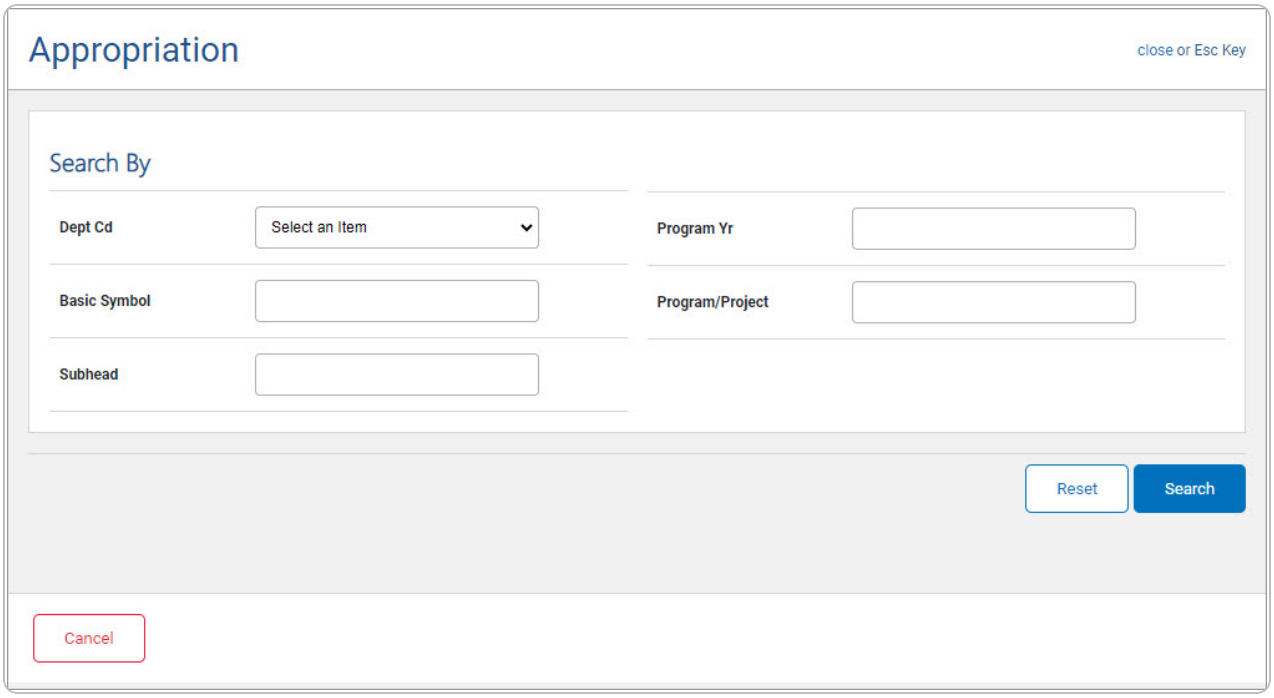
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Appropriation

Selecting Cancel *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.*



- 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.*

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

2. Select Search. 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

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

Common Errors

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

Error	Solution
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

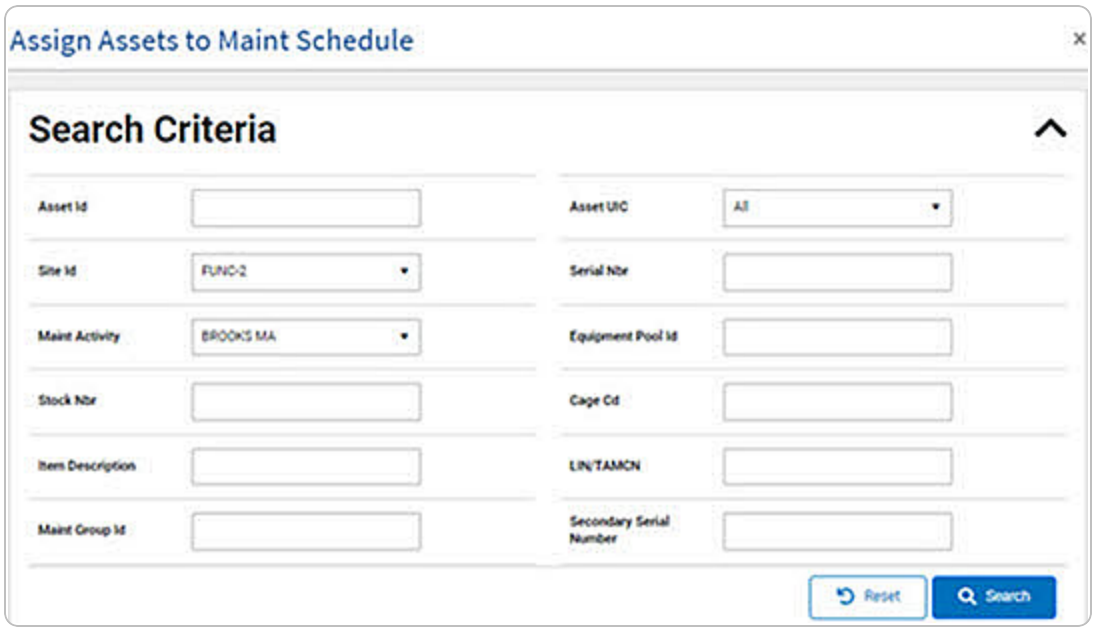
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

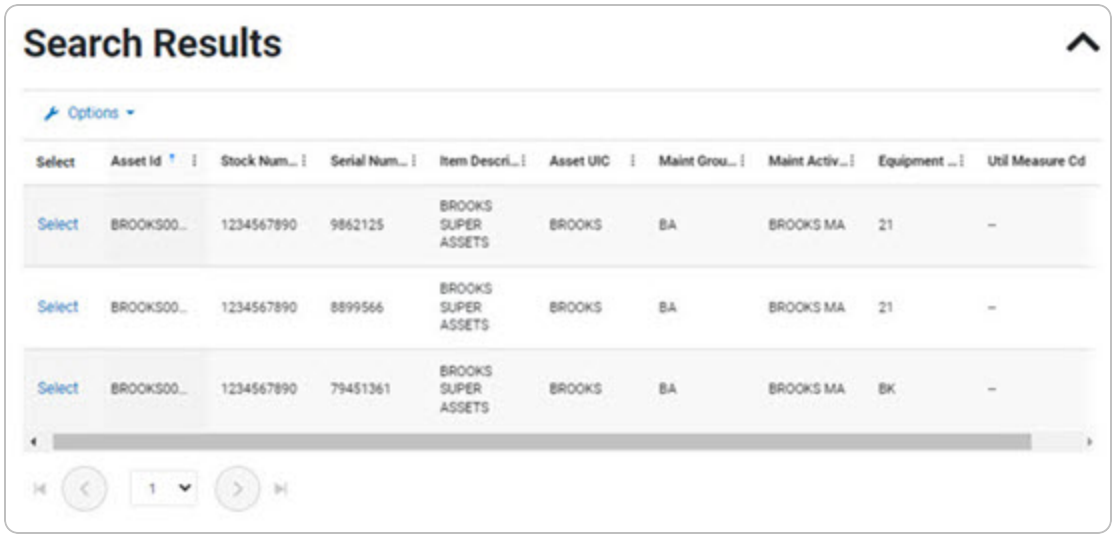
1. Select . *The **Assign Assets to MAINT SCHEDULE** pop-up window appears*.



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.*

- 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 Search. *Results display in the Search Results Grid.*



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

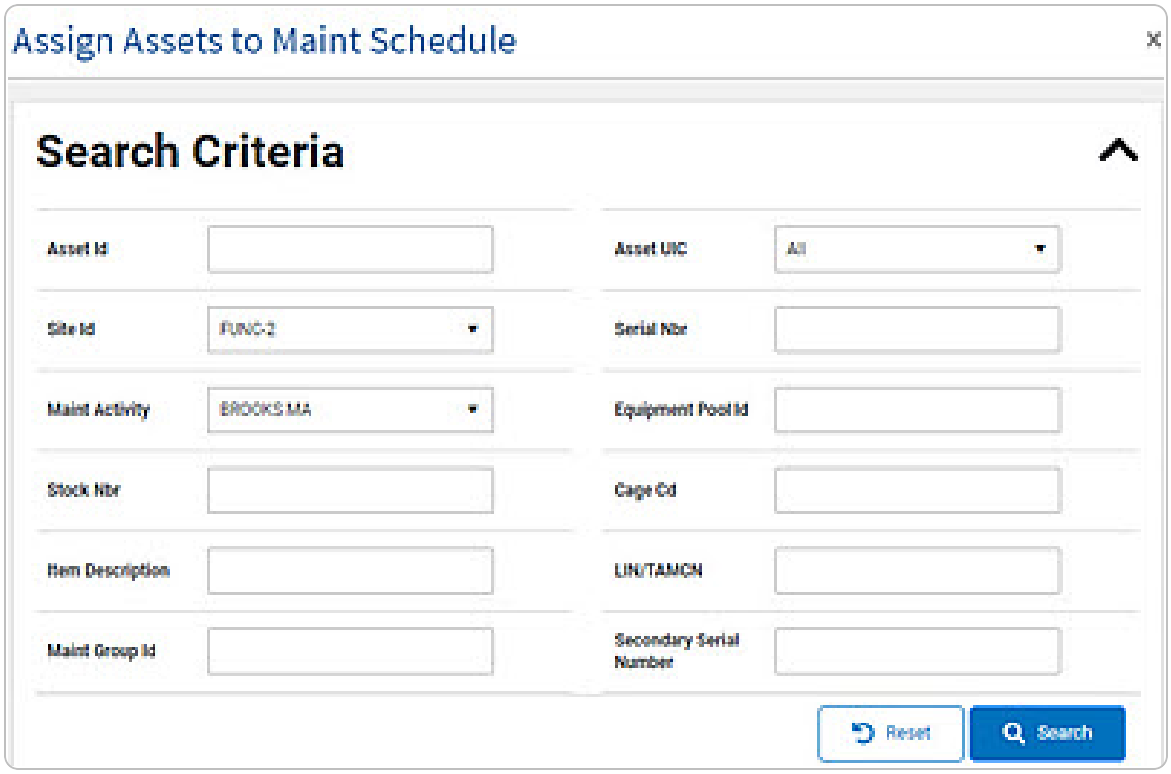
Click the following link to display ELMS Navigation Tips.

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 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.*

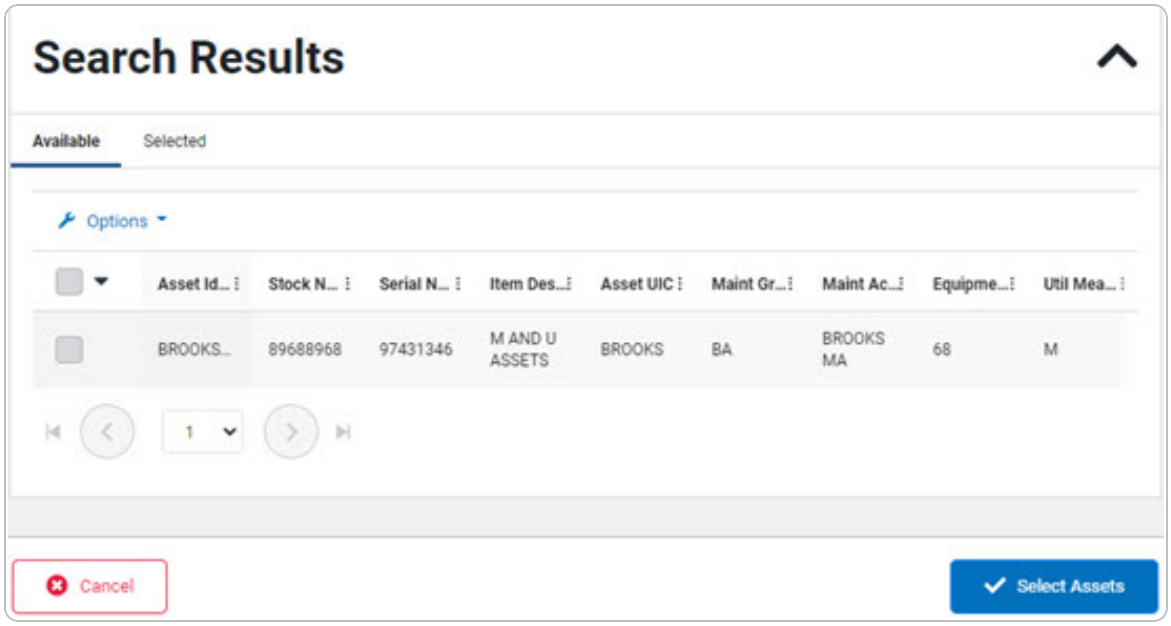
1. Select . *The* ***Assign Assets to MAINT SCHEDULE*** *pop-up window appears.*



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.*

- 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 Search. *Results display in the Search Results Grid.*

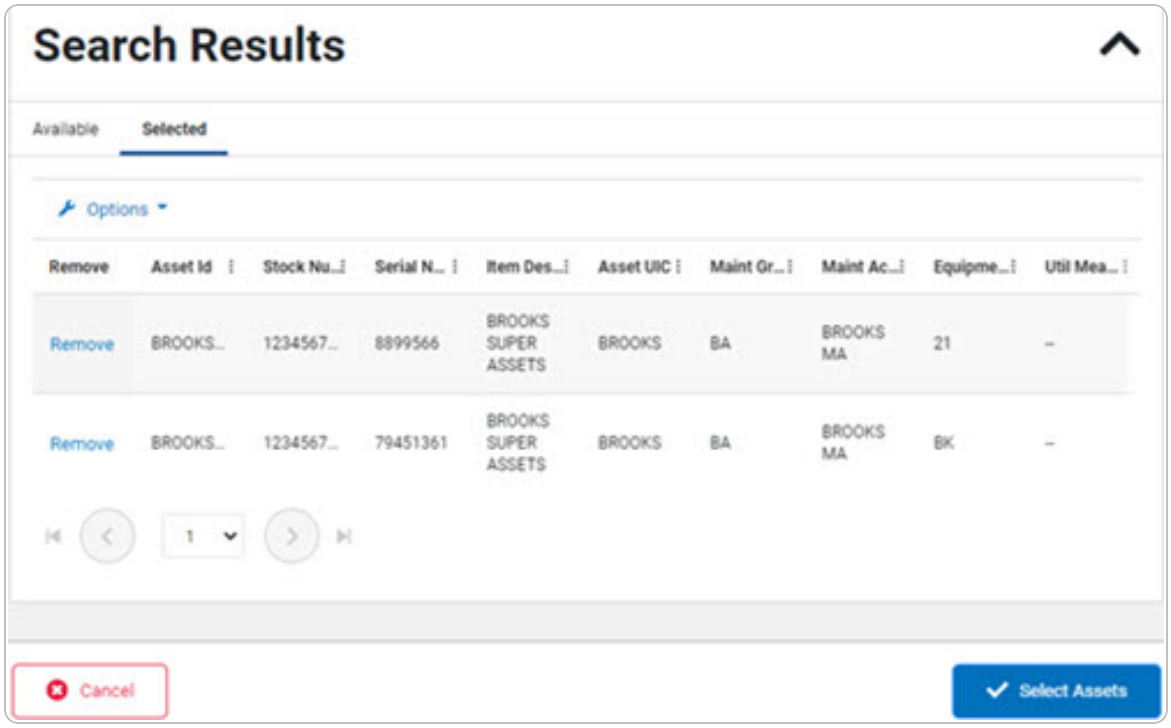


4. Click ☐ to select the ASSET ID. *The ASSET ID is selected and* ☑ *appears.*

   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.*

5. **OR**

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



A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*

6. 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.*

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

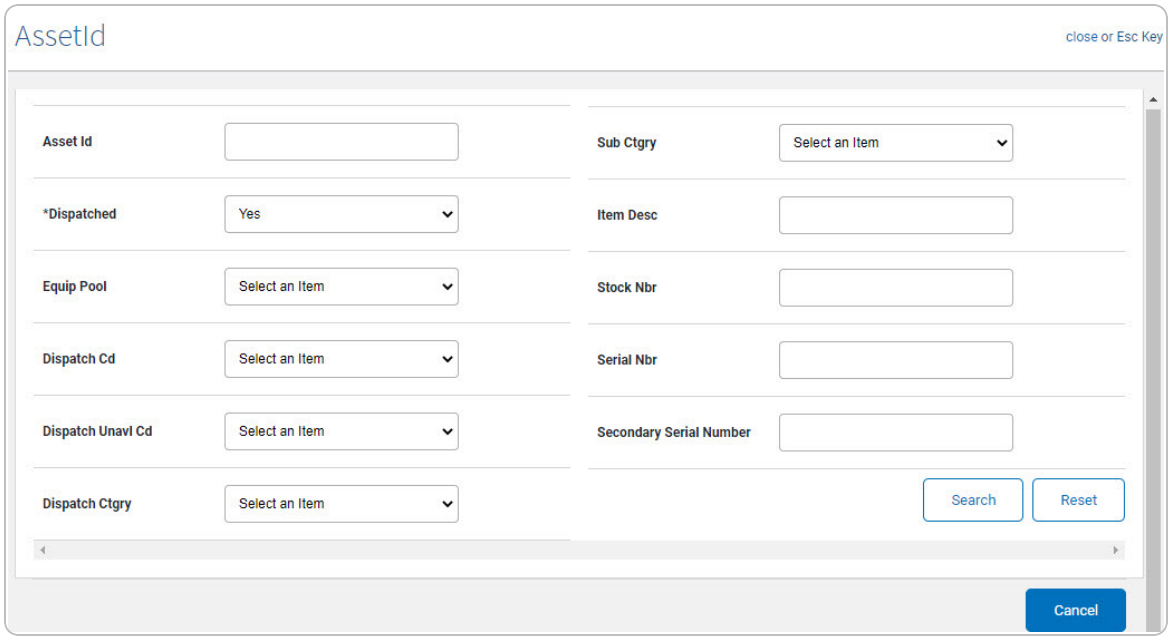
Click the following link to display ELMS Navigation Tips.

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 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.*

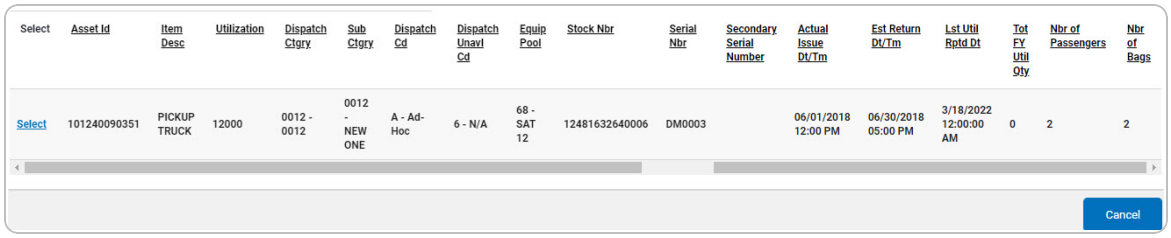
1. Select . *The **ASSET ID Browse** pop-up window appears*.



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 Ctgry.
   - Use to select the Sub Ctgry.
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

- 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.*



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: *DISPATCHED*.	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

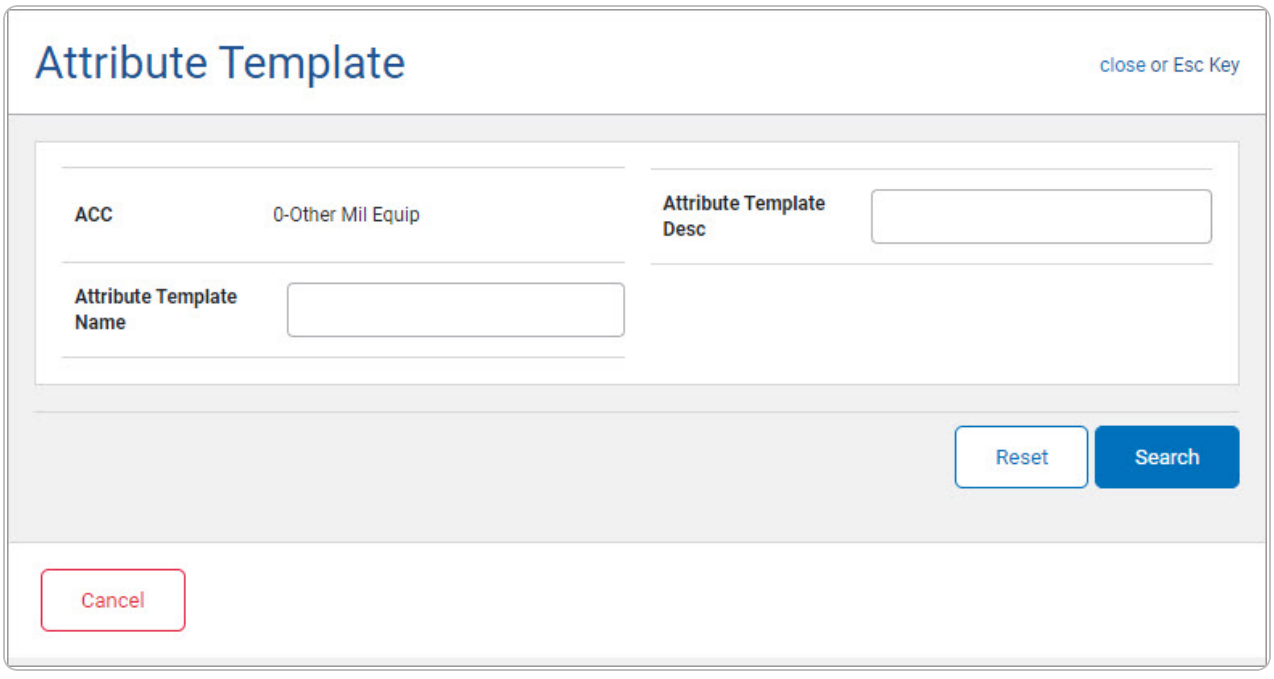
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

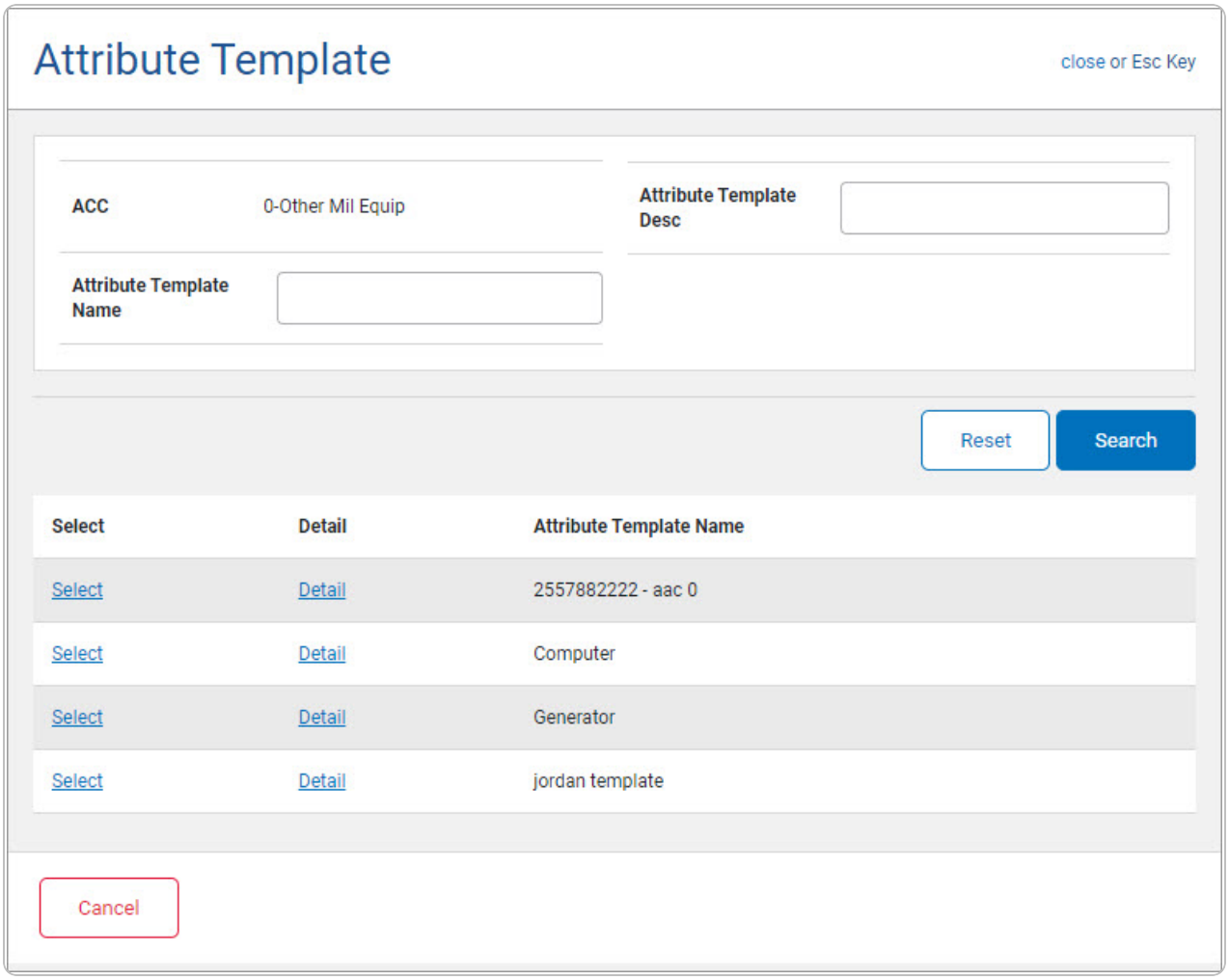
Selecting Reset *at any point of this procedure returns all fields to the default setting.*

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:.

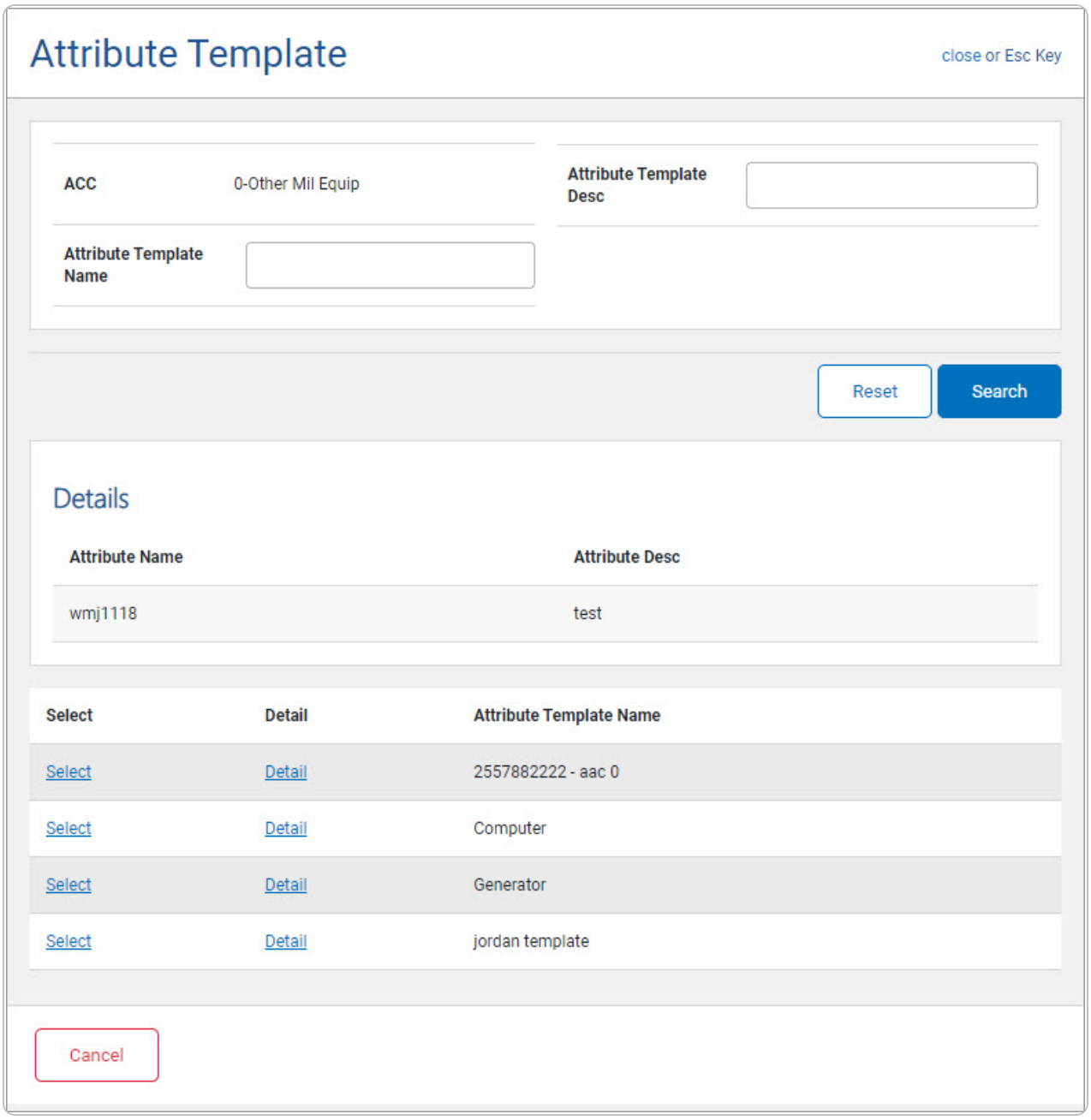


- *Verify the ACC.*
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*

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



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



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

Common Errors

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

Error	Solution
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

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

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



2. Use ▼ to select the Field.

3. Click 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

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

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 Select. *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

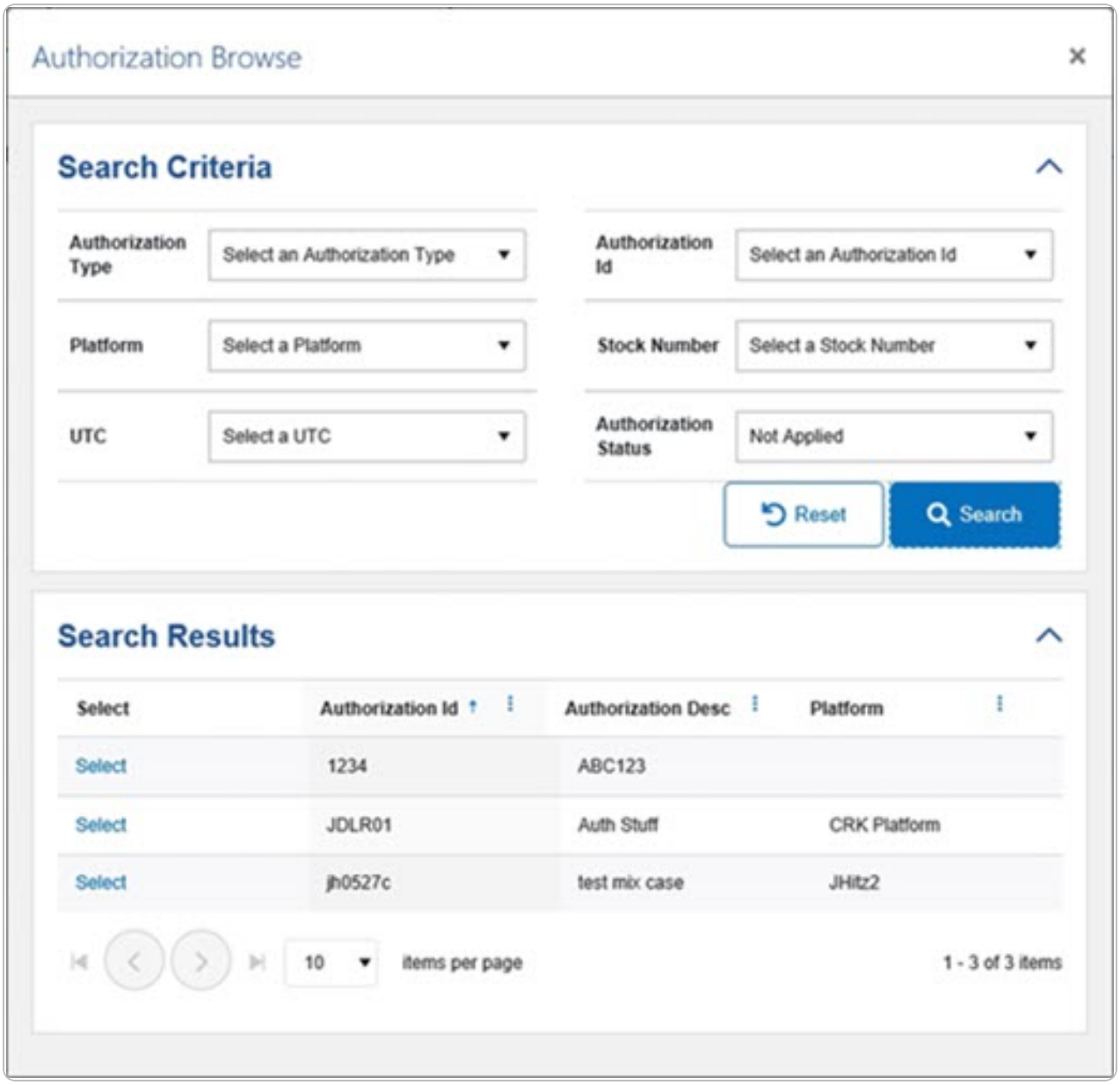
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select . *The **Authorization 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 Search. *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

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

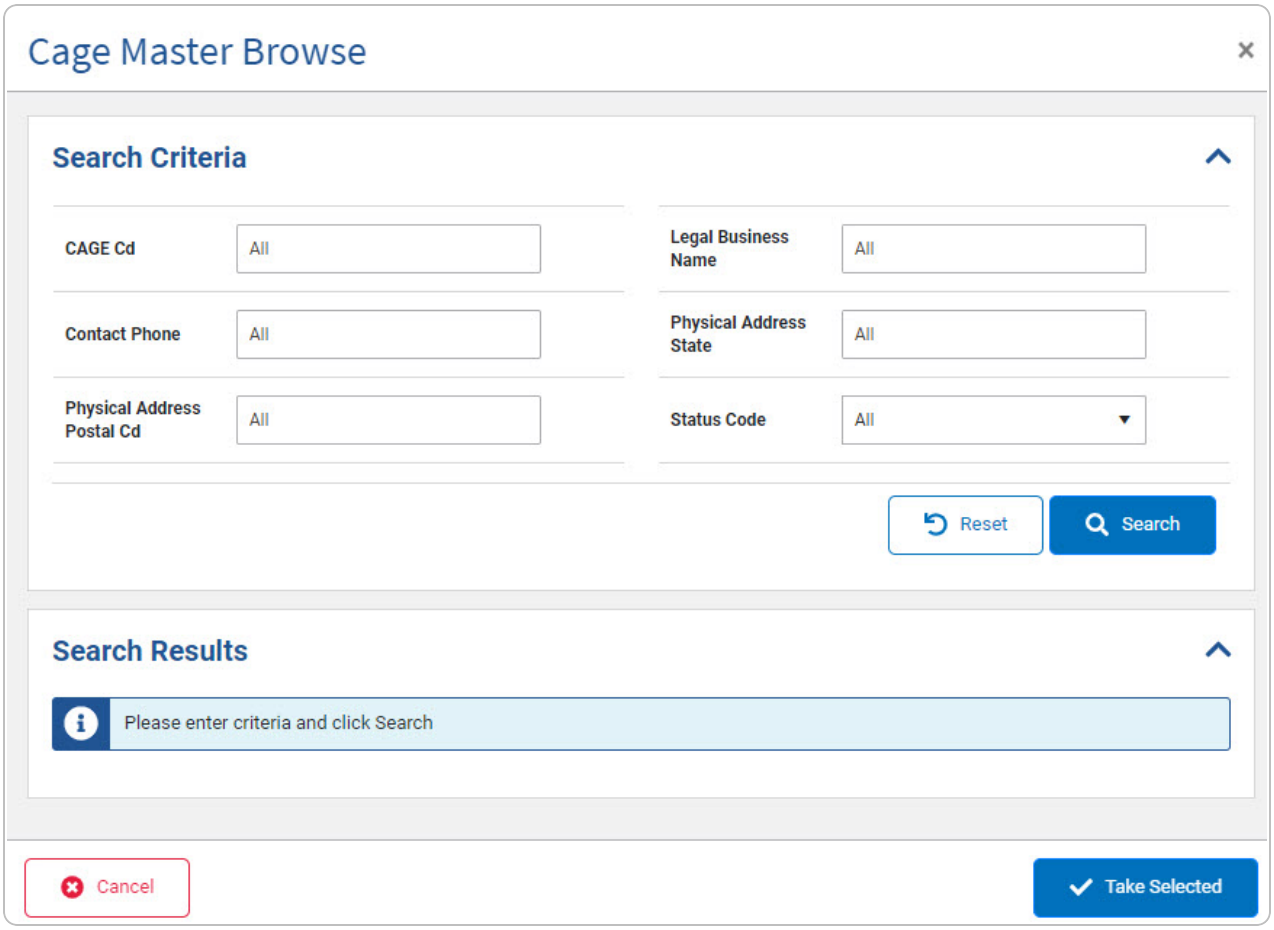
Click the following link to display ELMS Navigation Tips.

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 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.*

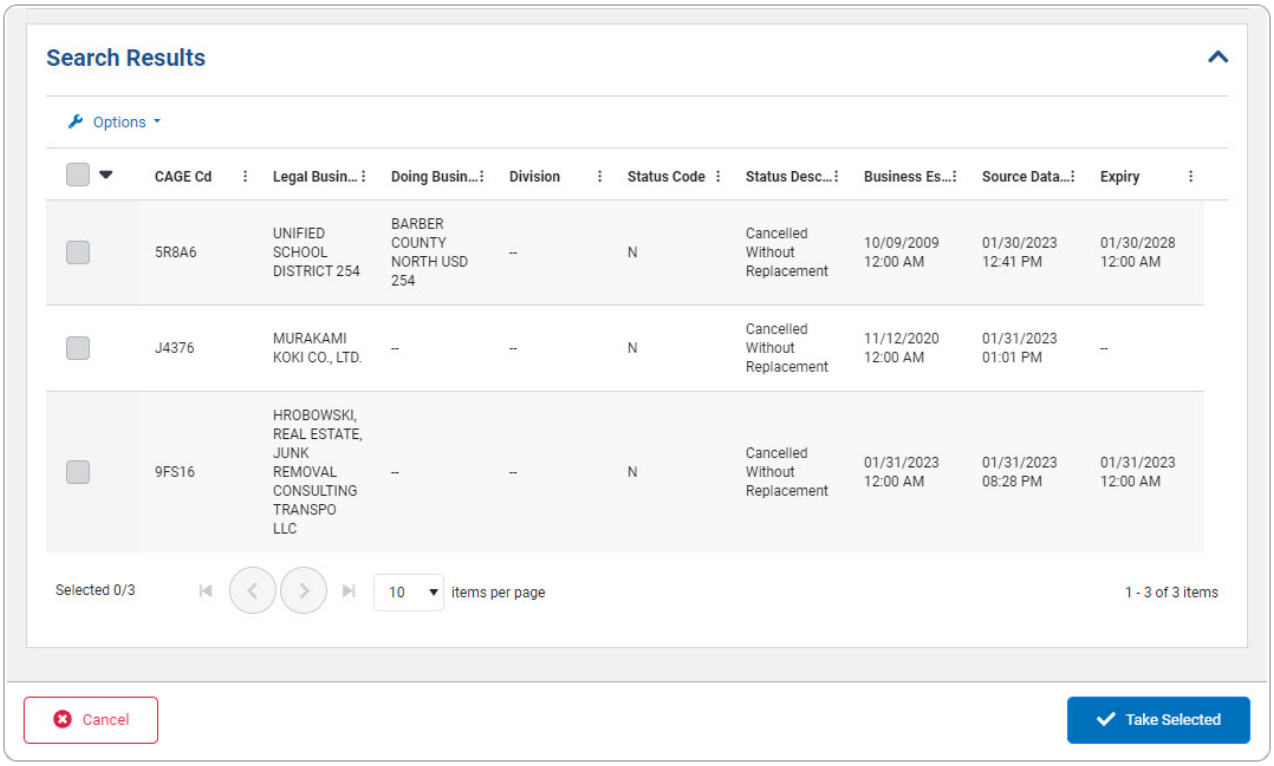
1. Use  to browse for the CAGE CD entry. *The* ***CAGE Master Browse*** *pop-up window displays.*



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

- Enter the Physical Address in the field provided. *This is a 25 alphanumeric character field.*
- Use ▾ to select the Status Code.

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



4. Click ☐ to select the CAGE Cd.

5. Select Take Selected. *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 ELMScatalog.

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

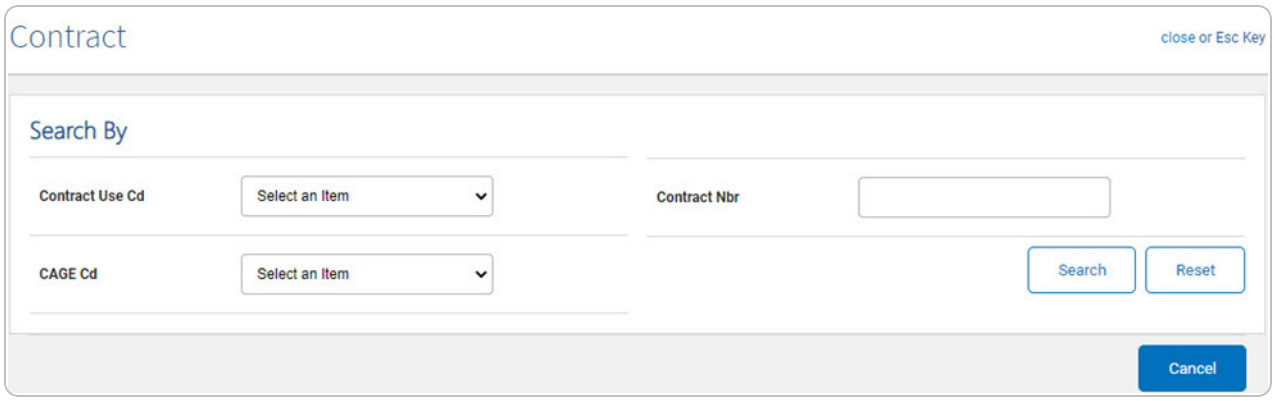
Click the following link to display ELMS Navigation Tips.

Browse for a Contract Number

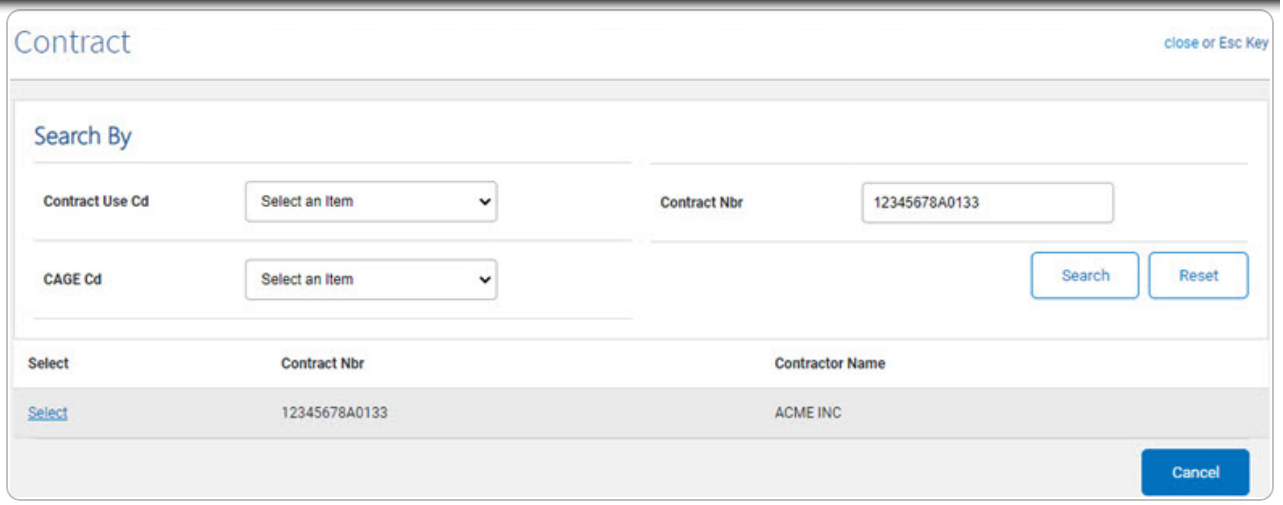
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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.*



4. 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

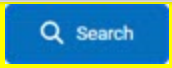
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select . *The **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

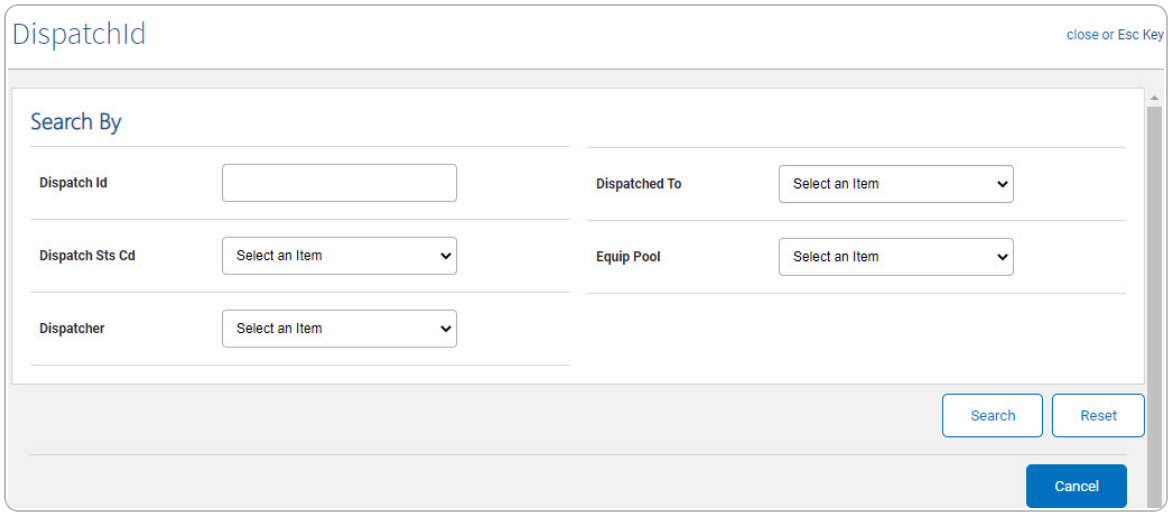
Click the following link to display ELMS Navigation Tips.

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 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.*

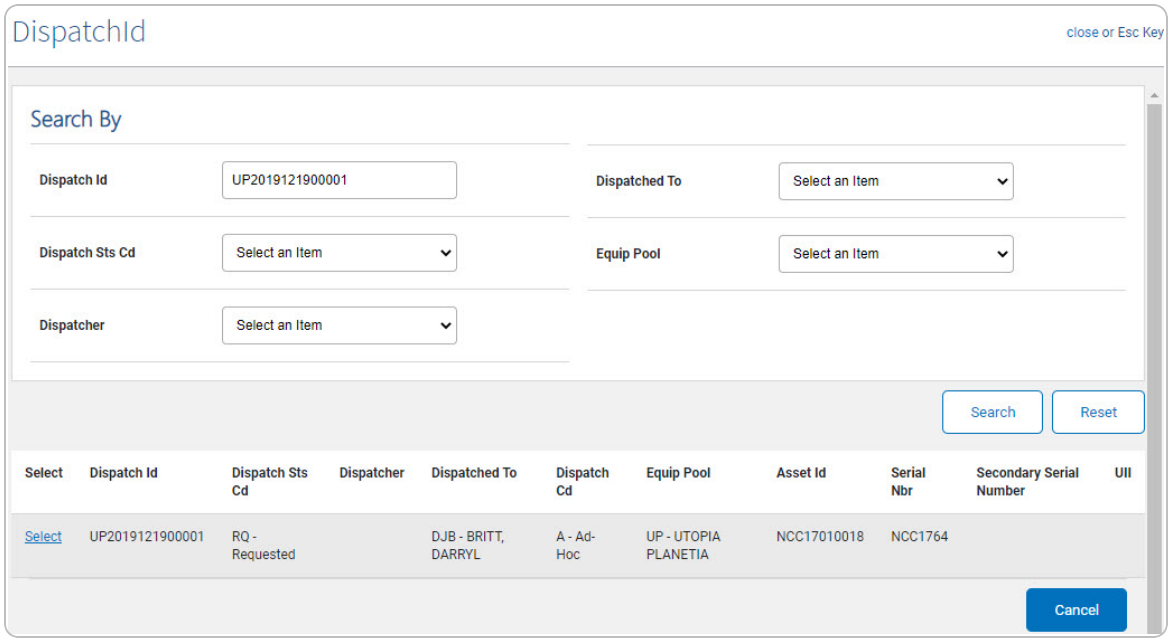
1. Select . *The* ***Dispatch ID Browse*** *pop-up window appears.*



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

- Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Dispatch Sts Cd.
- Use to select the Dispatcher.
- Use to select the Dispatched To.
- Use to select the Equip Pool.

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



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

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

- Dispatch

Browse for an Equipment Category Code (ECC)

Overview

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

Navigation

ELMS eCatalog > *Various Procedural Steps* >  > ECC Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

ECC Search Criteria Grid

Equipment Class Cd

ECC Results Grid

Equip Control Cd
Equip Control Desc
Equip Control Detailed Desc

Procedures

ELMS Navigation Helpful Tips

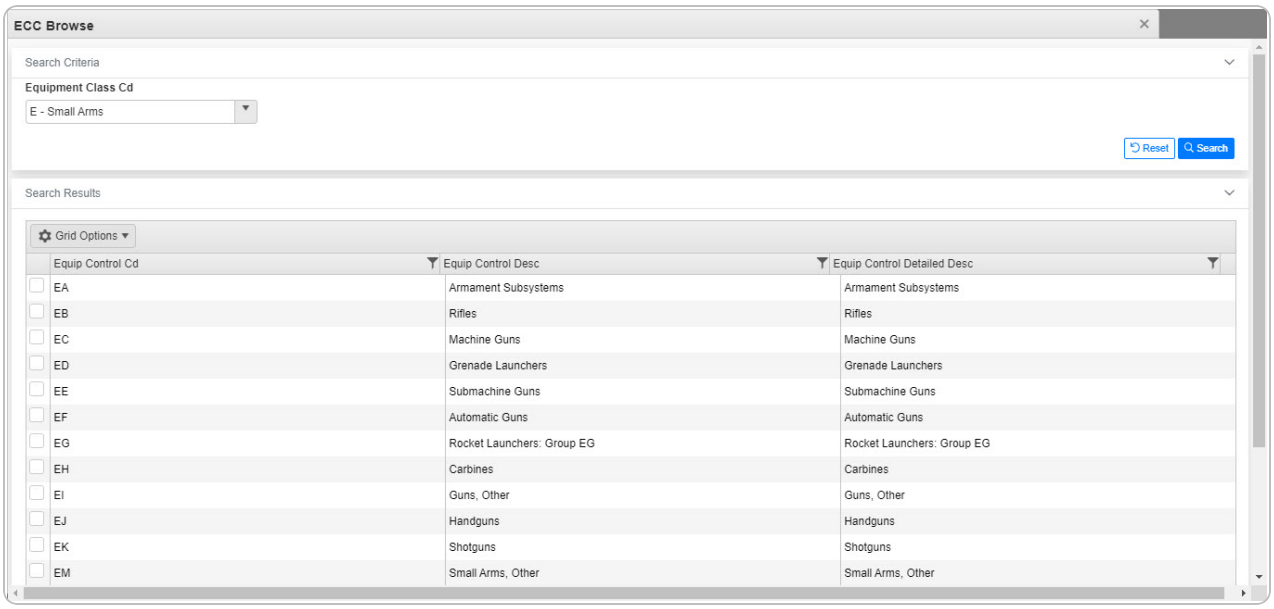


Click the following link to display PA Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



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

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

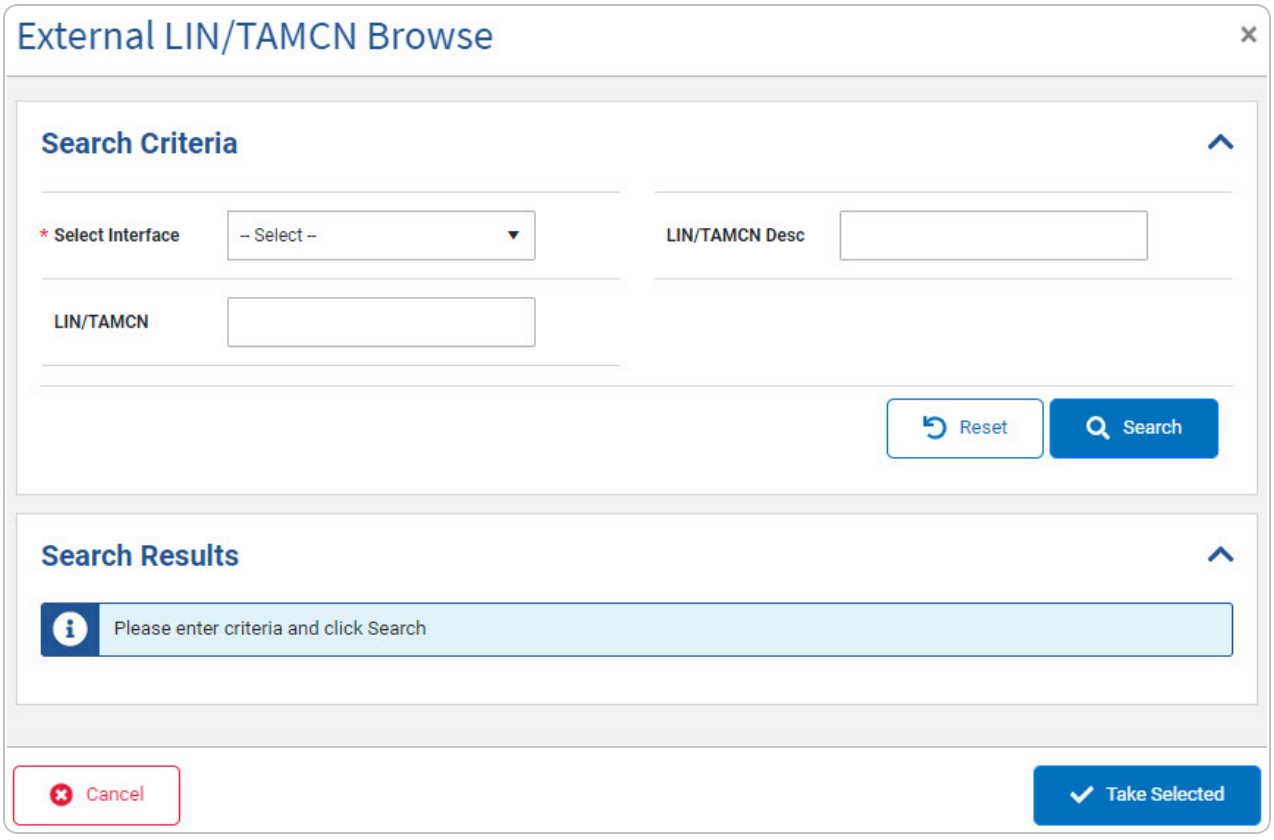
Click the following link to display ELMS Navigation Tips.

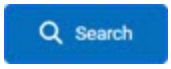
Browse for a LIN/TAMCN

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 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* ***External LIN/TAMCN 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 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

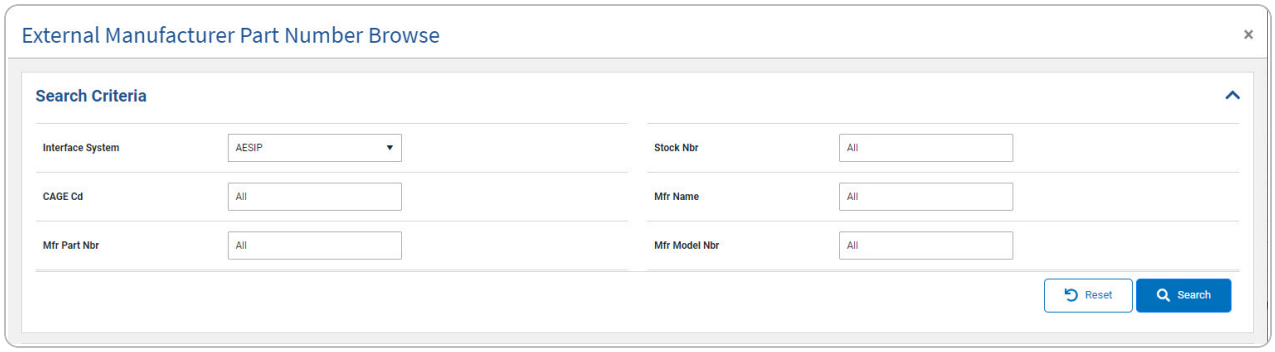
Click the following link to display ELMS Navigation Tips.

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 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.*

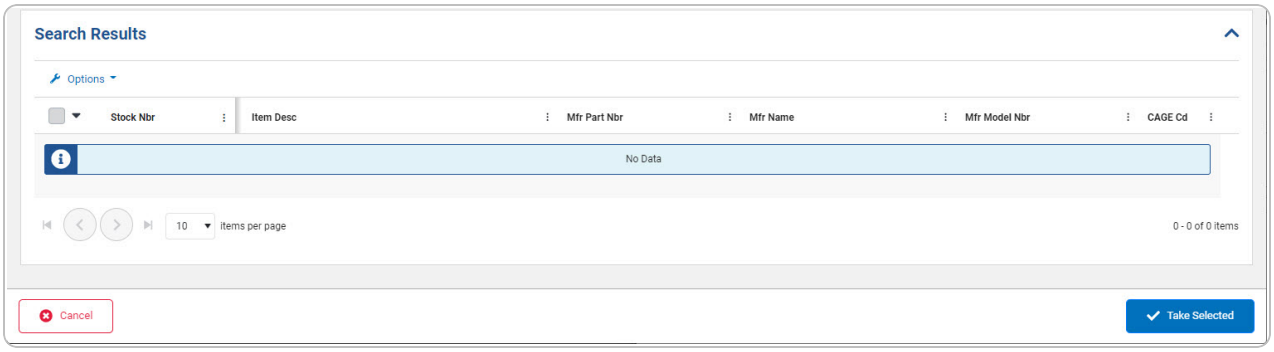
1. Select . *The **External Manufacturer Part Number Browse** pop-up window appears*.



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.*

- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select Search. *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 Take Selected. *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

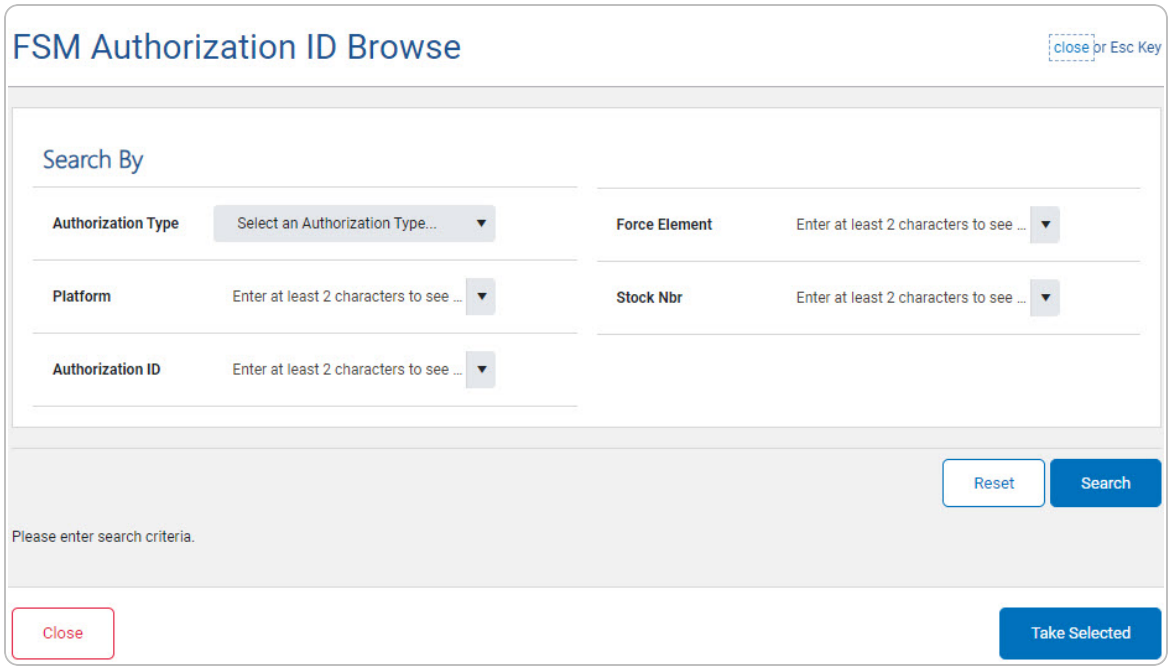
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

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



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 Search. *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

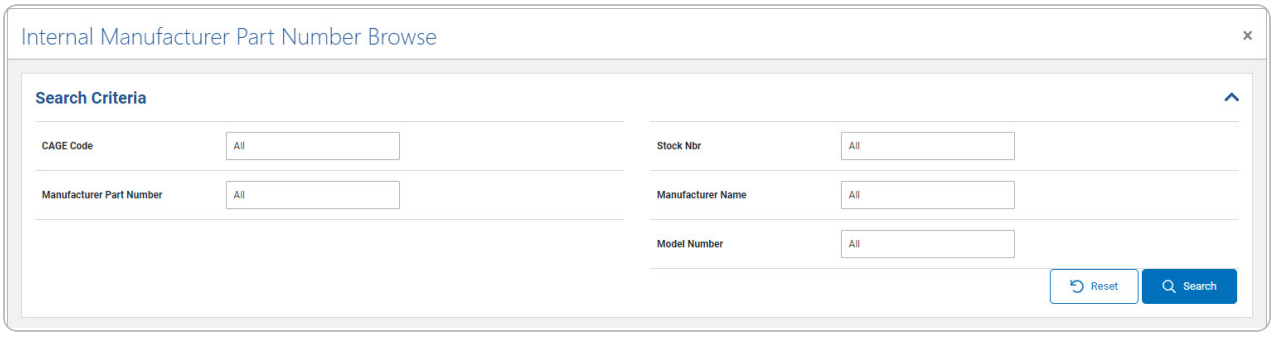
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

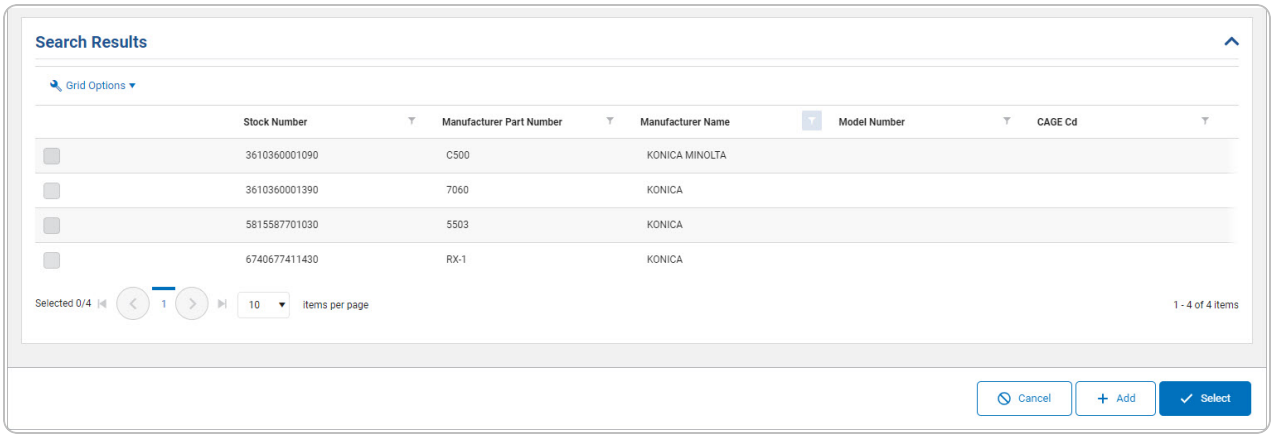
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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



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

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



4. Click to select the Internal Manufacturer Part Number. *This highlights the desired row.*

5. Click Select. *The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Add a Manufacturer Part Number

Select + Add. *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

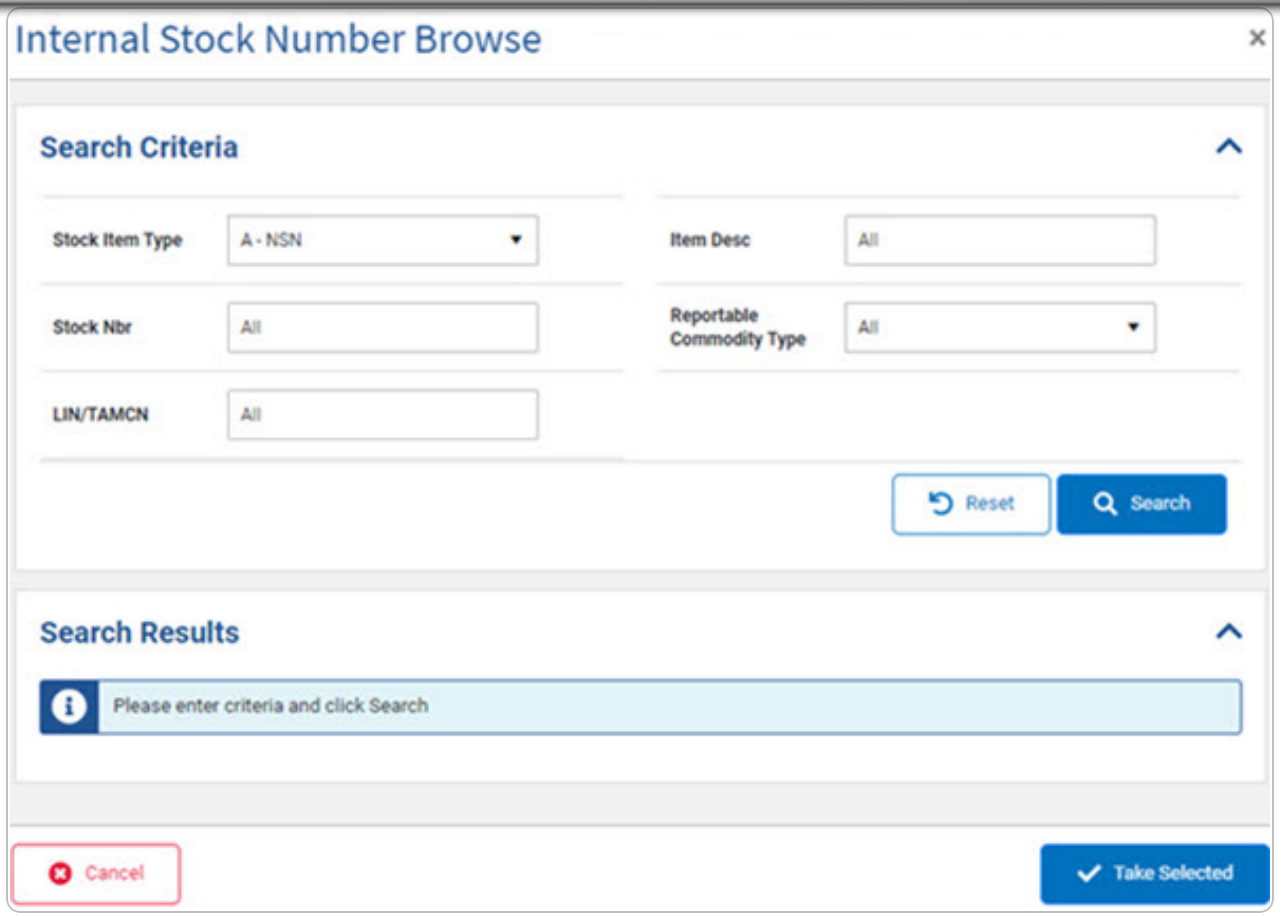
Click the following link to display ELMS Navigation Tips.

Browse for an Internal Stock Number

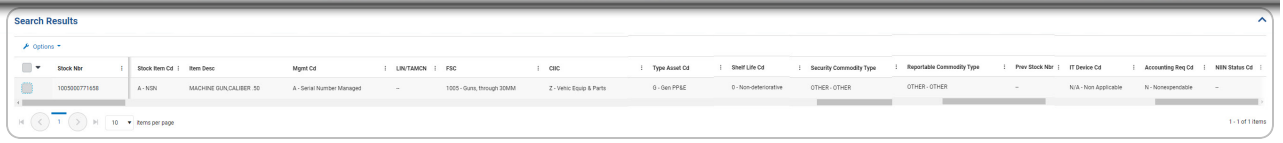
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

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



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



4. Click ☐ to select the Internal STOCK NBR.

5. Select ✔ Take Selected. *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

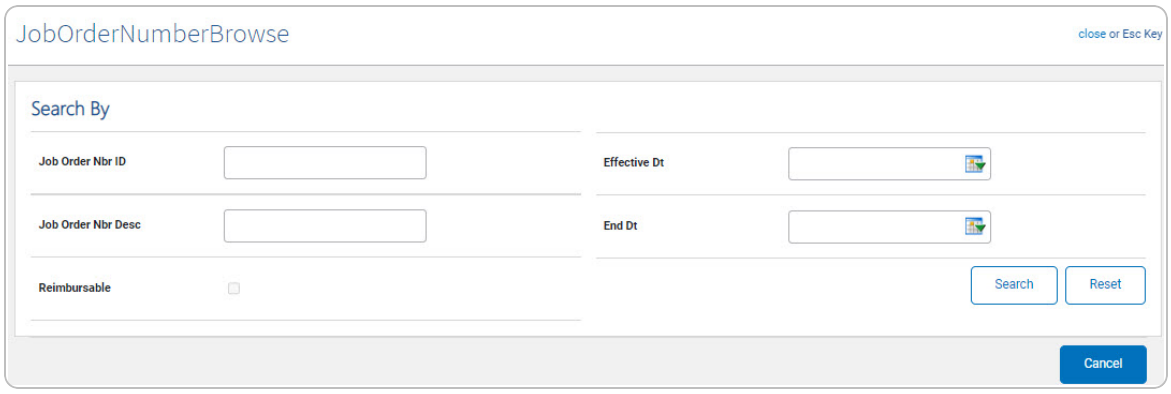
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

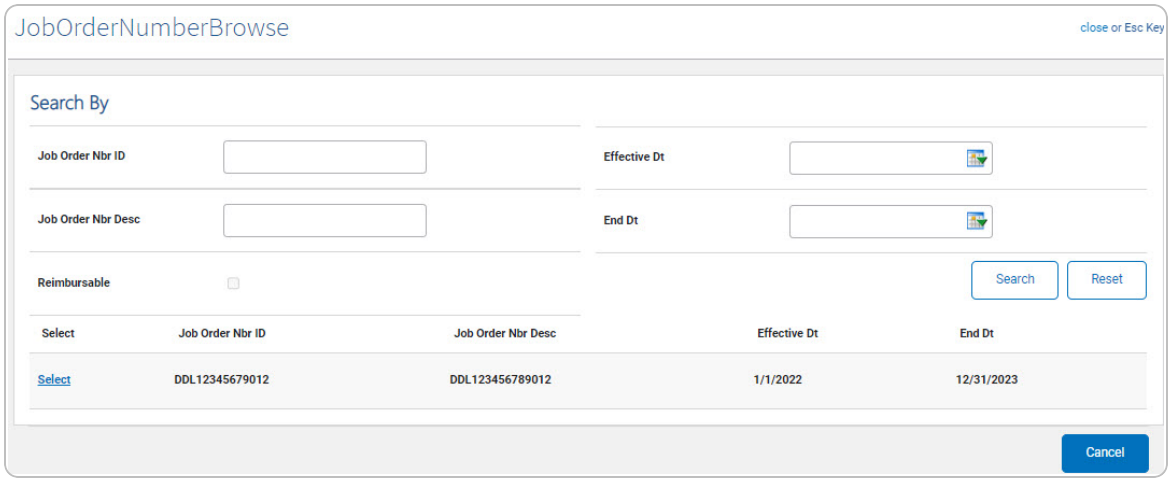
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***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 alpha-numeric 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.

3. Select Search. *The Search Results display in the Job Order Number Grid below.*



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 ELMScatalog.

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

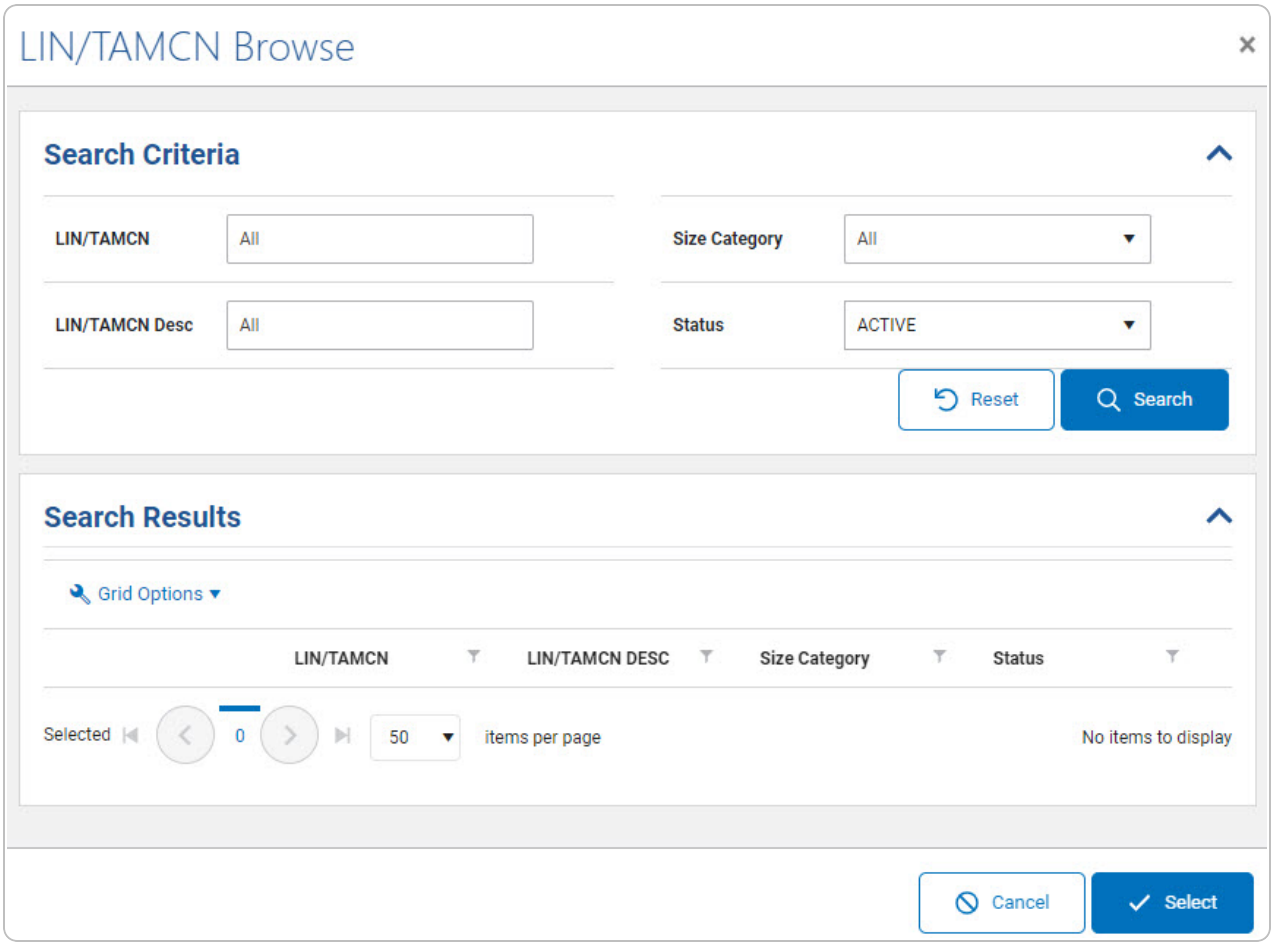
Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

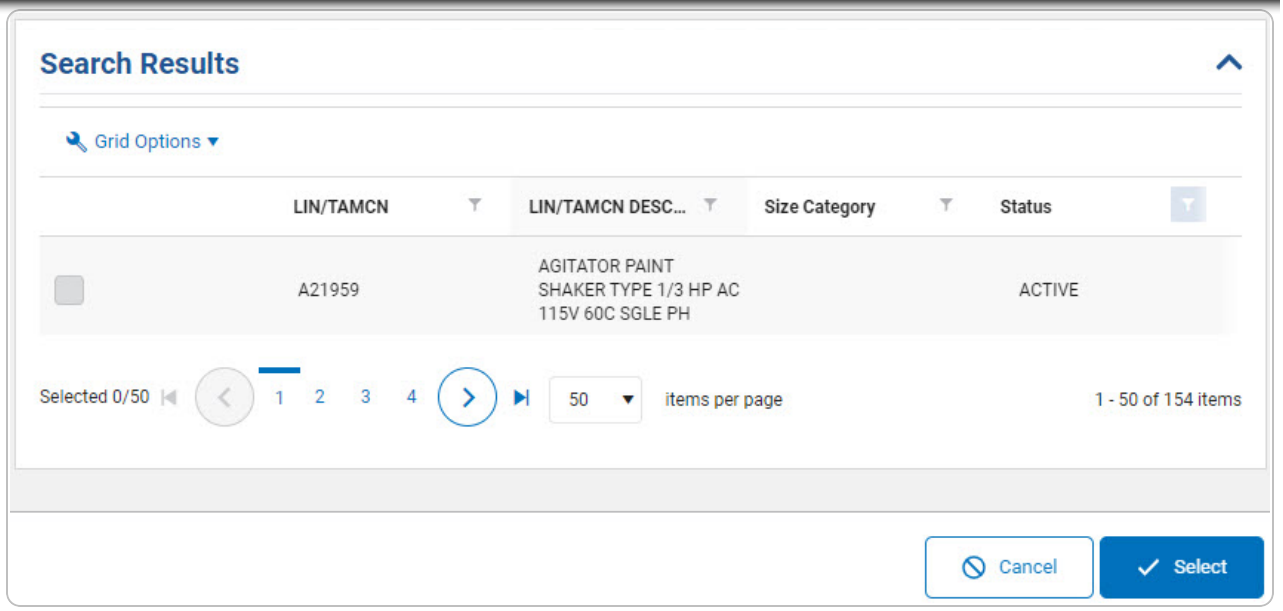
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select . *The **LIN/TAMCN 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 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 Search. *The results display in the Search Results Grid below.*



4. Click ☐ to select the LIN/TAMCN. *This highlights the desired row.*

5. Click Select. *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

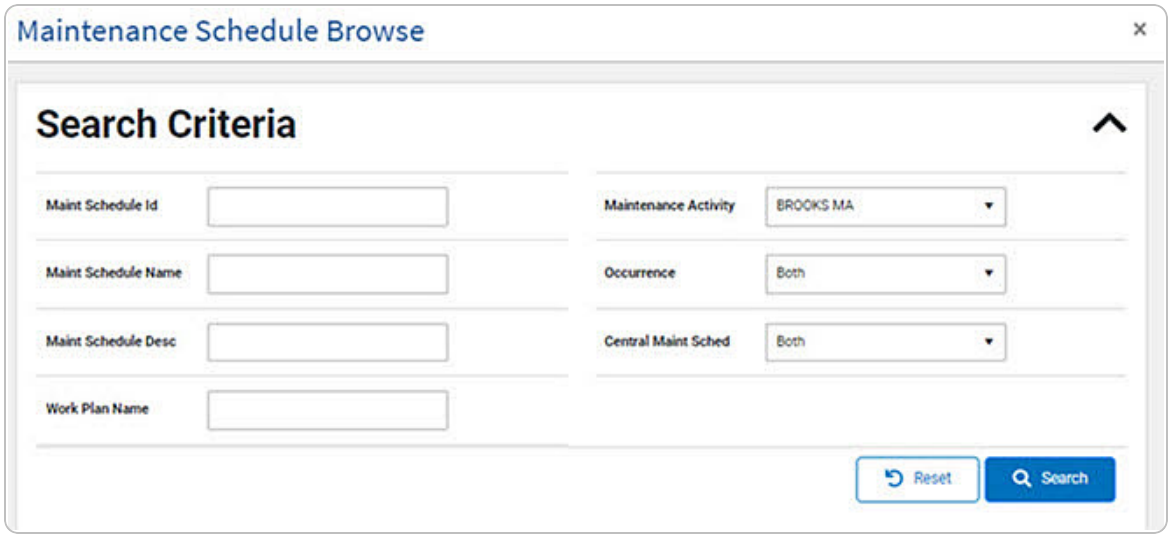
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

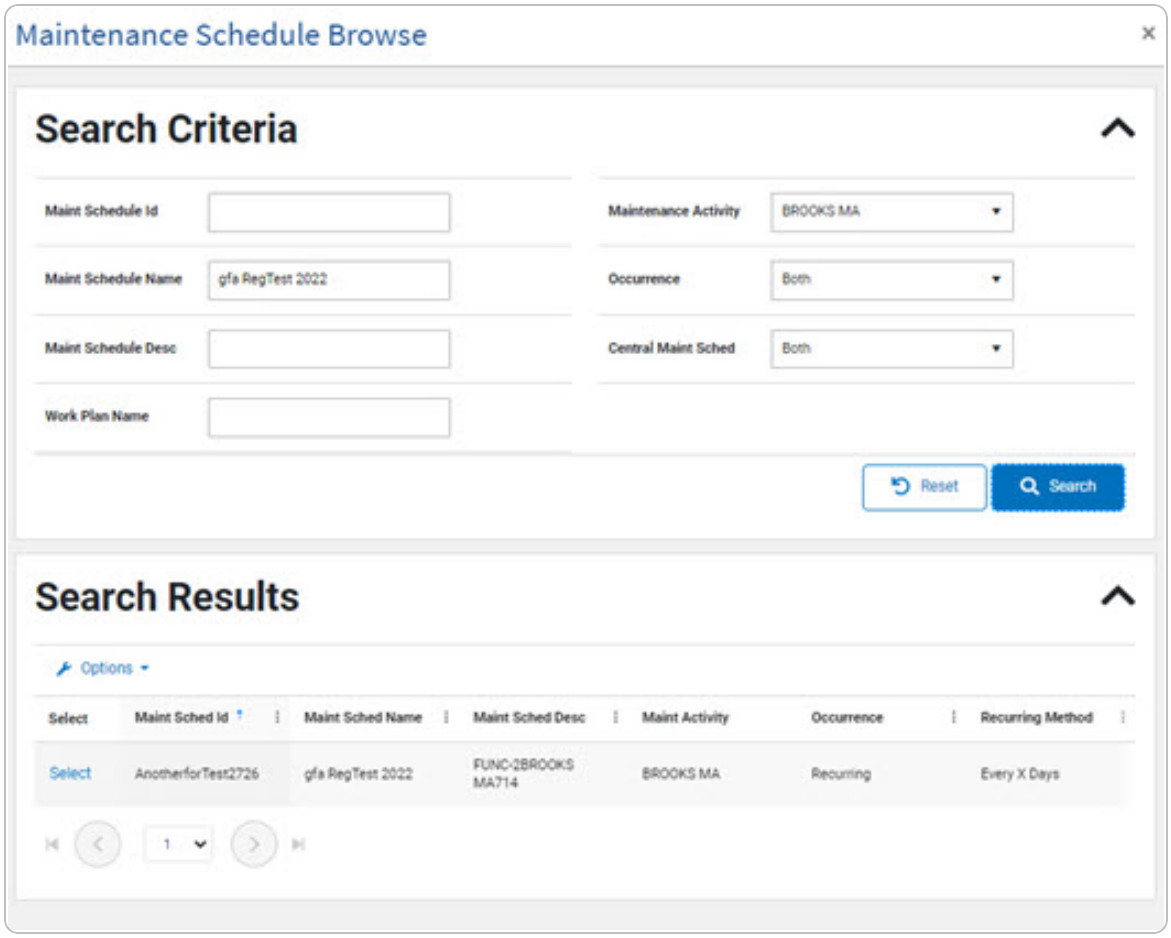
1. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



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

- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric 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.*



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

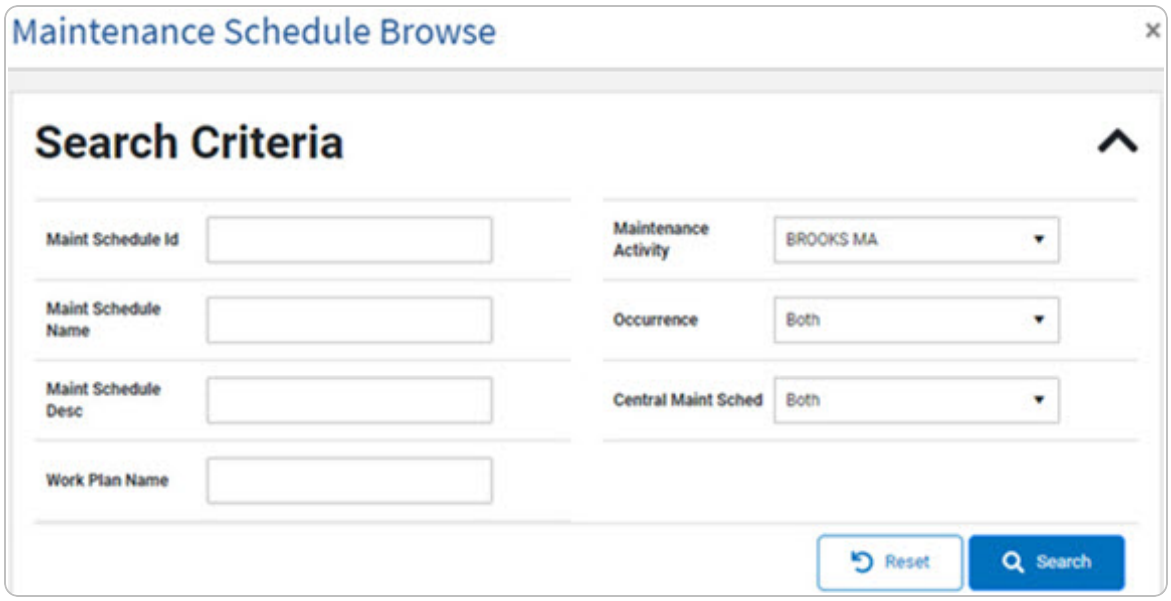
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

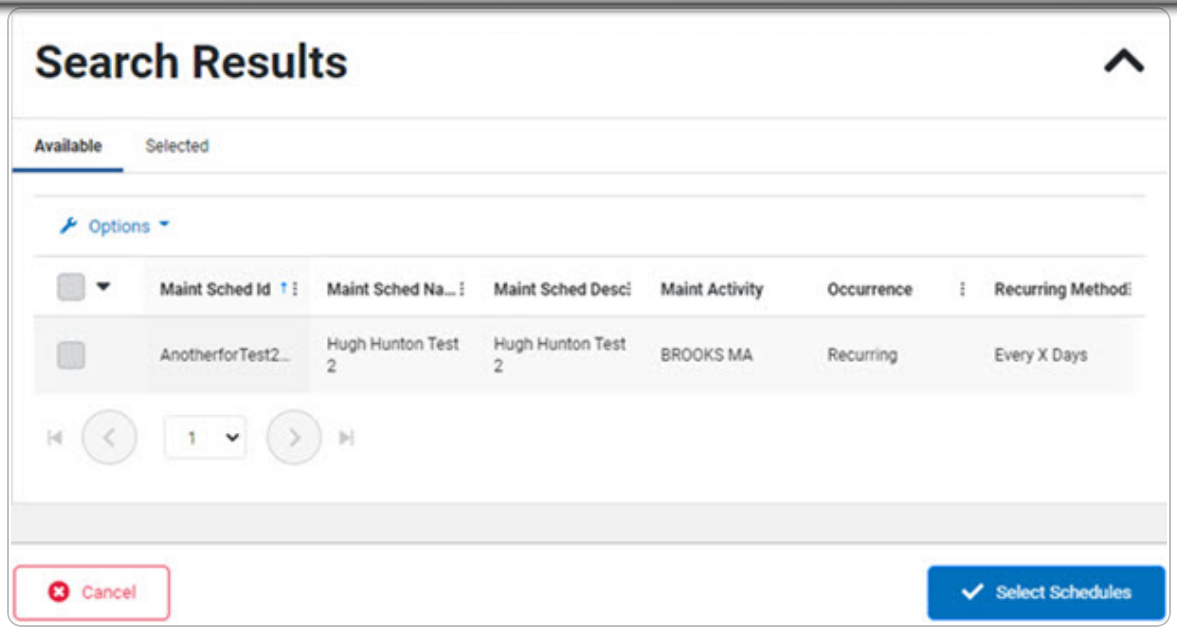
Browse for a Maintenance Schedule

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

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



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

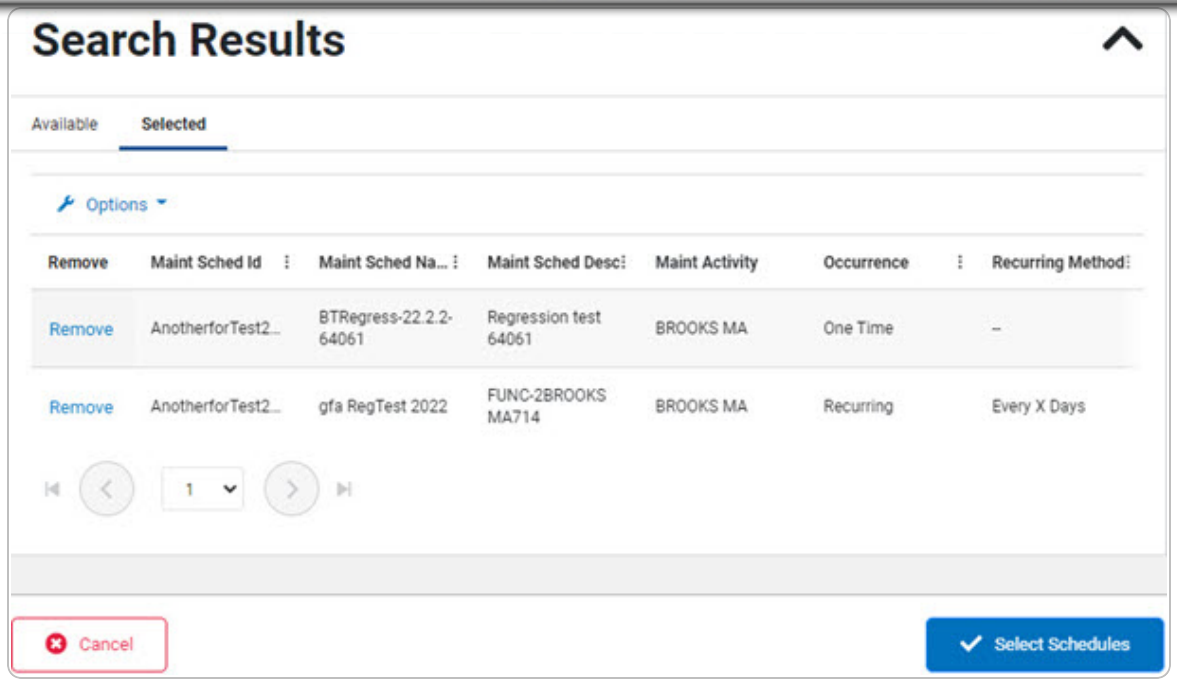


4. Click ☐ to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and* ☑ *appears.*

   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.*

5. **OR**

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



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

6. Select 

. *The **Maintenance Schedule Browse** pop-up window closes and the selected MAINT SCHEDULE ID appears in the previous screen in the Search Results grid.*

Common Errors

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

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

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for a Manufacturer Part Number

Overview

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

Navigation

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

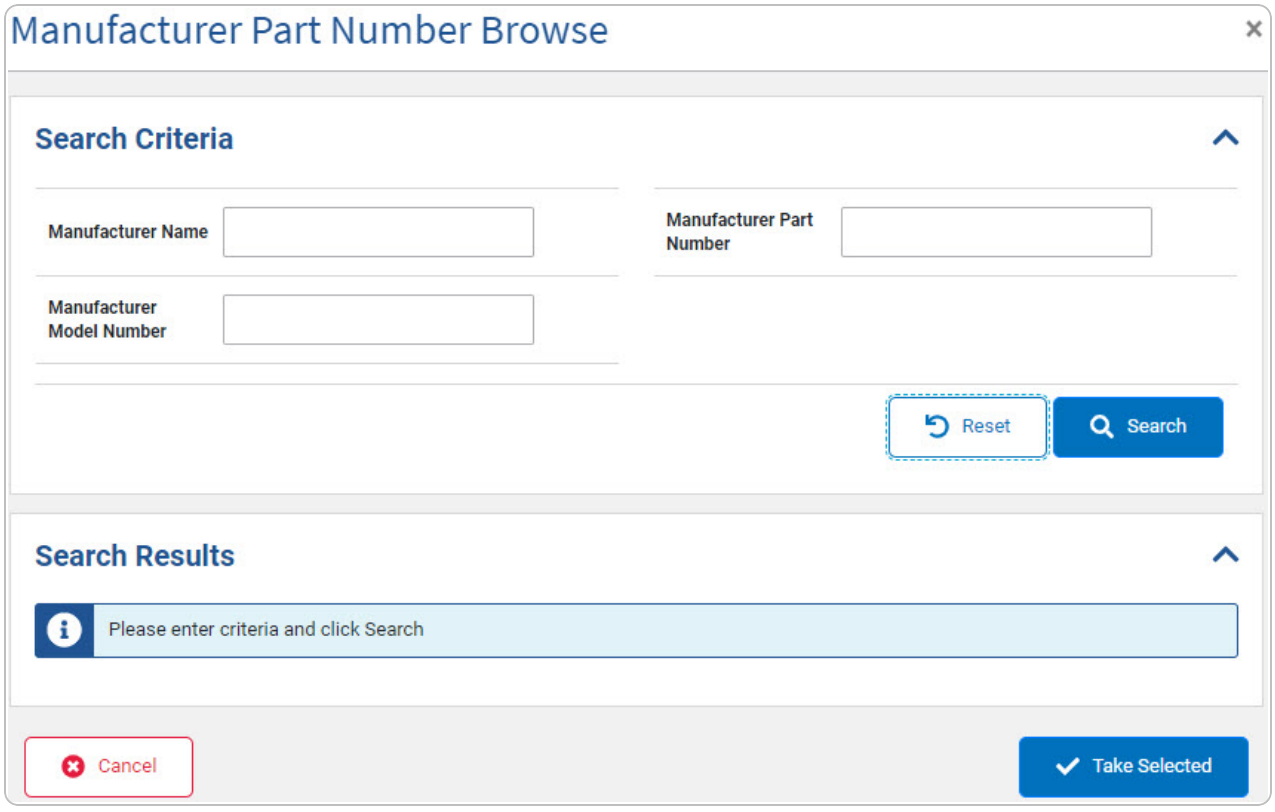
Click the following link to display ELMS Navigation Tips.

Browse for a Manufacturer Part Number

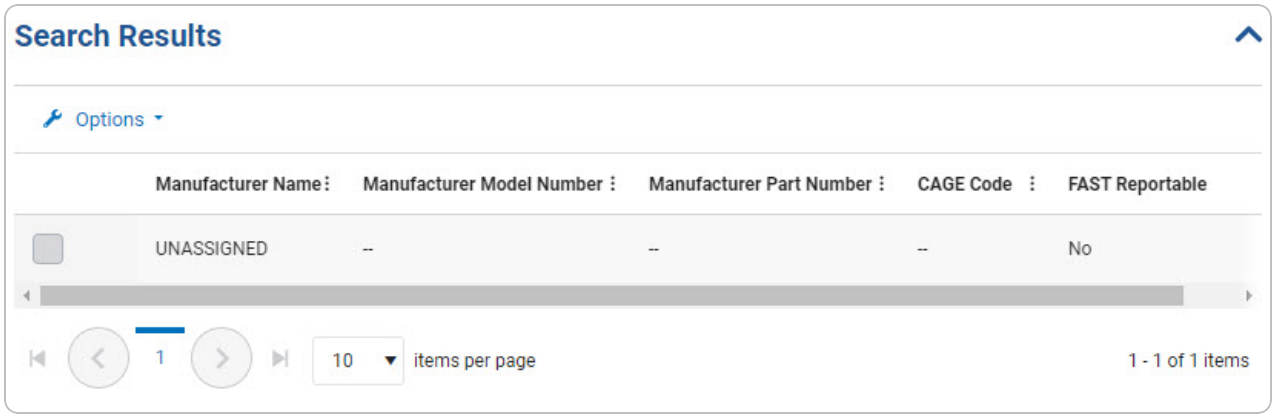
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

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



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 Search. *The results appear in the search results grid.*



4. Click to select the Manufacturer Part Number.
5. Select Take Selected. *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

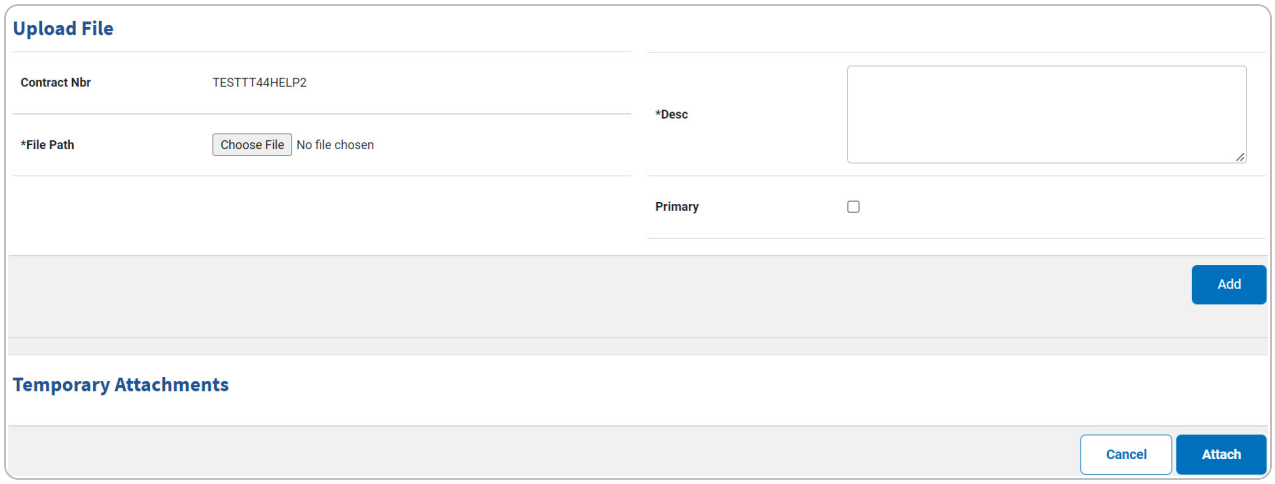
ELMS Navigation Helpful Tips

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

Add a Maintenance Attachment

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

1. Select Add Attachment. *The* ***Maintenance Attachment Add*** *page appears.*



A. *The* CONTRACT NBR *automatically populates and is not editable.*

B. Select Choose File in the File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

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

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.*



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

***PATH*.**	in the desired field.
13 — Mandatory Entry: *DESC*.	
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

- 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

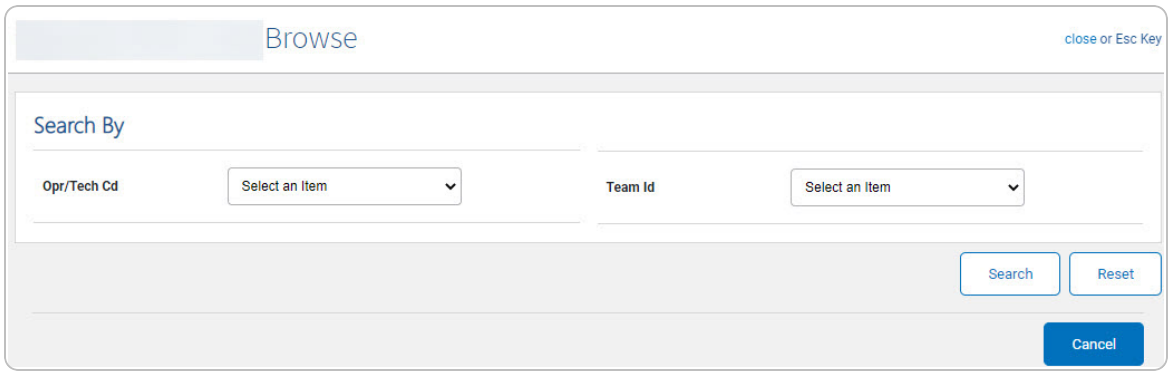
Click the following link to display ELMS Navigation Tips.

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 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* ***Operator/Technician Browse*** *pop-up window appears.*



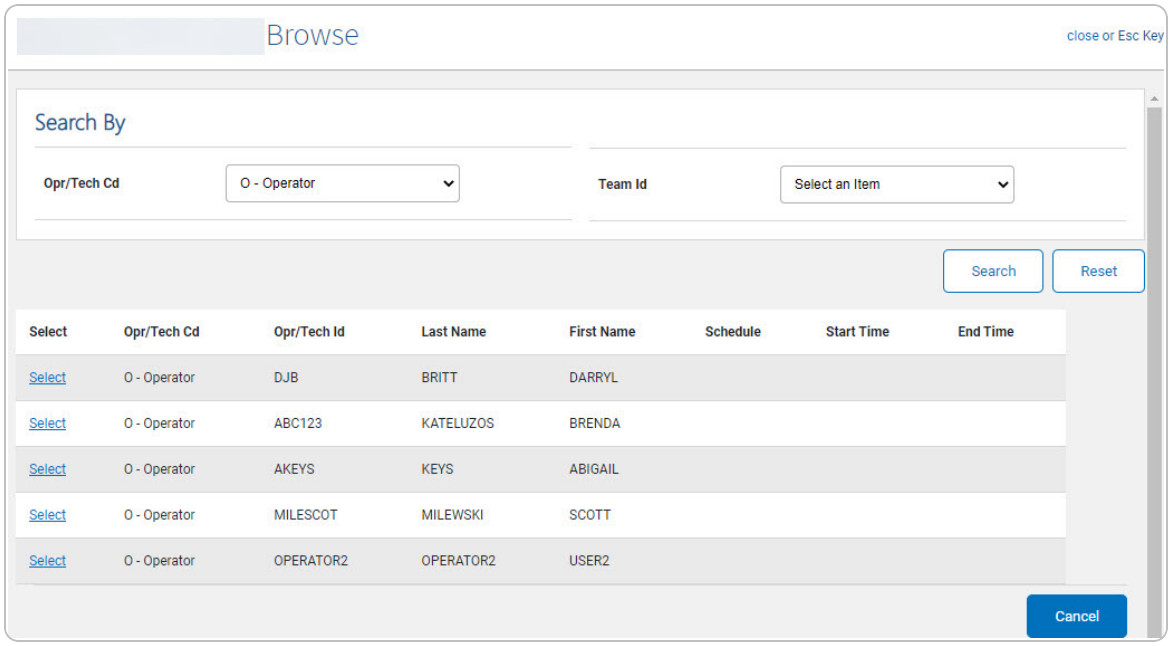
Note

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.

3. Select Search. *The Search Results display in the Operator/Technician Grid below.*



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

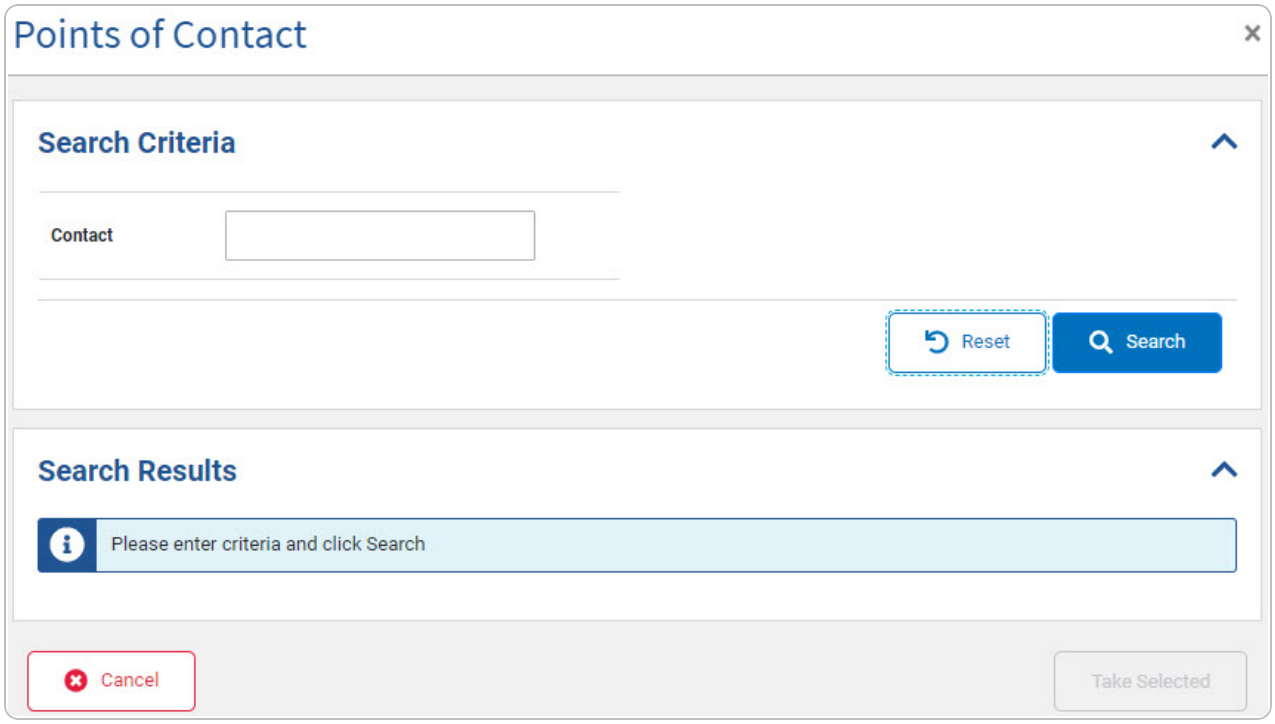
Click the following link to display ELMS Navigation Tips.

Browse for Points of Contact

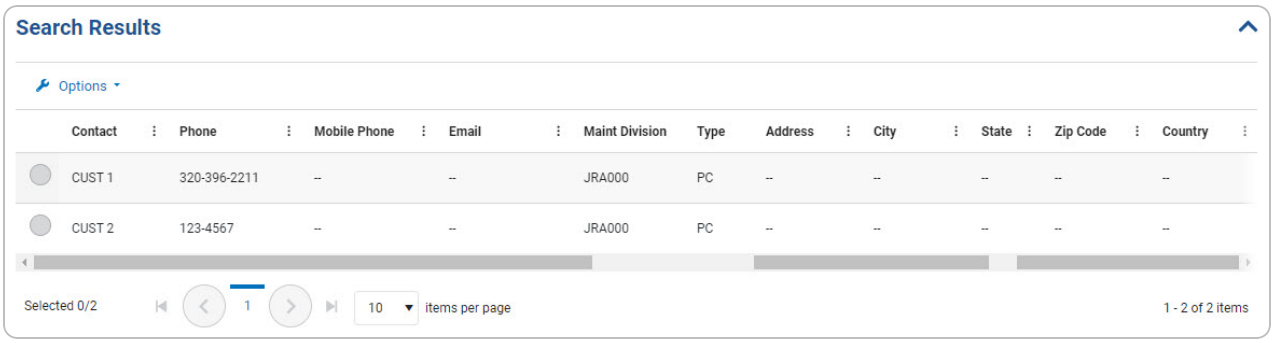
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

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



2. 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.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Contact.
5. Select Take Selected. *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

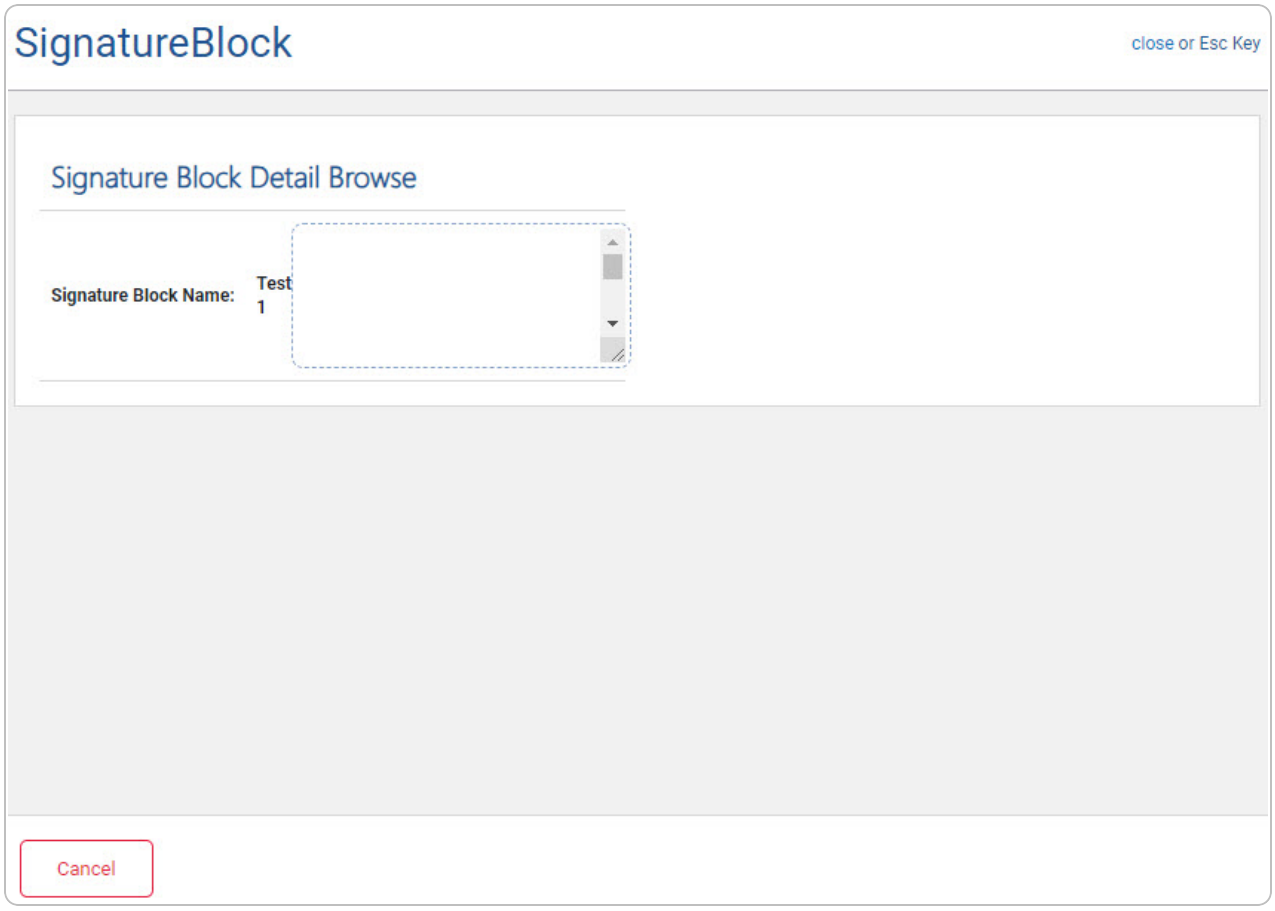


Click the following link to display ELMS Navigation Tips.

Browse for a Signature Block

Selecting Cancel *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*.



- *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

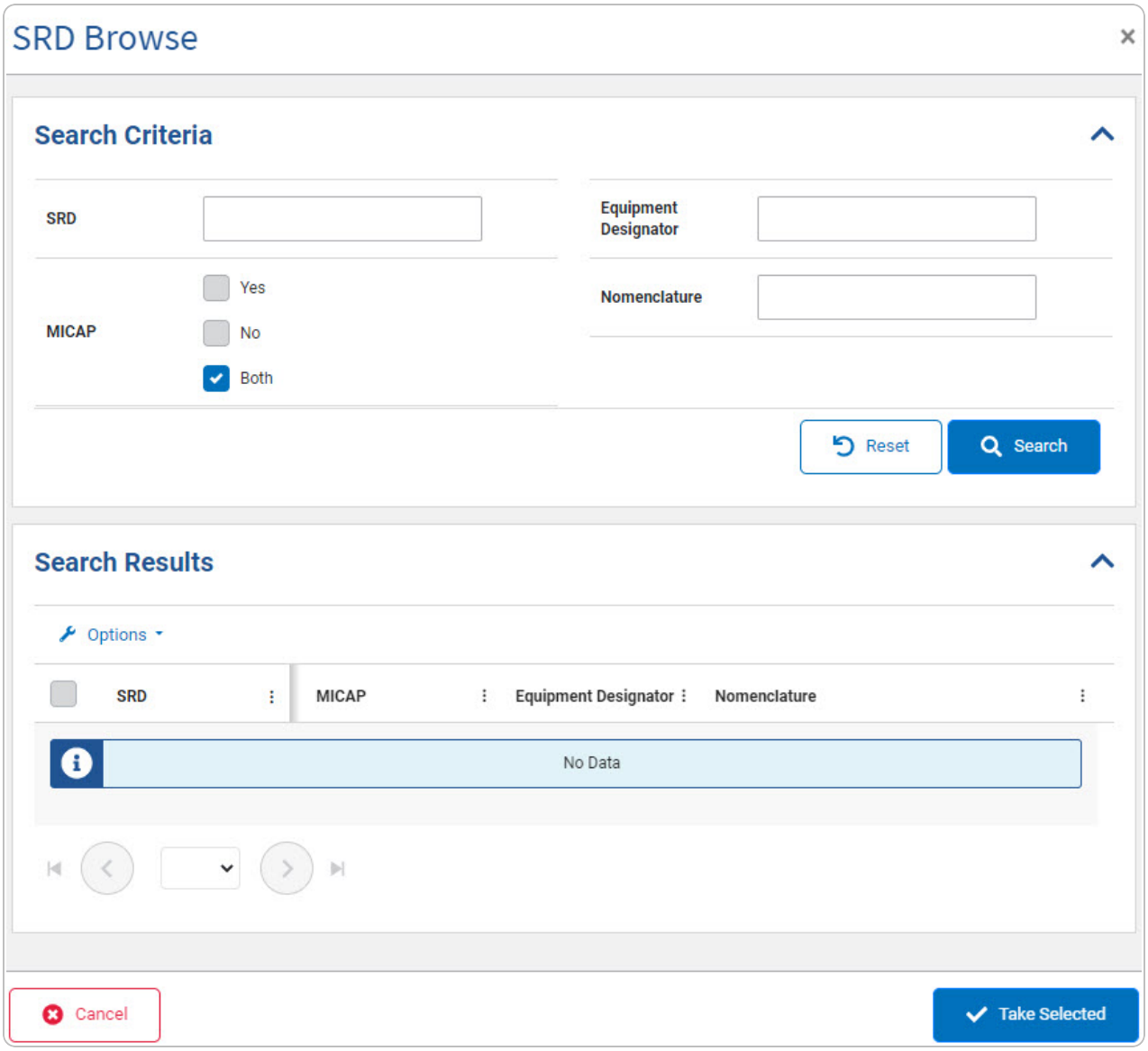
Click the following link to display ELMS Navigation Tips.

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 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.*

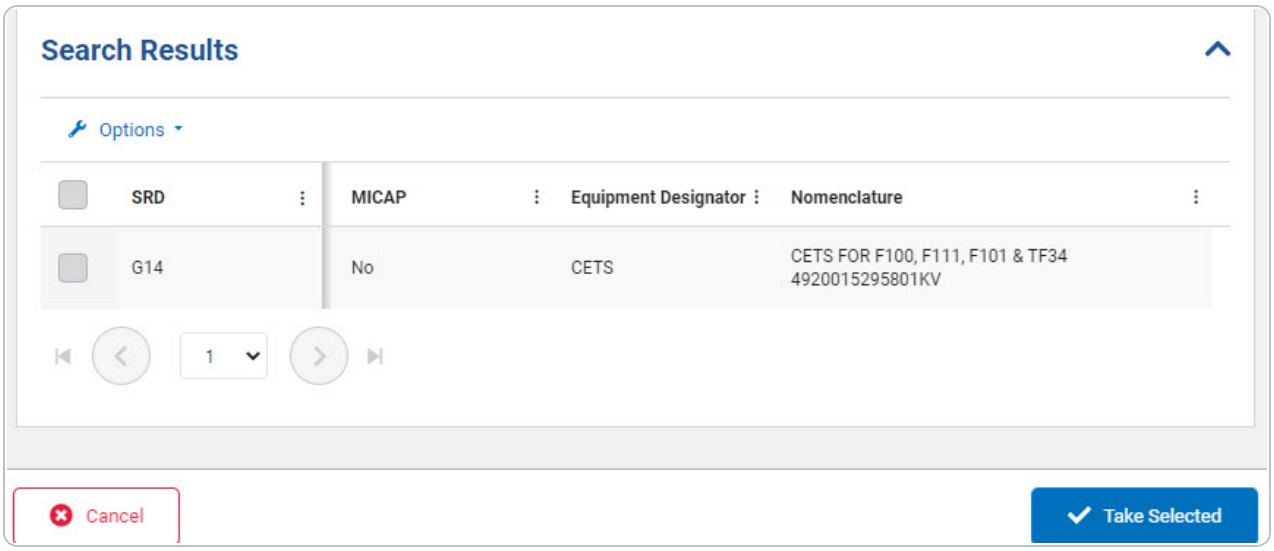
1. Use to browse for the SRD. *The **SRD Browse** pop-up window displays.*



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.*

- 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 Search. *The results appear in the **SRD Results** grid.*



4. Click to select the SRD.

5. Select Take Selected. *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

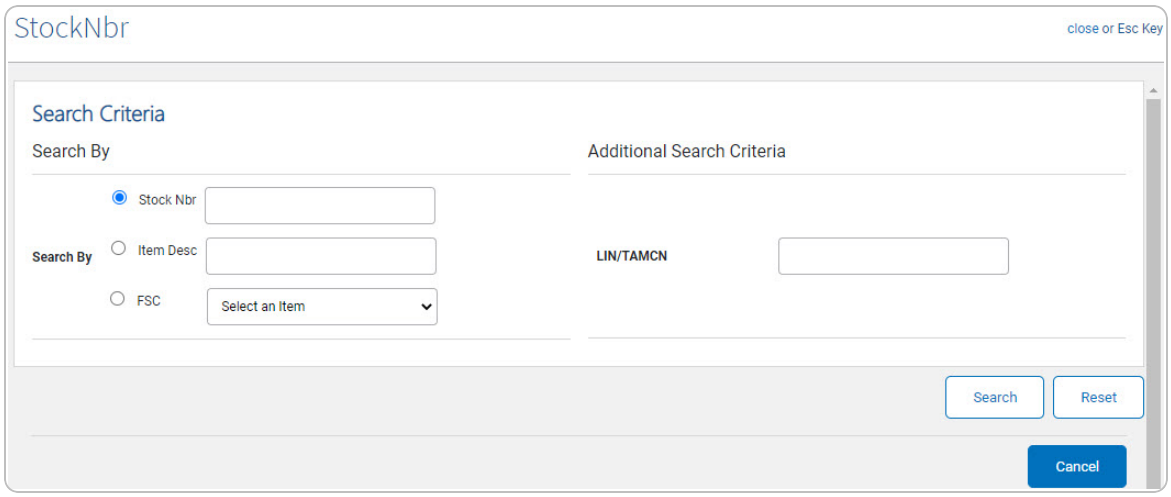
Click the following link to display ELMS Navigation Tips.

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 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.*



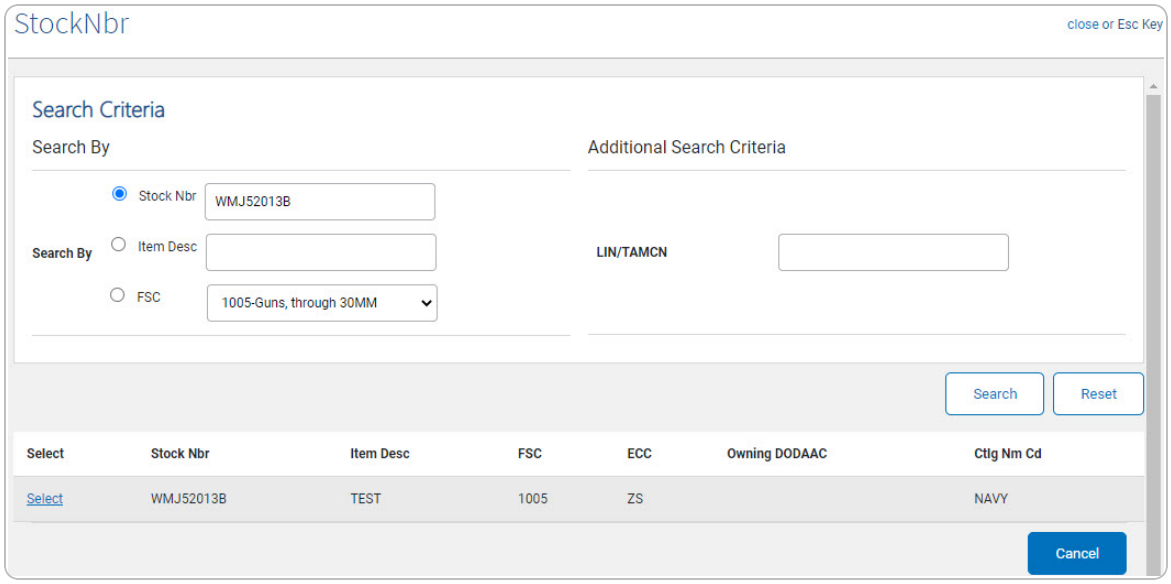
2. Select next to the desired Search By Criteria. *Depending upon what is chosen:*

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 Search. *The Search Results display in the STOCK NBR Grid below.*



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

- 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

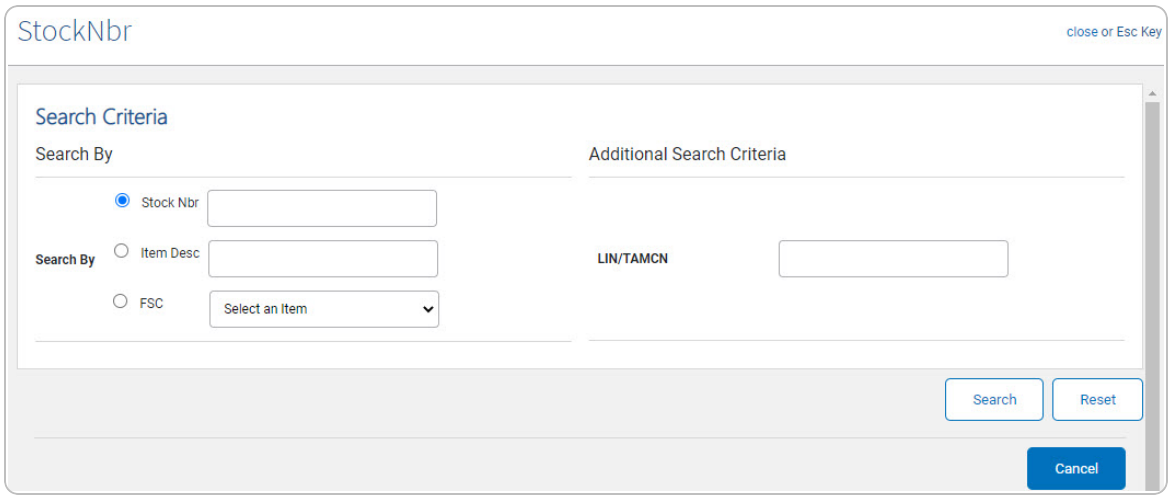
Click the following link to display ELMS Navigation Tips.

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*.



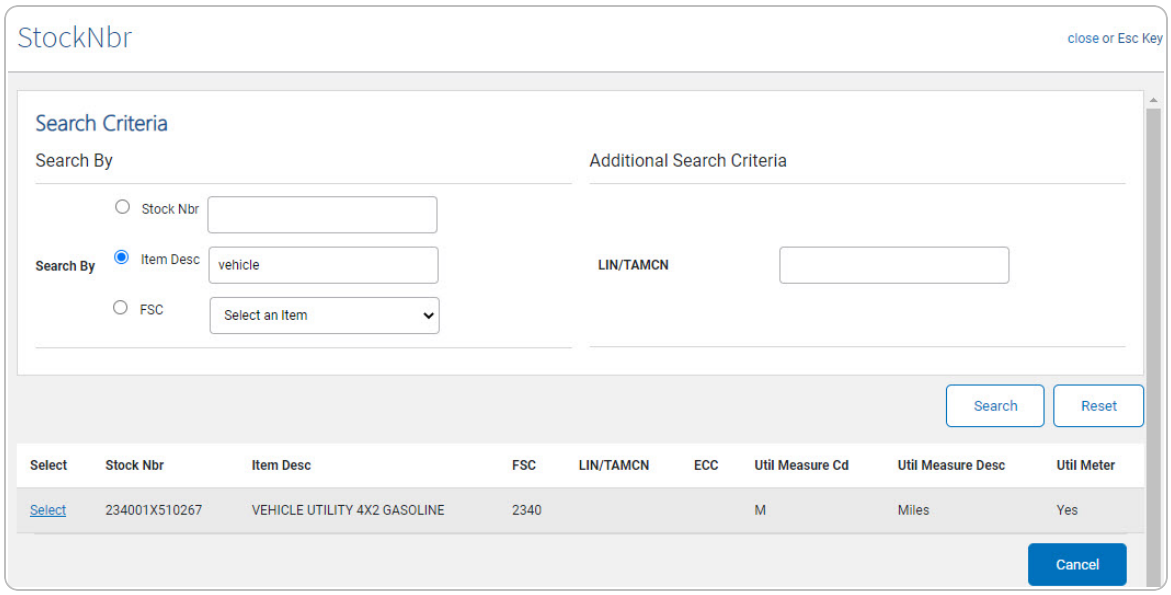
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

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 Search. *The Search Results display in the STOCK NBR Grid below.*



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

- Wrnty/Svc/Subscription — Asset Assoc

Browse for Stock Number — FSM

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* >  > Stock Number Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Search Criteria

Stock Number
LIN/TAMCN
Item Desc
FSC

Stock Number Results Grid

Stock Number
Item Description

Procedures

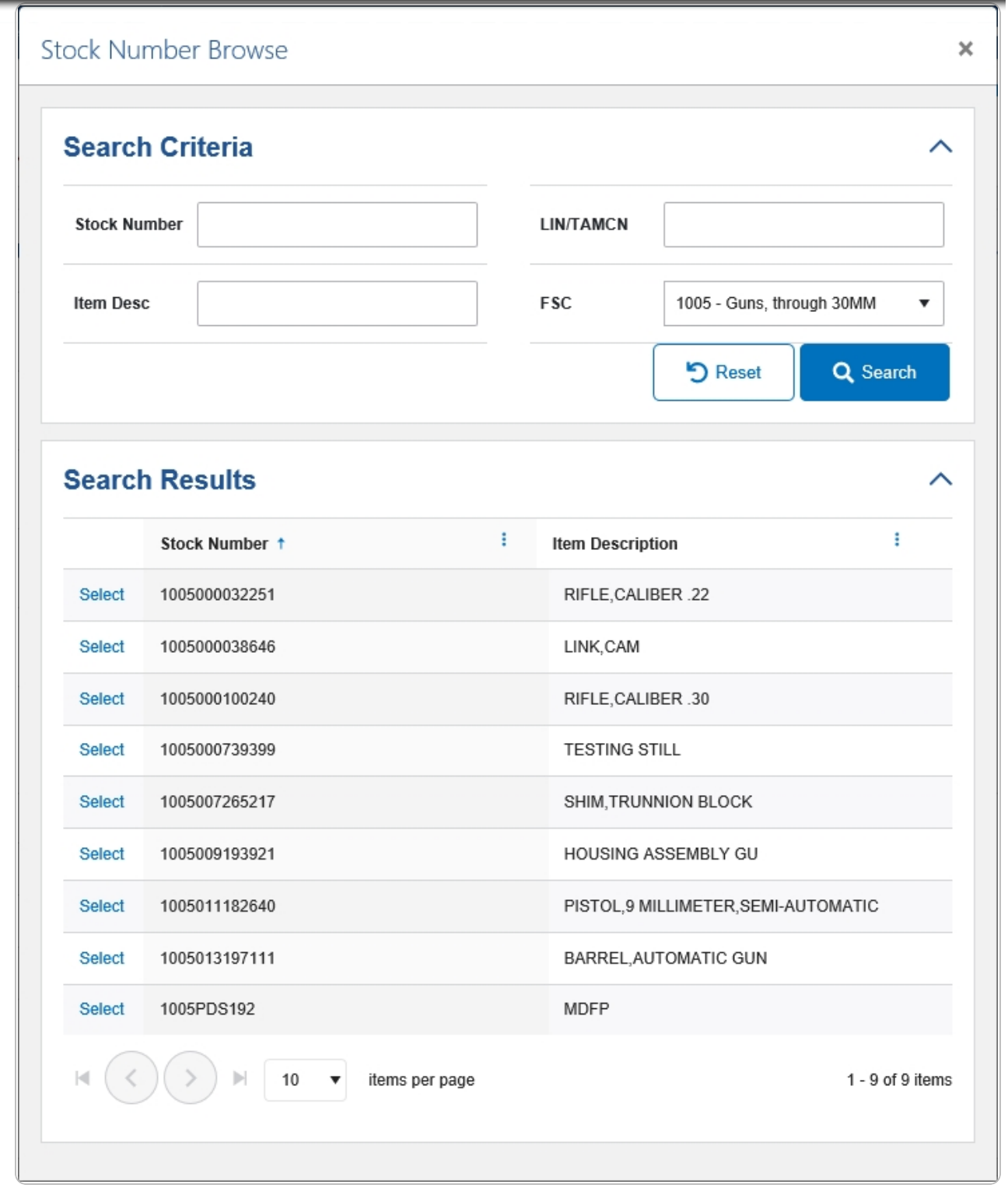
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a Stock Number

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

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


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 Search. *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

Procedures

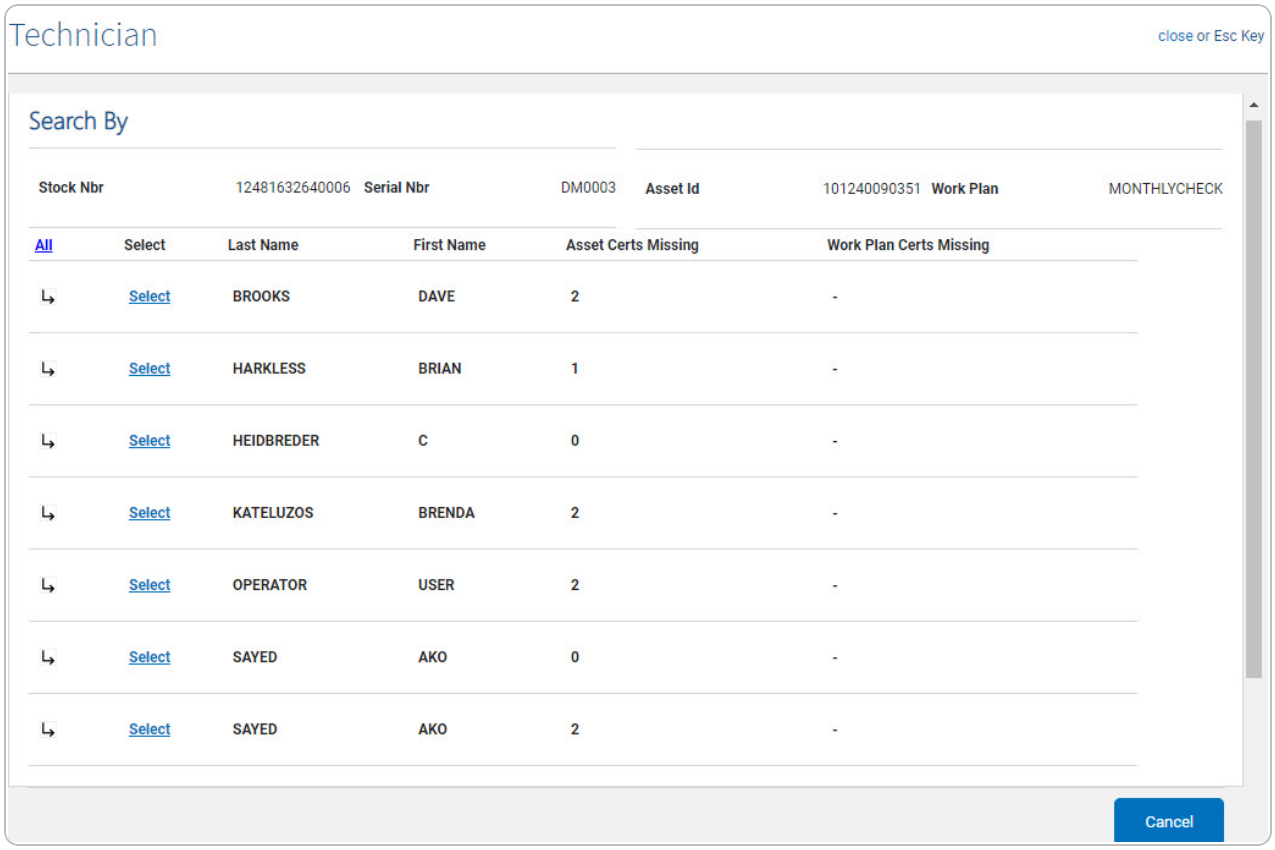
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Technician

Selecting Cancel *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.*



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

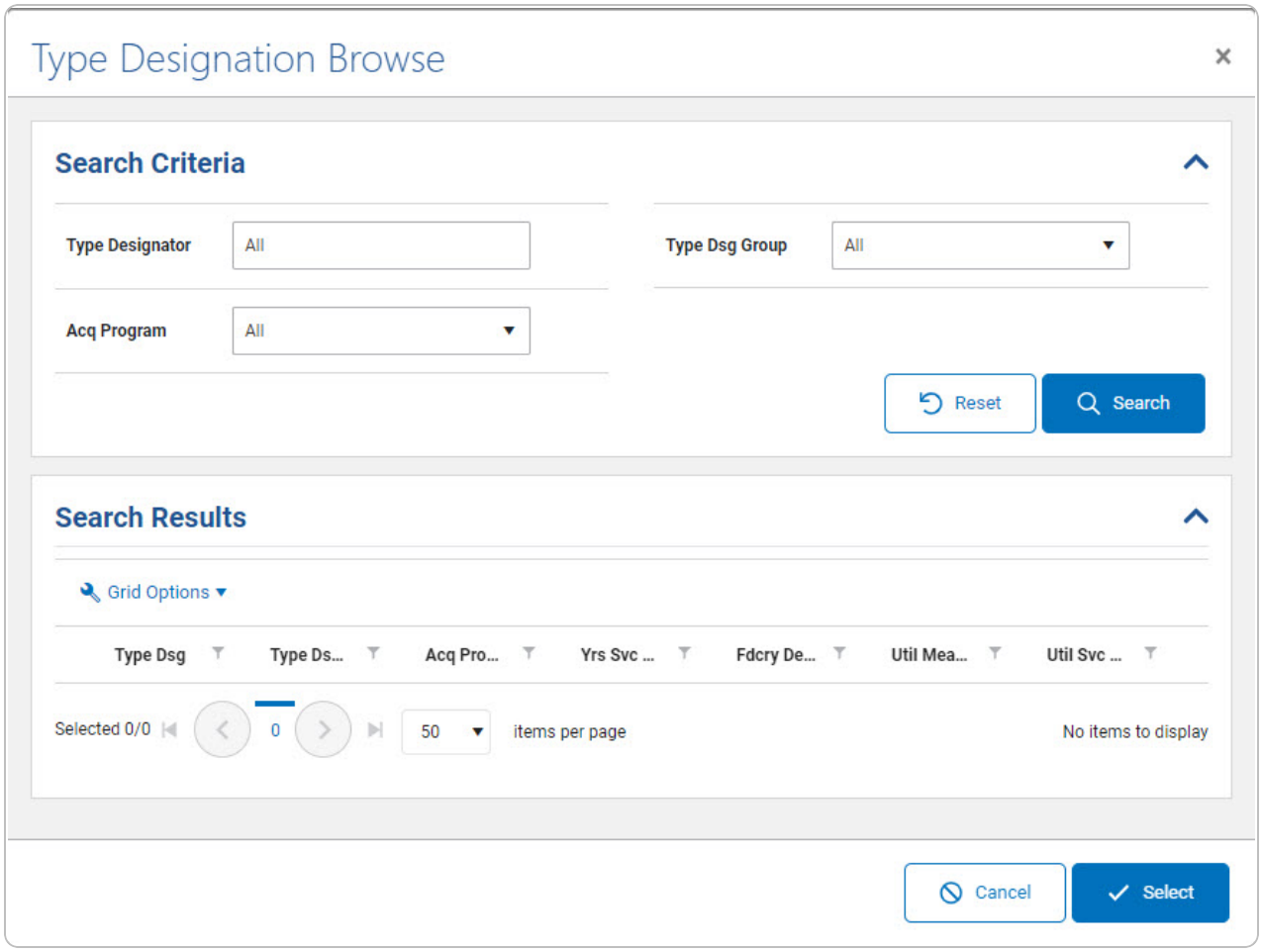
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

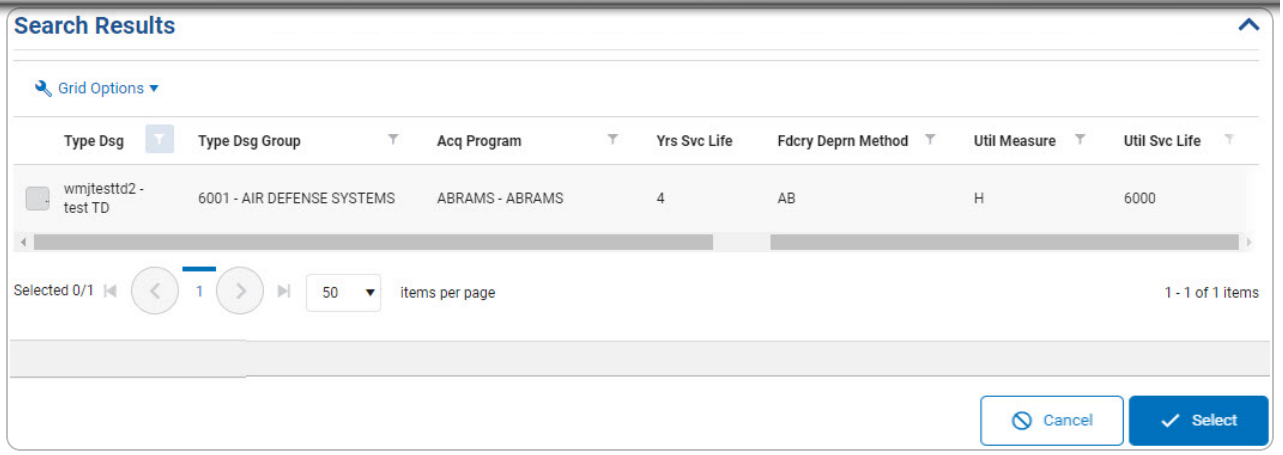
Browse for a Type Designation

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

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



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 Search. *The results appear in the* ***Type Designation Search Results*** *grid.*



4. Click ☐ to select the Type Designation. *This highlights the desired row.*

5. Click Select. *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

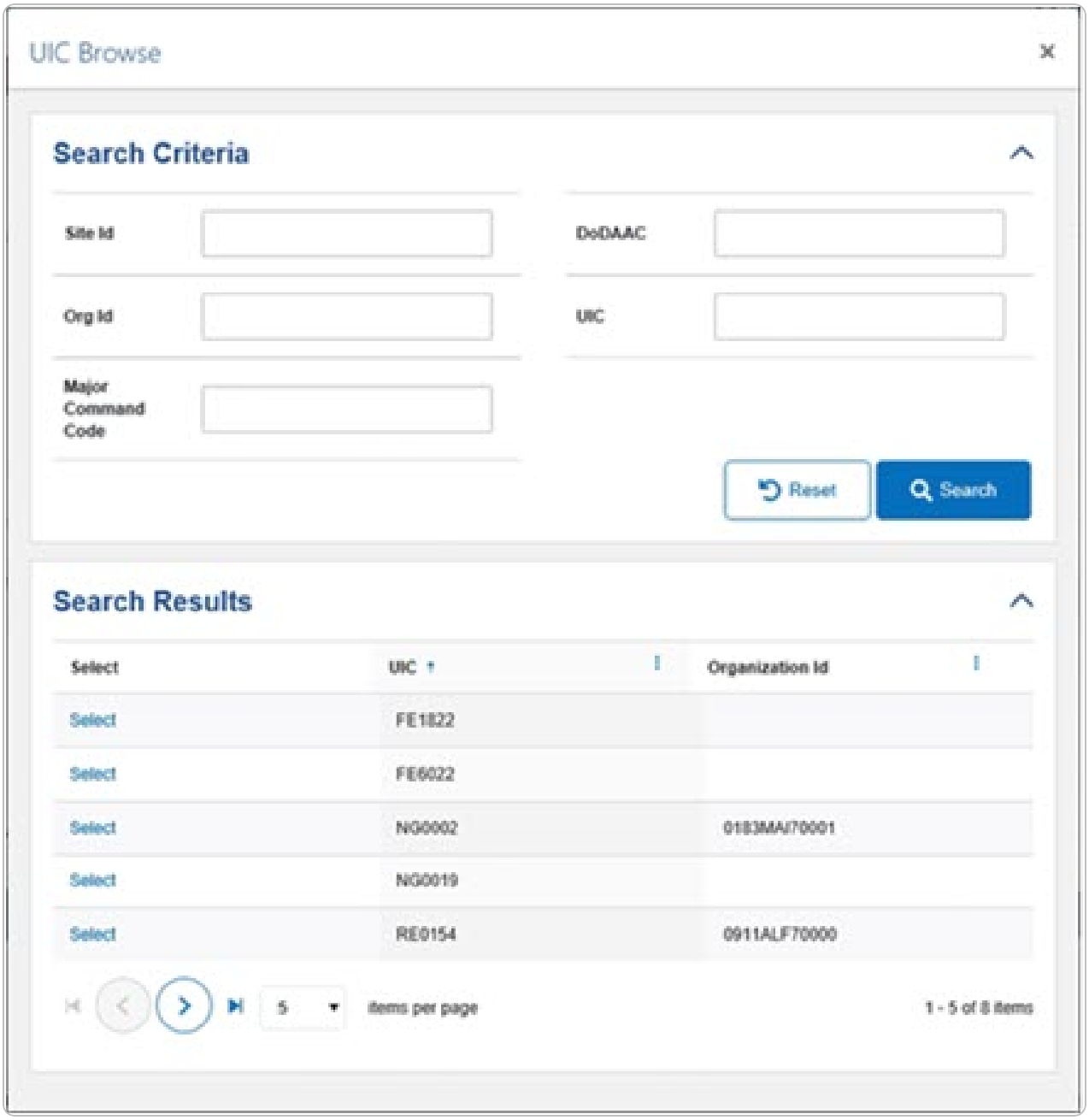
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a UIC

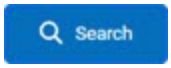
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



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

- 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

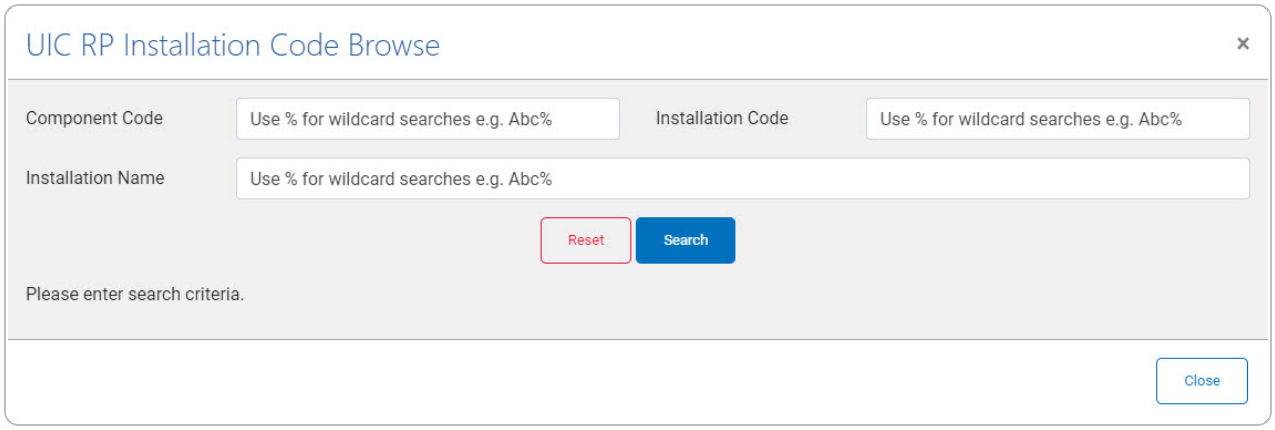
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

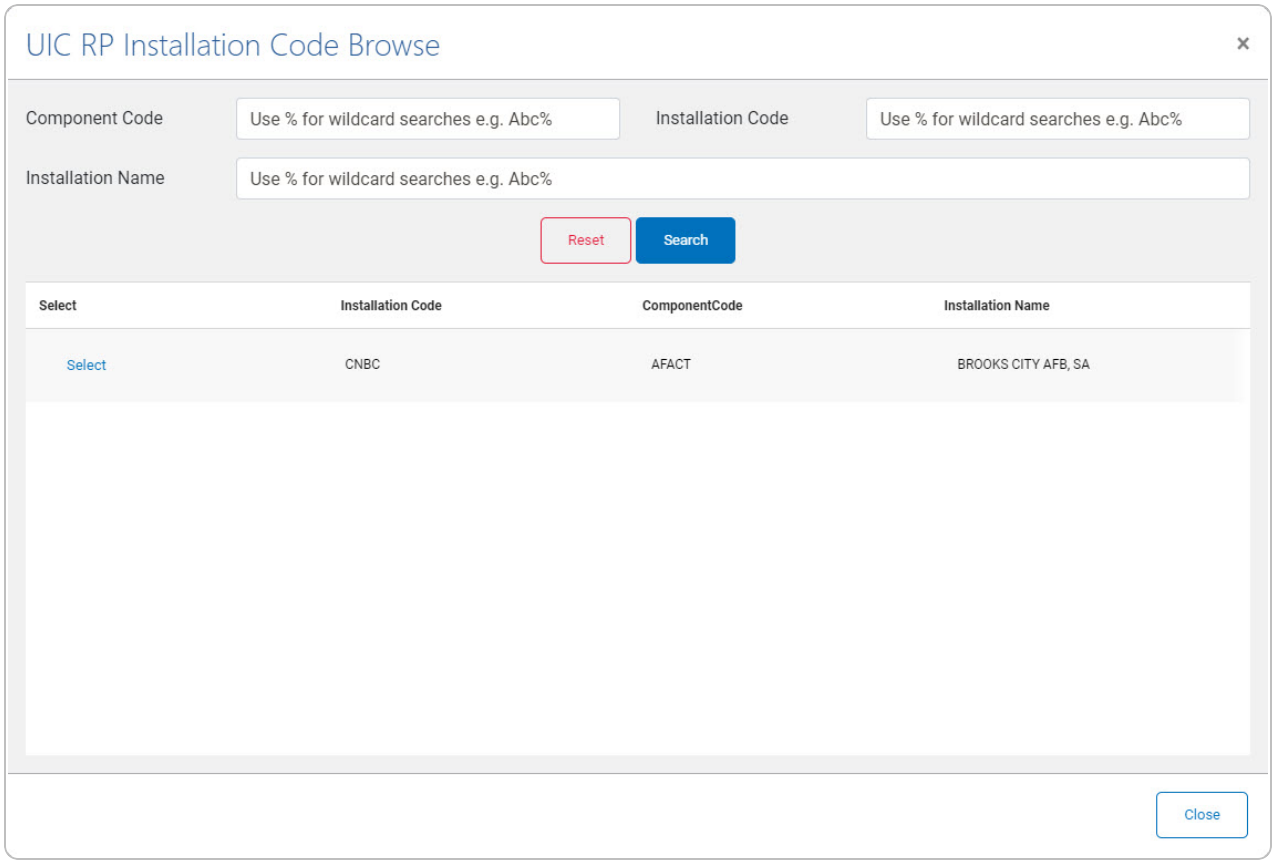
Browse for an Installation Code

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.*



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 Search. *The results appear in the **Search Results** grid.*



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

Common Errors

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

Error	Solution
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

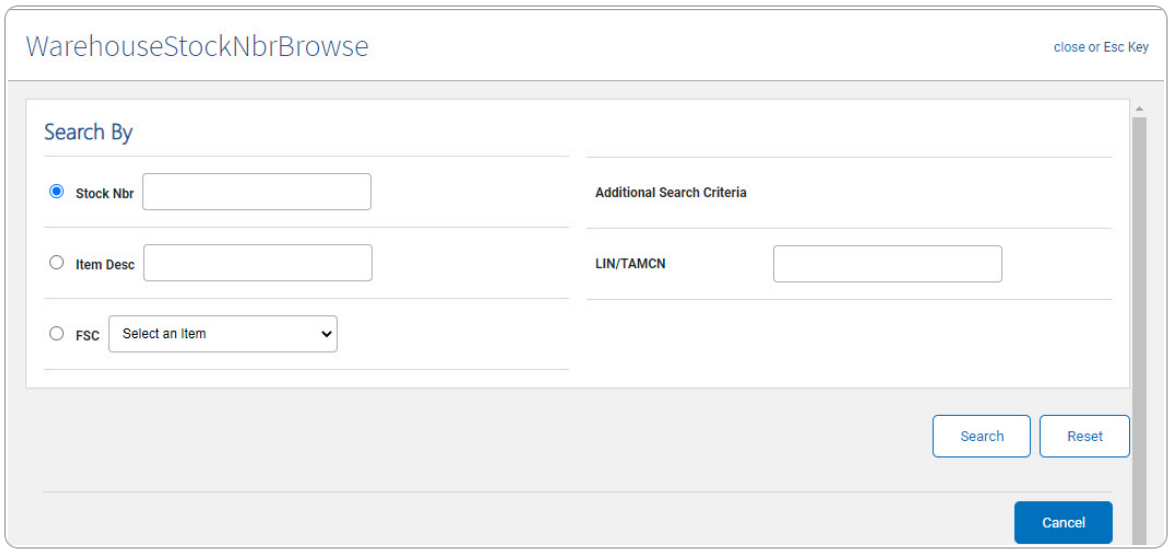
Click the following link to display M&U Navigation Tips.

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.*



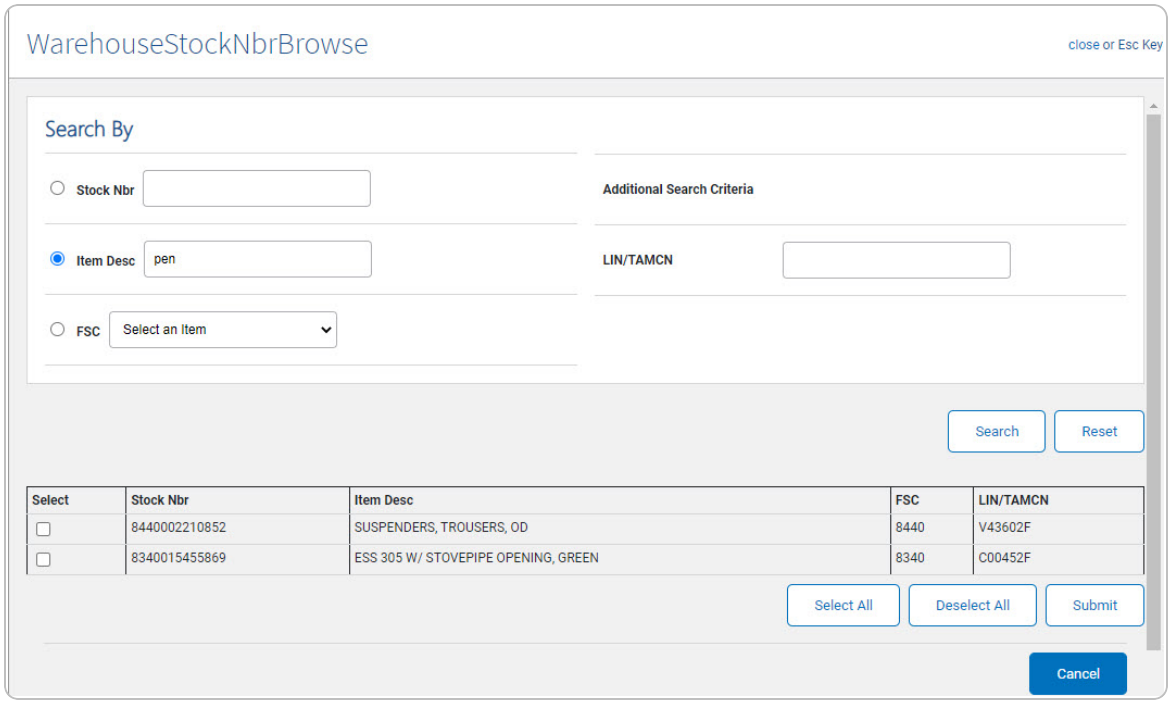
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

Note

Only choose one of the three options. Stock Nbr is the default option.

- 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 Search. *The Search Results display in the Warehouse STOCK NBR Grid below.*



5. Select ☐ next to the desired STOCK NBR.
6. Select Submit. *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*.	
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

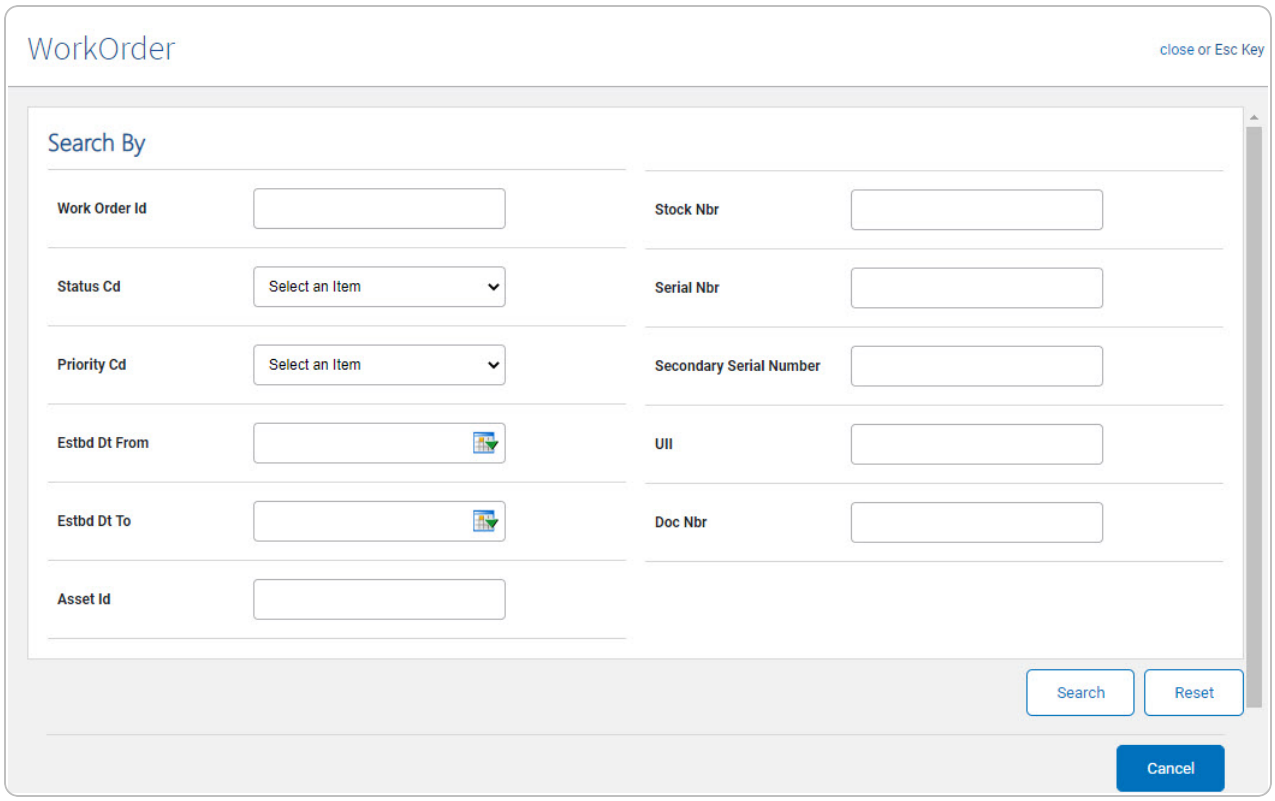
ELMS Navigation Helpful Tips

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

Browse for a Work Order

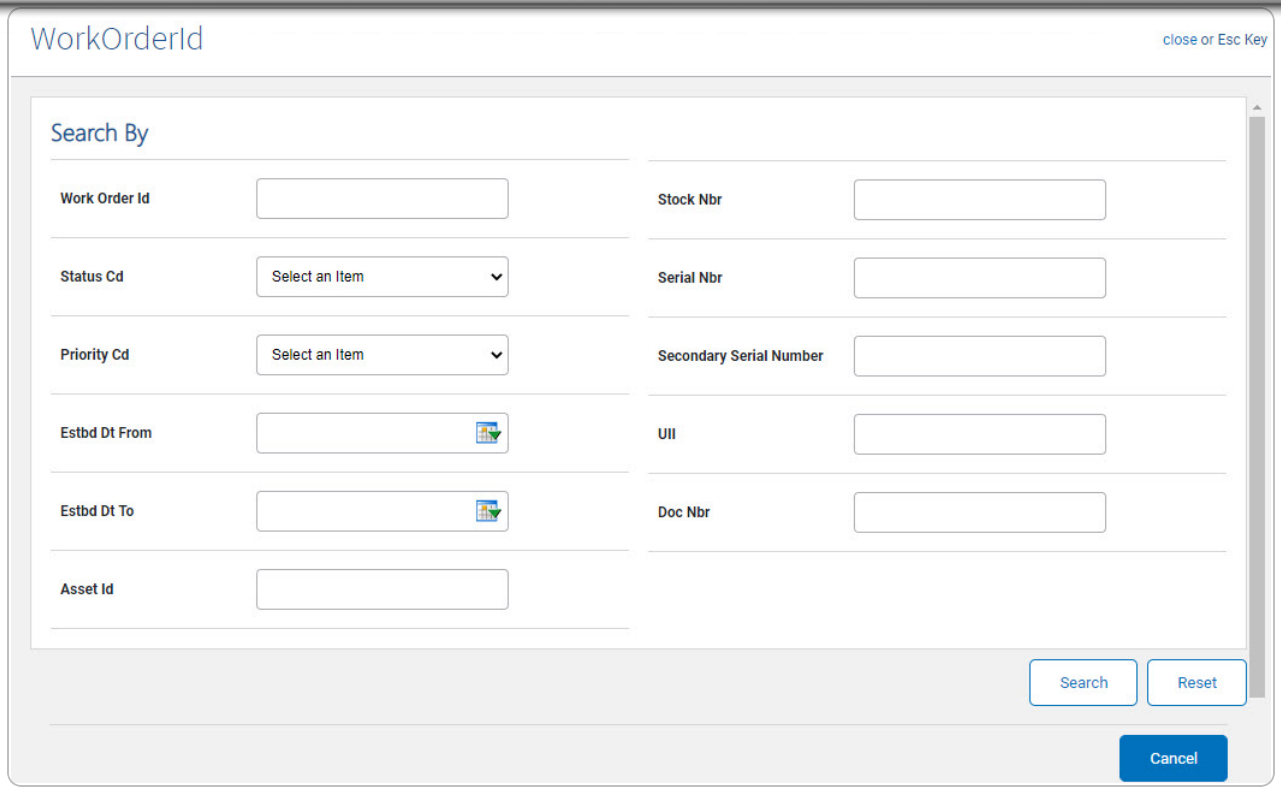
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

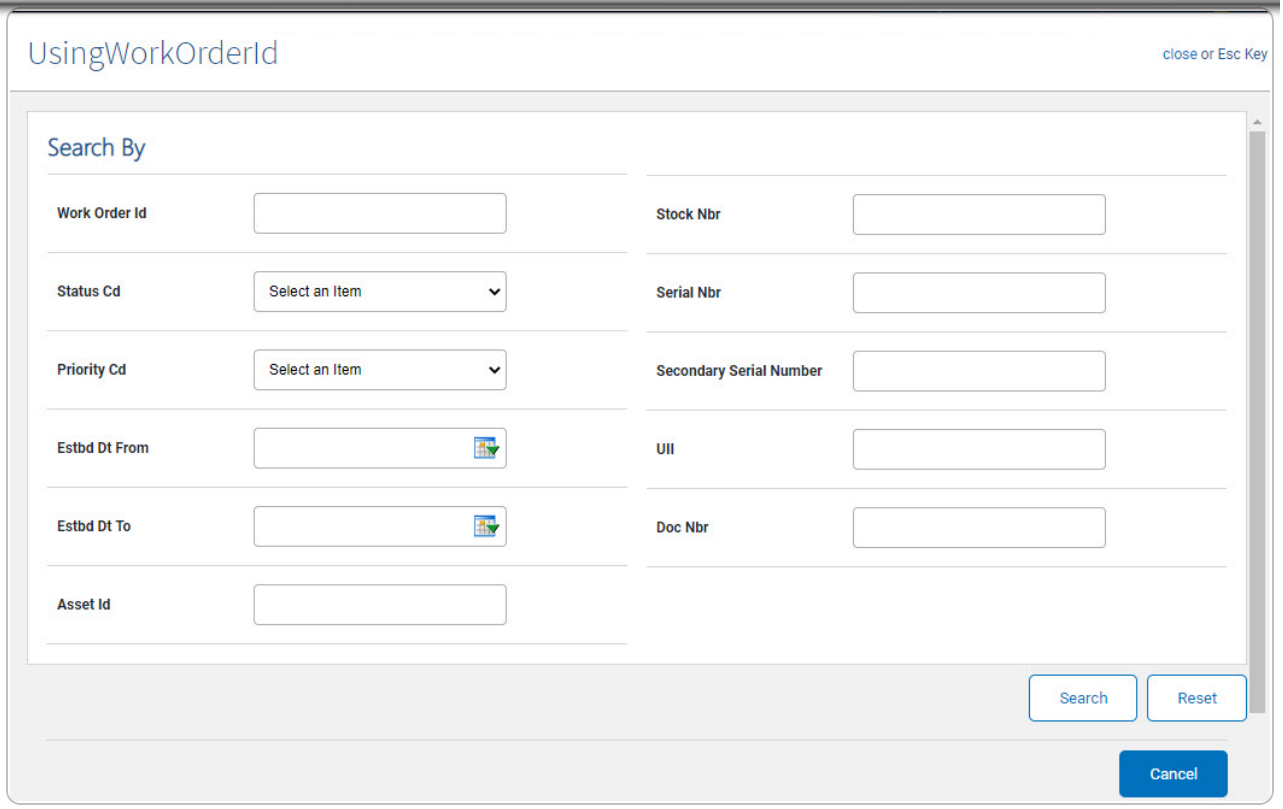
1. Select . *The **Work Order** pop-up window appears*.



Note

The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.


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
UII
Estbd Dt To
Doc Nbr
Asset Id
Search
Reset
Cancel

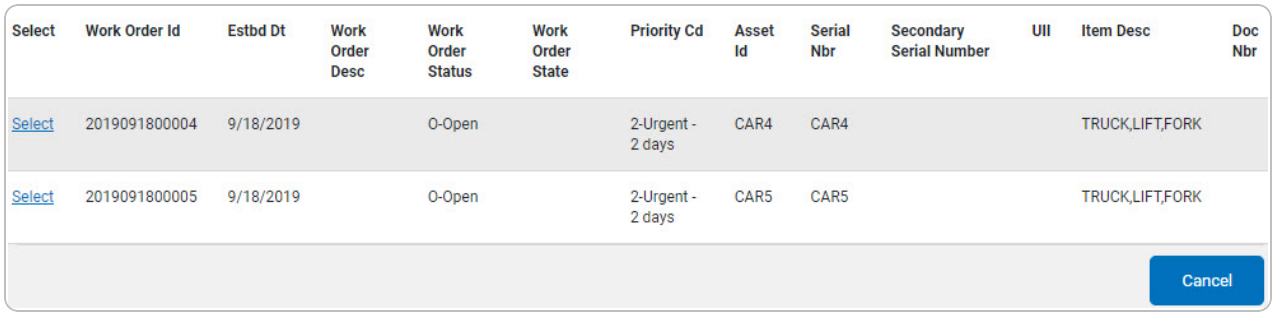


2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:.

- 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.*

- Enter the UII. *This is a 50 alphanumeric character field.*
- Enter the DOC NBR. *This is a 14 alphanumeric character field.*

3. Select Search. *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	

Cancel

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.

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. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
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

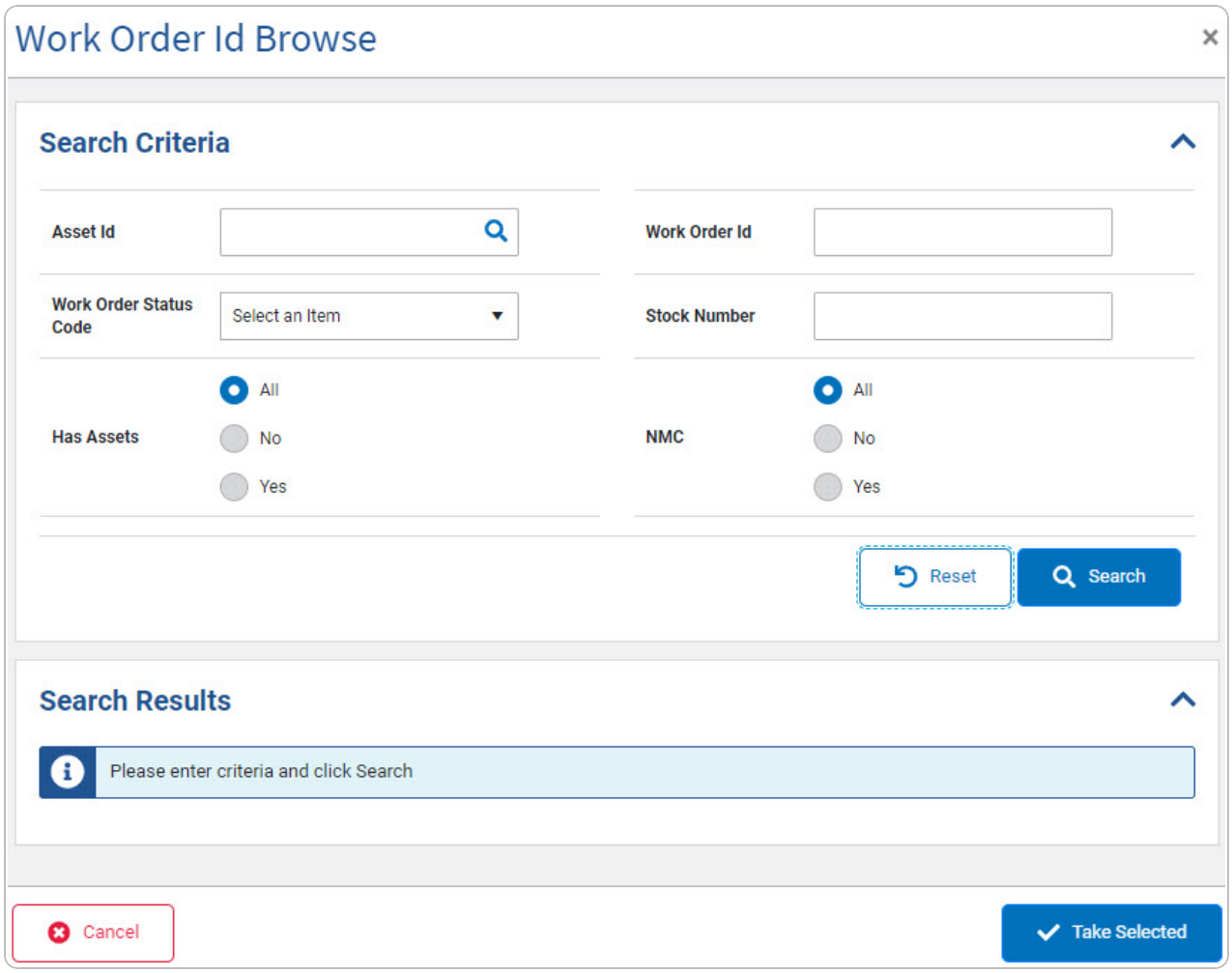
Click the following link to display M&U Navigation Tips.

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 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* ***WORK ORDER ID*** *pop-up window appears*.



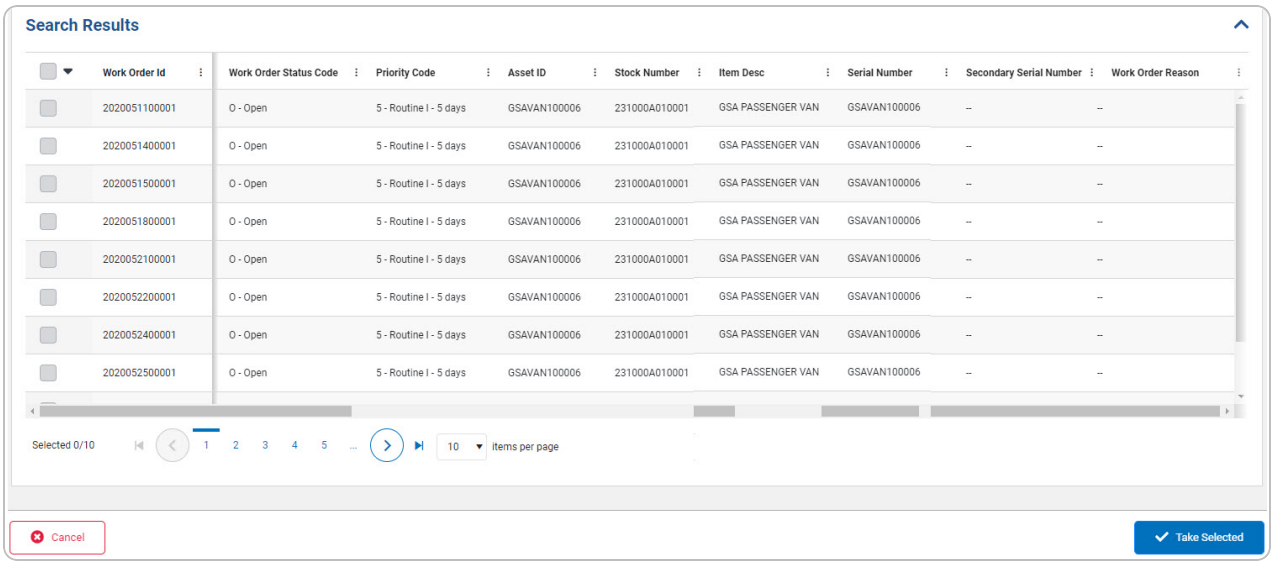
2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Enter the ASSET ID. *This is a 12 alphanumeric character field.*
- Use to select the Work Order Status Code.
- Select Has Assets. *Determines whether the results includes or excludes work orders with assets.*
- Enter the WORK ORDER ID, or use to browse for the entry. *This is a 20 numeric character field.*

Work Order Browse help

- 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 Search. *The results appear in the **WORK ORDER ID Search Results** grid.*



4. Click to select the WORK ORDER ID. *This highlights the desired row.*

5. Click Take Selected. *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.

not have the appropriate security access.	Enter different Search Criteria and try the Search again.
408 — Asset Id cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.
82 — Stock Nbr must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.

94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
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

Procedures

ELMS Navigation Helpful Tips

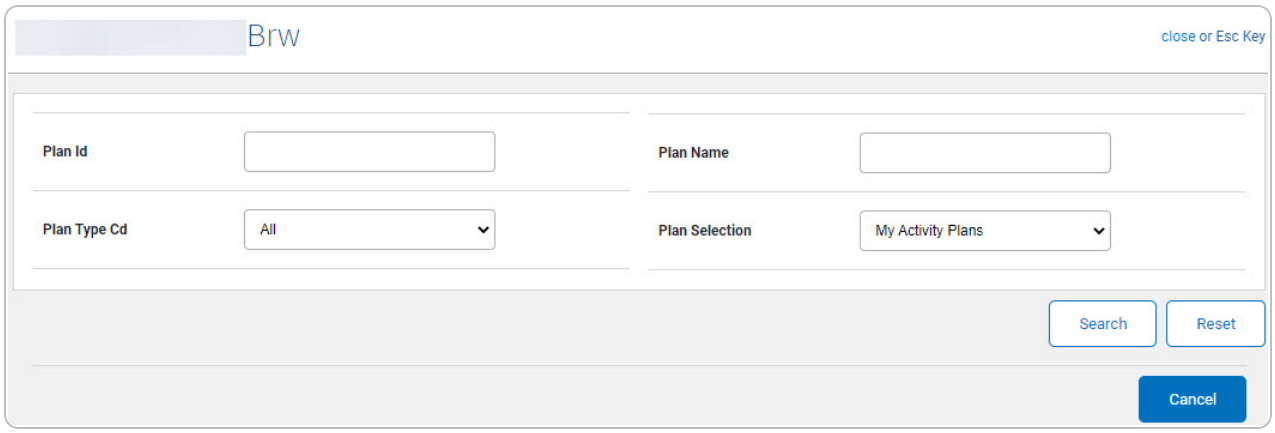
Click the following link to display ELMS Navigation Tips.

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 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* ***Work Plan Browse*** *pop-up window appears*.



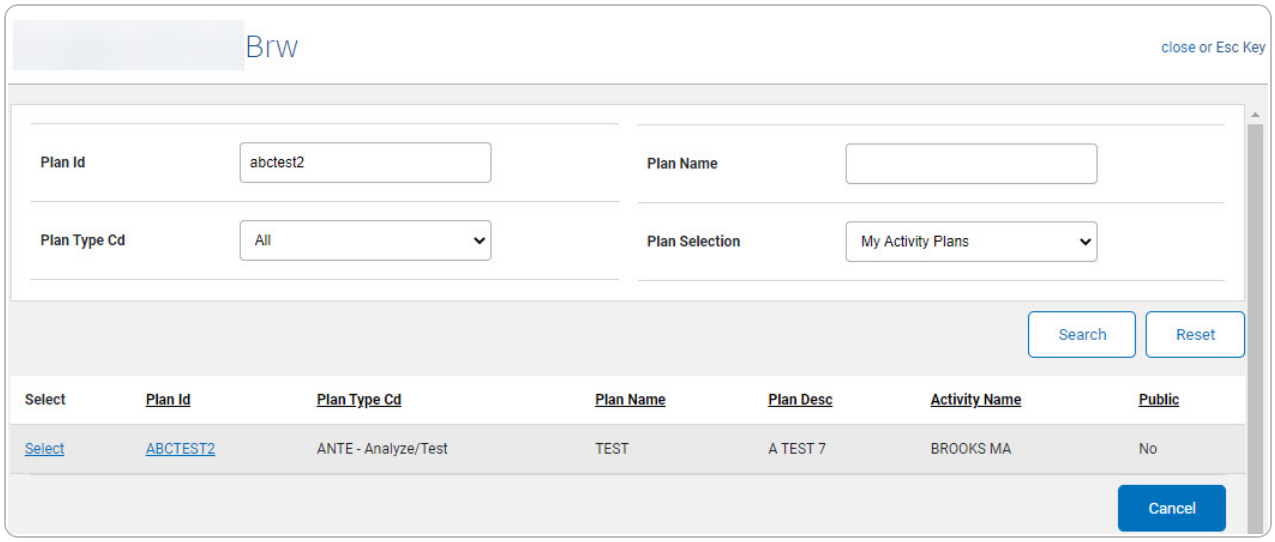
Note

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.

- Enter the Plan Name *This is a 50 alphanumeric character field.*
- Use ⌄ to select the Plan Selection.

3. Select Search. *The results appear in the* ***Work Plan Browse Search Results*** *grid.*



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

Common Errors

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

Error	Solution
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

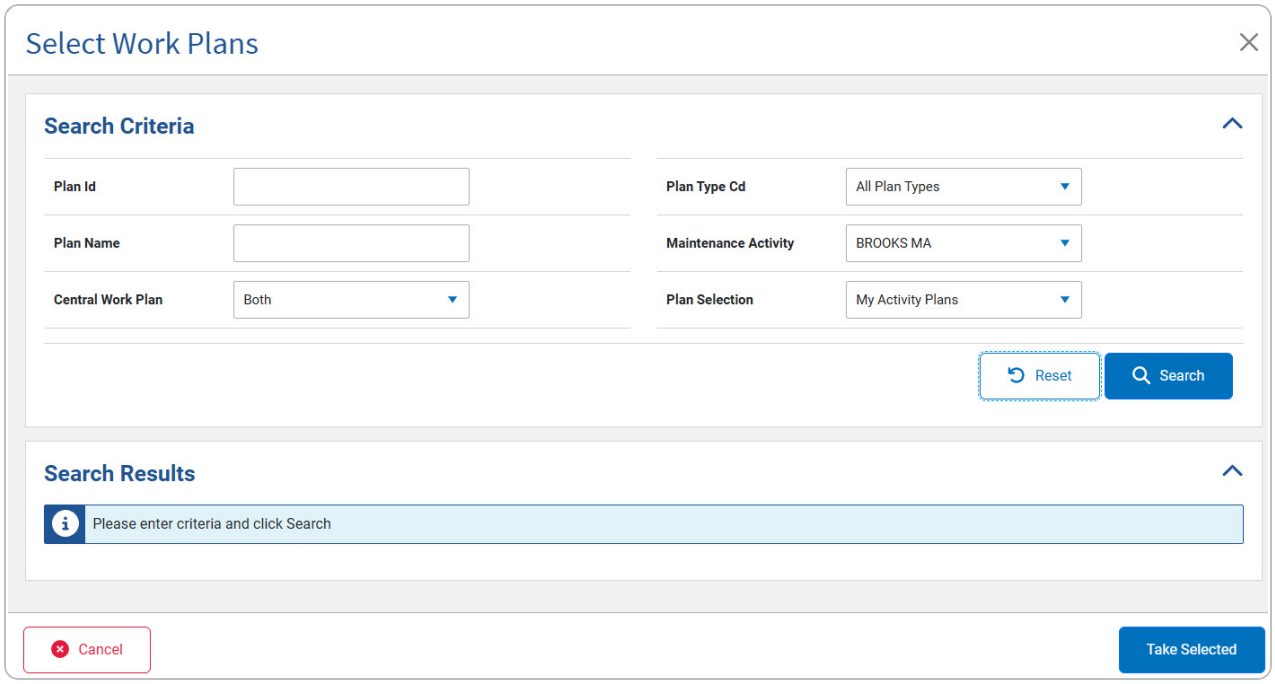
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan Identifier

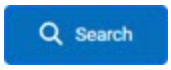
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select + Add. *The **Select Work Plans** pop-up window appears*.

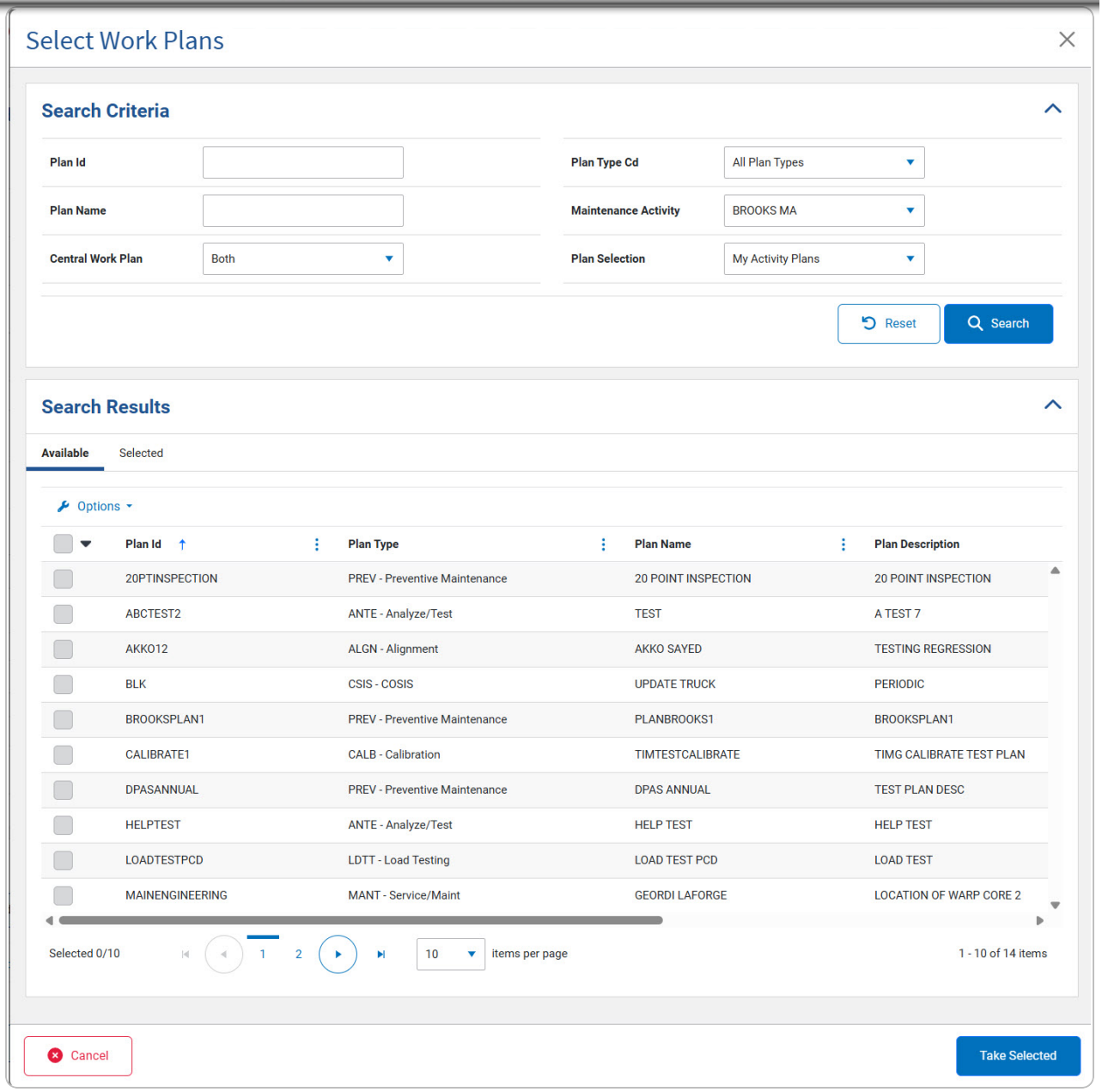


2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- Enter the 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.*

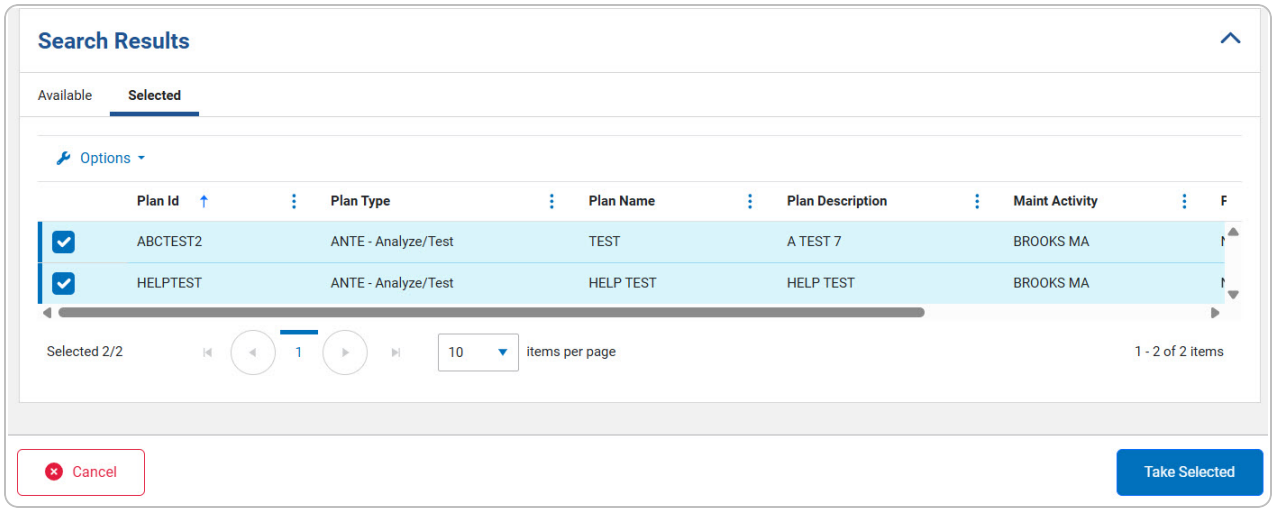


4. Click ☐ to select the PLAN ID.

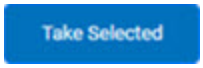
   Select Take Selected. *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

5. **OR**

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



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

B. Select . *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

Common Errors

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

Error	Solution
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

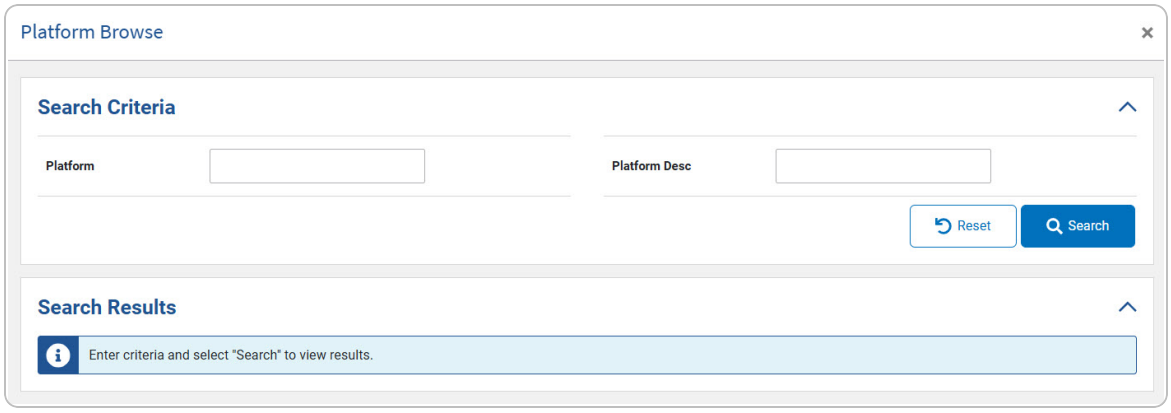
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

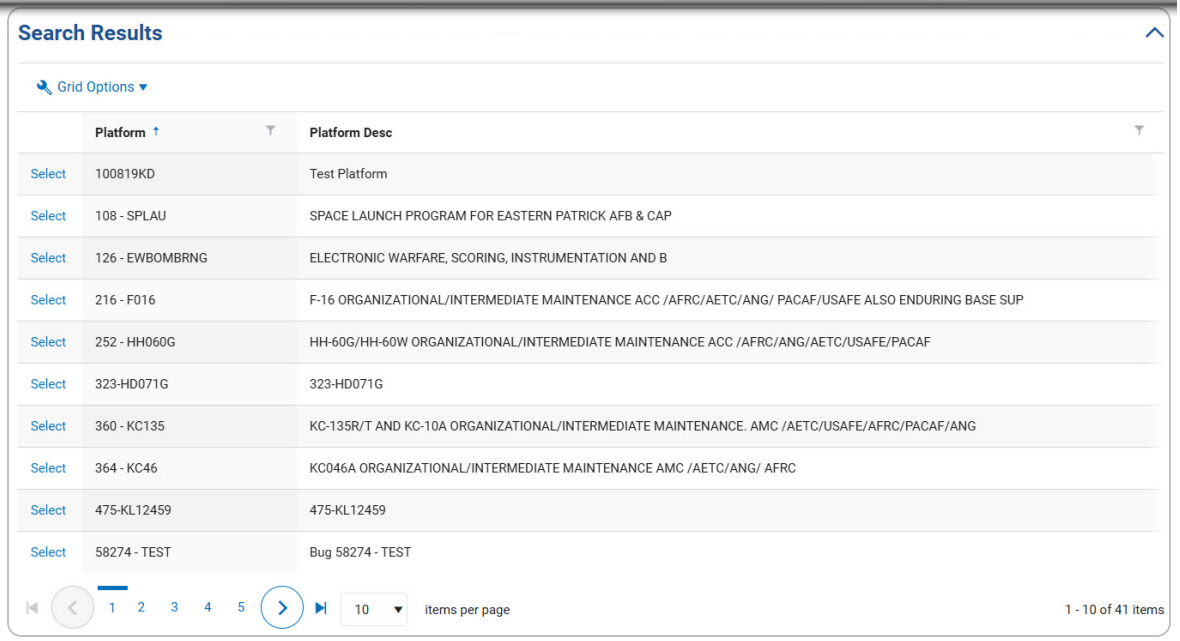
Browse for a Platform

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 Search. *The Platform Results display in the Search Results Grid below.*



4. 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

Contact Name

ELMS Support Team

POC

Leidos, Inc.

ELMS Support

Address

4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

E-Mail Address

ELMSSupport@Leidos.com

Toll-Free Phone Number:

Primary:

1-844-843-3727

Alternate:

1-888-759-4851

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.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations.
All links are provided consistent with the Mission of the Enterprise Logistics Management System (ELMS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.
Such communications and work product are private and confidential.
See User Agreement for details.