



# Welcome

## Overview – ELMS

Welcome to the Enterprise Logistics Management System (ELMS) Help System. The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system. It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services. The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

## Overview – Materiel Management/Inventory Control Point Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the ICP / MM module. The help topics provide assistance with all types of materiel management, including the requisition, inventory, and transactions of all stock items in the catalog. The topics also assist with managing large-ticket items, issues, and assets, in any DoD environment.

## Navigation

ELMS Inventory Control Point (ICP) / Materiel Management (MM) Module > Any Process

Page > Instructions Panel > Help



Instructions

- Select "Search" button to view Search Results page.
- Select "Reset" button to clear data.
- Select "Add" button to create a new record.
- Select "Grid Options" button for additional actions.
- Select "Edit" button to revise selected fields in record(s).
- Select "Delete" button to remove record(s) from applicable tables.

Version 06 May 2025





# Enterprise Logistics Management System (ELMS) MATERIEL MGMT Module

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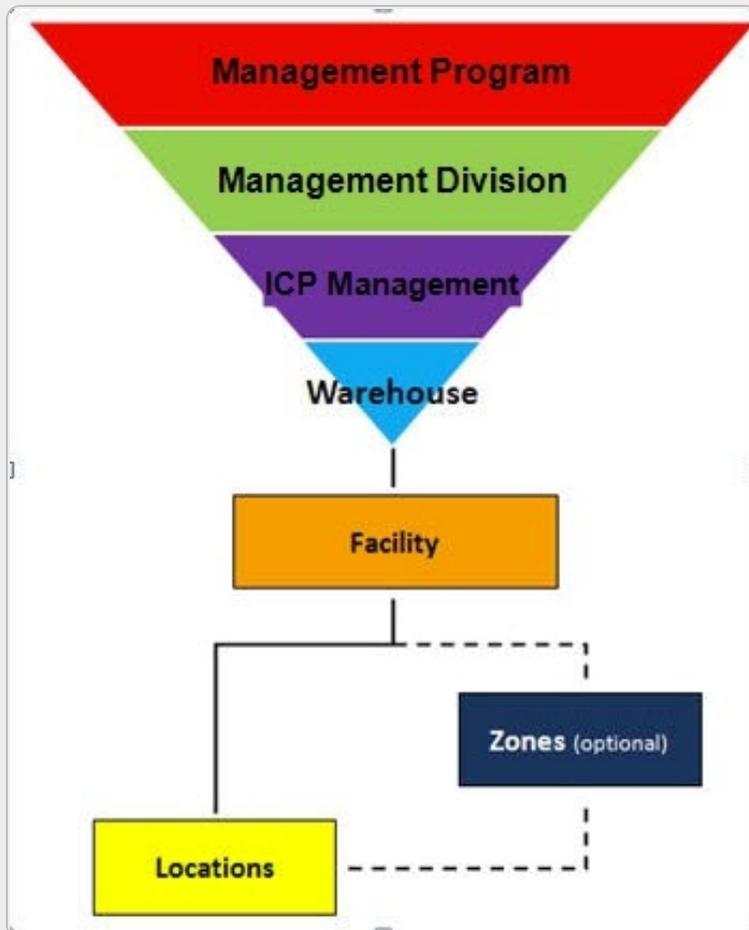
## Material Management Summary

The ELMS MATERIEL MGMT module is designed to provide a single place that can control the inventories of numerous warehouses.

## Material Management Structure

The Materiel Management module is set up in a three level tier system:





**Management Program** — displays all available Program Names, Program Descriptions, Agencies, and Banners  
— The top tier.

**Management Division** — displays all available Program Names, Division Names, and Division Descriptions  
— The second tier.

**ICP Management** — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency CDs, and Financial System Interfaces  
— The bottom tier.

**Warehouse** — created by the ELMS User Account Team  
— Where the users are associated.

**Facility** — created and maintained by the Warehouse Team  
— The highest level within a Warehouse. Can be associated to a Real Property Unique Ident-





tifier (RPUID). Some users can create, read, update, and delete them.

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**Zone** — created and maintained by the Warehouse Team  
— The highest level within a Facility. Provides the capability to sub-divide a facility into smaller units. (Optional - must be established if the Auto-Recommendation Location Store feature is utilized.)

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**Location** — created and maintained by the Warehouse Team  
— Identifies the position of assets by name, GPS coordinates, or Passive Radio Frequency Identification / Radio Frequency Identification (pRFID/RFID). Applies to both Containers (small items) and Larger Items (forklifts, vehicles. etc.).

## Material Management Key Functions

There are several key functions within the MM/ICP:

- **Catalog Management** — Different methods of managing all of the groups of materiel in the MM/ICP





- **Materiel Management** — Different methods of managing individual assets
- **Master Data Management** — Different methods of managing layers of an MM/ICP
- **Inquiries** — Searching for specific assets within the MM/ICP
- **History Inquiries** — Searching for the historical entries regarding a specific item
- **Report Manager** — Different ways to render reports

## Materiel Management User

Materiel Management is role-based, similar to all other ELMS modules.

User access is based on one or more roles, allowing for “need to know” and “separation of duty” access. In addition, a second level of security has been added through the use of Commodity Types. Warehouse users can only access equipment within their specified list(s) of assigned Commodity Types.

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

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**





# User Dashboard

## Navigation

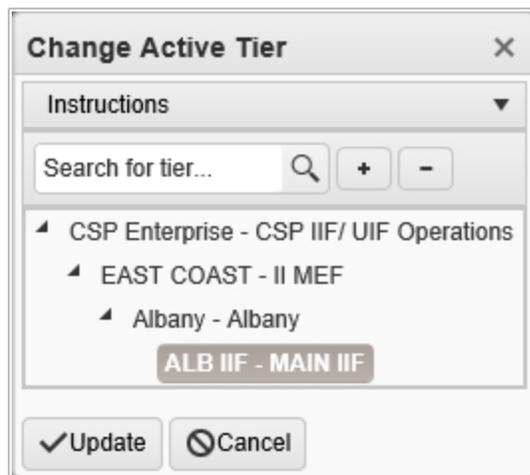
USER ID > User Dashboard page

## Procedures

### Change the Active Tier

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

1. Select the ICP hyperlink. The **Change Active Tier** pop-up window appears, with the existing ICP highlighted.



2. Use  to select the different levels available to find the desired ICP.
3. Select . The **Change Active Tier** pop-up window closes, and the new ICP selection is saved.

### View the User Profile

1. Select the USER ID hyperlink. The **User Dashboard** page appears, open to the ELMS Access tab.





User Id: GROCEBP ICP: COMMS

Home Links Contact Us Log Out

Catalog Mgmt Materiel Mgmt Master Data Mgmt Inquiries History Inquiries Report Manager

Menu

## GROCE, PIDGE

User Id	GROCEBP	Days until IA Training Due	365
IA Training Dt Lst		DSN Nbr	
Phone Nbr			
* Email Address	nouser@LEIDOS.COM		

## View the ELMS Access and Training Status

1. Select the ELMS Access tab.

DPAS Access Training Status

Level: CSP Enterprise->EAST COAST->Albany->ALB IIF - (Warehouse)

Roles	Security Commodity Types
<ul style="list-style-type: none"> <li>Armory Officer</li> <li>Materiel Control Officer</li> <li>Program Management Officer</li> <li>Responsible Officer</li> <li>Warehouse Officer</li> </ul>	<ul style="list-style-type: none"> <li>CBRN D - CBRN D</li> <li>CBRN OBSOL - OBSOLETE CBRN D EQUIPMENT</li> <li>COMPONENT - COMPONENTS</li> <li>CSP - CSP</li> <li>ICCE - ICCE</li> <li>ICCE OBSOL - OBSOLETE ICCE EQUIPMENT</li> <li>NAVY - NAVY EQUIPMENT</li> <li>REPAIR - REPAIR PARTS</li> <li>STAP - STAP</li> <li>STAP OBSOL - OBSOLETE STAP EQUIPMENT</li> <li>SUPPLIES - OPERATIONS SUPPORT ITEMS</li> <li>SWS CN - SWS CN</li> <li>SWS OBSOL - OBSOLETE SWS CN EQUIPMENT</li> <li>TRAINING - USE FOR TRAINING ONLY</li> <li>TEST1 323 - TEST 1</li> <li>TEST2 323 - TEST 2</li> <li>CSP 2 - CSP 2</li> <li>CSP 3 - TEST</li> <li>LEIDOS - LEIDOS SUPPLIES</li> </ul>

2. Select the Training Status tab.

DPAS Access Training Status

User Training Grid Options

Curriculum Nbr	Curriculum Name	Curriculum Desc	Cmpltd Dt
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	Thu Jan 10 2019 15:04:34 GMT-0500 (Eastern Standard Time)
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	Thu Jan 10 2019 15:04:23 GMT-0500 (Eastern Standard Time)
DPAS9610	MATERIEL CONTROL OFFICER	Training for Materiel Control Officer	Thu Jan 10 2019 15:04:10 GMT-0500 (Eastern Standard Time)
DPAS9410	ARMORY OFFICER	Training for Armory Officer	Thu Jan 10 2019 15:03:49 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	Thu Jan 10 2019 15:03:37 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	null
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	null
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	null
DPAS9410	ARMORY OFFICER	Training for Armory Officer	null
DPAS9610	MATERIEL CONTROL OFFICER	Training for Materiel Control Officer	null

50 items per page 1 - 10 of 10 items





## Enterprise Logistics Management System (ELMS) MATERIEL MGMT Module Navigation

### Navigation

ELMS MATERIEL MGMT Module > Any Process Page > Instructions > Help 

Instructions

Select "Search" button to view Search Results page.  
Select "Reset" button to clear data.  
Select "Add" button to create a new record.  
Select "Grid Options" button for additional actions.  
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### Blue Menu Bar

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

The item on the left side is:

- **ELMS logo**  —  
Returns to the home page.

The items on the right side are:

- **Module Name** **Inventory Control Point**  —  
Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.
- **Page Name** **Physical Inventory** —  
Shows which page is currently open.

### Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:





- **User ID** **User Id:** —  
Opens the **User Dashboard**. Shows the roles and permissions of the user.
- **ICP** **ICP:** —  
Opens the Active Tier pop-up window. Shows the ICPs available to the user.

The items on the right side are:

- **Home** **Home** —  
Opens the Home page.
- **Links** **Links** —  
Opens a list of hyperlinks the ICP has made available to the users.
- **Contact Us** **Contact Us** —  
Opens the ELMS Support Team Information, including phone #s and email addresses.
- **Log Out** **Log Out** —  
Ends the ELMS session.

## Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

### Use the Menu item drop-down lists

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.*





### Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Materiel Management processes appears.*
2. Select a process from the drop-down list. *The Process page appears.*

#### OR

1. Start entering characters in the Process name in the Search field.
2. Select a process from the drop-down list. *The Process page appears.*

## Instructions

At the top of each Process page is a collapsed Instructions panel.

### View the Instructions

- Select the Instructions bar. *The Instructions panel expands.*
- The Instructions panel assists with various options on the Process page:



## Help

Within the Instructions panel is the Help icon  .

### 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.



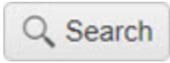


### Search Criteria

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

Most Materiel Management 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 lists to select the field entry.
  - Start entering characters in the fields with .
  - Use  to open the Browse pop-up window.
3. Select  to perform the search.

### Results Grid

Each Process page displays the corresponding data in a Results Grid. Each Results Grid has basic properties that are always the same. *Those include:*

- **Title Bar** —



*Shows the name of the Process and 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 —**

▶	1386013343873	BOOTS,DIVERS	N00024	WARCOM	WCM001	A - Svcb(w/o Qual)		\$70.00		500
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*Shows the rows of data in the Results Grid. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.*

- **Bottom Scroll —**

Selected 0/1    ◀ ◁ 1 Page 1 of 1 ▶ ▷    50 items per page

*Shows how many records of data are in the Results Grid, and a way to access the additional pages.*

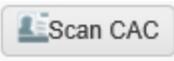




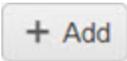
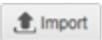
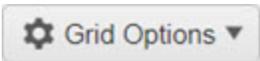
### Standard Buttons

Each Materiel Management 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.*
- **Scan CAC**  —  
*Opens the pop-up window containing the CAC field, ready for the scanned information.*

#### Results Grid

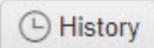
- **Add**  —  
*Creates a new record in the process results grid.*
- **Import**  —  
*Adds bulk records to the process results grid.*
- **Grid Options**  —  
*Changes the way information appears in the Results Grid. See **Grid Options Overview** for additional information.*

#### Individual Records

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





- **Delete**  —  
*Erases a record in the process.*
- **History**  —  
*Opens the History pop-up window, and shows the past edits of the record in the process.*
- **Labels**  —  
*Opens the Print Labels pop-up window, and prints the labels for that record in the process.*





# Enterprise Logistics Management System (ELMS) Materiel Management Module Grid Options

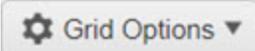
## Navigation

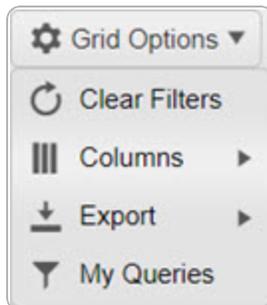
ELMS Materiel Management Module > Any Process Page > Results Grid > Title Bar >



Stock Nbr + Add Grid Options

## Grid Options

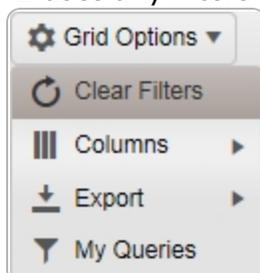
Select . The Grid Options drop-down menu appears:



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

### Clear Filters

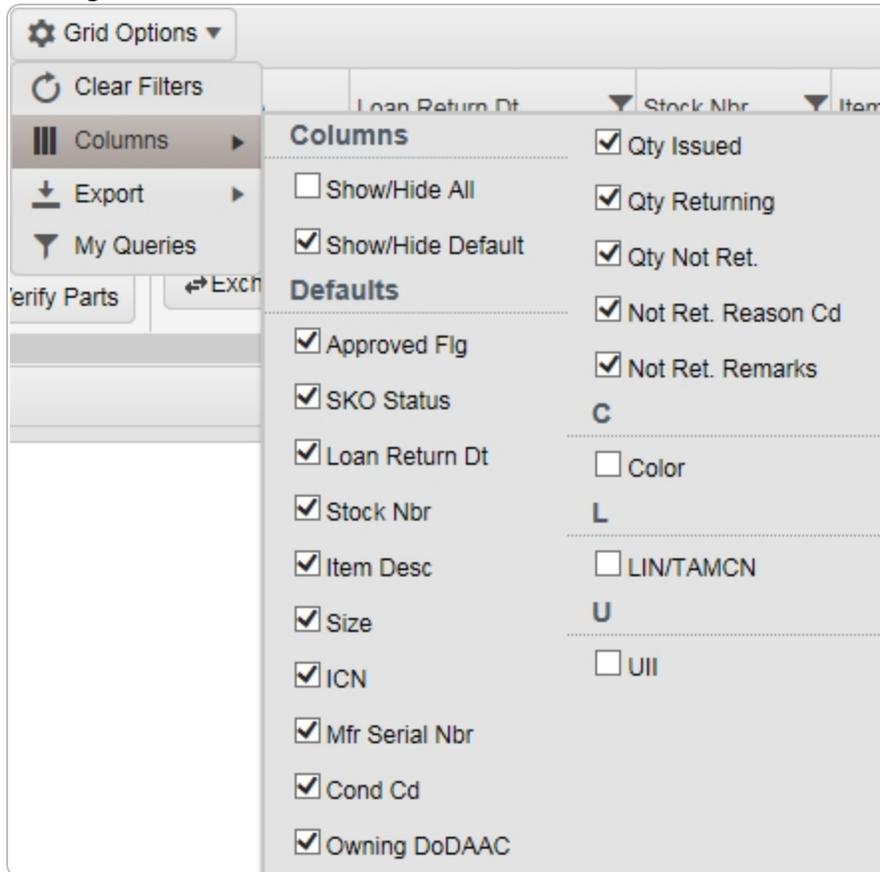
Erases any filters used within the Results Grid columns.





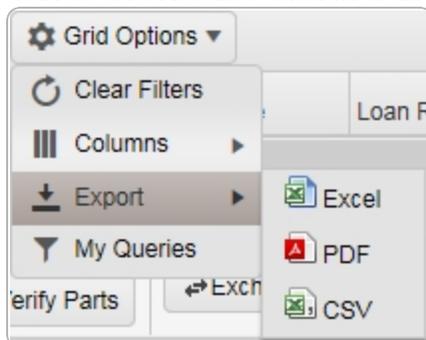
## Columns

Changes what columns are viewed in the Results Grid.



## Export

Saves the Results Grid in a different format.





The format choices are:

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

### My Queries

Reuses saved queries on the Results Grid.

