Division Management Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Division Management process provides the ability to view, create, edit, or delete a Division.
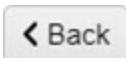The Materiel Management module is set up into three tiers:

- **Program Management**
  — displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
  — displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
  — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Codes, and Financial System Interfaces.
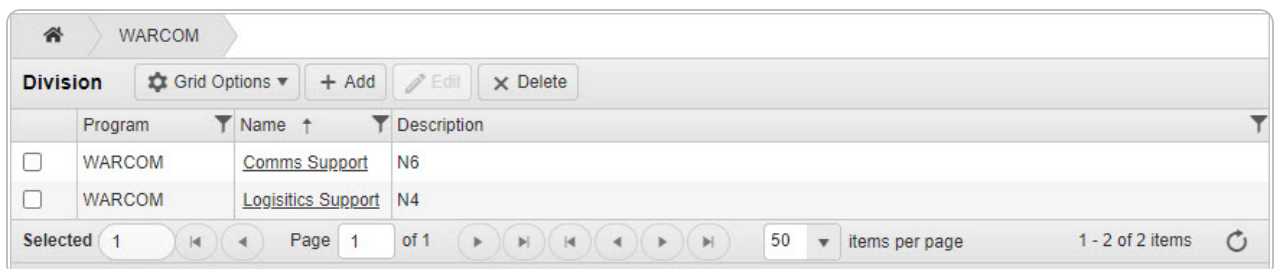
Navigation

MASTER DATA MGMT > Division Management > Division page

Procedures

View a Division

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 default information in the Division Grid:*

2. Select ⚙ Grid Options ▼ . *The Grid Options expanded menu appears.*

3. Select to view the optional information in the Program Grid:
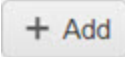
	Program	Name ↑	Description	Contact Point	Address Line 1	Address Line 2	City	State	Zip Cd	Phone Nbr	DSN Nbr	Email Address	Fax Nbr	Program Id	Established Dt/Tm	Established By	Last Transaction Dt/Tm	Last Updated By	Remarks
☐	WARCOM	Comms Support	N6	BPG				PA	17011					Missing	09/02/2017 3:46:43 PM	rustj	06/09/2022 2:21:38 PM	BPGROCE	
☐	WARCOM	Logistics Support	N4											conversion	09/02/2017 3:46:43 PM	rustj	09/02/2017 3:46:43 PM	rustj	

Selected 0/2   Page 1 of 1   50 ▼ items per page   1 - 2 of 2 items

Add a Division

Navigation

Procedures

Add a Division

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

1.   Select [+ Add]. *The* **Add Division** *pop-up window displays, with the Division Tab available.*

   Add Division   ✕

   | Instructions   ▼ |

   | Division | POC |

   ┌─ Division Details ───┐
   │ * Name   * Description   │
   │ [_____]   [_____]   │
   │ Add / Edit Remarks   │
   └──┘

   [✓ Add] [⊘ Cancel]

2.   **Enter the Name in the field provided.** *This is a 25 alphanumeric character field.*

3.   **Enter the Description in the field provided.** *This is a 125 alphanumeric character field.*

4.   Select the POC Tab.

Unclassified

Add Division ✕

Instructions ▼

Division	POC

POC Details

Contact Point

Country
* - N/A ▼

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

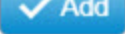**City**

Email Address

State
* - State Cd Not Applicable ▼
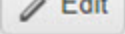
Zip Cd

Add / Edit Remarks

✔ Add   ⊘ Cancel

5.   Select ✔ Add . *The **Add Division** pop-up window closes, and the new Division record appears at the top of the grid in green.*
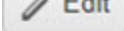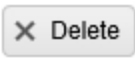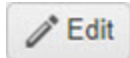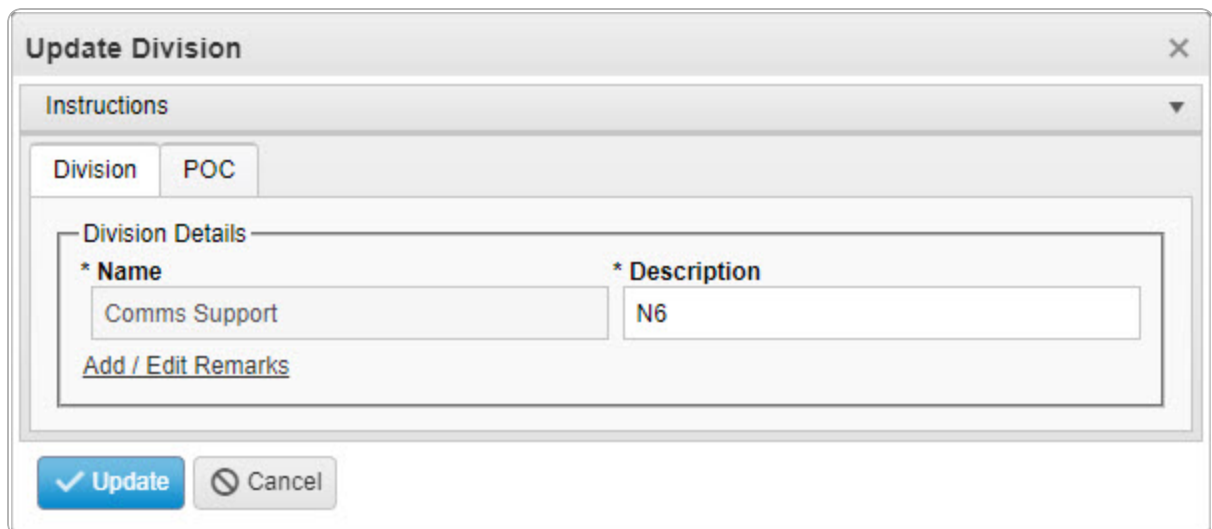
Update a Division

Navigation

MASTER DATA MGMT > Division Management > ☐ (desired record) > [✎ Edit] > Update Division pop-up window

Procedures

Update a Division

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 Division is highlighted, and* [✎ Edit] *and* [✕ Delete] *become available.*

2. Select [✎ Edit]. *The* **Update Division** *pop-up window displays, with the Division Tab available.*

> **Update Division** ✕
>
> Instructions ▼
>
> | Division | POC |
>
> Division Details
> * Name | * Description
> Comms Support | N6
>
> Add / Edit Remarks
>
> [✓ Update] [⊘ Cancel]

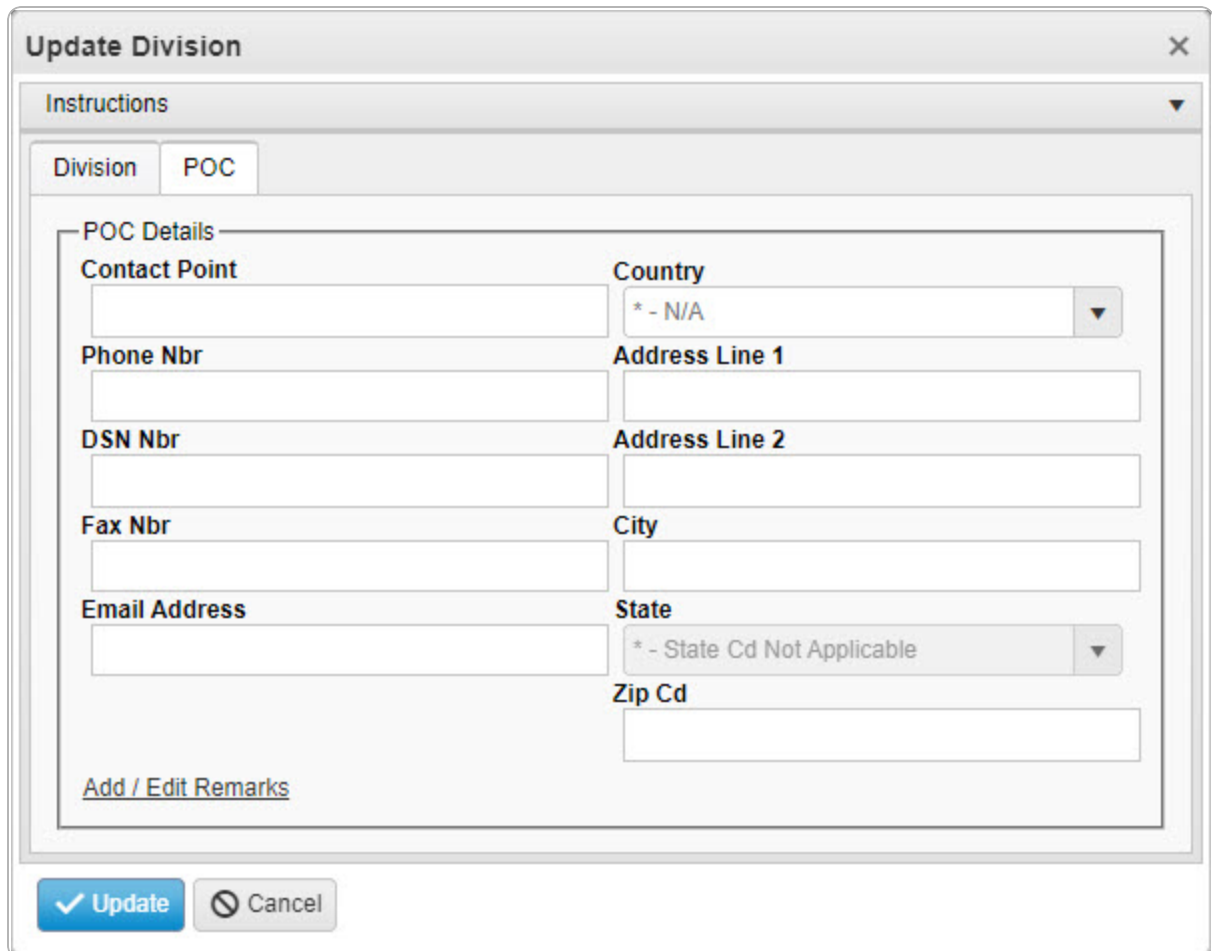**3.** *The Name automatically populates and is not editable.*

4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

5. Select the POC Tab.

6. Select ✓ Update . *The **Update Division** pop-up window closes, and the revised Division record appears at the top of the grid in green.*
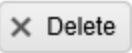
Delete a Division

Navigation

MASTER DATA MGMT > Division Management > ☐ (desired division) > [✕ Delete] > Delete Division pop-up window

Procedures

Delete a Division

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 Division is highlighted, and* [✏ Edit] *and* [✕ Delete] *become available.*

2. Select [✕ Delete]. *The* **Delete Division** *pop-up window appears.*

Delete Division	✕
Instructions	▼

   Delete Division
   Are you sure you want to delete this Division and any associations?
   History Remarks

   [✕ Delete]   [⊘ Cancel]

3. Select [✕ Delete]. *The* **Delete Division** *pop-up window closes, and the Division record is removed from the Division grid.*