



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:


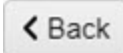
- **Program Management**
 - displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
 - displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
 - displays all available Division Names, ICP Names, ICP Descriptions,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

Navigation

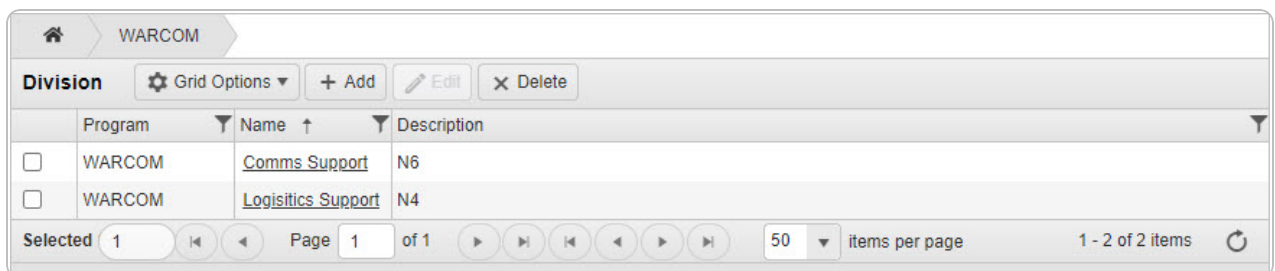
MASTER DATA MGMT > Division Management > Division page

Procedures

View a Division

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

1. View the default information in the Division Grid:

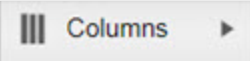


Program	Name	Description
WARCOM	Comms Support	N6
WARCOM	Logistics Support	N4

2. Select . 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 DtTm	Established By	Last Transaction DtTm	Last Updated By	Remarks
<input type="checkbox"/>	WARCOM	Comms Support	N6	BPG			PA	17011					Missing	09/02/2017 3:46:43 PM	rustj	06/09/2022 2:21:38 PM	BPGROCE	
<input type="checkbox"/>	WARCOM	Logistics Support	N4										conversion	09/02/2017 3:46:43 PM	rustj	09/02/2017 3:46:43 PM	rustj	


Selected 02 Page 1 of 1 50 items per page 1 - 2 of 2 items





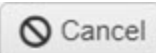
Add a Division

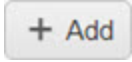
Navigation

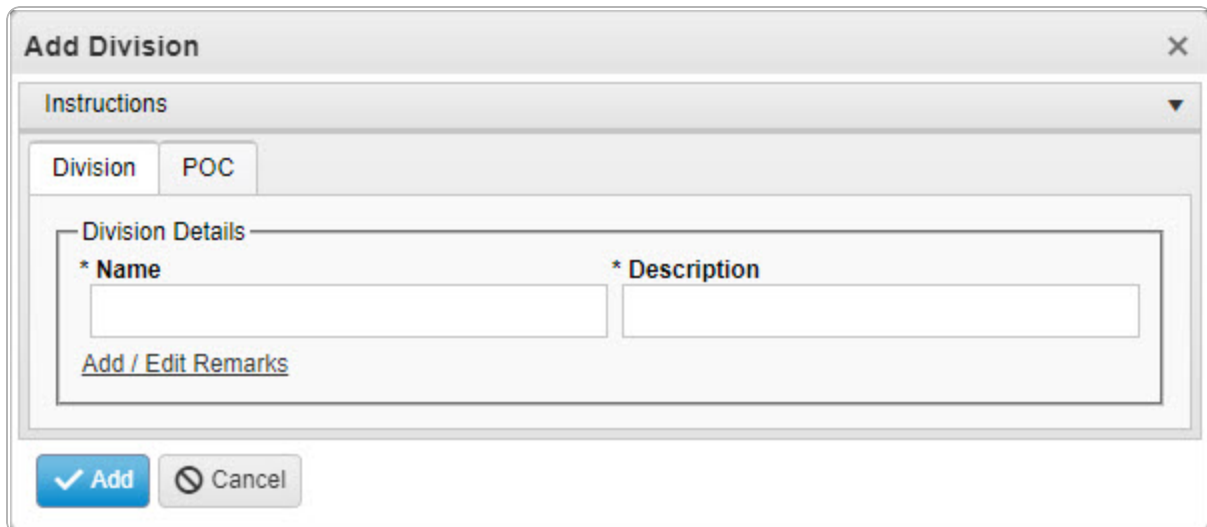
MASTER DATA MGMT > Division Management >  > Add Division pop-up window

Procedures

Add a Division

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

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



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.





Add Division

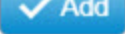
Instructions

Division POC

POC Details

Contact Point	Country
<input type="text"/>	* - N/A
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Cd Not Applicable
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

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






Update a Division

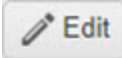

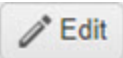
Navigation

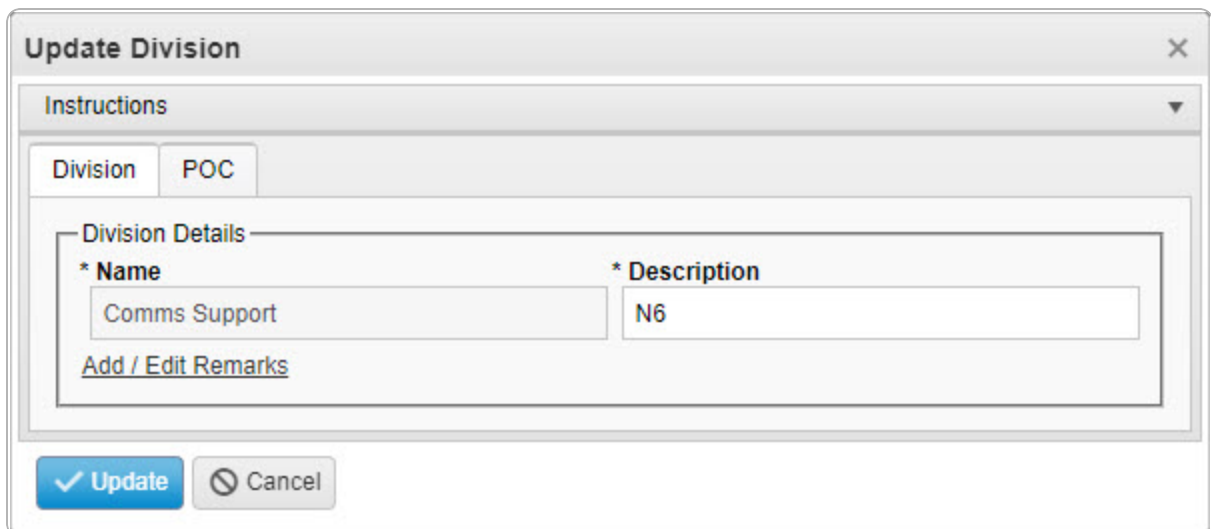
MASTER DATA MGMT > Division Management > (desired record) >  > Update Division pop-up window

Procedures

Update a Division

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 Division is highlighted, and  and  become available.*
2. Select . *The **Update Division** pop-up window displays, with the Division Tab available.*

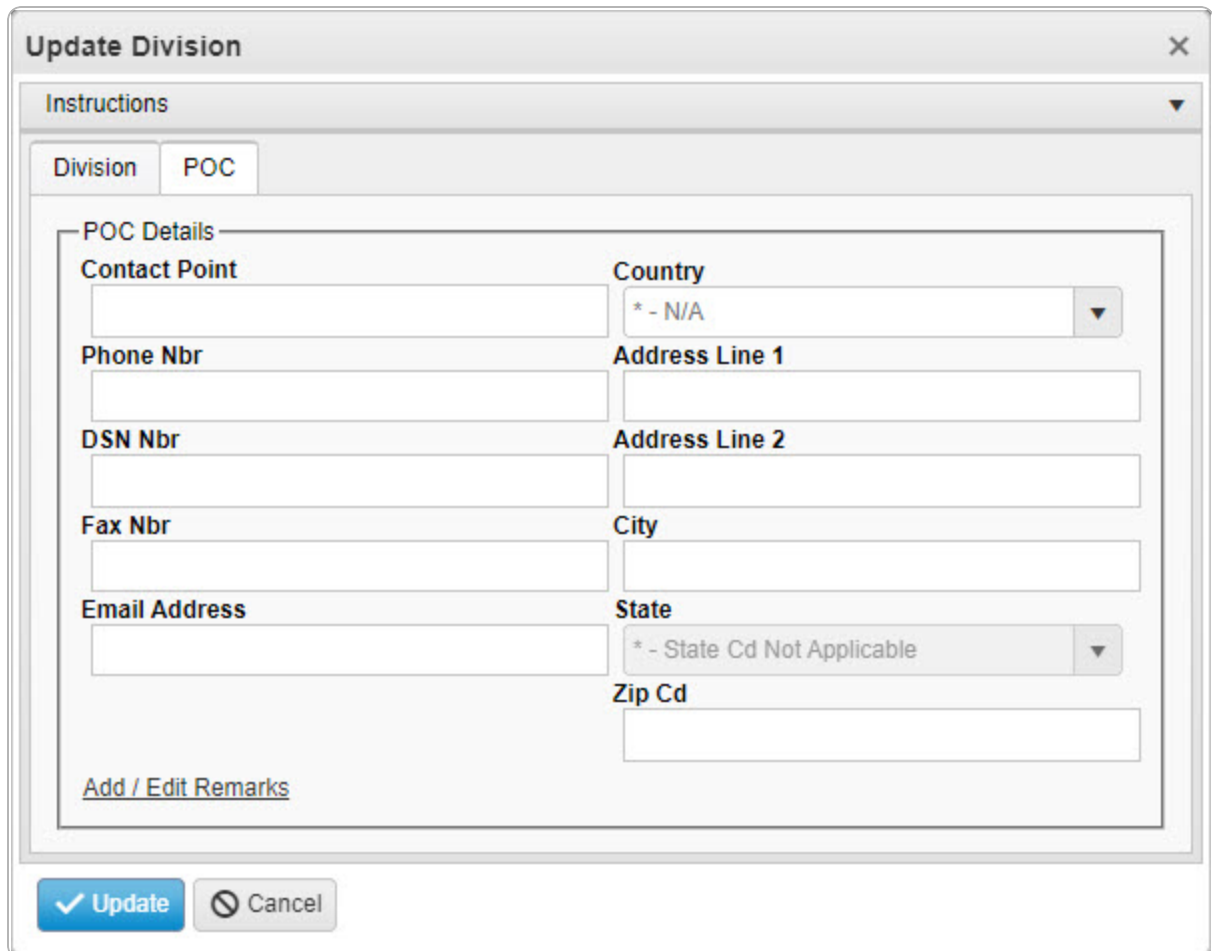


3. *The Name automatically populates and is not editable.*





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



Update 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](#)

✓ Update Cancel

6. Select . 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 Division pop-up window

Procedures

Delete a Division

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 Division is highlighted, and and become available.*
2. Select . *The **Delete Division** pop-up window appears.*



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

