



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:

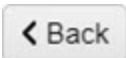
- **Program Management**
 - displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
 - displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
 - displays all available Division Names, ICP Names, ICP Descriptions,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

Navigation

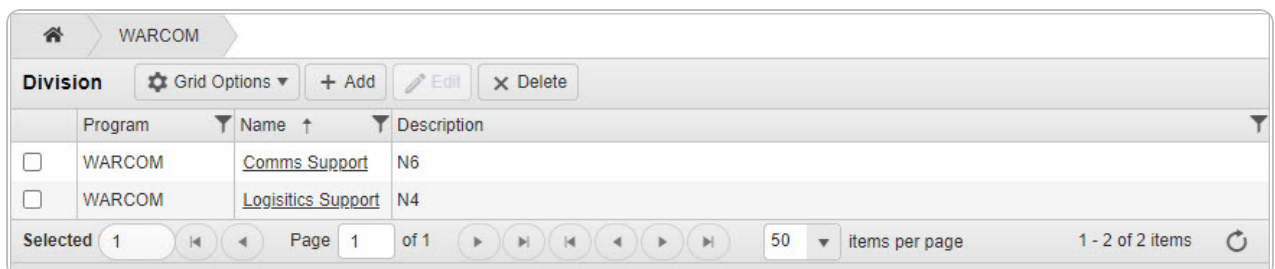
MASTER DATA MGMT > Division Management > Division page

Procedures

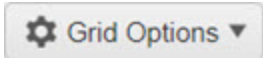
View a Division

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:



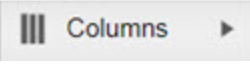
Program	Name	Description
WARCOM	Comms Support	N6
WARCOM	Logistics Support	N4

2. Select . The Grid Options expanded menu appears.





Help Reference Guide

3. Select  to view the optional information in the Program Grid:

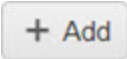
VIARCOM														
Division														
Program	Name	Description	Contact Point	Address Line 1	Address Line 2	City	State	Zip Cd	Phone Nbr	DSN Nbr	Email Address	Fax Nbr	Program Id	Established DtTm
☐	VIARCOM	Comms Support	N6	BPO			PA	17011					Missing	09/02/2017 3:46:43 PM
☐	VIARCOM	Logistics Support	N4										conversion	09/02/2017 3:46:43 PM
Selected 9/2														Page 1 of 1
														50 items per page
														1 - 2 of 2 items





Add a Division

Navigation

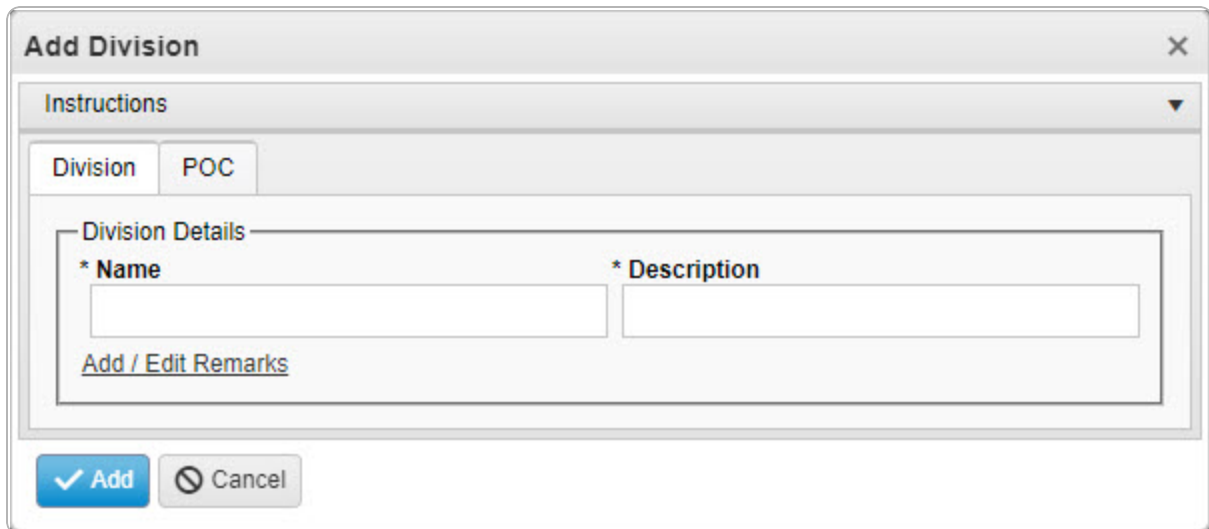
MASTER DATA MGMT > Division Management >  > Add Division pop-up window

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

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

Zip Cd

Add / Edit Remarks

✓ Add

⊗ Cancel

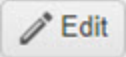
5. Select . The **Add Division** pop-up window closes, and the new Division record appears at the top of the grid in green.





Update a Division

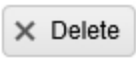
Navigation

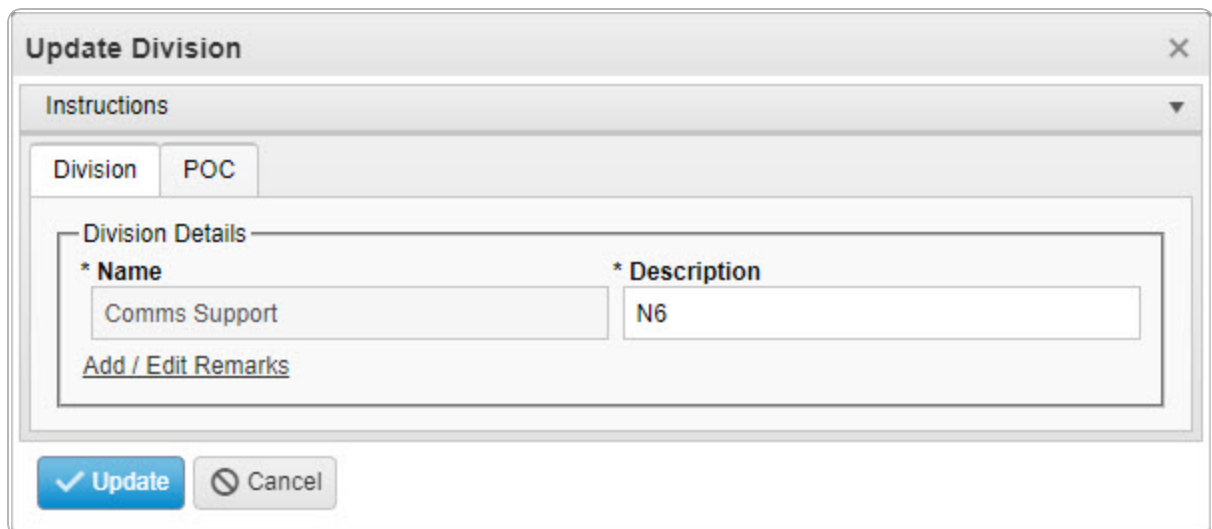
MASTER DATA MGMT > Division Management > ☐ (desired record) >  > Update Division pop-up window

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.



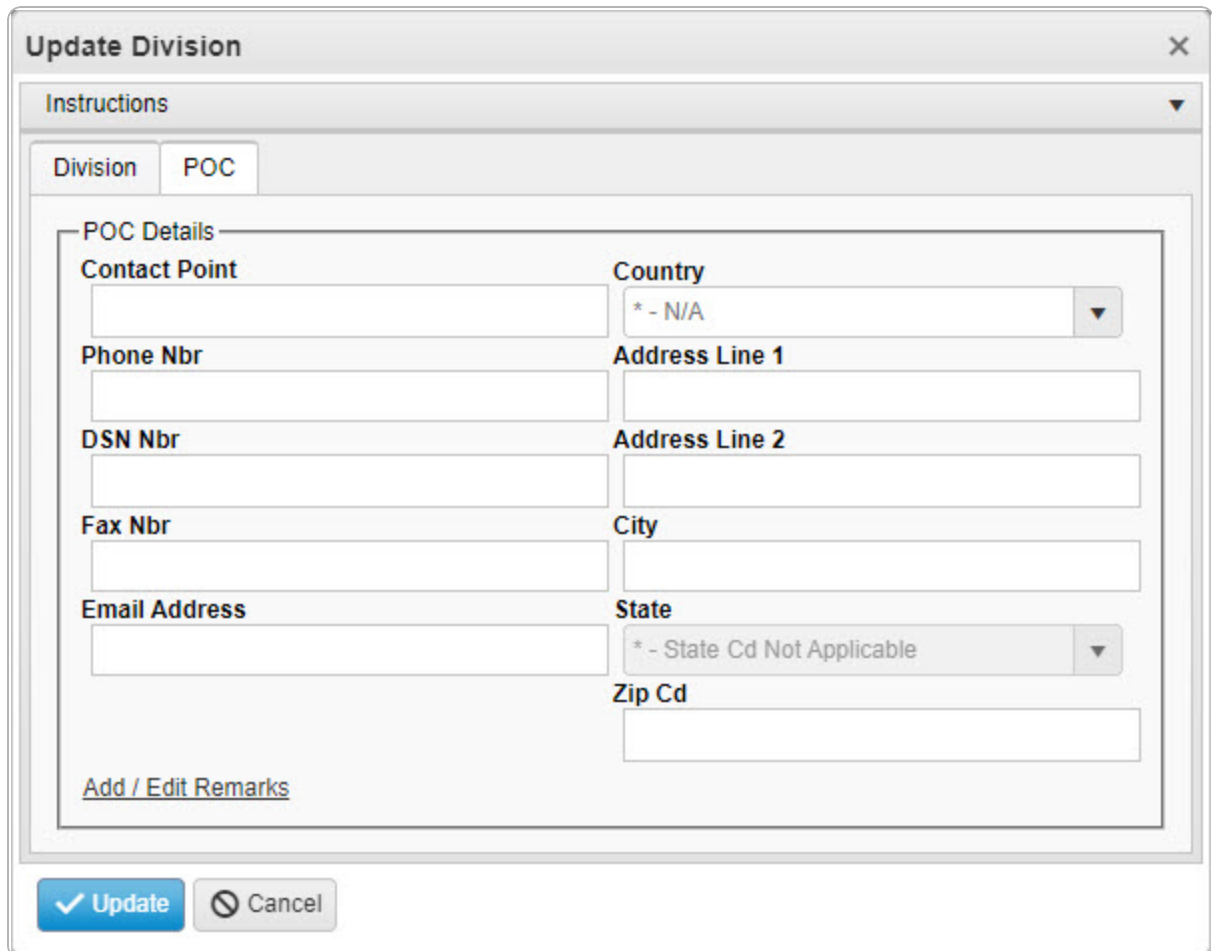
3. The Name automatically populates and is not editable.





Help Reference Guide

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





Delete a Division

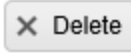
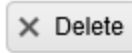
Navigation

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.

