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

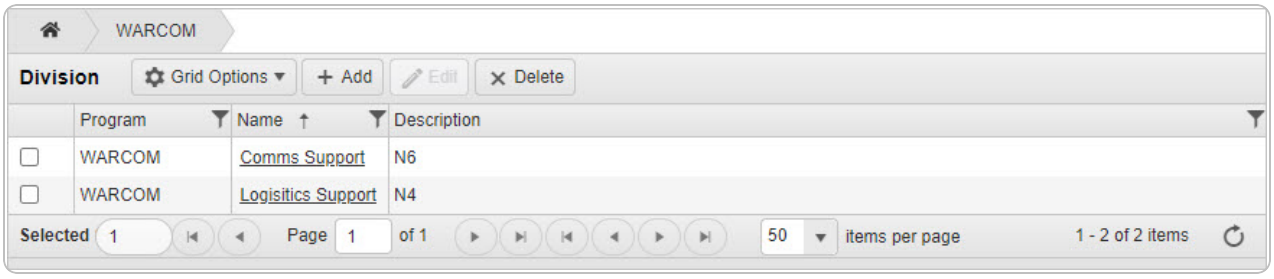
MASTER DATA MGMT > Division Management > Division page

Procedures

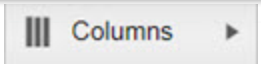
View a Division

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:



Add a Division

Navigation

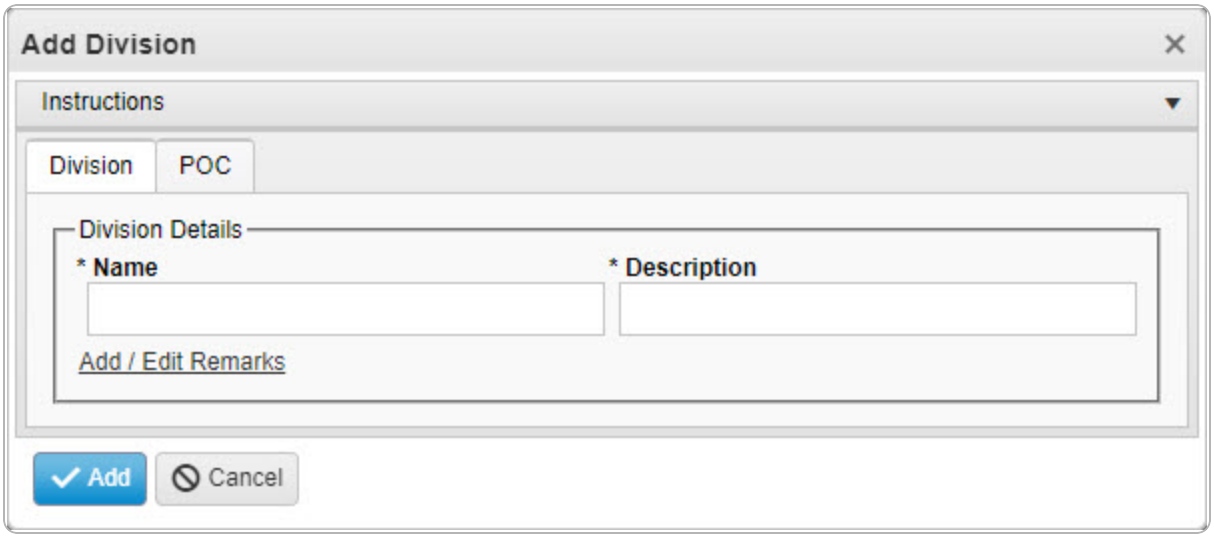
MASTER DATA MGMT > Division Management > + Add > Add Division pop-up window

Procedures

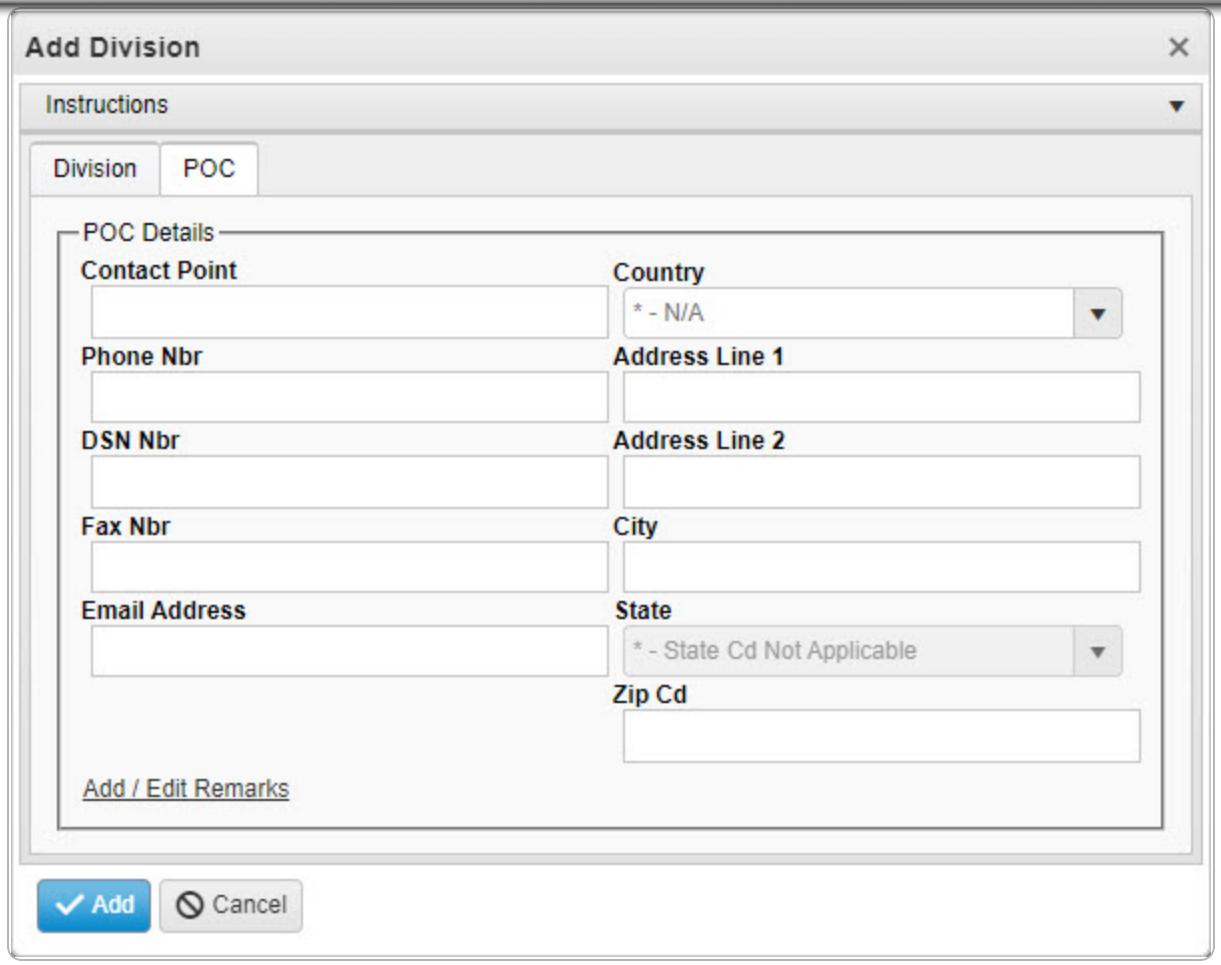
Add a Division

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.*



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.



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

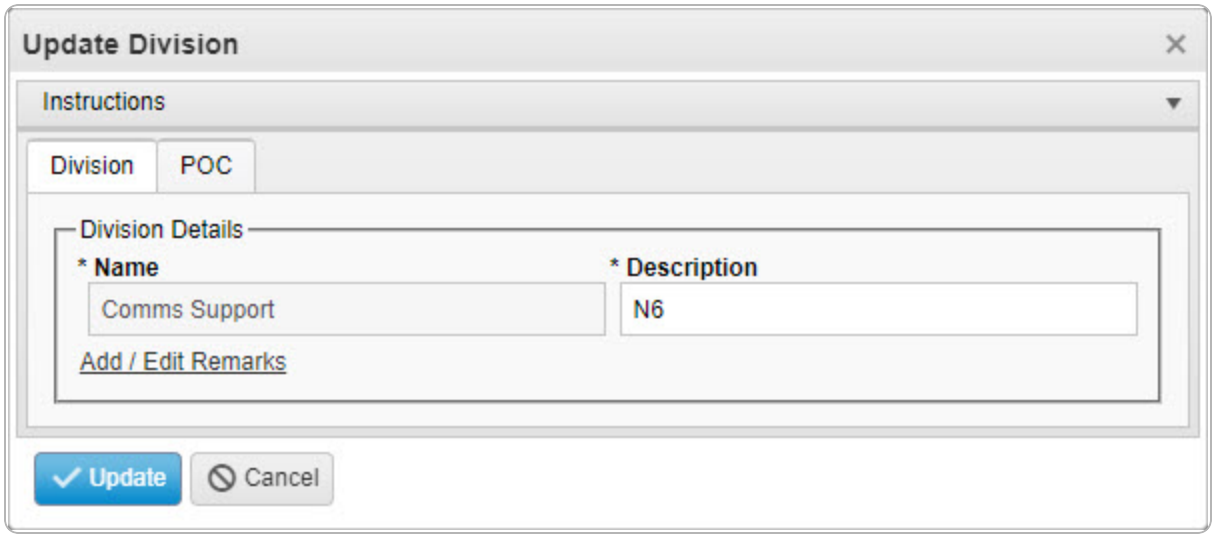
MASTER DATA MGMT > Division Management > ☐ (desired record) > Edit > Update Division pop-up window

Procedures

Update a Division

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

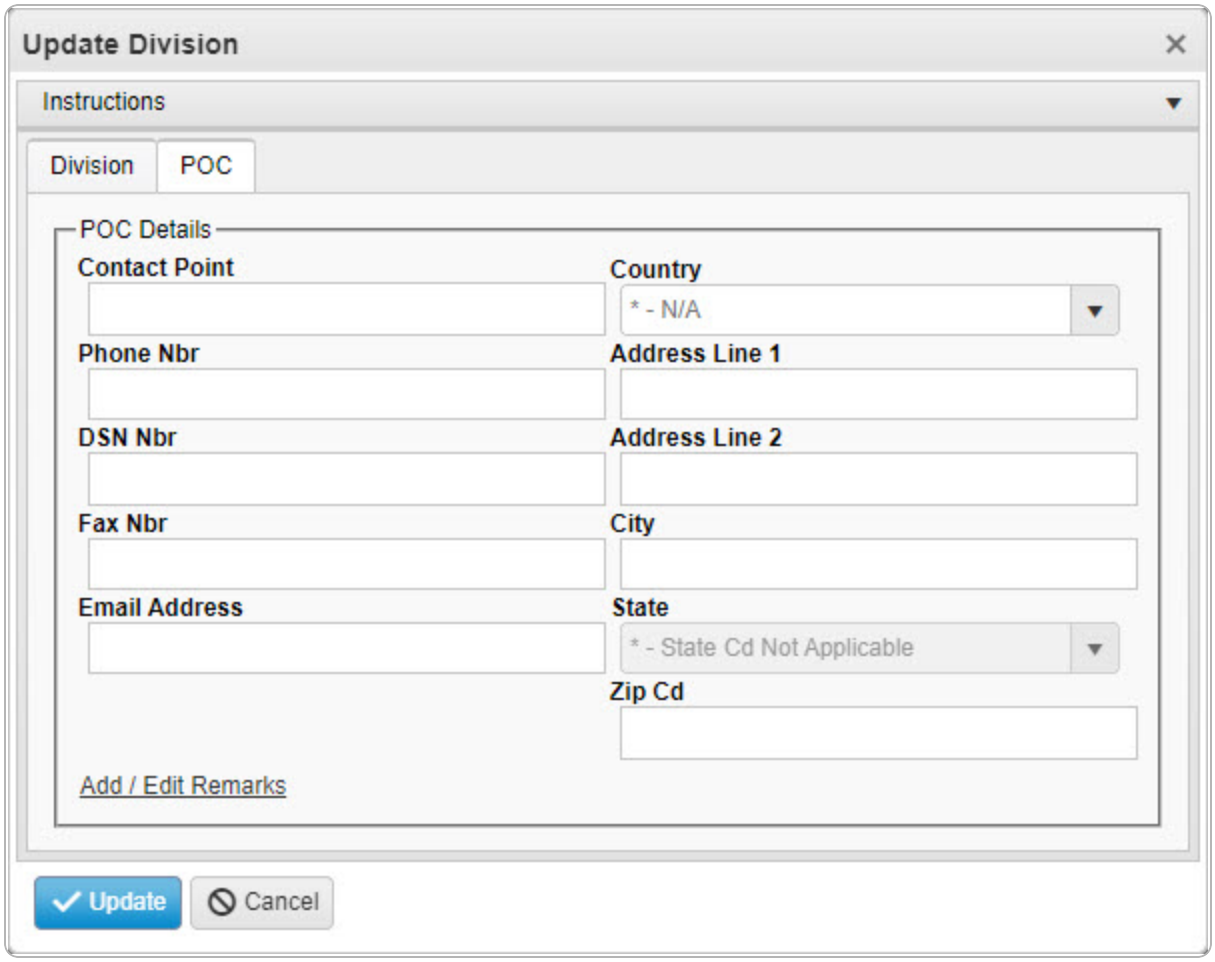
1. Click ☐ to select the desired entry. *The Division is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The* ***Update Division*** *pop-up window displays, with the Division Tab available.*



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 

. *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

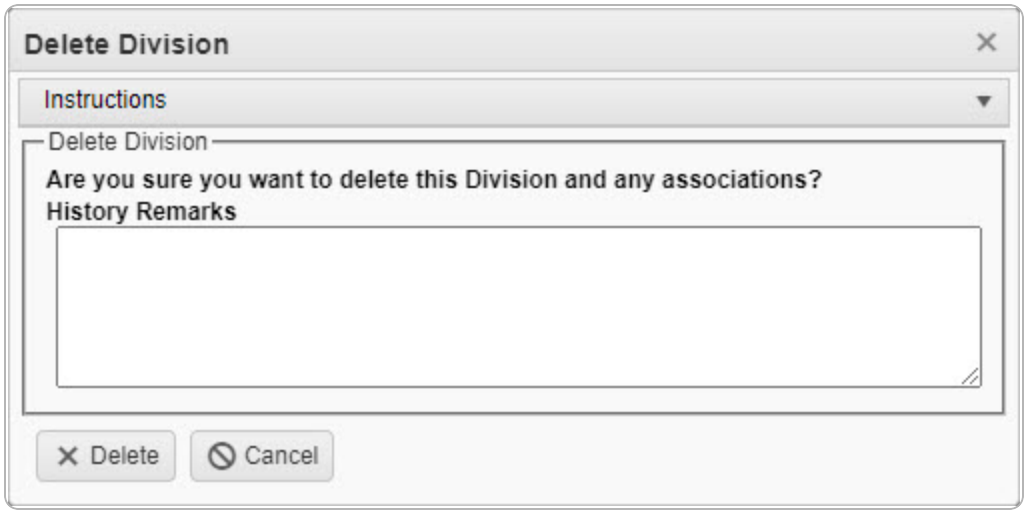
MASTER DATA MGMT > Division Management > ☐ (desired division) > ✕ Delete > Delete Division pop-up window

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.*



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