



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 – M&U Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Maintenance and Utilization (M&U) module. The help topics provide assistance with managing large-ticket items, issues, and assets, in any DoD environment.

Navigation

ELMS M&U Module > Any Process Page >



Help

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Enterprise Logistics Management System (ELMS) Maintenance and Utilization (M&U) Module

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ELMS Summary

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M&U Summary

The ELMS M&U module is designed to provide a comprehensive solution to big-ticket equipment tracking and upkeep needs.

From this module, the asset has any repair or preservation work planned and ordered, as well as dispatching and returning the asset.

It is designed to manage the paperwork involved with use and care of military assets.

M&U Key Functions

There are several key functions within the Maintenance and Utilization Module:

- **Catalog** —
 - Stock Number
 - Manufacturer Part Nbr
 - Maintenance Attribute Management

- **Maintenance** —
 - Maintenance
 - Maintenance Asset Master
 - Work Order





- Work Plan
- Work Plan Detail
- Work Plan Assoc
- Maintenance Movement
- Inbound Resolution
- Sched Prevent Maint
 - Maint Sched/Work Plans
 - Asset Assignment
- Wrnty/Svc/Subscrip
 - Terms/Conditions
 - Asset Assoc
- **Utilization** —
 - Maint Asset Util
 - Dispatch
- **Requisition** —
 - Requisition
 - Requisition
 - ILS-S
 - Order
 - Inquiry
- **Master Data** —
 - Master Data
 - Points of Contact
 - Equip Pool
 - Cert/License
 - Labor Category
 - Operation/Technician
 - Maintenance Team
 - Contractor
 - Contract
 - Dispatch Category
 - Dispatch Rate
 - Maintenance Program
 - Maint Sched Id Prefix
 - Maintenance Activity
 - Maintenance Readiness Set Up
 - Site Report Setting
 - Site Close Out





- **Accounting** —
 - Job Order Nbr

- **Forms-Reports** —
 - View Reports
 - Schedule Reports

- **Utilities** —
 - Fleet
 - FAST Outbound Dspl
 - File Upload
 - Dispatch Rates
 - GSA Rates
 - GSA Fleet
 - Telematics
 - DLA Fuel
 - Vehicle Diagnostics
 - Driver Behavior

- **Inquiries** —
 - Inquiries
 - Statistics
 - Job Order Nbr
 - View Inquiry Extract
 - Maintenance
 - Asset Prvn Maint Sch
 - Maint Asset
 - Equip Pool
 - Work Order
 - Work Plan
 - Due In
 - Work Order Lgcy Hist
 - NMC
 - Asset Deferred Parts
 - Wrnty/Svc/Subscrip
 - Terms/Cond
 - Asset Assoc
 - Utilization
 - Asset Utilization
 - Dispatch
 - Master Data





- Contractor
- Contract
- Dispatch Ctgr
- Labor Category
- Operator/Technician
- Maint Activity
- Catalog
 - Stock Nbr Inquiry
 - Agency Catalog Inquiry
- History
 - Audit Viewer
 - Dispatch Journal
 - Work Order Journal

M&U User

Maintenance and Utilization 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. M&U 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**





Enterprise Logistics Management System (ELMS) M&U Module Navigation

Overview

This page describes the primary features found on the Maintenance and Utilization pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Standard Buttons

Additional information about ELMS can be found at the ELMS Support Site.

Navigation

ELMS M&U Module > Any Process Page >



Help





Blue Menu Bar

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

The items on the left side are:

-  —
Returns to the home page.

The item next to that is:

- **Module Name**  —
Shows which module is currently open.

The items on the right side are:



Activity Nm: Open Actions: User ID:

- **Activity Nm**—
Shows the current users associated site.
- **Open Actions** —
Shows the amount of work the user has scheduled.
- **User ID** —
Shows the current users identification name.

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

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.*





Instructions

At the top of each Process page is a  link.

- Select . The **Instructions** drop-down panel appears.
- A basic overview and terms on the page appears.

Help

On the right side of the Instructions panel is the Help button .

- Select . The **Help System** opens in a separate tab.
- The Overview topic for the current Process page appears.

Search Criteria

Most M&U 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  to select the field entry.
 - Start entering characters in the fields with .

Note



Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.





- Use  to open the Browse pop-up window.
3. Select  to perform the search, or select  to clear the fields.

Search Results Grid

Each Process page displays the corresponding data in a Search Results Grid. Each Search Results Grid has basic properties that are always the same.

Those include:

- **Title Bar** —



Shows 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** —



Shows the rows of data in the Results Grid.

- **Bottom Scroll** —



Standard Buttons

Each M&U 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.

Results Grid

- **Add**  —
Creates a new record in 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.





Enterprise Logistics Management System (ELMS) Maintenance and Utilization (M&U) Module Grid Options

Overview

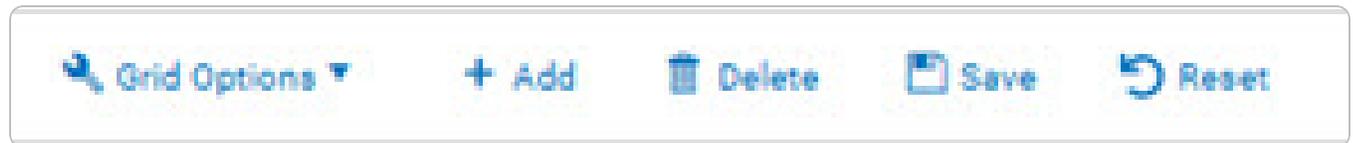
This page describes the features of the Grid Options within the Search Results Grid in the Maintenance and Utilization module:

- Clear Filters
- Columns

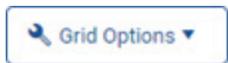
Navigation

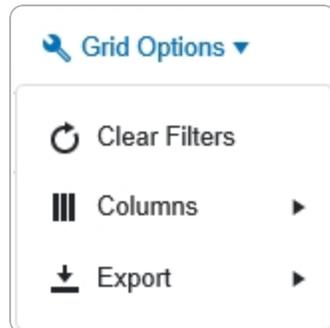
ELMS Maintenance and Utilization (M&U) Module > Any Process Page > Search Results Grid >

Title Bar > 



Grid Options

Select . The Grid Options drop-down menu appears:



Note



The Export option **only appears** in the Inquiry menu items.

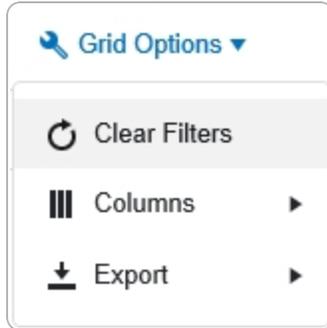




These options change the way information appears in the Results Grid. They include:

Clear Filters

Erases any filters used within the Results Grid columns.



Columns

Changes what columns are viewed in the Results Grid.





Grid Options ▾

Clear Filters	Serial Nbr	Item Desc
Columns ▸	Columns	<input type="checkbox"/> Established By
Export ▸	<input type="checkbox"/> Show/Hide All	<input type="checkbox"/> Established Dt/Tm
-	<input checked="" type="checkbox"/> Show/Hide Defaults	L
	Defaults	<input type="checkbox"/> Last Reconciled With
	<input checked="" type="checkbox"/> Stock Nbr	<input type="checkbox"/> Last Reconciliation Dt
	<input checked="" type="checkbox"/> Serial Nbr	N
	<input checked="" type="checkbox"/> Item Desc	<input type="checkbox"/> Next Reconciliation Dt
	<input checked="" type="checkbox"/> DoDAAC	<input type="checkbox"/> Next Reconciliation With
	<input checked="" type="checkbox"/> State Cd	R
	<input checked="" type="checkbox"/> Status Cd	<input type="checkbox"/> Received Dt
	<input checked="" type="checkbox"/> Last Trans Dt/Tm	S
	B	<input type="checkbox"/> Stock Item Cd
	<input type="checkbox"/> Born On Dt	U
	E	<input type="checkbox"/> UII
	<input type="checkbox"/> Entry Method	

Official Use Only

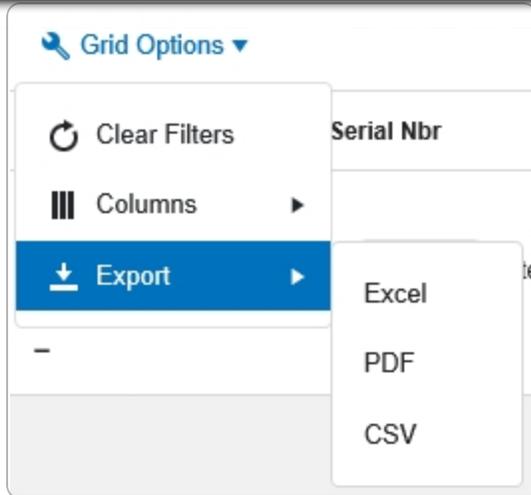
AS Support

ASSupport@leidos.com

Export

Saves the Inquiry 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

