



# Search for Points of Contact

## Overview

The Maintenance and Utilization module Points of Contact process provides the ability to define location addresses and Points of Contact (POC) for later use in ELMS.

## Navigation

Master Data > Points of Contact > Points of Contact Search page

## Procedures

### Search for Points of Contact

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

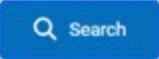
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

**Search Criteria** ^

Address Type	<input type="text" value="-Select-"/>	Maint Division	<input type="text" value="-Select-"/>
DoDAAC	<input type="text"/>	Contact	<input type="text"/>





2. Select . The results appear in the Search Results grid.

**Search Results** ^

[+ Add](#) [Edit](#)

<input type="checkbox"/>	Maint Division	Address Type	DoDAAC	Contact	Office	Address1
<input type="checkbox"/>	N61339	DE	N61339	--	--	NAVSISA
<input type="checkbox"/>	W0MEAB	DE		--	--	1313 MOCKINGBIRD LANE
<input type="checkbox"/>	W45454	DE	W45454	JOE JOHNSON	--	1313 MOCKING BIRD LANE
<input type="checkbox"/>	W0MEAA	DE	333333	JOHN JOHN	W	12
<input type="checkbox"/>	DHQCSD	DE	W22222	--	TEST DEC	TEST
<input type="checkbox"/>	N00019	DE	N00019	DOWNTOWN ABEEY	--	E BROAD ST
<input type="checkbox"/>	HQ0107	DE	HQ0107	NAVY	FUNC TEST	409 NAVSISA ALLEY
<input type="checkbox"/>	EMILY1	DE		--	--	JJ
<input type="checkbox"/>	W26988	DE		--	ARMY	1509 W 6TH STREET
<input type="checkbox"/>	N00018	DE	N00018	FUNC TESTER	FUNC TEST	409 NAVSISA LANE

Selected 0/10 10 items per page 1 - 10 of 157 items





# Add a Point of Contact

## Navigation

Master Data > Points of Contact > Search Criteria >  > Add Point of Contact slide-out window

## Procedures

### Add an Address

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





1. Select . The **Add Point of Contact** slide-out window appears on the right.

### Add Point of Contact ✕

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#### Basic Information ^

* Address Type	<input type="text" value="-Select-"/>	State Cd	<input type="text" value="-Select-"/>
* Status	<input type="text" value="Active"/>	DSN	<input type="text"/>
* Contact	<input type="text"/>	Phone Nbr	<input type="text"/>
Office	<input type="text"/>	Mobile	<input type="text"/>
Address1	<input type="text"/>	Fax Nbr	<input type="text"/>
Address2	<input type="text"/>	Email	<input type="text"/>
Address3	<input type="text"/>	Zip Cd	<input type="text"/>
City	<input type="text"/>	Country Cd	<input type="text" value="-Select-"/>

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#### Additional Information ^

DoDAAC	<input type="text"/>	RIC	<input type="text"/>
Cage Cd	<input type="text"/>	DUNS	<input type="text"/>





A. Complete the Basic Information panel.

a. Use ▼ to select the Address Type.

**Note**



Depending on the Address Type, additional fields may become mandatory. If the Address Type is EP or FM, additional fields become available.

b. Use ▼ to select the Status.

c. Enter the Contact in the field provided. *This is a 1024 alphanumeric character field.*

B. Complete the Additional Information panel.

- FM - FAST MGR Reporting

### Additional Information

DoDAAC	<input type="text"/>	DUNS	<input type="text"/>
Cage Cd	<input type="text"/>	* FAST Agency Abbr	<input type="text"/>
RIC	<input type="text"/>	* Indirect Costs	<input type="text"/>

1. Enter the FAST Agency ABBRV in the field provided. *This is a 50 alphanumeric character field.*
2. Enter the Indirect Costs in the field provided. *This is a 10 alphanumeric character field.*

- EP - Equipment Pool





### Additional Information

DoDAAC

Cage Cd

RIC

DUNS

FAST Report Lat/Long  FAST Report Lat/Long

Longitude

Latitude

2. Select . The **Add Point of Contact** slide-out window closes and  appears as the entry is added to the Search Results grid.





# Update a Point of Contact

## Navigation

Master Data > Points of Contact > Search Criteria >  > Search Results >

 > Edit Point of Contact slide-out window

## Procedures

### Update a Point of Contact

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





1. Select . The **Edit Point of Contact** slide-out window appears on the right.

### Edit Point of Contact

**Basic Information**

* Address Type	DE - Government activity (S... ▾	* State Cd	Ohio ▾
* Status	Active ▾	DSN	7896543
* Contact	DESTINATION POC	Phone Nbr	7115437890
Office		Mobile	
Address1	1234 DESTINATION LANE	Fax Nbr	
Address2		Email	
Address3		* Zip Cd	43212
* City	COLUMBUS	* Country Cd	United States of America ▾

**Additional Information**

* DoDAAC	DF0001	RIC	
Cage Cd		DUNS	





A. Update the Basic Information panel.

- a. Update the Address Type, using ▼ to select the desired type.

**Note**



Depending on the Address Type, additional fields may become mandatory. If the Address Type is EP or FM, additional fields become available.

- b. Update the Contact, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- c. Update the Office, entering the revised information in the field provided. *This is a 11 alphanumeric character field.*
- d. Update the City, entering the revised location in the field provided. *This is a 22 alphanumeric character field.*
- e. Update the State Cd, using ▼ to select the desired code.
- f. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- g. Update the Country Cd, using ▼ to select the desired code.

B. Update the Additional Information panel.

- FM - FAST MGR Reporting

**Additional Information** ^

DoDAAC <input style="width: 90%;" type="text"/>	DUNS <input style="width: 90%;" type="text"/>
Cage Cd <input style="width: 90%;" type="text"/>	* FAST Agency Abbr <input style="width: 90%;" type="text"/>
RIC <input style="width: 90%;" type="text"/>	* Indirect Costs <input style="width: 90%;" type="text"/>

- Update the FAST Agency ABBRV, entering the revised abbreviation in the field provided. *This is a 50 alphanumeric character field.*
  - Update the Indirect Costs, entering the revised amount in the field provided. *This is a 10 alphanumeric character field.*
- EP - Equipment Pool





## Help Reference Guide

### Additional Information

DoDAAC

Cage Cd

RIC

DUNS

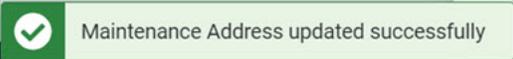
FAST Report  
Lat/Long



FAST Report Lat/Long

Longitude

Latitude

2. Select . The **Edit Point of Contact** slide-out window closes and  appears as the entry is updated in the Search Results grid.

