



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

-Select-

Maint Division

-Select-

DoDAAC

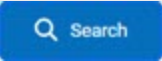
Contact

Reset

Search





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

Search Results

Options
Add
Edit

	Maint Division	Address Type	DoDAAC	Contact	Office	Address1
☐	N61339	DE	N61339	--	--	NAVSISA
☐	WOMEAB	DE		--	--	1313 MOCKINGBIRD LANE
☐	W45454	DE	W45454	JOE JOHNSON	--	1313 MOCKING BIRD LANE
☐	WOMEAA	DE	333333	JOHN JOHN	W	12
☐	DHQCS	DE	W22222	--	TEST DEC	TEST
☐	N00019	DE	N00019	DOWNTOWN ABEY	--	E BROAD ST
☐	HQ0107	DE	HQ0107	NAVY	FUNC TEST	409 NAVSISA ALLEY
☐	EMILY1	DE		--	--	JJ
☐	W26988	DE		--	ARMY	1509 W 6TH STREET
☐	N00018	DE	N00018	FUNC TESTER	FUNC TEST	409 NAVSISA LANE

Selected 0/10
1 2 3 4 5 ... 10 Items per page
1 - 10 of 158 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

Basic Information

* Address Type

Select an Item

* Status

Active

* Contact

Office

Address1

Address2

Address3

City

State

Select an Item

DSN

Phone Number

Mobile

Fax Number

Email

Zip Code

Country

Select an Item

Additional Information

DoDAAC

Cage Code

RIC

DUNS

Cancel

Save



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified

4

ELMS Helpdesk
1-844-843-3727



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	DUNS
Cage Code	* FAST Agency Abbreviation
RIC	* Indirect Costs

1. Enter the FAST Agency Abbreviation 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





Help Reference Guide

Additional Information

DoDAAC

Cage Code

RIC

DUNS

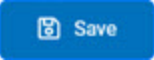
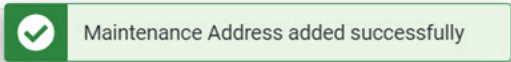
FAST Report
Lat/Long



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 > 
(desired record) >  > 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  **Edit**. 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

* Status

Active

DSN

* Contact

JOE JOHNSON

Phone Number

Office

Mobile

Address1

1313 MOCKING BIRD LANE

Fax Number

Address2

Email

Address3

* Zip Code

43212

* City

COLUMUBUS

* Country

Additional Information

* DoDAAC

W45454

RIC

Cage Code

DUNS

✕ Cancel

 Save





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, using ▼ to select the desired code.
- f. Update the ZIP CODE, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- g. Update the Country, using ▼ to select the desired code.

B. *Update the Additional Information panel.*

- FM - FAST MGR Reporting

Additional Information	
DoDAAC	
Cage Code	
RIC	
DUNS	
* FAST Agency Abbreviation	
* Indirect Costs	

1. Update the FAST Agency Abbreviation, entering the revised abbreviation in the field provided. *This is a 50 alphanumeric character field.*
 2. 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 Code

RIC

DUNS

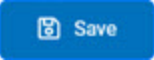
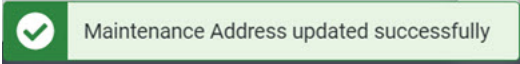
FAST Report
Lat/Long

☐

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.

