Security Point of Contact List By Agency/Site
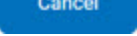
Overview

The Property Accountability module Security Point of Contact (POC) List displays the list of security officers associated with the Site Identification.

Navigation

My ELMS > Security POCs > Security POC List By Agency/Site

Procedures

E-Mail a Security POC

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

1. In the My ELMS menu, select Security POCs. *The **Security POC List By Agency/Site** page appears.*

Search Criteria

Site Id
SAT-5

Search Results

User Name	Phone Nbr	E-Mail Address	Security Level
SECURITY, JOHN		noreply@leidos.com	Security Officer

[Cancel]

2. Select the E-MAIL hyperlink for the POC to contact. *Microsoft Outlook opens, with the E-MAIL address of the POC in the To: field.*

3. Compose and send the message in Microsoft Outlook. *Microsoft Outlook closes, and the Search Results page returns.*