

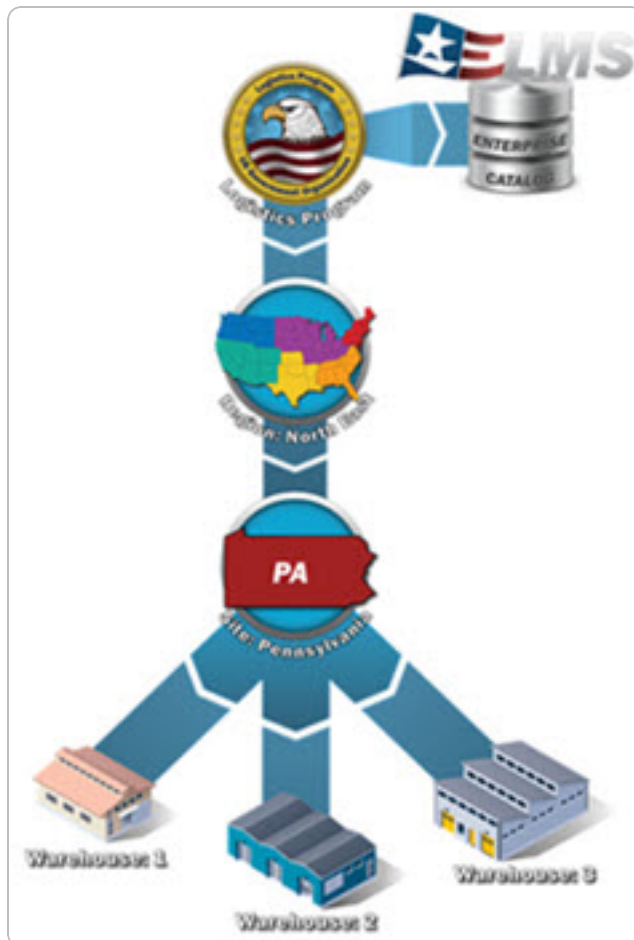


Region

Overview

The Warehouse Management module Region process provides the ability to group Sites within a Logistics Program.

The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed (Logistics Program, Region, Site and Warehouse) are all created by the **ELMS User Account Management** team.



Once created by the Warehouse Management Module User Account Management team, an inquiry finds what Regions are available and which are editable, depending on what the role allows.



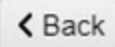


Navigation

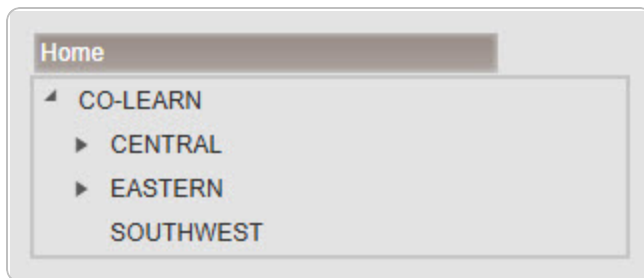
MASTER DATA MGMT > Region > Region page

Procedures

Navigate the Region Hierarchy

Selecting  retains all information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The Region grid appears on the left.



2. The Region Search Results appears on the right.

Home > CSP Enterprise

Region		+ Add	Grid Options	Region Name	Region Desc	Contact Point	Phone Nbr	DSN Nbr	Fax Nbr	Email Address
				<u>CENTRAL</u>	CENTRAL REGION	Regina Ryan	614-555-3891			regina.ryan@cmh.mil
				<u>EASTERN</u>	EASTERN REGION	Robert Reynolds	703-555-629			robert.reynolds@wdc.mil
				<u>SOUTHWEST</u>	SOUTHWEST REGION					

1 - 3 of 3 items



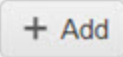
3. Select the Region Name hyperlink. The **Site** appears in the Search Results grid.





Add a Region

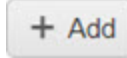
Navigation

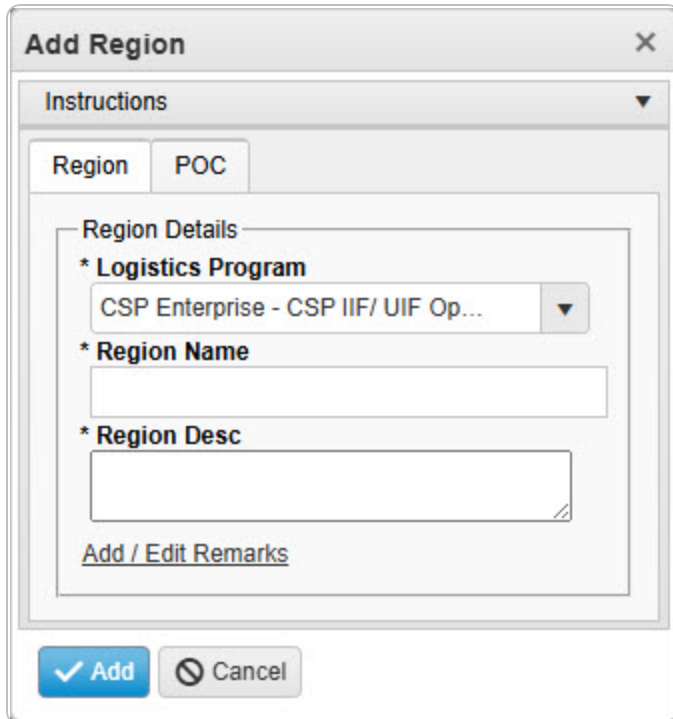
MASTER DATA MGMT > Region >  > Add Region pop-up window

Procedures

Update a Region

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

1. Select . The **Add Region** pop-up window displays, with the Region Tab available.



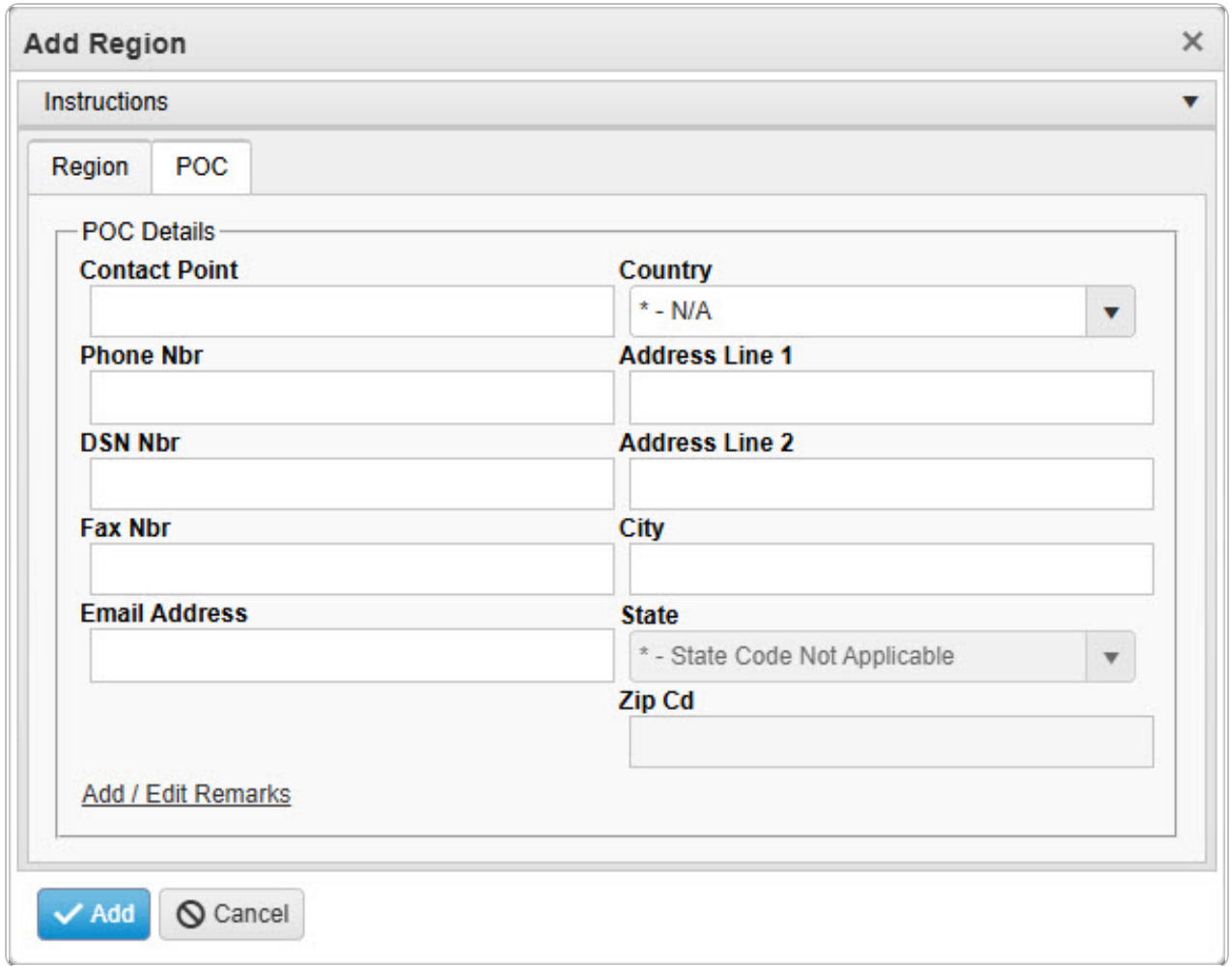
2. Use  to select the Logistics Program.





Help Reference Guide

3. Enter the Region Name in the field provided. *This is a 15 alphanumeric field.*
4. Enter the Region DESC in the field provided. *This is a 125 alphanumeric field.*
5. Select the **POC** tab.



Add Region

Instructions

Region POC

POC Details

Contact Point Country

Phone Nbr Address Line 1

DSN Nbr Address Line 2

Fax Nbr City

Email Address State

Zip Cd

[Add / Edit Remarks](#)

✓ Add Cancel

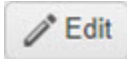
6. Select . *The new Region record appears at the top of the Search Results grid, highlighted in green.*





Update a Region

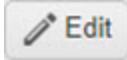
Navigation

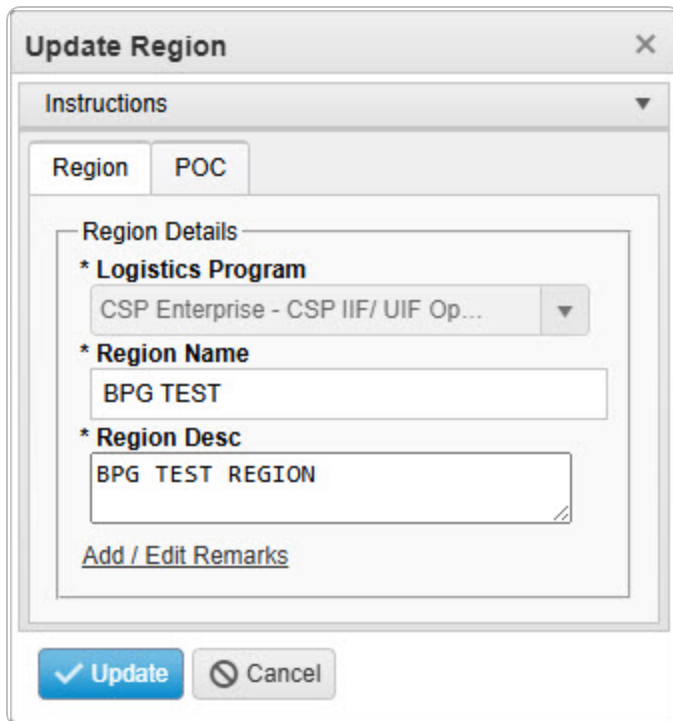
MASTER DATA MGMT > Region >  > Update Region pop-up window

Procedures

Update a Region

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

1. Select . The **Update Region** pop-up window displays, with the Region Tab available.



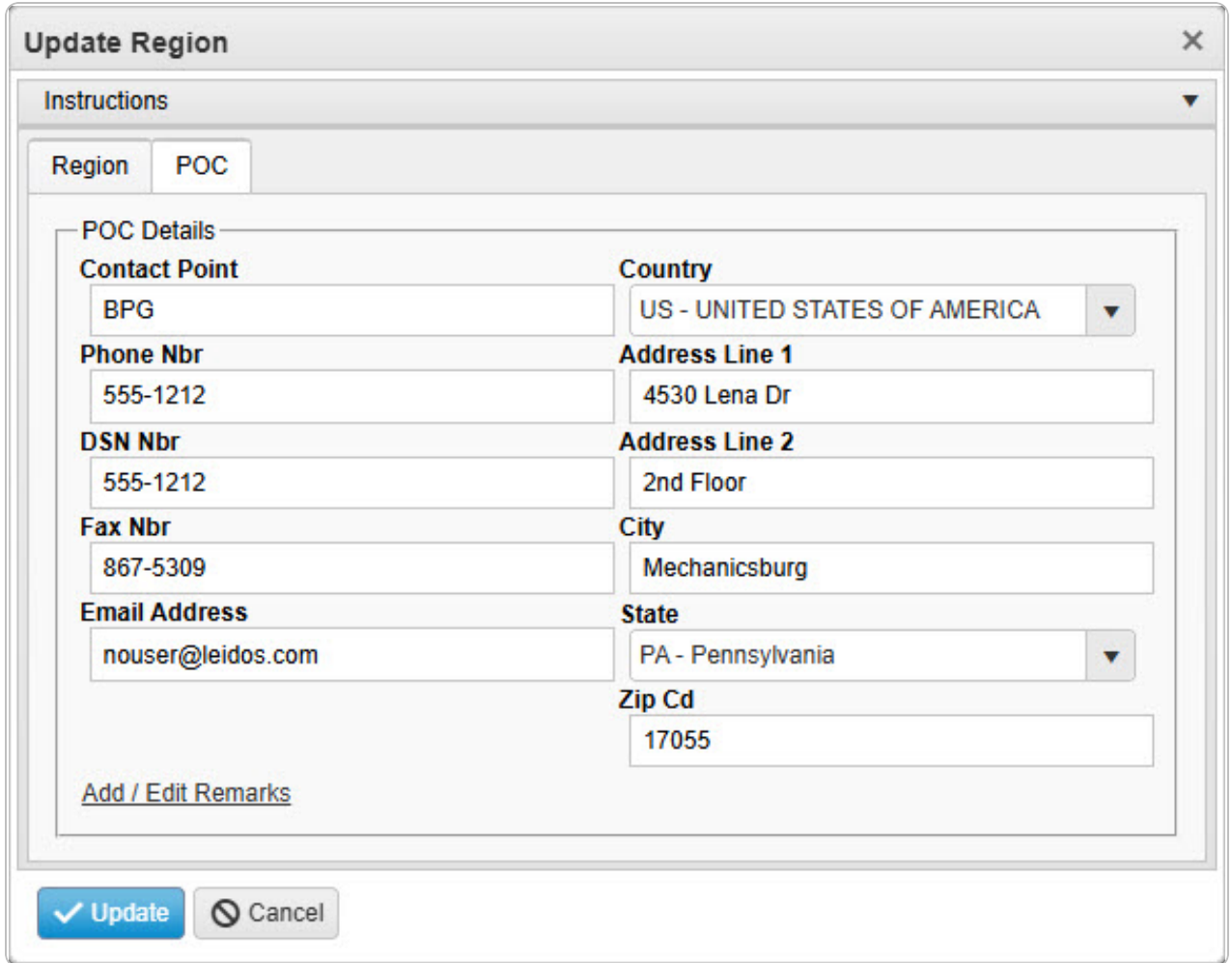
2. Verify the Logistics Program.





Help Reference Guide

3. Update the Region Name, entering the revised name in the field provided. *This is a 15 alphanumeric field.*
4. Update the Region DESC, entering the revised information in the field provided. *This is a 125 alphanumeric field.*
5. Select the **POC** tab.



Update Region

Instructions

Region POC

POC Details

Contact Point

BPG

Country

US - UNITED STATES OF AMERICA

Phone Nbr

555-1212

Address Line 1

4530 Lena Dr

DSN Nbr

555-1212

Address Line 2

2nd Floor

Fax Nbr

867-5309

City

Mechanicsburg

Email Address

nouser@leidos.com

State

PA - Pennsylvania

Zip Cd

17055

[Add / Edit Remarks](#)

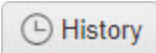
6. Select . The revised Region appears in the grid, highlighted in green.





View a Region History

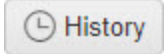
Navigation

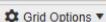
MASTER DATA MGMT > Region >  History > Region History pop-up window

Procedures

View the History of a Region Record

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

1. Select . The **Region History** pop-up window displays.

History									
Instructions									
Region History 									
Operation	Last Transaction Dt/Tm	Last Updated By	Region Name	Region Desc	Contact Point	Phone Nbr	DSN Nbr	Fax Nbr	Email Address
Updated	06/25/2025 4:14:19 PM	BPGROCE	BPG TEST	BPG TEST TEST	BPG	555-1212	555-1212	867-5309	nouser@leidos.com
Created	06/25/2025 3:56:46 PM	BPGROCE	BPG TEST	BPG TEST REGION	BPG	555-1212	555-1212	867-5309	nouser@leidos.com
 50 Items per page 1 - 2 of 2 items									
									

