

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 in the pyramid (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 **Back** retains all information and returns to the previous page. **Bold** numbered steps are required.

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

Ho	me		
4	C	D-LEARN	
	۲	CENTRAL	
	۲	EASTERN	
		SOUTHWEST	

2. The Region Search Results appears on the right.

Region	+ Add	Grid Options 🔻						
		Region Name †	Region Desc	Contact Point	Phone Nbr	DSN Nbr	Fax Nbr	Email Address
/ Edit	() History	CENTRAL	CENTRAL REGION	Regina Ryan	614-555-3891			regina.ryan@cmh.mil
/* Edit	(L) History	EASTERN	EASTERN REGION	Robert Reynolds	703-555-629			robert.reynolds@wdc.mil
/ Edit	History	SOUTHWEST	SOUTHWEST REGION					
()		H H H H	50 💌 items per page	1				1 - 3 of 3 items

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

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Add	l a Region					
Navi	Navigation					
Proc	MASTER DATA MGMT > Region > + A edures	Add > Add Region pop-up window				
Upda	te a Region					
Ser pag 1.	Select + Add . The Add Region pop	procedure removes all revisions and closes p-up window displays, with the Region Tab a	tne available.			
	Instructions					
	Region POC					
	Region Details * Logistics Program CSP Enterprise - CSP IIF/ UIF Op * Region Name * Region Desc					
_	Add / Edit Remarks					



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- **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.

nstructions			
Region POC			
POC Details			
Contact Point	Country		
	* - N/A 💌		
Phone Nbr	Address Line 1		
DSN Nbr	Address Line 2		
Fax Nbr	City		
Email Address	State		
	* - State Code Not Applicable 💌		
	Zip Cd		
Add / Edit Remarks			

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





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Upd	ate a Region
Navi	gation
Proc	MASTER DATA MGMT > Region > Fedit > Update Region pop-up window edures
Updat	te a Region
1.	Select Letter Select The Update Region pop-up window displays, with the Region Tab available.
	* Logistics Program CSP Enterprise - CSP IIF/ UIF Op * Region Name BPG TEST * Region Desc BPG TEST REGION Add / Edit Remarks

2. Verify the Logistics Program.





- **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.

Region POC				
- POC Details Contact Point	Country			
BPG	US - UNITED STATES OF AMERICA	•		
Phone Nbr	Address Line 1			
555-1212	4530 Lena Dr			
DSN Nbr	Address Line 2			
555-1212	2nd Floor			
Fax Nbr	City			
867-5309	Mechanicsburg			
Email Address	State			
nouser@leidos.com	PA - Pennsylvania	•		
	Zip Cd			
	17055			
Add / Edit Remarks				

6. Select

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

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View a Region History	
Navigation	
MASTER DATA MGMT > Region > History > Region History pop-up window	
Procedures	
View the History of a Region Record	
Selecting Close at any point of this procedure removes all revisions and closes the Bold numbered steps are required. 1. Select History. The Region History pop-up window displays.	e page.
History	×
Instructions	•
Region History Grid Options	
Operation 🝸 Last Transaction Dt/Tm \downarrow 🕇 Last Updated By 🍸 Region Name 🕇 🍸 Region Desc 🕇 🍸 Contact Point 🍸 Phone Nor 🍸 DSN Nbr 🍸 Fax Nbr 🍸 Email Address	T
Updated 06/25/2025 4:14:19 PM BPGROCE BPG TEST BPG TEST TEST BPG 555-1212 555-1212 867-5309 nouser@leidos.com	n
Created U0/25/20/25 5:50:46 PM BPGROCE BPG TEST BPG TEST REGION BPG 555-1212 555-1212 867-5309 nouser@leidos.co	n 1. 2 of 2 item:-
Image: Image	1 - 2 of 2 items
× Close	

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