

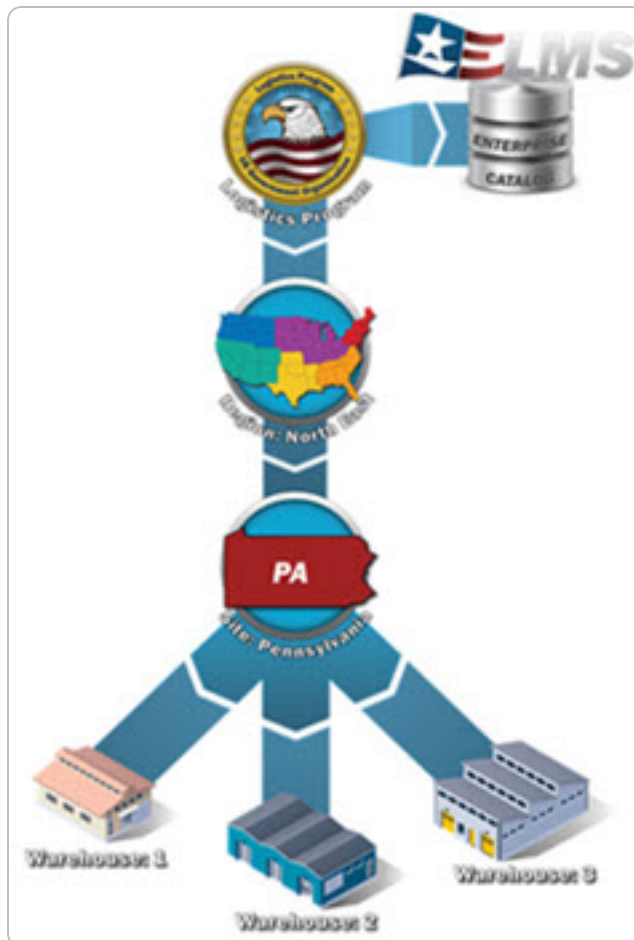


Region

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.



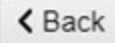


Navigation

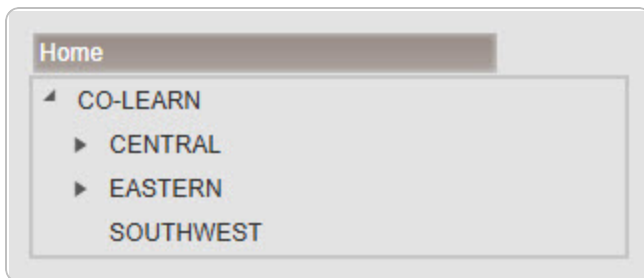
MASTER DATA MGMT > Region > Region page

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
				CENTRAL	CENTRAL REGION	Regina Ryan	614-555-3891			regina.ryan@cmh.mil
				EASTERN	EASTERN REGION	Robert Reynolds	703-555-629			robert.reynolds@wdc.mil
				SOUTHWEST	SOUTHWEST REGION					

50 items per page 1 - 3 of 3 items

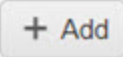
3. Select the Region Name hyperlink. The **Site** appears in the Search Results grid.






Add a Region

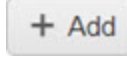
Navigation

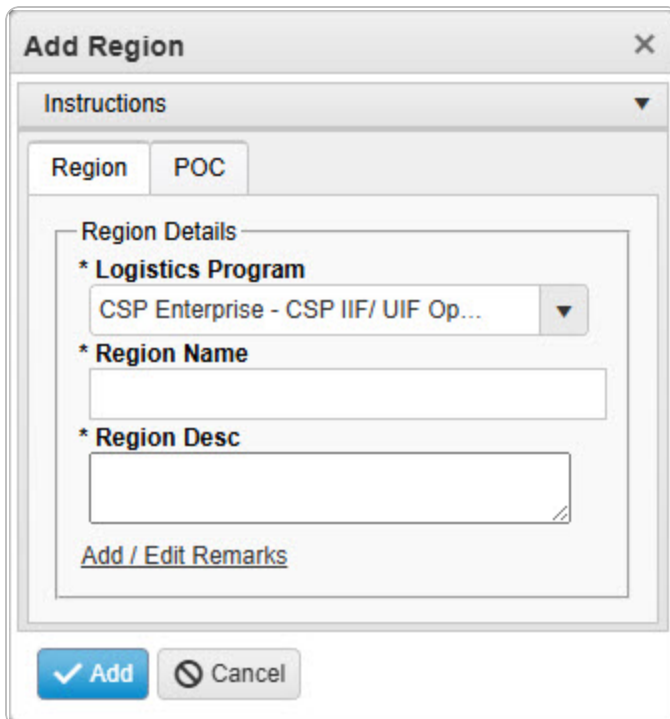
MASTER DATA MGMT > Region >  > Add Region pop-up window

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.




The screenshot shows the 'Add Region' pop-up window. It has a title bar with 'Add Region' and a close button. Below the title bar is a tabbed interface with 'Region' and 'POC' tabs. The 'Region' tab is active. Underneath, there is a 'Region Details' section with the following fields:

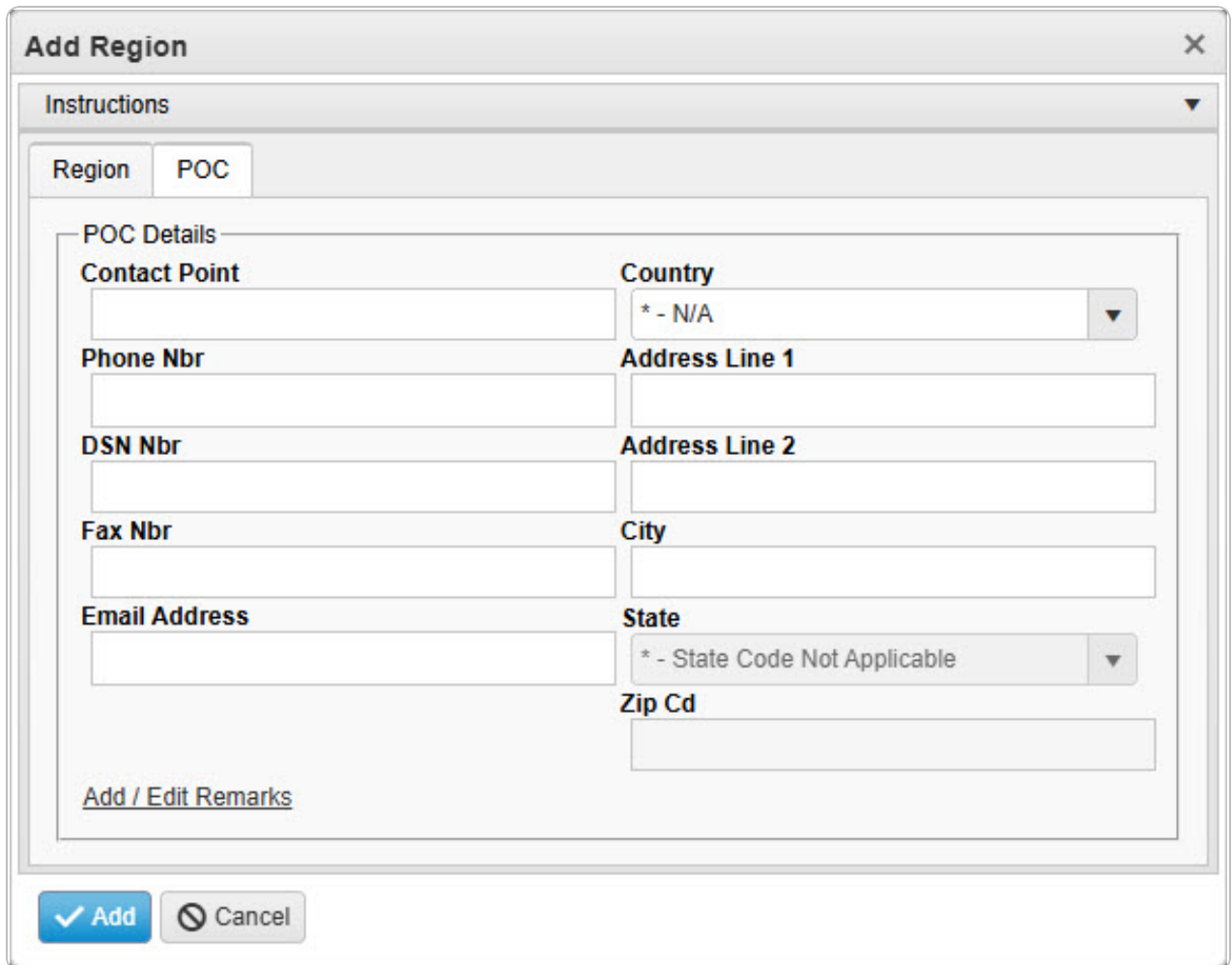
- * **Logistics Program**: A dropdown menu with 'CSP Enterprise - CSP IIF/ UIF Op...' selected.
- * **Region Name**: A text input field.
- * **Region Desc**: A text area.
- Add / Edit Remarks: A link for adding or editing remarks.

At the bottom of the window, there are two buttons: a blue 'Add' button with a checkmark and a grey 'Cancel' button with a stop sign.





- Use  to select the Logistics Program.
- Enter the Region Name in the field provided. *This is a 15 alphanumeric field.*
- Enter the Region DESC in the field provided. *This is a 125 alphanumeric field.*
- Select the **POC** tab.



Add Region

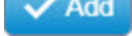
Instructions

Region POC

POC Details

Contact Point	Country
<input type="text"/>	* - N/A
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Code Not Applicable
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

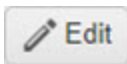
- Select . *The new Region record appears at the top of the Search Results grid, highlighted in green.*






Update a Region


Navigation

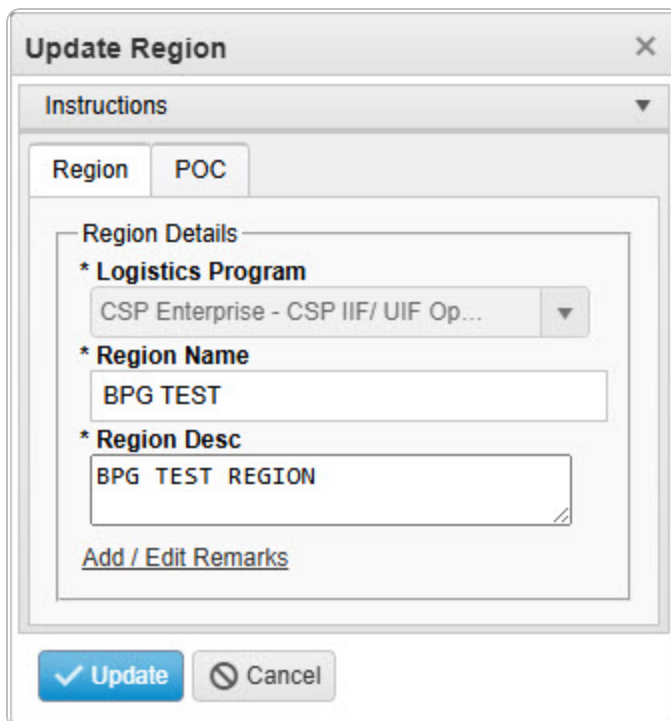
MASTER DATA MGMT > Region >  > Update Region pop-up window

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.



The screenshot shows a 'Update Region' dialog box with a close button (X) in the top right corner. It has a tabbed interface with 'Region' and 'POC' tabs, with 'Region' selected. Below the tabs is a 'Region Details' section containing:

- * Logistics Program: A dropdown menu showing 'CSP Enterprise - CSP IIF/ UIF Op...'
- * Region Name: A text input field containing 'BPG TEST'
- * Region Desc: A text area containing 'BPG TEST REGION'
- Below these fields is a link: 'Add / Edit Remarks'

At the bottom of the dialog are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a circle and slash icon).

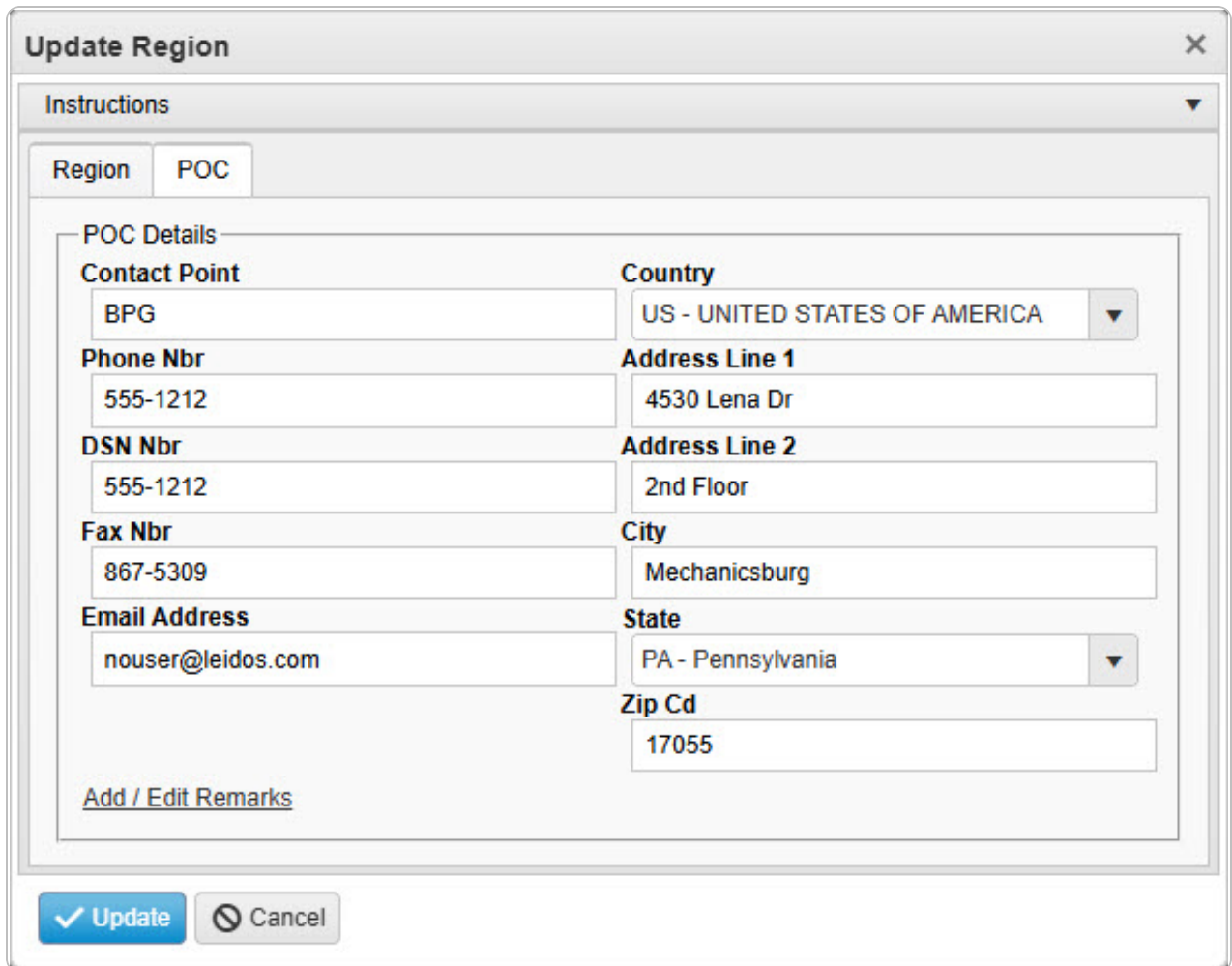
2. Verify the Logistics Program.





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](#)

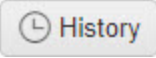
6. Select  . The revised Region appears in the grid, highlighted in green.





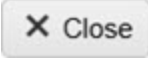
View a Region History

Navigation

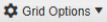
MASTER DATA MGMT > Region >  History > Region History pop-up window








Procedures


View the History of a Region Record

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

1. Select  **History**. 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

Navigation:   **1**      50 Items per page 1 - 2 of 2 Items

 Close

