



## Authorization Management

### Overview

The Force Systems Management module Authorization Management process provides the ability to create, view, update, or delete a platform authorization.

### Navigation

Authorization MGMT > Authorization Management > Authorization Management page

### Procedures

#### Search For an Authorization

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 ^

Authorization Id

Platform Select a Platform ▼

Reset
Search

- Enter the Authorization ID, or use to browse for the entry. *This is a 4-7 alphanumeric character field.*
- Use to select the Platform.

2. Select Search. The results appear in the **Authorization Management Search Results** panel.

### Search Results ^

Grid Options ▼ + Add Edit Delete Details

☐	Authorization Id ↑	Authorization Type ▼	Authorization Desc ▼	Platform	Mission Description ▼	Match Qty ▼	Unit Edit ▼
<input type="checkbox"/>	102319b	Primary	tst2	Admin	tst2	On	On
<input type="checkbox"/>	1234567	Standard	1234567 desc	Admin	1234567 mission	On	On
<input type="checkbox"/>	45082	Standard	45082 Desc	Admin	45082 Mission	Off	Off
<input type="checkbox"/>	jh0506a	Primary	2020.1.3	Admin	2020.1.3	On	On
<input type="checkbox"/>	jh0615a	Standard	Auth Mgmt Test 6-15-20	Admin	Auth Mgmt Test 6-15-20	On	On
<input type="checkbox"/>	test122	Standard	test 122 Description	Admin	test122 Mission	Off	Off
<input type="checkbox"/>	ts45082	Standard	ts45082 desc	Admin	ts45082 mission	Off	Off

Selected 0/7
◀ 1 ▶
100
1 - 7 of 7 items



## Add an Authorization

Select . The **Add an Authorization Management** page appears.

## Update an Authorization

1. Click  to select the desired entry. The **Authorization Management** record is highlighted, and , , and  become available.
2. Select . The **Update the Authorization Management** page appears.

## Delete an Authorization

1. Click  to select the desired entry. The **Authorization Management** record is highlighted, and , , and  become available.
2. Select . The **Delete the Authorization Management** page appears.

## View the Details of an Authorization

1. Click  to select the desired entry. The **Authorization Management** record is highlighted, and , , and  become available.
2. Select . The **Authorization Details** page appears.



## Add an Authorization Management

### Overview

The Authorization Management Add process provides the ability to create new authorizations.

### Navigation

Authorization MGMT > Authorization Management >  > Add an Authorization page

### Procedures

#### Add an Authorization

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

1. Select . The **Add an Authorization** page appears.

Authorization Management > Authorization Add

 Help

## Authorization Management

### Authorization

Authorization

* Authorization Type	Standard Authorization	Date Last Reviewed	<input type="text"/>
* Authorization Id	<input type="text"/>	Reviewer	<input type="text"/>
Platform	Select a Platform	Authorization Desc	<input type="text"/>
<input checked="" type="checkbox"/> Match Qty		Mission Desc	<input type="text"/>
<input checked="" type="checkbox"/> Unit Edit			

Attachments



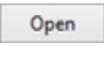
Primary	Name	Description
---------	------	-------------

Remarks

[Show remarks](#)



2. Use  to select the Authorization Type.
3. Use  to select the Date Last Reviewed, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter the Authorization ID in the field provided. *This is a 4-7 alphanumeric character field.*
5. Enter the Reviewer in the field provided. *This is a 30 alphanumeric character field.*
6. Use  to select the Platform.
7. Enter the Authorization DESC in the field provided. *This is a 250 alphanumeric character field.*
8. Click  to select the Match QTY. *The slider changes to  and the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
9. Enter the Mission DESC in the field provided. *This is a 125 alphanumeric character field.*
10. Click  to select the Unit Edit. *The slider changes to  and the user is able to set Unit specific Authorization and Required Quantity values.*
11. Select  in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*
  - A. Choose the file to attach, and select it.
  - B. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.*
  - C. Click  to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
  - D. Select  in the Description field. *The field becomes editable.*
  - E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*
12. Select the Show remarks hyperlink in the Remarks panel. *The Remarks and History Remarks fields appear.*
  - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
  - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. Select . *The **Add an Authorization** page closes, and the **Authorization Management** page displays the new information.*



## Update an Authorization Management

### Overview

The Authorization Management Update process allows editing of the authorization details.

### Navigation

Authorization MGMT > Authorization Management >  (desired record) >  >  
 Authorization Edit page

### Procedures

#### Update an Authorization

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

- Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.
- Select . The **Update the Authorization Management** page appears.



## Authorization Management

### Authorization ^

Authorization

<p>* Authorization Type <span style="float: right;">▼</span>  <input type="text" value="Primary Authorization"/></p>	<p>Date Last Reviewed <span style="float: right;">📅</span>  <input type="text" value="6/26/2020"/></p>
<p>* Authorization Id  <input type="text" value="1234"/></p>	<p>Reviewer  <input type="text" value="BPG"/></p>
<p>Platform <span style="float: right;">▼</span>  <input type="text" value="Select a Platform"/></p>	<p>Authorization Desc  <input type="text"/></p>
<p><input checked="" type="checkbox"/> Match Qty</p>	<p>Mission Desc  <input type="text"/></p>
<p><input checked="" type="checkbox"/> Unit Edit</p>	

Attachments

Browse

Primary	Name	Description
<input checked="" type="radio"/>	SliderOff.jpg	✕

Remarks

[Hide remarks](#)

<p>Remarks <input type="text" value="BPG Test"/></p>	<p>History Remarks <input type="text"/></p>
--	---

Cancel
Capture screenshot.
 Save

3. Update the Authorization Type, using to select the desired authorization.
4. Update the Date Last Reviewed, using or entering the date (MM/DD/YYYY) in the field provided.
5. *Verify the Authorization ID.*
6. Update the Reviewer, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
7. Update the Platform, using to select the desired platform.
8. Update the Authorization Desc, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*



9. Verify the Match QTY contains the appropriate  or . When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.
10. Update the Mission DESC, entering the revised explanation in the field provided. This is a 125 alphanumeric character field.
11. Verify the Unit Edit contains the appropriate  or . When green, the user is able to set Unit specific Authorization and Required Quantity values.
12. Select  in the Attachments panel. The **Choose File to Upload** pop-up window appears.
  - A. Choose the file to attach, and select it.
  - B. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.
  - C. Click  to select Primary. This indicates which attachment the system should open first if there are multiple documents.
  - D. Select  in the Description field. The field becomes editable.
  - E. Enter the Description in the field provided. This is an 250 alphanumeric character field.
13. Select the Show remarks hyperlink in the Remarks panel. The Remarks and History Remarks fields appear.
  - A. Update the Remarks, entering the revised information in the field provided. This is a 1024 alphanumeric character field.
  - B. Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.
14. Select . The **Authorization Edit** page closes, and the **Authorization Management** page displays the new information.



## Delete an Authorization Management

### Overview

The Authorization Management Delete process allows removal of an Authorization record.

### Navigation

Authorization MGMT > Authorization Management >  (desired record) >  > Delete Authorization pop-up window

### Procedures

#### Delete an Authorization

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

- Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.
- Select . The **Delete Authorization** pop-up window appears.

Delete Authorization
×

Are you sure you want to delete this Authorization?

**History Remarks**

- Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.
- Select . The Authorization is removed.