



## Authorization Manager

### Overview

The Force Systems Management module Authorization Manager process provides the ability to view or update the Authorization Manager's information. The Force Officer assigns the Platform to the Authorization Manager, giving the manager access to the different authorization applications.

### Navigation

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### Procedures

#### Search for an Authorization Manager

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 box, narrow the results by entering one or more of the following optional fields:

### Search Criteria

User Id

Last name

First name

Platform

**i** Enter criteria and select "Search" to view results.

- Enter the USER ID in the field provided. *This is a 25 alphanumeric character field.*
- Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*



- Select . The *Authorization Manager(s)* appears below the *Search Criteria*.

User Id ↑	Last Name	First Name	Middle Name
CJLEFAIVRE	LEFAIVRE	COURTNEY	
CNEVANS	EVANS	CAROL	
DLANTRY	ANTRY	DAVID	
EESCOBEDO	ESCOBEDO	EMILY	
HARVEYMS	HARVEY	MATTHEW	S

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- Select the desired USER ID. The *Search Results* panel opens, showing the *Authorization Manager's* list of *Platforms*.

**Search Results**

Grid Options Add Delete Save Reset

Platform ↑	Platform Desc	User Id
<input type="checkbox"/> 2BEAR	BEAR INITIAL SUPPORT	CJLEFAIVRE
<input type="checkbox"/> BPG Test	BPG Test	CJLEFAIVRE

Selected 0/2 10 items per page 1 - 2 of 2 items

### Add an Authorization Manager

- Select . The **Platform Browse** pop-up window appears.
- In the *Search Criteria* box, narrow the results by entering one or more of the following optional fields:



### Search Criteria

Platform

Platform Desc

- Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Platform DESC in the field provided. *This is a 1,024 alphanumeric character field.*

3. Select . *The Search Results panel opens, open to the Available tab with the entire list of Platforms.*

### Search Results

Available Selected

<input type="checkbox"/>	Platform ↑	Platform Desc
<input type="checkbox"/>	2BEAR	BEAR INITIAL SUPPORT
<input checked="" type="checkbox"/>	BEAR	WRM BEAR
<input type="checkbox"/>	BPG Test	BPG Test

◀ ◁ ▷ ▶ 10 items per page 1 - 3 of 3 items

4. Select  in front of the desired platform(s). *The row(s) are highlighted, and  appears.*
5. Choose the Selected tab. *The tab shows all the Platforms selected.*



### Search Results ^

Available    **Selected**

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	Platform ↑	Platform Desc
<a href="#">Remove</a>	BEAR	WRM BEAR

◀ ⏪ ⏩ ▶    10 items per page    1 - 1 of 1 items

✓ Take Selected

6. Select ✓ Take Selected. The **Platform Browse** pop-up window closes, and the selected Platform(s) appear in the Search Results grid.

### Search Results ^

🔍 Grid Options ▾    + Add    🗑 Delete    💾 Save    🔄 Reset

	Platform ↑	Platform Desc	User Id
<input checked="" type="checkbox"/>	BEAR	WRM BEAR	CJLEFAIVRE
<input type="checkbox"/>	2BEAR	BEAR INITIAL SUPPORT	CJLEFAIVRE
<input type="checkbox"/>	BPG Test	BPG Test	CJLEFAIVRE

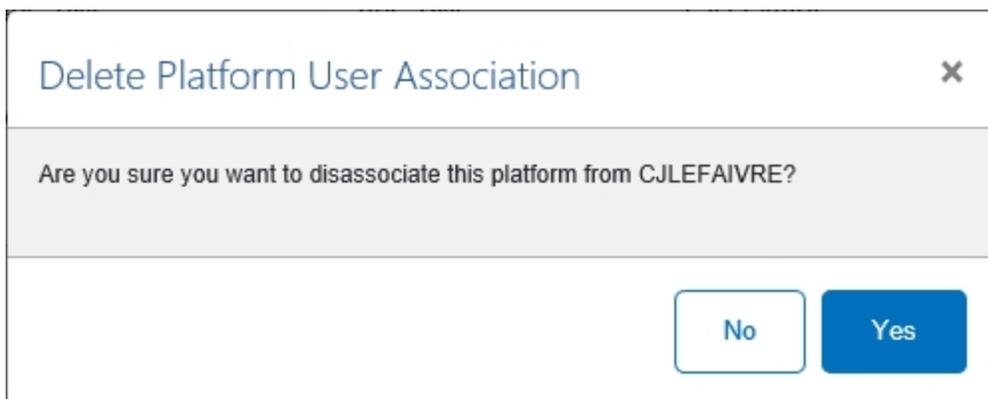
Selected 0/3    ◀ ⏪ ⏩ ▶    10 items per page    1 - 3 of 3 items

7. Select 💾 Save. The Platform(s) are associated to the USER ID.

### Delete an Authorization Manager

1. Select  in front of the desired platform. The row is highlighted, and  appears.
2. Select 🗑 Delete. The **Delete Platform User Association** pop-up window appears.





3. Select . The **Delete Platform User Association** pop-up window closes, and the Platform is disassociated from the USER ID.