



## Adding a Division

The **Division AUD** process will only be available to role specific users.

1. In the DPAS Materiel Management module, navigate to **Division Management** from the **Master Data Mgmt** menu – The Results Grid displays a list of all currently available Divisions.
2. Select the **Add** button from the grid header - The **Add Division** pop-up displays.
3. Enter a **Name** for the Division.
4. Enter a **Description**.
5. Enter **POC** information as needed.
6. Select the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields.
7. Select the **Add** button to save the changes – The updated Division displays highlighted at the top of the Results Grid.

Program	Name	Description
<input type="checkbox"/> WARCOM	<a href="#">BPG Support</a>	Bingo
<input type="checkbox"/> WARCOM	<a href="#">Comms Support</a>	N6
<input type="checkbox"/> AF CMP		
<input type="checkbox"/> WARCO		
<input type="checkbox"/> AF CMP		
<input type="checkbox"/> NAVAIR		
<input type="checkbox"/> NAVAIR		
<input type="checkbox"/> NAVAIR		
<input type="checkbox"/> USSOC		

**Add Division**

Instructions

Division:  POC:

Division Details

\* Name:

\* Description:

[Add / Edit Remarks](#)





## Updating a Division

The **Division Name** cannot be changed.

1. In the DPAS Materiel Management module, navigate to **Division Management** from the **Master Data Mgmt** menu – The Results Grid displays a list of all currently available Divisions.
2. Select the **Check Box** adjacent to the Division name.
3. Select the **Edit** button from the grid header – The **Update Division** pop-up displays
4. Change data as needed.
5. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
6. Select the **Update** button to save the changes – The updated Division displays highlighted at the top of the Results Grid.

Division	Program	Name	Description
<input type="checkbox"/>	WARCOM	BPG Support	Bingo
<input type="checkbox"/>	WARCOM	Comms Support	N6
<input type="checkbox"/>	AF CMP GFP	CRIS	Common Range Integrated Instrumentation System
<input checked="" type="checkbox"/>	AR		
<input type="checkbox"/>	AF C		
<input type="checkbox"/>	NAVA		
<input type="checkbox"/>	NAVA		
<input type="checkbox"/>	NAVA		
<input type="checkbox"/>	USSC		

**Update Division**

Instructions

Division: POC

Division Details

\* Name: Logistics Support

\* Description: N4

Add / Edit Remarks

Update Cancel





## Deleting a Division

A **Division** cannot be removed if it is associated to an active ICP(s) and if any material is attached to the applicable ICP(s).

1. In the DPAS Materiel Management module, navigate to **Division Management** from the **Master Data Mgmt** menu – The Results Grid displays a list of all currently available Divisions.
2. Select the **Check Box** adjacent to the Division name.
3. Select the **Delete** button from the grid header for the Division to be removed – The **Confirm Delete** pop-up displays.
4. Enter optional Remarks.
5. Select the **Delete** button – The Zone is removed from the Results Grid.

The screenshot displays the DPAS web interface. At the top, there is a navigation bar with a home icon and a 'Division' header. Below the header is a toolbar with buttons for 'Grid Options', '+ Add', 'Edit', and 'Delete'. A table below the toolbar lists divisions with columns for 'Program', 'Name', and 'Description'. The first row is selected, and its checkbox is checked. A 'Delete Division' pop-up dialog is open in the foreground. The dialog has a title bar with a close button. Inside, there is a section for 'Instructions' and a confirmation message: 'Are you sure you want to delete this Division?'. Below the message is a text area for 'History Remarks'. At the bottom of the dialog are two buttons: 'Delete' and 'Cancel'.

