

Authorization Details

Overview

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

Navigation

Authorization MGMT > Authorization Detail > Authorization Detail page

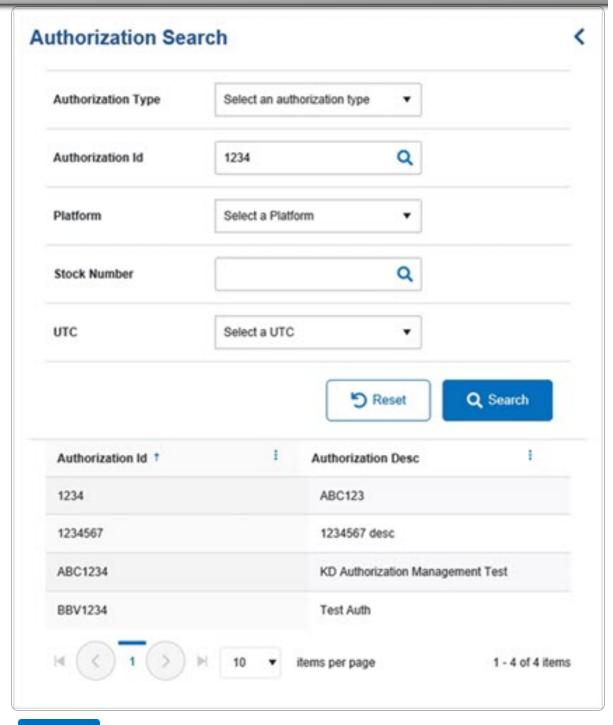
Procedure

Search for the Authorization Details

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.

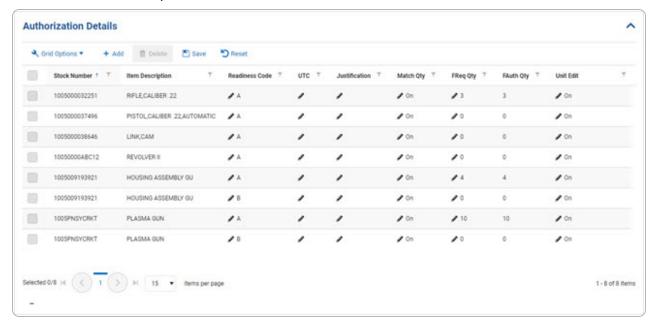




2. Select Q Search . The Results panel fills with records.



3. Select the desired Authorization ID. *The record is highlighted, and the Authorization Details panel fills with records.*



Add an Authorization Detail

1. Select ______. The **Stock Number Browse** page appears.

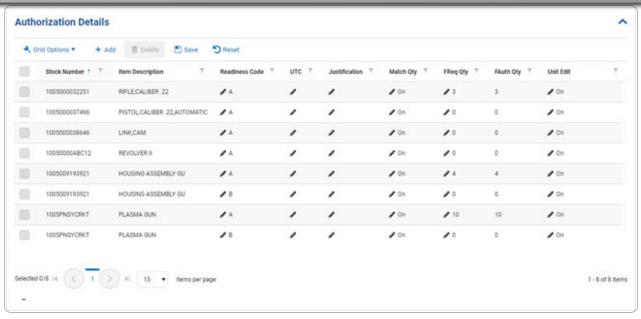
The Select hyperlink does not appear. Instead, click to select the desired entries. Select as many as needed.

2. Select . The chosen stock numbers appear at the top of the Authorization Details grid.

Update an Authorization Detail

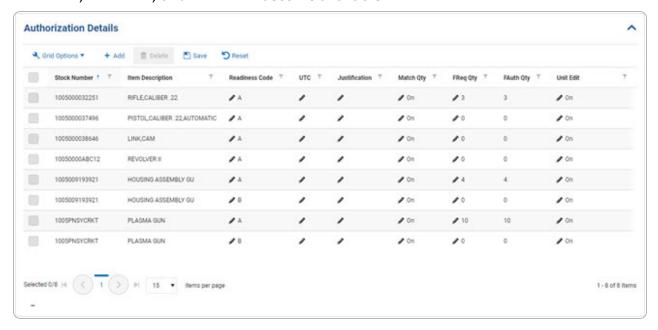
1. Click to select the desired entry. The Authorization Detail record is highlighted, and become available.





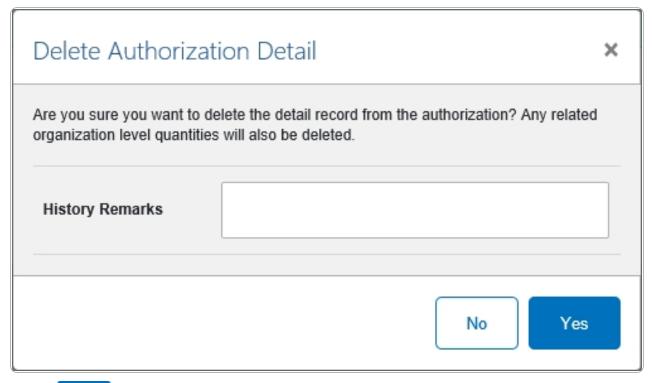
Delete an Authorization Detail

1. Click to select the desired entry. The Authorization Detail record is highlighted, and become available.





2. Select ________. The **Delete Authorization Detail** pop-up window appears.



3. Select Yes . The record is removed from the Authorization Details panel.