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

MASTER DATA MGMT > AUTH MGR AUD > Authorization Manager page

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 ⟲ Reset *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	

↺ Reset   🔍 Search

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

2.   Select   🔍 Search . *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	

|◄ < 1 2 > ►| 5 ▼ items per page   1 - 5 of 9 items

3.   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

	Platfor...	Platform De...	User Id	
☐	Admin	Admin	JDLR	
☐	CRK Platform	CRK Platform	JDLR	
☐	ExtTest	External Test	JDLR	

Selected 0/3 ◄ < 1 > ►| 10 ▼ items per page   1 - 3 of 3 items

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Add an Authorization Manager

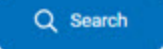1. Select [+ Add]. *The **Platform Browse** pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

Search Criteria ⌄

| Platform | | Platform Desc | |

↺ Reset   🔍 Search

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

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

	Platform ↑	⋮	Platform Desc	⋮
Remove	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	▼
☐	BEAR		WRM BEAR		CJLEFAIVRE	
☐	2BEAR		BEAR INITIAL SUPPORT		CJLEFAIVRE	
☐	BPG Test		BPG Test		CJLEFAIVRE	

Selected 0/3 |◄ (<) (>) ►| 10 ▼   items per page   1 - 3 of 3 items
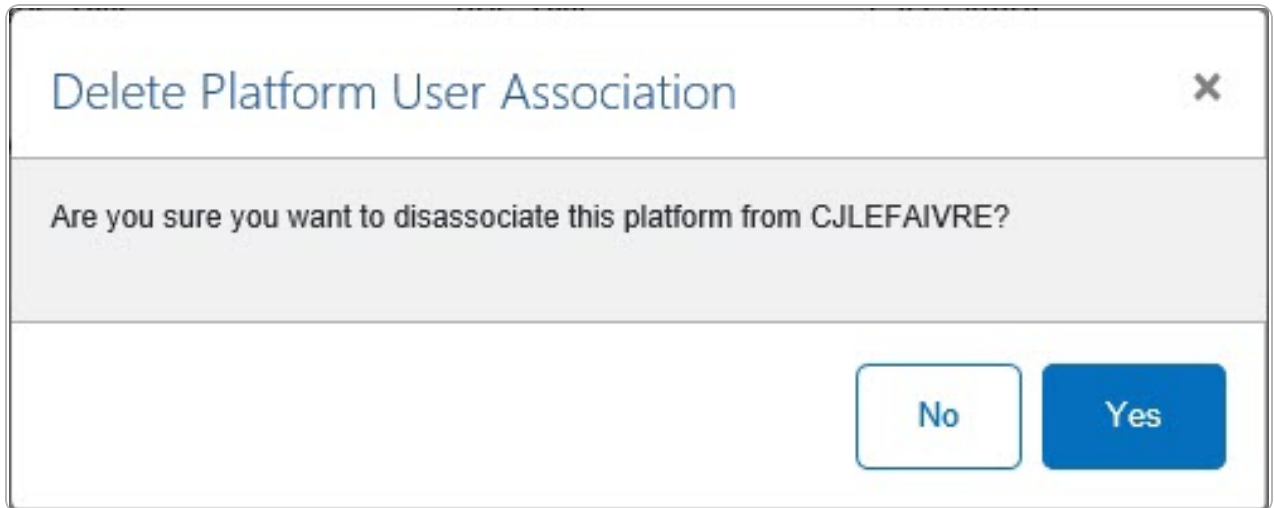
7.   Select   💾 Save   . *The Platform(s) are associated to the USER ID.*

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.*

Delete Platform User Association   ✕

Are you sure you want to disassociate this platform from CJLEFAIVRE?

[No]   [Yes]

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

**ODASD (Logistics)
under A&S Sustainment**

**DPAS Helpdesk
1-844-843-3727**