



## Division Management Overview

### Overview

The Materiel Management/Inventory Control Point module Division Management process provides the ability to view, create, edit, or delete a Division.

The Materiel Management module is set up into three tiers:

- **Program Management**
  - displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
  - displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
  - displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Codes, and Financial System Interfaces.

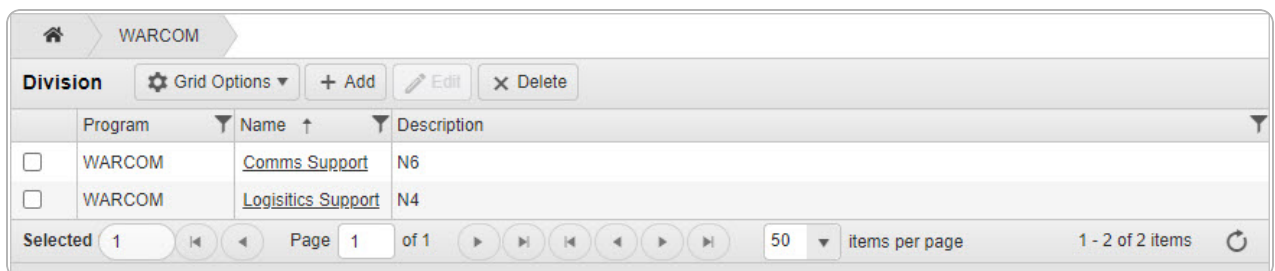
### Navigation

MASTER DATA MGMT > Division Management > Division page

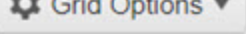

### Procedures

#### View a Division

1. View the default information in the Division Grid:



Program	Name	Description
WARCOM	Comms Support	N6
WARCOM	Logistics Support	N4

2. Select . The Grid Options expanded menu appears.
3. Select  to view the optional information in the Program Grid:





# Help Reference Guide

WARCOM

Division Grid Options + Add Edit Delete

Program	Name	Description	Contact Point	Address Line 1	Address Line 2	City	State	Zip Cd	Phone Nbr	DSN Nbr	Email Address	Fax Nbr	Program Id	Established DtTm	Established By	Last Transaction DtTm	Last Updated By	Remarks
<input type="checkbox"/>	WARCOM	Comms Support	N6	BPC			PA	17011					Missing	09/02/2017 3:46:43 PM	rustj	06/09/2022 2:21:38 PM	BPGROCE	
<input type="checkbox"/>	WARCOM	Logistics Support	N4										conversion	09/02/2017 3:46:43 PM	rustj	09/02/2017 3:46:43 PM	rustj	

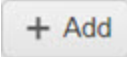
Selected 02 Page 1 of 1 50 items per page 1 - 2 of 2 items






# Add a Division

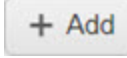
## Navigation

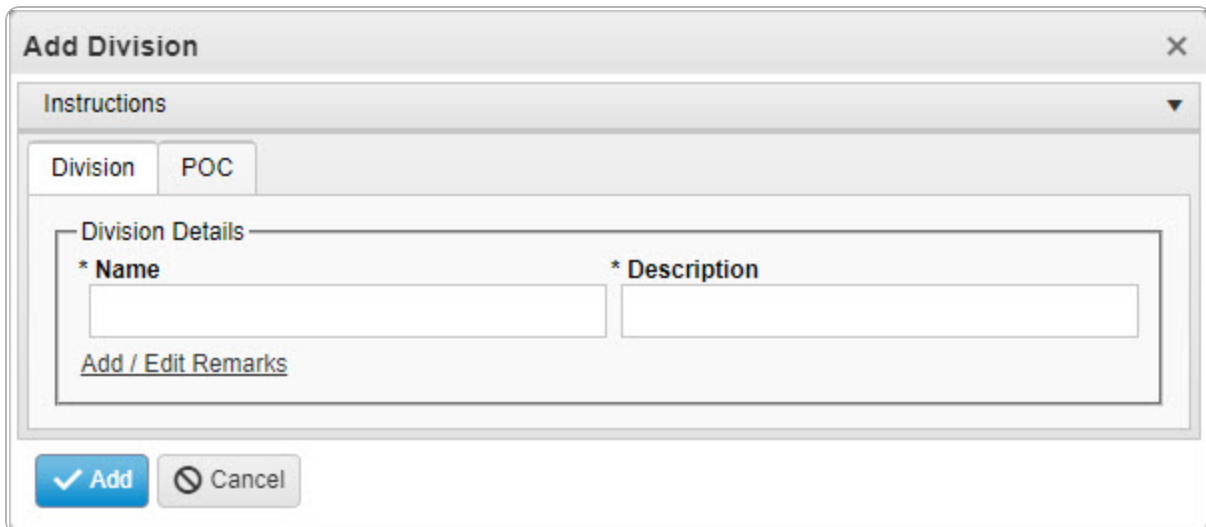
MASTER DATA MGMT > Division Management >  > Add Division pop-up window

## Procedures

### Add a Division

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

1. Select . The **Add Division** pop-up window displays, with the Division Tab available.



2. Enter the Name in the field provided. *This is a 25 alphanumeric character field.*
3. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*
4. Select the POC Tab.





**Add Division**
✕

Instructions ▾

Division

POC

POC Details

<b>Contact Point</b>	<b>Country</b> * - N/A ▾
<b>Phone Nbr</b>	<b>Address Line 1</b>
<b>DSN Nbr</b>	<b>Address Line 2</b>
<b>Fax Nbr</b>	<b>City</b>
<b>Email Address</b>	<b>State</b> * - State Cd Not Applicable ▾
<a href="#">Add / Edit Remarks</a>	<b>Zip Cd</b>

✓ Add

⊘ Cancel

5. Select . The **Add Division** pop-up window closes, and the new Division record appears at the top of the grid in green.






# Update a Division

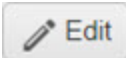


## Navigation

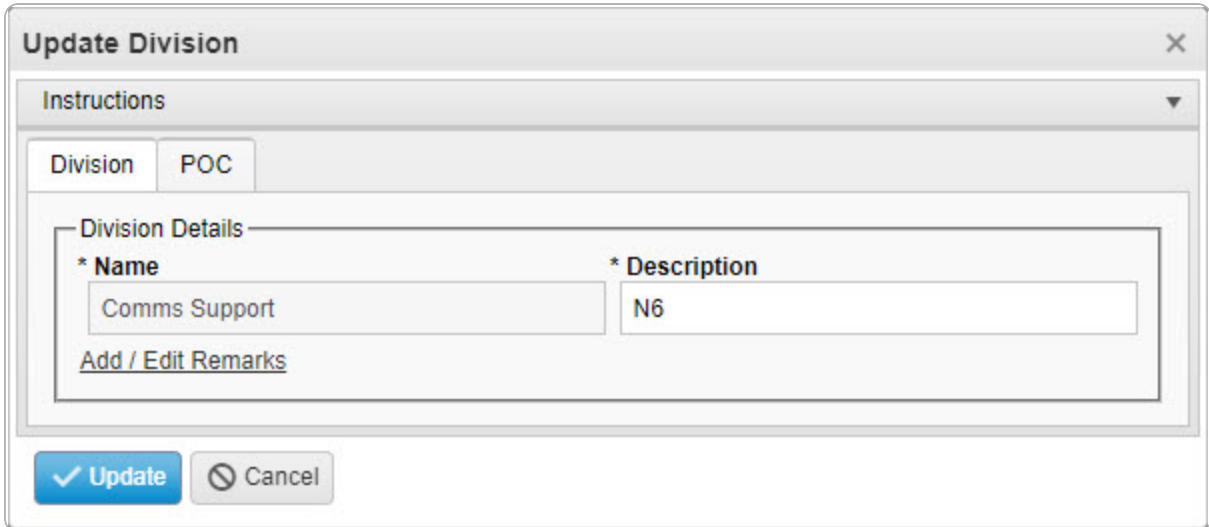
MASTER DATA MGMT > Division Management >  (desired record) >  > Update Division pop-up window

## Procedures

### Update a Division

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

1. Click  to select the desired entry. *The Division is highlighted, and  and  become available.*
2. Select . *The **Update Division** pop-up window displays, with the Division Tab available.*



3. *The Name automatically populates and is not editable.*





## Help Reference Guide

4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
5. Select the POC Tab.

✕

### Update Division

Instructions ▾

Division

POC

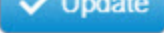
POC Details

<b>Contact Point</b> <input style="width: 95%;" type="text"/>	<b>Country</b> <input style="width: 95%;" type="text" value="*- N/A"/> ▾
<b>Phone Nbr</b> <input style="width: 95%;" type="text"/>	<b>Address Line 1</b> <input style="width: 95%;" type="text"/>
<b>DSN Nbr</b> <input style="width: 95%;" type="text"/>	<b>Address Line 2</b> <input style="width: 95%;" type="text"/>
<b>Fax Nbr</b> <input style="width: 95%;" type="text"/>	<b>City</b> <input style="width: 95%;" type="text"/>
<b>Email Address</b> <input style="width: 95%;" type="text"/>	<b>State</b> <input style="width: 95%;" type="text" value="*- State Cd Not Applicable"/> ▾
<b>Zip Cd</b> <input style="width: 95%;" type="text"/>	

[Add / Edit Remarks](#)

Update

Cancel

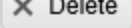
6. Select . The **Update Division** pop-up window closes, and the revised Division record appears at the top of the grid in green.






## Delete a Division

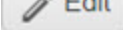
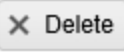
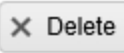
### Navigation

MASTER DATA MGMT > Division Management >  (desired division) >  > Delete Division pop-up window


### Procedures

#### Delete a Division

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

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



- Select . *The **Delete Division** pop-up window closes, and the Division record is removed from the Division grid.*

