Search for Points of Contact

Overview

The Maintenance and Utilization module Points of Contact process provides the ability to define location addresses and Points of Contact (POC) for later use in DPAS.

Navigation

Master Data > Points of Contact > Points of Contact Search page

Procedures

Search for Points of Contact

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 panel, narrow the results by entering one or more of the following optional fields.

Search Criteria ⌃

Address Type	-Select- ▼	Maint Division	-Select- ▼
DoDAAC		Contact	

⟲ Reset   🔍 Search

2.   Select [Search]. *The results appear in the Search Results grid.*

Search Results

	Maint Division	Address Type	DoDAAC	Contact	Office	Address1
☐	N61339	DE	N61339	--	--	NAVSISA
☐	W0MEAB	DE		--	--	1313 MOCKINGBIRD LANE
☐	W45454	DE	W45454	JOE JOHNSON	--	1313 MOCKING BIRD LANE
☐	W0MEAA	DE	333333	JOHN JOHN	W	12
☐	DHQCSD	DE	W22222	--	TEST DEC	TEST
☐	N00019	DE	N00019	DOWNTOWN ABEEY	--	E BROAD ST
☐	HQ0107	DE	HQ0107	NAVY	FUNC TEST	409 NAVSISA ALLEY
☐	EMILY1	DE		--	--	JJ
☐	W26988	DE		--	ARMY	1509 W 6TH STREET
☐	N00018	DE	N00018	FUNC TESTER	FUNC TEST	409 NAVSISA LANE

Selected 0/10 |◄ ◄ 1 2 3 4 5 ... ❯ ►| 10 ▼ items per page   1 - 10 of 157 items

Add a Point of Contact

Navigation

Master Data > Points of Contact > Search Criteria > **+ Add** > Add Point of Contact slide-out window

Procedures

Add an Address

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

1. Select [+ Add]. *The **Add Point of Contact** slide-out window appears on the right.*

Add Point of Contact ✕

Basic Information ︿

* Address Type	-Select- ▼	State Cd	-Select- ▼
* Status	Active ▼	DSN	
* Contact		Phone Nbr	
Office		Mobile	
Address1		Fax Nbr	
Address2		Email	
Address3		Zip Cd	
City		Country Cd	-Select- ▼

Additional Information ︿

DoDAAC		RIC	
Cage Cd		DUNS	

❌ Cancel   💾 Save

A.   *Complete the Basic Information panel.*

   a.   Use ▼ to select the Address Type.

> **Note**
>
> (?)   Depending on the Address Type, additional fields may become man-
> datory. If the Address Type is EP or FM, additional fields become available.

   b.   Use ▼ to select the Status.

   c.   Enter the Contact in the field provided. *This is a 1024 alphanumeric character field.*

B.   *Complete the Additional Information panel.*

   •   FM - FAST MGR Reporting

   1.   Enter the FAST Agency ABBRV in the field provided. *This is a 50 alphanumeric character field.*

   2.   Enter the Indirect Costs in the field provided. *This is a 10 alphanumeric character field.*

   •   EP - Equipment Pool

Additional Information

DoDAAC		FAST Report Lat/Long	⬤ FAST Report Lat/Long
Cage Cd			
RIC		Longitude	
DUNS		Latitude	

2. Select [💾 Save]. *The **Add Point of Contact** slide-out window closes and*

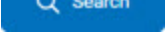✅ Maintenance Address added successfully

appears as the entry is added to the Search Results grid.

Update a Point of Contact

Navigation

Master Data > Points of Contact > Search Criteria > [Q Search] > Search Results > [✏ Edit] > Edit Point of Contact slide-out window

Procedures

Update a Point of Contact

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

1. Select [Edit]. *The **Edit Point of Contact** slide-out window appears on the right.*

Edit Point of Contact ✕

Basic Information ⌃

* Address Type	DE - Government activity (S... ▼	* State Cd	Ohio ▼
* Status	Active ▼	DSN	7896543
* Contact	DESTINATION POC	Phone Nbr	7115437890
Office		Mobile	
Address1	1234 DESTINATION LANE	Fax Nbr	
Address2		Email	
Address3		* Zip Cd	43212
* City	COLUMBUS	* Country Cd	United States of America ▼

Additional Information ⌃

* DoDAAC	DF0001	RIC	
Cage Cd		DUNS	

✖ Cancel		💾 Save

A. *Update the Basic Information panel.*

    a.   Update the Address Type, using ˅ to select the desired type.

> **Note**
>
> Depending on the Address Type, additional fields may become mandatory. If the Address Type is EP or FM, additional fields become available.

    b.   Update the Contact, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

    c.   Update the Office, entering the revised information in the field provided. *This is a 11 alphanumeric character field.*

    d.   Update the City, entering the revised location in the field provided. *This is a 22 alphanumeric character field.*

    e.   Update the State Cd, using ˅ to select the desired code.

    f.   Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

    g.   Update the Country Cd, using ˅ to select the desired code.

B. *Update the Additional Information panel.*

- FM - FAST MGR Reporting
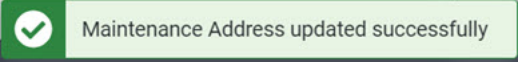

    1.   Update the FAST Agency ABBRV, entering the revised abbreviation in the field provided. *This is a 50 alphanumeric character field.*

    2.   Update the Indirect Costs, entering the revised amount in the field provided. *This is a 10 alphanumeric character field.*

- EP - Equipment Pool

Additional Information

DoDAAC		FAST Report Lat/Long
Cage Cd		Longitude
RIC		Latitude
DUNS		

2. Select [Save]. *The **Edit Point of Contact** slide-out window closes and*

   ✔ Maintenance Address updated successfully *appears as the entry is updated in the Search Results grid.*