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

[↻ 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:

PROPERTY &
EQUIPMENT
POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727
DPAS Website
http://dpassupport.golearnportal.org

- Use [▼] to select the Authorization Type.

- Enter the Authorization ID, or use [🔍] to browse for the entry. *This is a 4-7 alphanumeric character field.*

- Use [▼] to select the Platform.

- Enter the Stock Number, or use [🔍] to browse for the entry. *This is a 15 alphanumeric character field.*

- Use [▼] to select the UTC.

2. Select [🔍 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.*

Authorization Details

Grid Options ▾   + Add   🗑 Delete   💾 Save   🔄 Reset

	Stock Number ↑	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
☑	1730016429005	ADAPTER ASSEMBLY	✏ A	✏	✏	✏ On	✏ 0	0	✏ On
☐	1730015720882	ADAPTER,ASSEMBLY	✏ A	✏	✏	✏ On	✏ 0	0	✏ On

Selected 1/2 |◁ ◁ 1 ▷ ▷| 15 ▾   items per page   1 - 2 of 2 items

Add an Authorization Detail

1. Select [+ Add]. *The **Stock Number Browse** page appears.*

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

2. Select [✔ Take Selected]. *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* [🗑 Delete], [💾 Save], *and* [🔄 Reset] *become available.*

Authorization Details

Grid Options ▾   + Add   🗑 Delete   💾 Save   🔄 Reset

	Stock Number ↑	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
☑	1730016429005	ADAPTER ASSEMBLY	✏ A	✏	✏	✏ On	✏ 0	0	✏ On
☐	1730015720882	ADAPTER,ASSEMBLY	✏ A	✏	✏	✏ On	✏ 0	0	✏ On

Selected 1/2 |◁ ◁ 1 ▷ ▷| 15 ▾   items per page   1 - 2 of 2 items

2. Select ✏ in the Readiness Code column. *A drop-down field appears.*

3. Update the Readiness Code, using ▾ to select the desired code.

4. Select ✏ in the UTC column. *The field becomes editable.*

5. Update the UTC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

6. Select ✏ in the Justification column. *The field becomes editable.*

7. Update the Justification, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

8. Select ✏ in the Match QTY column. *A slider appears.*

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

9. Verify the Match QTY contains the appropriate ⬤ or ◯ . *When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*

10. Select ✏️ in the FREQ QTY column. *The field becomes editable.*

11. Update the FREQ QTY, entering the revised amount in the field provided. *This is a 4 numeric character field.*

12. Select ✏️ in the FAUTH QTY column. *The field becomes editable.*

13. Update the FAUTH QTY, entering the revised amount in the field provided. *This is a 4 numeric character field.*

14. Select ✏️ in the Unit Edit column. *A slider appears.*

15. Verify the Unit Edit contains the appropriate ⬤ or ◯ . *When green, the user is able to set Unit specific Authorization and Required Quantity values.*

16. Select 💾 Save . *The fields close and the record returns to the beginning of the Authorization Details grid.*

Delete an Authorization Detail

1. Click ☐ to select the desired entry. *The Authorization Detail record is highlighted, and* 🗑 Delete , 💾 Save , *and* 🔄 Reset *become available.*

Authorization Details

🔍 Grid Options ▾   + Add   🗑 Delete   💾 Save   🔄 Reset

	Stock Number ↑	Item Description	Readiness Code	UTC	Justification	Match Qty	FReq Qty	FAuth Qty	Unit Edit
☑	1730016429005	ADAPTER ASSEMBLY	✏️ A	✏️	✏️	✏️ On	✏️ 0	0	✏️ On
☐	1730015720882	ADAPTER,ASSEMBLY	✏️ A	✏️	✏️	✏️ On	✏️ 0	0	✏️ On

Selected 1/2 |◀ ◀ 1 ▶ ▶| 15 ▾ items per page   1 - 2 of 2 items

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

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727
DPAS Website
http://dpassupport.golearnportal.org

Delete Authorization Detail ✕

Are you sure you want to delete the detail record from the authorization? Any related organization level quantities will also be deleted.

History Remarks

[   ]

[No] [Yes]

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select [Yes]. *The record is removed from the Authorization Details panel.*

PROPERTY &
EQUIPMENT
POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727
DPAS Website
http://dpassupport.golearnportal.org