



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



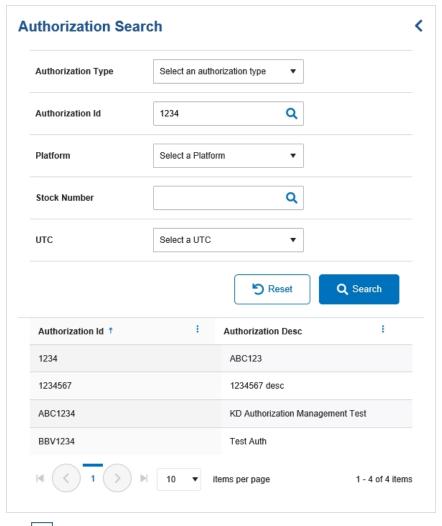
 \mid at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:









- 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 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 + Add . The Stock Number Browse page appears.



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 Save Reset



- 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.







- 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

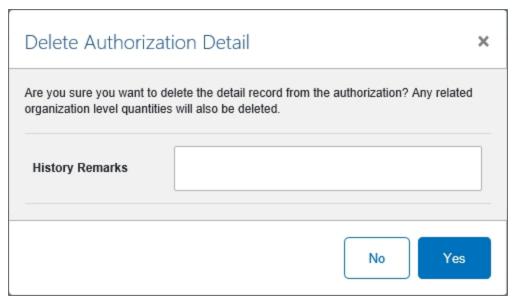


2. Select . The **Delete Authorization Detail** pop-up window appears.









- 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.