



Force Group Management

Overview

The Force Systems Management module Force Group Management process provides the ability to view or update Force Group information.
Force Group is the third tier of the structure.


Navigation

MASTER DATA MGMT > Force Group Management > Force Group Management page

Procedures

View a Force Group

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force system in the Force Group grid.

Force Group Management

Grid Options

Command	Group	Force Group Description	Contact	Phone Nbr	DSN	Email
Spt Equip HAF	Spt Equip	Support Equipment System Test Bug 58274	N/A	5555551212		bugtest@usaf.mil

1

10 items per page

1 - 1 of 1 items

Edit





Update a Force Group

1. Select the desired record.
2. Select  **Edit**. The **Update the Force Group System** page appears.





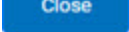
Update a Force Group System


Navigation

MASTER DATA MGMT > Force Group Management >  > Force Group Details page

Procedures

Update a Force Group

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

1. Select the desired entry. *The Force Group is highlighted.*
2. Select . *The **Force Group Details** page displays.*





Force Group Details

Group

Contact

Force Group

Group

Spt Equip

* Description

Support Equipment System Test Bu

Command

Air Force HAF > Spt Equip HAF

Remarks

[Show remarks](#)

Cancel

Save

- A.** Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
3. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*





Force Group Details

Group

Contact

Contact

* Contact

N/A

* Address 1

JUYH 87 AL

Address 2

Address 3

City

Zip Cd

State Cd

Select a State Cd

Country Cd

AF - AFGHANISTAN

POC Office

DSN

Phone Nbr

5555551212

Fax Nbr

Email

bugtest@usaf.mil

Remarks

[Show remarks](#)

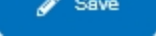
Cancel

Save

- A.** Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
- B.** Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*





4. Select  **Save**. The **Force Group Details** page closes, and the **Force Group Management** page displays the updated information.

