



# Force Group Management

## Overview

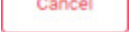
The Force Systems Management module Force Group Management process provides the ability to view or update Force Group information.  
Force Group is the third tier of the structure.

## 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.  
**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. *The selected record is highlighted in blue, and becomes available.*





2. Select . The **Force Group System Edit** page appears.





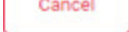
# Update a Force Group System



## 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 selected Force Group record is highlighted in blue, and*  
 becomes available.
2. Select . *The **Force Group Details** page displays.*





## Help Reference Guide

### Force Group Details

Group
Contact

Force Group

Group

Spt Equip

Command

Air Force HAF > Spt Equip HAF

Description

Support Equipment System Test Bu

Remarks

[Show remarks](#)

Cancel

Save

- A. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- B. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*

Remarks

[Hide remarks](#)

Remarks

System Test Bug 58274

History Remarks

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.*





## Help Reference Guide

- C. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*

Remarks	
<a href="#">Hide remarks</a>	
Remarks	History Remarks
<input type="text" value="System Test Bug 58274"/>	<input type="text"/>

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

