

# 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

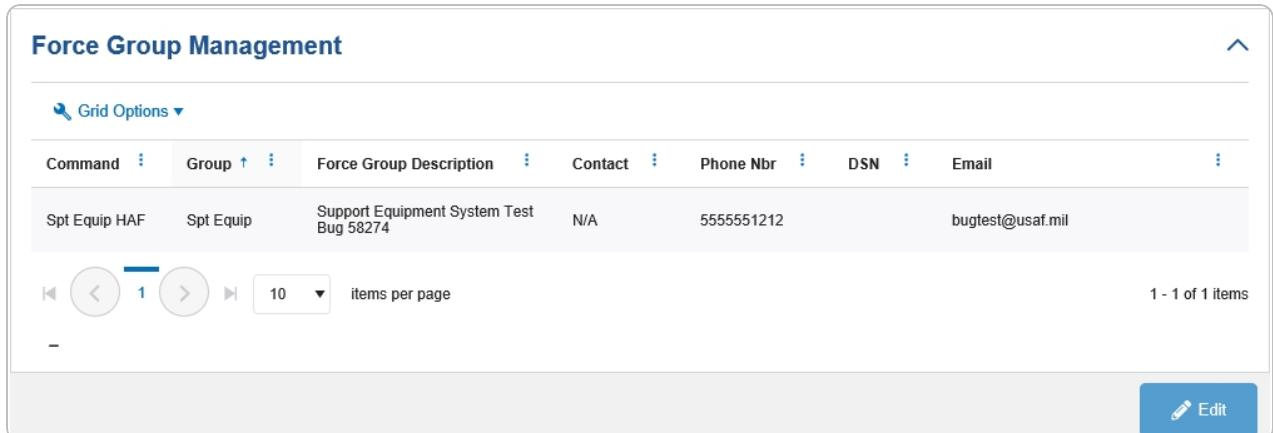
MASTER DATA MGMT > Force Group Management > Force Group Management page

## 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.



The screenshot shows a grid titled "Force Group Management" with the following columns: Command, Group, Force Group Description, Contact, Phone Nbr, DSN, and Email. A single row is visible, showing "Spt Equip HAF" in the Command column, "Spt Equip" in the Group column, "Support Equipment System Test Bug 58274" in the Force Group Description column, "N/A" in the Contact column, "5555551212" in the Phone Nbr column, and "bugtest@usaf.mil" in the Email column. Below the grid, there are navigation buttons for first, previous, next, and last, and a dropdown for "items per page" set to 10. A message "1 - 1 of 1 items" is displayed. A blue "Edit" button is located in the bottom right corner of the grid area.

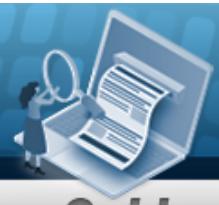
### Update a Force Group

1. Select the desired record. *The selected record is highlighted in blue, and becomes available.*





Enterprise Logistics Management System



## Help Reference Guide

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

 Cancel

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.*





### 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.*
- 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

Country Cd

AF - AFGHANISTAN

\* Address 1

JUYH 87 AL

POC Office

Address 2

DSN

Address 3

Phone Nbr

5555551212

City

Fax Nbr

Zip Cd

Email

bugtest@usaf.mil

State Cd

Select a State Cd

### Remarks

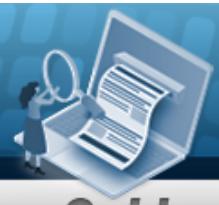
[Show remarks](#)

[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	System Test Bug 58274	History Remarks
 <b>Save</b>		

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

