



## Force Group Management

### Overview

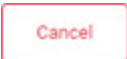
The Force Systems Management module Force Group Management process provides the ability to view or update Force Group information. Force Group is the third tier of the structure.

### Navigation

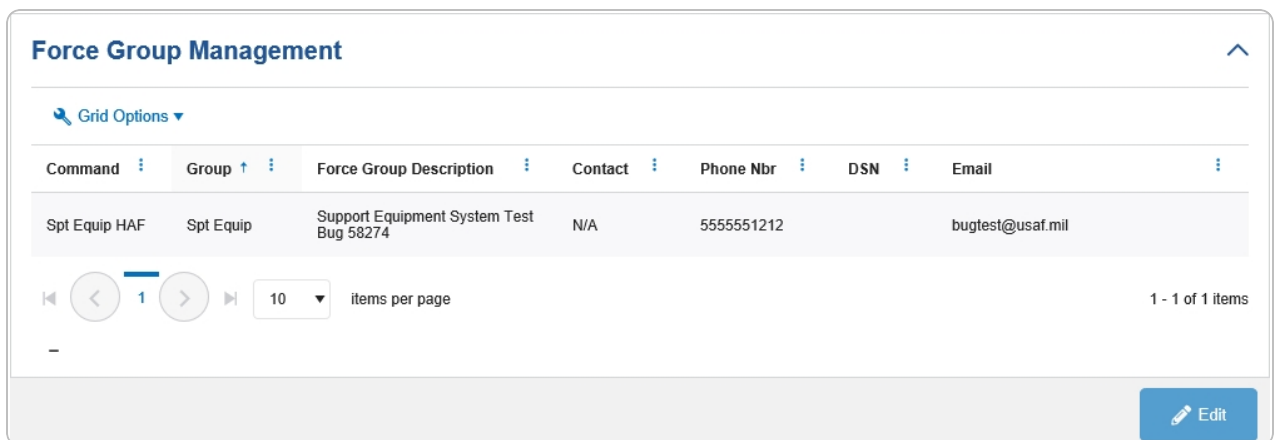
MASTER DATA MGMT > Force Group Management > Force Group Management page

### 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 Management grid.



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

Grid Options

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 Edit (Force Group Details)** page appears.





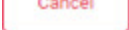
# Update a Force Group System



## 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 Edit (Force Group Details)** page displays.*





### Force Group Details

Group    Contact

**Force Group**

Group	<input type="text" value="Spt Equip"/>	* Description	<input type="text" value="Support Equipment System Test Bu"/>
Command	<input type="text" value="Air Force HAF &gt; Spt Equip HAF"/>		

**Remarks**  
[Show remarks](#)

- 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	<input type="text" value="System Test Bug 58274"/>	History Remarks	<input type="text"/>
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- 3. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*





### Force Group Details ^

Group    Contact

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Contact

* Contact	<input type="text" value="N/A"/>	Country Cd	<input type="text" value="AF - AFGHANISTAN"/>
* Address 1	<input type="text" value="JUYH 87 AL"/>	POC Office	<input type="text"/>
Address 2	<input type="text"/>	DSN	<input type="text"/>
Address 3	<input type="text"/>	Phone Nbr	<input type="text" value="5555551212"/>
City	<input type="text"/>	Fax Nbr	<input type="text"/>
Zip Cd	<input type="text"/>	Email	<input type="text" value="bugtest@usaf.mil"/>
State Cd	<input type="text" value="Select a State Cd"/>		

Remarks

[Show remarks](#)

- 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	

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

