



# Force Management

## Overview

The Force Systems Management module Force Management process provides the ability to view or update Force information.

Force is the top tier of the structure.


## Navigation

MASTER DATA MGMT > Force Management > Force Management page

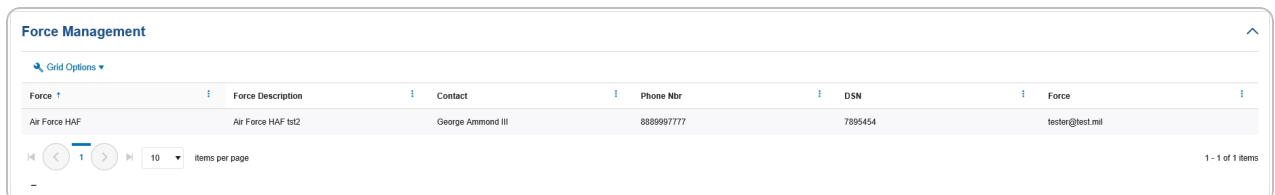
## Procedures

### View a Force System

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 systems in the Force Management grid.



Force	Force Description	Contact	Phone Nbr	DSN	Force
Air Force HAF	Air Force HAF 1st2	George Ammond III	8889997777	7895454	tester@test.mil

### Update a Force System


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





# Update a Force Management System


## Navigation

MASTER DATA MGMT > Force Management >  > Force Details page

## Procedures

### Update a Force System

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

### Force Details

Force    Contact

Force

Force

Air Force HAF


\* Description

Air Force HAF tst2

Remarks

Show remarks

Cancel

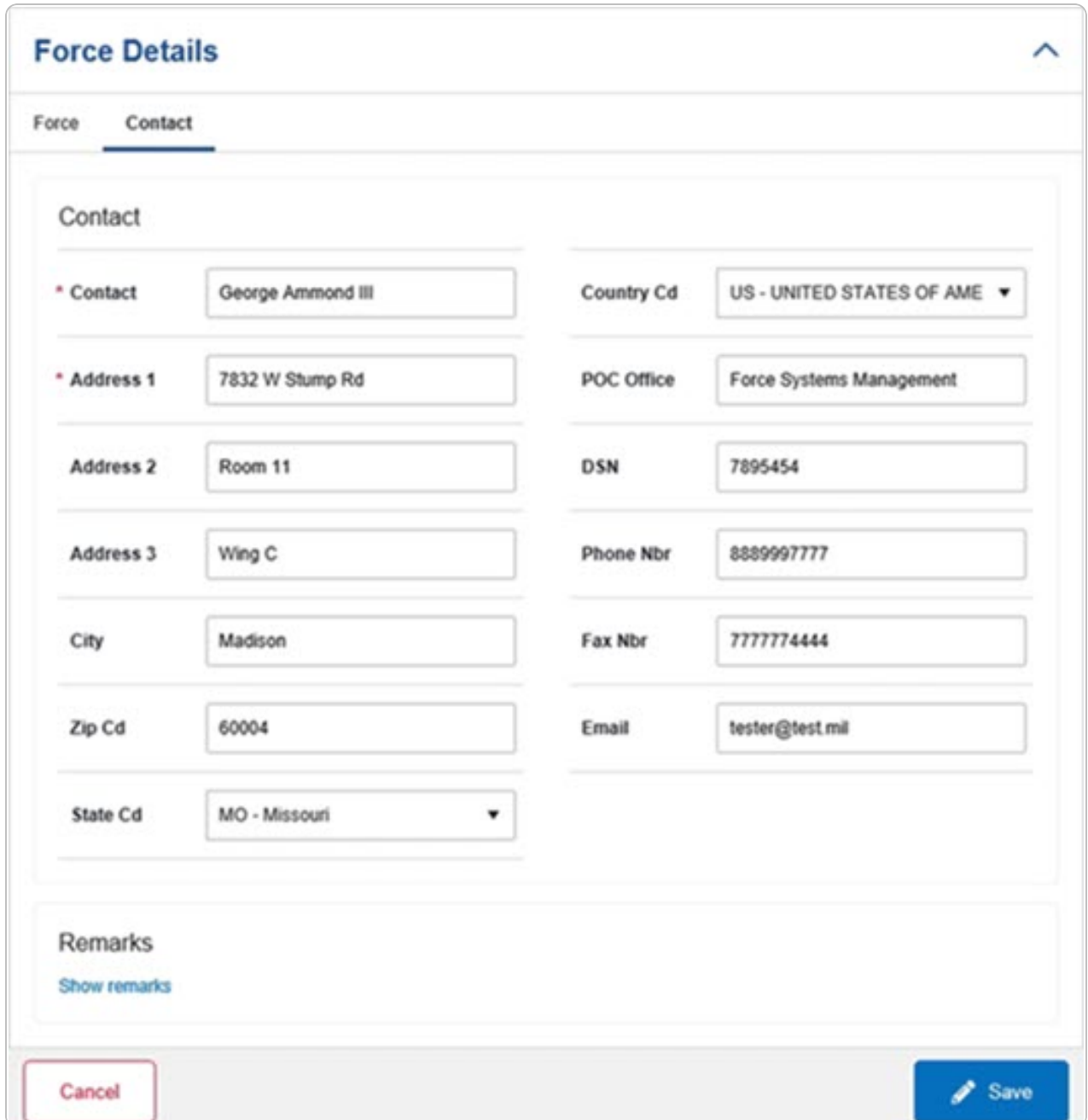






## Help Reference Guide

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



The screenshot shows the 'Force Details' form with the 'Contact' tab selected. The form contains the following fields:

Contact	
* Contact	George Ammond III
Country Cd	US - UNITED STATES OF AME ▼
* Address 1	7832 W Stump Rd
POC Office	Force Systems Management
Address 2	Room 11
DSN	7895454
Address 3	Wing C
Phone Nbr	8889997777
City	Madison
Fax Nbr	7777774444
Zip Cd	60004
Email	tester@test.mil
State Cd	MO - Missouri ▼


Below the form fields is a 'Remarks' section with a 'Show remarks' link. At the bottom of the form are 'Cancel' and 'Save' buttons.

- A.** Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*





## Help Reference Guide

- 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 . The **Force Details** page closes, and the **Force Management** page displays the updated information.

