



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

Cancel

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

1. View the Force systems in the Force Management grid.

Force Management					
Grid Options		Force	Force Description	Contact	Phone Nbr
Air Force HAF	Air Force HAF 1st2	George Ammond III	88889997777	7095454	tester@test.mil
1	10	Items per page			1 - 1 of 1 items

Update a Force System

1. Select the desired record. *The selected record is highlighted in blue, and becomes available.*
2. Select **Edit**. *The Force Management System Edit page appears.*





Update a Force Management System

Navigation

MASTER DATA MGMT > Force Management >  > Force Details page

Procedures

Update a Force System

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

Force Details

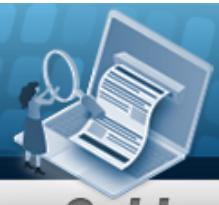
Force

Force	Air Force HAF
-------	---------------

Remarks

Show remarks



Help Reference Guide

- A. Update the Description, entering the revised information in the field provided. *This is a 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
<input type="text"/>		

- 3. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*





Force Details



Force Contact

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 ▾		

Remarks

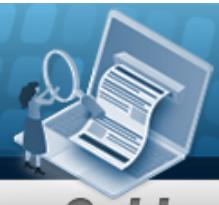
[Show remarks](#)

[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	
Hide remarks	
Remarks	System Test Bug 58274
History Remarks	

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

