



Force Management

Overview

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

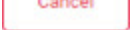
Force is the top tier of the structure.

Navigation

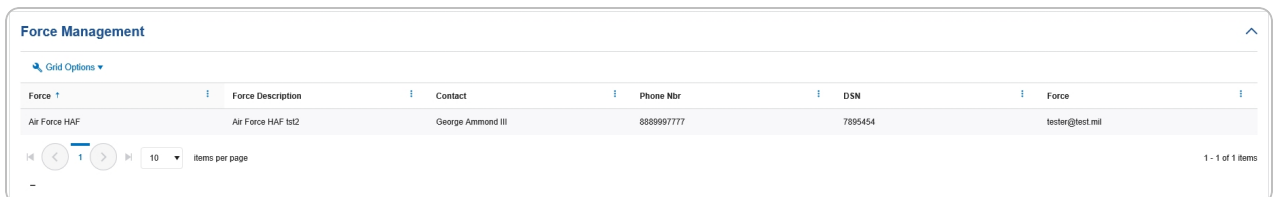
MASTER DATA MGMT > Force Management > Force Management page

Procedures

View a Force System

Selecting  at any point of this procedure removes all revisions and closes the page. **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 tst2	George Ammond III	888997777	7895454	tester@test.mil

Update a Force System

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




2. Select . *The **Force Edit (Force Details)** page appears.*





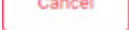
Update a Force Management System



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. **Bold** numbered steps are required.

1. Select the desired entry. The selected Force System record is highlighted in blue, and  becomes available.
2. Select . The **Force Edit (Force Details)** page displays, opened to the **Force** tab.





Force Details

Force Contact

Force

Force	Air Force HAF	* Description	Air Force HAF tst2
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Remarks

[Show remarks](#)

[Cancel](#) [Save](#)

- 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	
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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](#)

- 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.*

