



## 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. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force system in the Force Group grid.

### Force Group Management

Grid Options

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

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- Verify the Command.
- Verify the Group.
- Verify the Force Group Description.
- Verify the Contact.
- Verify the PHONE NBR.
- Verify the DSN.
- Verify the E-MAIL.

#### Update a Force Group

1. Select the desired record.

2. Select . The **Update the Force Group System** page appears.



## Update a Force Group System

### Overview

The Force Group Update process allows editing of the force group details.

### 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 Force Group is highlighted.*
2. Select . *The **Force Group Details** page displays.*
3. *View the Group tab.*

### 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 Group, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
- B. Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- C. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*



- D. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
  - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
  - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*

### Force Group Details ^

Group
Contact

**Contact**

<b>* Contact</b> <input style="width: 90%;" type="text" value="N/A"/>	<b>Country Cd</b> <input style="border-bottom: 1px solid #ccc;" type="text" value="AF - AFGHANISTAN"/>
<b>* Address 1</b> <input style="width: 90%;" type="text" value="JUYH 87 AL"/>	<b>POC Office</b> <input style="width: 90%;" type="text"/>
<b>Address 2</b> <input style="width: 90%;" type="text"/>	<b>DSN</b> <input style="width: 90%;" type="text"/>
<b>Address 3</b> <input style="width: 90%;" type="text"/>	<b>Phone Nbr</b> <input style="width: 90%;" type="text" value="5555551212"/>
<b>City</b> <input style="width: 90%;" type="text"/>	<b>Fax Nbr</b> <input style="width: 90%;" type="text"/>
<b>Zip Cd</b> <input style="width: 90%;" type="text"/>	<b>Email</b> <input style="width: 90%;" type="text" value="bugtest@usaf.mil"/>
<b>State Cd</b> <input style="border-bottom: 1px solid #ccc;" type="text" value="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 Country Cd, using  to select the desired code.





- C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
  - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
  - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
  - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
  - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
  - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
  - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
  - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
  - M. Update the State Cd, using  to select the desired code.
  - N. Select the Show Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select  Save. *The Force Group Details page closes, and the Force Group Management page displays the updated information.*