



Force Element Management

Overview

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

Force Element is the bottom tier of the structure.

Navigation

MASTER DATA MGMT > Force Element Management > Force Element Management page

Procedures

View a Force Element

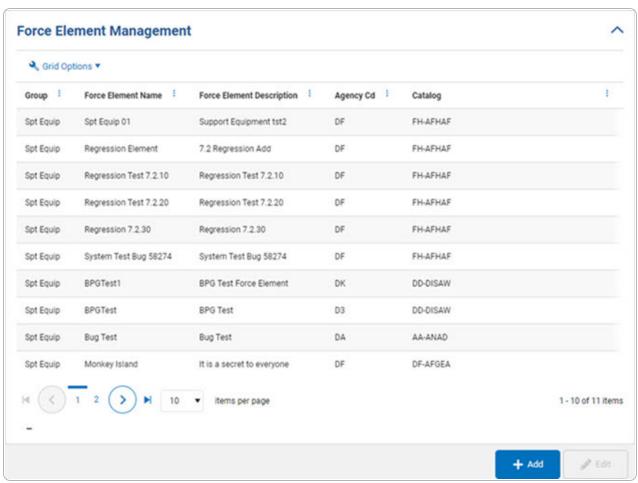
Selecting at any point of this procedure removes all revisions and closes the page.

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





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



Add a Force Element

Select + Add

. The Add a Force Element page appears.

Update a Force Element

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





Add a Force Element System

Navigation

MASTER DATA MGMT > Force Element Management > Force Element Details page

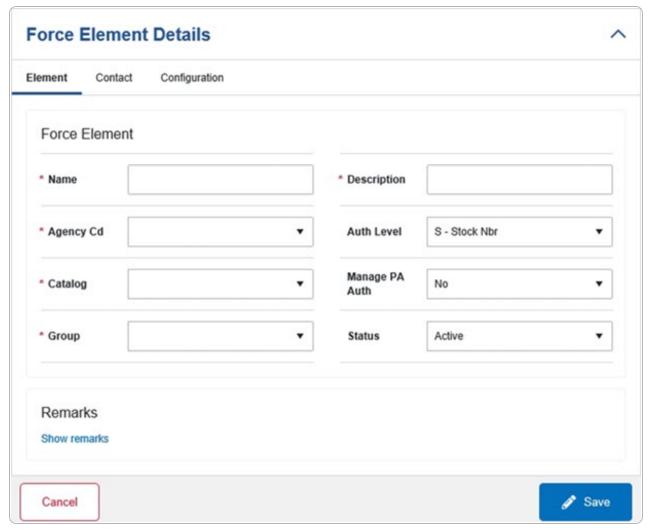
Procedures

Add a Force Element

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



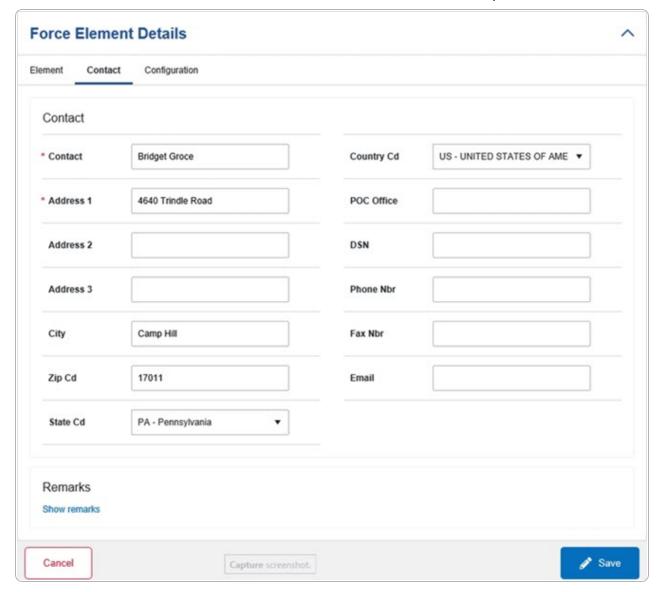
1. Select + Add a Force Element page appears.



- **A.** Enter the Name in the field provided. *This is a 25 alphanumeric character field.*
- **B.** Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
- **C.** Use to select the Agency Cd.
- **D.** Use to select the Catalog.
- **E.** Use _____ to select the Group.



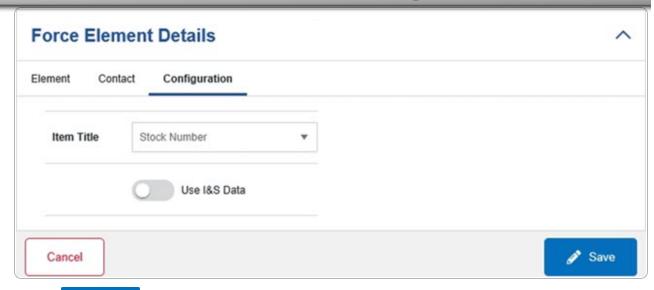
2. Select the Contact Tab. The Element tab closes and the Contact tab opens.



- **A.** Enter the Contact in the field provided. *This is a 50 alphanumeric character field.*
- **B.** Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- 3. Select the Configuration Tab. The Contact tab closes and the Configuration tab opens.

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





Update a Force Element System

Navigation

MASTER DATA MGMT > Force Element Management > Force Element Details page

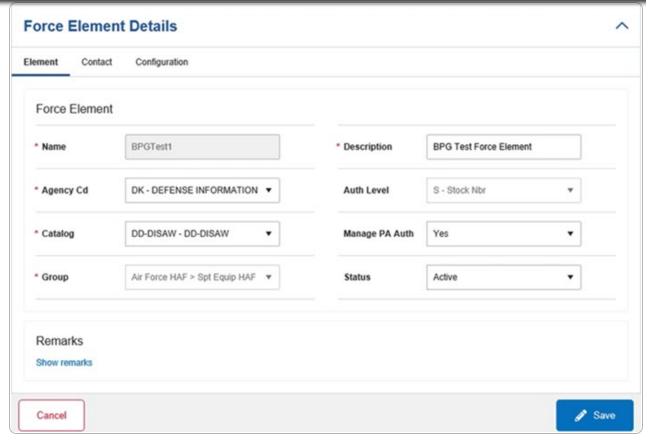
Procedures

Update a Force Element

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

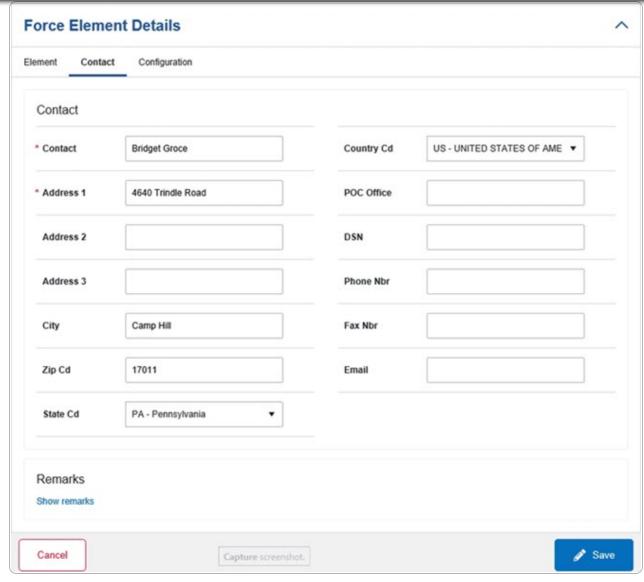
- 1. Select the desired entry. The Force Element is highlighted.
- 2. Select Force Element Details page displays.





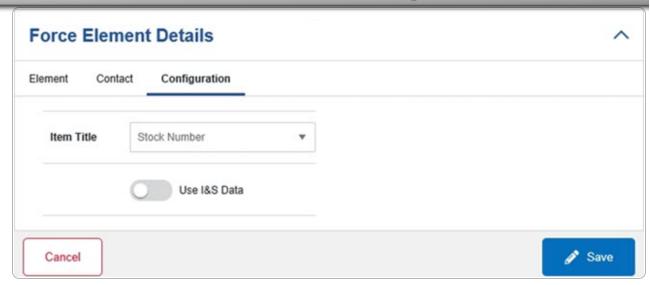
- **A.** Verify the Name.
- **B.** Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- **C.** Update the Agency Cd, using _____ to select the desired code.
- **D.** Update the Catalog, using _____ to select the desired code.
- **E.** Verify the Group.
- 3. Select the Contact Tab. The Element tab closes and the Contact tab opens.





- **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.*
- 4. Select the Configuration Tab. The Contact tab closes and the Configuration tab opens.





5. Select Save . The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.