



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


10 items per page
1 - 1 of 1 items

 Edit





Update a Force Group

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





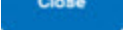
Update a Force Group System


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.*





Help Reference Guide

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 Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
3. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*





Help Reference Guide

Force Group Details ^

Group
Contact

Contact

* Contact <input style="width: 90%;" type="text" value="N/A"/>	Country Cd <input style="border-bottom: 1px solid #ccc;" type="text" value="AF - AFGHANISTAN"/>
* Address 1 <input style="width: 90%;" type="text" value="JUYH 87 AL"/>	POC Office <input style="width: 90%;" type="text"/>
Address 2 <input style="width: 90%;" type="text"/>	DSN <input style="width: 90%;" type="text"/>
Address 3 <input style="width: 90%;" type="text"/>	Phone Nbr <input style="width: 90%;" type="text" value="5555551212"/>
City <input style="width: 90%;" type="text"/>	Fax Nbr <input style="width: 90%;" type="text"/>
Zip Cd <input style="width: 90%;" type="text"/>	Email <input style="width: 90%;" type="text" value="bugtest@usaf.mil"/>
State Cd <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 Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*





Help Reference Guide

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

