

Help Reference Guide

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.

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

View the Force systems in the Force Management grid.



Update a Force System

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



Update a Force Management System

Navigation

MASTER DATA MGMT > Force Management > Force Details page

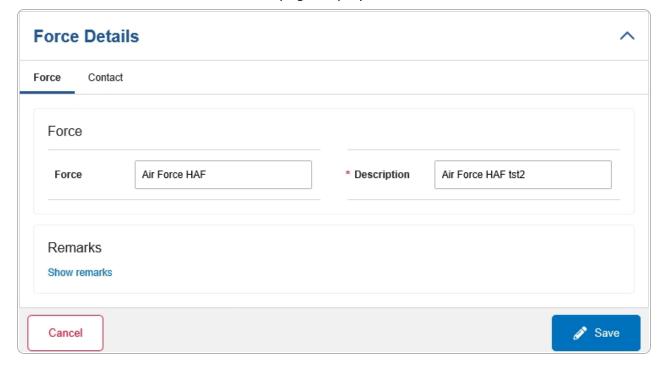
Procedures

Update a Force System

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

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

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

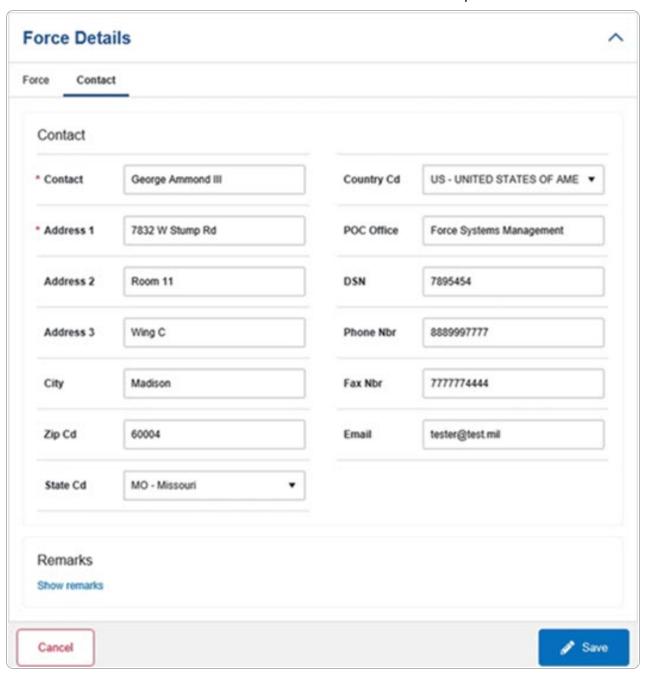






Help Reference Guide

- **A.** Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
- 3. Select the Contact Tab. The Force 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.*



Help Reference Guide

- **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 **Force Details** page closes, and the **Force Management** page displays the updated information.