Force Command Management

Overview

The Force Systems Management module Force Command Management process provides the ability to view or update Force Command information.
Force Command is the second tier of the structure.

Navigation

MASTER DATA MGMT > Force Command Management > Force Command Management page

Procedures

View a Force Command

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 Command grid.

- *Verify the Force.*

- *Verify the Command.*

- *Verify the Force Command Description.*

- *Verify the Contact.*

- *Verify the PHONE NBR.*

- *Verify the DSN.*

- *Verify the E-MAIL.*

Update a Force Command

1. Select the desired record.

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

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

Update a Force Command System

Overview

The Force Command Update process allows editing of the force command details.

Navigation

MASTER DATA MGMT > Force Command Management > [✎ Edit] > Force Command Details page

Procedures

Update a Force Command

Selecting [⊘ Cancel] *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 Command is highlighted.*

2. Select [✎ Edit]. *The **Force Command Details** page displays.*

3. *View the Command tab.*

A. Update the Command, 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 a 250 alphanumeric character field.*

C. Update the Force, entering the revised name in the field provided. *This is a 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.*

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727
DPAS Website
http://dpassupport.golearnportal.org

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

Force Command Details ⌃

Command   **Contact**

Contact

* Contact	Nick Biller III	Country Cd	US - UNITED STATES OF AME ▼
* Address 1	15 Newman Rock Rd	POC Office	Force Command
Address 2	88 L98QJU	DSN	
Address 3	PO BOX	Phone Nbr	4587772525
City	place	Fax Nbr	4587771212
Zip Cd	65654	Email	tester@test.mil
State Cd	KS - Kansas ▼		

Remarks
Show remarks

Cancel   Capture screenshot.   ✏ Save

A. Update the Contact, entering the revised name in the field provided. *This is a 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 a 25 alphanumeric character field.*

D. Update the POC Office, entering the revised rank in the field provided. *This is a 30 alphanumeric character field.*

E. Update the Address 2, entering the revised residence in the field provided. *This is a 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 a 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.*

PROPERTY & EQUIPMENT POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

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

PROPERTY &
EQUIPMENT
POLICY
OUSD • AT&L • ARA

DPAS Call Center
1-844-843-3727
DPAS Website
http://dpassupport.golearnportal.org