



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

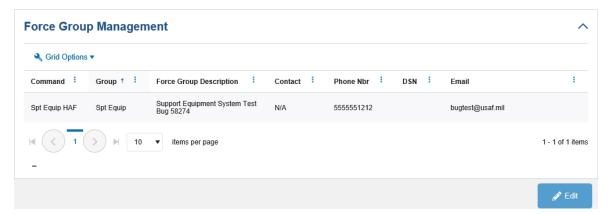
MASTER DATA MGMT > Force Group Management > Force Group Management page

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.



- 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 >



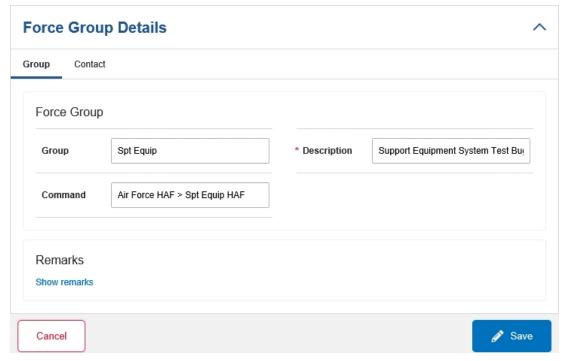
> Force Group Details page

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.



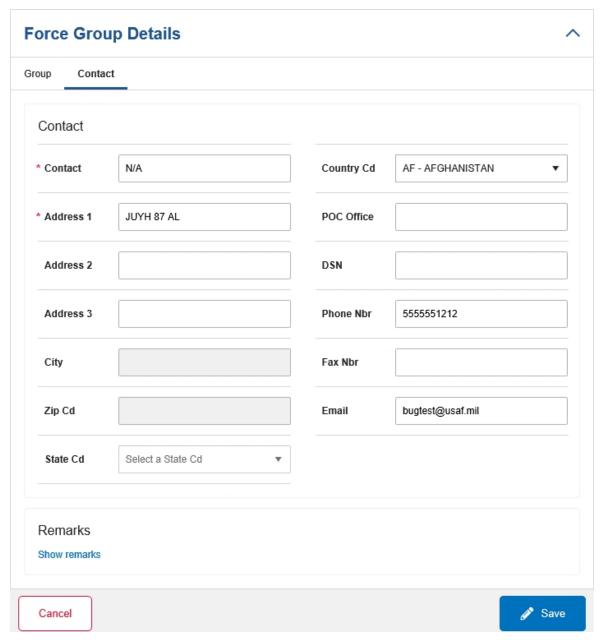
- A. Update the Group, entering the revised name in the field provided. This is an 100 alphanumeric character field.
- **B.** Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
- C. Update the Command, entering the revised name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



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

