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 ⊘ Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* ‹ Back *retains the information and returns to the previous page. **Bold** numbered steps are required.*

1. View the Force systems in the Force Management grid.
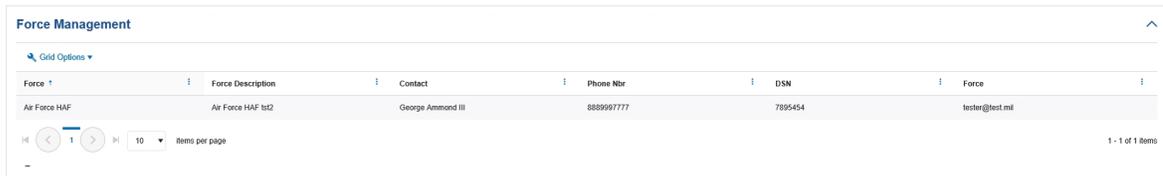
   - *Verify the Force.*

   - *Verify the Force Description.*

   - *Verify the Contact.*

   - *Verify the PHONE NBR.*

   - *Verify the DSN.*

   - *Verify the Force (E-MAIL).*

Update a Force System

1. Select the desired record.

2. Select ✏ Edit . *The **Update the Force Management System** page appears.*

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Update a Force Management System
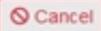
Overview

The Force Management Update process allows editing of a force system.

Navigation

MASTER DATA MGMT > Force Management > [✏ Edit] > Force Details page

Procedures

Update a Force System

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [‹ Back] *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 [✏ Edit]. *The* **Force Details** *page displays.*

3. *View the Force tab.*

Force Details   ⌃

| Force | Contact |

Force

| Force | Air Force HAF | * Description | Air Force HAF tst2 |

Remarks
Show remarks

[Cancel]   [✏ Save]

   A. Update the Force, entering the revised name in the field provided. *This is a 100 alphanumeric character field.*

   B. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*

   C. 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*

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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 Force tab closes and the Contact tab opens.*

Force Details ⌃

Force   **Contact**

Contact

* Contact	George Ammond III	Country Cd	US - UNITED STATES OF AME ▼
* Address 1	7832 W Stump Rd	POC Office	Force Systems Management
Address 2	Room 11	DSN	7895454
Address 3	Wing C	Phone Nbr	8889997777
City	Madison	Fax Nbr	7777774444
Zip Cd	60004	Email	tester@test.mil
State Cd	MO - Missouri ▼		

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 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.*

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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 [✎ Save]. *The Force Details page closes, and the Force Management page displays the updated information.*

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