

Search for a Agency Catalog Inquiry

Overview

The Maintenance and Utilization (M&U) module Agency Catalog Inquiry process provides the ability to search for Catalog records.

Navigation

Inquiries > Catalog > Agency Catalog Inquiry > Agency Catalog Inquiry Search page

Procedures

Search for an Agency Catalog Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

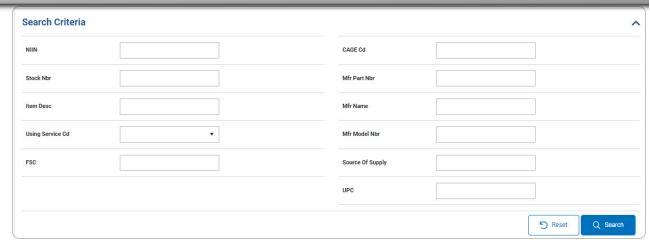
1. Select of the desired Catalog Section.



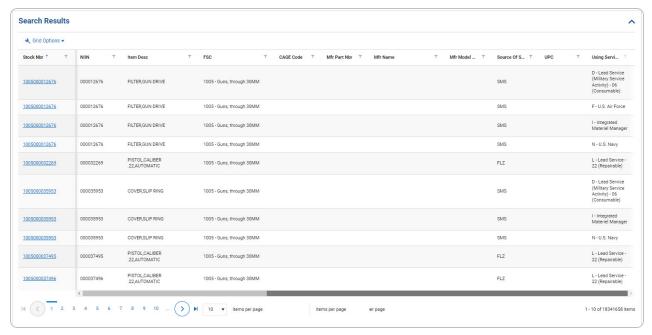
- 2. Select . The Search Criteria grid appears.
- 3. In the Search Criteria box, choose which available field to use in the search.



Help Reference Guide



4. Select . The results display in the **Agency Catalog Inquiry Search Results** grid.



5. Select the STOCK NBR hyperlink of the desired entry. *The Agency Catalog Inquiry Details* page appears.





View the Agency Catalog Inquiry Details

Navigation

Inquiries > Catalog > Agency Catalog Inquiry > Search Criteria > Search Results > STOCK NBR hyperlink > Agency Catalog Inquiry Details page

Procedures

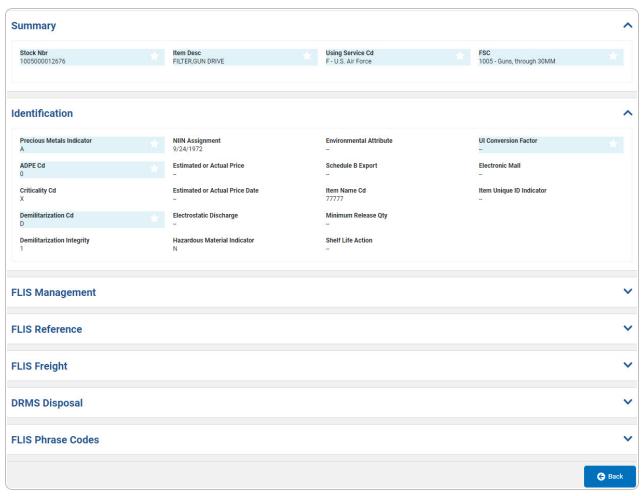
View the Agency Catalog Inquiry Details

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



Help Reference Guide

1. Verify the Agency Catalog Details.



- 2. Verify the Summary panel.
- 3. Verify the Identification panel.
- 4. Verify the FLIS Management panel.



5. Verify the FLIS Reference panel.



Help Reference Guide



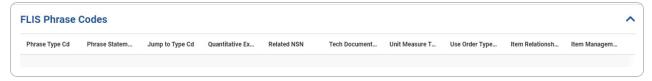
6. Verify the FLIS Freight panel.



7. Verify the DRMS Disposal panel.



8. Verify the FLIS Phrase Codes grid.



9. Select G Back . The **Agency Catalog Inquiry Search** page appears.