



# Search for an Equipment Pool Inquiry — Criteria

## Overview


The Maintenance and Utilization (M&U) module Equipment Pool Inquiry process provides the ability to search for Equipment Pools.

## Navigation

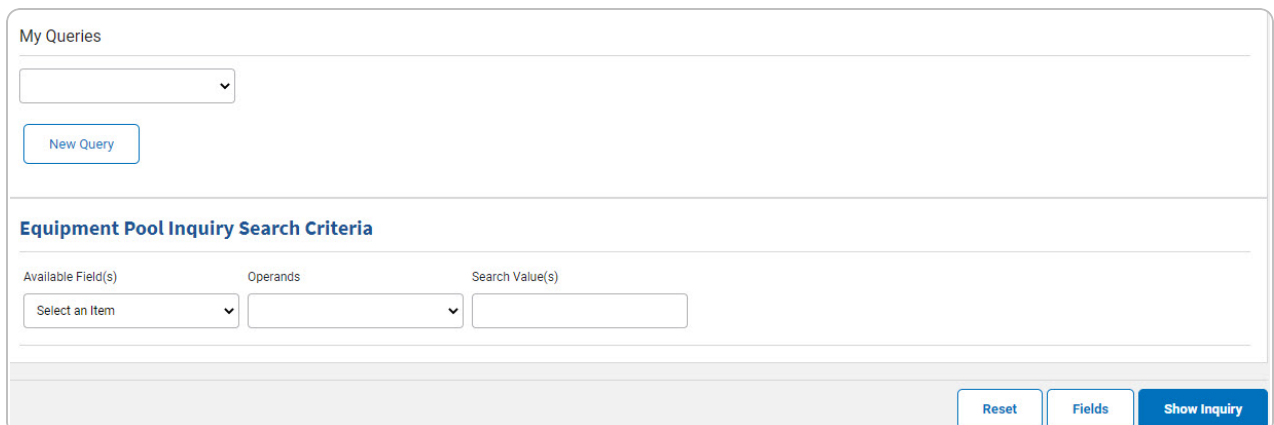
Inquiries > Maintenance > EQUIP POOL > Equipment Pool Inquiry Search Criteria page

## Procedures

### Search for an Equipment Pool 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. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'Equipment Pool Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the main search criteria section. It has three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item' selected. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.

#### Note



Adding another Available Field




automatically populates an additional search criteria row.








### Note



Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
4. Choose which Search Value(s) to use in the search.


### Remove an Available Field Row

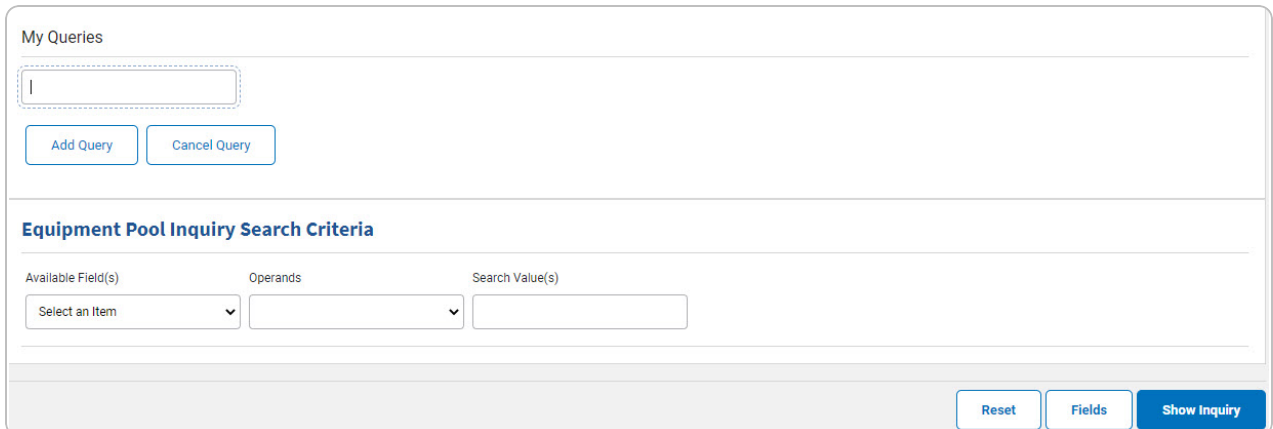
- a. Use  to select desired Available Field.
  - b. Select . *The desired row is removed.*
5. Select . *The **Equipment Pool Inquiry — Results** page appears.*

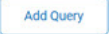
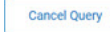




### Add a My Queries Inquiry

1. Select . The page refreshes, and My Queries changes from a drop-down field to a text field.




2. Enter the Query Name in the field provided. This is a 90 alphanumeric character field.
3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select  to disregard the Query.

4. Select . The **Equipment Pool Inquiry — Select Fields** page appears.  
OR

Select . The **Equipment Pool Inquiry — Results** page appears.

### Select a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.





## Help Reference Guide

My Queries

[New Query](#)

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**Equipment Pool Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
<input type="text" value="Select an Item"/>	<input type="text"/>	<input type="text"/>


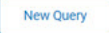
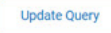

[Reset](#) [Fields](#) [Show Inquiry](#)

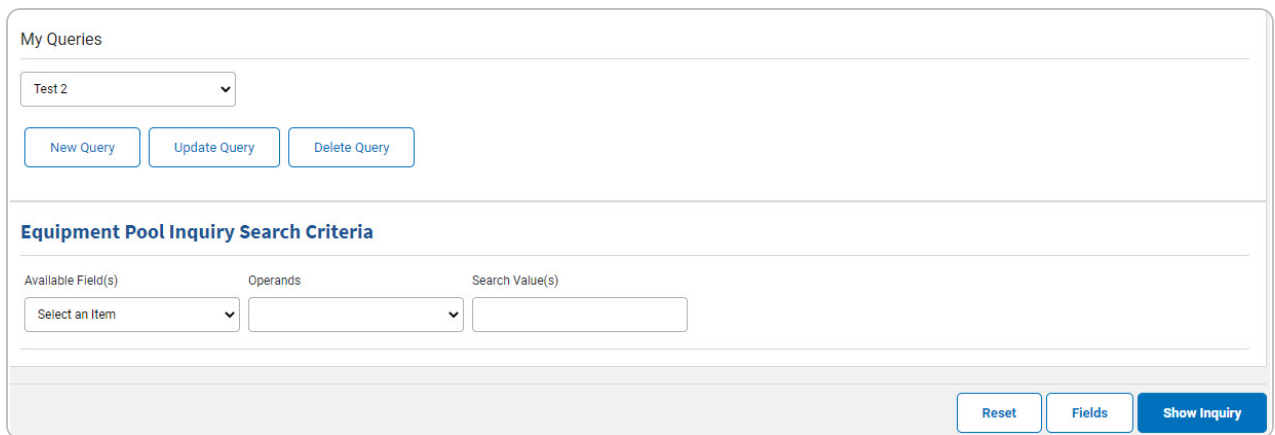
2. Select [Fields](#) . The **Equipment Pool Inquiry — Select Fields** page appears.
- OR
- Select [Show Inquiry](#) . The **Equipment Pool Inquiry — Results** page appears.

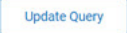








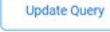

### Update a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, the search criteria fields change, and  is joined by  and .* The selected query information appears in the search criteria grid.



2. Select . *The query information is updated.*
3. Select . *The **Equipment Pool Inquiry — Select Fields** page appears.*
- OR
3. Select . *The **Equipment Pool Inquiry — Results** page appears.*

### Delete a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and  is joined by  and .* The selected query information appears in the search criteria grid.





## Help Reference Guide

My Queries

Test 2

New Query Update Query Delete Query

**Equipment Pool Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
Select an Item		

Reset Fields Show Inquiry

2. Select [Delete Query](#). The query information is removed.

### Revise the Fields for the Inquiry

- Select [Fields](#). The **Equipment Pool Inquiry — Select Fields** page appears.





# Select Fields for the Equipment Pool Inquiry

## Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria >  > Equipment Pool Inquiry Fields Selection page

## Procedures

### Choose the Extracted Inquiry File Details

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting. **Bold** numbered steps are required.





1. Select Fields. The **Equipment Pool Inquiry** page appears.

Extract Excel File <input checked="" type="radio"/>		Extract Text, Comma Separated File <input type="radio"/>	
Extract Id <input type="text"/>		Privacy Type <span>Private</span>	
Selections <span></span> <span>New Selection List</span>			
<input type="checkbox"/>	<b>Field</b>	<b>Field Description</b>	
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.	
<input checked="" type="checkbox"/>	Maint Acty Desc	The description of the maintenance activity.	
<input checked="" type="checkbox"/>	Equip Pool	The maintenance equipment pool containing the asset.	
<input checked="" type="checkbox"/>	Equip Pool Name	The name assigned to the maintenance equipment pool.	
<input checked="" type="checkbox"/>	Equip Pool Desc	The description of the maintenance equipment pool containing the asset.	
<input checked="" type="checkbox"/>	POC	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excess asset is being donated. A name used to identify individual as the point of contact.	
<input checked="" type="checkbox"/>	Location	The holding location of the entity.	
<input type="checkbox"/>	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.	
<input type="checkbox"/>	Non Cntrr City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For SCHOOL DONATION the name of the city address of the school where the excess asset is being donated	
<input type="checkbox"/>	Non Cntrr State Cd	The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility	
<input type="checkbox"/>	Non Cntrr ZIP Cd	The Zip Code of the responsible reporting activity	
<input type="checkbox"/>	Non Cntrr Country Cd	Identifies the country of the DRMO site.	
<input type="checkbox"/>	Phone Nbr	Point of Contact Phone Number	
<input type="checkbox"/>	Non Cntrr E-Mail Address	The electronic mailing address of the Point of Contact who determined the status of the excess materiel	
<input type="checkbox"/>	Latitude	The Latitude where the address is located	
<input type="checkbox"/>	Longitude	The Longitude where the address is located	
<span>Cancel</span> <span>Reset</span> <span>Submit</span> <span>Show Inquiry</span>			

2. Choose the desired file type:
  - Click ☐ to select Extract Excel File. The extracted file on the **View Inquiry Extract** page is an .XLS file.

**OR**


Click ☐ to select Extract Text, Comma Separated File. The extracted file on the **View Inquiry Extract** page is a .CSV file.






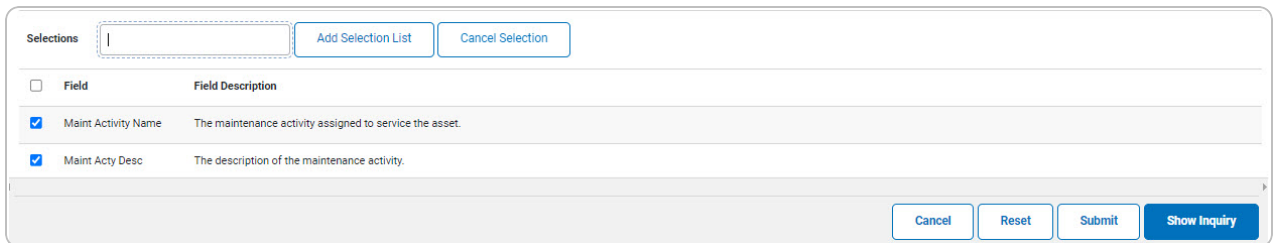


## Help Reference Guide

3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
4. Use  to select the Privacy Type.

### Add a Selection List

1. Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*




<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Maint Acty Desc	The description of the maintenance activity.


Buttons: Cancel, Reset, Submit, Show Inquiry

#### Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . *The page refreshes, and the selected list is added.*  is replaced by  and .

Select  for small volumes of data. *The **Equipment Pool Inquiry — Results** page appears.*

3.

**OR**

Select  for large volumes of data. *The **Equipment Pool Inquiry Transaction Status** page appears.*






### Use a Predetermined Field Selection List

1. Use  to display the Selection List.



The screenshot shows a web interface for selecting fields. At the top, there is a 'Selections' dropdown menu and a 'New Selection List' button. Below this is a table with two columns: 'Field' and 'Field Description'. Three rows are visible, each with a checked checkbox in the 'Field' column. At the bottom right of the table area are four buttons: 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Maint Acty Desc	The description of the maintenance activity.
<input checked="" type="checkbox"/>	Equip Pool	The maintenance equipment pool containing the asset.

Select  for small volumes of data. The ***Equipment Pool Inquiry — Results*** page appears.

- 2.


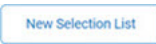
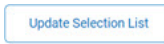

**OR**

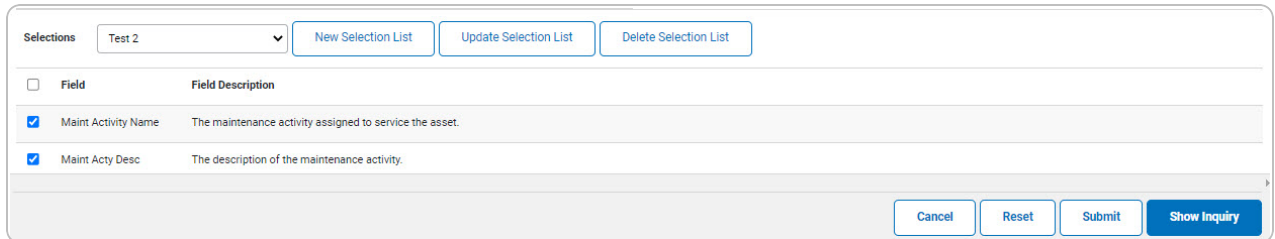
Select  for large volumes of data. The ***Equipment Pool Inquiry Transaction Status*** page appears.


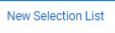










### Update a Selection List


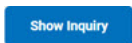
- Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*



Selections: Test 2    

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Maint Acty Desc	The description of the maintenance activity.




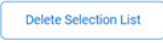
   

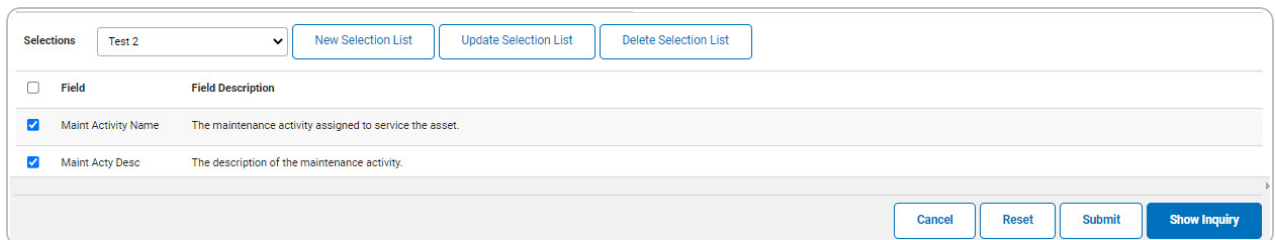
- Select . *The page refreshes.*  
Select  for small volumes of data. *The **Equipment Pool Inquiry — Results** page appears.*


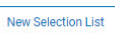
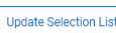

- OR

Select  for large volumes of data. *The **Equipment Pool Inquiry Transaction Status** page appears.*





### Delete a Selection List

- Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*



Selections: Test 2    

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Maint Acty Desc	The description of the maintenance activity.

- Select . *The page refreshes and the list is immediately deleted.*











## Modify the Fields Used for the Inquiry

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

**Bold** numbered steps are required.

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 . The **Equipment Pool Inquiry** page appears.

Extract Excel File <input checked="" type="radio"/>		Extract Text, Comma Separated File <input type="radio"/>	
Extract Id <input type="text"/>		Privacy Type <input type="text" value="Private"/>	
Selections <input type="text" value="All"/> 			
<input type="checkbox"/> Field	Field Description		
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset.		
<input checked="" type="checkbox"/> Maint Acty Desc	The description of the maintenance activity.		
<input checked="" type="checkbox"/> Equip Pool	The maintenance equipment pool containing the asset.		
<input checked="" type="checkbox"/> Equip Pool Name	The name assigned to the maintenance equipment pool.		
<input checked="" type="checkbox"/> Equip Pool Desc	The description of the maintenance equipment pool containing the asset.		
<input checked="" type="checkbox"/> POC	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excess asset is being donated. A name used to identify individual as the point of contact.		
<input checked="" type="checkbox"/> Location	The holding location of the entity.		
<input type="checkbox"/> Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.		
<input type="checkbox"/> Non Cntrr City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For SCHOOL DONATION the name of the city address of the school where the excess asset is being donated		
<input type="checkbox"/> Non Cntrr State Cd	The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility		
<input type="checkbox"/> Non Cntrr ZIP Cd	The Zip Code of the responsible reporting activity		
<input type="checkbox"/> Non Cntrr Country Cd	Identifies the country of the DRMO site.		
<input type="checkbox"/> Phone Nbr	Point of Contact Phone Number		
<input type="checkbox"/> Non Cntrr E-Mail Address	The electronic mailing address of the Point of Contact who determined the status of the excess materiel		
<input type="checkbox"/> Latitude	The Latitude where the address is located		
<input type="checkbox"/> Longitude	The Longitude where the address is located		
		   	

2. Select the fields required for the inquiry. The first 7 fields are automatically selected.






### Note



The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

Select  for small volumes of data. The ***Equipment Pool Inquiry — Results*** page appears.

3.

**OR**

Select  for large volumes of data. The ***Equipment Pool Inquiry Transaction Status*** page appears.





# View the Equipment Pool Inquiry Detail — Basic

## Navigation

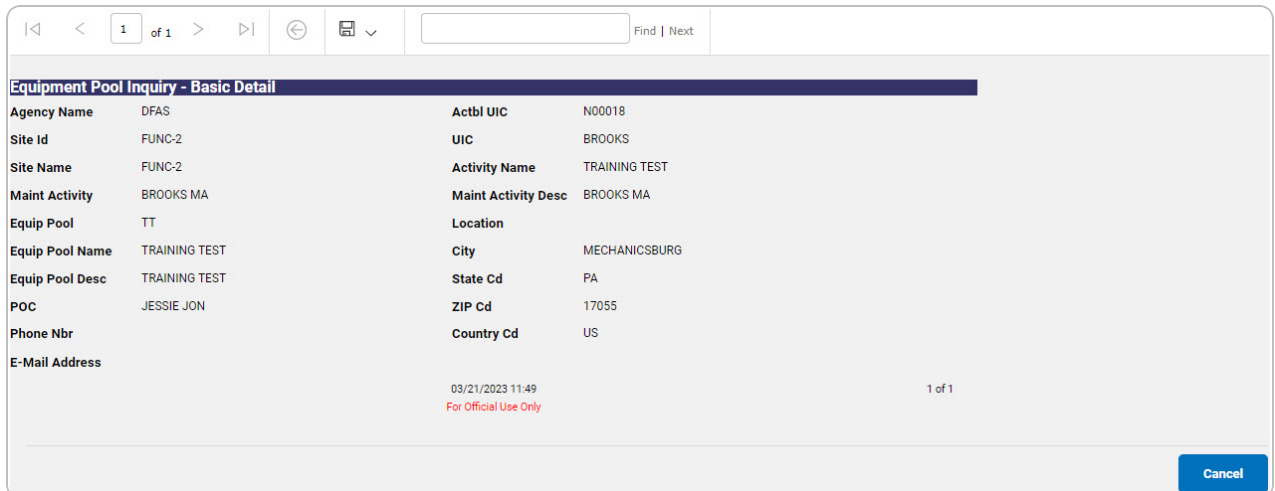
Inquiries > Maintenance > EQUIP POOL > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Equipment Pool Inquiry Detail — Basic page

## Procedures

### Export the Equipment Pool Inquiry Detail — Basic

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Verify the Basic Detail tab.




Equipment Pool Inquiry - Basic Detail

Agency Name	DFAS	Actbl UIC	N00018
Site Id	FUNC-2	UIC	BROOKS
Site Name	FUNC-2	Activity Name	TRAINING TEST
Maint Activity	BROOKS MA	Maint Activity Desc	BROOKS MA
Equip Pool	TT	Location	
Equip Pool Name	TRAINING TEST	City	MECHANICSBURG
Equip Pool Desc	TRAINING TEST	State Cd	PA
POC	JESSIE JON	ZIP Cd	17055
Phone Nbr		Country Cd	US
E-Mail Address			

03/21/2023 11:49  
For Official Use Only

1 of 1

[Cancel](#)

2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.
4. Select [Cancel](#). The **Equipment Pool Inquiry — Criteria** page appears.





### Search the Results

1. Select the empty field  Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

