# Search for a JOB ORDER NBR Inquiry — Criteria

## Overview

The Maintenance and Utilization (M&U) module JOB ORDER NBR Inquiry process provides the ability to search for Job Order Numbers.

## Navigation

Inquiries > Inquiries > JOB ORDER NBR > JOB ORDER NBR Inquiry Search Criteria page

## Procedures

### Search for a JOB ORDER NBR Inquiry — Criteria

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*
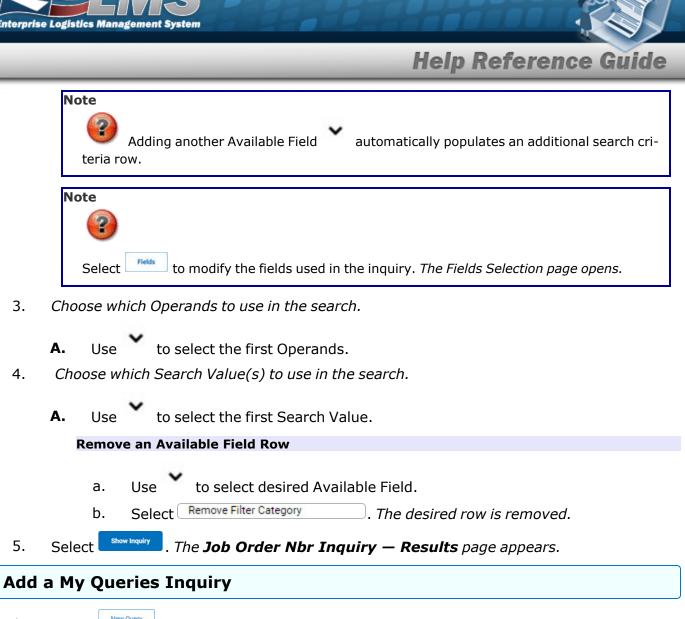
1. In the Search Criteria box, choose which available field to use in the search.



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

   **A.** *The first Available Field(s) option (MAINT ACTIVITY/OWNING UIC) automatically populates and is not editable.*

> **Note**
>
>  Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
>  Select [ Fields ] to modify the fields used in the inquiry. *The Fields Selection page opens.*

3.  *Choose which Operands to use in the search.*

    **A.** Use ⌄ to select the first Operands.

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

    **A.** Use ⌄ to select the first Search Value.

    **Remove an Available Field Row**

      a.  Use ⌄ to select desired Available Field.

      b.  Select [ Remove Filter Category ]. *The desired row is removed.*

5.  Select [ **Show Inquiry** ]. *The **Job Order Nbr Inquiry — Results** page appears.*

## Add a My Queries Inquiry

1.  Select [ New Query ]. *The page refreshes, and My Queries changes from a drop-down field to a text field.*

My Queries

Add Query    Cancel Query

**Job Order Number Inquiry**

| Available Field(s) | Operands | Search Value(s) |
|---|---|---|
| *Maint Activity / Owning UIC | = | BROOKS MA / BROOKS |
| Select an Item | | |

Reset    Fields    Show Inquiry

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*

3. Select [Add Query]. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* [Cancel Query] *to disregard the Query.*

4. Select [Fields]. *The* **Job Order Nbr Inquiry — Select Fields** *page appears.*

    OR

    Select [Show Inquiry]. *The* **Job Order Nbr 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.*

Select [Fields] . *The* **Job Order Nbr Inquiry — Select Fields** *page appears.*

2.

OR

Select [Show Inquiry] . *The* **Job Order Nbr 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* [New Query] *is joined by* [Update Query] *and* [Delete Query] *. The selected query information appears in the search criteria grid.*

2. Select Update Query . *The query information is updated.*

3. Select Fields . *The Job Order Nbr Inquiry — Select Fields page appears.*

OR

Select Show Inquiry . *The Job Order Nbr Inquiry — Results page appears.*

## Delete a My Queries Inquiry

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

My Queries

Test 2 ⌄

New Query   Update Query   Delete Query

**Job Order Number Inquiry**

Available Field(s)          Operands            Search Value(s)

*Maint Activity / Owning UIC ⌄   = ⌄   BROOKS MA / BROOKS ⌄

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 Job Order Number Inquiry — Select Fields page appears.*

# Search for a JOB ORDER NBR Inquiry — Results

## Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > [Show Inquiry] > JOB ORDER NBR Inquiry Search Results page

## Procedures

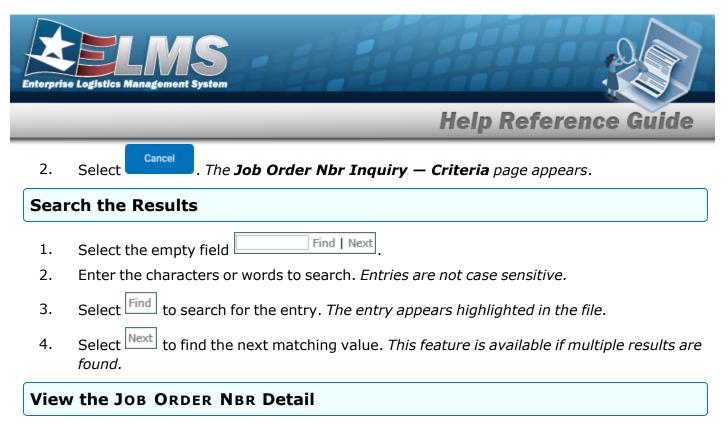### Export the JOB ORDER NBR Inquiry Results

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

1. Select [💾▾] to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

| Job Order Nbr | Job Order Nbr Desc | Eff Date | End Date | Reimbursable | Authorized Dol Amt | Avail Dol Amt | Total Charges |
|---|---|---|---|---|---|---|---|
| 1234576890209 | TEST 2 | 1/3/2022 12:00:00 AM | 1/21/2022 12:00:00 AM | Yes | 0.00 | | |
| 23456778 | TEST | 1/6/2022 12:00:00 AM | 1/20/2022 12:00:00 AM | Yes | 0.00 | | |
| 234678895 | TEST | 1/4/2022 12:00:00 AM | 1/8/2022 12:00:00 AM | Yes | 0.00 | | |
| DDL12345679012 | DDL123456789012 | 1/1/2022 12:00:00 AM | 12/31/2023 12:00:00 AM | No | 0.00 | | |
| MAINTENANCE | MAINTENANCE | 8/28/2015 12:00:00 AM | 8/28/2017 12:00:00 AM | Yes | 100000.00 | | 99839.08 |

Rows Retrieved = 5

04/13/2023 16:23
For Official Use Only
1 of 1

**Note**

To reach the optional fields, refer to the Job Order Number Inquiry — Field Selection page.

2.  Select [Cancel]. *The **Job Order Nbr 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 [Find] to search for the entry. *The entry appears highlighted in the file.*

4.  Select [Next] to find the next matching value. *This feature is available if multiple results are found.*

## View the JOB ORDER NBR Detail

Select the desired JOB ORDER NBR row. *The **Job Order Nbr Inquiry Detail — Basic** page appears.*

# Select Fields for the JOB ORDER NBR Inquiry

## Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > [ Fields ] > JOB ORDER NBR Inquiry Fields Selection page

## Procedures

### Choose the Extracted Inquiry File Details

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

1. Select [Fields]. *The JOB ORDER NBR Inquiry page appears.*



**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.*

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 [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*
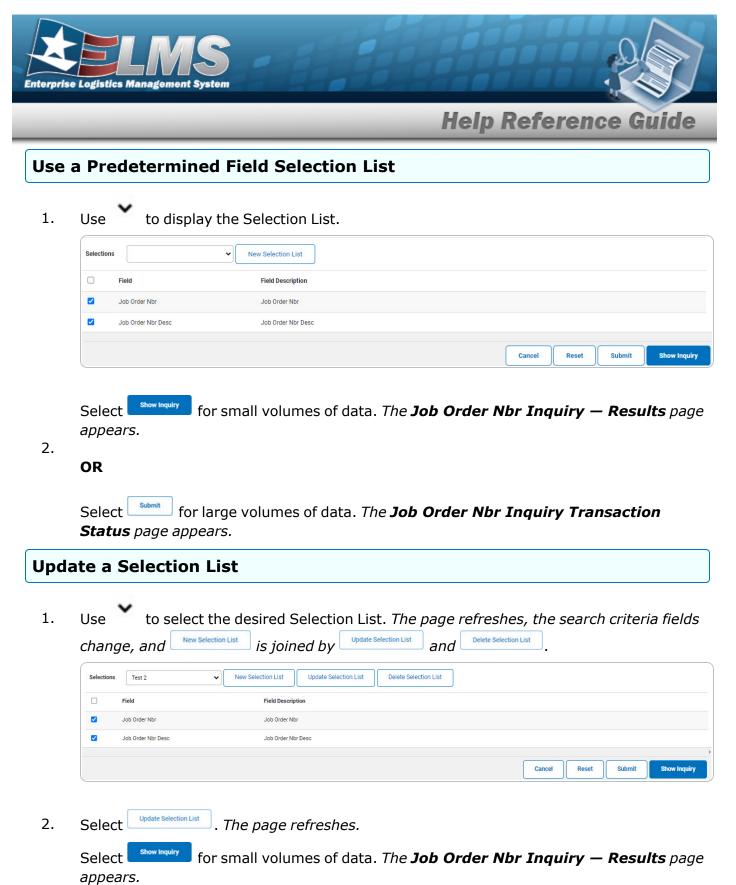
| Selections | | Add Selection List | Cancel Selection |
| --- | --- | --- | --- |

| | Field | Field Description |
| --- | --- | --- |
| ☐ | | |
| ☑ | Job Order Nbr | Job Order Nbr |
| ☑ | Job Order Nbr Desc | Job Order Nbr Desc |

[Cancel] [Reset] [Submit] [Show Inquiry]

> **Note**
>
> ❓ Selecting [Cancel Selection] at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2.  Select [Add Selection List]. *The page refreshes, and the selected list is added.* [Add Selection List] *is replaced by* [Update Selection List] *and* [Delete Selection List].

    Select [Show Inquiry] for small volumes of data. *The* **Job Order Nbr Inquiry — Results** *page appears.*

3.
    **OR**

    Select [Submit] for large volumes of data. *The* **Job Order Nbr Inquiry Transaction Status** *page appears.*

## Use a Predetermined Field Selection List

1. Use ∨ to display the Selection List.



Select **Show Inquiry** for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*

2.

   **OR**

   Select **Submit** for large volumes of data. *The **Job Order Nbr Inquiry Transaction Status** page appears.*

## Update a Selection List

1. Use ∨ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* **New Selection List** *is joined by* **Update Selection List** *and* **Delete Selection List**.



2. Select **Update Selection List**. *The page refreshes.*

   Select **Show Inquiry** for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*

3.

**OR**

Select [Submit] for large volumes of data. *The **Job Order Nbr Inquiry Transaction Status** page appears.*

## Delete a Selection List

1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* [New Selection List] *is joined by* [Update Selection List] *and* [Delete Selection List] *.*

| Selections | Test 2 ⌄ | [New Selection List] | [Update Selection List] | [Delete Selection List] |
|---|---|---|---|---|

| | Field | Field Description |
|---|---|---|
| ☑ | Job Order Nbr | Job Order Nbr |
| ☑ | Job Order Nbr Desc | Job Order Nbr Desc |

[Cancel] [Reset] [Submit] [Show Inquiry]

2. Select [Delete Selection List] . *The page refreshes and the list is immediately deleted.*

## Modify the Fields Used for the Inquiry

*Selecting* [Cancel] *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* [Reset] *at any point of this procedure returns all fields to the default "All" setting.*
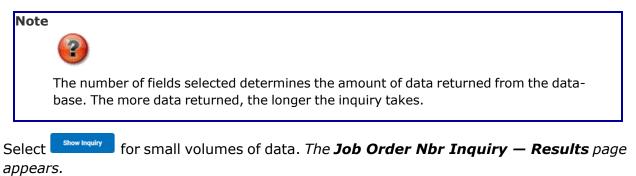
1. Select ⬚ Fields . *The JOB ORDER NBR Inquiry page appears.*

| | Field | Field Description |
|---|---|---|
| ☑ | Job Order Nbr | Job Order Nbr |
| ☑ | Job Order Nbr Desc | Job Order Nbr Desc |
| ☑ | Eff Date | Effective date of the job order |
| ☑ | End Date | End date of the job order |
| ☑ | Reimbursable | Is the job reimbursable |
| ☑ | Authorized Dol Amt | Authorized dollar amount |
| ☑ | Avail Dol Amt | Avail Dol Amt |
| ☑ | Total Charges | Total Charges |
| ☐ | Estbd By | Estbd By |
| ☐ | Estbd Dt/Tm | Estbd Dt/Tm |
| ☐ | Last Updtd By | Last Updtd By |
| ☐ | Last Tran Dt/Tm | Last Tran Dt/Tm |
| ☐ | Maint Activity / Owning UIC | An organizational unit responsible for the maintenance and/or utilization management of assets. |
| ☐ | Remarks | Remarks |
| ☐ | Site Id | The active Site Id the user has access to. |
| ☐ | UIC | The UIC of the maintenance activity assigned to service the asset. |

Extract Excel File ⦿    Extract Text, Comma Separated File ◯

Extract Id [            ]    Privacy Type [ Private ▾ ]

Selections [            ▾] [ New Selection List ]

[ Cancel ] [ Reset ] [ Submit ] [ Show Inquiry ]

2. Select the fields required for the inquiry. *The first 8 fields are automatically selected.*

> **Note**
>
> The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

Select ⬚ Show Inquiry for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*

3.

**OR**

Select [Submit] for large volumes of data. *The **Job Order Nbr Inquiry Transaction Status** page appears.*

# View the JOB ORDER NBR Inquiry Detail — Basic

## Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > [ Show Inquiry ] > Search Results > Inquiry Row hyperlink > JOB ORDER NBR Inquiry Detail — Basic page

## Procedures

### Export the JOB ORDER NBR 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.*



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 **Job Order Nbr Inquiry — Criteria** page appears.*

OR

Select the Detail tab. *The **Job Order Nbr Inquiry Detail** 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 [Find] to search for the entry. *The entry appears highlighted in the file.*

4. Select [Next] to find the next matching value. *This feature is available if multiple results are found.*

# View the JOB ORDER NBR Inquiry Detail

## Navigation

## Procedures

### Export the JOB ORDER NBR Inquiry Detail

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

1. *Verify the Detail tab.*



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.

   Select [Cancel]. *The* **Job Order Nbr Inquiry — Criteria** *page appears*.

4.

OR

Select the Basic tab. *The **Job Order Nbr Inquiry Detail — Basic** 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 Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*