



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 at any point of this procedure returns all fields to the default "All" setting.

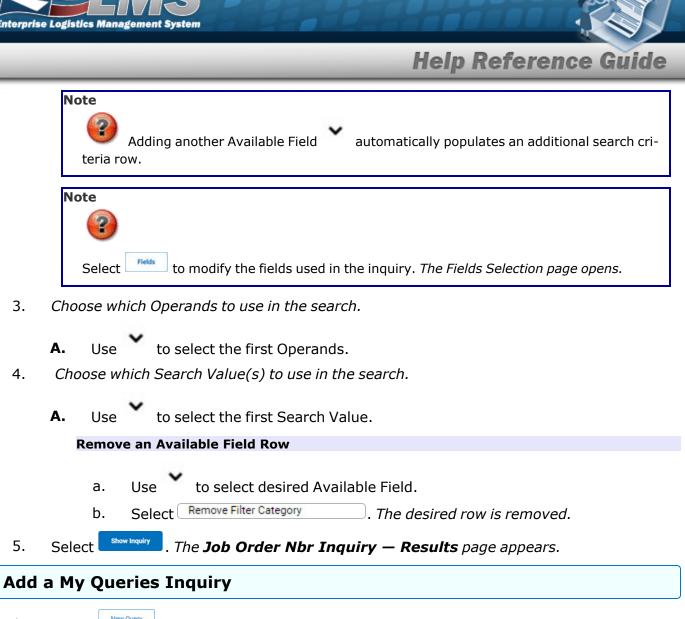
1. In the Search Criteria box, choose which available field to use in the search.

~				
New Query				
New Query				
Job Order Number Inqui	ry			
Available Field(s)	Operands	Search Value(s)		
*Maint Activity / Owning UIC 🗸 🗸	=	BROOKS MA / BROOKS V		
*Maint Activity / Owning UIC 🗸 🗸				
Select an Item		✓		

- 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.







1. Select <u>New Query</u>. The page refreshes, and My Queries changes from a drop-down field to a text field.







	My Queries
	Job Order Number Inquiry
	Available Field(s) Operands Search Value(s)
	*Maint Activity / Owning UIC = BROOKS MA / BROOKS
	Select an Item v
	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.
	Select Fields . The Job Order Nbr Inquiry — Select Fields page appears.
4.	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.*







My Queries					
	~				
New Query					
Job Order Number I	nquiry				
Available Field(s)	Operands	Search Value(s)			
*Maint Activity / Owning UIC	-	BROOKS MA / E	ROOKS 🗸		
Select an Item	•	•			
				Reset	elds Show In

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.

New Query Update Query Job Order Number Inquiry Available Field(s) Operands Search Value(s) *Maint Activity / Owning UIC • Select an Item		
Job Order Number Inquiry Available Field(s) Operands Search Value(s) *Maint Activity / Owning UIC = • BROOKS MA / BROOKS		
Available Field(s) Operands Search Value(s) *Maint Activity / Owning UIC = BROOKS MA / BROOKS		
wallable Field(s) Operands Search Value(s) *Maint Activity / Owning UIC = BROOKS MA / BROOKS		
Wailable Field(s) Operands Search Value(s) *Maint Activity / Owning UIC = BROOKS MA / BROOKS	ob Order Number Induiry	
*Maint Activity / Owning UIC EROOKS MA / BROOKS How	ob order Number Inquiry	
	Available Field(s) Operands Search Value(s)	
Select an Item	*Maint Activity / Owning UIC 🗸 = 🗸 BROOKS MA / BROOKS 🗸	
Select an Item		
	Select an Item V	





Enterpris	e Logistics Management System
_	Help Reference Guide
2.	Select Update Query. The query information is updated.
-	Select Fields . The Job Order Nbr Inquiry — Select Fields page appears.
3.	OR
	Select Show Inquiry . The Job Order Nbr Inquiry — Results page appears.
Dele	ete a My Queries Inquiry
1.	Use to select the desired saved query. The page refreshes, and we were is joined by update Query and belete 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 v
	Reset Fields Show Inquiry
2.	Select Delete Query . The query information is removed.
Revi	se 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

Cancel

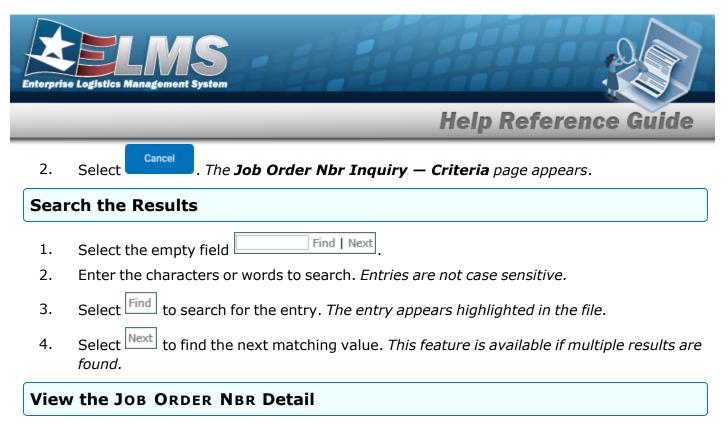
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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

Rows Retrieved	= 5						
⊲ < [1 of 1 > ▷			Find Next			
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
4							
Note							

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





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 > JOB ORDER NBR 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.







(artras	ot Excel File		Extract Text, Comma Sepa	nated File	
the	ct lel		Privacy Type	Private	•
elec	tions	New Selection List			
5	Field	Field Description			
2	Actel UIC	Accountable Unit Identification Code - The UIC of the organization that is ass UIC to consolidate data for accountability and accounting system reporting p	igned management responsibility for property belongin supposes.	p to a specific unit organization, or act	why Multiple UICs may be grouped under an Account
8	Site Id	The active Site id the user has access to.			
	Agency Cd	indicates the agency code and name.			
8	Agency Name	The name assigned to the agency.			
8	CAGE Cd	Controlling activities including manufacturers, vendors, and government age specifications/standards themselves.	ncies that control the development of specifications/sta	inderde, control the design, or manufa	cture items of supply, sometimes control the
8	Phone Nbr	Contractor Phone Number			
8	Division Name	Contractor Division Name			
	DODAAC	A distinctive six-position code assigned to identify specific units, activities, a	nd organizations, non-Dr.D and contract activities engag	ed in the requisitioning receiving, and	talling of material.
	Critr Name	The name of the Contractor			
2	Address 1	Address of the Contractor.			
	Address 2	Second Address of the Contractor.			
8	City	The name of the Dity where the Contractor is located.			
8	State Cd	The State where the contractor is located.			
2	ZP-0d	The Zip Cd where the contractor is located			
8	Courtey Cd	The same of the Country where the Contractor is localed.			
8	DON	Defense Switched Network			
8	E-Mai Address	Dectoric Mail Address of the Contractor			
2	FAX Nor	Contractor RAIL Number.			
	Tien Cd	This code identifies the type of transaction processed.			
8	Exter By	The name of the entity inserting this row.			
8	Exted Or	The date this row was incerted into the database.			
8	Last Tran Dr	Date when the last transaction took place. Automatically assigned by the sys	fen.		
8	Lest Updid By	Last Updated By (user id)			
8	Renato	A text field available to record local information/waxon for change to record			
2	Oren Status	Flag signifies that the Contactor is Active or Deleted			

1. Select Fields . The JOB ORDER NBR Inquiry page appears.

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







OR

Click Click

- 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.

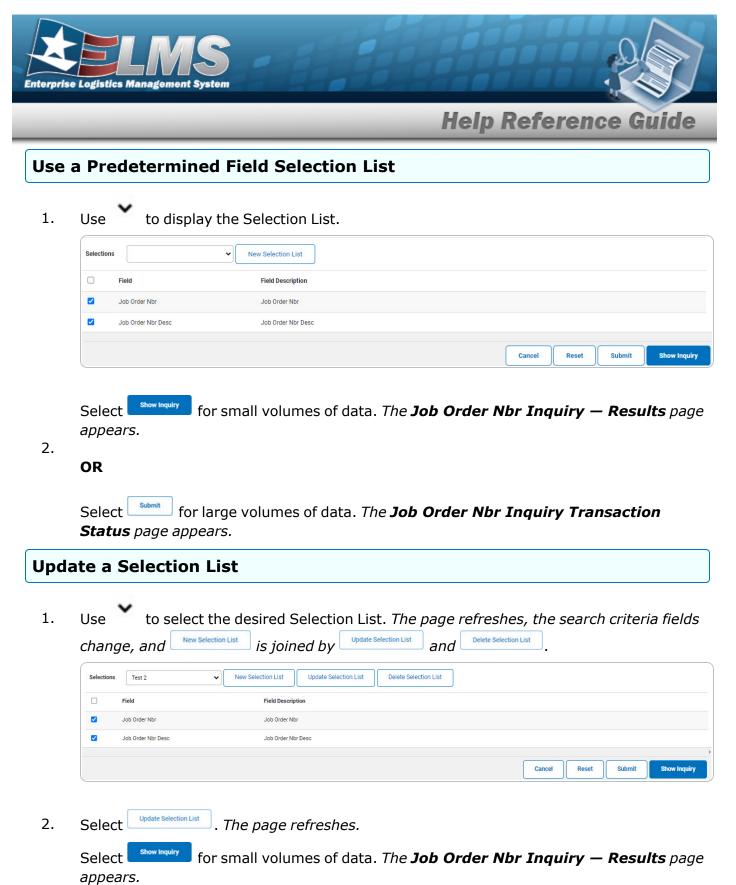
Selections		Add Selection List Cancel Selection	
	Field	Field Description	
	Job Order Nbr	Job Order Nbr	
	Job Order Nbr Desc	Job Order Nbr Desc	
			•
			Cancel Reset Submit Show Inquiry

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.
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 for small volumes of data. <i>The Job Order Nbr Inquiry — Results page appears.</i>
OR

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



2.





Enterpris	De Logistics Management System
-	Help Reference Guide
	OR
	Select submit for large volumes of data. <i>The Job Order Nbr Inquiry Transaction Status page appears.</i>
Dele	ete 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 Vew 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

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.



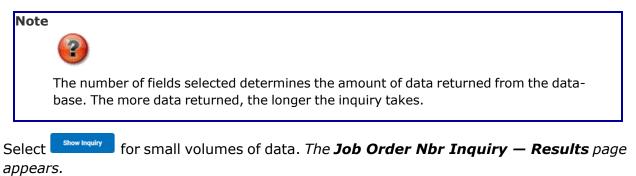




Extract E	xcel File 💿		Extract Text, Comma Se File	parated	
Extract Id	1		Privacy Type	Private	~
Selection	15	✓ New Selection List			
	Field	Field Description			
	Job Order Nbr	Job Order Nbr			
	Job Order Nbr Desc	Job Order Nbr Desc			
Z	Eff Date	Effective date of the job order			
~	End Date	End date 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	or the maintenance and/or utilization mar	agement of assets.	
	Remarks	Remarks			
	Site Id	The active Site Id the user has acces	ss to.		
	UIC	The UIC of the maintenance activity	assigned to service the asset.		

1. Select . The **Job Order Nbr Inquiry** page appears.

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







Select 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 > Search Results > Inquiry Row hyperlink > JOB ORDER NBR Inquiry Detail — Basic page

Procedures

Export the JOB ORDER NBR Inquiry Detail — Basic

Cancel

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

1. Verify the Basic Detail tab.

< <u>1</u> of 1			d Next	
o Order Number Inqui	ry - Basic Detail			
b Order Nbr	MAINTENANCE	Job Order Desc	MAINTENANCE	
eimbursable	Yes	Authorized Dol Amt	\$100,000.00	
ctual Dol Amt	\$160.92	Avail Doc Amt	\$99,839.08	
ff Dt	8/28/2015 12:00:00 AM	End Dt	8/28/2017 12:00:00 AM	
laint Activity / Owning UIC	BROOKS MA / BROOKS	UIC	BROOKS	
ite ID	FUNC-2			
stbd Dt/Tm	8/28/2015 1:16:23 PM	Estbd By	DMBROOKS	
ast Tran Dt/Tm	8/28/2015 1:16:23 PM	Lst Updtd By	DMBROOKS	
emarks				
		04/13/2023 16:29		
		For Official Use Only		

- 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.









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

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > Search Results > Inquiry Row hyperlink > Basic Detail > Detail tab > JOB ORDER NBR Inquiry Detail page

Procedures

Export the JOB ORDER NBR Inquiry Detail

Cancel

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

1. Verify the Detail tab.

	umber Inquiry -	1									
Job Order Nbr	Job Order Nbr Desc	Bill Dt	Asset ID	Item Desc	Dispatch Nbr	Dispatched To	Dispatch Purpose	Trip Cost	Issue Dt/Tm	Return Dt/Tm	
MAINTENANC E	MAINTENANCE		10124009035 1	PICKUP TRUCK	68201508280 0001	SCOTT MILEWSKI	MO - Mission (Operational)	\$160.92	8/28/2015 2:00:00 PM	8/29/2015 5:00:00 PM	

- 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.









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.*



