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.
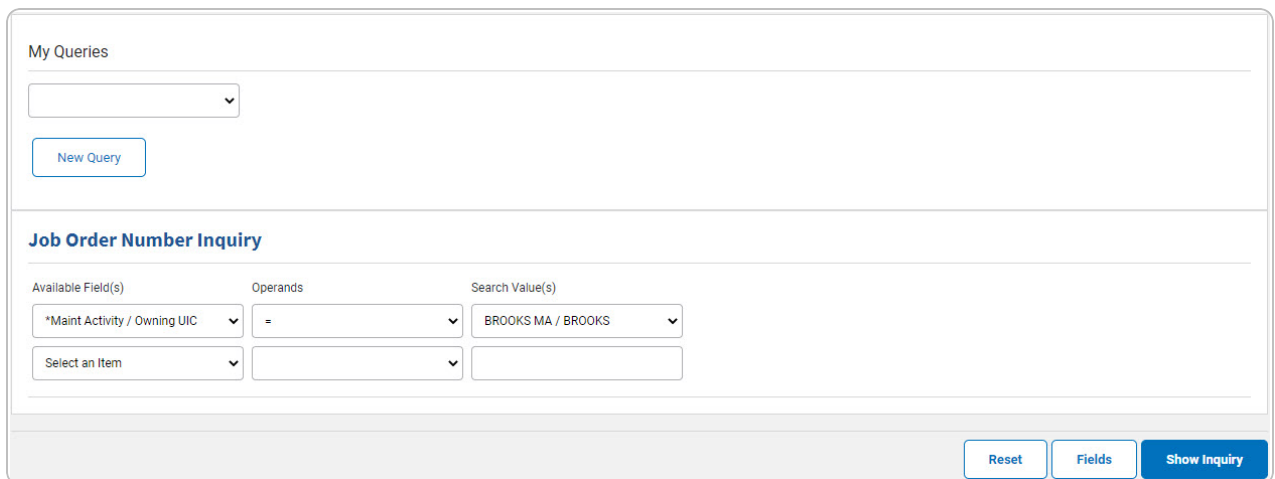
Navigation

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

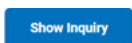 Adding another Available Field automatically populates an additional search criteria row.

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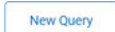
Select **Fields** to modify the fields used in the inquiry. *The Fields Selection page opens.*

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.*

Unclassified

My Queries

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

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.*

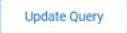My Queries

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

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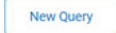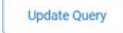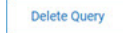
2. Select Update Query . *The query information is updated.*

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

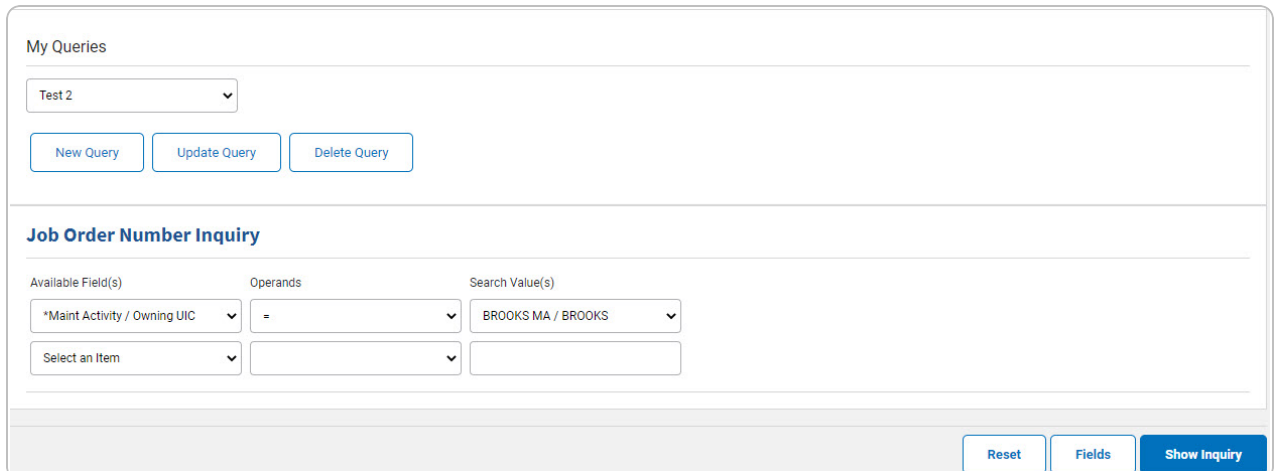 | Available Field(s) | Operands | Search Value(s) |
    | --- | --- | --- |
    | *Maint Activity / Owning UIC | = | BROOKS MA / BROOKS |
    | Select an Item | | |

    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.*

Unclassified

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
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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.*

	Field	Field Description
☑	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☑	Site Id	The active Site Id the user has access to.
☑	Agency Cd	Indicates the agency code and name.
☑	Agency Name	The name assigned to the agency.
☑	CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☑	Phone Nbr	Contractor Phone Number
☑	Division Name	Contractor Division Name.
☑	DODAAC	A distinctive six-position code assigned to identify specific units, activities, and organizations, non-DoD and contract activities engaged in the requisitioning, receiving, and billing of material.
☑	Cntr Name	The name of the Contractor
☑	Address 1	Address of the Contractor.
☑	Address 2	Second Address of the Contractor.
☑	City	The name of the City where the Contractor is located.
☑	State Cd	The State where the contractor is located.
☑	ZIP Cd	The Zip Cd where the contractor is located
☑	Country Cd	The name of the Country where the Contractor is located.
☑	DSN	Defense Switched Network.
☑	E-Mail Address	Electronic Mail Address of the Contractor.
☑	FAX Nbr	Contractor FAX Number.
☑	Tran Cd	This code identifies the type of transaction processed.
☑	Estbd By	The name of the entity inserting this row.
☑	Estbd Dt	The date this row was inserted into the database.
☑	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑	Last Updtd By	Last Updated By (user id)
☑	Remarks	A text field available to record local information/reason for change to record.
☑	Cntr Status	Flag signifies that the Contractor is Active or Deleted

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.*

Unclassified

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2.

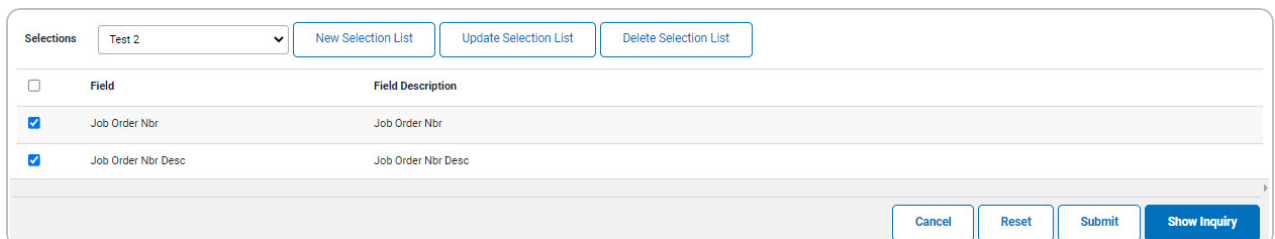Select [Show Inquiry] for small volumes of data. *The Job Order Nbr Inquiry — Results page appears.*

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.

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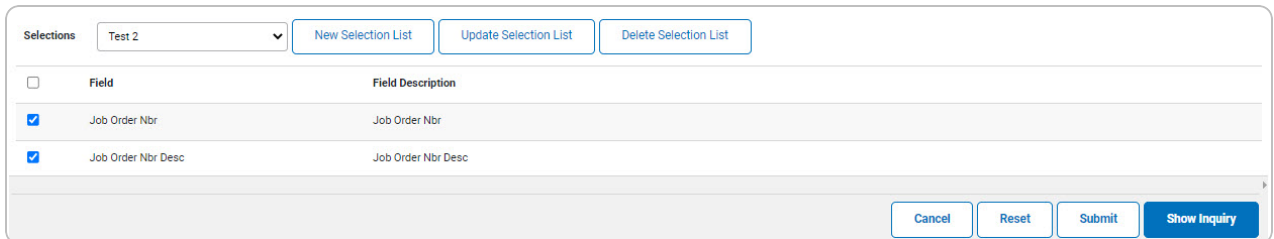
OR

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.

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.*

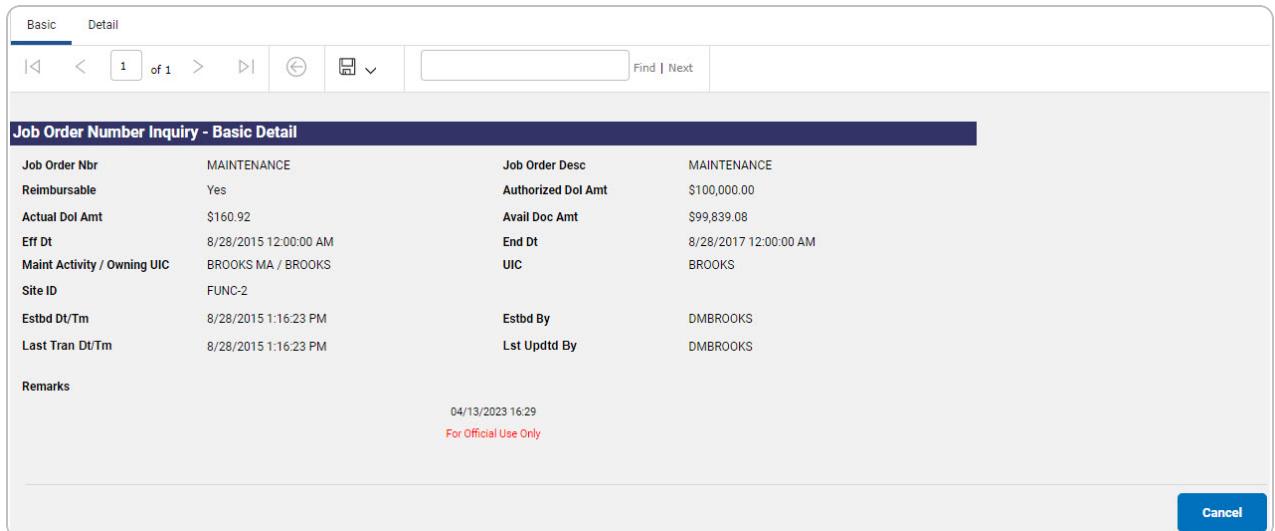# View the JOB ORDER NBR Inquiry Detail — Basic

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.

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

4.

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 > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Basic Detail > Detail tab > JOB ORDER NBR Inquiry Detail page
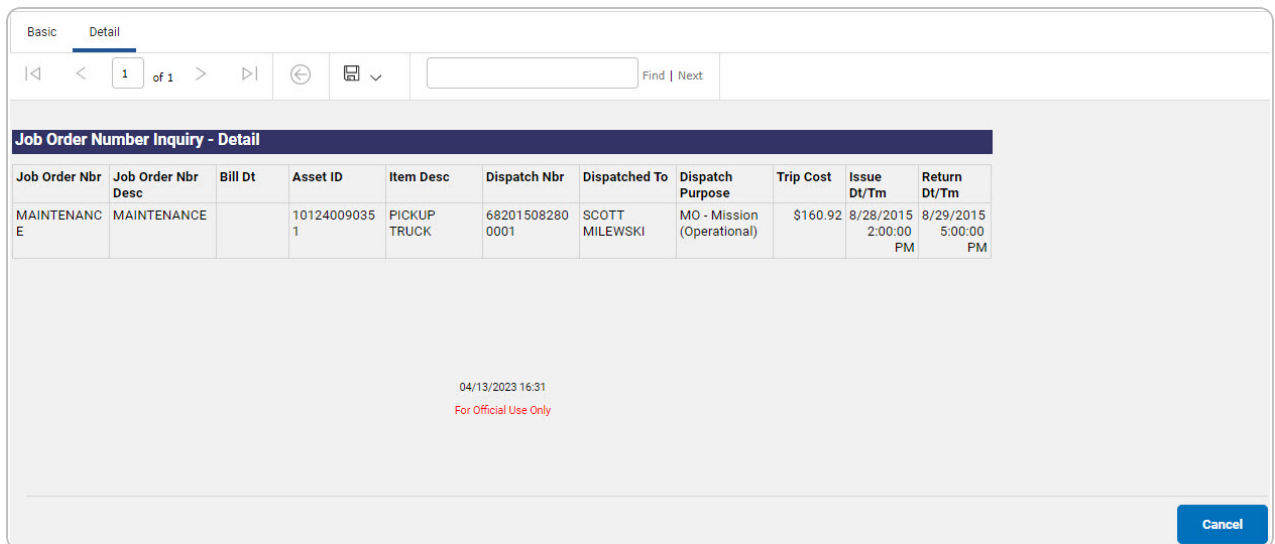
Procedures

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.*

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
MAINTENANCE	MAINTENANCE		101240090351	PICKUP TRUCK	682015082800001	SCOTT MILEWSKI	MO - Mission (Operational)	$160.92	8/28/2015 2:00:00 PM	8/29/2015 5:00:00 PM

04/13/2023 16:31
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.

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.*