



Search for Maintenance Asset Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Maintenance Asset Inquiry process provides the ability to search for Maintenance Activities that have been configured for a particular ASSET ID.

Navigation

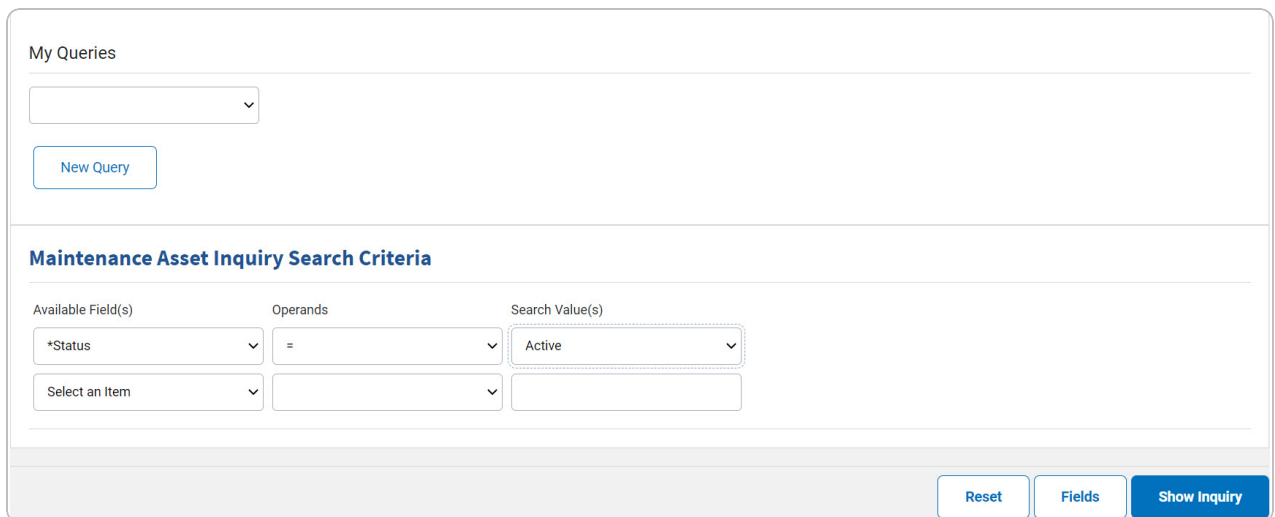
Inquiries > Maintenance > MAINT Asset > Maintenance Asset Inquiry Search Criteria page

Procedures

Search for a Maintenance Asset Inquiry

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.



The screenshot shows the 'Maintenance Asset Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this, the 'Maintenance Asset Inquiry Search Criteria' section contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has two dropdown menus, the first of which is set to '*Status'. The 'Operands' column has a dropdown menu set to '='. The 'Search Value(s)' column has a dropdown menu set to 'Active'. 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.
 - A. The first Available Field(s) option (Status) automatically populates and is not editable.





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.

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.

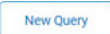
Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . *The desired row is removed.*

5. Select . *The **Maintenance Asset 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.*





Help Reference Guide

My Queries

Maintenance Asset Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*
- Select . *The **Maintenance Asset Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Maintenance Asset Inquiry — Results** page appears.*

Select a My Queries Inquiry

- 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

Maintenance Asset Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

2. Select . The **Maintenance Asset Inquiry — Select Fields** page appears.
- OR

Select . The **Maintenance Asset 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.

My Queries

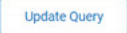
Test 2

Maintenance Asset Inquiry Search Criteria

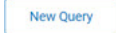
Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

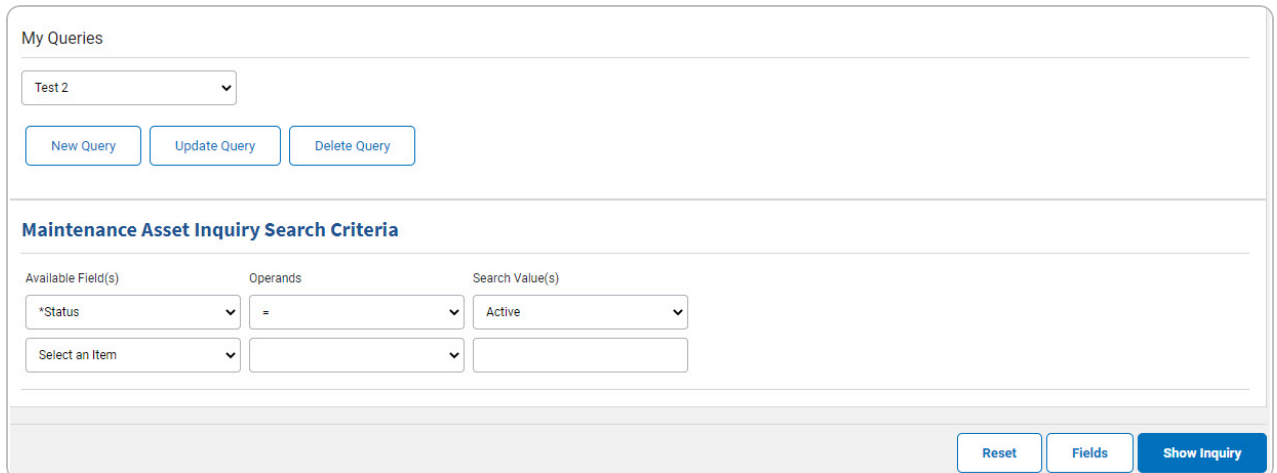




2. Select . *The query information is updated.*
3. Select . *The **Maintenance Asset Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Maintenance Asset Inquiry — Results** page appears.*

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.*



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and buttons for 'New Query', 'Update Query', and 'Delete Query'. Below this is the 'Maintenance Asset Inquiry Search Criteria' section, which contains a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Status' in the first column, '=' in the second, and 'Active' in the third. The second row shows 'Select an Item' in the first column, an empty dropdown in the second, and an empty text box in the third. At the bottom right of the form are buttons for 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . *The query information is removed.*

Revise the Fields for the Inquiry

- Select . *The **Maintenance Asset Inquiry — Select Fields** page appears.*





Search for Maintenance Asset Inquiry — Results

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Maintenance Asset Inquiry Search Results page

Procedures

Export the Maintenance Asset 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.

Rows Retrieved = 10

Asset Id	Item Desc	Maint Mgt Cd	Location	Initial Dt Profiled	UIC	UIC Name	Maint Activity Name	Equip Pool	Dispatch Cd	FAST Rptd	Vehicle Op Cd	Vehicle Type Cd	Utilization Measure Cd	Current Meter Reading	Petroleum Dedicated
BROOKS00000002	BROOKS SUPER ASSETS	MAI	ROOM 116	10/10/2016	BROOKS	BROOKS TEST UIC	BROOKS MA	88-SAT 12	A	No					NO
BROOKS00000003	BROOKS SUPER ASSETS	MAI	AREAT	10/01/2019	BROOKS	BROOKS TEST UIC	BROOKS MA	88-SAT 12	A	No					NO
BROOKS00000005	BROOKS SUPER ASSETS	MAI	OUTSIDE STAGING	01/03/2022	BROOKS	BROOKS TEST UIC	BROOKS MA	21-DUTY WATCH	N	No					NO
BROOKS00000006	BROOKS SUPER ASSETS	MAI	OUTSIDE STAGING	10/02/2019	BROOKS	BROOKS TEST UIC	BROOKS MA	21-DUTY WATCH	A	No					NO
BROOKS00000008	BROOKS SUPER ASSETS	NPD	BUILDING 11		BROOKS	BROOKS TEST UIC	BROOKS MA		N	No					NO
BROOKS00000009	BROOKS SUPER ASSETS	MAI	BUILDING 11	01/22/2020	BROOKS	BROOKS TEST UIC	BROOKS MA	88-BURGROUP	W	No					NO
BROOKS00000009	BROOKS SUPER ASSETS	NPD	AREAT		BROOKS	BROOKS TEST UIC	BROOKS MA		N	No					NO
BROOKS00000004	BROOKS SUPER ASSETS	NPD	AREAT		BROOKS	BROOKS TEST UIC	BROOKS MA		N	No					NO
LOANED000100	BROOKS SUPER ASSETS	NPD	AREAT		BROOKS	BROOKS TEST UIC	BROOKS MA		N	No					NO

01/10/2022 12:06
For Official Use Only

1 of 1

[Cancel](#)

Note



To reach the optional fields, refer to the Maintenance Asset Inquiry — Field Selection page.

2. Select [Cancel](#). The **Maintenance Asset 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.*

View the Maintenance Asset Detail

Select the desired Maintenance Asset row. The **Maintenance Asset Inquiry Detail — Basic** page appears.





Select Fields for the Maintenance Asset Inquiry

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > > MAINT Asset 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 **Select Fields for the Maintenance Asset Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

Selections

[New Selection List](#)

☐ Field	Field Description
☒ Asset Id	The Asset Id on the Work Order.
☒ Current Meter Reading	Current Meter Reading of Vehicle
☒ Dispatch Cd	Daily, Weekly, Recurring etc.
☒ Equip Pool	The maintenance equipment pool containing the asset.
☒ FAST Rptbl	Indicates whether the vehicle is FAST Reportable.
☒ Initial Dt Profiled	Date this record was assigned a maintenance management code.
☒ Item Desc	Item Description for the work order.
☒ Location	Physical location of an asset.
☒ Maint Activity Name	The maintenance activity assigned to service the asset.
☒ Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☒ Petroleum Dedicated	Indicates whether the vehicle fuel is low green house gas
☒ UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☒ UIC Name	A unit, organization, or activity name
☒ Utilization Measure Cd	Code of the Maint Asset Utilization
☒ Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☒ Vehicle Type Cd	Code that identifies the vehicles type.
☐ Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☐ Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐ Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐ Activation Dt	The date a Serial Asset was put into use
☐ Activity Cd	Used to identify a specific installation or level of funding.
☐ Address 1	First line of the address for the Major Custodian
☐ Address 2	Second line of the address for the Major Custodian





Help Reference Guide

☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	CAGE Cd	Controlling activities including manufactures, 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.
☐	Cond Cd	Condition Code
☐	CLIN	A four position field that identifies different contract line items within the same contract.
☐	Owng Cost Center	A code that identifies an organization
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Custodian Name	The name assigned to the property custodian.
☐	DSN	Defense Switched Network for the Major Custodian.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Cost Center	A code that identifies the organization handling depreciation.
☐	Dispatch Ctgr	The identifier of the dispatch category.
☐	Sub Ctgr	The dispatch sub-category assigned to the asset.
☐	Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
☐	Type Action	Designates selection of an action to be taken on disposition of asset
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	ECC	Equipment category of the asset.
☐	EISA	EISA Code
☐	Emergency Response	Emergency Response Designation
☐	EPAct 2005	EPAct 2005 Act
☐	EPAct Coverage	EPAct Coverage
☐	FAST Fuel Config	FAST Fuel Configuration
☐	Fndng Cost Center	Funding Cost Center
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.





Help Reference Guide

☐	IT Device Cd	Indicates a particular type of IT asset.
☐	Law Enforcement	Law Enforcement Designation
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Lease End Dt	The date the assets warranty, service or lease contract expires
☐	Lease Start Dt	The date the assets warranty, service or lease contract starts
☐	LIN/TAMCN Desc	Description that the Line Item Number / Table of Authorized Material Control Number represents.
☐	LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Location Withheld	Indicates whether the location is withheld
☐	Maint Grp	The maintenance group of the asset, used to determine how the asset was assigned to the maint activity.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Min Obj Percent	Minimum percent of utilization.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Obj Percent Util	Desired percentage of utilization.
☐	Office Id	The name of the office where the Major Custodian is located
☐	Office Name	Description of the organization of the Major Custodian
☐	Origl In Svc Dt	A date that an acquisition was placed in service
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	APO E-Mail	The electronic mailing address of the Point of Contact
☐	APO Phone Nbr	Office commercial phone number of custodian or Point of Contact who determined the status of the excess materiel or the Point of Contact for the SCHOOL DONATION.
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Maint Loc	The maintenance location assigned to the asset.





Help Reference Guide

☐	APO Address 1	Property Management Officer Address Line 1
☐	APO Address 2	Property Management Officer Address Line 2
☐	APO City	Property Management Officer City
☐	APO Country	Property Management Officer Country
☐	APO Name	Property Management Officer Name
☐	APO Office Id	Property Management Officer Office Id
☐	APO Office Name	Property Management Officer Office Name
☐	APO State	Property Management Officer State
☐	APO ZIP Cd	Property Management Officer Zip Code
☐	PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	Retirement/Dpspl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☐	State	The State where the Major Custodian is located
☐	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	Ull	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Armor	Code that indicates the level of armoring applicable for a vehicle.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	ZIP Cd	ZIP Code

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.*





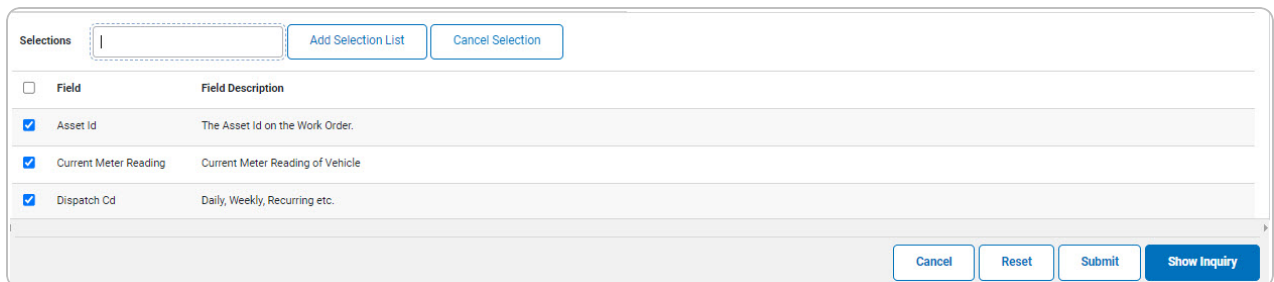
OR

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

- 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.*
- Use  to select the Privacy Type.

Add a Selection List

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



Field	Field Description
☒ Asset Id	The Asset Id on the Work Order.
☒ Current Meter Reading	Current Meter Reading of Vehicle
☒ Dispatch Cd	Daily, Weekly, Recurring etc.

Note



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

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

Select  for small volumes of data. *The **Maintenance Asset Inquiry — Results** page appears.*

3.

OR

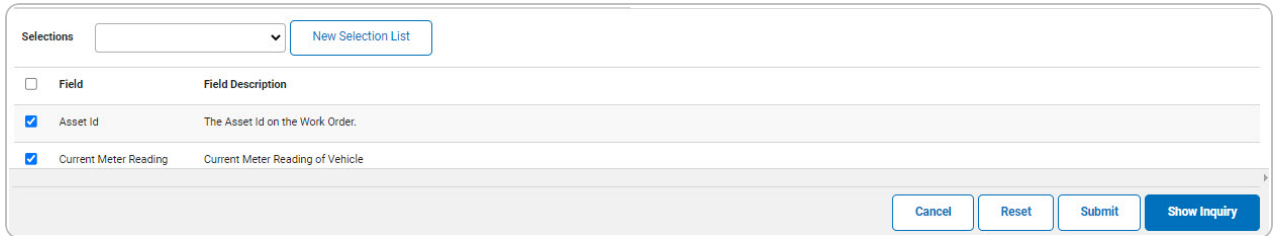
Select  for large volumes of data. *The **Maintenance Asset Inquiry Transaction Status** page appears.*





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'. The table contains two rows, both of which are checked with a blue checkbox. The first row is 'Asset Id' with the description 'The Asset Id on the Work Order.' The second row is 'Current Meter Reading' with the description 'Current Meter Reading of Vehicle'. At the bottom right of the interface are four buttons: 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

☐	Field	Field Description
☒	Asset Id	The Asset Id on the Work Order.
☒	Current Meter Reading	Current Meter Reading of Vehicle

Buttons: Cancel, Reset, Submit, Show Inquiry

Select  for small volumes of data. The ***Maintenance Asset Inquiry — Results*** page appears.

- 2.

OR

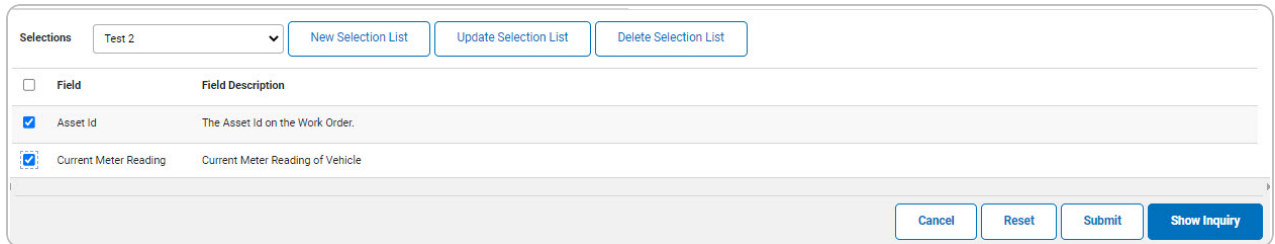
Select  for large volumes of data. The ***Maintenance Asset Inquiry Transaction Status*** page appears.



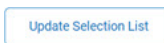
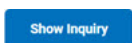


Update a Selection List

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



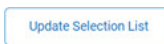
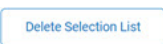
Field	Field Description
☒ Asset Id	The Asset Id on the Work Order.
☒ Current Meter Reading	Current Meter Reading of Vehicle

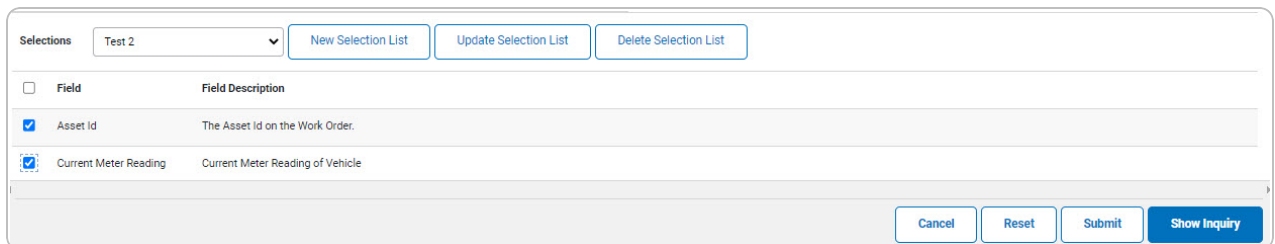
2. Select . *The page refreshes.*
 Select  for small volumes of data. *The **Maintenance Asset Inquiry — Results** page appears.*

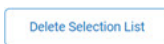
3. **OR**

Select  for large volumes of data. *The **Maintenance Asset 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  is joined by  and .*



2. 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 [Fields](#). The **Select Fields for the Maintenance Asset Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type

Private

Selections

New Selection List

☐	Field	Field Description
☒	Asset Id	The Asset Id on the Work Order.
☒	Current Meter Reading	Current Meter Reading of Vehicle
☒	Dispatch Cd	Daily, Weekly, Recurring etc.
☒	Equip Pool	The maintenance equipment pool containing the asset.
☒	FAST Rptbl	Indicates whether the vehicle is FAST Reportable.
☒	Initial Dt Profiled	Date this record was assigned a maintenance management code.
☒	Item Desc	Item Description for the work order.
☒	Location	Physical location of an asset.
☒	Maint Activity Name	The maintenance activity assigned to service the asset.
☒	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☒	Petroleum Dedicated	Indicates whether the vehicle fuel is low green house gas
☒	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☒	UIC Name	A unit, organization, or activity name
☒	Utilization Measure Cd	Code of the Maint Asset Utilization
☒	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☒	Vehicle Type Cd	Code that identifies the vehicles type.
☐	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☐	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐	Activation Dt	The date a Serial Asset was put into use
☐	Activity Cd	Used to identify a specific installation or level of funding.
☐	Address 1	First line of the address for the Major Custodian
☐	Address 2	Second line of the address for the Major Custodian





Help Reference Guide

☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	CAGE Cd	Controlling activities including manufactures, 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.
☐	Cond Cd	Condition Code
☐	CLIN	A four position field that identifies different contract line items within the same contract.
☐	Owng Cost Center	A code that identifies an organization
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Custodian Name	The name assigned to the property custodian.
☐	DSN	Defense Switched Network for the Major Custodian.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Cost Center	A code that identifies the organization handling depreciation.
☐	Dispatch Ctgr	The identifier of the dispatch category.
☐	Sub Ctgr	The dispatch sub-category assigned to the asset.
☐	Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
☐	Type Action	Designates selection of an action to be taken on disposition of asset
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	ECC	Equipment category of the asset.
☐	EISA	EISA Code
☐	Emergency Response	Emergency Response Designation
☐	EPAct 2005	EPAct 2005 Act
☐	EPAct Coverage	EPAct Coverage
☐	FAST Fuel Config	FAST Fuel Configuration
☐	Fndng Cost Center	Funding Cost Center
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.





Help Reference Guide

☐	IT Device Cd	Indicates a particular type of IT asset.
☐	Law Enforcement	Law Enforcement Designation
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Lease End Dt	The date the assets warranty, service or lease contract expires
☐	Lease Start Dt	The date the assets warranty, service or lease contract starts
☐	LIN/TAMCN Desc	Description that the Line Item Number / Table of Authorized Material Control Number represents.
☐	LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Location Withheld	Indicates whether the location is withheld
☐	Maint Grp	The maintenance group of the asset, used to determine how the asset was assigned to the maint activity.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Min Obj Percent	Minimum percent of utilization.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Obj Percent Util	Desired percentage of utilization.
☐	Office Id	The name of the office where the Major Custodian is located
☐	Office Name	Description of the organization of the Major Custodian
☐	Origl In Svc Dt	A date that an acquisition was placed in service
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	APO E-Mail	The electronic mailing address of the Point of Contact
☐	APO Phone Nbr	Office commercial phone number of custodian or Point of Contact who determined the status of the excess materiel or the Point of Contact for the SCHOOL DONATION.
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Maint Loc	The maintenance location assigned to the asset.





Help Reference Guide

☐	APO Address 1	Property Management Officer Address Line 1
☐	APO Address 2	Property Management Officer Address Line 2
☐	APO City	Property Management Officer City
☐	APO Country	Property Management Officer Country
☐	APO Name	Property Management Officer Name
☐	APO Office Id	Property Management Officer Office Id
☐	APO Office Name	Property Management Officer Office Name
☐	APO State	Property Management Officer State
☐	APO ZIP Cd	Property Management Officer Zip Code
☐	PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	Retirement/Dpspl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☐	State	The State where the Major Custodian is located
☐	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	Ull	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Armor	Code that indicates the level of armoring applicable for a vehicle.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	ZIP Cd	ZIP Code

2. Select the fields required for the inquiry. *The first 16 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 ***Maintenance Asset Inquiry — Results*** page appears.

3.

OR

Select  for large volumes of data. The ***Maintenance Asset Inquiry Transaction Status*** page appears.





View Maintenance Asset Inquiry Details — Basic

Overview

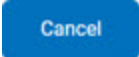
The Maintenance Asset Inquiry Detail — Basic process displays the basic maintenance record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria >  > Search Results > Asset Row hyperlink > Maintenance Asset Inquiry Detail — Basic page

Procedures

Export the Maintenance Asset Detail — Basic

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.

Basic Catalog Accounting Depreciation Warranty Attachment Improvement Component Maintenance Fuel Cert/License Lifetime Cost Open Work Order Utilization Vehicle Characteristics Vehicle Cost Work Plan All

1 of 1 Find Next

Maintenance Asset Inquiry - Basic Detail

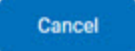
Site Id	FUNC-2	Actbl UIC	N00018
UIC	BROOKS	Process Action	
Stock Nbr	89688968	Serial Nbr	94131064
Item Desc	M AND U ASSETS	Asset Status	Active
Asset Id	BROOKS000097	Custodian Nbr	JITC /
Lot Nbr		Expr Dt	
Qty	1	Total Cost	\$1,000.00
Loc	TAGTEST	Sub Loc	
Acq Cost	\$1,000.00	Avg Unit Cost	
Acq Dt	11/01/2011	Rcpt Dt	11/01/2011
Origl In Svc Dt	11/01/2011	Retirement/Dspal Dt	
Cond Cd	B - Svcbl(With Qual)	Asset Level Cd	EI - End Item No Components
Asset Cd	K - Equipment	Asset Sts Cd	U - In Use
Embedded Cost	\$0.00	HA Asset Id	
Sys Id		Action Cd	INPR - New Procurement
Catalog Pilferable	No	Asset Pilferable	No
Non-Actbl	No		
Owng Cost Center		Owng Cost Center Desc	
Rcpt Doc Nbr		Rcvd By	
Estbd Dt	11/01/2011	Estbd By	DMBROOKS
Last Activity Dt	01/14/2020	Last Updtd By	JHEIDBRE
Cause of Suspt Loss		Suspt Loss Sts Cd	N/A - Non Applicable
Ull	LDN00367BROOKS000097		
Remarks			

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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.

Select . *The **Maintenance Asset Inquiry — Criteria** page appears.*

4. OR

Select the Catalog tab. *The **Maintenance Asset Inquiry Detail — Catalog** 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.*





View the Maintenance Asset Inquiry Detail — Catalog

Overview

The Maintenance Asset Inquiry Detail — Catalog page displays the catalog record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Catalog tab > Maintenance Asset Inquiry Detail — Catalog page

Procedures

Export the Maintenance Asset Detail — Catalog

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





1. Verify the Catalog Detail tab.

Basic Catalog Accounting Depreciation Warranty Attachment Improvement Component Maintenance Fuel Cert/License Lifetime Cost Open Work Order Utilization Vehicle Characteristics Vehicle Cost Work Plan All

1 of 1 Find Next

Maintenance Asset Inquiry - Catalog Detail

Asset Id	BROOKS000097		
Stock Nbr	89688968	Serial Nbr	94131064
Item Desc	M AND U ASSETS		
Catalog			
FSC	1005 - Guns, through 30MM	Reportable Cd	0 - Not Reportable
Type Asset Cd	G - Gen PP&E	IT Device Cd	N/A - Non Applicable
ACC	U 20000000000048	ARC	N - Nonexpendable
Dmil Cd	A - NonMLI - Dmil Not Req	CIIC	U - Unclassified
Calibration Cd	N - Not Applicable		
Acq Program	LIN/TAMCN AB1234 - TESTING		
Type Dsg Cd	Util Measur Cd M - Miles		
Fdcry Deprn Mthd Cd	SL - Straight Line	Util Svc Life	15.00
MFR			
Mfr Name	UNASSIGNED		
Mfr Part Nbr	Mfr Model Nbr		
Non-Actbl	NO	CAGE Cd	
DOD Serial Nbr	Mfr Yr 2011		

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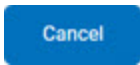
Cancel

2. Verify the Catalog section.

3. Verify the Mfr section.

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

5. Follow the prompts provided by the computer.

Select . The **Maintenance Asset Inquiry — Criteria** page appears.

6. OR

Select the Accounting tab. The **Maintenance Asset Inquiry Detail — Accounting** 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.*





View the Maintenance Asset Inquiry Details — Accounting

Overview

The Maintenance Asset Inquiry Detail — Accounting process displays the accounting record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria >  > Search Results > Asset Row hyperlink > Basic Detail > Accounting tab > Maintenance Asset Inquiry Detail — Accounting page

Procedures

Export the Maintenance Asset Detail — Accounting

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 Accounting Detail tab.

Basic Catalog **Accounting** Depreciation Warranty Attachment Improvement Component Maintenance Fuel Cert/License Lifetime Cost Open Work Order Utilization Vehicle Characteristics Vehicle Cost Work Plan All

1 of 1 Find Next

Maintenance Asset Inquiry - Accounting Detail

Accounting

Asset Id	BROOKS000097	Serial Nbr	94131064
Stock Nbr	89688968		
Item Desc	M AND U ASSETS		
Acq Cost	\$1,000.00	Acq Dt	11/01/2011
Asset Cd	K - Equipment	Deprn Cd	N - Non-Capitalized Asset
Acct Rpt Nbr		Cptl Cd	A - DoD Threshold
Deprn Exp Cd			
Task Cd		Transfer Type Cd	0 - Transfer Type Cd not required
Job Order Nbr		Trading Partner Nbr	
Fund Cd/ASN	99/	Type Fund Id	0 - Other
Dept Cd		Pgm Yr	
Basic Symbol		Subhead	
Obj Class Cd		LOA	
Fndg Cost Center		Fndg Cost Center Desc	

Loan

Loan Cd	G - Government Owned	Loan Notify Cd	
Loaning DODAAC/CAGE Cd		Contract Nbr	
Activity			
Acty Address 1			
Acty Address 2			
City		State	
ZIP Cd		Country Cd	
Loan Start Dt		Loan End Dt	
Mode of Shipment		Shipment Dt	
TCN			
Loan Rcvd By		Loan Rcvd Dt	

Lease

Lease Cd	N - Government Owned		
Activity			
Acty Address 1			
Acty Address 2			
City		State	
ZIP Cd		Country Cd	
Lease Start Dt		Lease End Dt	

Contract

Oblign Doc Nbr		Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	

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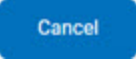
Cancel

2. Verify the Loan section.





3. Verify the Lease section.
4. Verify the Contract section.
5. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
6. Follow the prompts provided by the computer.

- Select . The **Maintenance Asset Inquiry — Criteria** page appears.
- 7.
- OR

Select the Depreciation tab. The **Maintenance Asset Inquiry Detail — Depreciation** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Depreciation

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Depreciation tab > Maintenance Asset Inquiry Detail — Depreciation page

Procedures

Export the Maintenance Asset Detail — Depreciation

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

1. **Verify the Depreciation Detail tab.**

Basic
Catalog
Accounting
Depreciation
Warranty
Attachment
Improvement
Component
Maintenance
Fuel
Cert/License
Lifetime Cost
Open Work Order
Utilization
Vehicle Characteristics
Vehicle Cost
Work Plan
All

1 of 1
Find
Next

Maintenance Asset Inquiry - Depreciation Detail

Asset Id	BROOKS000097	Serial Nbr	94131064
Stock Nbr	89688968		
Item Desc	M AND U ASSETS		
Deprn Sts Cd		Deprn Exp Cd	
Activation Dt		Fdcry Deprn Mthd Cd	
Deprn Period		Deprn Util Svc Life	
Deprn Period Days		Deprn Util Qty	
Deprn Util Period		Prr Deprn Util Qty	
Deprn SL Rebsln		Deprn AB Rebsln	
Deprn SL Lst Rebsln		Deprn AB Lst Rebsln	
Prr Deprn SL Rebsln		Prr Deprn AB Rebsln	
Total Cost	\$1,000.00	Net Book Value	
Accumd Deprn		Prior Deprn	
Current Mth Deprn		FY Cost	
Slvg Value		Write Down Amt	
Deprn Cost Center		Deprn Task Cd	
Deprn Job Order Nbr		Util Measr Cd	M - Miles

01/06/2022 13:57
1 of 1

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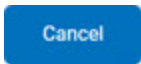
Cancel





Help Reference Guide

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 . The **Maintenance Asset Inquiry – Criteria** page appears.
- OR

Select the Warranty tab. The **Maintenance Asset Inquiry Detail – Warranty** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Warranty

Navigation

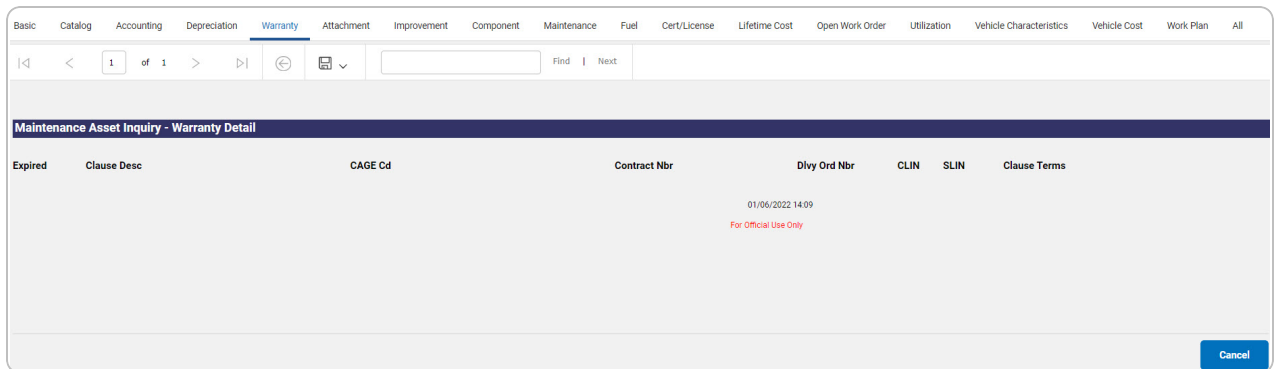
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Warranty tab > Maintenance Asset Inquiry Detail — Warranty page

Procedures

Export the Maintenance Asset Detail — Warranty

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

1. Verify the Warranty 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 **Maintenance Asset Inquiry — Criteria** page appears.
- OR





Help Reference Guide

Select the Attachment tab. The **Maintenance Asset Inquiry Detail – Attachment** 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.*





View the Maintenance Asset Inquiry Detail — Attachment

Overview

The Maintenance Asset Inquiry Detail — Attachment process displays the attachment record of the selected asset.

Navigation

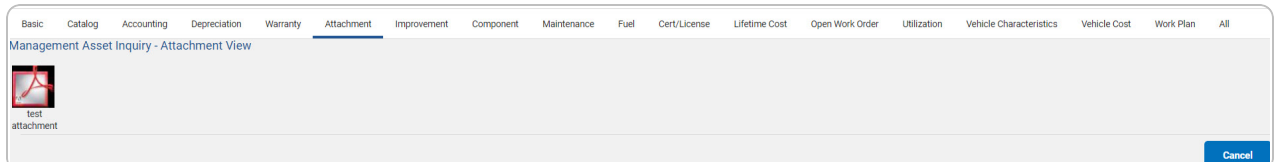
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Attachment tab > Maintenance Asset Inquiry Detail — Attachment page

Procedures

View the Maintenance Asset Detail — Attachment

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

1. Verify the Attachment Detail tab.



2. Follow the prompts provided by the computer.

Select [Cancel](#). The **Maintenance Asset Inquiry — Criteria** page appears.

3. OR

Select the Improvement tab. The **Maintenance Asset Inquiry Detail — Improvement** page appears.





View the Maintenance Asset Inquiry Detail — Improvement

Navigation

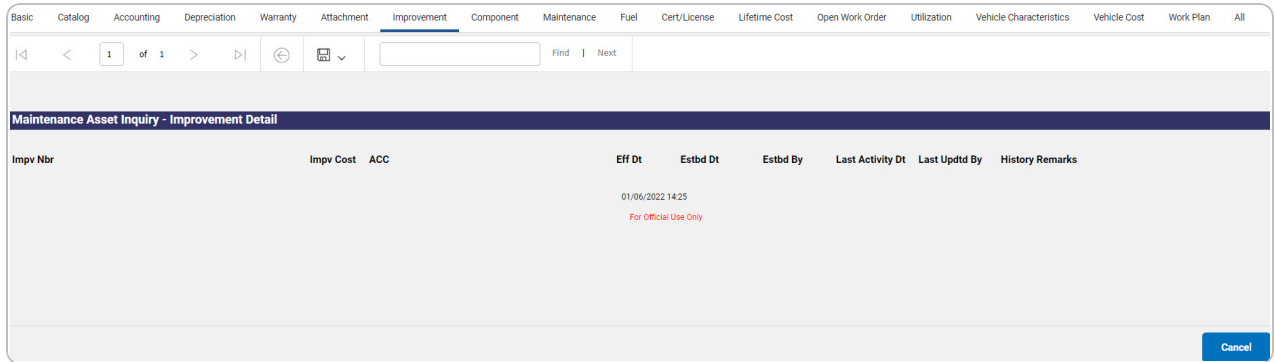
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Improvement tab > Maintenance Asset Inquiry Detail — Improvement page

Procedures

Export the Maintenance Asset Detail — Improvement

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

1. **Verify the Improvement 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 **Maintenance Asset Inquiry — Criteria** page appears.
- OR





Help Reference Guide

Select the Component tab. The ***Maintenance Asset Inquiry Detail – Component*** 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.*





View the Maintenance Asset Inquiry Detail — Component

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Component tab > Maintenance Asset Inquiry Detail — Component page

Procedures

View the Maintenance Asset Detail — Component

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





1. Verify the Component Detail tab.

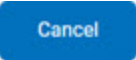
Basic Catalog Accounting Depreciation Warranty Attachment Improvement **Component** Maintenance Fuel Cert/License Lifetime Cost Open Work Order Utilization

Management Asset Inquiry - Component View

Asset Id	BROOKS000100
Stock Nbr	89688968
Loc	TAGTEST
Serial Nbr	476134694
Item Desc	M AND U ASSETS
Custodian Nbr	JITC
Loan Cd	G
Sys Id	
Suspt Loss Sts Cd	N
Level	1

You selected an asset with no lower assemblies

Cancel

2. Select . The **Maintenance Asset Inquiry — Criteria** page appears.
- OR

Select the Maintenance tab. The **Maintenance Asset Inquiry Detail — Maintenance** page appears.





View the Maintenance Asset Inquiry Detail — Maintenance

Navigation

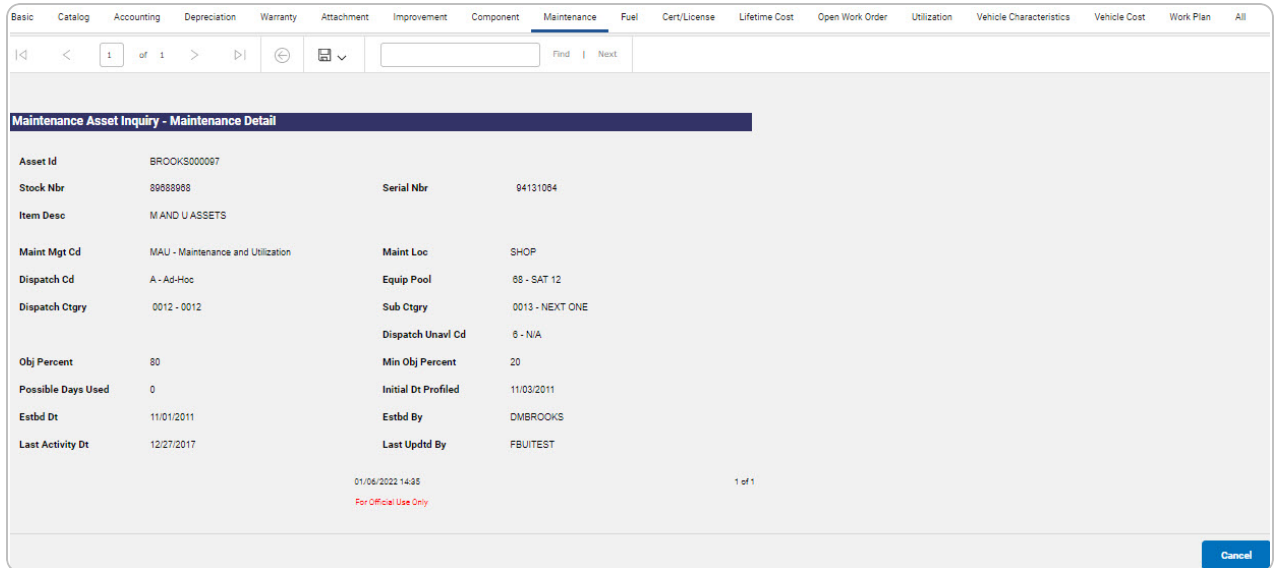
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Maintenance tab > Maintenance Asset Inquiry Detail — Maintenance page

Procedures

Export the Maintenance Asset Detail — Maintenance

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

1. **Verify the Maintenance Detail tab.**



Maintenance Asset Inquiry - Maintenance Detail			
Asset Id	BROOKS000097		
Stock Nbr	89888988	Serial Nbr	94131084
Item Desc	MAND U ASSETS		
Maint Mgt Cd	MAU - Maintenance and Utilization	Maint Loc	SHOP
Dispatch Cd	A - Ad-Hoc	Equip Pool	88 - SAT 12
Dispatch Ctgry	0012 - 0012	Sub Ctgry	0013 - NEXT ONE
		Dispatch Unavl Cd	6 - N/A
Obj Percent	80	Min Obj Percent	20
Possible Days Used	0	Initial Dt Profiled	11/03/2011
Estbd Dt	11/01/2011	Estbd By	DMBROOKS
Last Activity Dt	12/27/2017	Last Updtd By	FBUIEST

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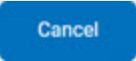
1 of 1

[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 . The **Maintenance Asset Inquiry — Criteria** page appears.
- OR

Select the Fuel tab. The **Maintenance Asset Inquiry Detail — Fuel** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Fuel

Navigation

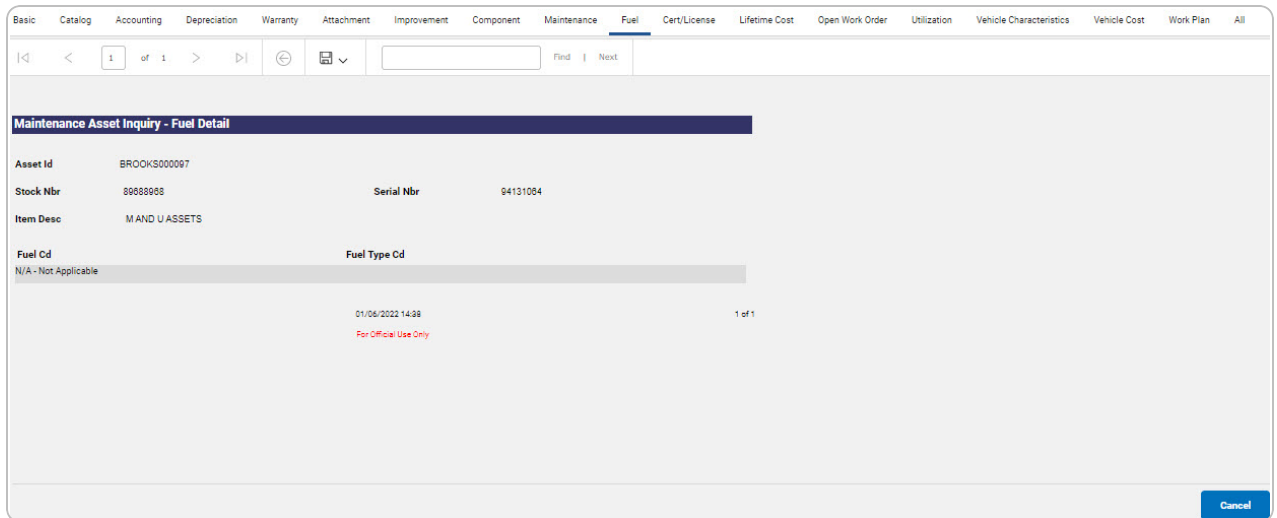
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Fuel tab > Maintenance Asset Inquiry Detail — Fuel page

Procedures

Export the Maintenance Asset Detail — Fuel

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

1. Verify the Fuel 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 **Maintenance Asset Inquiry — Criteria** page appears.





OR

Select the Cert/License tab. The **Maintenance Asset Inquiry Detail — Cert/License** 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.*





View the Maintenance Asset Inquiry Detail — CERT/LICENSE

Overview

The Maintenance Asset Inquiry Detail — CERT/LICENSE process displays the certification and/or license record of the selected asset.

Navigation

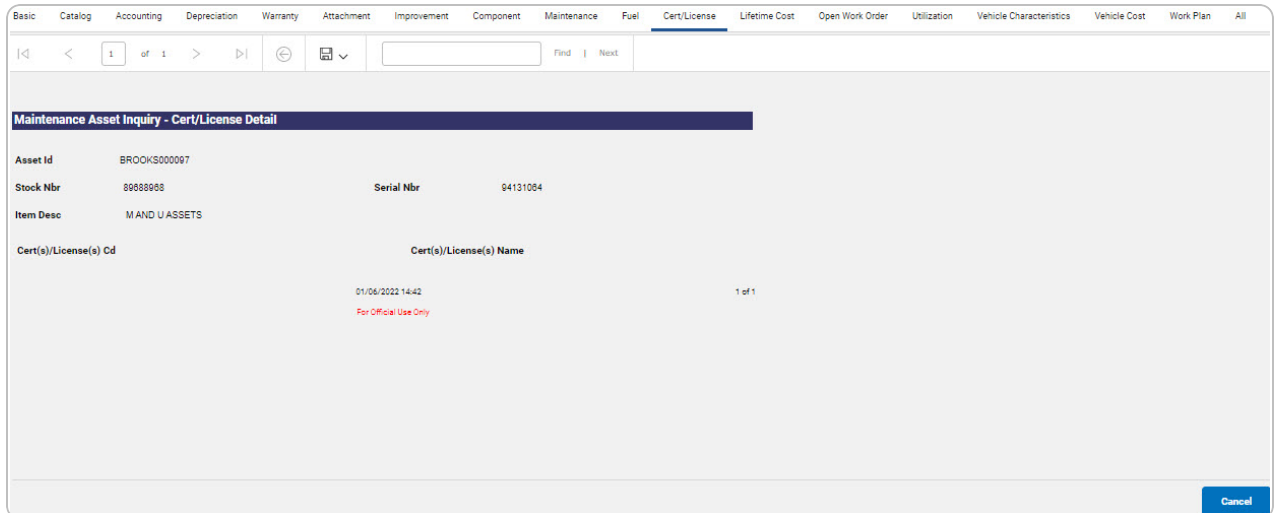
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > CERT/LICENSE tab > Maintenance Asset Inquiry Detail — CERT/LICENSE page

Procedures

Export the Maintenance Asset Detail — CERT/LICENSE

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

1. **Verify the CERT/LICENSE Detail tab.**



Basic Catalog Accounting Depreciation Warranty Attachment Improvement Component Maintenance Fuel **Cert/License** Lifetime Cost Open Work Order Utilization Vehicle Characteristics Vehicle Cost Work Plan All

1 of 1

Maintenance Asset Inquiry - Cert/License Detail

Asset Id BROOKS000097

Stock Nbr 8988998 Serial Nbr 94131054

Item Desc M AND U ASSETS

Cert(s)/License(s) Cd Cert(s)/License(s) Name

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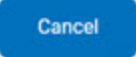
Cancel





Help Reference Guide

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 . The **Maintenance Asset Inquiry – Criteria** page appears.
- OR

Select the Lifetime Cost tab. The **Maintenance Asset Inquiry Detail – Lifetime Cost** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Life-time Cost

Navigation

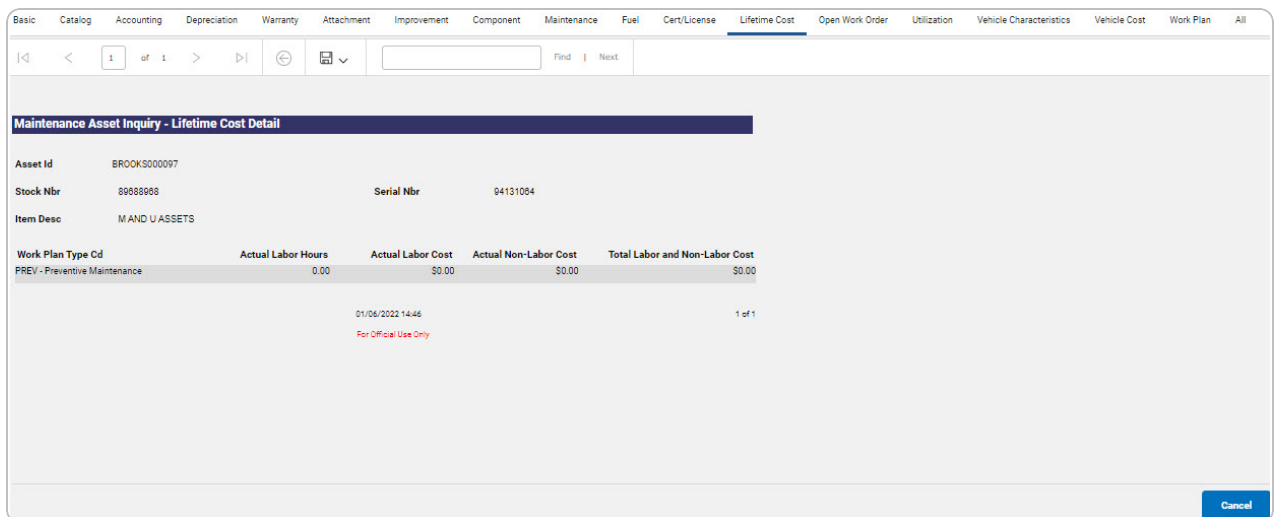
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Lifetime Cost tab > Maintenance Asset Inquiry Detail — Lifetime Cost page

Procedures

Export the Maintenance Asset Detail — Lifetime Cost

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

1. Verify the Lifetime Cost Detail tab.

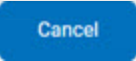


Work Plan Type Cd	Actual Labor Hours	Actual Labor Cost	Actual Non-Labor Cost	Total Labor and Non-Labor Cost
PREV - Preventive Maintenance	0.00	\$0.00	\$0.00	\$0.00

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 . The **Maintenance Asset Inquiry – Criteria** page appears.
- OR

Select the Open Work Order tab. The **Maintenance Asset Inquiry Detail – Open Work Order** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Open Work Order

Overview

The Maintenance Asset Inquiry Detail — Open Work Order process displays the open work order record of the selected asset.

Navigation

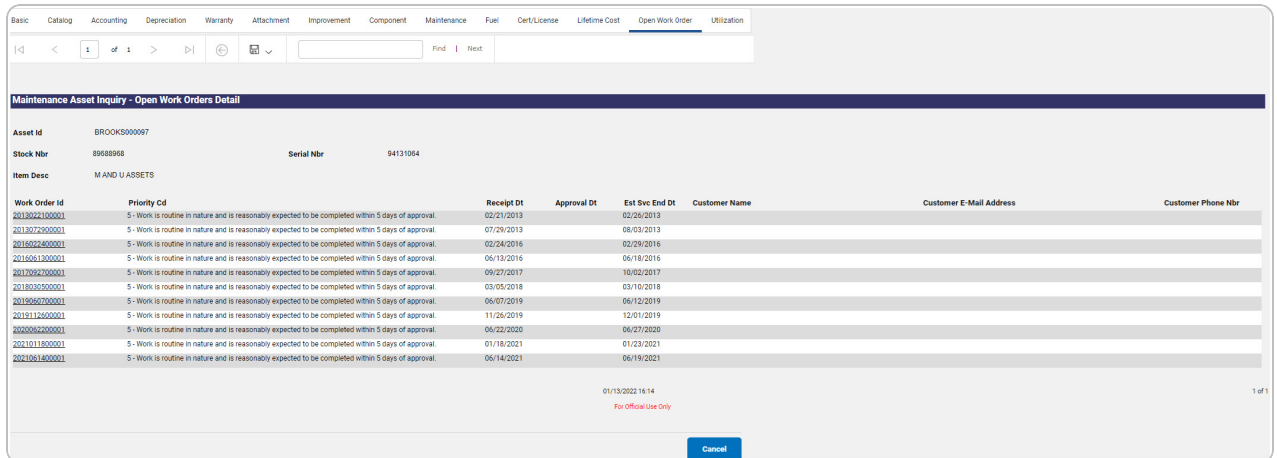
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Open Work Order tab > Maintenance Asset Inquiry Detail — Open Work Order page

Procedures

Export the Maintenance Asset Detail — Open Work Order

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

1. Verify the Open Work Order Detail tab.



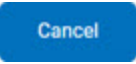
Work Order Id	Priority Cd	Receipt Dt	Approval Dt	Est Svc End Dt	Customer Name	Customer E-Mail Address	Customer Phone Nbr
2013022100001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	02/21/2013		02/26/2013			
2013022900001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	07/29/2013		08/03/2013			
2013092400001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	02/24/2016		02/29/2016			
2013091300001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/13/2016		06/18/2016			
2013092900001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	09/27/2017		10/02/2017			
2013030500001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	03/05/2018		03/10/2018			
2013060700001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/07/2019		06/12/2019			
2013112600001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	11/26/2019		12/01/2019			
2020062200001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/22/2020		06/27/2020			
2021011800001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	01/18/2021		01/23/2021			
2021061400001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/14/2021		06/19/2021			

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 . The **Maintenance Asset Inquiry – Criteria** page appears.

4. OR

Select the Utilization tab. The **Maintenance Asset Inquiry Detail – Utilization** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Utilization

The Maintenance Asset Inquiry Detail — Utilization process displays the utilization record of the selected asset.

Navigation

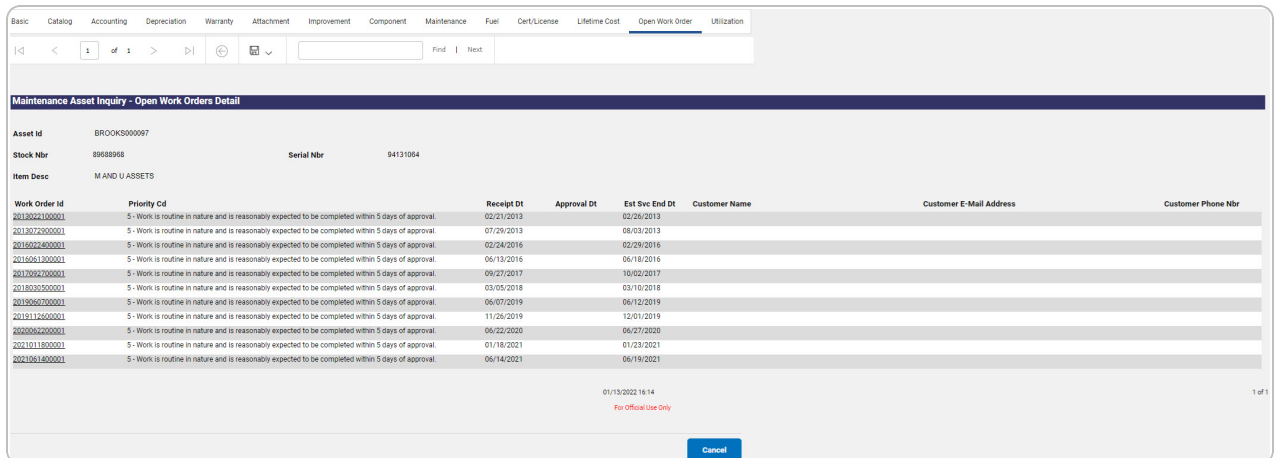
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Utilization tab > Maintenance Asset Inquiry Detail — Utilization page

Procedures

Export the Maintenance Asset Detail — Utilization

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

1. **Verify the Utilization Detail tab.**

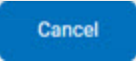


Work Order Id	Priority Cd	Receipt Dt	Approval Dt	Est Svc End Dt	Customer Name	Customer E-Mail Address	Customer Phone Nbr
2013021200001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	02/21/2013		02/26/2013			
2013072000001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	07/29/2013		08/03/2013			
2015002400001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	02/24/2016		02/29/2016			
2015061300001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/13/2016		06/18/2016			
2017092700001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	09/27/2017		10/02/2017			
2018030500001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	03/05/2018		03/15/2018			
2019060700001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/07/2019		06/12/2019			
2019112600001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	11/26/2019		12/01/2019			
2020062200001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/22/2020		06/27/2020			
2021011800001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	01/18/2021		01/23/2021			
2021061400001	5 - Work is routine in nature and is reasonably expected to be completed within 5 days of approval.	06/14/2021		06/19/2021			

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 . The **Maintenance Asset Inquiry – Criteria** page appears.
- OR

Select the Vehicle Characteristics tab. The **Maintenance Asset Inquiry Detail – Vehicle Characteristics** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Vehicle Characteristics

Navigation

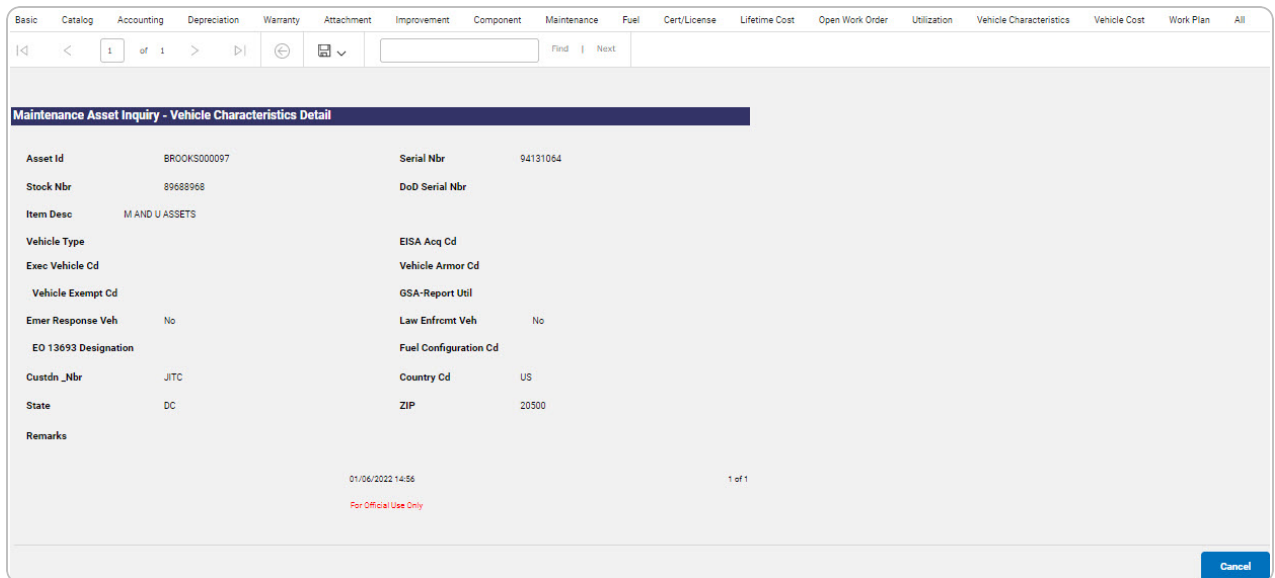
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Vehicle Characteristics tab > Maintenance Asset Inquiry Detail — Vehicle Characteristics page

Procedures

Export the Maintenance Asset Detail — Vehicle Characteristics

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

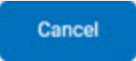
1. Verify the Vehicle Characteristics Detail tab.



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 . The **Maintenance Asset Inquiry – Criteria** page appears.
- OR

Select the Vehicle Cost tab. The **Maintenance Asset Inquiry Detail – Vehicle Cost** page appears.

Search the Results

1. Select the empty field .
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.*





View the Maintenance Asset Inquiry Detail — Vehicle Cost

Overview

The Maintenance Asset Inquiry Detail — Vehicle Cost process displays the vehicle cost record of the selected asset.

Navigation

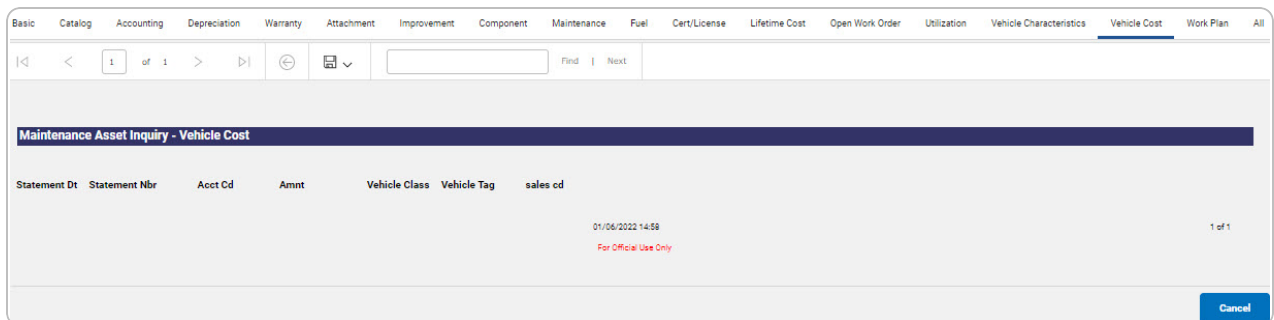
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Detail > Vehicle Cost tab > Maintenance Asset Inquiry Detail — Vehicle Cost page

Procedures

Export the Maintenance Asset Detail — Vehicle Cost

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

1. **Verify the Vehicle Cost 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 **Maintenance Asset Inquiry — Criteria** page appears.





OR

Select the Work Plan tab. The **Maintenance Asset Inquiry Detail — Work Plan** 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.*





View the Maintenance Asset Inquiry Detail — Work Plan

Navigation

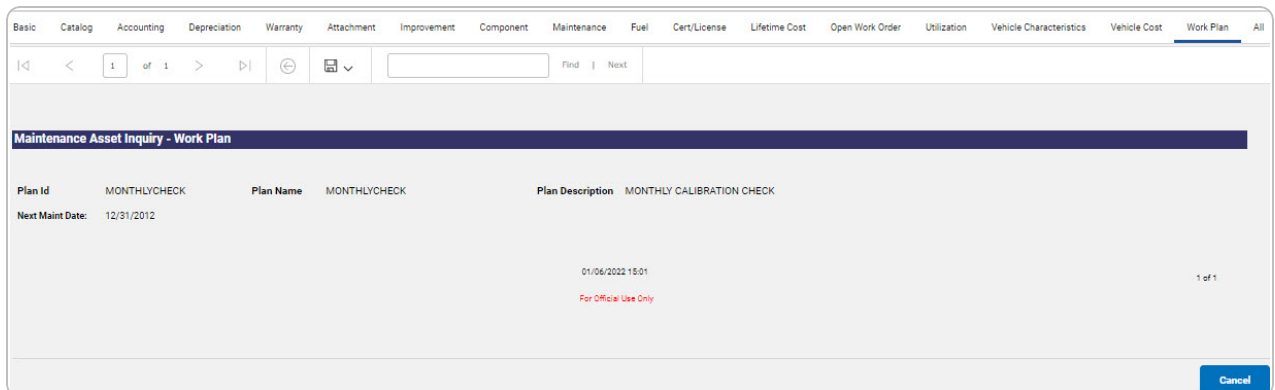
Inquiries > Maintenance > MAINT Asset > Search Criteria > [Show Inquiry](#) > Search Results > Asset Row hyperlink > Basic Details > Work Plan tab > Maintenance Asset Inquiry Detail — Work Plan page

Procedures

Export the Maintenance Asset Detail — Work Plan

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

1. Verify the Work Plan Detail tab.



Plan Id	Plan Name	Plan Description	Next Maint Date
MONTHLYCHECK	MONTHLYCHECK	MONTHLY CALIBRATION CHECK	12/31/2012

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 **Maintenance Asset 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.*

