



## View an Inquiry Extract

### Overview

The Maintenance and Utilization module Inquiry Extract Viewer process provides the ability to download large inquiries that are available to the Inquiry Owner (the personnel that created the inquiry) or publicly shared reports.

#### Note



Only the owner of the inquiry can delete it. If the owner does not delete it before 30 days, the inquiry is automatically deleted from ELMS.

### Navigation

Inquiries > Inquiries > View Inquiry Extract page

### Procedures

#### View an Inquiry Extract

1. Select the Download hyperlink of the desired report. *The **File Download** pop-up window displays.*

View Reports			
Delete	Download	Extract Date	User Id Owner
Delete	Job Order Number	04/14/2023 14:42:08	LAWNICOLE
Delete	Asset Wrrnty Svc Subscrip Assoc Inquiry - MU	04/03/2023 12:29:24	LAWNICOLE
Delete	Asset Wrrnty Svc Subscrip Assoc Inquiry - MU	03/28/2023 17:06:04	LAWNICOLE
Delete	Dispatch Category Inquiry	03/15/2023 13:41:19	LAWNICOLE

2. Follow the prompts provided by the computer. *The file **ELMSExtract.zip** downloads to the computer.*
3. Select . *The Excel spreadsheet opens outside of the application.*





## Note



The file name of the spreadsheet always has the same format:

**ELMSExcelData-`{userid}`--`{date/time}`.xls**

## Delete an Inquiry Extract

1. Select the Delete hyperlink of the desired report. *The report is immediately deleted.*

View Reports

Delete	Download	Extract Date	User Id Owner
Delete	Job Order Number	04/14/2023 14:42:08	LAWNICOLE
Delete	Asset Wrnty Svc Subscrip Assoc Inquiry - MU	04/03/2023 12:29:24	LAWNICOLE
Delete	Asset Wrnty Svc Subscrip Assoc Inquiry - MU	03/28/2023 17:06:04	LAWNICOLE
Delete	Dispatch Category Inquiry	03/15/2023 13:41:19	LAWNICOLE

2. The *Extract has been deleted* notification appears.

Extract has been deleted

View Reports

Delete	Download	Extract Date	User Id Owner
Delete	Job Order Number	04/14/2023 14:42:08	LAWNICOLE
Delete	Asset Wrnty Svc Subscrip Assoc Inquiry - MU	04/03/2023 12:29:24	LAWNICOLE
Delete	Dispatch Category Inquiry	03/15/2023 13:41:19	LAWNICOLE

