



Search for a Work Order Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Work Order Inquiry process provides the ability to search for a Work Order record.

Navigation

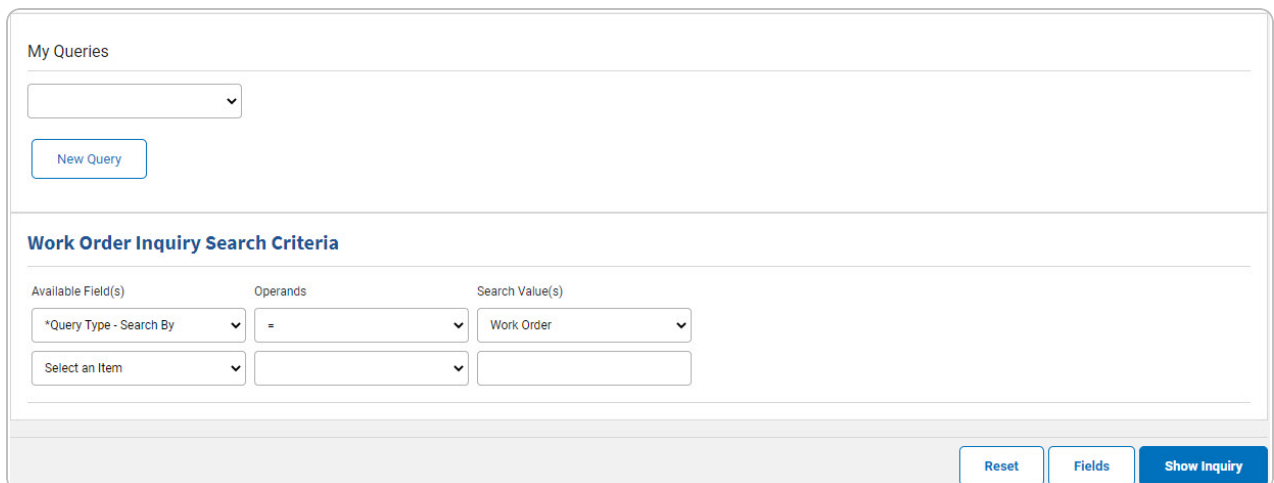
Inquiries > Maintenance > Work Order > Work Order Inquiry Search Criteria page

Procedures

Search for a Work Order 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.



The screenshot shows the 'Work Order Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Work Order Inquiry Search Criteria' section, which contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has two dropdown menus: the first is set to '*Query Type - Search By' and the second is set to 'Select an Item'. The 'Operands' column has a dropdown menu set to '='. The 'Search Value(s)' column has a dropdown menu set to 'Work Order'. 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 (Query Type - Search By) automatically populates and is not editable.






Note





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


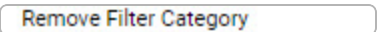

Note



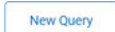
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 **Work Order 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

Work Order Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|-------------------------|----------|-----------------|
| *Query Type - Search By | = | Work Order |
| Select an Item | | |

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*
 4. Select . *The **Work Order Inquiry – Select Fields** page appears.*
- OR
- Select . *The **Work Order 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.*





Help Reference Guide

My Queries

[New Query](#)

Work Order Inquiry Search Criteria


| Available Field(s) | Operands | Search Value(s) |
|-------------------------|----------|-----------------|
| *Query Type - Search By | = | Work Order |
| Select an Item | | |

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Work Order Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Work Order 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

[New Query](#) [Update Query](#) [Delete Query](#)

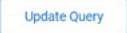


Work Order Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|-------------------------|----------|-----------------|
| *Query Type - Search By | = | Work Order |
| Select an Item | | |


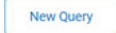
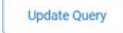
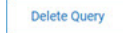
[Reset](#) [Fields](#) [Show Inquiry](#)





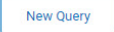
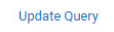
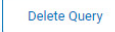
2. Select  . The query information is updated.
3. Select  . The **Work Order Inquiry — Select Fields** page appears.
- OR
- Select  . The **Work Order Inquiry — Results** page appears.

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.




My Queries


Test 2

Work Order Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|-------------------------|----------|-----------------|
| *Query Type - Search By | = | Work Order |
| Select an Item | | |

2. Select  . The query information is removed.

Revise the Fields for the Inquiry

- Select  . The **Work Order Inquiry — Select Fields** page appears.





Search for a Work Order Inquiry — Results

Navigation


Inquiries > Maintenance > Work Order > Search Criteria > [Show Inquiry](#) > Work Order Inquiry Search Results page

Procedures

Export the Work Order Inquiry Results

[Cancel](#)

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 = 8

| Work Order Id | Approval Dt | Asset Id | DOD Serial Nbr | ECC | Item Desc | Maint Activity | Priority Cd | Serial Nbr | Stock Nbr | Doc Nbr | Work Order Status Cd | Closed Dt | Work Order Has Asset |
|---------------|-------------|--------------|----------------|-----|-------------------------------|----------------|--------------------|--------------|-------------|---------|----------------------|------------|----------------------|
| 201111000002 | 11/10/2011 | BROOK5000120 | | | ACTIVITY BASED DEPR | BROOKS MA | 5-Routine-1-5 days | 1431164 | 83975788902 | | C-Closed | 09/20/2012 | Yes |
| 201111000001 | 11/10/2011 | | | | | J04 | 5-Routine-1-5 days | | | | O-Open | | No |
| 201111000001 | 11/10/2011 | BROOK5000116 | | | ACTIVITY BASED DEPR | BROOKS MA | 5-Routine-1-5 days | 9746131646 | 83975788901 | | O-Open | | Yes |
| 201111000002 | 11/10/2011 | BROOK5000117 | | | ACTIVITY BASED DEPR | BROOKS MA | 5-Routine-1-5 days | 143136464 | 83975788902 | | C-Closed | 10/24/2019 | Yes |
| 201111000002 | 11/10/2011 | J0412345011 | | | JS SOFTWARE MAINTENANCE GROUP | J05 | 2-Urgent-2 days | J05123450011 | J0512345 | | O-Open | | Yes |
| 201111000003 | 11/10/2011 | BROOK5000120 | | | ACTIVITY BASED DEPR | BROOKS MA | 5-Routine-1-5 days | 1431164 | 83975788902 | | O-Open | | Yes |
| 201111000003 | 11/10/2011 | J0412345012 | | | JS SOFTWARE MAINTENANCE GROUP | J05 | 2-Urgent-2 days | J05123450012 | J0512345 | | O-Open | | Yes |
| 201111000004 | 11/10/2011 | J0412345013 | | | JS SOFTWARE MAINTENANCE GROUP | J05 | 2-Urgent-2 days | J05123450013 | J0512345 | | O-Open | | Yes |

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For Official Use Only

1 of 1

[Cancel](#)

Note



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

[Cancel](#)

2. Select [Cancel](#). The **Work Order 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 Work Order Detail

Select the desired Work Order row. The **Work Order Inquiry Detail – Sub Work Order** page appears.





Select Fields for the Work Order Inquiry

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > > Work Order 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.





Help Reference Guide

1. Select [Fields](#). The **Work Order Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

Selections

[New Selection List](#)

| <input type="checkbox"/> | Field | Field Description |
|-------------------------------------|----------------------|--|
| <input checked="" type="checkbox"/> | Work Order Id | The unique identifier of the work order within its maintenance activity. |
| <input checked="" type="checkbox"/> | Approval Dt | The date the work order was approved. |
| <input checked="" type="checkbox"/> | Asset Id | The Asset Id on the Work Order. |
| <input checked="" type="checkbox"/> | DOD Serial Nbr | Used to identify a particular serially managed asset. This field is also used for USA Registration Number. |
| <input checked="" type="checkbox"/> | ECC | Equipment category of the asset. |
| <input checked="" type="checkbox"/> | Item Desc | Item Description for the work order. |
| <input checked="" type="checkbox"/> | Maint Activity | An organizational unit responsible for the maintenance and/or utilization management of assets. |
| <input checked="" type="checkbox"/> | Priority Cd | The priority or importance of the work order. |
| <input checked="" type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | Doc Nbr | Document Number |
| <input checked="" type="checkbox"/> | Work Order Status Cd | The status of the work order, representing whether it is open, closed, voided, etc. |
| <input checked="" type="checkbox"/> | Closed Dt | The date the work order was closed. |
| <input checked="" type="checkbox"/> | Work Order Has Asset | Work Order Has Asset, Yes or No. |
| <input type="checkbox"/> | ACC | Identifies the accounting class of assets. |
| <input type="checkbox"/> | Actual Labor Hours | The actual hours of labor performed on the work order. |
| <input type="checkbox"/> | Asset Certifications | Licenses and Certifications required for the asset. |
| <input type="checkbox"/> | Asset 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. |
| <input type="checkbox"/> | Asset Location | Location of the asset id associated with the work order |
| <input type="checkbox"/> | Asset UIC | The UIC of the asset associated with the work order. |
| <input type="checkbox"/> | Avail Dt | The date on which the asset of the work order is available for customer pickup. |





Help Reference Guide

| | | |
|--------------------------|----------------------------|---|
| <input type="checkbox"/> | CAGE Code | CAGE Code associated to the asset. |
| <input type="checkbox"/> | CLIC | A one position code that indicates the security classification. |
| <input type="checkbox"/> | Cond Cd | Condition Code |
| <input type="checkbox"/> | Custodian Id | ID of the custodian listed in Asset Details. |
| <input type="checkbox"/> | Dmil Cd | The code that represents instructions for removal of functional or military characteristics of a materiel item. |
| <input type="checkbox"/> | Dollar Amount | Dollar amount associated with the asset. |
| <input type="checkbox"/> | Equipment Pool | Equipment pool for asset on the work order. |
| <input type="checkbox"/> | Est Labor Cost | The estimated number of labor-specific dollars needed to perform the work order. |
| <input type="checkbox"/> | Est Labor Hours | The estimated number of hours needed to perform the work order. |
| <input type="checkbox"/> | Est Non-Labor Cost | The estimated number of non-labor (e.g. parts) dollars needed to perform the work order. |
| <input type="checkbox"/> | Est Service End Dt | Estimated Service End Date |
| <input type="checkbox"/> | Estbd By | The name of the entity inserting this row. |
| <input type="checkbox"/> | Estbd Dt/Time | The date of this row's insertion into the database. |
| <input type="checkbox"/> | Haz Mat Cd | Code identifying explosives and other dangerous articles which require special handling in shipment as freight. |
| <input type="checkbox"/> | Incoming Meter Reading | The begining meter reading of the asset on the work order at the time of the work order's opening |
| <input type="checkbox"/> | Incoming Util Report Date | The date of the incoming meter reading was recorded |
| <input type="checkbox"/> | Job Order Nbr | A reference number used to identify the customer or project that the activity is associated. |
| <input type="checkbox"/> | Labor Cost | Actual Labor Cost |
| <input type="checkbox"/> | Last Updtd By | The id of the user that last modified this row. |
| <input type="checkbox"/> | Maint Loc | The maintenance location assigned to the asset. |
| <input type="checkbox"/> | Manufactured Year | Manufactured Year |
| <input type="checkbox"/> | Meter | Code for the Unit of Measure used to track the Assets utilization |
| <input type="checkbox"/> | Mfr Model Nbr | Manufacturer Model Number |
| <input type="checkbox"/> | Mfr Name | The full name of a specific manufacturer. |
| <input type="checkbox"/> | Mfr Part Nbr | Manufacturer Part Number |
| <input type="checkbox"/> | NMC End Date | The date the Work Order ended NMC |
| <input type="checkbox"/> | NMC Start Date | The date the Work Order started NMC |
| <input type="checkbox"/> | NMC Status | The current NMC status of the Work Order. |
| <input type="checkbox"/> | NMC Status Start Date/Time | The nmc start dt tm for the work order header nmc record. |
| <input type="checkbox"/> | NMC Total Time in Days | The total NMC time in days. |
| <input type="checkbox"/> | NMC Total Time in Hours | The total NMC time in hours. |
| <input type="checkbox"/> | NMCM Days | The number of days in NMC Maintenance. |





Help Reference Guide

| | | |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | NMCM Hours | The number of hours in NMC Maintenance. |
| <input type="checkbox"/> | NMCS Days | The number of days in NMC Supply. |
| <input type="checkbox"/> | NMCS Hours | The number of hours in NMC Supply. |
| <input type="checkbox"/> | Non Accountable | Designates property that is being tracked via DPAS , but does not meet the definition of accountable property. |
| <input type="checkbox"/> | Non-Labor Cost | Actual Non-Labor Cost |
| <input type="checkbox"/> | Nuclear | Used in inquiry to determine if record exists |
| <input type="checkbox"/> | Nuclear Restricted | If the asset is considered nuclear restricted |
| <input type="checkbox"/> | Nuclear Restricted Reason | Reason why nuclear flag was last changed to restricted |
| <input type="checkbox"/> | Outgoing Meter Reading | The end meter reading of the asset on the work order at the time of the work order's closing. |
| <input type="checkbox"/> | Outgoing Util Report Date | The date of the outgoing meter reading was recorded |
| <input type="checkbox"/> | Owning UIC | The active UIC the user has access to |
| <input type="checkbox"/> | Precious Metal Code | Code designating the use of precious metal in the asset. |
| <input type="checkbox"/> | Prep for Shipment Code | Code designating how the asset should be prepared for shipment. |
| <input type="checkbox"/> | Preservation Level Cd | The preservation level required by the work order. |
| <input type="checkbox"/> | Rcpt Dt | Receipt Date. Date asset is received for repair and preventative maintenance. |
| <input type="checkbox"/> | Reimbursable | If asset is considered reimbursable |
| <input type="checkbox"/> | Refundable | If asset is considered refundable |
| <input type="checkbox"/> | Remarks | Remarks from the work order. |
| <input type="checkbox"/> | Requested Dt | The date on which the work order was requested. |
| <input type="checkbox"/> | Required Delivery Dt | The date by which the work order must be completed. |
| <input type="checkbox"/> | Return Date | Date the Asset was returned to the custodian. |
| <input type="checkbox"/> | RIC | Identifies the Routing Identification Code for the warehouse the item is coming from. |
| <input type="checkbox"/> | Sched Exists | Preventative schedule exists, Yes or No. |
| <input type="checkbox"/> | Site Id | The active Site Id the user has access to. |





Help Reference Guide

| | | |
|--------------------------|----------------------|--|
| <input type="checkbox"/> | Special Instructions | Special Instructions |
| <input type="checkbox"/> | Storage Type Cd | Storage Type Code |
| <input type="checkbox"/> | Total Actual Cost | Total actual cost of work order. |
| <input type="checkbox"/> | Total Est Cost | Total estimated cost of work order. |
| <input type="checkbox"/> | Total Util Qty | The total utilization of the asset serviced by the work order at the time of the work order's closing. |
| <input type="checkbox"/> | Ull | Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix. |
| <input type="checkbox"/> | Work Order Reason | Work Order Reason 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.*

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

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


| <input type="checkbox"/> | Field | Field Description |
|-------------------------------------|---------------|--|
| <input checked="" type="checkbox"/> | Work Order Id | The unique identifier of the work order within its maintenance activity. |
| <input checked="" type="checkbox"/> | Approval Dt | The date the work order was approved. |






Note



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

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

Select  for small volumes of data. The **Work Order Inquiry — Results** page appears.





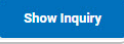
3.


OR

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

Use a Predetermined Field Selection List

1. Use  to display the Selection List.

| Selections | |  |
|---|--|---|
| <input type="checkbox"/> Field | Field Description | |
| <input checked="" type="checkbox"/> Work Order Id | The unique identifier of the work order within its maintenance activity. | |
| <input checked="" type="checkbox"/> Approval Dt | The date the work order was approved. | |
| <input checked="" type="checkbox"/> Asset Id | The Asset Id on the Work Order. | |
| | |     |

Select  for small volumes of data. The **Work Order Inquiry — Results** page appears.

2.



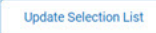

OR

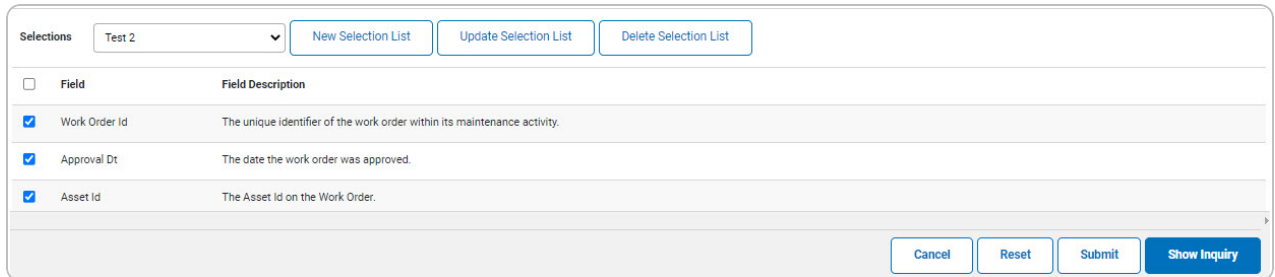
Select  for large volumes of data. The **Work Order Inquiry Transaction Status** page appears.







Update a Selection List

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







- Select . *The page refreshes.*
Select  for small volumes of data. *The **Work Order Inquiry — Results** page appears.*

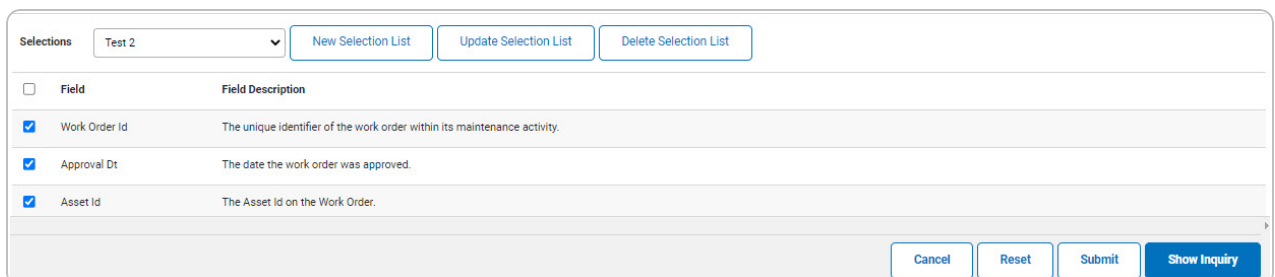
3.

OR

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

Delete a Selection List

- 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.





Help Reference Guide

1. Select [Fields](#). The **Work Order Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private ▼

Selections ▼

[New Selection List](#)

| <input type="checkbox"/> | Field | Field Description |
|-------------------------------------|----------------------|--|
| <input checked="" type="checkbox"/> | Work Order Id | The unique identifier of the work order within its maintenance activity. |
| <input checked="" type="checkbox"/> | Approval Dt | The date the work order was approved. |
| <input checked="" type="checkbox"/> | Asset Id | The Asset Id on the Work Order. |
| <input checked="" type="checkbox"/> | DOD Serial Nbr | Used to identify a particular serially managed asset. This field is also used for USA Registration Number. |
| <input checked="" type="checkbox"/> | ECC | Equipment category of the asset. |
| <input checked="" type="checkbox"/> | Item Desc | Item Description for the work order. |
| <input checked="" type="checkbox"/> | Maint Activity | An organizational unit responsible for the maintenance and/or utilization management of assets. |
| <input checked="" type="checkbox"/> | Priority Cd | The priority or importance of the work order. |
| <input checked="" type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | Doc Nbr | Document Number |
| <input checked="" type="checkbox"/> | Work Order Status Cd | The status of the work order, representing whether it is open, closed, voided, etc. |
| <input checked="" type="checkbox"/> | Closed Dt | The date the work order was closed. |
| <input checked="" type="checkbox"/> | Work Order Has Asset | Work Order Has Asset, Yes or No. |
| <input type="checkbox"/> | ACC | Identifies the accounting class of assets. |
| <input type="checkbox"/> | Actual Labor Hours | The actual hours of labor performed on the work order. |
| <input type="checkbox"/> | Asset Certifications | Licenses and Certifications required for the asset. |
| <input type="checkbox"/> | Asset 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. |
| <input type="checkbox"/> | Asset Location | Location of the asset id associated with the work order |
| <input type="checkbox"/> | Asset UIC | The UIC of the asset associated with the work order. |
| <input type="checkbox"/> | Avail Dt | The date on which the asset of the work order is available for customer pickup. |





Help Reference Guide

| | | |
|--------------------------|----------------------------|---|
| <input type="checkbox"/> | CAGE Code | CAGE Code associated to the asset. |
| <input type="checkbox"/> | CLIC | A one position code that indicates the security classification. |
| <input type="checkbox"/> | Cond Cd | Condition Code |
| <input type="checkbox"/> | Custodian Id | ID of the custodian listed in Asset Details. |
| <input type="checkbox"/> | Dmil Cd | The code that represents instructions for removal of functional or military characteristics of a materiel item. |
| <input type="checkbox"/> | Dollar Amount | Dollar amount associated with the asset. |
| <input type="checkbox"/> | Equipment Pool | Equipment pool for asset on the work order. |
| <input type="checkbox"/> | Est Labor Cost | The estimated number of labor-specific dollars needed to perform the work order. |
| <input type="checkbox"/> | Est Labor Hours | The estimated number of hours needed to perform the work order. |
| <input type="checkbox"/> | Est Non-Labor Cost | The estimated number of non-labor (e.g. parts) dollars needed to perform the work order. |
| <input type="checkbox"/> | Est Service End Dt | Estimated Service End Date |
| <input type="checkbox"/> | Estbd By | The name of the entity inserting this row. |
| <input type="checkbox"/> | Estbd Dt/Time | The date of this row's insertion into the database. |
| <input type="checkbox"/> | Haz Mat Cd | Code identifying explosives and other dangerous articles which require special handling in shipment as freight. |
| <input type="checkbox"/> | Incoming Meter Reading | The begining meter reading of the asset on the work order at the time of the work order's opening |
| <input type="checkbox"/> | Incoming Util Report Date | The date of the incoming meter reading was recorded |
| <input type="checkbox"/> | Job Order Nbr | A reference number used to identify the customer or project that the activity is associated. |
| <input type="checkbox"/> | Labor Cost | Actual Labor Cost |
| <input type="checkbox"/> | Last Updtd By | The id of the user that last modified this row. |
| <input type="checkbox"/> | Maint Loc | The maintenance location assigned to the asset. |
| <input type="checkbox"/> | Manufactured Year | Manufactured Year |
| <input type="checkbox"/> | Meter | Code for the Unit of Measure used to track the Assets utilization |
| <input type="checkbox"/> | Mfr Model Nbr | Manufacturer Model Number |
| <input type="checkbox"/> | Mfr Name | The full name of a specific manufacturer. |
| <input type="checkbox"/> | Mfr Part Nbr | Manufacturer Part Number |
| <input type="checkbox"/> | NMC End Date | The date the Work Order ended NMC |
| <input type="checkbox"/> | NMC Start Date | The date the Work Order started NMC |
| <input type="checkbox"/> | NMC Status | The current NMC status of the Work Order. |
| <input type="checkbox"/> | NMC Status Start Date/Time | The nmc start dt tm for the work order header nmc record. |
| <input type="checkbox"/> | NMC Total Time in Days | The total NMC time in days. |
| <input type="checkbox"/> | NMC Total Time in Hours | The total NMC time in hours. |
| <input type="checkbox"/> | NMCM Days | The number of days in NMC Maintenance. |





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| <input type="checkbox"/> | NMCM Hours | The number of hours in NMC Maintenance. |
| <input type="checkbox"/> | NMCS Days | The number of days in NMC Supply. |
| <input type="checkbox"/> | NMCS Hours | The number of hours in NMC Supply. |
| <input type="checkbox"/> | Non Accountable | Designates property that is being tracked via DPAS , but does not meet the definition of accountable property. |
| <input type="checkbox"/> | Non-Labor Cost | Actual Non-Labor Cost |
| <input type="checkbox"/> | Nuclear | Used in inquiry to determine if record exists |
| <input type="checkbox"/> | Nuclear Restricted | If the asset is considered nuclear restricted |
| <input type="checkbox"/> | Nuclear Restricted Reason | Reason why nuclear flag was last changed to restricted |
| <input type="checkbox"/> | Outgoing Meter Reading | The end meter reading of the asset on the work order at the time of the work order's closing. |
| <input type="checkbox"/> | Outgoing Util Report Date | The date of the outgoing meter reading was recorded |
| <input type="checkbox"/> | Owning UIC | The active UIC the user has access to |
| <input type="checkbox"/> | Precious Metal Code | Code designating the use of precious metal in the asset. |
| <input type="checkbox"/> | Prep for Shipment Code | Code designating how the asset should be prepared for shipment. |
| <input type="checkbox"/> | Preservation Level Cd | The preservation level required by the work order. |
| <input type="checkbox"/> | Rcpt Dt | Receipt Date. Date asset is received for repair and preventative maintenance. |
| <input type="checkbox"/> | Reimbursable | If asset is considered reimbursable |
| <input type="checkbox"/> | Refundable | If asset is considered refundable |
| <input type="checkbox"/> | Remarks | Remarks from the work order. |
| <input type="checkbox"/> | Requested Dt | The date on which the work order was requested. |
| <input type="checkbox"/> | Required Delivery Dt | The date by which the work order must be completed. |
| <input type="checkbox"/> | Return Date | Date the Asset was returned to the custodian. |
| <input type="checkbox"/> | RIC | Identifies the Routing Identification Code for the warehouse the item is coming from. |
| <input type="checkbox"/> | Sched Exists | Preventative schedule exists, Yes or No. |
| <input type="checkbox"/> | Site Id | The active Site Id the user has access to. |





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|--------------------------|----------------------|--|
| <input type="checkbox"/> | Special Instructions | Special Instructions |
| <input type="checkbox"/> | Storage Type Cd | Storage Type Code |
| <input type="checkbox"/> | Total Actual Cost | Total actual cost of work order. |
| <input type="checkbox"/> | Total Est Cost | Total estimated cost of work order. |
| <input type="checkbox"/> | Total Util Qty | The total utilization of the asset serviced by the work order at the time of the work order's closing. |
| <input type="checkbox"/> | Ull | Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix. |
| <input type="checkbox"/> | Work Order Reason | Work Order Reason Code |

2. Select the fields required for the inquiry. *The first 14 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 **Work Order Inquiry — Results** page appears.*

3.

OR

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





View the Work Order Inquiry Details — SUB WORK ORDER Selection

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Work Order Inquiry Detail — SUB WORK ORDER Selection page


Procedures

Export the Work Order Inquiry Details — SUB WORK ORDER Selection

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

1. Verify the **SUB WORK ORDER Selection Detail** tab.



2. Verify the **SUB WORK ORDER ID** grid.
3. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
4. Follow the prompts provided by the computer.
5. Select [Cancel](#). The **Work Order 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.*

