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

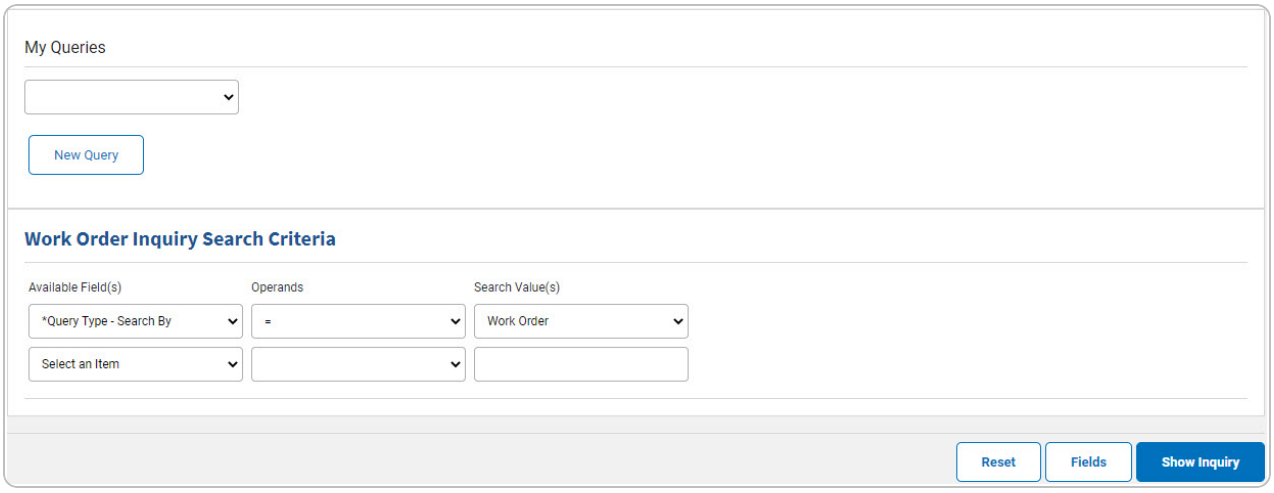
Inquiries > Maintenance > Work Order > Work Order Inquiry Search Criteria page

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.



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

3. *Choose which Operands to use in the search.*

A. Use to select the first Operands.

4. *Choose which Search Value(s) to use in the search.*

A. Use to select the first Search Value.

Remove an Available Field Row

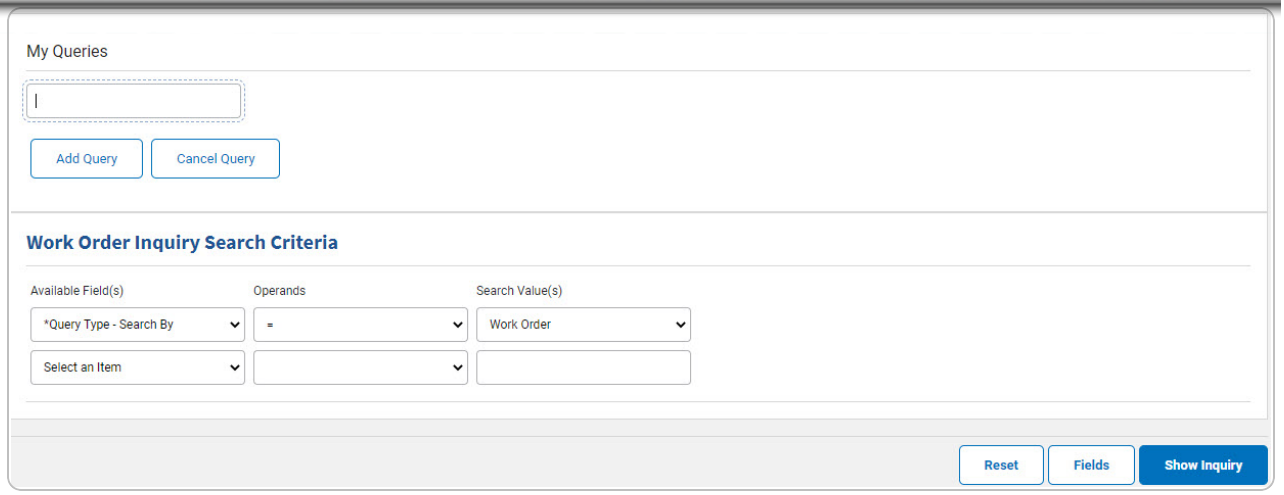
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Work Order Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



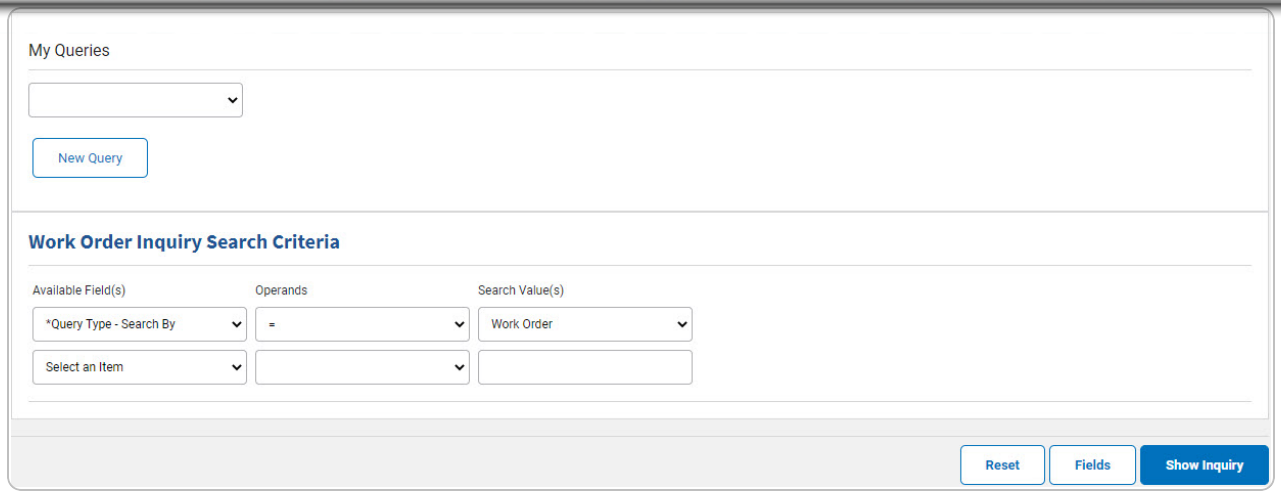
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Work Order Inquiry — Select Fields*** *page appears.*
4. OR

   Select Show Inquiry. *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.*



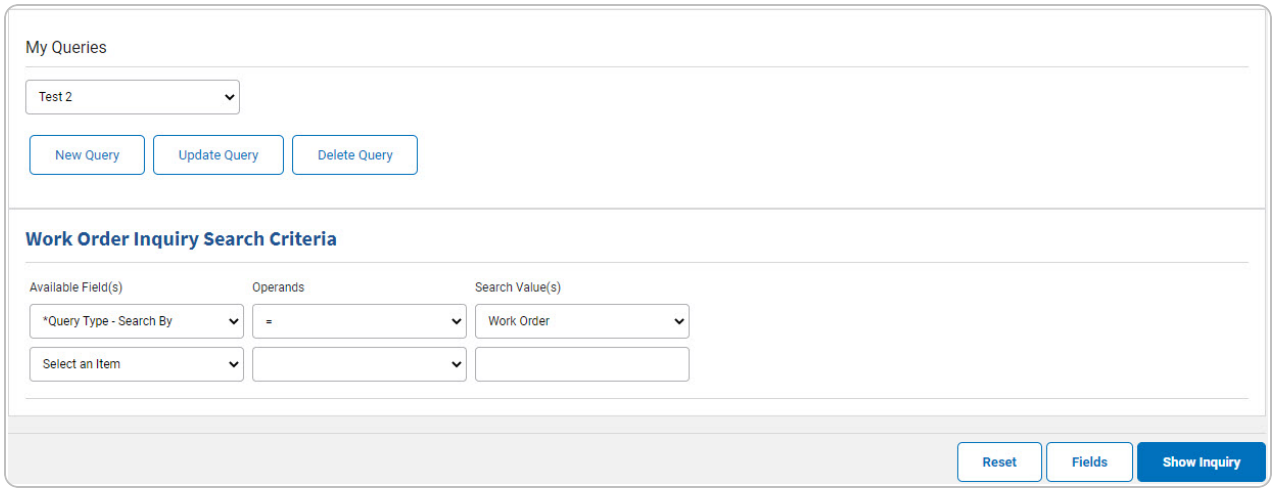
2. Select Fields. *The **Work Order Inquiry — Select Fields** page appears.*

   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.*



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

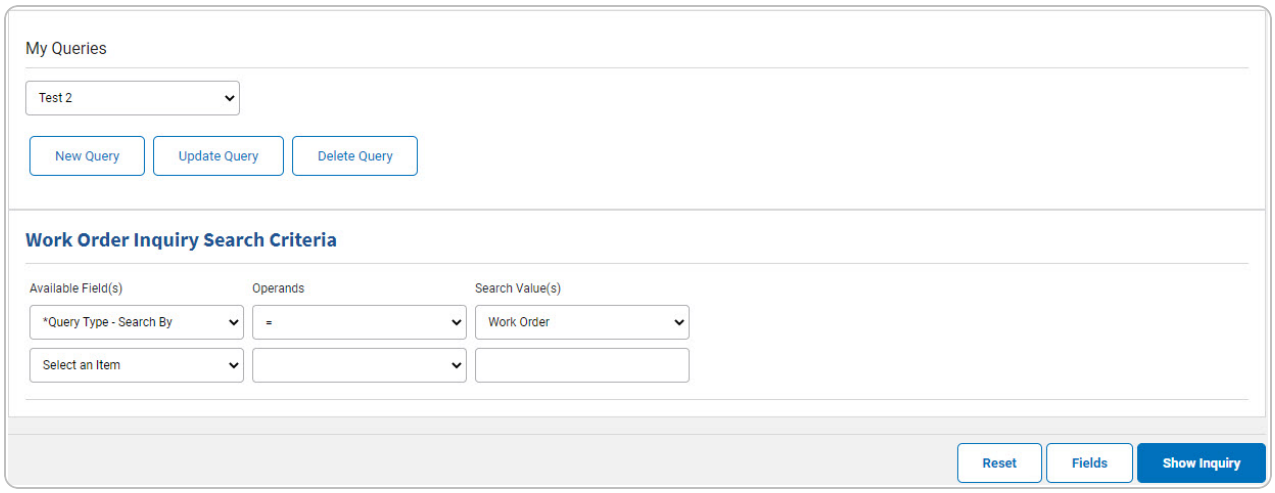
3. Select Fields. *The **Work Order Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Work Order Inquiry — Results** page appears.*

Delete a My Queries Inquiry

1. Use ⌄ to select the desired saved query. *The page refreshes, and New Query is joined by Update Query and Delete Query. The selected query information appears in the search criteria grid.*



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

Revise the Fields for the Inquiry

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

Search for a Work Order Inquiry — Results

Navigation

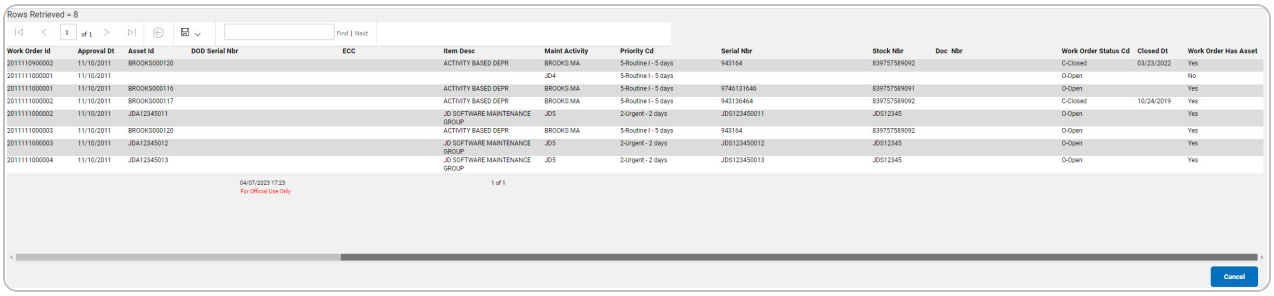
Inquiries > Maintenance > Work Order > Search Criteria > Show Inquiry > Work Order Inquiry Search Results page

Procedures

Export the Work Order Inquiry Results

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.*



Note

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

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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the 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

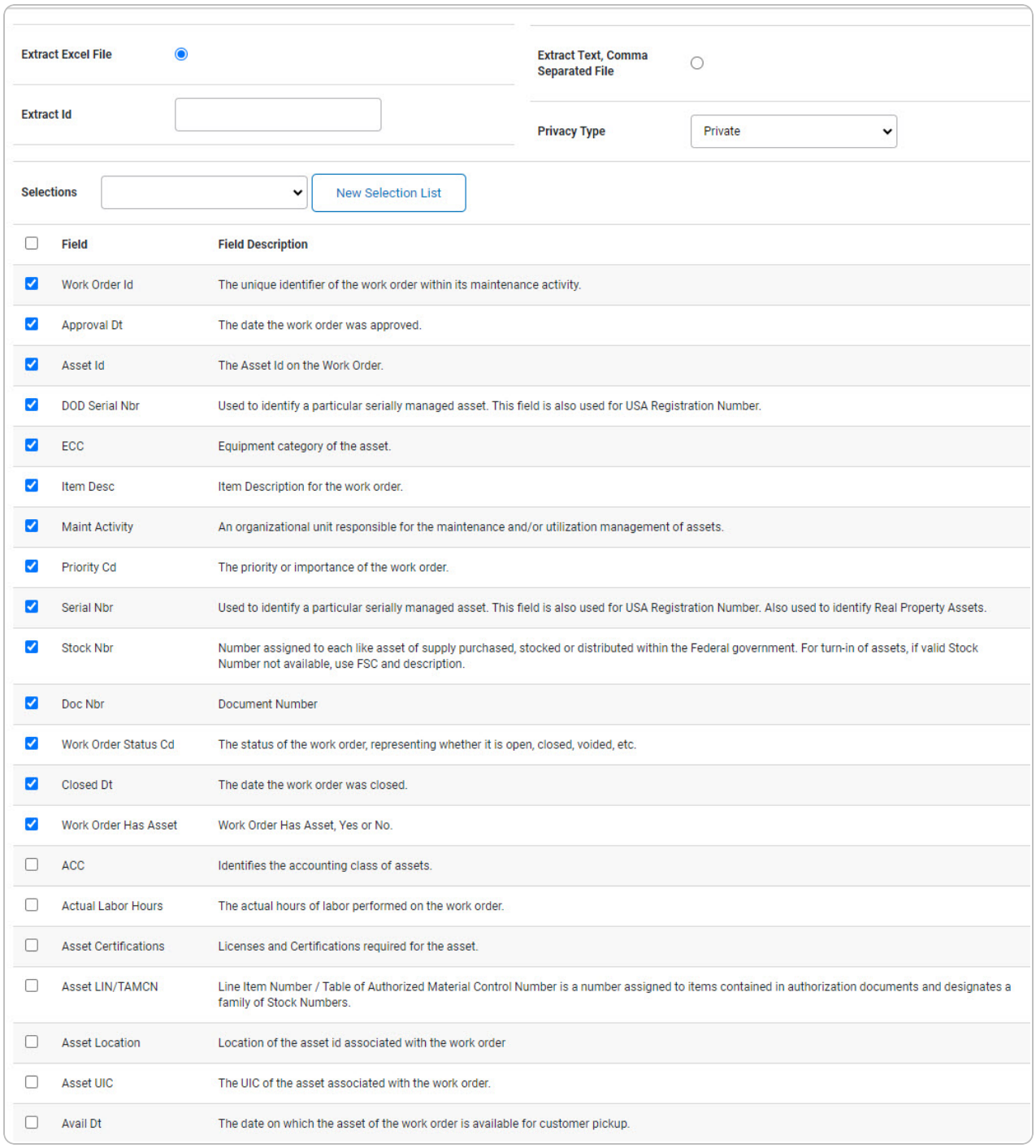
Inquiries > Maintenance > Work Order > Search Criteria > Fields > Work Order Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Work Order Inquiry** page appears.*



Extract Excel File ◉ | Extract Text, Comma Separated File ○

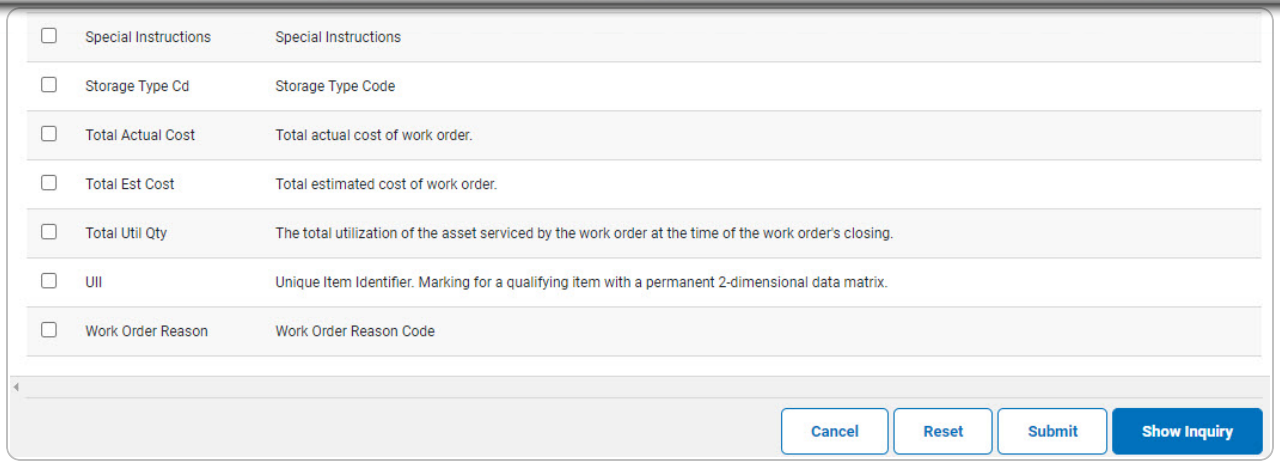
Extract Id | Privacy Type: Private

Selections | New Selection List

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

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

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



2. Choose the desired file type:

- Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

  OR

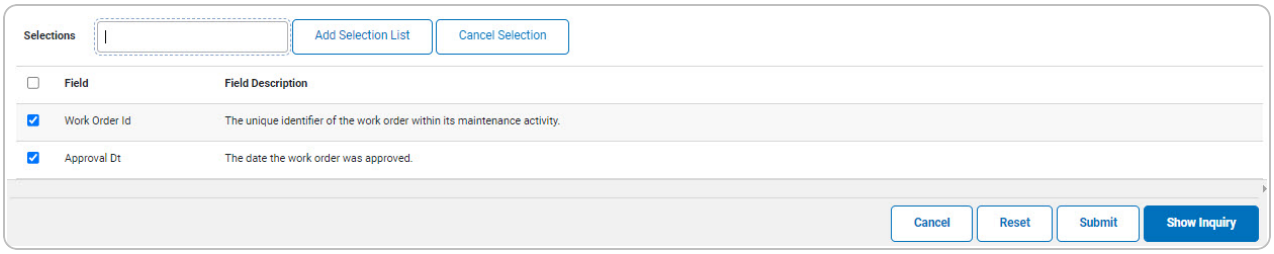
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*

4. Use ⌄ to select the Privacy Type.

Add a Selection List

1. Select [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

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

2. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

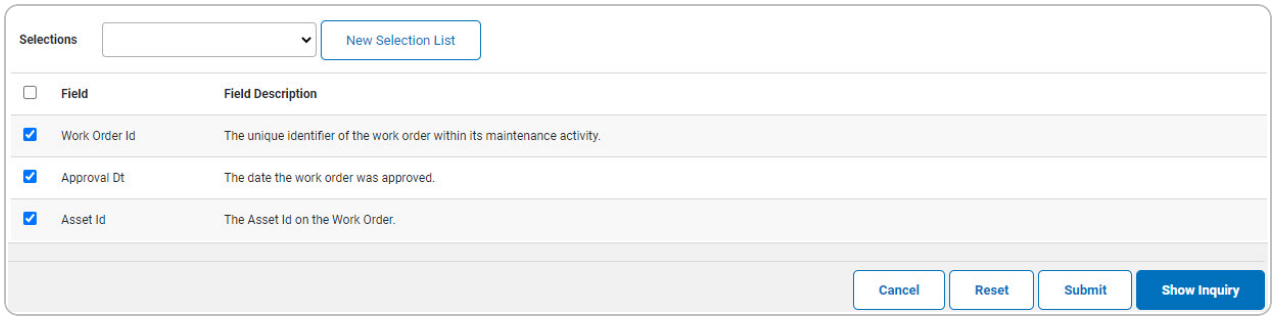
   Select Show Inquiry for small volumes of data. *The* ***Work Order Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit 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.



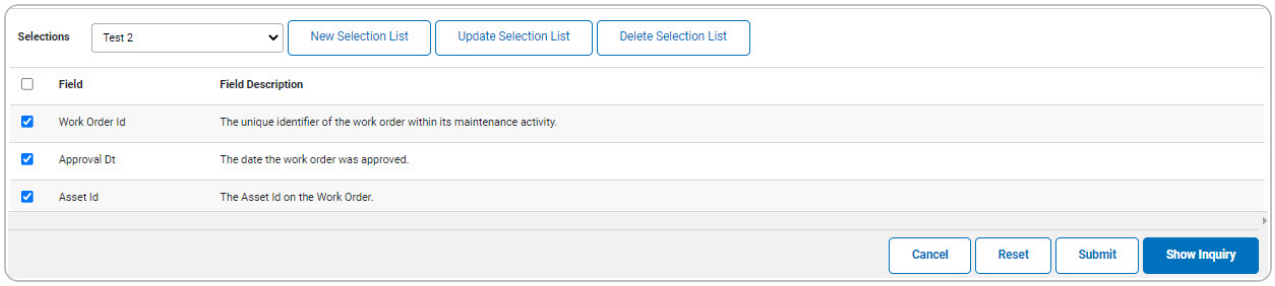
   Select Show Inquiry for small volumes of data. *The* ***Work Order Inquiry — Results*** *page appears.*

2. **OR**

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

Update a Selection List

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



2. Select Update Selection List. *The page refreshes.*

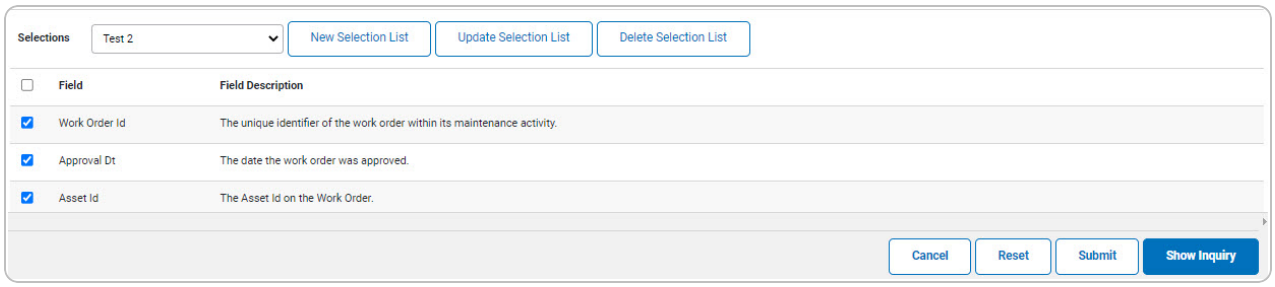
Select Show Inquiry for small volumes of data. *The* ***Work Order Inquiry — Results*** *page appears.*

3. **OR**

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

Delete a Selection List

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

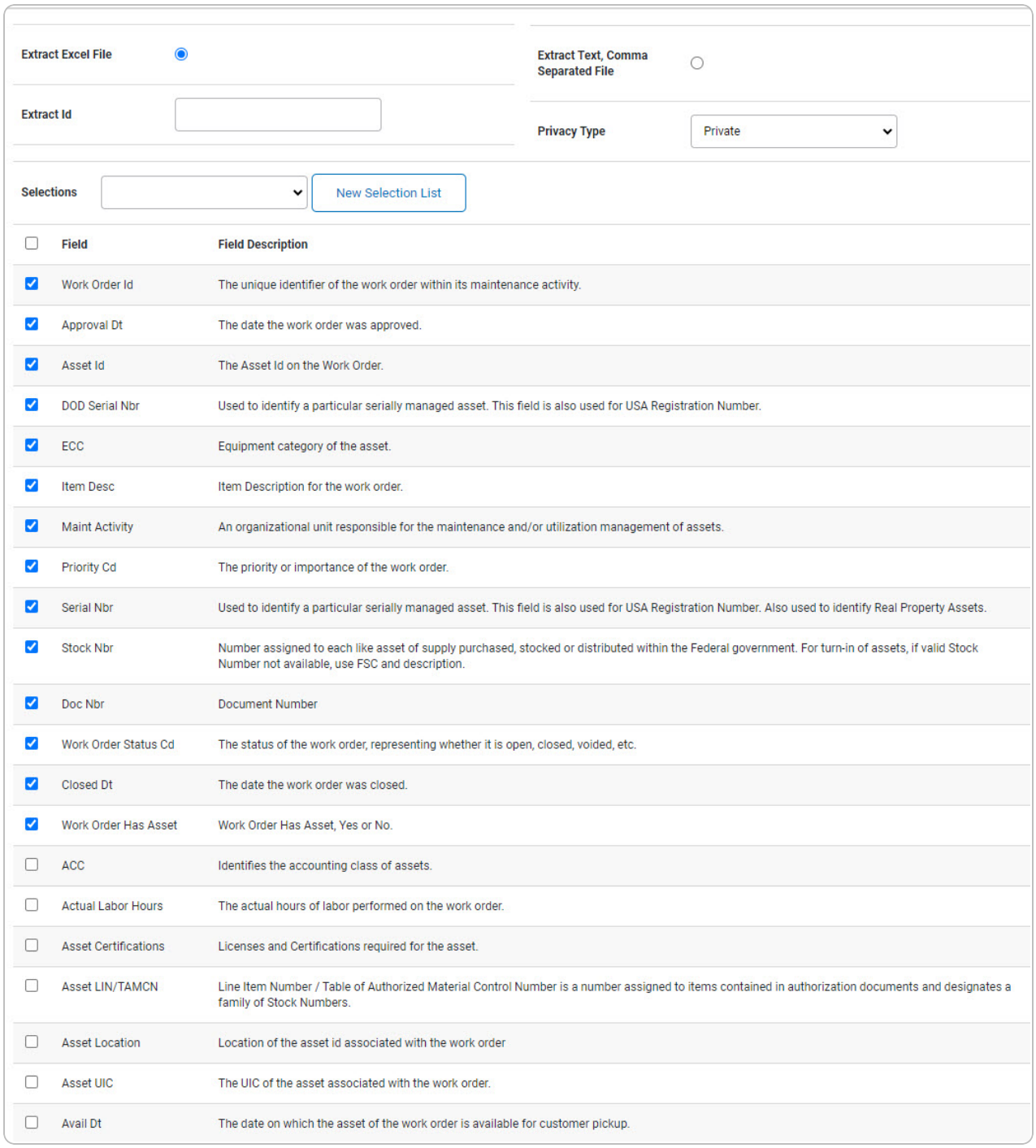


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Work Order Inquiry** page appears.*



Extract Excel File ◉ | Extract Text, Comma Separated File ○

Extract Id | Privacy Type: Private

Selections | New Selection List

	Field	Field Description
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☑	ECC	Equipment category of the asset.
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☑	Priority Cd	The priority or importance of the work order.
☑	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.
☑	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.
☑	Doc Nbr	Document Number
☑	Work Order Status Cd	The status of the work order, representing whether it is open, closed, voided, etc.
☑	Closed Dt	The date the work order was closed.
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☐	ACC	Identifies the accounting class of assets.
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☐	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.
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☐	Cond Cd	Condition Code
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☐	Last Updtd By	The id of the user that last modified this row.
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Manufactured Year	Manufactured Year
☐	Meter	Code for the Unit of Measure used to track the Assets utilization
☐	Mfr Model Nbr	Manufacturer Model Number
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Manufacturer Part Number
☐	NMC End Date	The date the Work Order ended NMC
☐	NMC Start Date	The date the Work Order started NMC
☐	NMC Status	The current NMC status of the Work Order.
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☐	NMC Total Time in Days	The total NMC time in days.
☐	NMC Total Time in Hours	The total NMC time in hours.
☐	NMCM Days	The number of days in NMC Maintenance.

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☐	NMCS Hours	The number of hours in NMC Supply.
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☐	Non-Labor Cost	Actual Non-Labor Cost
☐	Nuclear	Used in inquiry to determine if record exists
☐	Nuclear Restricted	If the asset is considered nuclear restricted
☐	Nuclear Restricted Reason	Reason why nuclear flag was last changed to restricted
☐	Outgoing Meter Reading	The end meter reading of the asset on the work order at the time of the work order's closing.
☐	Outgoing Util Report Date	The date of the outgoing meter reading was recorded
☐	Owning UIC	The active UIC the user has access to
☐	Precious Metal Code	Code designating the use of precious metal in the asset.
☐	Prep for Shipment Code	Code designating how the asset should be prepared for shipment.
☐	Preservation Level Cd	The preservation level required by the work order.
☐	Rcpt Dt	Receipt Date. Date asset is received for repair and preventative maintenance.
☐	Reimbursable	If asset is considered reimbursable
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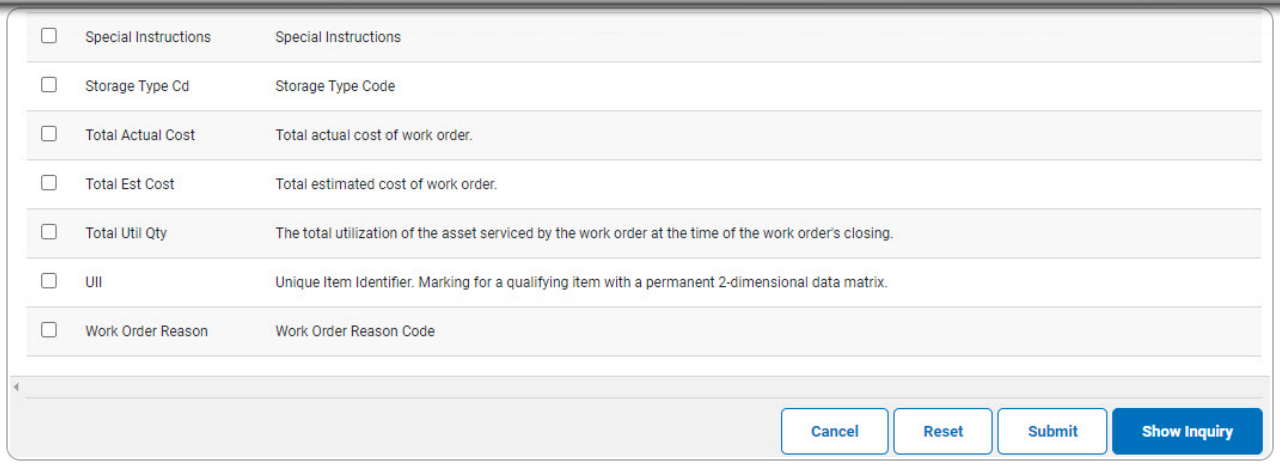
☐	Remarks	Remarks from the work order.
☐	Requested Dt	The date on which the work order was requested.
☐	Required Delivery Dt	The date by which the work order must be completed.
☐	Return Date	Date the Asset was returned to the custodian.
☐	RIC	Identifies the Routing Identification Code for the warehouse the item is coming from.
☐	Sched Exists	Preventative schedule exists, Yes or No.
☐	Site Id	The active Site Id the user has access to.



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.

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

OR

Select Submit 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 .
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.*