



Search for a Work Order Journal — Criteria

Overview

The Maintenance and Utilization (M&U) module Dispatch Journal process provides the ability to search for Work Order Journal records.

Navigation

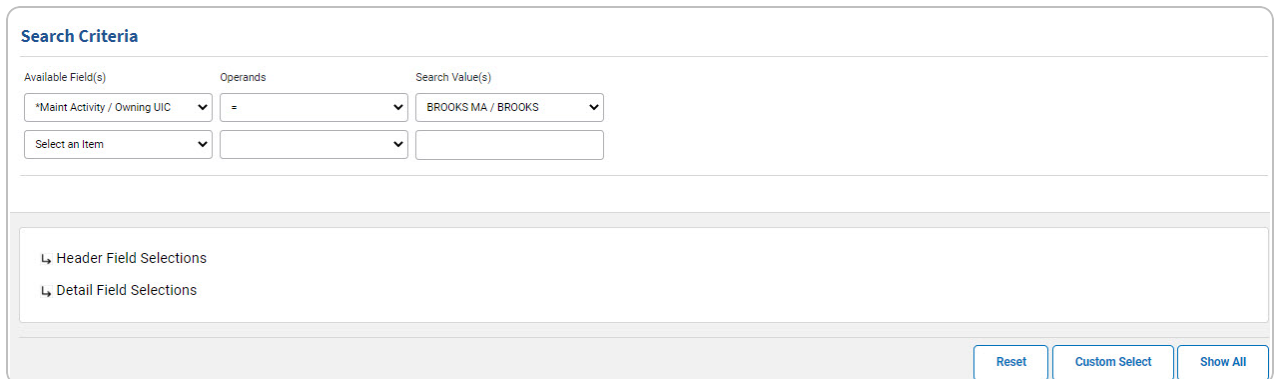
Inquiries > History > Work Order Journal > Work Order Journal Search Criteria page

Procedures

Search for a Work Order Journal — 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 'Search Criteria' form. It has three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Maint Activity / Owning UIC' in the first column, '=' in the second, and 'BROOKS MA / BROOKS' in the third. Below this is a second row with 'Select an Item' in the first column and empty fields in the others. At the bottom right are three buttons: 'Reset', 'Custom Select', and 'Show All'. Below the main form area are two expandable sections: 'Header Field Selections' and 'Detail Field Selections'.


2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (MAINT ACTIVITY / OWNING UIC) automatically populates and is not editable.





Note




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

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.

Select . The **Work Order Journal Search — Results** page appears.

5.

OR

Select . The **Work Order Journal Details** page appears.





Select the Header Fields

1. Select . The Header Tab Field Selections open.

Header Field Selections		
<input checked="" type="checkbox"/> Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Work Order Id	Work order id
<input checked="" type="checkbox"/>	Asset Id	Asset identifier for the work order.
<input checked="" type="checkbox"/>	Equip Group	Equipment group for the work order
<input checked="" type="checkbox"/>	Item Desc	Item Description for the work order.
<input checked="" type="checkbox"/>	Work Order Status	Work order status code for the work order
<input checked="" type="checkbox"/>	Tran Dt	Transaction date for the work order
<input checked="" type="checkbox"/>	Prvn Maint Selectability	Preventive maintenance selection for the work order
<input checked="" type="checkbox"/>	Ull	Ull
<input checked="" type="checkbox"/>	Stock Nbr	Stock Number
<input checked="" type="checkbox"/>	Serial Nbr	Serial Number
<input checked="" type="checkbox"/>	Mfr Name	Manufacturer Name
<input checked="" type="checkbox"/>	Mfr Model Nbr	Manufacturer Model Number
<input checked="" type="checkbox"/>	Mfr Part Nbr	Manufacturer Part Number
<input checked="" type="checkbox"/>	UIC	Asset UIC
<input checked="" type="checkbox"/>	UIC Name	Asset UIC Name
<input checked="" type="checkbox"/>	Acq Cost	Acquisition Cost
<input checked="" type="checkbox"/>	RPUID	Real Property UID
<input checked="" type="checkbox"/>	Instl Nbr	Installation Number
<input checked="" type="checkbox"/>	Fac Nbr	Facility Number
<input checked="" type="checkbox"/>	Fac Name	Facility Name
<input checked="" type="checkbox"/>	Priority Cd	The priority or importance of the work order.
<input checked="" type="checkbox"/>	Maint Avail Dt	Maintenance Available Date
<input checked="" type="checkbox"/>	Rcpt Dt	Receipt Date
<input checked="" type="checkbox"/>	Approval Dt	Approval Date
<input checked="" type="checkbox"/>	Est Service End Dt	Estimated Service End Date
<input checked="" type="checkbox"/>	Job Order Nbr	Job Order Number
<input checked="" type="checkbox"/>	Remarks	Remarks
<input checked="" type="checkbox"/>	Special Instructions	Special Instructions





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<input checked="" type="checkbox"/>	Customer Name	Customer Name
<input checked="" type="checkbox"/>	Customer E-Mail Address	Customer E-Mail Address
<input checked="" type="checkbox"/>	Customer Phone Nbr	Commercial Phone Number
<input checked="" type="checkbox"/>	Customer Mobile Phone Nbr	Customer Mobile Phone Number
<input checked="" type="checkbox"/>	Customer Remarks	Customer Remarks
<input checked="" type="checkbox"/>	End Meter Reading	End Meter Reading
<input checked="" type="checkbox"/>	Closed Dt	Closed Date
<input checked="" type="checkbox"/>	Est Labor Hours	Estimated labor hours amount
<input checked="" type="checkbox"/>	Est Labor Cost	Estimated labor cost amount
<input checked="" type="checkbox"/>	Est Non-Labor Cost	Estimated non-labor cost amount
<input checked="" type="checkbox"/>	Actual Labor Hours	Actual labor hours amount
<input checked="" type="checkbox"/>	Actual Labor Cost	Actual labor amount cost
<input checked="" type="checkbox"/>	Actual Non-Labor Cost	Actual non-labor amount cost
<input checked="" type="checkbox"/>	Returned Dt	Return Date
<input checked="" type="checkbox"/>	Requested Dt	Requested Date
<input checked="" type="checkbox"/>	Required Delivery Dt	Required Delivery Date
<input checked="" type="checkbox"/>	Cond Cd	Condition Code
<input checked="" type="checkbox"/>	Preservation Level Cd	The preservation level required by the work order.
<input checked="" type="checkbox"/>	Storage Type Cd	Storage Type Code
<input checked="" type="checkbox"/>	Doc Nbr	Document Number
<input checked="" type="checkbox"/>	External Sys Cd	External System Cd
<input checked="" type="checkbox"/>	Shipment Prep Cd	Shipment preparation code.
<input checked="" type="checkbox"/>	NMC	This identifies if a work order is nmc.
<input checked="" type="checkbox"/>	NMC Status Start Date/Time	The start dt tm for the nmc status of the work order header nmc record.
<input checked="" type="checkbox"/>	NMC Status	The status code for the work order header nmc record.
<input checked="" type="checkbox"/>	NMC Start Dt	The nmc start dt tm for the work order header nmc record.
<input checked="" type="checkbox"/>	NMC End Dt	The nmc end dt tm for the work order header nmc record.

↳ Detail Field Selections

2. Select . The **Work Order Journal Search — Results** page appears.
- OR

Select . The **Work Order Journal Details** page appears.





Select the Detail Fields

1. Select . *The Detail Tab Field Selections open.*

Header Field Selections

Detail Field Selections

Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Work Plan Type Cd	Work plan type code for the work order
<input checked="" type="checkbox"/>	Primary Tech	Team member name for the work order.
<input checked="" type="checkbox"/>	Work Order State	Work order state code for the work order
<input checked="" type="checkbox"/>	Service Start Dt	Service Start Date
<input checked="" type="checkbox"/>	Service End Dt	Service end date for the work order
<input checked="" type="checkbox"/>	Maint Loc	Maintenance location for the work order
<input checked="" type="checkbox"/>	Serviced By	Provider for the work order
<input checked="" type="checkbox"/>	Contractor Name	Contractor name for the work order.
<input checked="" type="checkbox"/>	Sub Work Order Id	Sub Work Order Identifier
<input checked="" type="checkbox"/>	Sub Priority Cd	Priority Code
<input checked="" type="checkbox"/>	Times Printed	Times printed quantity.
<input checked="" type="checkbox"/>	Est Labor Hours	Estimated Labor Hours
<input checked="" type="checkbox"/>	Est Labor Cost	Estimated Labor Cost
<input checked="" type="checkbox"/>	Est Non-Labor Cost	Estimated Non-Labor Cost
<input checked="" type="checkbox"/>	Actual Labor Hours	Actual Labor Hours
<input checked="" type="checkbox"/>	Actual Labor Cost	Actual Labor Cost
<input checked="" type="checkbox"/>	Actual Non-Labor Cost	Actual non-labor amount cost
<input checked="" type="checkbox"/>	Claim Id	Claim Identifier
<input checked="" type="checkbox"/>	Service Requested	Service Requested
<input checked="" type="checkbox"/>	Inspc Status Cd	Inspection Status Code
<input checked="" type="checkbox"/>	Service Performed	Service Performed
<input checked="" type="checkbox"/>	Work Order Description Plan Name	The Work Order Description Plan Name.
<input checked="" type="checkbox"/>	Doc Nbr	Document Number
<input type="checkbox"/>	Cert(s)/License(s) XML	Cert(s)/License(s) XML
<input type="checkbox"/>	Tool(s) / Equip XML	Tool(s) / Equip XML
<input type="checkbox"/>	Task(s) XML	Tasks XML
<input type="checkbox"/>	Team Member(s) XML	Team Member(s)

ResetCustom SelectShow All





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2. Select . The **Work Order Journal Search — Results** page appears.
- OR
- Select . The **Work Order Journal Details** page appears.





Search for a Work Order Journal — Results

Navigation

Inquiries > History > Work Order Journal > Search Criteria > [Custom Select](#) > Work Order Journal Search Results page

Procedures

Select the Work Order Journal — Results

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

Bold numbered steps are required.

1. Select ☐ of the desired Work Order Journal entry. The ☒ appears indicating the entry(s) is selected.

Select	Work Order Id	Select	Asset Id	Stock Nbr	Serial Nbr	WO Status Cd	Remarks	Tran Cd	Tran Dt	Sub Work Orders
<input type="checkbox"/>	2011110900001	<input type="checkbox"/>	SAT11M900012	2350SAT11METPRO	13213464	0		Update	4/21/2022 12:20:37 PM	5
		<input type="checkbox"/>	SAT11M900012	2350SAT11METPRO	13213464	0		Update	4/20/2022 4:42:47 PM	5
		<input type="checkbox"/>	SAT11M900012	2350SAT11METPRO	13213464	0		Update	4/18/2022 5:42:21 PM	5

Select [Continue](#). The **Work Order Journal Details** page appears.

2.

OR

Select [Deselect All](#). The **Work Order Journal Search — Results** page refreshes with deselected entries.

OR

Select [Select All](#). The **Work Order Journal Search — Results** page refreshes with selected entries.





View the Work Order Journal Details

Navigation

Inquiries > History > Work Order Journal > Search Criteria > [Show All](#) > Work Order Journal Details page

Procedures

View the Work Order Journal Detail

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

1. **Verify the Work Order Journal Details.**

Rows 1 - 1 of 1 Results

View: 10

Work Order Id	Asset Id	Stock Nbr	Serial Nbr	User Name	Tran Code	Tran Dt/Time	Sub Work Orders
2023040700002	BROOKS000098	89688968	69436134	SYSTEM	I	4/7/2023 3:58:17 AM	1

[Cancel](#)





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- A. Select  or the WORK ORDER ID hyperlink. *The Basic Tab appears.*

Work Order Id	Asset Id	Stock Nbr	Serial Nbr	User Name	Tran Code	Tran Dt/Time	Sub Work Orders
2011110900001	SAT11M900012	2350SAT11METPRO	13213464	NMLAW	U	4/15/2022 5:19:24 PM	5

Basic		NMC	
Work Order Id	2011110900001	Asset Id	SAT11M900012
Item Desc	METERED AND PROFILED	Work Order Status	O - Open
Prvm Maint Selectability	False	UII	
Serial Nbr	13213464	Mfr Name	UNASSIGNED
Mfr Part Nbr		UIC	BROOKS
Acq Cost	\$1,000,000.00	RPUID	
Fac Nbr		Fac Name	
Maint Avail Dt	03/10/2022	Rcpt Dt	11/09/2011
Est Service End Dt	11/14/2011	Job Order Nbr	
Special Instructions	TEST	Customer Name	
Customer Phone Nbr		Customer Mobile Phone Nbr	
End Meter Reading	-1.00	Closed Dt	
Est Labor Cost	\$0.00	Est Non-Labor Cost	\$0.00
Actual Labor Cost	\$315.00	Actual Non-Labor Cost	\$0.00
Requested Dt		Required Delivery Dt	
Preservation Level Cd	NR - Not Required	Storage Type Cd	
External Sys Cd		Shipment Prep Cd	
NMC Status Start Date/Time		NMC Status	NMCM
NMC End Dt			
View Sub Work Order 1 View Sub Work Order 2 View Sub Work Order 3 View Sub Work Order 4 View Sub Work Order 5			

- a. Select the NMC Tab. *The NMC information appears.*

Work Order Id	Asset Id	Stock Nbr	Serial Nbr	User Name	Tran Code	Tran Dt/Time	Sub Work Orders
2011110900001	SAT11M900012	2350SAT11METPRO	13213464	WPMAR04R	U	4/18/2022 5:42:21 PM	5

Basic		NMC	
Work Order #	2011110900001	Asset Id	SAT11M900012
NMC Status	NMCM	Status Start Dt	3/10/2022 4:16:00 PM
		Date NMC Status Changed	3/10/2022 4:16:00 PM
		Status End Dt	

- b. Select  or the View Sub Work Order hyperlink. *The Detail tab appears.*

Hide Sub Work Order 1			
Detail	Part(s)	Labor	
Work Plan Type Cd	PREV - Preventive Maintenance	Primary Tech	DAVE BROOKS
Service Start Dt	11/09/2011	Service End Dt	05/29/2021
Serviced By	INTRNL - Internal	Contractor Name	
Sub Priority Cd	2 - Urgent - 2 days	Times Printed	7
Est Labor Cost	\$0.00	Est Non-Labor Cost	\$0.00
Actual Labor Cost	\$315.00	Actual Non-Labor Cost	\$0.00
Service Requested	PRE INSPECTION	Inspc Status Cd	
Work Order Description Plan Name		Doc Nbr	
Work Order State	CAFC - Completed-awtng final charges	Maint Loc	BAY 3
Est Labor Hours	0.00	Actual Labor Hours	3.00
Claim Id		Service Performed	

1. *Verify the Detail Tab.*

- A. Select the Details hyperlink to verify the TOOL(S)/EQUIP XML. *The Tool(s)/Equip XML pop-up window appears.*





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Detail	Part(s)	Labor
Work Plan Type Cd	PREV - Preventive Maintenance	Primary Tech
Service Start Dt	10/04/2012	Service End Dt
Serviced By	INTRNL - Internal	Contractor Name
Sub Priority Cd	3 - Expedited 1 - 3 days	Times Printed
Est Labor Cost	\$0.00	Est Non-Labor Cost
Actual Labor Cost	\$0.00	Actual Non-Labor Cost
Service Requested	BROOKSPLAN1	Inspc Status Cd
Work Order Description Plan Name	PLANBROOKS1	Doc Nbr
Tool(s) / Equip XML	Details	Task(s) XML
		Details
		Work Order State
		Maint Loc
		Est Labor Hours
		Actual Labor Hours
		Claim Id
		Service Performed
		Cert(s)/License(s) XML
		Team Member(s) XML
		REPAIR
		Details

Note



The TOOL(S)/EQUIP XML is an optional field selected during the search criteria process to appear in the Detail grid. When there is a TOOL(S)/EQUIP XML record, a Details hyperlink appears.

- B. Select the Details hyperlink to verify the Task(s) XML. The **Task(s) XML** pop-up window appears.

Detail	Part(s)	Labor
Work Plan Type Cd	PREV - Preventive Maintenance	Primary Tech
Service Start Dt	10/04/2012	Service End Dt
Serviced By	INTRNL - Internal	Contractor Name
Sub Priority Cd	3 - Expedited 1 - 3 days	Times Printed
Est Labor Cost	\$0.00	Est Non-Labor Cost
Actual Labor Cost	\$0.00	Actual Non-Labor Cost
Service Requested	BROOKSPLAN1	Inspc Status Cd
Work Order Description Plan Name	PLANBROOKS1	Doc Nbr
Tool(s) / Equip XML	Details	Task(s) XML
		Details
		Work Order State
		Maint Loc
		Est Labor Hours
		Actual Labor Hours
		Claim Id
		Service Performed
		Cert(s)/License(s) XML
		Team Member(s) XML
		REPAIR
		Details

Note



The Task(s) XML is an optional field selected during the search criteria process to appear in the Detail grid. When there is a Task(s) XML record, a Details hyperlink appears.

- C. Select the Details hyperlink to verify the CERT(S)/LICENSE(S) XML. The **Cert(s)/License(s) XML** pop-up window appears.

Detail	Part(s)	Labor
Work Plan Type Cd	PREV - Preventive Maintenance	Primary Tech
Service Start Dt	10/04/2012	Service End Dt
Serviced By	INTRNL - Internal	Contractor Name
Sub Priority Cd	3 - Expedited 1 - 3 days	Times Printed
Est Labor Cost	\$0.00	Est Non-Labor Cost
Actual Labor Cost	\$0.00	Actual Non-Labor Cost
Service Requested	BROOKSPLAN1	Inspc Status Cd
Work Order Description Plan Name	PLANBROOKS1	Doc Nbr
Tool(s) / Equip XML	Details	Task(s) XML
		Details
		Work Order State
		Maint Loc
		Est Labor Hours
		Actual Labor Hours
		Claim Id
		Service Performed
		Cert(s)/License(s) XML
		Team Member(s) XML
		REPAIR
		Details





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Note



The CERT(S)/LICENSE(S) XML is an optional field selected during the search criteria process to appear in the Detail grid. When there is a CERT(S)/LICENSE(S) XML record, a Details hyperlink appears.

- D. Select the Details hyperlink to verify the Team Member(s) XML. The **Team Member(s) XML** pop-up window appears.

Detail	Part(s)	Labor
Work Plan Type Cd PREV - Preventive Maintenance Service Start Dt 11/09/2011 Serviced By INTRNL - Internal Sub Priority Cd 2 - Urgent - 2 days Est Labor Cost \$0.00 Actual Labor Cost \$54.00 Service Requested PRE INSPECTION Work Order Description Plan Name Tool(s) / Equip XML	Primary Tech DAVE BROOKS Service End Dt Contractor Name Times Printed 0 Est Non-Labor Cost \$0.00 Actual Non-Labor Cost \$0.00 Inspc Status Cd Doc Nbr Task(s) XML	Work Order State ASCD - Apprvd-scheduled Maint Loc BAY 2 Est Labor Hours 0.00 Actual Labor Hours 3.00 Claim Id Service Performed Cert(s)/License(s) XML Team Member(s) XML

Note



The Team Member(s) XML is an optional field selected during the search criteria process to appear in the Detail grid. The fields that appear are based on the selected Sub Work Order. When there is a Team Member(s) XML record, a Details hyperlink appears.

2. Verify the Part(s) tab.

Detail	Part(s)	Labor
Required False Part Rcvd Qty 0 Required Delivery Dt Mfr Part Nbr Part Warranty Canceled Dt 	Parts Required Qty 0 Stock Nbr Part Desc FILTERS Unit Cost 10.00 Part Recv Dt Last Tran Date 3/28/2022 12:19:07 PM	Parts Ordered Qty 0 Priority Level Mfr Name Total Cost Canceled Qty 0 Last Updated By BPGROCE

3. Verify the Labor tab.

Detail	Part(s)	Labor
Tech BROOKS, DAVE Base Rate 105.00 Overtime Hours 0.00 Tech BROOKS, DAVE Base Rate 20.00 Overtime Hours 0.00	Labor Category Base Hours 3.00 Labor Category Details Base Hours 0.00	Rate Type Overtime Rate Rate Type CV - Civilian Overtime Rate 35.00

- B. Select . The **Work Order Journal — Criteria** page appears.





View the CERT(S)/LICENSE(S) XML Detail

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ CERT(S)/LICENSE(S) XML > *VARIOUS PROCEDURAL STEPS* > ☐ desired entry > [Continue](#) > Work Order Journal Details > WORK ORDER ID hyperlink > Basic Detail > SUB WORK ORDER hyperlink > Detail > CERT(S)/LICENSE(S) XML field > Details hyperlink > CERT(S)/LICENSE(S) XML pop-up window

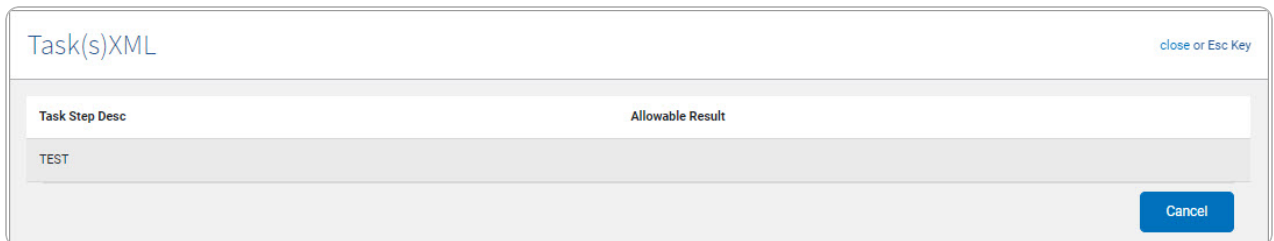
Procedures

View the CERT(S)/LICENSE(S) XML Detail

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

Bold numbered steps are required.

1. Select the Detail hyperlink. The **CERT(S)/LICENSE(S) XML pop-up window** appears.



Task Step Desc	Allowable Result
TEST	

2. Select [Cancel](#). The **Work Order Journal Details** page appears.





View the Tool(s)/Equipment XML Detail

Navigation

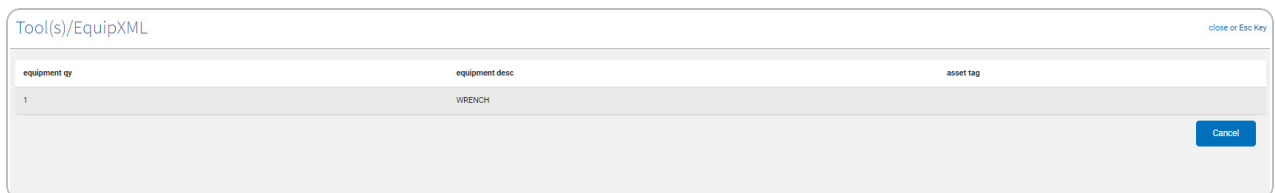
Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ TOOL(S)/EQUIP XML > *VARIOUS PROCEDURAL STEPS* > ☐ desired entry > > Work Order Journal Details > WORK ORDER ID hyperlink > Basic Detail > SUB WORK ORDER hyperlink > Detail > TOOL(S)/EQUIP XML field > Details hyperlink > TOOL (S)/EQUIP XML pop-up window

Procedures

View the TOOL(S)/EQUIP XML Detail

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Detail hyperlink. The **TOOL(S)/EQUIP XML pop-up window** appears.



equipment qty	equipment desc	asset tag
1	WRENCH	

2. Select . The **Work Order Journal Details** page appears.





View the Task(s) XML Detail

Navigation

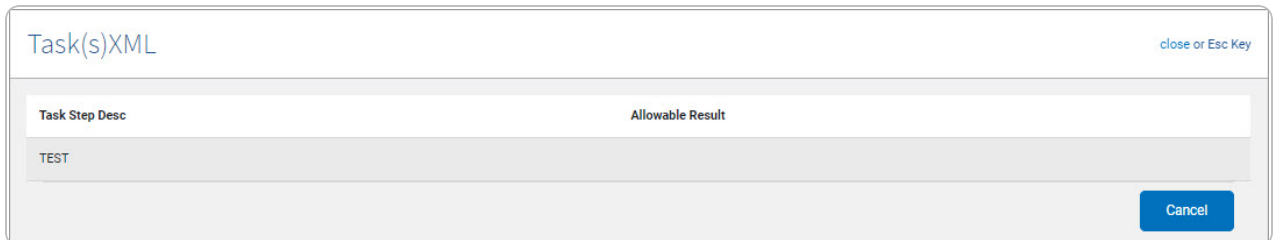
Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ Task(s) XML > *VARIOUS PROCEDURAL STEPS* > ☐ desired entry > > Work Order Journal Details > WORK ORDER ID hyperlink > Basic Detail > SUB WORK ORDER hyperlink > Detail > Task(s) XML field > Details hyperlink > Task(s) XML pop-up window

Procedures

View the Task(s) XML Detail

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select the Detail hyperlink. The **Task(s) XML pop-up window** appears.



Task Step Desc	Allowable Result
TEST	

2. Select . The **Work Order Journal Details** page appears.





View the Team Member(s) XML Detail

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ Team Member(s) XML > *VARIOUS PROCEDURAL STEPS* > ☐ desired entry > [Continue](#) > Work Order Journal Details > WORK ORDER ID hyperlink > Basic Detail > SUB WORK ORDER hyperlink > Detail > Task(s) XML field > Details hyperlink > Team Member(s) XML pop-up window

Procedures

View the Team Member(s) XML Detail

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

1. Select the Detail hyperlink. The **Team Member(s) XML pop-up window** appears.

TeamMember(s)XML								close or Esc Key	
team member id desc	base hours	Labor Rate	base cost	Overtime Hours	Overtime Rate	overtime cost	Labor Cost		
BROOKS, DAVE	3.00	105.00	315.00	0.00	0.00	0.00	315.00		
BROOKS, DAVE	0.00	20.00	0.00	0.00	35.00	0.00	0.00		
								Cancel	

2. Select [Cancel](#). The **Work Order Journal Details** page appears.

